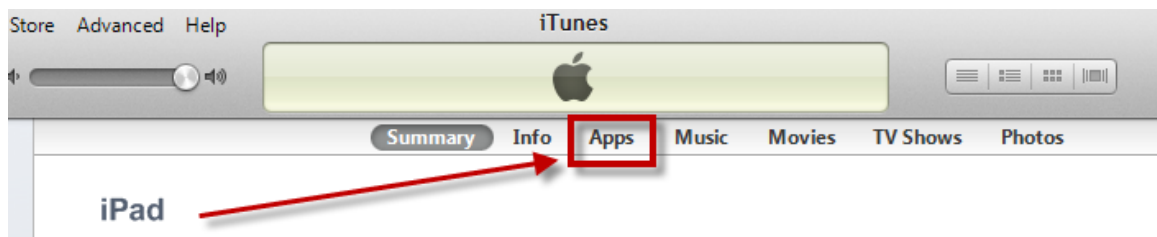


Transferring Documents Between the iPad and Computer

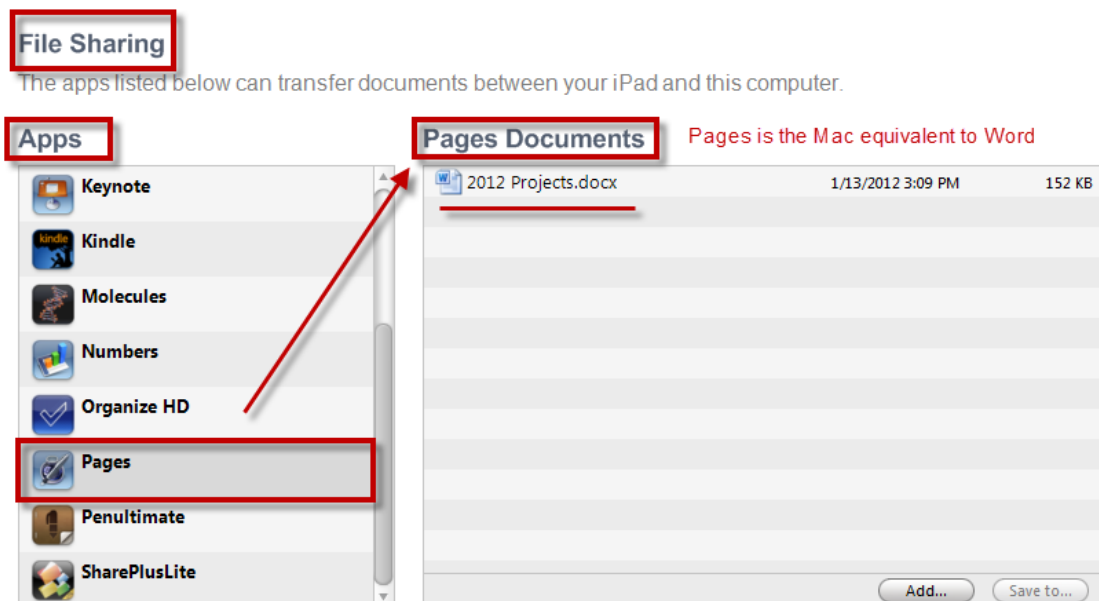
This process allows users to move documents from the iPad to the Computer and from the Computer to the iPad. The images here show the process on a PC. It is exactly the same on a Mac, only the files are shown in the Finder window when saving to the Mac.

Synching from the iPad to the PC

1. Connect the iPad to the computer using the cable that is used to Sync the iPad to the computer. Allow it to run through its normal process of synching apps and other items.
2. Once that normal synch is complete the iPad is ready for the user to move documents.
3. In iTunes click on the **Apps** button



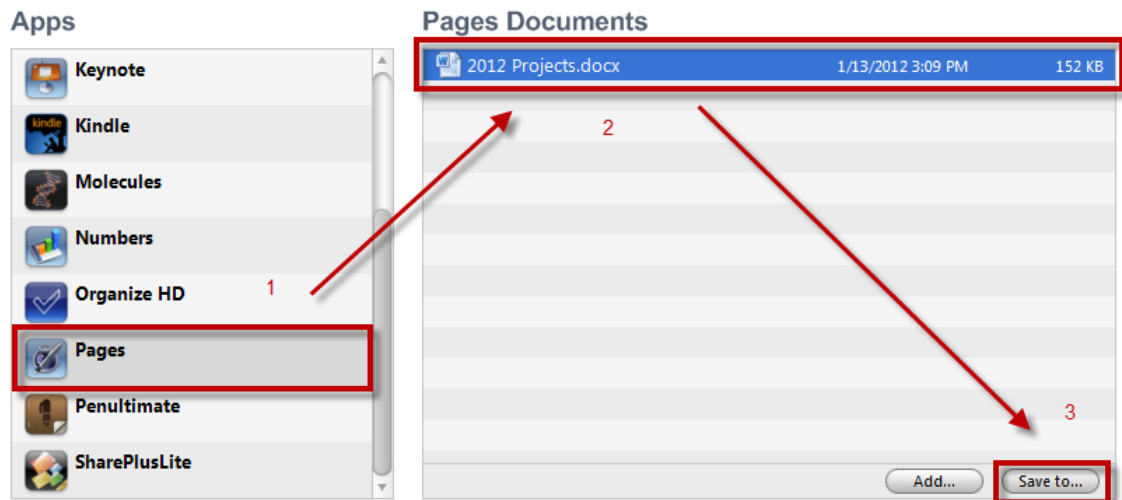
4. Once on the Apps screen scroll down to the bottom of the screen. The **File Sharing** tool is located there.



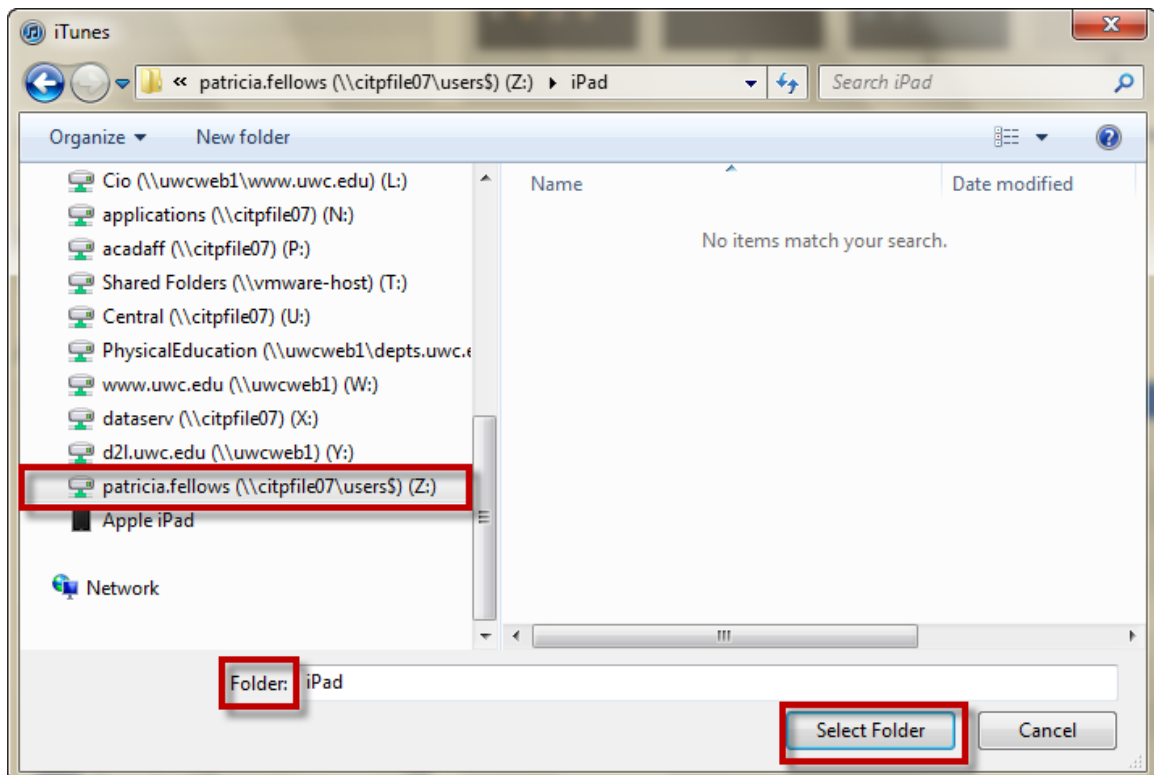
- To move a document from the iPad to the PC, click on the **APP** and then click on the file name. Finally click on the **Save to button**.

File Sharing

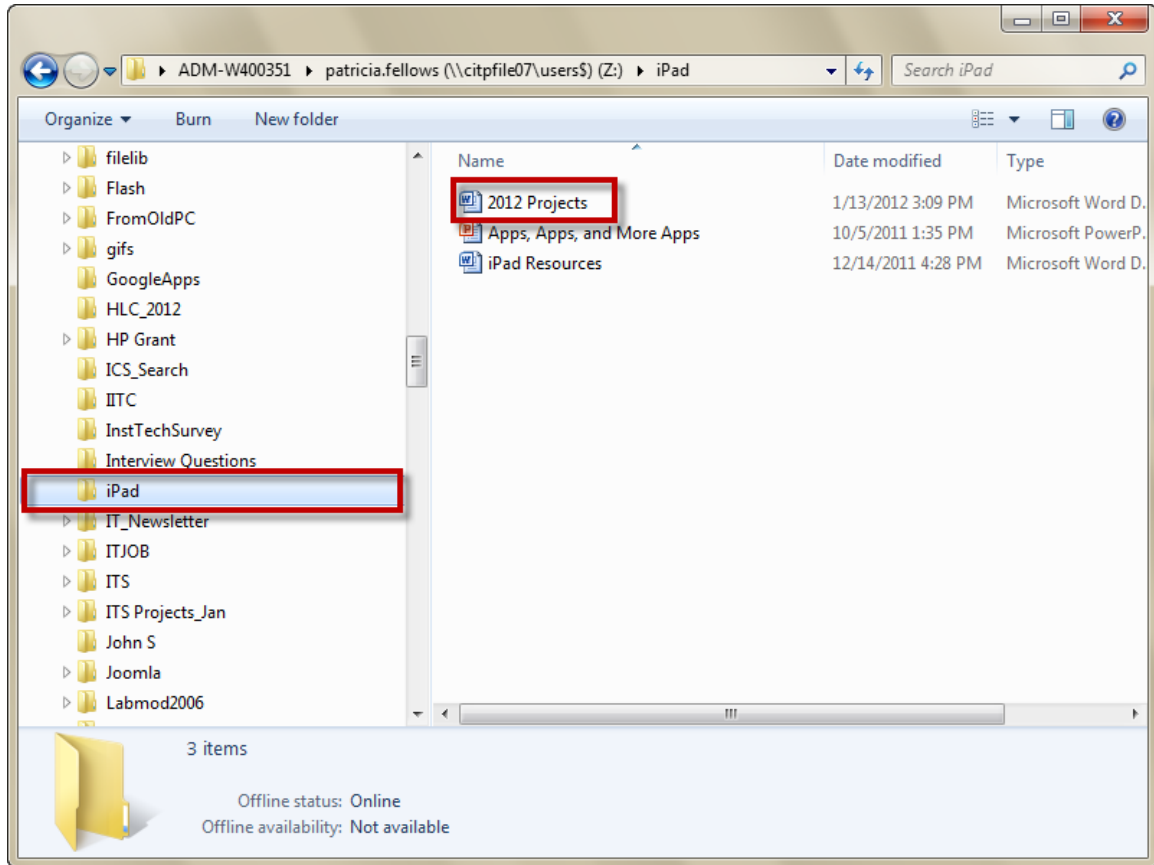
The apps listed below can transfer documents between your iPad and this computer.



- Windows Explorer** opens and prompts for a location/folder to save the file to. Select that folder or location, for example – **Z: Drive>iPad folder** and then click on **Save to**.

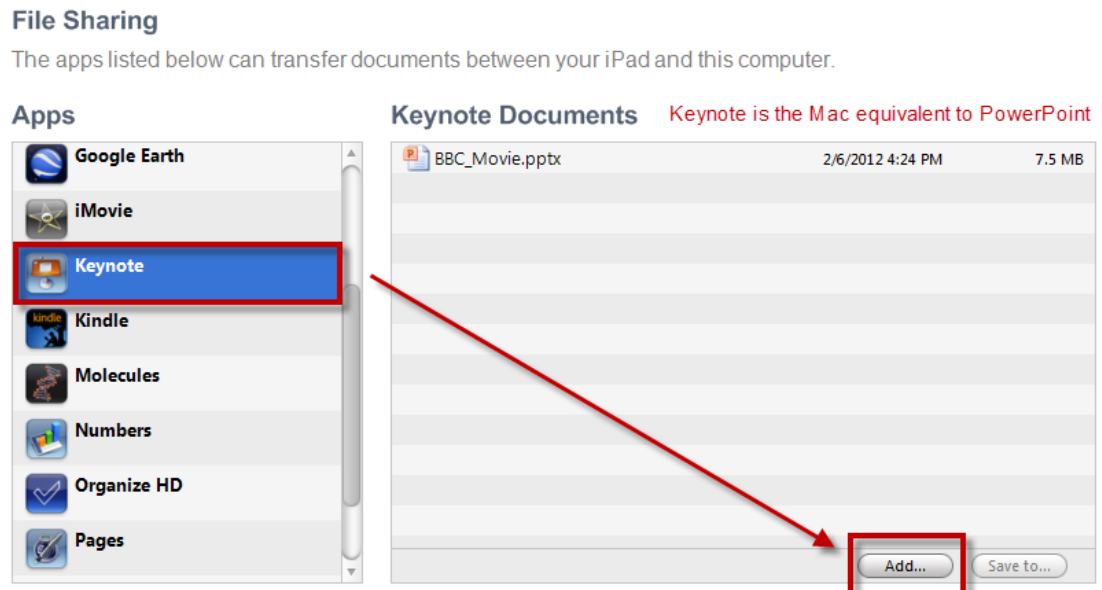


7. Checking **Windows Explorer**, we can see the document is there:

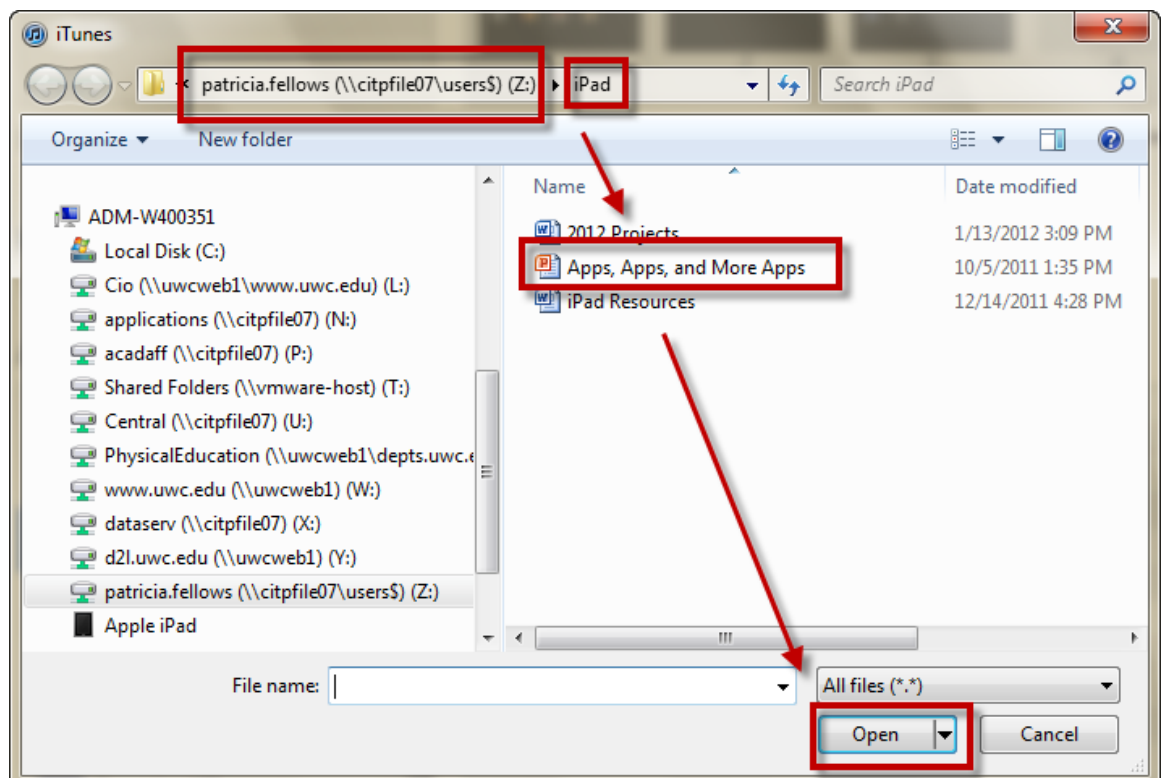


Synching from the PC to the iPad:

1. Repeat steps 1-4 above.
2. In the **File Sharing** area Select the **APP** and then click on the **Add Button**.



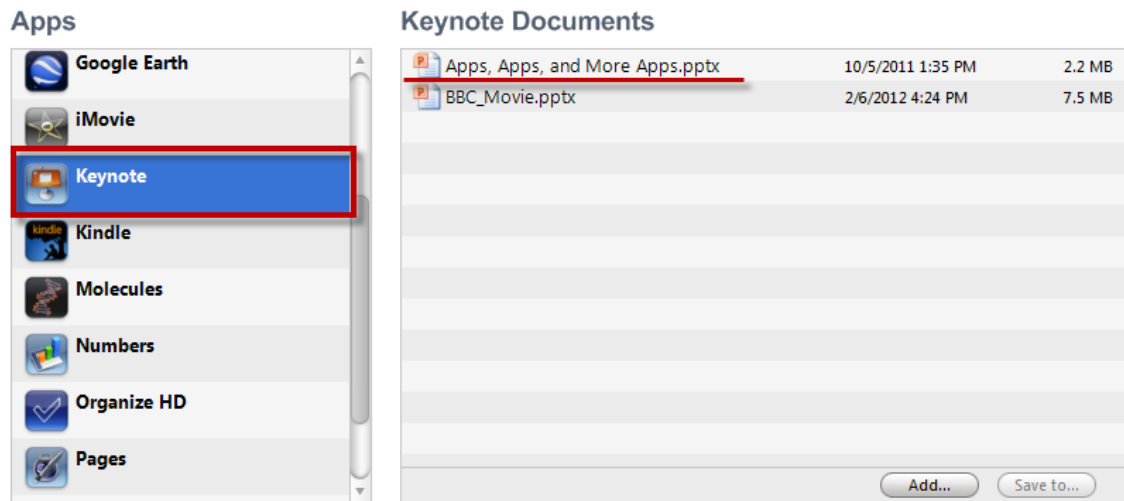
3. **Windows Explorer** will open.



4. Locate the file and click on **Open**. The file will be added to the **File Sharing** location in **iTunes**.

File Sharing

The apps listed below can transfer documents between your iPad and this computer.



5. Select the file just added to **iTunes** and then click on the **Sync** button below the **File Sharing** area.



6. Allow the iPad to **Sync** and then open Keynote or the App appropriate to the file type uploaded on the iPad

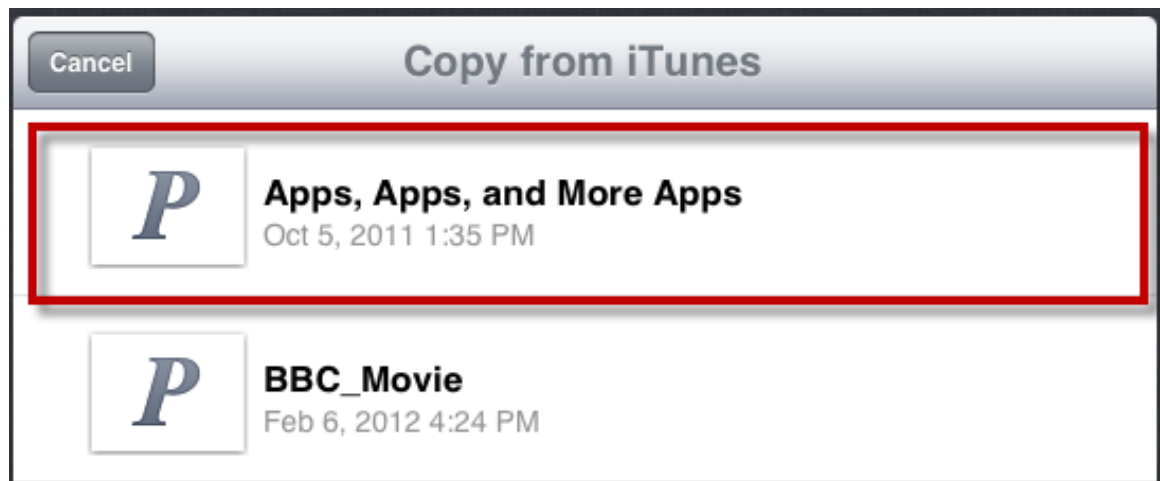
7. Click on the +.



8. A menu will appear and say **Copy From:**- Touch the **iTunes** button.



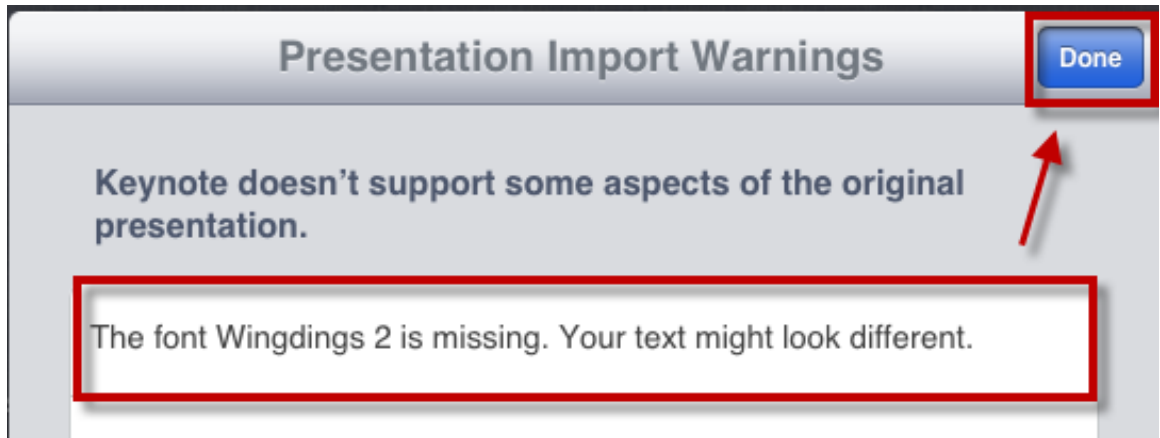
9. A window showing all **PowerPoint and Keynote** (Mac) files that are in iTunes will open. Touch the file that was added to the iPad.



10. Next the **Copy from iTunes** window appears and shows the **copy/import progress**.



11. If there are any fonts that Keynote does not support, a warning window will appear and list those items that might look different. Touch the **DONE** button when finished.



12. The process is complete and the file imported to the iPad will appear in the list of Presentations.



13. To open the file, **Touch** the icon of the imported presentation.