

BlackBerry PlayBook

User Guide

Version: 1.0 Internal Beta



 **BlackBerry**®

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Contents

Getting started	3
Beta notice.....	3
Getting to know your BlackBerry PlayBook tablet.....	3
Getting around	5
Using the touch screen.....	7
View your notifications.....	9
BlackBerry Bridge	11
About BlackBerry Bridge.....	11
Connect to BlackBerry Bridge.....	11
BlackBerry Bridge tips.....	12
Troubleshooting: BlackBerry Bridge.....	12
Music	14
Playing your music.....	14
Photos	15
Viewing your photos.....	15
Videos	16
Playing videos.....	16
Camera	17
Taking pictures.....	17
Recording videos.....	17
Voice notes	18
Recording voice notes.....	18
BlackBerry App World	19
Download apps with BlackBerry App World.....	19
Browser	20
Browsing the web.....	20
Troubleshooting: browser.....	20
Battery and power	21
Turning off your tablet and using standby mode.....	21
Extending your battery life.....	21
Connections	22

Wi-Fi.....	22
Bluetooth technology.....	25
Keyboard and typing.....	27
Typing with the touch screen keyboard.....	27
Word to Go.....	28
Creating and editing documents.....	28
Word To Go icons.....	28
Sheet to Go.....	29
Creating and editing spreadsheets.....	29
Legal notice.....	30

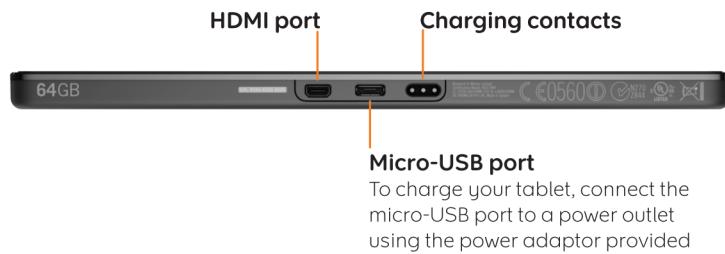
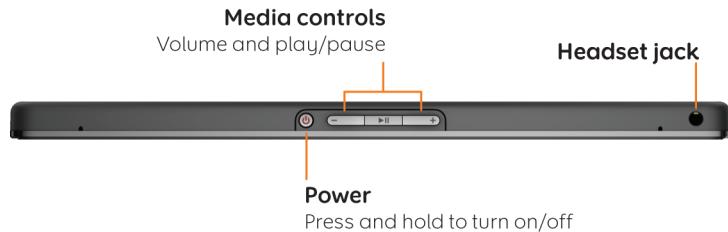
Getting started

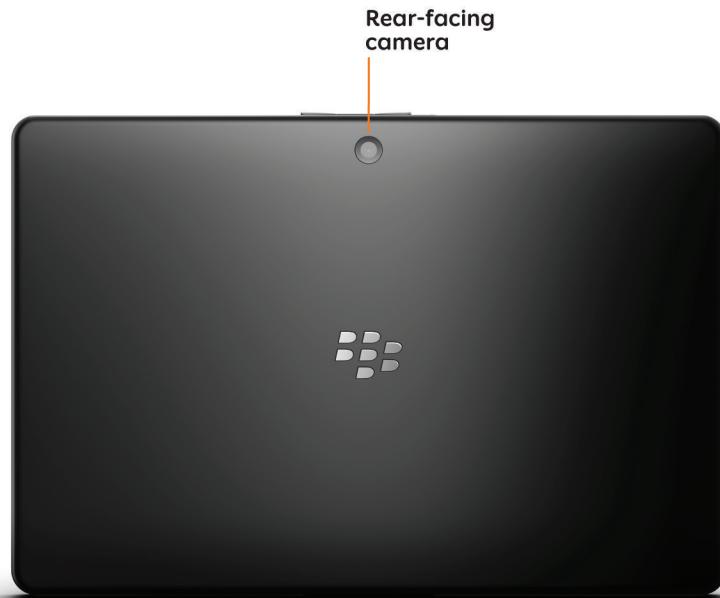
Beta notice

The information contained in this documentation is intended for beta customers only. Content and software are subject to change.

Getting to know your BlackBerry PlayBook tablet







Getting around

Show the home screen and minimize apps

Swipe up from the bottom frame.



Show the menu

In many apps, you can find additional features, options, and help in the menu.

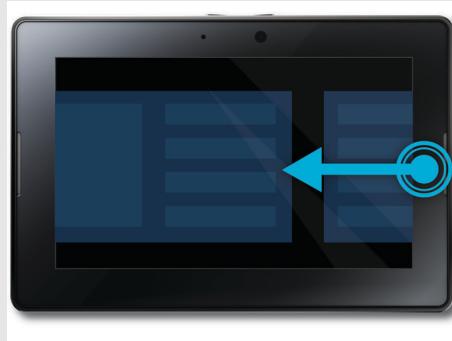
In an app, swipe down from the top frame. To close the menu, touch anywhere in the app.



Switch between apps

You can flip between your open apps without having to return to the home screen.

In an app, swipe in from the left or right frame.



Show the status bar

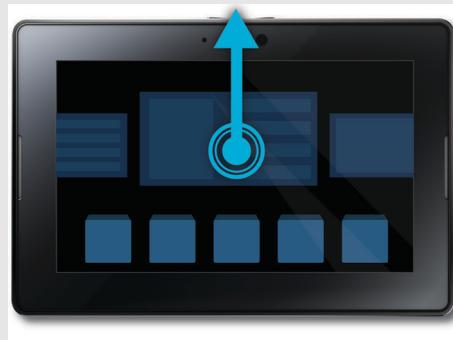
You can peek at the status bar without leaving the app you're using. This is a great way to quickly check your notifications, see the time, keep an eye on your battery level, change system options, and more.

In an app, swipe in from the top-left frame.



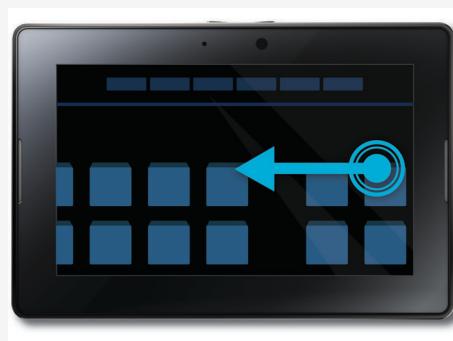
Close an app

On the home screen, touch the minimized app and swipe up.



Switch between views on the home screen

Swipe left or right in the bottom part of the home screen.

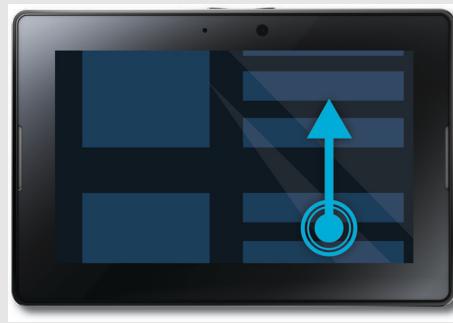


Using the touch screen

Here are some common gestures to help you get started using your BlackBerry® PlayBook™ tablet.

Swipe

To scroll through a list or a webpage, move between pictures, and more, touch the screen and slide your finger up and down or right and left.





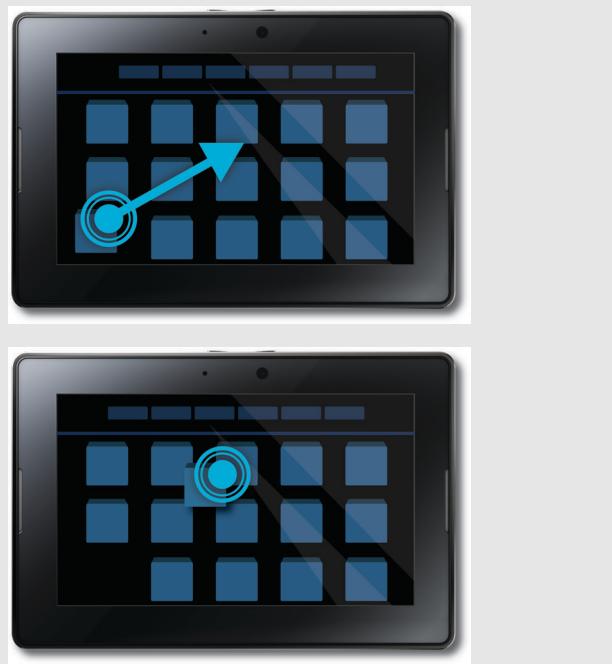
Pinch

To zoom in and out while you're looking at a webpage, picture, or other content, touch the screen with your finger and thumb and pinch them together or apart.



Drag

To move something from one place to another, touch and hold the item you want to move. Slide your finger to the position where you want it.



View your notifications

Your BlackBerry® PlayBook™ tablet uses notifications to keep you informed about software updates, new messages, calendar reminders, battery power level, and much more. When new notifications come in, the top-left or top-right corner of your screen glows red.

1. To display the status bar from within any application, swipe from the upper-left corner of the frame onto the screen.
You can also find the status bar on the home screen.
2. On the status bar, tap [flag_icon] or [system_notifications_icon].

Return to what you were doing	Tap the screen anywhere outside of the displayed notifications.
Dismiss a notification	Swipe from left to right across the item you want to dismiss.
View a specific type of notification	On the status bar, tap the icon for the type of notification that you want to see.
View details about a notification	You can jump directly from a notification into the related application. For example, if you tap an email notification, the email opens in the Messages app.

To view details, tap the notification message.

BlackBerry Bridge

About BlackBerry Bridge

If you're running BlackBerry® Device Software 5.0 or later on your BlackBerry smartphone, you can connect your BlackBerry® PlayBook™ tablet to your smartphone to access push email, calendars, BBM™, files, and other data directly from your tablet.

Your tablet connects to your smartphone using Bluetooth® technology. To connect, you need the BlackBerry® Bridge™ app installed on your smartphone. You can find it in BlackBerry App World™.

When your tablet and smartphone are connected, these icons appear on your tablet's home screen:

	BlackBerry Messenger Communicate virtually instantly with other BlackBerry users. It's everything you love about BBM, on your tablet.
	Messages Take advantage of your tablet's larger screen and the reading pane to work through your message inbox more quickly. Attach files from your tablet or your smartphone.
	Calendar Keep on top of your schedule at a glance with day and month views that show names on each event and a split-screen day view.
	Contacts Connect with the people in your network through the Contacts app. Quickly jump to a contact to send an email, schedule a meeting, or start a BBM conversation.
	Tasks Have a growing to-do list? Use the Tasks app to help you stay focused on important actions.
	Memos Instead of jotting notes on scraps of paper that can be easy to lose track of, try using memos to keep your information organized and easy to find.

Connect to BlackBerry Bridge

To connect your tablet with your BlackBerry® smartphone, you need to install the BlackBerry® Bridge™ app on your smartphone. You can find it in BlackBerry App World™.

1. On your tablet's home screen, on the status bar, tap [settings_icon] > **BlackBerry Bridge**.
2. Tap **Setup** > **Continue**.
3. In the BlackBerry Bridge app on your smartphone, tap **Add Device** > **Next**.
4. Point your smartphone camera at the barcode displayed on your tablet to scan the barcode.

BlackBerry Bridge tips

View email for a specific address or email in a folder	If you've added multiple email addresses to your smartphone, like an enterprise address and a Yahoo!® Mail address, you can view all email together or you can view email for each address separately. At the top of the message list, tap the name of the currently displayed address or All Messages , depending on the current view. Tap the email address you want to view, or to view email in a folder, tap View Folders .
Move an email to a folder	View the message. Below the message, tap [folder_icon].
Multi-select email	To more quickly work through your inbox, you can select multiple email messages and delete them, mark them read or unread, or move them to a folder. At the bottom of the message list, tap [multiselect_icon]. Tap the checkbox next to each email you want to select. Tap the appropriate icon at the bottom of the message list.
View a single calendar	At the bottom of the screen, tap [services_icon].
Hide completed tasks	
Start a group chat	In the BBM™ contacts list, tap one of the people you want to add to the chat. At the top of the chat window, tap [arrow_icon] > Invite Others . Tap the other people you want to include. Start chatting.

Troubleshooting: BlackBerry Bridge

Issue	Possible cause or solution
I can't pair my tablet with my BlackBerry® smartphone	Verify that the BlackBerry® Bridge™ application is installed on your smartphone. You can download the application from BlackBerry App World™.

	Verify that your smartphone's Bluetooth® connection is turned on and that your smartphone is in range.
I can't reconnect to my BlackBerry smartphone	Verify that your smartphone's Bluetooth connection is turned on and that your smartphone is in range. The BlackBerry Bridge application on your smartphone might not be set to automatically connect to your tablet. Try opening the application and connecting manually. Your smartphone might already be connected to another tablet. In the BlackBerry Bridge application on your smartphone, disconnect the other tablet and then try connecting again.
I can't find a draft message I saved	When you save a draft message, the message appears in the message list with a special draft icon. If you have multiple email addresses, look for the draft message in the inbox of the address you are sending the message from. If you've received a lot of email since you saved the draft, it may appear far down in the message list.
I can't find a memo I'm searching for	You can only search the titles of memos, not the contents.

Music

Playing your music

Your BlackBerry® PlayBook™ tablet supports the most popular types of audio files including MP3, M4A, WMA, and WAV. Use the built-in stereo speakers, plug in headphones, or hook your tablet's HDMI port up to a home entertainment system for some serious sound.

Change the volume	Touch and drag on the volume bar.
Shuffle or repeat songs	Tap  or  .
See more music	Swipe down from the top frame.
See what's next in a playlist	Tap  beside the album art of the song that is currently playing.
Search your music	Tap Search All . Enter the title or artist you are looking for.
Control music from the status bar	Tap  . Tap  ,  , or  .
Create a playlist	Create a playlist on your computer using a music library such as Windows Media® Player or iTunes.
Add a song to your PlayBook Playlist	Swipe down from the top frame. Tap Edit . Tap a song or songs. Tap Add .
Delete a song from your PlayBook Playlist	?
Move playlists from your computer	Open the BlackBerry® Desktop Software on your computer. Connect the tablet and the computer using a USB cable. Click Music and complete the instructions on the computer screen.

Photos

Viewing your photos

Your BlackBerry® PlayBook™ tablet is the perfect way to take your photos with you and lets you share them with friends and family on a beautiful hi-res screen. Pictures that you take with the tablet's cameras are automatically saved in the **Photos** app.

Zoom in on a picture	Pinch out. Double-tap to zoom in to fit the screen.
Move between pictures	Swipe left or right.
Pan a picture	In a picture that you are zoomed into, touch and drag in any direction.
Delete a picture	Tap a picture. Tap [pencil icon]. Tap [garbage can icon].
Play a slideshow	Tap an album. Tap a picture. Tap ►.
Play a slideshow using HDMI	Connect the HDMI cable to both your tablet and an HDMI display such as a TV, projector, or computer monitor. Tap an album. Tap a picture. Tap ►. (???)
Move pictures between your tablet and your computer	Open the BlackBerry® Desktop Software on your computer. Connect your tablet and computer using a USB cable. Click Pictures and complete the instructions on the computer.

Videos

Playing videos

Watch HD video on the go with your BlackBerry® PlayBook™ tablet. Your tablet plays 1080p HD videos and supports a variety of video formats such as AVI, ASF, Fv4, MP4, and WMV. For information about recording videos, see the **Camera** section of the Help.

Stop playing a video	Tap the screen. Tap  .
Delete a video	Tap a video. Tap [image of pencil icon]. Tap [image of trash can icon].
Play a video using HDMI	Connect the HDMI cable to both your tablet and an HDMI display such as a TV, projector, or computer monitor (???)
Move videos between your tablet and your computer	Open the BlackBerry® Desktop Software on your computer. Connect the tablet and the computer using a USB cable. Click Videos and complete the instructions on the computer screen.

Camera

Taking pictures

Your BlackBerry® PlayBook™ has a 5 megapixel rear facing camera that allows you to capture great images and a 3 megapixel front facing camera perfect for taking a quick self portrait or creating a profile picture. Pictures that you take are saved in an album in **Photos** app. For more info, see the **Photos** section of the Help.

Take a picture	Tap [image of camera icon].
Switch between the front facing camera and the rear facing camera	Tap [image of switch icon].
Change the camera scene mode and settings	Swipe down from the top frame until more modes appear. Tap the one you want to use.
Look at pictures you took	Swipe down from the top frame. Tap Camera Photos .
Delete a picture	Swipe down from the top frame. Tap Camera Photos . Tap a picture. Tap [image of pencil icon]. Tap [image of trash can icon].
Zoom in or out on a subject	Tap [image of zoom slider].
Show more camera tools	Tap the screen.
Record a video	Tap [image of video camera icon].

Recording videos

Record crisp, clear, 720p high definition videos with your BlackBerry® PlayBook™ no matter what the occasion. You can instantly switch between the video camera and the still cameras to freeze a moment in time.

Record a video	Tap [video camera icon]. Tap ●. To stop recording, tap ■.
Switch between the video camera and camera	Tap [image of camera icon].
Delete a video	Tap a video. Tap [image of pencil icon]. Tap [image of trash can icon].
Record a video from the Videos app	Swipe down from the top frame. Tap Take Videos .

Voice notes

Recording voice notes

Record a reminder or notes from lectures and meetings with a single tap. Your voice notes are listed by the date and time they are recorded.

Record a voice note

Tap ●. To stop recording, tap ■.

Stop or pause the playback

Tap ■ or tap ||.

Delete a voice note

Swipe down from the top frame. Tap **Edit** [image of pencil].
Tap a recording. Tap **Delete** [image of trash can].

BlackBerry App World

Download apps with BlackBerry App World

Enhance your BlackBerry® PlayBook™ tablet with the many games, and social networking and productivity apps available through the BlackBerry App World™ storefront. Search for apps or browse the top downloads and best sellers. You can pay for items with your credit card or using a PayPal® account. The **My World** screen gives you a streamlined view of all your apps and their statuses. You can quickly see which apps are installed, archived, deleted, or pending.

1. If prompted, enter your BlackBerry® ID to log in.
2. Search for an app or tap the app you want to download.
 - If available, to download a free or trial version of an app, tap **Install** or **Download Trial**.
 - To buy an app, tap **Purchase** > **Buy Now**.

Update an app	Tap My World > Upgrade . Complete the instructions on the screen.
Delete or remove an app	Tap an app. Tap Delete [image of trash can] (???)
Update your BlackBerry ID account information	Go to https://blackberryid.blackberry.com/bbid/login/

Browser

Browsing the web

Search for or go to a webpage	In the address bar, type search terms or a web address. Tap Go .
Bookmark a page	To reload a page, tap [reload_icon] in the address bar.
Open multiple pages	Tap [add_bookmark_icon].
View your browsing history	To view bookmarked pages, tap [view_bookmarks_icon].
Change browser options	Tabs let you browse multiple webpages simultaneously.
Zoom	Swipe down from the top frame to show the menu. To open a new browser tab, tap New Tab . To switch between open pages, tap the thumbnail for the page you want to view.
	Tap [history_icon].
	Swipe down from the top frame to show the menu. Tap Options .
	Pinch to zoom. Double-tap to zoom in on an image or a column of text.

Troubleshooting: browser

Issue	Possible cause or solution
I can't play a song or video on a web page	The media format might not be supported or the link might be broken.
I can't open a new tab	You probably have too many tabs open already, or too many apps running. Try closing an existing tab or closing some open apps. (???)

Battery and power

Turning off your tablet and using standby mode

Check the battery power level	On the status bar, tap  . When the battery power level is low, your tablet notifies you.
Enter standby mode	Press the power button on the top of the tablet.
Exit standby mode	Swipe from the top frame to the bottom frame.
Turn off your tablet	Press and hold the power button. Tap Shut Down .

Extending your battery life

To extend your tablet's battery life, charge it regularly, close applications that you're not using, and keep it out of the sun and other hot places. Also consider the following guidelines:

Dim the screen	On the status bar, tap  > Screen . Change the Brightness setting.
Turn off the screen automatically	On the status bar, tap  > Screen . Change the Backlight Time-out field.
Enter standby mode automatically	On the status bar, tap  > Screen . Change the Standby Time-out field.
Turn off Wi-Fi®	On the status bar, tap  . Set the Wi-Fi switch to Off .
Turn off Bluetooth® connectivity	On the status bar, tap  . Set the Bluetooth switch to Off .
Pause apps when you show the home screen or switch between apps	On the status bar, tap  > Navigator . In the Deactivate applications drop-down list, tap when they leave full screen .

Connections

Wi-Fi

Connect to a Wi-Fi network

Your BlackBerry® PlayBook™ can connect to the Internet using Wi-Fi®. Public Wi-Fi networks are available in many public places, such as libraries, airports, hotels, coffee shops, and so on. When you connect to a Wi-Fi network, your tablet saves the network and connects to it automatically the next time you're within range.

1. On the Status bar, tap > **Wi-Fi**.
2. Tap the network you want to connect to. To only see networks that don't require a password, in the **Networks** drop-down list, select **Open Networks**.
3. If necessary, type the network password.
4. Tap **Connect**.

Connect using a Wi-Fi Protected Setup button	Tap > Wi-Fi > Use WPS > Press WPS Button on Router . On your Wi-Fi router, press the button. On your tablet, tap Start .
Connect using a Wi-Fi Protected Setup PIN code	Tap > Wi-Fi > Use WPS > Enter a PIN into Router > Start . On the administration screen for your Wi-Fi router, type the PIN displayed.
Connect manually	If you want to connect to a hidden Wi-Fi network or save the settings for a network that's not currently available, you can connect manually. Tap > Wi-Fi > Manually Connect . Type the name of the network. If the network is hidden, select Hidden SSID . Select the security type and specify any additional information. Tap Connect to connect now or tap Save to save without connecting.

Change, delete, or reorder saved Wi-Fi networks

Your BlackBerry® PlayBook™ tablet remembers the Wi-Fi® networks you connect to and automatically connects whenever you're in range. If multiple networks are available, your tablet connects to the one closest to the top of your list of saved networks.

1. On the status bar, tap > **Wi-Fi**.
2. In the drop-down list, tap **Saved Networks**.
 - To change options for a saved network, tap the network.
 - To move a saved network up or down in the list, touch and hold the network. Drag it to where you want it.
 - To delete a saved network, tap [pencil]. Beside the network, tap [x].

- To stop your tablet from automatically connecting to a saved network, tap the network. Clear the **Enable Profile** checkbox. Tap **Save**.

Wi-Fi network options

For most Wi-Fi® networks, you won't need to change the network options. If you're having trouble connecting or if you need to connect manually, you can set the network options yourself. The options available depend on the type of network you're connecting to. To find out what settings to use, if you're connecting to a home network, see the information that came with your Wi-Fi router; if you're connecting to an enterprise Wi-Fi network, talk to your administrator; if you're connecting to a hotspot, see the information provided about the hotspot or talk to an employee at the hotspot who might have details about how to connect.

Option	Description
Name	Enter the name that you want to see in your list of saved Wi-Fi networks.
SSID	If the Wi-Fi network is hidden, type the SSID (the name the network uses to identify itself). Your BlackBerry® PlayBook™ tablet uses this name to find the network.
Hidden SSID	If the Wi-Fi network is hidden, select this check box. Hidden networks don't appear in the list of available networks.
Security Type	Set the security type that the Wi-Fi network uses.
Security Sub Type	If you're connecting to an enterprise Wi-Fi network, set the security subtype that the Wi-Fi network uses.
VPN Profiles	To use a VPN Profile when connecting to this network, select the profile you want to use. For more information, see the Security section of the help.
Automatically Obtain IP Address	Clear this check box if you need to manually specify an IP address for your tablet. When you clear this check box, additional options appear. To find out what information to enter, talk to your administrator.
Enable IPv6	Set whether the network uses the IPv6 protocol.
Use HTTP Proxy	Select this check box if you want to connect to a proxy server. When you select this check box, additional options appear. To find out what options to use, see the information provided for the proxy server.
Allow inter-access point handover	If the network spans multiple access points, set whether your tablet should remain connected when you move from one access point to another.
CA Certificate	If necessary, set the root certificate that your tablet should use to verify that it's connecting to the correct Wi-Fi network. If the network requires a certificate, you need to transfer it to your tablet before you can connect. For more information, talk to your administrator.

Option	Description
Client Certificate	If necessary, set the authentication certificate that your tablet should use to connect to the Wi-Fi network. If the network requires a certificate, you need to transfer it to your tablet before you can connect. For more information, talk to your administrator.

I can't connect to a Wi-Fi network

Try one of the following actions:

- On the status bar, tap and verify that the switch is set to **On**.
- The connection might have timed out. Try connecting again.
- Your tablet might be too far away from the wireless access point or wireless router to connect. Move your tablet closer and try connecting again.
- Verify that you're in a Wi-Fi® coverage area. If you're connecting to a home network, see if other wireless devices are able to connect. If you're connecting to an enterprise Wi-Fi network or a hotspot, talk to your administrator or an employee at the hotspot.
- Verify that the time on your BlackBerry® PlayBook™ tablet is synchronized with the network time. If the times are different, it could prevent your tablet from connecting (for example, if connecting to the network requires you to have a certificate on your tablet and the certificate has an expiration date).
- If the Wi-Fi network doesn't appear the list of available networks, the network might be hidden. If you know the network name, try connecting to it manually.
- Verify that the options for the Wi-Fi network are correct. To find out what options to use, for a home network, refer to the information that came with your router; for an enterprise Wi-Fi network, talk to your administrator; for a public hotspot, refer to any information provided for the hotspot or talk to an employee at the hotspot who might have details about how to connect.
- If you switched Wi-Fi networks manually, try switching to another Wi-Fi network.
- If you are using the Push Button Setup method, verify that the access point uses Wi-Fi Protected Setup™, and that it has been set to send its profile. Verify that another device is not also attempting to connect at the same time, and that not more than one access point within range is in this mode. For more information, see the information that came with your router.
- If you use PEAP, EAP-TLS, EAP-FAST or EAP-TTLS to connect to a Wi-Fi network, verify that you have installed the root certificate for the certificate authority server that created the certificate for the authentication server. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.
- If you use EAP-TLS to connect to a Wi-Fi network, verify that you have added your authentication certificate to your tablet. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.
- To view details about your tablet and the network you're connected to that might help with advanced troubleshooting, on the status bar, tap > **Wi-Fi**. In the lower-right corner, tap [info].

Bluetooth technology

Connect a Bluetooth enabled device

You can use Bluetooth® technology to connect your BlackBerry® PlayBook™ tablet to a wireless keyboard, mobile phone, or other device that uses a supported Bluetooth profile. The first time you connect to a device, you pair it with your tablet. Your tablet remembers paired devices and usually connects to them automatically whenever they're in range.

For information about connecting your tablet to a BlackBerry smartphone, see the BlackBerry Bridge section of the Help.

1. On the status bar, tap > **Bluetooth**.
2. Set the **Bluetooth** switch to **On**.
3. Tap **Add New Device** > **Search**.
4. Tap a device.
5. If necessary, do one of the following:
 - Type a pairing passkey of your choice on both the device you're pairing with and on your tablet.
 - On your tablet, type the pairing passkey that appears on the device you're pairing with or in the information that came with the device. If you don't know the passkey, try **0000**.

Reconnect to a paired device	In the list of paired devices, tap the device > Connect .
Change options for a paired device	In the list of paired devices, tap the device.
Delete a paired device	In the list of paired devices, tap the device > Delete .
Make your tablet discoverable	To allow other Bluetooth enabled devices to search for your tablet and attempt to connect to it, you can make it discoverable. Set the Discoverable switch to On .
	To help protect your tablet against unauthorized access, you can make it discoverable for 2 minutes only. Tap Add New Device > Listen .

Supported Bluetooth profiles

Your BlackBerry® PlayBook™ tablet uses Bluetooth® profiles to communicate with different types of Bluetooth enabled devices. To find out if your tablet supports a specific Bluetooth enabled device, you can check the information available for the device to see what profiles it uses. Your tablet supports the profiles listed here.

Profile	Description
Dial-up Networking (DUN)	Your tablet uses this profile to connect to a tethered mobile phone or other Internet-enabled device to access its Internet connection.
Human Interface Device (HID)	Your tablet uses this profile to connect to a wireless keyboard.
Serial Port Profile (SPP)	Your tablet uses this profile to connect to your BlackBerry smartphone through the BlackBerry® Bridge™ application.

I can't connect to a Bluetooth device

Try the following actions:

- Verify that the Bluetooth® enabled device is compatible with your BlackBerry® PlayBook™ tablet. Check the information that came with the Bluetooth enabled device to find out what Bluetooth profiles it uses and verify that your tablet supports those profiles.
- If you don't know the passkey for the Bluetooth enabled device, see the information that came with the device. If you can't find any passkey information, try **0000**.
- If your tablet can't detect the Bluetooth enabled device, try making the Bluetooth enabled device discoverable, or try making your tablet discoverable and searching for your tablet from the Bluetooth enabled device.

My list of paired Bluetooth devices doesn't appear

Verify that your tablet's Bluetooth® connection is turned on.

Keyboard and typing

Typing with the touch screen keyboard

Show the keyboard	Tap a text entry field or swipe onto the screen from the bottom left corner of the frame.
Hide the keyboard	Tap the Hide Keyboard icon in the bottom left corner of the keyboard.
Insert a period	[Tap space twice???
Insert an at sign (@) or a period in an email address field	Tap the Space key.[???
Capitalize a letter	Tap the Shift key, then tap the letter.
Turn on CAP lock	Touch and hold the Shift key. To turn CAP lock off, tap the Shift key again.
Type a symbol	Tap the 123 sym key. If the symbol key you're looking for isn't displayed, tap the More Symbols key.
Type an accented character	Touch and hold a letter key to display a list of accented versions of the letter. Tap the accented or special character you want to insert.
Type a number in a text field	Tap the 123 sym key, then tap the number. To show the standard keys again, tap the ABC key.
Move the cursor to edit text	Touch the text. [frame displayed???
Change the typing input language	[possible???

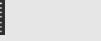
Word to Go

Creating and editing documents

Using your BlackBerry® PlayBook™ and Word To Go you can edit, update, and save your important information in one convenient location.

Create a new document	On the welcome screen, tap New Document .
Open a document	On the welcome screen, tap Browse . Tap a file that you want to open. Tap OK .
Save a document	Swipe down from the top frame. Tap the Save icon.

Word To Go icons

	Change the font
	Change text alignment
	
	
 or 	Increase or decrease an indent
	Apply a font style
	Find the word count for a document
	Apply paragraph formatting

Sheet to Go

Creating and editing spreadsheets

Create a new spreadsheet	On the welcome screen, tap New Document .
Open a spreadsheet	On the welcome screen, tap Browse .
Save a spreadsheet	Swipe down from the top frame. Tap the Save icon.
Change the font	Tap F > Font . Change the Font , Size , Style , Font Colour or Fill Color fields.
Change number formatting	Tap F > Number . Tap a number format, such as Currency or Scientific . Change the fields that appear on the screen.
Hide a column or row	Tap the column or row that you want to hide. Tap  . To show a column or row that you have hidden, tap  .
Clear a cell	Tap the cell that you want to clear. Tap  .
Apply a font style to a cell	Tap the cell that you want to apply a font style to. Tap B , I or U .

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