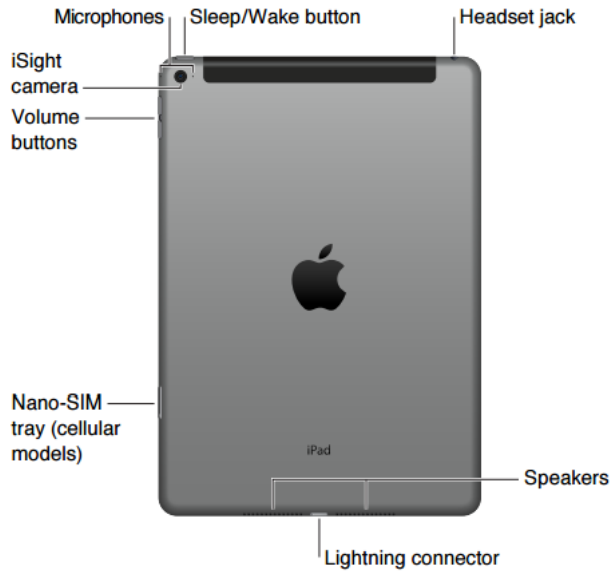# Using iPads

Instructor: Sean

At a Glance

iPad Air 2

- Home button – Takes you to the home screen at any time among other shortcuts.
  - Double-click Home button when iPad is unlocked then swipe left or right to see open apps
  - Press and hold Home button for Siri (iPad 3rd gen or later)
  - Home button turns accessibility features on or off
- Status Bar – the icons in the status bar give information about iPad*
- FaceTime HD camera
- App icons
- Multi-Touch display – using the 4 gestures tap, drag, swipe, and pinch you can use the iPad and its apps

Microphones | Sleep/Wake button | Headset jack

iSight
camera

Volume
buttons

Nano-SIM
tray (cellular
models)

iPad

Speakers

Lightning connector

- Microphones
- Sleep/Wake button – You can lock the iPad and put it to sleep when you're not using it. Locking iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You still get FaceTime calls, text messages, alarms, and notifications, and can listen to music and adjust the volume.
- Headset Jack
- iSight camera
- Volume buttons – In addition to volume controls side switch can be used to silence audio alerts or prevent iPad from switching between portrait and landscape orientation (also in Control Center)
- Nano-SIM tray (cellular models) – Storage for SIM card in cellular equipped iPad
- Speakers
- Lightning connector – connect to computers or display devices

*

| Status icon		What it means
🛜	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect to Wi-Fi on page 15.
•••••	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. See Travel with iPad on page 46.
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. See Do Not Disturb on page 35.
☺	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices. See Personal Hotspot on page 39.
↻	Syncing	iPad is syncing with iTunes. See Sync with iTunes on page 19.
☀	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. See Network access on page 152.
🔒	Lock	iPad is locked. See Sleep/Wake button on page 10.
⏰	Alarm	An alarm is set. See Chapter 14, Clock, on page 95.
🔒	Orientation lock	Screen orientation is locked. See Change the screen orientation on page 23.
↗	Location Services	An app is using Location Services. See Privacy on page 41.
✳	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. See Bluetooth devices on page 41.
🔋	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
🔋	Battery	Shows the battery level or charging status. See Charge and monitor the battery on page 45.

Getting Started

- Connect to WiFi – Settings > Wi-Fi > turn Wi-Fi on or off
- Apple ID – the account you use for just about everything you do with Apple
  - Storing content in iCloud
  - Downloading apps
  - Shopping at iTunes store
  - Either use existing ID or create it whenever asked to sign in
  - http://Appleid.apple.com for more information
- iCloud – Settings > iCloud
  - Stores Photos, Videos, documents, calendars, contacts, and more
  - Content stored in iCloud is pushed to other iOS devices using the same ID
  - Available on devices with iOS 5 or later, and on Mac computers with OS X Lion v10.7.5 or later, and on PCs with iCloud for Windows 4.0 (Win 7 or newer)
  - Also provides iCloud Drive, Safari Tabs, Backup, and Find my iPad
 - Upgrade your iCloud storage at Settings > iCloud > Storage

Basics
- Use Apps – All the apps that come with an iPad as well as the ones you download from the App Store are on the Home screen
  - Tap an app to open it
  - Press the home button any time to return to home screen, swipe left or right to see other screens
- Multitasking
  - Double-click the Home button to reveal the multitasking screen
  - Swipe left or right to see more
  - To switch to another app tap it
  - To connect with a recent or favorite contact tap the contact's picture or name, then tap your preferred method of communication
  - To close an app drag the app up from the multitasking screen to force it to quit
  - To search for an app drag down from the center of the home screen. Spotlight Search will open
- Gestures
  - Zoom in or out – pinch open or closed or double tap a photo or webpage to zoom in, then double-tap again to zoom out. In Maps, double-tap to zoom in, then tap once with two fingers to zoom out
  - Return to the home screen – pinch 4 or 5 fingers together
  - Reveal the multitasking display – swipe up with 4 or 5 fingers
  - Switch apps – swipe left or right with 4 or 5 fingers
  - Turn multitasking gestures on or off – Settings > General > Multitasking Gestures
  - Swipe up from bottom edge of screen for Control Panel
- Customize the screen
  - Arrange icons

- Create folders
- Select Wallpaper
- Typing text
  - Onscreen keyboard will appear
  - Predictive text will appear as you type
    - To hide this drag it down
    - To turn this off press and hold the emoji icon
  - Edit Text
    - Touch and hold the text to show the magnifying glass then drag to the insertion point
    - Choose to select the text if needed
    - Select Copy/Cut/Paste/Insert Picture/etc. when appropriate
  - Use Bluetooth to work with wireless keyboards
  - Dictate (when available)


Tap to begin dictation.
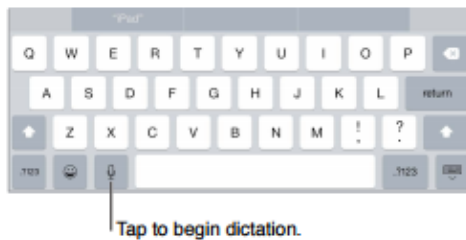
- Searching
  - Spotlight Search not only searches your iPad but also shows suggestions from the App Store and the Internet
  - This can be limited in Settings > General > Spotlight Search
- Control Center
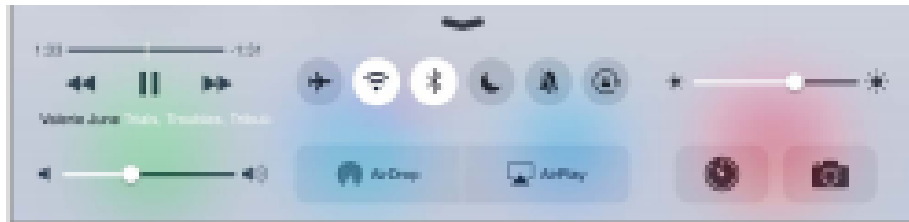
- Transfer files
  - iTunes
  - Email attachments
  - AirDrop – sharing wirelessly with other nearby devices
- Bluetooth devices
  - Settings > Bluetooth or through the control center
  - Headphones, keyboards, etc
- Charge and monitor the battery

- o Best to connect it to a power outlet using included cable and USB adapter
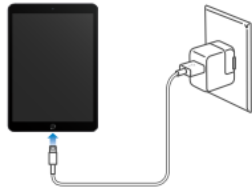
  - o Note – the iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode

Siri
- Use Siri (iPad 3rd generation or later)
  - o Press and hold the Home button until Siri beeps then make your request
  - o To control when Siri listens continue to hold down the Home button while you speak then release it when you finish
  - o Hey Siri will automatically summon it if you have that feature turned on
  - o Settings > General > Siri
- Siri and apps
  - o Siri works with many of the apps on iPad, including FaceTime, Messages, Maps, Clock, Calendar, and more
    - ▪ "FaceTime Mom"
    - ▪ "Do I have any new texts from Rick?"
    - ▪ "I'm running low on gas"
    - ▪ "Set an alarm for 8 a.m."
    - ▪ "Cancel all my meetings on Friday"
- Tell Siri about yourself
  - o Settings > General > Siri > My Info and tap your contact card
  - o Enter relationship information
  - o This allows Siri to respond better to commands like "call sister"
- Make corrections
  - o You can tap to edit your requests (if Siri misunderstands) or tap the microphone icon again then clarify your verbal request.
  - o Press the Home button or say cancel to cancel the last command given
- Siri Settings
  - o Settings > General > Siri
    - ▪ On or off
    - ▪ Language
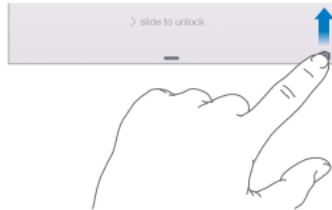   - ▪ Voice gender

Messages
- iMessage Service
  - o Can be used to send messages through WiFi using appleID
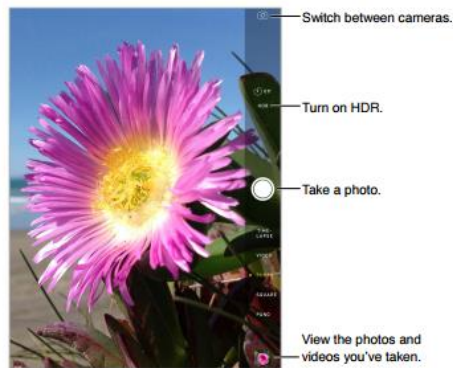 - o Only can be sent to other people using iMessage

Camera

- Quick Access the camera
  - From the lock screen just swipe the camera icon in the bottom right corner up

  - The iPad can take both still photos and videos using the front FaceTime camera or the back camera

- Choose a mode
  - Using the scrolling selection on the side choose between Photo, Video, Square, and Time-Lapse
- Take a photo
  - Holding down the white button allows burst pictures
- HDR (High Dynamic Range)
  - Helps you get great shots in high-contrast situations. iPad takes multiple photos in rapid succession at different exposure settings and blends them together.
  - You can choose to keep both the normal photo and the HDR version
    - Settings > Photos & Camera > Keep Normal Photo