

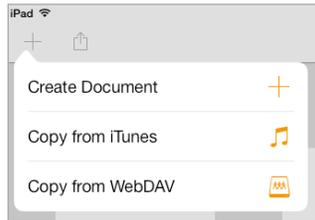


# Using Files1 in iWork for iOS

**Note:** Illustrations depict Pages for iPad. However, the same steps apply for all iWork programs (Pages, Numbers and Keynote), on iPad, iPhone or iPod touch.

## Downloading Documents from Files1

1. Make sure you are connected and signed into a 4J wireless network.
2. Open Pages, Numbers or Keynote.
3. Click the + (plus) in the top left corner of the screen.
4. Tap **Copy from WebDAV**.
5. If you are prompted to log in, enter the following...



**Server Address:** <https://dav1.4j.lane.edu> (for staff)  
<https://dav2.4j.lane.edu> (for students)

**User Name:** Your 4J username (without @4j.lane.edu)

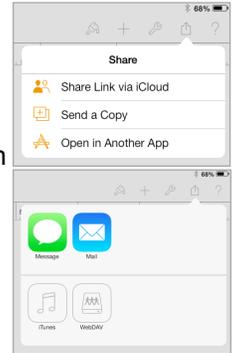
**Password:** Your 4J password (same as Zimbra, etc.)

Cancel	WebDAV Sign In	Sign In
Server Address	<a href="https://dav1.4j.lane.edu">https://dav1.4j.lane.edu</a> or <a href="https://dav2.4j.lane.edu">https://dav2.4j.lane.edu</a>	
User Name	nelson_d	
Password	●●●●●●●●	

6. Tap the **Sign In** button.
7. Locate a document to download and tap on its name.
8. The file will be download and added to your documents. If you already had a document by the same name on your iPad, the new one will have a number appended to it. For example “My Project 1”.
9. Work on your document. When finished, follow the instructions for **Saving Documents to Files1**. If you do not upload it back to the server, the latest version of the document will exist only on this iPad.

## Saving Documents to Files1

1. Make sure you are signed into a 4J network.
2. Open Pages, Numbers or Keynote.
3. Open the document that you want to transfer to files1.
4. Tap the Share icon in the top right corner of the screen (a square with an arrow pointing out the top.)
5. In the menu that appears, tap on **Send a Copy** button.
6. Tap on **WebDAV**.
7. Select a format to copy. You should typically select **Pages**, but may also save as **PDF** or **Word**.
8. If you are prompted to log in, enter the following...  
**Server Address:** <https://dav1.4j.lane.edu> (for staff)  
<https://dav2.4j.lane.edu> (for students)  
**User Name:** Your 4J username (without @4j.lane.edu)  
**Password:** Your 4J password (same as Zimbra, etc.)
9. Click the **Sign In** button.
10. Click the **Copy** button. If you already had a document by the same name on your iPad, the new one will have a number appended to it. For example “My Project 1”.



## Signing Out of Files1

**Note:** This step is important for students or anyone else who shares an iPad. If you do not log out, the next person to use it would be able to access your files1 account and edit or delete your files.

1. Make sure you are connected to a 4J network.
2. Open Pages, Numbers or Keynote.
3. Tap the + (plus) in the top left corner of the screen.
4. Tap on **Copy from WebDAV**.
5. Tap **Sign Out** at the upper right corner of the window.
6. You should now see blanks for Server Address, User Name and Password. Once you do, you are logged out and you may exit the program.