

How To Free Up Space On Your iPad

iPads have a limited amount of space. To keep them working at their best, be sure to keep several GB of open space on the device.

Checking iPad Storage

Open the Settings app. Select iPad Storage in the right column from the General menu. This will show you where most of your storage space is used.

Here are some tips for clearing space on iPads.

1. **Google Photos** was installed on student devices this year to allow easy backup for photos and videos. Back up all photos/videos in Google Photos:
 - a. Open Google Photos.
 - b. If you have never used it this year, it will prompt you to back up photos using the app. Choose to back up using your myfsd.org account and the High Quality (unlimited) option. Wait for the upload to complete
 - c. If you have already set up Google Photos to back up your items, when you open the app it should show a “backing up” wheel in the top right corner and show when backup is complete.

2. Once you have backed up all of your photos/videos, **remove them from the Photos app**. This should clear a good deal of space on the iPad.
 - a. Open the Photos app.
 - b. Select the photos you can delete by going through to select individual photos, or use the Select All option for the biggest result. Remember, you backed everything up to Google Photos, so the items are not lost!
 - c. Once everything is selected, use the trashcan icon to delete the items.
 - d. **Here is the important part!** After deleting items, go to Albums >> Recently Deleted and Select All. Then select Delete All.

3. **Notability**, too, can take up a good deal of space if there are a large number of notes. Back up then delete extra notes not in use.
 - a. Open the Notability app.
 - b. Select the gear in the bottom left corner.
 - c. Choose Auto backup and Google Drive. You may have to sign in with your myfsd.org account
 - d. Wait for the backup wheel to complete the blue circle.
 - e. Check your Google drive for a Notability folder. You should see all of your notes there with the .note extension. That is the Notability format and lets you know that you can download that note into Notability again and use it like before.
 - f. Once everything is in your Drive and you have verified that, delete any old notes from Notability that you no longer need or do not need right now.

- i. Slide left on the note you want to delete and select the trashcan. Do this for all notes you want to delete.
 - ii. Select the trashcan in the bottom left menu bar. A list of deleted notes will appear.
 - iii. Select All to remove all of the notes or select individually and choose the Delete option.
 - iv. It will ask if you want to permanently delete the note. Confirm to delete (because you backed up all of your notes to Google Drive and verified they were there).
4. **Emails**, while small, can take up space if you have a large number of them.
 - a. Be sure to go into the Trash and Empty Trash Now. If you have never emptied your trash, now is the time!
 - b. Take a few minutes to go through your email and delete any you no longer need. Be sure to empty the trash again.

Here is a tip to make deleting emails easier.

--Go to the Settings option in email.

--Choose Swipe actions.

--Select with the right swip or left swipe to be Trash instead of Archive.