

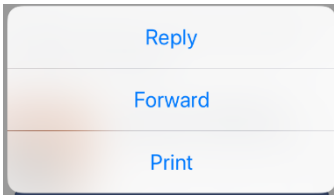
## Saving Email to Files- iOS

Webpages need to be converted to PDFs and if you're sending to <http://print.princh.com>, you need to save the file first. You also must save to iCloud because that's the only place that Safari knows to look.

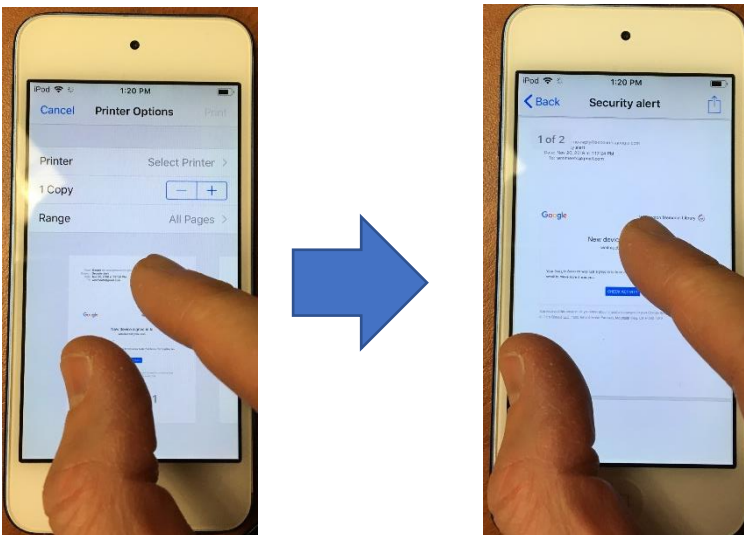
1. Tap the **left arrow**



2. Tap **Print**



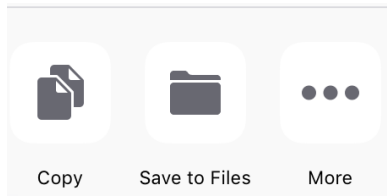
3. Place **two fingers** on the **Print Preview** and **move them apart** to open as PDF



4. Tap the **share button**

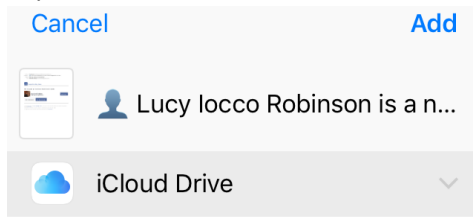


5. Tap **Save to Files**



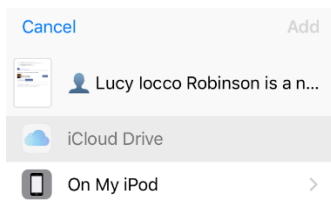
6. Tap **iCloud Drive**

7. Tap **Add**

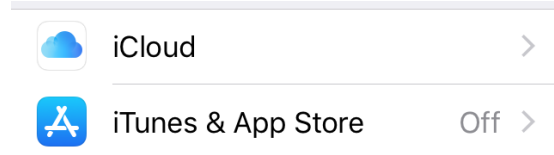


## Appendix- How to enable iCloud

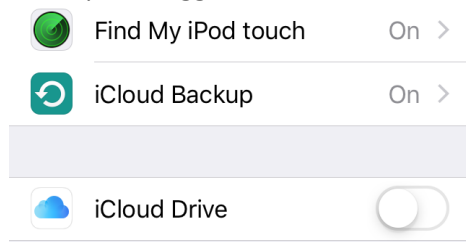
If the **Add** button is **grey** even if you tap, iCloud Drive, you may have to turn on iCloud Drive



1. Tap the **Home** button to get back to the **Home Screen**.
2. Tap the **Settings** app and then tap **iCloud**



3. Tap the **toggle switch** to turn on **iCloud Drive**



Once it's back on, you may have to back out and start from **Step 5**

Now you can should be able to save the email.