

How to Manage the Storage on Your iPad

Checking What You've Already Stored Clearing Out the Storage

Sometimes, there's a message indicating that your iPad doesn't have enough storage! No need to worry, however...there is an easy and convenient way to manage it.

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Part 1 of 2: Checking What You've Already Stored



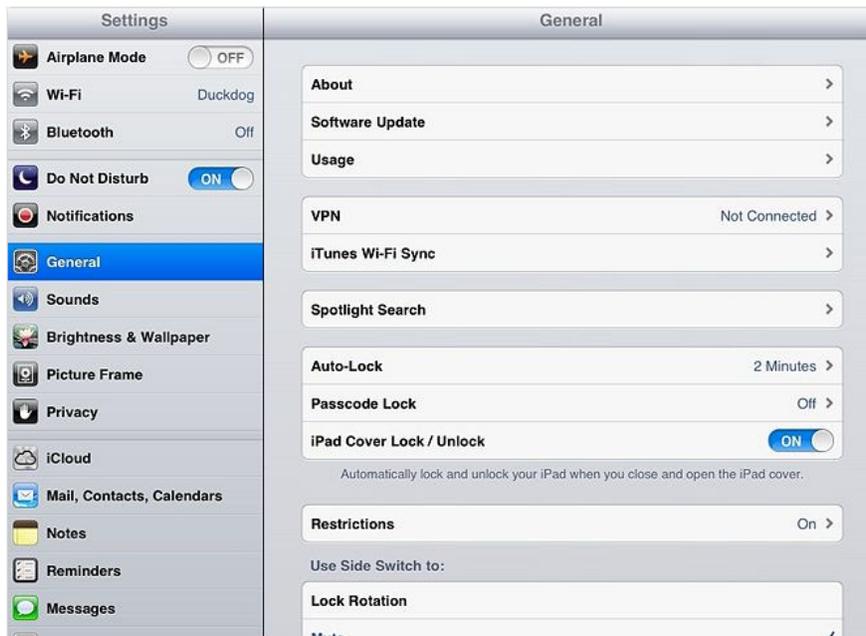
- 1 Go to your iPad's home screen by clicking on the home button. Click on Settings to access your settings.

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2 Go to **General** in **Settings** and click on **Usage**. This will allow you to manage your storage, as you'll see a list of what's stored on your iPad. Look at how much storage you have available. This will inform you how much you need to get rid of, but not *too* much because you still have plenty of space.

Part 2 of 2: Clearing Out the Storage



1 Click on **Manage Storage** to start managing your storage. See what apps you have and how much space they take up. If any apps take up a lot of space, and you don't need them any more, you know you need to delete them.

2 Delete unwanted apps. To delete an app:

- Tap on the relevant app in the list. You will see the button Delete App. You will also see the app's size and its Documents and Data usage (including data cached for quick access).

- Tap on the Delete App button, and the app will be deleted.
 - Note that the apps that come pre-installed (such as the Music and Videos apps) cannot be deleted.
 - Take care not to delete any apps you need, especially for work. Instead, make room for them by determining which apps you no longer use or want (such as games, PDFs or other items you've finished with).

3 Refill the free space on your iPad. Use the cameras, take more videos, download more music to your iPad and more!

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Tips

- It's a good idea to release storage space regularly, in much the same way you'd declutter parts of your storage in the house. Unused items are space-wasters and get in the way of finding the apps you do still use.

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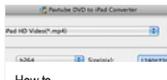
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