Getting Started with Smart Office for Good

The powerful document editor for mobile devices
Please read on to learn key features.

Finding your files

Good for Enterprise
View files from your Good email or other files, then edit and save back.

Folder view
Documents saved in your mobile device, with Good Secure Containers.

Create New Document
Templates and blank document types, for you to start from scratch.

Good Attachments

Good for Enterprise Attachments
1. You can work with enterprise documents you received through Good.

2. View the attachment, then tap the "Open In" icon

3. Choose "Smart Office" from the menu that appears.
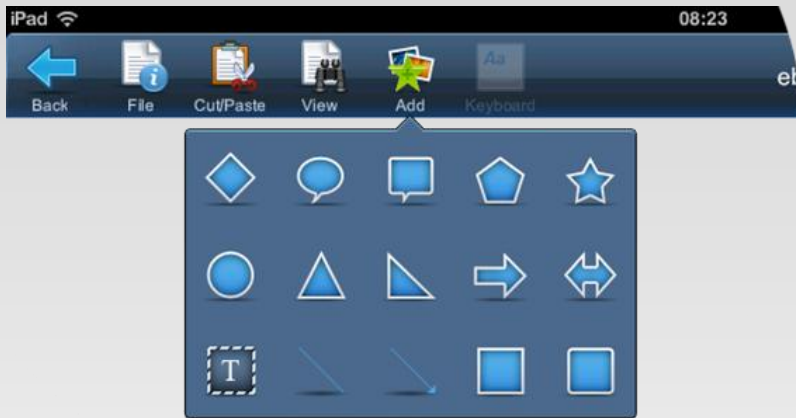
4. View and edit your file.

5. Then choose Save Back from the File group at the top.

Document Editing

- Smart Office for Good helps you view and edit your office documents:
  - Microsoft Word,
  - Excel,
  - Powerpoint,
  - Adobe PDF
  - and other files.
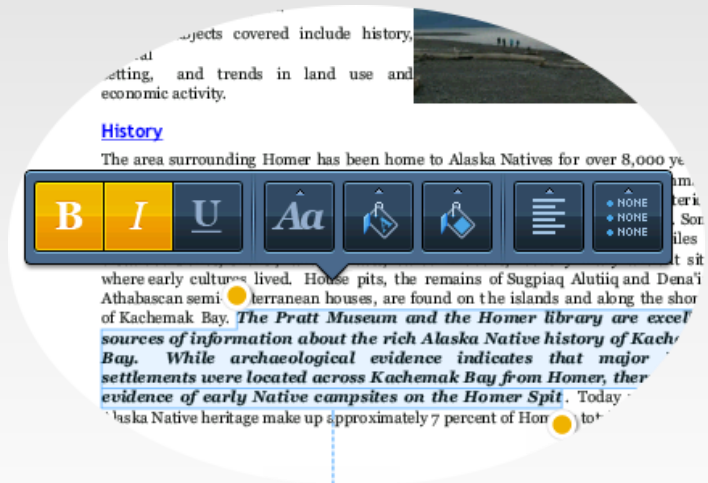- Everything is saved securely to Good Secure Containers, or sent to Good for Enterprise.

Menus

Top Bar (iPad and tablets)
If you have a tablet device, tap near the top of the screen for a menu bar.

Format bar (iPad and tablets)
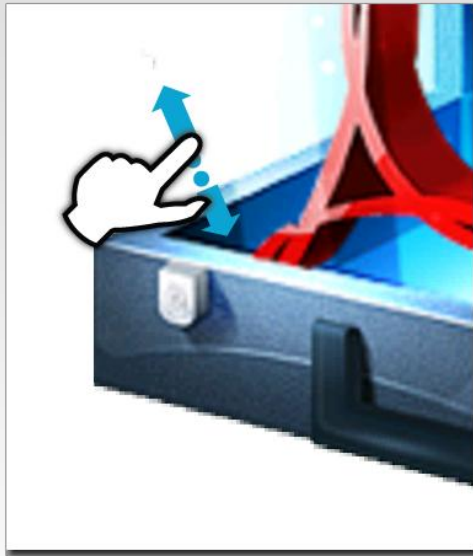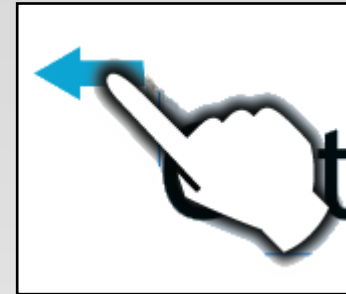On a tablet, options appear near the selection.

Bottom Bar (phones)
On a phone, options relevant to your current selection appear at the bottom of the screen.

Pan and Zoom

Pan (Scroll)
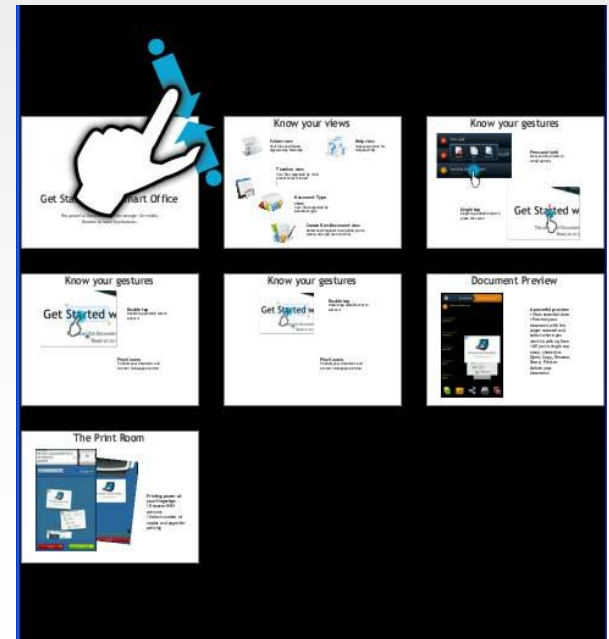Just drag the document around, to see more.

Pinch zoom in
Stretch two fingers apart, to zoom in for close-up editing.

Pinch zoom out
Squeeze two fingers together to zoom out for the multi-page view.

Touch Gestures

Single tap

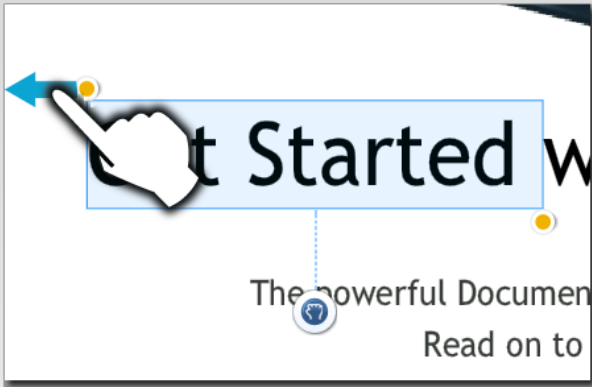Single tap editable text to place the cursor. Try tapping *here* to place the caret in this text.

Press and hold, to adjust accurately.

Double tap

Double tap on text to select it. Then you can change the formatting.
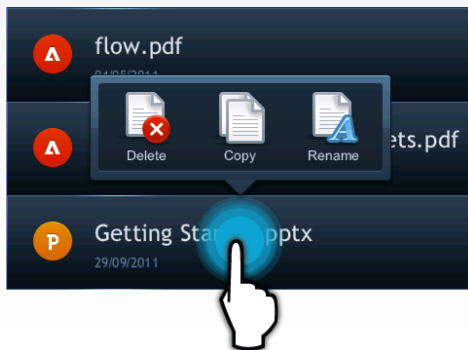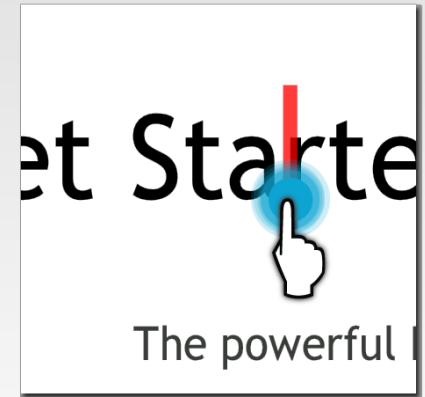
More Touch Gestures

Drag
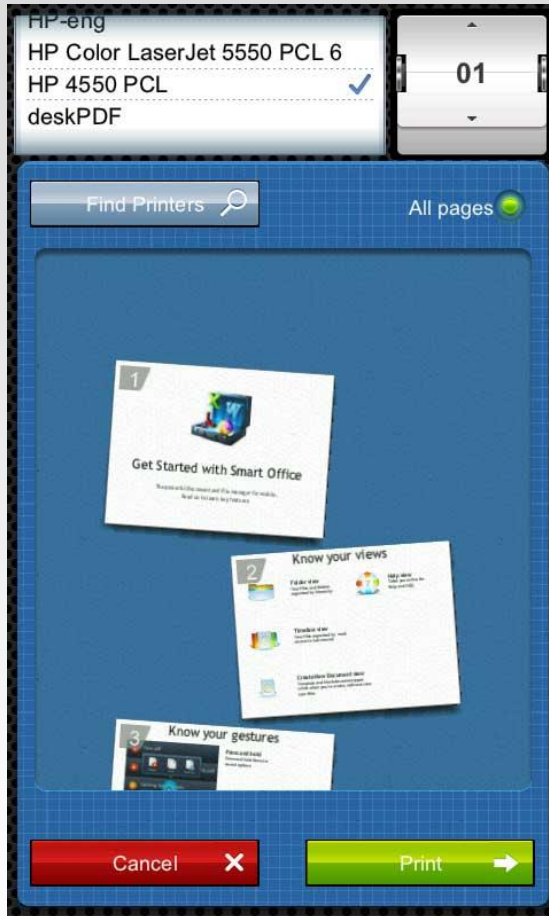Drag the blue hand icon to move the selection. The orange circles adjust the selected range.

When editing text, press and hold to adjust the caret.

Press and hold
Press and hold in the visual explorer to reveal options.

The Print Room

Print to wireless printers
• Discover compatible wireless printers.
• Tap on each page to enable or disable it for printing.
• Not all printers are supported.
• Printing may be disabled by your Good IT security policy.

Try it yourself

Thanks for reading!
• Now its time to explore, present and print your documents, connect to the cloud, file share and edit on the go!

Don't forget to register for extra features and to unlock the full potential of Smart Office – its easy and free!

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