

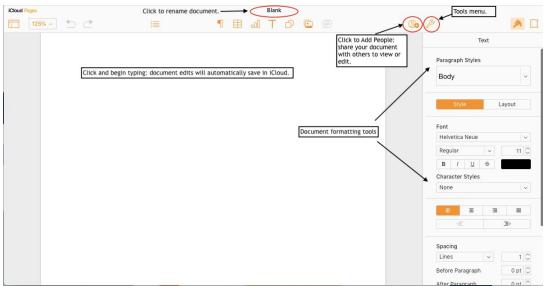
Basics of iCloud

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.

iCloud Pages ~	Click to create a new file		
@Recents	Current folder view will be highlighted on the left.	Recents	 Click to upload an existing file.
Browse	Recents		
Shared			
Recently Deleted	Double-click on a file to open	n it in Pages, and begin editing.	
	E Recents		1 item, 0.99 GB available Recently Deleted

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.



Basics of iCloud: Create and Share Documents Upper Arlington Public Library Created April 2020

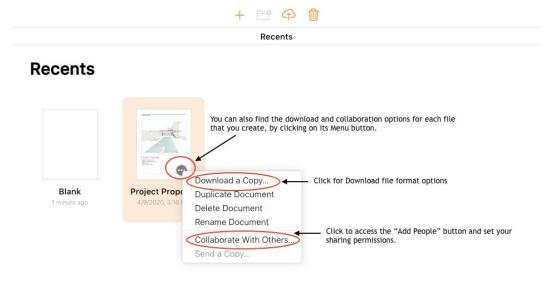


Download a Copy of Your File

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.

Co /2	Choose a dow	nload form	at	
Download a Copy	choose a dow	nioad form	lat.	
Print				
Browse All Versions	Pages	PDF	Word	EPUB
Go to My Documents				
Set Password				Can
Preferences				Can
Publish to Apple Books				

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.

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	To share a document wh	ile it is open, click on the "Add People" i	icon.	Te	ext
	_			Paragraph Styles	
	_		-	Body	
Enter the email address(es) of the recipient(s).		Add People locument, then send them the link.	7	Style	Layout
If the recipients are in your iCloud Contacts app, their contact information will appear as you begin typing their names.	 Add: Email addresses Share Options 	or phone numbers		Font Helvetica Neue	
Set your access permissions: Only people you invite, or anyone with the link that you generate.	Who can access: Only pe	eople you invite v		Regular B / U	✓ 11S
Select whether the recipients have the ability to make changes to your document, or can only view your document.		@gmai Cancel Sha		Character Styles None	3 8
		Click Share, then copy the link generated by iCloud.	4	Œ	ـــــــــــــــــــــــــــــــــــــ
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				After Paragraph	0.nt

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:

Here's the link to your document.

Only the people you invited will be able to view it.

https://www.icloud.com/pages/(¢
	Close	Copy Link