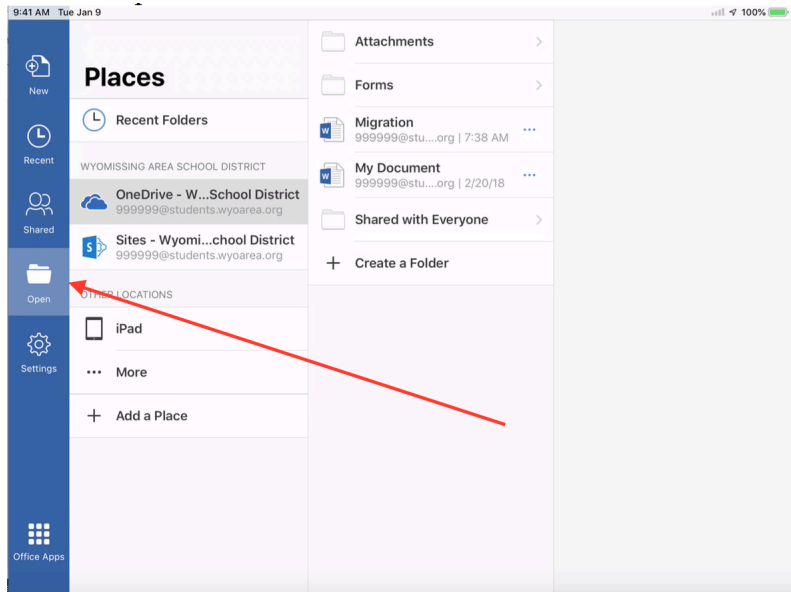


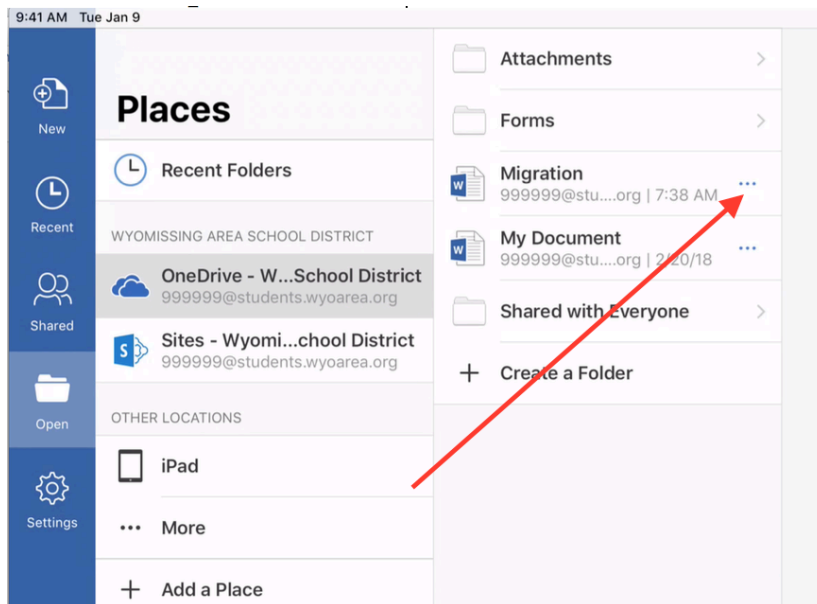
BEFORE YOU TURN IN YOUR IPAD: BACKUP YOUR DOCUMENTS

We want to make sure you have a good backup of any documents you may want to reference next year. Below are simple instructions for you to back up your documents.

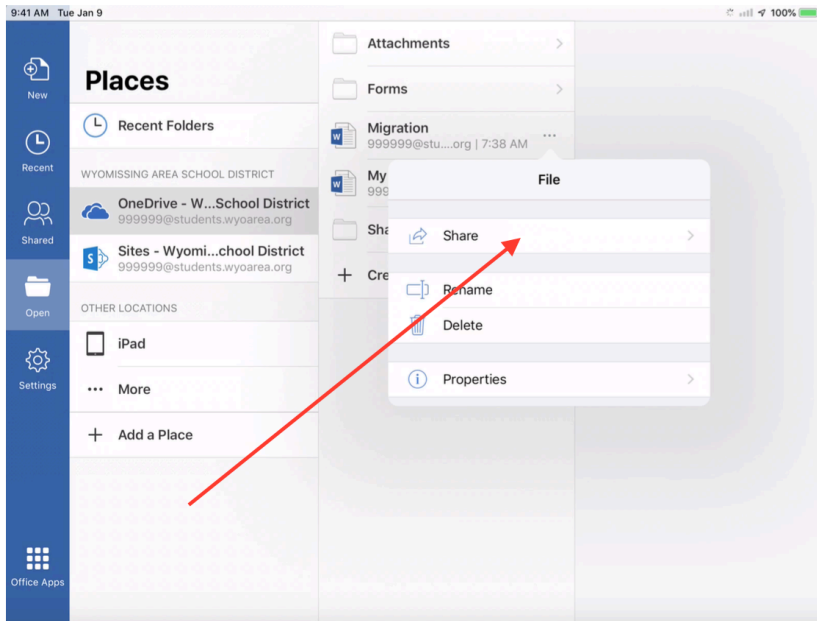
1. Depending on if you want to back up a paper, spreadsheet, or presentation. – tap on Word, PowerPoint, or Excel.
2. Tap on “Open”



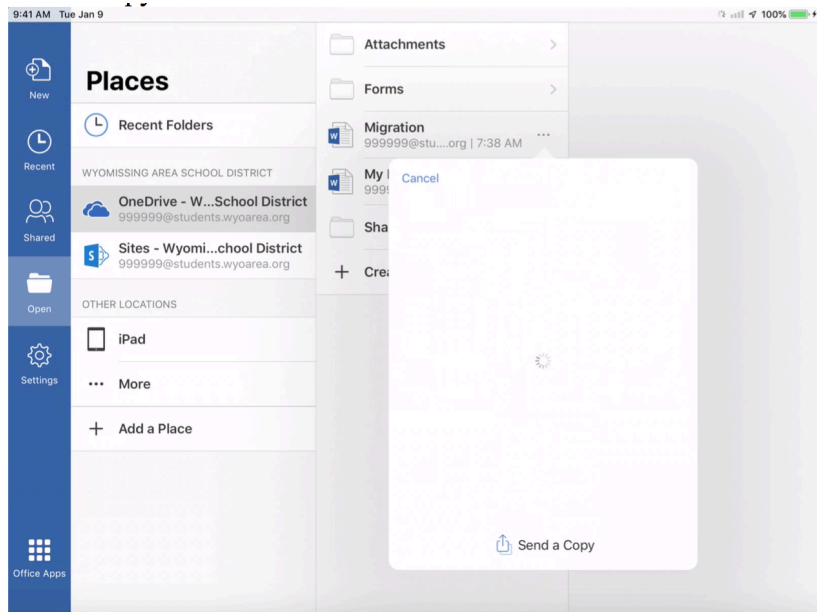
3. Click on the three dots next to the name of the file you want to back up.



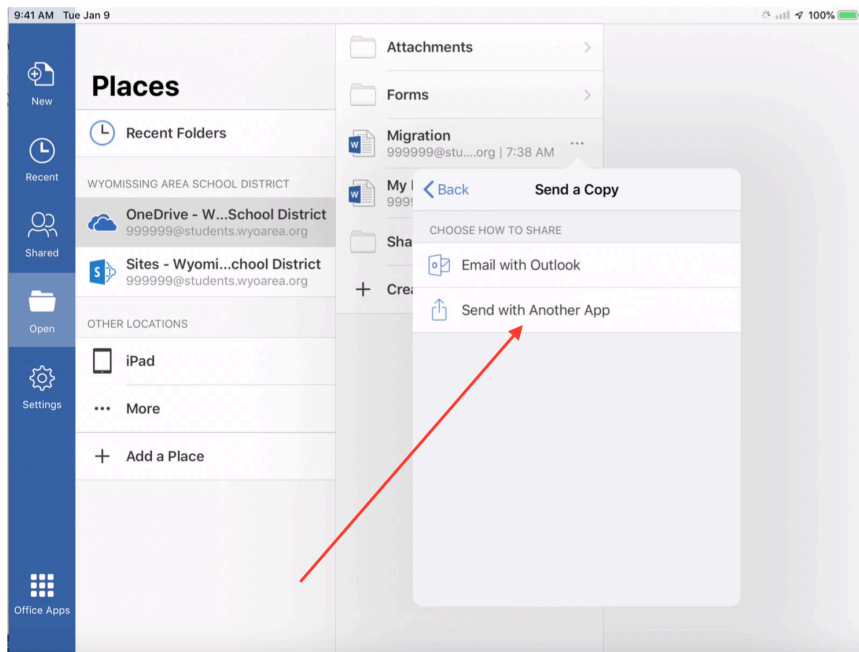
4. Tap the “Share” button.



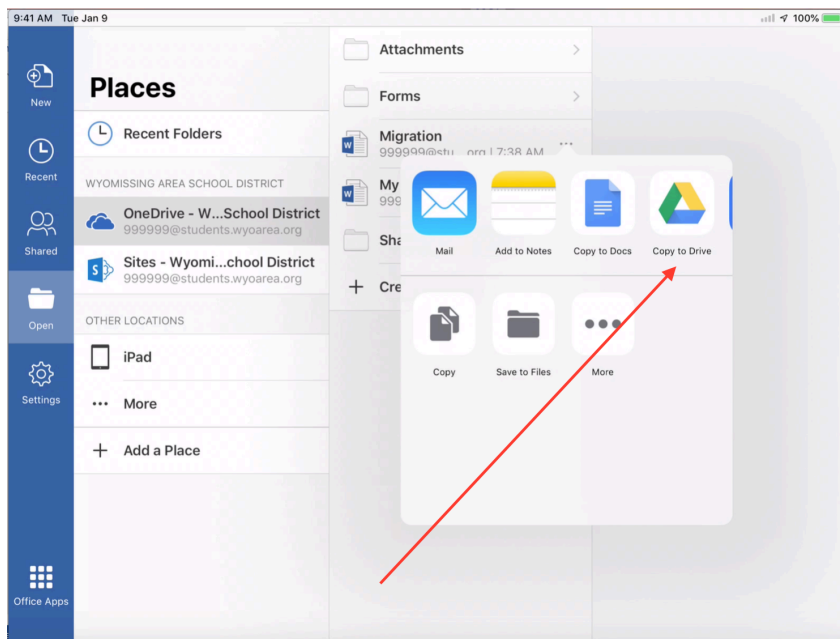
5. Tap the “Send a Copy” button.



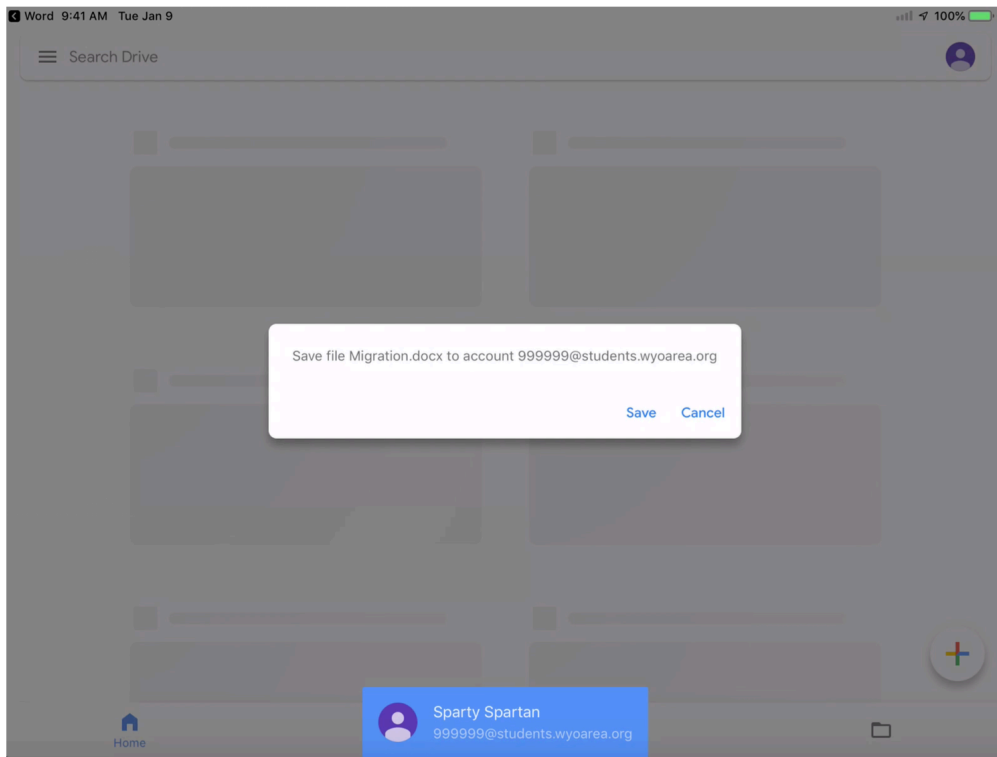
6. Tap “Send with Another App”.



7. Tap “Copy to Drive”



8. Your Google Drive will automatically open. Click “Save” when you see the question – save your file to your account.



9. After the document is backed up to your Google Drive you will receive a message saying “All pending uploads have completed”.