

# Managing Your iPad

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A guide on how to update, manage storage and backup an iPad.



## How to Update Apps on an iPad

Apps for your iPad are often updated, and installing the latest versions gives you access to the most features and the best performance. You can download updates for your installed apps through the App Store. You can also set your iPad to download updates automatically.

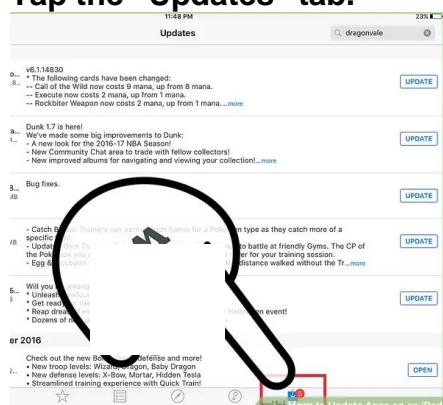
### Part 1 – Checking for App Updates

**Connect your iPad to a wireless network.** You'll need to have internet access to check for and download updates. If your iPad has 4G access, you can use it to download updates, but this will count against your data usage plan.

**Open the App Store.**

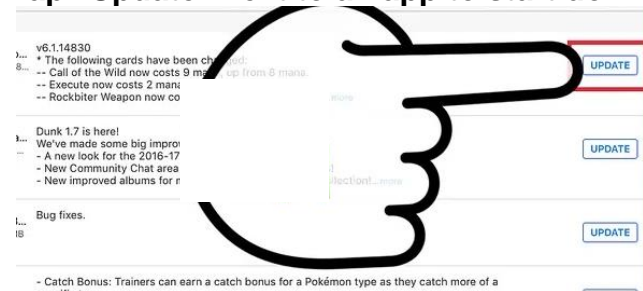


**Tap the "Updates" tab.**



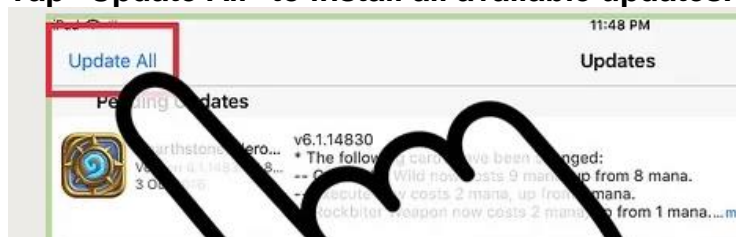
You'll find this in the bottom-right corner of the screen. You'll see a number on the tab indicating how many apps have updates available.

**Tap "Update" next to an app to start downloading the update.**



The app will be added to the queue of downloads. Apps are updated a few at a time.

**Tap "Update All" to install all available updates.**



You'll find this button in the upper-left corner of the screen. This will queue up the downloads for all apps that have an update available.

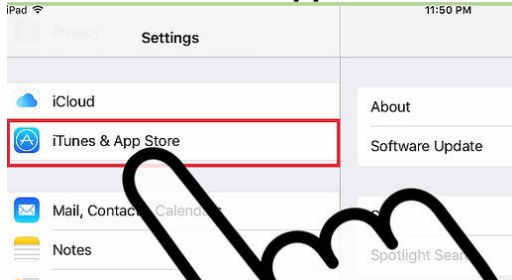
## Part 2 – Enabling Automatic Updates

You can turn on automatic app updates so that your device will automatically download and install any available updates for the apps on the iPad.

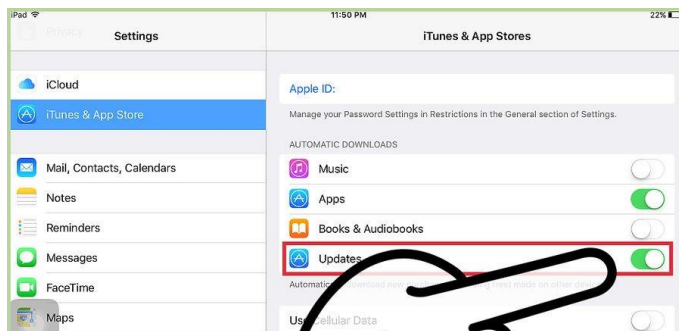
**Open the Settings app.**



**Select "iTunes & App Store."**



**Toggle "Updates" and "Apps" on.**



This will set your iPad to automatically download app updates as they become available when you're connected to a wireless network.

**Connect your device to a charger.** When your iPad is connected to a charger and a wireless network, app updates will download automatically.

## Software Updates

If a message says that a software update is available, tap Install Now. You can also follow these steps:

1. Plug your device into power and [connect to the Internet with Wi-Fi](#).
2. Tap Settings > General > Software Update.



3. Tap Download and Install. If a message asks to temporarily remove apps because iOS needs more space for the update, tap Continue or Cancel. Later, iOS will reinstall apps that it removed. If you tap Cancel, [learn what to do next](#).
4. To update now, tap Install. Or you can tap Later and choose Install Tonight or Remind Me Later. If you tap Install Tonight, just plug your iOS device into power before you go to sleep. Your device will update automatically overnight.
5. If asked, enter your passcode. If you don't know your passcode, [learn what to do](#).

If you see an error message while trying to update your device wirelessly, [learn what to do](#). If you need more space for a wireless update, you can [update using iTunes](#) or [delete content manually](#) from your device. Whether you use iTunes or update wirelessly, you'll have the same amount of free space on your device after you update.

You can copy and save the information on your iOS device by backing it up. If you replace your device, you can use its backup to transfer your information to a new iOS device.

# How to back up your iPad

You can use iCloud or iTunes, or both, to back up your iPad.

| iCloud  | iTunes   |
|---|--|
| <ul style="list-style-type: none"><li>• Stores backups in iCloud</li><li>• Offers up to <u>2TB of storage</u> (your first 5GB are free)</li><li>• Always encrypts your backups</li><li>• Lets you create and use backups from anywhere with Wi-Fi</li></ul> | <ul style="list-style-type: none"><li>• Stores backups on your Mac or PC</li><li>• Storage depends on your Mac or PC's available space</li><li>• Offers encrypted backups (off by default)</li><li>• Lets you create and use backups from your Mac or PC</li></ul> |

Learn [how to make a backup](#) or [restore your device from a backup](#). Reading these articles may help you decide which backup method is best for you. In case you ever need an alternative backup, you can make a backup in iCloud and another in iTunes.

## **More Information About iCloud Backups**

With a Wi-Fi network connection, you can [make a backup of your device using iCloud](#). You don't need to plug your device into a computer or even be at home to back up with iCloud.

iCloud backups include nearly all data and settings stored on your device. iCloud backups don't include:

- Data that's already stored in iCloud, like Contacts, Calendars, Notes, My Photo Stream, and iCloud Photo Library
- Data stored in other cloud services, like Gmail and Exchange mail
- Apple Pay information and settings
- Touch ID settings
- iCloud Music Library and App Store content (If it's still available in the iTunes, App, or iBooks Store, you can [tap to re-download](#) your already purchased content.)

Learn how to [manage iCloud storage and delete backups](#) that you no longer need.

## **More Information About iTunes Backups**

From your Mac or PC, you can [make a backup of your device in iTunes](#). Syncing your device with your computer isn't the same as making a backup. An iTunes backup includes nearly all of your device's data and settings. An iTunes backup doesn't include:

- Content from the iTunes and App Stores, or PDFs downloaded directly to iBooks (You can back up this content using [Transfer Purchases in iTunes](#).)
- Content synced from iTunes, like imported MP3s or CDs, videos, books, and photos
- Photos already stored in the cloud, like My Photo Stream, and iCloud Photo Library
- Touch ID settings
- Apple Pay information and settings
- Activity, Health, and Keychain data

Learn how to [find backups on your Mac or PC](#), and how to [delete backups](#) that you no longer need.

# How to free up space on your iPad

## 1. Check Your Total Usage

Go to Settings > General > Storage & iCloud Usage.



At the top, you'll see sections for Used and Available space, which refer to the space on your iOS device. Below them, you'll see your iCloud storage.

*Note that when you add your available space and the used space, they won't add up to the total size of your phone (e.g., a 16GB iPad may appear to have only about 12.3GB total space) because it doesn't include the space being used by the operating system.*

## 2. Find Apps Taking Up the Most Space

On the Storage & iCloud Usage Screen, tap Manage Storage. Here you'll see a list of all your apps, in order of how much space they consume.



Select any app, and a new page shows the usage into two parts: the amount of space the app itself uses (in light grey at the top) and the space used by the app's data and documents.

Sometimes, this information helps you see that it's not the app that takes up so much space, but rather what you store in it.

## 3. Check Your Photo and Video Use

A lot of people find that the Photos & Camera app takes up a lot more space than they realised. If you have more than 1GB here, you should consider copying photos and videos to another storage space so you can delete them from your iPad and free up a lot of space.

There are various ways to transfer your photos and videos. You can transfer your photos and videos to a Cloud based service (such as Google Drive, Dropbox, iCloud etc). You can also plug your iPad into a computer and transfer the images/videos across, then delete them from your iPad.

Check the images and videos that you no longer require and delete them. These items will move to the 'Recently Deleted' folder. This folder will hold deleted photos for 30 days so you can select these items and delete them permanently.

## 4. Target Apps You Don't Use

Go back to Settings > General > Storage & iCloud Usage > Storage > Manage Storage. Scroll through the list of apps and look for apps you don't use.

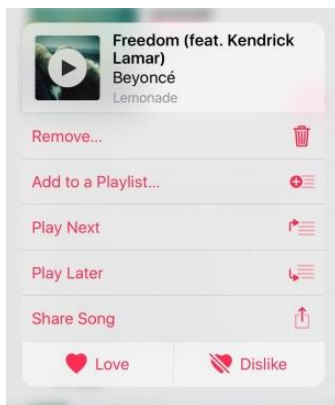
If you find apps you don't need, remove them. To delete apps, go to your iPad's home screen. Place your finger on an app you want to delete and hold. Apps will start to wiggle and a small X appears on each icon. Press the X, and confirm to delete. Press the home button to stop the wiggling.

## 5. Remove Unwanted Music

Multimedia, such as audio tracks and videos, takes up a lot of space. There are two ways to delete audio files and videos.

### a. From Settings

Go to Settings > General > Storage & iCloud Usage > Manage Storage > Music. The next screen summarises all the songs and albums you have stored on your phone.



Delete tracks you don't listen to by swiping left. You can also use the Edit button (top right) to delete multiple tracks and albums. Both actions will delete all the files associated with the entry or album.

### b. From Within the App

Open the Music app. Go to Library > Downloaded Music, where you'll see music that's stored locally and taking up space. If you want to delete an entire album, press on it and a pop-up menu will include a "Remove" option (pictured). You can do the same for specific songs within an album.

## 7. Empty Your Browser's Cache

- For Safari:  
Go to Settings > Safari. Tap Clear History and Website Data.
- For Chrome on iOS:  
Open the Chrome app, tap the three dots on the top-right corner and select History. Then tap "Clear Browsing Data" to wipe everything out or "Edit" to erase specific sites. You can also navigate to Settings > Privacy > Clear Browsing Data, which will let you delete your browsing history, cookies and site data, cached images and files, saved passwords and autofill data, or everything at once.