iPad Basics
Class Handouts

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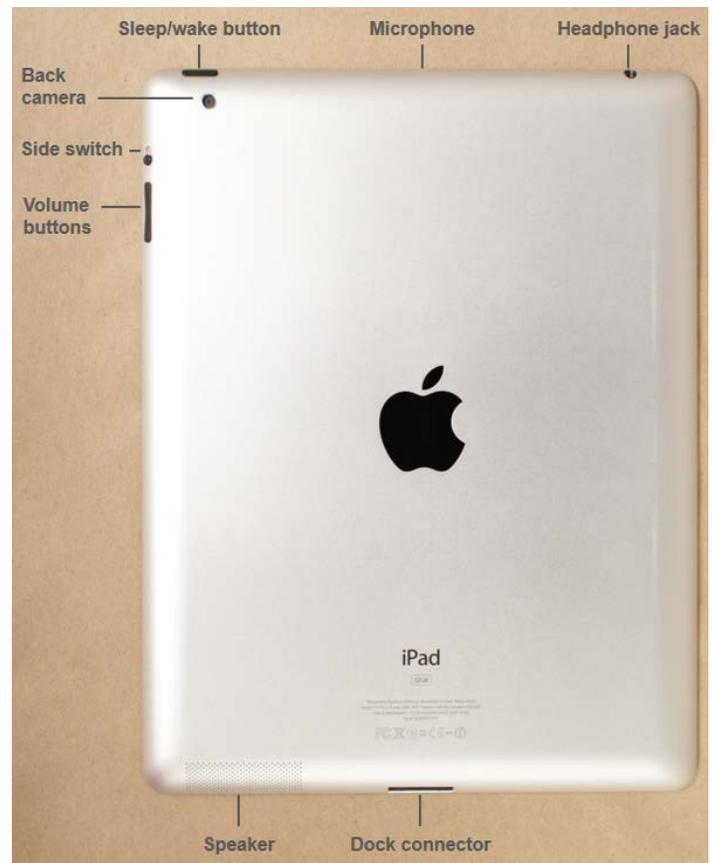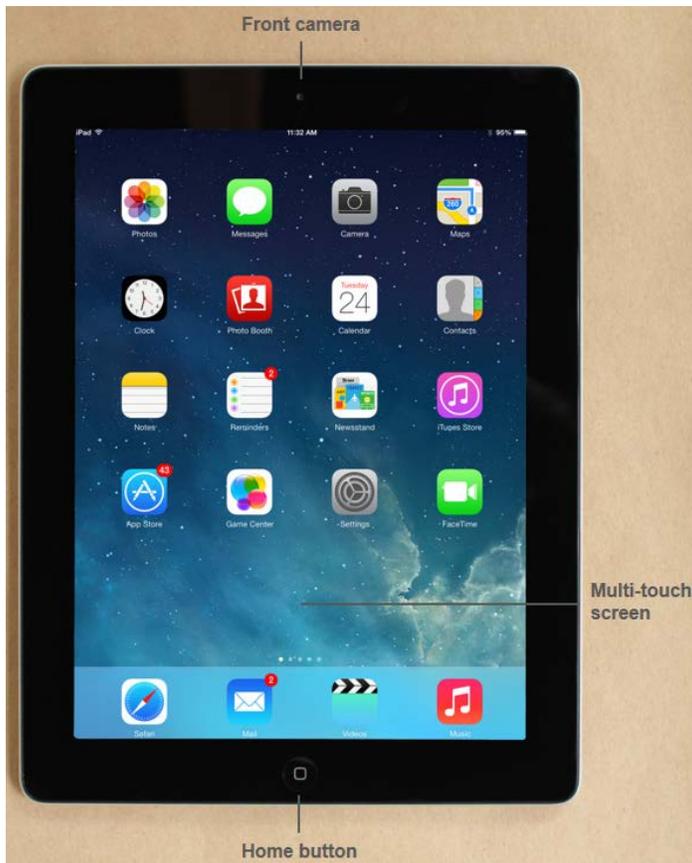Mittwoch, 7. Oktober

iPad

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Parts of the iPad

Front camera takes pictures or video of whatever is facing or looking at the screen.

Multi-touch screen displays what is showing and is operated by touching it.

Home button takes you to the home screen.

Sleep/wake button To use your iPad, press this button to wake it up. When you're done using the iPad, press the button to put it in Sleep mode. This will turn off the screen and help save battery life. Most of the time, you won't need to turn your iPad off—you can just use the Sleep/Wake button to keep your iPad in Sleep mode. But if you need to turn it off completely press and hold the Sleep/Wake button for several seconds, then slide to power off. To turn the iPad on, press and hold the Sleep/Wake button until the Apple logo appears. It may take a few minutes to turn on completely.

Microphone allows you to speak to your iPad to use voice-activated features and record audio.

Headphone jack allows you to listen in private by plugging in headphones.

Back camera takes pictures or video of whatever a person aims the device toward.

Side switch is customizable and can be set to disable screen rotation or to mute sounds.

Volume allows you to increase or decrease the volume.

Speaker is where the sound comes out.

Dock connector slot is where you plug in the dock connector cord to charge your battery or sync with your computer.

Status icons

The icons in the status bar at the top of the screen give information about iPad:

Status icon		What it means
🛜	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection.
•••••	Cell signal	iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
✈	Airplane Mode	Airplane Mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available.
LTE	LTE	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network.
4G	4G	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network.
3G	3G	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network.
E	EDGE	iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network.
GPRS	GPRS	iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network.
☾	Do Not Disturb	Do Not Disturb is turned on.
⊚	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices.
♺	Syncing	iPad is syncing with iTunes.
☀	Activity	There is network or other activity. Some third-party apps use this icon to show app activity.
VPN	VPN	iPad is connected to a network using VPN.
🔒	Lock	iPad is locked.
⏰	Alarm	An alarm is set.
🔄	Screen orientation lock	Screen orientation is locked.
➢	Location Services	An app is using Location Services.
⁎	Bluetooth®	*Blue or White icon:* Bluetooth is on and paired with a device, such as a headset or keyboard. *Gray icon:* Bluetooth is on and paired with a device, but the device is out of range or turned off. *No icon:* Bluetooth is not paired with a device.
▯	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
▬	Battery	Shows the battery level or charging status.

Step-by-Step Instructions for Tasks Done in iPad Basics Class

Update iOS Software
1. Touch the **Settings** app to open it.
2. On the left-hand side of the screen, touch **General**.
3. On the right-hand side of the screen, touch **Software Update**.
4. If your software is up-to-date, it will say so.
5. If there is an update available, it will say what update it is and you will see **Download and Install**. Touch **Download and Install**.
6. Touch **Agree** to agree to Apple's Terms and Services. You may need to touch **Agree** again.
7. The update process will begin. The update will be downloaded. Then you will receive a screen that notifies you that the software update will begin installing and then your iPad will restart when the process is finished.
8. Touch **Install**.
   NOTE: It is good practice to update your software when your iPad is charged and you do not plan on using it as it may take several minutes for the update to occur.

Connect to the Bartlett Public Library District's wireless network (Wi-Fi)
1. Touch the **Settings** app to open it.
2. On the left-hand side of the screen, touch **Wi-Fi.**
3. On the right-hand side of the screen, make sure the Wi-Fi button is turned on. It will be green if it is. If not, swipe it to the right to turn it on.
4. Under "Choose a Network", touch **BPLDGuest**.
5. Note the blue checkmark to the left of BPLDGuest when connected.
6. Touch **I Accept** to accept the terms of the library's computer policy and connect to Wi-Fi.
7. Touch **Done**.

Location Services is a setting that uses Wi-Fi or cellular signals to determine your current location. Location data can be used by a variety of apps and websites. For example, the Weather app uses your location to provide the local forecast. You must turn on Location Services and give your permission to each app or website before it can use your location data.
To Turn on Location Services
1. Touch the **Settings** app to open it.
2. On the left-hand side of the screen, touch **Privacy**.
3. On the right-hand side of the screen, touch **Location Services**.
4. Slide the button to the right so it is green to turn on Location Services.
5. Below this is a list of apps on your device. If the button is green, then Location Services is turned on for that app. Swipe to the left to turn Location Services for that app off or swipe to the right to turn on.

Download an App from the App Store (when you know the name of the app you want to download)
1. Touch the **App Store** app to open it.
2. In the upper right-hand corner, touch in the Search box.
3. The keyboard will appear. Type in the name of the app you want to download. Then touch **Search**.
4. View the search results. Touch the box that says **FREE**. That box changes to say **INSTALL**. Touch **INSTALL**.
5. Enter your password for your Apple ID and touch **OK**.
6. Watch the blue circle spin around and darken as the app is downloaded and installed.
7. Touch **OPEN** to open the app.

Move Apps
1. Touch and hold down on the app icon you want to move until the app icon shakes, then drag it to the spot you want to move it.
2. When you are done moving the app, touch the home button and the app icons will stop wiggling.

Delete an App
1. Touch and hold down on the app icon you want to delete until the app icon shakes.
2. Remove your finger.
3. Apps that you can delete will have an **X** in the upper left-hand corner.
4. To delete an app, touch the **X**.
5. You will see a message that says that deleting the app will delete all of its data. Touch **Delete**.

Close Apps
1. To fully close apps, touch the home button two times in a row.
2. All open apps will show. Swipe up on the app to close it.

Customize the Dock (The dock is the bar at the bottom of the screen with select apps in it. You can have up to 6 app icons in your dock and they are visible no matter what page of your home screen you are on.)
1. Touch and hold down on the app icon you want to move until the app icon shakes, then drag it to the spot in the dock you want to move it.
2. When you are done moving the app, touch the home button and the app icons will stop wiggling.

Update Apps Manually
1. When an update is available, you will see a red circled number on the iPad's App Store icon. The number in the red circle represents the number of apps that have updates waiting.
2. To update, tap the **App Store**.
3. Touch **Updates**.
4. Tap the name of the program you want to update and the update will start.

Update Apps Automatically
1. Touch **Settings**.
2. Scroll down and touch **iTunes & App Store**.
3. Under **Automatic Downloads**, slide the button to green to turn on automatic updates for apps.

Apps for Your iPad

Apps built-in to the iPad

Safari	Safari is the internet browser for the iPad. It locates and displays web pages.
Mail	Set up the Mail app with your personal or work email address.
iBooks	Apple's store for purchasing eBooks. Search books and tap to see more details, see reviews, and read a free sample. Purchase a book and it downloads to your bookshelf in iBooks. Some books are free. *Use your Apple ID and password with this app.*
Photos	View, edit, and share pictures taken with your iPad camera.
Maps	Get spoken turn-by-turn directions and real-time traffic conditions.
FaceTime	Make video or audio-only calls over Wi-Fi or cellular to an iPad, iPhone, iPod touch, or Mac. *Use your Apple ID and password with this app.*
Newsstand	Get your magazine and newspaper subscriptions delivered right to your iPad with Newsstand.
Messages	Send messages over Wi-Fi or cellular to anyone on an iPhone, iPad, iPod touch, or Mac. You can attach a photo or a video.
iTunes Store	Organize your music, TV shows, movies, podcasts, and video games for iPods. *Use your Apple ID and password with this app.*
App Store	Get apps designed for the iPad. The App Store has over 500,000 iPad apps. Some are free and some have a cost associated with them. *Use your Apple ID and password with this app.*
Calendar	Manage your schedule with the Calendar app. You can view events by day, week, month, or year.
Music	Buy or rent music, movies, and TV episodes through iTunes. Stream music from over 250 stations with iTunes Radio. *Use your Apple ID and password with this app.*
Videos	Watch the movies and TV shows you buy or rent through iTunes.

Siri	Siri is speech recognition feature that lets you tell your iPad what you want it to do. Ask a question like "Who do the Chicago Bears play on Sunday?" and Siri provides the answer.
Reminders	The Reminders app lets you set alerts for all the things you need to get done — even recurring ones.
Contacts	Use the Contacts app to store your family and friends' names, numbers, mailing addresses, email addresses, birthdays, and more.
Camera	Take pictures or videos using the iPad's Camera app.
Notes	Use Notes to keep information or lists available on your iPad. There's a Dictation feature for when you're too busy to type.
Photo Booth	Use Photo Booth to take pictures using fun effects such as Kaleidoscope, X-Ray, and Stretch.
Clock	Set alarms, use the timer or stopwatch, and check the current time in cities around the globe with the world clock.
Game Center	Play and share games with your friends, track your progress using leaderboards, and more. *Use your Apple ID and password with this app.*
Podcasts	Discover, subscribe to, and play podcasts of all genres.
Tips	Get weekly tips on using your iPad from Apple.
Find My iPhone	If you lose your iPad, you can use Find iPhone to locate it or erase your device and reactivating it. So even when your iPad is out of your hands, you can still protect its contents. *Use your Apple ID and password, along with iCloud, with this app.*

Apps available from Apple for free in the App Store

iTunes U	Take free courses from universities and other schools right on your iPad. Access an online catalog of free education content, from books and podcasts to video tutorials.

Thank you to Crystal Lake Public Library for sharing their handout and presentation.