

# Using Cloud Services

## Introduction

The cloud services covered in this document include the most widely used and are listed below.

- GoogleDrive by Google
- Dropbox by Dropbox
- OneDrive by Microsoft

Any reference to an iPhone in this document applies to an iPad as well. All of these services offer some free storage and the details are shown below. The table includes links to download the Windows version.

Service	Free Storage	Additional Storage	Availability
GoogleDrive	15 GB	100 GB \$1.99/month	Click <a href="#">here</a> .
Dropbox	2 GB	3 TB \$12.50/month	Click <a href="#">here</a> .
OneDrive	5 GB see Note 1	50 GB \$1.99/month	Built into Windows

Notes:

1. If you have a subscription to Microsoft Office, you get 1 TB of free storage.

All these services are basically the same in that you can install the services on your PCs and mobile devices and access your files anywhere including online from any PC wherever you are. Any files stored in folders in these services are synced between all PCs and devices if you use the same user ID and password throughout.

## Examples

- If you install GoogleDrive on you iPhone and PC, any file or folder that you place into a GoogleDrive folder will show up on your iPhone provided it's connected to Wi-Fi. Also, the file or folder will be available on line. This applies to other services.
- If you open your Photos App on your iPhone, you can save photos to a cloud service and they sync everywhere.
- If you place photos into a cloud service on your PC, you can open the corresponding service app on your iPhone and save the photos to the iPhone Photos app.
- One of the best uses for a cloud service is to use it in conjunction with an iPhone App called Documents by Readdle. The next section below is devoted to this topic.

## Using the Readdle Documents App

Readdle provides 2 apps which are similar, Documents and PDF Expert. You can read about them [here](#). The main differences are:

1. Documents is free, and PDF Expert is \$9.99 for a one-time purchase.
2. PDF Expert allows you to edit the text in PDFs and more.

Online help can be found [here](#) and [here](#) and a downloadable PDF help file can be found [here](#).

Here's a list of tasks that can be performed using a cloud service in conjunction with the Documents app.

- Transfer PDF documents in either direction between your cloud services and the app
- Read and annotate PDF documents
- Transfer PDFs between your mobile app and your PC in either direction using iTunes

Here's an example:

This assumes that you have installed Google Backup and Sync on your PC and the GoogleDrive App on your mobile device. The steps below apply to Dropbox or other services as well.

1. Someone sends me a PDF, or I download one such as a manual
2. I copy it to my GoogleDrive folder on my PC in a sub-folder labeled Manuals
3. I open the Documents App
4. Tap Services and add my GoogleDrive account
5. I view the documents in my GoogleDrive account
6. Look for the folder labeled Manuals
7. Tap Select at the top
8. Tap Download
9. Now the folder is on my mobile device where I can view it or perform other tasks