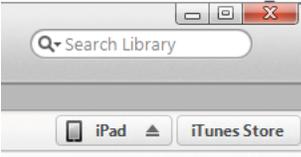
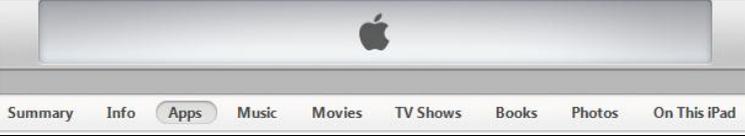
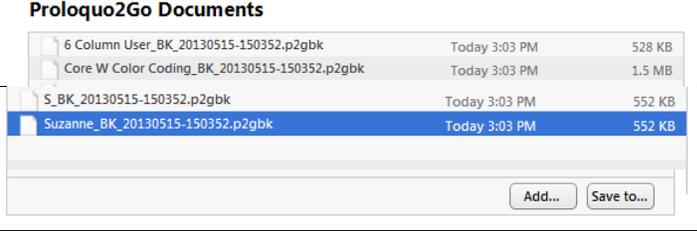


## How to Back Up ProLoquo2Go From a Device to a Secure Location

1. Turn guided access off in order to make these changes and back up the device					
2. If <b>Options</b> is not turned on in the bottom right hand side of ProLoquo2Go	<div style="display: flex; align-items: center;">  <div data-bbox="854 212 1526 352">3. Go to <b>Settings</b></div>  </div>				
4. Scroll down to <b>ProLoquo2Go</b> in the left hand column	<div style="display: flex; align-items: center;"> <div data-bbox="342 432 688 554" style="margin-right: 20px;">  </div> <div data-bbox="854 352 1526 562">5. On the right column under <b>Options button visibility</b> turn on <b>Show options button</b></div> </div>				
6. Launch <b>ProLoquo2Go</b> on the device	<div style="display: flex; align-items: center;"> <div data-bbox="696 590 781 674" style="margin-right: 20px;">  </div> <div data-bbox="854 562 1526 674">7. Select the gear icon-the <b>Options button</b> in the bottom right hand side.</div>  </div>				
8. Under General Options-choose <b>Backup</b> and either <b>Backup All Users Now</b> or only the student listed on the device. This will back up all users, or a specific user within the memory on the device					
9. Connect the device to the computer using the cord provided to you.	10. Launch iTunes. Depending upon the version of the iOS on the device-you might need to enter a BigWebDesk Ticket to have iTunes updated on the computer in order to be able to back up the device				
12. Select the device and then in the menu across the top choose <b>Apps</b>	<div style="display: flex; align-items: center;"> <div data-bbox="854 842 1526 1094">11. Once the device is recognized it will appear on the top right hand side of the iTunes window (it will say <b>iPad</b> or <b>iPod</b>)</div>  </div> 				
13. Scroll down, and under the section entitled <b>File Sharing</b> and you will see a list of Apps that are able to transfer documents/data between the device and the computer or other storage locations. Locate <b>ProLoquo2Go</b> and select it.	<div style="display: flex; align-items: flex-start;"> <div data-bbox="789 1230 1526 1419" style="margin-left: 20px;"> <p><b>File Sharing</b></p> <p>The apps listed below can transfer documents between your iPad and this computer.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Apps</th> <th style="text-align: left;">Documents</th> </tr> </thead> <tbody> <tr> <td> Proloquo2Go</td> <td></td> </tr> </tbody> </table> </div> </div>	Apps	Documents	 Proloquo2Go	
Apps	Documents				
 Proloquo2Go					
14. A list will be populate on the right hand column under the heading ProLoquo2Go Documents. The backups will have the file extension .p2gbk	15. Select the backup which you would like to save in an additional location-the date should say <b>today</b>				
16. Single click on the back up to save and in the lower right hand side select <b>Save To</b>					
17. Save the backup to a folder on your H drive, or a thumb drive					
18. Back up when you make a lot of changes to the vocabulary-or at least every quarter (especially and the end of the school year before ESY)	19. Share the saved vocabulary with the ESY teacher, the student's next teacher and perhaps the SLP as well				