

How to Sync Your Mac Documents to Other Devices

By following a few simple steps on your Mac and your target device, you can easily get your documents synced using iCloud, Google Drive, or Dropbox. Click the menu. This is the upper left corner of the screen.

Method 1 of 3:

Using iCloud



Click the **Apple** menu. This is the upper left corner of the screen.



2.

Click **System Preferences**.



3.

Click **iCloud**.

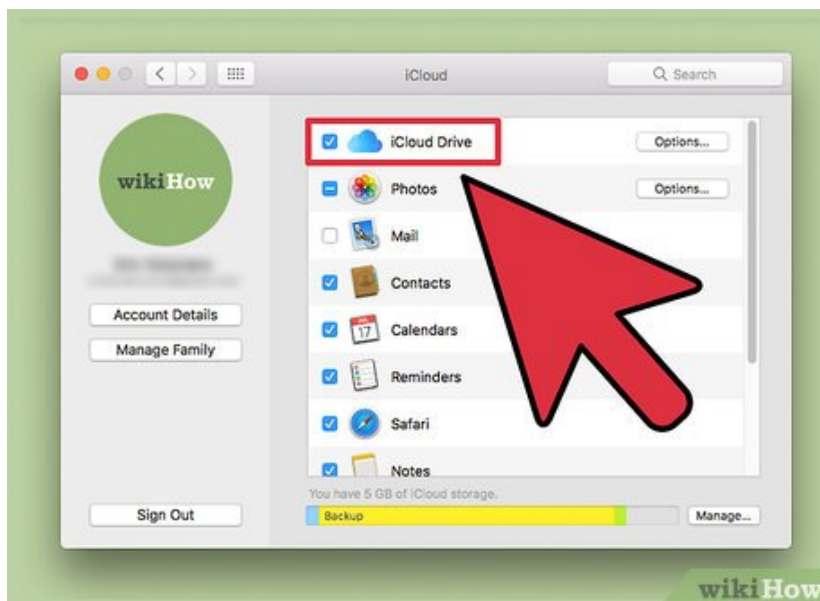
4.



Sign in with your Apple ID.

1. If you do not have one yet, you can make one by clicking 'Create a free Apple ID'.

5.



Check the **iCloud Drive** checkbox.

6.



Click **Options**.

7.



Click **Desktop and Document Folders**.

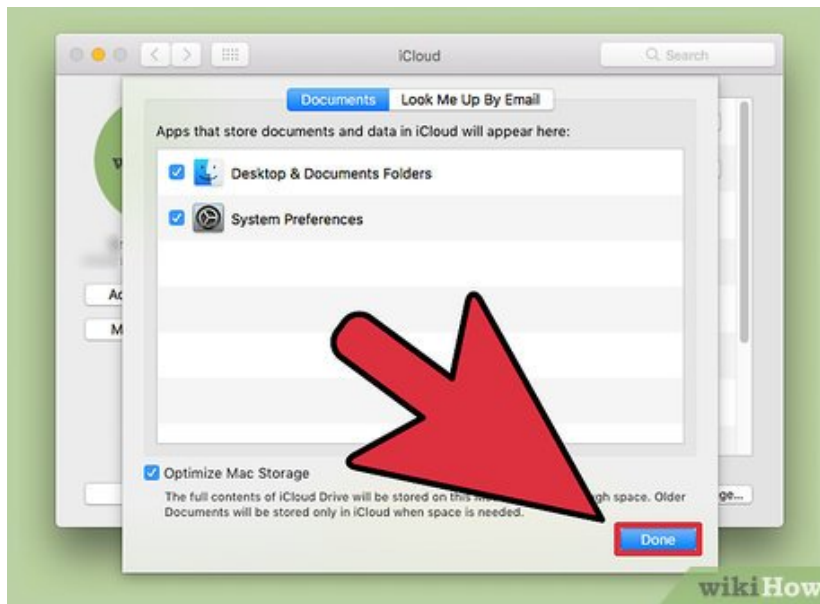
1. This option requires macOS Sierra and iOS 10 (if syncing to an iOS device).^[1] Older versions of macOS can use the **Documents** option in the main iCloud menu.

8.



Check all boxes in the window.

9.



Click **Done**.

10.



Open the Settings app (iOS).

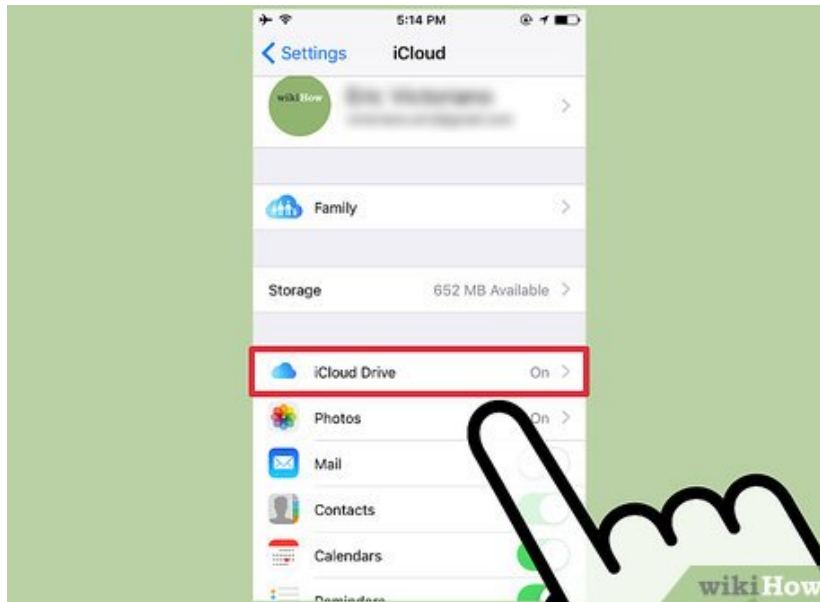
1. If you want to sync your documents to another Mac or Windows device, download iCloud Drive (if Windows) and repeat the previous steps.
2. iCloud is not supported for Android devices.

11.



Tap **iCloud**.

12.



Tap **iCloud Drive**.

13.



Tap the **iCloud Drive** slider to enable.

14.

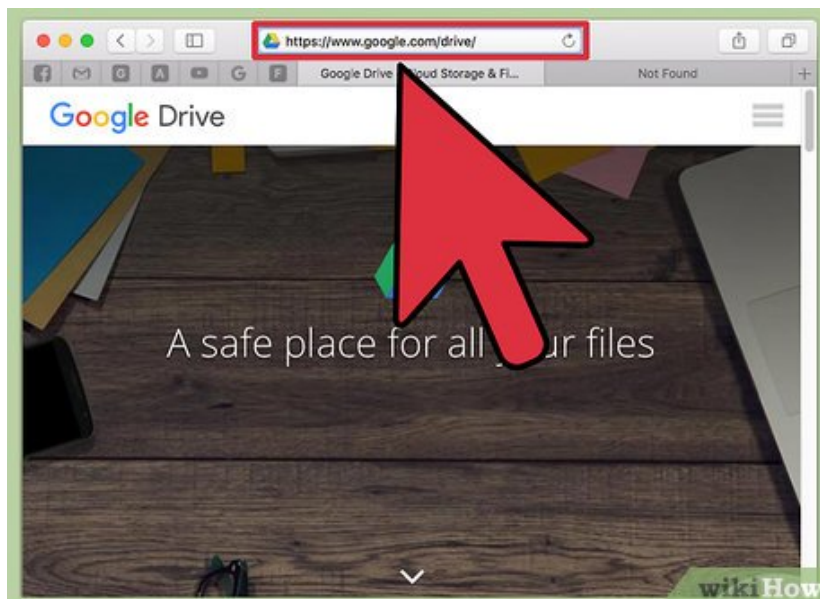


Open the iCloud Drive App. The files synced from your Desktop and Document folders will appear in the iCloud Drive app interface.

Method 2 of 3:

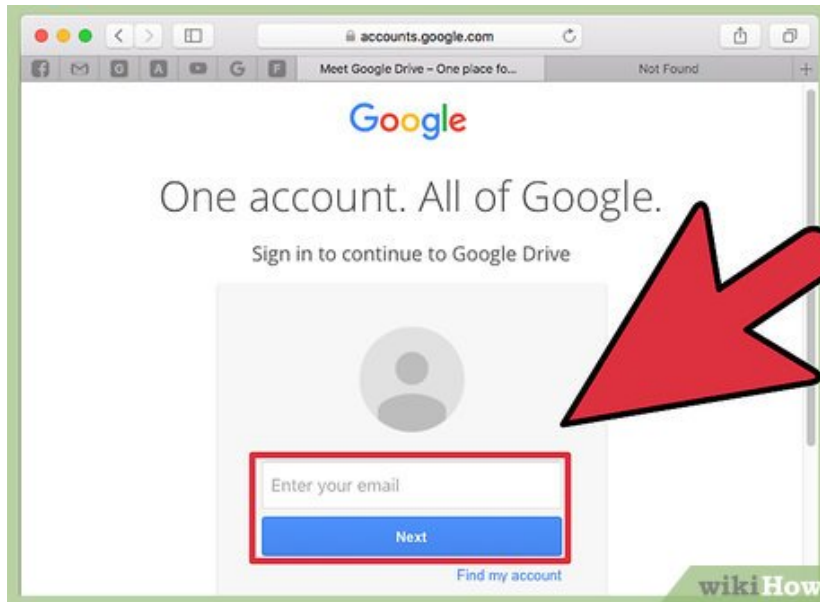
Using Google Drive

1.



Navigate to <https://drive.google.com/> on your Mac.

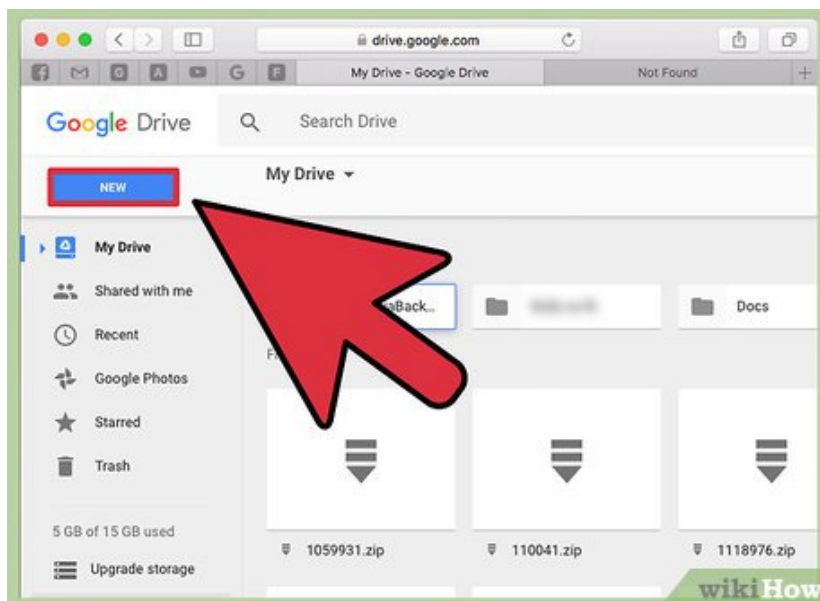
2.



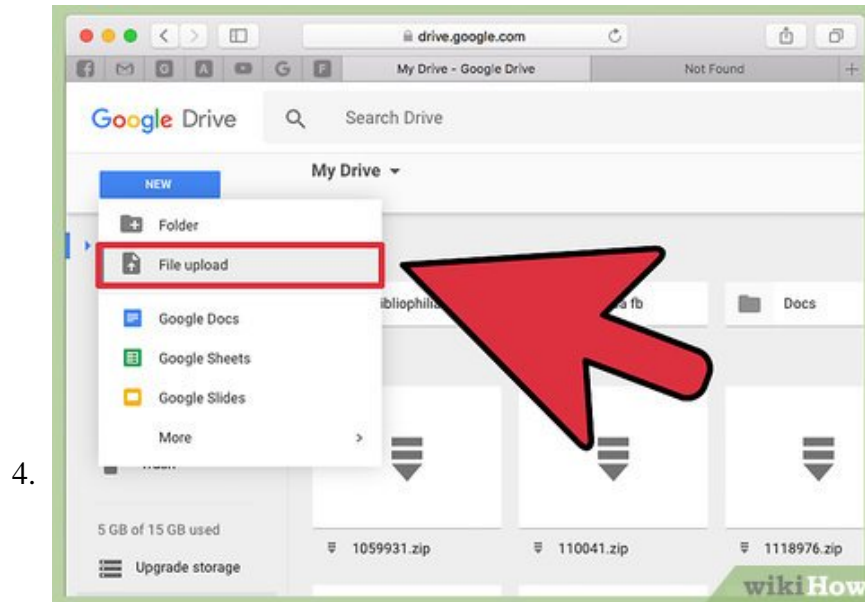
Sign into your Google account.

1. If you do not have a Google account, you will need to make one.

3.

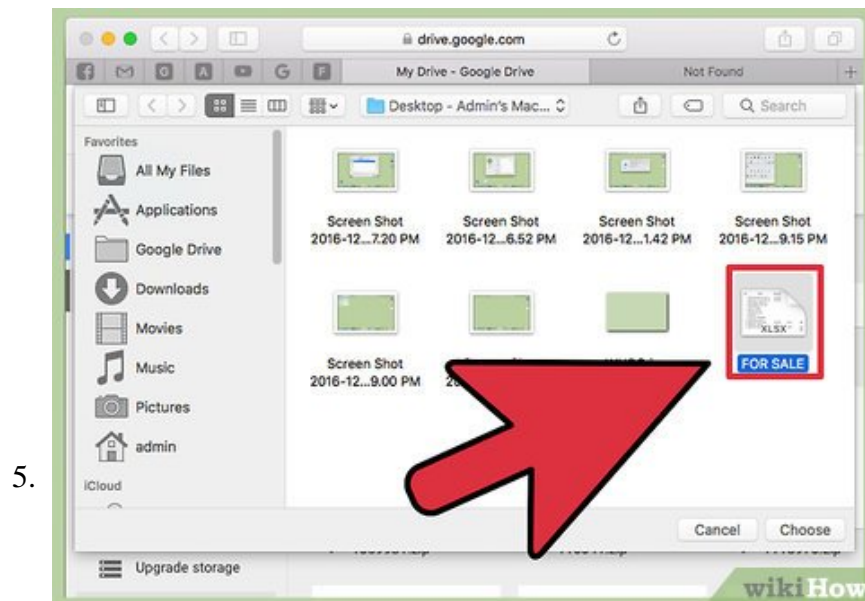


Click **New**.



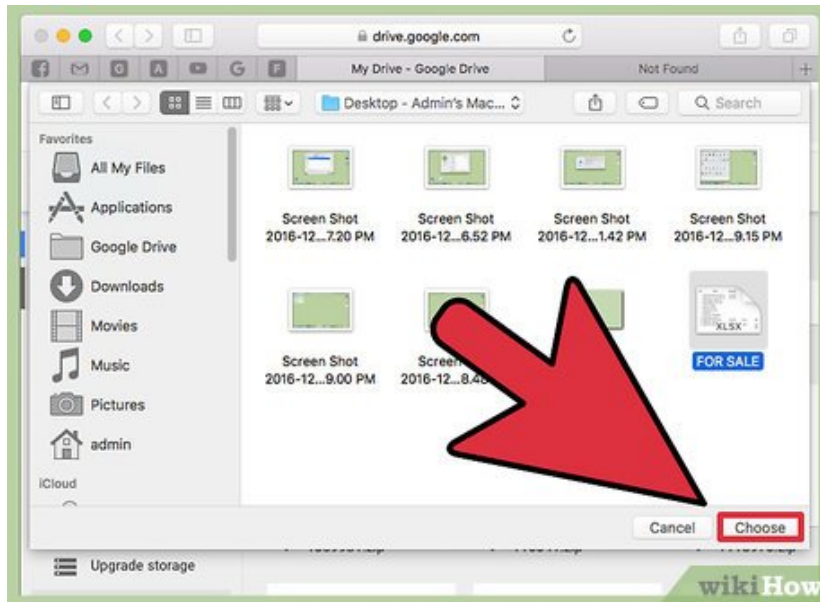
Click **File Upload**.

1. You can also click **Folder Upload** to upload multiple documents.



Select a file on your computer to upload.

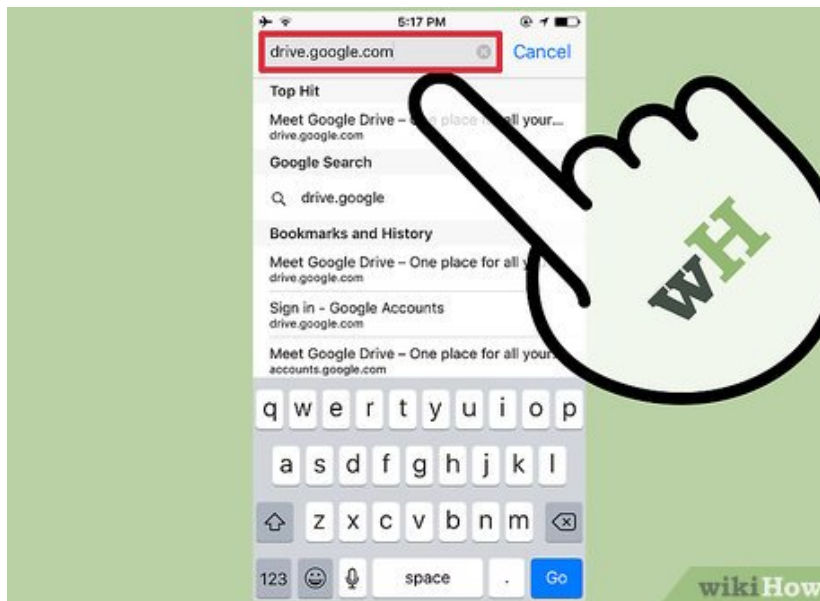
6.



Click **Open**.

1. You can also drag and drop files into the Google Drive window to upload them.

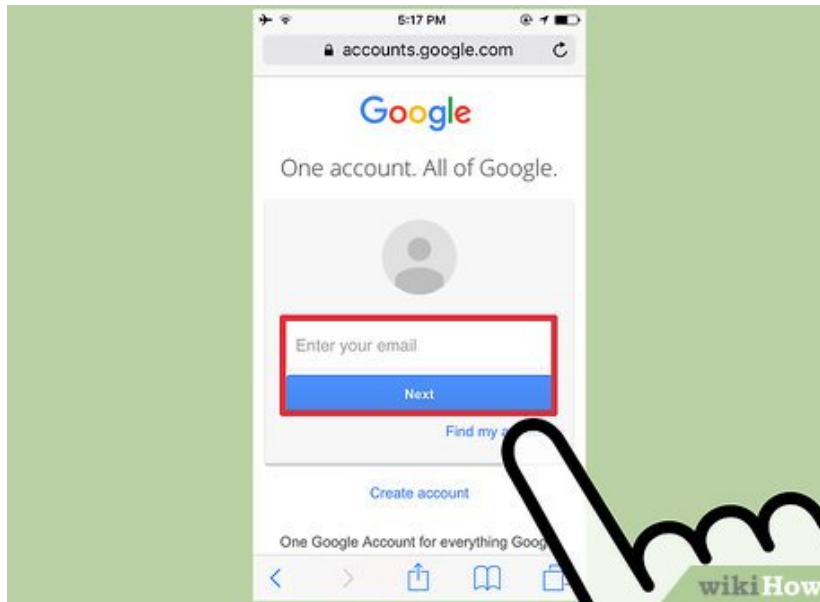
7.



Navigate to <https://drive.google.com/> on your other device.

1. If you are using an iOS or Android device, you can also download the Google Drive app.

8.



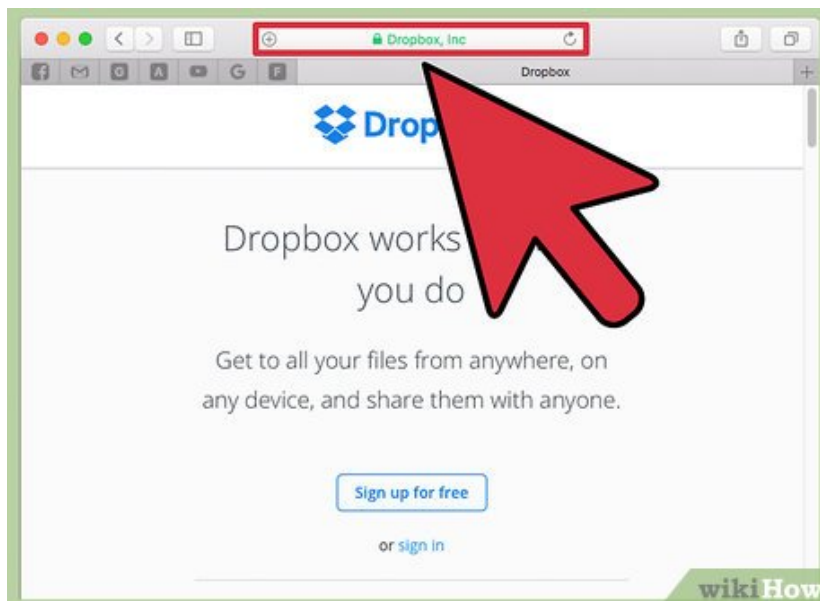
Sign into your Google account. You will have access to all of your files uploaded from your Mac.

1. You can click/tap a document to view it or open the menu for a document and click/tap **Download** to save it to your device.

Method 3 of 3:

Using Dropbox

1.



Go to <https://www.dropbox.com/> on your Mac.

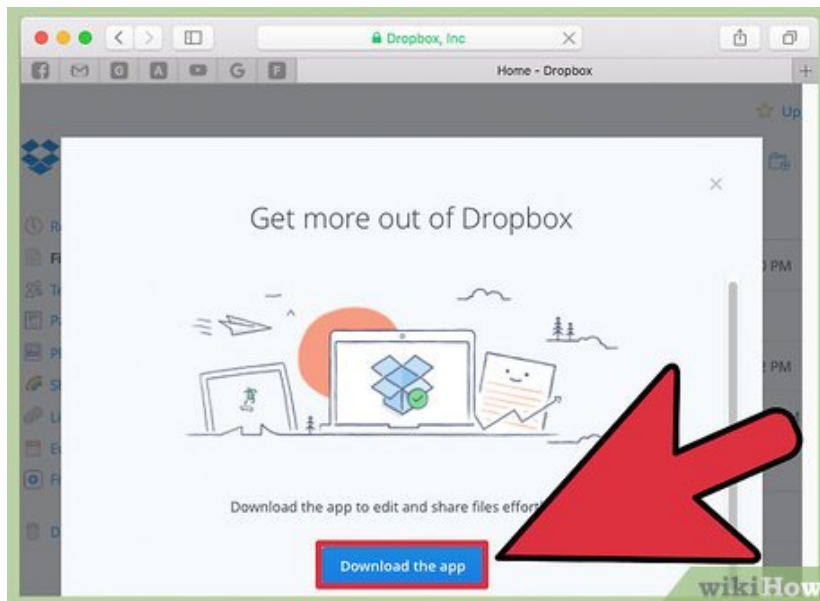
2.



Sign up for an account.

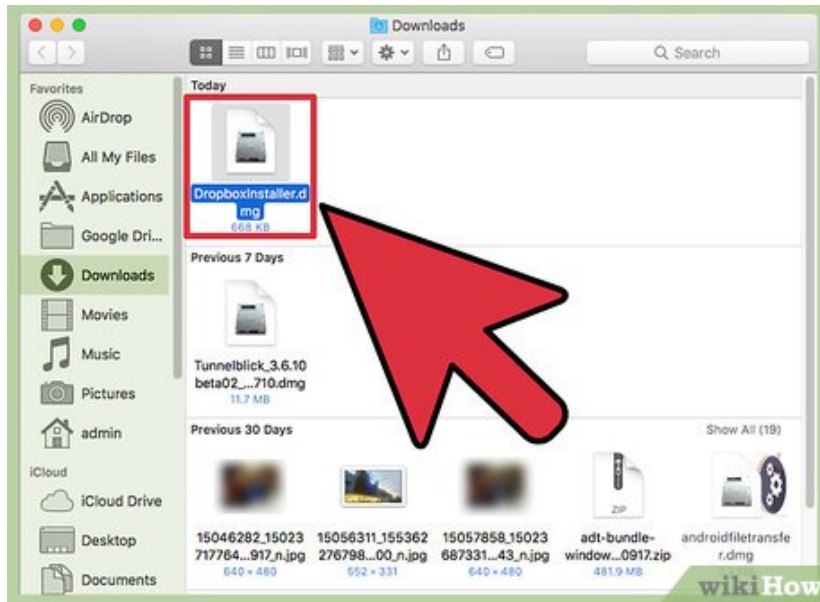
1. You will need to provide a name, email and password to do so.

3.



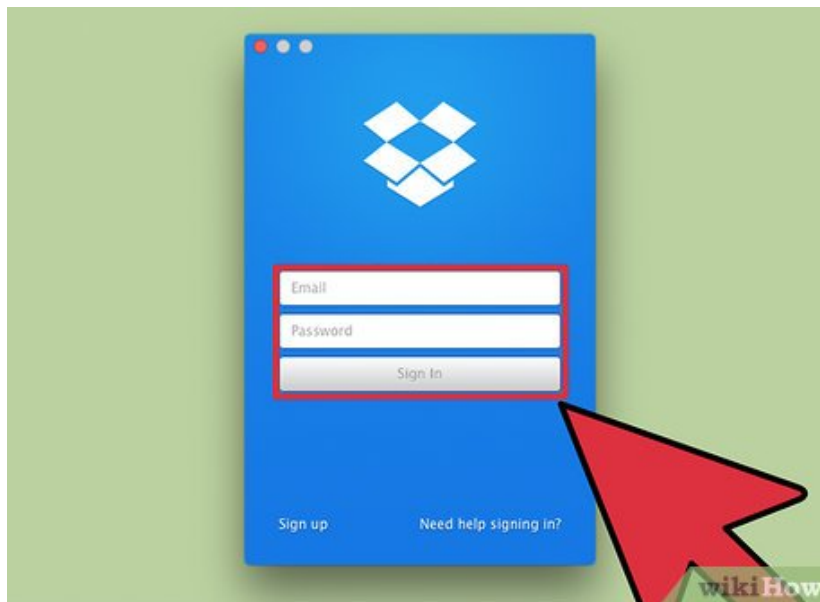
Click the **Download** .

4.

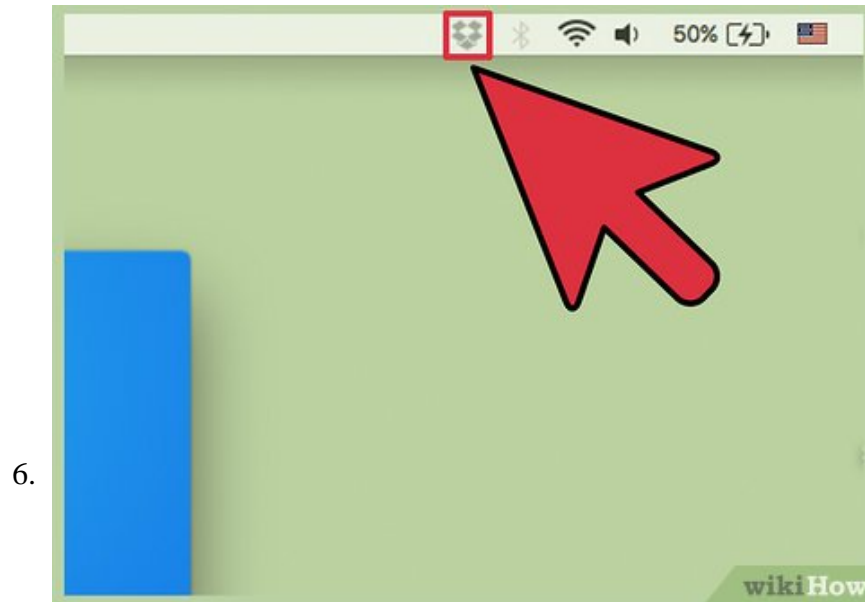


Run the installer.

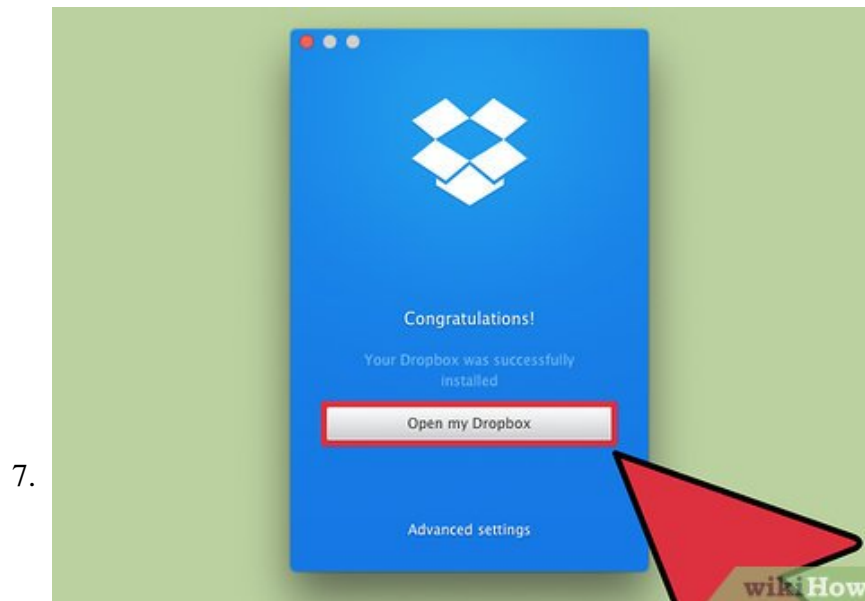
5.



Sign into the app.

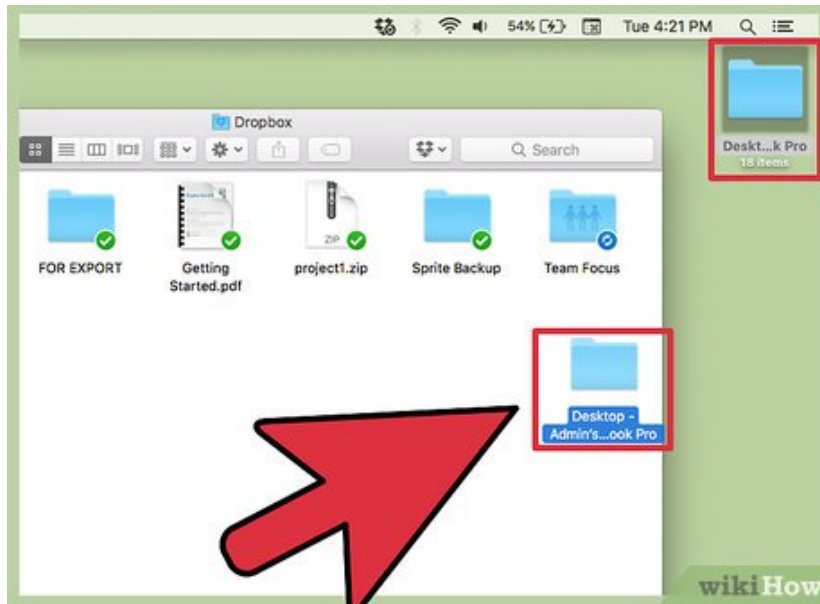


Click the **Dropbox** menu. This will appear in the upper right corner of the top menu



Click **Open Dropbox Folder** .

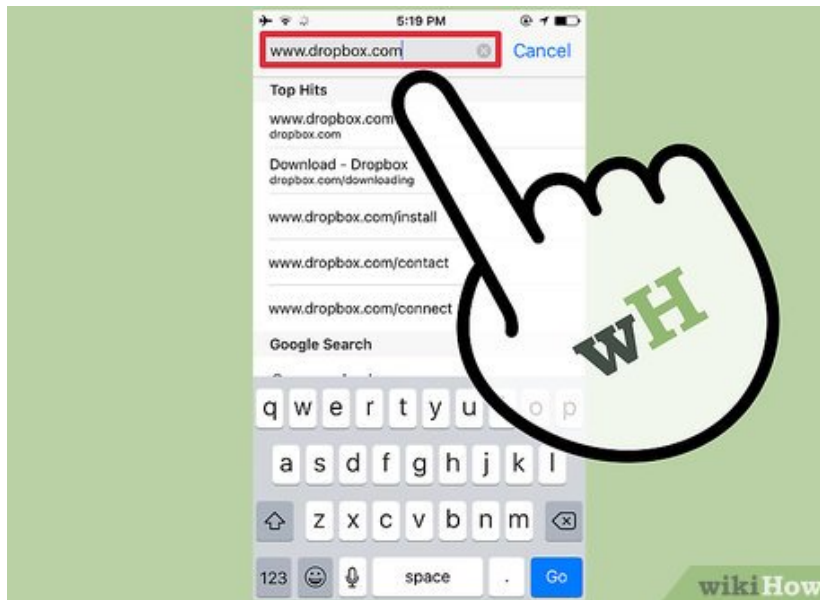
8.



Drag and drop your documents into your Dropbox folder.

1. A file in the process of uploading will display a blue loading icon. This will change to a green checkmark when the upload or sync is complete.

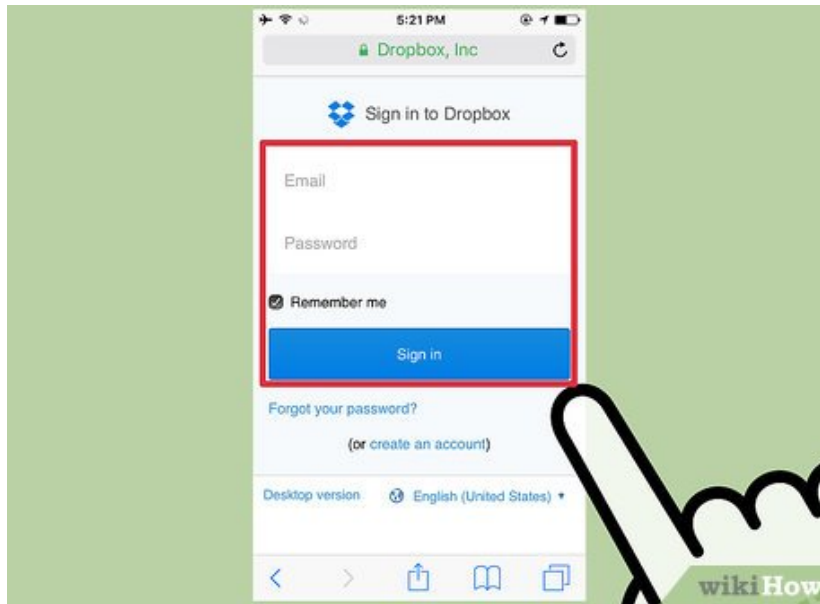
9.



Go to <https://www.dropbox.com/> on your other device.

1. If you are using an iOS or Android device you can install the Dropbox app.

10.



Sign in to your Dropbox account. Your synced documents will appear in your Dropbox.

1. You can click/tap a document to view it or open the menu for a document and click/tap

Download to save it to your device.

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