# iPad Basics

## Introduction

**FRONT**

Battery indicator (eg 100% ▭ )

Camera (lower quality pictures)

Wireless networks

App shortcuts ( )

Home screen(s)

Home button ( - takes you back to the Home screen, no matter where you are)

**SIDE**

Volume up/down

Mute OR rotation lock

**BACK**

Headphone jack

On/off switch (one click turns the screen on/off; hold it to power off completely)

Camera (higher quality pictures)

Speaker

Charger cord plug-in

## Off/On; Sleep Versus Powered Off

- The button on the top right corner of your device is the **on/off switch**
  - One click turns the screen on or off; hold the button to power down completely or turn the device on
- Clicking the on/off button once will put the device into **sleep mode**. This means that the device will "wake up" quickly, however only the screen is powered off
- Applications will continue to run while the device is in sleep mode

## Touchscreen Basics & Zooming

- Tap quickly with the pad of your finger or with a specialized stylus
- **A long tap** (tap and hold) usually selects or gives the user options (similar to a double-click or a right-click on a computer)
- **Flick** or **scroll** to turn pages
- **Tap twice** to automatically zoom in on something or to zoom back out
- **Three-finger double tap** to zoom in – this is an option that has to be turned on in the settings menu (**Settings > Accessibility**). Great for users who need to see things bigger
- **Pinch-zoom** for more control over zooming

## Caring for your iPad - Battery

- Be **gentle** when plugging your cable into your iPad and the power adapter
- The fastest way to charge your iPad is by turning it off and plugging it into the wall
- If you notice your iPad gets hot while you charge it, take it out of its case
- To **save** battery power:
  - Turn off the screen when not in use
  - Adjust the brightness settings
  - Turn off the wireless when not in use (or use airplane mode, which prevents all transmission of data)
  - Avoid extreme hot and cold temperatures
- To **prolong** the life of your battery:
  - Use your iPad regularly
  - Once a month, charge your device to 100% and let it run down completely

## Caring for your iPad - Screen

- The iPad's screen is **glass** – clean it **gently** with a dry cloth (like one you would use to clean eyeglasses)
- If it is needed – dampen the cloth slightly. Be careful not to get moisture in any of the holes or buttons, or in the seam around the outside where the glass meets the case
- Be sure to **turn it off** completely before using any water on it
- Never clean your iPad screen with a cleaner containing alcohol – there is a special, invisible coating on the glass of the screen that will be damaged

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## The Settings Menu – Overview 

- This is the first place to look when you want to **change** or **customize** something
- it is also where all the **information** about your device is stored. It is a good idea to explore what is in the Settings Menu!
- Here are the **top 4 things** you should know how to do in your Settings:
  - Turn on WiFi & connect to a wireless network
  - Change your side switch between rotation lock/mute
  - Personalize your auto-lock settings
  - Install iOS updates

## The Settings Menu – WiFi & Connecting to the Internet

For applications that require Internet access (web browser, email, Skype/Facetime), you will need to be connected to a **wireless network** (WiFi).

- All ipads have the capability to access WiFi, and it is usually free. You need to be in a zone with a free or paid wireless connection, such as the library or a coffee shop
- Your home may have wireless internet if your internet provider has set it up

- Some iPads have the capability for **3G** or **4G** but this only works if you pay for a "**data plan**" through a cellphone company
- 3G/4G send data via the cellphone network – wherever you have cell service, you can use the internet

## Connect to Wireless
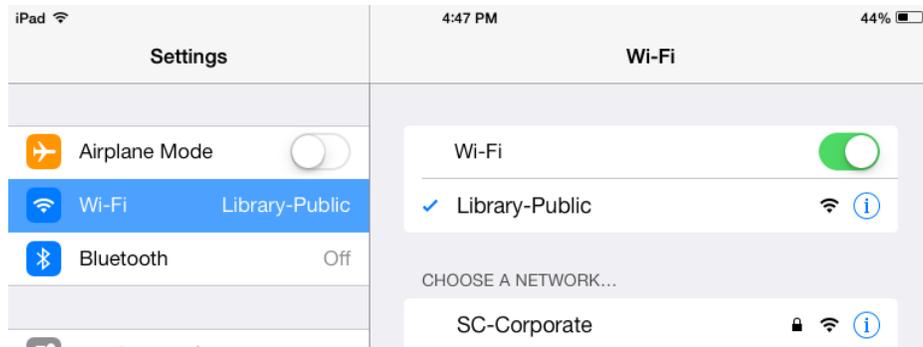


- Open your **Settings Menu** (⚙️) and select **WiFi** (📶 Wi-Fi )

- Turn your WiFi on and off with the **toggle switch** 🟢 (**green** means **on**)
- When your WiFi is on, available networks will show up in the right-hand pane

- The number of bars ( 📶 ) shows how strong the **network signal** is

- The lock symbol ( 🔒 ) means that network requires a **password**
- Tap the name of a network to connect to it. Some networks, including the Library's, will have a **pop-up confirmation** page where you have to click on a button or agree to terms of use in order to use the WiFi
- When you see a checkmark next to a network name, that means you are connected

- You will also see a tiny wireless signal ( 📶 ) in the top left-hand corner next to "iPad"

<table>
<tr>
<td><br>**Extra Tip**</td>
<td>Just above your WiFi toggle is Airplane Mode ( ✈️ Airplane Mode ⚪ ). If you turn your Airplane Mode toggle on, your iPad **does not transmit any data at all**. This mode is safe to use while you are flying. When your iPad is in Airplane Mode, a little airplane icon ( ✈️ ) will appear next to the word "iPad" in the top left corner.</td>
</tr>
</table>

## The Settings Menu – Side Switch

The button on the right side of your iPad (above the volume) can have **two functions**. It can only do **one of these two** functions.

- It can be a **rotation lock**
  - If your screen slips a lot while you are using your device (and you do not want it to), the rotation lock feature will lock it to one orientation, even if you turn it
  - This can be handy for reading or watching movies lying down or browsing photos
- It can be a **mute button**
  - If you listen to music or watch movies a lot on your device, you may want to be able to quickly mute the sound with this button

- **Customize your switch** – open **Settings** ( ) and select **General** ( General ) in the left hand menu. Scroll down a little ways to "**Use Side Switch To**" and tap the option you prefer
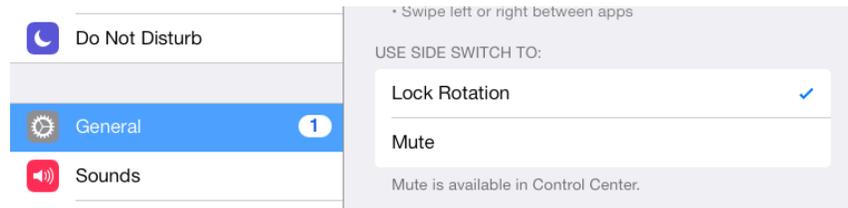


## The Settings Menu – Personalize Auto-Lock

Found in the **General** settings menu, the auto-lock settings affect whether, and how often, your **screen turns itself off** (into sleep mode). Your iPad will do this to **save the battery**. It also affects whether your iPad requires a **passcode** when it is turned on or awakened from sleep mode.
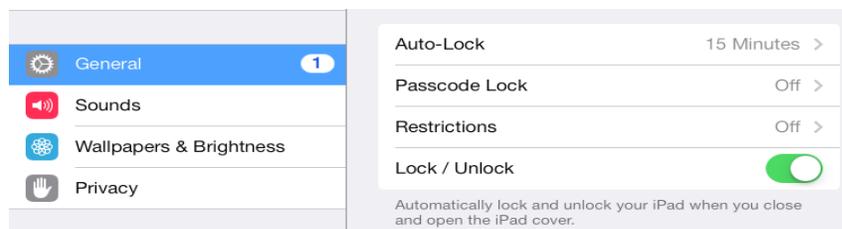


- **Customize your setting** – open **Settings** ( ) and select **General** ( General ) in the left hand menu. Scroll down to the group of settings that begin with "**Auto-Lock**"
- Next to the words **Auto-Lock**, the current setting will be shown
- Tap the right facing arrow ( > ) to change this setting or to turn auto-lock **off completely**
- **Passcode Lock** lets you activate or de-activate a 4-digit PIN to unlock your iPad. This can protect your personal information if your iPad is lost or stolen.

# The Settings Menu – Install iOS Updates

**What is iOS?**

- It is the **operating system** for your iPad – the most important piece of software that controls all other functions
- Periodically, Apple will release **updates** to the iOS which will help make your device run smoothly and make it more secure
- It is usually a good idea to install these updates. However, they can also sometimes change the way your iPad works in minor ways

**Checking for updates**

- Open your **Settings** () and select **General** ( General ) in the left hand menu
- On the right, at the very top, look for **About** and then just below it, **Software Update**
- The little number next to Software Update means that there is an update available:
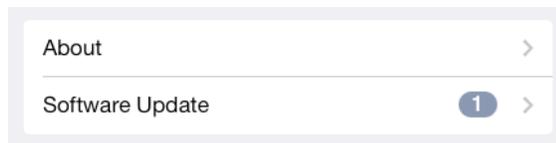


- If there is no number – your iOS is up to date

**Install Updates**

- If there is a number next to **Software Update**, you should install your updates
- Tap the right-facing arrow ( > ) to get more details about the update
- A details screen will show on the right-hand side, select **Install Now** to install the update
- Updates often require an internal connection and a battery charge of at least 50%
- While updates are being installed, your iPad may restart itself. Before updating, be sure that you do not have anything open in other applications that needs to be saved
- You may be required to agree to a new set of **Terms and Conditions** after the update is complete

## Apple ID

- Apple ID is the **free Apple account** that you may have set up when you first turned on your device, or if you have downloaded any apps
- Find it under **Settings** ( ) and select **iTunes & App Stores (pic)**

## What is an App?

- Your home screens are full of little icons for different apps
- "App" is short for "application"
- An app is a **small, self-contained program** that runs on your iPad, like a program would on a computer
- Each app does something **different** – there are apps that are for **email** and **internet**, for **games**, to take and edit **photos**, and so on
- The iPad comes loaded with several common apps, such as Mail , Safari , iBooks , FaceTime , Siri , App Store , and more
- Millions of other applications are available for download (both free and paid) from the App Store – have fun searching through the store to find what apps you would like to customize and have fun with your device!

## More help & Links

**iPad for beginners page** (SCL website – all downloads there):
http://www.sclibrary.ab.ca/ipadbeg.htm

**Lynda.com videos**: access from http://www.sclibrary.ab.ca/lynda.htm, search for "iPad"

**Library Downloads on your iPad:** You can download eBooks, eAudiobooks, music, movies, TV and magazines for free with your library card. Visit http://www.sclibrary.ab.ca/download.htm to get started, or contact the library for help getting set up.