

Guide for Saving Files from iPad PLD to a Thumbdrive

Applications

This guide contains instructions on how to save files onto the thumbdrive for the following applications:

- iPhotos
- Notes
- Freeform
- Keynote, Pages, Numbers, Garageband, Reality Composer
- iMovie
- Clips
- Sketches School
- Procreate
- Notability
- Post-it
- Explain Everything
- Padlet
- Sketchbook
- Flipaclip
- General Steps for Other Applications

Please note that the list is non-exhaustive and based on commonly used applications by schools.

What to Prepare

Things You Need to Save Files on Your Thumbdrive

Before proceeding with factory reset of your PLDs, you will need to:

- Have one thumbdrive that is empty (recommend to be about 64 GB if you have many applications with files to be saved)
- Apple connector that can connect the thumbdrive to the iPad.





Photos

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Photos app.
2. Tap Select (top right-hand corner).
3. Choose the photos you want to save.
4. Tap the share icon (usually a square with an arrow pointing upward).
5. Select Save to Files.
6. Wait until the files are downloaded.
7. Locate the Backup folder or choose a different location.
8. Create a new folder and rename it to Photo Backup.
9. You should see the folder is empty, but the number of files that are ready to be saved will be at the bottom.
10. Tap Save.
11. Locate Photo Backup - Long press (Press and hold)
12. Tap Compress.
13. Tap "Archive" folder and select "Move"
14. Select Location > "On My iPad" > Backup_<date> > Photo Backup.
15. Tap Backup folder to transfer the zip file.

How to Restore the Files After Factory Reset

1. Open the Photos app on your iPad, then tap Import.
2. Select the photos and videos you want to import, then select your import destination.

Note

Import all items: Tap Import All.

Import selected items: Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.



Notes

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Notes app.
2. Tap "On My iPad" for the list of Notes that are stored locally on the iPad.
3. Select the Note you want to backup, and tap on the Share button.
4. Select "Save to Files"
5. Location > "On My iPad" > Backup_<date> >Notes Backup.
If this is the first time, create a new folder and name it Notes Backup.
6. Wait for the Notes to be saved.
7. Repeat steps 1-4 for all the notes that you would like to backup.

How to Restore the Files After Factory Reset

1. The notes will be saved to the Files app in a .txt format.
2. Open the .txt file, copy the contents of the .txt file.
3. Paste it into the Notes app.
4. Repeat steps 1-3 for all the notes that you would like to import back into the Notes app.



Freeform

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch Freeform App.
2. Open the file you want to transfer, click the arrow ▼ next to the title for the file
3. Export as PDF.
4. Save to Files.
5. Save "On my iPad".
6. Location> On my iPad > Backup_<date> > Freeform Backup.
If this is the first time, create a new folder and name it Freeform Backup.
7. Wait for the Freeform to be saved.
8. Repeat the process until you have complete all the wanted files.

How to Restore the Files After Factory Reset

1. Launch the Files app on your iPad.
2. Tap On my iPad.
3. Navigate to Backup_<date> > Freeform Backup.
4. Locate the exported PDF files you saved earlier.
5. Tap and hold the PDF file you want to restore.
6. Tap Move.
7. Select the location where you want to move the file (e.g., back to the Freeform app folder or another location).



Keynote, Pages, Numbers, Garage Band Reality Composer

Backing up onto the thumbdrive by compressing

How to Save onto the Thumbdrive

1. Launch the Files app.
2. Tap "On my iPad".
3. Locate Keynote (Folder) - Long press (Press and hold).
4. Tap Compress.
5. Tap "Archive" folder and select "Move".
6. Select Location > "On My iPad".
7. Tap Backup_<date> to transfer the zip file.

Repeat the process for Numbers (Folder) Pages (Folder), Reality Composer (Folder), GarageBand for IOS (Folder)

How to Restore the Files After Factory Reset

1. Launch the Files app.
2. Tap On my iPad.
3. Navigate to Backup_<date>. (be sure you are to move all files from your USB files to "on my iPad".
4. Locate the respective zip file (e.g., Numbers.zip, Pages.zip, Reality Composer.zip, GarageBand for iOS.zip).
5. Tap and hold the zip file.
6. Tap Uncompress.
7. The uncompressed folder should appear in the same location.
8. Tap and hold the uncompressed folder.
9. Tap Move.
10. Select the location On My iPad.
11. Move the folder back to its original location or the desired location.



iMovie

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the iMovie app.
2. Open the project you want to transfer.
3. Tap the share icon (usually a square with an arrow pointing upward).
4. Tap Export Project.
5. Select Save to Files.
6. Location> On my iPad > Backup_<date> > iMovie Backup
7. If this is the first time, create a new folder and name it iMovie Backup.
8. Tap Save.

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
2. Navigate to Backup_<date> > iMovie Backup. (be sure this is copy on your "On my iPad").
3. Find the exported iMovie project files you saved earlier.
4. Tap and hold the project file you want to restore.
5. Tap Share and select Open in iMovie.
6. If you don't see the Open in iMovie option, you might need to select Copy to iMovie or a similar option, depending on your iOS version.

OR

1. Launch the iMovie app on your iPad.
2. Go to the Projects screen.
3. Tap the "+" icon to create a new project.
4. Select Movie.
5. Tap the Import icon.
6. Navigate to the Files app location where your project is saved. (if it is on thumb drive, please make sure you plug in otherwise drag the backup folder to "on my iPad")
7. Select the project file to import it into iMovie.



Clips

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Clips app.
2. Select the clips you want to keep/export.
3. Tap the Share button (usually a square with an arrow pointing upward).
4. Under the project name, choose Project.
5. Save to Files Select Location> On my iPad > Backup_<date> >Clips Backup folder.
If this is the first time, create a new folder and name it Clips Backup.
6. Wait for the clip to be saved.
7. Repeat the process until you have completed saving all the wanted files.

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
2. Go to Backup_<date> > Clips Backup folder where you saved your clips - save it on to "On My iPad".
3. Tap Select at the top right corner.
4. Choose the clips you want to restore.



Sketches School

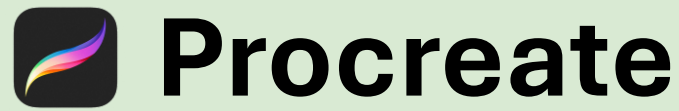
Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Files app.
2. Tap "On my iPad".
3. Tap and hold "Sketches School" folder.
4. Tap "Compress".
5. Tap SketchesSchool.zip and select "Move".
6. Select Location > "On My iPad" > Backup_<date>
7. Tap Backup_<date> to transfer the zip file

How to Restore the Files After Factory Reset

1. Launch the Files app.
2. Navigate to On My iPad > Backup_<date>.
3. Select Uncompress SketchesSchool.zip file. to unzip the file.
4. Tap and hold the Sketches School folder.
5. Select Move.
6. Navigate to On My iPad or the desired location.
7. Tap Move to complete the transfer.



Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Procreate app.
2. From the Gallery, tap Select from the top menu.
3. Tap the artwork you want to back up. A checkbox with a tick will indicate the ones you've selected.
4. Tap Share.
5. Choose Procreate format to back up the artwork with layer information and other settings.
6. 'Exporting' and a progress indicator will appear.
7. Select Location > On my iPad > Backup_<date> > Procreate Backup"
If this is the first time, create a new folder and name it Procreate Backup.
8. Tap Save - wait for the copying process to complete

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
 2. Navigate to On My iPad. Go to Backup_<date> > Procreate Backup.
 3. Locate the Procreate files you saved earlier.
 4. Import the Files into Procreate:
 5. Tap and hold the Procreate file you want to recover.
 6. Tap Share.
 7. Select Copy to Procreate or Open in Procreate.
- For Bulk import:
1. Open the Files App
 2. Go to On My iPad. Navigate to Backup_<date> > Procreate Backup.
 3. Tap Select at the top right corner.
 4. Tap each Procreate file you want to import. A checkmark will appear next to each selected file.
 5. Tap the Share icon (a square with an arrow pointing upward) at the bottom of the screen.
 6. In the Share menu, tap Copy to Procreate.
 7. Procreate will open and start importing the files in bulk.



Notability

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Tap ... > Select Notes.
2. Tap the notes you would like to export.
3. Tap Share (locate at the bottom of the screen).
4. Decide on Share Options - File Format: Choose from PDF, Note, JPEG, or PNG
5. Each file format has different options under More options for you to customize.
6. Save to Files.
7. Select Location> On my iPad > Backup_<date> > Notability Backup.
If this is the first time, create a new folder and name it "Notability Backup".
8. Tap Save - wait for the copying process to complete.

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
 2. Navigate to Backup_<date> > Notability Backup.
 3. Locate the exported files (e.g., PDFs, Notability notes).
 4. Tap and hold the file you want to restore.
 5. Tap Share.
 6. Select Copy to Notability or Open in Notability.
 7. The Notability app will open and prompt you to import the selected file.
 8. Follow the on-screen instructions to complete the import.
 9. Repeat the Process:
 10. Repeat these steps for each file you need to restore.
- OR
1. Open Notability App
 2. Tap +New in the Library to create a new note.
 3. Tap import, navigate to the Files app and locate On My iPad > Backup_<date> > Notability Backup.
 4. Tap on the file to import it into the note.



Post-it

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Post-it App.
2. Go to the collection of boards.
3. Tap Select on the top right, choose a board you wanted to back up.
4. Tap the Share button, choose the export format (Post-it File).
5. Save to Files Location > On my iPad > Backup_<date> > Post-it Backup.
6. If this is the first time, create a new folder and name it Post-it Backup.
7. Wait for the files to be saved.
8. Repeat the process until you have all your boards.

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
2. Go to On My iPad > Backup_<date> > Post-it Backup.
3. Find the Post-it files (Post-it File format) you saved earlier.
4. Tap and hold the Post-it file you want to restore.
5. Select Post-it App from the share sheet options to import the files back into the app.



Explain Everything

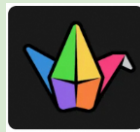
Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch the Explain Everything app.
2. Select all projects/whiteboards.
3. Tap Export (first icon on the top left).
4. Save to Files Location> On my iPad > Backup_<date> > Explain Everything Backup.
5. If this is the first time, create a new folder and name it Explain Everything Backup.
6. Wait for the files to be saved.

How to Restore the Files After Factory Reset

1. Open the Files app on your iPad.
2. Go to On My iPad > Backup_<date> > Explain Everything Backup.
3. Select all the files you want to import.
4. Tap the share icon.
5. Copy to Explain Everything or Open in Explain Everything.
6. Explain Everything will open and start importing the selected files. This may take some time depending on the number and size of the files.



Padlet

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Open your padlet and click the Share arrow in the action bar.
2. Scroll down and to the Export options.
3. Click your preferred file format and adjust the settings if needed. Now you have exported your padlet.

Save as image

1. This option will export your padlet as a PNG file.

Save as PDF

1. For this option, you will need to choose your preferred page size and orientation. You will also need to decide if you'd like a Handout or Slides. Then click Generate to complete the export.
2. *A Handout will generate your padlet just as it sounds - with your posts on a paper. Slides will generate each slide on a page in PDF form. With Slides you can decide if you'd like the background included or excluded.
3. Once the PDF loads in a new tab, click the download button in the upper right corner.
4. The attachments of your exported PDF are fully functional, so you can click any attachment to load it in a new window.

Save as CSV

1. This will download your padlet as a CSV file. You can use Numbers on a Mac or Microsoft Excel to open this file.

Save as Excel spreadsheet

1. This will download your padlet as an XLSX spreadsheet file. This exported spreadsheet will contain as many as four detailed worksheets depending on the contents of your padlet: Posts, Comments, Reactions and Summary. Attachments on the padlet will be linked directly on the exported spreadsheet.

How to Restore the Files After Factory Reset

How to transfer PDFs to your iPad.

1. Open iTunes.
2. Click on Device and select Books.
3. Drag and drop the PDFs into your iTunes Books library.
4. Sync your iPad to your newly updated iTunes Books library. You can sync all your files or select them individually.
5. Click Apply to begin the file transfer.



Sketchbook

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

Exporting the current canvas

1. Tap Info Settings icon, then Save.
2. Tap Export to Files .The browser lets you edit the name of the export. This name is only applied to the export and is not assigned to your piece in Sketchbook. If the file had been previously saved and given a name in the Sketchbook Gallery, that name will be applied in the dialog.
3. Once you tap SAVE, the dialog will dismiss and you will return to Sketchbook.

Exporting multiple canvases from the Gallery

1. In the Gallery, pinch-zoom out or tap to enter small thumbnail view.
2. Tap Select in the lower left corner, and select the files you want to export.
3. Tap menu and choose Share or Export to Files.
4. Share will give you the option to choose TIFF or PNG.
5. Export to Files will export TIFF.

How to Restore the Files After Factory Reset

Import from Files

1. Tap File icon, then select Import from Files Gallery. This will launch the iOS Files browser, where you can browse files on your device or on any cloud storage you have enabled on your device.
2. Tap the file to import.



Flipaclip

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Launch Flipaclip.
2. Click 3 dots on the top right.
3. Select Make Movie.
4. Select a format MP4 or PNG sequence.
5. Select Save to Photos or Select More (check if there is an option for File Explorer so you can choose to select external storage)

Note: May need to open each existing files within the Flipaclip app and then manually save to Photos (if not saved yet)

How to Restore the Files After Factory Reset

Import from Files

1. Tap File icon, then select Import from Files Gallery. This will launch the iOS Files browser, where you can browse files on your device or on any cloud storage you have enabled on your device.
2. Tap the file to import.

General Steps for Apps not Covered Above

Backing up onto the thumbdrive by copying

How to Save onto the Thumbdrive

1. Open the app.
2. Select File or select multiple if it allows.
3. Export Files by tap the Share icon (choose appropriate files if you can).
4. Save to files - Choose location On My iPad Location> On my iPad > Backup_<date>.
5. Best if you can organise the backup folder by the application - hence if this is the first time, create a new folder and name it appropriately (e.g., Backup_<date>, App Backup).
6. Tap Save and wait for the copying process to complete.

How to Restore the Files After Factory Reset

Import from Files

1. Tap File icon, then select Import from Files Gallery. This will launch the iOS Files browser, where you can browse files on your device or on any cloud storage you have enabled on your device.
2. Tap the file to import.