

iWord PRO Quick Users Guide



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Introduction to iWord PRO

“iWord PRO” (or simply “iWord”) is a powerful word processor ("rich text editor") that will transform your device in a professional typewriter.

iWord was designed to be used in place of the available word processors for personal computers and to enhance the versatility and ease of use.

Useful for journalists, students, writers, office work, for reports, etc...

Using iWord You can save the written documents in the local “documents archive” (so You will have Your written documents always with You; it is NOT required an internet connection to load the saved documents) and, if You need, You can export the documents using PDF or HTML file formats. The documents can be also shared with remote friends or with other devices using the remote storage and sharing systems (e.g. cloud).

Using the export to HTML function you can also use iWord to create your own web pages.

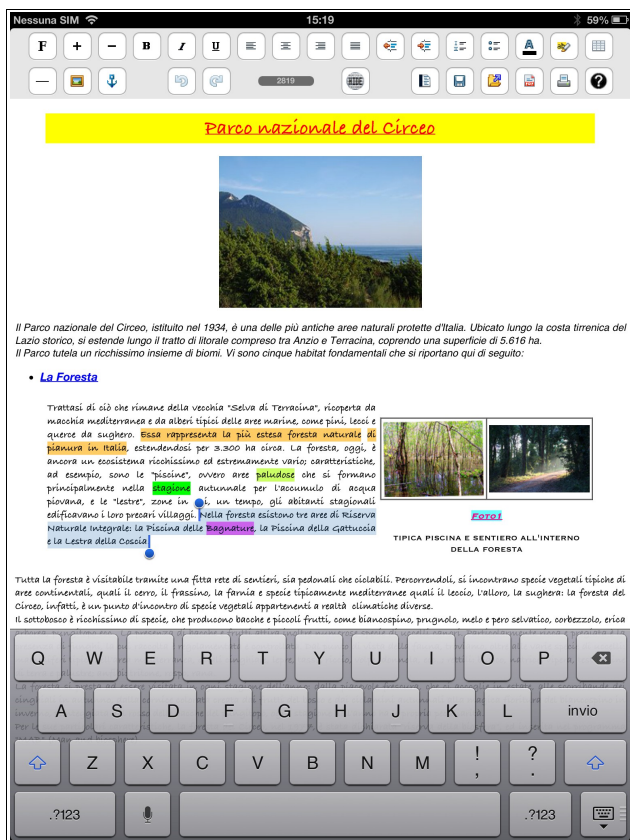
Using the “Open In” feature You can import Apple iWork documents (Pages, Numbers, Keynote), Microsoft Office documents (Word, Excel, Powerpoint), RTF documents, TXT documents, etc... edit them and save all.

Also, by pressing the "Siri" button on the keyboard (on iOS 6, devices compatible with "Siri") you can dictate the text to be written... "Siri" will insert, for You, the dictated text in the document, at the position where the cursor is displayed.

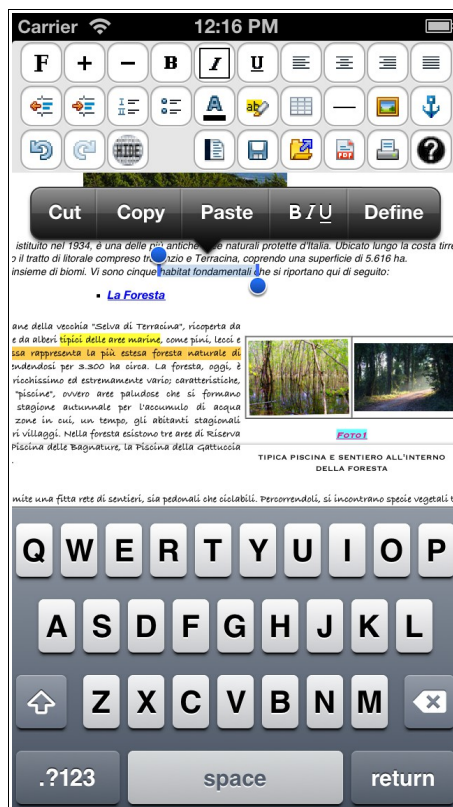
In this document we will describe the main features of iWord app.

Start a new document

Once iWord is launched, the writing window is displayed:



iPad version



iPhone and iTouch versions

Figure 1



Counter for written characters (iPad, iPad mini, iPhone, iTouch versions):iWord PRO is able to automatically count the number of the characters written in the document.



To start a new document press the button “New Document”.
The models window will be displayed:

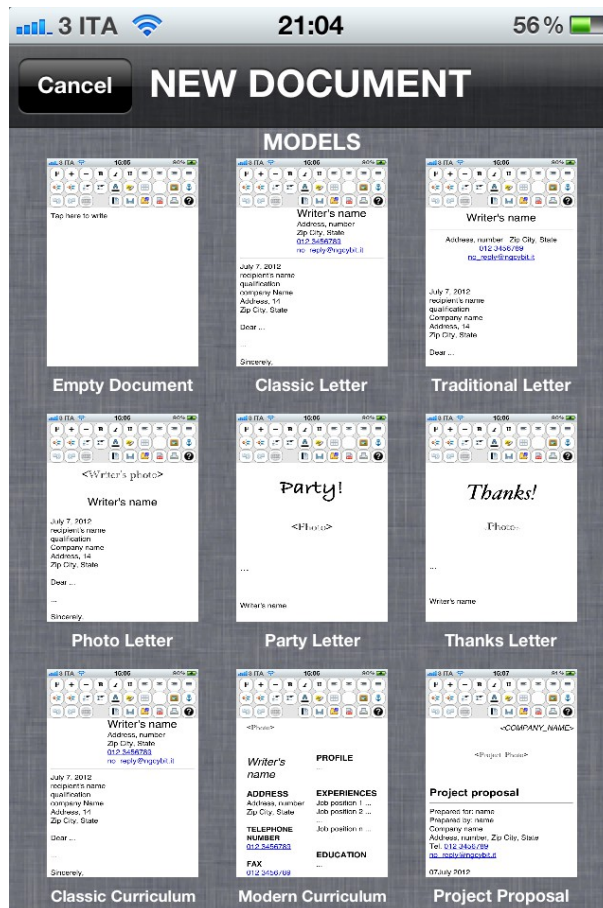


Figure 2

To choose a document model, tap the desired document model page.

To start a new empty document, tap on “Empty Document” page.

If “Empty Document” was chosen, the words “Tap here to write” will be displayed in the iWord rich text area. To start writing, tap near the “Tap here to write” words... the cursor for writing will be displayed in the position of touch and a semi transparent keyboard will be shown, lower in the screen. You can now write what You need using the keyboard (portrait or landscape device orientations are supported). The semi transparent keyboard allows You to see the written document always using the document's full screen visualization.

Interface Controls

F

Press this button to choose the desired font.

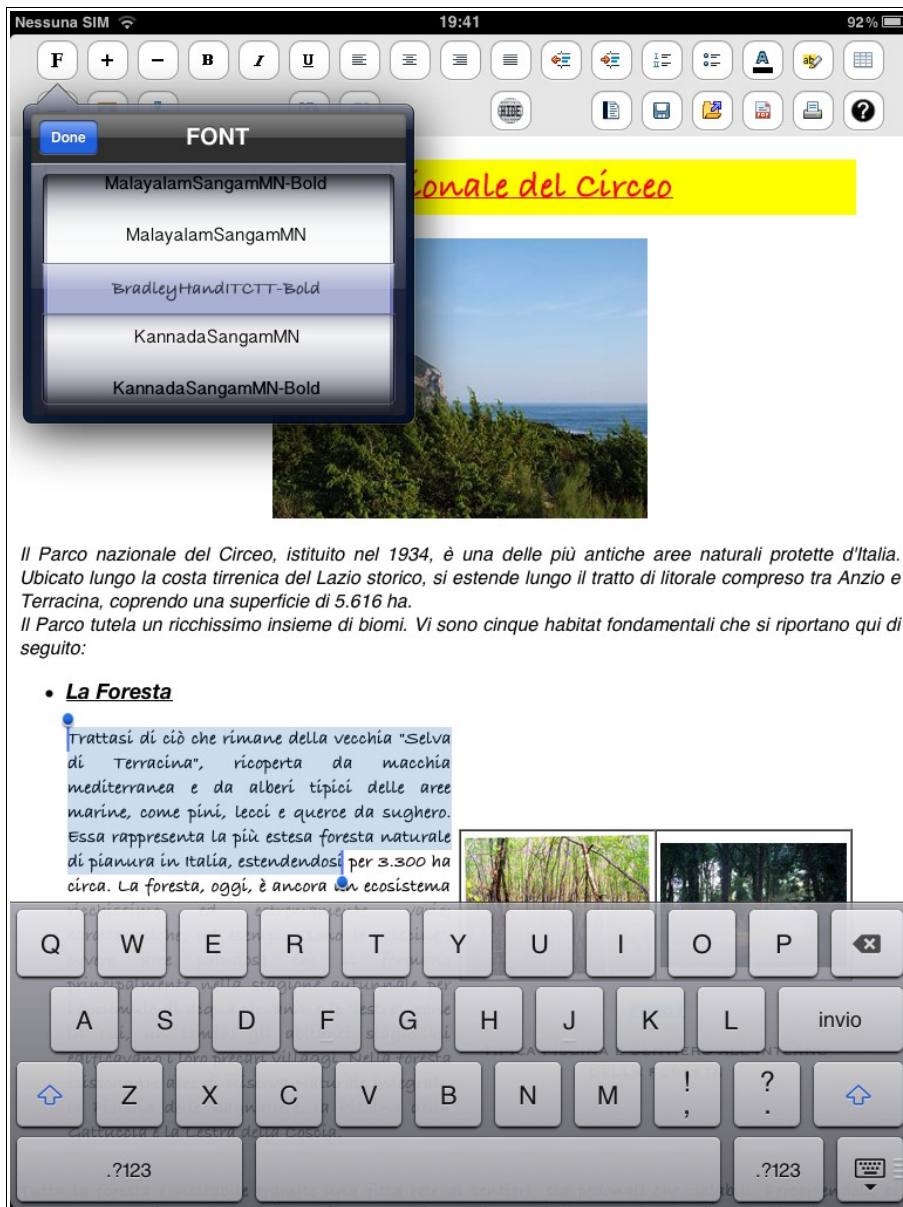


Figure 3



Press this button to increase the font dimension or to change the fonts dimensions of the selected text (we will see in the next paragraph how to select the text in the iWord rich text area).



Press this button to decrease the font dimension or to change the fonts dimensions of the selected text.



BOLD TEXT : OFF



ITALIC TEXT : OFF



UNDERLINED TEXT :
OFF



BOLD TEXT : ON



ITALIC TEXT : ON



UNDERLINED TEXT :
ON

Press these buttons to enable or disable the BOLD, ITALIC, UDERLINED text or to change the BOLD, ITALIC, UDERLINED text state for the selected text.



LEFT



CENTER



RIGHT



JUSTIFIED

Press these buttons to choose the text alignment or modify the text alignment of the selected text.



OUTDENT



INDENT

Press these buttons to indent the text or to modify the text indentation for the selected text.



ORDERED LIST



UNORDERED LIST

Press these buttons to insert an ordered list or an unordered list (or both together) in the iWord rich text area, in the position where the cursor is shown. These controls can be used together with the OUTDENT or INDENT buttons to obtain multi level lists.



Press this button to choose the text color or to change the color of the selected text.



Press this button to choose the text highlight color or to change the text highlight color of the selected text.

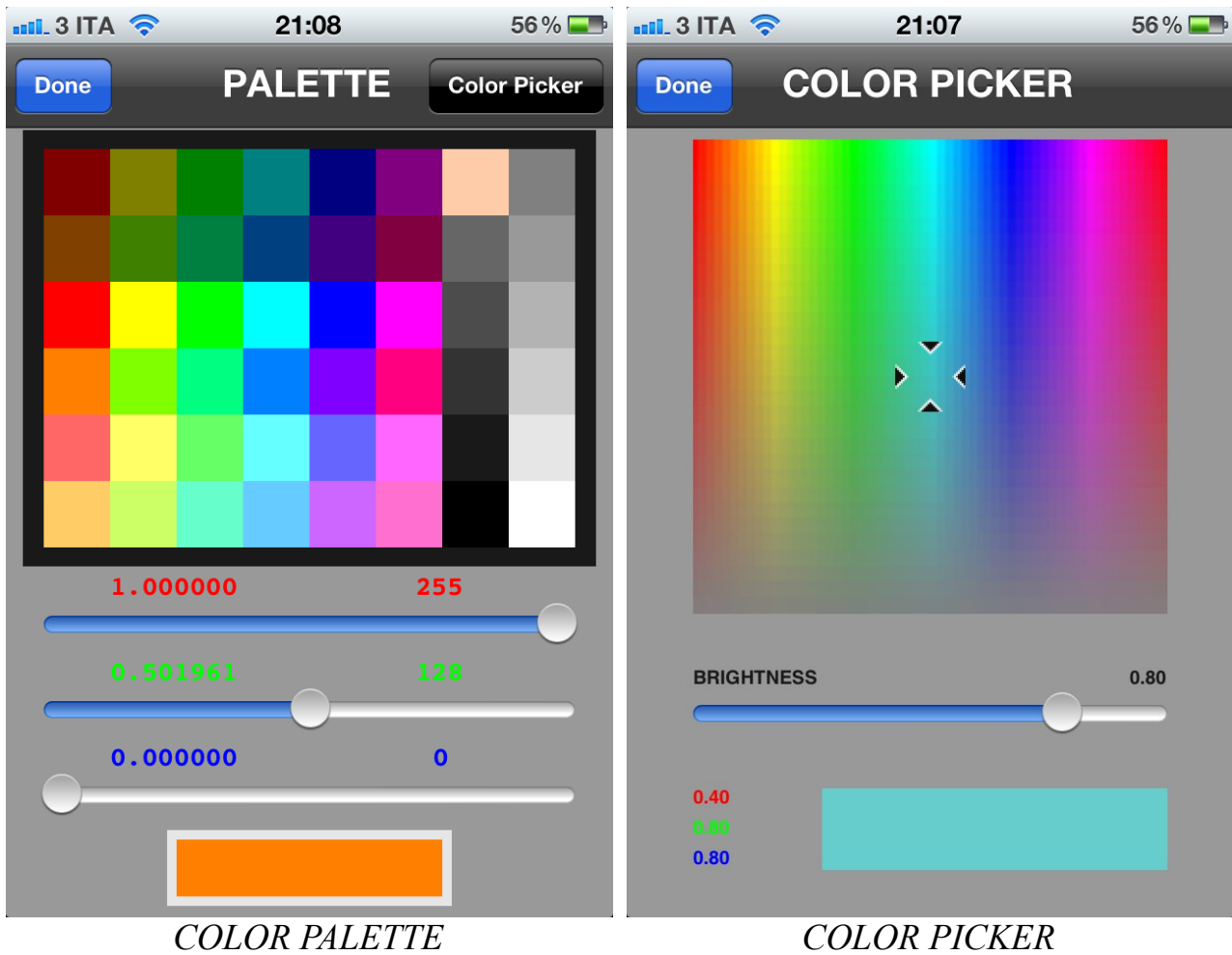


Figure 4

Use these windows to choose the text color or the text highlight color. Infinite colors are available for the text and highlight color.



Press this button to insert a table in the iWord rich text area, in the position where the cursor is displayed.



Figure 5

You can choose the number of rows, the number of columns, the opaque or transparent borders for the table. The table cells can be colored using the “text highlight color” control and choosing a color for the cells of the table before You press the button “INSERT A NEW TABLE”.



Press this button to insert an horizontal rule in the iWord rich text area, in the position where the cursor is displayed.



Press this button to choose an image from the device's photo albums and to add the chosen image to Your document. The image can be scaled as You want. The image will be added in the iWord rich text area, in the position where the cursor is shown.



Press this button to add an hyperlink to Your document in the iWord rich text area, in the position where the cursor is shown.



UNDO



REDO

Press these buttons to UNDONE or to REDONE the last document changes.



Press this button to hide the keyboard.



Press this button to save the written document.



Press this button to open the previously saved documents or to manage or share the saved documents.



Press this button to export the current document in a PDF file format, visualize the exported PDF document in the iWord PRO PDF PREVIEW window and to send the PDF document with an email. Using the “documents archive” (it will be described in the next pages of this document) You can export the saved documents in a PDF file format, share with a PDF compatible application installed in Your device (like for example pdfManager (HD), megaDownloader Web Browser (HD) or secret Reader) and store the exported PDF documents in the local device memory.



Press this button to print the current document using AirPrint.



Press this button to read the app documentation (an internet connection is required).

Fingers Controls

You can interact with iWord using Your fingers:

- ZOOM IN/OUT : pinching the screen with two fingers
- PAN : dragging one finger on the screen
- SELECT : when the cursor is displayed, double tap on the text You want to select and select the text moving the two blue indicators that appears on the screen with Your finger
- CUT, COPY : when the cursor is displayed, double tap on the text You want to cut or copy and press the “Cut” or “Copy” black button
- PASTE : once You have copied or cut the text, move the cursor in the desired position, single tap with Your finger, press the “Paste” black button
- SUGGESTIONS : when the cursor is displayed, double tap on the text, select a single word, press the “Suggestions” black button
- WORDS GRAMMATICAL CORRECTION : during writing the system will correct automatically the wrong written words. To do this You can also use the SUGGESTIONS button and choose the right word to be used
- SELECT, SELECT ALL : when the cursor is displayed, single tap on the screen and press the “Select” or “Select All” black buttons
- SELECT A TABLE : when the keyboard is not shown, single tap on the right border side of a table and press the keyboard delete button once
- DELETE A TABLE : when the keyboard is not shown, single tap on the right border side of a table and press the keyboard delete button twice
- MAGNIFIER : when the cursor is displayed, tap and hold pressed Your finger on a word to display the magnifier. Move the finger without raise it from the screen to move the magnifier

Import, edit and save documents

Using iWord PRO together with:

- megaDownloader Web Browser (HD)
- rtfManager (HD)
- documentsManager (HD)
- sheetsManager (HD)
- presentationsManager (HD)
- secret Reader
- Safari
- Mail
- dropbox
- etc...

you can import in the iWord PRO rich text area, using “Open In” or using the “COPY / PASTE” routines, all the documents You need or a part of interest of a document or a mixture of documents (You can merge many existing documents together in one iWord PRO document)... You can import:

- Pages documents (using “Open In” or “COPY / PASTE”)
- Keynote documents (using “Open In” or “COPY / PASTE”)
- Numbers documents (using “Open In” or “COPY / PASTE”)
- Word documents (using “Open In” or “COPY / PASTE”)
- Excel documents (using “Open In” or “COPY / PASTE”)
- Powerpoint documents (using “Open In” or “COPY / PASTE”)
- RTF files (saved for example with TextEdit for MAC OS X - using “Open In” or “COPY / PASTE”)
- PDF files (using “COPY / PASTE”)
- TXT files (using “Open In” or “COPY / PASTE”)

Also, You can import:

- a part of interest of an HTML page (using “COPY / PASTE”)
- an email attached document (using “Open In”)
- a web link document (using “Open In”)
- etc...

“Open In”

To import documents using “Open In” You can use for example megaDownloader Web Browser (HD) or rtfManager (HD) or documentsManager (HD) or sheetsManager (HD) or presentationsManager (HD) or secret Reader or Safari or Mail or dropbox, etc... select the document You want to import, press the button “Open In” (Action button) and choose iWord PRO as the destination app: the selected document will be imported in the iWord PRO rich text area (the “Open In” routine replace the text displayed in the iWord PRO rich text area; first of using “Open In” remember to save the displayed text in the iWord PRO rich text area).

Example (*“import a document from dropbox”*):

- open the “dropbox” app (if You do not have it, You can download and install the dropbox app from iTunes App Store... It is FREE – for how to use the dropbox app read the dropbox documentation), select the document to be imported, press the button “Open In”, press the button “Open in iWord PRO”:



using dropbox, select the document to be imported and after press the button “Open In” (the document will be visualized by dropbox) the selected document will be imported into iWord PRO. Tap the screen to edit the imported document

Figure 6 – 1

“COPY / PASTE”

To import the documents into iWord PRO using “COPY / PASTE”, You have to display the document using megaDownloader Web Browser (HD) or rtfManager (HD) or documentsManager (HD) or sheetsManager (HD) or presentationsManager (HD) or secret Reader or Safari or Mail or dropbox, etc... SELECT and COPY what You need (in the visualized document) and PASTE the selected text into iWord PRO rich text area. All You have copied will be pasted into iWord PRO. You can now edit and save the imported document into a new iWord DOC or edit, save, print and export all to a new HTML page or PDF file. It is a very powerful feature that allows You to edit all You have created in the past.

Example (“import a part of interest of a web page displayed into megaDownloader Web Browser (HD) app ”):

- Copy a web page using for example megaDownloader Web Browser (HD) (in this example a Wikipedia page “Bonsai” is copied): select what You need and press the “Copy” black button

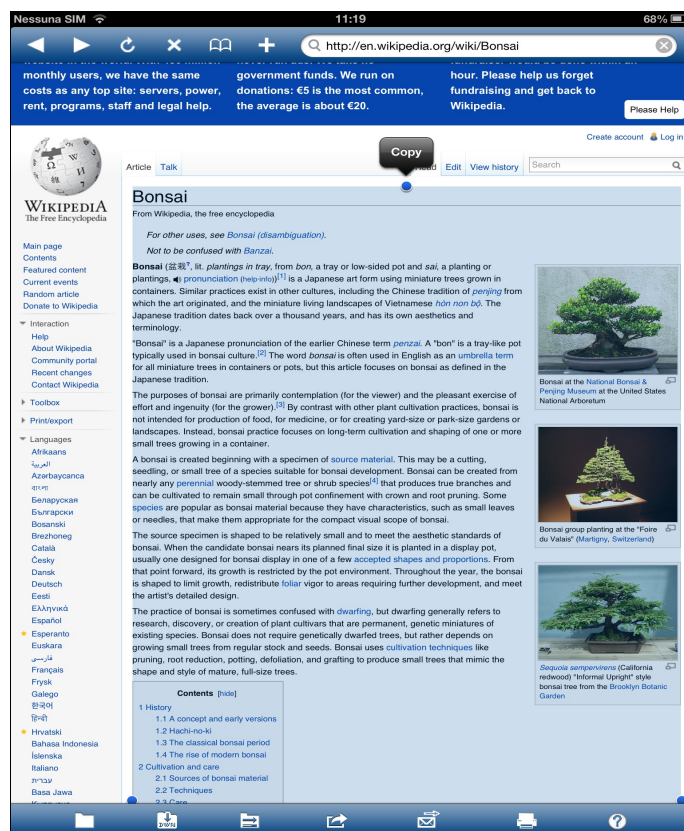


Figure 6 – 2

- Open iWord PRO and PASTE all You have copied (see PASTE control previously described in this manual)

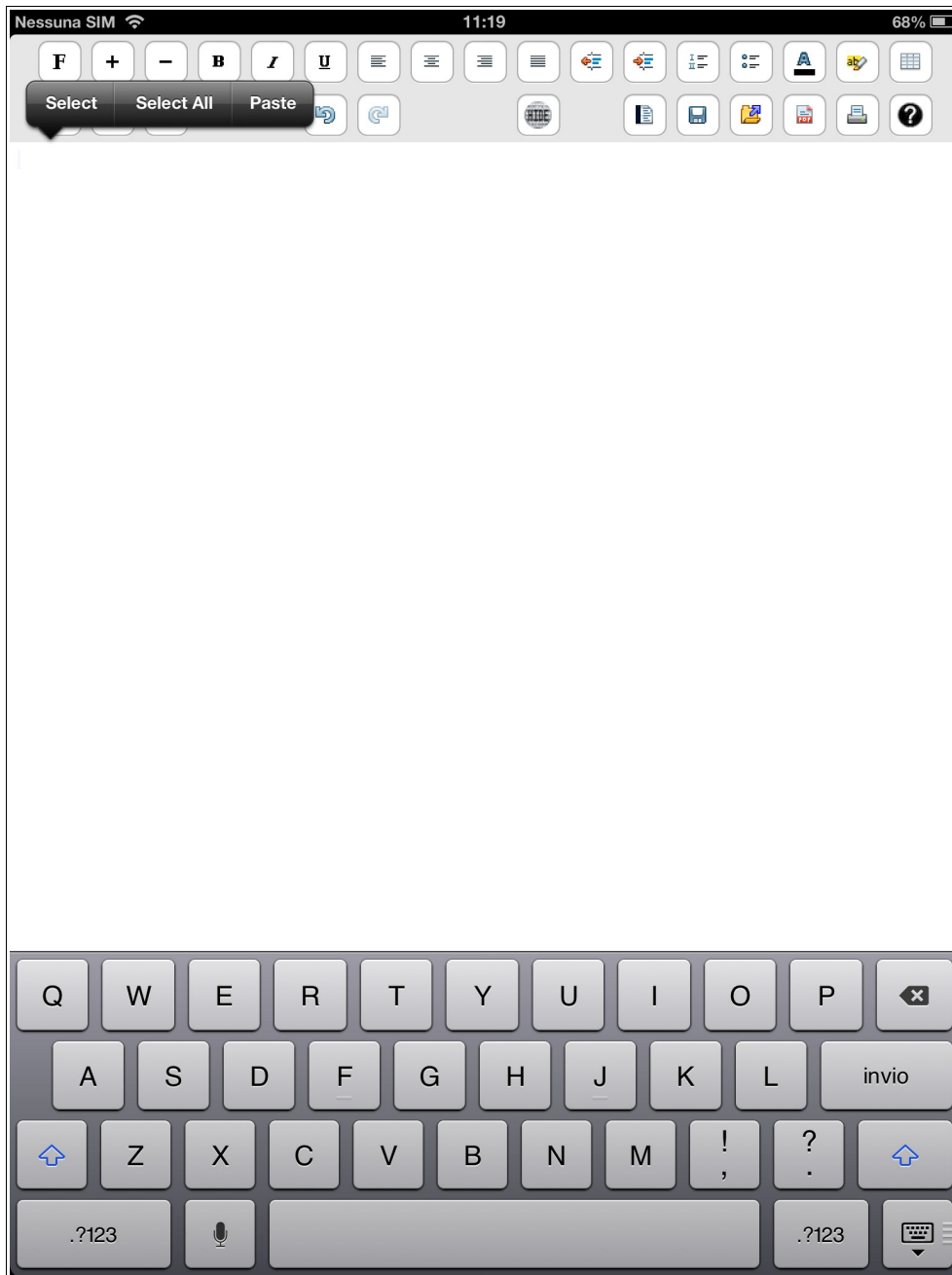


Figure 6 – 3

- This is the final result of COPY (using megaDownloader Web Browser (HD)) and PASTE (using iWord PRO)

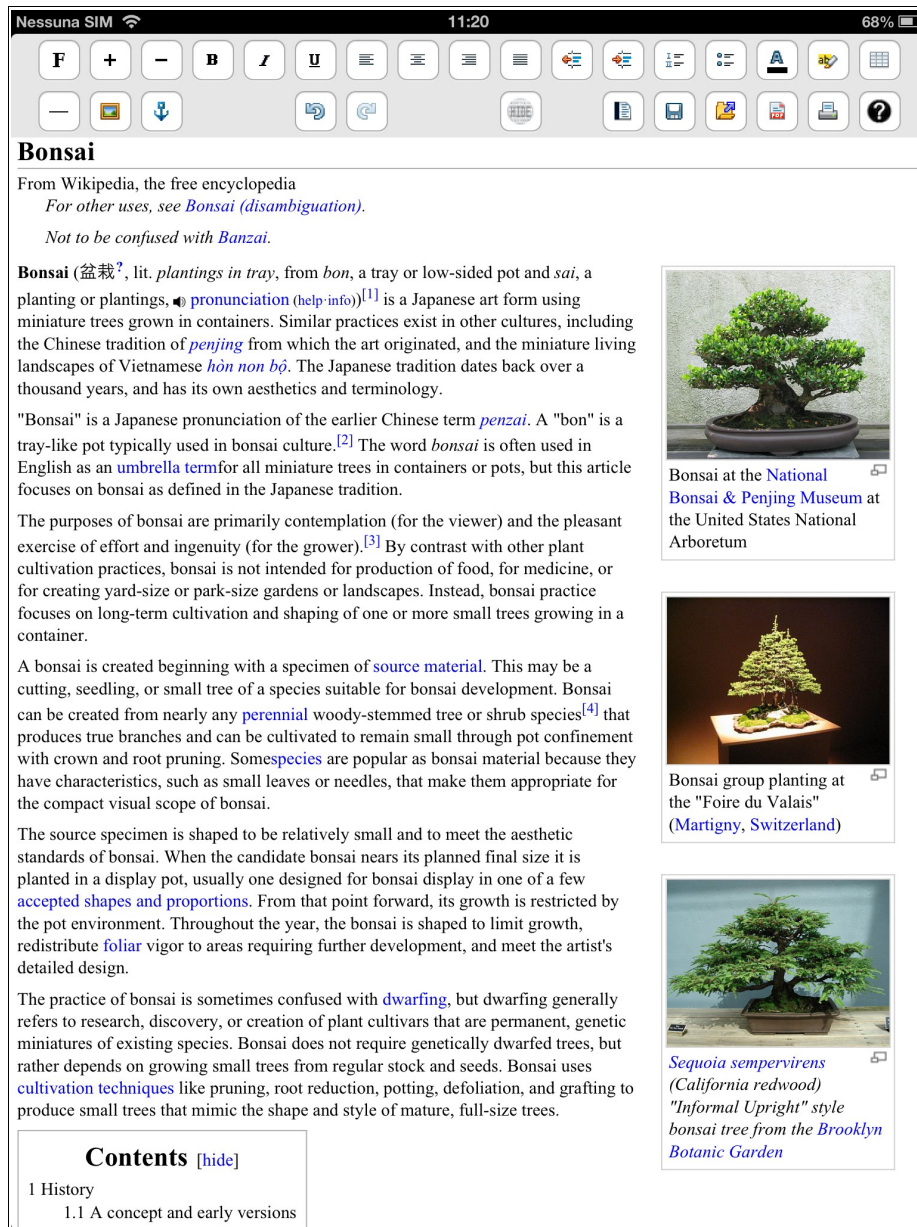


Figure 6 – 4

Now You can edit, save, print and if You need export all in a new HTML page, in a PDF file or in a new iWord DOC and send all with an email or share all with a remote friend, with another installed app or with another remote device (also from the iPad/mini iPad to the iPhone/iTouch or from the iPhone/iTouch to the iPad/mini iPad).

“Speech to Text” using Siri

iWord works together with Siri... You can dictate the text You want to insert and Siri will insert the text, for You, in the iWord rich text area, in the position where the cursor is displayed.

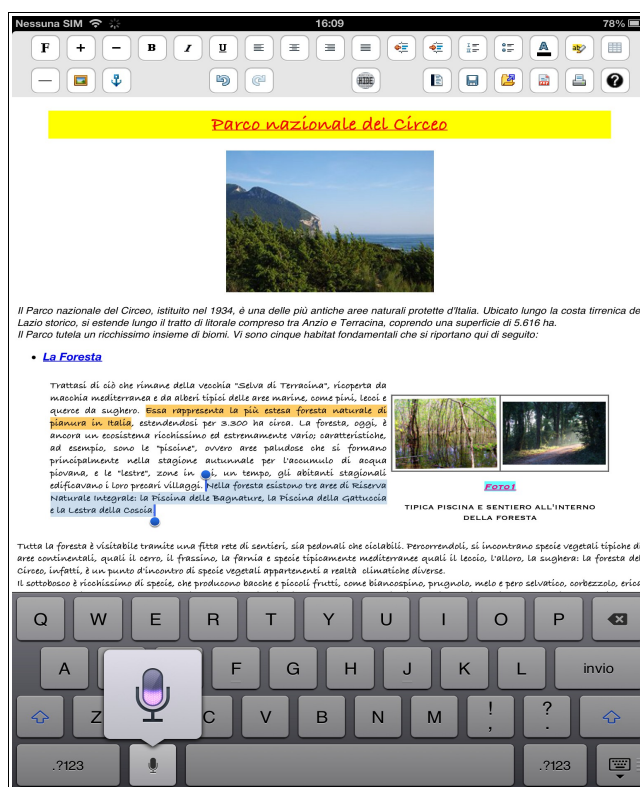


Figure 7

To use the iWord + Siri “Speech To Text” You have to:

- press the microphone button on the keyboard (as shown in the Figure 7)
- dictate the text You want to insert (while dictating You can see the audio level meter in the microphone itself)
- press another time the microphone button (when You have ended to dictate the text) and Siri “Speech To Text” will write, for You, the dictated text

This feature is available only in the devices compatible with Siri.

“Text to Speech” using Siri

Enabling the “Text to Speech” feature, iWord PRO can be used to read a document using the Siri voice (multi languages).

To enable the “Text to Speech” feature:

1. Launch the device “Settings” and tap on “General”
2. Scroll down to “Accessibility” and tap on “Speak Selection”



Figure 8

3. Slide the “Speak Selection” to “ON” and adjust the “Speaking Rate” slider to an appropriate setting

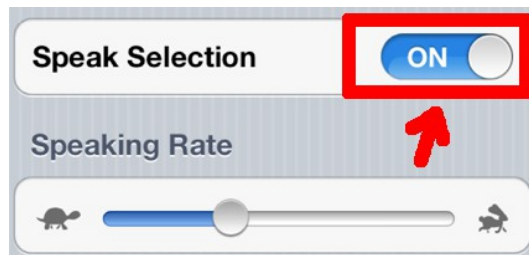


Figure 9

4. Select text and press on "Speak" button to speak the selected text:



Figure 10

- Open iWord PRO and load a written document from the documents archive or copy/paste the document text from the web or from another installed app
- Tap on the text of the loaded document to show the keyboard
- Tap once more on the text to show the selection menu: press on "Select" and choose the text that You want to select or press on "Select All" to select all the document
- Press on "Speak" to speak the selected text

To stop "Text To Speech"

- Double tap on the selected text and press "Pause"

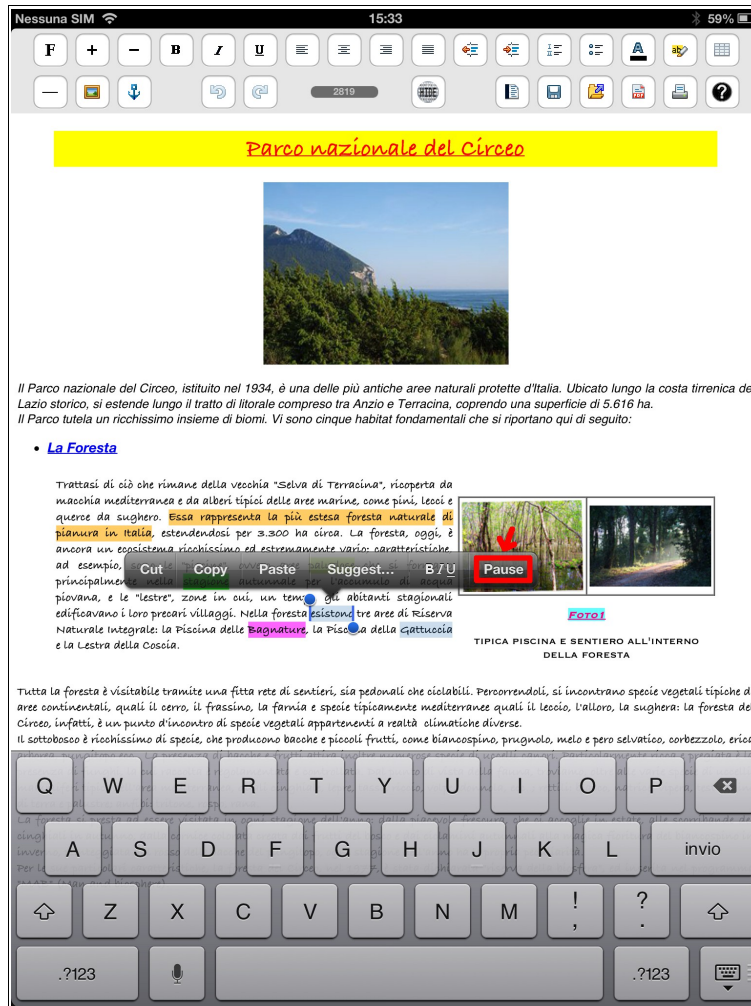


Figure 11

Save the written document



Press this button to open the document save window:



Figure 12

Tap on the white text field, write the document name and press the “Save the document” button to save the current document in the “documents archive” of iWord PRO. If the name is not specified iWord PRO will assign a default “**timestamp**” name to Your document. If the document already exists in the iWord PRO documents archive, iWord PRO will ask You if You want to replace the old document with the new one.

Documents archive, DOC, PDF, HTML file sharing



Press this button to open the iWord “documents archive” window:

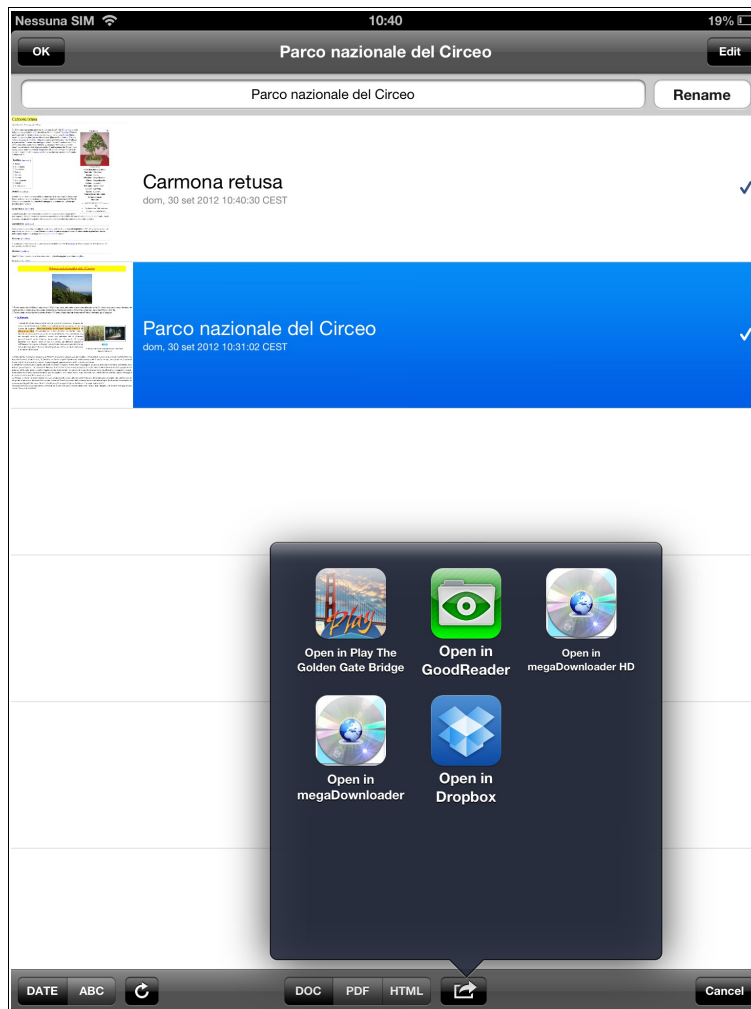


Figure 13

Tap on a document name to select it.

The selected document can be opened pressing the “OK” button: **the current document will be replaced by the selected document (save the current document first).**

Press the “Edit” button to delete a previously saved document.

The selected document can be shared using DOC / PDF / HTML control together with the “Action” button (frame with curved arrow, low center in the screen).

“**DOC**”: export the document as an iWord doc file, compress using “ZIP/UNZIP” routines and share it with an installed app or with a cloud system (for example with dropbox client... You can download dropbox from the “iTunes App Store”, it is FREE). Press the Action button and choose an app (to share Your document with another device or with a foreign friend choose dropbox as the destination app and share a folder that contains Your document with Your foreign friends). The exported DOC document file format can be used also to create Your e-Book using for example the “**calibre**” free app for MAC or PC (iWord PRO → DOC → calibre → e-book).

“**PDF**”: the same like **DOC** (see the “DOC” section) but You will share a PDF file (the selected document exported as a PDF file) with an installed app or with a cloud system.

“**HTML**”: it exports the selected document in the HTML file format, compress it using “ZIP/UNZIP” routines and send the .zip file containing the HTML page with an email. You can use the HTML files and the other files to build a WEB PAGE (from iWord document → to a WEB PAGE). The exported HTML document file format can be used also to create Your e-Book using for example the “**calibre**” free app for MAC or PC (iWord PRO → HTML → calibre → e-book).

Once selected DOC or PDF or HTML press the “Action” button (frame with curved arrow, low center in the screen).

Press DATE or ABC for sorting of the documents list using the “date of creation” (DATE) or the “alphabetical” (ABC) order.

Press the “Cancel” button to abort all and close the “documents archive” window.

Ending

Our first introductory guide ends here.

In this guide I have showed only a small part of the functionalities of this tool.

Thank you everyone for the attention.

For any questions please send an email to:

natalini.gianluca@gmail.com

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