

\*Download Docs Unlimited app to ipad

- Tap the file in the email to open (sometimes I have to tap twice)
- The file will open as un-editable at first
- Hold down on the file, until you get some options at the top.
- In the top right corner, there should be an icon with a square & arrow pointing up – click on that
- There should be an icon to open it in Docs U (other options such as email, etc are there too).
- Click on the Docs U icon
- You'll now see all the documents you have in Docs U, including the one you just opened/added.
- Click on the spreadsheet you want to open.
- It will open as un-editable again.
- To edit and make changes, click on the circle/wheel icon at the top right corner & select Import & Edit.
- It will ask if you want to upgrade for the ad free version, I just click continue and there is a short commercial you can x out of.
- Now you can enter and edit the document!
- Click on any cell you want to edit and bring up the keypad, by selecting the keyboard icon at the top right corner. Select the keyboard icon again to get the keypad to go away.

The other main difference with using it on the ipad is if you have to refresh any table (pivot table). To refresh each table any time new information is added -

- Click on a cell in the table
- Go to the Data tab at the top
- Select Pivot Table
- Select Refresh