

Quick Start! – Documents To Go™ for BlackBerry® Smartphone

Starting with BlackBerry® handheld OS version 4.5 and higher, BlackBerry® Smartphone users are able to download native Microsoft® Office attachments from corporate¹ or personal emails directly to their device for editing and viewing, rather than being limited to viewing a server generated copy of the document. The downloaded attachments can be edited immediately, and saved to a memory card or sent out via email after editing.

This document is intended to give users who are familiar with the BlackBerry® OS and already have Documents To Go™ installed a brief introduction in how to open, edit, and send documents via email on the device.

Opening and editing email attachments

Highlight and click the attachment name

Next, choose **Open Attachment**

Click **Edit with Documents To Go** to download and open the file...

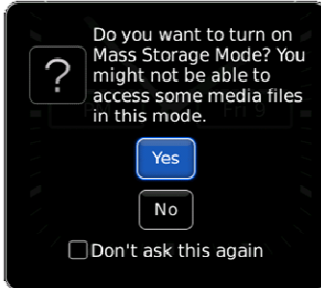
Press **Menu** → **Edit Mode**, and edit your Word file!

Once you have completed your edits, you can send the edited copy via your BlackBerry email by pressing: **Menu** → **Send via Email** (you will be prompted to save before sending)

¹ In addition to BlackBerry OS 4.5 or higher, users of corporate email must also have BES v4.1.5 installed to take advantage of this feature. For more information, please see this support link: <http://support.dataviz.com/support.srch?docid=14173>

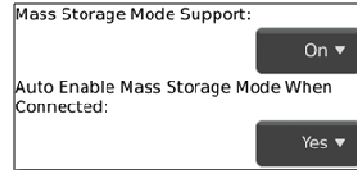
Loading desktop documents to your media card and editing on the BlackBerry

Plug your BlackBerry into your computer's USB port (*enable Mass Storage Mode and/or enter your password if prompted*)

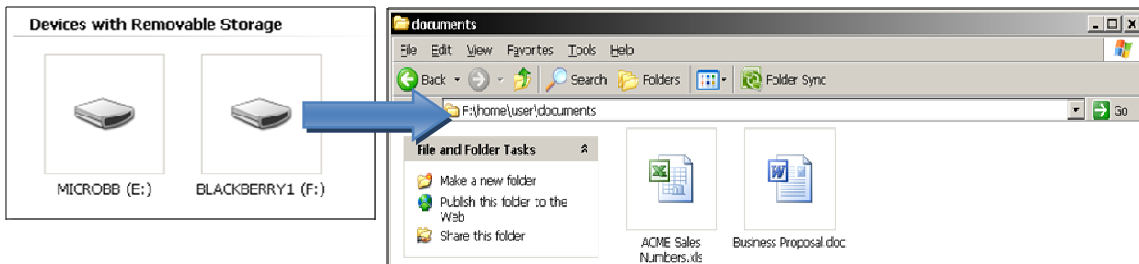


How to enable Mass Storage Mode:

1. Go to the application list and select **Options → Media Card**
2. Enable **Mass Storage Mode** and choose Yes to **Enable Mass Storage Mode When Connected**
3. Press **Back** and **Save** changes, and connect your BlackBerry



After plugging in the device, open **My Computer** on the desktop and double-click the storage memory where you want your files (*typically: \home\user\documents*)



Drag-and-drop your documents in or out of the folder to transfer between your device and desktop computer

The documents are now on your BlackBerry® Smartphone...disconnect your device, and edit your files in **Documents To Go!**

Open Documents To Go on the BlackBerry to edit your files

Launch the Documents To Go applications to open and edit documents on your BlackBerry.

Press the **Menu** key (*button with BlackBerry® logo*) on your device to open the application list, and locate the Documents To Go* applications. The icons may vary by your OS version (*pictured below*).



OS 4.7 devices, such as the BlackBerry® Storm Smartphone



OS 4.6 devices, such as the BlackBerry® Bold 9000 Smartphone

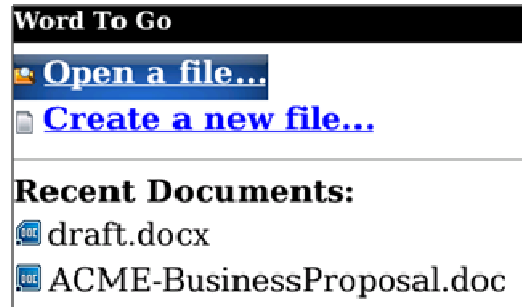


OS 4.5 devices, such as the BlackBerry® Pearl, BlackBerry® 8800, and BlackBerry® Curve Smartphone

Choose the desired application to open your Word, PowerPoint, Excel, or PDF document** (*as pictured above, left to right*)

Click **Open a file...** on the next screen, and then browse to the folder where your files are stored, and click the file you want to open.

Documents To Go Premium Edition users may also create new documents from this screen (*not available in Documents To Go Standard Edition*).



* The location and appearance of the **Documents To Go** applications may vary by wireless carrier; the applications may appear in the folder called Applications

**PDF To Go is view-only and is available only in the Premium Edition. PDF To Go® is not available for the Standard Edition of Documents To Go.

For more details...

Please consult the full product manual for Documents To Go™ for BlackBerry®:

http://download.dataviz.com/pdf/manuals/dxtgbbv1_manual.pdf