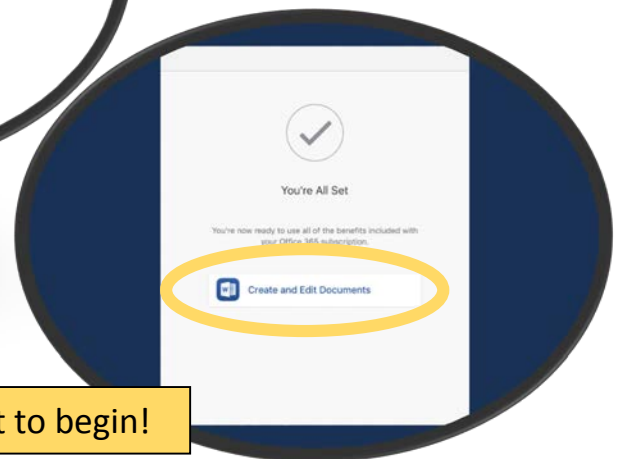
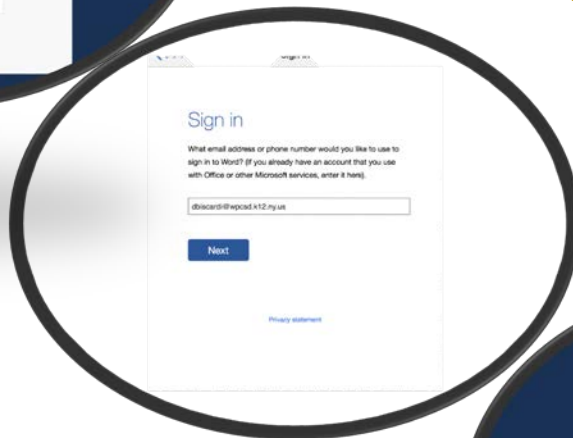


Office of Instructional Technology
White Plains City School District

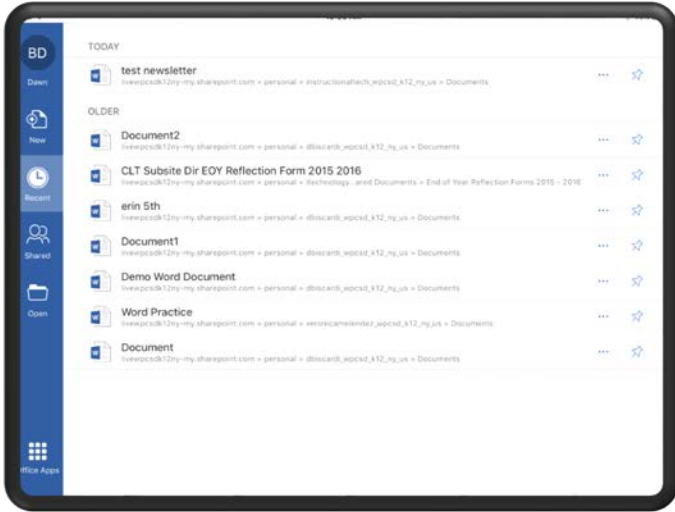
Using the *Word* App on the iPad

On the iPad, it is recommended that you install and use the Word app rather than using Word in Office 365. This option closer resembles the features you're used to.

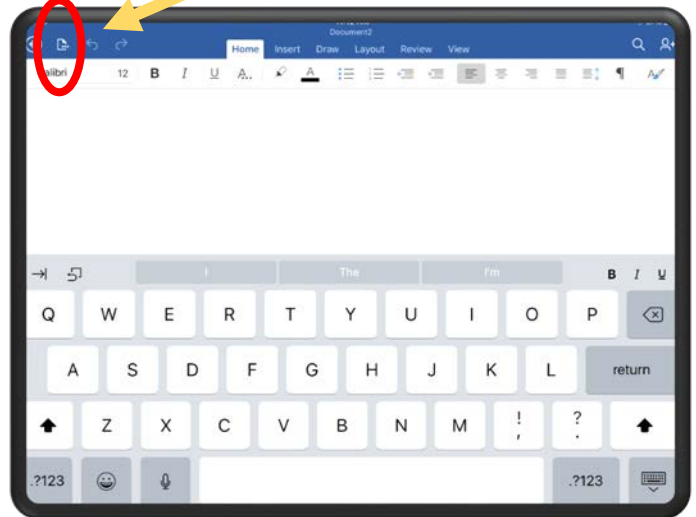


You're now set to begin!

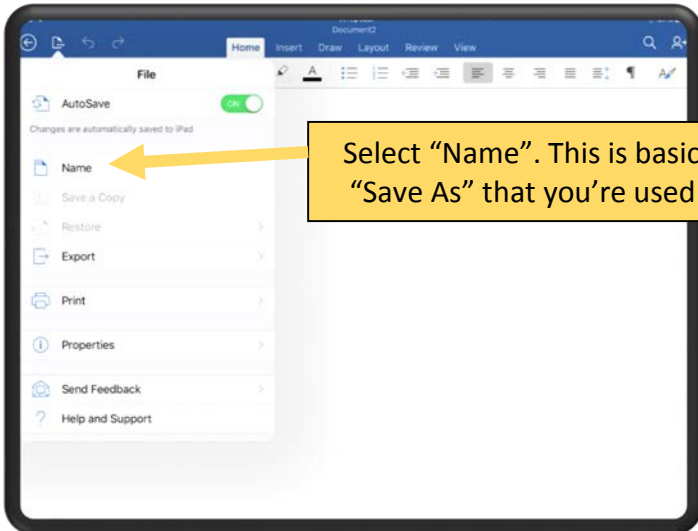
Word documents from your OneDrive will appear.



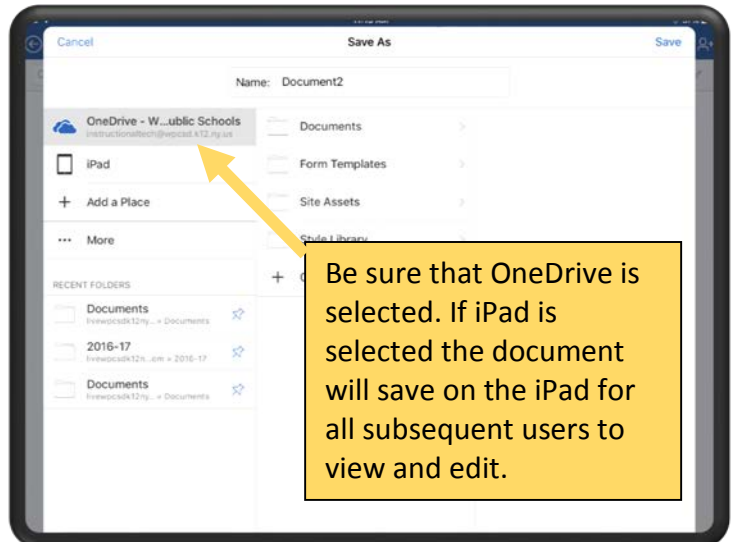
When ready to save click on this icon.



Select "Name". This is basically "Save As" that you're used to.



Be sure that OneDrive is selected. If iPad is selected the document will save on the iPad for all subsequent users to view and edit.



When done, there are two final steps.

- 1) **“Sign Out”** from Word
- 2) **Close the app** by double clicking the Home button then swiping the Word app upward. This will prevent the next iPad user from accessing your account.

