

iPad for Beginners



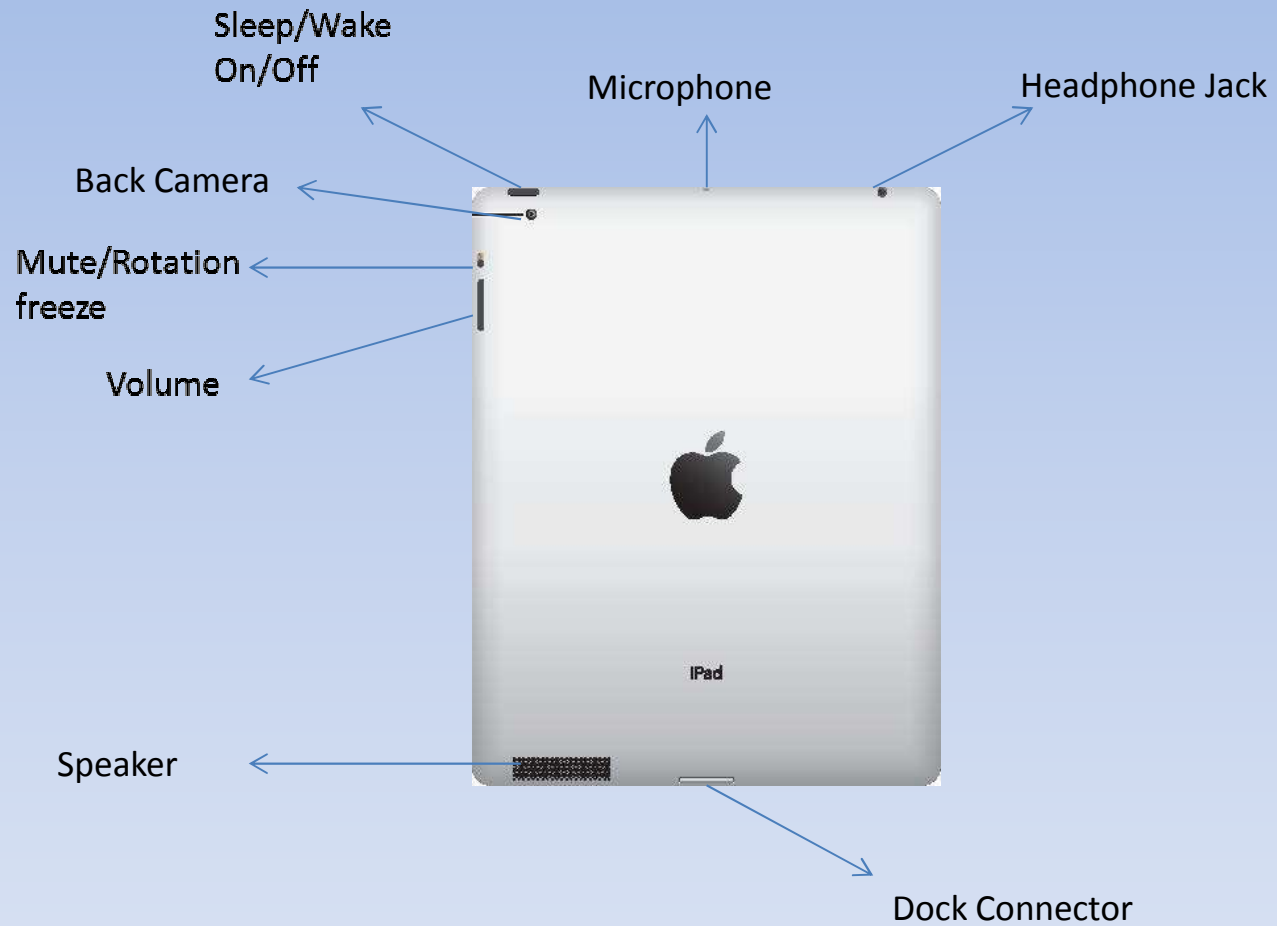
Everything you wanted to know but
were afraid to ask a 10-year-old.

by Anne Keller, Teen Services Librarian

iPad Controls

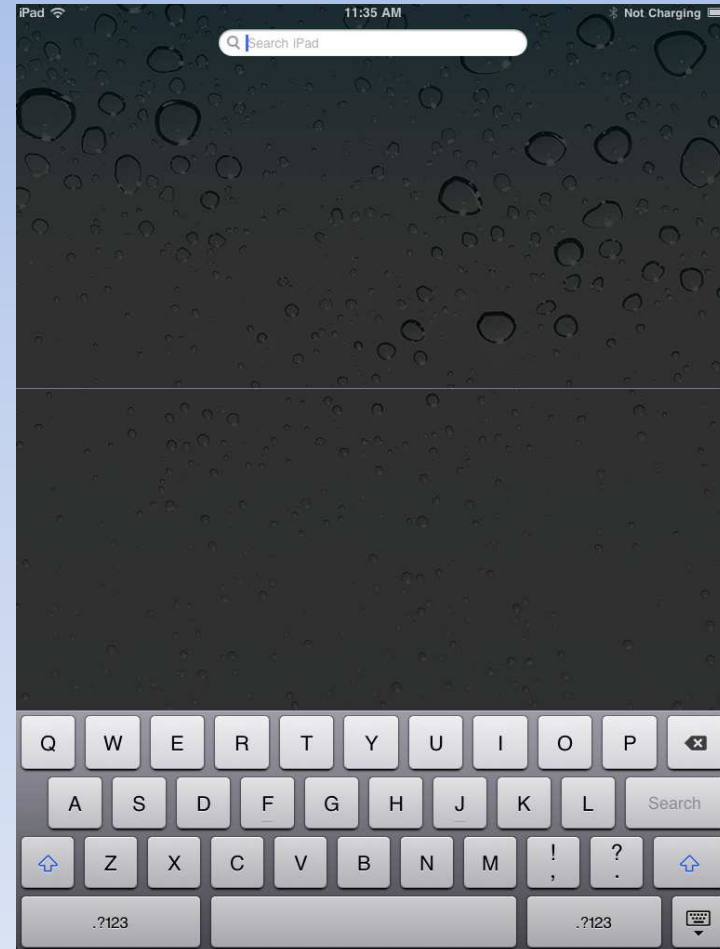


iPad Controls



Screens

- Swiping
 - Right, left, up, down
- Search
 - Swipe left to right
 - Home button
- On-screen keyboard
 - Activate
 - Hide



Instructions

- To turn the iPad on, press and hold the Sleep/Wake button until the Apple logo appears. Wait a few seconds for the screen to show and slide the arrow to unlock the screen.
- The Sleep/Wake button is on the top right corner of the iPad.
- To lock the iPad, to prevent anything from happening when you touch the screen, press the Sleep/Wake button once. While the iPad is locked, the screen will be black but music can be playing and the volume can be adjusted.
- To unlock the iPad, press the Home button or the Sleep/Wake button; then slide the arrow to unlock the screen.
- To turn off, press and hold the Sleep/Wake button and slide the arrow to off.

Power On/Off/Lock Screen



Status Bar

- Wireless connection indicator
- Time
- Bluetooth
- Battery status
 - Charging
 - Not Charging

Settings



- Personalize your iPad
- Set the date and time
- Configure your network connection
- Change other iPad settings
- Control features in apps

Settings

- WiFi
 - Connect (check status bar)
- General Settings
 - Date and Time
 - Auto-Lock
 - Restrictions
 - Etc.
- Navigation arrows



Accessibility



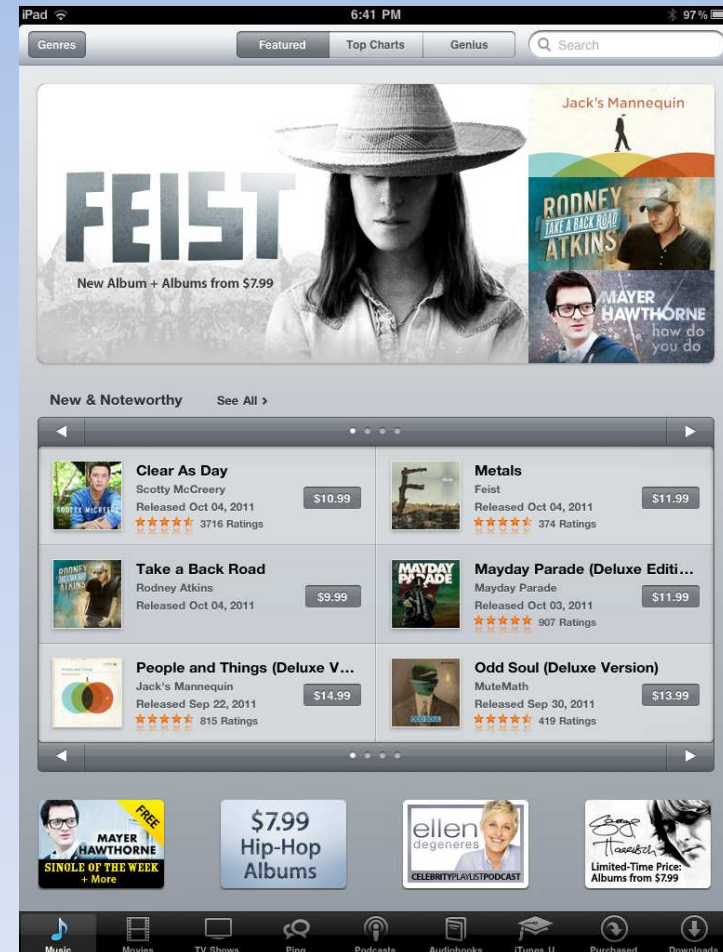
- About: gives general information
- Sounds, Auto-Lock, Passcode Lock, Date and Time, Keyboard
- Reset

Scavenger Hunt

- Change your wallpaper
- Change your Auto-Lock setting
- Check the date and time
- List available WiFi Networks

iTunes

- Source for content
 - Music
 - Movies
 - TV Shows
 - Podcasts
 - Audiobooks
 - Etc.
- Must have an iTunes account to download apps
 - Do not need credit card to download free apps

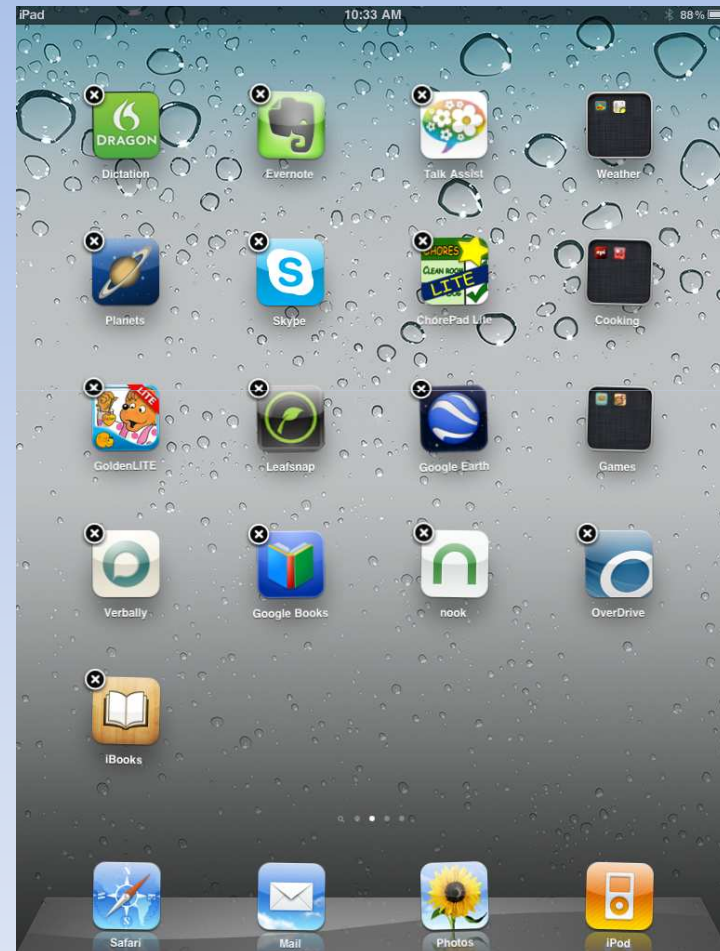


App Management

- Appsbergers: an addiction to apps
- Moving
- Deleting
- Folders
- Viewing and closing open apps
- Evaluating apps

Moving and Deleting Apps

- Touch and hold any icon until all “jiggle”
- Can slide any icon to rearrange or put on another screen
- Can delete installed apps by touching x
- Cannot delete “native” apps



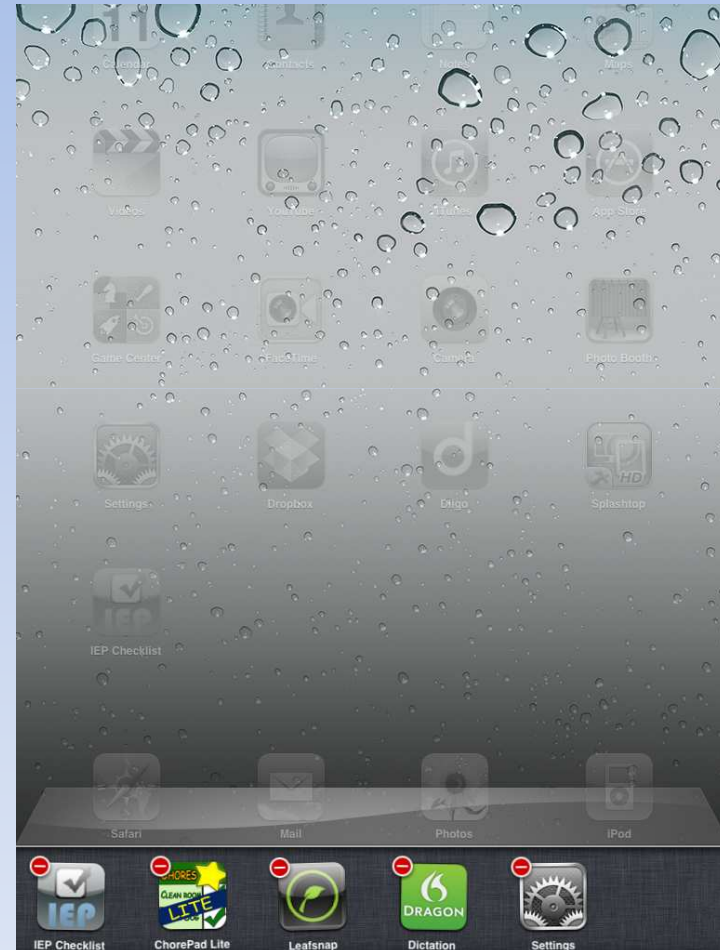
Creating Folders

- Press and hold any icon until all “jiggle”
- Drag one icon on top of another
- Folder window will open with suggested name
 - Can rename
- To remove, press and hold, drag out of folder



View and Close Open Apps

- Double click Home button
- Open apps appear at bottom for quick access
- Press and hold any icon until all “jiggle”
- Press minus sign in corner to close
- Does not remove app from device



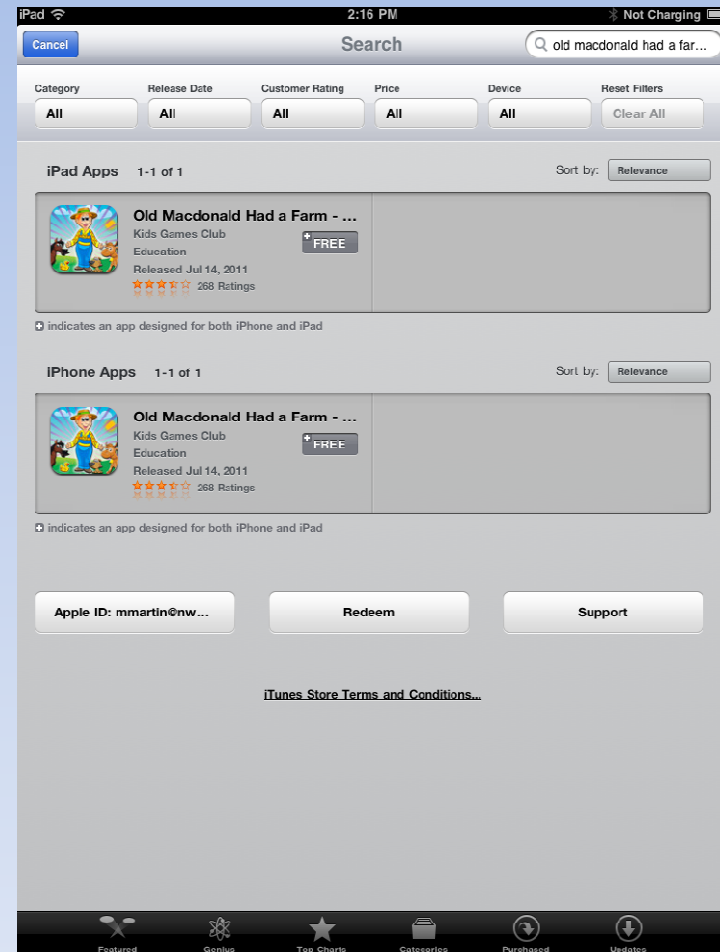
App Store

- Searching for apps
- Selecting compatible apps for your device
 - + next to price indicates universal app



Downloading Apps

- Can download either on iPad or on computer through iTunes to sync with iPad
- Click Free or Buy App
- Click Download
- Enter password
- Download starts automatically
- Will sync with iTunes next time you connect with computer



Browsing

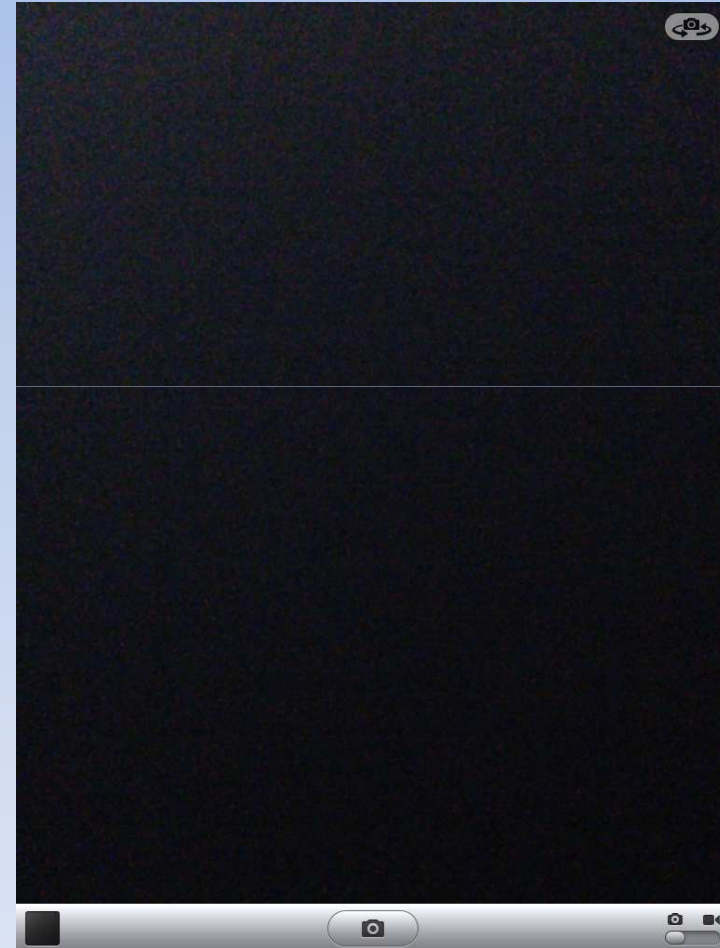


- Safari
 - Access the keyboard
 - .com key
 - Hide the keyboard
 - User's manual: in the Bookmark Section on Safari
 - 50 top tips and tricks:
<http://www.techradar.com/news/computing/apple/50-really-useful-ipad-tips-and-tricks-688556>
 - Adding and accessing bookmarks
 - Zooming in and out
 - Viewing and closing multiple pages

Camera



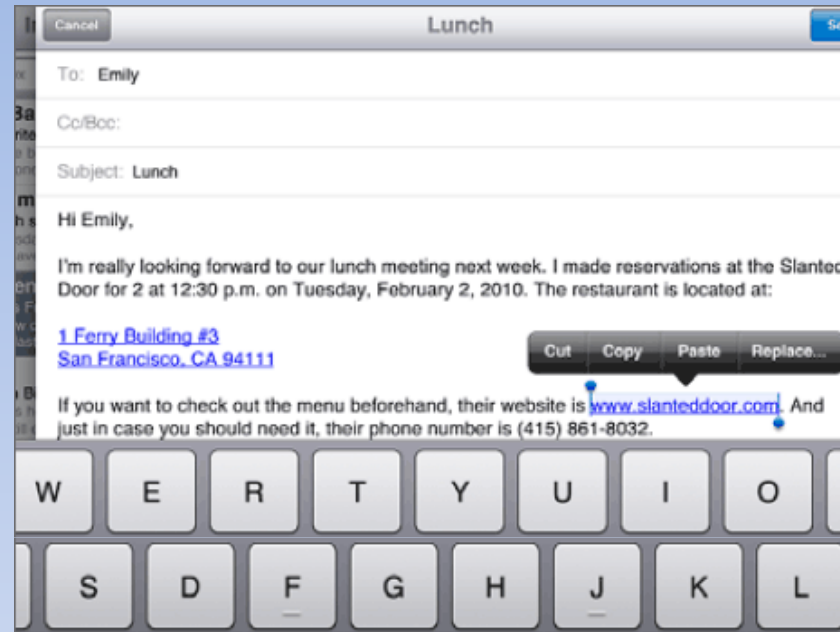
- Switching cameras
 - Rotation lock to make shutter access easier
- Switching from still to video
- Screen Shots: Press Home & Sleep/Wake button



Cutting/Copying/Pasting

Instructions

- Tap Once on an insertion point to bring up a menu.
- **Select** will highlight one adjacent word.
- **Select All** will highlight all of the text. When text is selected, it can be deleted by pressing **Delete** on the keyboard.
- If working on a document in which you can't edit the text, touch and hold a word to select it.
- Then **Copy** the text. Move to where you want to place the copied text. Click once for an insertion point. Click again to see the **Paste** button. Touch **Paste**. **Paste** will insert any text sitting in the Clipboard.



If you still have questions, please refer to the online manual or just ask a 10 year old.