



# Backing Up DocAs

**Connect to Dropbox:** BEST option as once connected, documents will wirelessly sync to Dropbox.

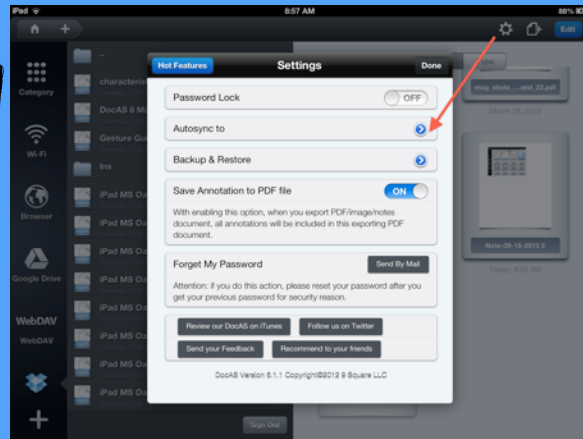


**Dropbox:** You can access Dropbox from any computer (via the web) or device ([download the FREE app](#)).



## Step-By-Step Directions:

1. Tap on + sign in the lower left corner of DocAS to launch Cloud Service options. Select Dropbox.
2. Sign in to Dropbox OR Create an account.
3. Tap on gear in upper right hand corner to launch DocAS settings.
4. Tap the Autosync to arrow.
5. Turn Autosync to Dropbox ON and make sure Sync on Wifi only is turned ON. Select PDF for file format.



**Dropbox:** Note that all files synced to Dropbox will be in PDF format. One can view them in Dropbox or "Open In" DocAS to further annotate and edit.



**DocAs** can also be backed up to Google Drive and/or eBackpack via WebDav. These services do not auto sync. WebDav sever: <https://eanes.ebackpack.com/ipad>