iPad 201
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1. Tour of Settings
a. Airplane Mode
   i)   Turns off Wi-Fi and Bluetooth
   ii) Turn ON for faster charging
       (1) When Wi-Fi and Bluetooth are off, the device charges faster

b. Wi-Fi
   i)   Tap Settings
   ii) Tap Wi-Fi
       (1) Make sure Wi-Fi is turned on
   iii) Your device will search for available Wi-Fi networks within range
   iv) Tap the name of the Wi-Fi network you'd like to join

       (1) Password-protected networks have 🔒 by their names
   v)   When asked, enter the password/ passphrase flor the network
   vi) Tap Join.
       (1) If tapping Join has no effect, the password you entered is incorrect
       (2) After you've joined the network, you should see ✓ next to the network, and
           📶 in the upper-left side of your display (Status Bar)
c. Do Not Disturb
   i)   Do Not Disturb, will:
       (1) silence calls, alerts, and notifications that you get while your device is locked.
   ii) Turn Do Not Disturb on or off
       (1) When Do Not Disturb is on, a crescent moon 🌙 , or half-moon, icon will appear
           in the status bar.
   iii) There are two ways to turn "Do Not Disturb" on or off:
       (1) Tap Settings
           (a) Tap Do Not Disturb
               1) Choose Manual to:
                   a) turn on "Do Not Disturb" now
                   b) set a schedule
               2) Swipe up from the bottom of the screen to open Control Center
                       i)   Tap the crescent moon (White icon = On; Grey icon = OFF)
           (b) Set a schedule
                   a) Tap Settings
                   b) Tap 'Do Not Disturb'
                   c) Turn on Scheduled
                       i)   Then set a time
           (c) Change your settings
                   a) You can also choose when you want to be disturbed
                       ii) Allow Calls From:

(1) everyone
(2) no one
(3) All Contacts

Note: Repeated Calls: If someone calls you twice within three minutes, the call will NOT be silenced.

       (d) Silence: two choices to silence calls and notifications:
          i)Always
          ii)Only when the device is locked

d. General

1) <u>About</u>
    i)   Name = what will show up when connected to iTunes
    ii) Songs, Videos, Photos = number of items that live on your iPad
    iii) Capacity = over all minus space needed for iOS
    iv) Available = after apps
    v) Version = software
    vi) Model # = Describes Series of iPad – record in another place
    vii) Serial Number = unique to that iPad – record in another place

2) <u>Software Update</u>
   a) Must be connected to the internet
   b) Plug into power charging for update of iOS
      i) iOS update may take a long time
      ii) iOS update may be a big file (GB's)
         (1) Update Apps on battery

3) <u>Siri</u> – available iPad 3rd generation or later
   a) Most Features Available in USA
      i) Sports, Directions, Restaurant Information/Reviews/Reservation, Movie Information/reviews/Showtime's, Local Search, Facebook & Twitter Integration
      ii) More Siri later

4) <u>Usage</u> – Battery, Storage and iCloud
   a) 'Battery' section
      i) Tap 'Battery Usage'
         (1) What Apps are using the battery by Percentage
   b) 'Storage' section
      i) Tap 'Manage Storage' to View storage usage on your iOS device
         (a)To see the amount of space each app and its content takes on your device
      ii) Tap an app for more detailed information about its usage

Note: Depending on the app, you might be able to delete some of the app's content, or delete the app and all of its content.

c) <u>iCloud</u> Section
    i) Tap manage Storage to view storage in your cloud account
        (1) Photos section
            (a) iCloud Photo Library
                (i) How many photos are in the iCloud Photo Library
        (2) Backups section
            (a) From all of your iOS devices
                (i) Tap one of the devices
                    1. Latest Backup info, Backup Size for each App
        (3) Documents & Data section
            (a) Other Documents total Storage
        (4) Mail section
            (a) The amount of Storage used by your mail App

Note: If you <u>didn't</u> turn on "iCloud Photo Library"
    free up iCloud storage space by deleting photos and videos you don't want to keep.

Note: If you <u>didn't</u> turn on "iCloud Photo Library:"
    delete photos or videos from the Camera Roll album on your iOS device, so they
    aren't included in your iCloud backup.

Note: Before deleting photos or videos from iCloud Photo Library:
    download them to your computer.

    d) <u>How to Delete photos or videos from iCloud Photo Library</u>
        i) In the Photos app on your iOS device:
            (1) tap Photos at the bottom of the screen
            (2) view your photos and videos by moments
            (3) tap Select, tap one or more photos or videos
            (4) tap 🗑 (the trash can)
            (5) Tap Delete [items]

Note: Deleted photos and videos are placed in the Recently Deleted album on your device where they remain for 30 days. After that, items are permanently removed from all your devices set up for iCloud Photo Library.

Hint: How to switch quickly between apps: (that you have recently opened)
    a) Double-click the Home button
    b) Swipe left or right to find the app you want open
    c) Tap the app to open it

    5) Background App Refresh - allow apps to refresh in the background
        a) Some apps will run for a short period of time before they're set to a suspended
            state
        b) This means they're not actively in use, open, or taking up system resources
            i) When you return to these apps, they'll open instantly
        c) Some apps can continue to run in the background

i) You can allow these apps to refresh themselves by turning 'on' Background App Refresh.
   (1) This setting lets apps check for new content and download updates, or retrieve updated content in the background when they receive push notifications.

Note: To save battery, apps running in the background refresh at certain times, like when your device is: connected to Wi-Fi, plugged into a power source, being actively used.

6) Keyboard – Customize your keyboard
  a) Change the format of a software keyboard
    i) This will also change:
      (1) the dictionary used for auto-correction
      (2) the number of letters on the keyboard
      (3) and the arrangement of the keys
      (4) the language of the dictionary used for predictive text
  b) Predictive text is available with software keyboards only
    i) Control the following:
      (1) Auto Caps, Correction, Check Spelling, Enable Caps Lock, Predictive, Shortcut for a period
    ii) Enable Dictation.
      (1) The things you dictate will be recorded and sent to Apple to convert what you say into text
      (2) During Dictation, your device will send Apple other information, such as:
        (a) your first name and nickname
        (b) the names, nicknames, and relationship with you (e.g., "my dad") of your address book contacts
    iii) Turn off Dictation:
      (1) Apple will delete your User Data, as well as your recent voice input data
    iv) Define a word
      (1) To get the definition of a word, select the word
      (2) Tap Define
      (3) The dictionary is a feature of the software keyboard only
    v) Hide and show the suggestions while you are typing
      (1) You'll get three word or phrase options to use while you're writing a message.
        (a) To hide the suggestions, swipe down. (from the Suggestion bar)
        (b) To show the suggestions, swipe up. (from the Suggestion bar)

e. Privacy
  1) **Privacy controls in iOS**
      (1) iOS gives control over which apps have access to information stored on your device
  i) Modify privacy settings
    (1) Select a type of data from this list to see which apps have asked for permission to use that data
    (2) An app won't appear on the list until it asks permission to use your data

ii) Add or remove permission from any app that has asked for access to data

Note: An app can use your data only if you have given it your permission.

Note: If you allow third-party apps or websites to use your data or your current location, you're subject to their terms, privacy policies, and practices.

2) Turn Location Services on or off
    i) Tap Settings
    ii) Tap Privacy
    iii) Tap Location Services
    iv) Touch Location services to turn on or off
    v) Share My Location = https://support.apple.com/en-us/HT201087
3) Contacts
    i) Tap Contacts
       (1) A list of Apps requesting access to your contact list
    ii) Tap Calendars
       (1) A list of Apps requesting access to your Calendars
    iii) Advertising
       (1) Tap Advertising
          (a) Limit Ad Tracking on or off
          (b) Reset Advertising Identifier = throw all the anonymously gathered data about a device that is used to serve relevant ads out the window and start fresh, thereby removing any of the targeted data that has been accumulated and assigned to that Advertising ID
            (i) Once confirmed, iOS will regenerate a new random blank ID

  f. Mail Contact and Calendars
1) Email signatures
  a) Create multiple email signatures for each account
    i) Tap on Mail, Contacts, Calendars
    ii) Scroll down, Tap on Signature under the Mail section
    iii) Tap on the account you'd like to add the signature to if you have signatures set up per account
    iv) Tap in the signature field to bring up the keyboard
    v) Type in your desired signature for that email account
    vi) Return to Mail, Contacts…
       (1) Your new signature has been saved

Note: The default signature is "Sent from my iPad"

2) Contact Sort
  a) Tap Mail Contacts and Calendars
  b) Scroll down to Contacts' section
  c) Tap the Sort Order option

i) Choose which way you want to sort your contacts
    (1) First (name) and then Last (name)
    (2) Last (name) and then First (name)

2. Quick Access to iPad Features

a) Spotlight Search - searches the content on your device beginning with your search phrase
    i) It's not case sensitive.
        (1) Spotlight can suggest results from Safari, including:
        (a) Wikipedia
        (b) News articles
        (c) Nearby places
        (d) iTunes Store, App Store, and iBook Store
b) Spotlight will search for the following Apps:
    i) Mail
        (1) search the sender, recipient, and subject fields of email messages in your mail accounts
        (2) To search text in the message body
          (i) Use the search field in Mail
        (3) search messages on your email server
          (i) but will search local content before content on your email server
    ii) Contacts
        (1) searches for names, addresses, emails, phone numbers, and notes about your contacts
    iii) Calendar and Reminders
        (1) searches for the title of calendar events and reminders in a two-year window
        (a) it will reveal results from one year in the past and one year in the future
        (b) If an event has recurrences that fall in this range, it will find the event that is closest to the current date
    iv) iMessage
        (1) searches for specific text within your messages and sender name
    v) Music, Videos, and Podcasts
        (1) searches for titles, artists, and album fields of your songs, videos, audiobooks, and podcasts
c) Start Spotlight Search
    i) Swipe down from the middle of the screen when you're not in an App
d) Turn on/turn off Spotlight Search
    i) Enable or disable Spotlight search for specific types of content, and change the order in which results are displayed by:
        (1) Tap General
        (2) Tap Spotlight Search
        (3) Tap a Search Result to add it to Spotlight Search
        (a) That adds a blue check mark in from of that Search Result option
        (4) Tap and hold the button with three horizontal lines (**hamburger icon**) at the right side of an option
        (5) Drag that option into its' desired location in the search results
        (a) Options at the top of the list will display first

b) Control Panel
- a) To get access to music controls and basic iPad settings from anywhere on the iPad
    - i) Including when playing a game or surfing the web
    - ii) Open the iPad's Control Panel from the lock screen
- b) How to Open the Control Panel on the iPad:
    - i) Drag from the very bottom of the screen up towards the top
    - ii) Drag in the opposite direction to hide the Control Panel

c) Notification Screen
- a) Apps on iPhone, iPad, have three types of notifications:
    - (1) Sounds/Vibrate: An audible alert plays
    - (2) Alerts/Banners: An alert or banner appears on the screen
    - (3) Badges: An image or number appears on the application icon
- b) Access your Alerts and Banners Notifications from any screen
    - i) Including the Lock screen.
- c) How to open the Today Notification screen
    - i) Drag down from the top of the screen
        - (1) Tap "Notifications" in the Lock screen to open the related app
- d) By default, your Notifications will show the Today view:
    - i) Which gives a summary of the day and a glance at tomorrow
    - ii) The Notifications view:
        - (1) All of your alerts or those you haven't addressed in the last 24 hours
        - (2) To see the Notifications view, swipe left while on the Today view
- e) To see which apps provide notifications and change notification settings:
    - i) Tap Settings
    - ii) Tap Notifications
    - iii) Tap the app name
        - (1) limit what appears on the Notifications screen (1,5,10, 20 items)
- f) Interactive notifications
    - i) Interactive notifications - take timely action on texts, emails, calendar invitations, reminders, and messages
        - (1) Access these notifications right from the notification banners without leaving the app currently being used
- g) Turn off and change Notifications settings
    - i) Two different sections
        - (1) 'Include' Apps
        - (2) 'Do Not Include' Apps
    - ii) Disable Show on Lock screen for a particular App
        - (1) Tap Settings
        - (2) Tap Notifications
        - (3) Tap Edit in the upper right corner
        - (4) Choose the app and drag to the 'Do Not Include' section
- h) Customize what you see in your Today view
    - i) Tap Settings
    - ii) Tap Notifications
    - iii) Tap Edit in the upper right corner
    - iv) Select which apps to include

i) Sort your notifications manually
- i) Tap Edit in the upper right corner
- ii) Select the apps, and drag them using the three horizontal lines (hamburger) icon
  - (1) Drag the apps to the 'Include' or 'Do Not Include' list, and put the apps in your desired order

d) <u>Siri</u> - How to Turn On Siri on the iPad
- a) Siri can now:
  - i) launch apps
  - ii) read your email

Note: I will cover: turning Siri on in settings, what functions it can perform and what Apps work with Siri

- b) how to turn the feature on:
  - i) Tap Settings
  - ii) Tap "General"
  - iii) Tap "Siri"
  - iv) Slide the button at the top from Off to On

Note: An active Internet connection is required to use Siri. It should work on both Wi-Fi and the 4G/3G data connection.

- c) Siri can perform a number of functions, including:
  - i) taking notes, setting reminders, set events on your calendar, place phone calls launch apps, play music, look up nearby restaurants/ pharmacy's/ or other business places, find movies playing at the theatre, provide answers to basic questions, simply search the web
- d) Apps that work with Siri :
  - (1) Phone; FaceTime; Dictation; Music; Mail; Messages; Calendar; Reminders; Notes; Contacts; Alarms; World Clock; Timer; Weather; Shazam; Stocks; Web search; Wikipedia search; Find My Friends Post on Facebook; Twitter; Movies; Sports; App launch; Maps; Local search

Warning: Siri can give out personal information <u>from the lock screen</u>, such as your name, address and email address.

- e) How to turn off access to Siri from the Lock screen
  - i) Tap Settings
  - ii) Tap Passcode
  - iii) Enter your passcode when prompted in order to continue
  - iv) In the "Allow Access When Locked" section
  - v) Turn Off Siri

3. iPad Maintenance - Here are some tips that apply to all Apple mobile products:
- a) <u>How to keep it clean</u>
  - i) Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, and similar items that might cause damage

      ii)   Unplug any external power sources, devices, and cables
      iii) Keep liquids away from the product
      iv) Don't get moisture into any openings
      v)   Don't use aerosol sprays, solvents, or abrasives
      vi) Don't spray cleaners directly onto the item
  b) <u>To clean iPad:</u>
      i)   Unplug all cables and turn off the iPad
             (a) Press and hold the Sleep/Wake button
             (b) Slide the onscreen slider. (slide to power off)
      ii)   Use a soft, slightly damp, lint-free cloth
             (a) simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands

Note: iPad has an oleophobic coating on the screen; "oleophobic" is a word used to describe a type of material, which lacks an affinity to oils, a coating that provides a certain amount of finger smudge resistance.

  c) <u>iOS Updates</u>
      i)   iOS software updates introduce new features that let you do even more with your iPhone, iPad
             (a) Be sure to keep your devices up to date so that you don't miss out on the latest features
      ii)   Before you update:
             (a) Back up your device to iCloud or iTunes
         (1) Update your device wirelessly
             (i) The easiest way to update the device is wirelessly, Here's how:
                  a. Plug in your device to a power source
                     i.   Tap Settings
                     ii. Tap General
                     iii. Tap Software Update
                     iv. Tap Download and Install
                     v. Follow the on screen instructions.

Note: Updates might download automatically while the device is connected to Wi-Fi and a power source.

Note: If you have some free space, but not enough to update over the air, you can either update using iTunes or delete content manually from your device.

  d) Optimize Settings for More Battery Power
      i)   Adjust your screen brightness
         (1) Dim the screen or turn on Auto-Brightness to extend battery life
             (i) To dim, swipe up from the bottom of any screen to open Control Center
             (ii) Drag the Brightness slider to the left
                  1. Auto-Brightness adjusts your screen to lighting conditions automatically
                  2. To activate it
                     a. Tap Settings

b. Tap Display & Brightness
c. Set Auto-Brightness to On
ii) Wi-Fi connection uses less power than a cellular network
   (1) Keep Wi-Fi on at all times
      (i) There are two ways to turn on Wi-Fi:
         1. Swipe up to open Control Center
            a. Tap the Wi-Fi icon
         2. Tap Settings
            a. Tap Wi-Fi to access a Wi-Fi network
   (2) Background Activity – may drain your battery
      (i) Turn off the feature that allows apps to refresh in the background
         1. Tap Settings
         2. Tap General
         3. Tap Background App Refresh
         4. Set Background App Refresh to Off
      (ii) If the 'Mail' app lists Background Activity
         1. choose to fetch data manually
         2. Increase the fetch interval
            a. Tap Settings
            b. Tap Mail, Contacts, Calendars
            c. Tap Fetch New Data
            d. Ensure Push is turned Off
            e. Scroll Down and set your Fetch time. (15, 30 minutes, Hourly, Manually)

Note: Push and Fetch. Push is for iCloud and Exchange accounts, while fetch is for the rest. Fetch enabled equals choose the frequency the email account is checked.

   iii) Location and Background Location
         (a) Turn off Location Services for Apps
            (i) Tap Settings
            (ii) Tap Privacy
            (iii) Tap Location Services
            (iv) Set Locations Services to Off
   iv) Home & Lock Screen
         (a) If an app frequently wakes your display with notifications, you can turn off push notifications for the App
            (i) Tap Settings
            (ii) Tap Notifications
            (iii) Tap a selected App
            (iv) Set Allow Notifications to Off for that App
   (2) Turning on Airplane mode
         (a) Swipe up to open Control Center
         (b) Tap the Airplane mode icon

Note: You cannot make or receive calls, use the internet or Bluetooth while in Airplane mode. But it saves battery power.

e) Back up the iPad
   i) Sign up for iCloud = automatically get 5 GB of free storage
   ii) Your iCloud storage is used for:
      (1) iCloud Backup, iCloud Drive, iCloud Photo Library
      (2) App data
      (3) Documents stored in iCloud
      (4) iCloud Mail (your @icloud.com email account)
   iii) Run out of space, upgrade your storage
      (1) Also manage your storage space by reducing your iCloud backup size, deleting photos or videos, or deleting files stored in iCloud
   iv) When iCloud backs up
      (1) iCloud automatically backs up the information on all your devices
         (a) iPhone, iPad
         (b) over Wi-Fi every day when they are:
            (i) Turned on
            (ii) Locked
            (iii) Connected to a power source

Note: With the device information backed up in iCloud, it is easy to set up a new device or restore information on one you already have.

   v) Here's what iCloud backs up:
      (1) Purchase history for:
         (a) music
         (b) movies
         (c) TV shows
         (d) apps
         (e) books
         (f) Photos and videos on your iOS devices
            (i) unless you turn on iCloud Photo Library on your iOS device
               1. If you turn on iCloud Photo Library, photos and videos are already stored in iCloud, so they aren't included in your iCloud backup
         (g) Device settings
         (h) App data
         (i) Home screen and app organization
         (j) iMessage, text (SMS), and MMS messages
         (k) Ringtones
         (l) Visual Voicemail

Note: iOS device backup only includes data and settings stored on that device. If the iOS device isn't set up for iCloud Drive, but is set up for iCloud Documents & Data, your documents stored in iCloud are backed up.

   vi) How to Turn On iCloud Auto Backup
      (1) Tap Settings

        (2) Tap iCloud

        (3) Enter your Apple ID

f) Saving Space on the iPad

  i) Delete Apps No Longer Used

      (1) Always have the option to download any previously-purchased apps so long as you are using the same Apple ID

  ii) Turn Off the Automatic Photo Stream

      (1) My Photo Stream uploads a copy of every recent photo you take on your iPad or iPhone to iCloud and then downloads them to each device

      (2) All photos you take with your iPad are duplicated, and all photos you take on your iPhone are sent to your iPad

  iii) Clear Out Space on your iPad.

      (1) Tap on General

      (2) Tap on Usage

      (3) Tap on Manage Storage under Storage

      (4) Wait for all the usage stats to load

        (a) Check Used versus Available storage space

      (5) Tap any app name to get see if you can delete it

      (6) Tap "Delete App" to get rid of it on your device

        (a) (Any app that has a number in GB (gigabytes) rather than MB (megabytes)

g) What is 'reboot' your iPad

  i) Putting the iPad to 'sleep' isn't actually rebooting it?

      (1) This is important because the number one troubleshooting tip for any device is to shut it down and restart it

  ii) Experiencing issues with the iPad, whether it is:

      (1) An unresponsive iPad

      (2) Apps randomly crashing

      (3) The iPad simply running too slow

  iii) Is it time to Reboot the iPad

      (1) Reset the iPad by shutting it down and powering it back on:

        (a) Flush all apps from memory, even those that have misbehaved

          (i) This is a safe process that will keep all of your data on the iPad

        (b) In essence, rebooting the iPad gives it a clean slate, which clears up any problems caused by an app running amok

  iv) How to Reboot the iPad

      (1) Hold down the Sleep/Wake button for several seconds

      (2) iPad prompt 'slide to power off' appears

        (a) Follow the directions on the screen

          (i) Slide the button from left to the right to turn iPad Off

        (b) If the iPad is frozen or stuck:

          (i) Hold down both the Sleep/Wake button and the Home button at the same time

          (ii) This will force the iPad to power down

             1. The iPad screen will display the circle of dashes which indicates it is busy

             2. Once the iPad has finished shutting down completely, the screen will go completely black

(c) Once the iPad's screen is completely black
   (i) Hold down the Sleep/Wake button for several seconds
   (ii) This will allow you to restart the iPad. (Reboot)
   (iii) When the Apple logo appears in the middle of the screen, you can release the Sleep/Wake button
   (iv) The iPad will restart shortly after the logo appears

4. iPad Resources

h) iPad evolution

	iPad Air	iPad with Retina display	iPad mini with Retina display	iPad mini

Capacity and Price[1]	Wi-Fi	Wi-Fi	Wi-Fi	Wi-Fi
	16GB $499	16GB $399	16GB $399	16GB $299
	32GB $599		32GB $499	
	64GB $699		64GB $599	
	128GB $799		128GB $699	
	Wi-Fi + Cellular	**Wi-Fi + Cellular**	**Wi-Fi + Cellular**	**Wi-Fi + Cellular**
	16GB $629	16GB $529	16GB $529	16GB $429
	32GB $729		32GB $629	
	64GB $829		64GB $729	
	128GB $929		128GB $829	

1) **Which iPad is right for you?**
   a) four different iPad models
   b) each with several permutations
   c) capacity
   d) cellular networking
   e) *color* you want
      (1) **iPad Air** the Cadillac of iPads
         (a) biggest, (9.7-inch Retina display)
         (b) most luxurious
         (c) 64-bit A7 processor
         (d) iPad Air starts at $499 for a 16GB Wi-Fi model
      (2) **iPad mini with Retina display -** has most everything you'll find on the iPad Air:
         (a) capacities up to 128GB
         (b) a $399 price tag for the 16GB Wi-Fi model
      (3) **First-generation iPad mini -** It's the cheapest iPad around
         (a) one capacity option: 16GB
         (b) price of $299
         (c) get on the Internet, get email, download a few apps
      (4) **iPad 2**
         (a) At $399 for the Wi-Fi-only model

(b) no Siri

(c) no high-definition FaceTime camera

(d) no 1080p video-recording

(e) no Sprint or T-Mobile cellular options

(f) no LTE, and an older version of Bluetooth

(g) only one capacity, a limited 16GB

(5) **Capacity**

(a) there's no downside to getting as much storage as you can afford

(b) Every time you double the capacity, however, it's going to cost you another $100

(6) **To cellular or not?**

(a) want to add cellular networking capabilities to your iPad

(b) The cost is a flat $130 across the board

(c) all four major carriers: Verizon, AT&T, Sprint, and T-Mobile

(7) **Color**

(a) Do you want a black iPad or a white one?

(i) a white front also means a silver back

(ii) a black model you'll get Apple's new "space gray" color back

b) iPad Resources

i) The App Store features over 80,000 education apps

(1) designed especially for iPad

(2) cover a wide range of subjects

ii) Google any Subject on iPad for information

iii) Go To:

(1) http://www.apple.com/education/ipad/ibooks-textbooks/

(2) http://www.apple.com/education/ipad/apps-books-and-more/

(3) http://www.apple.com/education/ipad/teach-with-ipad/

(4) http://www.apple.com/education/ipad/resources/

(a) https://www.apple.com/support/ipad/ = tutorials, manuals, tech specs

(b) Subjects include: Welcome, iPad Essentials, Apple Pay, Features & Apps, Mail, Contacts & Calendars, iCloud & iTunes, Wi-Fi, Accessories, Business & Education, Repair & Service, and Contact Support

5. iPad Tips and Tricks

https://tips.apple.com/en-us/ios/ipad?p=1

https://tips.apple.com/en-us/ios/ipad/table-of-contents - 54 hints

1) Capture a Screen Display

a) Depress Wake Sleep Button and Home button at the same time

i) It takes a picture of what is on the display

ii) The picture is stored in Photos Moments

2) Make Text bigger

a) Tap Settings

b) Tap General

c) Tap Accessibility

d) Tap Larger Text

e) Turn On Larger Accessibility Sizes

f) Drag the slider left or right to adjust the font size

3) Block Unwanted iMessages
   a) While viewing a message:
      i) Tap Details
      ii) Tap the circle i
      iii) Tap "Block this Caller" to stop messages and calls
         (1) Also block a caller in the FaceTime app
4) Rearrange Notification Center
   a) To change the order of items in Notification Center
      i) Tap Settings
      ii) Tap Notifications
      iii) Tap Edit
      iv) Drag an item to move it (using the hamburger icon on the right side)
      v) Or tap to turn it off or set options
5) Just Deleted an email by mistake?
   a) Emails delete accidentally or intentionally from your iPhone or iPad are still stored in another folder
   b) This folder, called the "Trash," allows you to do the following:
      i) Permanently delete email messages from your device
      ii) Retrieve and restore deleted emails back into the main inbox folder
   c) Just shake your iPhone and iPad
      i) when the Mail app is opened
      ii) This will look for the recently deleted email in the Trash folder
      iii) Tap Undo
   d) What's the Word?
      i) Look up a word in text or on the internet without losing your place.
         (1) Select it
         (2) Tap 'Define' in the pop-up menu
            (a) to see the word's definitions and usage
   e) Use Siri Hands Free
      i) When iPad is connected to power cord
         (1) say "Hey Siri"
         (2) speak your request
            (a) To turn it on,
               (i) go to Settings
               (ii) General
               (iii) Siri
   f) Talk instead of type
      i) Tap the Microphone dictate button on the keyboard
      ii) Speak your message (including punctuation)
      iii) Tap Done