eBook Academy
Intro to the iPad (iOS 8)

At the end of this introduction, here’s what you should know:

“I can...”
☐ Charge the iPad
☐ Put the iPad to sleep and wake it up
☐ Attach headphones
☐ Set up an iTunes account
☐ Navigate to the home screen from anywhere
☐ Browse and then download an app from the App Store
☐ Open an app
☐ Close an app
☐ Delete an app
☐ Update the Software/Operating System (iOS) in Settings
☐ Turn the Wi-Fi on and off
☐ Navigate to a web page in Safari
☐ Use basic finger gestures to navigate around the applications.
☐ Adjust the volume
☐ Mute the sounds
☐ Lock/unlock the Screen Rotation
☐ Adjust the brightness
☐ Zoom in and out
☐ Take a screenshot
☐ Find the screenshot after you’ve taken it
☐ Take a picture with the camera
☐ Perform basic troubleshooting
☐ Set up the “Find My iPhone” (or iPad) App

Updates have been added to reflect the iOS 8 changes and many new features, but the basic functionality of the iPad remains the same.
Physical Tour of the iPad

Sleep/Wake versus On/Off

Sleep/Wake
- Your iPad puts itself to sleep if you don’t touch it for a while. The screen will go black; the iPad never turns itself off completely.
- To wake it up, either click the sleep/wake button once, or click the home button once. The Lock Screen appears. Then swipe across the screen. If you have an access code, the iPad may ask you to enter it.
- To put an iPad to sleep, click the sleep/wake button once.
- Typically, people leave the iPad asleep rather than power it down.
- When it runs out of batteries and won’t wake up, you can just plug it in and it recharges into sleep mode.

On/Off
- To turn it off and completely power down, push and hold the sleep/wake button and then swipe across the red bar that says, “slide to power off.”
- To power up, push and hold the sleep/wake button until the apple icon appears.
**Home Screen:** The starting point

- One click on the **Home Button** at any time brings you back to the **Home** screen, or back to the folder of the app you were last using: think “GO HOME” when you are lost.
- Flicking left and right scrolls through pages of apps on the **Home** screen.
- Store 4-6 frequently used apps in the **Dock** at the bottom.
- Upper Left corner display – Wi-Fi signal.
- Upper Middle display – clock.
- Upper Right corner display – battery indicator, Bluetooth, alarm.

**Home Button:** That round button at the bottom of the screen

Here is a list of actions that are accomplished with the Home Button.

- **Home Screen:** One push takes you back HOME.
- **Open Apps:** Two quick pushes: lets you see all the running apps and close them by swiping up across them. *New in iOS 8: You can also see your most recent contacts to message them.*
- **SIRI:** Push and hold to open SIRI.
- **Screenshot:** Push and hold home button and click sleep/wake switch at the same time to take a screenshot (listen for the click, and retry it if you accidentally open SIRI) – see Screenshots below.
- **Reboot:** Push and hold both the home button and the sleep/wake button until the Apple icon appears to reboot the iPad.

**Settings App:** Key to all general settings for the iPad. If you need to change something about the iPad functionality, try here first.

- iOS updates
- Mute versus Lock Rotation
- Multi-tasking Gestures On/Off
- Text Size adjustment
- Access Code
Finger Gestures

• **Tap**: Just like it sounds, a quick tap on the screen
  o Use for opening Apps
  o Use it to select things, push buttons, etc.
• **Drag**: Tap, then move while holding your finger against the screen
  o Use when organizing apps and folders
  o Use it in a lot of games for moving things around
• **Flick (Swipe)**: Quick single finger drag across the screen
  o Use for Scrolling through a web page
• **Pinch**: Pinching in and Pinching Out with two fingers
  o Use to zoom in and out
• **Touch and hold**: Touch text and hold finger against the screen
  o Not available in all apps and varies by app
  o Use to access the cut/copy/paste function, the app organization features, and/or text selection tool
• Tap the top of the screen to get back to the top of a page you have scrolled through.
• Other Multi-tasking Gestures can be turned on and off in the Settings/General menu.
  • Also in the Settings/General/Accessibility option, there are handy features like “Zoom” and Larger Text.

Special Functions from Home Screen (and some other apps)
Special gestures get you to some special functions, but sometimes you can get to these by accident. Learn to recognize each screen, so you know where you are.

Organization

• Tapping and holding on an app or folder icon will make the icons jiggle, this is how you organize and delete them (see Manipulating Apps below)
• Click the Home button to make them stop jiggling

Control Center: A grey set of icons and buttons that appears at the bottom of a screen

• One swipe up from bottom of the screen on most pages.
• Easy access to volume controls, camera, airplane mode, etc.
• Swipe down to get rid of it.
• Settings/Control Center controls whether you can access on this from your Lock Screen
• Use this for quick access to popular controls
Notification Center: A black screen with tasks and calendar items.
- Swipe down from very top of the screen.
- Swipe up from very bottom of screen to get rid of it.
- Swiping within the screen will scroll through the content.
- Set this up (in Settings) to get quick access to reminders and plans

Search: A grey search bar at the top and a keyboard at the bottom.
- Swipe down in center of Home screen to get a search box to open at the top of the page
- Tap in center or swipe in center to get rid of it.
- Use this feature to find apps or files on the iPad.
- New in iOS 8: Customize search to include suggestions beyond your iPad.
  Settings/General/Spotlight Search

Manipulating Apps
Tap and hold on any App or Folder icon to make them all jiggle. Once they are jiggle, you can move them around, delete them, or put them in folders. Click on the Home button to finish.
- Click on the X to remove an app from the iPad.
- Drag to move the icons around. Lift your finger up to drop.
- Drag and Drop one icon on top of another to create a folder
- Apple will not let you delete important apps, so no X appears, but you can move them around. Put them in another screen or folder if you don’t use them much.

Keyboard/entering information
- Whenever you tap on a place on the screen or a webpage where information can be entered, the keyboard will appear.
- The format of the keyboard varies among the apps.
- Usually, in the lower right corner, is a button that allows you to put the keyboard away.
• To make a letter uppercase, tap on the up arrow. The arrow will highlight itself, and turns off after you type one letter. To keep the CAPS on – double tap the up arrow and look for a line below it.
• Watch carefully for automatic first letter uppercase – especially when typing a password
• If you make a mistake, tap and hold on a spot in the text and a little magnifier glass appears – use this to move the cursor to the right place.
• The microphone icon turns on voice recognition and works pretty darn well.
• New in iOS 8: Look for the smiley (or globe) icon, when you tap on it, it opens several keyboard options for emoticons and other symbols. This is also where you access other installed language keyboards.
• New in iOS 8: Word suggestions appear above the keyboard as you type – just tap on them to enter.
• New in iOS 8: Developers will be able to create custom keyboards, so expect future options.

**Screenshots**
• Screenshots are a quick way to save information from your iPad screen. They are very useful to describe issues that you might be having when seeking help.
• To take a screenshot: Press the home button, and then quickly press the sleep/wake button. A click and a flash will let you know when you take a picture. It’s easy to accidentally activate Siri. Just press the home button again to get back home.
• The screenshot is saved in the Photos App.

**Apple ID creation**
• You must have an Apple ID to download Apps from the App Store.
• Tap on Settings icon
• Select iTunes and App Store
• Create an ID if you don’t have one – you will need to enter a credit card.
• You can also start by selecting an App from the App store – it will prompt you to create an ID.
• Better to start on a computer with a keyboard, if you can, it makes typing easier. Go to [https://appleid.apple.com](https://appleid.apple.com) to do it on a computer.

**Wi-Fi Connection**
• Wi-Fi is on when you see the Wi-Fi icon in the upper left corner
• Tap on Settings, then tap on Wi-Fi.
• Turn Wi-Fi on by tapping on the slider. It will be green when Wi-Fi is on.
• Look at Wi-Fi networks, password-protected ones have a padlock next to them. Choose **library** when in a Marin County Free Library, and accept Terms and Conditions. Be patient, sometimes it takes 10 seconds or for that screen to show. If the Terms page isn’t appearing, sometimes you have to open
Safari, or select the network in Settings again. Check for the icon in the corner.

- Other Network Issues can be sometimes resolved this way: go to Settings, click on General, click on Reset, and then choose “Reset Network Settings”.

**Basic Troubleshooting**

- First, close the App and reopen it. Double click home button, swipe left or right to find the open app, swipe up across the app to close it. Click the Home button once to get back to the Home Screen, tap on the app to reopen it.
- Second, Restart the iPad: Hold down the sleep/wake button and power off. Wait. Power up.
- Third, remove the App and re-download it. Go to Home Screen, tap and hold the icon, click on the X for the icon you want to remove. Go to the App Store, find the app and re-download it (you will lose locally saved data this way).
- Force reboot (next step) when everything locked up. Hold down sleep/wake and home button together until Apple logo reappears.

**Find My iPhone App**

- The **Find My iPhone** service uses Apple’s iCloud service to track the location of any Apple devices that are connected to a single iCloud account. Read more about iCloud here: [https://www.apple.com/icloud/](https://www.apple.com/icloud/).
- With the **Find My iPhone** service, you can log into iCloud and find your devices, lock them remotely, or erase them. Even if you just mislaid it in your house, you can set it to make a sound until you find it. Very useful.
- The iPad must be connected to Wi-Fi for the service to find the current location; otherwise, you will be shown the last identified location until the iPad is reconnected to Wi-Fi. Devices with cellular service can use that data service to connect.

- Quick summary of steps to set up the **Find My iPhone** app
  - Activate your iCloud account with Apple, using your Apple ID.
  - Configure iCloud for which features you want shared across devices
  - Enable **Find My iPhone** in Settings on your iPad
  - Download and install the Find My iPhone all on any Apple devices you want to use to find other devices.

1. Activate your iCloud account with your Apple ID, either directly from your iPad, or by going to the Apple iCloud website: [https://www.icloud.com](https://www.icloud.com)
2. On your iPad, go to Settings/iCloud and turn on iCloud and log in with your Apple ID and password.
3. Choose which elements you want shared on the iCloud platform. You can turn off everything except for Find My iPad, as the first step, if you choose.
4. Go to the App store on your iPad, and download and install the “Find My iPhone” app. Log into the app with your iCloud/Apple ID.
5. One last step for extra security. If your iPad is changed to Airplane mode, it is disconnected from Wi-Fi and can’t be found, so you need to change the setting that allows access to the Control Panel in lock mode because you can turn on Airplane Mode from there. Settings/Control Center, then turn off Access on Lock Screen.

Additional Resources:

Lynda.com videos off the MCFL website
Especially check out the following videos for introductory help. This video is based on iOS 7, but much of the basic functionality is the same.

• Tour of the device
• The essentials of Typing
• Syncing with your computer

http://www.lynda.com/sdk/iOS-tutorials/iOS-7-iPhone-iPad-Essential-Training/145212-2.html

These videos will also walk you through the tasks we did not cover here such as setting up your email and calendar, putting music on your iPad, and managing photos.

An intro to the iOS 8 changes are available here:

No doubt that more extensive videos on iOS 8 are in the works and will be available soon.

Quick Intro to the iPad
A Quick Intro is available on the intranet in the Technical Services Section.

Apple Manual
The official Apple User Guide is available as a pdf, so you can download it from their site. This is updated for iOS 8.

Built-in iPad Apps
This web page describes the apps that come with your iPad. Apple occasionally changes which apps come with the iPad, so you may not have exactly the apps shown here.

Reviews of the best iPad Apps just for fun