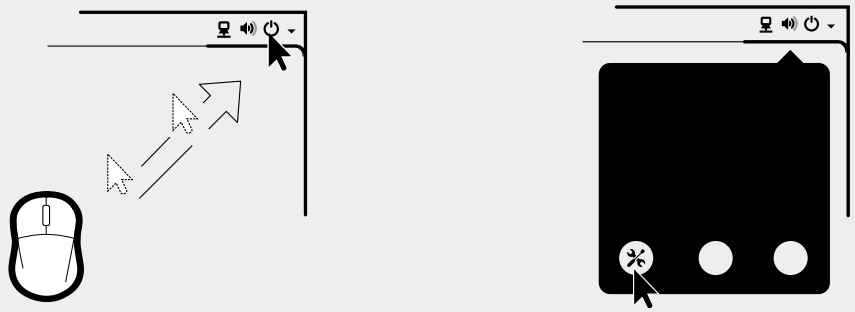
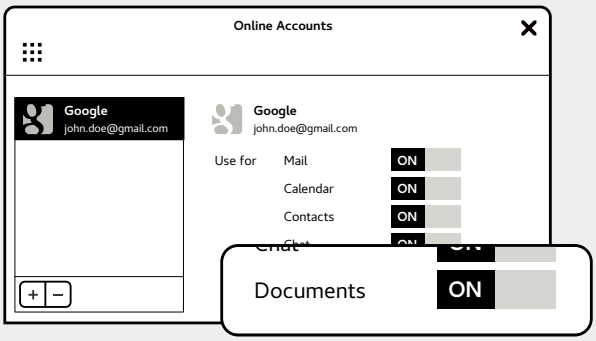
Getting started with Documents

Documents allows you to access all your documents in the cloud and on your device. Let's take a look at the basics.

Get Connected to the Cloud.

To make Documents aware of the content you have in the cloud, go to the **Online Accounts** setting and add your cloud service provider. Then ensure the Documents switch is turned on for the new account. Your documents will automatically appear in the application.

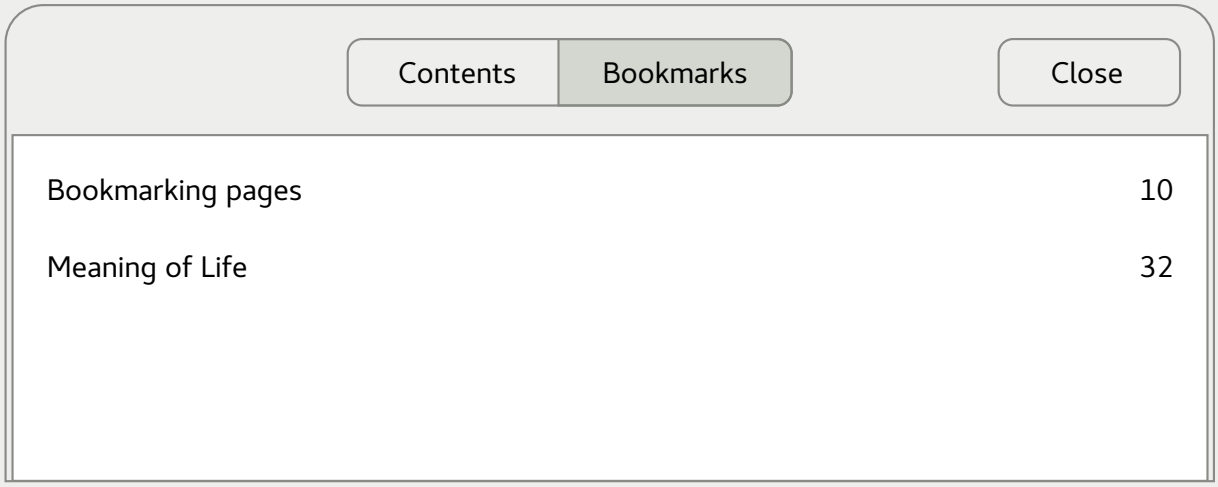




Bookmarking.

You can store the relevant part of a document by placing a bookmark. Bring up the overlay toolbar by tapping or clicking anywhere on the document. The second icon from the left will bookmark the current page.

The first button will show you a list of bookmarks for the current document.

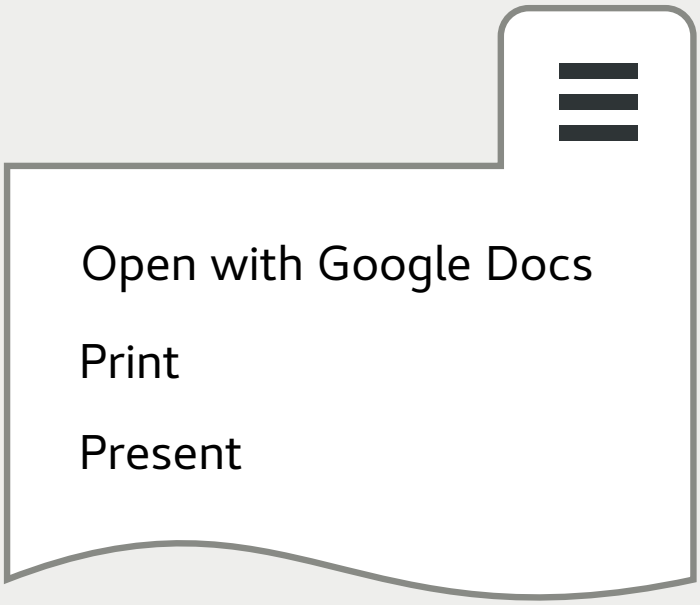


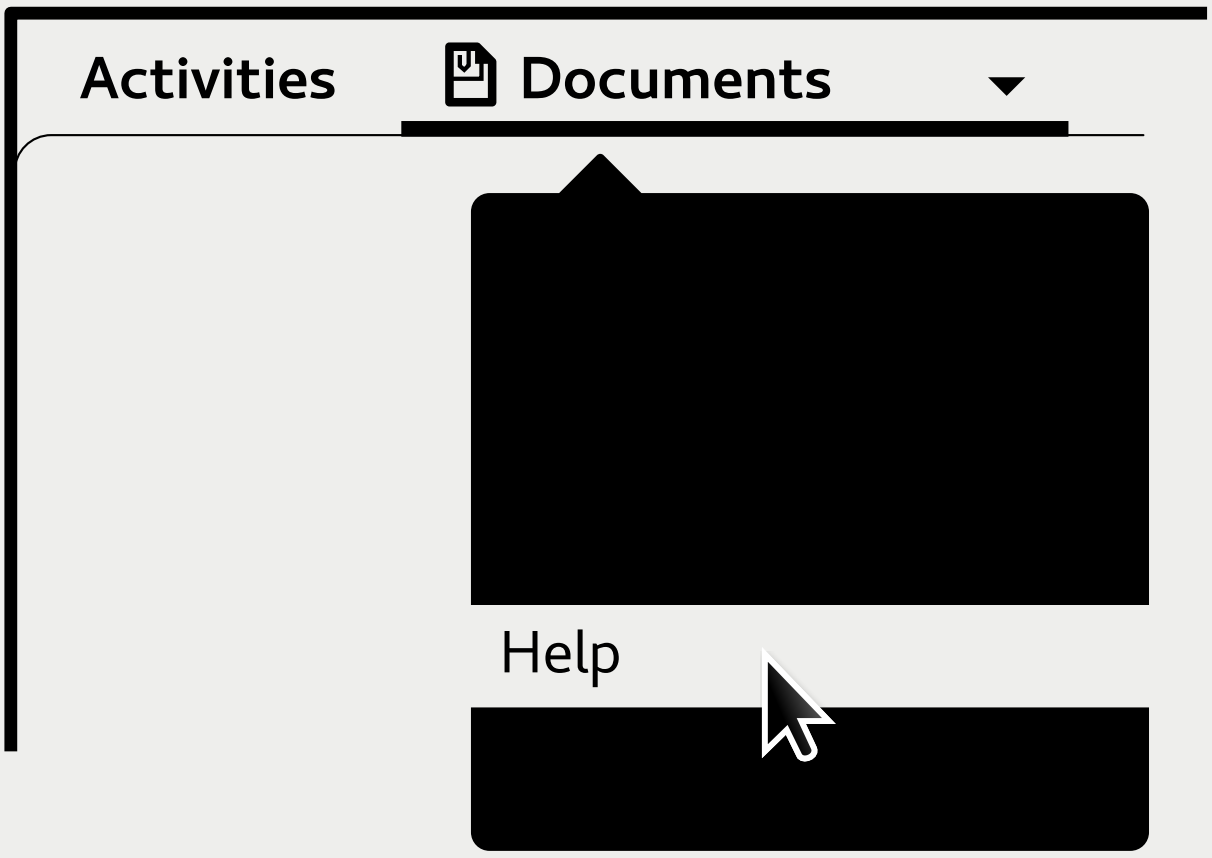
Scrubbing to the interesting part.

You can quickly get to any point of the document by bringing up the overlay scrub bar. Just tap or click anywhere on the document to bring up the control. Scrubbing the slider around the timeline will show a thumbnail of the page. Releasing will get you there.

Editing Documents.

What if the document you're viewing needs a change? The context menu on the top right provides a mean to open it up in the associated application.



Learn more.

Learn more about Documents in the help, accessible from the application menu.