

# iOS FILES APP

THE FILE MANAGER FOR  
YOUR IPHONE/IPAD

PMUG DECEMBER 2022

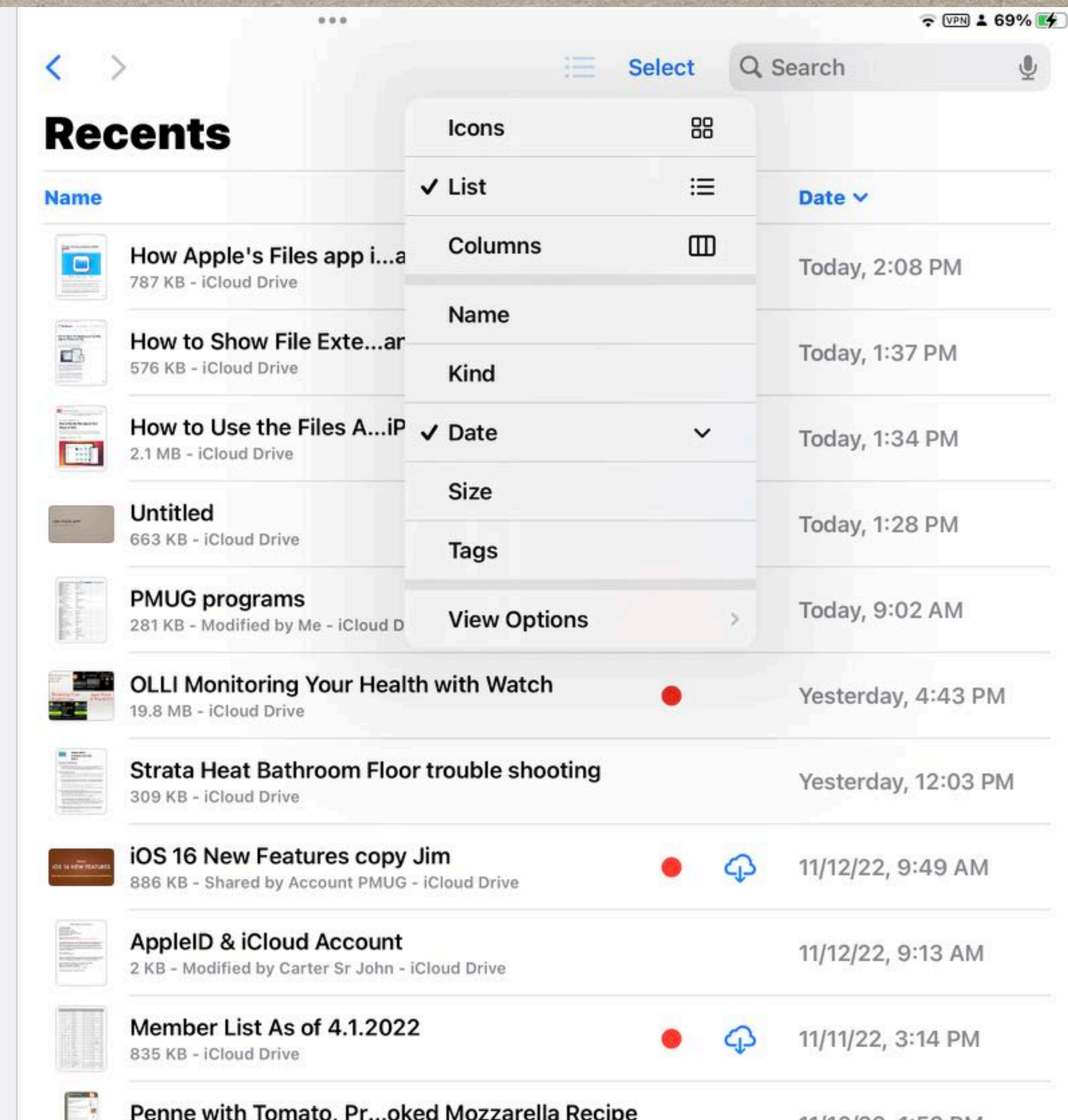
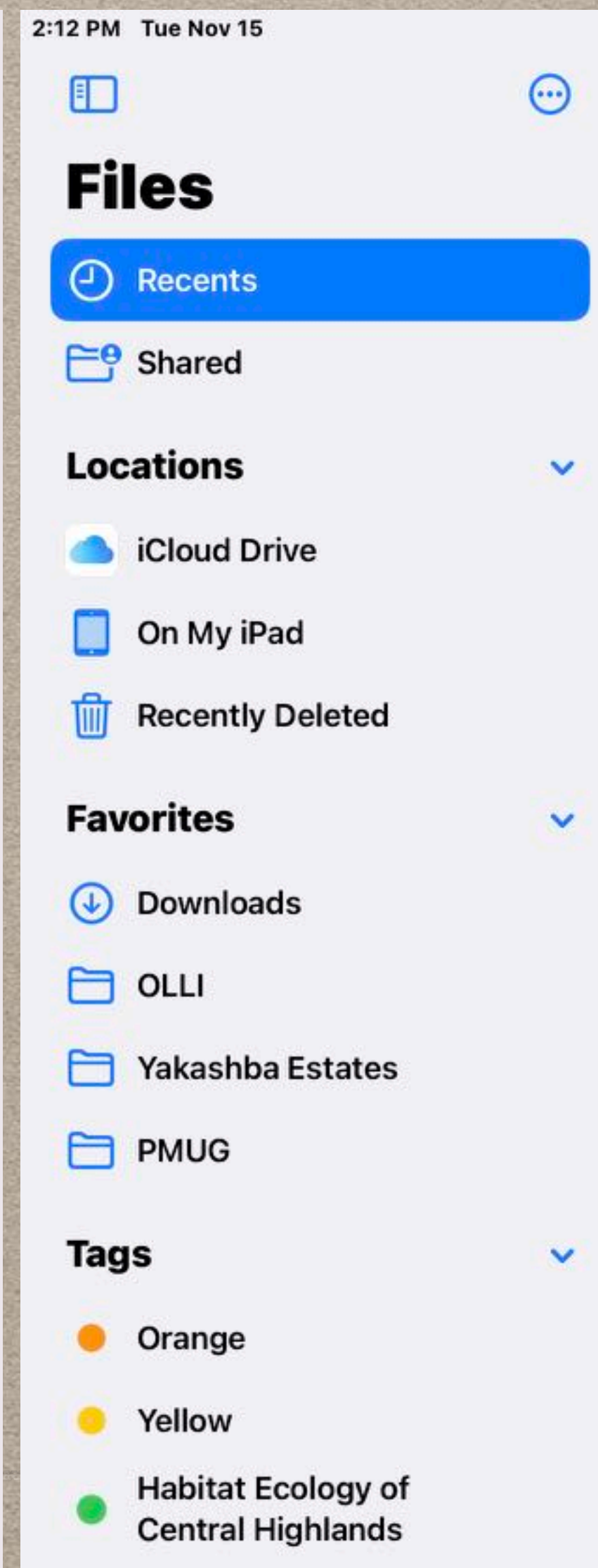
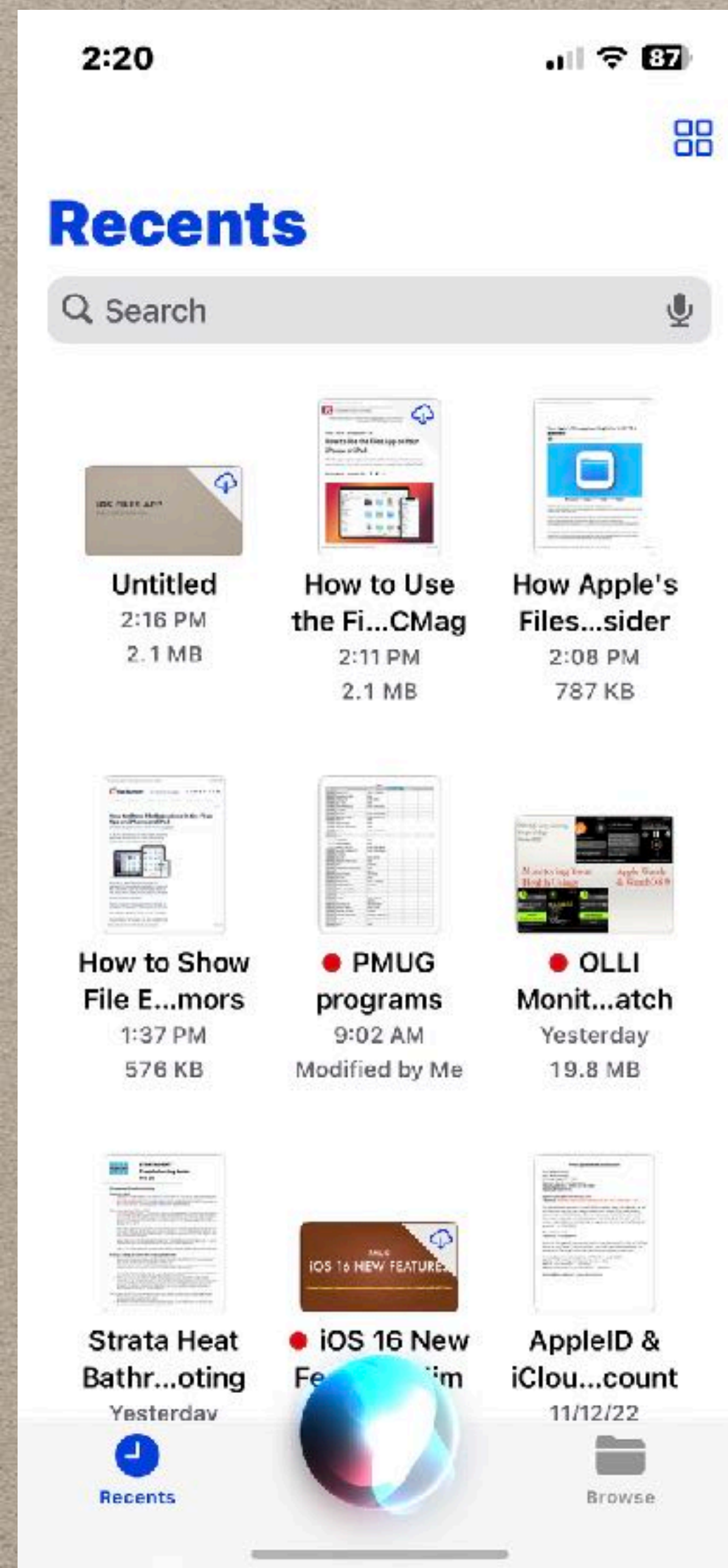




# iOS FILES APP

iPhone

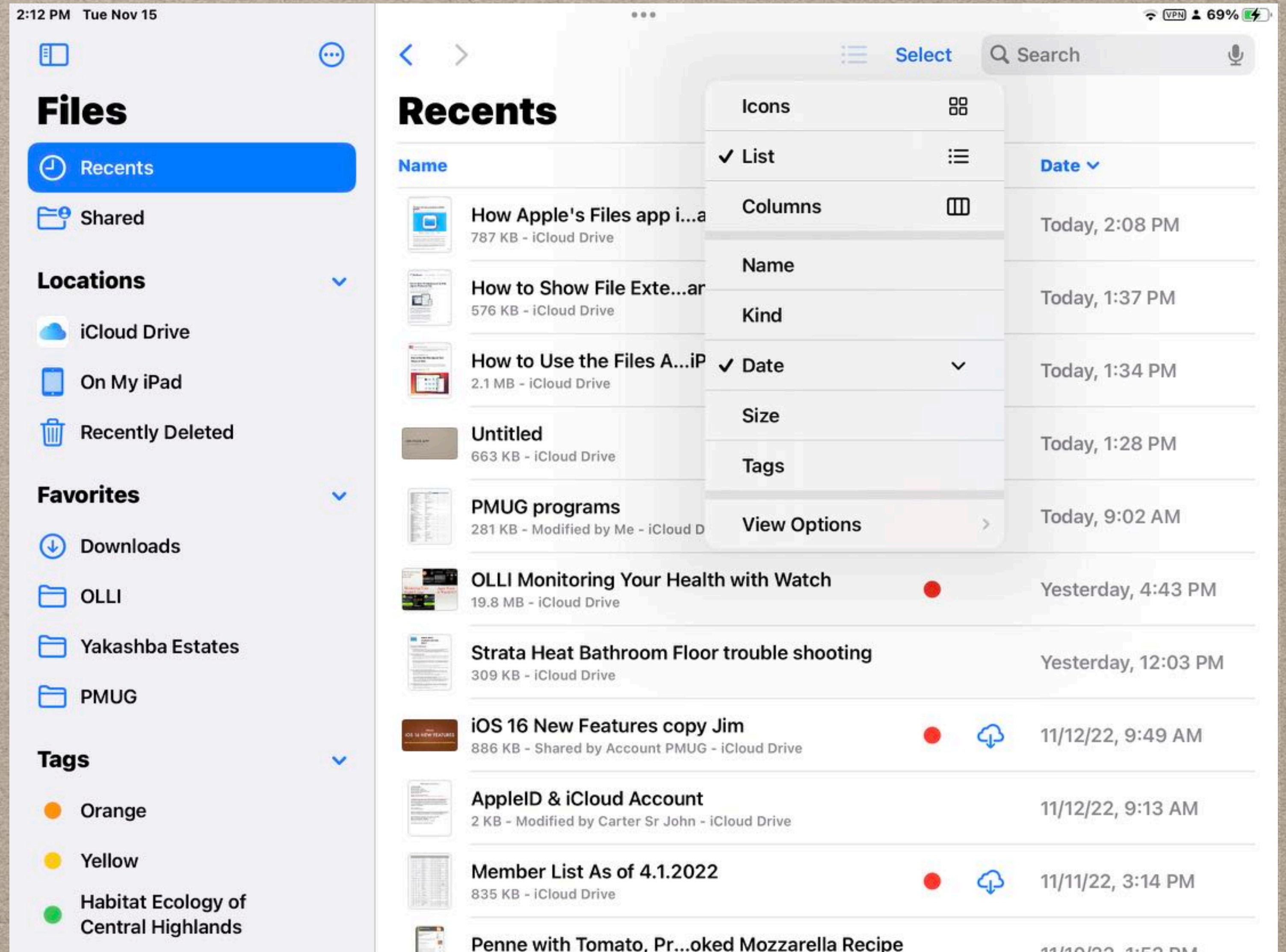
iPad





# iOS FILES APP

- Getting Started
- Setting up
- What is iCloud
- Using the App
- Advanced features





# GETTING STARTED: SET YOUR GOALS

- File Manager for iPhone & iPad - think organize
- Access same file from all devices
- What works for you may not be appropriate for someone else
- Project/job/topic oriented or people/place/thing oriented
- Tag important files
- Find them quickly



# SETTING UP iCloud STARTS ON YOUR MAC

- System Settings>AppleID>iCloud>iCloud Drive>On>Options>Check Desktop & Documents Folder
- Put all folders in Documents that you want to access from Devices
- System Settings>AppleID>iCloud>Manage if you need more space
- 5GB free, 50GB \$.99/mo, 200GB \$2.99/mo, 2TB \$9.99/mo
- Consider Apple One Service



# APPLE ONE SERVICE INCLUDES iCloud STORAGE

## Individual

**\$16.95/mo.**

Save \$7/mo.\*\*

🍏 Music

🍏 tv+

🍏 Arcade

🍏 iCloud+ with 50GB

**\$.99**

## Family

**\$22.95/mo.**

Save \$9/mo.\*\* Share with up to five other people.

🍏 Music

🍏 tv+

🍏 Arcade

🍏 iCloud+ with 200GB

**\$2.99**

## Premier

**\$32.95/mo.**

Save \$26/mo.\*\* Share with up to five other people.

🍏 Music

🍏 tv+

🍏 Arcade

🍏 iCloud+ with 2TB

🍏 News+

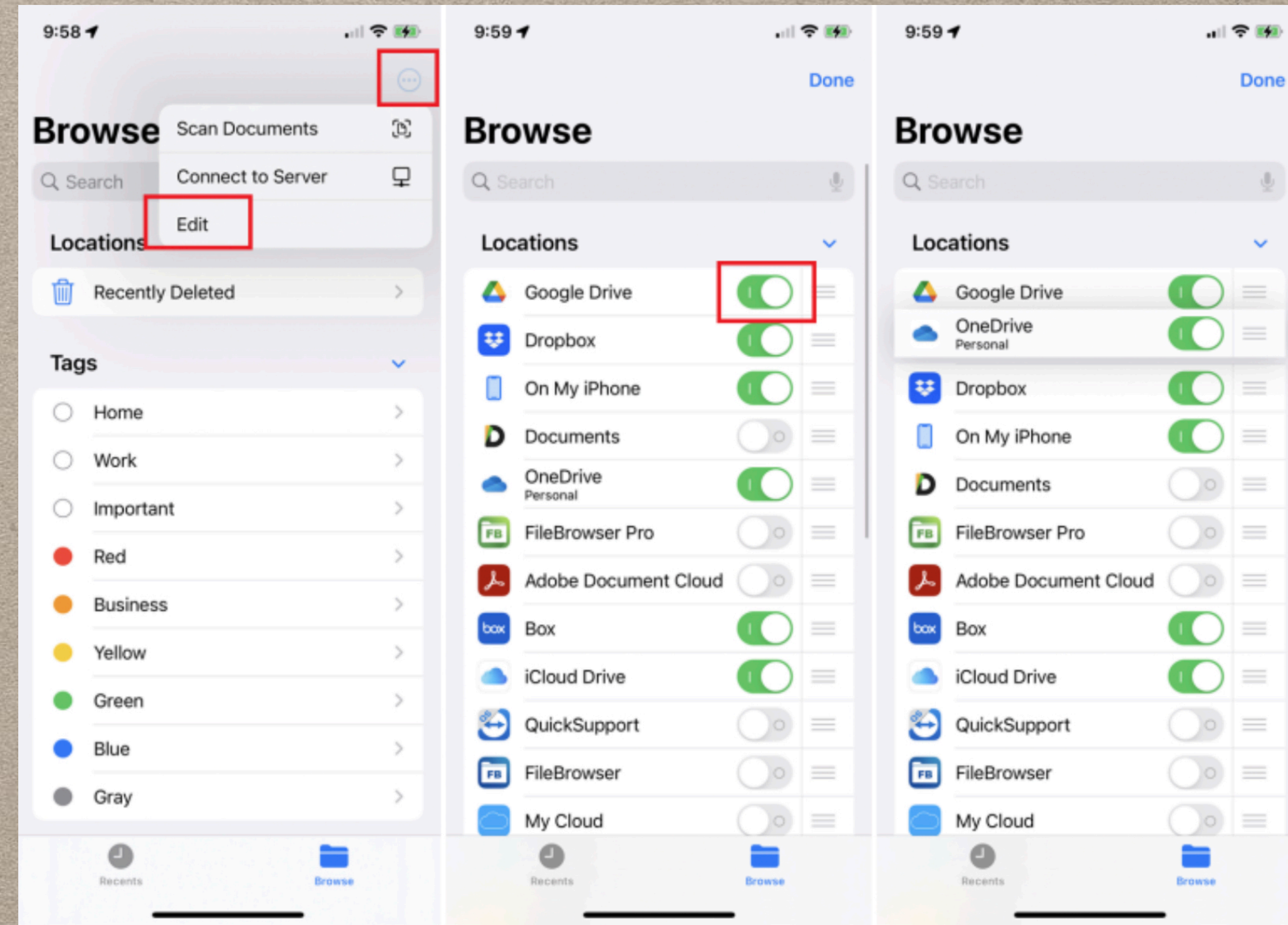
🍏 Fitness+

**\$9.99**



# WHAT DOES FILES APP DO?

- Lets you view & access files stored on your device or online in iCloud, Dropbox, Box, OneDrive, Google Drive, etc.
- Download files from the cloud and view them on your device
- Access files from appropriate Apps



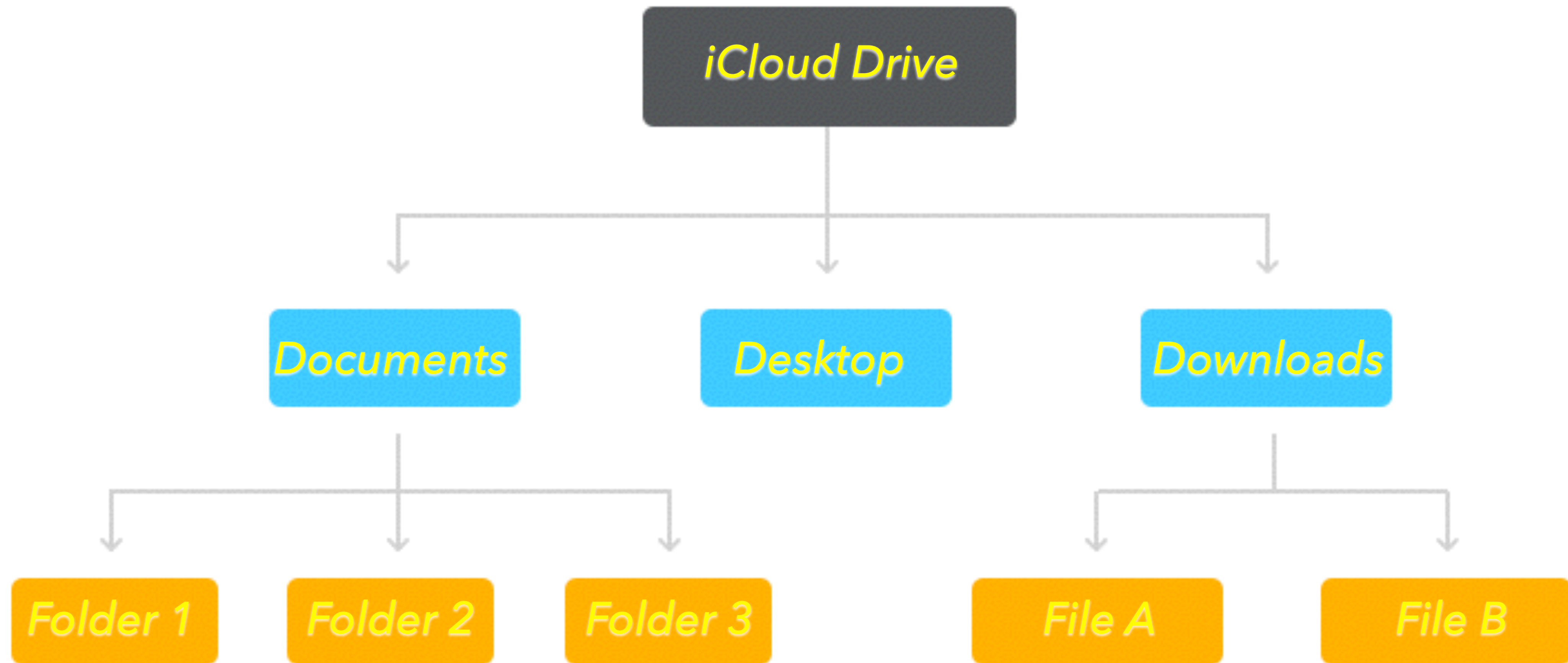


# WHAT IS iCloud

- iCloud is Apple's "cloud" storage - acts like a remote hard disk
- Composed of their servers and storage devices (SSD's & Hard Disks)
- Software on all their devices allow transfer, storage and syncing data
- Stores photos, files, notes, passwords, and other data for all devices
- Allows sharing of those files with others
- Data stored in cloud is encrypted and uses 2FA

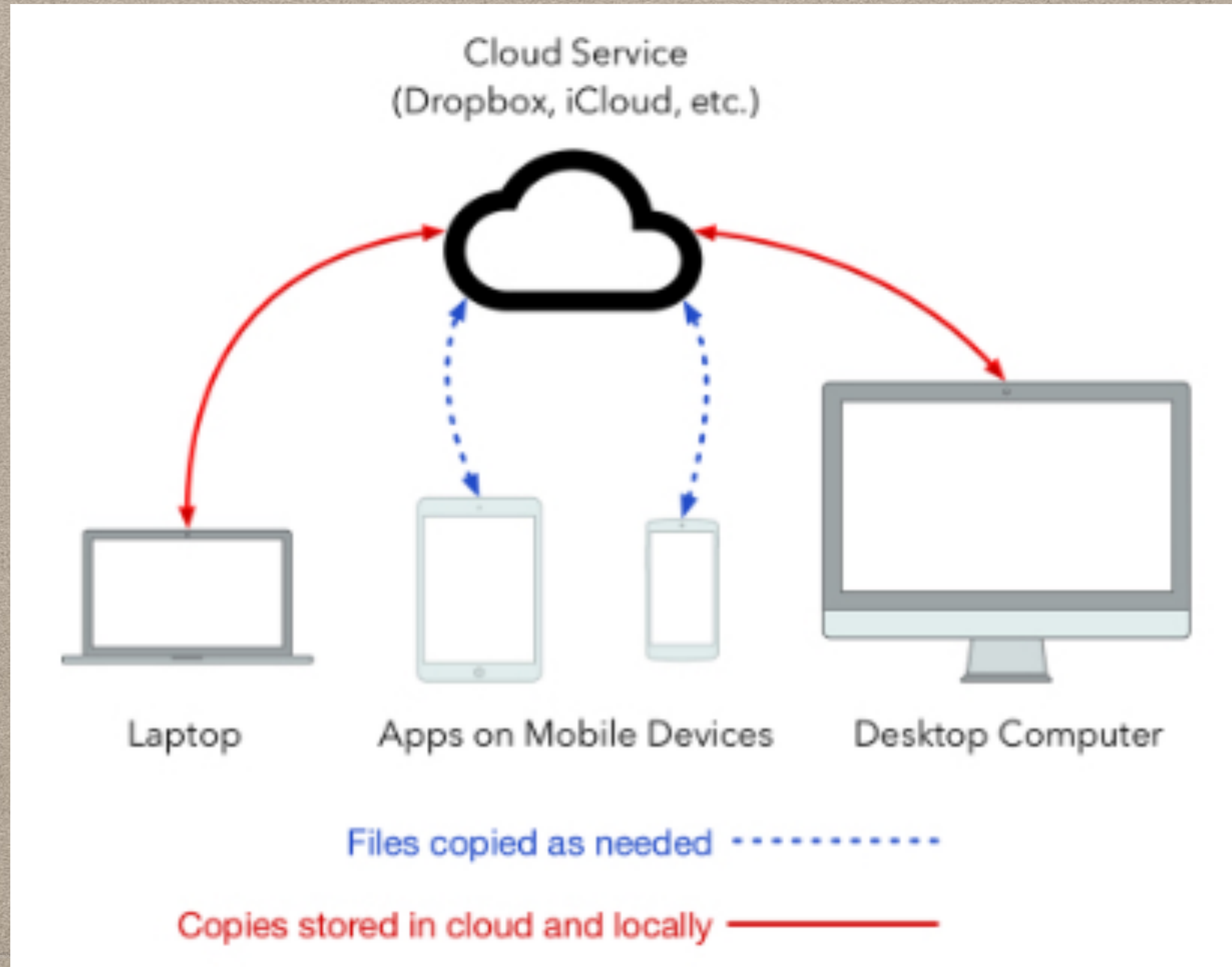


# UNDERSTANDING PATHS & HIERARCHY





# HOW iCloud WORKS





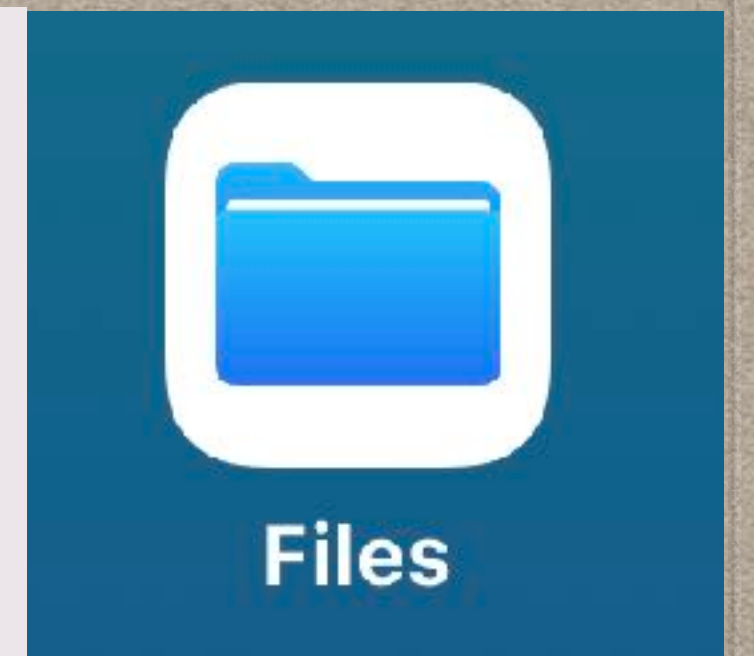
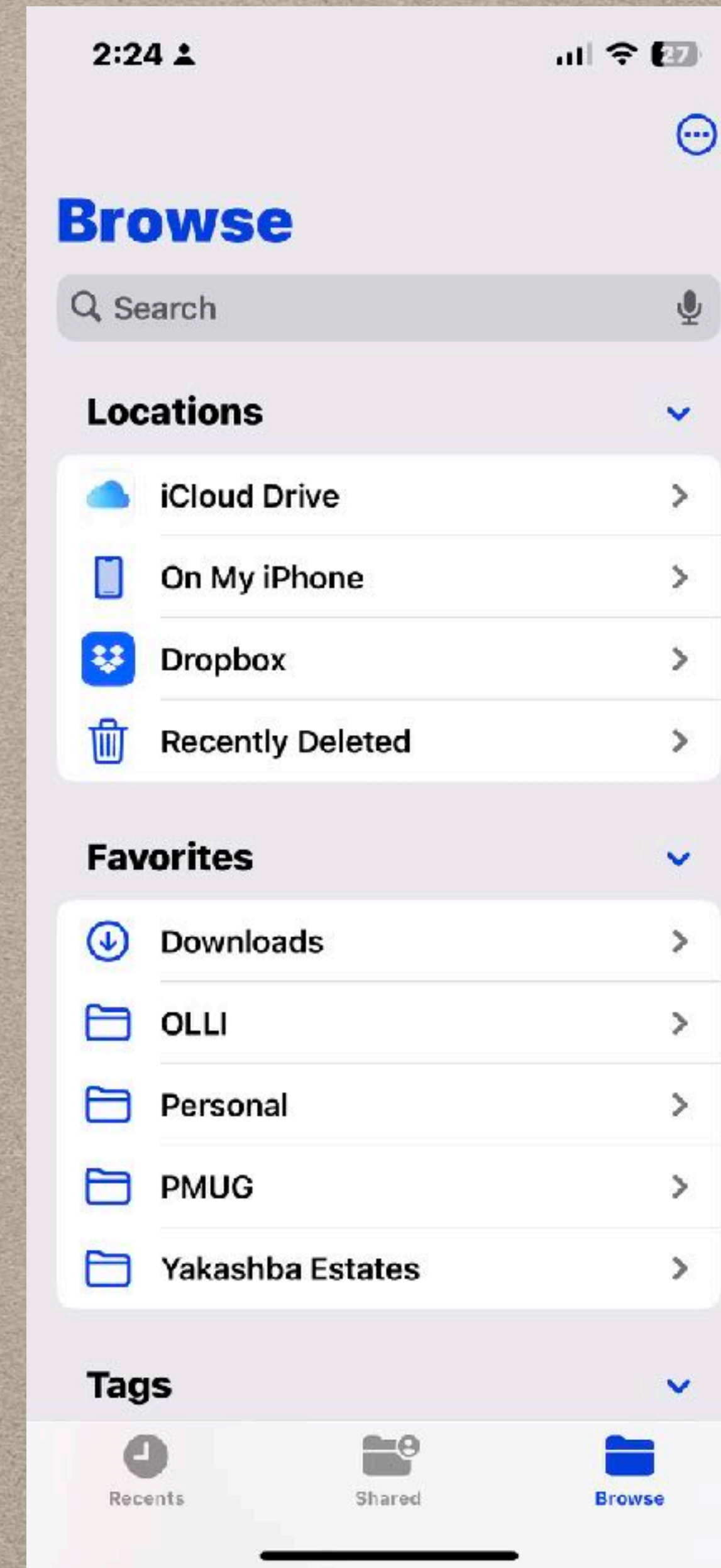
# ADVANTAGES OF iCloud

- Easy setup and use
- Data accessible from any device, anywhere (requires Cellular or WiFi)
- Automatically syncs your files across all devices and the cloud
- All data backed up automatically to iCloud (local backup of Mac still recommended)
- Send large email attachments



# USING FILES APP: BROWSE

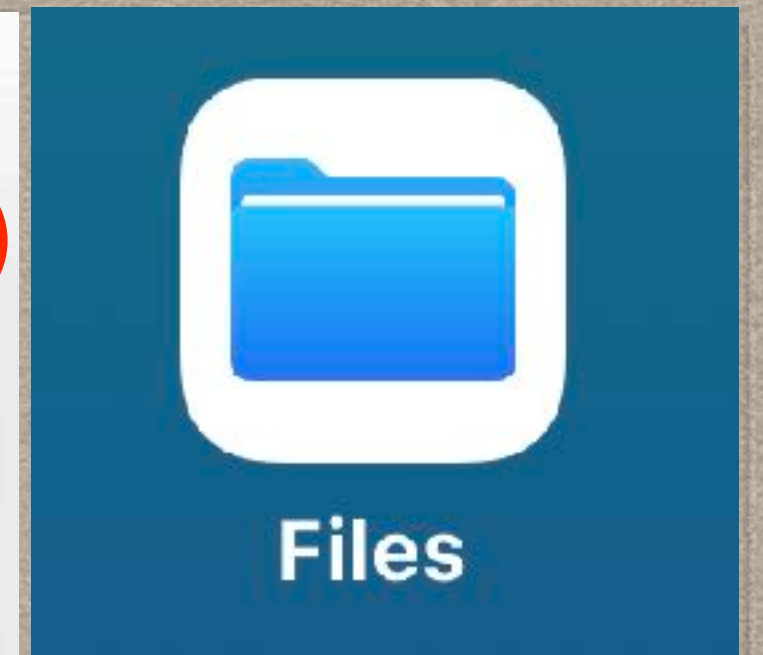
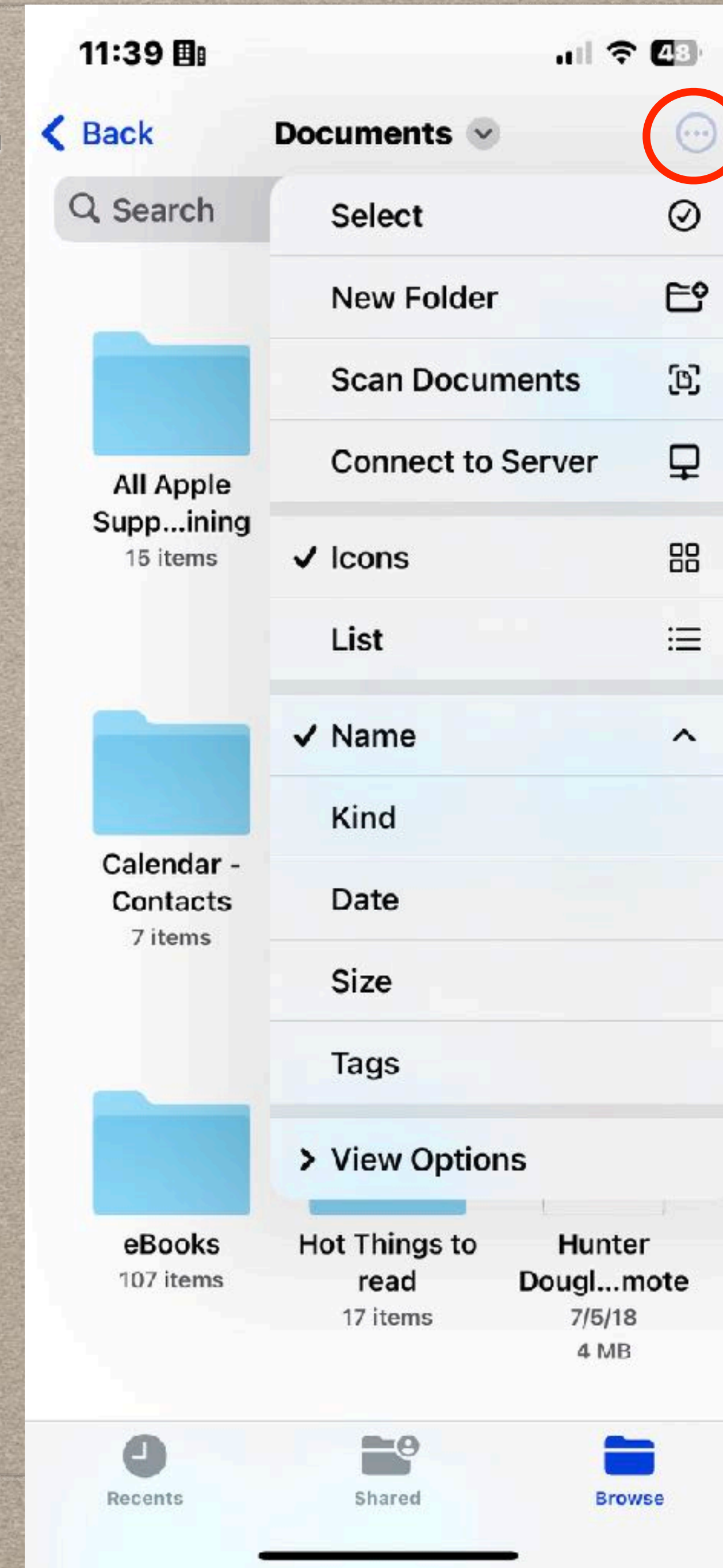
- Search Bar at top
- Option “dots” to
  - Scan Documents,
  - Connect to Server or
  - Edit Locations, Favorites, and Tags
- Recents/Shared/Browse options at bottom





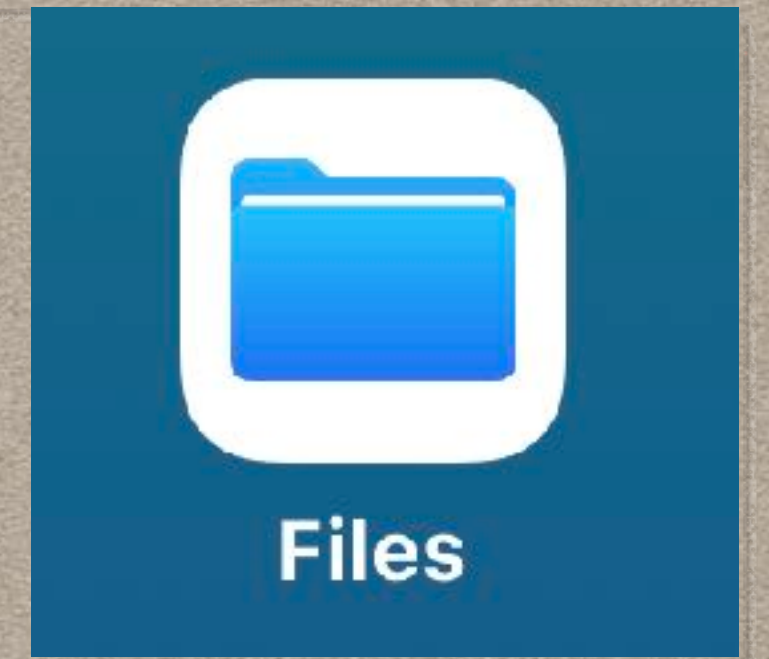
# USING FILES APP: BROWSE

- Tap on 3 dots in top right to do these items:
- View and sort options
- If you tap on "View Options" at bottom, it starts a secondary sort

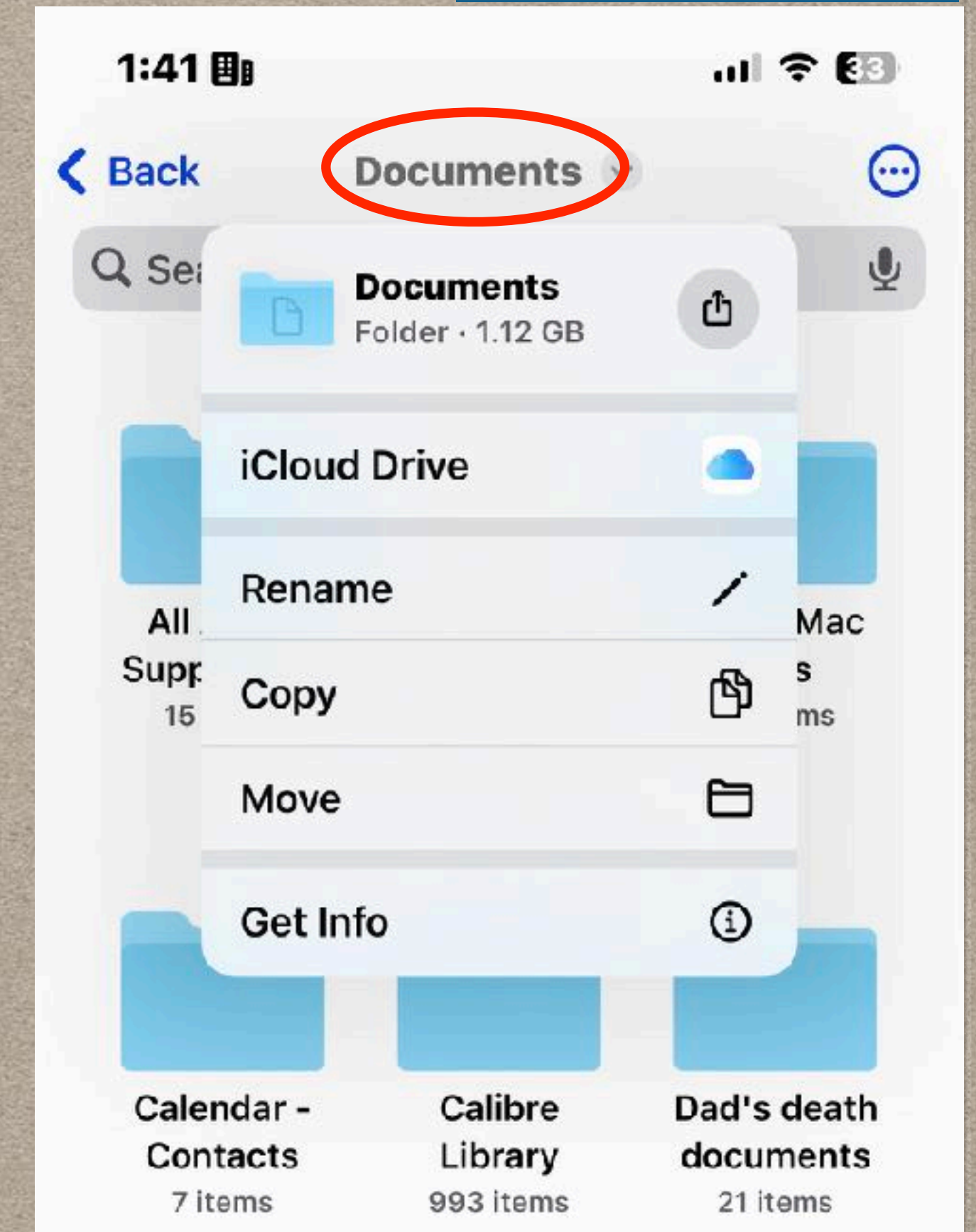




# USING FILES APP: BROWSE

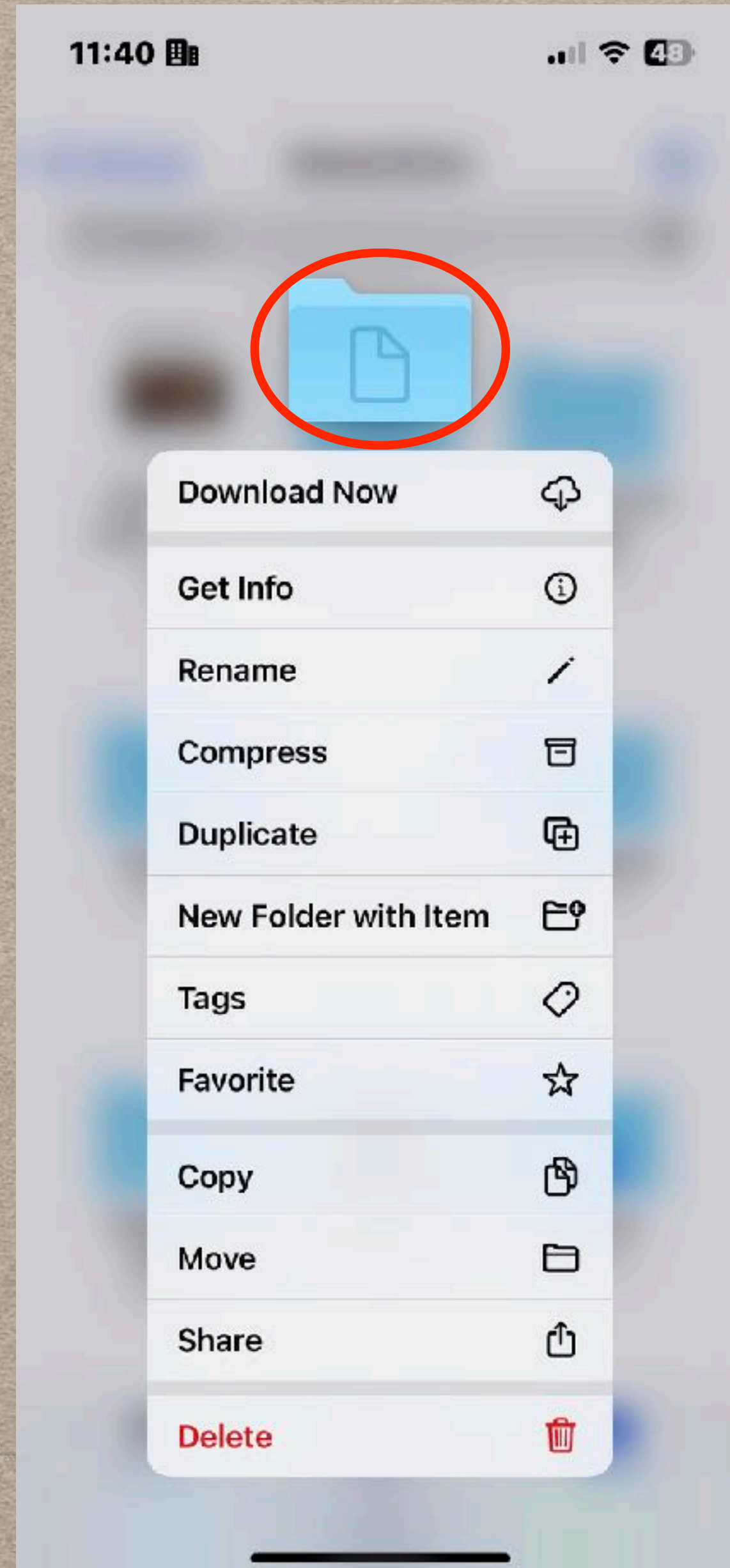
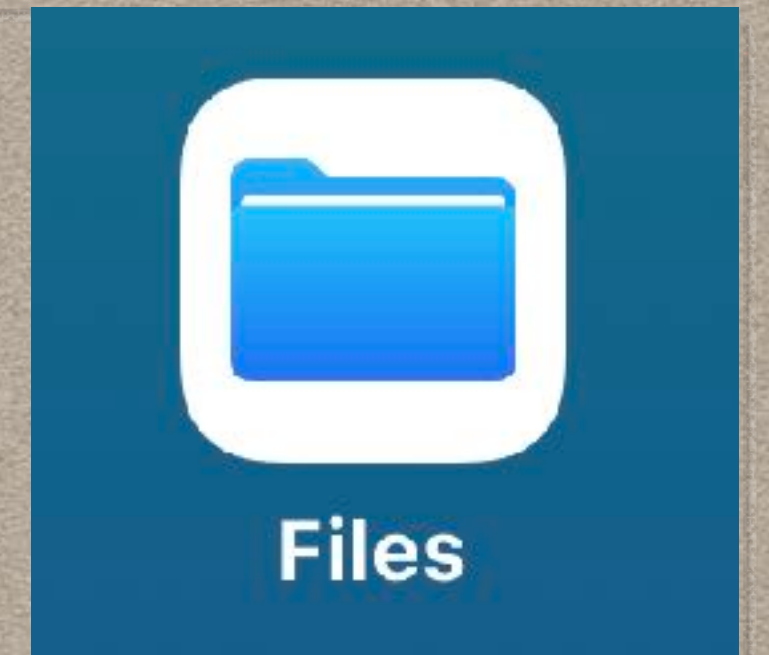


- Tap on name of folder in top center to get this menu





# USING FILES APP: BROWSE

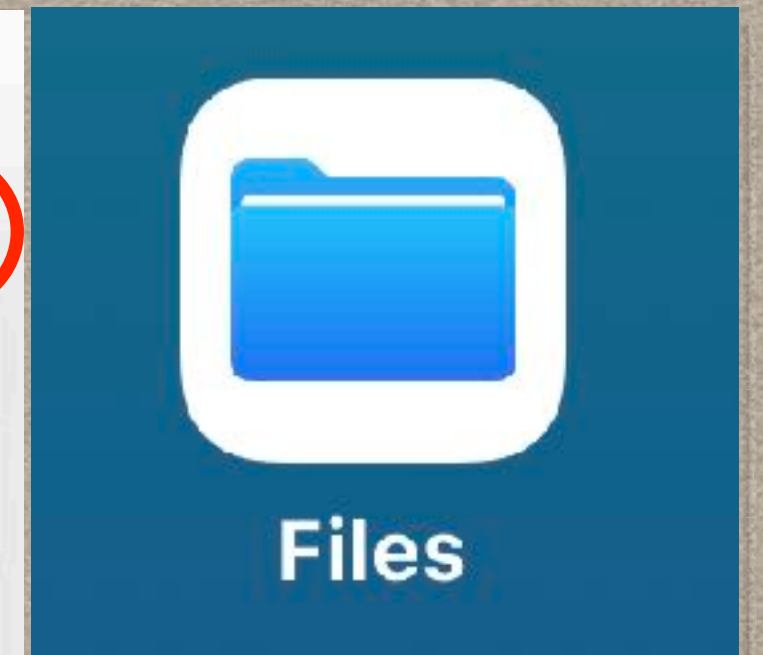
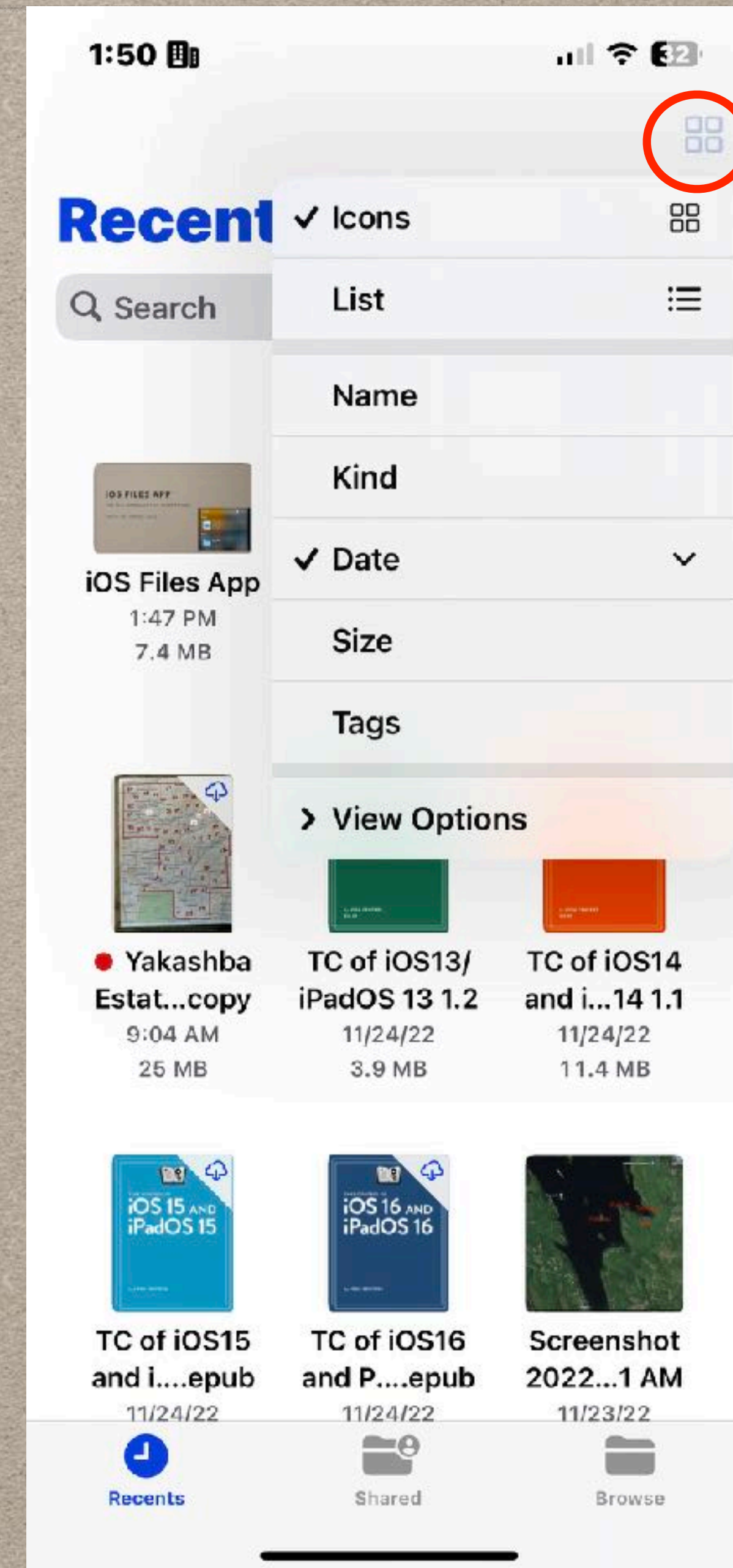


- Tap and hold on folder to get this menu
- Locations: iCloud Drive, On My iPhone/iPad/Recently Deleted/others
- Favorite: your choice, see below to select



# USING FILES APP: RECENTS

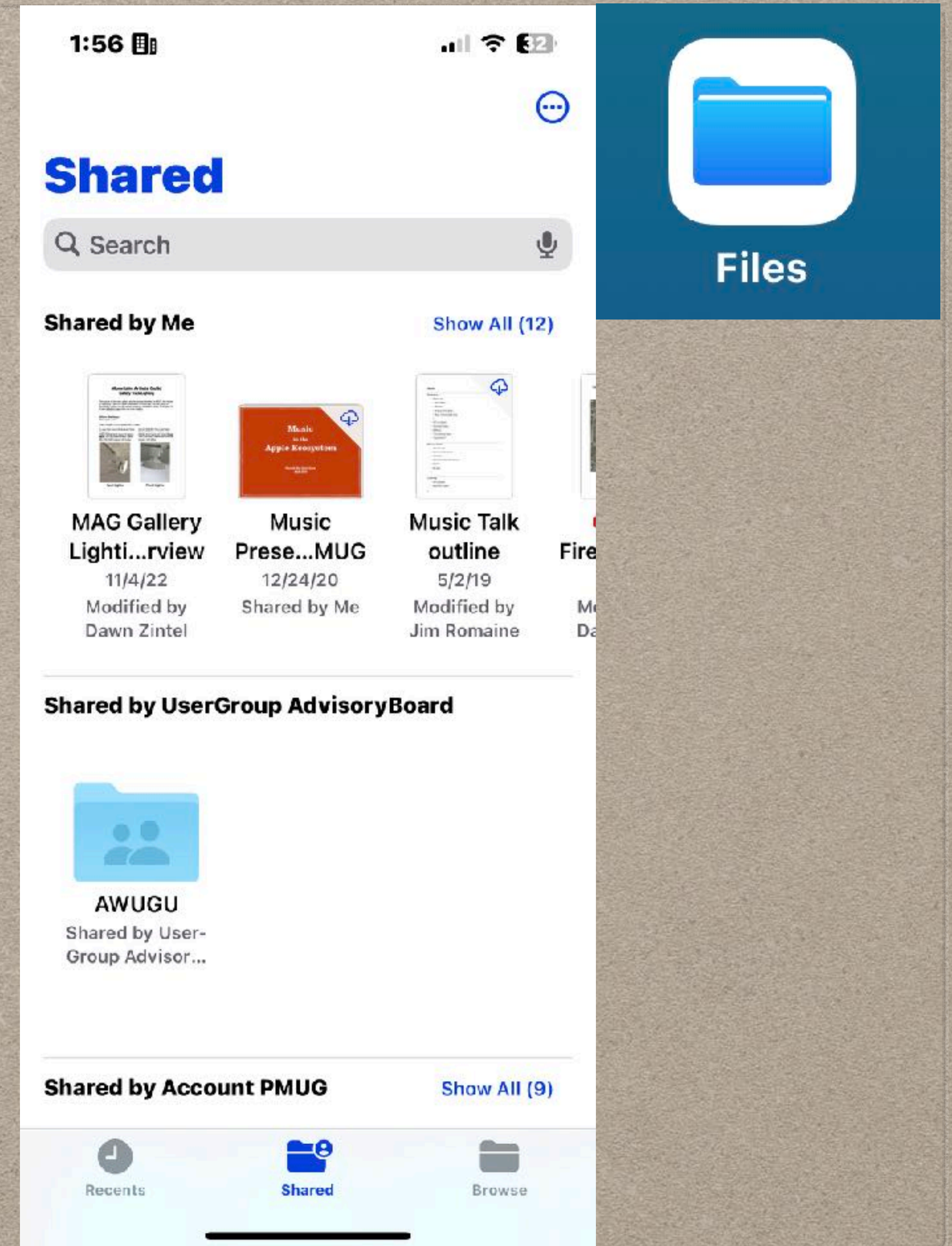
- Four squares in top right to control view and sort options
- Search bar at top to find files
- Files sorted here by date
- Lots of options for listing files
- Note cloud in top right corner of file indicating still in the cloud





# USING FILES APP: SHARED

- Separated by how the files were shared



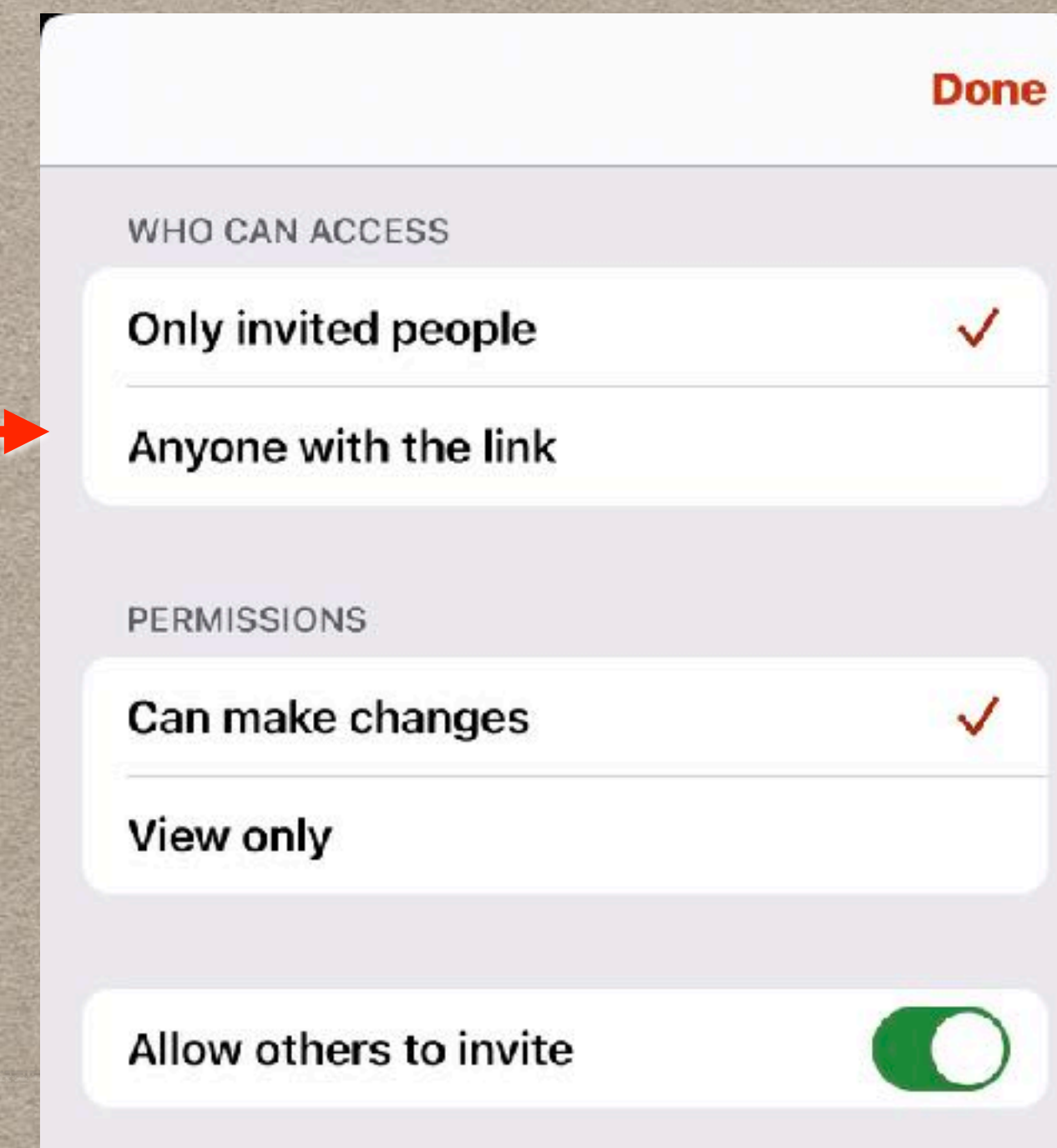
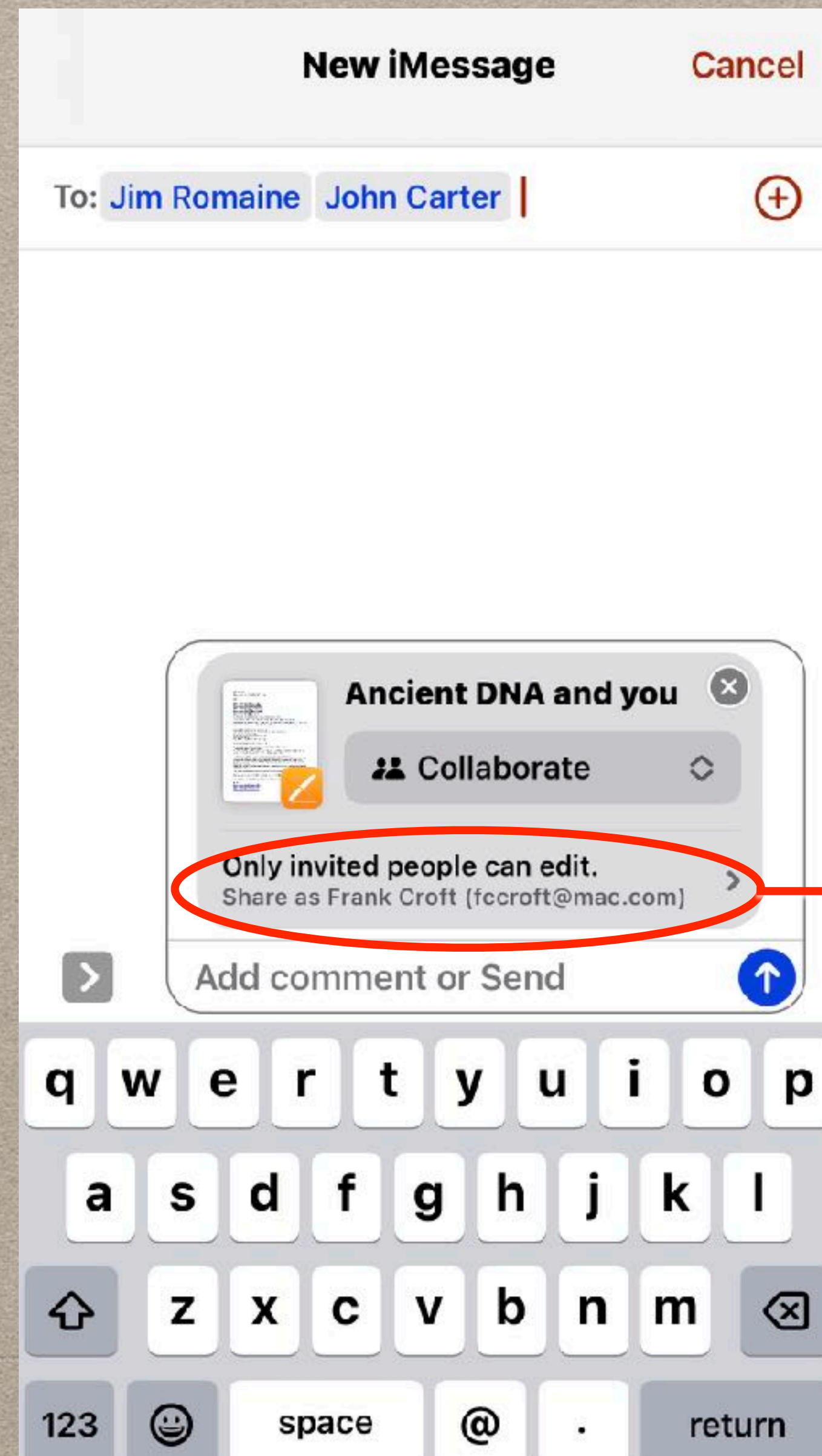
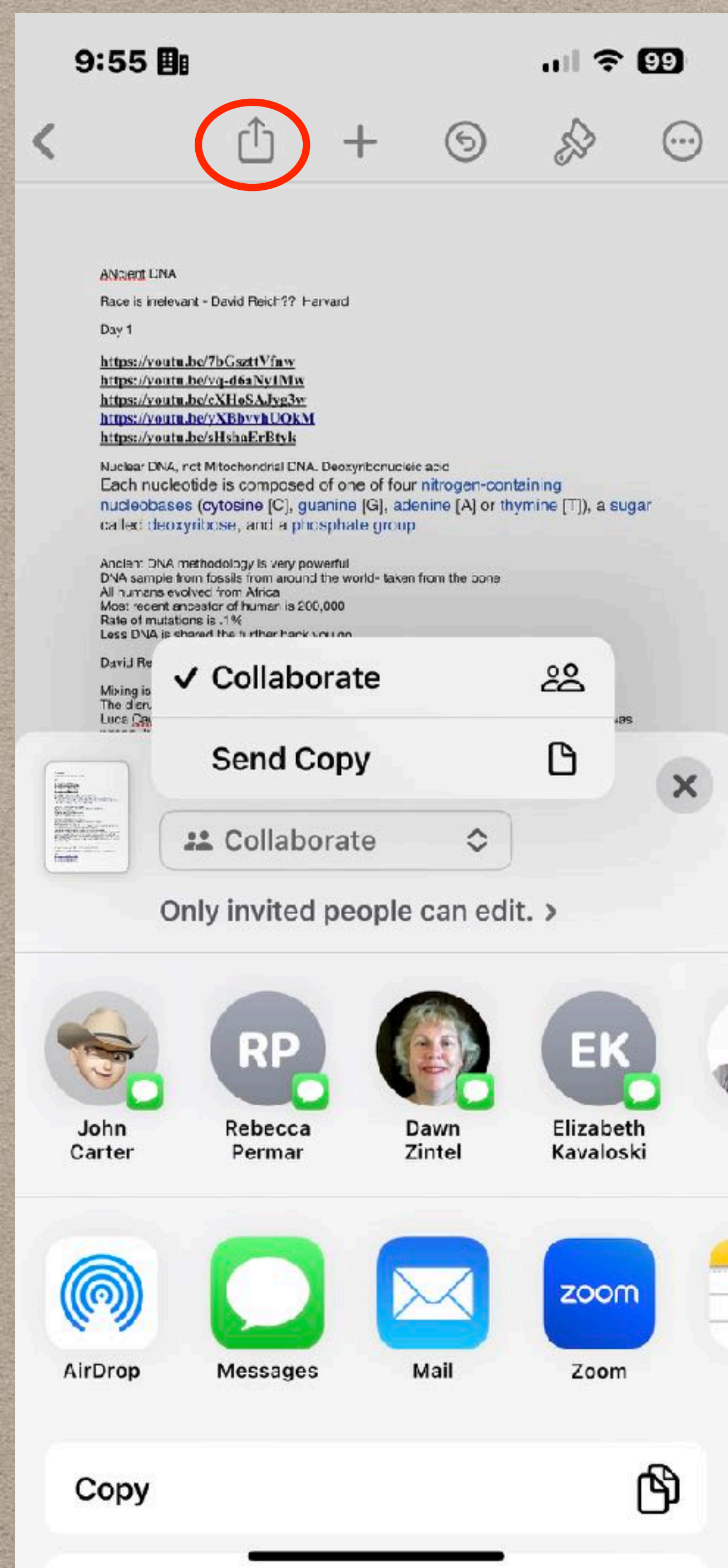


# WHAT IS A "SHARED" FILE??

- Apple lets you "collaborate or share" a file among others who need to have input on the file
- Instead of sending the file back and forth to allow changes, one person initiates the collaboration on a single file
- That file is in the cloud, and others are invited to edit it
- Works with Pages, Numbers, Keynote
- Similar capabilities for shared folders



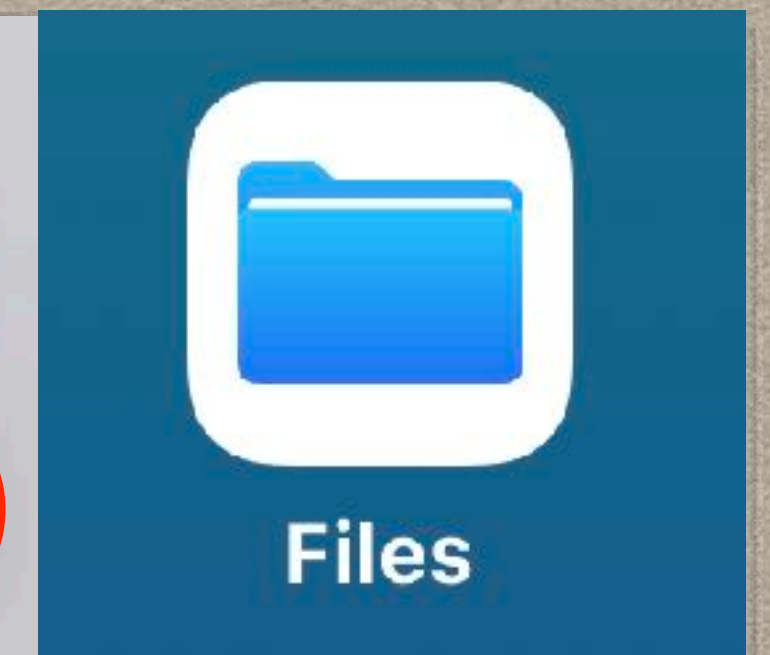
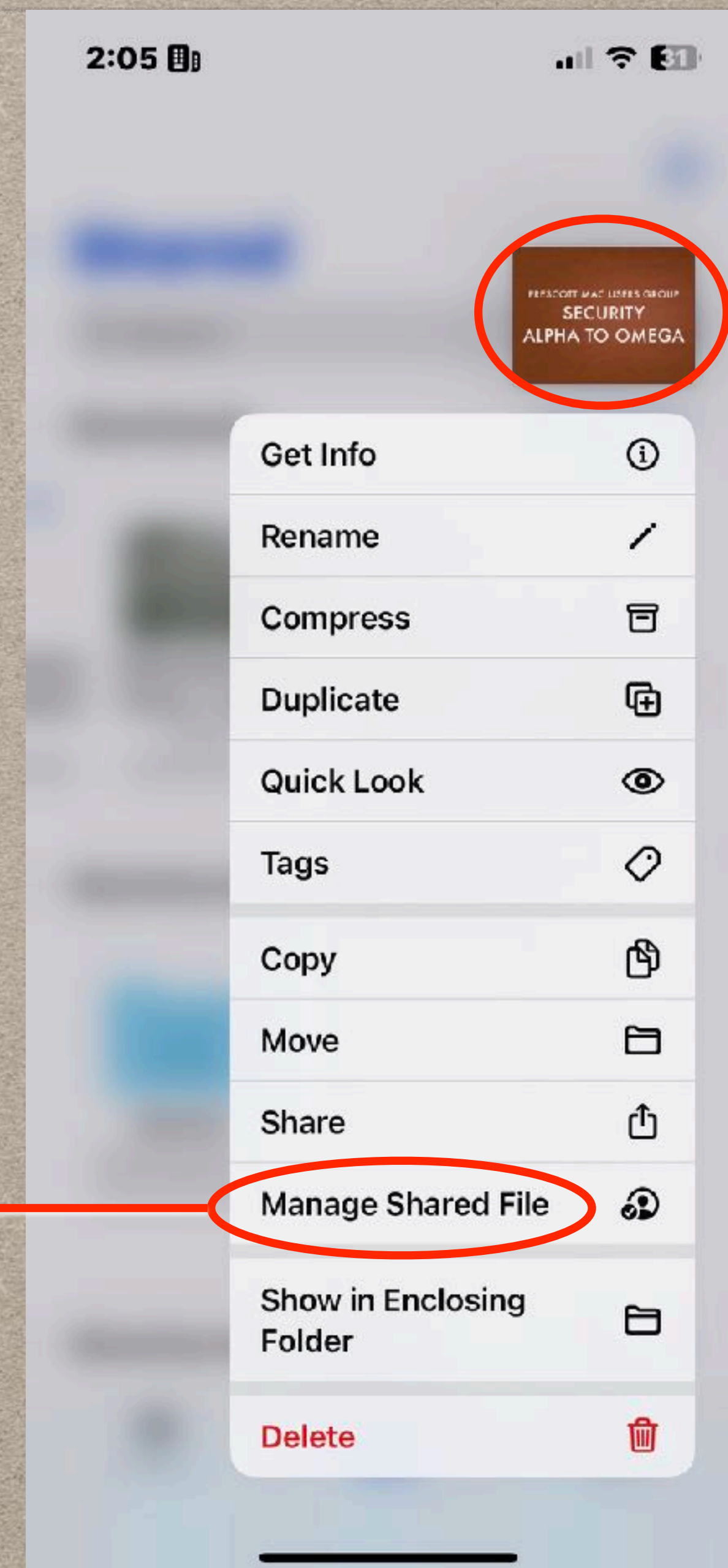
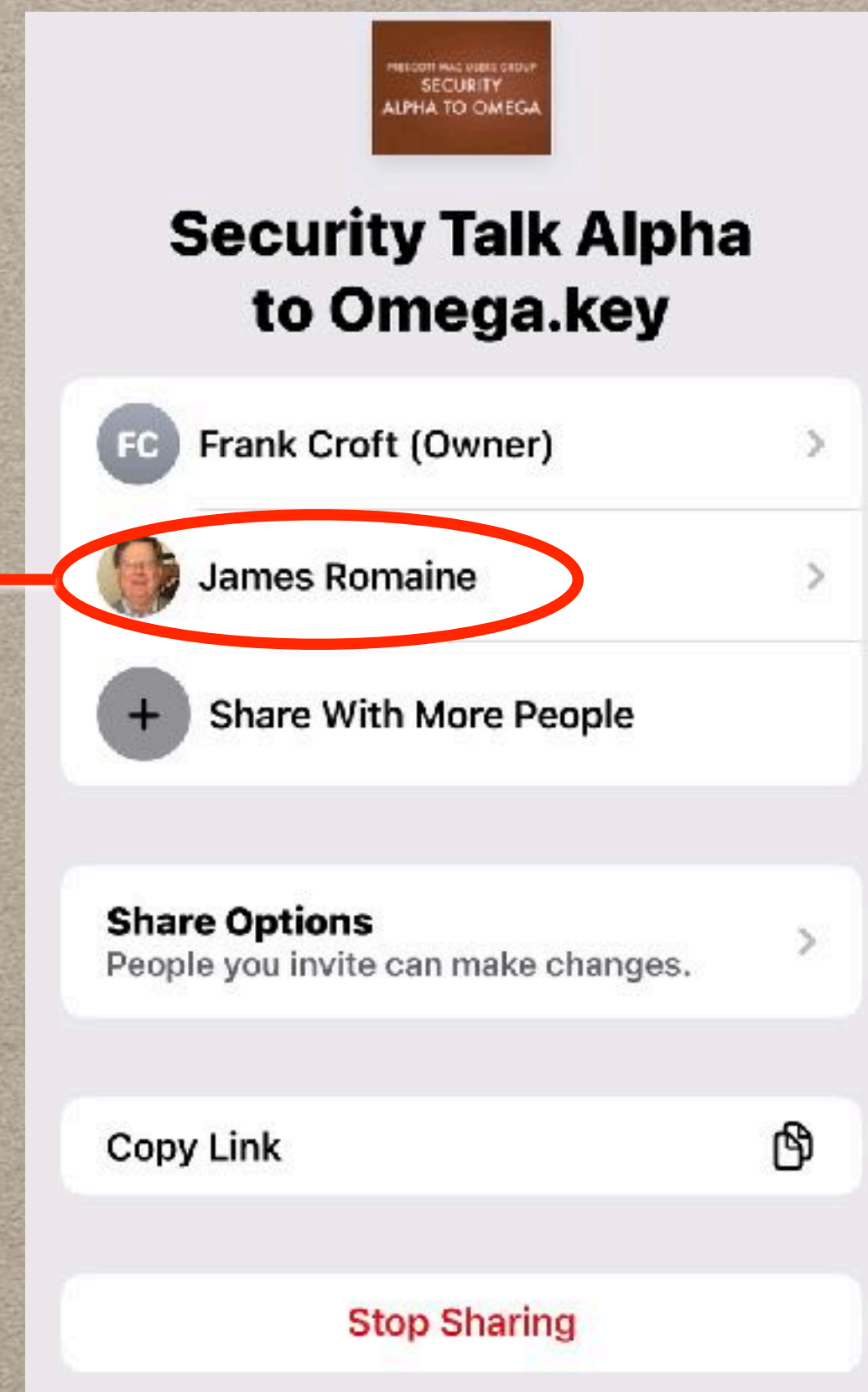
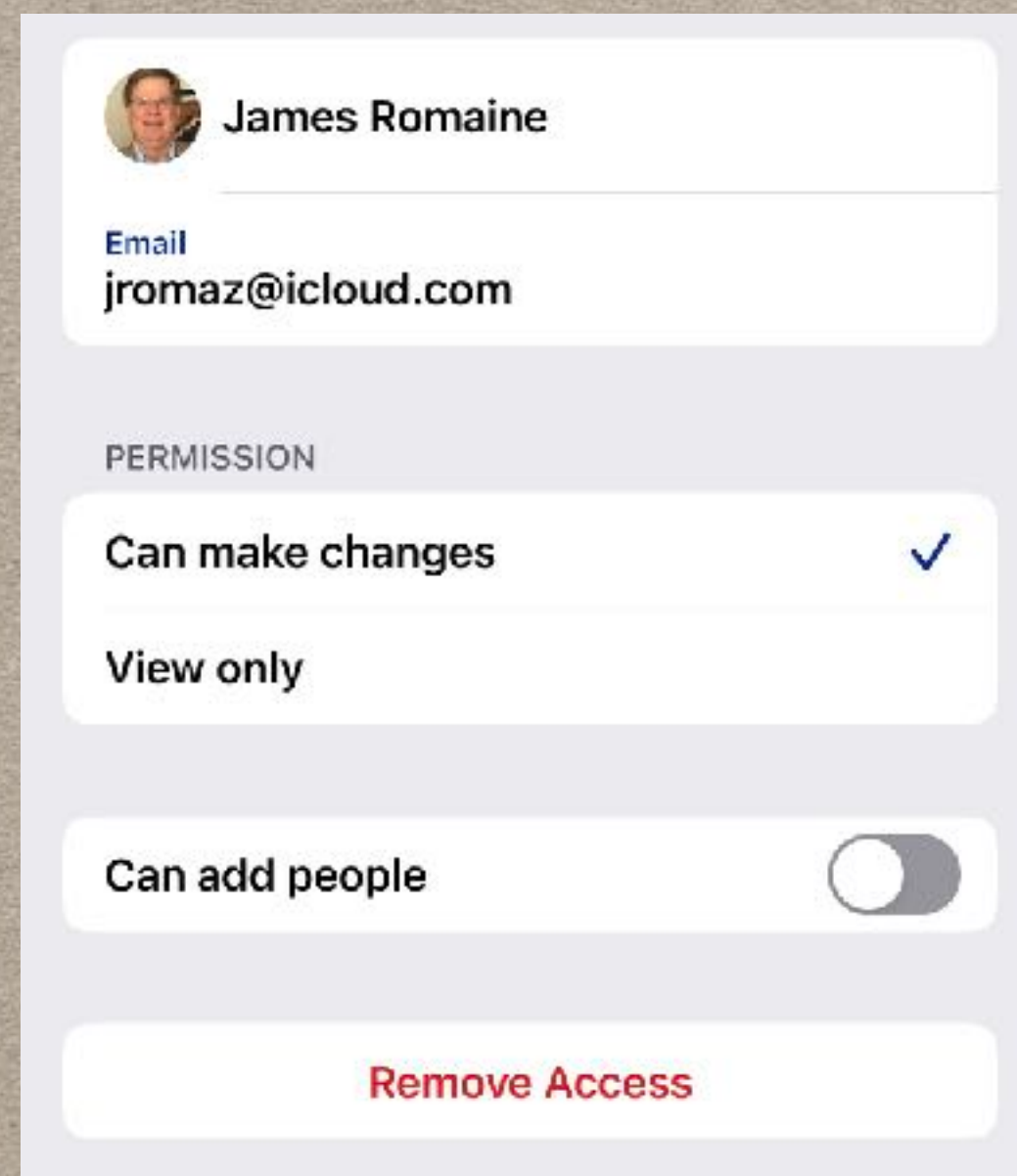
# CREATING A SHARED FILE





# USING FILES APP: SHARED

- Press and hold on a file to manage the file including who it is shared to



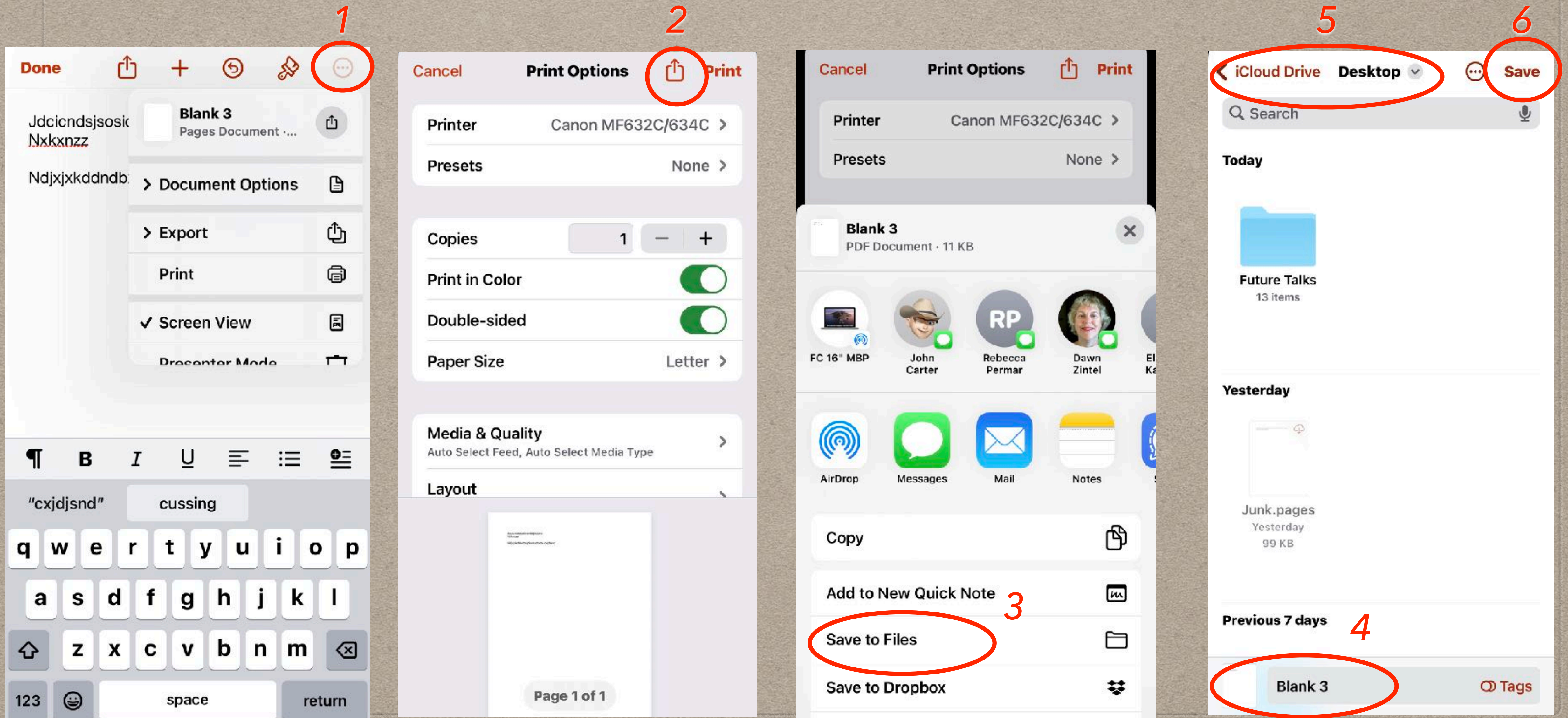


# SAVING A FILE TO FILES APP - iPHONE

- Open a new Pages Document
- First: Tap "3 dots" icon, then Tap Print
- Second: Tap Share icon,
- Third: Scroll down and tap "Save to Files"
- Fourth: At bottom of window, change name of file, DO NOT tap Done
- Fifth: Note Folder name in top of new window, tap "<" to go back
- Sixth: Tap Save



# SAVING A FILE TO FILES APP - iPHONE





# SAVING A FILE TO FILES APP - iPad

- Open new Pages document
- Tap on name at top left, choose Rename, enter name, tap Done. This saves the document in the Pages folder on iCloud
- Tap on name again, choose Move
- In left margin, choose Recent/Locations/Favorites folders to save the file, then select folder in the right column, then tap Move in top right



# VIEW FILE INFO IN FILES APP

- Tap and hold on File
- Lots of options concerning file operations here
- Tap on Get Info
- Some document will have a "Show More" option to view all the Meta data
- Also allows you to do other file operations, including adding Tags



# VIEW FILE EXTENSION IN FILES APP

- Tap on iCloud Drive
- Tap on "3 dots" on iPhone or "4 squares" on iPad
- Tap on View Options, and tap Show All Extensions
- Some document will have a "Show More" option to view all the Meta data
- Also allows you to do other file operations, including adding Tags