



HOW TO NAVIGATE YOUR IPAD

Becoming Familiar with your iPad

The iPad is an Apple device that provides users with most of today's popular functions and apps that allow us to stay informed and connected. It is important to first learn about the hardware, what few buttons you can physically touch before navigate to the on-screen features (operating system "iOS") to make your experience with the iPad pleasant.

Buttons, Cameras, and Holes (hardware)

Power & Sleep Button

- To power on the device, push and hold until you see the Apple Logo on the screen and then release the button.
- To power off, hold the button for approximately 3 seconds, "🔋 slide to power off" will then appear. Start finger on symbol swipe right over the text and the iPad will power off.
- To lock or put to sleep, push the button once quickly.

Home Button

The home button has a few different functions.

- Push once: wake up the screen while it is locked & return to the Home screen from any app.
- Quick double-push: view all of the recent apps that have been open.
- Press and hold longer than a second: launch Siri. To leave Siri push the home button once quickly.

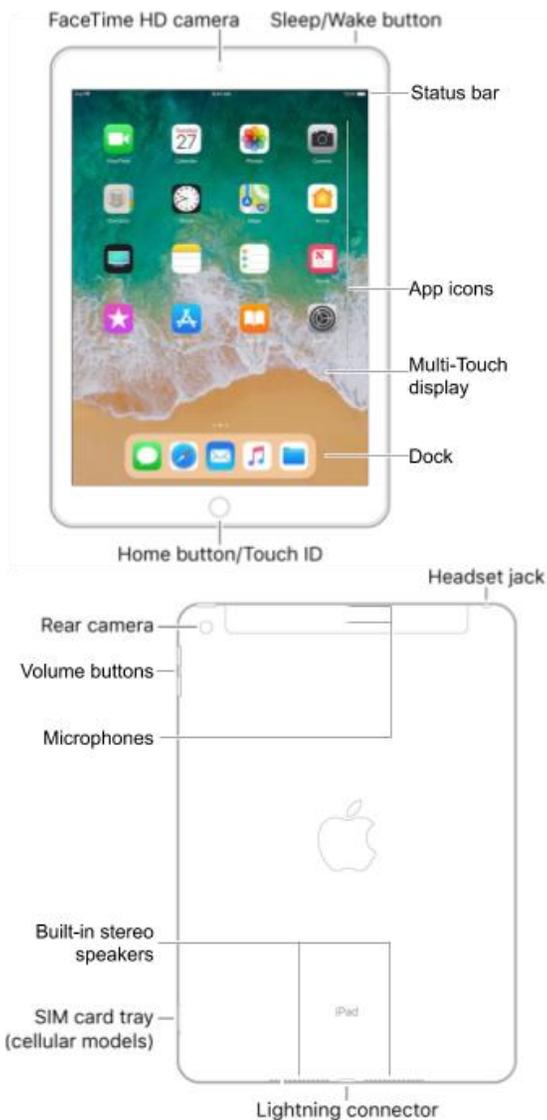
Volume Control

- Press either up or down to adjust the device's volume.
- Hold up button to jump to maximum volume, hold down button to mute.

Camera

There are two cameras: front-facing (above the screen) and rear (on the back corner). The camera is activated once the Camera App is opened.

- Use the front camera for selfies and video call. Some people put a sticker on the front camera for privacy.
- Rear camera is usually better quality than front-facing.



Buttons, Cameras, and Holes (hardware) Continued

Lightning Connector

This is where the charging cable is inserted. You can directly plug the iPad into a computer to transfer data, or into a wall plug to charge it. When the device is on, locate the battery symbol in the top right corner of the screen, a percentage may show to advise how much is remaining.

 = Low Battery  = Full or Near Full  = Charging

Microphone and Speakers

Microphone picks up sound from two small dots at the back of the iPad. Newer models have dual speaker/microphones that project and record sound. Speakers are located at the bottom of the iPad.

The User Interface (software)

Multi-Touch Display

Anything in this area will respond to the touch of a finger or a stylus pen. There is no need to push hard on the screen, light and with the tip of the soft part of a finger will do.

- **Tapping** -- open an app, select an item or type.
- **Tap & holding** -- provides alternate options (such as copy and paste).
- **Swiping** -- using one or multiple fingers, going left or right, up or down on the screen in one motion.
- **Dragging** -- place your finger on an item, hold and move it in any direction.
- **Double tapping** -- used only on certain apps, such as webpages or images, to zoom in or make things larger. Double tap once more to return to original size.
- **Pinching** -- using two fingers on the screen, bring fingers together to zoom out. To zoom in, spread two fingers apart.

Home Screen

The home screen is where you can find all of your application icons (apps), only so many can fit on one screen. Swipe left on the screen to view a home page ahead, swipe right to go back, or at any time push the Home button to get back to the first. At the bottom of the home screen is the **Dock**, a station which has a few apps that are stationary, it is common to put most frequently used apps here.

On-screen Keyboard

The keyboard will appear any time you are permitted to type. If the keyboard does not appear, you must tap where you wish to type.

To remove or minimize the keyboard from the screen tap  near the bottom right corner.

Switch from alphabet keyboard to the symbols and numbers keyboard by tapping the number key on the bottom left or right.

 .?123

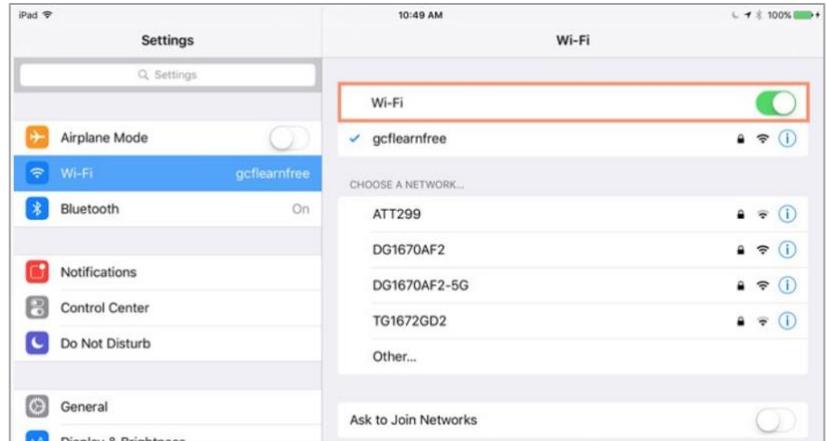


Important Applications



Settings App

Settings is the ultimate control of the iPad. Laid out in two sections, a menu list on the left shows categories, the selected category (highlighted blue) will show the contents and sub categories on the right. Unsure what category the setting you need is in? Type it in the search section at the very top of the left side menu.



Common reasons to visit the settings app:

Wi-Fi

The ability to connect your iPad wirelessly requires the 'switch' to be on in order to connect. See image above. Tap the white circle, to turn it green (ON) if it is white. Under **Choose a Network** a list of available nearby Wi-Fi appears, tapping on the name of the network will prompt the iPad to join it. If the network has a lock symbol to the right, it is secure and a password will need to be typed. Once connected a blue check mark will appear to the left of the name.

Passcodes and Apple ID

Two most important pieces that need to be written down somewhere safe (not on your iPad), rather than storing them in solely in your mind.

Passcode - (optional, but recommended) is the key to unlock your iPad. It may be a 4-6 digit, or word created by the iPad owner. You must know your existing passcode for security in order to change or remove it. If you put in the wrong passcode too many times, it might disable your iPad.

Apple ID - Your Apple ID is an important part of your iPad and is usually created upon setting up your iPad. It is your identity on the device, and provides access to many Apple services and apps that came on the iPad out of the box. It consists of a username, which is an email address, and a password.

Display & Brightness

An aid to make interacting with the iPad easier (also explore the accessibility category). Make text bigger or smaller, even bold the text. Increasing and decreasing the brightness can solve straining your eyes. Also, in this category is Auto-Lock setting determining how long the iPad's multi-touch display area has no interaction before the device goes to sleep and locks on its own. Note: 30 Seconds and 1 minute is probably too short.

Notifications

This is how apps alert you for a variety of things so you can stay informed about what is taking place in each app, such as if a new email message has come through. Notifications can appear in a few different places and even make a noise upon receiving; as a colored circle on the app icon on your home screen, or even on the lock screen you decide how to receive them, even shut them off completely.

