

For iPhone Users

1. Saving a PDF or Scanned Form to the Books App

Open the file (PDF or scanned document) from **Mail, Safari, or Files**.

Tap the **Share** icon (square with an upward arrow).

Scroll and select **Books**. If it doesn't appear, tap **More** and select it.

The file will open in Apple Books and be saved automatically to your Library.

It will now be available offline.

2. Adding to the Home Screen

If the file is in **iCloud Drive**, open the **Files app**.

Long-press the file and select an option such as **Add to Home Screen** (via a Shortcut or from Safari if it's a web PDF).

A shortcut icon appears on your home screen.

3. Saving to iCloud

Open the file in the **Files app**.

Tap **Move**, and select **iCloud Drive** as the destination.

The file syncs to all devices logged into your Apple ID.