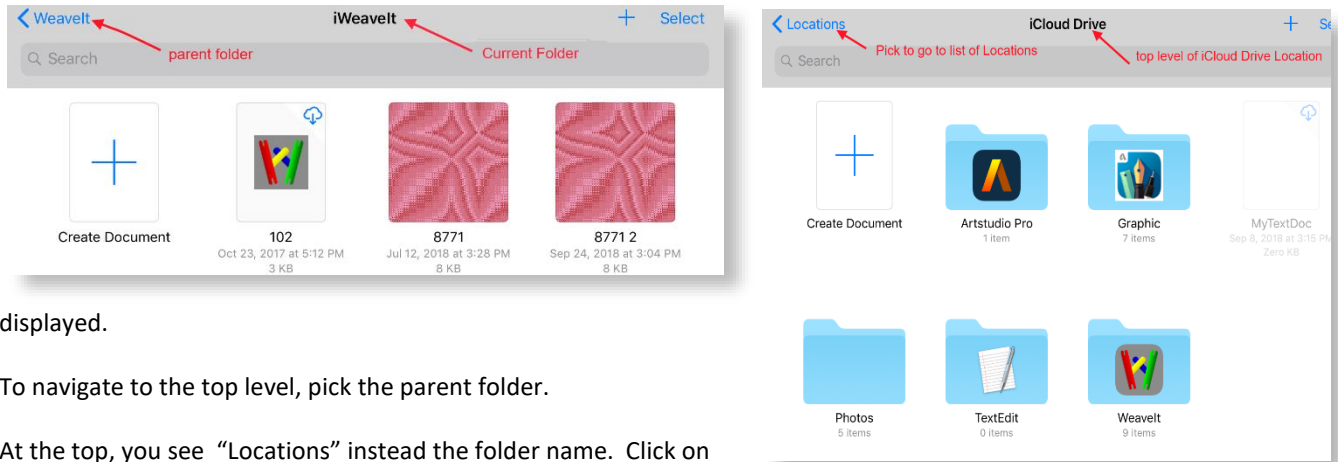## FILE MANAGEMENT - NEW, OPEN AND SAVE

NAVIGATING FILE MANAGER

iWeaveIt now uses IOS files management. It is similar to the Files App on your iPhone or iPad[1]. Pick *New / Open / Manage Files* on the Action Settings Menu. Sometimes when iWeaveIt starts, it starts with the File Manager instead of the Drawdown view of your pattern file.   It is important to understand how to navigate the File Manager.
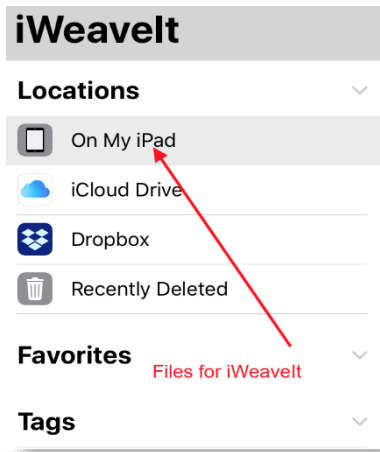
The heading of the files manager shows the current folder as the title. On the left, the parent folder name is

displayed.
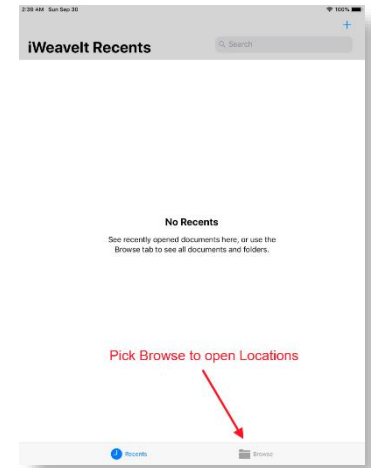
To navigate to the top level, pick the parent folder.

At the top, you see "Locations" instead the folder name. Click on Locations to see all the locations on the files manager.

The important ones are "On My iPad" and "iCloud Drive".   To see files locally for iWeaveIt, pick On My iPad and then pick iWeaveIt folder.
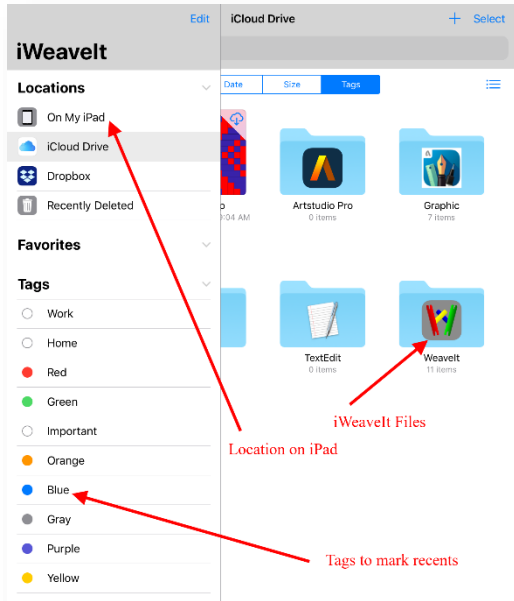
Navigate to new folders by tapping on the folder name.

If iWeaveIt file manager starts with the Recent screen and nothing is seen in Recents, then pick Browse on the bottom tab bar. This will take you to the locations screen when you can pick "On My iPad".

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[1] For details on the IOS Files App, read the IOS 12 Guide for iPhone or iPad. This guide is free in iBooks (now called Books) on your iPhone or iPad.

NEW / OPEN / MANAGE FILES

Location on iPad

iWeaveIt Files

Tags to mark recents

Initially the files manager looks like the screen on the left. Note the Locations in the top left of the side bar. In the *On My iPad* location, see the *WeaveIt* folder in the middle of the right. Tap on the folder to open it. If you don't see any folders, then tap on the *On My iPad* location.

Navigate through the folders by tapping on them. Once in the iWeaveIt folder, see the files and a folder for samples.
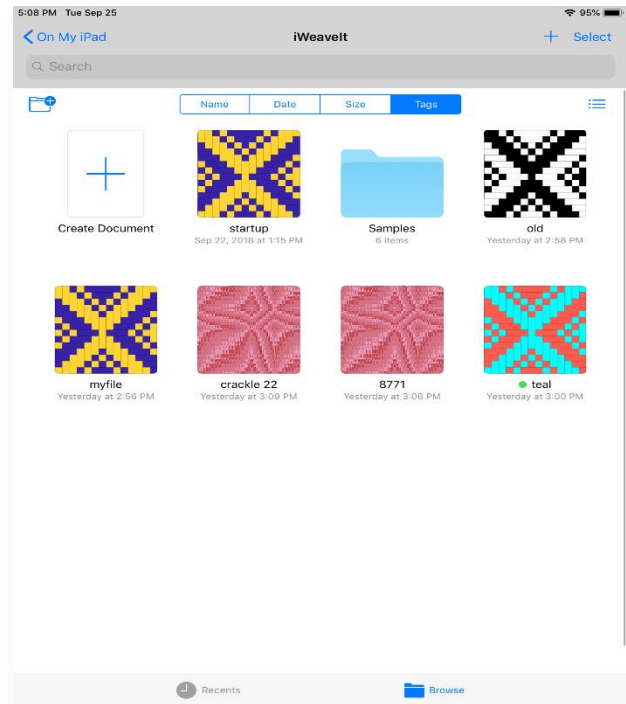

Help is now available on the File Manager bar.

Open a File – Tap on the file. It will open in the drawdown view.

Create New File – Navigate to the folder where the new file is desired and tap on the + in the first icon.

Create New Folder – Tap on the little folder icon in upper right.

More actions are available when the **Select** button in the upper right of the screen is picked.
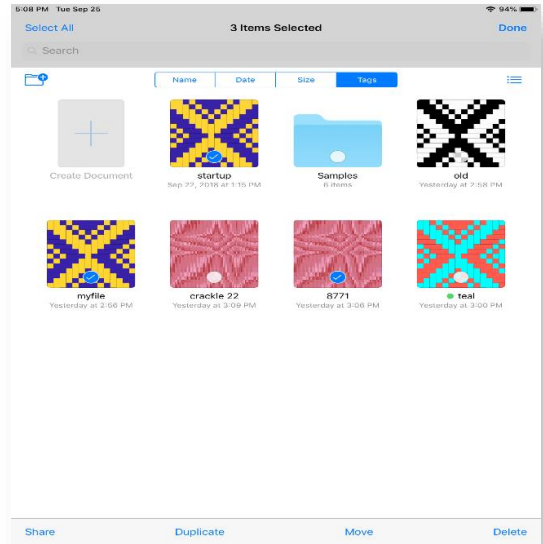
See the actions at the bottom of the screen. Multiple files can be selected by clicking on each little circle on the file. Thus files can be shared, moved, deleted as a group. Note that folders can also be selected and the operations will also work on them. **Select all** is available in the upper left corner.

Share – Allows files to be emailed.

Duplicate – Make a copy of the file. You should do this before creating a variation of your draft.

Move – Move the files to a new location.
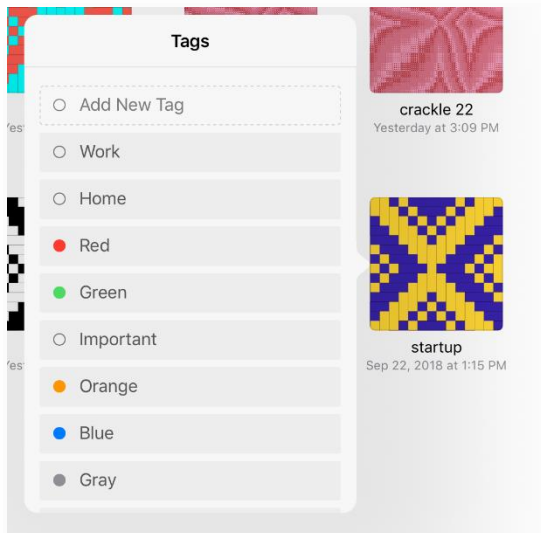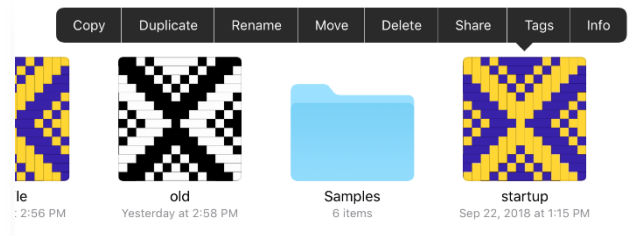
Delete – Deletes the files.

When you have completed the operations wanted, Pick **Done** in the upper right corner.

DISPLAYING FILES IN RECENTS

The file operations can also be performed on a single file when it is selected by touching the file icon for a long time until the context menu appears above the file icon.
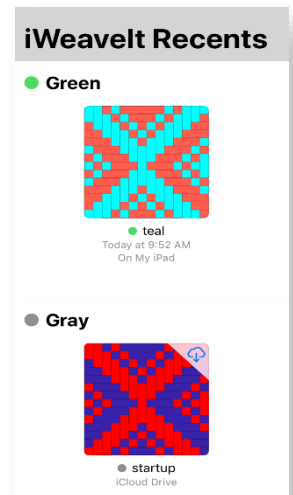
On the initial screen, there is a **Recents** tab located at the bottom of the screen. Files can be tagged and then they will appear on the Recents screen.

To tag a file, select the file with a long hold to force the context menu to be displayed. Pick the **Tags** operation on that context menu.

Pick any available tag or create your own. The tab will mark the file and it will appear on the Recents tab.

To remove the tag, bring up the context menu again, then pick tags and uncheck the tag. This will remove the file from the Recents list.
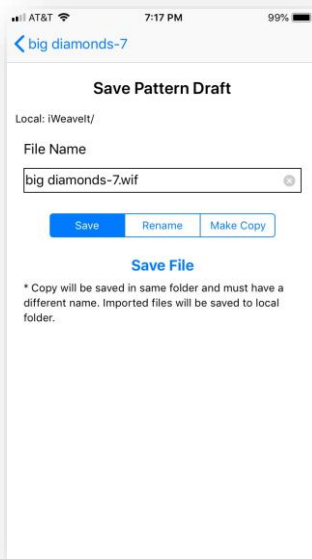
ICLOUD DRIVE

iWeaveIt supports the iCloud Drive. This is an easy way to share files between all your computers. iCloud Drive can be activated on IOS, MacOS and even on Windows.   Files in the cloud will then be available on all your devices.

- To activate iCloud on your iPad or iPhone:
- Go to the Apple IOS settings.
- Pick your account. It is the avatar with your name or picture on it.
- In the accounts, pick iCloud.
- Then pick iCloud Drive to turn it on.
- Look down the list to find the apps that support iCloud Drive and turn on iWeaveIt.

To activate on other types of computer, search on the internet for iCloud on that operating system (e.g. "iCloud on Windows 10"). This should find the appropriate link for downloading and installing iCloud.

The file management of iWeaveIt handles iCloud Files in the same manner as local files. A small icon appears on the top right of the file when it's in the cloud.   You must be connected to the internet to download the file. If the icon does not appear, then the file is on your device and you can open it even when offline.

HOW TO SAVE A PATTERN

On the iPad/iPhone the current pattern being edited is always saved in the background so changes are not lost.   However, when a different pattern is opened or a new one is created, the current pattern needs to be saved as a WIF file.

Save a pattern by selecting Save / SaveAs on the action icon menu in the top right corner of the screen.

- **All files are saved or exported in WIF format.** This format can be written by most other weaving programs so the files are interchangeable using a different computers and different software.
- **Enter the file name.** The extension is not needed. The program will add it.
- **Pick the desired operation, save, rename or make a copy.**
- **Pick Save to save the file or send it.**

The file will be saved to the same folder containing the original file. **To move a file, use the New/Open file manager.**

RECOVERED FILES

iWeaveIt saves an internal copy of your work with every keystroke, thus you don't lose your changes. If iWeaveIt is stopped by manually sliding if off screen or if it were to crash then a recovered pattern file is saved in the local ("On my iPad") folder. It saves a recovered file in the original folder. The file name will have the word "recovered" prepended to the original name.   You can save this file with a new name to retrieve your changes.

When iWeaveIt restarts, it will automatically re-open this recovered file. If you prefer to not have it reload when this occurs, then you can turn off the automatic reloading in the iWeaveIt settings found in the Apple IOS settings. Look down the list of settings to find iWeaveIt settings.
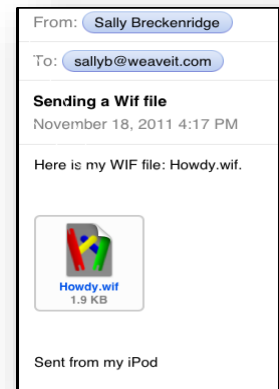
SENDING FILE VIA EMAIL

Often the easiest way to save a file to a different computer is just to email it to yourself.   Select the email on the action menu. It will use your email system to send the file. Then go to the other computer and open the attached file and save to a folder on your Windows PC or Macintosh.

The pattern can also be emailed as an image file or a PDF file. These option is useful to send to another computer for printing without a second weaving app to read the WIF file. It is also useful to send pattern drafts to friends that don't have a weaving app.

This will only work if your device is connected to the internet for emailing. Save in the local documents, and then open it at a later time and export via email when it is available.

Import/Open from an Email

- Using email to transfer files is so easy. On another computer, save the file in WIF format. Use any weaving program that currently supports the WIF format.

- Attach the WIF file to an email and mail it yourself to open on your iPad or iPhone.

- On an iPad, IPhone or iPod, open the email. An iWeaveIt icon with the name of the file will be seen in the email. Click on it to immediately open in iWeaveIt. This does not automatically save the pattern to the local documents.

Import/Open from the Internet

Downloading files from the internet is easy too. Visit site http://handweaving.net to
see thousands of WIF file patterns.   Some sites like http://weavolution.com load the WIF file into a separate browser window as text. In this case, load the text directly into iWeaveIt using the *Import From Text* action on the action menu.