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## Backing up your iPad

Why is backing up important? If you had to start with a blank iPad today, how would that affect your work?

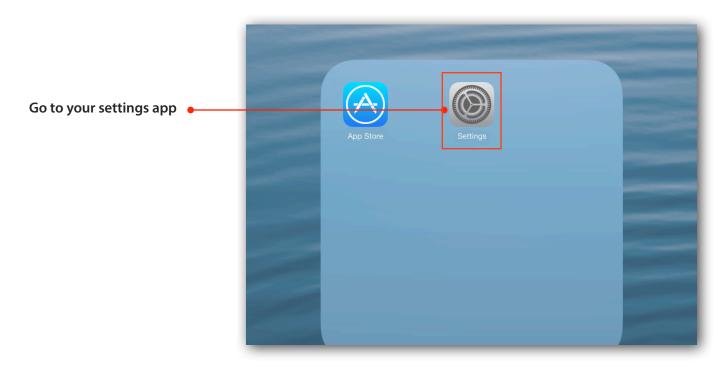
Here are just a few ways you can lose data:

Accidental Deletion	Physical Damage to device
Loss or theft of device	Physical malfunction of device
Software corruption	Shared Passwords
Natural Disaster	Errors during software updates
Syncing Errors	Shared Devices

Here's the good news: If the worst happens and you have a good backup, none of these things should be a problem for you!

# Backing up with iCloud

The easiest way to back up your iPad is with iCloud. Follow the instructions below to set it up.



	Settings		technology@lutheranhighnorth.org			
				ICLOUE		
*Make sure you are signed into		Airplane Mode	$\bigcirc$			anhighnorth.org >
your LHN email address. With the new security features in iOS 7, it is	?	Wi-Fi	LHN-Enroll			0
imperative that you are only using your LHN email address for iCloud on your LHN device.		Bluetooth	On		Mail	$\bigcirc$
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		General			Keychain	Off >
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		Wallpapers & Brig	ghtness		Documents & Data	Off >
	U	Privacy			Find My iPad	
		iCloud			My iPad allows you to locate, loo	
Touch iCloud		Mail, Contacts, C	alendars		prevents it from being erased or password.	reactivated without
Touch Storage and		Notes	aleridars	• 💿	Storage & Backup	>
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Is iCloud backup turned •	6	DO NOL DISLUID			ud Backup	$\bigcirc$
on? If not, turn it on.	Ø	General			matically back up your camera ro ments, and settings when this iF	
		Sounds			d, and connected to Wi-Fi.	aa lo plagged in,
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	Control Center		
	C Do Not Disturb	BACKUP	
	-	iCloud Backup	
	General	Start iCloud Backup hen this iPad is plugged in,	
		r iPad will no longer back up to r computer automatically when	
	Wallpapers & Brightness	you sync with iTunes.	
Touch OK •	Privacy	Cancel OK	
	iCloud		
	Mail, Contacts, Calendars		
	Settings	Back Storage & Backup	
	Airplane Mode	STORAGE	
		Total Storage 5.0 GB	
	Wi-Fi LHN-Enroll	Available 5.0 GB	
	Bluetooth On	Manage Storage >	
	Notification Center		
		Buy More Storage	
	Control Center	BACKUP	
	C Do Not Disturb	iCloud Backup	
	General	Automatically back up your camera roll, accounts,	
		documents, and settings when this iPad is plugged in, locked, and connected to Wi-Fi.	
Touch Back Up Now •	Sounds	Back Up Now	
·····	Wallpapers & Brightness	Last Backup: Never	
With iCloud backup on, it will	Privacy	Last Backup, Never	
automatically backup anytime your iPad is charging with the			
screen locked and connected			
to wifi.	Control Center		
	C Do Not Disturb		
	General	Automatically back up your camera roll, accounts, documents, and settings when this iPad is plugged in, locked, and connected to Wi-Fi.	
After it's made it's first	Sounds		
backup, you can come back	Wallpapers & Brightness	Back Up Now	
to this spot at any time to see •	Privacy	● Last Backup: 8:08 AM	
backup was.			
	Cloud		
	Mail, Contacts, Calendars		
	Notes		

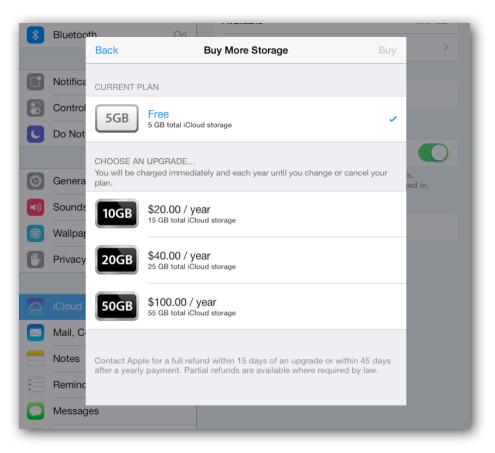
# Did your backup fail?

Your backup may fail if you have too much information on your iPad to back up. iCloud gives you 5 GB of space for free. If you need more than 5 GB, you can purchase more, or you can exclude certain apps from your backup.

	iPad ᅙ		8:10 AM	Not Charging 💻
If you want to purchase more		Settings	K Back S	torage & Backup
storage, follow these 2 steps. If you'd rather not pay, skip to the next page.		Airplane Mode O	STORAGE Total Storage Available	5.0 GB 5.0 GB
	*	Bluetooth On	Manage Storage	>
To purchase more storage •	C	Notification Center	Buy More Storag	e
space, navigate to iCloud		Control Center	Buy More eterag	
settings, touch "storage and	C	Do Not Disturb	BACKUP	
backup" and then touch "Buy More Storage"			iCloud Backup	
	Ø	General		up your camera roll, accounts, tings when this iPad is plugged in, ted to Wi-Fi
	Sounds		locked, and connected to with t.	
	*	Wallpapers & Brightness	Back Up Now	
		Privacy	Last Backup: 8:08 A	M

Decide which plan you'd like (10GB should be fine) to buy and it will charge the credit card that you have on file with Apple. If you don't have one on file, it will ask for that information.

You will be notified by email before it renews for the next year. If you forget about canceling it, you can contact Apple for a refund within 15 days of the charge.



Your second option would be to tell iCloud to not back up so many things.

Navigate to Settings - iCloud - Storage and Backup

Touch "Manage Storage" -



You will see the name of your iPad on this screen and the words "This iPad" under it.

Next to the name of your iPad will be the amount of space that your backup is using in iCloud.

If you see names of other devices in this list, they may be old iPads. You can touch the name of the iPad and delete that backup from iCloud if it's not a current backup. That may free up enough space for you to make a full backup now. Give it a try.

If you still don't have enough iCloud space to make a backup, touch the name of your iPad.

Backup options will show you which apps have data to back up to iCloud. The app that is using the most space will be listed at the top. Usually this is the camera roll.

Turn off any apps that you don't need to back up to iCloud.

iPad ᅙ		8:04 AM	83% 🔳
	Settings	Storage & Backup Manage Storage	
		BACKUPS	28.3 MB
	Airplane Mode	iPad 1156 - Ioaner	22.1 MB >
<b>?</b>	Wi-Fi LHN-Enroll		
*	Bluetooth On	iPad	6.2 MB >
		iPad - Ioaner image This iPad	0 KB >
	Notification Center	-	
	Control Center	Change Storage Plan	
C	Do Not Disturb		
$\bigcirc$	General		
((ه	Sounds		
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≻	Airplane Mode	iPad - Ioaner image This iPad	
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> ? *	Wi-Fi LHN-Enroll	This iPad Latest Backup Backup Size	
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<ul> <li>?</li> <li>?&lt;</li></ul>	Wi-Fi     LHN-Enroll       Bluetooth     On       Notification Center	This iPad Latest Backup Backup Size BACKUP OPTIONS Choose the data you want to back up.	20.8 MB 20.8 MB
	Wi-Fi LHN-Enroll Bluetooth On Notification Center Control Center	This iPad Latest Backup Backup Size BACKUP OPTIONS Choose the data you want to back up. Next Backup Size Camera Roll	20.8 MB 20.8 MB
	Wi-Fi LHN-Enroll Bluetooth On Notification Center Control Center	This iPad Latest Backup Backup Size BACKUP OPTIONS Choose the data you want to back up. Next Backup Size Camera Roll 1.6 MB IBooks	20.8 MB 20.8 MB
	Wi-Fi     LHN-Enroll       Bluetooth     On       Notification Center       Control Center       Do Not Disturb	This iPad Latest Backup Backup Size BACKUP OPTIONS Choose the data you want to back up. Next Backup Size Camera Roll 1.6 MB IBooks 194 KB CloudOn	20.8 MB
	Wi-Fi     LHN-Enroll       Bluetooth     On       Notification Center     Control Center       Do Not Disturb     Control Center	This iPad Latest Backup Backup Size BACKUP OPTIONS Choose the data you want to back up. Next Backup Size Camera Roll 1.6 MB Camera Roll 1.6 MB Diminibolic Books 194 KB CloudOn 131 KB Translate Translate	20.8 MB 20.8 MB

If you decided to turn off your camera roll backup, you'll get this scary message, but never fear. It doesn't want to delete the photos from your iPad. It just wants to delete the backup from iCloud.

Go ahead and touch "Delete"

Continue to turn off apps until you have enough room to backup things like Notability and other apps that contain school work.

-		Choos	se the data you want i	о васк up.
8	Control Center	Nex	t Backup Size	20.8 MB
	Do Not Disturb		Camera Roll	$\bigcirc$
			iBooks 194 KB	
	General	Turn Of	f & Delete	
	Sounds	Do you want to turn off Camera Roll backups and delete the backup data from iCloud?		
۱ 🛞	Wallpapers & Brightness	Irom Cloud ?		
E F	Privacy	Delete	Cancel	
i 🖸			Delet	e Backup
	Mail, Contacts, Calendars			

## Backing up to a computer

If iCloud isn't working for you, if you had to exclude apps from the iCloud backup, or you just want a second back up to be extra safe, you can back up your iPad to a computer at home.

First, open iTunes on your computer. If it prompts you to download a new version, go ahead and do that.

Now plug your iPad in to a USB port on the computer using the 30 pin charging cable.

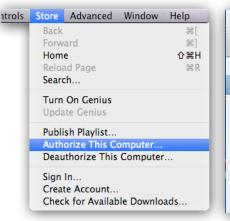
You will see the name of your iPad either at the top right, the sidebar, or in a welcome screen. Click on it until you see the screen to the right.

To save some headaches later, go ahead and authorize this computer to use your LHN Apple ID.

On a Mac, go to the store menu and click authorize.

On a PC, you may need to click on "iTunes Store" before you see the authorize button.





	New	+
	Library	+
	iTunes Store	+
	Add File to Library	Ctrl+O
	Get Info	Ctrl+I
	Switch to MiniPlayer	Ctrl+Shift+M
	Preferences	Ctrl+,
	Show Menu Bar	Ctrl+B
	Exit	
-		

OK, now back to your iPad.	Backups	
Under Automatically Back Up, click on "This computer" • Then click "Back up Now" •	Automatically Back Up iCloud Back up the most important data on your iPad to iCloud. This computer A full backup of your iPad will be stored on this computer. Encrypt local backup This will also back up account passwords used on this iPad. Change Password	Manually Back Up and Restore Manually back up your iPad to this computer or re stored on this computer. Back Up Now Restore Backup Latest Backup: Today 8:08 AM to iCloud

Depending on how much you have to back up, this process can take anywhere from a couple of minutes to over an hour. If you are prompted to password protect your backup, MAKE SURE YOU WRITE DOWN THE PASSWORD THAT YOU USE. If you forget this password, the backup is useless.

### **Transferring files to a computer**

When you backup your iPad to iCloud or iTunes, you do not have access to the individual files in the backup. The purpose of that backup is to restore the entire backup all at once if anything horrible ever happens to your iPad. If you want to move your photos, videos or documents from your iPad to a computer so that they are accessible to you, take a look at the following links:

### Importing personal photos and videos from iOS devices to your computer:

http://support.apple.com/kb/HT4083

### Transfer files between your computer and mobile apps

http://support.apple.com/kb/PH12318

Using iCloud to sync and transfer files:

http://www.apple.com/icloud/features/

Use Dropbox or Google Drive to transfer files from Notability:

http://www.lutheranhighnorth.org/technology/techfiles/notabilitysync.pdf