

Introduction

From the globally respected software company Kingsoft, comes an extraordinary new Office software for your Android mobile or tablet device. Utilizing decades of leading innovation, Kingsoft Office for Android make it easy to perform business anywhere and at anytime. It offers a huge number of features, catering for the personal users. Our Office suite includes Kingsoft Writer for Android, Kingsoft Spreadsheets for Android and Kingsoft Presentation for Android.

Chapter 1 Kingsoft Office for Android: A Close Look

Kingsoft Office for Android understands the functions and applications needed in daily life and the software has been designed with this in mind. Now, let us become acquainted with Kingsoft Office for Android. In the following manual we'll introduce the environment and basic operations of this amazing software.

Features of Kingsoft Office for Android

- **Compatible with Microsoft Office:** With Kingsoft Office for Android, users are allowed to *create*, *view* and *edit* Microsoft word (97/2000/2003/xp/2007/2010) files in .doc, .docx and .txt formats. users also have the ability to *view* and *edit* Microsoft Excel (97/2000/2003/xp/2007/2010) files in .xls and .xlsx formats. At this point in time for Microsoft PowerPoint users only able *view*. However, the ability to *create* and *edit* is coming soon.
- **Rich featured:** Kingsoft Writer for Android supports all rich formatting, such as: font size, font color, bold, italics, underline, highlight, text alignment, and search in text, zoom, full screen and page setup. With Kingsoft Spreadsheet you can view text and embedded contents, use auto filter function, freeze specific window panes, adjust the row height or column width and view the automatic summary results.
- **Send and receive attachments:** Kingsoft Office for Android is closely integrated with an Email application. Whereby you can send and receive office documents as attachments as well as download and edit.
- **Download/upload files to cloud storage:** With Office for Android software, you can access any cloud storage device which supports WebDAV protocol, such as Google Docs, Dropbox and more. By

default, Kingsoft Office for Android only provides the Box.net cloud storage. If users wish to use other cloud storage services, they can manually add it (Additional default cloud storage services will be added to Kingsoft Office in the future, in order to save time).

- **Built-in file manager.** The built-in file manager helps to make the software easier to use. If users have a multitude of files on their cell phone or tablet devices, they don't have to worry about sorting, finding, renaming, copying, deleting or relocating any of them. The file manger will help them do this!
- **Thumbnail view.** There is a thumbnail wall when users start the Kingsoft Office program, which they can quickly and easily slide use to scan through their most recently viewed documents. Regardless of where it has been saved.
- **Quick to open.** Kingsoft Office for Android offers C++ low level calls, which accelerates the system speed and makes it instantaneous to open and edit documents. The latest 3.0 version is only 4.3MB in size, taking up minimal space and resources, enabling devices to run faster and more efficiently.

Chapter 2 Kingsoft Office for Android - Environment

The recommended environment and device configuration parameters are as following:

- **Hardware Environment:**

This software has been designed for cell phones and tablet devices that run on the Google Android operating system. And, can therefore only be run on compatible devices

- **Software Environment:**

Operating system: Android 2.1 and above.

Chapter 3 Kingsoft Office for Android - Basic Operations

3.0 Permission

When first starting the Kingsoft Office for Android, there will be a popup window asking whether you want to take part in the statistics of your usage behavior. Tap Agree. By taking part, Kingsoft can gather data about what you predominantly use the software for and the main tools and functions you use. After gathering this data, Kingsoft can then determine what areas the product can be improved in.



Figure 1 Take part in the statistics of your usage behavior

When you tap the hyperlink, as shown in Figure 1, you can check the privacy agreement of this statistic.

You're able to choose **Agree** or **Disagree** according to your situation. Shown in the following:

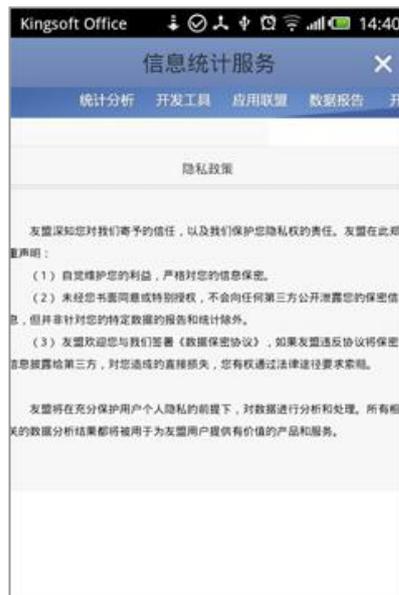


Figure 2 Privacy Policy

3.1 Kingsoft Office Context menu

Kingsoft Office adopts a banner design for the context menu. This context menu consists of five parts: **Open**, **Create**, **Send**, **Delete** and **Interactive**.

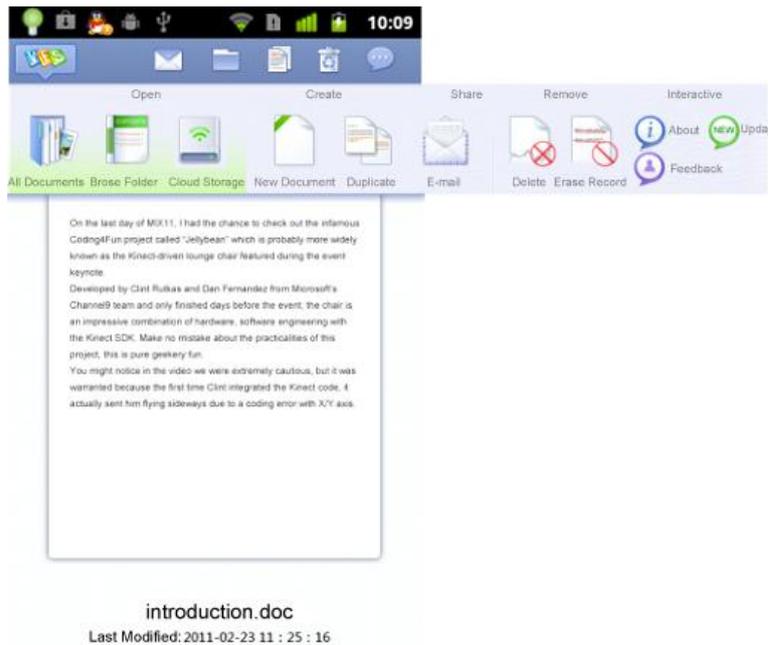


Figure 3 The context menu Kingsoft Office

Slide the context menu to help you find the hidden tools and access more functions.

3.1.1 Open

Tap the **WPS** icon in the top left of the screen, and then the context menu will pop up. As shown in Figure 4:



Figure 4 Access to documents

The highlighted part is **Open**. It includes three parts: **All Documents**, **Browse Folders** and **Cloud Storage**.

3.1.1.1 All Documents

All Documents collects all the office files stored on the SD card and the android device. This makes it easy to check files and saves you from searching files at all level of catalogs manually. Shown in Figure 5:



Figure 5 All documents

Tap the **Folders** button in the top left corner. A pop-up box will appear with directory listings showing the complete document directory folder. It is then possible to scroll and directly tap the document location making it easier to locate documents.

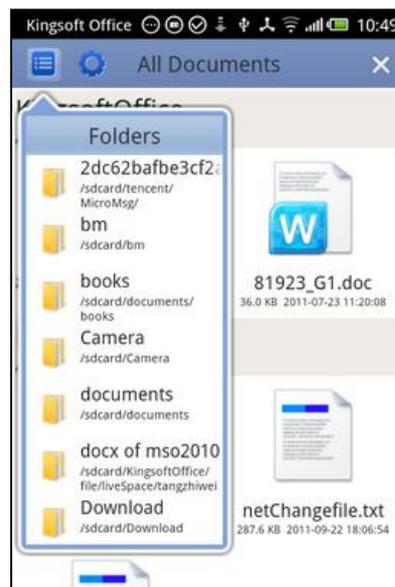


Figure 6 Check the list of folders

Tap the **Set** button near **Folders**, a pop-up box will appear. You're able to filter documents by document type (there are two types: office files and text files). Select the document type you want, and then tap the **Refresh** button. All the documents which fit your filter condition will list. Figure 7:

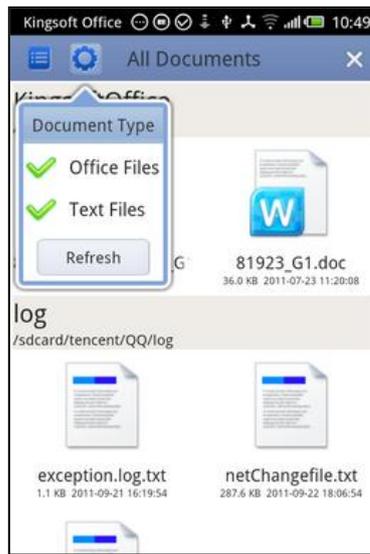


Figure 7 Set the document type

Tap the icon of a document, you're able to view and edit the document. Press and hold on the document icon, you're able to view the full name of the document. Figure 7:



Figure 8 Press and hold on the document icon to view the full name

Tap the **Exit** button  in the upper right corner, to exit the documents page and back to the home page.

3.1.1.2 Browse Folders

With **Browse Folders**, you're able to access to files by catalog.

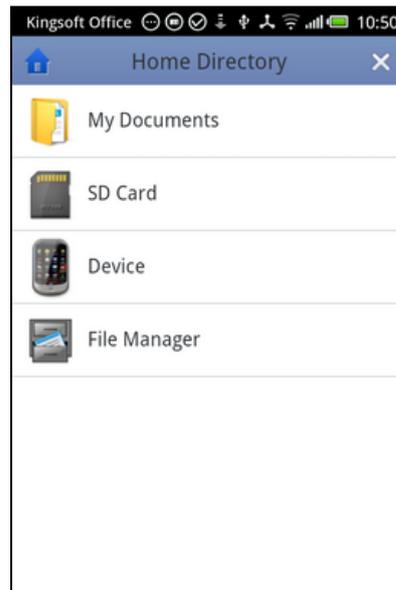


Figure 9 Browse Folders

Browse Folders provides four options: **My Documents**, **SD Card**, **Device** and **File Manger**.

When you tap **My Documents**, you will enter the catalog where you saved your last documents

The **SD Card** catalog is the root catalog to which your SD Card belongs.

The **Device** catalog refers to the catalog of your own device.

If you tap the **File manager**, and the software will automatically call the file manager installed on your device. But if there is no built-in file manager on your device, the following will appear, and we'll offer you a hyperlink to download one. As shown in Figure 10.

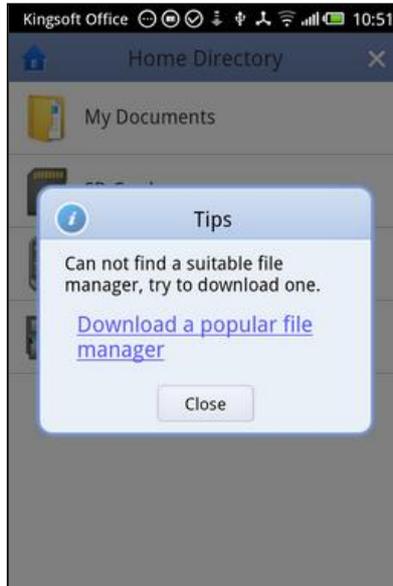


Figure 10 Download the recommended file manager

3.1.1.3 Cloud Storage

Kingssoft Office for Android provides some popular cloud storage entrances allowing you access to your files stored on the Cloud Storage.

Select Cloud Storage

When you first access the Cloud Storage feature, a menu page will appear. There are currently one common Cloud Storage Services available, Box.net. This is default, however if you want to add other Cloud Storage Services, you can do so using the Add WebDAV function which will be covered later. Tap the Cloud Storage service items to access a login screen. When you login to the Cloud Storage Service, two options are available: **View directory** and **Download view**. Figure 11:



Figure 11 Select cloud storage

Add WebDAV

To connect to some other Cloud Storage which supports WebDAV protocol, you should add the WebDAV service manually. To do this, simply tap the **Add WebDAV** button which appears at Left-Bottom corner of the screen. Then input the WebDAV URL address and title in the corresponding field, then tap the **commit** button. Figure 12:



Figure 12 Add WebDAV

Manage WebDAV

As for the manually added WebDAV, you can manage it, after you have finished adding it. The **Manage** button is located in the lower right corner of the main interface. Tap the **Manage** button, and Figure 13 will appear. Right now you have entered the manage mode. You're able to delete and edit the manually added WebDAV. But for the default cloud storage, you're not able to delete or edit. In the manage mode, when you tap the cloud storage, you're not able to login. In order to login, you have to tap Finish to exit the manage mode first.

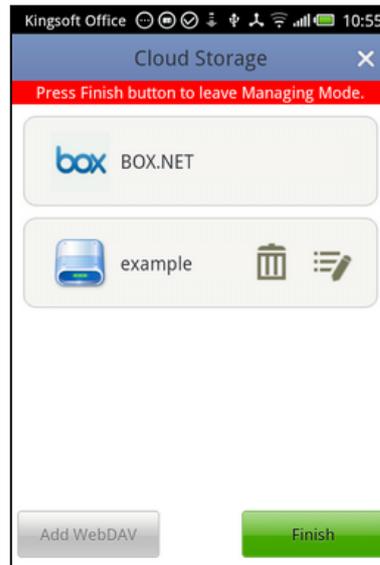


Figure 13 Manage WebDAV

Tap the **Edit** button in Figure 13, and then you can enter the following interface, as shown in Figure 14. It's same with the interface of adding. Figure 14.

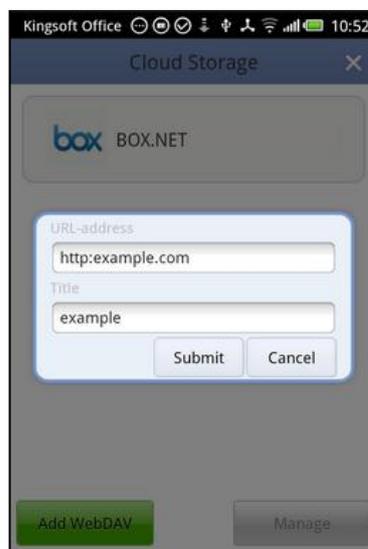


Figure 14 Add WebDAV

Login to the Cloud Storage service:

Tap on the Cloud Storage and enter the corresponding login screen. You can input the account and password. You're also capable of choose whether or not sign in automatically on each visit. If you select the checkbox, the system will save the account and password for you, eliminating the trouble of inputting each time. Figure 15:

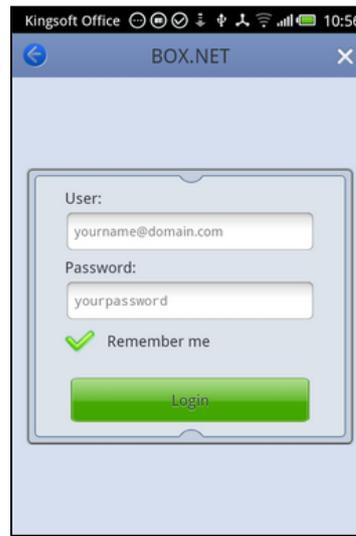


Figure 15 Login to cloud storage

Use the Cloud Storage

After logging onto the cloud storage, a list of files appears, these are the files you stored on the Cloud Storage. Tap on a folder to open. If you want to return to the previous operating page, tap the arrow button in the upper left corner as shown in Figure 16:

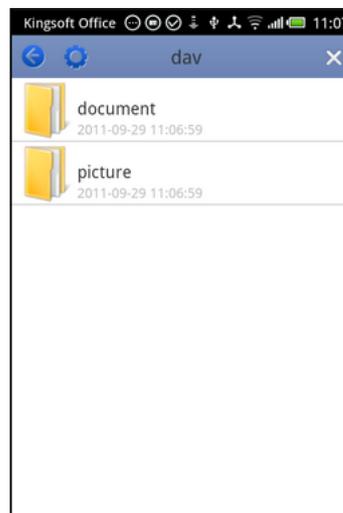


Figure 16 Use the cloud storage

If you tap on a file a pop-up box will appear at the bottom of the screen. From here it is possible to tap **start file download**. This will download the file to the system making it possible to view. Figure17.

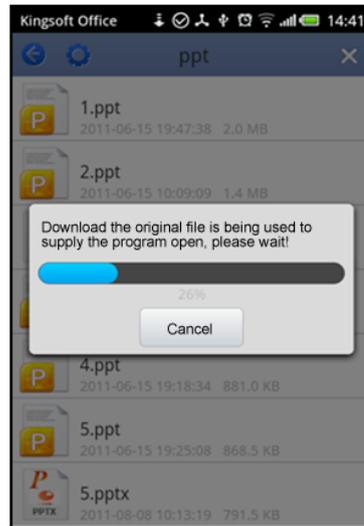


Figure 17 Download files stored on the cloud

Tap the second button on the top left corner of the screen. A drop-down list will appear. There are two options in the drop-down list: **Logout** and **Refresh**. Figure 18



Figure 18 Setting lists of cloud storage services

3.1.2 Create

Tap the second button at the top of the main interface, the context menu will appear.

As shown in Figure 19.



Figure 19 Create

This highlighted part is **Create**. It includes two functions: **Create** and **Duplicate**.

New Document: provides common document templates, such as: blank document and memo. Tap the **New Document** button enters the interface shown in Figure 20:

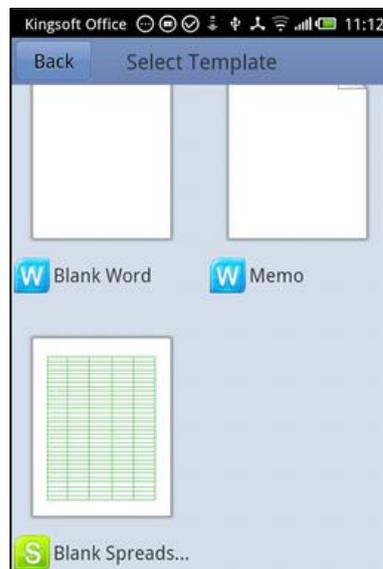


Figure 20 Create documents

Kingsoft Office for Android provides certain templates for you to choose depending on your needs.

Duplicate Document: This will copy the selected document to make a new document.

3.1.3 Share

By tapping the third button **Share**, the context menu banner shows up. This highlighted part is **Share**. It includes two functions: **Email** and **Cloud Storage**. Figure 21.



Figure 21 Email

Tap the **Email Document** button. This will enter a new interface where it is possible to select documents as E-mail attachments. This can be seen in Figure 22:



Figure 22 The interface of Email

By tapping the **Send to Cloud Storage** button, the software will send the selected document to the cloud storage. Shown in Figure 23:

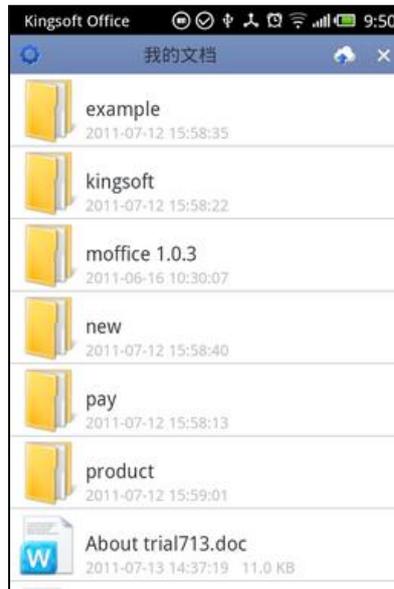


Figure 23 Send to cloud storage

Tap  , to send the current document to the Cloud Storage. You also can choose **delete local files after successful upload** to delete the local files on your device.

If a document name has already been used, a pop-up box will appear asking if you would like to overwrite the current document file from the local drive. This is shown in Figure 24:



Figure 24 Send to cloud storage

When the document has been uploaded successfully, the software will prompt you with a message, shown in Figure 25:



Figure 25 Send to cloud storage successfully

3.1.4 Delete

The fourth button, **Delete** contains: **Delete** and **Erase Record**. Figure 26.



Figure 26 Delete

The pop-up box contains two buttons, they are:

Erase Record: To delete the snapshot of the selected documents from the photos wall (does not delete documents).

Delete Document: To delete the selected document (also erase the record).

3.1.5 Interactive

The fifth button is **Interactive**. It consists of: **Forum**, **About**, **Update** and **User Feedback**.



Figure 27 Interactive

Check for Updates: There is no need to check whether you're using the latest version of the software. If we release the latest version, we will inform of the update. If there is no updated information, then the current version number you're running will appear. Figure 29.

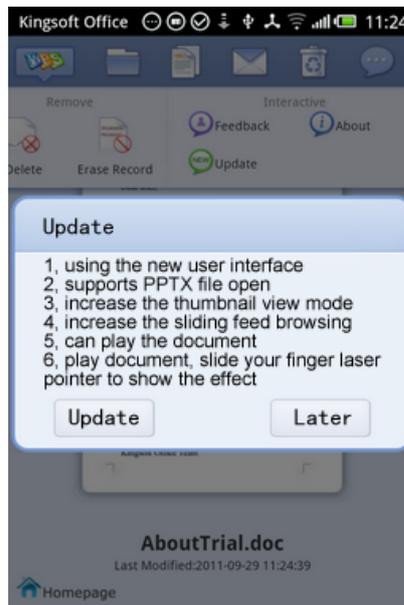


Figure 29 Check for update

About software: Displaying the version number of the software. Figure 30.



Figure 30 About software

User feedback: Here you can send your comments and suggestions directly to the development team of Kingsoft to help us improve our product and service for you. Figure 31.

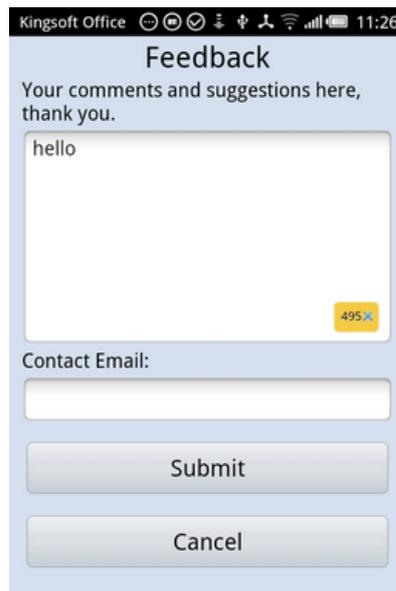


Figure 31 User feedback

3.2 Thumbnail Wall

When you start Kingsoft Office for Android, a thumbnail wall will show up. Here you're able to preview the first page of your recently opened files. As shown in Figure 32



Figure 32 The thumbnail wall

The thumbnail wall is automatically created and you can preview the first page of your recently opened documents without even having to opening them. This will save you from searching and locating specific files.

3.3 Desktop Widget

3.3.1 The basic function of the desktop widget.

With the desktop widget of Kingssoft Office for Android, you can preview documents quickly without having to start the Office program.



Figure 33 Desktop widget

- Tap the left “<” and right “>” buttons, and you’re able to rapidly shift between recently opened files. Tap the preview photo of your document, and you’ll enter the **edit** mode of Kingsoft Office for Android.
- Tap the **Create** button “+”, and you’ll enter the **Create** interface of Kingsoft Office for Android.
- Tap the icon , and you’ll enter the main interface of Kingsoft Office for Android

3.3.2 How to add a desktop widget?

Slide to find a blank space of your cell phone, and then press and hold the screen several seconds or select **Add** on the menu of your cell phone, then select **Add Widget**.



Figure 34 Add desktop widget

Select Kingsoft Office from the **Add Widget** menu and the desktop widget will show up.

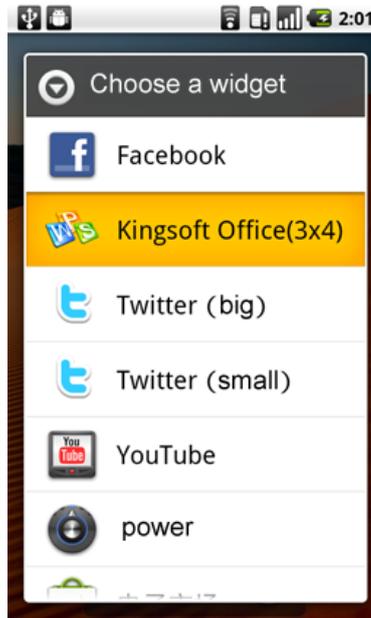


Figure 35 Add desktop widget

3.4 File Editing

You can fulfill all kinds of operations at tip of your finger. Such as: scrolling the screen to view and editing documents and sharing documents etc. With Kingssoft Office for Android, you're able to bring the benefits of office mobility to its best.

3.4.1 Kingssoft Writer

For example, when you open a .doc file, then you're able to enter the editing mode

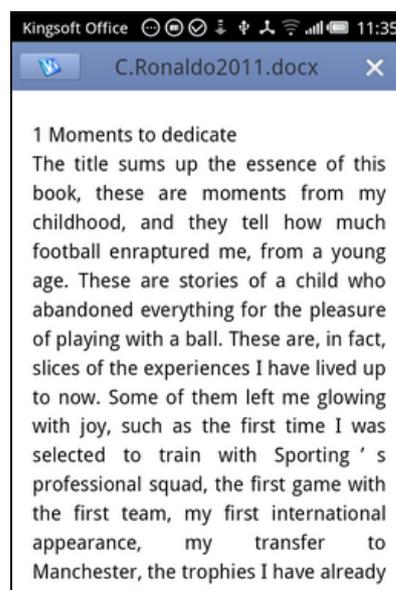


Figure 36 Enter the editing mode

Tap  to exit current document page and go back to the interface of file manager.

Edit

Tap the  icon, and the context menu appears; the contents of the document move down at the same time avoiding covering up the contents.

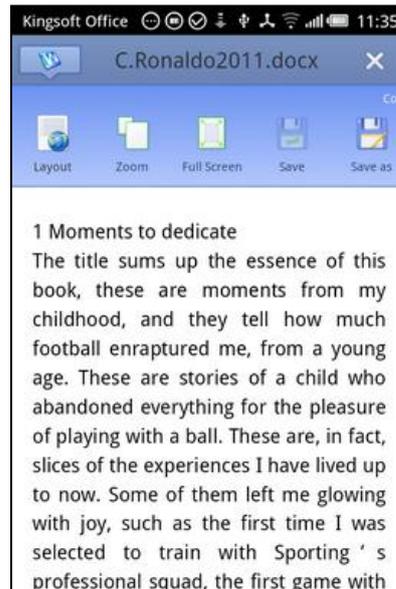


Figure 37 Editing mode

Full screen:

Tap the **Full Screen** button  to enter full screen mode. Figure 32:



Figure 38 Full screen

Save

Tap the **Save** button  to enter the document saving interface. The save path will appear below the document name. As shown in Figure 39:

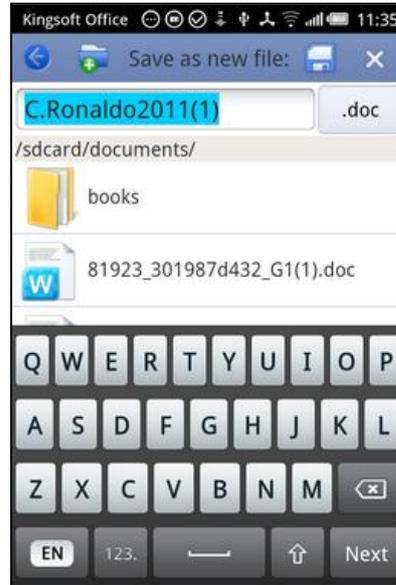


Figure 39 The dialog of save

Tap  to create a new folder. As shown in the following:

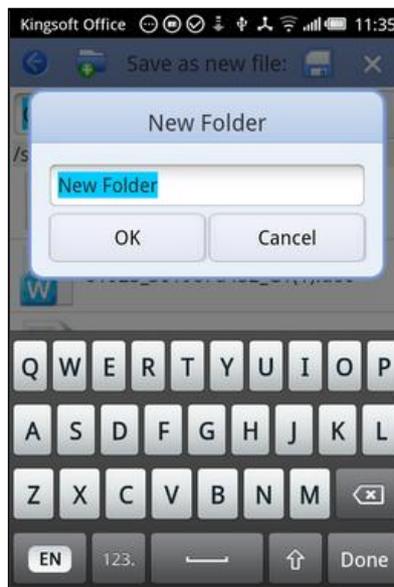


Figure 40 The dialog of save

When some folder with same name already existed in the catalog, Kingsoft will promote an alert to remind you. As shown in Figure 41.



Figure 41 The dialog of save

When the name of the document is invalid or blank, there will be another alert. As shown in Figure 42.

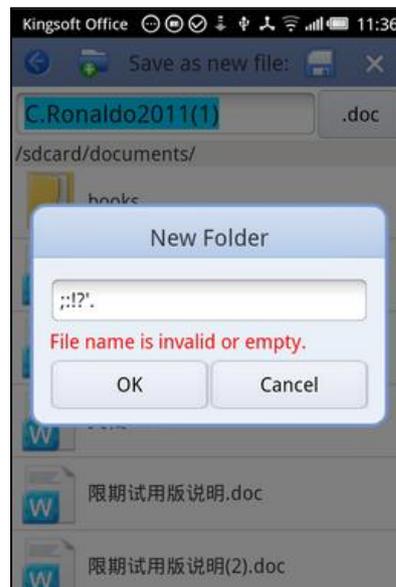


Figure 42 The dialog of save

When users want to replace the current folder, the alert will be promoted showing in Figure 43.



Figure 43 The dialog of save

Tap  again in the top left corner, the context bar will disappear.

Document Editor

Basic Operations

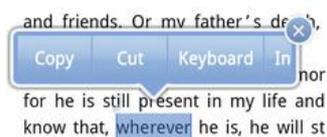
Touch the screen and slide your finger up or down, you're able to change pages.

Touch the screen with two fingers and bring them closer together or further away to enlarge or reduce the document display proportion on the screen.

Tap the text editing area to bring up the soft keyboard input method where text can be edited.

Select text

Press and hold the text you want to select, the menu in the following figure will pop up



Tap **Select**, you're able to select contents after the selecting handle bar shows up. Figure 44.

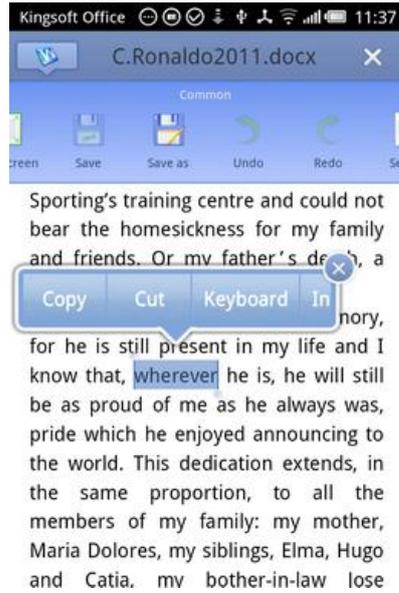


Figure 44 Select text

The introduction of Context Menu

Save/Save as



Undo/Redo



Increase font size



Decrease font size



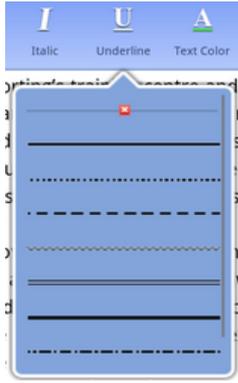
Bold



Italic



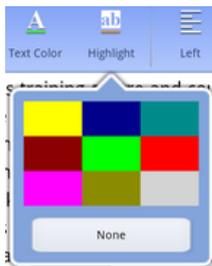
Underline



Font color



Font background color



Paragraph alignment (left, centre, right, justify, distributed)



Tap the Zoom  button, you're able to check the zoom style of current page (zoom style includes: Fit page and Fit content). As shown in Figure 45.

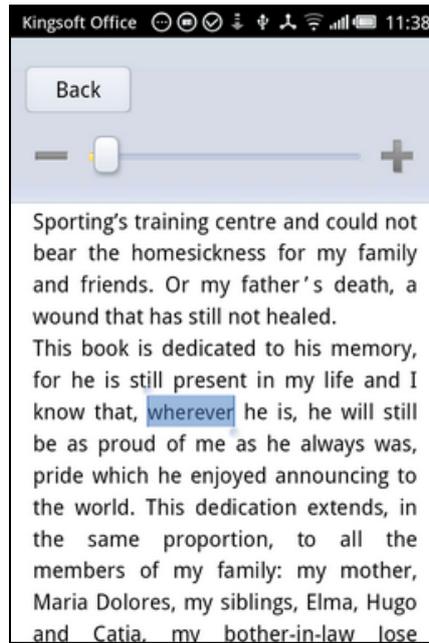
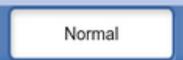
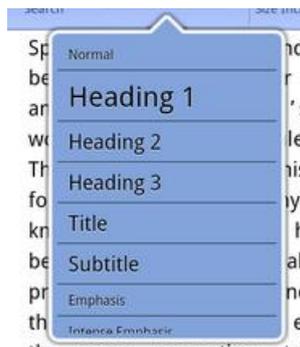


Figure 45 Page zoom

Tap  button to change the text style.



Context menu

Tap **Select** and after the selection has been made, you can drag the selection handle to the desired location.

Context menu will automatically appears after the selection operation, Figure 46:

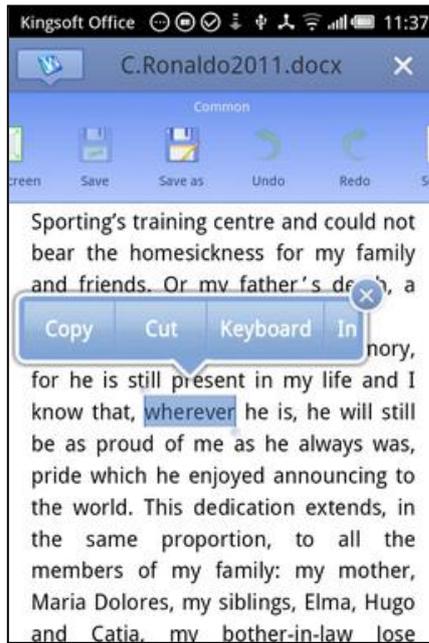


Figure 46 Context menu

Magnifier

The magnifier will show up, when you press and hold the text for a while. As shown in Figure 47.

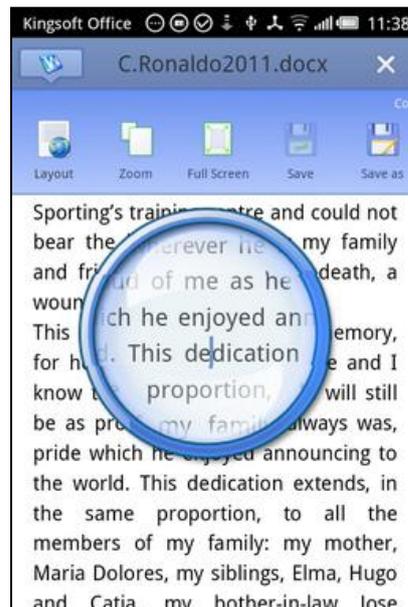


Figure 47 Magnifier

Page setup



Tap the Page Setup button in the context menu. You can then adjust the margin, change the pager type and more.

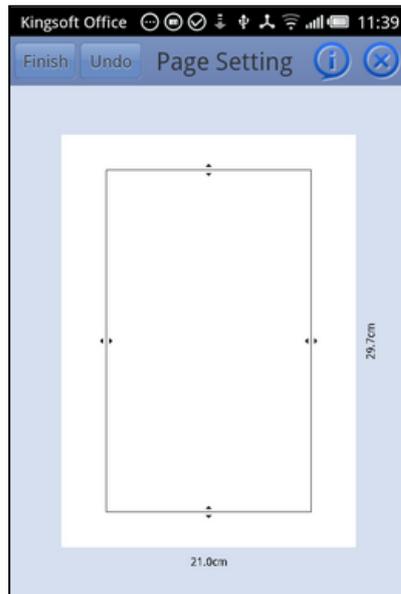


Figure 48 Page setup

Tap , to get the **Paper Size** pop-up menu. Figure 49:

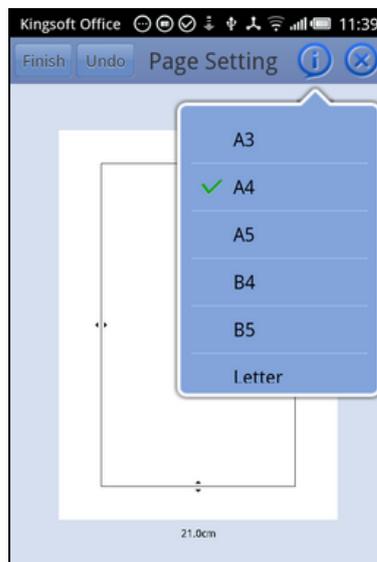


Figure 49 Page setup drop-down menu

Find

Select **find** to find content within a document. Figure 50:

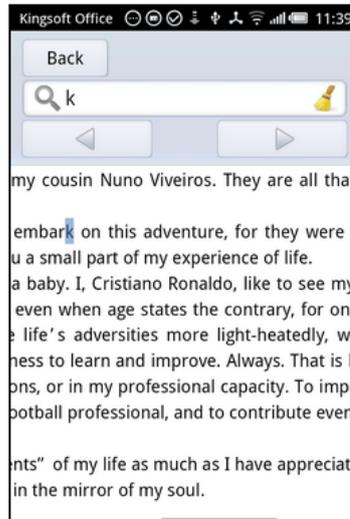


Figure 50 Find

3.4.2 Kingsoft Spreadsheets for Android

With Kingsoft Spreadsheets, you're not only capable of viewing office documents in .xls and .et formats, but editing Microsoft Excel files and saving them as well. Kingsoft Spreadsheet for Android allows you to calculate quickly, view graphs, filter automatically, and freeze windows etc.

Open the spreadsheet files and the following interface will show up.

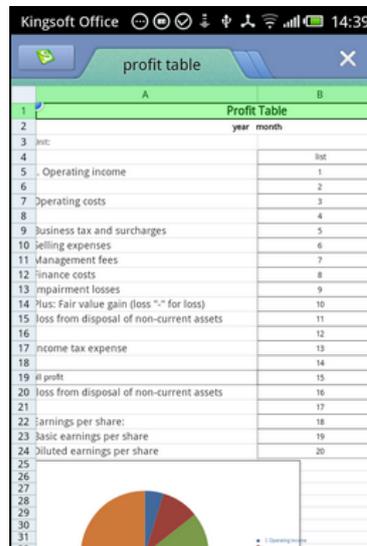


Figure 51 The interface of Kingsoft Spreadsheets

Tap the icon in the top left corner, the context menu of Kingsoft Spreadsheets for Android will appear. The interface is shown in Figure 52:



Figure 52 The context menu of Kingsoft Spreadsheets

Shift Sheet

Tap the current worksheet tab at the top and the worksheet tabs of the whole workbook will then display in a line. You can tap different tabs to shift between worksheets. The interface is shown as follows:

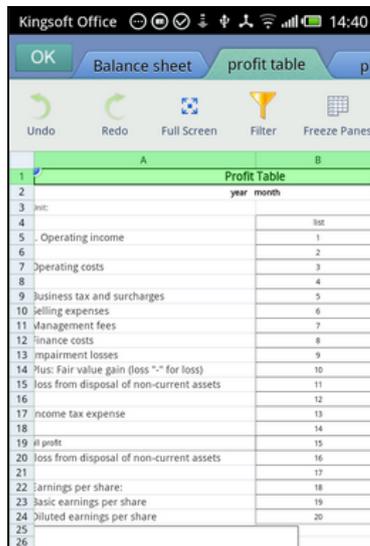


Figure 53 Shift sheet

Press **OK** to finish.

Select cells

Tap a cell and a handle bar will show up. You can drag the handle bar and select multiple cells adjacently.

The interface is shown in the following:

The screenshot shows a mobile application interface for 'Kingssoft Office' at 14:40. The spreadsheet is titled 'profit table' and has columns B and C. The data is as follows:

	B	C
1		
2		
3		
4	list	count
5	1	100,000.00
6	2	870,000.00
7	3	870,000.00
8	4	100,000.00
9	5	357,000.00
10	6	100,000.00
11	7	100,000.00
12	8	300,000.00
13	9	15,600,000.00
14	10	3,900,340.00
15	11	320,210.00
16	12	11,230.00
17	13	1,343,890.00
18	14	5,600.00
19	15	4,000.00

Figure 54 Select cells

Select a cell range quickly

With Kingssoft Spreadsheet for Android, you can select a cell range quickly. First, you should tap the initial cell of the cell range you want to selected, then press the final cell of the cell range. After that the cell range will be selected immediately. The interface is shown in the following:

The screenshot shows the same 'Kingssoft Office' application at 14:41. The spreadsheet is titled 'profit table' and has columns B and C. The data is as follows:

	B	C
1	Profit Table	
2	year month	
3		
4	list	count
5	1	100,000.00
6	2	870,000.00
7	3	870,000.00
8	4	100,000.00
9	5	357,000.00
10	6	100,000.00
11	7	100,000.00
12	8	300,000.00
13	9	15,600,000.00
14	10	3,900,340.00
15	11	320,210.00
16	12	11,230.00
17	13	1,343,890.00
18	14	5,600.00
19	15	4,000.00
20	16	100,000.00
21	17	4,000.00
22	18	
23	19	
24	20	
25		

Figure 55 Select a cell range quickly

Edit a cell

Double-tap a cell, and then you'll enter edit mode. You can input data in the cell and tap **OK**. Follow the steps mentioned above, and you can finish editing in a cell. The interface is shown in the following:



Figure 56 Edit

Quick calculation in the backplane

Select the cell range you want to perform a quick calculation and then drag down the head of the current sheet, the automatic summary results show up at the top. The result includes Sum, Count, Average, Max and Min. The interface is shown in the following:

[The part highlighted in red circle in the picture is the worksheet head.]

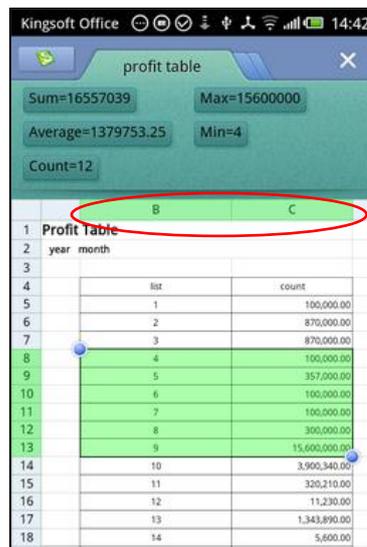


Figure 57 Quick calculation

Tap the quick calculation result and the result will be copied to the clipboard. The interface is shown in the following:

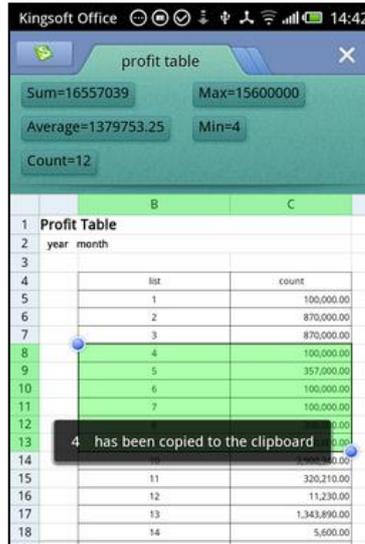


Figure 58 Copy quick calculation result to clipboard

Full Screen View

Tap the **Full Screen** button in the context menu, and you'll enter the full screen view mode. Tap the **Exit Full Screen** button in the top right corner, and you'll exit the full screen view mode. The interface is shown in the following:

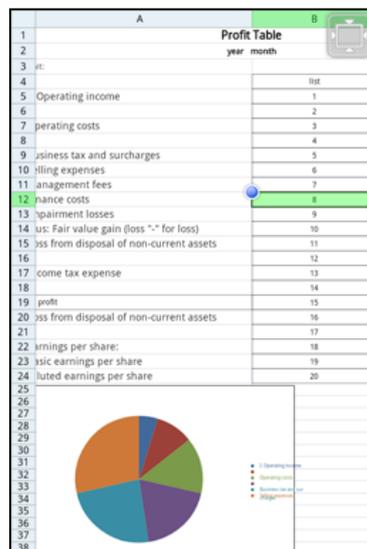


Figure 59 Full screen view

Filter

Kingsoft Spreadsheets for Android provides an auto filter function. You can customize the filter condition, and filter data according to the corresponding condition.

Follow the steps mentioned below to filter data easily.

- (1) Select the data range to which you want to perform the filter function. Then select **Filter** in the context menu.
- (2) All the data fields in the first line of the current worksheet will show drop-down list buttons in the bottom right. The interface is shown in following:

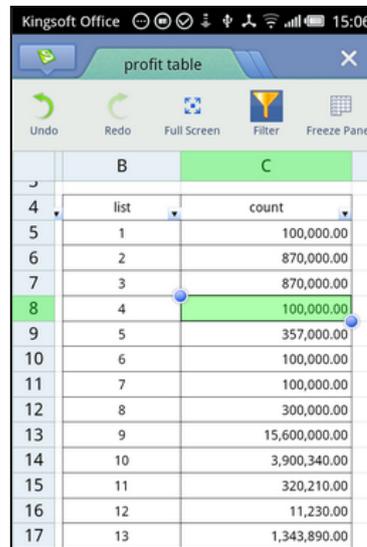


Figure 60 Filter

- (3) Select the filter conditions in the dropdown list. As shown in the following:



Figure 61 Filter list

- (4) After specific conditions are selected, all the data fitting the corresponding conditions will be displayed.

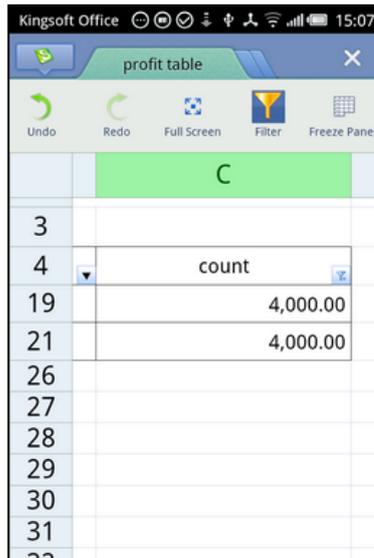


Figure 62 Filter result

If you want to customize your filter condition, you can follow the steps below:

- (1) Select the data range you want to perform the filter operation. Then tap the **Filter** button in the context menu.
- (2) All the data fields in the first line of the current worksheet will show a drop-down list button in the bottom right.
- (3) Select **Custom** from the dropdown list. The interface of the custom filter is shown in the following:

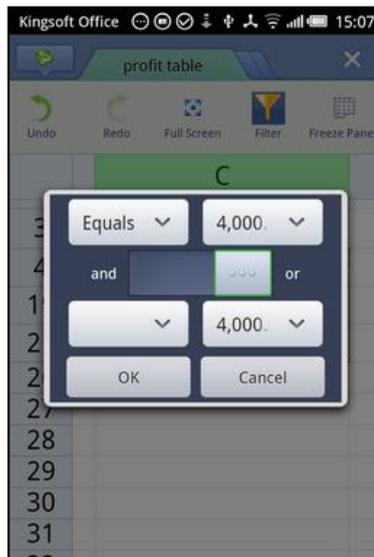


Figure 63 Customized filter

- (4) You're able to customize your filter condition, select **Equal**, **Greater than** and **Less than** in the list box on the left. The interface is shown as follows:

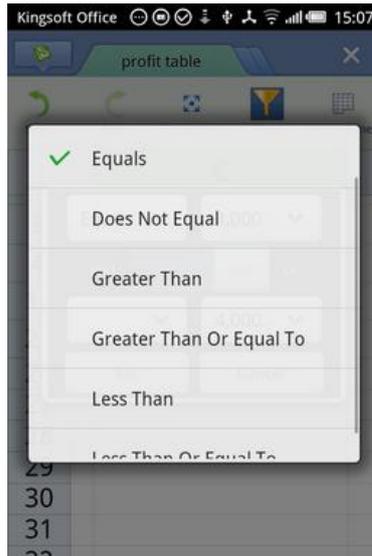


Figure 64 Customized filter condition

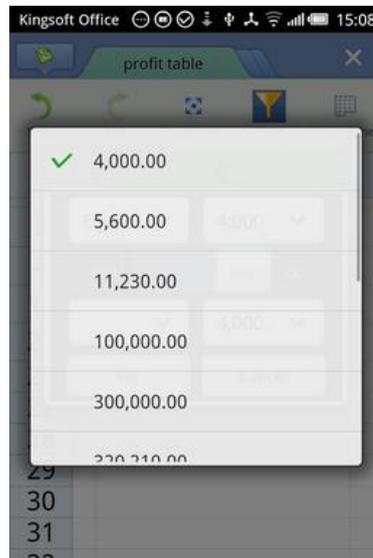


Figure 65 Customized filter condition

(5) Press **OK** and all the data fitting the filter conditions will be displayed. The interface is shown as follows:

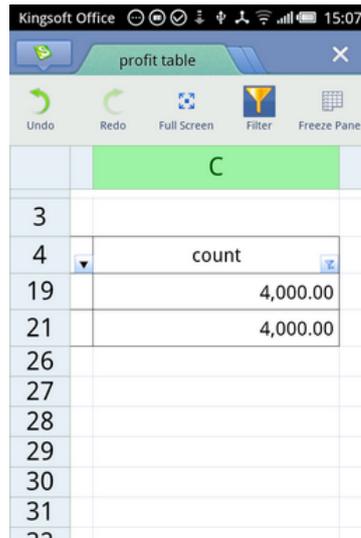


Figure 66 The result of customized filter

Tap the **Filter** button again, and then you'll exit the filter mode.

View Chart

You are able to view charts in the Kingsoft Office Spreadsheets. Double-taping a chart in the spreadsheet enables you to enter the view mode, where the chart will be displayed in full screen. You can exit the view mode by taping the **Exit** button in the top right corner. The interface is shown as follows:

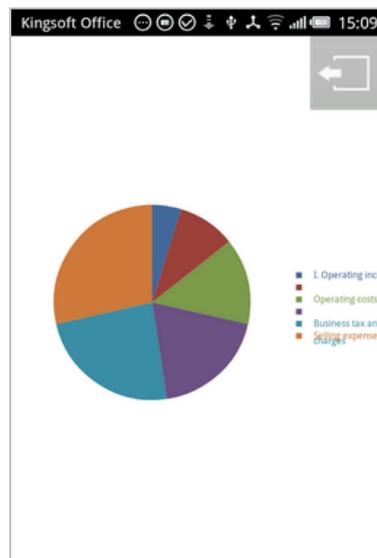


Figure 67 View chart

Freeze Window

When you edit an Excel document which contains a multitude of lines and columns, it will be inconvenient for you to check it. With Kingsoft Spreadsheets you can 'freeze window' to keep a specific

data range displayed all the time when you scroll through the screen. The steps to freeze window are shown below:

- (1) Select a cell or cell range you want to freeze in the worksheet.
- (2) Tap the **Freeze** button in the context menu.
- (3) Scroll the screen, only the frozen line(s) and column(s) are not scrolling, shown in the following:

The screenshot shows the Kingssoft Office application interface. At the top, there's a title bar with 'Kingssoft Office' and system icons. Below it, a toolbar contains 'Undo', 'Redo', 'Full Screen', 'Filter', and 'Freeze Panes'. The main area displays a spreadsheet titled 'profit table'. The spreadsheet has a header row (row 1) and a header column (column A) that are frozen. The data rows start from row 6. The table content is as follows:

	A	B
1	Profit Table	
6		2
7	Operating costs	3
8		4
9	Business tax and surcharges	5
10	Selling expenses	6
11	Management fees	7
12	Finance costs	8
13	Impairment losses	9
14	Plus: Fair value gain (loss "-" for loss)	10
15	loss from disposal of non-current assets	11
16		12
17	Income tax expense	13
18		14
19	all profit	15
20	loss from disposal of non-current assets	16
21		17
22	Earnings per share:	18
23	Basic earnings per share	19
24	Diluted earnings per share	20
25		
26		
27		
28		
29		
30		

At the bottom of the screen, there is a pie chart with four segments in orange, blue, red, and green.

Figure 68 Freeze window

If you want to unfreeze window, all you have to do is to tap the **Freeze** button one more time, and you will exit freeze mode.

3.4.3 Kingssoft Presentation for Android

View

Open the PPT document, and the interface shown in the picture below will display. Kingssoft Presentation for Android provides a thumbnail view for all slides of the PPT document at the bottom, so you're able to shift between slides quickly.



Figure 69 Interface of a PPT document

Tap the logo in the top left corner and then the context menu of Kingsoft Presentation will be displayed.

Shown in the following:

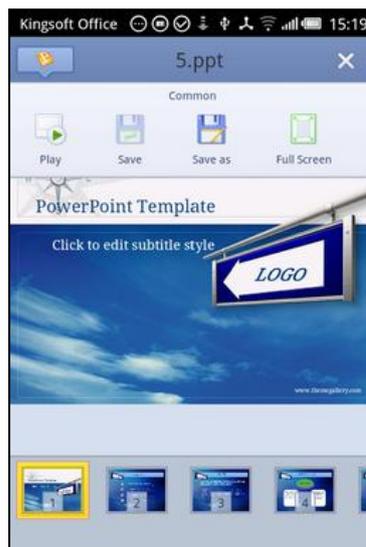


Figure 70 Context menu of Kingsoft Presentation

Tap the **Full Screen** button and you'll enter the full screen view mode, you can slide the screen left or right with your finger to change slides.



Figure 70 Full screen view mode

Tap the **Float** button in the bottom and the following will show up.



Figure 70 PPT Toolbar

Tap the **Exit Full Screen View** button above the thumbnail view, and you can exit the full screen view mode.

Edit

By tapping the screen and a text box will show up. Double-tap the text box to enter the edit mode. Shown as follows:



Figure 70 The text box of Presentation

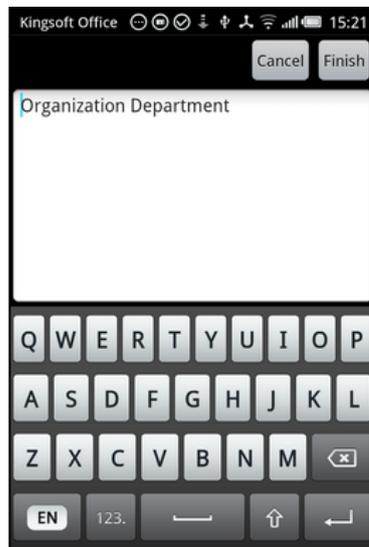


Figure 71 The edit mode of Presentation

Play

Tap the **Play** button, to enter the play mode of your presentation files.



Figure 72 Play

Tap the **Float Context menu** button to see the **Thumbnail View** and the **Play** button will appear. The interface is shown in the following:



Figure 72 Play

Tap the **Highlight Pen** to highlight the screen with your finger. As shown in Figure 73.



Figure 73 Highlight pen

Tap the **Stop Playing** button to exit play mode.

Enjoy your user-friendly experience with Kingsoft Office for Android!