Documents To Go for BlackBerry Smartphones

User Guide

Version: 1.0

Contents

About Documents To Go

Documents To Go is an application that enables you to view and edit Microsoft Office files on your BlackBerry smartphone. Using the application, you can view PDF files and view, edit, and format the following:

• Microsoft Word documents
• Microsoft Excel spreadsheets
• Microsoft PowerPoint presentations

Requirements

- At least 3.8 MB of application storage
- BlackBerry 7 or later

Getting started

Create a new file

1. In Documents To Go, press the **Menu** key.
2. Do one of the following:
   - To create a document, click **New Document**.
   - To create a spreadsheet, click **New Spreadsheet**.
   - To create a presentation, click **New Presentation**.
3. Type the information that you want in the file.
4. Press the **Menu** key > **Save**.

Open a file

Do any of the following:
- To open a file from the **Documents To Go** screen, navigate to the **Files**, **Recent**, or **Favorites** view. Find and click the file that you want to open.
- To open a file that is saved in a folder on your smartphone, click **Browse**. Find and click the file that you want to open.
- To open a file that is attached to a message, in a message, highlight the file that you want to open. Press the **Menu** key > **Open Attachment**. Select whether to view, edit, or open the file with Documents To Go.
- To open a file that is password-protected, complete the **Enter Password** field. Click **OK**.

Mark a file as a favorite

1. On the **Documents To Go** screen, in the **Files** view, highlight the file you want to mark as a favorite.
2. Press the **Menu** key > **Mark as Favorite**.

Zoom in to or out from a file

1. Press the **Menu** key > **Zoom**.
2. Click a zoom level.

Documents

Change document edit modes

By default, when you open an existing document, View mode is turned on. Using View mode, you can quickly go to different parts of the document without making changes to it. To edit the document, you must change the mode to Edit mode.

On the **Word To Go** screen, press the **Menu** key > **Edit Mode**.

View tracked changes

If a document contains tracked changes, you can view these changes on your BlackBerry smartphone.

On the **Word To Go** screen, do one of the following:
- To view tracked changes in a document, press the **Menu** key >**View** > **Show Changes**.
- To hide tracked changes, press the **Menu** key > **View** > **Hide Changes**.
- To move to the next change, press the **Menu** key > **View** > **Next Change**.
- To move to the previous change, press the **Menu** key > **View** > **Previous Change**.
- To change how tracked changes appear on your smartphone, press the **Menu** key > **Options**.

View or insert a comment

On the **Word To Go** screen, do one of the following:
- To view comments in a document, press the **Menu** key > **View** > **Comments**.
- To hide comments, press the **Menu** key > **Hide Comments**.
- To insert a comment, place the cursor where you want to add the comment. Press the **Menu** key > **Insert** > **Comment**.

Change the formatting of text or a paragraph

You can change the formatting of the text in a document including the font type, style, size, and color. Paragraph formatting includes text alignment, indentation, and spacing.

On the **Word To Go** screen, press the **Menu** key > **Format**.
- To change the font style, size, or color, click **Character**.
- To change the text to bold, click **Bold**.
- To change the text to italic, click **Italic**.
- To underline the text, click **Underline**.
- To change the paragraph formatting, click **Paragraph**.

- To insert a bulleted or numbered list, click **Bullets & Numbering**. Click a list format. Press the **Menu** key > **Save**.
- To insert a link, click **Hyperlink**. Type the web address for a website. Click **OK**.
- To insert a bookmark, click **Bookmark**. Highlight a bookmark. Press the **Menu** key > **Save**.

Insert or edit a table

On the **Word To Go** screen, do one of the following:
- To insert a table, place the cursor where you want to insert the table. Press the **Menu** key > **Insert** > **Table**. Type the number of columns and rows that you want in your table. Click **OK**.
- To insert rows into a table, press the **Menu** key > **Table** > **Insert Rows Above** or **Insert Rows Below**.
- To delete a table, press the **Menu** key > **Table** > **Delete Table**.
- To delete a row, press the **Menu** key > **Table** > **Delete Rows**.

Find and replace text in a document

1. On the **Word To Go** screen, press the **Menu** key > **Find**.
2. In the **Find What** field, type the word you want to find.
   - To find the word, click **Find**.
   - To find and replace the word once, in the **Replace With** field, type a word. Click **Replace**.
   - To find and replace the word in every instance, in the **Replace With** field, type a word. Click **Replace All**.

View the word count for a document

On the **Word To Go** screen, press the **Menu** key > **View** > **Word Count**.

Shortcuts: Documents

Scroll down one page at a time	Press the **Enter** key.
Scroll down the page	Press the **Space** key.
Scroll up the page	Press the **Shift** and **Space** keys.
Go to the top of the document	Press **T**
Go to the bottom of the document	Press **B**
Go to the next page	Press **N**

Go to the previous page	Press **P**
Find a word	Press **F**
Zoom in to or out from the document	Press **Z**

Spreadsheets

Edit a cell

On the **Sheet To Go** screen, press the **Menu** key > **Edit Cell**.

Switch worksheets

1. On the **Sheet To Go** screen, press the **Menu** key > **Worksheets**.
2. Click the worksheet that you want to switch to.

Freeze panes in a worksheet

On the **Sheet To Go** screen, press the **Menu** key > **Freeze Panes**.

Insert or change a row or column

On the **Sheet To Go** screen, press the **Menu** key.
- To insert a row, click **Row** > **Insert**.
- To insert a column, click **Column** > **Insert**.
- To change the height of a row, click **Row** > **Row Height**. Use the trackpad to adjust the row height. Click the trackpad to set the row height.
- To change the width of a column, click **Column** > **Column Width**. Use the trackpad to adjust the column width. Click the trackpad to set the column width.
- To hide a row or column, click **Row** or **Column** > **Hide Row** or **Hide Column**.
- To adjust the column to automatically fit the text, click **Column** > **Autofit**.

Insert a function

1. On the **Sheet To Go** screen, highlight the cell that you want to insert the function in.
2. Press the **Menu** key.
   - To insert the AutoSum function, click **Insert** > **AutoSum**.
   - To insert a different function, click **Insert** > **Function**. Click a function.

Change number formatting

You can change the formatting of numbers in a cell to appear in a distinct style including Currency, Date, Time, Fraction, Percentage, or Scientific.

1. On the **Sheet To Go** screen, press the **Menu** key > **Format**.
2. Change the **Format** field to the format that you want to use.
3. Change the formatting fields.
4. Press the **Menu** key > **Save**.

Change cell formatting

On the **Sheet To Go** screen, press the **Menu** key > **Format** > **Cell**.
- To change the cell text to bold or italic, select the **Bold** or **Italic** check box.
- To change the text formatting, change the **Font Name**, **Font Size**, or **Text Color** field.
- To change the cell color, change the **Cell Color** field.
- To change the alignment of cell text, change the **Horizontal Alignment** or **Vertical Alignment** field.

Sort cells in a spreadsheet

1. On the **Sheet To Go** screen, select the cells that you want to sort.
2. Press the **Menu** key > **Sort**.
3. To customize your sorting, change the **Sort By**, **Then By**, and **Then By** fields.
4. Press the **Menu** key > **Save**.

Shortcuts: Spreadsheets

Depending on your BlackBerry smartphone, the following shortcuts may not be available.

Go to the cell below the current cell	Press the **Enter** key.
Go to the cell above the current cell	Press the **Shift** and **Enter** keys.
Display the cell contents	Press the **Space** key.
Return to the top of the spreadsheet	Press **T**
Go to the end of the spreadsheet	Press **B**

Go to the next worksheet	Press **N**
Go to the previous worksheet	Press **P**
Find a word or phrase	Press **F**
Go to a specific cell	Press **G**
Zoom in to a spreadsheet	Press **Z**

Presentations

Change slideshow edit modes

By default, when you open an existing slideshow, View mode is turned on. Using View mode, you can quickly go to different parts of the slideshow without making changes to it. To edit the slideshow, you must change the mode to Edit mode.

On the **Slideshow To Go** screen, press the **Menu** key > **Edit Mode**.

Move between slides

On the **Slideshow To Go** screen, press the **Menu** key.
- To go to the next slide, click **Next Slide**.
- To go to the previous slide, click **Previous Slide**.
- To go to a specific slide, click **Go To Slide**. Click a slide.

Insert a new slide or a bulleted list into a slide

On the **Slideshow To Go** screen, do one of the following:
- To insert a new slide, place the cursor where you want to insert a new slide. Press the **Menu** key > **Slides** > **Insert Slide**.
- To insert a slide that is a duplicate of the previous slide, press the **Menu** key > **Slides** > **Duplicate Slide**.
- To insert a new bullet item in to a bulleted list, press the **Menu** key > **New Bullet Item**.

Move slides in a presentation

1. On the **Slideshow To Go** screen, press the **Menu** key > **Slides** > **Reorder Slides**.
2. Highlight the slide that you want to move.
3. Press the **Menu** key > **Move Down** or **Move Up**.
4. Press the **Menu** key > **Save Changes**.

PDFs

View a PDF

You can view a PDF document in two ways. Page View displays a PDF as it would appear on your computer. Column View displays the content of a PDF in one column for easy review on your BlackBerry smartphone.

Do one of the following:

- To view a document in **Page View**, press the **Menu** key > **Page View**.
- To view a document in **Column View**, press the **Menu** key > **Column View**.

Move between pages in a PDF

1. Press the **Menu** key > **Go to Page**.
2. Enter the page number you want to go to.
3. Click **OK**.

Search for or select text in a PDF

You can search for text or select text in both Column View and Page View.

Do any of the following:

- To search for text, press the **Menu** key > **Find**. Enter the word or phrase you want to find. Click **Find**. If your search is case sensitive, select the checkbox beside the **Case Sensitive Search** option. If your search is for specific words only, select the checkbox beside the **Words Only** option.
- To select text, press the **Menu** key > **Start Selection**. Select the text you want to copy. Press the **Menu** key > **Copy**.

Feedback

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