

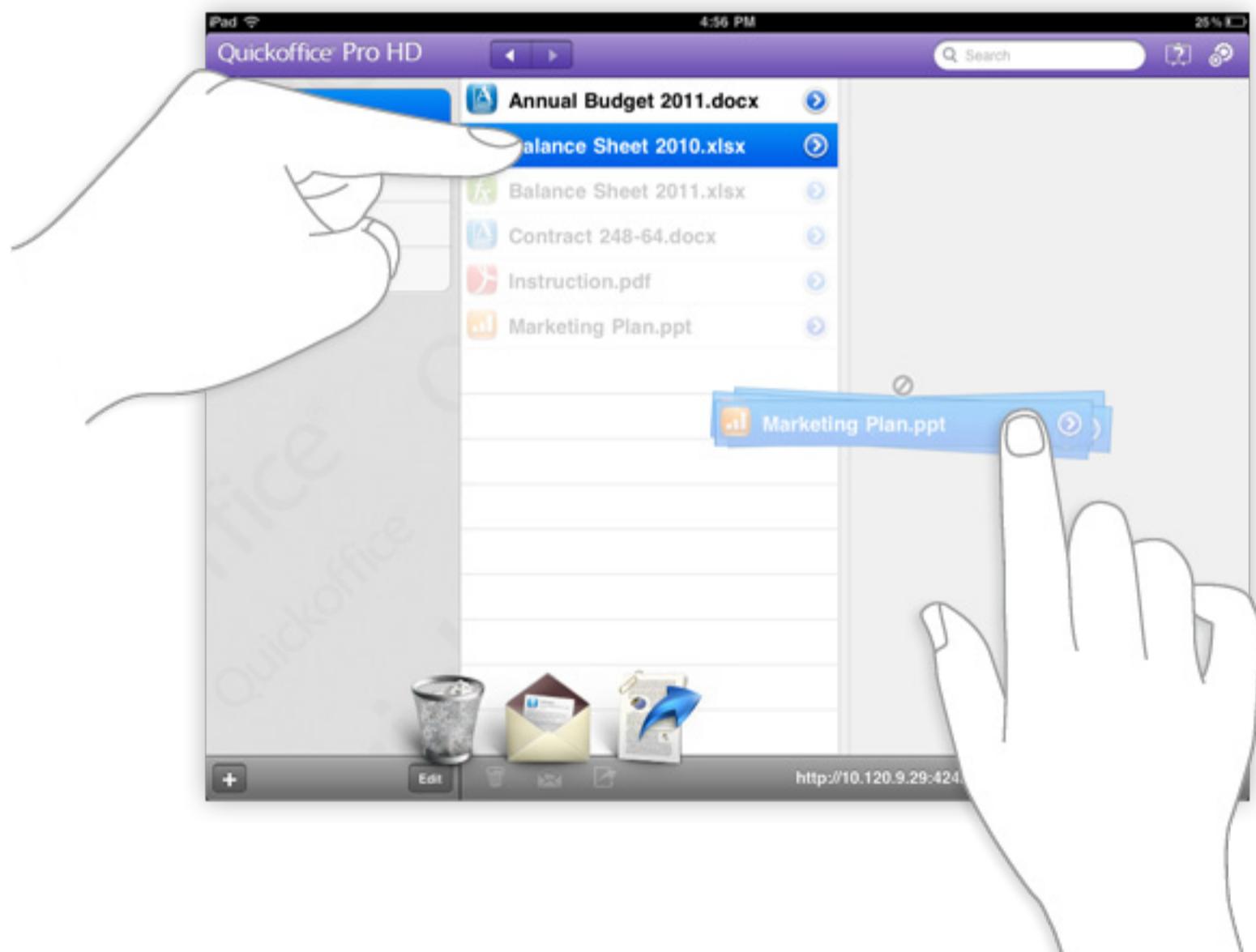


# **Quickoffice® for iPad File Manager**

# File management

## Simple file operations

Quickoffice® for the iPad makes file management easy by leveraging all the benefits of the touch interface and the iPad's large screen. Tap and hold on a file name to begin drag and drop. Multiple files can be selected by tapping on additional files without releasing your finger from the first file.

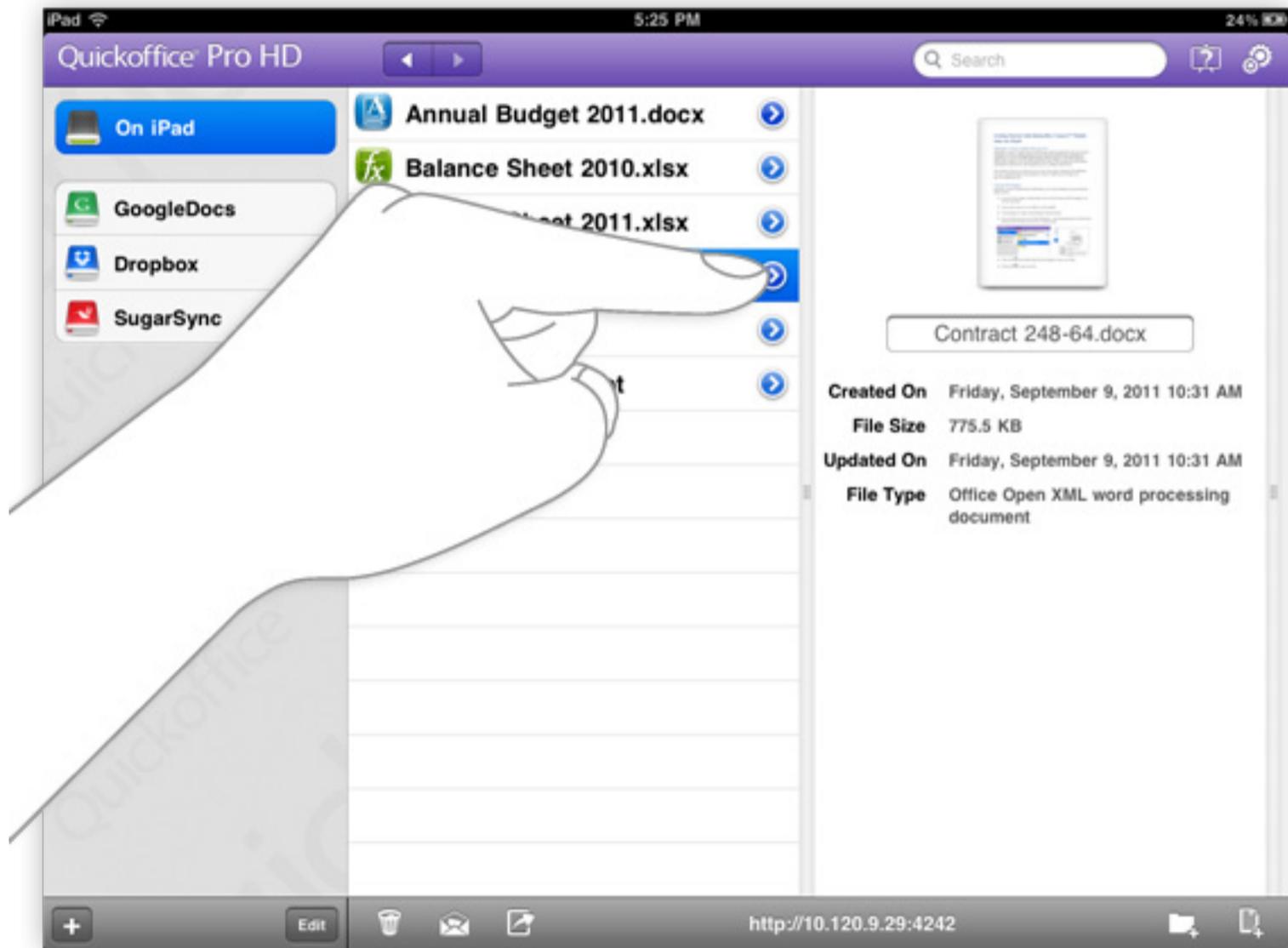


Move and copy files by dragging them into another directory or cloud account. The folder will open automatically under your finger after a short delay.

**Note:** When dragging files within one storage repository, the files will be moved. When you drag files inbetween different storage repositories, the files will be copied.

# File Info View

Information and details about a file can be found by tapping on the blue chevron  to the right of the file. You can also rename the file in the File Info View.



*Here you can read file info and rename it if needed.*

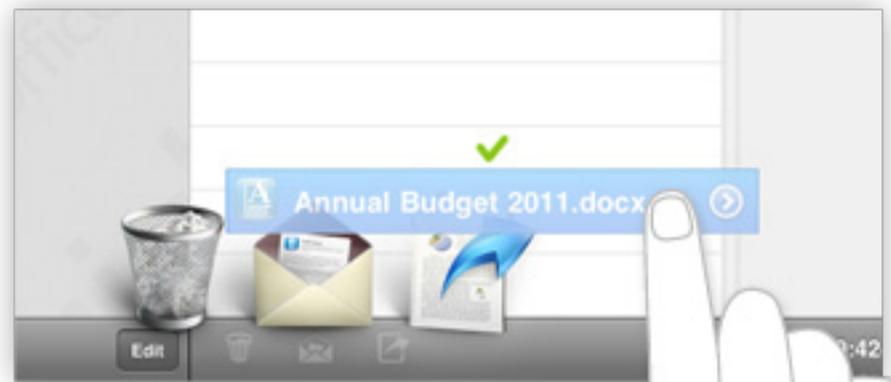


## Creating new folders & files

Create new folders by pressing  on the toolbar. Quickoffice® for iPad allows you to create several different types of files.

# Delete, email & share

To delete, email or share files, drop them onto the corresponding icon on the bottom toolbar.



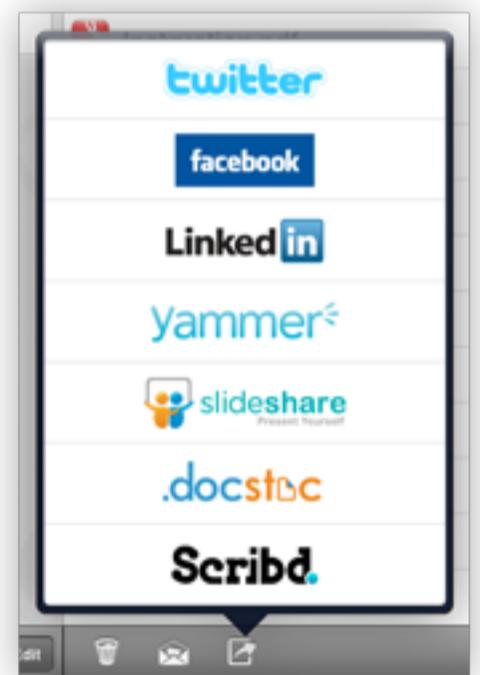
## Share files



Share your files with others by dropping them onto this icon on the bottom toolbar.



Quickoffice® for iPad has partnered with industry leaders and well-known services for you to choose from.



After selecting a partner, follow the easy steps to upload and share your files for others to see.

slideshare  
Present Yourself

Enter Your Account Information

USERNAME  
The username to use to sign in to SlideShare

PASSWORD

Sign in [Forgot your password?](#)

slideshare  
Present Yourself

Comments

Please see my documents!

Enter any comments for your file here. This will be included with the link to your post.

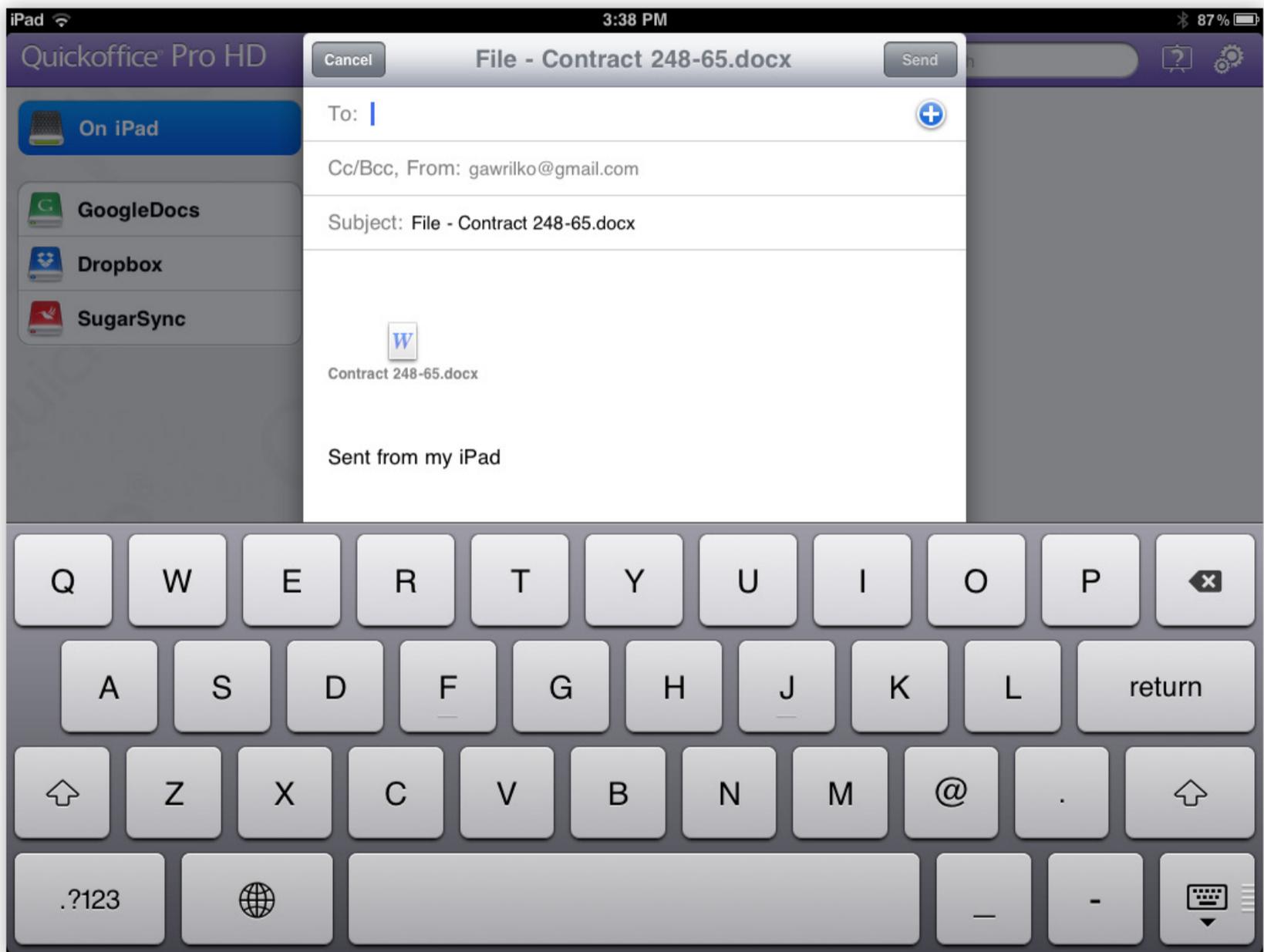
Get Notified  OFF **Upload**

Contract 248-64.docx

# Email files



Emailing your files from within Quickoffice® is easy. Simply drag the desired files onto the email icon and fill in the necessary fields. Quickoffice uses iOS email system so you can use already configured accounts to send emails.



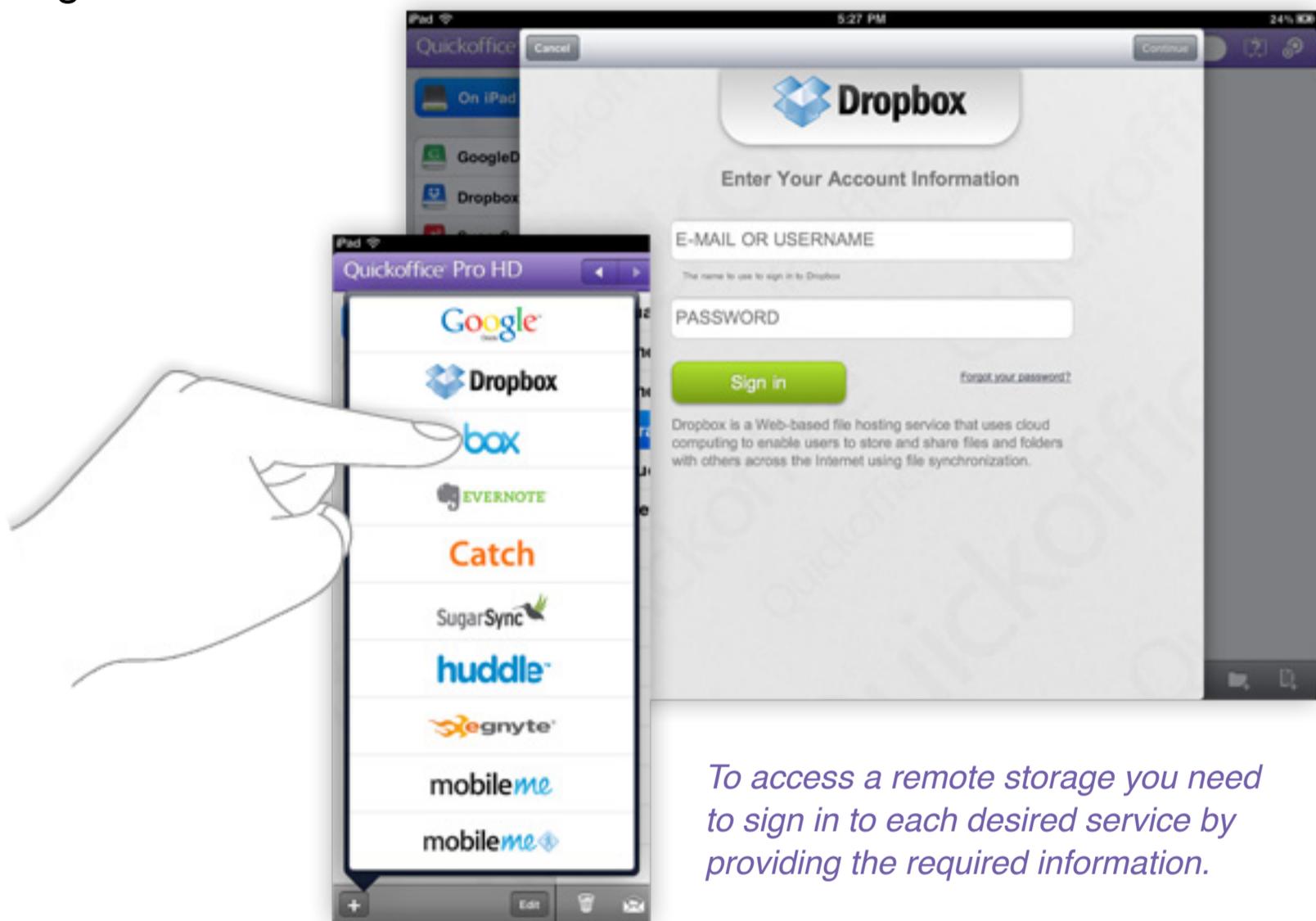
# Navigation Back and Forward

Quickoffice® for iPad's Connected File Manager stores the history of directories as you navigate from one directory to another, up to 5 locations. You can quickly switch between locations that you have visited by tapping  .

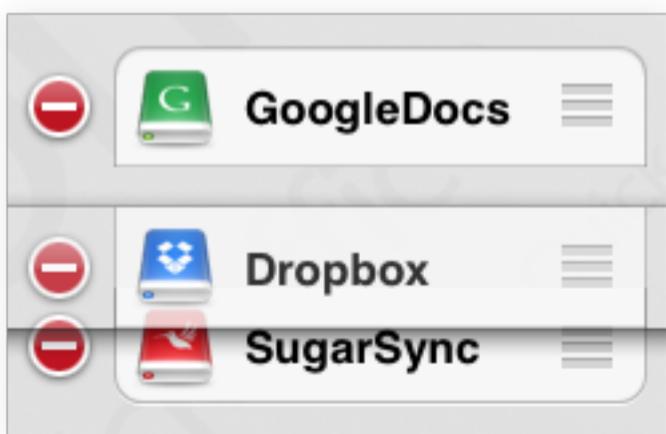
# Remote storage services

## Remote File Storage

Quickoffice® for iPad's Connected File Manager includes cloud integration that allows you to Access, View, Edit, Save and Share files from your favorite cloud storage services. It has a variety of remote storage partners that you can access directly within the Connected File Manager.



*To access a remote storage you need to sign in to each desired service by providing the required information.*



After sign-in, each service will be available under the local directory in the left pane. You can sort, rename or remove partners from your list by tapping the **Edit** button.

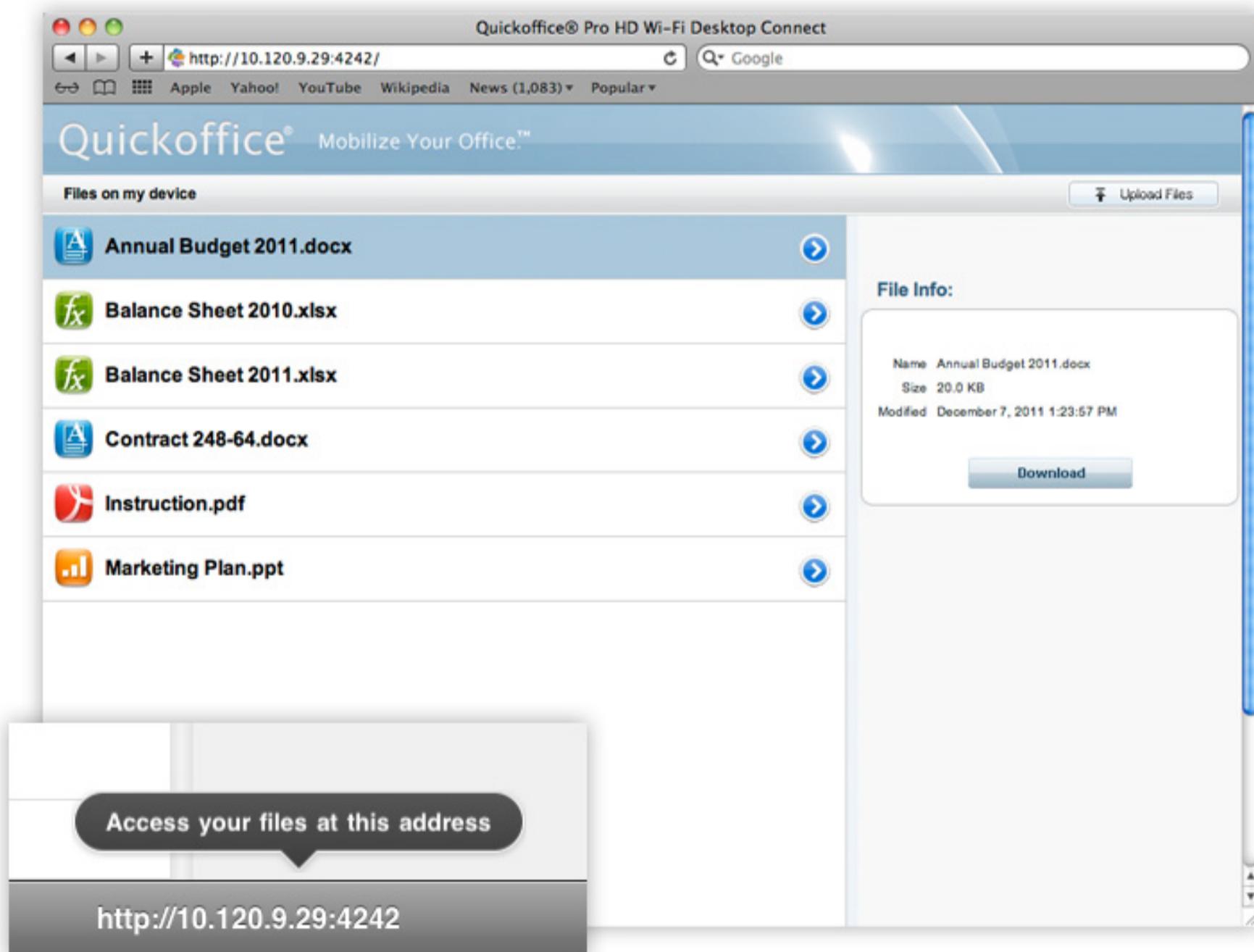
All file operations are available for remote storage services to make your file management experience smooth and easy.

# Upload files

There are several ways to transfer your files into Quickoffice® for iPad. While you can always use remote storage accounts to store and access your files, it is possible to transfer your files directly into the Quickoffice® application.

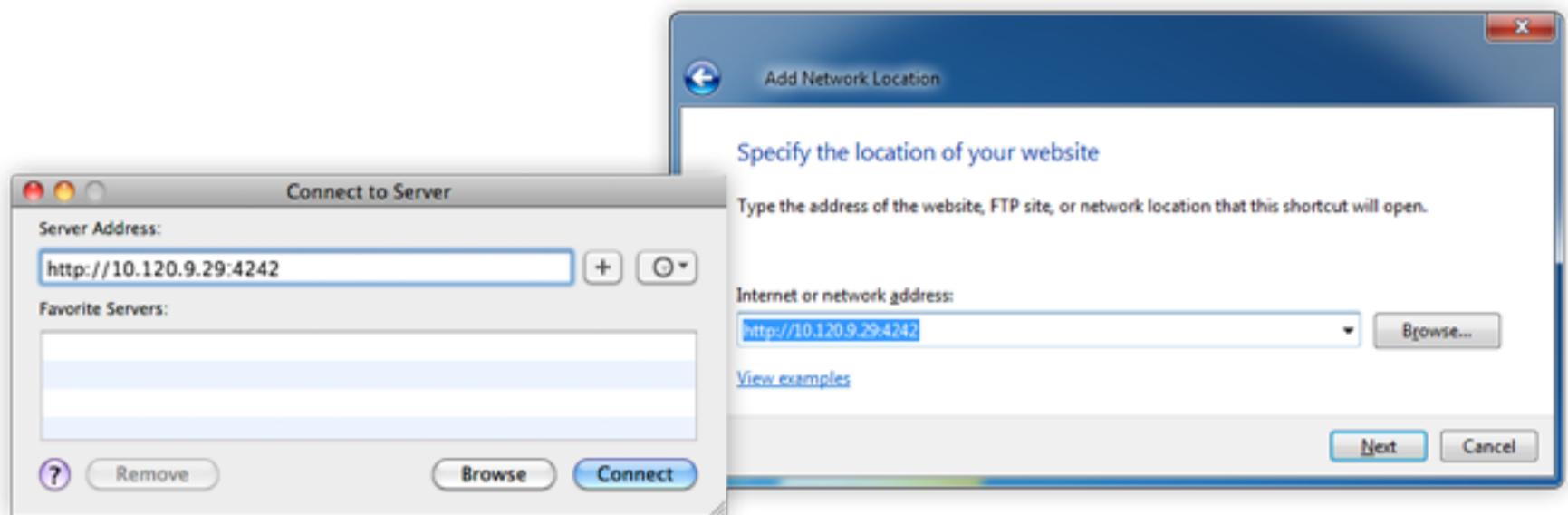
## Wi-Fi File Transfer

When your iPad is connected to WiFi network, there is an address shown on the bottom toolbar. Type this address into a web browser running on another device or computer in the same WiFi network to upload or download your files.



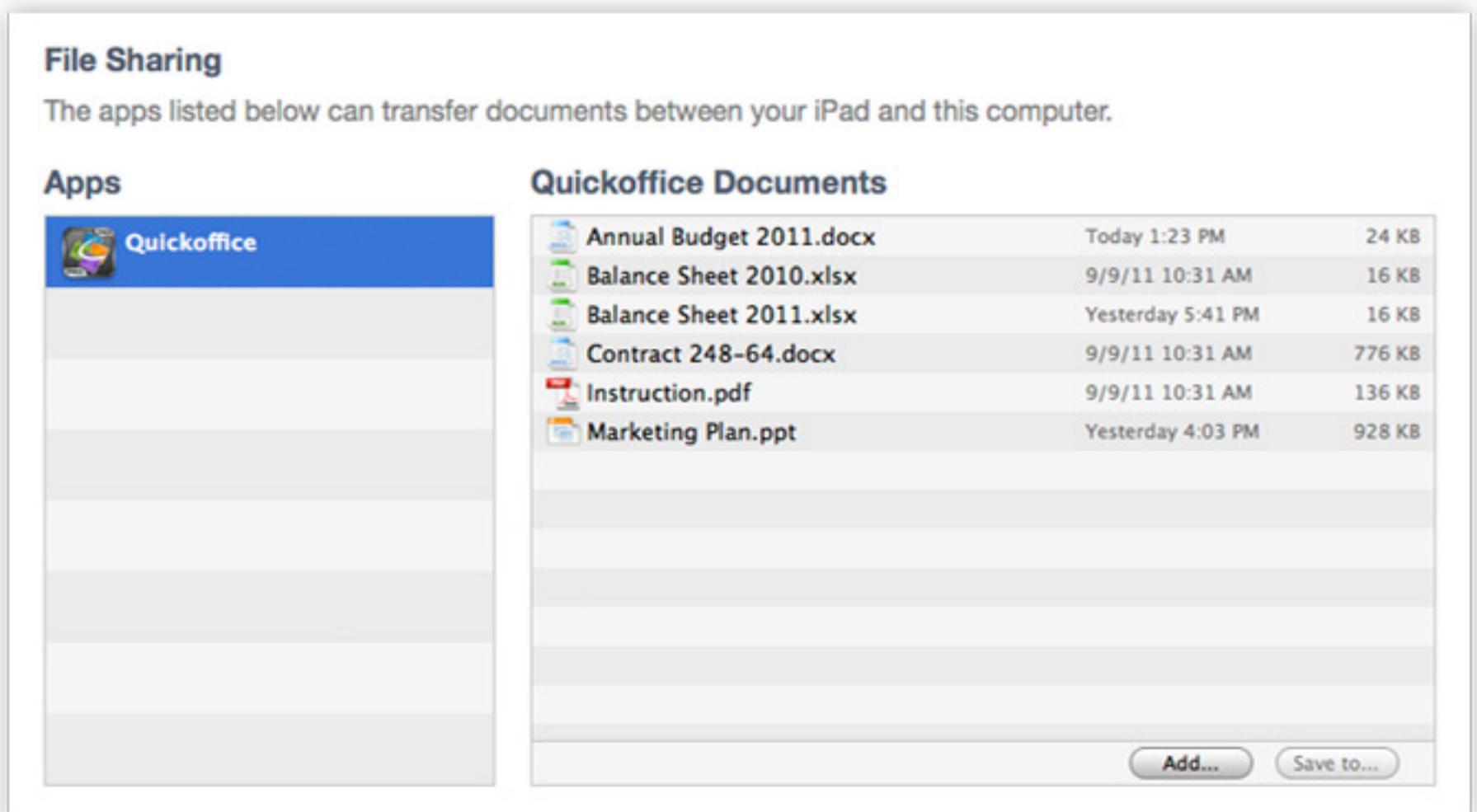
The screenshot displays the Quickoffice Pro HD Wi-Fi Desktop Connect interface in a web browser. The browser's address bar shows the URL `http://10.120.9.29:4242/`. The page header includes the Quickoffice logo and the tagline "Mobilize Your Office.™". Below the header, there is a section titled "Files on my device" with an "Upload Files" button. A list of files is shown, including "Annual Budget 2011.docx", "Balance Sheet 2010.xlsx", "Balance Sheet 2011.xlsx", "Contract 248-64.docx", "Instruction.pdf", and "Marketing Plan.ppt". To the right of the file list, a "File Info" panel displays details for the selected "Annual Budget 2011.docx" file, such as its name, size (20.0 KB), and modification date (December 7, 2011 1:23:57 PM), along with a "Download" button. A callout box at the bottom left of the screenshot contains the text "Access your files at this address" and the URL `http://10.120.9.29:4242`.

It's also possible to mount Quickoffice® for iPad as a network storage location on your Operating System.



## iTunes USB File Transfer

iTunes provides you another way of getting files from your computer into Quickoffice® for iPad local file storage. With the iPad connected to your computer by a USB cable, navigate to the “Apps” section of the Device tab. Scroll down if needed. Drag-and-Drop or Add files to make it appear in Quickoffice® on your device.



# Search

You can locate files in the local drive, Google Docs, Box.net, Dropbox.com or Evernote cloud accounts by searching for a file name in the file manager. All results will be displayed in a single pane and grouped by storage account. It is also possible to filter these results.

