



Organizing Files and Folders

iPad/iPhone

Similar to the Finder
on your Mac -
The Files App (is your Finder on iOS devices.)

April 6, 2021

Presenters
Tom and Cyndi
Co-Producer - Bruce



Use the Files app on your iPhone & iPad.
View and manage your files from any iPhone, iPad or Mac. The Files app makes it simple to find what you're looking for, no matter what device you're currently using.

iCloud brings it all together





The best cloud storage services for Apple users

Access all your stuff, anywhere, anytime.

Staff Writer Jason Cross Macworld Mar 11, 2021

<https://www.macworld.com/article/231363/the-best-cloud-storage-services-for-apple-users-2.html>

Best Cloud Services



iCloud



Dropbox



OneDrive



Google Drive

Note: Full features of organizing files and folders iPad must be in landscape mode

Set up iCloud Drive



Documents that you store in iCloud Drive stay up to date across all of your devices, and you can access them from your iPhone, iPad, iPod touch, Mac, or PC, and on iCloud.com.

<https://support.apple.com/en-us/HT204025>

Files is a file management app

What we will discuss...

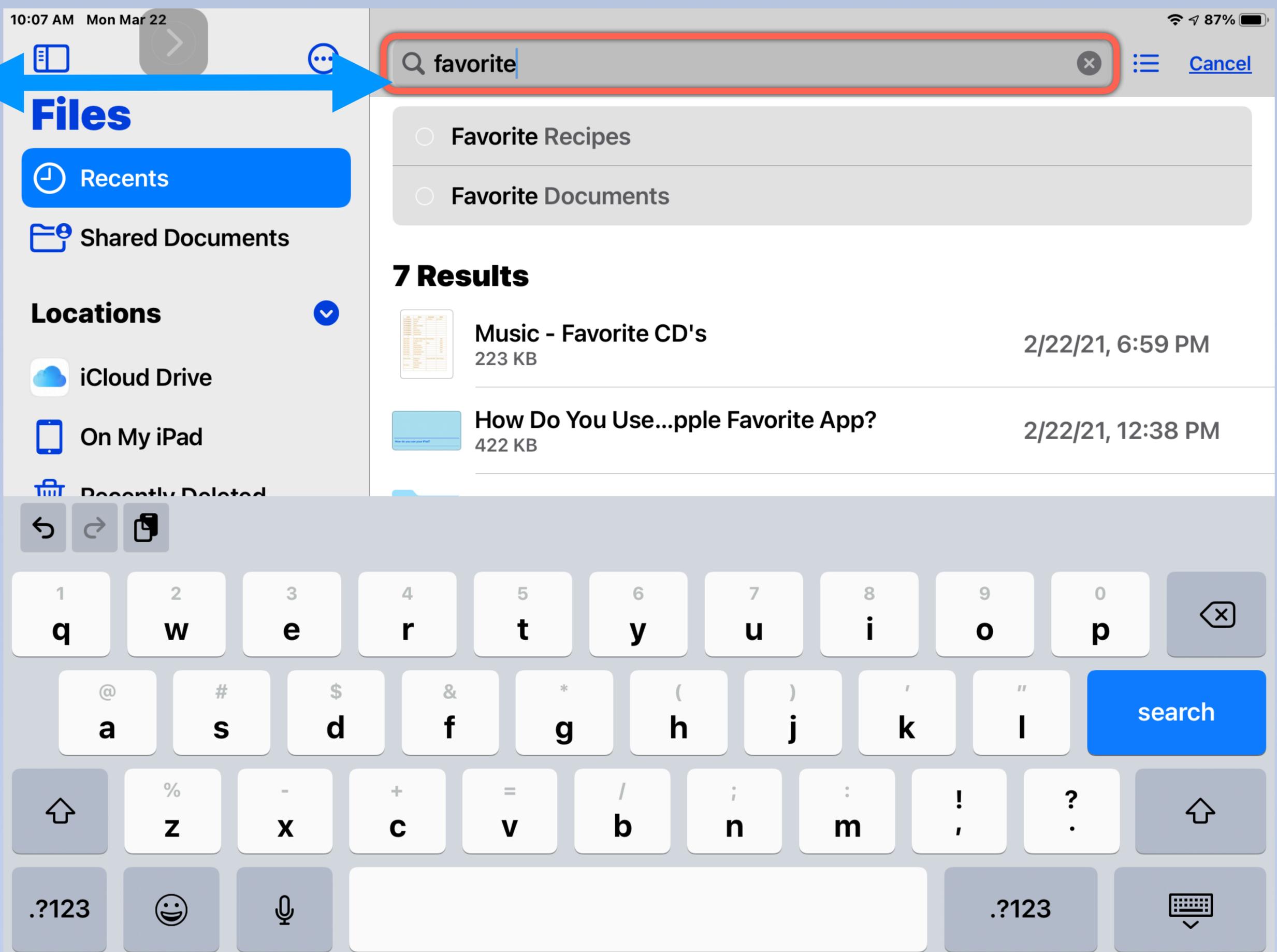
- Where is the “**File App**” on the iPad
- **Organize** Files and Folders on iPad
- Get to **know your files** on your iPad
- How to **Add/Delete files** to your files app
- How to **add tags- color-coded or custom-named tags**
- **Share and collaborate** with others
- **Reference Summary**



Files

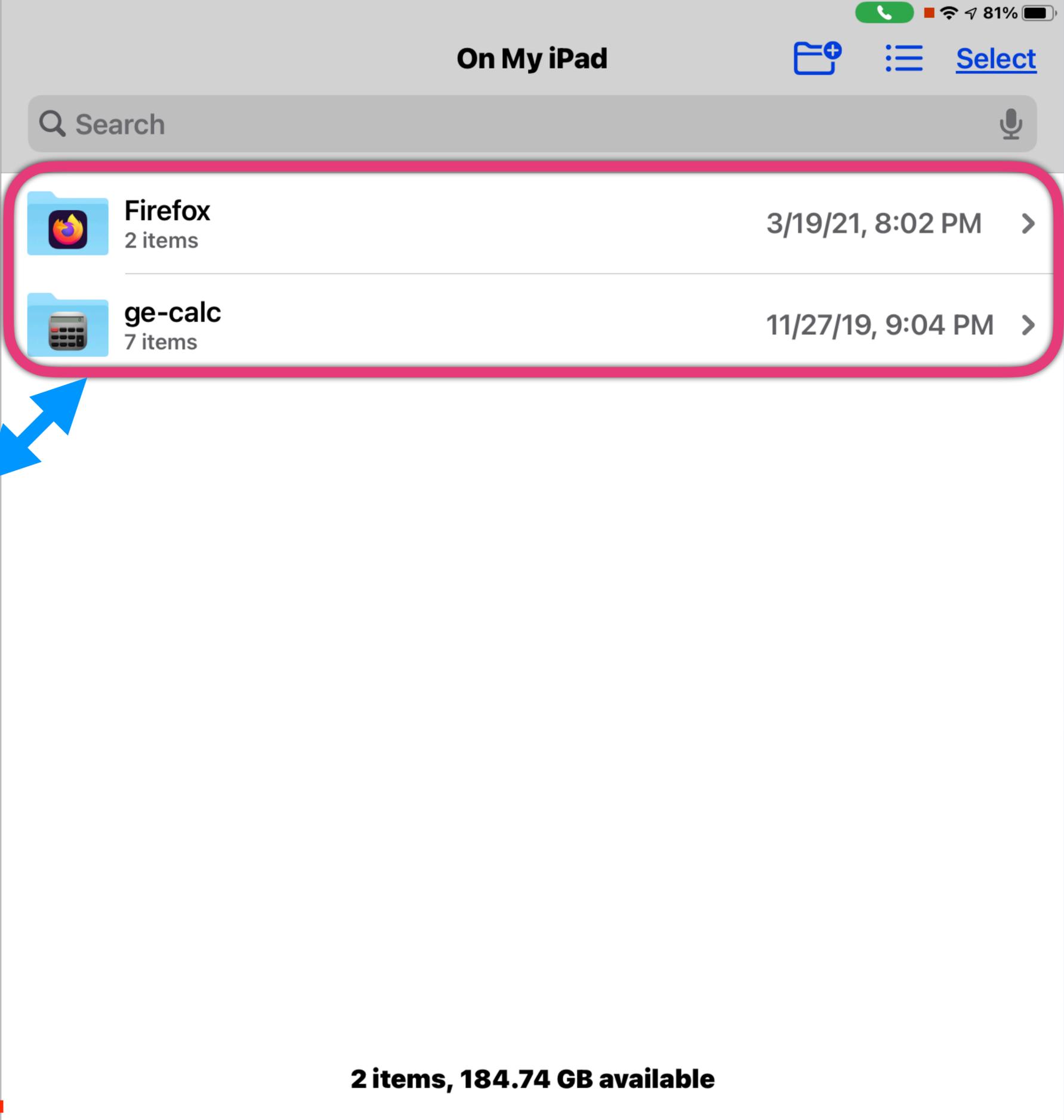
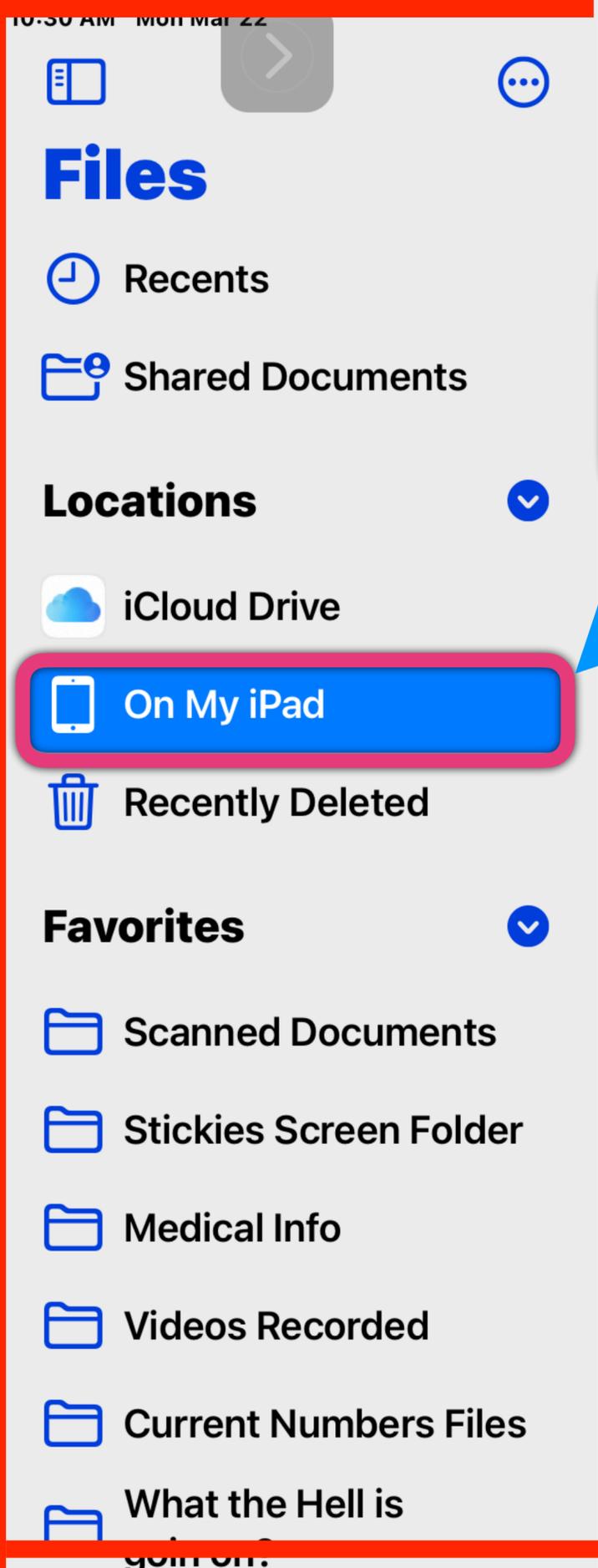


persistent search bar allows for finding files inside folders, though not inside other apps.



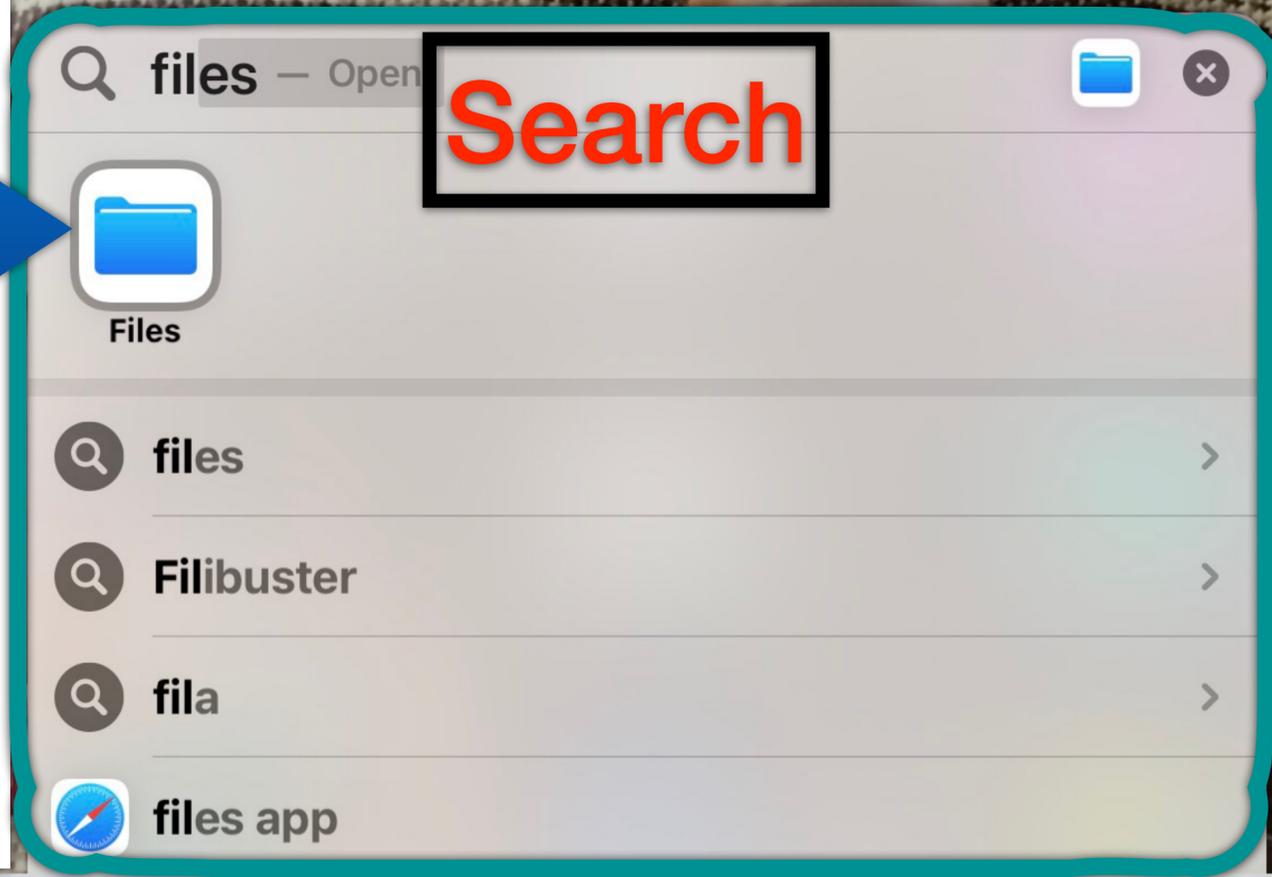
Files & Folders stored locally on the iPad

Suppose you had no Wi-fi or iCloud was Off line?

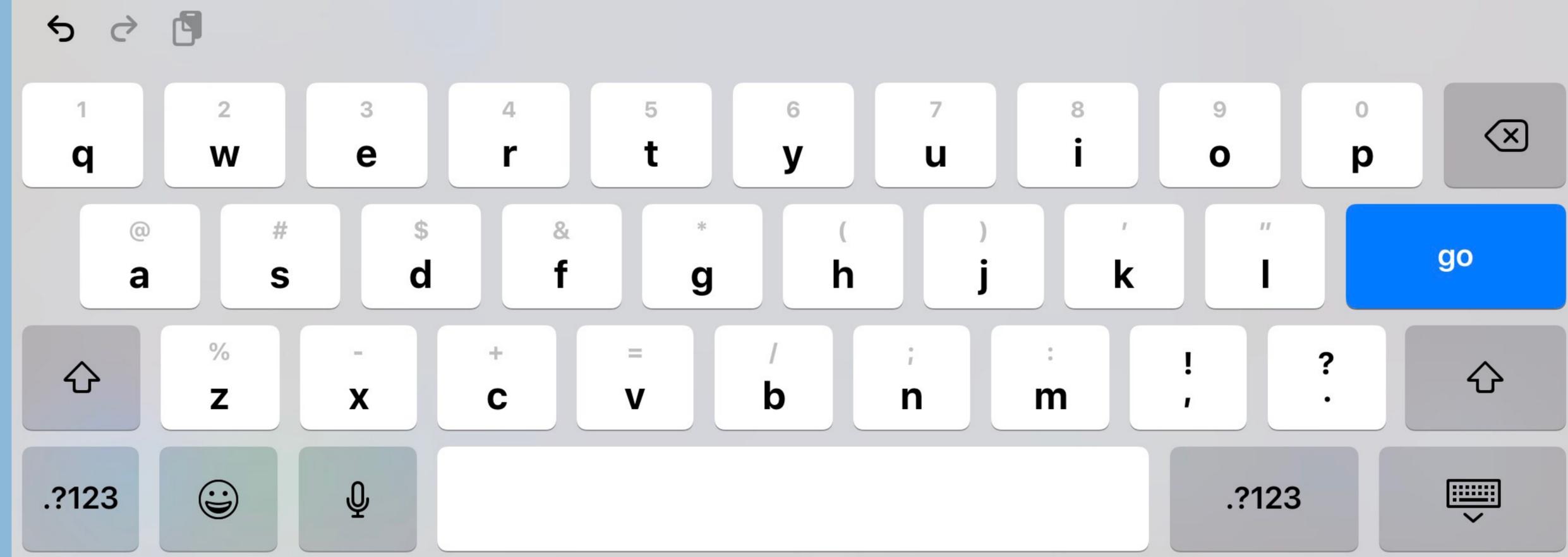


2 items, 184.74 GB available

Looking for the App File if you don't see it.



To Reveal Search
Two fingers
Swipe down
On Home
screen





10:24

61° 74↑ 53↓ Wildwood

11 AM	12 PM	1 PM	2 PM	3 PM	4 PM
64°	67°	69°	71°	72°	73°
Friday				76	48
Saturday		100%		64	56
Sunday		44%		69	53
Monday				74	52
Tuesday				76	55

See stories about Apple News

Where is the files App?

Bonus tip

13 Apps Max On the Dock

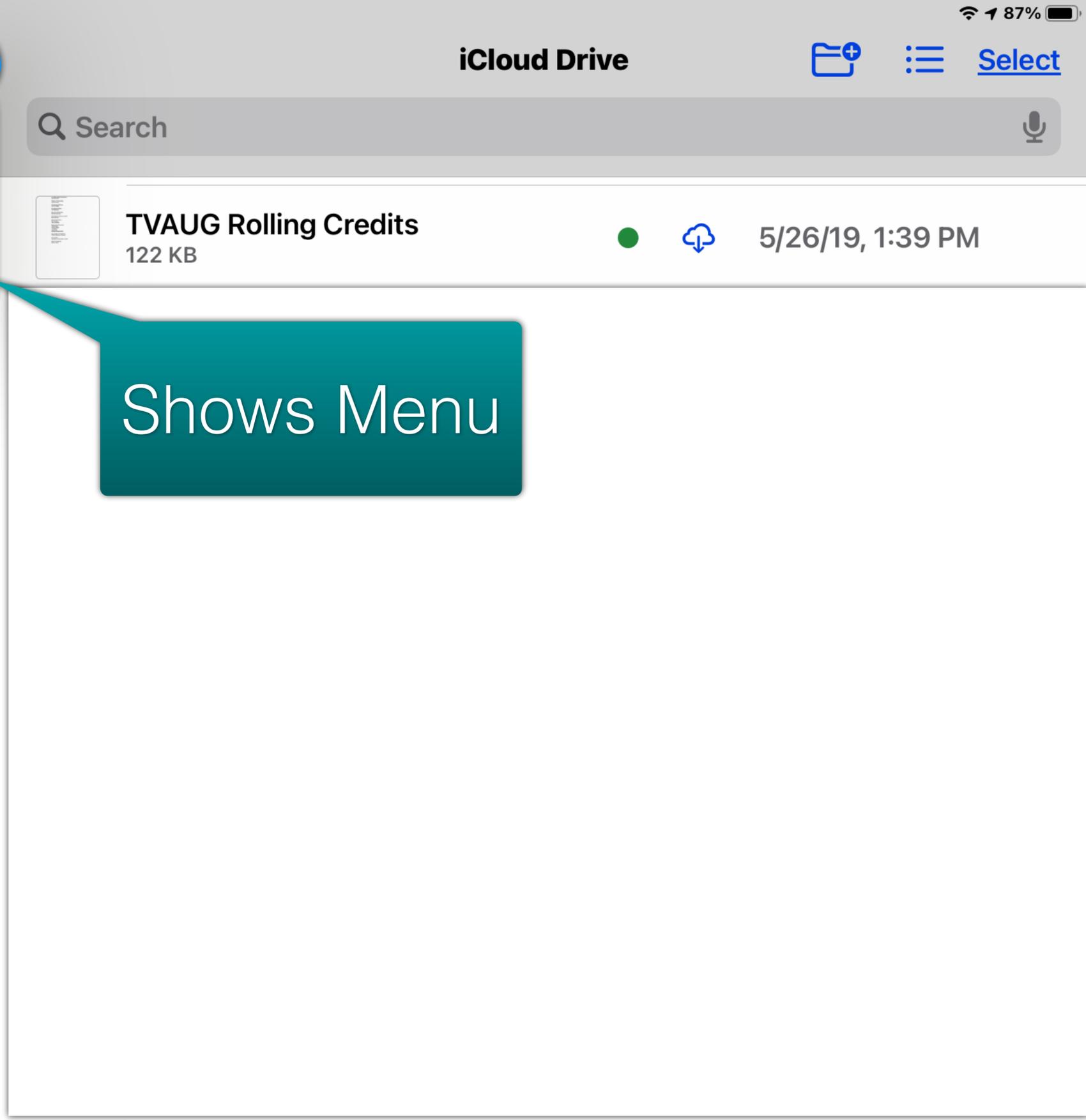
The iPad Dock

Side Bar →

Tap Ellipses ⋮

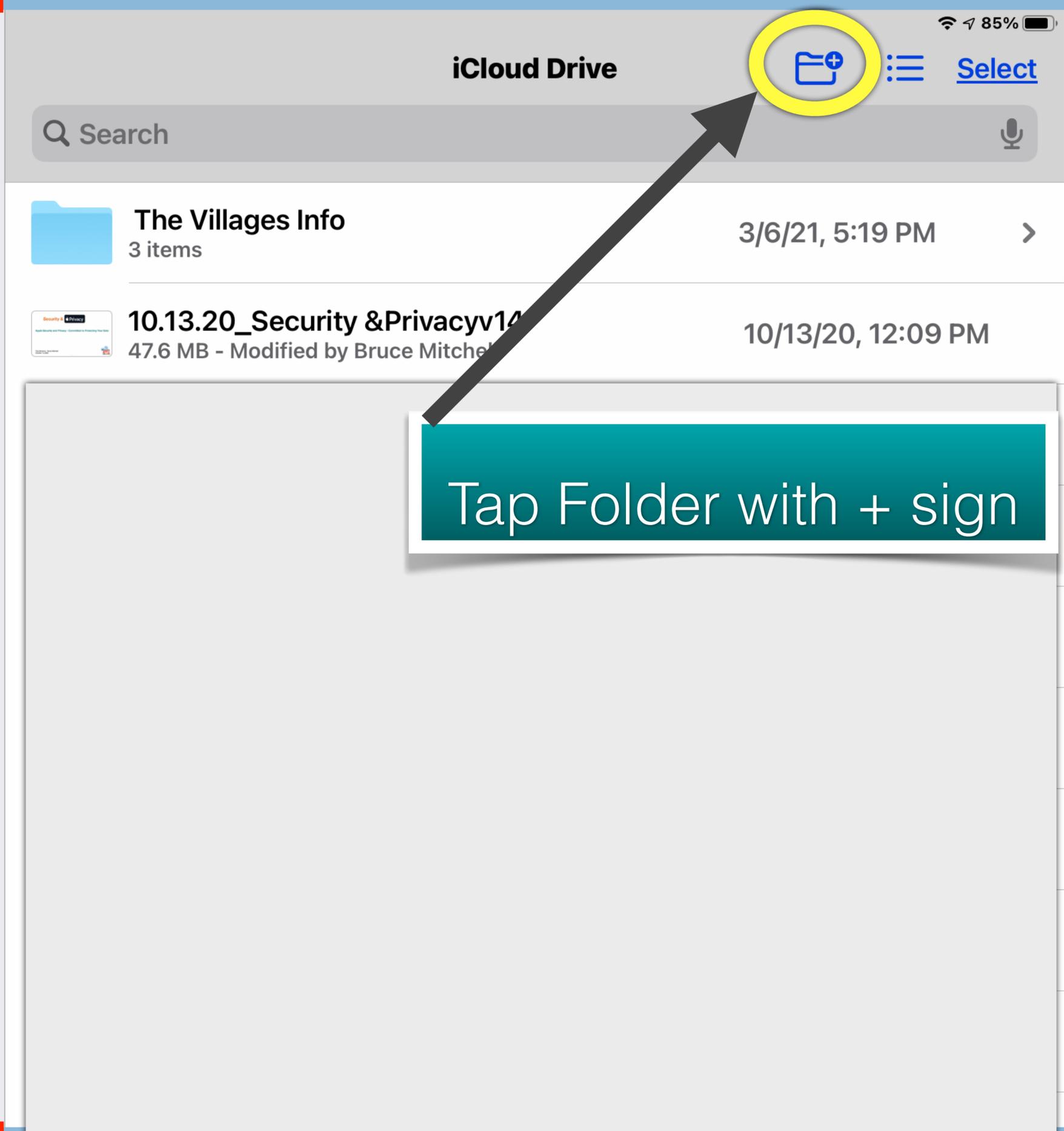
Bonus tip

Scan Documents
in Camera app



Shows Menu

Add a Folder



Adding a Folder & Name it

1:42 PM Fri Mar 12

Files

- Recents
- Shared Documents
- Locations**
- iCloud Drive
- On My iPad
- Recently Deleted

Documents

Back Search

Zelda Shmidlap file.	09	3/2/13, 11:52 AM
TVAUG BYLAWS SECTION 5 795 KB		7/24/16, 5:48 PM
TVAUG Intro Prez Oct. 5, 2020 2 items		10/27/20, 12:30 PM
untitled folder		



Keyboard interface with a 'done' button.

Locations

Change how files and folders are sorted

4:23 PM Wed Mar 17

 **Files**

Recents

Shared Documents

Locations

iCloud Drive

On My iPad

Recently Deleted

Favorites

Videos Recorded

Current Numbers Files

What the Hell is goin on?

Receipts 2021

How To's for Mac, iOS & iPadOS

Zoom How To's

iCloud Drive

Search

 Select

Icons 

List 

Columns 

Name 

Date

Size

Kind

Tags

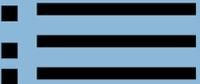
The Villages Info
4 items

10.13.20_Security & Privacy v14
47.6 MB - Modified by Bruce Mitchell

15 Tips For Usin...nder Aug 10,2020
299 KB

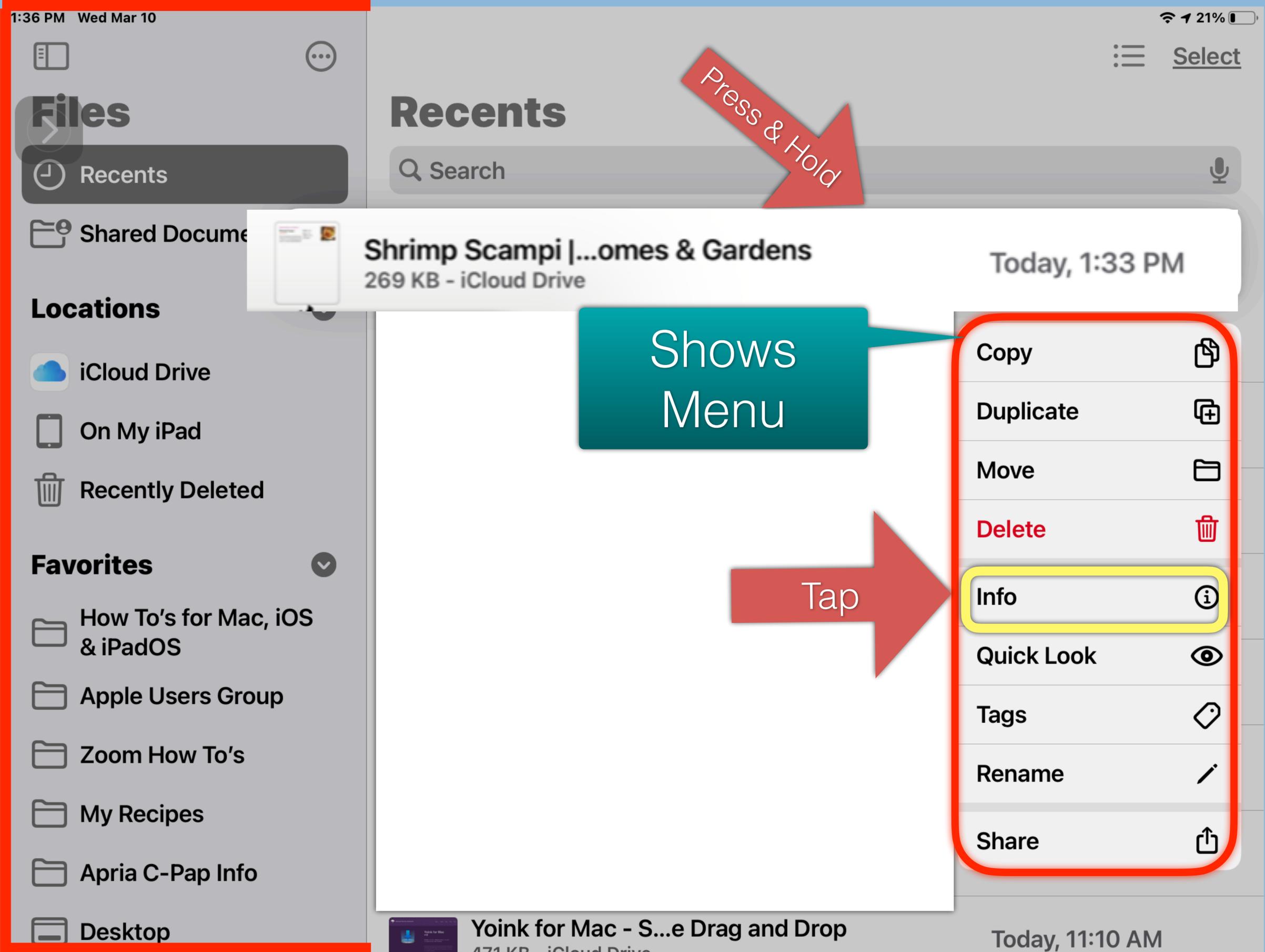
20-03-09 Intro...tion Intro TVAUG
4.5 MB

20-04-09 Test I...n Intro TVAUG 2
24.1 MB

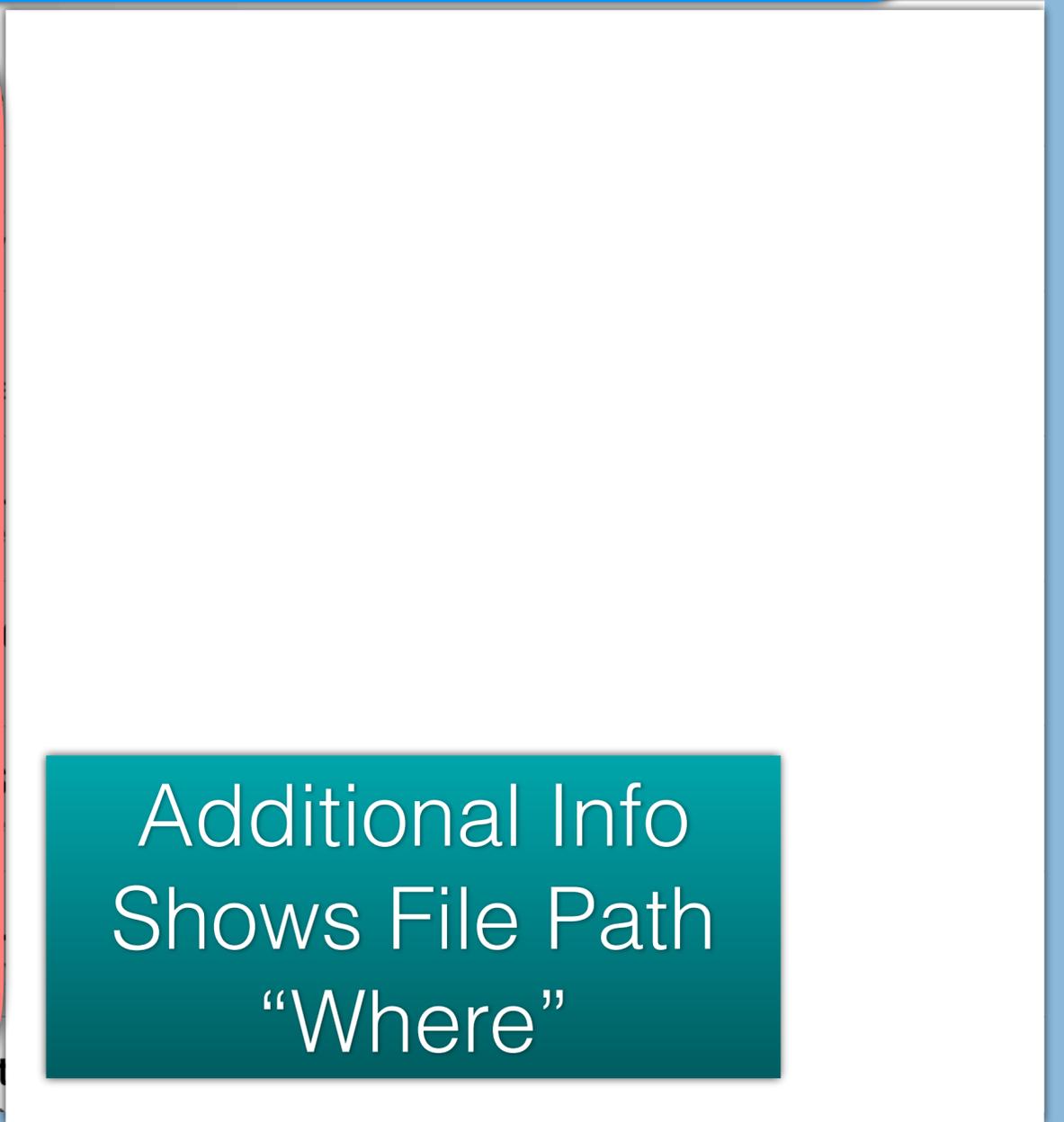
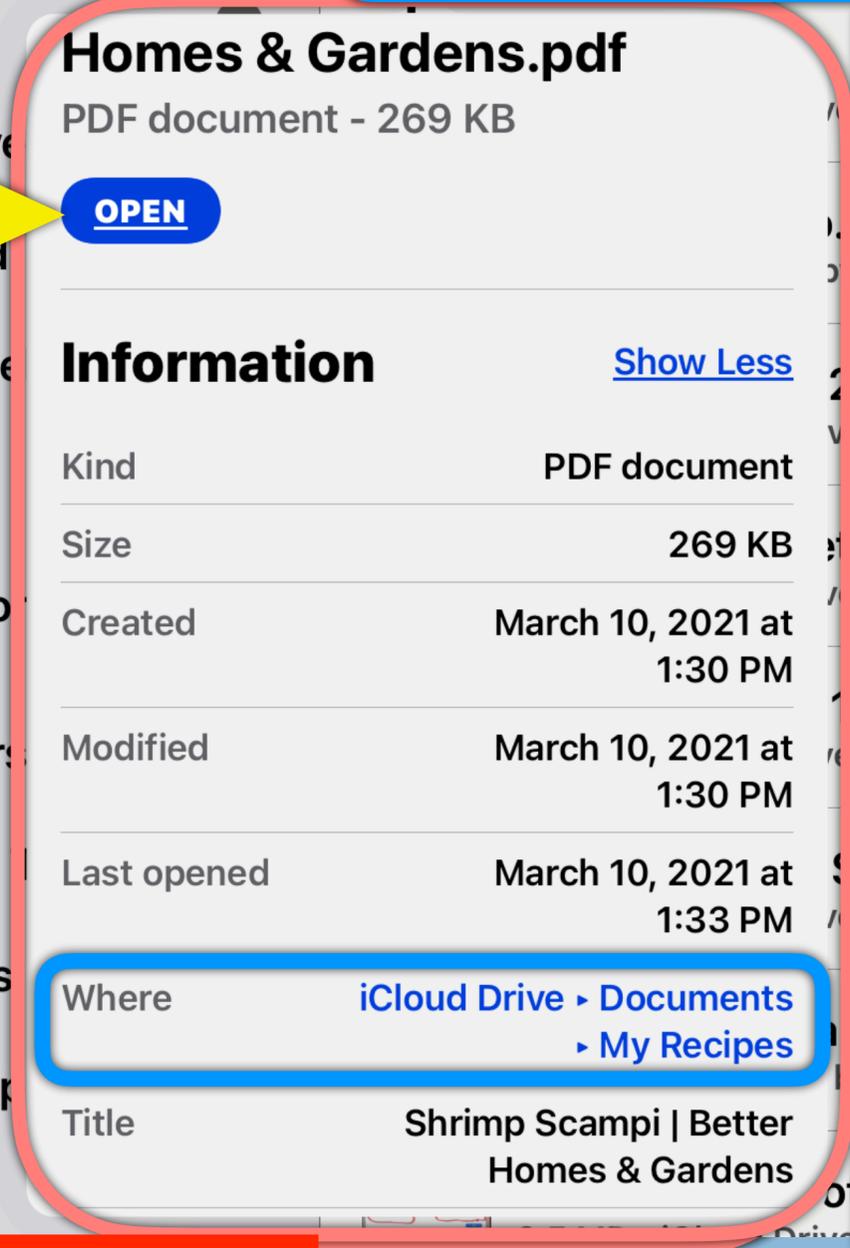
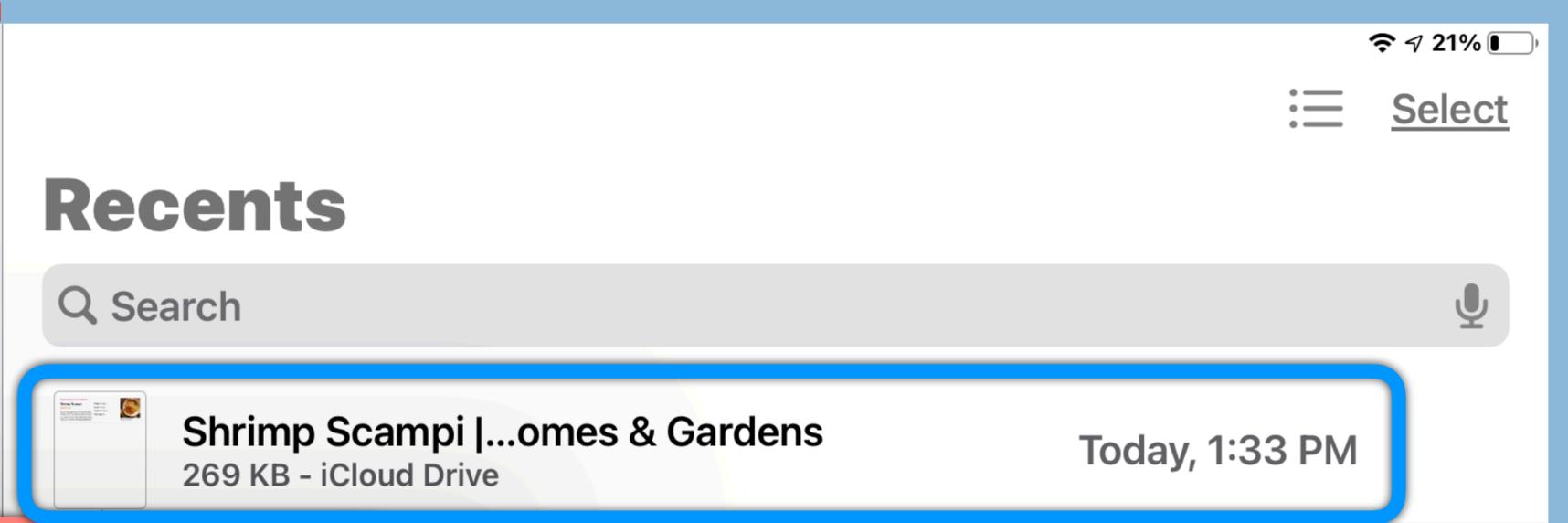
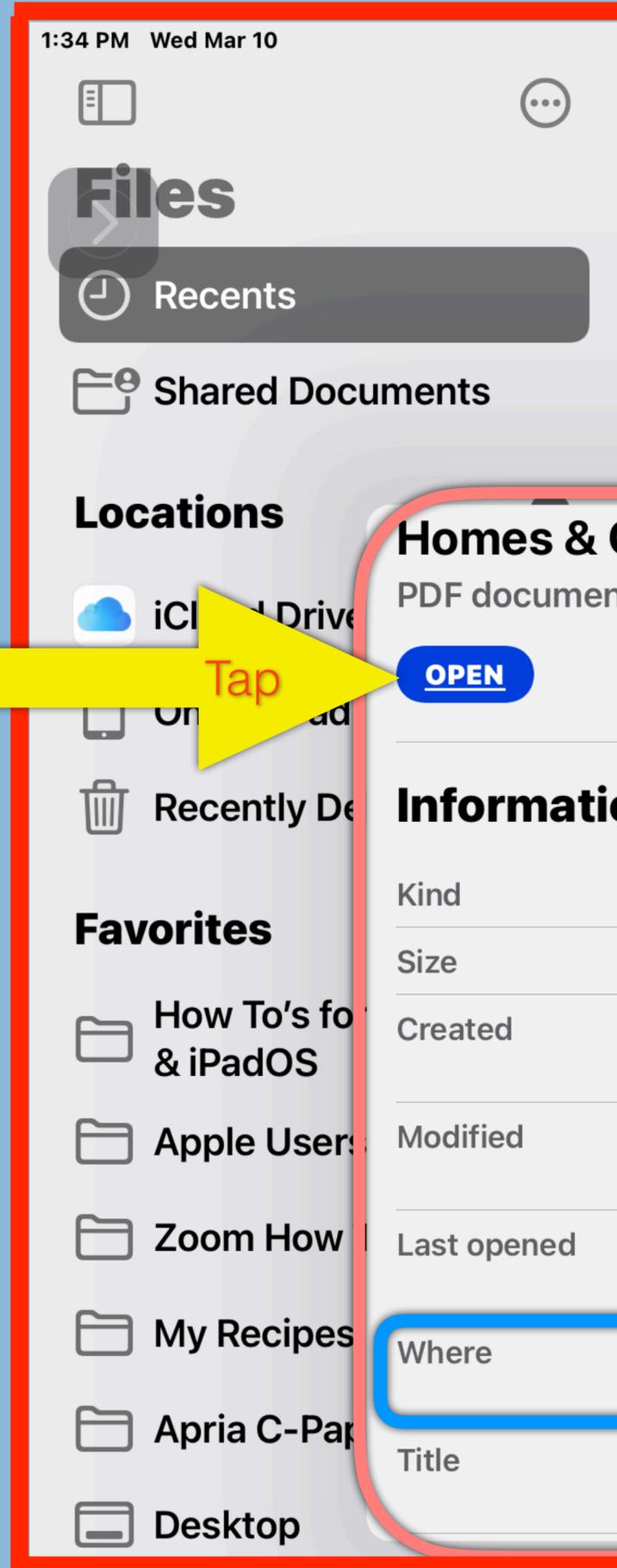
 Tap

Change between icon, list and column view

Change how the items are sorted



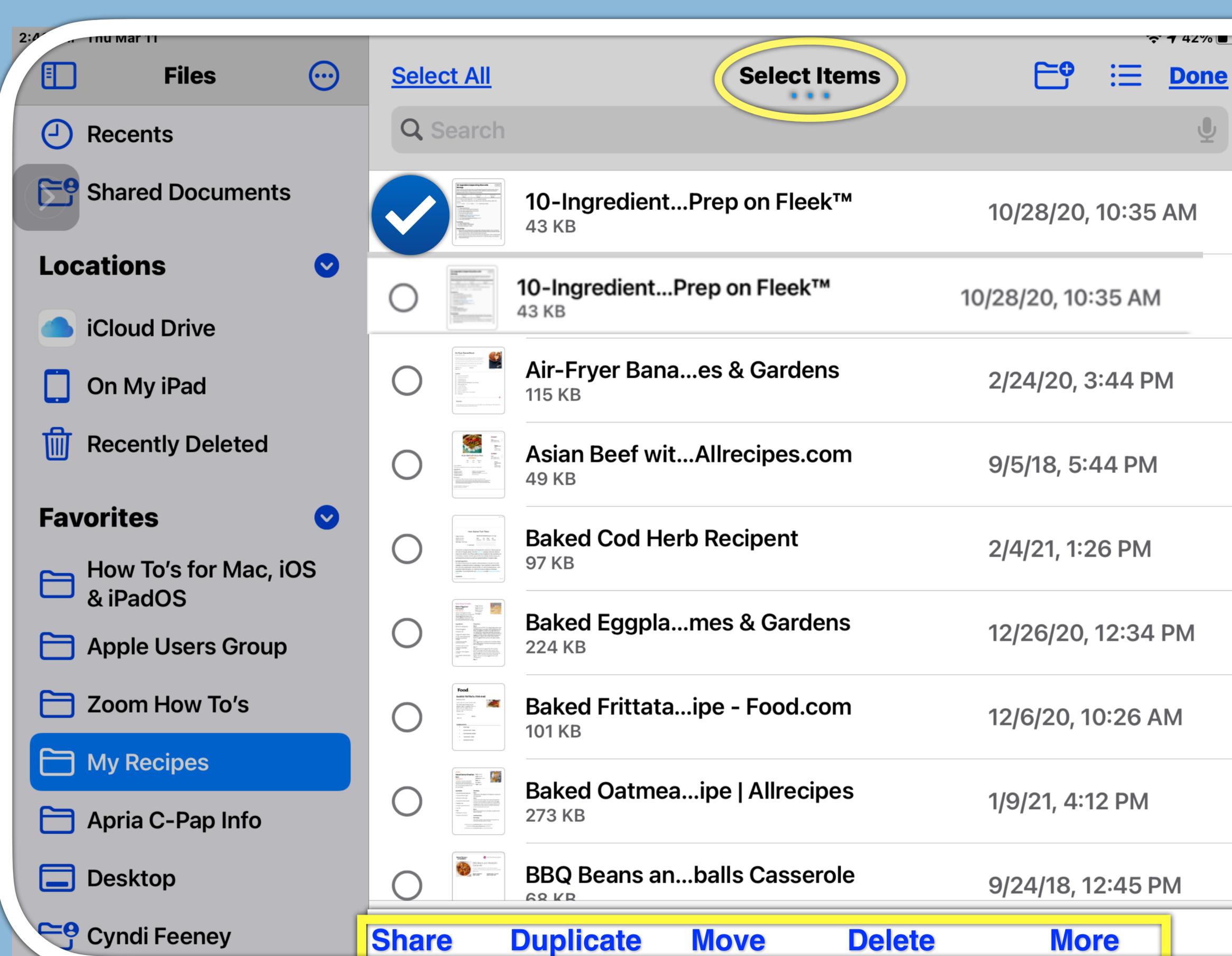
To open a file
Get details
Options
Tap Info



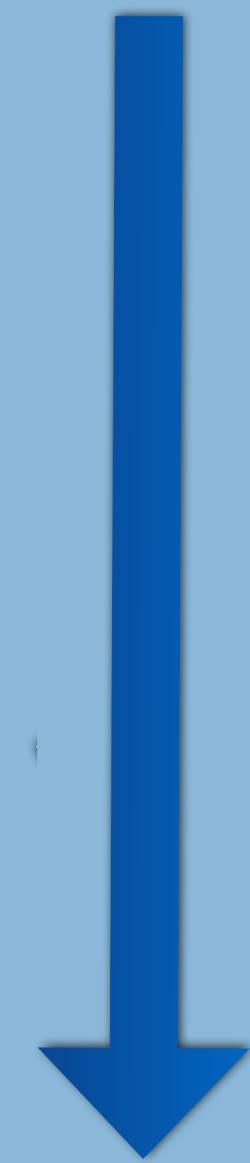
Opens the file

Tap

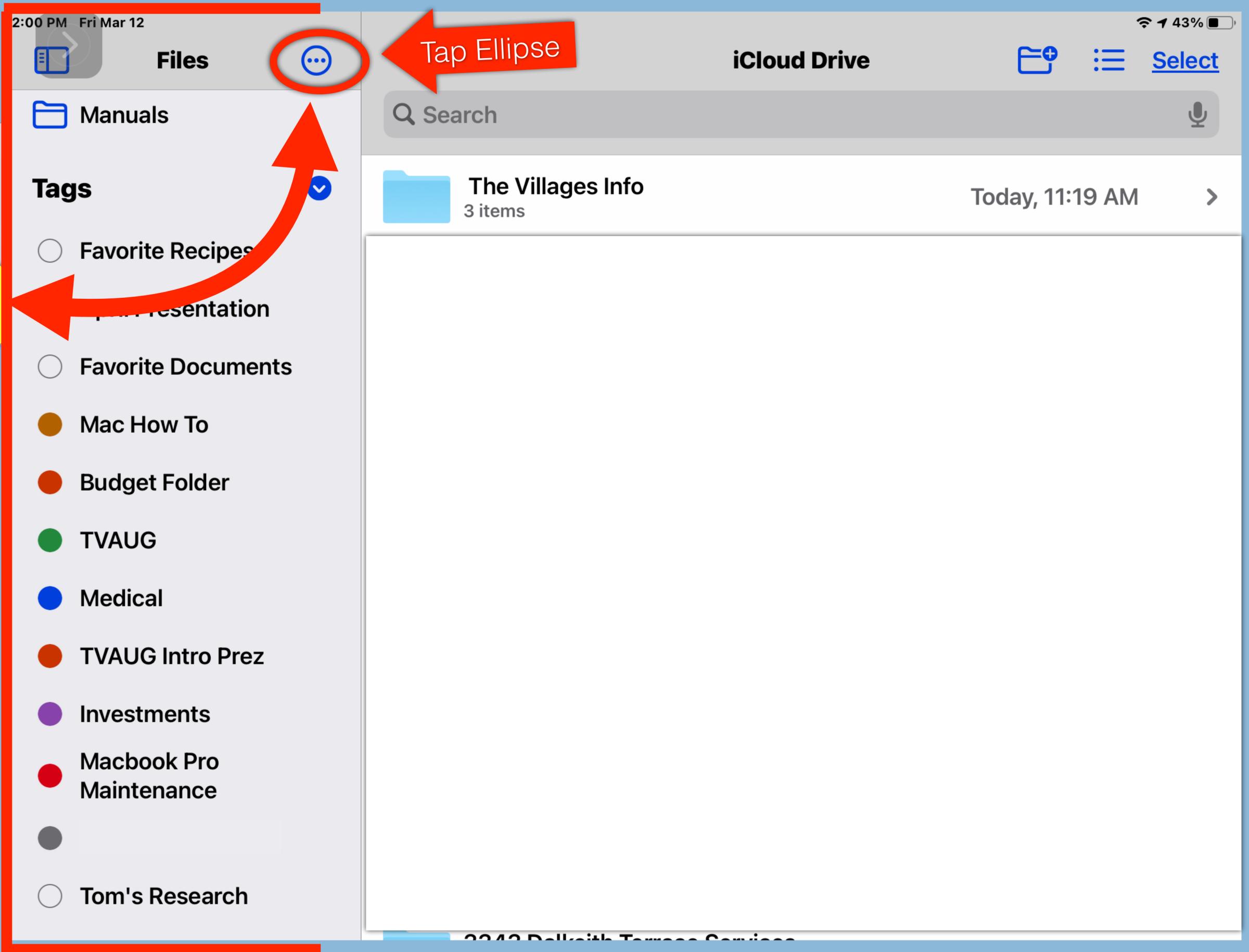
Additional Info Shows File Path "Where"



Select items



Choose from the five Choices below



- Scan Documents 
- Connect to Server 
- Edit Sidebar**

Tap Ellipse

2:00 PM Fri Mar 12

Files 

 Manuals

Tags 

- Favorite Recipes
- [unclear] Presentation
- Favorite Documents
- Mac How To
- Budget Folder
- TVAUG
- Medical
- TVAUG Intro Prez
- Investments
- Macbook Pro Maintenance
- Tom's Research

iCloud Drive   [Select](#)

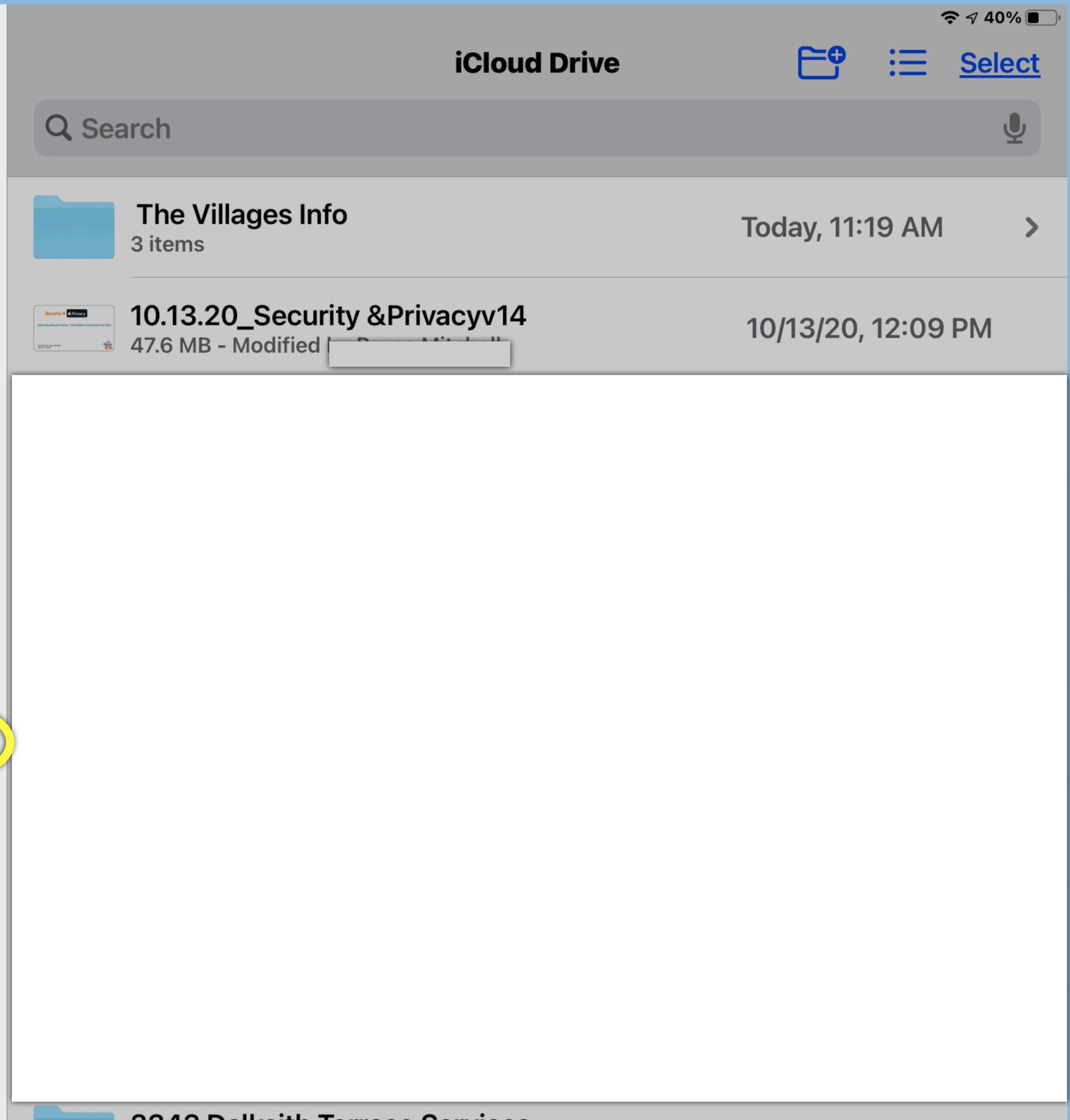
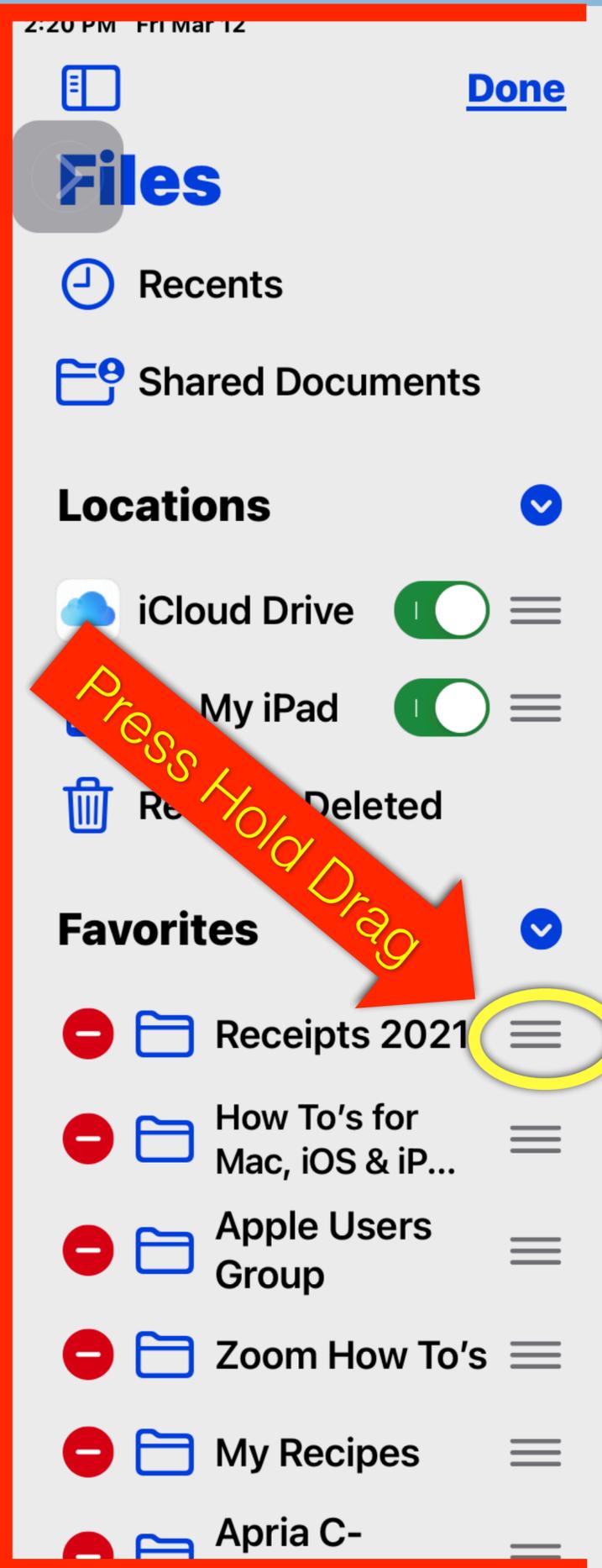
 Search 

 **The Villages Info** Today, 11:19 AM 

3 items

Edit Side Bar

Rearrange Folders
press
hold
drag



Folders

Delete 

Tap minus 

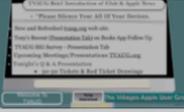
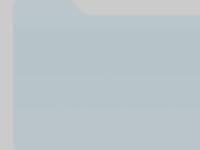
Tags

Files Done

-   TVAUG PREZ Screen Shots 
-   Saved PDF's 
-   Manuals 
-   
-  **Tags** 
-  Favorite Reci... 
-  April Present... 
-  Favorite Doc... 
-   Mac How To 
-   
-   TVAUG 
-   
-   TVAUG Intro... 
-   

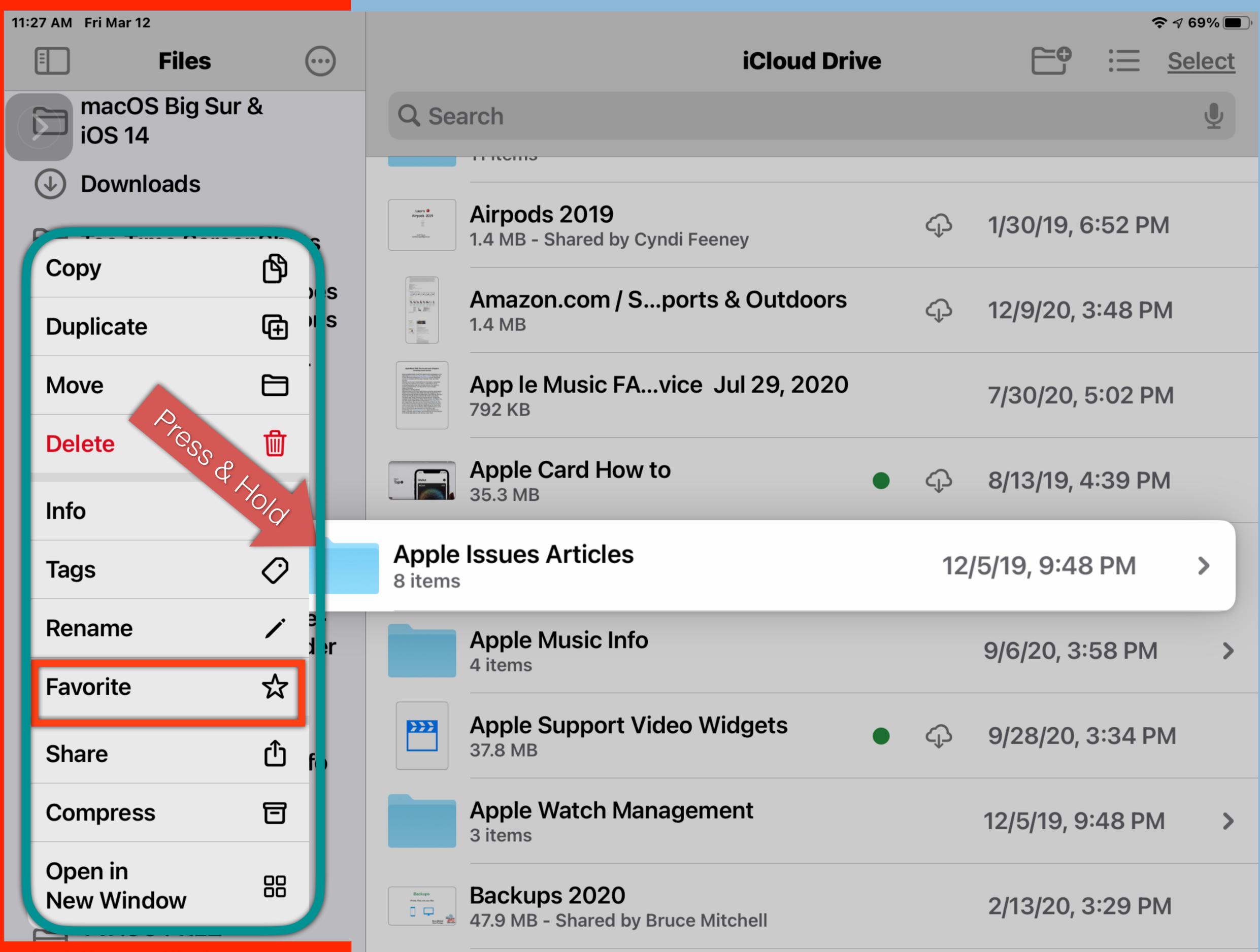
iCloud Drive Select

Search 

-  **The Villages Info**
4 items
Modified by Bruce Mitchell
-  **10.13.20_Securit...yv14**
10/13/20, 12:30...
299 KB
-  **15 Tips For Usin...2020**
8/12/20, 12:15...
4.5 MB
-  **20-03-09 Intro...AUG**
9/2/20, 7:28...
24.1 MB
-  **20-04-09 Test I...UG 2**
9/21/20, 6:30...
-  **2015 Mont...gets**
7 items
-  **2018-2021 TVA...older**
67 items
-  **2020 to 2021...t Info**
2 items
-  **3343 Dalk...vices**
11 items
-  **Accessibility for iP...ature**
5 items
-  **Airpods 2019**
1/30/19, 6:52...
Shared by Cyndi Feeney
-  **Amazon.co m / S...oors**
12/9/20, 3:40...
1.4 MB
-  **App le Music FAQ-...2020**
7/30/20, 5:00...
792 KB
-  **Apple Card How to**
8/13/19, 4:39...
35.3 MB
-  **Apple Issues Articles**
8 items

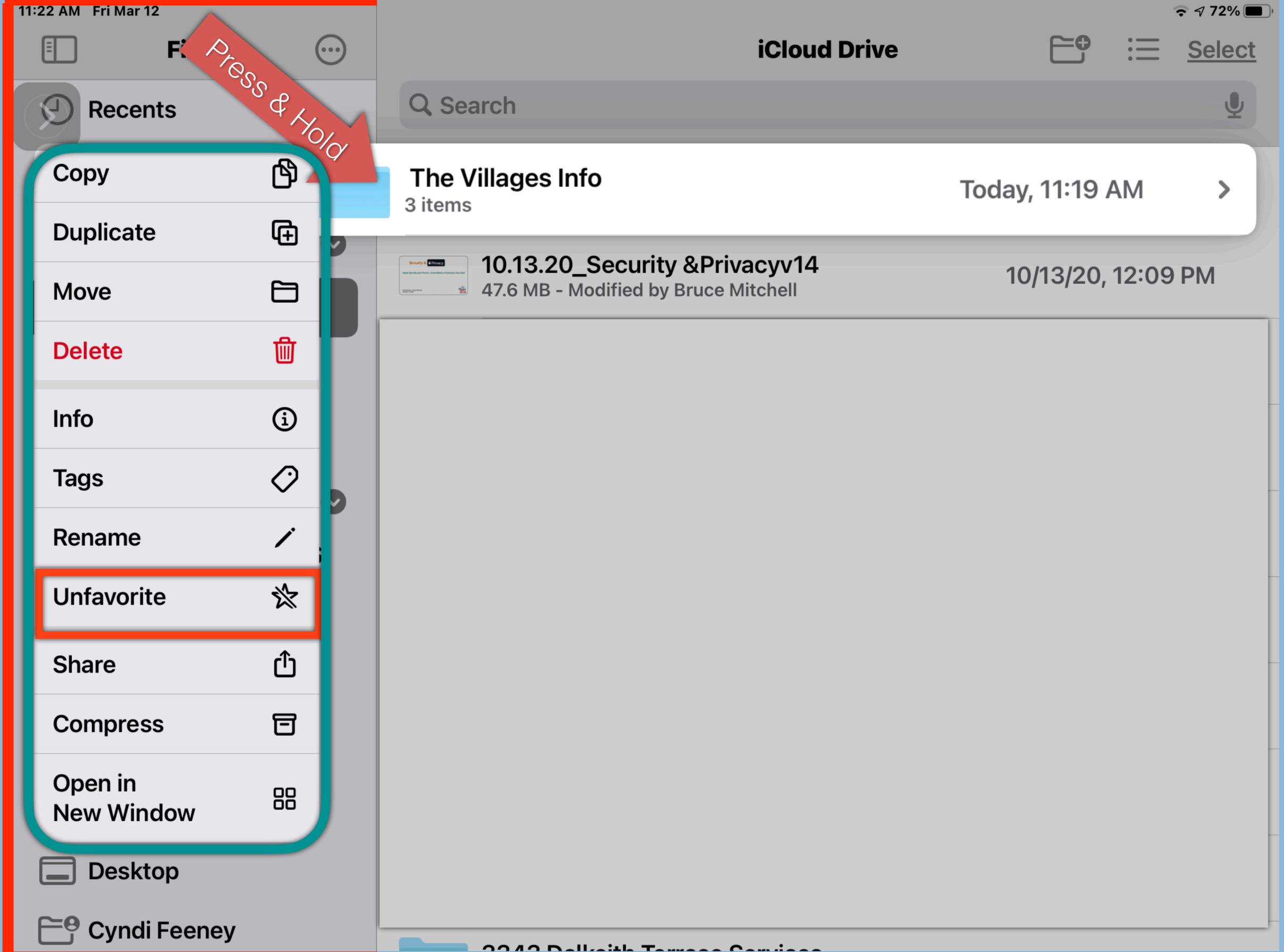
Example of
Favorite

Favorite



Example of
Unfavorite

Unfavorite





Files

Search

- Recents
- Shared Documents

Locations

- iCloud Drive
- On My iPad
- Recently Deleted

Favorites

- Stickies Screen Folder
- Medical Info
- Videos Recorded
- Current Numbers Files**
- What the Hell is goin on?
- Receipts 2021

Apple...als 2021

Press & Hold

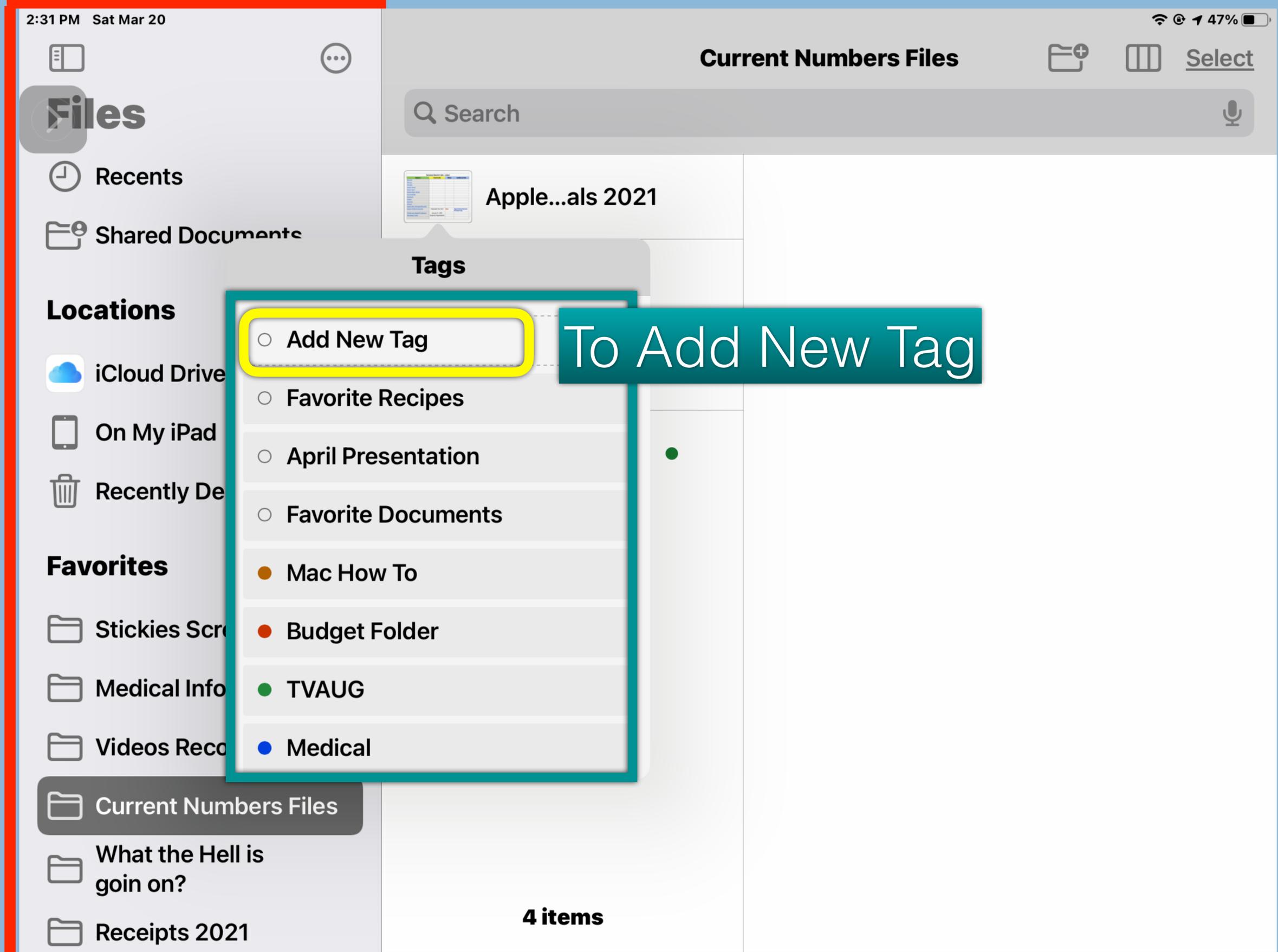
- Copy
- Duplicate
- Move
- Delete
- Info
- Quick Look
- Tags**
- Rename
- Share
- Compress

4 items

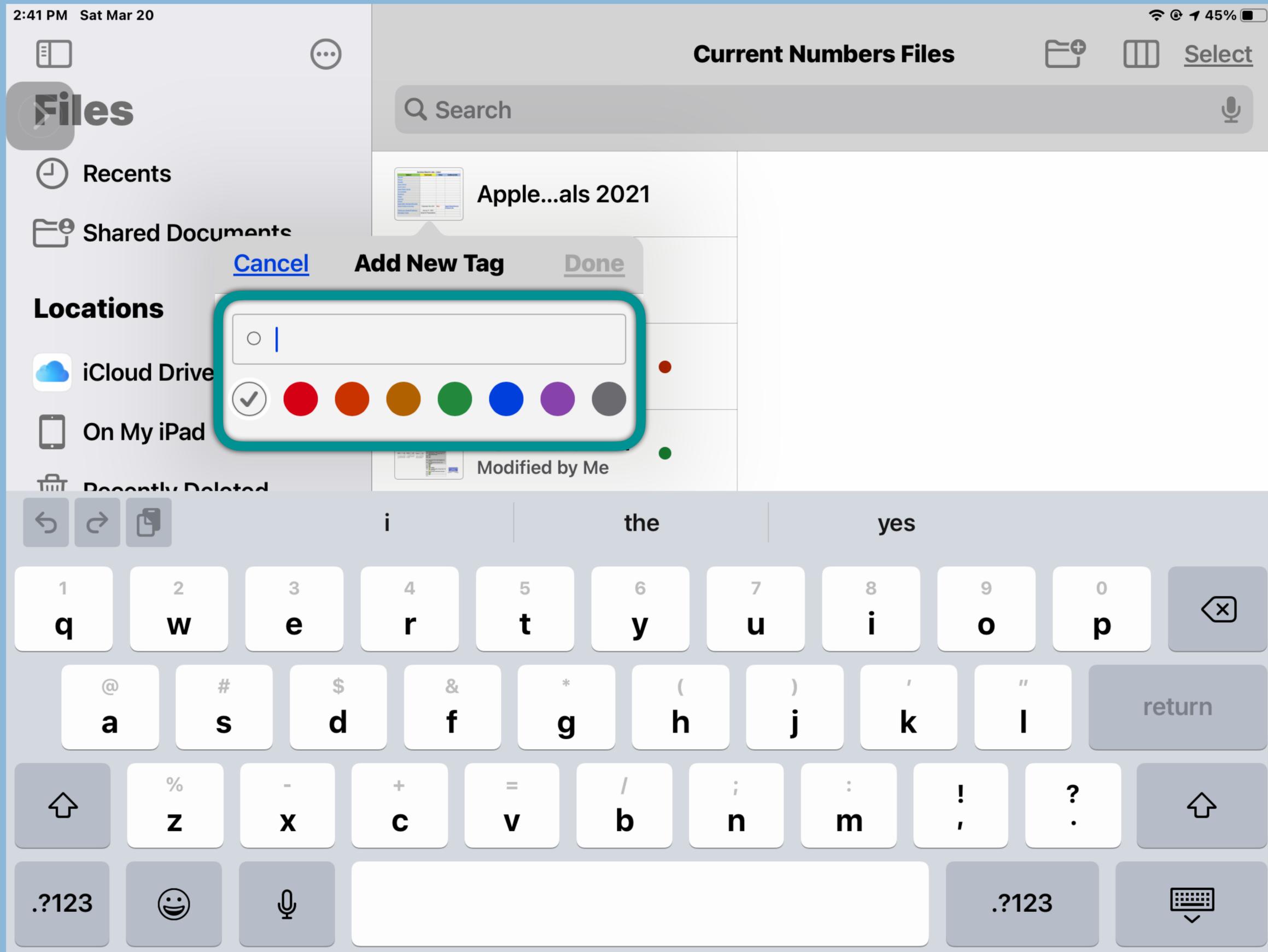
Naming

Tags

Tapping on
Tags
Reveals
Colored-Coded
Menu



Naming the Tag With a Color Or Replace



Search

- Favorite Files
- April Presentations
- Favorite Documents
- Mac How To
- Budget Folder

TVAUG

Medical

TVAUG Intro Prez

Investments

Macbook Pro Maintenance

Year End Tax Info

Tom's Research

Yard Maintenance

Zoom Meetings

21-04...adkey
Modified by Me

TV A..., 2021

Files...6, 2021

2021 t...lendar
Modified by Me

TV A..., 2021

TVAU...3, 2020

TVAU...7, 2020

TVAU...7, 2020

TVAU...rogress

Files App iPadOS 14 Mar 16, 2021.pages

Pages Document - 188 KB

OPEN

Information

Kind	Pages Document
Size	188 KB
Created	March 16, 2021 at 10:42 AM
Modified	March 17, 2021 at 9:40 AM
Last opened	March 20, 2021 at 1:01 PM

Tags

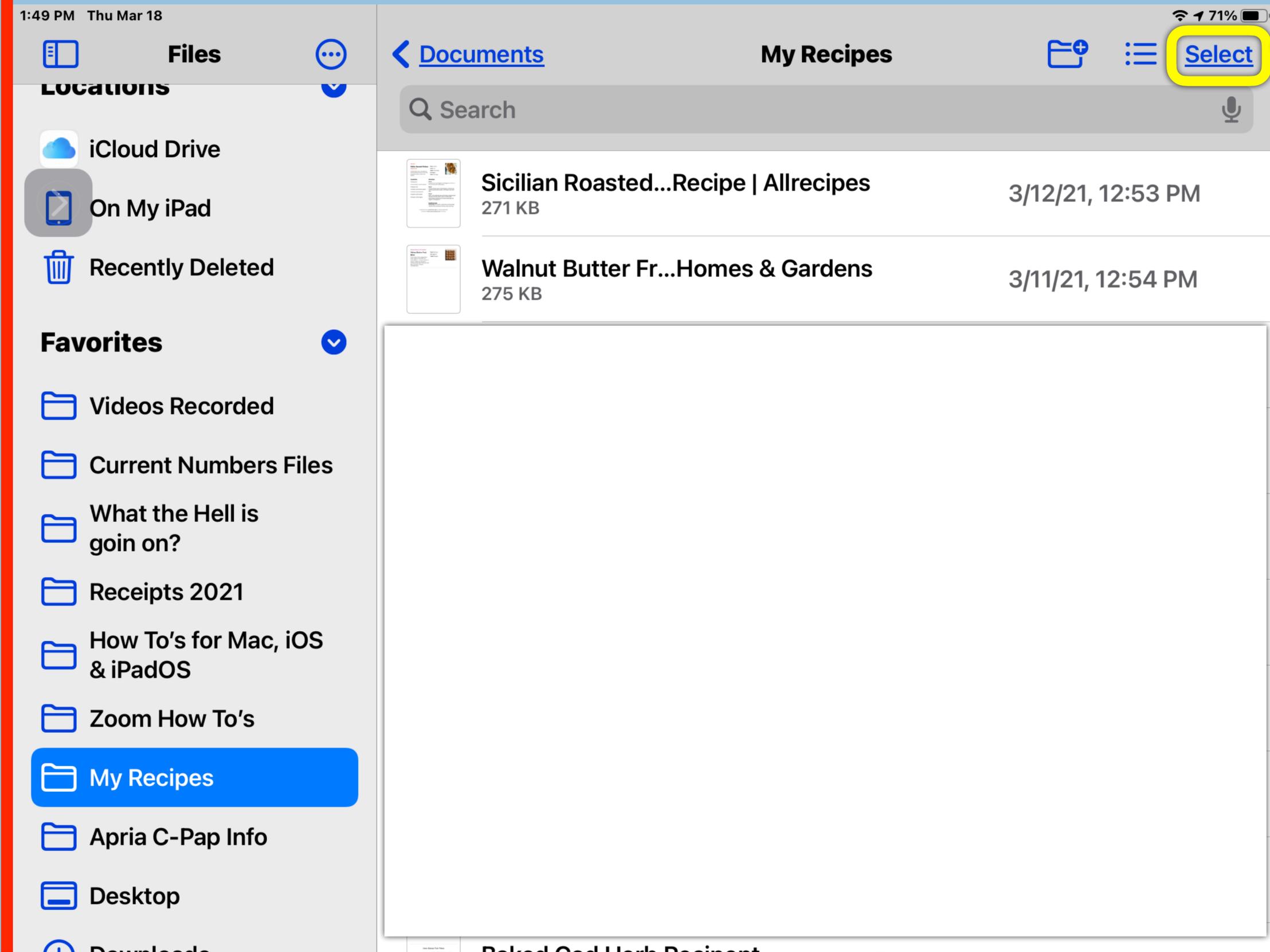
[Add Tags](#)

TVAUG Mac How To

Press Hold

Adding additional Tags

Sharing File- Step #1



Sharing - Step #2 Want to share or collaborate live with someone?

1:52 PM Thu Mar 18

Files

Select All Select Items Done

Search

Sicilian Roaste...ipe | Allrecipes 271 KB 3/12/21, 12:53 PM

Walnut Butter...mes & Gardens 275 KB 3/11/21, 12:54 PM

Share Duplicate Move Delete More

Sicilian Roasted Chicken Recip...
PDF Document - 271 KB

AirDrop Messages Mail Notes

Markup

Speak Body of Article

Copy

Print

Share File in iCloud

Tap Share



Files

- Recents
- Shared Documents
- Locations**
- iCloud Drive
- On My iPad
- Recently Deleted
- Favorites**
- Videos Recorded
- Current Numbers Files
- What the Hell is goin on?
- Receipts 2021
- How To's for Mac, iOS & iPadOS
- Zoom How To's

Select All **Select Items** Done

Search

<input checked="" type="checkbox"/>		How to Enter a...ac Security Blog 279 KB	4/30/20, 12:17 PM
<input type="checkbox"/>		Keynote Creati...din March 2021 331 KB	3/10/21, 2:05 PM

2 items

Compress Markup **New Folder with Item** Copy

Share Duplicate Move Delete More

Using the More option

Tap More

Compress Markup **New Folder with Item** Copy

Share Duplicate Move Delete More

Files App Overview

Files is a file management app

Files allows users to browse local files stored within apps, as well as files stored in cloud storage services, including iCloud, Dropbox, Google Drive, and OneDrive.

It allows for the saving, opening and organization of files, including placement into structured folders and sub-folders.

iPads are able to drag-and-drop files between **Files** and other apps, while iPhone users are limited to drag-and-drop inside **Files** itself.

Further organization can be done through the use of color-coded or custom-named tags, and a persistent search bar allows for finding files inside folders, though not inside other apps.

Today we covered. . .



- Where is the “**File App**” on the iPad
- **Organize** Files and Folders on iPad
- Get to **know your files** on your iPad
- How to **Add/Delete files** to your files app
- How to **add tags - color-coded or custom-named tags**
- **Share and collaborate** with others
- **Finally - Reference Summary**



Reference Summary:



- Organize files and folders in Files on iPad

<https://support.apple.com/guide/ipad/organize-files-and-folders-ipadeb120505/ipados>

See also

Link: [Change how files and folders are sorted](#) iPad User Guide

Link: [Change to icon, list, or column view](#)

- About collaboration for Pages, Numbers, and Keynote

Link: <https://support.apple.com/en-us/HT206181>

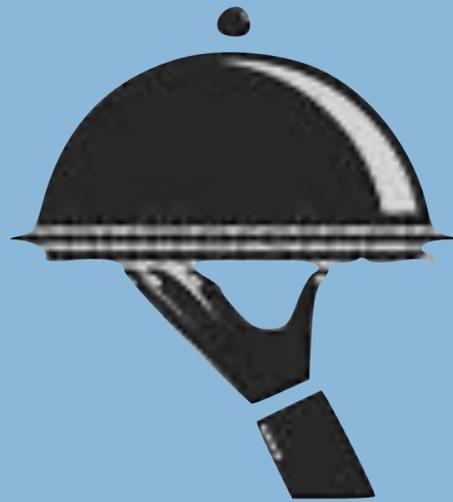
- App File Overview Source:

Link: [https://en.wikipedia.org/wiki/Files_\(Apple\)](https://en.wikipedia.org/wiki/Files_(Apple))



Silver Platter Serving

Home work assignment Due in May



Thank You
for
Your attention



The End
?????

Learn, Share, Teach

