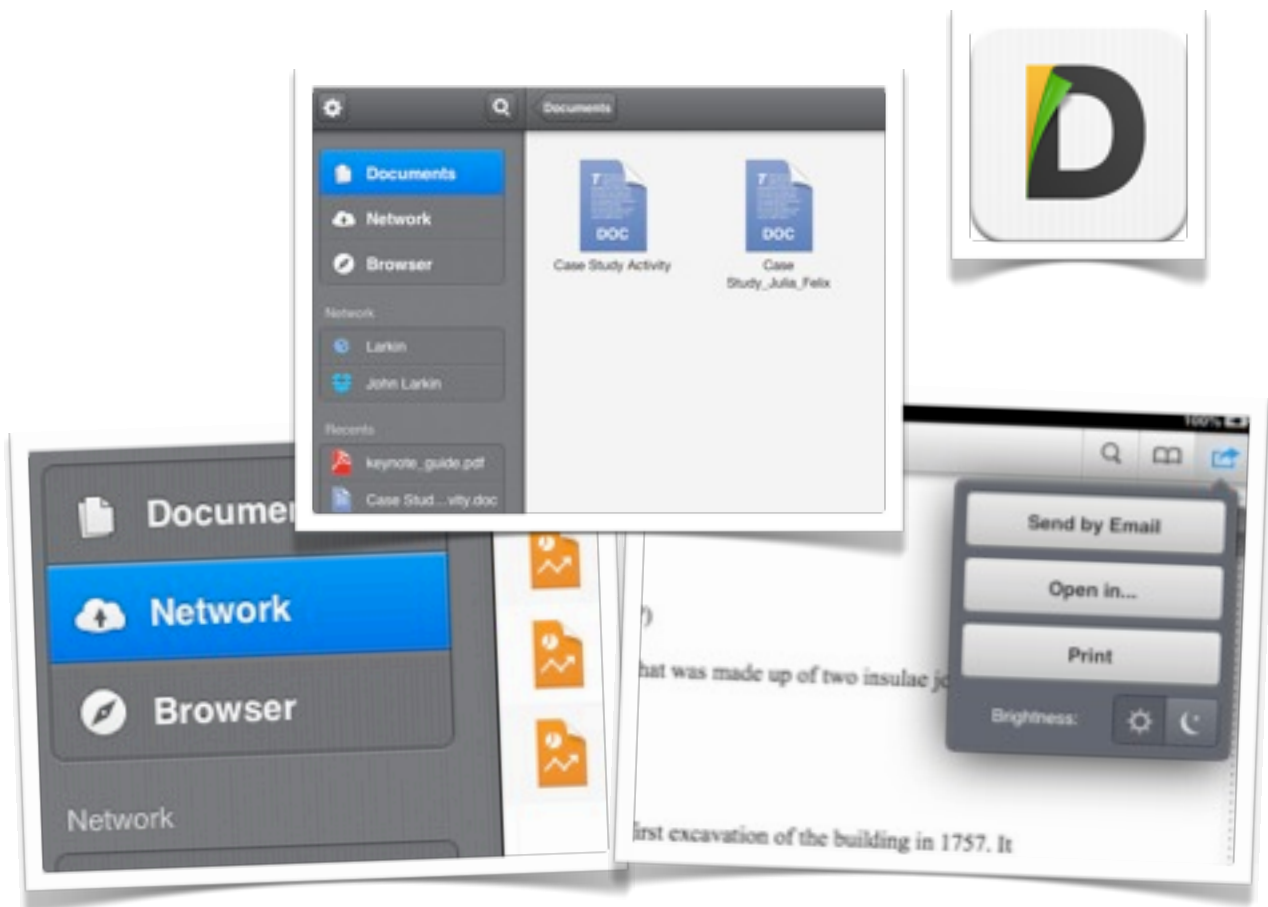


# Readdle Documents

Excellent organiser for your files... documents, pdfs, eBooks, the cloud & the web



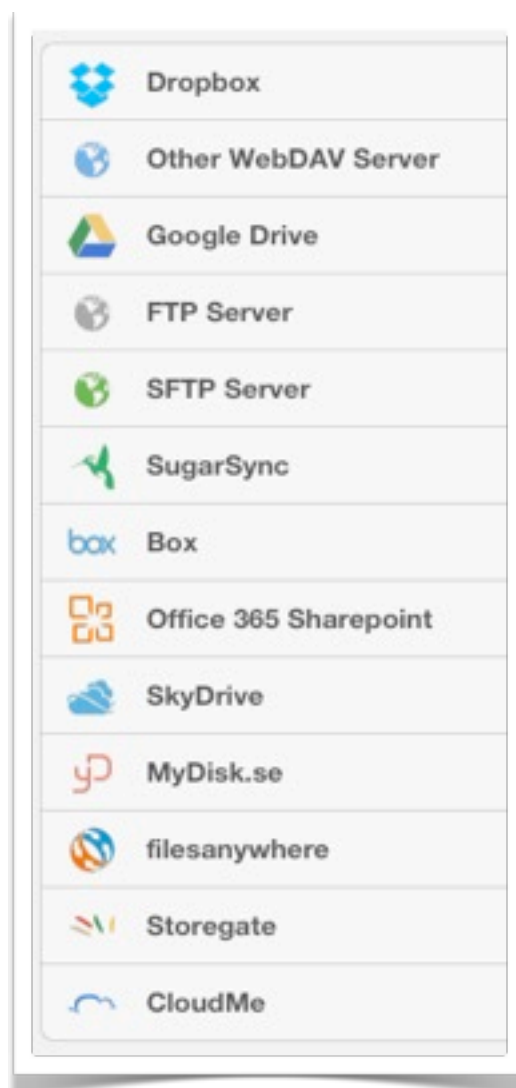
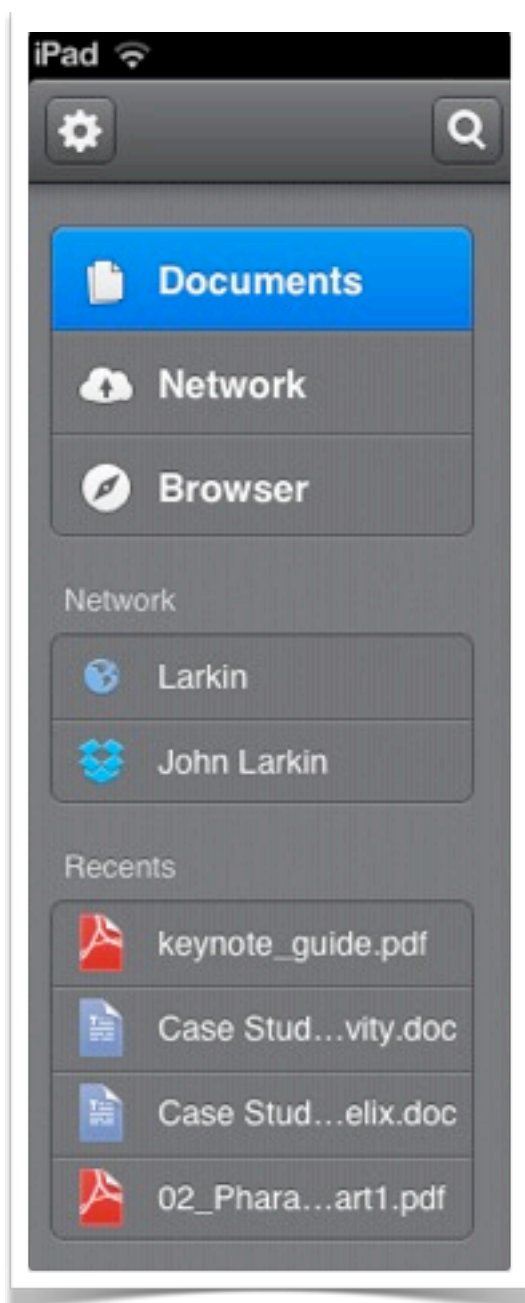
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<http://www.larkin.net.au>

## Connecting to the Cloud

When you initially launch Readdle Documents you will be given the opportunity to connect to your favourite cloud service providers such as DropBox, Google Drive and SugarSync. The window at right will give you an idea of the services available. You can also connect to ftp and WebDav servers.



## Navigating Readdle Documents

Getting around in Readdle Documents is easy. Simply tap on the menu items in the left sidebar.

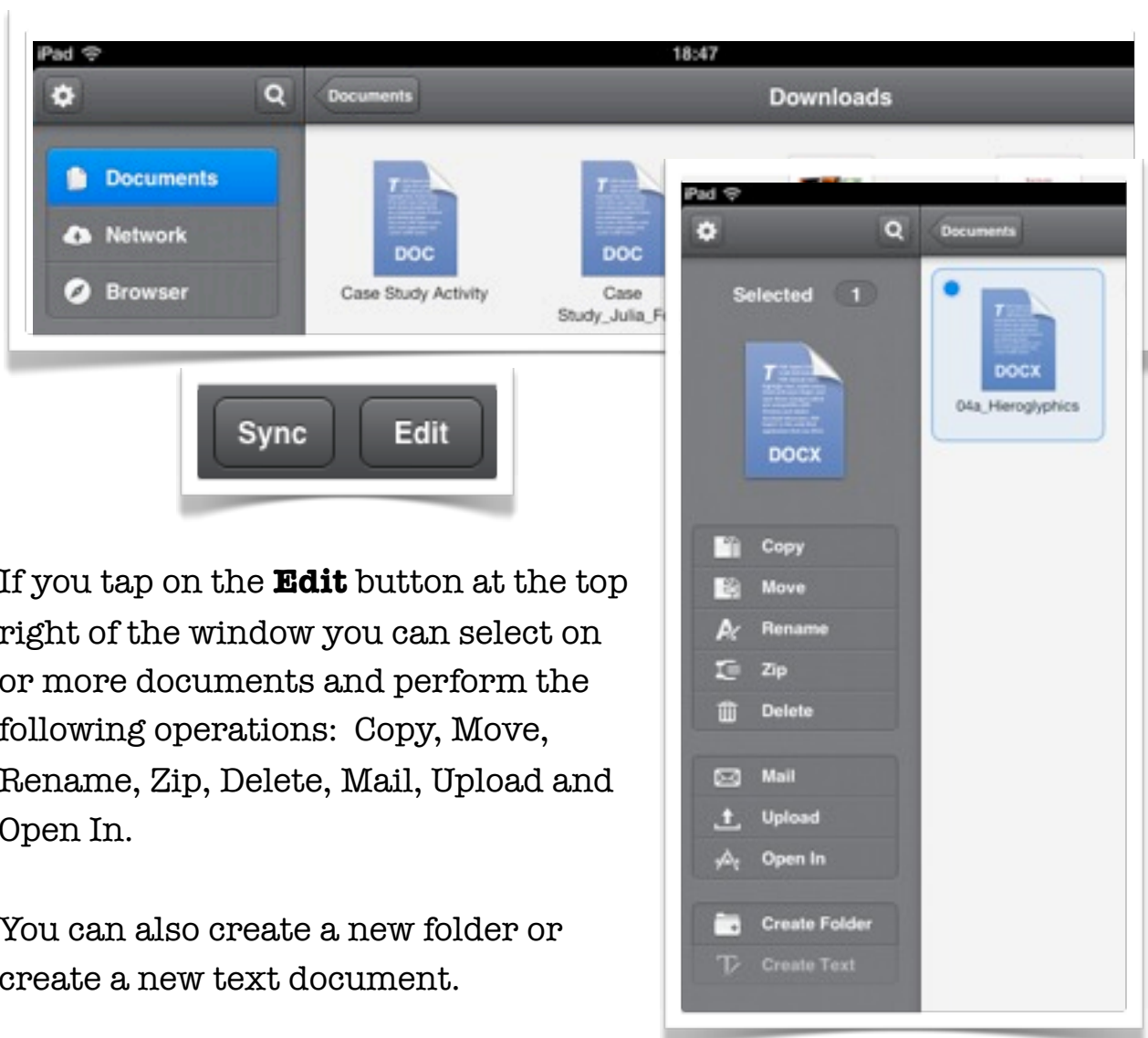
You are able to access local folders and documents, your networked servers and cloud providers, and recently viewed documents.

You can also browse the Internet using the built in and well featured browser.

## Working with Documents and Folders



When you tap on the Documents menu item in the left sidebar you will have access to the folders that you have created and the files that you have downloaded to, or created within, the app. Documents can be dragged to other folders.

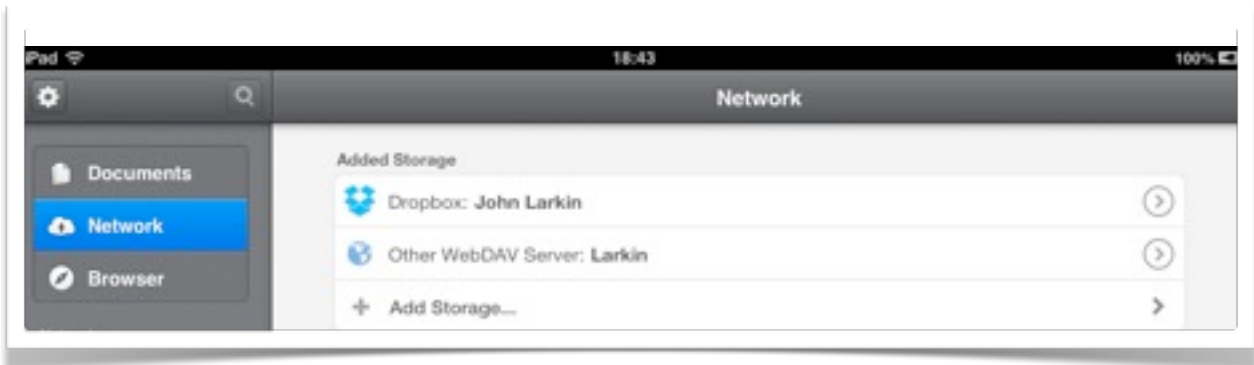


If you tap on the **Edit** button at the top right of the window you can select one or more documents and perform the following operations: Copy, Move, Rename, Zip, Delete, Mail, Upload and Open In.

You can also create a new folder or create a new text document.

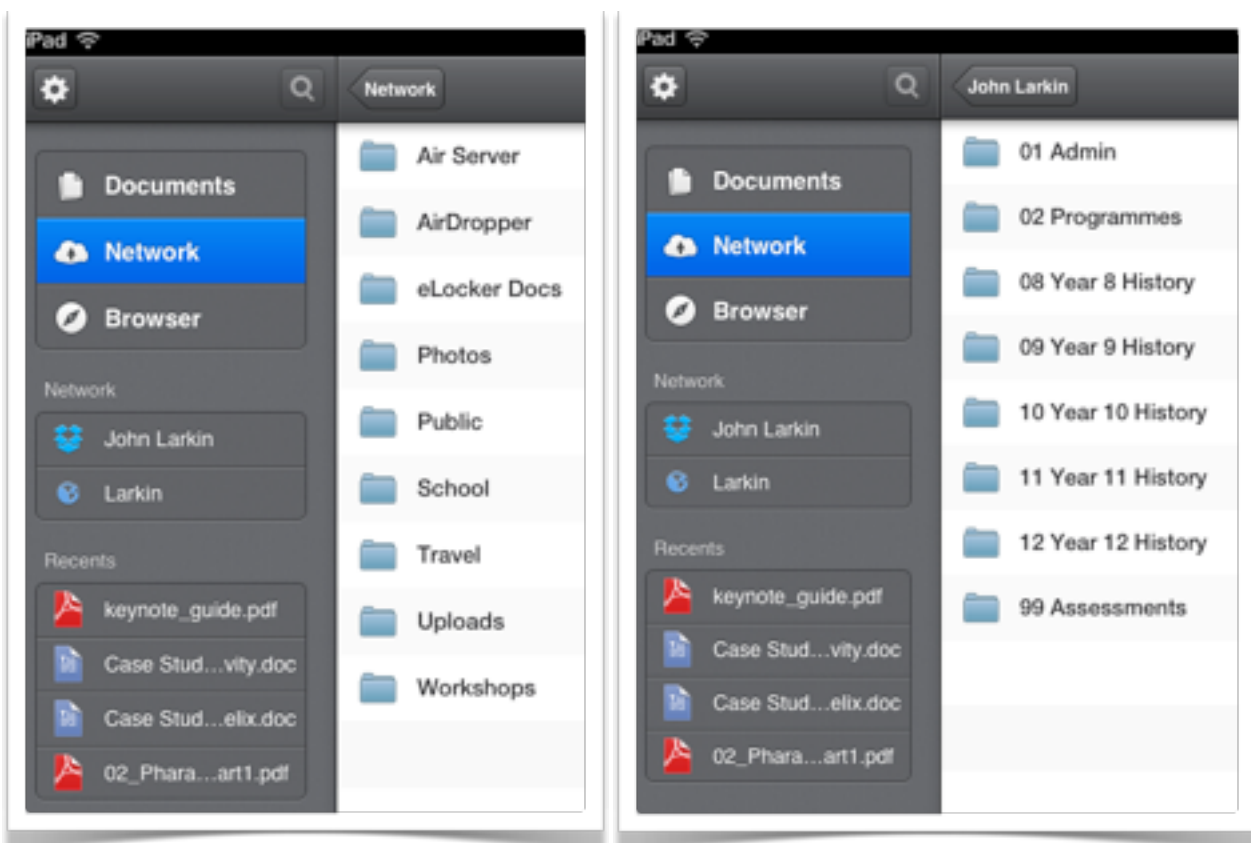
## Working with servers and cloud services on the web

When you tap on the Network menu item in the left sidebar you will have access to the various cloud services that you have linked to the Readdle Documents app. You can add more services if you wish by tapping on the Add Storage item. Tapping on the arrows will allow you to update your cloud service settings.

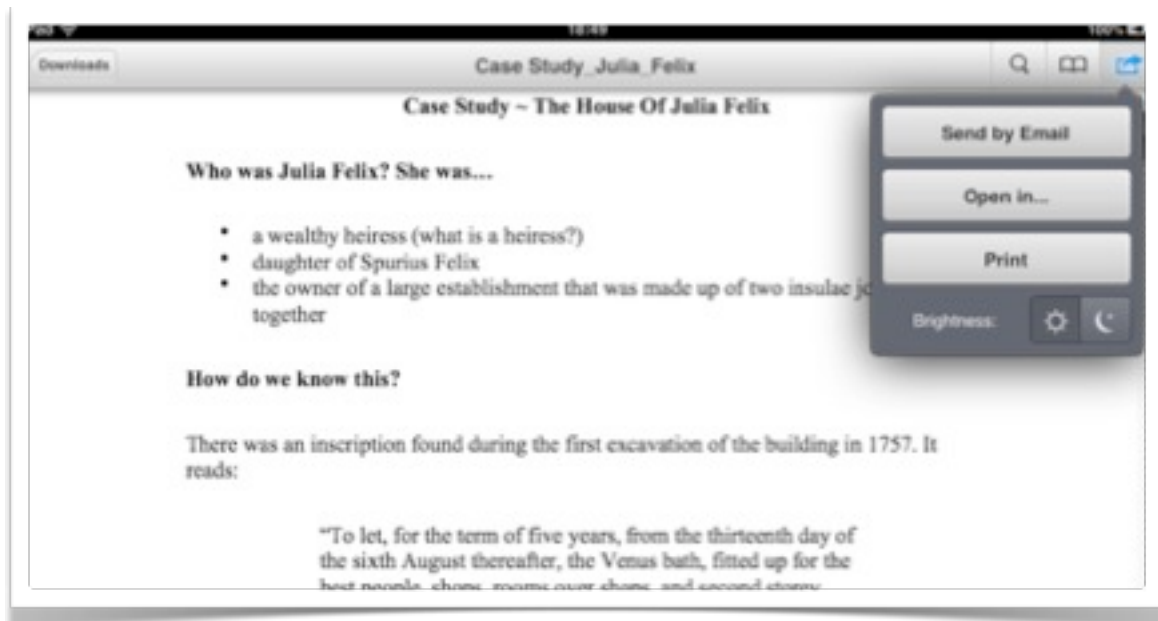


You can easily navigate through the folders and files of your cloud services and connected servers.

Navigation is intuitive and you will not get lost. Your networked services are always listed in the right hand sidebar.



If you tap on a document it will download to a designated local folder within the Readdle Documents app. The document will open.



Tapping on the **Share** icon in the upper left hand corner of the screen will allow you to print, email or **open the document** in another app on the iPad.

Once you have finished editing the document in the other app you can then save it back to the Readdle Documents app by observing the same procedure in reverse.

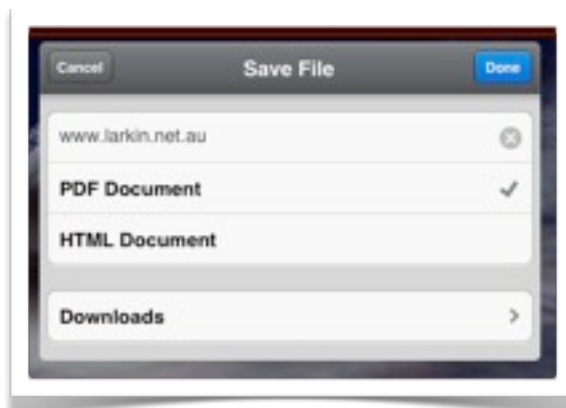


## Working with the built-in web browser

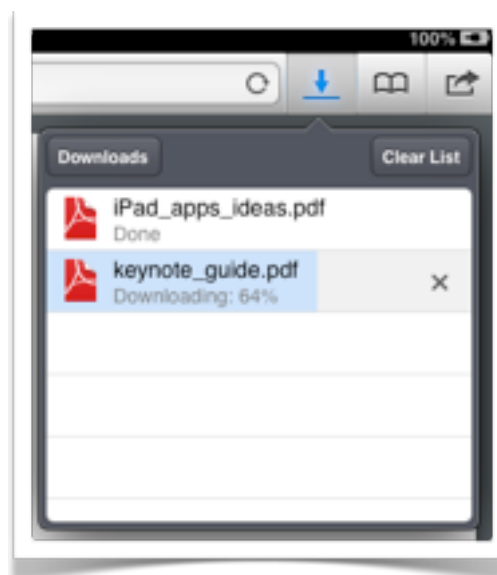
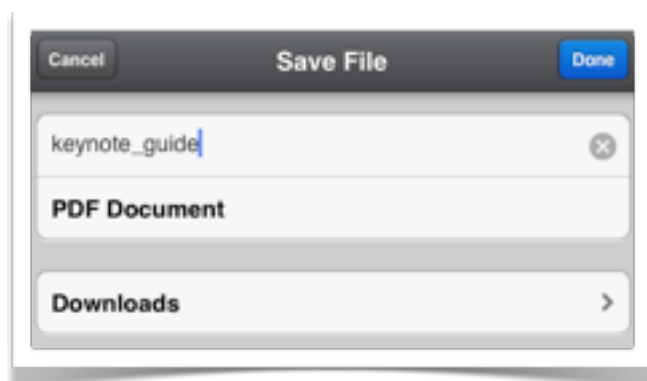
When you tap on the Browser menu item in the left sidebar you will have access to a web browser that will allow you to surf the web, save web pages as pdf files and to easily save downloaded files.



Tapping on the **Share** or **Export** icon will allow you save web pages as HTML or PDF documents. You can designate a default download folder in the app Settings window.

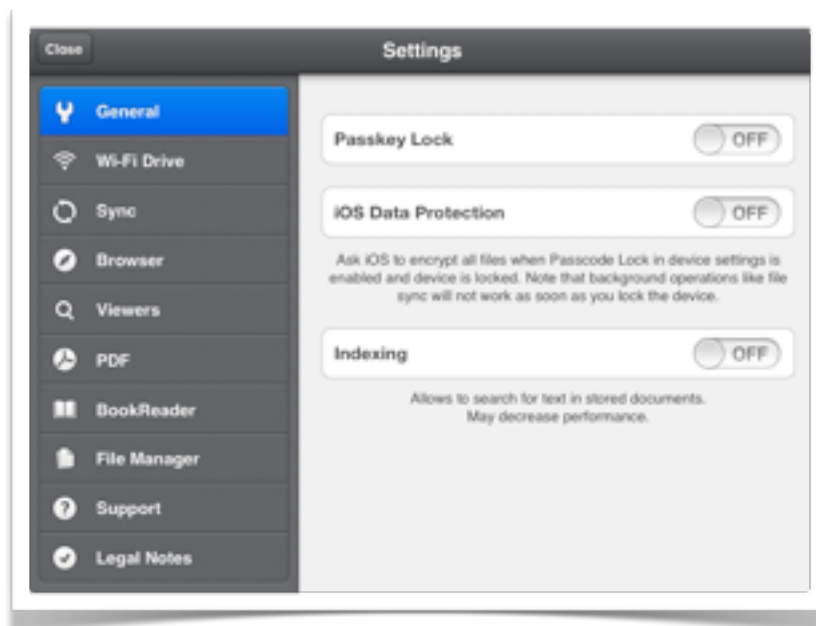


It is also very easy to view **PDF** documents within the browser and they can also be saved to Readdle Documents by tapping on the Export icon.

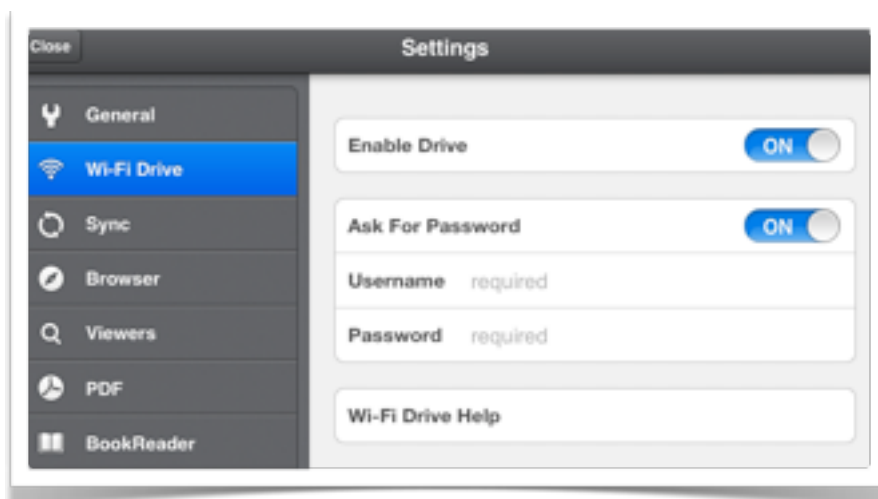


## Settings

Tapping on the Settings icon will give you access to an easily navigated settings window. You can set a **passkey** lock on the app as well as **protect** the relevant data stored for the app.



You can also **index** all the files so that they are easily searched.



You can set up Readdle Documents as a “**Wi-Fi Drive**” so that its Document folders are accessible across a local wireless network.

This easily allows to the transfer of files to and from the app.

The **File Manager** allows you to determine which directory downloads are saved to within the app.

