



INTRODUCTION TO iPADS

(iPad Basics)

Part I - All About the iPad



Welcome!

Let's get **powered** up with introductions and a quick
warm up!



Housekeeping Tasks

- Computer lab policies
- Washrooms and fire exits
- Workshop schedule - Friday from 9am – 12pm
 - * includes a short break *
- Registration Forms - Please fill out if not done so already
- Media Release agreement – Please read and sign
- End of Course Survey - Will be done on the last day
- Certificate of Completion given for attending all 9 hours

iPad Basics – Course Outline

Learn the basics of operating and getting the most out of your iPad.

- **Get to know the iPad** – the physical features.
- **Using iOS/iPadOS**
- **Using the Keyboard**
- **Browsing with Safari**
- **Installing & Managing Apps**
- **iPad Settings** – Security and General Settings, Wallpaper and Sounds, Managing Notifications, Syncing your iPad
- **Apple Apps** – Mail, Contacts, Calendar, Reminders, Messages, FaceTime, Camera and Photos

In this session...

Learning Outcomes

- **Get Started with the iPad**
 - Learn about the physical features of the iPad and its accessories.
- **Use iOS**
 - Learn tips for using the iOS operating system effectively.
- **Use the Keyboard**
 - Learn tips and tricks for using the iPad keyboard.
- **Browse with Safari**
 - Learn how to use the Safari web browser with an iPad.
- **Install and Manage Apps**
 - Learn about installing and managing iPad apps.

Getting Started with the iPad – A Video Overview



Device and Accessories

The iPad comes with the following accessories:

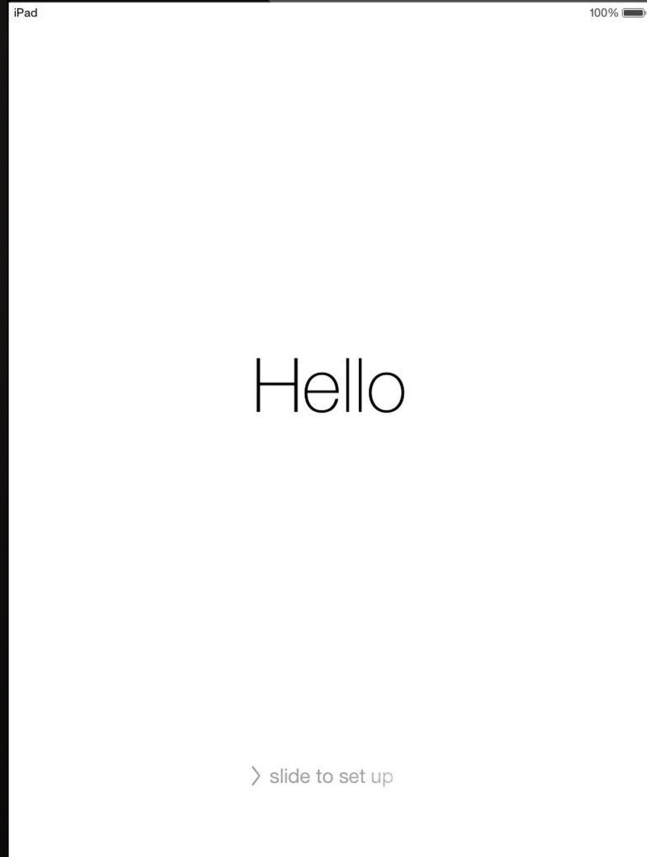
- ***Lightning-to-USB cable*** (for connecting to your computer, as well as the power adapter)
- ***USB power adapter*** (for charging the battery)
- ***Documentation*** (including warranty)



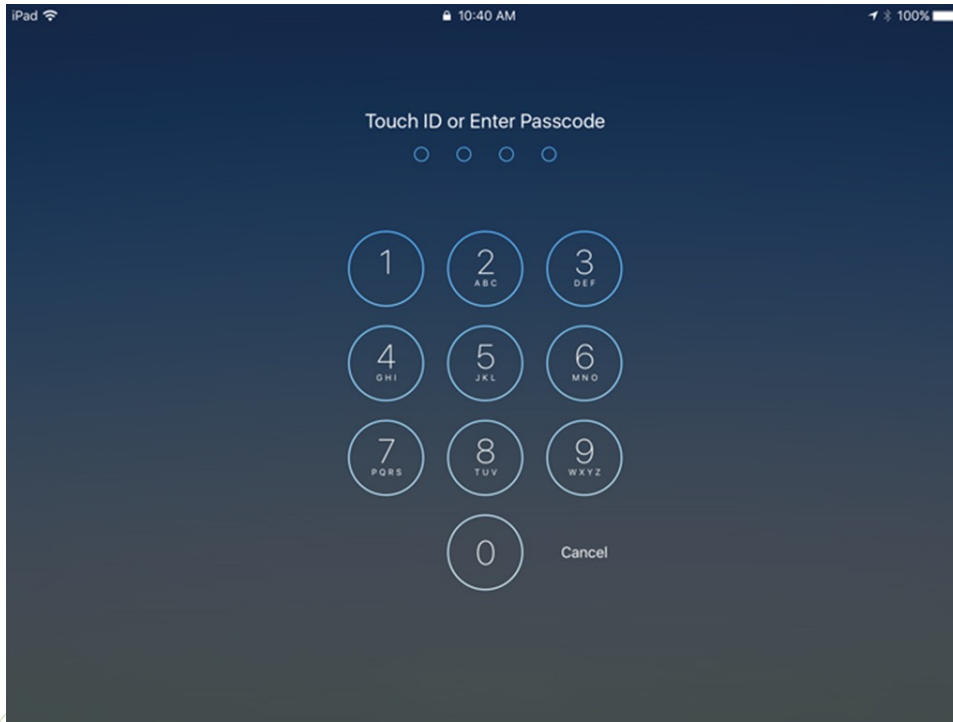
Getting Started

The first time you turn on your iPad, you'll be asked to choose a few 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 and change them later.



To sleep and wake the iPad



Wake the iPad by pressing either the **Sleep/Wake** button or the **Home** button.

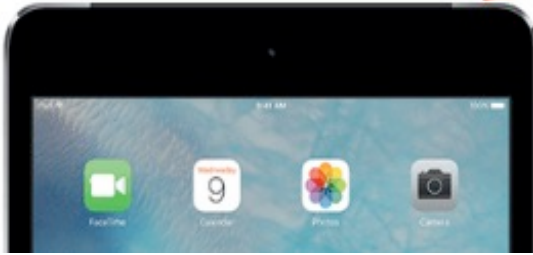
There are two options for unlocking your iPad:

- Passcode
- Touch ID

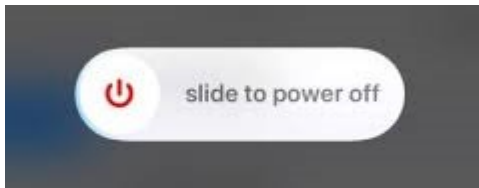
When you're done using the iPad, press the **Sleep/Wake** button to put it in Sleep mode.


To turn the iPad on and off

press and hold

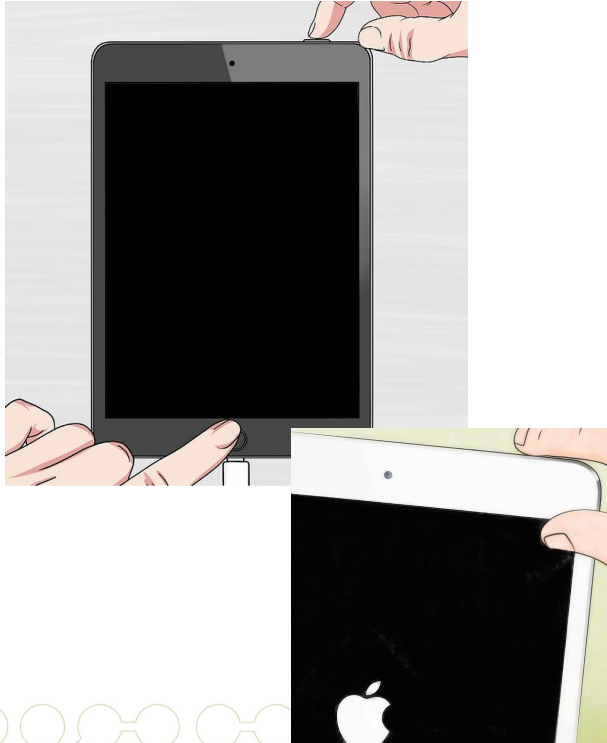



If you need to turn the iPad off completely, **press and hold the Sleep/Wake button for several seconds, then slide to power off.**



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.

Reboot / Restart the iPad



1. Find the **Sleep/Wake** and **Home** buttons.
 2. **Press and hold both buttons** until you see the Apple Logo. 
 3. **Release both buttons.** * If you hold them down too long, you'll enter Recovery Mode.
 4. Wait while the iPad continues to boot up.
- ✱ Rebooting this way will typically fix most minor problems your iPad is experiencing, such as connection issues or being unable to charge.

Charging the battery

The battery on your device should last for about 10 hours of normal use.

There are two ways to charge the battery:

- Connect your iPad to your computer with the included **USB cable**.
- Charge your iPad anywhere with the included **power adapter**. Plug the adapter into a **power outlet**, then connect the iPad using the **USB cable**.



Care and protection

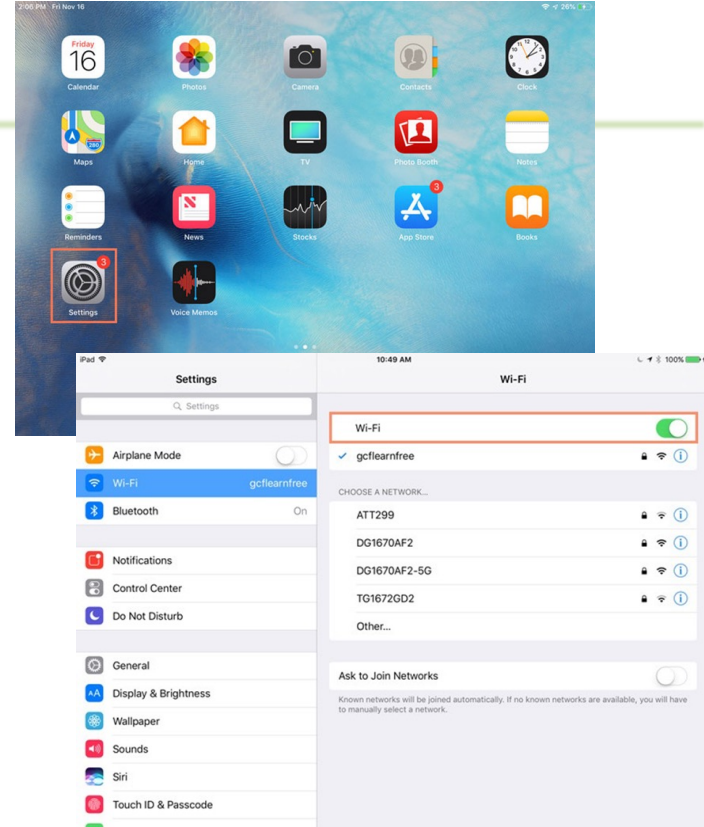
Other accessories, like a **case** or **cover** for your iPad, are sold separately. If you don't have one yet, now's the time to look for something that fits your style, budget, and personal needs.



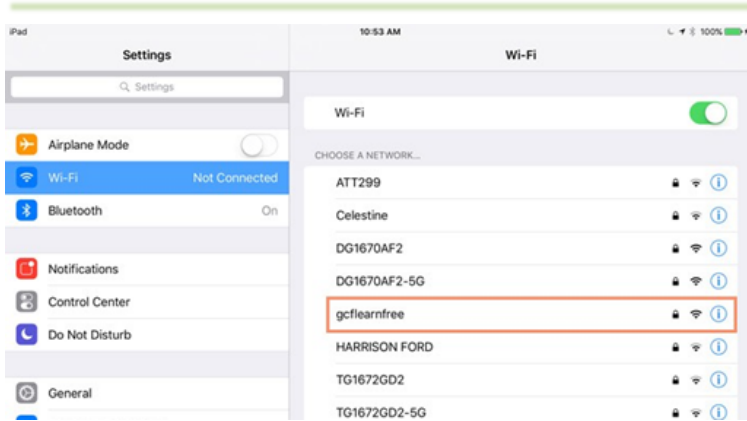
Wi-Fi

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**.



Wi-Fi - Joining networks



To join a network that's in range, 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.

Apple ID

If you've already turned on your iPad, you know that an **Apple ID** is part of the setup process. But what else does it do?

An Apple ID is a simple **user name** and **password**. It's **your identity** on your device, and your gateway to **other Apple services** like the App Store, iCloud, select built-in apps, and much more!



#1

Task

Let's connect to the Wi-Fi network!



Using iOS/iPadOS – A Video Overview

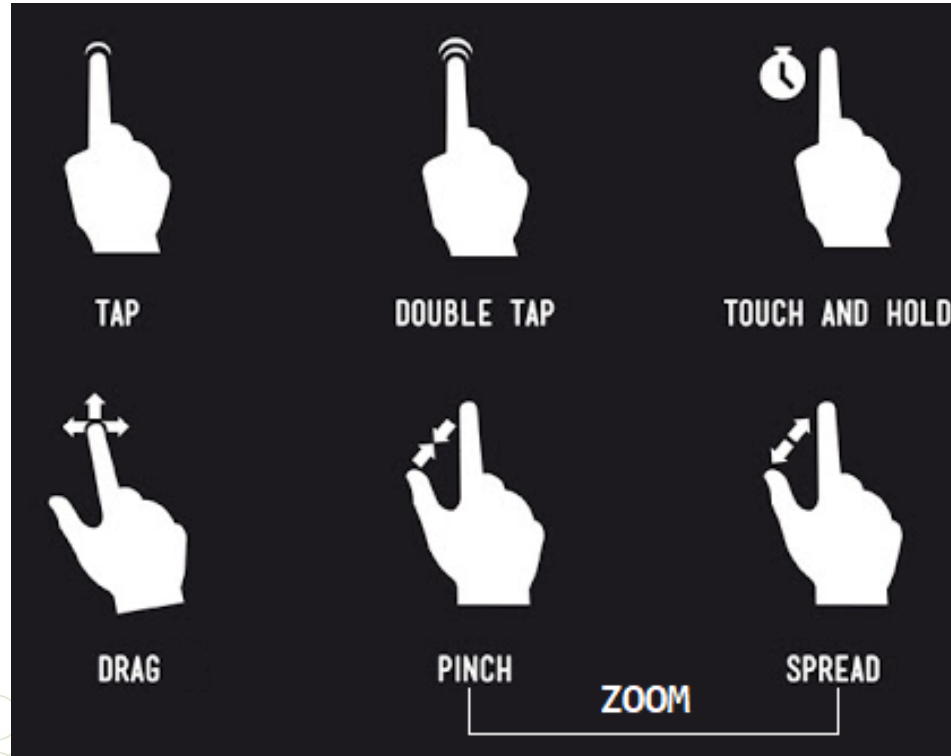


Getting to know the iOS interface



Multitouch gestures

Gestures, sometimes called **multitouch gestures**, are used to open apps, navigate online, and more.



Understanding apps

Apps are **programs** that are designed to run on your device.

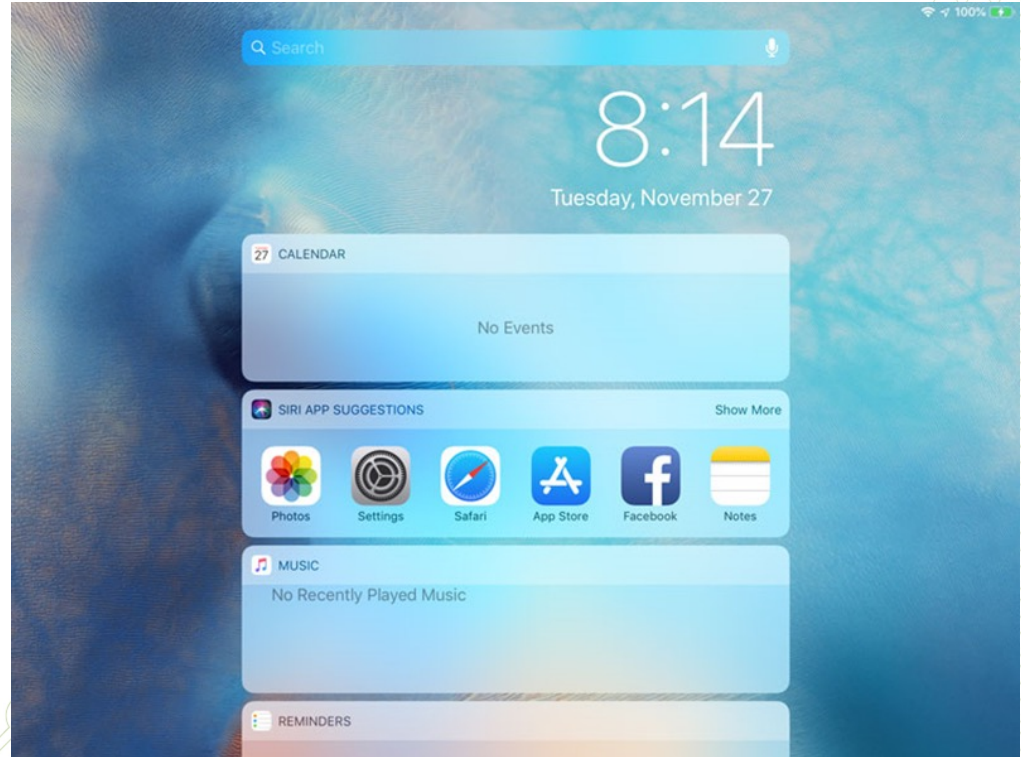


iOS features - Notifications

Notifications are pop-ups, banners, and other audio and visual cues that work with the apps on your device.

You can receive notifications three ways:

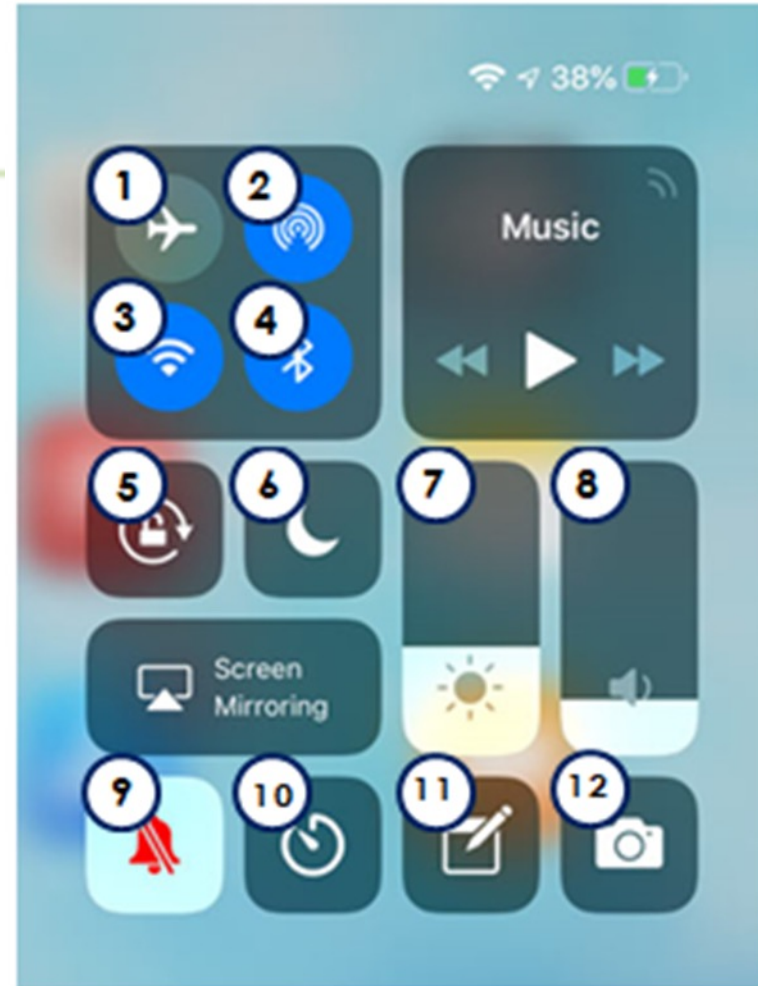
- As an **alert** (pop-up or banner)
- As a **badge** on the app icon itself
- Via the **Notification Center** (just **swipe down** from the status bar to open it at any time)



iOS features - The Control Center

The Control Center allows you to quickly access **frequently used settings** for your device, as well as a **media panel** with playback controls. Just **swipe down** from the top-right corner of the Home screen to access the Control Center.

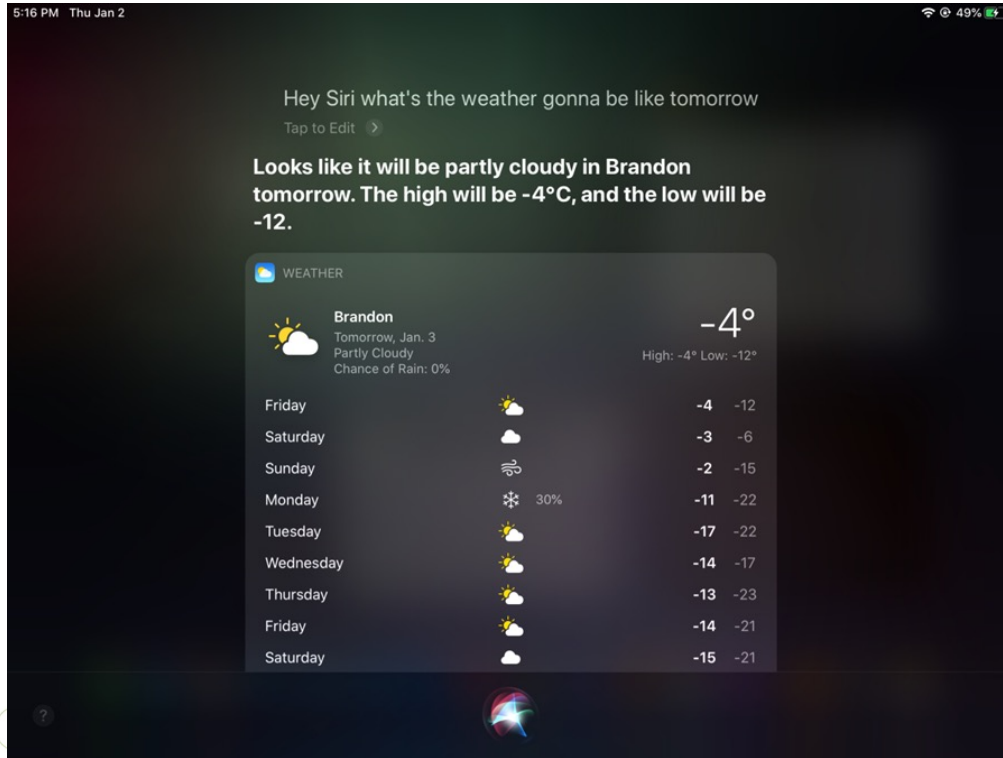
- | | |
|------------------------------|----------------------|
| 1. Airplane Mode | 7. Screen Brightness |
| 2. AirDrop | 8. Volume |
| 3. Wi-Fi | 9. Mute |
| 4. Bluetooth | 10. Timer |
| 5. Portrait Orientation Lock | 11. Notes |
| 6. Do not Disturb | 12. Camera |



iOS features - Siri

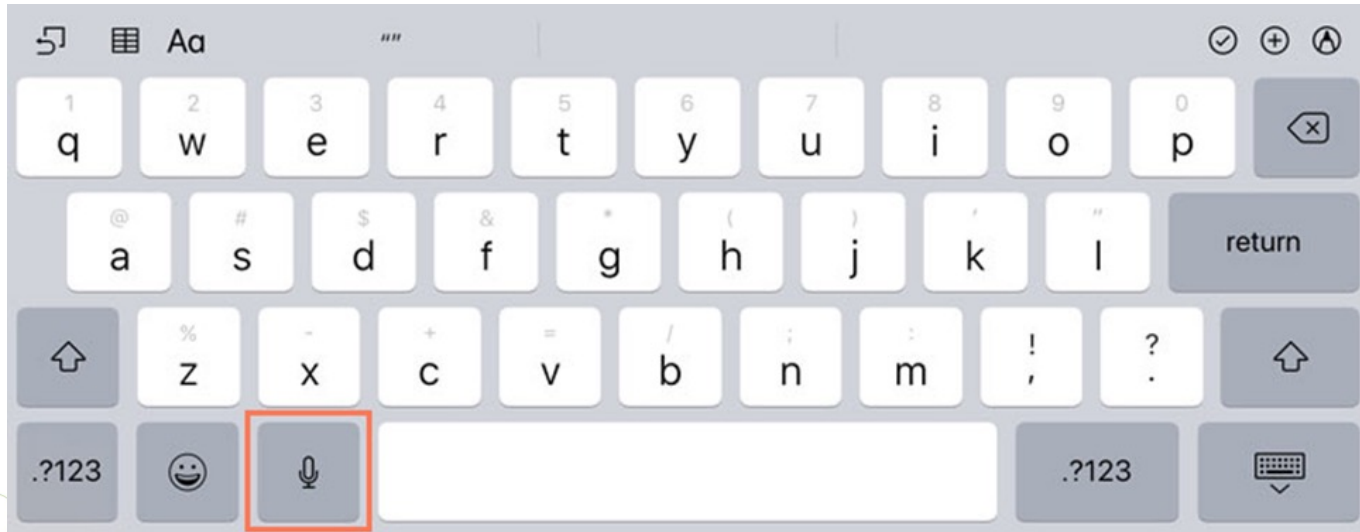
iPad's virtual assistant

- It can help you with all kinds of things.
- It's powered by the sound of **your voice**.



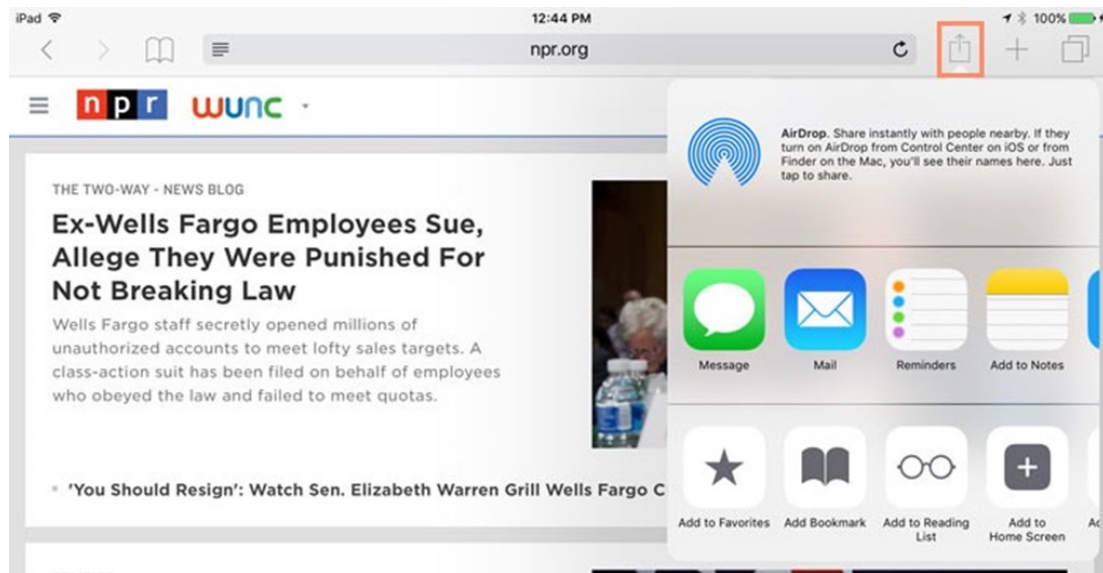
iOS features - Voice dictation

Voice dictation allows you to enter text without having to use the keyboard. To use voice dictation, tap the **microphone icon** on your keyboard, and then start talking.



iOS features - Sharing

Tap the **Share** button to share photos, videos, and much more across a variety of networks including email, instant messaging, Twitter, and Facebook.



iOS features - Syncing

Syncing makes it easy to keep things up to date between your computer, your iPad, and your other mobile devices. This way, you'll always have access to important files on any device whenever you need them.

There are two ways to sync an iPad:


1. Syncing with iTunes
2. Syncing with iCloud

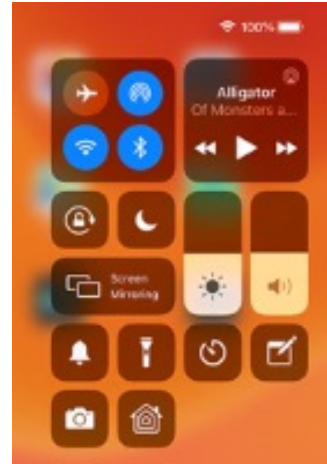


#2

Task

Customize Control Center

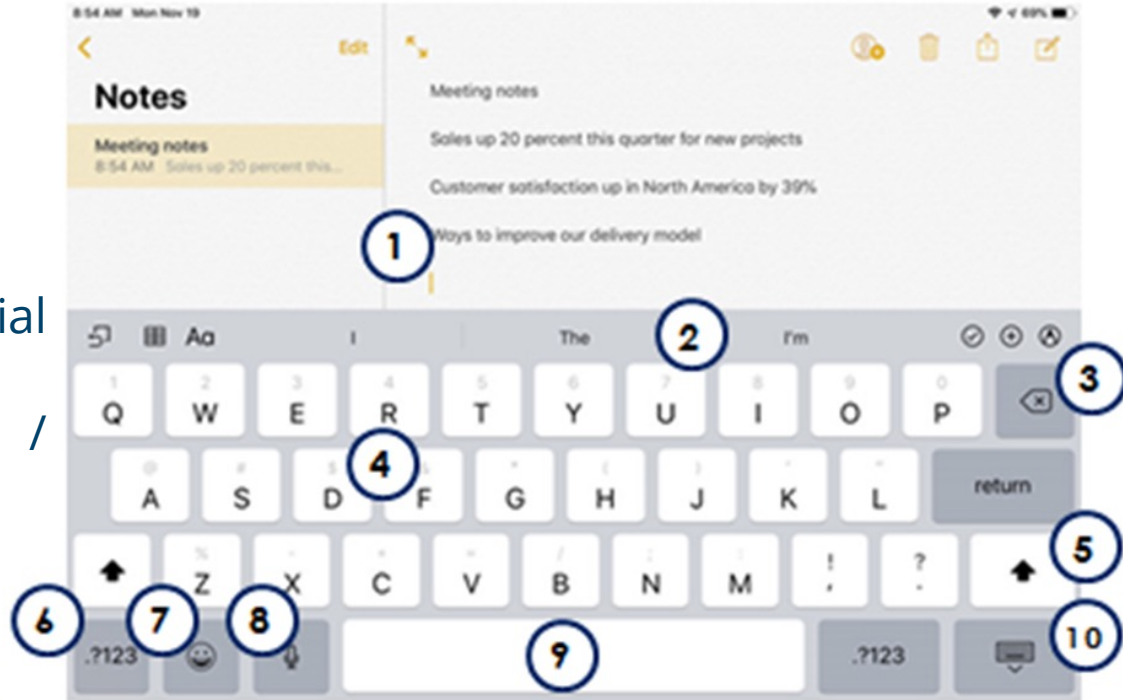
1. Go to Settings > Control Center.
2. Tap Customize Controls.
3. To add controls, tap .



To remove controls, tap , then tap Remove.

Using the Keyboard

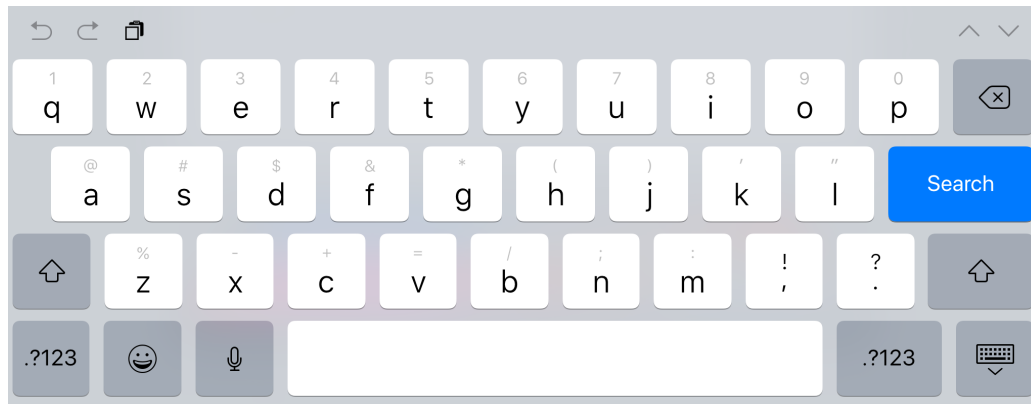
1. The Cursor
2. Predictive Text
3. Backspace Key
4. Letter Keys
5. Shift Key
6. Numbers & Special Characters
7. Emoji Keyboard / Other Keyboards
8. Voice Dictation
9. Spacebar
10. Hide Keyboard



Keyboard features

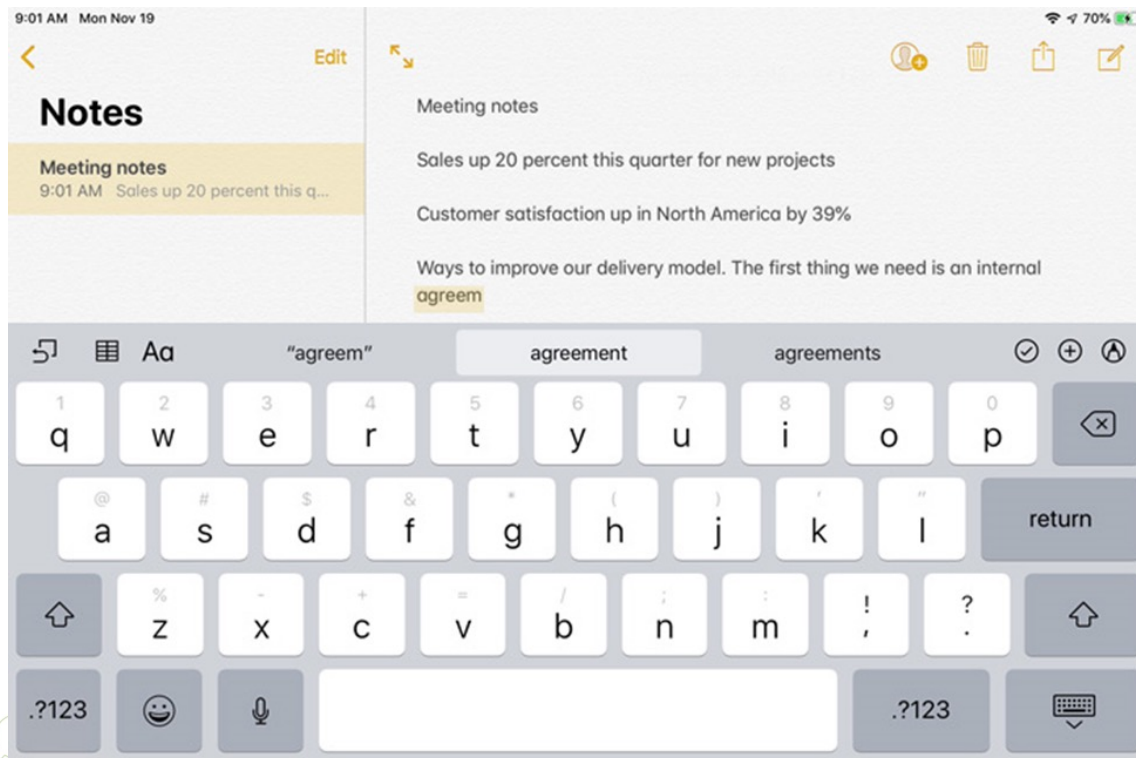
The iPad's **virtual keyboard** includes several features that make typing on your device faster and easier.

- Suggestions
- Auto-Correction
- Spell check
- Moving the cursor
- Copy and paste text



Keyboard features – Suggestions

The iPad will offer **word suggestions** as you type.



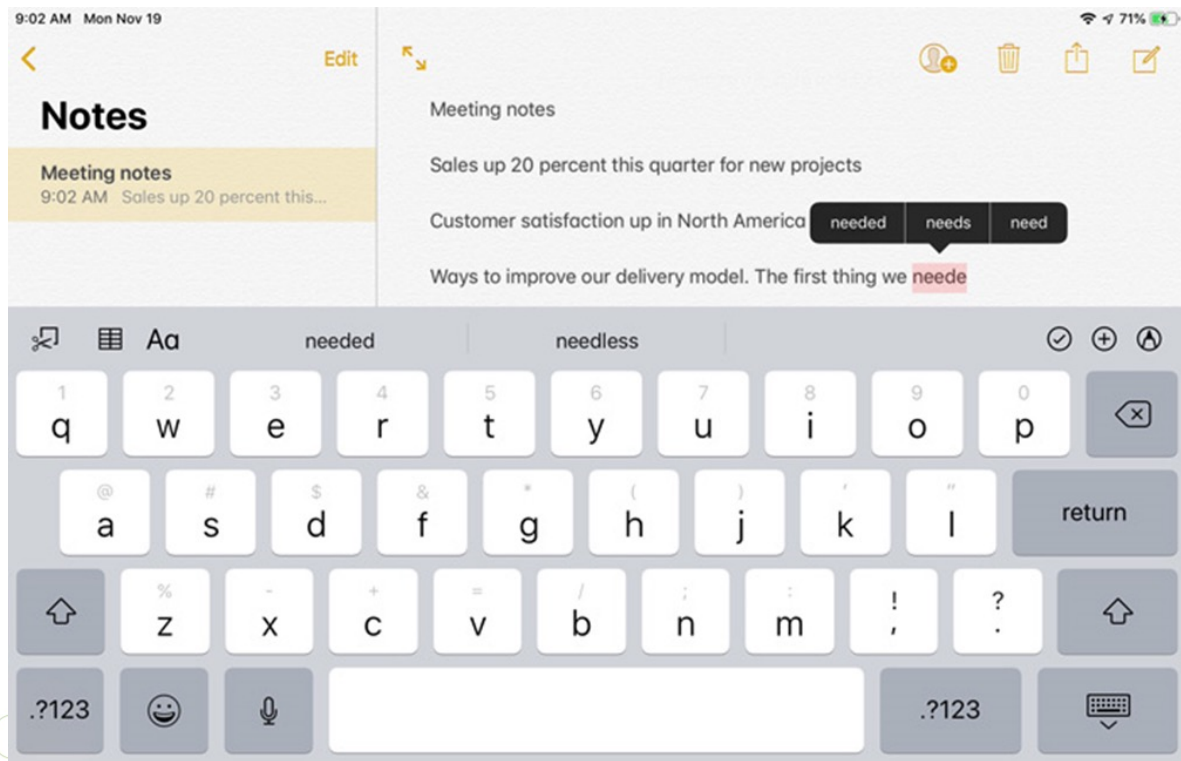
Keyboard features – Auto-Correction

The iPad will correct commonly misspelled words automatically. For example, **teh** will be corrected to **the**.

While it's a powerful feature, **Auto-Correction isn't perfect** and, because it happens automatically, you may not always notice when something is changed. You should always review your text to make sure it's correct.

Keyboard features – Spell Check

The iPad will note **spelling errors** as you type.

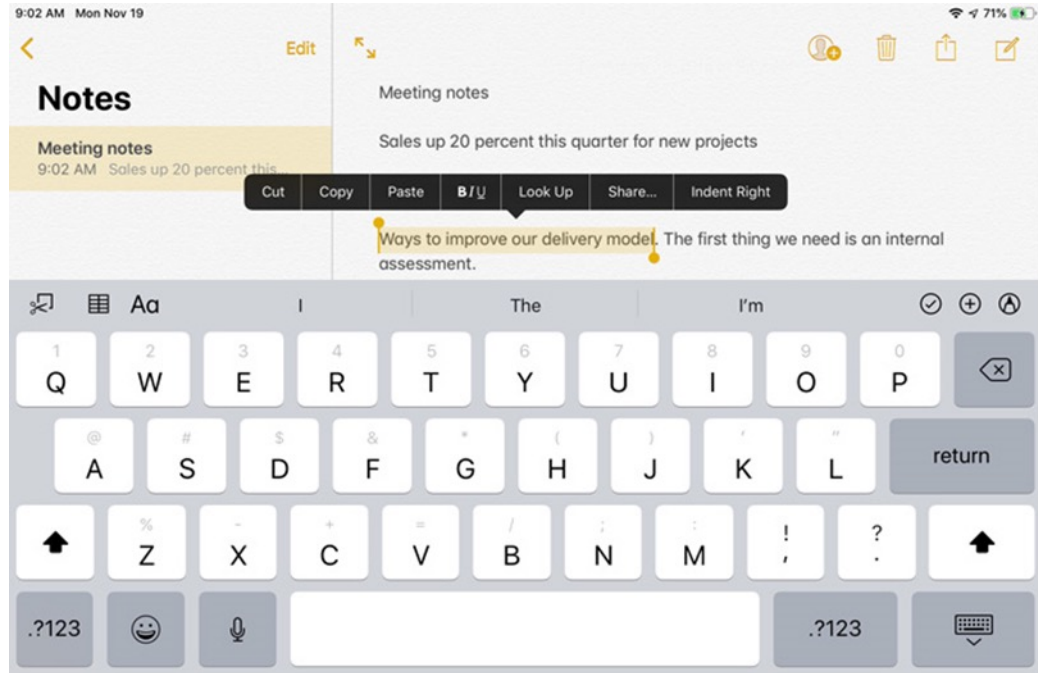


Keyboard features – Moving the Cursor

Sometimes you may find that you want to edit something at the beginning of a sentence or paragraph. Instead of 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 lifting your finger) drag the magnified cursor to choose a specific location for it.**

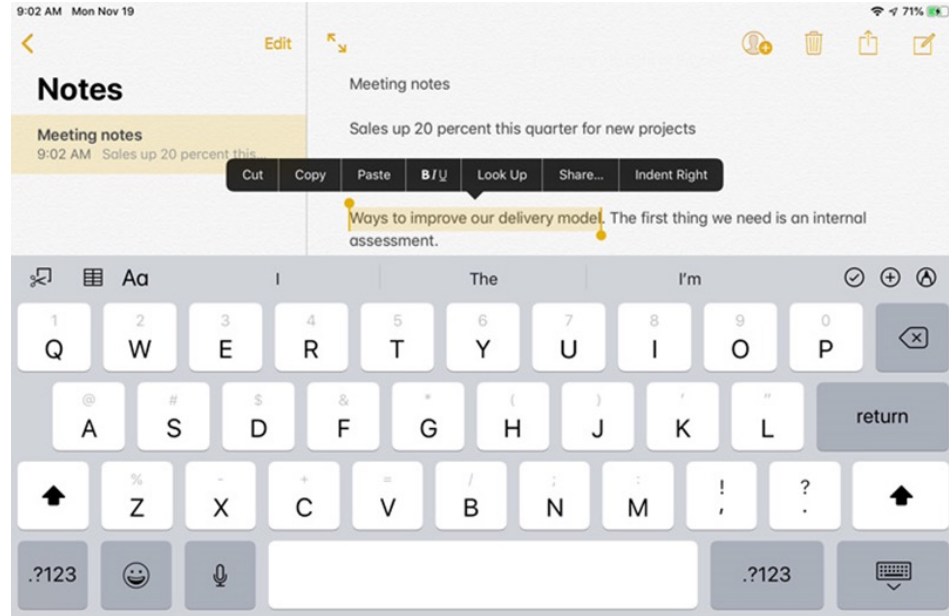
Keyboard features – To Copy and Paste Text

1. First, you'll need to **select** the text you want to copy. Double-tap the screen next to the text you want to select, then drag the selection handles to select the text.



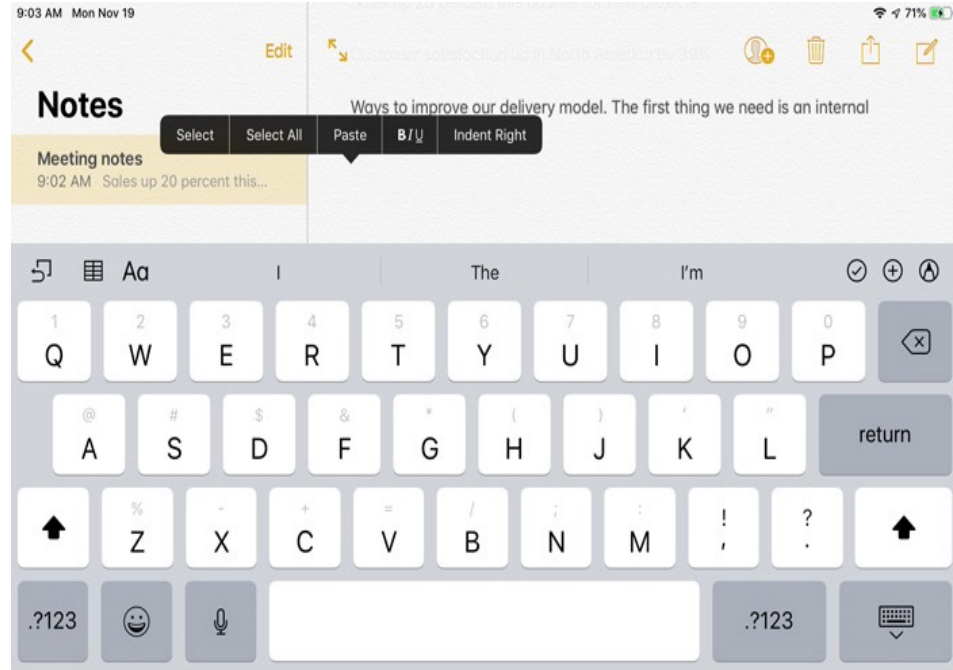
Keyboard features – To Copy and Paste Text

2. Menu options will appear above the selected text, including **Cut**, **Copy**, and **Paste**. We'll tap **Copy**.



Keyboard features – To Copy and Paste Text

3. Double-tap the desired location for the text, then tap **Paste**.
4. The copied text will appear.

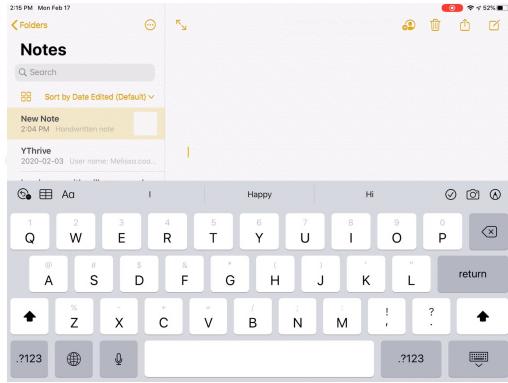


More keyboard tips

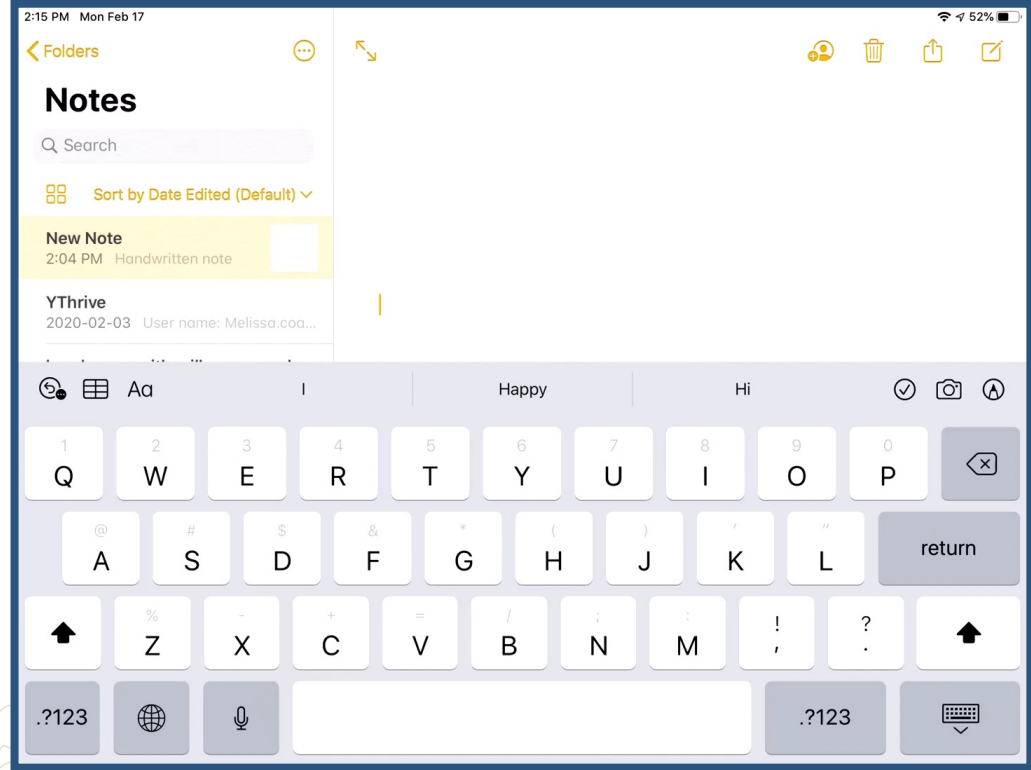
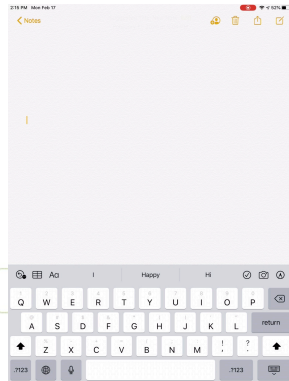
The keyboard has many other features that aren't immediately obvious. Let's look at some of the most helpful ones:

- **Screen orientation** (landscape vs. portrait)
- **Move the keyboard** (undock, split, floating)
- **Alternate characters**
- **Undo button**
- **Slide and type**

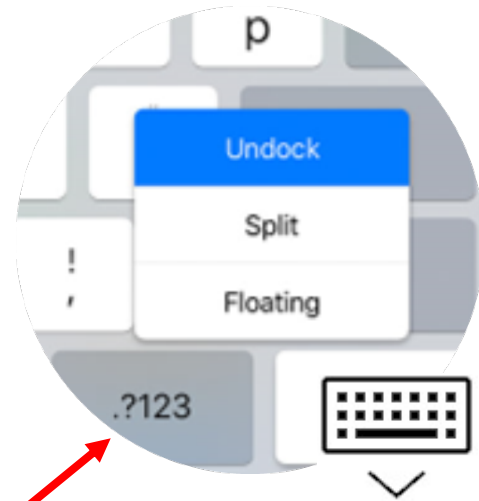
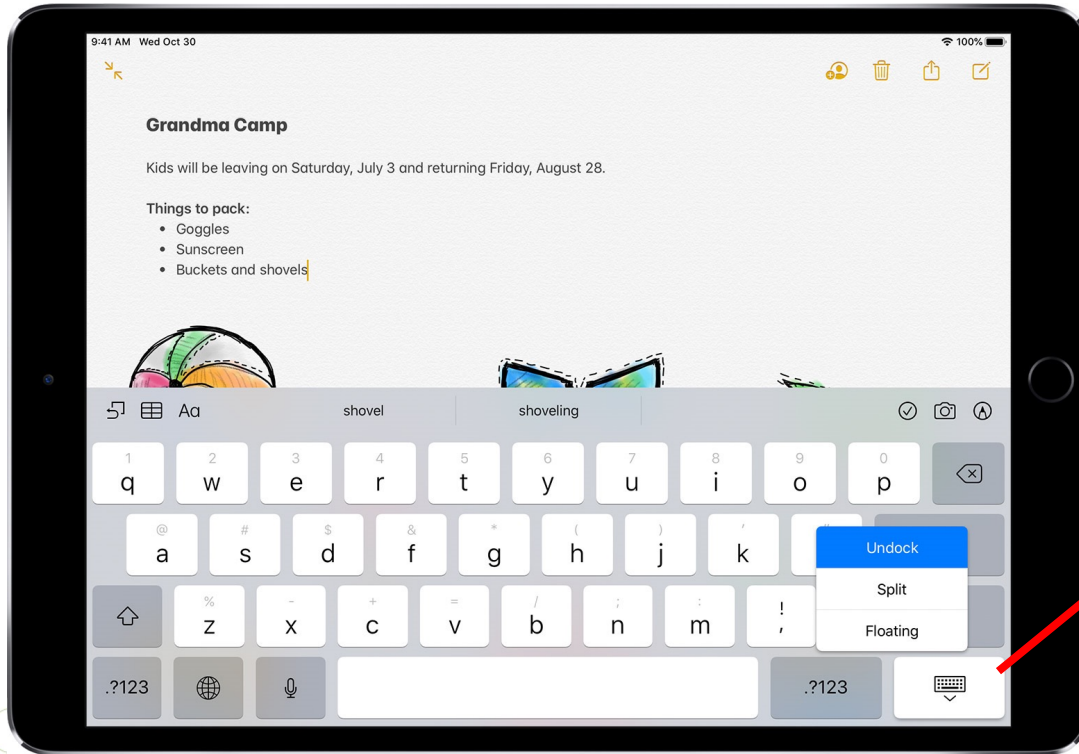
Keyboard Tips - Screen Orientation



Landscape Mode
VS.
Portrait Mode

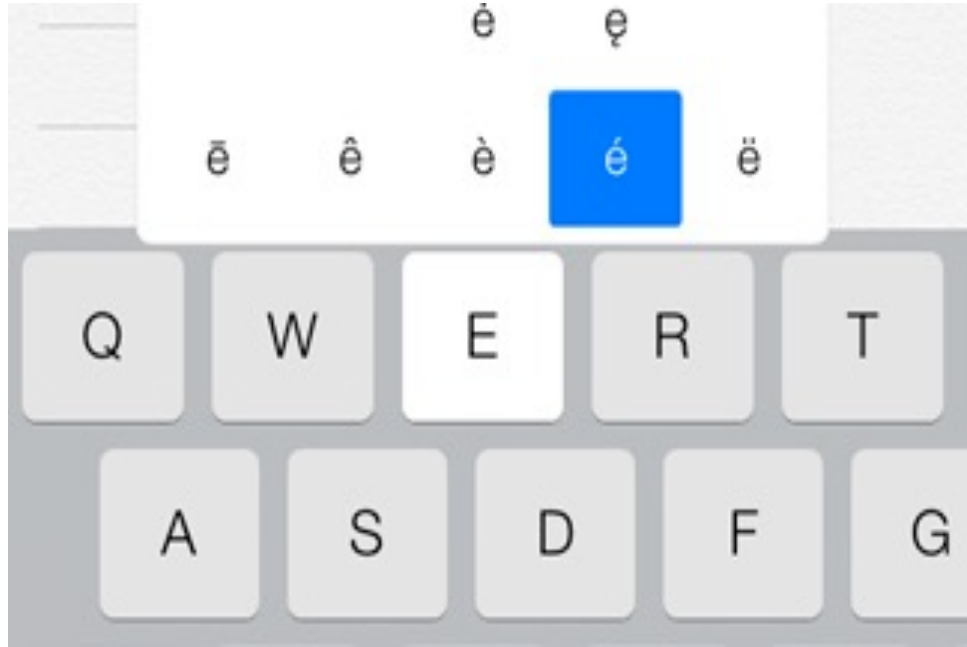


Keyboard Tips – Move the Keyboard



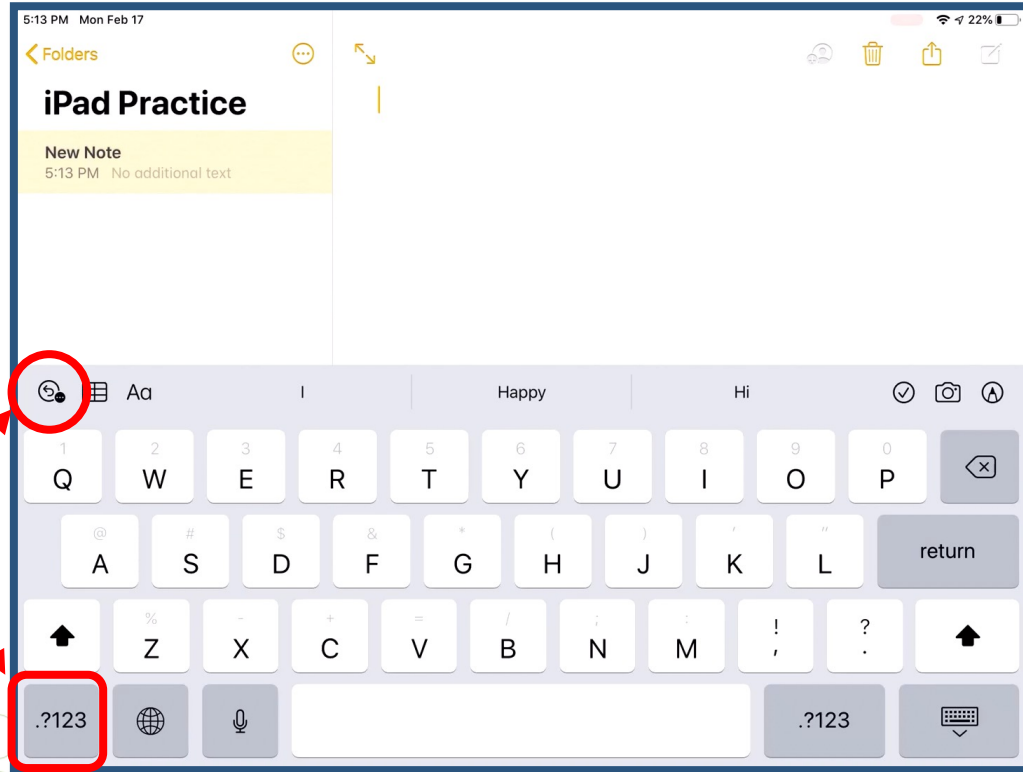
Keyboard Tips – Alternate Characters

Press and hold certain letters and symbols to add accents or alternate characters.



Keyboard Tips – Undo button

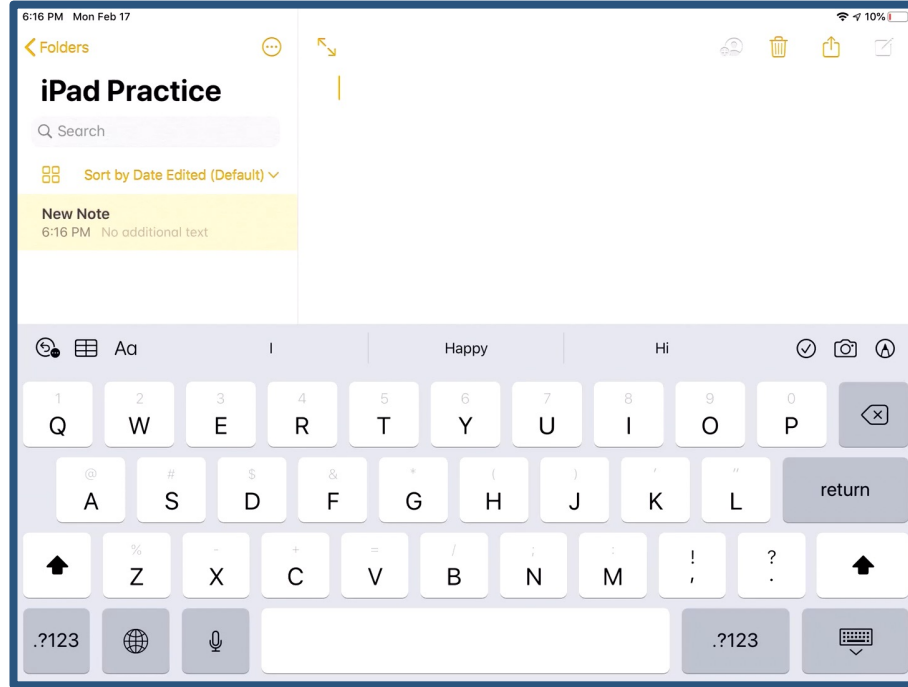
Tap the number button, then select Undo (appears to the right of the space bar).



Another option:

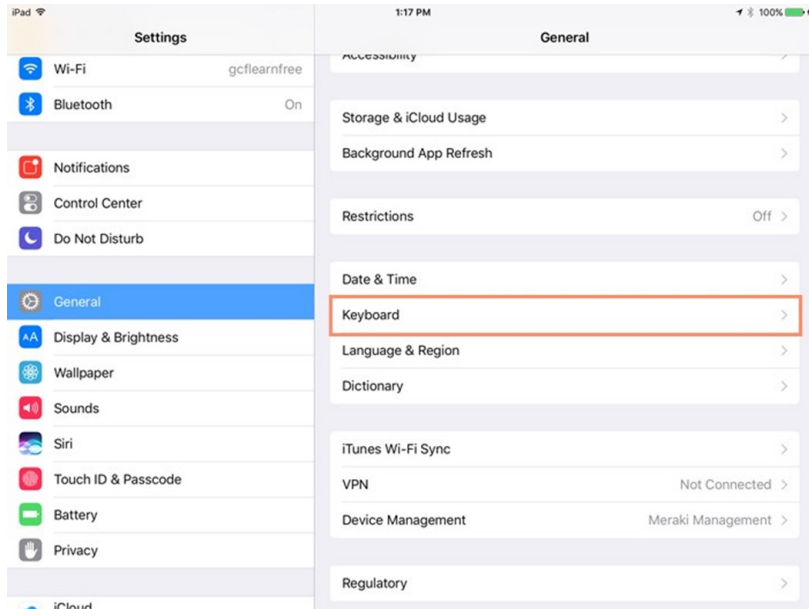


Keyboard Tips – Slide and Type

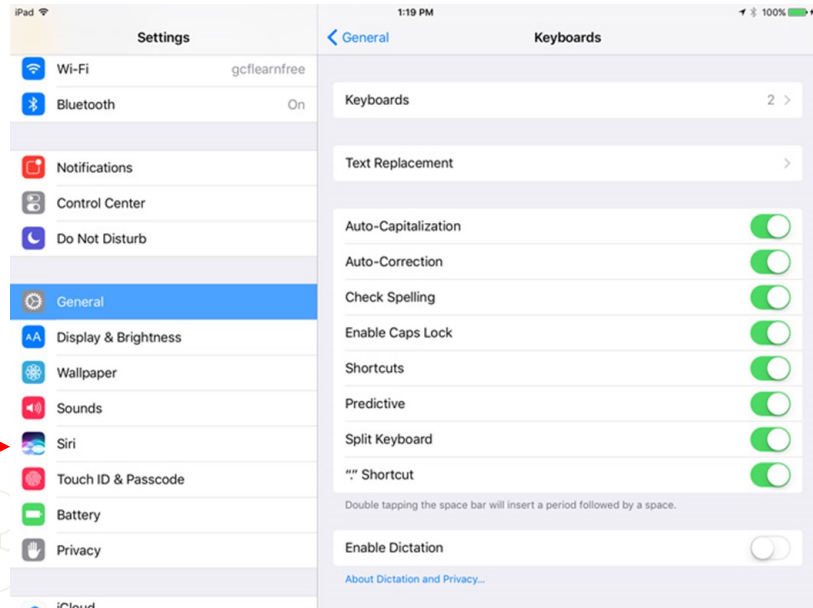


Keyboard Settings

To customize settings, open **Settings**, tap **General** and then tap **Keyboard**.





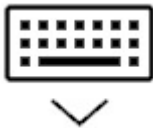
Keyboard settings will appear. →



#3

Task

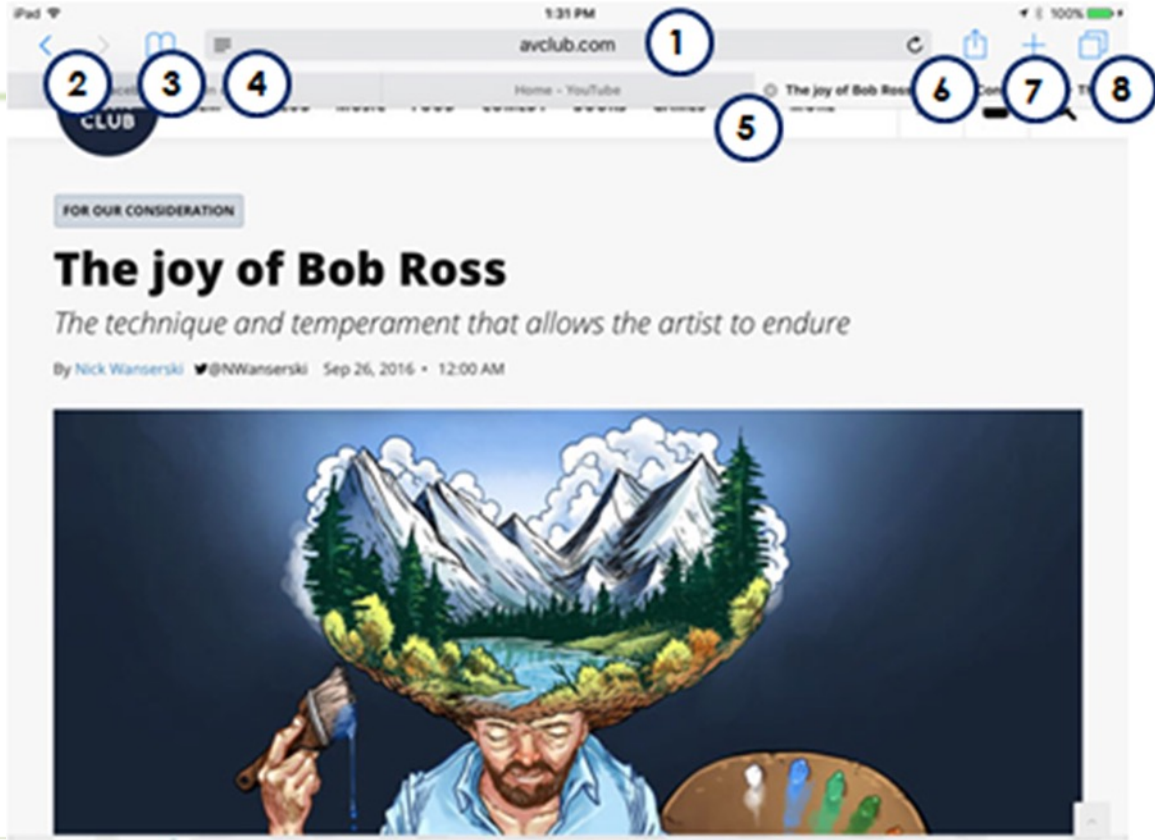
Move the keyboard:

1. Open notes  . Create a new note  .
2. This will bring up the keyboard.
3. Touch and hold  on the bottom right.
4. Slide up and tap ¹undock, ²split or ³floating.

Browsing with Safari

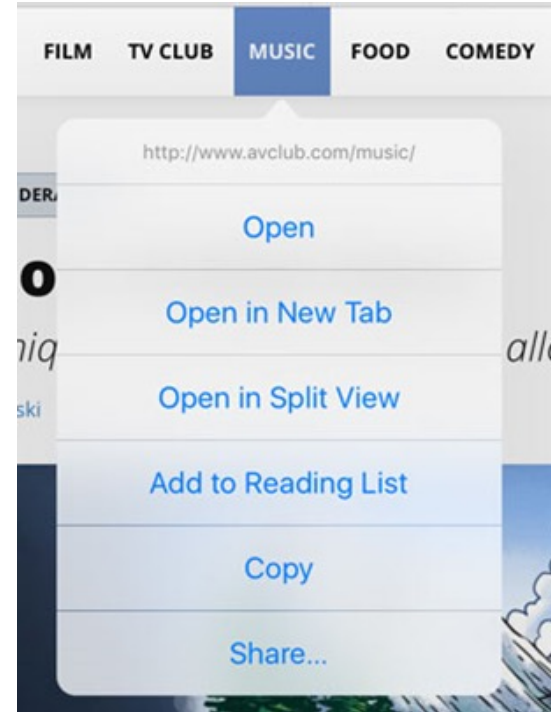
Let's learn more about the Safari interface:

1. The Address Bar
2. Navigation Buttons
3. Bookmarks / Reading List / Shared Links
4. Reader
5. Tabs
6. Share Button
7. New Tab Button
8. Show all Tabs Buttons



Browsing with Safari – Opening a link in a new tab

To open a link in a new tab, tap and hold the link, then select **Open in New Tab**.



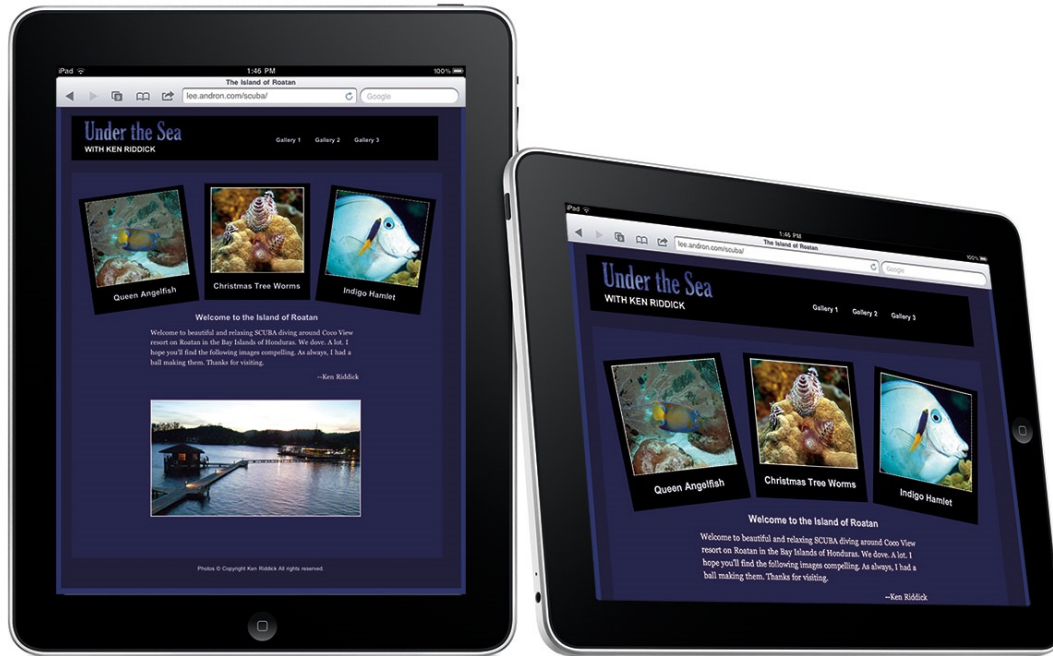
Browsing with Safari – Multi-touch zoom

Two ways to zoom in and out (in Safari) using multi-touch gestures:

- **Double-tap the screen:** This gesture will zoom to the area of the screen you tap, which is especially helpful for reading small text. Double-tap again to zoom out.
- **Pinch the screen:** This gesture allows you to zoom in and out, offering more control over how large (or small) the page appears.

Browsing with Safari – Screen Orientation

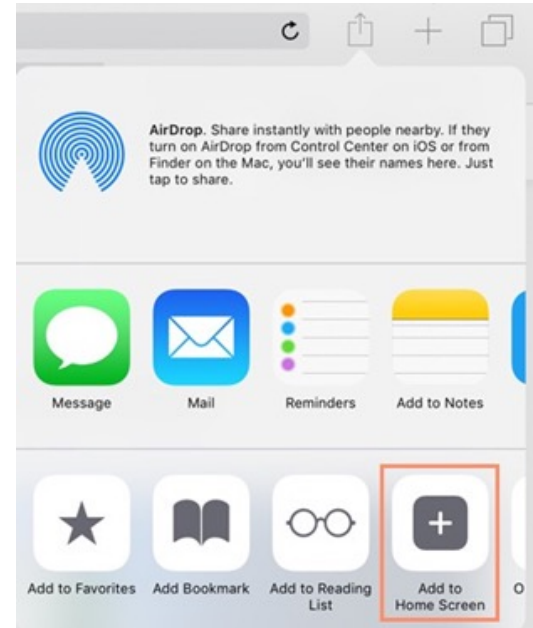
Some websites may work well in portrait mode, while others will look best in landscape mode.



Browsing with Safari – Adding Websites to the Home Screen

If you want even faster access to a website you visit frequently, you can add an icon to a website on your **Home Screen**.

When on the website you want to bookmark, Just tap the **Share** button, select **Add to Home Screen**, then click **Add**.



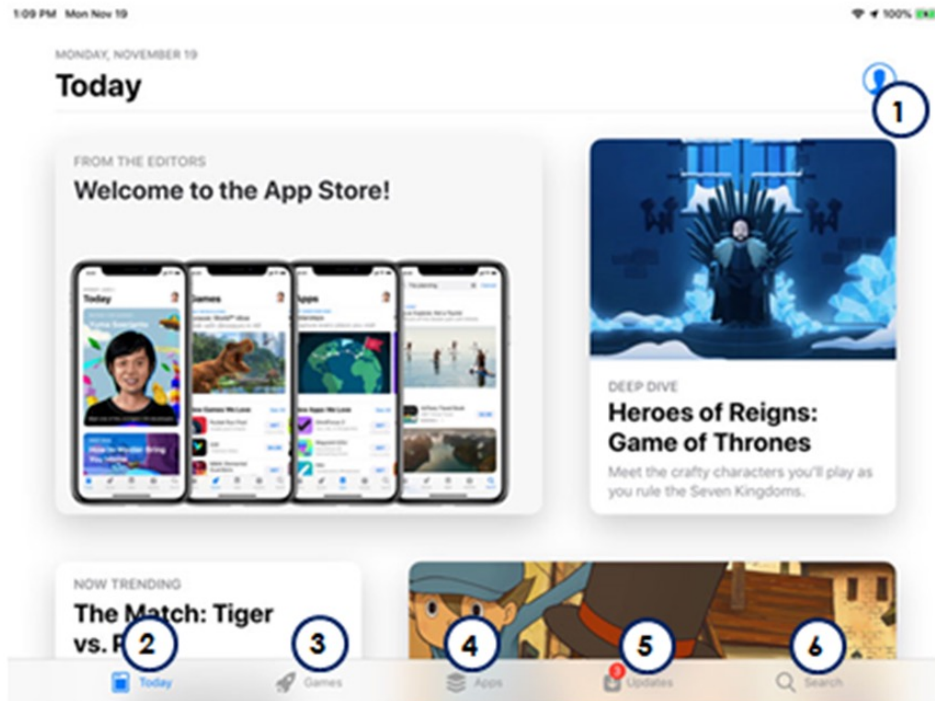
Add a website to your Home screen

1. Open Safari.
2. Go to a website you visit frequently.
3. Add the website to your Home screen.

Installing and Managing Apps

Let's learn more about the App Store interface:

1. Account
2. Today
3. Games
4. Apps
5. Upgrades/Arcade*
6. Search

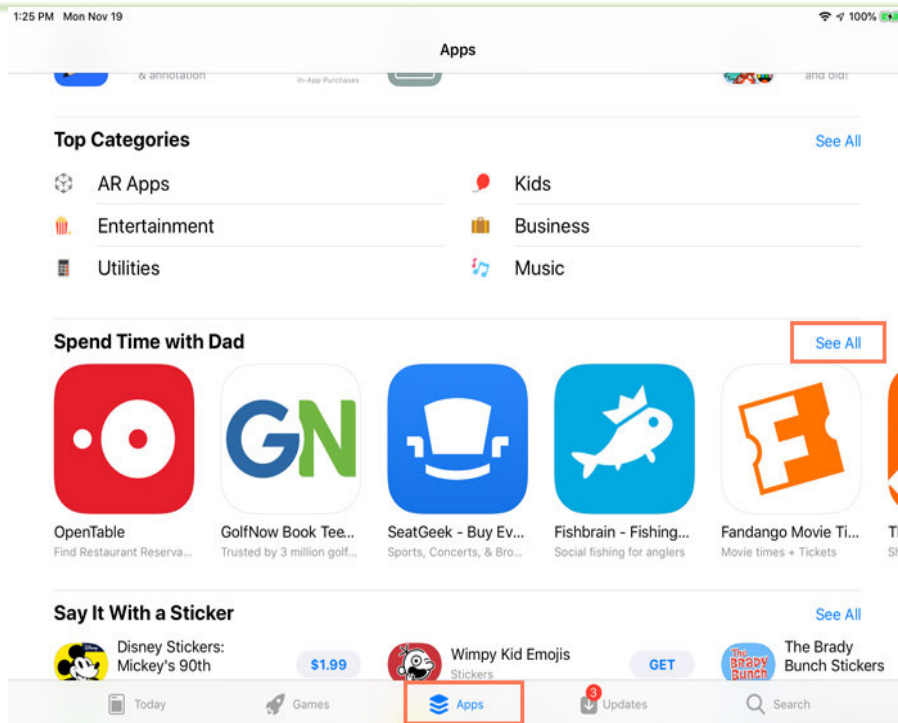


You'll need an Apple ID and a valid payment method to purchase apps from the App Store (including free apps).

Browsing the App Store

You can tap the **Apps** button and navigate to the desired category.

Each app will note its **price** (or it will say **Get** if it's free).



Multi-tasking

To switch between apps:

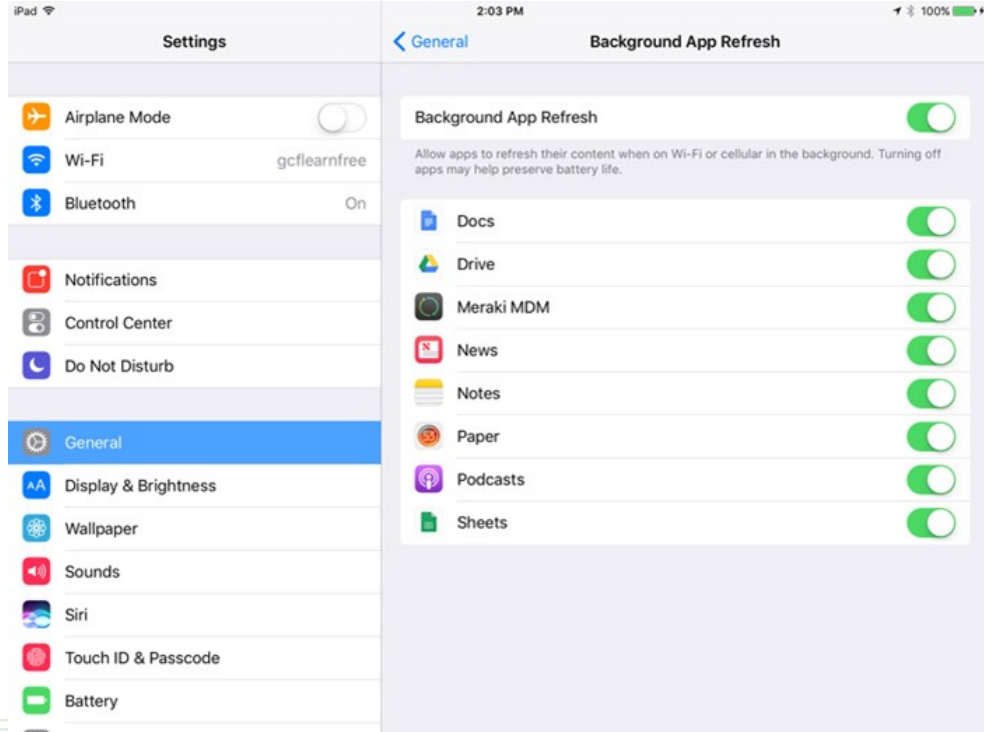
- Quickly press the **Home** button *two times*. A preview of your current apps will appear. You can swipe left or right to browse current apps. Simply tap an app to open it.



Background App Refresh

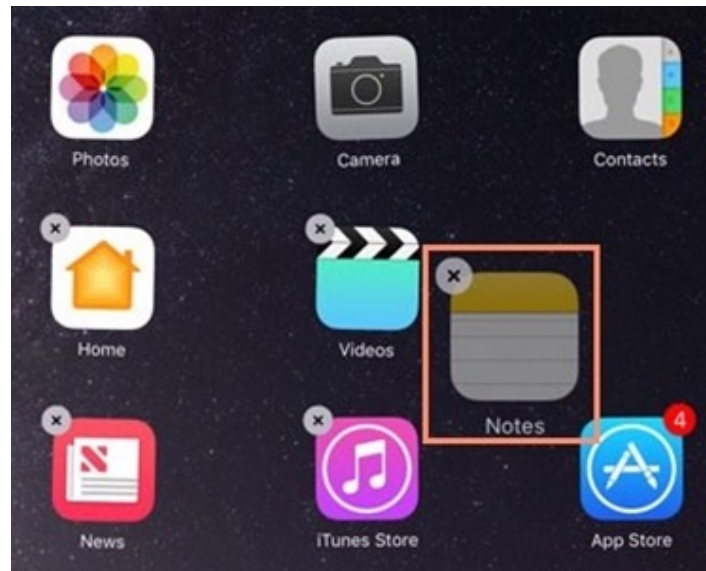
To modify or turn off the Background App Refresh feature:

- Open Settings
- Tap General, then
- Select Background App Refresh.



Managing apps – Rearrange your icons

- Touch and hold any app on the Home screen. They'll begin to 'shake'.
- Drag and drop icons wherever you want.
- To move an icon to another screen, drag it to the edge of the screen and hold until it switches to the new screen.
- Press the **Home** button when your done!



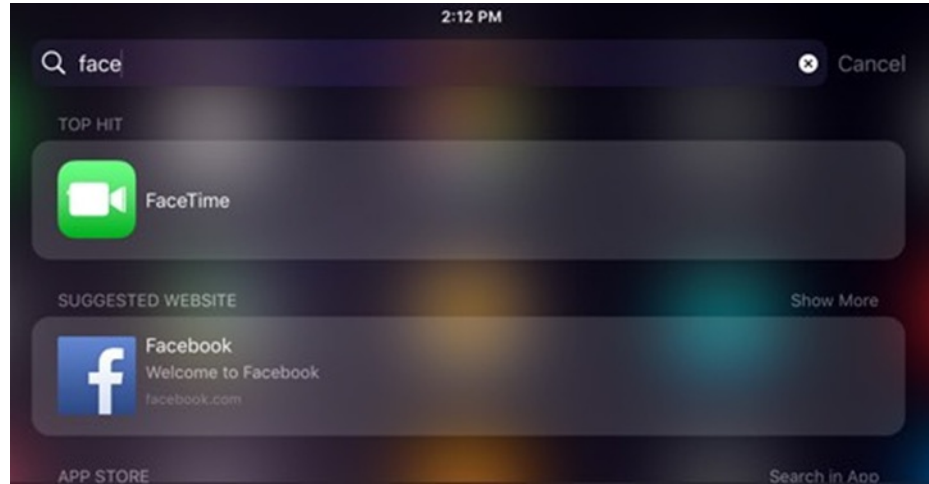
Managing apps – Create a Folder

- Touch and hold any app on the Home screen. They'll begin to 'shake'.
- **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.
- You can rename the folder if you wish.
- Press the **Home** button when your done!



Managing apps – Search for apps

- Swipe down from the middle of the Home Screen.
- Type the name of the app in the search box.



Managing apps – Delete apps

- Touch and hold any app on the Home screen. They'll begin to 'shake'.
- Tap the **X** in the top-left corner.
- Press the **Home** button when done.



Managing apps – Updating Apps

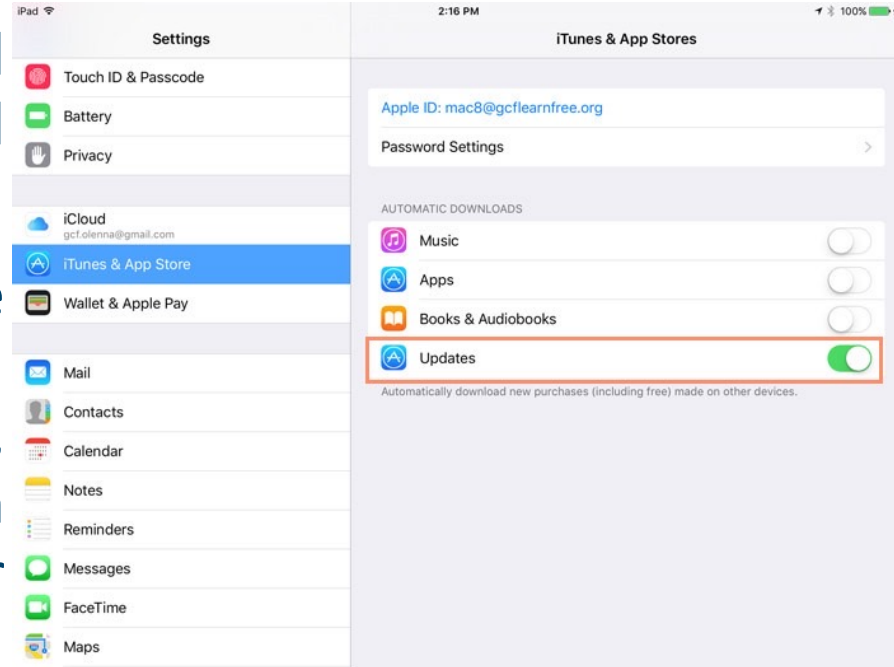


Notification badge

Managing apps – Updating Apps

If you prefer, you can set all updates to install automatically.

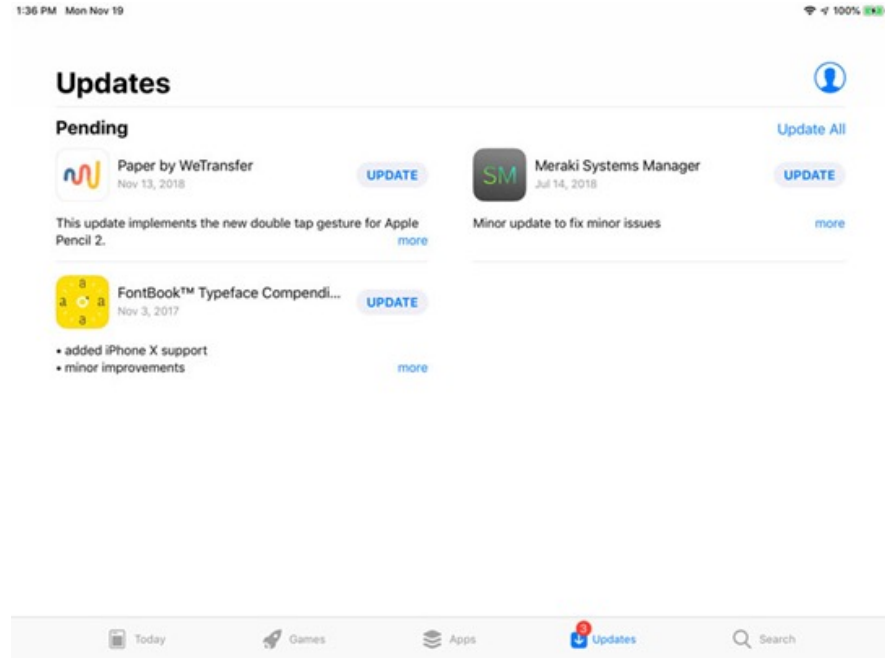
1. Open **Settings** from the Home screen.
2. Tap **iTunes & App Store**, then tap **Updates** to turn automatic updates on or off.



Managing apps – Updating Apps

To manually update an app:

1. Open the App Store, and then tap **Updates**.
2. A list of available updates will appear. To update an app, tap **Update**. You can also tap **Update All** to install all available updates.



#5

Task

Download an App from the App Store

1. Open the AppStore .



2. Search for **Brandon**.

3. Get The City of Brandon App, which looks like this:



City of Brandon - My City

City News & Services

[City of Brandon](#)

★ ★ ★ ★ 1.8, 6 Ratings

Free

Questions?



Bonus!

Hidden iOS Feature - Practice 1

Search within a Webpage

1. While viewing a webpage in Safari, tap the address bar at the top of the screen.
2. Type the text you want to search for (for example, cilantro). A list of suggestions will appear.
3. Scroll down to the very bottom of the list of suggestions. Next to On This Page, it will say how many matches it found. Tap just below that, where it says Find "cilantro" (this text will vary depending on what you searched for).
4. Safari will jump to the first match. If it found multiple matches, you can use the arrows at the bottom of the screen to jump to other matches

Bookmarks and History

Cilantro Three-Bean Salad Recipe...
everydayhealth.com

Corn And Black Bean Salad W Cila...
grouprecipes.com

On This Page (10 matches)

Find "cilantro"

