

... Do you want to be able to add a contact, a calendar, note, or reminder entry in your computer and have these additions show in another computer, iPhone or iPad or vice versa?

...Would you like to be able to share files that you have created in certain applications to be included in iCloud and then viewable on another computer or other devices?

...If you are without your computer or device, would you like to be able to show someone on their computer something you have saved in iCloud?

...Would you like something you have bookmarked in Safari to also be bookmarked when you use Safari in another computer or device?

...Would you like to create a file in Pages on the device (iPad, iPhone) and then work on it in the computer at a later time? Or start the file on

the computer and work on it a later time in the device?

...Is your hard drive space in your computer becoming full & with “optimization” turned on, you could store some of your older, larger files only in iCloud thereby freeing up hard drive space? ...they are still listed & viewable on the computer.

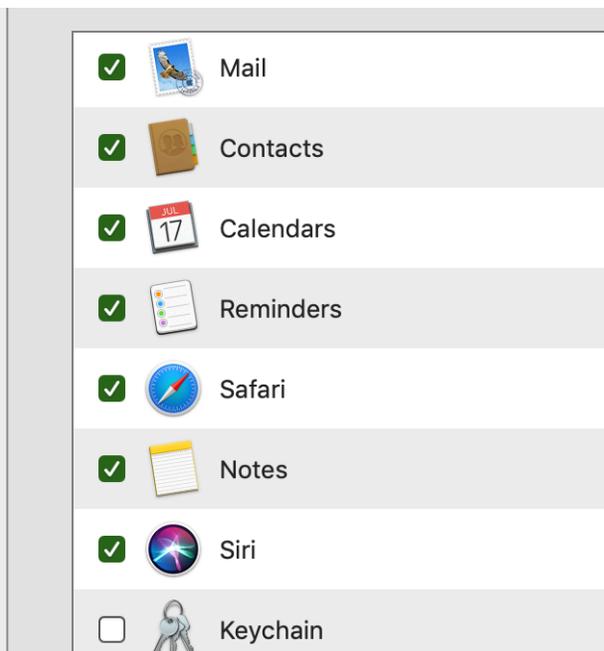
1. To Begin in the computer: Your choice

Go to Apple Menu (upper left)

Choose System Preferences > iCloud

Sign In if needed

You will ultimately be presented with this screen...



In this screen, you choose with checkmarks the various items you want to sync with your device(s)— suggest: mail (if you

have an icloud mail acct), contacts, calendars, reminders, safari, notes, find my mac, news & stocks. If you use any of the other choices, include them...only choose those items you wish to be able to share with other devices or computers which are on the same network with the same Apple ID. For the present, do not checkmark iCloud Drive or Photos on this screen.

2. To further complete the sharing, set up the other devices with their...

Settings > your name (top left of Settings)
choose iCloud & begin enabling the same items in the device as you previously checkmarked in the computer as above, including iCloud Backup.

Steps 1. & 2. above involve “syncing” through iCloud the choices you have made. The computer will share with the device & vice versa.

3. Your choice: The next step involves iCloud Drive IF you wish to involve this section with its choices of actual applications having the ability to share their files you have created through the iCloud choices.

In the computer:

Go to the same screen as above & checkmark iCloud Drive > Options

Here under the Documents tab, checkmark those applications you normally use to create files — Suggest: TextEdit, Pages, Keynote, Numbers—do you create files in all of these foregoing? For now leave Desktop & Documents unchecked.

4. To complete the sharing, set up the other devices with their...

Settings > your name (top left of Settings)

Choose iCloud again &

Move down below in this same screen & enable iCloud Drive

And below that, choose the actual applications chosen in 3. above (in the computer) i.e.

TextEdit, Pages, etc & observe other choices here

At this point, after enabling iCloud Drive in the computer, a new section titled iCloud will open in a Finder Window Sidebar with iCloud Drive being a choice and a click on the latter will show a screen indicating the chosen applications & their created files that you have saved to the designated apps.

If you now create a file in Pages & save it in either iCloud Drive OR the Pages application that you have designated previously to be a part of iCloud Drive, then it is viewable in the computer as well as in the device(s) so enabled.

You could also at this point, save the created Pages file to Desktop or Documents & since these folders are not yet involved with iCloud Drive, they will be stored locally & therefore not viewable in other devices. BUT the choice can be made to involve these two default folders, if you choose, see next step (again Your Choice).

5. Your choice: To complete iCloud involvement, in computer, return to Apple Menu > System Preferences > iCloud & click Options to the right of iCloud Drive which is already checkmarked. On this next screen, checkmark Desktop & Documents (we have ignored this until now)...nothing more needs to be done in the devices...

This will enable everything subsequently saved to the Desktop or Documents folders in the computer to be involved in iCloud and be viewable in the devices also. In a Finder Window Sidebar, the Desktop & Documents folders will be moved from the Favorites section down to the new section, iCloud, & now be entries in that section along with iCloud Drive.

To view ALL of this in the computer, open a Finder Window, view left Sidebar and click one of these to find your files...



The Mac iCloud Basics class goes into details of all of the above more fully, but these above are the main steps

A comment on iCloud Photos (if enabled & optimized)...

iCloud holds a full resolution of pix while the computer/devices store a lesser resolution thereby saving space if "optimize" is turned on. When wanting to work on pictures, an immediate download takes place of the full resolution (with wifi) and can then proceed with any editing, etc necessary procedure to do. In the meantime, all computers/devices set up with same Apple ID, and all being enabled with iCloud Photos, will then share all pix, editing, etc. Do remember that in this case, any deletion of a pix will delete on ALL related devices/computers (but can be recovered within 30 days).