These instructions describe how to set up Web Files access using Pages on an iPad. The process is the same for Pages, Keynote, and Numbers on any iPad running the most current version of the apps.

1. Open **Pages** and tap the **+** symbol in the upper left hand corner. Select **Copy from WebDAV**.
2. In the **Server Address** field type in **https://webfiles.oaisd.org/htcomnet/hcwebdav**. The **User Name** and **Password** fields will be filled in with your **Computer Login** credentials. 
3. Choose **Home** for your **personal** **network drive** and choose **Share** for the **staff share drive**. 
4. Choose the document type you would like to load (**Pages, Word, PDF**).
5. Open the document and make any changes you would like. Pages automatically saves changes as they are made **to the iPad**.
6. Once you are done working with the file you need to upload it in order for it to be available on other devices. To do this touch the **Wrench** icon in the upper right to open the **Tools** window. Once the **Tools** window is open touch **Share and Print**.
7. Choose **Copy to WebDAV** and the type of document you would like to save (**Pages, PDF, Word**). We recommend using **Word** as the format.
8. Choose the location to save the file by touching **Home** or **Share** and any subfolders. Then touch **Copy** in the upper right corner.
9. The file will be copied to the specified location and will be available to access on other devices now.