

iPad 101 – iOS 8.3

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Physical Components

From the Back of the iPad

1. Sleep Wake Switch – depress to wake or put to sleep
 - a. Quick depress = **sleep**
 - b. Hold it down until on screen prompt = '**Slide to Power off**'

Note: When the device is not acting normal, power Off; wait 1 minute, then power up.

2. i Sight Camera- used to take photographs. 5 or 8 MP
3. Side Switch – controls mute or orientation of the screen. (cover later)
4. Volume buttons – controls sound volume
5. Nano- SIM Tray - subscriber identity module for Cellular model iPads
6. Dock Connector – 30 pin or lightning. (lightning after Oct. 2012)
7. Speakers – small perforated holes on bottom
8. Microphones – 2 on newer models. Together, they employ sophisticated noise-reduction technology to suppress background noise
9. Headset Jack – a hole in the top (3.5mm plug)also External Microphone

From the Front of the iPad

1. **Status Bar – across the top of the display**
 - a. Displays: Wi-Fi Signal Strength; Time; Location Services On; Do Not Disturb; Bluetooth On; etc.
2. **Apps icons = Home Screen** - little dots = number of home screens
 - a. Maximum of 11 Home Screen pages
 - b. Maximum of 20 Apps per screen
 - c. Total = 224 total apps
3. **Home button** – on the front face, at the bottom. Push to activate. (Only Switch)
4. **Multi-touch display** - Settings -> General, - towards the bottom you'll see the Multitasking Gestures On/Off switch
5. **Face Time HD Camera** - Front Camera- used for Selfies. 1.2 MP
6. **Magnetic Cover** – auto Wake/Sleep
 - d. Magnets imbedded into cover
7. **Screen Orientation**
 - e. Portrait- Landscape
 - f. Accelerometers are used in so that images on screens are always displayed upright.

Note: Apple has included an accelerometer in every generation of iPhone, and iPad since the 4th generation.

Turning the iPad ON

1. Depress the:
 - a. Home Button
 - b. Sleep Wake Switch
2. Enter Your Passcode
 - a. An important security feature for your device
 - b. Create a Passcode = Encryption of data on device
 - i. Passcode Lock = Tap Settings > Passcode > Turn Passcode On or Off >
 - ii. You can in Settings: Settings > Passcode
 1. Turn Passcode Off
 2. Change Passcode
 3. When to require a passcode
 4. Use a simple 4 digit passcode, or a complex passcode
 5. What to allow on the screen when locked
 6. Erase Data = Erase all data after 10 tries

Note: My personal recommendation is "set a Passcode."

Basic iPad Operations

1. Opening and Closing Apps

- a. Tap to Open – Apps run with your iOS
- b. Touch Home button to Close app
 - i. Stays Open in the background – until you actually close it
 1. Some Apps will rob your resources of fixed memory
 - ii. Double **Tap** Home Button = Multi-tasking screen
 1. Close Apps- upward drag off the screen

Note: There are some kinds of apps allowed to run indefinitely in the Background state.

Examples:

1. Apps that play audio while in the Background state
2. Apps that track your location in the Background
3. Apps that listen for incoming VOIP calls
4. Newsstand apps that are downloading new content
5. Apps that receive continuous updates from an external accessory

2. Moving and Deleting Apps

- a. Touch and Hold any app
- b. All Apps Jiggle
- c. Apps you can delete = X in the corner
- d. Drag App to move position on home screen
- e. Drag App to the side of display to change to another home screen

3. Create Apps Folders

- a. Combine Apps into one spot (Folder) on Home Screen
 - iii. Move wiggling app on top of another
 - iv. Hold until Folder is formed
- b. Rename Folders = Name of Folder is at the top of Grey Folder

Note: Apps in folder must be wiggling

- i. Tap Folder Name – keyboard appears
- ii. Type in new Name
- iii. Tap “Done” on keyboard to save new name

4. Downloading New Apps from the App Store –Buy, Download and Install

- c. Tap the “App” Store icon
 - i. You always get advertisements
 - ii. Select an App to Download
 - iii. Use the ‘Search Bar’ to search out a specific App
 - iv. Free or not – You must enter Apple ID password. Why?
 1. Apps that do not charge any money up-front = button for downloading them now says ‘GET’ instead of ‘FREE’.
 - a. The (+) indicates the device works on iPad sized screens as well as iPhone sized screens by having code and graphic layouts to support both from the same app.
 - b. In-App Purchases = Free to start with options to buy extra content and subscriptions.
- d. Updating Apps – Red Badge in corner of ‘App’ store icon
 - i. Tap ‘App Store’ icon to open
 - ii. Tap ‘Updates’ on bottom of display
 - iii. Tap individual ‘Update’ rectangles to start updates
 1. Observe Circle gets wider display
 2. Multiple updates can be done simultaneously

Note: Install App updates, and keep current. It protects your device from Malware.

5. Uninstall Apps

- a. Touch and Hold any App icon until they all wiggle

Note: The app icons that have a circle X in the upper left corner can be deleted from your device.

- b. Tap the circle X in the left hand corner of the icon
- c. Tap ‘Delete’ to confirm

Note: The app is removed from your device, but is uploaded to your iCloud account.

- d. You can download again any App you have used before for free.

Note: Cloud with down arrow symbol= App is in your iCloud storage

Using the Keyboard – a virtual keyboard is the way to enter text

Note: A Bluetooth keyboard is available. It has a separate battery, Bluetooth must be on, keyboard connected. The Keyboard is:

1. A Qwerty Keyboard
2. Contains Obscure Characters
3. The ‘return’ key morphs to:
 - a. ‘Join’ for a Wi-Fi passphrase
 - b. ‘Go’ when you enter a URL
 - c. ‘Search’ when you are using the search box

1. Using the Keyboard - Settings > General > Keyboard. (go to “Reminders” app to bring up keyboard)

- i. Letter Keyboard
- ii. Number Keyboard
- iii. Symbols keyboard
- iv. Double **Tap** spacebar = period & Start next sentence.
- v. Undo – Redo – what was last typed.
- vi. **Make Keyboard Disappear** – bottom right key

Note: Apple has plenty of Keyboard shortcuts and tricks built into the software. You can build your own shortcuts. Settings > General > Keyboard > Shortcuts.

Connecting to the Internet

1. Tap '**Settings**' app on the home page
2. Tap '**Wi-Fi**' under settings
3. Tap the Network you want to use. (After networks are detected)
 - a. A little padlock next to the name of the network = "passphrase required"
 - i. Enter the Passphrase
 - ii. Select "Connect Automatically" if desired
 - b. Check Mark next to selected network. = you are connected
4. **Note:** An Icon on the Status Bar will show signal Strength of Wi-Fi. If you do not connect immediately, tap the (blue) circle i then tap the (blue) < Wi-Fi . (to go back)

Settings

1. Tap '**Settings**' app
 - a. Tap "General"
 - i. Tap "About" - for viewing Your iPad's Information
 1. Check the name of your device
 - a. This will show up in iTunes and other places
 2. Check 'Applications' = number of apps on your device
 3. Check Capacity = fixed storage minus iOS (Apple Operating System)
 - a. 23.1% of the advertised storage capacity consumed by iOS 8
 - ii. Version – the Operating System Version running on your device
 1. Updating **iOS** Version = only when plugged in to power source
 - iii. Model and Serial Number
 1. Record Model Number and Serial Number in a separate place
 2. Lost or stolen – report to authorities
 - iv. Wi-Fi Address = MAC Address- assigned by Apple, unique

Note: MAC = *Media Access Control* - used as unique identifier for networking use

- v. Bluetooth = MAC Address for Bluetooth unit

Note: Wi-Fi versus Bluetooth = difference is range of signal

- b. **Use of Side Switch** – factory default is a mute button
 - i. Do Not see Orange dot = to hear alerts from Calendar, Emails, etc.
 - ii. See the orange Dot = instant Mute
 - iii. Changing the Function – Orientation of Home Screen
- c. Tap "Settings > General > USE SIDE SWITCH TO:" and choose Lock Rotation
Auto Lock = time before device goes to 'auto sleep' because of no activity

- i. Tap 'Settings' > General > Auto-Lock >: and choose 2, 5, 10,15, Never
- d. **Gestures** = make your device respond to very different touches
 - i. **Tap** = lightly press on an icon. Don't push hard
 - ii. **Drag** = Touch and hold on the screen as you slide in one direction
 - iii. **Slide** = like a drag only faster
 - iv. **Flick** = lightly and quickly whip your finger across the screen
 - v. **Finger Spread** = thumb and index finger together on the screen and spread
 - 1. Results in a Zoom In
 - vi. **Finger Pinch** = spread fingers on the screen and pinch together
 - 1. Results in a Zoom Out
 - vii. **Double Tap** = Quick Double Tap can Zoom In on a Photo or Web page

iPad Quick Access

1. Notifications Center

- a. Drag Down from top edge of Screen = see your Notifications or Today's Schedule
- b. See Today schedule
- c. Go To: **Settings > Notifications**: select the items to include
 - i. Select Messages: turn ON "Allow Notifications"
 - ii. select "Show in Notifications Center" the max number of Recent Items to see
 - iii. Select Notification Sound – Pulse
 - iv. Turn ON or OFF "Badge App Icon"
 - v. Turn ON or OFF "Show on Lock Screen"
 - vi. Select "Alert Style" when unlocked – None, Banners, Alerts
 - vii. Turn ON or OFF "Show Previews"
 - viii. Select "Show Alerts from Everyone" or 'From my Contacts"
 - ix. Select how many times to "Repeat Alerts"

Note: Go Back to Notifications screen and select "Reminders; Calendar; Photos; etc., and make the selections for what you want to see in the Notification Center.

2. Control Panel

- a. Drag Up from the Bottom edge of Screen = quick control of iPad functions
 - i. Volume Control
 - ii. Brightness Control
 - iii. Playing Music Controls
 - iv. Airplane Mode = shut OFF Wi-Fi & Bluetooth
 - v. Wi-Fi- ON or OFF
 - vi. Bluetooth -ON or OFF
 - vii. Do Not Disturb- ON or OFF = silent on alerts
 - viii. Lock Rotation- ON or OFF = keep orientation at Portrait or Landscape

3. Spotlight Search - Searching your iPad

- a. Drag Down from Center Home Screen = spotlight search
- b. Searches everything in your iPad
- c. Go to: Settings > General > Spotlight Search
 - i. See what order search will be done
 - ii. Check or Uncheck items to be searched

- iii. Grab Hamburger Icon to change Order of the search

Putting the iPad to Sleep or Off

1. Manually make your iPad sleep
2. Press once on the Sleep Wake button, and the screen will go blank and dark
 - a. Your visual confirmation that the iPad has now gone to sleep
3. Manually turn your iPad Off
 - a. Press and hold the Sleep Wake button for about 5 seconds until you see the red slider that says "Slide to Power Off"
 - b. When you see this, you can release your hold on the On/Off/Sleep/Wake button
 - c. Then slide the slider to power the iPad off
 - d. You do not have to have the On/Off/Sleep/Wake button depressed while sliding the slider
 - i. If you change your mind, there is the Cancel button
4. By turning your iPad completely off, you would not inadvertently wake it by accidentally pressing the Home key