

Ensure your documents are saving to iCloud

1. Make sure your iPad iOS is updated

iPad Air or More Recent	iPad 4
Should be running iOS 11.2.5	Should be running 10.3.3 (some students in grades 8 and 12 have iPad 4s)

2. Make sure you are running the latest version of Pages.

iPad Air or More Recent	iPad 4
iPad Air or More Recent should be running Pages 3.3.1.	iPad 4 should be running Pages 3.3.1 (some students in grades 8 and 12 have iPad 4s)

- Open the Settings app.
- On the left side, scroll down until you see the list of apps.
- Tap Pages.
- You will see the version on the bottom of the list.

3. If you are not running the latest version, install it from the RVC App Catalog.

- Go to the RVC App Catalog from the home screen.
- Tap the green Installed button next to the Pages app.
- Tap Install.
- If this does not download, you may also get the latest version from the App Store. You may be prompted for your RVC Apple ID password. The app is free.
- It may take several hours for the app to update.

4. Ensure your app is using iCloud.

iPad Air or More Recent	iPad 4
<ul style="list-style-type: none">• Open the Settings app• Tap your name on the left side of the screen.• If you don't see your name, you need to sign in with your RVC Apple ID. <i>Do not use a personal Apple ID! Contact IT to fix login\password issues.</i>• Tap iCloud in the center of the screen.• Look to see that the button next to the app is green. If not, tap it to turn it on.	<ul style="list-style-type: none">• Open the Settings app• Scroll down to the Pages App.• Tap the switch so "Use iCloud" is enabled. It will turn Green.

5. Ensure you are selecting iCloud Drive in the Pages app.

iPad Air or More Recent	iPad 4
<ul style="list-style-type: none">• Open the Pages app.• On the left side, tap iCloud Drive. (Make sure you are NOT in On My iPad)• Tap Create Document. (You can also go into a subfolder once you have tapped on iCloud Drive.)	Not applicable.

6. Use the Files app to check to see that your documents are in iCloud

iPad Air or More Recent	iPad 4
<ul style="list-style-type: none">• Open the Files app on your iPad.• Tap iCloud Drive on the left side of the screen. (NOT On My iPad!)• If you put your document in a subfolder, tap it. <p>You should see your files and be able to open them from the Files app.</p>	Not applicable.

Bonus Feature: You can view and change your Keynote and Pages documents by signing in to iCloud.com from a computer web browser.

1. Sign in to iCloud.com

- Go to iCloud.com (While it is not your only option, these directions assume you are using Chrome)
- Sign in using your Apple ID (Here is an example of an Apple ID - Username: ipad+491234@rvcschools.org, Password: Lc491234.) (For some newer students, there will be no “+” in the email.)
- You can use all the iCloud.com apps: Mail, Contacts, Calendar, Notes, Reminders, Photos, iCloud Drive, Find My iPhone, Pages, Numbers, Keynote, and Settings.

2. Open your file

- Click Pages (You will see a list of your documents saved in iCloud)
- You can edit your document right on the computer if you wish.

3. Print your file (You must download it first.)

- Click the wrench icon in the toolbar (upper right corner)
- Click Download a Copy.
- To print, select PDF. (If you would like to edit the document in Word, Click Word.)
- Click on the file in the lower left corner of the screen.
- Click the printer in the upper right corner of the screen.
- Print as usual.

4. Logout of iCloud

- Click your name at the top of the iCloud.com window, then choose Sign Out.