



# **BlackBerry Edit**

## **User Guide**

3.5



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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 BlackBerry Edit and activate using an access key, activation password, or QR code

Complete this task if you have not installed the BlackBerry UEM Client on your device and your administrator has not allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps, you do not have another BlackBerry Dynamics app already activated on your device, or you choose to activate the app using an access key, activation password, or QR code.

To get the activation credentials, choose one of the following options:

- Request an access key, activation password, or QR code from your administrator. Your administrator will send you an email with the activation details.
- Generate an access key, activation password, and QR code from your organization's self-service portal. If you do not know how to access your self-service portal, contact your administrator.

**Note:** If allowed by your organization, you can activate BlackBerry Edit using Easy Activation. An Easy Activation key, when permitted, is supplied by another BlackBerry Dynamics app, like BlackBerry Work or BlackBerry Connect, as long as these apps are already installed and activated on your device. If available, you can activate BlackBerry Edit using the container password for the activation app.

1. Request the activation credentials from your administrator or generate your own from your organization's self-service portal.
2. After you receive the email message with the activation credentials or have generated your own in the self-service portal, download and install BlackBerry Edit from the App Store.
3. Tap **BlackBerry Edit**.
4. Tap **Client End User License Agreement** to read the license agreement and, if you accept the terms, tap **I Agree**.
5. Complete one of the following tasks:

Activation method	Steps
Access key*	<ol style="list-style-type: none"><li>a. In the <b>Email Address</b> field, type the email address located in the activation email message that you received from your administrator or type your work email address if you generated your own access key.</li><li>b. In the <b>Activation password</b> field, enter the access key, without hyphens, that is in your activation email message that you received from your administrator or enter the access key that you generated in the BlackBerry UEM Self-Service. The access key is not case sensitive.</li><li>c. Tap <b>Enter</b> on the device.</li></ol>

Activation method	Steps
Activation password*	<ol style="list-style-type: none"> <li>a. In the <b>Email Address</b> field, type the email address that is in the activation email message that you received from your administrator or type your work email address if you generated your own activation password.</li> <li>b. In the <b>Activation password</b> field, enter the activation password that is in your activation email message that you received from your administrator or enter the activation password that you generated in the BlackBerry UEM Self-Service.</li> <li>c. Tap <b>Enter</b> on the device.</li> </ol>
QR code	<ol style="list-style-type: none"> <li>a. Tap <b>Use QR code</b>.</li> <li>b. Tap <b>OK</b> to give BlackBerry Edit access to the camera.</li> <li>c. Scan the QR code in the activation email that you received in the activation email from your administrator or that you generated in the BlackBerry UEM Self-Service.</li> </ol>

\* Optionally, you can tap **Advanced Settings** and enter your email address, access key or activation password, and the BlackBerry UEM address.

6. If prompted, create and confirm a password for BlackBerry Edit. If your device is equipped with Touch ID, you can turn on this option to use instead of the password, except on initial startup.
7. If prompted, allow BlackBerry Edit to use your location history to establish trusted locations.
8. Tap the BlackBerry Dynamics Launcher in the lower-right of the screen to start using BlackBerry Edit.

## Install and activate BlackBerry Edit when the BlackBerry UEM Client or another BlackBerry Dynamics app is already activated

If you have installed and activated the BlackBerry UEM Client app on your device and your administrator has allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps or you have an existing BlackBerry Dynamics app already activated on your device, you do not have to use access keys or QR code to activate BlackBerry Edit or any other BlackBerry Dynamics app that you want to install.


1. If the app was not automatically pushed to your device by your administrator, open your Work Apps app and install the BlackBerry Work app. If you do not see the BlackBerry Work app in your Work Apps app, contact your administrator to make the app available to you.

**Note:** If your administrator did not make the app available to you, you can download and install the BlackBerry Edit app from the App Store. However, the application will not activate.

2. Tap **Edit**.
3. Tap **Client End User License Agreement** to read the license agreement and, if you accept the terms, tap **I Agree**.
4. Tap **Allow** to allow BlackBerry Edit to send notifications.
5. Tap **Set up using <BlackBerry UEM Client or BlackBerry Dynamics app that is installed and activated on the device>**.
6. Enter your password for the BlackBerry UEM Client or BlackBerry Dynamics app that is installed and activated on the device and tap **Enter**.

## 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.

<b>Gesture</b>	<b>Description</b>
Drag	Pan around a page, or adjust the caret position
Pinch	Zoom in or out on a page
Single tap	Place the insertion caret
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**.

## Edit an Azure-IP RMS or AD-RMS protected file in BlackBerry Edit - iOS

BlackBerry Work Docs and BlackBerry Edit can work together to enable you to edit Azure-IP RMS protected files in a secure enterprise File Share and from enterprise SharePoint, Box, and CMIS repository sites. The following RMS protected file types are supported: .doc, .docx, .ppt, .pptx, .xls, and .xlsx.

### Before you begin:

- You must have the BlackBerry Work app 3.1 or later installed.
- You must have the appropriate permissions to the Azure-IP RMS or AD-RMS protected file to complete tasks such as edit, print, save, and cut-and-paste content in the file.

If the task requires four or more prerequisites, create a separate Prerequisites topic.

1. Open BlackBerry Work Docs and navigate to the protected file that you want to edit.
2. Tap **⋮ > Edit**. The BlackBerry Edit app opens.
3. Edit the file.
4. Tap **Save back to app** and complete one of the following actions:
  - Tap **Replace**. The file is saved back to its original location with its original protection.
  - Change the file name and tap **Save**. The file is saved with the new name in the original location with the original protection.
  - Tap **Back**. Navigate to a secure enterprise location to save the file with the original protection, tap **Save**.

## Edit an Azure-IP RMS or AD-RMS protected file in BlackBerry Edit - Android

BlackBerry Work Docs and BlackBerry Edit can work together to enable you to edit Azure-IP RMS protected files in a secure enterprise File Share and from enterprise SharePoint, Box, and CMIS repository sites. The following RMS protected file types are supported: .doc, .docx, .ppt, .pptx, .xls, and .xlsx.

### Before you begin:

- You must have the BlackBerry Work app 3.1 or later installed.
  - You must have the appropriate permissions to the Azure-IP RMS or AD-RMS protected file to complete tasks such as edit, print, save, and cut-and-paste content in the file.
1. Open BlackBerry Work Docs and navigate to the protected file that you want to edit.
  2. Tap **⋮ > Edit**. The BlackBerry Edit app opens.
  3. Edit the file.
  4. Tap **Save To** and complete one of the following actions:
    - Tap **Save**. If you are prompted that the file exists, complete one of the following actions:
      - Tap **Yes**. The file is saved back to its original location with its original protection.
      - Tap **No**. Rename the file and save or save the edited file to another enterprise location.
    - Tap **Save as New Document**. Save the file to a new secure enterprise location with the original protection.

# 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**.

# Redact information from PDF files

Users can redact sensitive, confidential, or privileged information including text, images, and links from PDF files.

1. Open the PDF that you want to redact information from.
2. Tap **File > Redact** and select the text that you want to redact.
3. Tap **Mark text** or **Mark area**.  
The selected text or area is marked in red.
4. Tap **Apply**.
5. In the confirmation dialog, tap **Yes**.  
Depending on whether your device is using light or dark mode, a black or white box appears over the text.
6. Tap **Save**.

# Printing files using a BlackBerry Dynamics printing app

## Before you begin:

- You must have your device configured to use a printer with a secure printing app that is compatible with BlackBerry Dynamics products. A list of compatible printing apps can be found [here](#).
- 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.

# Change your theme - iOS

On devices that are running iOS 13, you can change the theme for BlackBerry Dynamics apps using the iPhone device settings. For instructions, see the iOS 13 documentation. For more information about supported operating systems, [see the Mobile/Desktop OS and Enterprise Applications compatibility matrix](#).

# Change your theme - Android

If you switch to a dark theme, it changes the background that appears when you sign in to the app. By default, the theme is Light.

1. In the app, open the BlackBerry Dynamics Launcher.
2. Tap **Settings**.
3. Tap **Change application theme**.
4. Tap a theme (for example, Light or Dark).

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