

DocuWorks Mobile (Android™)

User Guide



Introduction

Thank you for purchasing DocuWorks Mobile.

This manual provides you with the setup procedure, the general operation, the usage of print and scan features, and notes and restrictions of DocuWorks Mobile.

This User Guide assumes that you are familiar with the environment of your personal computer and network, and knowledgeable of the basic function and operation of your Android tablet.

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Using This Guide

This User Guide provides an overview of DocuWorks Mobile and explains how to set up and operate the application with the Android tablet.

Organization of This Guide

■ Before Using the Application

This chapter explains how to install and uninstall DocuWorks Mobile. This chapter also provides information that you should know before installation.

■ Basic Operations

This chapter explains the general operation of DocuWorks Mobile.

■ Various Settings

This chapter explains the various settings of DocuWorks Mobile.

■ Print Function

This chapter explains how to set up DocuWorks Mobile for printing to a Fuji Xerox MFD.

■ Scan Function

This chapter explains how to set up DocuWorks Mobile for scanning a document with a Fuji Xerox MFD and directly sending it to your Android tablet.

■ Server Linkage

This chapter explains how to set up DocuWorks Mobile for working with the DocuShare server and the WebDAV server.

■ Cloud Linkage

This chapter explains how to set up DocuWorks Mobile for working with the Working Folder.

■ Appendix

This chapter explains the notes and restrictions, data backup and restoration, and error messages of DocuWorks Mobile.

Conventions

This guide uses the following marks, symbols, and terms.



This indicates caution information. Read here certainly.



This indicates additional information.



This indicates sources of reference.

Symbol

- | | | |
|-----|----|---|
| .. | .. | This indicates the name of files/folders, input characters, and sources of reference in this guide. |
| [] | | This indicates menus, menu items and buttons of this application. |
| > | | This indicates the selection sequence of the menu.
Example: Select [AAA] > [BBB]. |

Term

- The Microsoft® Windows® Operating System is referred to as Windows.
- The multi-function device is referred to as MFD.
- DocuWorks Viewer Light for Android is referred to as DocuWorks Viewer Light.
- DocuWorks document, DocuWorks binder, and DocuWorks container are collectively referred to as DocuWorks files.

The unit of [byte] is used for counting input characters. Depending on the character type, one character is counted as one or more bytes.

1

Before Using the Application

1.1 Operation Environment of DocuWorks Mobile

1.1.1 Operation environment

This application supports the following Android tablets and operating systems with the free storage space listed below.



- For information about the latest updates on supported Android tablets and operating systems, please visit our official website.

■ OS

- Android 4.0, Android 4.1, Android 4.2, Android 4.3, Android 4.4, Android 5.0 (32 bit), Android 5.1 (32 bit)

■ Processor:

- ARM-based processor

■ Screen resolution

- 1,024 x 600 to 2,560 x 1,600

■ Screen size

- 7 to 10.1 inches

■ Free storage space

- 1 GB or more

1.1.2 Supported File Formats

The table below provides the information about what combination of the file format and function is supported by this application and available for printing with the MFD.

○: Operation or print is available.

△: Operation or print is partly available.

×: Operation or print is not available.

File format	Extension	Available operation				
		Preview	File management ^{*1}	Page management ^{*2}	Edit	Print ^{*3}
PDF file ^{*4}	.pdf	○	○	△ ^{*6}	○	○
DocuWorks document	.xdw	○ ^{*5}	○	△ ^{*6}	○	○
DocuWorks binder	.xbd	○ ^{*5}	○	×	○	○

1.1 Operation Environment of DocuWorks Mobile

File format	Extension	Available operation				
		Preview	File management ^{*1}	Page management ^{*2}	Edit	Print ^{*3}
DocuWorks container	.xct	○	○	×	○ ^{*7}	×
Image file (JPEG) ^{*8*9}	.jpeg/.jpg	○	○	△ ^{*11}	○ ^{*12*13}	○
Image file (PNG) ^{*8}	.png	○ ^{*10}	○	△ ^{*11}	○ ^{*12*13}	○
Movie file (MP4)	.mp4	○ ^{*10}	○	-	×	×
Movie file (3GPP)	.3gp	○ ^{*10}	○	-	×	×
Microsoft Office Word	.doc/.docx	△	○ ^{*14}	×	×	×
Microsoft Office Excel [®]	.xls/.xlsx	△	○ ^{*14}	×	×	×
Microsoft Office PowerPoint [®]	.ppt/.pptx	△	○ ^{*14}	×	×	×
Other files	-	×	○ ^{*15}	×	×	×

*1 File management refers to [Delete], [Move/Copy], [Rename], [Send], and [Open] displayed in the function area. Refer to "1.6.1 Document List Screen" (P.14) for details.

*2 Page management refers to [Page Swap], [Rearrange], [Delete], and [Rotate] displayed in the page view. Refer to "2.2 Operations on the Viewer Screen" (P.37) for details.

*3 Refer to "4 Print Function" (P.85) for details on printing.

*4 Refer to "1.1.3 Supported PDF Files" (P.11) for details about the supported PDF file versions and the restrictions.

*5 Versions of the DocuWorks document and DocuWorks binder available to display are DocuWorks Ver. 4.x to 8.x. DocuWorks documents generated with our MFDs supported by this application can also be displayed.

*6 - The following PDF files or DocuWorks documents do not support [Unstack], [Stack], [Page Swap], [Rearrange], [Delete], and [Rotate] functions.

- PDF files secured with [Password Security]
- DocuWorks documents secured with [Security Settings]
- Signed DocuWorks documents
- DocuWorks binders

- [Rotate] cannot be performed for annotated pages in a DocuWorks document.

- [Unstack] and [Stack] cannot be performed for PDF files containing a page that exceeds 1 MB.

*7 Contents in the DocuWorks container cannot be edited. Only the cover page of the DocuWorks container can be edited.

*8 Only single-page images are supported.

*9 JPEG files containing the CMYK color profile cannot be displayed.

*10 When the Working Folder is in thumbnail display mode, these files will be viewed as icon.

*11 These files do not support [Unstack] and [Stack] operations.

*12 You can add images to the original or rotate pages. These files can be saved as different files. Note that files will be saved at a lowest compression rate or not compressed at all, resulting in the size of the saved image file larger than the one of the original.

*13 These files can be edited with [Marker] and [FreeHand]. Refer to "Marker and FreeHand" (P.43) for details.

*14 These files can be viewed only when an application supporting Office document files is installed in the Android tablet. What file formats can be displayed depends on the application.

*15 Files can be viewed only when an application installed in the Android tablet supports their display.

1.1.3 Supported PDF Files

- PDF version 1.3-1.7 created with Adobe[®] Acrobat[®] standard (default) setting

The following notes and restrictions will be applied.

- This application does not show PDF bookmarks and links edited with Adobe Acrobat and other added information (reviews and annotations, forms, multimedia, etc.) edited outside of this application.
- PDF secured with "Password for document opening" or "Authorization password" cannot be edited.
- For PDF files secured with "Authorization password", this application cannot set authorization setting other than "Prohibit printing".
- For PDF files set with "Prohibit printing" in the "Password for document opening" or "Authorization password" option, print operation cannot be performed.

- PDF created by Fuji Xerox MFD

PDF files specified with the following Original Sizes are supported.

A3, A4, A5, A6, B4, B5, Letter, Folio, Legal, Ledger

The following notes and restrictions will be applied.

- When editing (Highlight, Underline, Strikethrough) PDFs created by Fuji Xerox MFDs, OCR setting is required at the time of scanning the original. The supported language setting for OCR is Japanese or English.
- Signatures cannot be verified.

- PDF created by Fuji Xerox DocuShare 6.6.1/7.0

- PDF created by Fuji Xerox DocuWorks (DocuWorks PDF Creator Ver.1.0)

- PDF created by the portfolio function

The following notes and restrictions will be applied.

- Cannot be displayed, edited, or operated (including Unstack and Stack).

1.2 Installing DocuWorks Mobile

1. Transfer the installer of this application to any folder in the Android tablet.



Note

- The installer file can be transferred from a PC to the Android tablet via SD card or USB cable.
For information on how to operate the Android tablet, see the provided manual.

2. Tap [Settings] > [Security], and select [Unknown sources].

3. Open the folder storing the transferred installer file.

4. Tap the installer file.

5. Tap the [Install] button.

The installation will start.

6. Tap [Done].

7. Tap [Settings] > [Security], and clear the [Unknown sources] checkbox.

1.3 Uninstalling DocuWorks Mobile



Important

- Uninstalling this application will delete all the setting information of spaces, printers, and so forth configured using this application.
However, document files stored in the spaces will remain where they are.
For information on where the document files are located, see "8.2 Data backup" (P.130).



Note

- Menu names used in this procedure may differ between models.

1. Tap [Settings].

2. Tap [Apps].

3. From the displayed list, tap [DW Mobile].

4. Tap [Uninstall].

A message will ask you if you are sure to uninstall the application.

5. Tap [OK].

1.4 Updating DocuWorks Mobile

1. Transfer the latest package file of this application to any folder in the Android tablet.



Note

- The installer file can be transferred from a PC to the Android tablet via SD card or USB cable.
For information on how to operate the Android tablet, see the provided manual.

2. Tap [Settings] > [Security], and select [Unknown sources].
3. Open the folder storing the transferred installer file.
4. Tap the installer file.
5. Tap the [Install] button.
The installation will start.
6. Tap [Done].
7. Tap [Settings] > [Security], and clear the [Unknown sources] checkbox.

1.5 Starting DocuWorks Mobile

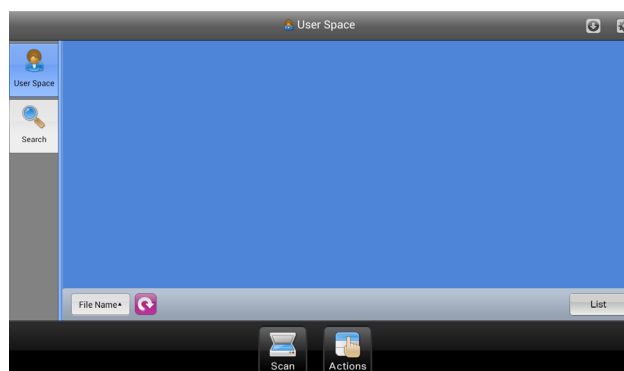
1. Tap .



Note

- When this application is started for the first time after installation, the Software License Agreement will appear. Tap [Agree] to proceed to the serial code input screen.
 - If you have a serial code, enter the serial code and launch the application by following the instruction appearing in the screen.
 - If you do not have a serial code, ask our sales representative on the purchase of the serial code.
 - You can use the trial edition of this application for 30 days provided that you agree the Software License Agreement. Tap [Have a try] to use the trial edition.
- From the second start onwards after entering the serial code, the serial code input screen does not appear.
However, the serial code input screen will continue to appear for the trial edition each time when the application is started.
- If you re-install the application, the Software License Agreement will appear again when you start the application.

The application will launch and display the documents in User Space on the Document List screen.





• Refer to "1.6.1 Document List Screen" (P.14) for details of the Document List screen.

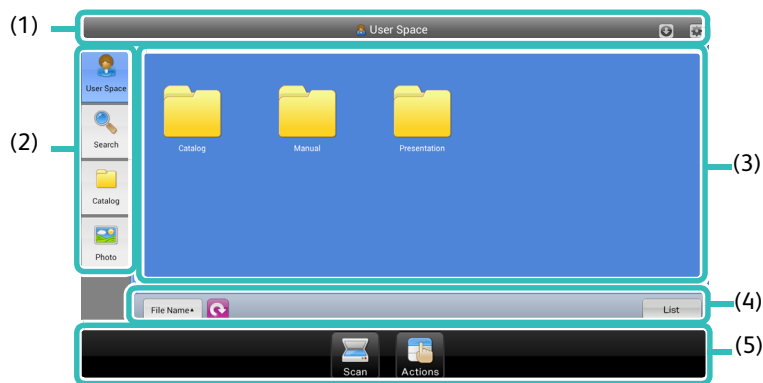
1.6 Basic Screen

The basic screen consists of the two screens: the Document List screen and the Viewer screen. This section explains these two screens and their characteristics.

Explanations here are provided using the screens and windows with the Android tablet viewed in landscape orientation.

1.6.1 Document List Screen



The Document List screen consists of the following areas.



(1) Navigation Area

Displays the currently selected space name. Tapping the document or folder will display the document name or folder name.

Tapping the middle of the navigation area will display the content of the properties.

The various settings can be configured by tapping the setting button  on the right side of the navigation area. You can also view or delete the history of files downloaded from the Web space by tapping the download files button .



- Refer to "3 Various Settings" (P.75) for details on the various settings.
- Refer to "Displaying the download files" (P.67) for information on how to view the history of files downloaded.
- Refer to "Deleting the download history" (P.67) for information on how to delete the history of files downloaded.

(2) Space Area

Displays the document storing spaces and the space for document search.

Types of spaces are; User Space, Search space, Local space, Photo space, Web space, Server space, Cloud space, Synchronized space, and Secure Drawer space.

By default, the User Space and Search space are displayed.

 **Note** • User Space always comes to the top of the space area.

 • Refer to "2.3 Managing Spaces" (P.57) for details.

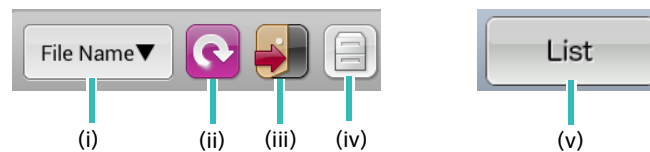
(3) Main Area

Displays the documents stored in this application.

By default, the main area is in thumbnail display and displays documents in User Space. Use the button in the sub-function area to switch the display of the main area.

(4) Sub Function Area

The sub-function area consists of the following function buttons.



(i) Display order switch button

Tap this to switch the order of document display in the main area.

(ii) Update button

Tap this to update the contents of the main area.

(iii) Logout button

This button is displayed when a server is connected. Tap this when you want to log out.

(iv) Cabinet switch button

This button is displayed when the application is linked with Working Folder. Tap this when switching the cabinet. This button is displayed only when multiple cabinets are used.

(v) Display mode switch button

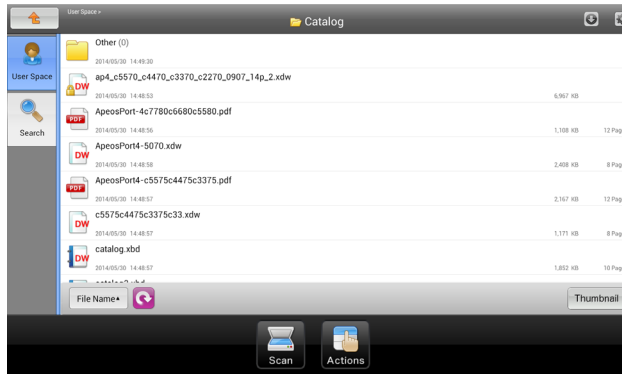
Tap this button to switch document display between list and thumbnails.

In thumbnail view, the screen shows the first page image of the documents.

In list view, you can view documents with file name, file size, number of pages, and modified date/time.



- In thumbnail view:
 - Thumbnail display is available for PDF files, DocuWorks files, Image files (JPEG/PNG), and movie files (MP4/3GP).
 - Unsupported files will be displayed as icons.
 - A document file not opened once will be displayed as a "NEW" icon.
- In list view:
 - The number of pages is not displayed for unsupported files and PDF files protected with "Password for document opening".
 - The number of files stored in a folder appears next to the folder name.
 - The drag & drop function is not available. Tap the [Actions] button for starting operation.



(5) Function Area

Displays the available functions. Tap the [Actions] button to access the following option menu.



Option	Function	See
Delete	Deletes documents and folders.	P.25
Move/Copy	Moves or copies documents or folders from one space to another.	P.27
Rename	Renames documents and folders.	P.28
NewFolder	Creates a new folder.	P.29
Send	Sends document using the e-mail function of another application.	P.31
Print	Prints documents.	P.85
Unstack	Unbundles a document into separate-page documents.	P.33
Stack	Bundles multiple documents into a single document.	P.34
Open	Opens a document with other application.	P.30
Convert	Converts an image file to a PDF file or DocuWorks document.	P.35
Synchronize	Checks the folder of the Working Folder that is specified as the Synchronized space. Updated documents will be synchronized and maintained in the latest state.	P.68

**Note**

- Flick the function area to the left when [Stack], [Open], [Convert], and [Synchronize] buttons are not displayed.
- The position of the buttons on the function area can be moved by drag & drop.
- Tapping [Done] closes the menu.

1.6.2 Viewer Screen

Your document will open in the Viewer screen when tapped from the Document List screen. By default, the document opens in full screen display.

**Note**

- The default display mode can be changed to preview. For details, see "View Full Screen in Preview" (P.76).



Tapping the screen will show the space area and the function area.

The Viewer screen consists of the following areas.



(1) Navigation Area

Displays the name of the currently displayed document.

Tapping this document name shows the contents of the properties.

(2) Space Area

Displays the spaces for storing or searching for documents.


Types of spaces are; User Space, Search space, Local space, Photo space, Web space, Server space, Cloud space, Synchronized space, and Secure Drawer space.

By default, the User Space and Search space are displayed.

 **Note** • User Space always comes to the top of the space area.

 • Refer to "2.3 Managing Spaces" (P.57) for details.

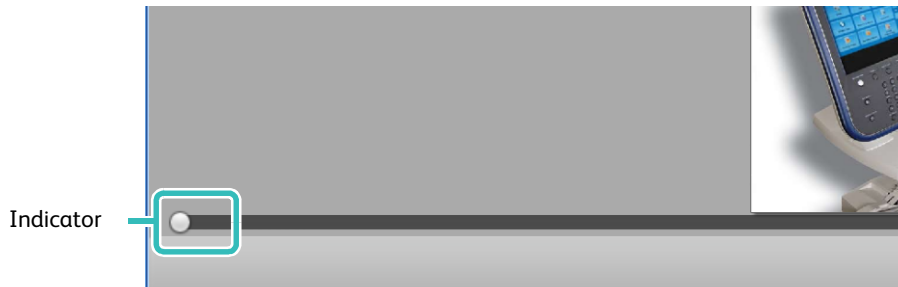
(3) Main Area

 • The default display setting can be changed to preview. For details, see "View Full Screen in Preview" (P.76)

Displays the page of a selected document.


Tap the buttons on the sub function area to switch the main area to be displayed in page thumbnail display or preview display.

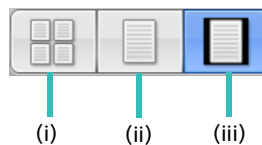
You can use the indicator on the slide bar to navigate between pages.



(4) Sub Function Area


Provides the following function buttons:

 **Note** • You can use these buttons to switch the display mode for PDF, DocuWorks, image (JPEG/PNG), and movie (MP4/3GP) files.



(i) Page thumbnail display

Tap this to display the document in page thumbnail.

 **Note** • You can double-tap the document to display it in page thumbnail.

(ii) Preview display

Tap this to display the document in preview.


(iii) Full screen display

Tap this to display the document in full screen.

 **Note** • The space area and the function area will reappear when tapped again.

(5) Function Area







Displays the available functions. The Viewer screen provides [Print], [Actions], and [Edit] buttons. From [Actions] and [Edit] buttons, you can choose following options:

 **Note** • Tapping [Done] closes the menu.







■ [Actions] button

Option	Function	See
Delete	Use this to delete document pages.	P.39
Rotate	Use this to rotate document pages.	P.41
Page Swap	Use this to swap the order of document pages. This option is available only in page thumbnail.	P.38

■ [Edit] button (when you edit PDF/Image file)

Option	Function	See
 Palm	Use this to scroll the screen or move to the next page.	-
 Marker	Use this to draw semi-transparent lines.	P.43
 Freehand	Use this to draw lines.	P.43
 Underline	Use this to underline text string in PDF.	P.44
 Strikethrough	Use this to strike through text string in PDF.	P.44
 Highlight	Use this to highlight text string in PDF.	P.44

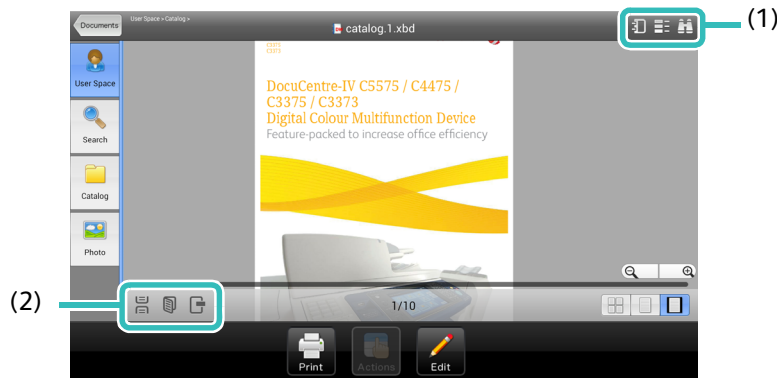
■ [Edit] button (when you edit DocuWorks document)

Option	Function	See
 Palm	Use this to scroll the screen or move to the next page.	-
 Multiple annotations	Use this to select multiple annotations. Selected annotations can be collectively moved or deleted.	P.55
 Marker	Use this to draw lines.	P.51
 NotePad	Tap this to display notepads.	P.53
 Registered annotation	Tap this to display the registered annotations.	P.54
 Register	Tap this to register the annotation you have edited.	P.55

DocuWorks Viewer Screen

Tapping a DocuWorks file opens DocuWorks Viewer screen as shown below.

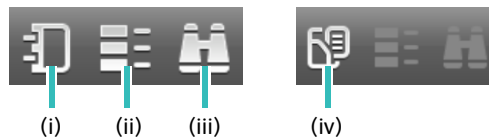
In addition to the functions of the Viewer screen that opens for files other than DocuWorks files, DocuWorks Viewer screen provides the following functions.



• For details about the operation, see "2.2.9 Operations on the DocuWorks Viewer Screen" (P.47).

■ (1) Navigation Area

Allows you to display the list of internal documents or notepads, and operate the text search function.



(i) Documents in Binder (DocuWorks binder only)

All the internal documents in a DocuWorks binder can be viewed in list. Tapping the name of a document in this list takes you to the first page of the document.

(ii) NotePads

NotePads in a DocuWorks document or DocuWorks binder can be viewed in list. NotePads are displayed in page order. Tapping a notepad takes you to the page to which the notepad is attached.

(iii) Text string search

The text string in a DocuWorks document or DocuWorks binder can be searched for. This search is not case-sensitive, and does not differentiate double-byte and single-byte characters or hiragana and katakana Japanese characters.

(iv) Contents list (DocuWorks container only)

All the internal documents in the DocuWorks container can be viewed in list. Select the name of the document you want to display and tap [Open], and the first page of the document will be displayed. The documents in the DocuWorks container can also be saved by tapping [Save].



Note

- DocuWorks containers in a DocuWorks container cannot be displayed.
- Documents in the DocuWorks container placed in the server or cloud space cannot be saved.

■ (2) Sub Function Area

Sub Function Area allows you to switch the display mode of page layout or show/hide annotations.



Note

- When a DocuWorks container is displayed, only the Shows/Hides annotations button appears.



(i) Facing Pages (DocuWorks document and DocuWorks binder only)

Tap this to display a document in facing pages. This function is available when Android tablet is used in landscape mode.

(ii) Horizontal Text/Vertical Text (DocuWorks document and DocuWorks binder only)

Switches the direction of page turning according to the document whether it is written horizontally or vertically.

(iii) Shows/Hides annotations

Tap this to show and hide annotations.

1.6.3 Icons Displayed by This Application

No.	Icon	File type	File Extension
1		PDF file	.pdf
2		PDF file (with password)	.pdf
3		DocuWorks document	.xdw
4		DocuWorks document (with password)	.xdw
5		DocuWorks binder	.xbd
6		DocuWorks binder (with password)	.xbd
7		DocuWorks container	.xct

1.6 Basic Screen

No.	Icon	File type	File Extension
8		DocuWorks container (with password)	.xct
9		Image file (JPEG)	.jpeg/.jpg
10		Image file (PNG)	.png
11		Image file (TIFF)	.tif
12		Movie file (MP4)	.mp4
13		Movie file (3GP)	.3gp
14		Movie file (MOV)	.mov
15		Microsoft Office Word	.doc/.docx
16		Microsoft Office Excel	.xls/.xlsx
17		Microsoft Office PowerPoint	.ppt/.pptx
18		RTF file	.rtf
19		Text file	.txt
20		Bitmap file	.bmp
21		Files other than 1 to 20	-

2 Basic Operations

This chapter explains the document operations available on each screen.

2.1 Operations on the Document List Screen

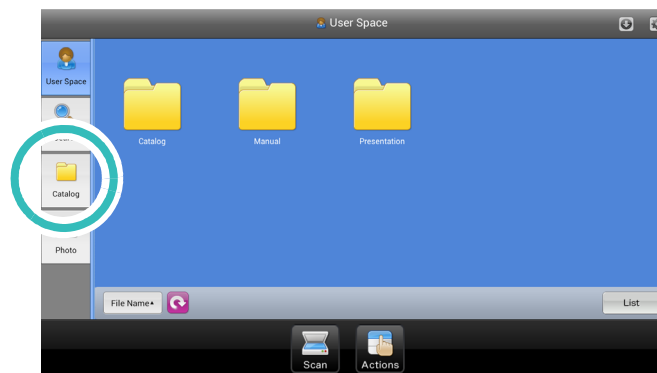
2.1.1 Display

You can display various types of document using this application.

Displaying PDF file and DocuWorks document

- Note**
- You will be prompted to enter a password when you tap a PDF or DocuWorks file password-protected for opening. The file/document will open only when your password is authenticated.
 - DocuWorks binders and DocuWorks containers can also be displayed.

1. Tap a space that stores PDF files or DocuWorks documents you want to open.



2. Tap a PDF file or DocuWorks document.



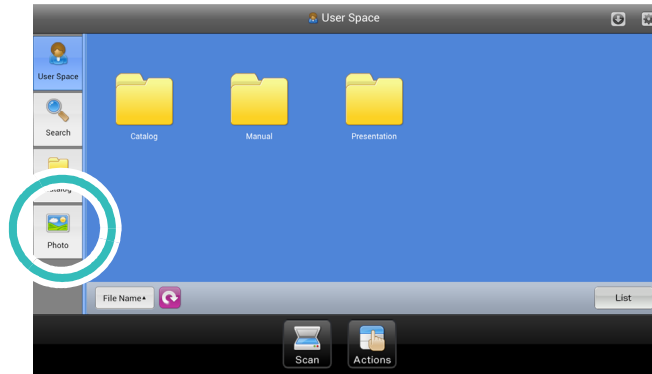
The first page of the PDF file or DocuWorks document will be displayed.

Displaying Image files

Images in the gallery of your Android tablet can be displayed from the Gallery space.

- ➡
- Refer to "Registering the Gallery space" (P.59) for the Gallery space creation method.
 - For details about the supported file format, see "1.1.2 Supported File Formats" (P.9).

1. Tap the Gallery space.



2. Tap an image file.

The image will be displayed in preview.

Displaying Microsoft Office document files

- ➡
- For details about the supported file format, see "1.1.2 Supported File Formats" (P.9).

1. Tap a folder that stores the Microsoft Office documents (hereinafter referred to as "Office document").

2. Tap an Office document.



The preview screen will launch and display the Office document.

- Note**
- The Preview will launch and files can be displayed only when an application supporting Office document files is installed in the Android tablet. What file formats can be displayed depends on the application.

2.1.2 Playback

You can play back the movie files.



- For details about the supported file format, see "1.1.2 Supported File Formats" (P.9).

1. Tap the space that stores a movie file you want to play.



Note

- The thumbnail displays the starting snapshot of the movie.
- The thumbnail displays the playback time.

2. Tap a movie file.



The movie will be played back.

2.1.3 Delete

You can delete documents and folders displayed in the main area.

For deleting a document, use either the [Actions] button or the drag & drop function.



Important

- Once deleted, a document or folder cannot be restored.



Note

- Documents in the Working Folder cloud space can be deleted. However, documents in the DocuShare server or the WebDAV server cannot be deleted.
- Image files in the Gallery space cannot be deleted.

Using the [Actions] button

1. Tap the [Actions] button on the Document List screen.

Checkboxes appear in the space and main area.

2.1 Operations on the Document List Screen

2. Tap a document or folder you want to delete.

The checkbox of the document or folder will be selected.



Note

- You can select multiple documents and folders.
- Tapping [Select All] will select all folders and documents.
- When a document or folder in the main area is selected, items in the space area become unselectable.

3. Tap the [Delete] button.

4. Tap [OK] on the confirmation dialog box.

Using the drag & drop function

1. Tap and hold a document or folder to be deleted on the Document List screen.

The function area will show the function buttons.

2. Drag & drop the document or folder onto the [Delete] button.



3. Tap [OK] on the confirmation dialog box.

2.1.4 Move/Copy

You can move or copy documents and folders displayed in the main area.

When moving or copying a document, use either the [Actions] button or the drag & drop function.



Note

- Image files and movie files in the Gallery space cannot be moved to other spaces.
- Documents or files in other spaces cannot be copied or moved to the Gallery space.
- When you copy image files in the Gallery space, you can convert their file format to PDF files or DocuWorks documents. For details, see "For image files in the Gallery space" (P.36).

Using the [Actions] button



Note

- When copy or move operation is executed using the [Actions] button, the move or copy destination is an added space only.

1. Tap the [Actions] button on the Document List screen.

Checkboxes appear in the space and main area.

2. Tap a document or folder you want to move or copy.

The checkbox of the document or folder will be selected.



Note

- When a document or folder in the main area is selected, items in the space area become unselectable.

3. Tap the [Move/Copy] button.

A popup will appear.



4. Choose a destination to move/copy the document/folder.



Note

- Documents and folders cannot be moved to the same location.
- If there is a file using the same name including the extension in the destination folder, overwrite it or rename the file to be copied.
- The document of which file name exceeds 254 byte cannot be saved.

5. Tap [Move] or [Copy].



Note

- The number of documents/folders selected in Step 2 appears in brackets.

Using the drag & drop function

1. Tap and hold a document/folder to move/copy on the Document List screen.
2. Drag & drop the document/folder onto a space/folder.
3. Tap [Move] or [Copy].



Note

- The number of selected documents/folders appears in brackets.
- To cancel copying or moving, tap anywhere other than the popup.

2.1.5 Rename

You can rename documents and folders.

1. Tap the [Actions] button on the Document List screen.

Checkboxes appear in the space and main area.

2. Tap a document/folder to rename.

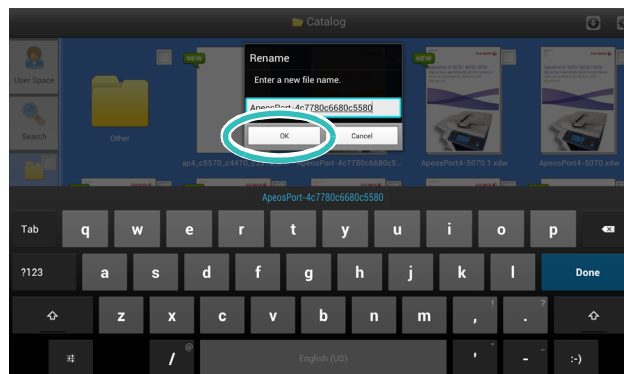
The checkbox of the document/folder will be selected.



3. Tap the [Rename] button.

The dialog box for entering the new name will be displayed.

4. Enter the name, and tap the [OK] button.



Note

- You cannot change the document or folder name to an existing name.
- The file extension cannot be modified.
- The document name and the folder name are not case-sensitive.

For example, if you try to rename a folder to "abc" where an "ABC" folder already exists, an error message appears informing that you already have the same name folder and the folder cannot be renamed.

2.1.6 Folder creation

You can create folders in the User Space or Local space.

1. Tap the [Actions] button on the Document List screen.

Checkboxes appear in the space and main area.

2. Tap the [NewFolder] button.

The dialog box for entering the new name will be displayed.

3. Enter the name, and tap [OK].



Note

- The document name and the folder name are not case-sensitive.

For example, if you create an "abc" folder to the location where an "ABC" folder already exists, your attempt will be regarded as an error and the folder cannot be created.

2.1.7 Open with other applications

You can open files with other applications installed on the Android tablet.

For opening a file with other applications, use either the [Actions] button or the drag & drop function.



Note

- When your Android tablet is installed with applications capable of editing and saving files, you can select them to use for editing and saving files.

The following procedure explains how to open a document using DocuWorks Viewer Light.

Using the [Actions] button

1. Tap the [Actions] button on the Document list screen.
Checkboxes appear in the space and main area.
2. Tap a document you want to display using DocuWorks Viewer Light.
The checkbox of the document will be selected.



3. Tap the [Open] button.



[Calling External Application] will appear.

4. Tap [OK].

DocuWorks Viewer Light will launch and display the document.



Note

- When multiple applications support DocuWorks, the popup will appear for you to select an application.
- When DocuWorks Viewer Light does not launch, tap [DocuWorks] from [Complete action using], and then tap [Always] or [Just once].
- Tap the back button of the Android tablet to exit DocuWorks Viewer Light and return to the display of this application.

Using the drag & drop function

1. On the Document List screen, tap and hold a document you want to display using DocuWorks Viewer Light.

The function area will show the function buttons.

2. Drag & drop the document onto the [Open] button.



[Calling External Application] will appear.

3. Tap [OK].

DocuWorks Viewer Light will launch and display the document.



Note

- [Complete action using] will appear when multiple applications support DocuWorks.
- When DocuWorks Viewer Light does not launch, tap [DocuWorks] from [Complete action using], and then tap [Always] or [Just once].
- Tap the back button of the Android tablet to exit DocuWorks and return to the display of this application.

2.1.8 Send by Mail

You can send a document displayed in the main area by attaching it to an e-mail launched from another application.

For sending a document by email, use either the [Actions] button or the drag & drop function.



Note

- You can use this function when the mail account settings of your Android tablet are configured.

Using the [Actions] button

1. Tap the [Actions] button on the Document List screen.
Checkboxes appear in the space and main area.
2. Tap a document to be sent by mail.
The checkbox of the document will be selected.



Note

- You can choose multiple documents.
- Tap [Select All] to select all the documents and folders. Folders cannot be attached to the email. Deselect the checkbox for folders, if selected.

3. Tap the [Send] button.
[Calling External Application] will appear.
4. Select the mail application you want to use, and tap [Always] or [Just once].
The mail application will start and you can confirm that the document is attached.
5. Enter the required items, and tap [Send].

Using the drag & drop function

1. Tap and hold a document you want to send by mail on the Document List screen.
The function area will show the function buttons.
2. Drag & drop the document onto the [Send] button.



[Calling External Application] will appear.

3. Select the mail application you want to use, and tap [Always] or [Just once].
The mail application will start and you can confirm that the document has been attached.
4. Enter the required items, and tap [Send].

2.1.9 Unstack

You can separate a multi-page document to single-page documents.



Note

- The unstack function is available for the following file formats.
 - PDF file
 - DocuWorks document

1. Tap the [Actions] button on the Document List screen.
Checkboxes appear in the space and main area.
2. Tap a document you want to separate.
The checkbox of the document will be selected.



3. Tap [Unstack].

4. Tap [OK] on the confirmation dialog box.

All pages of the document will be separated into individual documents and shown as thumbnails.



Note

- You can also separate documents from the list display.
- The original document remains stacked. Note, however, that the original document will be deleted when the settings button > [General] > [Delete Original Document] is set to ON.
- Separate pages will be applied a file name of "(selected document file name)" + "_X" (X is the page number) + "(Extension)".
- This application is incapable of separating a document file with a long file name that exceeds 254 byte characters when a new file name is applied.

2.1.10 Stack

You can stack multiple documents into one single document.

Note

- The stack function is available for the following file formats.
 - PDF file
 - DocuWorks document
- Different file format documents, PDF file and DocuWorks document for example, cannot be stacked.
- A signed PDF file and ordinary PDF file can be stacked.

1. Tap the [Actions] button on the Document List screen.

Checkboxes appear in the space and main area.

2. Tap documents you want to stack.

The checkbox of the documents will be selected.



3. Tap the [Stack] button.

4. Tap [OK] on the confirmation dialog box.

The documents will be stacked.



Note

- You can also stack documents from the list display.
- The documents will be stacked in the selected order.
- The original document will remain unstacked. Note, however, that the original documents will be deleted when the settings button > [General] > [Delete Original Document] is set to ON.
- You can drag and drop a document onto another document to stack them.
- When the settings button > [General] > [Delete Original Document] is enabled, the stacked document will be applied the same name as the one selected first. When the setting is disabled, the documents will be applied "-2" to the file name selected first + "(Extension)". Note, however, that "-2" will be incremented to another number when an existing file has the same name.
- This application is incapable of bundling document files with a long file name that exceeds 254 byte characters when a new file name is applied.

2.1.11 File format conversion of the image files

Image files can be converted to PDF or DocuWorks document files.



Note

- You can convert JPEG and PNG files.
- Even if the file format is converted, original image files remain as they are.
- When you convert an image file to a PDF file with [Page size display after file conversion] specified a page size setting, the file is converted to a file of that size. For details about the setting, see "Page Size After File Conversion" (P.78).

■ For image files in the User Space/Local space

● Using the [Actions] button

1. Tap the [Actions] button in the Document List screen.

Checkboxes appear in the space and main area.

2. Tap an image file you want to convert.

The checkbox of the document will be selected.

3. Tap the [Convert] button.



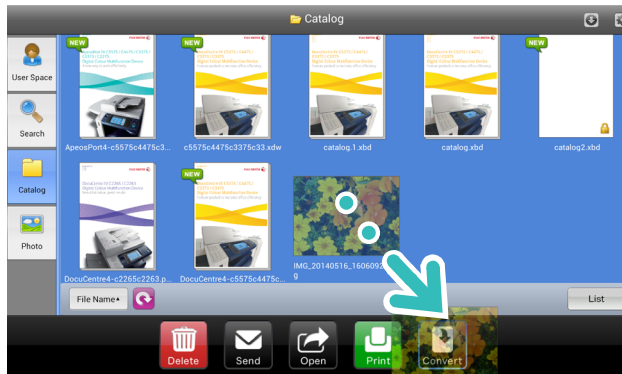
The [File Format Conversion] dialog box appears.

4. Select a format to which the file is converted.

This converts the image file and creates a PDF or DocuWorks document file applied with the same name as the image file.

● Using the drag & drop function

1. Tap and hold an image file you want to convert.
2. Drag & drop the file to the [Convert] button.



The [File Format Conversion] dialog box appears.

3. Select a format to which the file is converted.

This converts the image file and creates a PDF or DocuWorks document file applied with the same file name as the image file.

■ For image files in the Gallery space

Copy the image files in the Gallery space to User Space before converting them.

● Using the [Actions] button

1. Tap the [Actions] button in the Gallery space.
Checkboxes appear in the space and main area.
2. Tap an image file you want to convert.
The checkbox will be selected.
3. Tap the [Move/Copy] button.
A popup appears.



4. Select a location to which the file is copied, and tap [Copy].

The [File Format Conversion] dialog box appears.



Note

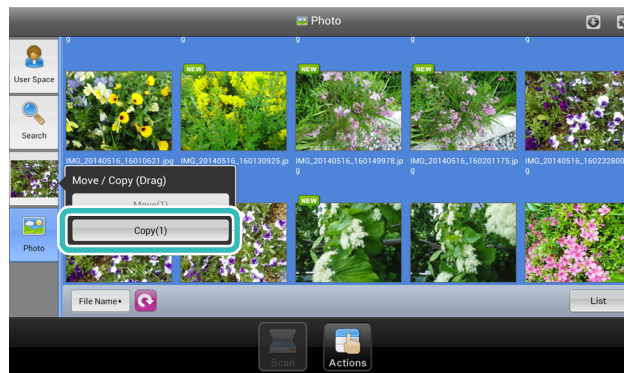
- When copy operation is executed using the [Actions] button, the copy destination is an added space only.
- If there is a file using the same name including the extension in the destination folder, overwrite it or rename the file to be copied.
- The document of which file name exceeds 254 byte cannot be saved.

5. Select a format to which the file is converted.

This converts the image file and creates a PDF or DocuWorks document file applied with the same name as the image file.

● Using the drag & drop function

1. Tap and hold an image file you want to convert.
2. Drag & drop the file to a User Space or Local space.
3. Tap [Copy].



The [File Format Conversion] dialog box appears.

4. Select a format to which the file is converted.

This converts the image file and creates a JPEG, PDF, or DocuWorks document file applied with the same file name as the image file.

2.2 Operations on the Viewer Screen

2.2.1 Display

The Viewer screen can be displayed in page thumbnail, preview, or full screen.



- Refer to "1.6.2 Viewer Screen" (P.17) for details on how to switch the display mode.

Turning pages

When the Viewer screen is in preview or full screen mode, you can turn pages up and down by flicking to the left or right or tapping to the right or left edge on the screen. The indicator on the slide bar can also be used for moving between pages.

In preview mode, you can jump to a page by tapping on the page number area to enter the page number you want to jump to.

Enlarging or reducing a page

The double-tap or pinch-out operation on the screen enlarges the page display.

Although the screen image can be temporarily reduced by the pinch-in operation in preview or full screen mode, the image will regain its original size when the fingers are released.



Note

- DocuWorks files can be enlarged up to 400% of the preview or full screen size. Other files can be enlarged up to 300% of the preview or full screen size.
- The enlarged display reduces to its original size by the pinch-in operation.

2.2.2 Page Swap

You can swap the order of document pages.

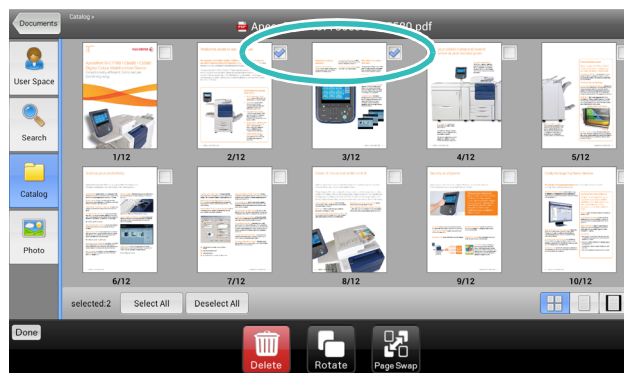
1. Tap  in the sub-function area.

The screen will switch to the page thumbnail display.

2. Tap the [Actions] button.

3. Tap the pages you want to swap.

The checkboxes of the pages will be selected.



4. Tap the [Page Swap] button.

The pages will be swapped.


5. Save the document as required.



- For details about the operation, see "2.2.7 Save" (P.46).

2.2.3 Rearrange

You can rearrange the order of document pages.

1. Tap  in the sub-function area.
The screen will switch to the page thumbnail display.
2. Tap the [Actions] button.
3. Tap and hold a page, and then drag & drop the page to a desired position.



The page will be moved and rearranged.

4. Save the document as required.
 • For details about the operation, see "2.2.7 Save" (P.46).

2.2.4 Delete

You can delete document pages.

The document deletion method is different depending on whether the document is displayed in preview or page thumbnail.

In preview display

1. Tap the [Actions] button.

2. Tap the [Delete] button.



3. Tap [OK] on the confirmation dialog box.

The displayed page will be deleted.



• To delete other pages, turn the pages until a target page is displayed and repeat the same operation.



• To delete multiple pages together, switch the display mode to page thumbnail display. For details about how to switch the display mode refer to "In page thumbnail display" (P.40).

4. Save the document as required.



• For details about the operation, see "2.2.7 Save" (P.46).

In page thumbnail display

To delete pages when the screen is in page thumbnail display, use the [Actions] button or by the drag & drop function.

● **Using the [Actions] button**

1. Tap the [Actions] button.

A checkbox appears for each page.

2. Tap the pages you want to delete.

The checkbox of the pages will be selected.



3. Tap the [Delete] button.

4. Tap [OK] on the confirmation dialog box.

5. Save the document as required.



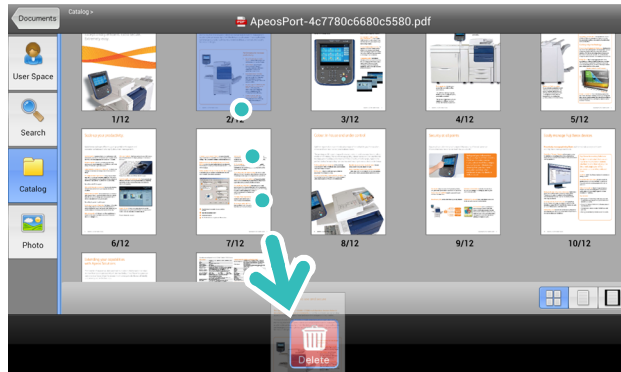
• For details about the operation, see "2.2.7 Save" (P.46).

● Using the drag & drop function

1. Tap and hold a page you want to delete.

The function area will show the function buttons.

2. Drag & drop the page onto the [Delete] button.



3. Tap [OK] on the confirmation dialog box.

4. Save the document as required.



• For details about the operation, see "2.2.7 Save" (P.46).

2.2.5 Rotate

You can rotate document pages.

The page rotation method is different depending on whether the document is displayed in preview or page thumbnail.

In preview display

1. Tap the [Actions] button.

2. Tap the [Rotate] button.



3. Select the rotation angle.



- To rotate other pages, turn the pages until a target page is displayed and repeat the same operation.

4. Save the document as required.



- For details about the operation, see "2.2.7 Save" (P.46).

In page thumbnail display

1. Tap the [Actions] button.

A checkbox appears for each page.

2. Tap the pages you want to rotate.

The checkbox of the pages will be selected.



3. Tap the [Rotate] button.

4. Select the rotation angle.

5. Save the document as required.



- For details about the operation, see "2.2.7 Save" (P.46).

2.2.6 Edit

The page edit function provides you with the following five options: Marker, FreeHand, Underline, Strikethrough, and Highlight. Using Marker and FreeHand, you can draw lines on the preview as you like. Use Underline, Strikethrough, or Highlight to draw lines along the text. Respective operations are explained below.



Note

- PDF files secured with [Password Security] cannot be edited.
- Refer to "Editing DocuWorks documents" (P.51) for details on how to edit DocuWorks documents.

Marker and FreeHand

How to operate Marker and FreeHand are the same. This section explains the procedure using Marker.



Note

- While Marker has a semi-transparent effect on its lines, Freehand lines are opaque.

1. Tap  in the sub-function area.

The screen will switch to preview display.

2. Tap the [Edit] button.

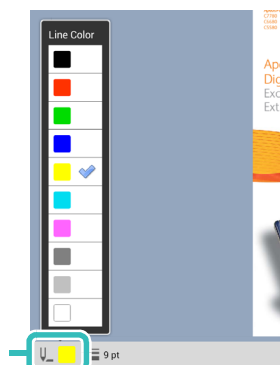
3. Tap [Marker] .

Drawing mode will start.

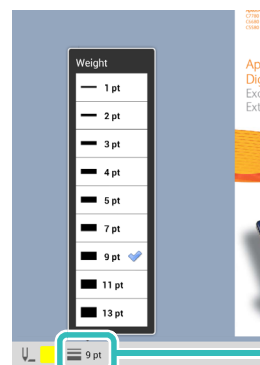


4. Select the color and the marker weight as required.

Tap this to select the color to be used.



Tap this to select the weight to be used.



5. Drag across the screen to draw.



- While drawing, you can enlarge or reduce pages by pinching and turn pages by 3-finger flicking. You can also jump to a page by tapping on the page number area to enter the page number you want to jump to.
- Once you exit drawing mode, you can tap on a drawn line or highlight line to reset the color and weight of the line or delete it. As the drawing from the start to the end is considered as an object drawn in one step, the change can be made in that unit of one step.
- You cannot draw outside the page limit.

6. Tap [Done] to exit the drawing mode.

7. Save the document as required.



- For details about the operation, see "2.2.7 Save" (P.46).

Underline, Strikethrough, and Highlight

How to operate Underline, Strikethrough, and Highlight are the same. This section explains the procedure using Underline.



- Underline, Strikethrough, and Highlight options are available only for the PDF files containing text.

1. Tap in the sub-function area.

The screen will switch to preview display.

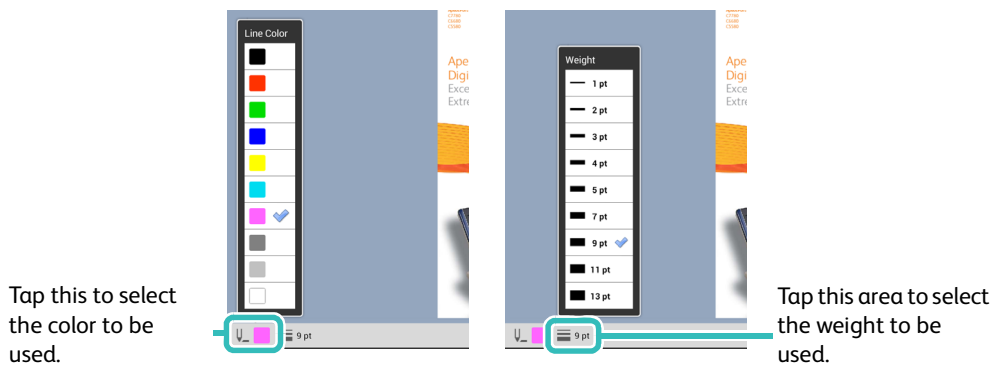
2. Tap the [Edit] button.

3. Tap [Underline] .

Drawing mode will start.



4. Select the color and the underline weight as required.



5. Drag across the text in the page to draw.



- Only texts can be drawn with underlines.
- While drawing, you can enlarge or reduce pages by pinching and turn pages by 3-finger flicking. You can also jump to a page by tapping on the page number area to enter the page number you want to jump to.
- Once you exit drawing mode, you can tap on a drawn line or highlight line to reset the color and weight of the line or delete it. As the drawing from the start to the end is considered as an object drawn in one step, the change can be made in that unit of one step.

6. Tap [Done] to exit the drawing mode.

7. Save the document as required.




- For details about the operation, see "2.2.7 Save" (P.46).

Undo/Redo

You can undo any drawn operation by the page drawing function. You can also redo an undo operation. How to undo or redo the drawing steps is explained here using Marker as an example.

1. Draw any object with Marker.

The  will be enabled.



2. Tap .



The last drawing operation will be reversed.

3. Tap  to undo the reversed operation.

 **Note**

- The operation history will be cleared when switching the drawing mode.
- If you start drawing while  is enabled,  will be grayed out and you cannot redo your operation anymore.

2.2.7 Save

If you modify or edit your documents, you can save them.

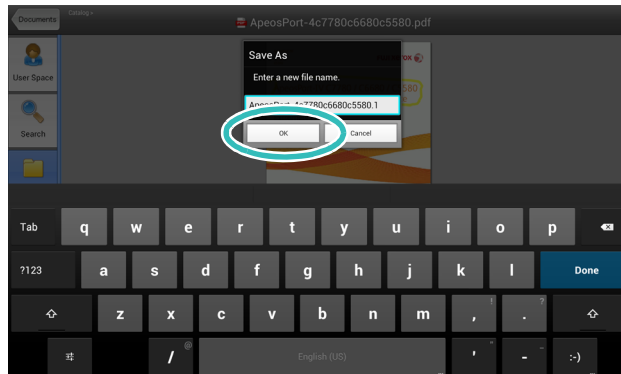
 **Note**

- Once edited, the document will be saved as a new document.

1. Tap the [Save] button.



2. Enter the name, and tap the [OK] button.



 **Important**


- When overwritten, some information in the original PDF might be erased. Information that can be erased is as follows.
 - PDF files: notepad, link display settings, information added outside of this application (review/annotation, form, etc.)
 - Image files: previous image properties before being saved

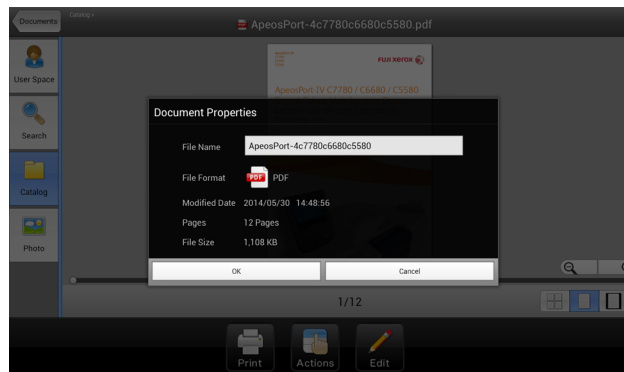
 **Note**

- Tapping the [Documents] button in Step 1 also opens a dialog box to confirm whether you are sure to save the document.

2.2.8 Display Properties

You can check the document properties.

1. Tap  in the sub-function area.
The screen will switch to preview display.
2. Tap the document name.
The [Document Properties] dialog box appears.



Note

- You can rename the document. However, a document currently edited by the edit function cannot be renamed until it is saved.
- You cannot change the document name to an existing name.

2.2.9 Operations on the DocuWorks Viewer Screen

In addition to the basic operation procedure for the Viewer screen, the edit functions unique to DocuWorks files are explained in this section.

Documents in Binder



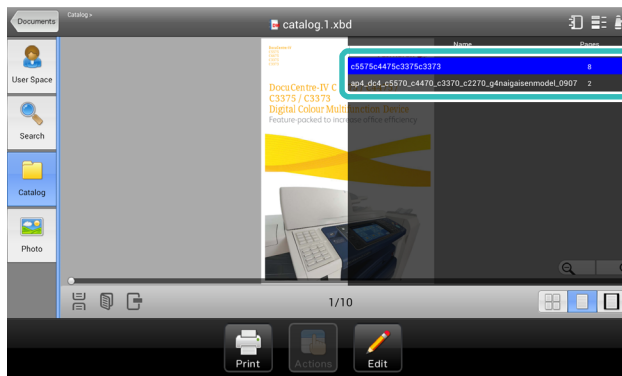
Note

- Documents in Binder appears only for DocuWorks binders.

1. Tap .


The list of documents bound in the binder appears.

2. Tap the name of a document.



The first page of the document appears.

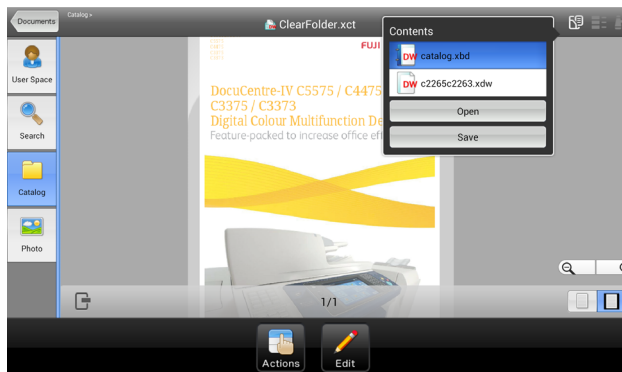
Contents list

 **Note** • Contents list appears only for DocuWorks containers.

1. Tap .


The list of documents contained in the container appears.

2. Tap the name of a document.



3. Tap [Open].


The first page of the document appears.

-  **Note**
- Tap [Save] to save the selected document. Note that however, documents in the DocuWorks container placed in the server or cloud space cannot be saved.
 - DocuWorks containers in a DocuWorks container cannot be displayed.

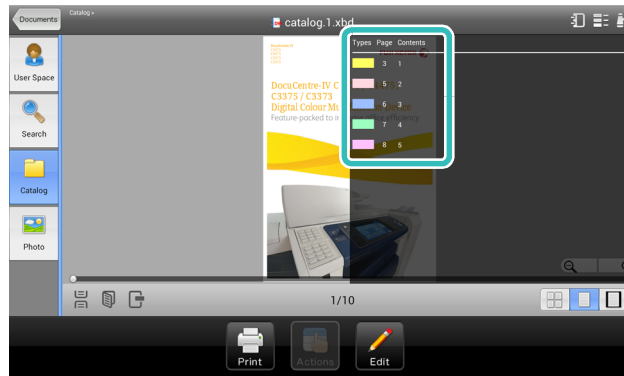
NotePads

1. Tap .

The list of notepads appears.

-  **Note**
- The order of notepads in the list corresponds to the order of notepads stuck to the document pages.

2. Tap a notepad.



The screen will jump to the page where the notepad is attached.

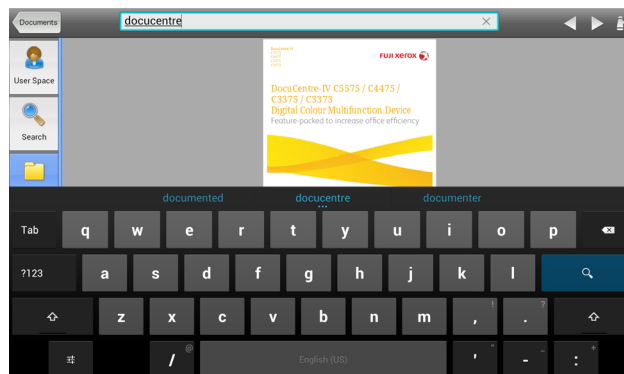
Text string search

Note

- Text string search is available only for the document that contains text information.
- This search is not case-sensitive, and does not differentiate double-byte and single-byte characters or hiragana and katakana Japanese characters.
- If a text string is separated by a space, "OR search" is performed.

1. Tap .



2. Enter a text string to be searched for.



3. Tap or .

The text string you entered will be highlighted.

Note

- Tapping  executes backward search towards the beginning from the text string highlighted or page being displayed, and  executes the forward search.
- For the document including OCR text, the line including the searched text string is highlighted.
- When the searched text string is in a Notepad or registered annotation, that Notepad or registered annotation is outlined with a dotted black line.

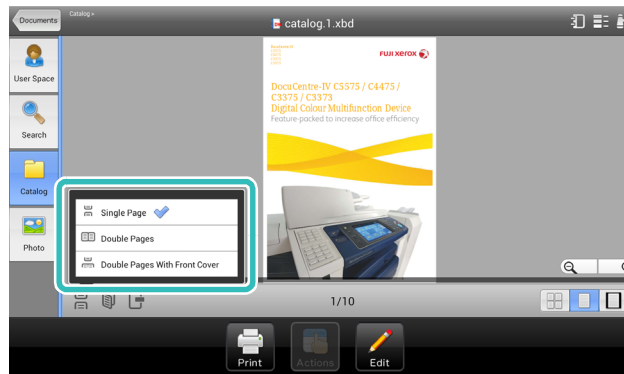
Facing Pages




Note

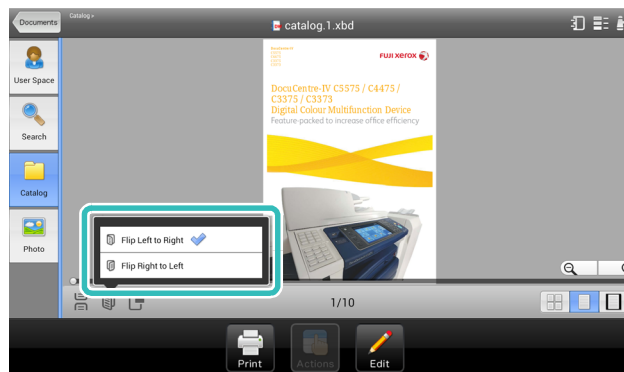
- The document can be viewed in facing pages only when the Android tablet is used in landscape mode.

1. Tap .
2. Select the document display method you want.



Horizontal Text/Vertical Text

1. Tap .
2. Select which side (left or right) of the document you want to bind.



Shows/Hides annotations

1. Tap .

The annotation will be hidden/shown.

Link annotations

Clicking a link annotation in the DocuWorks document takes you to its destination.

The table below explains the link annotation setting and behavior.

Link type	Behavior
Web page	Launches a web-browser and displays the web page of specified URL. When a file in a network is specified, the file may not be displayed depending on the file type.
DocuWorks data	Jumps to the destination, such as the specified page or the target annotation set using Link Annotation, within the file currently displayed. However, the following links are not supported and invoke an error message when clicked. <ul style="list-style-type: none"> • Link to the original data view • Link to the page number 0 (When page number 0 is set, this setting is regarded as the link to the original data view.) • Link to another file
Other files	Displays an error message indicating that link to another file is not supported.
E-mail address	Launches a mail application and creates a new mail with the specified e-mail address set to the "To: (recipient)" field.

Text Mode

Text Mode allows you to select and copy text in a document to a clipboard.

The types of text available to select are:

- Text in the body pages
- OCR text
- Annotated text of the notepads


Editing DocuWorks documents

The page edit function provides three options: Marker, NotePad, and Registered Annotation. Respective operations are explained below.



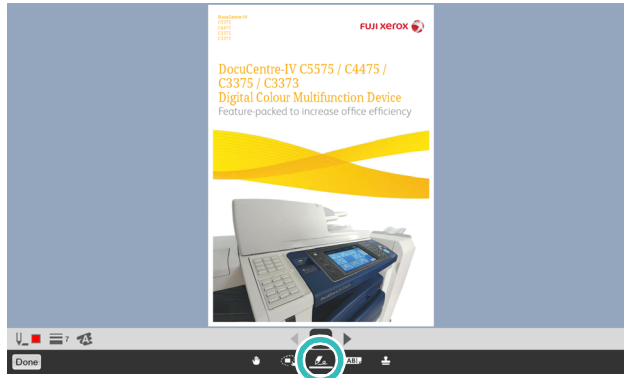
- While editing the DocuWorks document, you can jump to a page by tapping the page number area to enter the page number you want to jump to.

■ Maker

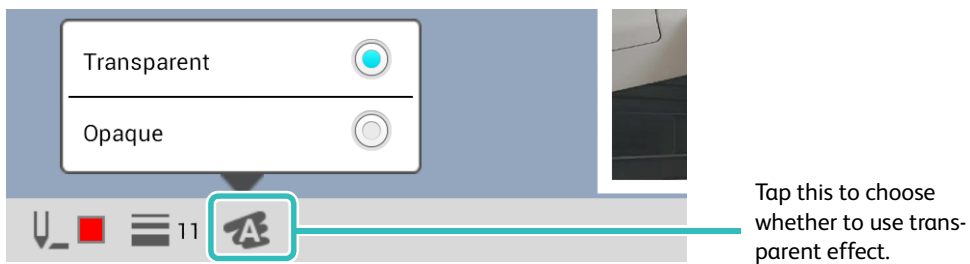
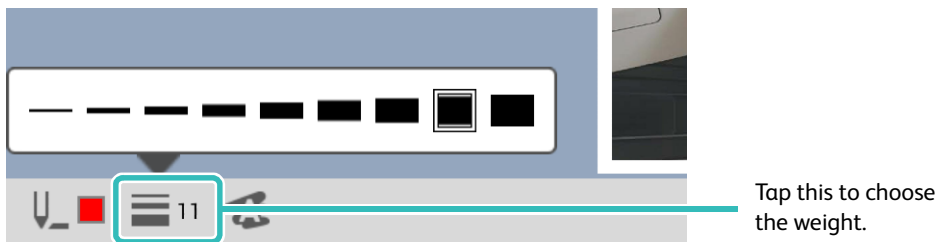
1. Tap  in the sub-function area.
The screen will switch to preview display.
2. Tap the [Edit] button.

3. Tap [Marker] .


Drawing mode will start.



4. Choose color, weight, or whether to use transparent effect as required.



5. Drag across the screen to draw with marker.



-  **Note**
- Once you exit drawing mode, you can tap on a drawn line or highlight line to reset the color and weight of the line or delete it. As the drawing from the start to the end is considered as an object drawn in one step, the change can be made in that unit of one step.
 - You cannot draw outside the page limit.

6. Tap [Done] to exit the drawing mode.

7. Save the document as required.

-  **Note**
- Refer to "2.2.7 Save" (P.46) for details on operation.

■ NotePad

1. Tap  in the sub-function area.
The screen will switch to preview display.
2. Tap the [Edit] button.
3. Tap [NotePad] .

Drawing mode will start.



4. Choose notepad color, font color, or font size as required.

Tap this to choose the color of notepad.

Tap this to choose the text color.

Tap this to choose the text size.

5. Tap the area where you want to paste a notepad.

The keyboard will appear.



Note

- Once you exit editing mode, you can tap on a notepad to reset the color and size of the notepad or delete it. As the editing from the start to the end is considered as an object in one step, the change can be made in that unit of one step.
- You cannot paste notepads outside the page limit.

6. Enter the text, and tap [OK].



- Up to 20 lines with 25 letters each can be entered in a NotePad.

A notepad will be displayed.

7. Tap [Done] to exit the drawing mode.

8. Save the document as required.



- Refer to "2.2.7 Save" (P.46) for details on operation.

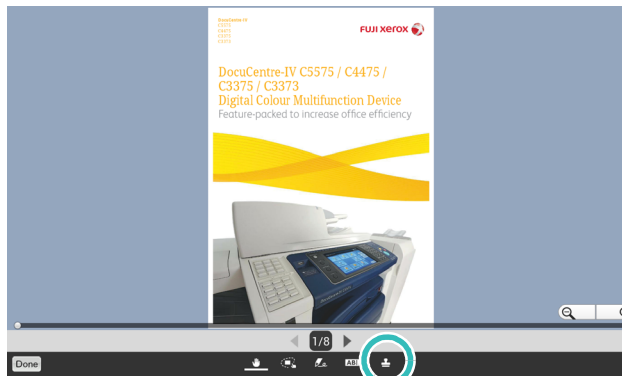
Registered Annotation

1. Tap  in the sub-function area.

The screen will switch to preview display.

2. Tap the [Edit] button.

3. Tap [Registered annotation] .



Drawing mode will start and registered annotations will be displayed.

4. Choose an annotation.



Tap to choose an annotation.

5. Tap the area where you want to apply the annotation.



- Once you exit editing mode, you can tap on an annotation to reset the color and size of the annotation or delete it. As the editing from the start to the end is considered as an object in one step, the change can be made in that unit of one step.
- You cannot apply annotation outside the page limit.

6. Tap [Done] to exit the drawing mode.

7. Save the document as required.



• Refer to "2.2.7 Save" (P.46) for details on operation.

■ Selecting multiple annotations

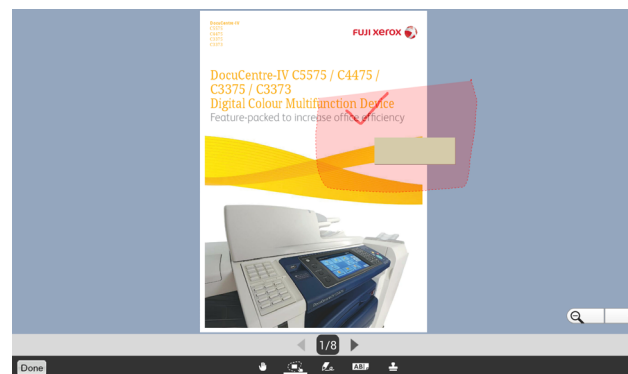
Multiple annotations can be selected at a time.

1. Tap the [Edit] button.

2. Tap [Multiple annotations] .





3. Drag around the annotations to select.



The area you dragged will be outlined with a dotted red line and filled in red.



Note

- The start point and end point are automatically joined with a straight line. Therefore, object inside the line can be selected without both ends connected.
- Selected annotations can be moved or deleted.
- [Register]  appears if you select only one annotation. [Delete]  appears if you select multiple annotations.

Registering annotations

Use the annotation registration function to register the annotation applied in the DocuWorks file. You can later reuse the annotation for other documents.

The procedure below explains how to register a figure drawn by Marker as an example.




Note

- Up to 10 annotations can be registered.

2.2 Operations on the Viewer Screen

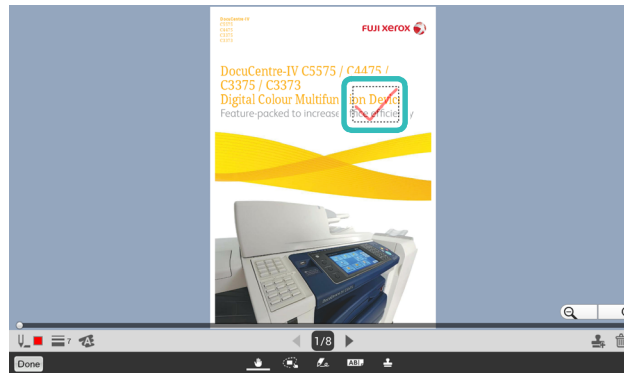
 • See "Registered Annotations" for information on how to use annotation.

1. Use [Marker] , and draw a figure.

 Note • See "Maker" (P.51) for information on how to use marker.

2. Tap [Palm] .

3. Tap the figure.



4. Tap [Register] .

5. Tap [Yes] to confirm the message.

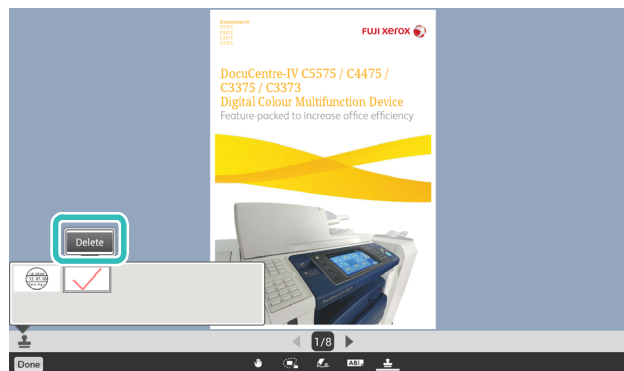
Deleting annotations

You can delete registered annotations.

1. Tap [Registered annotation] .

2. Tap and hold a registered annotation you want to delete.

3. Tap [Delete].



4. Tap [Yes] to confirm the message.

2.2.10 About the Secure Drawer Viewer Screen

Using the Secure Drawer viewer screen, you can view PDF files, DocuWorks documents, DocuWorks binders in Secure Drawer under the Working Folder cloud space.

This screen allows you to turn pages one by one or enter the target page number to jump to that page. The document properties can also be viewed.



Note

- PDF files, DocuWorks documents, or DocuWorks binders cannot be viewed if they are password-protected for opening or they consist of 100 pages or more.



- For information about the Working Folder cloud space, see "7 Cloud Linkage" (P.119).

2.3 Managing Spaces

What is called "Space" in this application is the area that provides document storage locations and the search function.

- User Space

This space displays document storing locations saved in the area managed by this application.

- Search space

This space provides the search function.

- Local space

This space displays a document storing location in User Space and functions as a shortcut to the location.

- Gallery space

This space displays image and movie files in the Gallery of your Android tablet and functions as a shortcut.

- Web space

This space displays a specified web page.

- Server space

This space displays a document storing location on an external document management system and functions as a shortcut to the location.

- Cloud space

This space displays a document storing location on the external cloud service and functions as a shortcut to the location.

- Synchronized space

This space displays the synchronized folder in the Working Folder.


- Secure Drawer space

This space displays the documents stored in Secure Drawer of the Working Folder and functions as the shortcut to the location.

-  • Refer to "1.6.1 Document List Screen" (P.14) for details on the "Space Area".


2.3.1 Switch Display

Select a space in the space area, and documents inside the space will be displayed in the main area.

-  • Refer to "1.6.1 Document List Screen" (P.14) for details on the "Main Area".



2.3.2 Register

You can add spaces to the space area.

-  **Note**
- The User Space and Gallery space are displayed as default and cannot be added.
 - For details on how to add a server or cloud space, refer to "6.1.1 Registering the server space" (P.109) or "7.1.1 Registering the cloud space" (P.119).

Registering the local space


You can add a local space to the space area as the storage location for documents in User Space.

-  **Note**
- To add a folder in the Android tablet as a Local space, specify the folder from the setting button  > [Space]. For details about the operation, refer to "3.3 Space" (P.79).

- 1. Tap and hold a folder in User Space you want to use as a local space.**
The "Other" folder is selected as an example in this step.
- 2. Drag & drop the folder to the space area.**



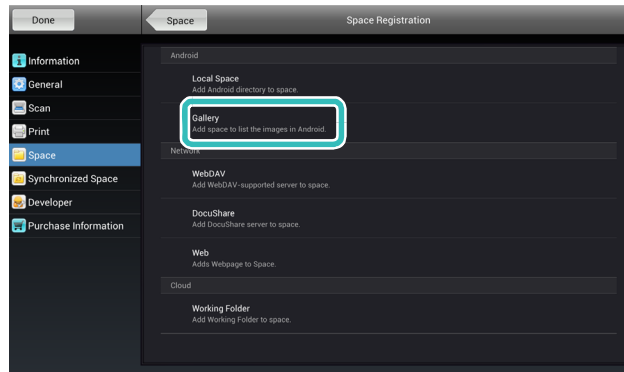
The "Other" folder in the local space will be added to the space area.

-  **Note**
- Even when a space with the same path is in the space area, the folder can be added as a new space.
 - You can add a new local space from [Space] of the setting menu. Refer to "3.3 Space" (P.79) for details.

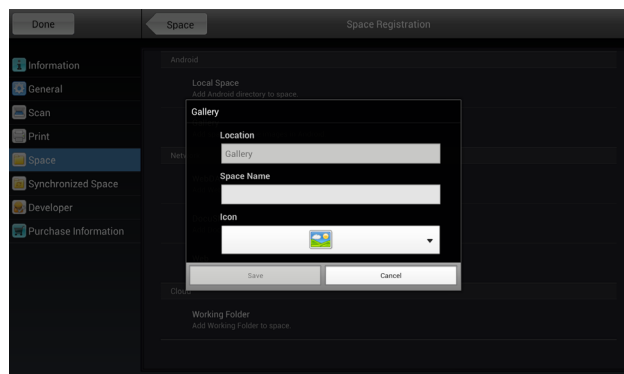
Registering the Gallery space

You can add the Gallery of your Android tablet to the space area as a Gallery space.

1. Tap the setting button  > [Space] > [Space Registration].
2. Tap [Gallery].



3. Enter a space name in [Space Name].



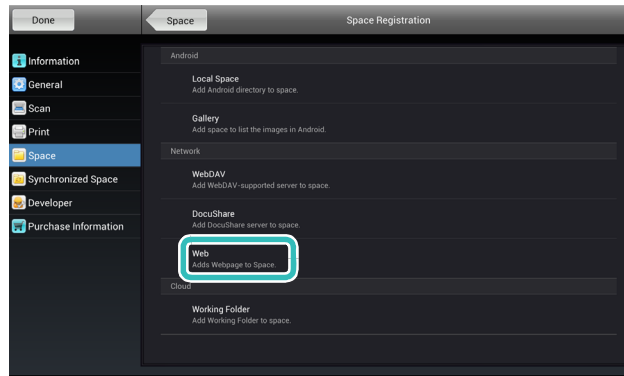
4. Select an icon.
 5. Tap [Save].
- The Gallery space will be added.

Registering the Web space

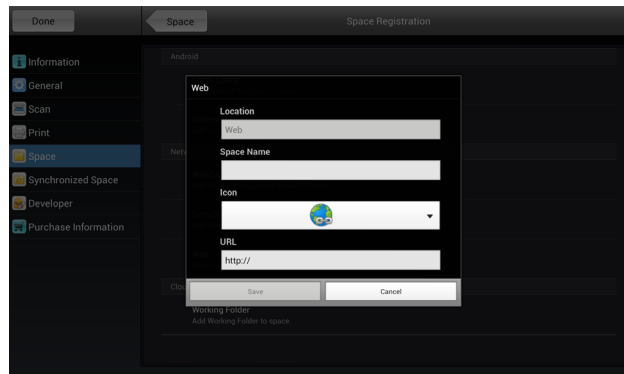
You can add a space for opening a web page to the space area.

1. Tap the setting button  > [Space] > [Space Registration].

2. Tap [Web].



3. Enter a space name in [Space Name].



4. Select an icon.

5. Enter a home URL in [URL].


Important • Enter an URL starting with "http://" or "https://". No other addresses can be entered.

6. Tap [Save].

The web space will be added.

Registering the Synchronized space

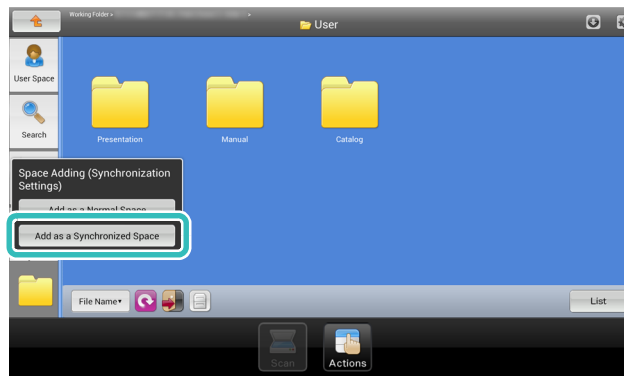
You can add Working Folder folders and drawers as the Synchronized space.

- Important** • Before start creating the Synchronized space, go to the setting button  > [Synchronized Space] and set [Display Options When Adding Synchronized Space] to [ON].
- Note** • Before start creating the Synchronized space, register and log in to the Working Folder cloud space. For information on how to create the Working Folder cloud space or how to log in, see "7 Cloud Linkage" (P.119).
 - Up to 10 Synchronized spaces can be added.
 - Synchronized spaces cannot share the same path.
 - Folders in Secure Drawer cannot be added as the Synchronized space.

■ Synchronized space creation by drag & drop

1. Tap and hold a folder/drawer in the Working Folder cloud space to add as a Synchronized space.

2. Drag and drop the folder/drawer onto the Space area.
3. Tap [Add as a Synchronized Space].




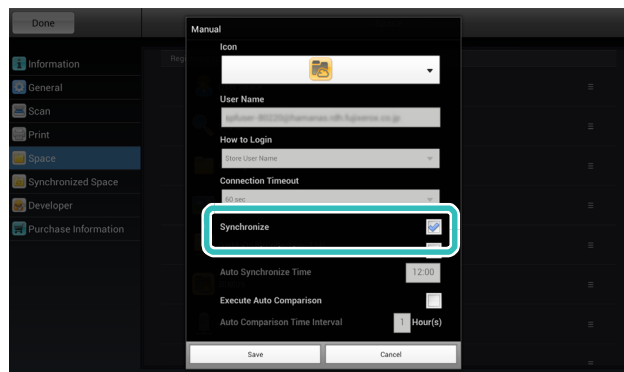
The Synchronized space will be added.

■ Synchronizing the registered spaces

Note

- When a folder/drawer in the Working Folder cloud space is registered as a space, the folder/drawer can be changed to the Synchronized space.
- Even when you are logging out of the Working Folder cloud space, registered spaces can be changed to the Synchronized space.

1. Tap the setting button  > [Space].
2. Tap a registered Working Folder cloud space, or long press it to tap [Edit].
3. Select the [Synchronize] checkbox.




4. Tap [Save].

2.3.3 Delete

You can delete the added spaces.

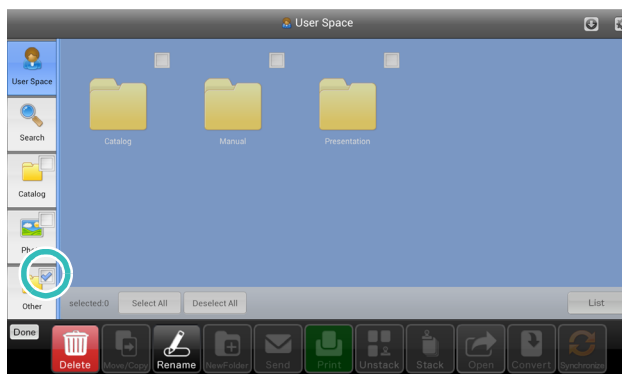
For deleting a space, use either the [Actions] button or the drag & drop function.

Note

- When you delete the Working Folder cloud space from the settings button  > [Space], all spaces linked to the Working Folder, such as Working Folder cloud spaces or synchronized spaces will be deleted.
- When you delete a Working Folder cloud space such as the one added from the main area, only the selected space will be deleted.

Using the [Actions] button

1. Tap the [Actions] button on the Document List screen.
Checkboxes appear in the space and main area.
2. Tap a space you want to delete from the space area.
The checkbox of the space will be selected.



 **Note** • When a space is selected, documents and folders in the main area become unselectable.



3. Tap the [Delete] button.
4. Tap [OK] on the confirmation dialog box.

Using the drag & drop function

1. Tap and hold a space you want to delete from the space area.
The function area will show the function buttons.
2. Drag & drop the space onto the [Delete] button.



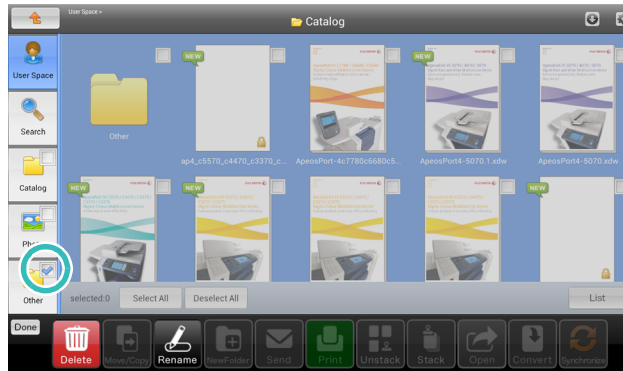
3. Tap [OK] on the confirmation dialog box.

 • You can also delete spaces from the setting button  > [Space]. Refer to "3.3 Space" (P.79) for the operation method.

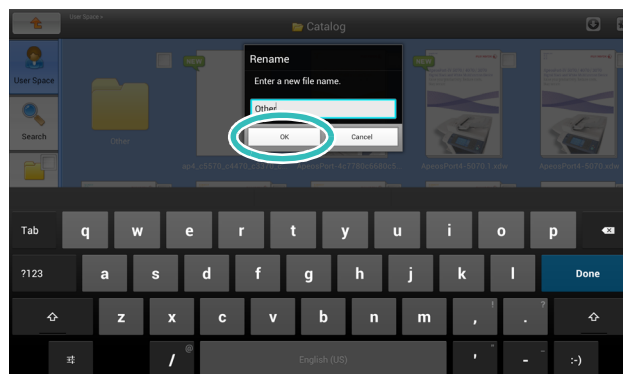
2.3.4 Rename


You can rename the spaces.

1. Tap the [Actions] button on the Document List screen.
Checkboxes appear in the space and main area.
2. Tap a space you want to rename.
The checkbox of the space will be selected.



3. Tap the [Rename] button.
The dialog box for entering the new name will be displayed.
4. Enter a name, and tap [OK].



 **Note** • You can rename the space to an existing name.

2.3.5 Rearrange order

You can rearrange the spaces in the space area.

1. Tap and hold a space in the space area you want to rearrange the position.


2. Drag & drop the space to a position you want.



Note

- The position of User Space cannot be rearranged.



- Spaces can also be rearranged from the setting button  > [Space]. Refer to "3.3 Space" (P.79) for the operation method.

2.3.6 Managing the Web space

This section explains how to display the webpage set as Home and how to manage the Web space.

Display

On the Web space, in the same manner as the Viewer screen, you can double tap to enlarge the display. You can also pinch your fingers together or apart to zoom in and out the display.



- Webpages not supported on the standard browser of your OS or Google Chrome™ cannot be displayed.
- Webpages set with an authentication other than form authentication cannot be displayed.

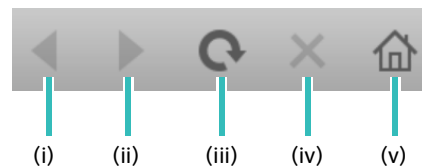
1. Tap the web space in the space area.

A webpage set as Home will be displayed.



■ (1) Sub Function Area

Provides the buttons for refreshing the webpage or stopping the webpage to be refreshed.



(i) Backward button

Tap this to return to the previous page.

(ii) Forward button

Tap this to advance to the page displayed before you tap the backward button.

(iii) Update button

Tap this to reload the displayed page.

(iv) Cancel button

Tap this to stop updating the displayed page.

(v) Show-Home button

Tap this to display the URL set for the Web space.

■ (2) Function Area

The [Convert] button appears in the function area when a webpage is displayed.

Tapping the [Convert] button will convert the webpage displayed in the Web space to a PDF file or DocuWorks document.



• See "Converting the webpage" (P.66) for information on how to convert webpages.

Link menu

Long pressing a link in the webpage will open a link menu with the following options. Displayed options vary depending on the type of the link destination.

Open

Opens the webpage specified by the link.

Copy

Copies the specified URL, e-mail address, or phone number to the clipboard.

Download

Downloads the linked file to User Space.



- When there is a file with the same name, the downloaded file will be automatically applied a number.
- A downloaded file will be given a name "Untitled" + ".extension" when
 - the file has 254 byte or longer file name including file extension
 - the file has a file name that contains unusable characters
 - the file of which file name starting with "." (dot)
- Files of the images displayed in the webpage cannot be downloaded.
- If a linked URL is not a real file, it is downloaded as a HTML file.

Send E-mail

Tapping [Send E-mail] will launch an e-mail application and display a new mail to the link address.



- These functions are available when the mail account settings are configured on your Android tablet.

Add to contacts

Allows you to add the specified e-mail address or phone number to the existing contact.

Converting the webpage

You can convert the webpage to a PDF file or DocuWorks document.



- When converted, text in the webpage changes to image.
- Depending on the configuration of the webpage, it cannot be converted as it is shown.

1. Tap [Convert].



2. Select a PDF or DocuWorks document from [File Format Conversion].

3. Tap [OK].

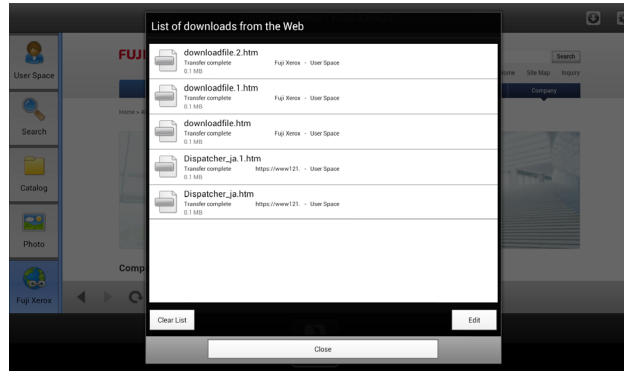
The webpage will be converted and saved in User Space.

Displaying the download files

You can display the history of files downloaded to User Space.

1. Tap the download files button .

[List of downloads from the Web] appears.



Deleting the download history

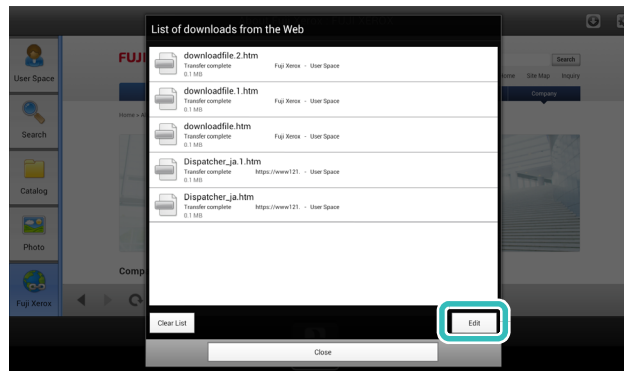
You can delete the history of files downloaded to User Space.

■ Delete download history one by one

1. Tap the download files button .

[List of downloads from the Web] appears.

2. Tap [Edit].



3. Select files to delete.
4. Tap [Delete Items Selected].
The histories will be deleted.

■ Delete download histories all at once

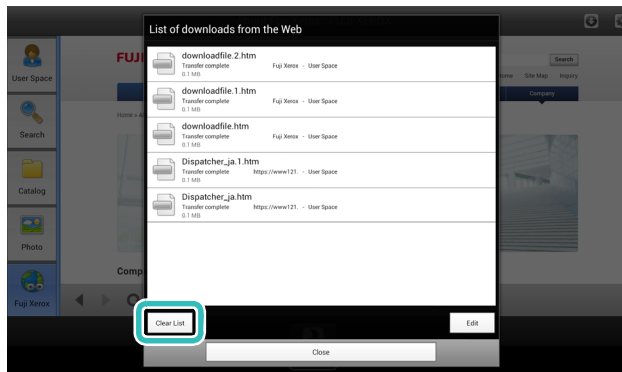


- You cannot delete the history of files that is currently downloaded or suspended. To delete the history of such files, see "Delete download history one by one" and delete the target files.

1. Tap the download files button .

[List of downloads from the Web] appears.

2. Tap [Clear List].



3. Tap [OK] in the confirmation dialog box.

All the download histories will be cleared.

2.3.7 Managing the Synchronized space

You can add Working Folder folders as the Synchronized space.

Difference check

You can check whether the documents in the Working Folder folder specified as the Synchronized space have been updated.

1. Tap a Synchronized space.

2. If necessary, perform the login operation.



- For information on how to log in, see "7.1.2 Logging into the Working Folder" (P.120).

3. Tap .

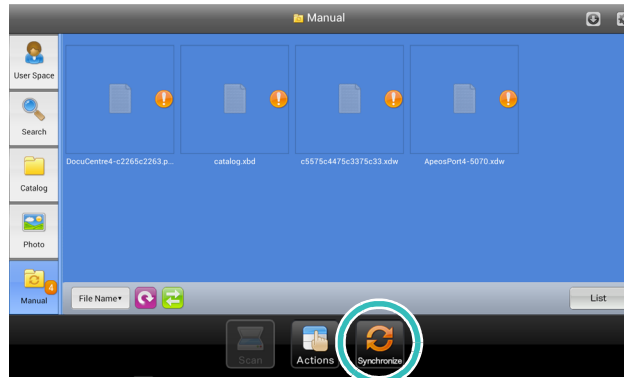
 appears for the document updated after the previous synchronization.

Synchronization

You can maintain documents to the latest state by synchronizing the space.

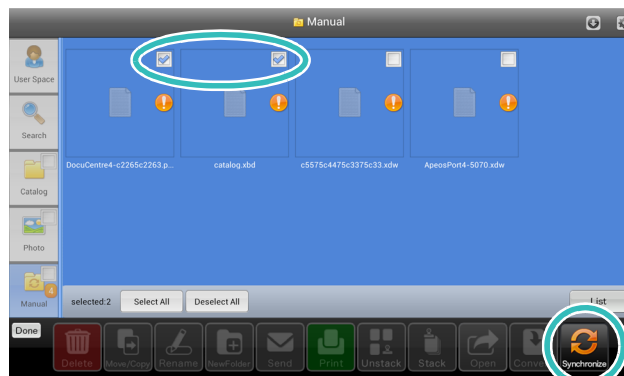
■ Collective synchronization

1. Tap the [Synchronize] button.



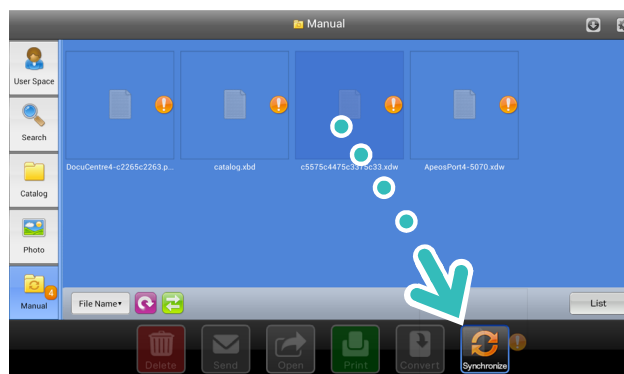
■ Selective synchronization

1. Tap the [Actions] button.
2. Select the documents to synchronize, and tap the [Synchronize] button.



■ Selective synchronization by drag & drop

1. Drag and drop a target document onto the [Synchronize] button.



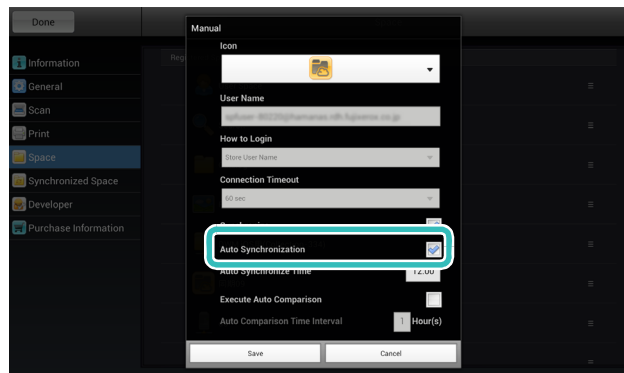
Auto Synchronization

You can automatically update the documents in the Synchronized space by performing the difference check at a specified time each day.



- Be sure to log in to the Synchronized space prior to a time specified.
- When the Synchronized space is selected, Auto Synchronization will not start at a time specified.
- When your Android tablet is powered off or in sleep mode, Auto Synchronization will not start at a specified time. Auto Synchronization will start when your Android tablet is awake or the power is back on again.

1. Tap the setting button > [Space].
2. Tap a registered Synchronized space to edit, or long press it to tap [Edit].
3. Select the [Auto Synchronization] checkbox.



4. Configure [Auto Synchronize Time].



- When you have not logged in to the Synchronized space at a specified time, the application will do the following.
 - When this application is in use
A login screen appears. Log in to the Synchronized space.
 - When this application is working in the background
A message appears in the notification area and prompts you to log in. Tap the message and log in to the Synchronized space using the login screen displayed.



- [Auto Synchronize Time] can be set in 10-minute increments.

Auto Comparison

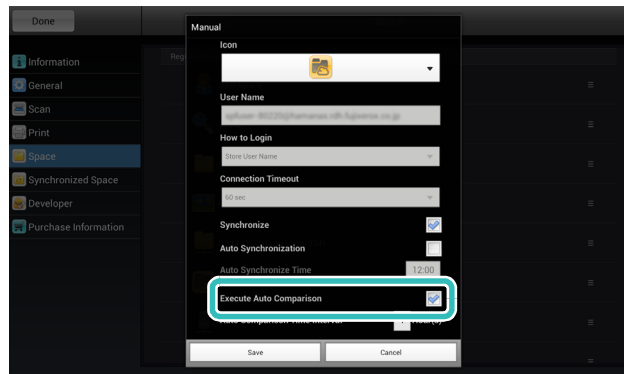
You can perform the comparison check for the documents in the Synchronized space at a specified interval.



- Be sure to log in to the Synchronized space prior to an interval specified.
- When the Synchronized space is selected, Auto Comparison will not start with an interval specified.
- When your Android tablet is powered off or in sleep mode, Auto Comparison will not start at a specified time. Auto Comparison will start when your Android tablet is awake or the power is back on again.

1. Tap the setting button > [Space].
2. Tap a registered Synchronized space to edit, or long press it to tap [Edit].

3. Select the [Execute Auto Comparison] checkbox.



4. Configure [Auto Comparison Time Interval].



Important

- When you have not logged in to the Synchronized space at a time specified, the application will do the following.
 - When this application is in use
A login screen appears. Log in to the Synchronized space.
 - When this application is working in the background
A message appears in the notification area and prompts you to log in. Tap the message and log in to the Synchronized space using the login screen displayed.



Note

- [Auto Comparison Time Interval] can be configured in one-hour increments.

Offline mode

A network error occurs if the auto difference check or auto synchronization is performed when the network connection is lost. In this case, enable the offline mode to prevent the error from happening.



Note

- Documents that can be viewed in offline mode are not always in the latest state. It is recommended that you perform the difference check and synchronization before entering the offline mode.

1. Tap a Synchronized space.



2. Log in to the space.

3. Tap .

The Synchronized space will go offline.



Note

- Tap  to let the Synchronized space go online from offline.
- If you want all the Synchronized spaces offline, go to the setting button  > [Synchronized Space] and set [Set all synchronized spaces to offline] to [ON].

2.4 Document search by name

The document search function of this application enables you to search for a document using the file name. The text string in the documents, however, cannot be searched.

The search scope and criteria are as follows:

- **Search scope**

The User Space and Local spaces are searched.

- **Search criteria**

Document files with a name consisting of one or more characters are searched for. One space is considered as one character. You can set the search to be case-sensitive.



Note

- The default searching is not case-sensitive. To perform case-sensitive search, see "Document Search" (P.78) and set accordingly.

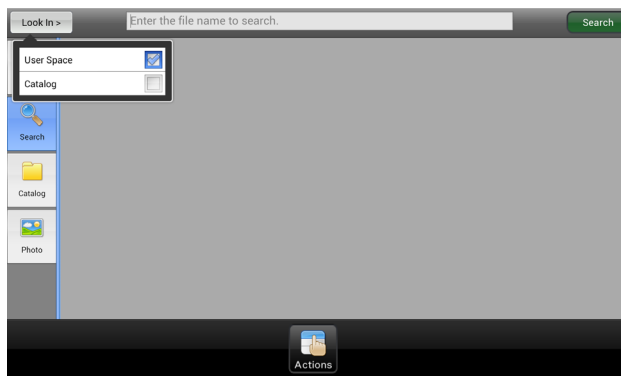
1. Tap [Search] in the space area.

2. Tap [Look In] to specify which space to search.

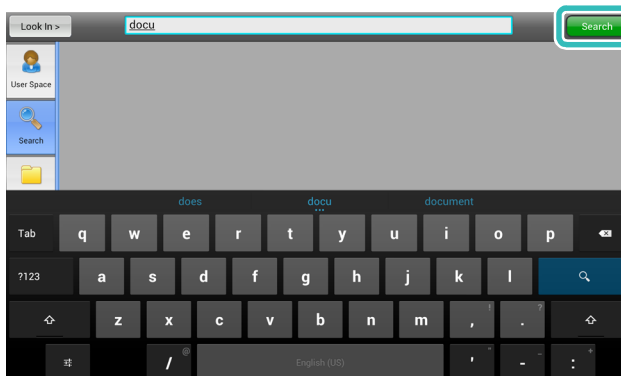


Note

- Searching is performed for each space.



3. Input the search criteria, and tap [Search].




The search result will be displayed in the main area.



Note

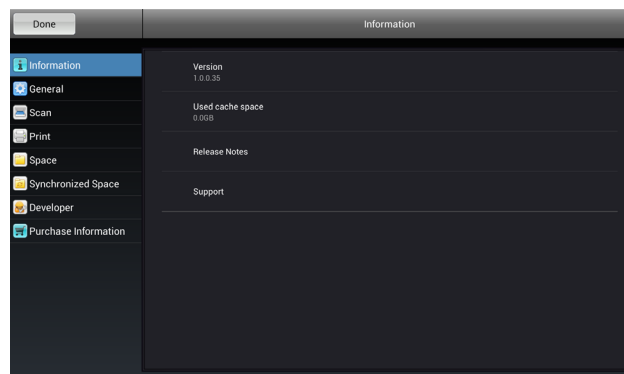
- Up to 1,000 items can be searched.
- The search results are displayed for a space specified in [Look In]. To view the search results folder by folder, add target folders to the space and search again.
For details about how to register a space, see "Registering a space" (P.79).
- Tapping the documents in the search result will display the preview.
- The search results will be cleared when the Search space is switched to another space.

3 Various Settings

This chapter explains the options accessed from the setting button  that is on the right of the navigation area.

3.1 Information

[Information] displays the information of the application.



Version

Displays the version of this application.

Used cache space

Displays the amount of cache memory (unit: GB) created by this application.

Release Notes

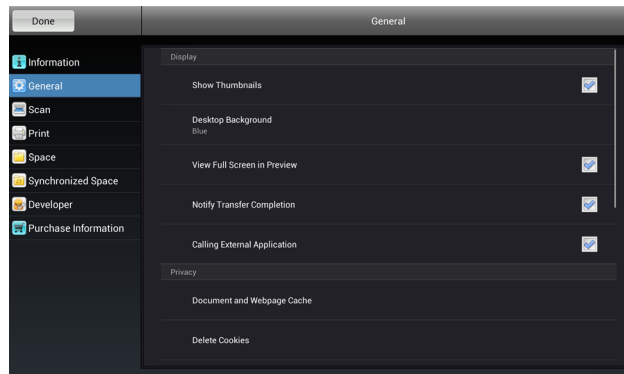
Tap to display the release note of this application.

Support

Tapping this will launch the browser with the support site for this application displayed.

3.2 General

[General] displays the general information settings of the application.



Show Thumbnails

Selecting the checkbox enables thumbnail display of the documents on the Document List screen. Deselect the checkbox when thumbnail display is not needed.

Desktop Background

Select the background color of the main area from [Gray] and [Blue].

**Note**

- When the background is [Gray], the font color of the document names become black. When the background is [Blue], the font color of the document names become white.

View Full Screen in Preview

Selecting the checkbox enables the full screen display of the file when it is opened. Deselect the checkbox if you do not want the file to be displayed in full screen mode.

Notify Transfer Complete

Specifies whether to display a message when file uploading to or downloading from the server or cloud service is completed.

Calling External Application

Specifies whether to show a message when a document is displayed with an external application. To show the message, select the checkbox.

Document and Webpage Cache

■ Clear cache

Clears all the cache information of this application.

■ Auto clear the cache

Selecting the checkbox clears the cache every time the application is started. Deselect the checkbox if you do not want to clear the cache when the application is started.



- Selecting the checkbox opens a message box to confirm whether you are sure to clear the cache. Tap [OK] to confirm. Tap [Cancel] to decline the message, which will deselect the checkbox.

■ Upper cache size limit

You can set the upper limit for cache. The upper limit can be set within the range 0% to 90% for the free storage space of the Android.



- When [0%] is specified, the [Show Thumbnails] setting becomes off.
- When the upper cache size limit is lowered, a popup will appear informing that the cache saved up to present is to be cleared.

Delete Cookies

Deletes stored cookies.

Delete All Data in User Space

Deletes all the files and folders in User Space.



- Files and folders deleted using [Delete All Data in User Space] cannot be restored. It is recommended to backup important files and folders. For information on how to backup files and folders, see "8.2 Data backup" (P.130).

Save Local File

Specifies whether to overwrite document files. Selecting ON allows the files such as PDF to be overwritten when they are edited and saved by this application.



- If [Save Local File] is set to ON when you specify this application for opening a file passed from another application, you can select [Save] for the file. If there is a file with the same name in User Space, you can overwrite the file.

Delete Original Document

Select ON to delete the original document after the Stack or Unstack operation is performed successfully.

Document Search

Select [ON] for [Case Sensitive] to perform case-sensitive search. If case-sensitive search is not required, select [OFF].

Webpage Conversion

■ Page Size After File Conversion

Specifies the page size and orientation of PDF files and DocuWorks documents after converted from a web page. Choose [A4 landscape] or [A4 portrait].

■ Quality

Specifies the image quality of PDF files and DocuWorks documents after converted from a web page. Choose [Standard] or [For detailed Web pages].

Image File Conversion

■ Page Size After File Conversion

Specifies the page size and orientation of PDF files and DocuWorks documents after converted from a web page. Choose [Auto], [A4 landscape], or [A4 portrait].

Working Folder Mobile Access Restrictions

When this function is enabled, an required mobile application ID is generated and displayed.

Tap [Generate Mobile App ID] to generate an ID. Tap [Reset Mobile App ID] to delete the generated ID.

[Send Mobile App ID] is displayed when an ID is generated. Tapping this message shows a list of applications for you to choose a mail application you want to use.



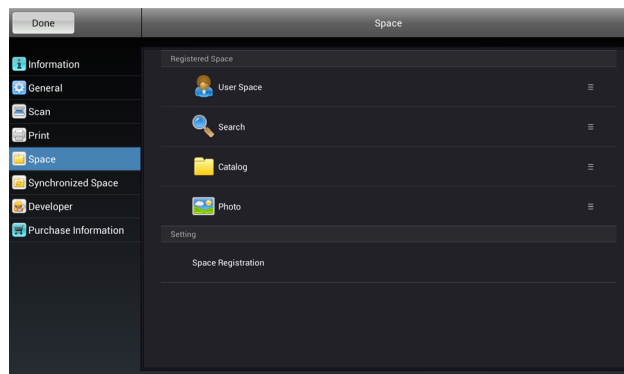
- If this application is uninstalled, the mobile application ID is also deleted.
- Even if this application is updated, the generated mobile application ID is retained.
- If you delete the mobile application ID and access a Working Folder enabled with the mobile access restriction function, another mobile application ID must be generated and registered in the Working Folder.
- The mobile application ID changes every time it is generated.



- If you generate or delete the mobile application ID, you will be logged out from all the spaces in the Working Folder including the Synchronized space.
-

3.3 Space

[Space] displays the space information.



Registering a space

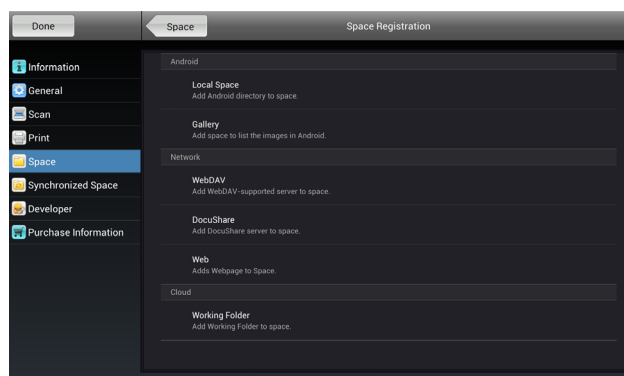
Follow the procedure below to add a space to the Local space.



- For details on how to add respective spaces, refer to the following pages.
 - Gallery space "Registering the Gallery space" (P.59)
 - Web space "Registering the Web space" (P.59)
 - DocuShare server space "DocuShare server" (P.109)
 - WebDAV server space "WebDAV server" (P.111)
 - Cloud space "7.1.1 Registering the cloud space" (P.119)
 - Synchronized space "Registering the Synchronized space" (P.60)

1. Tap [Space] > [Space Registration].

2. Tap [Local Space].



3. Tap [Space Name], and enter a space name.

4. Tap [Icon], and select an icon for the space.

5. Tap [Path], and set a path to the location in which you want to store your documents.



Note

- Tap  to return to the upper hierarchy of the selected path by one.

6. Tap [OK].

7. Tap the [Save] button.

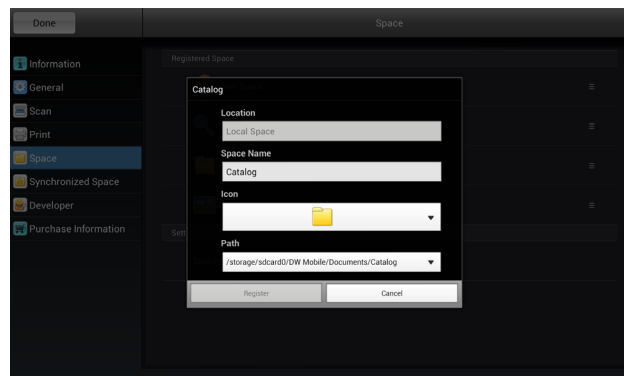
The Local space will be added.

Editing spaces


You can edit added spaces.

1. Tap a registered space you want to edit, or long press it to tap [Edit].

2. Tap an item to edit, and enter required information.



Note

- For Synchronized space, deselecting the [Synchronize] checkbox makes the space to a Working Folder cloud space.
- Editing the Working Folder cloud space [User Name] or [Connection Timeout] is available only for the Working Folder cloud space created from the settings button  > [Space] > [Space Registration].
- Editing the Working Folder cloud space [User Name] or [Connection Timeout] will change all the settings for Working Folder cloud spaces. You will also be logged out of all the Working Folder cloud spaces.

3. Tap [OK].

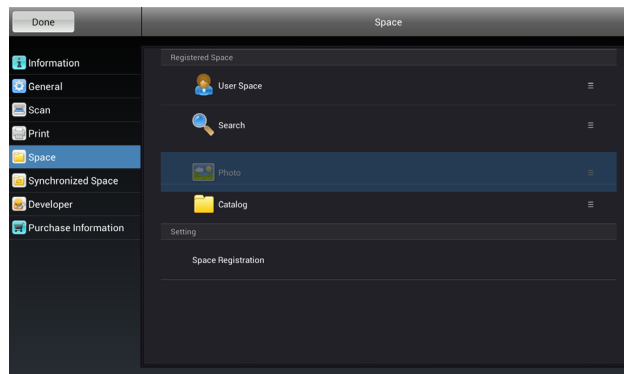
4. Tap [Save].

Rearranging spaces

You can swap the position of spaces.

The changes made here also appear in the space area.

1. Tap and hold the  icon on the right of the setting items, and drag & drop the icon to a position you want.



Note


- You cannot change the position of User Space.

Deleting spaces

You can delete the added spaces.



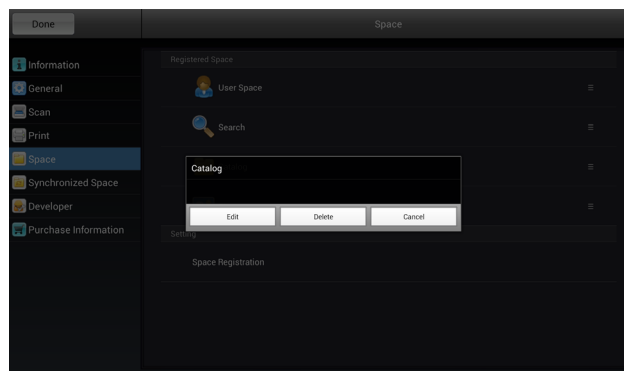
Note

- The User Space and Search space cannot be deleted.
- When you delete the Working Folder cloud space from the settings button  > [Space], all spaces linked to the Working Folder such as Working Folder cloud spaces or synchronized spaces will be deleted.
- When you delete a Working Folder cloud space such as the one added from the main area, only the selected space will be deleted.

1. Tap and hold a space you want to delete.

A dialog box will appear.

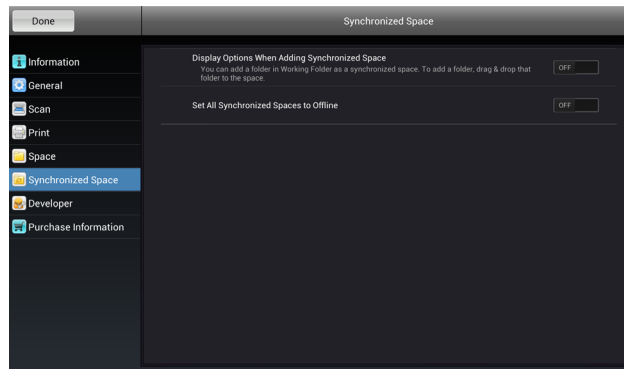
2. Tap the [Delete] button.



3. Tap [OK] on the confirmation dialog box.

3.4 Synchronized Space

[Synchronized Space] provides you with the required items for configuring the Synchronized space.



Display Options When Adding Synchronized Space

When [ON] is set, you can add folders in the Working Folder as the Synchronized space.



Note

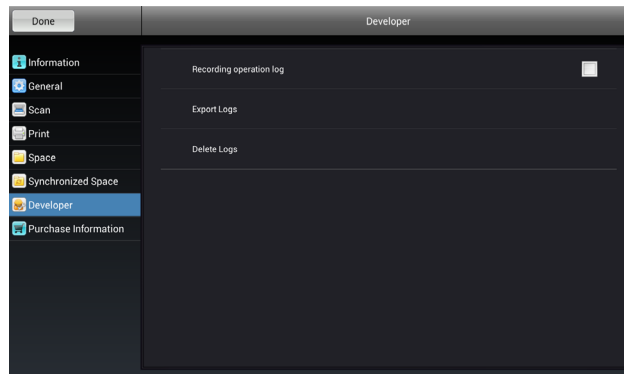
- When this setting is [ON], [Space Adding (Synchronization Settings)] will appear when you drag and drop a folder in a Working Folder cloud space onto the space area. For details, see "Synchronized space creation by drag & drop" (P.60)

Set All Synchronized Spaces to Offline

When [ON] is set, all the Synchronized spaces go offline. Even when [ON] is set, however, newly created Synchronized spaces will go online.

3.5 Developer

[Developer] displays the necessary options for the support of this application.



Recording operation log

When you need to investigate the cause of an error, select the Recording operation log checkbox. Necessary operation log and setting information will be recorded in the Android tablet. Normally, deselect the checkbox.

Export Logs

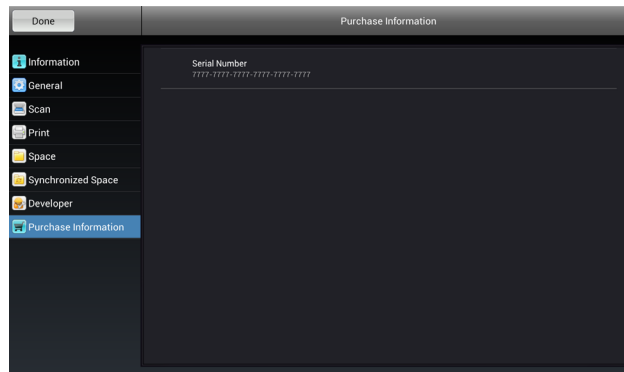
Exports recorded log into the following folder of the Android tablet.
`/mnt/sdcard/DW Mobile/Logs`

Delete Logs

Deletes the recorded log.

3.6 Purchase Information

[Purchase Information] shows the serial code that you entered when first starting this application.



Note

- [Free Trial Expiry] is displayed during the trial period of this application.

4 Print Function

4.1 Printing the document

This chapter explains the procedures and configuration items for printing documents.

4.1.1 Print operation

You can print documents by sending instructions from this application.

The printing method differs depending on whether the screen is in preview display or thumbnail display.



Note

- You can cancel your print job using either this application or the control panel of the MFD.
- You cannot execute print operation for the PDF or DocuWorks files password-protected for opening, even if you have the print privilege.

In preview display

1. Tap the [Print] button.

The [Advanced Settings] button and the [Print] button will be displayed in the function area.

2. If necessary, tap the [Advanced Settings] button or the sub function area to set the print settings.



Sub Function Area

4.1 Printing the document



Note

- For details on the various printer options, see "4.1.2 Print Settings" (P.87).
- The text feedback area shows the settings you configured. You can flick up and down the area to check other settings.



Text Feedback

- If you close the document, the settings are restored to default. For details on how to set the default settings, see "Print Defaults" (P.97).
- When multiple printers are registered, your document will be printed with a default printer. To change the default printer, tap [Advanced Settings] > [Printer Name], and select a printer. For details about the default printer, see "Specifying the default printer" (P.96).



- Refer to "4.1.3 Using the sub function area" (P.90) for details on the sub function area items.

3. Tap the [Print] button.

Printing will start.



Note

- If you set [Select Printer When Printing] to ON when multiple printers are registered, you can select a printer. For details on the setting, see "Select Printer When Printing" (P.98).

In thumbnail display

When you print from thumbnail display, use either the [Actions] button or the drag & drop function.



Note

- When you print a document in thumbnail display, the document will be printed by a default printer. For details about the default printer and default settings, see "Specifying the default printer" (P.96) and "Print Defaults" (P.97).
You will be prompted to choose a printer if multiple printers are registered and [Select Printer When Printing] is selected when you print. For information about the setting, see "Select Printer When Printing" (P.98).

● Using the [Actions] button

1. Tap the [Actions] button.

The space and main areas show checkboxes.

2. Tap the document you want to print.

The checkbox of the document will be selected.



3. Tap the [Print] button.
4. Tap [OK] on the confirmation dialog box.

● Using drag & drop

1. Tap and hold the document you want to print.
The function area shows the function buttons.
2. Drag & drop the document onto the [Print] button.



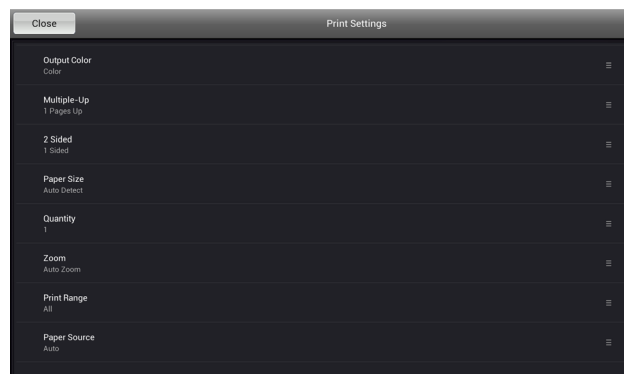
3. Tap [OK] on the confirmation dialog box.



- If a print job hangs for some unknown reason, you can tap the [Cancel] button on the job execution screen to abort the print job. Depending on the timing, the print job may not be cancelled in time.

4.1.2 Print Settings

This section explains the Print Settings options.



● Output Color

Select the color mode.

- Color
- Black

● 2 Sided

Select the 2 Sided print option.

- 1 Sided
- 2 Sided (Head to Head)
- 2 Sided (Head to Toe)

● Multiple-Up

Select the number of pages to be printed on one sheet of paper.



• If you select [2 Pages Up] or [4 Pages Up], [Paper Size] and [Zoom] cannot be specified.

- 1 Pages Up
- 2 Pages Up
- 4 Pages Up

● Paper Size

Select the output paper size you want.

- Auto Detect
- A4 (210 x 297 mm)
- A3 (297 x 420 mm)
- A5 (148 x 210 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Letter (8.5x11")
- Legal (8.5x14")
- Ledger (11x17")

● Quantity

Select the number of print copies, or specify a value in the range of 1 to 99 for [Copies].

● Zoom

Select the zoom option.

- Auto Zoom
- Scaling (Top Left)
- Scaling (Center)



• You can specify scaling from 25% to 400%.

● Print Range

Select the print range.

- All
- Pages

● Paper Source

Select the paper tray containing the paper you want for your print.

- Auto
- Tray 1
- Tray 2
- Tray 5 (Bypass)

● Paper Type

Select the paper type.

- Plain
- Use Printer Settings

● Collated

Specify whether you want to collate your print job when you print multiple copies of a multi-page file.

- ON
- OFF

● Print Mode

Select the print mode.

- Standard
- High Quality
- High Speed

● Job Type

Select the print types.

- Normal Print
- Secure Print



- Refer to "4.1.4 Secure Print" (P.91) for details on Secure Print.

Billing ID

Set the billing ID for your Secure Print job. You can store your Secure Print job in the MFD and output it using this billing ID.

This item is enabled only when Secure Print is selected.



Note

- Use up to 24 single-byte characters to enter [Billing ID].

Passcode

Set the passcode for the billing ID.

You are required to set this item only when Secure Print is selected.



Note

- Use up to 12 single-byte characters to enter passcode in [Passcode].

● Authenticate

Set whether to enable Authentication Management.

- No Authentication Management
- Authentication Management

User ID

When the MFD requires authentication, and if you specify a registered user in the MFD to output print jobs, set the user ID of the user.

Password

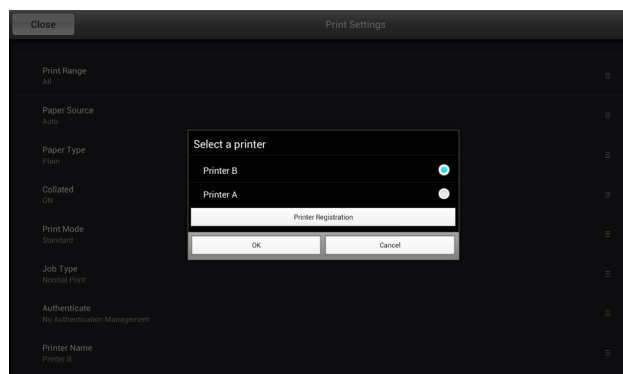
Set the password of the user.

Domain Name

Set the domain name.

● Printer Name

Select a printer from the registered printers.




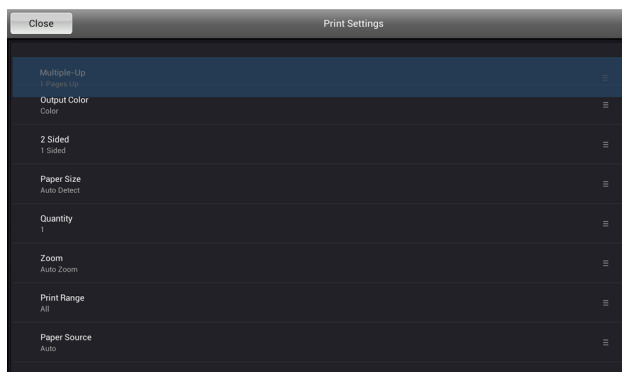
Note

- You can add a printer by tapping [Printer Registration]. Refer to "4.2 Printer Settings" (P.93) for the operation method.

Rearranging the Print Settings list

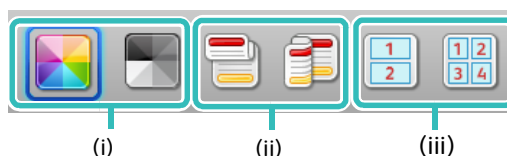
You can rearrange the options in the Print Settings list.

1. Tap and hold the  on the right of the setting items, and drag & drop the icon to a position you want.



4.1.3 Using the sub function area

[Output Color], [2 Sided], and [Multiple-Up] can also be configured from the sub-function area. Your settings configured from the sub-function area can be confirmed in the print image.



(1) Output Color



: Color



: Black

(2) 2 Sided

: 1 Sided



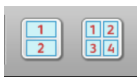
: 2 Sided (Head to Toe)



: 2 Sided (Head to Head)

**Note**

- Tapping on a selected icon returns the setting to [1 Sided].

(3) Multiple-Up

: 1 Pages Up



: 2 Pages Up



: 4 Pages Up

**Note**

- Tapping on a selected icon returns the setting to [1 Pages Up].

4.1.4 Secure Print

DocuWorks Mobile enables you to secure documents with Billing ID and Passcode and print. A secured document printed from this application is stored in the MFD, and you can print it later by specifying the billing ID and passcode on the control panel of the MFD.

**Note**

- For details on Secure Print, refer to the manual of the MFD in use.



4.1 Printing the document

1. Tap a document.

The document will be displayed in preview.



Note

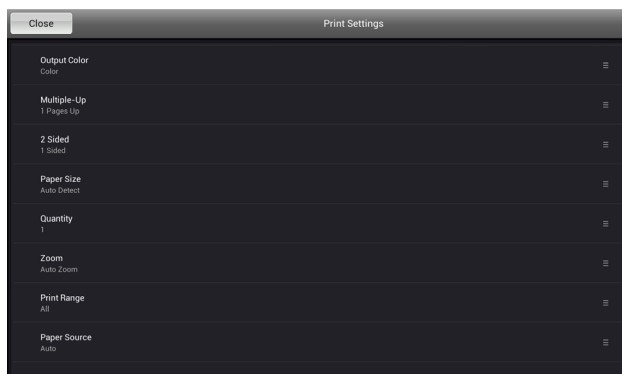
- Secure Print is available to set when the display method of the Viewer screen is set to preview display or thumbnail display.

2. Tap the [Print] button.



3. Tap the [Advanced Settings] button.

The [Print Setting] screen will be displayed.



4. Tap [Job Type].

5. Select [Secure Print] in the displayed dialog box, enter [Billing ID] and [Passcode], and then tap [OK].



Note

- Set [Billing ID] using up to 24 single-byte characters, and set [Passcode] using up to 12 single-byte characters.


6. Tap the [Close] button in [Advanced Settings].

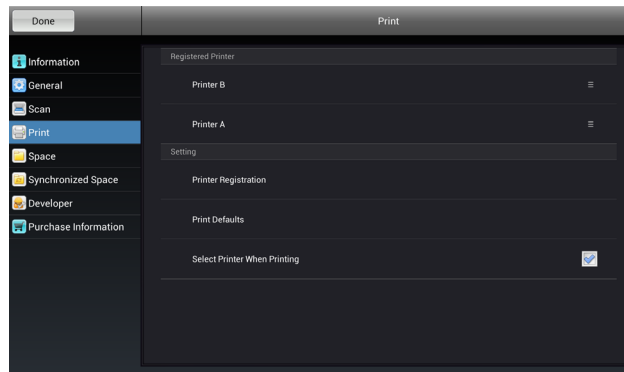
7. Tap the [Print] button.

The print data will be sent to the MFD and stored.

8. Operate the MFD to output your Secure Printing job.

4.2 Printer Settings

Tap the setting button  on the right of the navigation area to select [Print], and you can register or delete printers. The default printer and the Print Defaults options can also be specified.



Before setting up the printer

To set up the printer, configure and confirm the settings of the MFD first.

Log in as the administrator of the MFD, and configure and confirm the settings.



• For information about the operation of the MFD, see the MFD manual.

1. Press the <Log In/Out> button of the MFD.
2. Enter the System Administrator's Login ID, and touch [Enter].
3. To enter a password, touch [Next], enter the Administrator password, and then touch [Enter].



Note

• Please contact your administrator for the System Administrator's Login ID and password.

● IP address

1. Press the <Machine Status> button of the MFD.
2. Confirm the IP address.

● Port status

1. Touch the control panel of the MFD in the following order, and confirm the status of the required port.

■ When using Raw protocol connection:

[Tools] > [Connectivity & Network Setup] > [Port Settings] > [Port9100]

■ When using LPR protocol connection:

[Tools] > [Connectivity & Network Setup] > [Port Settings] > [LPD]

■ When using IPP protocol connection:

[Tools] > [Connectivity & Network Setup] > [Port Settings] > [IPP]

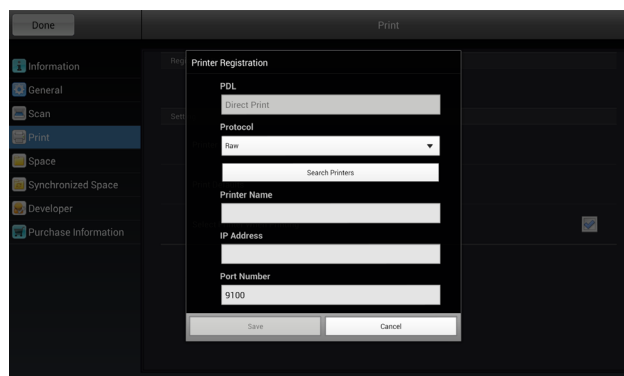
2. Confirm that the port is set to [Enabled].
- Port number (e. g. Raw protocol connection)
 1. Touch the control panel of the MFD in the following order.
[Tools] > [Connectivity & Network Setup] > [Port Settings] > [Port9100]
 2. Confirm the number of the port.

Registering a printer

Follow the procedure below to register a printer to be used with this application.

■ When using Raw protocol connection

1. Tap [Print] > [Printer Registration].
2. Tap [Protocol], and select [Raw].

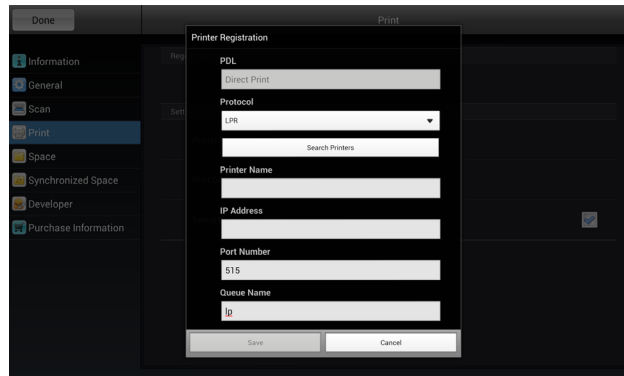


3. Tap [Printer Name], and enter the printer name for registration.
4. Tap [IP Address], and enter the IP address of the printer.
 - **Note** • Alternatively, tap [Search Printers] to search for printers on the same subnet. Tap to select a printer you want to set from the searched result, and the IP address and name of the printer will be entered.
 - No printer will be displayed if there is no available printer.
5. Tap [Port Number], and change the port number of the printer if needed.
6. Tap the [Save] button, and confirm that the printer is registered in [Registered Printer].

■ When using LPR protocol connection

1. Tap [Print] > [Printer Registration].

2. Tap [Protocol], and select [LPR].



3. Tap [Printer Name], and enter the printer name for registration.

4. Tap [IP Address], and enter the IP address of the printer.



Note

- Alternatively, tap [Search Printers] to search for printers on the same subnet. Tap to select a printer you want to set from the searched result, and the IP address and name of the printer will be entered.
- No printer will be displayed if there is no available printer.

5. Tap [Port Number], and change the port number of the printer if needed.

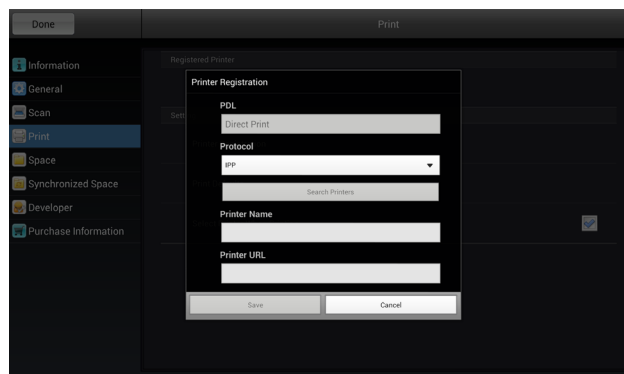
6. Tap [Queue Name], and change the queue name of the printer if needed.

7. Tap the [Save] button, and confirm that the printer is registered in [Registered Printer].

■ When using IPP protocol connection

1. Tap [Print] > [Printer Registration].

2. Tap [Protocol], and select [IPP].



3. Tap [Printer Name], and enter the printer name for registration.

4. Tap [Printer URL], and enter the URL of the printer.



Note

- In [Printer URL], enter a URL, for example, "111.222.333.444/ipp". The printer URL normally has "/ipp" at the end.

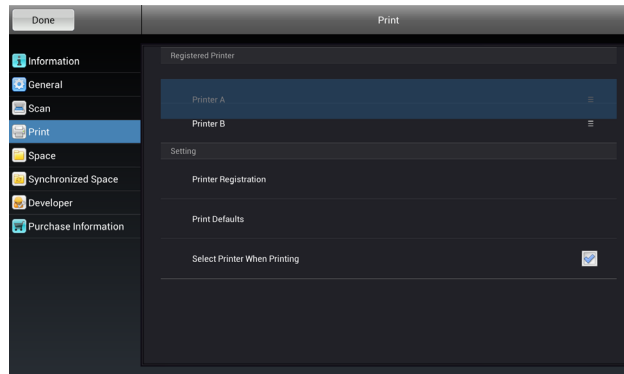
5. Tap the [Save] button, and confirm that the printer is registered in [Registered Printer].

Specifying the default printer

The printer at the top of the registered printers is set as a default printer.

When two or more printers are registered, the default printer can be changed by rearranging the order of the printers.

1. Tap and hold  on the right of a printer you want to use as the default printer, drag & drop it to the top.

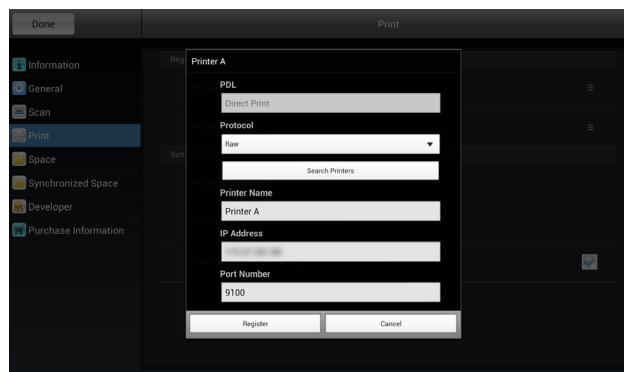


The printer will be set as the default printer.

Editing a printer

You can edit the settings of the registered printers.

1. Tap a target printer, or hold it to open a dialog box and select [Edit].

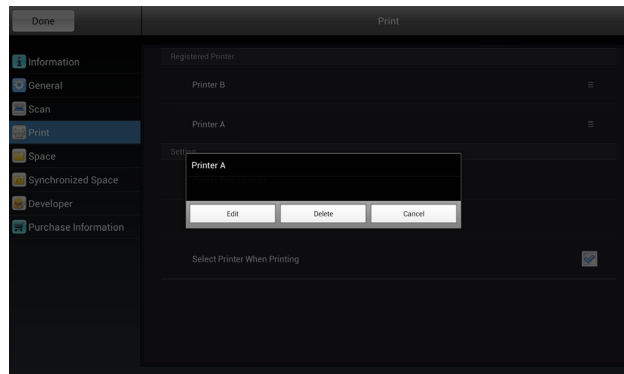


2. Tap an item to edit, and configure the setting.
3. Tap [Save].

Deleting a registered printer

The procedure below explains how to delete a registered printer.

1. Tap and hold a printer you want to delete.
2. Tap [Delete].



3. Tap [OK] on the confirmation dialog box.
The printer will be deleted.

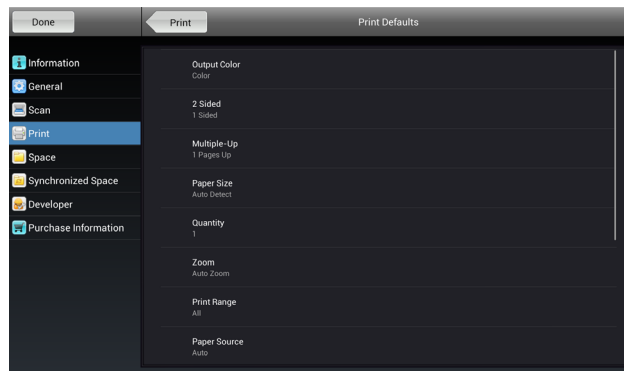
Print Defaults

You can set the default values of the following printer options.



Note

- For details on the setting options, see "4.1.2 Print Settings" (P.87). Note that [Printer Name] is not set with the default setting.

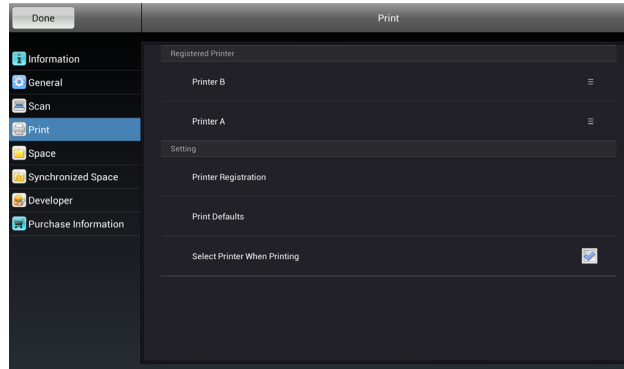


Select Printer When Printing

Specifies whether to choose a printer when you print from the preview display.

1. Tap [Print].
2. Select the [Select Printer When Printing] checkbox.

Unless this option is selected, your print jobs are scanned with the default printer.



5 Scan Function



5.1 Scanning the document

This chapter explains the procedures and configuration items for scanning documents to import to the Android tablet.


5.1.1 Importing scan data

You can use this application to scan and save your documents.


The scan data will be displayed in User Space.

-  **Note** • To execute scan jobs, you must be the system administrator or registered user of the MFD. Depending on the model, which user can use the scan function varies. For details, see "Release Note".
-  • For information on how to register a user in the MFD, see "Registering a user in the MFD" (P.103).

1. Place the original in the MFD.

-  **Note** • Before you execute your scan job from this application, check that the MFD is not busy working on jobs from other users.

2. Log in to the MFD.

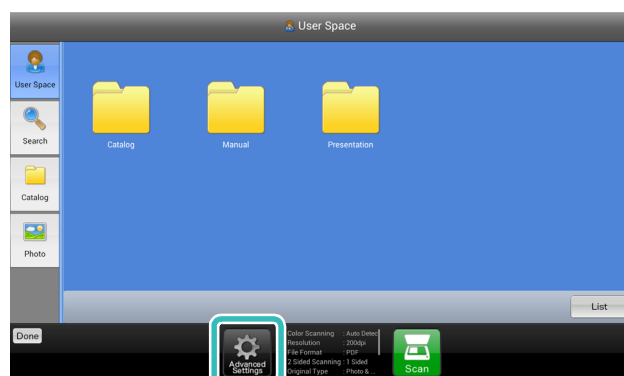
-  **Note** • To execute scan jobs, the user name (System Administrator's login ID or user ID) and password specified for "Registering a scanner" (P.104) must be the ones used for logging in to the MFD.

3. Tap the [Scan] button.

[Advanced Settings] and [Scan] buttons will appear in the function display area.

-  **Note** • Scanning is available when User Space or a folder in User Space is selected.

4. If necessary, tap the [Advanced Settings] button to set the scan settings.

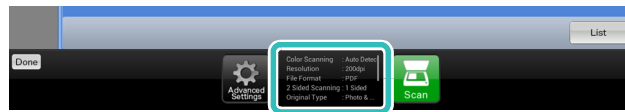


5.1 Scanning the document



Note

- For details on the various scan options, see "5.1.2 Scan Settings" (P.100).
- The text feedback area shows the settings you configured. You can flick up and down the area to check other settings.



Text Feedback

- If you close the document, the settings are restored to default. For details on how to set the default settings, see "Scan Defaults" (P.106).
- When multiple scanners are registered, your document will be scanned with a default scanner. To change the default scanner, tap [Advanced Settings] > [Scanner Name], and select a scanner. For details about the default scanner, see "Specifying the default scanner" (P.105).

5. Tap the [Scan] button.

Scanning will start. When scanning is successful, the scanning result will be displayed based on the setting selected for [Preview View].



Important

- If the scanning hangs for some unknown reason, you can abort the scanning by tapping the [Cancel] button on the screen executing the job. Depending on the timing, the scan job may not be cancelled in time.

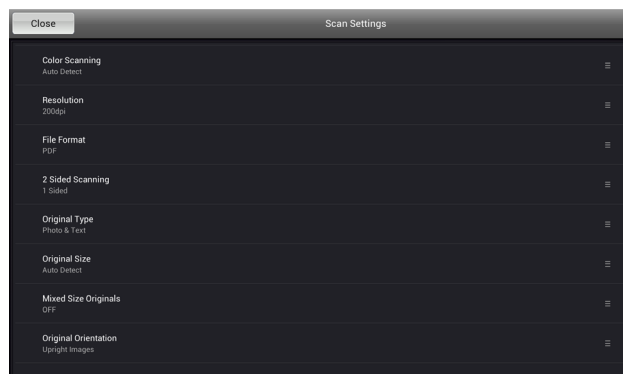


Note

- You will be prompted to choose a scanner if multiple scanners are registered and [Select Scanner When Scanning] is selected when you scan. For information about the setting, see "Select Scanner When Scanning" (P.107).
- When [File Format] is set to [PDF] and [Preview View] is set to [ON], the preview will be displayed soon after scanned. For details on how to set [Preview View], refer to "Preview View setting" (P.106).
- When [Preview View] is deselected, the preview will not be displayed. The scanned document will be added to the Document List screen when the scan job is completed.
- When [File Format] is set to [JPEG], a new folder will be created in the Document List screen and your scan document will be stored in the folder.
- If the network connecting the Android tablet and the MFD is heavily loaded, scanning may fail. Try again after some time.
- When the original jams or any error occurs with the MFD, follow the instruction displayed on the control panel of the MFD. If the MFD does not scan again, tap the [Cancel] button of this application and try scanning again.

5.1.2 Scan Settings

This section explains the Scan Settings options.



● Color Scanning

Select the color mode.

- Auto Detect
- Color
- Black & White
- Grayscale

● File Format

Select the output file format.

- PDF
- DocuWorks
- JPEG



- Depending on the combination of [Output Color] and [File Format], your document might be scanned in a file format unavailable to view on this application or not be scanned in a file format specified.

A warning message will appear when you scan document in the following combinations and your document will be scanned based on the specifications of the MFD.

Output Color	Output File Format	Warning Content
Automatic	JPEG	Your document might be scanned in a file format not specified.
Black & White	JPEG	Your document might be scanned in a file format not specified.



- The edit function of this application is available for data files output as the PDF format.
- When [JPEG] is selected, a folder will be newly created in the space currently displayed. Your scan document is stored in the folder.

● Resolution

Select the scanning resolution.

- 200 dpi
- 300 dpi

● 2 Sided Scanning

Select the orientation of 2 sided documents.

- 1 Sided
- 2 Sided (Head to Head)
- 2 Sided (Head to Toe)



- 2 Sided Scanning is available only when the Duplex Automatic Document Feeder is installed.

● Original Type

Select the quality of the document for scanning.

- Photo & Text
- Text
- Photo

● Original Size

Select the size of the document for scanning.

- Auto Detect
- A3 landscape
- A4 landscape
- A4 portrait
- A5 landscape
- B4 landscape
- B5 landscape
- B5 portrait
- Photo 2L landscape
- Postcard landscape



- If the original size is not detected for a scan job, it must be specified using the MFD even when [Auto Detect] is selected.

● Mixed Size Originals

Select whether to enable the Mixed Size Originals function.

- OFF
- ON



- Mixed Size Originals is available only when the Duplex Automatic Document Feeder is installed.

● Original Orientation

Select the orientation of the document for scanning.

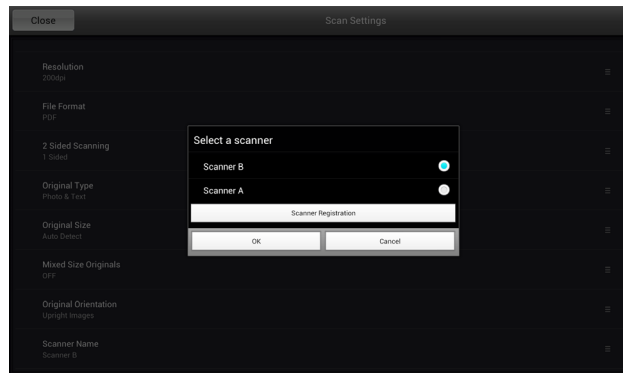
- Upright Images
- Sideways Images (Top to Left)



- If you execute optical character recognition (OCR) scanning for a horizontally written document set with [Sideways Images (Top to Left)] to create a PDF, underlines and/or strikeouts might not be applied correctly to the PDF created. Always set [Upright Images] when you execute optical character recognition (OCR) scanning for the horizontally written document.

● Scanner Name


Select a scanner from the registered scanners.

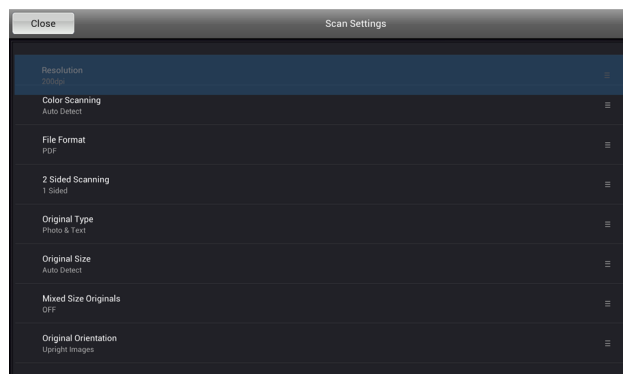


- Tapping [Scanner Registrations] allows you to add a scanner. For details about the operation, see "5.2 Scanner Settings" (P.103).


Rearranging the list of scan settings

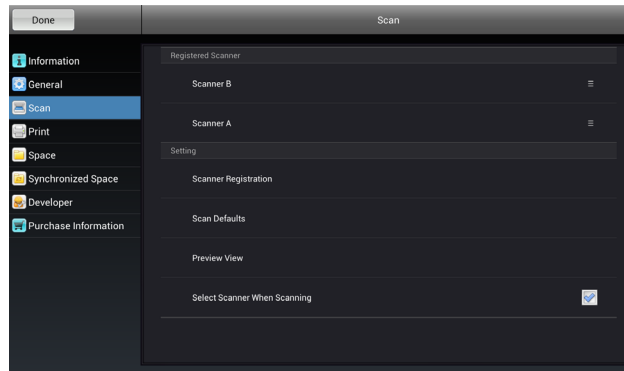
You can rearrange the options in the list of scan settings.

1. Tap and hold the  icon on the right of the setting item you want to rearrange, and drag & drop the icon to a desired position.



5.2 Scanner Settings


Tap the setting button  on the right of the navigation area to select [Scan], and you can register or delete scanners. The default scanner, the Scan Defaults options, and the Preview View option can also be specified.




Before setting up the scanner

To set up the scanner, configure and confirm the settings of the MFD first.

Log in as the administrator of the MFD, and configure and confirm the settings.

 • To execute scan jobs, the authentication method of the MFD must be [Login to Local Accounts].

 • For information about the operation of the MFD, see the MFD manual.

1. Press the <Log In/Out> button on the MFD.
2. Enter the System Administrator's Login ID, and touch [Enter].
3. To enter a password, touch [Next], enter the Administrator password, and then touch [Enter].

 • Please contact your administrator for the System Administrator's Login ID and password.

● Specifying the authentication method

1. Touch the control panel of the MFD in the following order:
[Tools] > [Authentication/Security Settings] > [Authentication] > [Login Type]
2. Select [Login to Local Accounts].

● Registering a user in the MFD

1. Touch the control panel of the MFD in the following order:
[Tools] > [Authentication/Security Settings] > [Authentication] > [Create/View UserAccounts]
2. Set your user ID and password.
Set other items if required.

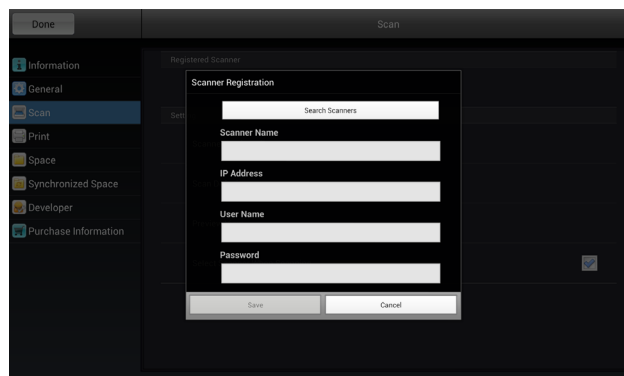
● **Confirming the IP address**

1. Press the <Machine Status> button of the MFD.
2. Confirm the IP address.

Registering a scanner

Follow the procedure below to register a scanner to be used from this application.

1. Tap [Scan] > [Scanner Registration].
2. Tap [Scanner Name], and input the scanner name for registration.



3. Tap [IP Address], and input the IP address of the MFD.



Note

- Tap [Search Scanners] to search for scanner on the same subnet. Tap to select a scanner you want to set from the searched result, and the IP address and name of the scanner will be entered.
- No scanner will be displayed if there is no available scanner.

4. Tap [User Name], and enter the user ID of the user registered in the MFD.



Note

- To execute scan jobs, you must log in to the MFD as the administrator or registered user of the MFD.



- For information on how to register a user in the MFD, see "Registering a user in the MFD" (P.103).


5. Tap [Password], and enter the password of the user registered in the MFD.

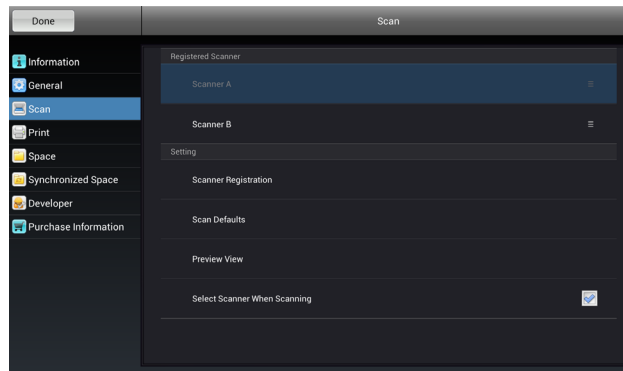
6. Tap the [Save] button, and confirm that the scanner is registered in [Registered Scanner].

Specifying the default scanner

The scanner at the top of the registered scanners is set as a default scanner.

When two or more scanners are registered, the default scanner can be changed by rearranging the order of the scanners.

1. Tap and hold  on the right of a scanner you want to use as the default scanner, drag and drop it to the top of the scanners.

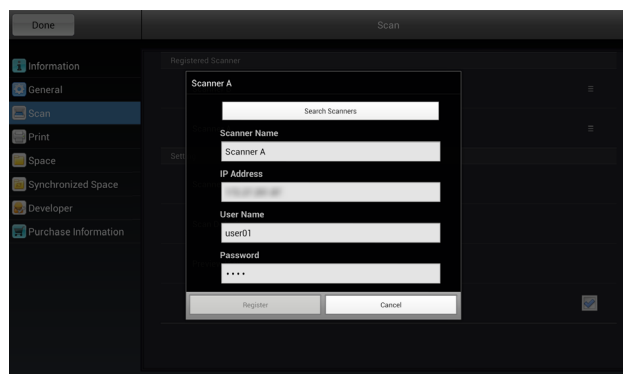


The scanner will be set as the default scanner.

Editing a scanner

You can edit the settings of the registered scanners.

1. Tap a target scanner, or hold it to open a dialog box and select [Edit].
2. Tap an item to edit, and configure the setting.

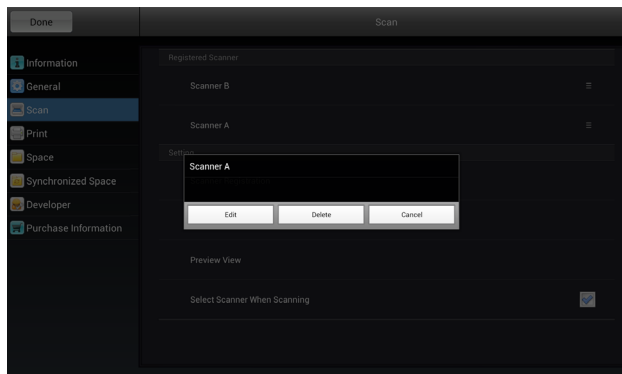


3. Tap [Save].

Deleting a registered scanner

The procedure below explains how to delete a registered scanner.

1. Tap and hold a scanner to be deleted.
2. Tap the [Delete] button.



3. Tap [OK] on the confirmation dialog box.
The scanner will be deleted.

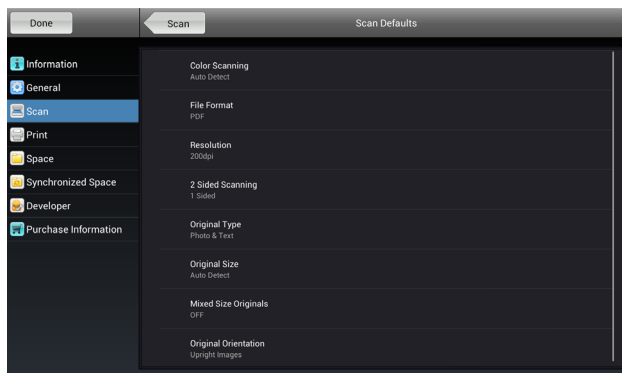
Scan Defaults

You can set the default values of the following scanner options.



Note

- For details on the setting options, see "5.1.2 Scan Settings" (P.100). Note that [Scan Name] is not set with the default setting.



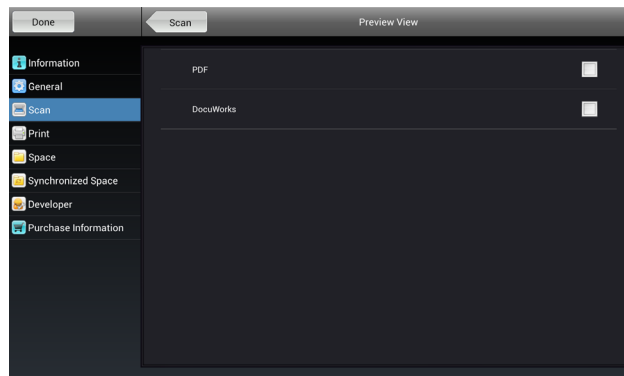
Preview View setting

Specify whether to preview the scan result upon completion of a scan job.

You can preview the scan result only when [File Format] is set to [PDF] or [DocuWorks].

1. Tap [Scan] > [Preview View].

2. Select whether to preview the scan result when a scan job is complete.

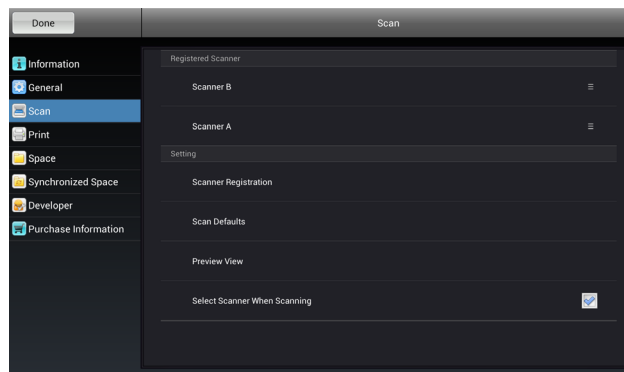


Select Scanner When Scanning

Specifies whether to choose a scanner when you scan.

1. Tap [Scan].
2. Select the [Select Scanner When Scanning] checkbox.

Unless this option is selected, your scan jobs are scanned with the default scanner.



6 Server Linkage

This application can be linked to the DocuShare server or the WebDAV server.

This chapter explains how to set up this application using the WebDAV server as an example.

6.1 Accessing the server

This section explains the operations and settings for accessing the server.

6.1.1 Registering the server space

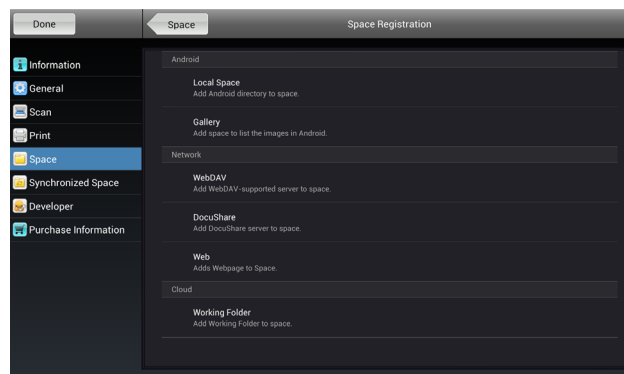
You can add spaces to the space area to store your documents on the server.

DocuShare server

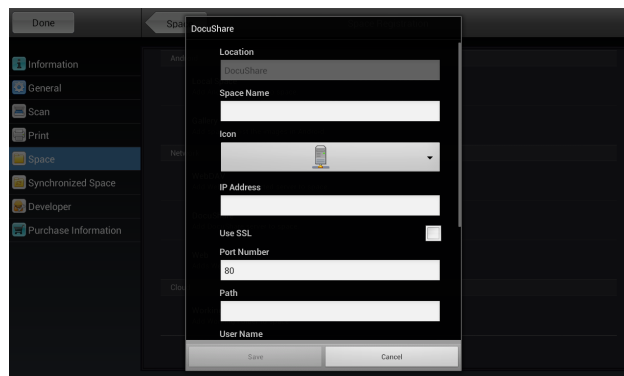


- Document files cannot be directly uploaded to the server space added by the procedure explained below. To upload document files, add a folder within the server to the space area first, and then upload the files to the folder. For details about how to add a space, see "6.1.3 Adding the uploading space" (P.114).

1. Tap the setting button > [Space] > [Space Registration] > [DocuShare].



2. Tap [Space Name], and enter a DocuShare server space name.



Note • The "Space" of this application differs from the "Space" function of DocuShare. The "Space" of this application is a space for storing documents.

3. Tap [Icon], and select an icon for the DocuShare server space.

4. Tap [IP Address], and enter the IP address of the DocuShare server.

Note • Instead of IP address, you can enter the domain name (FQDN).

5. If you need to enable SSL communication, select [Use SSL].

Note • The port number is "443" when [Use SSL] is selected. When not selected, it is "80".

6. Tap [Port Number], and enter the port number of the DocuShare server.

Note • By default, the SSL setting is disabled and the port number is set to "80". When [Use SSL] is selected, the port number is set to "443".

7. Tap [Path], and enter the WebDAV path of the DocuShare server.

Note • The default setting of the DocuShare path is [docushare/webdav]. If you do not know the path or the path has been changed, ask the DocuShare administrator.

8. Tap [User Name], and enter your user ID for the DocuShare server.

Note • When accessing from this application to a server specifying a domain other than "DocuShare", enter "Domain name/" in front of the user name at the time of logging in to the DocuShare website.
• You can register spaces without entering a user name. In this case, enter a user name when you access the DocuShare server.

9. Tap [Password], and enter your password for [User Name].

Note • You can register spaces without entering a password. In this case, enter a password when you access the DocuShare server.

10. Tap [How to Login], and select which login method you want to use when accessing the server.

Select [Auto Login (Store Passwords)], [Store User Name], or [Not Store].

Note • The operations available with this application depend on your access rights granted on the server.

11. Tap [Connection Timeout], and select the response time from the server.

Select [60 sec], [120 sec], [180 sec], [240 sec], or [300 sec].



Note

- A message will appear when the session is expired by timeout.

12. Tap the [Save] button.

The DocuShare server space will be added.



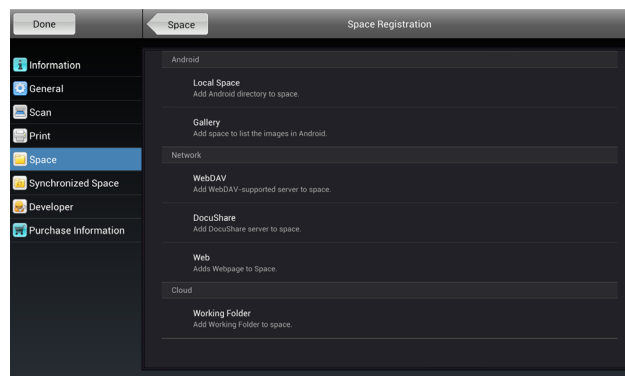
Note

- Even when a space with the same path is in the space area, the folder can be added as a new space.

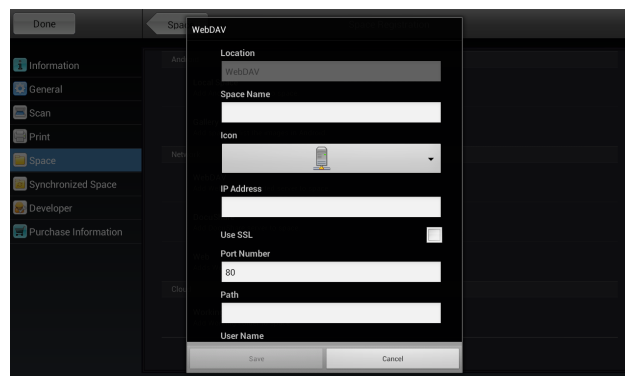
WebDAV server

You can register spaces in the space area to store your documents on the WebDAV server.

1. Tap the setting button > [Space] > [Space Registration] > [WebDAV].



2. Tap [Space Name], and enter any WebDAV server space name.



3. Tap [Icon], and select an icon for the WebDAV server space.

4. Tap [IP Address], and enter the IP address of the WebDAV server.



Note

- Instead of IP address, you can enter the domain name (FQDN).

5. If you need to enable SSL communication, select [Use SSL].



Note

- The port number is "443" when [Use SSL] is selected. When not selected, it is "80".

6. Tap [Port Number], and enter the port number of the WebDAV server.



Note

- By default, the SSL setting is disabled and the port number is set to "80". When [Use SSL] is selected, the port number is set to "443".

7. Tap [Path], and enter the WebDAV path.



Note

- If the displayed URL is http://xxx.xxx.co.jp/share/, enter "share" for the path. If you do not know the URL, ask the WebDAV server administrator.

8. Tap [User Name], and enter your user ID for the WebDAV server.



Note

- You can register spaces without entering a user name. In this case, enter a user name when you access the WebDAV server.

9. Tap [Password], and enter your password for [User Name].



Note

- You can register spaces without entering a password. In this case, enter a password when you access the WebDAV server.

10. Tap [How to Login], and select which login method you want to use when accessing the server.

Select [Auto Login (Store Passwords)], [Store User Name], or [Not Store].



Note

- The operations available with this application depend on your access rights granted on the server.

11. Tap [Connection Timeout], and select the response time from the server.

Select [60 sec], [120 sec], [180 sec], [240 sec], or [300 sec].



Note

- A message will appear when the session times out.

12. Tap [Save].

The WebDAV server space will be added.



Note

- Even when a space with the same path is in the space area, the folder can be added as a new space.

6.1.2 Logging into the server

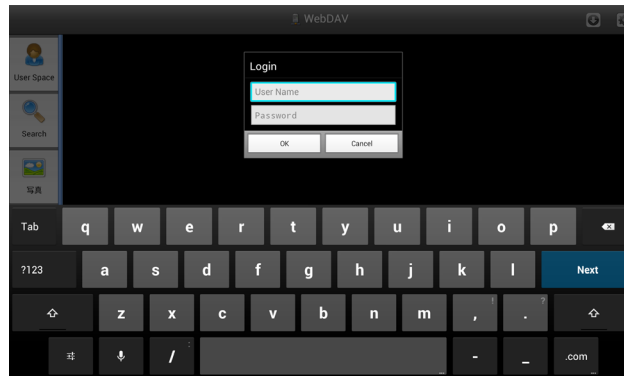
Follow the procedure below to log in to the server.



Note

- This application is compatible with UTF-8. The folder and file names may become garbled when working with an environment adopting a character code other than UTF-8.

1. Tap a server space displayed in the space area.



● When [How to Login] is set to [Auto Login (Store Password)]

1. You are automatically logged in to the server and the Document List screen appears.

● When [How to Login] is set to [Store User Name]

1. The Login screen appears.
Confirm your user name and enter your password.
2. Tap [OK].
If you are successfully authenticated, the Document List screen appears.

● When [How to Login] is set to [Not Stored]

1. The Login screen appears.
Enter [User Name] and [Password].
2. Tap [OK].
If you are successfully authenticated, the Document List screen appears.



Note

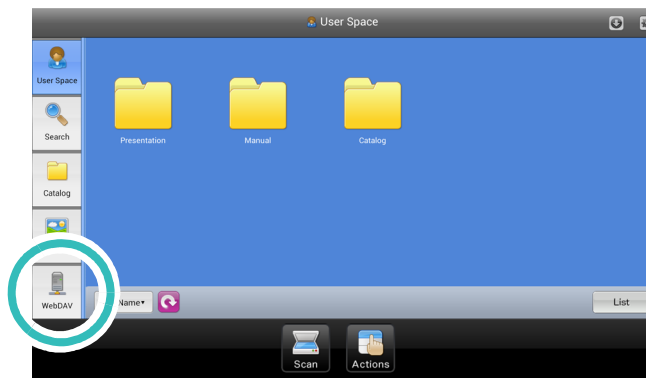
- When [How to Login] is set to [Auto Login (Store Password)] and if you did not enter a correct user name and password when setting the server space, an error message appears and you cannot log in. Enter a correct [User Name] and [Password] to log in.
- [User Name] and [Password] you entered are saved until you log out.

6.1.3 Adding the uploading space

Follow the procedure below to add a space for uploading document files to the server.

- Note** • To upload document files to the DocuShare server, a space must be added to the server in advance. The document files cannot be uploaded to the server space directly.

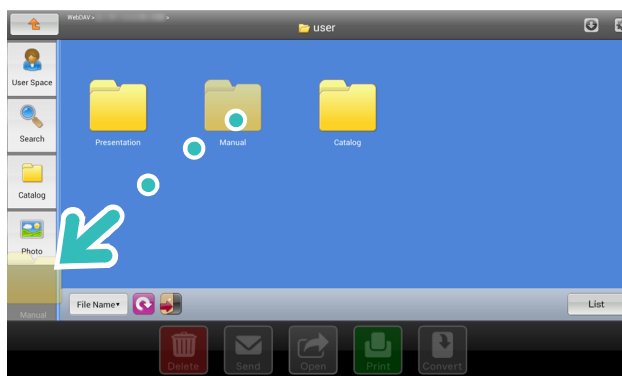
1. Tap a server space you want to log in.



- Note** • The login operation is necessary. For details, see "6.1.2 Logging into the server" (P.113).

2. Tap and hold a folder in the server space you want to use as a space.

3. Drag & drop the folder onto the space area.



A space will be added to the space area.

- Note** • Even when a space with the same path is in the space area, the folder can be added as a new space.
- To access the added space, you must log in. For details, see "6.1.2 Logging into the server" (P.113).

6.1.4 Uploading the document

The document upload method is different depending on whether the document is displayed in thumbnail or list.



Note

- You cannot upload documents to the home of DocuShare website. Register the "Top Level Collection" folder or a folder stored under the "Top Level Collection" folder as a space and upload your document to that space.

In thumbnail display

1. Tap and hold a document displayed in the local space.
2. Drag & drop the document onto a server space in the space area.



3. Tap [Move] or [Copy].



The document will be uploaded to the server.

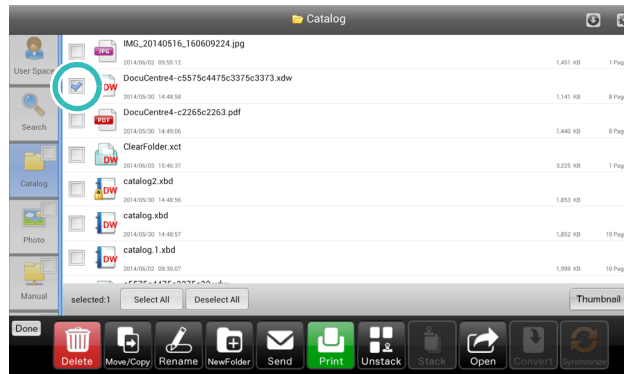


Note

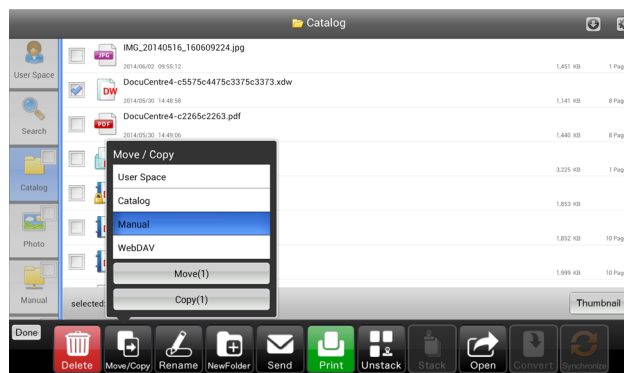
- The login operation is necessary. For details, see "6.1.2 Logging into the server" (P.113).
- The number of documents to be uploaded is shown in the brackets of [Move]/[Copy].
- A document will not be uploaded when a document of the same name exists on the server. Upload after changing the name.
- For the WebDAV server, to upload a document to a folder under a registered server space, that folder must be registered as a space in advance.
- To upload multiple document files at the same time, use the [Actions] button. For details about the operation, see "In list display" (P.116).
- When the [Notify Transfer Completion] setting is enabled in the setting button > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

In list display

1. Tap the [Actions] button in the function area.
2. Tap a document displayed in the local space.
The checkbox of the document will be selected.




3. Tap the [Move/Copy] button.
4. From the displayed popup, select a server space for uploading the document, and tap [Move] or [Copy].



The document will be uploaded to the server.



Note

- The login operation is necessary. For details, see "6.1.2 Logging into the server" (P.113).
- The number of documents to be uploaded is shown in the brackets of [Move]/[Copy].
- A document will not be uploaded when a document of the same name exists on the server. Upload after changing the name.
- When uploading to a folder under the registered server space, that folder must be registered in advance as a space.
- When the [Notify Transfer Completion] setting is enabled in the setting button  > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

6.1.5 Downloading the document

The document download method is different depending on whether the document is displayed in thumbnail or list.

In thumbnail display

1. Tap and hold a document displayed in a server space.
2. Drag & drop the document onto the local space displayed in the space area.




3. From the displayed popup, tap [Copy].

The document will be downloaded to the local space.



Note

- To upload multiple document files at the same time, use the [Actions] button. For details about the operation, see "In list display" (P.118).
- Documents in the Server space can be copied but not moved.
- When the [Notify Transfer Completion] setting is enabled in the setting button  > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

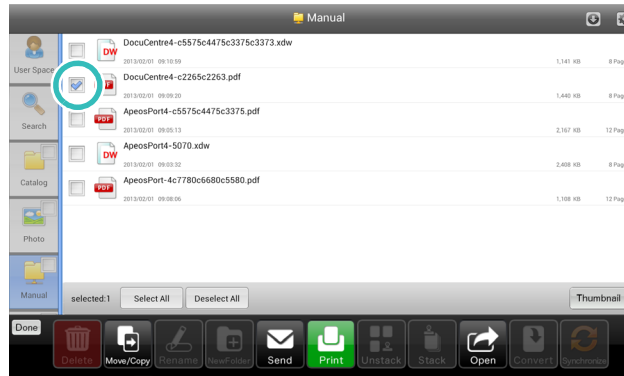
In list display

1. Tap the [Actions] button in the function area.

Checkboxes appear in the space and main area. The function area will show the function buttons.

2. Tap a document displayed in a server space.

The checkbox of the document will be selected.



3. Tap the [Move/Copy] button.

4. From the displayed popup, select a local space for downloading the document, and tap [Copy].

The document will be downloaded to the local space.



Note

- Documents in the Server space can be copied but not moved.
- When the [Notify Transfer Completion] setting is enabled in the setting button > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

6.1.6 Logging out of the Server

Follow the procedure below to log out of the server.

1. Tap the logout button .

The documents in the Document List screen will be hidden.



Note

- To log in again, tap the update button or the server space.

7 Cloud Linkage

This application can be linked to the Working Folder.



Note

- Working Folder is a fee-based storage service offered by Fuji Xerox. For details, visit our official website, or ask our sales representative.

7.1 Accessing the Working Folder

This section explains the operations and settings for accessing the Working Folder.

7.1.1 Registering the cloud space

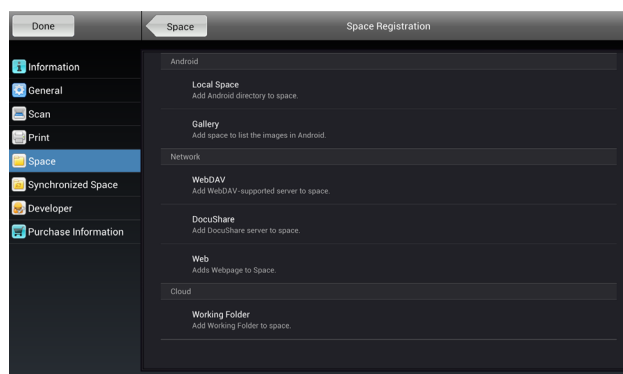
You can add spaces to the space area to store your documents in the Working Folder.



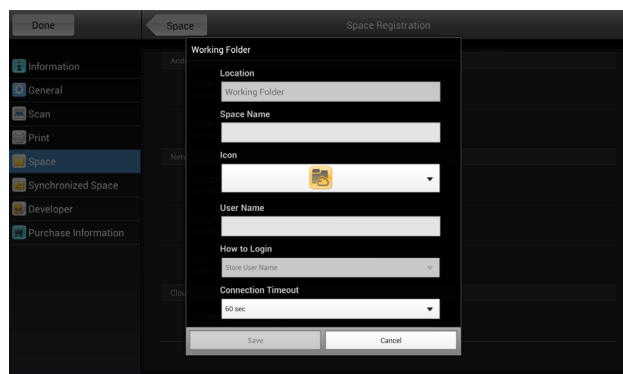
Important

- Document files cannot be directly uploaded to the cloud space added by the procedure explained below. To upload document files, register a folder within the Working Folder to the space area first, and then upload the files to the folder. For details about how to add a space, see "7.1.4 Adding the uploading space" (P.122).
- Using this procedure, you can register only one cloud space.

1. Tap the setting button > [Space] > [Space Registration] > [Working Folder].




2. Tap [Space Name], and enter a Working Folder cloud space name.



3. Tap [Icon], and select an icon for the Working Folder cloud space.


4. Tap [User Name], and enter your user name for the Working Folder.
5. Tap [Connection Timeout], and select the response time from the Working Folder when it is accessed.

Select [60 sec], [120 sec], [180 sec], [240 sec], or [300 sec].

 **Note** • A message will appear when the session times out.


6. Tap the [Save] button.

The Working Folder cloud space will be added.

 **Note** • Even when a space with the same path is in the space area, the folder can be added as a new space.

7.1.2 Logging into the Working Folder

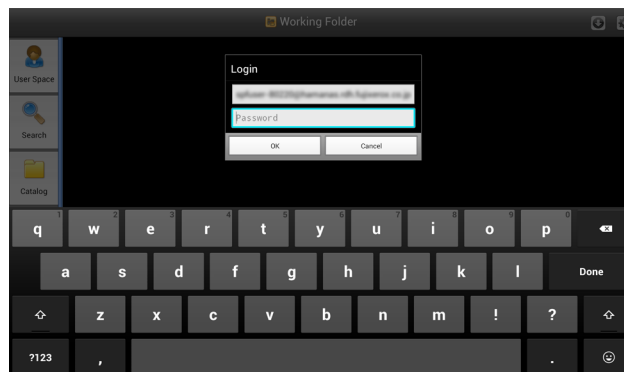
Follow the procedure below to log in to the Working Folder.


-  **Important**
- Only one user can be logged in the Working Folder cloud space at a time. Multiple users cannot simultaneously log in to the same Working Folder cloud space.
 - When the mobile access is regulated by the Working Folder, see "Working Folder Mobile Access Restrictions" (P.78) and generate a mobile application ID, and then register the ID in the Working Folder.

1. Tap a cloud space displayed in the space area.


The Login screen appears.

2. Confirm [User Name] and enter [Password].



-  **Note**
- You can log in to the Working Folder cloud space by entering a user name different from the one specified when registering it.
 - If you log in to a Working Folder cloud space using a user name different from the one specified for registering it, the user name will change the existing user name specified for the Working Folder cloud space.

3. Tap [OK].

-  **Note**
- The [Password] entered is retained until you log out.
 - When you log in to one of the Working Folder cloud spaces, you will be authenticated for all the other cloud spaces.

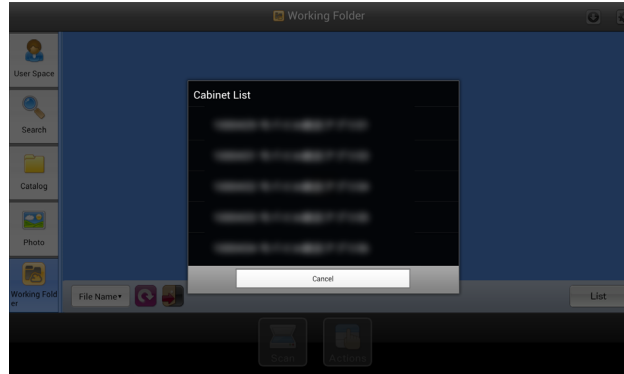
If you are authenticated successfully, the dialog box to select a cabinet appears for the user using multiple cabinets.



Note

- If you are a single cabinet user, the dialog box to select a cabinet does not appear. The contents of your cabinet appear soon after authentication.

4. Select the cabinet you want to display.



The cabinet contents will be displayed.

7.1.3 Switching the cabinet

Follow the procedure below to switch the cabinets. This operation is available for the user using multiple cabinets.

1. Tap the cabinet button of the sub function display section.

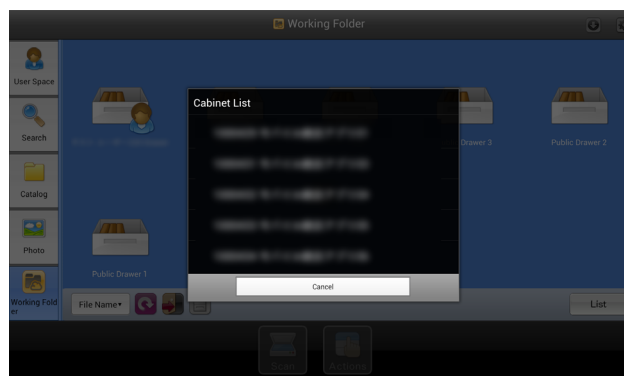
The screen for cabinet selection appears.



Note

- The cabinet button  does not appear for the user using one single cabinet.


2. Select the cabinet you want to display.



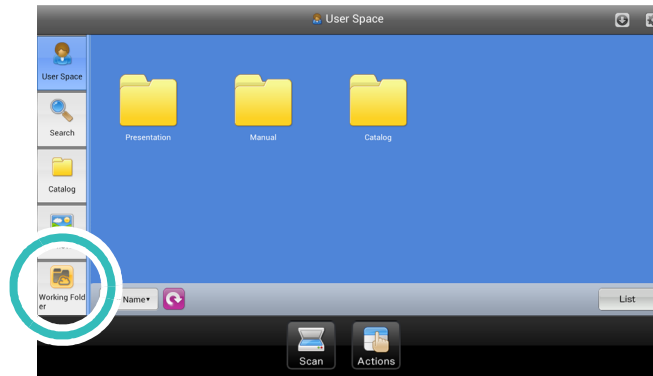
The cabinet will be switched.

7.1.4 Adding the uploading space

Follow the procedure below to add a space for uploading the document files to the Working Folder.

- Note** • Document files cannot be uploaded directly to the Working Folder cloud space created from the settings button  > [Space] > [Space Registration]. To upload files, create a space first.

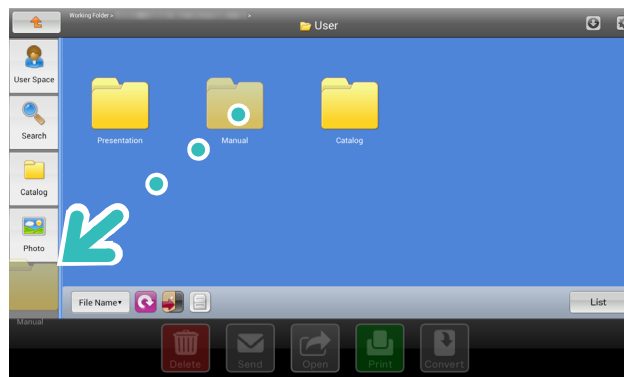
1. Tap a cloud space to log in.



- Note** • The login operation is necessary. For details, see "7.1.2 Logging into the Working Folder" (P.120).
- Switch the cabinet as necessary. For details on how to switch the cabinet, see "7.1.3 Switching the cabinet" (P.121).

2. Tap and hold a folder in the cloud space you want to use as a space.

3. Drag & drop the folder onto the space area.



A space will be added to the space area.

- Note** • Even when a space with the same path is in the space area, the folder can be added as a new space.
- To access the added space, you must log in. For details, see "7.1.2 Logging into the Working Folder" (P.120).

7.1.5 Uploading the document

The document upload method is different depending on whether the document is displayed in thumbnail or list.



Note

- You cannot upload documents just below a cabinet. Register a drawer or a folder stored under the drawer as a space and upload your document to that space.
- You cannot upload documents to Secure Drawer, read-only drawers, or Synchronized spaces.

In thumbnail display

1. Tap and hold a document displayed in the local space.
2. Drag & drop it onto a cloud space in the space area.



3. Tap [Move] or [Copy].



The document will be uploaded to the Working Folder space.

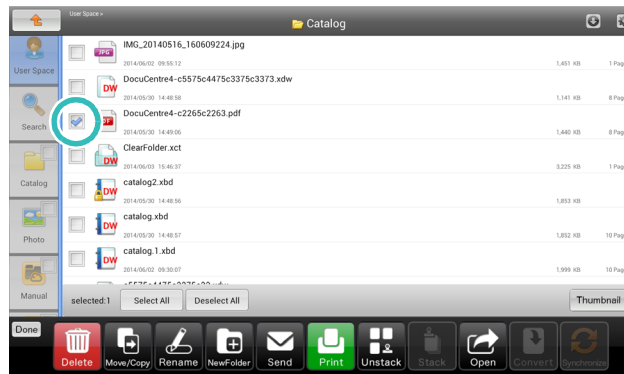


Note

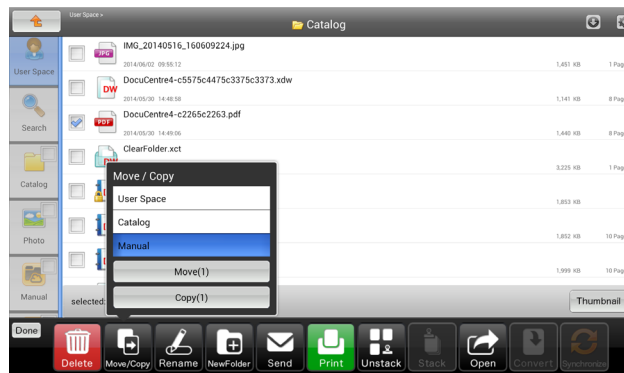
- The login operation is necessary. For details, see "7.1.2 Logging into the Working Folder" (P.120).
- The number of documents to be uploaded is shown in the brackets of [Move]/[Copy].
- To upload multiple document files at the same time, use the [Actions] button. For details about the operation, see "In list display" (P.124).
- When the [Notify Transfer Completion] setting is enabled in the setting button > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

In list display

1. Tap the [Actions] button in the function area.
2. Tap a document displayed in the local space.
The checkbox of the document will be selected.




3. Tap the [Move/Copy] button.
4. From the displayed popup, select a Cloud space for uploading the document, and tap [Move] or [Copy].



The document will be uploaded to the Working Folder.



Note

- The login operation is necessary. For details, see "7.1.2 Logging into the Working Folder" (P.120).
- The number of documents to be uploaded is shown in the brackets of [Move]/[Copy].
- When the [Notify Transfer Completion] setting is enabled in the setting button  > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

7.1.6 Downloading the document

The document download method is different depending on whether the document is displayed in thumbnail or list.



Note

- You cannot download documents from Secure Drawer.

In thumbnail display

1. Tap and hold a document displayed in the cabinet of a cloud space.
2. Drag & drop it onto the Local space displayed in the space area.




3. From the displayed popup, tap [Copy].

The document will be downloaded to the local space.



Note

- To upload multiple document files at a time, use the [Actions] button. For details about the operation, see "In list display" (P.125).
- Documents in the cloud spaces can be copied but not moved.
- When the [Notify Transfer Completion] setting is enabled in the setting button  >[General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

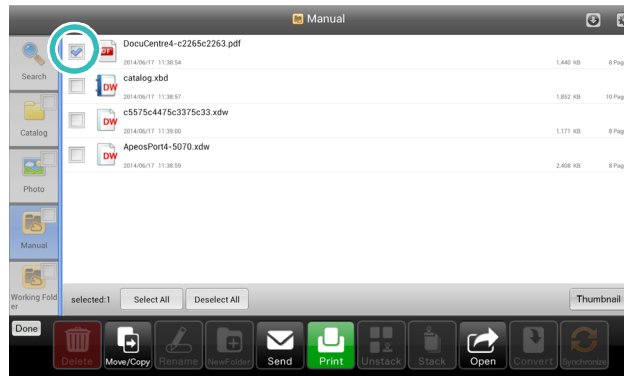
In list display

1. Tap the [Actions] button in the function area.

Checkboxes appear in the space and main area. The function area will show the function buttons.

2. Tap a document displayed in a cloud space.

The checkbox of the document will be selected.




3. Tap the [Move/Copy] button.

4. From the displayed popup, select a local space for downloading the document, and tap [Copy].

The document will be downloaded to the local space.



Note

- Documents in the cloud spaces can be copied but not moved.
- When the [Notify Transfer Completion] setting is enabled in the setting button  > [General], a confirmation dialog box will appear. In this case, tap [OK] to complete the operation. For details, see "Notify Transfer Complete" (P.76).

7.1.7 Logging out of the Working Folder

Follow the procedure below to log out of the Working Folder.



- When you log out, you will be logged out of all the cloud spaces.

1. Tap the logout button .

A message will appear confirming whether you want to log out.

2. Tap [OK].

The documents in the Document List screen will be hidden.



Note

- To log in again, tap the update button  or the cloud space.

8

Appendix

8.1 Notes and Restrictions

This section details the notes and restrictions on use of this application.

Notes and restrictions when opening large file size documents

The operation of this application may become unstable or stop due to insufficient memory of the Android tablet in the following cases.

- When other applications are running in the background
- When separating a file containing many pages
- When separating many files in a single operation
- When displaying large files in the document list
- When importing a scan data file exceeding 1 MB
e.g.) a scan data file such as a full color data of A3 size document scanned in 300 dpi by MFD
- When opening an image file exceeding 2 MB
- When opening a file (excepting for movie files) exceeding 20 MB
- When opening a movie file exceeding 1 GB
- When opening a file including 1,000 pages or more
- When opening a PDF or DocuWorks file including a page exceeding 1 MB

Notes and restrictions on PDF files

- PDF files saved with this application do not retain bookmark, link setting information, or others such as annotations, comments and reviews, forms, multimedia, etc. that have been edited with other applications. The same applies for the document created by Unstack or Stack operation.
- To view PDF files saved with this application on a Windows PC, use Windows version of Foxit Reader 6.0. Otherwise, when viewed with other versions, the PDF files may not be correctly displayed.
- PDF files secured with the security setting cannot be printed.

Notes and restrictions on image files

The original properties of image files might be lost when saved by this application.

Notes and restrictions on DocuWorks files

Password protected DocuWorks files cannot be printed.

Note and restrictions on the folder name and the file name length

- Up to 254 byte file name, including the extension, can be saved with this application.
This application is incapable of applying a file name exceeding 254 byte characters including the extension for a document file when it is saved, renamed, or unstacked/stacked.
- Up to 255 byte folder name can be managed by this application.
- This application is incapable of saving or displaying the files applied with a name, including the path to the file, that exceeds 1022 byte.
Unstack or Stack operation cannot be executed for a file of which file name exceeds 1022 byte including the path when it is unstacked or stacked.

Note when linked from another application

If you edit and save a document passed from an application to this application, the document will be renamed and saved as a new document in the folder where the original document exists. When the document cannot be saved in the same folder, it will be saved in User Space.

Notes and restrictions for using the Gallery space

- Movie and image files in the Gallery space cannot be deleted, moved to another space, or renamed. Folder creation, Unstack, and Stack functions are also not available.
- The Gallery space is for browsing and viewing the image and movie files in the Gallery of your Android tablet. You cannot copy or move files to the Gallery space from other spaces.

Notes and restrictions for using the SD card

If you remove the SD card, unmount the SD card first and remove it.
Removing the SD card without unmounting will cause errors in display/operation.

Notes and restrictions for using the Web space

- Link to a webpage of which protocol is other than HTTP or HTTPS cannot be displayed.
Webpages that contain a link referring to a page using protocol other than HTTP or HTTPS also cannot be displayed.
- This application does not display the content that requires Adobe Flash[®] or Java Applet on the browser or the plug-ins in the Android OS.

- Entries in the Web form are cleared when the space is switched.
- This application does not support the automatic closure function of the webpage.
- The deletion of cookies may result in a failure of downloading the document if the cookies and the download are related.
- When a document is split into multiple pages after conversion, line break may appear in the middle a text string or image depending on the layout of the webpage.
- When a movie file is embedded in a webpage, the movie file will not be converted.

Notes and restrictions for using the Synchronized space

- If you delete documents from Working Folder folders or drawers and then collectively synchronize the Synchronized space, those documents in the Synchronized space will also be deleted.
- If you terminate the application or restart the Android tablet, you need to tap the synchronize space to log in. Without doing so, Auto Synchronization and Auto Comparison are not performed.
- Synchronization is carried out only for the files right under the folders and drawers specified as the Synchronize space. The folders in the Synchronized space are not synchronized.
- While Synchronization or Difference check is being performed, the Synchronized space cannot be changed with the setting or deleted.
- While a file in the synchronized space is being copied or moved, the synchronized space cannot be deleted.
- Auto Synchronization and Auto Comparison functions cannot be executed concurrently.
- When a file in a Synchronized space is copied, moved or viewed, neither of Auto Synchronization nor Auto Comparison will be performed at the specified time and skipped.
- Even if the Synchronized space is set offline, you are not logged out from the Working Folder.
- If the application is restarted when the Synchronized space is offline, the offline states remains unchanged.

8.2 Data backup

Save the data of this application into a SD card or PC for backup.

Backup is available for the files created by this application as listed below.

- Document files in User Space
- Images in the Gallery space
- Document files in the local spaces

Document files in User Space are stored in the following folder:

/mnt/sdcard/DW Mobile/Documents

To confirm the location where image files in the Gallery space or document files in the local spaces, follow the procedure below:

■ Gallery space

1. Start [Gallery], an application provided by the Android tablet.
2. From the displayed image files, tap an image file to backup.
3. Tap the screen.
4. Tap the menu list on the right top of your device, and select [Details].



Note

• The menu names vary depending on the device being used.

5. Confirm the content displayed in [Path].

■ Local spaces

1. Start this application.
2. From the setting screen, tap [Space] and tap a space you want to backup, and a popup will appear.
3. Confirm the content in [Path] of the popup.

8.2.1 Data backup

Data storage either on a SD card or PC connected to the Android tablet via USB cable can be used for data backup.

Using a SD card

1. Set a SD card in the Android tablet.
2. Use the file explorer application to open a target folder under the User Space, Photo, or Local space.
3. Tap and hold the documents or folders to be backed up, and tap [Copy] in the displayed menu.
4. Use the file explorer application to open a target folder in the SD card to backup.
5. Paste the data you have selected for backup.

Using a PC connected with USB cable

1. Connect the Android tablet to a PC with USB cable.
2. Use the file explorer application of the PC to open a target folder under the User Space, Photo, or Local space.
3. Select the documents or folders to be backed up, right-click on them to display the option menu, and tap [Copy].
4. Open a folder for backup.
5. Right-click in the folder to display the option menu, and click [Paste].

8.2.2 Data restoration

Follow the procedure below to restore the backup data.

Using a SD card

1. Set a SD card in the Android tablet.
2. Use the file explorer application to open a target folder storing backup data.
3. Tap and hold the documents or folders to be restored, and tap [Copy] in the displayed option menu.
4. Use the file explorer application to open the following folder.
`/mnt/sdcard/DW Mobile/Documents`
5. Paste the backup data you have selected for restoration.

Using a PC connected with USB cable

1. Connect the Android tablet to a PC with USB cable.
2. Display a target folder storing backup data on the PC.
3. Select the documents or folders to be restored, right-click on them to display the option menu, and tap [Copy].
4. Use the file explorer application to open the following folder.
`/mnt/sdcard/DW Mobile/Documents`
5. Right-click in the folder to display the option menu, and click [Paste].

8.3 Error Messages

This section explains the popup messages that are displayed when errors occurred in this application, the error contents as well as the solutions.

Message	Cause	Solution
This file cannot be moved. Too deep hierarchy of destination folder.	The file cannot be moved to the destination because the path to the destination is too long.	Shorten either the name of the destination folder or the name of the file to be moved.
This file cannot be copied. Too deep hierarchy of destination folder.	The file cannot be copied to the destination because the path to the destination is too long.	
This folder cannot be moved. Too deep hierarchy of destination folder.	The folder cannot be moved to the destination because the path to the destination is too long.	Shorten the name of the destination folder.
This folder cannot be copied. Too deep hierarchy of destination folder.	The folder cannot be copied because the path to the destination is too long.	
This file cannot be moved. Source folder and destination folder is the same.	Error when trying to move/copy a file to the same path.	Move/copy the file to a folder having a path different from the folder where the file resides.
This file cannot be copied. Source folder and destination folder is the same.		
This folder cannot be moved. Source folder and destination folder is the same.	Error when trying to move/copy a folder to the same path	Move/copy the folder to a folder having a path different from the folder where the file resides.
This folder cannot be copied. Source folder and destination folder is the same.		
The file already exists.	The file name specified for saving or renaming already exists.	Rename the file.
The folder already exists.	The folder name newly created already exists.	Rename the folder.
Invalid characters added to the file name.	The file name you specify contains any character not supported.	The file name contains "/". Remove the "/" from the file name.
Invalid characters added to the folder name.	The folder name you specify contains any character not supported.	The folder name contains "\0" (NULL). Remove the "\0" (NULL) from the folder name.
Too deep the hierarchy of folder which the file included or too many characters entered to the file name.	The path length or the file name, when renamed, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten either the name of the file to be renamed or the name of the folder in which the file is saved.



8.3 Error Messages

Message	Cause	Solution
Too deep the hierarchy of folder which the folder included or too many characters entered to the folder name.	The path length or the folder name, when renamed, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten either the name of the folder to be renamed or the name of the parent folder in which the folder is saved.
an application that supports the file is not found	Your Android tablet is not installed with the application that supports the file format you specify.	Install an application supporting the target file format in your Android tablet.
Unstack Failed to unstack pages because the file names will be beyond the maximum length.	The file name, when unstacked, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten the name of the file to be unstacked.
Failed to stack pages because the file name will be beyond the maximum length.	The path length or the file name, when stacked, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten either the name of the file to be stacked or the name of the folder in which the file is to be saved.
Unstack Failed to Unstack the document. Because of too deep the hierarchy of the folder which the document included.	The path length or the file name, when unstacked, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten either the name of the file to be unstacked or the name of the folder in which the file is to be saved.
Pile up failed. The folder path went beyond the bounds.	The path length or the file name, when stacked, exceeds the upper limit of Android OS or file system specification, and the operation cannot be completed.	Shorten either the name of the file to be stacked or the name of the folder in which the file is saved.
You can't display more than 1000 search results.	There are 1000 or more searched items.	Enter more filtering criteria and search again.
Cannot copy or move file into this space.	You are trying to copy/move a file to the Gallery space.	Document files and folders cannot be copied/moved to the Gallery space.
Cannot copy or move folder into this space.	You are trying to copy/move a folder to the Gallery space.	
This file cannot be opened. It is not a supported file type or the file is damaged.	You are trying to open an unsupported file	Check that the file format is supported. Refer to "1.1.2 Supported File Formats" (P.9) of "Operation Environment of DocuWorks Mobile".
This file cannot be opened. It is not a supported file type or permission denied or the file is damaged.	You are trying to open an unsupported file on a server.	Check that the file format is supported. Refer to "1.1.2 Supported File Formats" (P.9) of "Operation Environment of DocuWorks Mobile".
	You are trying to open a file of a server without access rights for opening.	Check that you have the access rights to the files on the server.

Message	Cause	Solution
This large size document can exceed the resource limits of the device.	You are trying to open a file exceeding the upper limit either in one page size or file size.	See "Notes and restrictions when opening large file size documents" (P.127) of this guide.
The space is no exist. Please check your space setting.	The folder set for the Local space does not exist.	Check that the folder set to the Local space exists. If the folder does not exist, create a folder or specify an existing folder. For details on how to specify a folder, refer to "3.3 Space" (P.79).
You can't add 100 spaces and more.	You are trying to register the 101st space.	Delete unnecessary spaces and try again.
Add a printer.	The printer that you are trying to print to is not registered.	Check that the printer is registered. For details on how to register a printer, refer to "4.2 Printer Settings" (P.93).
Failed to connect to the printer.	The printer that you are trying to print to is not connected.	Check that the Android tablet and the printer are connected to the network. Also confirm that Wi-Fi and the network are enabled.
Failed to send print data.	While sending the print data, the communication error occurred.	Check that the Android tablet and the printer are connected to the network. Also confirm that Wi-Fi and the network are enabled.
The selected file is not a supported file type.	You have selected unsupported file for your print job.	Select the supported file format for your print job. For details, see "1.1.2 Supported File Formats" (P.9).
Server Not Found	You are trying to access the server not connected.	Check that the Android tablet and the server are connected to the network. Also confirm that Wi-Fi and the network are enabled.
Authentication failed. Please check that your user name and password is correct.	Authentication to the server has failed because the user is not identified.	Check that the user name and the password are correct.
Connect timeout occurred. Please check your network connection.	The document list acquisition, document download, or document upload request for the server has failed because the time runs out.	Access the server having the error using a PC on the same network as your Android tablet with the same user and connection method. When the PC is not accessed, the error may originate in the network problem.

8.3 Error Messages

Message	Cause	Solution
<p>The selected space cannot be used. One of the following possibilities exists.</p> <ul style="list-style-type: none"> • The folder was moved and deleted. • The file in this folder cannot be accessed. • Permission denied or failed to connect to the server. <p>Response code: XXX</p>	<p>The document list, download, or upload request for the server has failed.</p> <p>Check the response code that shows the server response.</p> <p>For details about the response code, see Request for Comments (a memorandum published by the Internet Engineering Task Force (IETF) that promotes Internet standards).</p>	<p>Using the same connection method by the same user, access the server from a PC on the same network as the Android tablet. If the access is not established, following causes can be suspected.</p> <ul style="list-style-type: none"> • The folder has been moved or deleted. • You do not have the access right to the folder. • The network has a problem.
<p>(Path) in the server named (server name) could not be found. Please check the configuration of the server, Try again.</p>	<p>The path specified for the document management system/Cloud service cannot be found when a document list or a document file needs to be retrieved, downloaded, or uploaded.</p>	
<p>The server named (the server : IP address) could not be found. Please check the configuration of the server, Try again.</p>	<p>Communication to the server cannot be established.</p>	
<p>Can't save the document. Too deep the hierarchy of folder which the file included or too many characters entered to the file name.</p>	<p>The data downloaded from the server cannot be saved to the application.</p> <p>The page-edited document cannot be saved as a new file.</p>	<p>Use a standard application installed on the Android tablet to check whether the file name specified (number of characters or character type) can be used on the tablet.</p> <p>If the file name specified cannot be used with the application, rename the file name so that it can be saved.</p>
<p>Your disk is full.</p>	<p>The free storage space for the user has run out while downloading the document from the server.</p> <p>The free storage space for the user has run out while saving the page-edited document as a new file.</p>	<p>Check that the free storage space for the user is 100 MB (required for this application operation) plus the file size downloaded or more. Delete unnecessary files.</p> <p>Check that the free storage space for the user is 100 MB (required for this application operation) or more. Delete unnecessary files.</p>
<p>You can't register 100 printers and more.</p>	<p>You are trying to register the 101st printer.</p>	<p>Delete any of the registered printers not used, see "Printer Registration and Deletion".</p>
<p>You can't register 100 scanner and more.</p>	<p>You are trying to register the 101st scanner.</p>	<p>Delete any of the registered scanners not used, see "Scanner Registration and Deletion".</p>

Message	Cause	Solution
You are not authorized to execute a scan job.	Confirm that you have logged in to the MFD. Confirm that you have logged in to the MFD using the user ID of the user specified for "Registering a scanner".	You have not logged in to the MFD. Or, you have logged in the MFD using the user ID of the user not specified for "Registering a scanner".
Can't connect the scanner.	Error when communication with the MFD failed.	<ul style="list-style-type: none"> • Check that the MFD is switched on. • Check that the scanner IP address registered with the mobile terminal is the same as the IP address of the MFD. • Access the IP address of the MFD registered with the mobile terminal from a PC on the same network as the mobile terminal. If access is not possible, there may be a network problem.
Select a scanner.	Error when no scanner has been registered.	Go to the setting button  > [Scan], and check that a scanner has been registered.
Scanning failed.	Error when authentication to the MFD failed.	<ul style="list-style-type: none"> • Check the user name and the password for the registered scanner. • Use the user name to check whether to succeed the authentication of MFD.
	Error when a scanning job has been canceled.	<ul style="list-style-type: none"> • Check the status of the MFD (error occurrence etc.). • Check the job being executed from the control panel of the MFD.
	The MFD is not configured to carry out scan jobs.	Confirm that the requirements for performing scan jobs are met.
Login has not been performed as a user who can perform scanning with the MFD.	You have not logged in to the MFD. Or, you have logged in the MFD using the user ID of the user not specified for "Registering a scanner" (P.104).	Confirm that you have logged in to the MFD. Confirm that you have logged in to the MFD using the user ID of the user specified for "Registering a scanner" (P.104).
The serial number you have entered is invalid. You need a valid serial number to use this application.	A serial number other than the serial number enabling the application was entered.	Confirm that you have entered the correct serial number.
This application could not start due to the activation for this application has not completed.	You have tried to launch this application from an external application without activating the Software License nor the serial number authenticated.	Tap  to launch this application and perform authentication.

8.3 Error Messages

Message	Cause	Solution
The logs have not been exported.	The log file cannot be output because you do not have the write privilege for the output destination.	Repeat the same operation once again. If the error message reappears, check that the following log output destination folder can be displayed using any of a file explorer application: /mnt/sdcard/DW Mobile/Logs If the error message reappears even if you can display this folder, reinstall this application.
An error occurred during the processing your request.	This message appears when any error other than the errors described above occurs.	Perform the following operations. If the error persists, reinstall this application. <ul style="list-style-type: none"> • Repeat the same operation once again. • Restart the application, and repeat the same operation again. • Restart the Android tablet, and repeat the same operation again.
This folder cannot be copied. The name of the selected folder contains characters that can not be handled.	Unusable character(s) is/are included in the folder name.	Change the folder name of the server.
This file cannot be copied. The name of the selected file contains characters that can not be handled.	Unusable character(s) is/are included in the file name.	Change the file name of the server.
This application cannot preview multiple documents. Please close the already opened preview.	You have already opened the document on DocuWorks Mobile.	Close the document displayed on DocuWorks Mobile and try the same operation again.
Can not add the space. The name of the selected folder contains characters that can not be handled.	Unusable character(s) is/are included in the name of the folder you select.	Change the folder name.
Pile up failed. The name of the selected file contains characters that can not be handled. Please change the name to make a Pile up.	Unusable character(s) is/are included in the name of the file you select.	Change the file name.

Message	Cause	Solution
Failed to Unstack the document. The name of the selected file contains characters that can not be handled. Please change the name to Unstack.	Unusable character(s) is/are included in the name of the file you select.	Change the file name.
Failed to convert. You don't have permission to write to this folder.	You tried to save the converted copy to the folder not allowed to copy.	Select a folder to which you are allowed to save documents.
Failed to convert. The name is too long, or the path of the folder where the document is stored in is too long.	Either the file name or the pass to the file after conversion exceeds the capability of your Android OS file system.	Shorten the name of the folder where the file is saved, or change the file storing location.
Failed to convert. File may be damaged, or in unsupported format.	You tried to convert a damaged or unsupported file.	Check to confirm the supported file format. See "1.1.2 Supported File Formats" (P.9).
The file cannot be displayed. This type of secured file cannot be opened.	You are trying to open an encrypted DocuWorks document.	Using an application, such as DocuWorks Desk, on a PC, check to confirm whether this application support the security setting of the document.
The specified page cannot be displayed.	You tapped a link to a page unable to open.	Use another browser to check whether the page is opened.
There is a problem with this website's security certificate.	You are accessing a page with untrusted certificate and secure communication may not be possible.	Tap [Continue] when you know the certificate problems and still want to access, otherwise tap [Cancel] to decline the access.
There is a problem with the certificate of the access location.		
You cannot add more than 10 synchronized spaces.	You are trying to add the 11th synchronized space.	Delete unnecessary synchronized spaces and try again.
The entered serial number is incorrect.	You have entered an incorrect serial number.	Check the serial number entered.
Incorrect URL. Please enter the correct URL.	The Web space URL you entered is not correct.	Check whether you can access the network.
The annotation link is not set correctly. The first page will be opened.	You tapped an annotation in a DocuWorks Document not linked to the destination.	Open the document with DocuWorks Desk on a PC and check that the link settings are correct.
Cannot jump to link destination. It has been set to link to Original Data.	You tapped the unsupported link annotation, Link to the original data view, in the DocuWorks document.	Open the document with DocuWorks to check whether the annotation is linked to the original data view.
Cannot jump to link destination. It has been set to link to another document file.	You tapped the unsupported link annotation to another document file in the DocuWorks document.	Open the document with DocuWorks to check whether the annotation is linked to another document file.

8.3 Error Messages

Message	Cause	Solution
The specified text could not be found.	The text string was not hit in the DocuWorks document search.	<ul style="list-style-type: none">• Check that the text string entered is the text string you want to search.• Open the document with DocuWorks and check whether the target text string can be searched for.
The security settings of this document prohibit its copying. Unable to handle the contents of the document.	You long pressed the text string in a DocuWorks document and tried to copy it.	Check the file properties to confirm that the copy operation is allowed.
Unable to register any more.	You have already registered 10 annotations.	Delete unnecessary registered annotations.
Copying of this document is prohibited on the security settings. Annotations cannot be registered.	You are trying to register an annotation on a document prohibited from copying.	From the security settings of DocuWorks document, disable the setting that prohibits copying.

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Support and Latest Information

Product information is available on our internet website:
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