

Open and manage files with Textkraft

Valid for all iPad versions 3.x and iPhone versions 1.x. Not any Textkraft version has all the features described!

1 When you select the local storage or a cloud service you see the list of contained **files and folders**. Tap on a folder to show its contents. The title "My documents" is the name of the current folder. The icon beside is representing the storage type you have chosen (here: Dropbox).

2 When you select a text file, you have two options to open it. **Open copy** creates a new untitled copy of the document. Changes will not be saved to the original file. If you select **Open**, you open the original file and changes will be saved to it automatically. In case you select a non-editable document, like a spreadsheet, the **Preview** command appears instead of Open. You can preview many file formats as a working model, to read and copy text from it. When a file entry is greyed out, Textkraft cannot open it.

3 The **Back** button brings you back into the containing folder.

4 **Home** brings you back to the root level where you have all your storage options listed.

5 When you select **Edit** you switch to the edit mode shown on the bottom right. Here you manage your files and folders:

- Tap on a file or folder title to **rename** it.
- Tap the red circle and confirm the Delete button to permanently **delete** a file or folder.
- Tap a grey star. When the star is blue, the file will be listed in your **Favourites** list.

6 The "+" button creates a new folder.

7 Use **Done** to return to the normal view.

3 **1** **4** **5**

6 **7**

2

8

untitled