

To set up FileBrowser, you point it to our server and your folders on that server.

1. Open FileBrowser and tap the “+” at the top
2. Choose WebDAV and put [http://\\*\\*\\*-home.wlwg.k12.or.us/oneNet/NetStorage](http://***-home.wlwg.k12.or.us/oneNet/NetStorage) into the Address field
  - o \*\*\* = your school’s code
  - o This address *IS* case-sensitive, so be pay attention
  - o Choose “Edit” for the User Name and put in yours; leave Password as “On Demand” – this will then ask for your password every time you try to connect
3. Put something in the Display Name like WLWV Drives, or the school name, or whatever you want this connection to be listed as
4. Tap “Done” and then “Save” in the top right
  - o ***Always*** say No when it asks you if you want it to remember your login details.

Unfortunately, the iPad has a unique file storage system that makes sharing files between apps somewhat “odd”. Specifically, in most cases, each app needs its own copy of a file to work with. So, generally speaking, you can’t just transfer a file. You have to “copy” the file to the app that does the transferring and then transfer from there.

(Note that this also means that your iPad needs enough free contiguous memory to hold *another* copy of the file (besides the original) you are transferring. So, if you want to transfer a 1 GB file, you need to have at least 1 GB of free contiguous memory on your iPad to perform the function. Translation: If your iPad is out of memory, you will probably not be able to move anything until you clear some memory FIRST.)

So, for example in Pages,

1. You would hit “Share” (top-right in most apps and looks like a box with an arrow pointing up out of it) and then “Open in Another App”.
2. You then indicate the file format to use (Pages is unique to the Apple world – so probably use Word). You then select the App to use to “open” the document – in this case, that would be “File Browser”. So, select it.
3. File Browser will open with a popup message indicating that you should browse to where you want the file placed and then Paste the item.
4. So, within File Browser,
  - a. Open your drives,
  - b. Navigate to where you want the file placed,
  - c. Hit the Action button on the bottom of the window (looks like a filled-in speech bubble),
  - d. Select “Paste x files here” – note that this option is often not noticed because it is the TOP option and it’s a different color – it’s looks like the “name” of the menu.

This is the general procedure to use with most apps. (Note there are some apps that simply can’t do this, but most that work with “files” can.)

Because there are some “standard” apps on the iPad and those “libraries” of files are on every iPad, File Browser developers have made transferring files with them a bit easier. So, for example, you can actually work from within *File Browser* to transfer videos and pictures, etc.

1. Open FileBrowser and connect to your school drives
2. Tap on “Photo Library” at the top left under Local Files
3. Open Camera Roll and tap “Select” in the top right
4. Select the items you want to share one by one by tapping on the circle by the chosen items or tap “Select All” at the bottom (it will change to “Select None” if any have been selected)
5. Tap “Copy” and then “OK”
6. Now go to your drives and navigate to wherever you would like the files to go
7. Tap the Action button (it looks like a speech bubble) and tap "Paste # files here"
  - o There's also an option in the pop-out menu for adding a new folder - might be useful
8. It will examine and paste - the amount of time it takes depends on the size of the files to be pasted