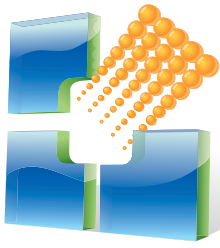
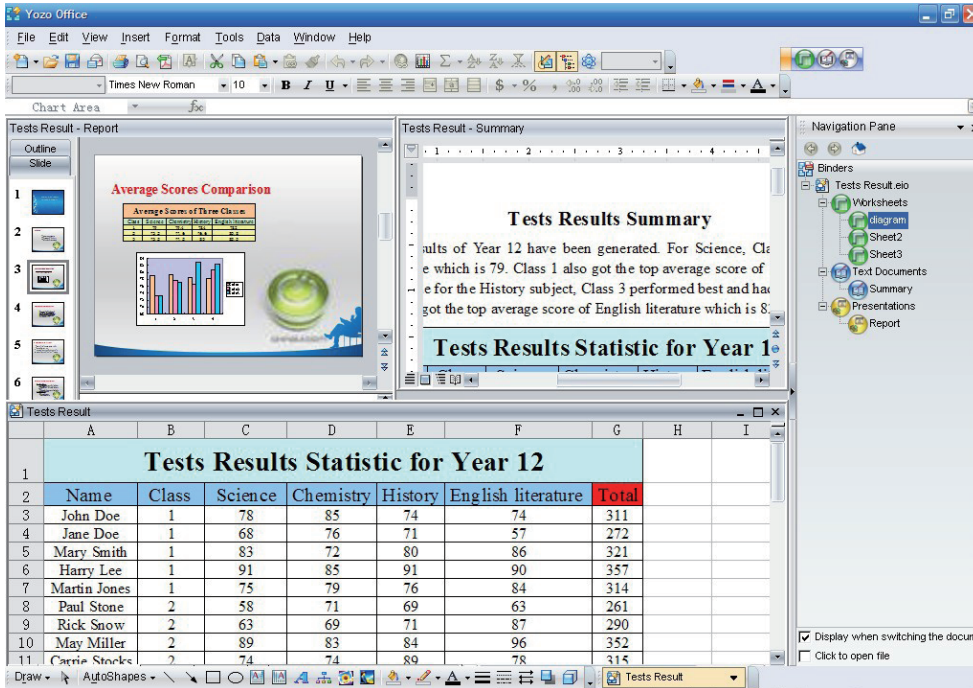


QUICK REFERENCE GUIDE



Yozo Office

Introduced to users in May 2004, this innovative desktop Office is written in Java and runs under both Windows and Linux Operating System.



- The look and feel of already familiar Office software
- Runs on Windows and Linux operating systems
- Link data between documents as easily as you cut and paste
- Import/ export and edit Microsoft documents
- Work in multiple windows
- Advanced multi-media support
- Intuitive navigation pane

- A familiar look and feel. Based on the Microsoft Office user experience no extra training is needed when switching to Yozo Office. Dialog boxes, commands and toolbars look and feel just like Microsoft Office.
- Run Yozo Office in hybrid (Linux, Windows) operating environments. When you purchase Yozo Office you have the rights to both Linux and Windows version. A windows desktop in New York can open and read Yozo Office documents created on a Linux desktop in Beijing.
- Yozo Office lets you seamlessly transition between an active presentation and working document containing charts, tables and text used to create that presentation. Make changes to a source document used in the active presentation and those documents will update automatically in all following slides.
- Update document charts, tables and data in real time using Yozo Office to share Office data across the whole spectrum of Office Documents in Yozo Office binders. As ideas evolve and changes occur to a text document, presentation or worksheet all paste linked reference will update automatically.
- Yozo Office eliminates complex hyper-linking and embedding needed to link data in other Office suites. Synchronizing an entire project (reports, memos, spreadsheet budgets and presentations) is as easy as cut and paste.
- Open and work with Excel, Word and PowerPoint documents directly in Yozo Office, edit these documents and then export back to Excel, Word or PowerPoint Formats. Save money using Yozo Office for workstations instead of Microsoft Office.
- Customizable menus, toolbars, quick keys and functions can be reconfigured and renamed for specific project and business requirements. Save time and money by modifying Yozo Office to your work patterns.
- Create PDF documents directly from your desktop using Yozo Office. Using the Save As command creates a PDF copy of the active document eliminating the need for a separate PDF generator.
- Yozo Office Science Editor provides access to over 2000 Math and Science Images, divided into six basic categories. Depict what an experiment will look like; in addition to inserting the math or chemical equation that describes the reaction.

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Two Help Systems

Yozo Office supports two help systems: a **Context Sensitive Help System** that follows the movement of your mouse and a more traditional **Contents and Index Help System**.

In both systems every dialog box, checkbox, list box and dropdown menu is described using easy to follow and intuitive examples.

Press F1 to activate the **Context Sensitive Help System**. A help document window will appear on the right side of the screen. As you move your mouse over icons, commands and other objects on your desktop, related help documents will appear in the document Window.

Select Help > Contents and Index to activate the **Contents and Index Help System**. A help document window will appear on the right side of the screen.

Select:

- The **Contents File Tab** to display an index of all available help documents.
- The **Index File Tab** to display help documents listed by subject.
- The **Search File Tab** to look for help documents based on a keyword search.

No matter which help system you choose, all help documents are written in clear easy to understand language following a standard format based on the movement of your mouse.

Binders and Documents

Working with **Yozo Office** is no different than any other Office program. If you have used a spreadsheet you are already familiar with the concept. A spreadsheet stores multiple worksheets in a single file. **Yozo Office** uses the same principle but in addition to spreadsheets also stores text documents and presentations in a single file we call a binder.

Binders can hold a total of 255 Spreadsheets, 64 Text Documents and 64 Presentations

When opened, all binders contain three worksheets, one text document and one presentation. Documents can be added to the binder by selecting **Insert > New Document > Text Document/ Presentation/ Worksheet**.

Select a binder or document in the **Navigation Pane** to open that document or click on the **Application Switch Bar Icons** located at the top right-hand side of the screen.

Application Switch Bar

Select an Icon to open or create a document



If a document has not previously been created, Yozo Office will automatically create a new document in the active binder.

Worksheets, text documents and presentations can all be given the same name. No two documents of the same type (spreadsheet, text document or presentation) however can share the same name.

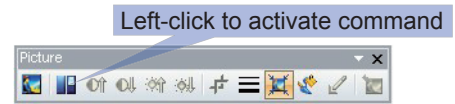
When first opened, unless you choose to change the binder or document name Yozo Office will name the binders "Binder 1 .eio", "Binder 2. eio" and documents sheet 1, Document 1 and Presentation 1.

About Toolbars

Toolbars can be displayed on your screen by selecting **View > Toolbars**

> Toolbar name.

Picture Toolbar



Toolbars can be docked above, to the right, left or below an active document, or floated on top of a document for quick access. Toolbars and icons that have no function within a given document will be shaded gray.

Docked Picture Toolbar



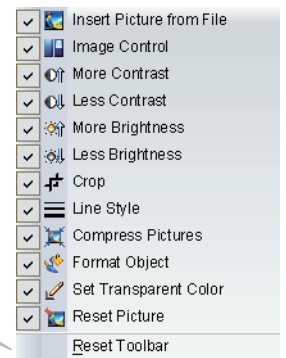
Icons and Commands can be added or removed from a toolbar by selecting the **Extension Arrow** that is visible on the right hand side of the toolbar. Selecting the extension arrow will display the **Add or Remove Buttons command**. Select this command to display a list of all commands related to the selected toolbar.

Add or remove drop-down menu icons

Selecting the extension arrow will display the Add or Remove option. Select **Add** or **Remove** to display a list of all icons associated with the active Toolbar.

Select the icon command that you want to add or remove, then click anywhere outside the drop down list to complete the action.

Select Reset Toolbar to return Toolbar Icons to the default Setup



Creating Binders

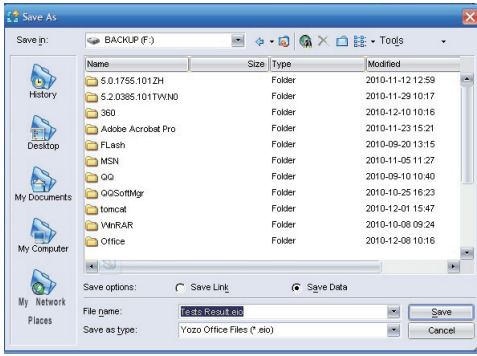
1. Select **File > New**. The **New dialog box** will appear.
2. Select **Blank, Text Document, Worksheet, or Presentation Binder**.
3. Select **OK**.
4. **Alternatively** select the **New Icon** on the **Standard Toolbar**. A new binder base on the last active document will be created. For example, selecting this icon while working in a text document will result in the creation of a text document binder.

Saving Binders

When using **Yozo Office**, just like a database program, whenever you hit enter Yozo Office documents will automatically be saved. Documents can also be saved manually.

In the active document, select **File > Save**. If the binder has not previously been saved, the **Save As** dialog box will appear. Enter the new file name then select **Save**. When exiting **Yozo Office**, a message box will appear asking if you want to save changes to the active document or save all changes to all documents.

Save as dialog box

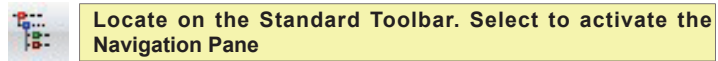


When working with pictures, audio or video files in a binder. It is important to remember that you do not have to save the picture, audio or video clip as part of the binder. Pictures, audio and video files can be saved separately, saving only the address of the file rather than the complete file itself. This ensures that binders do not become too large and unmanageable.

File Formats Available in YoZo Office	
File Type	Description
*.eio	YoZo Office Binder Format
*.doc	Microsoft Word Document
*.xls	Microsoft Excel Spreadsheet
*.pdf	Adobe PDF File Rich Text
*.rtf	Format
*.txt	Text File (Unicode)
*.htm/html	Web Page
*.eit	YoZo Office Template Format

Navigation Pane

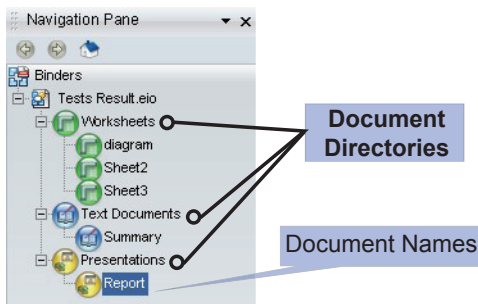
Knowing how to navigate and find documents in binders is of great importance if you want to increase productivity and use YoZo Office its full potential.



The **YoZo Office Navigation Pane** is the easiest method of finding a document in a binder. To display the Navigation Pane, select **View > Navigation Pane**, or select the Navigation Pane Icon on the Standard Toolbar (See Above).

The **Navigation Pane** is located on the left-hand side of the screen. When activated, this window displays an expandable and collapsible binder directory. This pane displays all opened binders and associated documents. To expand or collapse a binder, left-click on the plus (+) or minus (-) symbols located to the left of the **Binder Directory** or **Document Name**. The selected document will appear in the document window. Right-click on a **Binder Directory** or **Document Name** to display shortcut menus.

Navigation Pane



Right-click on the document names to display drop-down menus that allow you to rename, close, hide or delete documents. Right-click document directories to import Microsoft Files and create new documents.

Standard Toolbar Icons

	New	Create a new blank binder, worksheet, text document or presentation binder.
	Open	Open previously saved binders. Binders can be opened directly, in a read-only mode or as a copy.
	Save	Save the active binder without changing the file name, location or file format.
	Print	Print the active document.
	Cut	Remove selected text, data, or graphics from the active worksheet, text document or presentation.
	Copy	Copy selected text, data, graphics or objects. All copied items are automatically placed in the Clipboard.
	Paste	Insert previously copied or cut text, data, graphics or objects from YoZo Office Clipboard, into the active worksheet, text document or presentation.
	Paste Link	Paste link copied data to a target document. When the source data is changed, the Target Data will automatically update.

Inserting New Documents

Select **Insert > New Document > Worksheet/ Text Document/ Presentation**. Based on your selection, a new document will be created in the active binder.

Alternatively, new documents can also be added to an active binder using the **Navigation Pane**. (See page 3)

1. Select **View > Navigation Pane**. The Navigation Pane will appear on the left hand side of your desktop.
2. **Left-click on a document directory** (Worksheet, Text Document or Presentation). A drop down menu will appear.
3. Select **New**. The **New Worksheet/ Text Document/ Presentation dialog box** will appear.
4. Select the **Worksheet, Text Document or Presentation File Tab** to create a new document from a document template. A list of available template documents will appear. Select the template document that you wish to open.
5. Select **OK**.

Note: Documents can also be **Re-named, Deleted, Hidden or Closed** using the Navigation Pane drop-down menus.

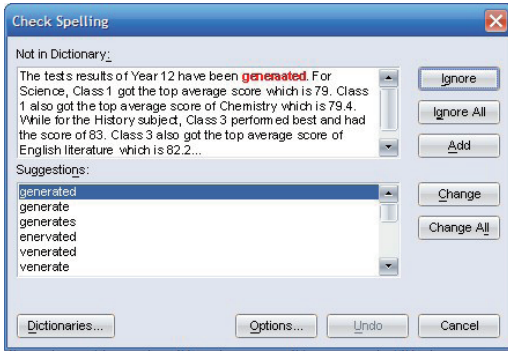
Spell Checking

YoZo Office includes an extensive on-line dictionary for checking the spelling of words within spreadsheets, text documents and presentations. Many common spelling mistakes never get flagged at all as **YoZo Office AutoCorrect** fixes these as you type.

1. In **any document** (Spreadsheet, Text Document, Presentation) select **Tools> Spelling or Press F7**. Misspelled words within the document will appear in the **Not in Dictionary box** with a suggested correct spelling.

Spell Check Dialog Box (See page 4)

2. Select:
 - Change** to accept the suggested spelling mistake.
 - Change All** to correct all similar spelling mistakes.
 - Add** to add the misspelled word to dictionary.



- **Ignore** to ignore the suggested spelling.
- **Ignore All** to ignore all similar spelling mistakes.
- **Undo** to cancel the last command.

3. Select **Close** to terminate spell checking.

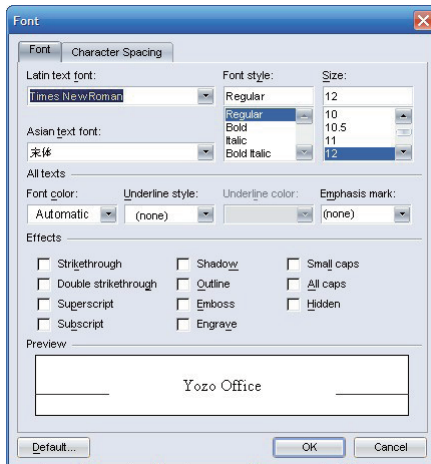
Formatting Documents

The easiest way to format any document in **YoZo Office** is to use the **Formatting Toolbar**. The Formatting Toolbar can be accessed in all documents by selecting **View> Toolbars> Formatting**.

Formatting Fonts

The default font for all documents is **Times New Roman (12 pts)**. **Embossing, engraving, strikethrough, double strikethrough, shadow effects, superscript, subscript, small caps** or **all caps** formats can also be added to fonts. These special font effects can be found in the Font dialog box. To access the Font dialog box, select **Format> Font**.

Font Dialog Box



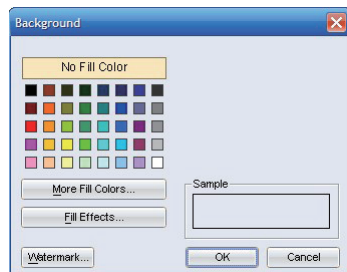
Backgrounds

In addition to formatting text, document backgrounds are also important elements associated with creating professional business documents. To display the **Background dialog box**, select **Format> Background**.

YoZo Office offers a variety of color backgrounds to choose from, including the ability to apply a texture, gradient, pattern or picture as a background to a single cell, text document or slide.

Background Dialog Box

Note: Formatting commands do not associate with a document type (Worksheet, Text Document or Presentation) will be shaded gray on the active toolbar.



Science Editor

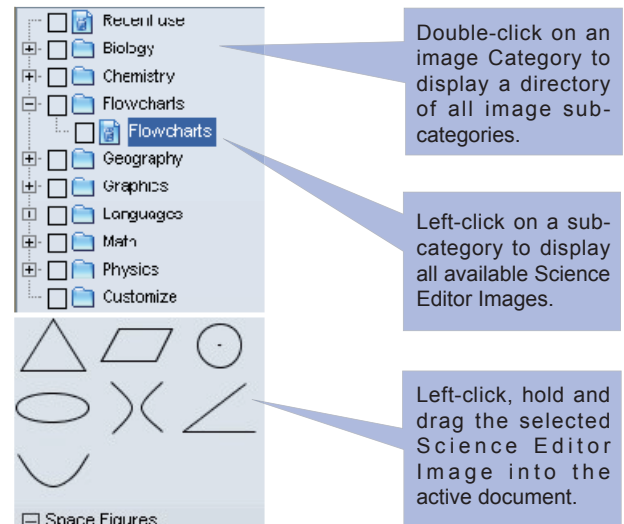
Integrated with **YoZo Office**, Science Editor provides access to over 2,000 science and math images, divided into six basic categories. Science Editor allows the user to depict what an experiment will look like, as well as insert a math or chemical equation that describes the reaction.

Science Editor Image Categories		
Math	Physics	Flowcharts
Graphics	Chemistry	Language

To View the Science Editor Pane

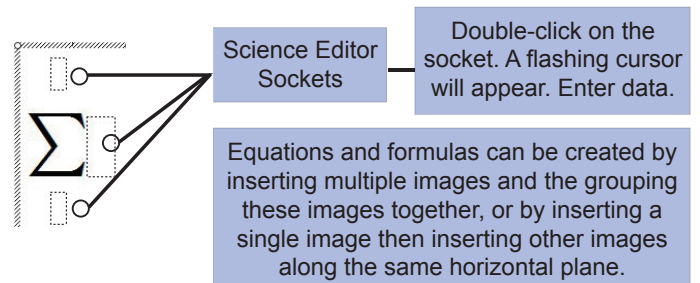
Select **View> Science Editor**. The **Science Editor Pane** will appear on the left-hand side of the screen. If the **Navigation Pane** is active, the **Science Editor Pane** will appear below. Organized in a traditional file tree structure, double-click on a directory to display **Science Editor Image Categories**. Select the image you want to insert from the display panel displayed below.

Science Editor Pane



When inserting **Science Editor Images**, it is important to remember that there are two distinct image types. These are:

- **Static Images**-Picture Objects or symbols that do not contain socket, and
- **Dynamic Images**-Picture Objects that contain sockets into which superscript or sub-script numbers or text can be added.



$$\sqrt{\sqrt{a^3} \sqrt{b}} \div \sqrt{ab} \times \sqrt{\sqrt{a^2} b \sqrt{b}} \quad (a, b > 0)$$

Printing Documents

YoZo Office offers a number of advanced print options. Worksheets, text documents and presentations can be printed individually, or you can print just a section of a document. Printed pages can also be collated, in addition to applying Printout Styles to worksheets and presentations.

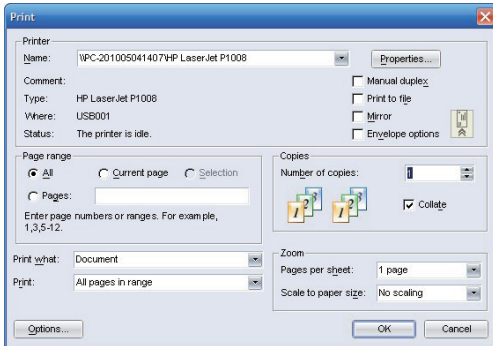
Select **File> Print** to print the active document. The Print Dialog Box will

appear.

Select the **Printer** (Unless otherwise changed Yozo Office will send all print job to the default system printer).

Select the **Print Range** (Whole Page, Selection or Selected Pages only), the number of copies to print. Then select OK.

Print Dialog Box



Yozo Office also offers the ability to save Printout Styles. These allow quick and simple print formatting when working with worksheets and presentations. For more information consult the on-line help system.

document will be shaded gray on the active toolbar.

	Bold	Change the selected font to boldface.
	Italic	Change the selected font to italics.
	Underline	Add underline to selected text.
	Justify	Align selected text between the left and right margins.
	Align Left	Align selected text to the left.
	Align Center	Center selected text between the left and right margins.
	Align Right	Align selected text to the right.
	Distributed	Distribute selected text between the left and right margins.
	Wrap Text	Active text wrapping. Adjust cell height to display all data.
	Merge and Center	Merge selected cells and center data in the upper-left cell in the selected range.
	Currency Style	Place currency symbols before selected numbers.
	Percent Style	Display selected numbers in percentage style.
	Comma Style	Display selected numbers with thousand-separators.
	Increase Decimal	Increase number of visible decimal places in worksheets.
	Decrease Decimal	Decrease number of visible decimal places in worksheets.
	Normal	Remove all bullets or numbers.
	Bulleted	Add or remove bullets.
	Numbered	Add or remove numbers.
	Outline Numbered	Add or remove outline numbers.
	Decrease Indent	Decrease the indentation.
	Increase Indent	Increase the indentation.
	Borders	Display borders around the selected cells or objects.
	Fill Color	Change the fill color of selected cells or objects.
	Highlight	Change highlight color of selected text.
	Font Color	Change font color of selected text.
	Font Background	Change background color of selected text.

Importing Documents

Microsoft Excel (*.xls), Word (*.doc), and PowerPoint (*.ppt) documents can all be imported into binders, edited in the *.eio file format, then exported as individual documents in their original Microsoft format. To import documents the **Navigation Pane** must be displayed. To display the **Navigation Pane**, select **View> Navigation Pane**.

Importing Microsoft Office Documents Using the Navigation Pane

- 1.Right-click on the Worksheets, Text Documents or Presentation document directory in the **Navigation Pane**. A short-cut menu will appear.
- 2.Select **Import Microsoft Office File** from the short-cut menu. The import Microsoft Office File dialog box will appear.
- 3.Locate and open the folder containing the file you want to import.
- 4.Double-click on the file name. The selected Microsoft document will be imported into the active binder.

Importing Microsoft Office Documents (Open Dialog Box)

- 1.Select **File> Open** or left-click on the **Open Icon**. The Open dialog box will appear.
- 2.Select **Microsoft Word 97/ 2000/ 2003/ XP/ 2007/ 2010 Files**, **Microsoft Excel 97/ 2000/ 2003/ XP/ 2007/ 2010 Files** or **Microsoft PowerPoint 97/ 2000/ 2003/ XP/ 2007/ 2010 Files** from the drop-down list in the File Type Box.
- 3.Select the file you want to import.
- 4.Select **Open**. The selected Microsoft Office document will be imported into the active binder.

Documents within binders can be saved in Microsoft Formats using the Save As dialog box, then selecting **All Microsoft Office File Formats (*.doc, *.xls, *.ppt)** in the file type list box. This will convert each document within the binder to the associated Microsoft Office document type.

Formatting Icons

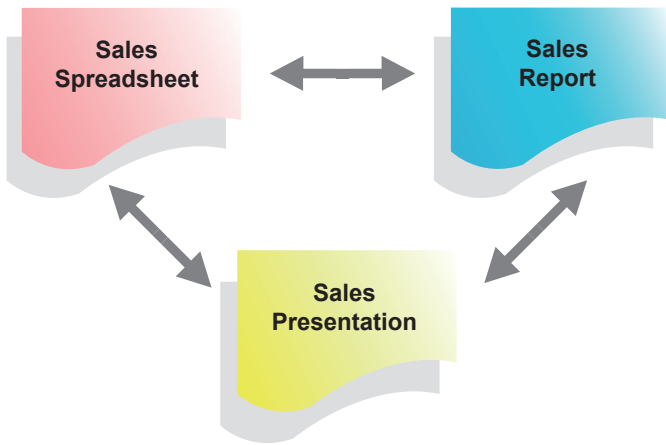
Formatting icon commands that are not associated with the active

Paste Link Command

Using the **Paste Link Command**, worksheet, text document and presentation data, contained in the same or different binders, can be inserted in other documents and updated in real time. When the data in the source document is changed, the Paste Link Data will automatically update.

Worksheet cell ranges, completed with formatting, including charts, can be inserted in text documents and slides. Data created in a text document can be inserted in worksheets or slides, and slides can be inserted into cells and text documents. When the Source Document is changed, linked data in the Target Document will automatically update.

Note: Change the data table in the Sales Spreadsheet and related paste linked tables in Sales Reports and Sales Presentation will update automatically.



Paste Link Data between Documents

1. **Select the data** that you want to Paste Link in a source document. The source document will contain the original data. Paste Link Data can be taken from any text document, worksheet or presentation and Paste Link into any other Worksheet, Text Document or Presentation.
2. Select **Copy**. The selected data will be saved to the Clipboard.
3. Open a **Target Document**. This is the document in which you want to paste the copied data. Place the Cursor where you want the Paste Link data to appear.
4. **Select Edit > Paste Link**. The Copied Data will be Paste Linked to the active document. When the source data is updated, the Paste Link references will update automatically.
5. **Target Documents** containing linked data in the same binder will automatically update. To update linked data between binders, open all binders that contain linked information (the source and target binders), double-click on linked data in the target binder. Linked data will automatically update based on changes made to the source binder.

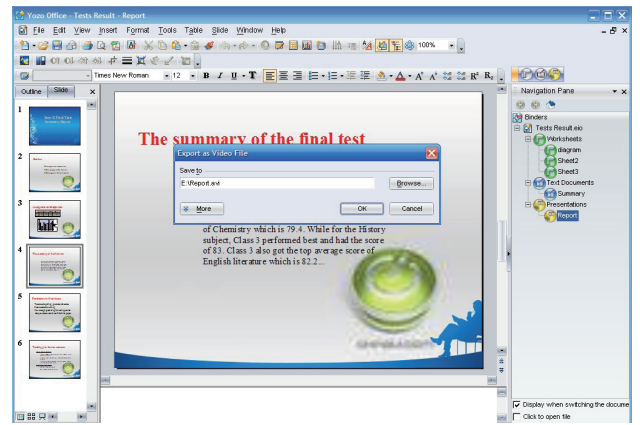
To edit linked data, go to the source document. Make editing changes within the boundaries of the linked data. The formatting changes will automatically appear in the target document. Linked data can also be re-sized in a target document by selecting the Sizing Handle.

Export Presentation as Video File

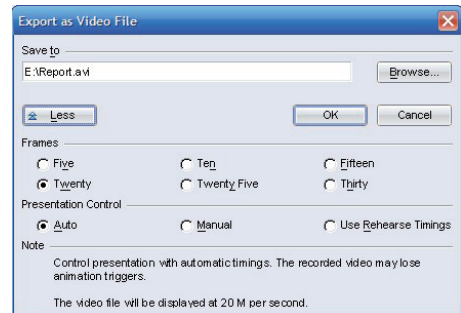
Yozo Office 2010 provides a very convenient and practical feature - export presentation as video file. This feature could convert the whole slide show to a video file automatically, and if you wear the headset and synchronize to explain through the microphone, the sound also could be recorded in the video file. It is so helpful in making introductions and demonstrations.

When making the presentation, select **File> Export as Video File** and the Export as Video File dialog box will appear.

To change the default video file name and storage location, directly modify them in the **Save As** box; also click **Browse** button to set file name and storage location in the popup Export as Video File dialog box, then click the **Save** button to return to the Export as Video File dialog box.



Click **More** button to expand the dialog box.



Set the number of frames intercepted every second in **Frame** options; tick the radio button in front of the required number of frames.

Select the slide switch mode in the process of video recording in **Presentation Control** options. There are **Auto**, **Manual**, **Use Rehearse Timings** options; tick the radio button in front of the mode you want.

Click **OK** when finish setting, save all settings and close the dialog box and access to the slide show and start recording video. If you click **Cancel**, the changes will not be saved and the dialog box is closed.

If you have configured the microphone, you can also synchronize record the sound with the slide show.

In the process of video recording, if exit the show view through ESC key, the video recording is canceled and the recorded video is saved in the original location. Return to the presentation editing window and pop up a message box to prompt the video recording is canceled and the storage location of recorded video, click **OK** and close the message box.

It will return to the presentation editing window when finish recording, popup message box prompts the completeness of video recording and the storage location. Click **Open**, the player software in the system is called to open the saved video file. Click **Close** to close the message box and do not open the video file.

If you have non-local clients who are interested in your company or products, you could send the recorded video files to them and let them have a general understanding about the company or products and the travel expenses are saved.

For more information about Yozo Office, visit our website at
www.yozosoft.com

or Contact YOZOSOFT, 5th & 6th Floor, Taurus Building D District, Wuxi (National) Software Park No.18 Zhenze Road, Wuxi, New District, Jiangsu, China 214135

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