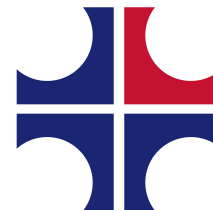




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Backing up your iPad

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.

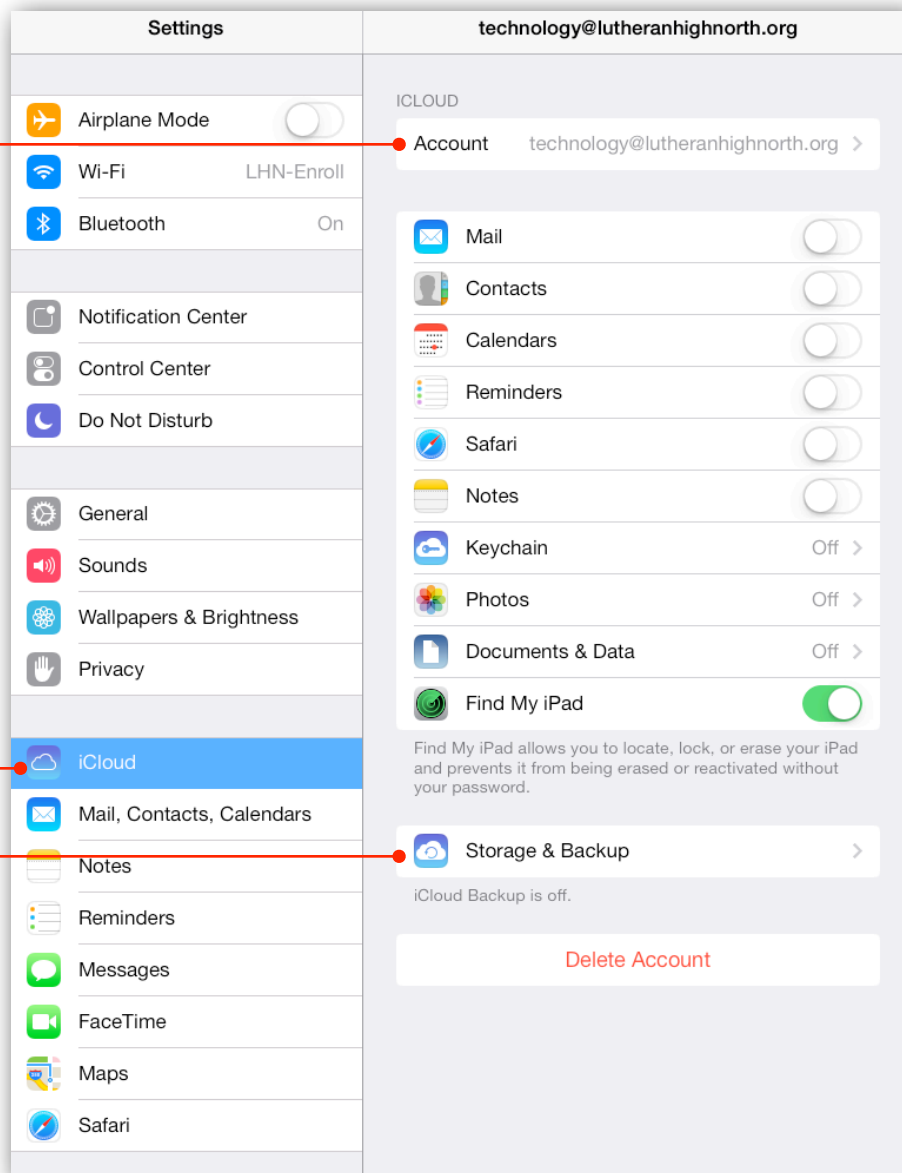
Go to your settings app



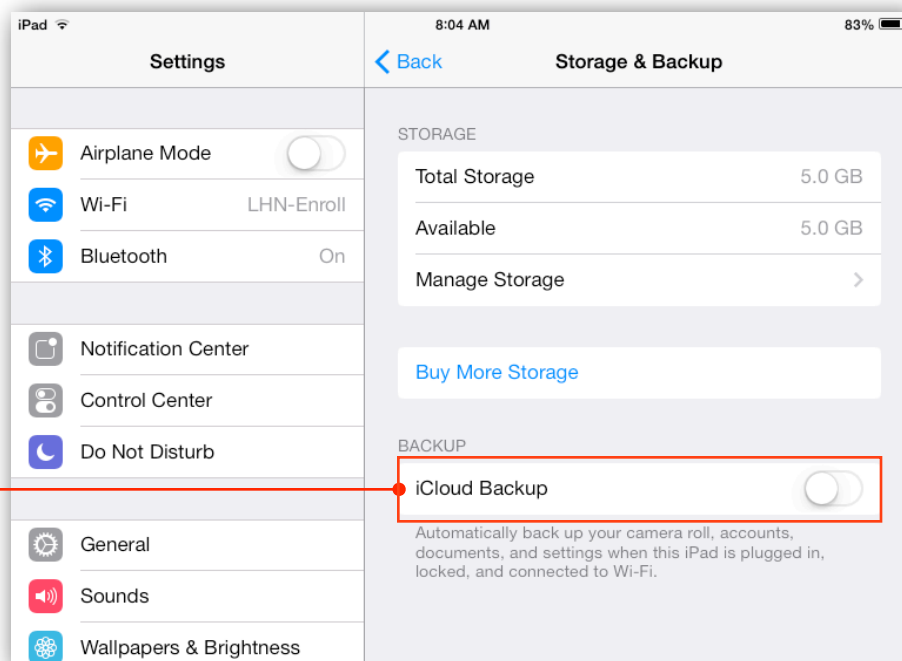
*Make sure you are signed into your LHN email address. With the new security features in iOS 7, it is imperative that you are only using your LHN email address for iCloud on your LHN device.

Touch iCloud

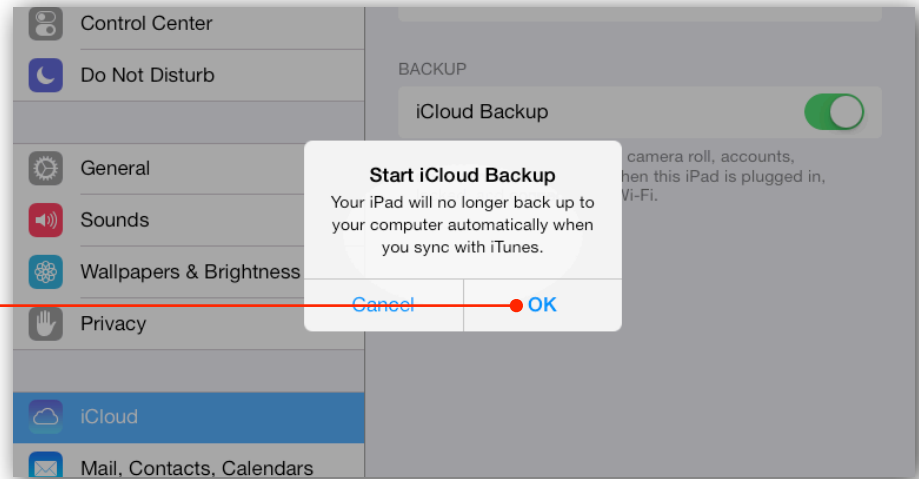
Touch Storage and Backup



Is iCloud backup turned on? If not, turn it on.

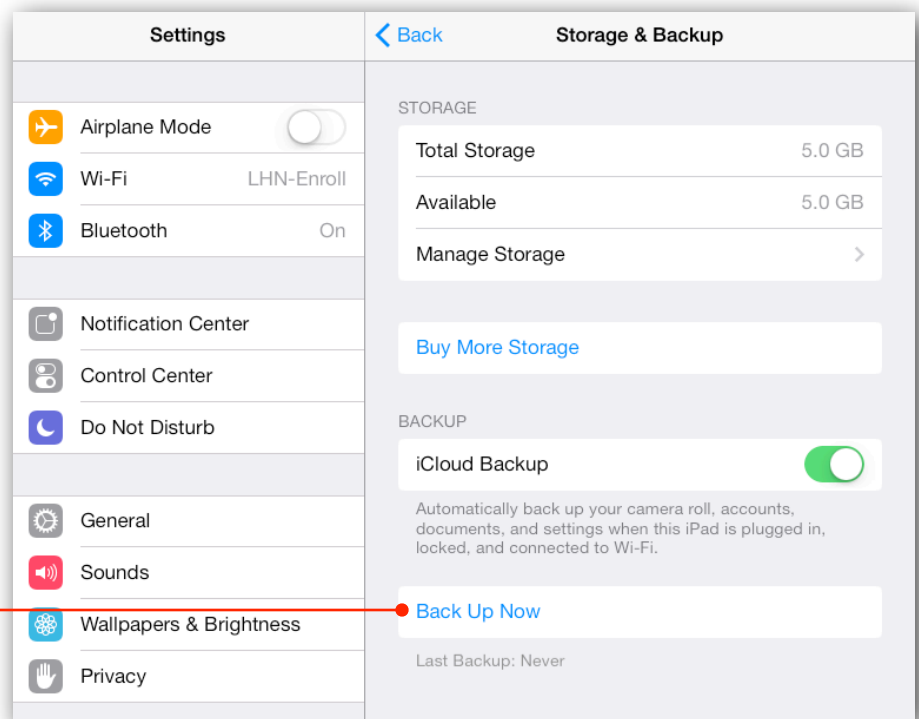


Touch OK

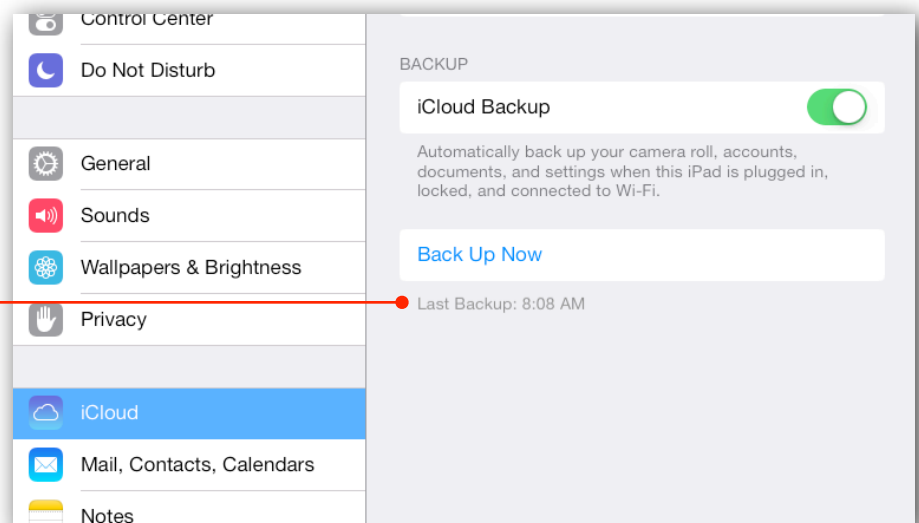


Touch Back Up Now

With iCloud backup on, it will automatically backup anytime your iPad is charging with the screen locked and connected to wifi.



After it's made it's first backup, you can come back to this spot at any time to see when the last time it made a backup was.



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.

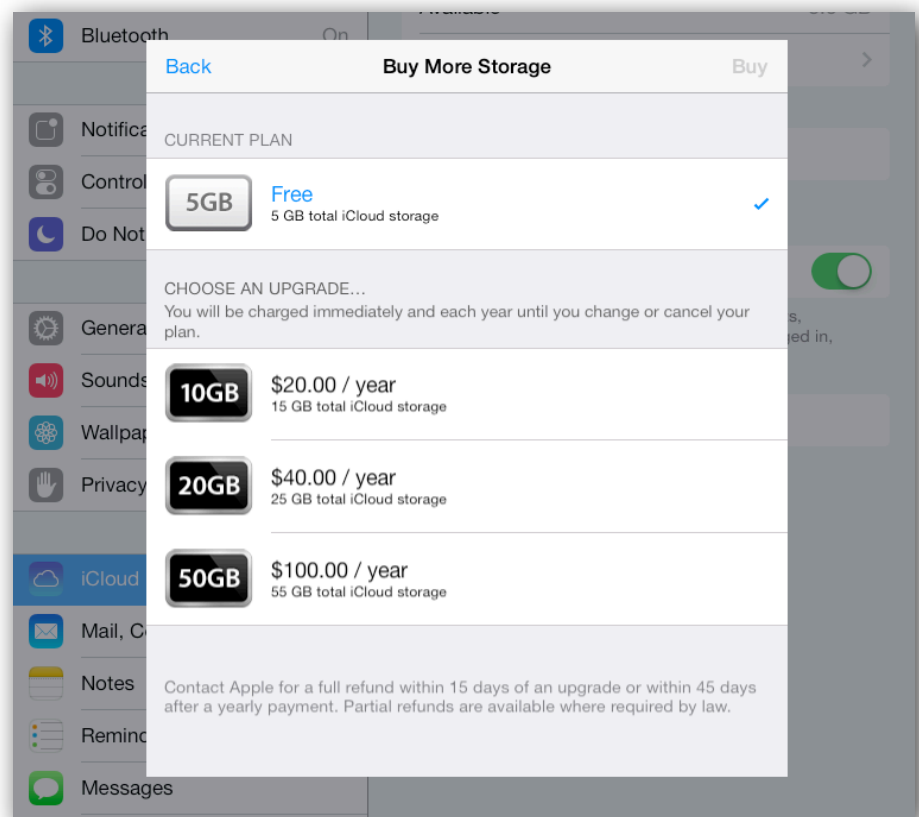
If you want to purchase more storage, follow these 2 steps. If you'd rather not pay, skip to the next page.

To purchase more storage space, navigate to iCloud settings, touch "storage and backup" and then touch "Buy More Storage"



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.

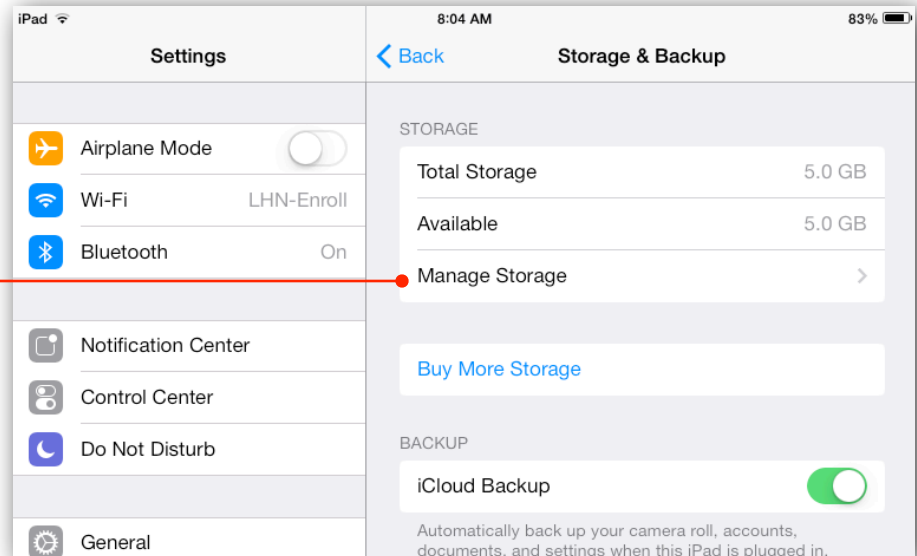
You will be notified by email before it renews for the next year. If you forget about canceling it, you can contact Apple for a refund within 15 days of the charge.



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

Navigate to Settings - iCloud - Storage and Backup

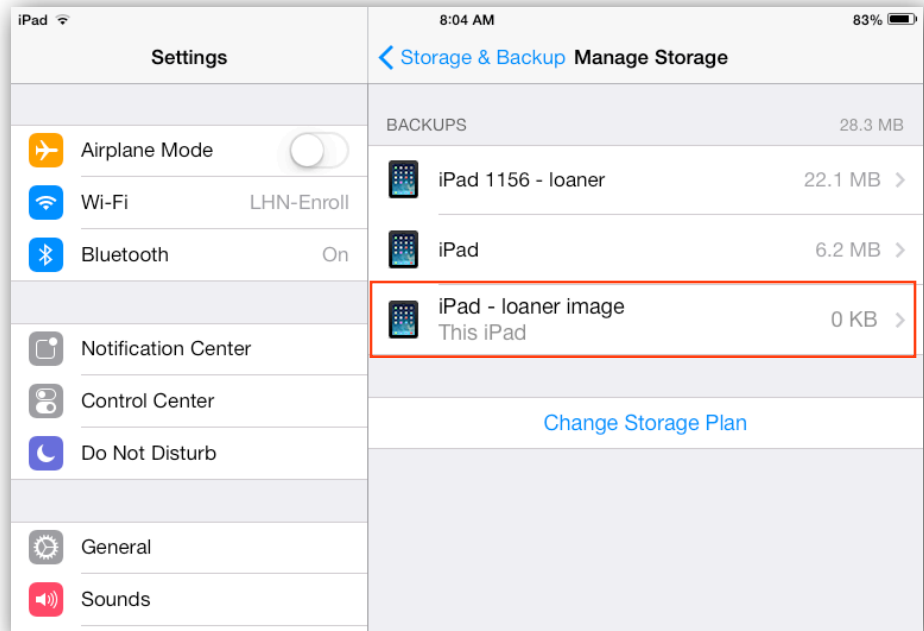
Touch "Manage Storage"



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.

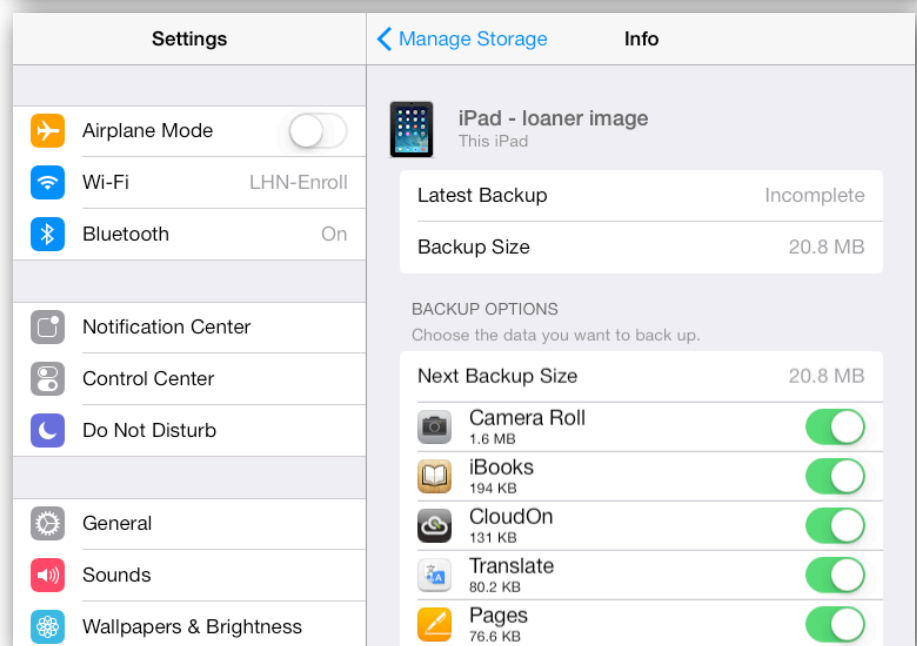
If you see names of other devices in this list, they may be old iPads. You can touch the name of the iPad and delete that backup from iCloud if it's not a current backup. That may free up enough space for you to make a full backup now. Give it a try.



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.

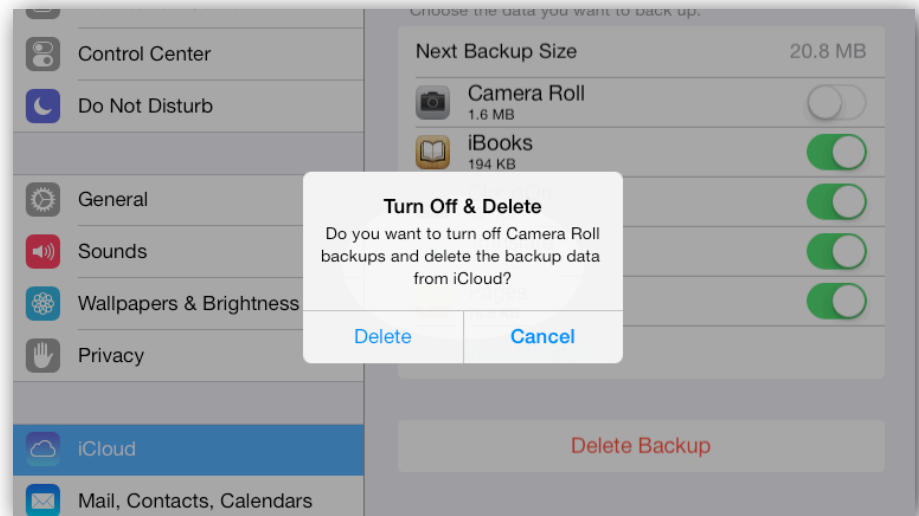
Turn off any apps that you don't need to back up to iCloud.



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.



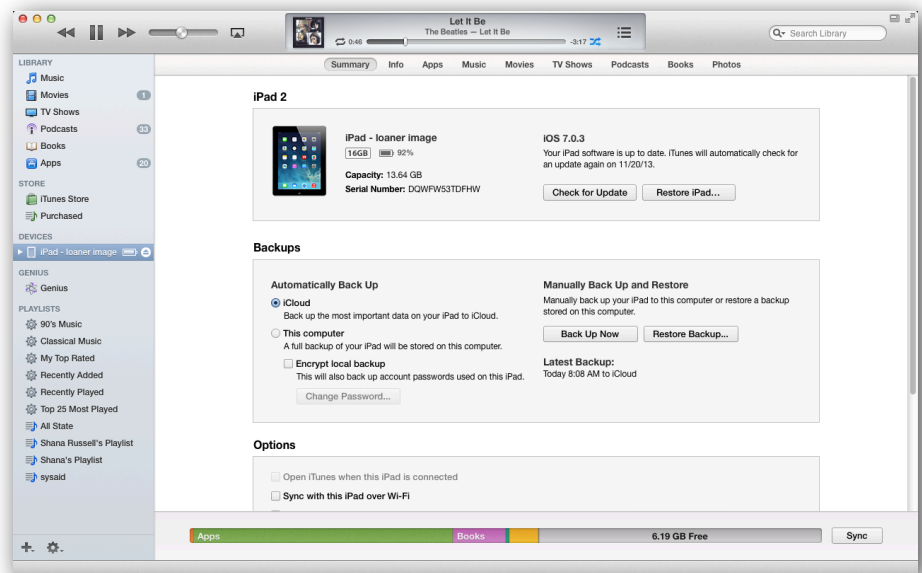
Backing up to a computer

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.

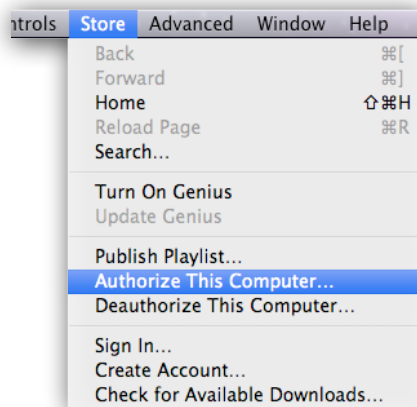
You will see the name of your iPad either at the top right, the sidebar, or in a welcome screen. Click on it until you see the screen to the right.



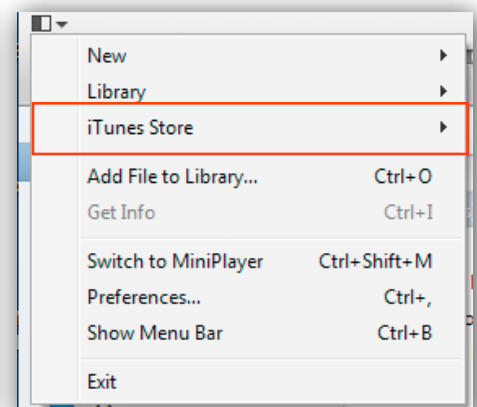
To save some headaches later, go ahead and authorize this computer to use your LHN Apple ID.

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.



MAC

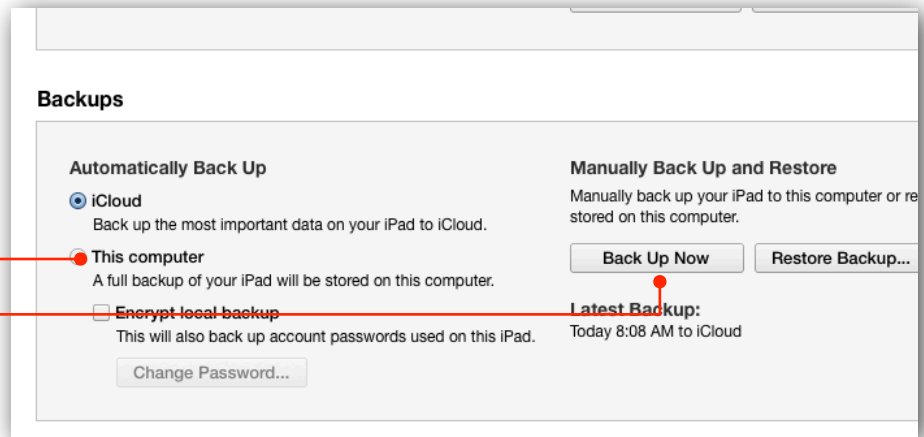


PC

OK, now back to your iPad.

Under Automatically Back Up, click on "This computer"

Then click "Back up Now"



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>