

Duplicating Templates and Files in Pages, Numbers, or Keynote on an iPad

Before working on a template or document in Pages, Numbers, or Keynote, create a duplicate.

1. Touch edit at the top right corner.
2. Touch the document then +
3. The document will be duplicated and the name will have the word *copy* and a number added to it.
4. Rename the document by touching the document name. The icon for the file will appear with an empty white box under it. Type in the file name you prefer then *Done* on the keyboard.

