

Office Reader 1.0

Help Documentation

Inhaltsverzeichnis

1 Introduction.....	3
2 Help.....	4
2.1 Starting the application and general Options.....	4
2.2 Viewing a File.....	6
2.3 Properties.....	8
2.4 Thumbnail.....	9

1 Introduction

Office Reader is an Office suite for the new OpenDocument format. With Office Reader, you can now read your files also on your mobile and have them always with you. You have your files at hand on the road without compromising on formatting and ODF features.

Office Reader is designed for your convenience and helps you to make your working process more independent and therefore more fluent. The following chapters will provide a detailed description of the features of Office Reader.

The OpenDocument format is also used by other well known desktop applications such as OpenOffice, StarOffice and KOffice.

2 Help

2.1 Starting the application and general Options

After starting the application, you will see an overview of all available files. For files to be available in this list, place them inside one of the following memory locations:

- C:\
- C:\Data or any subfolder
- E:\
- E:\Data or any subfolder

The tab labelled C:/ refers to the internal memory, the one labelled E:/ refers to the memory card. To switch from one tab to another, press the **left** and **right arrow keys** on the navigation keys.

Alternatively to selecting your files in this view, you can start your documents directly from your messaging inbox, filebrowser or internet webbrowser.

Use the **up** and **down arrow keys** to scroll through the list of file

Press the **Options** button to open the main menu and use the **up** and **down arrow keys** to scroll through the list of options.

To open a file, select **Open**.

☞ Depending on your device you can alternatively press **Enter** or the **middle key** on the navigation pad without opening the **Options** menu first.

To delete a file, select **Delete**.

☞ If you select **Delete**, the file will be deleted immediately without further inquiry!

To see the properties of the file, select **Properties**.

To receive a thumbnail view of the file, select **Thumbnail**.

To refresh the file list, select **Refresh**. This will rescan your hard drive and available memory card and will update the list.

To obtain general information about the version, copyright and license of the **Office Reader** select



Info.

↶ The menu items **Refresh** and **Info** do not refer to the selected file, but are general application menu items available in all views.

To exit the Office Reader select **Exit**.

To exit **Options** Menu press **Cancel**.

If you are viewing the file list press **Cancel** to exit the Office Reader.

2.2 Viewing a File

In this view you can see the complete document including formatting. Use the **arrow keys** to navigate through the document.

The **Options Menu** that appears once you have opened a file differs according to the type of file you are dealing with.

There are some options that remain the same regardless of which kind of file you work with:

Select **Goto** to jump directly to the **Start** of the file or to the **End**.

☞ You can use the * key as a keyboard shortcut to go to the Start and the # key to go to the End.

Select **Find** to enter your search text. Once you have entered your search word you are offered the additional option **Find Again**.

Select **Toggle Full Screen** to obtain a full screen view of the file without the tool bar. To return to normal view, select **Toggle Full Screen** in the **Options** menu again.

You can use the key **0** as a keyboard shortcut.

To see the properties of the file, select **Properties**.

To receive a thumbnail view of the file, select **Thumbnail**.

To obtain general information about the version, copyright and license of the Office Reader select **Info**.

To exit the Office Reader, select **Exit**.

If you would like to return to the file list while viewing an open file, press **Back**.

The following option is only available for OpenDocument text (.odt) files:

To view footnotes contained in the document press the **middle key** on your navigation pad or **Enter**. The footnote is displayed in the top left- hand corner. To scroll through the footnotes, use the **right arrow key** on your navigation pad. While the footnote is open you can still scroll through the document using the **up** and **down arrow keys** on your navigation pad. To close the footnotes, press the **middle key** on your navigation pad or **Enter** again. If you reopen the footnotes pressing the **middle key** or **Enter**, the last viewed footnote appears. If you reopen the footnotes pressing the **right arrow key**, the next footnote in line appears.

The following options are only available for OpenDocument spreadsheet (.ods) files:

To view a list of available worksheets contained in the file, select **Worksheet** or use the **right arrow key**.

Use the **up** and **down arrow keys** to scroll through the worksheets and select the one you want to

view.

To close the list of worksheets without selecting one, use the **left arrow key** or press **Cancel** to close the menu completely.

Select **Zoom**, to obtain a list of different sizes of view. You can choose between **Normal**, **Medium** and **Large**. To close the list of Zoom views without selecting one, use the **left arrow key** or press **Cancel** to close the menu completely.

✎ If you want to return to **Normal** view while you are in **Medium** or **Large** view, you cannot press **Back**, but you have to open the options menu and select **Zoom, Normal**. **Back** will always jump to the file list again.

To adjust the size of a cell and the corresponding column or row, select a cell in the regular worksheet view. Open the **Options** menu and select **Adjust Cell/ Row Size**. Use the **up**, **down**, **left** and **right arrow keys** to adjust the cell in height and width. To switch back to normal navigation use **Enter** or the **middle key** on the navigation pad.

*) You can show/hide them inside the application by pressing joystick button. If there is more than one, use the arrow keys to scroll through them

You can also put text into the center.

Or on the right of the page.

Additionally, there is full support for footnotes*, borders around paragraphs of

Optionen **Zurück**

OpenFormula Test Spreadsheet						
	A	B	C	D	E	F
1	OpenFormula	Test Spreadsh	Epsilon:	1.00E-006	Generated:	2006-01-22
2						
3	Test data:	7				#Correct
4		2	4		Level 1:	0
5		3	5		Level 2:	0
6		TRUE	7		Level 3:	0
7		Hello	38383		Level 4:	0
8			38748		Level 5:	0
9		Err:503	0.08			
10		0	0.96		See further below for tr	
11		3	5			
12		4	6			
13		38383.04	8			
14		1	4			
15		2	3			
16		3	2			
17		4	1			
18	TestID	Constellation	right Stars	Northern	Abbrev	Ded't
19	1	Cancer	0	TRUE	Cnc	20
20	2	Canis Major	5	FALSE	Cma	5
21	4	Canis Minor	2	TRUE	Cmi	-20
22	8	Carina	5	FALSE	Car	-60
23	16	Draco	3	TRUE	Dra	75

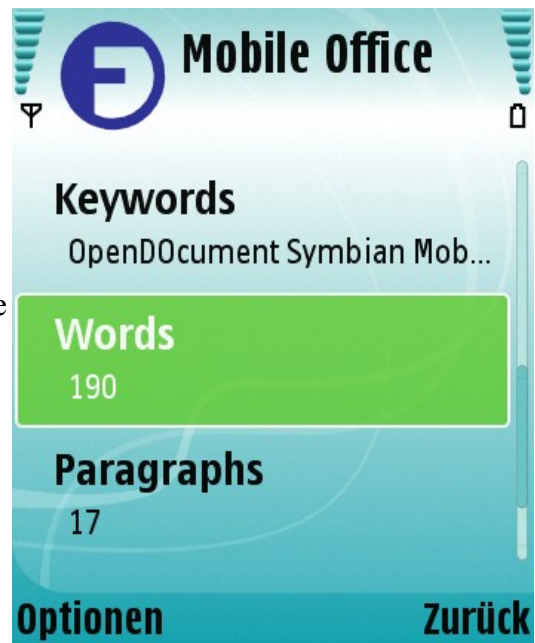
2.3 Properties

The list of properties provides you with a number of information about the selected file. The items are adopted directly from the OpenDocument file format and can be filled in in compatible applications.

To scroll through the list, use the **up** and **down arrow** keys on your navigation pad.

The entries provide information about the **Filename**, the **Title** of the document, the **Subject** which is treated in the document and a **Description**. Furthermore you can look up important **Keywords** and the Number of **Words**, **Paragraphs** and **Pages** contained in the document.

To exit the Properties view press **Back**.



2.4 Thumbnail

Selecting the thumbnail view, you get an exact miniature representation of how the selected document would look on your desktop PC.

✍ You can only view the first page of the selected document.

To exit the thumbnail view, press **Back**.

