



Operating an Apple iPad

Only one company, Apple, makes the tablet called iPad. It has an operating system called iOS, that is also used on Apple's iPhone. The iPad and iPhone are similar in operation and much of what is described here also applies to the phone, but it does not cover phone calls. iPads have more uniform hardware and software than other tablets, and most will be running the latest system.



Starting, turning off and charging

Starting and unlocking

- ➔ Press the Home button beside the screen, then slide your finger (also called swiping) anywhere on the screen, to the right.
- If you have a passcode set, type it in when the keypad appears.
- Recent iPads have a fingerprint sensor. If you have that set up, touch the Home button again lightly with that finger to log in.

Home button



Turning off

- ➔ To put the device to sleep, give the sleep/wake button a quick press. (It is on the opposite end to the Home button.) It can be black on older models or silver on newer ones.
- Using sleep is the preferred method because it uses very a little power and allows the device to re- start quickly.
- ➔ To turn off fully, hold the sleep/wake button till 'Slide to power off' appears. To restart, hold down sleep/wake button till an Apple logo appears. Use this if you cannot charge up for a while, or your device is having problems and you want a full restart.
- Your device is probably also set to turn off the screen or sleep automatically after a set time (more about this later).

Sleep/wake button



Charging your iPad

- It comes with a charger cable and a plug pack for the wall.
- Older iPads have a wide '30 pin' plug that goes in with the picture upwards. Newer models have a small 'Lightning' plug that can go in either way up.
- The other end has a normal sized USB that goes into your charger. It can also go into a computer for charging or transferring photos or documents.
- Your device will charge faster from a wall socket and with the screen off.

Apple charger/data cables



Working with the touch screen



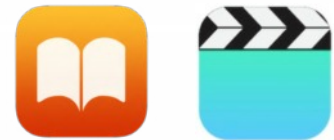
The home screens

- After you log in, you see the first home screen. What it looks like varies with each device.
- The first screen that you see can be one of a number of screens.
- The solid dot along the bottom shows the screen you are on, out of how many there are.
- Swipe from left to right to see more screens. Swipe the other way to go back.
- The icons along the bottom row (called the dock) do not move when you swipe the others.
- What is on the screen normally turns when you rotate the device.
- Swiping right to left on the first home screen shows the Spotlight search screen and various suggestions. It is not covered in this guide.

iPad apps

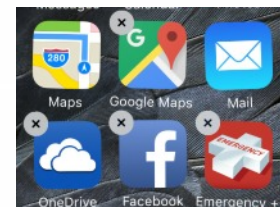
- Apps are programs for mobile devices. On the screens are icons for various apps. Apple devices come with over 20 'built-in' apps.
- Touch one lightly (no need to press) to start it.
- Press the home button to close the app and return to a home screen. (Another way is to touch the screen with one hand with all fingers and your thumb and bring them together.)
- Many apps need an Internet connection to work.

App icons



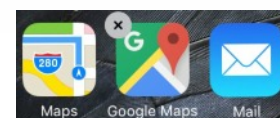
Rearranging apps and adding home screens

- Touch and hold an app icon to make them all start to wiggle.
- You can then drag them to a different location. Drag an app to the side to move it to a nearby home screen. Drag an app to the right side of your last home screen make an extra screen.
- Drag your most frequently used apps into and out of the dock at the bottom. Maximum of 6.
- Press the Home button to stop the icons wiggling.



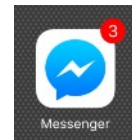
Deleting apps

- When the icons jiggle, some of them will have an X in the top left corner.
- Tap the X to delete the app and all of its data.
- Built-in Apple apps cannot be deleted.



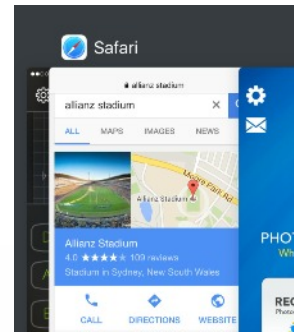
Badges

- Sometimes an app will have a small red number, called a badge.
- It notifies a task to do. A badge on Mail says that there is new mail. A badge on the App Store says that there are updates.



The app switcher

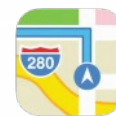
- Double press the home button to see the app switcher screen.
- It shows recently used apps. After you stop using an app, most apps are put in a sleep state. You can re-open the app again quickly and it will be exactly as you left it. Swipe to see more.
- You can re-open apps here by tapping on them.
- Swipe up to remove an app. This closes it completely. There is no need to do this unless the app is malfunctioning. However occasionally closing them all can refresh your device.
- Tap the Home button to close the App Switcher screen.



More touch gestures using Maps

Open the Maps app

- Look for it on a home screen. Tap to open.

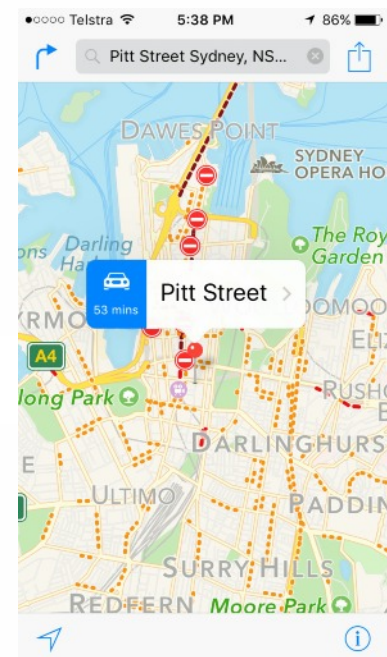


Try these gestures

- Some of these actions can also be used in other apps.
- Drag the map with one finger to push or pull it to other parts of the landscape.
- Spread or pinch two fingers on the screen to enlarge or reduce the magnification of the map, called zooming.
- Twist with two fingers spread apart to turn the map. To get north at the top again, tap the compass near top right.
- Push with two fingers toward the top to tilt the map into a 3D mode. Pull it back in the same way to make it 'flat' again.

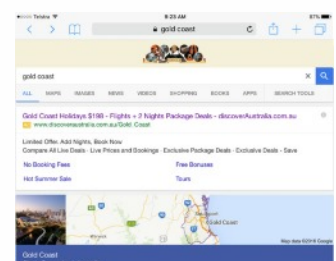
Other map features

- Tap the arrow at bottom left > a blue dot shows your location.
- In the CBD of many larger cities, Apple has created a 3D view. Tap the i button at bottom right. Choose 3D view and also satellite. Use push, twist and rotate gestures to explore the city.
- There are features that this app does not have, like street view. Install the Google Maps app as well (see the App Store section).



Using Safari web browser to search the Internet

- Tap in the top box and type in a web address or search words. Safari uses Google search by default.
- As you type, it makes suggestions. Accept one by tapping it or just ignore them. Tap the Go key when finished.
- Double tap or spread two fingers to enlarge the web page.
- At top left are forward and back buttons to look at pages that you have already visited in this session.
- As you push a page up, the top tool bar shrinks. Push the page back down or tap the toolbar to enlarge it again.
- On some pages, there is a lines icon on the right of the web address for a reader view, that is without clutter and ads.
- To make an extra tab at the top to load a page separately, tap the + at the top. To close a tab, tap the X on it.
- To add a page to Bookmarks or Favourites, tap the Share button near top right > Add Bookmark > choose a Location.

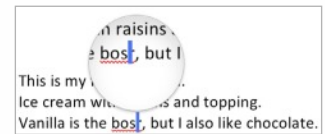


The iPad Keyboard

The iPad keyboard pops up when an app is started that uses typing, like Messages, Mail, Notes, or a box appears that needs typed input. To see what you type in this practice, open the Notes app and tap the pencil and paper icon at top right to start a new note.



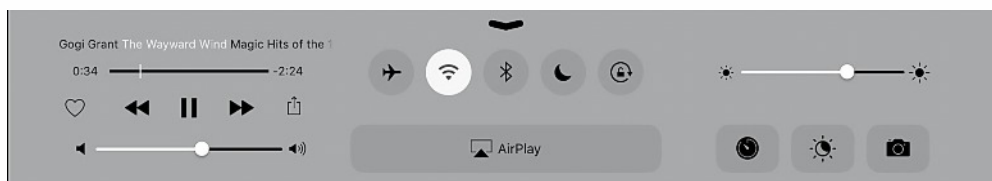
- Shift keys: (second from bottom left and right with up arrow) make capitals for the letters and the top character on the double keys. Tap shift twice for Caps Lock and tap again to turn it off.
- Backspace key: (an X on a left pointing arrow) deletes text to the left of the blinking cursor that shows where you are typing.
- Return key: takes a new line.
- ?123 key shows numbers and other characters. In that set, the #+= key shows even more.
- Undo key is on the number keyboard. Redo key is on #+= keyboard.
- Globe key switches to other keyboards including the emoji picture keyboard.
- This example has Predictive text turned on. As you type, it suggests what you might want in the centre box. Tap a suggestion or tap your original word that is on the left in quotes.
- Hide keyboard by tapping the button at bottom right.
- There is no Delete forwards key and no arrow keys.
- To make corrections: touch and hold on the text > a magnifier appears > slide your finger to move the cursor to the right spot.
- Use the backspace key to delete and/or type your corrections.



Quick Controls

The Control Centre

Swipe up from the bottom for controls for common tasks. They are not covered in detail in this guide.



- Left side: a music slider that appears when music is playing, play buttons, sound level slider.
- Middle buttons: (A white button means ON) Airplane mode, Wi- Fi, Bluetooth, Do not disturb, Mute or Screen lock. AirPlay is for wireless screen sharing (usually with an Apple TV device).
- Right side: Brightness slider. Timer/clock, Nightshift, Camera buttons.

The side switch

- New models don't have this sliding switch near the back camera.
- ➔ Go to Settings > General > go to section 'Use Side Switch to:' > choose Lock Rotation or Mute. The button at middle right of the Control Centre control the opposite of what you set here.



Email with the Mail app

Many iPad apps, especially Apple's built-in apps, do not change the settings through the app itself. Mail is an example of this. You go to the Settings app to create accounts and other options.

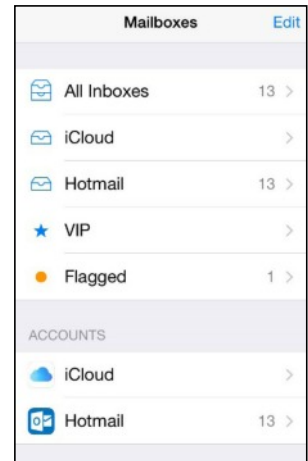
- To add your account: go to Settings > Mail, Contacts, Calendars > Add Account. The ones on the list are the easiest to set up. For accounts types not on the list, tap 'Other' and add more details.
- iCloud account: You will usually find that you have an iCloud account in the Mail app. It is part of Apple's system. Most people just ignore it, however, do not delete it.
- This app is easier to use in landscape (sideways) mode on a tablet. You can then see the Mailboxes column without swiping.
- Numbers show how many unread emails you have.

Reading and sending

- Tap the All Inboxes button. (It conveniently collects the inbox mail from all your accounts in one place.)
- Tap an email title in the left column to read it.
- Icons at top right are for actions: Bin puts it in the Trash, Back arrow: Reply, Forward or Print, Pen starts a new email.
- In the titles list, swipe quickly to the left on an email to delete it.
- Touch and hold on the page in a new email to INSERT a picture.
- The Mail app can't ATTACH a file directly. Go to the app that has the file > open the file > click Share button > share to email.
- If you received an attached document, tap on it to view it.



Mail app mailboxes



Trash Reply New



Contacts app

- To add a contact from an email: open the email > tap the sender's email in blue at the top > Create new contact or Add to Existing Contact.
- Contacts from emails can be added to this app. Go to: Settings > Mail, Contacts, Calendars > turn on Contacts Found in Mail.
- To edit a contact in the Contacts app: tap a contact > Edit button at top right. Scroll to the bottom to Delete the contact.

Contact app



The cameras, microphones and speakers

- The front camera is at the side of the screen, opposite end from the home button. It is lower resolution for video calling.
- The rear camera is on the corner near the sleep/wake button and is for photos and movies.
- The microphone is the tiny hole above the front camera.
- The volume rocker switch is on the back near the camera.

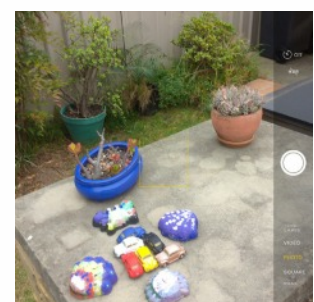
Camera app



The Camera app

- On the right is a scrolling list to switch between PHOTO, VIDEO and other modes, depending on your iPad model.
- At the top is a camera icon with arrows to switch cameras.
- Tap the white shutter button to take a photo.
- In movie mode, tap the red button to start and again to stop.
- You can spread two fingers on the screen to zoom in. Most pictures, however, look better without zoom.
- To see what you have taken, tap the small picture in the bottom right corner that takes you to the Photos app.

Taking a photo



Photos

- Pictures taken on the iPad are automatically saved in this app in a folder called Camera Roll.
- There are two buttons along the bottom to view your photos in two different ways: Photos and Albums. Albums has the Camera Roll, Recently Deleted and groupings in other categories (if you have created any). We will use the Albums view here.
- To see a photo as full screen > tap a group to see the photo thumbnails, > tap a thumbnail. Swipe right or left to see more.
- An Edit button appears when a picture is full screen. Tap it to see a variety of tools on the left edge to use, for example:
 - Enhance (The Wand): auto-brighten and contrast.
 - Crop and/or rotate (the rotating square): Rotate with the wheel. Drag the corners to crop.
 - Filter (the overlapping dots): applies colour effects.
 - Light, Colour, B&W (the control knob): each one has a slider to push up or down.
 - Edits are not permanent. You can re-Edit the photo and even fully Revert to the Original.

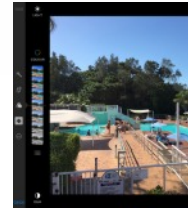
Photos app



Photos folder



Photo editing



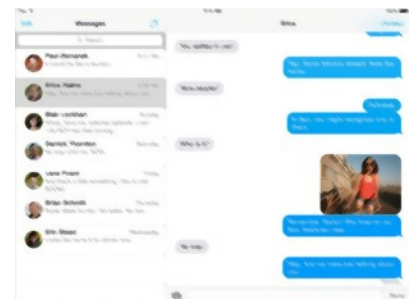
Messages

- Messaging has become hugely popular and it is the electronic communication system of choice for many people.
- iMessages: the iPad's messaging app can send messages by the Internet (Apple calls them iMessages) to iPhones and iPads. They are not SMS and cost less to send. The iPad does not need to be a cellular model. These messages have a blue background.
- SMS: messages sent to non-Apple devices like Android phones have a green background and are SMS. Green messages can also occur if an iPhone has no Internet connection and uses SMS.
- To continue a conversation: use the list of contacts on the left side at the side > select a recipient > type in the message box at the bottom of the conversation.
- To begin a new conversation: tap the pen at the top. Type the receiver in the "To" box for suggestions from your Contacts.
- Tap the Camera icon to include a picture or movie. It works best if you add the picture first and then tap Add a comment.
- You'll see three dots when the other person is typing.

Contact app



Messages app



Facetime

- This is a video or voice calling service for Apple devices only.
- Works over Wi-Fi (and over cellular if your device has it).
- It uses your contacts list. You need to sign in with an Apple ID.
- ➔ To make a call put in a name, email or phone number. The other person gets a ring tone and can Decline or Accept the call.
- You can also begin from the Contacts app. If the person has a compatible device, it shows buttons for Facetime calls.

Facetime app



Options in the Contacts app



The Apple apps and alternatives

The iPad and iPhone come with over 20 built-in apps that work well and are closely matched with your Apple device. If you use non-Apple services, you may want to install other apps from the App store. To install them, see the section later in this guide on the App Store.

Information and Settings

The iPad has a huge number of settings and controls in the Settings app. It now has a valuable Search function at the top of the left column to help. Only a small number of important ones are covered here. We will work our way down the column on the left.

- **Aeroplane mode** switches off all radio connections. It is what you should turn on in sensitive areas. Turning it off, waiting 20 seconds, turning on again may also fix connection problems.
- **Wi-Fi** looks for networks to join. Those with a lock need a password. It remembers passwords for known networks. When Wi-Fi is connected, there is a fan icon at the top left of screen.
- **Bluetooth** can be turned off when you're not using it.
- **Notifications:** allows you to turn off alerts from apps. There is a long list of apps. Go here if the notifications from an app have become annoying. Tap the arrow at the right hand end and turn off everything, or just some alerts. (Badges are the red dots with numbers on app icons.)
- **General:** has many sub sections.
 - » **About** shows information about your iPad, including the model, capacity and software version.
 - » **Accessibility** has things to make the iPad easier for seniors including larger text.
 - » **Storage** shows how much space is left.
 - » **Auto-Lock** is the time till the iPad goes to sleep. For most purposes, 10 minutes is good.
 - » **Restrictions** can turn off many functions.
 - » It will ask for its own passcode to be set.
 - » If your iPad is used by other people, especially children, you may want to turn off purchases within apps. Go to **In-App Purchases** > turn off. Scroll down to **ALLOWED CONTENT** section > **Password Settings** > **Always Require**.
 - » In the same area you can turn off having to enter passwords for free app downloads if you wish.
- **Display and Brightness:** you can lower the normal brightness here. **Night Shift** sets the colour of the screen to a warmer colour for night use before bed. Text can be enlarged or made bold for most apps.
- **Wallpaper** changes the screen background.
- **Passcode:** a 4-digit code to open your iPad. You should have this set.
- **Privacy:** iOS apps ask permission to access your personal data, photos or location. Apps often ask the first time you use them and remember the answer. In this area, you can see the apps that you have allowed at the moment. Turn permission on or off as desired.
 - » **Location Services** can be turned off completely if you want, but I like to leave it on and select apps that I want to use it. An arrow icon appears on the screen at top right when location is in use.
- **Safari:** this has a button to **Clear History and Website Data**. This can only be done manually and cannot be automated.



Wi Fi 'fan'



App with a badge



White is off
Green is on



Passcode keypad



Location Services indicator



The App Store

Apple approves these apps and the iPad cannot install apps from anywhere else. Free apps can also have enhanced paid versions or extra 'In-App Purchases' (IAPs).

Setting up your payment method

- Set up a payment method even if you only want free apps.
- To see or change billing information: go App Store > Featured button at the bottom > scroll to the bottom of the page > tap your Apple ID > View Apple ID > Login > Payment Information.
- Add a credit card here to pay for apps, or have no credit card entered and make the payment type None.
- If your payment type is None, you can only install free apps unless you add credit from an Apple gift card.
- To add credit from an Apple gift card to your account, carefully scratch the silver coating off the number on the back of the card. Go to the bottom of the Featured page and tap Redeem. Use the iPad camera to read the number in for you.
- See remaining gift card credit at the bottom of the Featured page.



Apple gift card can also pay for music, movies and books



'Purchasing' an app

- Apple refers to apps as 'purchased', even if they are free.
- Your iPad needs to be connected to the Internet. Using Wi-Fi is best since the download costs are cheaper.
- Tap the App Store icon on your iPad.
- If you know the name, you can use the search box at top right.
- If you are browsing, use the Featured, Top Charts or Explore buttons at the bottom.
- Tap an app that you are interested in to find out more.
- Look at star ratings and the number of ratings in brackets.
- Tap the screen pictures to enlarge them. Swipe sideways to see more. Read the Description and see if there are any IAPs (In-App Purchases) that will add to the cost later.
- Read the ratings and Reviews. To see similar apps, tap Related.
- Tap the price button to install (Free apps say 'Get' instead of a price) and type your password.
- Purchased apps can be installed on any iOS device that uses your ID without extra paying again.
- In the store, apps you have already purchased will have a cloud icon instead of a price. If it is already installed, it shows 'Open'.

Price button



A free app with in-app purchases



In-App Purchases

Download button for apps already owned



Button for apps already on your device



iPhone vs iPad apps

- A small + sign inside the price button, shows that it works on both iPad and iPhone. To find apps for iPhone Only (like Instagram) change the menu near top left from iPad Only to iPhone Only.
- iPhone Only apps will work on the iPad, but they will be small sized on the screen. Tap the 2x button at bottom right to resize them.

Button to enlarge iPhone only apps

