



INTRODUCTION TO iPADS

(iPad Basics)

Part II – iPad Settings



In this session...

Learning Outcomes

- **Security and General Settings**
 - Learn about iPad security and general settings.
- **Wallpaper and Sounds**
 - Learn how to change your iPad wallpaper and customize sounds.
- **Managing Notifications**
 - Learn about managing notifications on an iPad.
- **Syncing Your iPad**
 - Learn about syncing your device using iTunes and iCloud.

Security and General Settings

You can open **Settings** by tapping the icon on your **Home** screen.



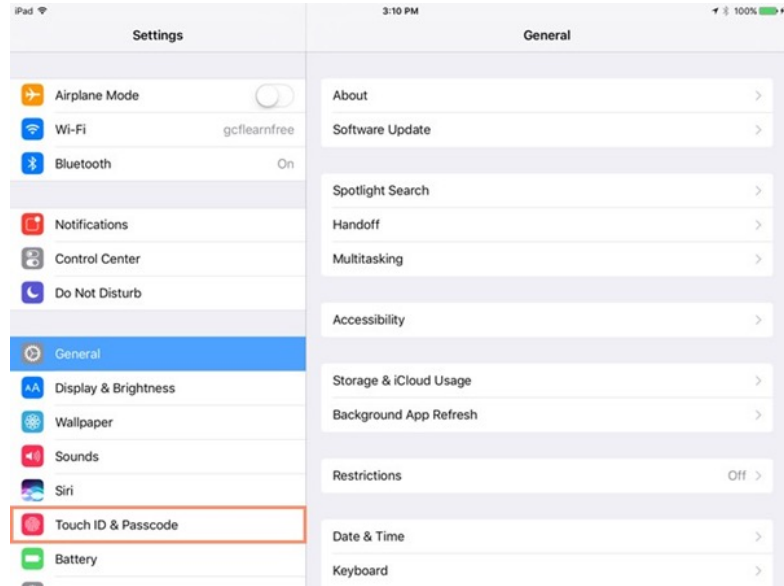
Touch ID & Passcode

To change a passcode lock:

When you first start your iPad, you'll be prompted to create a passcode lock. If you ever want to change it, it's easy to do so with these simple steps.

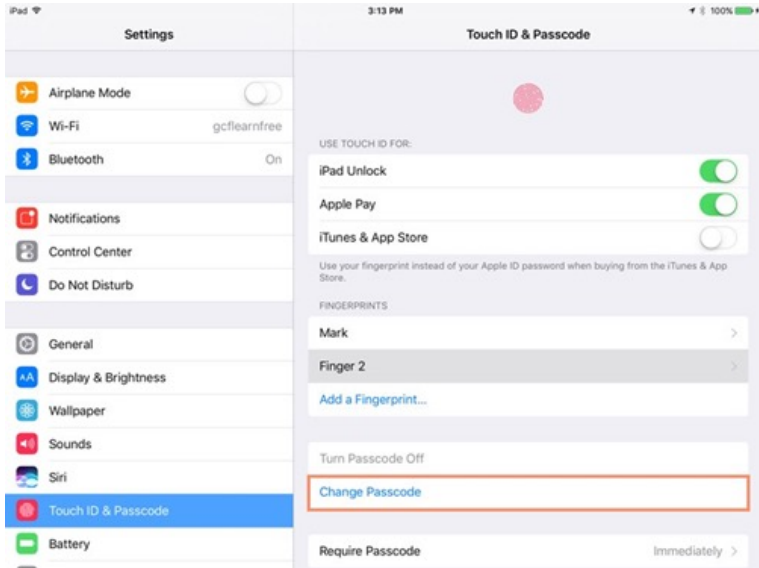
1. Tap the **Settings** icon on your **Home** screen, then tap **Touch ID & Passcode**.

* You may be prompted to enter your current passcode before continuing.

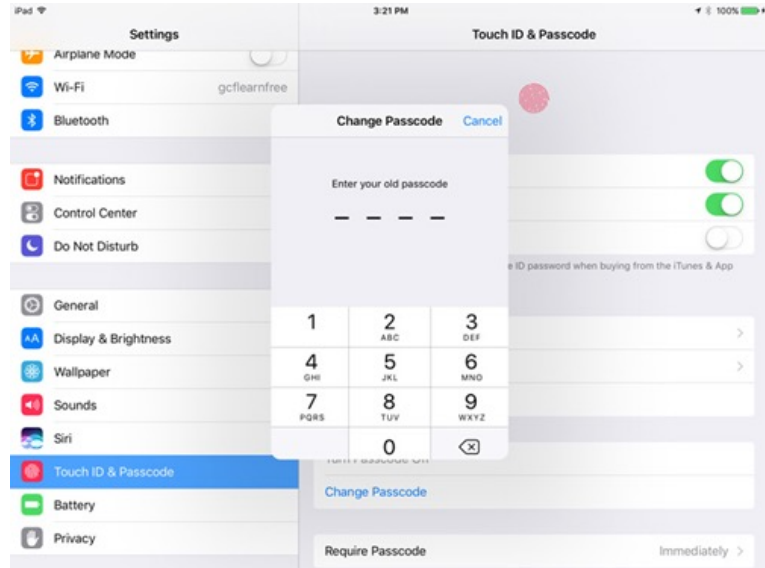


Touch ID & Passcode

2. Tap **Change Passcode**.

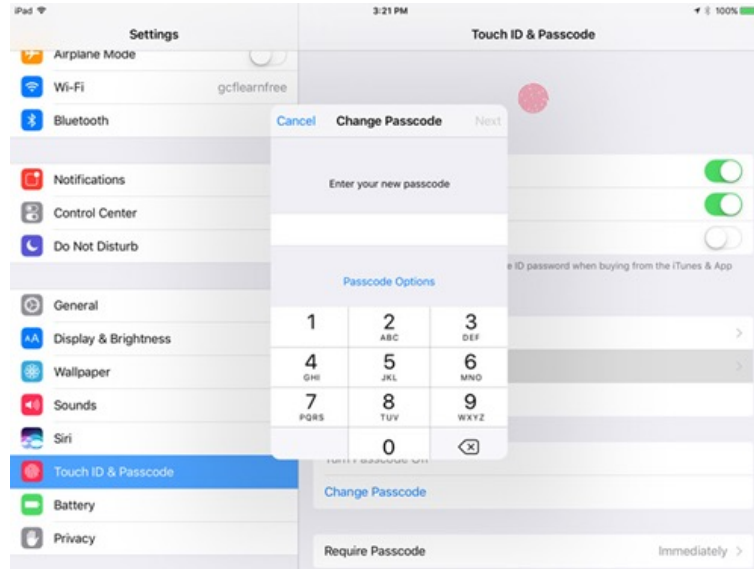


3. Use the keypad to enter your current **passcode**.



Touch ID & Passcode

4. The next screen will automatically appear, prompting you to enter a new passcode. Enter the new passcode. (You'll need to enter it twice to confirm.)



5. Your new passcode will be set.

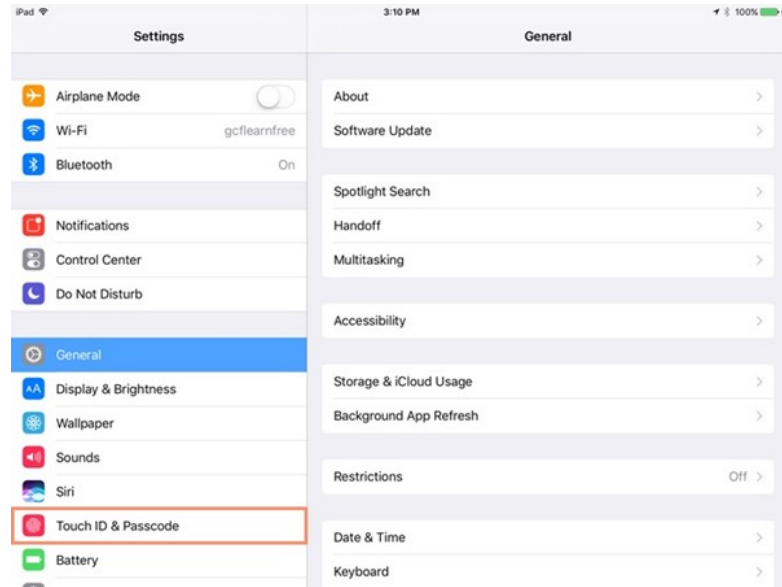
Touch ID & Passcode

To set up Touch ID:

You can also set your iPad to unlock using your fingerprint. Instead of entering a passcode, you can simply place a finger on the **Home** button.

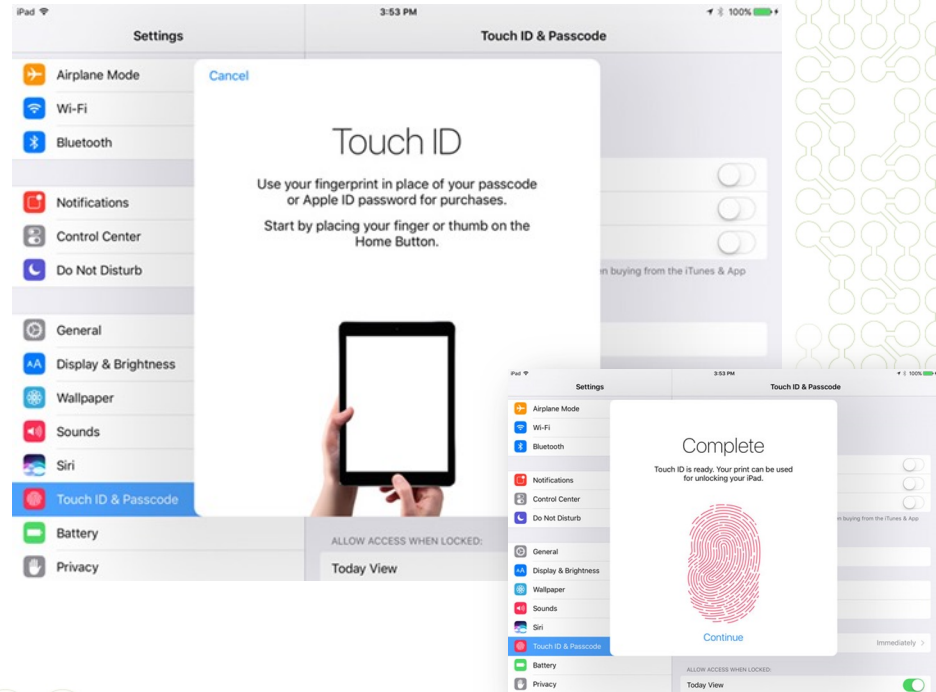
1. Tap the **Settings** icon on your **Home** screen, and then tap **Touch ID & Passcode**.

* You may be prompted to enter your current passcode before continuing.



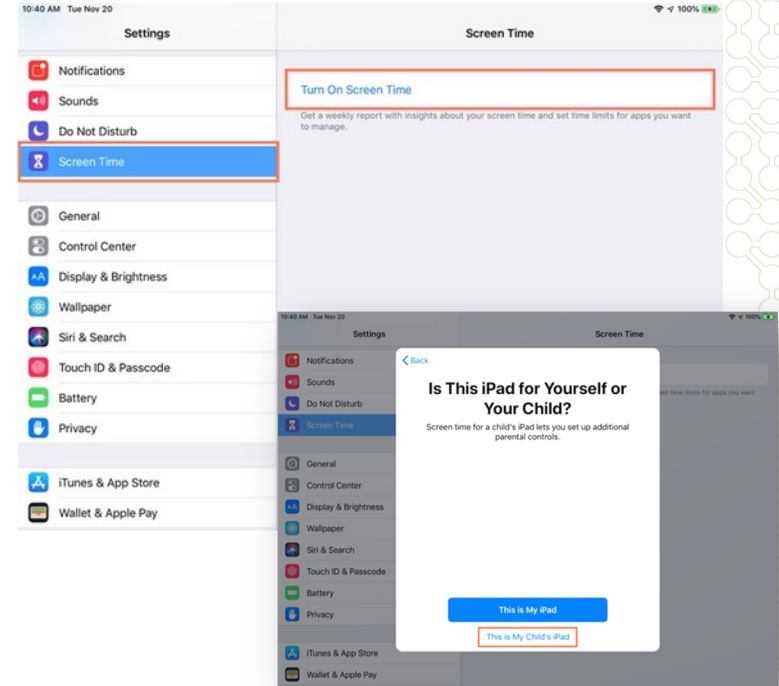
Touch ID & Passcode

2. Input your passcode, then tap **Add a Fingerprint...**
3. Follow the instructions shown on the screen and place a finger or thumb on the **Home button**. You'll need to touch the Home button repeatedly until the iPad gets a good read of your fingerprint.
4. Your fingerprint will be added, and you can now unlock your phone with Touch ID.



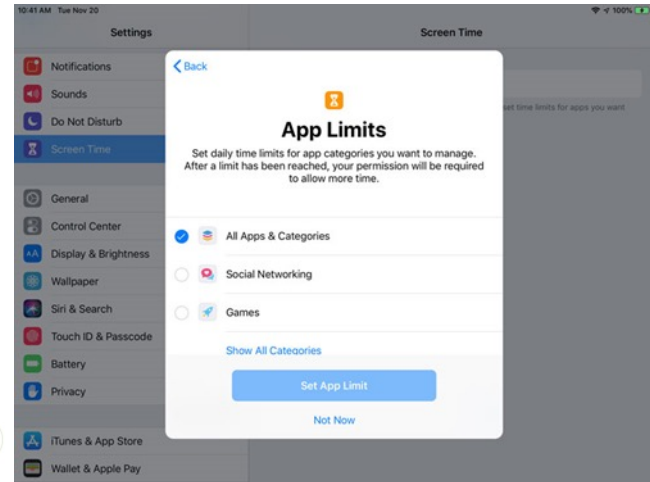
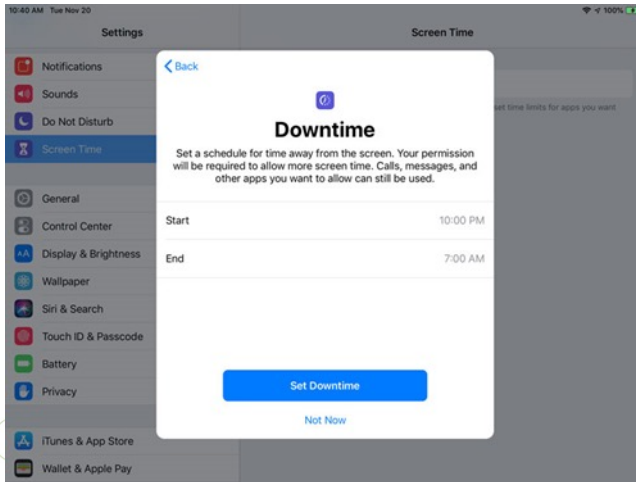
General - Using Screen Time to set restrictions

1. Tap the **Settings** icon on your **Home** screen, tap **Screen Time**, and then **Turn On Screen Time**.
2. Tap **This is My Child's iPad**.
 - * If the iPad is not for your child/grandchild, you can tap **This is My iPad** and then manually set limits and a passcode.



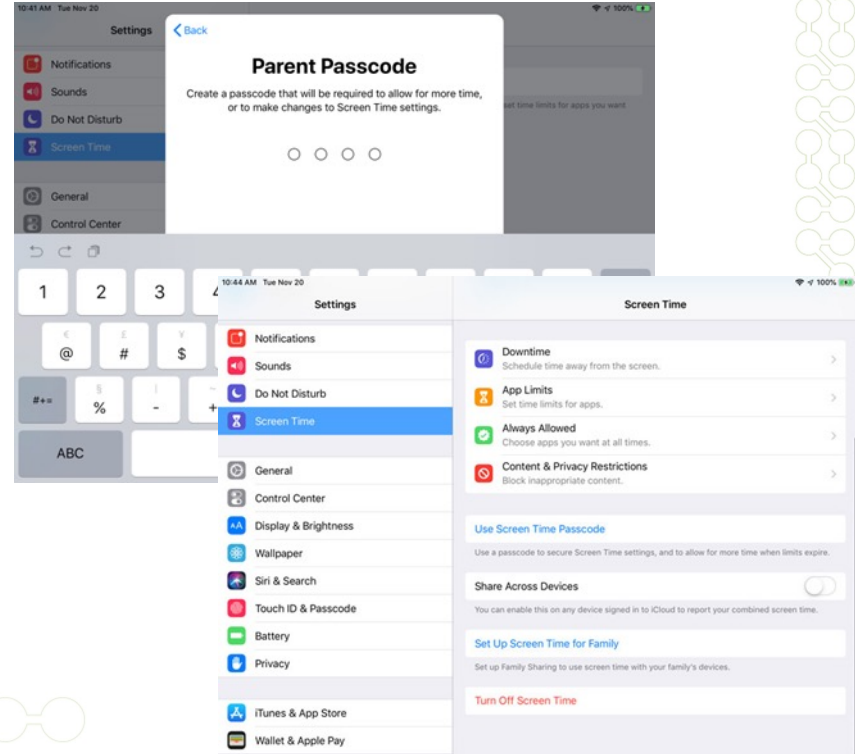
General - Using Screen Time to set restrictions

3. Set a **Start** and **End** time for when your child can use their iPad, then tap **Set Downtime**.
4. Choose **categories** that you'd like to place time limits on for your kids, and then tap **Set App Limit**.



General - Using Screen Time to set restrictions

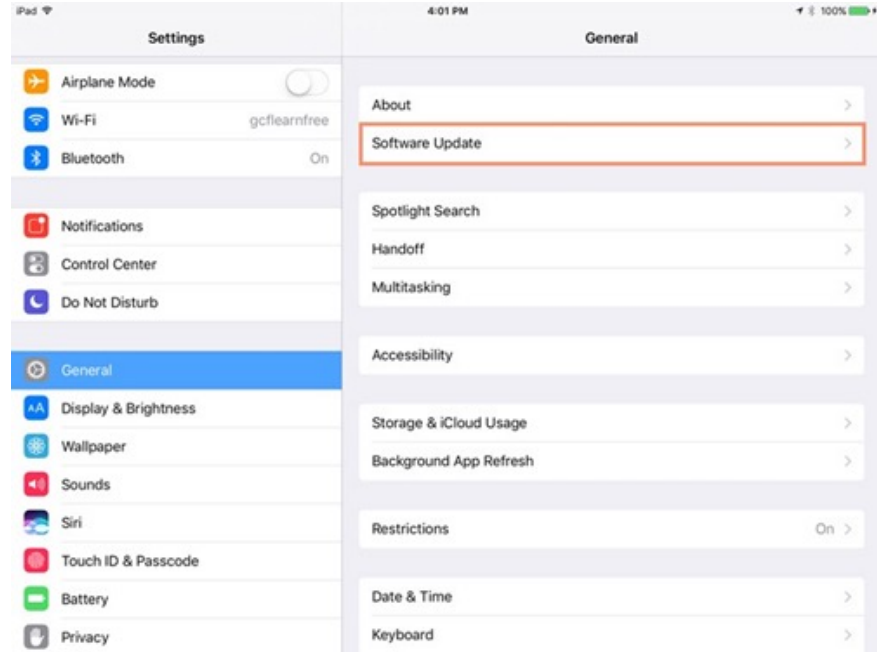
5. Enter a **passcode** that you can use to unlock the iPad when you want to change any **Screen Time** settings or allow your children to have more time on the device.
6. You can access and change more advanced settings in the **Screen Time** section of the **Settings** menu.



Updating your software

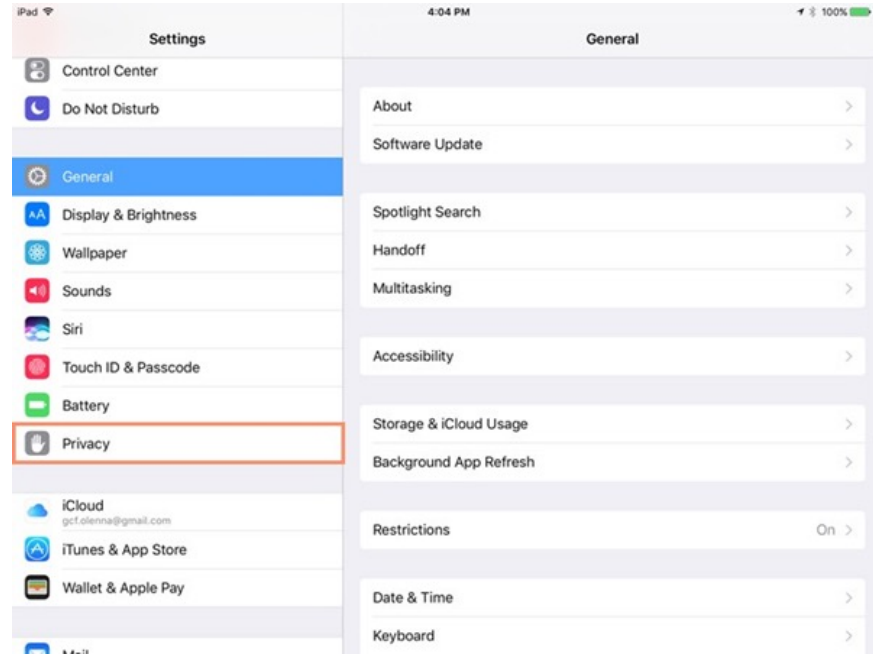
Software Update is where you'll download iOS updates from Apple. Updates frequently include bug fixes and other improvements designed to enhance your experience with the iPad.

If an update is available, tap **Software Update**, then tap the **Install** button.



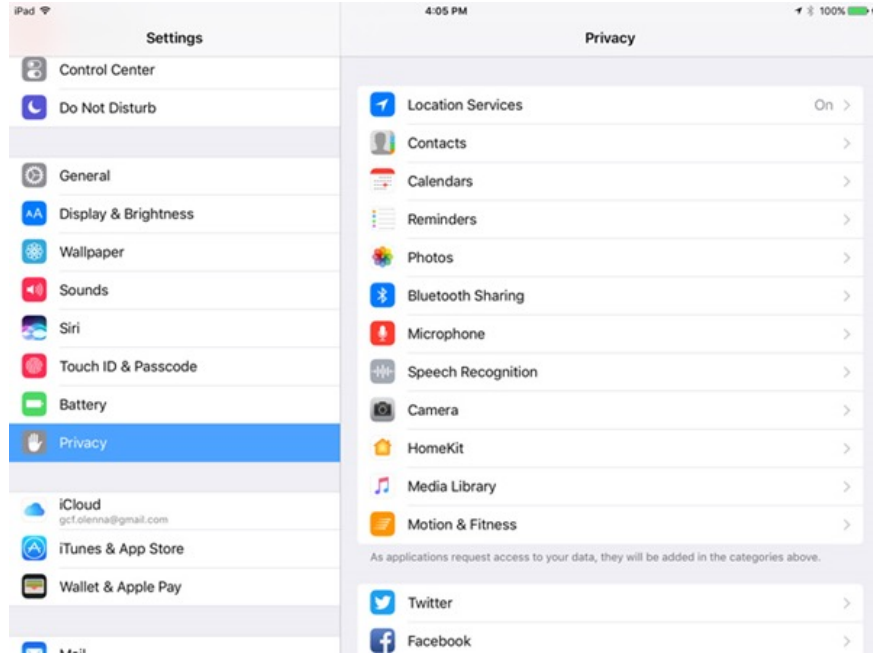
Privacy

1. Tap the **Settings** icon on your **Home** screen.
2. Tap **Privacy** in the left pane.



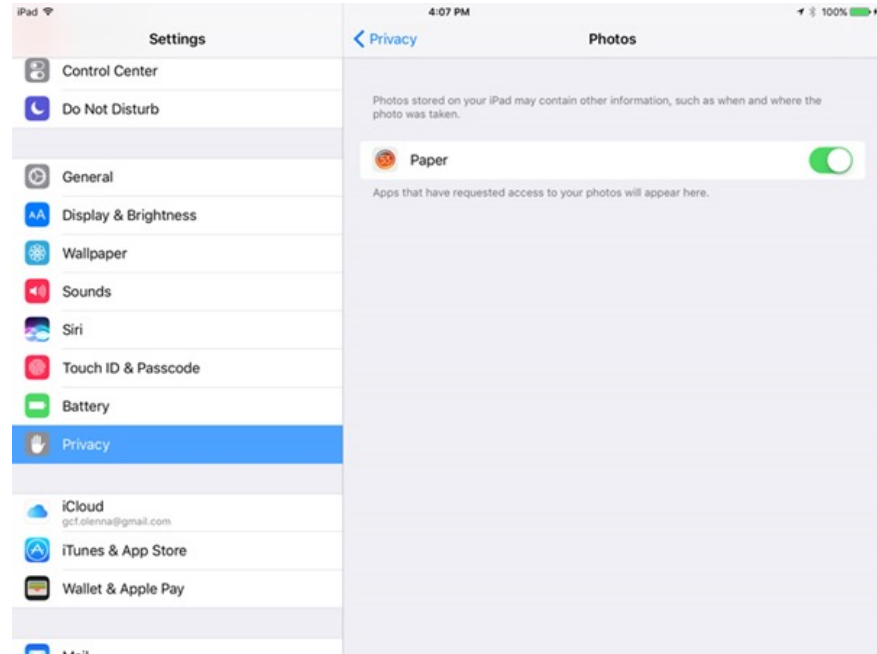
Privacy

3. Tap an item to view which apps (if any) have requested access to the information.

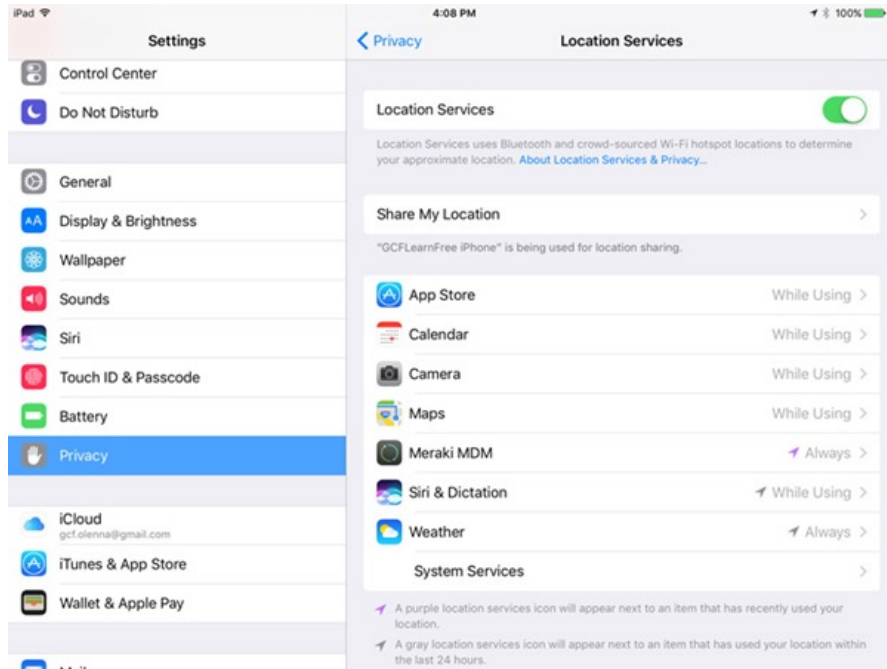


Privacy

4. Turn controls **on** or **off** to enable or disable access for certain apps.



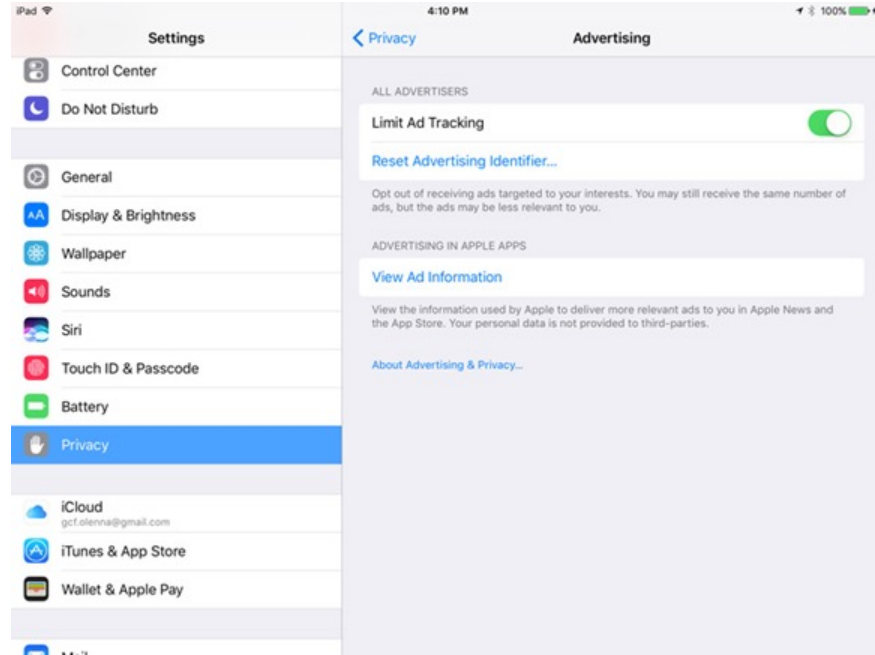
Location Services



To modify your location services tap **Settings** on your **Home** screen, go to your **Privacy** settings, then tap **Location Services** to turn them on or off.

To limit ad tracking

1. Tap the **Settings** icon on your **Home** screen.
2. From Privacy, tap Advertising.
3. Turn the control on to limit ad tracking.



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Task




Lock notes on your iPad



STEP 1.

1. Go to Settings > Notes.
2. Tap Password.
3. Enter a password, then make sure to give yourself a password hint. If your device supports it, enable Touch ID or Face ID.
4. Tap Done.

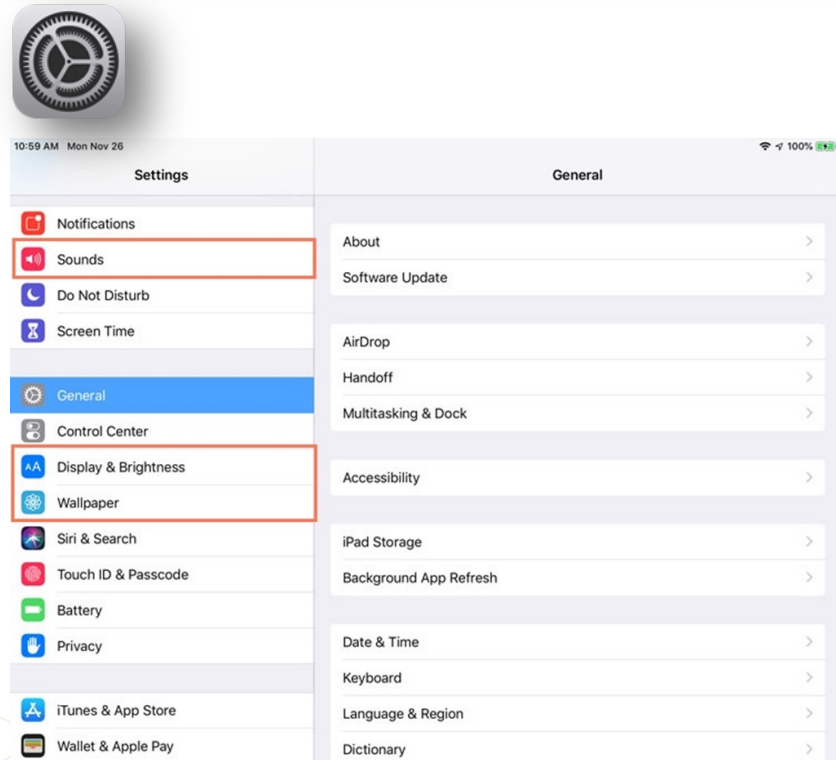
STEP 2.

1. Create a password in Notes
2. Open a note that you want to lock.
3. Tap , then tap Lock Note.
4. Enter a password, then make sure to give yourself a password hint. If your device supports it, enable Touch ID or Face ID.
5. Tap Done.

Wallpaper and Sounds

Let's focus on:

- **Wallpapers:** From here, you can customize the iPad's wallpaper for your background and lock screen.
- **Display & Brightness:** From here, you can customize the iPad's display settings and brightness.
- **Sounds:** From here, you can customize the iPad's sounds.

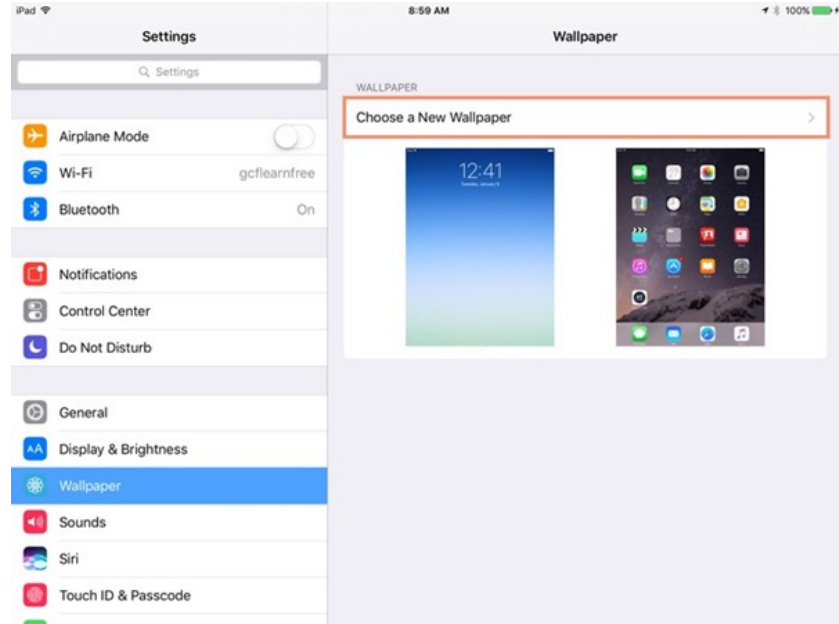


Wallpaper

To change your wallpaper:

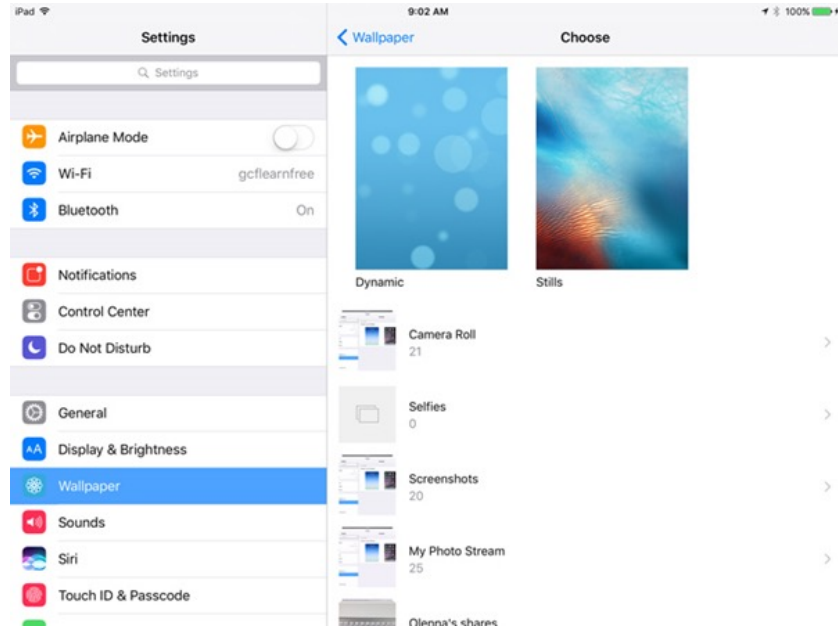
To make your iPad more personal, you can add your own background **wallpaper**.

1. Tap the **Settings** icon on your **Home** screen.
2. Tap **Wallpaper** in the left pane.
3. Tap **Choose a New Wallpaper**.



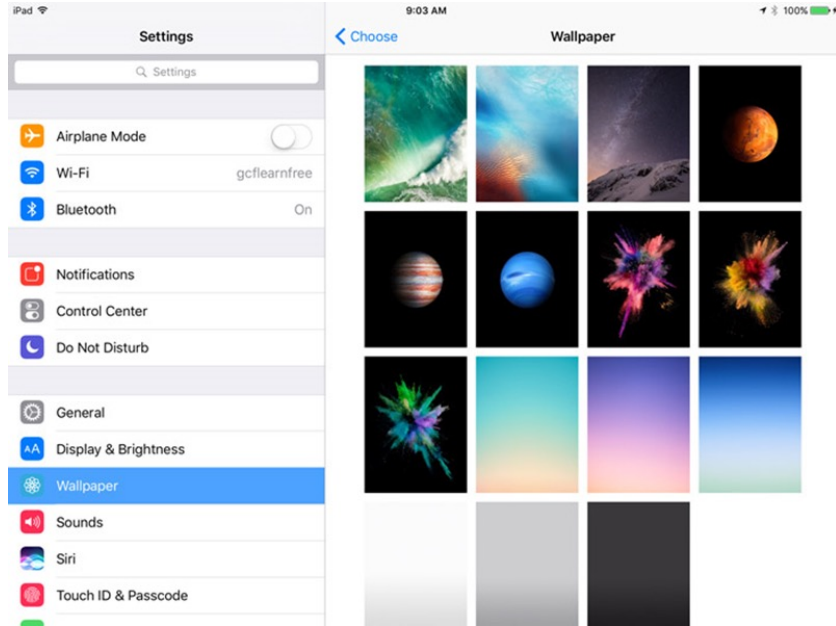
Wallpaper

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**.



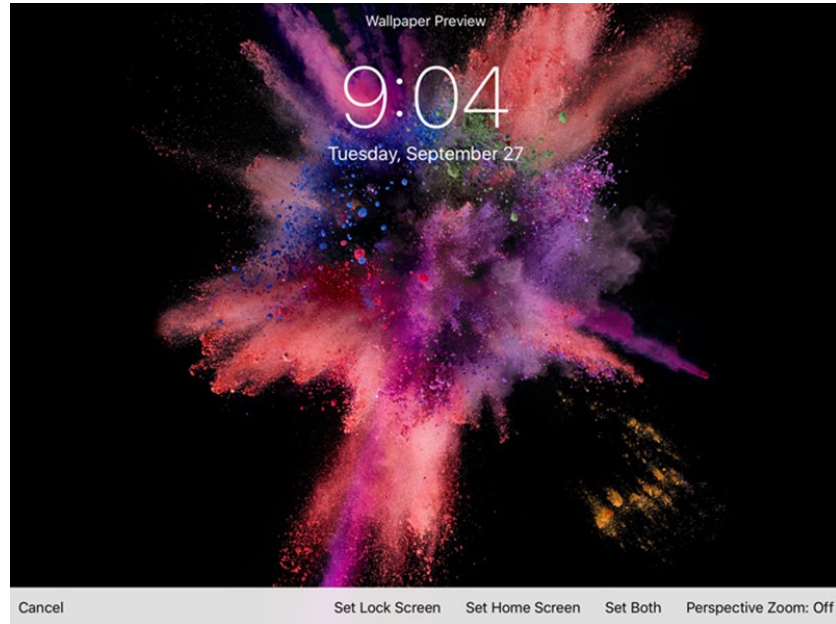
Wallpaper

5. Tap an **image** to open a full-screen preview.



Wallpaper

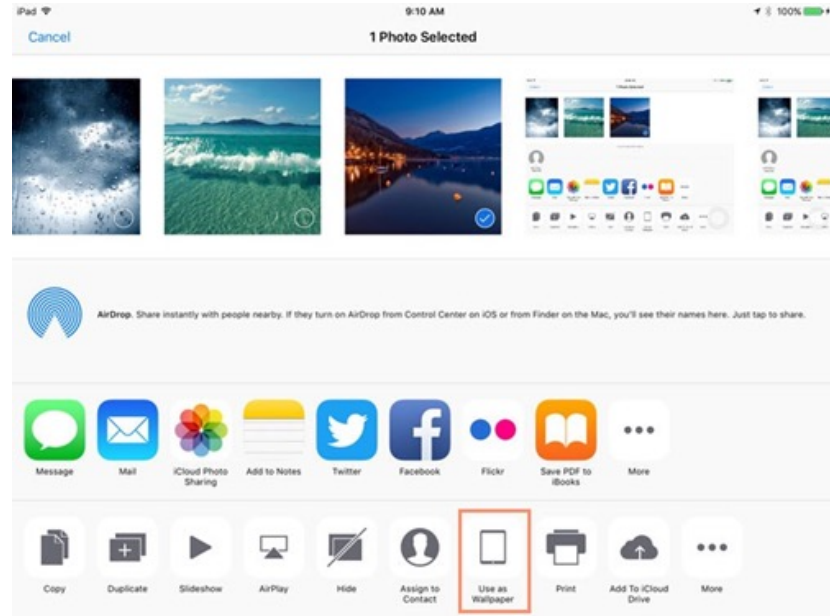
6. Use the menu bar to apply the wallpaper to your **Lock screen**, **Home screen**, or **Both**. To exit the preview without changing your wallpaper, tap **Cancel**.



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**.



Display & Brightness

From the **Display & Brightness settings**, drag the slider to increase or decrease the screen brightness.

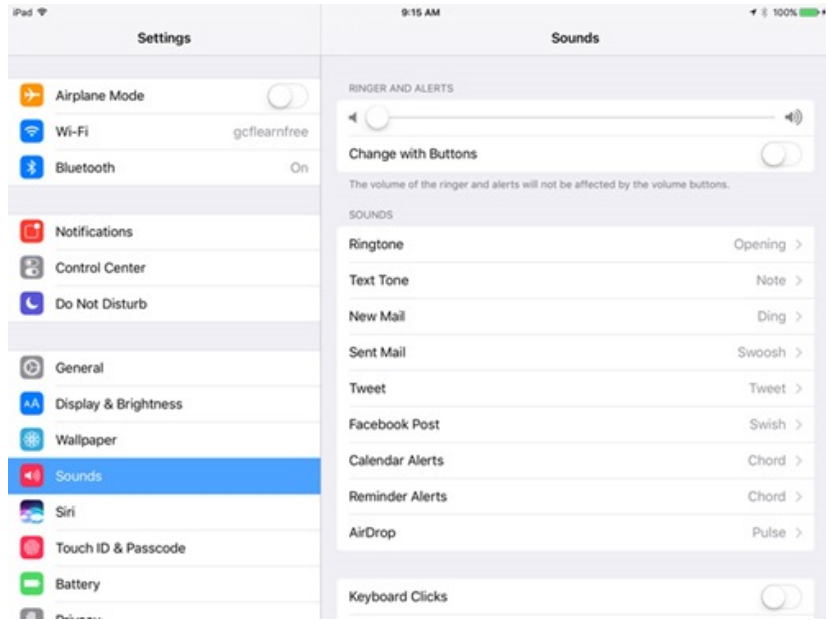
- * You can adjust screen brightness at any time by swiping down from the top right of the screen to access the Control Center. Touch and hold screen brightness. You can also turn “night shift” on and off this way.



Sounds

To edit sound settings:

1. Tap the **Settings** icon on your **Home** screen.
2. Tap **Sounds** in the left pane.
3. 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.

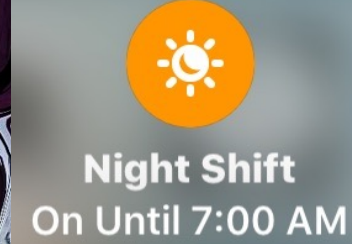


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Task

Set Wallpaper/Sound:

1. Set a new *Wallpaper*.
2. Schedule *Night Shift*.
3. *Customize Sound* setting for a personal contact.

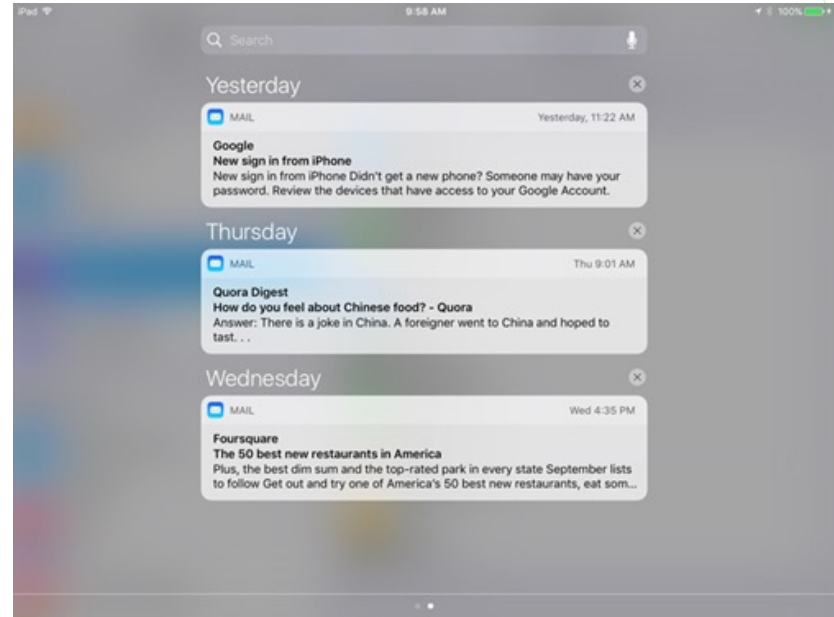


Managing notifications - The Notification Center

The **Notification Center** keeps all of your notifications in one place.

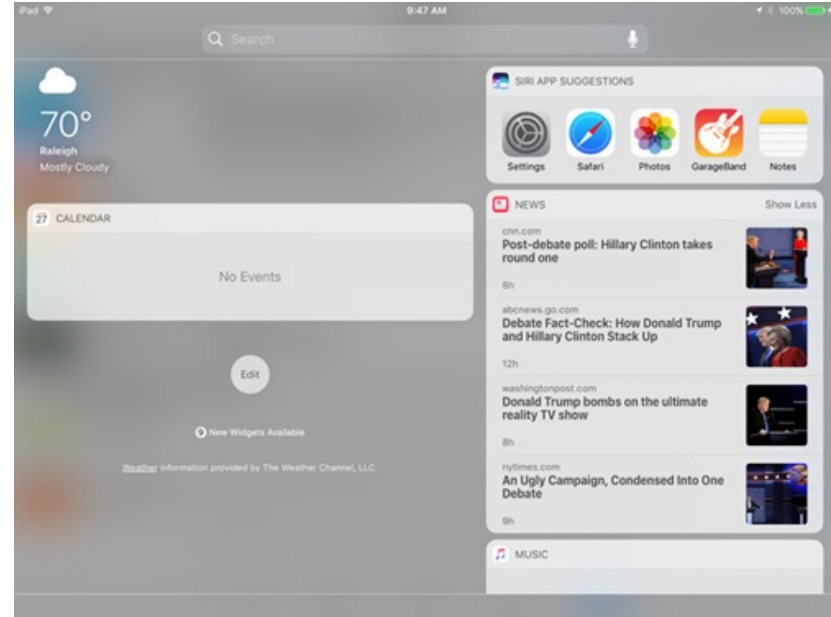
Simply **swipe down** from the top of the screen to open it at any time, even from the lock screen.

By default, the Notification Center shows you your **Recent** alerts, starting with your newest at the top.



Managing notifications - The Notification Center

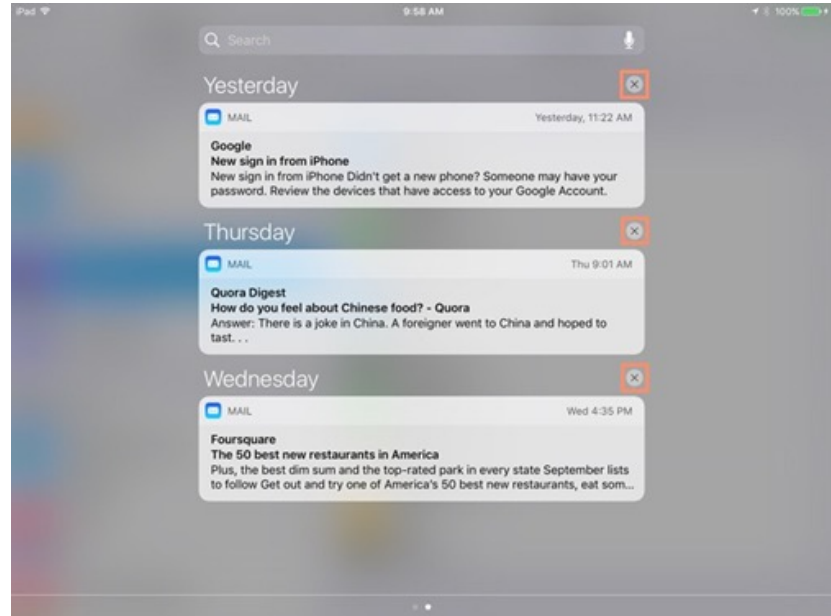
From this Notification Center screen, you can swipe left to right to access notifications for **Today**. This includes any events on your calendar, top news stories, weather, and more.



Clearing notifications

Notifications will remain in the Notification Center until they are dismissed, or cleared. To clear a notification, tap the **X**, then press **Clear**.

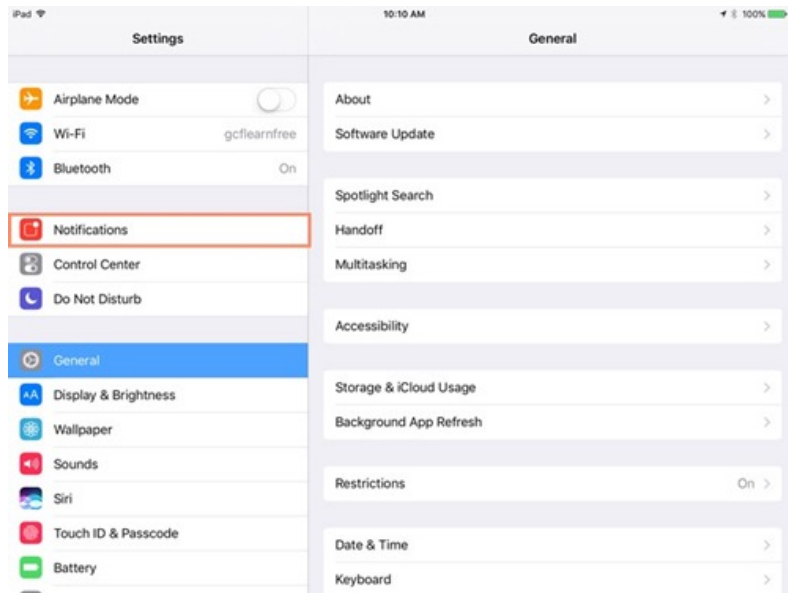
✳ Notifications cannot be cleared from the **Today** view.



Customizing the Notification Center

To customize the Notification Center:

1. Tap the **Settings** icon on your **Home** screen.
2. Tap **Notifications** in the left pane.



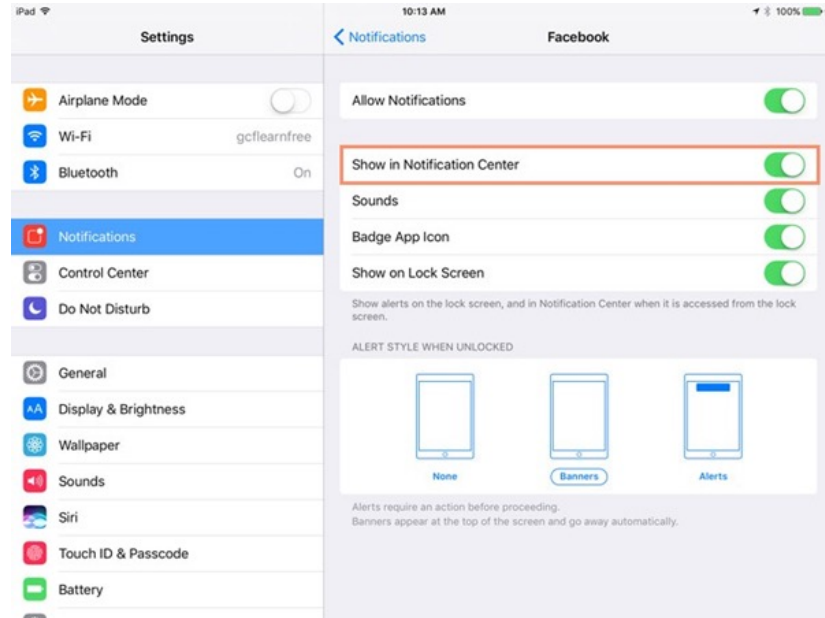
Customizing the Notification Center

3. From here, you can customize which apps will appear in the Notification Center. Tap the app you'd like to customize. In our example, we'll choose **Facebook**.



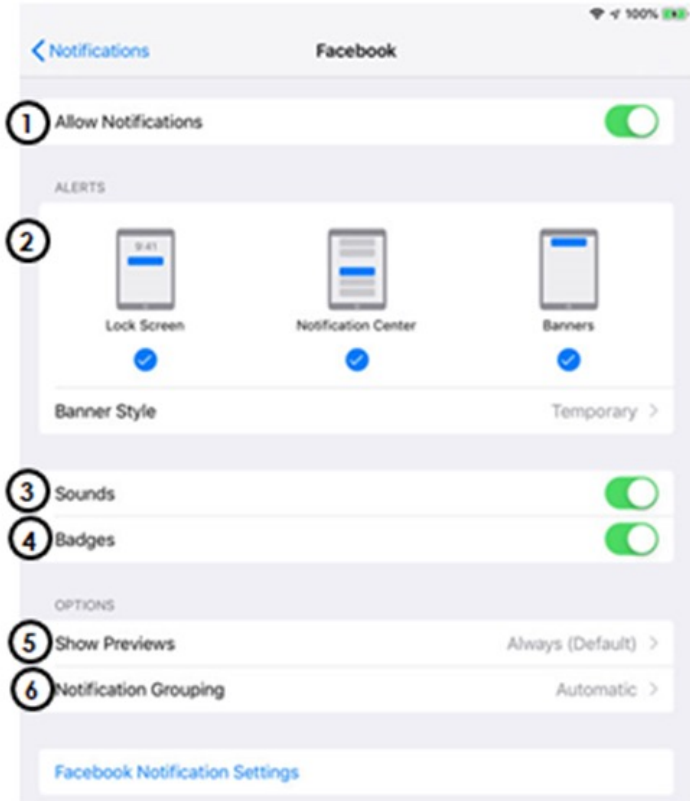
Customizing the Notification Center

4. From here, you can deselect **Show in Notification Center** to choose whether you'd like notifications from this app to appear in the Notification Center.
5. This app's notifications will no longer appear in the Notification Center.



Setting app Notifications

1. Allow Notifications
2. Alerts
3. Sounds
4. Badges
5. Show Previews
6. Notification Grouping



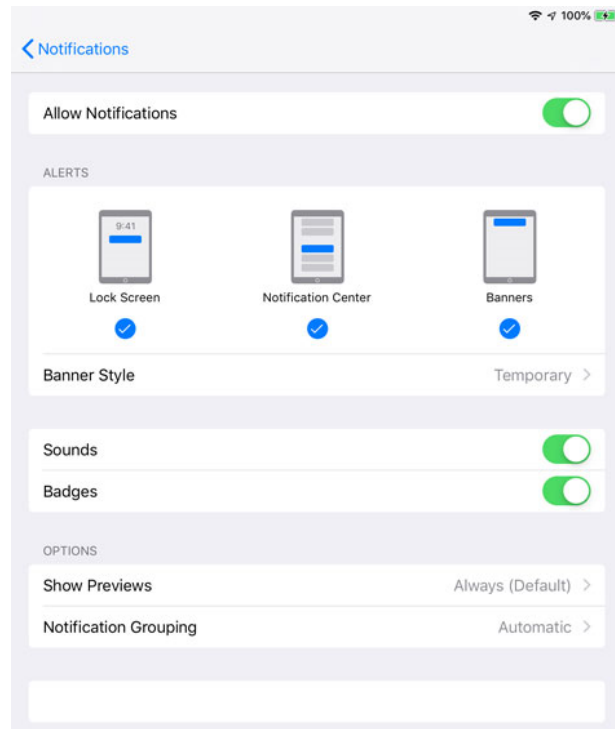
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Manage Notifications:

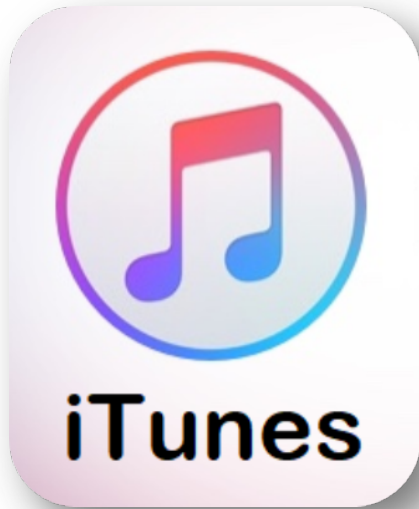
Customize Notifications for an App you regularly use.

1. Tap the **Settings** icon on your **Home** screen.
2. Tap **Notifications** in the left pane.
3. Tap the app you'd like to customize.
4. From here, Choose the options you want for that app.



Syncing your iPad

There are two ways to sync an iPad:



iTunes and **iCloud**



Syncing to iCloud

When you sync your iPad with iCloud, you gain access to several features, including:

- **iCloud Photo Library**
- **Find My iPad**
- **Backup and Restore**

You can use these features on your iPad and other devices, including an iPhone, Mac, or PC.



*** An Apple ID is required to use iCloud.**

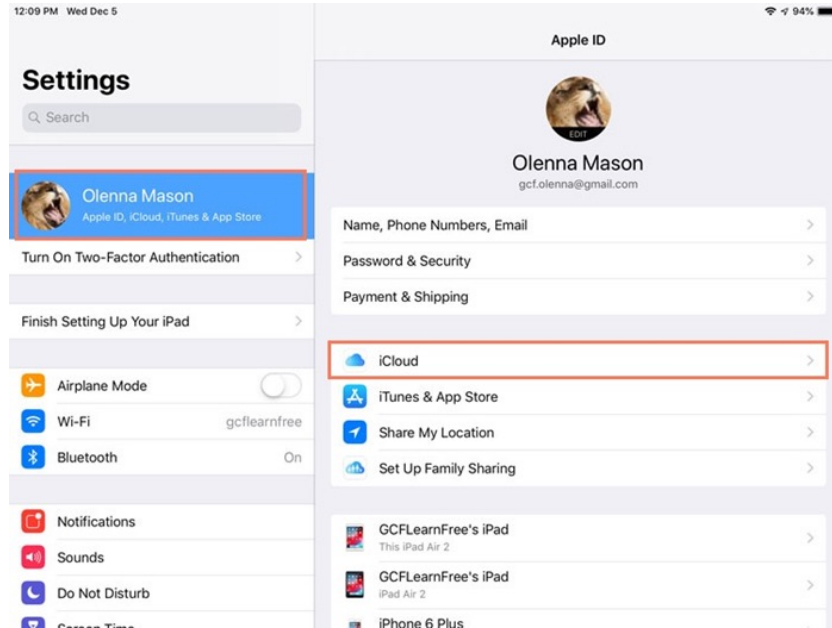
To set up iCloud

1. Tap the **Settings** icon on the **Home** screen.



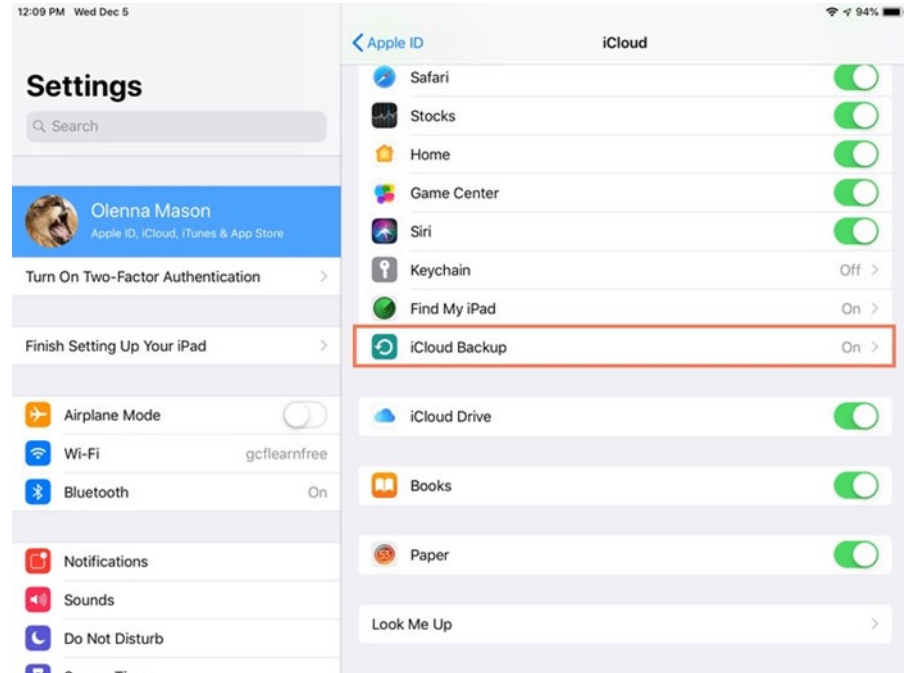
To set up iCloud

2. Tap your **account name** at the top of the **Settings** pane, and then tap **iCloud**.
 3. A list of **iCloud features** will appear. Tap the controls to turn each feature **on** or **off**, depending on your preferences.
- * You may want to keep these features turned on to get the most out of iCloud.



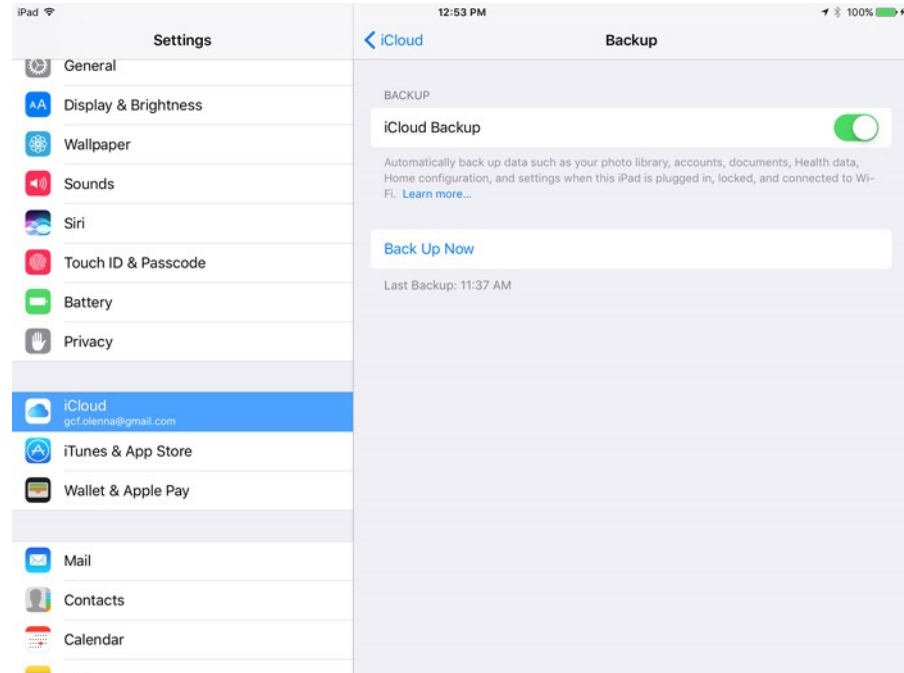
To set up iCloud

4. To set up automatic backups to iCloud, scroll down and tap **iCloud Backup**.



To set up iCloud

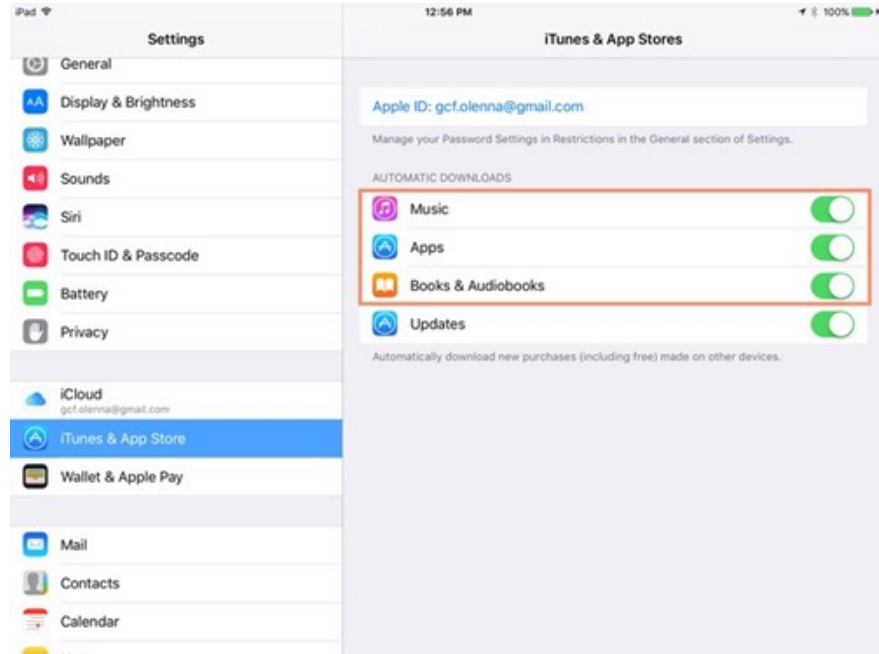
5. Turn on the control for **iCloud Backup**. Your iPad will now be backed up to iCloud whenever when it is **charging, connected to Wi-Fi, and locked**.



Syncing to iCloud

- * If you purchase something on another device from the iTunes Store or App Store, you may want it to appear automatically on your iPad.

To enable this feature, open **Settings**, tap **iTunes & App Store**, then turn on the **Music**, **Apps**, and **Books & Audiobooks** controls.



Even if you don't have any of your devices, you can still view your important iCloud information online. Simply go to **www.iCloud.com** and sign in with your **Apple ID**. From here, you'll be able to view your calendar, locate your device, and perform other functions.



Review your iCloud Settings:

1. Tap the **Settings** icon on the **Home** screen.
 2. Tap your **account name** at the top of the **Settings** pane, and then tap **iCloud**.
 3. Review your settings.
- ✱ Check to see when your last iCloud Backup was done.



Questions?

