

## **Backing Up DocAs**

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Add Cloud Service

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**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.

NebDAV

5. Turn Autosync to Dropbox ON and make sure Sync on Wifi only is turned ON. Select PDF for file format.

 Settings
 Auto Sync
 Sync to Dropbox

 Autosync to Dropbox
 ON
 ON

 File Format
 DocAS
 PDF

 Folder in Dropbox:
 DocAS
 ON

 Sync on WiFi only
 ON
 DocAS

 When switched on, automatic synchronization will only occur when connected via WiFi.
 Value will only occur when

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

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