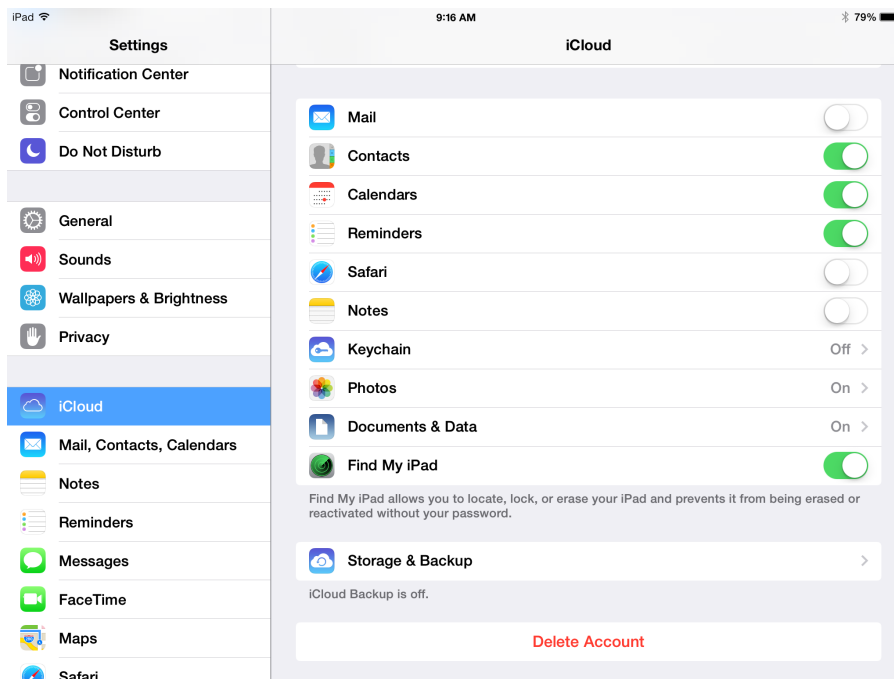
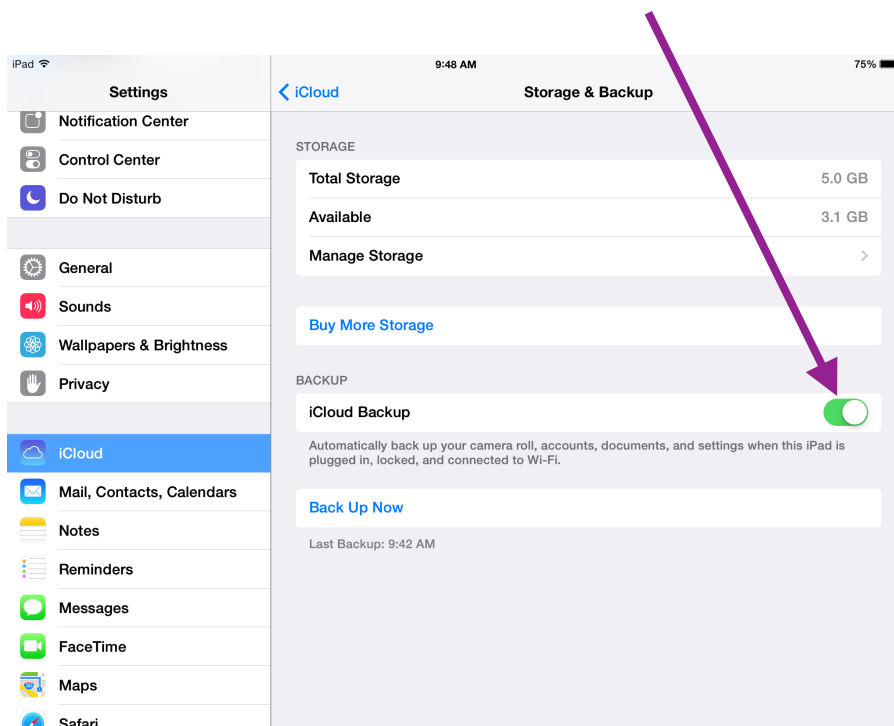


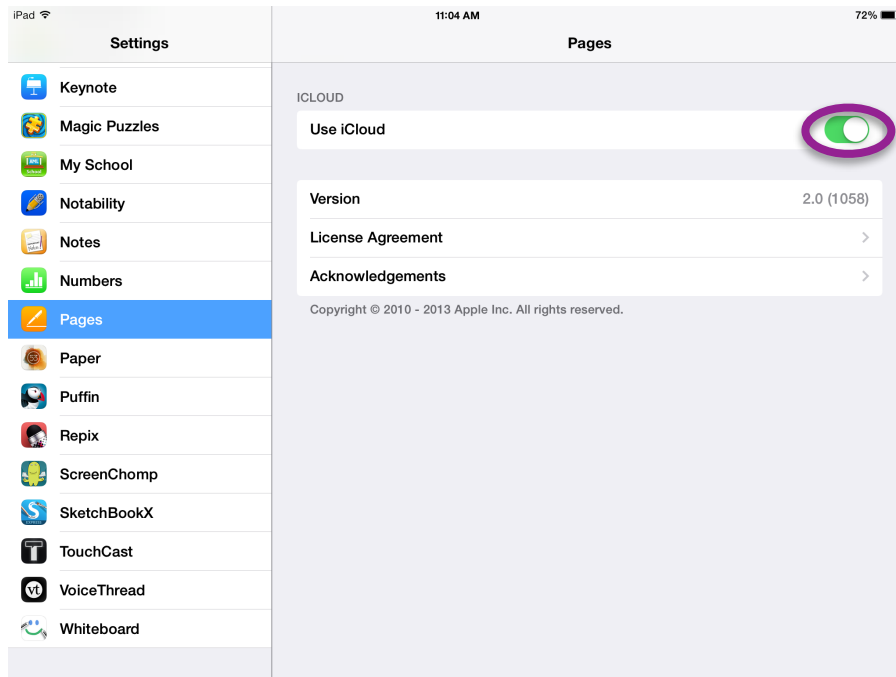
You should have iCloud turned on and have Pages, Keynote and Numbers set to back up to iCloud. On your iPad, go to Settings -> iCloud.



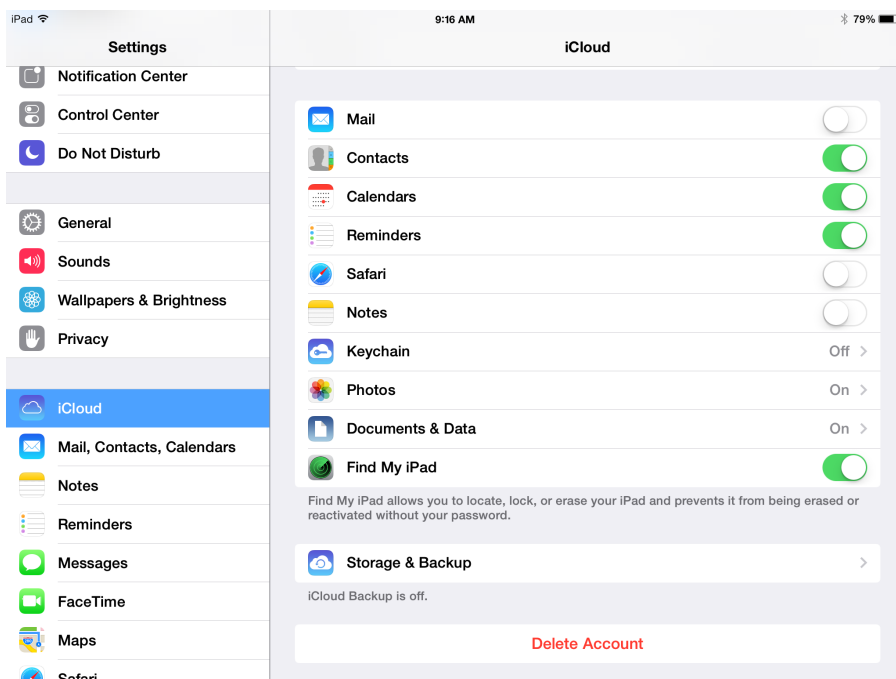
Tap *Storage & Backup* at the bottom. Make sure that *iCloud Backup* is turned on.



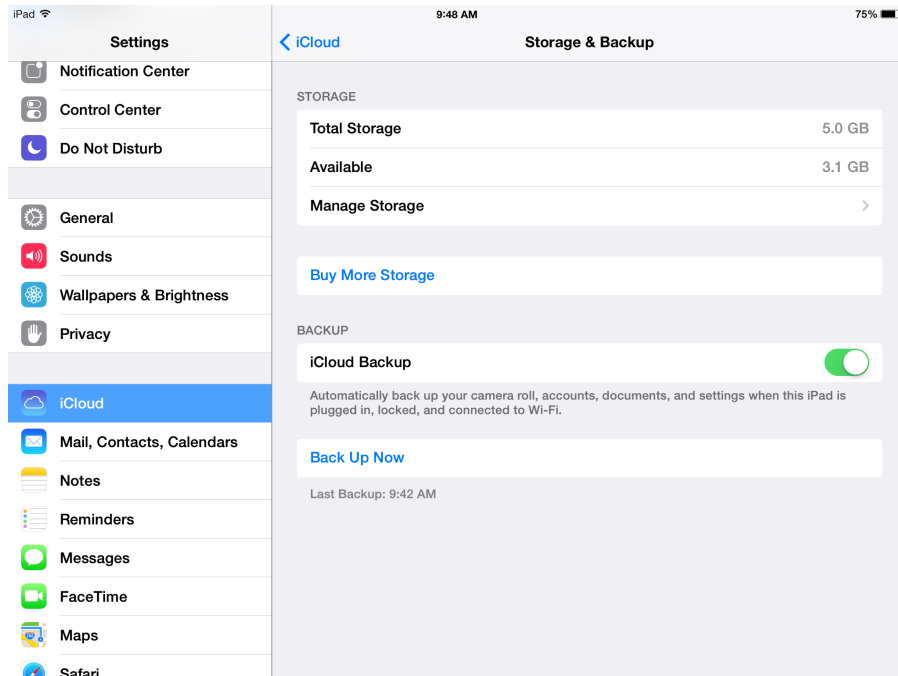
Next, scroll down the list on the left side of the screen under *Settings* until you find *Pages*, *Keynote* or *Numbers*. Make sure that *Use iCloud* is toggled to the *On* position. Repeat this for *Keynote* and *Numbers*.



Scroll back up to *iCloud* on the left side of the screen and tap *iCloud* to open the iCloud settings screen. Tap *Storage & Backup* at the bottom.



Locate *Back Up Now* at the bottom of the screen and tap it to back your iPad up to iCloud. You do not have to wait for the back up to complete before you exit out of this screen. You can use your iPad to do other things while it is backing up. It will now automatically back up daily to iCloud.



You will have to keep an eye on how much available storage you have for backing up, particularly if you have multiple devices backing up to the iCloud. You can select what you do and do not want to have backed up. Apple gives you 5 GB of free storage. You can purchase 10, 20 or 50 GB of additional storage for an annual fee ranging from \$20 to \$100 per year. You may also opt to back your iPad up to iTunes regularly by connecting it to a computer. This is another option that works well. Just be sure to back up your device and especially all of your work on a regular basis. Please come see Ms. Lassacher if you have any questions or need any help.