

PRODUCT USER GUIDE
SmartOffice Pro - Version 3.2
Last Updated: December 2024

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GETTING STARTED

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Welcome to SmartOffice Pro! This guide will help you set up and use all features of our productivity suite.

System Requirements:

- Windows 10/11 or macOS 12+
- 8GB RAM minimum (16GB recommended)
- 2GB available disk space
- Internet connection for cloud features

Installation Steps:

1. Download the installer from smartoffice.com/download
2. Run the installer as administrator
3. Follow the on-screen instructions
4. Enter your license key when prompted
5. Restart your computer

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KEY FEATURES

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Document Management:

SmartOffice Pro includes a powerful document management system that allows you to:

- Create, edit, and organize documents
- Collaborate in real-time with team members
- Track document versions automatically
- Search across all documents using AI-powered search

Cloud Sync:

All your documents are automatically synced to the cloud. Changes made on one device appear instantly on all your devices. You get 100GB of cloud storage with the Pro plan.

AI Writing Assistant:

The built-in AI assistant helps you:

- Check grammar and spelling

- Suggest better phrasing
 - Generate content outlines
 - Summarize long documents
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TROUBLESHOOTING

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Common Issues:

Q: The application won't start

A: Try these steps:

1. Restart your computer
2. Check if antivirus is blocking the app
3. Reinstall the application
4. Contact support if issue persists

Q: Cloud sync not working

A: Verify your internet connection and check that you're logged in to your account. Go to Settings > Account to verify login status.

Q: How do I reset my password?

A: Click "Forgot Password" on the login screen. You'll receive a reset link via email within 5 minutes.

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KEYBOARD SHORTCUTS

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Essential Shortcuts:

- Ctrl+N: New document
 - Ctrl+S: Save document
 - Ctrl+P: Print
 - Ctrl+F: Find in document
 - Ctrl+Z: Undo
 - Ctrl+Y: Redo
 - Ctrl+Shift+S: Save as
 - F11: Full screen mode
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SUPPORT

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Need Help?

- Email: support@smartoffice.com
- Phone: 1-800-SMART-01
- Live Chat: Available 24/7 on our website
- Knowledge Base: help.smartoffice.com

Response Times:

- Critical issues: Within 2 hours
- Standard support: Within 24 hours
- General inquiries: Within 48 hours