

Email Attachments

Introduction

This document will cover attachments that are of the following types:

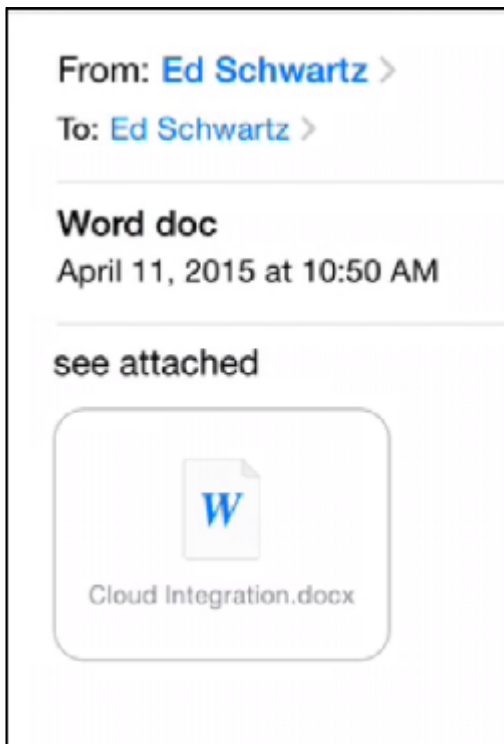
- Photos – these are saved to your Photos App
- PDFs – these can be saved to your Google Drive and also to your iPad if you choose
- Office documents – these can be saved to your Google Drive and also to your iPad if you choose

To work with attachments, you can use several free Apps as follows:

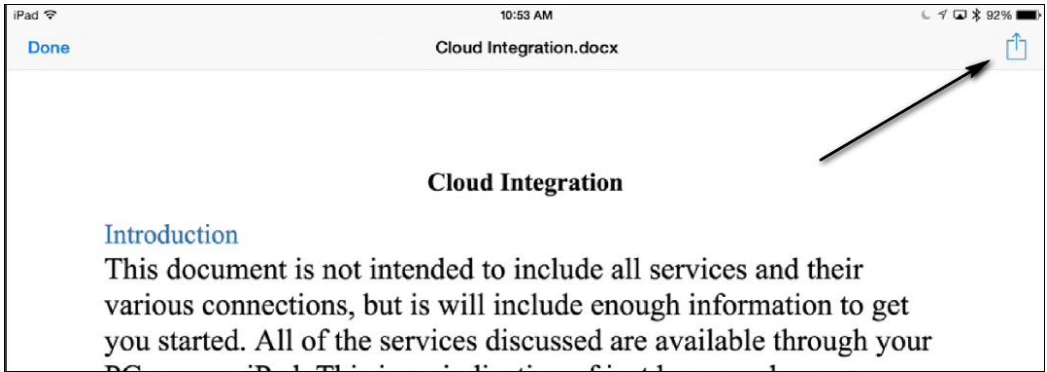
- Google Docs, Google Sheets and Google Slides
- Google Drive, Google Photos

Saving Office Document attachments

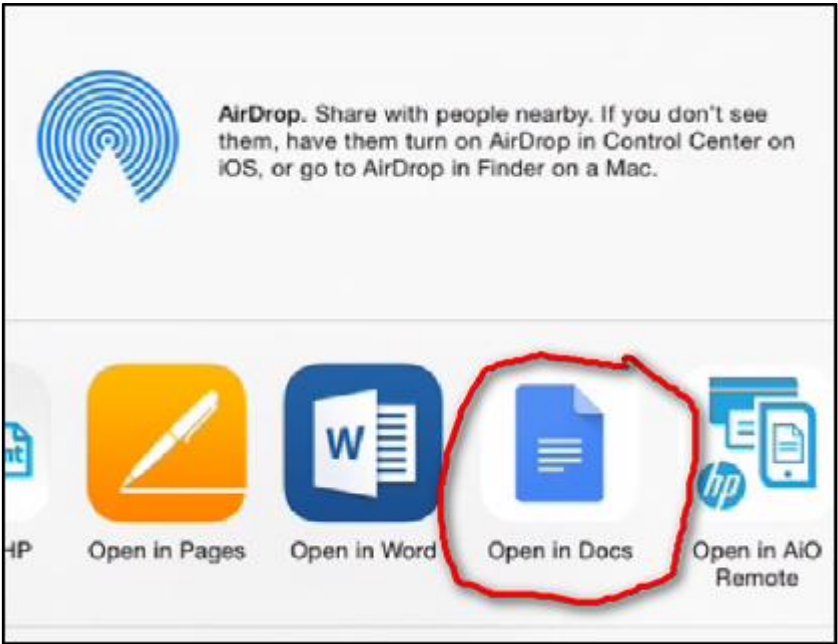
When you download an Office document such as a Word document, it will be as shown below.



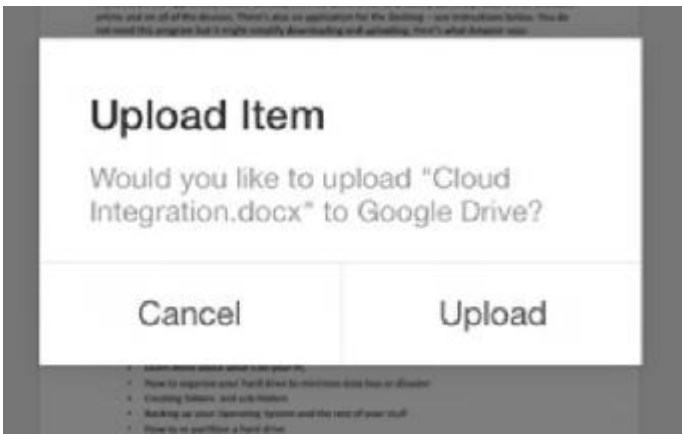
When you tap on it you will be able to read it. To open it click the icon in the upper right as shown below.



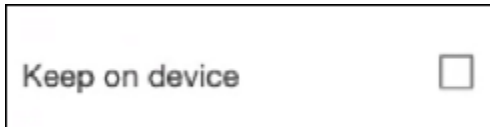
You will next be presented a list as shown below.



If you choose to open it in Google Docs as shown above you will be asked if you want to upload it to Google Drive as shown below.



You can now tap the menu at the upper right and select Keep on device.



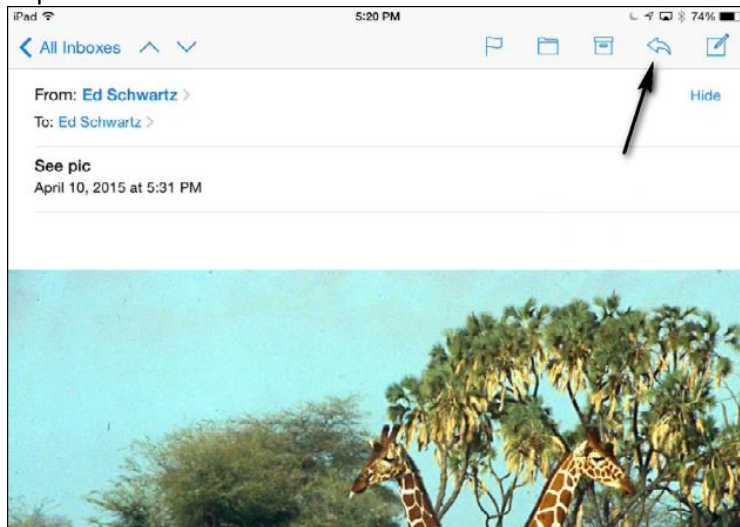
Here's a summary of what just happened.

1. You opened the email
2. You tapped the attachment
3. You tapped the share icon
4. You selected Open in Docs
5. You tapped Upload to place the file in Google Drive
6. You used the menu to choose to keep the document on your iPad

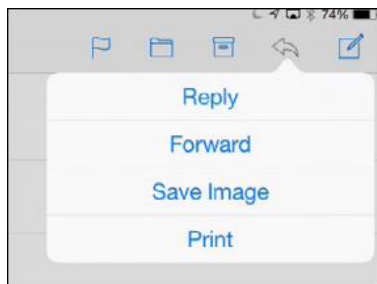
Saving Photo attachments

Method 1

- Tap the icon as shown below



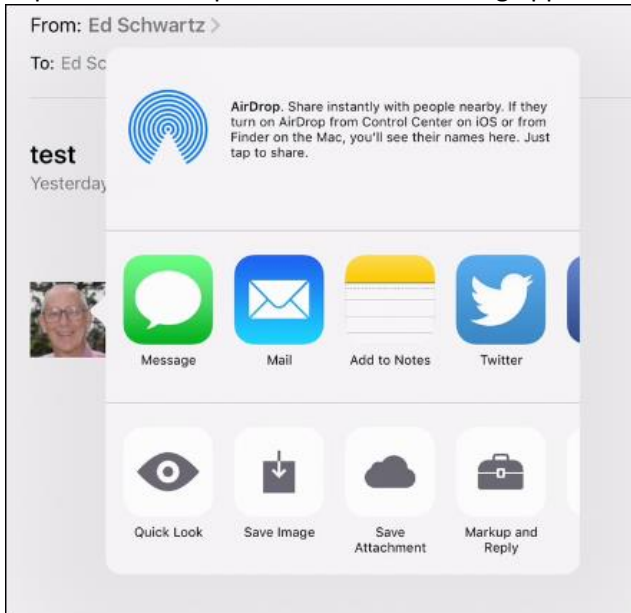
- Tap Save Image as shown below. You can also choose Print.



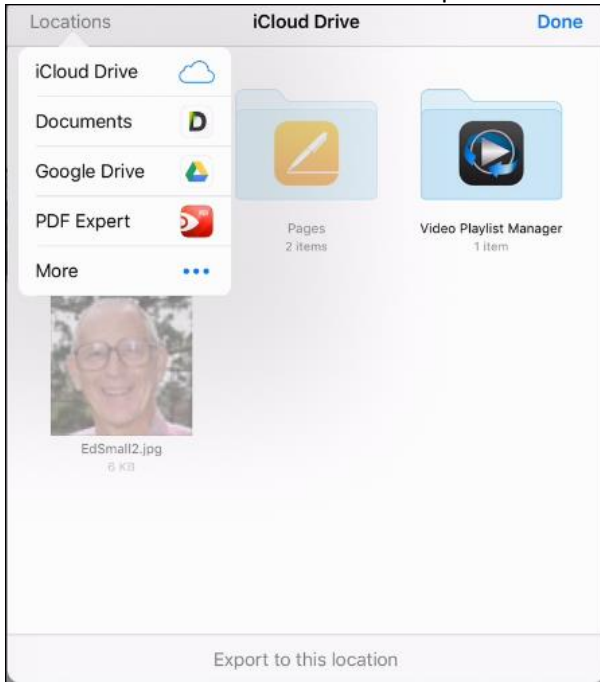
- Go to your Photos App and open the camera roll to see the downloaded photo
- You can add the photo to any other albums

Method 2

- Tap and hold the photo until the following appears as shown below appears



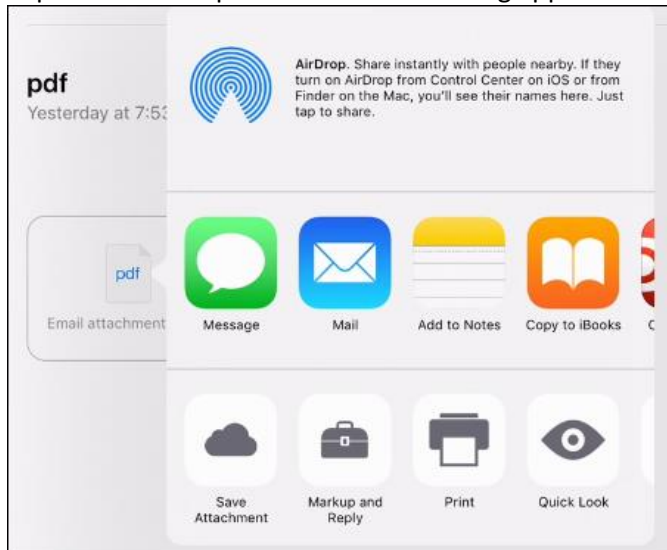
- Scroll through the choices until you find what you want. **Save Image** places the photo in your Camera Roll and **Save Attachment** allows you to save it in your iCloud folder.
- If you choose **Save Attachment**, you can tap **Locations** at the top to get additional choices as shown below. These additional locations depend on what Apps you have installed.



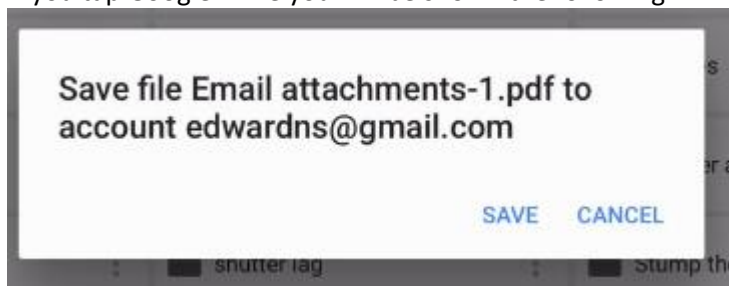
Saving PDF attachments

Method 1

- Tap and hold the photo until the following appears as shown below appears



- Scroll through the choices until you find what you want. **Save Attachment** allows you to save it in your iCloud folder.
- If you tap Google Drive you will be shown the following



- You can click Save and subsequently use the menu to keep it on your iPad

Method 2

- Tap the PDF and it will open.
- You can now tap the Share icon and choose what to do next

Attaching files to an email

To send a file as an attachment, you have to initiate the process where the files are located.

- For example, to attach a photo you must go to the Photos App, select one or more photo and tap the Share icon. You will see the following.



- Next, tap the Message or Main icon to attached the photos.
- Next, address the Message or Email and send.