



Backup iPad Data

Data backup is extremely important when using any device. This guide is designed to provide instructions on how to backup your school files to Google Drive and iCloud.



iPad Backup Instructions

iWorks Files (Pages, Keynote, Numbers, iMovie)

You can backup your iWorks files by "Sending a Copy" via email to yourself:

Perform the following steps for each of your iWorks files individually:

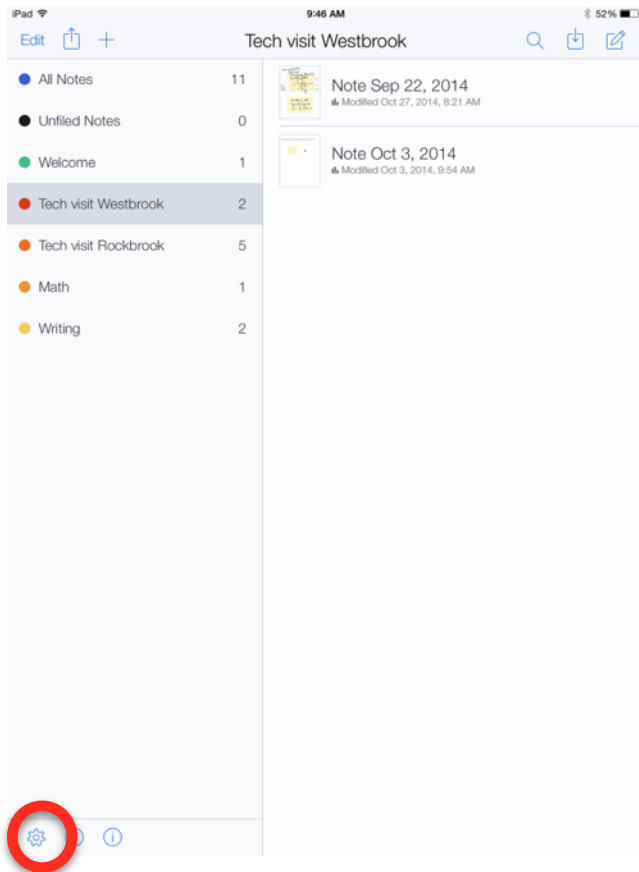
1. Open up the iWorks file
2. Select the "Share-ow" 
3. Select "Send a Copy" 
4. Choose Format
5. Select Email

Notability and Explain Everything Files

Notability

To backup to **Google Drive**

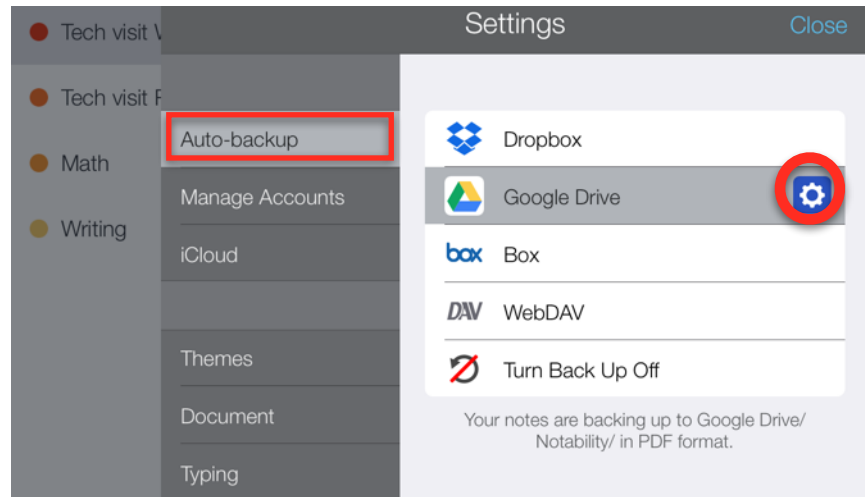
Select the gear in the lower left corner





Click on Auto-backup on the left and then choose Google Drive

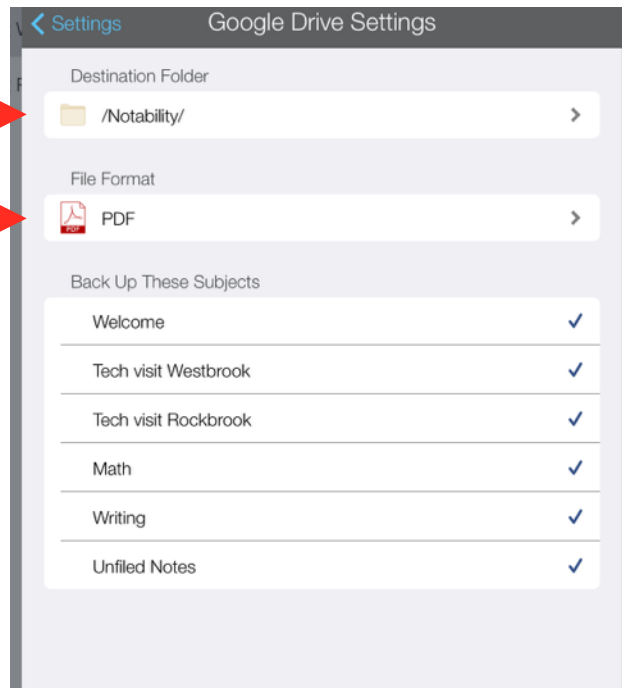
Select the gear to edit settings.



Choose your destination Google Drive folder where you want to store the backed up files.

Choose which format you would like to save your Notability files.

(FYI : Saving in **pdf format** prevents future editing
Saving as a **notability file** allows for future edits)

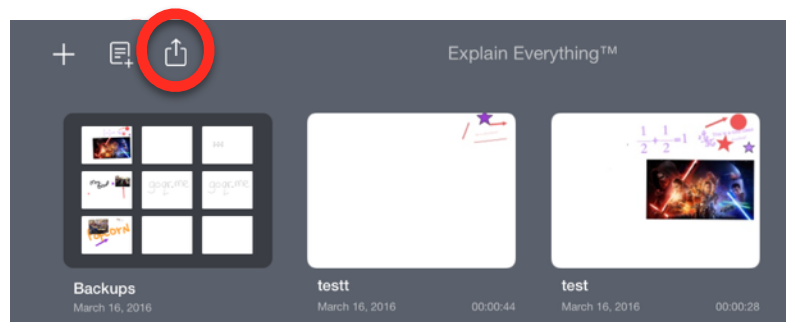


Explain Everything

To backup to **Google Drive**:

-Select the **Share button**

-Select the file you want to backup





Explain Everything cont.

Select the file format you would like to export your files:

Saving as a **"Project"** will save your file as an Explain Everything XPL file.

Saving as a **"PDF"** prevents future editing

Select the Google Drive icon
(Note: you may need to login to drive)

Click **"Export"** and you will be prompted to verify name of file, Select **'Ok'** - files will start uploading to Google Drive

