



Quick Start Guide

Premium Edition v3.0



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Welcome

Welcome to Documents To Go®

This getting started guide will help you get up and running quickly and highlight some of the features available in Documents To Go.

Documents To Go lets you:

- View, edit & create Microsoft® Word files
- View, edit & create Microsoft Excel® files
- View, edit & create Microsoft PowerPoint® files
- View Adobe® PDF files
- Decompress Zip archives



Where Else Can I Get Help?

We find that over 90% of questions asked of our tech support representatives are addressed on the extensive tech support website at:

www.dataviz.com/technicalsupport

System Requirements

- Windows Mobile 5.0 for Smartphone, Windows Mobile 6 Standard
- Recommended 8MB of available memory for installation.
- Documents To Go will use approximately 5.1MB after installation.
- You can choose to install on device memory or to a memory card.
- Additional memory required for your documents.

Installation

The Documents To Go installer is a .CAB file which you'll need to get onto your device using one of the following methods:

- via desktop ActiveSync
- via Bluetooth
- via a memory card
- via download

Once the installer is on your device, simply locate it and click on it to start the installation.

NOTE: On a desktop computer, the CAB file often shows up with a ZIP icon, even though it is not really a ZIP file. Do NOT unzip the CAB file. Instead, use one of the following methods to copy that CAB file to your Windows Mobile 5.0 Smartphone.

Via ActiveSync Desktop Software (Windows only)

1. Download the CAB file and save it to the desktop of your Windows PC
2. Connect the handheld to the computer using the cradle/cable that came with the device
3. Use the "Explore" option in ActiveSync to browse through folders on the handheld
4. Copy the CAB file to the My Documents folder on the device or memory card (or to another folder of your choice)
5. On the device, use the File Manager program to find and open the CAB file, then follow the on-screen steps

For more detailed information in regards to installing Documents To Go via other methods such as Bluetooth, please visit the DataViz technical support website: <http://www.dataviz.com/wmspininstall>

Installation Questions

Where are my Registration Number and Activation Key located?

1. If you purchased from a retail store or mail-order catalog, details in regards to your registration number and activation key can be found within the packaging included with your product.
2. If you purchased from an online store your registration number and activation key can be found in your order confirmation e-mail and the online store should have them on file for you.
3. If this software was purchased directly from DataViz your registration number and activation key can be found printed on your invoice as well as printed on the stickers included with your invoice. You will also receive an e-mail with these important numbers. Be sure to save these numbers in case you need to re-install.
4. If you are re-installing the software and have misplaced your Registration Number and/or Activation Key, please see the following address to look for this information:
<http://www.dataviz.com/keys>

Can I install Documents To Go on my expansion card?

Yes, Documents To Go can be installed on the main device memory or an expansion card. You will be given these options during installation on the Smartphone.

Key Features and Supported File Types

Word To Go™

Key Features:

- View, edit and create Microsoft Word documents
- InTact Technology™ preserves original document formatting
- Support for password protected native Word files
- Word count
- Footnotes & endnotes support
- Comments support
- Text box support
- Hyperlink support
- Embedded graphic support
- Insert, delete and edit tables
- Insert and format bullets and numbering
- Character formatting (bold, italics, underline, colors, font type & size, superscript, subscript, ALL CAPS, etc.)
- Document formatting (tables, indents, paragraph alignment, line spacing, page breaks, bullets & numbering, etc.)
- Text Selection (including select all)
- Find & Replace
- Multiple Undo & Redo
- Expansion card support
- 3 zoom levels



File Types Supported:

- Microsoft Word 97, 2000, XP, 2003
- Microsoft Word 2007 (view only)
- Text

Key Features and Supported File Types

Sheet To Go®

Key Features:

- View, edit and create Microsoft Excel spreadsheets
- InTact Technology preserves original document formatting
- Support for password protected native Excel files
- Charting
- Add, edit and recalculate over 110 functions
- Hide, freeze, widen, insert and delete rows & columns
- Multiple sheets support including insert, rename and delete sheets
- Cell formatting (color, bold, alignment and locked)
- Number formatting (general, fixed, scientific, currency, percent, text, date & time)
- Expansion card support
- Find & Sort data
- Multiple Undo & Redo
- Comments support
- 3 zoom levels



File Types Supported:

- Microsoft Excel 97, 2000, XP, 2003
- Microsoft Excel 2007 (view only)

Key Features and Supported File Types

Slideshow To Go®

Key Features:

- View, edit and create Microsoft PowerPoint presentations
- InTact Technology preserves original document formatting
- Three view modes (Outline, Slide, and Notes)
- Insert, delete, duplicate and sort slides
- Add bullets and text
- 8 zoom levels
- Multiple Undo & Redo
- Find & Find next
- Expansion card support



File Types Supported:

- Microsoft PowerPoint 97, 2000, XP, 2003

Zip To Go™

Key Features:

- Extract single files within an archive
- Extract all contents of an archive
- Extract and open a files in one step

File Types Supported:

- Zip compressed archives



Key Features and Supported File Types

PDF To Go®

Key Features:

- View PDF files and attachments
- Supports password protected PDF files
- Supports RC4 (40-bit & 128-bit) encrypted PDF files
- Page layout view
- Word wrap view
- Embedded graphics support
- 9 zoom levels including Fit To Screen & Fit To Width
- Go to page
- Expansion card support



File Types Supported:

- Adobe Acrobat PDF

Launching Documents To Go

Documents To Go is a collection of 5 different applications on your smartphone.

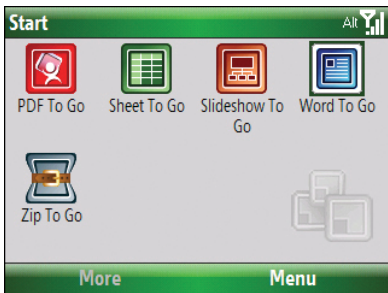
1. Word To Go™ - for viewing, editing and creating Microsoft Word documents.
2. Sheet To Go® - for viewing, editing and creating Microsoft Excel spreadsheets.
3. Slideshow To Go® - for viewing, editing and creating Microsoft PowerPoint presentations.
4. PDF To Go® - for viewing Adobe PDF files.
5. Zip To Go™ - for opening zip archives.

To launch Documents To Go, press the **Home** key on your smartphone. Then press **Start** at the bottom of the screen to view the Main Menu of applications.



Launching Documents To Go

Select Documents To Go and launch it by pressing the Center key. Once you open Documents To Go, select the application you would like to use.

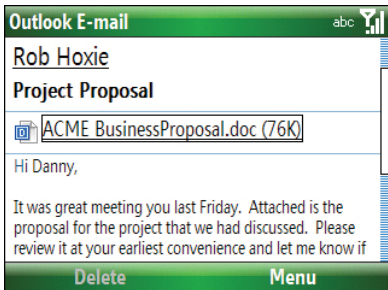


Opening Files on your Smartphone

There are several ways you can open and use files on your smartphone with Documents To Go.

1. Through an e-mail attachment

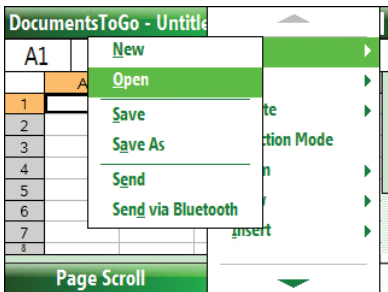
When you receive an e-mail with Word, Excel, PowerPoint, PDF or zipped files, simply click on the attachment link in the e-mail and it will automatically open in Documents To Go.



Opening Files on your Smartphone

2. Through the Documents To Go applications

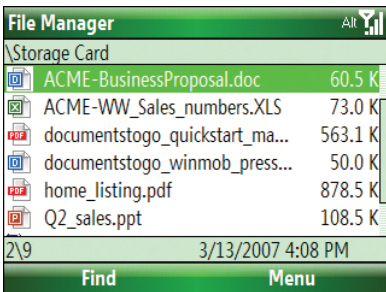
To open a file using Documents To Go, launch one of the Documents To Go applications. Then press **Menu** at the bottom of the screen. Select **Open** from the **File** menu.



Opening Files on your Smartphone

3. Through the File Manager

Simply select the location of the file, such as: **My Documents** or **Storage Card**, and choose the file you want to open.



Bringing Desktop Files to your Smartphone

You can bring your desktop files to your smartphone as well as bring any files from the smartphone to your desktop computer using a method such as e-mail, ActiveSync software (Windows only), Infrared (IR), Bluetooth, or a memory expansion card through a card reader.

Via ActiveSync Desktop Software

(Windows only)

Connect your smartphone to your desktop PC, and use the Explore option in ActiveSync to browse through folders on the smartphone. You can copy files to the My Documents folder on the smartphone or memory card, or to another folder of your choice. The files will then be available to open in Documents To Go on the smartphone. You can also copy any of the files from the device to your desktop PC.

Via Infrared (IR)

Make sure infrared is enabled on both your smartphone and your desktop computer, and then you can beam files back and forth between them. On a Windows computer, simply right click on a file, select Send To, and then select A nearby computer. On the smartphone, open the File Manager application, select a file, and use the Send option in the menu.

Bringing Desktop Files to your Smartphone

Via Bluetooth

Once you've paired your smartphone with your Bluetooth equipped computer, you can send files back and forth between them. On a Windows computer, simply right click on a file, select Send To, and then select Bluetooth and pick the smartphone as the device you want to send to. On the smartphone, open the File Manager application, select a file, and use the Send option in the menu.

Via Expansion Card

If you save your files to an expansion card, you can use a compatible card reader to easily exchange files between your smartphone and PC (on a Windows computer, the expansion card will appear as a removable disk in My Computer). This works just like a floppy disk, Zip disk, etc.

Word To Go

Items under **File**

- New* - Create new documents
- Open* - Open existing documents
- Save* - Save opened document
- Save As* - Save opened document under a different name or location
- Send* - Sends the current document via e-mail or Bluetooth.



Items under **Edit**

- Undo* - Undo last action
- Redo* - Redo last action
- Cut*
- Copy*
- Paste*
- Select All* - Select all text and elements in document
- Find and Replace* - Find and replace information in document
- Find Next* - Find the next instance of the last performed find

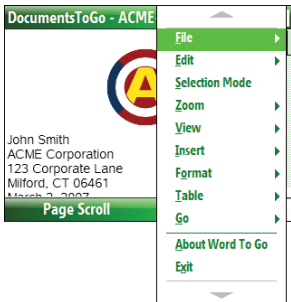
Selection Mode - Toggles On and Off. Turning Selection Mode on lets you select text and other elements in a document

Items under **Zoom** - Zoom in and out of document in 50%, 100% and 150%

Items under **View**

- Comments* - View comments in document
- Footnotes* - View footnotes in document
- Endnotes* - View endnotes in document
- Split Window* - Splits viewing screen with separate scroll bars
- Switch Window* - Switches between viewing windows when in split window mode
- Hide Window* - hides split window mode
- Word Count*

Detailed Functionality - Word To Go



Items under **Insert**

- Page Break* - Insert page break in document
- Hyperlink* - Insert hyperlink in document
- Bookmark* - Insert bookmark in document

Items under **Format**

- Font* - Change font formatting such as size, effects and color
- Paragraph* - Change paragraph formatting such as spacing and alignment
- Bullets and Numbering* - Change bullet and numbering styles
- Hyperlink* - Change hyperlink display text and address
- Bookmark* - Rename and delete bookmarks in document
- Increase Indent*
- Decrease Indent*

Detailed Functionality - *Word To Go*

Items under **Table**

- a. *Insert Table* - Insert table by specifying number of columns and rows
- b. *Insert Rows Above* - Insert row(s) above selected row
- c. *Insert Rows Below* - Insert row(s) below selected row
- d. *Delete Table* - Delete selected table
- e. *Delete Rows* - Delete selected row(s)
- f. *Compress Tables* – View tables in document either in compressed or expanded view

Items under **Go**

- a. *Home* - Goes to the top of the document
- b. *End* - Goes to the end of the document
- c. *Bookmark* – Brings up a list of available Bookmarks to jump to within the document

Page Scroll/Line Scroll - Toggles between screen by screen scrolling and line by line scrolling

Detailed Functionality - Sheet To Go

Sheet To Go

Items under **File**

- New* - Create new spreadsheets
- Open* - Open existing spreadsheets
- Save* - Save opened spreadsheet
- Save As* - Save opened spreadsheet under a different name or location
- Send* - Sends the current spreadsheet via e-mail or Bluetooth



DocumentsToGo - ACME	
A1	ACME Worldwid
	A B
1	ACME Worldw
2	<i>Part # Jan</i>
3	<i>Anvils</i>
4	A15001 443
5	A16002 121
6	A17003 29

Page Scroll

- File
- Edit
- Delete
- Selection Mode
- Zoom
- View
- Insert
- Format
- Row
- Column
- Go
- About Sheet To Go
- Exit

Detailed Functionality - *Sheet To Go*

Items under **Edit**

- a. *Undo* - Undo last action
- b. *Redo* - Redo last action
- c. *Cut*
- d. *Copy*
- e. *Paste*
- f. *Clear* - Clears the contents of the selected cell(s)
- g. *Find* - Find information in the spreadsheet
- h. *Find Next* - Find the next instance of the last performed find

Items under **Delete**

- a. *Sheet* - Deletes the currently selected sheet
- b. *Row* - Deletes the currently selected row
- c. *Column* - Deletes the currently selected column

Selection Mode - Toggles On and Off. Turning Selection Mode on lets you select text and other elements in a document.

Items under **Zoom** - Zoom in and out of current document in 50%, 100% and 150%

Items under **View**

- a. *Cell Contents* - Displays the currently selected cells contents in a separate window
- b. *Comment* - Displays comments attached to the current cell
- c. *Freeze Panes* - Locks rows or columns in one area which then remain visible when scrolling in the worksheet
- d. *Chart in Sheet* - Brings up a list of charts that are embedded within the current worksheet

Items under **Insert**

- a. *Function* - Inserts a function, bringing up a list of the supported functions in *Sheet To Go*
- b. *Rows* - Inserts row(s) above the currently selected row

Detailed Functionality - *Sheet To Go*

- c. *Columns* - Inserts column(s) to the left of the currently selected column
- d. *Sheet* - Inserts a new blank worksheet in the workbook
- e. *Chart* - Begins the chart creation wizard, basing the chart data on the currently selected cells

Items under **Format**

- a. *Number* - Change number formatting such as Number and Currency
- b. *Cell* - Change cell formatting such as Bold and Italics
- c. *Sort* - Sort the currently selected cells
- d. *Sheet* - Change sheet formatting such as sheet name and sheet protection

Items under **Row**

- a. *Row Height* - Change the row height of the current row
- b. *Hide* - Hide the currently selected rows
- c. *Unhide* - Unhide the rows between the current selection

Items under **Column**

- a. *Column Width* - Change the column width of the current column
- b. *Hide* - Hide the currently selected columns
- c. *Unhide* - Unhide the columns between the current selection

Items under **Go**

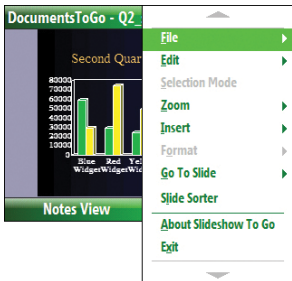
- a. *Worksheets* - Jump to a different worksheet in the current workbook
- b. *Home* - Jump to the first cell in the current worksheet
- c. *Go to Cell* - Jump to a specific cell in the current worksheet
- d. *Last Cell* - Jump to the last used cell in the current worksheet

Page Scroll/Line Scroll - Toggles between screen by screen scrolling and line by line scrolling

Slideshow To Go

Items under **File**

- New* - Create new presentations
- Open* - Open existing presentations
- Save* - Save opened presentation
- Save As* - Save opened presentation under a different name or location
- Send* - Sends the current presentation via e-mail or Bluetooth



Detailed Functionality - *Slideshow To Go*

Items under **Edit**

- a. *Undo* - Undo last action
- b. *Redo* - Redo last action
- c. *Cut*
- d. *Copy*
- e. *Paste*
- f. *Delete Slide* - Deletes the current slide
- g. *Find* - Find information in the presentation
- h. *Find Next* - Find the next instance of the last performed find

Selection Mode - Toggles On and Off. Turning Selection Mode on lets you select text and other elements in a document.

Items under Zoom - Zoom in and out of current document. Zoom levels vary depending on view mode.

Items under **Insert**

- a. *New Slide* - Inserts a new slide below the current slide
- b. *Duplicate Slide* - Creates a duplicate of the current slide
- c. *New Bullet Item* - Inserts a new bullet item below the current line

Items under **Format**

- a. *Increase Indent* - Increases the indent of the current line
- b. *Decrease Indent* - Decreases the indent of the current line

Items under Go To Slide - Brings up a list of available slides to jump to

Slide Sorter - Change the order of slides

Slide View - Toggles between Slide View, Outline View, and Note View

Detailed Functionality - PDF To Go

PDF To Go

Items under **File**

- Open* - Open existing PDF files
- Save Copy* - Save a copy of the opened file
- Send* - Sends the current document via e-mail or Bluetooth



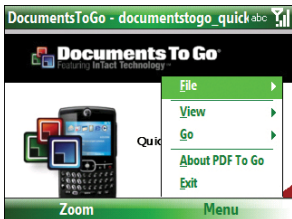
Items under **View**

- Page Layout* - Display the PDF in a layout mode with text and graphics displayed
- Word Wrap* - Display the PDF in a text only word wrap mode optimized for the smartphone screen

Items under **Go**

- Previous Page* - Jumps to the previous page
- Next Page* - Jumps to the next page
- First Page* - Jumps to the first page
- Last Page* - Jumps to the last page
- Page* - Jumps to a specific page

Zoom - Zoom in and out of the presentation



Detailed Functionality - *Zip To Go*

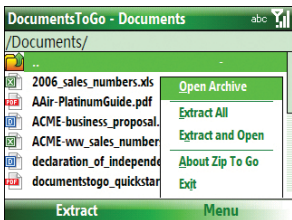
Zip To Go

Open Archive - Open existing zip archives

Extract All - Extracts all files and folders of the current zip archive

Extract and Open - Extracts and opens the selected file in the current zip archive

Extract - Extract the selected file in the current zip archive



Contact Us

You can contact DataViz directly at:

Sales/Customer Service: 800.733.0030
203.874.0085
Technical Support: <http://support.dataviz.com>
Web: <http://www.dataviz.com>

By visiting our support site we can provide you the most up to date information and indicate what additional resources may be available to you. We also have found that most of the answers to our customers' questions are readily available via our support web site. When visiting the site you will need your registration number which can be found in the about box which is accessible when running any of the Documents To Go programs.



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