



# **BlackBerry Edit**

## **User Guide**

2.0



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# What is BlackBerry Edit?

BlackBerry Edit is a mobile document management app for smartphones and tablets. With BlackBerry Edit you can easily view, edit, create, present and share Microsoft Office quality documents using your mobile device.

# Getting started with BlackBerry Edit

In the BlackBerry Edit app, you can create Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft PowerPoint presentations.

## Install the BlackBerry Edit app

If you do not have the BlackBerry Docs To Go app installed on your device, you can download the BlackBerry Edit app from Google Play, the Apple App Store, or your organization's enterprise app store.

## Upgrade from BlackBerry Docs To Go to BlackBerry Edit

How you upgrade from BlackBerry Docs To Go to BlackBerry Edit varies depending on your device configuration.

- If you have BlackBerry Docs To Go installed on your device and automatic updates are turned on, the app will automatically upgrade when it is available in your device's app store.
- If you have BlackBerry Docs To Go installed on your device and automatic updates are not turned on, you must open Google Play, the Apple App Store, or your organization's enterprise app store, search for the BlackBerry Edit, and tap Update.


After the upgrade is complete the BlackBerry Docs To Go icon changes to the BlackBerry Edit icon, and the app displays in the same location on the device.

## Opening BlackBerry Edit for the first time

1. Tap the BlackBerry Edit icon.
2. Tap either:
  - **Set up using BlackBerry Work.**
  - **Set up using your Access Key.** If you choose this option, you must use the access key that your administrator provided.
3. On the Edit activation screen, click **Ok**.
4. Tap the BlackBerry Dynamics Launcher icon.
5. On the **License Agreement** screen, click **I Agree**.
6. Tap the BlackBerry Edit icon.

## Create a file

In the BlackBerry Edit app, you can create Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft PowerPoint presentations.

1. Tap .
2. Tap **Create New**.
3. Do one of the following:

Task	Steps
Create a new file using a blank template	Tap one of the existing options: <ul style="list-style-type: none"> <li>• .docx</li> <li>• .doc</li> <li>• .pptx</li> <li>• .ppt</li> <li>• .xlsx</li> <li>• .xls</li> </ul>
Create a new file using an existing template	<ol style="list-style-type: none"> <li>a. Tap <b>Templates</b>.</li> <li>b. Tap one of the existing templates.</li> </ol>

## Open a file

1. Tap **My Documents**.
2. Tap the file that you want to open.

## Delete a file

1. Tap **My Documents**.
2. Tap the file that you want to delete.
3. Tap the delete icon.
4. Tap **Delete**.

## Copy a file

1. Tap **My Documents**.
2. Tap the file that you want to copy.
3. Tap the copy icon.
4. Tap the location where you want to store the copied version of the file.
5. Type a name for the file.
6. Tap **Copy**.

## Rename a file

1. Tap **My Documents**.
2. Tap the file that you want to rename.
3. Tap the rename icon.
4. Type a new name for the file.

5. Navigate to the location where you want to store the file.
6. Tap **Rename**.

## Change the font or formatting in a file

1. Open the file that you want to edit.
2. Tap inside the file.
3. Click **File > Edit**.
4. Double-tap on the text or cell that you want to format. If necessary, move the selection pins to adjust the selection.
5. Do any of the following:
  - Tap on the font field and select a new font type.
  - Tap the + or - icons to make the text larger or smaller.
  - Tap one of the formatting icons, such as bold or italic.
6. Click **Edit > File > Save**.

## Cut, copy, and paste text in a file

1. Open the file that you want to edit.
2. Click **File > Edit**.
3. Double-tap on the text or cell that you want to cut, or copy. If necessary, move the selection pins to adjust the selection.
4. Select an action for the highlighted text.

Option	Action
Cut	Tap the cut icon.
Copy	Tap the copy icon.
Paste	Tap and hold where you want to paste the text that you copied or cut, and tap the paste icon.

5. When you are done, click **Edit > File > Save**.

## Insert an image, photo, or shape

1. Open the presentation that you want to add an image, photo or shape to.
2. Tap inside the presentation.
3. Tap **File > Insert**.
4. Navigate to the page or slide that you want to insert an image, photo, or shape into.
5. Do one of the following:
  - To insert an image, tap the image icon, and browse to the image.

- To insert a photo, tap the photo icon. When the camera app opens, take a picture of the image that you want to insert. The BlackBerry Edit app adds the picture to your document.
  - To insert a shape, tap the shape icon and tap the shape that you want to insert.
6. When you are done, click **Insert > File > Save**.

## Find text in a file

1. Open the file that you want to find the text in.
2. Tap inside the file.
3. Click **Edit > Find**.
4. Type the word that you want to find in the search field.
5. Click **Next** or **Previous**.


## Save a file

When you are done working on your file, click **File > Save**.

## Working with files that are stored in BlackBerry Edit

You can access files that you have stored in BlackBerry Share.

**Before you begin:** You must have BlackBerry Share installed on your device.

1. Open BlackBerry Share.
2. Do one of the following:
  - Tap **Set up using BlackBerry Edit**. Enter your password for BlackBerry Edit and press **OK**. Enter and confirm a new password and press **OK**. On the End user license agreement, if you agree to the terms, tap **I Agree**
  - Tap **Set up using your Access Key**. Enter your email address and access key and press **OK**.
3. Tap .
4. Tap BlackBerry Share.
5. Navigate to and tap the file that you want to work on.

## Using gestures

You can use the following gestures to help you edit the documents.

Gesture	Description
Drag	Pan around a page, or adjust the caret position
Pinch	Zoom in or out on a page
Single tap	Place the insertion caret



<b>Gesture</b>	<b>Description</b>
Double tap	Select a word
Press and hold	Temporarily zooms the page in

# Editing documents in BlackBerry Edit

BlackBerry Edit makes it easy to edit and format documents. You can change the font, cut, copy and paste text and markup changes.

## View pages in a document

You can use the pages features to move through your document quickly.

1. Open the document that you want to edit.
2. Tap inside the document.
3. Click **File > Pages**.
4. Do any of the following:
  - To view the last page, tap the last page icon.
  - To view the first page, tap the first page icon.
  - To fit a page to the screen, tap the reflow icon.
  - To scroll through the pages in the document, use the thumbnails on the right-hand side.

## Review a document

1. Open the document that you want to review.
2. Tap inside the document.
3. Click **File > Review**.
4. Do any of the following:
  - To track changes in the document, turn on **Track changes**.
  - To show changes in the document, turn on **Show changes**.
  - To add a comment to the document, tap **Comment**.
  - To accept a change to a document, tap the change and tap **Accept**.
  - To reject a change to a document, tap the change and tap **Reject**.
  - To skip to the next comment, tap **Next**.
  - To skip to the previous comment, tap **Previous**.
5. When you are done, click **Review > File > Save**.

# Editing spreadsheets in BlackBerry Edit

BlackBerry Edit makes it easy to edit and format spreadsheets. You can add or delete sheets, change the font or formatting, and cut, copy and paste cells, rows, and columns.

## Add or delete a sheet

1. Open the spreadsheet that you want to edit.
2. Tap inside the spreadsheet.
3. Do any of the following:
  - To add a sheet, at the bottom of the screen, tap +.
  - To delete a sheet, at the bottom of the screen, tap the sheet that you want to delete, tap X.
4. When you are done, click **Save**.

## Use a formula

1. Open the spreadsheet that you want to use the formula in.
2. Tap inside the spreadsheet.
3. Click **File > Formulas**.
4. Tap on the cell that you want to add the formula to. If necessary, move the selection pins to adjust the selection.
5. Select one of the formulas such as **Date/Time** or **Engineering**.
6. When you are done, click **Formulas > File > Save**.

# Editing presentations in BlackBerry Edit

BlackBerry Edit makes it easy to edit and format presentations. You can add or delete slides, change the font or formatting, and insert images, photos, or shapes.

## Add or remove a slide

1. Open the presentation that you want to edit.
2. Tap inside the presentation.
3. Click **File > Slides**.
4. Use the thumbnails on the right-hand side to navigate to the slide that you want to delete or duplicate.
5. Long tap on the slide that you want to delete or duplicate.
6. Do one of the following:
  - Tap **Delete** to remove a slide from the presentation.
  - Tap **Duplicate** to add a slide from the presentation. After you have duplicated the slide, you can edit it to include the appropriate information.
7. When you are done, click **Slides > File > Save**.

## Edit a slide

1. Open the presentation that you want to edit.
2. Tap inside the presentation.
3. Click **File > Edit**.
4. Navigate to the slide that you want to edit.
5. Tap inside the slide to place the cursor where you want to edit the text.
6. When you are done editing, click **Edit > File > Save**.

## Formatting shapes

Using the Format menu allows you to adjust a selected shape's properties such as fill color, line color and width. You can also move the item forward or backward on a slide

1. Open the presentation that you want to edit.
2. Tap inside the presentation.
3. Click **Edit > Format**.
4. Navigate to the slide that you want to format.
5. Tap the shape that you want to format.
6. Do one of the following:
  - In the Shape and line section, tap one of the options to change the fill color, line color, line weight, or line style of the shape.
  - In the Arrange section, tap one of the options to change the position of the shape: send backward, send to back, bring to front, bring forward.

7. When you are done editing, click **Edit > File > Save**.

## Arranging slides

1. Open the presentation that you want to edit.
2. Tap inside the presentation.
3. Click **File > Slides**.
4. In the list of slides on the right-hand side of the page, tap, hold and drag the slide that you want to move to the correct position in the presentation.
5. Release the slide.
6. When you are done, click **Slides > File > Save**.

## View a slideshow

1. Open the presentation that you want to edit.
2. Tap inside the presentation.
3. Click **File > Slides**.
4. Tap the slideshow icon.
5. Swipe left or right to navigate through the slideshow.
6. To exit the slideshow, long press on the presentation.

# Save a file as PDF

1. Open the file that you want to convert to a PDF.
2. Tap inside the file.
3. Tap **Save PDF**.
4. Select a place to store the file.
5. Tap **Save**.

# Printing files

## Before you begin:

You must have your device configured to use a printer.

Your administrator must have your organization's policies configured to allow printing.

1. Open the file that you want to print.
2. Tap the print icon.
3. Tap the down arrow.
4. Select your options such as Copies, Paper size, and Orientation.
5. Tap the up arrow.
6. Tap **Select a printer**.
7. In the Add printer page, select an option.

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