

### **WPS Office**

## Quick Start Guide

# Welcome to WPS Office

WPS Office is an all-in-one office suite. Help you get started with WPS with the following five areas:

- 01 How to view document
- 02 How to create a new Documents
- 03 Scanner
- 04 PDF Toolkit
- 05 Cloud and collaboration

## How to View Document

• Go to the "Open" page and find your document by document type or location



Google Drive	

## How to create a new document

 Click the "New" button to create a document in a different format



# • Create a blank document directly or choose from the beautiful templates by WPS



## Scanner

• You can create new files by picture scan or image library to help you organize your physical data into electronic documents



#### Sample Form

This sample form is for you to try using WPS Fill & Sign to fill out a form.

Please Indicate Type of Visa	Requested	Г	
Diplomatic Visa			
Official Visa			
Courtesy Visa			PHOTO
Non-Immigrant Visa			1.110-132
Tourist Visa			
Transit Visa			
Application for Visa		_	
Mr. Mrs. Miss.			
First Name	Middle Name	Last Name	
Country/Region	State	City	
Street			
Email	Home Phone		
Cellphone			
ID card			
For Official use			
Application/Reference No	Visa.No		
Date of Issue	Expiry I	Date	
Authorized Signature and Seal			
Signatures		Date	



## **PDF Toolkit**

 Powerful PDF editing features such as format conversion, PDF signature, annotation and document processing





## **Cloud and Collaboration**

 Documents can be safely backed up to the WPS Cloud, or shared to your friends via email and communication tools

Recen			
	Classes From This Device	8 minute(s) ago	
	WPS Office From This Device	23 day(s) ago	
	W/DC		

