

# Intro to: iPad

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With funding from

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TECHMB 

# what is an iPad?



An iPad is a tablet created by the brand Apple. It features a touchscreen and comes in several sizes and colours. Apple releases new models regularly so you can sometimes find refurbished or second-hand iPads online for a very reasonable price.

iPads can connect to the internet and even have mobile data plans.

## In the box with your iPad you will find:

- **Lightning-to-USB cable** to connect the iPad to your computer and the charging power adapter
- **USB power adapter** to charge your iPad
- **Documentation** and warranty

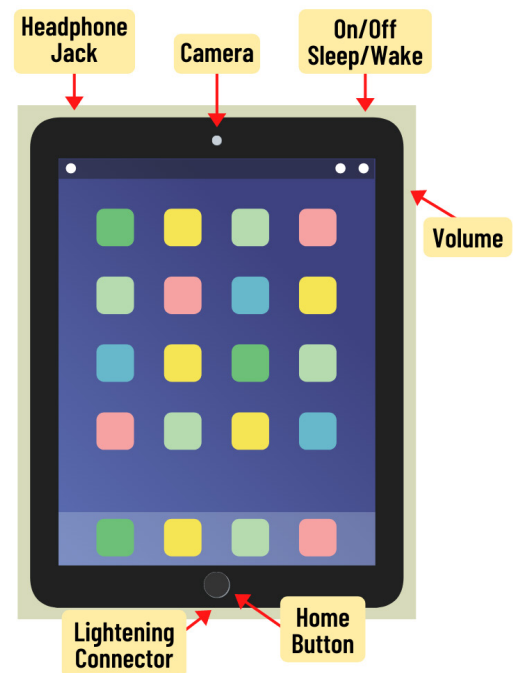
## The two most important buttons on the iPad body are:

- **Home Button** – the circular button at the bottom of the screen on the front
- **Sleep/Wake** – this button is on the top, right of your iPad and functions as the power button

## Additionally you have the following:

- **Headphone jack**
- **Camera** on the front and the back
- **Volume control**
- **Lightning** Connector to plug in the USB to charge and connect to your computer

You can purchase additional accessories such as the Apple Pencil, a Smart Keyboard, or a Bluetooth Keyboard. Be sure to check the compatibility of these accessories with your iPad model.



## Setting Up

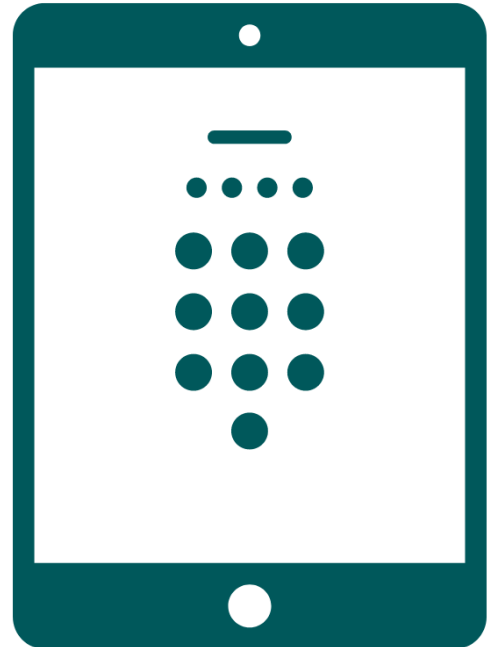
The first time you start up your iPad you will be prompted to choose your preferred language, choose a passcode, connect to Wifi, and create or log into an Apple ID. You can adjust these in **Settings** once your iPad is all set up.

## Sleep and Wake up your iPad

Press the **Sleep/Wake** button or the **Home button** to wake up your iPad.

Unlock by using any of the following:

- **Passcode** – choose a 4-6 digit number
- **Touch ID** – the Home button recognizes a fingerprint
- **Face ID** – on some newer models the camera will scan and recognize your face



## Turn iPad On and Off

To fully shut off your iPad, press and hold the **Sleep/Wake** button for a few seconds and then slide to power off.

To turn on, press and hold the **Sleep/Wake** button until the Apple logo appears.

## Reboot your iPad

You may need to occasionally force a reboot or restart on your iPad to fix minor problems. Do this by holding down both the Sleep/Wake button and the Home button until you see the Apple logo.

## Apple ID

Apple ID is the name of the user account that holds all your user data and can connect any Apple devices you have together. It allows you to access Apple services like the App Store, iCloud, and built-in apps.

If you already have an Apple device like an iPhone or Macbook, you likely already have an Apple ID. When you first start up your iPad you will be prompted to create an ID or log in to an existing one with your Username and Password.



# Apps

## 1. What is an App?

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Your iPad will come with a number of built-in apps already installed that require no set up, such as the Camera app. Other apps like Mail and Contacts require you to add in your email data and add in personal contacts.

To download free apps or purchase paid apps, visit the App Store. There are thousands of apps to choose from, ranging from games to ones that help you stay organized.



### Notifications

Apps will send you a notification when something needs your attention, like a new email or a text message. You can set up how your iPad to notifies you or even turn off notifications in your Settings.

There are three ways notifications are displayed:

- A pop-up or banner across the top of your screen
- A badge icon in the top corner of the app icon
- The Notification Center which you can access by swiping down from the top of your screen

## Siri

Apple products have a built-in virtual assistant named Siri. You can activate Siri in settings and even give them a British accent if you wish.

Siri can help you by answering questions, sending messages, scheduling meetings, and setting reminders.

Siri is voice activated and responds when you say **Hey Siri**.



## 2. Circle which one of these commands you can say to Siri:

- Hey Siri, what's the weather like today?
- Hey Siri, tell me a joke.
- Hey Siri, play some music.
- All of the above

## iPad Control Center

The Control Center is designed to allow you easy access to frequently used settings. Swipe down from the top, right corner of your screen to access the Control Center. By going to Settings, you can personalize the apps that appear on the bottom row

### 3. Can you match the icon with the name of the command? Write the letter of the command next to the number:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

a. Volume

b. Timer

c. Do Not Disturb

d. AirDrop

e. Wifi

f. Airplane Mode

g. Bluetooth

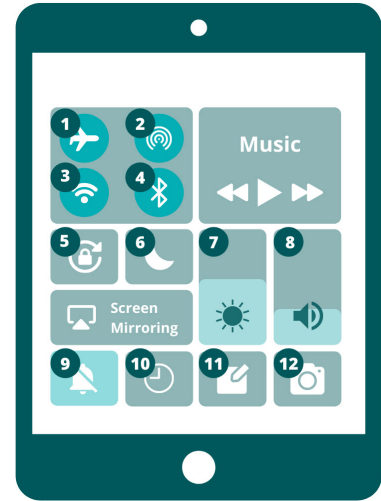
h. Screen Brightness

i. Portrait Orientation Lock

j. Notes

k. Camera

l. Mute

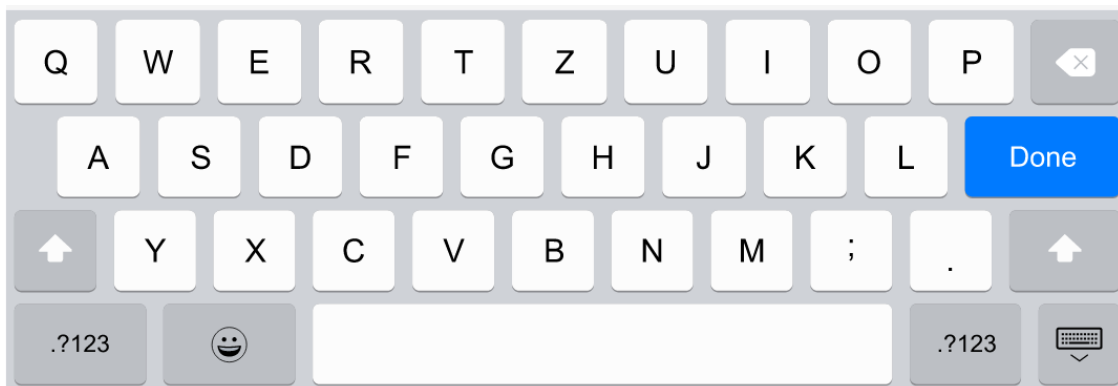


## Keyboard

Unless you have a physical keyboard that you have purchased separately, the iPad uses a virtual keyboard that has everything you need including Spellcheck, Auto-correct, and word suggestions.

At first you might find that your iPad corrects words or names but the more you use your iPad to type, the smarter it gets by learning how you type and the words you use.

Make sure you review your text to make sure it is correct in case your iPad has incorrectly changed any of your words.





## Using Safari

Safari is the Apple internet browser and it will already be installed on your iPad. Much like an internet browser on a computer, Safari has an Address bar, Navigation buttons, Bookmarks, and Tabs.

A great feature of Safari on the iPad is that you can zoom in and out of the webpage you are viewing:

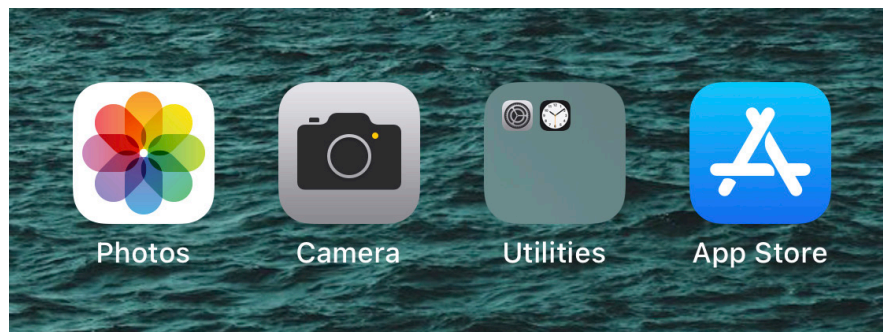
- Double-tap the screen where you would like to zoom in. Double-tap again to zoom out.
- Pinch the screen with your thumb and index finger to zoom in and out

## The App Store

To use the app store you must have an Apple ID and a credit card or gift card to redeem for paid apps.

Many apps in the app store are free and you can even search for free apps. Other apps you can download for free and then purchase more within the app itself.

The iPad allows you to multi-task very easily. You can switch back and forth between apps by double-clicking the home button quickly. This will open up thumbnails of all the apps you currently have paused in the background and you can just select the app you wish to switch over to.

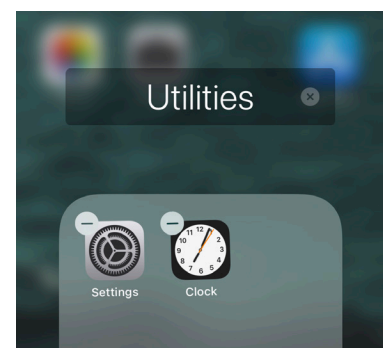


## Organizing Apps

To reorganize or delete apps, touch and hold on any app. Once the apps start to shake, drag the apps around to organize them or create a folder by dragging an app over top of another app. You can rearrange the apps within the folders and rename each folder.

To delete an app you no longer want on your iPad, press and hold on an app until it is shaking and then press the small X on its corner.

Press the Home button when you are finished.

















# Settings

The settings menu is where you will go to do things like update your iPad software, change your iPad wallpaper image, change your passcode, or adjust you privacy controls.

When you first get your iPad, take some time to go through all the settings options and really get to know your iPad and how you can set it up or personalize it to fit your needs.

Settings		
	General	>
	Control Center	>
	Display & Brightness	>
	Home Screen	>
	Accessibility	>
	Wallpaper	>
	Siri & Search	>
	Face ID & Passcode	>
	Emergency SOS	>
	Exposure Notifications	>
	Battery	>
	Privacy	>



# Wallpaper

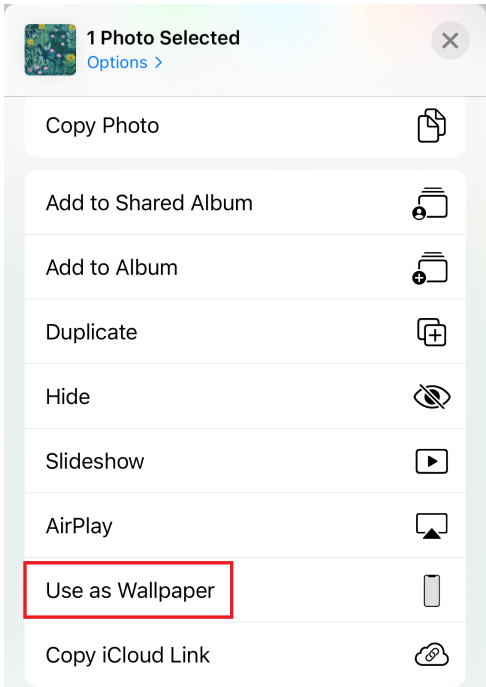
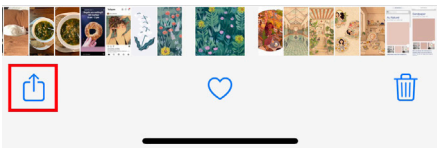
While you can easily change your wallpaper image in the settings, you can also do it from the Photos app.

At the bottom of your image choose the icon with the box with an arrow pointing up, and scroll down the menu and choose **Use as Wallpaper**.



## Tip: Sharing Image

This same menu will provide you with image sharing options such as email or SMS





## Sounds

Also in the **Settings menu** is the Sounds menu.

4. Visit the Sounds menu and list four things you can change the Sounds for:

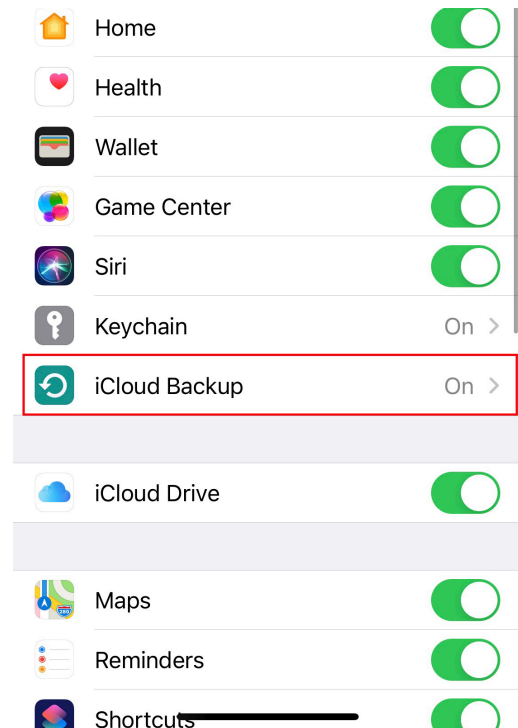
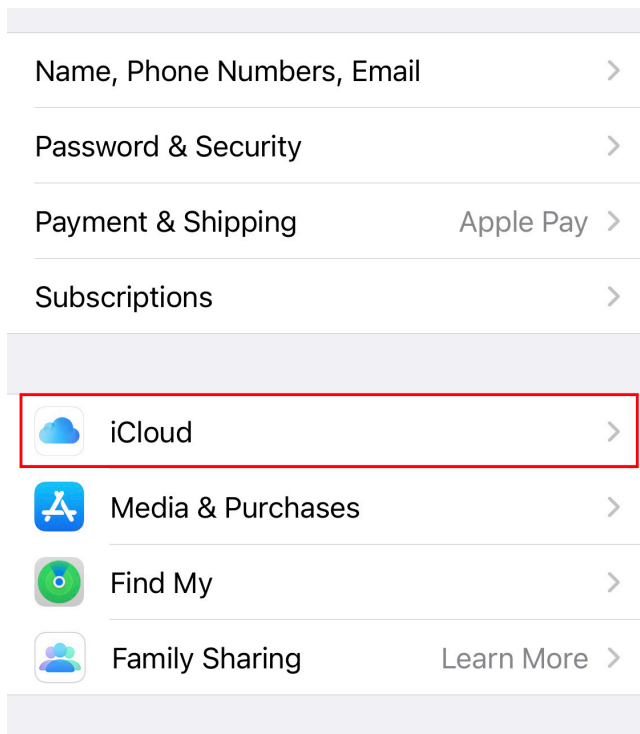
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## Syncing to iCloud

Syncing to **iCloud** is important because it will prevent you from losing your data if anything happens to your iPad and it can help you find your iPad if you even misplace it. You do require an Apple ID to use iCloud.

To set up, visit the Settings menu and tap on your account name at the very top. Choose iCloud and then on the next menu scroll down and choose **iCloud Backup**.



If you have purchased any apps or content on another Apple device that is also connected to iCloud, access those by going to the **Setting menu -> iTunes & App Store**, and then turn on Music, Apps, and Books and Audiobooks.



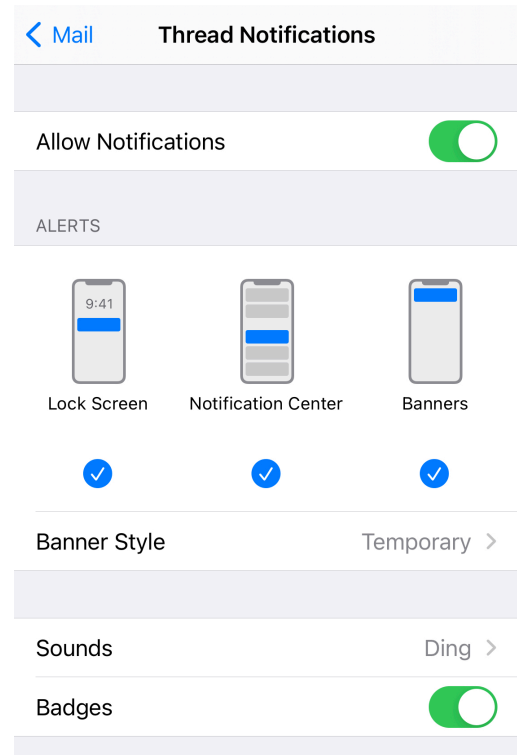
## Mail

The first time you try using your Mail app, it will prompt you through connecting your existing email account. Once connected, you can easily send and receive email on your iPad.

### 5 Can you have more than one email account connected to your Mail app?

- a. No
- b. Yes
- c. I'm not sure

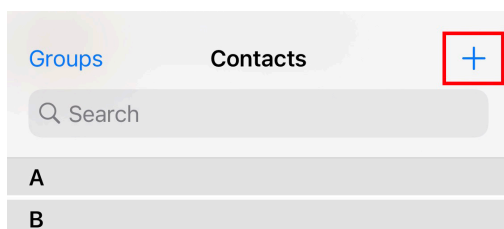
You can adjust your email notification settings in the Settings menu under Notifications. This is where you can also adjust how you receive notifications for all your other apps.



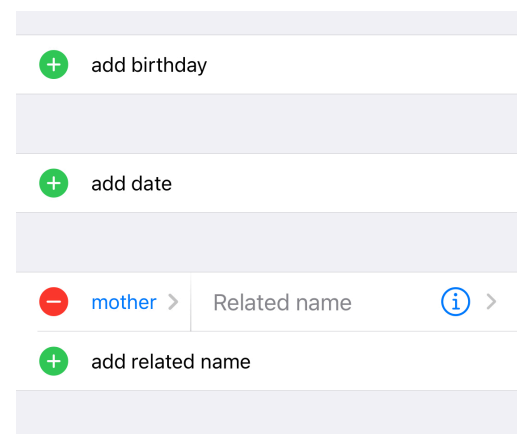
## Contacts

Save your contacts to your iPad to make sending emails and making FaceTime calls easy.

Find the contacts icon on your Home Screen and add a new contact by tapping the **+** icon in the top, right corner.



When filling in the contact details, be sure to include the relationship to the contact so you can ask Siri **Call my husband** or **Call my mother**.





## Calendar

The calendar app is great for keeping yourself organized and is very helpful at guessing when text in other apps requires a calendar entry.

In this iMessage, the app noticed a time was indicated for a potential phone call tomorrow at 7 and **underlined** that text. Click on the underlined text and some options appear. If you already know you're free, create the event or a reminder, otherwise check your calendar.



### Tip: Siri and the Calendar

Don't forget that you can use Siri to create calendar events for you.

Say Hey **Siri**, **create a calendar event for March 3rd for Angela's Birthday Dinner at 6:00pm.**

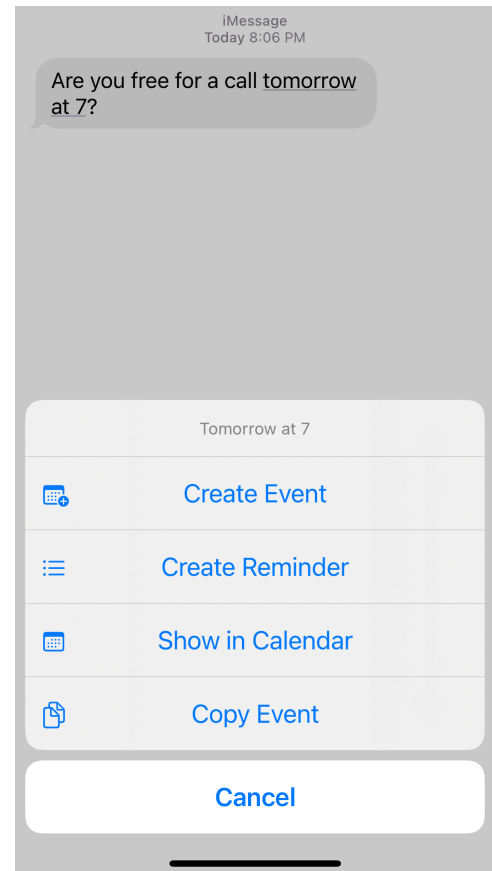
Once the event is created you can still go into the event and make edits if you need to.

## Messages

Messages is the instant messaging app on Apple devices. If you are messaging with someone who is also using an Apple device, the iMessage feature uses data or Wifi to allow you to send unlimited messages.

From the Messages app you can also make Facetime calls, edit the contact information for the person you are messaging, and send them photos, emojis, and even voice notes.

In this example you can see that there is a time stamp for when Hannah read the iMessage, this is called a Read Receipt. You can toggle this on and off in your Settings.





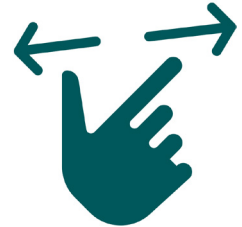
## Camera and Photos

The quickest way to open your camera is from the Lock screen. **Swipe left** and the Camera app will immediately open.

Focus your camera on the item you wish to photograph and press the **capture button** (the white circle).

To zoom in or out on your subject **pinch your fingers on the screen**. Keep in mind that as you zoom in the image quality decreases.

If you are photographing a wide subject such as a landscape, try holding your iPad horizontally to more easily capture as much as you can.



## 6 Which of these icons would you press to flip your camera for a selfie?

a.



b.



c.



d.

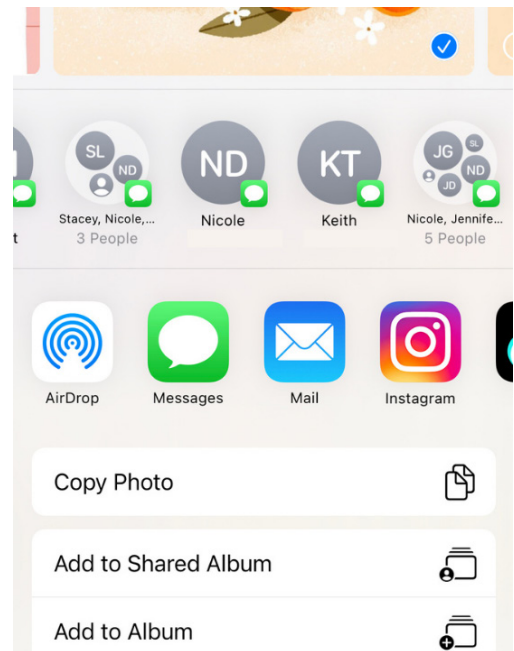


Aside from taking photos, you can also capture a screen shot of your iPad screen by pressing the **Home button** and the **Sleep/Wake button** at the same time. The screen shot will then appear in your Photos app along with any other photos you have taken.



To Share a photo, go to your images app and select the image you would like to share. Press the **share button** and then choose if you would like to send the image via Messages, Mail, or to organize into an album on your Photos app. As you can see in this example, there are also suggestions to send the image to you most frequently used contacts.

You can set up your photo albums to be shared through your iCloud in Settings. This shared iCloud folder can be shared between people and is great if you are on a vacation together or working on a project for work that requires you to share photos easily.



# Answer Key

**1. What is an App?**

Programs that are designed to run on your device.

**2. Circle which one of these commands you can say to Siri:**

d. All of the above

**3. Can you match the icon with the name of the command? Write the letter of the command next to the number:**

- |       |        |
|-------|--------|
| 1. f. | 7. h.  |
| 2. d. | 8. a.  |
| 3. e. | 9. l.  |
| 4. g. | 10. b. |
| 5. i. | 11. j. |
| 6. c. | 12. k. |

**4. Visit the Sounds & Haptics menu and list four things you can change the Sounds and Vibration Patterns for:**

Ring tone, Text Tone, New Mail, Sent Mail, Tweet, Facebook Post, Calendar Alerts, Reminder Alerts, or AirDrop

**5. Can you have more than one email account connected to your Mail app?**

b. yes

**6. Which of these icons would you press to flip your camera for a selfie?**





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## About Tech Manitoba

Tech Manitoba represents the province's growing tech sector. They are an industry-led association that helps companies thrive and grow through collaboration, education and promotion. Tech Manitoba brings people together to share skills, explore ideas and build a strong community. Through programming, events, and building connections at a local, national and international level, they aim to stimulate economic growth in Manitoba, be the trusted voice of Manitoba's tech sector and foster a culture where members thrive and grow.

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