How to Update an iPad

Connect your iPad to iTunes
On your computer, open iTunes
Connect your iPad to the computer

Back Up your iPad or iPhone
In iTunes, under “Devices” select the iPad

Right-click on the iPad and select “Back Up”

At the Top of iTunes it will say “Backing up iPad”, wait until this message disappears for the backup to be complete

To backup any applications that have been installed on the device, right-click on the iPad and select “Transfer Purchases”

Once transferred to iTunes, the applications will be available under “Apps”

Updating the Software
Under “Version” there will either be an “Update” or “Check for Update” button

If there is a “Check for Update” button, select it. A message should coming up advising that the software version is the latest.

If there is an “Update” button, then there is a newer version of the software to upgrade to

Select “Update”

Select “Update” on the update message
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On the Software Update message, select “Next”

Read through the Terms and select “Agree”

At the top of the iTunes window, the status of the download will be displayed and under “Version” it will display that “iTunes is updating the software”

Once the software update is complete a message will state that the update has been completed.

Select “OK”

The update is complete and the iPad is ready for use

Restoring an iPad

If you experience issues with your iPad after the update you can restore it to its original settings or restore from a backup

Restoring to the Original Settings

Under “Version”, select “Restore”

Select “Restore” on the confirmation message

The status of the restore will be displayed at the top of the iTunes window.

Restoring from a Back Up

If the update has not completed successfully you can revert to a back up
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In iTunes, right-click on the device and select “Restore from Backup…”

Select a backup from the list provided and select “Restore”

A Window will display the progress of the restore

Once Completed click “OK” on the restore completed message