



**WPS Office**

# **Quick Start Guide**

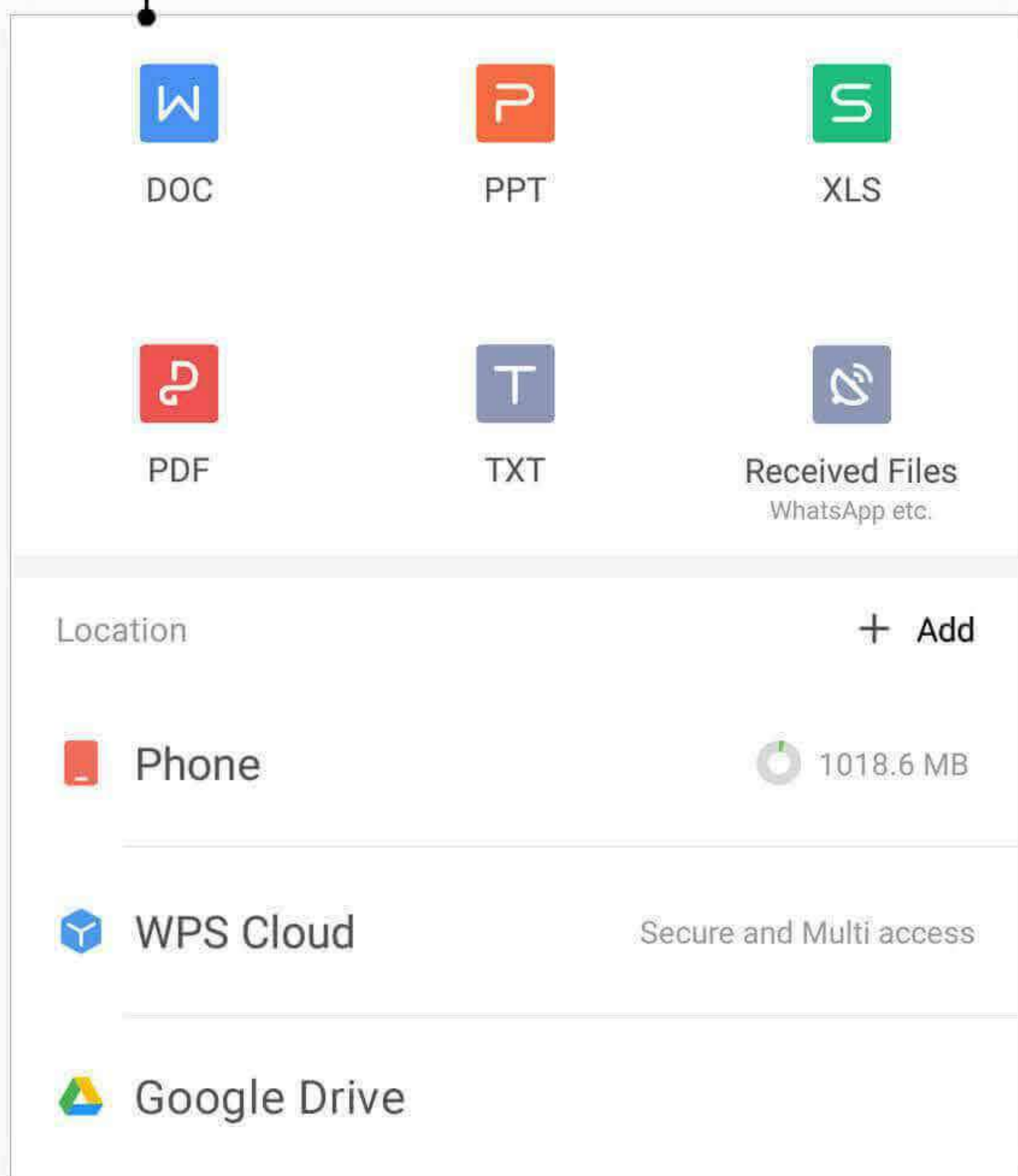
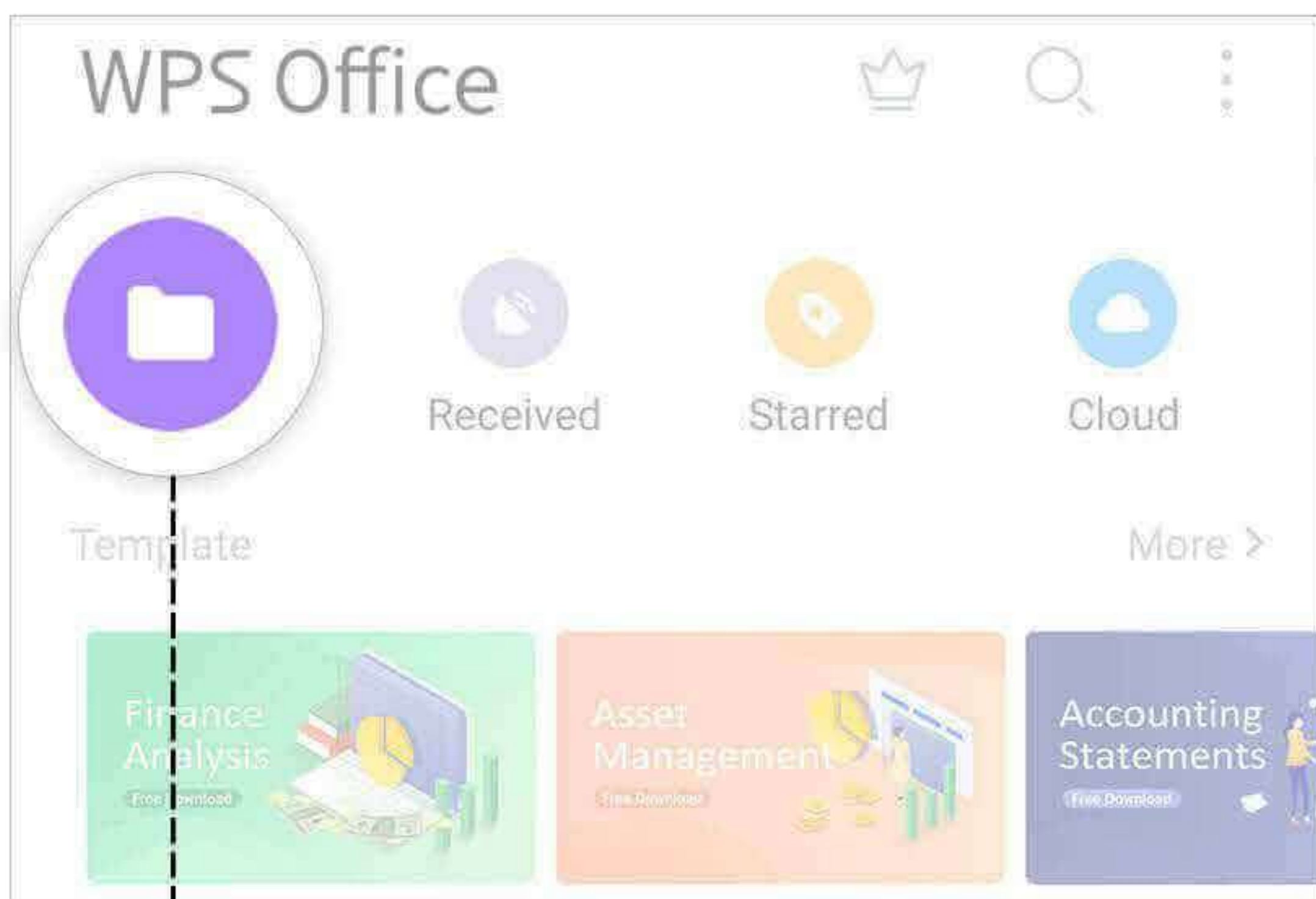
# Welcome to WPS Office

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

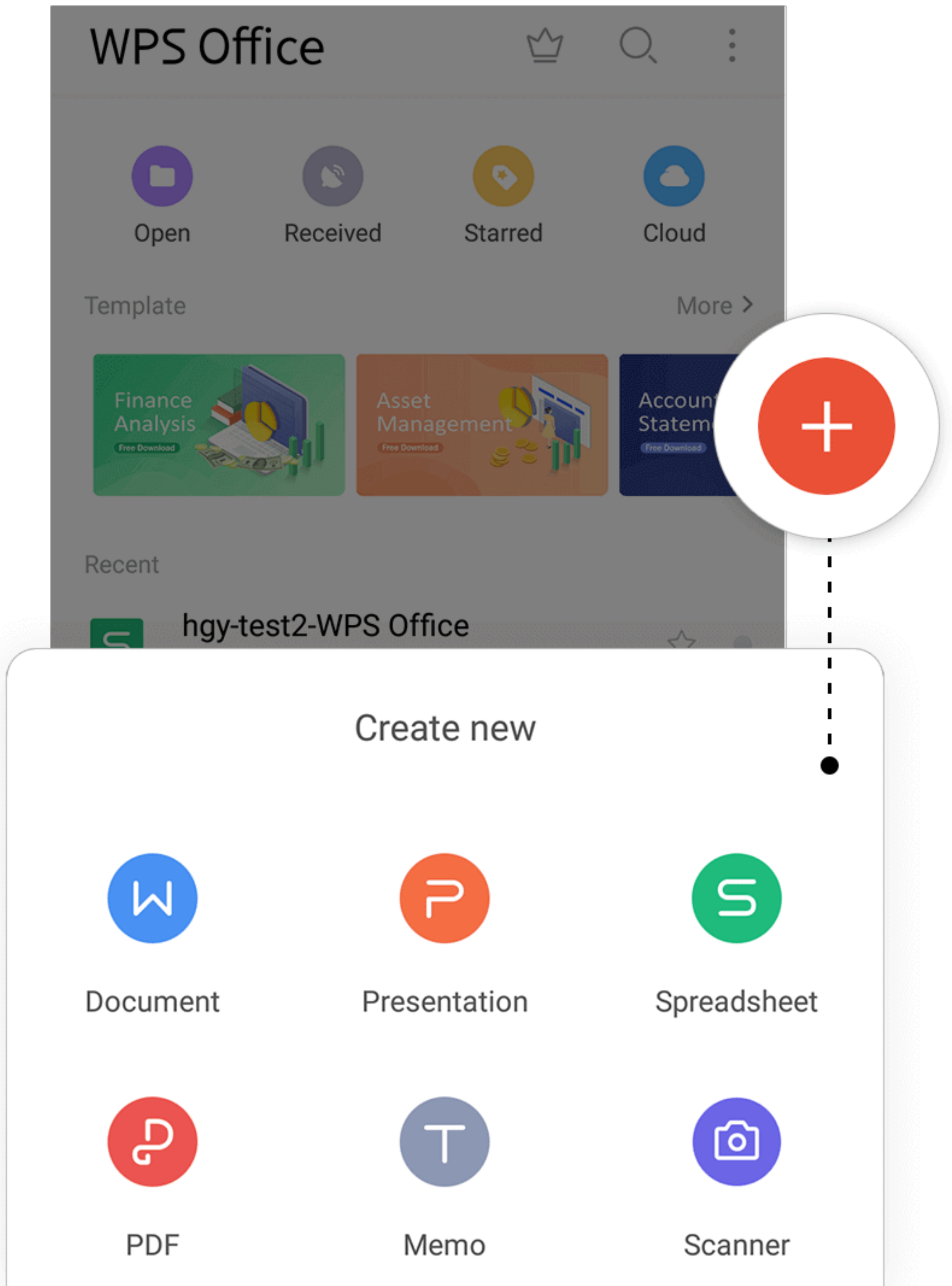
# How to View Document

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

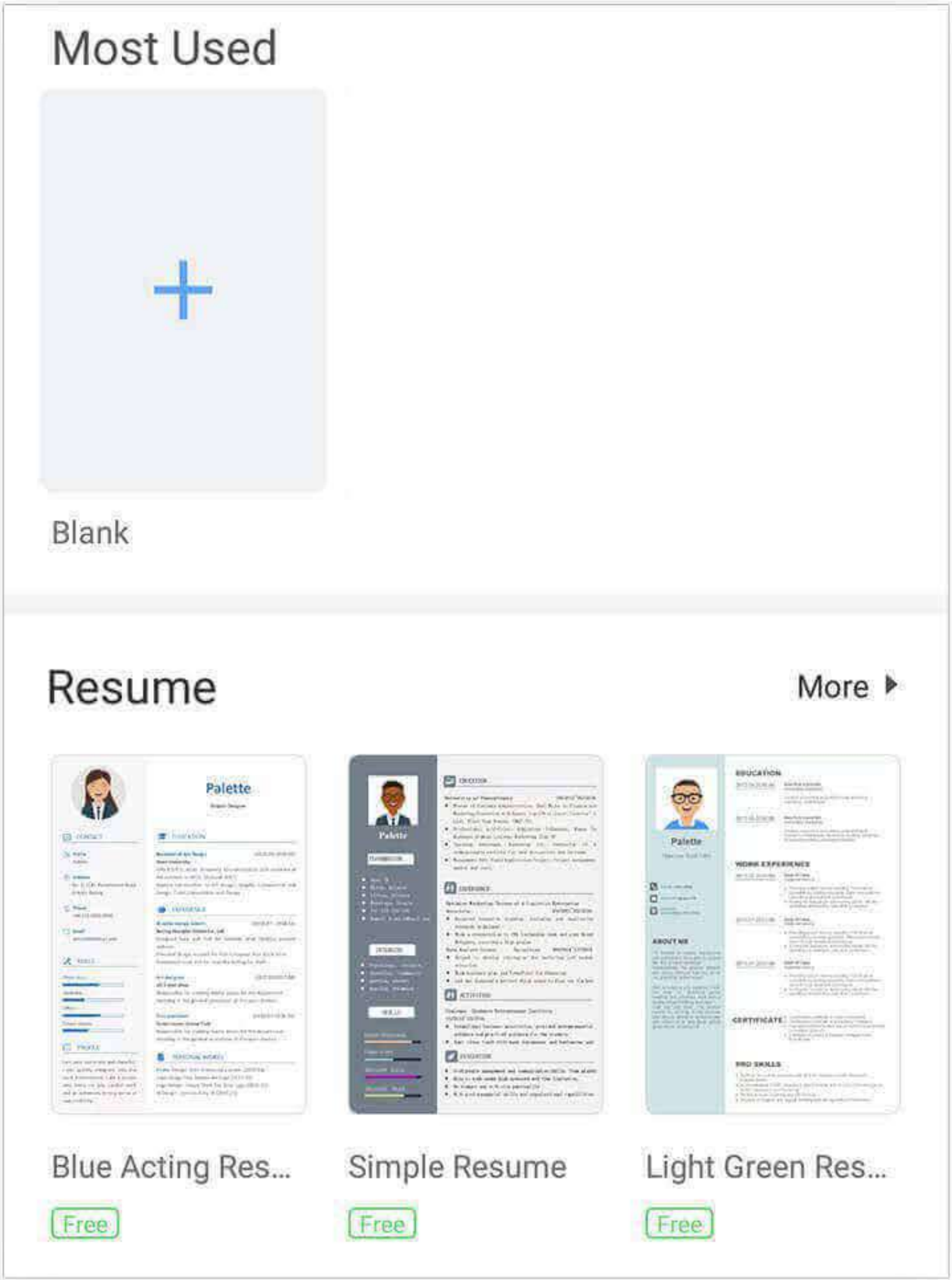


# How to create a new document

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



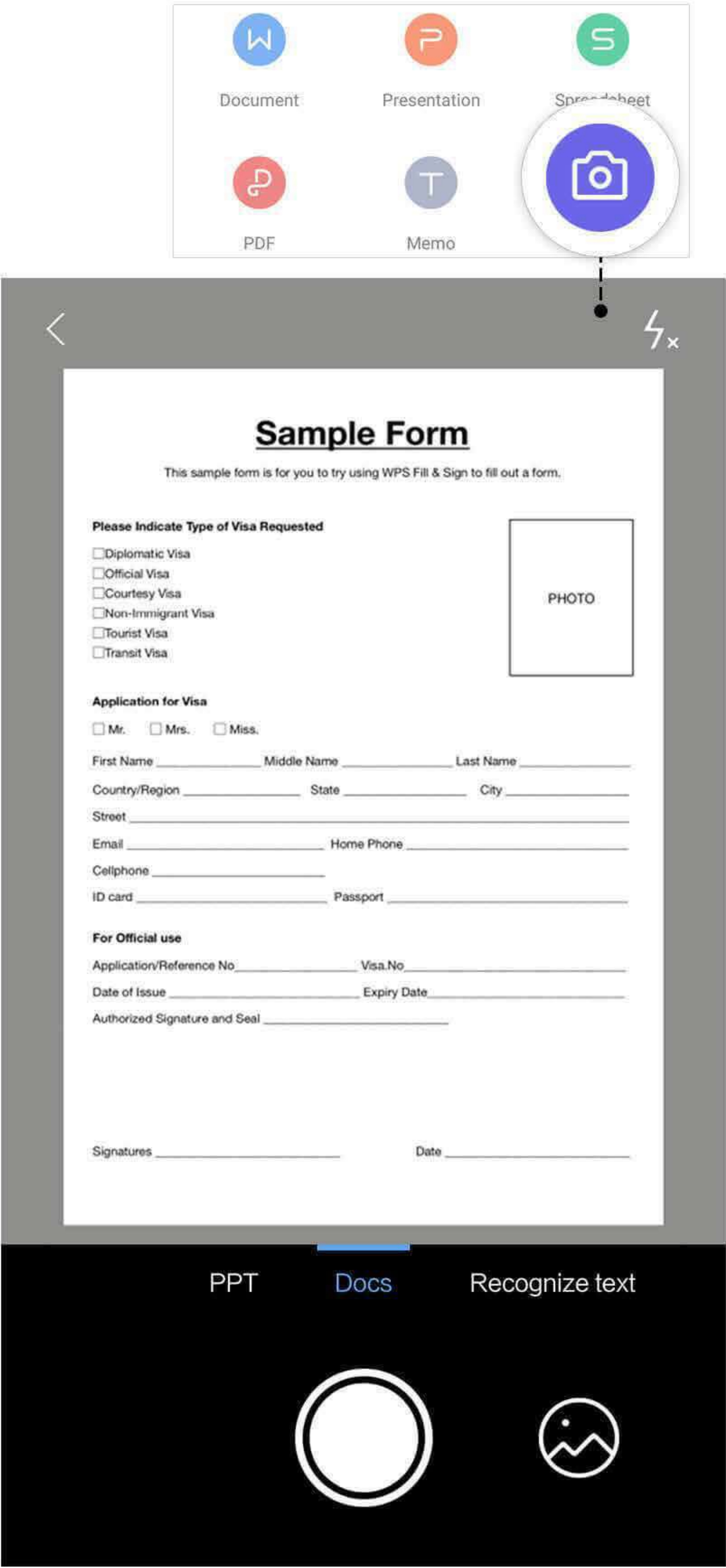
- Create a blank document directly or choose from the beautiful templates by WPS





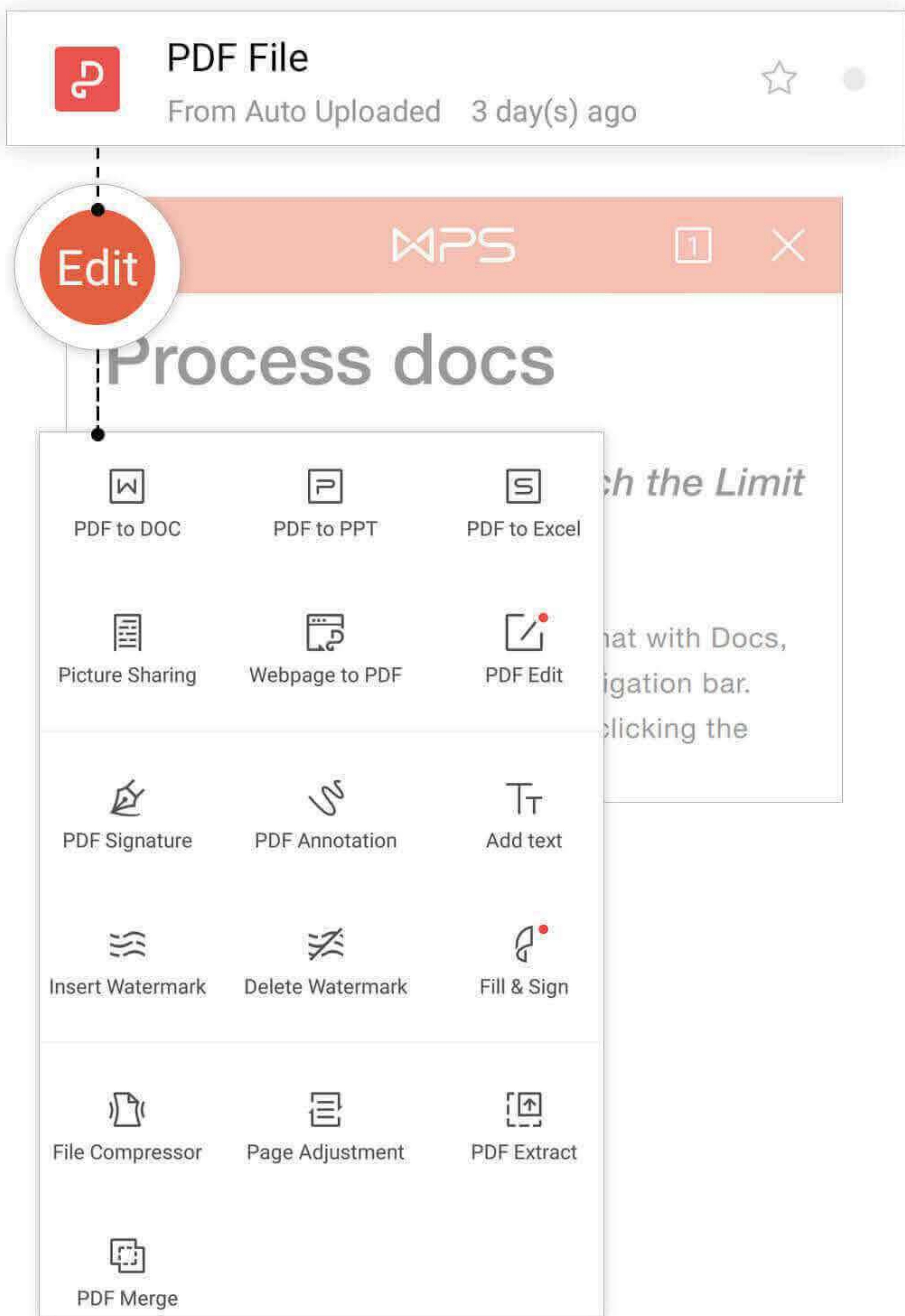
# Scanner

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



# 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

