



# Polaris Office Enterprise

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User Manual (Android)



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# Preface

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This user guide describes the features and usage of the Polaris Office Enterprise sequentially according to the order of execution.

Please be sure to read this user guide thoroughly before using the product. Keep this User Guide is also close to the place to see whenever you need it

## Copyright

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The contents and specifications of this user guide may change without prior notice.

## Trademark

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10	GLES		<a href="https://www.khronos.org/opengles/2_X/">https://www.khronos.org/opengles/2_X/</a>
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17	jsoncpp	MIT License	<a href="http://github.com/TubeTK/jsoncpp-cmake/">http://github.com/TubeTK/jsoncpp-cmake/</a>
18	BCG Library		<a href="http://www.bcgsoft.com/bcgcontrolbarpro-license.htm">http://www.bcgsoft.com/bcgcontrolbarpro-license.htm</a>
19	Crypto++	Crypto License	<a href="http://cryptopp.com/">http://cryptopp.com/</a>
20	sqlite3		<a href="https://www.sqlite.org/copyright.html">https://www.sqlite.org/copyright.html</a>
21	InstallShield		<a href="http://www.installshield.com/">http://www.installshield.com/</a>
22	MFC (Microsoft Foundation Class Library)		
23	hunspell	MPL License	<a href="http://hunspell.sourceforge.net/">http://hunspell.sourceforge.net/</a>
24	CMAP Resource File	BSD License	<a href="http://sourceforge.net/adobe/cmap/wiki/License/">http://sourceforge.net/adobe/cmap/wiki/License/</a>

## Notations

Various annotations are used to aid in understanding the document contents.

- Notes

Details for reference are shown as follows.

**NOTE** The first slide will still appear on your slide show regardless of the **[Hide]** setting.


- Description of Figures

By principle, text is not displayed directly onto the figure. As such, when elaborating on a specific part of the figure, the part is marked with a number, and the corresponding details are explained below.



- GUI (Graphical user interface)

The GUI is displayed in bold. The character > is placed between items to show the order in which they must be clicked. The specific notation method is depicted below.

- Named item: tap **[Table]**.
- Menu icon: tap .
- Multiple menus: tap **[Home > Insert]**.

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# Customer Support

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Customers that have purchased the full version of Polaris Office Enterprise are entitled to various benefits, including technical support services such as product consultation. Product-related services provided by Infraware Co., Ltd are as follows:

- Download the latest version of the product manual (PDF) from the Polaris Office Enterprise web page ([pc.polarisoffice.com](http://pc.polarisoffice.com)).
- Customer support services for products that are no longer supported will be terminated one year after the relevant information is posted on the Polaris Office Enterprise web page ([pc.polarisoffice.com](http://pc.polarisoffice.com)).
- The Infraware Co., Ltd customer service center provides consultation services through a variety of media including telephone, fax, and email to customers who have purchased the full version of Polaris Office Enterprise.
- Customers who request a direct consultation with a product manager or technical engineer will be asked to provide a serial number from the full version of Polaris Office Enterprise. The serial number is also required when making inquiries via fax or email. Those without a serial number must verify that they have purchased the full product by providing personal information such as the place of purchase or a corporate name.
- For detailed guidelines of customer support, please refer to the information below.

## Call Service

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The call service and customer support service provides a one-on-one response by a product manager or engineer for a quick and accurate service.

- Direct Line: 1566-1102
- Call Service hours: 10:00 a.m.–6:00 p.m., Mon–Fri (lunch 12:30 p.m.–1:30 p.m.), closed on Saturdays, Sundays, and public holidays.

## Email Service

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Customers who have purchased the full version of Polaris Office Enterprise may ask question about the product on our website at their convenience.

Visit our website at [pc.polarisoffice.com](http://pc.polarisoffice.com) and leave your message on the inquiry page. Once we've confirmed your issue, we will reply to you within 48 hours.

Please include the product, inquiry type, device, OS environment, the email that will receive the reply, and a detailed description of the issue. A more accurate reply can be given if screen shots of the error screen in the product are attached.

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# Overview

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Polaris Office Enterprise is a powerful mobile office solution that allows you to work on Microsoft Word, Excel, PowerPoint, PDF, TXT and other documents anytime, anywhere. You can easily create various kinds of documents, organize your data, and prepare your presentation all from your mobile device.

## Supported File Formats

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Polaris Office Enterprise supports a variety of document types (.doc, .docx, .ppt, .pptx, .xls, .xlsx, . .odt, .pdf, .txt).

- MS Word 97 – 2019,MS 365 (.doc, .docx, .dot, .dotx)
- MS Excel 97 – 2019,MS 365 (.xls, .xlsx, .xlt, .xltx, .csv)
- MS PowerPoint 97~ 2019,MS 365 (.ppt, .pptx, .pps, .ppsx, .pot, .potx)
- Adobe PDF 1.2 – 1.7 (.pdf)
- Text (.txt, .asc, .rtf)

## New Features

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- Track and Display Changes
- View in Full Screen
- Insert notes and Draw in View Mode
- Insert watermarks and new advanced page settings
- New screen transition effects for more vivid presentations
- Object animation effects and multiple animations
- Insert and edit slide masters
- 336 supported features
- Conditional formatting in various types and edit rules
- Add videos from the internet
- Edit diagram connection points
- Convert a PDF document to JPG/PNG format
- Supported document format conversion (PDF/TXT/PPSX)
- Advanced page layout settings (multiple columns, section, page color, etc.)
- Various text styles and object format styles
- Various chart styles
- Insert and edit tables in Sheet
- Use multiple and cumulative data filters
- Analyze data with pivot table filters
- New PDF presentation features

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# Home Screen

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The new Polaris Office Enterprise Home Screen allows users to manage, view, and edit their documents more easily.


## Recent Documents

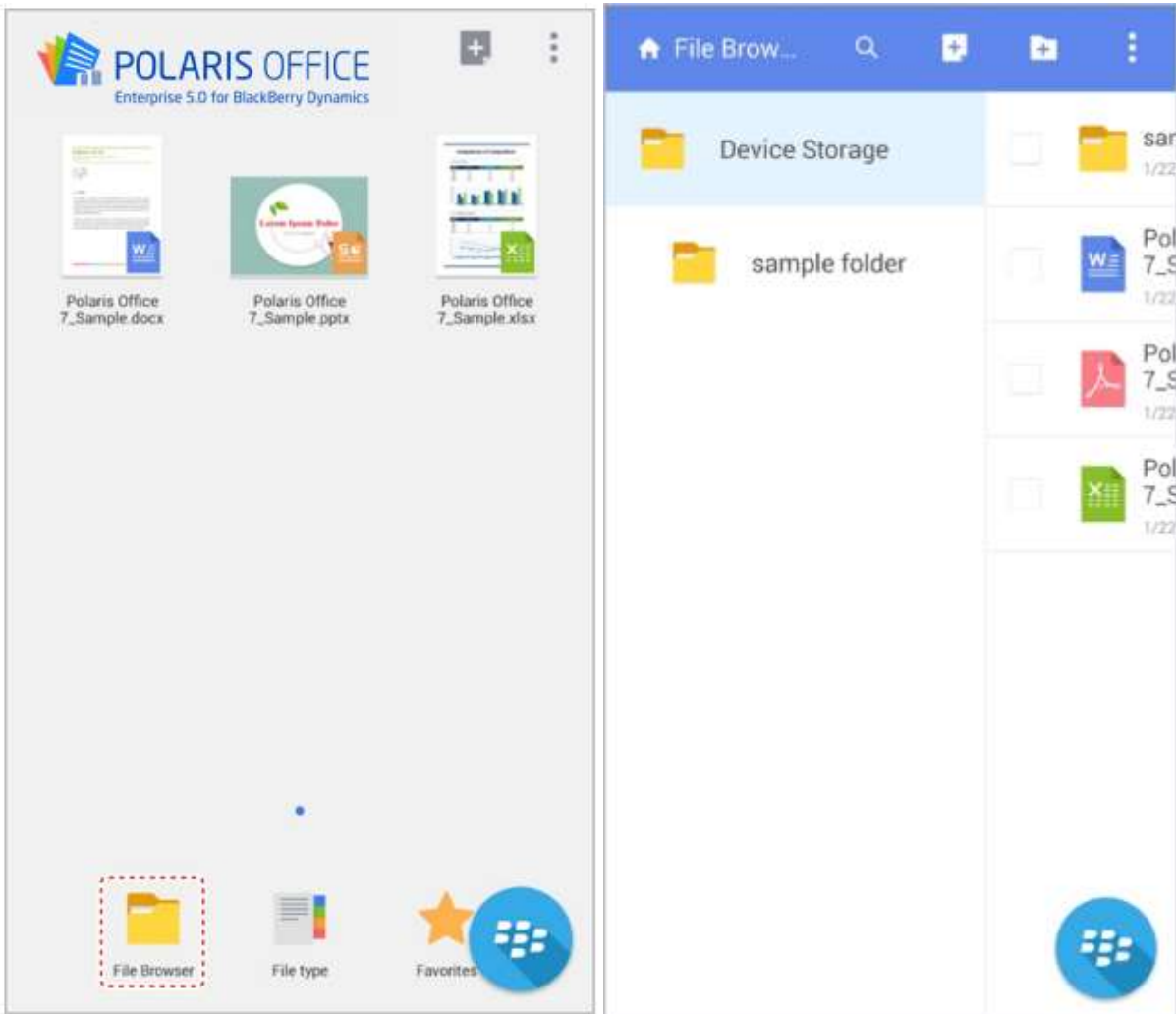
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From the Home screen, you can check the list of recently opened documents in chronological order.




# File Browser

Tap  located at the bottom of the Home Screen to search all files and folders on your device.



## View by Document Type


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Tap  located at the bottom of the Home Screen to view all documents on your device by type. There are five document types - MS Word, MS Excel, MS PowerPoint, Adobe PDF, and Text.



## Favorite

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- Tap  located at the bottom of the Home Screen to view the list of files marked as "favorite" documents.

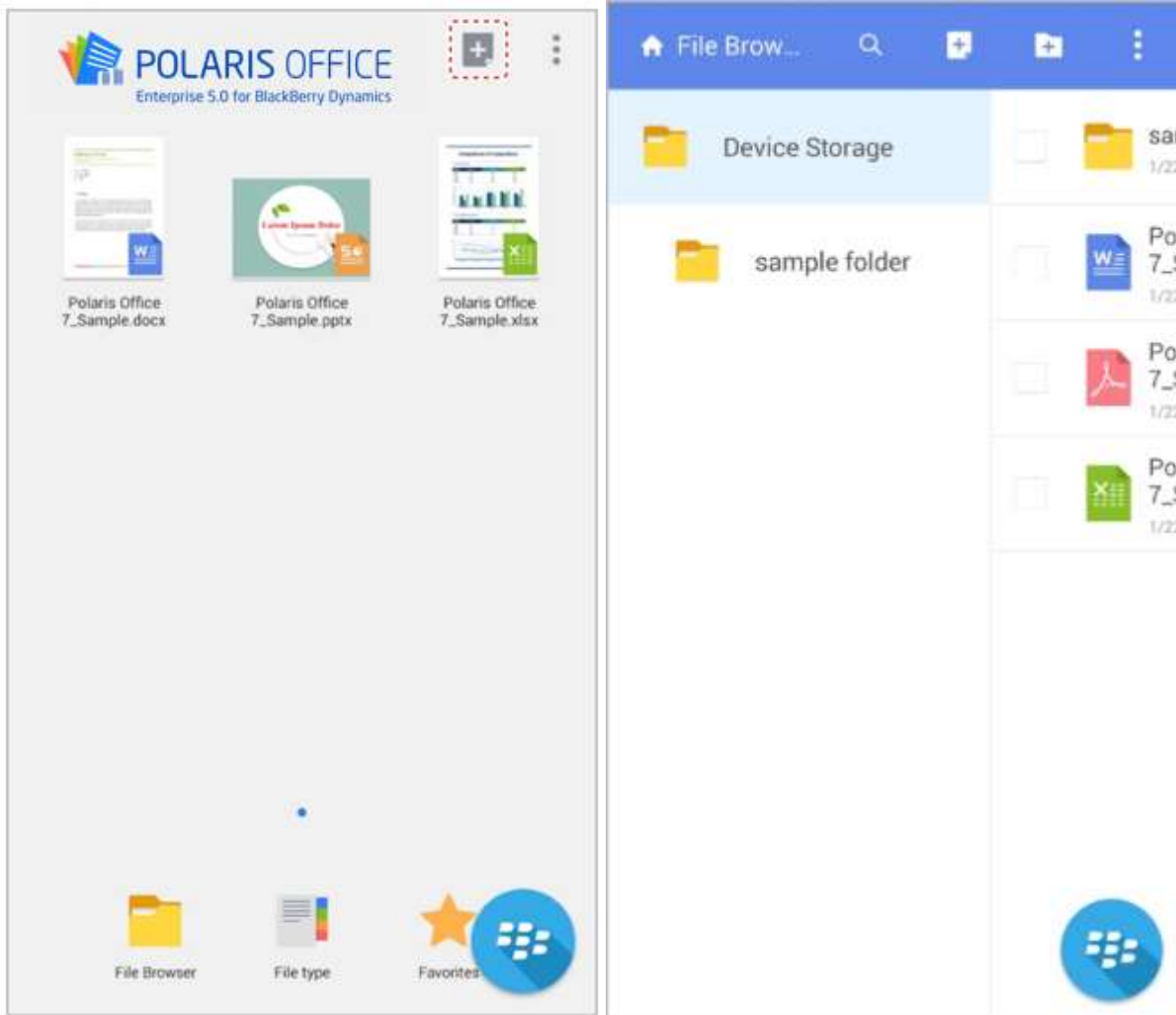


- You can add a file to your Favorites by tapping the star beside the file name.

# File Management

## Create New Document


Tap **+** on the Home screen or the File Browser to create new document. You can create 4 types of documents: Word, Sheet, Slide, and Text.

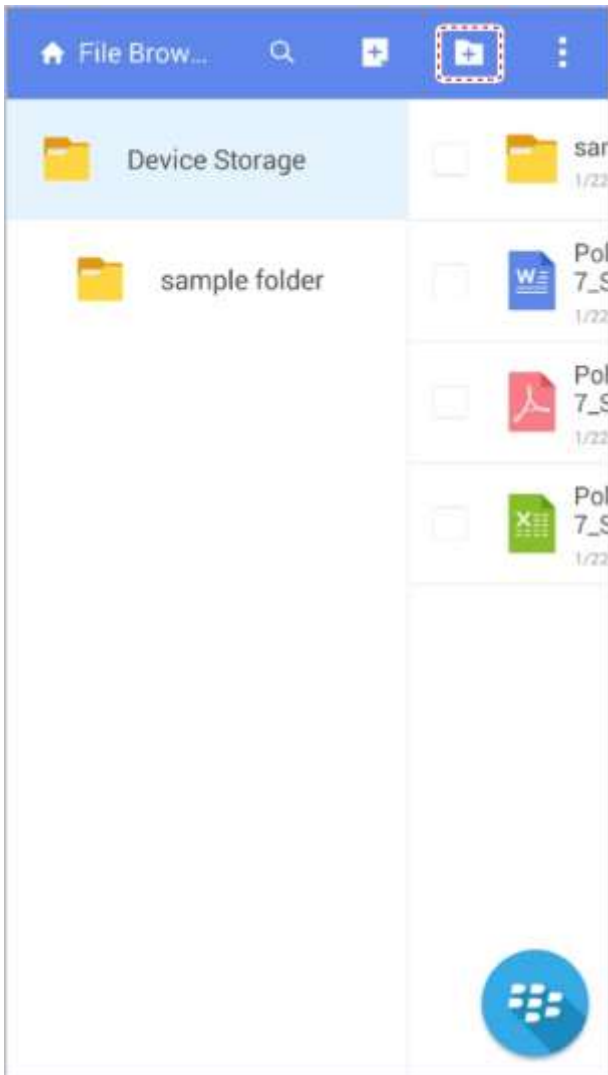







## Create New Folder

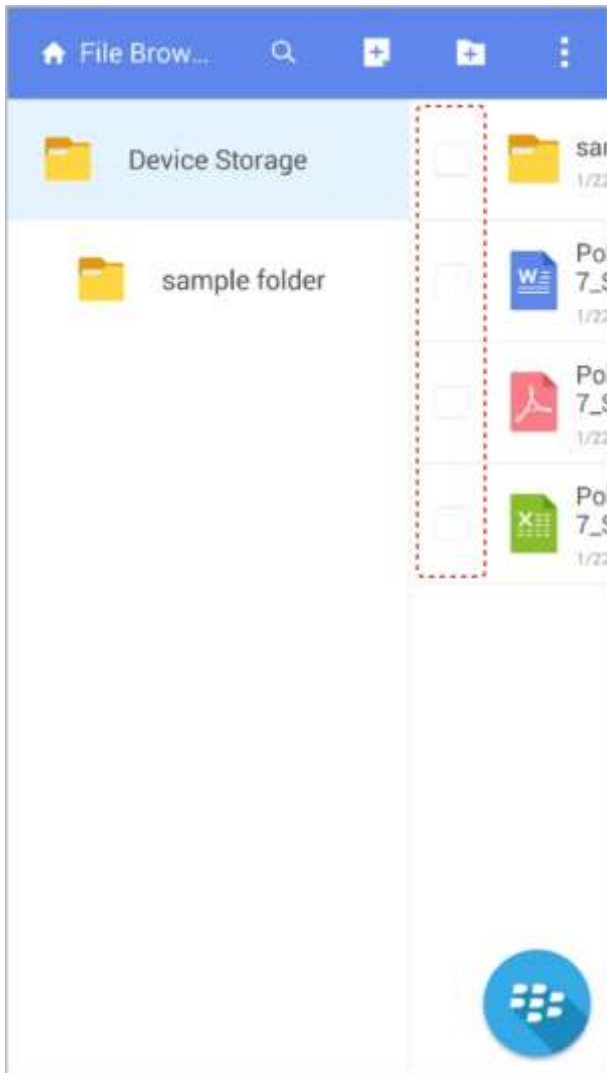
---

Tap  on the top of the File Browser and enter the name of the new folder. The new folder will be created at the current location.

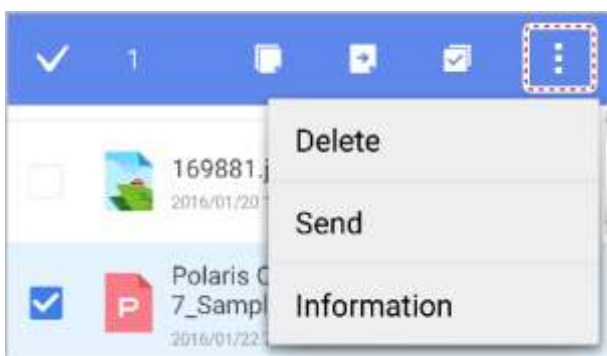


## Manage Documents and Folders

- From the File Browser, select the checkbox  of each file, then tap , , or  at the top of the screen to copy, move, or paste the selected files.




- Tap  to delete or send documents, or to view document information.

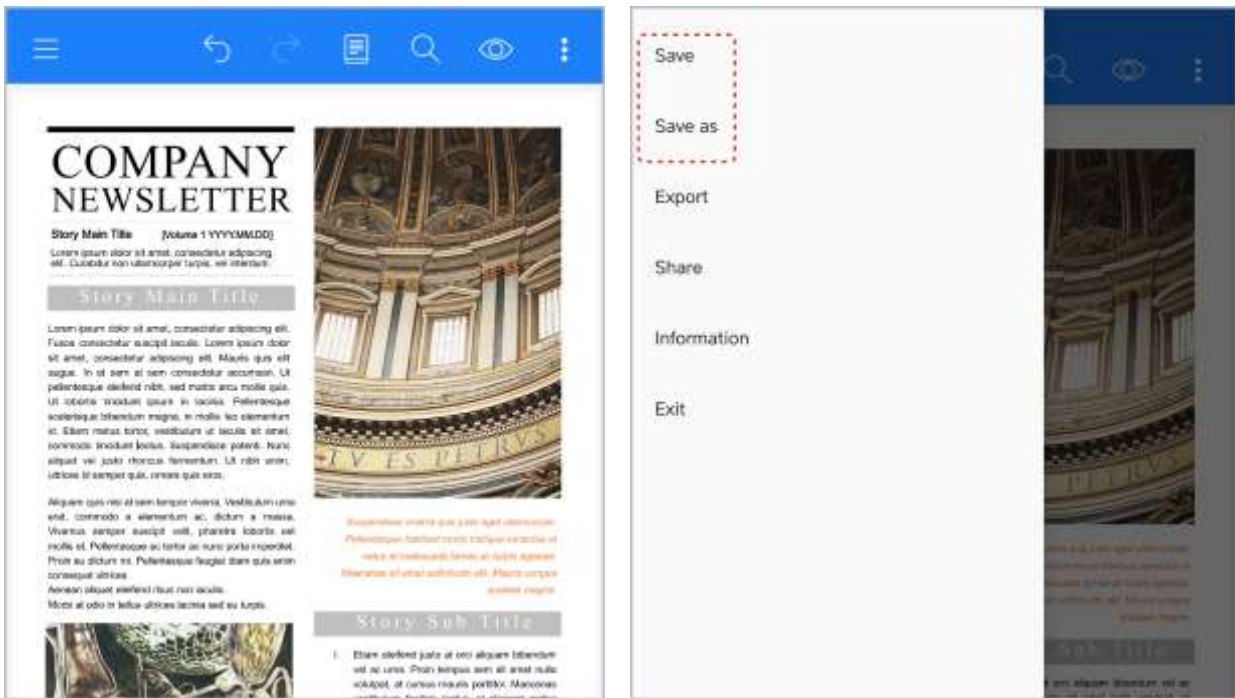


# Menu


Save, export, share files or view document information.

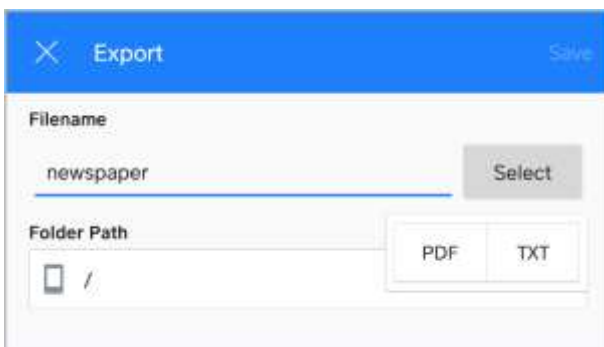
## Save Document

Tap , then **[Save]** to save the document as an Office file. To save the document with a different name, tap **[Save as]**.




## Export Document

Tap , then **[Export]** to save the document in a different format. Word files can be exported to PDF or TXT files, Sheet files to PDF files, and Slide files to PDF or PPSX files.



## Share Document


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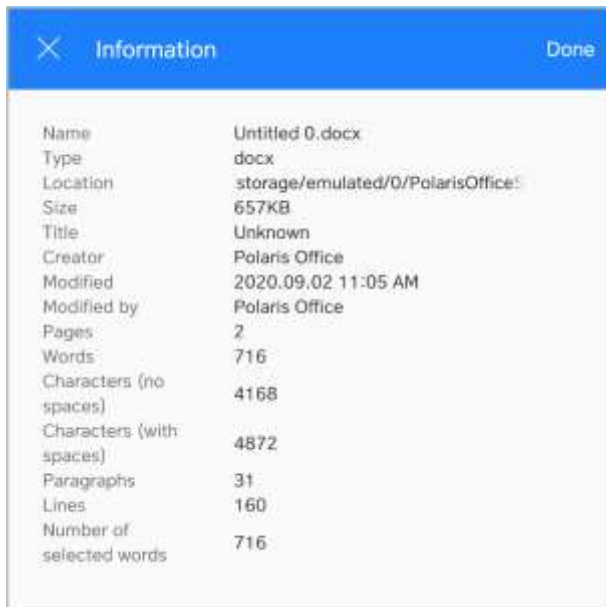
Tap , then **[Share]** to share document. The file can be shared in the current file format or as a PDF.



## View Document Information

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Tap , then **[Information]** to check document information such as name, format, location, size, last modified date, and word count.

A screenshot of a mobile application's 'Information' dialog box. The dialog has a blue header with a close button (X) on the left and the word 'Done' on the right. Below the header, there is a list of document properties and their values.

Name	Untitled 0.docx
Type	docx
Location	storage/emulated/0/PolarisOffice!
Size	657KB
Title	Unknown
Creator	Polaris Office
Modified	2020.09.02 11:05 AM
Modified by	Polaris Office
Pages	2
Words	716
Characters (no spaces)	4168
Characters (with spaces)	4872
Paragraphs	31
Lines	160
Number of selected words	716

# Main Window

This is the default screen that opens when you create a new document or open an existing document. Documents can be viewed in View Mode, and documents can be edited in Edit Mode.

- New documents will be opened in Edit Mode by default, and existing documents will be opened in View Mode.





<Edit Mode>





<View Mode>

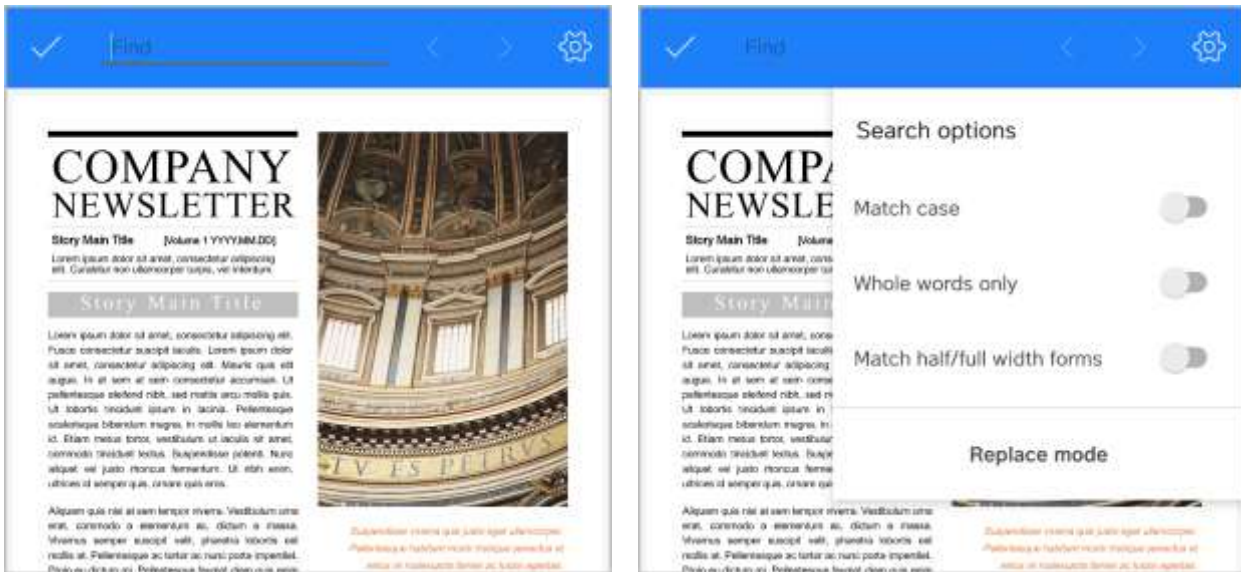
- Icons that can be used both in View and Edit Mode will appear at the top of the screen.

**NOTE**  only appears in Word documents.

- Editing icons appear at the bottom of the screen. Scroll left or right to see more icons.
- To see the editing menu, tap  at the bottom of the screen.
- To open the keyboard, tap  in Edit Mode.

## Find

Tap  to search for particular words or phrases in the document, or replace them automatically with different words or phrases. To configure search parameters, tap .




**NOTE** In Edit Mode, you can switch between the Find and Replace features.

## Change Mode

- To switch to View Mode from Edit Mode, tap .





- To switch to Edit Mode from View Mode, tap .





## Draw

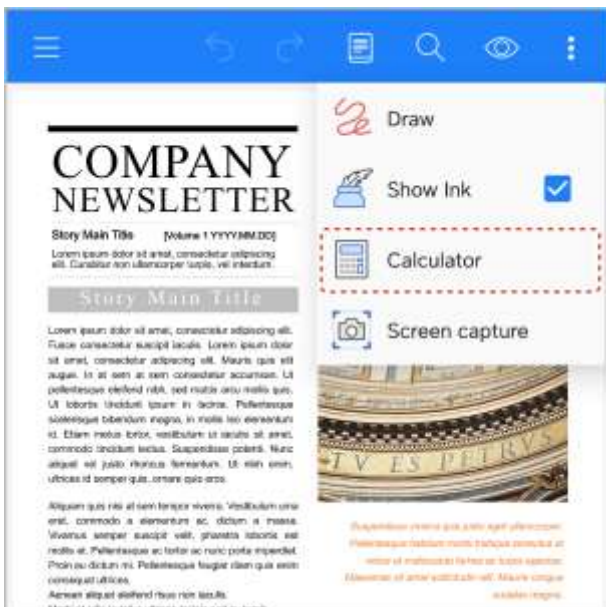
Tap , then **[Draw]** to draw or write on the screen. You can also tap , then **[Home > Pen]** to use this function.




- To display or hide figures on the screen, tap **[Show Ink]**.

## Calculator

Tap , then **[Calculator]** to open the calculator.



# Screen Capture

Tap , then **[Screen capture]** to capture the current screen. You can save the captured image to your device.





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# Basic Editing Features

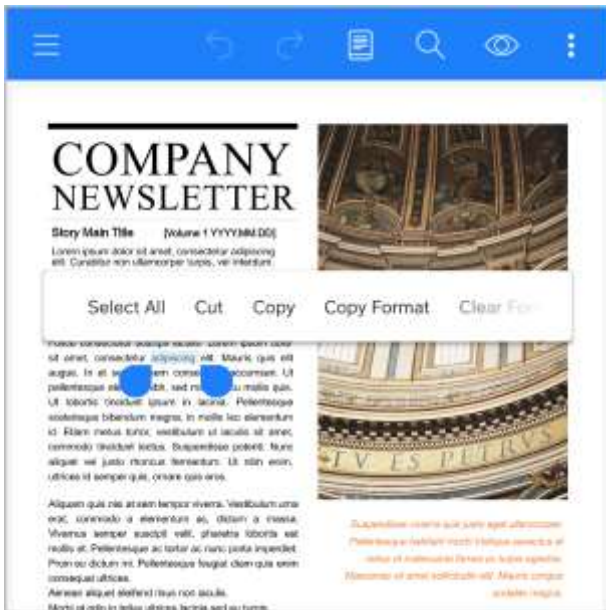
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Create a new document or edit an existing document. In Edit Mode, you can insert and edit text and figures.

## Edit Text


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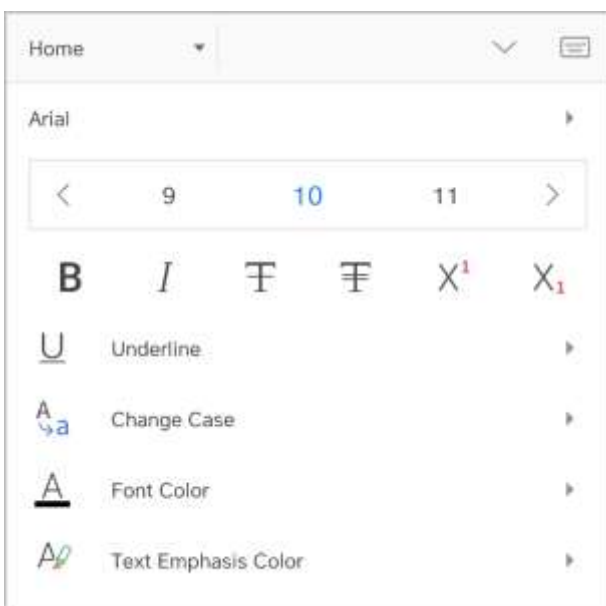
Select the text, then select cut, copy, paste, delete, or select all text from the pop-up menu. You can also copy, paste, and clear formatting as well. Additional features are also provided to share text, insert memos, search online, and translate.




## Set Text Style

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After selecting text, tap , then **[Home]** at the bottom of the screen to set the font type and style. You can change the font and size and add effects to the text in the document.



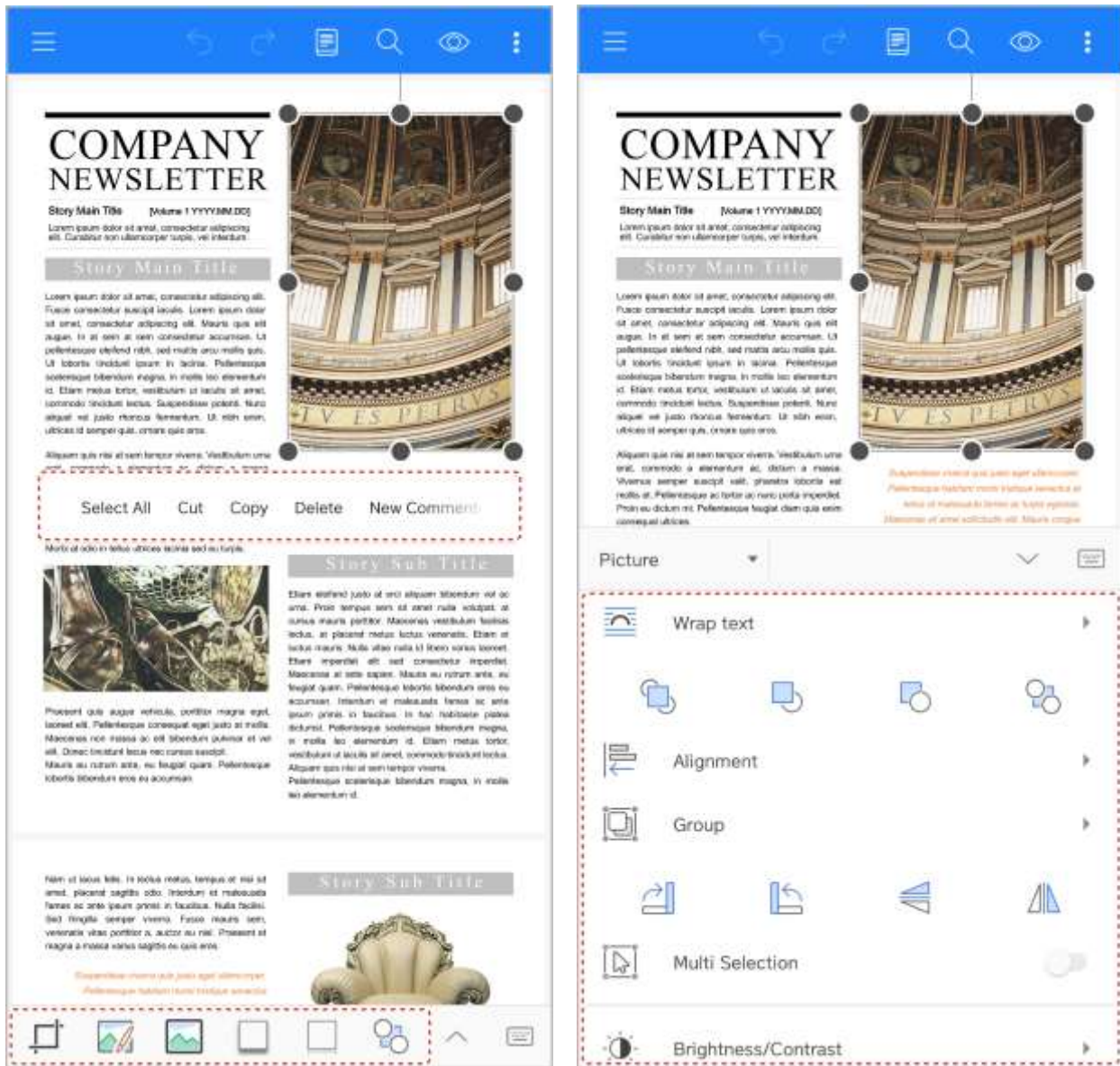
## Insert Image

Tap  at the bottom of the screen, then tap **[Home > Insert]**, then **[Picture]** or **[Take Picture]** to insert images saved in your Gallery, or insert an image taken from your camera.



## Edit Image

Tap to select an image, then tap the icon at the bottom of the screen to crop the image (📏), set the style (🎨), borders (🖼️), shadow (👤), reflection (🪞), or alignment (📏). By tapping ^ at the bottom of the screen, you can change the image's position, alignment, group, or rotation, or apply effects.



- Tap an image to open the pop-up menu. You can cut, copy, paste, delete, share the image, or insert comments from this menu.

## Inserting Shapes

Tap  at the bottom of the screen, then tap **[Home > Insert]**, then **[Shape]** to insert shapes.





# Editing Shapes

Tap to select a shape, then tap the icon at the bottom of the screen to configure style (🎨), fill (👉), outline (👉), alignment (👉), or position (👉). Tap ^ at the bottom of the screen to change the shape's style, color, or alignment, or apply effects.



- Tap a shape to open the pop-up menu. You can cut, copy, paste, delete, share, or insert comments from this menu.

## Insert Tables

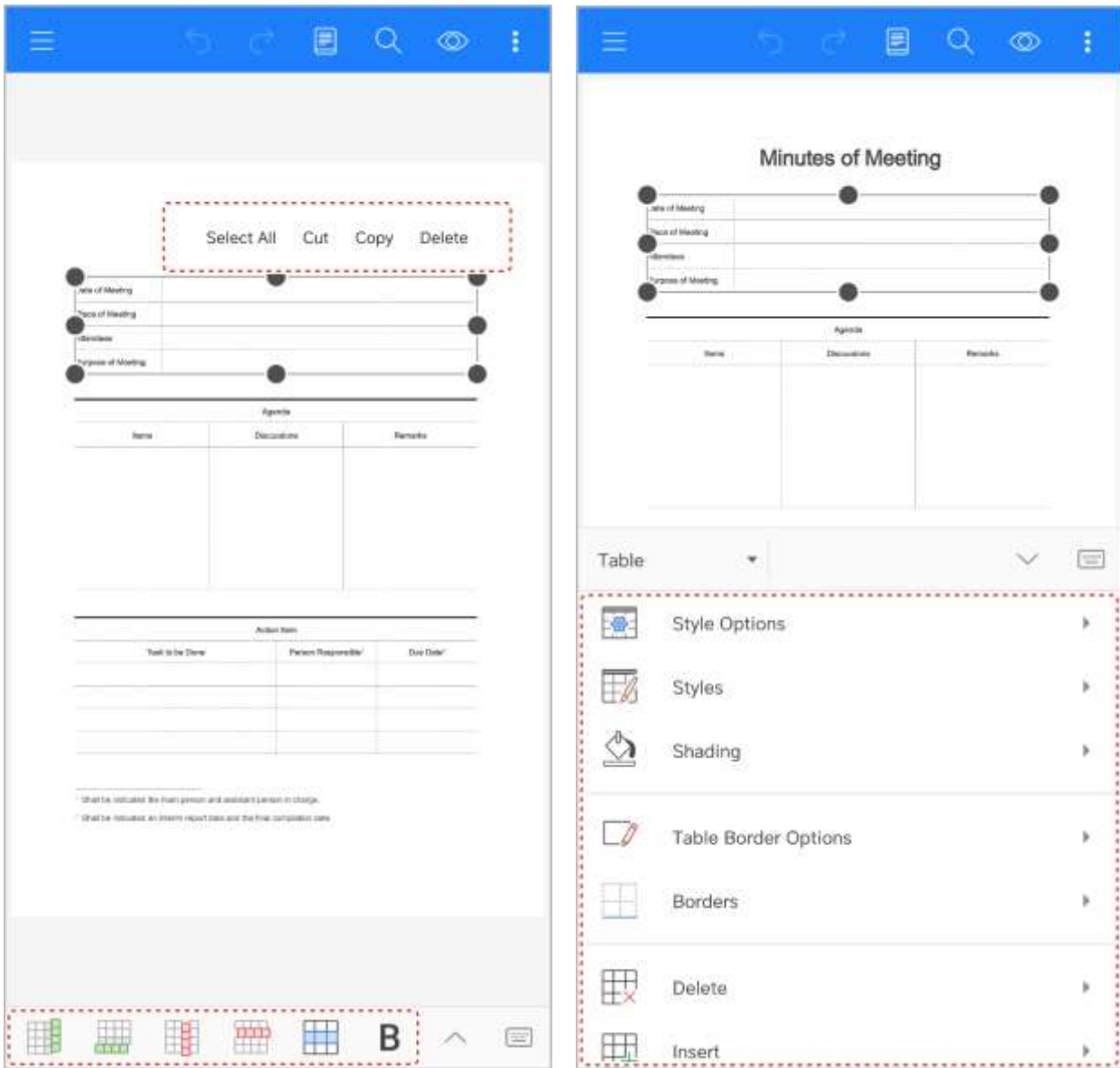
---

Tap  $\wedge$  at the bottom of the screen, then tap **[Home > Insert]**, then **[Table]**. Drag to select the rows and columns and insert your table. Or, tap  $\langle / \rangle$  or  $\wedge/\vee$  to add more rows and columns.

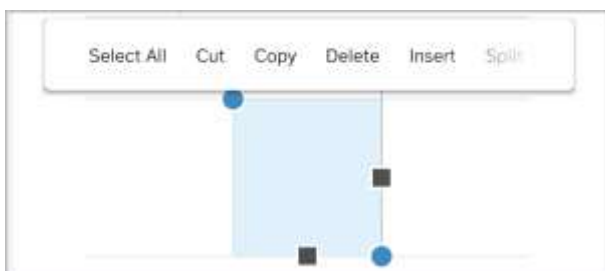


## Edit Table

Tap to select a shape, then tap the icon at the bottom of the screen to insert (📄/📄) or delete (🗑️/🗑️) rows/columns, or split cells (🔪). Table text can be boldened as well (**B**). By tapping ^ at the bottom of the screen, you can edit the table style, fill, borders, and add or delete rows and columns.

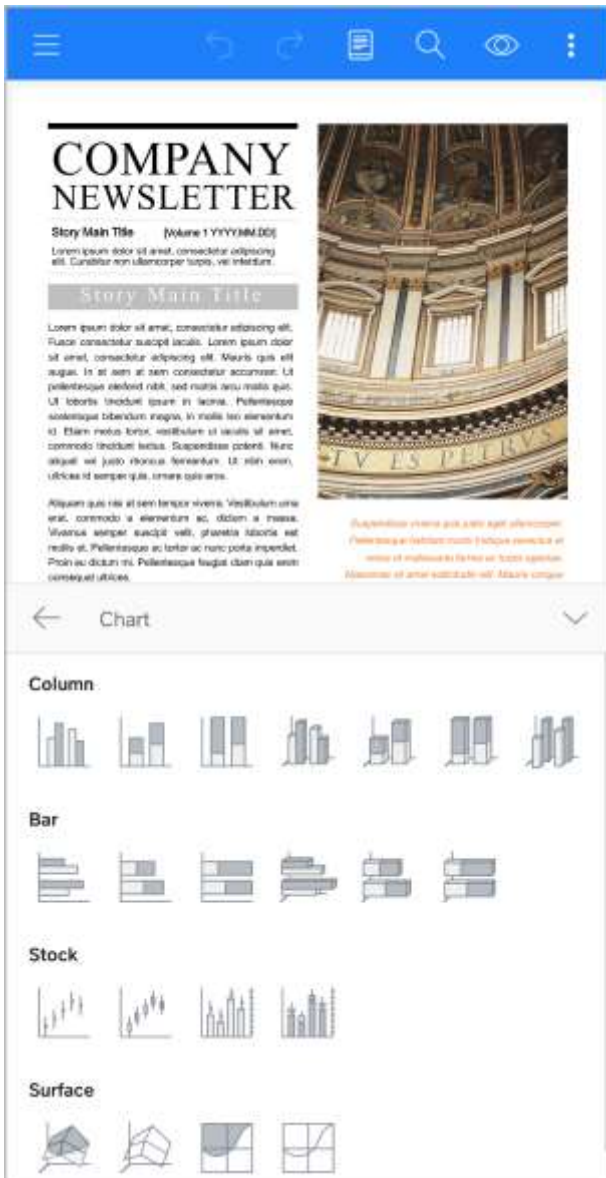


- Tap on a table to open the pop-up menu. You can cut, copy, paste, delete, share and insert comments using this menu.
- Drag the round pointer (●) after selecting a table to select multiple cells. By dragging the square pointer (■), you can set the size of the cells.



# Insert Chart

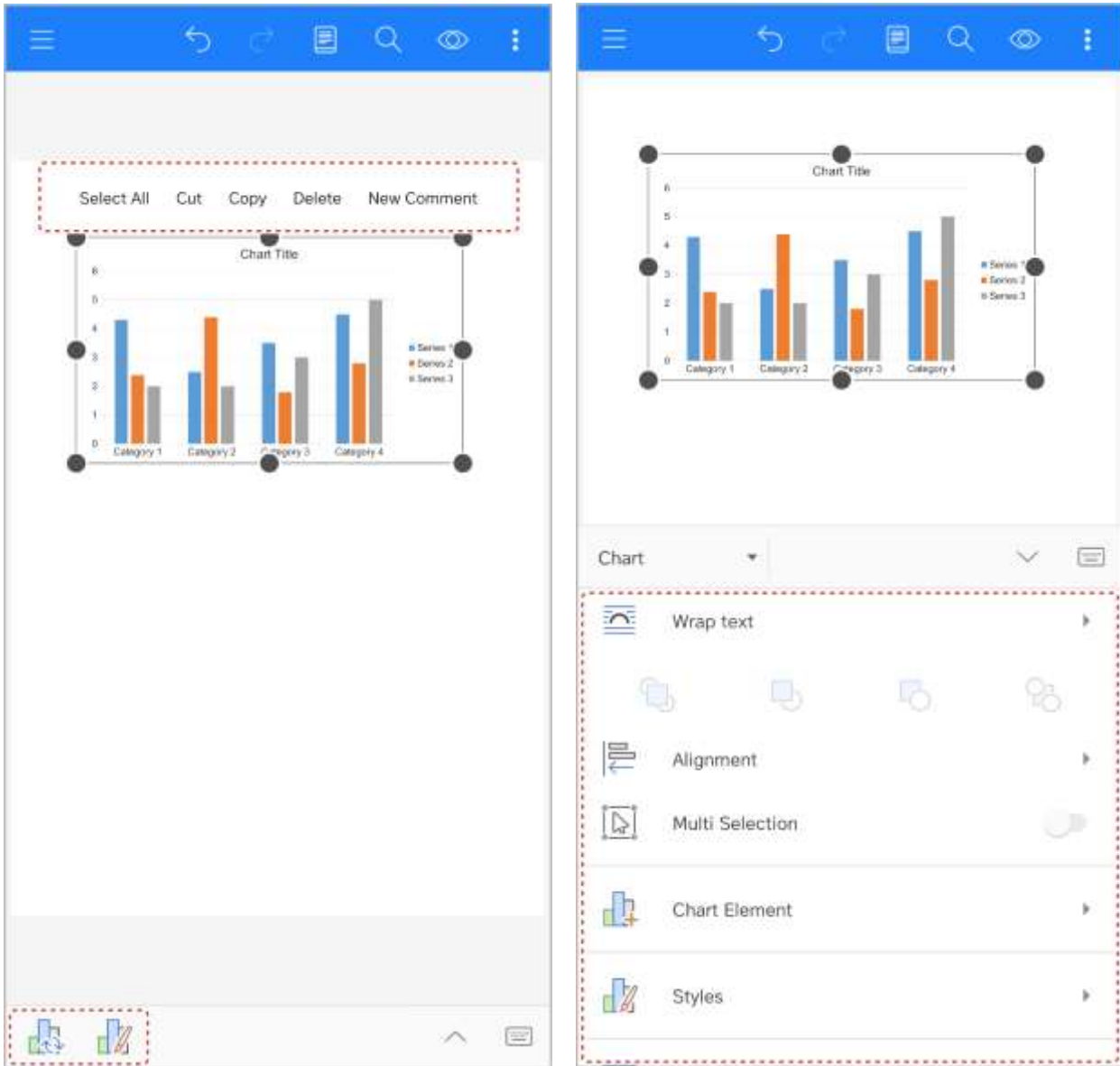
Tap  at the bottom of the screen, and then tap **[Home > Insert]**, then **[Chart]** to insert a chart.





## Edit Chart

Tap to select a chart, then tap the icon at the bottom of the screen to set the type (📊) or style (🎨). By tapping ^ at the bottom of the screen, you can change the chart type, style, element, or edit the data.



- Tap on a chart to display pop-up menu. You can cut, copy, paste, or delete the chart from this menu.
- Double tap the chart to edit the chart data.

Data Sheet				
Series 1				
	A	B	C	D
1		Series 1	Series 2	Serie
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3

## Insert Symbol

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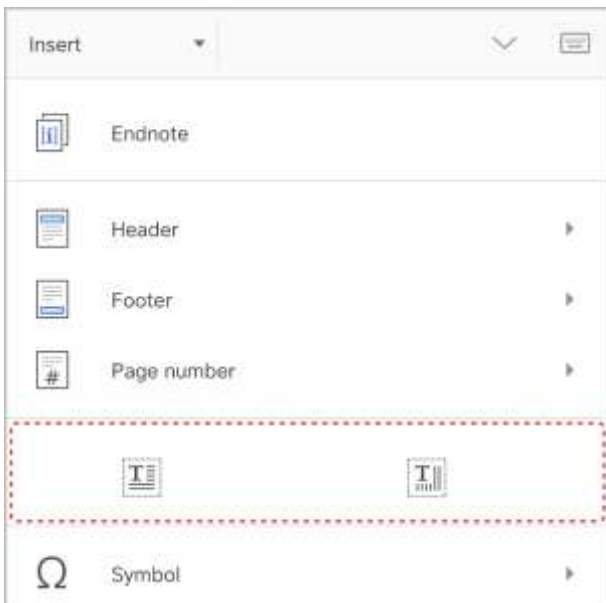
Tap  at the bottom of the screen, then tap **[Home > Insert]**, then **[Symbol]** to insert a symbol.



## Insert Text Boxes

---

Tap  at the bottom of the screen, then tap **[Home > Insert]**, then  or  to insert horizontal or vertical text boxes.



## Select Multiple Objects

Press and hold an object to select multiple objects.



- By tapping  $\wedge$  at the bottom of the screen, you can configure detailed options such as line breaks, alignment and groups.
- After selecting multiple objects, you can cut, copy, paste, delete objects, and insert comments from the pop-up menu.

---



# Word

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Polaris Office Enterprise allows you to create a new or edit an existing .doc or .docx document. Edited documents are saved in .docx format.

## Select Text


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Double tap text to select by word unit. Drag the pointer (  /  ) to adjust the selected area.




## Paragraph Settings

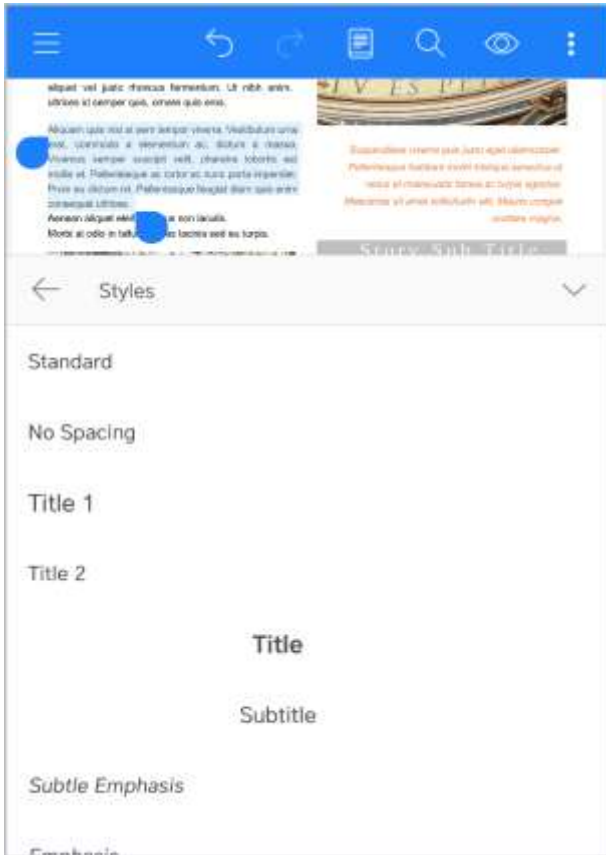
---

Select a paragraph, then tap  at the bottom of the screen to configure bullet points, numbering, list level, or adjust the indentation or paragraph spacing options.



## Applying Paragraph Styles

After select a paragraph, tap  at the bottom of the screen, then tap **[Home]**, then **[Style]** to edit paragraph style such as font, size, and indentation.



## Insert Comments


Tap where the comment will be inserted, and a pop-up menu will appear. From the pop-up menu, select **[New Comment]**.

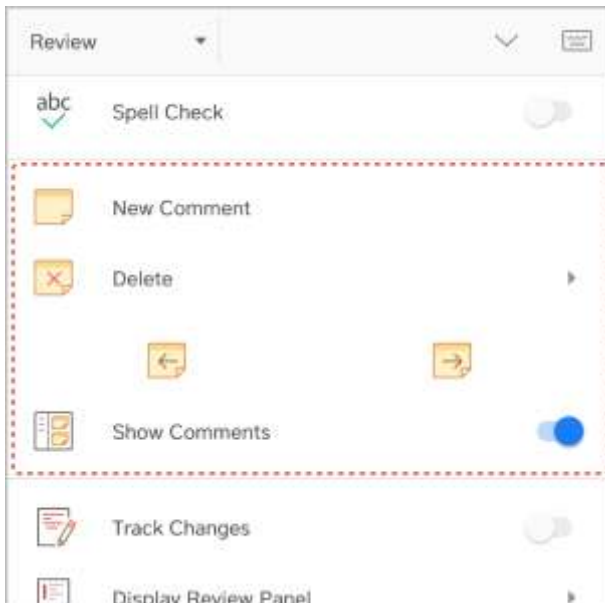


## Edit Comments

- Tap the comment box to edit comment.




- Tap  the bottom of the screen, then use **[Home > Review]** to move to the previous or next comment, set whether to show or hide comments, or delete comments in the document.

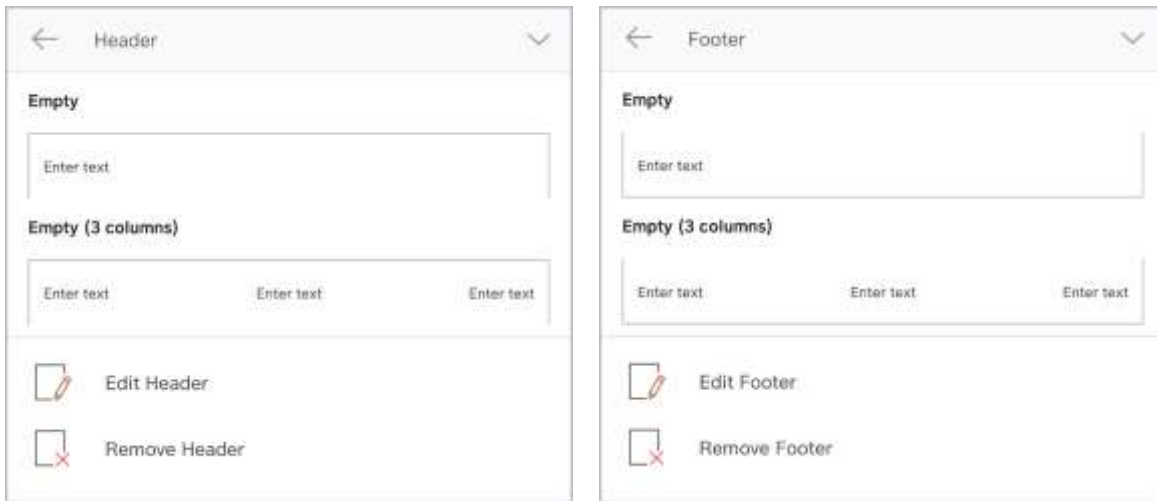


## Set Header/Footer/Page Number

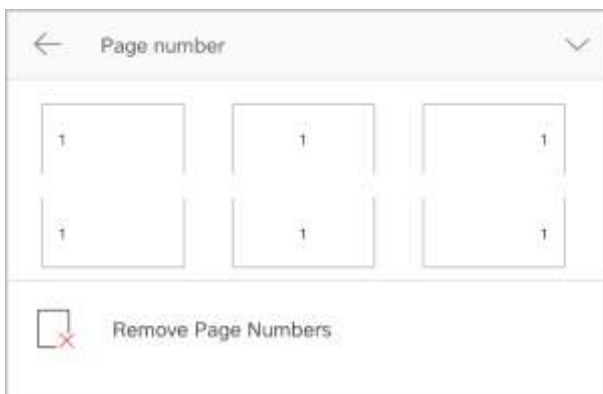
---

Tap  at the bottom of the screen, then tap **[Home > Insert]**.

- Tap **[Header]** or **[Footer]** to set the type, insert text or image, or delete header/footer.




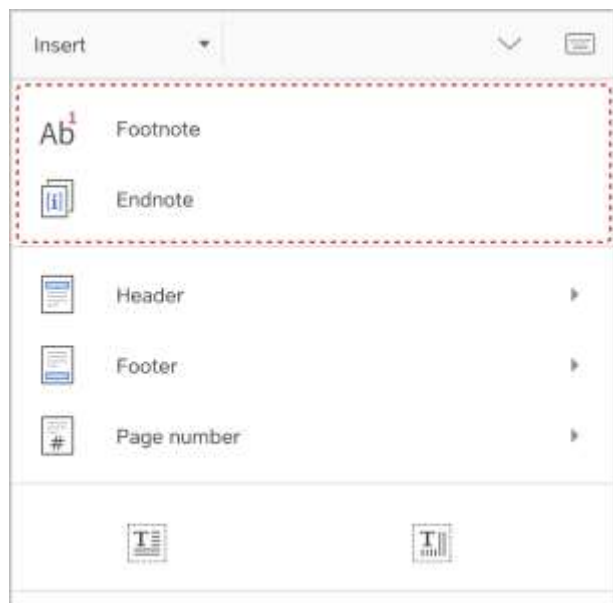
- Tap **[Page number]** to change the style or delete page numbers.



## Set Footnote/Endnote

---


After tapping where the footnote or endnote will be inserted, tap , then **[Home > Insert]**.



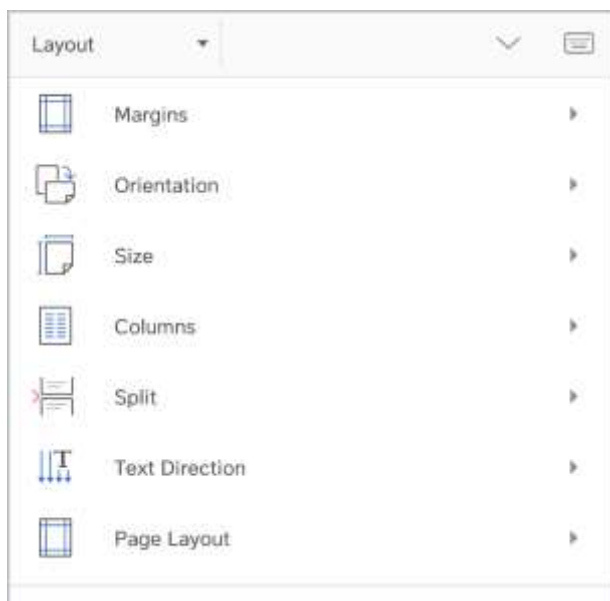
- Tap **[Footnote]** to open the footnote section at the end of the current page.
- Tap **[Endnote]** to open the endnote section at the end of the document.
- Delete the number of the footnote or endnote in the body, and the corresponding footnote or endnote will be deleted as well.

## Set Layout

---

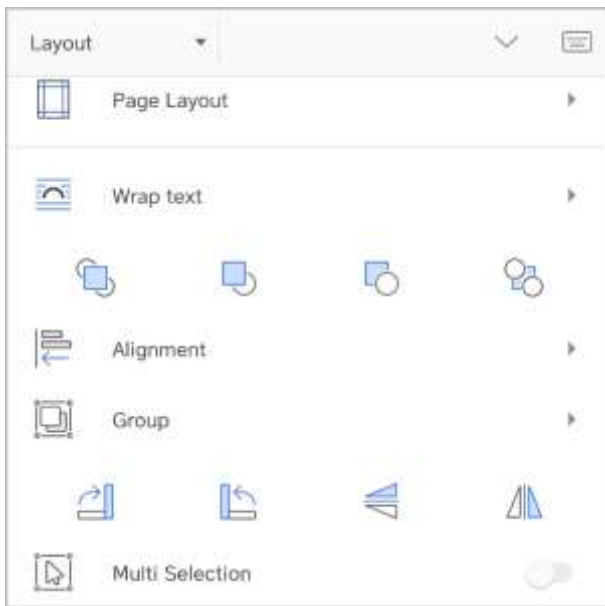
Tap  at the bottom of the screen, then tap **[Home > Layout]**.

- You can set the margin, orientation, size, page columns, sections, and text direction. These settings can be applied to the entire document or to a specified range of pages.



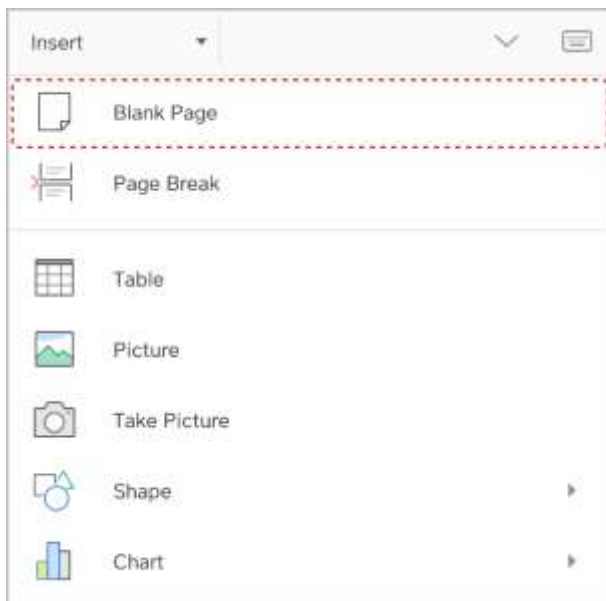


- Select an object to configure the position and alignment between the objects and text, or between objects.




## Insert Blank Page

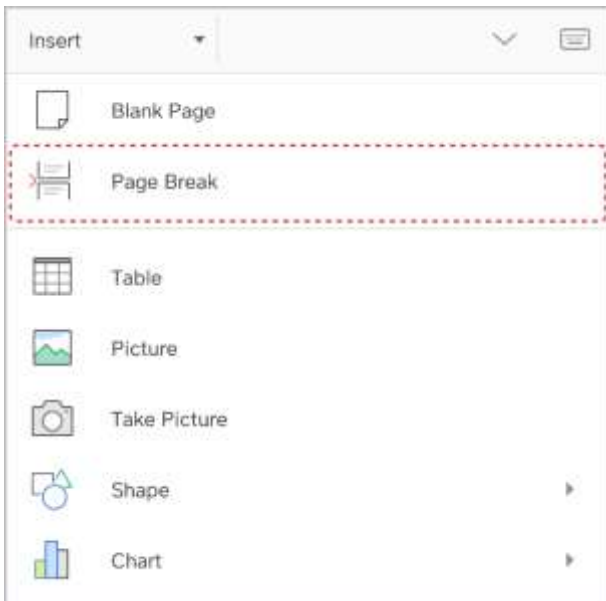
Tap  at the bottom of the screen, then tap **[Home > Insert]**, then **[Blank Page]** to insert a blank page.



## Page Break

---

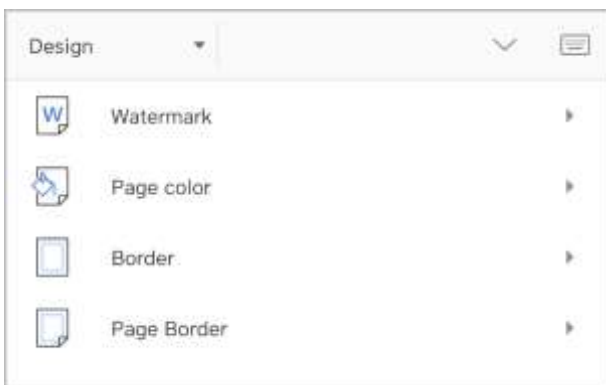
After tapping to select where the page break will be inserted, tap , then **[Home > Insert]**, then **[Page Break]**.



## Design Page

---


Tap  at the bottom of the screen, then tap **[Home > Design]** to set the background and border of the text, paragraph, or page.

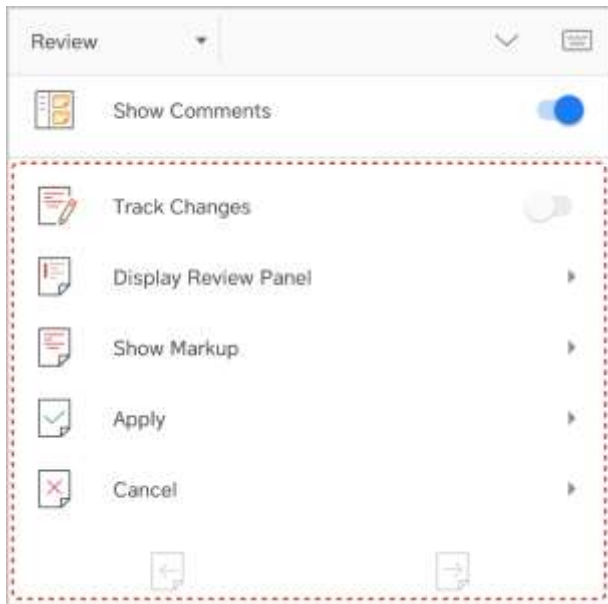


- Tap **[Watermark]** to insert or remove watermarks from the document.
- Tap **[Page color]** to edit page color or style. You can also choose images saved in your Gallery or use your camera to take a background photo.
- Tap **[Border]** to set the style, color, thickness, or designated range of text or paragraph borders.
- Tap **[Page Border]** to set the page border style, color, and thickness.

## Track Changes


---

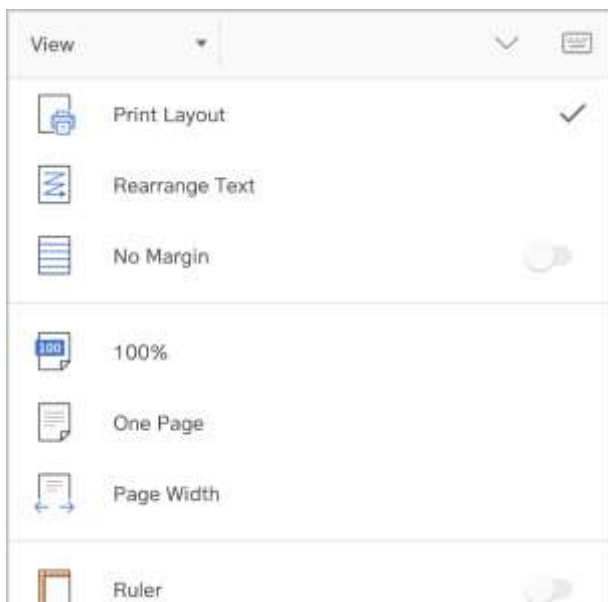
Tap  at the bottom of the screen, then tap **[Home > Review]** to track, view, or accept changes. You can also view display settings, displayed markup, and what markup to accept or reject.



## View Pages


---

Tap  at the bottom of the screen, then tap **[Home > View]**. You can set the document to fit the width or height, or designate a specific margin or scale to view. You can also view the document in print preview mode, text rearranged mode, and with a ruler displayed on the screen.



## Read Text


---

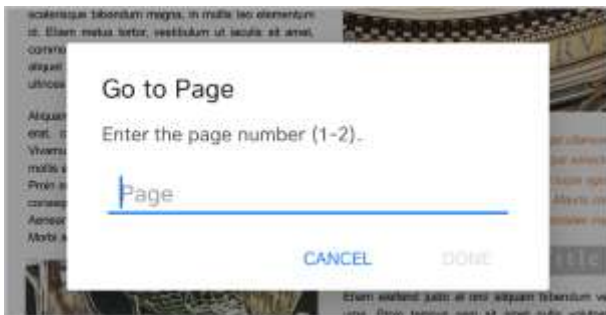
Tap  at the bottom of the screen, then tap **[Home]**, then **[Read Text]**. Polaris Office will read the text from the beginning of the document or from where you selected.



## Move to Page


---

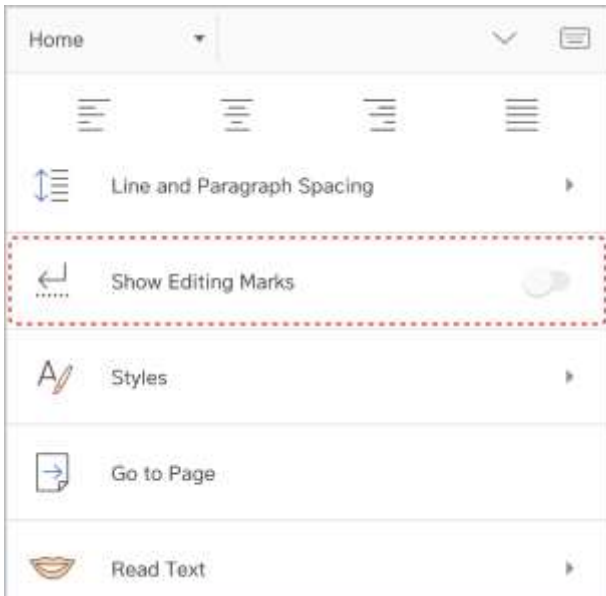
Tap  at the bottom of the page, then tap **[Home]**, then **[Go to Page]** to enter the destination page number.



## Display Formatting Marks

---

Tap  at the bottom of the page, then tap **[Home]**, then **[Show Editing Marks]** to display tab, space, and paragraph marks.



## Insert Hyperlink

---

After tapping to select the target text or object, tap  $\wedge$ , then **[Home > Insert]**, then **[Hyperlink]**.

- Tap **[URL]**, then enter the hyperlink name and the website address.



- Tap **[Bookmark]** to select a bookmark and insert a hyperlink to move to a specific location in the document.



## Set Bookmarks

---

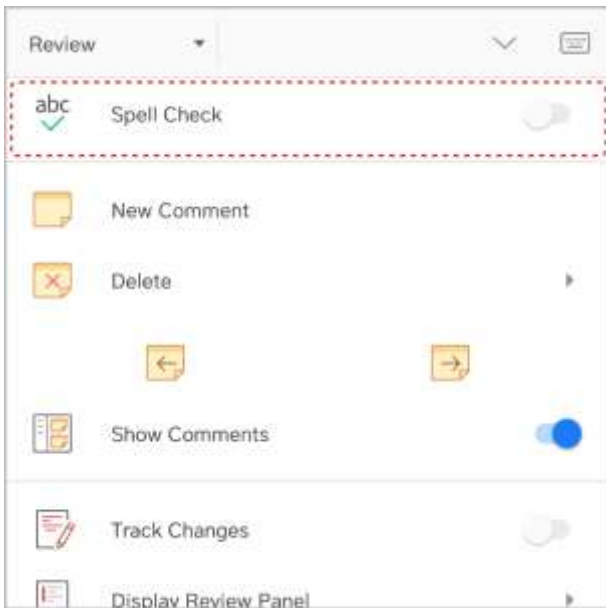
After selecting where the bookmark will be inserted, tap  $\wedge$  at the bottom of the screen, then tap **[Home > Insert]**, then **[Bookmark]** to set a bookmark. Tap on a bookmark name in the bookmark list to move to that location.



## Spell Check

---

Tap  at the bottom of the screen, then tap **[Home > Review]**, then **[Spell Check]** to check spelling errors in the document.



**NOTE** Currently, Polaris Office only checks English spelling.

---

# Sheet

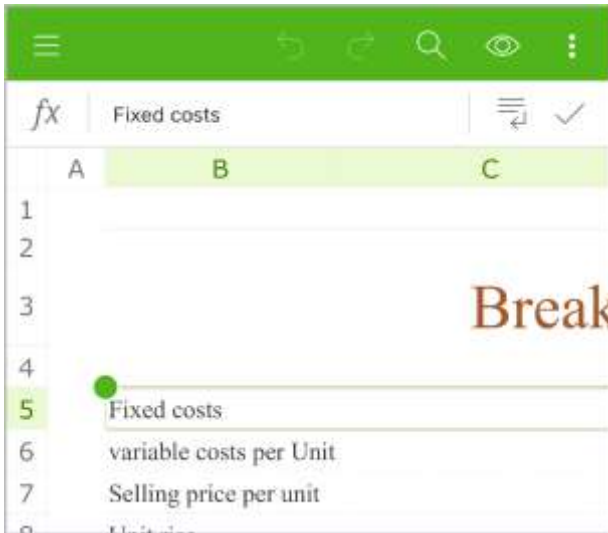
---

Polaris Office Enterprise allows you to create a new document (.xls or .xlsx) or edit existing document. The edited documents are saved in .xlsx format.

## Select Cells


---

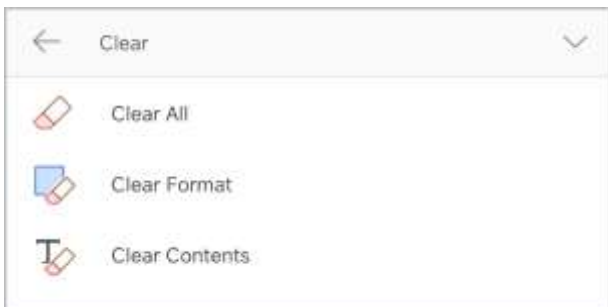
Tap a cell to select it. Double Tap a cell or tap the entry bar to enter data.



## Clear Cell Value and Formatting


---

After selecting a cell, tap  at the bottom of the screen, and then tap **[Home]**, then **[Clear]** to clear the cell value or the formatting.



## Set Cell Text and Background


---

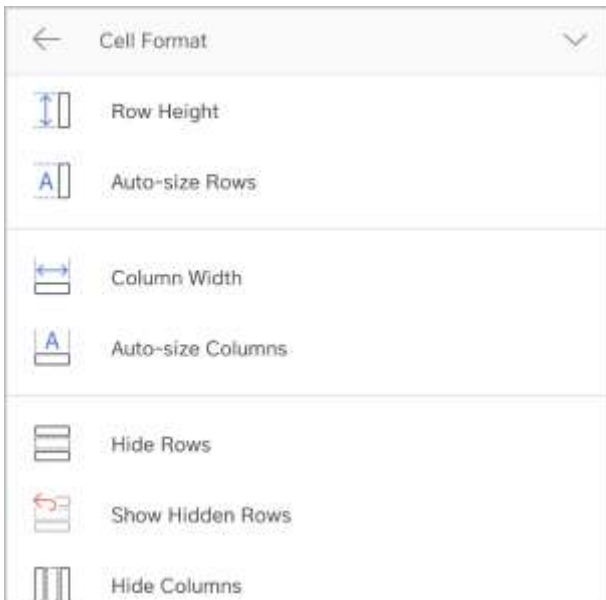
After selecting a cell, tap  at the bottom of the screen to change the font, size of the text, or change the cell borders and alignment.



## Set Cell Formatting

---

After selecting a cell, tap  at the bottom of the screen, and then tap **[Home]**, then **[Cell Format]** to change the row height and column width manually or automatically, hide rows or columns, and protect sheets.

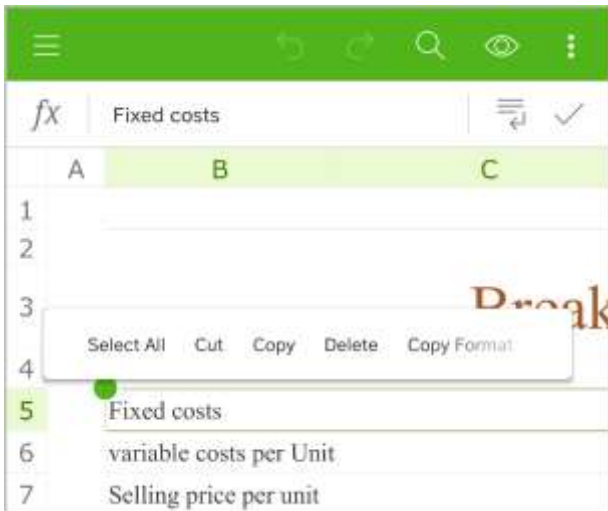




## Edit Cells


---

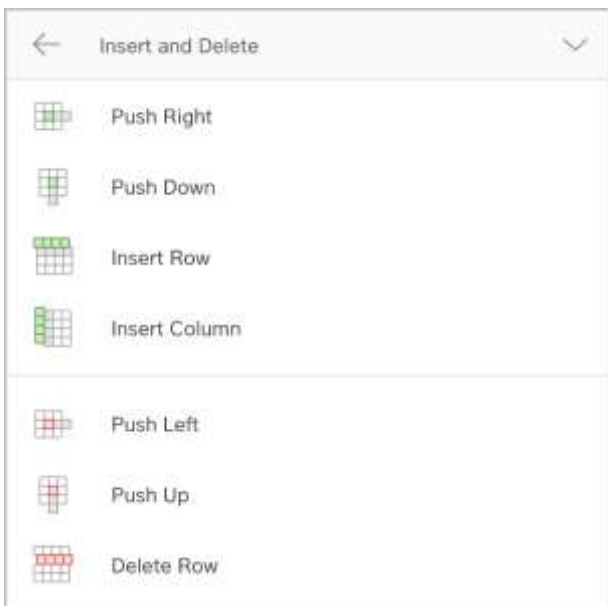
Select a cell and tap the call pointer (●). You can cut, copy, paste, delete or edit a cell from the pop-up menu.





## Insert Cells, Rows and Columns

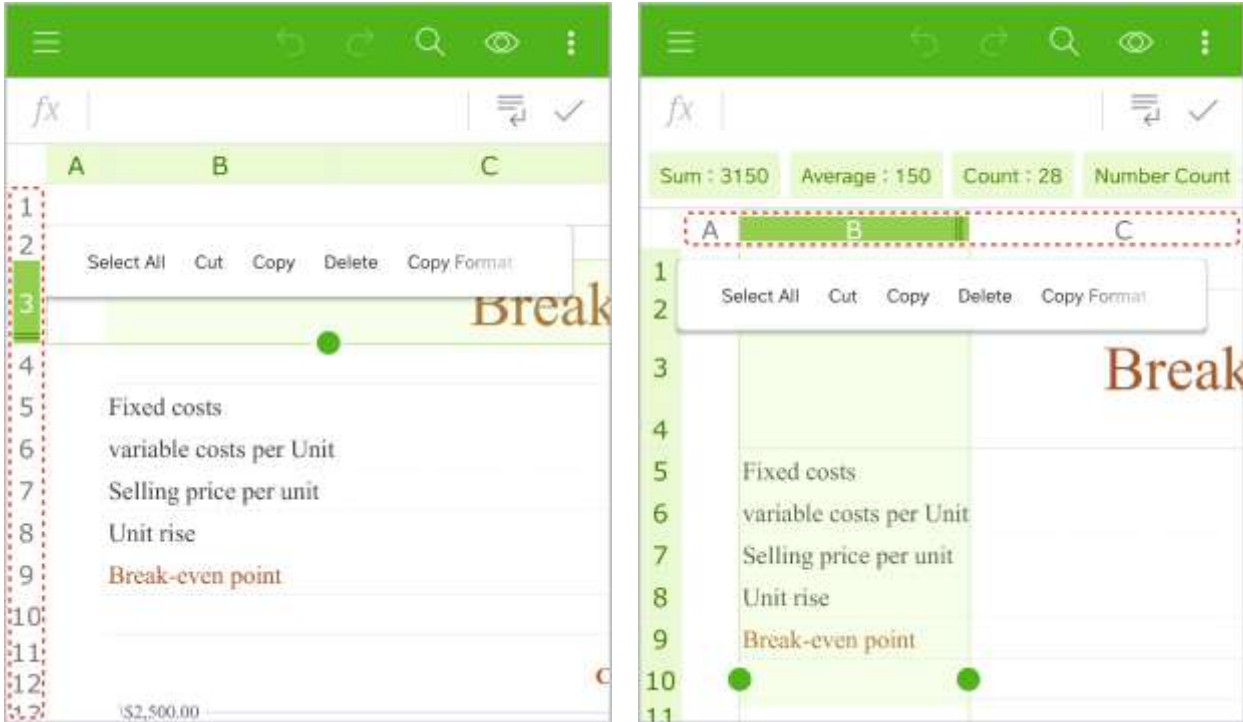
---

Tap  at the bottom of the screen, then tap **[Home]**, then **[Insert and Delete]** to insert or delete a cell, row, or column.




## Edit Rows/Columns

Tap the header of a row or column to cut, copy, paste, delete, or edit rows or columns. To change the row height or the column width, drag  /  from the selected row(s) or column(s).



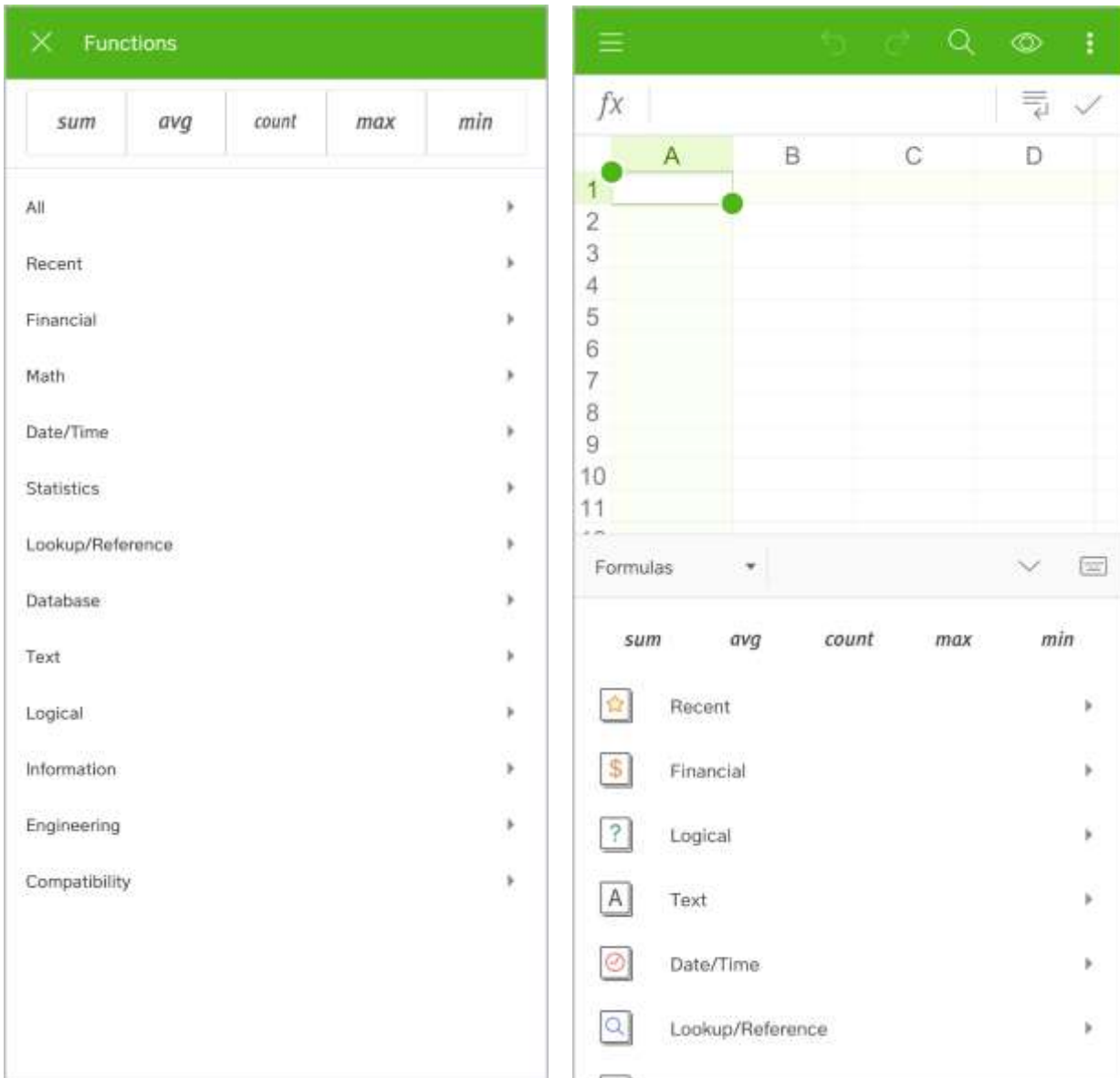
## Insert and Edit Comments

After selecting the cell where the comment will be inserted, tap **[New Comment]** from the pop-up menu to add or edit comments. To configure display options or delete comments, tap  at the bottom of the screen, then **[Home > Review]**.



## Insert Functions


Select a cell, then tap *fx* to insert Financial, Logical, Text, Date/Time, or Lookup/Reference functions. You can also insert functions by tapping  $\wedge$  at the bottom of the screen, then tapping **[Home > Formulas]**.

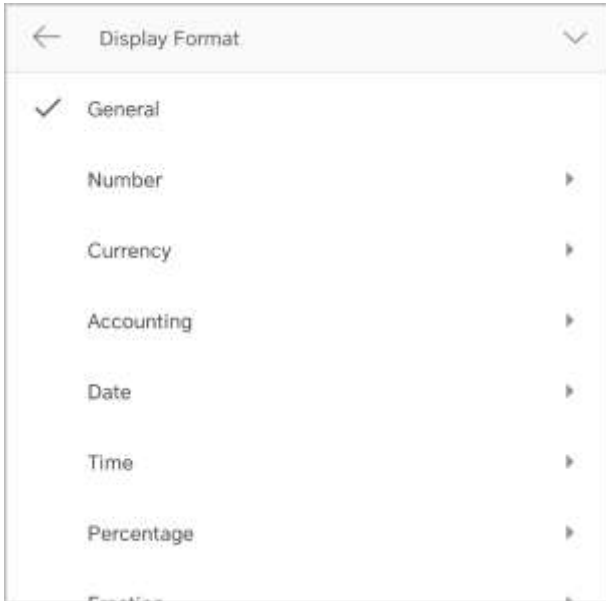


- To insert a function, tap on the name of the function (**[sum]**, **[avg]**, **[count]**, **[max]**, **[min]**). The selected function will be inserted into the cell.
- Tap **[Recent]** to view recently used functions, then tap **[Calculate Now]** to recalculate the values.

## Configure Display Format


---

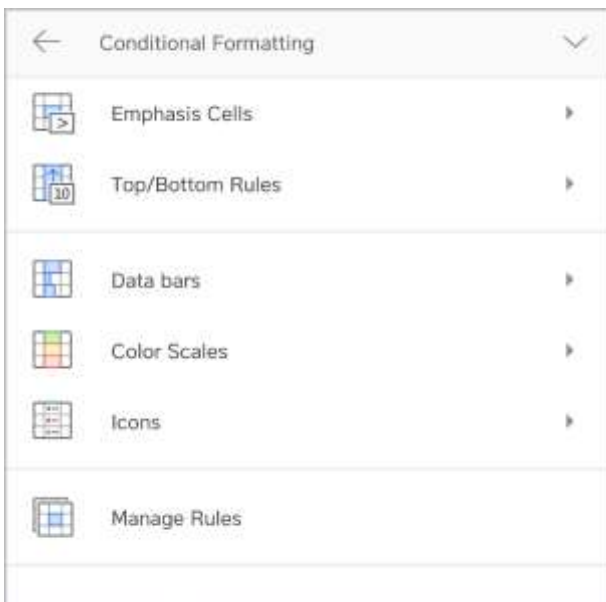
After selecting a cell, tap  at the bottom of the screen, then tap **[Home]**, then **[Display Format]** to set how to display the cell value.



## Set Conditional Formatting


---

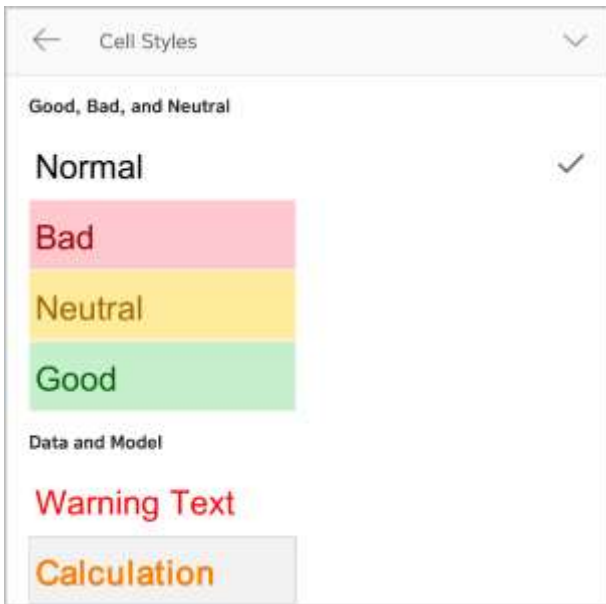
After selecting a cell, tap  at the bottom of the screen, then tap **[Home]**, then **[Conditional Formatting]** to set the highlight rules, style, and display.



## Configure Cell Style


---

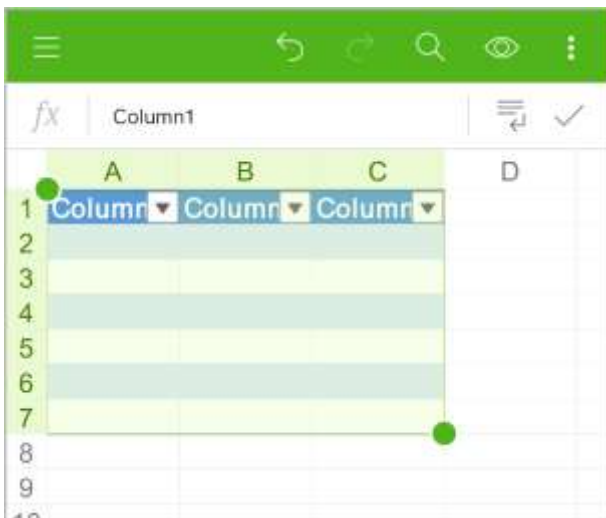
Select a cell, then tap  on the bottom of the screen, then tap **[Home]**, then **[Cell Styles]** to customize cell styles such as font, size, and background color.



## Insert Tables

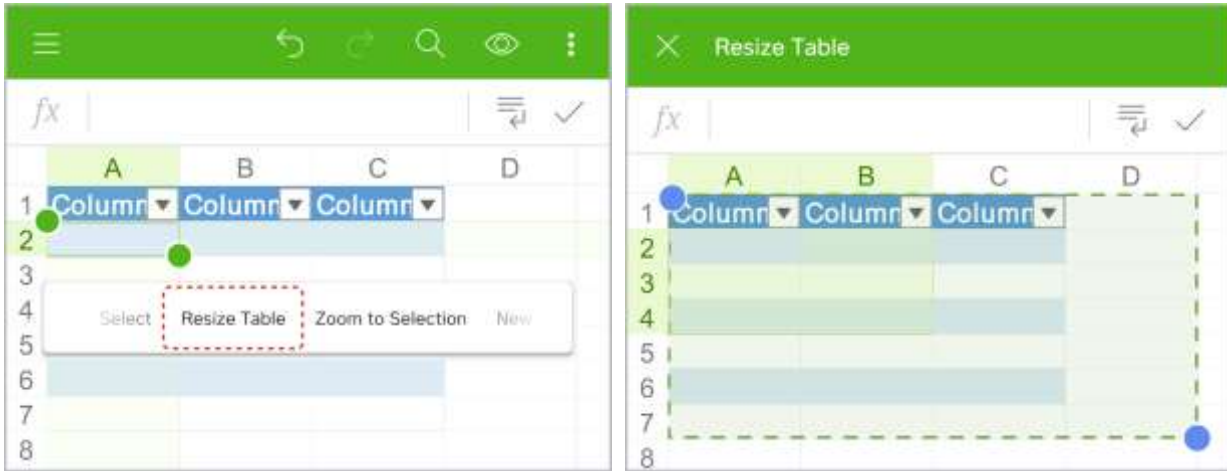
---

Drag to designate where the table will be inserted. Then, tap , then **[Home > Insert]**, then **[Table]**.



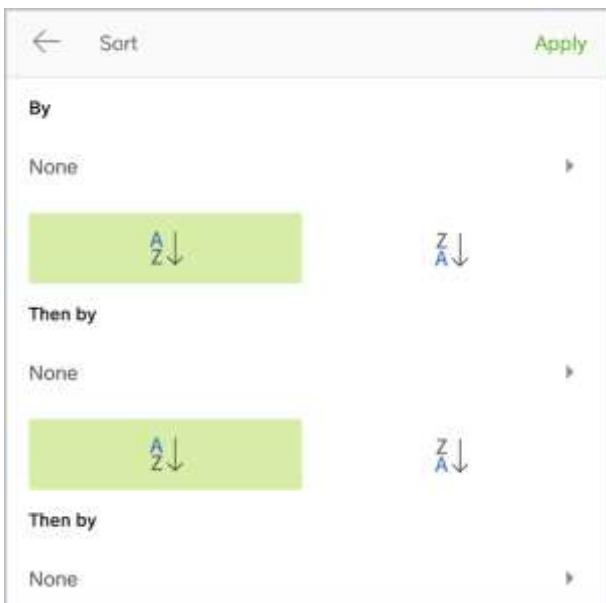
## Change Table Sizes

After selecting a table, tap a cell pointer, (●) then tap **[Resize Table]** from the pop-up menu. Drag a table pointer (●) to adjust the table size, then tap **[X]** to apply the size.





## Sort Cell Values

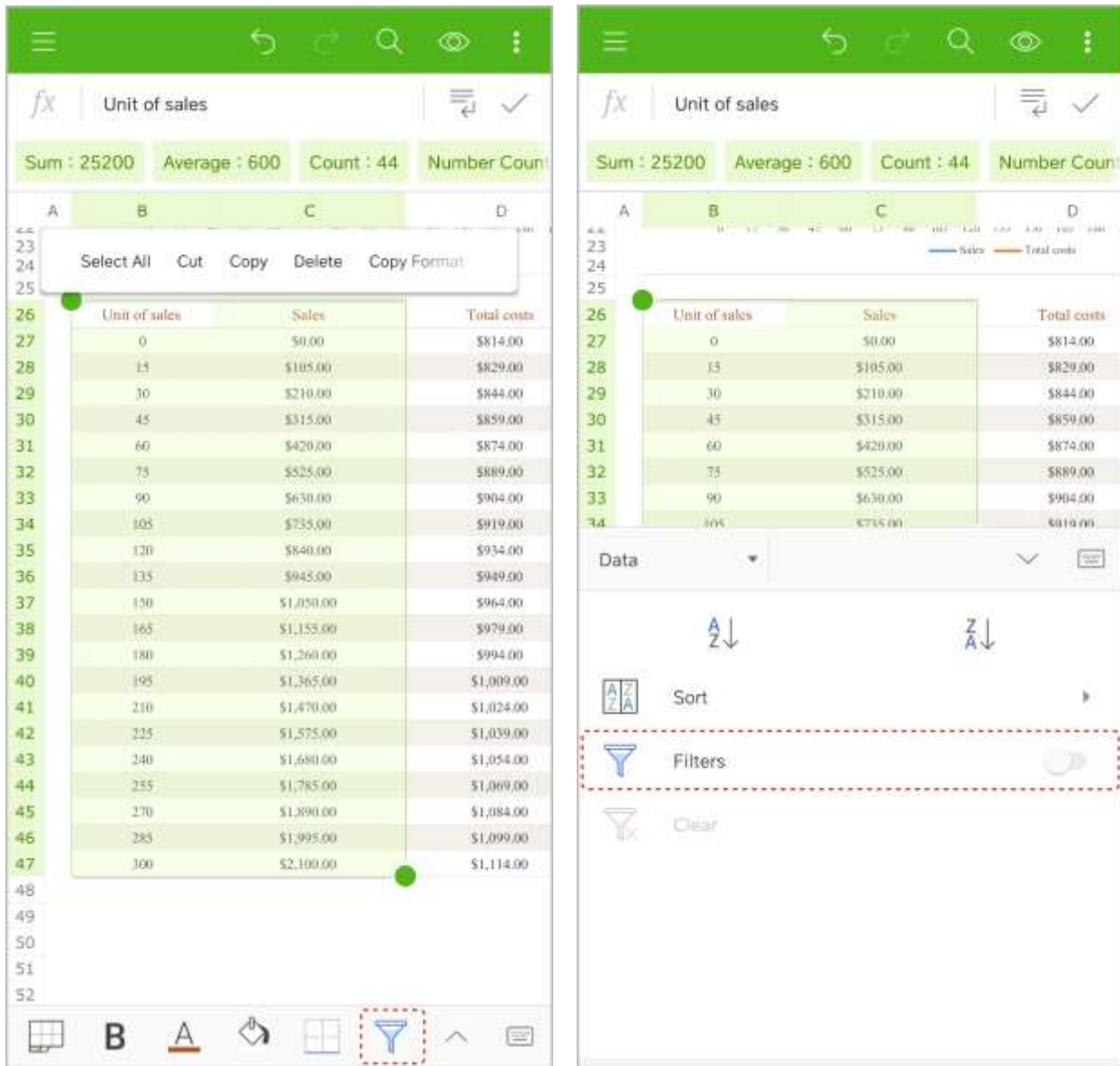
After selecting a cell with an applied filter, tap  $\wedge$  at the bottom of the screen, then tap **[Home > Data]**, then **[Sort]** to configure value sorting or rearrange cells in ascending or descending order.




- Tap in **[Home > Data]**, then tap the sort icons ( $\frac{A}{Z} \downarrow$  /  $\frac{Z}{A} \downarrow$ ) to sort the values in ascending or descending order.
- Tap the dropdown menu ( $\downarrow$ ) to change filter options or clear the filter.

## Set Filters

Select a cell or multiple cells, then tap  at the bottom of the screen to show only certain data, or sort values in ascending or descending order. You can also tap , then tap **[Filters]**, or tap **[Home > Data]**, then **[Filters]** to create filters.





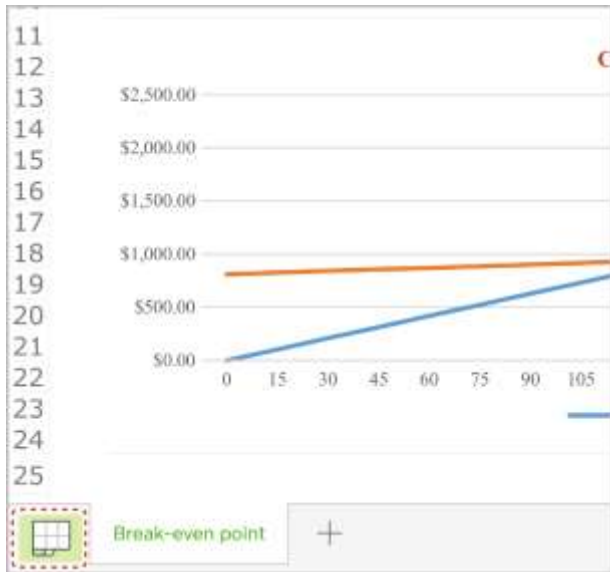
## Freeze Panes

After selecting the header of a cell, row, or column, tap , then tap **[Home > View]**, then **[Freeze Panes]** to freeze an area to show on the screen continuously, or unfreeze.



## Edit Worksheet

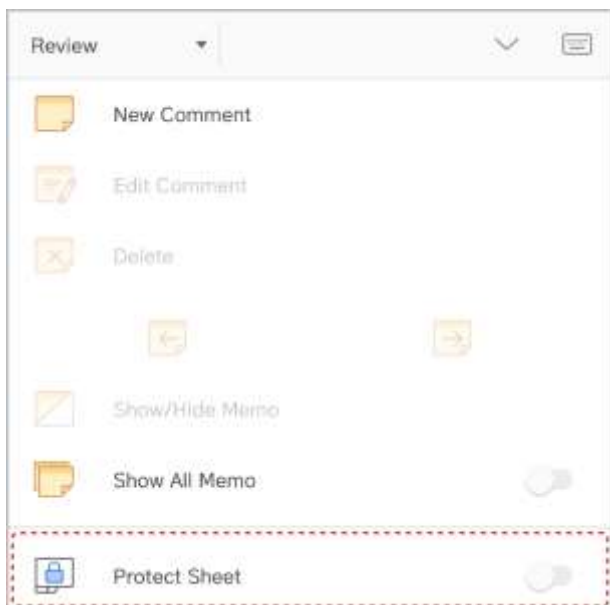
Tap  at the bottom of the screen to add a new sheet, show a different sheet, or edit a sheet. To go back to the previous screen, tap  again.



- To add a sheet, tap **[+]**.
- To move to another sheet, tap and hold the name of that sheet.
- To rename, double tap the name of the sheet.
- After selecting a sheet name, you can rename, insert, duplicate, or delete a sheet, or protect the selected sheet using the pop-up menu.

## Protect Sheet

Tap  at the bottom of the screen, then **[Home > Review]** to protect a sheet or cancel protection. A protected sheet cannot be edited, moved, or have its data deleted.



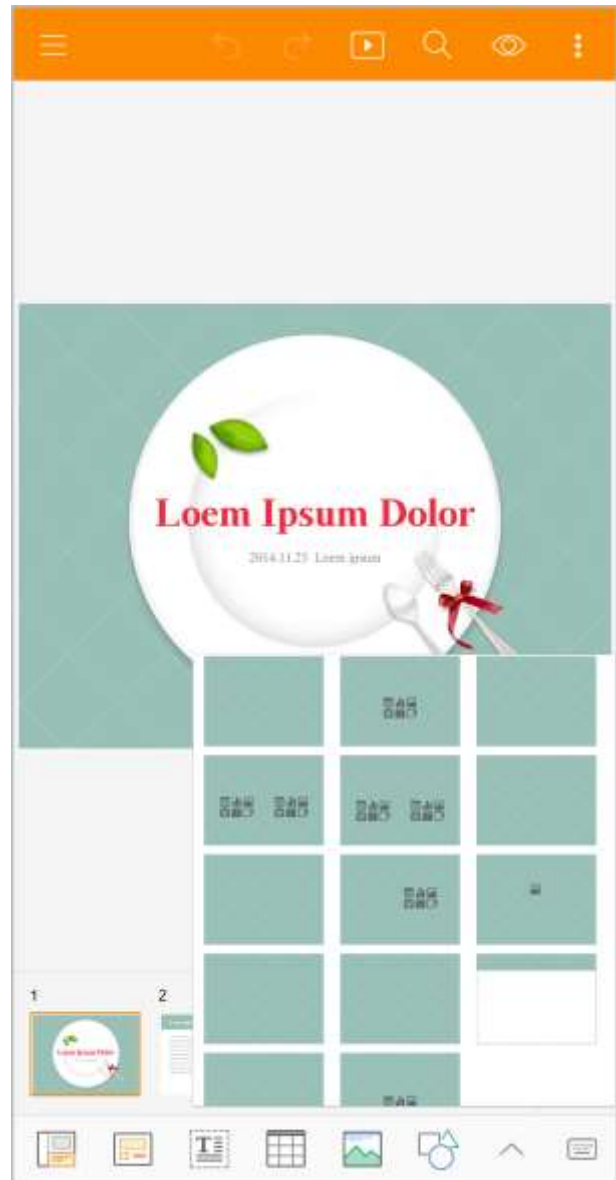


# Slide



Polaris Office Enterprise allows you to create or edit an existing .ppt or .pptx document. Edited documents are saved in .pptx format.

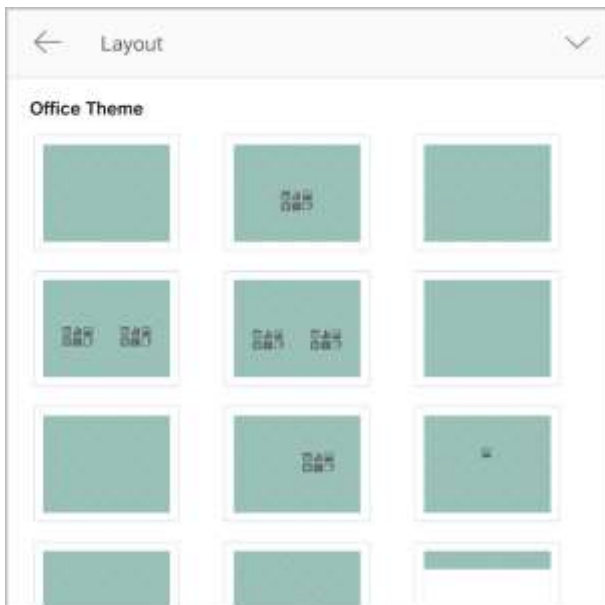
## Add Slides


Tap **[+]** at the bottom right of the screen, then tap to add the slide with the desired layout. The new slide is added after the selected slide.

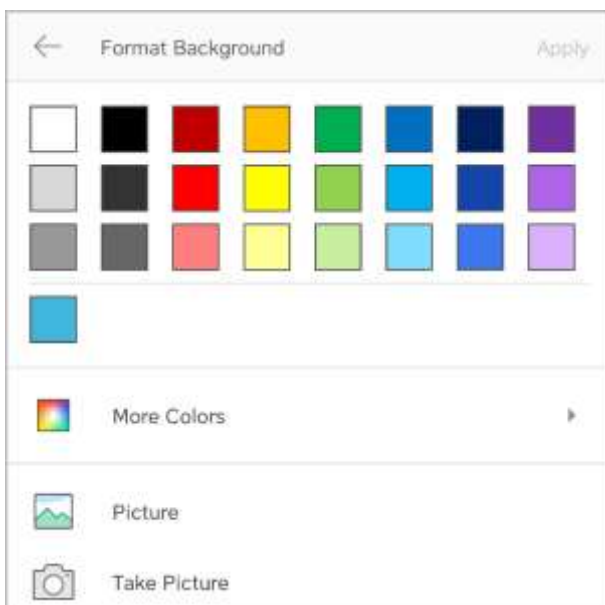


## Configure Slide Layout

- To change the slide layout, tap  at the bottom of the screen. You can also change the layout by double tapping the slide and tapping **[Layout]** from the pop-up menu, or by tapping , then **[Home]**, then **[Layout]**.



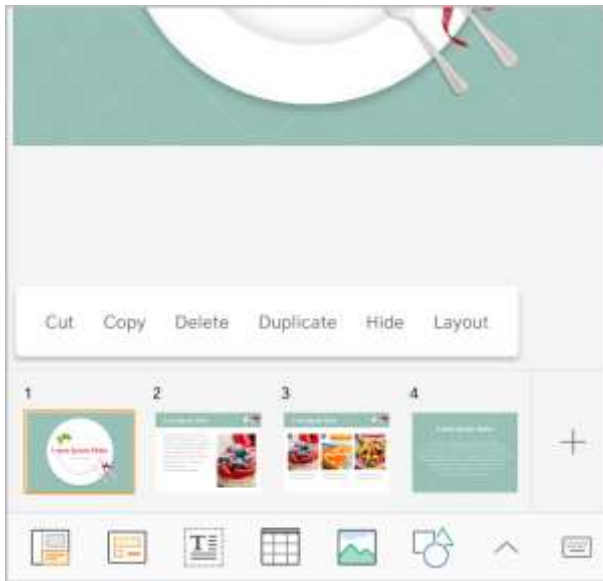
- To set the slide background, tap  at the bottom of the screen, then tap **[Home > Design]**, then **[Format Background]**. You can change the background color, use an image saved in your device, or take a new background photo with your camera.



## Edit Slides

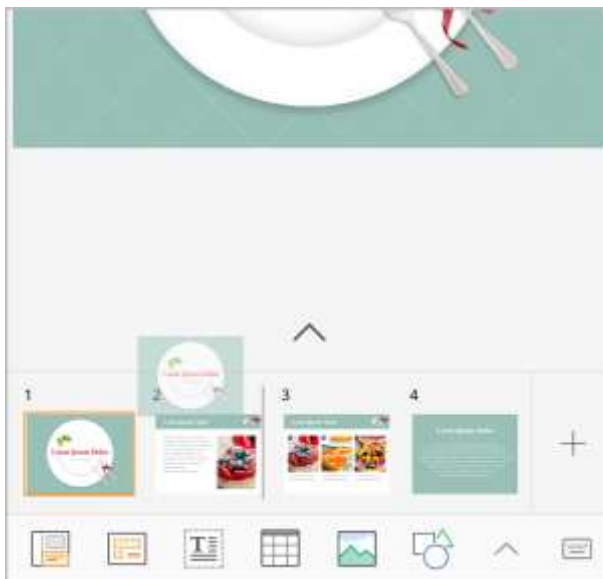
---

- Double tap a slide, then cut, copy, delete, or hide the slide, or change the layout using the pop-up menu.




**NOTE** The first slide will still appear on your slide show regardless of the **[Hide]** setting.


- To move a slide, press and hold the slide that you wish to move and drag to its new destination.

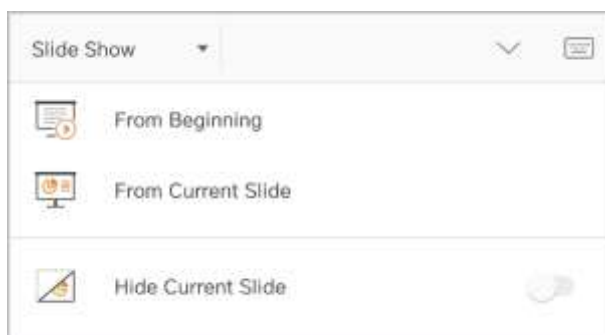



## Start Slide Show




Tap  at the top of the screen to start the slide show.





- Tap , then **[Home > Slide Show]** to set from which slide you want to start the slide show.



- To go to the previous or next slide during a slide show, simply tap the slide show screen. Or drag the screen left or right, or tap , then **[</>]** on the scroll bar.



- To use the pointer during a slide show, tap , then . Tap  to change the color of the pointer.

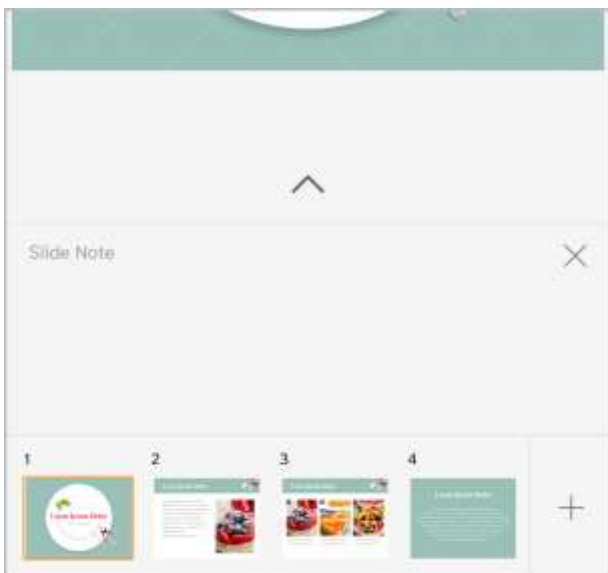


- To insert annotations during a slide show, tap , then . Tap an icon on the left screen to change the pen type, color, thickness, or erase inserted annotations.



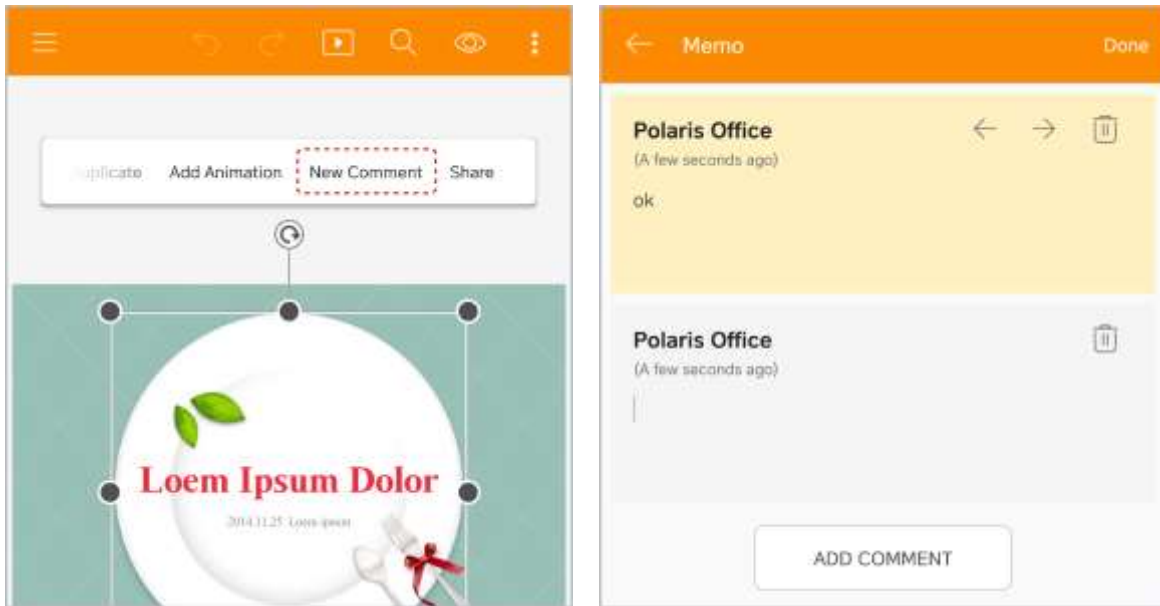
## Use Slide Note

Tap  at the bottom of the screen to open the Add Slide Notes window at the bottom of the slide. You can also tap , then tap **[Home > View]**, then **[Slide Note]** to use slide notes.



## Insert and Edit Comments

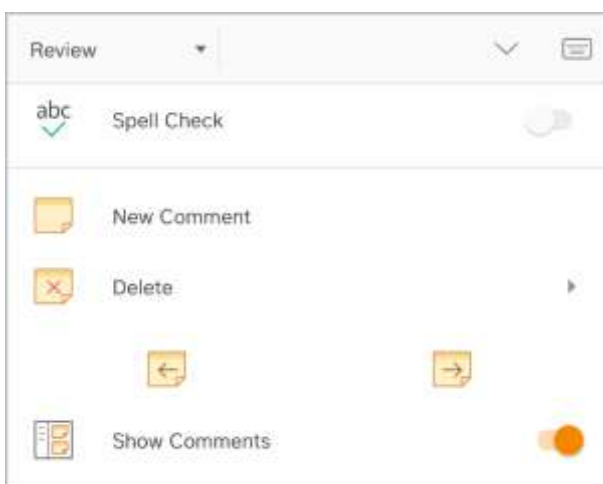
- To insert a comment, tap on an object where the comment will be inserted, then tap **[New Comment]** from the pop-up menu.



- To edit a comment, tap the comment display, then tap **[Edit Comment]** in the pop-up menu.







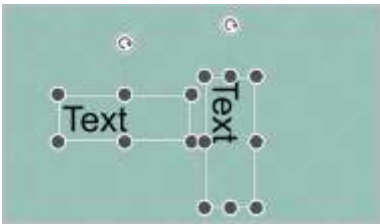
- To insert or delete comments, or set how to display comments, tap  $\wedge$ , then **[Home > Review]**.



## Insert Text Boxes

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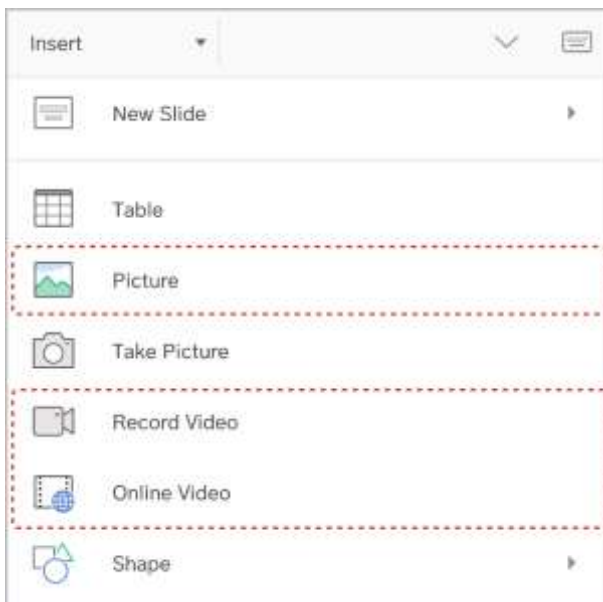
Tap  at the bottom of the screen to insert a horizontal text box. Alternatively, you can tap  then **[Home > Insert]**, then  or  to insert horizontal or vertical text boxes.



## Insert Videos

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- Tap , then **[Home > Insert]**, then **[Picture]** or **[Record Video]**, **[Online Video]** to insert videos saved on your device, record a video to insert, or enter a URL to insert videos from the Internet.

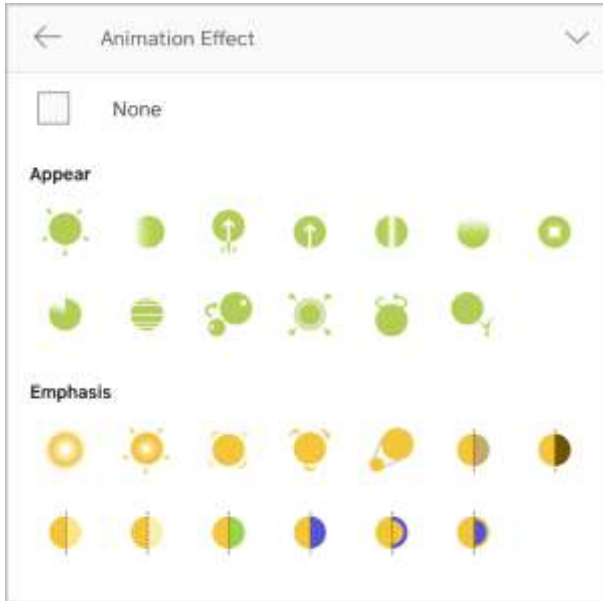


- The inserted video can be played, paused, or stopped during a slide show.

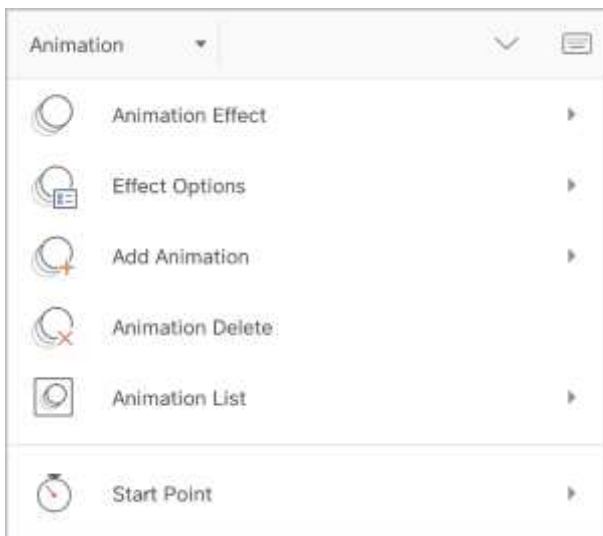


## Add Animation Effects

- After selecting an object, tap  $\wedge$  at the bottom of the screen, then tap **[Home > Animation]**, then **[Animation Effect]** to add animation effects.



- To edit animation effects, select an object first. Then tap  $\wedge$ , then **[Home > Animation]** to add multiple animation effects, or configure direction or start time. You can also view effects applied to objects and remove the effects.



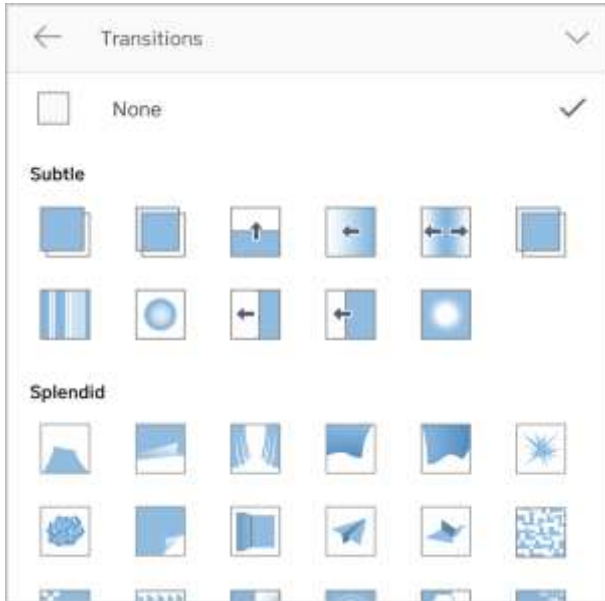
### NOTE

- Animation effects can be configured by selecting **[Add Animation]** from the pop-up menu.
- Tap **[Edit Animation]** from the pop-up menu to go to **[Animation List]**.
- Tap the animation effect to preview the effect in the slide show.

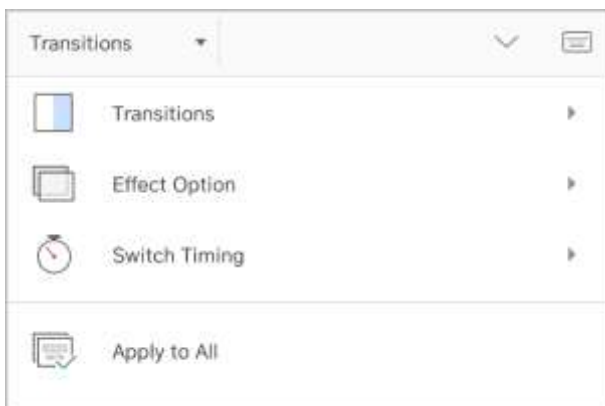


## Set Slide Transition Effects

- Tap  at the bottom of the screen, then tap **[Home > Transitions]**, then **[Transitions]** to configure slide transition effects.




- To edit the transition effects, tap **[Home > Transitions]**. You can change the direction of the transition, the timing, and the slide range.

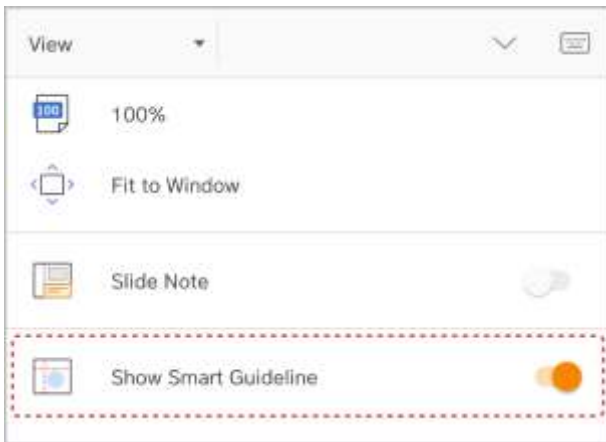


**NOTE** The preview automatically plays when you set or edit the transition effects.

## Show Smart Guidelines

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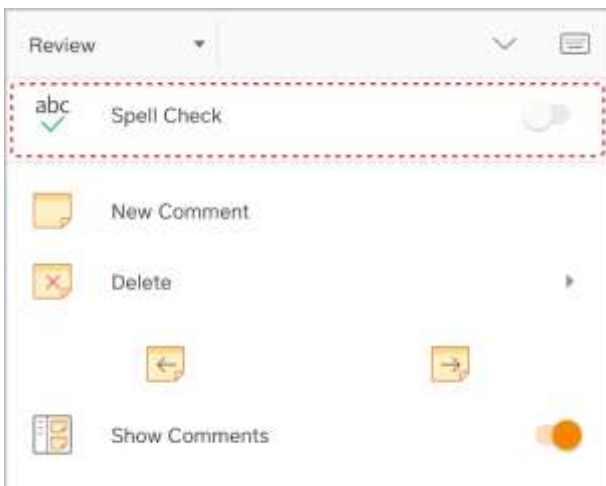
Tap  at the bottom of the screen, then tap **[Home > View]**, then **[Show Smart Guideline]** to display or hide Smart Guidelines. Smart Guidelines show the boundaries and alignment between objects.



## Spell Check

---

Tap  at the bottom of the screen, then tap **[Home > Review]**, then **[Spell Check]** to check spelling errors in the document.



**NOTE** Currently, Polaris Office only checks English spelling.

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# PDF Viewer

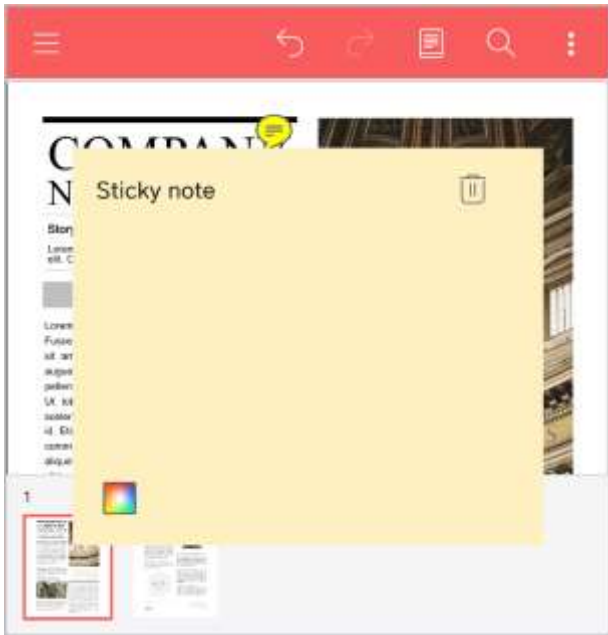
---



Polaris Office Enterprise allows you to view and insert short notes or annotations in an existing PDF document.

## Insert and Edit Sticky Note

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Tap where the sticky note will be inserted, then tap **[Sticky note]** in the pop-up menu.



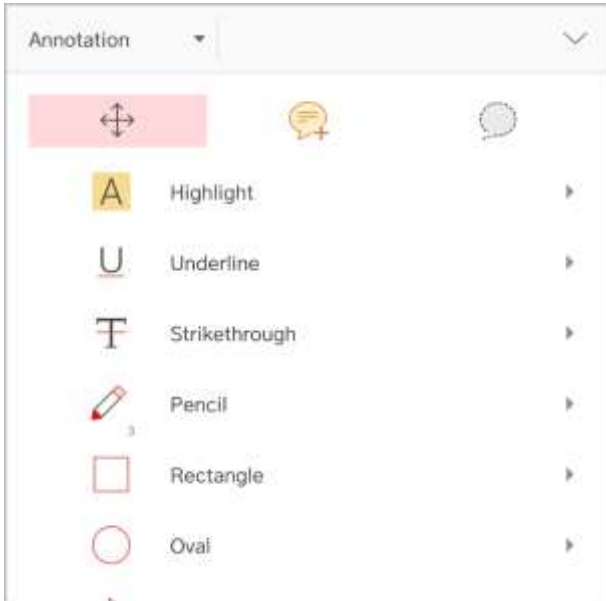
- Tap  to change the sticky note color.
- Tap  to delete the note, or select a sticky note and tap **[Delete]** in the pop-up menu.
- Tap to select a sticky note icon, then tap **[Note]** in the pop-up menu to edit.







## Insert Annotation

---


Tap  at the bottom of the screen, then tap **[Home > Annotation]** to configure annotation tools and insert or edit annotations.

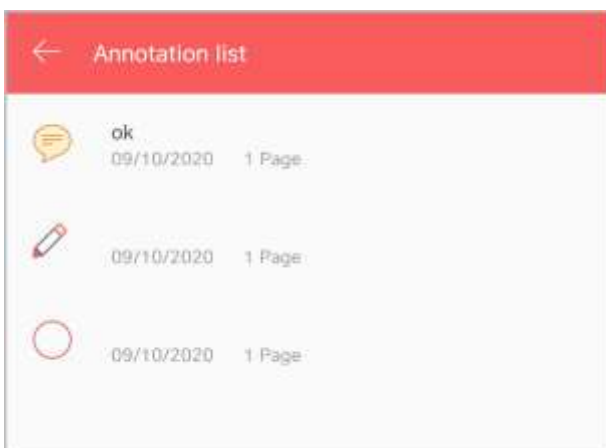


- Tap  to move between pages.
- Tap  to insert sticky notes into the document.
- Tap  and drag to select multiple annotations.
- Tap  from each annotation tool to change the color and thickness.
- Tap **[Eraser]** to delete one or multiple annotations.
- Tap **[Show Annotation]** to display or hide annotations added to the document.

## View Annotation List

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Tap  at the bottom of the screen, then tap **[Home]**, then **[Annotation list]** to view annotations added to the document.





# View Pages

Tap icons at the bottom of the page to view pages continuously (≡), or set the page fit to the page width (|=|). Tap ^ to change how pages will be viewed in [Home].



## Move to Page


Tap  at the bottom of the screen and enter a page number to move to that page. You may also tap , then **[Home]**, then **[Go to Page]** to move to another page.



## Set Bookmarks

Tap where the bookmark will be created, then tap **[Bookmark]** in the pop-up menu.



- Tap , then **[Home]**, then **[Bookmark]** to view the bookmark list. Tap any bookmark to go to the bookmarked location.
- Tap **[Change Order]**, then tap and drag the bookmark in the list to rearrange. To save the new order, tap **[Completion]**.

