



## Backing up your Important Documents

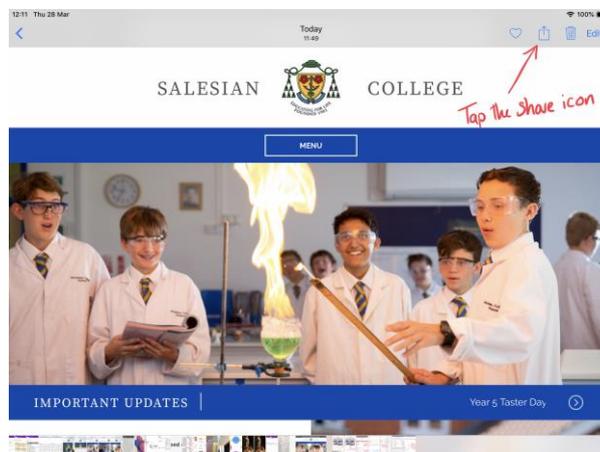
If you have any School Work that is saved on your iPad such as documents, photos, or videos, you should make sure that a copy has been saved to the College drives. If your work is only saved on your iPad and you were to lose or break it, you would lose all of your work.

The best place to save your work is either on your Home Drive or the Student Work drive which can be done through Foldr.

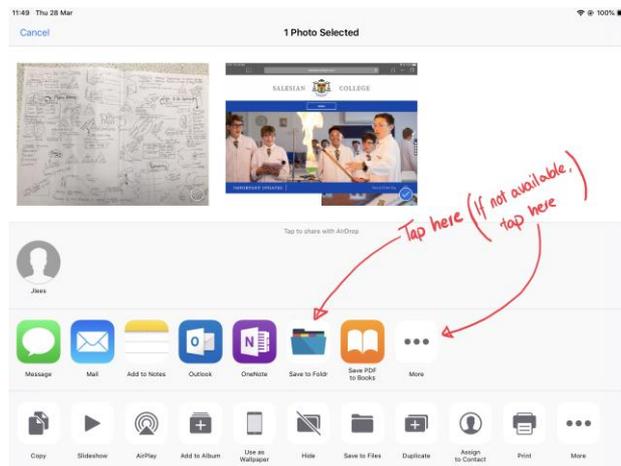
The following are two examples of how you might transfer a document that is on your iPad to the College network. This is followed by instructions on how to check whether OneNote has synced to the cloud or not.

### Saving Photos to Foldr

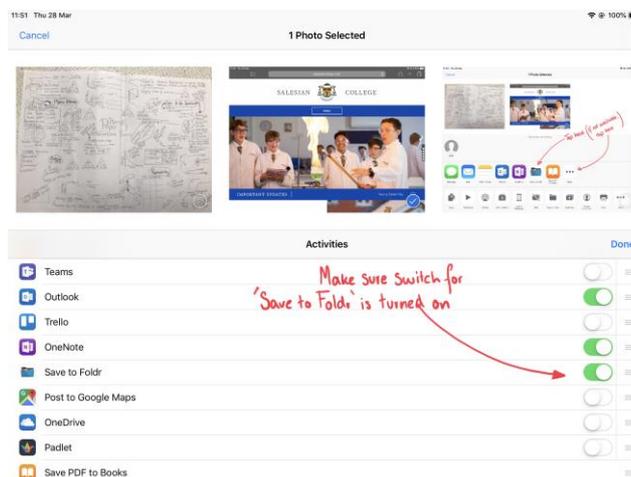
First, go into the photos app and find any of the photos that you need to make a copy of. Tap on one of the photos to open it up, and then tap on the share button in the top right hand corner.



On the new screen that opens up, tap on the save to Foldr option that is towards the bottom of the screen.



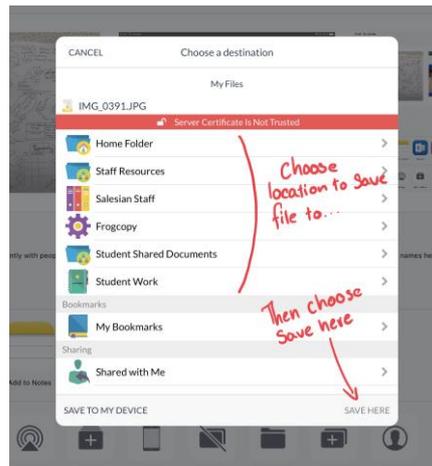
If you do not have this option, tap on More, and then make sure that the toggle switch



next to Foldr is turned on.

After selecting the Save to Foldr option, a new window will pop up. If it asks you to sign in, do so. If you get a message saying "Re-enter your account details to continue with Foldr" click OK and then press the home button, and go into the Foldr App. In the Foldr App, enter your password if necessary and log in. Return to the photos app and press sign in to continue.

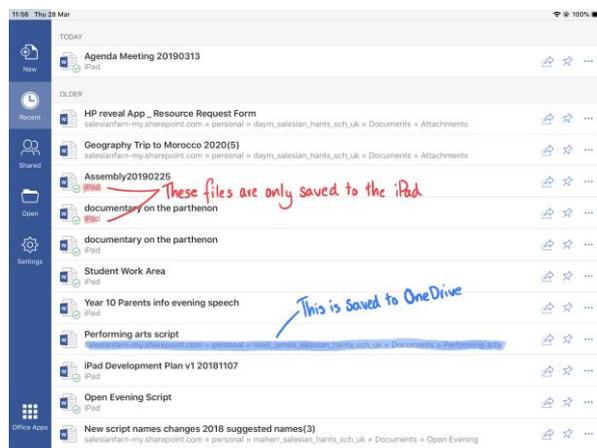
Then navigate through the menu to find the location you would like to save your photo



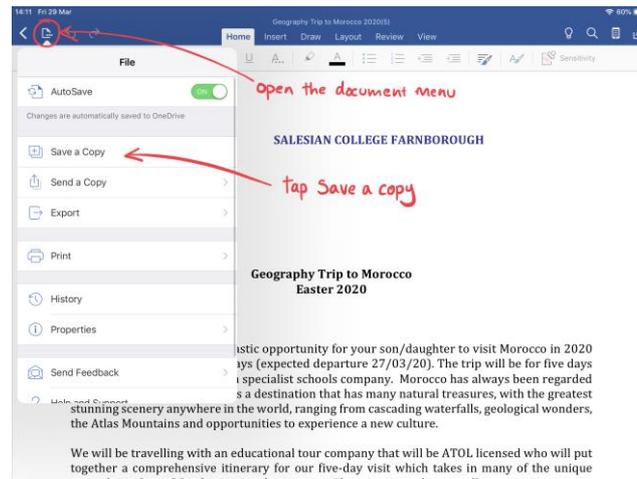
to, and then tap on the Save Here option.

## Saving Word/Excel/PowerPoint documents to Foldr

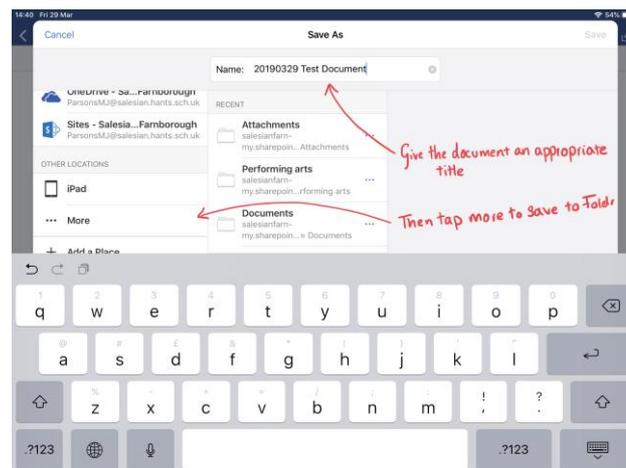
You can check to see whether you have any documents saved to your iPad instead of Foldr or OneDrive, by going into the particular app (e.g. Word) and going to the recent documents area. There, beneath the file name, you will see where the file has been stored. If the location is listed as “more” it is a file you have opened and saved already to the College Network through Foldr.



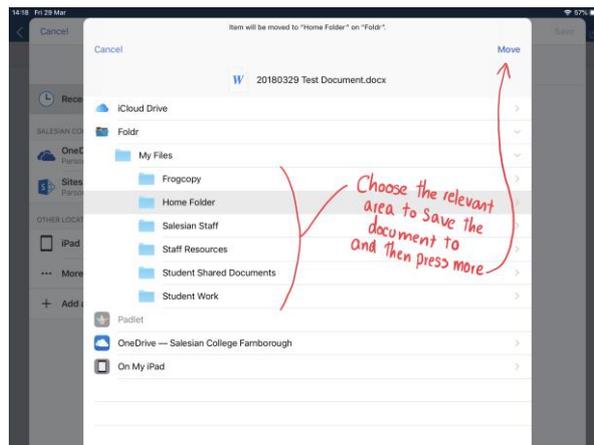
To save a copy of your document to the College Drives, open the file you would like to move, press the page icon to open the file menu in the top left hand corner, and press Save a Copy.



First, make sure that you give the document a sensible name. For school work, you should name the document with the date first in reverse order e.g. 20190329 followed by the document title. Once you've given the document a title, select the More option on the left hand side.



In the new window that pops up, select Foldr and navigate through to find the folder you would like to save the file to. Select the folder, and then press move in the top right hand corner of the screen.



The app will then return you to the version you have just saved not the original. You are then able to make further changes to the newly saved document and you can save these changes by simply pressing the arrow icon in the top left hand corner. This takes the document and syncs it back to the College drives.

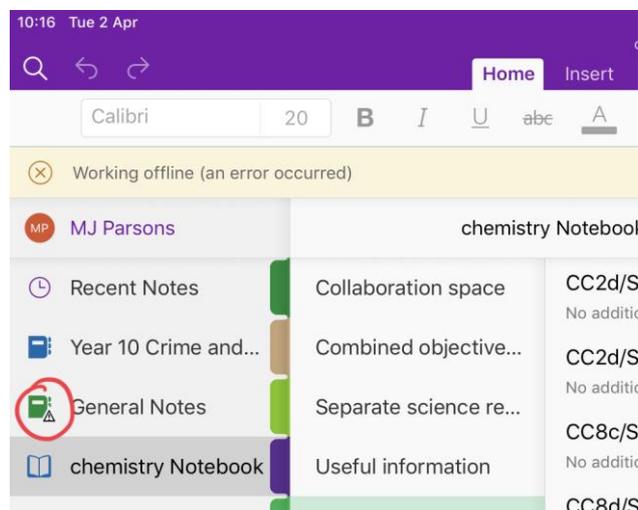
To open the file again you will need to navigate through Foldr to open it, as it will often not appear in your recent documents area.

## OneNote

One of the advantages of OneNote is that all of your work is automatically backed up online **as long as you have an internet connection**.

OneNote will automatically sync itself to the cloud at regular intervals, but you can also manually sync your data by pulling down on either your list of notebooks, pages, or sections until you see the spinning loading symbol.

You can tell if one of your notebooks has not been synced to the cloud by checking for the triangular warning symbol you can see below:



The most common reason for this to happen is that the iPad is connected to the internet but you are not signed in to the school filter. Even if you have signed in to the filter recently, try again as you can sometimes have been signed out without you realizing.