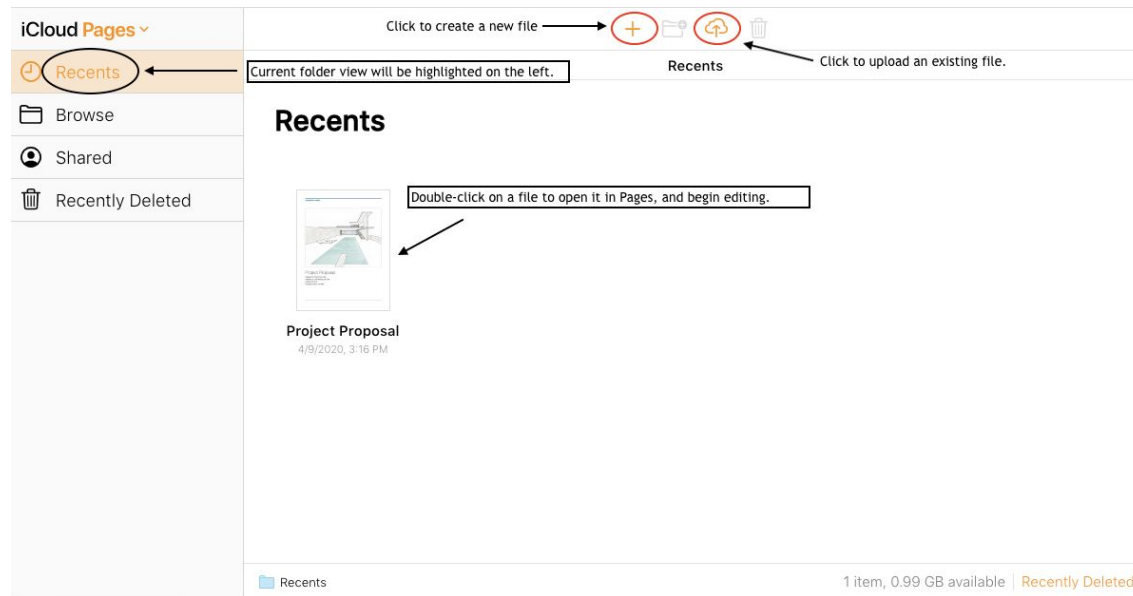# Basics of iCloud

Create a Document using iWork for iCloud

The main screen for the application will have folders to organize your files on the left, and at the top of the screen, from the left, icons to create new files; create organizational folders; upload existing files; and delete files from this application.


Below: blank document screen. For any files you create and edit, and for any edits you make to uploaded files, all changes will be saved automatically to the application's folder and in the application's iCloud Drive folder.
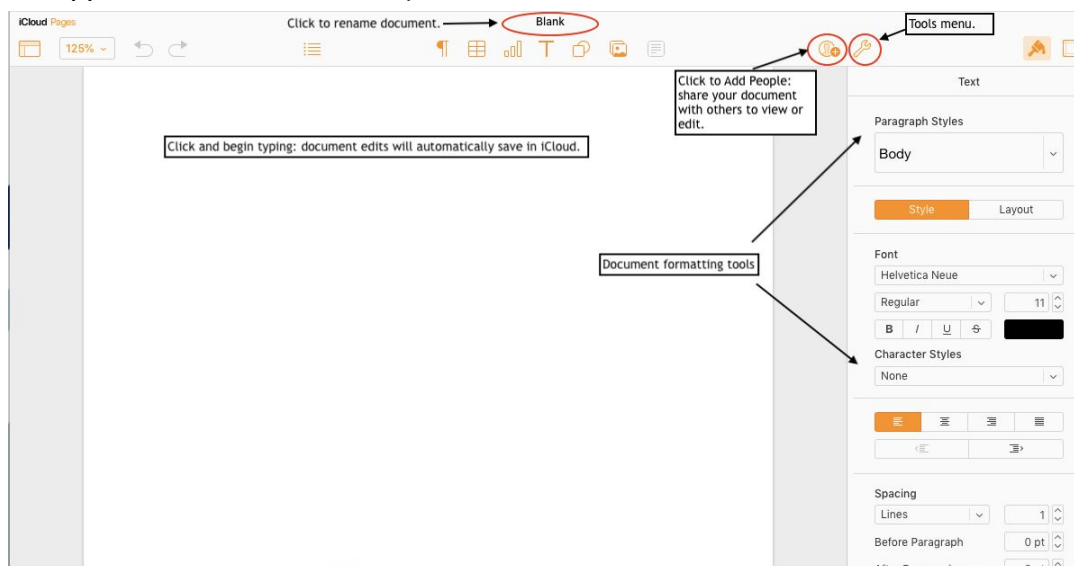
Download a Copy of Your File

To download a file while it is open, click on Tools menu, then select the first option to "Download a Copy." From the next screen that appears, select a format for your file. iWork for iCloud software allows you to download files as PDFs, or in Microsoft Office compatible formats.
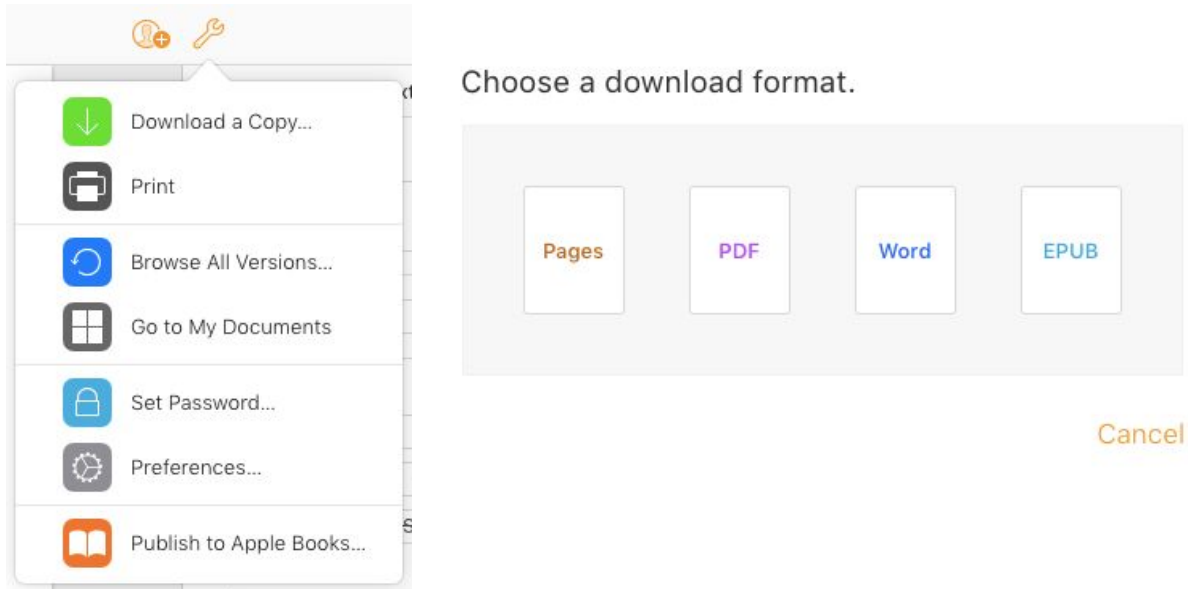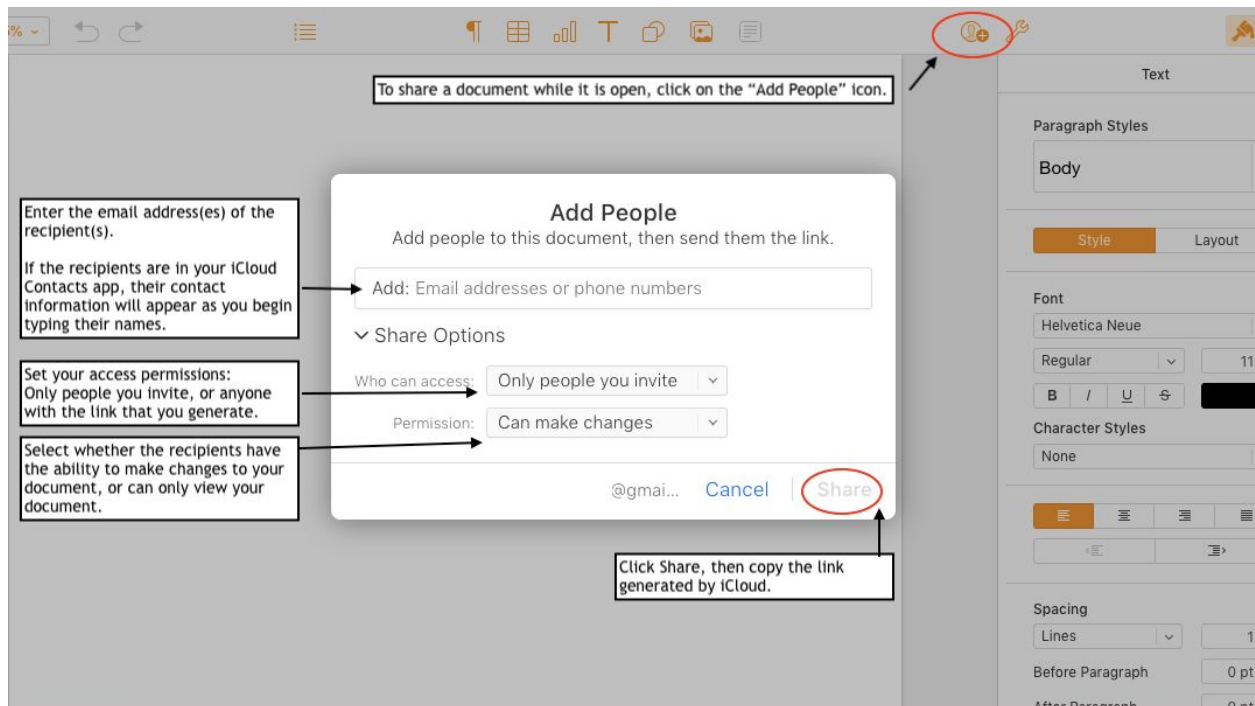

You can also download and share files from the main screen of the software application:
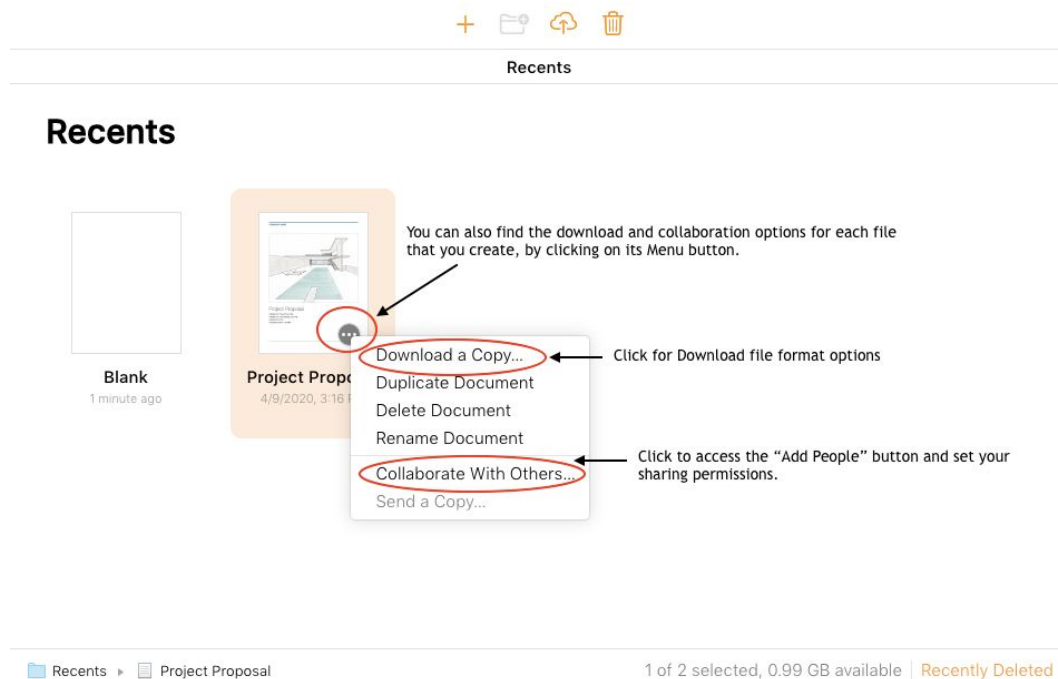
Create a Link to Collaborate with Others

To share files, click on the Add People button, then provide the contact information for your recipients.

Note: If you do not have an iCloud Mail account established and accessible from iCloud.com, you will not be able to send files directly to others.

Instead, you will generate and copy a link to provide to your recipients: