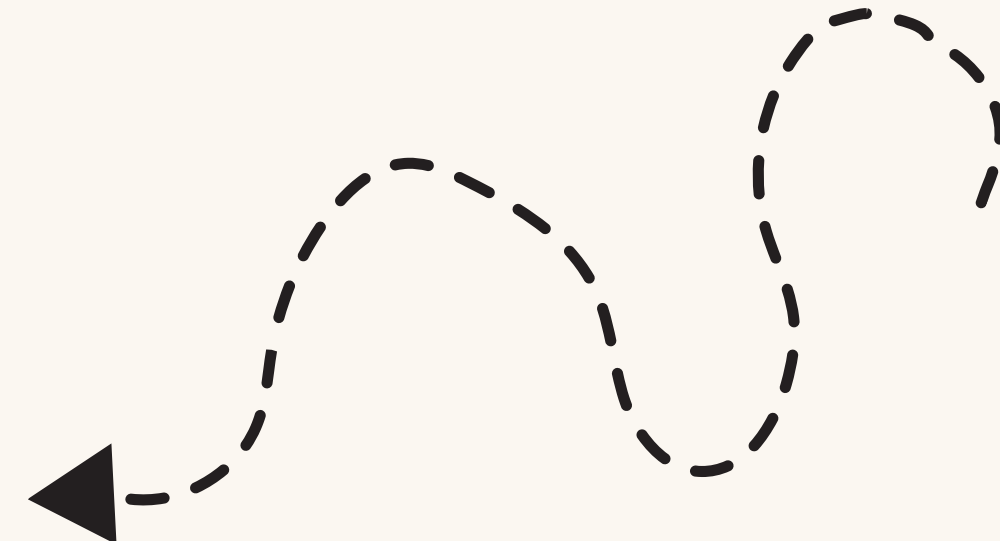


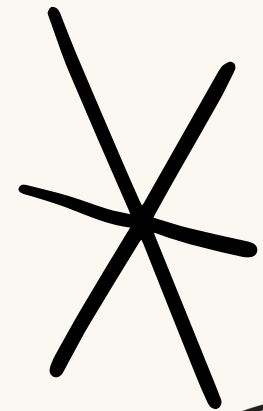
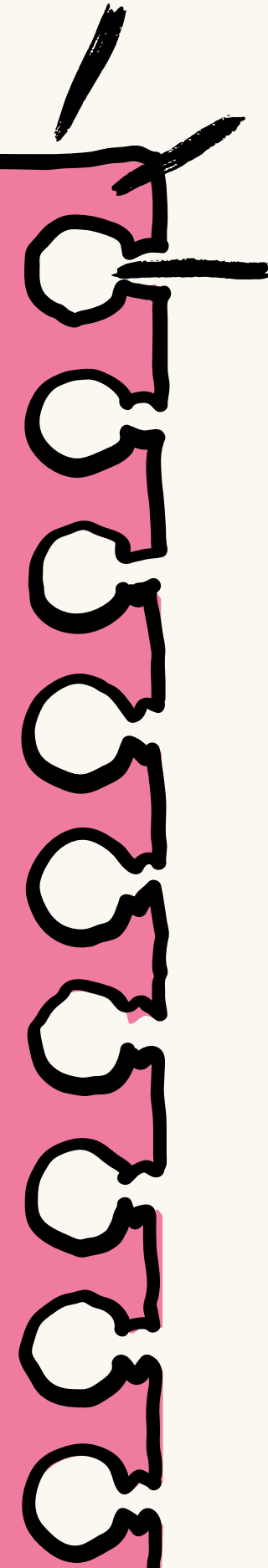
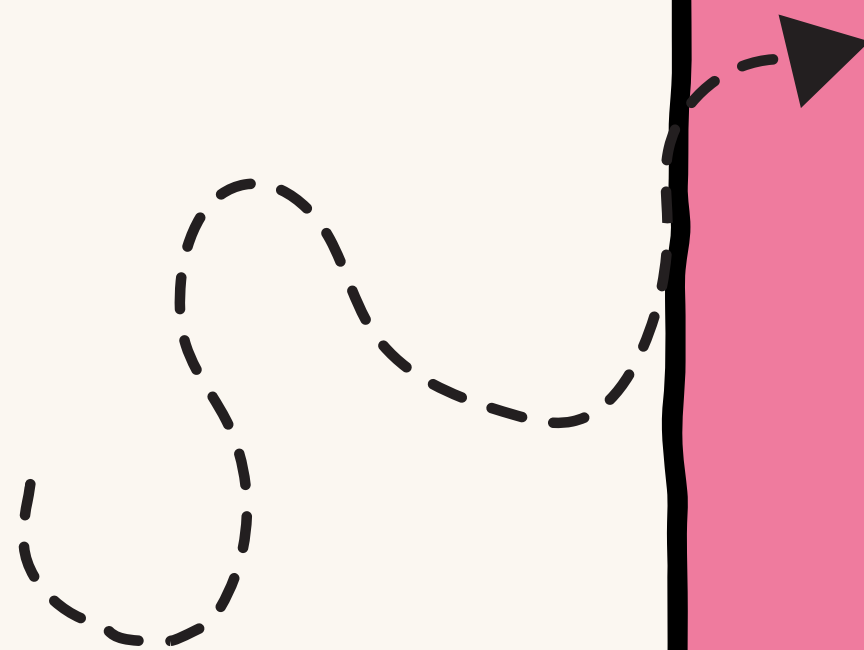
Backing up your IPAD





Content

1. AppleID & iCloud
2. Optimising Storage
3. Enabling OneDrive
4. Microsoft Apps
5. Minecraft
6. Sketchbook
7. GarageBand



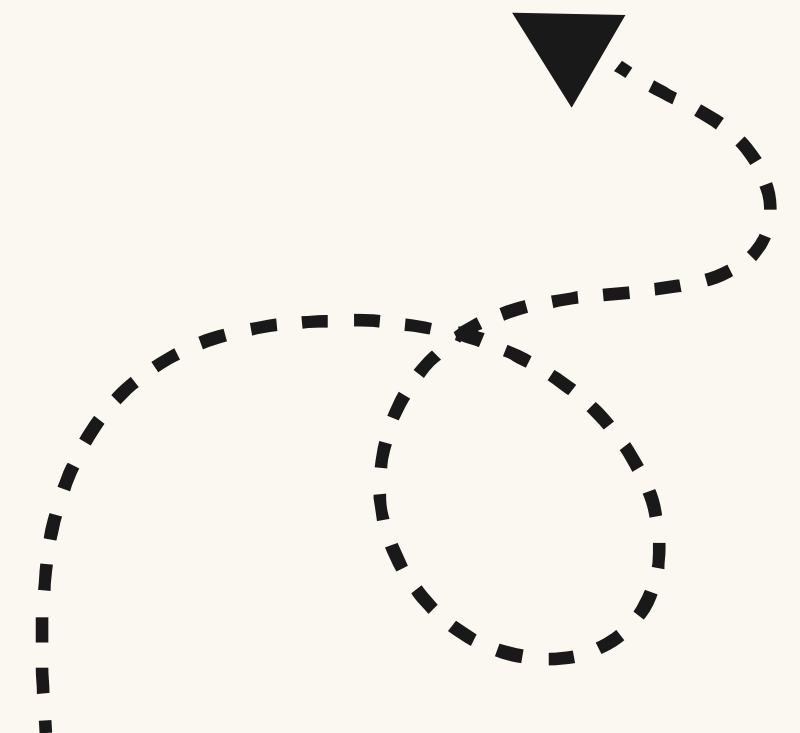
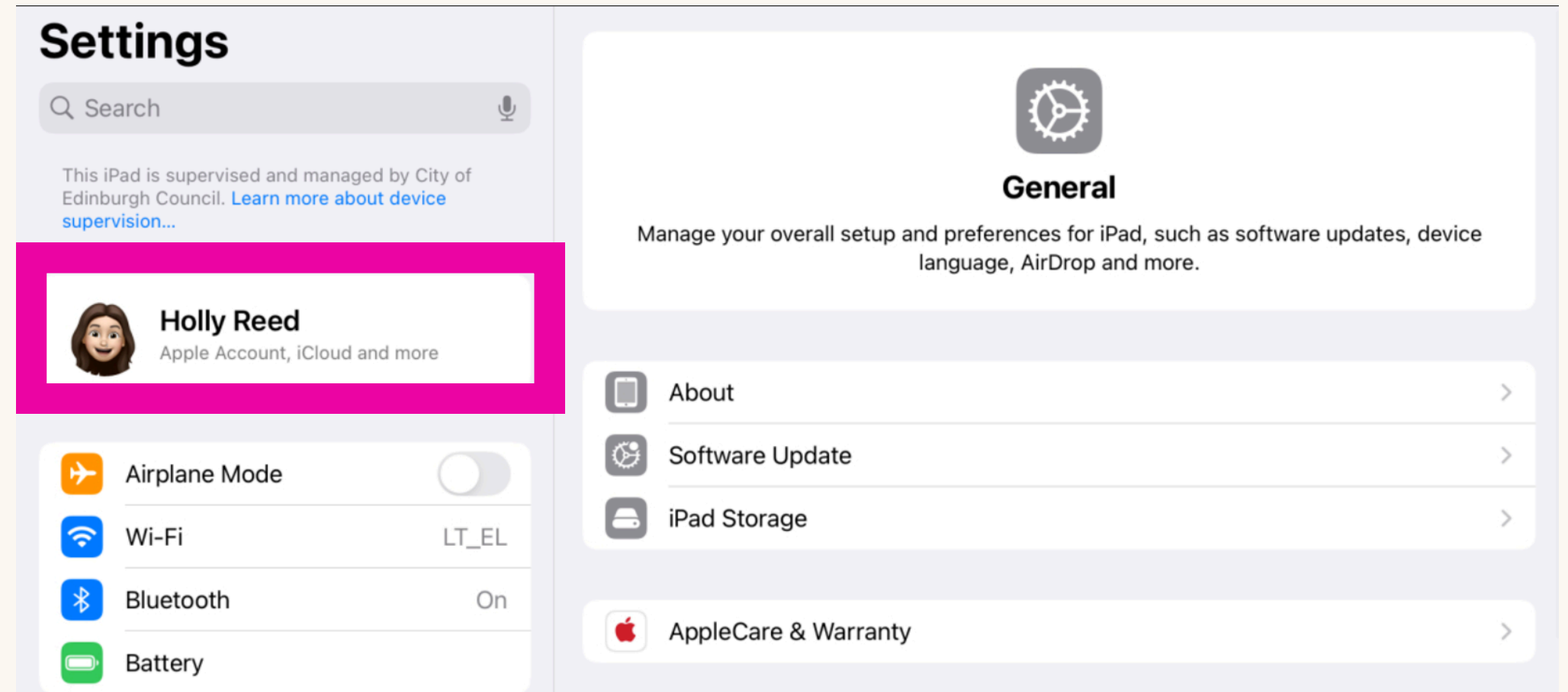


Apple ID & iCloud



1. Tap Settings

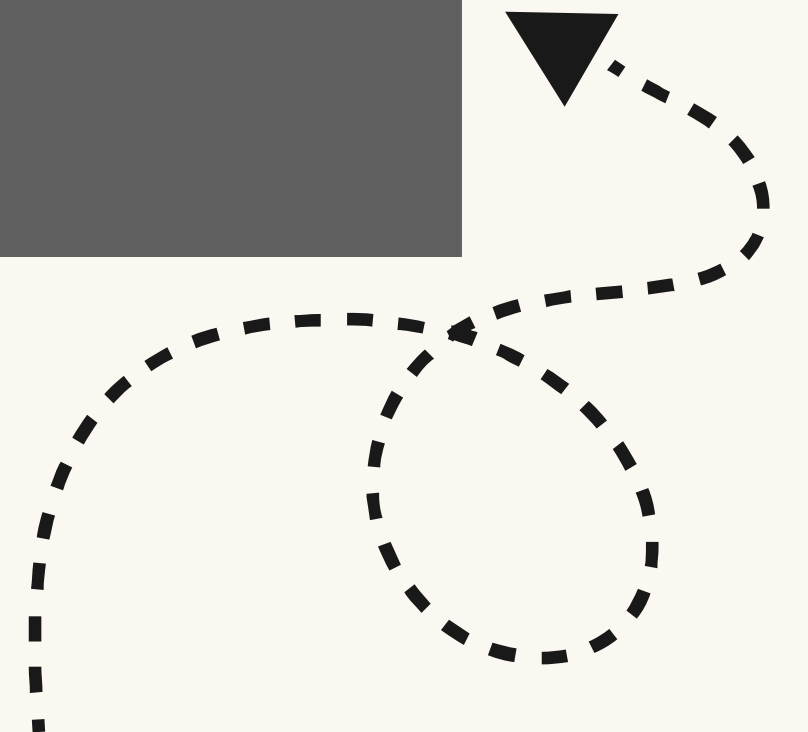
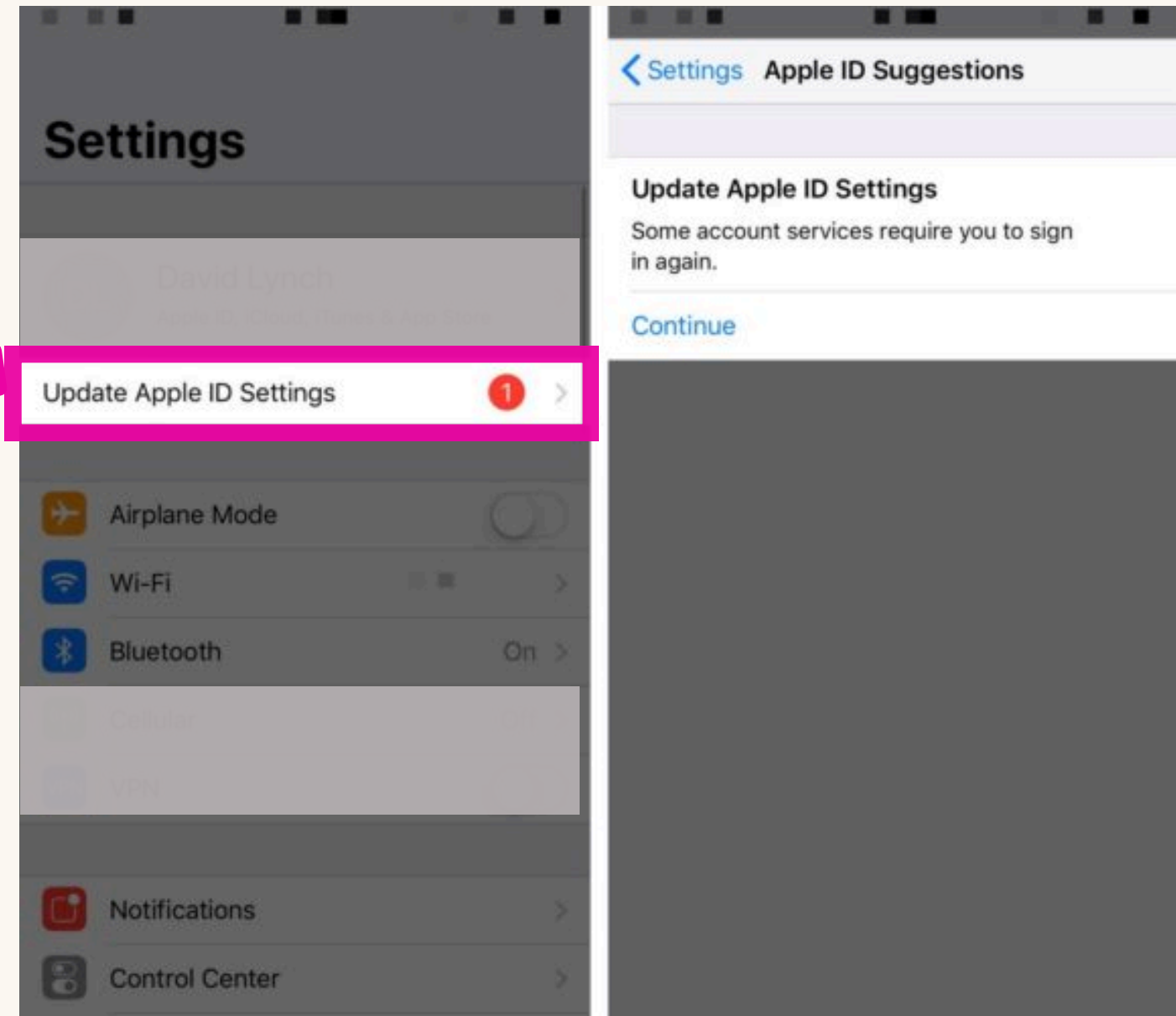
2. Check you are signed in to your Apple ID



Some of you might have this

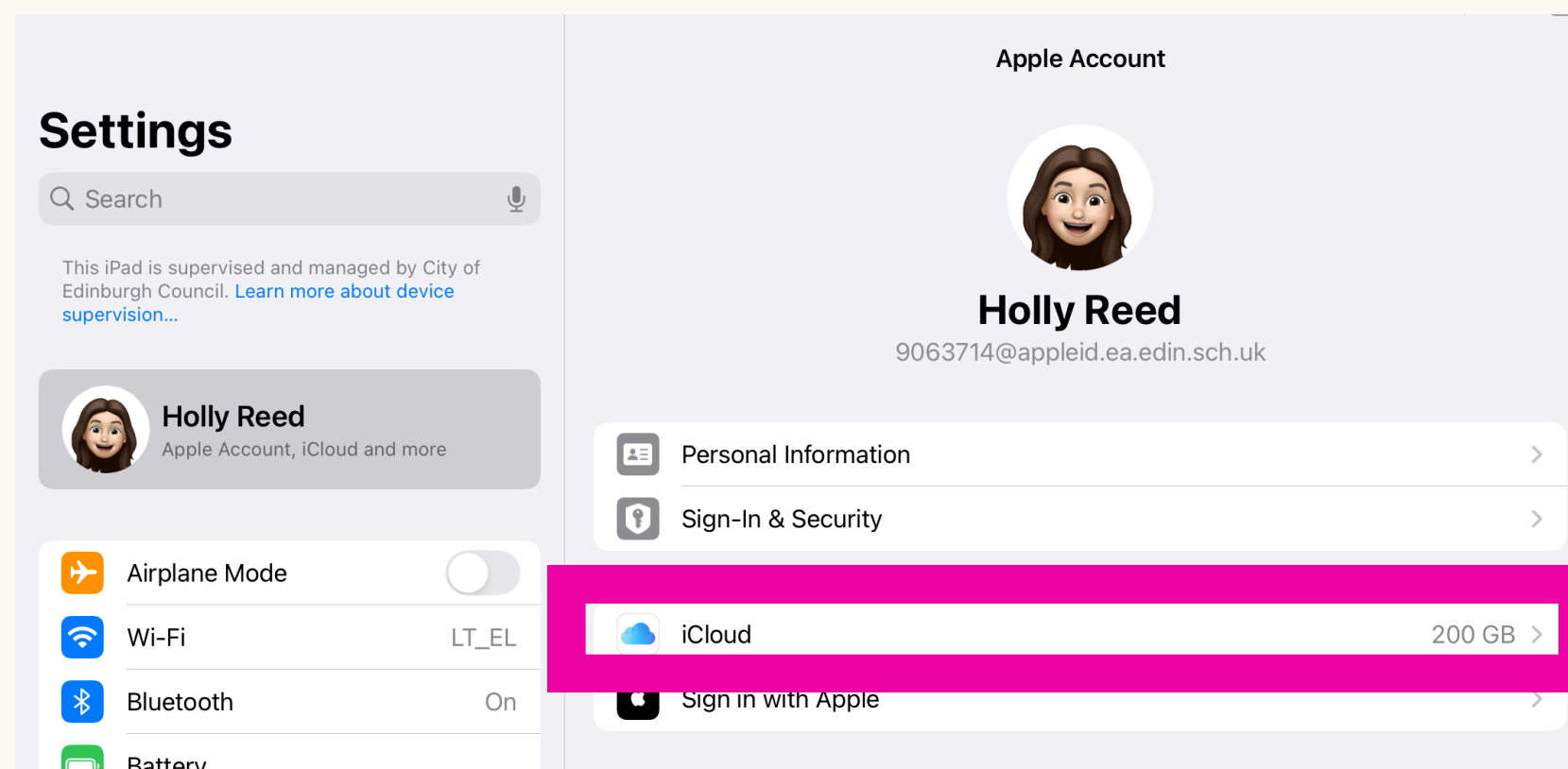
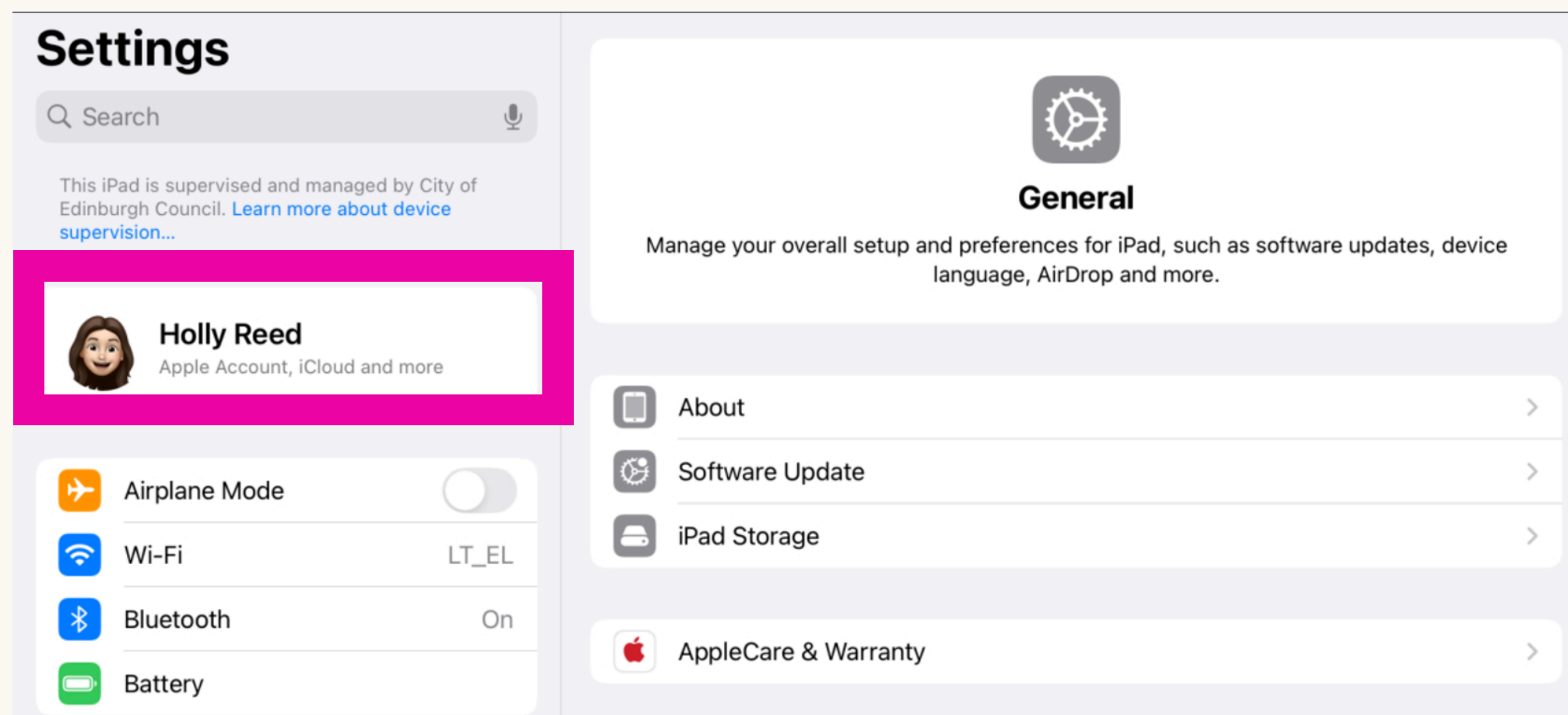
You need to log into your Apple ID to continue

If you do not know your Apple ID, please email ICT-Support@RoyalHigh.edin.sch.uk with their name, form class and description of the issue so we can resolve this.



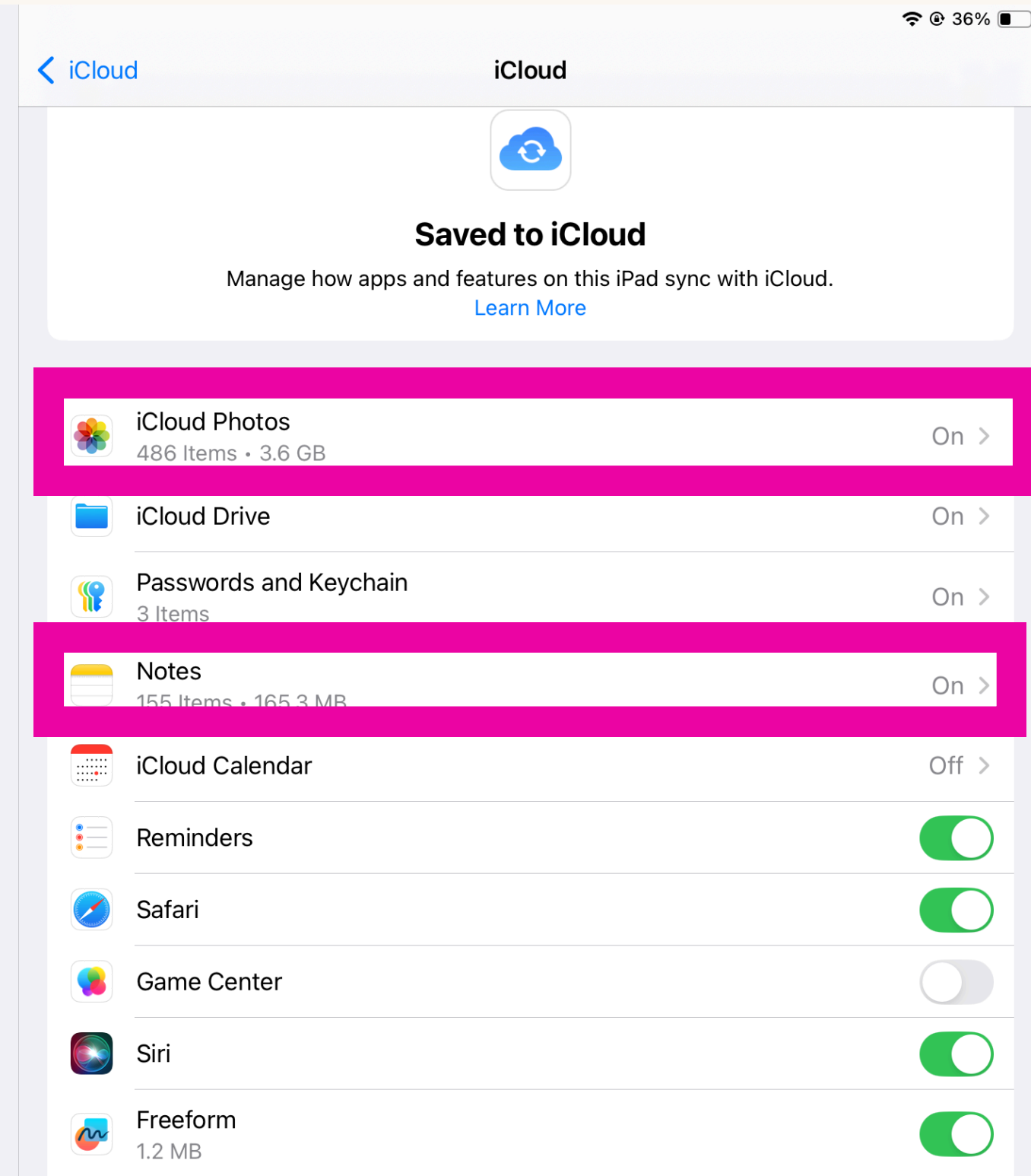
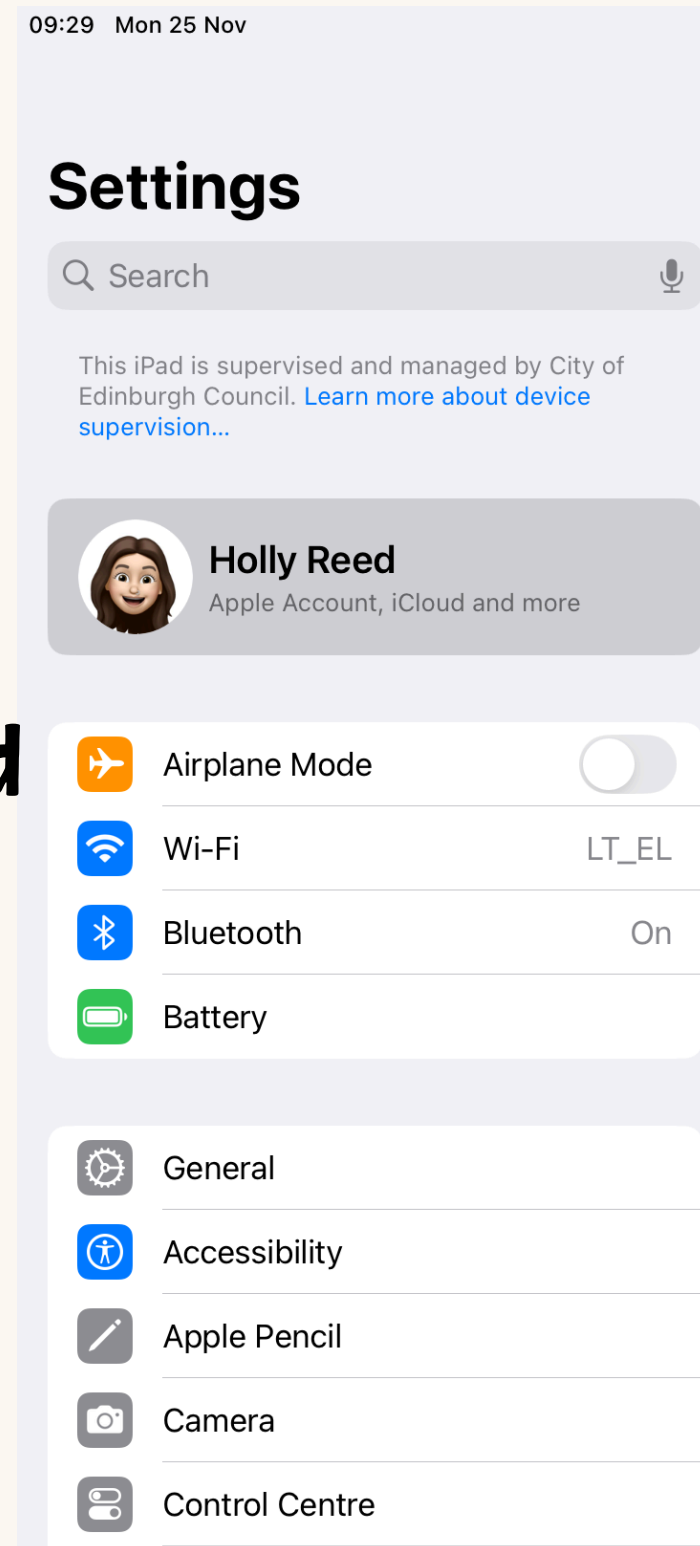
Now you are logged in you want to check your iCloud is backing up your iPad

1. Tap your name
2. Tap iCloud



Now you are logged in you want to check your iCloud is backing up your iPad

- 3. Toggle Apps you want backed up to iCloud**
- 4. Ensure Photos and Notes are ON**



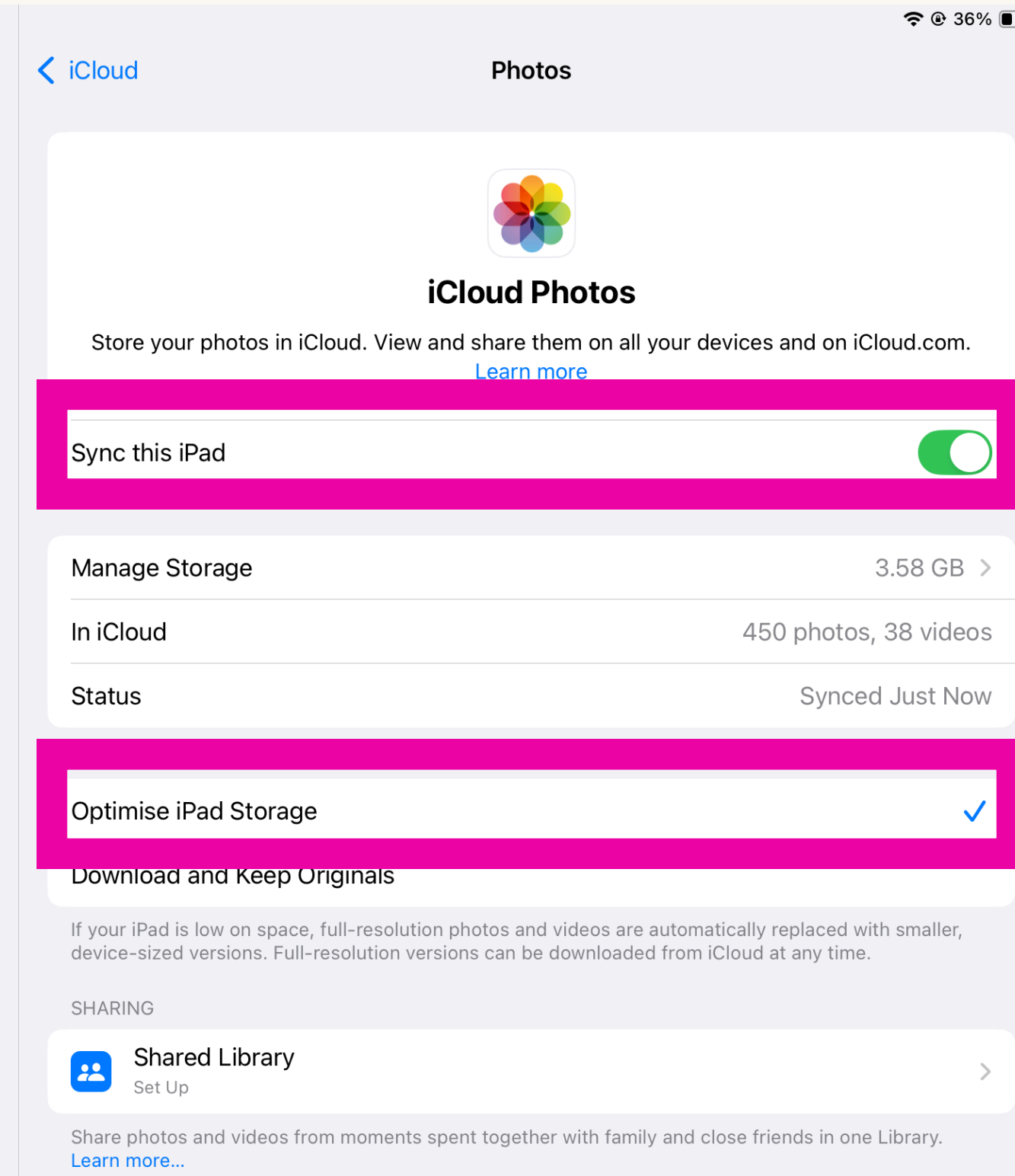
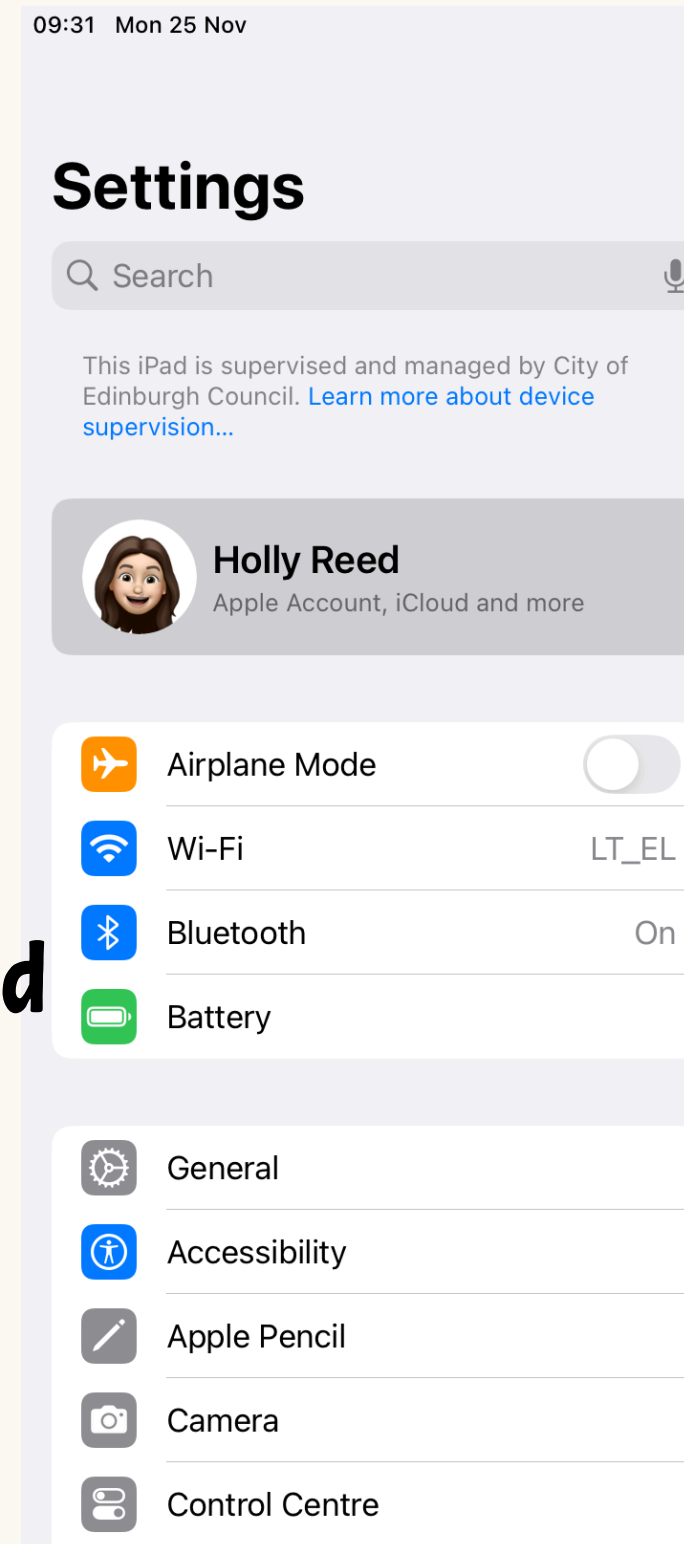


Photos Apps

5. Tap on the Photos App

6. Ensure 'Sync this iPad' is toggled on

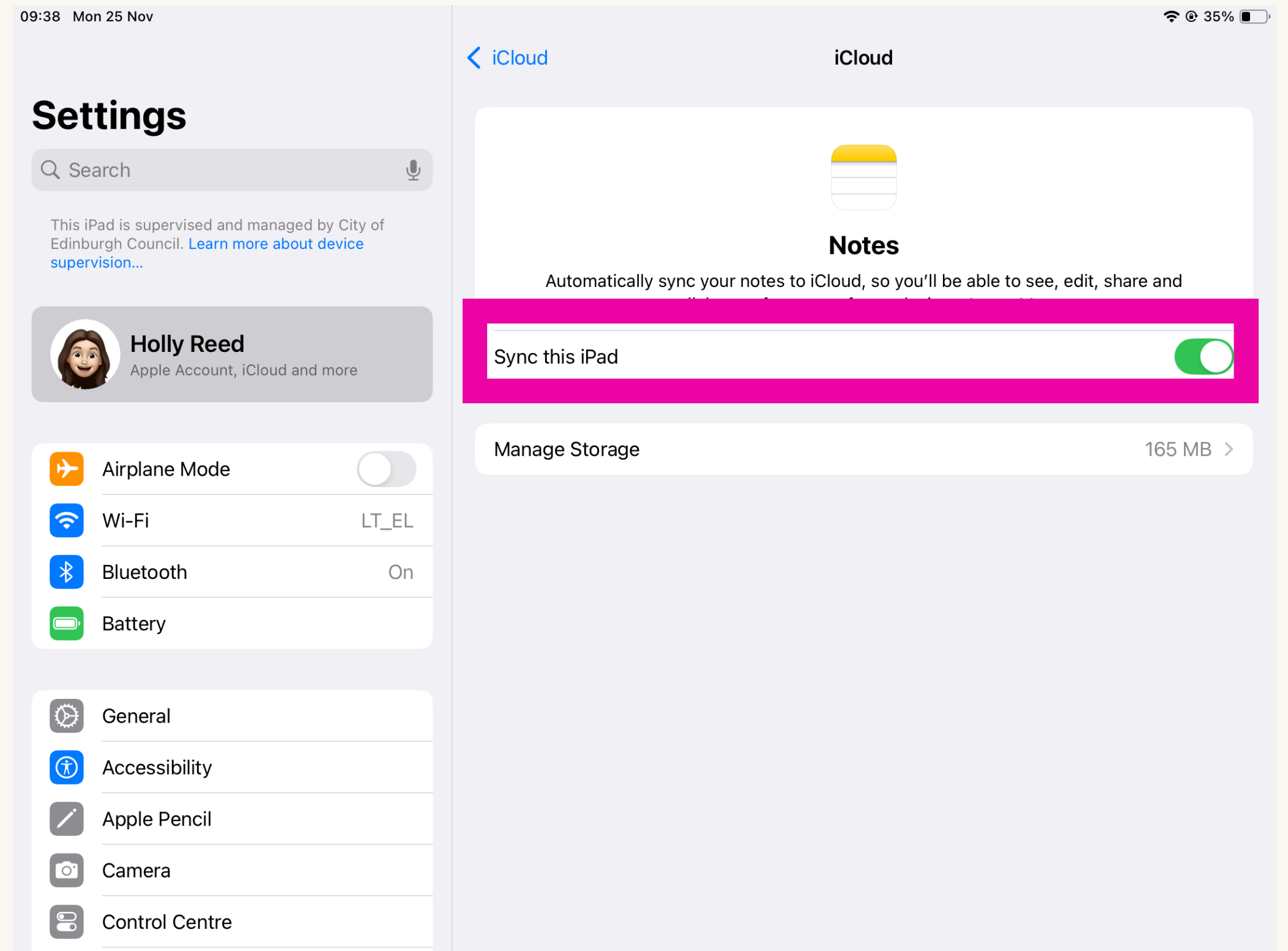
7. Make sure 'Optimise iPad Storage' is ticked





Notes App

8. Repeat the steps to ensure your Notes app is syncing and backing up to iCloud

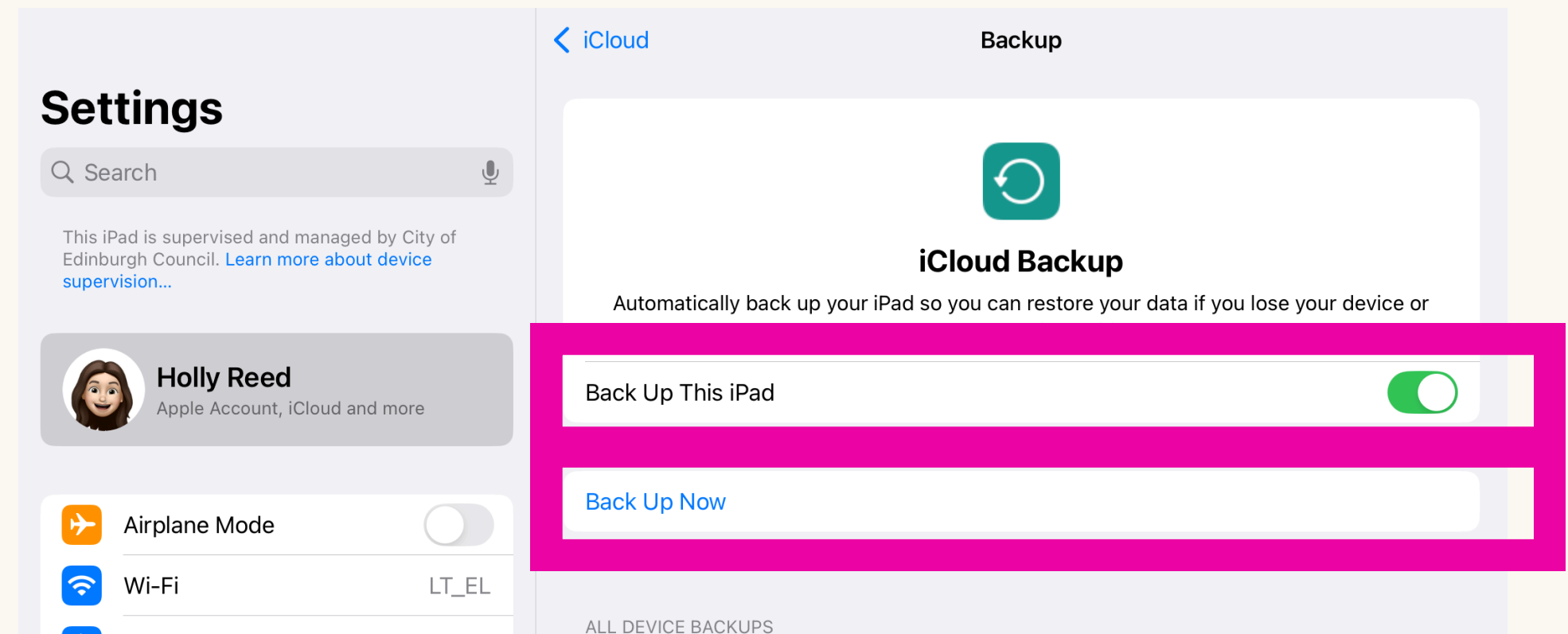
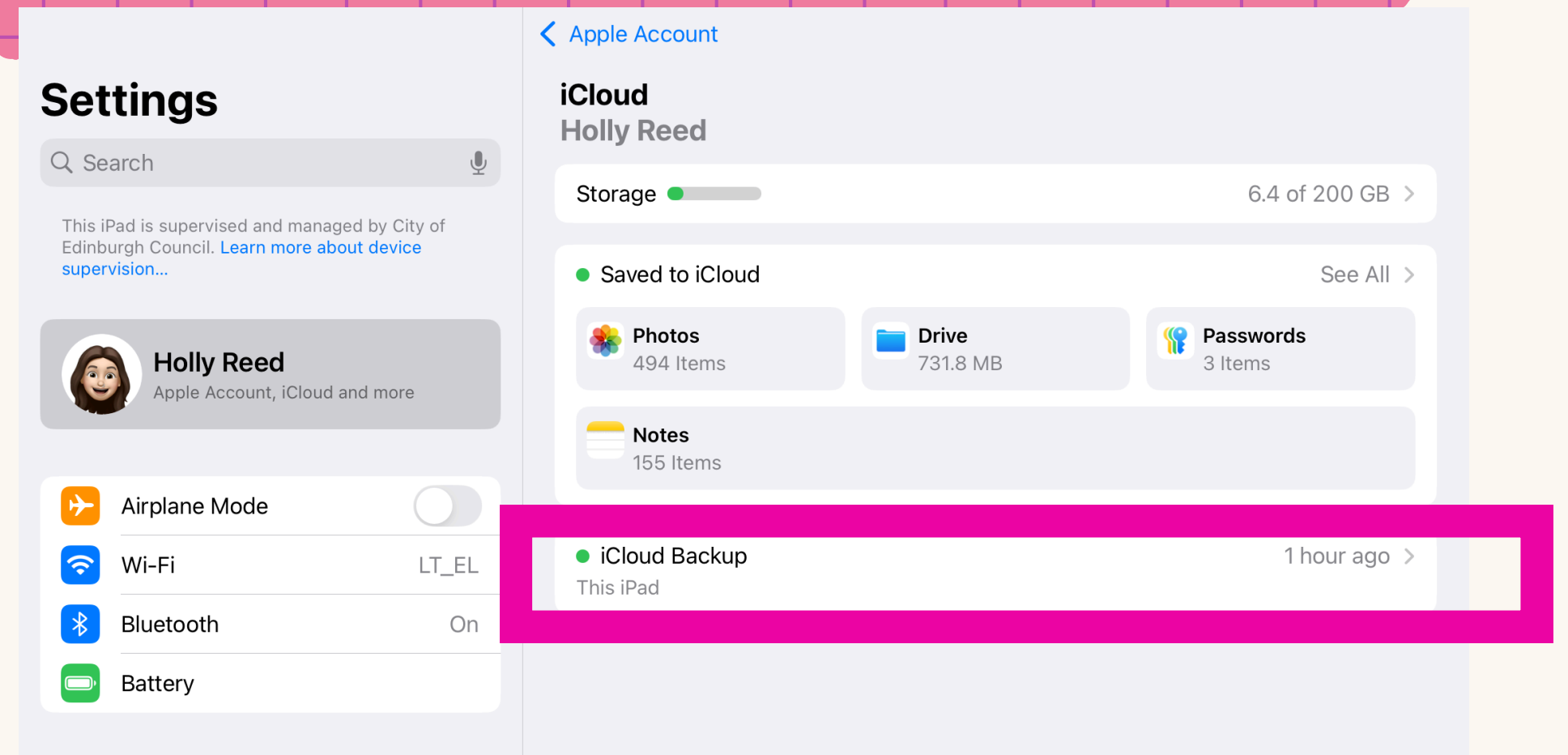


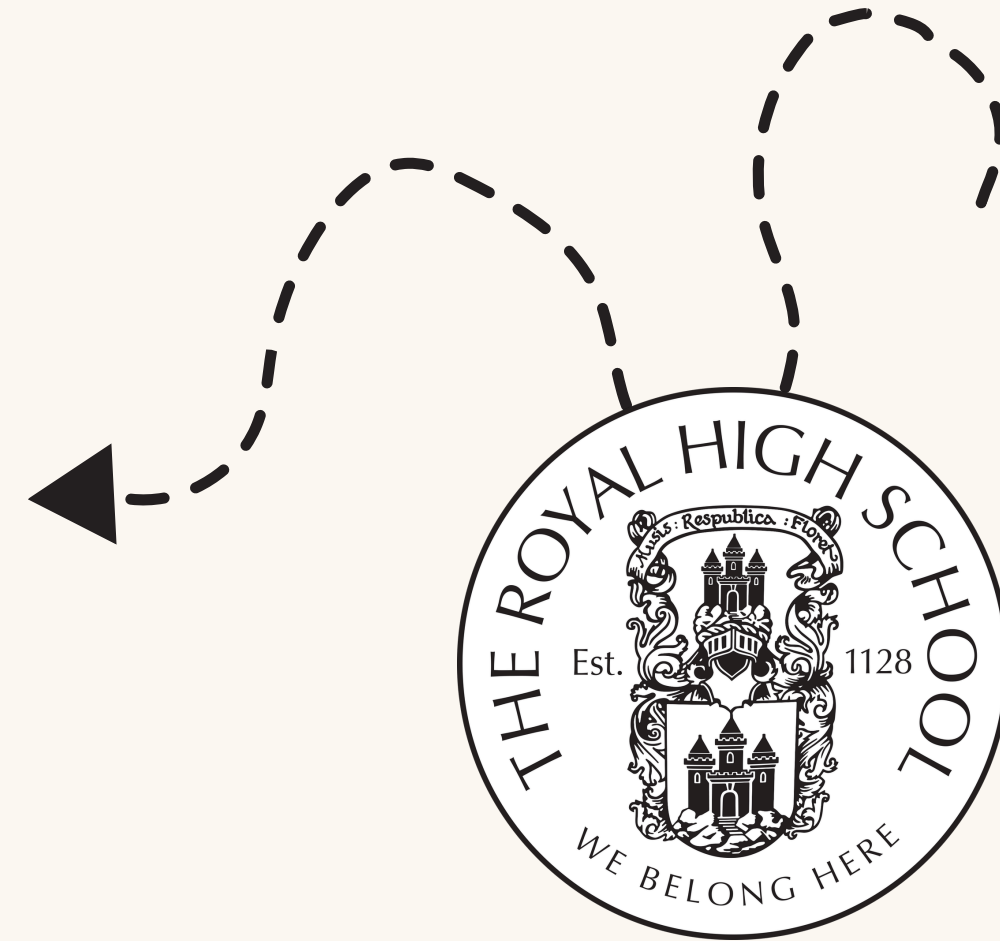


iCloud Backup

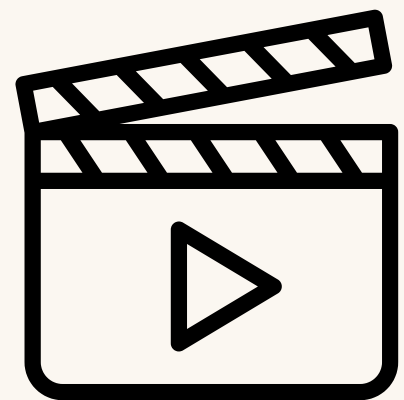
Check your iPad is backing up

1. Tap iCloud Backup
2. Ensure Back Up This iPad is toggled on
3. Tap Back Up Now - this can take some time and might be best completing at home.

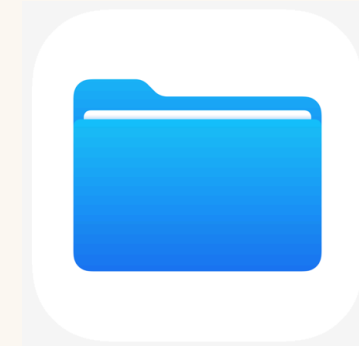




Enabling OneDrive

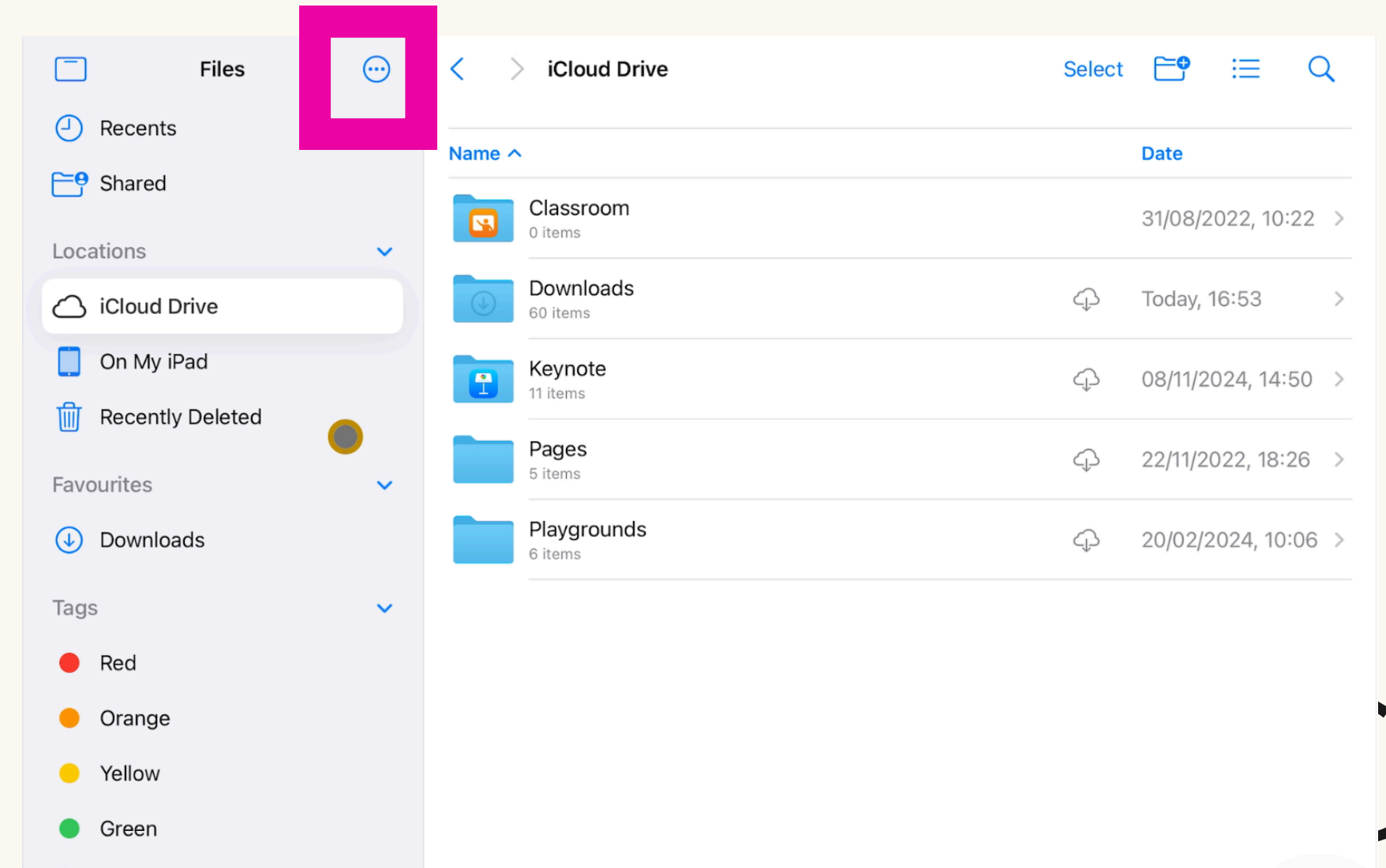


Watch the step-by-step on Clickview



Files App

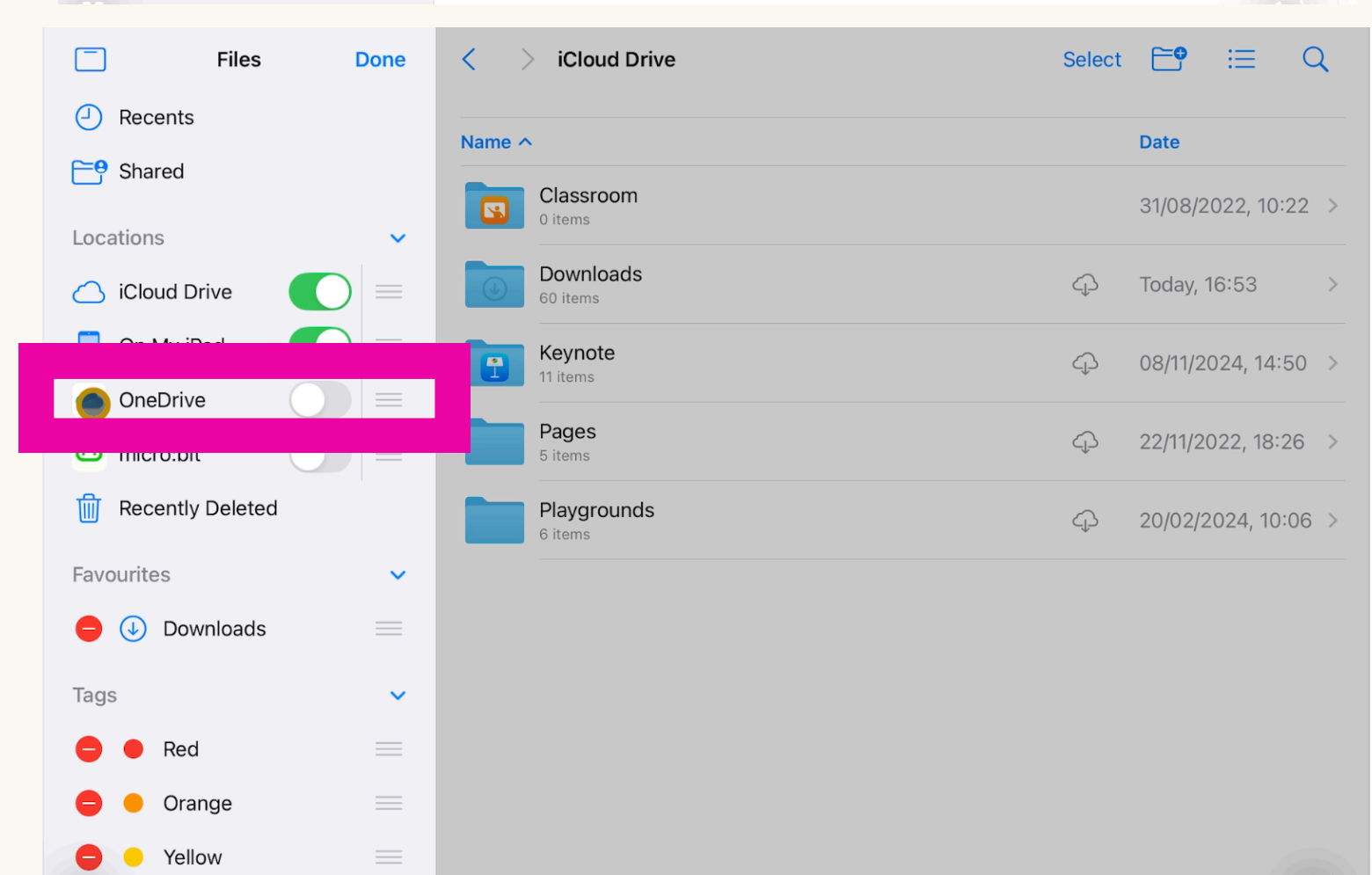
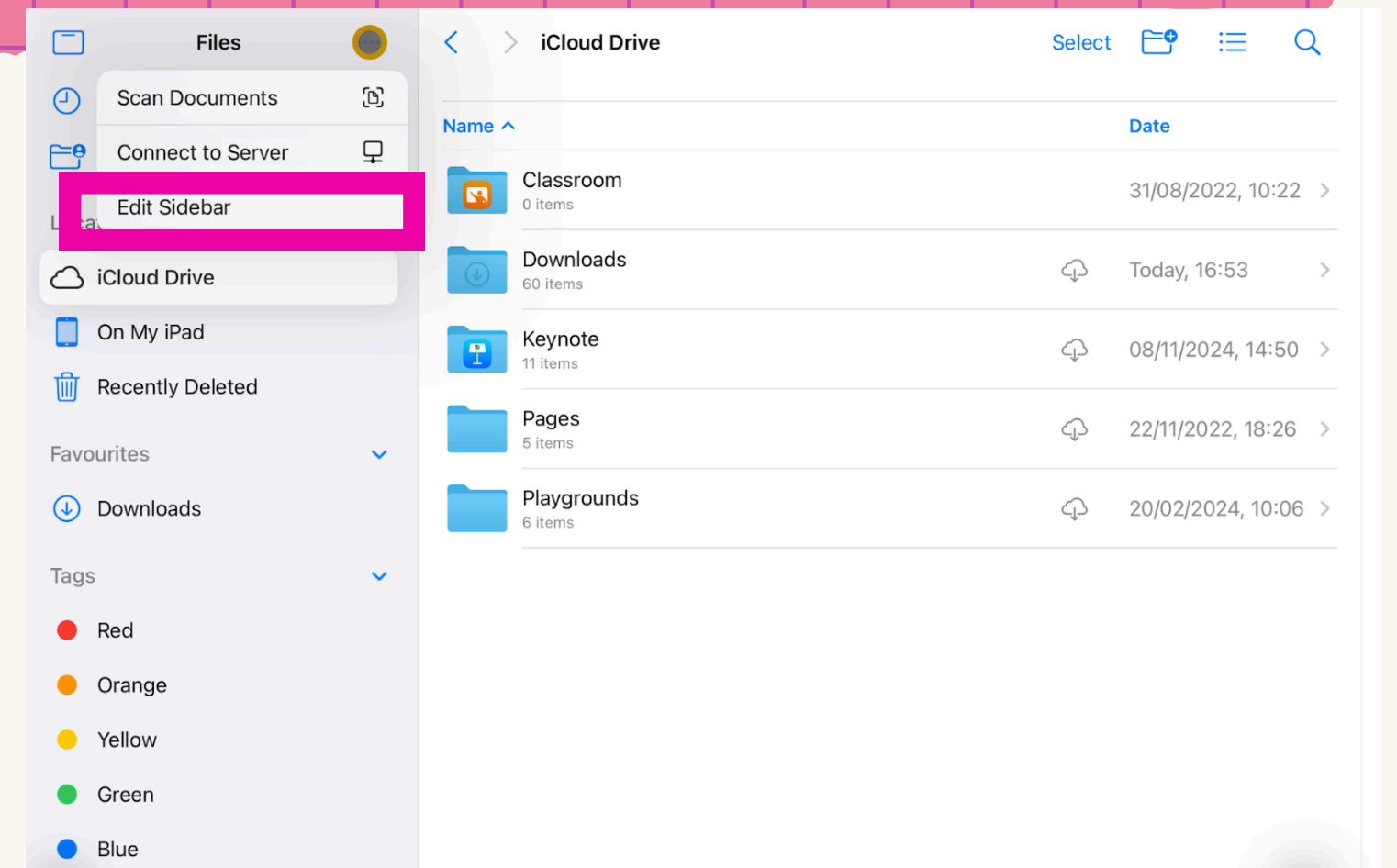
- 1. Make sure you have downloaded and logged into the OneDrive App**
- 2. Open the Files App**
- 3. Tap the 3 dots**

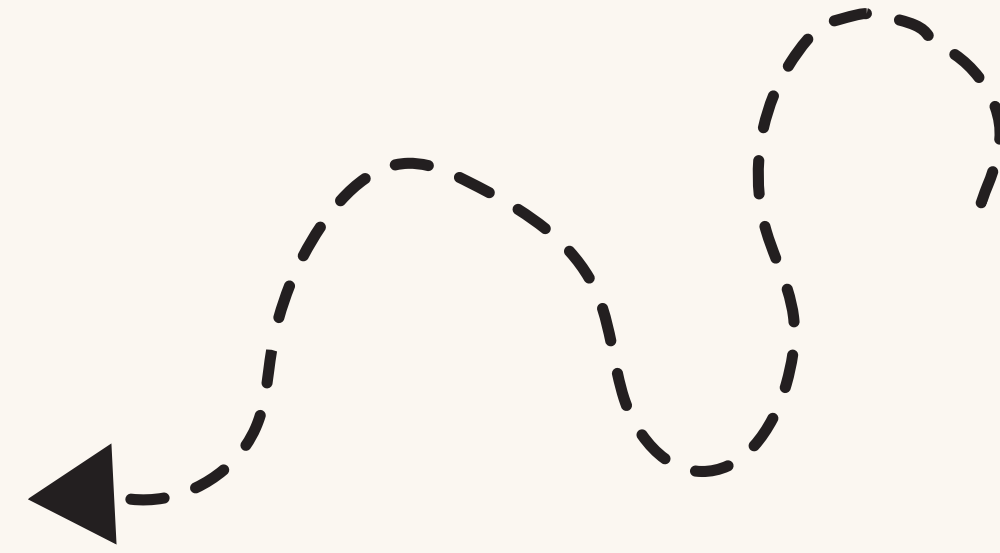


4. Edit Side Bar

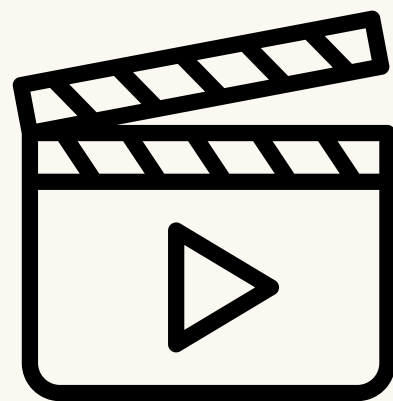
5. Toggle OneDrive on

6. Tap Done





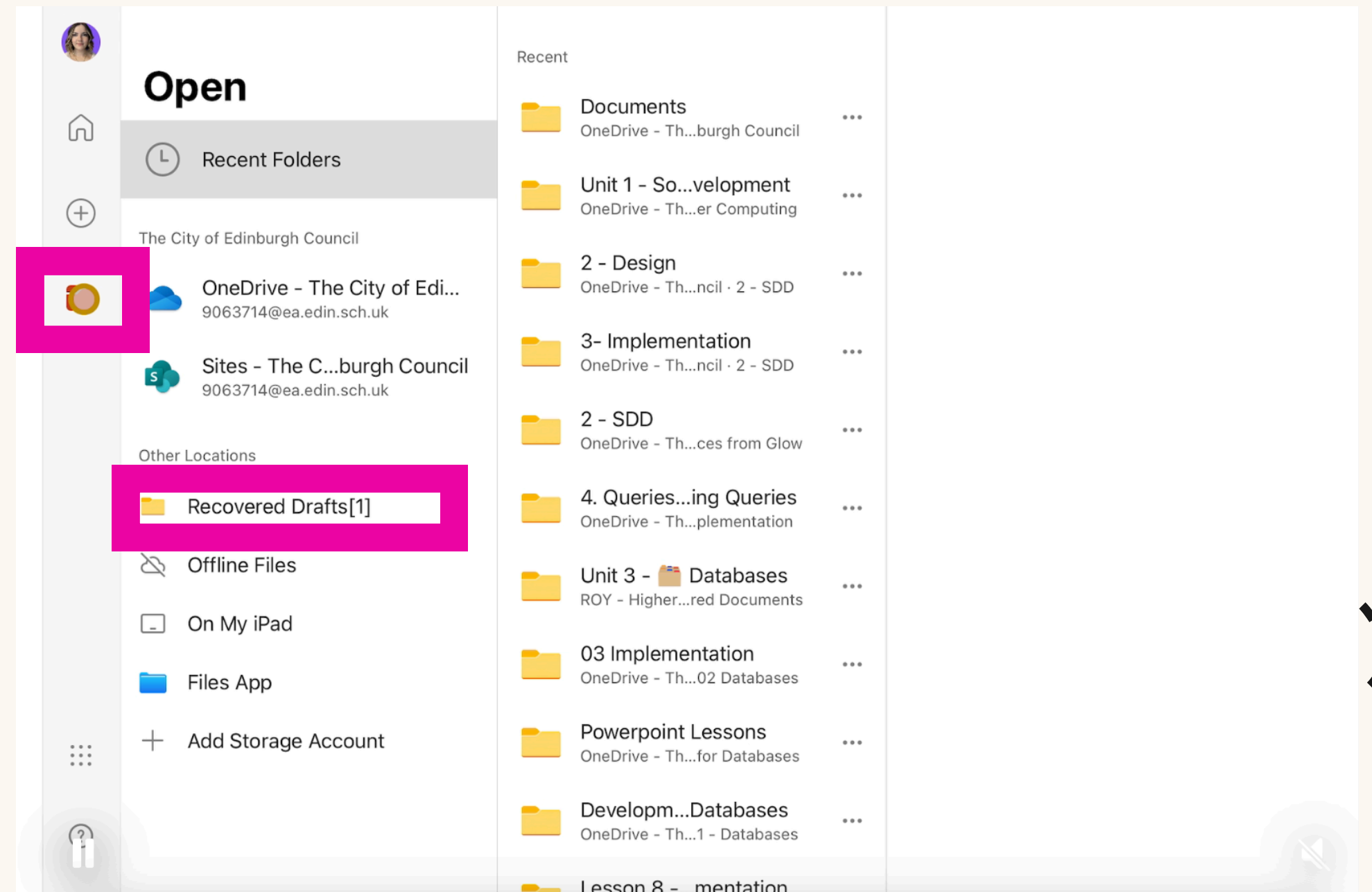
Microsoft

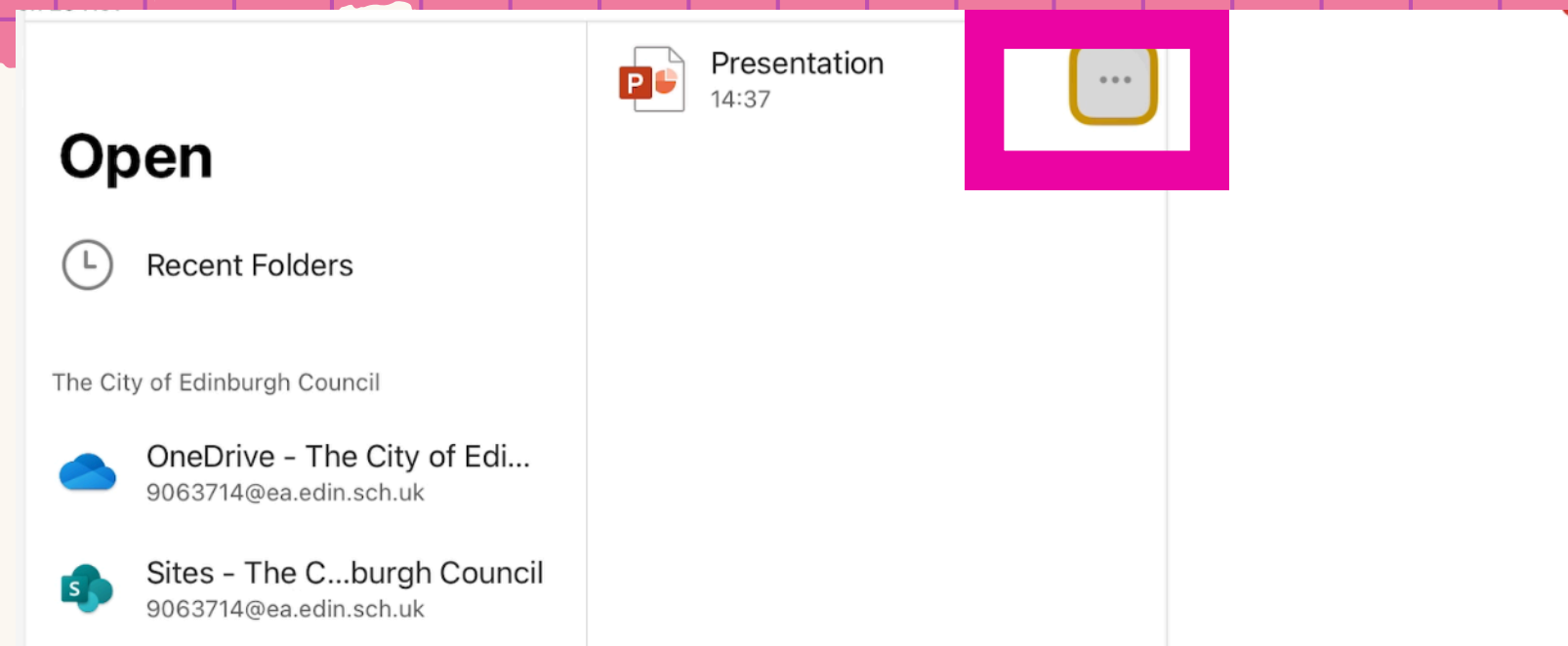


Watch the step-by-step on Clickview

By default, these apps save your work to OneDrive but you might want to double check for any files that might be saved 'On My iPad'

- 1. Open one of the Office Apps (Word/Excel/PowerPoint)**
- 2. Tap the folder icon**
- 3. Tap 'Recovered Drafts'**

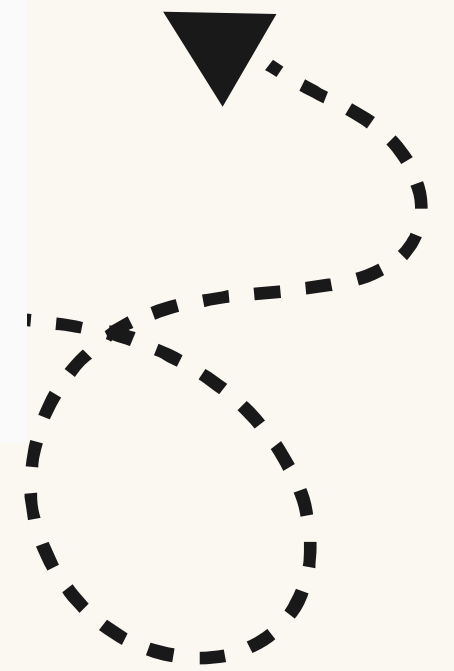
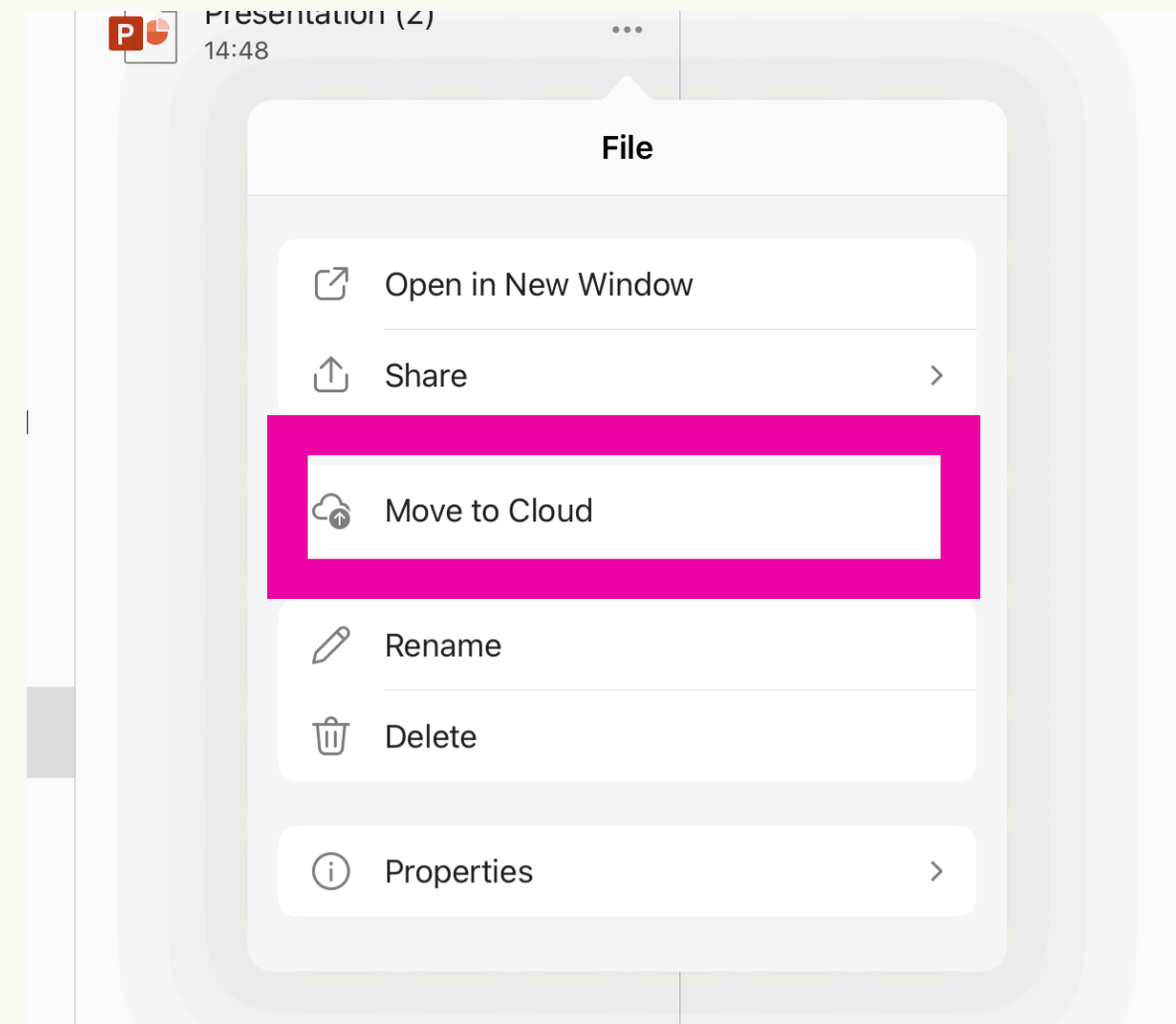




3. Tap the 3 dots ...

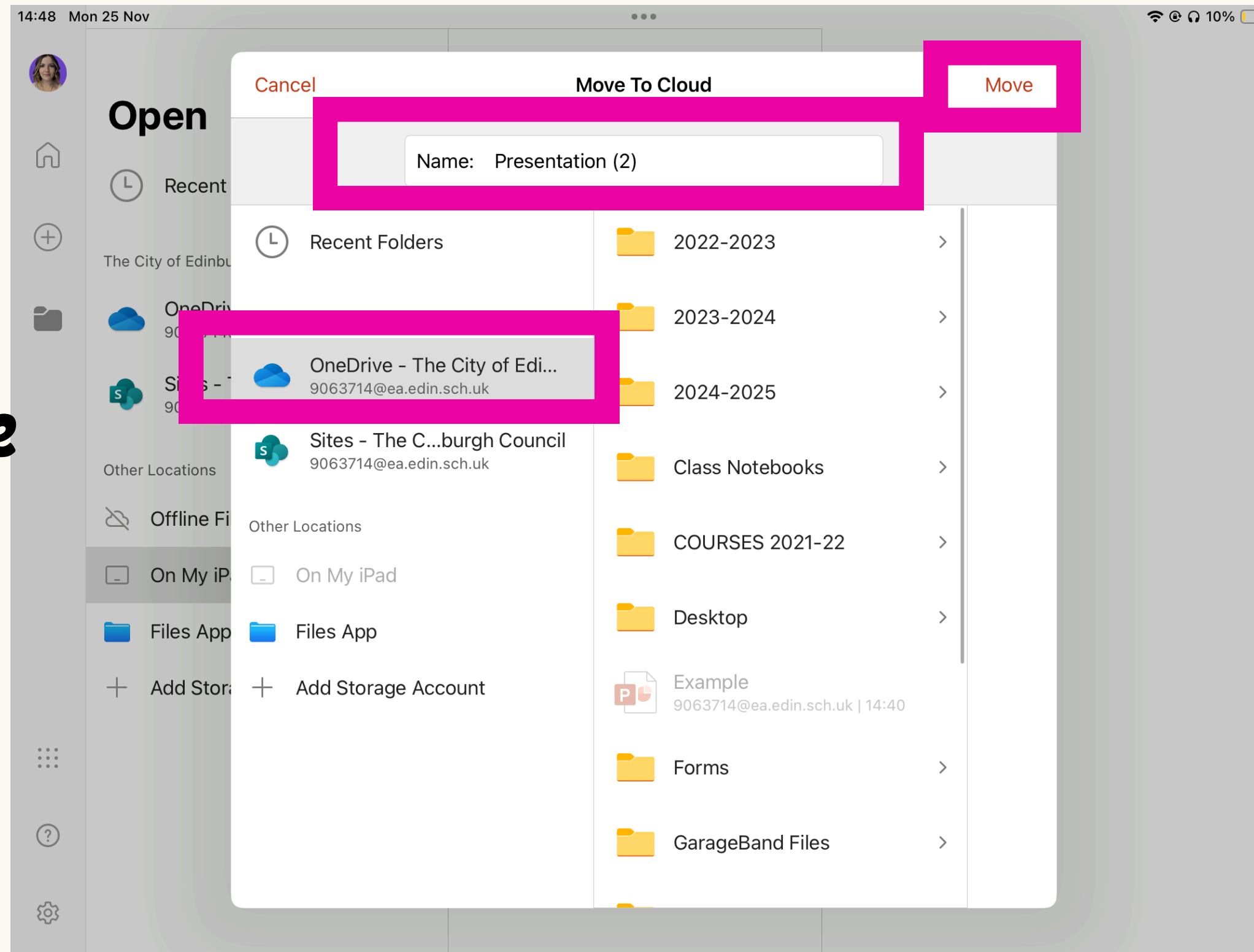
4. Select Move to Cloud

You can open each file to see if you need to save it



5. Navigate to OneDrive
6. Save with an appropriate name
7. Tap Move

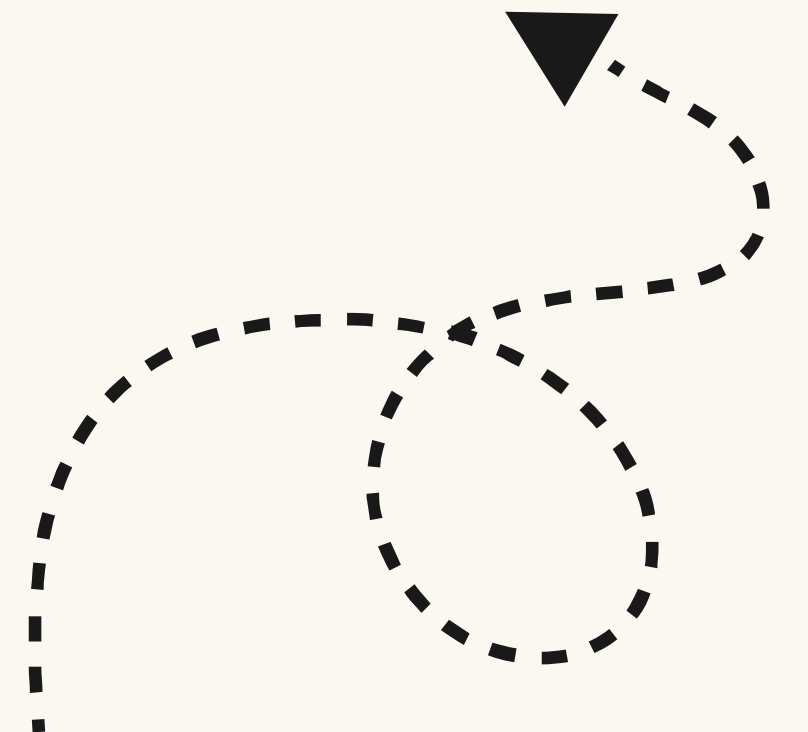
You can open each file to see if you need to save it





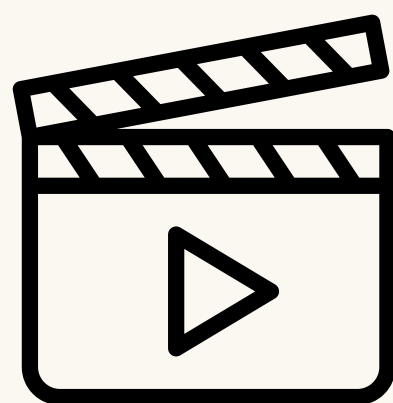
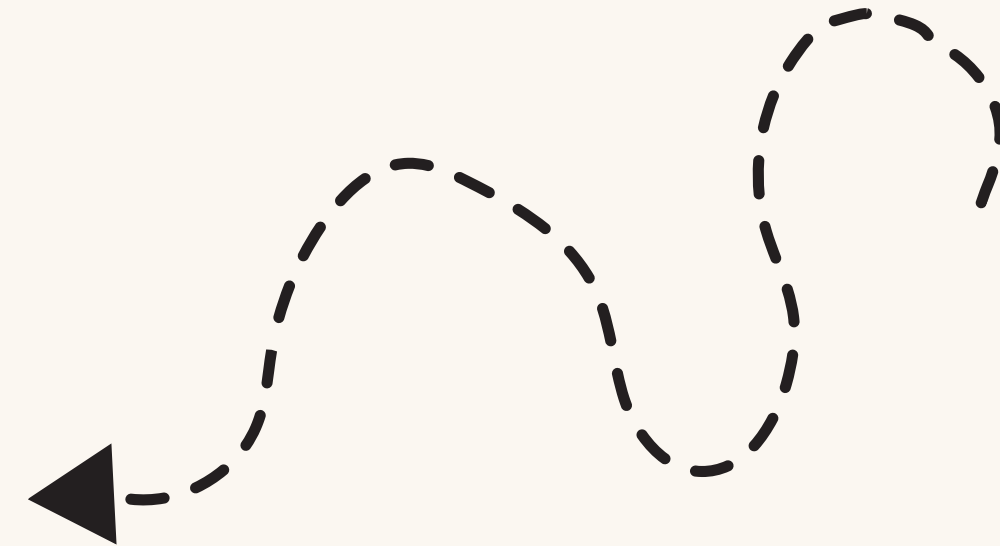
**Repeat the previous steps to access the Recovered Drafts folder
and save files**

You should also repeat all steps for Word/PowerPoint/Excel





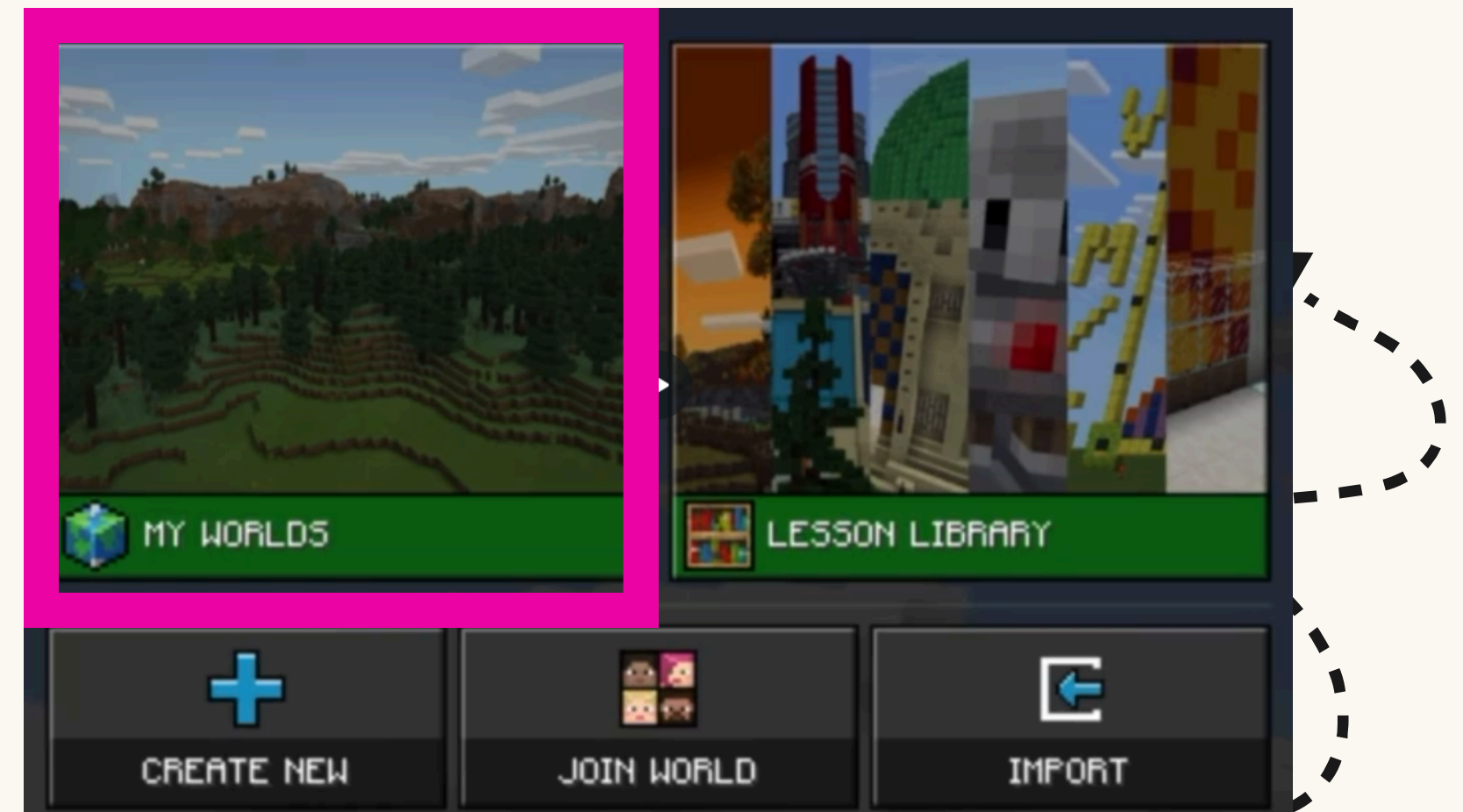
Minecraft



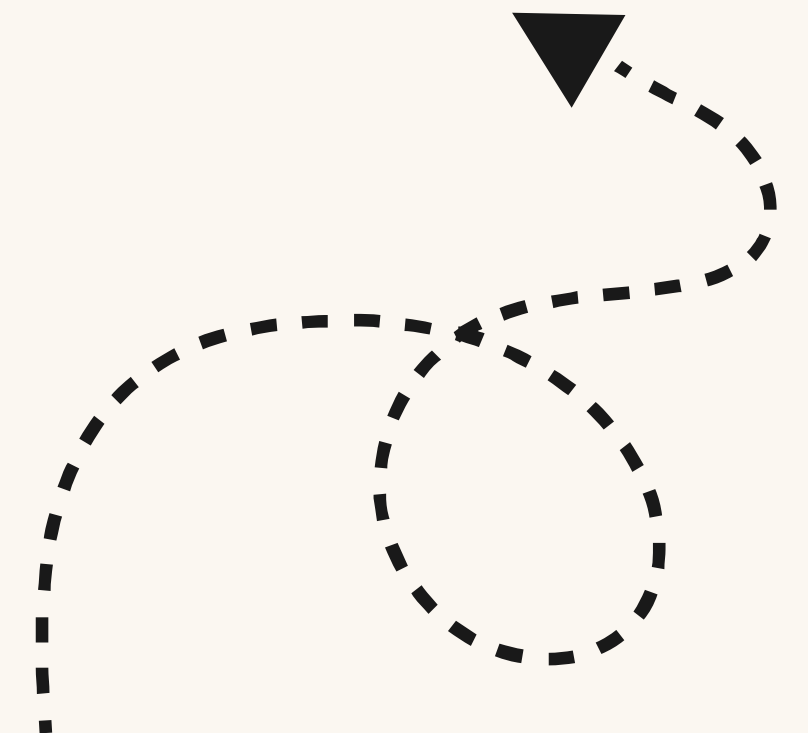
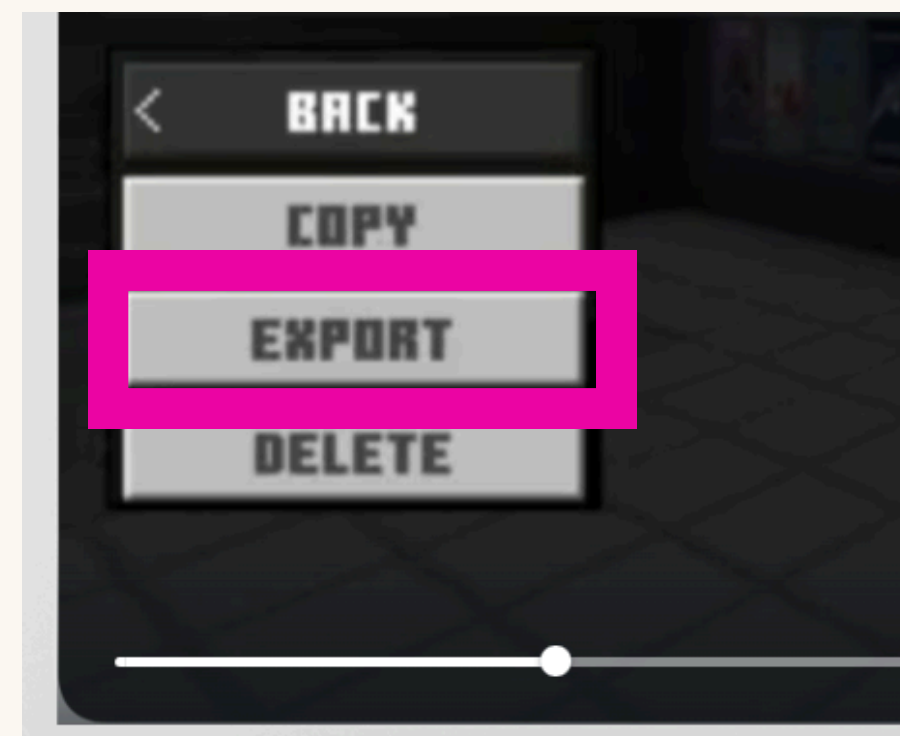
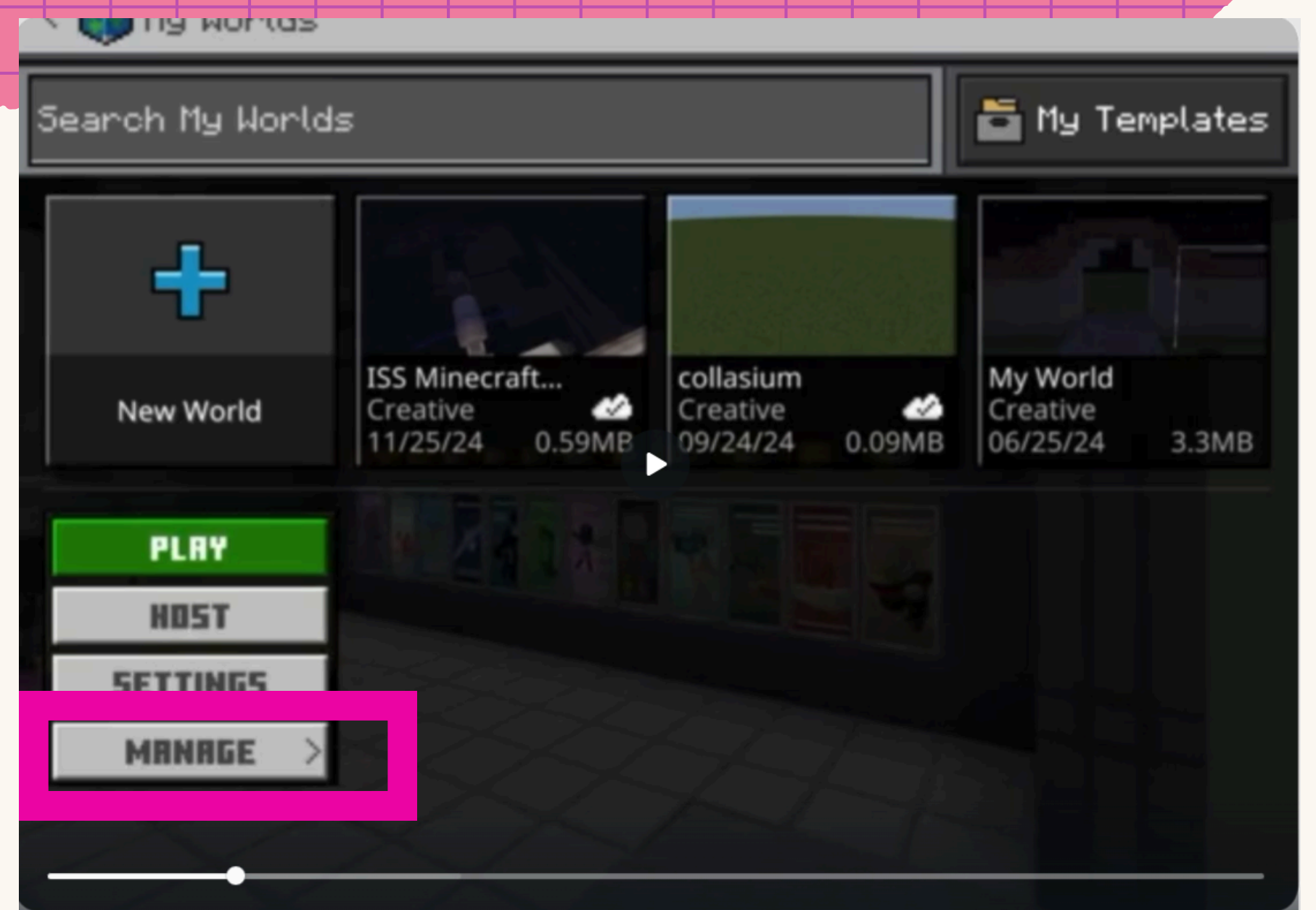
Watch the step-by-step on Clickview



1. Open the Minecraft App
2. Navigate to Play
3. View My Worlds



- 4. Tap each world you want to back up
- 5. Manage
- 6. Export



7. Save to Files

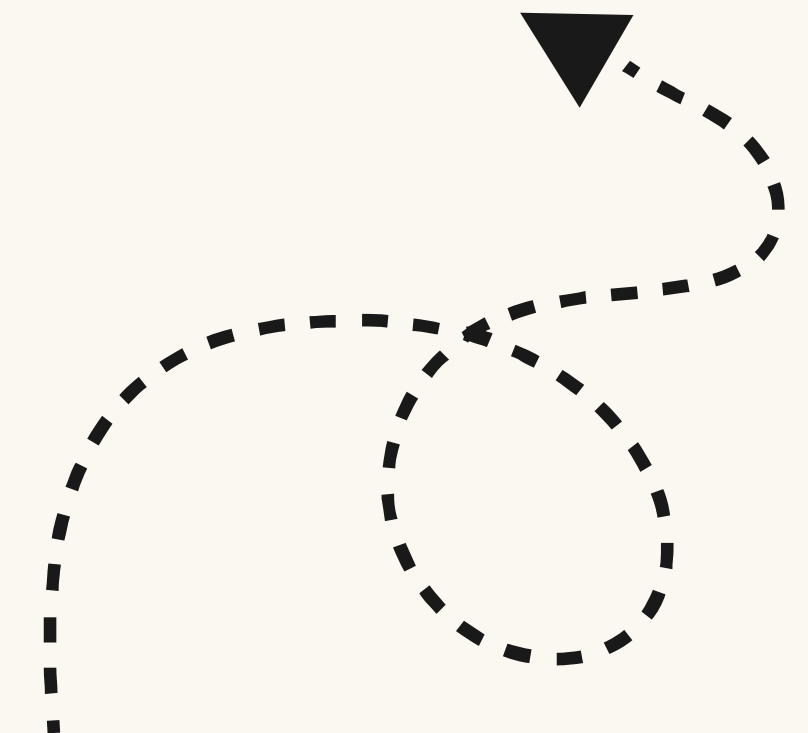
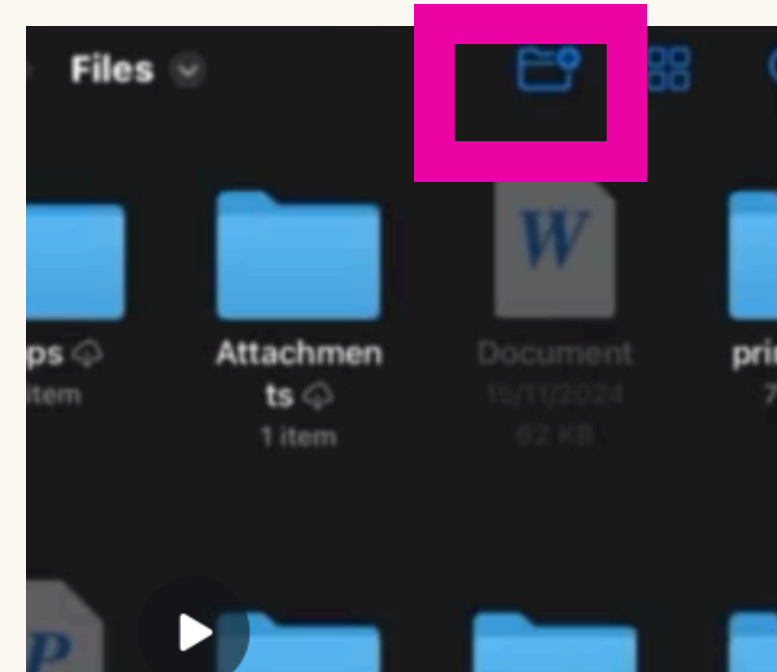
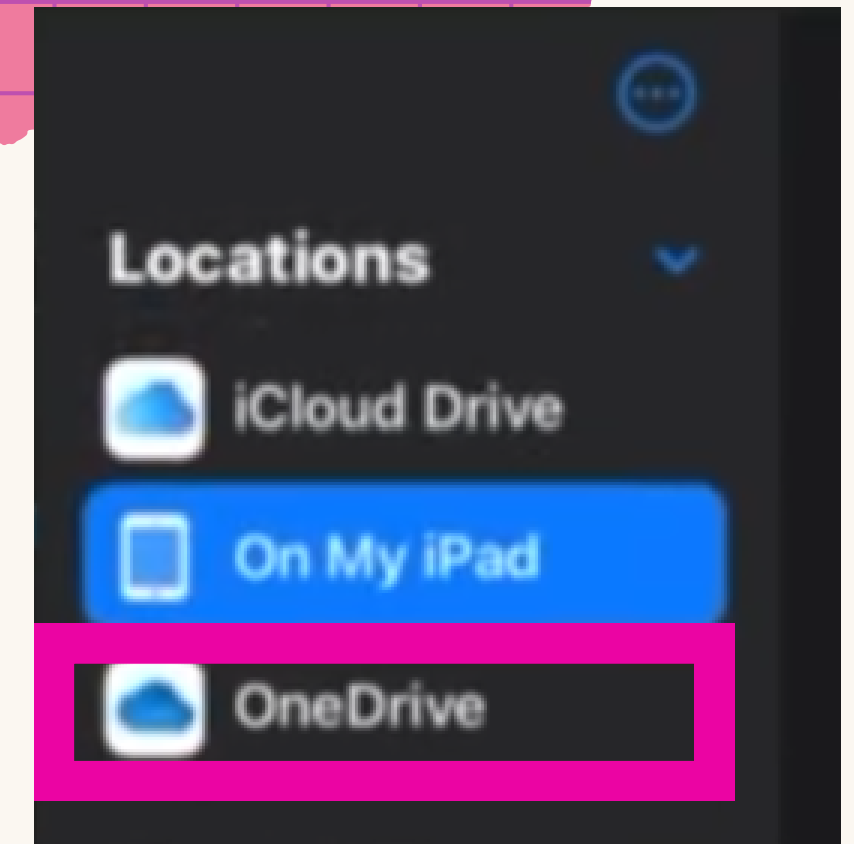
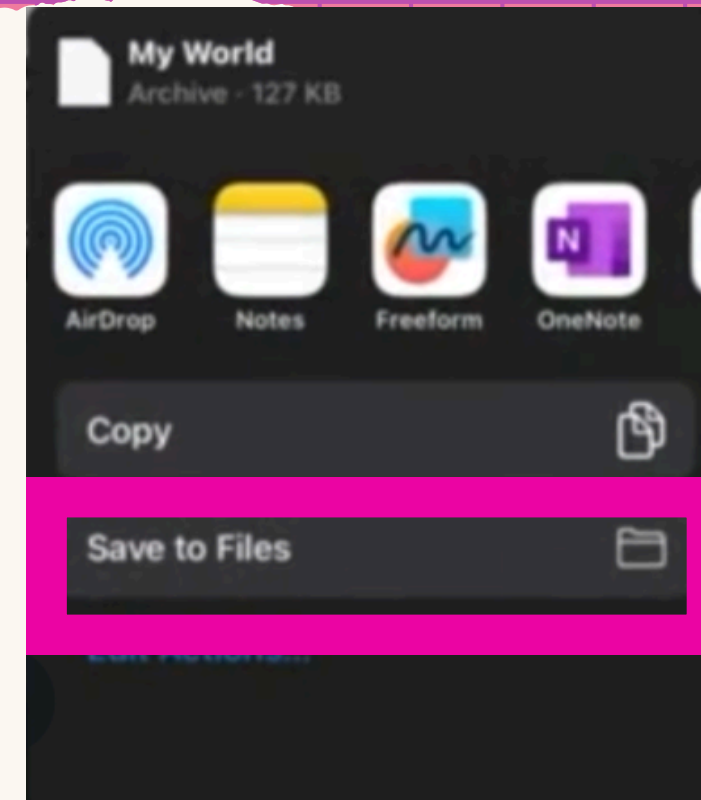
8. Select OneDrive > Files

9. Create a new folder for Minecraft

10. Change the name of your world

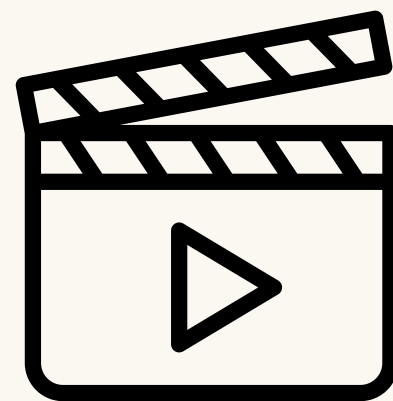
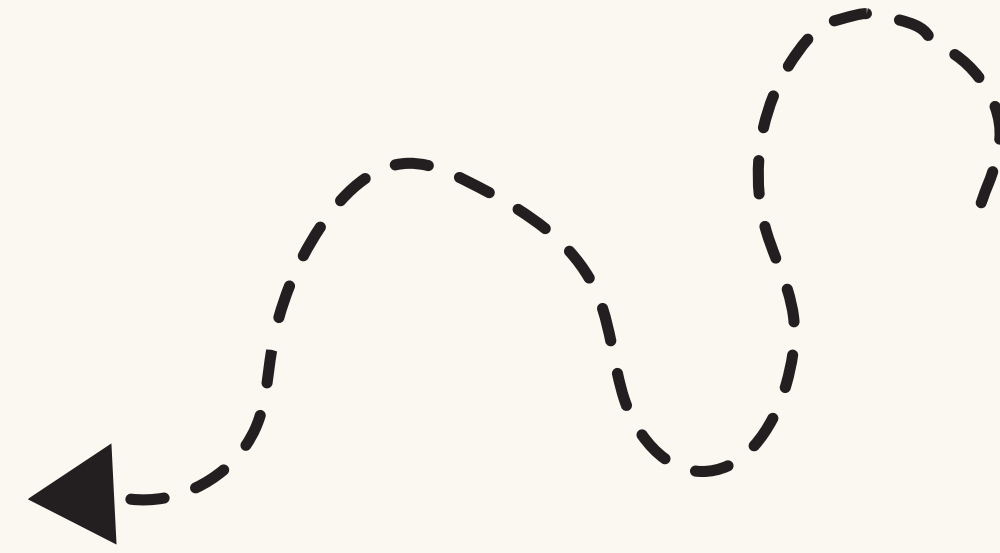
11. Save

Repeat these steps for each World you want to save



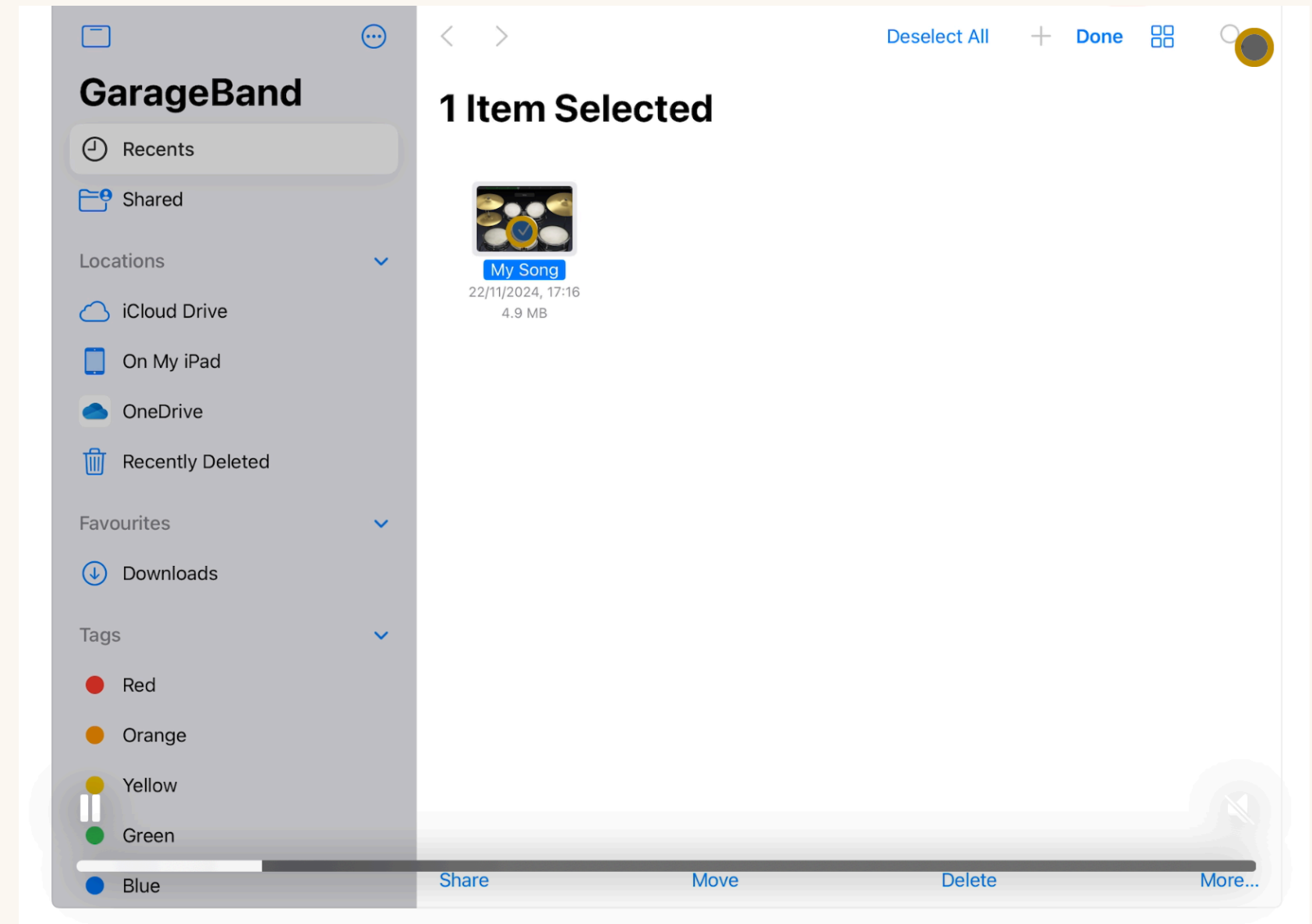


Garageband



Watch the step-by-step on Clickview

- 1. Open the Garageband App**
- 2. Tap Select**
- 3. Tap the files you want to move**

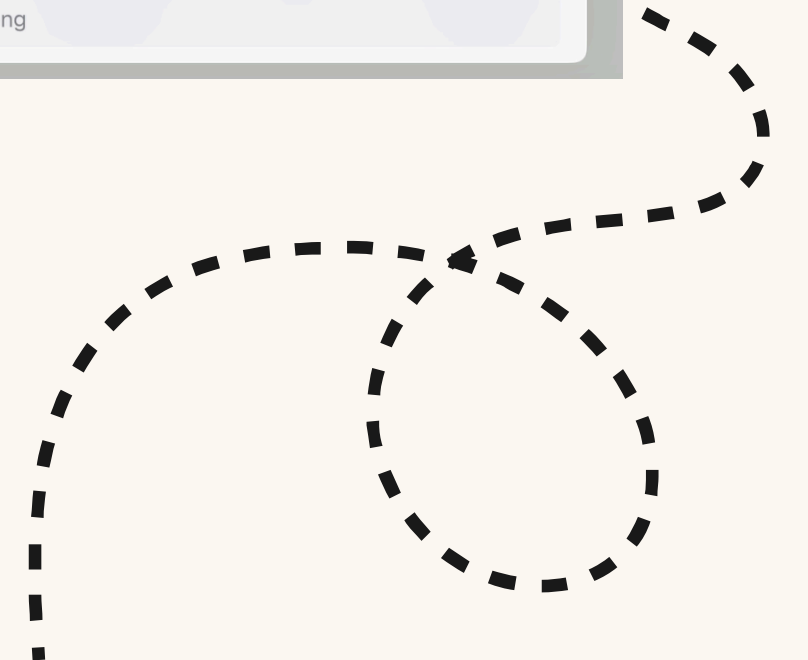
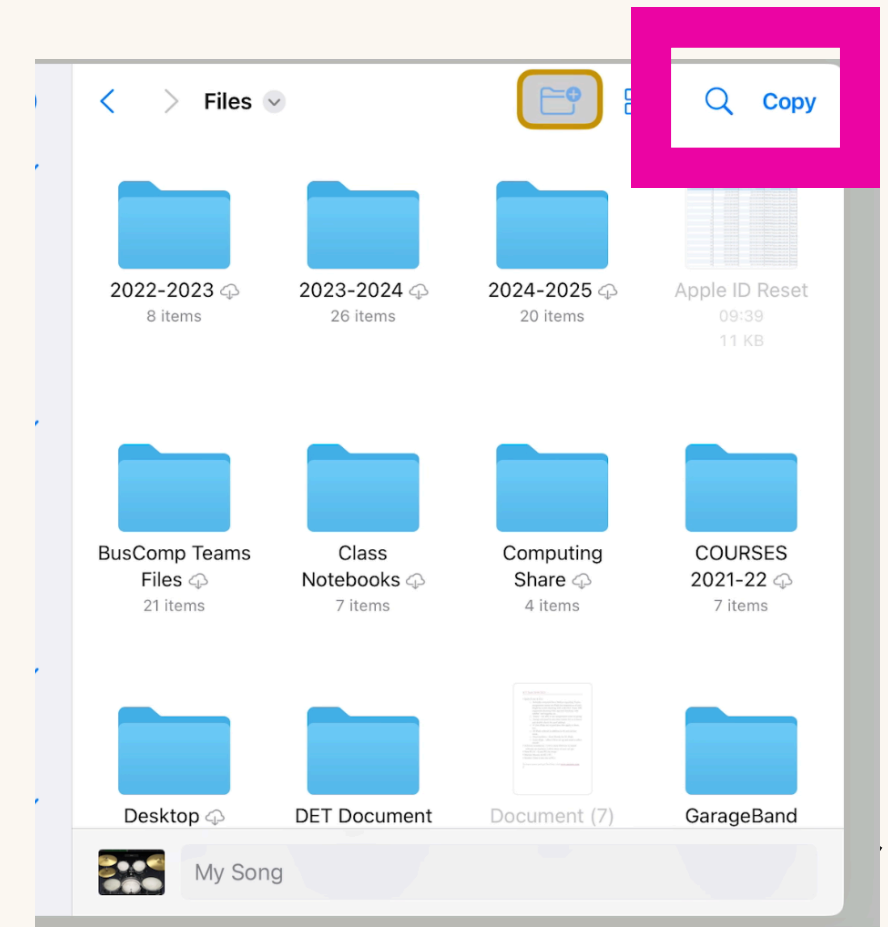
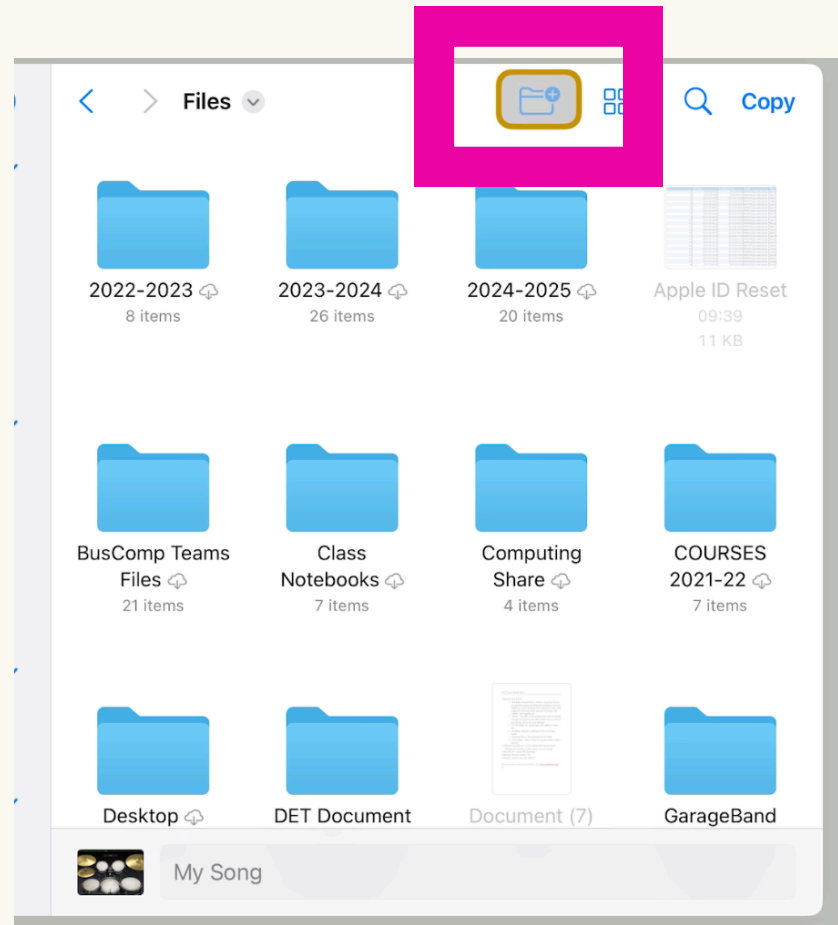
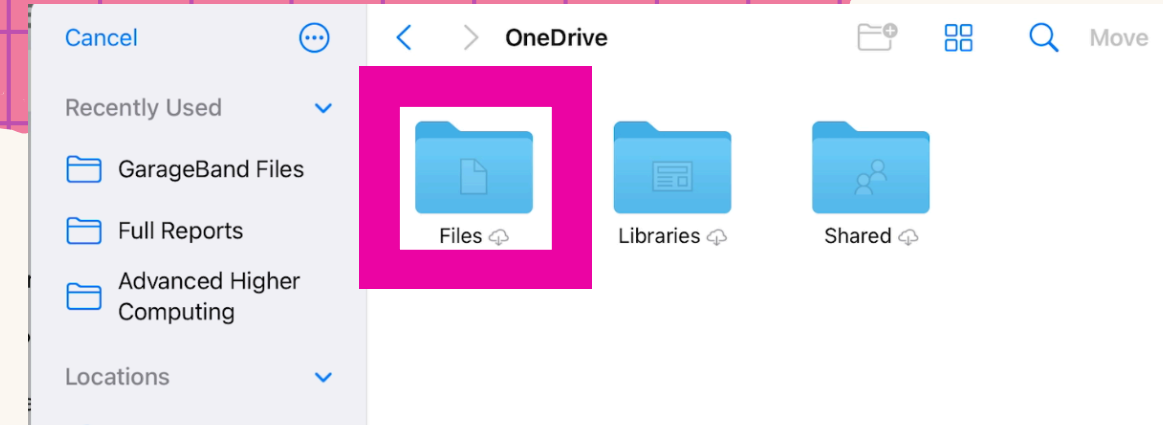
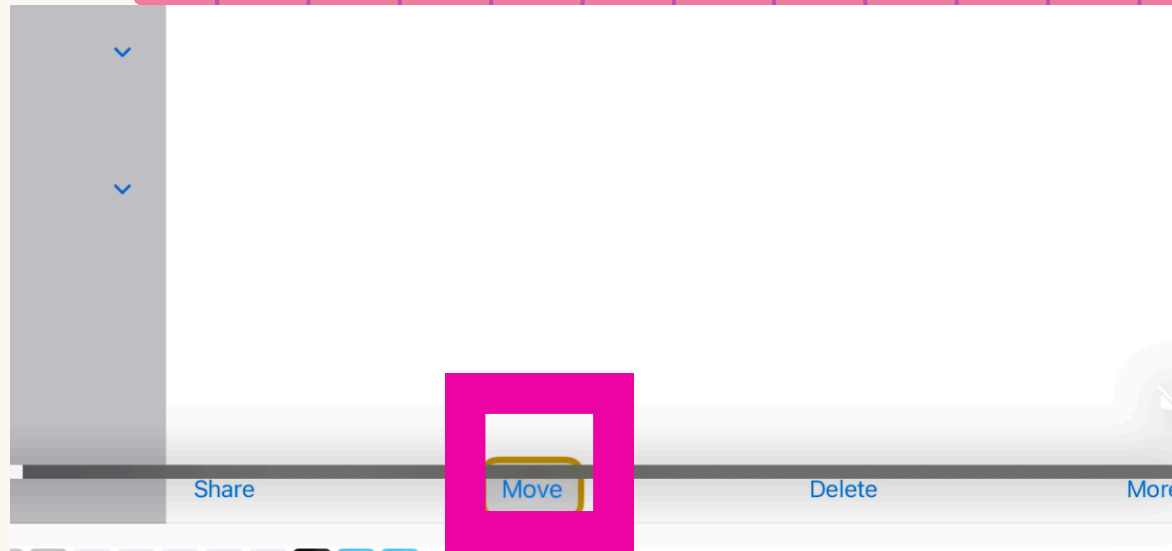


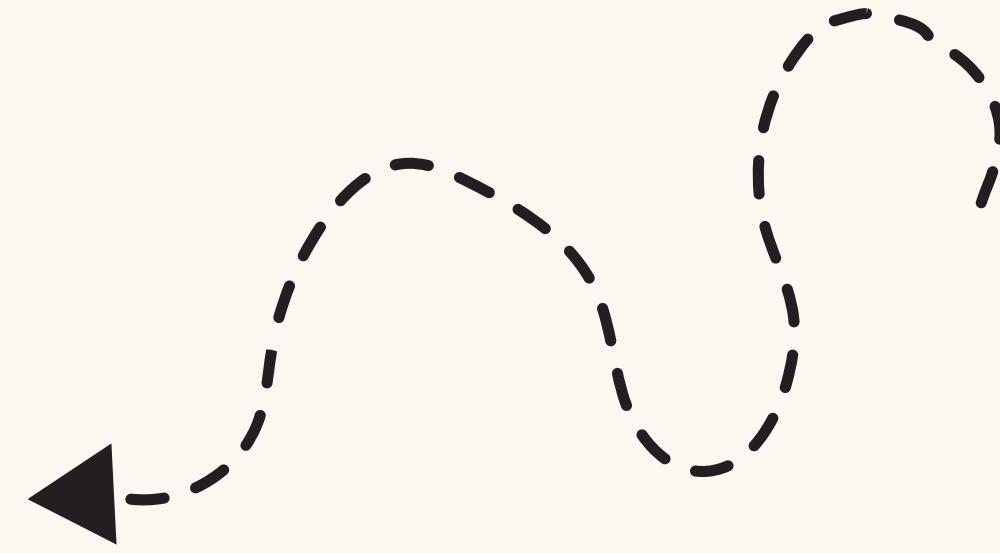
4. Tap Move

5. Navigate to OneDrive

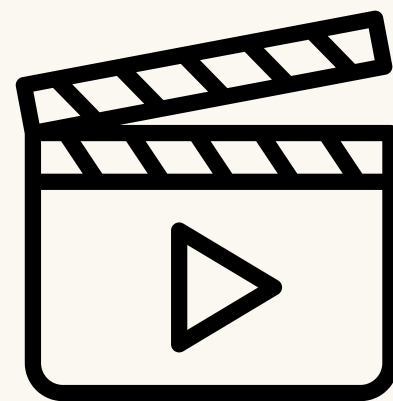
6. Create a New Folder called 'Garageband'

7. Tap Copy



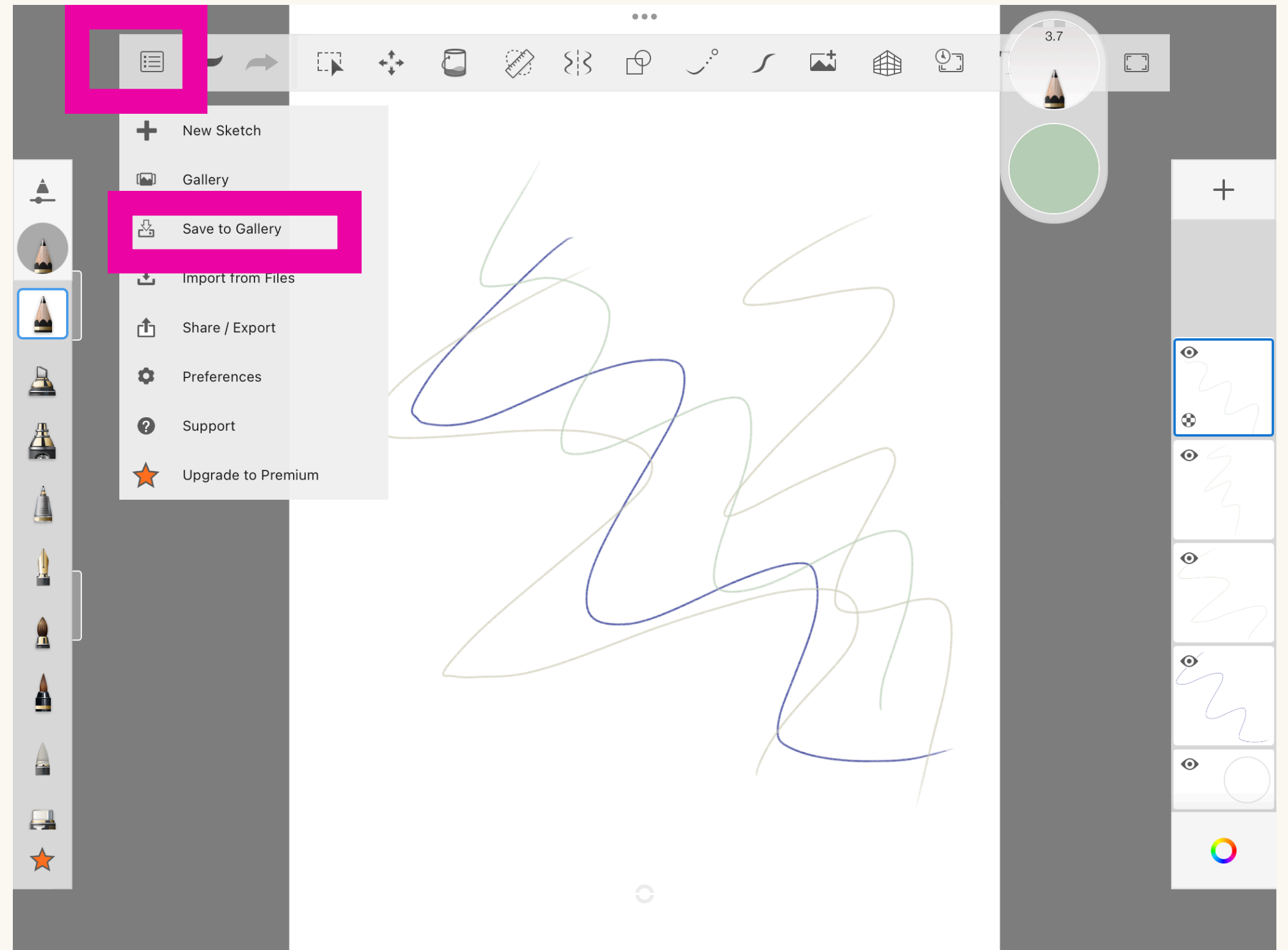


Sketchbook



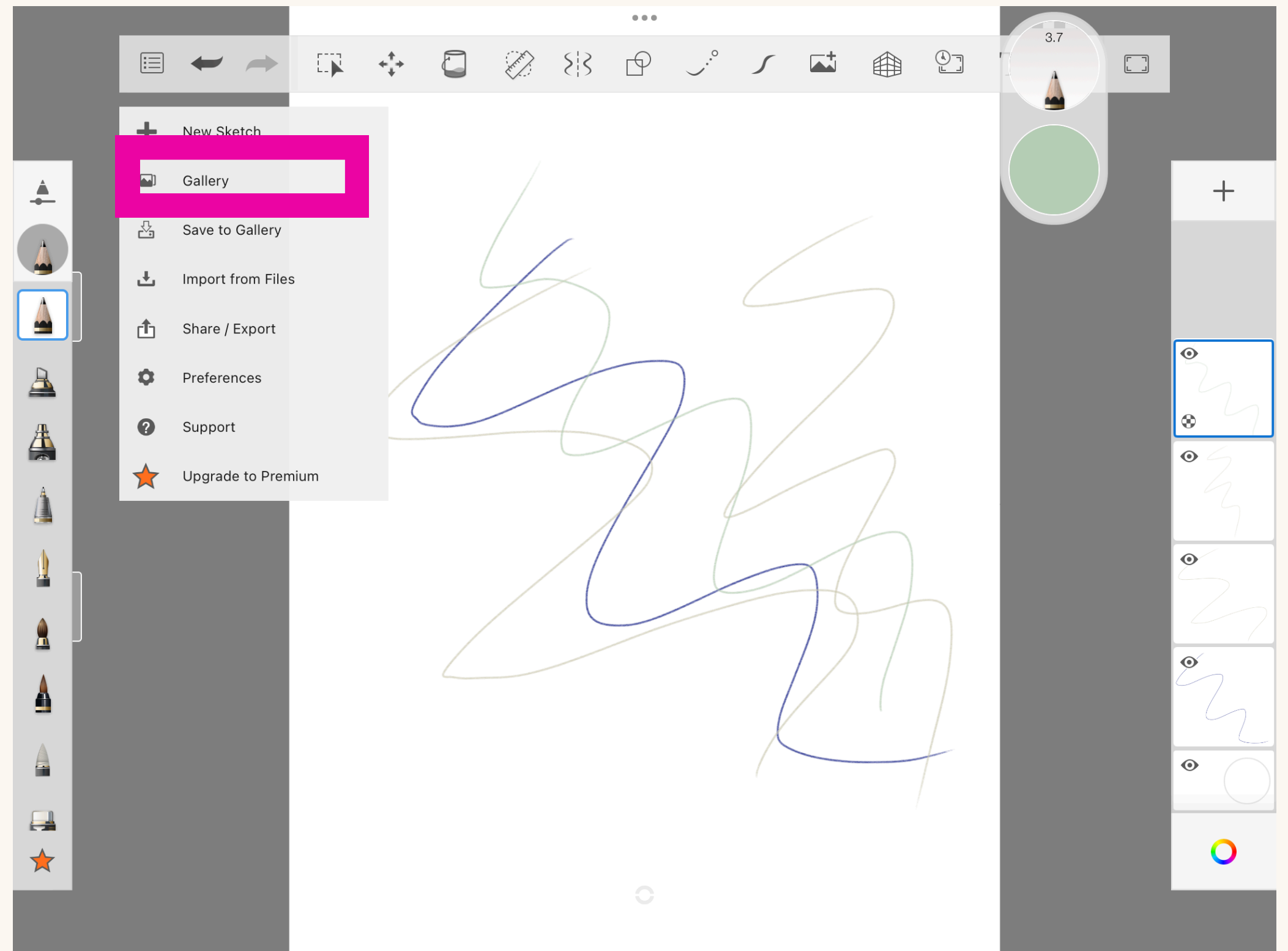
Watch the step-by-step on Clickview

- 1. Tap the menu icon**
- 2. Save to Gallery**

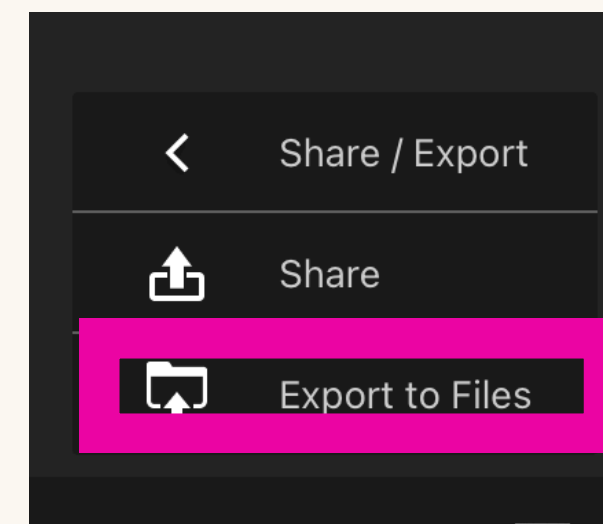
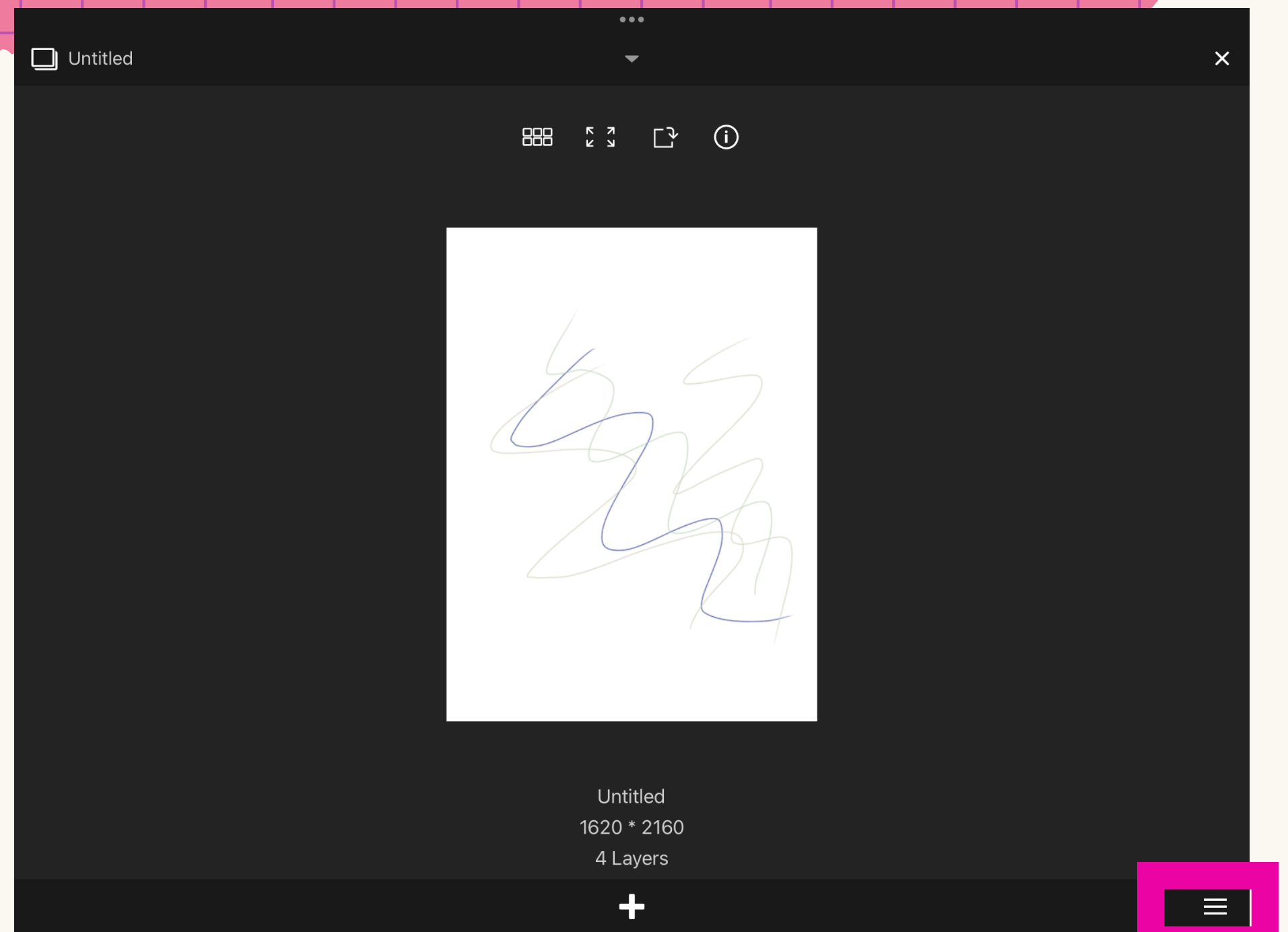


4. Tap menu icon

5. Gallery

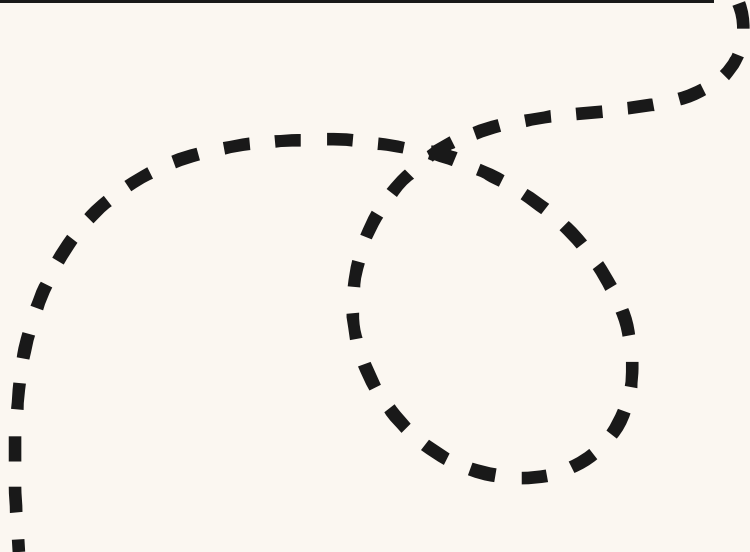
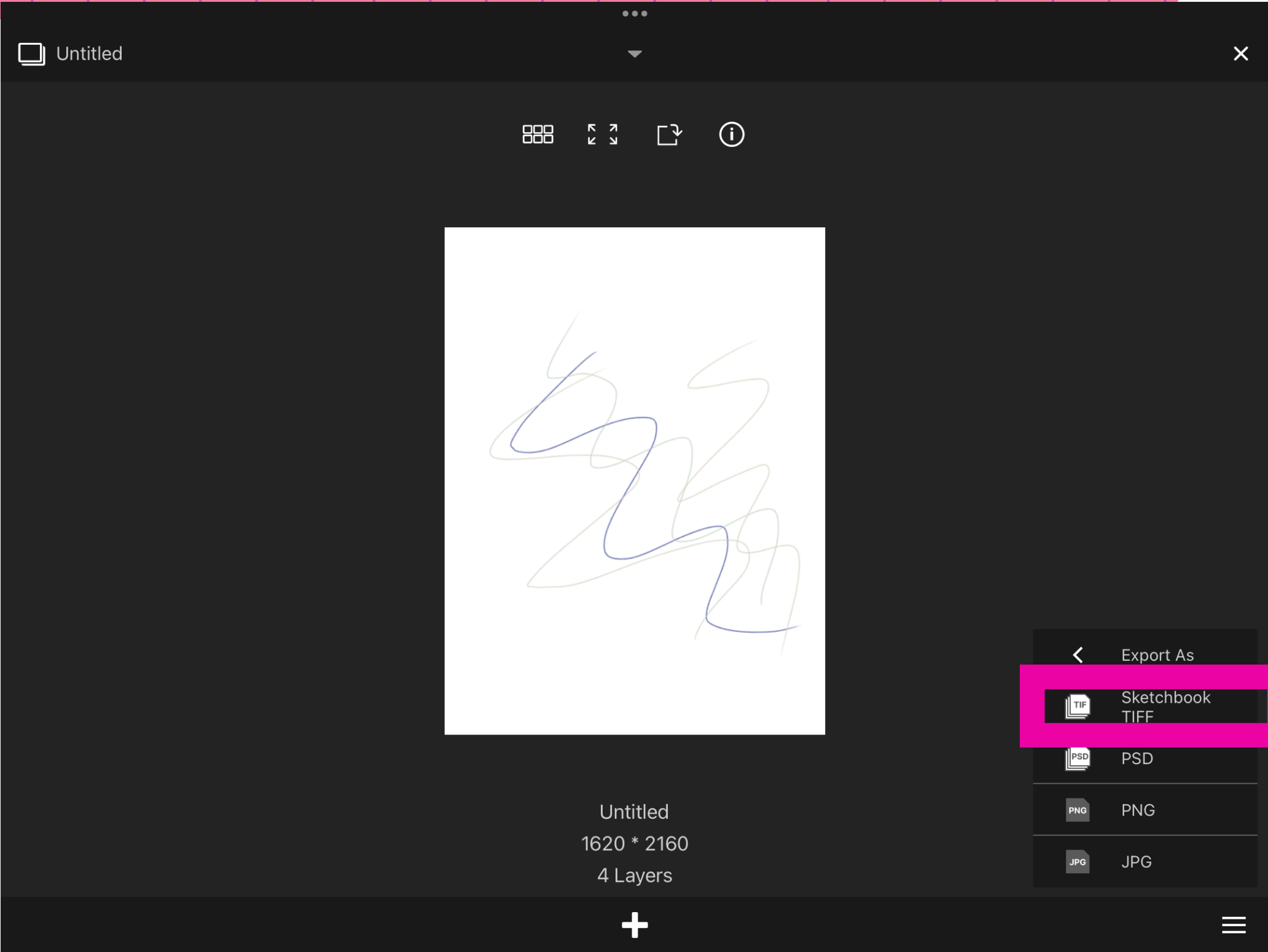


- 6. Tap the Menu icon**
- 7. Tap Share/Export**
- 8. Tap Export to Files**



9. Tap Sketchbook TIFF

THIS IS REALLY IMPORTANT IF YOU HAVE MULTIPLE LAYERS



10. Navigate to OneDrive

11. Create a Sketchbook Folder

12. Name File

13. Tap Save

