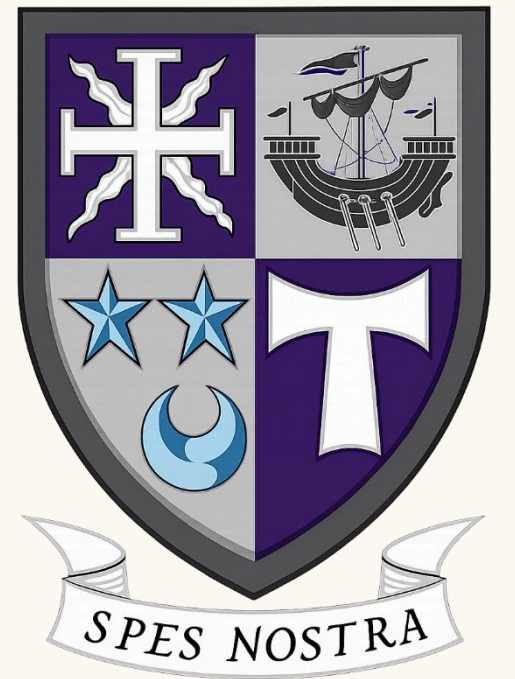
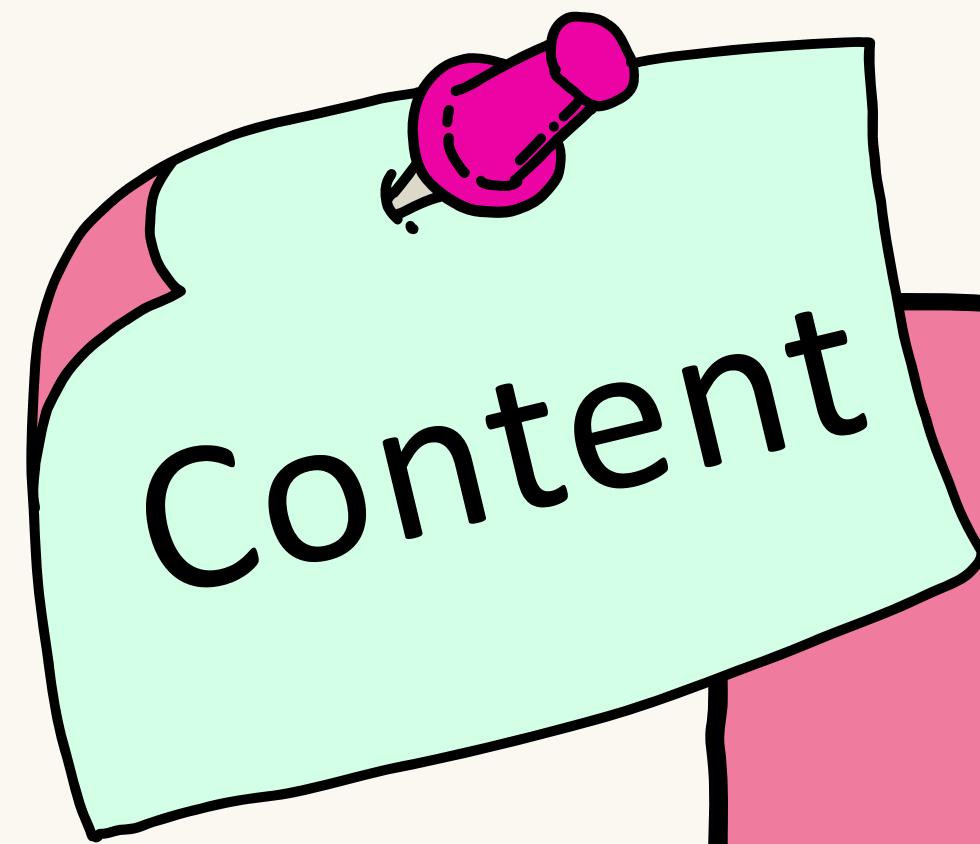
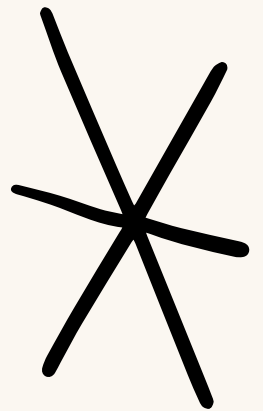
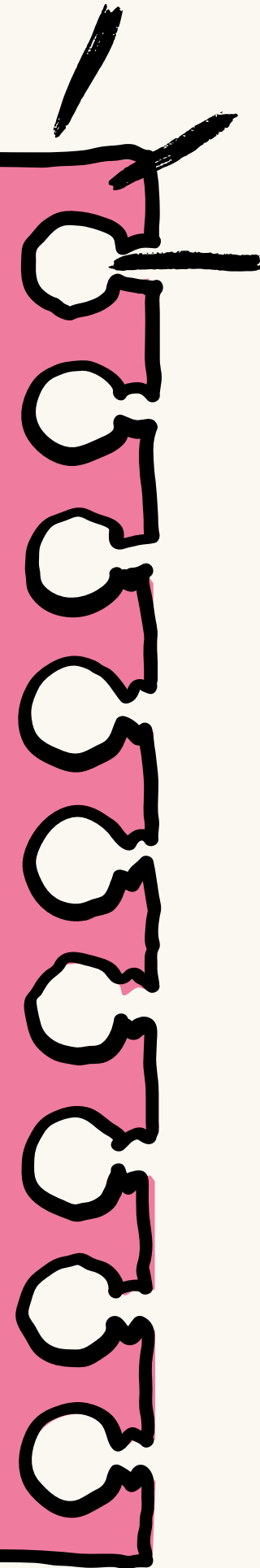
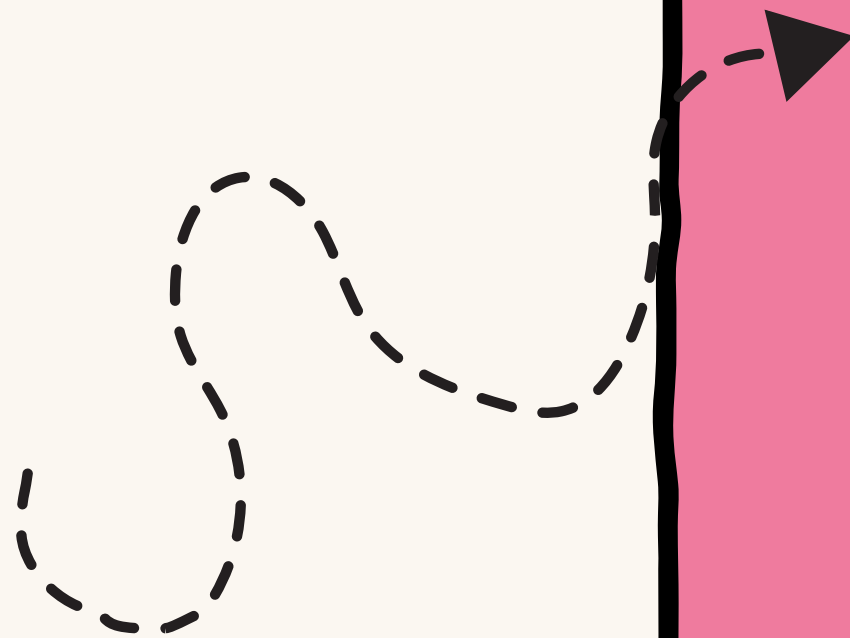


# Backing up your IPAD





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



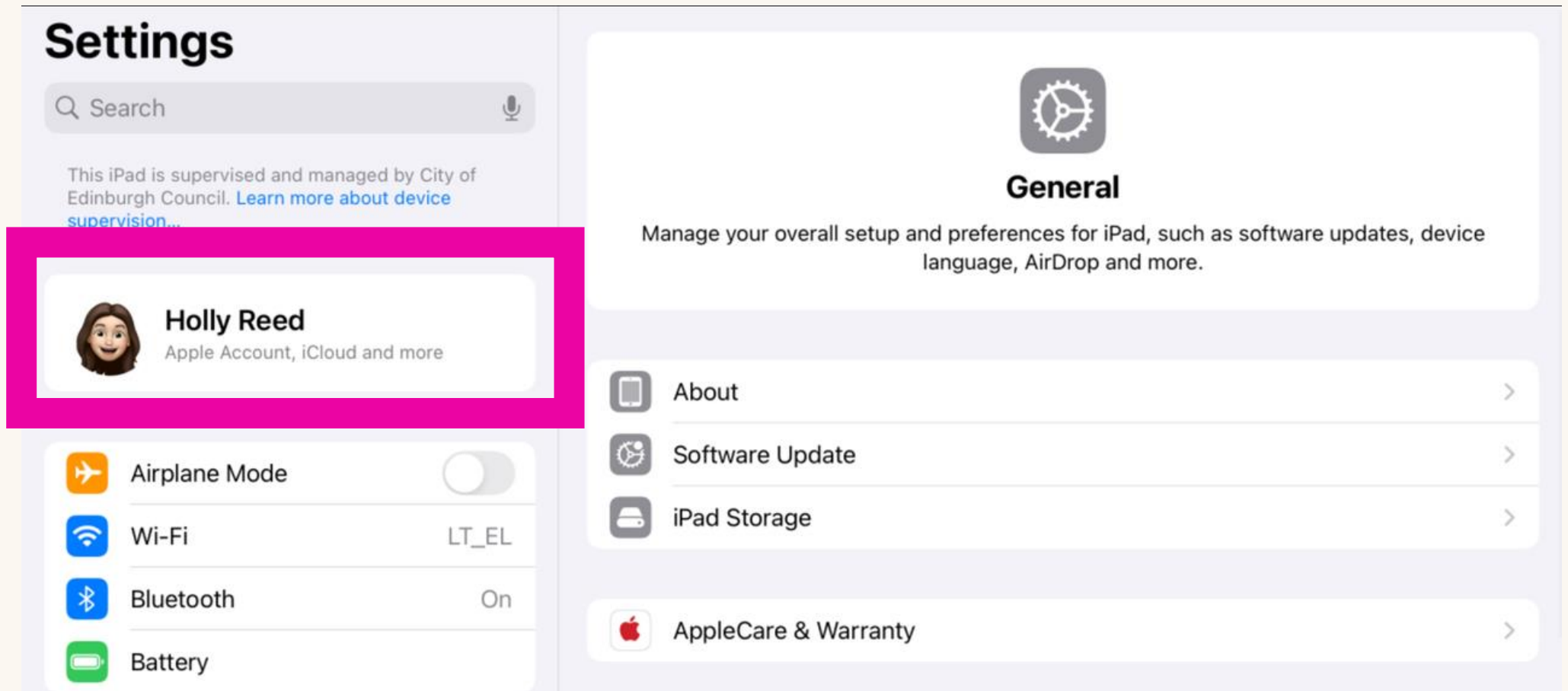


# Apple ID & iCloud



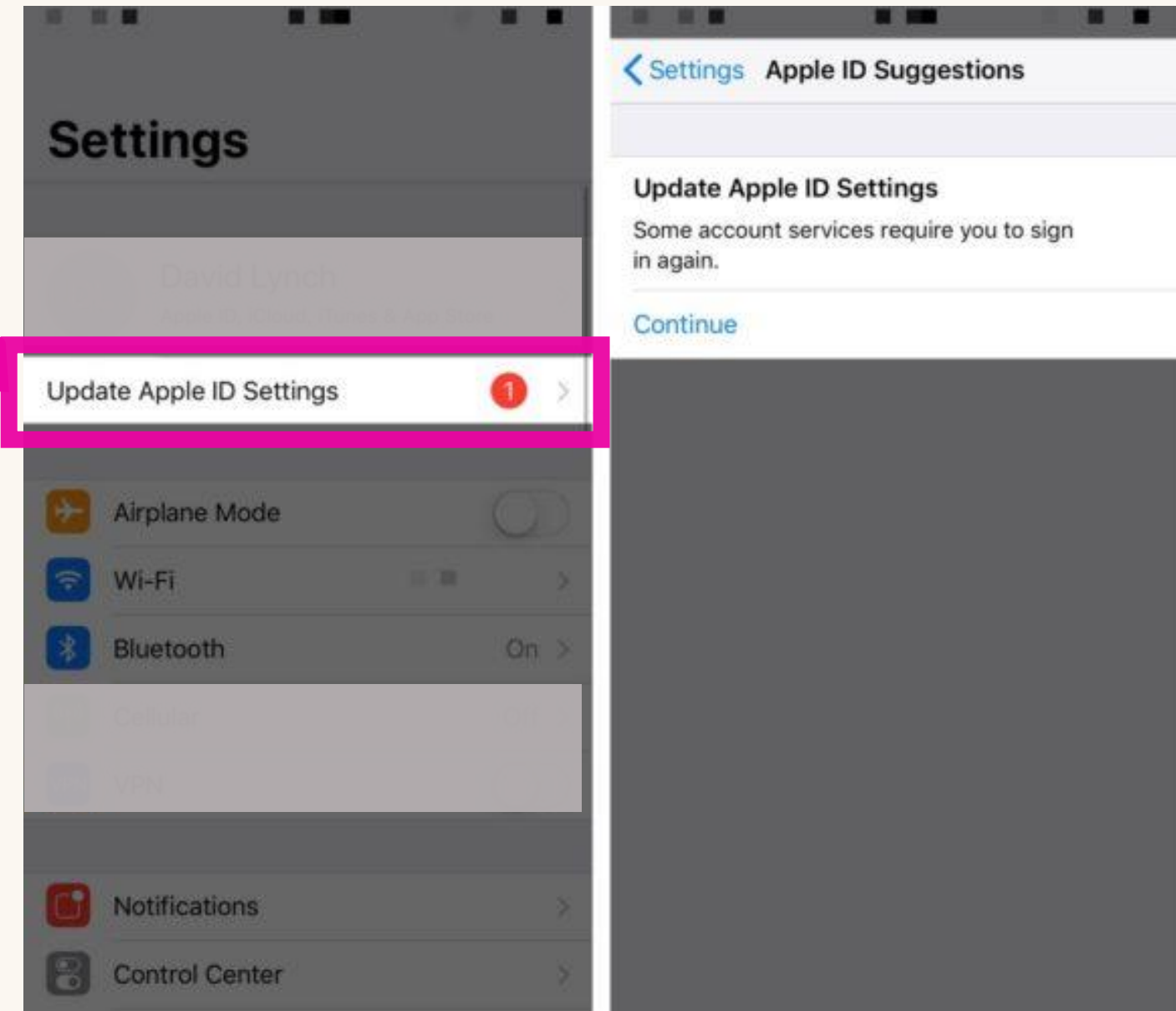
1. Tap Settings

2. Check you are signed in  
to your Apple ID



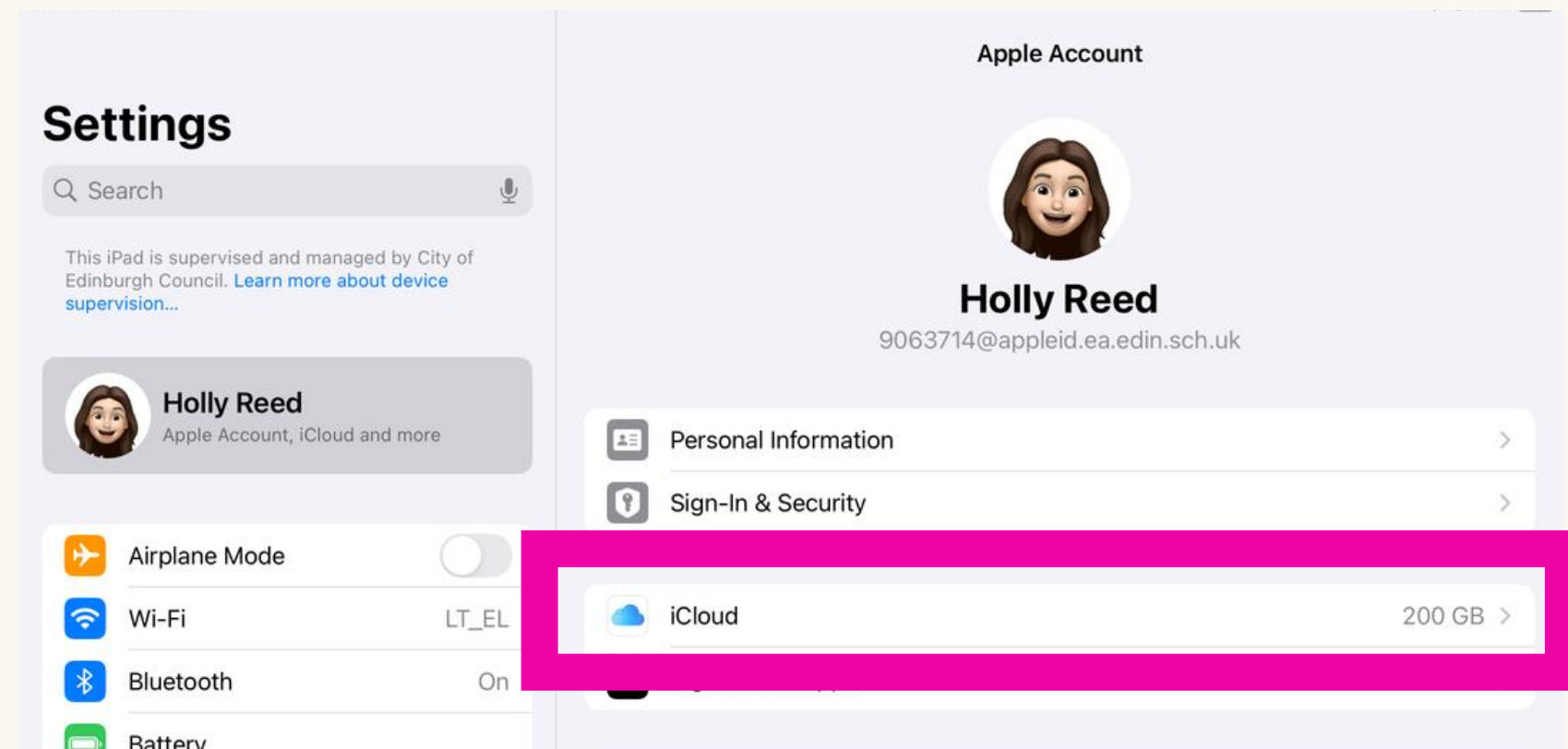
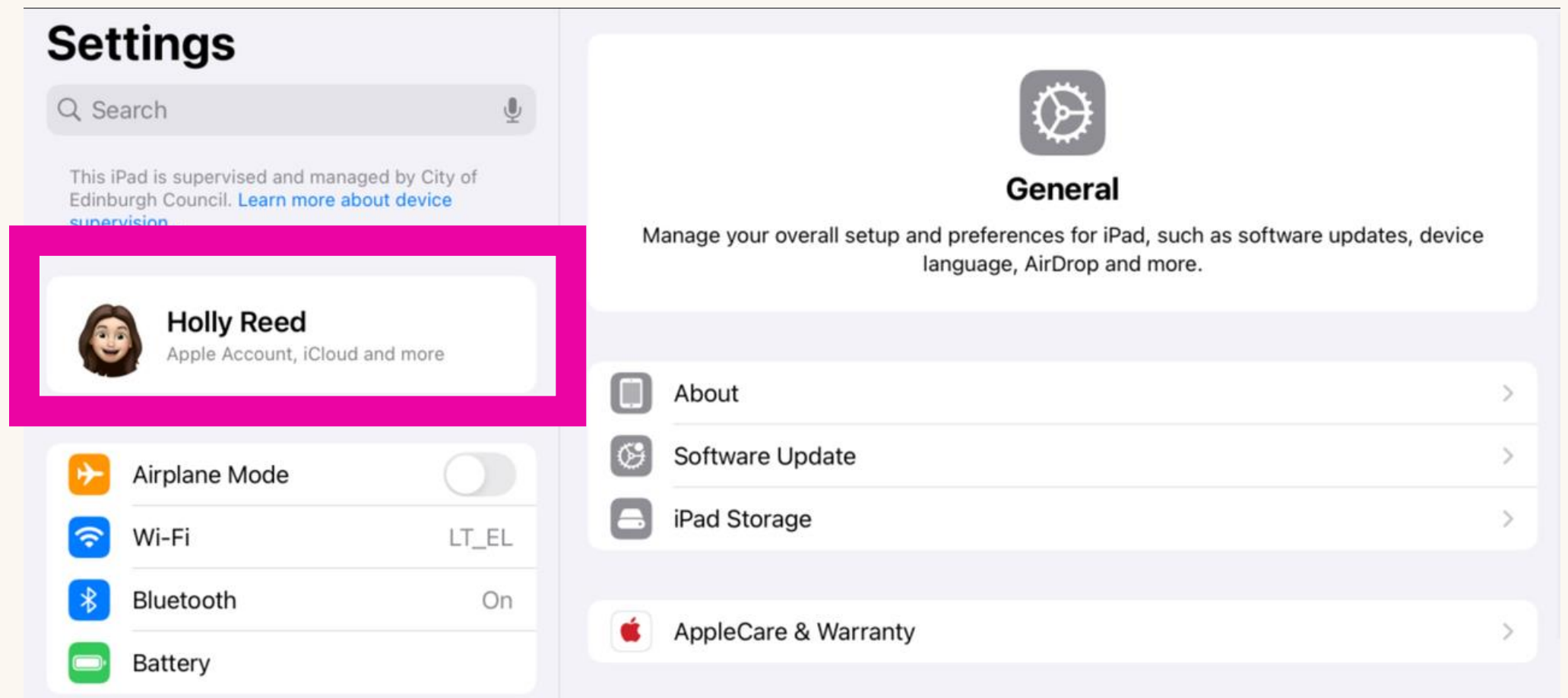
Some of you might have this

You need to log into your Apple ID to continue



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

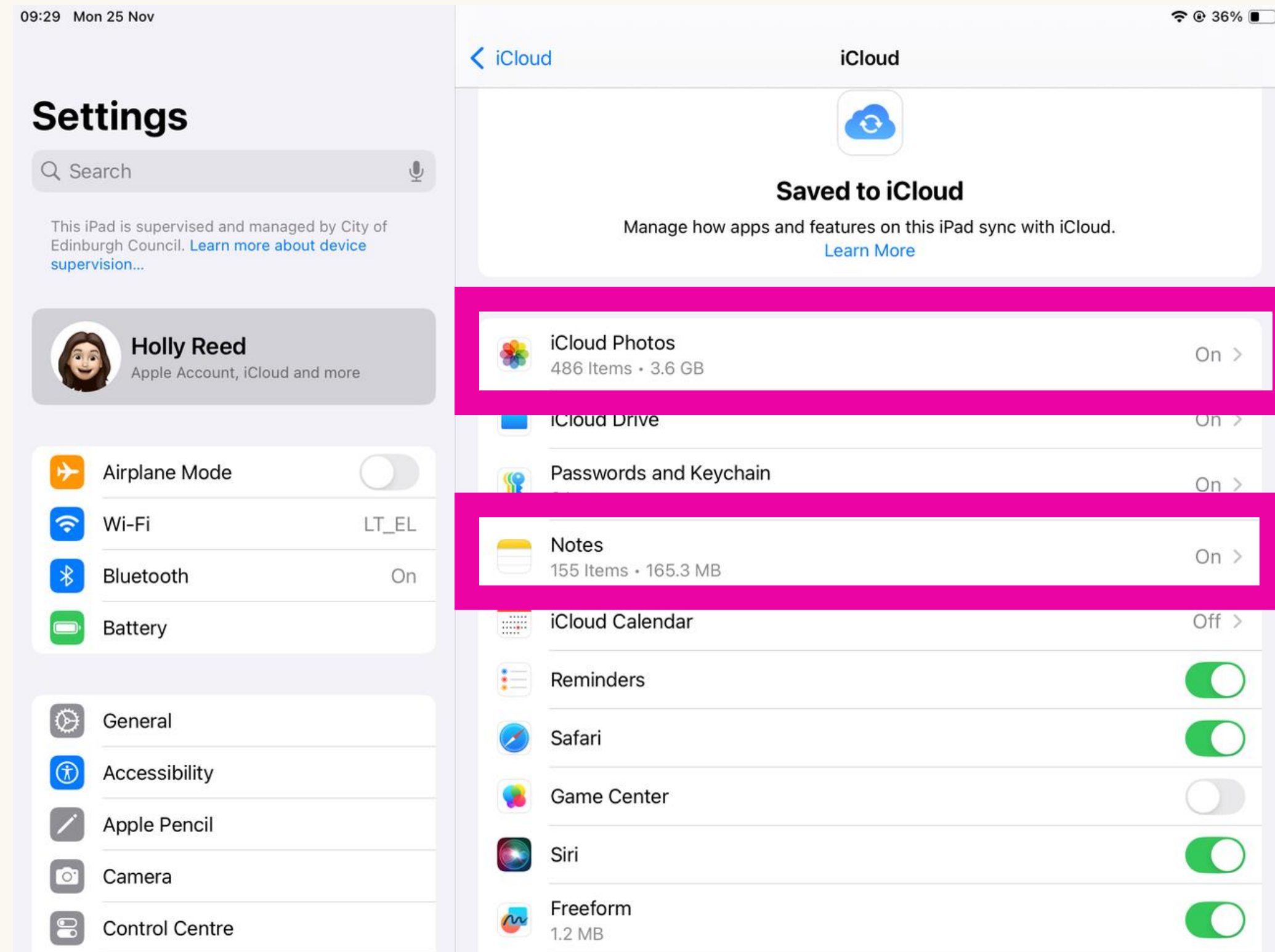
1. Tap your name
2. Tap iCloud



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

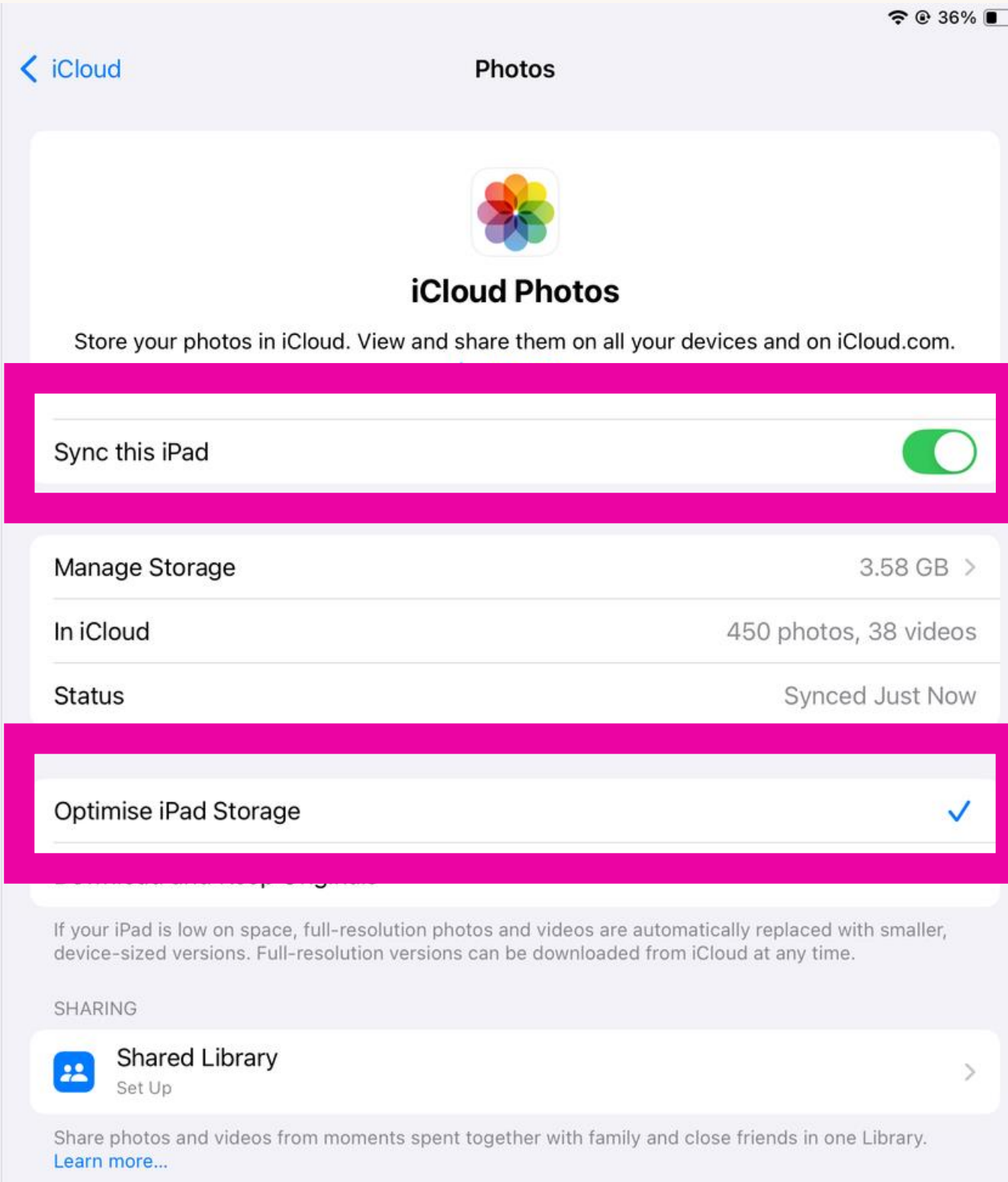
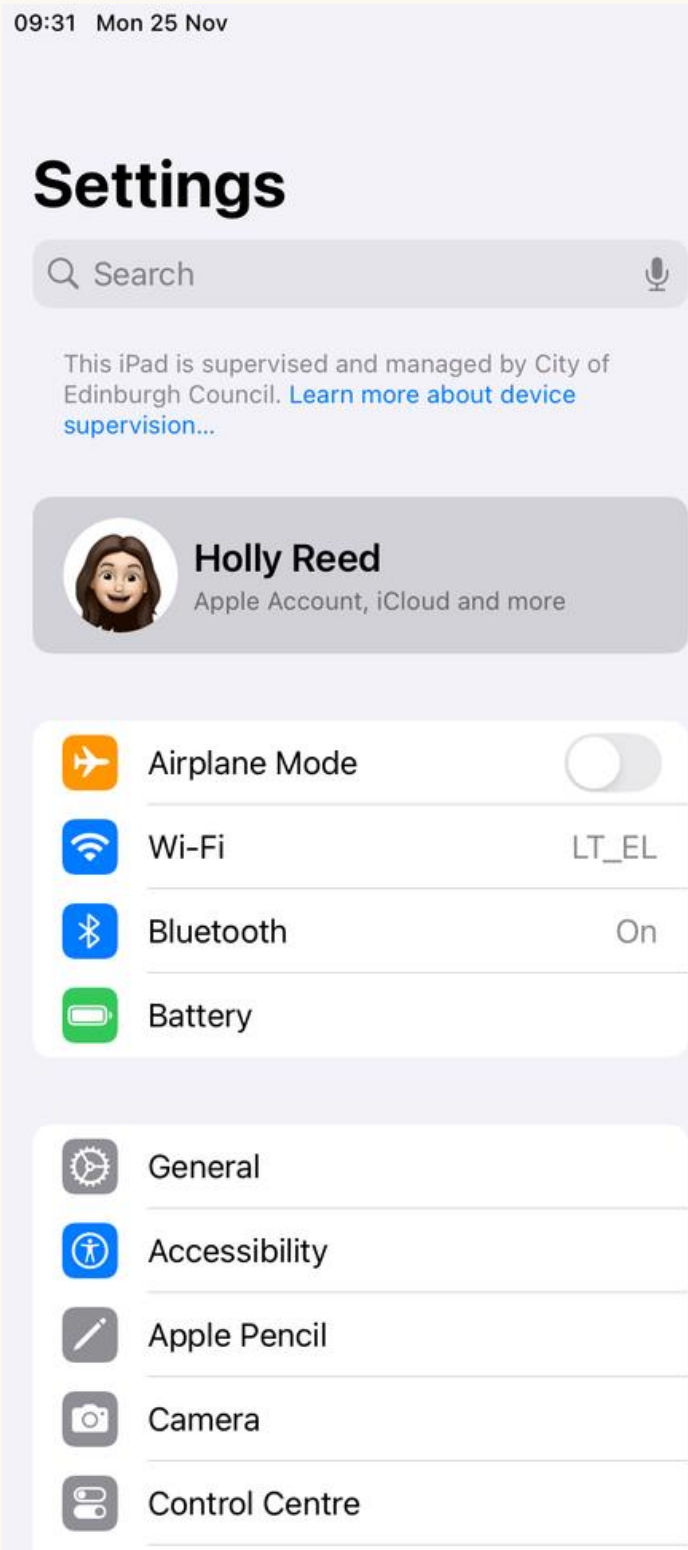
4. Ensure Photos and Notes are ON





# Photos Apps

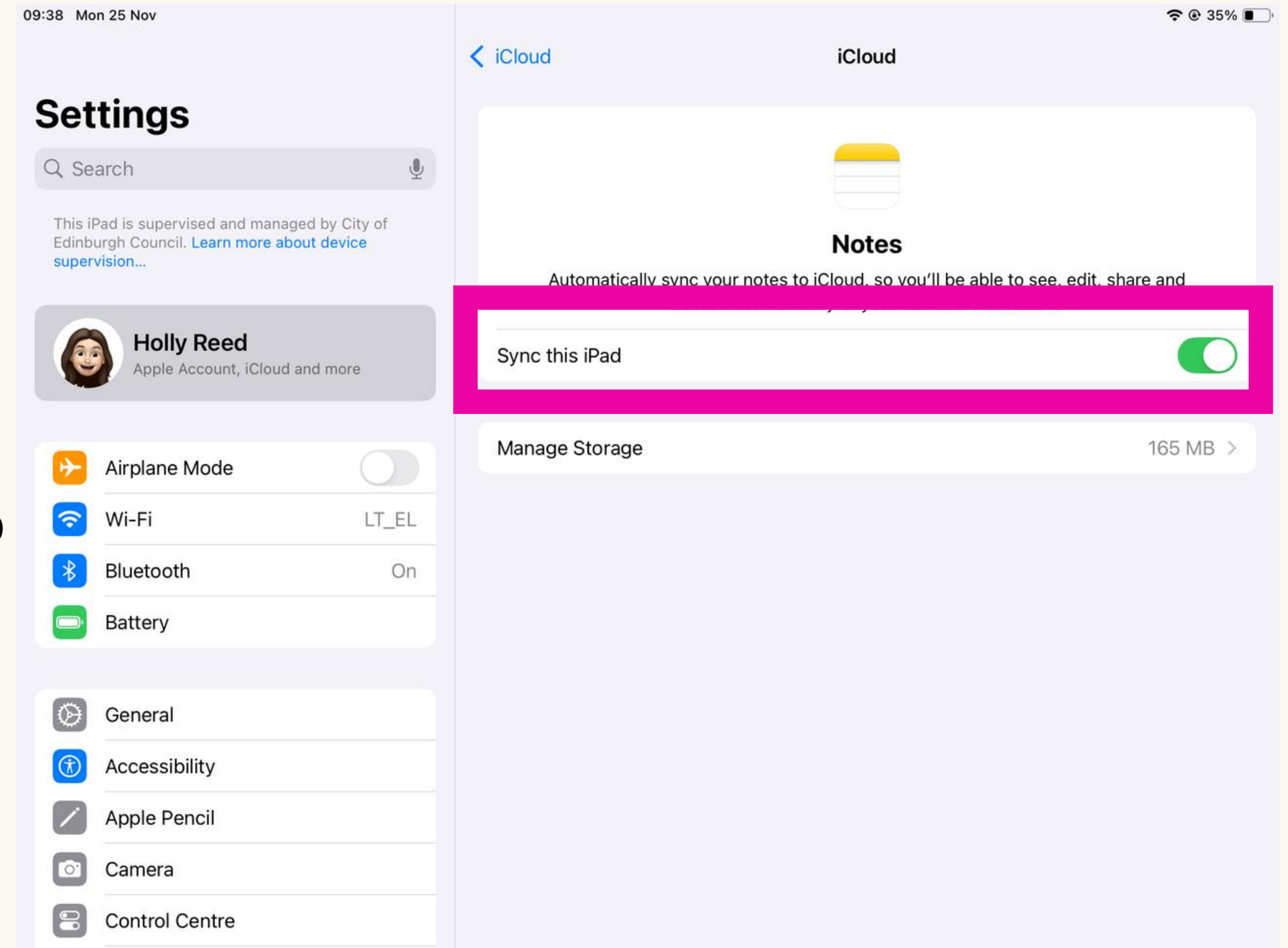
- 5. Tap on the Photos App
- 6. Ensure 'Sync this iPad' is toggled on
- 7. Make sure 'Optimise iPad Storage' is ticked





# Notes App

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

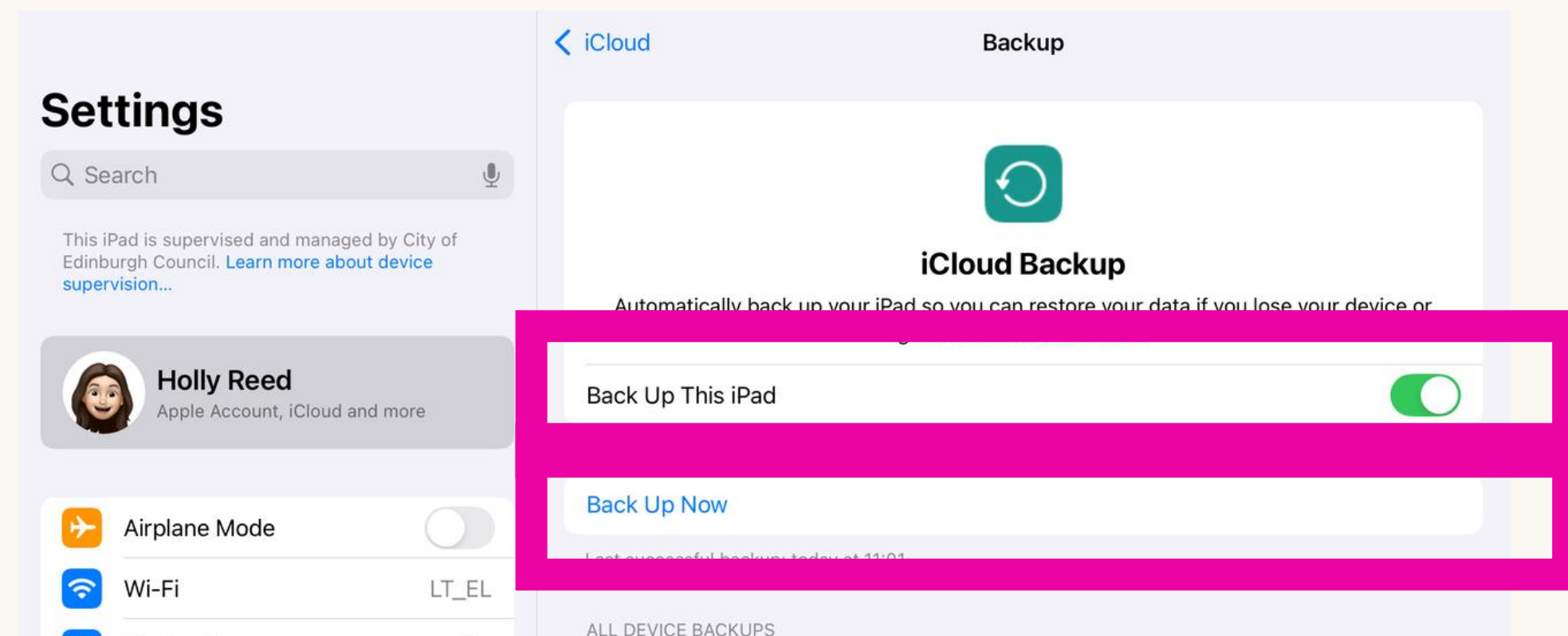
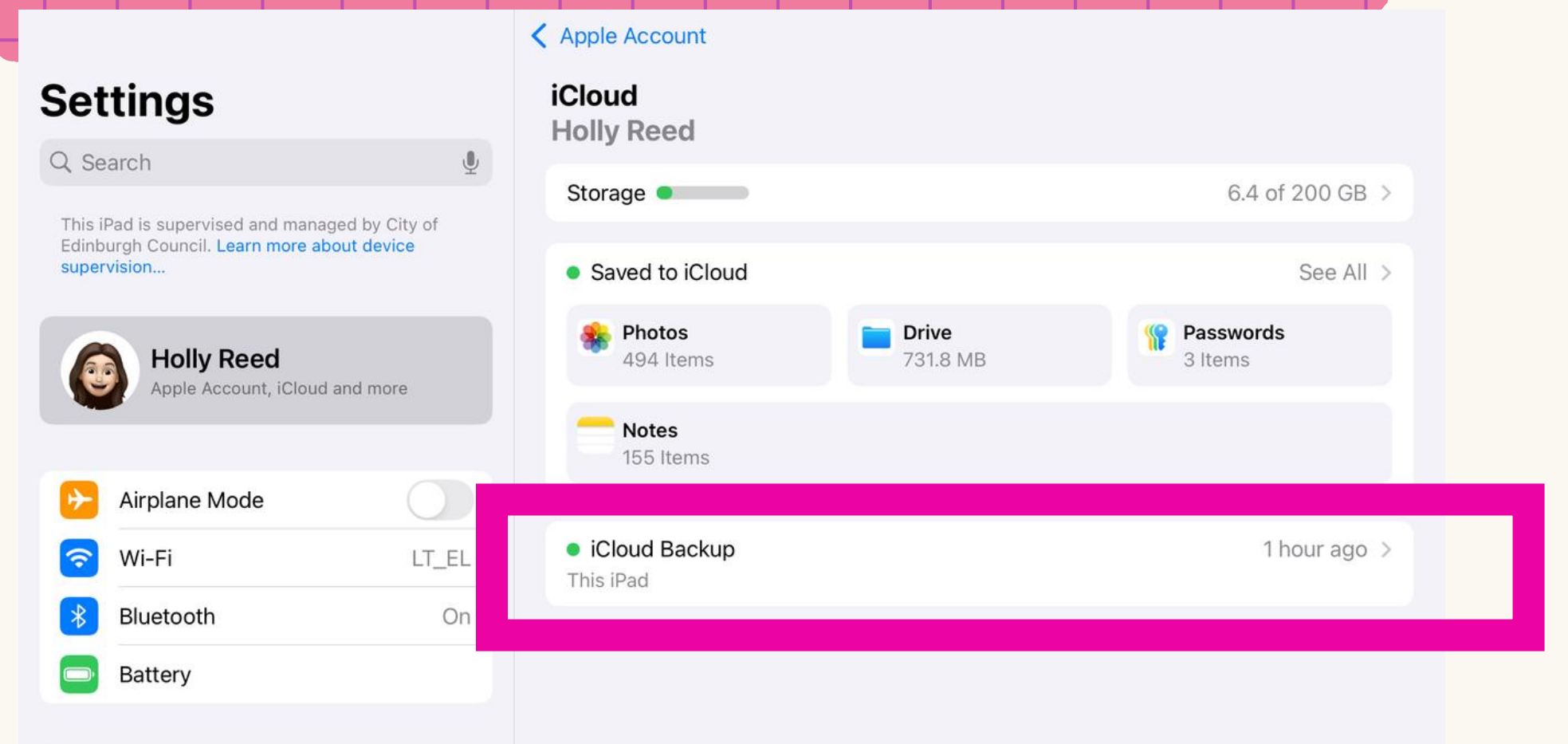


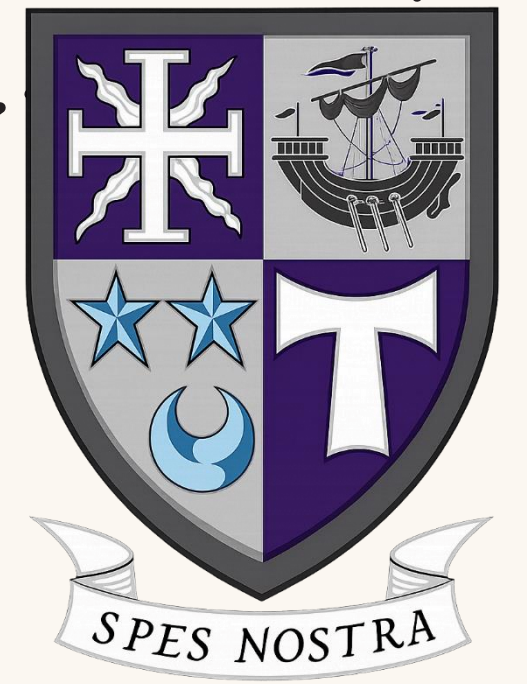


# iCloud Backup

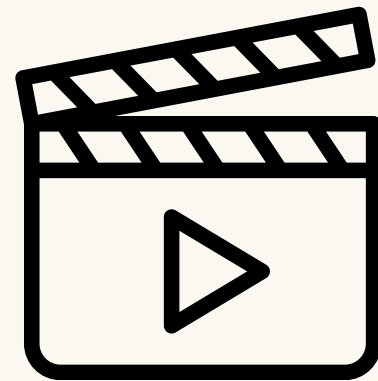
Check your iPad is backing up

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.

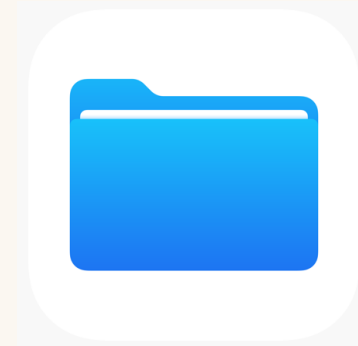




# Enabling OneDrive

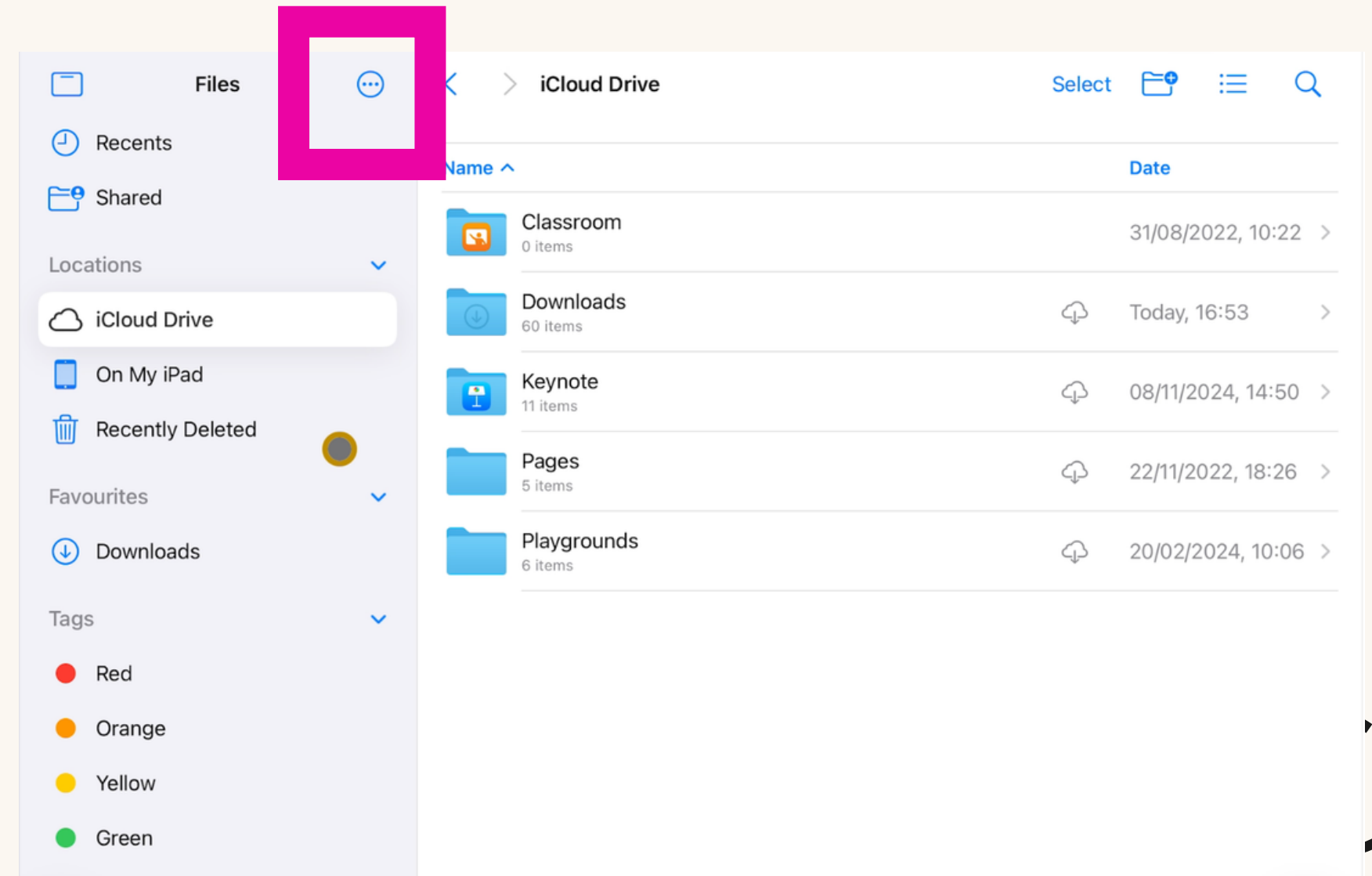


[Watch the step-by-step on  
Clickview](#)



## Files App

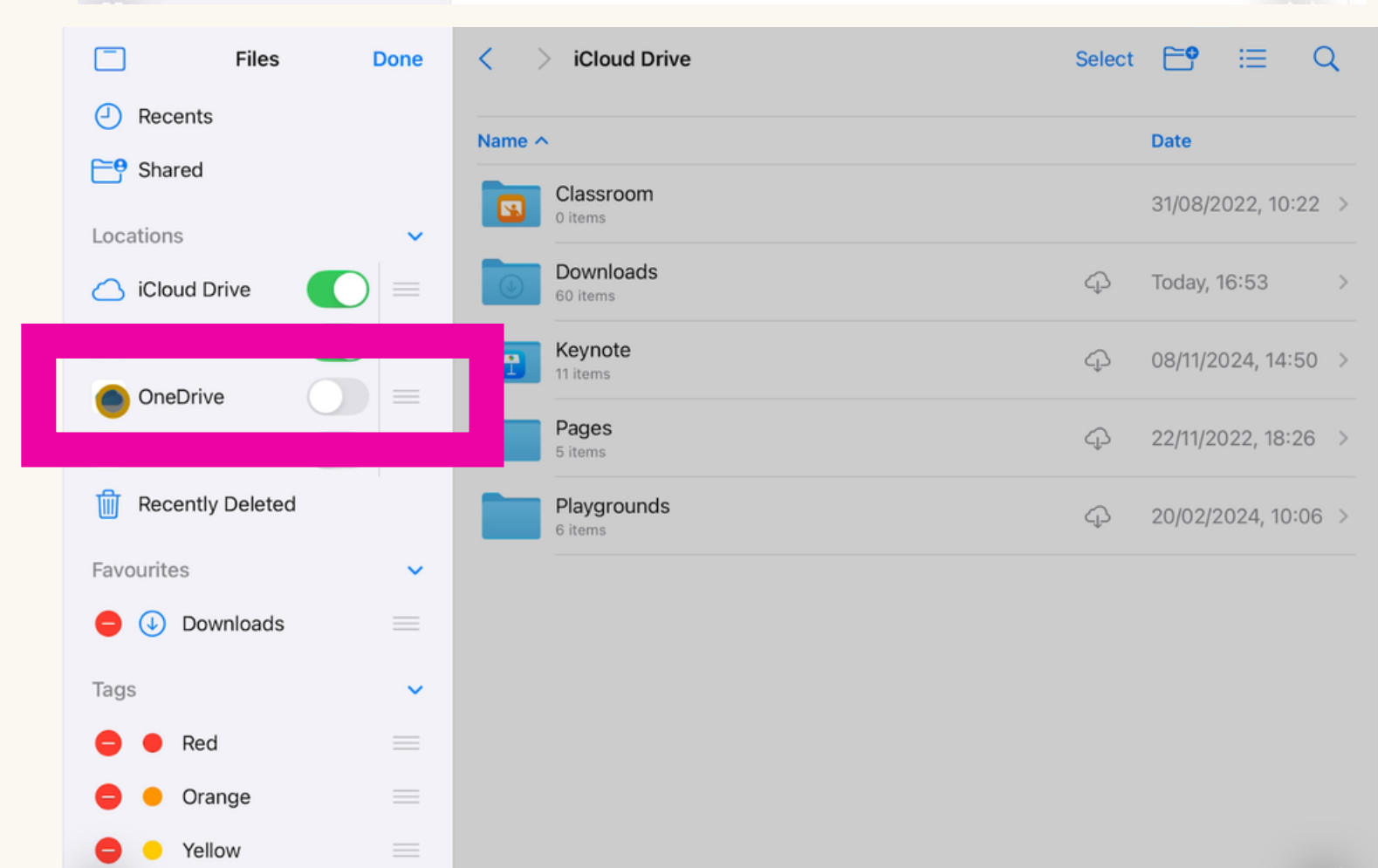
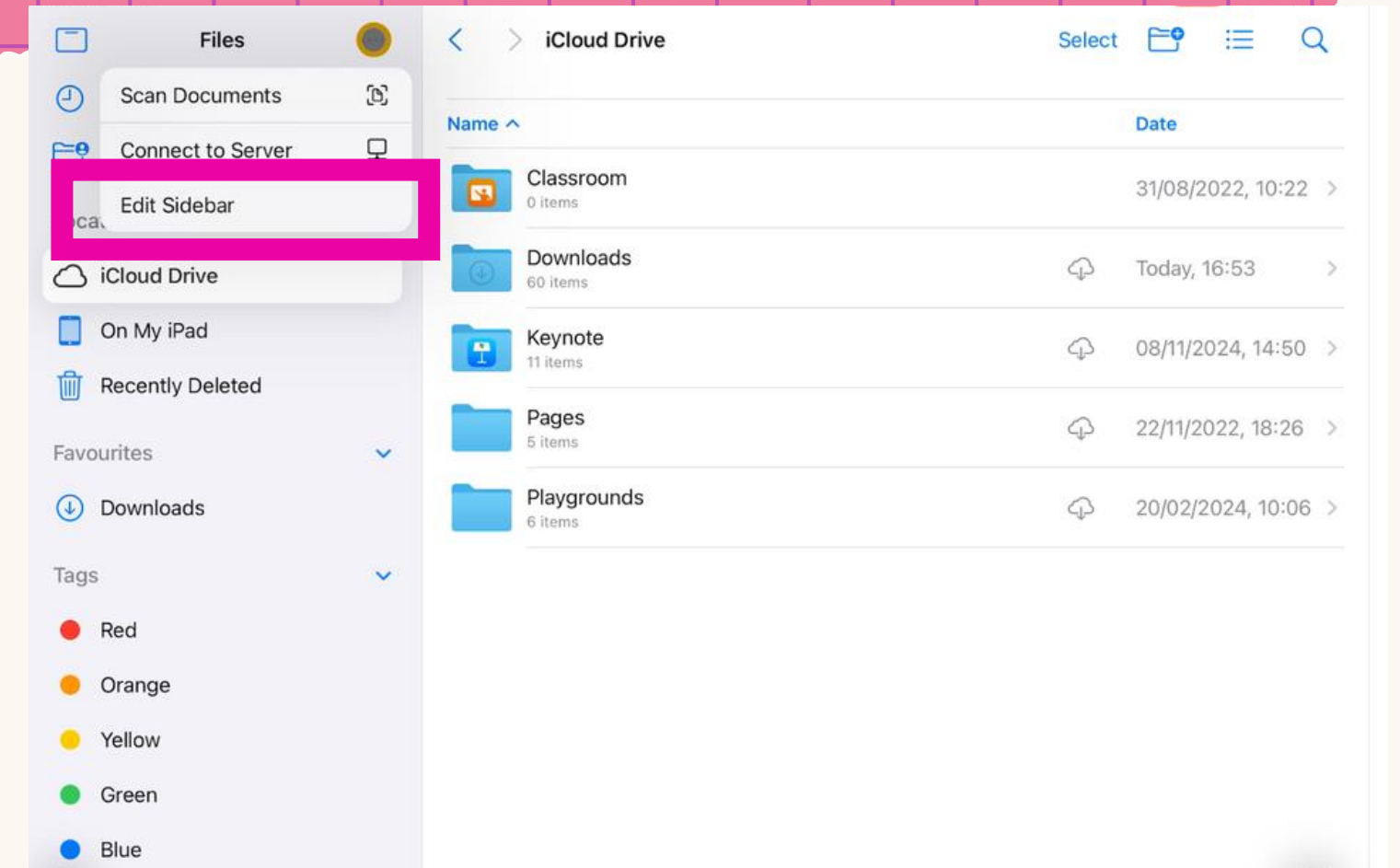
1. Make sure you have downloaded and logged into the OneDrive App
2. Open the Files App
3. Tap the 3 dots



4. Edit Side Bar

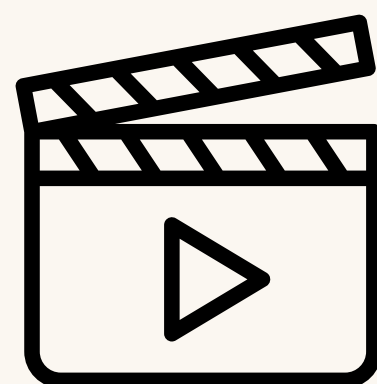
5. Toggle OneDrive on

6. Tap Done





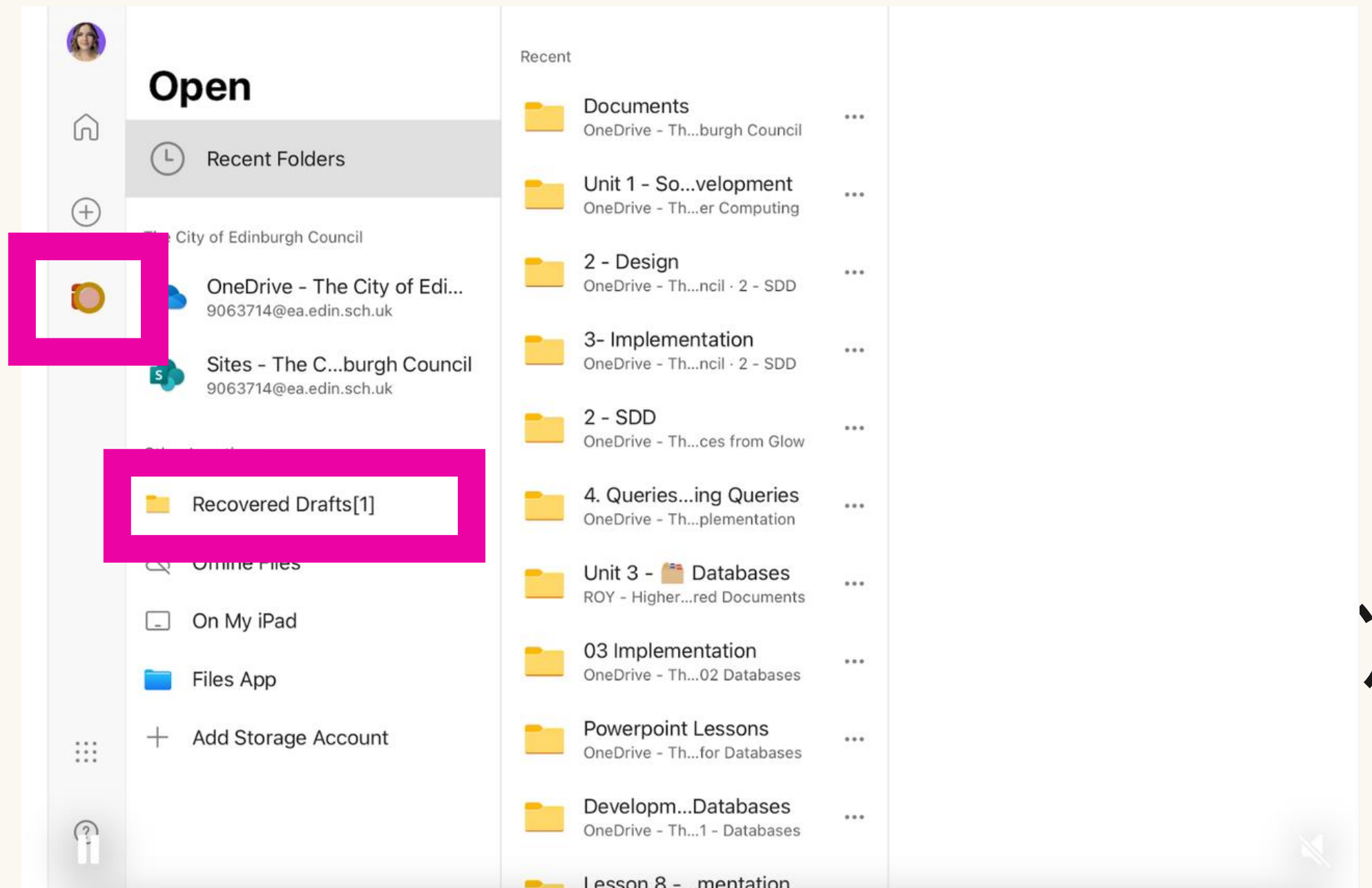
# Microsoft

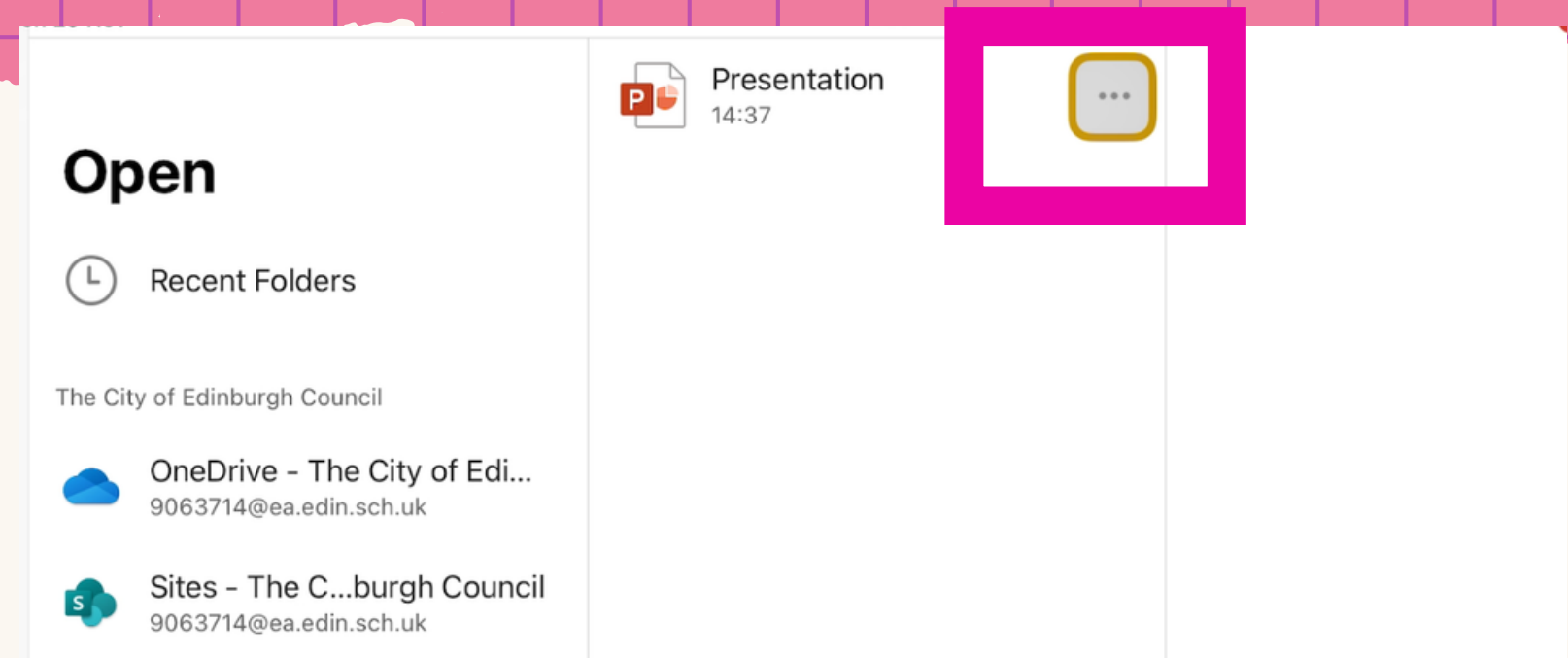


Watch the step-by-step on  
Clickview

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'

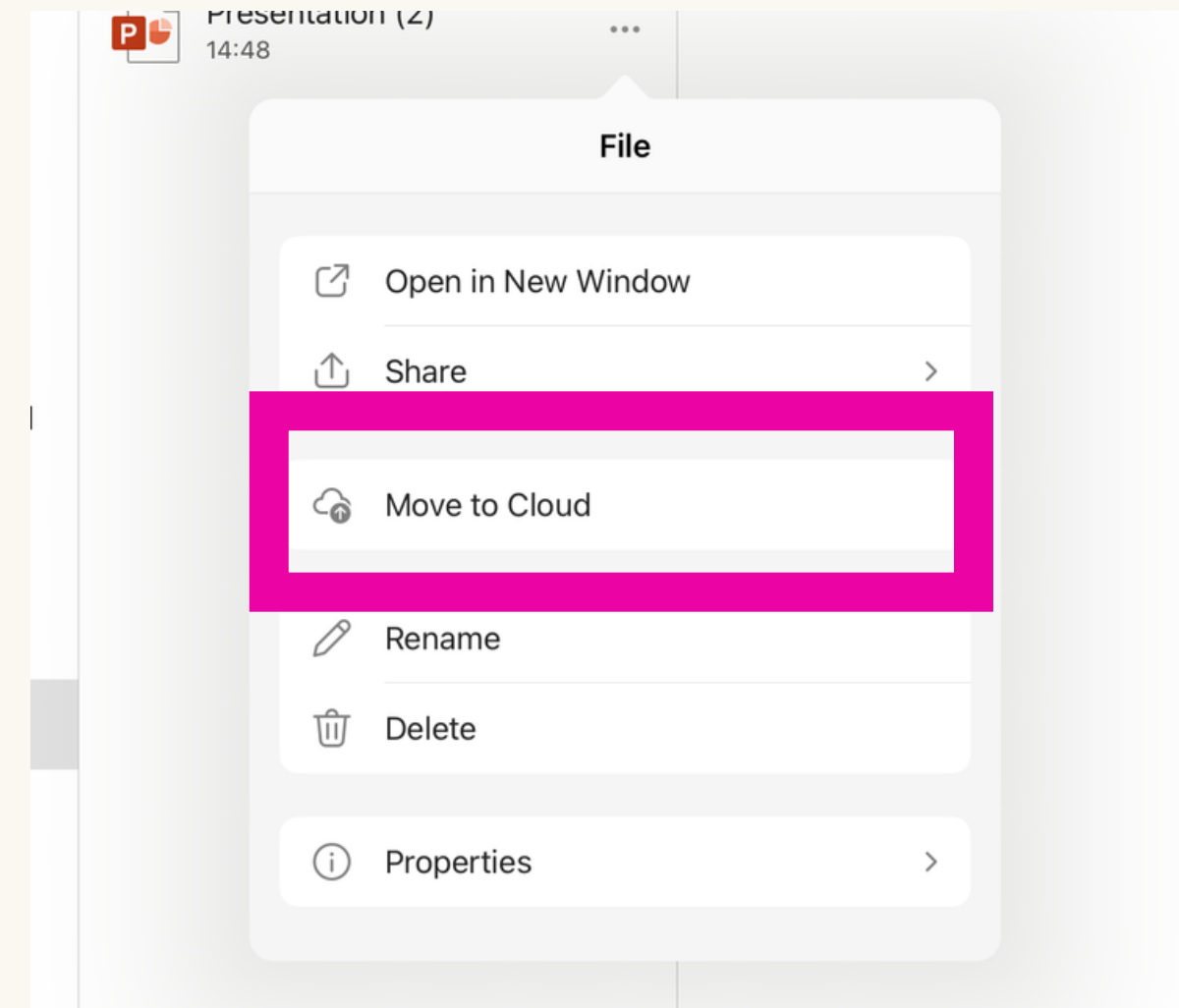




3. Tap the 3 dots ...

4. Select Move to Cloud

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

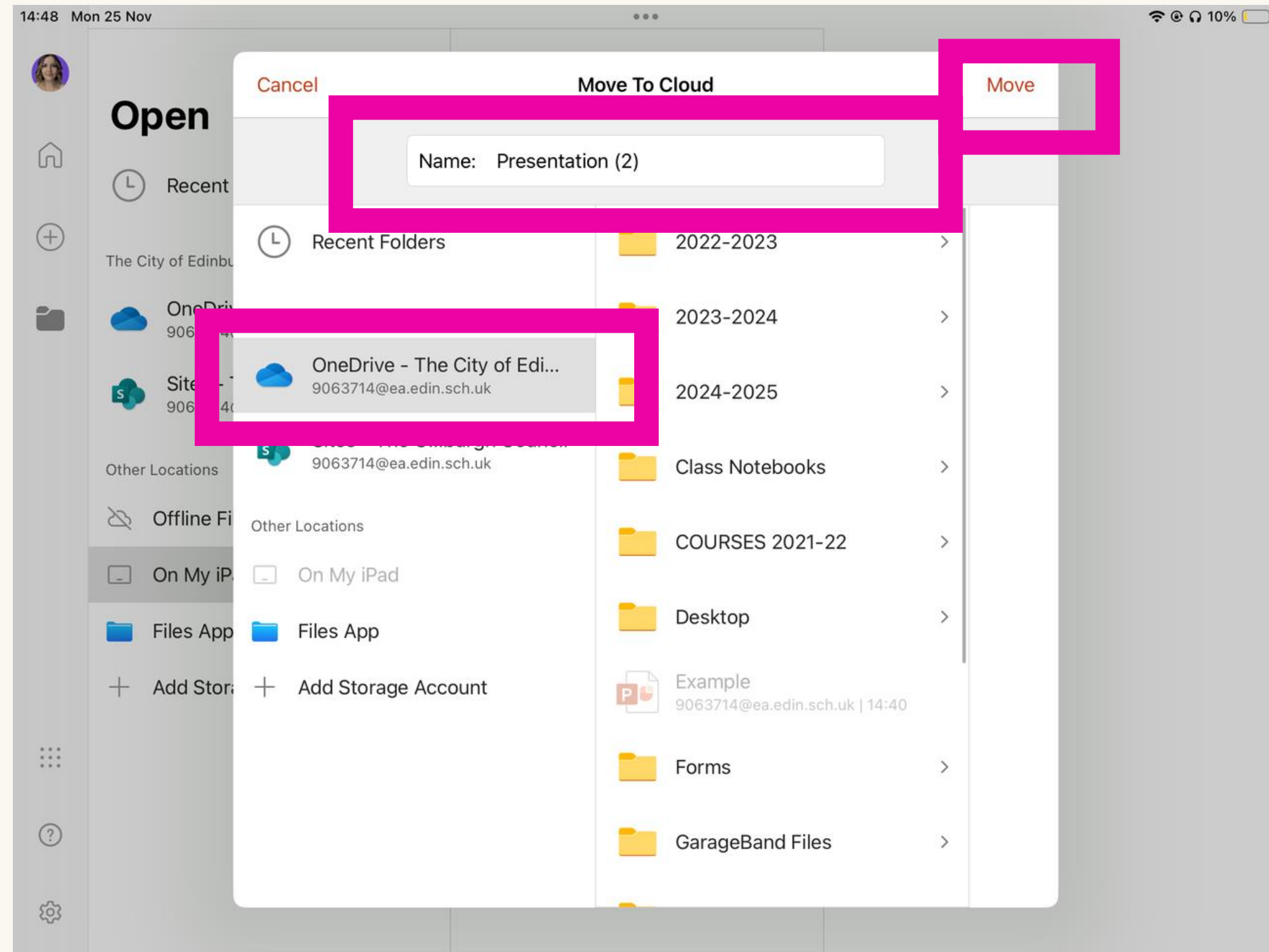


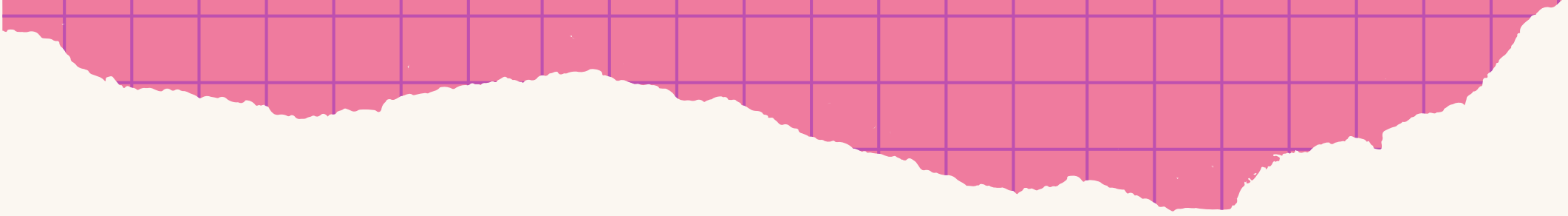
5. Navigate to OneDrive

6. Save with an appropriate name

7. Tap Move

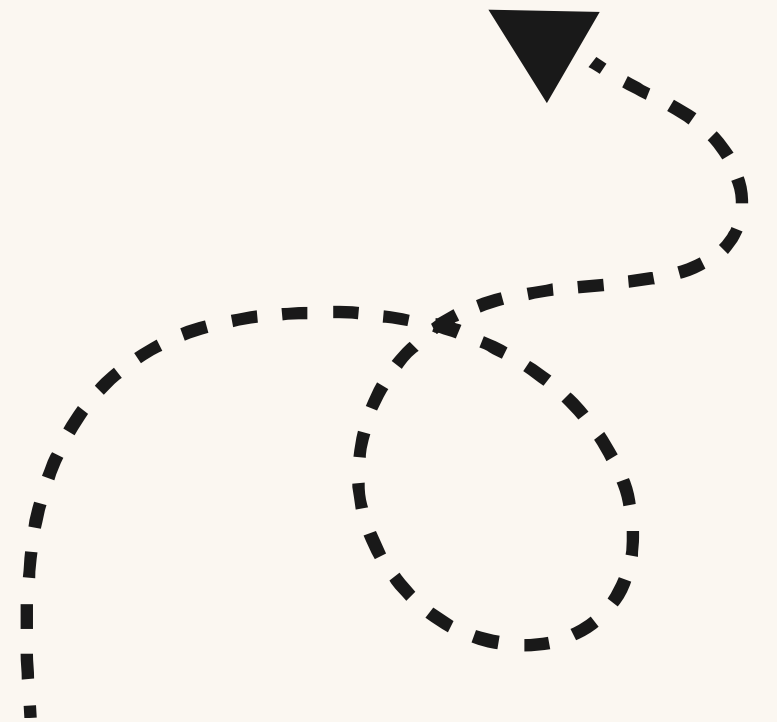
You can open each file to see if you need to save it





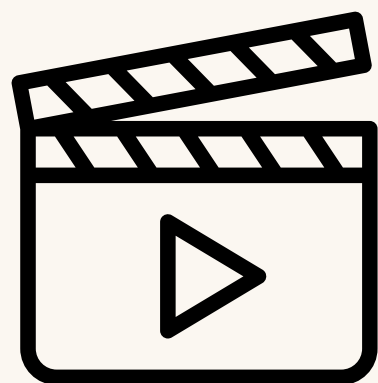
Repeat the previous steps to access the Recovered Drafts folder  
and save files

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

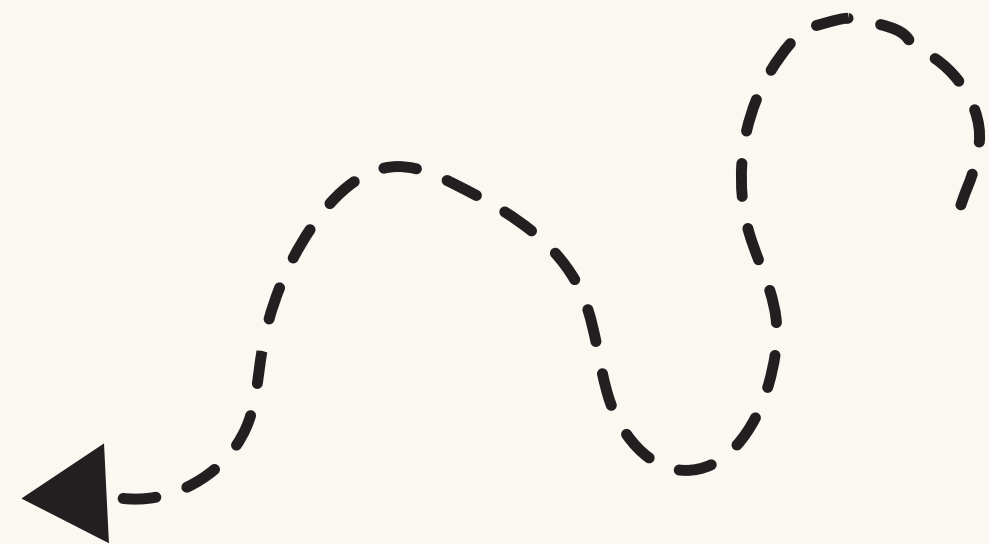




# Minecraft

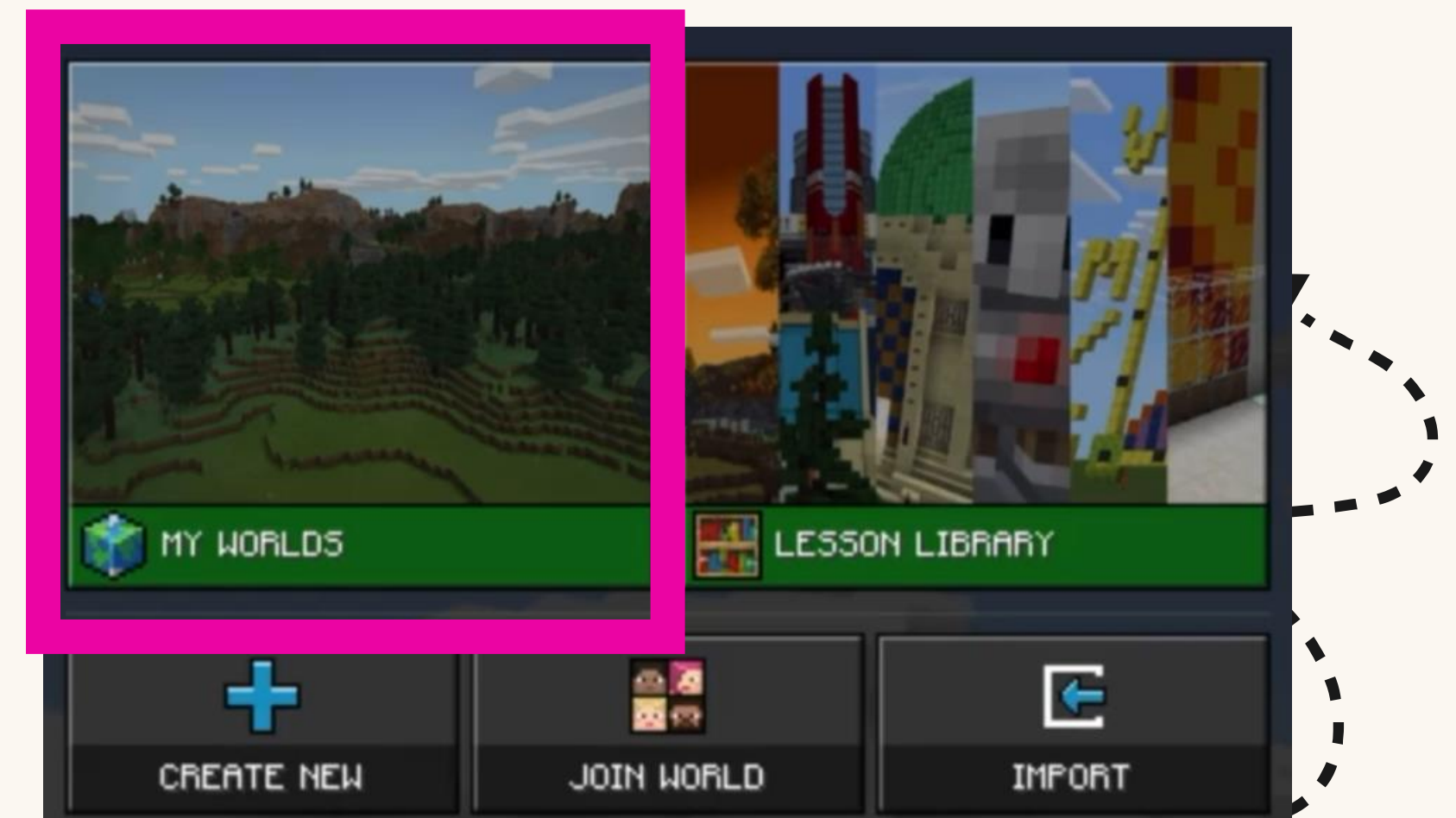
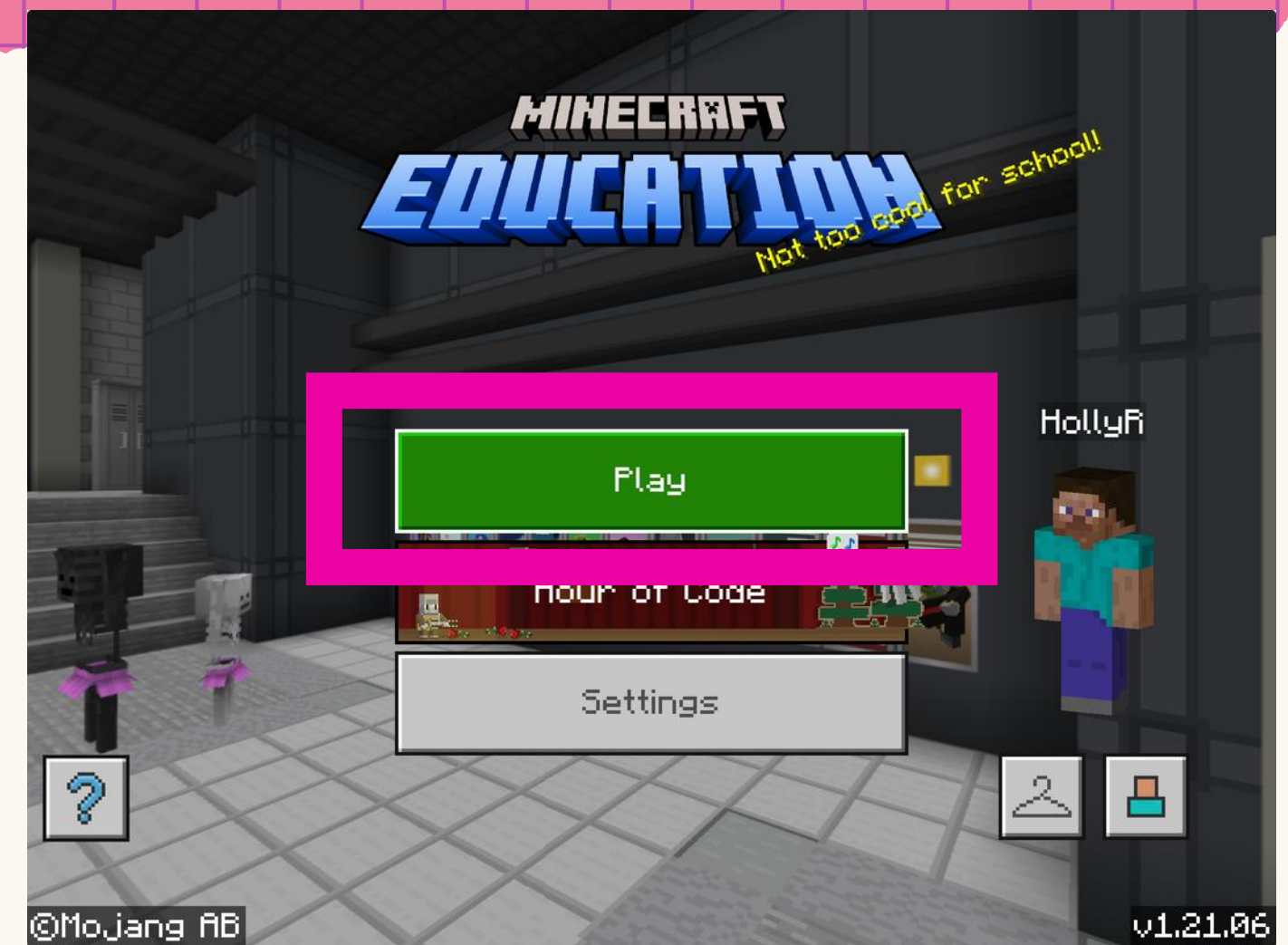


[Watch the step-by-step on](#)  
[Clickview](#)





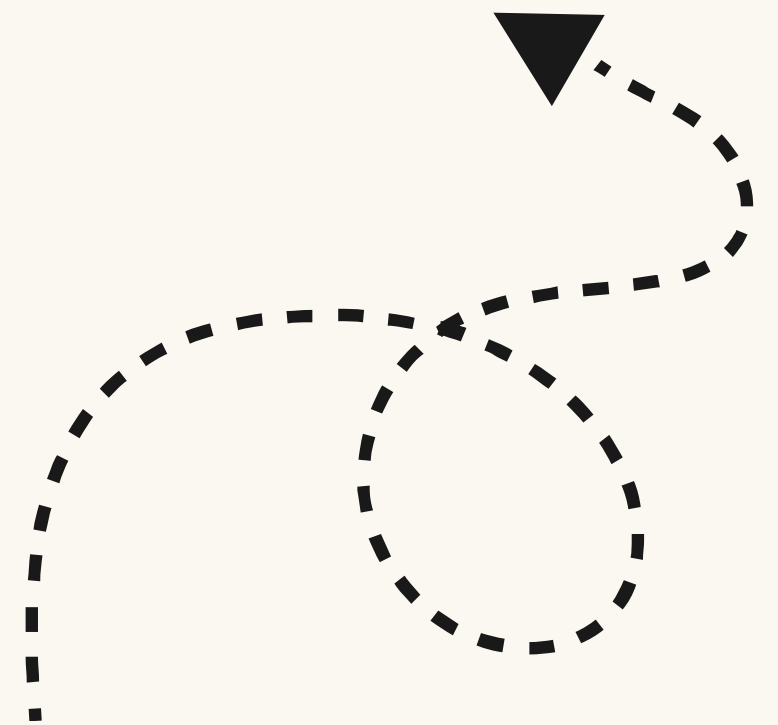
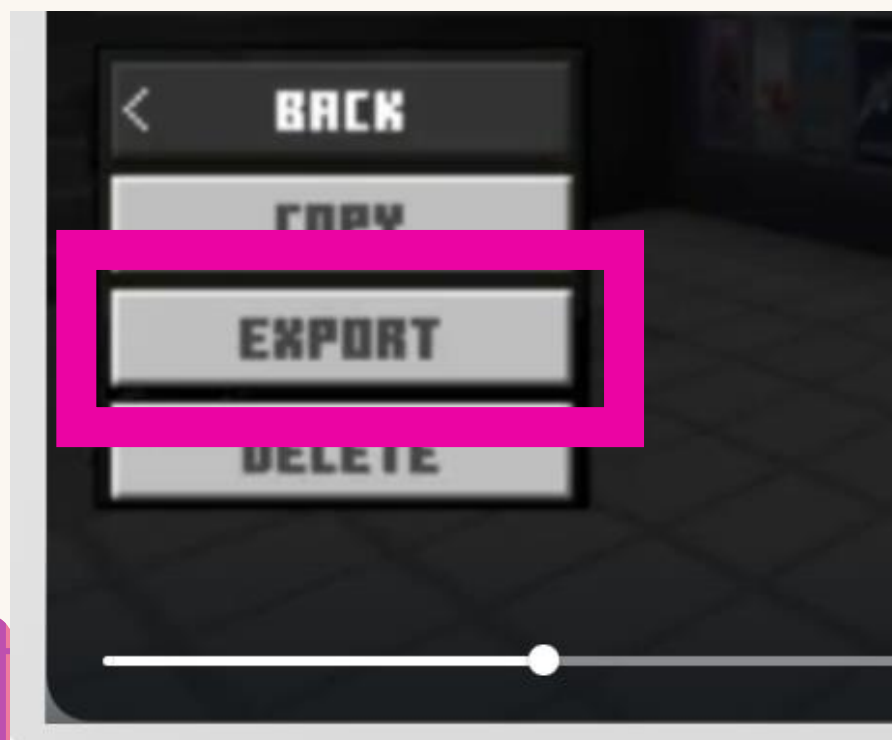
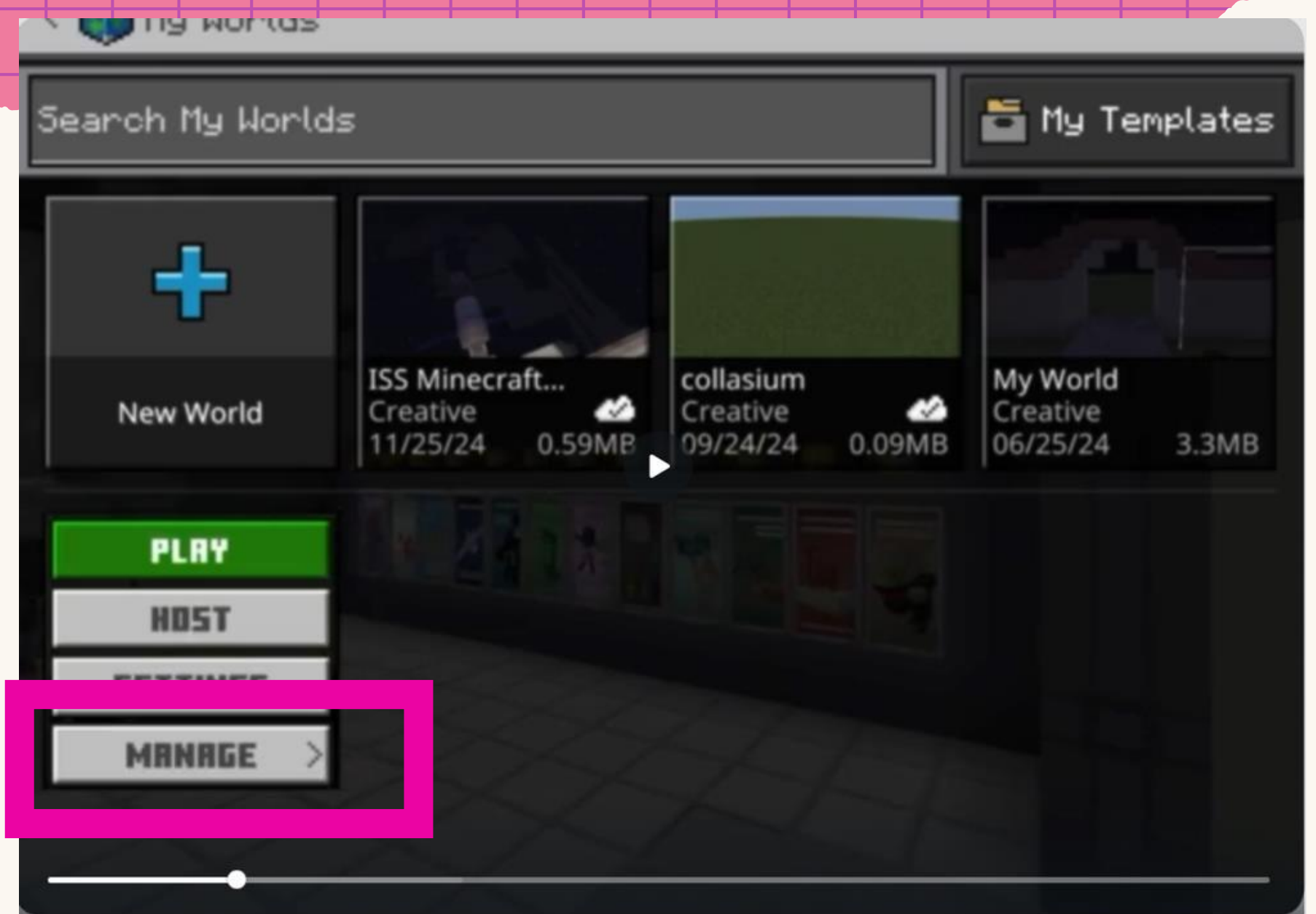
1. Open the Minecraft App
2. Navigate to Play
3. View My Worlds



4. Tap each world you want to back up

5. Manage

6. Export



7. Save to Files

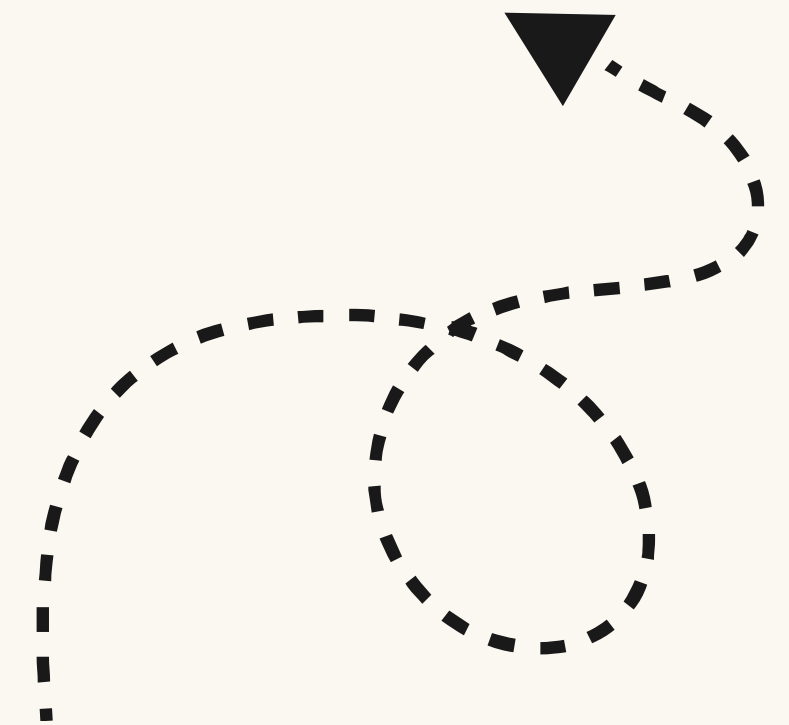
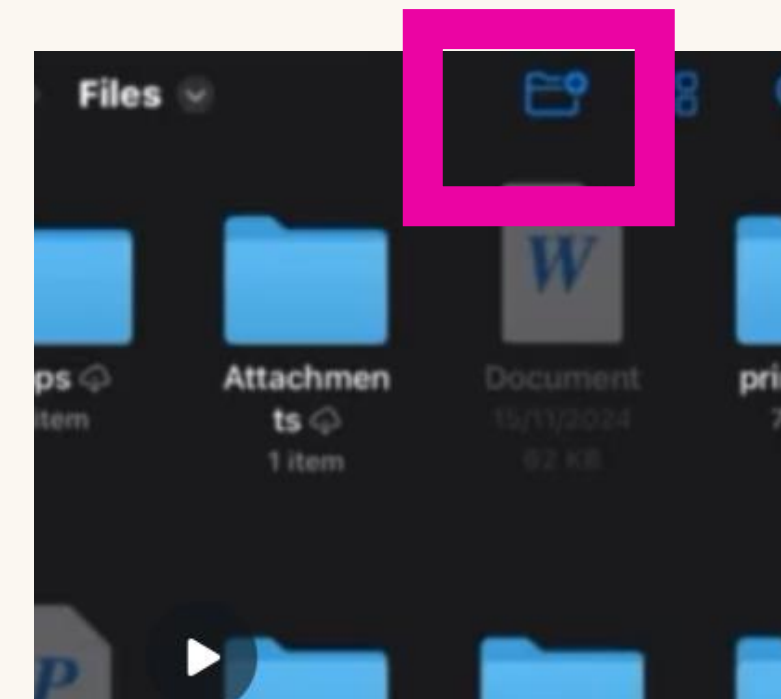
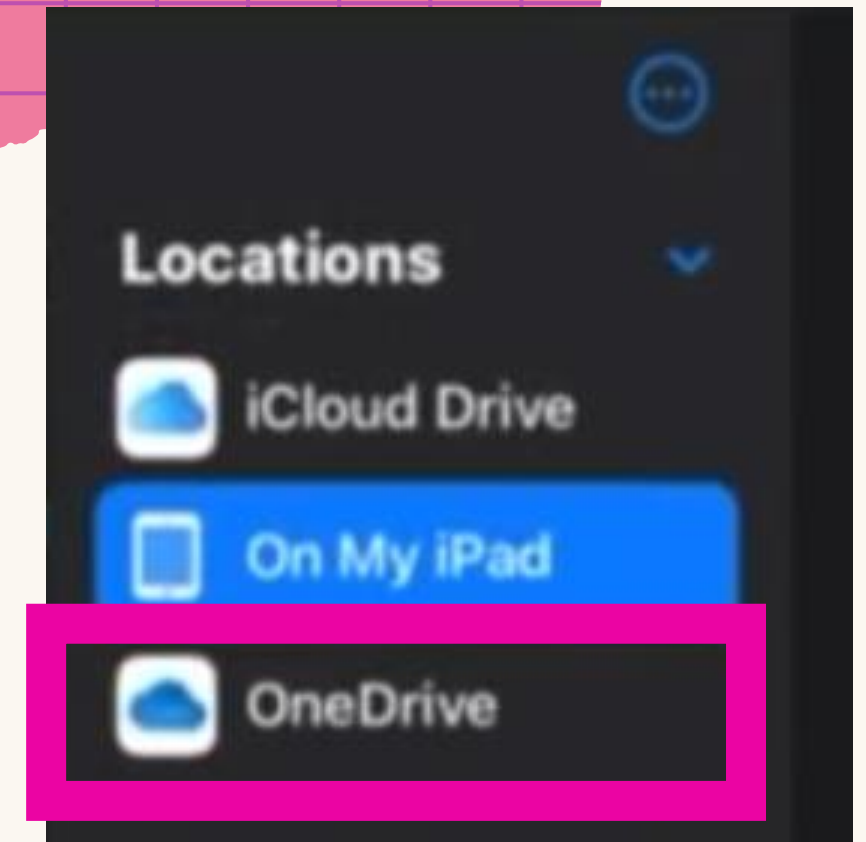
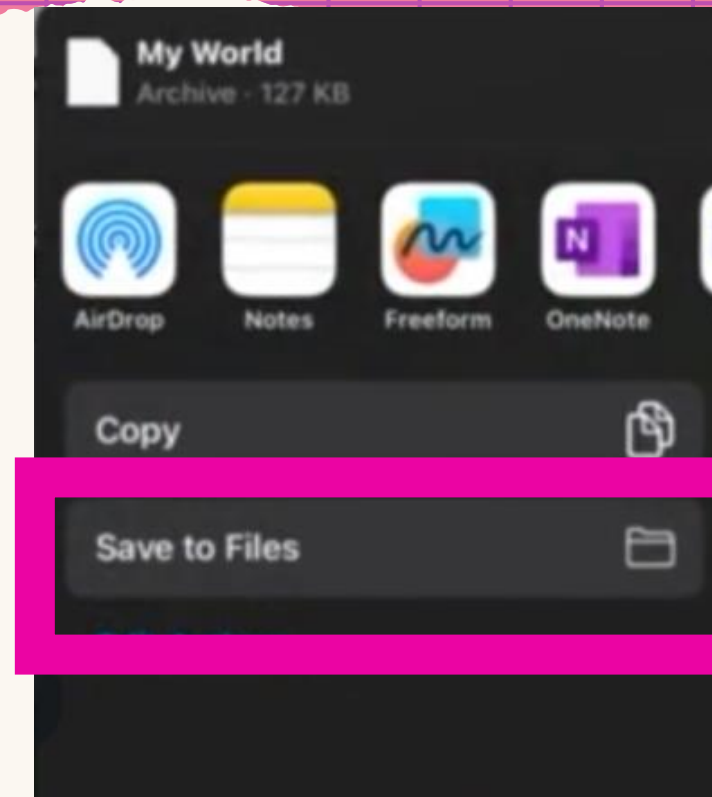
8. Select OneDrive > Files

9. Create a new folder for Minecraft

10. Change the name of your world

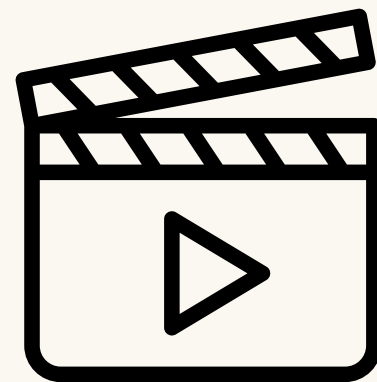
11. Save

Repeat these steps for each World  
you want to save



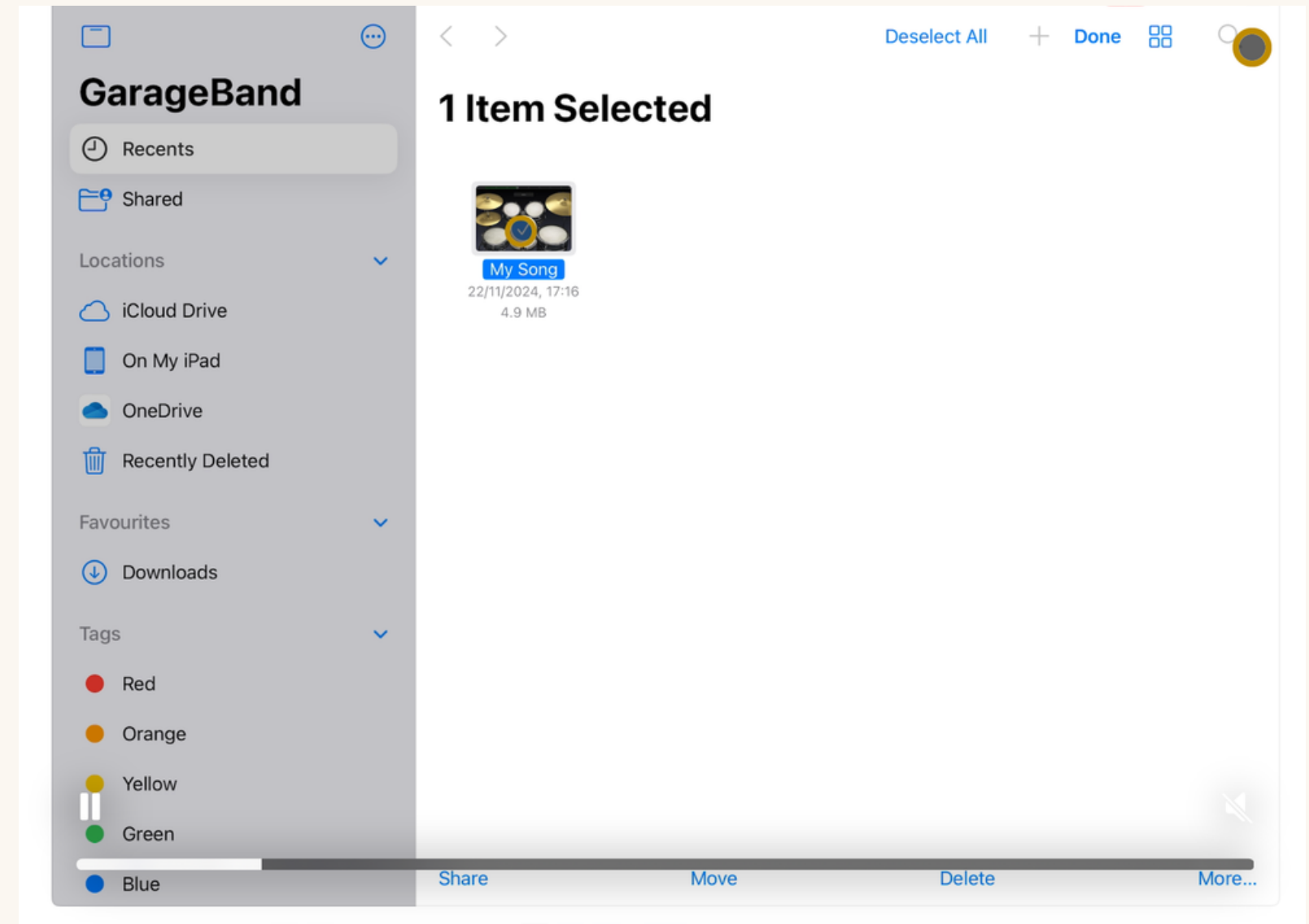


# Garageband



[Watch the step-by-step on](#)  
[Clickview](#)

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

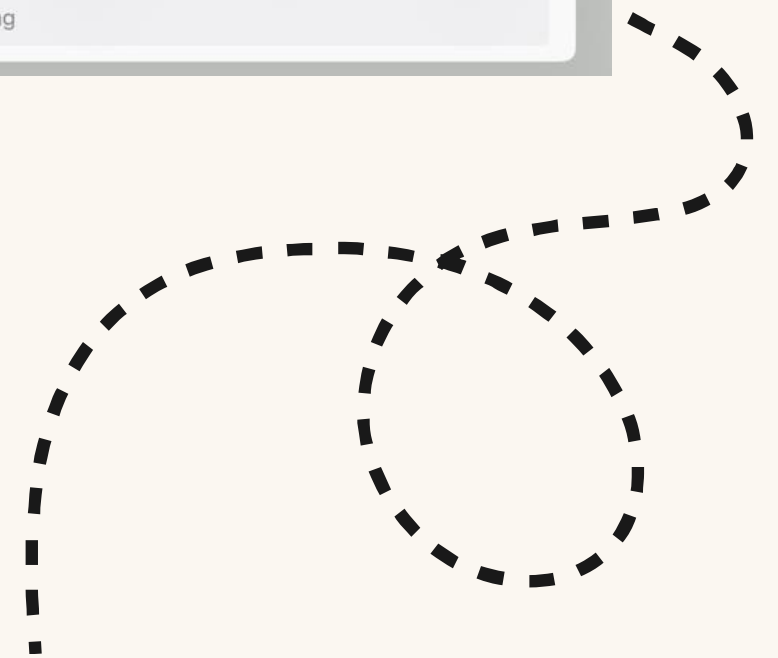
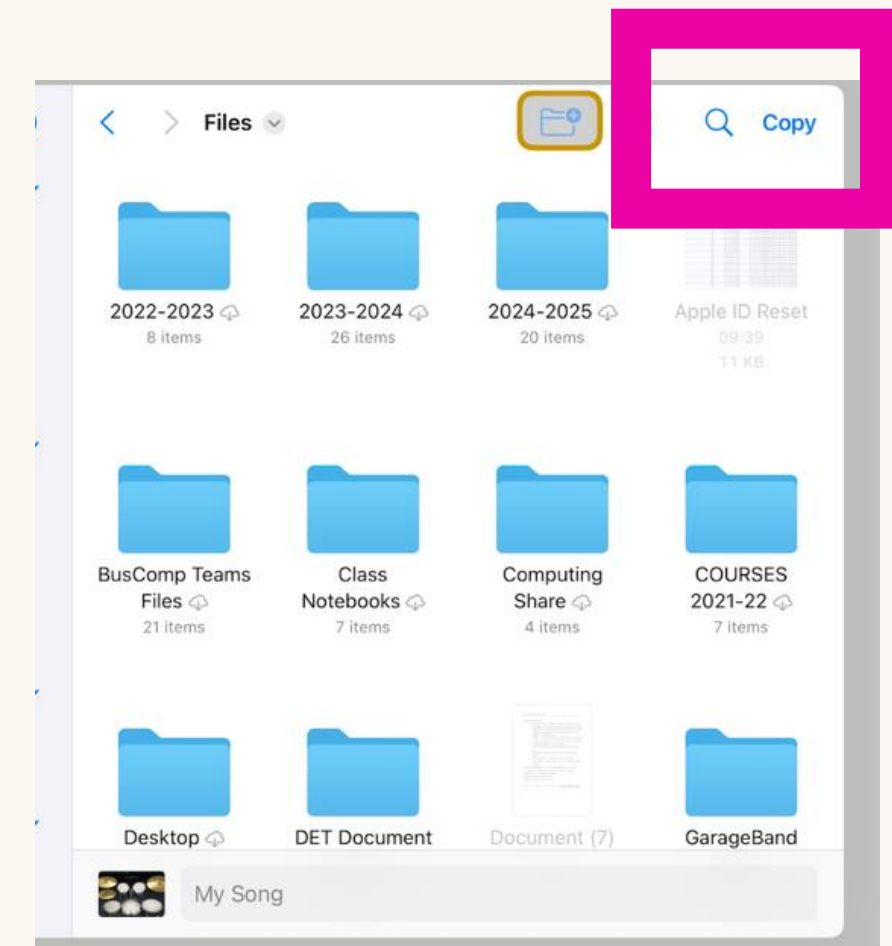
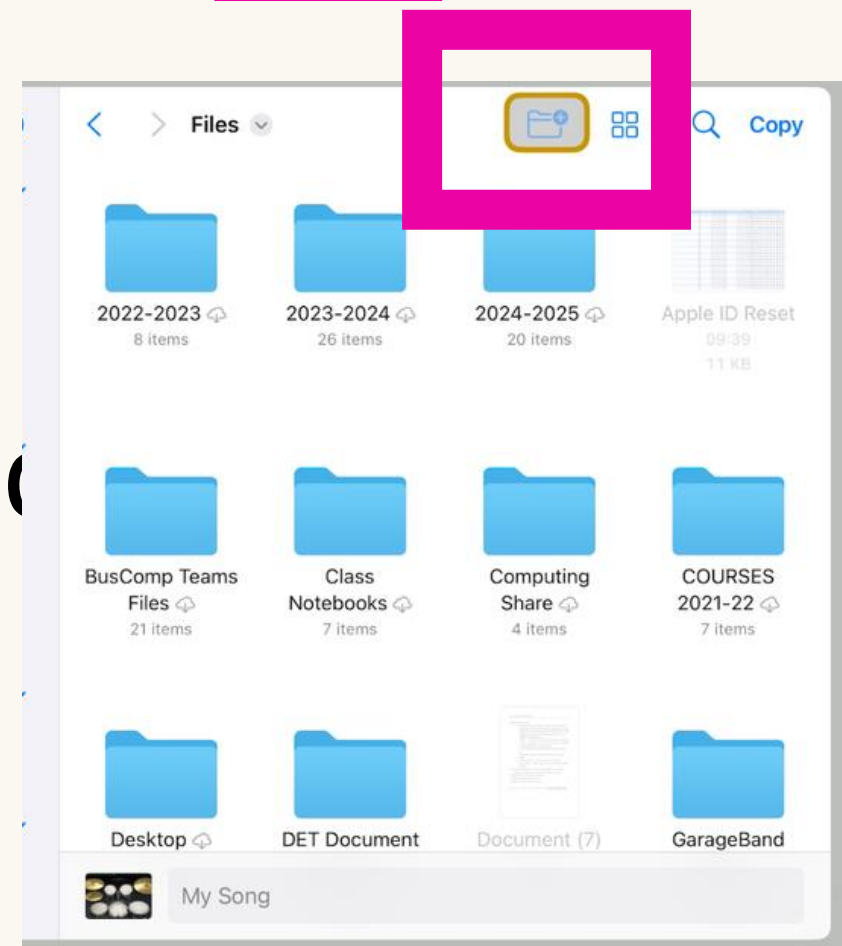
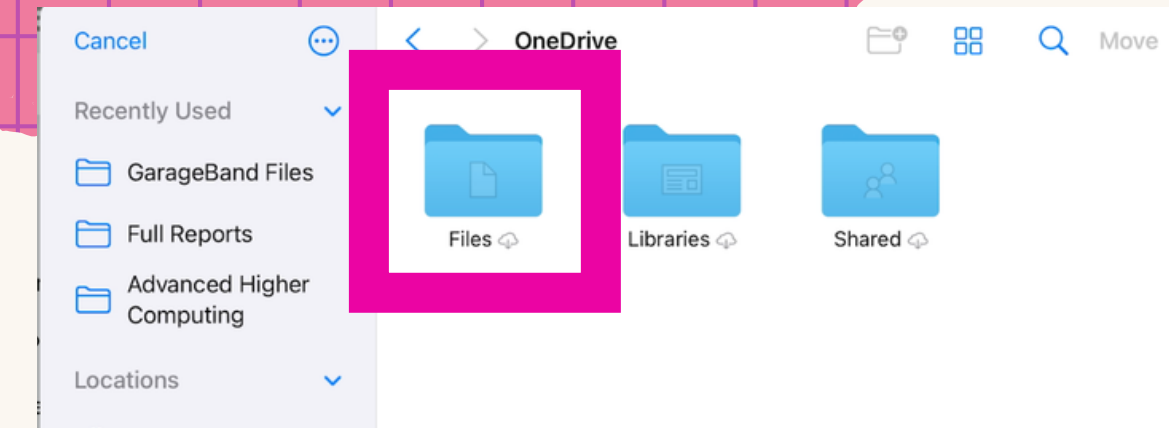
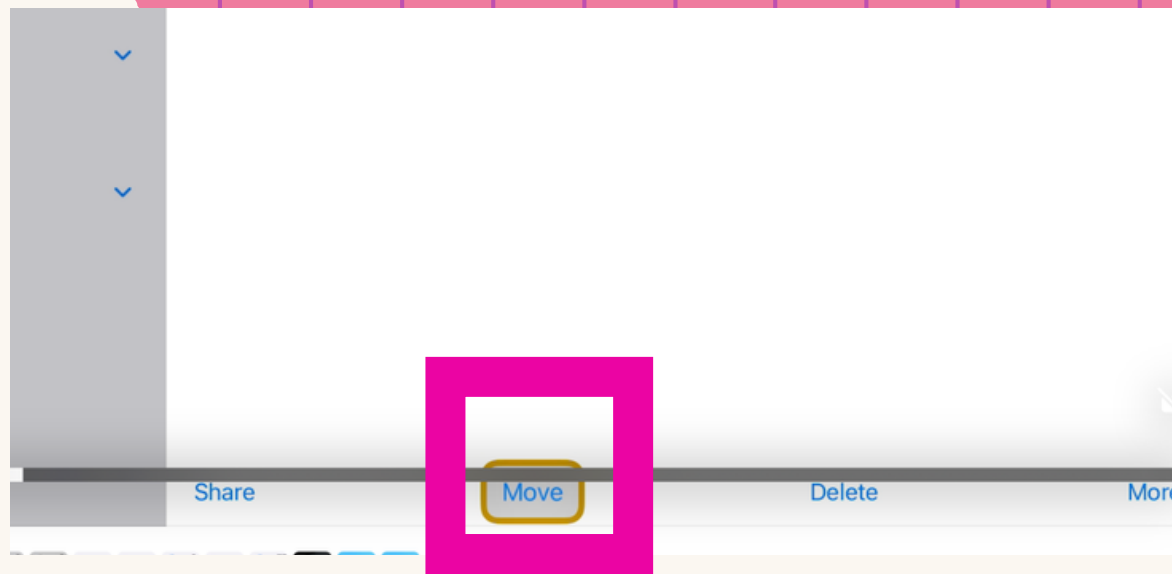


4. Tap Move

5. Navigate to OneDrive

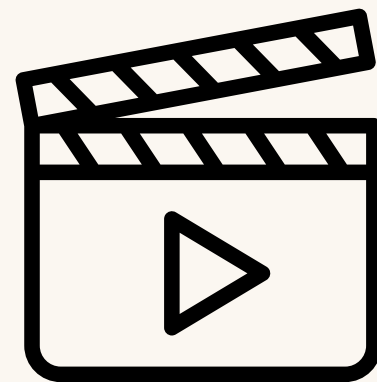
6. Create a New Folder called  
'Garageband'

7. Tap Copy



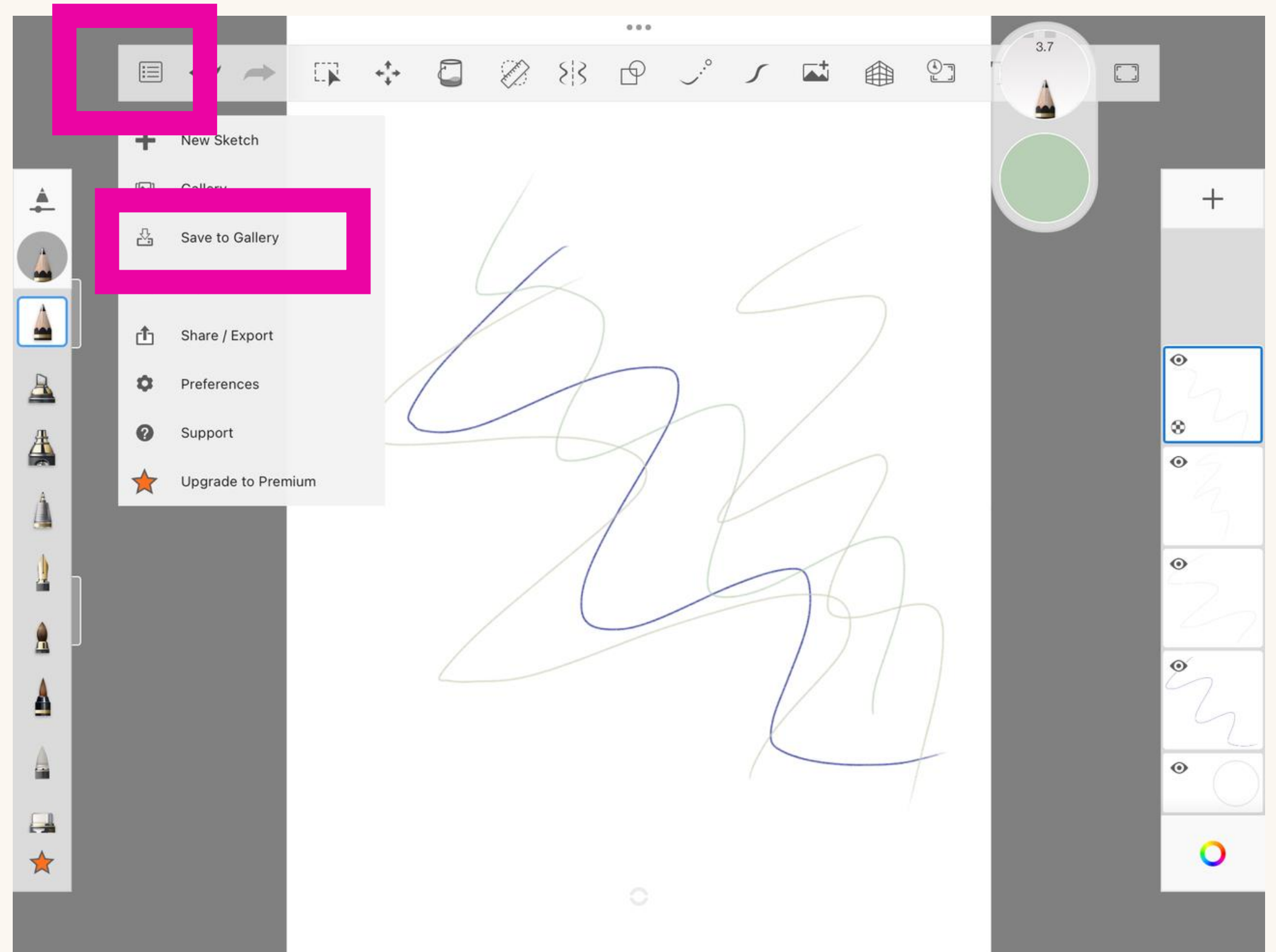


# Sketchbook

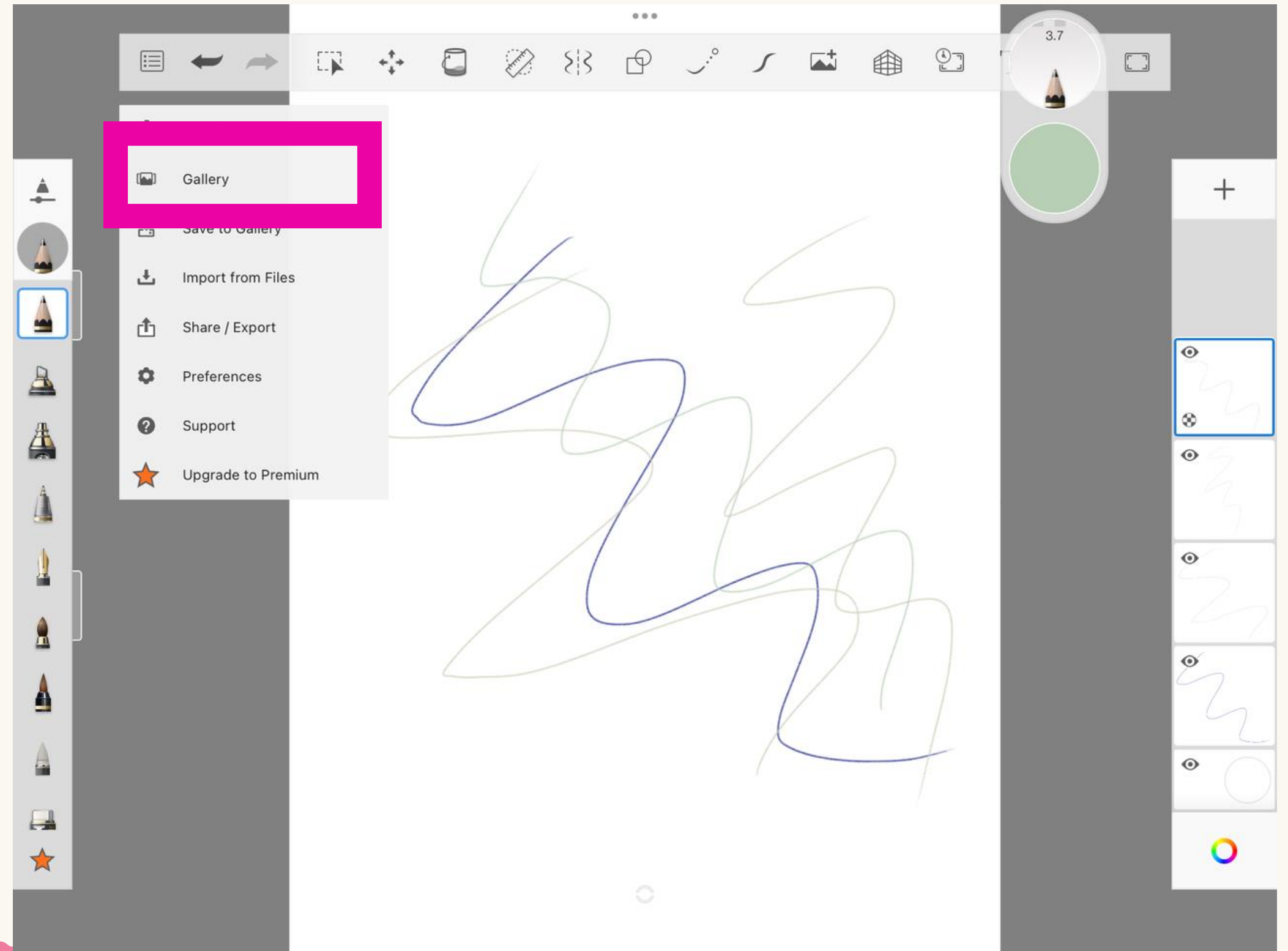


[Watch the step-by-step on](#)  
[Clickview](#)

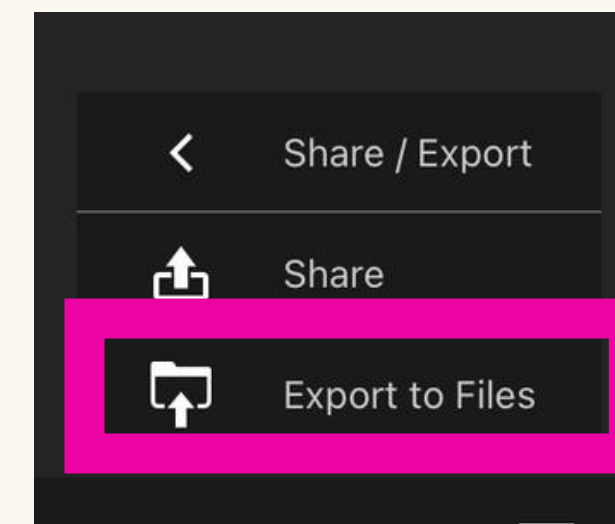
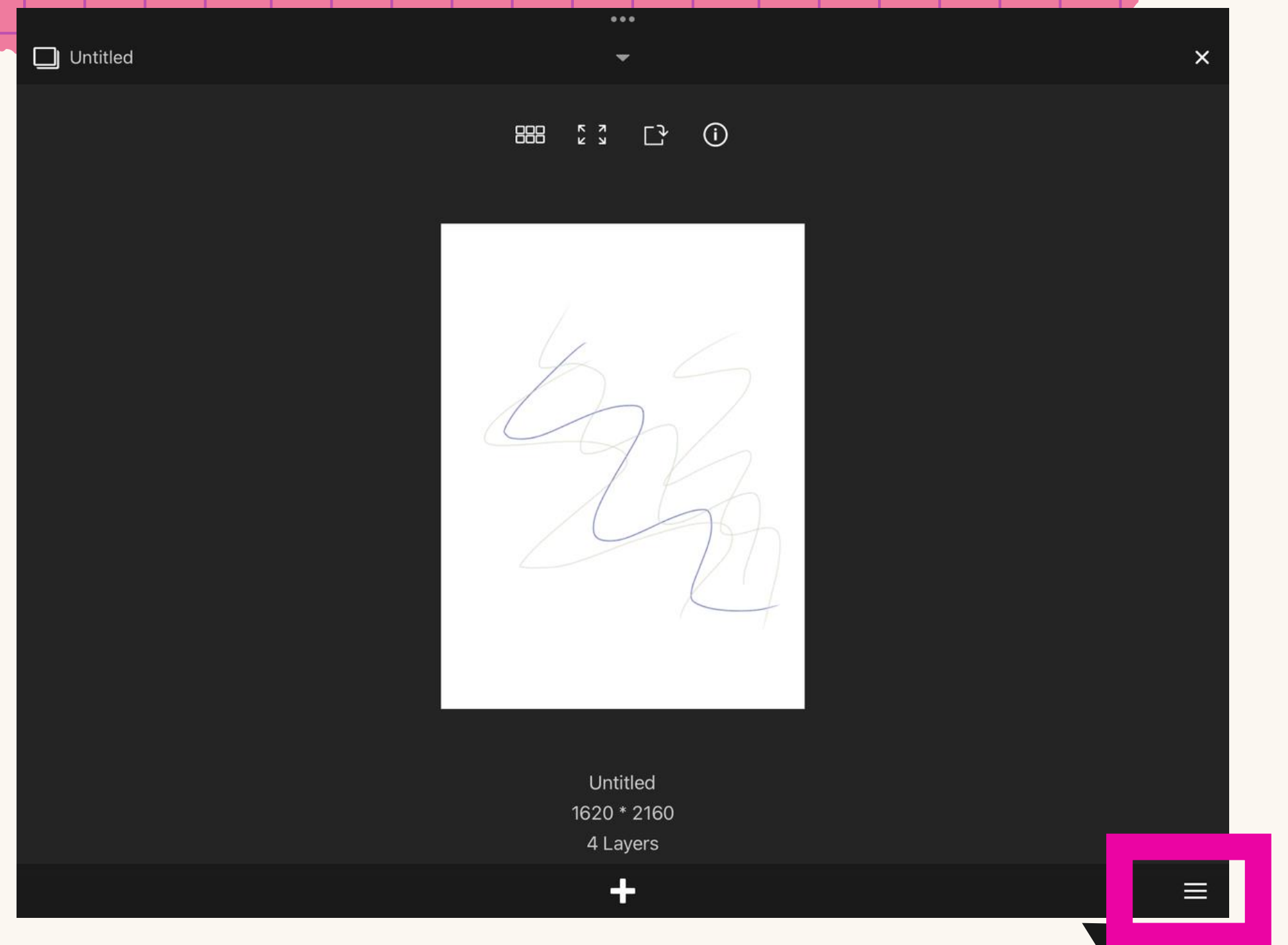
1. Tap the menu icon
2. Save to Gallery



4. Tap menu icon  
5. Gallery

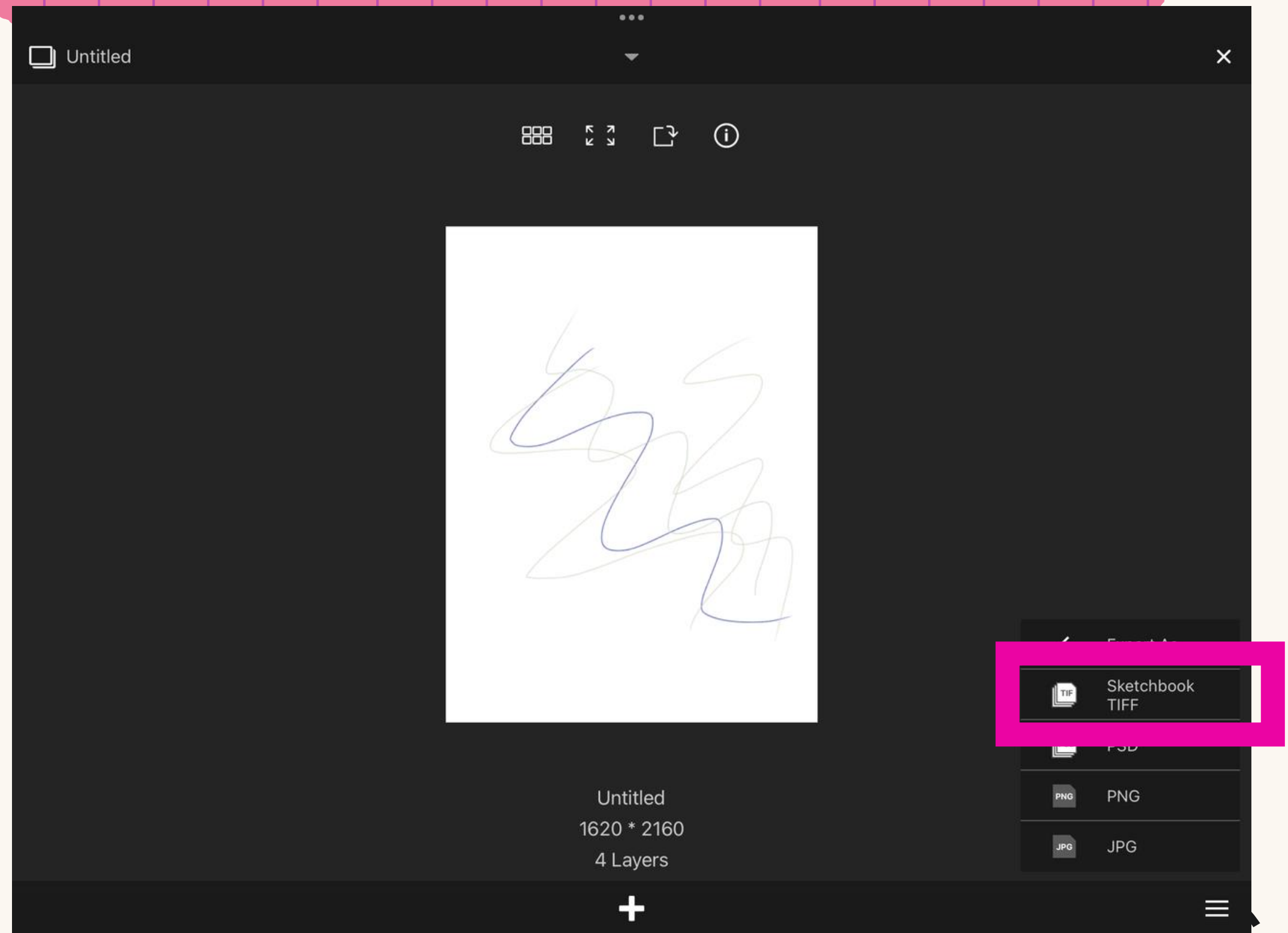


6. Tap the Menu icon
7. Tap Share/Export
8. Tap Export to Files



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

