Documents To Go ™

User Manual for BlackBerry® Smartphone

Full user manual, with individual application details and demonstrations of common operations in Documents To Go™ for BlackBerry®.

Contents

Documents To Go™ for BlackBerry® Smartphone

Introduction

Documents To Go™ is a suite of applications, with one application for each supported Microsoft® Office file format: Word To Go™ for Microsoft® Word, Sheet To Go® for Microsoft® Excel and Slideshow To Go® for Microsoft® PowerPoint.

While using Documents To Go™, you will see some options prefaced by an * symbol *(such as ***New**)*. This symbol indicates that the option is a *Premium Edition* feature, and not available the free *Standard Edition*. To find out more about Documents To Go™ Premium Edition, please see this link:

http://www.dataviz.com/products/documentstogo/blackberry/feature_matrix.html

Related Topics
Free Trial of Documents To Go™ Premium Edition

Touch-screen devices

Documents To Go for touch screen devices *(such as the BlackBerry® Storm)* was designed to accommodate common touch gestures found elsewhere on the device, such as lightly touching the screen, clicking the screen, or sliding a finger on the screen to perform different navigation and formatting operations.

Related Topics
Documents To Go™ for Touch-screen devices

Locating Documents To Go™ on your BlackBerry® Smartphone

OS 4.5 devices such as the BlackBerry® Pearl or BlackBerry® Curve Smartphone

The Documents To Go™ applications may be in a separate folder (called **Documents To Go**) in your application list, or it may be listed among the rest of your applications:

 (left to right) Word To Go, Sheet To Go®, Slideshow To Go, and PDF To Go®

OS 4.6 or higher devices such as the BlackBerry® Bold, BlackBerry® Tour or BlackBerry® Storm Smartphone

The Documents To Go™ applications appear in the **Applications** folder:

 (left to right) Word To Go, Sheet To Go®, Slideshow To Go, and PDF To Go® as seen on the BlackBerry® Bold 9000
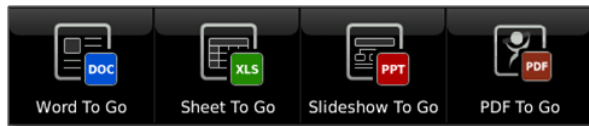
 (left to right) Word To Go, Sheet To Go®, Slideshow To Go, and PDF To Go® as seen on the BlackBerry® Storm

Note: PDF To Go® is a separate download, and will appear in the **Downloads** *folder by default*

You may find that the Documents To Go™ applications have installed to a folder other than **Applications**; open the other folder *(typically the* **Downloads** *folder)* to see the applications. To put all of the applications in the same place:

1. Highlight the application to move, such as **Word To Go.**
2. Press the **Menu** button.
3. Choose either **Move** or **Move to Folder**.
4. Click the destination position or folder.

If one or more Documents To Go™ applications don't appear in any folder but have been installed, try restarting the device: remove the battery, wait for a moment, and then replace the battery.

If applications still don't appear, check to make sure the applications aren't hidden:

1. Press **Menu → Show All.**
2. If the icons then appear but then seem shaded or grayed out, select each icon and press **Menu → Hide**, to disable the hide option of the icon.

Locating PDF To Go® on a BlackBerry® Smartphone (Premium Edition Only)

After downloading and installing, PDF To Go® will be located in your **Downloads** folder by default, but can easily be moved to the same folder as the Documents To Go™ applications.

The other Documents To Go™ applications can be moved with the same method:

1. Highlight the **PDF To Go®** application.
2. Press the **Menu** button.
3. Choose either **Move** or **Move to Folder**.
4. Choose the destination position or folder.

Related Topics
[Downloading and Installing PDF To Go® (Premium Edition Only)](#)

Launching Documents To Go™ for the first time

The first time that one of the Documents To Go™ applications is launched on the device *(Word To Go™, Sheet To Go®, Slideshow To Go®, or PDF To Go®)*, you will be prompted to accept a license agreement and register your software.

Note: Enterprise users who have Documents To Go™ pre-configured by their IT department may not see the following screens and can disregard this section.

Press **Menu** to **Accept**

After completing registration, you will be presented with the *welcome screen* of the application.

Welcome Screen

From this screen, you can choose **Open a file…** to explore the device or storage card memory to open and edit your documents, as well as also see a list of most recently used documents. Premium users may choose **Create a new file…** to generate a new blank document.
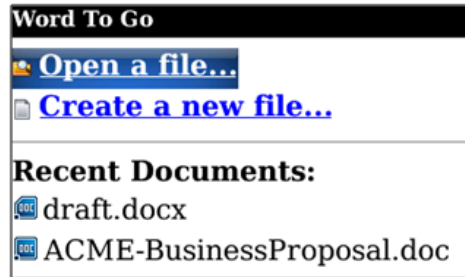
In addition to browsing for files, **Premium** users will also be able to create new blank documents from this area *(users of the Standard Edition will not see this option).*

*This screen will appear the same in each **Documents To Go™** application.*

Also in the *Welcome Screen* menu:

Activate Documents To Go – Premium users can activate a purchased copy to access all features. This option will not be present for users who have activated Documents To Go™ or have had Documents To Go™ pre-configured.

Check for Updates – Connect to the Internet to check with DataViz if there are any updates available for your installation of Documents To Go™. You can also visit www.dataviz.com in the BlackBerry® browser to see if any updates are available for Documents To Go™ for the device.

About Documents To Go – Display version and registration information.

Clear Recent Documents – Clear items from the recent documents listing. This option does not delete the documents from the device or storage card.

Opening supported email attachments

There are different methods available to view and edit attachments on a BlackBerry® Smartphone:

1. Open a message that contains an attachment(s):

    FW: Office documents
    Nov 19, 2008 10:05 AM
    ⊡ 3 Attachments

    Here are the documents you requested for the meeting today!

    Parts Tracking.xls (16K)
    Business Proposal.doc (69K)
    Meeting Notes.doc (28K)
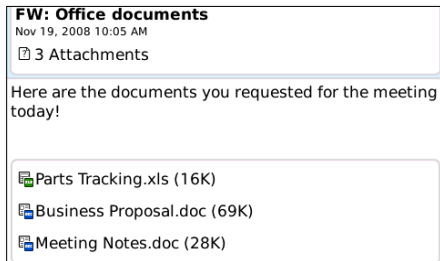
2. Select the name of an attachment and press **Menu** to view available options:

    FW: O   File **ocuments**
    Nov 19, 2   Reply AM
    ⊡ 3 Att   Reply

    Here are   Forward   sted for the meeting
    today!   Reply To All

                     Open Attachment
    Parts   Download Attachment
    Busi   Delete   sal.doc (69K)
    Meet   Message Alerts   K)
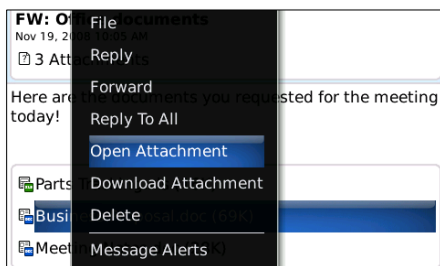
3. Choose **Open Attachment** to view or edit the document now, or choose **Download** to save the attachment to the device for later use to a specific folder *(you will still be able to edit the document later).*

    Note: If either the *Open* or *Download* option is not visible, please see this link:
    http://support.dataviz.com/support.srch?docid=14186

4. After choosing **Open Attachment**, choose to **Edit in Documents To Go** to download the attachment for immediate editing and viewing:

    FW: Meeting notes from today
    Dec 23, 2008 9:45 AM
     Attachment

    ?   Options:

            View

        Edit with Documents To Go
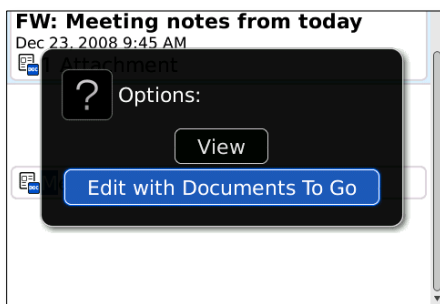
Sending documents via Email

Documents can be sent either from within a Documents To Go™ application in a new email message, or attached to an existing email message.

While editing the document to be sent...

1. The document is open and being edited in Word To Go™.
2. Press **Menu → Send via Email.**
3. If the document has not been saved after the last edit, you will be prompted to do so before proceeding:
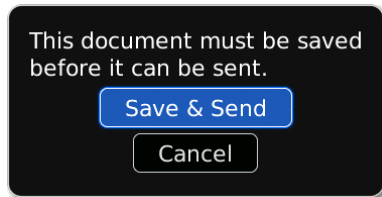
4. Once the document is saved, a new email message is created, with the document present in the message as an attachment.
5. Update the message fields, and **Send.**
6. The attachment will be included with the email message as a native Office document, and will be available for the recipient to use on their computer or Documents To Go™ on their BlackBerry® device.

After composing a new email message...

1. Compose your email on the BlackBerry® device.
2. While the message is open and being edited, press **Menu → Attach File.**
3. Browse device or media card memory for the document you wish to attach, and click it when it is highlighted.
4. The document will be added to your email message to be sent as an attachment to that message
5. Update the message, and **Send.**

Note: *Documents cannot be sent via BlackBerry® PIN, SMS, or MMS messages.*

Transferring desktop documents to and from a BlackBerry® Smartphone

Documents To Go Desktop with Documents To Go Premium version 2

The Documents To Go Desktop application and it's sync companion on the BlackBerry device, Documents To Go Files, must be installed in order to facilitate synchronization. When installed, Windows users can easily sync files between their computer and device via USB cable. Once the files are set to sync, any edits made will automatically be transferred upon synchronization.

Note: Desktop synchronization is a separate add-on for Documents To Go that is part of Documents To Go Premium Edition version 2. If you are using version 1 of Documents To Go Premium or are using Standard Edition, click here for details on how to manually transfer files.

System Requirements
Device Requirements

- BlackBerry Device Software 4.5 or higher
- 3.0 MB of free device memory to install the main applications
- Additional device memory required to:
  - Install PDF To Go (1 MB)
  - Install Documents To Go Files (300K)

Desktop Requirements

- Windows XP, Vista, 7
- BlackBerry Desktop Manager 4.6 or BlackBerry Device Manager 4.6 or higher

Installation
To synchronize your desktop files with your BlackBerry device, you will need to first download and install the **Documents To Go Desktop** application to your Windows computer as well as install an add-on application on your device named **Documents To Go Files**.

Visit the following links directly on your BlackBerry device's web browser to install the components:

To download the desktop application, go to this website: http://www.dataviz.com/blackberrydesktop
To download the add-on Documents To Go Files, go to this website and enter your e-mail address to have the download link sent to your BlackBerry device: http://www.dataviz.com/getfiles

Setup & Pairing

After installing the Documents To Go desktop application you will be automatically prompted to pair your computer with your device. Before you begin the pairing process, please confirm the following:

- You have installed the add-on application named **Documents To Go Files** to your device.
- You have connected your device to the desktop via USB cable.
- Your device is not connected in Mass Storage Mode. Documents To Go is not able to complete a synchronization if a BlackBerry device is connected to the computer in Mass Storage Mode. In order to synchronize, you must first disable Mass Storage Mode on your device. Follow the steps below to disable
    - Disconnect the BlackBerry from the computer.
    - Open the Options application and select Media Card (or Memory).
    - Set the Auto Enable Mass Storage Mode When Connected setting to **Prompt**.
    - Press Back and Save the changes.
    - Reconnect the BlackBerry to the computer and select **No** when asked if you want to enable Mass Storage Mode.

Adding Folders & Files

To use files on your BlackBerry device you must first add them to Documents To Go on your desktop computer and then synchronize. During the synchronization, a copy of the folder and file will be created in Documents To Go on your device.

With the program opened on the desktop, you can add files by clicking the **Add Folder** button to browse for and select the folder that contains the files you would like to synchronize to your device.

After selecting the folder you would like to synchronize, you will be presented with a list of all the supported items that exist within that folder. By default all items inside the folder will be synchronized, however you may uncheck any item that you don't want to sync to your device.

Removing Folders & Files

In order to remove a folder from Documents To Go (and remove it from your device during the next synchronization) perform the following steps:

1. Open the Documents To Go Desktop program on your computer.
2. Highlight the folder and click the **Remove Folder** button.

   Note: *Deleting a document from either the Documents To Go application on the desktop or the BlackBerry device will NOT delete the file from its original location on the computer. It will only remove the link that was established between the file and Documents To Go.*

Folder List

All of the folders that you have added to the Documents To Go Desktop application will be listed in the main application window. A header above the list shows the Folder name, the directory path that this folder exists within and the size of the all of the items that are set for synchronization within the folder.

Please note that if a large number of files are set to sync, you will be presented with a warning. It is not recommended that you set your entire My Documents folder or Desktop folder to sync.

"My DocsToGo" Folder

During your initial setup of the Documents To Go Desktop application, a shortcut/alias titled **My DocsToGo** was added to your desktop. This folder is automatically setup for synchronization to your device. This allows you to add individual files to this folder to sync without having to add an entire folder. The **My DocsToGo** folder has been created in your **My Documents** folder on Windows.

Synchronization

Each time you synchronize, Documents To Go will automatically update your files on either your device or desktop. In the case where updates occur to a document on both the device and the desktop, Documents To Go will place a duplicate of each file on both the device and the desktop. All synchronized files and folders will be saved in a specific folder on your Device Memory or Media Card. The title of this folder is **DocumentsToGoDesktop**. This folder shouldn't be renamed, deleted or moved as this will cause synchronization to fail.

If a file that is added to the desktop application is stored on removable media or a disconnected server, make sure you log onto the server or insert the media before synchronization.

Synchronization with Multiple Desktops

Documents To Go has the ability to synchronize with multiple desktop computers. The files and folders synchronized with each computer are kept in their own library on the device. These libraries are synchronized separately and are not shared between each desktop. To synchronize a document from one library to another, you can save a copy to a folder synching with another desktop using the **Save As** option available when viewing a document.

To setup a new desktop, download and install the Documents To Go Desktop application for BlackBerry on the additional computer (it is not necessary to install the Documents To Go Files app to the device a second time):

http://www.dataviz.com/products/documentstogo/blackberry/desktop.html

Once the desktop application is installed, run the Documents To Go Desktop application and follow the prompts to add a new device pairing.

Preferences

In Preferences you can set the name of your desktop computer as it will appear in Documents To Go on your device. Preferences can be accessed through the **Preferences** menu item in the Documents To Go Desktop.

Documents To Go Files

The Documents To Go Desktop application synchronizes with a companion application on the BlackBerry device named **Documents To Go Files**. This companion and file browser is where users can access and manage (delete, rename, copy and paste) all of their Microsoft Word, Excel PowerPoint, Adobe PDF, and graphics in one centralized location.

Where can I find the Documents To Go Files application on my BlackBerry device?

As the **Documents To Go Files** application is an add-on, it will not typically be found in the same location as the other Documents To Go applications like Word To Go. On most BlackBerry devices the Documents To Go Files application can be found in the **Downloads** folder on your devices home screen.

Browse Files

When opening the Documents To Go Files application on your device, you will see two options for browsing your files.

Browse Desktop Files: Selecting this option will jump to the location of your synced folders in either Device Memory or the Media Card.
Browse All Files: Selecting this option will allow you to select either your Device Memory or Media Card to view the list of files in that memory location.

File Management

When Browsing within the Documents To Go Files application, there are several file management options available in the menu.   When browsing desktop files or all files, bring up the menu and there will be options to **Delete**, **Copy**, **Rename**, view **File Properties** and create a **New Folder**.

Manage Desktops

In order to remove a pairing between your BlackBerry device and a desktop computer, choose **Manage Desktops** in the menu. From the Manage Desktops window, highlight the desktop pairing you would like to remove and from the menu choose **Delete**.
Note: *All desktop files will be removed from this device. If you have recently made any changes to documents on your device, you should sync to update the desktop documents before removing this*

Desktop.

Synchronization Location

All synchronized files and folders will be saved in a specific folder on your Device Memory or Media Card. The title of this folder is **DocumentsToGoDesktop**. This folder shouldn't be renamed, deleted or moved as this will cause synchronization to fail.

Manually copy files between your desktop and BlackBerry® Smartphone

There are several ways to move files between a desktop computer and your BlackBerry® Smartphone to edit and view documents in Documents To Go™.

Drag & Drop files via USB connection to Windows desktop

Plug your device into your computer's USB port via USB cable, and browse your expansion card memory[1] on your desktop to copy or move files:

1. First, make sure **Mass Storage Mode** is enabled on the device.

   Check settings and enable mass storage mode if necessary:
   a. Go to the application list and select **Options → Media Card.**
   b. Click *Mass Storage Mode* to **On**, and choose **Yes** to *Enable Mass Storage Mode When Connected*:

   Mass Storage Mode Support:

   On ▾

   Auto Enable Mass Storage Mode When Connected:

   Yes ▾
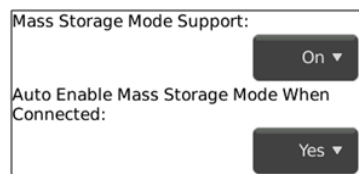
   c. Press **Back** and **Save** changes, and connect your device.
2. Plug the device into your computer via USB cable, and enter your device security code if prompted to enable *Mass Storage Mode*.
3. You may be prompted to mount the storage card as a USB drive on the device, choose **Yes**:

   Do you want to turn on Mass Storage Mode? You might not be able to access some media files in this mode.

   Yes

   No

   ☐ Don't ask this again

4. Open **My Computer** on your Windows desktop, and open the storage card in **Devices with Removable Storage.** Note that the names of the removable storage may vary by device and

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[1] Some newer BlackBerry® devices (such as the Bold 9000, or Storm) are able to *mount* the internal memory of the device, in addition to expansion card memory. If you do not have one of these devices and do not have an expansion card, see below for more methods for document transfer.

storage card:
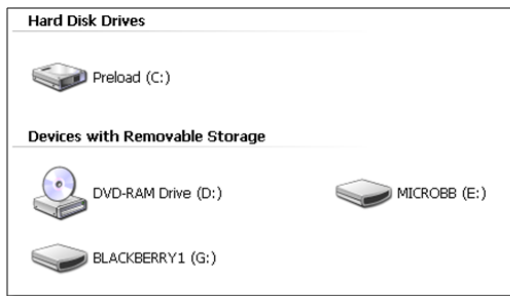
5. Browse to the folder where your documents are located *(default path pictured below):*


6. Drag and drop, or copy and paste your files between the device and computer by placing them in this folder.
7. Unplug the device.
8. The files should now be accessible on your BlackBerry® device. Open Documents To Go and look for the files in the same folder that was navigated to above.

Transferring documents using BlackBerry® Desktop Manager

BlackBerry® *Desktop Manager* allows you to browse your BlackBerry® Smartphone and storage card memory to copy and move files between your computer and device by using included software called *Media Manager*[2]:

1. Plug your BlackBerry® device into your computer via USB cable.
2. Run the BlackBerry® Desktop Manager software.
3. Click **Media** → **Media Manager** to launch the software:
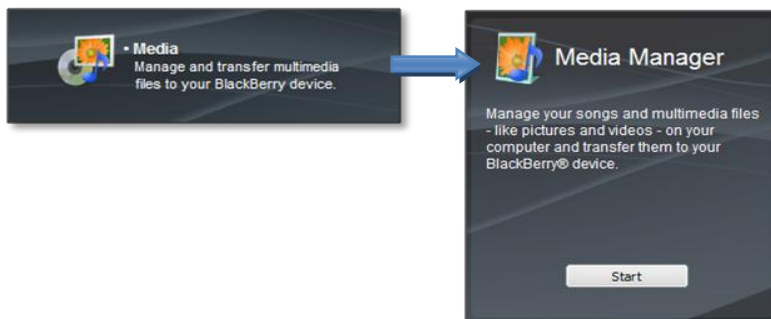
4. Drag & drop your files between your device and computer using the media manager software.

Help for Media Manager is available in the **Help** menu of the program.

For more information on using the *Desktop Manager* or *Media Manager*, please check available help online at:

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[2] Some versions of *Desktop Manager* may not include the *Media Manager* software. For more details about *Media Manager* please visit BlackBerry's

http://www.blackberry.com/btsc/supportcentral/supportcentral.do?id=m1

Creating new folders, moving/copying, and deleting files on the device

A file explorer similar to My Computer in Windows is available on the BlackBerry® Smartphone to manipulate files or folders on the device:

1. Open the application on your BlackBerry® Smartphone called **Media**.
2. Press **Menu → Explore**.
3. Navigate your device or media card menu to find your documents:
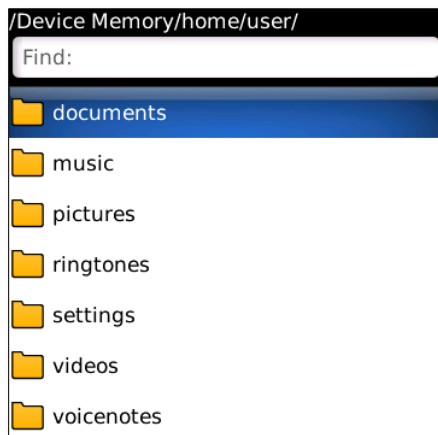
4. Highlight a document, and either click it to open it, or press **Menu** for more file options, such as copy and delete, as well as creating new folders:
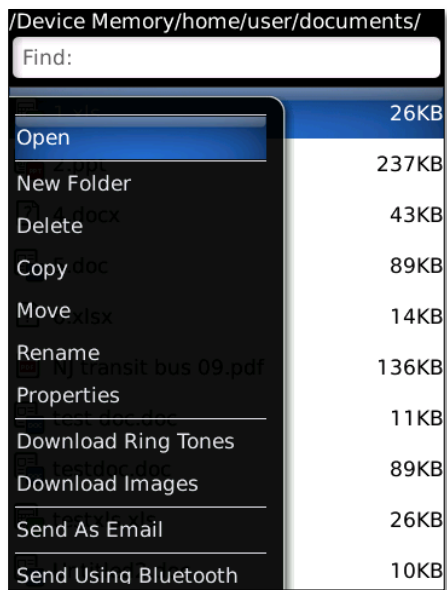
Word To Go™

View Mode vs. Edit Mode

When an existing document is opened in Word To Go™, **View Mode** is enabled. View mode allows you to use keyboard shortcuts to quickly navigate to different parts of the document without making any changes to the document *(similar to when you receive and view an email message)*.

Certain menu options will only be visible while you are in **Edit Mode**. When in edit mode, keyboard buttons will instead input the character when pressed.

Modes can be toggled via the menu in Word To Go™: **Menu → Edit Mode / View Mode**.

Document Pagination

Similar to Microsoft Word on the desktop when a document is opened, a file's contents will be loaded sequentially. The time it takes to *paginate* a document will depend on how large and complex that document is. The status of pagination is displayed in the upper right hand corner of the screen as a progress bar:
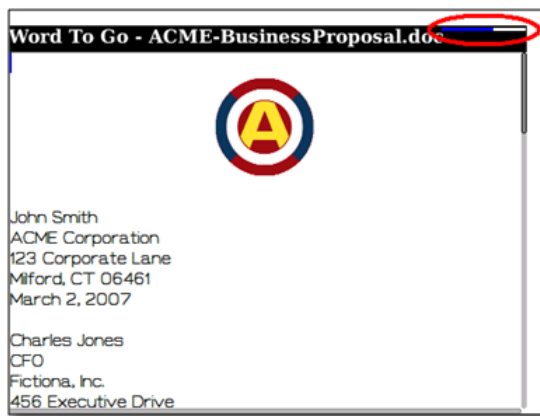
Pagination progress

- During pagination certain features in **Word To Go™** are disabled, such as Editing.
- Some actions in **Word To Go™** will cause the document to re-paginate, such as changing the *Zoom* level.

  In these cases, **Word To Go™** will switch to *View Mode* and the cursor will return to the top of the document.

  (edits made in between paginations will still be present in the document)

Once pagination is complete, editing and other formatting options become available.

Changing zoom levels

There are several zoom levels available to choose from in Word To Go™ to magnify text and objects: 25%, 50%, 75%, 100% *(default)*, 150%, 200%. Press **Menu** → **Zoom** to change between zoom levels:
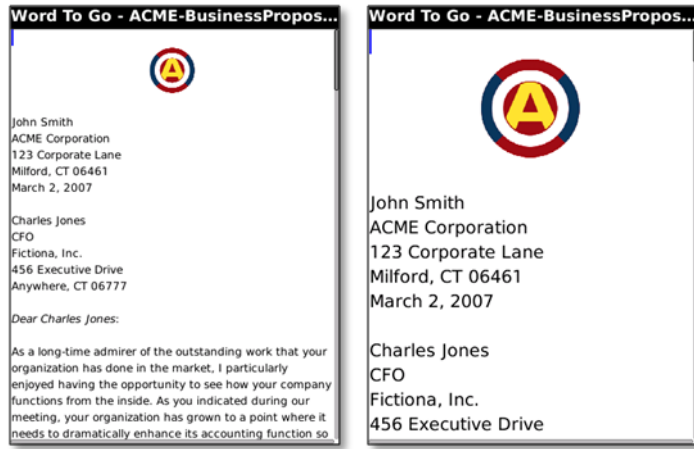

Note: *Changing between zoom levels will cause the document to re-paginate.*

Individual graphics may also be selected for zoom. Select and click a graphic in a document to open the graphic; press **Menu** → **Zoom** to change the zoom level of the graphic just as in a document. Press **Back** to close the graphic and return to the document.

Word document objects – Move the cursor over a document object *(i.e. items in the document that don't look like basic text)*, such as the text box icon pictured below; once highlighted, click the object. The object will react:
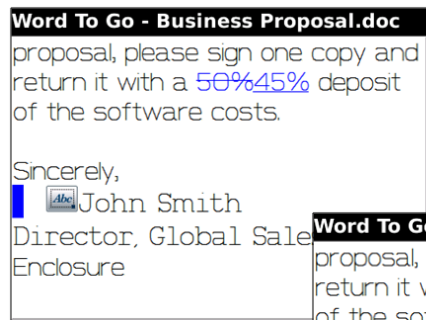
Locate the object to open with the cursor in the document.
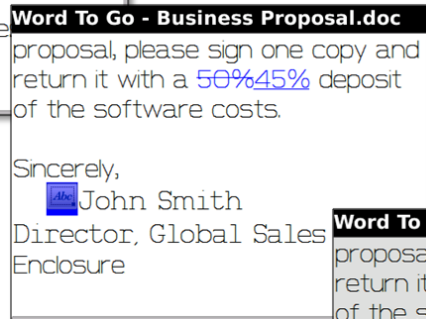
Highlight the object with the cursor and click the object.
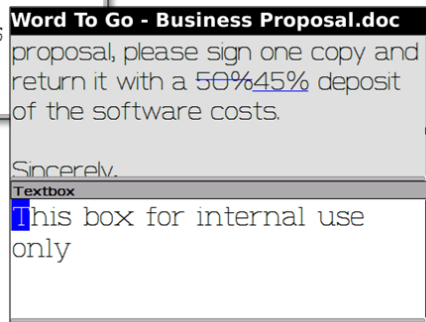
The object will react; in this example, the textbox contents will be shown in a *sub-window* in the document.

Some items that cause a sub-window to be opened may also be toggled via **Menu → View**, such as footnotes, endnotes, and table of contents. A sub-window can be closed by pressing **Back**, to return to the main document. Other items such as textboxes or graphics may be activated by highlighting and clicking them like the above example.

Shortcuts

Many keyboard shortcuts that are available in other BlackBerry® Smartphone applications are available while in **View Mode** *(pressing these keys in* **Edit Mode** *will instead input the character)*.

BlackBerry® device Shortcuts

QWERTY	SureType®	Action
Enter	Enter	Scroll down one page at a time, or activate object
Space	Space	Page Scroll down
Shift+Space	Shift+Space	Page Scroll up
T	1	Jump to top of document
B	7	Jump to bottom of document
-	2	Scroll up one line
-	8	Scroll down one line
N	3	Scroll up one page
P	9	Scroll down one page at a time
-	4	Scrolls down a percentage (5%) of the document
-	6	Scrolls up a percentage (5%) of document
F	Q	Open Find dialog
Z	Z	Display Zoom options

More Navigation

In addition to keyboard shortcuts, menu shortcuts are also available to jump to different locations in an open document; these menu options may also be used when you are editing a document:

Go to Top – Jump to the top of a document
Go to Bottom – Jump to the bottom of a document

Related Topic
Using Hyperlinks & Bookmarks

Basic Editing

Selection

Text and objects can be selected in Word To Go™ to perform formatting operations, and also to cut/copy/paste the selected portions of the document. To select text and objects:
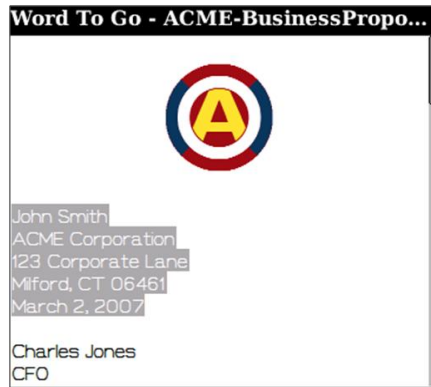
Press the **Shift** key on your device, then grow or shrink the selected area by scrolling the cursor.

or

Enable **Selection Mode** via the menu, and then grow or shrink the selected area by scrolling the cursor.

While selection is enabled, moving the cursor will grow or shrink the selected area. You can now either edit and format the selected region, or press the **Back** button to cancel text selection and resume editing or navigation.

The entire document can also be selected by pressing **Menu → Select All**.

Note: *The document must have* **Edit Mode** *enabled in order to perform editing or formatting on selected text.*

Cut/Copy/Paste

Text with font and paragraph formatting may be cut/copy/pasted from one area of a document to another from the menu.

Selected text can be copied from outside of Word To Go™, and pasted into a Word document. Text can also be pasted from Word To Go™ to other applications, such as new messages *(text pasted to and from BlackBerry® Smartphone applications will not be formatted)*.

Complex objects are not supported with paste; when copying and pasting text that includes objects such as images or tables, only text will be pasted.

Note: *The document must have Edit Mode enabled in order to perform cut or paste actions.*

Basic Font Formatting

Basic font formatting operations such as Bold, Italic, and Underline *(several styles)* can be applied to selected text. These formatting options can be applied by selecting text and pressing **Menu → Format → Bold / Italic / Underline**.

Additional underline styles can be selected in the format dialog by selecting text and pressing **Menu → Format → Font**. The current font and font size may also be viewed in the same dialog:

Character Formatting
Bold
Italic
Underline: None
Font Name: Times New Roman
Font Size: 12 pt

Find in file

Text can be searched for within an open Word document by using the **Find** function.

Find in file

1. Press **Menu → Find**
2. Input the text to find in *Find what*, and click **Find**

Find what: |
☐ Case Sensitive
☐ Words Only

[Find]

Replace / Replace All (Premium Edition Only)

1. Enable **Edit Mode**
2. **Menu → Find**
3. Input the text to be replaced
4. Input the text to replace what is found in #3
5. Click **Replace**, or **Replace All**

Find what: |
Replace with:
☐ Case Sensitive
☐ Words Only

[Find] [Replace] [Replace All]

Find Options

Case Sensitive – Enable this option to find only text that matches upper/lower case of what you search for exactly.

Words Only – Enable this option to search only for an exact match of all words; the Find operation will not report partial matches of the *Find what* text when this is enabled.

Advanced Editing

Creating New Word Documents (Premium Edition Only)

New Word documents may be created in one of two formats, either *.doc* (Microsoft Office 2003/2004 and prior) or *.docx* (Microsoft Office 2007/2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…**, or by pressing **Menu → New** in the same screen or while a Word document is open.
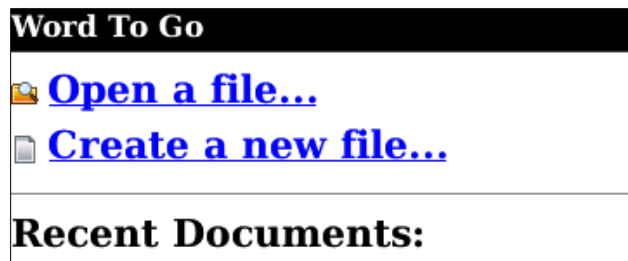
Advanced Font and Paragraph Formatting (Premium Edition Only)

Formatting operations can be performed on either a selection of text, or at a particular spot in a document.
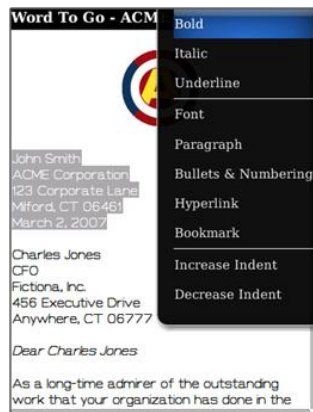
To apply font or paragraph formatting:

1. Enable **Edit Mode.**
2. Either select text to format, or place the cursor in the desired location.
3. Press **Menu → Format → Font / Paragraph.**
4. Choose one or more of the available formatting options.
5. Press **Back** on the BlackBerry to **Save** changes and apply the formatting.

Available font formatting

Choose a single or multiple attributes at once:

- Font name and font size[3]
- Bold, Italic, Underline *(several varieties)*
- Text color and text highlight color
- Superscript, subscript, strikethrough, double strikethrough, small caps, and all caps

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[3] Font availability is limited by what is already present in the document; some fonts not directly supported may appear as a default font in Word To Go™, but when viewed in Word on the desktop, the font will appear as expected.

Available paragraph formatting

- Alignment – Left/Center/Right/Justify/Distributed
- Indent left, right
- Special indent (first line, hanging)
- Spacing before and after paragraphs
- Line spacing (single, 1.5 lines, double, at least, exactly, multiple)

The indent level of lines and paragraphs may also be increased or decreased pressing **Menu → Format → Increase / Decrease Indent**.

Lists – Bullets and Numbering (Premium Edition Only)

New bulleted or numbered lists can be created in Word To Go™ and existing bulleted or numbered lists in Word documents can be modified.
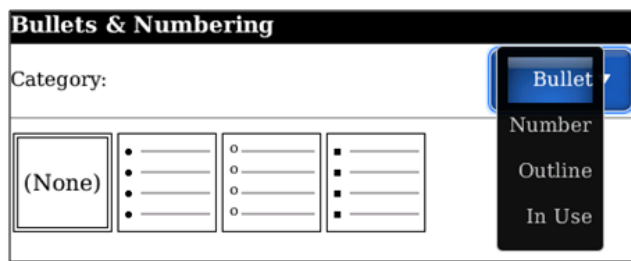
Types of lists

Bullet – 3 bullet styles available.

Number – 5 bullet styles available.

Outline – 4 styles available.

In Use – Number of styles available depends on what styles exist in the document.

To remove list formatting from a list choose **(None)**, then press **Back** and **Save** changes.

Other list formatting options

These options are only available in this dialog for an existing list.

Restart Numbering – Choose this option to cause the current selected list item to start over in the count of the number of list items at that point.

Continue Numbering – While formatting an existing list, the list numbering can either be continued, or restarted as a new list, respectively.

To create a new list, or format an existing list

1. Enable **Edit Mode**
2. Place your cursor in the desired location for the list
3. Press **Menu → Format → Bullets & Numbering**
4. Choose the desired list category type and choose a list style
5. Press **Back**, choosing to **Save** changes

Viewing Tables

Tables will appear in a document similar to Word on the desktop. Moving a cursor on to a table cell will cause that cell to be highlighted; clicking the highlighted cell will insert a cursor so that text in the cell can be edited *(press **Back** to select a different table cell).*

The same text editing and formatting functionality is available within tables as in the rest of the document.

Fit tables within the screen

Enable the option **Compressed Table View** in the Word To Go preferences, to fit tables within the screen width:

1. Press **Menu → Preferences**
2. Enable **Display tables in compressed view**
3. Press **Back** and **Save** changes; the document will re-paginate after selecting this option and tables will now fit within the screen width

Creating and Modifying Tables (Premium Edition Only)

Creating new tables

1. Enable **Edit Mode**, and press **Menu → Insert → Table.**
2. Choose the number of rows and columns to be contained in the table, and press **OK** to insert the table.

Modifying Table Structure

Table rows can be inserted and deleted in a table, where the cursor is placed.

To access these table operations:

1. Place cursor in the table.
2. Enable **Edit Mode**.
3. Press **Menu → Table.**

Tracked Changes (Premium Edition Only)

Word allows users to view previously tracked changes[4] made by authors in a Word document on the desktop.

Showing tracked changes

To enable viewing of tracked changes in a document, press **Menu→ Show Changes.**

To hide tracked changes, press **Menu→ Hide Changes.**

Tracked changes will appear when the cursor is inside the tracked text. The change pop-up contains the author of the change, the date and time of the change, as well as the type of operation (insertion or deletion).
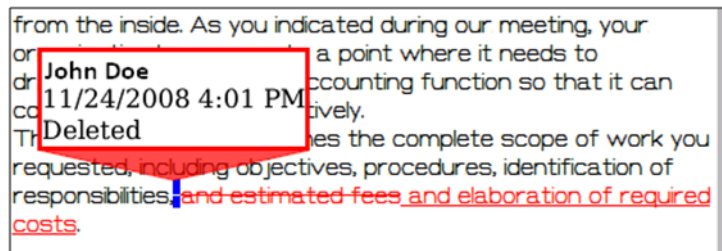
By default, strikethrough indicates deleted text, and underline indicates inserted text. These defaults can be changed via document preferences in Word To Go, see below for more details.

Navigating between tracked changes

Tracked changes may be viewed by moving the cursor over the area to view the change note. Menu items also exist to facilitate navigating between the current change and the previous/next change.

These options are available in the short menu *(click to access this)* and also the full menu *(press **Menu** to access this).* Both menus are pictured below *(short menu on left, full menu on right)*:

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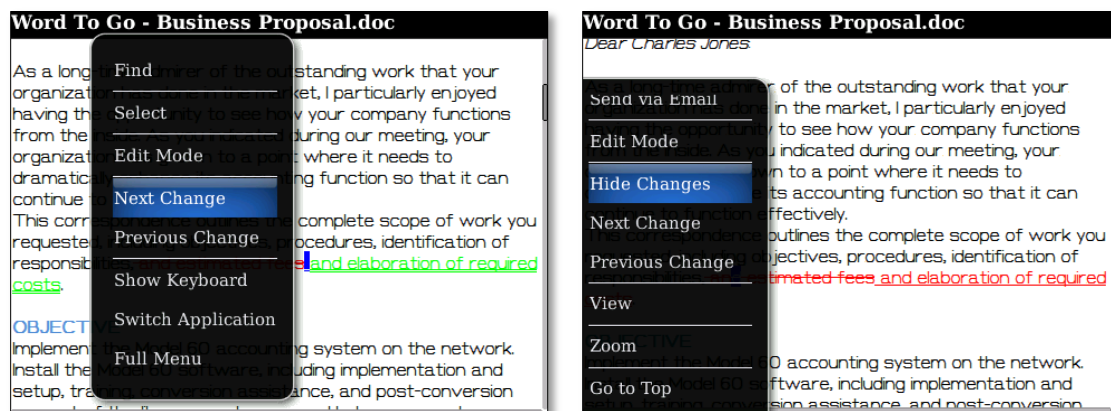
[4] Word To Go™ does not currently track changes made while editing on the BlackBerry® Smartphone, and will only display previous desktop tracked changes.

Tracked changes preferences

The appearance of both inserted and deleted text may be changed per-document, according to user preference. This is a preference for the document in Word To Go and won't affect how the document will appear in Word on the desktop. Access the preferences in the open Word document by pressing **Menu → Preferences**:
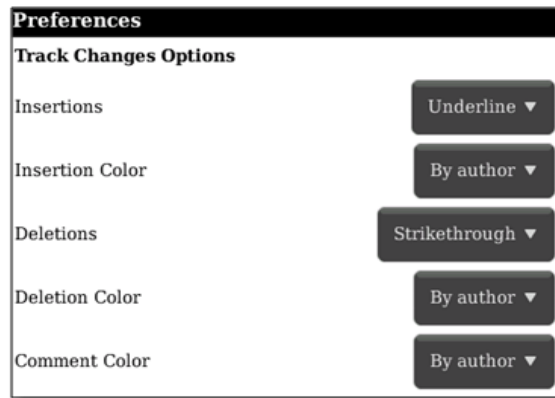
Left: The style of insertions and deletions can be altered: (None), Color only, Bold, Italic, Underline, Double underline, and Strikethrough.

Insertion, deletion, and comment color can be changed to the default per user, or a specific color can be chosen.

After changing the desired preferences, press **Back** and **Save** changes.

Right: Image of previous example of inserted text after changing color preference.

The color and style changes for the display of tracked changes will be set only for this particular document.
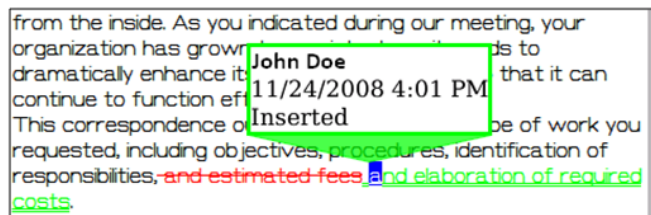
Using Hyperlinks & Bookmarks

Hyperlinks and E-mail Addresses

Hyperlinks that exist in a document may be activated by selecting and clicking them; after confirming to open the hyperlink the BlackBerry® browser will then open the link or compose a new message if the link was a *mail to:* link.

Bookmarks

Existing document bookmarks can be navigated to via the bookmarks list. Access document bookmarks by pressing **Menu → Go to Bookmark** to display a list of available bookmarks, press on the bookmark name to jump to that location in the document.
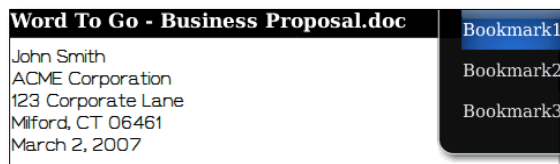
Editing & Inserting Hyperlinks (Premium Edition Only)

Existing hyperlinks may be edited in Word To Go™ and new selectable hyperlinks may also be inserted within the document.

An existing hyperlink may be edited to change either the address or text displayed, or remove the link:

1. Enable **Edit Mode.**
2. Select the link by rolling the cursor over the link.
3. Press **Menu → Format → Hyperlink.**
4. Change the display or address of the link, or remove the link.
5. Press **Back** and **Save** changes.
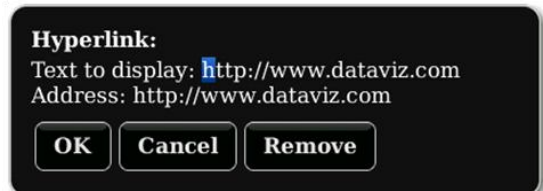
To insert a new hyperlink into a document:

1. Enable **Edit Mode.**
2. Select text to be made into a hyperlink, or place cursor where link is to be inserted.
3. Press **Menu → Insert → Hyperlink.**
4. Input the text to display and address for the hyperlink.
5. Press **Back** and **Save** changes and insert the hyperlink.

Editing & Inserting Bookmarks (Premium Edition Only)

Existing bookmarks may be edited in Word To Go™, and new bookmarks may also be inserted within the document.

To rename or delete an existing bookmark:

1. Enable **Edit Mode.**
2. Press **Menu → Format→ Bookmark.**
3. Highlight a bookmark and press **Menu.**
4. Rename or delete bookmarks. *(Bookmark names must begin with a letter and contain letters and numbers only; spaces are not allowed in bookmark names)*
5. Press **Back** and **Save** changes.
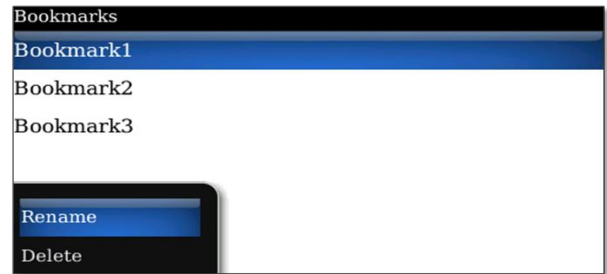
To insert a new bookmark into a document:

1. Enable **Edit Mode.**
2. Place cursor in desired position for bookmark.
3. Press **Menu → Insert → Bookmark.**
4. Input a name for the bookmark. *(Bookmark names must begin with a letter and contain letters and numbers only; spaces are not allowed in bookmark names)*
5. Press **Back** and **Save** changes.

Document bookmarks may be accessed by pressing **Menu → Go to Bookmarks**.

Viewing and editing comments

Comments that exist in a document may be viewed by selecting and clicking the comment icon. A sub-window will then open and display the document comments sequentially in order of appearance. Comment icons appear as the comment author's initials contained within highlighted brackets:
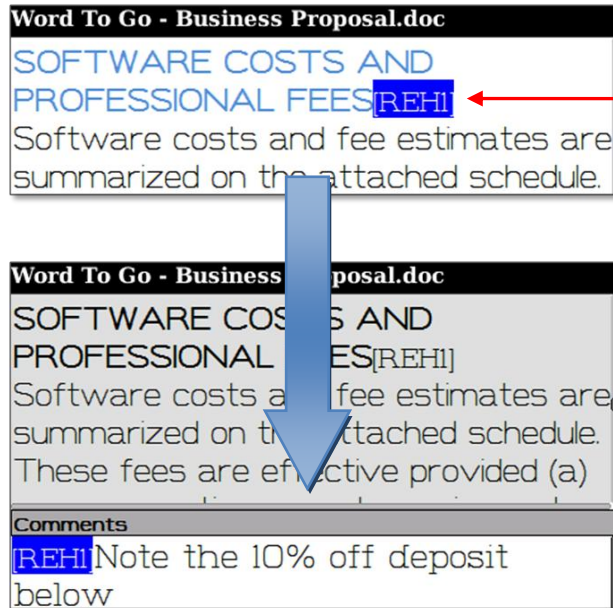
Highlight the comment icon with the cursor, and click to display the comment text.

A sub-window will open at the bottom of the screen, and the cursor will be placed there inside the comment text. Comment text may be selected and copied here.

If there is more than one comment shown in the sub-window, you may jump to the other comments by highlighting and clicking that comment icon.

Press **Back** to close the comment sub-window and return to the main document.

Comments may also be viewed by pressing **Menu → View → Comments**.

Editing a comment

Open a document comment as described above. With the cursor in the sub-document containing the comment text, edit or format the comment text. Press **Back** to commit the actions and return to the main document.

Inserting a comment (Premium Edition Only)

1. Enable **Edit Mode.**
2. Select the text you wish to comment on, or place the cursor where the comment should appear in the document.
3. Press **Menu → Insert → Comment.**
4. Input the comment text and format as desired.
5. Press **Back** to save the new comment text.

Word Count (Premium Edition Only)

View the number of paragraphs, words, characters, and characters *(with spaces)* in an open Word document. To see a summary of items counted, press **Menu → Word Count**:

Check Spelling (Premium Edition Only)

Similar to email messages, an open Word document may be checked for spelling by pressing **Menu → Check Spelling**. The spell check will use the current dictionary on your BlackBerry® device to check for misspelled or unknown words.

After a spell check is initiated, incorrectly spelled or unrecognized text will be highlighted, with word suggestions shown in the dialog.

Highlight a suggestion, or input text in the *Change To* field, and press **Change** to alter the text. Press the Back button to choose the default Change To selection and advance to the next misspelled word.

Press **Ignore** to make no change to the selection and proceed to the next misspelled word.
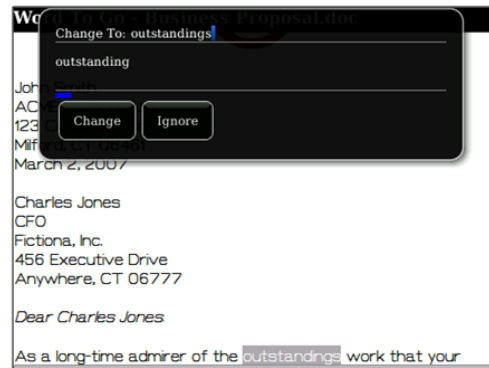
Other Check Spelling Options

Press **Menu** to show more Check Spelling options, similar to those found while checking spelling in messages on the BlackBerry®:

- **Ignore All** – Skip any future occurrences of the highlighted text in this spell check.
- **Change All** – Replace all instances of the highlighted text in the document with the selected suggestion or custom *Change To* text.
- **Add To Dictionary** – Add the selected text to the BlackBerry® device dictionary.
- **Cancel Spell Check** – Terminate the spell check and return to the document.

Word To Go™ Preferences

Access preferences in Word To Go™ by opening a Word document, and then pressing **Menu** →
Preferences:

- **Display tables in compressed view** – Enable this option fit tables within the screen width for easier viewing.
- **Name & Initials** – This name will appear in new document comments.

For details on Track Changes preferences, please see the Track Changes section.

Sheet To Go®

Excel documents opened in Sheet To Go® will have a familiar spreadsheet layout such as found in Microsoft Excel[5]. A selection highlight is present to show your current location in the spreadsheet; the cell selection can be moved around the screen by scrolling the selected cell and navigating through the document.

Current cell indicator

Column header

Sheet To Go - ACME Sales Numbers.xls

A1 | ACME Worldwide Unit

Formula bar

Active cell selection

Row header

Vertical position indicator

	A	B	C	D	E	F
1	ACME Worldwide Unit Sales					
2	Part #	Jan	Feb	Mar	Q1 TOTAL	Apr
3	Anvils					
4	A16001	116	555	731	1788	551
5	A16002	121	332	56	509	878
6	A17003	29	102	78	209	878
7	A18004	78	345	34	457	964
8	A19005	34	7	78	119	23
9	A19006	345	423	453	1221	454
10	A19007	878	567	453	1698	3887
11	A19008	456	356	561	1373	433
12	A19009	890	780	125	1795	987
13	Total	3074	3477	2569	9120	8864
14	Jet motors					
15	E21005	45	87	43	175	34
16	E22006	3	56	43	102	85
17	E23007	34	21	98	153	23

Horizontal position indicator

View Mode vs. Edit Mode

When an existing document is opened in Sheet To Go, **View Mode** is enabled[6]. View mode allows you to use keyboard shortcuts to quickly navigate to different parts of the document without making any changes to the document (similar to when you receive and view an email message).

Certain menu options will only be visible while you are in **Edit Mode**. When in edit mode, keyboard buttons will instead input the character when pressed.

Modes can be toggled via the menu in Sheet To Go: **Menu → Edit Mode / View Mode**.

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[5] Some features of Excel such as embedded objects or data validation controls will not be shown in the spreadsheet when viewed in Sheet To Go. These features will not be removed or altered while editing in Sheet To Go, and will be accessible again once the spreadsheet is opened in Excel on the desktop.

[6] View Mode is not available on touch-screen devices.

Navigating an Excel file

Existing files that are opened in Sheet To Go® open to the area of the file which was last selected in Excel.

Similar to Excel, selected cells will have the row and column headers highlighted, and the selected cells will be shaded to indicate selection.

The active cell can be changed and the sheet can be navigated by scrolling on the device in the desired direction. Press **Menu** → **Go** for more navigation options:

> **Home** – Jump to the first cell in a column at the top of a sheet
> *Choose Home once more to jump to the first column in the row*
>
> **To Cell** – Jump to a specific valid cell in the current spreadsheet
>
> **End** – Jump to the last populated cell in a column
> *Chose End once more to jump to the last populated column in the row*

Press **Menu** → **Worksheets** to show other sheets present in the Excel file, and choose the desired sheet to display.

Keyboard shortcuts

Many keyboard shortcuts that are available in other BlackBerry® Smartphone applications are available to aid in navigating a Word document while in **View Mode** *(pressing these keys in* **Edit Mode** *will instead input the character).*

BlackBerry® device Shortcuts

QWERTY	SureType®	Action
Enter	Enter	Move to cell beneath current cell
Shift + Enter	Shift + Enter	Move to cell above current cell
Space	Space	Display cell contents
T	1	Home
B	7	End
-	3	Page scroll up
-	9	Page scroll down
-	2	Move to cell above current cell
-	8	Move to cell beneath current cell
-	4	Move to cell to left of current cell
-	6	Move to cell to right of current cell
N	-	Next work sheet
P	-	Previous work sheet
F	Q	Open Find dialog
G	A	Go To Cell
Z	Z	Show Zoom options
V	O	Open sheet navigation menu

Viewing Cell Contents

Select a cell to view the contents of the cell in the formula bar. Click to place the cursor into the formula bar to scroll the cell text; if there is more text than can be shown in the formula bar, the formula bar will expand to allow you to scroll to view more text.

Cell value or cell value & formula

A cell containing a formula will show the value in the grid and the formula in the formula bar.

To view both the formula of a cell as well as the value of formula, select the cell and press **Menu → View → Cell Contents.**

Tip: Pressing the spacebar while in View Mode will also cause this dialog to appear.
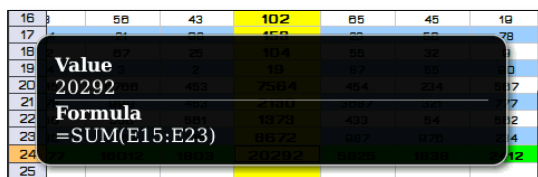
Note: Fields are not editable in this dialog

Changing Zoom Levels

A number of zoom levels are available in Sheet To Go® to enlarge the size of the cells and content in the grid of the spreadsheet: 25%, 50%, 75%, 100% *(default)*, 150%, 200%.

To change between zoom levels, **Menu** → **Zoom** to change between zoom levels. The zoom level will change and the screen will show the new zoom level.

Zooming out to smaller sizes (such as 25%-50%) may allow you to see the overall layout more easily than panning around at a close zoom level.

Zoom level at 25% compared to zoom level at 200%:

Find

Excel workbooks and worksheets can be searched for numbers and text by using the Find feature.

Access Find by pressing **Menu → Find:**
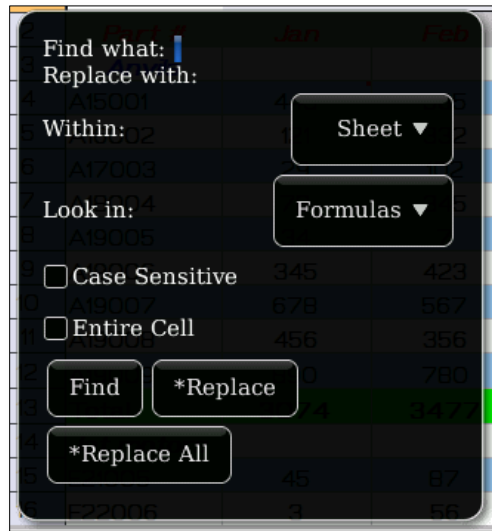
Find options

Find what – Text to search for within the Excel file

Replace with (Premium Edition Only) – When the text is found during a Replace/Replace All operation, swap the found text with this

Within – Search either only in the current worksheet, or within the entire workbook

Look in – Specify where to look for the *Find what* text within a worksheet

    Formulas – Search the actual formula text for the *Find what* text
    Values – Look in the calculated results of formulas for the *Find what* text
    Comments – Find will search sheet comments for the *Find what* text

Case Sensitive – Match the case of the *Find what* text exactly when searching cells

Entire Cell – Search for cells that contain only what is in *Find what*

Find – Begin the operation to search for text in *Find what*

Replace (Premium Edition Only) – Search for the first occurrence of the text in *Find what*. Press **Replace** once more to replace the selected text with the text in Replace with.

Replace All (Premium Edition Only) – Performs a **Replace** operation for every occurrence of the text in *Find What*

Basic Editing

Editing cell text

Text in the formula bar behaves just like other text fields in the BlackBerry® OS. The cursor can be moved, text can be highlighted and also cut/copy/pasted within the cell and to other cells in the file. Press and hold the **Shift** key and use the cursor to select text, and press **Menu** to see basic editing options.

To overwrite existing text in a cell, select a cell and begin inputting text; the existing text will be overwritten and replaced with the new text.

To add to existing text, select a cell and click; a cursor will be inserted into the formula bar and text and now be added and edited.

After editing is complete, press **Enter** or click to save the edits to the cell and return to selecting cells in the grid.

The cursor indicates that the cell is being edited. The cursor may be moved for editing the cell contents.

If there is more text than fits on one line, the formula bar will expand to fit more text and may be scrolled.

Clearing Cells

Remove text or numbers from single or multiple cells by selecting the cells, and pressing **Menu → Clear**.

Cut/Copy/Paste

Sheet To Go® supports cut/copy/paste of single or multiple cells in a spreadsheet.

To select multiple cells

Press and hold the Shift key and grow or shrink the selection using the cursor, or Enable select mode by pressing **Menu → Select** and grow or shrink the selection using the cursor.

Cut, copy, or paste in a spreadsheet

1. Select the cell(s).
2. Press **Menu**, or click to access editing options.

3. Choose either **Cut**[7] or **Copy.**
   You can now switch to a different sheet, or go to a specific cell: **Menu → Worksheets** or **Menu → Go**
4. Select the desired destination cell(s).
5. Press **Menu → Paste.**

Cell text and font formatting shown in the original cell in Sheet To Go® will be pasted to the destination cells. Text may be cut, copied, and pasted among worksheets of the current workbook; cut, copy and paste are not supported between workbooks *(i.e. different Excel files)*.

To copy text from Sheet To Go to another BlackBerry® OS application, select the text from within the formula bar, and **Copy**. Text copied from the formula bar in this manner may then be pasted to other applications (cells copied from the 'grid' may not be pasted to other applications).

Working with Rows & Columns
A number of operations are available to work with rows and columns in a spreadsheet.

Selecting Rows and Columns
To select a row or column, select a cell in the row or column and press **Menu → Row / Column → Select**. The entire row or column will become selected. Additional rows and columns may be selected by rolling the cursor in the appropriate direction.

Inserting and deleting Rows and Columns
Rows and columns may be inserted and deleted in Sheet To Go®.

Note: It is not possible to undo or redo row and column insert/delete actions

To insert a single row or column, select the target area for the insert *(rows are inserted beneath the current cell selection, and columns are inserted to the right of the current cell selection)* and press **Menu → Insert → Row / Column.**

A sheet before *(left)* and after *(right)* inserting a column into a worksheet:

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[7] Cells that have been cut will not appear differently *(i.e. an outline in Excel)* until the cut region is pasted; after pasting the Cut region will be removed from the sheet.

To delete a single row or column, select a cell in the row or column to be deleted and press **Menu →
Delete → Row / Column**.

Inserting and deleting multiple rows and columns

To insert or delete multiple rows in a spreadsheet, select the number of cells for the desired number of
rows or columns to be inserted or deleted and press **Menu → Insert → Row / Column**.

Hiding Rows and Columns (Premium Edition Only)

Single or multiple rows or columns may be hidden or unhidden. To hide a row or column, select that
row or column, or select a cell in that row or column and press **Menu → Row / Column → Hide / Unhide**.

To unhide multiple rows or columns, select the rows or columns to either side of the hidden area, and
unhide.

An example of hidden rows *(left – before)* and after choosing to Unhide rows *(right – after):*

Resizing Rows and Columns

To change the height of a row or the width of a column, select a cell in the row or column and press
Menu → Row or **Column → Height**.

A divider will appear on the screen representing
the new row or column boundary.

Move the divider to the left or right to increase
or decrease the size of the row or column and
then click to save the size and see the change in
the spreadsheet.

Freeze Panes

Enable **Freeze Panes** in a worksheet to keep specific rows or columns on the screen even when scrolling elsewhere in the sheet; this may be useful in documents that contain column headers or labels.

To freeze the first row and keep it visible while you scroll, select cell A2 and press **Menu → View → Freeze Panes**.

A solid line will appear along the bottom of the first row, and the row will remain visible while you scroll the rest of the document. A frozen top row is pictured below *(left)* and the same sheet is also shown after scrolling away from cell A1 *(right)*. Note how the first row will stay visible after cell A1 is no longer in view:

To freeze panes at another location in the sheet, select the cell in the sheet and **Freeze Panes.**

To remove the Frozen Panes, press **Menu → View → Unfreeze Panes**.

Using **Freeze panes** at cell A1 will generate a frozen split in the middle of the visible sheet area.

Advanced Editing

Creating New Excel Documents (Premium Edition Only)

New Excel documents can be created in one of two formats, 97-2003/2004 *.xls* (Microsoft® Office 2003/2004 and prior), or 2007-2008 *.xlsx* (Microsoft® Office 2007 & 2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…** or by pressing **Menu** → **New** while an Excel document is open.

The default destination format of new files may be changed when an Excel file is open in Sheet To Go®.

Press **Menu** → **Preferences** to open the preferences window, and choose the format for new Excel files *(takes effect when the next new document is created)*.

Inserting Functions

To insert a formula into a cell, select the cell and press **Menu** → **Insert** → **Function**.

Functions are sorted alphabetically in a complete list. Click the drop-down box and select a function group to choose to show only functions from a particular group:
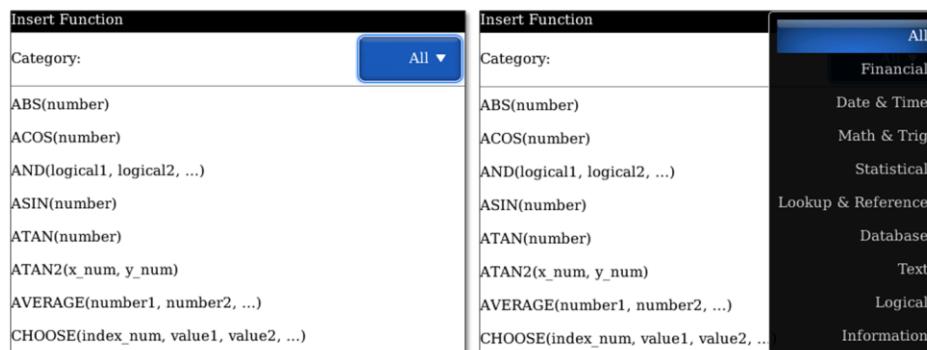
Press a letter on the keyboard to jump to the functions in the list that start with that letter, and then select the function to input.

The function will be placed into the formula bar along with a cursor for editing the function:

You can now edit the function and press **Enter** to save the formula to the cell and calculate a result.

Walkthrough: Inserting a function into a spreadsheet

This example will use the *SUM()* function to illustrate how to work with functions, using a few methods of data entry and selection:

First, let's input the function:

1. Select the cell to insert the SUM function: **A1.**
2. Press **Menu → Insert → Function.**
3. Press 'S' on the keyboard to jump to the 'S' functions *(or choose the category Math & Trig)*
4. Select the option **SUM(number1, number2, …)** and click.
    Focus will change back to the grid, with a cursor in the formula bar:
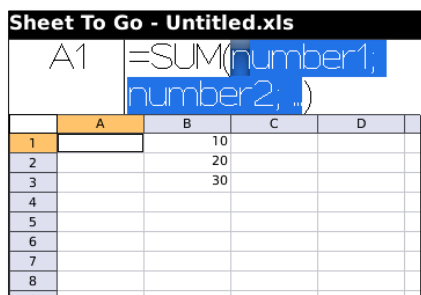
Now we will add *arguments* to the function with which to add together and see a resulting *value*:

5. Select **number1,**
    Press ALT and press the 1 key,
    A '1' will replace **number1.**
6. Next, highlight the text to the right so that **number2** is selected:
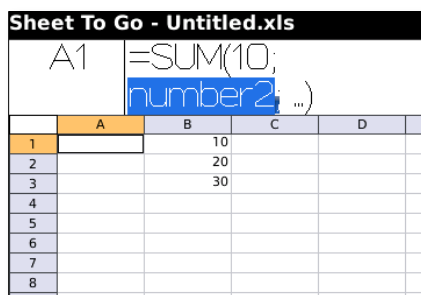
Let's pick a cell from the grid to use instead of a number this time:

7. Press **Menu → Cell Reference.**
    Focus will switch back to the spreadsheet grid.
8. Move the cursor to cell B1, and click *(the value in the formula bar change as you move the cursor reflecting the current cell).*

Focus will return to the formula bar and **B1** will have replaced **number2:**

To finish up the function, input the final argument:

9. Use the cursor to highlight until '**…**' is selected
10. Use the keyboard to input the following: **C1**
11. A complete formula should now be in the formula bar, and look like the following:
    =SUM(1, B1, C1)
12. Press **Enter** on the keyboard, or press **Menu → Enter.**

The formula is entered into the cell and its resulting value will appear in the cell in the grid:

Finally, input or change a number in cells **B1** and **C1** to see the formula in cell **A1** update automatically:
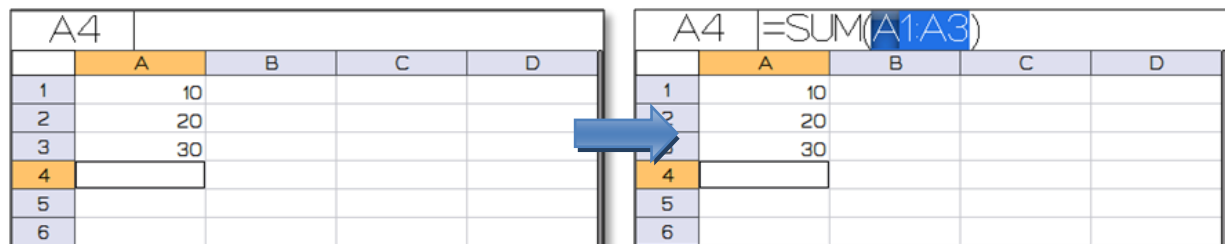
For more detailed information about each function, please refer to the Help file in Excel. For a list of functions supported in Sheet To Go®, please see this link:

http://support.dataviz.com/support.srch?docid=14194

AutoSum (Premium Edition Only)

Sheet To Go® supports the automatic summing of nearby grouped data similar to Excel on the desktop.

Press **Menu** → **AutoSum** to insert a *SUM()* function in the selected cell. The *SUM()* function will automatically be populated with data nearest the cell (above or to the left of the function). Press enter to complete the AutoSum operation:

Locked files

While most Excel functions are supported, files that contain unsupported functions will open as *locked*, meaning that you will not be able to edit the file.

When a file that contains an unsupported function or unsupported named range is opened, a popup indicating that the file contains unsupported content will appear briefly beneath the formula bar.

A small padlock icon will also be shown to indicate a locked file to the right of the formula bar.

If you attempt to edit the file, an error will appear with a list of cells containing unsupported functions.

You can edit the file in Excel on the desktop, and alter the listed cells so that they contain supported functions. You should then be able to edit the Excel file in Sheet To Go®.

Entering cell references

Similar to Excel on the desktop, cell references in functions may be manually entered, or may be selected from the grid while editing the function.

To insert a cell reference while editing a function:

1. Move the cursor to the desired spot in the function.
   Optional: Select the text you wish to replace (pictured below):

A4	=SUM(A1:A3)			
	A	B	C	D
1	10	50		
2	20	60		
3	30	70		
4	60			
5				

2. Press **Menu → Cell Reference.**
3. Focus will switch to the grid at the formula cell:

A4	=SUM(A1:A4)			
	A	B	C	D
1	10	50		
2	20	60		
3	30	70		
4	60			
5				

4. Select the cell(s) you wish to use as the cell reference *(the cell in the formula bar will update as you do this)*:

A4	=SUM(A1:B3)			
	A	B	C	D
1	10	50		
2	20	60		
3	30	70		
4	60			
5				

5. Click *(or press* **Enter***).*
6. Focus returns to the formula bar, with the cell reference now present.
7. Continue editing the formula, or press **Enter** to save changes *(below)*:

A4	=SUM(A1:B3)			
	A	B	C	D
1	10	50		
2	20	60		
3	30	70		
4	240			
5				

Inputting Operators in Functions

While editing a function, press **Menu** → **Operators** to access a list of commonly used symbols in functions: ( ), +, -, *, /, =, <, >, <=, >=, <>, ", &, %, ^.

Select the symbol to input it into the formula and continue editing.

Operator symbols may also be selected using the standard **Symbols** button on the device keyboard.

Number formatting (Premium Edition Only)

As in Excel, cell values can be formatted in a variety of ways to make cell data appear differently. For example, currency attributes can be applied to a number or a number can be made to have more decimal places, or shown in scientific notation.
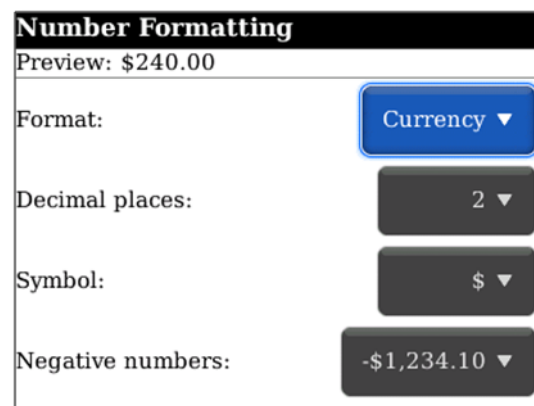
To view the current number formatting applied to a cell or to change number formatting, select a cell(s) and press **Menu** → **Format** → **Number**.

Several categories of number formatting are available from the dropdown menu: General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom.

Each different category may have different attributes or options that can be applied to the cell being formatted.

A preview of what the data in the formatted cell will look like is shown at the top of the screen.

After choosing the desired format and options, press **Back** and **Save** changes to apply formatting.

Number formats and options supported in Sheet To Go®

Number – Common type for integers and decimals

    Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

    Use 1000 Separator – Display a comma between each three digits of the number

    Negative numbers – Choose how negative numbers will appear in the cell

Currency – Formatting to show common money and foreign currency symbols

    Decimal places – Choose from 0 to 30 decimal places to be shown in the cell

    Symbol – Choose currency type to display in cell

    Negative numbers – Choose how negative numbers will appear in the cell

Accounting – Show currency data in accounting style (more space between currency symbol and number)

    Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

    Symbol – Choose currency type to display in cell

Date – Format dates according to chosen type

Time – Format times in different ways according to type

Percentage – Show a number preceded by a % symbol

    Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

Fraction – Numbers will appear as fractions rather than whole numbers according to chosen type

Text – Values will be formatted as plain text

    Automatic formatting that may take place with numbers will not affect cells formatted with this attribute. For example, a function formatted as text will not calculate a result and will instead appear as originally entered.

Special – Formatting available according to the current localization of Sheet To Go® (varies by selected language / region).

Custom - Non-standard formatting that uses specific formatting codes. See Excel for more details on Custom formats.
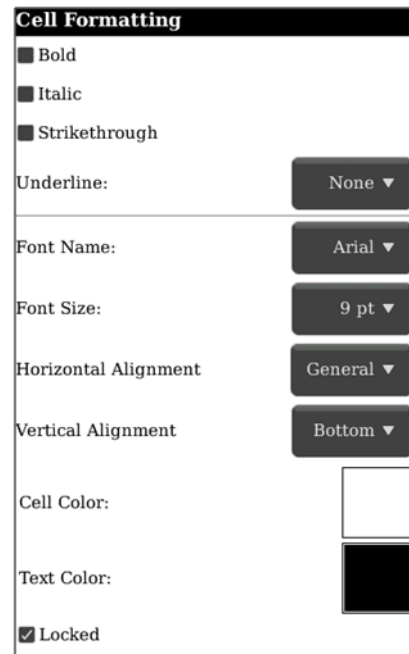
For more information on cell number formats, please see the Help in Microsoft Excel.

Cell formatting (Premium Edition Only)

Sheet To Go® includes a number of options to change the visual effects shown in a cell. To apply cell formatting, select a cell(s) and press **Menu** → **Format** → **Cell**.

The following options may be applied to selected cells:

- Bold, Italic, Underline *(several types),* Strikethrough
- Font name
- Font size
- Horizontal & Vertical text alignment within a cell
- Cell color
- Text color
- Locked – If sheet is protected, this will cause a cell to behave according to sheet protection properties

Working with sheets (Premium Edition Only)

Inserting new sheets and deleting existing sheets

To insert a new sheet, press **Menu → Insert → Sheet**. Input a name for the new sheet, or leave it as the default, and choose where to place the sheet in the workbook; then click **OK**. The new sheet will be inserted will be displayed automatically.

To delete an existing sheet, first navigate to the sheet **Menu → Worksheets**, and then press **Menu → Delete → Sheet** to remove the sheet from the workbook.

Note: *Undo of inserting or deleting sheets is not supported.*

Sheet Formatting

To format a sheet, press **Menu → Format → Sheet**.

The sheet name may be changed in this dialog – *sheet name may neither be left blank nor be named the same as other existing sheets in the workbook*.

Protected Sheets

Sheets may also be protected and permissible actions applied here. First, enable sheet protection. Then choose which actions that a user is permitted to perform in the sheet:

- Select locked cells
- Select unlocked cells
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows
- Sort
- Edit objects

Choose one or more options that users should be able to perform on the sheet, and then press **Back** and choose to **Save** changes.

Protected Workbooks

Individual protected worksheets are supported and may be edited in Sheet To Go®. However, when protection is applied to an entire workbook it may not be edited, and will generate an error message when an edit attempt is made. In order to edit the file in Sheet To Go®, open the file in Excel on the desktop, disable workbook protection and save the file; you should now be able to edit the file in Sheet To Go®.

View and Editing Cell Comments

Cells that contain a comment are denoted with a red square in the upper right corner of the cell.

Comment indicator

Comment indicator

To view comment text in a cell that contains a comment, select the cell and press **Menu → View → Cell Comment**.

The comment will appear in a new dialog, along with the author of the comment. Comment text can be selected, copied, and edited.
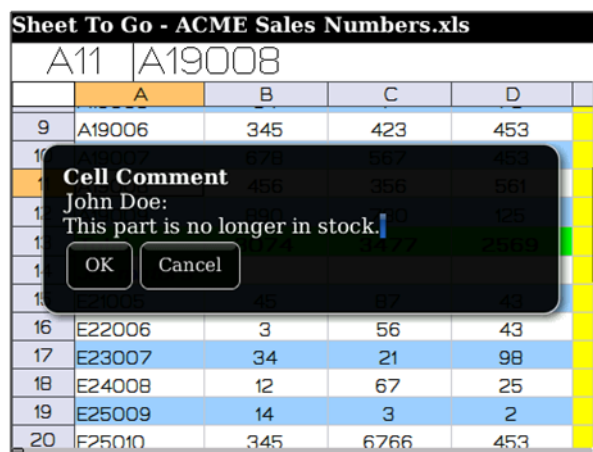
Editing Comments

To edit a comment, first open the comment for viewing; text edits to the comment may now be made.

Press **OK** to update the comment text.

Note: If **Back** is pressed, edits to the comment will not be saved.
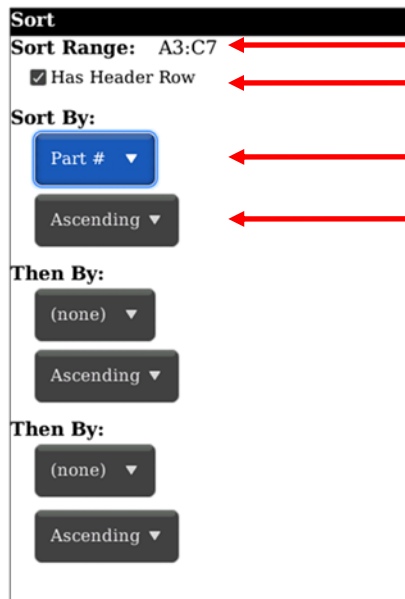
Insert a new cell comment (Premium Edition Only)

To insert a new cell comment, first select the cell in the worksheet then press **Menu → Insert → Cell Comment**. If this is a new file, you may be prompted for your name and initials so they may be displayed in the comment. The current username and initials for cell comments in the file in Sheet To Go® may be changed by pressing **Menu → Preferences**.

Sorting (Premium Edition Only)

Selected cell regions may be sorted similar to Excel.

To sort a region of data, first select the cells to be sorted. After selecting the data to sort, press **Menu →** **Format → Sort** to show the sort dialog:

Sort **Sort Range:** A3:C7	Cells to sort
☑ Has Header Row	Enable labels on top of columns to be used as sort keys
Sort By: Part # ▼	Column to sort by
Ascending ▼	Direction of sort (ascending/descending)
Then By: (none) ▼ Ascending ▼	Data may be sorted by up to three column-criteria at one time. You may choose one, two, or three columns on which the sort will proceed.
Then By: (none) ▼ Ascending ▼	The selected cells will be sorted by the first 'Sort By' chosen, followed by the next two sort criteria in sequence. When options have been chosen, press **Back** and **Save** changes when prompted to perform the sort.

Sheet To Go® Preferences

Locale (location formatting) – This option will affect how certain numbers and date related information is shown in Sheet To Go®. Choosing locale will affect default currency and appearance in a sheet, decimal placement and appearance in numbers, as well as the format of dates and times. Changes take effect immediately after enabling this option and saving the changes.

Name & Initials – This name will appear by default in new cell comments.

Slideshow To Go®

When a PowerPoint presentation is opened in Slideshow To Go® on the BlackBerry®, the first slide in the presentation will shown on the screen in *slide view*:

Navigating your presentation

To navigate between two slides in slide view, scroll in the direction of the next slide to be viewed (scroll up on to go toward the first slide in the presentation, scroll down to go towards the last slide in the presentation).

In addition to the trackball, press **Menu → Previous / Next Slide** to move to the respective slide in the presentation.

To jump to a specific slide, press **Menu → Go To Slide**.

A list of slides in the presentation will be shown. Select a slide title and click to jump to that slide.

Changing Zoom Levels

A number of options are available in Slideshow To Go® to enlarge the size of graphics and text in the slide: 75%, 100% *(default)*, 150%, 200%, Fit to Width, and Fit to Screen.

Fit to Width will expand the slide to the edges of the screen. Portions of the slide that are beyond the visible screen may be viewed by scrolling and panning.

Fit to Screen will resize the slide so that the entire slide fits within the size of the screen.

To change between zoom levels, **Menu → Zoom** and click the target zoom level; the zoom level will change in the document. Zooming into 'larger' levels *(such as 150%, 200%)* will enable you to pan around the slide.

Zooming out may allow you to see the overall slide layout more easily than panning around at closer zoom levels.

Opening a Presentation

Similar to Word To Go™, when a presentation is first opened, the presentation will load. The time it takes to load a presentation will depend on how large and complex it is. The status is displayed in the upper right hand corner of the screen as a progress bar:
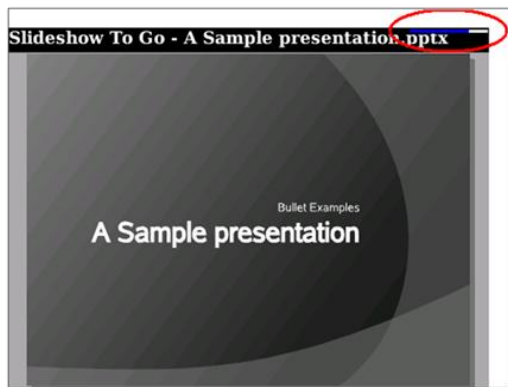
← Loading progress bar

- During loading certain features in **Slideshow To Go®** are disabled, such as Editing.
- Individual slides show rendering progress along the bottom of a screen as a progress bar.

Keyboard Shortcuts

QWERTY keyboards

Button	Slide View
Space	Go to the next slide
N	Go to the next slide
P	Go to the previous slide
T	Go to the first slide in the
B	Go to the last slide in the
F	Show Find dialog
G	Jump to slide
Z	Show Zoom options

SureType® keyboards

Button	Slide View
Alt+Scrolling	Pan slide while zoomed
Space	Go to the next slide
1	Go to the first slide in the
7	Go to the last slide in the
A	Show slide list
Q	Show Find dialog
Z	Show Zoom options

Editing Slide Text & Bullets

To edit text that appears in a particular slide, press **Menu → Edit Slide Text**.

The slide will appear in an *outline* format, with text presented similar to the *Outline* tab in Microsoft® PowerPoint.

A cursor is present that will allow you to scroll to different slides, select text, and make basic edits to a slide.

To return to the slide view at any time, press **Back** on the device. If text edits were made, they will be shown when the slide reloads in slide view:

To edit text that appears in a particular slide, press **Menu → Edit Slide Text**.
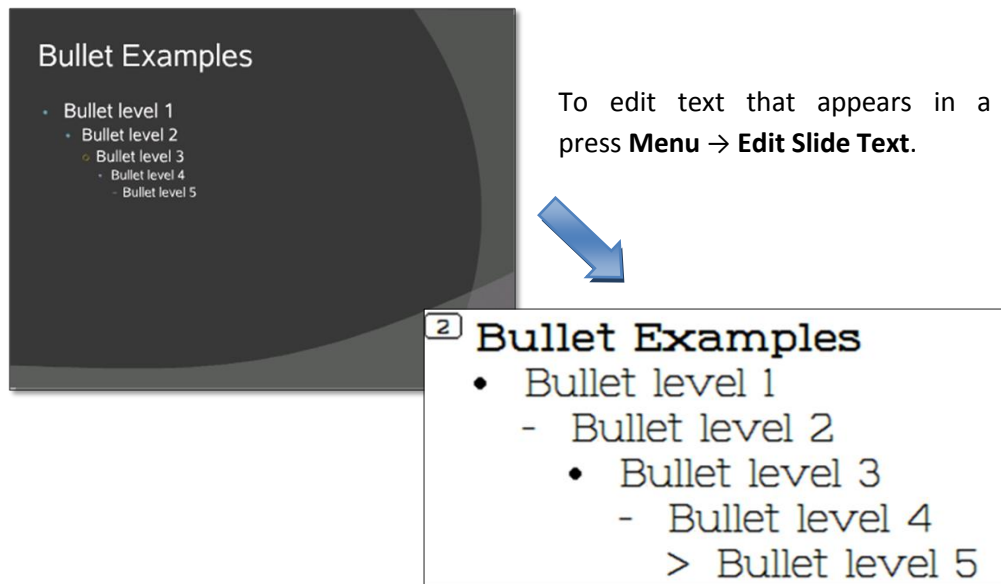
Note: Text and graphics may not be edited in slide view.

Selection

Text can be selected in Slideshow To Go® to perform basic editing operations, and to cut/copy/paste the selected text in the presentation.
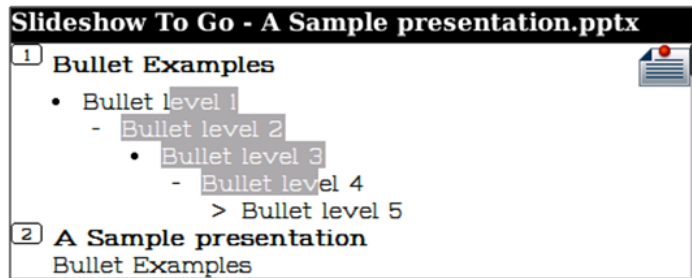
Press the **Shift** key on your device, move the cursor to select text.

or

Enable **Selection Mode** via the menu, and then grow or shrink the selected area by moving the cursor.

Note: *The slide title and slide body text may not be selected at the same time; you may only select the slide title or the slide body contents individually.*

You can now edit the selected region, or press the **Back** button to cancel text selection mode and resume editing or navigation.

Selection tip: *Press and hold the Shift key, and then scroll up or down to select the rest of the current line of text.*

Cut/Copy/Paste

Text may be cut/copy/paste from one area of a presentation to another from either the short or full menu. Selected text can also be copied from outside of Slideshow To Go®, and pasted into a PowerPoint document. Text can also be pasted from Slideshow To Go® to other applications on BlackBerry®, such as new messages (text copied and pasted will not be formatted).

Viewing text columns in slides

Slide text that is split into a layout of two or more columns will be indicated as a column in the order in which it is displayed in the slide; most basic text may also be edited:

Press **Menu → Edit Slide Text** to view column labels.
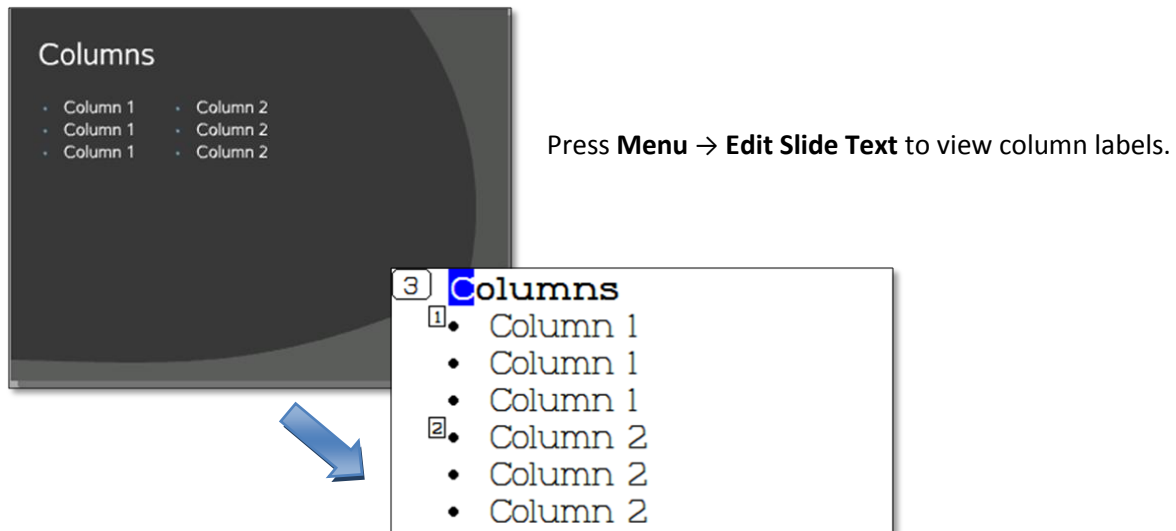
Slide Notes (Premium Edition Only)

When viewing a slide in slide view, press **Menu → Notes** to show a small dialog that contains the notes added from PowerPoint. Slide notes may not be edited in Slideshow To Go®, but note text may be selected and copied.

While editing a PowerPoint file, a note indicator will appear if there is a note present for that slide.
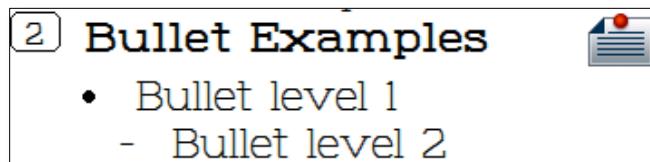
Advanced Editing

Additional editing features exist to change slide text, and the number and order of slides in the presentation.

Creating New PowerPoint Documents (Premium Edition Only)

New PowerPoint documents can be in one of two formats, 97-2003 *.ppt* (Microsoft® Office 2003 and prior), or 2007-2008 *.pptx* (Microsoft® Office 2007 & 2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…** or by pressing **Menu → New** while a PowerPoint document is open.
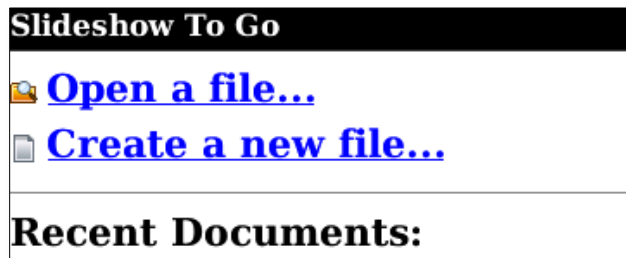
Inserting New Bullets (Premium Edition Only)

New bullets may be inserted below the current cursor position while editing slide text in a slide body. It is not possible to insert bullets into a slide title.

To insert a new bullet line of text, place the cursor at the position for the new bullet, and press **Menu → Insert→ New Bullet Item**.

A new line will be inserted with a new bullet on which you may enter text.

Change Bullet Indent Level (Premium Edition Only)

You may increase or decrease the indent level of an existing bullet.

Place the cursor within the bullet you wish to alter and press **Menu → Increase / Decrease Indent**.

The bullet will advance in the desired direction and the bullet's icon will also change to reflect the new indent level.
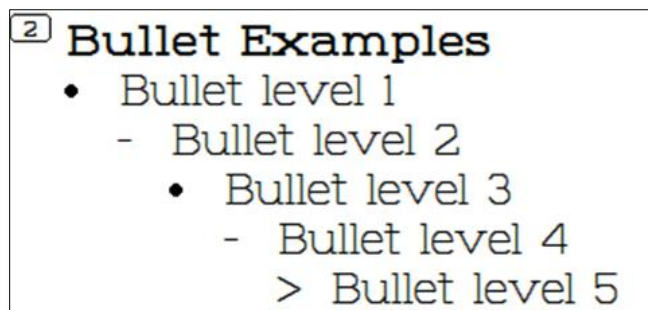
Successive indent levels have a different bullet icon than the previous indent level.

Select multiple lines of text and press **Menu** → **Increase / Decrease Indent** in order to increase each line's indent simultaneously.

Note: Slideshow To Go® supports up to five levels of indent in a slide.

Inserting and deleting slides

Slides may be inserted and deleted in presentations.

Delete Slide

Slides may be deleted while viewing or editing the slide in the presentation.

To delete the current slide press **Menu** → **Delete Slide**. Press **Back** and choose **OK** or **Cancel** in the following dialog to either delete the slide or return to the slide making no changes, respectively.

Insert Slide (Premium Edition Only)

A new slide may be inserted after the present slide or while editing slide text. A new blank slide with a title and slide text field will be created, in the same theme as the current presentation.

A slide title and slide text can then be added to the blank slide.

Note: It is not possible to alter the design layout of the new slide in Slideshow To Go®.

Insert Duplicate Slide (Premium Edition Only)

This function will create a copy of the current slide which will then be inserted after the current slide. The slide's theme and text will be the same as the slide from which it was inserted.

Slide Sorter

Slides in the presentation may be re-arranged in Slideshow To Go® by using the *slide sorter* function.

Press **Menu** → **Slide Sorter** to re-arrange slides.
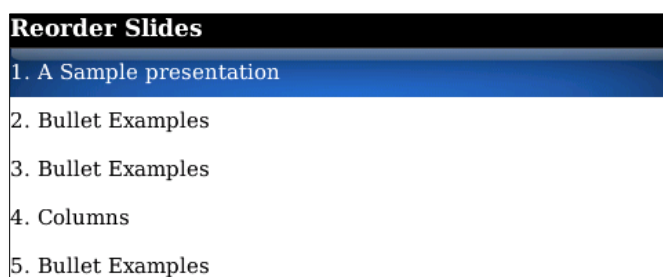
Slides will appear with their title along with the numbered position in which they appear in the presentation. Select a slide title and press **Menu** → **Move Up / Down** in order to change the slide's position in the presentation.

Once the slide order changes are made, press **Back** and choose to **Save** changes to commit the new order.

Note: Changing the order of slides will re-load the presentation.

PDF To Go® (Premium Edition Only)

PDF To Go® allows BlackBerry® users of Documents To Go™ Premium to open and view native PDF documents on their devices. PDF To Go® will present the full PDF with text and graphics when first opened.

Note: PDF To Go® does not support editing PDF files.
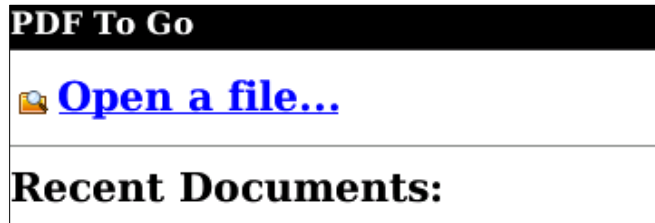
Navigating a PDF document

Press **Menu** → **Next** / **Previous Page** to move in the respective direction of the PDF document's pages.

To jump to a specific page in the document, press **Menu** → **Go To Page**, select a page from the dropdown, and click **OK**.

Keyboard Shortcuts

QWERTY	SureType®	Action
Space	Space	Scroll down one screen
Shift + Space	Shift + Space	Scroll up one screen
T	T	Go to the top of the page
B	B	Go to the bottom of the page
G	G	Go to a specific page
F	F	Find
K	K	Show bookmarks
Z	Z	Show Zoom options
P	7	Previous page
N	9	Next page
W	W	Fit To Screen
I	I	Zoom in
O	O	Zoom out
R	R	Toggle Word Wrap mode

Changing Zoom Levels

A number of zoom levels are available in PDF To Go® to enlarge the size of the text and graphics in a page: 25%, 50%, 75%, 100% *(default)*, 150%, 200%.

Fit to Width will expand the page to the edges of the screen. Vertical portions of the page that are beyond the visible screen may be viewed by scrolling or panning.

Fit to Screen will resize the slide so that the entire page fits within the size of the screen.

To change between zoom levels press **Menu → Zoom** and select the desired level; the screen will update to show the new zoom level.

Zooming out to smaller sizes (such as 25%-50%) may allow you to see the overall layout more easily than panning around at a higher zoom level.

While zoomed in, scroll to pan around the PDF page, and also advance to the next/previous page when a page boundary is reached.

View Modes

Two different methods of viewing a PDF are available:

Page View (default) – View the full text and graphics layout of the PDF document.

Word Wrap – Show the text of the page in a single column view for easier reading (similar to *Column View* in the BlackBerry® web browser).

Page View   The same PDF with *Word Wrap* toggled
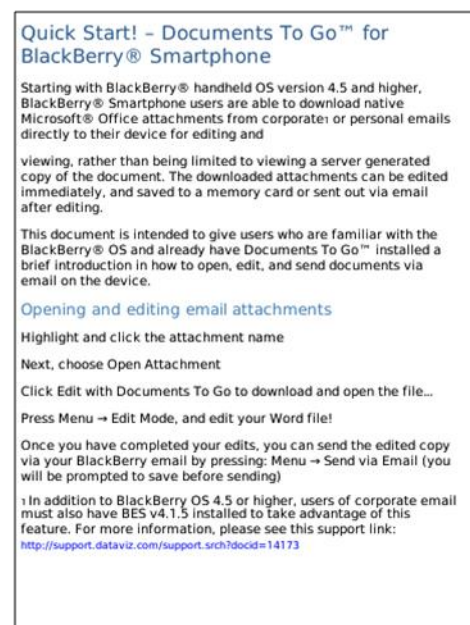
Find

Search for text within the PDF document. Start a Find from either the full menu, or by pressing the **F** key. Once text is found, it will be highlighted in green; press the **F** key again to continue finding the text in the document.

Text Selection

Choose **Select** in the full menu to enable text selection; the cursor will change to indicate that selection is possible.

Press the trackball at the start of the text to select, and then roll the trackball in the direction to be highlighted. The text will be highlighted blue as it is being selected; click trackball once more to copy the selected text to the clipboard to paste in other applications.

Bookmarks

Choose **Bookmarks** in the full menu or press the **K** button to view all existing bookmarks in the current document. Highlight the desired bookmark, and click the trackball to jump to that spot in the document.

Appendices

Appendix A – Installation and Activation

Installing Documents To Go™ BlackBerry® Smartphone

Downloading and Installing PDF To Go® (Premium Edition Only)

Activating Documents To Go™ (Premium Edition Only)

Free Trial of Documents To Go™ Premium Edition

Documents To Go™ Version & Registration Information

Appendix B – File Support

File Format Support

Password protected documents (Premium Edition Only)

File Properties

Appendix C – Common

Menus

Undo and Redo actions in a document

Document Recovery

Preferences

InTact Technology™

Appendix D – Documents To Go for Touch-screen Devices

Documents To Go™ for Touch-screen devices

Appendix A – Installation and Activation

Installing Documents To Go™ BlackBerry® Smartphone

Documents To Go™ for BlackBerry® Smartphone can be installed in a variety of ways on supported devices. Documents To Go comes pre-installed on most new BlackBerry devices, but can also be reinstalled or updated if necessary.

If you are unable to install Documents To Go over your device's wireless connection *(recommended for unlimited data plan users)*, you may install via your desktop computer if you need to minimize data usage on your device's limited data plan, or don't have a data plan available:

http://support.dataviz.com/support.srch?docid=14179

Downloading and Installing PDF To Go® (Premium Edition Only)

Starting with Documents To Go™ Premium Edition version 1.005, users can download and install the bonus application **PDF To Go®** to the BlackBerry® using similar installation steps *(once Documents To Go™ is installed and activated on the device)*:

http://support.dataviz.com/support.srch?docid=14243

Related Topic
Where is PDF To Go® installed on the BlackBerry®? (Premium Edition only)

Activating Documents To Go™ (Premium Edition Only)

Documents To Go™ Premium Edition users will need to activate the product for full access to Premium Features. Open a Documents To Go™ application (Word To Go™, Sheet To Go®, and Slideshow To Go®) and press **Menu → Activate Premium Edition**.

For more help on activating Documents To Go please see this link:
http://support.dataviz.com/support.srch?docid=14222

Free Trial of Documents To Go™ Premium Edition

Users who have the latest versions of Documents To Go Standard Edition installed may begin a fully functional 30-day free trial of Documents To Go™ Premium Edition features without additional downloads.

To begin your free trial of Documents To Go Premium Edition:

1. Open a Documents To Go application such as Word To Go
2. Press **Menu → Try Premium Features**
3. If prompted, proceed with a quick trial registration, and then click **Begin Trial**
4. *Optional*: Download PDF To Go® by pressing **Menu → Download PDF To Go** or click the link shown in the *welcome screen*. PDF To Go® will install to your **Downloads** folder.

Documents To Go™ will now have Premium Edition features enabled. At the end of 30-days, you will be prompted to either return to the free Standard Edition that came with your BlackBerry® device or to purchase a license for Premium Edition and continue using the Premium-only features. You will periodically be reminded of how many days remain in your free trial of Premium Edition.

Please see this link for the differences between Standard and Premium Edition:
http://www.dataviz.com/products/documentstogo/BlackBerry®/feature_matrix.html

Documents To Go™ Version & Registration Information

Current version and registration information may be viewed in the *About* dialog.

Open a Documents To Go™ application, and press **Menu → About**:
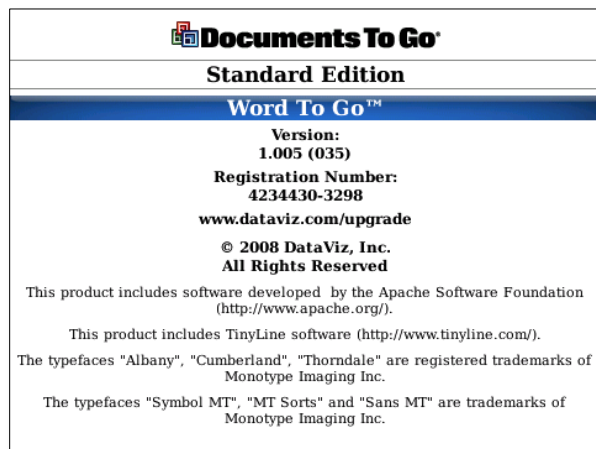
To check for the latest version of Documents To Go available for your device, press **Menu → Check for Updates** in the *welcome screen* of a Documents To Go application.

Appendix B – File Support

File Format Support

Documents To Go supports most Microsoft Office formats for Word, Excel, and PowerPoint:

- Word 97, 2000, X, XP, 2003, 2007 for Windows
- Word 98, 2001, 2004, 2008 for Macintosh
- Excel 97, 2000, X, XP, 2003, 2007 for Windows
- Excel 98, 2001, 2004, 2008 for Macintosh
- PowerPoint 97, 2000, X, XP, 2003, 2007 for Windows
- PowerPoint 98, 2001, 2004, 2008 for Macintosh

Documents To Go does not officially support documents created or edited with Open Office, Star Office, or other non-Office 'compatibility' formats. While these files may open in Documents To Go, it is not recommended to use these files with Documents To Go.

File formats may be distinguished based on the file extension and icon for that file in Documents To Go:

Example: Word 2007-2008 *(top)* vs. Word 97-2004 *(bottom)*

draft.docx
ACME-BusinessProposal.doc

PDF To Go® includes support for the most commonly created PDF types as well as for faxes sent as PDF attachments using *eFax.com*, *MyFax.com*, *RightFax.com* & others.

File Properties

View details such as file name, size and creation date by opening the file and pressing **Menu → File Properties**.

Password protected documents (Premium Edition Only)

Word and Excel

Documents To Go supports the default password protection for Word and Excel documents that are saved with a password to open the file in some versions of Microsoft® Office. The default RC4 based document encryption is supported in the following Office formats:

- Word 97, 98, 2000, 2001, X, XP, 2003, 2004
- Excel 97, 98, 2000, 2001, X, XP, 2003, 2004

PowerPoint

PowerPoint documents with a password to open are not supported and cannot be opened with Documents To Go.

Note: Office 2007/2008 password protected documents are not currently supported and cannot be opened with Documents To Go.

When a document with supported password protection is opened, a dialog will prompt for the password to open the document:
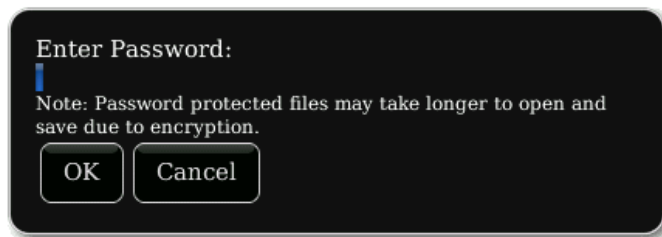
Once the correct password is entered, click **OK**, and the document will be decrypted and opened.

You will receive an error for documents protected with unsupported encryption types.

PDF

PDF To Go® supports opening PDF files with common encryption and data protection standards:

- Open RC4 and AES encrypted PDF files and attachments
- Password-protected to open PDF files and attachments

Appendix C – Common

Menus

Pressing the hardware **Menu** button will display the full menu that contains all options in Documents To Go.

Pressing the trackball or clicking the screen while viewing a document will display a short menu that contains a limited number of common editing or navigation options.

Editing menu options (such as **Format**, or **Insert**) will not be visible in the menus when the document is in View Mode.

Undo and Redo actions in a document

You may undo and redo most editing actions performed in an open document by pressing **Menu** → **Undo** / **Redo** for each action you wish to undo or redo. Some actions, such as performing a Save operation, cannot be undone.

Document Recovery

If a crash is encountered while editing (either due to a problem in Documents To Go™, or if for some reason your device reboots unexpectedly while editing), it may be possible to recover your document edits made in Documents To Go™. When you re-open the application after a failure, you will be prompted to recover changes, or to discard your edits made prior to the failure. The application will attempt to recover your edits; when recovery is complete, press **Menu** → **Save** to commit recovered changes to the document.
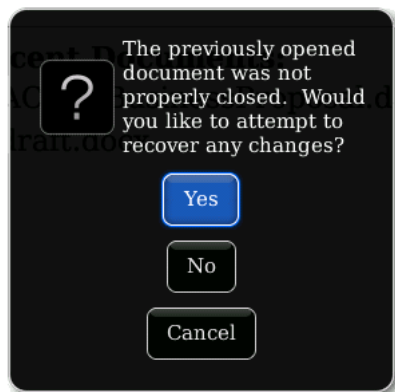
Preferences

Format for new files – Change this option to switch between formats of new files created in Documents To Go. This option will not take effect until a new document is created after this option is altered.

Hide menu items with asterisk (*) – This option toggles the display of Premium-only features in Documents To Go.

InTact Technology™

Some features and formatting found in Microsoft Word, Excel, and PowerPoint on the desktop are not supported in Documents To Go.

Formatting or features in documents that don't appear in Documents To Go will be preserved in the file after editing on the via InTact Technology. InTact Technology allows handheld editing without the loss of complex file formatting. Please see this link for more details:

http://www.dataviz.com/products/documentstogo/blackberry/intact.html

Documents To Go™ for Touch-screen devices

Documents To Go™ provides menu shortcuts as well as touch and sliding support for viewing and editing operations.

The Documents To Go™ applications support both portrait and landscape views.

Word To Go™

Touch the screen lightly – Place the cursor in a specific location in the document, or highlight a graphic or other document object.

Touch & hold, while in **Edit Mode** – Zoom to where the touch point is, and enlarge the surrounding text for easier cursor placement. This text zoom will not happen when the document is in **View Mode**.

Click (press) – When the screen is clicked within regular text, the short menu with common options will appear. If the screen is clicked on a graphic or other document object, the graphic will enlarge or the object will react.

Touch & slide – To scroll down a document, touch and hold an area towards the bottom of the visible page, and slide your finger towards the top of the device screen.

Multi-touch – Select the text and objects that exist in the area between the two touch points. Press **Back** to cancel the text selection.

To begin editing the document, press **Menu → Edit Mode**, and then press **Menu → Show Keyboard**.

Sheet To Go®

Touch the screen lightly – Select an individual cell, row, or column in the spreadsheet.

Click (press) – Clicking on a cell will show the short menu with common options. Clicking in the formula bar will raise the keyboard to allow editing of the current cell contents.

Touch & slide – To pan through a spreadsheet, touch and hold an area towards the bottom or right side of the visible sheet, and slide your finger towards the top or left of the device screen, respectively.

Multi-touch – Enable selection mode. To expand the selection, touch and slide on the screen to grow or shrink the cell selection in the desired direction. Press **Back** to cancel the cell selection.

To begin editing the contents of the current selected cell, press **Menu → Show Keyboard**. Press **Menu → Edit Cell** or **Click** in the formula bar to edit cell text.

Slideshow To Go®

While viewing slide graphics…

Touch the screen lightly – On screen options will appear to navigate between slides. Touch the left or right arrow to move to the previous or next slide in the presentation. Touch the left or right arrow facing a solid line to jump to the first or last slide in the presentation.
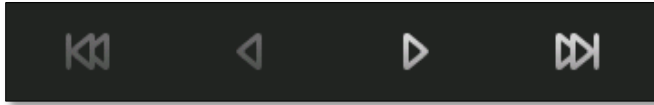
Touch & hold– Zoom to where the touch point is, and enlarge the surrounding text for easier cursor placement. **Click (press)** – Show the short menu options.

Touch & slide – To scroll the document, touch and hold an area towards the bottom of the visible page, and slide your finger towards the top of the device screen.

While editing slide text…

Touch the screen lightly – Place the cursor in a specific location in the document text.

Touch & hold– Zoom to where the touch point is, and enlarge the surrounding text for easier cursor placement.

Click (press) – Show the short menu with common options.

Touch & slide – To scroll the document, touch and hold an area towards the bottom of the visible page, and slide your finger towards the top of the device screen.

Multi-touch – Select the text that exists in the area between the two touch points.

To begin editing slide text, press **Menu** → **Show Keyboard**.

PDF To Go® (Premium Edition Only)

Touch the screen lightly – Show or hide the shortcut bar. Expand the page to fit to the current screen, show a word wrapped version of the text in the page, change zoom levels, and move to the previous or next page.

Click (press) – Zoom into the clicked area to enlarge text and graphics.

Touch & slide – To scroll a document, touch the screen and slide your finger to scroll in any direction. To move between pages, zoom out so that an entire page is shown on the screen, and slide your finger to the left or right to move to the previous or next page, respectively.