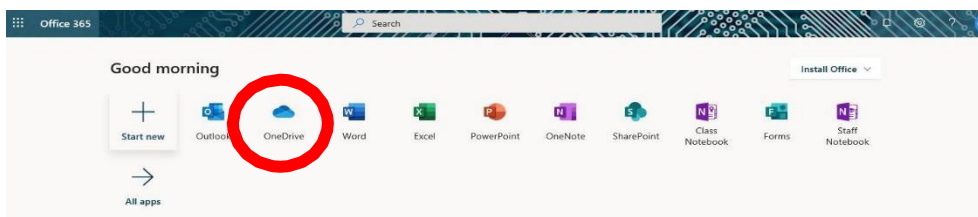


Creating folders on iPad

File management is important on any device - knowing where your document is stored, accessing it when required, and ensuring important files are backed up should your device fail, are all part of good file management.

All students at Education Queensland schools have access to One Drive, a cloud based storage space. This space can be accessed from any device, as long as you have internet. This is a good option for storage of important files, like assessment tasks. By storing files in One Drive, if there is an issue with a specific device (eg hard drive fails/iPad stops working) a student can still access their documents on another device.

General access of One Drive is through office.com and signing in with school email address and password (eg jblog21@eq.edu.au)

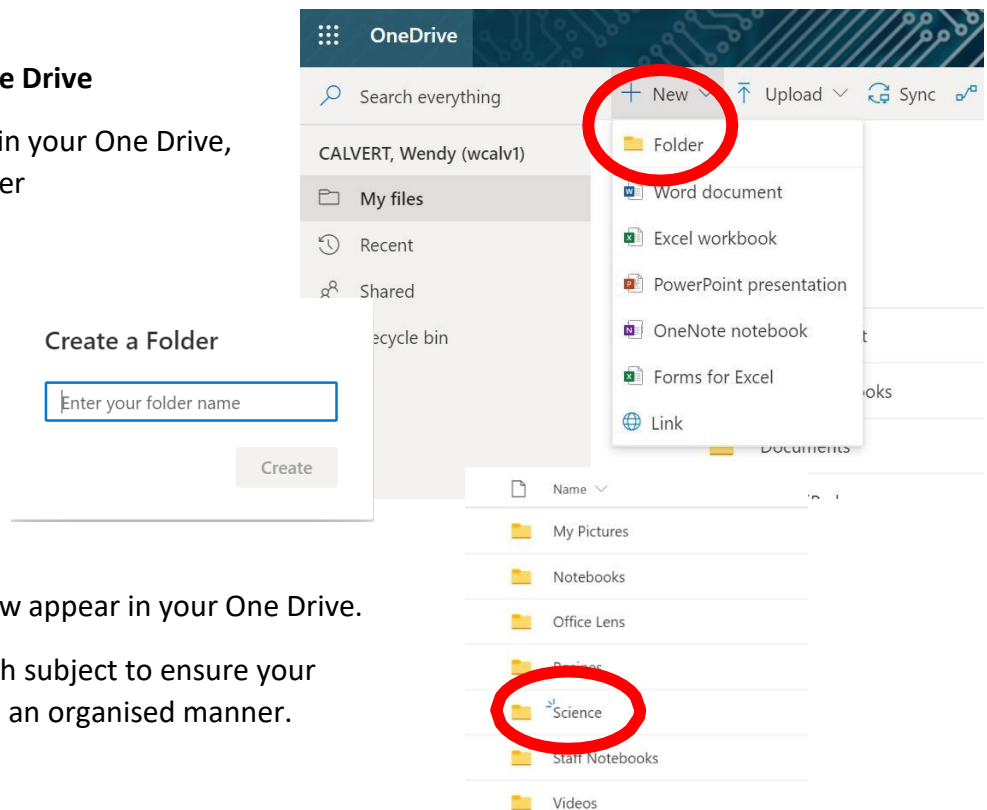


Creating folders in One Drive

To set up new folders in your One Drive, select +New then Folder

Name the folder – eg Science

Then click Create

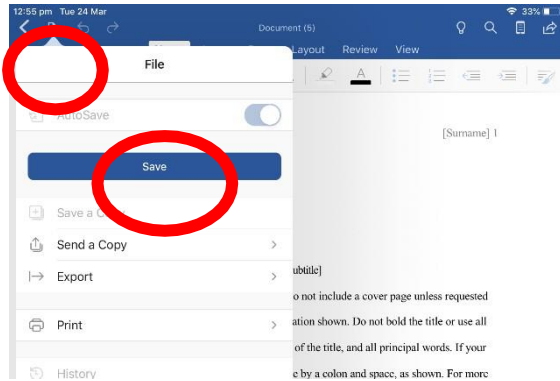


The new folder will now appear in your One Drive.

Create a folder for each subject to ensure your documents are kept in an organised manner.

Saving Word documents on an iPad

On an iPad, files are automatically saved as you work. Usually the default setting for saving documents is either to the iPad itself, or to the iCloud. To save to One Drive, follow these steps:



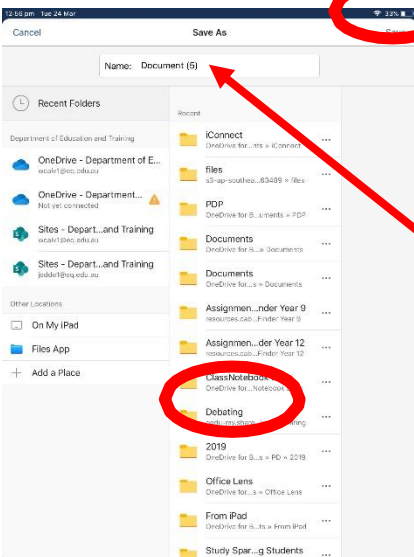
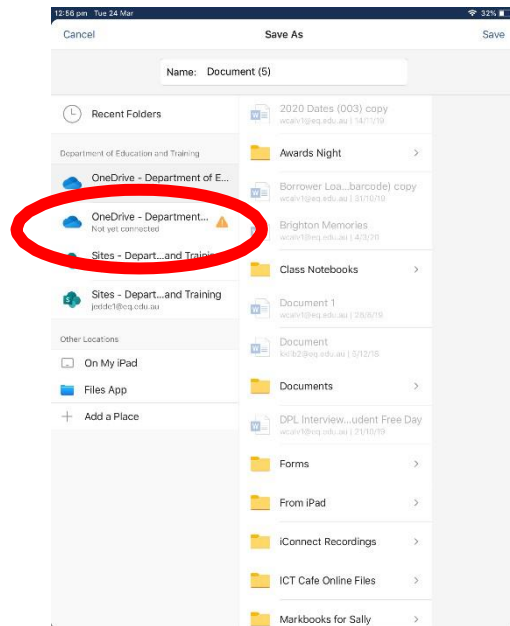
Select



Then select Save

This gives you the option to choose where your document is saved.

Choose the option required –
eg One Drive



Then choose the folder you want to save into.

Give the document an appropriate name –
eg science report Term 1

Then SAVE

***If you want to **PRINT** at **SCHOOL**, the document needs to be saved On My iPad

