

## Sending Files from Pages, Keynote or Numbers to the Network

Open **Keynote** or **Pages** app

Double tap underneath your document/presentation to **name it**:

– your first name/project name (kimberlyfrogs)

Open your named presentation or **document**.

Tap the **WRENCH** in **top right corner**.

Tap **SHARE AND PRINT**

Tap **COPY TO WebDAV**

Select the **Format type**



**Pages:** Select **Word**

- PDF files are not editable but may be an option if you are posting something to Edmodo you want everyone to read.



**Keynote:** Select **PowerPoint**

Select **Student Shared** folder (if needed).

Select **your grade level folder**.

Select **your teacher's name folder**. Select the name of the project folder if directed by teacher.



Select **Copy**.

## Copying a Word or PowerPoint File from the Network onto Your iPad:

Open **Pages** or **Keynote** App.

Select **Presentations** or **Documents** if needed to return to your main menu.

Select the **Plus Sign**.

Select **Copy from Webdav**.

Select your drives and folders to find your file.

Select your file, it will import into the Pages or Keynote library. Some fonts/appearance may be different.