

User Manual

Welcome to MobiSystems® OfficeSuite for iPhone and iPad!

OfficeSuite is a complete mobile office solution, allowing you to create, view and edit Documents, Spreadsheets and Presentations away from your office. With the advanced editing features you can modify documents on-the-go and save them in their original format - DOC, DOCX, DOCM, RTF, ODT*, TXT, XLS, XLSX, XLSM, ODS*, CSV, PPT, PPTX, PPTM, PPS, PPSM, PPSX, and ODP* - just ready to be used back on your desktop computer. You are also able to open Adobe PDF, LOG, and ZIP files and attachments.

SUPPORTED FORMATS

OfficeSuite Document Editor:

DOC	Microsoft® Word 97-2003 text documents.
DOCX	Microsoft® Word 2007 text documents.
DOCX	Microsoft® Word 2010 text documents.
DOCM	Microsoft® Word text documents with macros.
RTF	Rich Text Format.
ODT	OpenDocument text documents.*
TXT	The commonly used TXT format for compatibility with third-party desktop programs.
LOG	The commonly used LOG format for compatibility with third-party desktop programs.

OfficeSuite Spreadsheet Editor:

XLS	Microsoft® Excel 97-2003 documents.
XLSX	Microsoft® Excel 2007 documents.
XLSX	Microsoft® Excel 2010 documents.
XLSM	Microsoft® Excel documents with macros.
ODS	OpenDocument spreadsheets.*

CSV

CSV (comma separated) format ensures the compatibility with third-party desktop programs.

OfficeSuite Presentation Editor:

PPT	PPS	Microsoft® PowerPoint® 97-2003 documents.
PPTX	PPSX	Microsoft® PowerPoint® 2007 documents.
PPTX	PPSX	Microsoft® PowerPoint® 2010 documents.
PPTM	PPSM	Microsoft® PowerPoint® documents with macros.
ODP		OpenDocument presentations.*

* OpenDocument files can be accessed and edited, but changes must be saved as another file format.

OfficeSuite includes the **OfficeSuite PDF Viewer** which allows you to open Adobe® files.

PDF

With OfficeSuite you are also able to open

ZIP

This help documentation will highlight the apps functionality and controls, and give you a clear picture of the entire range of OfficeSuite's capabilities.

The first screen you're greeted with in OfficeSuite is the **Homescreen**, which covers editing and creating documents; managing files; adding local, network, and cloud storage locations; and more.

If you'd like to learn about the specific OfficeSuite modules and functions, choose from a topic below:



[Navigating OfficeSuite](#)



[Editing Documents](#)



[Editing Spreadsheets](#)



[Editing Presentations](#)



[Viewing PDF Documents](#)

HOMESCREEN

The first screen you are greeted with in OfficeSuite is the Homescreen, where you'll find a list of your available documents, recently accessed files, and connected cloud storage accounts.

Across the bottom of the screen, you'll find a tab bar that lets you navigate between the different OfficeSuite sections.

Recent will display a list of your recently accessed documents.


Documents provides a list of the files stored on your device, **iCloud Drive** account, and any other cloud storage accounts you have. By tapping on the **Add Cloud Storage** button, you may integrate a Dropbox, OneDrive, Google Drive, Box, or WebDAV cloud storage account into OfficeSuite. Added cloud accounts will then automatically show up in the Documents interface.

New File will let you create a blank Document, Spreadsheet, or Presentation, as well as choose from the variety of templates that come with OfficeSuite.

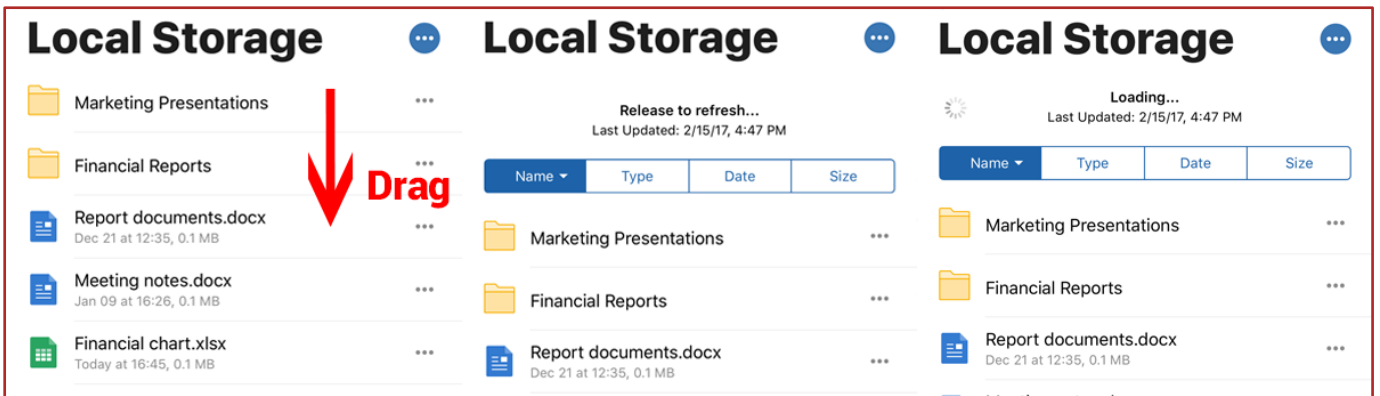
Search displays a list of the files that contain the characters you're searching for within their title. Will search through files in any of the connected accounts in the **Documents** interface.

Settings provides additional customizations and options for OfficeSuite:

- **Share with friends** provides a quick way to let others know about OfficeSuite using one of the connection methods integrated into your device.
- **Rate in App Store** lets you leave feedback on the Apple App Store about OfficeSuite.
- **Send Feedback** connects you with our support department as well as to our Feedback Form.
- **Password Protection** allows you to restrict access to OfficeSuite through a user password. You can also specify how long after startup OfficeSuite will prompt for the password. Please note that OfficeSuite access passwords are **not** recoverable. **Touch ID** integration (on supported devices) allows you to unlock OfficeSuite using fingerprint detection. Touch ID is setup through the iOS settings menu.
- **Restore Purchases** Allows a newly-connected Apple device to recognize previous in-app purchases, and restore them (**OfficeSuite Free and Pro only**).
- **Help** opens this help documentation.
- **About OfficeSuite** displays the app version number, useful links, and the third party libraries used in OfficeSuite. From here you can also apply to become an OfficeSuite Beta tester.

Supported files types can be opened with a single tap. Tapping on the  **Information icon** will display the file type, date created, size, and relative path. You can **Rename a file** from this screen by tapping on the filename.

Dragging down on any file list will refresh update any changes made, as well as display **Sorting options** and a **Search field**. You can sort by Name, Type, Date, and Size in ascending or descending order.



3D Touch preview support provides a snapshot of the contents of a document without having to open it. Simply tap-and-hold onto a file to reveal a preview. You can then drag up to reveal a menu with various contextual options, such as sharing and copying.

