



# InterConneX for iPad

## Document Exchange

### Overview

InterConneX is an iPad app that lets you create a repository of files and data right on your iPad. It provides for exchanging files and data between apps on your device, other devices — and even Macs — running ChronoAgent or InterConneX, remote files via an SFTP Server connection, as well as select cloud storage services. This can be particularly useful when you are away from your Mac and wish to access and manipulate files remotely.

### Tutorial

This tutorial will detail how to transfer documents stored in sharespaces to other apps and how to get documents in other apps transferred to InterConneX.

### The Basics

Document management on iOS is quite different from using a personal computer. There is no common area on a hard drive to store files that are accessible to any and all apps. Instead, each app on iOS is given a private area of storage — a "sandbox", if you will — in which the app (and only the app) can play. When you use an app like Pages or Numbers, it stores and manages its documents in its own private sandbox. Even InterConneX creates and manages local sharespaces within its own sandbox.

Fortunately, iOS provides a document interaction mechanism whereby apps can pass single documents between each other. If an app wants to receive documents from other apps, it publishes a list of document types it supports to the iOS. If an app wants to send a document to other apps, it tells the iOS and the iOS determines if there is another app on the device that can receive it. If so, the iOS presents a list of all other apps that can receive the document in question. If the user selects one of the presented apps, the iOS takes care of the rest, transferring the document in question to the other app.

When you are finished reading this document, read the other documents — Getting Started, Item Selection, Actions & Tools, Pasteboard Exchange, and Sharing with Others — to learn how to use specific areas of InterConneX in more detail.

### Online Resources

This document and other online resources can be found on the Econ Technologies' website:

<https://www.econtechologies.com/icx-ipad-docs.html>

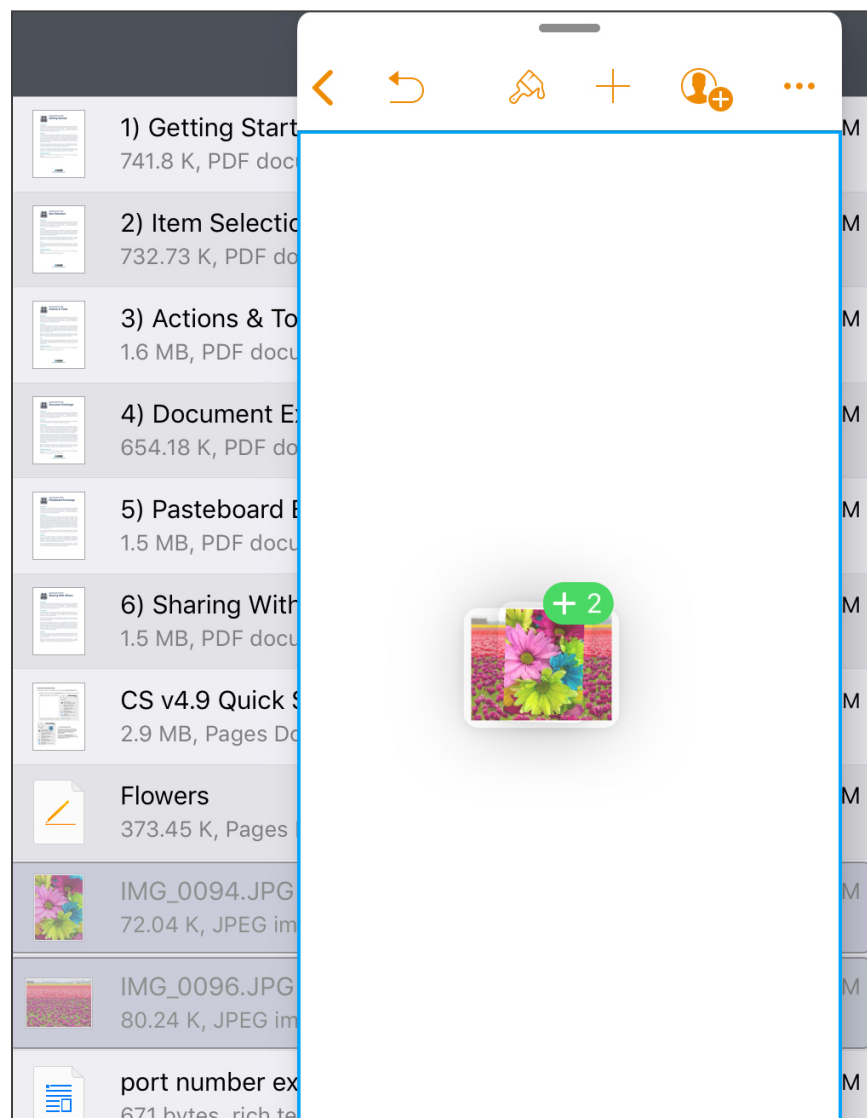


## Transferring a Document to Another App

When viewing files in an InterConneX sharespace, you may come across one you wish to edit or use in another app. Provided you have the proper app installed to do this, InterConneX has the ability to hand off that file to the other app. This tutorial will show you three ways to do this. The first will be dragging and dropping via Slide Over.

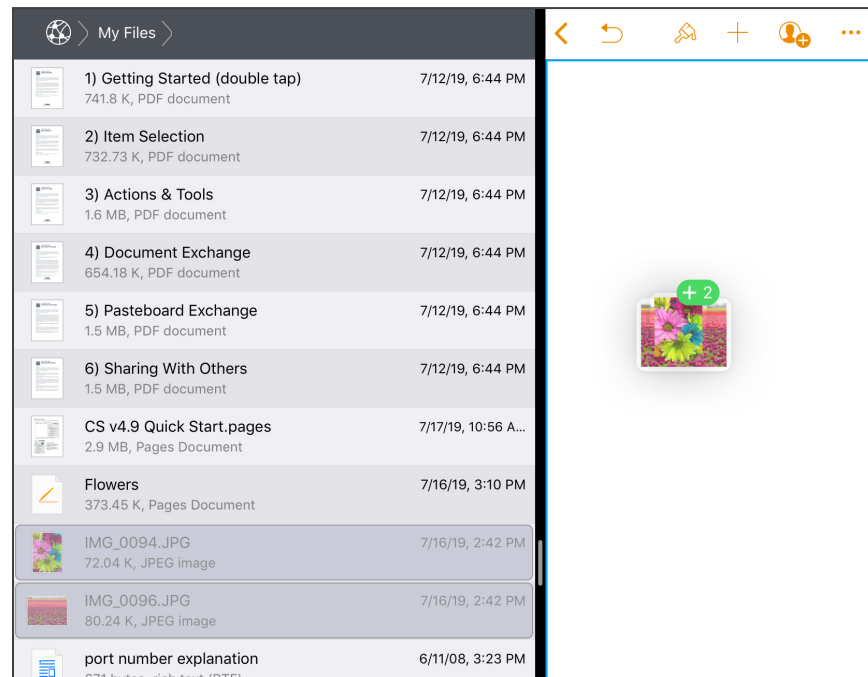
iOS 11 introduced multitasking options that allow you to work on multiple apps at the same time. With Slide Over, an app will slide in front/on top of any open app. When you use Slide Over with InterConneX, you can select a file (or files) in your sharespace and drag it over to the app. In this example, we'll copy two images over to a new Pages document.

- Invoke a Pages Slide Over (<https://support.apple.com/en-us/HT207582>).
- Select image files in InterConneX.
- Drag and drop the image files into Pages.



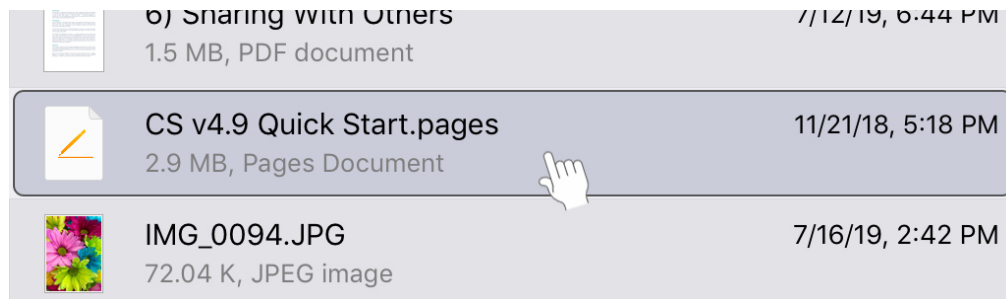
A second method is by using Split View. With Split View, a second app shares the screen space with InterConneX. Like Slide Over, you can select a file (or files) in your sharespace and drag it over to the app. In this example, we'll copy two images over to a new Pages document.

- Invoke a Pages Split View (<https://support.apple.com/en-us/HT207582>).
- Select images files in InterConneX.
- Drag and drop the image files into Pages.

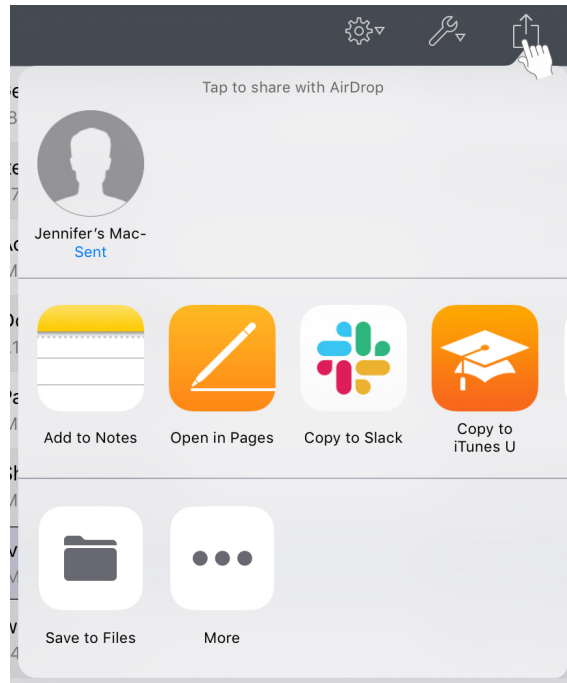


The last method is via the 'Document Interaction' popover (also known as, 'Share').

- Select a document in InterConneX.



- Invoke the "Document Interaction" menu. Note that the "Document Interaction" menu is only available when a single file is selected.



A list of apps on the device that can handle the document appears. Each app has its own capabilities depending on the type of file.

Since a .pages file was selected, “Open in Pages” is shown. When you ‘Open’ and edit the selected file, any changes you make in the app are saved to the copy stored in the sharespace.

You may also choose to ‘Copy’ the file to another app. Any changes made to the file in that app will stay within the app. You are just placing a copy there. For example, if “Copy to Pages” is selected, it is saved in Pages’ own private sandbox. It will appear in the document manager in Pages so you can modify it all you’d like but those changes will not be reflected over in the sharespace from where it originated until you pass it back to InterConneX.

Not shown in the screenshot above, but sometimes just an app’s name will be shown in the “Document Interaction” menu. If you select this option, you can pass the selected file to the app. For example, if an image is selected, you can pass it off to Slack and have it posted in one of the channels. Again, each app has its own capabilities so what happens with the file depends on what the app is capable of handling with the file type.

## Passing a Document to InterConneX

Say you're working on a file in Pages and wish to place that file in one of your InterConneX sharespaces so it'll be available to other users. Pages has the ability to share its documents with other apps. As a matter of fact, a number of apps do. Unfortunately, the user interface for sending a document will differ in each app, so it's hard to provide examples. But, there are a number of key elements to look for. One is the equivalent of the "Document Interaction" icon. They generally look the same — a box with an arrow coming up (or down) out of it. Many applications refer to this as a "Share" button. It may invoke a menu with several options. Another key element to look for is a menu option labeled "Open in," "Open in another app," "Send to application," etc. The exact terminology will be different from app to app.

This example will show how Pages, Mail and Safari handle passing documents to InterConneX. It will first demonstrate how each app performs a copy and then after all the apps have been shown, it will show you how to receive the document in InterConneX. If you understand these examples, you'll most likely understand how to go about passing documents from your favorite app since Pages, Mail and Safari cover the most common ways to do this.

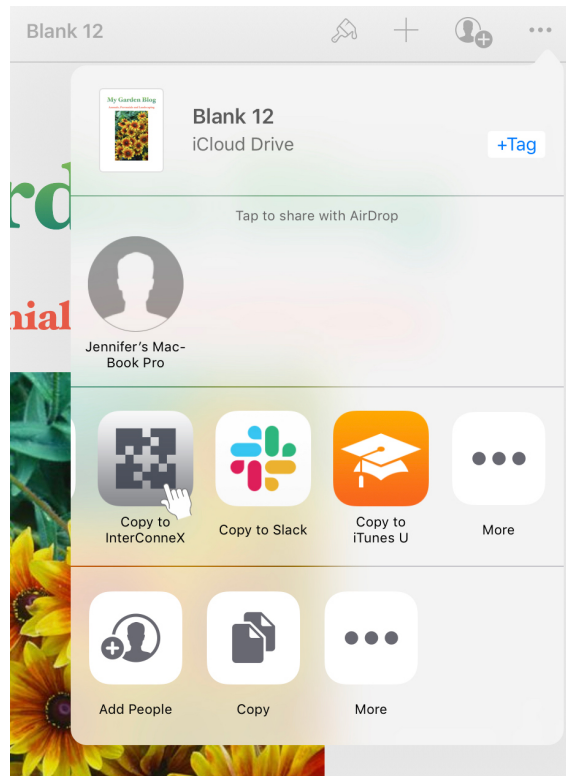
### Pages

- Open Pages and select and open a document.
- Tap on the 'More' menu.



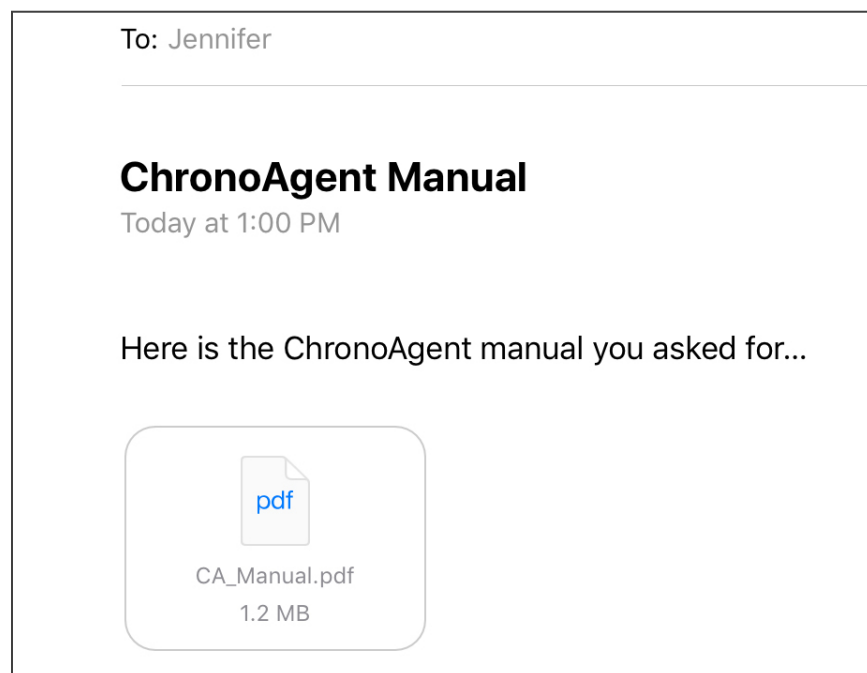
- Tap on "Share." Any app on the device that can handle the document will be listed. Since InterConneX can handle any document type, it will always be listed.

- Tap on “Copy to InterConneX” in the list of apps. You may have to slide the apps to find it.



## Mail

- Open Mail, tap on a message with an attachment.

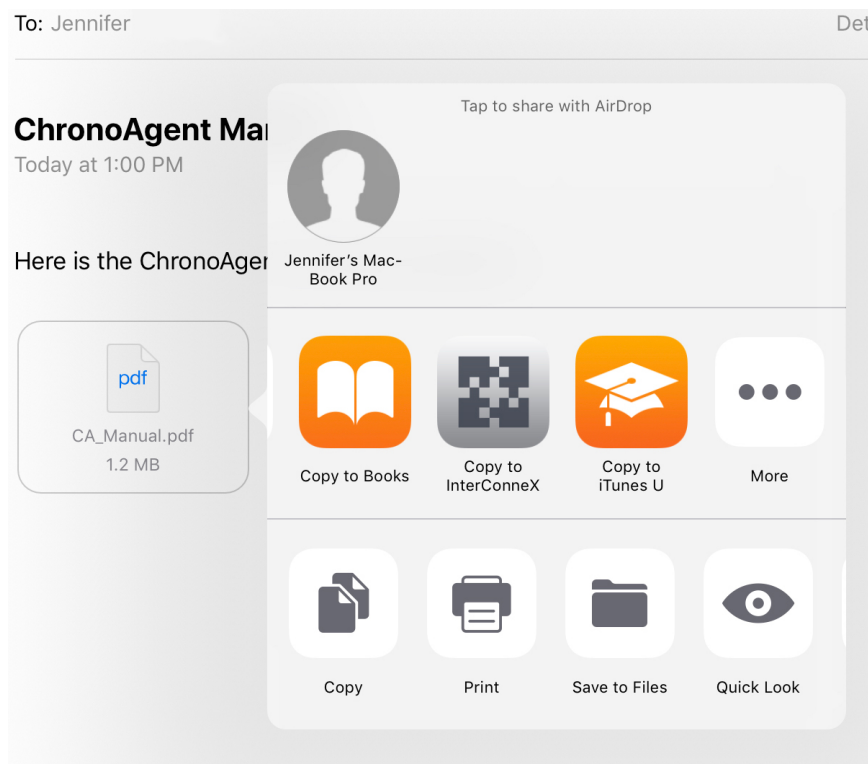


If an attachment is a document type that Apple Mail understands, you have the option of viewing the attachment in Mail. Unfortunately, this is not always the case. In a file format such as ZIP, the individual items that were sent may be viewable on the iPad, but since they are encapsulated in ZIP, you have no options. Of course, if you have InterConneX installed, all is well. InterConneX can receive the attachment and even decompress ZIP attachments.

If the attachment is a common file type, like PDF, you can tap it to QuickLook it inside Mail.

If you tap a non-common document type (such as ZIP), Mail presents information about the file and allows you to preview its contents.

- Tap and hold on the attachment until a popover menu is displayed.



- Choose "Copy to InterConneX" to transfer the attachment to InterConneX.

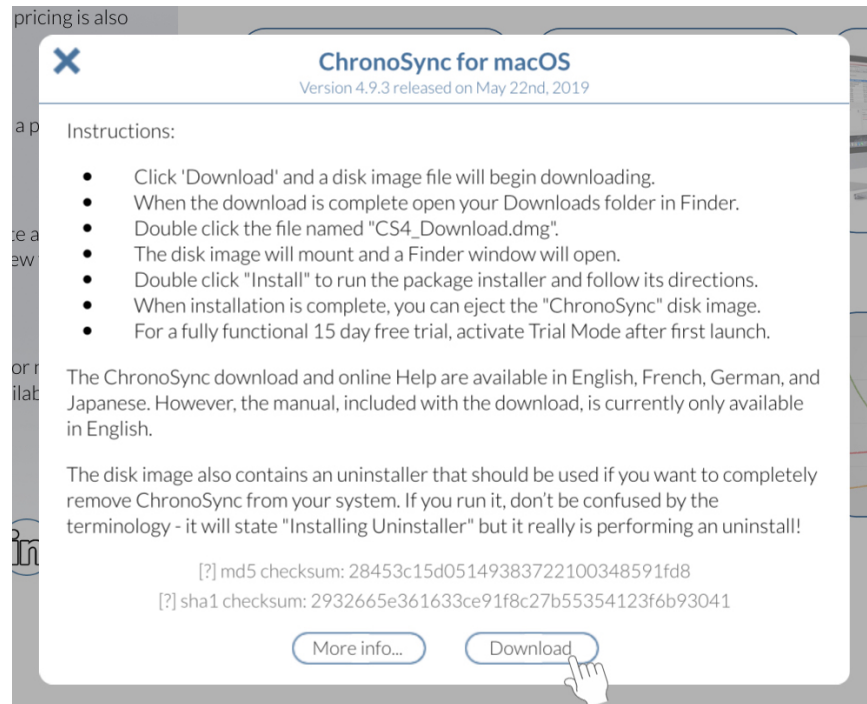
Some attachments, such as photos, are usually viewed "in line" as part of the email message itself. If you tap and hold the photo, Mail may not provide the option to open it in another application. Refer to the Pasteboard Exchange document on how to create a file from the pasteboard.



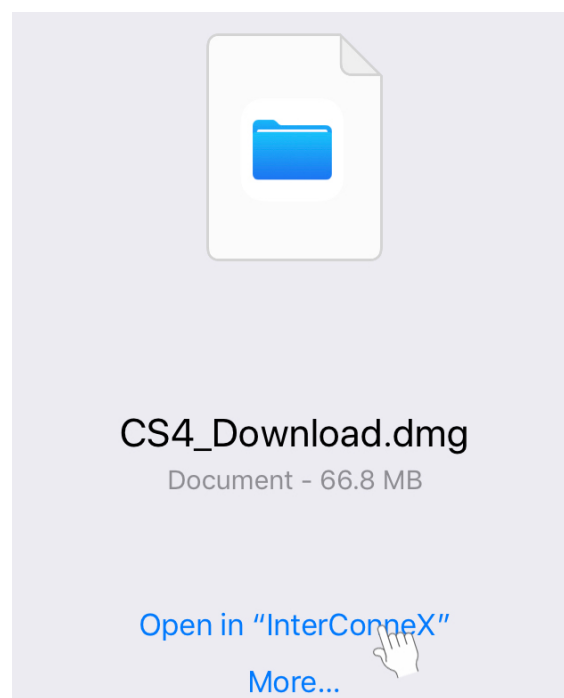
## Safari

Say you're in an airport browsing the internet and you come across a hot Mac software product that you want to try. You can download the installer and save it in an InterConneX sharespace and then transfer it back to your Mac when you get home.

- Open Safari and navigate to a page with a download link.
- Tap on the link to start the download.

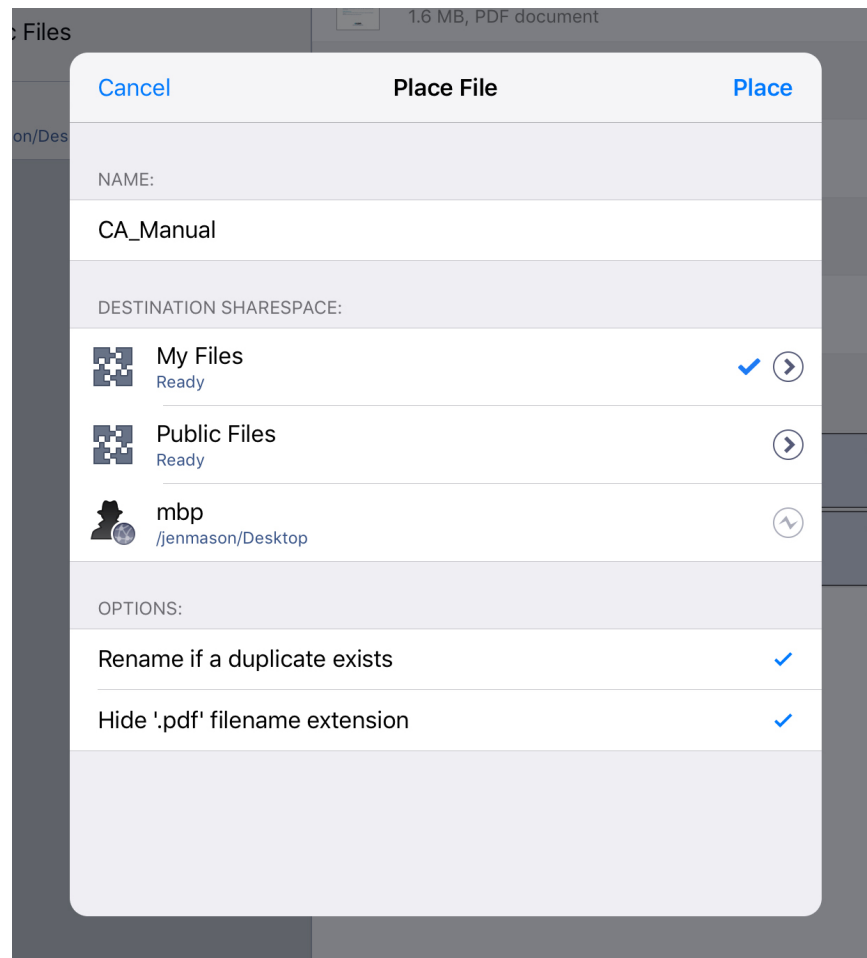


- Once downloaded, tap on "Open in 'InterConneX'" to transfer it to InterConneX. You may have to tap on "More..." to invoke the popup.



## Receiving Documents in InterConneX

Regardless of how you transferred a file to InterConneX, once there, the result is always the same. When the transfer occurs, InterConneX opens and you'll be presented with the "Place File" popup.



- Specify a file name.

A name will be chosen already, but sometimes it might be cryptic. This allows you to specify a more recognizable name at the same time as receiving the document.

- If you wish, keep the "Rename if a duplicate exists" option checked.

Usually you'll want this option checked because it is "safe." However, if you know you want to overwrite an existing document with the placed one, go ahead and uncheck it by tapping on it.

- If you wish, keep the "Hide '.pdf' filename extension" option checked.

This is just a preference setting. If you like having extensions listed in your file list, be sure to uncheck this.

- Specify a destination by tapping on the desired sharespace.

All of your sharespaces will be listed. If any sharespace is not currently at the root level, the current path will be displayed beneath the sharespace name. Tapping on a sharespace will place the file at the current path's location. If you wish to navigate away from the current path, tap on the arrow to the right to navigate the folder hierarchy.

Offline sharespaces are also listed. To attempt a connection to an offline sharespace, tap on the “connect” icon to the right of the sharespace name. If the sharespace was set up with passcode protection, you’ll be asked to supply the passcode to gain access to the sharespace. If a connection is made and access is granted, then that sharespace becomes a valid destination. You can now navigate to the desired location within the newly connected sharespace hierarchy.

- Tap on “Place” to place the document in the desired sharespace.

You can choose “Cancel” if you change your mind.

Note: When you place to a sharespace other than the current one, InterConneX will switch the view to that sharespace. If the destination is a local sharespace, the place operation is nearly instantaneous (because it is simply moving the file). If you specify a remote sharespace, however, the file must be copied there. This may take some time depending how large the file is and/or how slow the connection is to the remote sharespace. In this case, InterConneX will switch the view to the selected sharespace but you may not immediately see the placed file. The Operations icon at the lower corner should be flashing, however, as the item is copied. In all cases, when the place operation is complete, the received file will be selected so that you can manipulate it.

## Conclusion

Now that you have learned how to transfer documents stored in sharespaces to other apps and how to get documents in other apps transferred to InterConneX, you should read the ‘Pasteboard Exchange’ tutorial to learn the benefits of using pasteboard exchange and the differences between Local and Global Pasteboards.