

Backing up your iPad and/or preparing for new iPad-

Please backup all of your local data backed up to the cloud. Your local data is anything that is stored only on your iPad. The cloud is any online account that collects files, videos, pictures etc. from your device and makes it available on other devices or computers. Use your NPS Google account to backup your files. (We are unable to use accounts such as iCloud or Dropbox.)

Things that do **NOT** need to be backed up: (They are already in the cloud)

1. Google Drive, Slides, Docs, Sheets, Classroom, Mail, Jamboard etc.
2. Notability (if you turned on your auto-back up at the start of the year)

How turn on [Notability Backup](#)-

- a. Make sure it is backed up by going to Google Drive and checking your Notability folder (you will not be able to view the files- just make sure they are there)
 - b. You may want to screenshot your organization- you will have to recreate it
3. Other apps/web based accounts such as Socrative, Khan Academy, My Homework, Quizlet, Sora, Noodletools

If you are not using iCloud-

What **DOES** need to be backed up or [Airdropped](#) to your new iPad:

You may not have files/projects in all of these apps. Only do the ones you want to keep.

1. Photos/Videos
2. Notes/Reminders/Voice Memos/Freeform
3. iLife Suite (Garageband and iMovie)
4. iWork (Pages, Keynote, Numbers)
5. Green Screen by Do Ink (And Animations by DoInk)
6. Book Creator
7. Explain Everything
8. Stop Motion
9. Swift (There is not way to put this in the cloud- just screen shot your progress to save it and then start at the same point in the new app)
10. Any other App that does not automatically back up to the Cloud (See that App's Website for instructions)

NOTE: Not all files will be able to be viewed and edited in drive- many of these you will need to put back in the app to view/edit them.



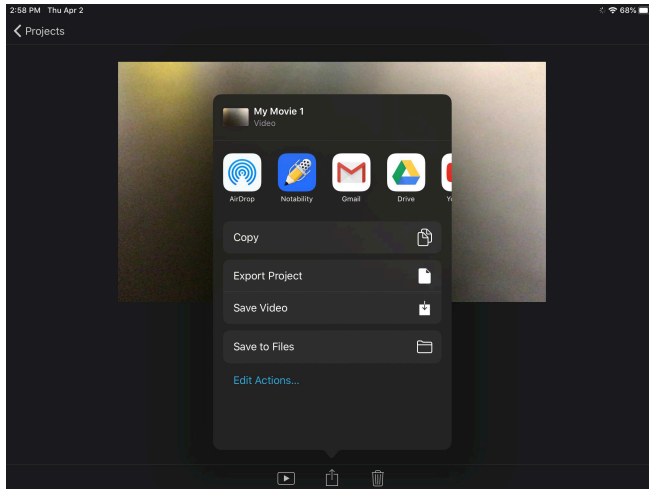
Backing up your Photos and Videos:

1. Open up Google your Photo Gallery (Not your Camera)
2. In Photos- Select the photos you want to back up
3. Click the Upload Arrow 
4. Click Drive or Airdrop
5. Chose Drive (A correct folder if you would like) and click **Upload**

Note: if you have a lot to backup you may want to do this in small groups and also create a folder in drive to store your backed up photos and videos

How to backup iMovie:

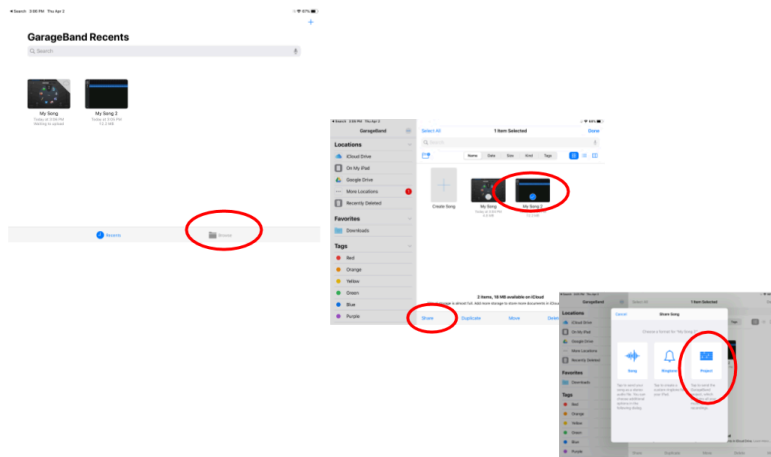
1. Click on the Movie you want to back up
2. Decide if you want to edit it again (choose **Export Project**) if you want it finished as a movie choose (**Save Video**) Note- the project file can be stored in drive but can not be viewed or edited in drive- it will have to be imported back into iMovie again.
3. Click the Upload Arrow 



4. Click **Export project or Save Video**
 5. Chose Drive (or Airdrop) and click **Upload (or airdrop to your new device)**
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How to back up Garageband:

1. Go to your Garageband files
2. Click Browse at the bottom of your screen
3. Select your file (one song at a time)
4. Click **Share** on the bottom of your screen
5. Choose Project (it will then be editable in GB again but you will not be able to open in in Drive- you will have to export it back to GB)
6. Upload to Drive (Or Airdrop)



Backing up Pages, Numbers, or Keynote



1. Open the App
2. Click Select and select all your files
3. On bottom left Click "Share"
4. Click Save to Drive (Or Airdrop)
5. Chose Drive (A correct folder if you would like) and click **Upload**

***Repeat for each FILE in each app- Pages, Keynote, Numbers**

Backing Up Green Screen by Do Ink




There are two options:

One: (if you are done working on your project- and only need a movie)


1. Finish your project
2. When in your project- Click Save (This will add the finished video to your Gallery/Photos)
3. Go to Google Drive and upload your video (See instructions for Photos and Videos)

Two: (if you need to continue working on your project- a green screen editable file. Can only be opened in Green Screen in the future.)

1. On your projects page
2. Click the upload arrow 
3. Click Export
4. Name your project > Continue
5. Choose Google Drive (Or Airdrop)


Backing Up Book Creator



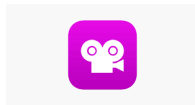
1. Start on your My Books home page (the library)
 2. Click the upload arrow 
 3. Choose File type
 - a. ePub= a ebook or a file that you can bring back into Book Creator to edit
 - b. PDF= a picture of your project in document form (no video/audio will work, Hyperlinks will)
 - c. Video= a finished video project that all items work but you can not edit
 4. Choose Copy to Drive (Or Airdrop)
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Backing up Explain Everything



1. On either the projects page or in your project, click the Upload arrow 
 2. Choose the type of file you want to back up
 - a. Video= finished project, view in video format only
 - b. PDF= a picture of your project in document form (not interactive, not a movie)
 - c. Image= Will make a JPG of the current slide
 - d. Project= Will save an Explain Everything file that can only be opened in the app but is editable
 3. Choose Copy to Drive (Or Airdrop)
 4. Click **SAVE**
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Backing up Stop Motion



1. Select your file
2. Click the **upload** arrow 
3. Export as a Movie (if you don't want to edit again) or a Project (if you want to edit again in new app)
4. Choose Drive (Or Airdrop), select a folder if you want and **Upload**