Department of Instructional Technology

How to back-up your iPad

A common "best-practice" when working with any kind of electronic device, such as a computer desktop, laptop, or mobile device is to remember to make regular back-ups of your important files. This document will focus on the iPad and specifically how to back-up important files and data to another location.

What doesn't need a backup?

All Apps, Books, Podcasts, iTunes U materials downloaded from the App Store, iTunes App, or iBooks App.
These items will not be lost if deleted or if the iPad fails. Apps can be downloaded again, free-of-charge, from the **App Store** under the "Purchased" menu in the App Store. There is also "Purchased" menu in both the **iTunes App** and **iBooks Store** so you can download those items again from the "cloud".

The Mail App doesn't need a backup. Since we use gmail here at Eanes ISD, users can view all mail at mail.google.com.
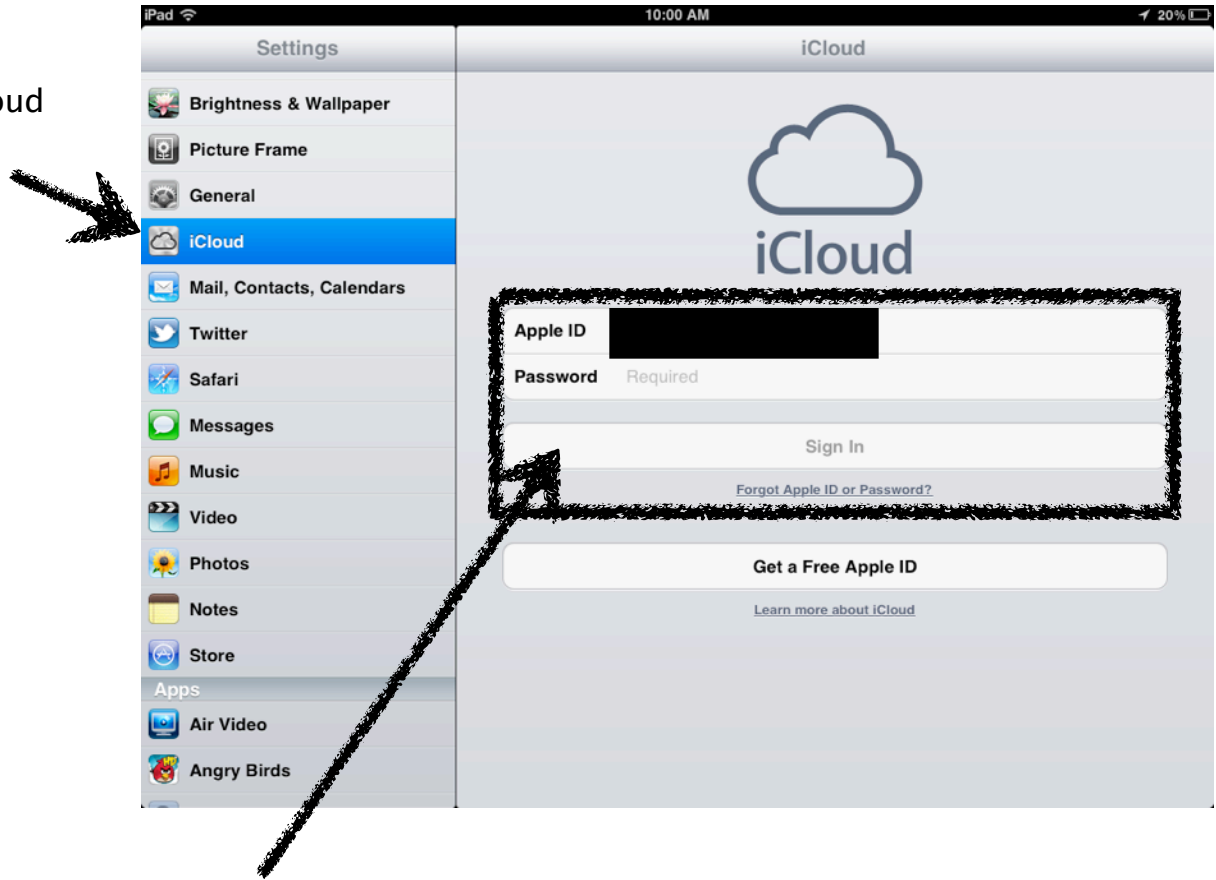
What needs to be backed-up are items like school-related documents, PDF files, notes, videos, pictures, etc.

Let's begin with iCloud setup:

1. Tap on **Settings**

2. Tap on iCloud

3. If you don't have iCloud setup on your iPad please enter in your Apple ID and password and log in.

4. Once you are logged into your iCloud account, turn "ON" Contacts, Calendars, Reminders, Safari bookmarks, Photo Stream, and select "Find My iPad". No need to select Mail or Notes to "ON".

5. While you are in Settings, be sure you to check "Mail, Contact, Calendars"

6. Select your school (Eanes) email. Be sure Mail, Calendars, and Notes are all "ON". This will backup or sync all Calendars and Notes created under that account to google servers.
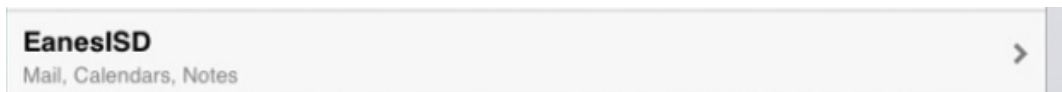
Next are documents and other types of files in Pages, Keynote, DocAS, and iFiles and other Apps on your iPad.

The best way to handle this is to copy files via the WebDAV option in each of the apps and copy to the "My Files" section in eBackpack or use your Eanes Home Folder.

This requires the App to be configured to communicate with the eBackpack WebDAV or Eanes Home folder WebDAV.

Step-by-step documentation on how to do this is location at the following links:

Pages: http://goo.gl/L6T3g

Keynote: Follow the same setup as above. Pages and Keynote follow the same sequence.

iFiles and DocAS: http://goo.gl/OzVaD
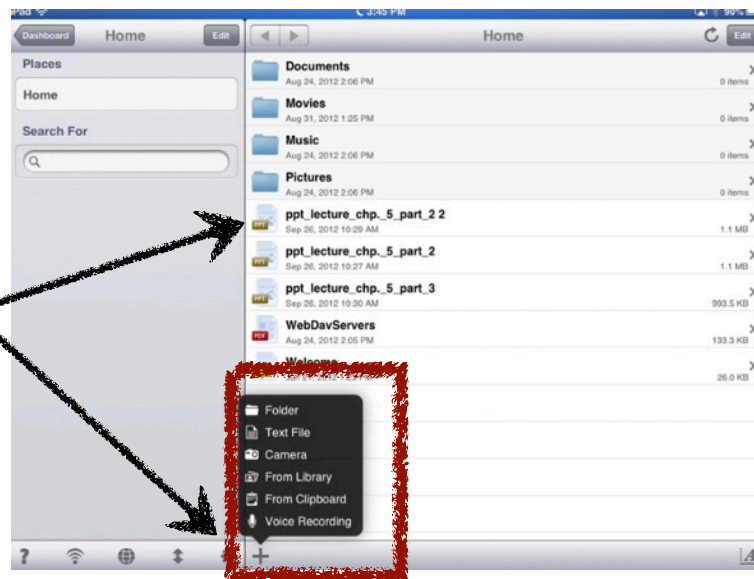
Once iFiles is setup, you can move Pictures and Videos from Camera Roll into iFiles. Click on Plus sign in bottom left corner.

Once the file is in iFiles app, simply select the file by simply holding finger down on file and **upload** to any server connected, like eBackpack – MY FILES.

*To connect any other App that has WebDAV built-in use the following server addresses:

eBackpack: https://eanes.ebackpack.com/ipad

Eanes Home Folder/Shared: https://drivegate.eanesisd.net/oneNet/NetStorage