



Editing Slides

With Polarix Office, you can create new .ppt and .pptx presentations or edit your presentation with ease.

Title bar



'Insert'

You can insert an object.

'Properties'

You can adjust the properties of an object.

'More options'

You can call up the menu.

(This menu icon disappears in the device supporting 'Hardware menu button'.)

'Switch to previous size'

You can split screen to two and open another application.

(This menu icon appears in the device supporting 'Split screen' only.)

Adding Slides

To add a slide, click the add icon on the bottom side of the 'Manage slide' panel. Select the slide layout, and the new slide with corresponding layout will be added after current slide.

Managing Slides

The entire list of slides will appear, and then you can copy, move or delete the slides you want.

Slide Show

To execute a slide show, click the 'Menu' icon in the Title bar and select 'Slide Show', and you can move to previous/next slide and see the animation effects between slides. Also, you can place the pointer and draw a line on the slide.

Slide Note

To see a slide note, click the 'Menu' icon and select 'Slide Note', and the slide note appears at the bottom of the slide. When you move to the slide you want to see, the applicable slide note is displayed. To edit the content, tap the note.

Writing annotations after executing slide show



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View mode

Pointer mode

Drawing mode

Eraser mode



Erase all



After executing slide show, you can write annotations you want by choosing between 'pointer mode' and 'drawing mode'.

Choosing 'drawing mode' will allow you to adjust properties such as a color, a thickness, an opacity of your drawing. To rub out your mistakes, click the 'erase all' button or choose 'eraser mode'.

And also you can erase the drawn object by touching and pressing it with an eraser on top of the stylus pen.

Inserting Shapes

To insert a shape, first click the 'Insert' icon in the Title bar, and select 'Shapes'. Choose the shape you want, and it will be inserted into the document. Using the Style menu at the top of the Shapes page, you can apply a style to the shape in advance.

Drawing Free Curves

To draw a free curve, click the 'Insert' icon in the Title bar, and the Object items you can insert will appear. Choosing 'Free Curve' of the items will allow you to draw the line freely. To finish drawing the line, tap the screen.

Inserting Charts

To insert a chart, click the 'Insert' icon in the Title bar. Choose 'Chart' from the items to go to the Chart page. Select the type of chart you want, and the chart will be inserted into the slide. Using the Style menu at the top of the Chart page, you can apply a style to the chart in advance.

Inserting a Table

To insert a table, click the 'Insert' icon in the Title bar, and the Object items you can insert appear. Choose 'Table' from the items to go to the Table page. Select the number of rows and columns you want and press 'Done', and the table will be inserted into the text. Before inserting a table, you can apply a style to the table in advance using the Style menu at the top of the Table page.

Multi-selecting Objects

When you long press an object such as a shape or an image, you will be in multi-selecting mode. In this mode, you can multi-select objects when you click other shapes or images. You can move, resize or rotate all of the objects selected simultaneously and, if they are of the same type, change their style simultaneously as well.

Adjusting the Position of Objects

Click the 'Properties' icon after multi-selecting objects, and then you can adjust the position of the selected objects.

Positioning options include align left, align right, align center, align top, align middle, align bottom, align justified and align justified vertically.