

Picstel Smart Office

USER GUIDE

Picstel Smart Office is a document editing application for mobile handsets. It builds upon the success of Picstel's File Viewer, adding editing and a dramatic touch-gesture user interface.

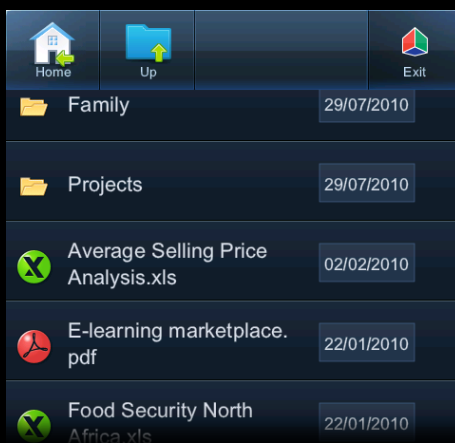
You can view email attachments, or files on your memory card. The Visual Explorer makes it easy to browse them. Content appears virtually as it would on a desktop PC, from the same files, and without needing conversion.

You can edit files on your handset, and copy them back to your desktop computer for further work, without losing the detail or having to submit to any tiresome synchronisation process.

1 Exploring files

To view email attachments or to download documents, go to your mail reader or web browser, and select the attachment. You will see a dialogue inviting you to open it with Picsel Smart Office, if it is compatible.

To work with files you have already stored, launch Picsel Smart Office. You can browse the files on your device to find documents using the **Visual Explorer**. You can tap the icons such as Memory Card, or may have a favourite folder where you store files, for example **/sdcard/downloads**



Once a document is opened it will appear, filling the screen. You can immediately pan it around by dragging your finger over the screen.

You may also create a new document, either based on a template style or a blank page, from the home view of the Visual Explorer.

1.1

Visual Explorer options



Home is a view showing all storage, new document templates and other starting points.



Up returns one level to the parent directory, and ultimately to the home view.



New Document appears in the home view, allowing you to choose a template for an empty document, ready for you to create whatever you wish.



Built-in memory may appear in the home view, showing files stored on-board the device. On some devices, the local storage cannot be used for documents.



Memory card may appear in the home view, to show files stored on a removable device such as a microSD card.



My Documents may appear in the home view, giving a quick link to the best place to store your office files.

2 Viewing a Document

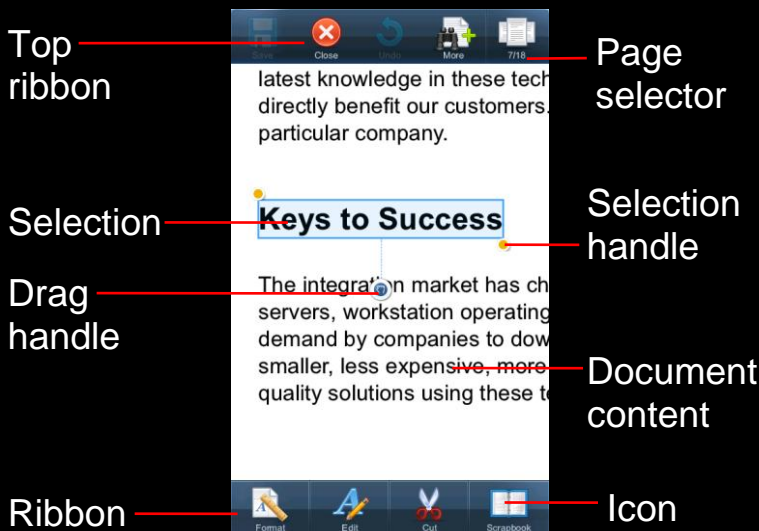
You can work with the document on screen by touching it with your finger. The gestures are:

<i>Gesture</i>	<i>Usual meaning</i>	<i>Actions</i>
Drag	Pan (scroll) around page	Touch, move while holding
Hold and drag	Zoom in or out	Touch, wait 0.5s, move up or down while holding
Pinch	Zoom in or out	Drag two fingers together or apart, on a multi-touch device.
Single tap	Place insertion caret, or close blade	Touch, release
Double tap	Select word	Touch, release, touch, release
Back button	Return to previous view	Press physical “Back” key on device

You can pan through the pages of the document by dragging your finger up the screen, or using the page selector in the Top Ribbon (described later). If you are viewing a spreadsheet, use the page selector.

2.1 Understanding the screen

At the top of the screen is the top ribbon containing “global” options, described in section 2.2. In the main part of the screen is your document, in which you may select fragments or enter new content.



At the bottom is the ribbon of options applicable to your selection. This will change depending on the state; for example if you have selected a cell in an Excel spreadsheet, or are searching for text in Word.

Some of the options available may be greyed out if they are not available in your current state; for example some documents cannot be edited and therefore cannot be saved.

2.2 Top Ribbon

The top of the screen shows icons for actions global to the whole document and application, not just to the part you are currently working with.



It usually shows the “actions” level of the top ribbon. Tapping on the “more” icon will show further options; to return to this level, tap the middle of the screen.



Save: After you have finished editing a document, you can save it from memory back to the file in permanent storage. The original file format is retained, for example Microsoft Word .docx.



Close: If you wish to view a different document, or exit from the application, please use this. It normally returns to the Visual Explorer (see section 1)



Undo: After making a change to your document, you can revert it if you do not like it. Not every type of editing operation can be undone, however. After reverting it, you can redo the action by tapping the icon in the same place.

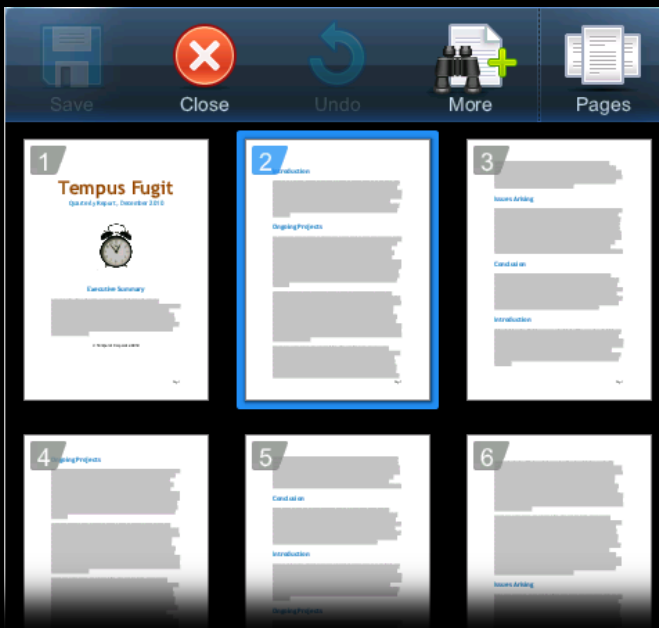


More: Shows “More” options, described further in section 2.3.



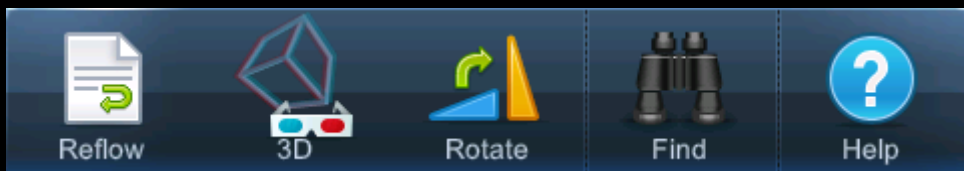
Pages shows thumbnails of each page in your document. You can pan and select any page to view normally, or return to the previous one by tapping the Pages icon again.

This is particularly useful for Excel spreadsheets with multiple sheets.



2.3 “More” top ribbon

Tapping “More” on the top ribbon shows options which are used less often. To return to the main top ribbon, tap the middle of the screen.



Reflow: Normally, pages are laid out as they would be printed. To make lines of text fit across the width of the screen, you can choose to “reflow” them. Font sizes are scaled to be readable, images are scaled to be no bigger than the screen, and objects such as tables are laid out vertically rather than horizontally. This is only available for Word documents.



3D: If you are wearing “anaglyph” 3D glasses with red and cyan filters, you can view documents in 3D with this option! Images, bold text, italic, lines and other content all “pop out” of the screen to make the document more vivid.



Find. This action allows you to search for text within the current document. A ribbon will be shown at the bottom during searching. See section 2.4, below.



Help. Display this user guide. To return to your document from the user guide, please tap the Close icon.

2.4 Find and Replace

This option allows you to enter a word or a short text string. The application will search starting with the area currently on screen, and will highlight it when found. You can then choose to replace it, or move on to the next or previous matches.



Previous match. After you have found the item you were searching for, you can search backwards through the document to the preceding match of the same string.



Next match. This continues the search forwards through the document, for the same string.



Cancel. The search is abandoned and the document returns to normal viewing.

After the entire document has been searched, a message is displayed to inform you. The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

3 Editing the Document

Picse! Smart Office allows you to change a document, for example by typing sentences or reformatting what is there. You can even recalculate spreadsheet formulae and charts after changing the numbers!

3.1 Insertion Caret

In Word and Power Point documents, a red insertion caret can be placed by tapping your finger in the document, allowing you to type new text. You can also set the formatting styles of text that you have not yet typed, as described below for selections.



Format Text. This sets the text formatting such as font and colour, which will be used for text you type immediately afterwards. The options are similar to those for selections.



Edit. This allows you to type new text to insert into the document, at the caret.



Paste. If you have cut text from the document, you can paste text from the scrap book at the current insertion position. You may repeat this several times.

The insertion caret also appears as you drag a selection around; this indicates where the text will be pasted.

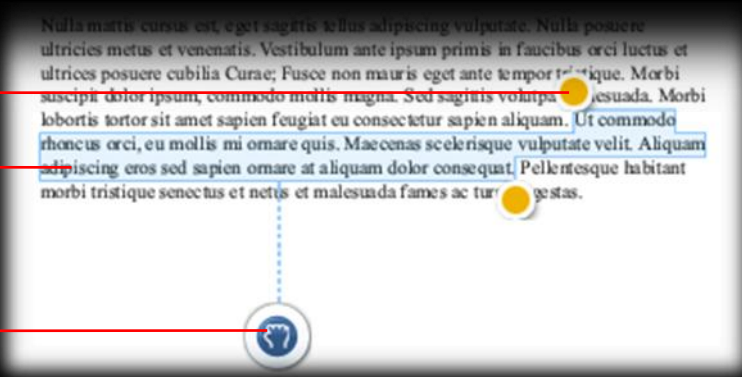
3.2 Selecting Content

To change part of the document, first double tap on a part that you want to select. Orange “selection handles” will appear highlighting which word has been selected, and a ribbon of actions will appear at the bottom of the screen. Spreadsheet cells and paragraphs of text in slide shows can also be selected.

Selection
handle

Selection

Drag
handle

A screenshot of a document with Latin text. A portion of the text is highlighted in blue. Two orange circles, labeled 'Selection handle', are positioned at the ends of the highlighted text. A blue circle with a white arrow, labeled 'Drag handle', is located below the text. A red line connects the 'Drag handle' label to the drag handle icon. Another red line connects the 'Selection handle' label to one of the orange selection handles. The text in the background includes: 'Nulla mattis cursus est, eget sagittis tellus adipiscing vulputate. Nulla posuere ultricies metus et venenatis. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Fusce non mauris eget ante tempor tique. Morbi suscipit dolor ipsum, commodo mollis magna. Sed sagittis volutpat esuada. Morbi lobortis tortor sit amet sapien feugiat eu consectetur sapien aliquam. Ut commodo rhoneus orci, eu mollis mi ornare quis. Maecenas scelerisque vulputate velit. Aliquam adipiscing eros sed sapien ornare at aliquam dolor consequat. Pellentesque habitant morbi tristique senectus et netis et malesuada fames ac turpis egestas.'

You can adjust how much text is selected by dragging the selection handles around with your finger. The maximum size of a Word document selection is limited to one paragraph of text.

You may move selected text to another position within the document, using the drag handle. When you finish dragging, the text will be cut from its current position and pasted at the insertion caret which appears during

the drag. You may also drag a selection to or from the scrap book icon on the bottom ribbon.

To cancel a selection, tap once somewhere else in the document (outside the current selection). This may also place the insertion caret (see section 3.1) which can also be cancelled by tapping once.

3.3 **Formatting and Editing Text**

Once you have selected some text, you can change its formatting using the ribbon at the bottom of the screen.



Format Text. Tap this to open the text formatting blade, where you can change how the text appears in the document, for example making it Bold, Italic or Underlined. These are described below.



Edit. To change the text you have selected, tap this icon to pop-up a mini editor box. You can use your device's on-screen keyboard or physical keypad to enter text in any supported language.



Cut. This will delete the selected text from the document, and move it to the scrap book. You can paste it back into the document at another location. After cutting, the insertion caret is set in the same place, in case you wish to paste it or type new text there.



Scrap book. This shows the fragment most recently cut from the document. It can be dragged back to the document.

While dragging, a red insertion caret appears to show where it will be pasted. You can also drag a selection from the document to the scrap book, to cut it.

The text formatting properties that you can adjust appear on a blade. You can close the blade by tapping in the middle of the screen.



Bold. Tap this to embolden the font used for the selected text, or again to return to normal weight.



Italic. Tap to switch italic on or off for the selected text.



Underlined. Tap to switch underlining on or off for the selected text.



Left alignment. This applies to whole paragraphs, not just selected words.



Centred alignment of paragraph.



Right alignment of paragraph.



Text colour. This will open a blade containing a choice of colours for your selected text.



Background colour. This will open a blade allowing you to change the colour of the page behind the selected text.



List formatting. This will open a blade allowing you to choose the paragraph style, between normal body text, numbered lists, and bulleted lists. This applies to whole paragraphs, not just selected words.



Font name and size. This opens a blade with a choice of font families and point sizes. The names include a standard set of fonts, and those used within your document. However, as on any computer, the text displayed on the screen may not exactly match the named font.

If you are not satisfied with your change, most can be undone using the “Undo” icon on the top ribbon. After you have edited your document, please remember to save it using the top ribbon.

3.4 Editing spreadsheet cells

As well as the text formatting options above, some additional features are available for cells in Excel spreadsheets:



Format cell: This opens a blade with options for modifying the appearance of a spreadsheet cell.



Insert row/column: This opens a blade allowing rows and columns to be added or deleted.



Edit cell: You can change the value of a cell, making it text, numeric or even a complex formula (calculated as described below).



Cut. This moves the cell value to the scrap book, and deletes it from the spreadsheet. You can paste it in to another position later.



Paste. This copies the value from the scrap book (which was previously cut), back in to the selected spreadsheet cell. You may repeatedly paste something several times.

If you edit a cell value, the spreadsheet will be recalculated and any other formulae depending on the value changed, will be updated. Picsel Smart Office supports over 100 popular Excel-compatible functions, and can evaluate them immediately. However, there are a few rarely used formulae which are not processed; these will be updated the next time you load your spreadsheet into Microsoft Excel on a desktop computer.

4 Editable Files

File formats that can be edited by Picsel Smart Office are listed below. Some documents containing very large images or many pages may be too large to load properly, in which case they can only be viewed. These are indicated with a warning message on screen.

If selection handles do not appear when you expect, there could be several reasons:

- You may not have double-tapped effectively. There should be only a brief pause between taps in virtually the same place on screen.
- You may be viewing a format such as PDF which cannot be edited.
- The object you tapped may not be editable.
- The file may not have been fully loaded yet, or not editable. Wait for a few moments, and try again. If it is very large, it may not be possible to load it fully.

Picsel supports thousands of individual document content features and hundreds of format versions. The following table is a brief summary.

<i>Feature</i>	<i>Displayed</i>	<i>Editable</i>
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	No
Plain text .txt	Yes	No
Bitmap images .jpg .bmp .png .gif	Yes	No
Vector images .wmf .emf	Yes	No
Faithful page layout, where supported	Yes	Yes
Body text	Yes	Yes
Tables	Yes	Yes
Images in documents	Yes	No
Password-encrypted PDF files	Yes	No

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