

# iOS Files App

A bit of History...

The “Files” app is relatively new (2017 - iOS 11). In the early days of iOS - before the iPad it was decided that a user really shouldn't have to worry about files. Back then finding them was as easy as opening the app that created them. For instance if you opened the “Pages” app you would see a display of all the documents you had created. Easy-Peasy...

Too easy actually - especially with the birth of the iPad. Now there was a much higher chance that people would actually try to do some meaningful work on an iPad. Files were rapidly being generated and third party apps were being written to do more than what Apple initially envisioned. People wanted to open a Microsoft Word document in Pages or visa versa. iOS needed a file system for organization as well as for exporting and importing files.

# **iOS Files App**

## **Why? ...**

**Files are electronic equivalent of paper that you have written on. Pictures are also files. Files get on your phone and iPads because YOU either made them or YOU choose to download them from some web site or external drive/server.**

**Sometimes you might chose to copy or move them from one location to another, or even one device to another for the purpose of organization or sharing.**

**Finally, you might chose to put related files into “Folders” for easier or more logical future access. ie, Recipes or Golf Courses or Bills**

# A Note Before We Get Started

**“Files” app exists on both the iPhone and iPad. It operates in the same way on both but a bit harder to use on the iPhone due to size constraints**

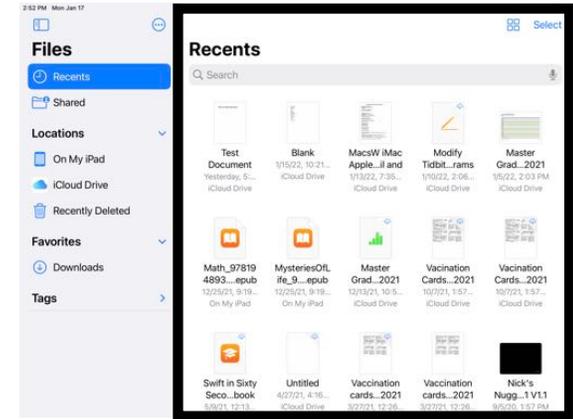
**On the iPhone it is most useful to simply locate RECENT file as I will show in a little while**

# iOS Files App

## How...

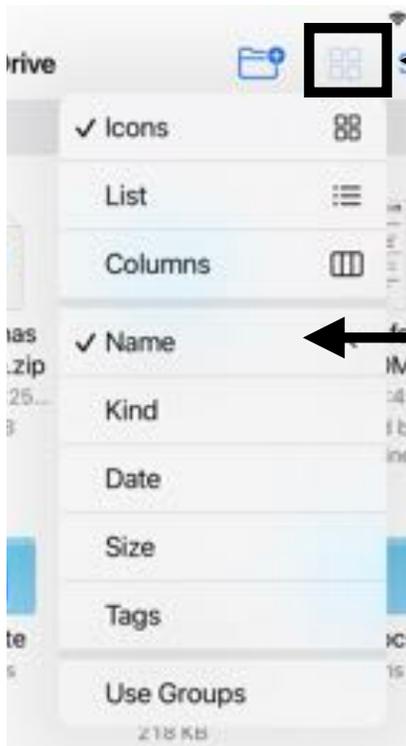
### Lets do it together

- Tap the “Files” app to open it  You will see some of the files you have created



Files Area

### Change how files and folders are displayed and/or sorted



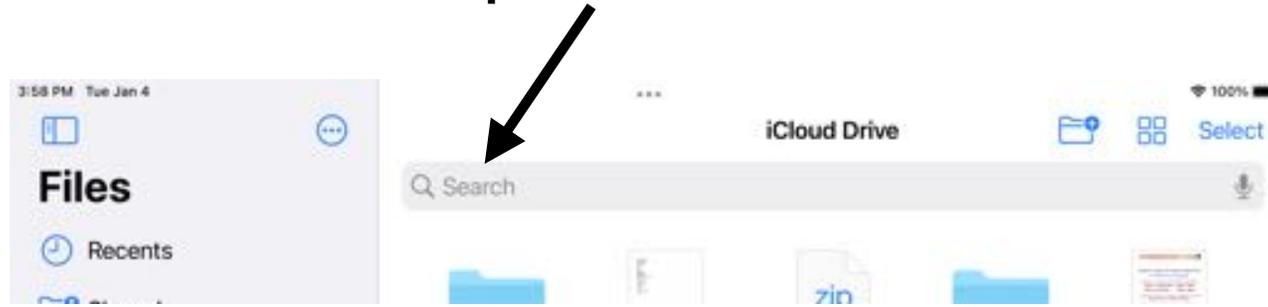
Click on Icon in upper right corner to Change between icon, list, and column view



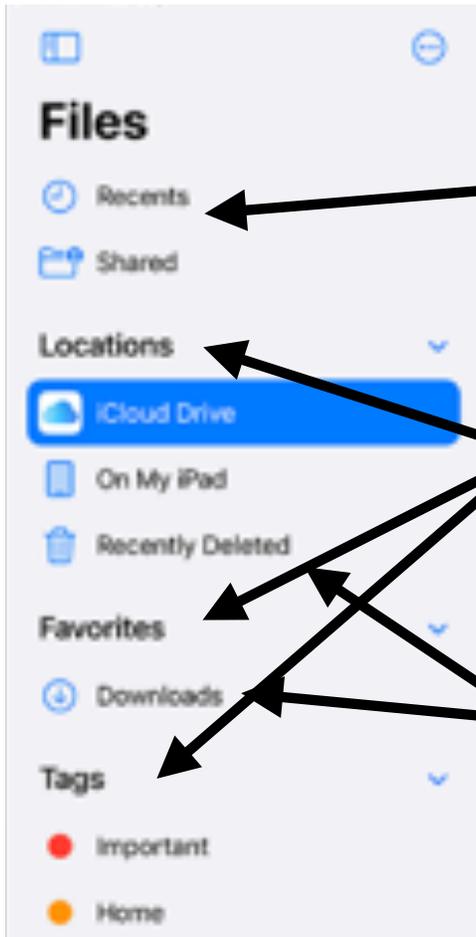
Choose Sort order:

- Name
- Kind
- Date
- Size
- Tags

**Search Bar Area. Enter all or part of a name of a file to locate it.**



**Side Bar Area**



The Sidebar starts with "Recents" and "Shared" Files

There are Sections Named "Locations",  
"Favorites" & "Tags"

There are also Icons for "Downloads" and  
"Recently Deleted"

# Organize files and folders in “Files”

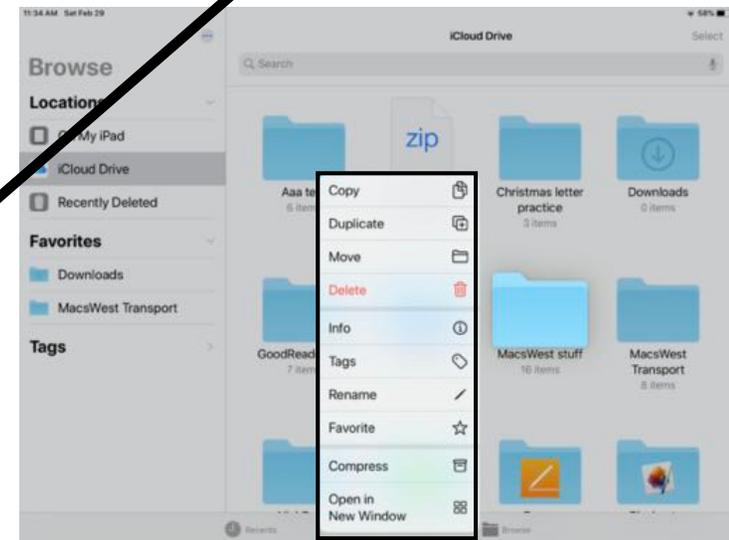
## Create a new Folder

- Tap the create a folder icon
- Enter a name you chose



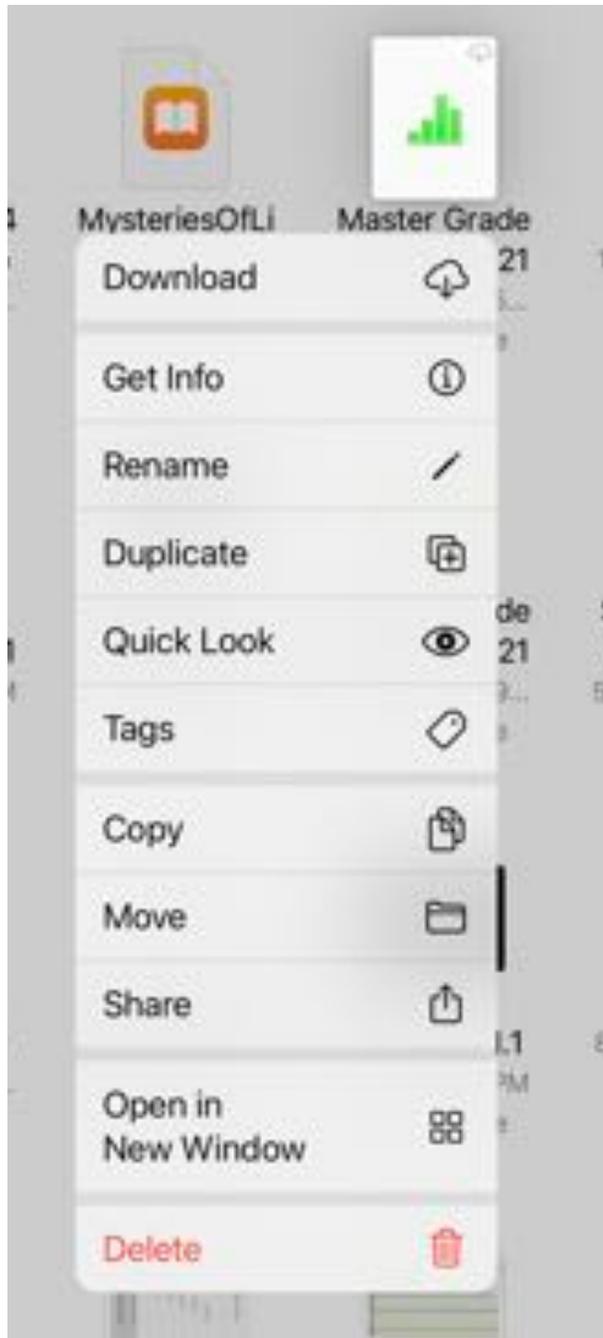
## Rename or make other changes to a File or Folder Icon

- Touch and HOLD the file or folder, then choose an option: **Get Info, Copy, Duplicate, Move, Delete, Rename, or QuickLook or Tag or mark as “Favorite”** (for folders)
- To modify multiple files or folders at the same time, tap Select, then tap your selections, then tap an option at the bottom of the screen



# Organize files and folders in “Files”

## A Little Closer Look



**Many Choices , but “Moving” and “Sharing” and “Deleting” are most often used**

**“Quick Look” is often a bit limited**

**Become comfortable by playing with some practice files and folders**

# Connect external devices

## Connect a USB drive or an SD card

Do one of the following:

- If USB C drive insert into the iPad Pro
- If USB A Insert the drive to the adapter, then adapter into iPad
- Insert an SD memory card into the a reader adapter: Don't force the card into the slot on the reader; it fits only one way - then adapter into iPad

NOT all storage devices will work due to their power requirements  
Experiment with your device to find what works **BEFORE** you need it

To view the contents of the device, tap the name of the device below  
“Locations” in the Side Bar.

To disconnect the device, simply remove it from the connector on iPad.

**Everything you have already learned about file/folder creation or renaming or moving works just the same on the flash drive**

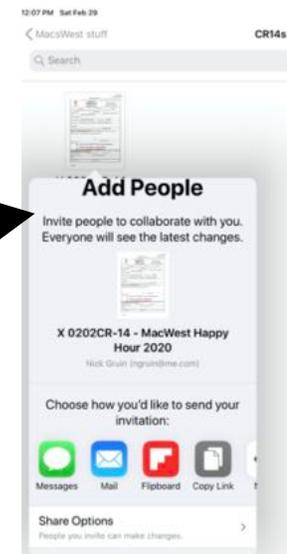
# The End

**Fireworks**

# Share files/folders in iCloud Drive

- If you own a file or folder in iCloud Drive, you can invite others to view or change its contents.
- You can restrict access to a file so that only those people you invite can open it. To authenticate their identities, the invitees must be signed in to iCloud with their Apple IDs.
- You can share a file with people who don't have Apple IDs using public sharing, however, when you share this way anyone else with the link to the file also has access to the item.
- You can allow the contents of a file to be changed, or you can restrict access so that the contents can only be viewed.
- Touch and hold the file.
- Tap Share , then tap “Share File In iCloud”
- Decide how you want to send an invite
- Add People. Chose to allow invitee to “look only” or “edit”

**Lets Try It...**



# Stop sharing a file/folder

If you're the owner of a shared file/folder, you can stop sharing it.

- Touch and hold the file.
- Tap Share , then tap Show People.
- Tap Stop Sharing.

Anyone who has a file open when you stop sharing it sees an alert. The item closes when the alert is dismissed, the file is removed from the invitee's iCloud Drive, and the link no longer works. If you later share the item again and set the access to "Anyone with the link," the original link works. If the access is set to "Only people you invite," the original link works again only for people you re-invite to share the item.

**Sharing can involve many subtleties regarding the “who” or How Many or adding or removing others. For a more thorough explanation see:**

**<https://support.apple.com/guide/ipad/share-files-in-icloud-drive-ipade248577c/ipados>**

*For Gary Reynolds*



**The End  
Really!**