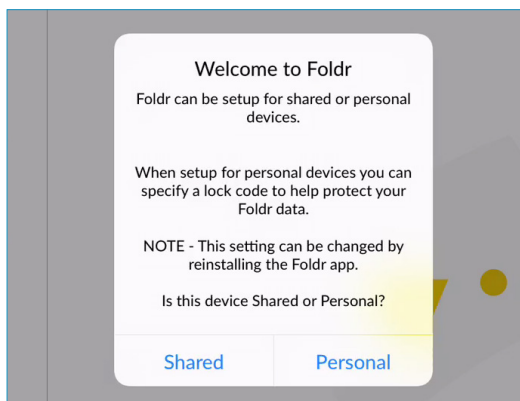# Adding an account and logging in
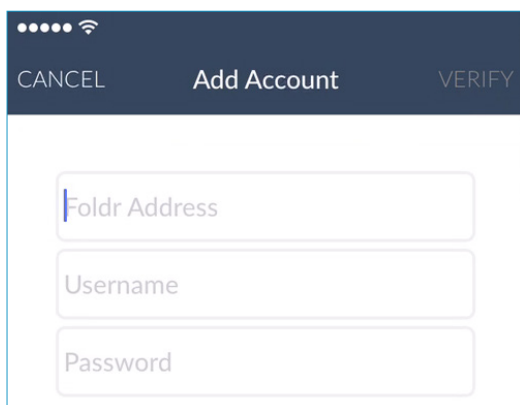
Shared or Personal Mode?

Shared
Ideal for class sets of iPads. Login details are not retained at logout, ensuring everyone's work stays safe.

Personal
Ideal for when a user is assigned a device. You can save your account details and enable automatic login.

To change mode delete the app and re-download from the App Store
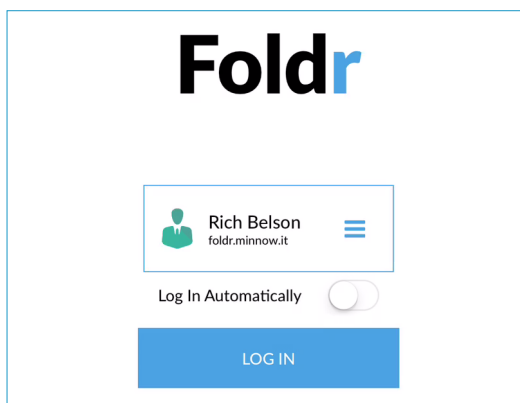
Add Account

Foldr Address
Enter the address of your Foldr server or contact your administrator

Username
This is typically of the format *firstname.lastname*

Password
Enter your password or contact your administrator

Log In

Saved accounts (≡)
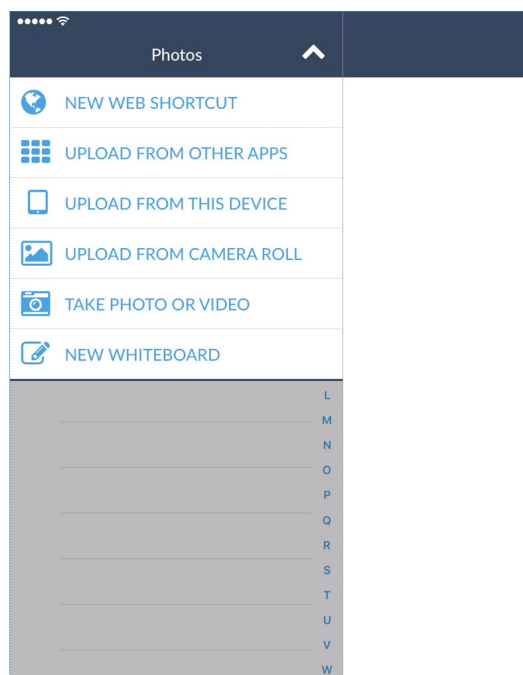To add new and manage existing accounts tap here

Log In Automatically (◯)
Enable automatic log in to quickly access Foldr from other apps

Settings (⚙) not shown
Configure security settings and reset the app if required

Creating documents within Foldr

Foldr
Free your files

Take photos, shoot video and draw with Foldr's powerful creative tools. Tap the Action Menu (⏶) and then 'Add Files' to get started.

🌐 NEW WEB SHORTCUT
Embed internet links alongside your files

⠿ UPLOAD FROM OTHER APPS
Copy files to Foldr from apps such as Google Drive and DropBox

▢ UPLOAD FROM THIS DEVICE
Upload documents saved to 'My iPad'

🖼 UPLOAD FROM CAMERA ROLL
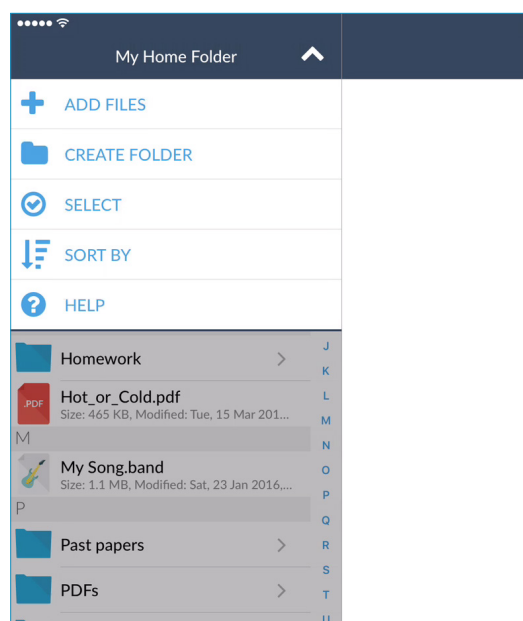Upload existing photo and video from your device's Camera Roll

📷 TAKE PHOTO OR VIDEO
Shoot photo and video straight to the network

✏ NEW WHITEBOARD
Create engaging and interactive documents and share as pdf

Managing your files

With Foldr you can manage your all your files and folders as if you were on a PC. Tap the Action Menu (⏶) to get started.

➕ ADD FILES
Take photos, shoot video and draw with Foldr's tools

📁 CREATE FOLDER
Create a new folder and give it a name

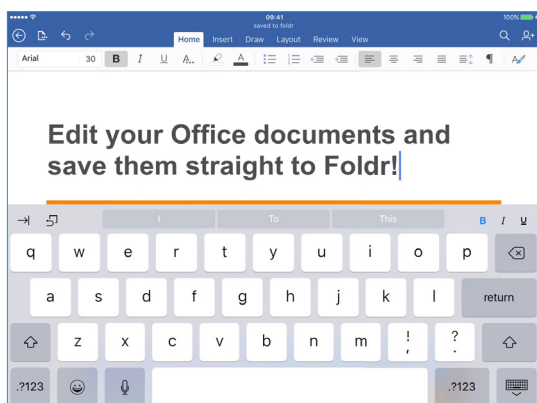**⊘ SELECT**
Move or delete files en mass

⇅ SORT BY
Change how files and folders are sorted

❓ HELP
Access our FAQ library

Foldr and Microsoft Office
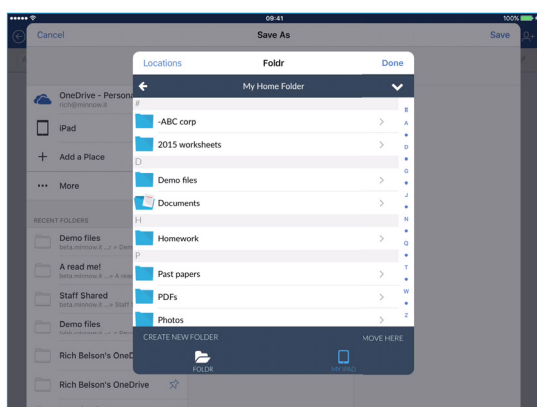
![Foldr logo - Free your files]

No duplicate files, no lost work.

With Foldr you can create, edit and save Word, PowerPoint and Excel files with ease.

All changes are saved straight to the server so you know exactly where your documents are.

Please note that currently Microsoft only support .docx, .xlsx and .pptx files for direct editing. When working with older formats you will be given the option to convert and create a copy.
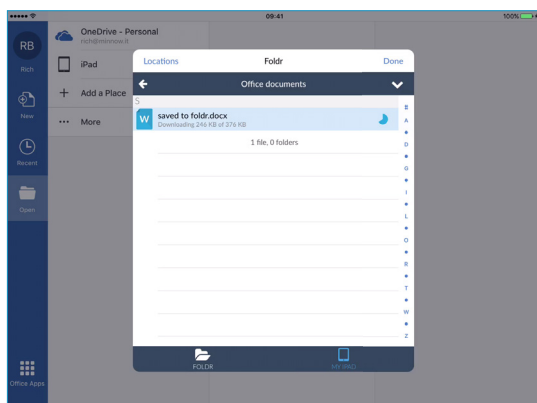
Saving a new document to Foldr

When ready to save your document enter a file name

Tap ••• More

Navigate to your preferred destination within Foldr

Create a new folder if required

Tap **MOVE HERE** to save to the network
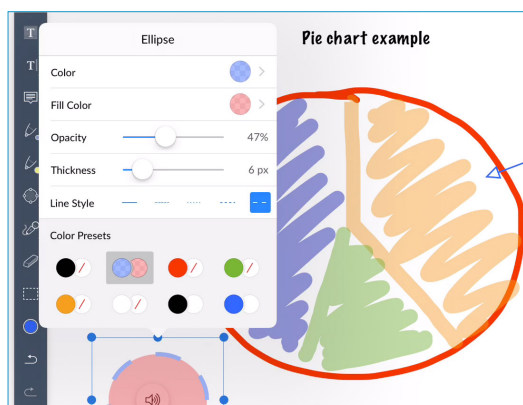
Opening an existing document from Foldr

To open an existing document tap ••• More

Navigate to the file you wish to open

Tap the file you wish to open

It will then open in your chosen Office app
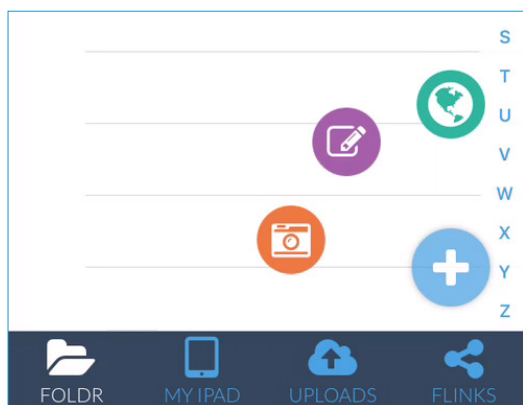
Getting more from Foldr

Whiteboard app

Create an interactive whiteboard to prepare lesson plans, take class notes and create mind maps.

Project onto the big screen using Apple TV or Chromecast for a truly modern whiteboard experience.

Embed photo and audio resources and then share with as pdf.

QuickAdd button

🌐 **Create a new Web Shortcut**
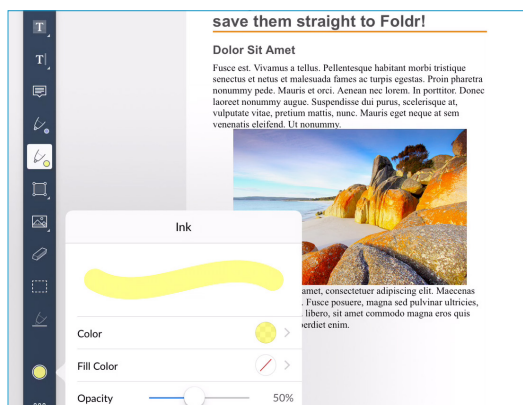Embed internet links alongside your files

✏️ **Launch the Whiteboard App**
Create engaging and interactive documents and share as pdf

📷 **Take a Photo or Video**
Shoot photo and video straight to the network

Tap and hold the QuickAdd Button to quickly launch the camera

Document annotation

To annotate a document tap the pdf icon (📄)

Use the highlight, pen and note tools to add visual feedback

Record voice notes and insert images

Add your signature to important documents

Share with others as pdf with annotation summaries bookmarks