# Basic Operation Guide

Welcome to the world of Digital Paper!

⌂ [Home] Screen

| Label	Description
Home	Return to the last read page
Documents	Return to Viewer
Note	Last read documents
Workspace	
Browser	Recently added documents
Settings	Recently saved Workspaces

↩ (Back) button   ⌂ (Home) button   ≡ (Menu) button

↺ (Power) button
(Sleep mode cancel button)
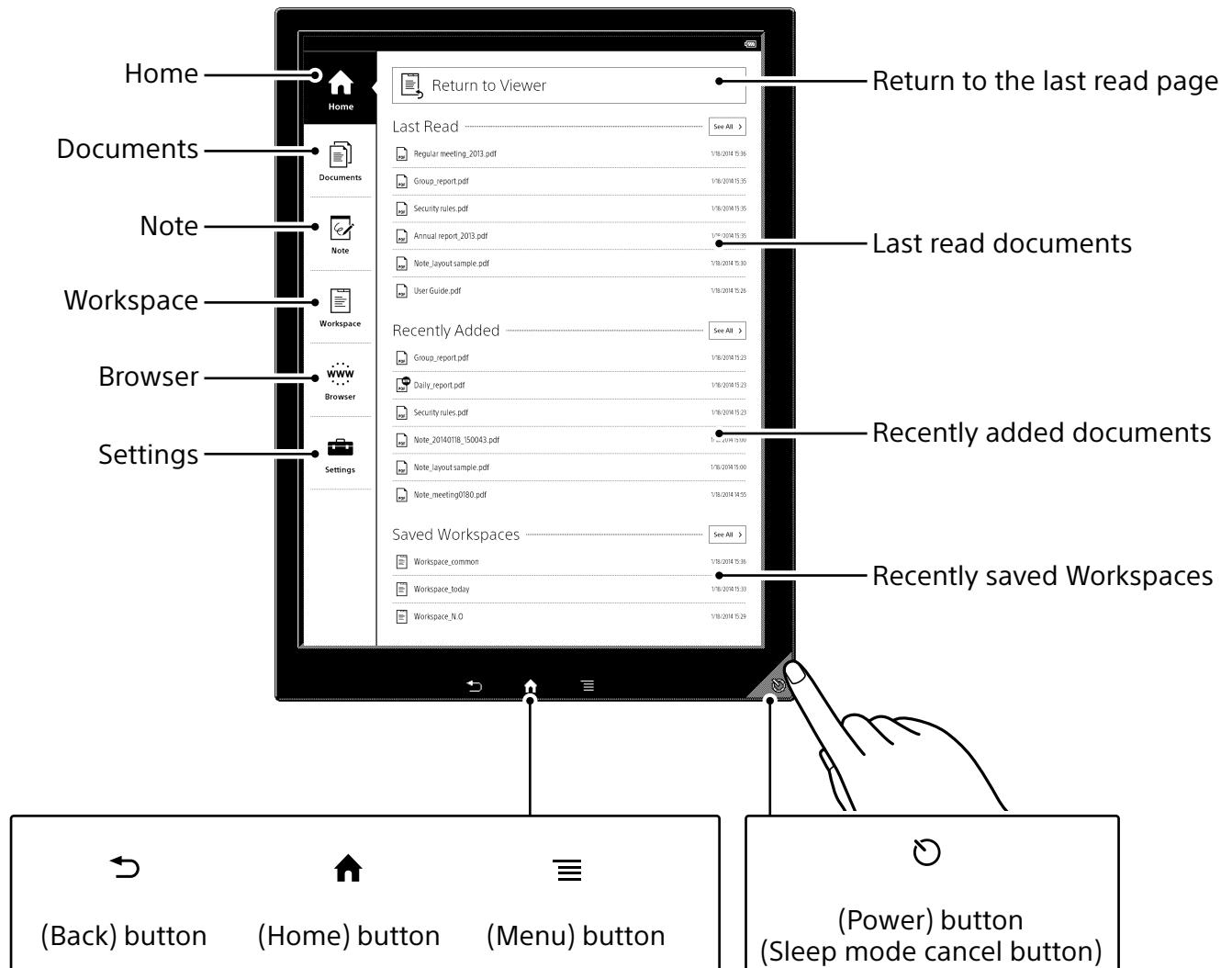
Tip

Swipe your finger on the touchscreen to turn pages.
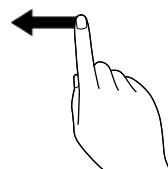
🗐 Document Lists

All documents   Documents in folders   List view   Sorting order

| All Documents | Folders | Network | | 🔍 | ☰ | ⊟ | ↓≡ Recently Added |

Synchronized documents   Search   Thumbnail view

| All Documents | Folders | Network | 🔍 | ☰ | ⊟ | ↓≡ Recently Added |

Storage ❯ ☐ ❯ Activities

- Report_Group_B.pdf — Group_B/Report_1-2 — 1/18/2014 11:36
- Report_Group_A.pdf — Group_A/Report_1-1 — 1/18/2014 11:36
- Community_report.pdf — Company/Community_report — 1/18/2014 11:36
- Environment report.pdf — Sony Corporation — 1/18/2014 11:36
- Regular meeting_2013.pdf — 1/18/2014 11:36
- Annual report_2013.pdf — Company/Annual_report_2013 — 1/18/2014 11:36
- Activities.pdf — 1/18/2014 11:36
- Compliance rules.pdf — 1/18/2014 11:36
- Consumer report.pdf — Company/Consumer report — 1/18/2014 11:36
- Climate change.pdf — University/Climate change — 1/18/2014 11:36
- Monthly report_09.pdf — 1/18/2014 11:36
- Monthly report_10.pdf — 1/18/2014 11:36

∧ | 2 / 4 | ∨

Home · Documents · Note · Workspace · Browser · Settings

Page indicator

∧   2 / 4   ∨

Turn a page

📄 Document Page

Tab panel (displays up to 3 tabs)

Display the toolbox
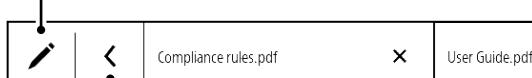
Close the tab

Close the tab panel

| ✏ | ‹ | Compliance rules.pdf ✕ | User Guide.pdf ✕ | Regular meeting_2013.pdf ✕ | › | ≫ |
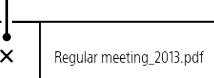
Scroll tabs

Scroll tabs

Tab panel area

Tap the area to display the panel.

Swipe to turn to the previous page
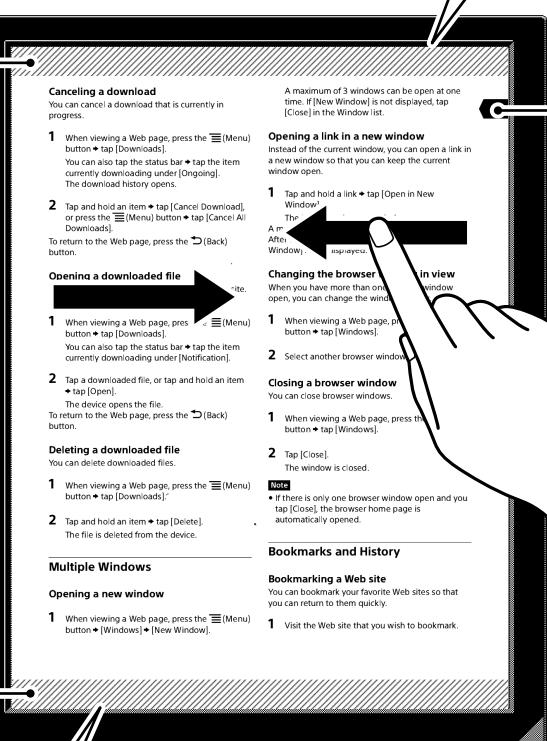
Page flag

Swipe to turn to the next page

Page control area

Tap the area to display the panel.

- For some documents, pages turn in the opposite direction.
- Swipe and hold your finger on the touchscreen to turn pages continuously. Release your finger to stop.

Page control panel

Turn a page
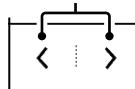
Page slider to scroll through the document
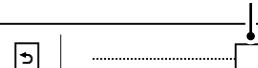
One page view

Four page view

Nine page view

| ‹ | › | 7 / 19 | ↩ | .... □ .... | ▣ | ⊞ | ⊞ | ≫ |

Page indicator

Return to the previous page*

Close the page control panel

* Icon will appear after jumping to a link.

⊕ Zoom, ▦ Four / ▦ Nine Page View

Zooming in
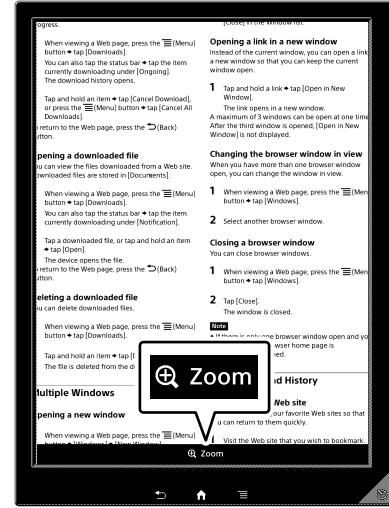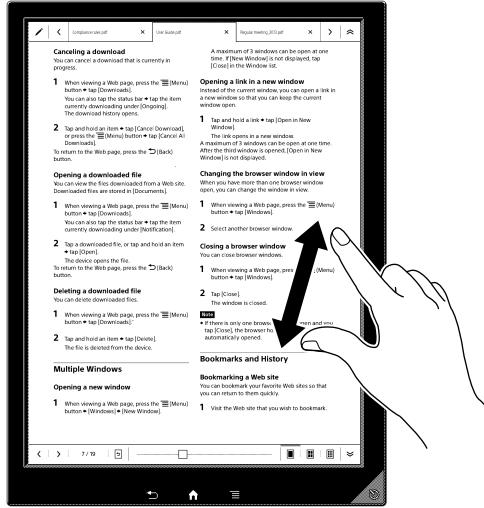
Pinch out (touch the screen with two fingers and open them) to zoom in the display.

Pinch in (touch the screen with two fingers and close them) to zoom out the display.
Press the ↰ (Back) button to return to the default view.

Finding a page in four/nine page view

Example: Nine page view
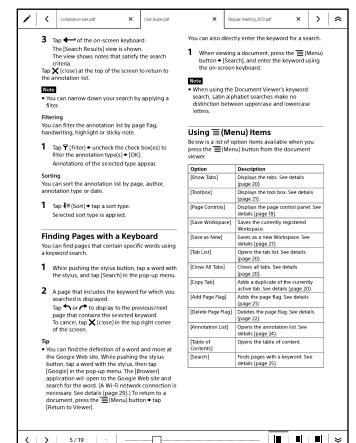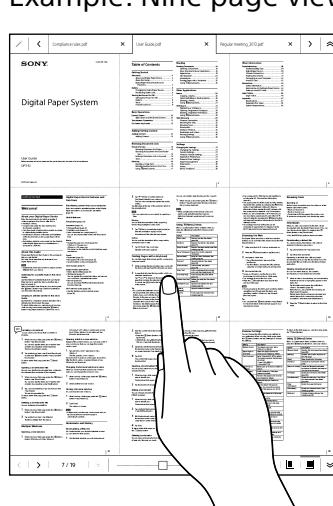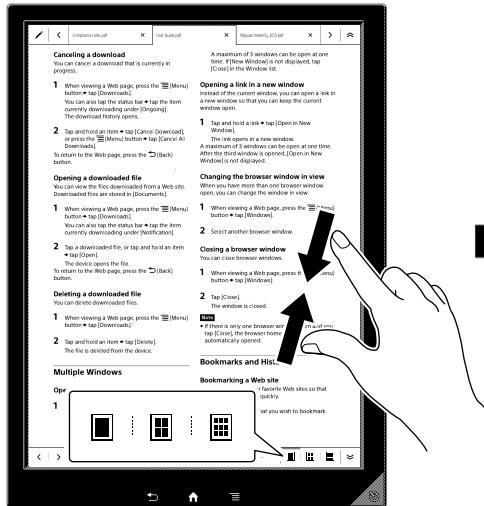
Pinch in once to display four pages.
Pinch in again to display nine pages.
Pinch out to return to the previous view.
You can also change the view by tapping
▣ / ▦ / ▦ on the page control panel.

Viewing multiple pages is useful for finding a particular page.
When you find the page, tap it to open it as a single page.

☰ Document Option Menu
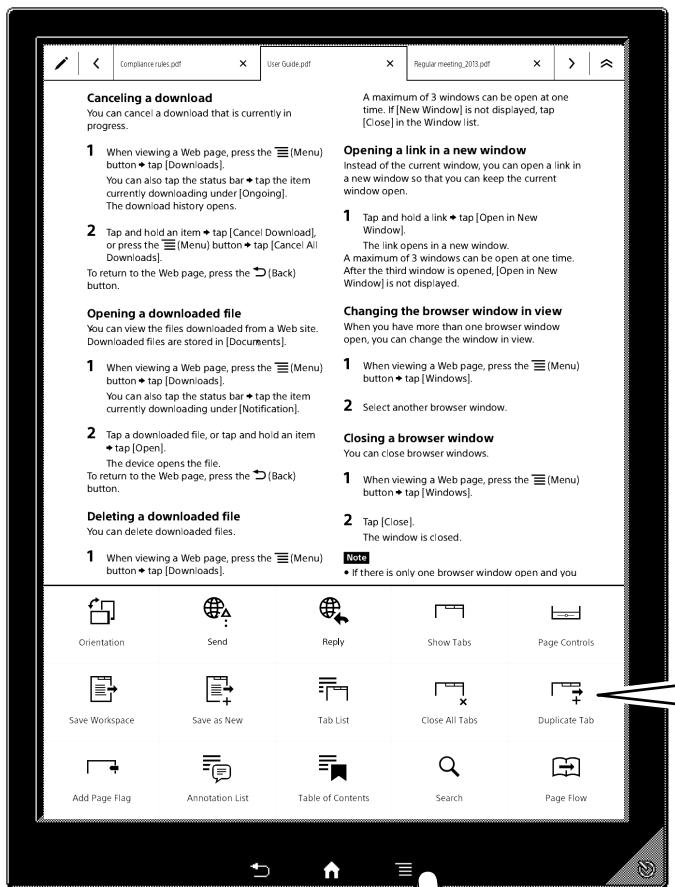
Press the ☰ (Menu) button to display the option menu.

- The display may vary depending on the available options.

Icon	Description
	Changes the orientation of the display
	Sends to the network drive
	Replies to the network drive
	Shows the tab panel
	Shows the page control panel
	Saves the current Workspace
	Saves as a new Workspace
	Shows the tab list
	Closes all tabs
	Duplicates a tab
	Adds/deletes a page flag
	Shows the annotation list
	Shows the table of contents
	Searches a document by keyword
	Changes the page flow

✐ Toolbox

1 Tap ✐ (Toolbox) in the tab panel on the top of the document/note page.
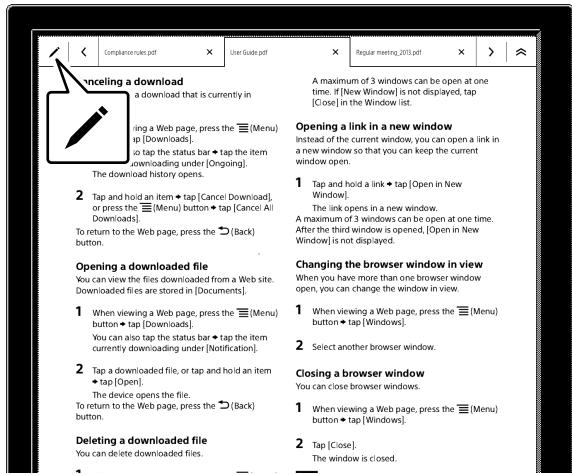
2 Tap an icon on the toolbox to edit annotations.

✐	Handwrites (fine/navy)
✐	Handwrites (bold/navy)
✐	Handwrites (fine/red)
✐	Handwrites (bold/red)
⊤	Highlights text
⬈	Adds a handwritten sticky note
💬	Adds a sticky note
◆	Erases handwriting or highlighting
⬍	Moves the toolbox to a lower/higher position
✕	Closes the toolbox
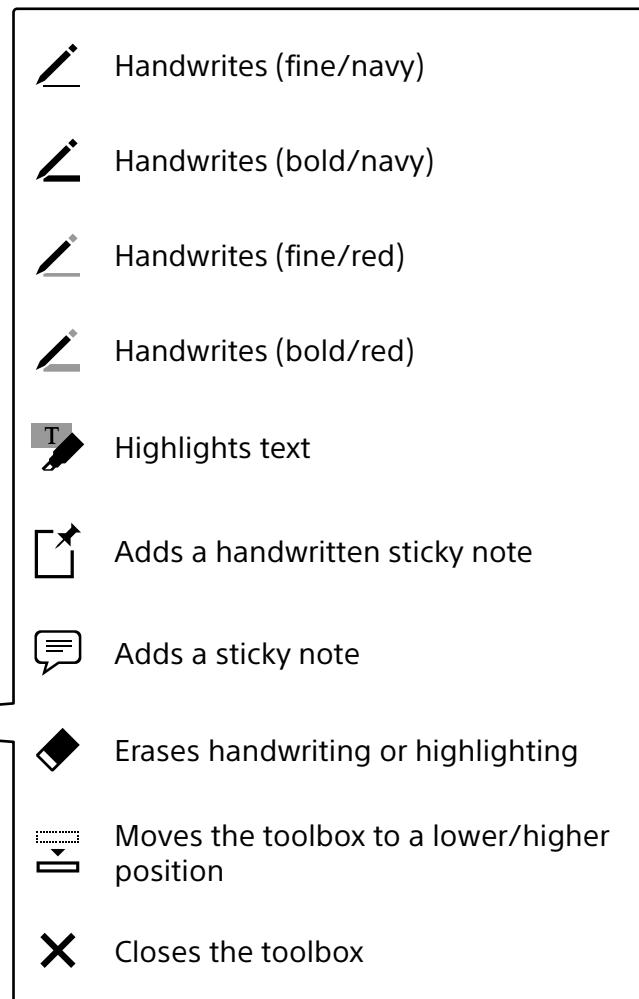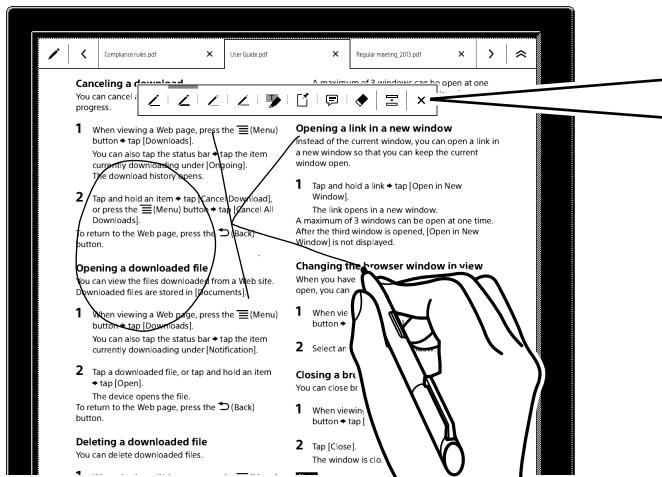
- Four handwriting types are available.
- About red/navy lines
  Lines will not appear red or navy immediately after being drawn. Red lines will turn light gray after being saved by page turning, etc. Navy and red lines will be displayed on files transferred to a computer.

✎ **Handwrite,** 🖊 **Highlight,** ◆ **Erase**

Handwriting characters or pictures
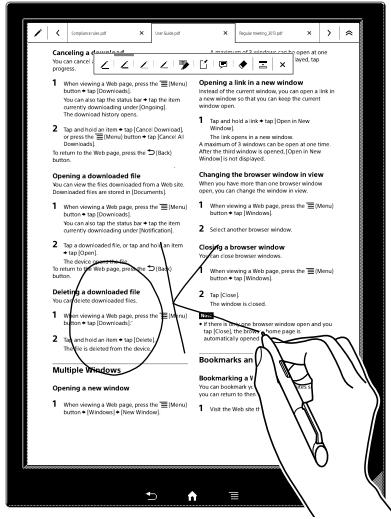
You can handwrite characters or pictures with the supplied stylus.

• Select a line type from the toolbox.

Highlighting text
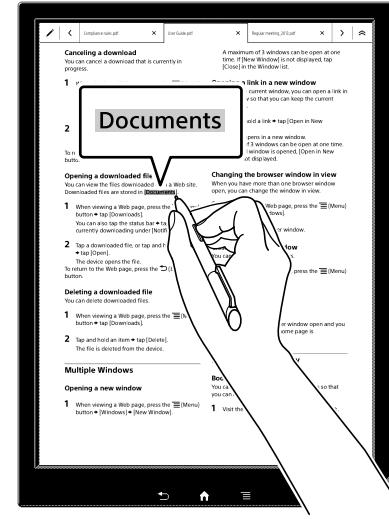
Tap 🖊 (Highlight) from the toolbox (or while pushing the stylus button), then trace text.

• The setting whether to enable highlighting by pushing the stylus button can be changed in 🧰 (Settings).

Erasing handwriting or highlighting

Tap ◆ (Erase) from the toolbox.
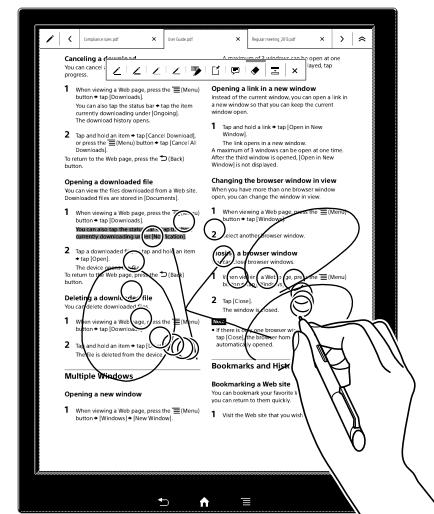
Move the stylus across the handwriting or highlighting, then lift the stylus.

💬 Sticky Note

## Adding a sticky note
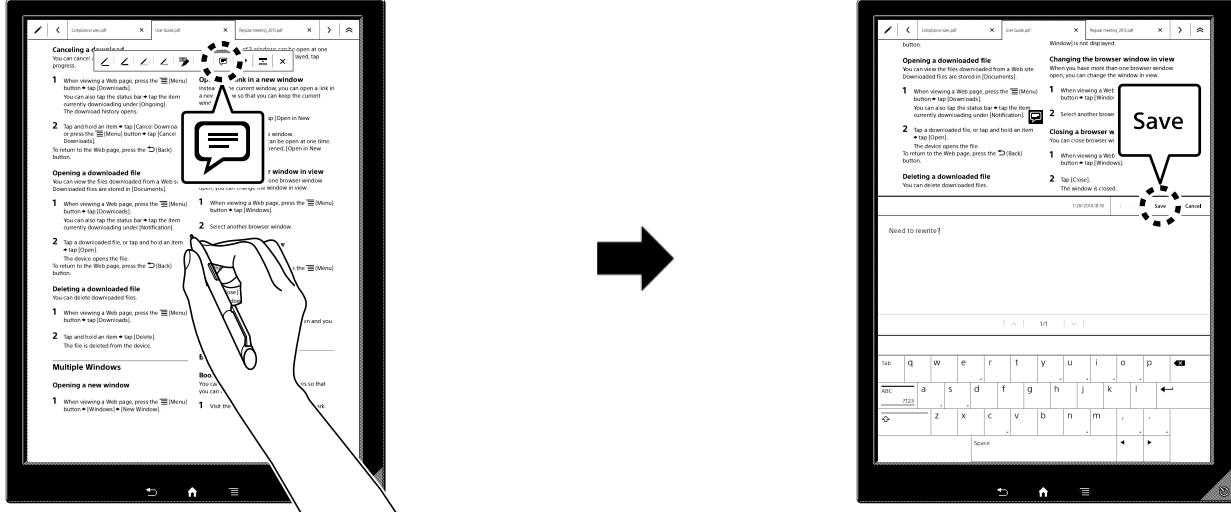
Tap 💬 (Sticky note) from the toolbox, then place it on the page with the stylus.

Enter a note using the on-screen keyboard, then tap [Save].

Editing/deleting a sticky note
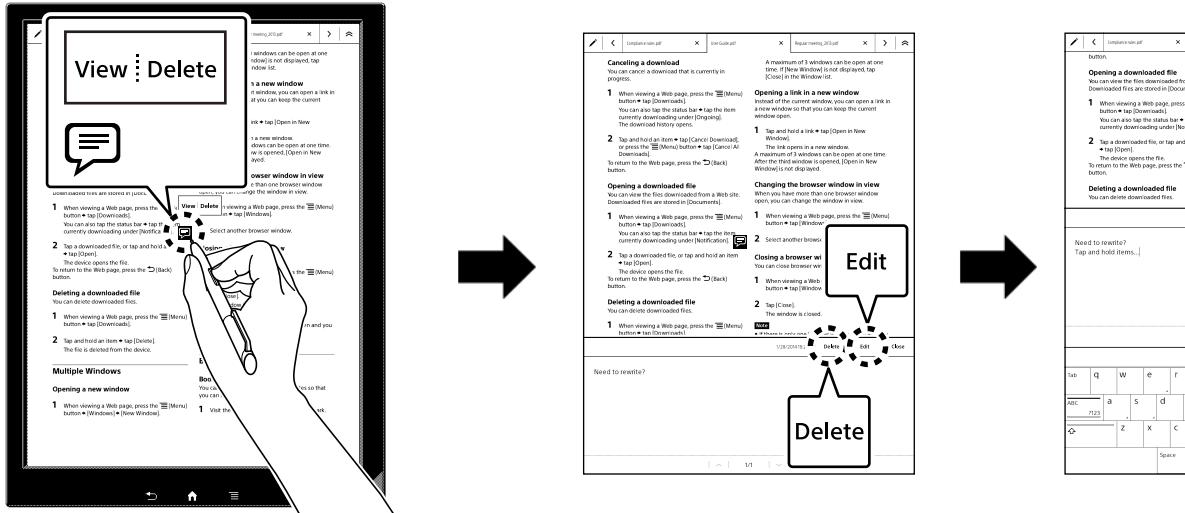
While pushing the stylus button, tap 💬 on the page.
Tap [View] or [Delete] from the pop-up menu.
You can also edit a sticky note by tapping 💬 with your finger.

Tap [Edit], edit the sticky note, then tap [Save].
To delete, tap [Delete].

✏️ Handwritten Sticky Note

## Adding a handwritten sticky note
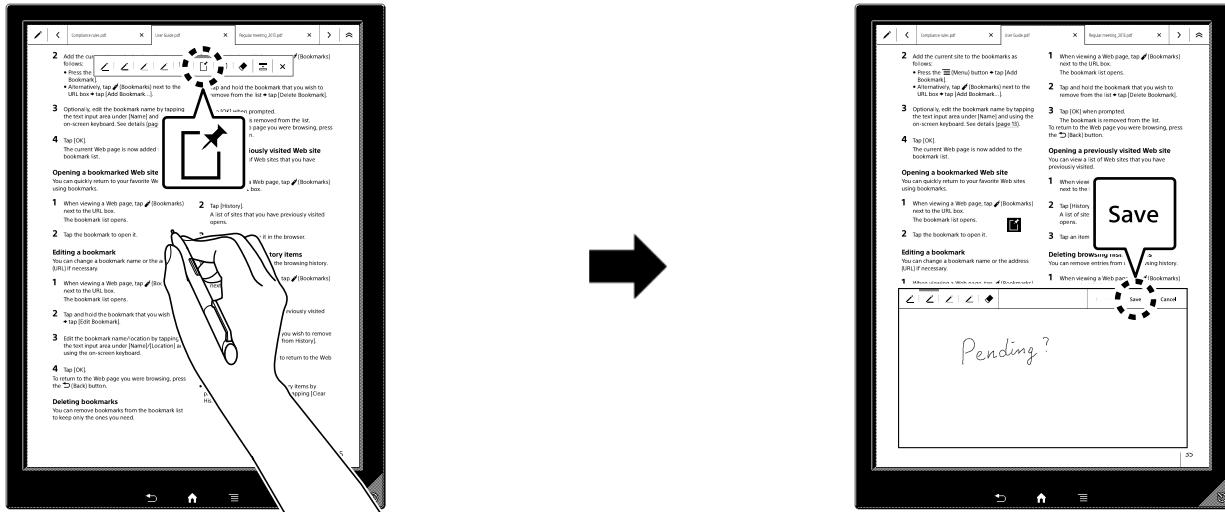
Tap 📝 (Handwritten sticky note) from the toolbox, then place it on the page with the stylus.

Handwrite characters or pictures, then tap [Save].

## Editing/deleting a handwritten sticky note
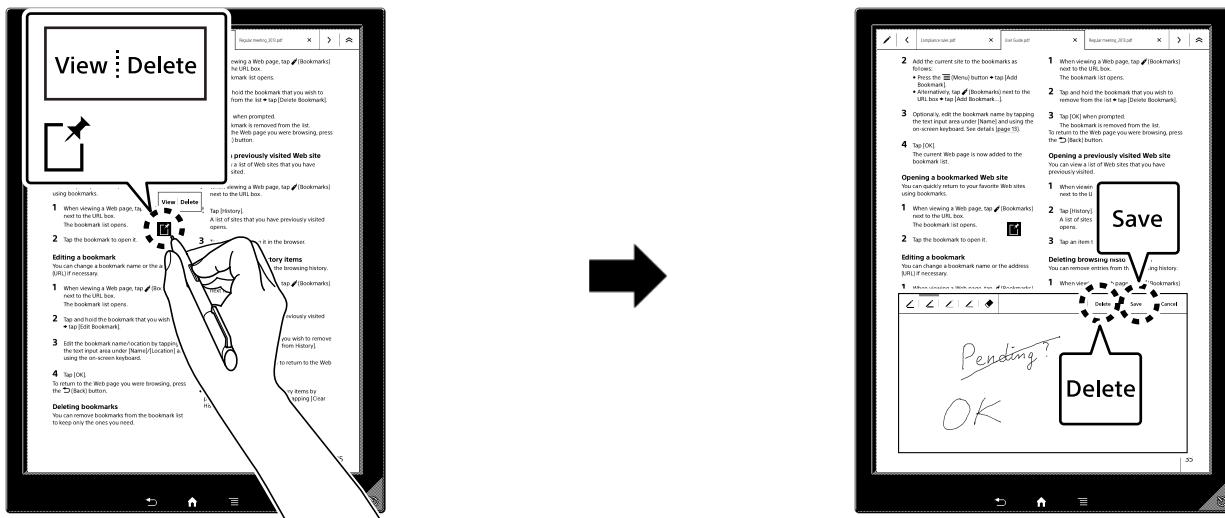
While pushing the stylus button, tap 📝 on the page.
Tap [View] or [Delete] from the pop-up menu.
You can also edit a handwritten sticky note by tapping 📝 with your finger.

Edit the handwritten sticky note, then tap [Save].
To delete, tap [Delete].

⤵💬 Annotation List

All annotations (handwriting, page flags, highlights, sticky notes, etc.) in the currently open document are listed.

Search　　Filter　　Sort　　Close the list

Icon	Label
✏	Handwriting
⌐↦	Page flag
T	Highlight
💬	Sticky note
↗	Handwritten sticky note

Preview area

Tap to display the page in full-screen.
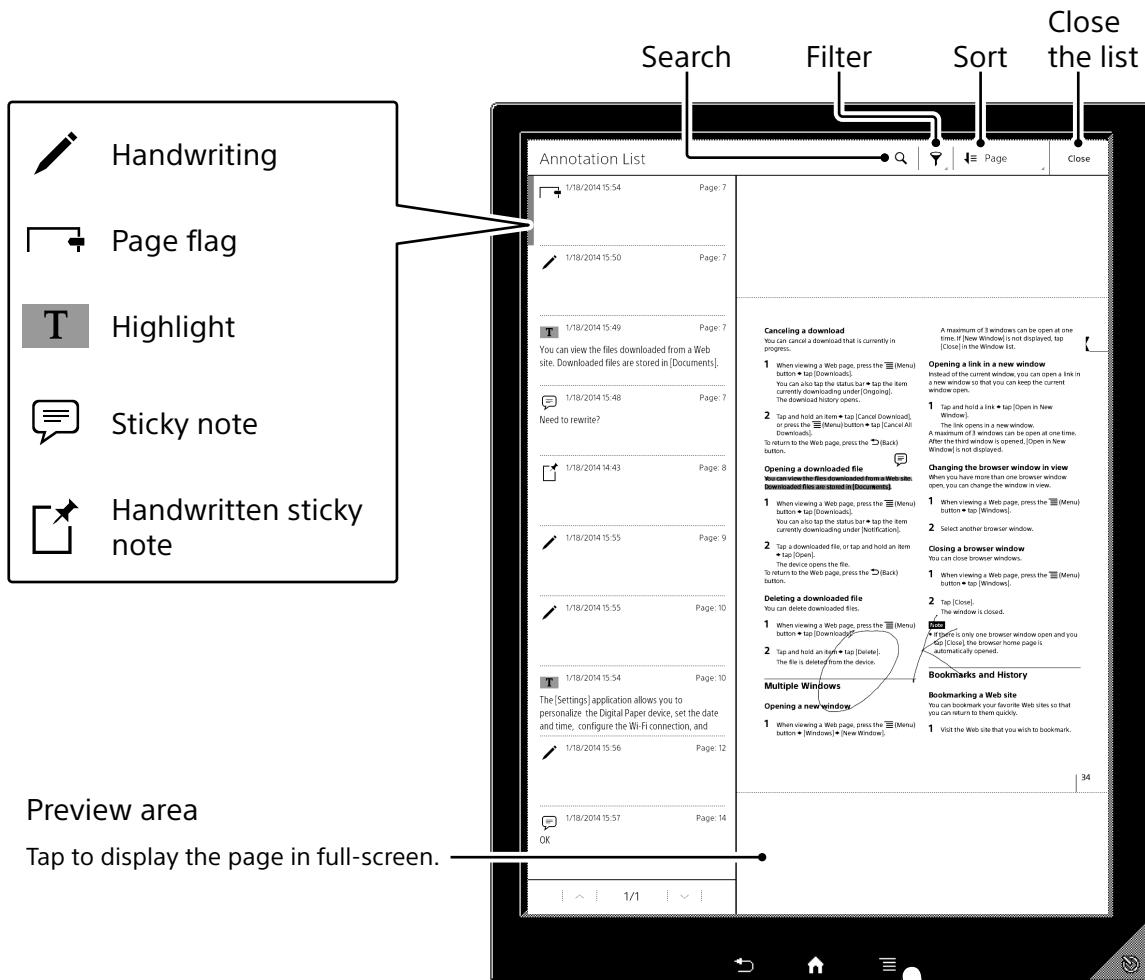
While viewing a document, press the ☰ (Menu) button, then tap [Annotation List]. Handwriting, page flags, highlights, sticky notes, etc., in the currently open document will be listed.

✎ [Note] Tool

Notes of up to 10 pages per file can be created.

1 Press the 🏠 (Home) button, then tap [Note].
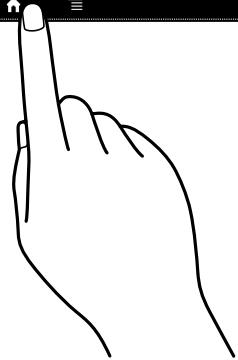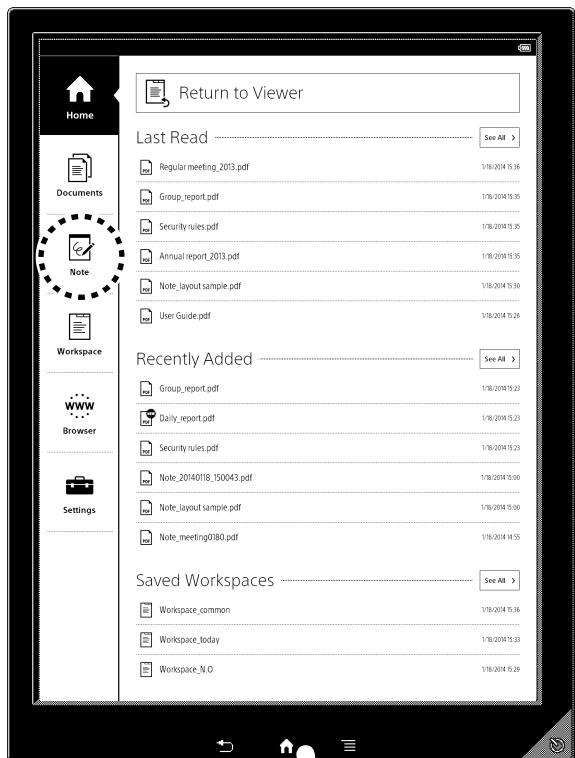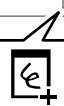
2 Tap ✎ (Create a new note), then enter a note name using the on-screen keyboard.
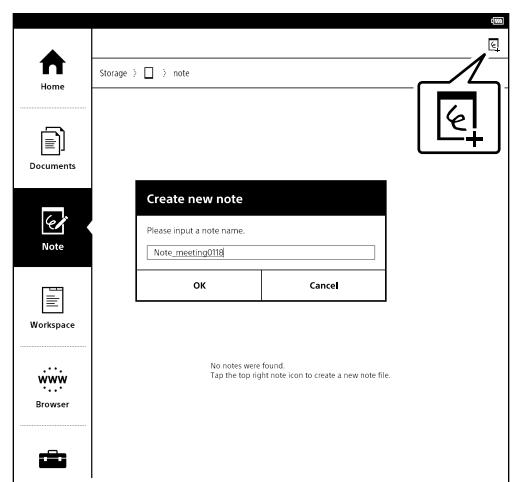

3 Handwrite with the stylus to create a new note.
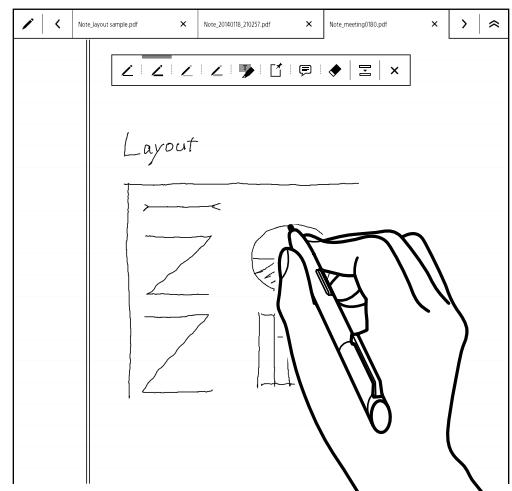
Saving/Deleting ▤ Documents or ✍ Notes

Saving a document or note
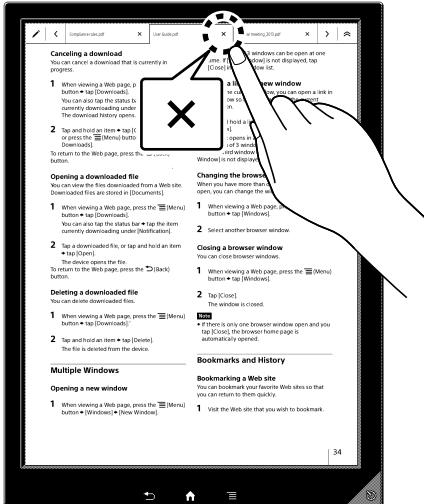
An edited annotation is saved automatically.

Also, when closing a document or note, changing the tab, etc., or after a period of inactivity, the file is saved automatically.

Deleting a document or note

Press the ⌂ (Home) button, then tap [Documents] or [Note].
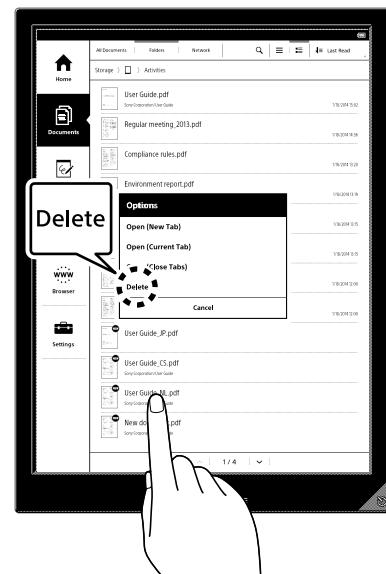
Tap and hold a document/note, then tap [Delete] from the pop-up menu.

📋 Workspace

You can save the current status of a document as a Workspace, which can be easily reopened to resume work on.

Saving a Workspace
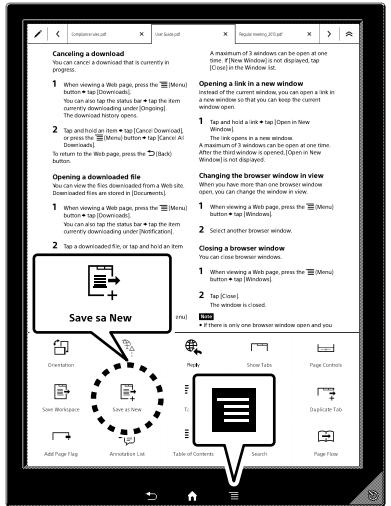
Press the ☰ (Menu) button, then tap [Save as New].

Tap an input area, enter a Workspace name, then tap [Yes].

Opening a Workspace
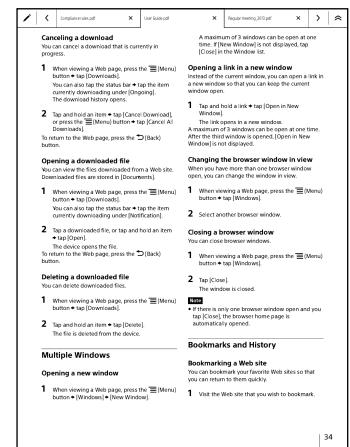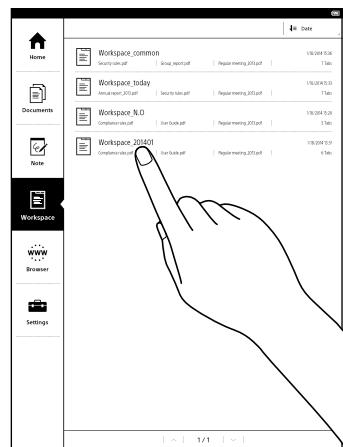
Press the 🏠 (Home) button, then tap [Workspace].

Tap the Workspace you want to reopen and resume work on.