

# iPad Basics

The **iPad** is a handheld, touch screen tablet made by Apple Inc. Smaller than a laptop but larger than a smartphone, the iPad is essentially a computer without a keyboard.

## Getting Started with your iPad

Once you have an iPad, your next step will be getting to know its physical features, such as turning your device on and off, charging it, and using the other buttons and ports that you'll see.

- The **Sleep/Wake button** (1) will put your iPad to sleep and wake it up. (The circular **Home button** on the front of your iPad will also wake it.) Once it is awake, slide to unlock it.

**\*TIP:** To completely shut off your iPad, press and hold the sleep/wake button, then slide to power off.

- The **Side Switch** (2) can be used in two different ways. You can set it to lock the display orientation or to mute various sounds. Tap **Settings**, then **General**, and then you can change the side switch's function.

- The **Dock Connector** (3) is for charging your device or connecting it to a laptop.

- You'll also find the **Volume buttons** (4), the **back camera** (5), and the **headphone jack** (6).

**\*NOTE:** Your iPad's features and size may look slightly different based on the version you have.

When you first turn on your iPad, you will need to choose your preferred **language**, **Wi-Fi network**, and your **Apple ID**, which is your personal username and password combo that gives you access to services such as the App Store.

**\*TIP:** It's a good idea to invest in a case for your iPad. You can find them at the Apple store, other retail stores, or online. It's also a good idea to have a soft, lint-free cloth to wipe off smudges on your screen.

## Wi-Fi

To connect to the Internet, you will need to access a nearby **Wi-Fi network**. Once you join, your device will automatically connect whenever it's in range. It's easy to

connect to a network; click on **Settings**, then **Wi-Fi**, and then look under **Choose a Network**. Tap the network you want to use, and you'll be automatically connected if it's a public network. If it's a private, secure network, you'll need to enter the password.

## Understanding your iPad

Understanding how to use the iPad's interface and keyboard is necessary in order for you to use your iPad effectively.

### Interface

Your iPad's home screen consists of the status bar, notifications, apps, dock & control center. Access additional pages of your home screen by swiping to the left or to the right.

- The **status bar** at the top of the screen displays current information about your iPad, including your Internet connection, the time, and battery life.
- You will also see your **apps** (or applications) on the home screen. Tap one to open it.
- The **dock** at the bottom of the screen displays your most frequently used apps. By default, there will be apps in your dock when you purchase your iPad, but you can change those if you wish.
- Access the **control center** by swiping up from the bottom of the screen. Here you can quickly change settings such as screen brightness and volume.

### Using the Keyboard

Your iPad's **virtual keyboard** will pop up whenever you tap a text field (when you are composing an email, typing in a web address, etc.) Use your keyboard like you would use a normal keyboard, but note a few differences. To access numbers and other characters, tap the “.?123” button on the lower left of the keyboard. To access capital letters, tap the “↑” button (also in the lower left).

## Using Safari



**Safari** is the web browser that comes with Apple products. You can use it like any other browser, but some features look different in Safari vs. other web browsers. Some symbols are relatively easy to figure out, like the **Navigation Buttons**, which are the left and right arrows in the upper left corner. The plus sign, or **New Tab Button** in the opposite corner, will open a new tab. Others are not so easy to distinguish. The button next to the navigation buttons is your **Share** button. Use it to create a bookmark, email content to someone or



share that content on Facebook or Twitter. Experiment with Safari on your own to learn more about it!

\*TIP: To zoom in on a webpage, **double tap** the screen.

\*TIP: To add a website to your home screen so you can easily access it again and again, tap the **Share** button, choose **Add to Home Screen**, and then **Add!**

## iPad Settings



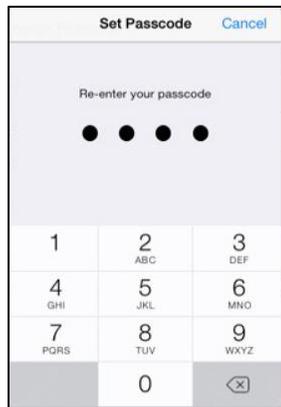
### • General Settings

Your **Settings** can be accessed by tapping on the icon on your home screen. Play around with customizing your settings; you'll find there is a lot you can do to make it your own!

### • Setting a Passcode

To set a passcode, tap **Settings** from your **Home** screen. Go to **General** settings, and then tap **Passcode Lock**. Tap **Turn Passcode On**, and then choose your passcode. You will need to enter it twice. Now your iPad will require you to enter your passcode whenever the device is unlocked.

\*TIP: Choose a passcode that you will easily remember, but one that others will not easily guess.



### • Updating Software

It's a good idea to update the software when it is available because Apple frequently fixes bugs and other problems. To update, tap **Settings** and then **General**. Next, tap **Software Update** and then the **Install** button.

### • Customizing your Wallpaper

To change your wallpaper, tap **Settings**, then **Wallpaper and Brightness**, and finally, **Choose Wallpaper**. Here you will be able to choose one of the iPad's wallpapers or select your own from your saved pictures. You'll see that this is also where you can adjust the screen brightness. Your iPad has a setting called **Auto-Brightness**, which automatically sets the brightness based on current light conditions. You can easily slide the button to turn this on and off.

\*TIP: Decreasing the screen brightness will save battery life.

## 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.

Go to the App Store to search for an app. Many are free, others cost as little as 99¢. If you're not sure which apps to try first, the App Store has featured apps that you can try! \*You'll need an **Apple ID** and a **valid credit card** to purchase apps from the App Store (including free apps).

**To install a new app**, tap an app in the App Store and click "+GET." If the app costs money it will say how much; for example: "+\$1.99." It will then ask for your Apple ID and password and then will download to your home screen!

**To switch between recently used apps**, quickly press the **home** button two times. You can swipe left or right to browse through the current apps. Simply tap an app to open it.

**To rearrange your icons**, touch and hold 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.

## Using your Camera



You'll use the **Camera** app to take photos and videos with your iPad. To zoom in or out, Use the **pinch gesture** when taking a photo. You can orient the iPad horizontally or vertically to take a picture and it will automatically adjust. When you want to capture the image, click the circle button on the bottom center of the screen! It will then be sent to your photos.

You'll use the **Photos** app to view and edit your photos. You can quickly access this app in the Camera app by tapping the image preview in the bottom left hand corner. It is also accessible from your home screen.



**To edit photos**, click the image you want to edit and then click "Edit" in the upper right hand corner of the screen. You are able to crop, rotate, add filters to, and change the color settings of your photos!

## Still need help?

- Ask at the Reference desk for a quick answer
- Make a Tech Thursday appointment to work through a more difficult problem

