THE LIBRARY
utica public library

iPad Basics

Agenda:

1. Introduction
2. Physical features
3. Navigating iOS
4. Customize settings
5. Wi-Fi
6. Safari
7. Camera
8. Managing Apps
9. Mail

Table of Contents

Physical Features

iPad Air 2

Status bar

App icons

Home
button/
Touch ID
sensor

FaceTime
HD camera

Multi-Touch
display

Microphones   Sleep/Wake button   Headset jack

iSight
camera

Volume
buttons

Nano-SIM
tray (cellular
models)

iPad

Speakers

Lightning connector

iPad mini 4

Status bar

App icons

Home
button/
Touch ID
sensor

FaceTime
HD camera

Multi-Touch
display

Microphones   Sleep/Wake button   Headset jack

iSight
camera

Volume
buttons

Nano-SIM
tray (cellular
models)

iPad

Speakers

Lightning connector

USB power adaptor

Lightning to USB cable

Finger gestures for the multi-touch screen

Tap
Select

Drag
Scroll up or down / left or right

Swipe
Scroll quickly or
flip through
pages/photos

Pinch or stretch
Zoom in or out
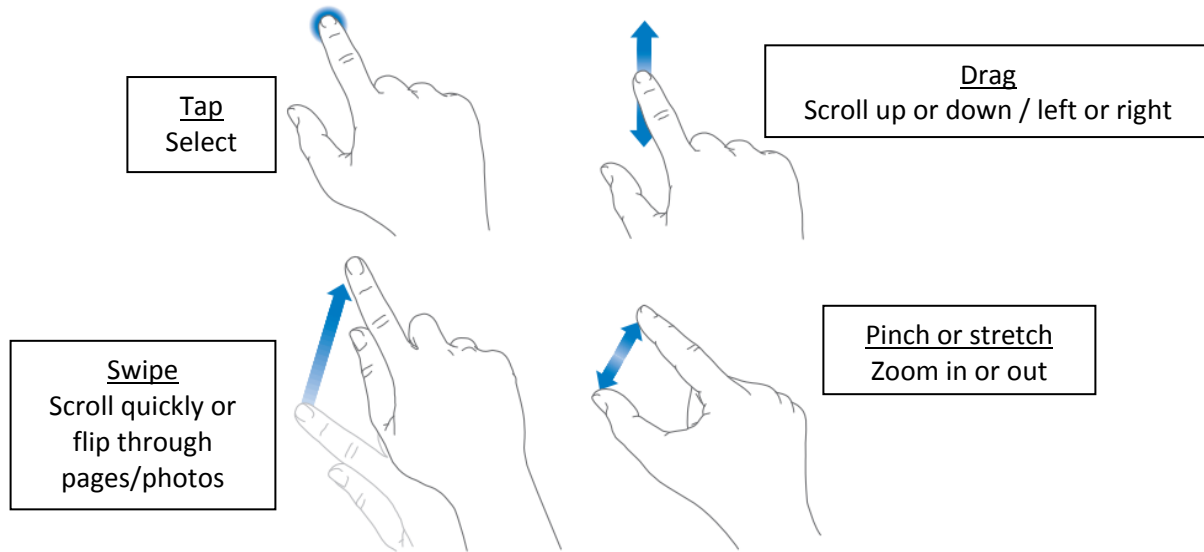
Other gestures:

- Swipe left or right with 4-5 fingers to switch between apps
- Double tap the screen to zoom in on photos or webpages
- Swipe up with 4-5 fingers to view multi-task bar
- Double tap Home button to view multi-task bar

Sleep/Wake Button

The button to turn the device on and off is called the sleep/wake button. It is the small button located on the top, right corner of your device.

To turn your iPad on (or wake it up), press the sleep/wake button. If the device is waking from sleep mode, the lock screen will appear. Slide your finger from left to right where the arrow is to unlock the screen.


slide to unlock
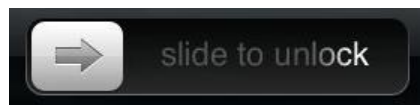
Your device will automatically go into sleep mode if you don't use it in a few minutes.

To turn your device completely off, press and hold the sleep/wake button, then slide your finger across the screen to power off.
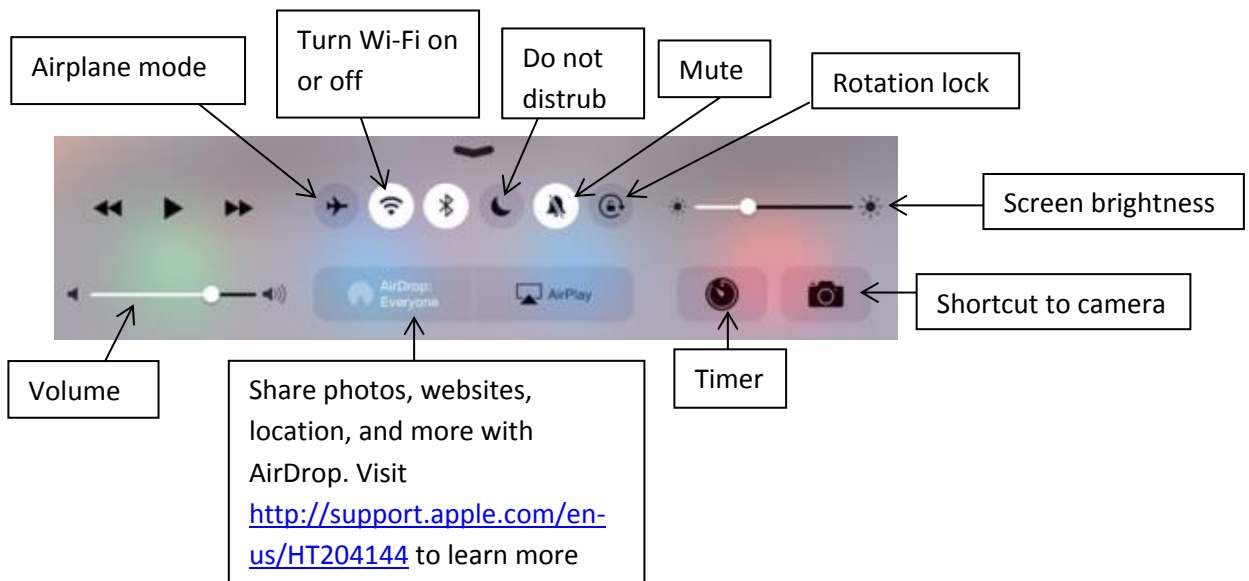
Apple ID

If you turned on the device for the first time and registered it then you already know the Apple ID is part of the set up process. Your Apple ID is a username (typically your email address) and a password. It is your identity on the iPad and gateway to commonly used services, like the App Store, iCloud, and built-in apps.

- To create an Apple ID, manage an existing one, or find your ID: go to https://appleid.apple.com
- If you forgot your ID, select the "Find your Apple ID" link at the address above.
- If you know the email address/username, but do not know your password, go to the address above and select "Reset your password".
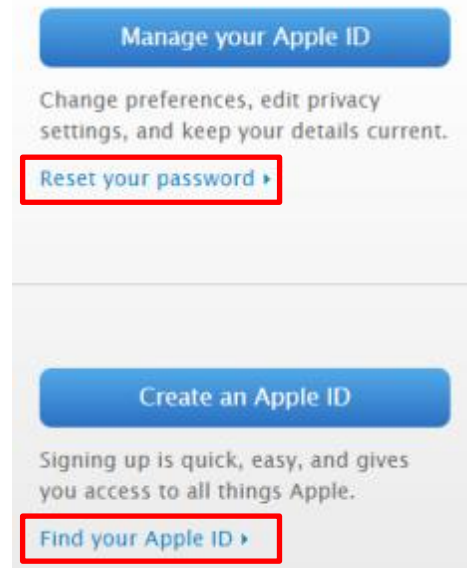
Control Center

To open the Control Center, swipe up from the bottom of the screen. To close the Control Center, swipe down or press the Home button.

| Airplane mode | Turn Wi-Fi on or off | Do not distrub | Mute | Rotation lock |

Screen brightness

Shortcut to camera

| Volume | Share photos, websites, location, and more with AirDrop. Visit http://support.apple.com/en-us/HT204144 to learn more | Timer |

iOS 10 and Software Update

A new iPad will come pre-installed with the most updated iOS software (iOS 10 – as of October 2016). If you have an existing iPad, it is recommended by Apple to update to the most recent operating system available.

To update iOS:

1. Tap Settings
2. Select General
3. Tap Software Update
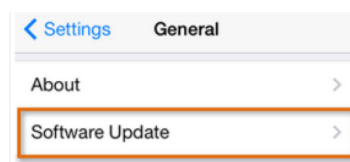
Wi-Fi

You will need to be connected to the internet to do most operations with an iPad. Once you connect to a network, the device will automatically connect to it whenever in range. If you purchased a 3G or 4G cellular plan with the device, it will connect via your data plan instead. 3G/4G plans allow you to connect to the internet regardless if you are in range of a Wi-Fi network, but they require a monthly fee like a cell phone plan.
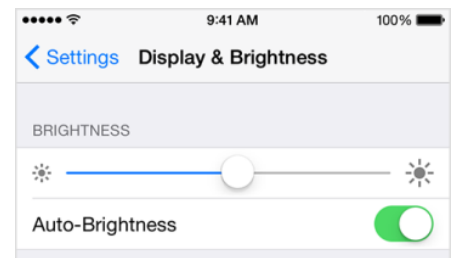
To turn on Wi-Fi and join a network:

- Tap the Settings button on the home screen
- Once the settings open, tap Wi-Fi on the left pane
- Tap the control to turn Wi-Fi on. If the control is green, Wi-Fi is on.
- A list of available networks will automatically appear
- Tap a network to join. If the network is secure, it will automatically ask for a password.
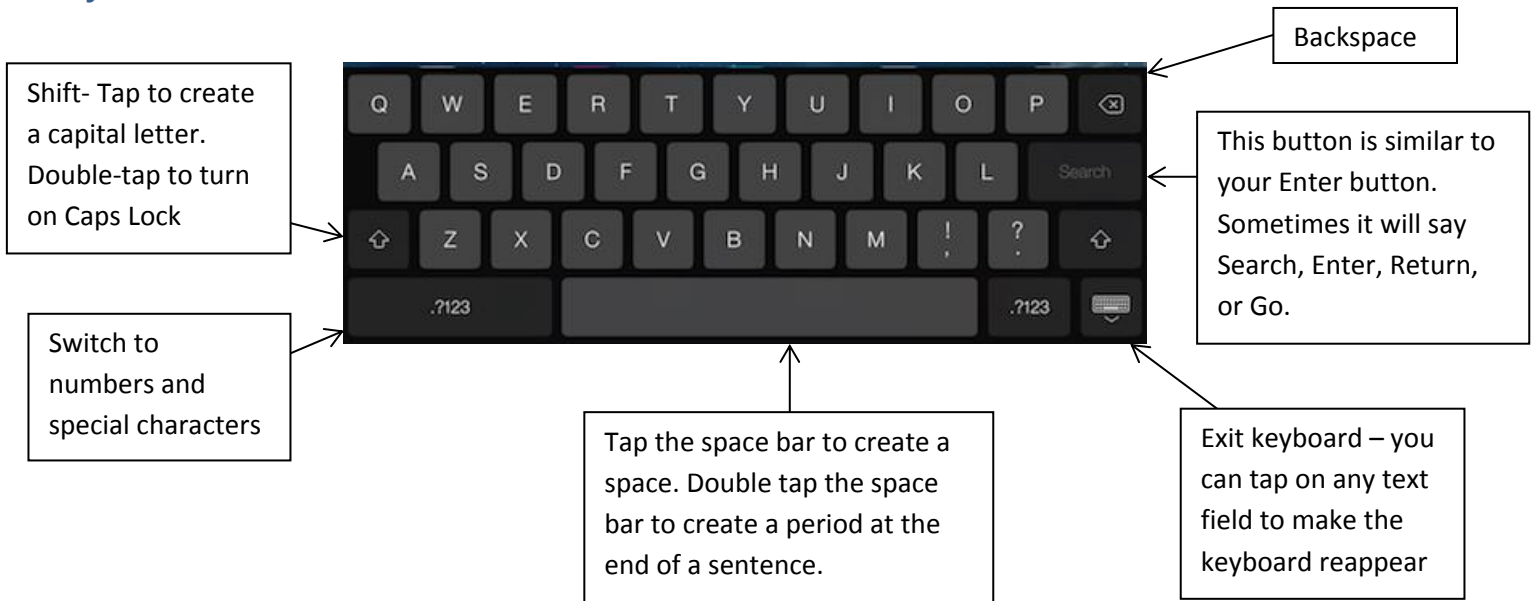
Control to turn Wi-Fi on or off

List of networks – tap one to join
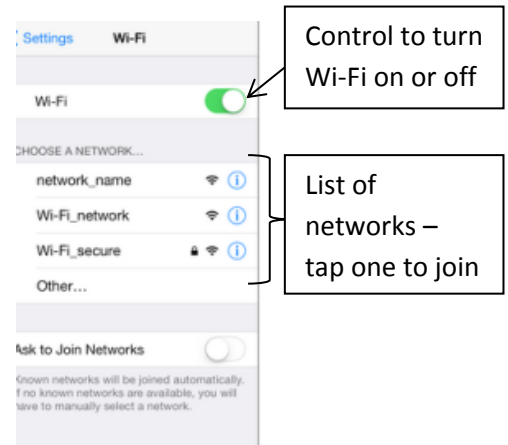
Conserve Battery Life

1. **Auto-Lock in 2 or 5 minutes**: Your iPad automatically goes into sleep mode when not in use. The sooner it auto-locks, the less battery power used. To change your auto-lock settings, go to Settings > General > Auto-Lock > choose your interval.
2. **Reduce Screen Brightness:** The dimmer the screen, the less battery juice used. There is also an Auto-Brightness setting that will automatically adjust the iPad's screen to the brightness in the room. If the room is dim, the screen brightens and vice versa. To choose brightness settings, go to Settings > Brightness > choose a comfortable setting with the slider or select Auto-Brightness.
3. **Turn off Data Push and Fetch New Data Less Often**: Your iPad can get updated data from the Web in an instant. When a new email is sent to you, it shows up on your iPad at once. If it's not that important to you to constantly fetch new data then there are settings you can change to conserve battery life. To turn off data push go to Settings > Mail, Contacts, Calendars > Fetch New Data > Move the Push slider to off. If you are not using Data Push you will need to select how often the device checks for new data. Change the Fetch Data settings under the Push menu. The less often data is fetched, the less battery life that is used.

Keyboard

Backspace

Shift- Tap to create a capital letter. Double-tap to turn on Caps Lock

This button is similar to your Enter button. Sometimes it will say Search, Enter, Return, or Go.

Switch to numbers and special characters

Tap the space bar to create a space. Double tap the space bar to create a period at the end of a sentence.

Exit keyboard – you can tap on any text field to make the keyboard reappear

Voice Dictation

Voice dictation is available on devices with Siri. Devices that come with the voice dictation capability include the iPad Mini and iPads with Retina Display, such as the iPad Air. If you have voice dictation, there will be a microphone icon on your keyboard.

To use voice dictation, tap inside a text field (the keyboard will appear), then tap the microphone icon and start talking.

Siri (Virtual Assistant)

- Only available on the most recent versions of iPad (iPad Mini and iPad with Retina Display, such as iPad Air)
- Requires internet access
- Siri has to be turned on from Settings to work (see below)

To turn Siri on

1. Tap Settings
2. Select General
3. The Siri settings are at the top under Usage. Tap the Siri button to proceed to settings.
4. Tap or slide the on/off control.

To use Siri: Press and hold the Home button until Siri beeps

When Siri is activated and ready for your question, another screen will appear with a microphone. Simply ask a question, and Siri will do her best to comply.

Control when Siri listens

You can continue to hold down the Home button while you speak, then release it when you finish.

Wallpaper

The wallpaper is your background image. You can have a different or the same background for your lock screen and home screen.

To change the wallpaper:

1. Tap on Settings.
2. Tap on Wallpaper, then Choose a New Wallpaper.
3. Under Choose you will see background choices provided by Apple and Photos from your Photos app. Tap on an image labeled Dynamic, Stills, Camera Roll, or Recently Added. After tapping this image you will see more options.
4. Tap on an image you like. A preview will fill your screen. At the bottom you will have the option to set the image as your Lock Screen, Home Screen, or Set Both. Choose one or Cancel. Your wallpaper will be updated immediately. Note: dynamic wallpaper designs take up more battery life.

Safari

Safari is the web browser that comes pre-installed on an iPad. It is the app you will want to tap to search the Internet. You will need to be connected to a Wi-Fi network or a cellular data plan in order to use the Internet. See page 6 for help with connecting to Wi-Fi.

http://www.gcflearnfree.org/ipadbasics/6

The link above gives a helpful interactive overview of Safari's layout in version iOS 7. There are a few minor interface changes with iOS 8 and iOS 9. A screenshot of Safari with iOS 8 is shown below.
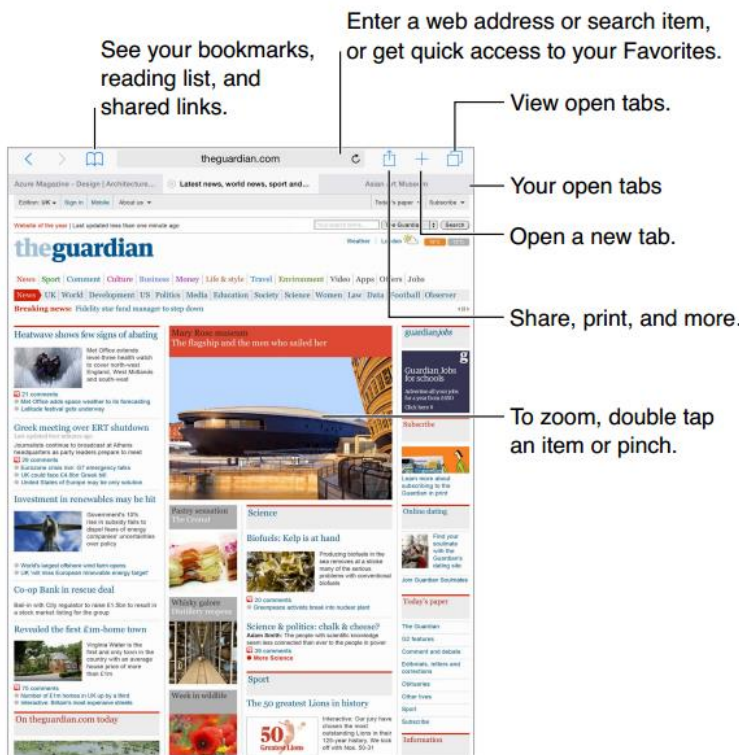
Safari Layout

Image retrieved from iOS 8.1 Manual:

Apple. (2015). *iPad User Guide: For ios 8.1 software*. 57. Retrieved from http://manuals.info.apple.com/MANUALS/1000/MA1595/en_US/ipad_user_guide.pdf

In Safari, the Share button is where you tap to bookmark a webpage or add a shortcut to your Home Screen.

Touch and hold a link to see these options and the website address.

Other helpful Safari tips:

- To close a tab – tap the ⊗
- To browse open tabs – tap the ⧉
- To view recently closed tabs – touch a hold +
- Choose which favorites appear when you tap in the search field – go to <u>Settings</u> , tap on <u>Safari</u> , then <u>Favorites</u>

Camera

The Camera app requires no additional set-up – it's ready to use right out of the box. The Camera app works closely with the Photos app for your convenience. The Photos app allows you to store, organize, edit, and share pictures taken with the Camera app.

Flip camera button

Flip Camera button: Tap the Flip Camera button to switch between the front- and rear-facing cameras. The front-facing camera is usually used to take selfies or for the video conferencing app FaceTime.

Tap here to set time delay

Button to take picture or start video

Tap here to shoot a video

Tap here to view most recent photo or video in the Photos app

Video: You can use your camera app to take videos as well. To take a video, tap on <u>Video</u>, and tap the red record button.

Photos: When you take a picture with your camera, the picture automatically gets taken to your Photos app. You can do simple editing to your photos like remove red eye, rotate, enhance, and crop. When you're done editing, tap Save.

Sharing Photos: While in your Photos app, tap the **Share button**. Select the photos you want to share, and choose the desired option, such as Message, Facebook, or Mail.

Share button
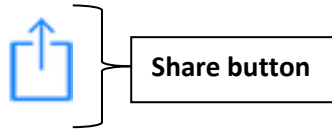
Mail

The Mail app is where many people go to check and send emails from their iPad. However, it is not the only way to check email. You can also go through the web browser Safari, and check your email just like you would on any other computer. The Mail app needs to be connected to an existing email account.
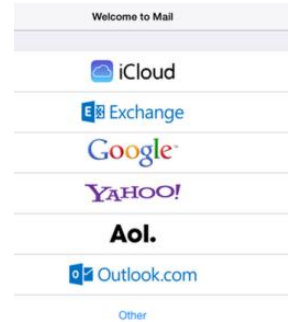
The first time you tap the Mail icon, you will be directed to choose your email provider. Your email provider is what comes after the @ in your email address (ex: yahoo, google is gmail, aol, etc.). You will then be directed to insert your email address and existing password for the account. Be sure that all capitals are correct because the password is case sensitive.

Delete messages
Two different ways to delete an email message without opening it in the Mail app:

- **Swipe** a message **to the left**. A box will appear with the options: More, Flag, or Archive. Select **More**, then select **Move Message**, then **Trash**.

    or

- **Tap Edit**. Select the messages you would like to delete by tapping the clear bubble to the left. Once all messages are selected, tap **Move**, then **Trash**.

Change mailboxes or accounts.

Search for messages.

Delete, move, or mark multiple messages.

Compose a message.

Change the preview length in Settings > Mail, Contacts, Calendars.
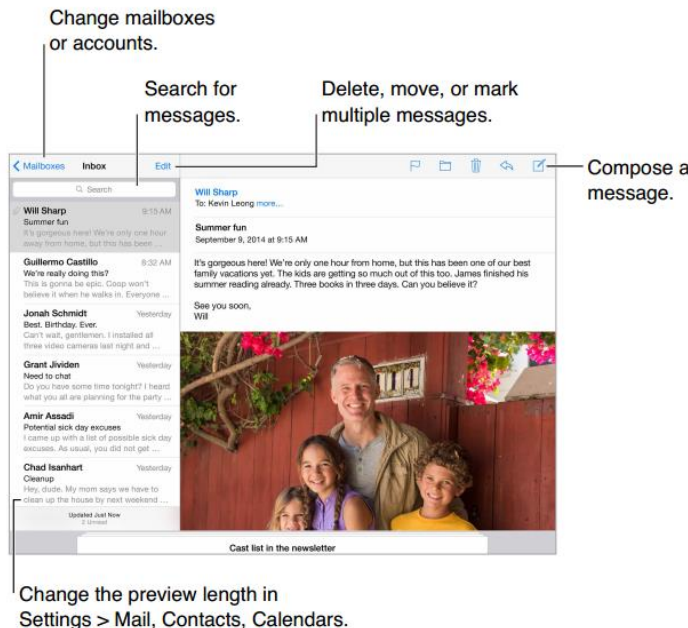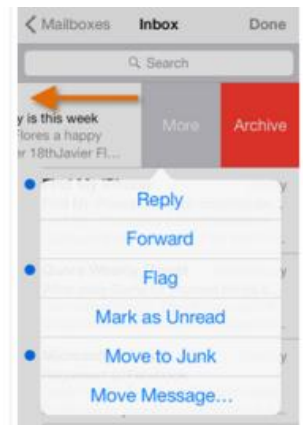
Image retrieved from iOS 8.1 Manual:

Apple. (2015). *iPad User Guide: For ios 8.1 software*. 52. Retrieved from http://manuals.info.apple.com/MANUALS/1000/MA1595/en_US/ipad_user_guide.pdf

Apps

Apps are software applications that can be used for numerous tasks. Many apps come built-in, but there are hundreds of others available to download through the App Store. Some apps are free and others cost money to download (most are $0.99-$4.99).

Multi-Tasking with Apps

You cannot use more than one app at once, but you can easily switch between apps.

To close/pause an app – press the Home button. Paused apps do not slow down the device or burden the battery.

To view paused apps or switch from one app to another – double-tap the Home button. Slides of paused apps will appear. Swipe to scroll through the apps and tap on one to open.

To force an app to close and remove it from the multi-tasking slideshow – drag the app up from the multi-task screen.

Download a New App

To install a new app on your iPad, you will need to open the App Store. You will need your Apple ID, password, and credit card on file to download apps.
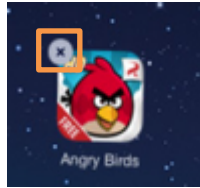
1. Tap the App Store on your home screen.
2. Sign in with your Apple ID and password if requested.
3. Search for an app. You can either tap in the search box in the top-right corner to search with keywords or browse popular apps.
4. Each app will have a blue box with "GET" or a price. "Get" means the app is free.
5. Tap the price or "GET" button. When there's a price, the button will change to "BUY". If the app is free, the button will change to "INSTALL". Tap the button again to start downloading.
6. The app will automatically be added to your home screen.
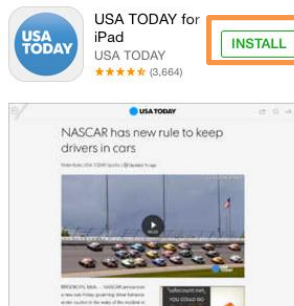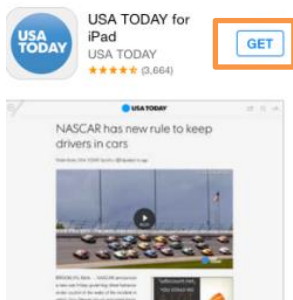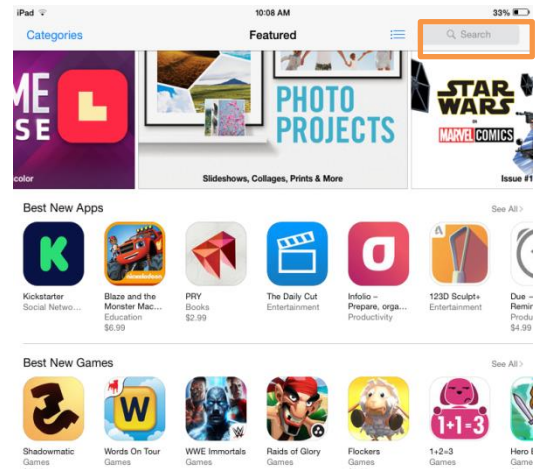
Delete an App

Touch and hold the app icon on the home screen until the app jiggles. Tapping the small x on the jiggling app will delete it. When you finish, press the Home button. Built-in apps like Mail or Camera cannot be deleted.

If you delete an app by accident, you can re-download it from the app store. If the app was purchased, you can still re-download it free of charge.


Updating Apps

Sometimes an app's developer makes improvements to an app and releases an update. Updates are available and free to app users. When an update is available, a notification will appear on the App Store icon on your home screen.
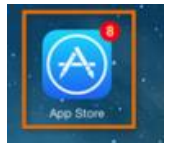
1. Tap on your App Store.
2. Tap on Updates in the bottom-right.
3. A list of available updates will appear. You can choose which ones to update or tap Update All.
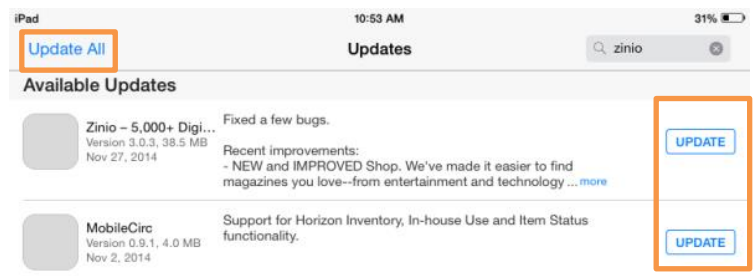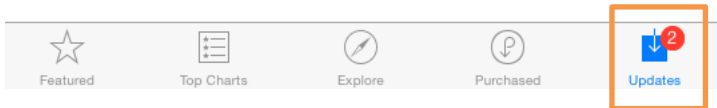
Popular Apps

Art

- **Animate It ($2.99)**: This app is used to create stop-motion animation.
- **Art Lite (free):** Learn and quiz yourself on 10 popular artists and their work. Search by artist or their master piece.
- **Sketchbook Express for iPad (free)**: Doodle or sketch on-the-go with this app.

Education

- **City Tree ($3.99)**: Use this app to quickly identify urban trees. Browse, identify, and learn over 300 of the most common city trees.
- **Khan Academy (free):** Free educational materials for learners of all ages. There are a variety of subjects, tutorials, and practice tests. Fabulous life-long learning tool.

- **Stars (free)**: See 88 constellations with your interactive screen. Another good app to see the sky clearly is **Sky Guide (free)**.
- **TED (free)**: Enlighten yourself with talks from some of the most brilliant minds sharing their ideas, inventions, and new ways to think and create.

Entertainment

- **AroundMe (free):** See what is happening around you with this app. Drop a pin on their map and see what events are going on near you.
- **Candy Crush Saga (free):** Addictive game to pass the time (or should I say waste time).
- **Fandango (free):** Reserve tickets for a film before heading to the theater.
- **Pandora (free)**: This app will create custom radio stations based on your favorite songs, artists, or genres.
- **Recipe apps – Allrecipes ; Epicurious (both free)**
- **Shazam (free):** The Shazam app will listen to songs and identify the title, artist, and album. After the song is identified you can preview or buy the album, watch a YouTube video, get lyrics, and more.
- **ScoreCenter ESPN (free)**: Keep updated on your favorite games through ESPN's app.
- **Zagat (free):** App for restaurant reviews
- **Zinio (free)**: Read current and archived magazine issues for free with your library card.

Misc.

- **ClaroSpeak USA ($5.99):** Import documents, type in text, copy-and-paste text, and the app will speak the text out to you. You can also save text to audio files.
- **Dragon Dictation (free):** This app will write text while you speak.
- **Pinterest (free):** Create visual bookmarks, follow collections, and share creative content
- **Pocket Pond 2 (free)**: An interactive and relaxing app that gives the impression of touching a pond. Great for young kids and recommended for people living with advanced Alzheimer's disease.

News

- **ABC News (free)**
- **Huffington Post (free)**
- **NPR (free)**
- **TUAW (free):** The unofficial Apple Weblog – get the newest Apple news, opinions, and reviews.