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ENGL 362

Technical Instructions Design Assignment

**iCloud For Dummies**

*Introduction*

This instruction manual will explain thoroughly how to utilize iCloud on Apple devices. This article will assist readers in getting started with iCloud, regardless of their level of experience with technology.

*Audience*

In this specific article, the audience is the writer’s three younger sisters. The audience ranges in age between 13 to 19. Experience and expertise vary, but all are familiar with current technology and software. More so, they are familiar with the software for personal use, so technological terms maybe foreign.

*Materials/Equipment Needed*

* Apple device
* iOS software

*Safety Precautions*

To safeguard personal data, make sure your device is linked to a secure network.

*Step-By-Step*

**How to Set Up iCloud**

1. Go to the settings on your device.
2. Press the first tab (labeled with the user name); this will open your Apple ID.
3. Choose iCloud
4. You are now able to see storage, manage other functions, backups, etc.

**How to sync & backup device to iCloud**

**SYNC**

1. Choose what you would like to sync (photos, mail, passwords, etc.)
2. In iCloud settings, whatever items you want to sync, press the icon and press sync now.
3. Look for the iCloud status icon (a spinning circle) in the Mac menu bar or the Settings app on your iPhone or iPad to see if your devices are syncing.

**BACKUP**

1. Once in iCloud settings, turn on iCloud backups. This will automatically backup items to the iCloud.
2. To ensure your device is backed up, go to home settings and iCloud.
3. Look at the "Last Backup" time to see when your device was last backed up.

*Conclusion*

When using iCloud certain features may be difficult and unfamiliar to use, but once users are able to understand the functionality, they will find it incredibly useful and convenient. Please reach out should you have issues or concerns furthermore.