



iPad 201 Speech

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A handout exists for this presentation. It is available from the APCUG website.

Most of what I cover applies to both Pads and iPhones running iOS 8.

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To Start with, let's take a look at some setting you can make from the Settings App.

- 1) **Airplane Mode: Do NOT Turn ON.**
 - a) When it is **off**, W-Fi and Bluetooth can be enabled.
 - b) When it is **on**, both are disabled.
 - i) For faster Charging, turn Airplane Mode **On**.

- 2) **Wi-Fi:** When you tap Wi-Fi, the device looks for wireless internet connections within range. If it finds signals, it will present a list of networks available.
 - a) Look for the checkmark and symbol to appear in the Status Bar.

- 3) **Do Not Disturb:** it will silence phone calls, alerts & notifications.
 - a) When device is locked.
 - b) Turn it ON or OFF – two different methods.
 - i) Method 1 = from the Control Panel ii) Method 2 = from settings

4) **General** – setting up your device for you.

a) **About**

- i) Name = name given during initial setup.
- ii) Songs, Videos, Photos = number of items on the device.
- iii) Capacity = you won't get access to all of the storage that's advertised, because it will be used up with system data, preinstalled data
 - (1) Apple's Apps forced on you = 3 GB plus.
 - (a) 23% of the available space.
- iv) Version = Software Version running on the device.
- v) Model Number = Describes series of device – record in another place – lost or stolen info needed.
- vi) Serial Number = unique to device - record in another place – lost or stolen info needed.

b) **Software Update** – It show what version is running now or that an update is required.

- (1) Plug into a power source for charging.
 - (a) May require a long period of time (20-35 minutes)
 - (b) May require GB's of download data.
 - (i) Update Apps on device battery – they are usually short and small.

c) **Siri** - is a built-in "intelligent assistant" that enables users to speak voice commands to operate the device and its apps. **i) Must be connected to the internet.**

- (1) Either wireless network or 3G/4G Data link.

d) **Usage** – 3 Sections = Battery; Storage on the Device; iCloud Storage.

i) Battery

(1) Tap Battery Usage

(a) What Apps are using up the Battery.

ii) Storage – Used = nice to keep below the level of Available Storage.

(1) Tap Manage Storage

(2) Tap an App

Note: Deleting an App, moves it from your device to iCloud, you can download it anytime.

Hint: To switch quickly between Apps recently opened:

Double press the home button.

Select the App you want to return to.

(3)

iii) iCloud – Total Storage = free 5GB

(a) You can always buy more.

(2) Tap Manage Storage = 3 sections Photos, Backups, Documents and Data, and mail.

(3) Tap a Backup Device.

(a) Choose the Data you want to back up.

(b) Latest Backup and size

e) **Background App Refresh** - allows apps to refresh with the latest information in a way that efficiently uses the horsepower of your device without affecting the way you use your device.

i) Apps run for a period of time then set to a suspended state.

f) **Keyboard** – customize the software keyboard.

Go to email and Tap keyboard

i) Add additional keyboard options (Emoji as an example)

ii) Predictive

(a) Control It while the keyboard is being used = drag up to open; =drag down to close.

(2) If you use Siri or Dictation – your words will be sent to Apple to convert into text. Be careful what you say.

(a) Other info sent : name, location, names and relationship of people in your contact list, etc. Use

caution. iii) Shortcuts = make your own shortcut when typing.

(a) Tap Shortcuts

g) **Privacy - Tap Privacy** - iOS controls which Apps have access to information stored on your device.

i) Turn it off, it will be disabled for all Apps.

NOTE: Your personalized Location Setting for Apps will be temporarily restored if you use Find My iPad/iPhone.

ii) An App will not appear on this list until it asks permission to use your data.

iii) If you allow 3rd party Apps or Websites to use your location data, you are subject to their terms, privacy policies and practices.

h) **Tap Contacts** –

i) **Tap Advertising.**

i) Reset Advertising Identifier = throw out all the anonymously gathered data about a device and start fresh, removing any of the targeted data that has been accumulated.

- (1) Once confirmed, iOS regenerate new random blank ID.

5) **Quick Access to iPad features** –3 different features to get interactive with your Device. They are: Spotlight Search; Control Panel & Notifications.

- (1) Spotlight Search = Drag from the center of the screen
 - (a) Not Case Sensitive
 - (b) Searches Internet, Mail, Contacts, Calendars (+- 1 year), iMessages, etc.
- (2) Control Panel = Drag up from the bottom of the Screen
 - (a) When playing a game or searching the internet.
 - (b) Can open from the lock screen.
- (3) Notifications = Drag Down from the top of the screen.
 - (a) have three types of notifications:
 - (i) Sounds/Vibrate, Alert and Banner, None.

6) **Siri** – turn on Siri from Settings.

a) An active internet connection is required.

i) Network Internet or 3G /4G data link.

ii) Siri can perform a number of functions, including:

(a) 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. iii) Apps that work with Siri :

(a) Phone; FaceTime; Dictation; Music; Mail; iMessages; Calendar; Reminders; Notes; Contacts; World Clock;

Timer; Weather; Web search; Wikipedia search; Find My Friends ; Movies; Sports; Maps;

Warning – Siri can give out personal info from the lock screen.

iv) Turn it off at Passcode. (Settings > Passcode > Allow Access when Locked section > OFF).

7) iPad Maintenance – keep it clean and running smoothly.

a) Keep it Clean.

i) Unplug power cord, turn device Off.

(1) Oleophobic coating = resist affinity to oil.

b) Troubleshooting - Restart/Reset Your iPhone

i) Difference between Sleep/Wake & OFF

(1) Hold down Sleep Wake Button until “slide to power off”.

ii) Hold down the Sleep/Wake button & the Home button.

(1) For least ten seconds,

(2) Until the Apple logo appears.

c) Resetting Network Settings

i) Tap Settings > General > Reset > Reset Network Settings.

(1) This will reset all network settings, including passwords.

d) Battery Maintenance

i) Apple recommends- go through one full charge cycle per month

(1) Meaning = charging the battery to 100% and then completely running it down.

(a) Helps in recalibrating the battery indicator more accurately.

e) Saving Battery –to make battery last longer.

i) Dim Display- (control panel) ii) Keep Wi-Fi ON at all times - less power than 3G/4G.

(a) Turn Off Background App Refresh.

iii) Choose Fetch in mail App. (Turn OFF Push) (settings > Mail, Contacts, Calendars)

(1) Select frequency of fetch.

iv) Turn OFF Location Services – (settings > Privacy)

v) Turn Off Push Notifications. - (settings > Notifications)

vi) Turn OFF Bluetooth – (settings > Bluetooth)

f) Backup Your iPad. – sign up for iCloud = 5GB free storage.

i) Backup occur every day when: must meet these requirements

(1) Wi-Fi Connected.

(2) Turned ON.

(3) Locked.

(4) Connected to a Power Source.

ii) Make adjustments – (settings> iCloud> Backup> Back Up now)

g) Saving Space on iPad.

i) Delete Apps no longer used.

- ii) Turn OFF Auto Photo Stream – (copy of photos to every device.)

Note: My Photo Stream doesn't push photos over cellular connections, only Wi-Fi.

- (1) Settings > iCloud > Photos > OFF

- h) Clearing Out Space on you iPad. – (Settings > General > Usage > Storage Section > Manage Storage.) i) Tap Apps for more info.

- ii) Delete Apps to free up Device.

- (1) Deleted App goes to iCloud.

- (a) Download again anytime

- i) Reboot - What is “Reboot” on your device?

- i) 3 Different conditions:

- (1) Running

- (2) Sleep

- (3) Off = reboot.

- j) When to Reboot.

- i) Not operating as expected.

- k) How to Reboot.

- i) Hold down Sleep Wake button for several seconds.

- (1) “Slide to power off” appears. ii)

If the Device is frozen or stuck:

- (a) Hold down both the Sleep/Wake button and the Home button.

- (b) This will force the device to power down.

- (c) After a Black Screen:

- (i) Hold down the Sleep Wake Button until Apple Logo appears.

8) **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

a) Capture a Screen Display

- i) Depress Wake Sleep Button and Home button at the same time.

- (1) It takes a picture of what is on the display
- (2) The picture is stored in Photos Moments.

b) Make Text bigger.

- i) Tap Settings ii) Tap General. iii) Tap Accessibility. iv) Tap Larger Text.

- v) Turn On Larger Accessibility Sizes vi) Drag the slider left or right to adjust the font size.

c) Block Unwanted iMessages

- i) While viewing a message;

- (1) Tap Details,
- (2) Tap the circle i.
- (3) Tap "Block this Caller" to stop messages and calls. (a) Also block a caller in the FaceTime app.

d) Rearrange Notification Center

- i) To change the order of items in Notification Center,

- (1) Tap Settings (2) Tap Notifications,
- (3) Tap Edit.

- (4) Drag an item to move it (using the hamburger icon on the right side)
- (5) Or tap to turn it off or set options.

e) Deleted an email by mistake?

- i) Emails delete accidentally or intentionally from your device are still stored in another folder.
 - (1) This folder, called the “Trash,” allows you to do the following:
 - (a) Permanently delete email messages from your device
 - (b) Retrieve and restore deleted emails back into the main inbox folder
- ii) Shake your device.
 - (1) When the Mail app is open.
 - (a) Look for the recently deleted email in the Trash folder.
 - (2) Tap Undo

f) 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.

g) 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.

- h) Talk instead of type ([Settings > General > Keyboards > Enable Dictation](#))
- i) Tap the Microphone dictate button on the keyboard ii) Speak your message (including punctuation), iii) Tap Done.