

Quickoffice Pro HD



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Step One

Select the "Quickoffice" icon on the iPad



Step Two

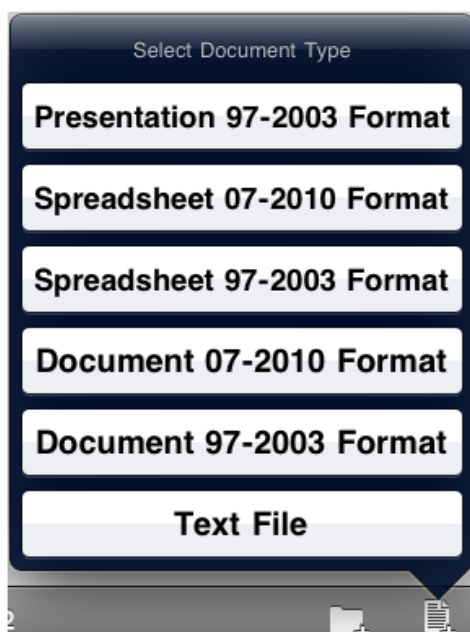
On the Register page, either enter your email address and select "Register" or select "Skip"



Creating a New File

Select the  symbol

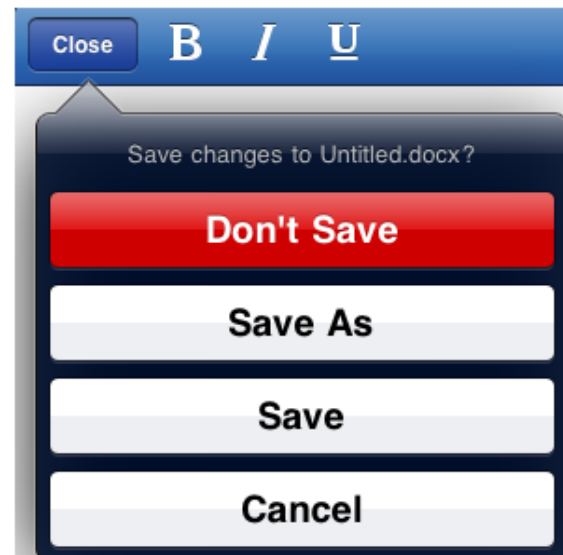
Select the type of file to be created



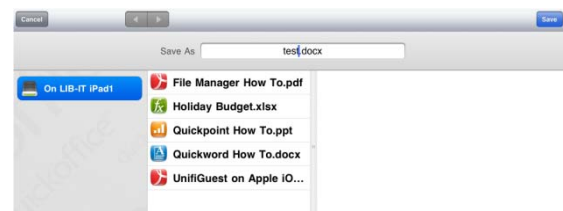
To save the file, select "Close"



Select "Save"



In the "Save As" box change the name of the file from "Untitled" to a meaningful name



Select "Save"

Transfer Files to Quickoffice

There are several methods to transfer files from another device to Quickoffice including Wi-Fi Transfer and iTunes Transfer

Wi-Fi Transfer

If the iPad is connected to a Wi-Fi network, there will be an address on the bottom toolbar in Quickoffice

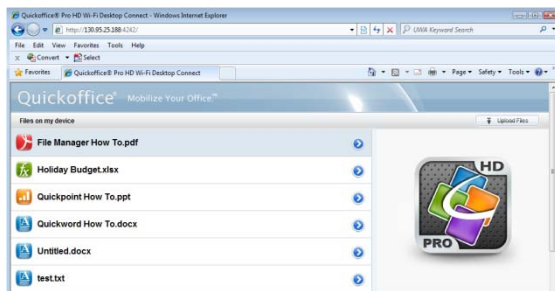


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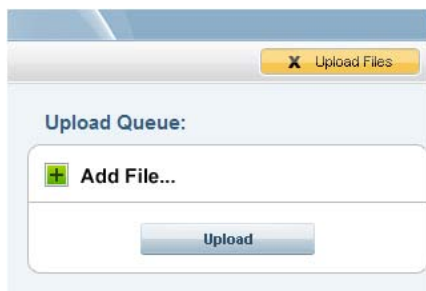
Enter the address into a web browser on a computer



Select "Upload Files"



Select "Add File"



Select the file to be transferred to Quickoffice and select "Open"

Select "Upload"



The file will now be available in Quickoffice



iTunes Transfer

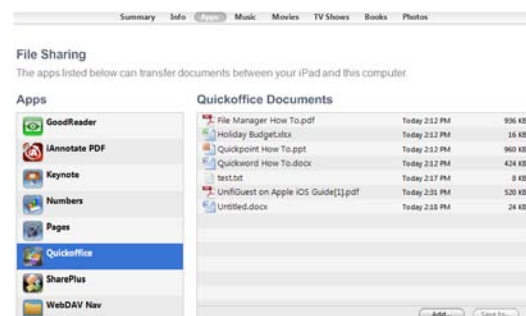
Connect your iPad to the computer and open iTunes

In iTunes, select your iPad from under "Devices"



Select "Apps"

Select "Quickoffice" from under "File Sharing"



Select "Add"

Select a document

Select "OK"

Select "Sync"

The document will be available in Quickoffice

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Additional Help

For additional information on managing files,
read "File Manager How To.pdf"

For additional information on spreadsheets,
view "Holiday Budget.xlsx"

For additional information on Powerpoints,
read "Quickpoint How To.ppt"

For addition information on Word documents,
read "Quickword How To.docx"

