

**NEW**



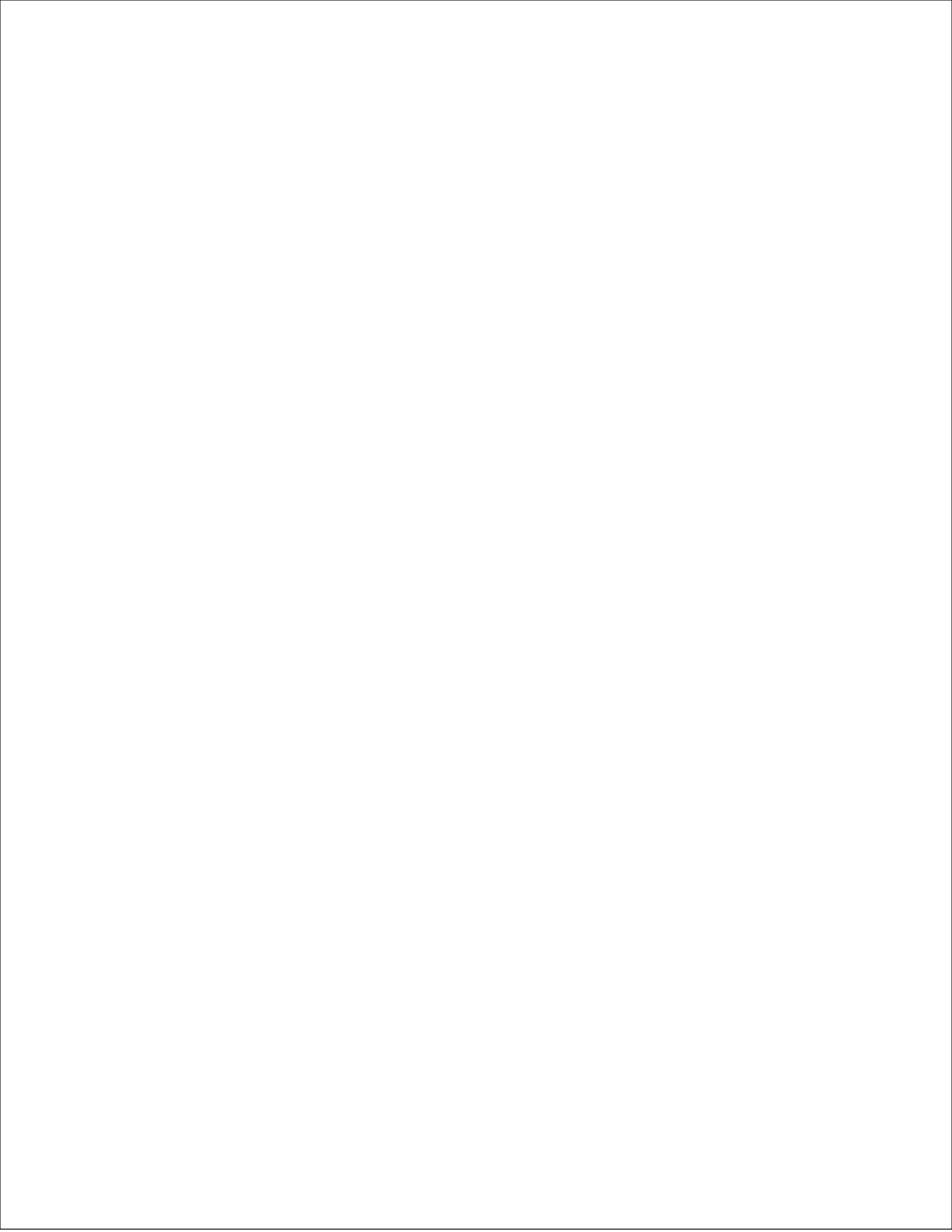
# The Cloud Computing Book

Over 200 essential tips

The ultimate guide to mastering cloud computing



Work across devices • Share documents • Store music & photos



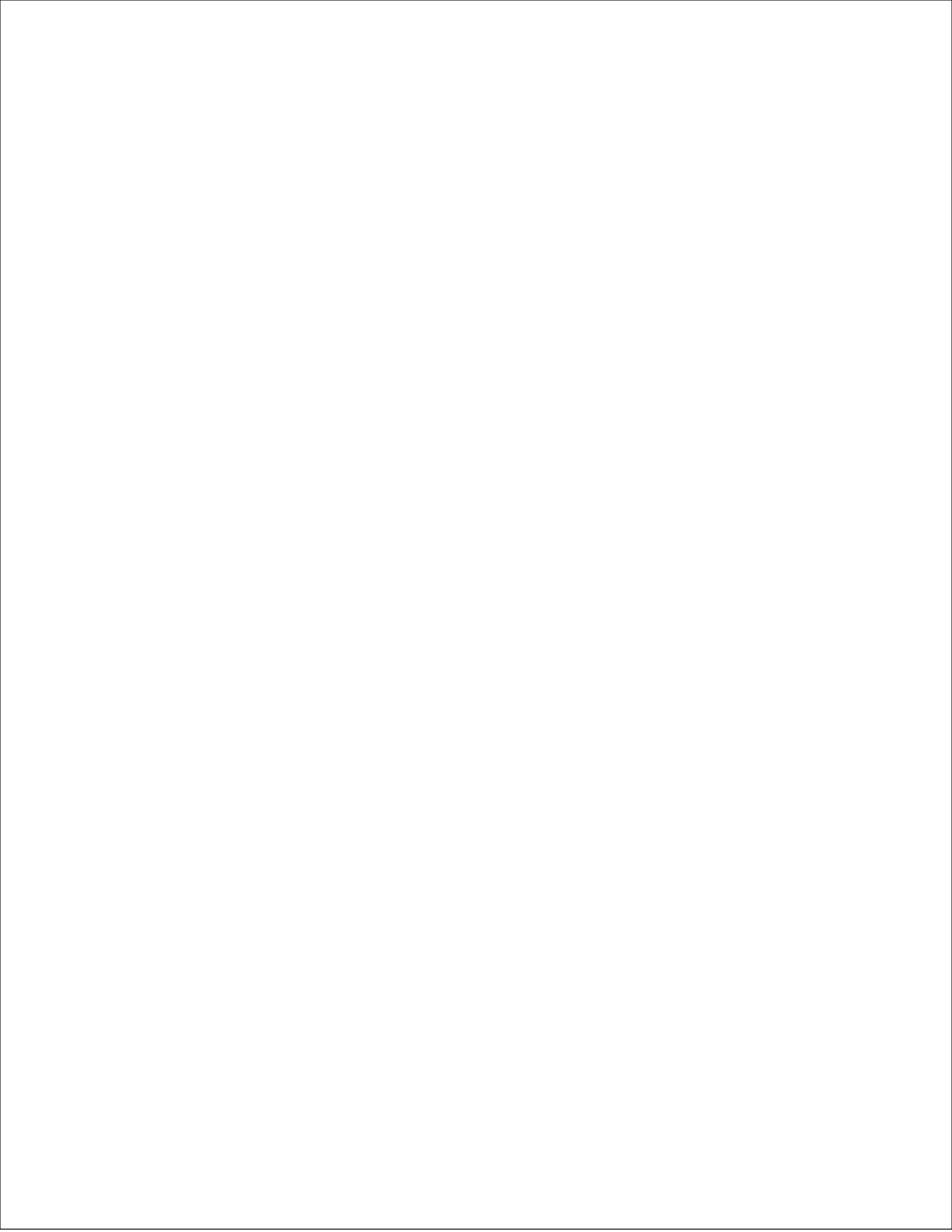


# Welcome to The Cloud Computing Book

Over the last few years, technological advancements have changed the way we work and play. Gone are the days when you had to save documents onto USB drives to share them with work colleagues. No longer do you have to carry around a phone, diary, notepad and pager to remember what you're doing and where you should be. And if you want to purchase a new album or rent a movie, you don't even need to get up out of your seat. Cloud computing has revolutionised the way we use our Macs, PCs, smartphones and tablets. Syncing and sharing files with anyone around the world has never been easier, and storage is no longer an issue as everything can be saved to the cloud and automatically updated across devices.

In this edition of The Cloud Computing Book, we'll show you some of the latest updates to the cloud-based features offered by a range of companies. You'll discover how to sync all your Google apps, upload to iCloud, share via Microsoft Cloud, access OneDrive on your Xbox One, upload games saves on your PS4 and much more.





# The Cloud Computing Book

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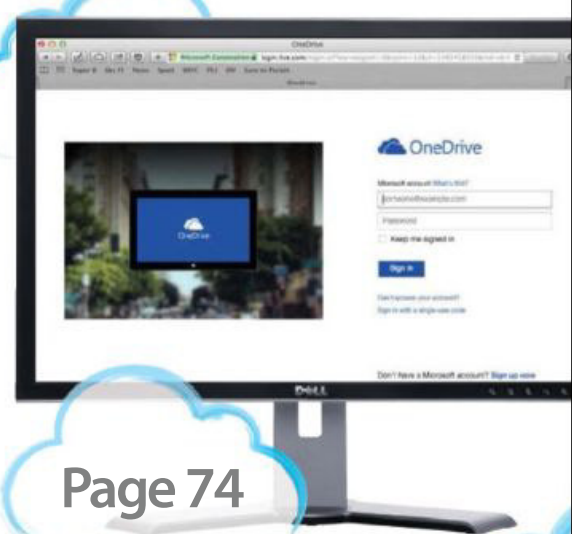
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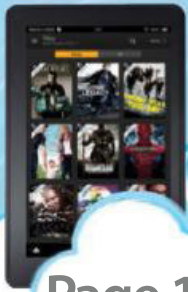


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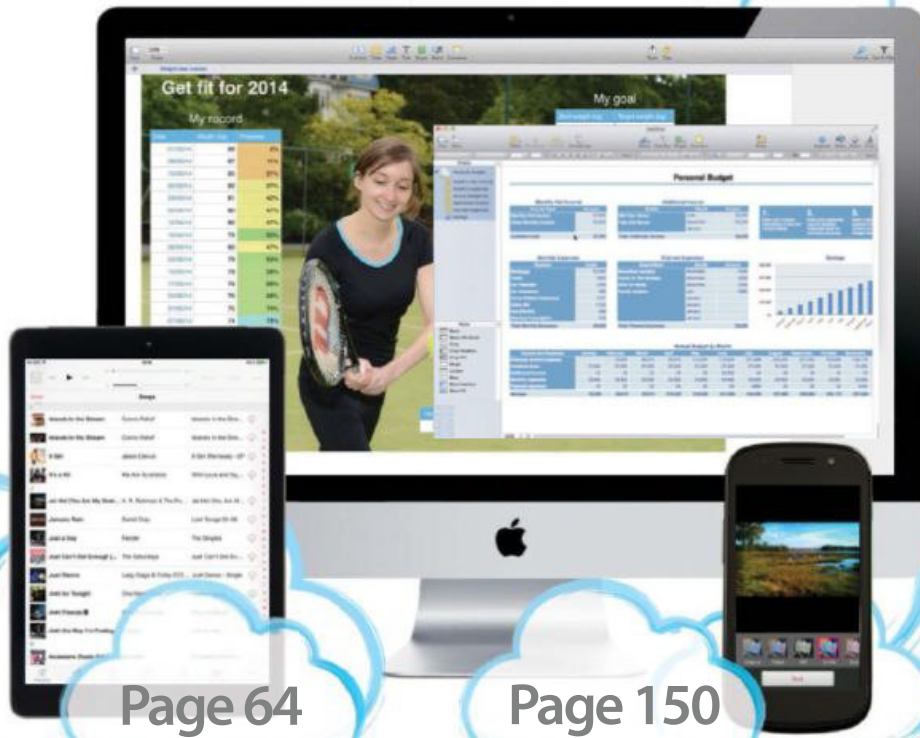


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# The Complete Guide to Cloud Computing

Cloud computing is all around us, and you're probably using it without even knowing. Read on to find out everything it has to offer





## 5 things you need to know

There is a lot to learn about the cloud that you need to know...

### 1. The Information We Collect And Store

We may collect and store the following information when running the Dropbox Service:

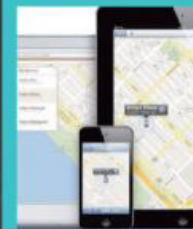
**Information You Provide.** When you register an account, we collect some personal information: billing information, email address and home and business postal addresses. You may also opt-in to other services (for example, your email account) or to use your social networking information if connection permits. When you invite others to join Dropbox by using our referral page, we send you an email with your contact email addresses when making referrals or files with them. We may email address through other users, for example if they have tried to share something with you.

**Files.** We collect and store the files you upload, download, or access with the Dropbox Service (previously supported by you or another user, we may associate all or a portion of the previous file).

**Log Files.** When you use the Service, we automatically record information from your Device. It includes the Device's Internet Protocol ("IP") address, browser type, the web page visited before a website, locale preferences, identification numbers associated with your Device, your mobile or system configuration information, metadata concerning your files, and other interactions with it.

## Cloud security

Security is always a prime concern when using any cloud service. Always check the company providing the service and be sure to only store data online that you are comfortable with.



## Compatibility

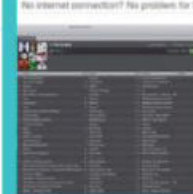
Not all cloud services are compatible with every device. Some are designed for a single manufacturer's products, so do your research to ensure that the services will work.

## Back up

Check to ensure that your data is available to backup should you want to do so. The larger cloud services are extremely reliable, but you should still keep a locally held backup.



## Offline mode



## Offline

Some services offer offline functionality – ideal for those times when you have no internet access. This ensures that you can work and play 24 hours a day, every day.



## Core data

Always be aware of where your 'core' data is held. Almost every service will offer a URL or location that you can view to check the default data.

**C**loud computing sounds like an invention dreamed up in a marketing meeting, but it is real and in use today by millions of people. You may not be aware that you are using it, but it is highly likely that you are in many more ways than you think. The easiest way to think about cloud computing is to consider it as an application that does not sit on your computer, but on the internet instead. You do not need to know the exact location of the software or associated data and instead can access all of the information as you would with locally stored data on your computer.

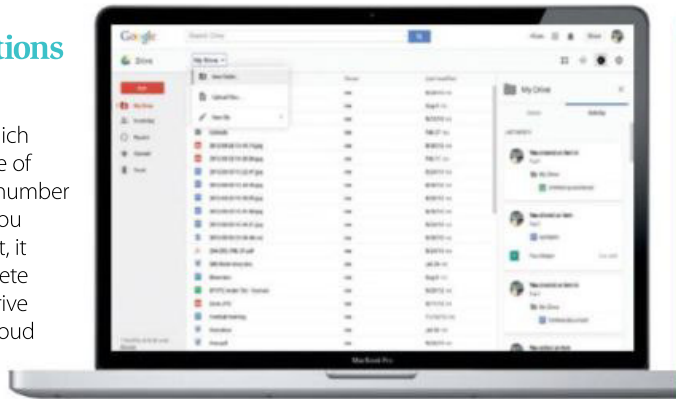
The fact that the information is remote offers many advantages because this makes

it available to a variety of devices, including desktops, smartphones and tablets, and they can all be kept in sync all of the time. Clouds can be public and accessible by anyone or they can be set up by companies for secure private use with the ability to distribute information and software remotely.

The speed of modern mobile and fixed networks has enabled these facilities to become reality and you really do forget that you are using the internet to connect to your data. It almost feels magical how all of your information is seamlessly available on all of your devices whenever you need it and the cloud is without doubt going to be the future of all computing.

## Online office solutions

Even the largest companies are jumping on the cloud bandwagon these days, which is exemplified by the release of Google Drive. It is one of a number of cloud solutions that let you work remotely and, in effect, it offers you an almost complete operating system online. Drive cannot only be used as a cloud storage account, but also a way of producing presentations and documents. It takes the parts of your work or home PC that you will use the most and places them online with copious amounts of storage available per company or user. Solutions like this work particularly well for small businesses, but can be scaled up or down in almost any way. The fact that these business-orientated services are in the cloud means that sharing files and data is now easier than ever before and that employees can collaborate seamlessly at any time, providing they have an internet connection available. In most cases, all you need to do is visit a URL, enter a username and password and you can use the system just as you would on Windows or Mac OS X. You can also mimic the cloud by remotely accessing a desktop wherever you are. There are multiple solutions available that let you dial in to your home or work PC and see the screen on your mobile device. Many



*You can create fantastic presentations and spreadsheets in Google Drive*

of the solutions work so well that you would believe you really are carrying a desktop on a smartphone or tablet.

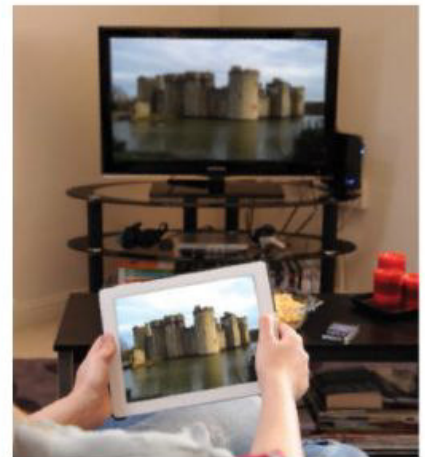
## Work more productively

Online calendars are now commonplace and suit the needs of businesses and individuals perfectly. Google is at the forefront of online calendaring, but most email providers now offer email accounts with included calendar features which are accessible via web interfaces. These are synchronised alongside email, contacts and notes and are designed to provide a one-stop solution for your personal information needs. If you consider the Microsoft Outlook system which is in use on millions of computers, these providers are attempting to replicate that online with no

## How does it work?

What makes the cloud tick?

The easiest way to understand how cloud computing works is to imagine your home computer in a remote location. It has all of your applications and data on it and instead of turning it on, you contact it via the internet and sign in with a username and password. Your applications and data/media are then immediately available and changeable from any device you own that can log into it. Each time you log in, your changed data and media are then viewable from any other device.



*Cloud computing enables you to stream data from one device to another without any wires*

## “Sharing files and data is now easier than ever before”

## The history of cloud computing

How did the cloud get so big today?

Cloud computing is now ubiquitous, but it is only in recent times that it has reached the masses. However, the history of cloud computing dates back 50 years and it has been a long time coming.



# 1960



### 1960s John McCarthy

Computer scientist McCarthy is credited with coming up with the notion of cloud computing in the Sixties when he said “computation may someday be organised as a public utility.” His idea has since been built upon in many ways

### 1990s The internet

The internet became a tool the world started to use in the mid-to-late Nineties and its mass adoption has paved the way for everything since. Over time we have moved from mere emailers and web surfers to sophisticated users of complex cloud services

### 1990s Virtual private networks

Telecommunication companies began offering VPNs in the Nineties, which enabled the network bandwidth to be used more flexibly dependent upon demand. Without this, all of the internet services we use today could not function properly





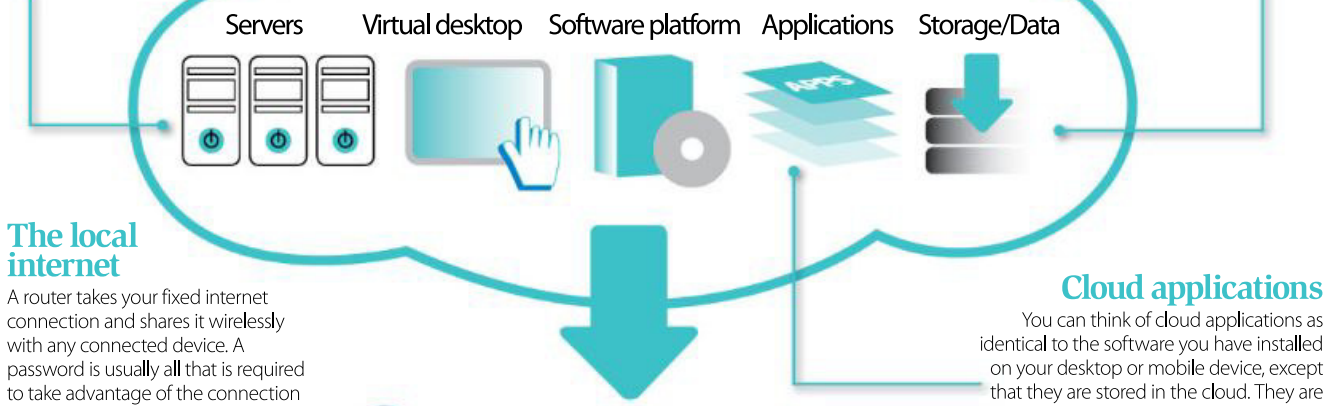
### Web servers

Servers receive instructions, such as a URL input, and will then intelligently send back the appropriate response. They are capable of processing a huge number of instructions at any one time

### All the data

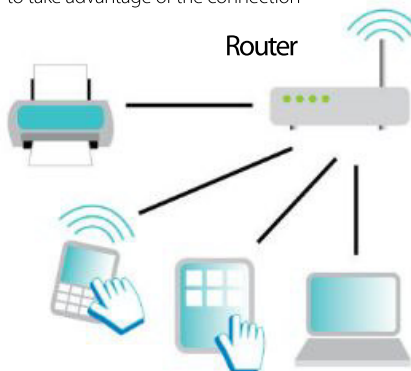
Cloud services, particularly public solutions, have to hold vast amounts of data and these are usually held separately to ensure reliability and that there is enough space to cope with the needs of millions of users

## Cloud computing



### The local internet

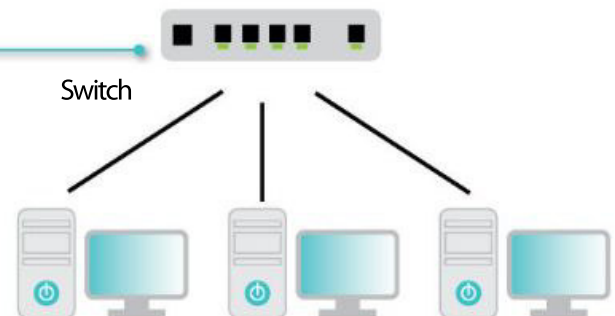
A router takes your fixed internet connection and shares it wirelessly with any connected device. A password is usually all that is required to take advantage of the connection



### The switch

A network switch enables multiple computers to connect via the same connection, but to send and transmit data to each device individually. It breaks up the traffic and logically routes it to the correct device every time

End user



### Cloud applications

You can think of cloud applications as identical to the software you have installed on your desktop or mobile device, except that they are stored in the cloud. They are capable of working in exactly the same way

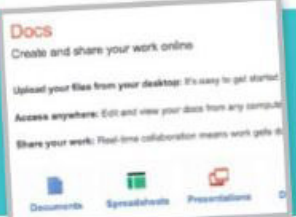
### 2006 Amazon Web Services

Amazon played a role in the creation of cloud computing when it developed the AWS system in 2006 – a collection of remote computing services that can work together. It proved what is possible given the right software and bandwidth allocation



### 2008 OpenNebula

OpenNebula became the first open source software, in 2008, that could deliver hybrid and private accounts over a cloud service. It proved to be the catalyst which forced regulation to come into the system and is a little known, but hugely important development



### 2007 Google services

Google added Google Docs to its Gmail offering in 2007, which was the first mass-consumed online software to prove the value of the cloud. Online calendars followed and the rest is history



### 2011 iCloud

Apple announced iCloud in 2011. It is effectively a rebirth of MobileMe, which will have been discontinued. Apple is aiming for it to be the most efficient and seamless cloud-based service for those who need to manage multiple devices at once

→ 2015



## Types of cloud computing

Various clouds for different tasks

### Public

Public clouds are the type used by service providers to offer free or paid-for services to the general public. They are open, but often with standard restrictions requiring passwords etc.

### Private

Private clouds are mostly used by firms and groups who need to keep data secure. The main downside is that they still require significant investment of time and money to set them up.

### Community

Community clouds are private, but spread over a variety of groups within one organisation. Different sections of the cloud can be set up specifically for each department or group.

### Hybrid

A hybrid cloud setup is built from two or more clouds – public or private. They offer services even if connectivity faults occur and are often used to provide backup to critical online services.

### DaaS

Data as a Service provides info on-demand when a user requests it. It is used in a variety of ways by firms and websites who have specific requirements for this type of architecture.

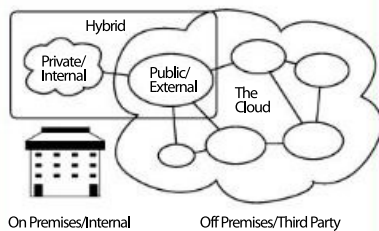
### PaaS

Platform as a Service is mainly used for the development of applications and can host everything from design and development through to the full builds of the final solution.

### IaaS

Infrastructure as a Service entails real or virtual computers being made available to users. The computing power is supplied on demand and it is commonly used by web hosting providers.

#### Cloud computing types...



Clouds come in many forms, including hybrid setups that may mix private and public clouds

locally installed software required. Google, through the extremely popular Gmail service, is an example of how cloud computing can reach the masses without them needing to know the technicalities behind the services. Google offers all of its services for free, including email, calendar, contacts, notes and much more, and they are designed to work on multiple devices, no matter which platforms those operate on. As an example of how to build a cloud computing solution that feels incredibly quick, this is by far the most popular and its success is fully justified. Each Google service is available online and

replicates what you are already used to: Word documents look like Word documents, as do the main email client and spreadsheet tool. Crucially, much care has been taken to make the environments they work in feel like desktop software and in some areas Google has surpassed itself by creating functionality that is better than in expensive desktop software. Gmail sums up the success perfectly thanks to its intuitive use of labels and other indicators which help you organise the busiest

of inboxes. Throw in a great filtering system and you can see why Google is doing so well in this area.

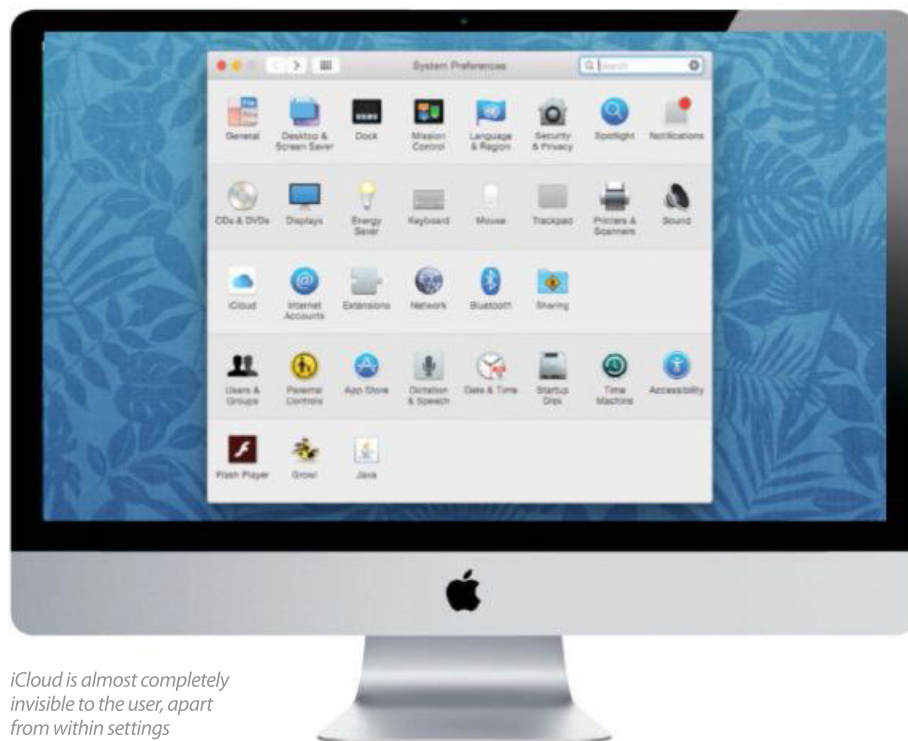
Google has taken the online system even further with Chrome OS, which is an operating system that works purely by using cloud services. The hardware is built, usually in laptop form, specifically for the system and it is the first attempt at creating the dream that some have had for years, where a user owns their piece of the internet and keeps all of

“Functionality can be better than in desktop software”

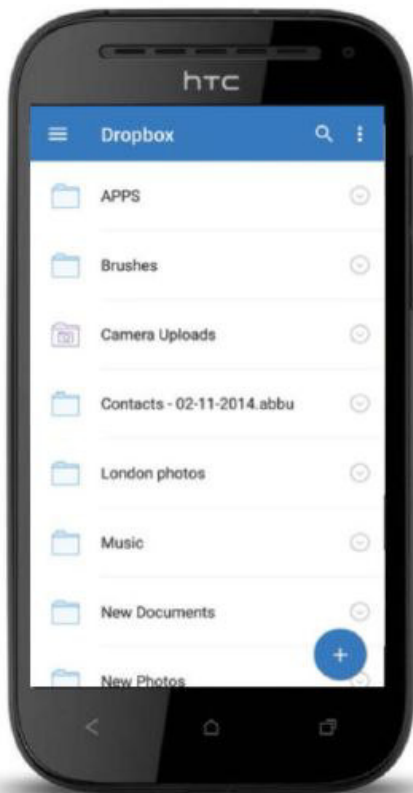
their applications and data online. It is feasible that with time we will all be using dumb terminals and even dumb phones and

have all of the complexity held online to access when we want to. Of course, network connections will need to reach the point of 100 per cent reliability and coverage, and the speeds will increase, but this scenario is far from pure science fiction for the years ahead.

Dropbox has also benefited greatly by providing a service that never offers a hint that it is synchronising data over the internet. With apps and services that work on all major mobile and desktop platforms, it is able to



iCloud is almost completely invisible to the user, apart from within settings



*Dropbox on an Android phone or tablet is fully featured and free*

let you store files in your Dropbox folder and to then edit, view or download them immediately on any other device. On some systems, it can integrate and automatically be found in the default file explorer, which is advantageous because this makes the learning curve much shallower. It is the way the service works that enables it to succeed, because in use it feels like a local folder that is on all of your computers and very rarely does it stutter in any way. There are alternatives to Dropbox, and its rivals are finding new ways to compete. Some services let you view the files that are stored on your desktop computer and dispense with the need to show you the entire desktop. This works well on slower connections and is perfect in an emergency. As the battle rages in the cloud storage space, we are sure to see ever more ingenious solutions come to market.

### Keep in contact

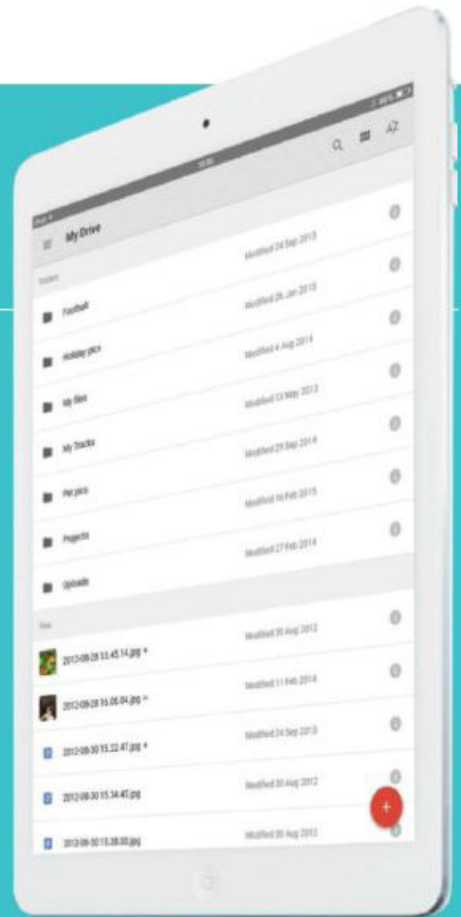
Cloud computing is not just confined to business use and personal productivity, however, because it is prevalent in all aspects of online activity. Social networks are effectively clouds in themselves due to

## Where can you get it?

Discover where you can go to access the cloud

Depending on the type of cloud service you want to use, there are a variety of low-cost options now available to you. Google, by default, offers a cloud service to users and so do the likes of Apple, Microsoft and many of the other big computing providers. Most solutions will be invisible to you and instead concentrate on merely offering specific features such as the Whispersync service from Amazon, but other specialist services are available – either from the providers described above or companies who offer bespoke cloud solutions. Access is almost always provided via a simple username and password setup and your main focus should be on the features available rather than the type of cloud setup each company uses.

*There are countless services available offering access to various types of cloud computing*

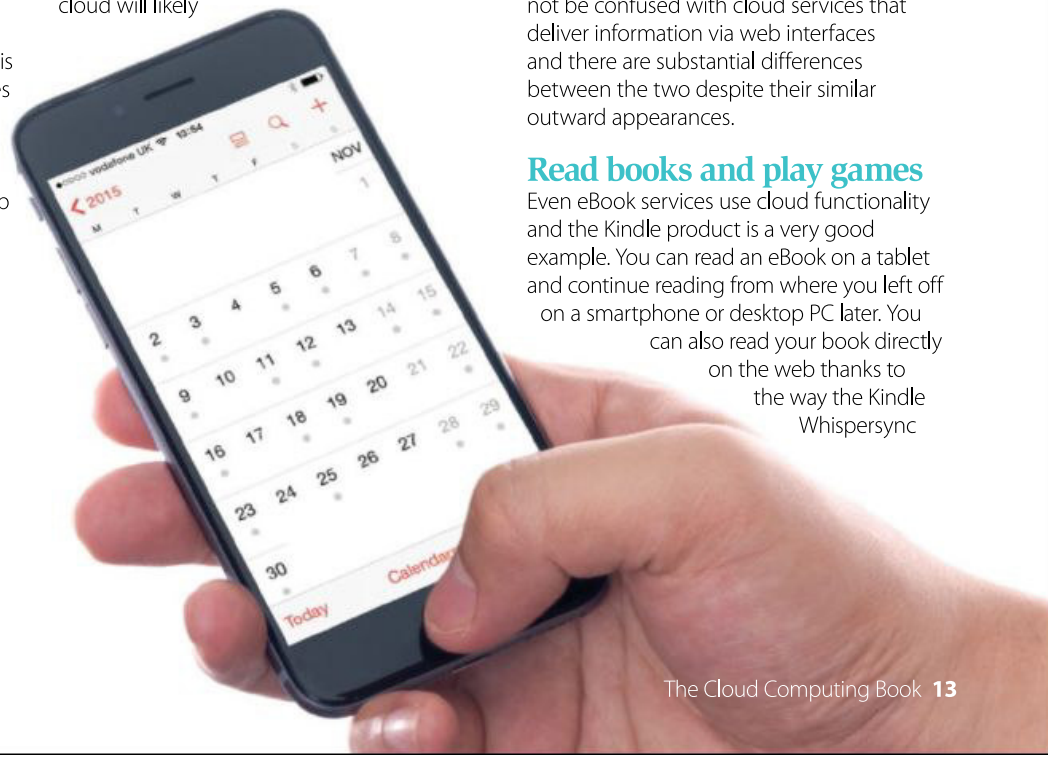


the way they handle accounts, messages, files and all other activity, and because of their popularity they are now some of the largest services using the new functionality. No matter what interactive service you use on the internet or what type of activity, a cloud will likely

be behind it due to its ability to serve and synchronise information. Websites tend to fall outside of the cloud scenario and instead present information and can accept basic input back from the reader and do little else. Basic websites should not be confused with cloud services that deliver information via web interfaces and there are substantial differences between the two despite their similar outward appearances.

### Read books and play games

Even eBook services use cloud functionality and the Kindle product is a very good example. You can read an eBook on a tablet and continue reading from where you left off on a smartphone or desktop PC later. You can also read your book directly on the web thanks to the way the Kindle Whispersync



facility automatically saves your place in each book on all connected devices. The system also keeps track of the books you have purchased and positions for multiple titles at any one time. On the subject of entertainment, the options available can be much more sophisticated, with OnLive being a good example of what is possible. It can deliver top-quality videogames to your TV, Mac, PC and other devices and is different to consoles in that you never need to download the games. The service works by letting you stream the games over the air and this offers many benefits in terms of how you store the games themselves, your progress, profile and many other aspects of your gaming life. The fact that

it is effectively a console in the cloud also means that you can use your own hardware to play games that would normally not run on it and can play whenever you have a valid internet connection and a screen to view the games on. PlayStation Now, a similar service, will soon be offered by Sony whereby gamers can stream games to their PlayStation consoles instantly in the same way film and music is currently streamed.

## Store and access music

Music is also available via many different cloud services. iTunes Match from Apple lets you

synchronise all of the music you have stored on your PC with the cloud and you can then download any of these tracks when you want to listen to them. This gets around the age-old problem of space on mobile devices and, with a decent connection speed, effectively offers you gigabytes of storage to use whenever you like. Spotify takes the idea even further and lets you stream music from a library of millions of tracks to any computing device you own. A monthly subscription is required, but the cloud setup enables it to work extremely fast and the delays are so few that you feel as if you are playing tracks that are held on your device rather than remotely. Your favourite songs and history are stored in your account and you can even download tracks to play them offline if needed, which is a clever halfway-house for those who occasionally have connectivity problems.

## Watch movies anywhere

Possibly the most exciting development to come from cloud computing for consumers is the plethora of video and movie services that are now starting to not only dominate bandwidth usage, but inspire new products to utilise the services. Up until recently, YouTube has been the

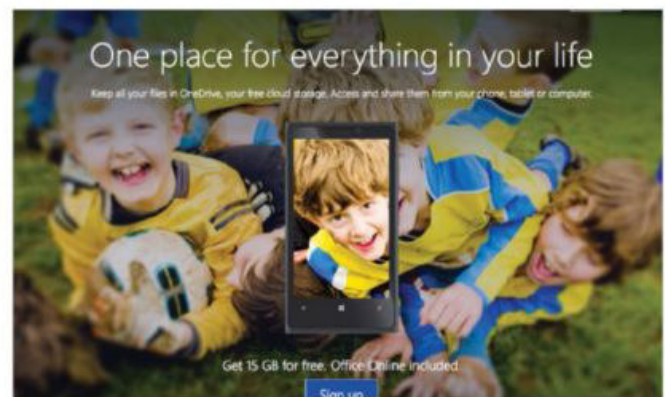
## The main players in cloud computing

Cloud computing is the new



### Google

Google's role in cloud computing is huge in the consumer market. Millions use its email, calendar and document applications. Google Drive offers similar functionality to Dropbox, but with the added tie-in to the plethora of Google services already available. The price of all of these services is, of course, targeted advertising and each individual will need to decide if it is a price worth paying for the sheer functionality available. Google will potentially be the driver of consumer cloud for the foreseeable future.



### Microsoft

Microsoft continues to put business high on its agenda with Office 365, but services like OneDrive are designed to be used by consumers and business people alike. OneDrive is a marriage of many other services and resembles Dropbox, Google Drive and others. It is being heavily pushed by the firm and free space is often offered with the sale of new Windows Phones. An emphasis on sharing files is included and Microsoft will, as always, push its solutions hard so that they become a large part of the booming cloud computing industry.



## Data plans

How much data does it use?

The amount of data you use when utilising a cloud service is completely dependent on what exactly you are doing. Streaming a movie could use up hundreds of megabytes whereas synchronising a calendar will use very little data on a day-to-day basis. It is worth checking your needs, particularly when using mobile devices, as you can quickly blow your limit just by visiting YouTube or any other video-streaming service. Similar care should be taken when streaming or downloading music, but for day-to-day PIM management, including normal email use, you should only be using kilobytes of data rather than many megabytes. Dropbox and similar services will not incur data charges if people are downloading from your account, but will do when you upload or download files yourself.

### Mobile Network Data

<b>Sent</b>	18.4 MB
<b>Received</b>	417 MB



Amazon Kindle provides a clean reading experience on a Kindle Fire

You can remotely control your desktop PC from an iPad

digital battleground for the big players, and all the names you know are getting involved in a big way. . .



### Apple

iCloud is Apple's cloud solution, designed to bring data together on iPhones, iPads, Mac and Windows PCs. It works transparently and is almost invisible to the user, but the sheer usability and speed makes it one of the very best solutions available. iTunes Match lets you download your own music tracks from the internet when travelling; there are other similar services available, but iCloud is without doubt the service of the future for Apple. The main downside is that you do need to own Apple products to get the most out of the service.



### Amazon

Amazon is seen as Google's biggest rival in the cloud space for consumers and this is apparent by the firm's launch of the Kindle Fire which it has sold at a loss purely to push various types of media through its cloud services. In the US, Amazon Prime users can stream video; in other countries, music that is bought is automatically stored online to access and download whenever the user wants to. The cloud is the future for many of Amazon's ambitions and it is quickly building a variety of services to enable seamless cloud access for all of its customers.

go-to destination for online video, but Netflix is an example of a service that has taken the genre much further. You can stream any TV show or film that is available using a variety of devices – including smartphones, gaming consoles and TVs – and when you stop watching, your place will be saved for you to continue watching on any other device. Lovefilm offers a similar service, albeit on fewer smartphone platforms, but the range

**“You can stream any TV show or film that is available using various devices”**

of titles is arguably better than on Netflix. On top of that, people in the US and Japan can access Hulu, which offers streaming of some of America's top TV channels, including Fox, CBS and NBC. Services like these have spurred on manufacturers to create smart TVs that can stream shows of all types via your home broadband connection. The cloud intelligence remains and the only difference is the hardware that you are choosing to watch the content on.

## Share your photos

Not all cloud services offers complex and bandwidth-hungry media and this is highlighted by services like Flickr. With these you can share photos with friends, family and the whole world if you so wish, and organise your albums and photo sets how you like. They effectively offer a photo solution that up until now has been static on computers and one which lets you share your creations with anyone you choose to. iPhoto uses the cloud in a different way alongside the standard photo apps on iPads, iPhones and Mac computers. The Photo Stream feature will automatically save and store online the latest photos you have taken. This is a useful feature, but when you consider that they are immediately available on all of your Apple devices, you start to see where the benefits really lie.

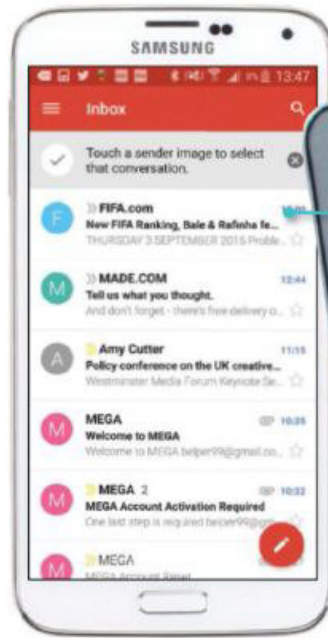
The way Apple's Photo Stream works sums up much of what is

## What devices and hardware use cloud computing?

Almost any internet-enabled device can use cloud services

### Android

Google has ensured that Android works seamlessly with its Gmail, Calendar and Drive services and the system is open enough to allow full access to Dropbox and most of the Amazon services as well



### Mac

Mac desktops and laptops can use most of the services that Windows PCs have access to and also take advantage of the full iCloud setup from Apple. They are much more open to other cloud services than Apple's iOS products



### Google TV

One of the more intriguing ventures in to cloud storage is with Google TV. Using one of these specially designed sets means you'll be able to send and share your documents to and from your television by just using your smartphone





## What are the advantages?

Cloud computing offers benefits for myriad groups of people

Cloud computing offers a myriad of advantages to all, from individuals to large organisations. The time and money saved is difficult to calculate, but it's huge. For individuals, data can be kept in sync over every device they own including phones, tablets, laptops and desktops. This takes away much of the admin work that has historically been required by anyone who owns a computer. For large organisations, they can now run multiple clouds and assign separate parts to different groups of

employees or customers. They can even build clouds that link to each other to increase collaboration within the workforce. Some firms are built entirely on the cloud and are able to offer us services that only a couple of years ago would have seemed impossible. Netflix, Dropbox, Lovefilm and many others use the cloud efficiently to provide a seamless user experience. Pricing is low, often free, and the benefits of most cloud services far outweigh any concerns over privacy and security.

### iPhone

iCloud is designed to work perfectly with the iPhone, but other services including Gmail and Dropbox have some functionality missing due to restrictions placed on development by Apple. Most cloud services do, however, work via 3G or Wi-Fi

### PC

Windows PCs are well placed to use cloud services and have automatic access to the services from Google, Amazon and, of course, Microsoft. OneDrive will also work perfectly with Windows and there are many services and apps built for the OS to take advantage of the cloud

### TV

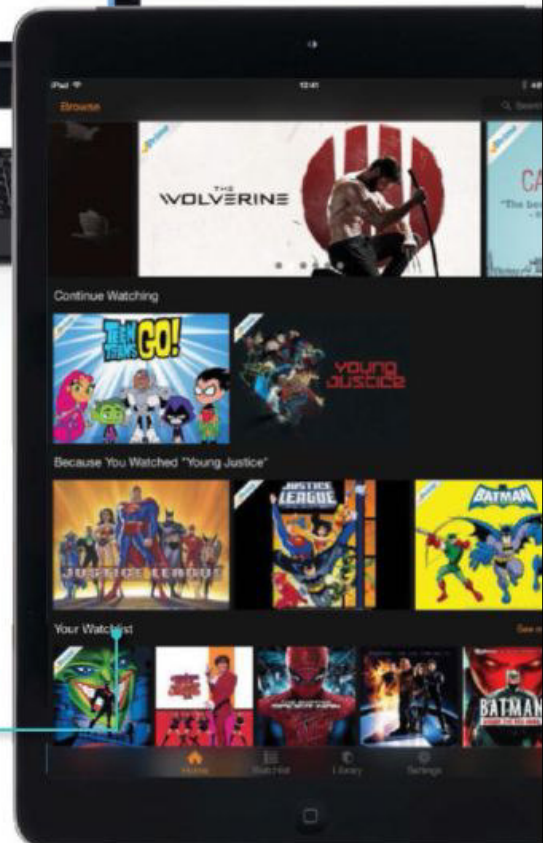
Most smart TVs use Wi-Fi to stream and download content. They tend to sit on the back of third-party solutions and provide access rather than delivering original services

### Xbox One & Xbox 360

Xbox Live is surprisingly advanced when it comes to cloud computing. It enables content downloading, movie streaming and access to cloud services such as Netflix and BBC iPlayer

### iPad

The iPad works the same as an iPhone when using cloud services, with iCloud as the default solution. Some third-party services are limited in what they can offer



great about cloud computing today. Whether you are emailing, synchronising calendars or dealing with large amounts of media, cloud computing effectively acts as a hub for all of your information. From this hub you can connect with a variety of devices and do whatever you need to do and any changes you make will be automatically saved to all of your hardware. It is not new and is a facility that has long been available in large

“It has the potential to be as important as the birth of the internet”

companies through virtual private networks, but now that consumers can receive the benefits with a minimal outlay, the whole idea of cloud computing is set to change everything we do. It has the potential to be as important as the birth of the internet and will likely touch many aspects of our lives. From time and money saved to the reassurance that all of your data is safe, it will impact you and probably already has.

It is noticeable that all of the cloud solutions that have succeeded to date have been the ones that work the most efficiently. Cloud computing can take away much of the hassle from your life, and the ability to replicate the speed and efficiency of local computing is the only way to make users start to rely on these services. As beneficial as cloud computing is, you should still make local backups if you can. A service may have major outages, a company may fold or your internet connection may develop a fault and the only way to keep working is to have a local copy of your important data. It sounds archaic, but you should always back up important files anyway and you may as well do so locally just in case the worst happens.

The fact is, however, that cloud computing is most certainly here to stay and is only going to become more prevalent as time progresses and more services jump on the bandwagon. No matter what devices or which software platform you use, the cloud will form a major part of your computing life from now on.

## Top 10 cloud-based apps

An introduction to the best cloud-based apps



### Dropbox

iOS / Mac / Android / PC

Dropbox provides a handy virtual folder for all of your images and files. It can integrate itself into mobile and desktop systems and feels like an embedded part of the software and is exceptionally quick in daily use.



### Netflix

iOS / Mac / Android / PC

For a low monthly charge, Netflix can stream hundreds of films and TV shows to a connected desktop or mobile device. It uses the cloud to deliver content and to save the last place you were watching so that you can pick up your viewing from any device you own.



### Evernote

iOS / Mac / Android / PC

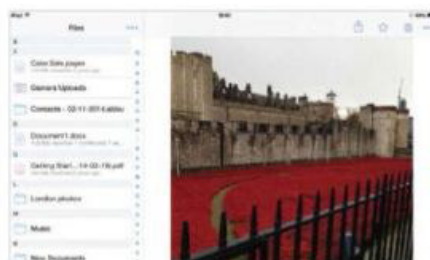
This easy-to-use free app lets you make notes, create to-do lists and so on and then get everything synced across all devices. It is a great way to stay organised and has proved massively popular across platforms.



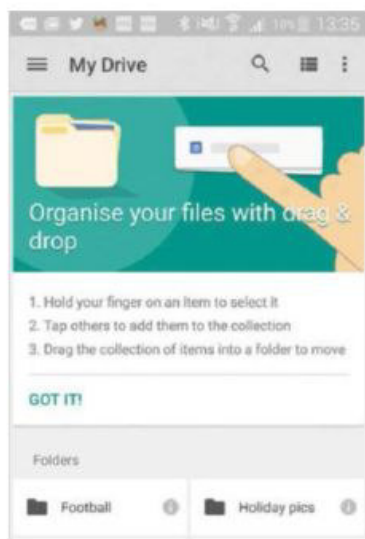
### Google Drive

iOS / Mac / Android / PC

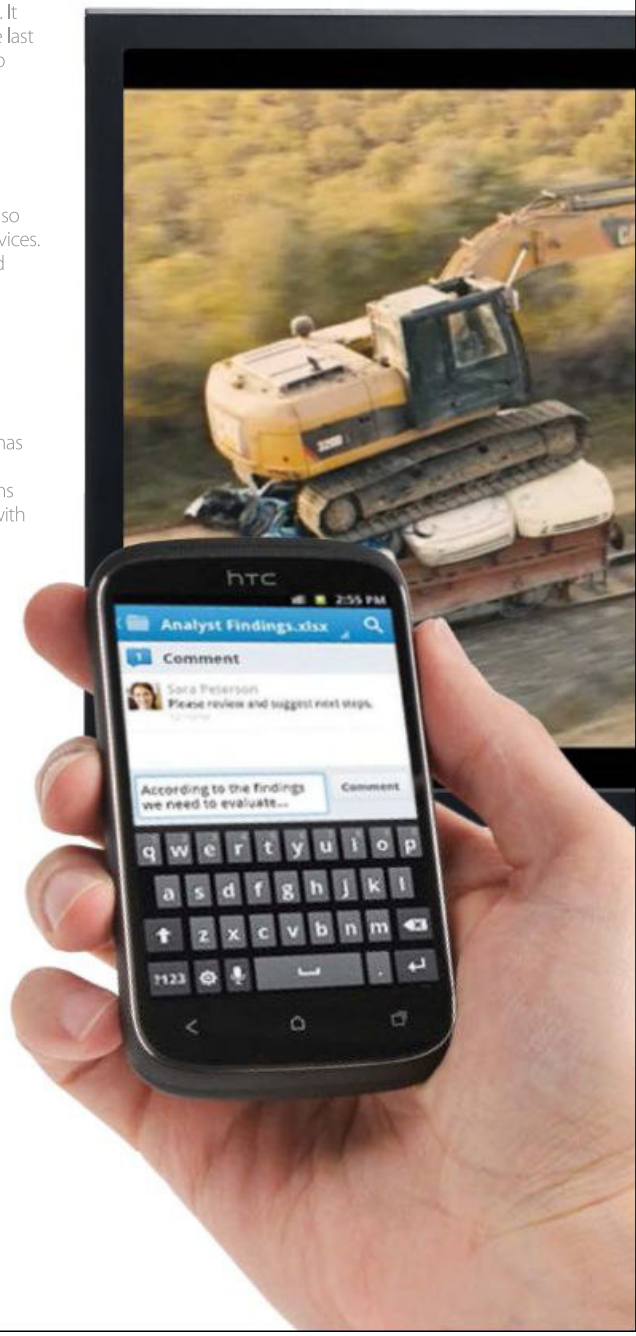
Google Drive acts a great place to store your various files, but it also has Google Docs integrated in to it, allowing you to create documents, spreadsheet and presentations wherever and whenever you are. Sync the app with your PC or Mac for best results.



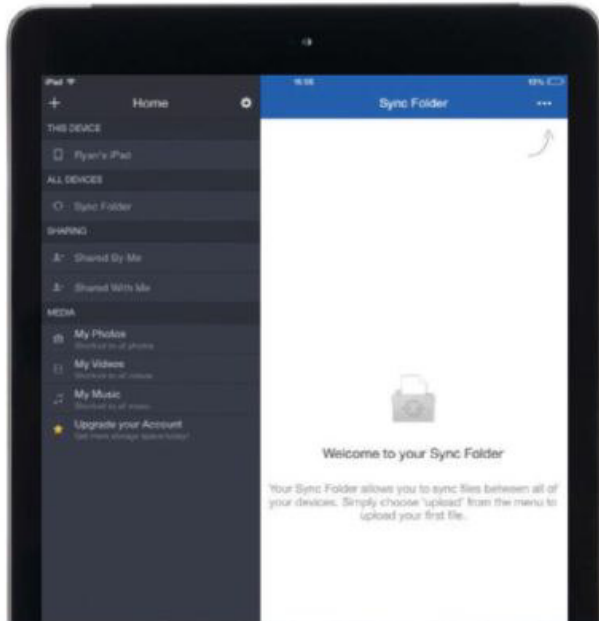
The Dropbox web interface is a universal part of the service



Google Drive is compatible with most file types







## JustCloud

iOS / Mac / Android / PC

For anyone unsure of just how secure data kept in the cloud is, this app provides passcode protection as well as a great range of features, including streaming videos, note-taking, voice memos, photo-sync and much more.

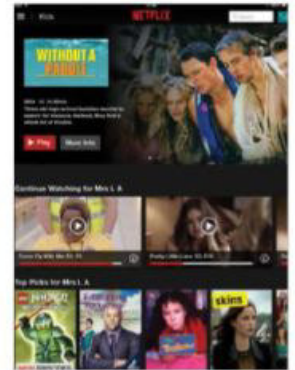
*Left: JustCloud provides a wide range of cloud features, as well as passcode protection...*



## Amazon Video

iOS / Mac / Android / PC

Amazon Instant Video lets you stream films directly to iPads, PCs and other devices. With a monthly subscription you can choose from thousands of titles. You can save your viewing place and do so much more with this service.



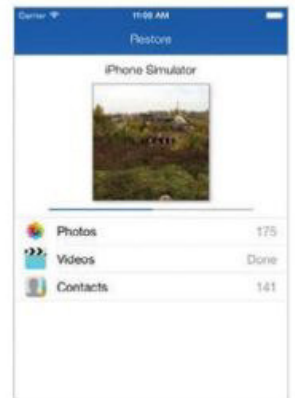
*The range of titles available from Amazon Instant is impressive*



## Pogoplug

iOS / Mac / Android / PC

Pogoplug is a cloud storage solution aimed primarily at mobile devices. With 5GB of free storage and compatibility with a wide range of files, it's a worthy solution for those who don't need lots of advanced functionality.



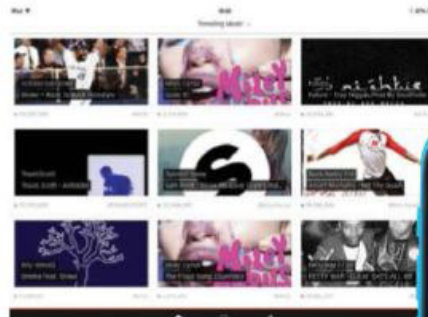
*Pogoplug's cloud storage is specifically for mobile devices*



## SoundCloud

iOS / Mac / Android / PC

With SoundCloud you can create recordings and share them via Twitter, Facebook and many other ways. It's a very powerful tool and one that is capable of bringing out much creativity. It also supports a wide range of platforms.



*SoundCloud is ideal for budding musicians*



## MEGA

iOS / Mac / Android / PC

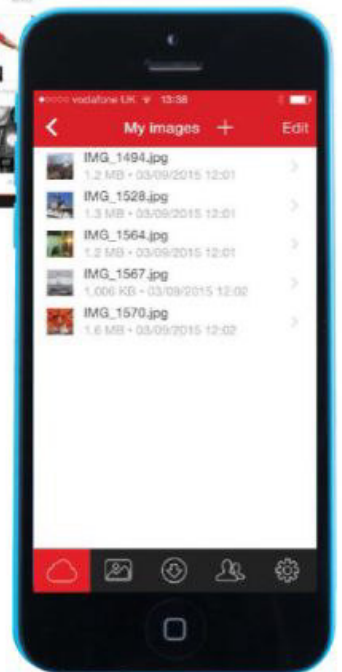
MEGA by name, mega by nature as this cloud service serves up a quite formidable 50GB of free online storage. It also features photo-sync but essentially it is just a massive online skip where you can dump and store your files until a time of need.



## Otixo

iOS / Android

If you have a lot of cloud computing accounts then this app lets you handily access them all from one app to transfer files between them and find what you need quickly and easily.



*The quality of video streaming from Netflix is truly exceptional*

*Otixo groups all of your cloud accounts together for easy access...*



# Google & Android

Essential guides to Google's apps

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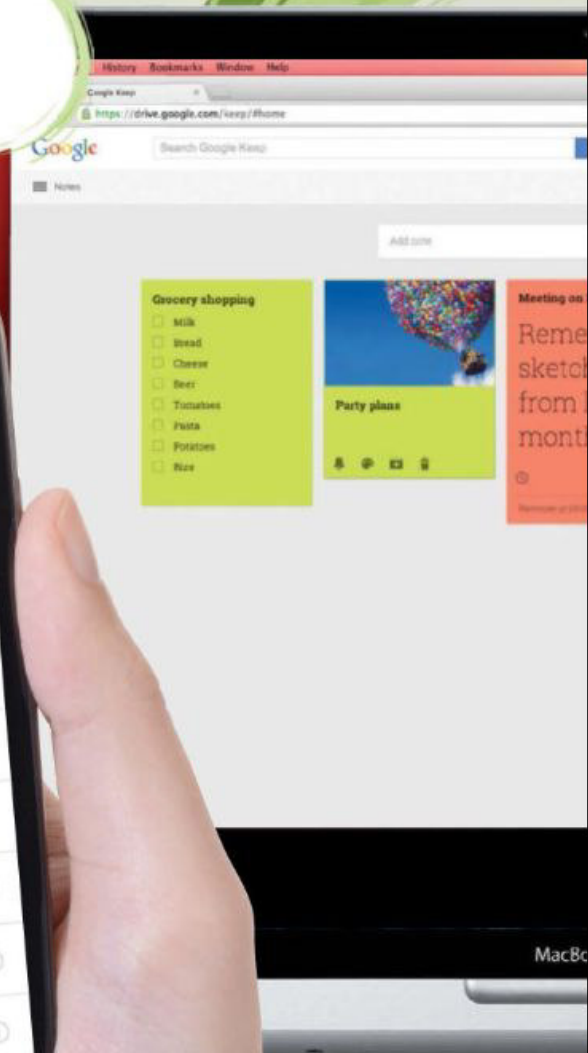
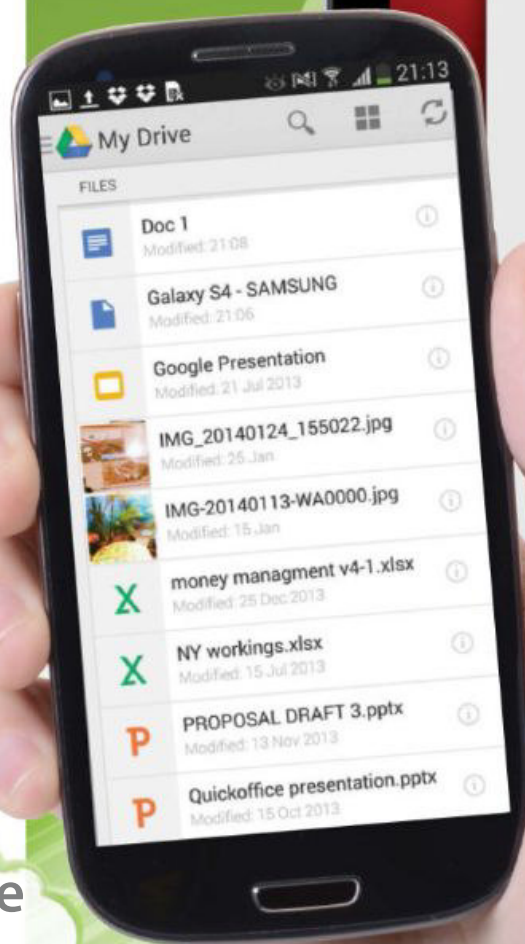
Share images in an instant

## 42 Create notes and reminders with Google Keep

Keep track of your notes-to-self

## 44 Discover Google Play

A look at Google's app market



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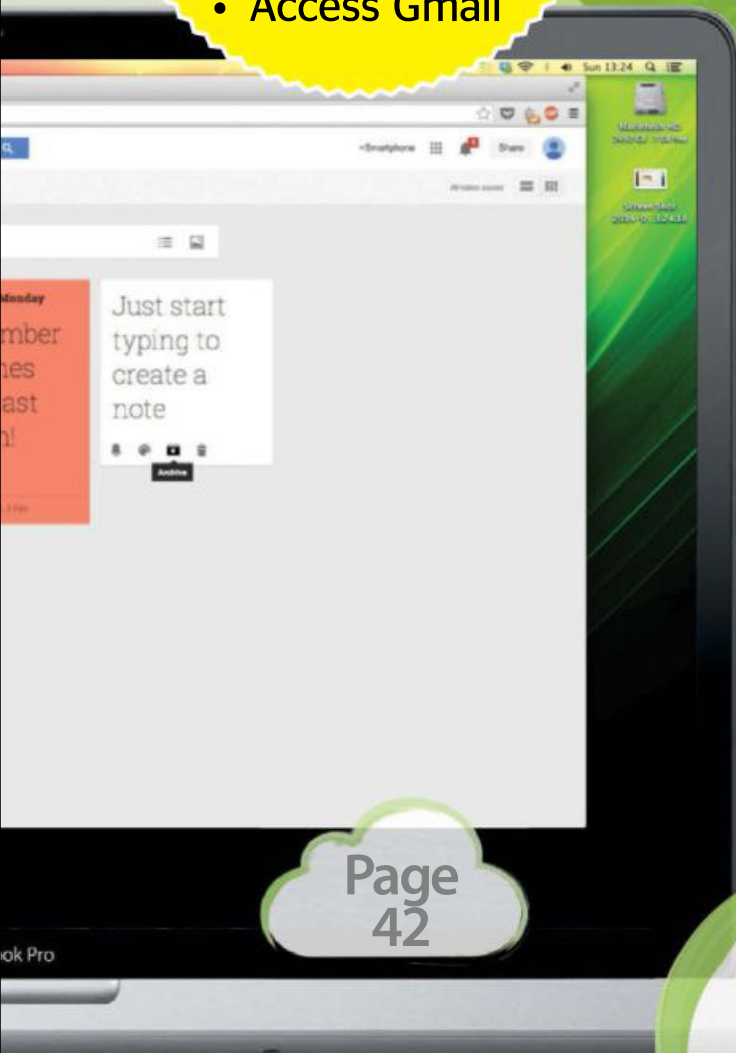




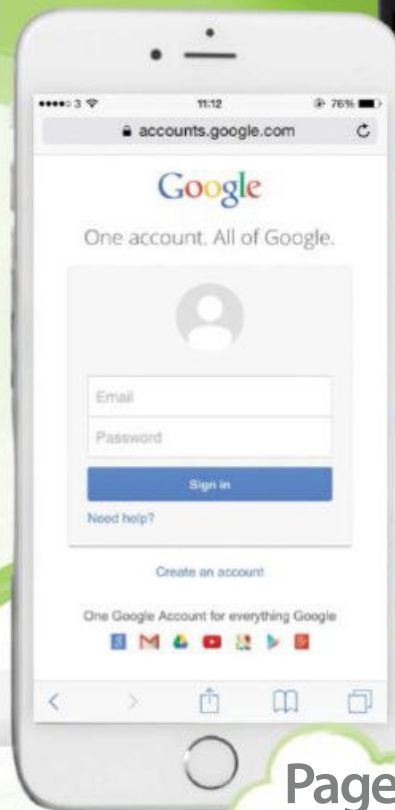
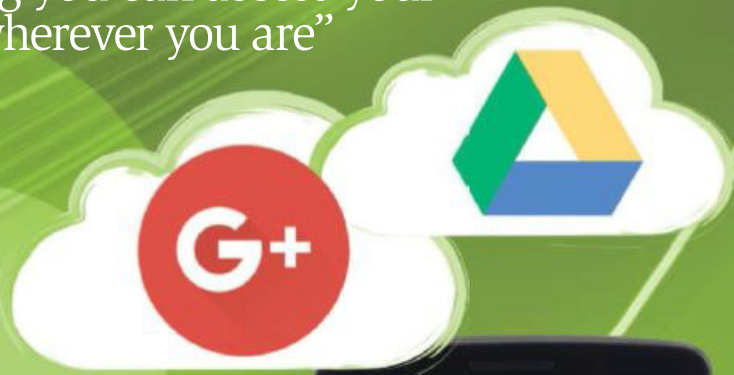
## Key features

- Share with Drive
- Upload to Google+
- Create documents
- Download apps
- Access Gmail

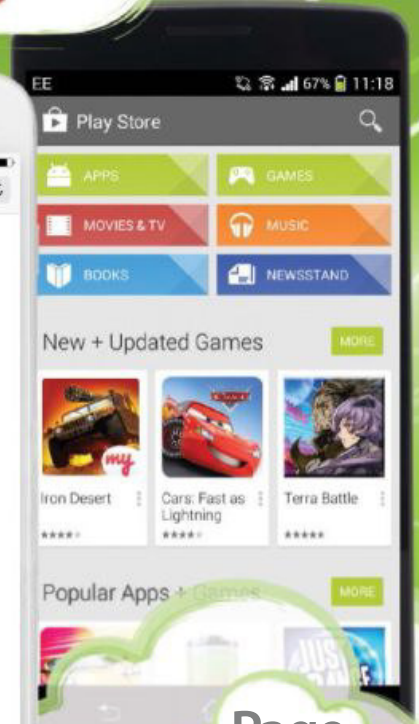
“Numerous platforms can utilise Gmail, including iOS and Android, meaning you can access your email wherever you are”



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Device used:  
Mac



# The features and functions of Google Drive

Google's brand-new storage facility offers a fantastic range of features and couldn't be easier to use

**I**t may have been a long time coming, but Google Drive finally arrived in 2012. While the likes of Dropbox, OneDrive and iCloud have cemented their place as fully functioning cloud-storage options, Drive has been developed to work seamlessly with Google's other applications, and although a little late to the party, Drive is likely to become the default option for many people.

Offering 5GB of free storage, and the option to purchase more if needed, all you need to get up and running is a Google username and password. The service itself is packed full of features, with everything you'd expect on offer. You can upload files and images, create new documents, share your work with others, set viewing and editing permissions, and organise and search your files. And if you already have a Google Docs account, all your existing files will be waiting for you the first time you log in to Drive.

On these pages we'll introduce you to some of Drive's essential features, but as the service continues to expand and improve there's no question that Drive will be a major player in the cloud-storage market.



## Sidebar options

From here you can create a new document, upload files or create a new folder

## Start sharing

Once you've selected a file, click here to bring up a range of sharing options

## Main list

All the files and images on your Drive account will be stored here for you to view and access

## Advanced search and scanning

Find the documents you want in no time at all

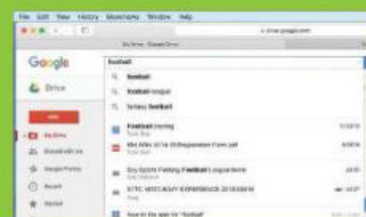
Being a storage service, it makes sense that Google Drive offers you the ability to search your files. No one wants to have to root around their Drive looking for a certain file or image, and being able to type in the file name, or search by the date it was uploaded or modified will make it easier to find what you're looking for.

However, Google Drive takes this one step further with a neat little feature that even allows you to search for specific words on scanned documents. So say you've made a scan of your receipts to claim them back as expenses from work. Once you've uploaded them to your Drive account, using optical character recognition

(OCR), the search facility will be able to recognise words from the scanned document and display the resulting document for you to access.

Google even claims that its search function will allow you to upload pictures onto your Drive account and its image recognition software will be able to find images of locations based upon what you type in to the search field.

As Google states itself, this technology is in its infancy and is unlikely to be 100 per cent accurate, but without doubt this is an exciting feature that will certainly help Google Drive stand out from the crowd, especially if it continues to improve over time.



Type the word you're looking for in to the box...



... and you'll even get results from scanned files

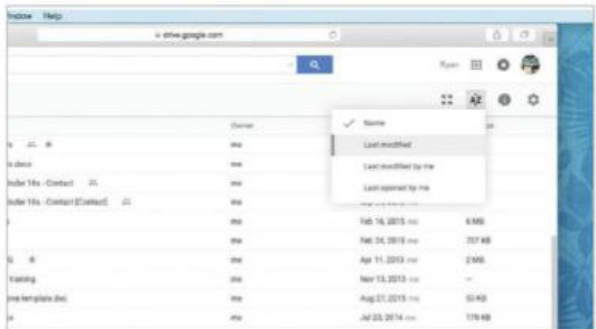
# The key features of Google Drive

Works on: Mac, PC, iPhone, iPad, Android



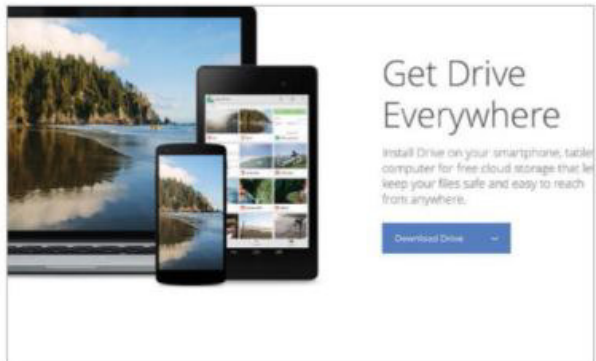
## Create documents

Within Google Drive you have the ability to create your own documents. This function integrates seamlessly with Google Docs, and clicking the 'New' button will bring up options to open up a new blank document, spreadsheet and more.



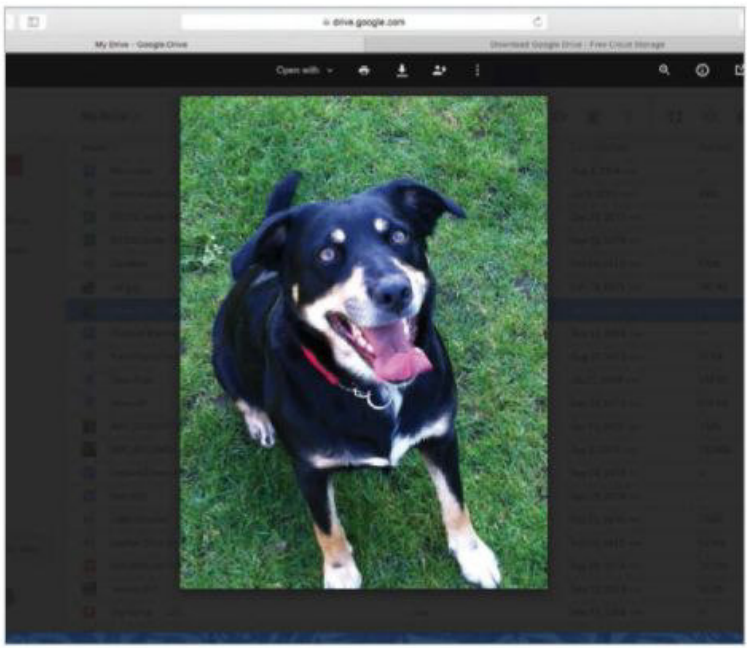
## Changing views and sorting

If the list view isn't working for you, can you display your files in a grid layout by clicking the option in the top-right corner. Selecting 'Sort' will also allow you to arrange your documents in an order that suits your needs.



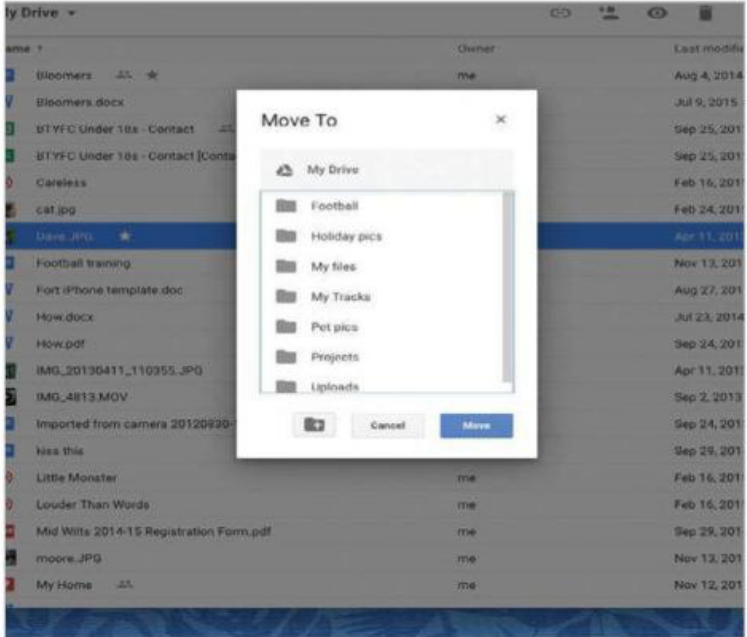
## Desktop app

In a similar vein to Dropbox, you can download the Google Drive app to your desktop, which will allow you to simply drag files into a Drive folder on your desktop home screen.



## Preview files

The Preview option is a handy feature that allows you to get a quick look at a document, and see who you've shared it with and what folder it's in.



## Organise your documents

You have the ability to create new folders and select where each file or image should be stored by selecting documents and the clicking on 'Move To'.

Device used:  
Mac



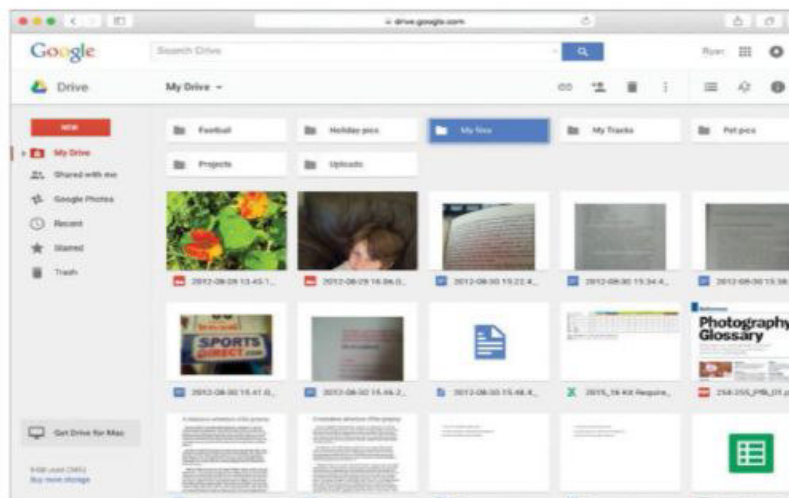
# Share and upload files on Google Drive

Google's cloud-storage solution makes creating, editing and sharing easier than ever

As is the case with most cloud-based storage options, Google Drive is an ideal way for you to store and share your documents and images. Being linked to your Google account, it means logging in and getting access to your files is easy, whether you're on a desktop or mobile device.

The functionality on offer with Drive is impressive, and you can upload files and share them with anyone around the world with just a few clicks. It includes features that were available in Docs, meaning you can create files from within the Drive interface itself. With 5GB of free storage, this is a service that is likely to appeal to many, and offer a good alternative to the likes of Dropbox and OneDrive.

In this tutorial we'll walk you through uploading a file onto Google Drive, explaining the settings and options that present themselves in the process. You can then learn how to share your file and grant collaborators permission to edit your work, all from one efficient interface.



## The Google Drive interface

A wealth of options at a click of a mouse

### Menus

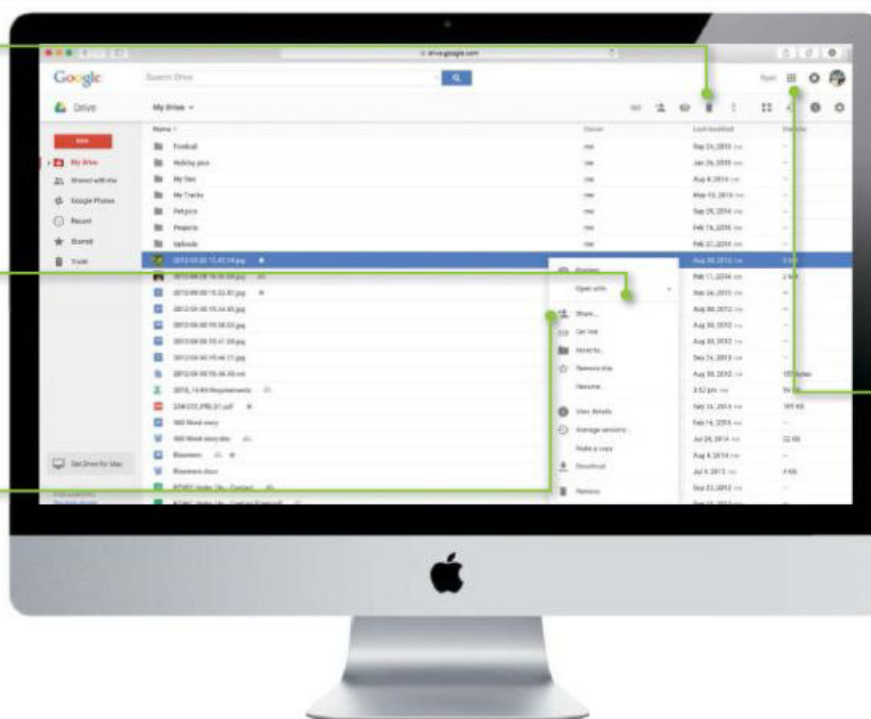
Once you have selected a file, these five options will appear across the top, allowing you to share, organise and delete files among other things

### Options

Right-clicking (or Ctrl-clicking) will bring up a menu packed with options, where you can 'star' files, organise them and much more. Some of these options are also available on the main screen

### Start sharing

There are a number of ways in which you can share your files, as well as deciding the kind of access they have. You can also simply email your collaborators or send your file as an attachment



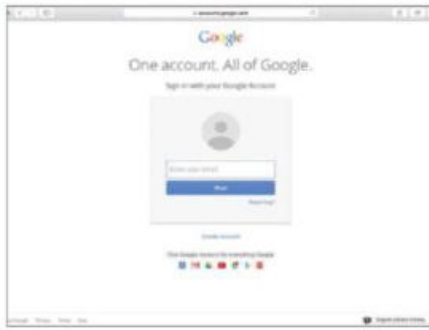
### Further options

There are some extra buttons located here that will allow you to change your Drive settings, change to a grid view and sort your files in an order that suits you

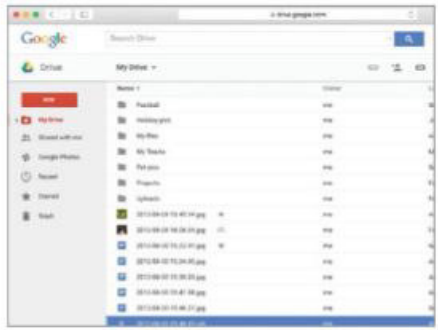


# Start using Google Drive

Works on: Mac, PC, iPhone, iPad, Android



**01 Sign in** Head to the main Google Drive site at [drive.google.com/](http://drive.google.com/). You can sign in using your Google account or set up a brand new Google account if necessary.



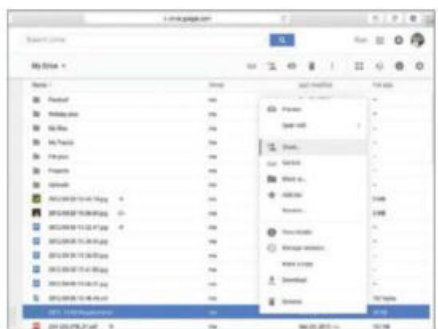
**02 The main screen** Once you've entered your details you'll be taken to the main Drive screen. Here you'll see all your files and a range of options along the left sidebar.



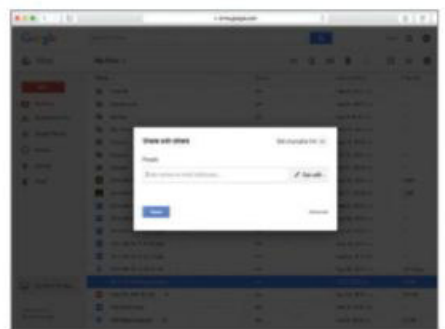
**03 Upload a file** To upload a file, click on the red 'New' button in the left-hand column. From here you can select the 'File Upload' option and then choose a file to copy to your drive.



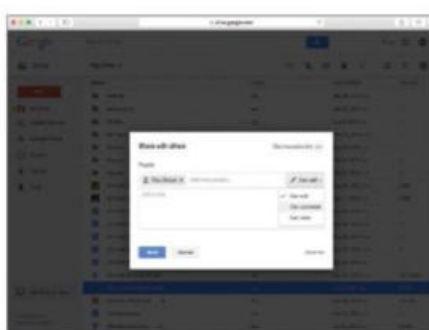
**04 Upload complete** When your file has finished uploading, a pop-up will appear. From here you can close the box if you've finished with the document, or select the 'Share' option.



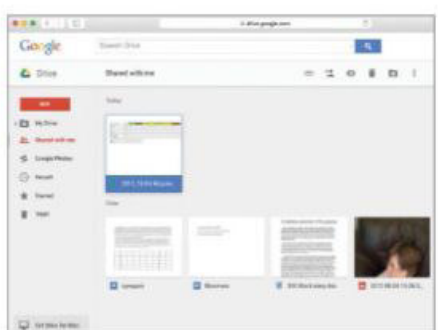
**05 Start sharing files** Highlight a file in your drive and then either click the share icon at the top of the screen or right-click and choose the sharing option from the menu that appears.



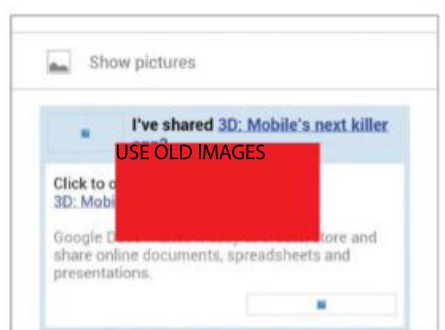
**06 Enter names** A screen will appear showing you who has access to the file. If you wish to share the document with someone, enter their email address into the box.



**07 Set permissions** From this screen you can also choose whether the person you're sending the file to can simply just view the document, make comments, or edit it. Click 'Send' when done.



**08 Receiving files** Almost instantaneously, the recipient will be able to access the document on their Google Drive account. They'll also receive a message in Gmail, and be able to open the file.



**09 Access on Android** If you have an Android phone, as everything is linked to the same account, you'll be able to access the file you've been sent on your mobile through the Google Drive app.

Device used:  
Mac



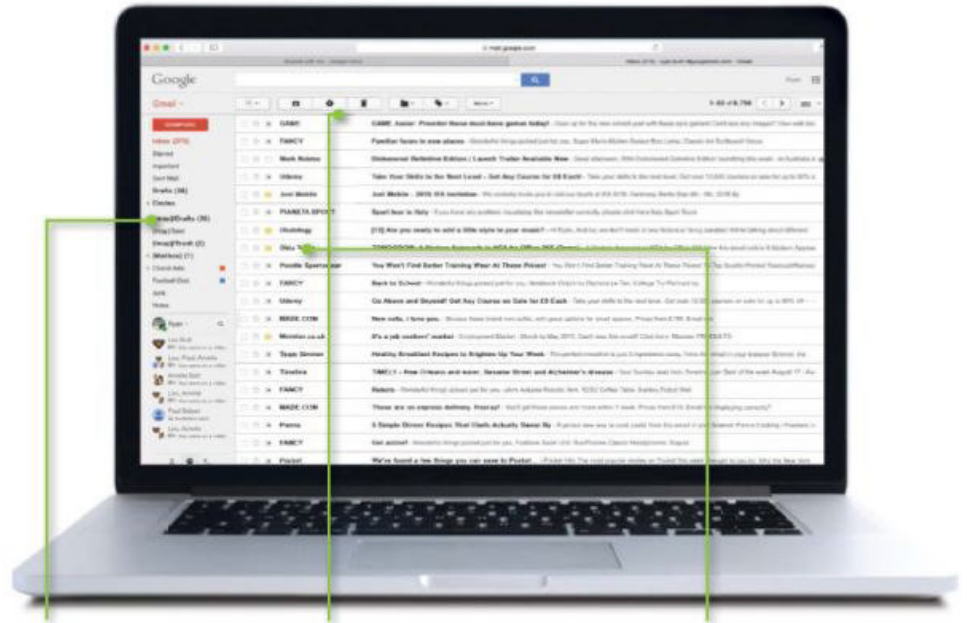
# A guide to getting started with Gmail

Google's email service offers a simple and feature-rich way of staying in touch with people around the globe, whether that's for social reasons or professional ones

**G**mail is an incredibly complex and clever online service that manages to successfully hide all of the trickery behind the process. It's simple to use, yet at the same time capable enough for the most serious of email users. With many project management-style features and a level of reliability that few other clients can match, it should prove to be the perfect email solution for the majority of users.

The huge amount of included space and the way the system works with other Google services, such as Contacts and Tasks, means that it will likely soon become a reliable and much-trusted integrated service that efficiently helps you to deal with the communications that you receive on a daily basis. It's hard to find a feature in other email solutions that Gmail does not include, which serves to make it a worthy rival to its often more expensive competitors.

The presentation of the interface is extremely clear and easy to understand, and should help keep you focused on your email-related tasks.



## Folders

All of your labelled emails will be neatly separated into folders for easy tracking

## Report spam

The spam protection works discretely in the background, and will save you lots of time

## Labels

Markers and labels help you organise your emails in any way you like

## Priority Inbox

Let Gmail organise your emails

The Priority Inbox feature in Gmail is an extremely clever system that can work out what emails you need to read first. It uses your previous email usage to determine what you want to read first, and will organise emails using your behaviour. It looks at the emails you reply to, the ones you ignore, and the ones you have historically labelled as important.

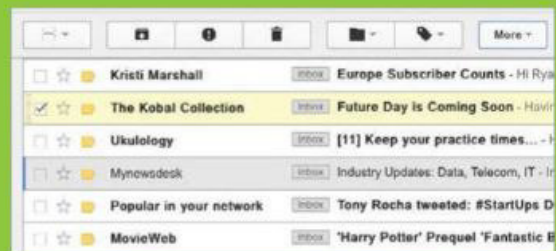
In many ways, it replicates how Google Search works, as the search results don't just depend on searched keywords, but the user's search history.

Of course, it's impossible for a computer to fully understand how you prioritise your work, so you can change the importance of each email by starring them or adding importance markers. The longer you use Priority Inbox, the more accurate it becomes, as it has more data to work with. In the right hands the feature will be invisible to the user, but one that could have more impact than any other.

Think of Priority Inbox as a personal assistant who does all of the hard work for you.

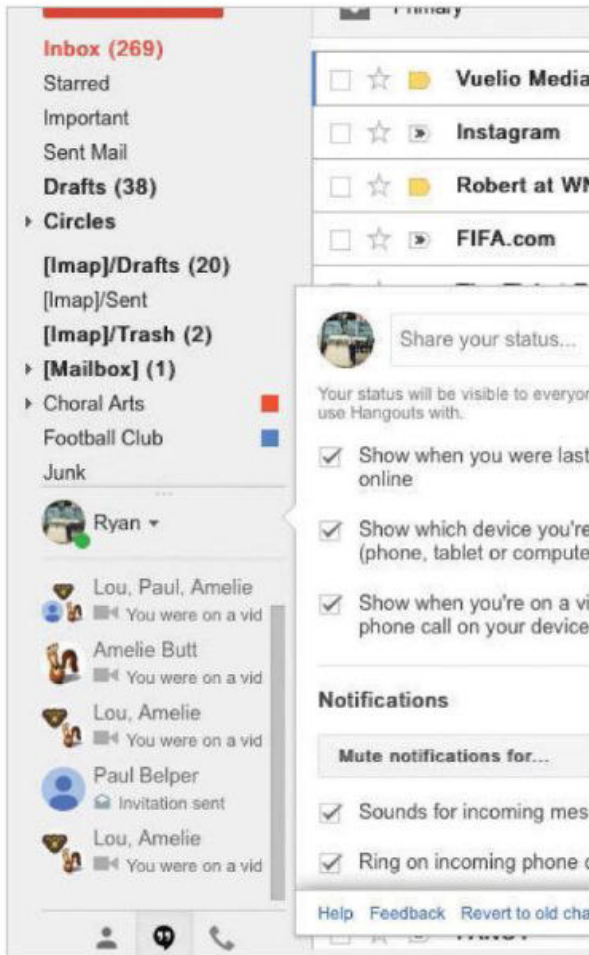


Priority Inbox is easily found in the Settings menu



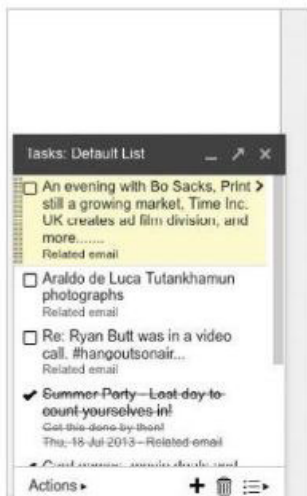
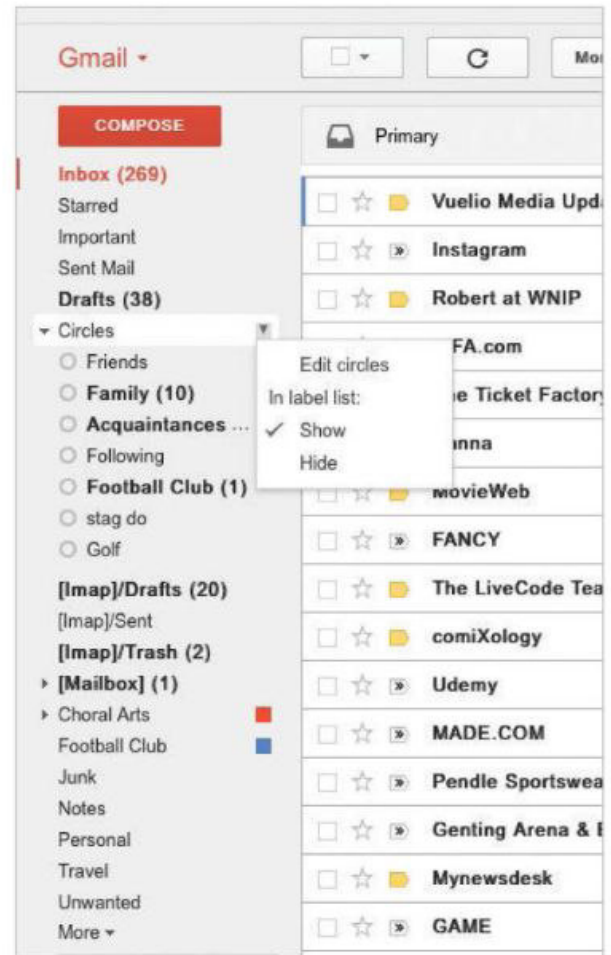
# The key features of Gmail

Works on: Mac, PC, iPhone, iPad, Android

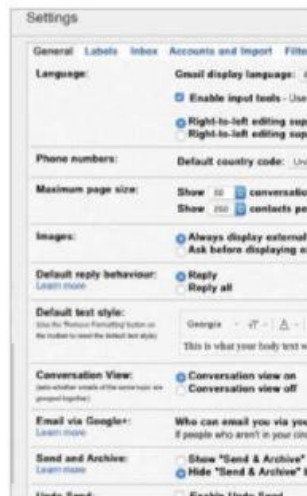


**Chat**  
You can chat to any of your email contacts from within Gmail, which makes the entire experience more personal and efficient than many other systems.

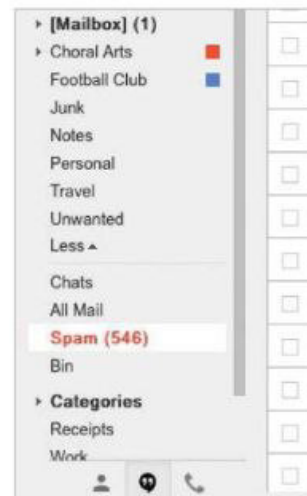
**Contacts**  
You can set up a database of contact 'circles', which can be used for everything from composing new emails to having a quick chat.



**Tasks**  
Create tasks from emails, then have them directly linked to the task, as well as set due dates and indents. The entire system is housed within a pop-up box.



**Layout**  
Customise Gmail so that it suits the way you work. From themes to the number of emails displayed per page, the list of options goes on and on.



**Spam**  
Almost all incoming spam will be sent to the spam folder. You can also set up filters to ensure that as much as possible is removed from your inbox before you see it.



Device used:  
Mac

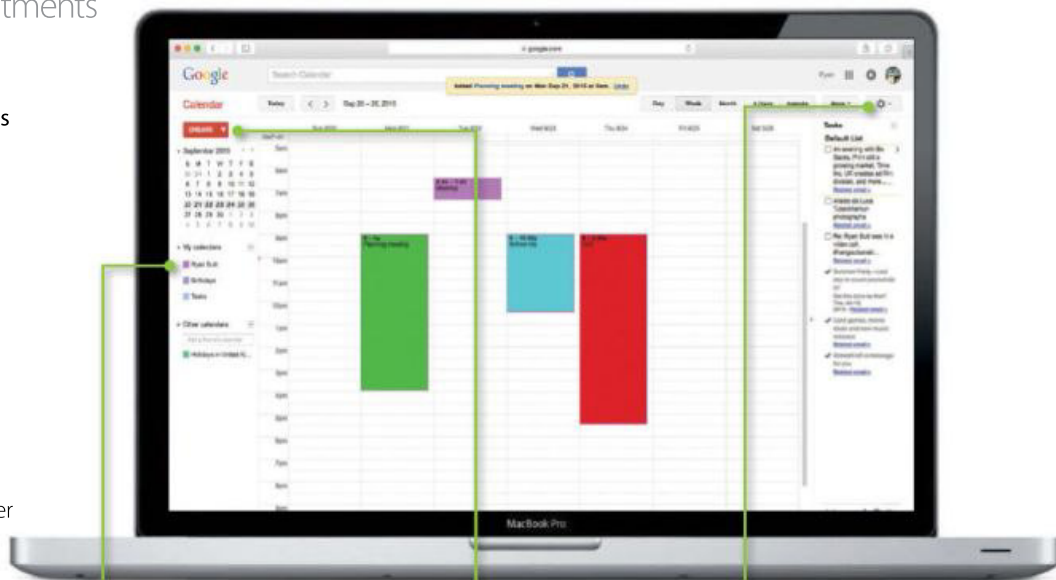


# An introduction to Google Calendar

A powerful web application that helps you to keep track of time and your appointments

**G**oogle Calendar is a powerful but easy-to-use internet calendar, and there are several good reasons why you should choose this feature-packed time-management solution to organise your schedule. For example, you can create multiple colour-coded calendars (which is handy if you want to separate personal and business schedules) and choose to share events with co-workers, friends or family members. Customisable reminders help you stay on schedule, and you can choose to have reminders delivered by email or SMS text message.

You can also opt to sync your schedule with desktop personal information manager (PIM) solutions such as Microsoft Outlook or Apple's iCal. Additionally, if you own a smartphone, you can use it to access your agenda for when you are away from the desktop. On a final note, although Google Calendar is a web application, support for offline access means that you can view a read-only version of your schedule, even if you have no network coverage.



## Your calendars

Click on the arrow next to a calendar to display options for sharing and notifications

## Choice

There are several ways to quickly and easily create new events

## Two-way sync

Set up a two-way sync with your desktop PIM client or mobile phone by clicking here

## Make Calendar work for you

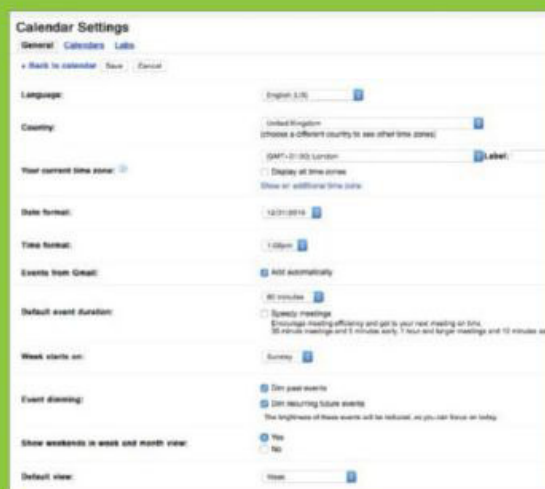
Customise the settings to suit your personal preferences

One of the benefits of Google Calendar is the ease of use. Create a calendar, and you can start using it to manage a busy schedule. However, to get the most from this time-management tool, our advice is to spend a few moments configuring the settings to meet your requirements. To access the settings, click the gear (Options) icon at the top-right of your Calendar and select 'Calendar Settings'.

Click the 'General' tab, select your time zone and choose your preferred date/time format and meeting

length. A neat touch is the Speedy Meetings feature; check this box, and it encourages efficiency. 30-minute meetings end five minutes early, and one-hour meetings ten minutes.

Scroll down, and you can configure the first day of the week as Sunday or Monday. Make your choice, then click on the 'Calendars' tab. From here, you can see which calendars you can modify. Click 'Browse Interesting Calendars', and you'll see a range of calendars, including ones with phases of the moon and week numbers.



Tailor your calendars towards multiple functions

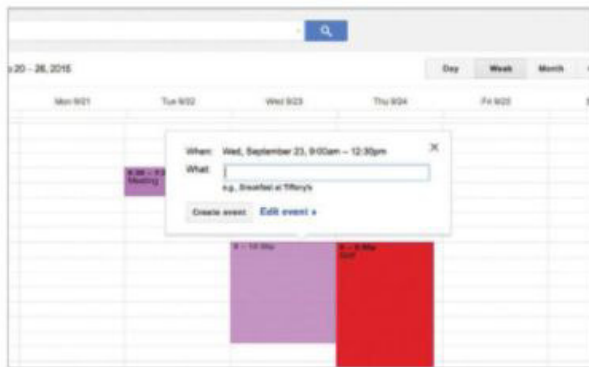
# The key features of Calendar

Works on: Mac, PC, iPhone, iPad, Android



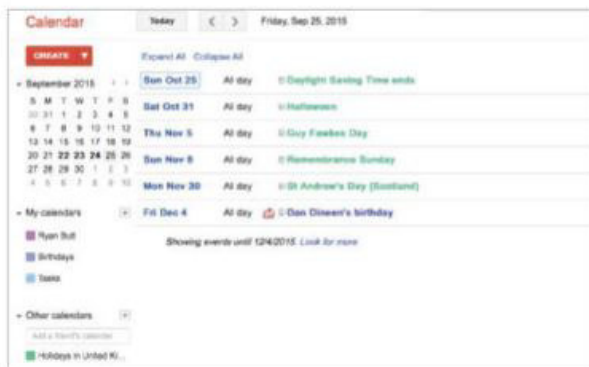
## Set reminders

You can set reminders for events, and notifications can be delivered by desktop alert, email and/or SMS. You can even have your agenda sent to you via email.



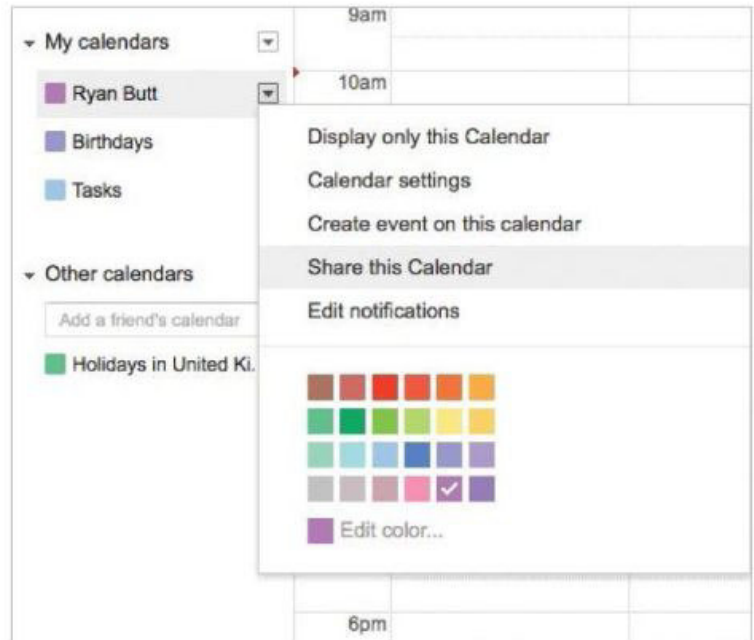
## Adding events

Click the day where you would like to make the appointment, and if the event spans more than an hour, click and drag. Type the title and event time in the box, and click 'Create Event'.



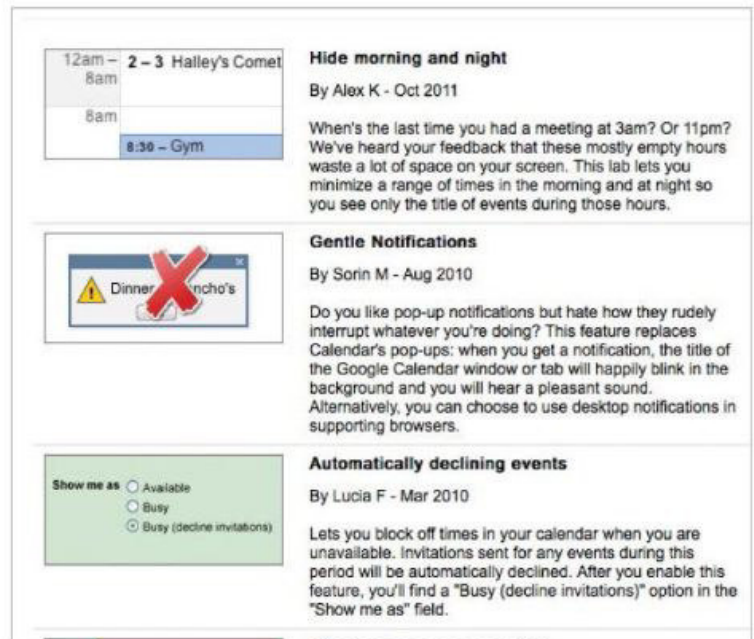
## Viewing options

Google Calendar makes it easy to organise and manage a busy schedule. Switch between calendar views and check or examine your schedule by the day, week or month.



## Share calendars

You can share calendars by clicking on the arrow next to My Calendars and click the arrow next to a specific calendar. A pop-up menu will display options.



## Try new features

By clicking on the cog icon and choosing the Labs option, you'll be able to experiment using new features that Google are currently developing.

Device used:  
Android



# Create documents with Google Docs

Learn how to create and edit your first document using the surprisingly versatile Google Docs app

**W**ith the Google Docs app, which is free to download, you can create quick and easy documents on the go without the internet. You can write on your own or invite others to contribute, and rest assured that everything you write is saved to the web so you never lose your progress. What's more, you can open, edit and save Word documents access your docs anywhere.

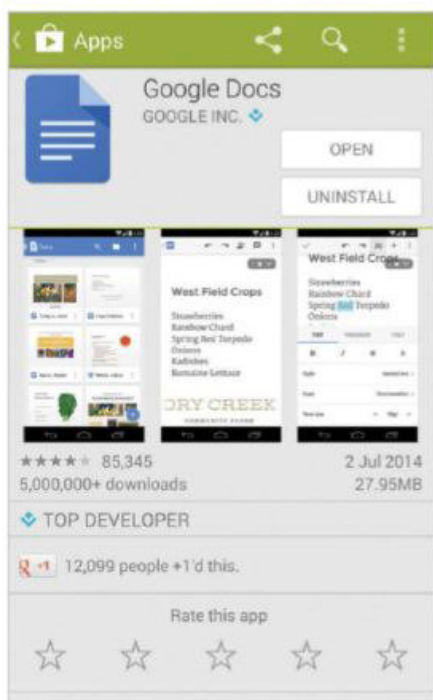
Google Docs works in conjunction with the Google Drive app, so any Word docs or files that you have in your Drive will be instantly accessible in the app, allowing you to open

them up with a single tap. You can also create documents quickly and easily by tapping the large '+' icon. When you create a new document, you have full freedom to format text, transform blocks of text into easy-to-follow to-do lists, and insert tables. Your docs are then saved to your Google+ account and made accessible anywhere. You can also pin documents to your device so you can open and edit them without an internet connection – the options are endless! Here we will guide you through the process of creating and editing your first document.

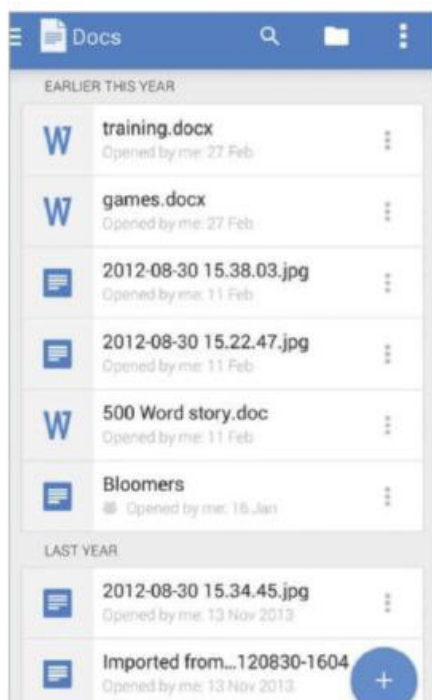


## Use the Auto-backup feature

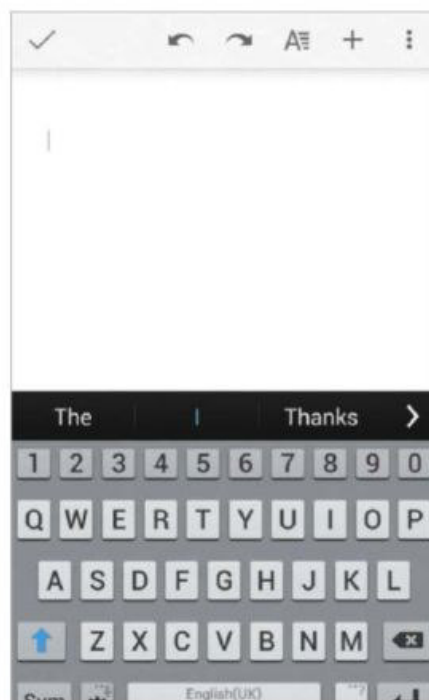
Works on: Android, iOS



**01 Get the app** Go to the app store that is native to your mobile device. This tutorial is identical both on iOS and Android. Locate and download the Google Docs app, which is free.



**02 Access your documents** Provided you are logged into the same Google+ account, all of the documents in your Google Drive will be instantly accessible through the app.



**03 Create a new document** Tap on the '+' icon and a new blank document will be created. Type in your text and then tap on the tick icon to save it to your Google account.



# The Google+ Photos app

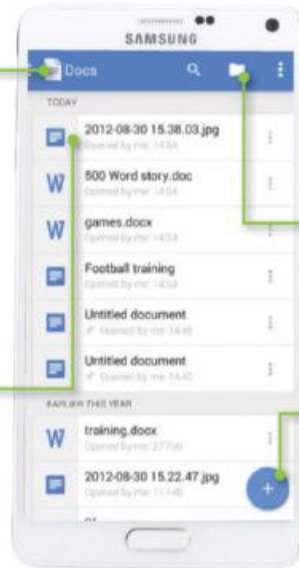
Get to know the features of G+ Photos

## Account menu

See options to organise your docs, save docs to your device, see your 'starred' documents and access the app settings

## Your documents

All of the documents stored in your Google Drive will be instantly accessible through the Google Docs app interface



## Doc options

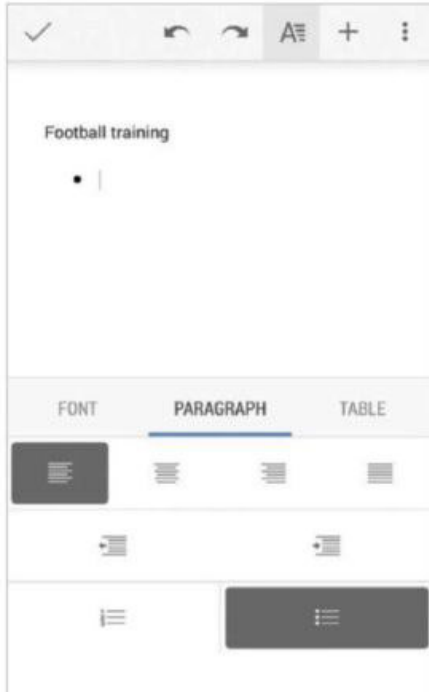
Tapping on the menu icon next to each document will present options to remove the document, rename it, share and export, pin it so that it stays on the device (ideal for when you wish to access the document without an internet connection), and view the details for that document.

## Open from...

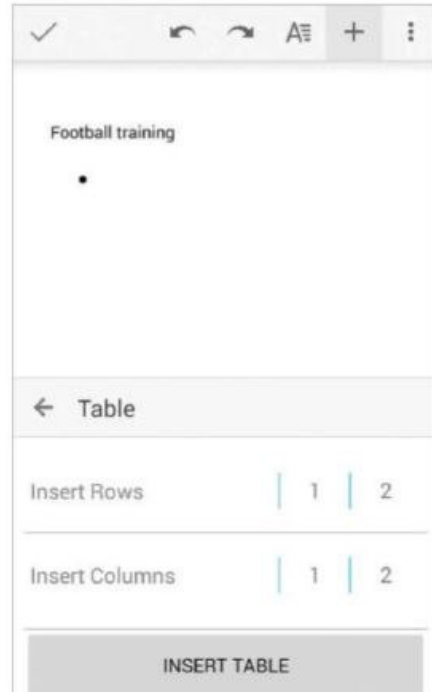
Tapping this icon will allow you to open documents stored on either Google Drive or your device, whereas tapping the menu icon will allow you to sort your files and view them as a grid or list

## Creating documents

Tapping on this icon will create a new document into which you can type text, format it accordingly and then insert tables and so on. Any documents that you create can be saved by tapping on the tick icon



**04** Format the text  
Tapping on the 'A' will bring up text formatting options. To create a list, tap on the Paragraph tab and select either of the two bottom options.



**05** Insert a table  
You can add a table by tapping the '+'. Just select the number of rows and columns and then tap on 'Insert Table' to place it within the document.



**06** Choose your favourites  
Tap the menu icon and choose 'Share & export' for options to share the doc with other people, send a copy, save as a Word document and print.

Device used:  
Mac

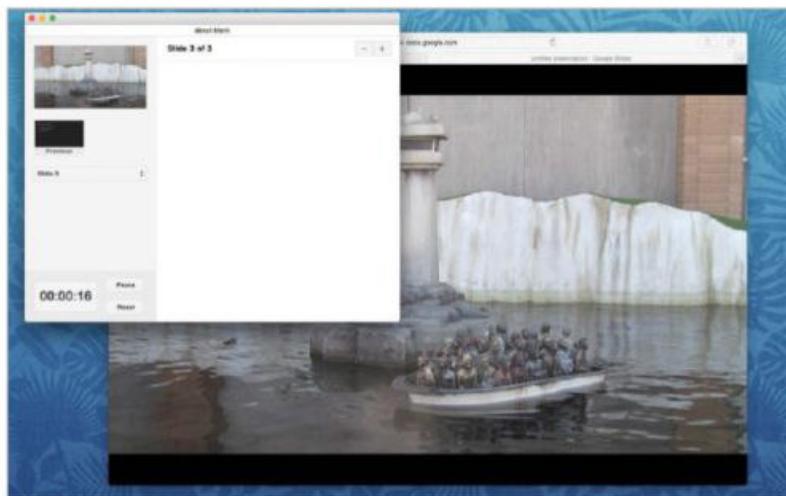


# Design slideshows with Google Slides

Slides is designed to help you create simple but effective presentations

The objective of a presentation solution such as Slides in Google Drive is to enable the user to quickly create presentations that integrate workflow, as well as provide ways to share information with other people. A number of people rely on slideshows on a daily basis, including those working in education (such as teachers and university lecturers), and those employed in the business sector (project managers and marketing executives, for example).

Start up Slides, and you are instantly greeted with a familiar desktop-like interface that makes creating and editing slides a straightforward and effortless process. For example, many of the most frequently used formatting options (such as bold, underline, indent and font type) are easily accessible directly from the toolbar. You can also upload existing presentations from the desktop, and invite people of your choice to either edit, comment on or view your slideshows.



## The Google Slides interface

Finding your way around

### Menus

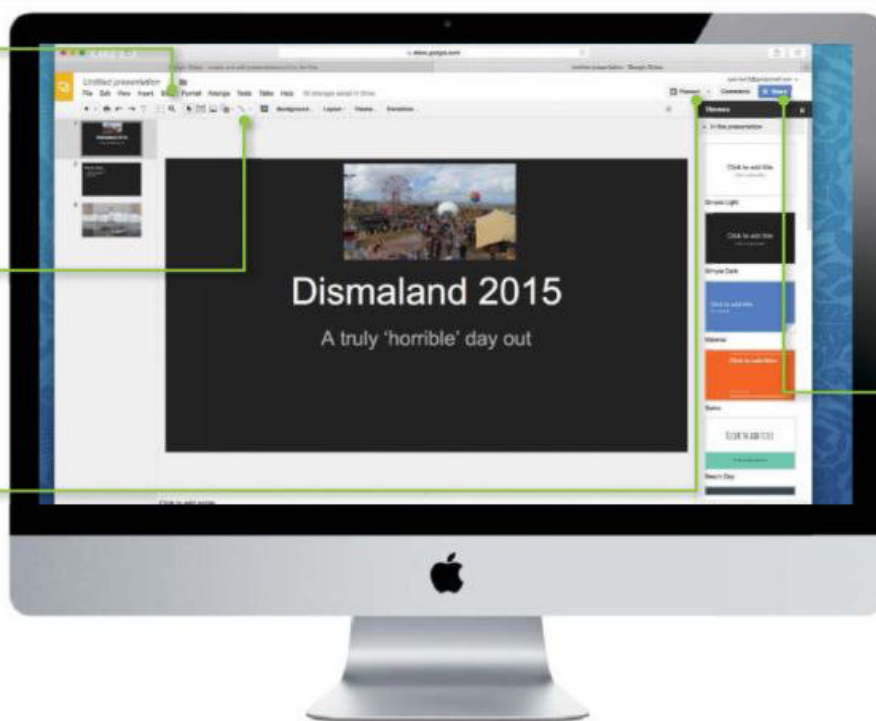
The menus are easily accessible, and have a familiar feel to them. Use Insert to add an image or table to a slide or the Format menu to change the theme or background colour

### Toolbar

You will be pleased to learn that most formatting options are only a click or two away. Use the toolbar to add bulleted or numbered lists, or to change the font style

### Start presentation

This feature lets you create a range of slides, which you can view at any time. Click 'Start Presentation' to watch your slideshow in full-screen mode

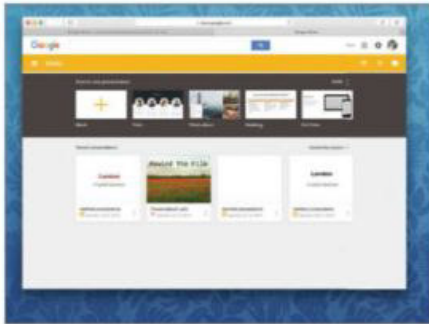


### Share your slides

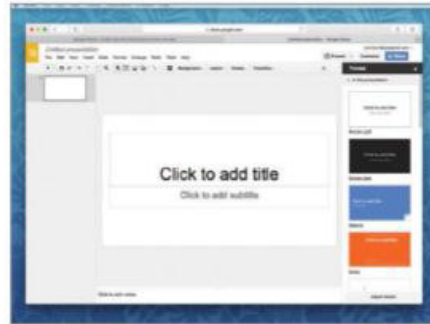
Click the Share button, and you can add the names of those you wish to share your presentation with. You can also email presentations as attached files to one or more contacts

# Design your own slideshow

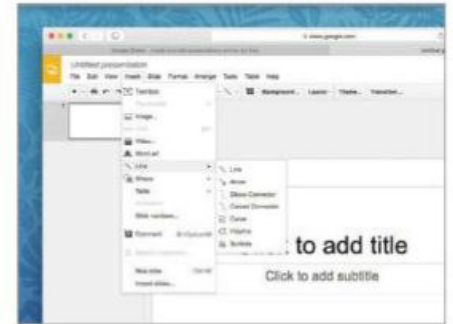
Works on: Mac, PC, iPhone, iPad, Android



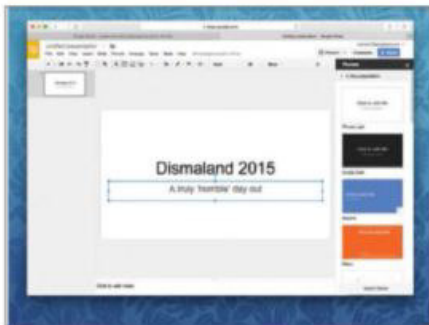
**01 Upload existing slideshows** You can upload existing PowerPoint slideshows and other presentation file formats to Google Drive. All compatible content will be listed on the main screen.



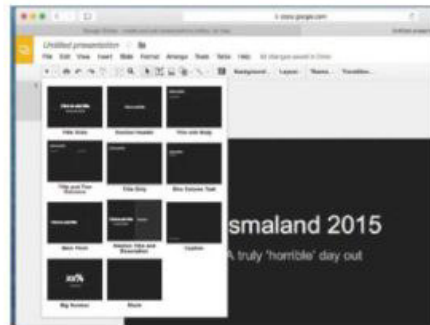
**02 New slideshow** Though you can upload presentations from the desktop, we will create a new slideshow. Boot up Slides and click on the 'Blank' option.



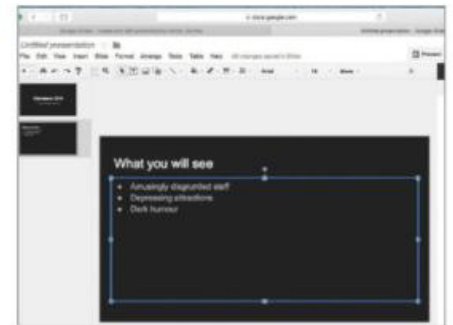
**03 Explore the menus** Take a few moments to explore the menus, and note that the frequently used formatting options can be accessed via the toolbar.



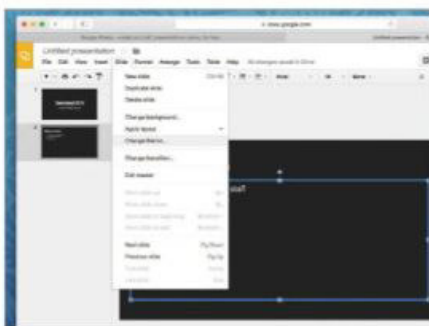
**04 Title slide** Click on the appropriate place, and add a title to your presentation. You can also add a subtitle, or use this space to type your name and contact details.



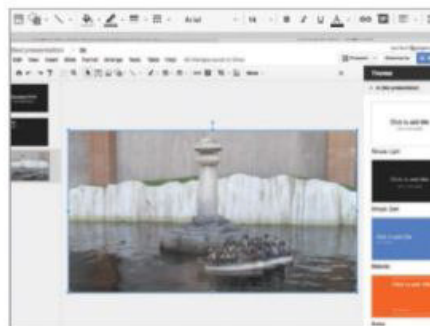
**05 Slide layout** Click the + icon to insert a new slide, then select your preferred slide layout. Several styles are included, so choose one that will present your information in the best way.



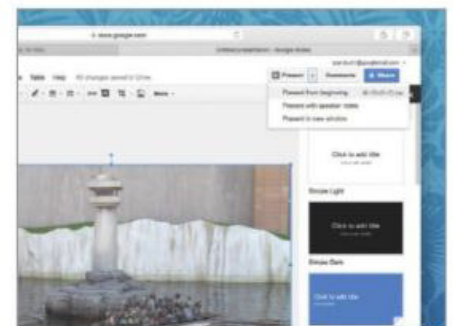
**06 Bullet points** Type a heading, and then the slide content. Select some text you wish to bullet-point, and click the bullet toolbar. Increase the size of the text, and make the header bold.



**07 Add a theme** To change the background and layout of your presentation's slides, click Slide>Change theme, and select a theme to use throughout your slideshow.



**08 Create an impact** Create a few more slides and use the formatting options to enhance the look and feel of your work. You can insert images, tables or shapes if you want to create more impact.



**09 View your slideshow** When you have finished your slideshow, click 'Present' to view it. Transitions are not supported, but you can still create eye-catching presentations.



Device used:  
PC



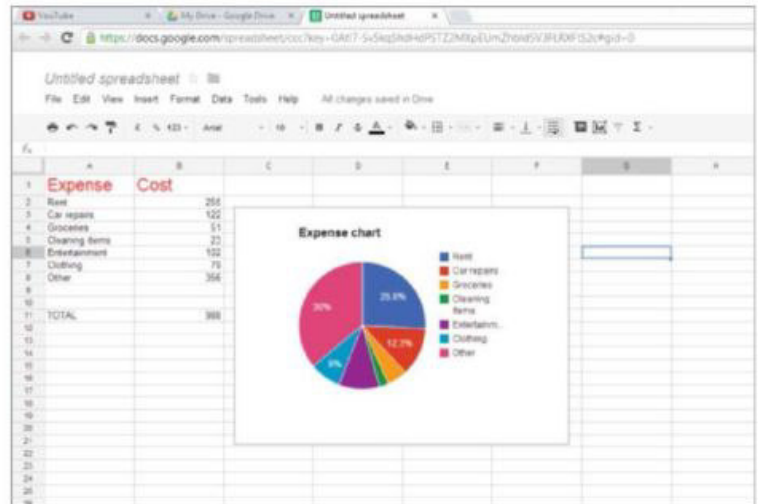
# Compose and customise simple spreadsheets

Spreadsheets lets you crunch numbers, review sales figures and a whole lot more besides

**O**f all the software created for the desktop computer, spreadsheets have arguably had the most impact. The appeal of the humble spreadsheet lies in its versatility, as it can help you analyse, share and manage a wealth of information. For example, you can use a spreadsheet to crunch numbers, keep a close eye on personal expenses or to review sales figures.

If you like numbers, then you will be pleased to learn that Google Spreadsheets supports all the features required to enter, format, present and analyse data.

Not only that, but you can share your data with others or invite selected individuals to perform edits to your workbooks. You can even upload images that are stored on your computer, search for an image online or add personal photos directly from individual or multiple Google+ Albums. In this tutorial, we will show you one of the best ways to demonstrate some of Spreadsheet's many features by creating a simple expense report...



## Spreadsheet options

Formatting and formulas

### Formula bar

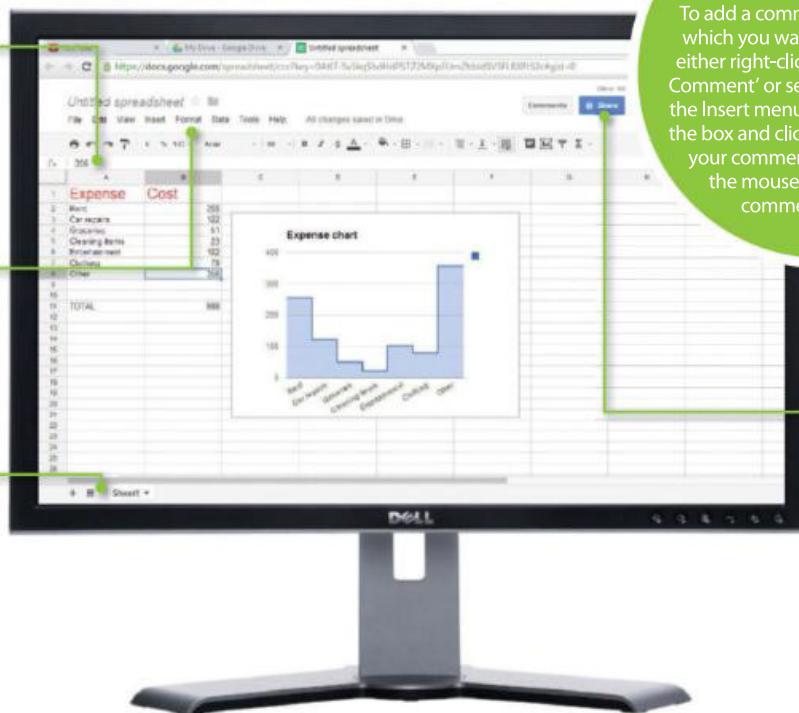
Enter a formula, and it appears in the formula bar. To add a formula, double-click an empty cell, click the Formulas drop-down menu on the toolbar and select a formula from the list that appears

### Intuitive interface

If you are familiar with desktop spreadsheet applications, then the interface will be familiar and intuitive. All the main functions are accessible via the toolbar or menus at the top of the screen

### Task bar

The task bar at the bottom of the screen lets you perform a range of tasks. Click the '+' icon to add a new sheet, or the down arrow on the 'Sheet 1' button to rename your spreadsheet



### Insert comments

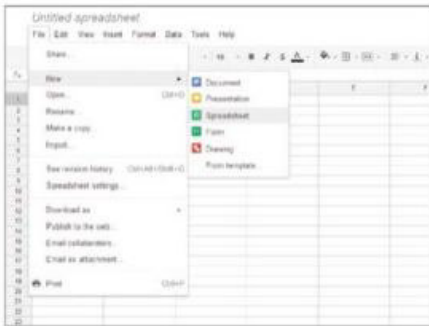
To add a comment, click the cell in which you want it to appear, then either right-click and choose 'Insert Comment' or select 'Comment' from the Insert menu. Enter the text, close the box and click another cell to save your comment. To view it, hover the mouse over the orange comment indicator.

### Share your work

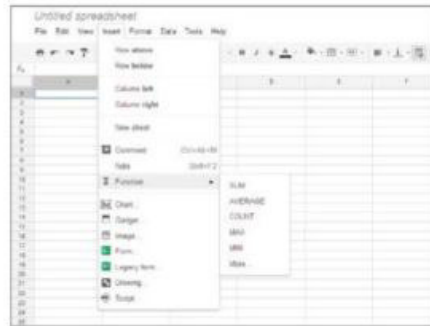
Click the 'Share' button, and you can add the names of those you wish to share your spreadsheet with. You can also email a document as an attached file to one or more contacts

# Use a formula to create an expense report

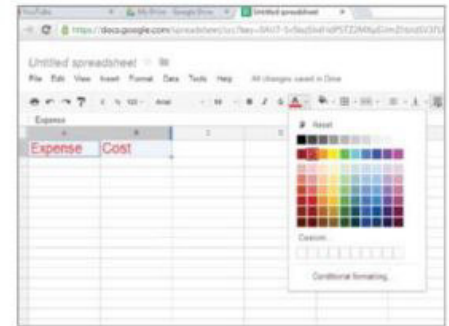
Works on: Mac, PC, iPhone, iPad, Android



**01 Create a new spreadsheet**  
To create a brand-new spreadsheet, first start up Google Drive then click the down arrow on the Create button and select Spreadsheet.

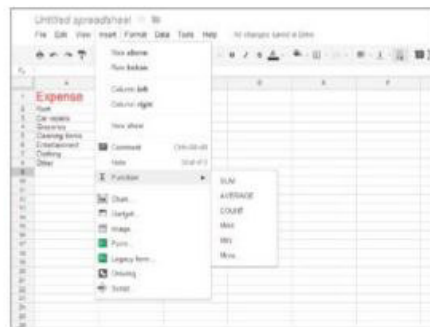


**02 Formula bar**  
You will now see a blank spreadsheet. In acquainting yourself with the interface, note the formula bar at the top of the screen and status bar at the bottom.



**03 Format your headings**  
To create an expense management spreadsheet, type 'Expense' in cell A1 and 'Cost' in B1. Format them by selecting the cells and using the options in the Format menu.

	A	B	C
1	Expense	Cost	
2	Rent	255	
3	Car repairs	122	
4	Groceries	51	
5	Cleaning items	23	
6	Entertainment	102	
7	Clothing	79	
8	Other	356	
9			
10			
11			
12			
13			
14			



	A	B	C
1	Expense	Cost	
2	Rent	255	
3	Car repairs	122	
4	Groceries	51	
5	Cleaning items	23	
6	Entertainment	102	
7	Clothing	79	
8	Other	356	
9			
10			
11	TOTAL		
12			
13			
14			

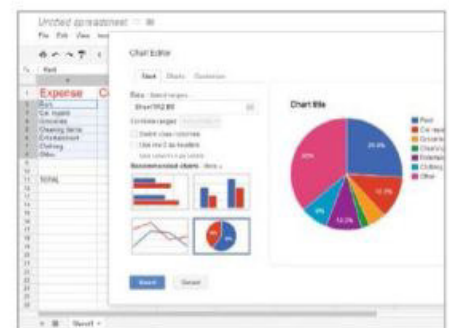
**04 Add your expenses**  
Click 'Start autosaving', and name your spreadsheet. Write the name of an expense in cell A2 and its value in B2. Add six more expenses so cells A2-A8 and B2-B8 have data.

**05 Introducing formulae**  
Every formula starts with an = (equals) sign. This is to differentiate it from normal text entry. Operators used are + (plus), / (divide), \* (multiply), and - (minus).

**06 Entering a formula**  
All we need to do is calculate the sum total of expenses listed in cells B2-B8. Because we want the sum total to appear in B11, the formula must be entered here.

	A	B	C
1	Expense	Cost	
2	Rent	255	
3	Car repairs	122	
4	Groceries	51	
5	Cleaning items	23	
6	Entertainment	102	
7	Clothing	79	
8	Other	356	
9			
10			
11	TOTAL	=SUM(B2:B8)	
12			
13			
14			

	A	B	C
1	Expense	Cost	
2	Rent	255	
3	Car repairs	122	
4	Groceries	51	
5	Cleaning items	23	
6	Entertainment	102	
7	Clothing	79	
8	Other	356	
9			
10			
11	TOTAL	988	
12			
13			
14			



**07 SUM function**  
Type =SUM (B2:B8) in cell B11. Check for accuracy in the formula bar, then hit the Enter key. The formula (known as the SUM function) will add up the values in the cells listed.

**08 Dynamic sum total**  
You will now see the total in cell B11. Change an individual expense value, and the sum total will change accordingly. To analyse the data, present the information in a chart.

**09 Charts and graphs**  
Select cells A2-A8 and B2-B8 and click Insert>Chart. The Chart editor will appear. Choose a graph or chart, then click 'Insert'. The chart will be added to your spreadsheet.

Device used:  
Mac

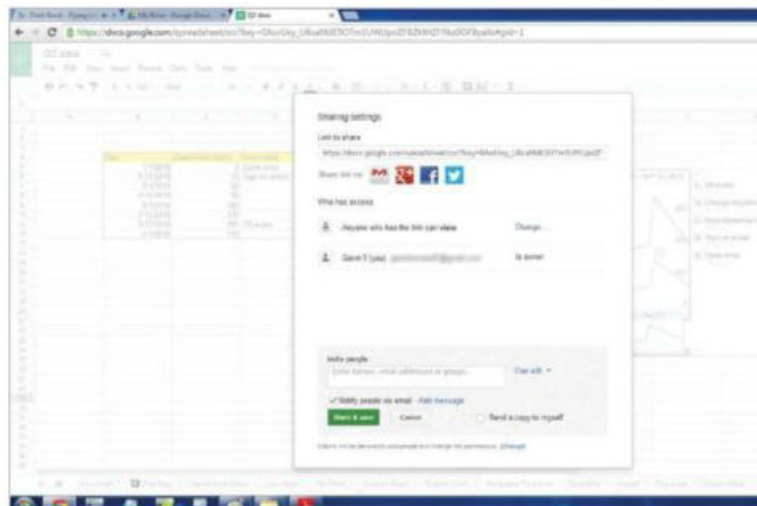


# Share & collaborate on documents with others

Google Drive lets you invite other people to collaborate on draft documents

The great thing about cloud applications like Google Drive is that they allow two or more people to collaborate on a single project. No more having to send email messages back and forth, and on top of that you can say goodbye to the frustration of trying to keep track of who has the latest version. This is because Google Drive lets you send an internet link to contacts in order to grant editing rights to a document. The cloud-based productivity suite even lets you 'chat' to your contacts in real-time and comment on changes while they are actually being made.

Once you have collaborated on creating a document, you can then share it with others. You can share your documents with as many or as few people as you like and it's entirely up to you how little or how much information you make available. This is because you can assign a document one of three visibility options: 'Private', 'Anyone with the link', and 'Public on the web'.



## Sharing settings

Check your options

### Public on the web

Choose the 'Public on the web' option to make a document available to anyone. Public documents may get indexed by search engines like Google Web Search

### Anyone with a link

Documents assigned the 'Anyone with the link' setting are generally not indexed by search engines, but may show up in search results if the document URL appears on a webpage that is indexed

### Private

The default setting for all documents is private and you are the only person with access to it. From here, you can grant access to other people by adding names in the 'Shared settings' field



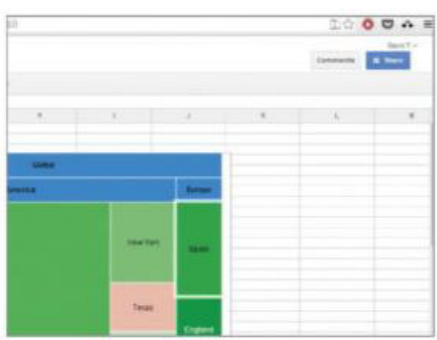
## Visibility

If you have a large library of documents, spreadsheets, presentations, drawings and forms, there may come a time when you want to check the visibility options in general. Go to the documents list and you can filter documents by visibility by clicking the 'More options' button at the top of the screen. Now select 'Public on the web', 'Private', 'Anyone with the link' or 'Not shared'.



# Edit and share a document with others

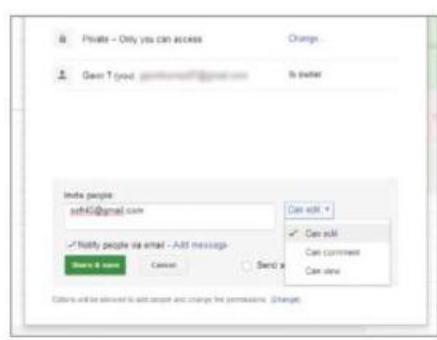
Works on: Mac, PC, iPhone, iPad, Android



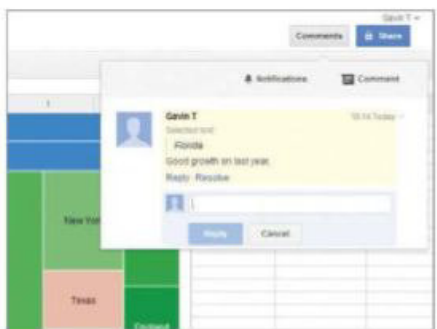
**01 Email collaborators**  
Open a document, spreadsheet or presentation that you want friends or co-workers to help edit. Now click the Share button and then 'Email collaborators'.



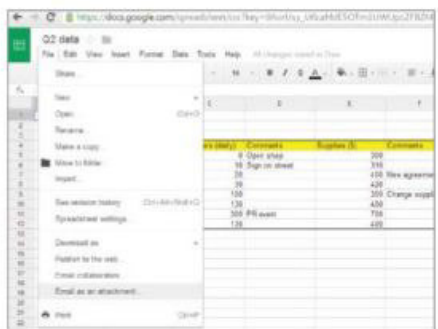
**02 Sharing settings**  
You'll see the 'Sharing settings' dialog box. While in draft form, keep the document private and, in the 'Add people' field, type the email address of a collaborator to invite.



**03 Invite contributors**  
Select the 'Can edit' option from the menu and then click 'Share & save'. Enter more email addresses if you wish to invite others to contribute to editing your draft.



**04 Comment on changes**  
A link will be sent and invitees can view the draft and make amendments that they think are necessary. You can even 'chat' to each other in real-time while you work!



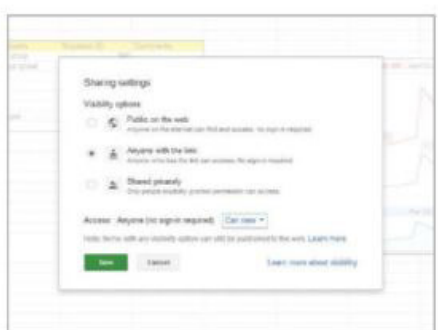
**05 Share via email**  
When you've finished creating your document you need to consider the sharing options for the final version. One way is to send it as a file attachment to people.



**06 File attachment**  
Click the File button and select the 'Email as attachment' option. Enter the email address of the intended recipient(s), add a message, choose a file format and click Send.



**07 Visibility options**  
Assign each document a visibility. Click the Share button, select Share and the 'Sharing settings' dialog box will appear. Select Private if you don't wish to share the document.



**08 Share with the world!**  
Click Change to access the 'Shared settings' dialog box again. Click 'Public on the web' and anyone on the internet can find and access the document. No sign-in is required.



**09 Sharing settings**  
The final step is to set who can access your document and what they can do with it. In the Sharing settings dialog, click the tiny Change link at the bottom to set permissions.

Device used:  
PC



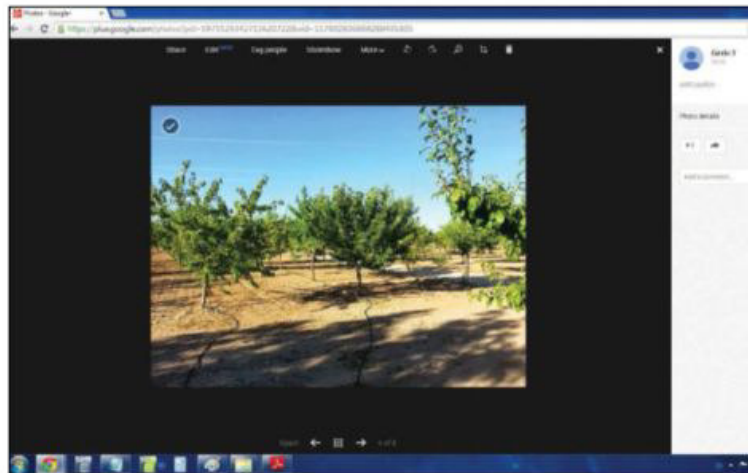
# Upload your favourite pictures to Google+

Google+ is a fantastic service for storing and sharing your photographs. In this tutorial we will show you how you can make the most of this tool

**S**ocial networking services have become essential tools for anyone wanting to share their photos. Google+ is at the forefront of this. With the older Picasa Web Albums service now fully integrated, Google+ is a fantastic way of sharing, or simply storing your pictures.

Like all Google+ features you get full control over who gets to see your content. When you upload an image, it will – by default – be shared with anyone who wants to look at it. But you can use the Circles feature to restrict access to individual albums to only those people that want to see them. So pictures of your kids could be restricted to only family members, and you can also avoid sharing snaps of a rowdy night out with your boss.

In this tutorial we'll take a look at how you can get started with uploading pictures to Google+. The feature will work on almost any browser on any OS, although for best results Google's own Chrome browser is our preferred choice.



## Sharing your photos

Choose who to share your pictures with

### Sharing pictures

Clicking the Share button will make your album go live on your Google+ site. You can change the settings for who can view it after it has been published, so you can easily add or remove access

### Comments

Adding a comment for your album will enable people you share them with to know what the album is about. It could be a holiday, or anything else to give the album a bit of added context

### Your circles

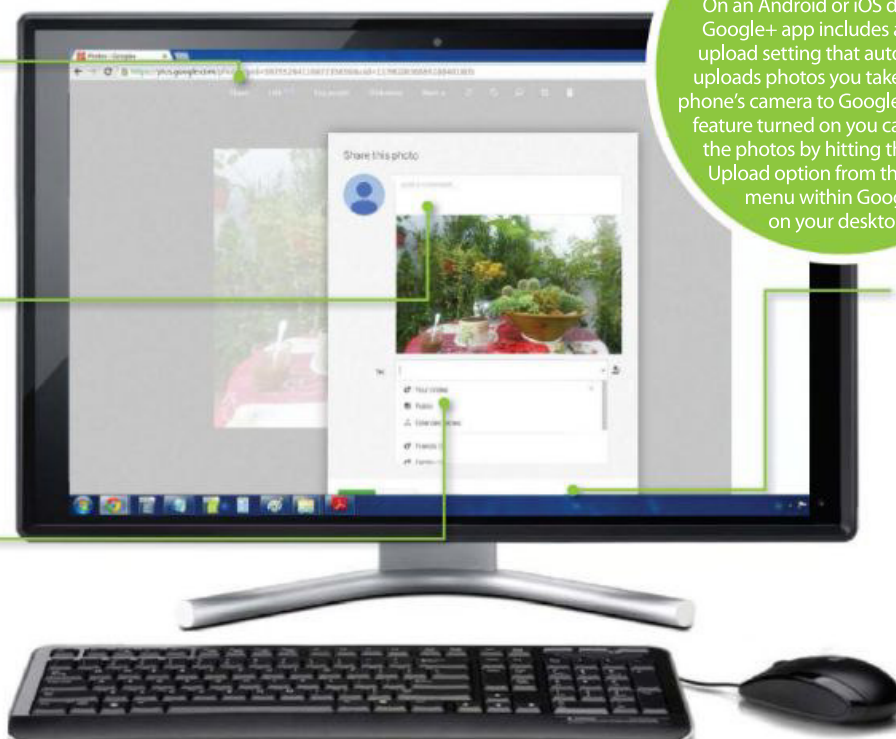
You can choose which of your circles you want to share your album with. If you add nothing here the album will be set to public so that everyone can see it. If you want to limit who can see it select one of your circles

### Instant Upload

On an Android or iOS device the Google+ app includes an instant upload setting that automatically uploads photos you take with your phone's camera to Google+. With that feature turned on you can manage the photos by hitting the Instant Upload option from the Photos menu within Google+ on your desktop.

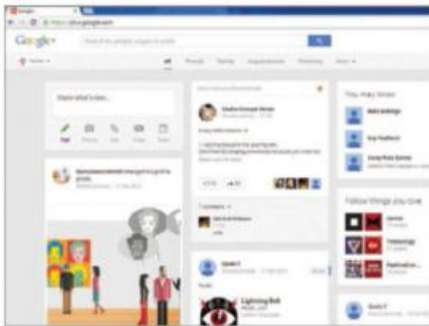
### Storage only

Clicking Cancel on the Share box will mean the album is set to private and not shared with anyone at all. This is a useful option if you want to use Google+ as a backup option but remain selective about what you actually share

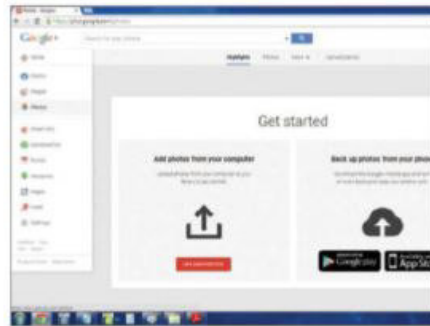


# Uploading photos to Google+

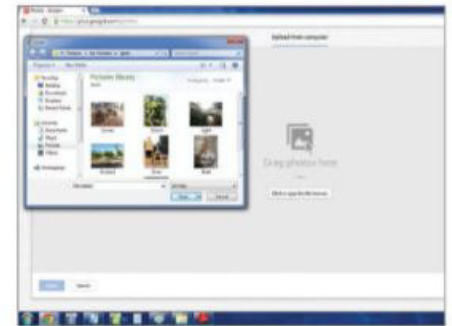
Works on: Mac, PC, Android, iPhone, iPad



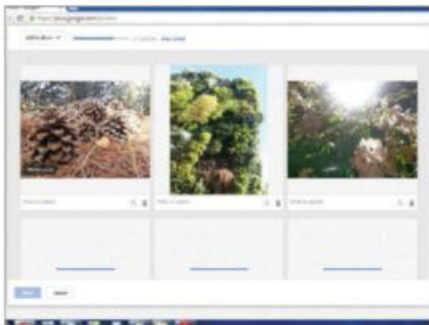
**01 Sign in** Head over to [plus.google.com](http://plus.google.com) and log in to your Google account. You'll now see the main screen with all your recent updates as well as those from the people you follow.



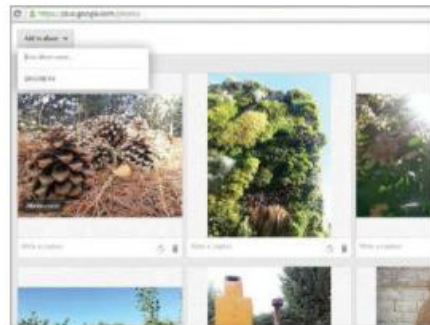
**02 Check the Photos icon** Unless it's your first time using Photos in Google+, in which case you'll see the Get Started screen shown above, you'll need to click Home in the top-left to find Photos.



**03 Add your photos** Click the 'Add photos' button and a new window will open. There are two ways to add pictures – dragging and dropping or by locating a specific folder on your hard drive.



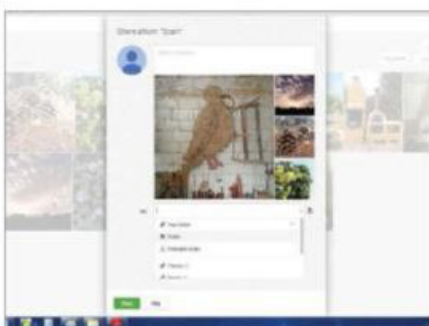
**04 Drag and drop** We're using the drag and drop solution here. Find the images you want to upload and highlight them and drag them into the browser window.



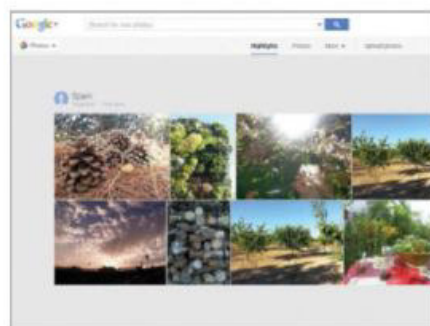
**05 Choose your album** To keep your pictures organised they will be placed in a folder. By default they'll go into a new folder named for today's date. You can type in a new name for the folder.



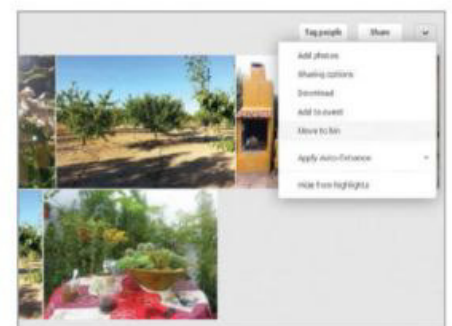
**06 Create album** Click Create album and it will scan the shots looking for faces, and when it identifies any you can tag them either by choosing people you follow or adding their name.



**07 Share... or don't** Add a comment for the album and choose who to share it with. By default it will be everyone, unless you choose a specific circle. To not share at all, click Skip.



**08 View your Gallery** Return to the Photos icon and select the Albums option. Here you can see all your albums. You can view the pictures, see who they are shared with and read comments.



**09 Delete an album** To delete an album click the More button in the top right of the window and select Delete album. You can also download an album to save a local copy of it.



Device used:  
Android

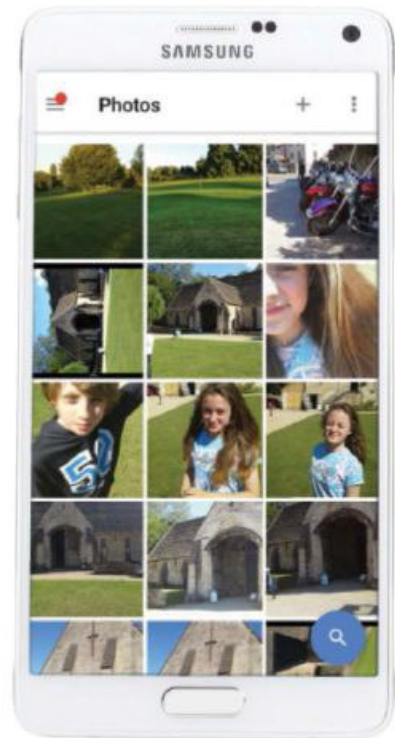


# Back up your images in Google+

Back up all your shots to your Google account, and use Google+ to even make something special out of them

**G**oogle+ started life as a social network, but it has turned into a whole lot more than a mere Facebook clone. Its functionality is now built into Android at a very deep level and gives you a whole load of features on your phone that you may not be aware of. A large part of this is based around your device's camera. Google+, and the Photos app on an Android smartphone, includes an Auto-backup feature that automatically backs up every photo you take on your phone to your Google+ account. Don't worry, it's perfectly safe. The uploaded

shots go into a special private folder that is only accessible by you. Images will only be visible to others if you explicitly choose to share them. Thus, you can use Google+ as a pure backup solution, and you can store as many as you like if you choose the Standard size setting, which resizes shots to 2,048 pixels along the longest edge. Backing up full-sized images will count towards your Google Drive storage limit, of which you get 15GB free. In this tutorial we'll show you how to get started with Auto-backup, and also some of the added tricks it includes.

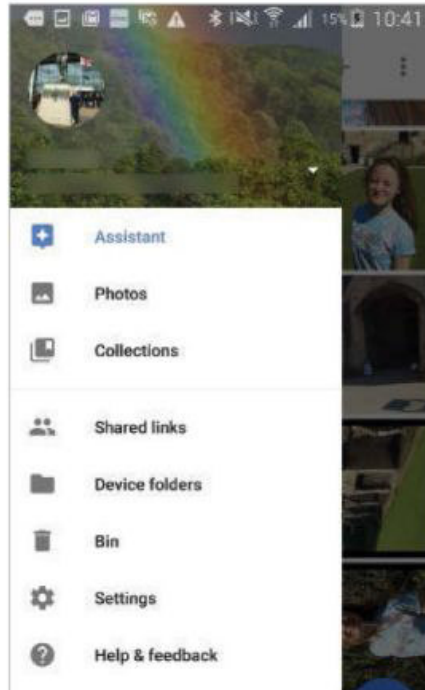


## Use the Auto-backup feature

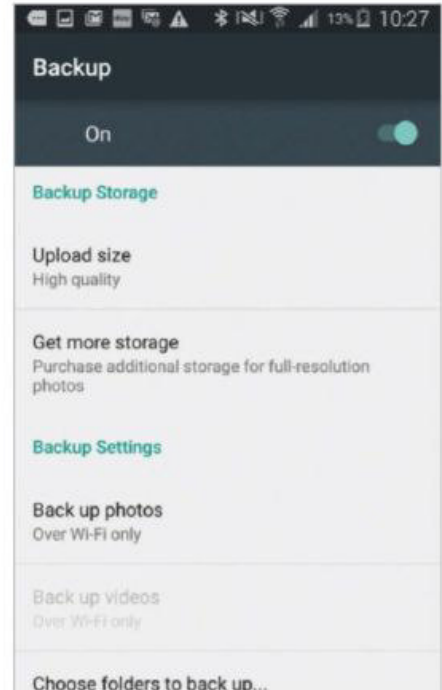
Works on: Android, iOS



**01 Launch Photos** Open the Photos app on your Android phone. This is not the same as the Gallery app preinstalled on most Android devices and also shows your images.



**02 Go to Settings** You'll see your photos displayed in the main screen of the app. Tap the menu icon in the top-left corner and then select the Settings option.



**03 Turn on Auto-backup** Now tap on the 'Backup & Sync' option and turn on the Backup option. You can also select if your photos are only backed up when your device is charging.

# The Google+ Photos app

Get to know the features of G+ Photos

## Size limits

You can upload an unlimited number of photos if they are resized to 2,048 pixels along the longest edge. Hit the menu button, followed by Settings>Auto-backup to choose the size you want to use. It will show you how much space you've got free for full-sized images.

## Main menu

From this menu you can access various features of the service, including Assistant, Photos and Collections, as well as access your shared links and the main app settings screen

## Edit your images

You can tap on individual images to select them and bring up more options, including the option to share the image and the option to edit it – the latter is packed with options to make your images look amazing

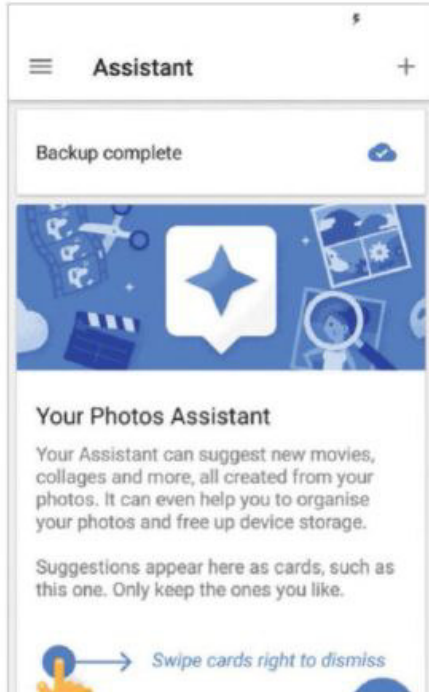


## Change view

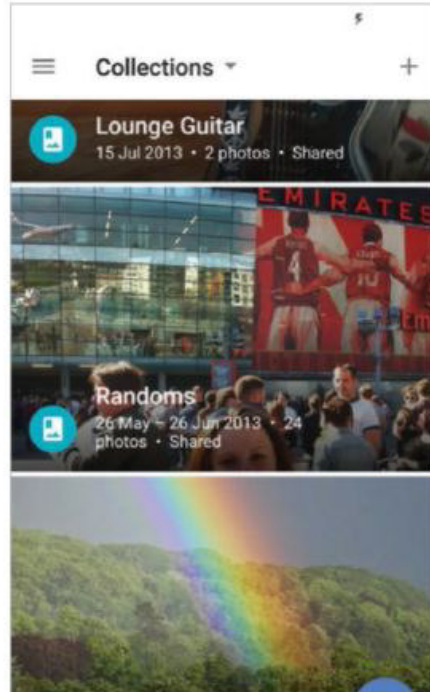
Tapping this icon will allow you to change the view by which your images are viewed in the app. These include 'Comfortable', 'Month' and 'Year' views

## Create new...

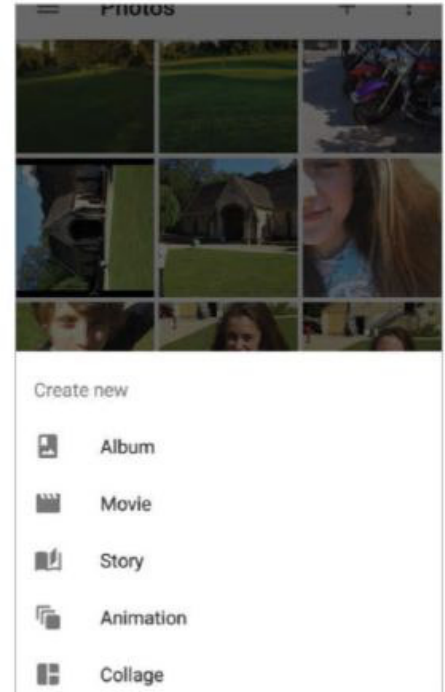
Tapping the '+' icon lets you create a new project with your images, including Album, Movie, Story, Animation and Collage



**04 Access your assistant** Swipe to the right to open the Assistant screen. There will be various services listed here that you can access and enable quickly to help with your photo management.



**05 Your Collections** Swipe to the left to access your photo Collections, which is all of your photos organised into neat, date-stamped folders to help you find specific images quickly.



**06 Get creative** Tap the '+' icon in the top-right corner to create a new album, video, collage, story or even an animation based on your images. Let your creativity run riot!

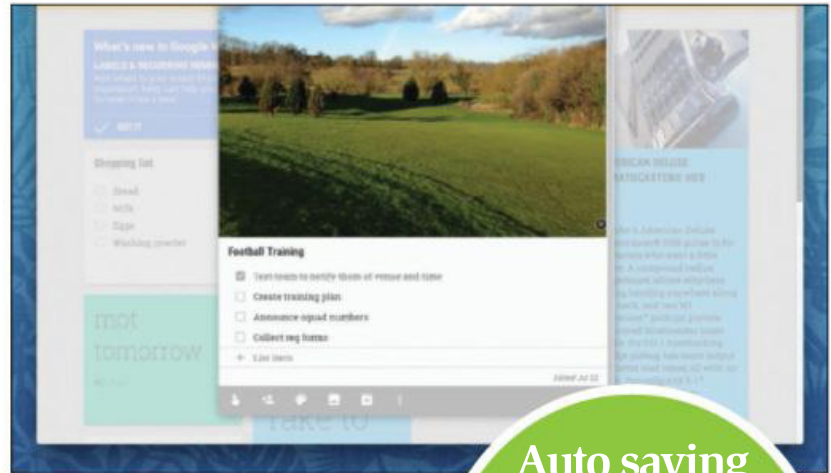
Device used:  
Mac



# Create notes and reminders with Google Keep

With Keep you can create notes and access them on any device or within any web browser

**K**eeep is Google's cloud-based note creation app. Having launched only in the first half of 2013, it is one of the youngest services in Google's portfolio of services, and as such is less full featured than many of the company's other products. Yet it is still an incredibly useful app that serves multiple purposes, and as a cloud-based service, it is accessible through any mobile or desktop web browser as well as through the dedicated Android app. Keep is tied to your Google Drive account. It is a note taking app that is ideal for creating any kind of note, memo, list or reminder, and is suited to anything from serious time management use in the office to casual tasks like maintaining your shopping list. In this tutorial we'll guide you through getting started with Keep, and how you can get the most from this increasingly useful service.



## Auto saving your notes

Like other Google cloud services, every change you make within Keep is instantly saved. This means you don't need to worry about losing data should your connection drop. The changes are immediately available on all devices with the Keep app installed.

## The Google Keep service

Find your way around the Google Keep screen

### Other options

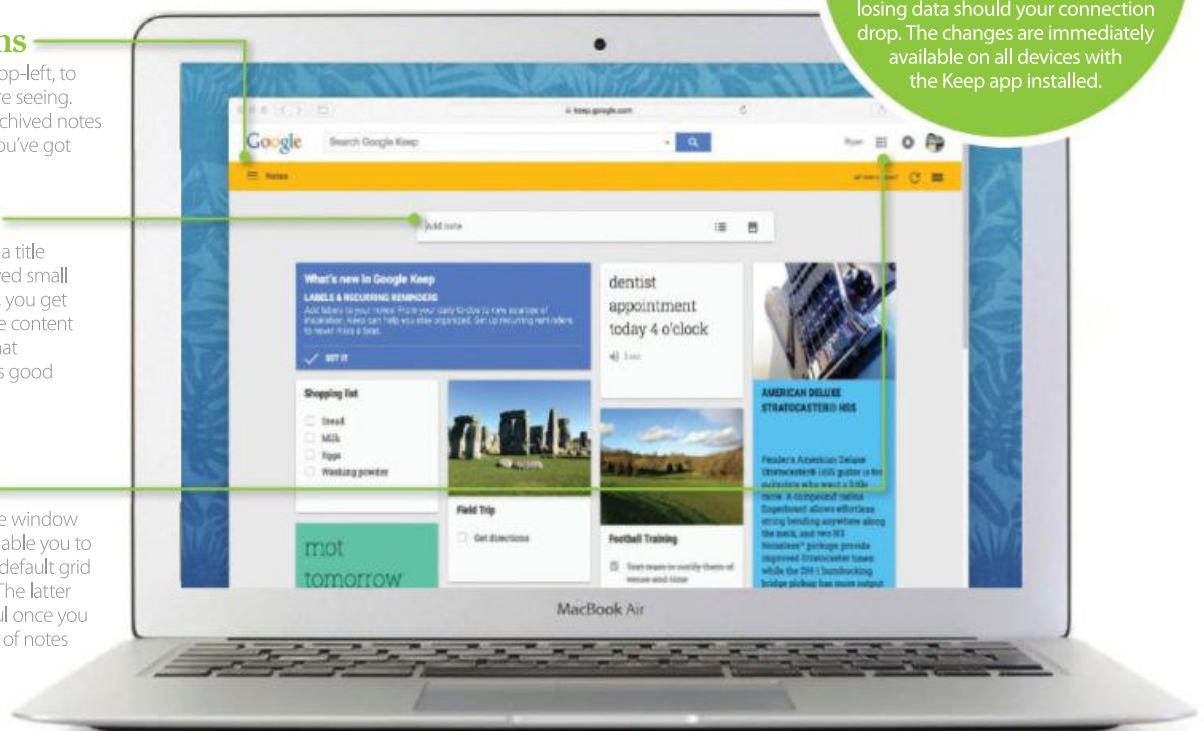
Tap the menu icon, top-left, to filter the notes you are seeing. You can view your archived notes as well as the ones you've got reminders set up for

### Using titles

If you give your note a title then it will be displayed small in the window. If not, you get a large preview of the content of the note. Unless that content is obvious it's good practice to use titles

### List view

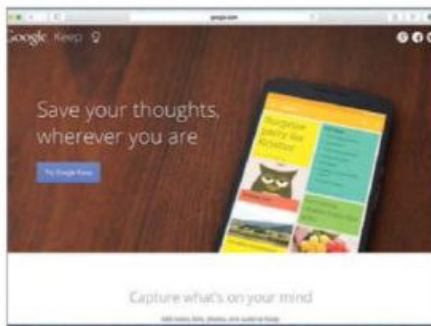
In the top-right of the window are two icons that enable you to switch between the default grid view and a list view. The latter becomes more useful once you have a large number of notes





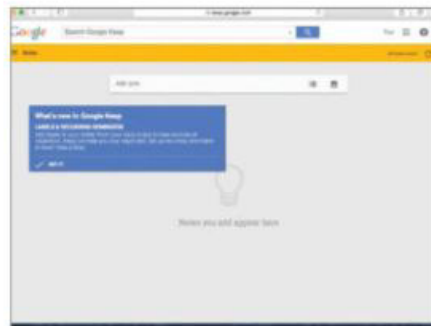
# Get started with Google Keep

Works on: PC, Mac, any desktop web browser



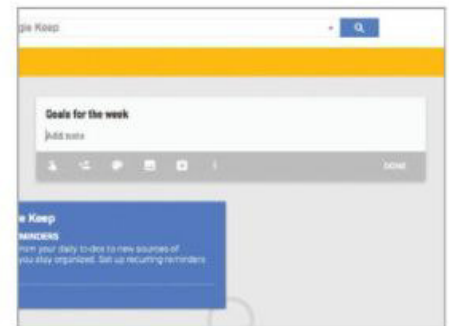
## 01 Sign into Google

Keep is a service that is tied to your regular Google account. You can access it from any web browser. Sign in to your account to get started.



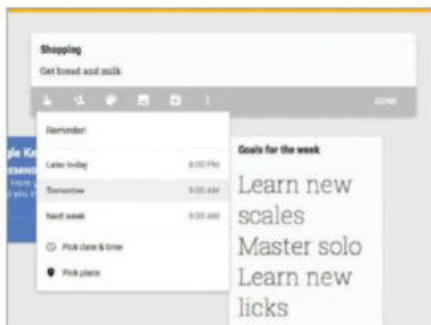
## 02 Log into Keep

Next log in to Google Keep. This is located at [keep.google.com](http://keep.google.com). It connects to your Drive account, but it isn't accessible through that service.



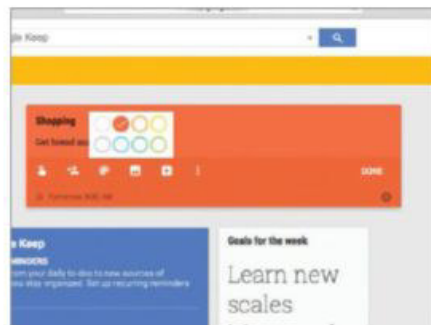
## 03 Create a quick note

Simply click in either the Title or Note boxes and start typing. Click the Done button when you're finished and the Note will be saved to the app's main screen.



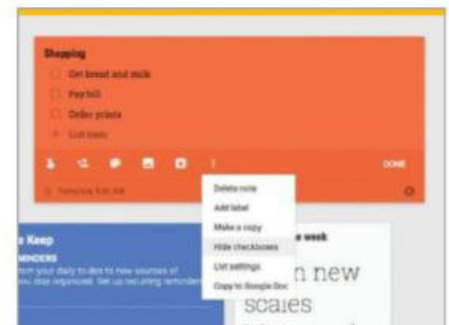
## 04 Add a reminder

Click in the Note box again to create another one. This time click the fingering icon to set an alarm so you can be reminded of the note at a later date. This is great for to do lists.



## 05 Using colour tags

Multiple notes require an organisation system. Click a note, then the colour palette icon and assign a colour tag. You can even make a note to explain your colour coding.



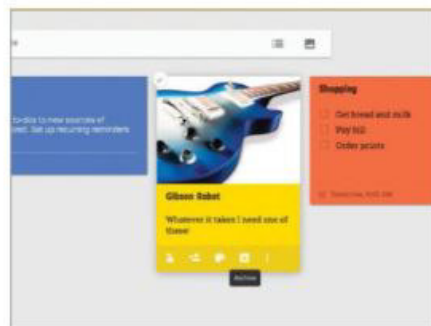
## 06 Working with lists

To the right of the icons is a menu, click this and choose 'Show Checkboxes' to create a list. You can now add tasks and tick them off as you go.



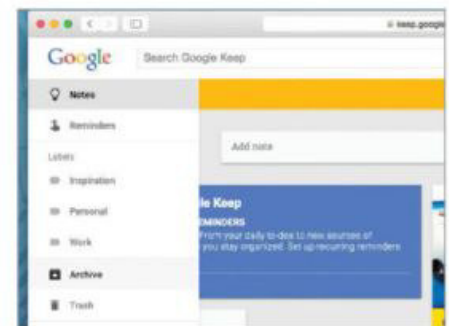
## 07 Adding images

You can retrospectively add images to any note you have created. Click the Note and choose the Add Image icon. Drag the required image from your desktop into the box.



## 08 Archive notes

Once you are finished with a note, hover your mouse over it and click the Archive button. This saves it but removes it from view. You can, of course, delete notes as well.



## 09 Viewing the archive

To see your archived notes, click the menu icon in the top-left of the window and select Archive. Hit the Back button on your browser to return to the main note view.

Devices used:  
Android & Mac

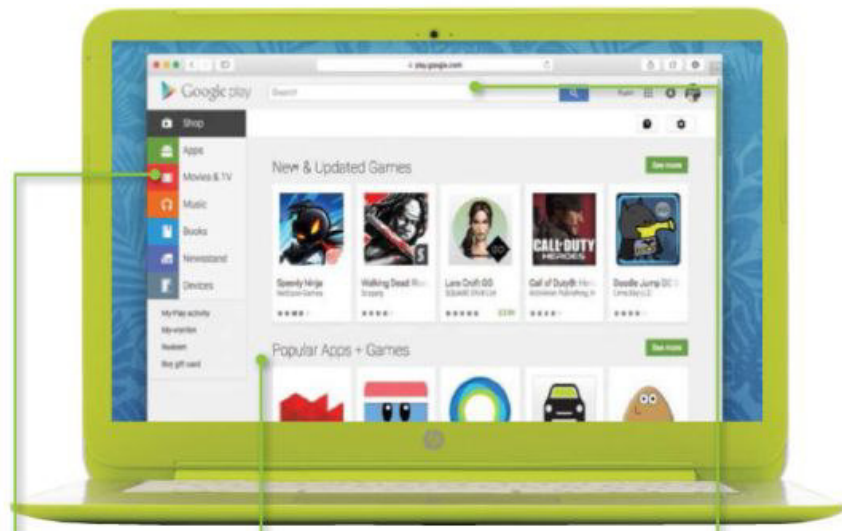


# Discover everything Google Play has to offer

Google Play collects a wide array of services into one neat package. This overview will describe each portion of the service and how you can get the best out of them

Since replacing the Android Market, Google Play has been a fantastic resource, especially for Android users. Acting as a storefront for apps, music, movies, books, magazines and more, there is a huge wealth of content on offer. Recently, Google Play has received a redesign, bringing it more in line with the look of other Google apps. Although everything works in the same way, aesthetically everything is a little cleaner and more straightforward to use, making it even more appealing to download more of your favourite content to enjoy across your devices.

As such, device memory use should become less of an issue, because the media will be stored in the cloud. Synchronisation should also be improved between phones and tablets via Google Play apps, and web and mobile content will remain in a synced state. So when you purchase an app and other media on the Play website, that content will become instantly available on your other devices. This means that you won't be limited to using your Android tablet, for example, to view content.



## Categories

Click on a tab to browse the items in a specific category. You can also purchase Google devices direct from Google Play, including the Nexus 7 and Nexus 4

## Featured items

The banners across the top will recommend new releases and featured items from across the store, whether it's books from a certain author, films from a specific actor or apps that perform dedicated functions

## Search

Enter your search term here, and a new screen will appear with a results list based on the word appearing in the title of a song, film, book, magazine or app

## Managing your content

A look at some other features of Google Play

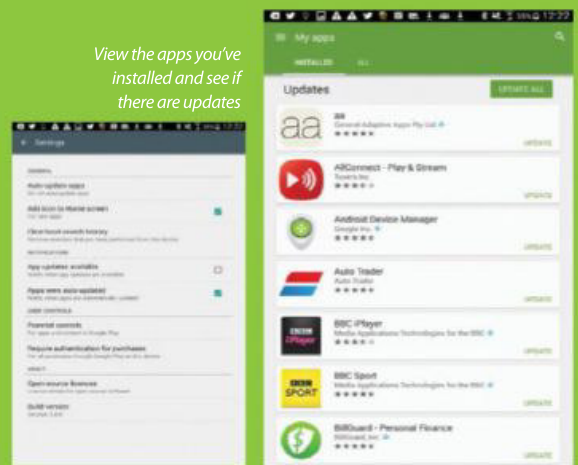
Google Play is the perfect place to download extra content for your Android device. Whether you're looking for apps, films, TV shows, songs, magazines or books, you'll find them all here. Of course, with Google's services all being cloud-based, it means you can start watching a film you've downloaded on your smartphone, and finish it at a later date on your Mac or tablet.

On top of that, there are a number of other things you can do in Google Play. Firstly, a tap of the menu icon will

allow you to view the apps you have installed, and check to see if any have available updates. If they do, one tap will start them all uploading so you've always got the most recent version of an app.

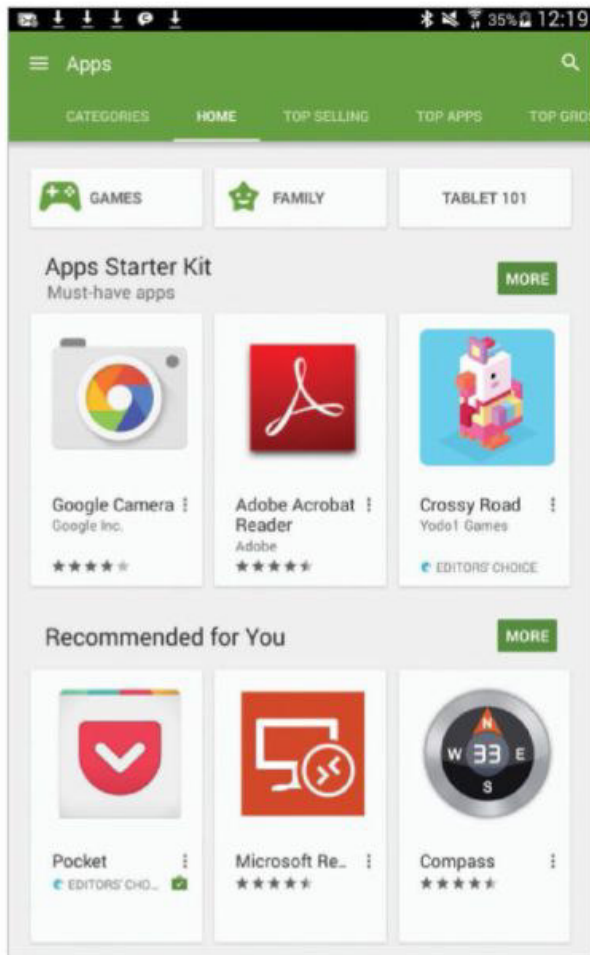
If you head into Settings, there are a number of ways you can manage how Play works. You can specify whether you wish to receive notifications, set passwords to restrict purchases of certain content, remove previous searches and much more. All this makes Google Play a pleasure to use.

View the apps you've installed and see if there are updates



# The key features of Google Play

Works on: Mac, PC, Android

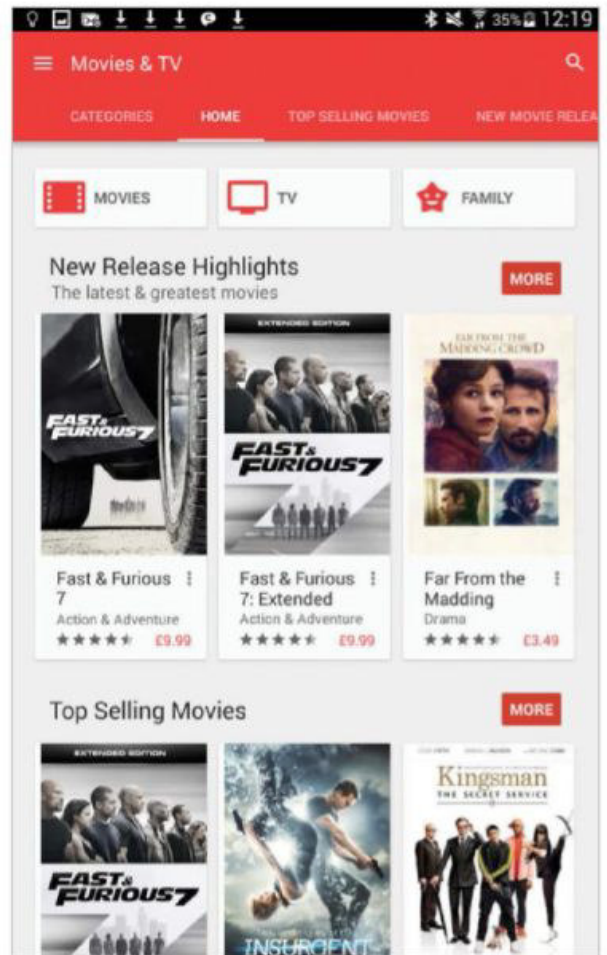


## Download apps

One of the main features of Google Play is the ability to download apps. There are thousands on offer, including some top games. Browse the categories and download whatever takes your fancy.

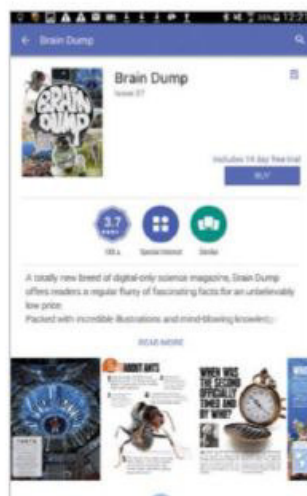
## Rent movies

You can rent movies or TV episodes via your mobile device or computer. On a phone or tablet, tap Movies & TV tab and choose your video to purchase and play it instantly. With a computer, and Adobe Flash Player 10.1 or greater, click the Watch button.



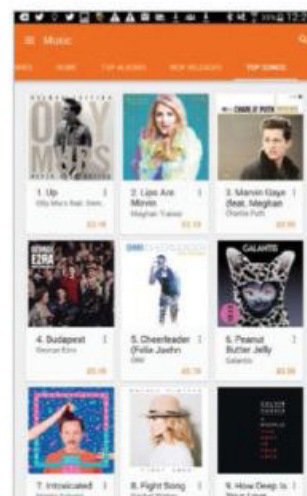
## Books in the cloud

Upon buying a book, it is stored in the cloud, which is linked to your Google account. It can now be accessed by your Google tablet, for example, or any computer with a JavaScript browser.



## Subscribe to your favourite magazine

Play Newsstand offers a wealth of fantastic magazines, where you can purchase a single issue or subscribe. You can then read wherever, whenever.



## Enjoy your music

You can download the latest hits direct from Google Play. The Play Music section allows you to buy tracks and albums, which you can listen to on any device you wish.



# Apple iCloud

Sync and share with Mac, iPhone & iPad

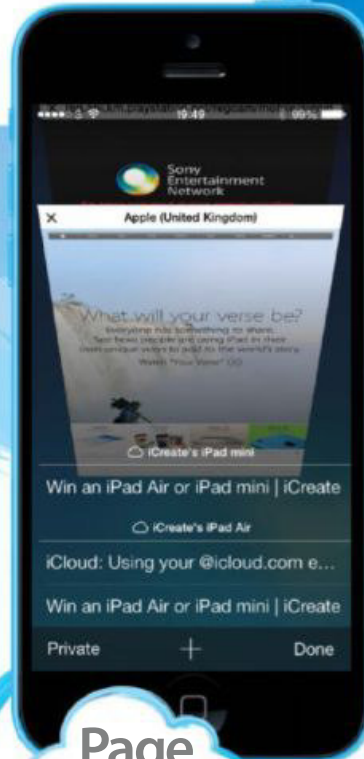
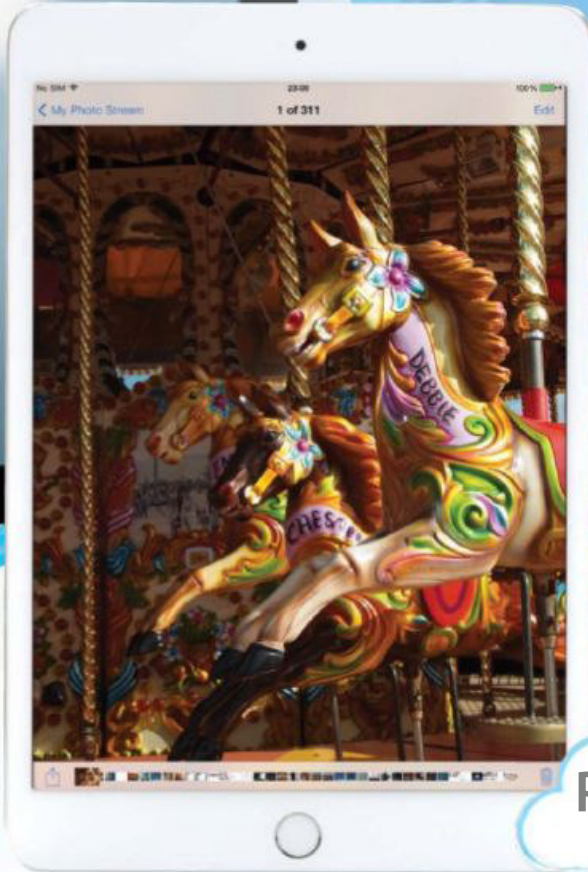
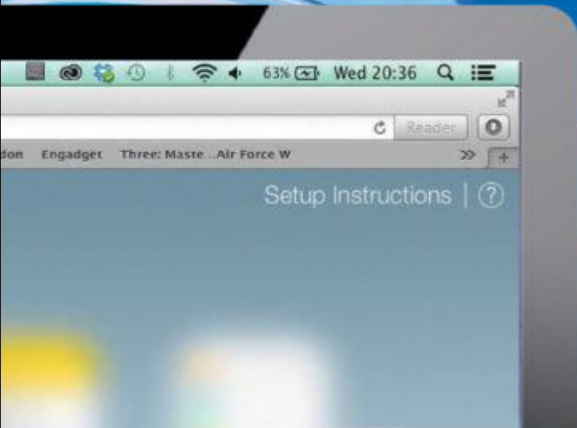
- 48** An introduction to iCloud  
Discover what iCloud has to offer
- 50** Set up an iCloud account  
Sign up for iCloud on your Mac
- 52** iCloud on mobile devices  
Set up iCloud on your iPad and iPhone
- 54** Sync your apps with iCloud  
Decide what to sync from your mobile
- 56** Get more from iCloud Drive  
Automatically save and access files
- 58** Access Mail on the move  
Sync your Mail account across devices
- 60** Sync Safari tabs  
Access iCloud Tabs across devices
- 62** Sync Numbers, Pages & Keynote  
Share iWork docs across mobile devices
- 64** Get jiggy with Apple Music  
Stream music and enjoy across devices
- 66** Sync photos between your Mac and iDevice  
Send photos from desktop to iPhone & iPad
- 68** Access Photo Stream while mobile  
View your photos as soon as you take them
- 70** Back up using iCloud  
Keep your files and data safe and sound

## Key features

- Use iCloud Drive
- Sync photos & music
- Work across devices
- View & edit emails
- Access iWork

Page  
48

“There’s no manual syncing, iCloud makes sure you are constantly up to date and everything is close at hand”



Page 56

Page 60

Page 68

Device used:  
Mac

## An introduction to iCloud

Store your music, photos and files in your own virtual storage space that you can access from all your devices

**iCloud is your primary storage solution for Mac and iOS, keeping all your photos, videos and other content synced across all your devices.** One of the standout features of the Apple tech universe, this service is free to all Mac and iOS users and it is essentially 5GB of cloud storage space for your Apple account. However, there is no manual transferring of files or data to worry about,

your personal cloud simply hovers over you at all times, soaking up and absorbing data, such as back-ups, photos, music files, documents, apps and so on, ensuring that everything you need is at hand.

By extension, there are many great services that become available thanks to this system, such as photos you take on your iPhone, or music files you download on your iPad being

automatically pushed to all of your OS X and iOS devices that are signed into your iCloud account without you having to lift a finger. To enjoy the features of iCloud on you Mac – and even your PC – click on Software Update in your Apple Menu and download the latest version of OS X. Once installed, a quick visit to your System Preferences will allow you to start using it straight away.

### Covering the basics

What your iCloud can do for you

#### Your account

You have to enter your .mac address and password to log in and start using your iCloud

#### App compatibility

You can determine which of your apps take advantage of iCloud

#### Managing your account

You can manage your backups and purchase more storage space by clicking on the 'Manage...' button



#### Storage space

You get 5GB of free iCloud storage space and can pay for additional space if you come to require it

### Log on from anywhere

Like Apple's MobileMe service before it, iCloud isn't reserved entirely for Macs

There are still loads of cool iCloud features that we haven't even talked about yet. These include the way any bookmarks you make on your iPhone or iPad will be saved on your Mac and any ideas that you jot down in your iOS version of Notes will appear under the Reminders section of your Mac's Mail window. But perhaps the best

thing about iCloud is the way in which you can access it from any computer.

As iCloud has replaced Apple's MobileMe service (Apple has ceased taking subscribers for the service and is encouraging existing customers to migrate to iCloud), many of the features have been carried across, such as the ability to access your mail,

contacts, calendar and documents from any computer, even a PC. All you have to do is get to [icloud.com](http://icloud.com) and you'll be able to log into your iCloud account and access any of your files. So if you happen to be away from home without your computer or one of your iOS devices then you can still access a host of essential services to stay in the loop.



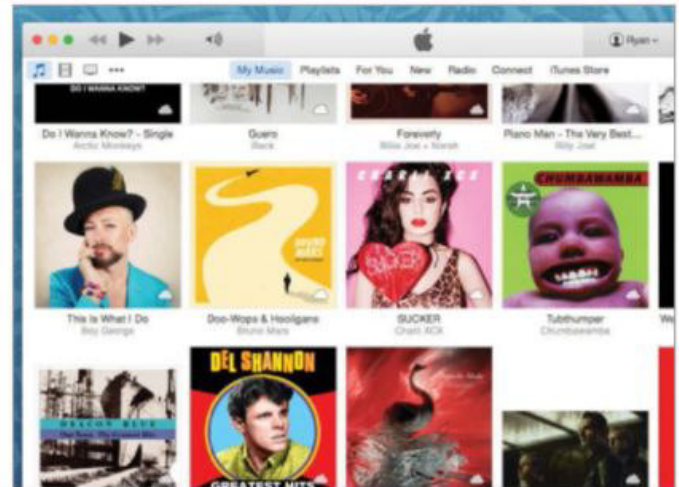
# The key features of iCloud

Works on: Mac, PC, iPhone, iPad



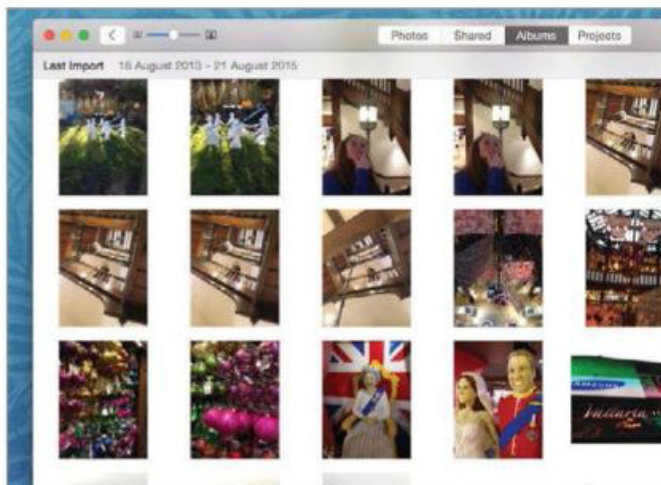
## In sync

iCloud makes it quick and effortless to access just about everything on any of your Mac or iOS devices. The service will automatically store your content (including your music, photos, files, calendars, contacts, etc) so that you can access it anywhere – everything is backed up quickly and efficiently. Not only does this provide sound piece of mind that your files will always be safe, but anything that is updated on one device will instantly be updated across all devices.



## iTunes in the cloud

Long gone are the days when you have to drag all music and videos purchased from iTunes to your various devices to copy it across. With iCloud set up you can have iTunes automatically download any new music and purchases to all of your iDevices the moment you tap 'Buy'. With the iTunes app you can also browse your purchase history and choose songs, albums or television shows to download again at no additional cost.



## Photo Stream

With Photo Stream, you can take a photo on one device and it will automatically appear in the albums on all of your other devices, including your Mac or PC. What's more, if you import pictures to your computer from a digital camera, iCloud will send copies of them to your iPad or other device over Wi-Fi and you can also view your images on your TV via Apple TV without the need to sync or manually transfer the files.



## Sharing documents

Who needs to 'save' work any more? Thanks to the wonders of iCloud you can keep your work up to date across all of your devices. If you are working on a Keynote presentation on your iPad, or you've designed some documents in Pages, or if you are updating some spreadsheets in Numbers, any changes you make will automatically appear on your Mac or other iOS devices, completely eradicating the need to save or transfer any files.

Device used:  
Mac



# Set up iCloud in OS X

Access your contacts, photos and documents everywhere

**Y**ou can use the web to provide various cloud services, wherever you may be. iCloud is Apple's online hub for all its devices. Some companies provide general services that anyone can use, but iCloud has been optimised for Apple devices. It is primarily a syncing service, but it also provides an online storage facility for all of your files, apps and music.

The greatest benefit of using iCloud is that it enables email, contacts, calendar appointments, reminders, photos, notes and more to be synced across all your devices, and made available to you no matter where you are or which device you're currently using. You can create a document on your Mac and access it via an iPad, or add a contact on your iPhone and find it instantly appearing on your Mac.

iCloud is very easy to set up, even if you are new to the service. It's one of the first things you will see when you boot up a new Mac or if you log in to a Mac with a new user account. Once set up, you can simply drag and drop any file you want into your iCloud Drive on the Mac to upload it, so you can access it anywhere.

iCloud provides 5GB of free online storage – more than sufficient for most. Extra space is available for purchase, which is great if you take hundreds of photos or store lots of files or music. You can buy 20GB, 200GB, 500GB or even 1TB of space. You can also access all your files even away from your Mac; all you need is a computer with a browser and you can log in at [www.icloud.com](http://www.icloud.com) to access them. Once you've used iCloud with OS X, you may very quickly wonder how you ever lived without it.



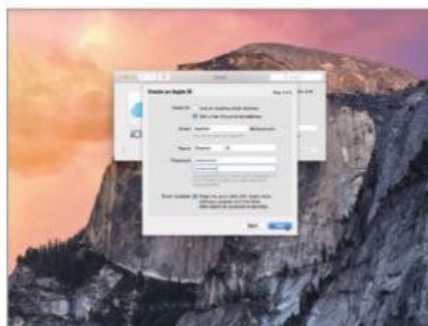
“iCloud provides 5GB free storage – sufficient for most”

## Get started with iCloud

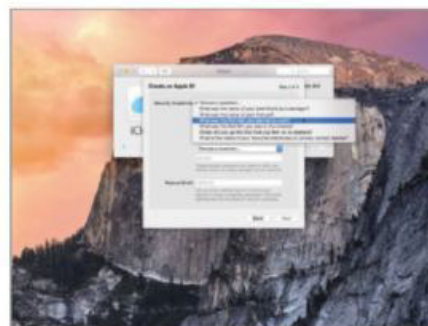
Works on: Mac, iPhone, iPad,



**01 Upload some files** You can open System Preferences and choose the iCloud section to log in. If you already have an Apple ID, use it here, or click to create a new account.



**02 View files** After entering your birthday, you must add your name and email address. Even if you already have an email account, it's useful to get a free @icloud.com address.



**03 Select a photo** As part of the sign up process for iCloud, you will be asked to create three security questions. Make these memorable, as they're needed to reset your password.



## Get connected to iCloud

Keep everything in sync with your Mac



### Cloud spotting

Look for the cloud icon in applications; it indicates that some feature or function uses iCloud. For example, if you start TextEdit, you'll see options to create documents on the Mac or in iCloud. Safari has a cloud button too, as do many other apps.

### Space evaders

Keep an eye on this bar at the bottom of the window. It gives you an overall view of the amount of storage space you're currently using – you get 5GB for free

### Manage your account

This button opens a window that shows which apps are using iCloud and the amount of space they are hogging. Click this if you are running short on online storage

### Enable iCloud Drive=

Check this box at the top of the list to activate iCloud Drive. This is like an online folder – drag and drop files into it to access them on any device

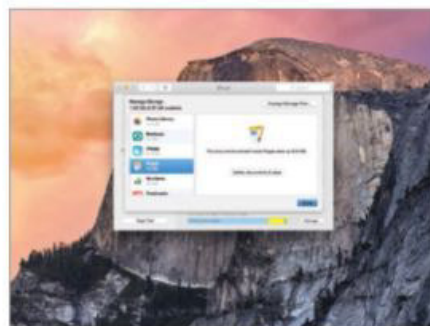
### Download files

Access your files from anywhere you have internet access and a web browser. Simply select the file and then click on Download to retrieve them



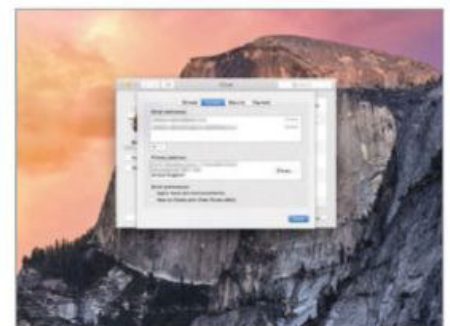
### 04 Sharing options

It couldn't be simpler and the final step is just to tick the iCloud features on for your apps and enable Find My Mac, then OS X will do the rest in seconds.



### 05 Get a link

Click System Preferences in the Apple menu and hit the iCloud icon. Click Manage in the bottom right and you can see what accesses iCloud and the space it uses.



### 06 Use the link

Click Account Details to browse your details. You can change your name and photo, or add a credit card for iTunes, iCloud and other purchases too.



# Set up iCloud on a mobile device

Select which apps to sync with iCloud so you make the most of the service

Device used: iPad



With iOS 5 came iCloud, a service from Apple that is so much more than just a hard drive in the sky. Free to all iOS users, iCloud automatically and securely stores your content so that it's always available on your iPad, iPhone, Mac... whatever Apple device you're using. Through iCloud you can get full access to your music, apps, photos and documents, and it also wirelessly syncs all your emails, contacts and calendars to keep them up-to-date across all of your devices.

When you sign up for iCloud you get 5GB of free storage, which is more than enough for personal use because all your apps, books and movies that are pushed to all your devices don't count against your free storage. And seeing as your mail, documents, account info, settings and other app data don't use up much space, you'll find that your free quota actually goes quite a long way.

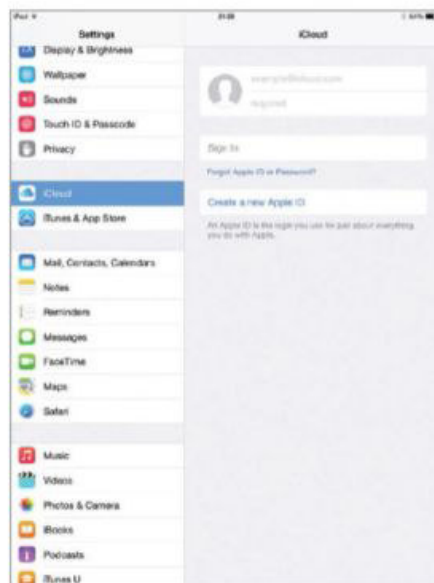
You can set up an iCloud account for free and start syncing data between all your devices instantly. These steps show you how to get up and running.

## Setting up your personal iCloud

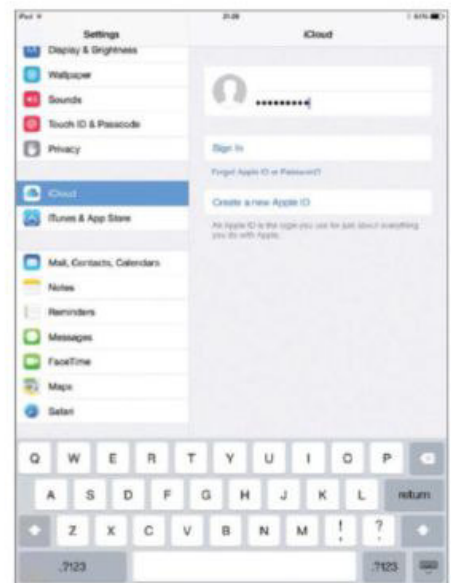
Works on: Mac, PC, iPhone, iPad



**01 Update your iOS**  
iCloud comes as part of iOS 8, so either connect your iPad to your computer or open Settings > General > Software Update and ensure you're running the latest iOS software.



**02 Find iCloud**  
There is very little tinkering to do to set up your iCloud. Still in the Settings app, tap the iCloud icon in the left-hand sidebar to access the options that you need.



**03 Sign in**  
To activate your iCloud account you need to log in using your Apple ID, using the same email address and password you use for other services, like iTunes and the App Store.

# Your iCloud Settings

Activating your free iCloud account is simple and easy to manage

## Compatible apps

iCloud is integrated into a host of default Apple apps and works behind the scenes to make sure everything is synced across all devices

## Sign Out

If you are upgrading your device and wish to disassociate your current iPad with an iCloud account, simply tap the 'Sign Out' option here



## Sharing

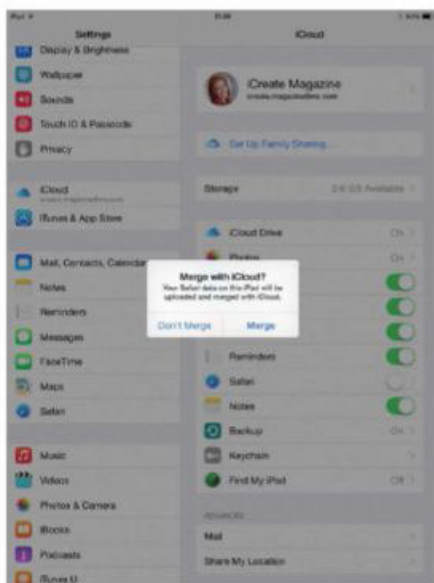
With iOS 8 came Family Sharing. Switch this on to add family members to your account so everyone uses the same credit card for purchases and download content your family purchased, and if you have kids you can keep an eye on their spending, approving purchases individually.

## Your account

Your free iCloud is activated when you enter your Apple ID. This is the same email address and password that you use for other Apple services, like iTunes

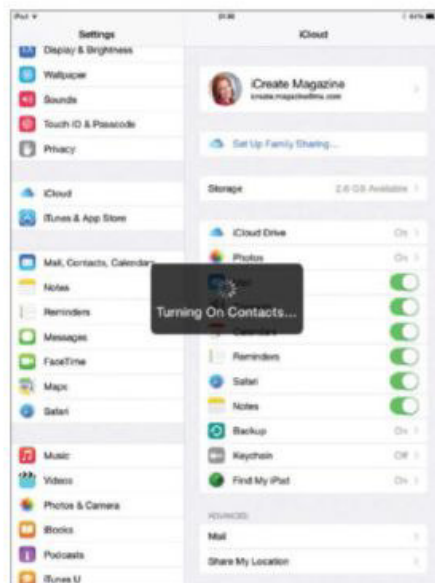
## Backup

You can select the option to automatically back up your iPad to iCloud when it's connected to power – this is a great option for keeping your files safe



## 04 Merge data

If you've already set up an iCloud account on another device, you will be asked if you'd like to merge data, such as calendars, with the data that exists on the iCloud.



## 05 Start syncing

Select which apps utilise the service, such as Mail, Contacts, Calendar, Reminders, Notes, Photo Stream and Documents & Data. Move the sliders to activate the apps.

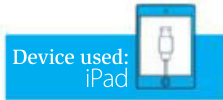


## 06 Automatic downloads

To get more from iCloud, click the iTunes & App Store section in Settings and turn on Automatic Downloads to download new purchases from other devices.

# Sync your apps with iCloud

Select which apps to sync with iCloud so you make the most of the service



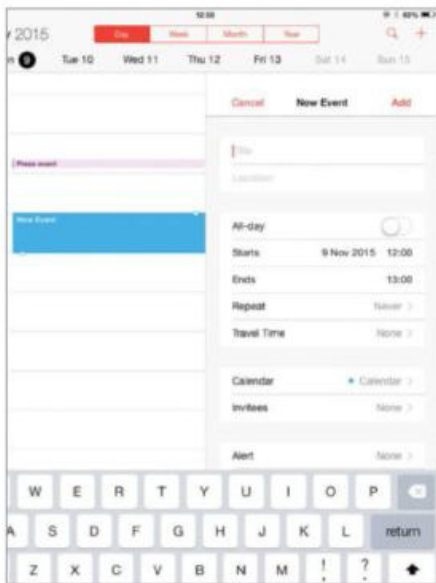
**N**ow that you've learned a bit about iCloud and set up your free account, we'll teach you about how this fantastic service works in tandem with certain apps on your iPad.

There is no disputing that iCloud is a very useful service that can benefit you in myriad ways and make life significantly easier, but unless you know exactly how then there seems little point in activating your free account. For example, should you activate Photo Stream if you don't take any photos? And is it worth enabling the iCloud Drive feature on if you don't have any iWork apps on your Mac?

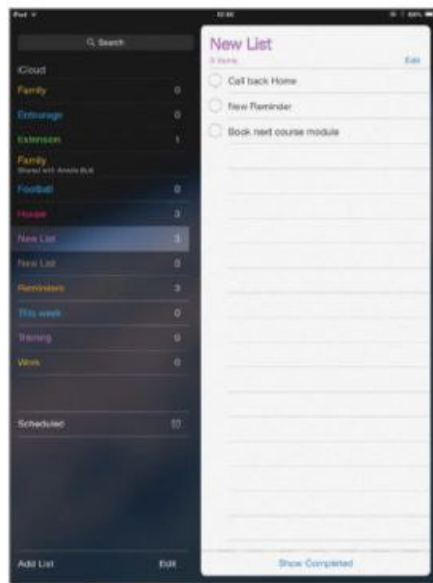
In this tutorial we guide you through each of the app options that you are presented with on the iCloud Settings screen and describe what each feature does. From this you can decide if you need it on or not and go about utilising the ones that you do activate. But however you decide to use iCloud, before too long you'll wonder how you ever managed without it.

## Choosing apps to back up

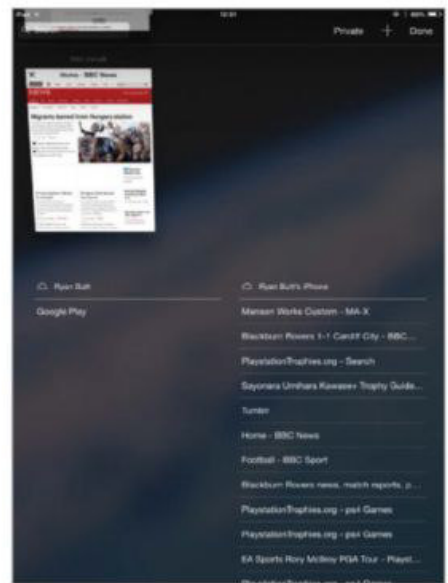
Works on: Mac, PC, iPhone, iPad



**01 Mail, Contacts & Calendars** If you lead a busy lifestyle and use multiple iOS devices then you should enable all three of these options so that calendar events, contacts and emails are automatically synced and updated.



**02 Reminders** Reminders is a relatively new free app that lets you make 'to do' lists and set reminders. By activating it in iCloud then all of your devices will remind you, not just the one you set the reminder on.



**03 Safari Bookmarks** Enabling Bookmarks ensures that all items stored in your Safari Reading List are also synced across devices, making it easy to start browsing on your iPhone and continue on your iPad.



## Activate iCloud apps

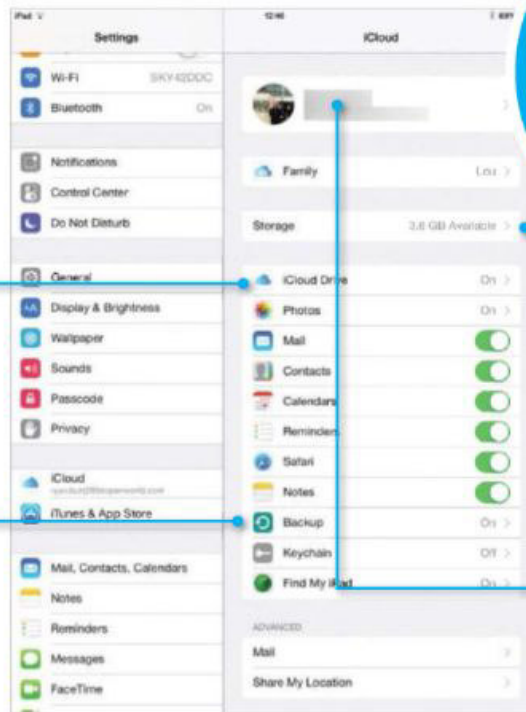
Syncing apps to iCloud is as easy as moving sliders with your fingers

### iCloud Drive

The new iCloud Drive feature works like a conventional cloud storage service in that you can store documents and data and then access them within other apps

### Enabling apps

To utilise the iCloud features of your apps, to sync info and data across devices, simply move the slider of each app to the 'On' position



### Piece of mind

If you mislay your iPad, then worry not. As long as you enable the 'Find My iPad' option on the iCloud Settings screen, the position of your device will be stored in your iCloud and can be accessed from any computer web browser by going to [www.icloud.com](http://www.icloud.com).

### Storage used

You can see how much of your free five-gigabyte allocation is being used by tapping on the 'Storage' option at the top of the screen

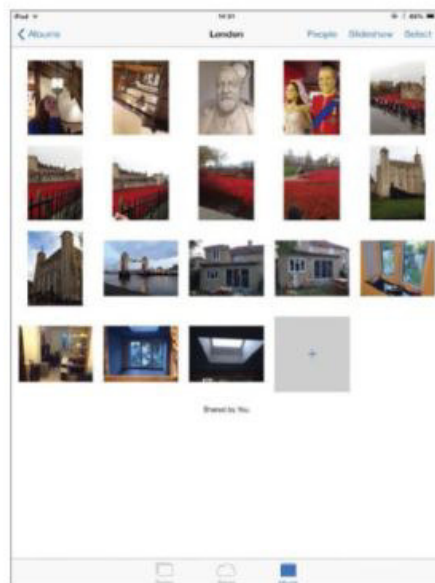
### Your account

You can view your iCloud account information by tapping on the Account section at the top of the iCloud Settings screen



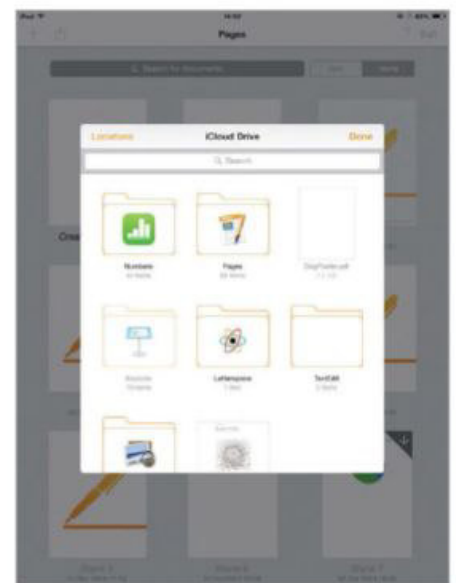
### 04 Notes

Moving the 'Notes' slider to the 'On' position will ensure that any notes that you make through the Notes app on one device will be synced and made available to read and edit on other devices.



### 05 Photo Stream

This is a brilliant feature that does away with the need to email images between devices. If you take a photo on your iPhone, with Photo Stream it will appear in Photos on your iPad in seconds.



### 06 iCloud Drive

As long as you have the same iWork apps on your Mac or iPhone, this ensures any changes you make on your iPad will be reflected on your other devices, without needing to save or transfer.

# Get more from iCloud Drive

Automatically save files on an iOS 8 device and access files from a PC or Yosemite-enabled Mac

Device used:  
iPhone



Apple's new competitor to the likes of Dropbox and Google Drive lets you sync files across multiple iOS devices and computers. It goes beyond the regular iCloud service since it not only allows you to create and save documents in Pages on your iPhone and then open them in Pages on a Mac, for instance, it also allows other apps to easily access those files. Files created by one app are no longer restricted to that app alone.

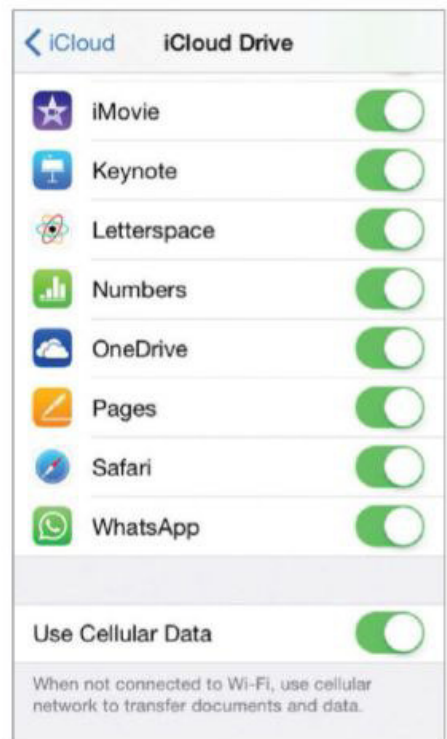
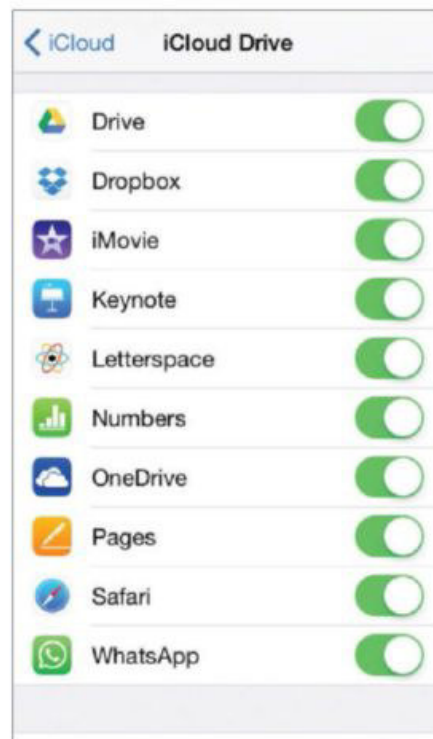
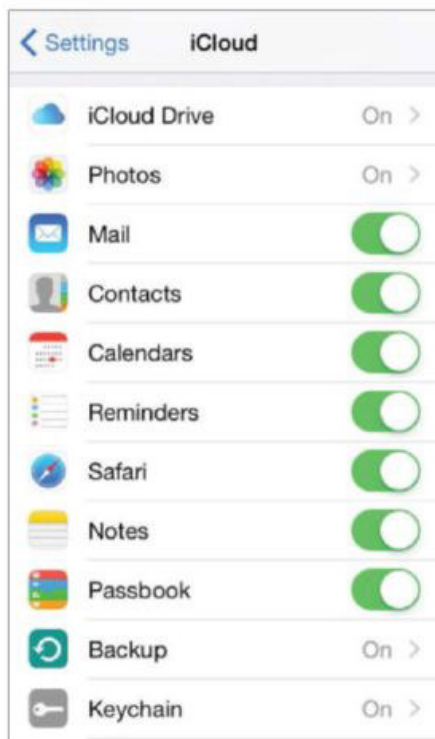
This means you could start creating a drawing in one app, finish it in another and

then use it in a presentation. Before, you would have to save it to the Camera Roll, import it, and save it again as a separate image. Now one file is needed which is automatically updated when changes are made, vastly improving your workflow.

Before you upgrade, though, note that iCloud Drive is only compatible with iDevices running iOS 8, Macs with Yosemite installed and Windows 7, 7.1 or 8 PCs. If you need to sync with other or older devices, then don't upgrade to Drive just yet.

## iCloud Drive

Works on: Mac, PC, iPhone, iPad



**01 Activate iCloud Drive**  
If you skipped the option for iCloud Drive when you installed iOS 8, go to Settings > iCloud and tap iCloud Drive to activate it.

**02 See compatible apps**  
Apps using Drive are listed in iCloud Drive settings. You can turn off access to apps, or the apps will automatically upload files.

**03 Use Cellular Data**  
At the bottom of iCloud Drive settings you'll see Use Cellular Data, which allows data to transfer using your mobile phone plan.

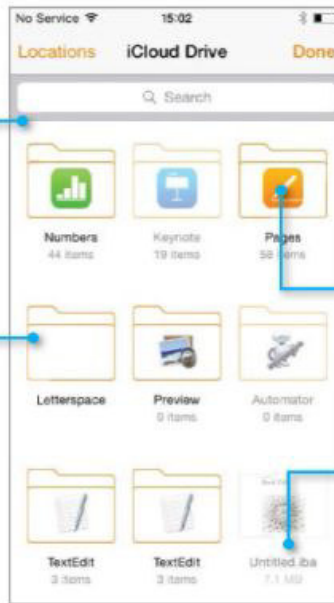
# iCloud Drive's file structure

Looking at where items are saved

**Where's my iCloud data?**  
 If you have previously used iCloud's servers to save documents and data then, in turning on iCloud Drive, they will be upgraded – with no effort on your part – to the new service. Thankfully, it's a painless process which should take just a short while to complete.

## The iCloud structure

There is no iOS 8 iCloud app so the only way to see the structure is through another app – in our case Scanner Pro. Files continue to be stored within their own app space



## Numbers and Pages

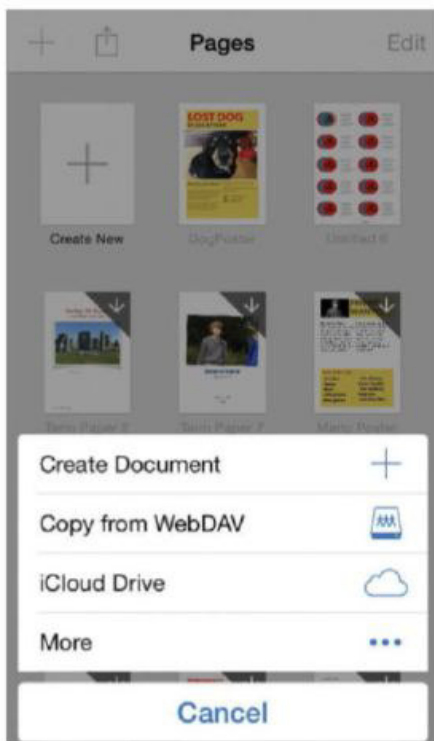
When you create a file in Apple's own suite of Numbers, Pages or Keynote, it will be saved into iCloud Drive from where it can be easily picked up via iCloud.com or the equivalent Mac apps

## Cross-use

Regardless of how the folders are structured, though, the idea is that one app should be able to pull in a compatible file from another app. So a scanned file should be universally available if compatible

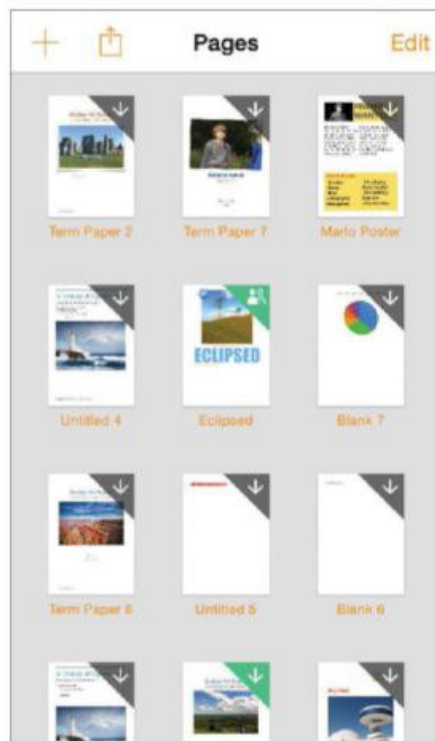
## Storage space

As you fill iCloud Drive with more files, you may run out of space. Go to Settings>iCloud>Storage>Manage Store>Change Storage Plan to buy more (you can choose from 20GB, 200GB, 500GB and 1TB)



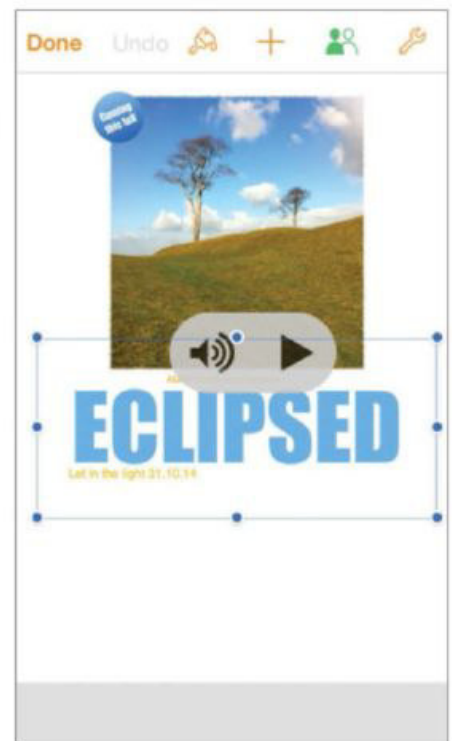
## 04 Saving from Drive

There's no iOS 8 iCloud Drive app. Instead, you must create a file within an iCloud Drive-enabled app for it to automatically save.



## 05 Finding saved files

Files stored in iCloud Drive which aren't downloaded yet have a downward arrow. Tap it to open and store on your iPhone.



## 06 Make changes

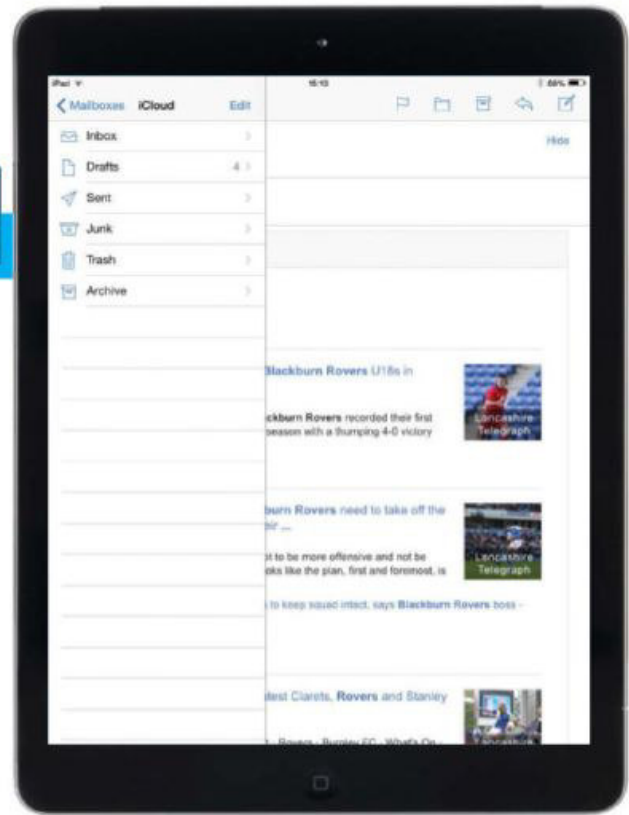
Any changes you make to a document will be replicated in iCloud Drive so you do not need to make numerous copies of a single file.



# Access Mail on the move

Get mail pushed to your devices so you never miss a message

Devices used: iPhone & iPad



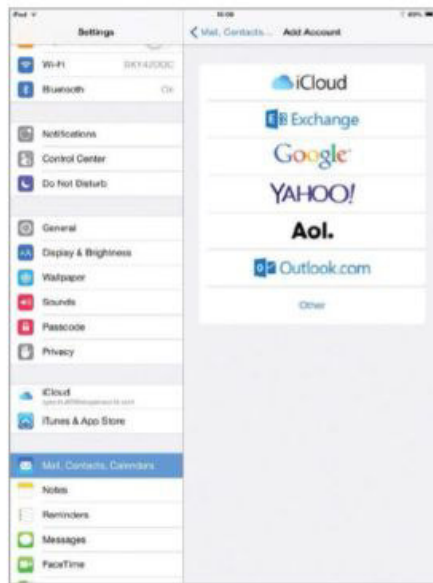
Apple's iCloud service is a godsend; it takes little or no effort to set up and goes about its business quietly, keeping all your devices in sync and operating on the same wavelength.

This is perhaps most evident in the Mail app, because with iCloud enabled, all of your incoming and outgoing messages are synced to the cloud and pushed to your devices. This means that you'll never miss a message, and when you read a message on one device it won't vanish from another. You also have records of all sent messages so that you are always in possession of the facts relating to your email activity.

As every new message is automatically pushed to your devices, you'll be notified whenever a new message has arrived and your inbox will remain up to date everywhere. What's more, you are also provided with a free @icloud.com email address that is linked to your Apple ID. We'll guide you through the process of setting up this account and linking your email accounts to iCloud so you'll be able to stay in the loop.

## Sync your Mail account

Works on: Mac, PC, iPhone, iPad



**01 Launch Settings** Launch the Settings app, then tap on 'Mail, Contacts, Calendars'. Now, in the 'Accounts' section, tap on 'Add Account' to begin the process of setting up your free @icloud.com email account.

**02 Select iCloud** You will be presented with numerous types of email accounts. Tap the 'iCloud' option at the top of the list, ensure that the Apple ID email address that is entered is correct, and then enter your password.

**03 Activate Mail** By tapping 'Next', you'll be taken to the main iCloud Settings. Move the 'Mail' slider to the 'On' position and a message will appear prompting you to create a free @icloud.com email account. Tap 'Create' to get started.

## Access your Mail anywhere

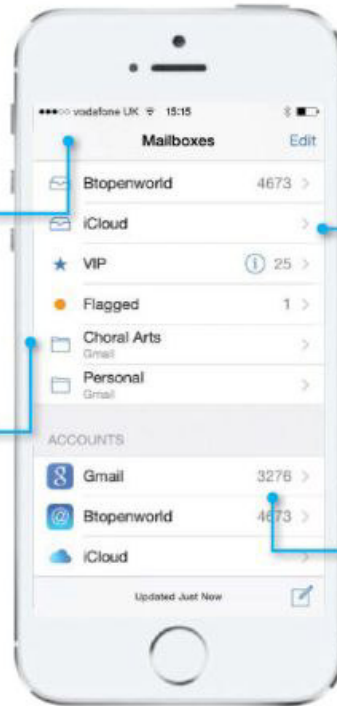
How iCloud keeps your inboxes up to date

### Cloud activity

You will know when your iCloud is whirring away in the background and updating your mailboxes, because you'll see the cog icon flashing at the top of the screen to indicate that activity is occurring

### Your mailboxes

You can set up numerous email accounts on your devices and, handily, you can stream all of your incoming mail into one inbox so that you can access it at the same time and therefore save the trouble of tapping on separate inboxes



### Mail on Mac

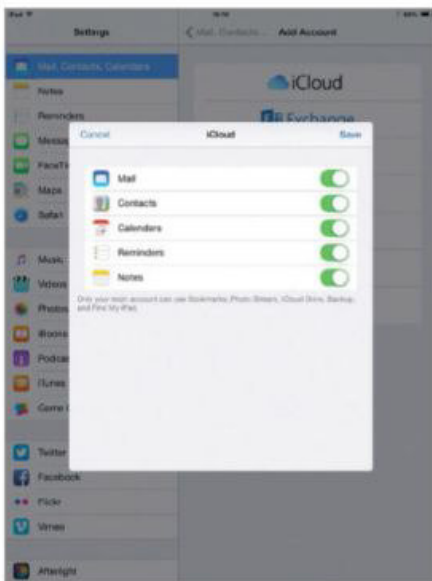
To incorporate your Mac into the iCloud Mail service you must be running at least OS X Lion v10.7.2, which was the first Mac OS to embrace iCloud, then click on System Preferences in your Dock, followed by iCloud. Tick the Mail option to sync email across devices.

### iCloud Mail

With iCloud, you are provided with a free @icloud.com email account that is tethered to your Apple ID. Setting up this account is easy, and we have detailed the process in this tutorial. All incoming mail is then pushed to your devices

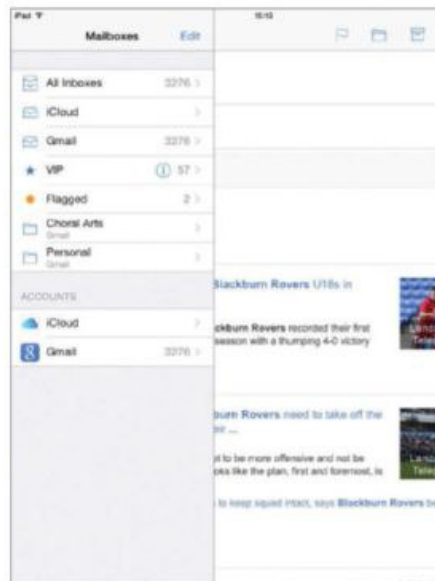
### Your accounts

The Accounts section allows you to manage and edit the settings of each individual account that is set up on your device. Thanks to iCloud, any changes you make will be reflected on all of your devices



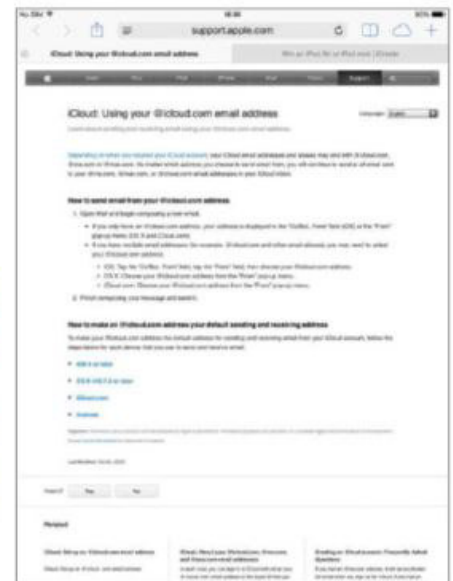
### 04 Create account

Enter the prefix you would like to attach to your @me.com email address and tap 'Next'. If the address is available and you are happy with it, tap 'Done' then 'Save' to store your settings and complete the process.



### 05 Check mail

Launch the Mail app; under your Mailboxes you should notice a new box that relates to your Apple ID. You should have received a welcome email from Apple to your new @icloud.com account.



### 06 Follow the instructions

Contained in this welcome email is a link full of instructions on how to set up iCloud Mail across a range of platforms, including OS X on your Mac, iOS 8 and Outlook.

Device used:  
iPhone & Mac



# Sync Safari tabs between devices

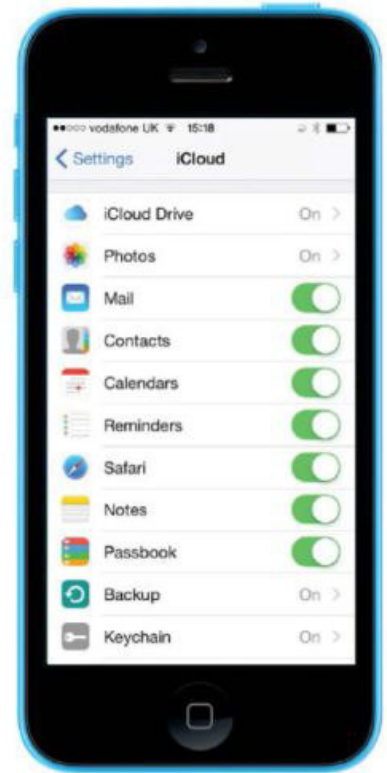
Use iCloud Tabs across all compatible devices to create seamless browsing wherever you may be

**I**t's always a pain when you really want to share a funny or important website with your friends but you can't remember the website address. Perhaps your email is full of links that you've sent to yourself to show people or visit later? Or maybe they're pasted into your Notes app or on a Sticky Note in OS X. However you're choosing to manage your browsing experience – stop, and say hello to iCloud Tabs.

With iCloud Tabs, your internet browsing experience becomes three dimensional. The tabs you have open in Safari on your Mac can be synced to your iOS devices so you never lose

track of your internet history again. Don't worry – the tabs don't automatically open whenever you launch Safari. You view them on a live list which refreshes every few seconds and you click on the ones you want to open. Amazingly simple and typically Apple.

iCloud Tabs have been around for Mac since the introduction of Mountain Lion, but the feature was only extended to the iPhone and iPad with the update to iOS 6, which means even more users can now benefit from this deceptively powerful feature that will revolutionise the way you use the internet.

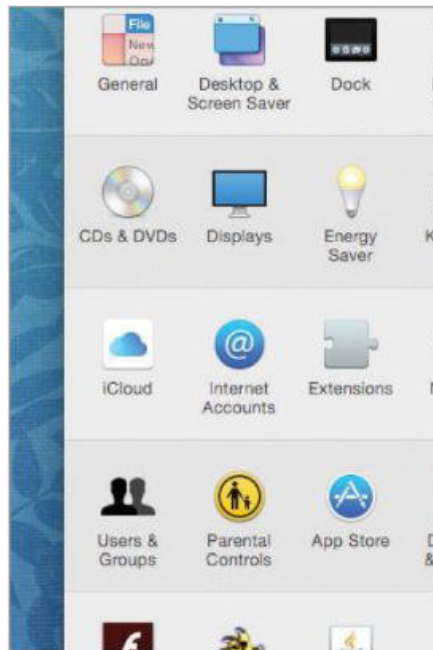


## Sync your iCloud Tabs

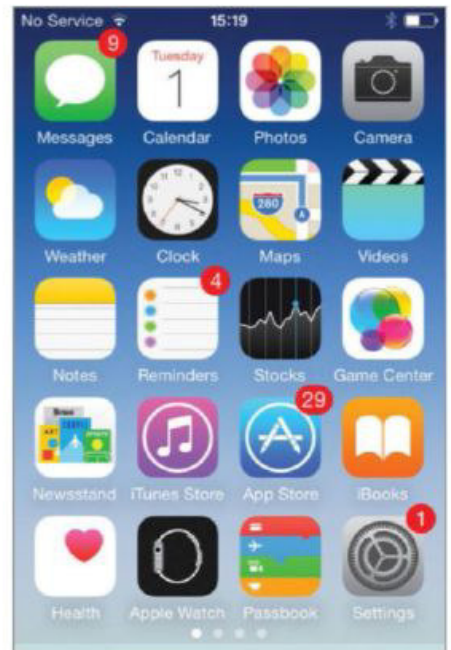
Works on: Mac, iPhone, iPad



**01 Get started** Let's kick things off on your Mac. Firstly, navigate to System Preferences. This is located in Finder>Applications, or alternatively you can simply click the Apple logo that's in your menu bar.



**02 Select iCloud** In the System Preferences pane, click on the iCloud option. Now, select your iCloud account in the left-hand column. Ensure the box next to Safari is ticked. Once happy, you can exit System Preferences.



**03 Open Settings** On your iPhone, open up the Settings app. If you can't find it straight away, swipe to the left of your homepage and type Settings in the search box. The icon should be located on your main home screen though.



# Safari secrets

A detailed look at Safari's features in iOS

**iCloud Tabs system requirements**

To use iCloud Tabs, your Mac needs Mountain Lion or better and your iPhone requires iOS 6 or better. To update your Mac, visit the Mac App Store, and to update your iOS software, head across to Settings>General>Software Update.



## Safari Reader

Reading an article but don't want to be distracted by adverts and other webpage links? Tap the Reader icon to view your article in a PDF/Books-style format

## Reading List

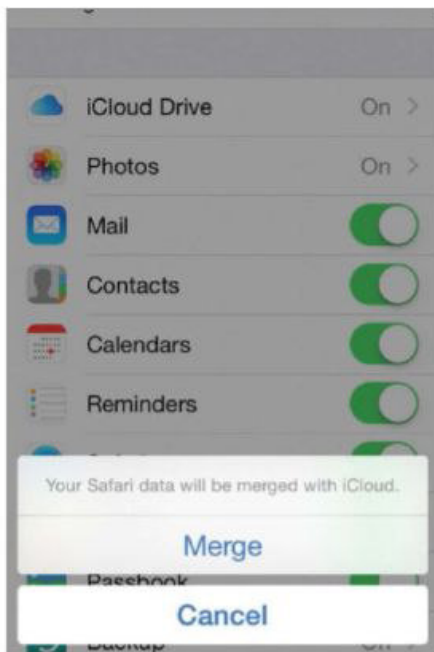
Found an article online that you want to read later? Tap the Bookmark icon and select Reading List to see a list of the webpages you have downloaded to read offline

## Share

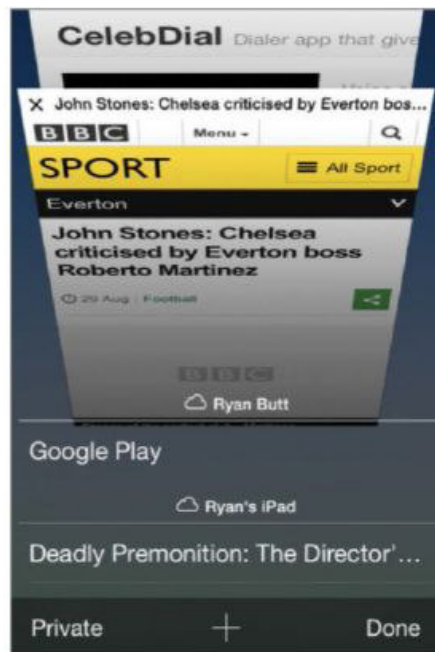
Tap this icon to share a webpage with friends. If you don't want to read the webpage now, tap Add to Reading List to download it for later viewing

## Open tabs

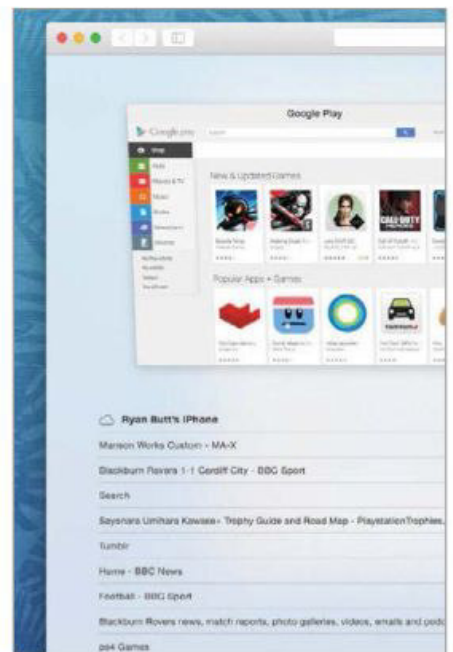
Tap the numbered square icons to see the tabs you have open in Safari. Swipe to the left to browse them and tap the red cross icon to close them



**04 Turn on Safari syncing** Scroll down and tap on iCloud. Make sure that the slider next to Safari is in the On position. This enables Safari syncing, which will sync open tabs and bookmarks across your different devices.



**05 View iCloud Tabs** Open Safari on your Mac and open a few tabs to test the sync. Switch back to your iPhone, open Safari and tap the Tabs icon at the bottom-right. Scroll down to see all the web pages you've opened on other devices.

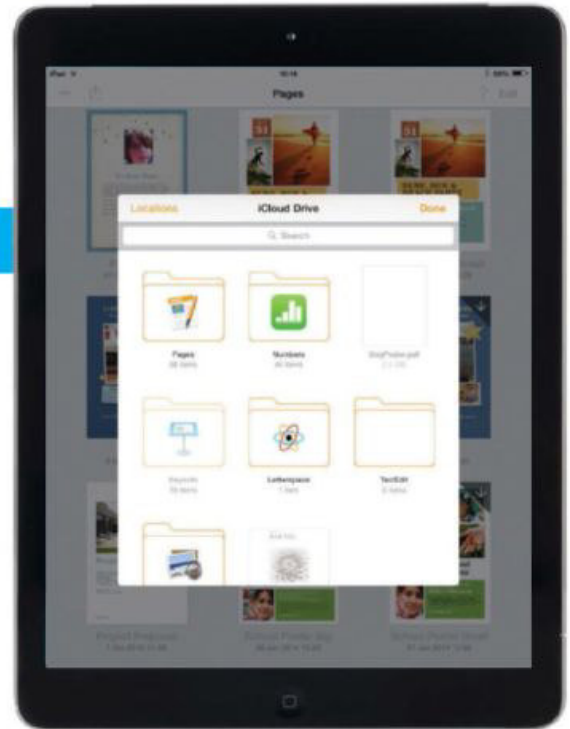


**06 iCloud Tabs on Mac** You can also use your Mac to access any web pages that you've opened on your iPhone or iPad. Simply tap the iCloud icon beside the omnibar and a pop-up will show you all the currently open tabs. It's that simple!

# Sync Numbers, Pages & Keynote

Save and edit your Pages, Keynote and Numbers docs across devices

Device used:  
iPad

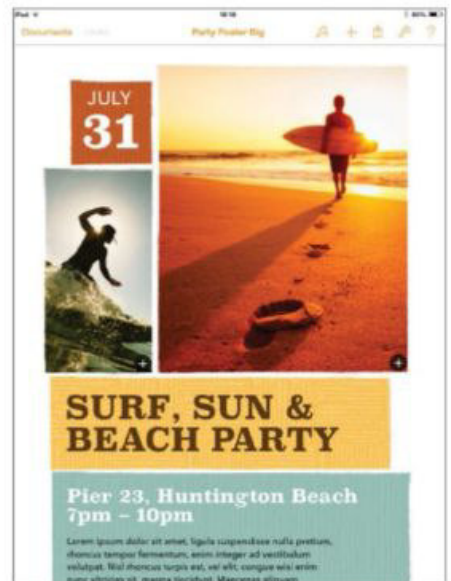
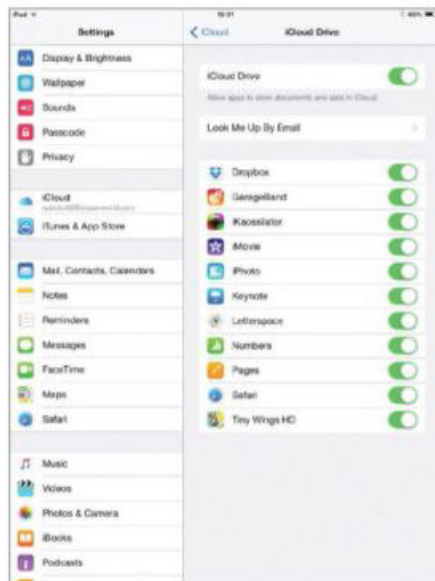
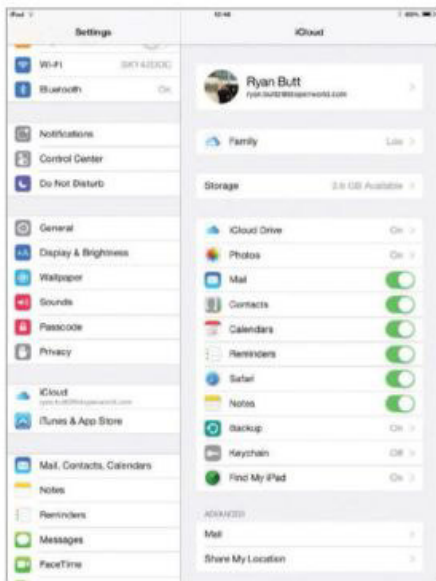


Such is the power of iCloud that something as superficial as saving your work is no longer applicable when using any of the apps from Apple's iWorks suite, namely Pages, Numbers and Keynote. With these apps installed on your iPad, iPhone or Mac, you can create and edit documents as normal, and all of the changes that you make – and indeed, the documents themselves – will be instantly synced to your iCloud and reflected in the same documents on all of your devices.

Setting up is easy, requiring little more than moving two iCloud-related sliders to the 'On' position in Settings. Once done, the process of storing document data happens without you having to do anything. The beauty of this system is that you can start working on a document on your Mac or iPad, close it when you need to and then continue working on it on your iPhone while on the move. This is just one of many ways that Apple's iCloud service can make your life easier, and in this tutorial we guide you through the process of setting up and using your iCloud Drive's data syncing service...

## View iWork docs

Works on: Mac, iPhone, iPad



**01** Launch Settings app on the devices that you are using, and in the iCloud section ensure that 'iCloud Drive' is turned on. If you are using a Mac then go to System Preferences, iCloud, and tick it.

**02** App settings Still in the iCloud Drive settings, tap on the option and then ensure that iWorks apps that you wish to sync are enabled – Pages, Numbers or Keynote – by moving the individual sliders to the 'On' position.

**03** Launch an iWork app Now, on your primary device, launch an iWorks app like Pages, Numbers or Keynote, and start working. To test the power of iCloud, create a new document from scratch, apply a degree of editing and then quit the app.

## Share with ease

How to update your documents across all devices

### Keep up to date

To aid the iCloud syncing process across your documents and data, it is also a good idea to ensure that the apps you are using are the most up-to-date versions, and indeed, the same versions on all of your devices. You can check version numbers by going to the individual app settings.

### No saving

You can work on documents on your primary device. When you finish, there is no need to save; just close the app, and the changes will be backed up to your iCloud, and be evident the next time you open the document

### Syncing documents

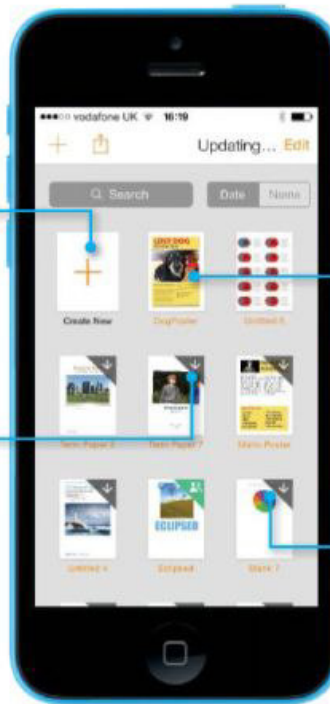
If you quickly switch from using one device to another then you can see the process in action. When launching the same app on the other device, a quick sync will take place, and the documents will be updated

### Your apps

To ensure that the iCloud syncing process works smoothly, you must also ensure that you tap on the settings section of the respective app in your main Settings app, and then ensure that the 'Use iCloud' function is turned on

### Your documents

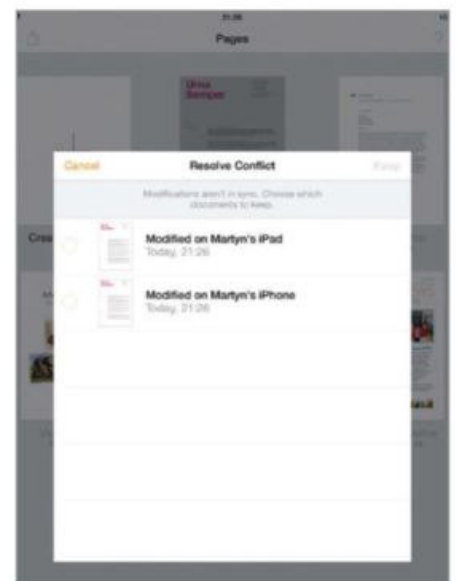
With the iCloud Drive feature enabled in iCloud, any documents you create in an iWorks app will appear in the same app on your other devices. The process is quick, easy and seamless



**04 See the effects** Open the same app on your other device – iPad or iPhone – and you'll see that your new document has been added to the front end. Tap on it to open it, and all the changes you made will be present.



**05 Updating documents** With iCloud, there is no need to save your work; in fact, there's not an option to do so. Just make your changes, close it, and when you open the app on your other device you'll see the app get updated.



**06 Resolving conflicts** Occasionally, you may find that the modifications you make to your documents are out of sync, in which case you will be notified by a message. Simply choose the most recent, and continue as normal.



# Exploring Apple Music

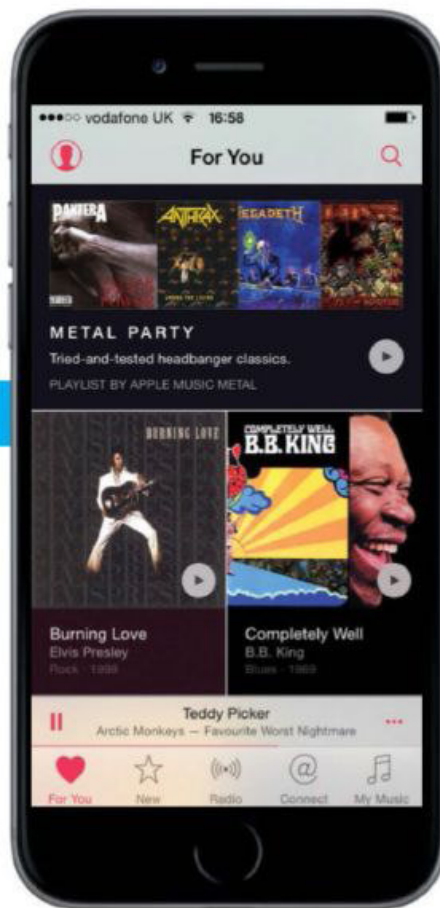
How to enjoy Apple's new-look Music app and streaming service

Device used:  
iPhone

Whereas previous the Music app was merely a way to enjoying listening to your iTunes music collection on the move, it has now grown into a much bigger beast.

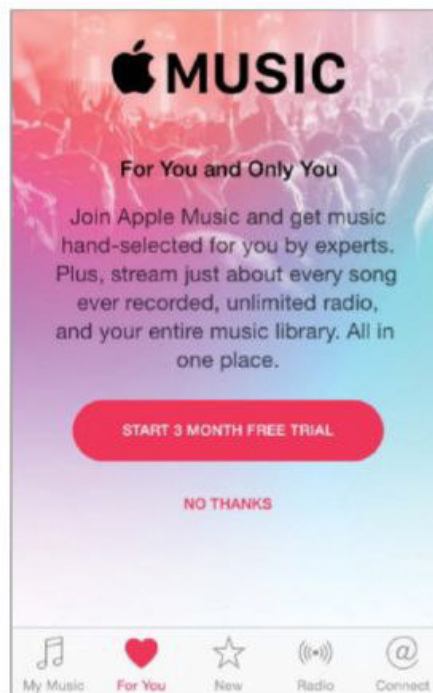
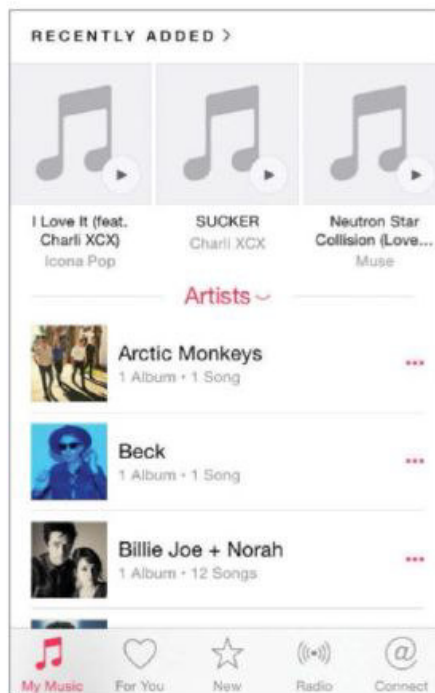
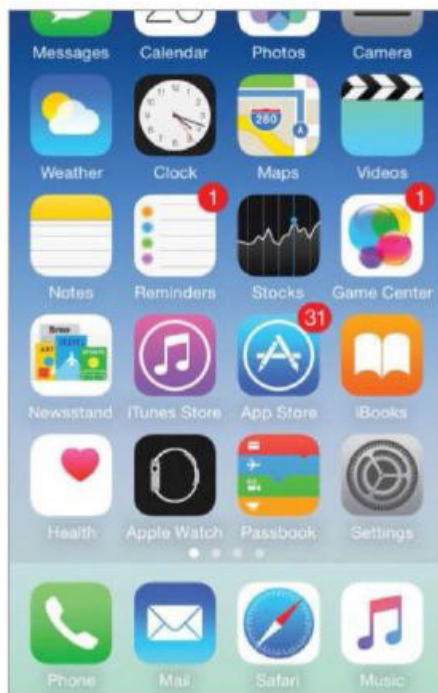
The iOS 8.4 update saw the Music app get something of an overhaul. While you can still enjoy your music through your iPhone, the focus of the app has now shifted to Apple Music, the new sonic streaming service that lets you discover new music and stream it straight to your device for a monthly subscription. You can enjoy this service for free for 30 days to try it out, but you will have to turn off automatic renewal from your Apple Music account to prevent being charged for the service after the 30 days.

You can also use the new-look Music app to see what the current hot music is and listen to meticulously-compiled playlists from music experts, check out radio stations and even connect quickly and easily with your favourite artists via Twitter. If you're into music and open to trying new flavours then the Music app has evolved for you.



## Sign up to Apple Music

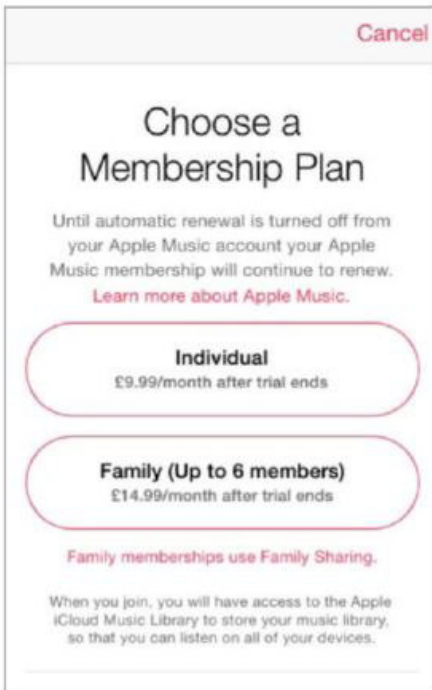
Works on: Mac, PC, iPhone, iPad



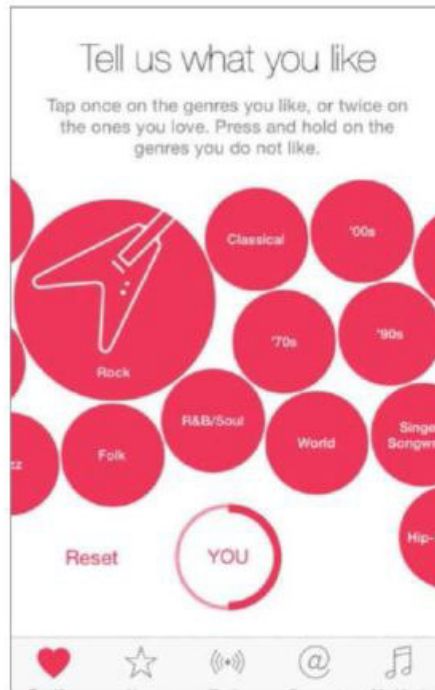
**01 Update your iOS**  
The Music app is part of the iOS 8.4. Go to Settings>General>Software Update and launch the Music app in the Home screen.

**02 Your music**  
Your music library and playlists are condensed into My Music. You can access your music using the tabs at the top of the screen.

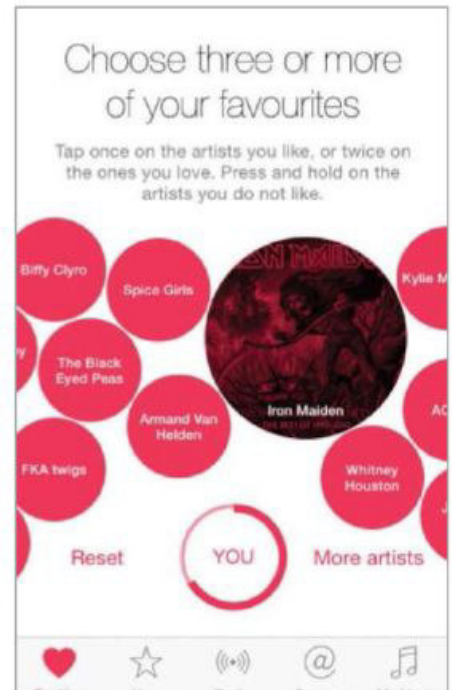
**03 Join Apple Music**  
Tap the 'For You' icon at the bottom of the interface for a free Apple Music three-month trial. Tap the 'Start' button to begin.



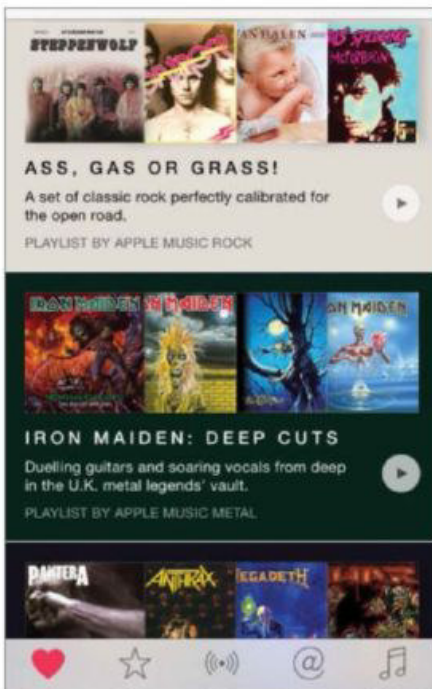
**04 Choose a plan**  
 Now choose a membership plan, either the Individual or Family option, and enter your Apple ID to complete the process.



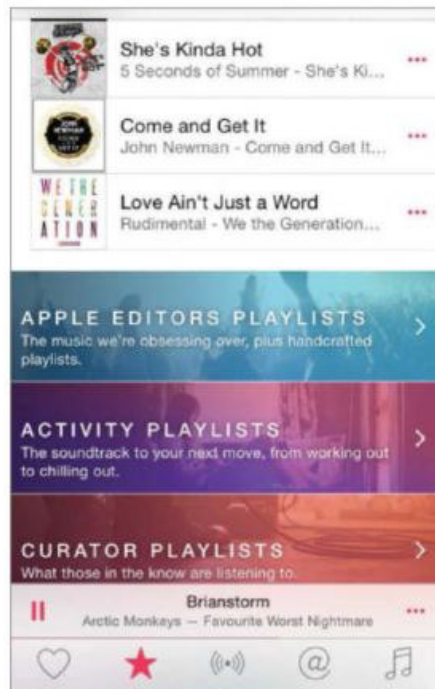
**05 Tell the app what you like**  
 On the following screen, tap once on genres you like and twice on the ones you love. Press and hold on the genres you dislike.



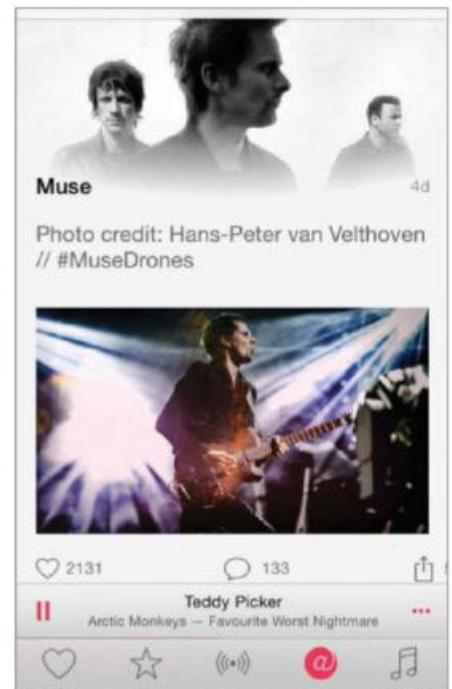
**06 Choose your favourites**  
 Next, repeat the process but with bands and artists selected based on your likes and dislikes. Tap 'Done' when you're ready.



**07 Saving from Drive**  
 Based on your likes, the Apple Music service will present new music under the 'For You' section. Tap the Play button to listen.



**08 Finding saved files**  
 Tap the 'New' section to find recently-added music to discover hot tracks and playlists. You can also search by keyword.



**09 Make changes**  
 With the '@' icon you'll see tweets from the bands or artists in your library, making it quick and easy to connect to the stars.



Device used:  
Mac



# Sync photos between your Mac and iDevice

How to transfer your photos wirelessly and automatically between devices, as soon as you take them

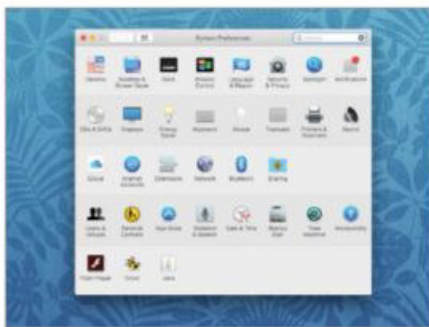
Apple's iCloud service, which comes free with OS X Mountain Lion and above, is designed to make your life easier and Photo Stream is a prime example of how it goes about it. With iCloud, when you take a photo on one device – like your iPhone – it will automatically appear on your

other devices, including your Mac via Photo Stream. There is no manual syncing to worry about, no sending, your photos just appear, as if by magic, on all of your devices, so you will always have them close at hand. It's a wondrous system and easy to set up, all you have to do is ensure that all of your devices

are logged into your iCloud account and then activate the Photo Stream feature – after which the only thing you have to worry about is taking great pictures! In this tutorial we guide you through the process of activating your Photo Stream and showcase some of the other great features it offers you.

## Syncing your images with Photo Stream

Works on: Mac, iPhone, iPad



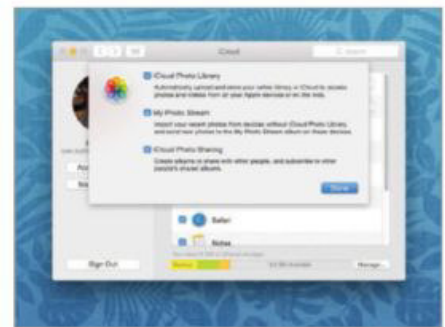
### 01 Open System Preferences

Start by opening your System Preferences app from your Applications folder or Dock and choose the 'iCloud' option from the icons you see.



### 02 Sign in to iCloud

In your iCloud pane, enter your Apple ID and password (or create a new ID) and click on the 'Sign In' button to log into your personal iCloud.



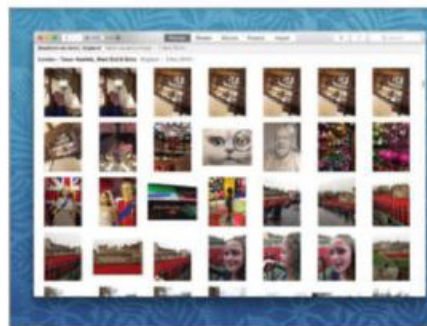
### 03 Enable Photo Stream

Once you've logged in and set up your personal iCloud, ensure that the 'Photo Stream' option is ticked in the main list of compatible apps.



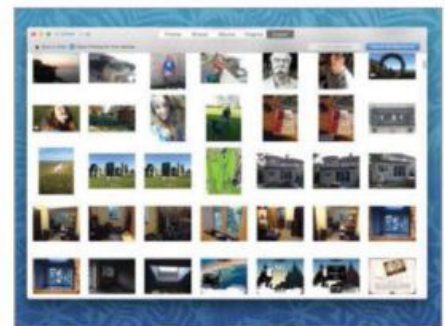
### 04 Launch Photos

Now launch Photos app from your Applications and, by default, any photos that are currently on your Mac will be displayed in the main window.



### 05 Turn on Photo Stream

Click on the iCloud option under the 'iCloud' option in the left-hand column and then click on the option to 'Use Photo Stream' to activate the sync between devices.



### 06 Auto upload

Any images taken on devices that are connected to your iCloud, such as your iPhone or iPad will be automatically uploaded to your Photo Stream.



# Transfer photos

With iCloud you can instantly transfer photos

## Your Photo Stream

Images uploaded to your iCloud Photo Stream will be automatically downloaded to the Photos app on your Mac and will be viewable in the 'Photo Stream' section in the left-hand column

## Your iCloud

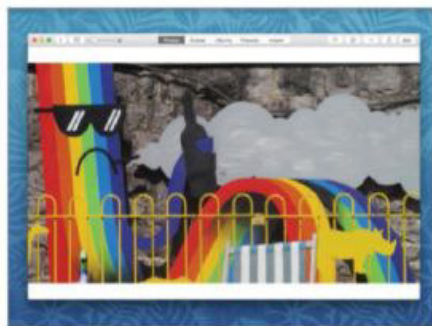
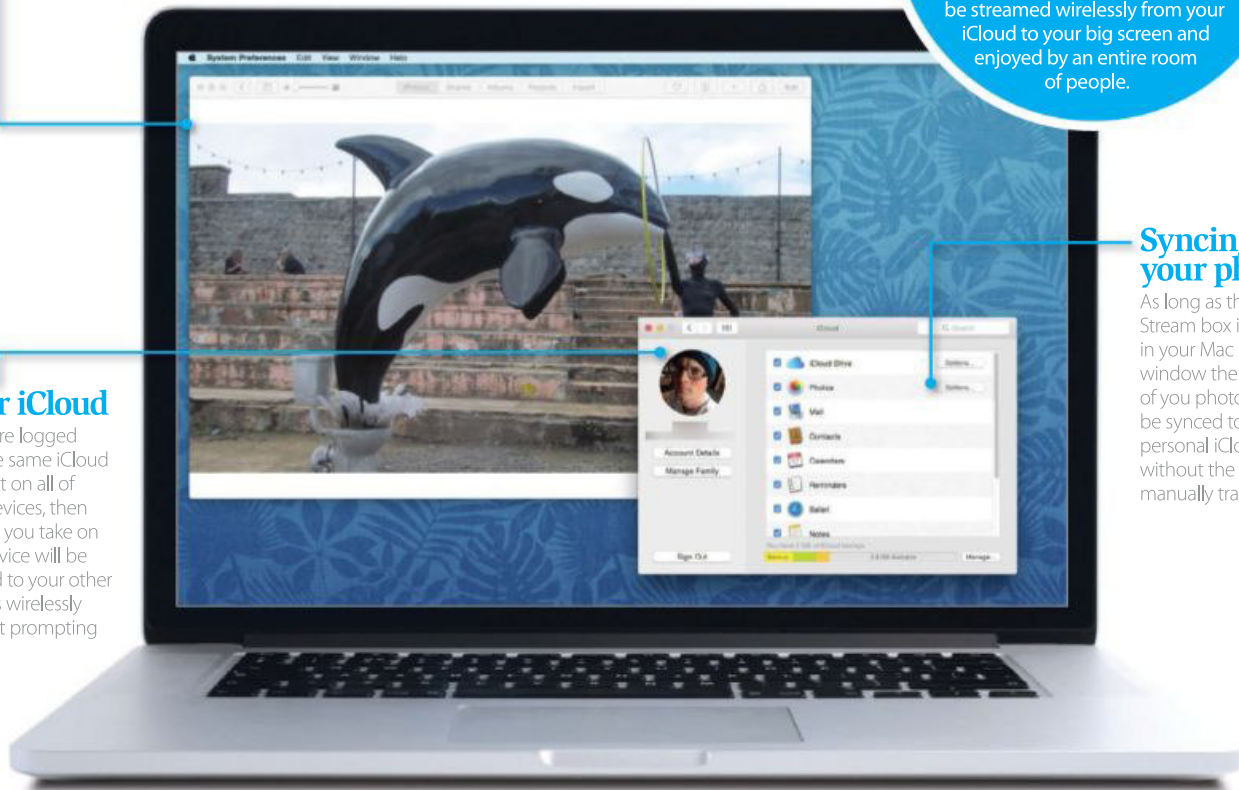
If you are logged into the same iCloud account on all of your devices, then images you take on one device will be pushed to your other devices wirelessly without prompting

## View them on the big screen

With Photo Stream and Apple TV (second-generation only), you can view your recent photos on your HDTV for some truly captivating reality TV. This means that anything you capture can be streamed wirelessly from your iCloud to your big screen and enjoyed by an entire room of people.

## Syncing your photos

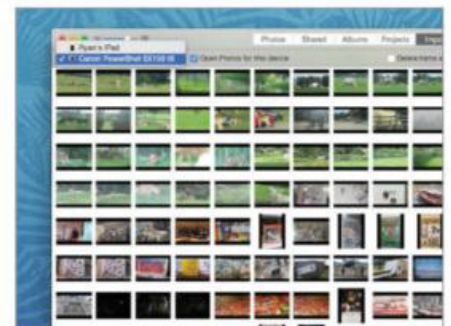
As long as the Photo Stream box is ticked in your Mac iCloud window then all of your photos will be synced to your personal iCloud without the need to manually transfer



**07 Clear out** Once photos appear in your Photo Stream you can delete them from the original source to free up space so that you can continue taking more.



**08 Your photo library** Copies of images synced via Photo Stream will be added to your iPhoto library, meaning you can instantly edit and share them with the world.



**09 Multi-formats** If you connect a digital camera to your Mac, photos on that device will be added to your Photo Stream and pushed to other devices.

Device used:  
iPad



# Access Photo Stream on your iOS device

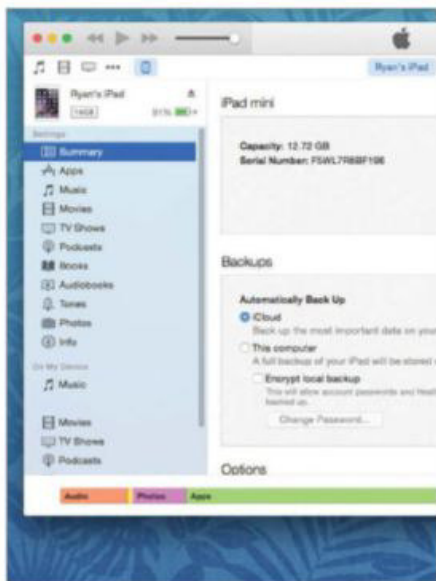
Take advantage of Apple's iCloud service to get your photos automatically pushed to all of your devices

Using your own personal iCloud, with Photo Stream activated, you can get photos transported automatically – and totally wirelessly – to all of your iOS/Mac OS X devices on the same Wi-Fi network. So if you take a picture on your iPhone, within seconds it will appear on your iPad. If you take some snaps on your iPad then they will be beamed to your iPhone and your Mac without you having to lift a finger. The whole process eradicates the need to email images, or copy them onto portable storage devices to transport across to your other devices.

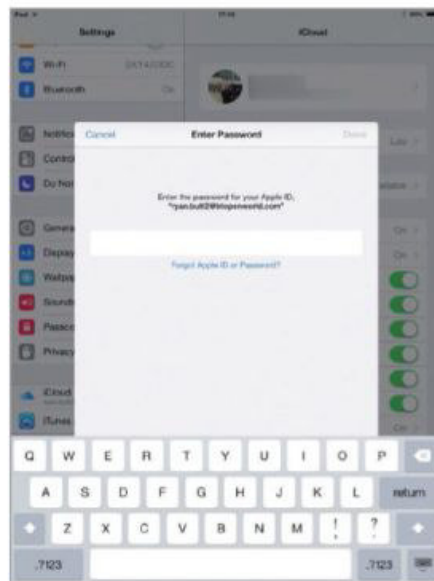
In order to set up Photo Stream, you must first set up your iCloud account. This is a free service and it provides a host of great features, such as the option to sync documents and files, music, bookmarks, contact details and calendar events across all of your devices, as well as backing up your important data. Setting up iCloud is easy: you go to Settings, tap on the 'iCloud' section and then log in with your standard Apple ID (the same email address and password that you use for your other Apple services, such as the App Store and iTunes). In this tutorial we guide you through the process.

## Activate your Photo Stream

Works on: Mac, PC, iPhone, iPad



**01 Software version** Photo Stream is a service that comes as part of the iOS 5 and above, so connect your device to your computer through iTunes and ensure that you have the latest free software update installed on your device.



**02 Activate your iCloud** With the latest software installed, go to Settings>iCloud and then activate your free iCloud account by logging in with your Apple ID (the same email address and password that you use to log in to the other Apple services).



**03 Turn on Photo Stream** You have full freedom of which iCloud services you use and you can toggle them on or off from Settings>iCloud. Included in the list of compatible apps is 'Photo Stream', so move the slider to 'On' to activate it.



# Your synced photos

Thanks to Photo Stream you never need to manually transfer your photos again

## Photo Stream

Once activated, Photo Stream will automatically update your Photos app with all of the images captured on other devices, wirelessly

## Easy sharing

Once your images are in your Photos app, you can then easily share them with others via email, tweeting, attaching them to an SMS text message and more



## All cameras supported

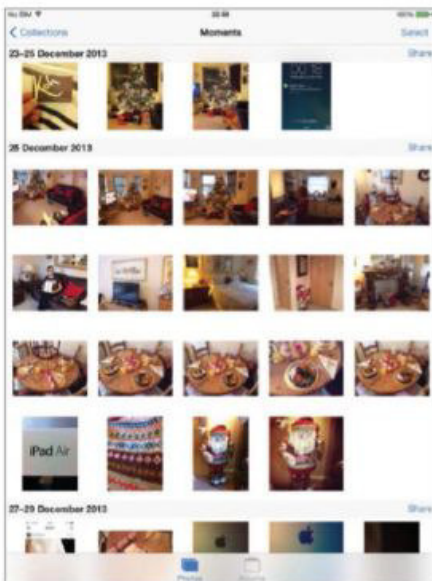
Photo Stream isn't restricted to iDevices. If you plug a non-Apple digital camera into your Mac (which is running at least Mac OS X 10.7.2 with iCloud enabled), all of the images on that camera will also be automatically whipped off and pushed straight to your Photo Stream too.

## Tap, pinch, expand

All images that are automatically imported into your Photo Stream album can be tapped on, expanded and pinched to shrink like normal through your Photos app

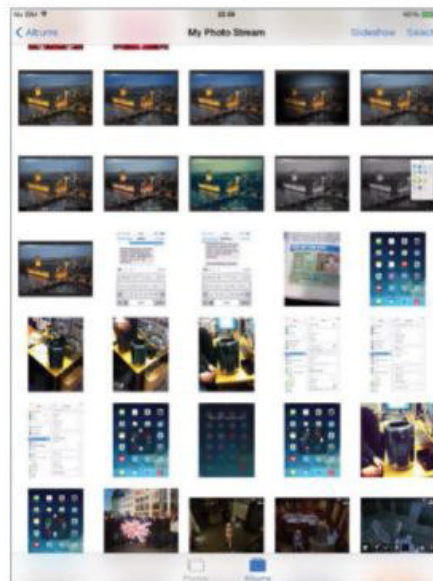
## Your photos

Your Photo Stream album will be updated as and when new images are captured on other devices linked to your iCloud. Take pictures, sit back and watch the magic happen



## 04 Take pictures

To discover the magic of Photo Stream, follow the previous steps on your iPhone device and then start taking photos. Within a minute, open up the Photos app on your iPad and then tap on the new 'Photo Stream' tab.



## 05 Instant transferal

As if by magic, all of the photos that you have taken on your iPhone will start appearing in your Photo Stream album, doing away with the need to manually transfer images by email or copying them across.



## 06 View and edit

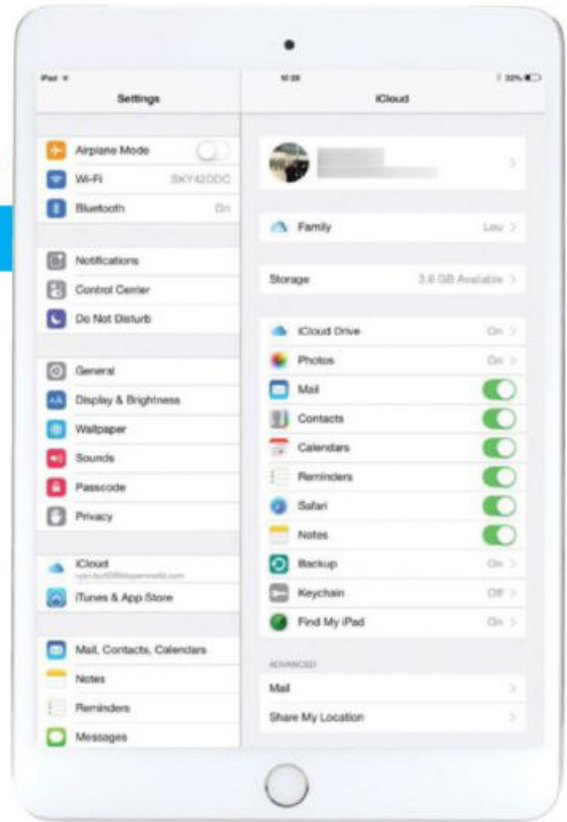
You now have access to all of the photos taken on all of your devices and can go about editing them and sharing them with others – it's a great, seamless system that will save you time and effort in the long run.



## Back up using iCloud

With iCloud, you can back up all of your data to the cloud

Device used:  
iPad

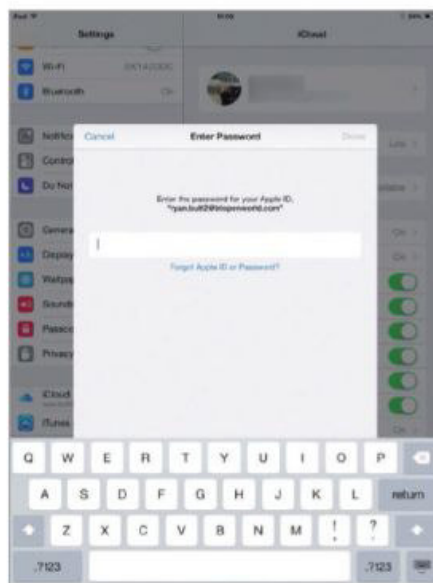


Your device can be home to lots of personal or sensitive data. So what happens if your iPad or iPhone gets lost or goes awry? Nothing, that's what. Thanks to iCloud, all of your data is automatically backed up and kept safely in your own cloud storage space. When your device is connected to a power source and a Wi-Fi network, all of your media, photos, videos, settings, app data and messages are backed up.

When you set up a new iOS device or need to restore the information on the one you already have, iCloud Backup does all the heavy lifting. All you have to do is ensure that your device is connected to Wi-Fi, enter your Apple ID and all of your important data will appear on your device without you having to worry about a thing. As you will have read elsewhere in this book, the benefits of using iCloud are vast, and the way in which it goes about its business in the background without you having to worry is just another prime example of how Apple is striving to make your life easier.

## Back up your data

Works on: iPhone, iPad



**01 Latest software** iCloud is a service that comes as part of iOS 6 and above, to go to Settings > General > System Update and ensure that you have the latest version of the operating system installed on your device.

**02 Launch Settings** From your iPad's Home screen, launch your Settings app, and in the left-hand column will be a category called 'iCloud'. Tap on this and then you will need to enter your Apple ID and password.

**03 Set up** Once your personal iCloud has been set up and you have selected which apps you would like to sync by moving the sliders to the 'On' position and then tap on the 'Backup' option situated at the bottom of the list.

# Backing up with iCloud

Once activated, your iCloud will back up your stuff automatically

## Manage your storage

By tapping on the 'Storage' option in the iCloud Settings screen and then going to 'Manage Storage', you'll be able to see how your iCloud is used with individual breakdowns of how much of your free 5GB of space your apps use. If you need to purchase more space then you can do so through this screen.

### Instant backup

You can back up your data by tapping the 'Backup Now' option. Do this if you change your settings or buy new media

### Progress bar

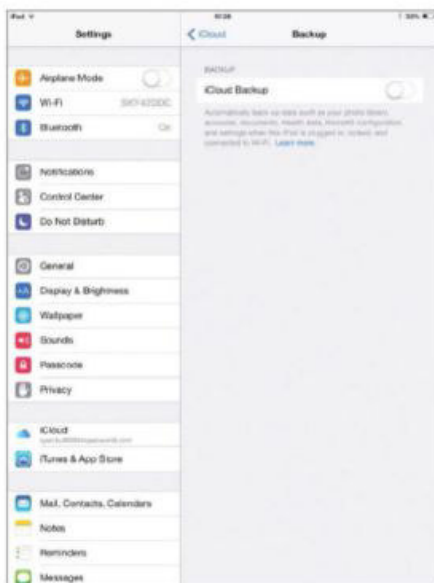
When your device is backing up, a progress bar will appear that shows how far along the process it is. You can cancel the backup at any time

### Backup

When the 'iCloud Backup' option is turned on, all settings, documents, media and photos will be automatically backed up when your device is connected to a power supply and Wi-Fi

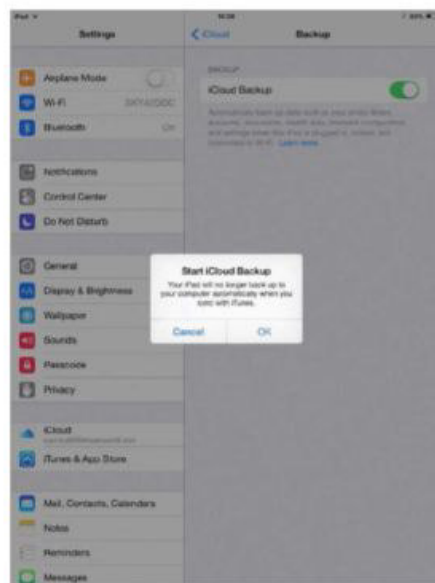
### Manage your space

You can see how your free 5GB allocation of cloud storage space is used by tapping on the 'Storage' option within the iCloud settings screen



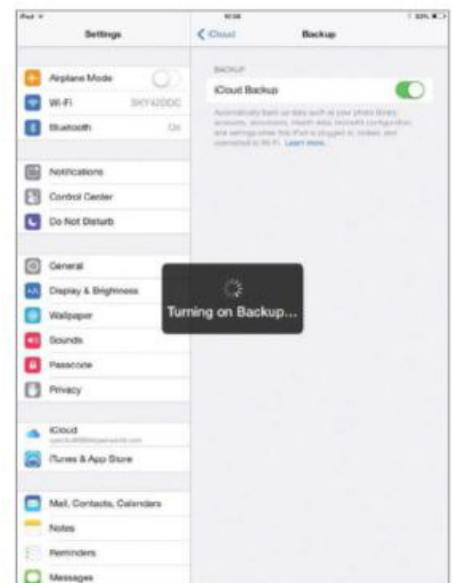
## 04 Turn on Backup

On this screen you will be able to activate iCloud Backup to automatically back up data such as your photo library, accounts, documents and more when you iPad is plugged in, locked and connect to Wi-Fi.



## 05 Wait for the activation

You'll be presented with a message saying that your iPad will no longer sync to iTunes when connected to your computer, so tap 'OK' and wait for a minute while the Backup feature is activated.



## 06 Start backing up

Your iPad will now back up when connected to a power source and a Wi-Fi network, but you can perform the backup whenever you want by accessing this screen and tapping 'Backup Now'.

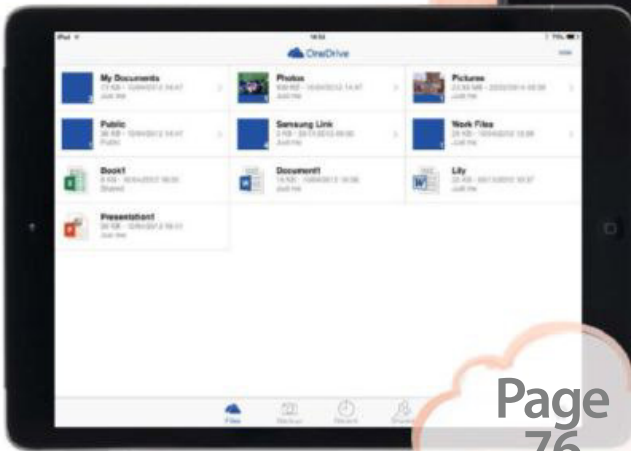
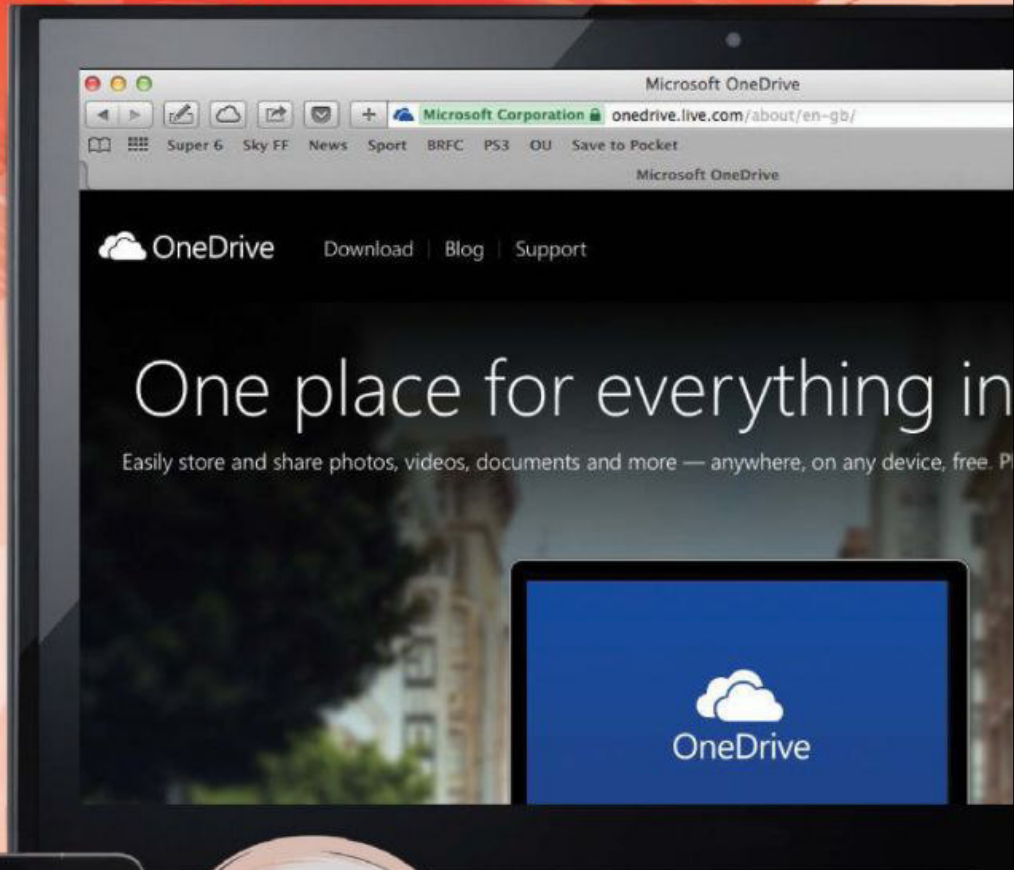
# Microsoft

Improve the way you work



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- 74** Set up a OneDrive account  
Create an account to get started
- 76** Sync files across devices  
Access files wherever you are
- 78** Share files and URLs  
Let others see your work
- 80** Get to grips with Microsoft Cloud  
Work remotely and with ease
- 82** Set up an Office 365 account  
Get up and running with Office 365
- 84** Discover Microsoft web apps  
Use Word, PowerPoint, Excel and OneNote
- 86** Share notes with OneNote  
Create notes and collaborate online
- 88** Set up your very own Outlook account  
Sign up to use Outlook
- 90** Access Xbox One game saves in the cloud  
Store your games and play them anywhere
- 92** View files on OneDrive through Xbox One  
Use your console to access your files



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“Microsoft Office 365 is the central component of Microsoft’s cloud-based service”



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## Key features

- Share with OneDrive
- Access Xbox games
- Master Office 365
- Store documents
- Windows Cloud

Device used:  
Mac

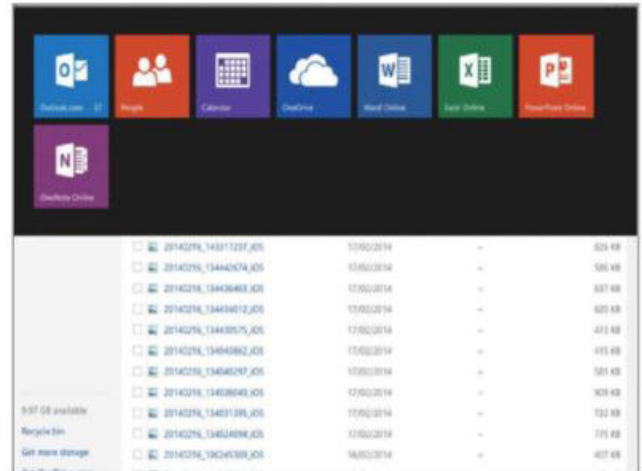


# Set up a Windows Live OneDrive account

With so many free cloud storage services available, why go for Microsoft's? Read on to find out more, but we're confident that full access to a virtual Microsoft Office suite is as good a reason as any!

**S**ometime soon all of the world's USB flash drives will be declared obsolete and discarded. No matter how small and seemingly 'cool' they look, because of services such as OneDrive (formerly SkyDrive), Microsoft's password-protected hard drive in the cloud, you can store thousands of files and access them anytime you're online.

And as well as a cloud storage facility for keeping all the important files you wish to transport to and from work, you can also use it for emailing a photo album or collaborating with a group on Word docs, Excel spreadsheets and other Microsoft Office files. What's more, you can even create any of the above documents from scratch from within your OneDrive, making it a very useful service for all your remote working needs. In this tutorial we show you how to set up your own free OneDrive account. If you already have a Windows Live ID then you're halfway there, but if not then you can create one in seconds and get full access to your own personal cloud within minutes. And once you explore the wealth of features on offer, you'll be glad you gave Microsoft's cloud option a try.



## The OneDrive interface

The folders and options

### Viewing files

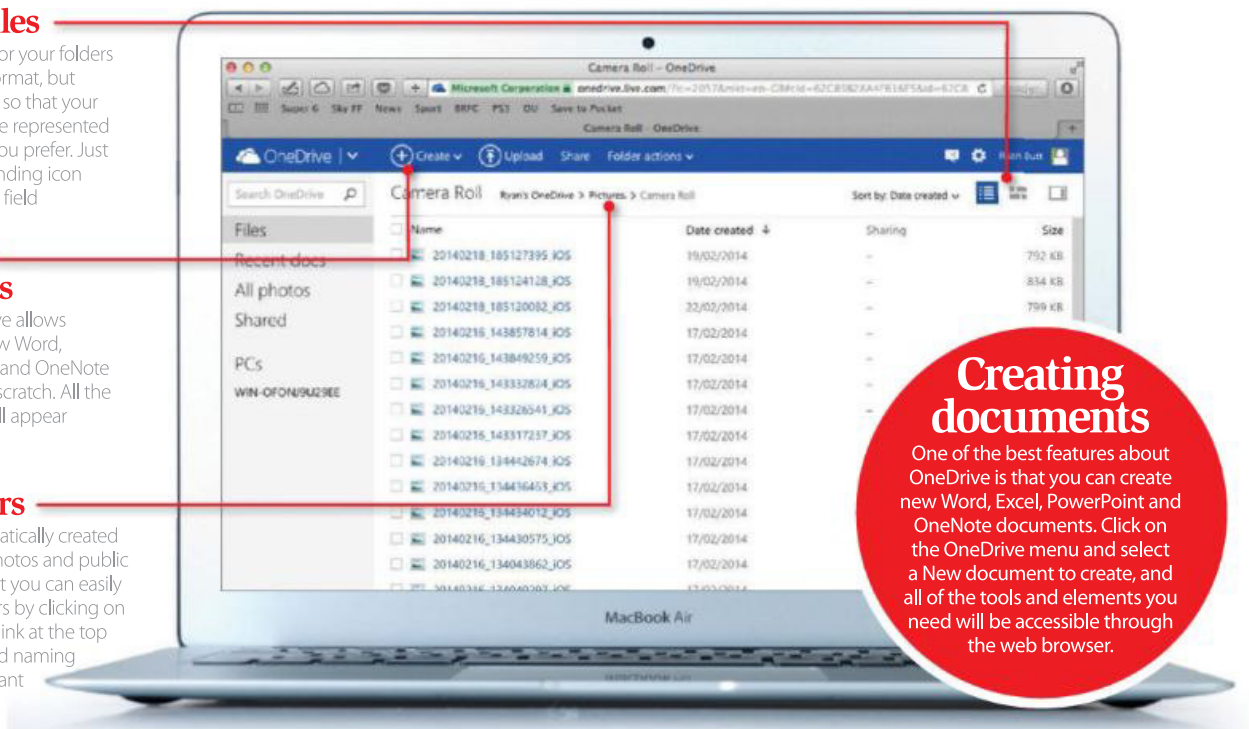
The default view for your folders and files is in list format, but you can change it so that your folders and files are represented by larger icons if you prefer. Just click the corresponding icon next to the search field

### Creating documents

Microsoft OneDrive allows users to create new Word, Excel, PowerPoint and OneNote documents from scratch. All the tools you need will appear

### Your folders

Folders are automatically created for documents, photos and public files by default, but you can easily create more folders by clicking on the Create Folder link at the top of the window and naming them what you want

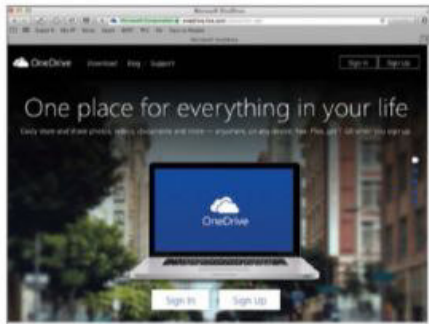


### Creating documents

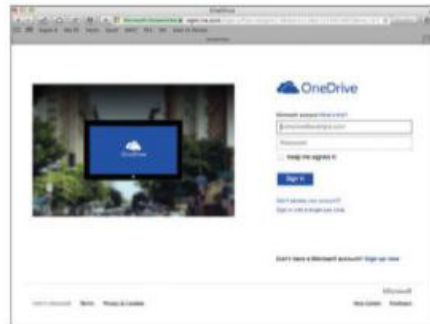
One of the best features about OneDrive is that you can create new Word, Excel, PowerPoint and OneNote documents. Click on the OneDrive menu and select a New document to create, and all of the tools and elements you need will be accessible through the web browser.

# Setting up Live OneDrive

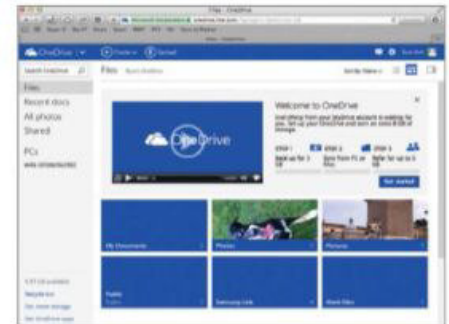
Works on: Mac, PC



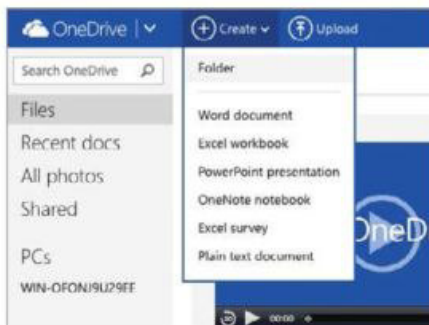
**01 Access the website** Head to [www.onedrive.live.com](http://www.onedrive.live.com) and you'll be able read more about OneDrive and the service it provides and then click on a button to sign in to your account.



**02 Sign in** If you have an existing Windows Live ID, then you can use it to sign in. Alternatively, if you don't have one then you can create one by clicking on the Sign up link on this page.



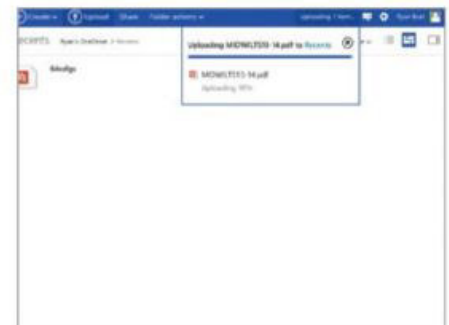
**03 Your OneDrive** Once successfully signed in, you'll be taken straight to your OneDrive window which contains three folders set up as standard – My Documents, Photos and Public.



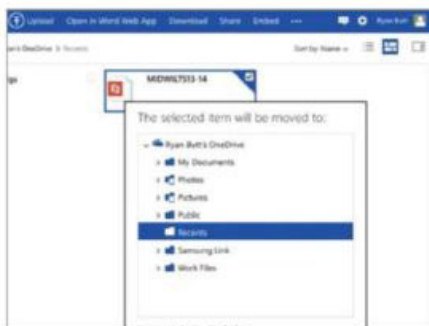
**04 Uploading files** To start uploading files, while logged in, click on the Create menu at the top of the screen and then choose Folder from the drop-down menu that appears.



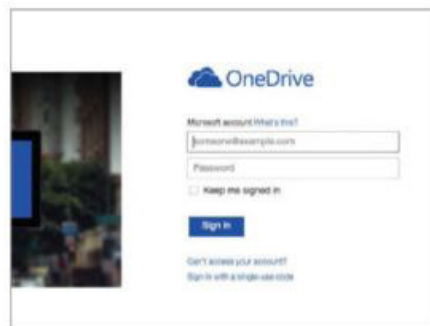
**05 Name your folder** When you click the link a new folder will instantly appear. Give your new folder a name and then click on its pane followed by the Upload button.



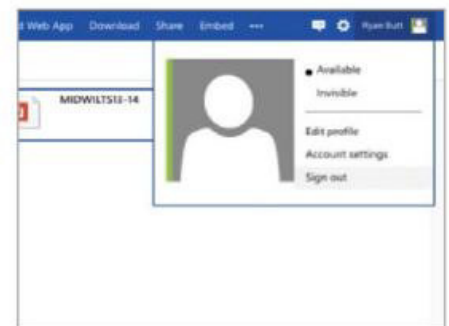
**06 Locate files** You will now have to locate the files you wish to upload to OneDrive. Once selected, a small floating upload window will appear, which will vanish when it's done.



**07 Moving files** If you wish to move files between folders, tick the item, click on the three-dot menu, choose 'Manage' followed by 'Move To' before choosing a destination.



**08 Access anywhere** The beauty of Microsoft OneDrive is that you can access it anywhere. Just go to [onedrive.live.com](http://onedrive.live.com) and input your Windows Live ID to get instant access to your files.



**09 Signing out** Once you have finished uploading or downloading files it is a good idea to log out – especially if you are using a shared machine to access your files. Click Sign out.



Device used:  
iPad



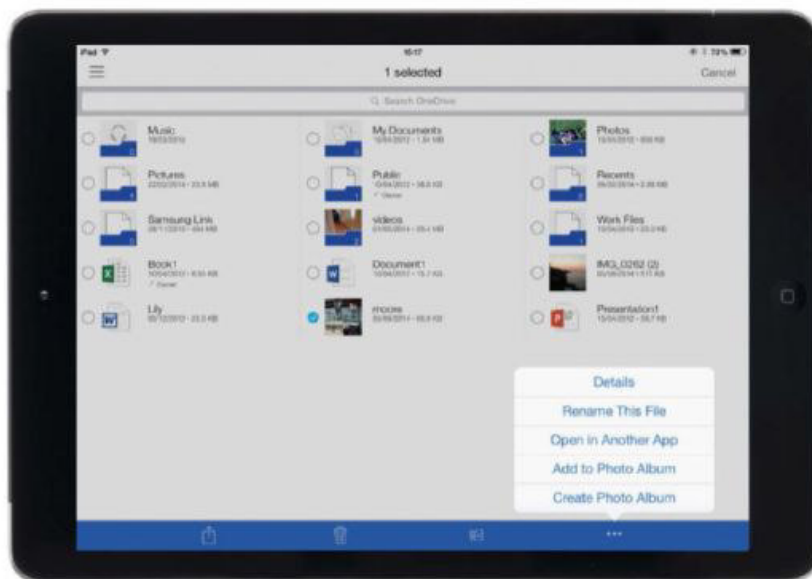
# Sync your OneDrive files across your devices

Enjoy the OneDrive (formerly SkyDrive) service on the move by installing the free app on your mobile device to give you permanent access

Microsoft's OneDrive service lets you upload and store files, sync folders and settings from your desktop, and share items with other people. So naturally you'll be using it rather a lot. It's good news, then, that you can also enjoy the service through virtually any smartphone or tablet device too. This is incredibly handy if you are working remotely and need to access files from your office computer or get some feedback from your colleagues on particular documents that you upload and share.

The app is free to download and can be obtained from the respective smartphone app store that's native to your device (in this tutorial we have used an iPad). Once you have installed the app and logged in, all of the data that you have uploaded will be synced to your device and can be obtainable from anywhere, provided you have an internet connection. In this tutorial we show you how to access your files, upload items and share items with other people.

It's also worth mentioning that any documents you upload, such as Word documents and Excel spreadsheets, will be easily readable in-app.

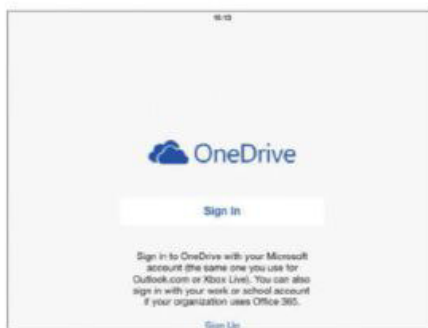


## Access your files on mobile devices

Works on: Mac, PC, iPhone, iPad, Android



**01 Get the app** The OneDrive app is available to download free for all Android and iOS devices. Simply visit the respective app store, search for 'OneDrive' and then download it to your device.



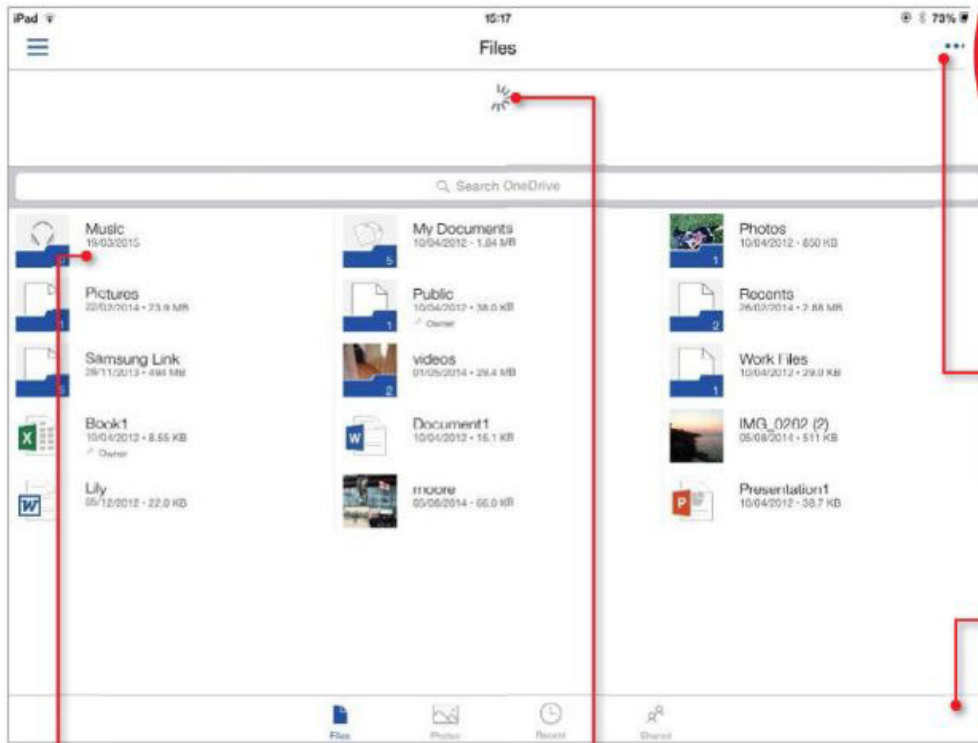
**02 Log in** When you launch the app you will be prompted to enter your Windows Live ID (email address and password). Do so and then tap on the 'Sign In' button to access your OneDrive account on your mobile device.



**03 Your folders** All of the folders that you have synced from your desktop will be accessible through the main interface. Just tap on a folder or a loose document to open it up and view your files through a readable format.

# Your mobile OneDrive

View and share your files



## Editing items

You can make changes such as removing, renaming and moving items in your folders through the mobile app. Just tap on the sharing icon and then choose the 'Edit Items' option. You can select items to delete or move. To rename folders, select one, tap the sharing button and the 'Rename This Folder' option appears.

## Sorting items

Tap on this icon to upload new items to your OneDrive, sort your files, select items and get other info

## Sharing and more

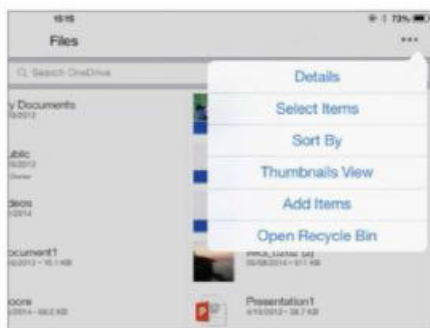
Press and hold on an item to bring up options to share it with other people, move it or delete it from your drive

## Your items

All of the items that you have uploaded and the folders that you have synced from your desktop will be instantly accessible through the OneDrive mobile app

## Refresh your OneDrive

If you have just uploaded a file from another device and it doesn't show up on your mobile app, swipe down on the screen to refresh



## 04 Add items

You can add items to your OneDrive account from your mobile device. Just tap the button at the top-right, choose Add Items and then navigate to the item in question. These will then be accessible through your desktop.



## 05 Sharing items

You can share folders with other users from the mobile app. Just press and hold on an item and then tap the sharing button. From there, tap the 'Invite People' option and enter email addresses.



## 06 Set permissions

You can enter the email addresses of the people you wish to share with, or add them from your contacts apps, and set permissions for them to be able to edit the items. This is useful for collaborating on files.

Device used:  
Mac



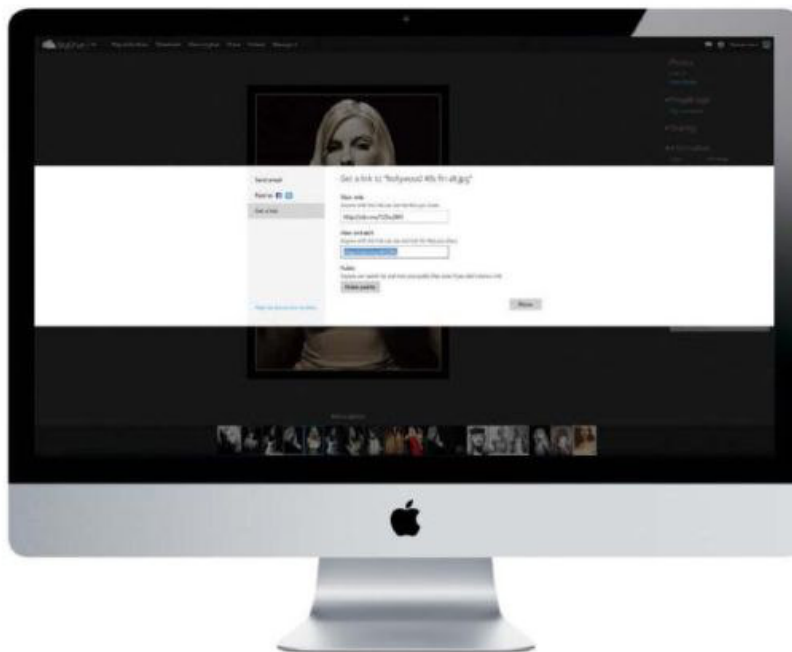
# Share files and shorten URLs directly from the cloud

Once you've loaded files to your OneDrive account, you're going to want to share them with people. Here we'll show you how to do it

**O**neDrive is one of those handy facilities that Microsoft offers free with Windows 8. There's even an app for it on the Start screen. This app is handy for uploading files, moving them around, and creating folders. It can even email or post them to social media sites.

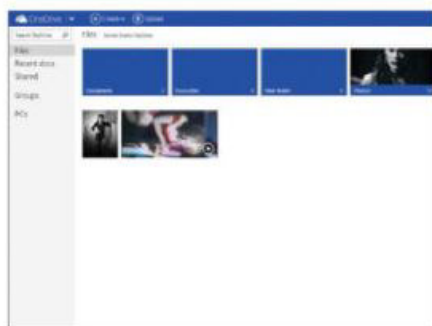
However, it can't share the files by producing links, just link to the image in emails. For that you either need to go to the desktop and use Internet Explorer, or stay in the Modern UI and use Internet Explorer there to do the same thing. The desktop version has slightly more functions available, whereas the Modern UI version looks more consistent with the OneDrive app itself.

The other advantage that the OneDrive version using Internet Explorer on the desktop has, is that it is linked to all the other cloud-based apps such as Mail, People and Calendar, so you can quickly access those as well. However, this tutorial will show you how to make files available using Internet Explorer from the Start screen, then copy and share the URLs to make it easier for people to access them. We'll also touch on emailing them and the other sharing options.



## Share files and shorten URLs

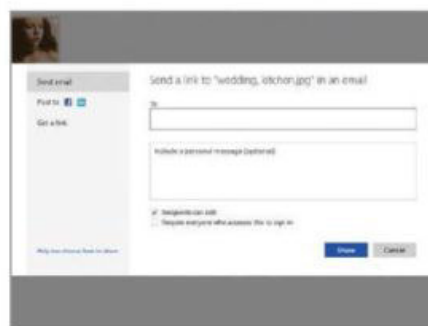
Works on: Mac, PC, iPhone, iPad, Android



**01 Upload some files** Ensure you have the files you want to share uploaded. Go to the Start screen and click on 'Internet Explorer'. Right-click and enter **onedrive.live.com** into the address bar.



**02 View files** Click on an image file to preview it at a larger size. If you click on a document, Word file or PDF, OneDrive will launch the Word Web App and you can edit or view the document. Click on the word OneDrive in the corner.

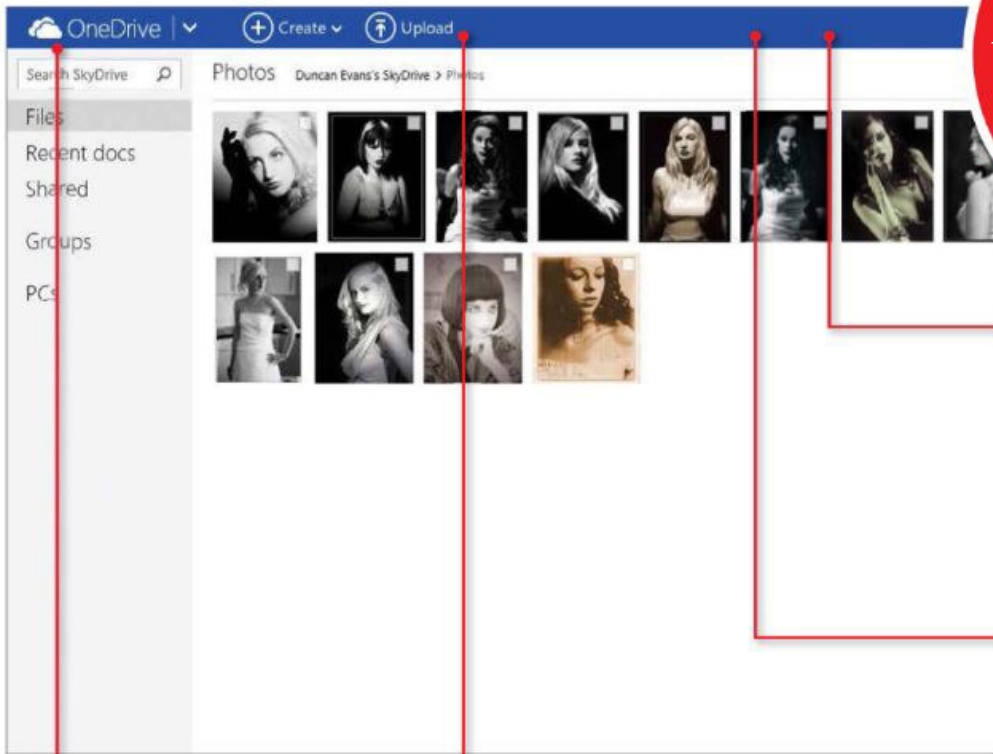


**03 Select a photo** To share a photo click in the top-right corner in the folder view to select it. Click on the Details Pane on the top-right to see information about the file. Click on Share in the menu bar to bring up the sharing options.



# Inside OneDrive

Access extra options



**Sharing options**  
 You can share files directly from the folder view when looking at or editing them, or by clicking on the Share menu along the top of the screen. Also, files can be shared without being edited or viewed, by right-clicking and selecting Share in the details pane or again, clicking on Share on the menu bar.

**How much storage**

Your OneDrive keeps a running count of all the space your files are taking up. Click on Manage storage to upgrade for more

**Embed an image**

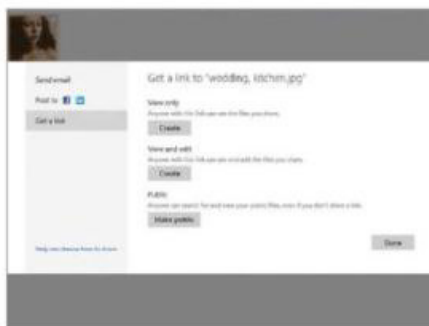
You can embed an image in a webpage, blog or forum by clicking here and generating the HTML code to paste in

**Details pane**

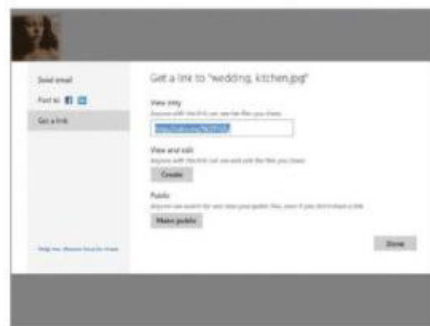
Toggle this on and off to reveal and hide the Details pane. This gives the file characteristics, file name, and how large it is

**Download files**

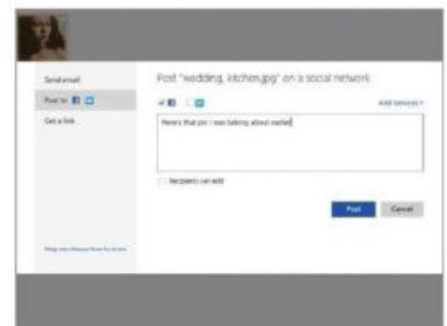
Access your files from anywhere you have internet access and a web browser. Simply select the file and then click on Download to retrieve them



**04 Sharing options** This is set up to share by email but instead, click on 'Get a link'. This reveals three options. One is to make the image public. Click on this to move it to the Public folder. The other options allow the image to be shared.



**05 Get a link** Under 'View only', click on Create to generate the link to the file that will be viewable, but can't be accessed. To get a more user-friendly version, click on Shorten. Press Ctrl+C to copy this link then click on Done.



**06 Use the link** Go to wherever you want to use the shortcut to the image. Press Ctrl+V to paste it in. Alternatively, send a link to the image by email or click on the social media options to post to the services you have linked to.

Device used:  
iPad & PC



# Get to grips with Microsoft Cloud

Microsoft aims to revolutionise cloud computing by making it the backbone to everything you do in the office and beyond. Read on to discover what it all entails

**W**ith Office 365, Microsoft provides essential office tools and applications, along with a robust cloud computing service that allows you to get to your files and applications from virtually anywhere – including PC, Mac and tablets. This means that working on projects remotely has never been easier and all of the files you work on are automatically saved and synced across all of your devices.

Team collaboration is also made easy because Office 365 offers business-class email, shared calendars, IM and online conferencing. Colleagues can work together in real-time, securely viewing and making modifications to documents. Furthermore, you no longer have to worry about updating tools and running into any compatibility issues because all new updates occur automatically in the background. Then there's the social aspect. Yammer is a work-based social network that keeps you informed of company goings-on and allows you to share ideas quickly and easily.

With Microsoft Cloud, the sky is the limit on what you can achieve in your office-based working environment. So whether you're working in four walls or no walls, your productivity never dips.



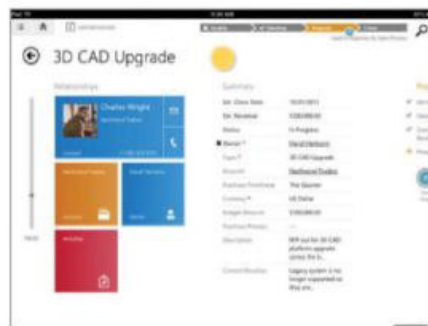
“Working on projects remotely has never been easier”

## Microsoft Cloud at work

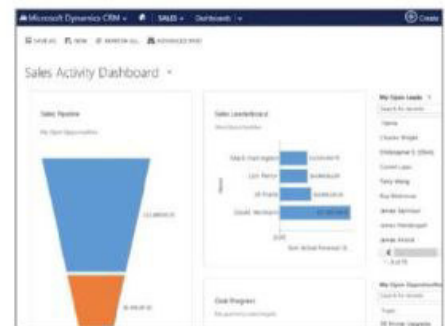
Works on: PC, Mac, iPhone, iPad, Android



**01 Aid productivity** Running in conjunction with Office 365, the Microsoft Cloud helps people collaborate using software familiar to millions. Whether it's a Word, Excel or PowerPoint presentation, everyone can get in on the act.



**02 Share and collaborate** Power BI sites allow you to upload reports you have created and share them with anyone in your organisation. All users get the same dashboard interactivity through the browser, making it easy to collaborate.



**03 Manage your team** Microsoft Dynamics CRM provides a dashboard that allows you to see a snapshot of your team's performance, with graphs showing progress against goals. Everything can be monitored through a single portal.

# Your Microsoft Dynamics CRM dashboard

Everything you need, on screen

## Your sales pipeline

The dashboard provides a quick heads-up of all of the relevant info on one screen. There is no need to jump around. Here you see a snapshot of the sales pipeline with graphs showing progress. All are updated on the fly through the cloud

## Developing ideas

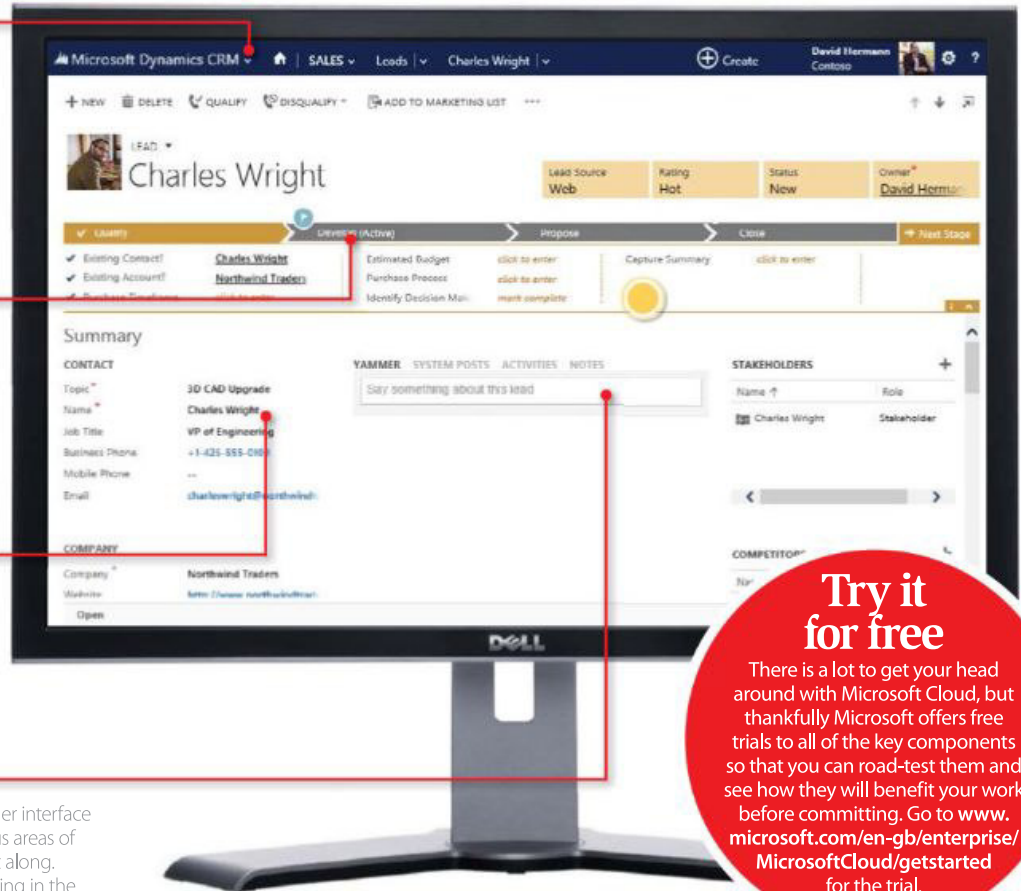
The process bar at the top of the screen shows you the various steps involved in formulating and developing a project. Simple steps make the process easy and provide all the tools you need to make your vision a reality

## Contacts and info

With Microsoft Cloud, all of your work calendars and contacts are perfectly in sync, making it easy to plan and develop projects and call on the right people to aid you in your task

## Getting social

You can add posts via the built-in Yammer interface to throw ideas around and call on various areas of expertise to help you move your project along. Thanks to Microsoft Cloud, communicating in the workplace has never been easier

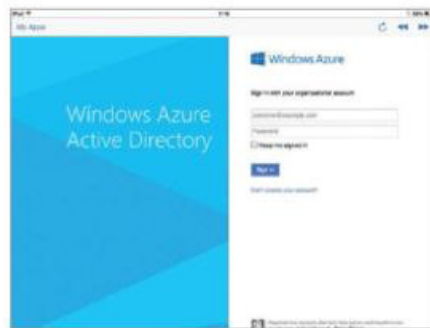


**Try it for free**

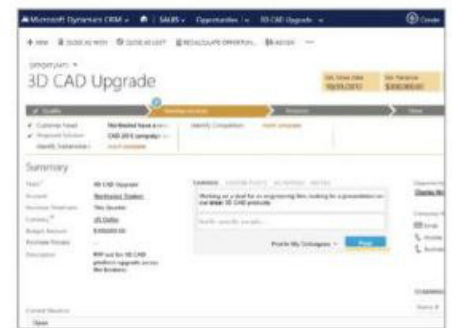
There is a lot to get your head around with Microsoft Cloud, but thankfully Microsoft offers free trials to all of the key components so that you can road-test them and see how they will benefit your work before committing. Go to [www.microsoft.com/en-gb/enterprise/MicrosoftCloud/getstarted](http://www.microsoft.com/en-gb/enterprise/MicrosoftCloud/getstarted) for the trial.



**04 Stay in the loop** Social tools like Yammer make it easy for employees to stay informed with what's going on in the company. Not only does it allow easy communication, but it helps give your employees a voice.



**05 Unified work stations** Microsoft Azure provides a range of web-based tools that work on any system to help employees stay connected and on track with projects. These include Virtual Machines running Windows and Linux VMs apps.



**06 Build a proposal** Everything you need to build a project and see it through is contained within the Microsoft Dynamics CRM toolset. You can post information requests through Yammer, track the influencers and make key decisions.



Device used:  
PC

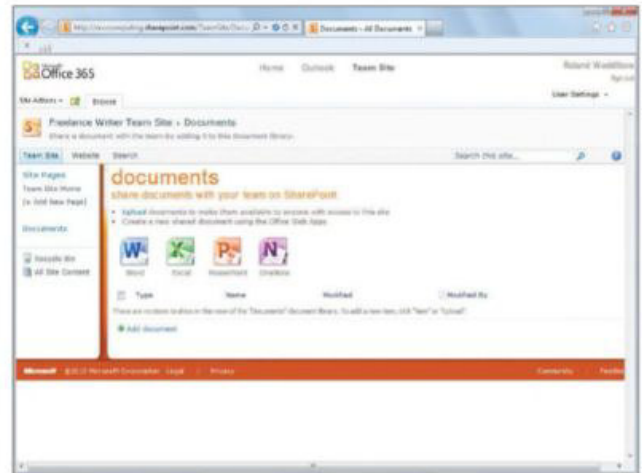
# Set up and run Microsoft Office 365

Sign up for Microsoft's cloud computing solution and it opens new doors for sharing and working on your own or with others

**M**icrosoft Office 365 is the central component of Microsoft's cloud-based service. It is the engine that drives other services and enables them to work. Office 365 consists of a collection of online services and although they can be used just by you, it is best for working collaboratively with others. It's great if you run a small business or department in a larger company.

The cloud services include email and calendars that can be accessed from your computer, the web and a smartphone or tablet. You can schedule meetings and use video conferencing, create a website for your business with no hosting costs and your own domain name, share files with other users, and use online versions of Office software that require nothing more than a web browser.

A free 30-day trial of Office 365 enables you to try out all of the features. All you need is a computer with internet access and a modern web browser. Up to ten people can access the services during the trial and you don't need to provide any details apart from your name and email address. No credit card is required, so fire up your browser and follow our setting up guide.



## Admin tasks

The interface explained

### Manage your users

By selecting Users in the left panel you can perform various tasks, such as adding or removing users, changing passwords and so on

### Go home

After setting up Office 365, the most used menu option will probably be Home at the top of the screen. This is where you can access the different modules, such as web apps and more

### Add some users

Even if you are the only user (for now anyway), it is useful to add some extra users to experiment with the features and familiarise yourself with the way that Office 365 works. Click New



### The Admin menu

This menu at the top of the screen is slightly different for ordinary users and administrators like yourself. You have an Admin menu option and can configure the features, functions and users of Office 365

### Logging in

When you have signed up to Microsoft Office 365 you will be automatically logged in to the service. The next time you want to log in, however, either find Office 365 on the Windows Start menu or simply open your web browser and type in the URL directly: [portal.microsoftonline.com](http://portal.microsoftonline.com).

# Sign up and register

Works on: Mac, PC, iPhone, iPad, Android



**01 Start your browser** Start your web browser and go to [office365.microsoft.com](http://office365.microsoft.com). There are links to view the different plans, information about the service and a button to get a free trial. Click it.



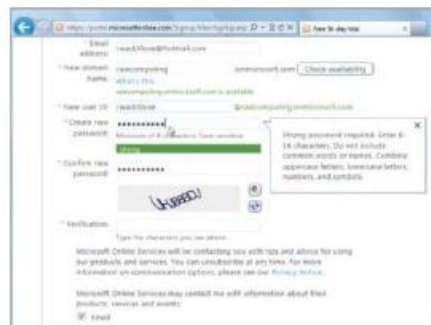
**02 Pick a plan** There are two free trials and the one you choose will depend on how many people will be using the service. Professionals and small businesses should select Plan P1.



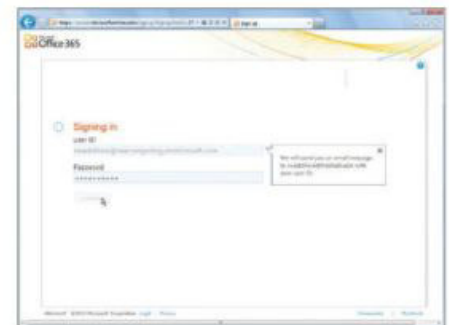
**03 Complete the form** There is a short form to fill in that includes your name and email address. The box for a domain name enables you to receive emails at your business address.



**04 Choose a domain** Enter a domain name, then click the 'Check availability' button. If it's okay the rest of the form is revealed. If you don't see this it's because that domain name is already taken.



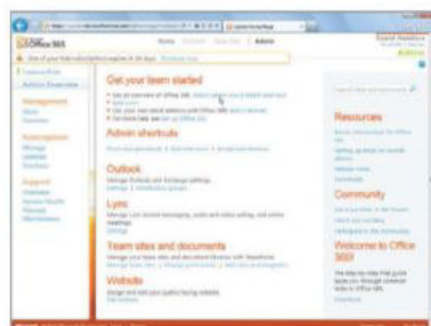
**05 Create a user** Fill in the new user ID box to create a user and then enter a password. When you click in the password box, notice the rules. You can't continue unless you follow them.



**06 Sign in** After filling in the form, you will automatically be signed in. Remember the user ID and password. You will need to enter them yourself next time.



**07 Mobile phone backup** If you forget your password you won't be able to access your Office 365 account so fill in the form that appears when you first log in so your password can be sent to you.



**08 You're in!** Well done if you've made it this far. The login screen has some admin shortcuts, but the first time you visit you might want to access the guides that are available.



**09 The home page** In the previous step you entered the admin page. Notice the links at the top of the page, there's Home, Outlook, Team Site and Admin. Use these to navigate the service.

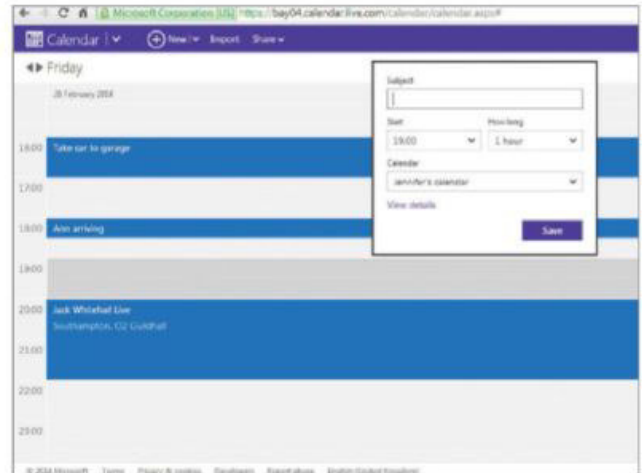
Device used:  
PC

# Get everything you need from Microsoft web apps

Microsoft Office is one of the most common home and business applications. You can use web versions of these apps in a browser to create documents and share them

**M**any people are familiar with Microsoft Office and you may have used it at work or even at home or school. There's no doubt it is a great suite of applications, but not everyone needs all the features it provides. If all you need is to create simple documents, spreadsheets and presentations – and to store notes – then Microsoft's free web apps are fine. The apps consist of Word, Excel, PowerPoint and OneNote. They work in a similar way to the desktop programs, so if you have experience of using these you will be right at home with the web versions. They just have slightly fewer features.

Anyone with a Microsoft ID, such as a free Hotmail email account, can use the Office web apps and if you don't have a Microsoft ID you can quickly sign up and get one. The web apps work in a web browser and store files online and this means that both the apps and your documents can be accessed from any computer with an internet connection. If you have an Office 365 account you will also have access to one more web-based app, Outlook, which is great for sending and receiving email and organising contacts, tasks and calendars.



## Plenty of options

Microsoft web apps are packed with features

### Share your documents

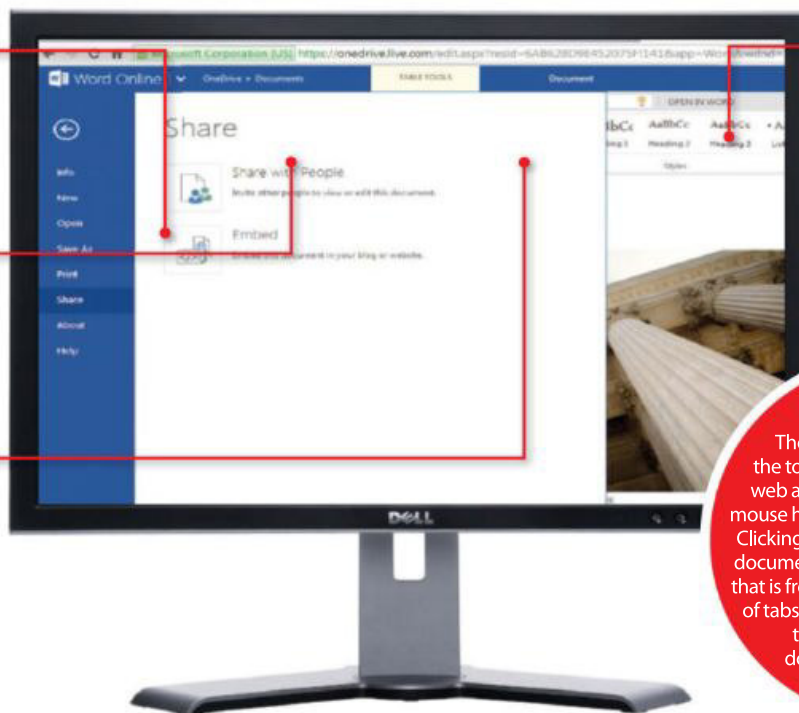
Click the File menu to save, print or share the document. You can email a link to the document on OneDrive or invite other people to view and edit it

### Use the ribbon

The ribbon toolbar is just like the one in Office 2007/2010. It has slightly fewer features, but all the basic functions are there and you can format text, select fonts, change alignment and so on

### Choose a style

This section of the ribbon is for applying styles. Select some text in the document and then click one of these tiles. Click the small arrow on the right to display a much larger selection of styles



### Open in Word

If Microsoft Word is installed on the computer there is an option to open the document in it. You might need to do this if it uses more advanced features than are available in the web app

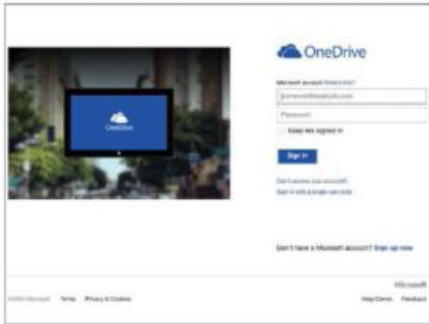
### Pop-out

There is a very small icon in the top-right-hand corner of the web apps window and when the mouse hovers over it, it says 'Pop-out'. Clicking on this button will open the document in a new browser window that is free from all of the usual clutter of tabs and toolbars. It enables you to concentrate on your document in a clean and simple window.



# Create documents online

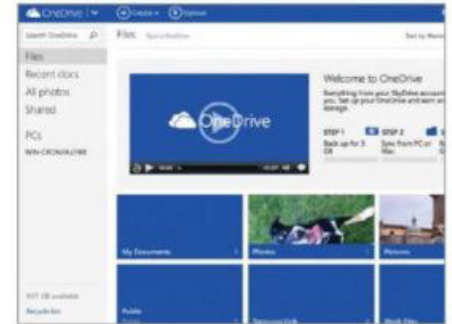
Works on: Mac, PC



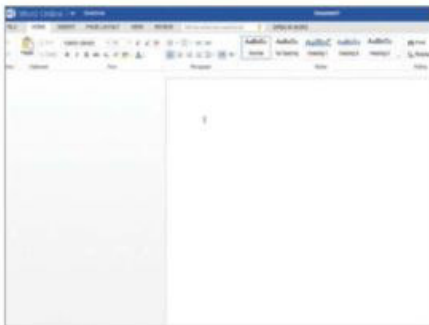
**01 Go to OneDrive** Start your browser and go to [onedrive.live.com](http://onedrive.live.com). If you have never used Outlook, Messenger or Xbox Live, click the Sign up button to create an account, otherwise sign in.



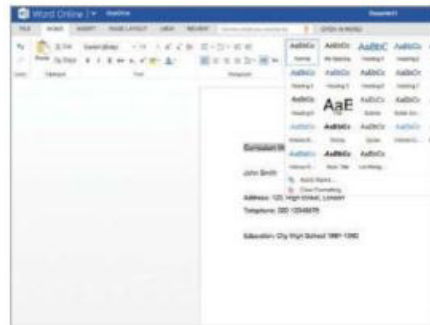
**02 Fill in the form** If you have signed in, go to step 3, but if you don't have an account you will need to fill in this form. Once done, scroll down and click the 'I Accept' button at the bottom.



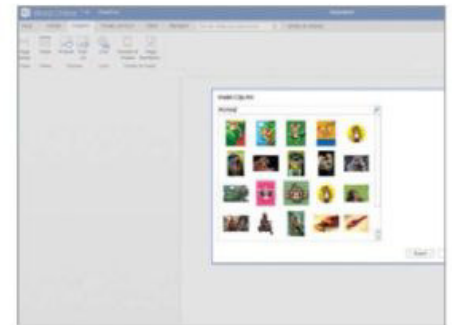
**03 Browse OneDrive's folders** OneDrive offers 25GB of online cloud storage space and just above the folder list is 'Create' followed by four icons – Word, Excel, PowerPoint and OneNote web apps.



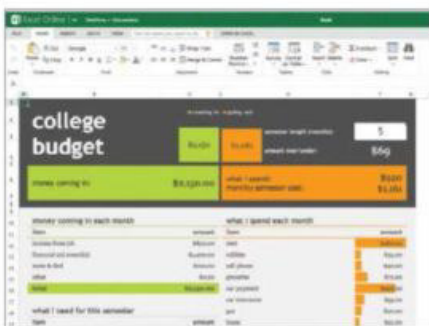
**04 Create a document** Click the Word icon and create a new document. At the top is an Office-like ribbon with text formatting functions and the main part is for the document.



**05 Format the text** Enter some text and then use the Home tab to format the text. For example, select the heading in the document and select a style in the drop-down list.



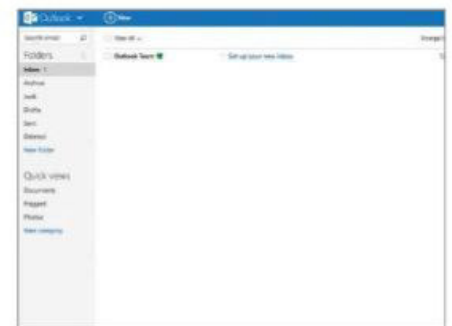
**06 Insert Clip Art** Select the Insert tab and click the Clip Art icon. Enter a word in the search field to see a collection of images you can select and insert into the document.



**07 Work with Excel** Close the Word app and click the Excel icon. Just as with the Word app, the Excel app is like a simpler version of the desktop software, but still offers plenty of features.



**08 Office 365 apps** Sign in to your Microsoft Office 365 account, go to the home page and click 'Shared documents' under 'Team Site'. You'll see the same set of Office web apps.



**09 Outlook web app** Office 365 users have one extra Office app – an online version of Outlook. Click Outlook and you have access to your email, calendar, contacts and so on.

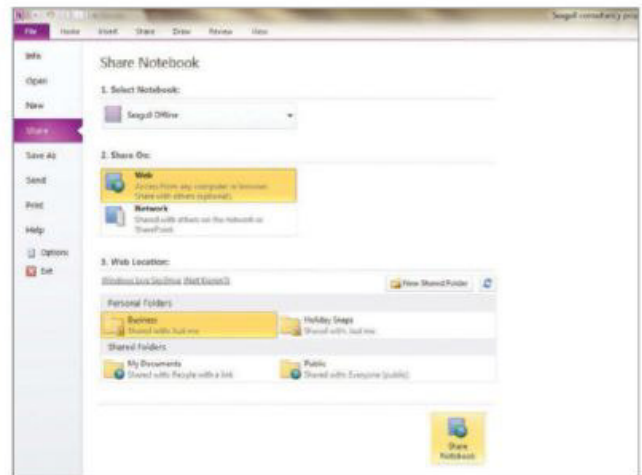
Device used:  
PC

# Share and access notes with OneNote

OneNote allows you to share notebooks with other users and co-workers and also to edit them online. Great for working away from the office or home

**D**espite being around for over ten years, OneNote is not one of the best-known applications within the Office suite. OneNote has really started to show its potential, though, with the increased interest and demand for cloud-based solutions. Storing files online and accessing them there means everyone is working on the same version, and any changes are seen instantly by everyone involved. OneNote is ideal for quickly sharing and collaborating rough ideas, sketches and plans with other users across your local network or the internet.

When you first create a note you have the option of either storing it on your own computer's hard drive, on a shared drive on your network or saving it to Microsoft's servers. Choosing the latter means you can view, edit and share the note from anywhere with an internet connection. There are dedicated mobile OneNote apps for iOS, Android and within Office Mobile for Windows Phone, meaning you can create and edit notes while travelling or away from a computer. This tutorial will take you through how to sync your notebooks with OneDrive so you can access them anywhere, as well as how to share notebooks with friends for online collaborations.



## The desktop and online relationship

Get to grips with OneNote

### File location

There is little reason not to store your files on OneDrive – unless you know you'll have no internet connection – as it allows editing and access from any computer

### Web location

You can choose where to store your notebooks, and what access you allow to other users. You can allow only yourself to edit, or only people with a link, or make it entirely public

### OneDrive and OneNote

Files stored in OneDrive maintain their desktop file icons, allowing you to instantly recognise what they are at a glance. You can also see the modify time and which user made the changes

### Online editing

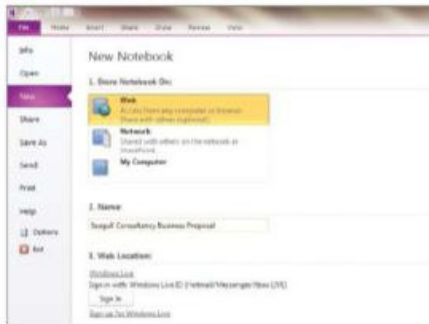
There is even a basic OneNote web app, allowing you to make changes to notebooks without having OneNote installed on that machine. Alternatively you can download the file for editing later

### Notebook Sync Status

By default, notebooks are set to sync online as soon as any changes are made. If you don't want that, with the notebook open, right-click on the filename in the list on the left. Then click 'Notebook Sync Status' and 'Work Offline – sync only when I click 'Sync Now'.

# Share notes with others

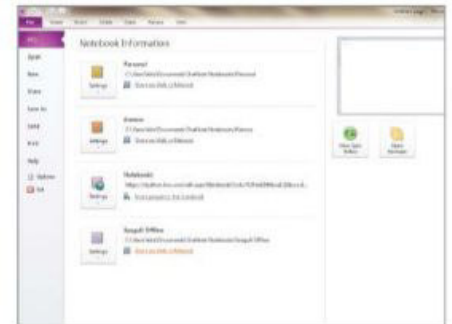
▶ Works on: Mac, PC, iPhone, iPad, Android



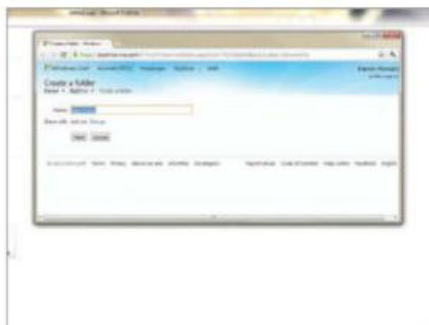
**01 Create collaborative note**  
When making a new note, you're given a choice of locations to store the file. To share with workmates or friends on the internet, choose Web from the first option in the list.



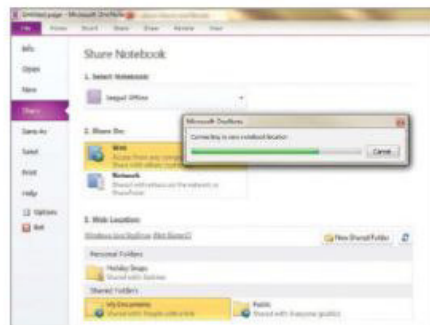
**02 Setting web location**  
You then need to sign into your Live account to allow for syncing. Once you've signed in, choose a folder on your OneDrive to store the file. The default is 'My Documents'.



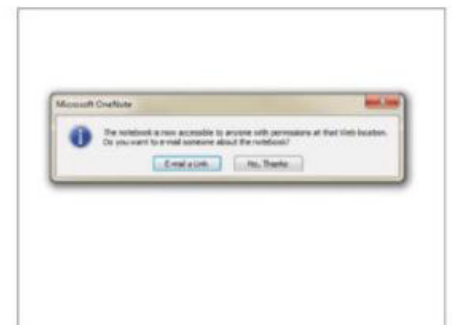
**03 Sharing a local note**  
To share and sync a notebook you've already created and stored locally, in the File menu choose Info, then 'Share on Web or Network' under the desired notebook.



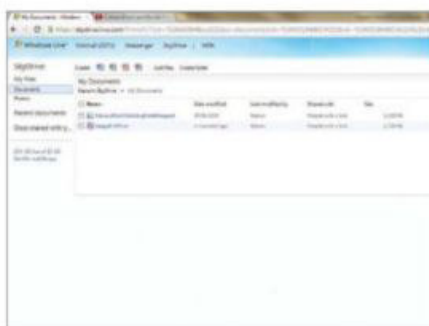
**04 Setting cloud location**  
Next you need to choose a location on your OneDrive for the local file. You can create a 'New Shared Folder'; a browser window will open so you can enter a name.



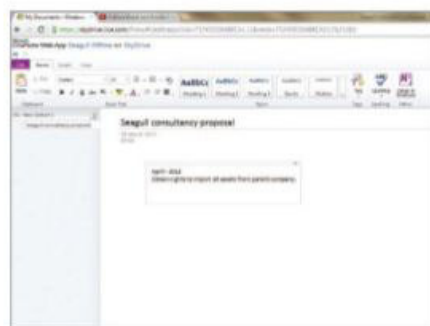
**05 Share Notebook**  
Click on 'Share Notebook' to start the upload and syncing process. If the notebook contains lots of images or you are on a slower connection, this may take a while



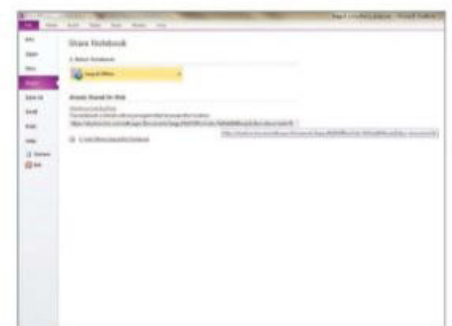
**06 Email link**  
Next you'll be prompted if you wish to email a link to allow them to access the notebook. Clicking 'Email a Link' will open up Outlook, ready to send the link to a contact.



**07 Access notebook online**  
In a browser, go to [OneDrive.live.com](http://OneDrive.live.com), sign in and click on Documents. You will then see all the files you have in your OneDrive; find the one that we just created and synced.



**08 Edit online**  
Clicking on the file will open the online OneNote web app. This allows you to make changes to the file, although the interface is more basic than the full desktop application.



**09 Invite others to collaborate**  
Back in the desktop app, to add others to the notebook, in the File>Info menu, click 'Invite people to this notebook'. You'll then see the link to send to others to give them access.



Device used:  
Mac



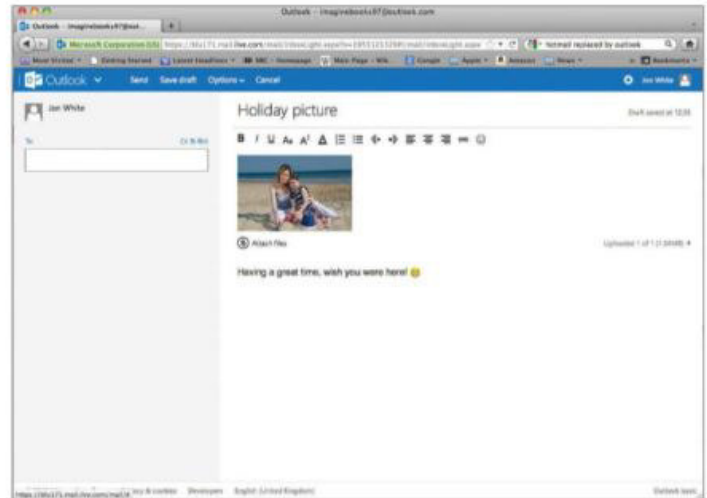
# Set up your own Outlook account

Microsoft has recently revamped its web mail service, dropping the Hotmail brand and replacing it with Outlook. We take you through this new-look mail client

In 2012, Microsoft decided to overhaul its web mail client, and brought an end to the Hotmail brand. Don't worry, if you still have a Hotmail account you can still access your messages and use your email address. But for anyone new to Microsoft emails, Outlook will now be the service you use.

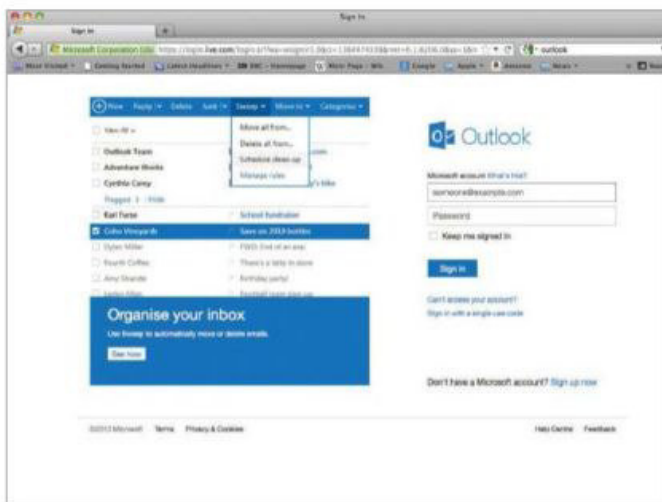
If you have an existing Microsoft ID, you can log in using your old email address and you'll be welcomed by the new-look interface. If you don't have an account, we'll walk you through the process of signing up and familiarising yourself with what's on offer.

Outlook has adopted a whole new look, something much more in line with Windows 8 than the old Hotmail interface. The main screen displays all your emails front and centre, with a clean, minimalist design preventing things from feeling cluttered. Organising your emails and sorting them into folders and categories is all done from the left-hand side menu, while creating new emails is done from the top bar. There are a whole range of settings you can tinker with, and all the organising and formatting options you'd expect to find are available.



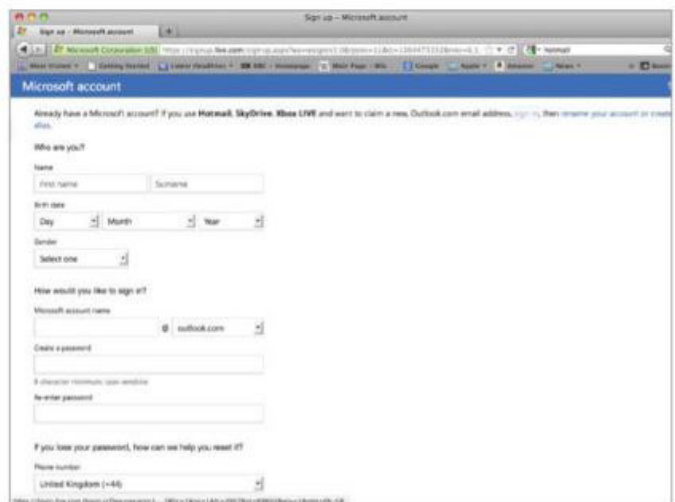
## Start using Outlook

Works on: Mac, PC, iPhone, iPad, Android



### 01 Get online

Go to [www.outlook.com](http://www.outlook.com) and then if you have an existing Windows ID (which you would have registered to use other Windows features) then enter your email address and password into the vacant fields on the Sign in header. If not, click on Sign up.



### 02 Sign up

If you are creating a new Windows ID from scratch, click on Sign up and follow the steps. Details will include your preferred Live email address (if available), name, address, mobile phone number and date of birth. Enter all info and accept the terms and conditions.

# The Outlook interface

A wealth of useful options at the click of a mouse

## Creating emails

If you wish to send a new email, this is where you need to go. Click this icon and you'll be taken to a new screen where you can compose a message, attach files and send to the recipient

## Your mail

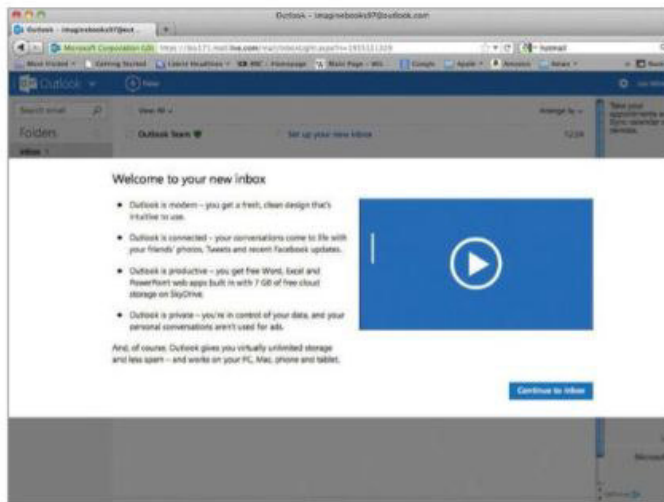
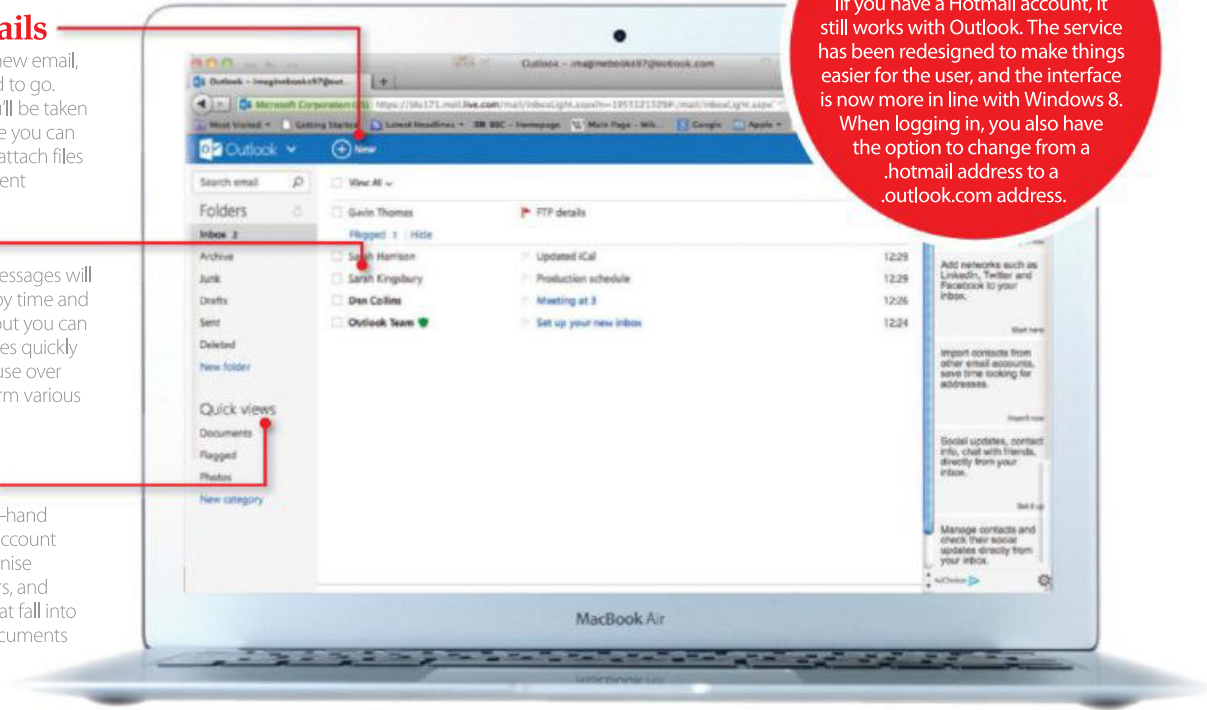
All of your received messages will be displayed in a list, by time and date, in your inbox – but you can organise your messages quickly by hovering your mouse over the message to perform various instant actions

## Organising

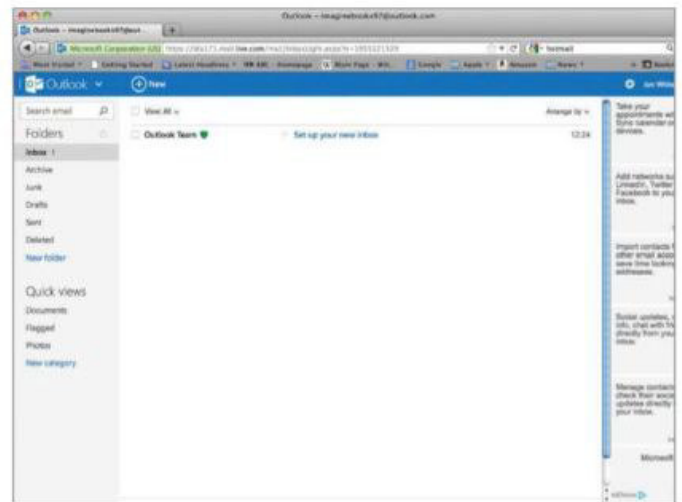
This bar down the left-hand side of your Outlook account is where you can organise your emails into folders, and quickly view emails that fall into categories such as documents and photos

## Hotmail users

If you have a Hotmail account, it still works with Outlook. The service has been redesigned to make things easier for the user, and the interface is now more in line with Windows 8. When logging in, you also have the option to change from a .hotmail address to a .outlook.com address.



**03** Log in  
Once you have signed in with your Windows ID, you'll be welcomed to your new inbox. There will be a few highlights pointing out the key features, and a video to watch if you wish. If you want to move on, click 'Continue to inbox'.



**04** Access Outlook  
You'll then find yourself in your new inbox. Previous Hotmail users will notice that the service has been completely redesigned. The main screen is taken up by your inbox and any emails you may have received, including one showing you how to set up your inbox.

Device used:  
Xbox One & TV



# Access Xbox One game saves in the cloud

Discover how your Xbox One game saves are stored in the cloud, how you can access them and how to manage them from the console itself

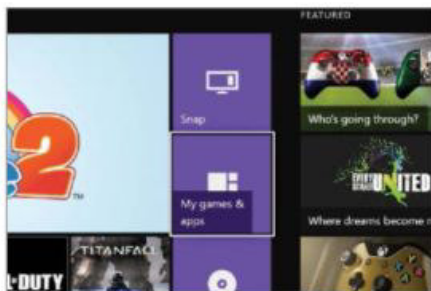
**A**s part of Microsoft's big push on cloud technology, the Xbox One is built with this firmly in mind. A large part of the console is driven by cloud tech, whether it's the account-associated digital licences – meaning you can play and access any digital game on any Xbox One you sign into – or even the dedicated servers that power its games. These dedicated servers enable smoother online experiences on multiplayer games, but can even be used to improve the games you play. This means game developers can use the remote power of these high-spec cloud servers to enhance their games, including improved graphics and more complex AI routines.

On the simpler side of things is the way that the Xbox One handles cloud saves. Unlike other consoles, the Xbox One automatically stores your saves onto cloud servers, providing you're connected to the internet while you play. You won't even need an Xbox Live Gold account – the subscription service that brings added benefits to Xbox One users – to make the most of cloud saves.

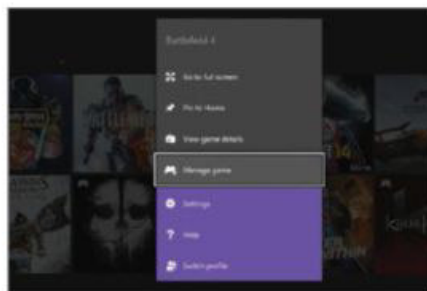


## Cloud saves on Xbox One

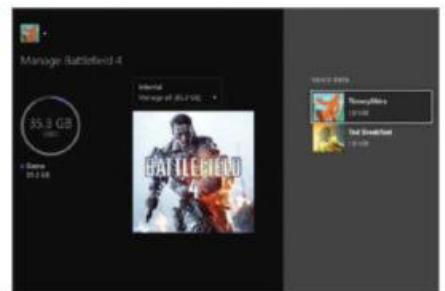
Works on: Xbox One, TV



**01** **Manage cloud save** From the Home screen, select the 'My game & apps' tile to be taken to the list of all games and apps your Xbox Live account has access to. This will even show titles that aren't currently installed.



**02** **Choose a game** If you decide that you want to delete a save for a particular game, you just have to scroll to a game you want and press the Menu button on the controller. Then select 'Manage game' from the menu.



**03** **Access save data** From the next screen scroll all the way to the right to find and highlight the saved data for this game. It will show the Gamertag for every user that has played the game on that Xbox One.



# Your cloud saves

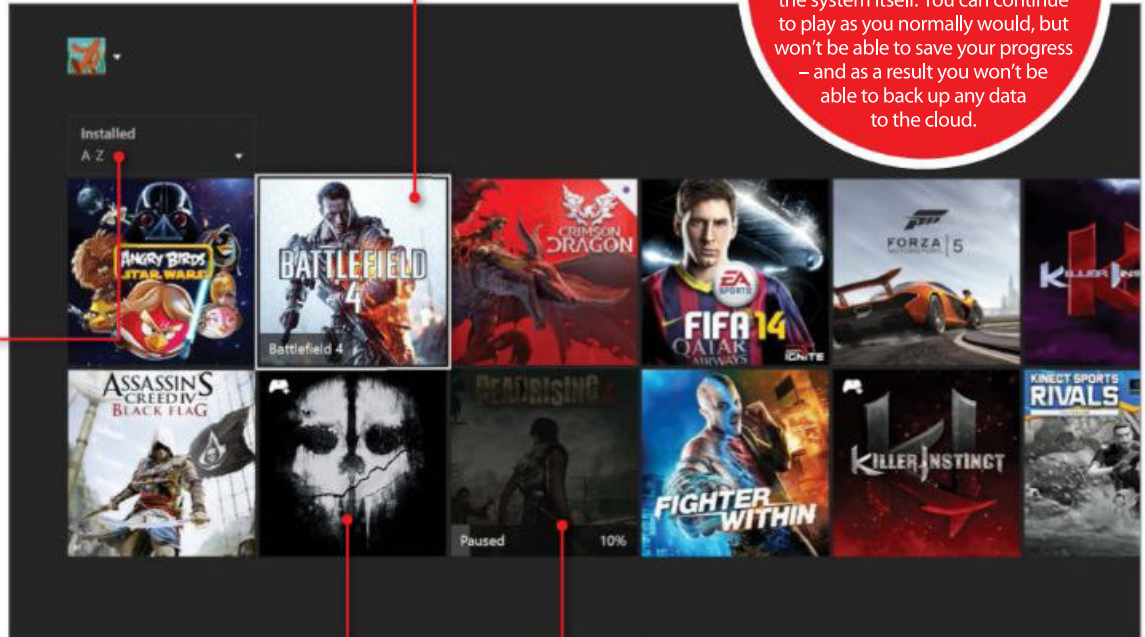
Understanding your saves, and how they work

## Games & Apps

All of the games you own – whether they're installed or not – will appear in the Games & Apps section of the Xbox One. You won't be able to see which games have saves from here, though

## Sorting your games

You can choose how you want to organise your games up on the left-hand corner of the menu. It's a handy addition to have, especially when the number of games you have starts stacking up



## Accessing saves (not shown)

Game saves are stored both on the cloud and locally on the Xbox One hard drive. There isn't an easy way of finding out where your game saves have been stored, but the console will always need a local save to work

## Deleting all your saves (not shown)

You can access the Xbox One's system settings – found via the Apps section on the left of the same Games & Apps menu – to find an option to clear all locally stored Xbox One game saves

**A full Xbox One**

If your Xbox One's hard drive becomes full then you won't be able to store your game saves on the system itself. You can continue to play as you normally would, but won't be able to save your progress – and as a result you won't be able to back up any data to the cloud.



**04 Delete the data** Press the A button on the saved data you'd like to delete and then choose the Delete Everywhere option. This will remove the save from your Xbox One console in addition to the cloud server.



**05 Saves on a new Xbox One** If you want to access your saves on a different Xbox One, simply sign in using the user management system from the Xbox One Home screen. Once logged in, your saves will begin to sync.



**06 Syncing problems** When on another Xbox One, sometimes your saves will take a while to sync. If you access a game with an older save the console will ask 'Which one do you want to use?' – so pick the one you want.

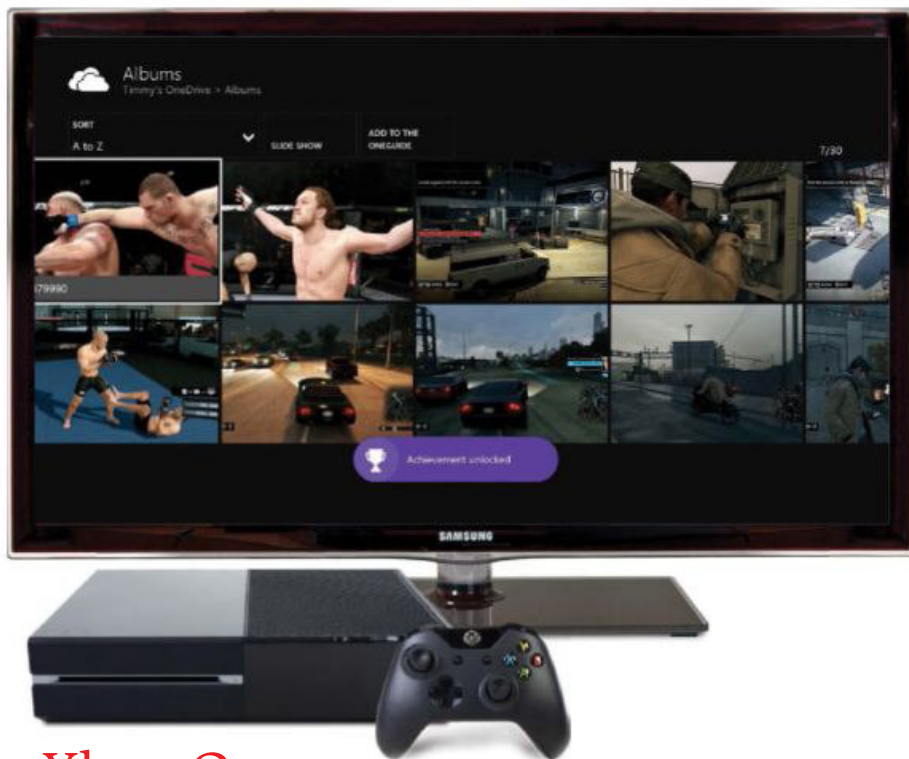
Device used:  
Xbox One & TV



# View files on OneDrive through Xbox One

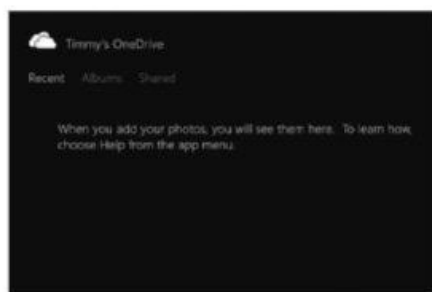
Make the most of your free cloud storage and Microsoft's Outlook accounts by viewing them on any compatible device, including the Xbox One console

**O**neDrive is the name for Microsoft's cloud storage service, which is provided free for all Outlook accounts. This includes any Microsoft MSN or Hotmail accounts created before the switch to OneDrive. Since the company has a long list of hardware devices that are capable of displaying media, it only makes sense that it utilises OneDrive on all of these devices – so you can access your files, photos and videos anywhere. Previously named SkyDrive, Microsoft later rebranded it to OneDrive to keep with the media-focused role of the Xbox One. With it you can store your favourite videos or photos in your OneDrive account where you can use it to show off all your media to friends and family without actually having to download the files first, or switch on your PC to gain access to them. And since it's all tied to your Microsoft Outlook account – and, therefore, your Xbox Live gamertag – you don't even need to be on your own Xbox One; you can just as easily access those images and videos from any Xbox One in the world, wherever you are.

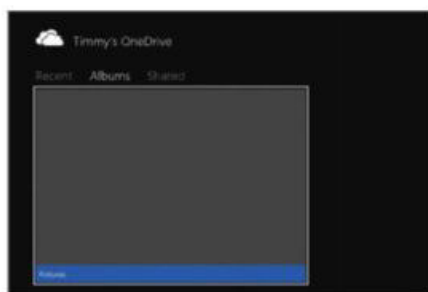


## Using OneDrive on Xbox One

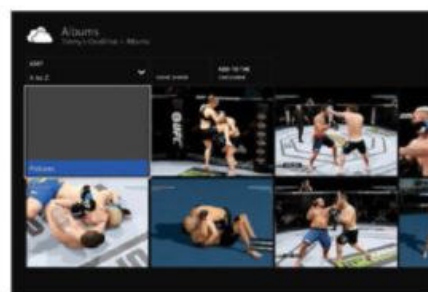
Works on: Xbox One, TV



**01 Recent photos** Once you boot up OneDrive you'll be greeted by a Recent section that will highlight any new images you've uploaded. Since this is unlikely through the Xbox One, it'll most often remain empty.



**02 Access albums** The core content in your OneDrive is stored in albums. The naming is relevant, since it will only show folders here, not loose images or videos. It's important to keep your OneDrive filing system orderly for this reason.



**03 Viewing photos** In the Albums page, select the more button (the '...' at the bottom of the screen) to see files in your account, including any loose images and video files. View in a slideshow by pressing the button on the top menu.

# Understand OneDrive

Find your way around the OneDrive app

## Recent uploads

Uploading images from the Xbox One to OneDrive will highlight your most recent uploads in this first tab

## Using albums

While using OneDrive you should make sure you use albums properly. Naming folders and storing particular images and videos within them is helpful to get the most from the OneDrive app

## Sharing media

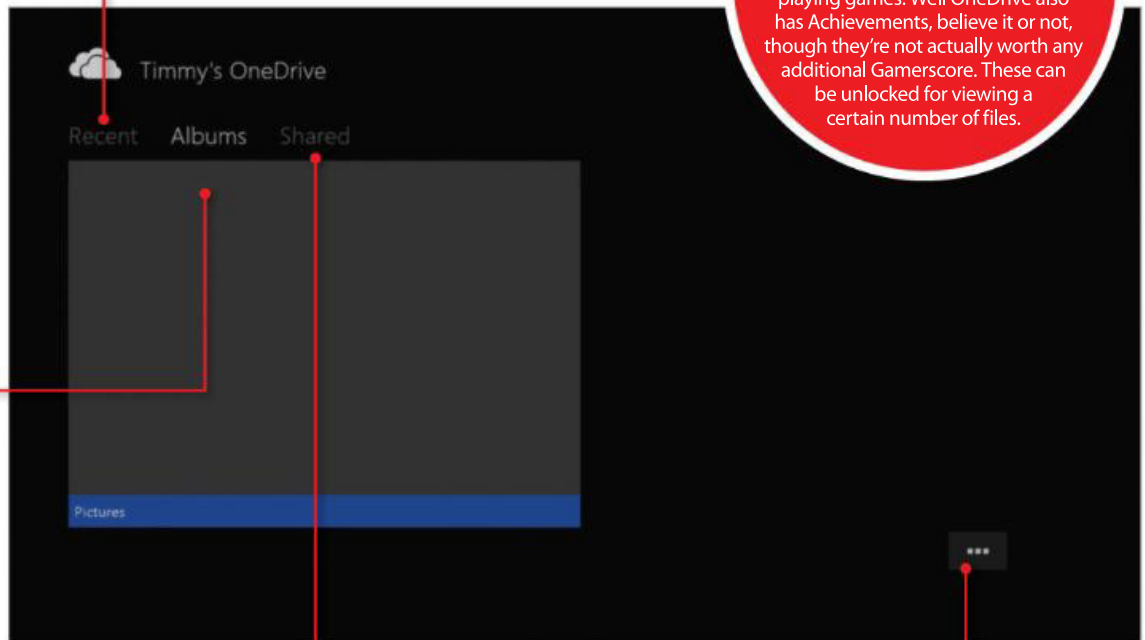
Sadly it's not possible to share media in your OneDrive account through the Xbox One. However, if you have a friend or family member who uses OneDrive on PC then they can share links for you to view on Xbox One here

## Viewing all media

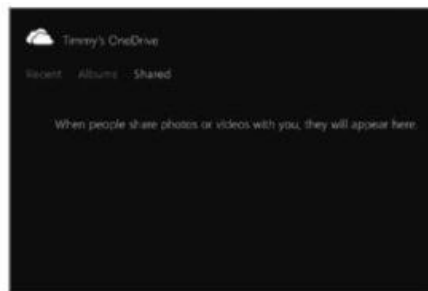
This is the button required for you to select to view all images and video stored on your OneDrive account. Doing so will take you to a new screen, but any additional file types – word documents, for example – won't appear

## Earning Achievements

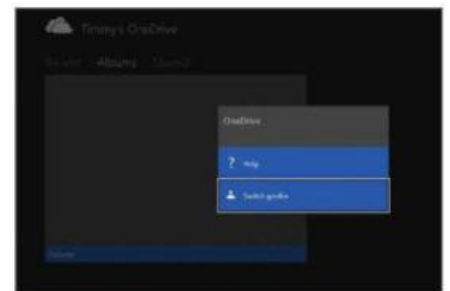
Those who use the Xbox One will likely already know about Achievements and the digital rewards you can earn from playing games. Well OneDrive also has Achievements, believe it or not, though they're not actually worth any additional Gamerscore. These can be unlocked for viewing a certain number of files.



**04** Watching video is as simple as selecting the relevant file, though it can also be accessed through an Xbox Live friend's profile. Poor video quality is often due to a weak internet connection when streaming.



**05** It's not possible to share files through the Xbox One, however you can use **OneDrive.com** to share with your friends and family. Any files shared with you will appear in the third tab in the OneDrive app.



**06** Switching profiles Your OneDrive account is linked to your Xbox Live gamertag. To view the files of a different user assigned to the Xbox One, press the Menu button on the controller, choose Switch Profile and pick an account to use.



# Amazon

## Work with Cloud Drive, Kindle Fire & more

### 96 Set up a Cloud Drive account

Create a Cloud Drive account

### 98 Store and view files

Access files from anywhere

### 100 Store photos

Share your images with others

### 102 Upload your videos

Keep your videos backed-up

### 104 Use Cloud Player to listen to songs on your Kindle Fire

Transfer songs to your tablet

### 106 Purchase songs and sync

Access desktop purchases on the move

### 108 Purchase Kindle books

Buy a book and sync with a device

### 110 Sync bookmarks over devices

Carry on reading on mobile or tablet

### 112 Stream movies via Lovefilm

Access films on Kindle Fire

### 114 Sign up for Amazon Instant Video

Enjoy the best movies wherever you are

“Amazon offers you a way to purchase, store and sync media and more”

#### Top tip

The Kindle app will let you purchase a book, then share it across all your mobile devices  
Page 110

Page  
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amazonkindle

## Key features

- Purchase music
- Store on Cloud Drive
- Use Cloud Player
- Sync bookmarks
- Movies on Kindle Fire



Page  
96



Page  
110

amazon



Device used:  
Mac



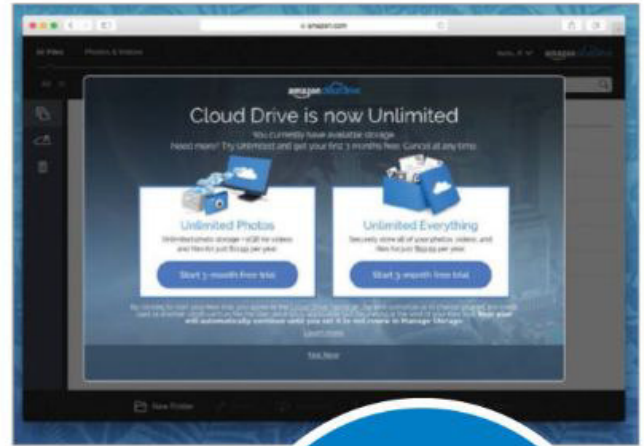
# Set up an Amazon Cloud Drive account

Discover how to use Amazon's free cloud storage service to upload and transfer files between computers quickly and easily

It wasn't so long ago that physical flash drives – which rapidly decreased in physical size, yet increased in storage capacity – were the primary means of keeping your essential files to hand for times of need. But now with the advent of 'cloud' storage, you can upload and access files from anywhere – and all you need is a standard web browser. The Amazon Cloud Drive is your own personal hard drive in the cloud, in which you can store your music, videos, photos and documents on Amazon's secure servers and then access them at any time, on any computer. The only prerequisites are an Amazon.com account and a web browser that supports Flash.

Once you have all of these, you are provided with 5GB of free online storage to use however you see fit and you have unlimited, secure access from any computer in order to retrieve your files, continue working on them and upload them once more.

In this tutorial we will guide you through the process of setting up and using Amazon's Cloud Drive.



## Upgrading your account

Your free Amazon Cloud Drive account provides you with 5GB of storage space, but if you find that you use the service often and require more space then you can upgrade and purchase additional storage space. Click on the 'Buy additional storage' button and then choose a new price plan.

## Your Amazon Cloud Drive

Using your free cloud storage is easy

### Uploading media

Uploading new files to your Cloud Drive is easy: just click on the 'Add Files' button and then find the files you wish to upload

### Your folders

You will be provided with four folders for various types of media by default, but can easily create extra ones by clicking the 'New Folder' button

### Your storage

The amount of storage space that you have currently used can be seen by clicking on your account menu and then selecting the 'Manage Storage' option



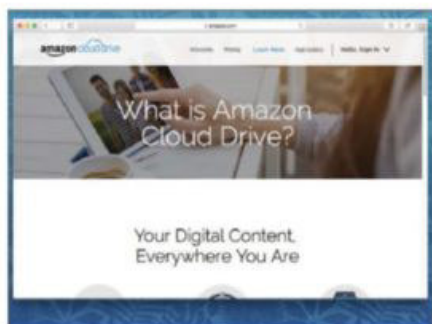
### Command options

The row of icons at the bottom of the screen will allow you to create new folders, download selected files and much more...



# Set up a Cloud Drive account

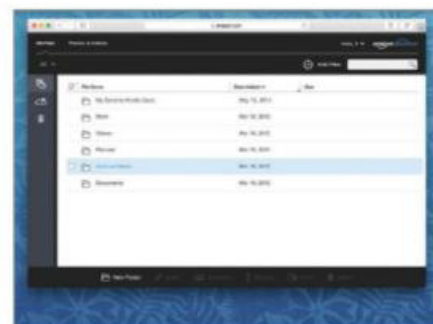
Works on: Mac, PC



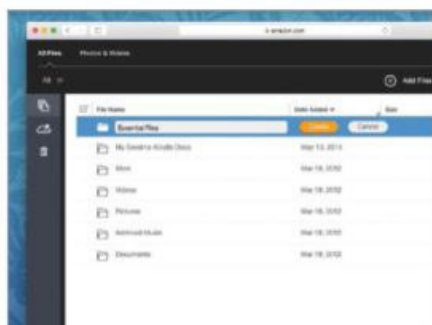
**01 Setup account** Go to [www.amazon.com/clouddrive/](http://www.amazon.com/clouddrive/) learn more and click 'Get Started'. Next, sign in using your existing Amazon account details or create a new account.



**02 Getting started** You can now start using your free Cloud Drive account. Click the 'Upload Files' button and read and agree to the terms and conditions, then click 'Continue'.



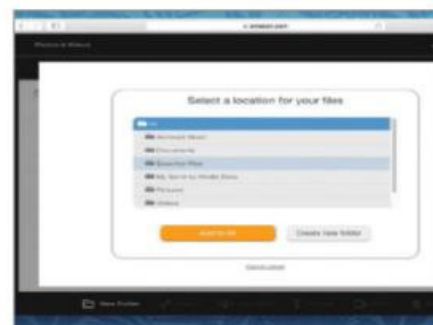
**03 Your Cloud Drive** You're taken to the main interface. This contains four folders by default (Documents, Music, Pictures and Videos), but you can create new folders by clicking 'New Folder'.



**04 Adding folders** Enter a name for the new folder and click 'Save Folder' to add it to your list. To delete a folder, click on the tickbox next to its name and then click the 'Delete' button.



**05 Uploading files** To start using your Cloud Drive, click 'Upload Files' then select a destination folder for your files. To do so, click on the drop-down menu and choose a folder from your list.



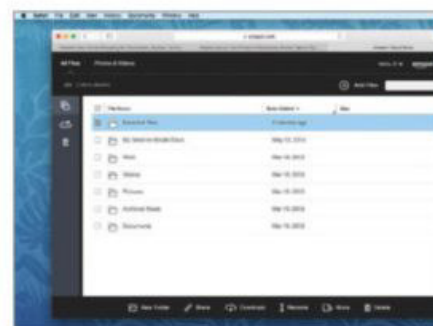
**06 Finding files** Click on the folder and then 'Select'. Now click on 'Select files to upload...' and then use the navigation window to find the files you wish to upload on your computer.



**07 Checking uploads** A progress bar shows the upload status and you can click on the 'See upload details' link at the end of the bar to check that your files have uploaded successfully.



**08 Access anywhere** You can log into your Cloud Drive from any web browser. Log into **Amazon.com** and then, under the 'Shop All Departments' list, choose 'Amazon Cloud Drive'.



**09 Downloading files** Once logged in, you can browse the folders and select items to download. Ensure that the tickboxes are checked and then click on the 'Download' button to retrieve the files.

Device used:  
Mac

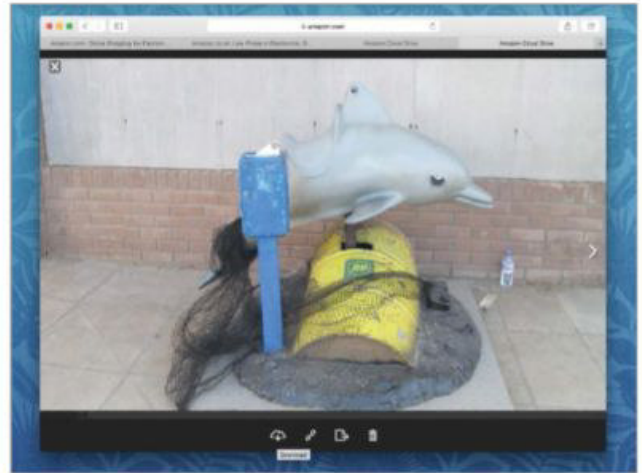


# Store & view files on Cloud Drive from a different machine

Once you have set up your own free Amazon Cloud Drive account, how do you go about accessing your files on a different machine? It's easier than you might think

The beauty of Amazon's free Cloud Drive service is that you can upload any type of files to your own personal cloud and access them at any time from any other computer, as long as it has a web browser. This means that you don't have to ferry your work around with you on a physical storage device and you can conduct your work on one computer, upload your files to your Cloud Drive and then access them easily on a different computer to continue working later.

What's more, as the service is web-based, the operating system is completely universal so you don't have to contend with different screen layouts and features when accessing your account on a different machine – everything is laid out exactly the same, making it easy to log into your Amazon account and gain access to your stored files within seconds. The process for downloading and uploading files is also the same on any machine, so you don't have to locate different menus and buttons to perform the tasks. In this tutorial we guide you through the process of accessing your Amazon Cloud Drive account on a different machine and show you how easy it is to access your files.



## Accessing your Cloud Drive

Using Cloud Drive on your computer

### Cloud controls

You can use the buttons below your Cloud Drive folder list to create new folders, download ticked files, delete files from your cloud storage and move files to different folders within your Cloud Drive

### Downloading files

Tick or click a filename to download the respective file to your new machine, whereupon you'll be able to continue working on it before uploading it back to your Cloud Drive

### Searching your Cloud Drive

If you have hundreds of files uploaded to your Cloud Drive and need to find one quickly, you can use this search field



### Sign Out

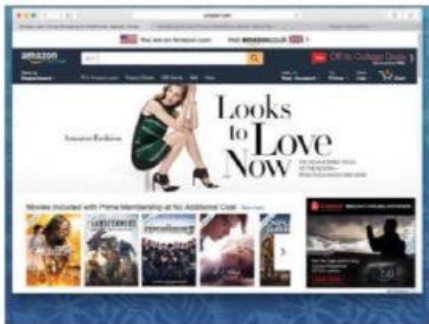
Once you have completed your Amazon Cloud Drive session on the different machine, make sure you sign out of your Amazon account to prevent other people from accessing your files if you're using a shared machine

### Get help

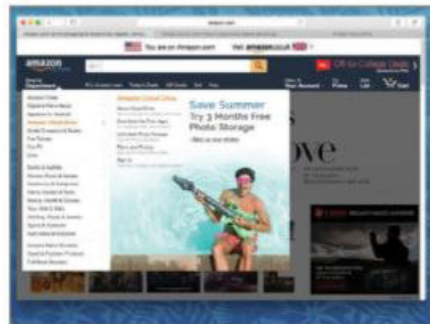
To get a detailed breakdown of how much of your cloud storage you are using (you are given 5GB in the free version), purchase additional space and learn more about the numerous features and benefits of using Amazon's Cloud Drive service, click on the 'Settings' link in the top-right corner of the screen.

# Get more from Cloud Drive

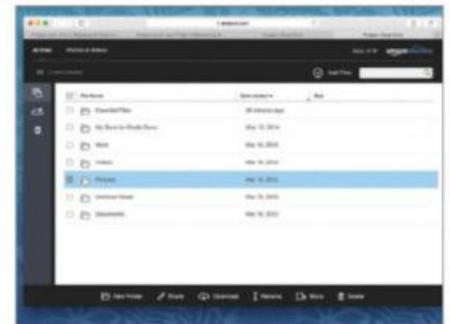
Works on: Mac, PC



**01 Log on** On the computer you're using, go to [www.amazon.com](http://www.amazon.com) and then sign into your Amazon account using your existing email address and password.



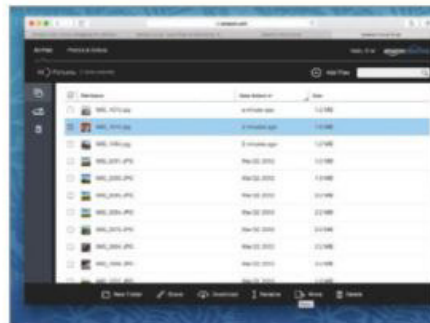
**02 Accessing Cloud Drive** Click 'Shop All Departments' at the top left and scroll down to the 'Amazon Cloud Drive' option, then click 'Your Cloud Drive'. Your Cloud Drive page will now be displayed.



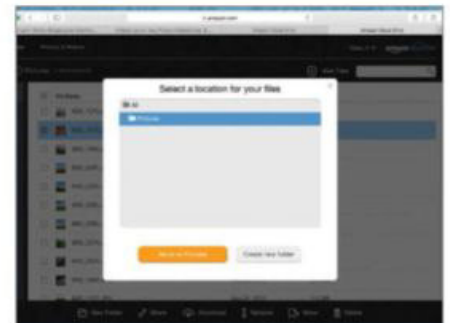
**03 Accessing files** Accessing the files on your Cloud Drive from a different machine is easy. Click on the folder that contains the files, then check the tickboxes of the files and click 'Download'.



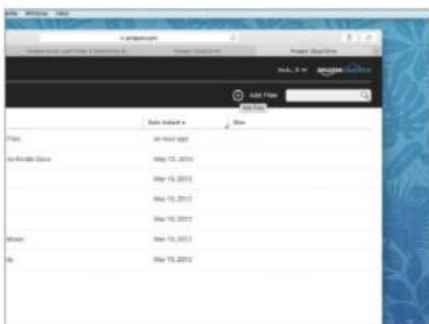
**04 Instant access** You can access certain files instantly by clicking on the filename in the list, but the machine you're using must have a compatible app installed that can handle the files.



**05 Moving files** If you want to move files to different folders on your Cloud Drive, check the tickboxes next to those files. then click on the 'More Actions' drop-down menu.



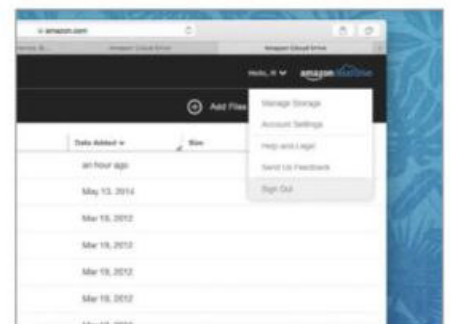
**06 Choose a destination** Click on 'Move item to...' and choose a destination folder. Click on a folder to choose it and it will become bold; complete the action by clicking on the 'Move item' button.



**07 Uploading files** After amending downloaded files from your Cloud Drive on a different machine, uploading them is the same as on the primary machine. Start by clicking 'Upload Files'.



**08 Choose folder and files** Select a Cloud Drive destination folder for your files and then click on 'Select files to upload...' to choose the files that you would like to copy back to your Cloud Drive.



**09 Sign out** When your files have uploaded and you've completed your session on the other machine, sign out of your Amazon account to prevent others from accessing your files.



Device used:  
Mac



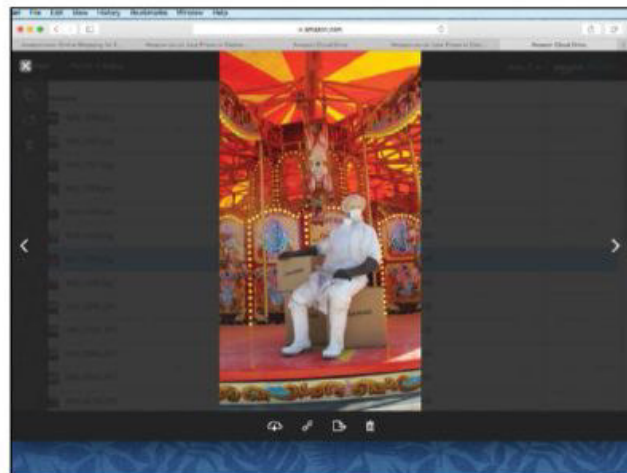
# Store photos on your Cloud Drive account

Use Amazon's free cloud storage service to upload photos and view them through an attractive slideshow

As we have previously explored, the files that you upload to your Amazon Cloud Drive are handled in different ways. You can either download them and find apps to open them with or, if compatible apps are already installed on your system, then you can simply click on a file in its respective folder to open it directly from your Cloud Drive – and if you do this with uploaded pictures then you'll be in for a nice surprise!

When you click on an image file, it won't just open it up, it will actually place all available photo files into an attractive slideshow and allow you to scroll through them all and view them full-screen in their own slideshow window that encompasses the entire web browser window. It is a great way to view your images and there are plenty of options available to switch photos, skip to certain points in your photo strip and even play the slideshow automatically so that it casually presents all of your images one after the other while you just sit back and watch.

In this tutorial we will guide you through the process of setting up and using your Cloud Drive slideshow and we will also expose the numerous options available to you.



## Your Amazon Cloud Drive slideshow

Using Cloud Drive for pictures

### Closing images

When you are done in full screen mode you can click on the 'X' icon in the top-left corner of the screen to close the images and return to the main drive screen

### Manual photo switch

Move your cursor to either side of the screen and large arrows will appear that let you manually switch to the next/previous picture – handy for quickly finding the photos you want

### Your photos

When you enter full-screen mode, all of your uploaded images will be available to view – you don't have to select them individually, unlike previous versions

### Available actions

At the bottom of the screen are various options that allow you to share your images with other people, download them, move them to a different folder or delete them from your drive



### Closing your slideshow

Once you have finished viewing the slideshow of pictures that you have uploaded to your Amazon Cloud Drive, you can either move your cursor to the top of the screen to bring up the controls bar and then click on Close, or simply click on the Back button on your web browser.

# Upload and view photos

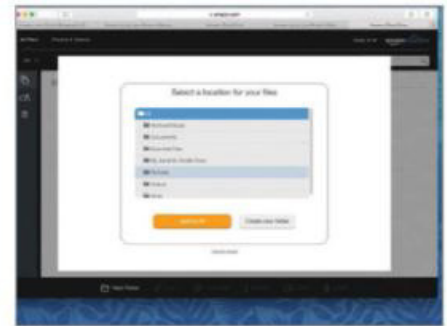
Works on: Mac, PC



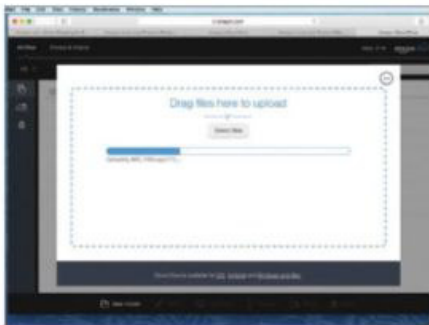
**01 Access your Cloud Drive** Go to [www.amazon.com](http://www.amazon.com), click 'Shop All Departments', scroll down to 'Amazon Cloud Drive' and choose 'Your Cloud Drive' before signing in with your Amazon details.



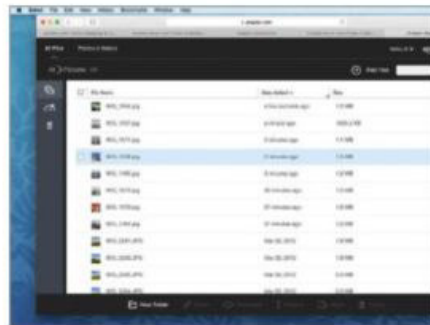
**02 Upload files** Once into your Cloud Drive account, click 'Add Files' at the top right. Then, in the window that appears, either drag the files into the space or click on 'Select Files'.



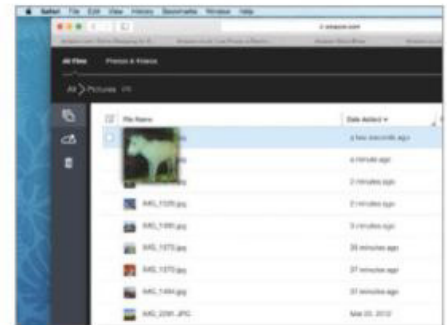
**03 Select files** Once you have selected your files, choose a destination folder for them and then click on the 'Add to...' button to start uploading your files to your drive.



**04 The waiting game** Your images will now be uploaded to your Cloud Drive. This may take a little while depending on connection speed and number of files. The progress will be indicated by a bar.



**05 Open pictures** When the upload is done, click on the Pictures folder in your Cloud Drive window and all of the uploaded images will be listed with file sizes and upload times.



**06 Click on files** As long as you have compatible apps on your machine to handle the files, you can open and view the files in your Cloud Drive simply by clicking on the file names.



**07 View slideshow** When you click on pictures, they will be opened up in full-screen mode to fill the window and a row of options will appear at the bottom of the window.



**08 Changing images** While in full screen mode you will see arrows on either side of the screen. Click on these to go to the previous or next image in the sequence, like a slideshow.



**09 Closing images** When you are done looking at your images in full screen mode, simply click on the 'X' icon in the top-left corner to return to the main drive screen.

Device used:  
Mac



# Uploading videos to an Amazon Cloud Drive account

We show you how to use Amazon's free cloud storage service to upload and back up your personal videos and view them whenever you want

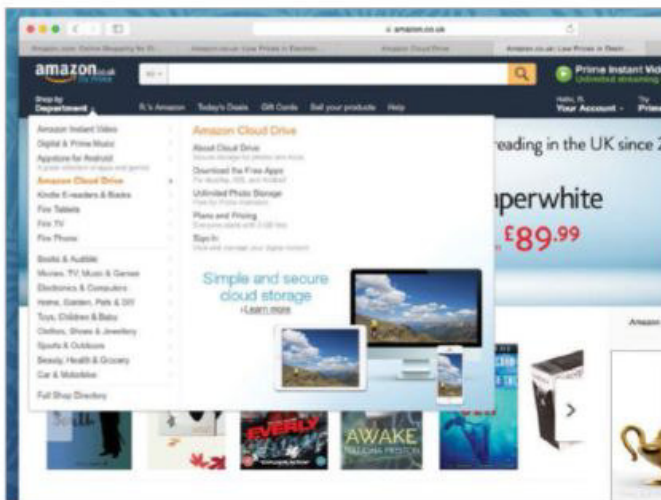
As we have previously demonstrated with the [uploading photos tutorial](#), the files that you upload to your Amazon Cloud Drive are handled in various ways. You can either download them and find apps to open them with on your system or if you have compatible apps already installed on your computer, then you can simply click on a file in its respective folder to open it directly from your Cloud Drive window. And viewing videos is no exception.

When you click on a video file, it will be opened in its own browser window and have its own control bar to help you view and manipulate the video. The controls you have access to are fairly basic – play/pause, a high speed scrubbing bar and volume – but you can also view your videos in full screen by clicking on the arrow icon. This is the best view as all surrounding space is blacked out, allowing you to concentrate on the action, and the control bar is also much bigger. In this tutorial we will guide you through the process of uploading videos to your Cloud Drive and viewing them straight from your cloud whenever you want.



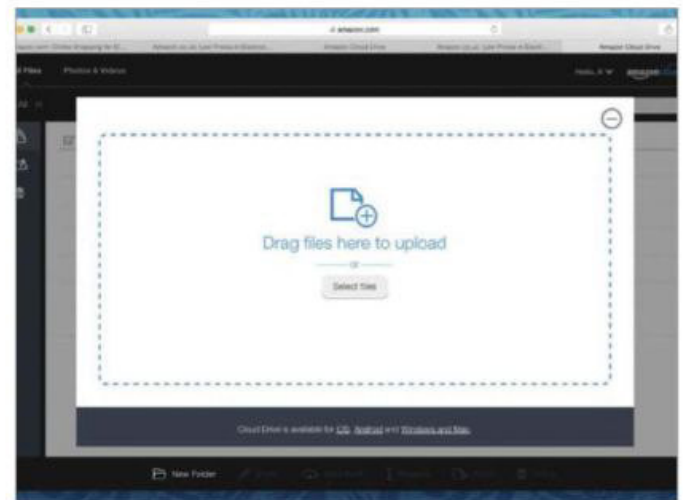
## Store your videos on the Drive

Works on: Mac, PC



### 01 Access your Cloud Drive

On your browser, go to [www.amazon.com](http://www.amazon.com) and then under the 'Shop All Departments' menu in the top-left of the screen, scroll to 'Amazon Cloud Drive' and then choose the 'Your Cloud Drive' option. When prompted, sign in using your existing Amazon account details.



### 02 Upload files

Once into your Amazon Cloud Drive account, click on the 'Add Files' link and then in the window that appears, click on the 'Select Files' option and then navigate to the files that you wish to upload, in this case, video files.



# Your Cloud Drive videos

Accessing video files through your Cloud Drive

## Uploading files

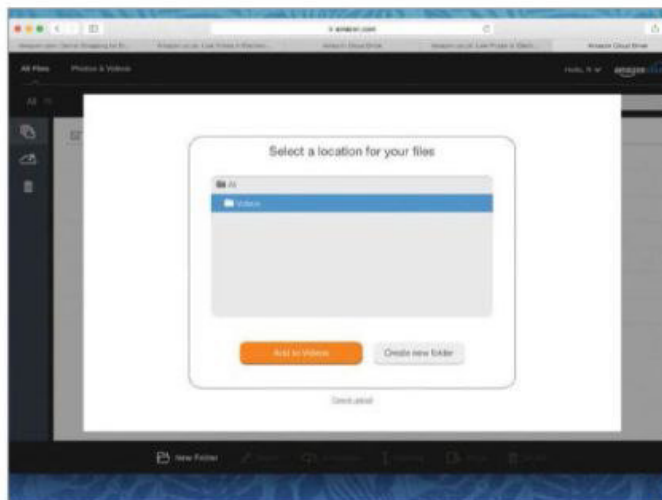
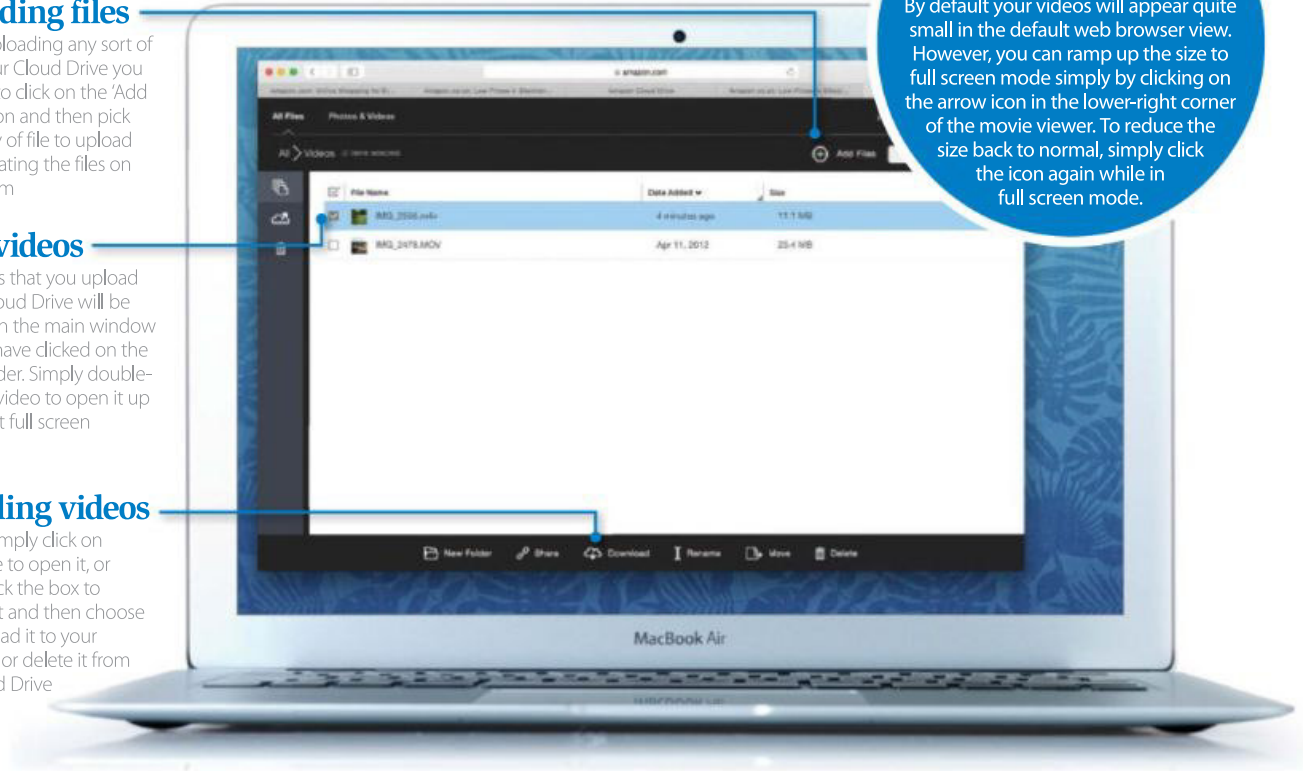
To start uploading any sort of files to your Cloud Drive you will need to click on the 'Add Files' button and then pick a category of file to upload before locating the files on your system

## Your videos

Any videos that you upload to your Cloud Drive will be viewable in the main window after you have clicked on the Videos folder. Simply double-click on a video to open it up and view it full screen

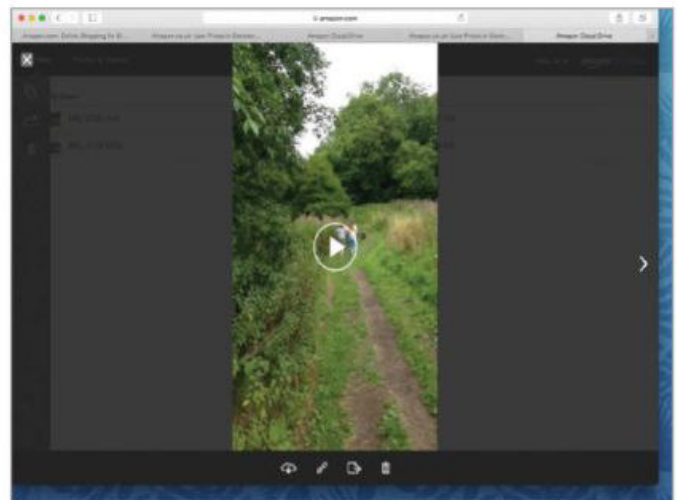
## Handling videos

You can simply click on a video file to open it, or you can tick the box to highlight it and then choose to download it to your computer or delete it from your Cloud Drive



## 03 Upload videos

Once you have chosen your video files you will need to choose a destination folder to copy them to. Click on the 'Videos' folder and then click on the 'Add to Videos' button. A progress bar will then show when the upload process is complete.



## 04 View videos

To view videos that you've uploaded to your Cloud Drive, click on the Videos folder and then choose a movie file. It may take a few moments to load based on the size of the file, but before long your video will be viewable in a new browser page complete with controls.

Device used:  
Kindle Fire



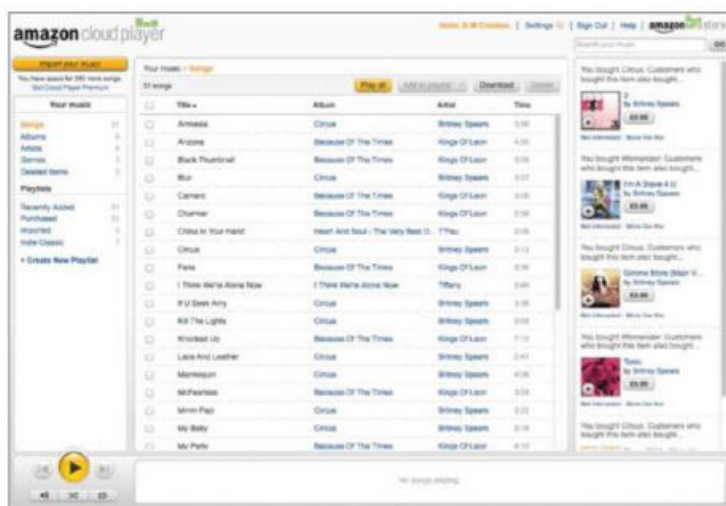
# Use Amazon Cloud Player to listen to music on Kindle Fire

Transfer songs to Amazon Cloud Player on a computer and listen on Kindle Fire

Amazon's Cloud Player is fast becoming one of the best music services around. Not only can you include songs you've bought from Amazon's website and Kindle Fire store, you can also import your own tunes via any computer so you can access them wherever you are.

Songs ripped from CDs, taken from your existing collections or found on your hard drive are fair game. All will be imported and matched to the 256kbps audio versions of your tunes that are stored on the Amazon servers in lightning-fast time. Any songs that cannot be located on the Amazon server will be uploaded fresh. While this will take a bit longer, the overall combination makes this a painless experience that ensures none of your music gets left behind.

Any songs that you import from your computer can be listened to on your Kindle Fire. You can download songs from the cloud to your tablet too. You get 250 imported songs for free but have to pay after that, so bear that in mind if you have a large collection you want to listen to on the move.



## Music on your Kindle Fire

Put your songs in the cloud

### Cloud/Device

Any tunes in the cloud appear under the Cloud tab. If you transfer them to your Kindle Fire, they will appear under the Device tab

### Download

If you want any songs that you have uploaded via computer to the cloud to be stored locally on your Kindle Fire, tap Download

### Edit tracks

You can edit songs just in case there has been a mistake in the importing process. This is rare, but the function is there

### Listen via the cloud

The controls let you listen to the songs that have been transferred and you can play, rewind and fast-forward them



### Cloud Player Premium

You can only store 250 songs for free using the Amazon Cloud Player service. Cloud Player Premium costs £21.99/£24.99 per year, but it lets you import a staggering 250,000 songs, which should be enough for anyone.

# Upload songs to Cloud Player

Works on: Kindle Fire



## 01 Amazon Cloud Player

To transfer songs to Amazon Cloud Player via a desktop machine, you need the Cloud Player itself. Get this from Amazon's website by going to [amazon.com/cloudplayer](http://amazon.com/cloudplayer) and looking for the link which takes you to the player section of its website.



## 02 Import your music

Here is the Cloud Player in all its glory. Any songs that you have purchased from Amazon will appear in here, but you are also able to import songs of your own. In order to do this, you must click 'Import your music' at the top-left of the screen.



## 03 Download Music Importer

To import songs and playlists from iTunes, Windows Media Player or your computer's music folders, you need the Amazon Music Importer. It requires Adobe AIR, which it'll install at the same time for you. Tap Download Now.



## 04 Authorise your device

The Amazon Music Importer lets you import your whole library or just a section of it – you can choose which tracks. Tell the installer where you want the Importer to be installed. You also need to authorise your device. You can have up to ten authorised.



## 05 Scan your library

Amazon Music Importer will now scan the music on your computer, which can take a short while. It will look through iTunes and Windows Media Player libraries, but if you want to browse the files yourself, tap Browse Manually. Otherwise, click 'Start scan'.



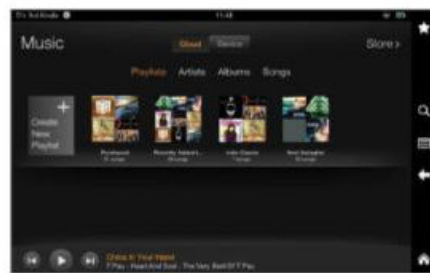
## 06 Select music

You can choose which songs to import at this point, using the '+' symbols to the left of the folders. The number of songs is shown for each. When you have made your selection, click on 'Import selection' and the songs will start to be imported.



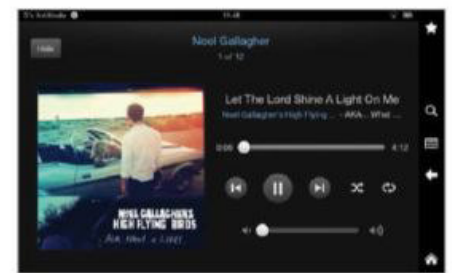
## 07 Your songs imported

You'll see the songs you've imported in your Amazon Cloud Player library. Although you can play these tracks on your desktop, the main thing is that you can listen to them on your Kindle Fire. The great thing is that these songs will be stored in the cloud...



## 08 The Kindle Fire

In a short while, the songs that you have uploaded via your computer will be available to listen to on your Kindle Fire. You do not have to do anything for these to appear. The Kindle Fire automatically looks for songs that have been uploaded.



## 09 And play...

Tap on a song that has been uploaded on your Kindle Fire and it will take you to the play screen, which may well be familiar to you. This contains all of the controls that you need to make the most of your songs and it also includes album art.



Device used:  
Kindle Fire & Mac



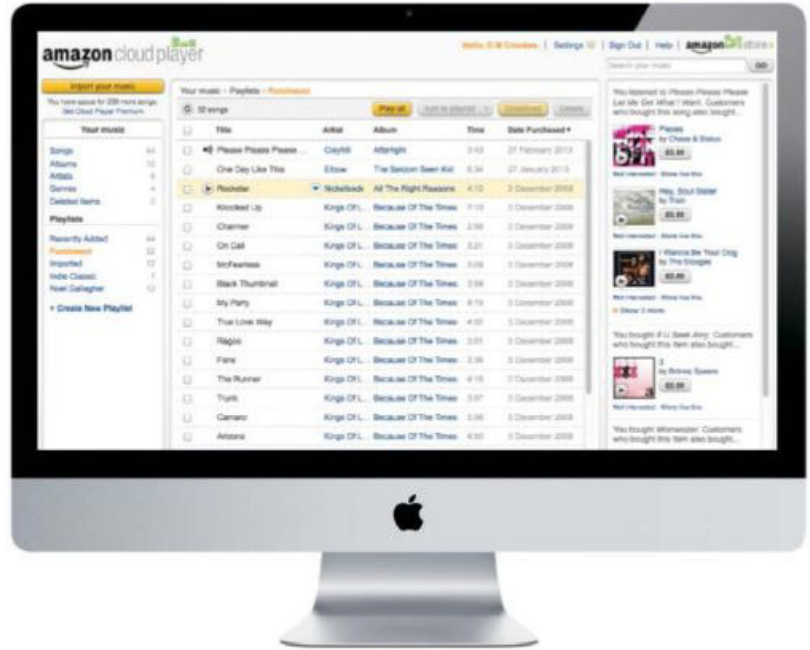
# Buy a song and access it on your Kindle Fire

Make a music purchase on a desktop and access it on your Kindle Fire

**A**mazon makes it easy to buy songs it has stored on its servers. It uses clever programming to flag up music that you may enjoy based upon what you have listened to in the past and it recommends songs that are new or proving popular.

But what is also done is place all of your purchases in the cloud. It means you can go to the Amazon website, buy a few songs and then have them available on a portable device such as the Kindle Fire. There are no wires involved and no need to re-purchase a song. All you have to do is buy the tune you want on the desktop and then see it appear with the cloud-streaming part of the Music app on the Kindle Fire.

As well as being able to store your songs remotely and share those tunes across the devices that you own, you are also able to download the song to your Kindle Fire. The cloud can therefore act as a primary source of music when connected to Wi-Fi or a brilliant back-up so that your device doesn't become clogged with songs.



## Pull songs from the cloud

The difference between cloud and device

### Tabs

When you are under the Cloud tab, all of the songs are stored on a remote server and accessed via Wi-Fi. Tap Device and songs you have downloaded to the device appear

### Deleting music

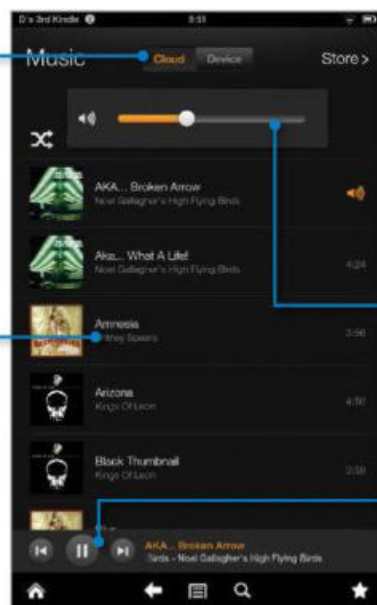
Music stored in Amazon Cloud Player cannot be deleted through the Kindle Fire so in order to do this, you will have to go to the Amazon Cloud Player on your desktop. Now you can delete songs. Any deleted tunes will become inaccessible from the Kindle Fire since you are removing the tune from your account on the remote server.

### Volume

You can use the volume controls on the actual Kindle Fire itself and the volume level will show on the screen. From here you can also use your fingers to slide left and right

### List of songs

The Kindle Fire can display a list of albums or a list of songs depending on the option you choose. It shows which album or song is currently playing and the length of time



### Controls

Here you can see some rudimentary controls including play/pause, fast forward and rewind. Tapping on a song name will allow you greater control and more options

# Buying and playing songs in the cloud

Works on: Mac, PC, Kindle Fire



## 01 Go to Amazon

Go to the Amazon website and navigate to the MP3 section which you will be able to do via the links to the left of the page. Use the search bar to find a song or explore.



## 02 Buy a song

After having a look around at the music on offer, you will come to a Buy MP3 button next to a song. When you are ready to make a purchase, click it.



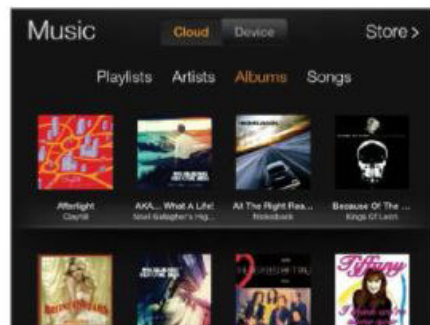
## 03 Sign in

If you haven't already, ensure you are signed in. Now you can review your purchase and make sure it's the tune you want. Click Continue or Cancel Purchase.



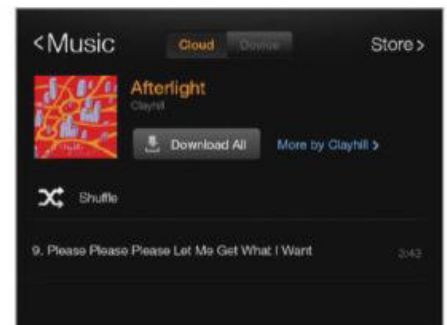
## 04 Purchase completed

Assuming you clicked Continue, your purchase is made and the song is now available via the Cloud Player on your computer. You can install it on this screen.



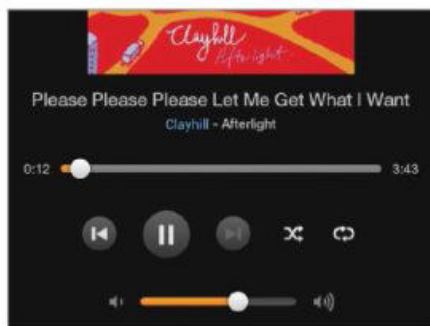
## 05 Go to Kindle

Grab your Kindle Fire and go to the Home screen. Tap on the Music option at the top of the screen and you will see the tune you have just bought.



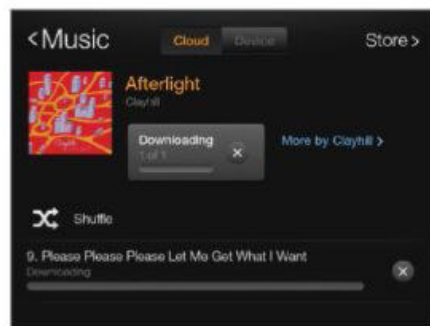
## 06 Listen to it

By tapping on the song, you will be able to listen to it via the cloud. This means the song will be streamed via Wi-Fi to your device but it won't be placed on the Kindle Fire itself.



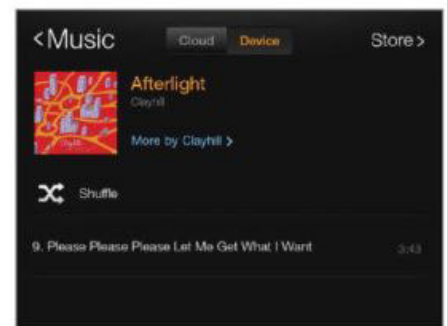
## 07 Using controls

You can use the bar at the bottom to increase the volume and you can also use the play, stop, forward and rewind buttons as well as shuffle and repeat.



## 08 Download a song

It is possible to download a song from the cloud so that you can listen to it without needing to have a Wi-Fi connection. Go to step 6 and tap the Download button.



## 09 The tabs

Once you have the song on your device, it will appear under the Device tab. But it won't disappear from the cloud so you have a good backup too.

Device used:  
Mac



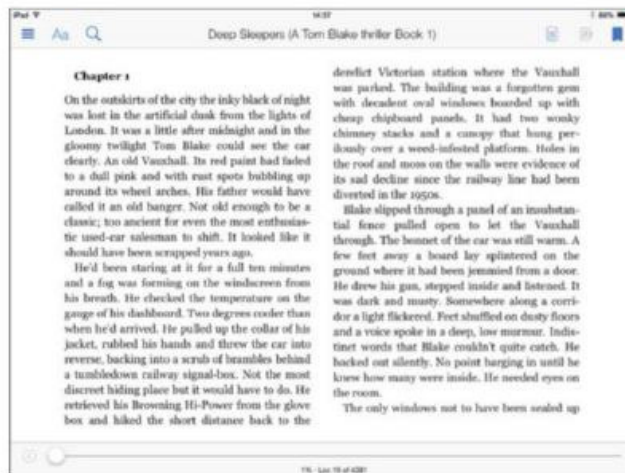
# Buy Kindle books and access them on mobile devices

Thanks to cloud technology, any eBooks you buy from Amazon will be instantly accessible on your smartphone or tablet. . .

The digital eBook revolution is in full swing and, as such, it has never been easier to read and enjoy books thanks to Amazon. We all know about the Kindle, a portable eReader that is purpose-built for storing thousands of digital publications and enabling users to read them through a glare-free, natural-looking interface, but all Kindle books purchased from Amazon can be read on your tablet or smartphone, too.

Buying books from Amazon is simple – log onto the site from any browser, log in to your account and then jump to the Kindle Books section from the 'Shop All Departments' menu. Once there you can browse through millions of books and when you find one you want you can purchase it with one simple click and get it delivered to your device.

Thanks to the wonder of cloud technology, your eBook will be ready and waiting for you when you next launch the Kindle app on your tablet or smartphone and, best of all, as you read through it, your current page will be memorised and pushed to all of your devices wirelessly so that you can pick up reading on one device where you left off on another. Here we show you how to purchase books and access them on your mobile device.



## Buying books through Amazon

Shop for books with ease

### Shopping for books

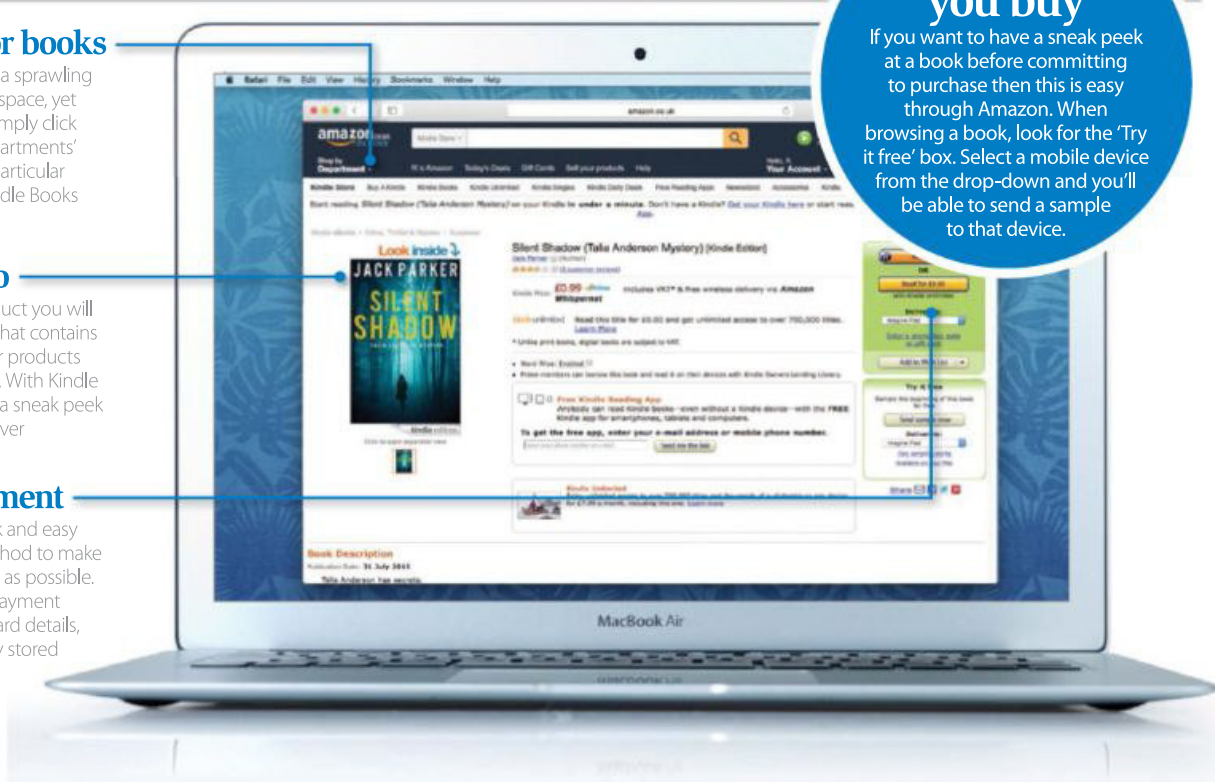
The Amazon store is a sprawling mass of virtual shop space, yet shopping is easy – simply click on the 'Shop All Departments' menu to jump to a particular category, such as Kindle Books

### Product info

By clicking on a product you will call up its info page that contains details such as similar products and payment details. With Kindle books you can have a sneak peek by clicking on the cover

### 1-Click Payment

Amazon uses a quick and easy 1-Click Payment method to make shopping as smooth as possible. Simply preset your payment details by entering card details, which are then safely stored



### Try before you buy

If you want to have a sneak peek at a book before committing to purchase then this is easy through Amazon. When browsing a book, look for the 'Try it free' box. Select a mobile device from the drop-down and you'll be able to send a sample to that device.



# Purchasing and accessing eBooks

Works on: Mac, PC, iPhone, iPad, Android



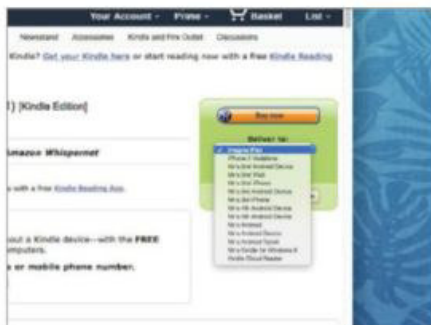
**01 Visit the website** To start purchasing Kindle books, go to [www.amazon.co.uk](http://www.amazon.co.uk) and then, in the 'Shop All Departments' menu, highlight 'Kindle' and scroll down to the 'Kindle Books' department.



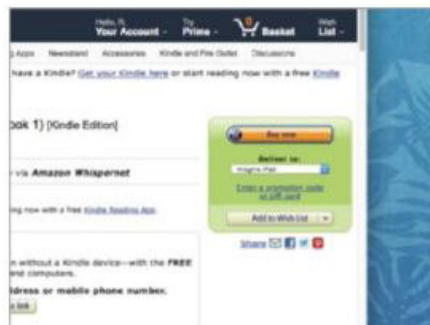
**02 Searching by section** Browsing for digital literature is easy. If you like a particular type of book then you'll be able to search by clicking on the subject matter in the left-hand column.



**03 Free books** Click on the 'Best Sellers' link at the top of the page. Here you will see charts for the top 100 paid and free books. Click free and go shopping for fine free digital publications.



**04 Buying a book** To buy a book click on its title to access its info page. You'll notice a 'Buy now' box on the right-hand side. In this box, use the 'Deliver to' menu to select a device.



**05 Download to device** Select the device you'd like your digital publication delivered to and then click on 'Buy now' to buy the book and get it sent to your preferred device.



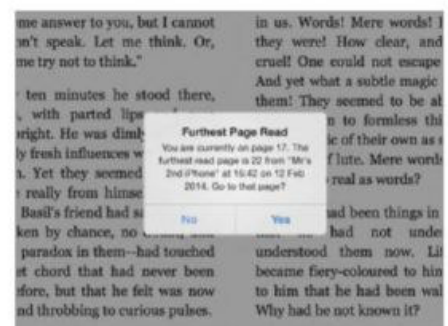
**06 Open app** Once you have received confirmation of your purchase, pick up your device and then launch the Kindle app that is installed on your favoured device.



**07 Instant access** As soon as the app has launched, you should notice your recent purchase in the main window. Tap on the cover to open it and start reading it, swiping pages to turn them.



**08 Cloud syncing** If you have the Kindle app installed on a different device your purchase will appear as an available download next time you launch the app. Tap on its cover to download it.



**09 Continue reading** The beauty of reading books through the Kindle app is that when you get to a certain page on one device, you'll be able to pick up where you left off on other devices.

Device used:  
iPad



# Sync Kindle bookmarks across different devices

The beauty of cloud computing means that with apps such as Kindle, you can start reading a book on your iPhone and continue on your iPad later. Here's how it works. . .

Amazon's Kindle service extends way beyond its specific Kindle reader devices – anyone can purchase eBooks from the Amazon store and read them on a wide range of devices, from smartphones to tablets.

What's more, the cloud technology that Amazon employs allows you to start reading a downloaded eBook on one device and then pick up exactly where you left off on a different device. As long as you have the free Kindle app installed then you will be able to access all of your books when connected to a Wi-Fi network and your current page, along with all of your notes and bookmarks, will be synced wirelessly and be applied and made available to all of your other connected devices.

The freedom this provides is very liberating and ensures that the reading process is smooth and unhampered regardless of which device you are using to read your books. In this tutorial we demonstrate Amazon's cloud technology in effect and show you how it is used to enable you to read the same book across multiple devices without having to remember which page you got to.



## Accessing books on a different device

Works on: iPhone, iPad, Android



**01 Start reading** Launch your Kindle app on one of your devices and then tailor your reading options to suit your tastes, such as adjusting the font size, screen brightness and background colour of the pages you are reading.



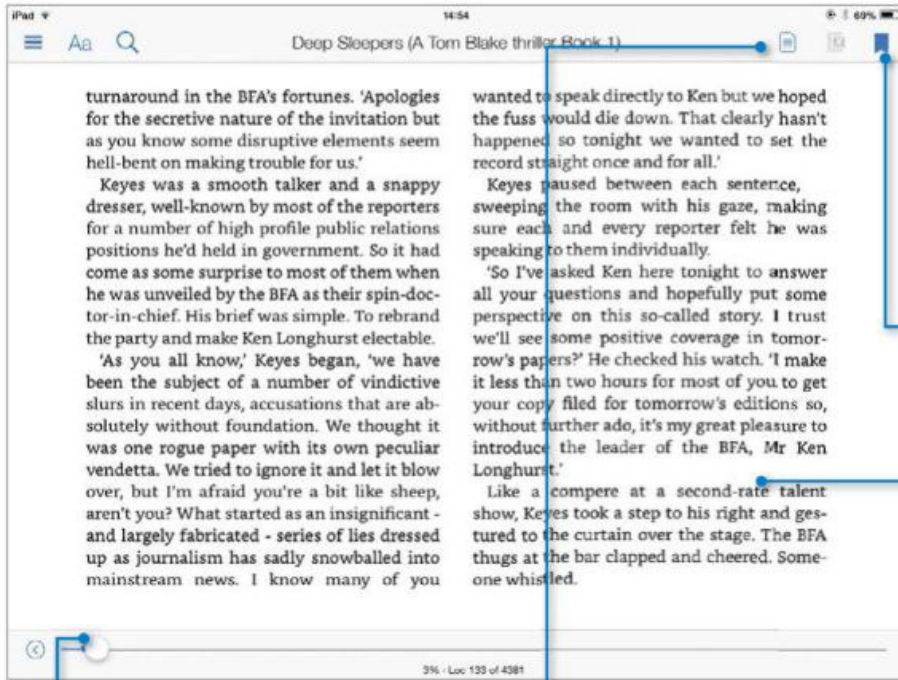
**02 Stop reading** When your current reading session comes to a natural end, simply close the app. There is no need to save anything or bookmark anything, just close the app and don't worry as your place will be kept.



**03 Pick up reading** Now, to demonstrate the power of the cloud technology, pick up another device and then launch the Kindle app. When you open the book that you are currently reading a message will be displayed.

# Kindle app

Use the controls to tailor your reading experience



## Reading controls

While reading, tap the page to display the basic reading controls. These include options to zoom in, adjust the font size, screen brightness and background colour, as well as the option to fast-scrub your way through the book

## Notes & Marks

You can create notes by highlighting portions of text and then choosing to highlight or apply notes. These are then synced to your cloud and will be accessible when reading the book on a different device



## 04 Sync pages

The message will tell you the page you are currently at on your present device and the furthest read location on your other device. To continue reading where you left off previously, tap 'Yes' to jump to the furthest page.



## 05 Sync notes & bookmarks

The Kindle app will also allow you to sync bookmarks and notes. Tap the bookmark icon in the top-right to create a bookmark. To make notes, highlight words, then choose the 'Note' option.

## Buying books

Although the online bookstore was bizarrely removed from the app for a while, it has now been thankfully restored. Simply go to your mail library and then tap on the Amazon logo in the top-right corner of the screen to start browsing for new books to add to your collection.

## Bookmarking a page

To bookmark a specific page, simply tap the '+' bookmark icon in the top-right corner of the page. As with your notes, your bookmarks are then wirelessly synced to the same book on a different device

## Definitions and more

By pressing and holding on a word you can bring up a dictionary to define it, a Wikipedia box to check for references and even a translate box to convert the selected word into a different language



## 06 Access notes & bookmarks

To access all of the notes you have made and your bookmarks, tap the screen to bring up the reading controls and then you'll need to tap on the page icon to get the complete list.



# Stream films via the LoveFilm service

Amazon's app is built into the Kindle Fire, and offers a way to view movies wherever you are

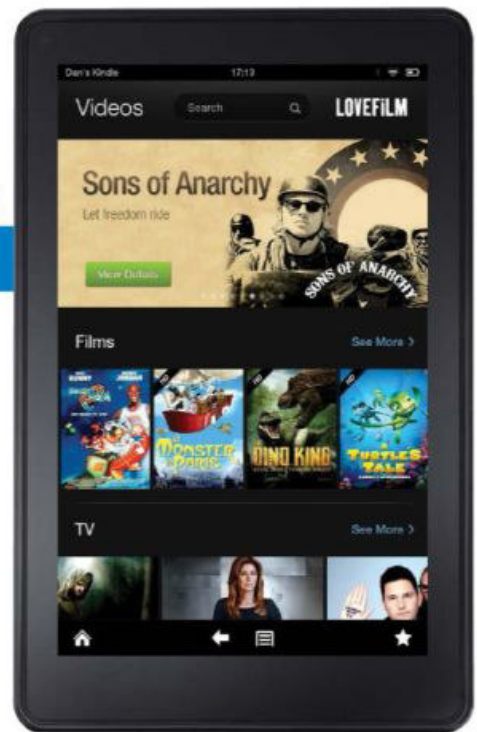
Device used:  
Kindle Fire

Amazon powers the Kindle Fire and, because it has been savvy, some of the firm's acquisitions have proved rather useful. One of these is LoveFilm, the UK-only streaming service for films and TV shows which is built into your Kindle Fire and available with a quick tap of the Videos option on the main menu.

Signing up or in is easy. LoveFilm insists that you tie in your LoveFilm account with Amazon, so you only need to use your Amazon login to be able to access the

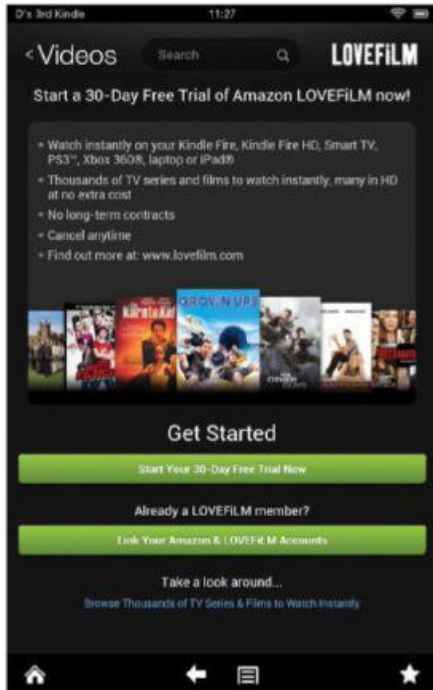
service once it's set up. The first 30 days are free, but you have to pay £4.99 after that. However, there are thousands of videos and you can watch as many as you like without being forced to pay any extra.

Browsing for films has been made simple with options that allow you to filter according to genre, collections, most popular, recently added, etc. And when you are ready to watch, the films stream instantly. You can also add them to a watch list if you don't want to view them straight away.



## Watch films on your Kindle Fire

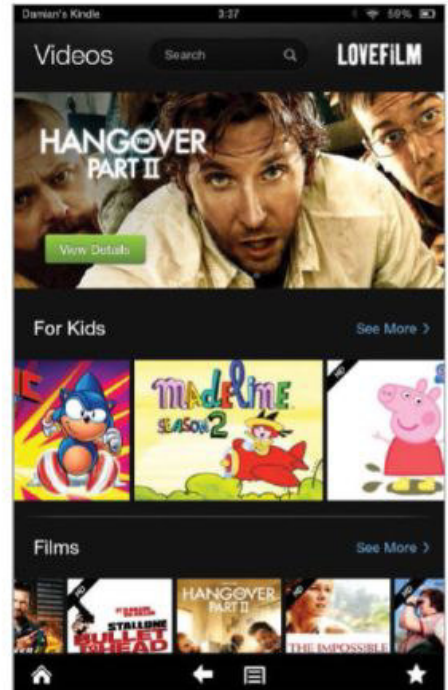
Works on: Kindle Fire



**01 Tap the Video option** On the main menu at the top of the screen, tap the option for Videos. This will call up the opening screen for LoveFilm and you have options to sign in or create an account.



**02 Sign up to LoveFilm** You get a free 30-day trial of LoveFilm. Sign in using your Amazon email address and password. Existing users can also associate their LoveFilm account with Amazon.



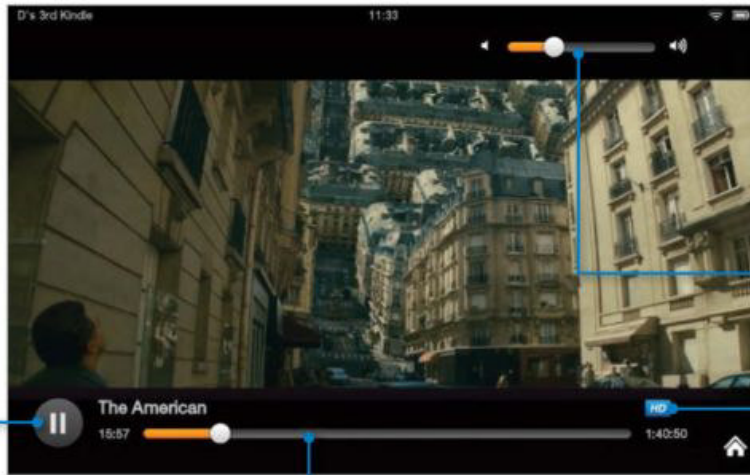
**03 Find a video** After the sign-up process which will enrol you into the streaming service, you will be taken to the main LoveFilm screen. Scroll down to view the selections on offer.

# Watching a film on your Kindle Fire

A look at the options available to you when viewing a movie

**Resume watching a film**

If you have to stop watching, LoveFilm remembers where you left off for later viewing. Any unfinished viewings will be stored in the Pick Up Where You Left Off section on the main screen of LoveFilm.



## Volume

Tap the screen during playback to call up the on-screen controls. Swipe your finger left/right on this bar to set volume, or use the Kindle's volume control

## Play and pause

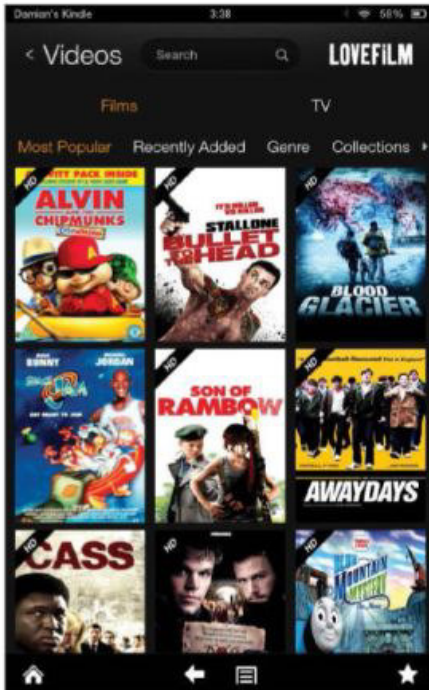
By tapping the pause button, you can stop the movie. It will turn into a play button to allow you to resume

## Fast-forward and rewind

You can use your finger to fast-forward and rewind your film. The large bar at the bottom shows you how long into the film you are and the duration of it

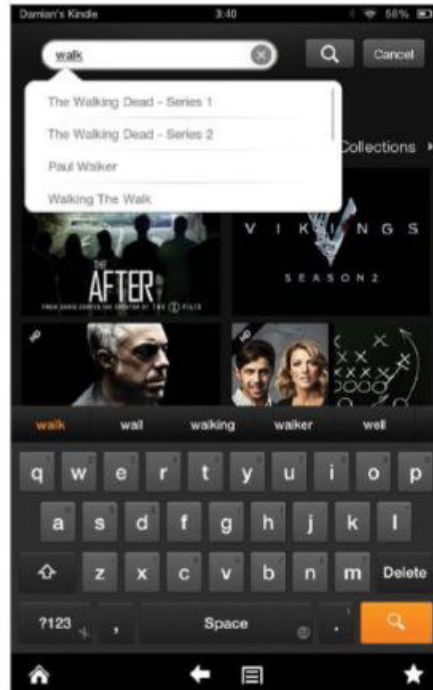
## High definition

It is possible to view films in HD. You can see that HD is enabled by looking for the distinctive blue icon which will appear on the screen



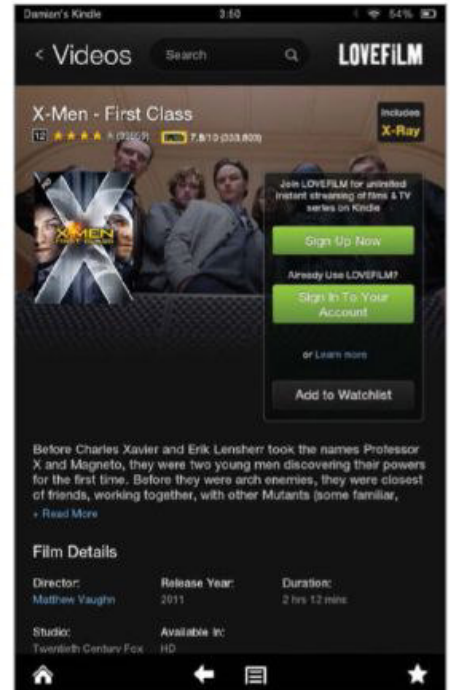
## 04 Films and TV

Tap See More in the previous step and you can toggle between the Films and TV tabs. Note also the options across the top of the screen, including Popular and Genre.



## 05 The search facility

By tapping the search box at the top of the screen, you can use the built-in keyboard to find a specific movie. Type the name of the film and see suggestions appear.



## 06 Watch a film

You can tap on a film or TV show to view details about it, including ratings, duration and release year. Then tap Watch Now to stream it instantly.



Device used:  
Mac



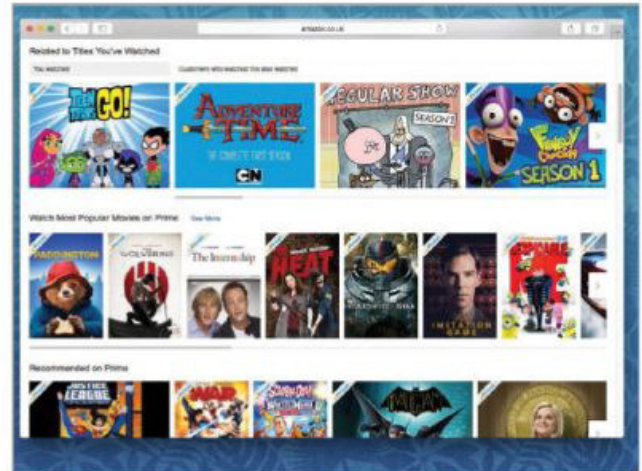
# Sign up for Amazon Instant Video

LoveFilm Instant has recently been replaced with Amazon Instant Video, but don't let that fool you, it's still the same service. Here we show you how to set up a free trial account

There used to be a time, not so long ago, when you had to venture outside and brave the elements to visit a video shop if you wished to rent a title – and then actually pay money to hire something physical that you had to take away. Not anymore. These days you can get thoroughly entertained without leaving the house thanks to streaming services offered by companies such as Amazon.

By paying a monthly subscription fee, users can get unlimited movies and TV shows streamed directly to their favoured device, which means you no longer have to endure whatever the TV schedules are throwing at you. You can simply watch what you want whenever you want. What's more, the selection of devices to which your chosen feature can be beamed to is staggering, and includes smartphones, tablets, games consoles and, of course, your computer.

Setting up a Amazon Instant Video account is a quick and easy process and in this tutorial we will guide you through getting to grips with the main website, and don't worry, if you had a LoveFilm account, changing over is just as simple.



## The Amazon Instant Video webpage

Navigate the Amazon Instant Video home page

### Search for content

Of course, if there is a specific film or TV series that you are looking for on Amazon that isn't initially displayed anywhere, then you can always enter keywords into the search field to find what you are looking for instantly

### Watching content

You can view your Amazon Instant Video content over a wide range of mediums, including your iPad and PlayStation 4. Find the device you want to use from this list and you'll be provided with instructions on how to set it up

### Popular choices

Scroll down the page a little and you'll be provided with a selection of the current most popular film titles for the type of account that you have created. Click on the View all link to get a rundown



### Change over your account

If you were a user of Lovefilm Instant before the change over, you will need to change over your account to an Amazon-based one. This is simple enough. When you go to [www.lovefilm.com](http://www.lovefilm.com) it will prompt you to make the change, just follow the steps on the screen.

### Your account details

Your basic account info will be displayed in a menu at the top of the page. This displays your registered name and email, your package type and when your account was first set up

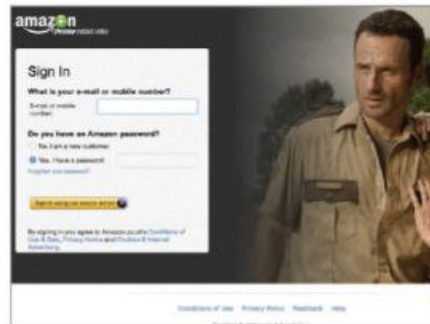


# Setting up a Amazon Instant Video account

Works on: Mac, PC



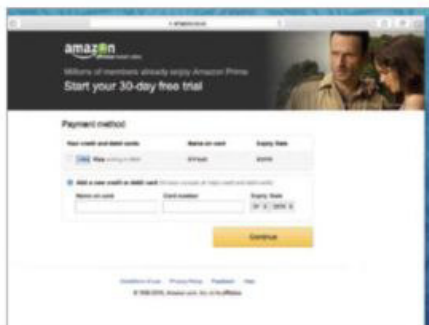
**01 Visit the website** Go to [www.amazon.co.uk/AmazonInstantVideo](http://www.amazon.co.uk/AmazonInstantVideo) and then on the main page you will see details about starting a 30-day free trial. Essentially you can try before you buy!



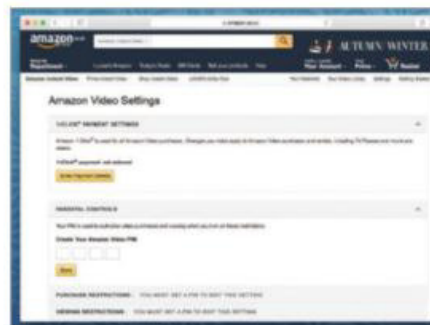
**02 Enter details** Enter a valid email address and password for your new account and then click Continue. You will now have to enter your personal details.



**03 Choose a package** You will now be presented with a page of package offers. These range from the basic instant streaming package to unlimited streaming. Pick the one that's right for you.



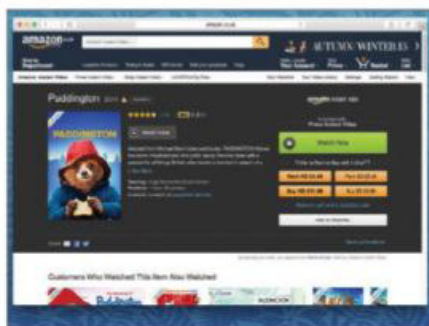
**04 Enter payment details** The last step of the sign up process involves inputting payment details. You won't have to pay anything until after your trial expires and you can cancel during that period.



**05 Ready to go** Once you have entered in your billing information, you are done. You'll be taken back to the homepage. Go to Settings in the top toolbar to set up your devices.



**06 Quick links** Use the links at the top of the page to access the different film sections. Under Prime Instant Video you can reach lists such as Popular Movies and Editor's Picks.



**07 Film info** If you want to learn more about any of the films featured on the page, simply click on a title and you'll be taken to an info page featuring essential information.



**08 Browse by list** In the menu at the top of the page you will see your standard Amazon filtering. You can click on any of these links to sort by genre, studio or even production date.



**09 Account preferences** If you wish to change any aspect of your account at any time, move your cursor over the Rental List link at the top of the page and a floating menu will display options.

# Productivity

Use the cloud to back up and share with ease

**118** Set up your personal Dropbox account

Create your own Dropbox account

**120** Create public links to files

Let people access your files

**122** Access a huge amount of storage with Box

Share and collaborate with others

**124** Keep carbon copies of files with Carbonite

Be prepared and never lose a file again

**126** Share files and collaborate with Mega

Grant others access to your work

**128** Send large files via WeTransfer

A quick and easy way to send your files

**130** Receive and share content with Hightail

Track files and access from anywhere

**132** Share documents and more via social networks

Use MediaFire to share things socially

**134** Control your files from anywhere with SugarSync

Organise automatic back-ups for your files

**136** Back up your files and folders with Mozy

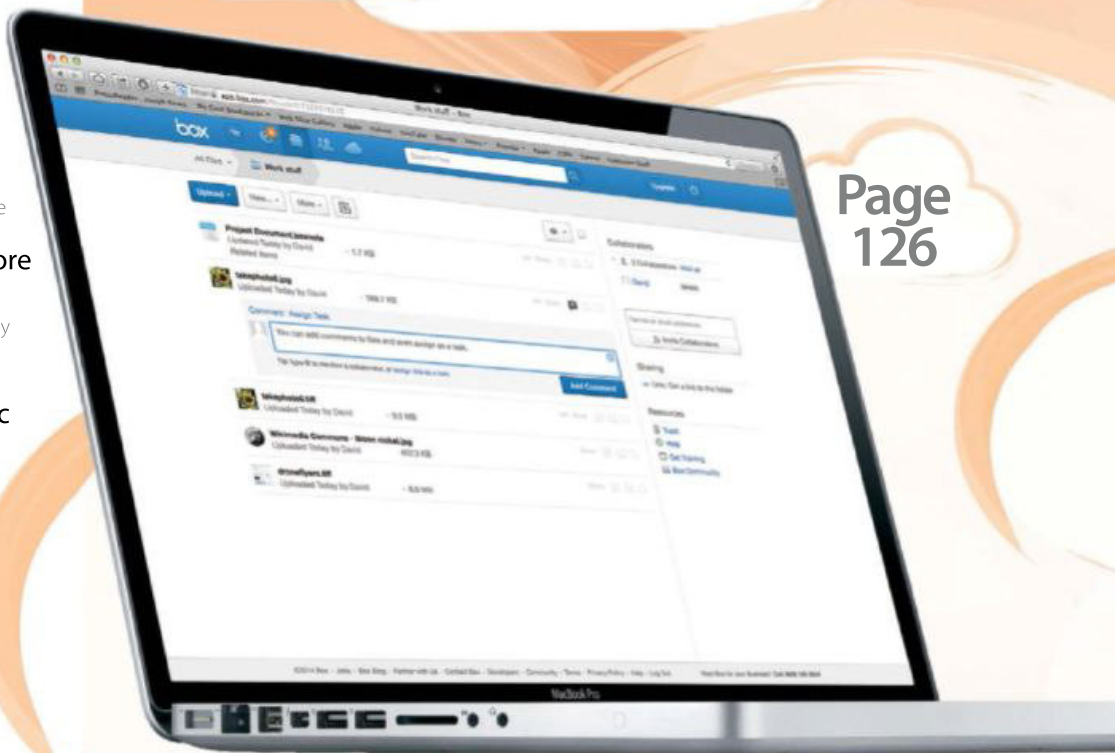
Keep your vital data safe and secure

**138** Protect files and grant web access with SpiderOak

Lock your files away safely



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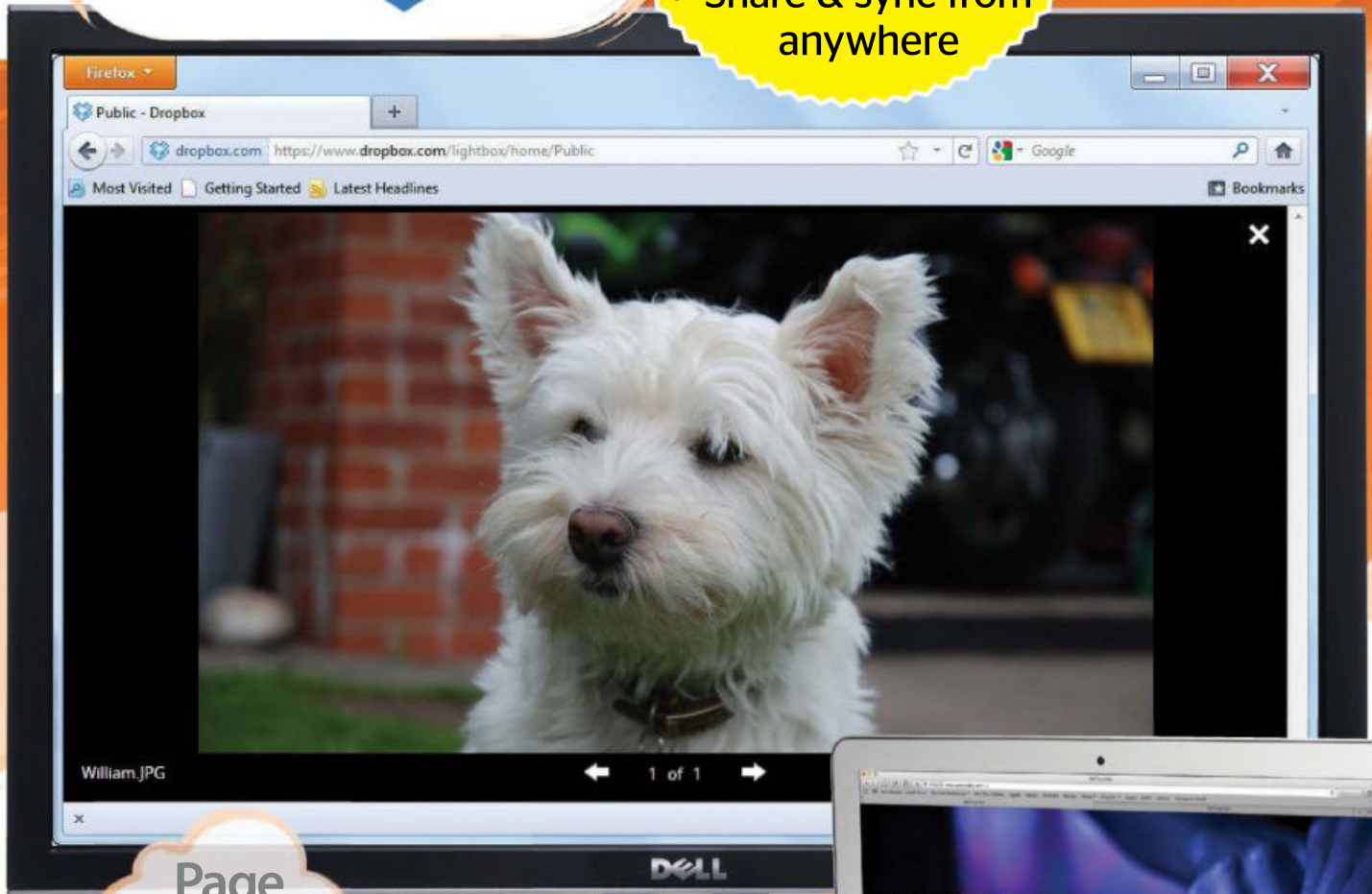


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# Key features

- Store on Dropbox
- Collaborate with ease
- Back up your files
  - Edit documents
- Share & sync from anywhere



Page  
120



Page  
128





Device used:  
PC

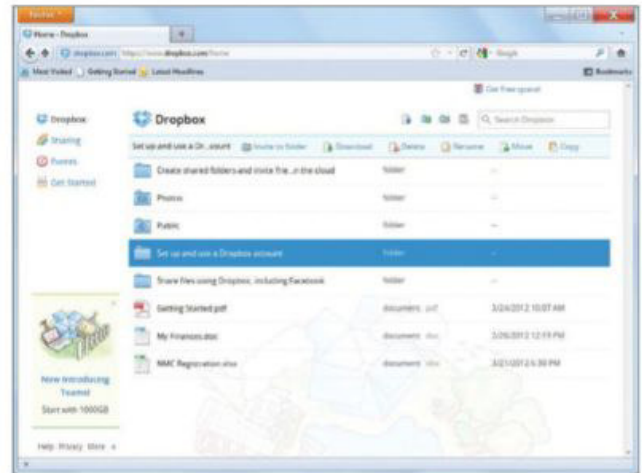


# Set up and use a Dropbox account

There are a number of cloud-based storage services available and Dropbox is one of the best. Here we show you how to set up and start using a free Dropbox account

**D**ropbox is a popular and easily accessible cloud-based service that uses networked storage to enable you to store and share documents, photos, videos and other files with friends, family and colleagues. One of the most notable benefits of the service is ease of use. Any file you save in your personal Dropbox is automatically saved to your PC, Mac, iPhone, iPad, BlackBerry or Android device. Once configured, no user input is required and as a bonus, a copy of every file is also saved to the Dropbox site. This means that should you ever inadvertently erase important files, Dropbox has it covered.

The service enables you to be flexible and you can, for instance, start working on a document on a Mac in the office, proof-read it on your iPhone while commuting home on the train and then add the finishing touches at home using a PC. No more emailing files to yourself! And when you've created a document on your laptop or snapped a precious moment with your iPhone's camera, you can quickly and easily share your work with others. Here we show you how to set up and start using a free Dropbox account on a PC.



## Navigating your Dropbox

Finding your files

### Your Dropbox

Drop a file into your Dropbox folder and you can access it on any of your computers or mobile devices. Because files are stored in the cloud, any changes made to them are automatically detected and updated

### Syncing files

When you initially drop a file into your Dropbox you will see a blue icon. This means that it is syncing with the service. A green icon with a tick indicates that the file has been saved

### Online gallery

Drag and drop your favourite snapshots into the Photos folder and they are automatically included in an online gallery that anyone with permission can download or view as a slideshow



**Storing files in the cloud**  
Try dragging some photos or documents into your Dropbox, then visit the Dropbox website at [www.dropbox.com](http://www.dropbox.com). When you log in using your email address and password, your files will be waiting for you as they are stored safely and securely in the cloud.

### Sharing files

Every file you drop into the Public folder has a public link that can be shared with others. An invitee can view, edit or download a file using the link even if they don't have a Dropbox account

# Create a Dropbox account

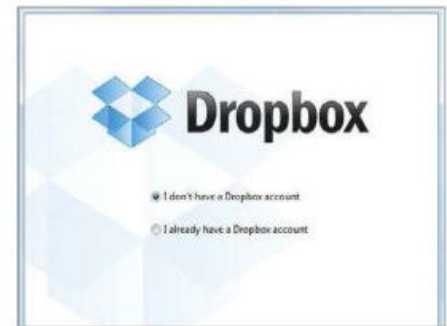
Works on: Mac, PC, iPhone, iPad, Android



**01 Download Dropbox** Go to [www.dropbox.com](http://www.dropbox.com). View the video that describes the service's features and then click the 'Download Dropbox' button. Now follow the online instructions.



**02 Installation process** Save the installation file to the desktop when prompted and it'll start installing. When you see the 'Welcome to Dropbox Setup' screen, click 'Install' – it's as simple as that.



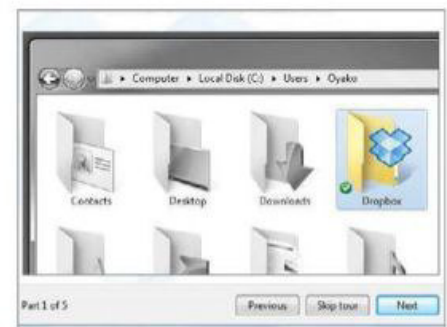
**03 Create your account** If you already have a Dropbox account, check the second option and click Next. If you want to create an account, check 'I don't have a Dropbox account' and click 'Next'.



**04 Account details** To create your account, all you have to do is type the personal details requested. Choose a memorable password, agree to the Terms of Service and click 'Next'.



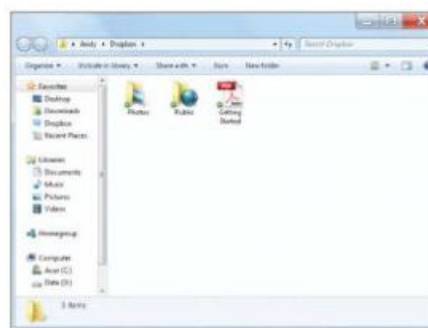
**05 Free account** Next, select your Dropbox size. You can store up to 2GB of data in a free account and this is more than enough for most people. Check the 2GB option and click 'Next'.



**06 View the tutorial** You can now view a five-step tutorial. The brief tour is well worth a look, but you can opt to skip it if you wish. Click 'Next' to complete the installation process.



**07 Installation completed** Dropbox is now set up, configured and ready for you to use. Check the 'Open my Dropbox folder now' option and click 'Finish' to complete the installation process.



**08 Personal Dropbox** You'll now see your personal Dropbox folder on the desktop. Drag and drop files into it and you'll be able to view them on any of your other computers or mobile devices.



**09 Syncing files** Drag a file into your Dropbox folder. A blue icon shows it's syncing; green means it's saved. Any changes made will be detected and updated on your other computers.

Device used:  
PC

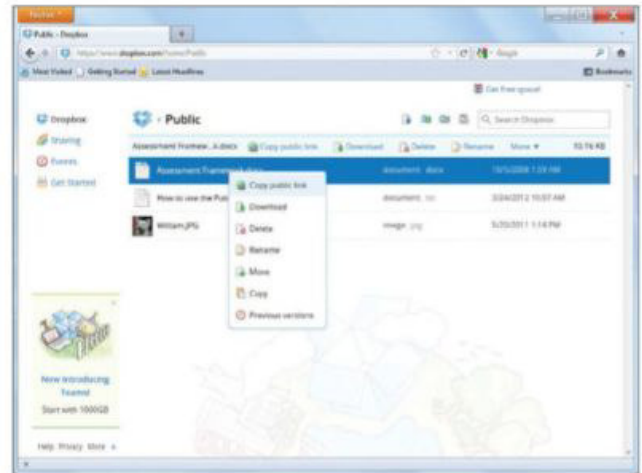


# Create public links to files in your Dropbox

Sharing files stored in your Dropbox with others is a breeze. Here we show you how to quickly and easily send a link to a file that you wish to share

**D**ropbox is much more than just a simple cloud-based data backup solution. For example, the service enables you to effortlessly share files with friends and family. Upload a document, photo or video to your Public folder and you can share it with others simply by sending them an internet link. In fact, you can send a public link for any file you wish to share to anyone who has access to a web browser, or even via a social networking service such as Twitter or Facebook.

As a bonus, you're not tied to the desktop as once you've installed the mobile Dropbox app on your BlackBerry, iOS or Android device, you can quickly and easily share a link to any file stored in your cloud-based Dropbox while you're on the move. For example, if you are using the iPhone app, locate the file you wish to share, tap the link icon at the bottom of the screen and select 'Email Link'. Now enter the email address of the intended recipient and hit 'Send' – it really is as simple as that. Read on and we will show you how to share a file with others using the Dropbox file browser and PC client.



## All you need to know about public links

Give people access to files

### Public folder

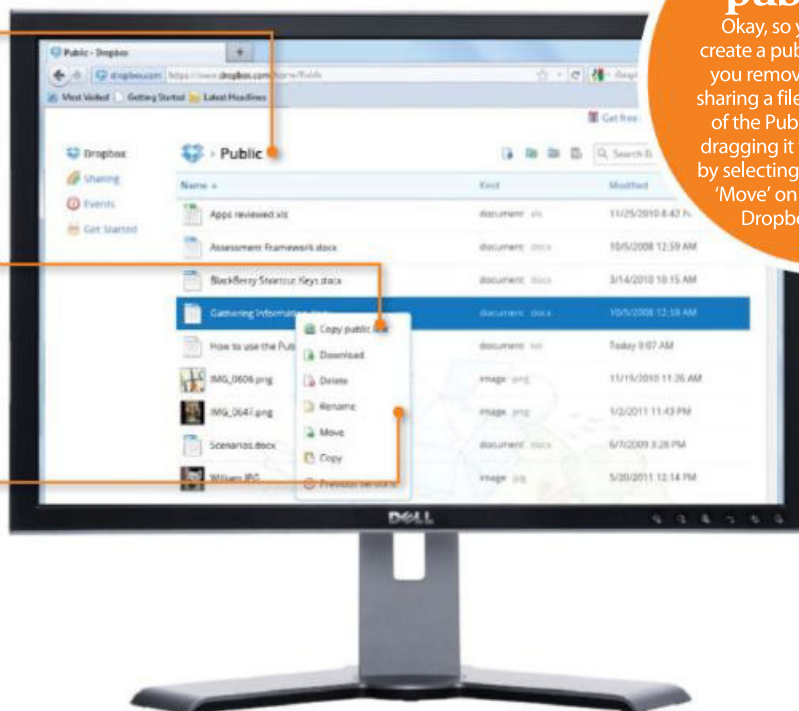
Linking files in your Dropbox is a breeze. However, any files that you wish to create an internet link for will need to be stored in the Public folder. Simply drag and drop them to the location

### Copy public link

You can create internet links to files from mobile devices, a desktop client or via the Dropbox website (seen here). Find a file you wish to link to, right-click and select 'Copy public link'

### Paste the link

Click 'Copy public link' and an internet link will be copied to your clipboard. It can then be pasted into a blog, IM or email message. The recipient can then preview or download the file



### Remove a public link

Okay, so you know how to create a public link, but how do you remove it? If you're done sharing a file, simply move it out of the Public folder, either by dragging it to another folder or by selecting the file and clicking 'Move' on the toolbar of the Dropbox file browser.

### Share via Facebook

You can paste the internet link onto your favourite social networking site. For instance, paste it into Facebook's 'Update Status' field and everyone will see a preview. They can then click the link to view the original

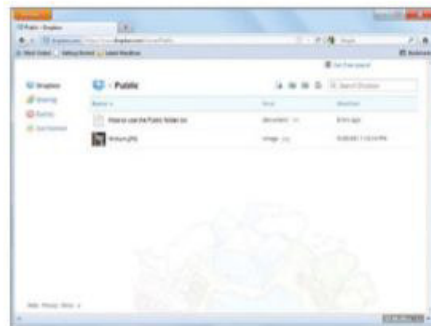


# Create a public link

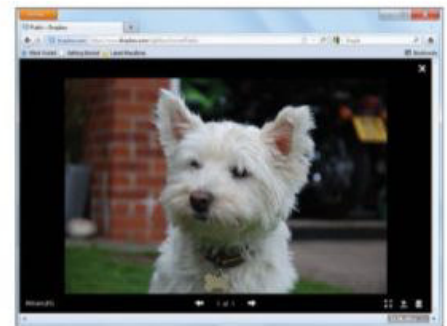
▶ Works on: PC, Mac, iPhone, iPad, Android



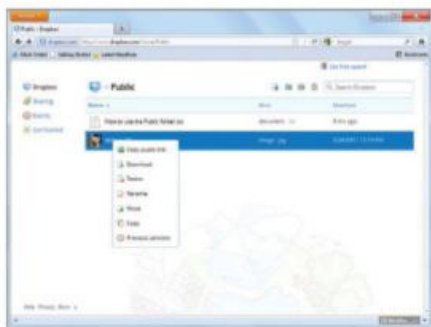
**01 Select a file** Dropbox enables you to quickly and easily share files with others. Creating links to your files is simple and the first step is to drag and drop a file into the Public folder.



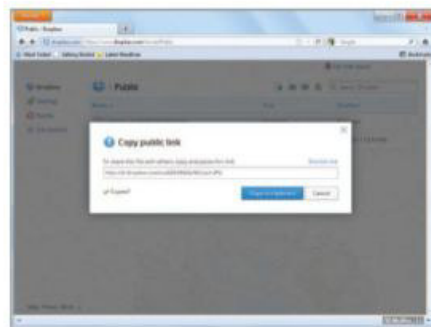
**02 Dropbox site** It's easy to create a public link to a file via the Dropbox site. Point your browser to [www.dropbox.com](http://www.dropbox.com), log into your account and open your Public folder.



**03 Preview file** Find the file you wish to share and click it to see a preview. Is this the file you wish to link to? To be sure, click the left icon at the bottom left of the screen to view the original.



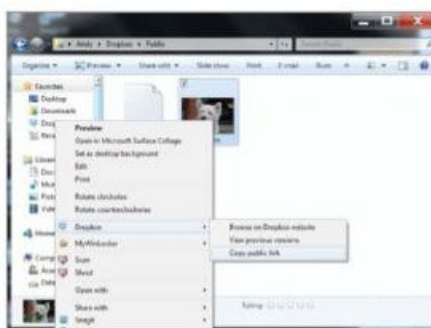
**04 Context menu** If you're sure, click the X button to close the preview and then right-click on the file to bring up the Dropbox context menu. Now click the 'Copy public link' command.



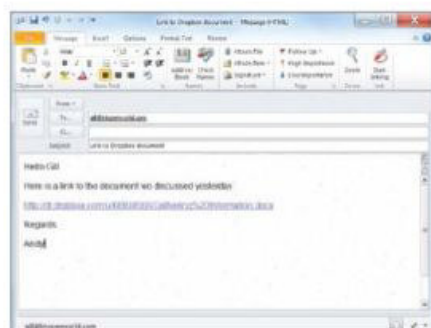
**05 Copy link** An internet link will be copied to your clipboard and you can paste it into a blog, email or IM message. Or on Facebook, paste it into the 'Update Status' field and click 'Post'.



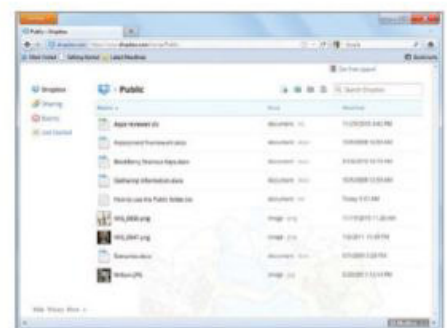
**06 Link displayed** Friends given the link can click on it to preview your file. If the link is shown on Facebook, everyone will see a preview. They can then click on the link to view the original.



**07 Desktop app** You can also create a public link using the PC app. Launch Dropbox, then open the Public folder. Right-click the file you want to share and select 'Dropbox>Copy public link'.



**08 Copy to clipboard** You can now paste the link into an email or blog, or share it with others via Twitter or Facebook. Creating a public link is effortless and takes just moments.



**09 Easy access** Public links can be shared and accessed by anyone, not just Dropbox users. You don't have to be online for others to use the links as the files are stored in the cloud.

Device used:  
Mac



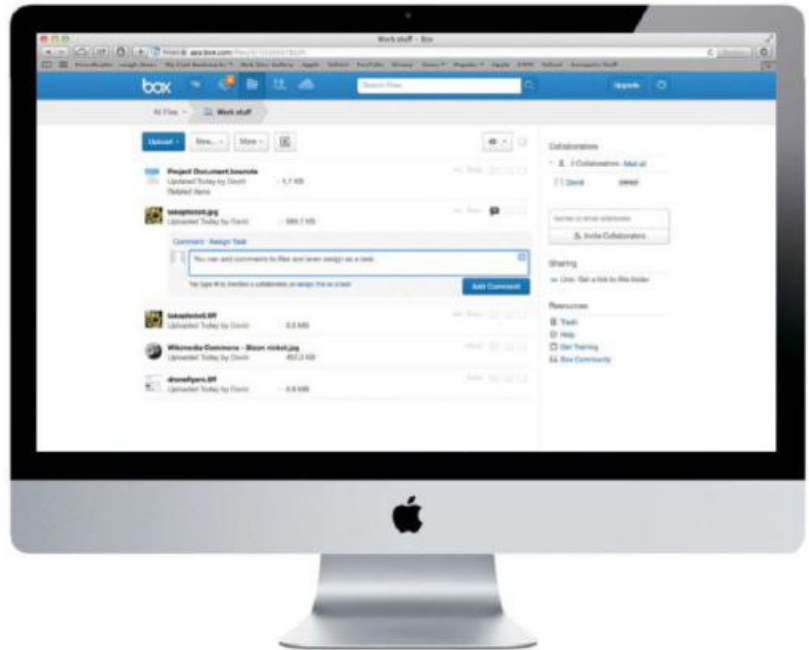
# Share files and collaborate using Box

If you need to send large files and want a way to instantly link to them, or if you want to create shared workspaces for projects, Box is the go-to service

**B**ox is an incredibly flexible cloud service which gives the user a wide range of options, especially when it comes to collaborating with others or sharing files. Images, for example, can not only be linked via a URL to allow others to view them from within a browser, they can be embedded into websites using the code provided by Box. You can also create group work spaces and even produce notes that are saved in the cloud that can be accessed, read and amended by anyone.

To get started, go to [box.com](http://box.com) and sign up. Although you will be able to use Box's services straight away, uploading files and manipulating them via the website, you also have the opportunity to download an app for your computer. To do this, simply click on the Install Box on your Computer link. This gives you direct access to your Box folder.

There are four main packages, starting with a free personal account that gives you 10GB of secure storage with a 250MB file upload. You can boost this to 100GB with a 5GB file size for £7 each month. Teams can take up Starter packs which cost from £3.50 a month per user, Business plans for £11 and Enterprise for £25.



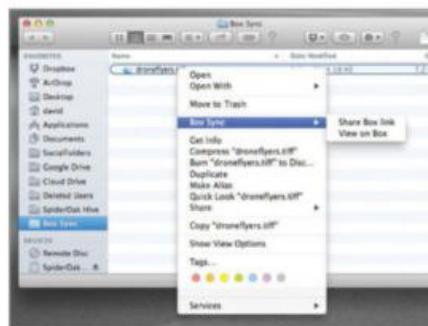
## Getting started with Box

Works on: PC, Mac, iPhone, iPad, Android



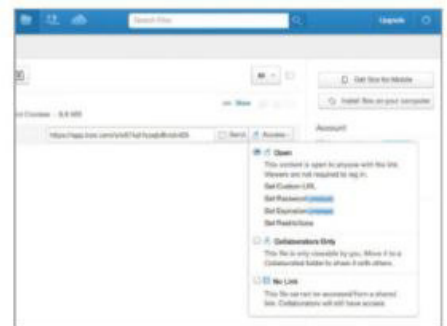
### 01 Upload files

If you are using the Box service through the website, drag and drop or click Upload. If using the app, click the 'b' icon in the toolbar, select Open Box Sync and use the Box Sync folder like any other.



### 02 Share files

Working within the app, right-click a file and then select the option Box Sync. Now select Share Box link. Once done, you can paste this link into an email and allow others to access it.

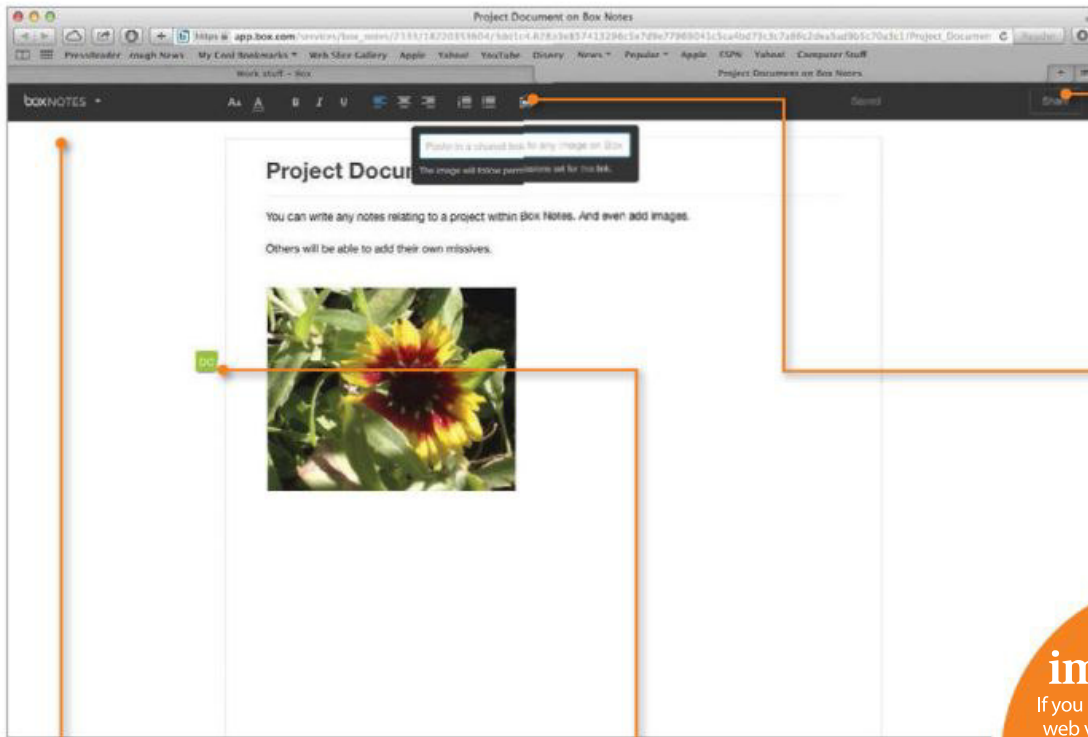


### 03 Website sharing

The website sharing function gives more flexibility. Select Share next to a filename to view the link. Then select Access. Upgraders can set passwords and an expiration but anyone can set custom URLs and restrictions.

# Make notes

A look at the note-taking features



## Share note

If you wish others to see your note, then click on Share and copy and paste the link which is entered into an email, instant messenger or even on social media. It links to your note

## Add images

Click the image box and add the link of a file you have stored on the Box service. This will then be embedded into your document for others to see

## The image viewer

If you click on an image within the web version of Box, you can take advantage of the Viewer. Not only can images be presented in a full browser window, you can use the Zoom and Rotate functions. Files can be edited but you need to install Box Edit on your computer to do it.

## Box Notes

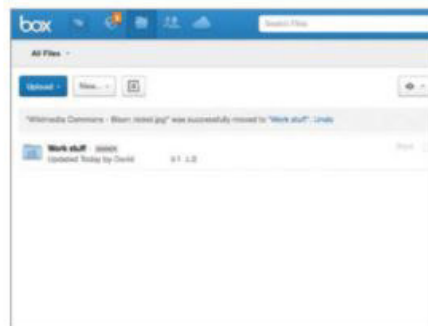
By clicking on the Box Notes icon, which you'll find within a folder to the right of the button labelled More, you can access Box's note-taking app. The screen looks like a word-processing document

## Collaborators

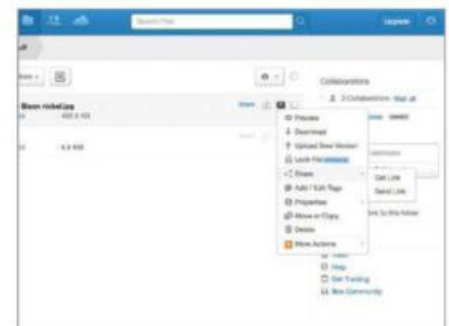
Each note can be worked on by multiple people. Each entry by each person is denoted by a coloured square containing the person's initials so you can clearly view contributions



**04 Collaborate on projects** To collaborate, set up a collaboration folder. Click the Folder icon, select New>New Folder and input a folder name. Ensure Collaboration is set to Invite People then type the email addresses of invitees. Click Okay.



**05 Add collaborative files** Now add files into the collaborative folder. Click the folder you have just created and select Upload to find files. Alternatively, drag an existing file within Box into the collaborative folder.



**06 Tailor your files** Box enables you to download the file, share a link to it, view its properties, move, copy, or delete. Click the downward arrow next to a filename to make your choice. You can also preview files.



Device used:  
Mac

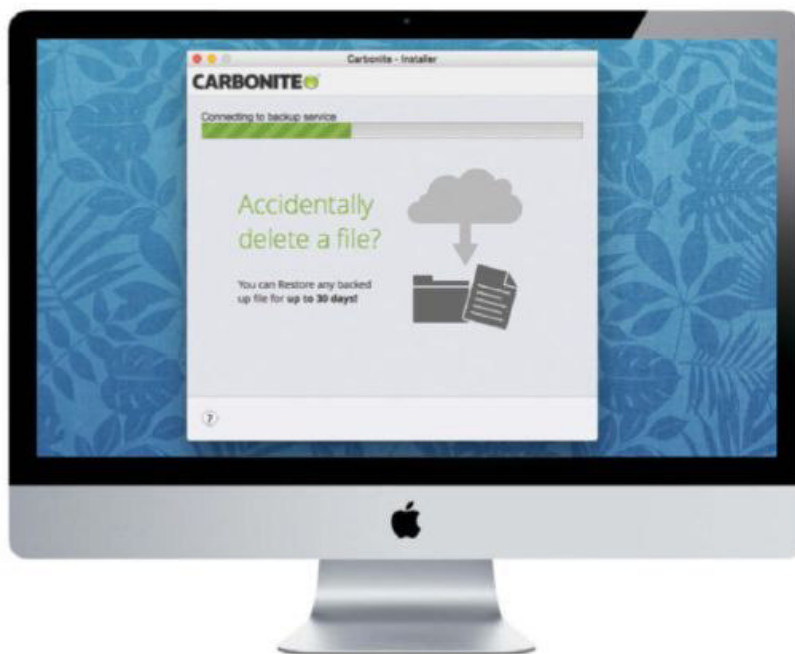
# Keep carbon copies of files with Carbonite

Do you frequently back up your data? One of the safest and most convenient places to do this is in the cloud. Carbonite makes the entire process simple

**S**o many people forget to regularly back up their computers. This runs the risk of losing everything should your computer become stolen or suffer a major fault. Carbonite is a cloud storage service that is primarily aimed at backing up your files. Best of all, it offers unlimited storage space so you never have to worry that your files are being abandoned because you've reached your limit.

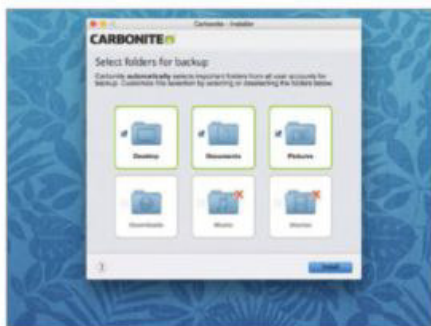
It claims to be able to back up your files at twice the speed of competitors and it also comes with seven-day support in the US. Retrieving files is as easy as pressing a single button and you can download files that you have accidentally deleted from your machine and just can't get back. You also have full control over which folders and files you wish to back up and the company promises everything is safe and secure.

Carbonite has a very attractive personal plan which, for \$59.99, gives you unlimited cloud storage space and the ability to sync, share and access files remotely using a set of free apps for your PC, Mac or mobile device. For a little extra (\$99), Windows users are able to back up external drives and have mirror image backups. For an extra \$49.99, there is automatic video backup thrown in.

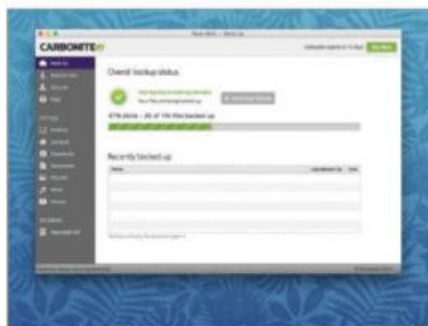


## Back up your files

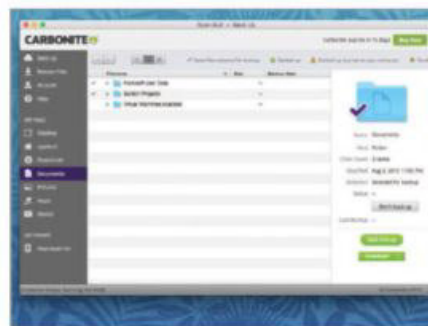
Works on: PC, Mac, iPhone, iPad, Android



**01** **Select folders** Start your free trial of Carbonite by going to [carbonite.com](http://carbonite.com) and selecting Try. After inputting your details, the app downloads. Now choose the folders you wish to back up and click Install.



**02** **Backing up** Carbonite will back up the folder(s) you selected to its server. A bar indicates the progress. Carbonite can automatically manage back ups if you wish. This will include iTunes and other music and video files.

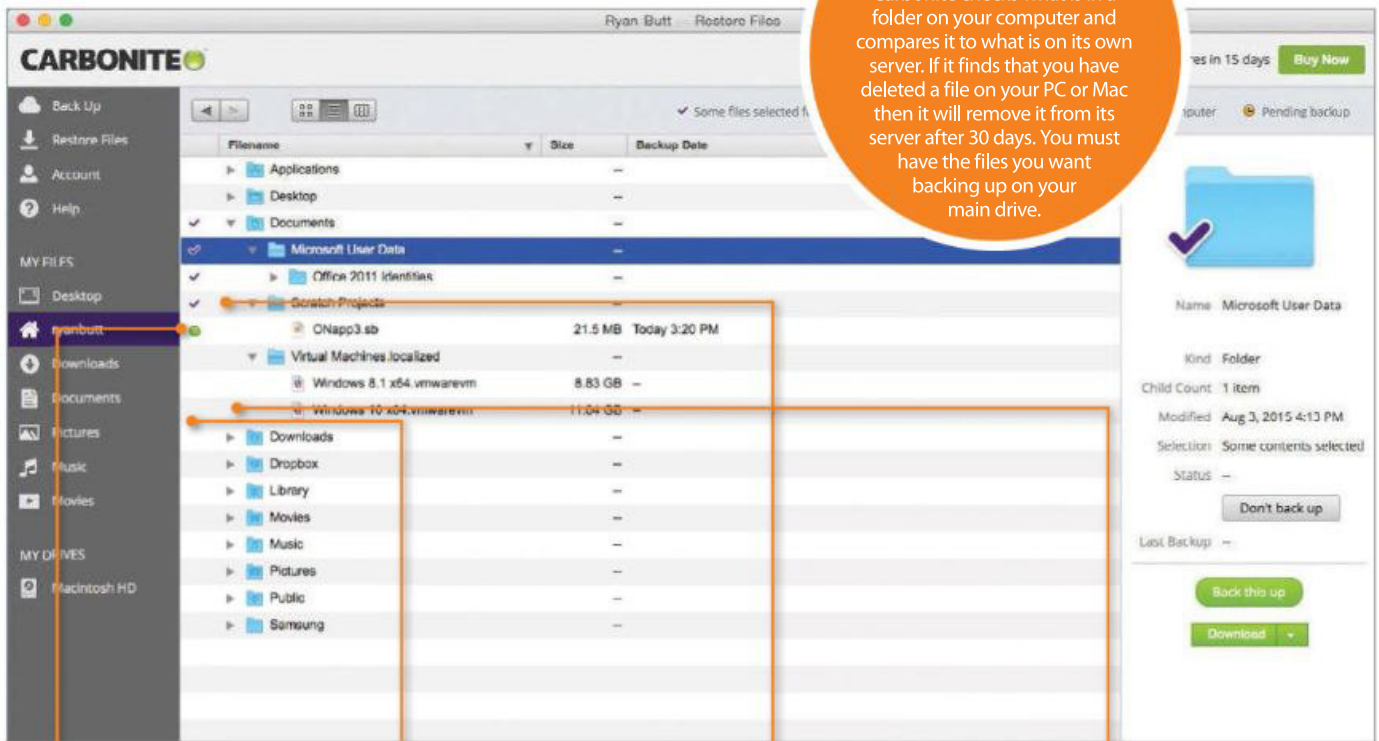


**03** **Viewing folders** Carbonite accesses the folders that are stored on your computer. Click the folders under My Files to see the content in each one. You can then back the folder up by clicking 'Back this up'.

# What the icons mean

Understand the various statuses for your files

**30 days to destruction**  
Carbonite checks what is in a folder on your computer and compares it to what is on its own server. If it finds that you have deleted a file on your PC or Mac then it will remove it from its server after 30 days. You must have the files you want backing up on your main drive.



## Green dot

When you see a green dot to the left of a filename, this means that the file has been backed up to the Carbonite server. It also means you will be able to retrieve it

## Yellow dot

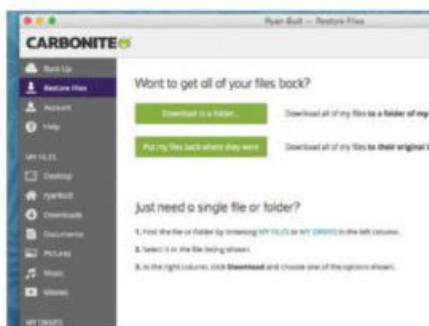
Yellow dots show you the file has been selected for backup but that it has not yet been fully uploaded. If next to a folder, it means there are pending backups on files within it

## The tick

A tick shows the folder contains fully uploaded files. You may, however, see a green donut on a folder. If you do, it contains files or subfolders that you do not want backing up

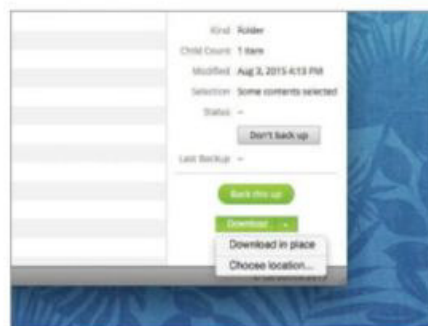
## A blank space

If there is a blank space, it means the file is not going to be backed up because you have not asked Carbonite to do so. You can click Back This Up to rectify this, though



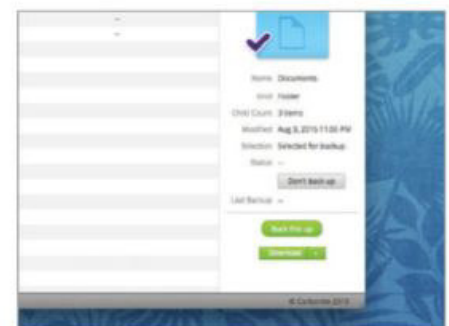
## 04 File recovery

Click the Restore Files option to restore all of your files. Here you will see two options – ‘Download to a folder’ and ‘Put my files back where they were’, pick the option you wish to carry out the reverse procedure.



## 05 Recover individual files

If you do not want to recover all of your files, you can instead select to download single ones. Start by finding a file to restore in the folders down the left-hand side. Click it and select Download.



## 06 Remove from backup

To remove files, find it in one of the folders down the left-hand side and select ‘Don't back up’. It will state ‘Not selected for backup’. During the next update, it will be removed from the Carbonite server.

Device used:  
Mac

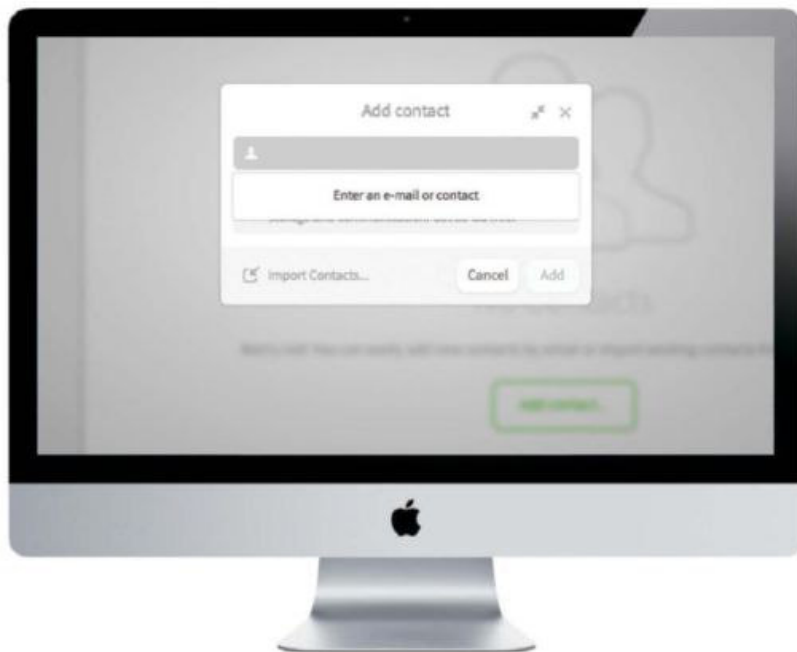
# How to upload and share files with MEGA Storage

How to exploit MEGA's whopping 50 gigs of free online storage to backup your files and share them with other people to aid remote working

**M**EGA Storage is another useful online cloud storage service that you can use to backup your important files. The service is totally free to use and you are provided with up to 50GB of storage space to use however you see fit. What's more, you can also share all of your uploaded files privately with selected people or publicly, making this a great service for working remotely and collaborating with others.

Once you have created an account you can then explore MEGA's simple, accessible interface and go to work uploading your files. Everything you upload can be organised neatly into folders and clicking on the drop-down menu on a file (or right-clicking) will bring up a menu of assorted options, included those to share and generate links to your files so that others may access them.

It's a versatile system that will enable you to work effectively while away from the office and it also provides a quick and easy means of communicating with your team thanks to the option to enter contact details and having online chats. Here we show you how to set up, back-up files and start sharing them with other people.

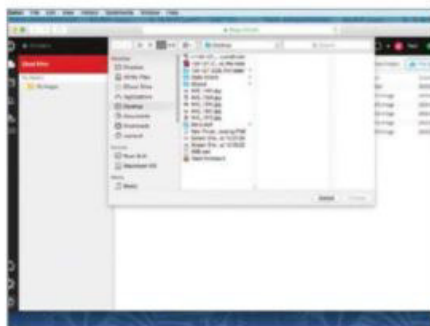


## Setting up and sharing

Works on: PC, Mac, iPhone, iPad, Android



**01 Create an account** Go to <https://mega.nz> and then click on the 'Create Account' button in the top-right corner. Now enter your name, email address and password and then click on the 'Create Account' button to complete.



**02 Start uploading files** To start eating into your free space allocation, click on the 'File Upload' button and then navigate to the files that you wish to upload. Your files should upload relatively quickly depending on your internet speed.

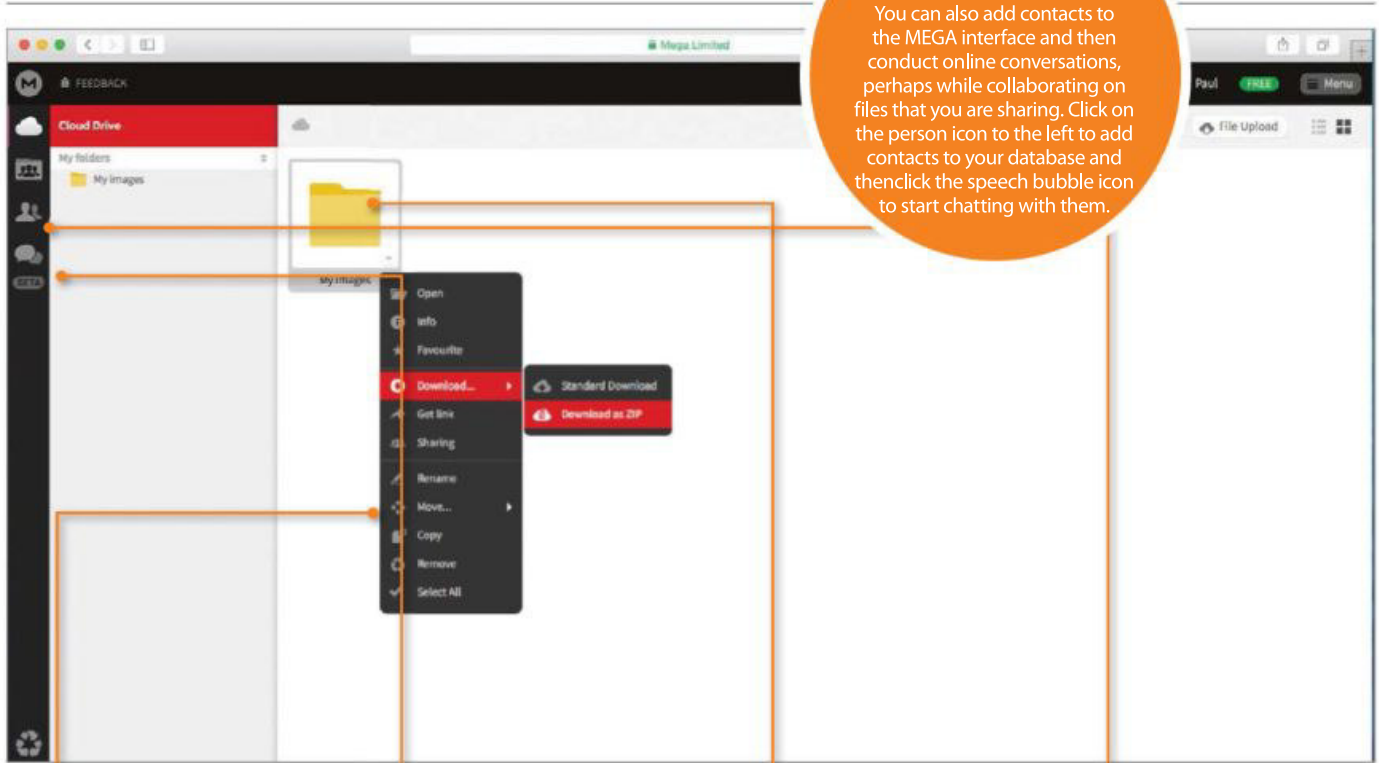


**03 Create folders** Once you have uploaded files you can keep them neatly organised by clicking on the 'New Folder' button and the naming your new folder. Once done, highlight files and drag them in.



# Using the MEGA cloud storage

A quick tour of the MEGA interface



## File options

Click on the arrow or right-click on a file to reveal a menu of options, including various options to share files publicly or privately with selected people

## Chat

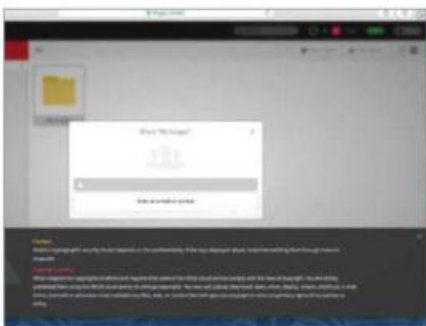
If you are collaborating on projects with other people then you can use MEGA's chat interface to quickly fire ideas back and forth while working on shared files

## Your files

Uploading your files is very easy and you can neatly store them in created folders within the interface. You can also determine how these files are then displayed

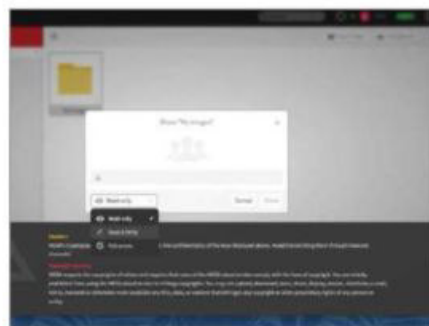
## Your contacts

You can add contacts to compile an online database within MEGA's interface. These contacts can then be used to quickly share selected files with



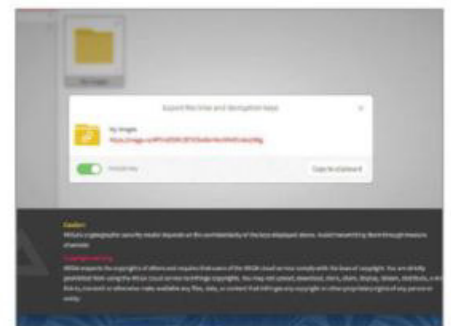
## 04 Share your files

You can share files privately with other people by right-clicking on them and choosing the 'Share' option. Next, enter the email addresses of the people you wish to share with.



## 05 Set privileges

You can then determine what the people you are sharing files with can do with the files, whether it is read only, read and write or full access. Select one and then click on the 'Share' button.



## 06 Share publically

If you wish to share your files openly with everyone, right-click on the file and then choose the 'Get Link' option. A link will then be generated that you can forward to your social networks.

Device used:  
Mac

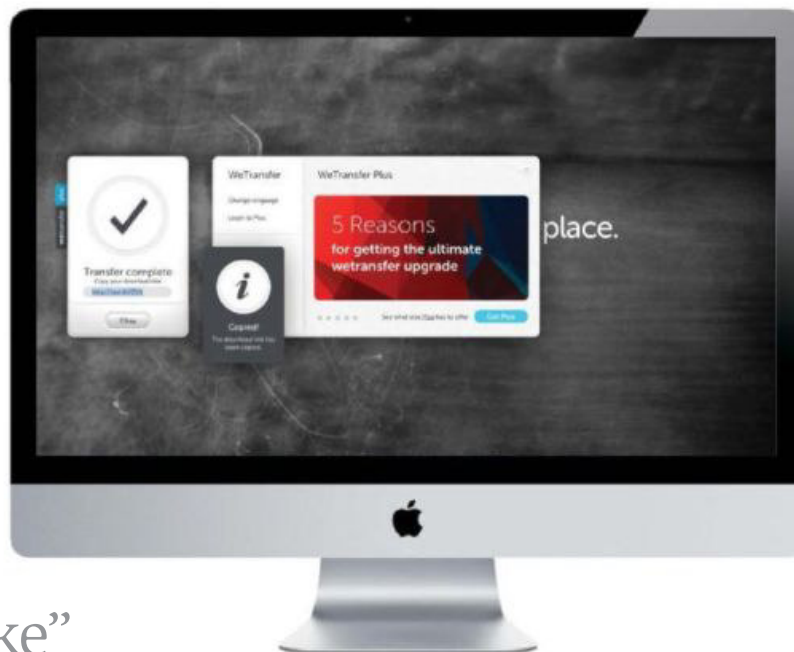
# Send large files via WeTransfer

Fed up of emails bouncing back because they are too big? With WeTransfer, you can send larger files for free – and with no cumbersome sign-up needed

**I**f there is one frustration with email, it's the inability to attach large files. Even if you have a provider that allows for a big file to be sent, very often the recipient's email will bounce it back. WeTransfer offers a solution that does not require any registration or log-ins, unless you use the paid-for version. For most people, though, the free version will be more than enough.

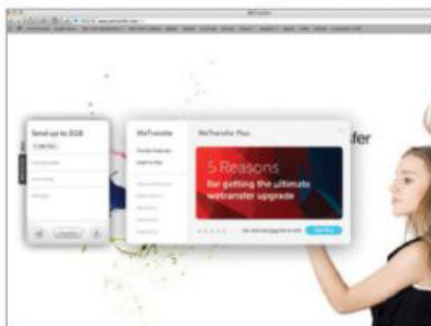
It allows you to send files of up to 2GB as often as you like. The files are not attached to an email; they are sent to the WeTransfer server and linked to. When a recipient receives an email from WeTransfer, they will be able to click the link to download the file. What's more, if you choose to send it to multiple people at once, none of them will be able to view the other recipients' details. If you regularly send files to the same group of people, note their addresses in a text document and paste them into the Friend's email textbox when needed en masse.

“Send files of up to 2GB as often as you like”

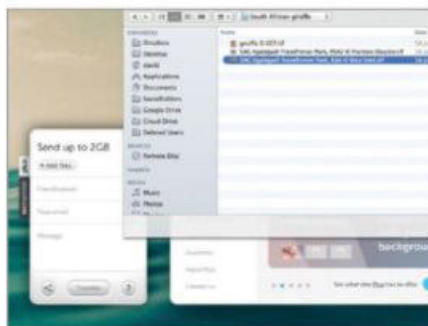


## Send files by email

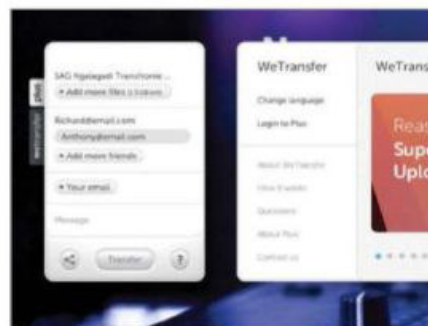
Works on: PC, Mac, iPhone, iPad



**01** **Select a file** To get started sending files, simply go to [wetransfer.com](http://wetransfer.com) and in the small window which appears to the left of the screen, click the + Add Files button and browse the files on your computer.



**02** **Add more files** Select the file you wish to send via WeTransfer and click on the Choose button. You have 2GB of space which can be taken up with multiple files. Click + Add More Files to send more than one.



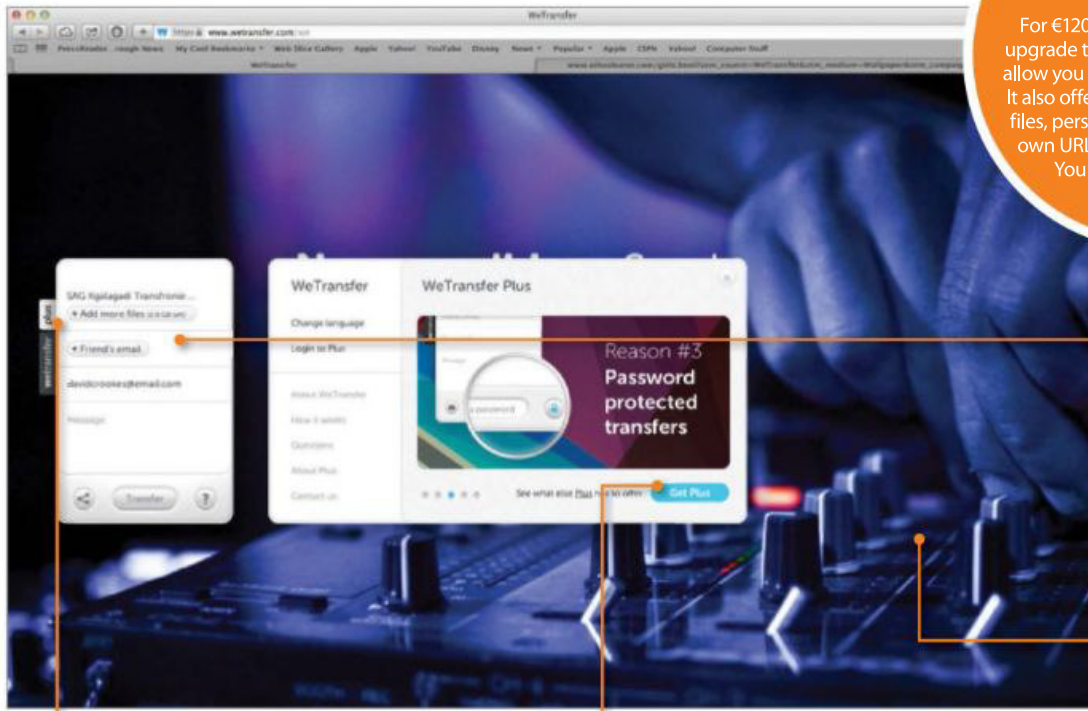
**03** **Insert a recipient** Now you need to type in the email address of the person you wish to send your file or files to. You can choose up to 20 emails by constantly selecting the + Add More Friends option.

# Become familiar with WeTransfer

How to quickly send large files

## WeTransfer Plus

For €120 (£80) each year, you can upgrade to WeTransfer Plus. This will allow you to send up to 10GB of files. It also offers password protection of files, personalised pages (with your own URL) and long-term storage. You can send files to 100 people at a time.

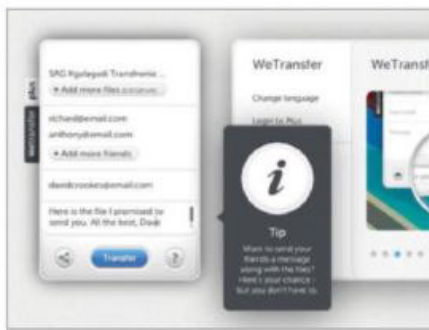


**Input box**  
This is where you insert the basic elements needed to transfer a file including the To and From email addresses and a message if needed. Transfer uploads the file to the WeTransfer server

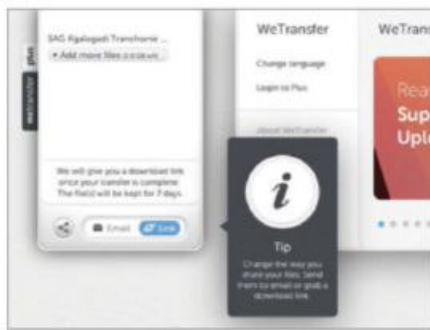
**The background**  
It may look pretty but the background images are more than just pictures. They are advertisements which pay for the free service and by clicking on them you will be taken to another webpage

**Plus tab**  
Clicking the Plus tab on the main window brings up a second window containing some extra options, including a help guide and the ability to change the language

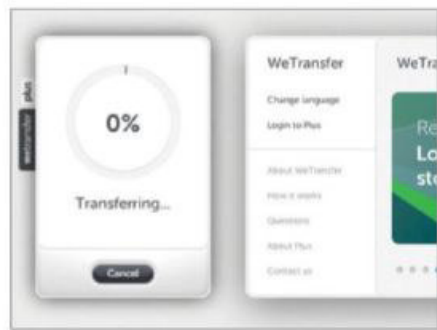
**Plus features**  
There are extended features which we look at elsewhere. To access them, you will need to click Get Plus. Subsequent access will be through the Login to Plus link in the side menu



**04 Write a message** Just as importantly, you need to include your own email address. If you wish, you can write a message. Although you can now click Transfer to send the message, there is another option.



**05 Choose your option** By clicking the Share button on the screen, you can toggle between asking the site to send an email on your behalf or generating a link that you can use to send via social media or text.



**06 Share the file** Your file will now begin to transfer to the WeTransfer website where it will remain available for seven days. If you have generated a download link, click Copy Link and paste it where needed.



Device used:  
Mac



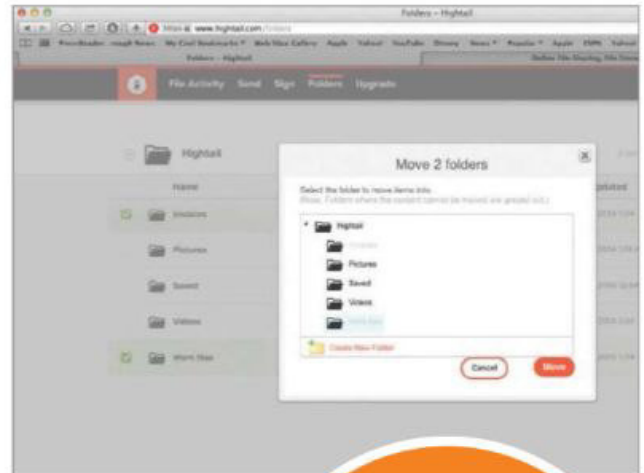
# Receive and share content with Hightail

Formerly known as YouSendIt, Hightail combines file storage space with brilliant sharing options that get around email size restrictions. It even gives you a unique URL that you can share

**H**ightail has evolved from its former origins as YouSendIt. While it still allows you to send files of up to 10GB, it also gives you options to lock those files after a period of time and even protect them with passwords. It lets you track your files and you can access your account on the web, via a desktop app, on an iPhone and iPad or Android device and even from within Outlook.

Although there is no free option – only a 15-day free trial – you do get unlimited storage space. This costs the rather high sum of £11.99 per month with options for business that go to £18.99 per month for each user. But being able to access apps, enjoy the benefits of data encryption, the Outlook plug-in and being able to receive large files from anyone regardless of whether they are a member or not, can be very useful indeed.

Considering this, you might feel as though the service is perhaps geared more towards professionals rather than home users, but don't rule it out completely. If you need to move a lot of files over the internet quickly, perhaps for a project or hobby, it's a simple, well-produced service that is definitely worth looking at.



## Syncing folders in Hightail

If you download the Hightail app, you are able to sync folders within Hightail to your computer. Click the Hightail icon which appears in your toolbar and click Select Folders to Sync. Indicate syncing of all folders or select specific ones. Changes made to documents in those folders will then be synced.

## Add a signature to a document

Hightail lets you sign and send files

### Type signature

If you select the Type signature option, you can simply type your name and it will be converted into a signature – it won't be specifically your signature, obviously, but it looks nice

### Add signature

Draw your signature using your mouse or trackpad in the square and then click the Add button. The signature will be inserted into your document electronically. Your signature can be as elaborate or simple as you want

### Resizing signature

Once your signature is on the page, you can resize it using the handles that will appear. You can also have more than one signature, which is great if a few of you need to sign something off

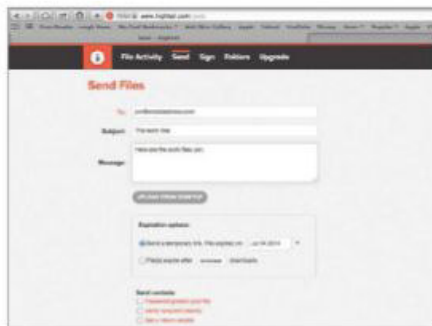


### Clear signature

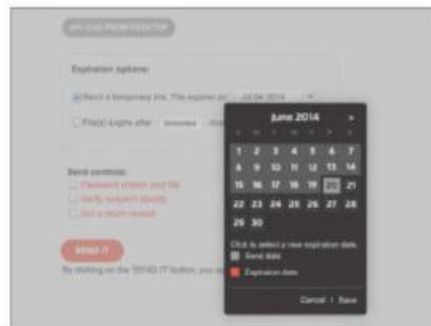
It's not easy drawing a signature with a mouse so you may want a few goes at it. In which case, click Clear and try again and again until you get it right

# Send files with Hightail

Works on: PC, Mac, iPhone, iPad, Android



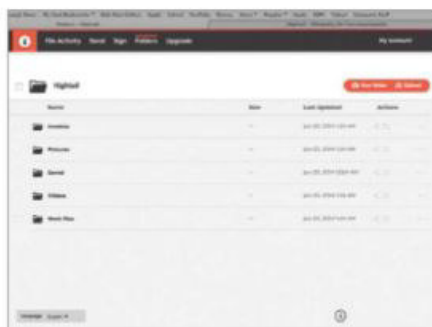
**01 Share a file** Go to [Hightail.com](http://Hightail.com) and sign up for an account. If you want to download the computer app, click Download. Otherwise go to the web version. To send a file, click Send.



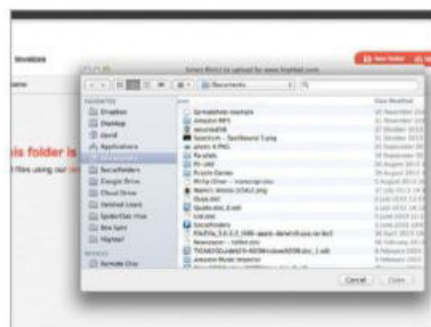
**02 Expiration options** Fill in the fields and write a subject and message. Click Upload from Desktop to find a file. You can set an expiration date for your files. Click the date box and choose one.



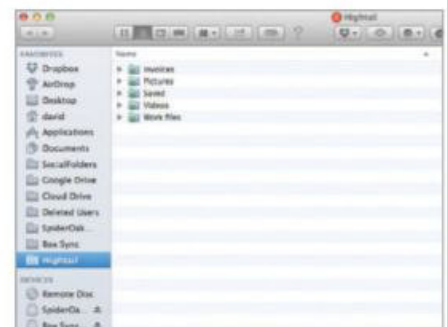
**03 Set a password** As well as setting files to expire after a set number of downloads, you can password-protect files. Tick the box and type in a password. Indicate if you want a return receipt.



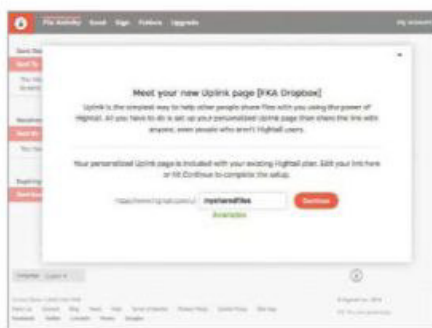
**04 Cloud-based folders** Click on Folders and use your Hightail cloud space to store files only you can access. New folders can be created by clicking the New Folder button.



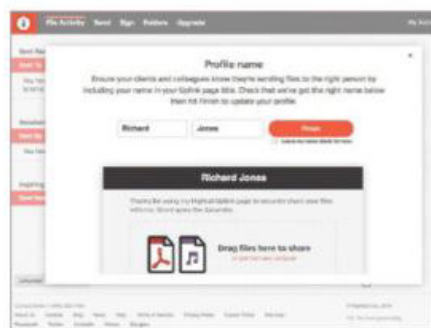
**05 Upload files** Open a folder and click Upload to send files. You can browse your hard drive for files. Select the ones you want and they will upload into your cloud space, providing a backup.



**06 Using the app** If you have the app, use the cloud space like any other computer folder; adding subfolders and moving files. Folders created via the web replicate in the app and vice versa.



**07 The Uplink space** A brilliant feature is the ability to set up an Uplink page. This allows others to share files with you, even if they are not members. You can also create a personalised Uplink URL.



**08 Personalise Uplink** To make your Uplink page appear more friendly and professional, name it. This also helps the recipient know they have the right page before they start uploading files.



**09 Receiving files** Visitors just have to drag files from their computer to the box. Alternatively, they can click Computer to browse their hard drive or Hightail Folders if they have an account.

Device used:  
Mac



# Share your work and collaborate with others

With MediaFire, you can upload files and share them with others on your social network as well as via a blog. You can also speedily produce collaborative documents

**M**ediaFire is a user-friendly cloud service that brings in the benefits of social media, allowing files to be shared via Facebook, Google+ and Twitter, for example. You can collaborate on projects with other people or simply let them view files, from photos to documents to video and audio. To this end, it is aimed at the consumer to a great degree, letting media be shared as media, as it likes to point out. You can share, view and listen to 200 different file formats.

The basic package, giving you 10GB, is free and it has advertising-supported downloads, while Pro is \$4.99 each month and offers a whopping 1,000GB – or a Terrabyte – with files of up to 20GB. Business users can have up to 100TB for \$49.99 each month. You do not get long-term storage, direct links to files, the ability to download entire folders, the FileDrop uploader or priority support if you do not pay. But many will find it worth the outlay.

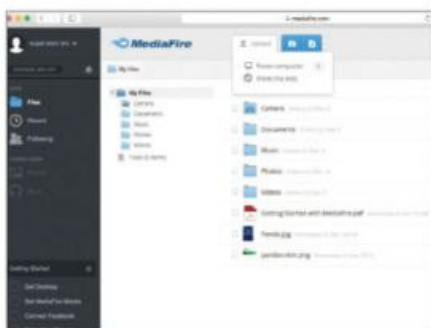
MediaFire promises that the files are secure and private and they can be accessed not only on your PC or Mac via a web browser or a downloadable app, but on a smartphone or tablet.



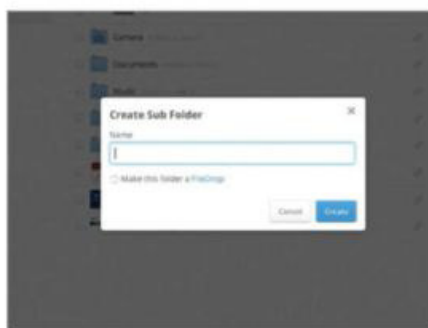
“The basic package, giving you 10GB, is free”

## Store and share files

Works on: PC, Mac, iPhone, iPad, Android



**01 Upload your files** Once you have created an account using little more than an email address and password, you are free to click Upload to upload files either to the four pre-existing folders or a new one.



**02 New folders** If you need to set up new folders, they can be created by clicking the folder icon at the top of the screen. You can also create new .txt files. By right-clicking the file you have created, you can edit it.

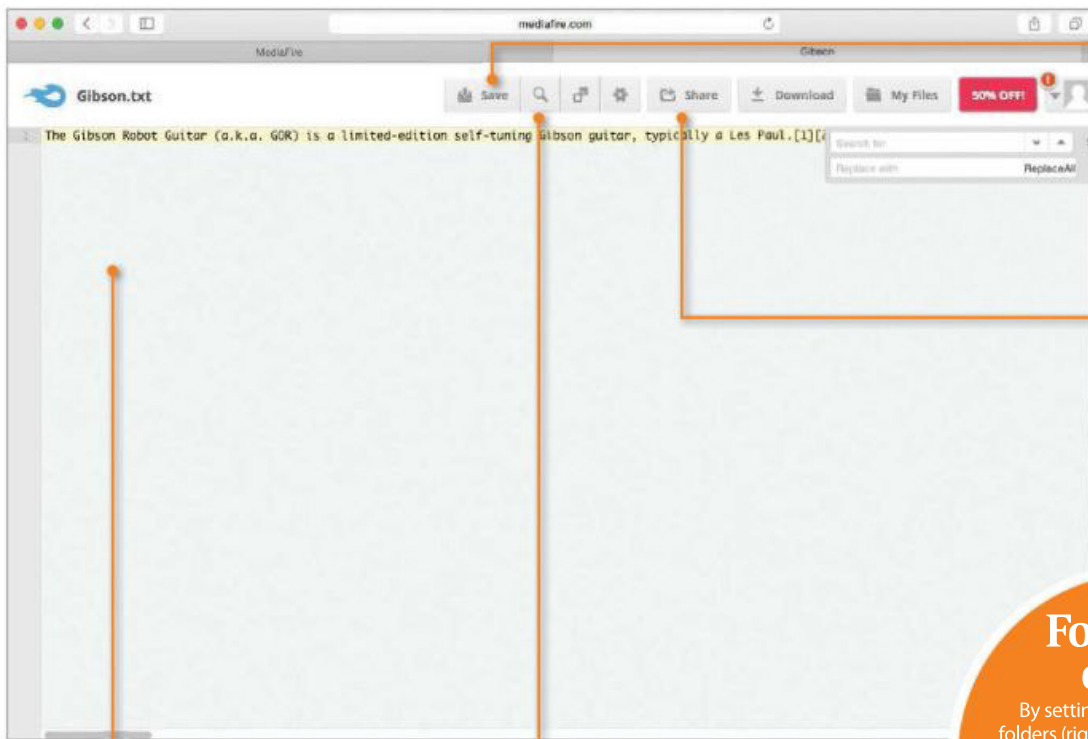


**03 Share files** Right-clicking also enables you to share your files. You will receive a link that can be copied or you can select a social media or blogging platform. Add followers if you wish – they can edit files.



# Create files using MediaFire

Edit documents, save and share them



## Saving documents

You can either manually save your document using the Save icon, or you can select the Settings cog and ensure that Auto Save Document is checked (it is by default)

## Share and Download

These two buttons allow you, respectively, to share or download your newly created file. If you share it, others can collaborate on the document, amend and make their own additions

## Following others

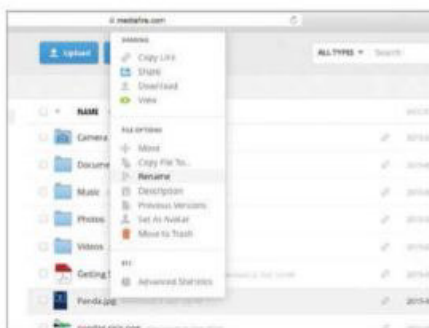
By setting up shared files and folders (right-click>Share), you can collaborate with friends. When someone sends you a file through MediaFire, you can click Follow in the header. Any folders of files you are following are listed by clicking the People icon in the left-hand menu.

## The main window

Write your text into this window. There are line numbers down the side which help to indicate how long your document is, and also provides for handy note-taking

## Search

You can search through your text for key words using the search function. Use the arrow keys next to the search bar to go back and forth between incidences of the word or phrase



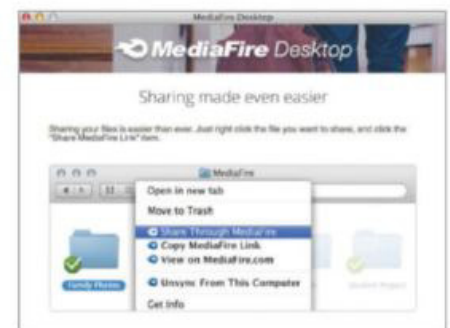
## 04 File options

Indeed, the right-click function is very versatile. It gives options to move, copy or rename files and you can add a description. Previous versions can be seen. You can also delete unwanted files.



## 05 Download files

To download a file, right-click it in your browser and select Download. You will be shown information about your file together with an estimated download time and the program it can be opened with.



## 06 MediaFire app

An app lets you place files in a desktop folder on your computer, syncing with MediaFire's interface. Right-click to share on MediaFire and take screenshots that upload automatically (Command+Shift+2 on a Mac).

Device used:  
Mac



# Control your files from anywhere with SugarSync

Select the folders that are crucial to you and have them automatically back up to the cloud – making them accessible on any internet device under the sun

**S**ugarSync is a flexible, user-defined service in which you can determine which folders you want to sync. You are able to select specific folders and, when you use them on your computer, they are automatically backed up. As with all cloud services, you can then access these files on any computer or device you wish including smartphones and tablets. Files can be uploaded via the web or from apps on any computer or device and it works with any kind of file. Best of all, SugarSync works quietly away in the background and doesn't interfere with your workflow.

Although you get a 30-day free trial with SugarSync, you need to pay when this period runs out. You get 60GB of storage for \$74.99/year or \$8.49 a month, with a \$99.99 yearly plan for 100GB, \$249.99 for 250GB and \$399.99 for 500GB. You can, however, refer other customers to the service and for each one you introduce, you get an extra 10GB of free storage up to a maximum of 125MB. This is by far the most cost-effective way of using the service, if you can muster enough friends to sign up. Here we show how to get going with SugarSync.



## Sync and share files

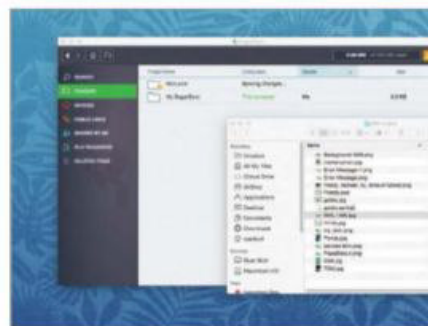
Works on: PC, Mac, iPhone, iPad, Android



**01 Download app** Open an account with SugarSync and download the application when prompted. The app makes it easy to sync folders from your computer, although you can also access your files via the website.



**02 Sync folders** To allow SugarSync to sync with certain folders, drag them from your computer into the main window of the app. The original folder stays in place but anything placed in it automatically syncs.



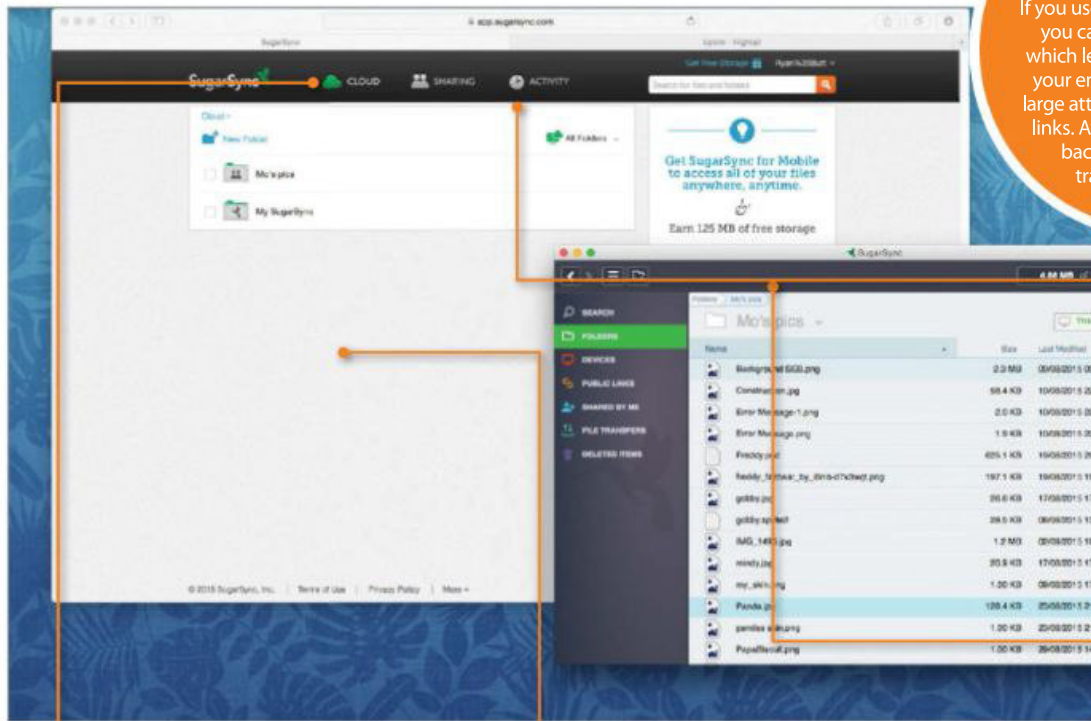
**03 Adding files** So here we see that our folder, which we have called Mo's Pics, contains various images. This folder is stored on our computer and we can add to and delete from this folder as normal.

# Accessing your files in the cloud

Manage data in-app or online

## SugarSync for Outlook

If you use Windows and Outlook, you can download a plug-in which lets SugarSync work with your email. Instead of sending large attachments, you can send links. Attachments can also be backed up and you can track the number of downloads.



### Your activity

Want to see what has happened and when within your space, including any folders shared with you by others? Simply click on Activity for a full rundown of all significant moments

### The app

Anything you see within the website is replicated with in the app. A yellow button on a folder shows that files are still syncing to the service and you can see how much space you have left at the bottom

### Cloud tab

Clicking the Cloud tab will let you view any folders that you have synced with SugarSync. Highlighting a folder gives options to open it as well as upload or download files

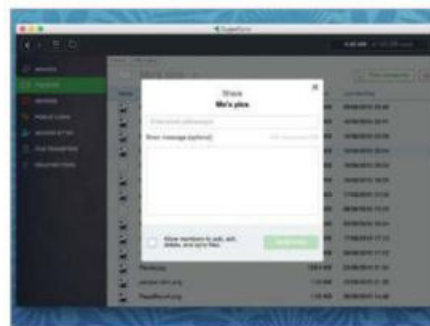
### The website

By logging in at sugarsync.com, you are able to view your folders in a web browser. Here we can see files that we have shared with others. You can view folders shared with you, too



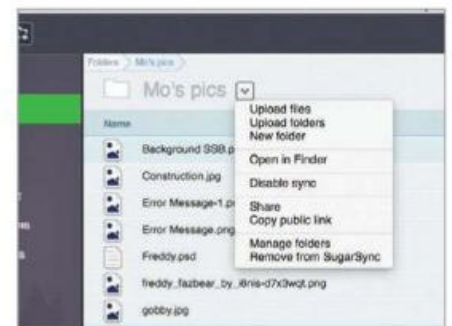
### 04 Auto back up

Now any items that you add to the original folder on your computer will be automatically backed-up to the cloud-based version of the folder without you having to lift a finger – which is very handy.



### 05 Sharing files

Click on the downward arrow next to the folder name and choose the 'Share' option. You can now enter the email addresses of people whom you would like to share the contents of the folder with.



### 06 Public link

Alternatively, you can choose the 'Copy public link' option which will copy a link that you can use to share the contents of the folder with everyone. Just paste it and post it wherever you want.



Device used:  
Mac



# Back up your files and folders with Mozy

Keep a copy of your priceless data stored in the cloud to not only access the files on your computer, but speedily restore everything you upload with a single click

**M**ozy is an excellent back-up tool which lets you keep the files in your most important folders safe and secure online in your own cloud space. Although it is not immediately obvious, there is a free version of Mozy which gives you 2GB worth of space to use. To access it, you must go to [mozy.co.uk/product/mozy/personal](http://mozy.co.uk/product/mozy/personal) and click the Free button. If you do not, you will find yourself having to input your credit card details – we always think it's better to try before you buy.

Once you are signed up, you can benefit from having your files automatically back up, letting you keep important photos, documents, music and more to be stored and ready to be restored should you lose them on your hard drive. It works with iOS and Android too, so you can have your files with you at all time. All you have to do to access your files on any web browser is log in. As you can see from our main image, you can view all of your files and, by right-clicking, you can download individual files or restore the lot.

Also, extra space can be bought for £7.99/month for up to three computers (giving you 125GB) or £4.99 for one computer for 50GB.



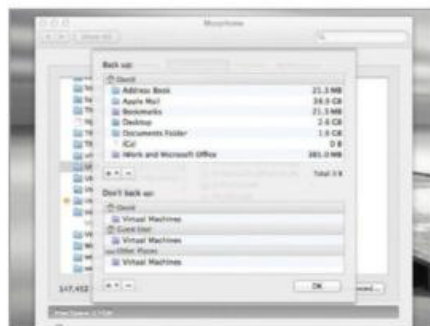
## Automate your file backups

Works on: PC, Mac, iPhone, iPad, Android



### 01 Back up files

Firstly, create a Mozy account and make sure you choose the free option. Download the Mozy app when prompted and install it. We want to tailor the folders which will be backed up, so click Files & Folders.



### 02 Add or remove

Mozy earmarks certain folders for back up but you can alter this by clicking Advanced. Go through the folders, clicking '-' to remove it and '+' to introduce other content from your hard drive.



### 03 More options

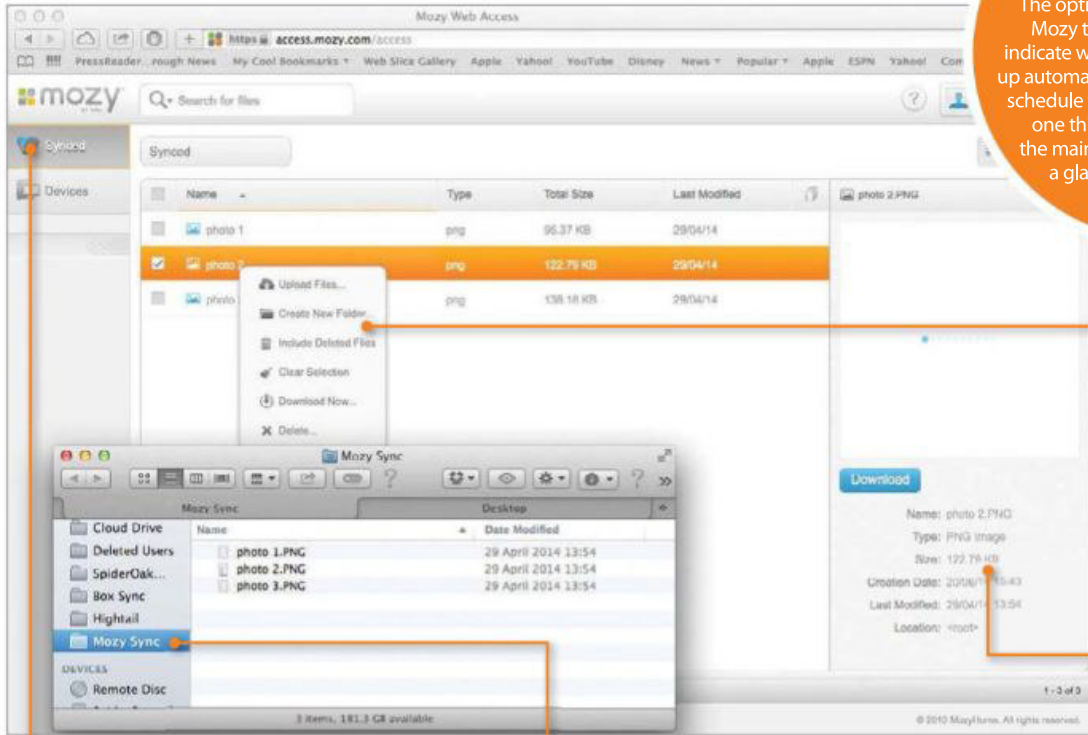
To tell Mozy exactly when you want the back ups to take place, click Options and click Automatic Backups. You can suspend them for up to two weeks. You can also create a schedule.

# Using Mozy Sync

Upload files to the Mozy cloud

## Sync with Mozy Sync

The options screen lets you tailor Mozy to work for you. You can indicate whether you want it to back up automatically, suspend backups, or schedule them by time and day. But one thing to keep an eye on is the main bar which shows you at a glance how much space you have left.



### The website

By logging in at Mozy.com, you are able to view the files you load into Sync via the Synced tab on the left-hand menu. You can see here that the files replicate our computer's folder

### The app

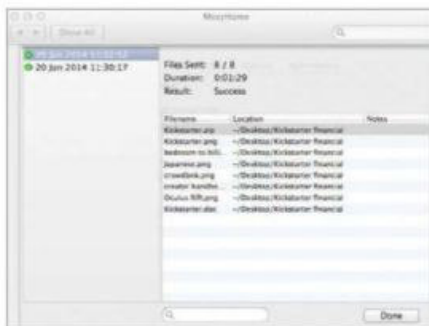
As well as Mozy Backup, there is another app that can be downloaded from Mozy as part of your account – Mozy Sync. This adds a folder to your computer called Mozy Sync. Drag files into it to upload

### Right-clicking

Right click on a file within the web browser to upload new ones, create a new folder, delete or simply download it to your computer. With Mozy Sync, your files can go with you

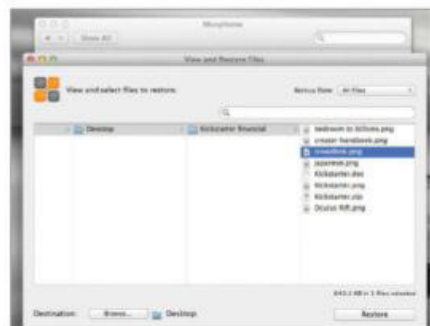
### Information

When you highlight a file, you are given information about it, including when it was created and its size. You can also download it using the blue button



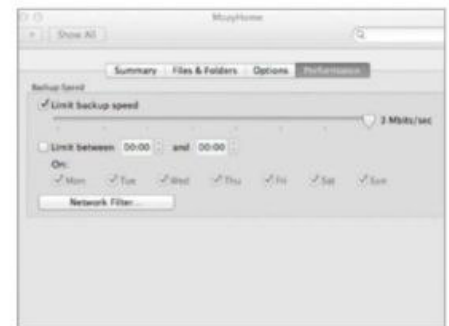
## 04 Check the history

To see what you have backed up and when, click on History. You will be notified when files have been backed up but the History option from the main Mozy pages gives a time-related rundown.



## 05 Restore files

If you find that you have a corrupt or missing file on your hard drive or if you simply want to get it back, click Restore Files on the homescreen. Find the folder or file you want and click Restore.



## 06 Alter the performance

A fourth tab, Performance, lets you tailor the back-up speed. This is great if you don't want Mozy hogging your resources. To that end, you can limit back ups to a particular time slot on certain days.

Device used:  
Mac



# Protect files and grant web access with SpiderOak

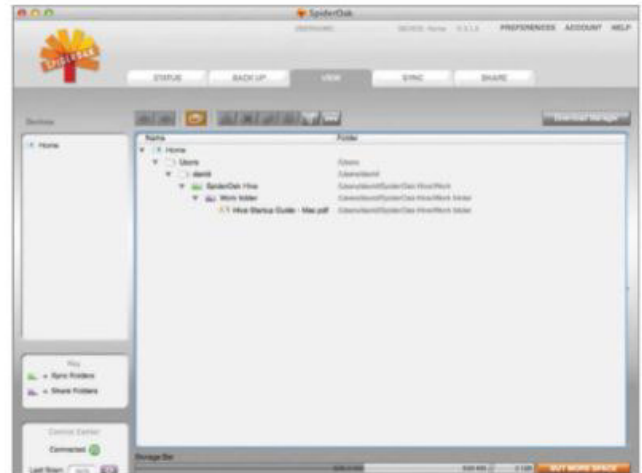
Lock your files in a secure area in the cloud and make backups of any files on your computer – then allow friends and colleagues access to selected folders

**S**piderOak prides itself on being a secure service and it makes much play, when you sign-up, of encrypting your password. But it does more than that. You can sync files and log the changes online and you can create shared areas which come complete with a unique URL that can be shared with others.

SpiderOak also enables you to access your data from anywhere, be it on a PC, Mac, within a web browser or via a smartphone or tablet app. Backups can be made from multiple computers at the same time too, so that you are able to get a single, large depository of your files.

Having back-up tools alongside synchronisation solutions gives you the best of both worlds. You will quickly find, when using this service to the max, that 2GB of free storage isn't enough, though. Price plans start at \$100 per year for 100GB (there is no lower tier) and typically it costs \$1 for every extra GB that you need.

While it could work out as being pricy, knowing that you can make backups and quickly download files to another computer if anything should happen to your PC or Mac can represent good value for peace of mind.



## Share photos, movies and more

Click Share and grant access to others

### Create ShareID

Clicking the Share tab, input a unique ShareID and select a name for your ShareRoom. Then select a RoomKey – this will form part of a unique URL that can be shared with others

### ShareRoom folder

You have to link a folder created within SpiderOak to your shared space. Anything you place in that folder will be viewable by the people who you give your URL to

### More shared folders

Click New and you will be able to create more ShareRooms, each with their own RoomKey and, optionally, a password to make them more secure. Users can download files from your space and view them



### Right-click sharing

If you want to share a file from within the SpiderOak Hive desktop app, then you simply need to right-click it and select Share This File. Select the method of sharing. This only works using the Windows PC app with the company promising Linux and Mac support at some point in the future.

### Editing a ShareRoom

You can alter the name of your ShareRoom and RoomKey as well as your description by clicking Edit. If you did not create a password in the first instance, you can add one via this tab

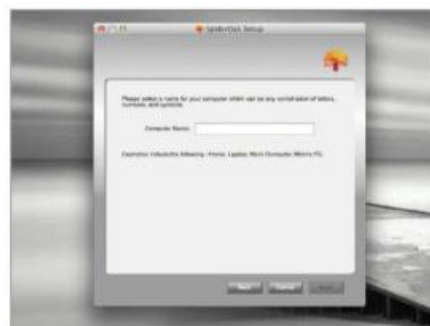


# Set up secure storage

Works on: PC, Mac, iPhone, iPad, Android



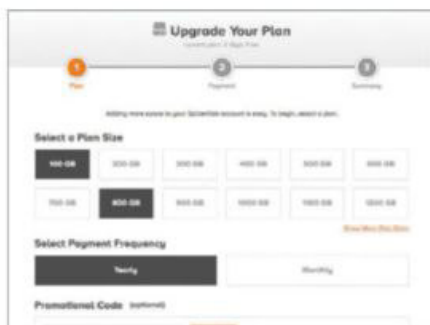
**01 Sign up** Go to [spideroak.com](http://spideroak.com), type your email into the main entry bar and click Sign Up. Fill in the details. SpiderOak will encrypt your password for added protection.



**02 Use the app** A desktop app will automatically download. You will see an icon in your toolbar. Click this, enter your username and password, then indicate the name of your computer.



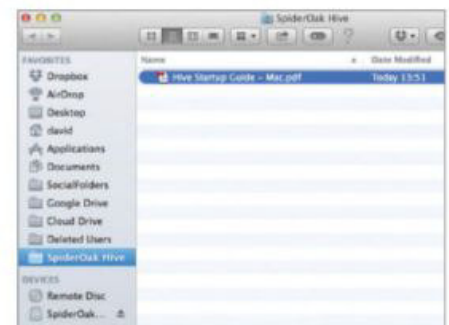
**03 Make backups** SpiderOak picks up on the folders you have on your PC or Mac. Select a category and click Start Backup. You may find that the backup will exceed your 2GB limit, though.



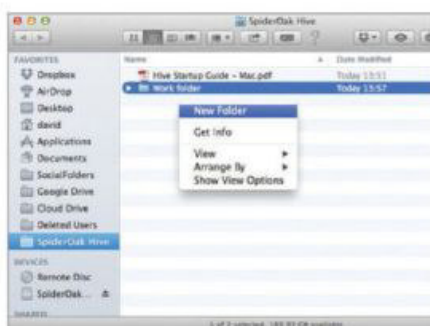
**04 Buy more space** If this is the case, click the Buy More Space button and a webpage will appear. There are many different plans ranging from 100GB to as much as 5,000GB.



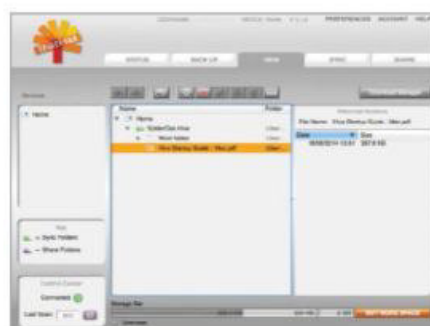
**05 Status overview** Click the Status tab to see any backups in progress. Multiple machines can be backed up to the same account. You can also view the health of your network.



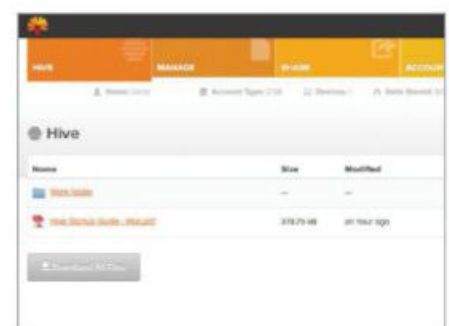
**06 Find file folder** You can add files to your storage facility by opening up a file window. You'll see a folder marked SpiderOak Hive. It operates like any other file window on your computer.



**07 Create new folders** To create a new folder, simply right-click and select New Folder, naming it in the usual way. Files dropped in here will be accessible via the SpiderOak service.



**08 View in app** The file structure can also be viewed within the SpiderOak app under View. This is a quick way of seeing how content is arranged. Files can be downloaded, deleted or renamed.



**09 Web access** You can access folders and files via a web browser. Download files; it is a brilliant way of restoring corrupt, lost or accidentally overwritten files on a system.

# Entertainment

Watch movies, store music and play games online

## 142 Create a Netflix account

Sign up for Netflix and watch movies

## 144 Stream a Netflix movie to your mobile device

View films on your phone or tablet

## 146 Manage your PS4 cloud game saves

Play your games on any console

## 148 Upload content to Flickr

Share your snaps & videos via the cloud

## 150 Upload images to Flickr on any device

Use the Flickr app to access images

## 152 Register a Spotify account

Join the digital music service

## 154 Listen to Spotify while mobile

Enjoy your music while out and about

## 156 Set up a SoundCloud account

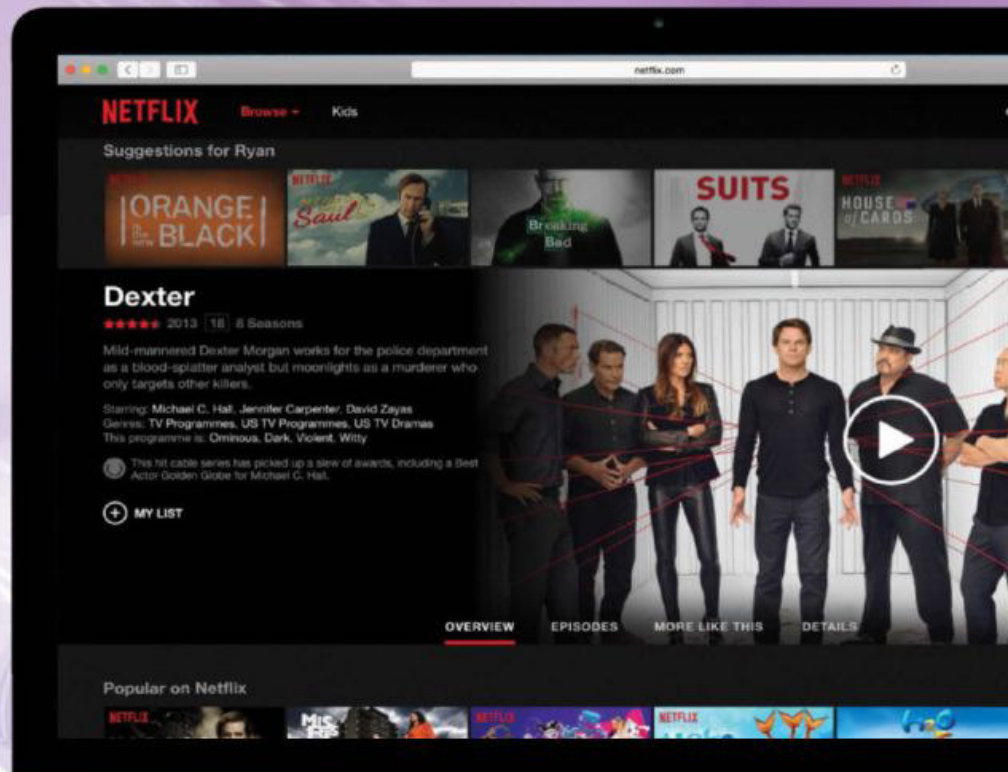
Sign up to the online distribution service

## 158 Upload audio to SoundCloud

Share your sounds with others  
Challenge others on your phone



“Streaming movies and TV shows to your mobile device is easier than ever”



Page  
142



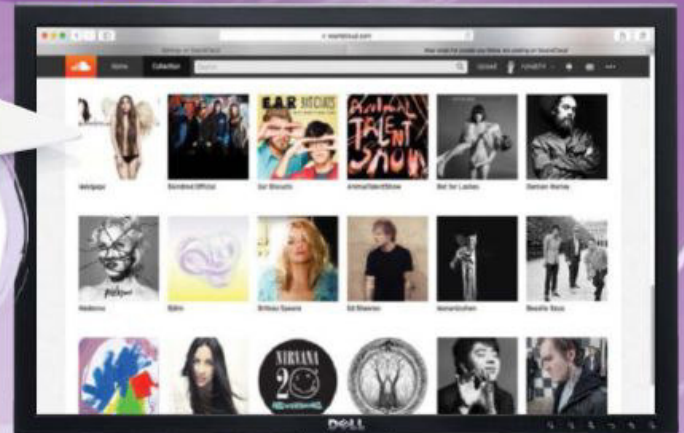


# Key features

- Listen to music
- Stream movies to iPad
- Create a playlist
- Play games online
- Upload photos



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Device used:  
Mac



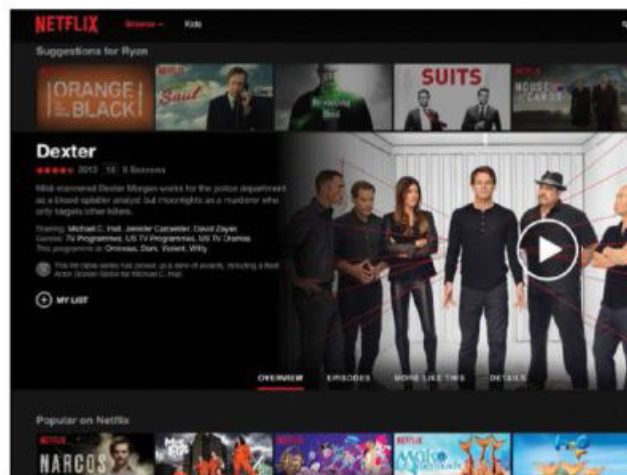
# Create a Netflix account and start watching movies

Want to watch films and classic TV series streamed directly to your computer, tablet or smartphone? We show you how to do just that with your own Netflix account

**Y**ou've no doubt seen the adverts and heard all about Netflix's internet movie streaming service – but just in case you haven't then a simple three-minute setup process (and a monthly charge of £5.99) allows you to watch an unlimited amount of movies and TV shows on your computer, tablet or smartphone.

You can set up your account on a computer and then access it through the various apps available for your tablet or smartphone devices (or vice versa) and, thanks to an effective use of cloud technology, you can stop watching at any time on one device and then continue watching from the exact same point on a different device later, making it a highly versatile service that works in complete harmony with your lifestyle.

Setting up a Netflix account is quick and easy and, once done, you will be presented with your own home page that is tailored to recommend films and TV programmes based on your selections when signing up. When setting up an account you will also be allowed to try the service for free for 30 days before committing to the monthly charge, so you can see how it all works and, more importantly, whether it works for you before shelling out.



## Your Netflix webpage

Find your way around Netflix

### Playing movies

Simply move your mouse's cursor over a movie cover and a play symbol will appear. Click on this to start streaming the selected movie to your computer. You will have to install a specific plug-in first, though...

### Suggestions for you

When you first set up your Netflix account, you nominate which movies you like to watch and suggestions are then displayed on your personalised Netflix webpage when your account has been set up

### Info pages

By hovering your cursor over a specific film you will call up a floating information box that displays the year of release, running time, a brief synopsis, key actors and directors and an average review score based on the opinions of fellow users



### Cancelling your account

If you have sampled Netflix using a free trial and decide that you no longer wish to continue using the service (and are getting charged for it), click on 'Your Account & Help' in the top-right and then click on 'Cancel membership' under the 'Manage Account' section of the page.

### Scrolling

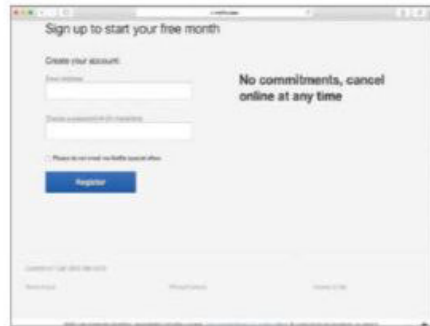
If you move your cursor to the end of a row of films then the page will start to scroll through other suggestions that aren't currently displayed on the screen – there are many more films available than first meet the eye

# Setting up a Netflix account

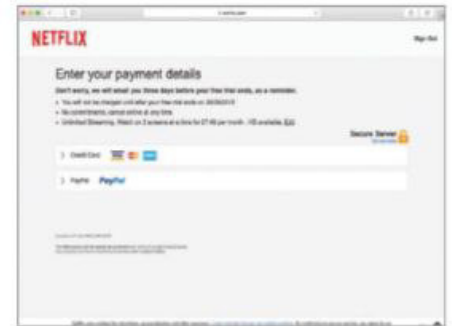
Works on: Mac, PC



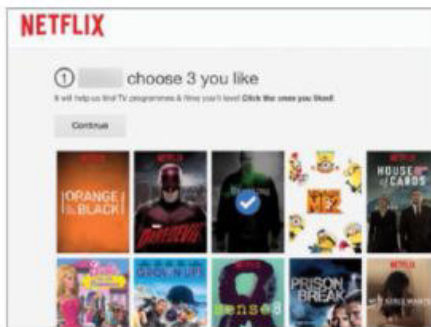
**01 Visit the website**  
Go to [www.netflix.com](http://www.netflix.com). On the main page you will see details about starting a free trial. Click on 'Sign up using Facebook' if you have a Facebook account, or via email if not.



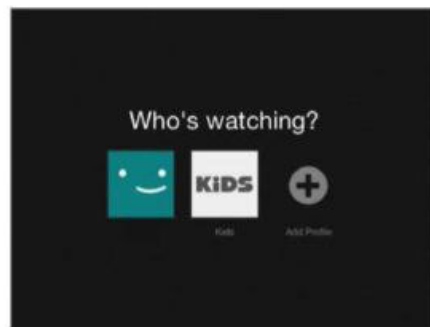
**02 Enter details**  
Use your Facebook email address and password to sign up for a free Netflix trial and then enter your credit card details into the required fields.



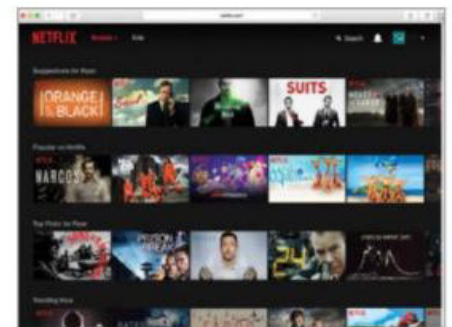
**03 Start membership**  
If you prefer you can also use PayPal. Simply click on the PayPal option and enter the required information. When done, click on 'Start membership'.



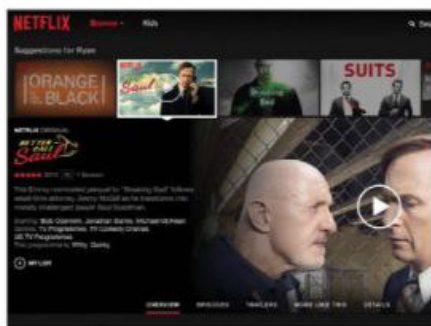
**04 Answer questions**  
You will now be asked a set of questions about why you opted to go with Netflix and about the kind of films you like so Netflix can be personalised to suit your tastes.



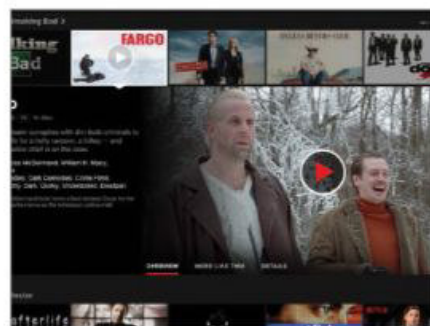
**05 Who's watching?**  
By default, Netflix will set up a secondary account for children. If you choose the 'Kids' account then you will restrict the viewing of certain, unsuitable, films and shows.



**06 Access your page**  
Once the plug-in is installed, click on the 'Netflix' logo in the top-left to access your personalised home page displaying movies based on your previously stated likes.



**07 Navigating the page**  
Your personalised page is broken down into sections based on your choices. Scroll through the film and TV shows and place the cursor over a title to bring up info.



**08 Start watching**  
When you spot something you want to watch – don't forget you can use the search engine to search for something specific – simply click on 'Play' to start watching.



**09 Write a review**  
When you've finished, why not give something back to the Netflix community by writing an honest review of what you have just watched and then posting it on the website.

Device used:  
iPad

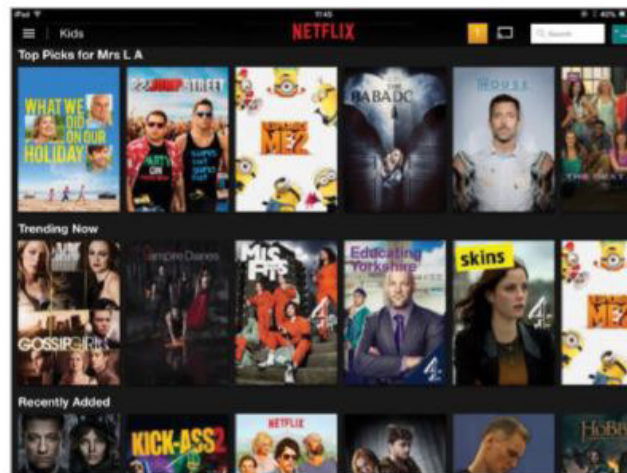


# Stream a Netflix movie to your mobile device

With the Netflix service, streaming movies and TV shows direct to your device couldn't be easier

Once you have set up an account with Netflix through the website ([www.netflix.com](http://www.netflix.com)) you can access it on any of your mobile devices by downloading the free app. This means that you can choose content to watch while on the move and get complete flexibility to watch how you want. For example, as Netflix utilises cloud technology to store and bookmark your content, you can start watching a film on your computer downstairs and then pick up where you left off on your iPad and finish watching it in bed.

Streaming movies and TV shows to your mobile device is easy. You simply trawl through the Netflix app interface, which is tailored to reflect your own personal film and TV preferences, tap on a movie poster to display its respective info page and then tap the play button. Within seconds your choice will be streamed to your device over Wi-Fi and all that's left for you to do is put your feet up and enjoy the presentation. In this tutorial we guide you through the process of accessing your Netflix account, getting movies beamed straight to your device and accessing the various playback controls needed to watch them however you see fit.



## Stream movies with Netflix

Controlling the playback on your iPad

### Screen size

You can increase or decrease the size of viewing window in which your streamed movie is displayed by tapping on the arrow button in the top-right corner of the screen. The bigger the better, as far as we're concerned

### High speed scrubbing

The bar at the top of the screen allows you to quickly scroll backwards or forwards through the movie. Got to a boring bit? You have complete freedom to fast-forward through it and get to the heart of the action

### Playback controls

If you tap the screen when a movie is streaming you will display the various playback controls. If you leave the screen alone for a few seconds they will vanish, leaving a clean and uncluttered viewing window



### Sharing

As you log into your Netflix account using your Facebook account details, what you watch is automatically shared with your fellow Facebook/Netflix users. To keep your viewing private, tap on 'Don't Share This'



# Using Netflix on the move

Works on: iPhone, iPad, Android



**01 Download the app** To start streaming movies and TV shows you will first need to download the app. Go to the App Store and search for 'Netflix' and then download the free app.



**02 Sign in** If you have a Netflix account then sign in using your email address and password. You will then be taken to your Netflix home page to start choosing things to watch.



**03 Browsing the page** Navigate the page by swiping your finger across the screen of your device to scroll through categories. You can also tap on a movie to bring up its info page.



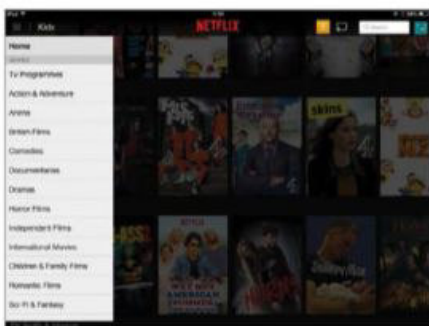
**04 Viewing TV series** To watch a TV show first tap on the show's title to bring up the info page. From here you can select specific seasons and episodes. Tap the play button to start viewing.



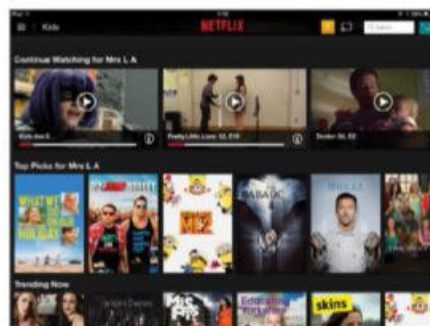
**05 Watching movies** Tap on a specific movie to bring up its info page and then tap the play button. Within a few seconds your selection will start streaming direct to your device.



**06 Viewing controls** While watching, tap anywhere on the screen to display the viewing controls. These include play/pause, a progress bar to scroll through the film and more.



**07 Browsing content** To jump to your preferred categories, tap on 'Browse' and then select a category. You can also search for specific movies and shows by using the 'Search' option.



**08 Continue watching** If you're halfway through a film on your present device, or a different one, then a 'Continue watching' option will appear. Click on the play icon to carry on where you left off.



**09 Tap to continue** Select the movie you wish to continue watching and, within a few seconds, it will appear on screen at the exact point at which you stopped watching it previously.

Device used:  
PS4

# Manage your PS4 cloud game saves

Protect your favourite characters, best goals and game progress – never lose a save again by having backups in the cloud, available to download on any PS4 you use

**R**emember the days when you'd need to take your memory card round to a friend's house to use your own save data on someone else's console? Now your most important PS4 and PS3 game saves are never more than a few button presses away when you know what you're doing.

Cloud saving is only available to PlayStation Plus subscribers, but given that the service is required both for PS4 online play and a constant source of free games, we're going to go ahead and assume that most PlayStation gamers are already signed up.

By using the cloud storage made available to PS Plus subscribers, gamers are able to send copies of their progress files to the cloud and retrieve them on any other PS4 console. All you need to do is sign into your own PSN account and every save you've uploaded will be right there waiting for you.

In this tutorial, we outline the process of making sure your saved data in the cloud is the most up-to-date version possible, as well as accessing this data from a different console. Happy gaming, wherever you go!

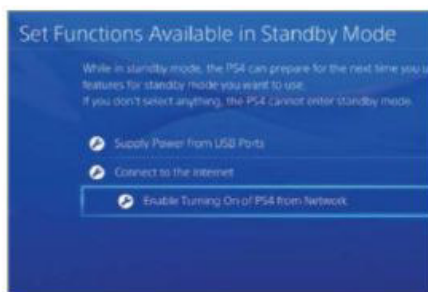


## PS4 cloud saves explained

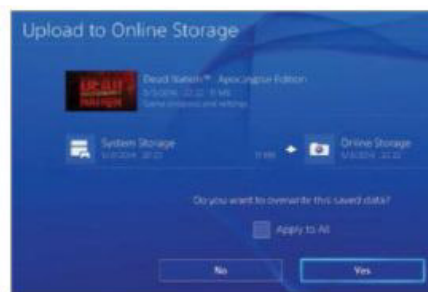
Works on: PS3, PS4



**01 Automatic uploads** By default, the PS4 will automatically upload game saves to the cloud while on standby. To check or change this, head to the Setting menu then into System, where it's Automatic Downloads and Uploads you want.



**02 Enabling standby features** To use automated save uploads, set your PS4 to connect while on standby. Go to Settings>Power Saving Settings. In the Set Functions Available in Standby Mode menu, ensure 'Connect to the Internet' is checked.



**03 Manual uploads** To go manual, uncheck the box in step one and head to Application Saved Data Management. Now copy save data manually by selecting Saved Data in System Storage, then Upload to Online Storage.

# What is PlayStation Now?

Sony's new game streaming service detailed



## Cloud game streaming

PlayStation Now is Sony's new cloud gaming initiative, born from its purchase of Gaikai's technology. Similar to OnLive, it allows games to be played remotely on any compatible device, with no download necessary

## Rent or subscribe

As with services like Amazon Prime, users can choose to rent individual games for a limited time (costs are based on both game age and required access time) or subscribe to PS Now for access to a huge portfolio of games

## Many devices supported

As well as PS4, PS3 and Vita, PS Now will eventually be supported on additional platforms including new Bravia TVs – you won't even need a console to play classic games, just a good internet connection and a DualShock controller

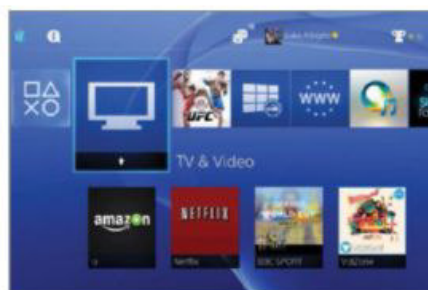
## A vast library

PS Now's catalogue won't just be PlayStation 3 games – it's set to incorporate PS4 titles as well as classic PSone and PS2 games in the coming months and years. With so many games available, though, where will you even begin?



## 04 Choose your files

When working manually, select a game from the list to see the data. Choose the ones you want, then Upload. Keep an eye on save dates and times when uploading to avoid overwriting more recent versions.



## 05 Sign in elsewhere

If you're not on your PS4, create a new user and sign into PSN using your details. This will create a copy of your account on the new console, be it a friend's PS4 or a replacement for a faulty machine.



## 06 Retrieving your data

To download a save, head to Settings, then Application Saved Data Management. Pick the Saved Data in Online Storage option, then Download. Upload new data when you're done playing on someone's console.



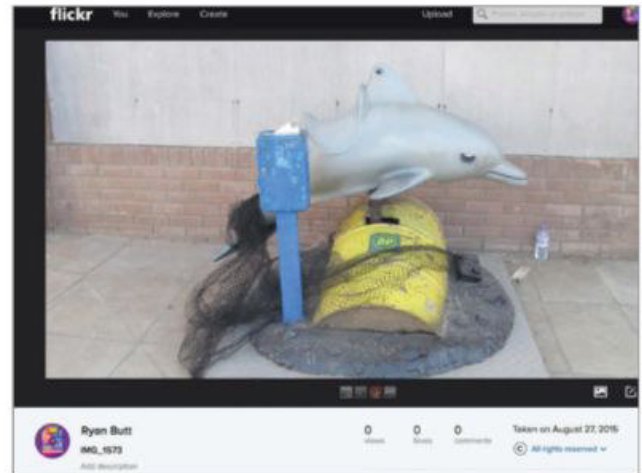
Device used:  
Mac

# Upload photos and videos from your desktop to Flickr

Organise and share your photos and videos using one of the most popular online photography applications, and then access them from any device

**F**lickr is an online photo management application that allows you to store your photos and videos in the cloud. This means that you can free up storage space on your computer, and have access to your precious memories from any device with internet access. It is free to sign up to Flickr and you can upload up to 300MB of photos and two videos each month. If you want to upload more than that, then you will have to pay to upgrade to Flickr Pro, which will give you unlimited uploads. It is important to remember that the free version of Flickr will only give you access to smaller versions of your images if you decide to download them. To download your original high-resolution images you will need to pay for Flickr Pro.

Once you have uploaded your photos and videos, you can organise them and then share them with friends, family or the entire world. Flickr also makes it easy to search for photos uploaded by yourself and other Flickr users, or you can explore the site to view stunning images taken by the worldwide Flickr community. It is really easy to get started on Flickr, just follow our simple guide.



## Your Flickr homepage

Find your way around

### Your contacts

Here you can view photos of your Flickr friends and see their own uploads. Simply add other users to your contacts list by searching or syncing and they will show up here

### Your Photostream

This is where you can find all of the photos and videos that you have uploaded, as well as access all of your sets. You can then go on to edit, share and download them

### Create groups

Groups of Flickr users can get together to share photos and have discussions. To share a photo with a group you are a member of, go to the photo and click Add to a Group



### Create slideshows

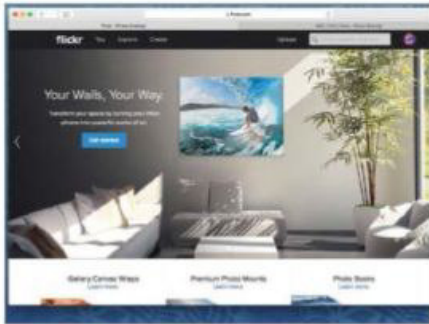
You can view sets of photos or your entire Photostream as a slideshow by clicking the Slideshow button towards the top of the page. It is then possible to control your slideshow and share it via email, copying a URL or embedding an HTML code into your blog or website.

### Explore Flickr

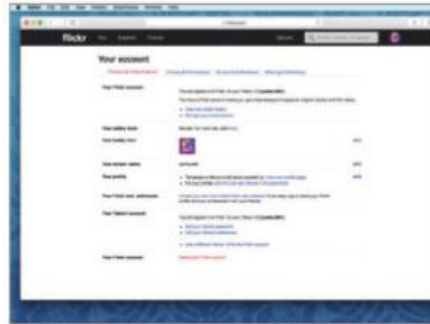
Here you can view recent photos uploaded by other Flickr users, as well as view galleries and collections. You can also view a world map tagged with photos taken in different countries, plus much more

# Upload files to Flickr

Works on: Mac, PC, iPhone, iPad, Android



**01 Create an account** Go to [www.flickr.com](http://www.flickr.com) and click Sign Up. If you already have a Yahoo, Facebook or Google account you can sign in with either of these. If not, then click Create New Account.



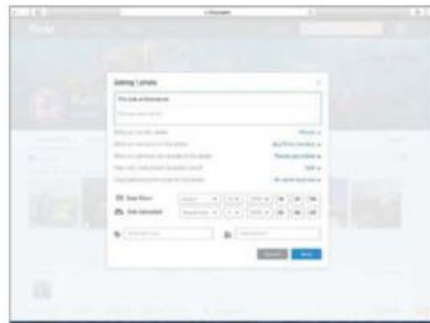
**02 Personalise your profile** Click on Personalize your profile, or the face in the top right-hand corner. You can upload a profile photo, add in your personal details and create your own Flickr URL.



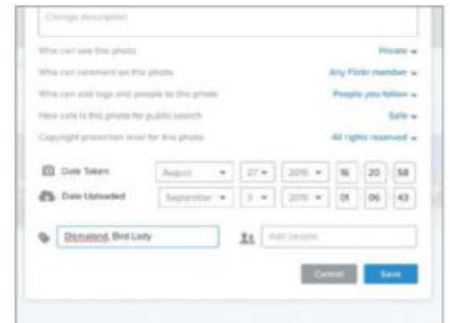
**03 Add your contacts** To let other users see your profile, click Find your friends on Flickr, or go to Contacts>Add Contacts. You can then search for friends or sync contacts from other places.



**04 Upload your files** Click on Upload your first photos, or the Upload button. You can then drag your chosen photos and videos onto the site, or select them from the files on your Mac.



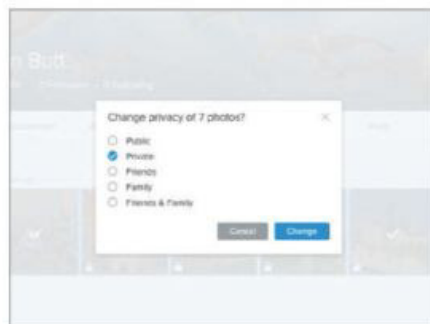
**05 Organise your uploads** When your selected photos and videos appear on the screen, you can rename them by clicking on the file name. You can also do the same with the descriptions.



**06 Add tags** Another way to make your uploads easy to search for is to add tags. Click on an image and then click on Tags on the right-hand side of the screen.



**07 Create a set** To organise your uploads into groups, you need to create a set. This is an online album that you can name and add a description to.



**08 Customise owner settings** You can choose whether you want your uploads to be public or private, so only you can see them. You can also make them public to family or friends only.



**09 Share your shots** The photos/videos you have uploaded will now appear in your Photostream. To share a photo or set, click on it and then click Share at the top and select an option.

Device used:  
Android



# Upload images to Flickr on any device

Download the free Flickr app and start capturing, storing and sharing precious memories from your mobile device

The convenience of smartphone cameras means that cameraphone photography has never been more popular. Having a camera on you at all times allows you to capture special moments, take interesting shots or simply document your day from wherever you are. It also enables you to share your shots instantly, updating friends and families with what you are doing.

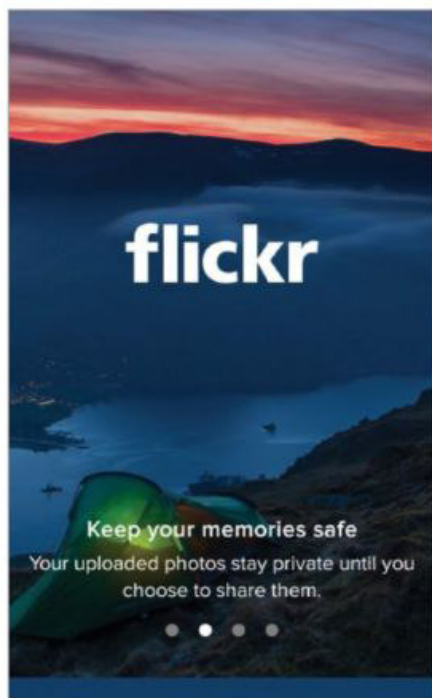
Online photo management service Flickr has a free app available that allows you to take and share shots on your device, all in one

place. It also solves the problem of running out of space to keep your images on your phone, as you can instantly store your shots on your Flickr account and access them from any device that has internet access. All you need to do is log in to your Flickr account from your PC, Mac, iPhone/iPad app or Android app and all of your images will be there for you to view and download. The app also has lots of other useful features, including photo editing, so that you can make sure your shots are perfect before everyone else sees them.



## Using the Flickr app

Works on: iPhone, iPad, Android



**01 Sign up** Open up the app and sign in. If you already have a Yahoo account, then you can use that. If not, then create a new account, or sign in using Facebook or Google.



**02 Take a shot** Tap the camera icon at the top of the Flickr interface and then authorise the app to use the camera on your device, as well as your location while using the app.



**03 Edit your photo** Once you have taken your shot or selected it from your phone, go through to Flickr's photo editor, where you can choose from a selection of filters to apply. Tap Next.



# Flickr on your phone

The main features of the Flickr app

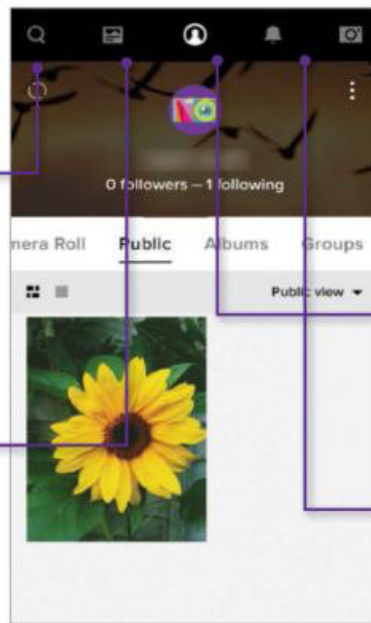


## Explore

The magnifying glass icon takes you to the Explore screen where you can view photos taken by other Flickr users, not just contacts. You can also see photos taken near you, if Flickr reads your location

## Find friends

Tapping this icon will take you to a screen where you can search for other Flickr users and add them to your list of contacts. You can then view each other's photos and comments



## Your photos

The screen accessed by tapping the person icon shows you all of your photos, known on Flickr as your 'Photostream', as well as your photo sets

## Recent activity

Tapping the bell icon shows any recent activity, including if any of your friends have 'favourited' or commented on any of your shots



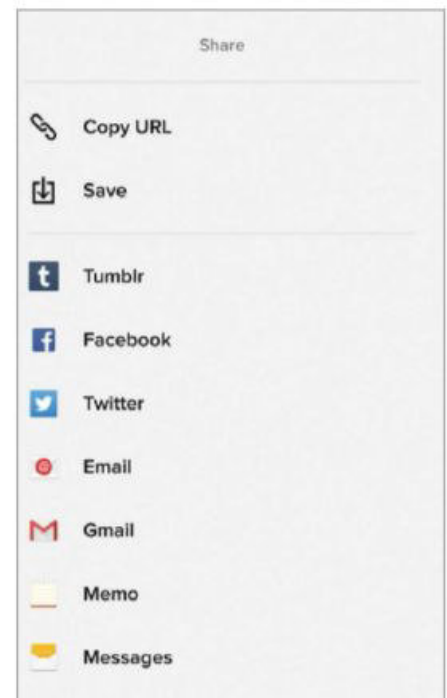
## 04 Add details

You can now give your photo a name and description for others to see. If you click Add to Sets, you can also create and name a folder to store the image in.



## 05 Add further details

Select the photo's privacy options, either making it private, allowing only friends or family to see it, or making it public. Then add tags to make your shot easy to search for.



## 06 Share your shot

By selecting your image and then tapping the arrow icon you will be able to share it with other social networks, including Facebook and Twitter.

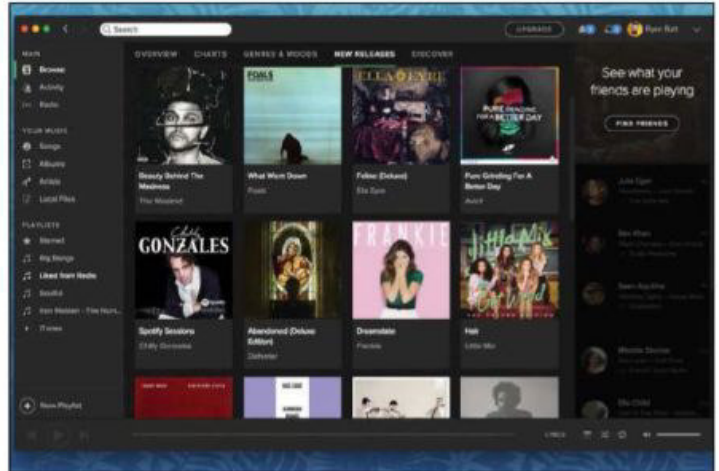
Device used:  
Mac

# Register a Spotify account

Listen to quality tunes and albums streamed directly to your computer, tablet or smartphone with the Spotify service. Here we show you how to set up a free account

**S**potify is an excellent music streaming service that allows you to listen to virtually any music you want, making it resemble something of an online jukebox. And there are many different ways to use the service to your advantage. For example, if you sign up for a free account then you can still listen to whatever you want, but the flow of the music is disrupted by adverts occasionally, making this type of account ideal for 'trying before buying' new music, but not suitable for providing the music at parties.

The premium service, however, allows you to create your own playlists to share with friends or play offline, and your streaming is completely uninterrupted, so you can really savour what you're listening to (though this service requires a monthly fee). Spotify also uses cloud technology so all of your playlists and starred tracks will be available in the free app for your mobile device as soon as they are created in the desktop app, and as social networking is woven into the fabric that makes up Spotify, the app makes it easier than ever to discover and share music.



## Organise and share your music

The Spotify interface

### Finding music

To find tracks and artists you can simply enter keywords into the search field. This will then present shortlists of playlists, artists and albums that relate, as well as a list of tracks for you to pick and choose from

### Making playlists

You can create new playlists to share with others by clicking on the New Playlist option in the toolbar. Name it, and then drag selected tracks into it from the app's main window

### Sharing music

You can share created playlists or individual tracks with other people in your social network by clicking on the share icon that appears alongside tracks and playlists

### Cancelling your account

If you have sampled Spotify using a free trial and decide that you no longer wish to continue using the service (and getting charged for it), click on your name in the top-right corner of the website and then choose the Subscription option. Then click on Manage your subscription.

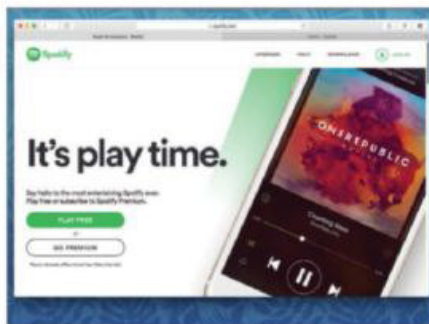
### Buying music

If you want to purchase tracks that you have listened to (which will then be added to your iTunes Library) then click on the download arrow icon that is displayed next to each track name

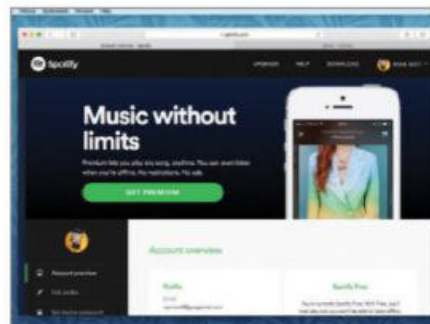


# Set up Spotify

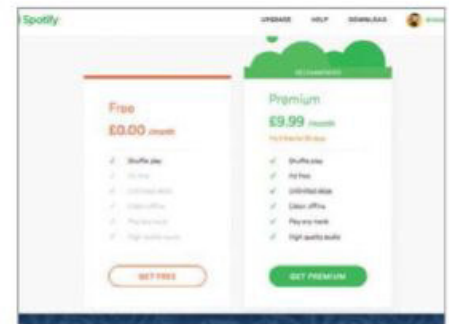
Works on: Mac, PC



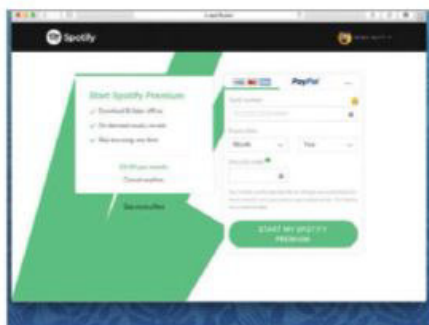
**01** Visit the website  
Go to [www.spotify.com](http://www.spotify.com) and click on 'Log in to Facebook' and enter your email and password. If you're not on Facebook, select 'Create an account' and enter your details.



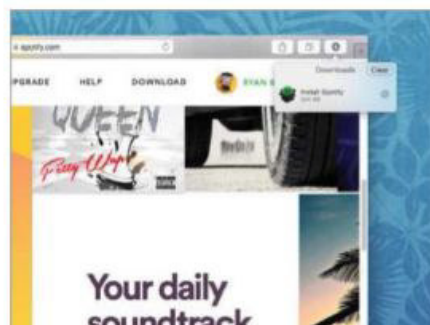
**02** Explore Spotify  
The main Spotify window is peppered with options. To get your account up and running, click on the Get Spotify link at the top of the window.



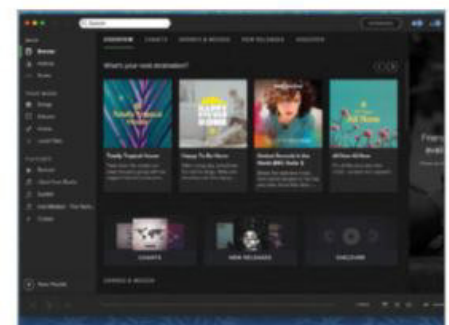
**03** Choose your account  
You will be presented with different Spotify account types – Premium and standard Spotify. The merits of each are clearly defined, making it easy to decide.



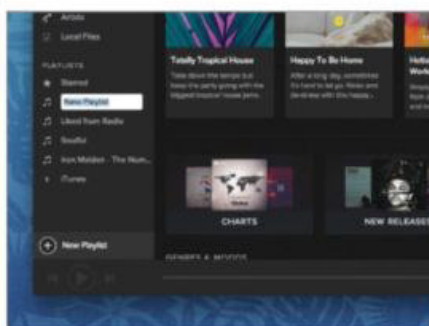
**04** Get a free trial  
To experience the main benefits of Spotify you have to sample the Premium service which, mercifully, you can get on a free 30-day trial.



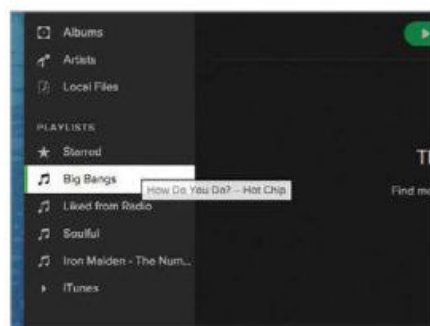
**05** Download Spotify  
Once your payment details have been accepted, click on the Download Spotify link. Follow the installation instructions and then launch the Spotify app.



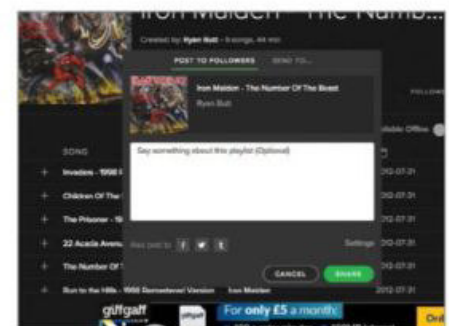
**06** Find music  
The interface of the Spotify app is designed for ease of use. As such all of the latest music is displayed in the main window and you can also search for tracks and artists.



**07** Creating a playlist  
Playlists are essentially the heart and soul of the Spotify experience. To start creating your own playlist, click on the New Playlist option in the toolbar.



**08** Adding tracks  
Now you can freely search for music and whenever you encounter a track that you would like to add to your playlist, simply drag it from the main window to your playlist.



**09** Sharing your playlist  
Once you have created your own playlist of songs you will probably want to share it with your friends. Click Share at the top and then choose how to share it.



Device used:  
iPhone

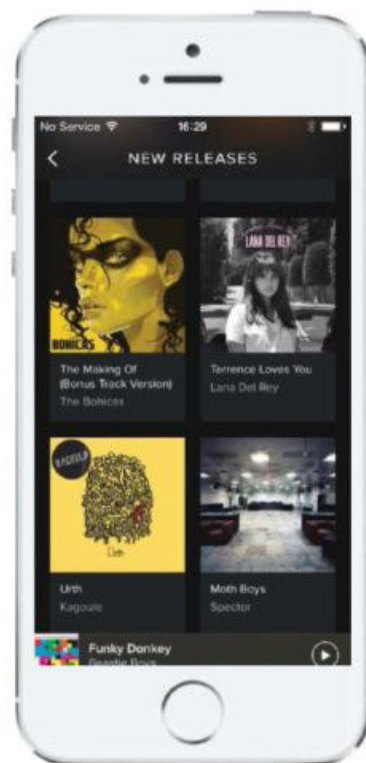
# Listen to Spotify while on the move

Access your playlists on your mobile device to enjoy wherever you are, regardless of an internet connection

**W**e have already explored the service provided by Spotify and showcased how it enables you to instantly listen to pretty much any music you could ever think of. Now, we will explore how the app works with your smartphone to allow you to take your music on the road.

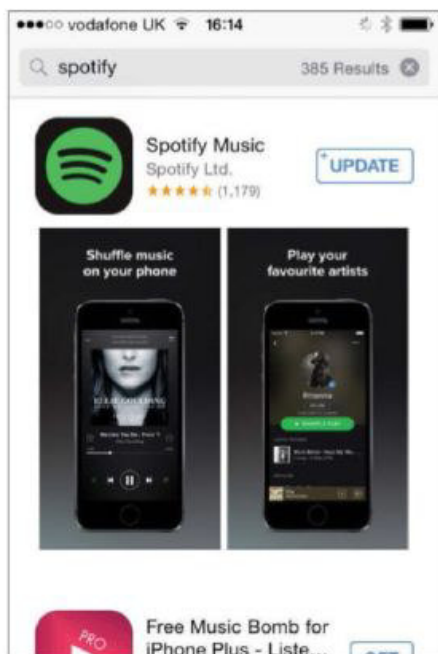
The free Spotify app features a very simple interface, with tabs along the bottom of the interface providing instant access to your playlists, latest news and friends. A fifth option here also allows you to search the Spotify

database for new tracks to play through the app. The best thing about the Spotify app is that cloud technology is employed to keep your desktop app and your mobile app in perfect sync. So if you create a playlist on your computer, it will automatically appear on your mobile without you having to lift a finger. All of your tracks can then be synced straight to your device, which means you'll be able to enjoy them on the move if you don't have an internet connection. We'll guide you through the simple interface and show you how to get to grips with Spotify.

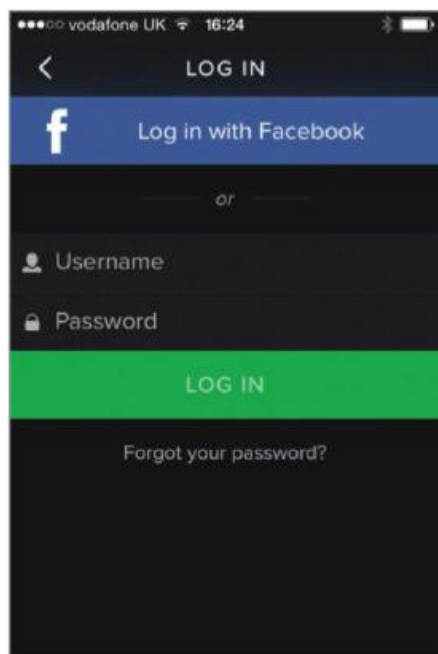


## Access Spotify on your mobile

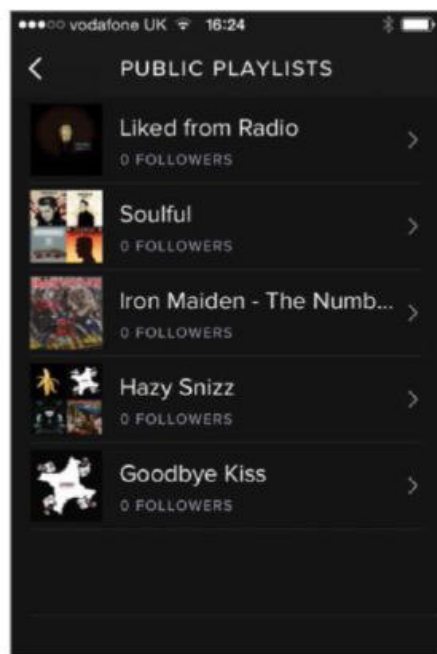
Works on: iPhone, iPad, Android



**01** **Download the app**  
Head to the App Store or Google Play and search for the Spotify app. Unfortunately, there isn't a specific app for iPad, but the iPhone app is universal and works just fine on iPad with a zoomed-in interface.



**02** **Log in**  
Launch the app and then you will be prompted to sign in with your username or password, or log in using Facebook. Use the same method that you used to log in to the desktop app to access all of your data and files.



**03** **Your playlists**  
Tap the Playlists tab and the playlists that you have created on the computer version of Spotify will be instantly available. Tap iTunes and the playlists you created previously can be selected to listen to.

# Rocking out on the go

Access your playlists on the move

## Hide

By tapping the Hide button, you will close the current playback control screen and return to your playlist, where you can make adjustments or skip to a different song if you wish

## Playback controls

The controls for playing your music are simple and consist of play/pause, forwards/backwards and high-speed scrubbing. You are also provided with album artwork that forms an attractive backdrop to the controls



## Take it offline

If you are a premium Spotify member you can sync your playlist tracks to your computer or device and then play them without an internet connection. This is especially handy for the mobile app as you can then listen to your playlists while out jogging, for example.

## Easy access

You can also access the track's info page by tapping on the album artwork. Once you have done what you need to do on the info screen – share, star, etc – then tap anywhere on the screen that isn't an option to go back to the playback screen

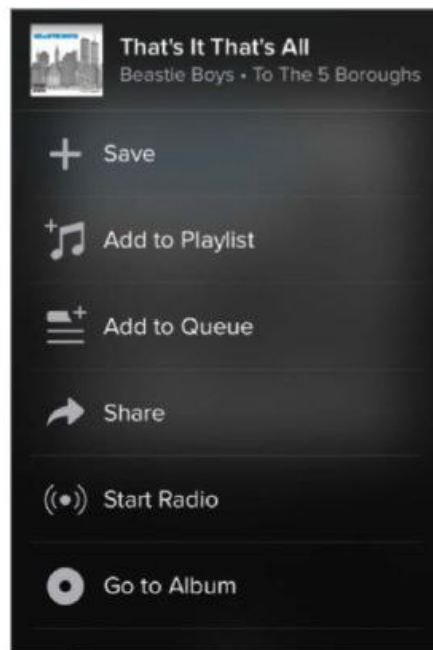
## Info

Tap on the '...' button to access options to peruse the full album from where the current track is taken, browse the respective artist's back catalogue, star the song and access the extensive sharing options



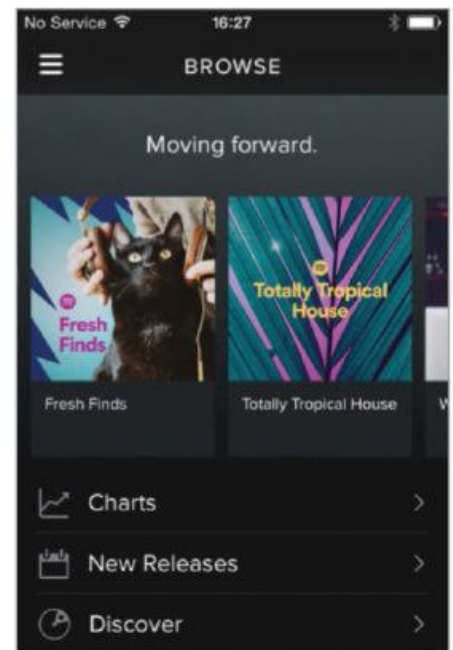
## 04 Playing tracks

Tap a track in your playlist and it will start playing. The playback screen features play/pause, forward/back and a high-speed scrubbing bar underneath a blown-up image of the album art.



## 05 Find out more

On the info screen you can access the album from which the track is taken, browse the artist's entire back catalogue, star the track, add it to a different playlist and share the track with others.



## 06 Finding new music

Discovering new music through the Spotify app is easy. You can tap the Search tab and enter keywords to find artists, tracks and albums, or tap What's New to see all of the latest music that has been added.

Device used:  
PC

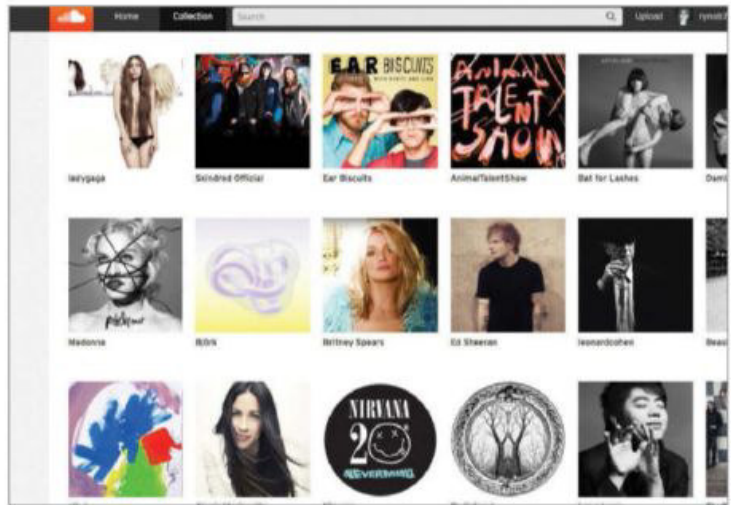
# Set up a SoundCloud account and user profile

SoundCloud's cloud-based music sharing platform is the ideal online meeting place for up-and-coming musicians...

**A**s you've been reading so far the main benefit of cloud-based technology is that it allows you to store a variety of data on an online server and then access it via a web browser or mobile device (such as a tablet or smartphone).

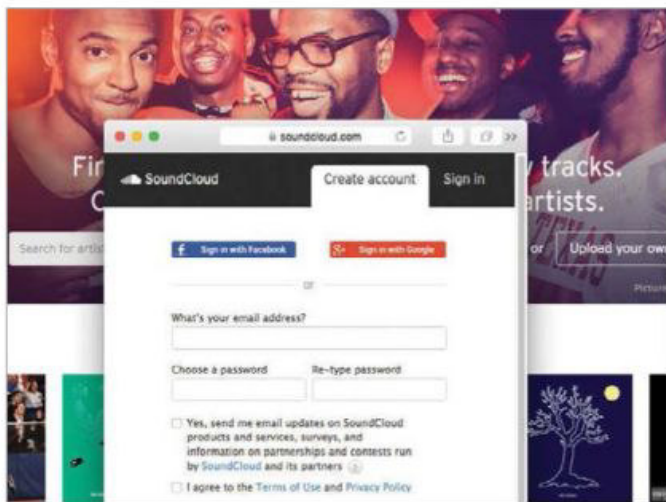
This way you don't have to store backups on your own computer and you can access the files from any location around the world as long as you have an internet connection. SoundCloud is another company that is keen to exploit the cloud-based technology and it's the primary focus of our tutorial. The service offers a free-to-paid subscription platform designed for musicians to share their music or sound clips with others via an online community.

In the first part of the tutorial we show you how to create a free account a set this up using a PC. However, we need to add that because the software uses a web interface, you can also create an account easily from either a Mac or any device with an internet browser. Additionally, because of the social sharing aspect of the service if you already have a Facebook account we can also show you how to log in using this method.

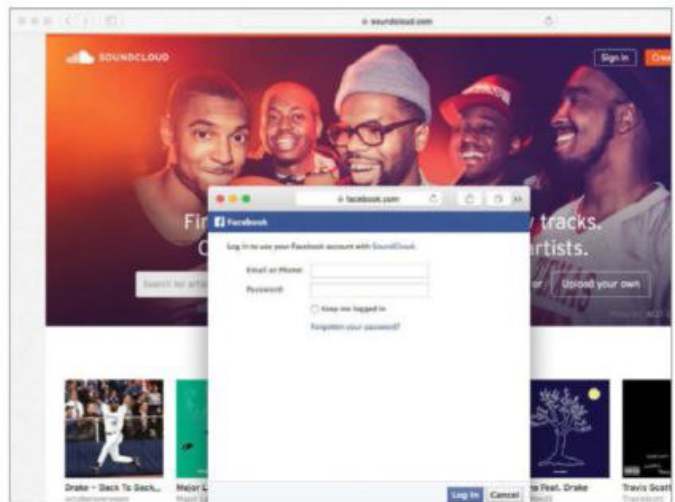


## Create a SoundCloud account

Works on: Mac, PC, iPhone, iPad, Android



**01** Create a Sound Cloud account  
Launch SoundCloud via [soundcloud.com](http://soundcloud.com). Now click on the 'Create account' icon. Next key in your email address, password and then tick the terms and conditions box. Choose Sign up to continue. Once at the profile setup screen click on the option to Skip this step.



**02** Alternatively log in via Facebook  
Alternatively, if you have a Facebook account click on the 'Sign In with Facebook' icon from the start of step 1 and then key in your email address and password. SoundCloud will then require access to your Facebook account, so to accept, click 'Log In with Facebook' to continue.



# The Dashboard portal

Use the Dashboard for navigating around the interface

## People around you

From the Dashboard you can access the Explore tab and then click on the profile names of the users to view/listen to their uploaded music. You can then decide if they are worth following

## Main settings

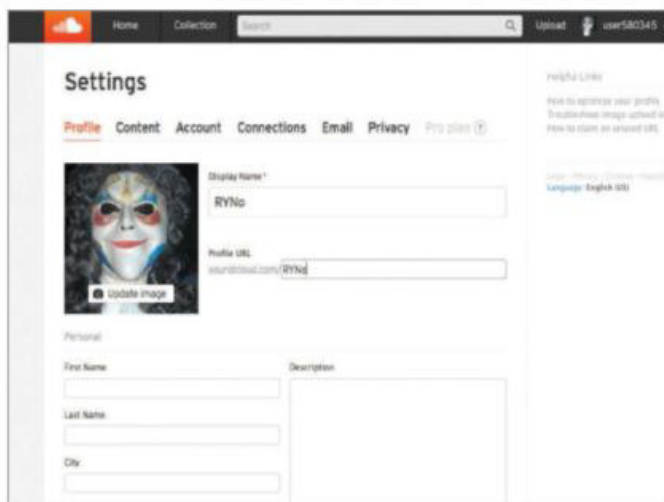
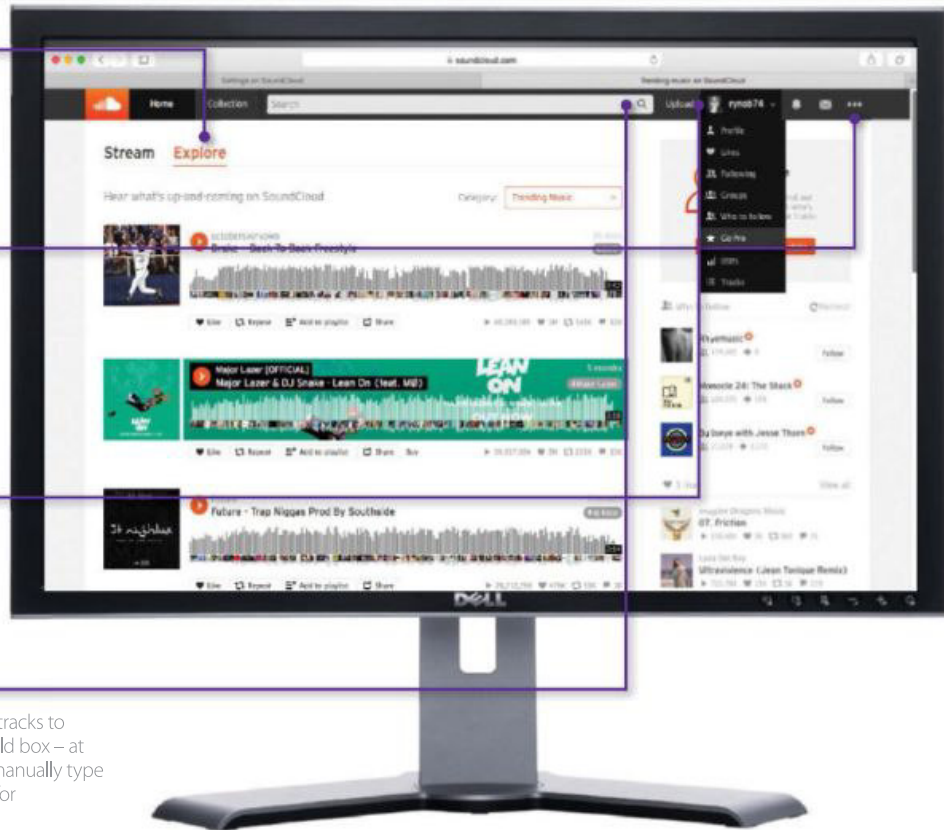
The main settings option (which is also at the top of the Dashboard) is where you need to head to after creating your account as it allows you to tailor your profile link. This can then be used by others to access your music directly

## Your profile name

Your Profile is where you can access the people that you follow (plus your favourite tracks) and it's also one of the places where you can upload your own content (we will cover this in the next tutorial)

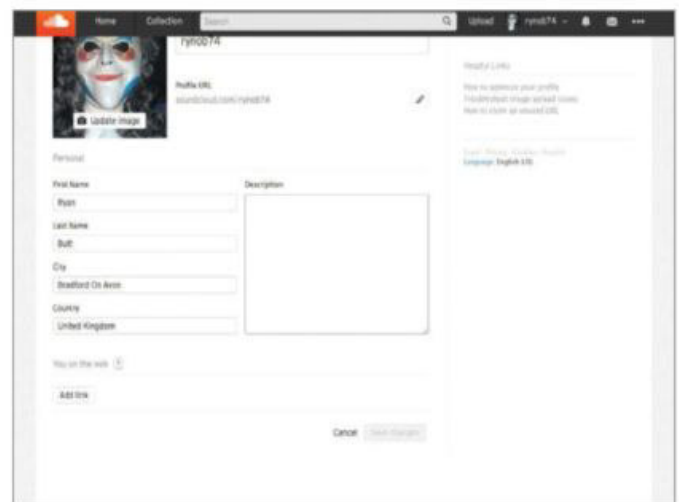
## Search field

An alternative way of finding people or tracks to listen to is to click on the main search field box – at the top-right of the screen – and then manually type in the information that you are looking for



## 03 Change your cloud profile link

From your dashboard, click on the three-dot icon and then select the Settings option. From here click on the Username. Type in a more meaningful profile name and then to the right, click on the profile link edit icon. Adjust this to taste. Choose 'Save changes' to finish.



## 04 Advanced cloud-profile adjustment

While in Settings, scroll down and select the description field box and type in a basic description of yourself. Optionally fill in your website details beneath. This info will help others to decide if they want to follow you. Click on 'Save changes' to finish.

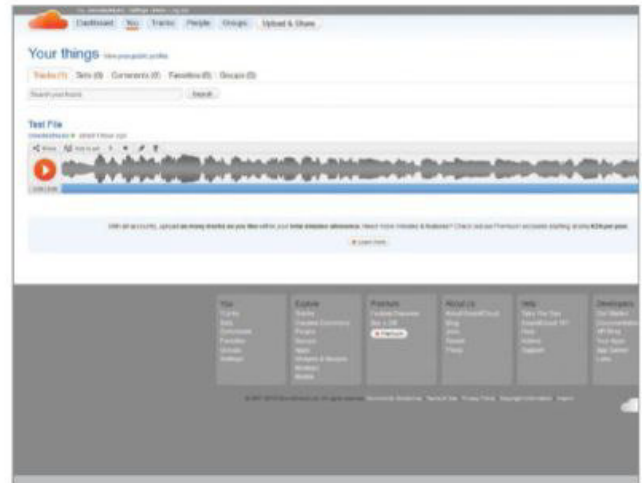
Device used:  
PC

# Upload your audio files to SoundCloud

Now that your SoundCloud account has been created we can show you how to upload your audio clips to the network (either your own account or a different user) using a variety of methods

**F**rom our previous tutorial you should have picked up the steps to create a SoundCloud account. Next we will be focusing on the main selling aspect of the service and that's the ability to upload your audio files. We use the words 'audio files' rather than 'music' because SoundCloud isn't just for musicians as it can also be a useful platform if you want to share your podcasts or other sound bites that you may have taken. Due to the community aspect of the service we will also look at how to upload music to others and comment on tracks. Additionally we will cover the use of widgets, which are small pieces of HTML code that can be placed on your own website to give the public a fast method of uploading their own tracks directly to your account.

Once again we will be showcasing you all the steps using a PC but because SoundCloud is accessed through a web browser you can just as easily use a Mac or mobile device (though Adobe Flash support may be required) to perform these steps. In terms of recording equipment to use for the tutorial this is all down to personal taste, but you can use either a webcam, microphone, or even apps.



## Your profile portal

Access multiple options via your profile

### Keep track of content

Under your profile you can keep an eye on several options. By default you can view the tracks that you have uploaded or you can see the comments or any favourites that you have saved

### Customise your Dropbox

By accessing the Dropbox tab on your profile you can select the Add a description to your Dropbox option to type in words that will give people a better idea of what type of audio files you are looking for

### Record or upload

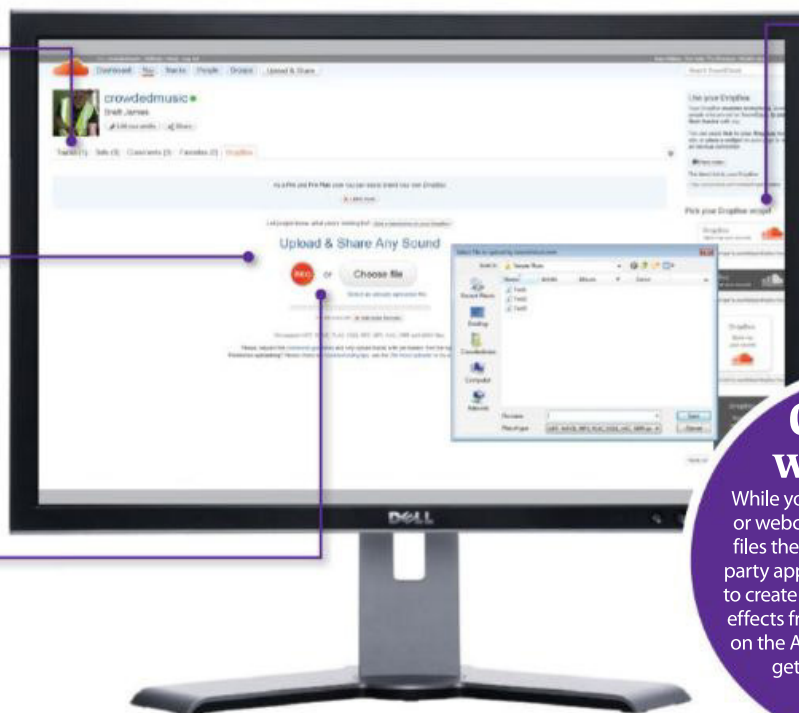
Additionally from your own profile you can record new tracks via the REC button or select the 'Choose file' option to quickly browse for content on your hard drive or portable USB drive. Multiple file types are supported

### Select a widget

On the right-hand side of the profile screen is where you will find your widgets. These widgets and their design are encoded in HTML. You can copy and paste the code to your website

### Creative with apps

While you can use a microphone or webcam to record your audio files there are a number of third-party apps that you can download to create music or enhanced audio effects from scratch. For example, on the Android platform you can get hold of Caustic 2 to produce some cool music.



# Upload audio to SoundCloud

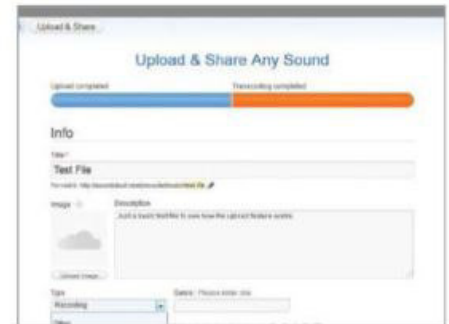
Works on: Mac, PC, iPhone, iPad, Android



**01 Begin recording** After logging into SoundCloud from the Dashboard, click Upload and Share. Under the 'Upload & Share Any Sound' option click on the large record button.



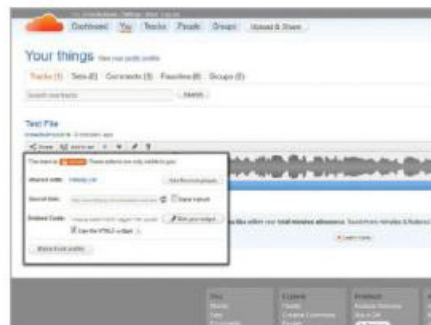
**02 Continue recording** Plug in your recording device. Then press record again. A wave stream will now appear on the screen and you can start your recording. Press stop and begin uploading.



**03 Customise your file** Once the upload begins, choose a title. You can also set the type of recording via the drop-down list which allows others easier search access to the file. Choose Private.



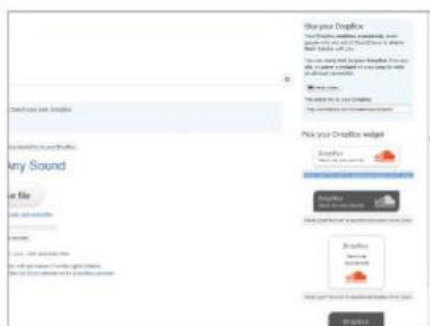
**04 Set private permissions** Choose the option Add/Remove People. A dialog box will now appear. In here select who will have access to the audio file via the tabs at the top.



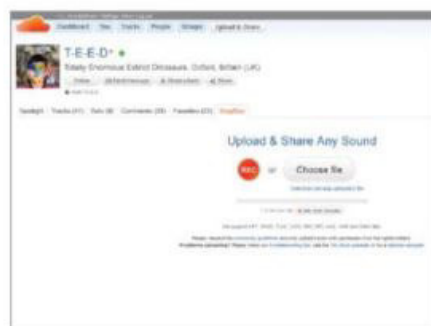
**05 Amend your audio file** Once you are happy click on 'Save' to finish. Your track will now appear. From here you can use the pencil icon to edit the track info or press the bin icon to delete it.



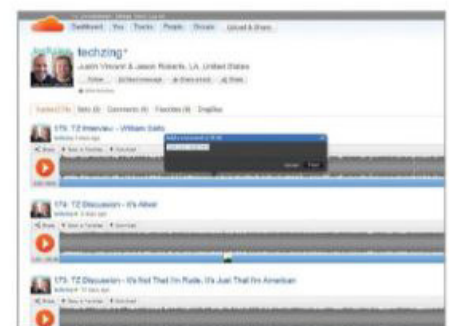
**06 Upload existing files** Click on the 'Upload and Share' icon from the top of the dashboard and then under the 'Upload & Share Any Sound' option, click on Choose files. Next browse and click OK.



**07 Add user upload widget** Even if people are not on SoundCloud you can get them to upload audio files using an embedded widget. Create a new widget and further enhance SoundCloud's usefulness.



**08 Upload to other accounts** Click on the People tab. A list of users will now appear. Select a user profile name and click Dropbox. You can now press the record button or upload files to the account.

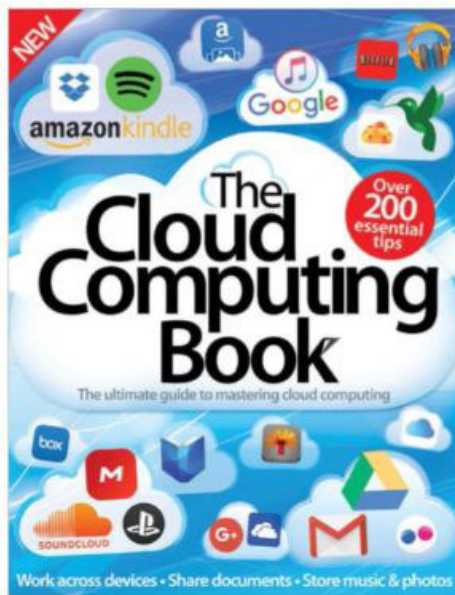


**09 Comment or download** Select a profile account from step 8 and click on their name. Not all user uploads have a download icon, but if they do you can select the option to download the audio file.



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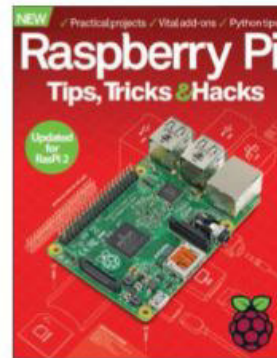


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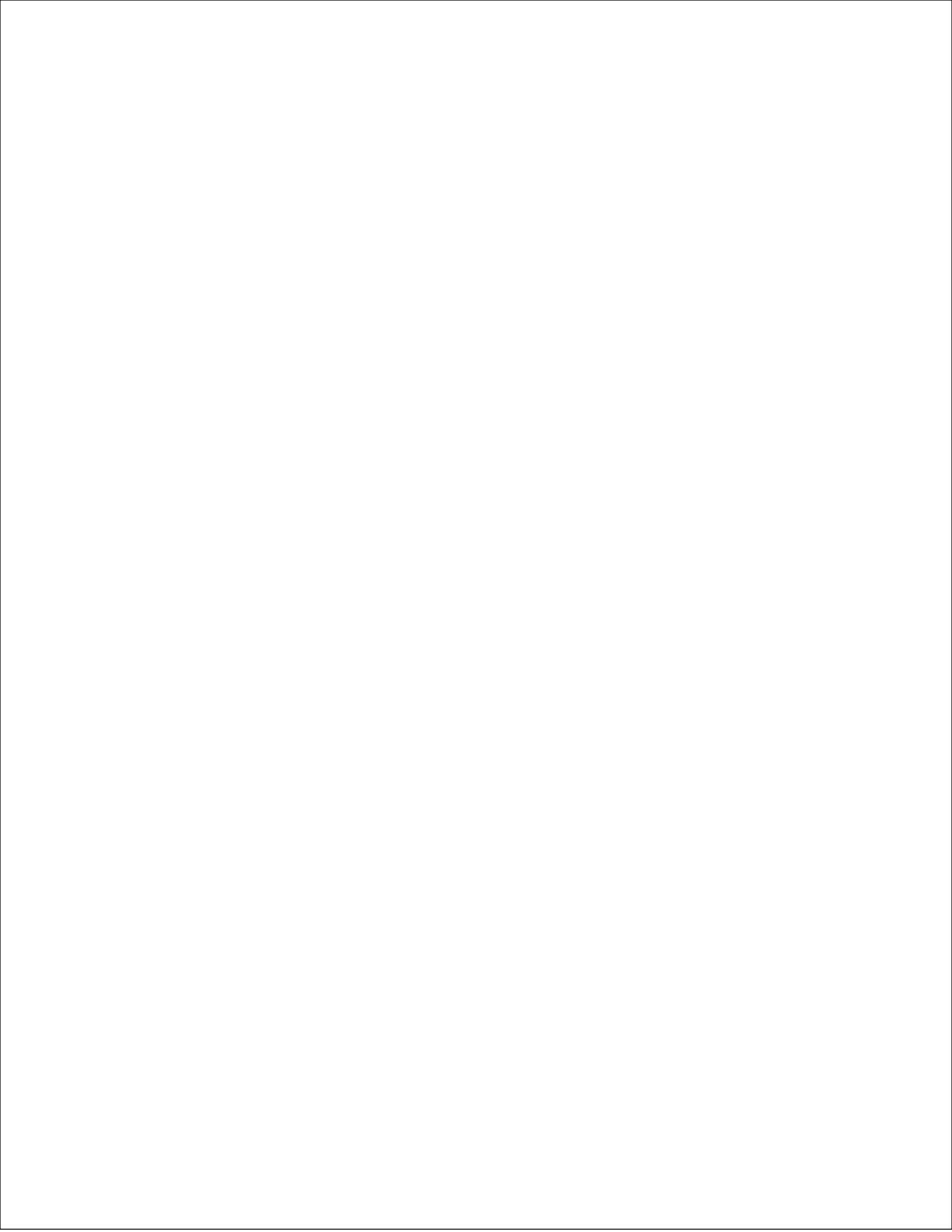
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