

## Year 4 iPad Programme Managing Storage Space

### Introduction

This document contains instructions for managing storage space on your iPad Air. Your iPad's total capacity will be 16GB, 32GB, 64GB or 128GB. However, some space is used for the operating system, built-in apps and system memory, leaving approximately the following amount available.

Model	Total Capacity (approx.)
iPad Air 16 GB	12.8 GB
iPad Air 32 GB	28 GB
iPad Air 64 GB	57 GB
iPad Air 128 GB	114 GB

The available storage space on your iPad will be used up by the following:

- Apps
- Documents and data created within apps.

For example:

#### **Built-in Apps**

App	Data and Documents
Photos (Camera Roll)	Photos and video taken with the camera or copied from other sources
iBooks	iBooks downloaded from iBooks Store
Music	Songs downloaded from iTunes Store
Videos	Movies downloaded from iTunes Store
Podcasts	Audio and video podcasts downloaded

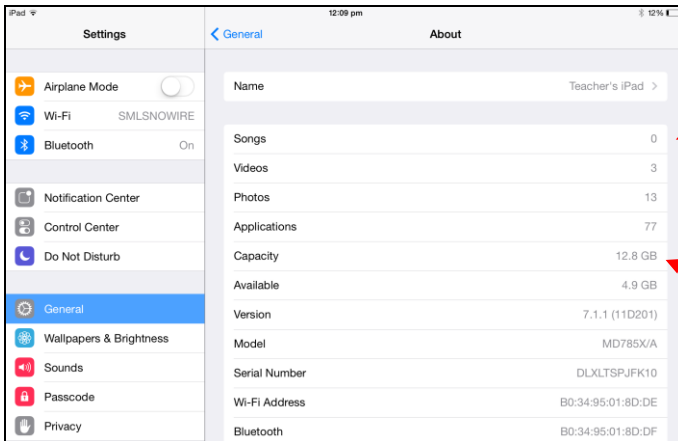
#### **Free/Purchased Apps**

App	Data and Documents
Keynote	Presentations
Pages	Documents
Book Creator	iBook projects
Explain Everything	Screencast projects
GarageBand	Music & song projects
iMovie	Movie & Trailer projects
VideoFX Live	Video projects

Just like digital cameras, video cameras, laptops and other devices, the device will eventually fill up with all of the above media. When this happens, the following pages will guide you through freeing up space for future work.

## About your iPad

To display information about your iPad, including its capacity in gigabytes (GB) and the number of apps, photos, videos and songs loaded, open 'Settings' and select 'General' and then 'About'.

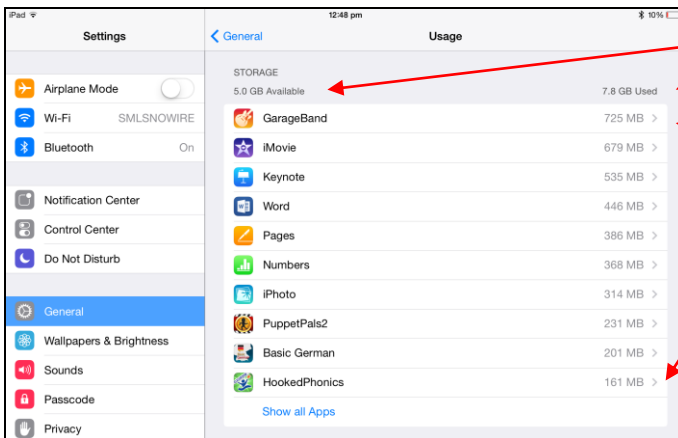


The number of songs, videos, photos and apps loaded.

Your iPad's total capacity.

## Usage

To display the amount of storage space currently used by each app, open 'Settings' and select 'General' and then 'Usage'. The amount of storage space used by each app is listed here, with those using the most space listed first.

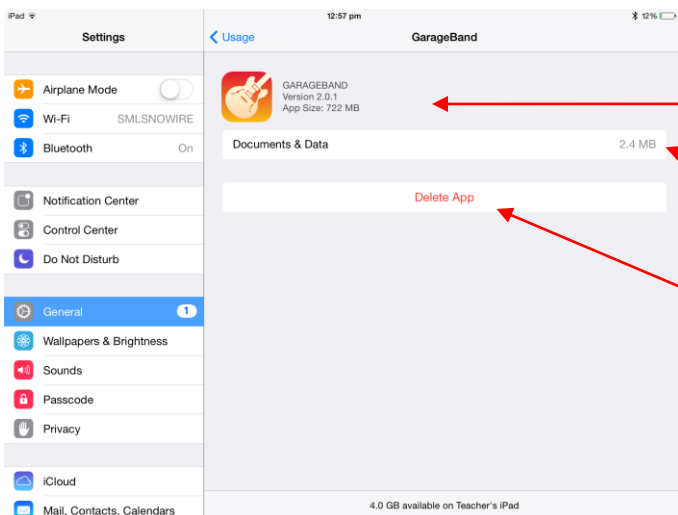


The total storage space used and available is displayed here.

The amount of storage space includes the initial size of the app and the size of all documents and data created within the app.

This may be reported in Megabytes (MB).  
Approximate translations:  
1000MB = 1GB  
500MB = ½ GB  
250MB = ¼ GB

To review the amount of storage space currently used by an app, click on the app.



The version number and initial size of the app is listed here.

The total size of all documents and data created within the app is listed here.

To delete an app AND ALL IT'S DOCUMENTS& DATA, press this button.  
**\*\* However, please read the section 'Freeing up Storage Space' below, before proceeding.**

## Freeing up Storage Space

The following actions can be carried out to free up storage space on your iPad.

### 1. Deleting Apps

You may decide to delete entire apps, along with all its data and documents, from your iPad.

Reasons for doing this include:

- The app was only required short term for school use.  
(A list of school apps that can now be deleted is included at the end of this document.)
- The app was downloaded for home use and is no longer required
- The app was automatically downloaded for home use because you share an Apple ID with other members of your family, and you do not require the app.

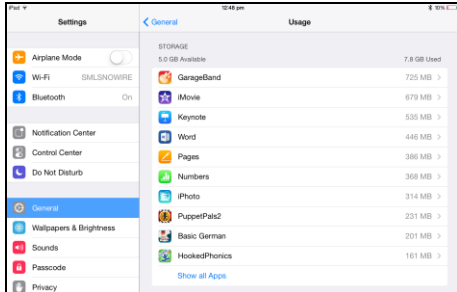
***If you delete an app, all of the data and documents within the app will also be deleted and cannot be subsequently recovered. However, you can re-download the app at any time without having to repurchase it, because it is already recorded as a purchase on your Apple Account. Hence, this is a good way of freeing up space until you need the app again.***

To delete an app, along with all the documents and data created within the app.

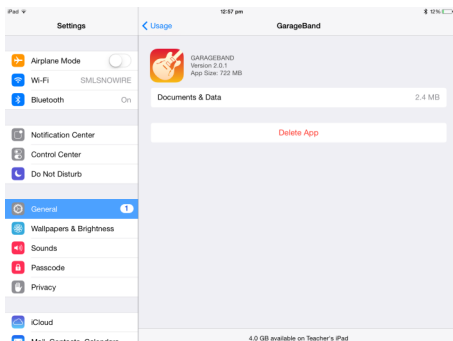
a. If you have 'Restrictions' enabled, ensure that 'Deleting Apps' is allowed.

- Go to 'Settings > General > Restrictions'
- Enter your Restrictions Passcode
- Turn 'Deleting Apps' on

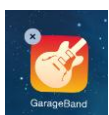
b. Go to 'Settings > General > Usage' and click on the app you wish to delete.



c. Double-check that you want to delete the app, and then press the 'Delete App' button.



### Alternative Method:



You can also delete apps by pressing down on the app icon until it starts to wiggle. An 'x' will appear in the top left hand corner, which you can click on to delete the app.

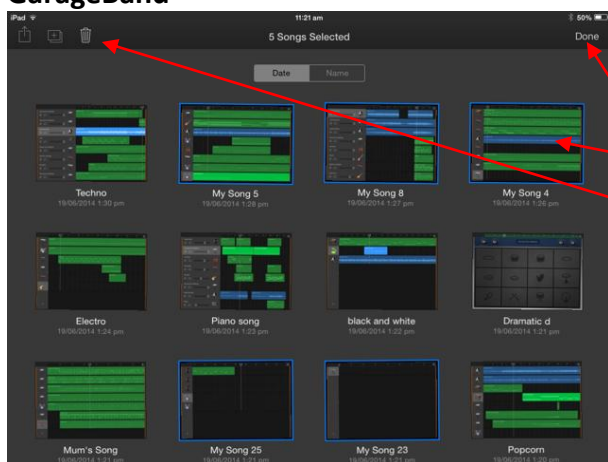
## 2. Deleting Documents and Data within an App

Often, you will not want to delete an entire app, but you can delete documents or projects within the app. Reasons for doing this include:

- The document or project has been completed and printed or copied to the school server.
- Several backup copies of a document or project exist that are not required.
- The document or project was for home use or to learn how to use the app and is no longer required.

To delete documents, projects and data within an app you will need to open the app and go to the screen that lists all of the content that you have created. From there, you should be able to find a delete button for any content you wish to delete. Each app does it slightly differently, but here are a couple of examples.

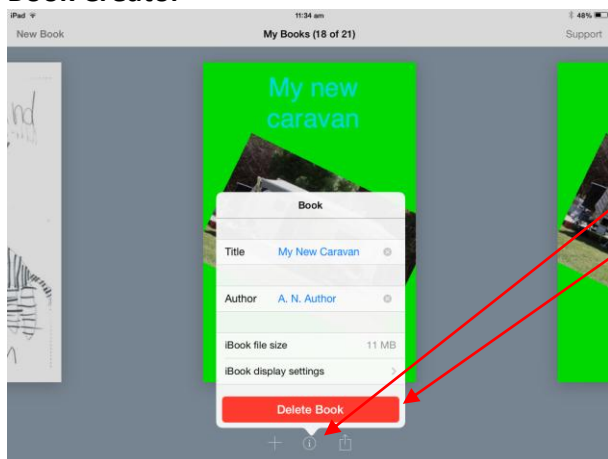
### GarageBand



To delete a project(s) in GarageBand.

1. Press Select
2. Select the projects you wish to delete
3. Press Delete, then Delete Song
4. Press Done

### Book Creator



To delete a book(s) in Book Creator.

1. Press the "i" button
2. Press Delete Book
3. Press OK to confirm

### 3. Delete photos and videos

A common cause of storage space being filled up quickly is by accumulating photos and videos on the camera roll.

Just like with a digital camera or video camera, photos and videos can be copied from your iPad to a PC or Mac by plugging it in using the iPad to USB cable that comes with the iPad. Your photos and videos then appear in Windows Explorer or iPhoto and you can make copies or delete them from there.

Alternatively, if you want to delete photos and videos directly from your iPad, open the 'Photos' app and select the photos and videos that can be deleted.



To delete photos and videos from the camera roll.

1. Press the 'Select' button
2. Click on the photos/videos that you wish to delete. A tick will appear on the selected items.
3. Press the 'Delete' icon and then select 'Delete Photo' or 'Delete Video'.

### 4. Deleting other media

Other media such as music, movies, iBooks, audio books and podcasts can be downloaded from the iTunes and iBooks stores. Depending on the type of media, they are then loaded and stored in the 'Music', 'Videos', 'iBooks' and 'Podcasts' apps. Media can also be downloaded into these apps if you share an Apple ID with other members of your family and automatic downloads are turned on or iTunes synchronization has taken place.

These apps can be reviewed periodically and unrequired media can be deleted. To delete media in the different apps:

- Music – Swipe from right to left over a song and press 'Delete'
- Videos – Press 'Edit', press the 'x' in the top left corner of the video and then select 'Delete'
- iBooks – Press 'Edit', select the iBooks(s) to delete and then press 'Delete'
- Podcasts - Swipe from right to left over a podcast and press 'Delete'

For more details about managing storage space and using your iPad, please look at the **iPad User Guide For iOS 7** at [http://manuals.info.apple.com/MANUALS/1000/MA1595/en\\_US/ipad\\_user\\_guide.pdf](http://manuals.info.apple.com/MANUALS/1000/MA1595/en_US/ipad_user_guide.pdf).