


## Backing Up Pages, and Numbers

These Apps are just like Keynote. You must make sure your Google drive has been enabled. If you have enabled it in Keynote will be enabled for Pages, Numbers and Presentations. If you have not enabled this follow these steps.

Tap on the share icon located in the top left of your screen . Tap Move to and then tap the document you want to move. Tap locations and then tap More. Turn on Google drive. Wait a minute for the app to connect to your drive.

Tap the share icon and tap Send a copy. Tap the document you want to send and select a format. Once the file is converted select send to in the options box. Tap Locations in the left corner and tap Drive. Select your account and then chose the folder in Drive you want to send it to. Click Save Here.

Your file is now in Google drive.

You can open your files by selecting it from your Google Drive and then tap on the app you want to open it with. You will have to name it or it will remain as a “Blank” document.