

Transferring Files from iPads



Please read the following information for tips on transferring files from your iPad to Google Drive.

Before turning in your iPad, you should transfer any files that are “locally stored” from your iPad to Google Drive or your personal computer.

*Locally Stored means stored on the iPad, not on the Internet or in “the cloud.” Photos are an example of files stored locally.

Apps That Store Files Locally

(Not an exhaustive list)

Photos	Book Creator	Notability	Explain Everything	iMovie
Garage Band	Keynote	Pages	ShadowPuppet	Paper
Post-It Plus	Tellagami	PicCollage	Opinion	Numbers

Photos can be uploaded to Google Drive, or transferred to a desktop/laptop.

To transfer photos to your desktop/laptop, plug your iPad in to the computer, and “Trust” your computer. Then open Photos on your computer, and follow the steps to import photos, like from a digital camera.

To upload locally stored files to Google Drive, first make sure you're signed in to the Google Drive app on your iPad.

Then, in an app with files you want to transfer, “send” them to Drive:
In the app, find the sharrow (sharing arrow - ). Tap the sharrow, then find the Drive icon and tap it. Your file should upload to your Google Drive account. Then it will be accessible on any device.

For example, in **Book Creator**, the sharrow is just below a project.

1. Tap the sharrow. Then you'll select the type of file you want to export. PDF is a readable file type that can no longer be edited. In Book Creator, ePub is the native file type. Choose that file type when you export if you want to download the file back to Book Creator and edit it more at a later time.
2. Tap to select the file type, then choose whether you want single pages or side by side pages.
3. Scroll through the list of apps to find the Google Drive icon, and tap Drive or Copy to Drive.
4. Copy to Drive lets you change the name of the file if you want. Then tap Upload.
5. Drive sends the file directly to Google Drive. (Tap Save.)

For some apps, like Pic Collage and iMovie, you may want to save projects to the Camera Roll first. Then you can save the files from the Camera Roll.

Snapshot of File Types:

jpg = photos

ePub = project (Book Creator, Explain Everything)

mov/mp4 = movie

**PDF = readable file, but not usually
editable**

Questions?

Email iPadSupport@mvschools.org.

Or go the the iPad Support sessions in the MS Library:

- Wednesday, May 31, during Panther Time
- Wednesday, May 31, After School (2:00-2:30pm)
- Thursday, June 1; Friday, June 2; or Monday, June 5; After School (3:05-3:30pm)