

Solving the Edit Workflow on iOS

Open and edit documents on a server or cloud using Word, Excel or Powerpoint and FileBrowser







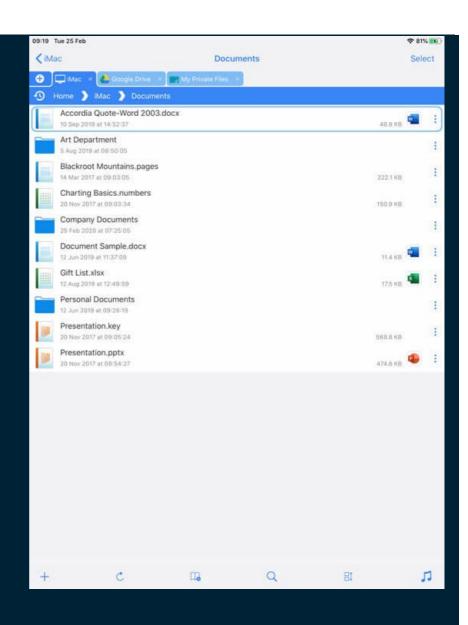


Step 1

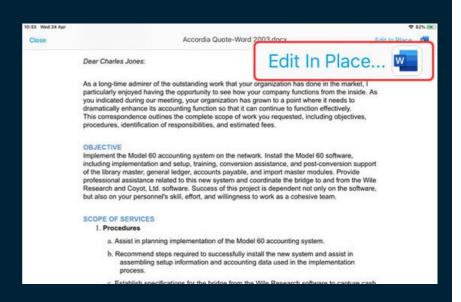
Browse to a location on your server or in the cloud. If you are using the list view mode, any Word, Powerpoint, Excel or PDF documents will have an additional icon that will bring up the Share menu.

If you cant see the icons, see the section below

You can add more file types on the Config/Preferences popup.



If you are not using list view, simply tap the document to preview it and in the top right corner you will see the "Edit In Place" button.



Step 2

Now iOS will show you the apps that this file can be passed to. Scroll the app icons list to the right until you find Word.

Cant see Word?

If you cant see Word, scroll to the far right and tap "More".

In this dialog, tap "Edit" in the top right.

Then find Word which will be under the "Suggested" section. Tap the plus icon next to it and it will now appear as one of your "Favourites".

Tap "Done", then "Done" again.

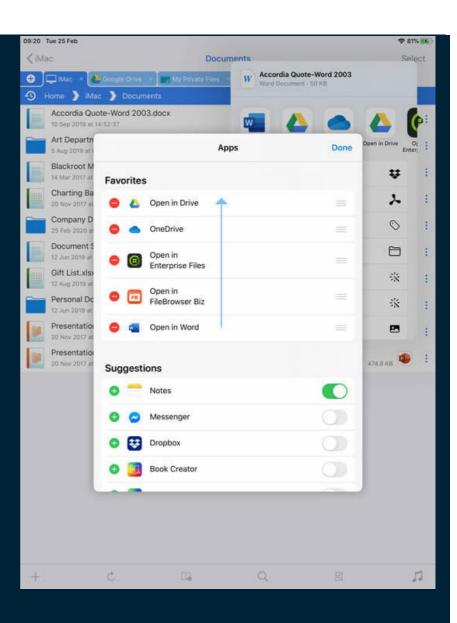
Word should now appear as one of the icons in the list, like in the screenshot.

09:20 Tue 25 Feb
♦ 81%
<iMac **Documents** W Accordia Quote-Word 2003 Home) iMac) Documents Accordia Quote-Word 2003.docx 10 Sep 2019 at 14:52:37 Art Department Blackroot Mountains.pages Save to Dropbox u Charting Basics.numbers Import to PDF Viewer 1 ١. 20 Nov 2017 at 09:03:34 Company Documents Add Tags 0 1 Document Sample.docx Save to Files 1 Gift List.xlsx Create PDF * Personal Documents Download From URL * Presentation.key FileBrowser - Edit Photo 1 20 Nov 2017 at 09:05:24 Presentation.pptx 474.8 KB m.

To reorder your Favorite icons to speed this up for next time, scroll to the far right and tap "More", then tap "Edit".

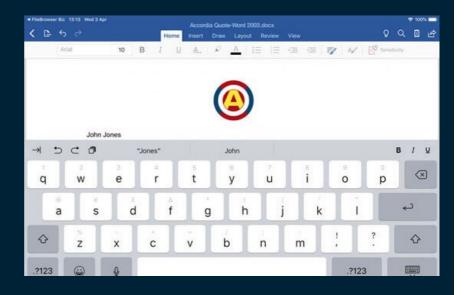
Now you can re-order your favorite actions, with Word as the first item for example.

Word, Excel or Powerpoint will then open.



Step 3

Simply make your changes and when finished, tap the back arrow. This will save your changes back to the Server or Cloud where you opened the document.



If you don't see the Word, Excel or Powerpoint App Icons appear in the file listing, you need to install the apps which you can do so from here:

Download Microsoft Word here

Download Microsoft PowerPoint here

Download Microsoft Excel here

Download PDF Viewer Pro by PSPDKit here

Download Adobe Acrobat here

If you dont see the additional icon, use the pinch zoom gesture (like you would a photo) to enlarge the folder view.

If you still cant see the icon it may need turning on in Config. Perform the following steps:

- · Navigate to the Homescreen
- Tap Config (Gear icon bottom left)
- Tap Preferences
- Scroll down to "Edit in Place in List View" and turn it on.

