

iPad Intro class

Wifi password at Louden -- waveseniors

Differences between models

1st generation -- January 2010

5 generations of iPad

2 of iPad Air (Air and Air2)

4 of iPad Mini (1-4)

3 models of iPad Pro (9.7" and 12.9" and 10.5")

What they sell now:

<https://www.apple.com/ipad/>

2 versions of iPad Pro 12" and 10.5"

iPad 5th gen

iPad Mini 4

iOS – latest is 11.2.5

Get the Manual – PDF or web version – same information

PDF reads like a book

Download the iPad iOS 11 manual to your iPad as PDF

<https://support.apple.com/manuals/ipad>

Access web version of manual

<http://help.apple.com/ipad/11/#/iPad9940e497>

A quick look at iPad – will vary depending upon iPad model

<https://help.apple.com/ipad/11/#/iPad213a25b2>

Orient so Apple on back is upright then turn over iPad

What is on the front of the iPad?

Home button (on bottom)

return to Home page, wake if asleep

Facetime camera (little hole on top)

For selfies and Facetime

What is on the bottom of the iPad?

Lightning connector -- plug charger in here to charge iPad

What is on the right side of the iPad?

Volume control –

hold right button to increase volume

hold left button to mute

What is on the top of the iPad

Headset jack – plug in to listen in private

Microphone

Wake/sleep

Put to sleep, wake if asleep

Hold to shut down completely, usually not necessary

Hold to start if off

What is in the rear of the iPad?

iSight camera – larger hole on back

For taking photos

Orientation – hold in vertical plane and turn to which orientation you want

Gestures

Tapping

Pinching — two fingers — zooming

Dragging and Flicking — scrolling

Pull down — get mail

Swipe left or right with 4 fingers to switch app

Lock Screen

what you see when you wake the iPad

Tap Home button to unlock

Shows date, time, battery status

Passcodes

I keep one on the iPhone but not on the iPad

Home Screen —

Shows all your apps, may extend on multiple screens

swipe left or right to see all apps

Apps (applications) are the software that gets things done

e.g., mail, search web, write some text, use Facebook

Icons on bottom are dock

Icons on left are your most commonly used apps – your choice

Icons on right are the most recently used – iOS controls this

Click Home Button to get to Home Screen

Tap an app icon to start that app

Go to the App Store to search for new apps

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Cameras

Facetime camera for selfies on side opposite home button facing you

iSight camera for photos, to right of Facetime camera but facing out

Camera app

Camera icon in top right selects front or rear camera

Front camera is in lower right as you face screen -- circle

Rear camera is in middle right – smaller circle

Caution: Digital zoom means loss of image quality

Tap large button to take picture or start video

4 modes – time-lapse, slo-mo, video, photo, square

Which icons you see depends on which of these modes you are in

Tap the icon in lower right to see photo you just took

Swipe to side to see other images

Tap Trash icon to delete photo

Photo modes

Live Photo -- Captures the instant before and after you take photo

HDR - high dynamic range

takes three pictures with different exposures and layers them into one picture

Capture Timer – 3 or 10 second delay

Burst mode

Allows several photographs to be captured in quick succession by holding down the shutter release. To view all of the images in a stack, tap on the **burst** mode stack you want to view, then tap Select.

Using the camera

Tap where on screen that you want as focus

Pinch with fingers to zoom in – brings up slider on bottom to change zoom

Tap large button to take picture or start video

Tap the icon in lower right to see photo you just took

Swipe to side to see other images

Tap Trash icon to delete photo

Photos

Use the Photos app to review/organize your photos

The Photos app has two views – Photos (Photo Collections) and Albums

Collections mode is all organized by the app

Albums allow you to organize as you wish

Camera Roll

Contains photos you shot with this device

Permanent unless you remove them

Not synced anywhere unless you do it manually

My Photo Stream

Photos synced via iCloud across all devices

Reside in iCloud with max of 1000 photos

Need to set up Photo Stream in Settings

You can set up selected photos to share with others

Collections

At the highest level Collections is organized by year

Tap any year and it shows the photos you have organized by year

Tap a photo and it will show you by day

Tap the first photo and you can then just swipe through all the photos

Tap Edit (4 horizontal lines) and you get some simple editing options

Editing changes can always be backed out

From top to bottom:

Enhance/sharpen – it guesses how to make photo better

Crop or rotate – grab lines at edge of photo, makes image larger

Effects – try it and see

Adjust light, color, or B&W – each one shows a slider

Tap lines to get more options

Markup

Tap Select to choose photos to share, delete, or add to an album

Share options are AirDrop, Message, Mail, Facebook, much more

Albums

Some are always there

Camera Roll, My Photo Stream, Last Import, All Imported

Some you set up

Tap + in upper left to create an album – name it and save it

Go to Camera Roll or My Photo Stream and tap Select in upper right

Tap a photo and choose to share, delete or add to an album

Slideshows

Tap an album to select it

Tap slideshow in upper right

Tap bottom of screen for options – Transitions, Music, speed

Settings — How your iPad will operate

Go to Home Screen, tap Settings

Tap on item in left column opens that setting

You can skip some of these for now — those we don't cover

Airplane mode – Off turns off all connections – see next 3 items

Wi-Fi – tells you what net you are connected to

Allows you to connect if not connected

Bluetooth – what you are connected to

Cellular data – need to have bought feature with iPad

Good for travel

Bluetooth is very short distance, same room

WiFi is wider range

Cellular is anywhere within cell phone range

General

About — info about your iPad

Number of songs, photos, apps

Capacity in GB, what is available,

IOS version, model, serial number

Software Update – are you up-to-date?

Accessibility – Vision, hearing aids, much more

Use side switch to either lock rotation or set mute

Mute can be set in Control Center so best to use to lock rotation

Keyboard — set auto-cap, auto-correct, caps lock, shortcuts, predictive

 Add a foreign language keyboard

 Enable dictation

Control Center can adjust sound, screen, AirDrop, AirPlay

Tap first item in Settings

Your name, Apple ID, iCloud

Tap iCloud – gives GBs used and available on iPad and which apps are using iCloud

Tap Manage Storage – shows iCloud usage

Tap Change Storage Plan to buy more iCloud storage

Displays and Brightness

Auto-Lock – when your iPad sleeps

Lock/Unlock – Locks when you close cover

Wallpaper -- for the home and lock screens

 Tap **Choose a new wallpaper**

 Pick an Apple supplied image or any of yours

Sounds – many choices

Touch ID and Passcode – I have on iPhone, but not iPad

 Tap **Turn Passcode On** to set it up

Battery – see what is using your battery

Shows how much battery each app is using
Privacy – iPad tracks where you are, certain apps can use it

This is where you tune on **Location Services**

iCloud — what you want to sync to your Mac or iPhone

I use it for Contacts, Calendars, Safari bookmarks, Notes

Photo Stream yes, but not all photos

iCloud for Windows --

<http://support.apple.com/kb/DL1455>

There are settings for all apps which will to be covered later.

Surfing the Web — Safari

Top of screen has toolbar, most used bookmarks, open tabs

The toolbar — left to right

1. Back and Forward buttons
2. Bookmarks — this is also where the reading list is (icon is open book)

Tap it, shows column with either bookmarks or reading list

Use reading list to read web pages later (e.g., news articles)

3. Address bar — will cover this in a little while
4. Share button — what to do with this web page (icon is box with up arrow)

Send message, send mail, bookmark, add to reading list, add to home screen, print

5. New tab — (icon is + sign)
6. Show all open tabs (icon is two pages overlaid)

This can also show open tabs on other devices

Favorites Bar – the bookmarks you use most often

When you save a bookmark, you can decide where to put it

3 dots at far right indicate there are more favorites

Open tabs are what you are currently working on

You can have multiple pages open and switch back and forth

Make sure you clear ones you are not using, they accumulate

Address Bar — enter web address or a search query

When you start typing, Safari guesses what you want

Tap the one you want or keep typing to narrow search

Tap GO when you finish typing

If you are searching, Google will offer its usual list of sites

Tap the one you want

You can also search for maps, images, news, more

Need to be on a google page

Pay attention to what pops up on screen as you type

Keep typing if you don't find one you want

Safari settings

Which search engine – stick with google

You can hide favorites and tab bars, block pop-ups and cookies

Clear history – use with caution

Bookmark the current page

Tap Share box then tap Add Bookmark.

View and organize your bookmarks

Tap open book icon

Tap Edit

Tap minus sign in red to delete bookmark

Tap right arrow to rename bookmark

Use Safari Reader to view a page without ads, navigation, or other distracting items.

To add current page to reading list

Mail

The mail window

Left column is list of messages

On right is message you have selected to view

Icons in upper right corner

Tap Flag to flag message

Tap the folder to move message to a folder

Tap trash can to delete message

Tap arrow to reply or forward message

Tap Mailboxes to see list of mailboxes/folders]

Tap Edit, scroll down to Add Mailbox to add a new mailbox

Tap Mailboxes, then account name to see all mailboxes

This will show Drafts, Sent, Junk, and Trash, as well as those you set up

Check for new messages — drag list of messages down and release

Send a new message

Tap box with pencil in upper right corner

Enter TO address and subject

Tap cc/Bcc if you want to send copy to third person

Type in message text

Tap Send

Mail settings — Tap Mail, Contacts, Calendars

Accounts — Add Account — easy if one of the ones shown

If not, then need information from mail provider/ISP

Preview — how many lines of message do you see in message list

Signature — becomes part of each message you send

Edit — upper right hand side of left column

Tap and select as many messages as you want

You can then move or delete all you selected

Threads

Grouping of messages that have same subject

Apps -- go to App Store app on home page

Need apple account to get apps, even free ones

Not all apps work on ipad

Tabs on bottom of page for different ways to see what is offered

Use search box to get more specific

Search result is list of apps with price or GET (free) and rating

Tap app to see more details, reviews

Tap GET or price, then install to download and install app

Dark line on circle shows progress

Tap purchased at bottom to see everything you own

Try searching for something of interest – e.g., heart rate, sketching,

Pages, numbers and iCloud

Arranging apps

Tap and hold any app until all jiggle

Drag apps around

Drag to another screen -- drag to edge of screen, hold until next page appears, release

Drag one app over another to create a folder of apps

Drag any app to that folder

The dock -- at bottom of screen

Way to easily switch to another app

Tap home button then tap app you want

Allows six apps to show

Make apps jiggle and drag app down to dock

Show all open apps

Double tap home button

Drag sideways to see everything

Drag up and off screen to close

Easy way to switch between apps

Can also switch using dock if apps are in dock

I place often used apps in dock -- mail, safari, notes

Can also switch using four fingers in a sideways direction

Class exercise -- download an app

Draw for free

The keyboard and working with text

Keyboard pops up whenever you need to enter some text

iPad always starts sentences with Caps

To capitalize, tap shift key, it will turn to black, type letter

Double tap shift key to type multiple letters with caps

Tap .?123 key to get a KB with numbers and more punctuation

When in .?123 KB, tap #+= to get more special characters

Some apps will vary the KB

To hide the KB, tap the KB icon at bottom right

To unhide, tap over any text

Dictating text

Tap the microphone to the left of space bar

Speak into the iPad, click done when finished —
check your text

Need to be connected to Internet for dictation to work

Editing text — not so easy

Try using a stylus

Inserting text

Tap quickly where you want to insert or change text,
usually comes up at start or end of word

Hold the tap and you should see circle around that
area with text magnified

Rotate finger until you are positioned where you
want to be

Insert text or use delete key to change text

Hit the space bar twice at end of sentence for a period

When entering text, hold the key to see accent mark
choices

Copying or moving text

Tap and hold text to copy or move

Release finger and you get options — select, select all, paste, **B**/U

Choose select

Use dots to enlarge or reduce area to be copied, then tap Copy

Go to where you want to copy it to

Tap and select Paste

Delete text

Position to the right of what you want to delete

Tap screen once to bring up KB

Use backspace key to delete single characters

OR

Double tap word, this brings up many choices,

Cut will delete the word

BIU to make **bold**, *Italic*, Underline

Replace will suggest some words for replacement

Look up will give some definitions

Share will send text message, email, more choices

Predictive text

Software detects misspelled word, suggests a correction. If you want the correction, just keep typing. If you want what you typed, tap either your word or their suggestion.

Software also suggests next word.

Useful icons –the shortcut bar – can differ from app to app

180 arrow – undo last action

Aa – styles, lists

Check mark in circle – places circle to left of text for a list

Plus sign on circle – take photo, insert photo, sketch

Emoji – choose one

Double tap a word to select it. Choose one of the options that appear.

Text replacement

This is useful and can be used to add words to the dictionary. The Text Replacement function is found under **Settings > General > Keyboard > Text Replacement**. Tap on the **plus sign** in the upper right corner to open a screen with two entry fields. In the top field, **Phrase**, enter the text you want to quickly retype in other places on iOS. Below that, enter a **text shortcut** that will subsequently be recognized by iOS and automatically replaced with the longer phrase you just entered.

Add a foreign language keyboard

Settings>General>Keyboard>Keyboards

Contacts/Address Book

Tap **Contacts** on Home Screen

Add a contact — tap +

Enter name

Tap + add phone

Tap > to choose which kind of phone

Can also enter email address, street address, birthday, more

Tap **Done** in upper right

Use Search Box to look for someone within your contacts

The search starts with the first letter you enter

Sync contacts among all IOS and Mac devices using iCloud

Calendar

Tap + or tap and hold over date to enter a new event

Enter title, location and toggle All Day to off if you want to set the time

Drag the hour up or down to set the time

Tap Repeat for recurring event, select one, tap Done

Only use Invitees if the others are also using iCloud

Set an alert to get notice of the event in advance

Choice of day, week, month, or year view

Notes

Useful for brief text, to-do lists

Tap pencil in upper right to start a new note

Name of note is first line of text

Start typing

No choice for font, size

Check mark – create list

Aa – choose type of list

Squiggly – draw freehand

Camera – add a photo

Use iCloud to have all notes available on all devices

Use Share button in upper right to send note in an email or print it

Maps

iOS 10 is very different

IOS 9

Tap the maps app on the home screen

A map should appear showing you where you are

(Blue dot surrounded by larger circle)

Tap and enter a location -- city name or address

It shows a map with a red pin at that location

The blue dot for your location still shows

Pinch in with two fingers to zoom in, spread to zoom out

Double-tap with one finger to zoom in

Tap with two fingers to zoom out

Drag with one finger to see next section of map

Rotate with 2 fingers to face different direction

Tap car in blue to left of address to get quick driving directions

(from current location)

Enter a search term to look for something in the area

-- pizza

Red pins appear where they are

Tap a banner or pin to get more info

Tap directions in upper left to get directions window

If from current location just enter the second address

If two new addresses, tap search bar and enter both

Use icons in top of window to select mode of travel --
car, transit, walk

You can ask for directions a landmark as well as an
address

Step by step directions appear on left

Arrow on left changes map orientation

Dark red dots indicate heavy traffic

Tap start in upper right if you have mobile
connection and it will track you and give step by step
directions including verbal directions

Enter address, tap the *i* to get a menu -- directions,
make contact, bookmark

Click box with arrow on top to get more choices --
email, bookmark

Choose satellite or hybrid for a different view

3D view does not work in Santa Cruz

Tap *i* button and tap show traffic

Slow traffic is denoted by red dots

Ask Siri to find something for you

Landmark, store, school, directions

Tap a location to get a banner to appear

Tap > to get more info

Get yelp reviews, make a contact

Siri — talk to your device

Make sure Siri is turned on in Settings

You need to be connected to the web to use Siri

Hold Home button for a second — Siri will pop up

Tap the microphone and ask a question

What is the weather in Santa Cruz?

When is the next SF 49 game?

Search the web for pizza restaurant in Downtown SC

How many seasons of Downton Abbey have there been?

Remember to tap the microphone before speaking

Tap and say “goodbye” to quit Siri

Use Siri to schedule appointments

Synching and backing up your device

Two ways to sync – iCloud and connect to computer using iTunes

Use iCloud to sync Contacts, Calendar, Safari bookmarks, Notes

Use iTunes to sync photos, music

Use iTunes for backup of iPad

You get 5 GB free with iCloud, can pay \$1 per month to get 20 GB

Set up iCloud sync using iPad settings

Set up iTunes sync by plugging iPad into computer

Plug iPad into USB port of computer, iTunes should open

If not, open iTunes. Make sure that you have [the latest version](#).

Connect your device to your computer using the included USB cable. Your connected device appears in the sidebar and as an icon in the box below the word **Song** in the menu if you click on that box.

iPad should show in left sidebar

What you see here might vary depending upon versions iOS and iTunes

iPad updates – check for updates

Backup iPad to iCloud or computer – I choose computer

Tap Music, Photos, or Books in left sidebar –
choose which music, photos, or books you want to sync to iPad

Click Sync in lower right for each item you select in sidebar (i.e., music, photos, books)

Saving PDFs

To save a PDF file to an iPad from email, put your finger on the document and wait for a menu to pop up. Then select "Open in iBooks" and it will be saved into the iBooks app on your iPad. To save a PDF document from the browser, tap near the top of the document in the iPad browser window and choose "Open in iBooks." To print, choose "Quick Look" and then Print.

Tap on iBooks

Should say READ or GET

If READ, you have it in iBooks already

If GET, tap on GET and it will download PDF to your iBooks

You will then read it in iBooks

iBooks

Top center, choose **All Books** unless you have lots of books

Tap on iPad manual to open it

Top of screen left: Library, Services

Bottom of screen: page number, jump to page line

Top of screen right: brightness, font, night theme, search, bookmark

Services: contents, bookmarks, notes

Tap word and hold brings up 6 choices:

Copy, define, highlight, note, search, share