

NOKIA 9300i



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Nokia 9300i

Using the Documents application

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Introduction

The purpose of this document is to guide you in using the Documents application of your Nokia 9300i effectively. It tells you about the differences between the Documents application and Microsoft Word and compatible applications on a PC computer, and shows how to avoid problems that may be caused by these differences.

It is assumed that you already know how to use Microsoft Word and how to transfer files from your device to a PC computer and vice versa.

Creating a new document

This chapter discusses how to write new text documents with your Nokia 9300i. The topic is also covered in the Documents chapter of the Nokia 9300i User Guide. This chapter does not repeat the material in the User Guide, instead offering some suggestions about effective working practices.

Choosing the right file format

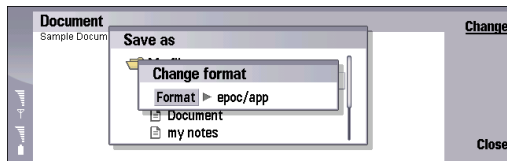
Before you start writing a new text document, it is a good idea to consider the different file formats that your device offers. Your choice should be determined by the future use of the document.

If the document will only be used on your device (including printing it out or sending it by fax or e-mail), it is most convenient to use the device's internal format. This format is called **epoc/app** in the *Save as* menu of the Documents application; in this guide, it is referred to as the internal format.



Note: When you send a document via fax, you may notice that some of its formatting or other features are not visible on the Fax message screen where you select the recipient. This is normal: fax messages do not support all features that can be used in text documents.

Because it was specifically designed for your device, the internal format works faster than the other formats and, of course, raises no compatibility issues.



If you know that the document will be transferred to a PC at some point and edited there, you should consider the **Microsoft Word 97** format. It lets you edit the document later in Microsoft Word and compatible applications and keep the text formatting and embedded objects you used on your device. However, there are some limitations to this format which you should be aware of; they are discussed in the following chapters.

If you are writing a document that does not require the use of tables, images, text formatting or anything else than simple text, and there is a possibility that you will later edit it on a PC computer or some other platform, you can use the **Plain Text** format that should work everywhere.



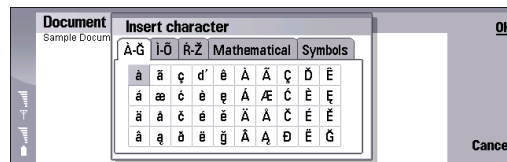
Tip: If you often use Nokia 9300i to write documents that will be transferred to a PC computer, or write PC documents that will be used on your device, it may be a good idea to create templates for the Documents application and/or Microsoft Word that follow the suggestions given in this guide. That makes it easier to remember the proper working practices.

Writing documents effectively

Here are some tips that are not covered by the Documents chapter of the Nokia 9300i User Guide:

- **Quick navigation:** You can move around the document quickly by using the **Chr** key and scroll key together. Press the **Chr** key and up or down to go up or down a page. Press the **Chr** key and left or right to go to the beginning or the end of the current row.
- **Inserting special characters #1:** The **Chr** key also gives you access to special characters. Press it once to open the character table, where you can select characters from various international alphabets, mathematical characters such as the percentage sign and symbols

such as the pound symbol. The first page of the character table is shown below.



- **Inserting special characters #2:** Press the **Chr** key and a letter on the keyboard simultaneously to cycle through the special characters that are variations of that letter. For example, pressing the **Chr** key and **A** once produces the character **á**.
- **Choosing the right fonts:** The Terminal and System fonts are intended for your device's internal use. You should not use them in your documents.

Viewing a document created on a PC

This chapter discusses various issues that you need to take into account when viewing documents created on a PC computer on your Nokia 9300i.



Note: When you open a Microsoft Word document on your device, there is a slight delay that is caused by the conversion of the document to the device's internal format. This conversion only happens for viewing purposes; no changes are made to the file itself unless you select the [Save](#) command from the [File](#) menu.



Note: In some software versions, the Documents application automatically saves an open document when the device cover is closed. If you are viewing a document that you want to keep absolutely unchanged, close the document before closing the cover.

Compatible features

You can use the device to write documents in the Microsoft Word format, so naturally you can also view documents that have been created elsewhere, saved in that format and transferred to your device.



Note: The Microsoft RTF format is not supported.

The Documents application supports many features of Microsoft Word documents, including the following:

- **Text formatting:** Text that is written in italics or bold, for example, is displayed correctly on your device. If colours are used to enhance the document, they are also shown.
- **Tables:** If the original document includes tables, you can view them on your device. In some cases, tables are inserted as embedded objects. You can view these by selecting the object with the scroll key and then pressing the center of the scroll key to open the table. Press **Esc** to return to the document.
- **Active links:** If the original document includes Web or e-mail addresses or phone numbers, you can activate the link by moving the cursor on top of it for a moment. This makes a new command appear under one of the command buttons on the right side of the display (either [Open Web address](#), [E-mail](#) or [Call number](#)). Contact lists and similar documents transferred to your device are very convenient: you can use the links

directly from the Documents application. The image below shows an activated Web page address:



Note: The Documents application does not make a distinction between an arbitrary string of numbers and an actual phone number. Therefore you should not be surprised if you move the cursor on top of a number string and the **Call number** command appears.

Features that may cause problems

It is important to remember that the Documents application is not a portable version of Microsoft Word or a similar word processing application, and thus it does not offer their full functionality; that is, you cannot see every feature of a complex document when viewing it on your device. The following document features may cause problems:

- **Layout:** the Documents application does not support a multi-column layout, displaying everything in a single

column. Headers, footers and style-based automatic numbering (such as chapter numbering) are not displayed either.

- **Fonts:** Your device includes a limited selection of fonts, and all other fonts are shown as one of the device fonts. Other TrueType fonts are not displayed even if they are embedded in the document.
- **Large images:** The Documents application handles most images well. However, if an image is particularly large, it may cause problems when viewing the document.
- **Macros:** Macros are not supported at all. Any information that is contained in macros is not available when you view the document on your device.
- **Change tracking:** If you use the Track Changes feature of Microsoft Word, the change information is displayed when viewing the document on your device. If the change history is particularly complex, parts of it may not be available.
- **Exotic bulleted lists:** If the original document uses other bullet styles than the plain, solid black bullet, they may not display correctly on your device.



Note: There are some rare situations in which a Microsoft Word document does not open at all on your device. If you do need to use such a document on your device, try streamlining its contents on a PC computer, using the guidelines in the next chapter, before transferring it to your device.

Editing a document created on a PC

This chapter discusses various issues that you need to take into account when editing documents created elsewhere on your Nokia 9300i.



Tip: You may move quickly from one menu to another by pressing the **Menu** key and a number on the keypad that corresponds to its position from left to right. For example, in the Documents application, **Menu+3** opens the **Edit** menu. **Menu+9** always opens the **Profiles** menu, regardless of the application you are using, and **Menu+0** always opens the list of open applications.

Writing compatible documents on a PC computer

Sometimes, when writing a Microsoft Word document, you know that you may later edit it with the Documents application. Here are some guidelines to make such a document as compatible as possible.

The idea is to keep the document as simple as possible. Do not use any advanced layout or other features if you can avoid it. More specifically:

- Try to put everything in your document in its body text. That is, do not use headers, macros, etc. as they are not supported by the Documents application.
- Use as few fonts as possible, as the device has a limited selection into which to convert them, and the use of many different fonts in a single document should be avoided in any case.
- Feel free to use "simple" text formatting, such as italics, bold or coloured text or background.
- Keep tables as small and simple as possible. If you can, do not include tables at all, instead showing the information in some other format.
- Keep images as compact as possible, and try to keep down the number of images in a single document.
- You should not use any embedded objects in a Microsoft Word document if you plan to use it on your device.



Tip: In the Options menu of Microsoft Word, keep the Allow fast saves box unchecked. Its use may cause problems if you later use the document on your device.

Avoiding problems when editing PC documents

By now you have learned what is liable to cause problems with your documents and what is not. The single most important thing to remember when making changes to a document in the Microsoft Word format is that any feature of the original document that is not supported by the Documents application is lost when you save the document on your device. **If you cannot see it on your device, it is not saved.**

For example, if the original document contained footers, they are not displayed while you edit the document and they will disappear permanently when you save the document. This is why it is important to remember the limitations of the Documents application and recognize the fact that it should not be used for editing long and complex documents.



Tip: It may be a good idea to save a copy of the original document in the device's internal format and make your changes to that version. This way, none of the data in the original file is accidentally lost.

One last thing to keep in mind is the behaviour of tables. When you save a document in the Microsoft Word 97 format on your device, any tables in it are converted into bitmap images. This basically means that you need to recreate the tables on a PC computer if you want to edit their contents there.