iPad Basics for Beginners

Apple's iPad and iPad mini are popular tablets that have changed the way we use computers. The iPad launched in 2010. There are several different iPad models including the iPad Air 2, iPad Air, iPad 2, iPad Mini 3, & iPad Mini. The current operating system is iOS 8.

Additional Resources: http://www.gcflearnfree.org/devices/ipadbasics

Touring the iPad

Getting started

The first time you turn on your iPad, you'll be asked to choose a few different settings, like your preferred language, a Wi-Fi network, and your Apple ID. If you don't want to choose all of these settings, you can always skip them for now and change them later.

To learn more about the buttons and ports on the outside of the device, review the diagrams below.

*If you have the latest version of the iPad, the dock connector will be slightly smaller than the one pictured above. The new connector is known as a Lightning connector, and you'll use a Lightning cable to charge your iPad or connect it to your computer.

Content Source: GCFLearnFree.org

Willoughby-Eastlake Public Library

To sleep and wake the iPad:

1. When you're ready to use the iPad, you'll need to wake it. To do this, press the Sleep/Wake button or the Home button. The Lock screen will appear; simply slide to unlock it. When you're done using the iPad, press the Sleep/Wake button to put it in Sleep mode. This will turn off the screen and help to save battery life.
2. The iPad will go into Sleep mode automatically if you don't use it for more than a few minutes.

To turn the iPad on and off:

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 (for example, on an airplane), 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.

Control Center

Control Center gives you quick access to commonly used settings and apps from anywhere in iOS—including the Lock screen. To access Control Center, swipe up from the bottom of the screen. To close Control Center, swipe down, tap the top of the screen, or press the Home button.

Using the Keyboard & Touch Screen

Multi-touch gestures

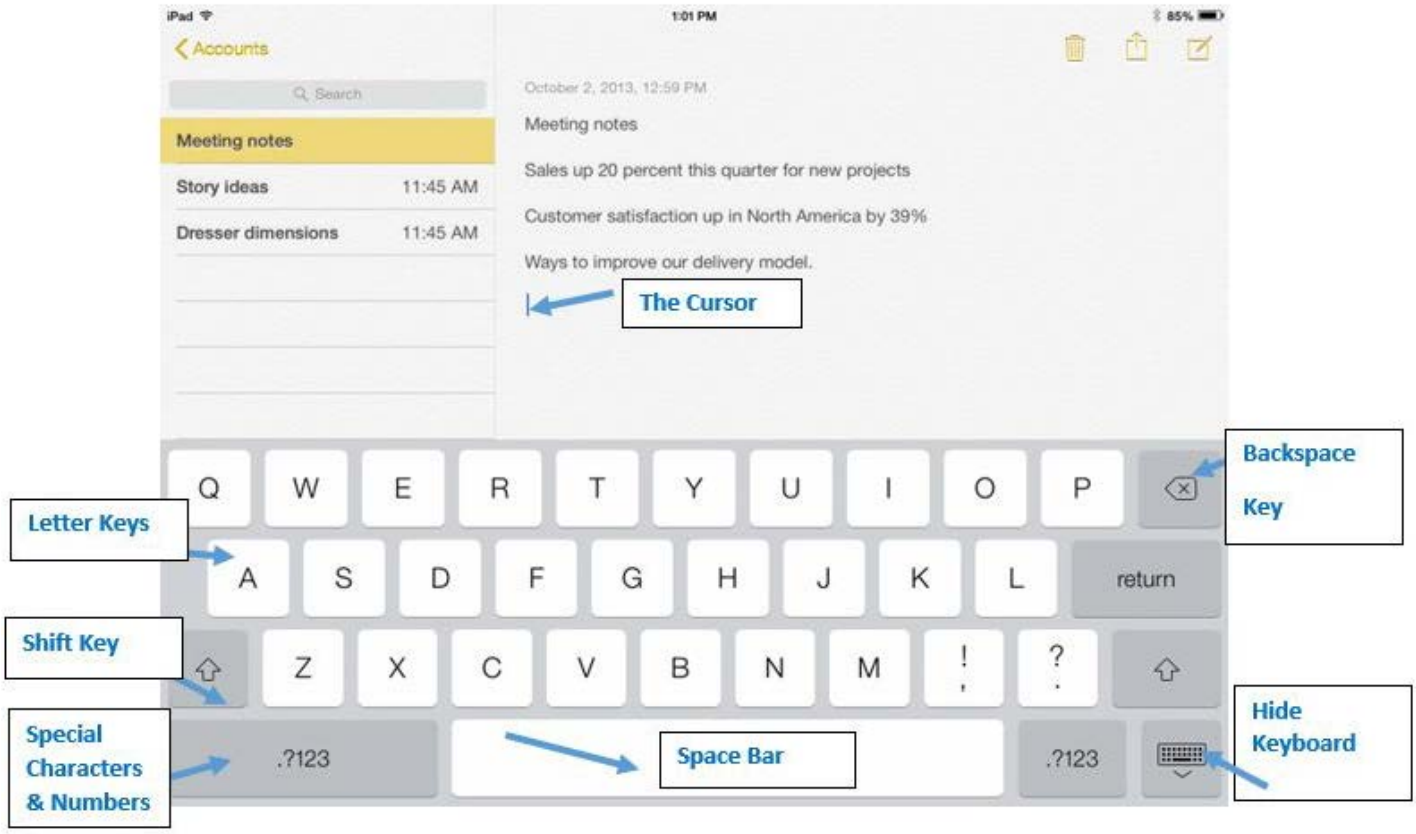
Gestures, sometimes called multi-touch gestures, are what you'll use to open apps, navigate the Web, and more.

- Tap to "click" or select something on the screen; for example, an app or a link. You can also tap and hold to occasionally access other options (think of this as "right-clicking").
- Drag to scroll up and down, left and right, or any other direction on the screen.
- Swipe left or right to flip through pages on the Home screen, photos, or pages in an e-book.
- Swipe left or right with four or five fingers to switch between open apps.
- Double-tap to zoom in or out on photos, webpages, and certain apps.
- Pinch to zoom in or out almost anywhere.
- Pinch four or five fingers together to jump to the Home screen, no matter where you are.
- Swipe up with four or five fingers to pull up the multi-tasking bar.

Content Source: GCFLearnFree.org

Using the Keyboard

The iPad's virtual keyboard will appear whenever you tap a text field. For example, the keyboard will appear when composing an email, writing a note, or entering a website address.



Moving the cursor

Sometimes you may find that you want to edit something at the beginning of a sentence or paragraph. Rather than deleting the existing text and starting over, you can move the cursor to the desired location. To move the cursor, simply tap the desired location. If you need more control, press and hold the screen, then (without removing your finger) drag the magnifying glass to choose a location for the cursor.

To copy and paste text:

If you want to move text from one location to another, you can copy and paste it. This is especially helpful if you want to move text between different apps. For example, you might find some useful information in Safari and then copy and paste it into the Notes app.

1. First, you'll need to select the text you wish to copy. Double-tap the screen next to the text you wish to select, then drag the blue selection handles to select the text.
2. Menu options will appear above the selected text, including Cut, Copy, and Paste. We'll tap Copy.
3. Double-tap the desired location for the text, then tap Paste.

Keyboard tips

Screen orientation: You can rotate the iPad to change the size of the keyboard. The keyboard will use about half of the screen in landscape mode and about a quarter of the screen in portrait mode.

Content Source: GCFLearnFree.org

Willoughby-Eastlake Public Library

Alternate characters: You can press and hold certain letters and symbols to add accents or alternate characters.

Undo button: Rather than deleting text manually, you can use the Undo button. Just tap the Number button, then select Undo.

Voice dictation: This feature allows you to enter text without having to use the keyboard. Tap the microphone icon on your keyboard, then start talking. (This feature is only available for devices with Siri.)

Settings & Preferences

Once you're more familiar with the iPad, you may want to take some time to review and customize your device's settings. Settings control everything from the way your iPad works to the data it shares with apps and other devices. You can open Settings by tapping the icon on your Home screen.

Wi-Fi

You'll need to connect your iPad to the Internet to be able to use most of the iPad's features. It's easy to turn your iPad's wireless connection on or off and join nearby networks so you can access the Internet. Once you join a network, your device will connect to it automatically whenever it's in range. If there are no networks in range, it will connect via 3G or 4G instead, but only if you have a 3G- or 4G-enabled device (and a contract with a wireless provider).

To turn Wi-Fi on or off:

1. Tap the Settings icon on the Home screen.
2. The Settings will appear. Tap Wi-Fi in the left pane.
3. Next to Wi-Fi, tap the control to turn it on or off.
4. Joining networks

Joining a Network

To join a network that's in range (for example, your home's Wi-Fi or a nearby public hotspot), look for it under **Choose a Network**. Then tap the network you want to use. If the network is secure, you'll need to enter a password in order to connect to it. If the network isn't secure, you can connect to it without a password.

If the network doesn't appear on the list, it may be out of range, or it may be closed (in other words, hidden). To join a closed network, tap **Other**, then follow the steps to connect to it. You'll need to know the name of the network, the security setting, and the password.

Updating your software

Software Update is where you'll download iOS updates from Apple. Updates frequently include bug fixes and other improvements designed to enhance your experience with the iPad. If an update is available, tap Software Update, then tap the Install button.

Wallpaper and sounds

There are lots of ways to customize your iPad. If you want to make your iPad more personal, you might want to choose your own wallpaper or change the sound effects.

To change your wallpaper

To make your iPad more personal, you can add your own background wallpaper.

1. Tap the Settings icon on your Home screen.
2. Tap Wallpapers & Brightness in the left pane.
3. Tap the area under Choose Wallpaper.
4. Tap Dynamic or Stills to view the built-in wallpapers that came with your iPad, or choose a picture on your device from the albums below. In our example, we'll tap Stills.

Content Source: GCFLearnFree.org

5. Tap an image to open a full-screen preview.
6. Use the menu bar to apply the wallpaper to your Lock screen, Home screen, or Both. To exit the preview without changing your wallpaper, tap Cancel.

Setting the wallpaper from the photos app

If you're already looking at pictures in the Photos app, you can set any picture as the wallpaper without opening Settings. Simply select the picture, tap the Share button in the bottom-left corner, then select Use as Wallpaper.

Screen brightness

If you're having difficulty viewing your iPad's screen, you may want to adjust the screen brightness. Decreasing the screen brightness will also help to save battery life. From the Display & Brightness settings, drag the slider to increase or decrease the screen brightness. You can also change this at any time by swiping up from the bottom of the screen to access the Control Center.

*Auto-Brightness automatically adjusts the brightness for current light conditions using a built-in light sensor. Just tap the Auto-Brightness control to turn this feature on or off.

Sounds

The Sounds settings allow you to change the sound effects for different alerts (like a new email or calendar event), as well as your ringtone for the FaceTime app. You can also adjust the volume for these sounds and enable or disable system sound effects like keyboard clicks and lock sounds.

To edit sound settings:

Tap the Settings icon on your Home screen.

1. Tap Sounds in the left pane.
2. Customize the sound settings as desired. For example, you can choose a new ringtone for the FaceTime app or a new alert tone for email messages. Take some time to test different sounds and settings to find the ones you like best.

*You can also use your iPad's side switch to mute or unmute all sounds.

Passcode

By default, the iPad doesn't require a passcode to unlock it. However, you can set one to help protect your device. Requiring a passcode will make it considerably more difficult for someone else to access your iPad if it's lost or stolen.

1. Tap the Settings icon on your Home screen.
2. General settings will appear. Tap Passcode Lock to view your options.
3. Tap Turn Passcode On.
4. Use the keypad to enter a four-digit passcode. (You'll need to enter it twice to confirm.)
5. Passcode Lock will be enabled. You'll need to enter it whenever you unlock the iPad.

Working with Apps

Apps are programs that are designed to run on your device. The iPad comes with several built-in apps, but you can download more apps from the App Store. The iPad also makes it easy to manage the apps on your device.

The App Store gives you access to hundreds of thousands of apps. You'll find everything from games to entertainment to productivity tools—even apps that can help you with common tasks like studying for an exam, cooking dinner, or keeping track of travel plans.

Content Source: GCFLearnFree.org

There are thousands of apps you can download for free. Many other apps cost as little as $0.99, although some may be more expensive. If you're not sure which apps to try first, the App Store can help by giving you recommendations or showing you what's popular with other iPad users.

Popular Built in Apps

Maps, Notes, Camera, Photos, Clock, Facetime

Managing apps

The Home screen contains an icon for every app on your device. This means it can get pretty crowded, especially if you've installed a lot of apps from the App Store. Here are some tips to help you customize your Home screen so your favorite apps are always easy to find:

Rearrange your icons by touching and holding any app on the Home screen. When the icons begin to shake, drag and drop them wherever you want (even on or off the dock). To move an icon to another screen, drag it to the left or right edge and hold until it switches to the new screen. When you're done, press the Home button to make the icons stop shaking.

If you're on the last page of apps, you can create an additional Home screen by dragging an icon to the far right edge. When you're done, press the Home button.

Create a folder by dragging one icon on top of another. To add more icons to the folder, keep dragging and dropping the ones you want. This is a great way to organize similar apps and remove clutter from your Home screen. When you're done, press the Home button.

Search for apps by swiping down from the middle of the Home screen. A search box will appear at the top of the screen. Start typing the name of the desired app—any apps matching your search will appear (along with other files and settings on your iPad).

Delete apps by pressing and holding any app on the Home screen, then tapping the X in the top-left corner. Note that built-in apps cannot be deleted. When you're done, press the Home button.

Multi-tasking

You may be used to using several programs at the same time on your computer, which is also known as multi-tasking. On the iPad, multi-tasking works a bit differently. Although you can't use several apps at the same time, you can easily switch between apps without going to the Home screen. For example, you might be browsing the Web in Safari and then decide to send a message through the Mail app.

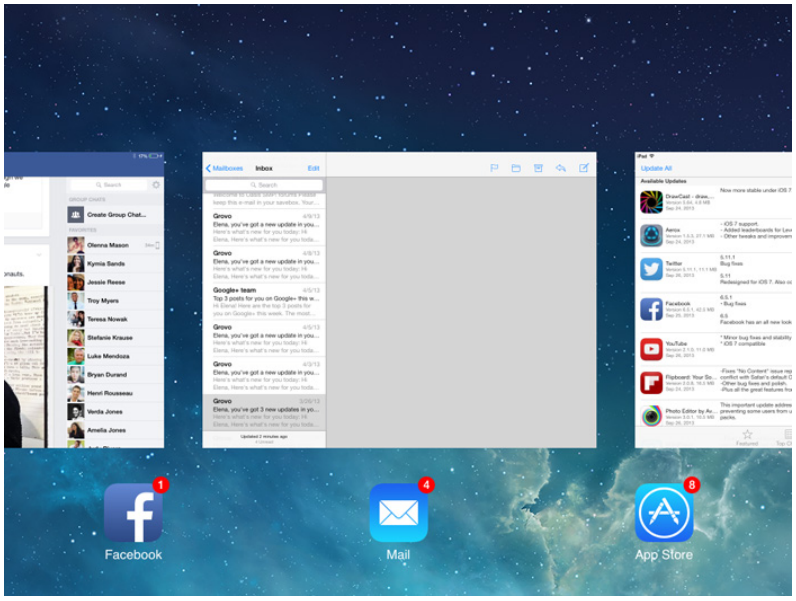
To make multi-tasking as seamless as possible, your iPad will keep recent apps paused in the background. When you switch to a recent app, you won't have to wait for it to load—you can simply pick up where you left off.

Content Source: GCFLearnFree.org

To switch between apps:

Sometimes you may want to quickly switch between apps without returning to the Home screen. For example, you might be browsing the Web in Safari and then decide to send a message through the Mail app.

- Quickly press the Home button two times. A preview of your current apps will appear. You can swipe left or right to browse through the current apps. Simply tap an app to open it.

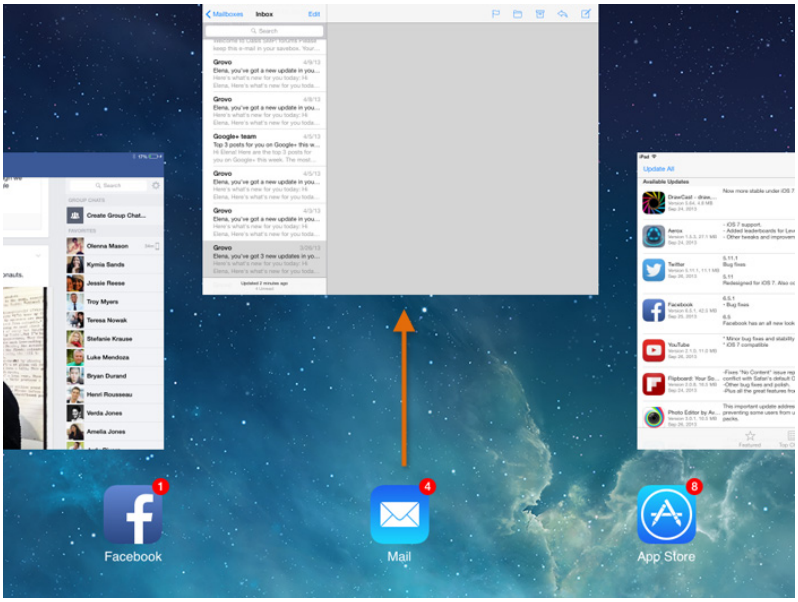


To close apps:

When you switch to the Home screen, the app you're using doesn't actually close; it just remains paused in the background. However, if an app stops working correctly, it sometimes helps to force the app to close. This is similar to force-quitting an unresponsive program on a computer.

Keep in mind that you don't need to close apps this way unless there is a problem—because the apps are paused, they won't slow down your iPhone or drain the battery.

- Quickly press the Home button two times. A preview of your current apps will appear. Swipe up on any app to close it.



Content Source: GCFLearnFree.org

Willoughby-Eastlake Public Library

Surfing the Web

Safari is a web browser that comes built in to the iPad. You'll use it to access websites on your device. Safari's interface is similar to those you might find on a desktop web browser, and it also has a few unique features to make mobile browsing easier.

Navigation Buttons

Use the back and forward buttons to navigate between pages you've recently visited.

Bookmarks & Reading List

Tap here to see your bookmarks, shared websites, and reading list. If you don't have an internet connection, you can still read websites that you've added to your reading list.

Reader

The Reader feature allows you to view web articles in a large, easy-to-read format, free of any ads or clutter.

The Address Bar

The address bar displays the URL for the current page. To navigate to a new page, just enter a new address. You can also use the bar to search the web.

Share Button

Use the Share button to create a bookmark, save the page to your reading list, and more. You can even email the link to your friends, or share it on Twitter or Facebook.

New Tab Button

Tap here to create a new tab. When you create a new tab, the Favorites page will appear, which includes shortcuts to your most frequently visited websites. You can tap a website to navigate to that page, or enter a URL into the address bar as normal.

Pages

Tap here to see all the pages that you currently have open. You can close web pages using this button.

Content Source: GCFLearnFree.org

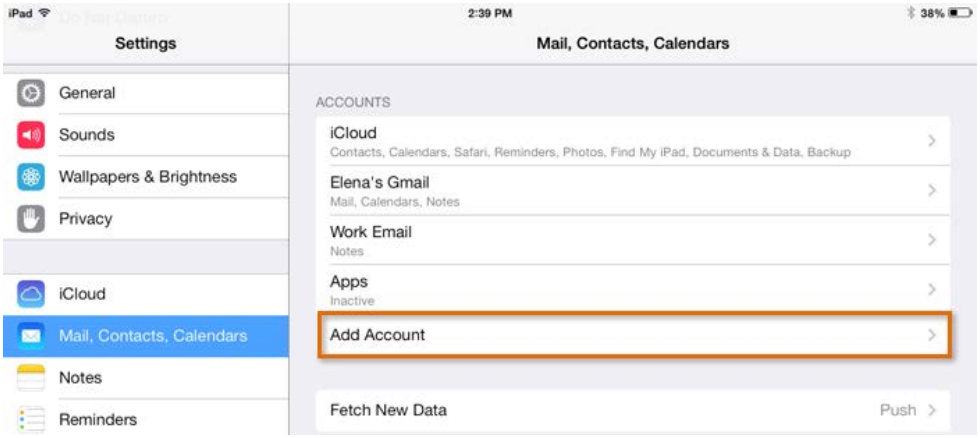
Email

Mail is probably one of the first apps you'll want to set up on your iPad. You can use it to view and send emails, reply to messages, and manage your inbox—all the things you're used to doing with your email account.

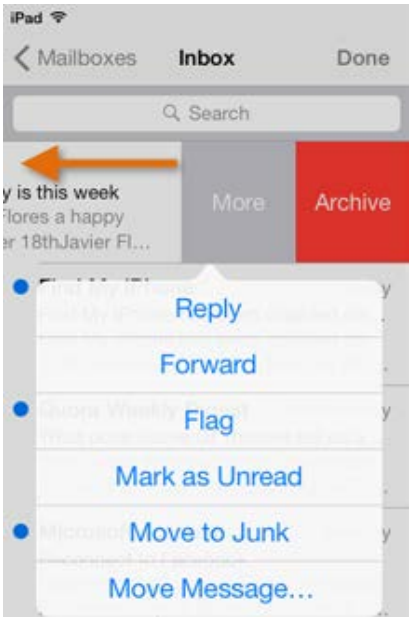
The first time you open the Mail app, you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPad.

Adding another email account

If you use more than one email account—for example, one for personal email and one for work email—you can add multiple accounts to the Mail app, allowing you to manage all of your messages in the same place.



To add another email account, open Settings from the Home screen, tap Mail, Contacts, Calendars in the left pane, then select Add Account. Follow the instructions to connect the new account.



Email notifications

When you receive a new email, a badge will appear on the app icon. The number indicates how many unread emails are in your inbox. This allows you to quickly see if you have new messages without opening the Mail app.

You can customize your alerts by opening Settings, tapping Notification Center, then choosing Mail.

Swipe gestures

The Mail app includes many convenient tools to manage your inbox, including folders and flags. iOS 7 also introduces a new swipe gesture, which allows you to quickly manage the messages in your inbox. Just swipe a message to the left for the option to Archive/Delete, Reply, Forward, and more.

Customizing the email signature

By default, every email you send will include the words Sent from my iPad at the bottom of the message. This is the default email signature for the Mail app. If you'd like to customize or remove the email signature, open Settings from the Home screen, tap Mail, Contacts, Calendars in the left pane, then select Signature.

Content Source: GCFLearnFree.org

Willoughby-Eastlake Public Library