

# Getting to Know Your iPad



**cbal**  
Columbia Basin Alliance for Literacy

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## Workbook

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# Getting to Know Your iPad

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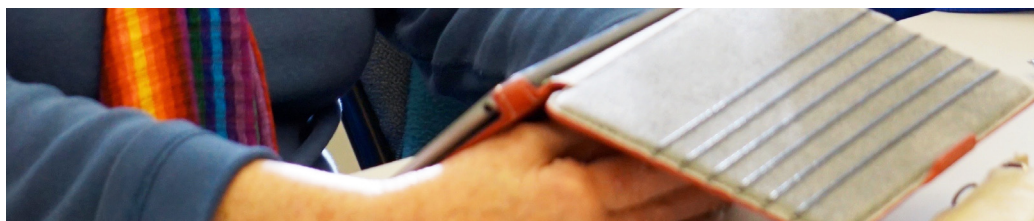
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**Getting to Know Your iPad**



# Getting Started with Your iPad



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Learning Series





# Getting Started with Your iPad

## What should I know about my iPad?

### Parts of the iPad

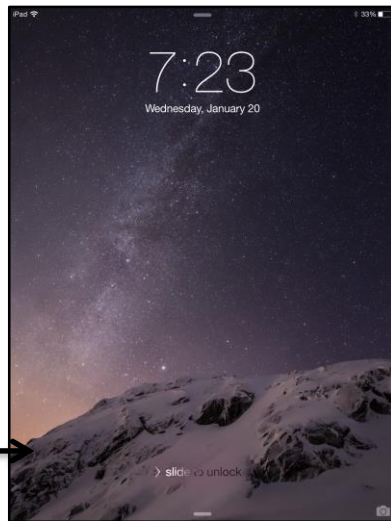


### Unlocking the Screen

The Lock screen is the screen that appears when you turn on your iPad or press the Home button.

1. Press and hold the Sleep/Wake button to turn on your iPad (or press the Home button if your iPad is already turned on).
2. Touch the Lock screen and swipe to the right.

Touch and swipe



3. Enter your passcode if you use one.

**Note:** Directions to adding a passcode are shown later in the manual.



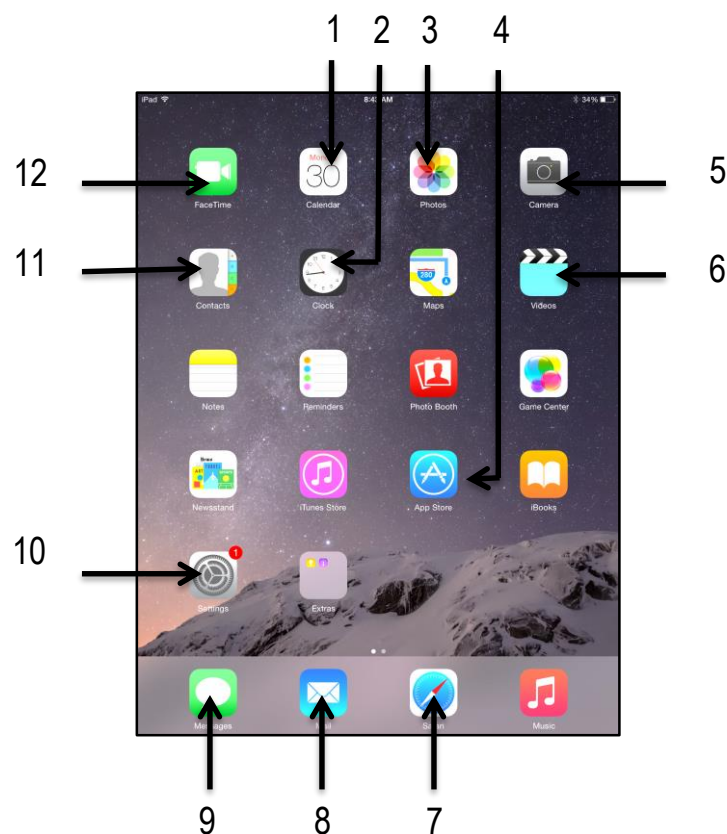
# Getting Started with Your iPad

## What will I find on my home screen?

### Navigating the Home Screen

The Home screen is the main screen that appears when you open your iPad. It displays icons that open various iPad applications, or apps.

Here is a quick guide to some of the apps that will be useful to you as a beginner iPad user.



- |              |              |              |
|--------------|--------------|--------------|
| 1. Calendar  | 2. Clock     | 3. Photos    |
| 4. App Store | 5. Camera    | 6. Videos    |
| 7. Safari    | 8. Mail      | 9. Messages  |
| 10. Settings | 11. Contacts | 12. Facetime |

## Getting Started with Your iPad

### How do I use a touchscreen?

The iPad uses a multi-touch screen which lets you use more than one finger at a time, making gesture controls possible.

There's more to using a multi-touch screen than you might think. It certainly is not just tapping and dragging. Once you master the touchscreen controls, using your iPad becomes easier and quicker.

### Using a Touchscreen



#### Tap

To activate items such as the on-screen keyboard or to press on-screen buttons, tap them with your finger. The touchscreen is sensitive, so you do not need to press hard.



#### Double-tap

Tap twice quickly on a web page, map or other screen to zoom in, or enlarge the screen. Double-tap a section of a web page to enlarge it to the width of the screen.

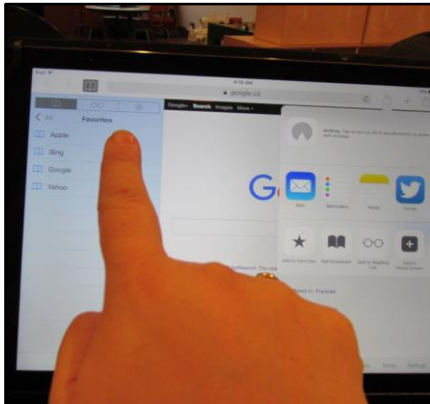


#### Swipe Up/Down, Left/Right

Touch an area and swipe finger up or down to scroll up or down a page. You can also swipe left or right.

# Getting Started with Your iPad

## How do I use a touchscreen?



### Touch and hold

Touch and hold is useful in a number of ways. Simply touch and hold an item on the screen until an action occurs. This could be a menu opening or icons starting to jiggle so they can be moved or deleted.



### Drag

To drag items around the screen, touch and hold an app. Without lifting your finger drag the app to the desired position. Lift your finger off the screen and the app will drop into place.

**Note:** You may notice that if you touch and hold any icon on your Home screen for a few seconds your icons will go into “jiggle mode”. To stop this, press the Home button.

# Getting Started with Your iPad

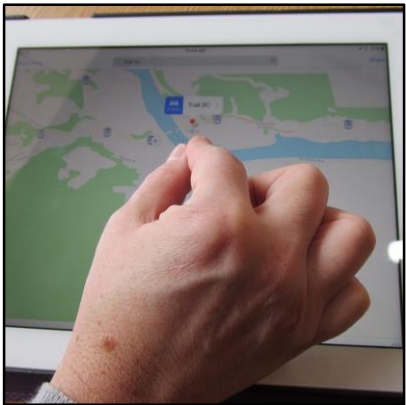
## How do I use a touchscreen?



### Five Finger Pinch

Pressing the Home button will always bring you to the Home screen, but there is another way.

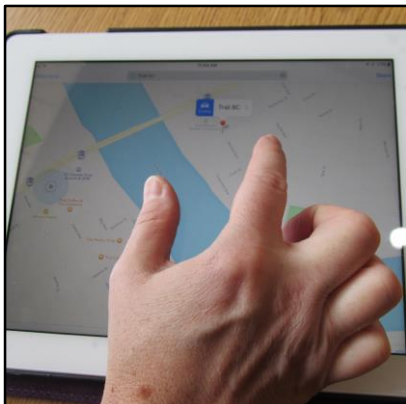
Place all five fingers in an open palm position on the iPad screen. Pull your fingers together until they meet to return them to the Home screen.



### Pinch and Spread

Zooming in and out is easy using the pinch and spread method.

To do this, place your thumb and forefinger on the screen and bring them together or move them apart. This is great for zooming in and out of photographs and maps.




# Getting Started with Your iPad

## How can I personalize my iPad?

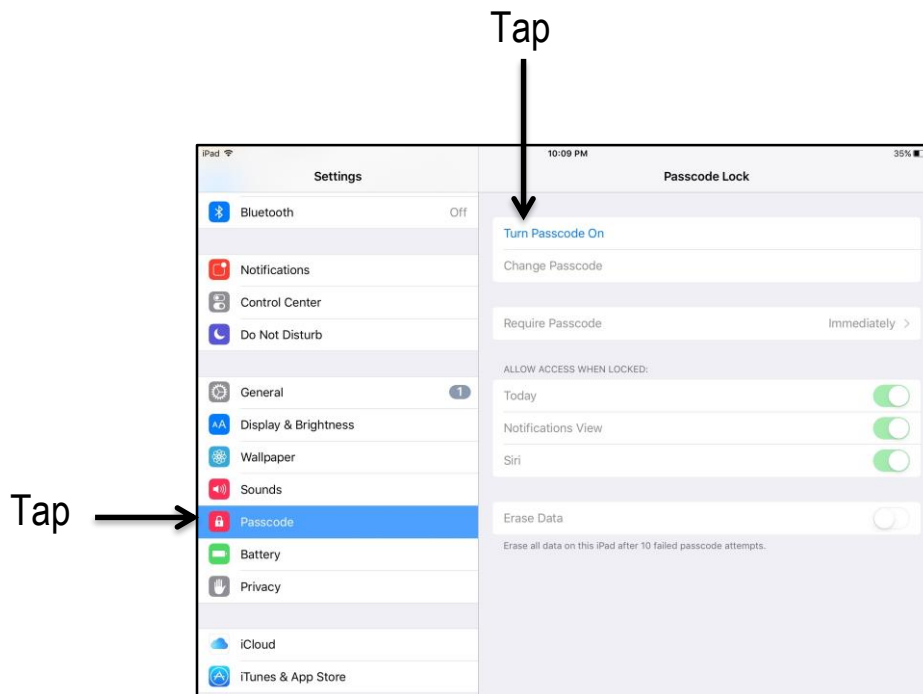
There are a number of things you can do to personalize your iPad. You can set a passcode, change the wallpaper (background) on your Lock and Home screens. To get started, you will need to visit **Settings**.

### Exploring Settings

1. Tap . The settings screen will appear.
2. Explore the various topic areas listed on the left side of the screen.

### Setting Up Your Passcode

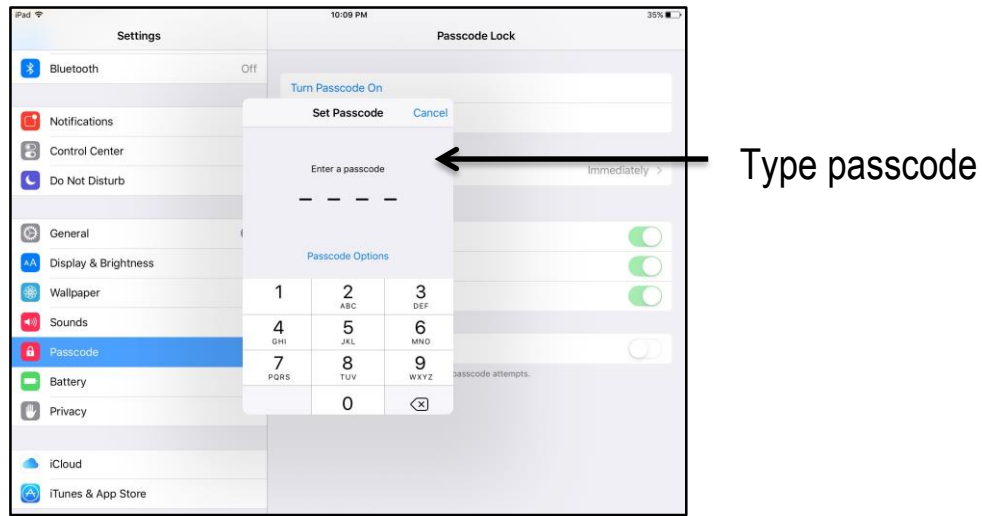
1. Tap **Passcode**.
2. Tap **Turn Passcode On**.



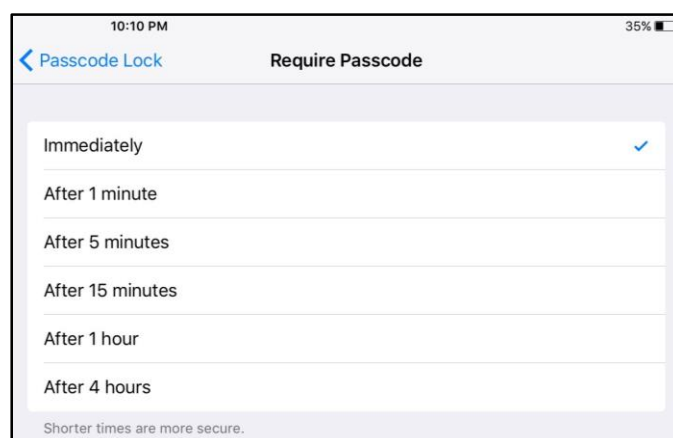
# Getting Started with Your iPad

## How can I personalize my iPad?

3. Enter a passcode (write it down).
4. Re-enter the same passcode. Your passcode has now been set. It will help protect your iPad from others accessing it without your permission.



5. Tap on the **Require Passcode** option to set the amount of time to leave before you will need to re-enter your passcode (shorter times are more secure).



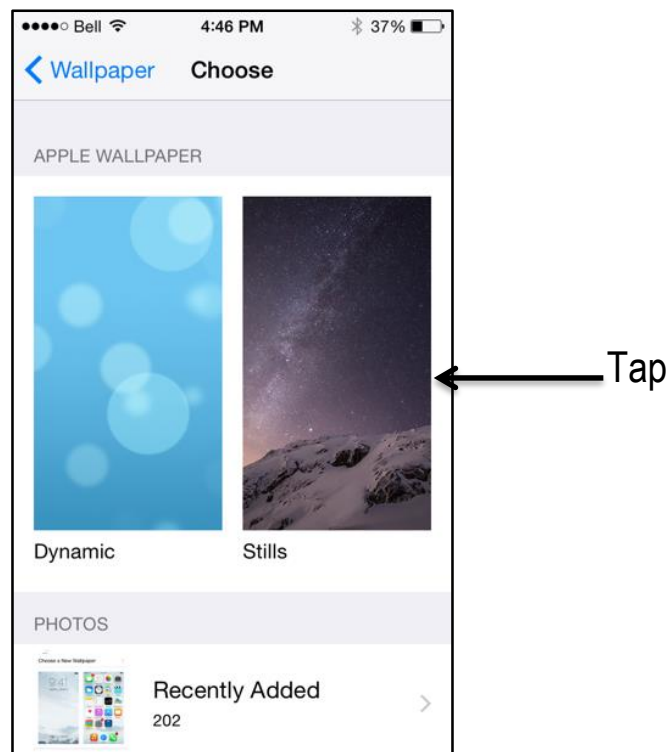


# Getting Started with Your iPad

## How can I personalize my iPad?

### Changing the Lock/Home Screen Wallpaper

1. Tap .
2. Tap **Wallpaper**.
3. Tap **Choose a New Wallpaper**.

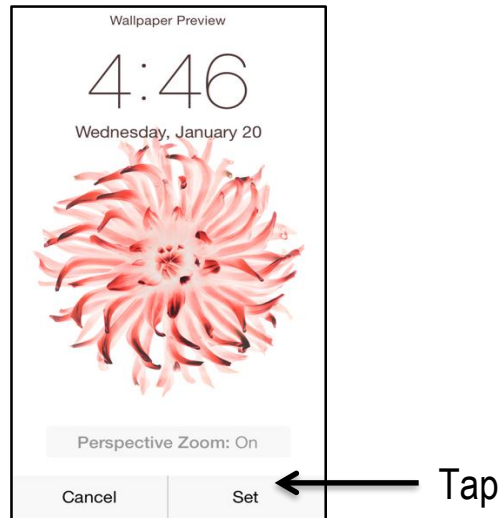


4. Tap **Dynamic** (animated), **Stills** or **Photos** (your photos).
5. Choose an image.

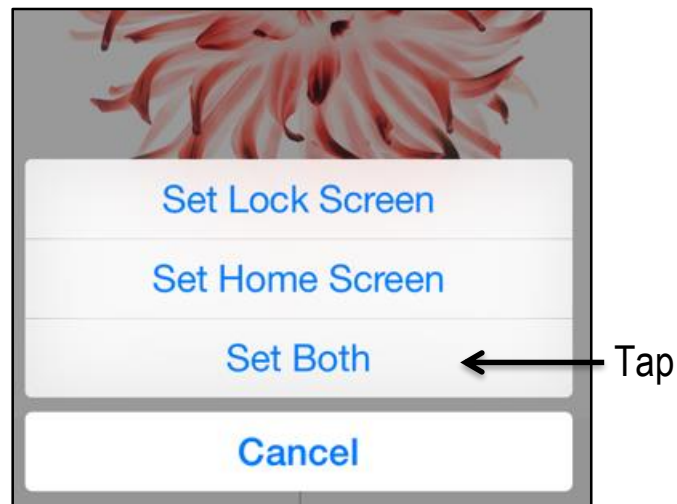
## Getting Started with Your iPad

### How can I personalize my iPad?

6. Tap **Set** to choose the photo or **Cancel** to choose a new one.



7. Tap to apply the picture to your **Lock Screen**, **Home Screen** or to **Set Both**.




You have successfully changed your wallpaper!

# Getting Started with Your iPad

## How do I adjust my iPad's Settings?

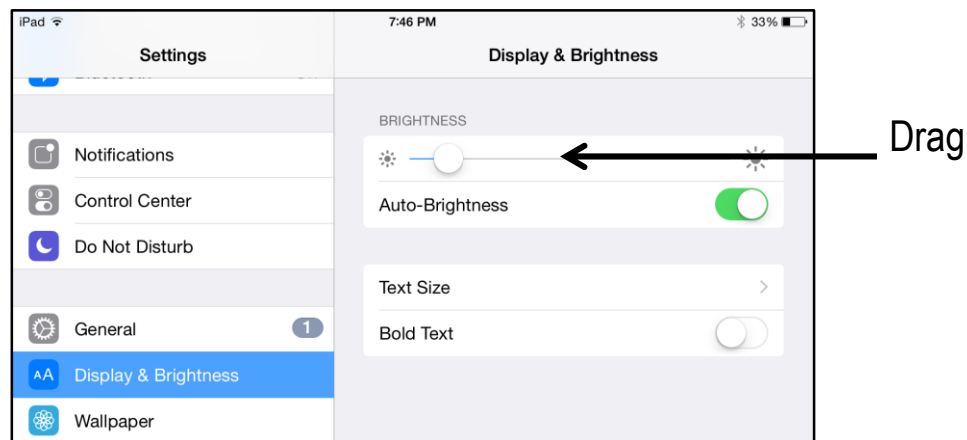
You may want to change the sound of your alerts. You may also want to increase or decrease the brightness of your screen or change your text to improve readability on your iPad. However, higher brightness will drain your battery faster than low brightness.

### Changing the Sound

1. Tap .
2. Tap **Sounds**.
3. Drag the slider to change the volume.
4. Change the sounds for various alerts under **Sounds**.

### Changing the Brightness

1. Tap **Display & Brightness**.
2. Drag the slider left or right to adjust brightness.

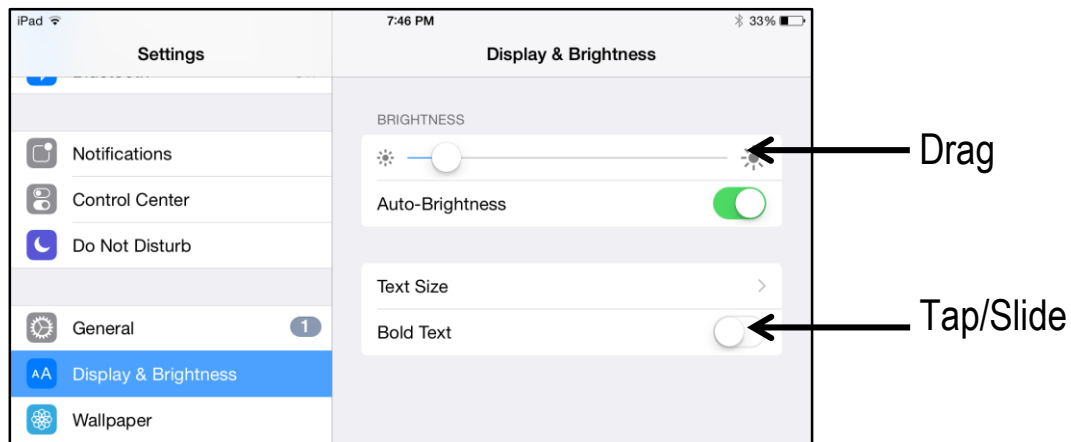


# Getting Started with Your iPad

## How do I adjust my iPad's Settings?

### Changing the Text

1. Tap **Display & Brightness**.
2. Tap **Text Size**.
3. Drag the slider to increase or decrease the text size (the text above the slider will show you how your text will look).
4. Tap or slide the toggle to turn **Bold Text** on or off.




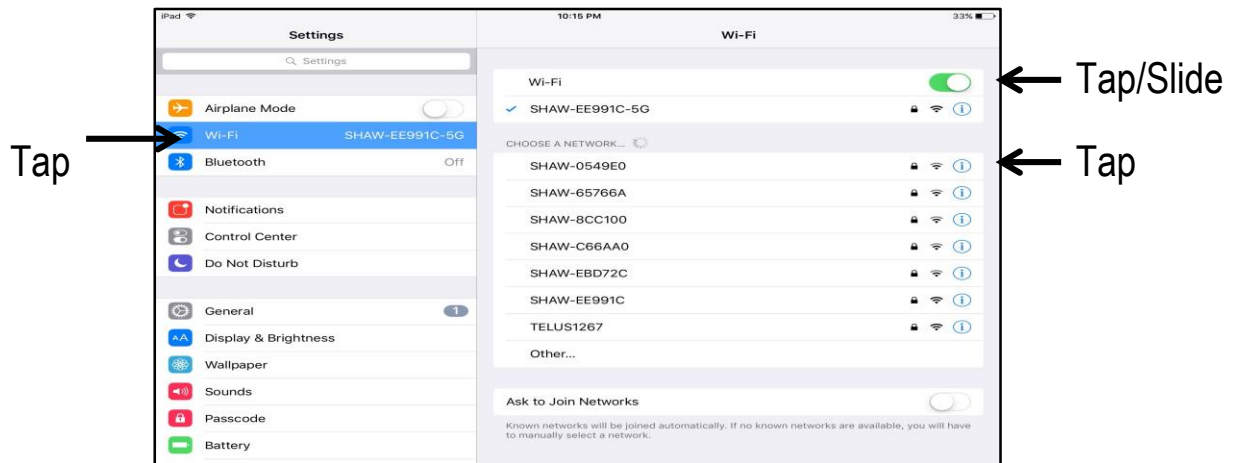
# Getting Started with Your iPad

## How do I connect to Wi-Fi?

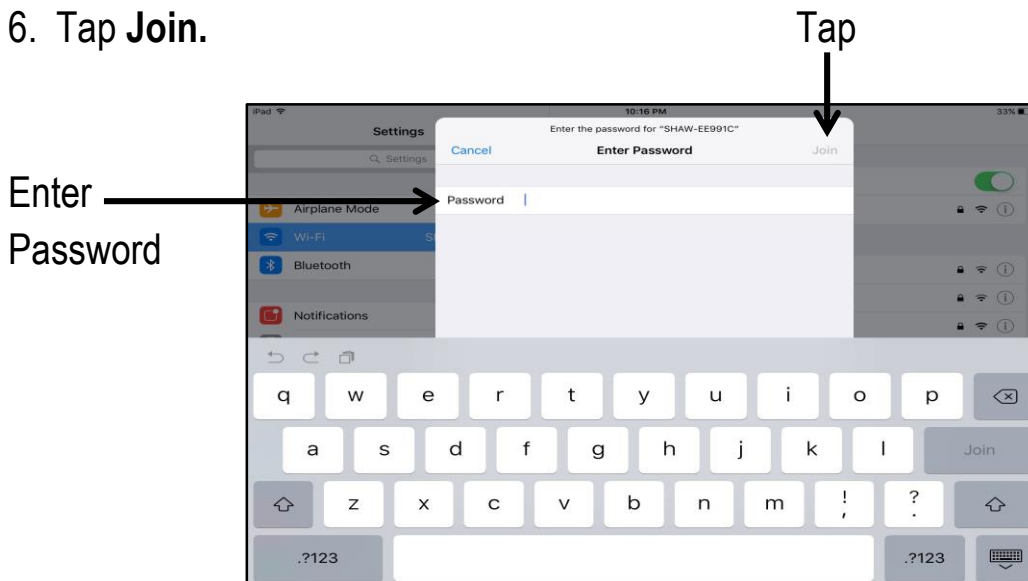
iPads are portable and easily connect to Wi-Fi (wireless) networks. Wi-Fi allows you to use the internet at home, at a coffee shop, at an airport, or any place that has a free Wi-Fi network.

### Connecting to Wi-Fi

1. Tap .
2. Tap or slide **Airplane Mode** to turn it off (the toggle will be white).
3. Tap **Wi-Fi** (make sure the toggle is green).
4. Tap the network you would like to access.



5. Enter the Wi-Fi password (networks with passwords are more secure).
6. Tap **Join**.





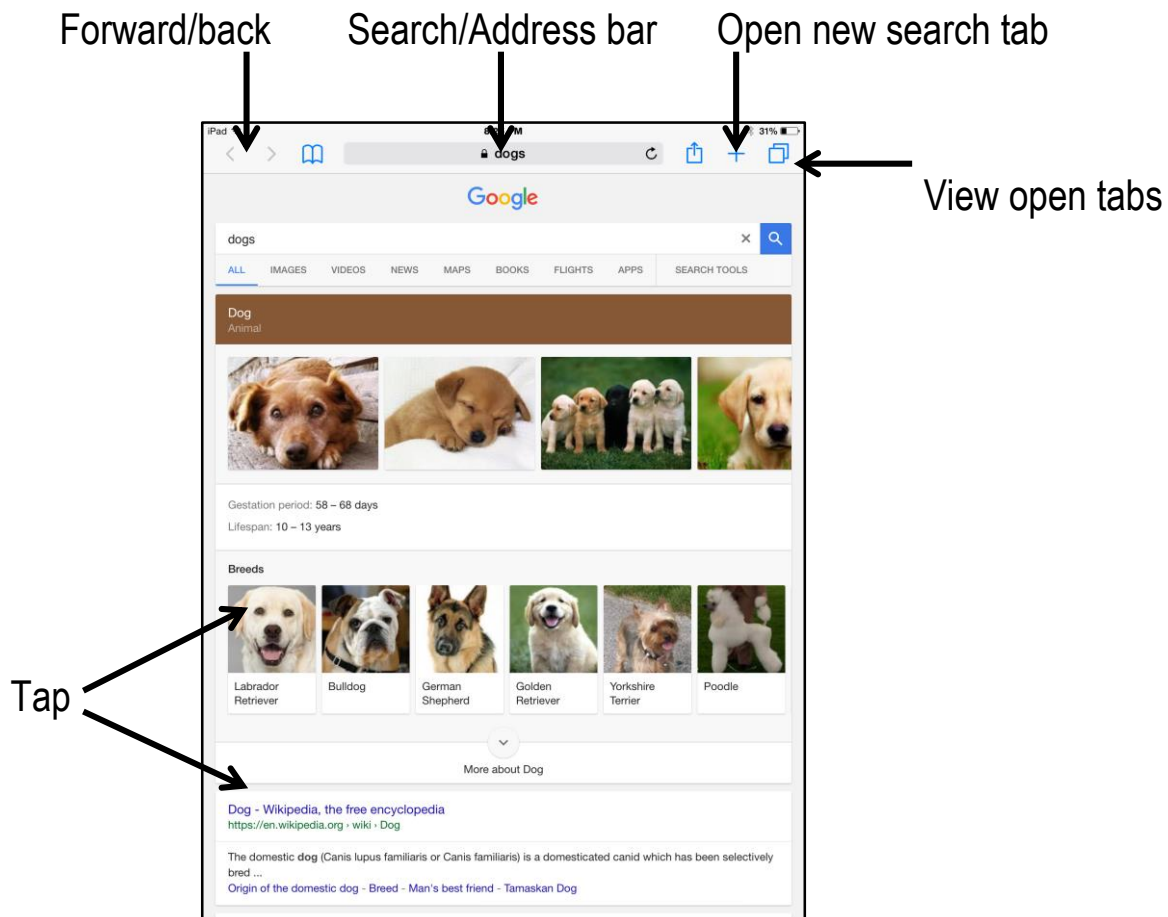
# Getting Started with Your iPad

## How do I use the internet?

Once you have a Wi-Fi connection you can surf, or search, the internet using your iPad.

### Surfing the Internet

1. Tap .
2. Tap the search bar at the top of the page (a keyboard will appear).
3. Type something you would like to find on the internet.
4. Tap  on the keyboard when you are finished typing.
5. Touch the screen and scroll down the page to see your search results.




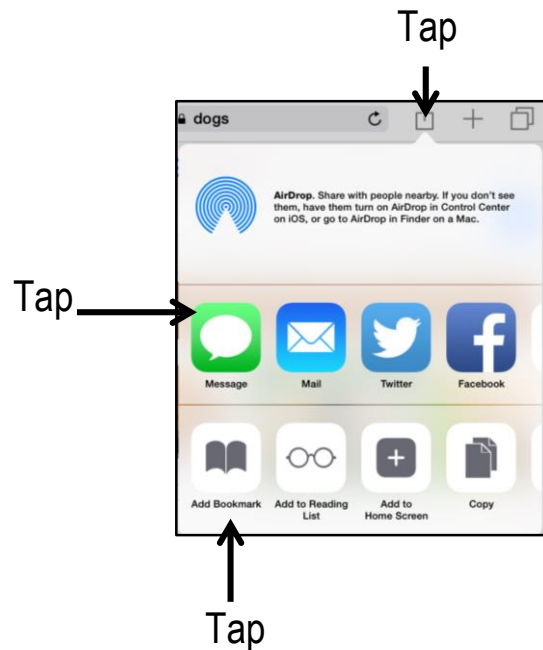
6. Tap on the picture or the website name to go to a webpage.


**Note:** You can also type a web address in the search bar – like [www.cbal.org](http://www.cbal.org).

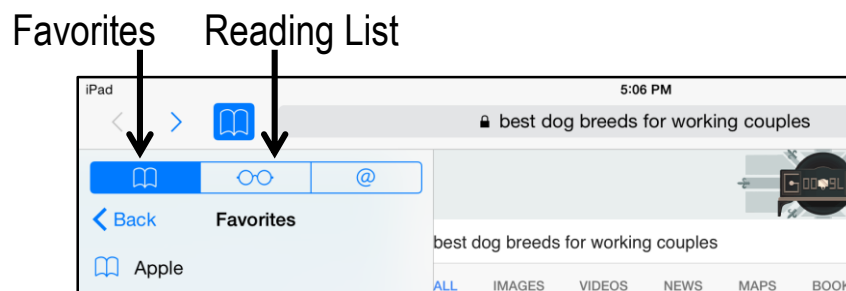


### Sharing and Saving Webpages

1. Tap  to share a web page.
2. Tap the icon for the way you would like to share the page.



3. Tap **Add Bookmark** or **Add to Reading List** to save a web page so you can easily find it later.
4. Tap **Favorites** or **Reading List** to find the web pages you have saved.
5. Tap  to hide the Bookmarks pane.






**Note:** **Bookmark** saves a webpage so you can return to it later. **Reading List** saves full web pages so you can read them later without an internet connection.

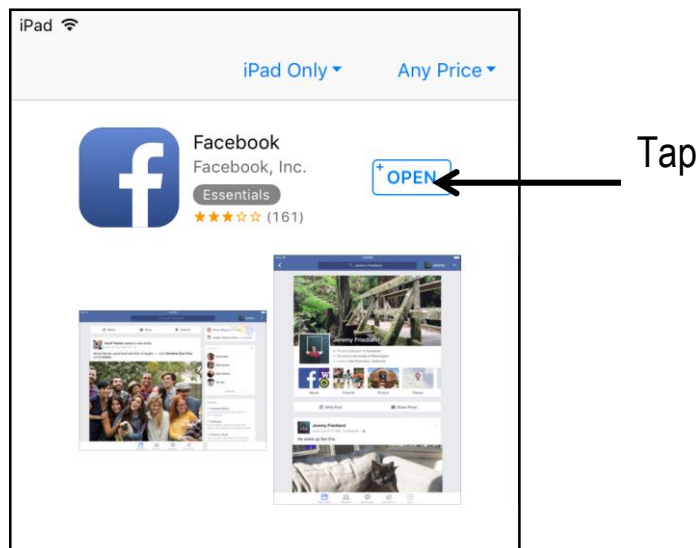
# Getting Started with Your iPad


## How do add or delete apps?

### Adding an App

You can add many useful apps to get the most out of your iPad, including games and social media. But not all apps are free. To buy one you will need an iTunes gift card or a credit card.

1. Tap .
2. Tap the search bar.
3. Type Facebook (or other app) into **Search** on the keyboard that appears.
4. Tap .
5. Select the Facebook app from the options that appear and tap it.
6. Tap **Get** or .
7. Tap **Install** (if you touch on the cloud icon go to step 8).
8. Enter your Apple ID password to download the app.
9. Tap **Open** to launch Facebook.



**Note:** The app will appear on your Home screen. Simply tap  to launch Facebook.

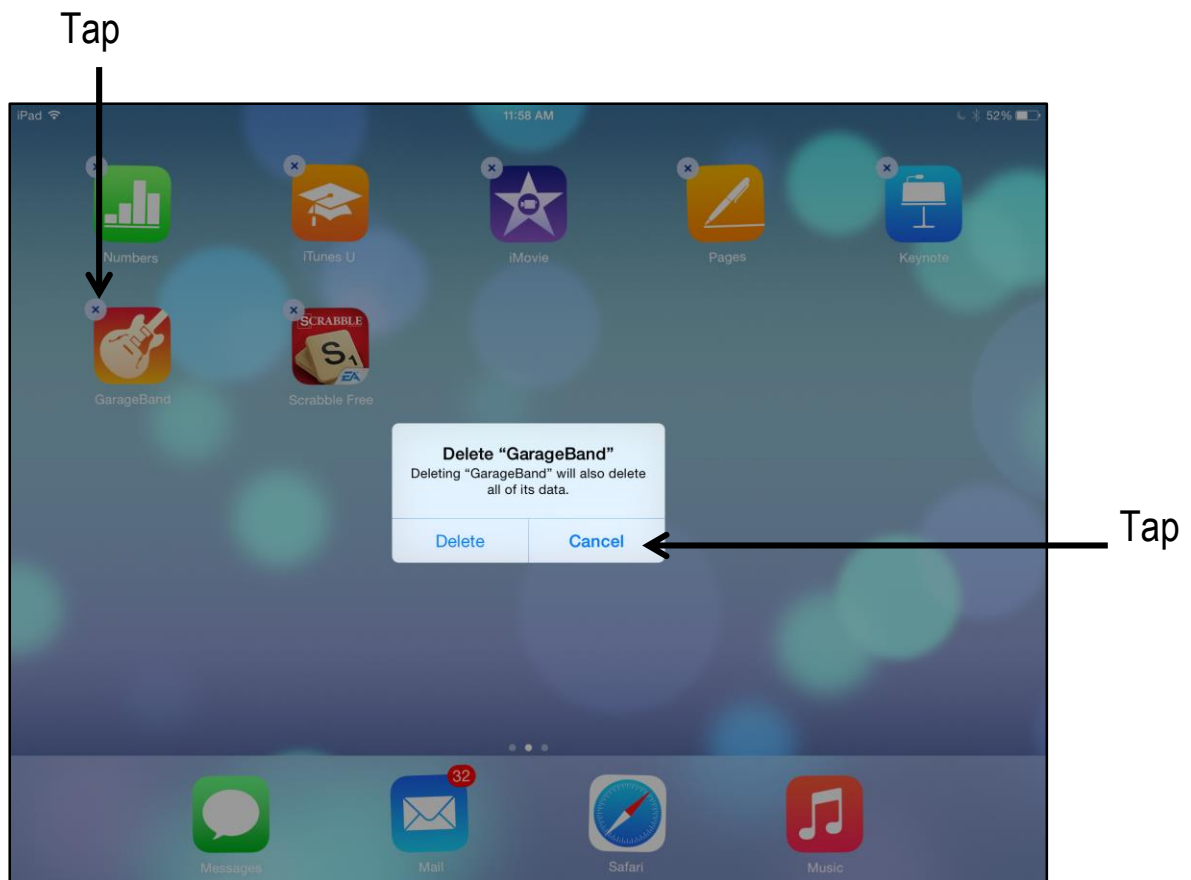
# Getting Started with Your iPad

## How do add or delete apps?

### Deleting an App

Sometimes you want to delete an app you have added. This helps to keep your Home screen clean and easy to navigate.

1. Touch and hold any app on the screen (apps will begin to jiggle).
2. Tap the **X** located in the top left corner of the app.
3. Tap **Delete** to remove the app or tap **Cancel** if you change your mind.



**Note:** If you buy an app and then delete it you can put it back on your iPad at no cost. You will only be charged once!

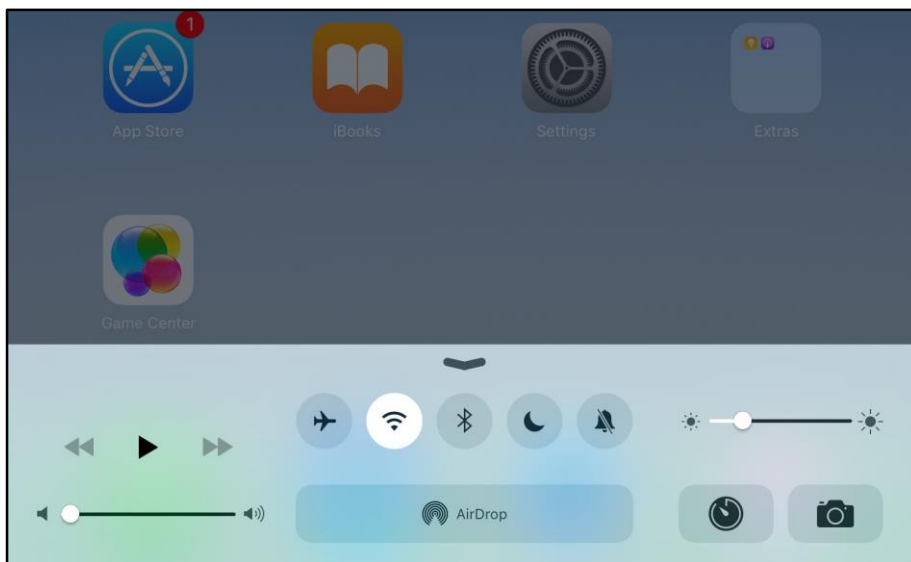
# Getting Started with Your iPad

## What will I find in my iPad's Control Center?

### Using the Control Center

As its name suggests, the **Control Center** gives you quick and easy control of your iPad.

1. Swipe up from the bottom on any screen to access the **Control Center** (your fingers need to be on the black or white border of your iPad to do this).



2. Tap on any of the icons to change your iPad settings.
3. Drag the sliders to change your iPad's speaker volume or screen brightness.

You will find a quick guide to understanding common **Control Center** functions on the following page.

## Getting Started with Your iPad

### What will I find in my iPad's Control Center?

#### Airplane Mode



Tap this icon to switch on Airplane Mode. Airplane Mode switches off all of your iPad's access to incoming signals.

#### Wi-Fi



Switch off all Wi-Fi connections to your iPad by tapping this icon in the Control Center; to re-activate Wi-Fi tap it again.

#### Brightness



Drag the slider to adjust the brightness settings on your iPad. The Auto Brightness feature will almost always find the perfect screen setting based on the light sources around you. However, there may be times when want to adjust the brightness settings yourself.

#### Camera



Tap the Camera icon to take you to the camera app.

#### AirDrop



Share files with other iOS users with AirDrop. You can choose who can see your device: Everyone, Contacts Only or you can switch the service off altogether.

#### Screen Orientation Lock



Tap the Screen Orientation Lock icon while holding your iPad in the position you want to lock your iPad – either landscape (sideways) or portrait (upright) position.

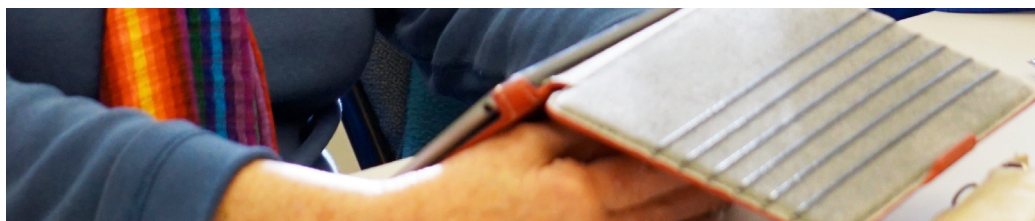




**Getting to Know Your iPad**



# iPads and Email



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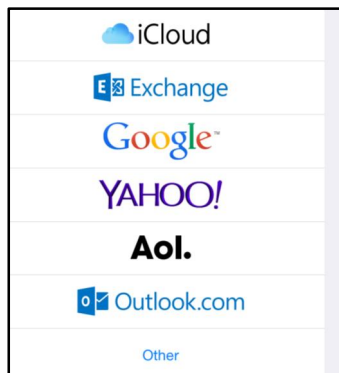
## iPads and Email

### Mail at your fingertips!

The iPad has revolutionized the way we interact with people and the world. Its email function puts all of your mail at your fingertips.

Accessing your email is easy with the iPad. If you have multiple email accounts and you are tired of the various looks and functions of the different providers, you will welcome the iPad's Mail app. It can merge multiple email accounts, or you can keep accounts separate. Hotmail, Gmail, or any other email account will look the same on the iPad.

The easiest email accounts to set up on the iPad are the suggested providers:



To get started you will need to know the following to successfully add your existing email account to the iPad:

- Name of your email provider
- Email and password

# iPads and Email

## How do I add an email account?

### Adding an Email Account

1. Tap **Settings**.

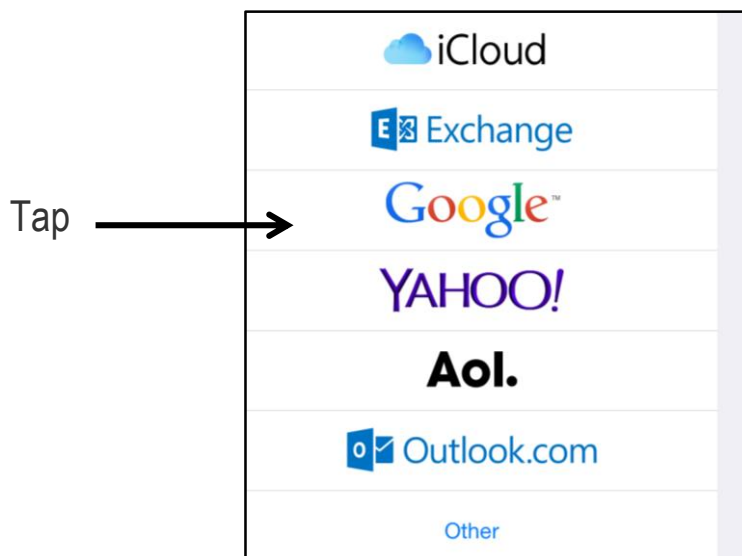


2. Tap **Mail, Contacts** and **Calendars**.

3. Tap **Add Account**.

4. Choose the type of email account you would like to add.

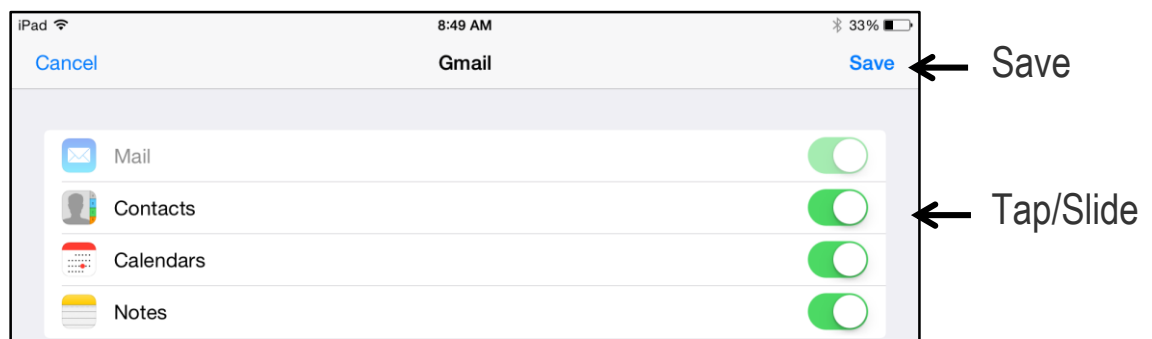
5. Tap your email choice (we will use Gmail).



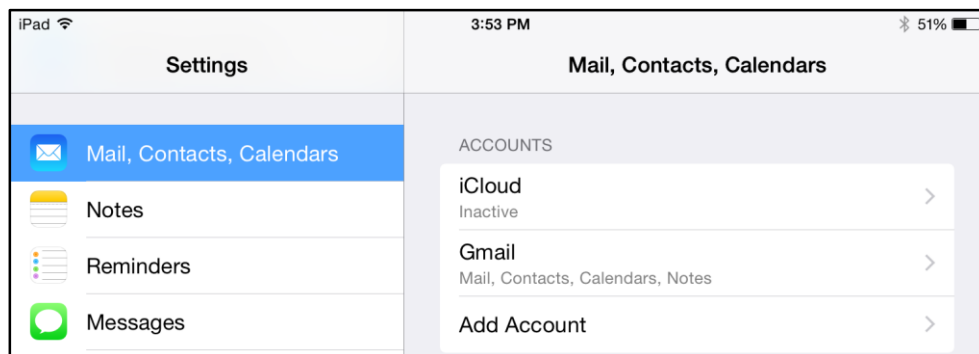
## iPads and Email

### How do I add an email account?

6. Enter your email address, password and a description, or name, for your account.
7. Tap **Next** (a new screen will appear).
8. Tap or slide the toggles to allow **Mail** to access your **Contacts**, **Calendars** and **Notes** (toggles which are turned on will be green and turned off will be grey).
9. Tap **Save** (a new screen will appear showing the account you have added).



A new screen will appear showing the account you have added.



10. Tap the **Home** button to return to the home page and start using **Mail**.

**Note:** You will still receive email as you have been - on your laptop or desktop computer. This is just another way to get mail!

# iPads and Email

## What can I do with Mail?

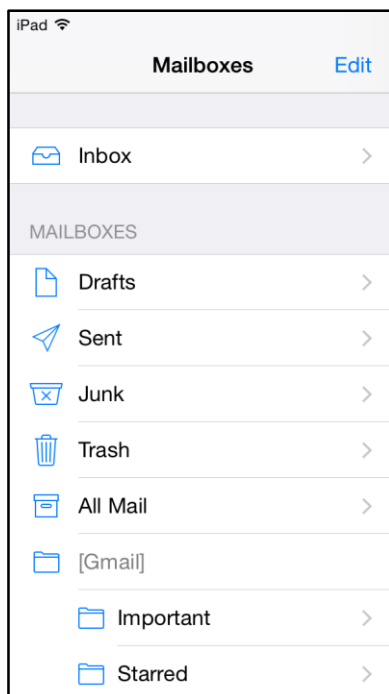
There are a number of things you can do you with **Mail**.

You can:

- send an email
- reply to an email
- attach a photo/video
- move email to the trash (and retrieve it)
- move email to a new mailbox

### Mailboxes Versus Inbox

The Mailbox and Inbox are two different things. Imagine a filing cabinet. The filing cabinet (the Mailbox) is made up of various folders. The Inbox is one of those folders. Those folders contain the emails you send and receive. To help you understand, see below.



**Inbox** – all incoming emails

**Drafts** – emails you have started but not sent

**Sent** – emails you have sent

**Junk** – emails marked as junk

**Trash** – emails you have deleted

**All Mail** – all emails you have sent and received

**Important** – emails you want to keep


**Starred** – emails you need to reply to

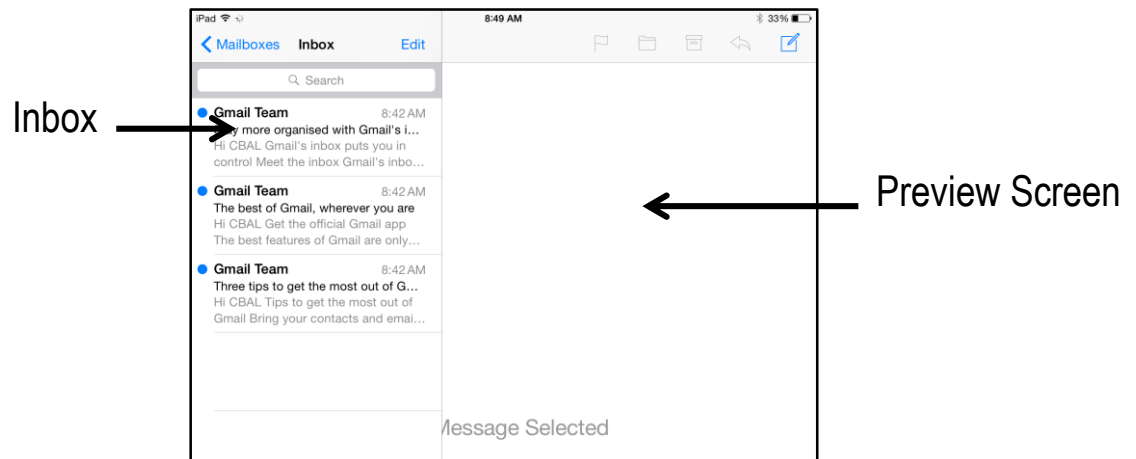


# iPads and Email

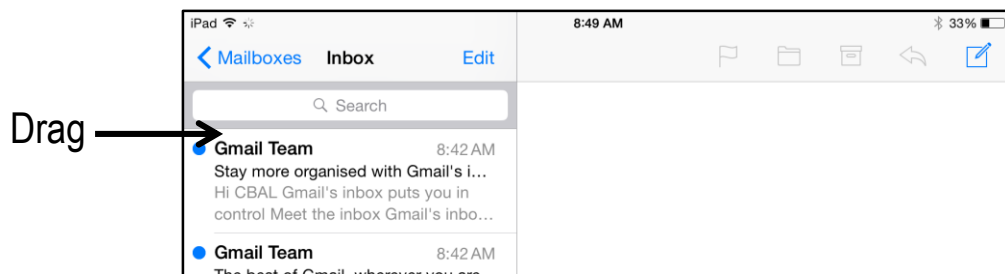
## What can I do with Mail?

### Navigating the Mailbox

1. Tap  to open your **Mailbox**.
2. Tap **Inbox** to display a list of recent emails and a preview screen for emails.




3. Place your finger just below the **Search** box and pull down to refresh your **Inbox**.

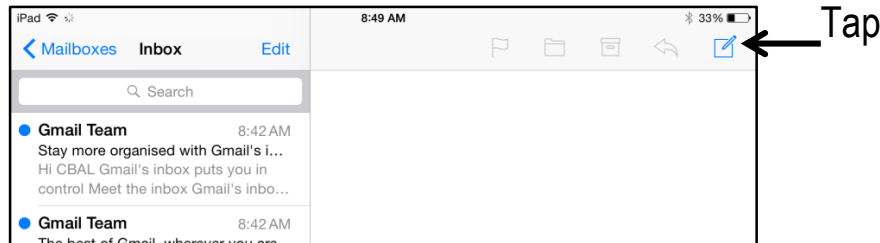


# iPads and Email

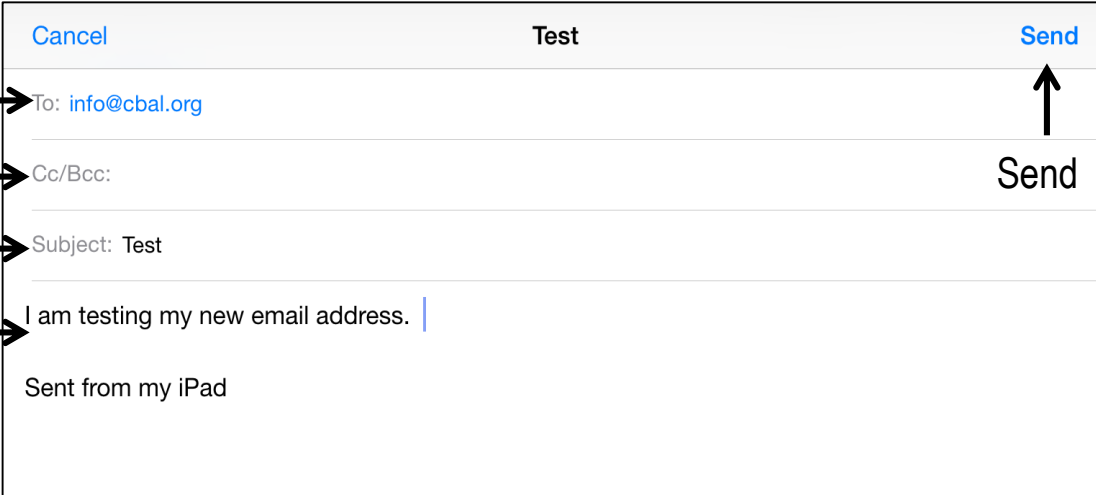
## How do I send an email?

### Sending Email Messages

1. Tap .



2. Type your email recipient's address in the To field.
3. Enter a subject for your message in the **Subject** field.
4. Tap in the large field and write your message!



A screenshot of the iPad Mail app 'Compose' screen. The screen has a white background with a grey header bar. The header bar contains 'Cancel' on the left, 'Test' in the center, and 'Send' on the right. Below the header bar are four input fields: 'To: info@cbal.org', 'Cc/Bcc:', 'Subject: Test', and a large text area for the message body. The message body contains the text 'I am testing my new email address.' followed by a cursor. Below the message body is the text 'Sent from my iPad'. On the left side of the screen, there are four labels with arrows pointing to the corresponding fields: 'To' points to the 'To' field, 'Cc/Bcc' points to the 'Cc/Bcc' field, 'Subject' points to the 'Subject' field, and 'Message' points to the message body text area. On the right side of the screen, there is an upward-pointing arrow labeled 'Send'.

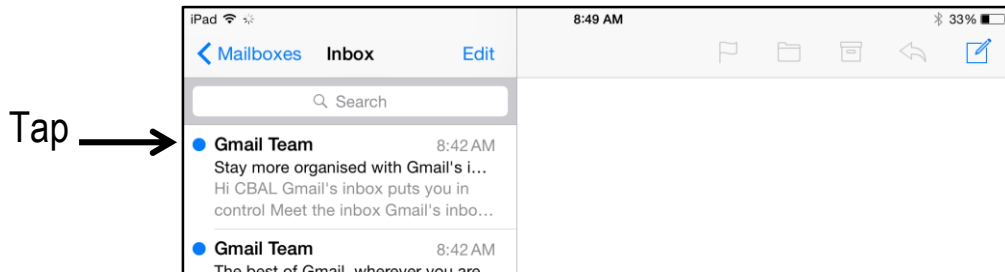
5. Type additional email addresses in the **Cc** (carbon copy) field to send a message to more than one recipient.
6. Type additional email addresses in the **Bcc** (blind carbon copy) field to send a message to more than one recipient.
7. Tap **Send** when you're done composing.

# iPads and Email

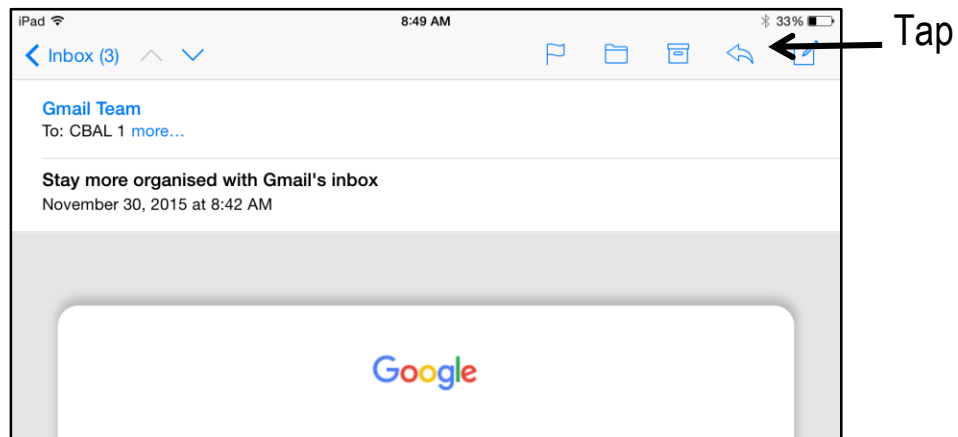
## How do I check my email?



### Checking Your Email

1. Tap the email you would like to read.



The email will appear in the preview screen.




2. Tap  and choose **Reply** to respond to a message you have received.
3. Type your message in the large field.
4. Tap  and choose **Forward** to send a message you have received to other recipients.
5. Enter the recipient's email address in the **To** field.
6. Tap **Send** when you are ready to **Reply** or **Forward** your message.

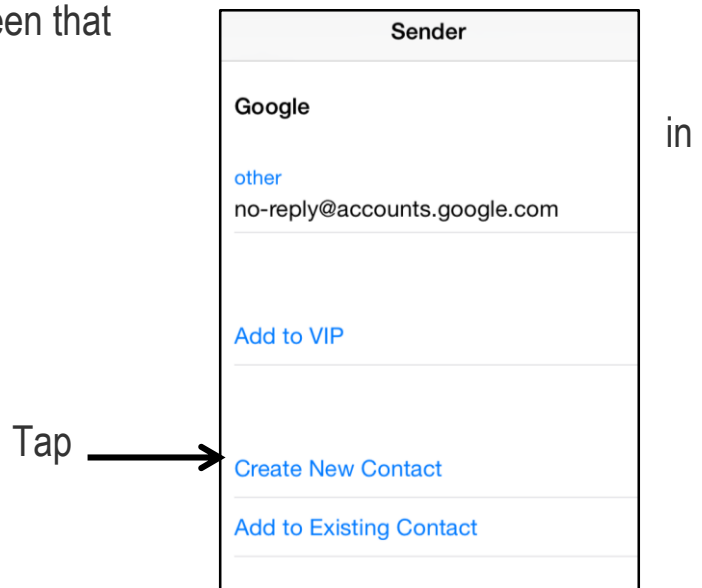
Your contact's email addresses can easily be saved in your **Contacts** list.


## Creating a Contact in Mail

1. Tap an email from the person or organization whose email address you'd like to save **Contacts**.
2. Tap the contact's name, which appears in blue in the top left corner of the message.



3. Tap **Create New Contact** in the screen that appears.
4. Enter your contact's information in the appropriate fields.
5. Enter additional contact information by tapping .
6. Tap **Done**.



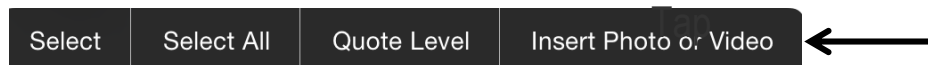
**Note:** Tap the  located on the right side of the **To** field to add contacts to an email you are sending.

### How do I attach a photo or video to an email?

One of the most popular features of the iPad is the ability to take and share photos and videos with friends and family. You simply “attach” photo or video files to an email and send! These files are called attachments.

#### Attaching a Photo Using Mail

1. Compose a new email message.
2. Hold your finger down in the message box.
3. Tap **Insert Photo or Video** in the toolbar that appears.






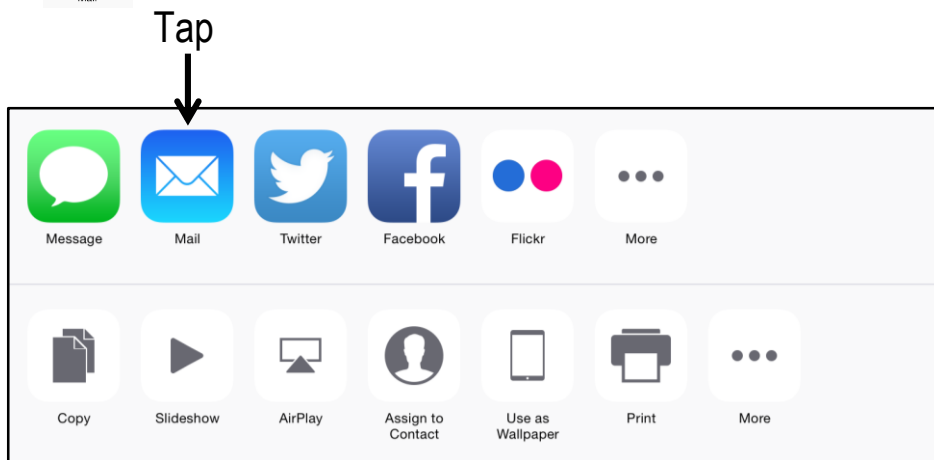
4. Tap **Camera Roll** or **Videos** and scroll through to find the photo or video you would like to send.
5. Tap **Use** to attach your choice.
6. Tap **Send**.



**Note:** If your video is too large to send **Mail** will ask you to trim the video. To trim, simply slide the yellow bars to select the portion of the video you want to **Send**. When you are finished tap **Save**.

### Attaching a Photo or Video Using Photos

1. Tap  .
2. Tap the photo or video you would like to send.
3. Tap  at the bottom left of the screen.
4. Tap  in the list of options that appears.

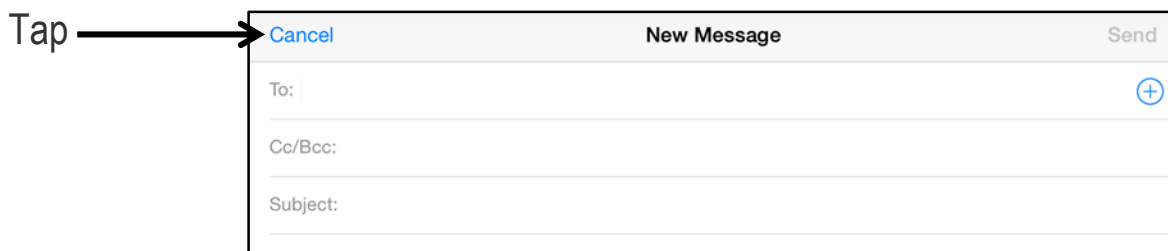


5. Add the recipient's address, including a message if you like.
6. Tap **Send**.

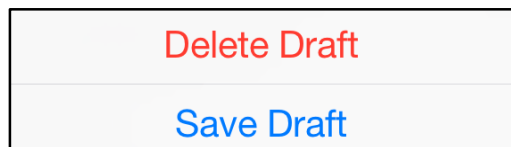
Sometimes you start an email and then decide you do not want to send it. Or you start to write an email and do not have time to finish it, so you want to save a draft and finish up later. Both are easy to do in **Mail**.

## Deleting or Saving Draft Emails

1. Tap **Cancel** in the top left corner of the email screen.



2. Tap **Delete Draft** to send the email to trash or **Save Draft** to send the email to your **Drafts** folder.



## Sending a Draft Email

1. Tap **Mailbox**.
2. Tap the **Drafts** folder.
3. Tap the email you would like to send.
4. Complete the email.
5. Tap **Send**.

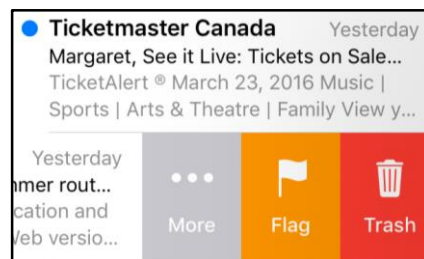
## How can I manage my Mailboxes?

Managing your Mailboxes is very helpful! While some people like to keep everything they receive, other like to only keep important emails. Either way, understanding how to sort your mailbox is important - and simple. These steps apply to any Mailbox in Mail.

### Managing Mail

It is easy to manage your mail as you receive it.

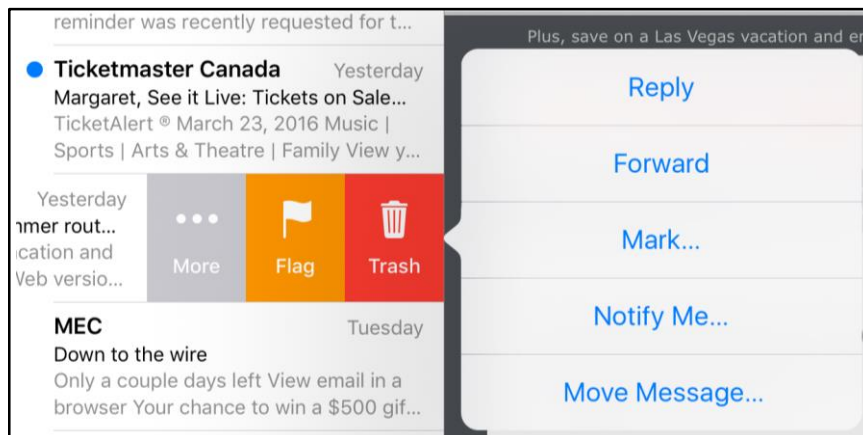
1. Tap **Mail**.
2. Tap to open one of your **Mailboxes**.
3. Swipe left on an email for three options - **More**, **Flag**, or **Trash**.



**Trash** lets you get rid of unwanted mail.

**Flag** highlights messages so you can find them later.

**More** offers a number of options: **Reply**, **Forward**, **Mark**, **Notify Me** or **Move Message**.



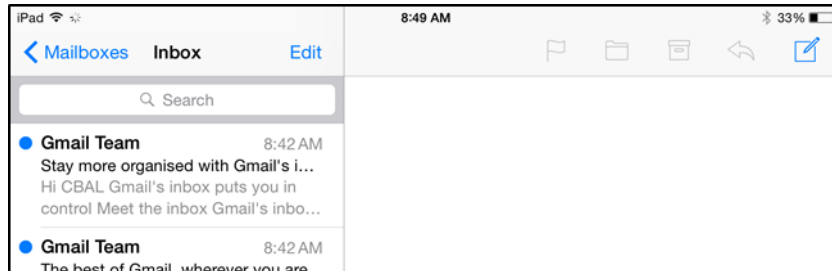


# iPads and Email

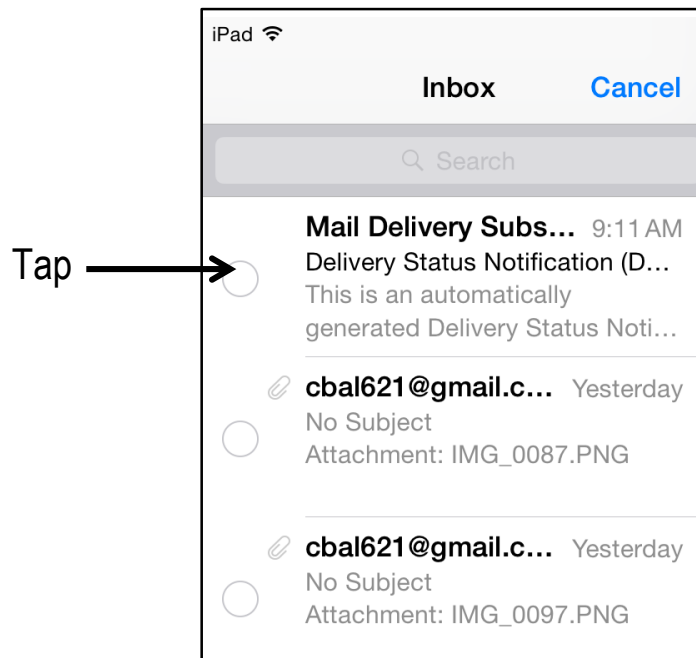
## How can I manage my Mailboxes?

### Sorting Mail

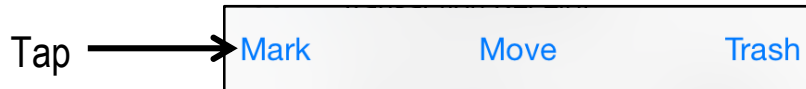
1. Tap to open the **Mailbox** that contains the email you would like to sort.
2. Tap **Edit** (a circle will appear next to each email).



3. Tap the circle(s) next to the email(s) you want to move.



4. Tap **Mark**, **Move** or **Trash** at the bottom of the **Mailbox**.



**Mark** lets you:

- **Flag** email so you can find important messages later on
- **Mark as Unread** so you are sure to go back and read important messages
- **Move to Junk** so messages are moved to the **Junk** folder (email messages in the **Junk** folder are deleted after 30 days and all new messages from that sender are marked as **Junk**)



**Move** lets you organize messages into folders. Tap **Move**, then tap the folder in which you would like the message to be saved.

**Trash** lets you get rid of unwanted mail.

**Note:** You can create new folders to help you stay organized. Go to **Mailboxes**, tap **Edit** and tap **New Mailbox** at the bottom of the screen.

## iPads and Email

### What is email etiquette?

The following is a list of some common rules associated with online etiquette. These will help you communicate effectively online.

**Do not type in all capitals:** Writing in all caps denotes YELLING or SCREAMING online. It's hard to read and those who write in all caps are considered lazy.

**Do not leave the subject of an email blank:** Use a short description of the content of your email. Terms such as Hi, Help, or Please may be seen as spam and the recipient may delete your email before opening it.

**List recipients' email addresses in the BCC field when sending a group email:** As a courtesy, put email addresses in the Blind Carbon Copy (Bcc) field to hide and protect them. Long lists of email addresses at the beginning of an email are irritating and convey the message that the sender does not respect the privacy of others.

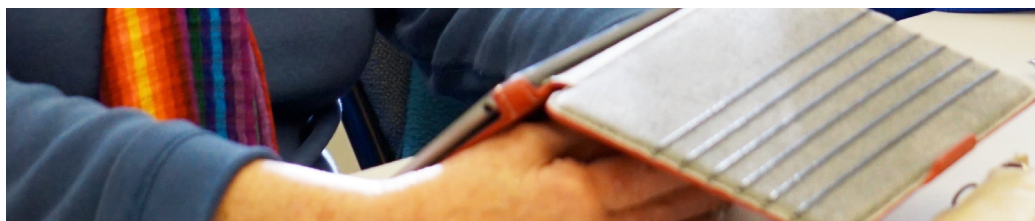
**Resist the temptation to forward chain letters, virus warnings, or dumb jokes:** Not everyone may enjoy your sense of humour or have the time to read jokes. And no one wants to receive a chain letter!

**Remember all private email is considered to be copyrighted by the original author:** It is considered bad taste to post an email that someone else has sent, unless you have explicit permission to do so. Respect other people's privacy and ask before you post.

**Remember the human:** When you're having a conversation online, via email or responding to a discussion group posting, it is possible to misinterpret meaning. It's easy to forget there is a person with feelings on the other side of the screen. Remember to think before you post and ask yourself if you would say this to the person's face – then respond accordingly.




# Contacts, Calendars and iPads






The iPad is a helpful tool in organizing your world. It keeps phone numbers, addresses, appointments, special functions and other important dates at your fingertips.

Understanding how to use the iPad to manage your contacts and calendars will help you clean up your files and get “in sync” with the virtual world.

iPad’s **Contacts**  allow you to enter people’s contact information, such as phone and email, along with the added bonus of attaching a photo for easy reference.

iPad’s **Calendar**  allows you to create events and personalized alerts for upcoming events. You can also send email invites to family and friends.

## Contacts, Calendars & iPads

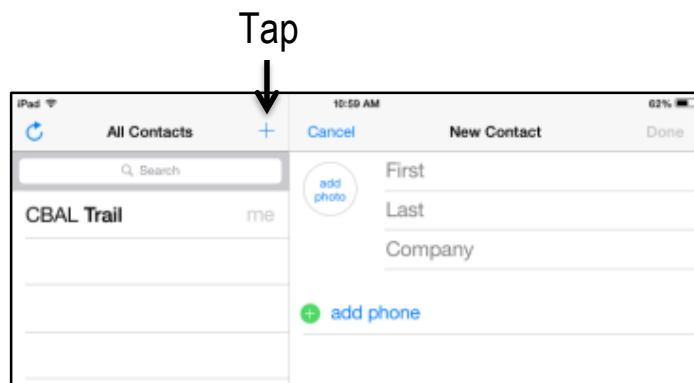
### How do I manage my contacts?

The **Contacts** app on your iPad is a database of information that can be used in a variety of ways. You can:

- compose an email directly from your contact list
- send a text message directly from your contact list
- enter birthdates for your contacts and they can be linked to appear in your calendar
- link directly to a website associated with someone in your contact list
- share contacts
- customize the ringtone associated with a contact (a custom sound will identify their iMessages to you)

### Creating a New Contact

1. Tap .
2. Tap .



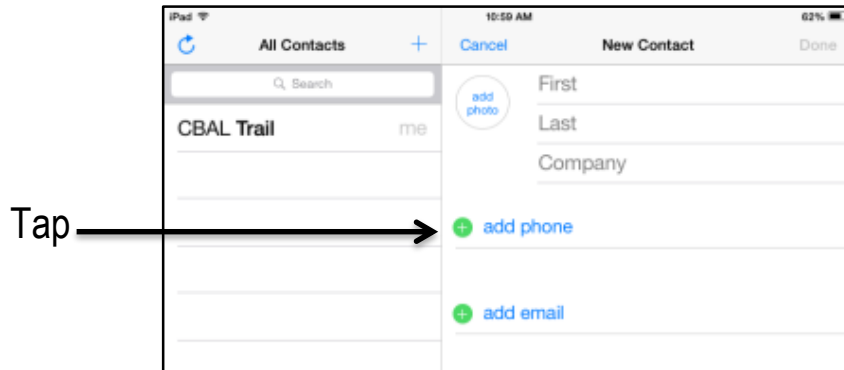
3. Tap each field to enter your contact's information, being sure to include all the information you need.



## Contacts, Calendars & iPads

### How do I manage my contacts?

4. Tap the green circle beside each field to open more options for that field (home, work etc.).



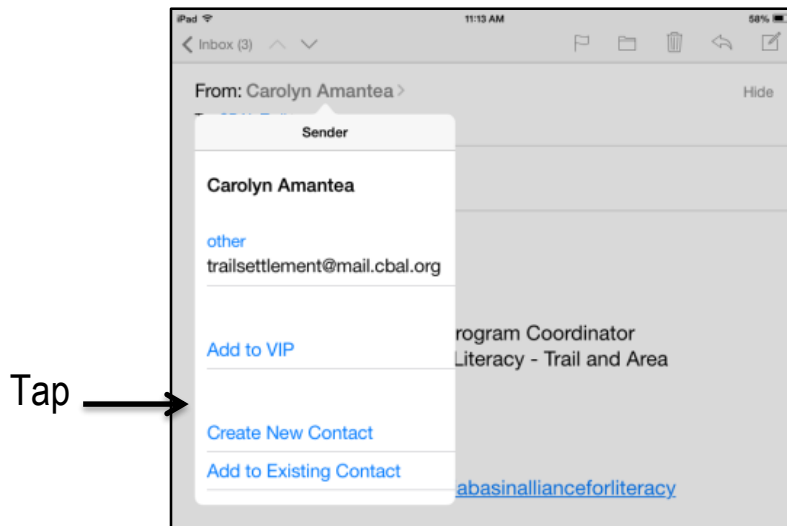
5. Tap the **Add Photo** circle if you would like to add a photo to your contact.



6. Take a photo or **Choose** a photo from your camera roll.
7. Tap **Done**.

#### Adding a Contact from Email

1. Open an email from the person you want to add (when emails are open the sender's name will be in blue).
2. Tap the sender's name.
3. Tap **Create New Contact** or **Add to Existing Contact**.



4. Enter your contact's information.
5. Tap **Done**.

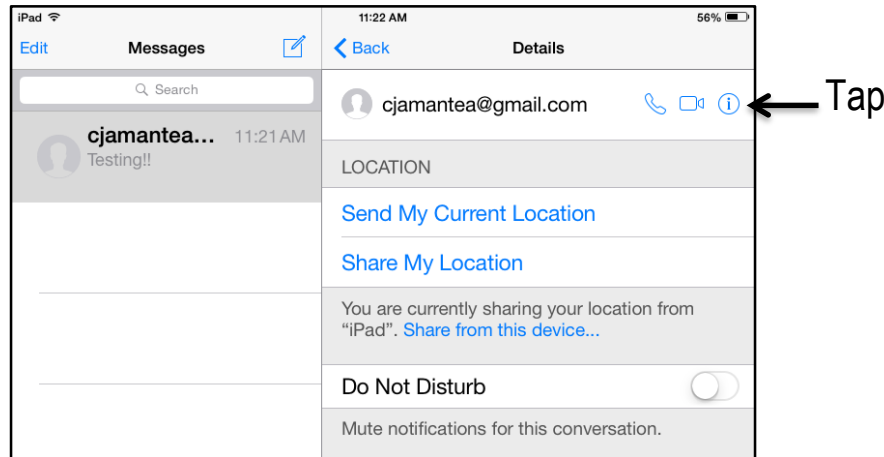
**Note:** **Add to an Existing Contact** is used when you want to add to someone's current contact information. This is ideal for people who have work and home email accounts.

# Contacts, Calendars & iPads

## How do I add a contact from an iMessage?


### Adding a Contact from an iMessage

1. Select the message from the person you want to add to your contacts.
2. Tap **Details**.
3. Tap ⓘ



4. Tap **Create New Contact** or **Add to Existing Contact**.
5. Enter your contact's information.
6. Tap **Done**.

### Deleting a Contact

1. Tap  .
2. Scroll through **All Contacts** to find the contact you want to delete.
3. Tap **Edit**.
4. Scroll to the bottom of the page.
5. Tap **Delete Contact**.

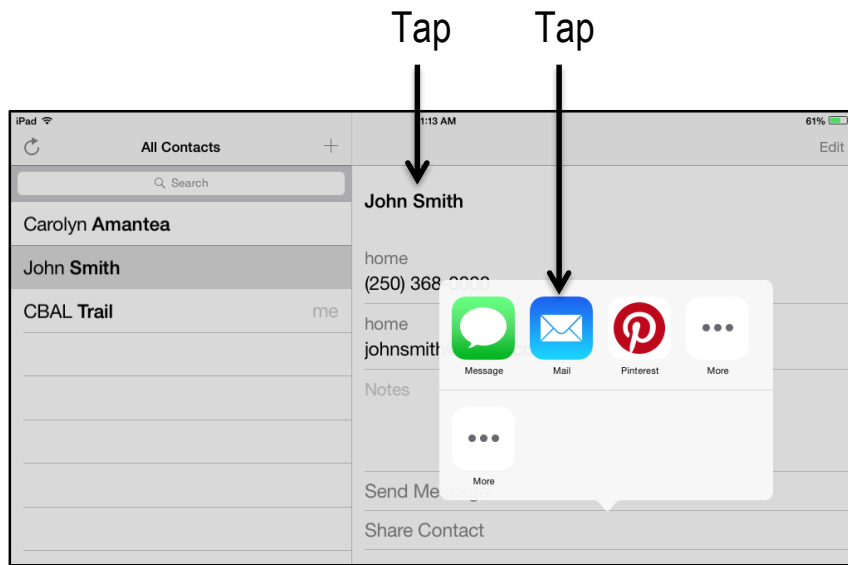


# Contacts, Calendars & iPads

## How do I share a contact with someone?

### Sharing a Contact


1. Tap the name of the contact you want to share.
2. Tap **Share Contact**.
3. Choose to share the contact as a text or as an email.

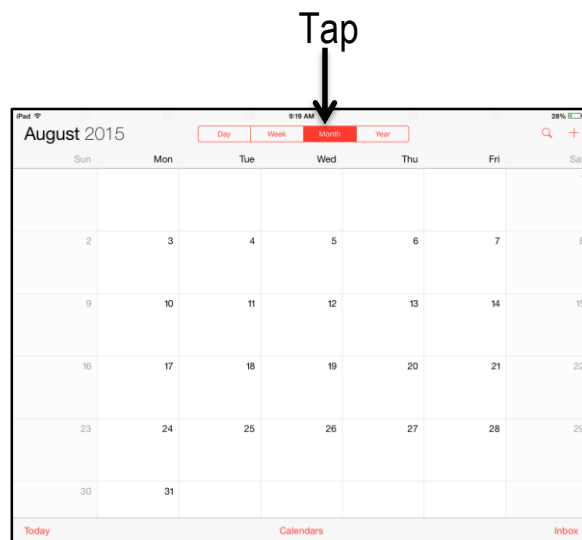



4. Enter the email of the person you want to share the contact with.
5. Type a **Subject** and message for the email.
6. Tap **Send**.

Adding events, appointments or special days to your calendar is quick and easy. Remember, you can always fix a mistake on your iPad!


### Adding an Event

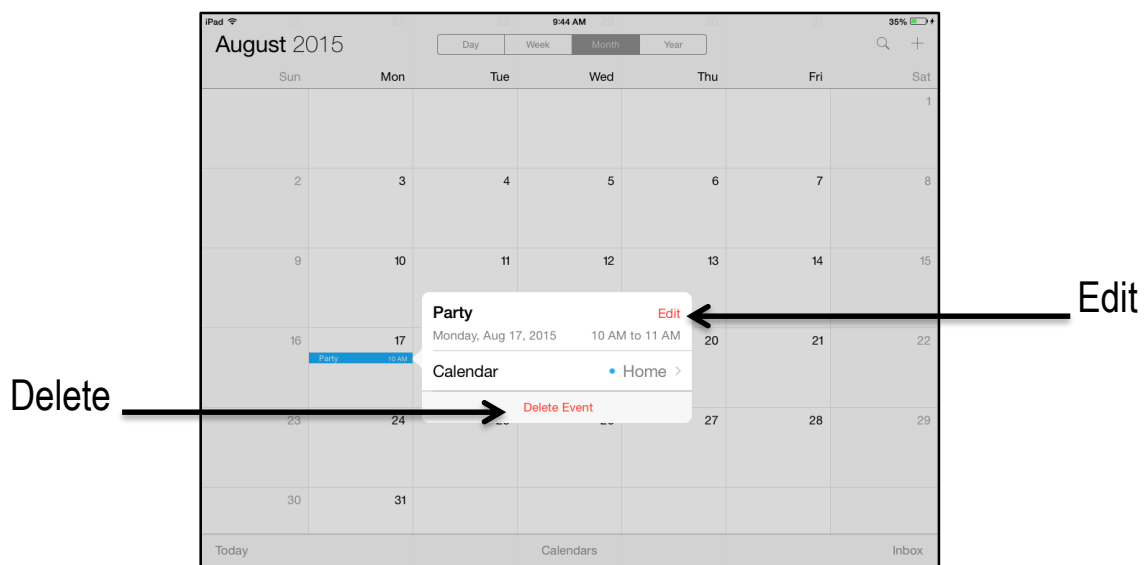
1. Tap .
2. Choose which view you would like by tapping 'Day' 'Week' 'Month' or 'Year' at the top of the screen.



3. Touch and hold the date on the calendar where you would like to add an event or tap  the top right corner of the screen.
4. Give your event a title (this is what will appear on your calendar).
5. Tap the **Location** field and type location (if needed).
6. Slide the **All-day** toggle bar off if the event is for a specific time period.
  - a. Tap **Starts** and scroll to the correct time.
  - b. Tap **Ends** and scroll to the correct time.
7. Tap **Add** when finished.

### Editing Events

1. Tap .
2. Tap on an event you wish to edit.
3. Tap **Edit** (all the details of your event will appear).
4. Edit the details or tap **Delete Event**.



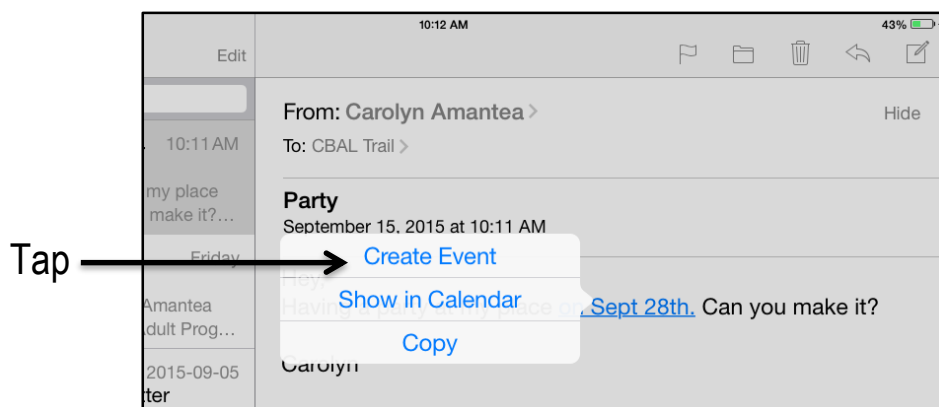
#### Moving an Event

Moving an event is easy to do and only takes the touch of your finger!

1. Touch and hold the event you would like to move.
2. Hold your finger on the event and move it to the new date or time.
3. Lift your finger off the screen when you have moved your event to the new date.

#### Adding an Event

1. Open the message with the date you wish to add to your calendar (dates in messages appear in blue).
2. Tap the date.
3. Choose **Create Event**.



4. Add the information you need.
5. Tap **Add** to finish.



# Contacts, Calendars & iPads

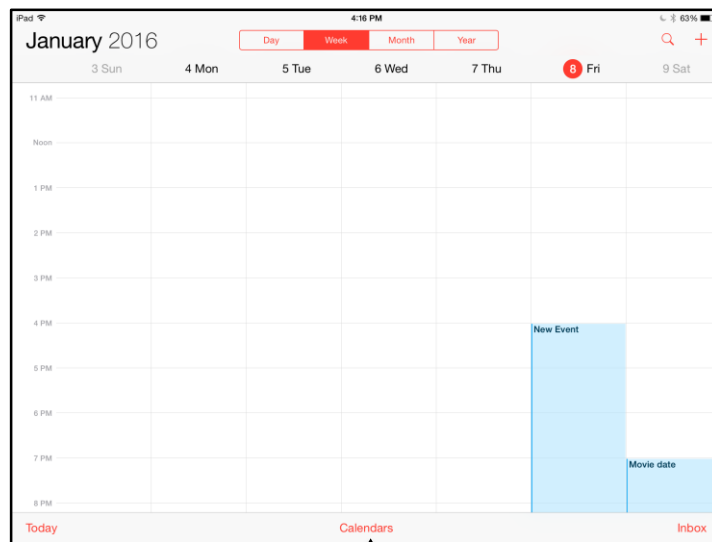
## How can I customize my calendar?

Your iPad calendar can be customized to suit your life. Here are some quick tips to make your calendar work for you.

### Adding a Calendar

You can have multiple calendars on your iPad. For example, you may have a personal and a family calendar.

1. Tap .
2. Tap **Calendars**.



3. Tap **Edit**.
4. Tap **Add Calendar**.
5. Type a **Calendar Name**.
6. Choose a colour for that calendar.
7. Tap **Done**.


**Note:** Now every time you add an event you can choose which calendar it should appear on.

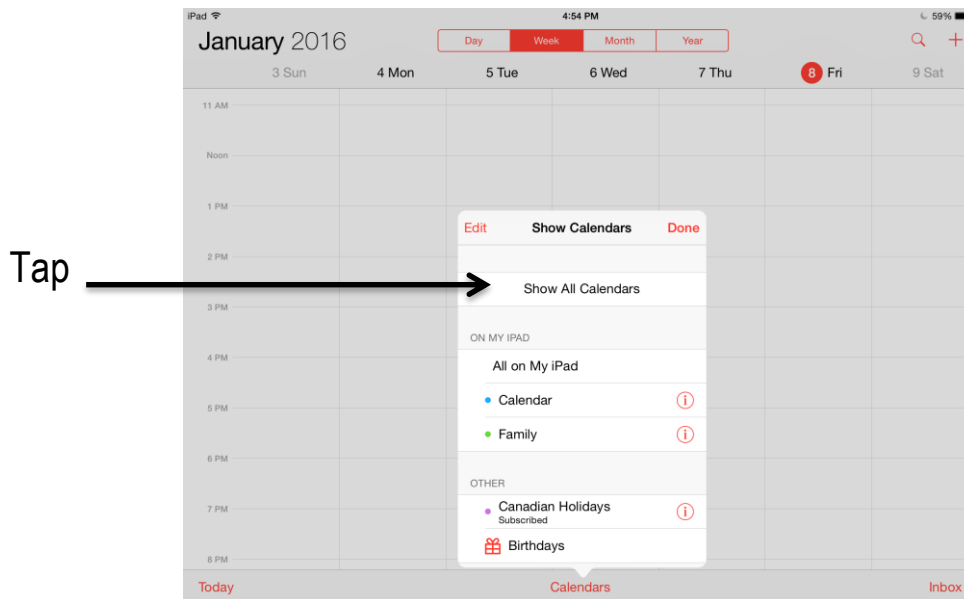
# Contacts, Calendars & iPads

## How can I customize my calendar?

### Viewing Calendars

You can view one or all of your calendars on your iPad. All you need to do is choose which calendar, or calendars, you would like to view.

1. Tap .
2. Tap **Calendars**.
3. Tap **Show All Calendars**, **Hide All Calendars** or tap the calendar you want to view.

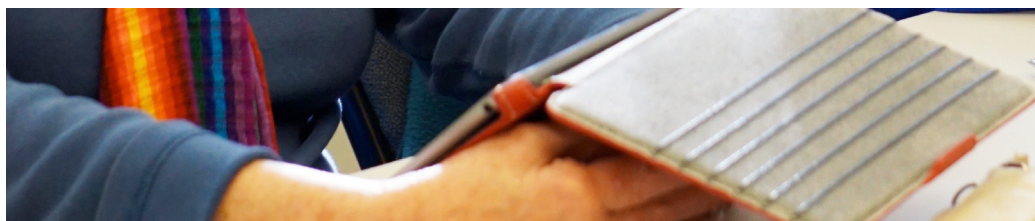


4. Tap **Done**.

Getting to Know Your iPad



# Photos and iPads



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## Photos & iPads

### Capture memories on your iPad!


Capturing memories is easier than ever with your iPad. You can take photos or videos, store photos in an album, and share them all - with one device. No more taking photos with a camera, downloading, sorting, and so on. The iPad helps take care of all of these steps!



### How do I access the camera on my iPad?


There are three ways to access the camera - using the Lock Screen, the Camera App or the Control Center.

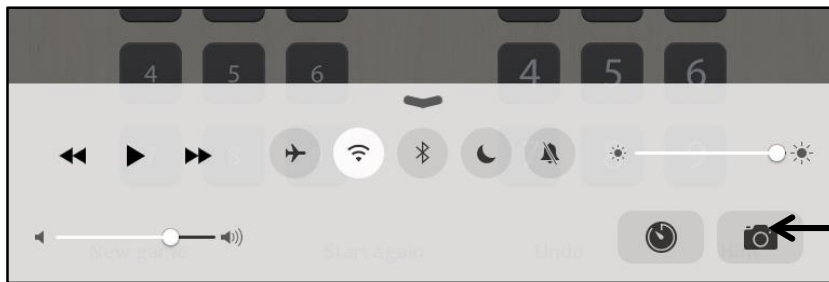
#### Accessing the Camera

1. Swipe up from  on the Lock screen (this is a quick way to get to the camera without unlocking your iPad).



← Swipe up

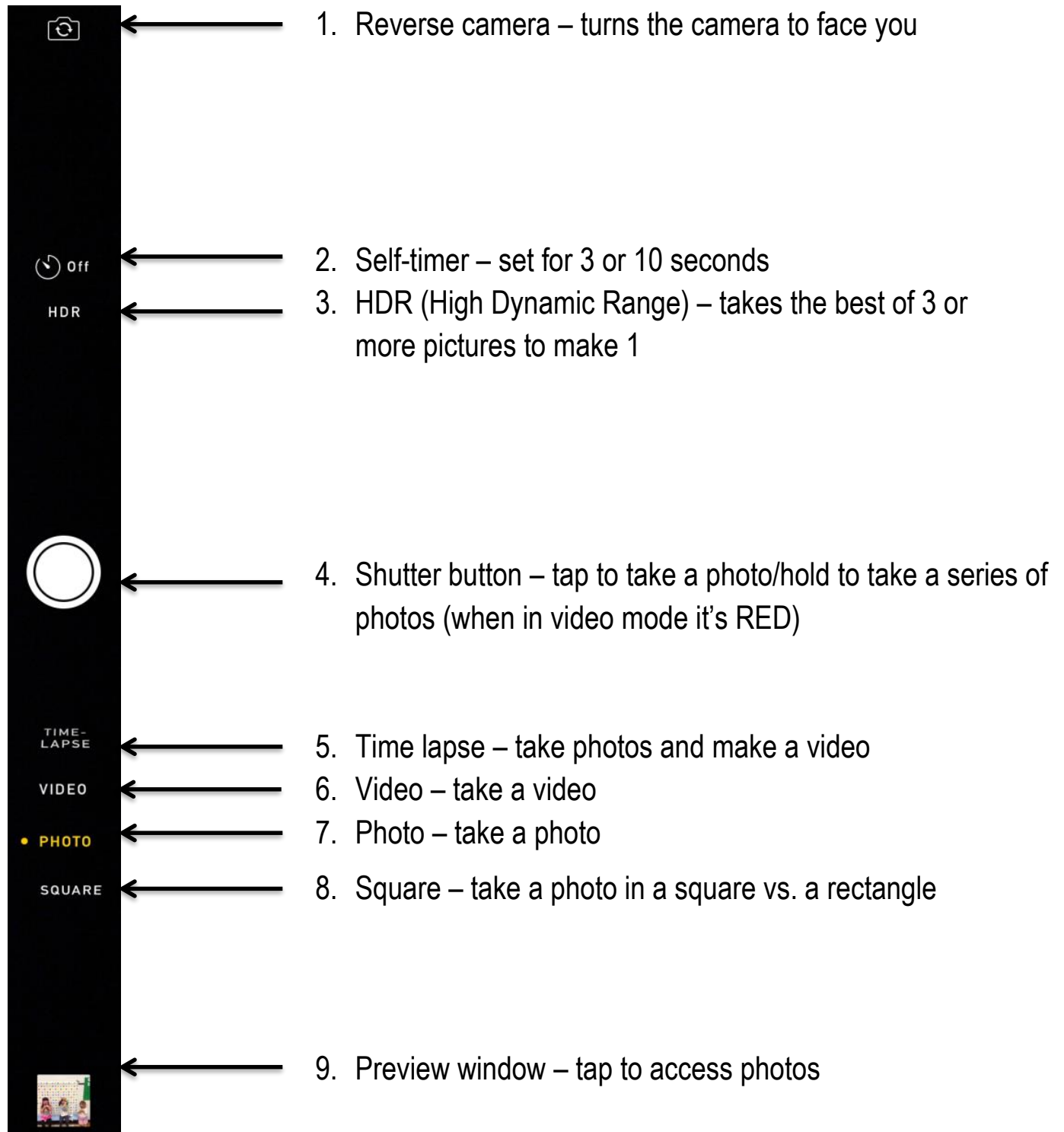
2. Tap  on your Home Screen.
3. Swipe up from the bottom of on any screen to access the Control Center and tap



← Tap

### What can my iPad camera do?

Before we jump into how to use the iPad camera, let's take a look at the basic camera functions:





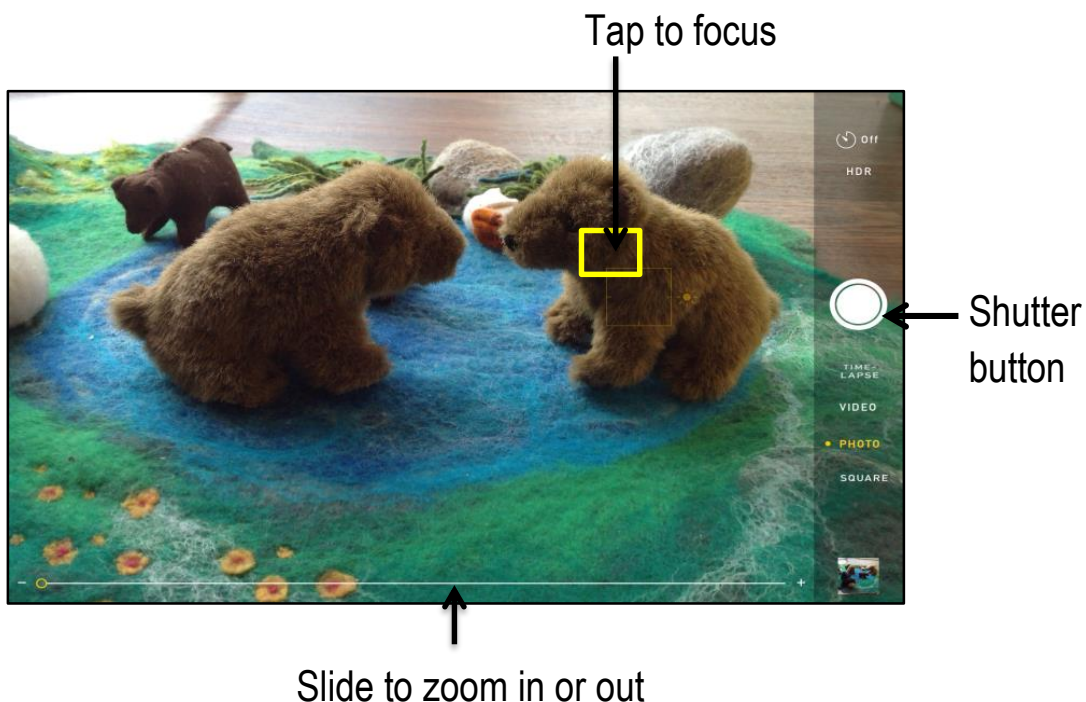
## Photos & iPads

### How do I take a picture?

To take a photo, make sure you are in the Photo mode. Remember, the camera is on the back of your iPad so you will be holding it as if you were holding a book in front of your face. The entire screen is your viewfinder, just as if you were using a camera.

#### Taking a Picture




1. Move the small square box on the screen to a person or object and tap (the camera will auto-focus).
2. Use your thumb and index finger to zoom in and out (like you are trying to squeeze or stretch something). Or, slide the zoom bar until you are happy with the photo.
3. Tap the screen to choose a focal point of your photo (a yellow box will appear in the place you tap).
4. Tap the **Shutter Button**.



**Note:** Be careful when you zoom in and out. The camera has digital, rather than optical zoom. This means that if you zoom too much the quality of the photo will be reduced, making the photo blurry.

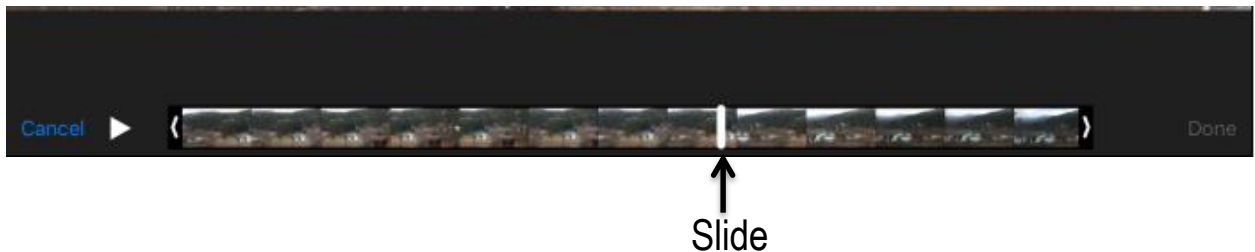


#### Taking Videos

1. Tap .
2. Tap **Video** (the Shutter Button will turn red).
3. Hold the iPad in place so the image you want appears on the screen.
4. Tap  to turn on the video camera (tap again to stop recording).
5. Tap  to play your video.

#### Trimming Videos

1. Tap **Edit**.
2. Slide the bar to the right and left to select the portions of the video you'd like to keep.
3. Tap **Done**.





**Note:** Sometimes when you want to share a video, the file is too large to send and you may need to trim it. Or, you may want to trim the bit you took when you were recording the inside of your bag!

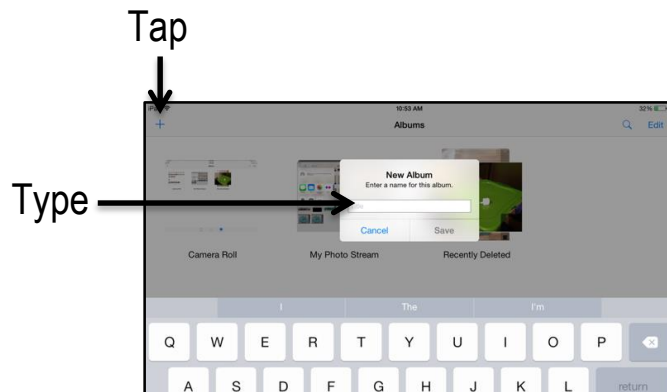
# Photos & iPads

## How do I sort photos?

### Making a Photo Album


Sorting your photos into albums helps to keep them organized.

1. Tap .
2. Tap **Albums** at the bottom of the screen.
3. Tap .
4. Type the name of your album.
5. Tap **Save** (you will be asked to add photos to your new album).





6. Tap the photos you want to move to your new album.
7. Tap **Done** when you are finished.

### Adding Photos to an Album

1. Tap .
2. Tap **Select**.
3. Tap the photos you would like to add to an album.
4. Tap **Add To** at the top of the screen.
5. Tap the album you would like to add the photos to.


## Deleting Photos

Deleting photos uses the same process as adding photos to an existing album.

1. Tap .
2. Tap **Select**.
3. Tap the photo, or photos, you would like to delete.
4. Tap .
5. Tap **Delete Photo**.

Deleting a photo moves the photos into the **Recently Deleted** album. You can recover recently deleted photos for 30 days, after which they are permanently deleted.

## Recovering Photos

1. Tap .
2. Tap Albums.
3. Open the **Recently Deleted** album.
4. Tap **Select**.
5. Tap on the photo, or photos, you would like to recover.
6. Tap **Recover**.
7. Tap **Recover Photo** to confirm.

## Permanently Deleting Photos

Photos take up a great deal of memory so you must permanently delete some from time to time to free up memory. If you have photos you know you want to permanently delete, follow the steps below. Be cautious. Once you do this, you cannot undo it!



1. Open the **Recently Deleted** album.
2. Tap **Select**.
3. Tap on the photo, or photos, you would like to permanently delete.
4. Tap **Delete**.
5. Tap **Delete Photo** to confirm.

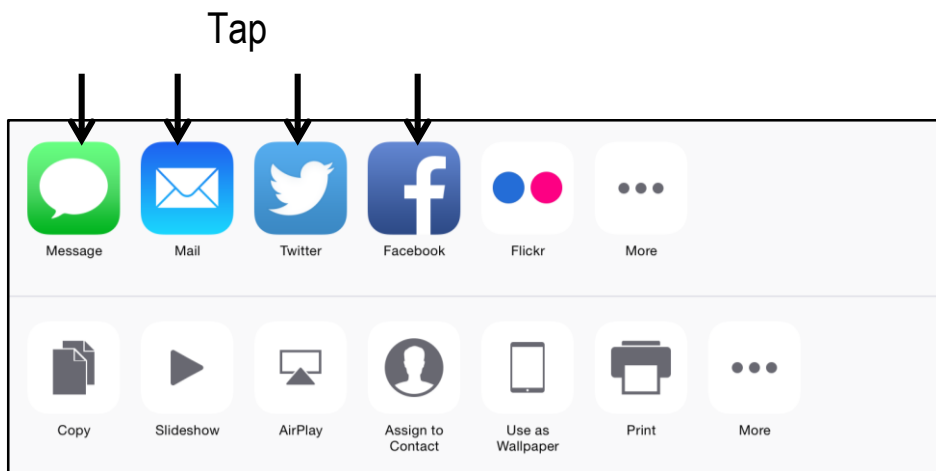
## Photos & iPads

### How do I share photos?

The moment you take a photo you can share it with friends and family. You can also send a number of photos at once.

### Sharing Photos

1. Tap .
2. Tap the photo or video you would like to share.
3. Tap .
4. Swipe to the left or right to find more photos you would like to share and tap (a check mark will appear to show you have selected the photo).
5. Tap the icon for method you would like to use to share your photo(s) - **Message**, **Mail**, **Twitter**, **Facebook** or **Flickr**.



6. Follow the prompts to send the photo or video.

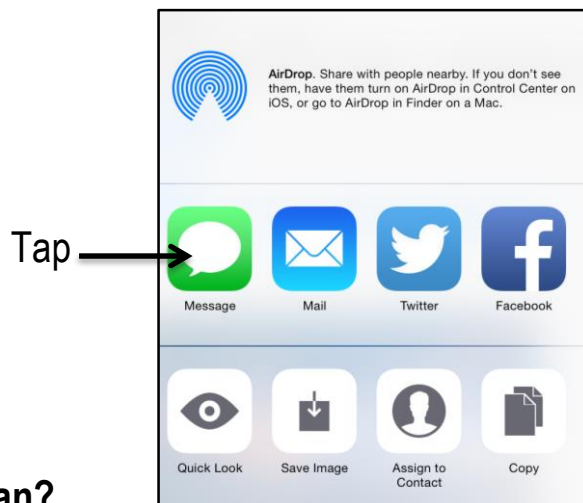
**Note:** You can also send a photo you have just taken by tapping the image of the photo in the right bottom corner of the screen and following from step 3.

### What can I do with a photo I receive?

People may email you a photo you would like to save or share. There are several ways you can do this.

#### Managing Photos

1. Press and hold your finger on the photo you want to **Save** or **Share**.
2. Choose what you want to do with the photo from the options that appear.
3. Tap the icon of your choice to **Save** or **Share** the photo.



#### What do they mean?



Send the photo via **Message**



Send the photo via **Email**



Post the photo on **Twitter**



Post the photo on **Facebook**



Preview photo in **Viewer**



Save image to **Camera Roll**



Save picture as someone's cover photo in Contacts




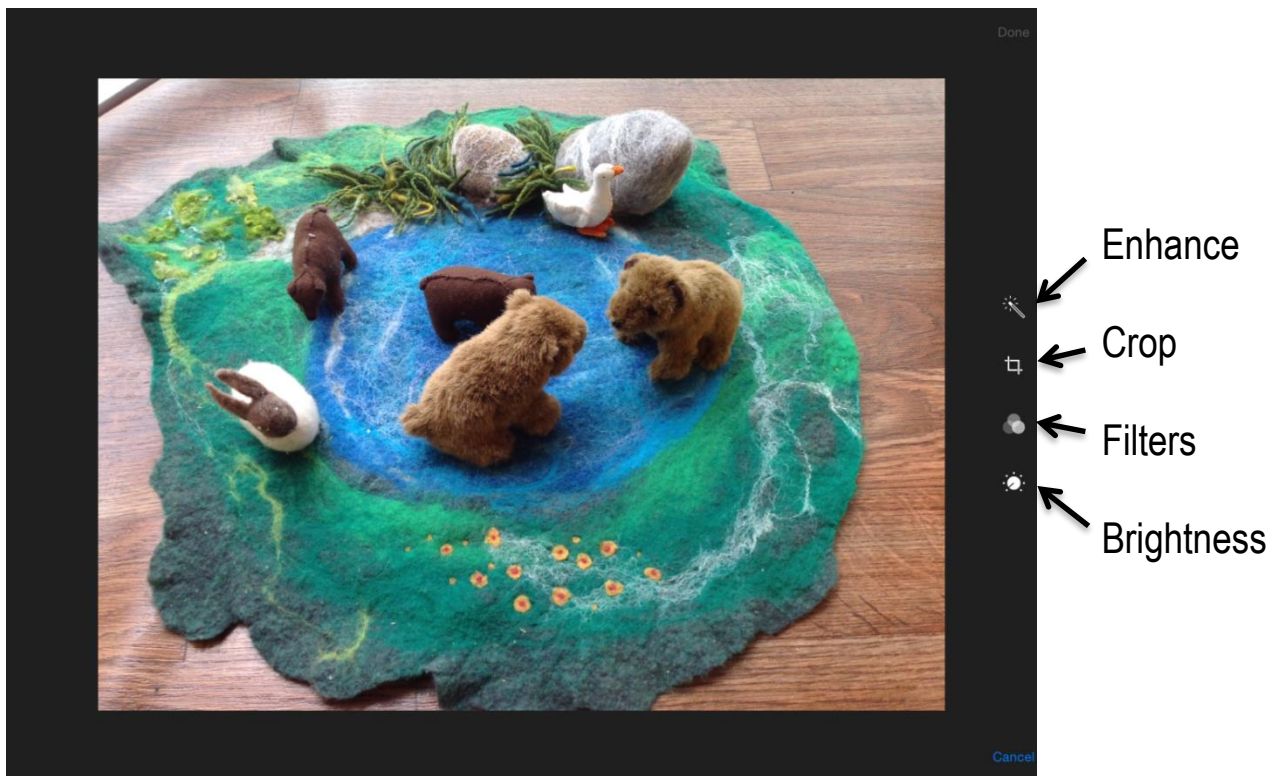
Copy the picture and paste in an email message

# Photos & iPads

## How do I edit photos?

### Editing Photos

1. Tap .
2. Tap on a photo you want to edit.
3. Tap **Edit** in the top right-hand corner of the screen (a number of editing icons will appear on your screen).



### Canceling Edits

1. Tap **Cancel**.
2. Tap **Discard Changes**.

**Note:** To return to the original version of a photo tap **Revert** in the **Edit** window. Tap **Revert to Original** to confirm.



## Photos & iPads

### How do I edit photos?

There are a number of features you can use to edit photos. You can enhance, filter, crop, rotate or adjust the brightness. Simply select a photo to get started!


#### Enhancing Photos

This feature automatically adjusts the colour and brightness of photos.

1. Tap **Edit**.
2. Tap  to see the enhancement.
3. Tap  again to go back to the original image.
4. Tap **Done** to save changes (or choose another option to continue editing).
5. Tap **Cancel** to discard changes and return to your photo collection.

#### Filtering Photos

This feature allows you to choose from a variety of pre-set colour combinations to change the appearance of your photo.

1. Tap **Edit**.
2. Tap .
3. Tap each filter option to see the results.
4. Tap **None** to go back to the original photo quality.
5. Tap **Done** to save changes, or choose another option to continue editing.
6. Tap **Cancel** to discard changes and return to your photo collection.




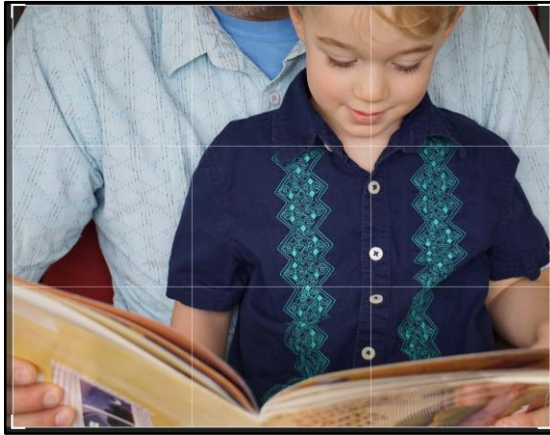
# Photos & iPads

## How do I edit photos?

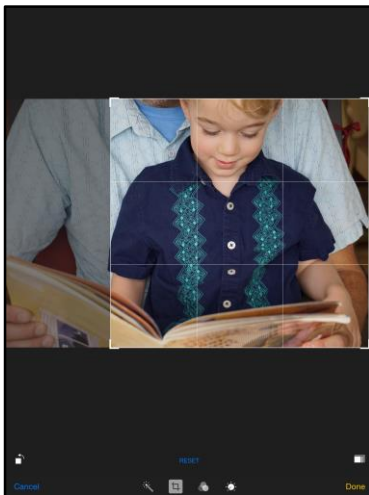
### Cropping Photos

This feature lets you crop, or trim, your photo.

1. Tap  (a grid will appear over your photo).



2. Drag the photo to reposition it.
3. Drag the edges of the frame inwards to crop your photo (to keep the same ratio of width to height, drag the corners toward the center of the picture).



4. Tap **Done**.
5. Tap **Cancel** if you want to discard your changes.





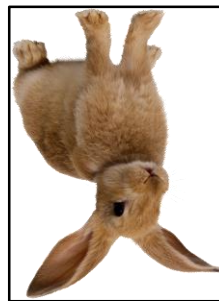
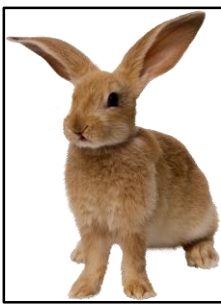
# Photos & iPads

## How do I edit photos?

### Rotating Photos

Another helpful feature within Crop is Rotate.

1. Tap .
2. Tap , found in the top or bottom left of your screen (each tap will rotate the picture 45° to the left).



3. Tap **Done**.



Slide




**Note:** You will also see a dial you can use to rotate your photo. Slide your finger along the dial to tilt the photo. This is a great way to make a simple photo look interesting.

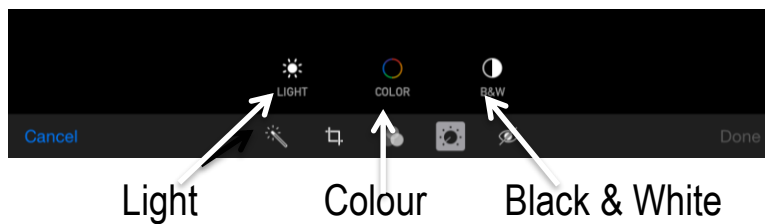
# Photos & iPads

## How do I edit photos?

### Adjusting Brightness

This feature allows you to make manual adjustments to brightness and colour depth.

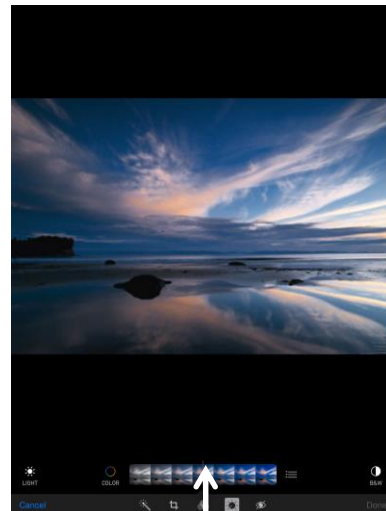
1. Tap **Edit**.
2. Tap  to adjust the lightness or depth of colour of a photo or change it to black and white.



3. Tap **Light**, **Colour** or **B&W**.
4. Slide the picture bar to adjust the photo.



Original photo

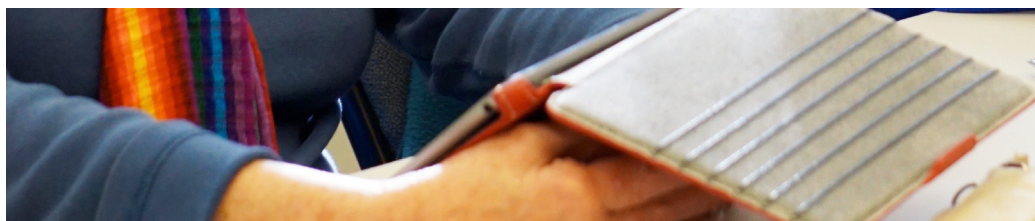


Slide

**Getting to Know Your iPad**



# Facebook for iPads



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#### **The Facebook Story**

Facebook is the most used social media site on the Internet. In 2015 it had 1.5 billion monthly users. People use Facebook in many different ways. Some of the top uses are:



- composing an email directly from your contact list
- keeping in touch with family and friends
- sharing photos and videos
- planning events
- sharing information with a group of people
- keeping up with current news, events and trends
- being part of an interest group or club
- keeping a 'journal' of your life

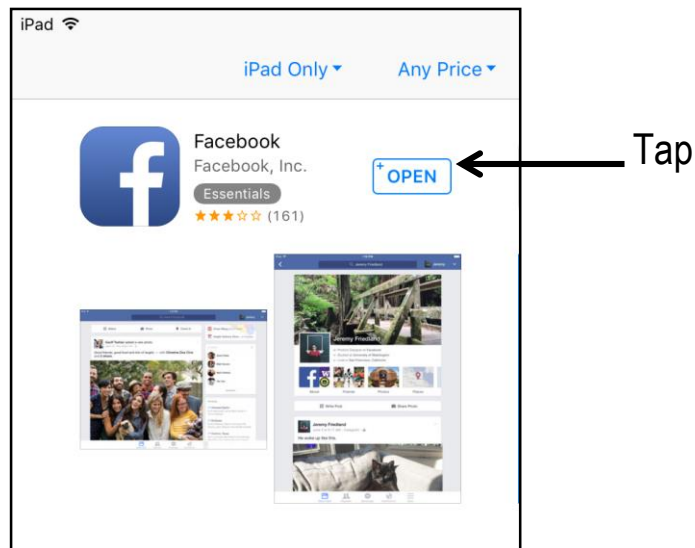
Facebook often changes the look of its website and app. If things look different than in this workbook, or since the last time you logged in, the basics are likely the same. Look for things that are familiar and know that Facebook has likely done an update.


You can access Facebook on your iPad through Safari (internet) or through the Facebook app. The instructions and photos here are using the Facebook app.

Some people are nervous about how much they will need to share when they go on Facebook. You can share as much or as little of yourself as you'd like. You can adjust those limits in your Facebook settings. This workbook will show you how.

### Downloading the Facebook App

1. Tap .
2. Tap the **Search** bar.
3. Type **Facebook** into **Search** on the keyboard that appears.
4. Tap **Search** on the keyboard.
5. Select the **Facebook** app from the options that appear and tap it.
6. Tap **Get** or .
7. Tap **Install** (if you touch on the cloud icon go to step 8).
8. Enter your Apple ID password to download the app.
9. Tap **Open** to launch **Facebook**.



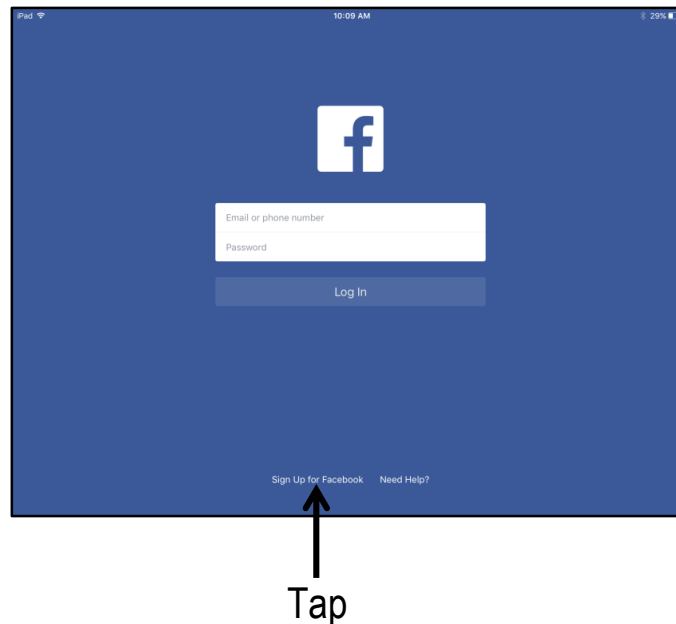
**Note:** The app will appear on your home screen. Simply tap  to launch Facebook.




# Facebook for iPads

## How do I sign up for Facebook?

### Signing up for Facebook

1. Tap .
2. Tap **Sign Up for Facebook**.



3. Tap **Get Started** to read and agree to Facebook's terms.
4. Type in your email or phone number.
5. Tap .
6. Enter your first and last names and tap .
7. Create a password (be sure to write it down!) and tap .
8. Enter your birthdate and tap **Continue**.
9. Enter your gender (you will be asked to **Add Your Photo** and **Find Friends** - do it now or tap **Skip** and do it later).


**Note:** Facebook will send a message to the email address you provided. Open the email from Facebook and click on the confirmation link to complete the sign up process.

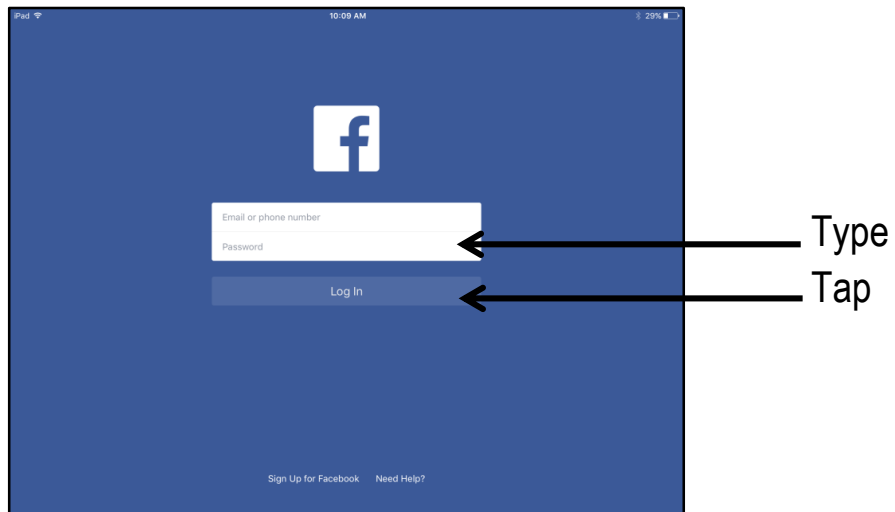
You're ready to start using Facebook!

# Facebook for iPads

## How do I log in to Facebook?

### Logging in to Facebook

1. Tap .
2. Enter your email or phone number and password.
3. Tap **Log In**.

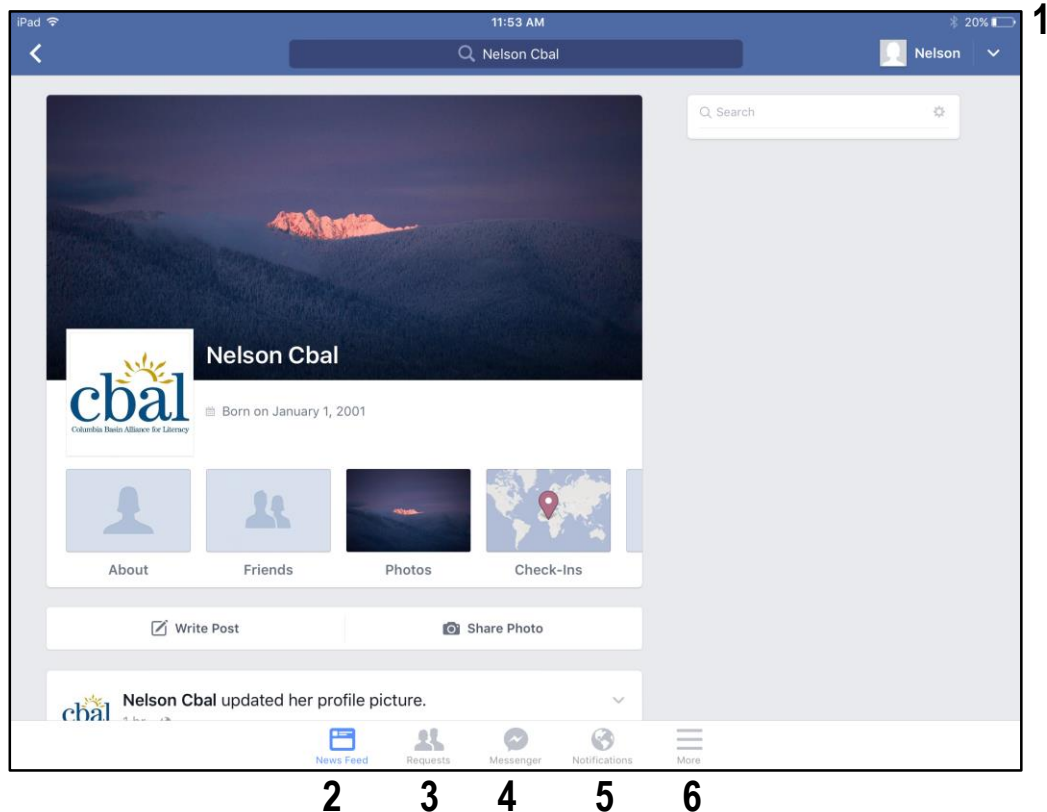




# Facebook for iPads

## What is my Timeline?

Your Timeline is the place where your profile information, recent Facebook activity and list of Facebook Friends is displayed.

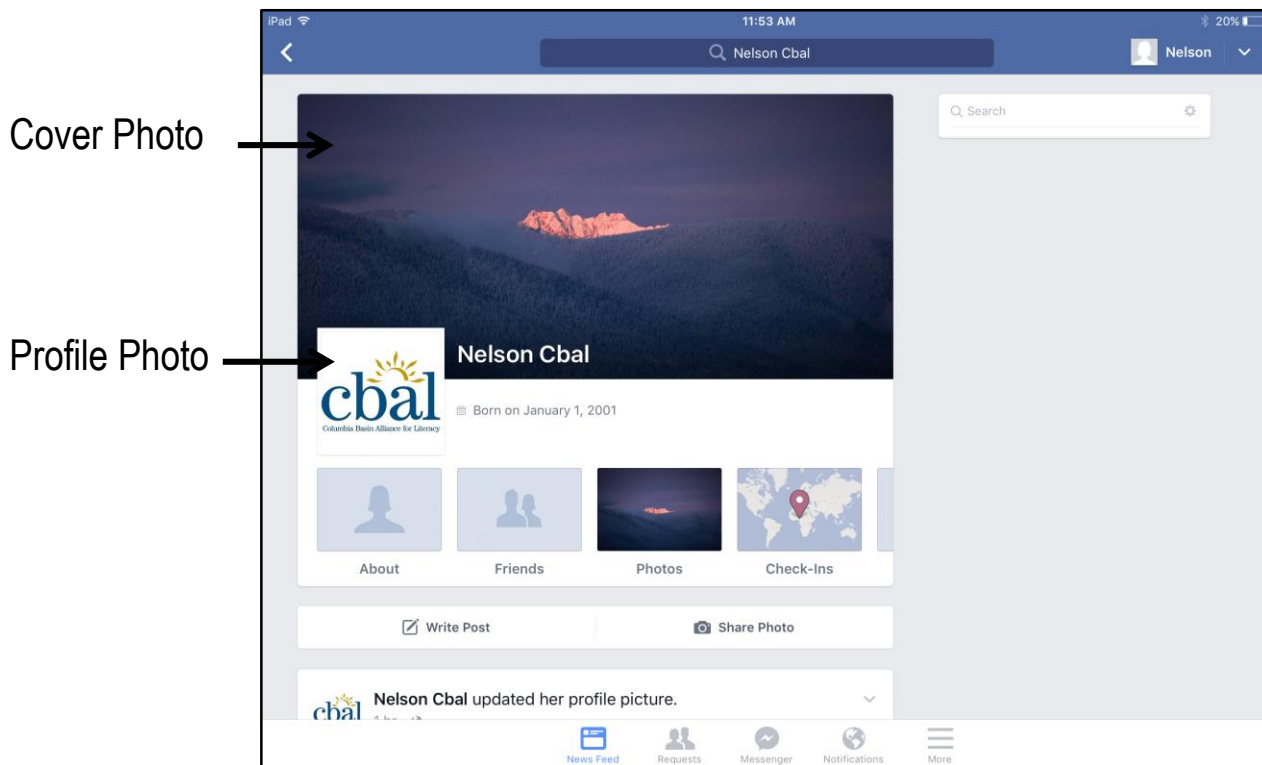


1. Facebook Username – takes you to your Timeline
2. News Feed – displays your Friends' most recent Facebook activities
3. Requests – shows friend requests and people you may know
4. Messages – connects to the Messenger app for private messaging
5. Notifications – shows you notifications about recent activity
6. More – shows you information about your Favorites, Pages, Groups, Apps, Feeds and Settings

## Facebook for iPads

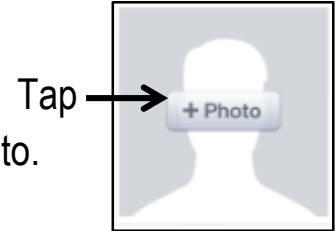
### How do I set up my Facebook profile?

Your profile is what friends and family will see on Facebook. Your profile photo is the small photo that appears by your name. Your cover photo is the larger image at the top left of your page.




### Adding a Profile Photo

1. Tap **+Photo** in your profile picture box.
2. Tap **Camera Roll**.
3. Tap the photo you would like to use as your profile photo.
4. Tap **Done**.



### Add a Cover Photo

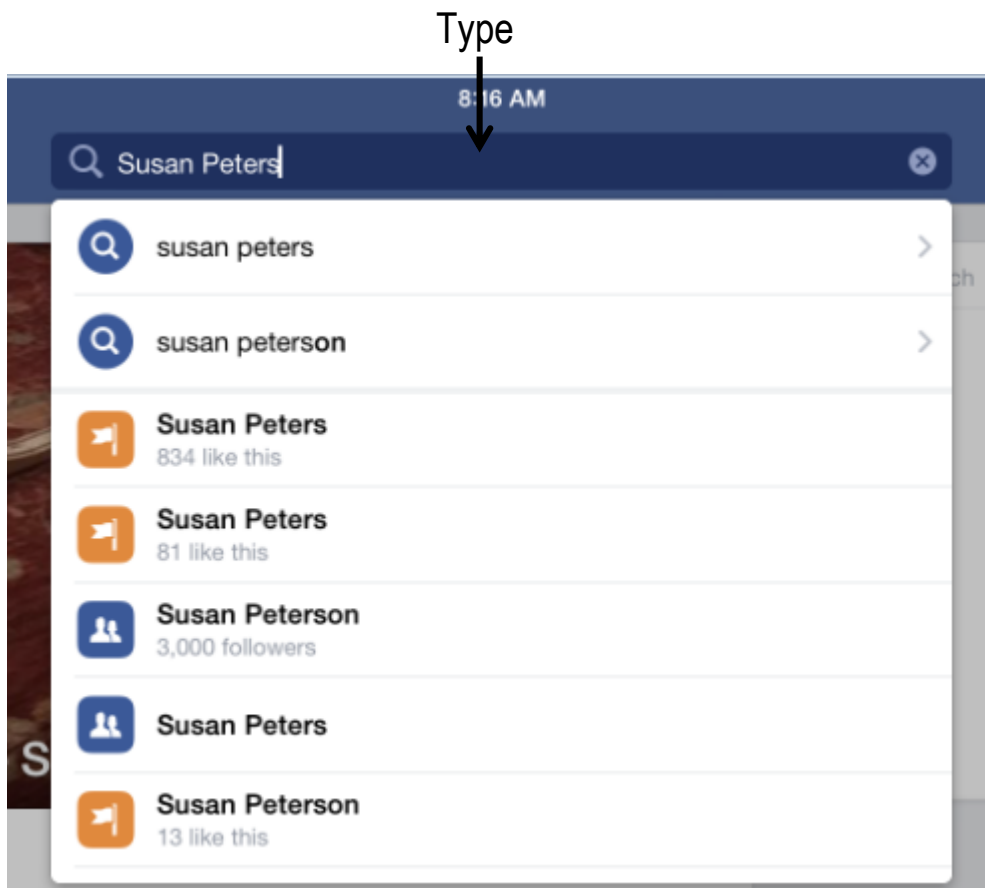
1. Tap  in the banner.
2. Tap **Upload Photo**.
3. Tap **Camera Roll**.
4. Tap the picture you'd like to use as your banner photo.
5. Tap **Save**.

# Facebook for iPads

## How do I find Friends?

### Searching for Friends by Name

1. Type the name of the person you are looking for in the search bar at the top of the screen.



2. Click on the person's name. Their

Facebook page will open.

2. Tap **Add Friend** when you have found the right person.



A friend request will be sent to the person you've asked to be your friend. Once your request is accepted you will be Facebook friends!

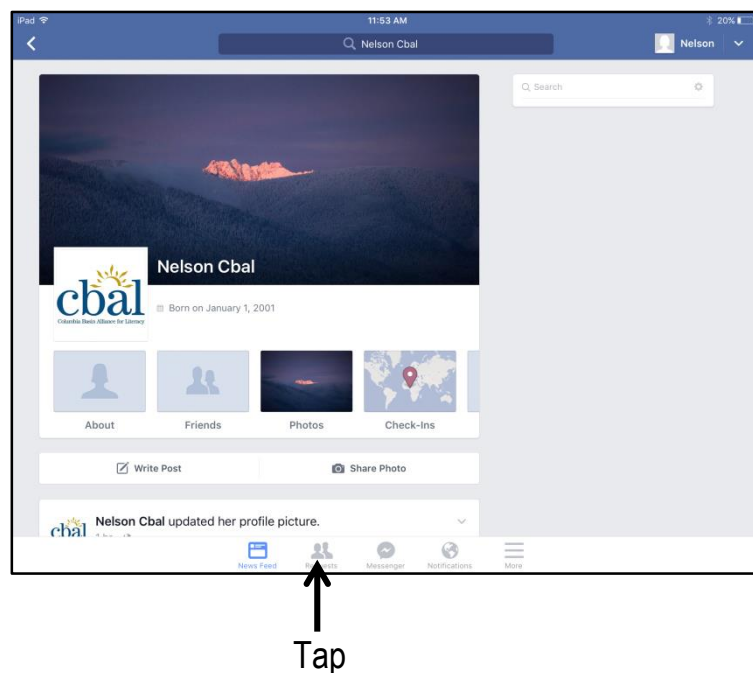
# Facebook for iPads

## How do I find Friends?

### Accepting a Friend Request

Once you have a Facebook page others may send you friend requests. It is easy to accept or delete friend requests.

1. Tap **Requests**.



2. Tap **Confirm** to accept a request or **Delete** if you want to deny a request.



**Note:** Only accept friend requests from people you know. It is important to think about who you want to be friends with on Facebook.

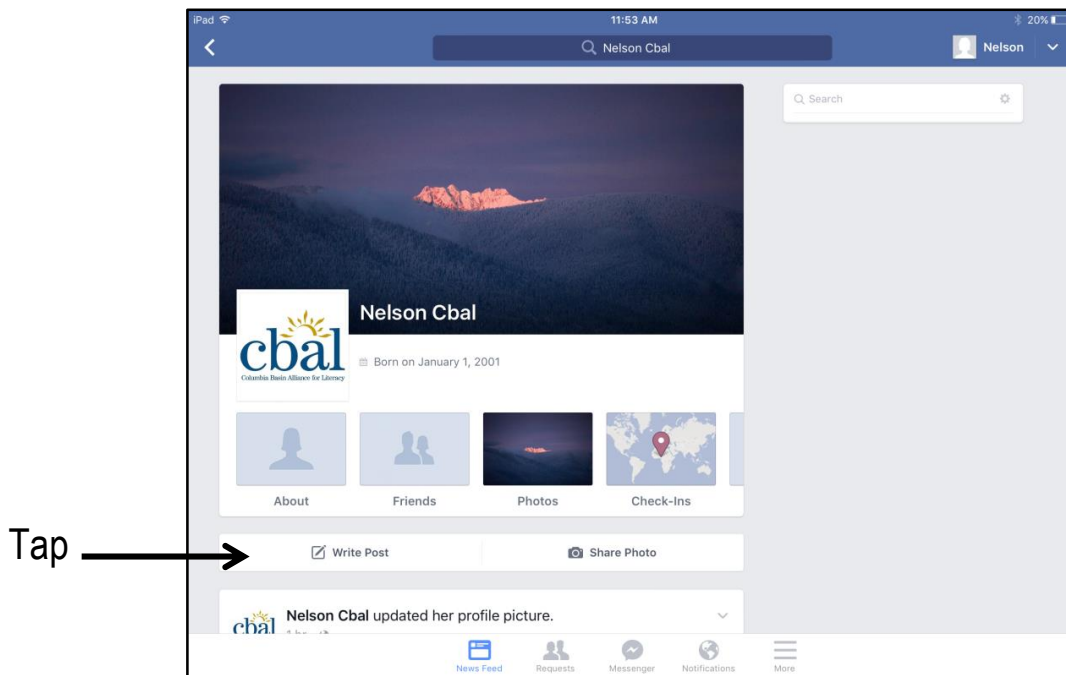
# Facebook for iPads

## How do I post to my Timeline?

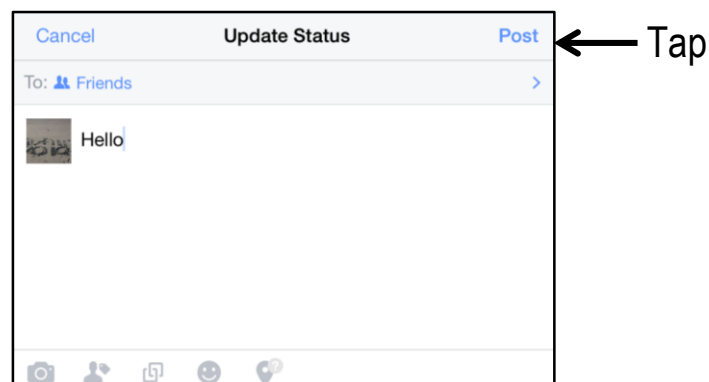
Posting to your Timeline is how you share on Facebook. You can write posts and share photos on your Timeline.

### Writing a Post

1. Tap your name in the top right corner of the screen to go to your timeline.
2. Tap **Write Post**.



3. Type what you would like to say in the **What's on your mind?** section of the **Status Update** dialog box.
4. Tap **Post**.

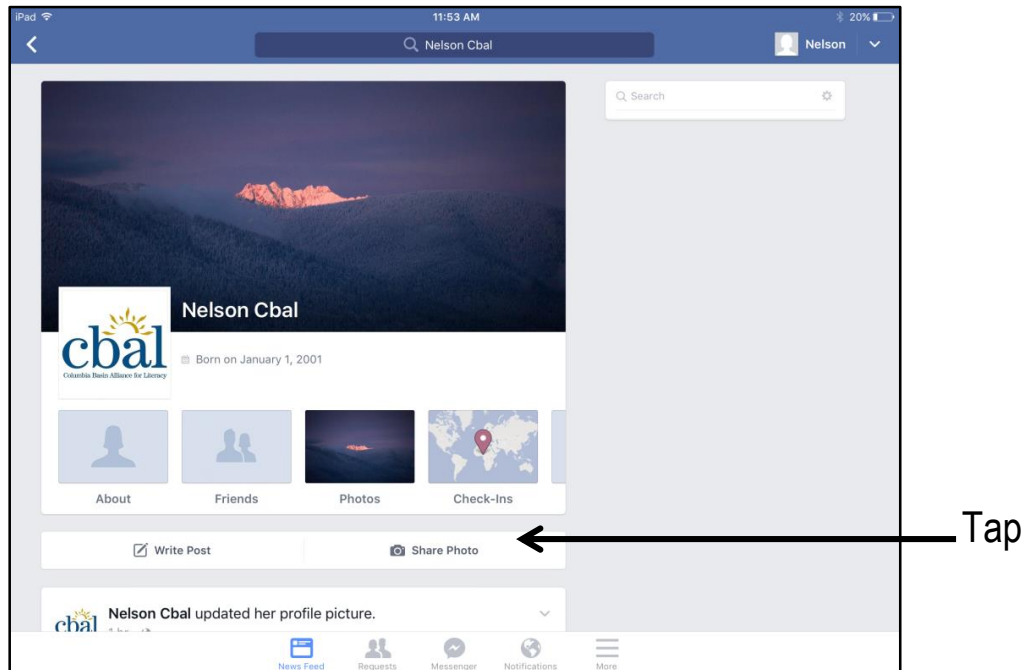


# Facebook for iPads

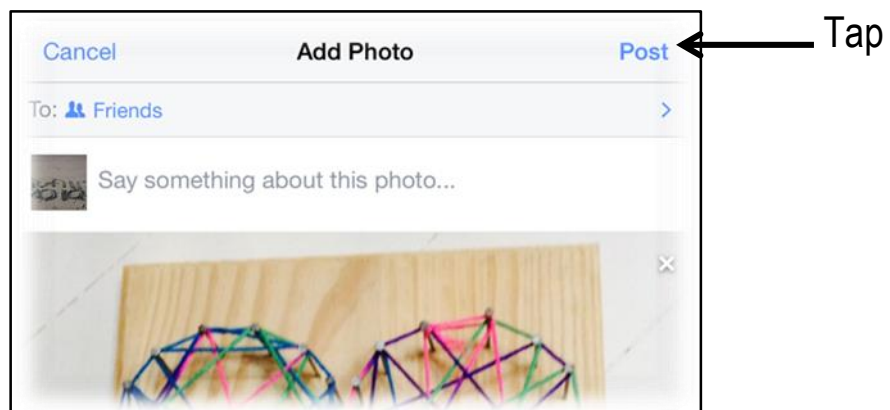
## How do I post to my Timeline?

### Sharing a Photo

1. Tap **Share Photo** on your Timeline to open your camera roll.



2. Tap the photo you'd like to share.
3. Tap **Done**.
4. Type a comment into the **Say something about this photo...** section of the dialog box.
5. Tap **Post**. Or, tap **Cancel** if you change your mind.




# Facebook for iPads


## How do I interact with Friends?

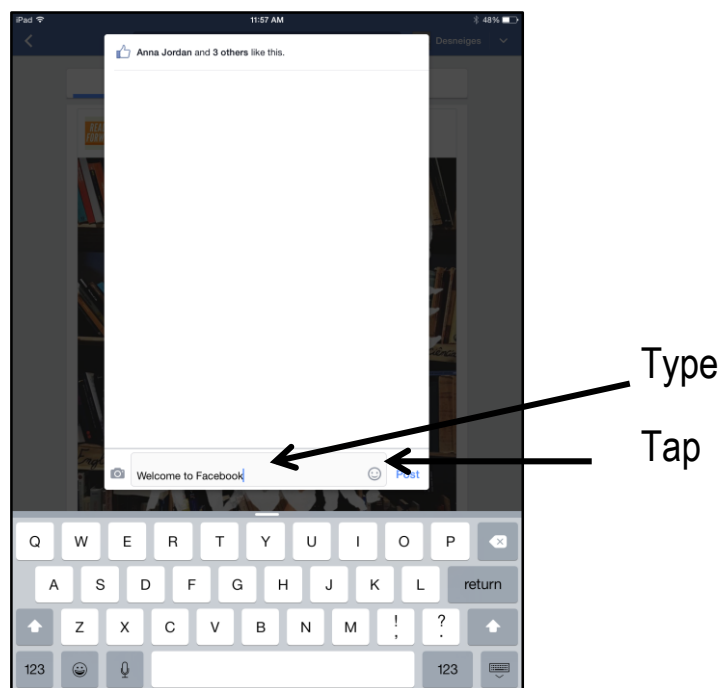
You can read your Facebook friends' Timeline posts on your News Feed. When reading your friend's posts, there are three things you can do to interact - Like, Comment or Share. You never have to choose just one because you can choose all three!

### Liking a Post

1. Tap **News Feed**.
2. Read through your friends' posts and find one you like.
3. Tap  **Like**. After you have "liked" a post the thumbs up icon turns blue.  
Liking is the easiest way to acknowledge something on Facebook.

### Commenting on a Post

1. Tap  **Comment** below a post you would like to respond to.
2. Type your comment in the **Write a comment ...** box.
3. Tap **Post**.



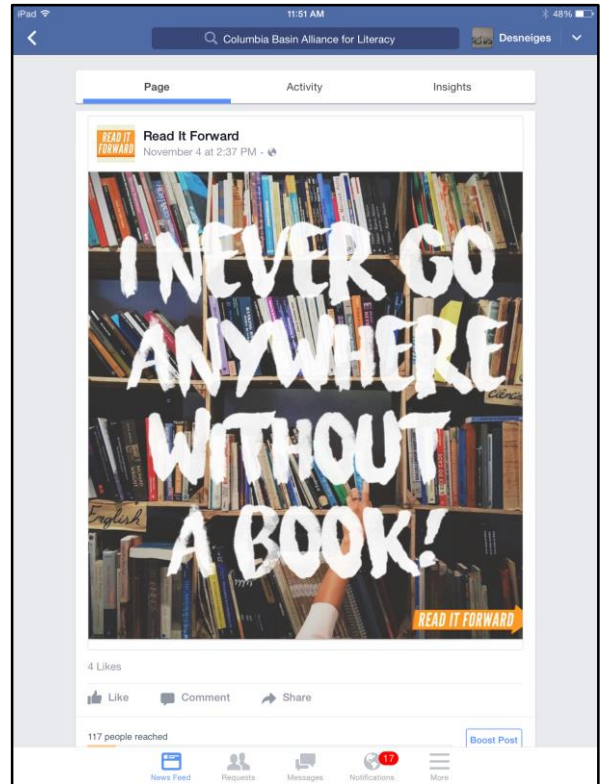


# Facebook for iPads

## How do I interact with Friends?

### Sharing a Post

1. Find a post you'd like to share.
2. Tap **Share**.
3. Select the option you want.
4. Follow the prompts on the screen.



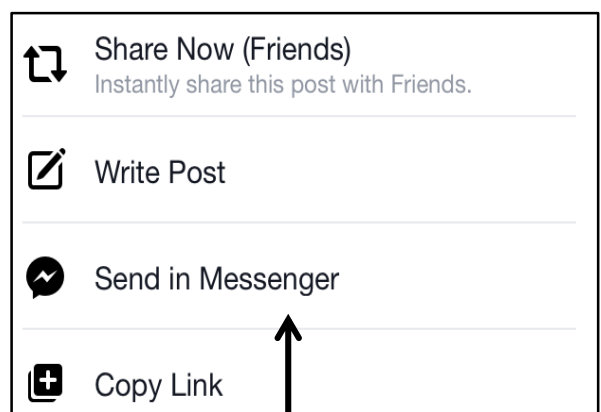
Four options appear:

**Share Now (Friends)** shares the post on your timeline.

**Write Post** lets you comment on the post.

**Send in Messenger** sends the post to a friend in a private message.

**Copy Link** copies the post's link so you can paste it into a new message.

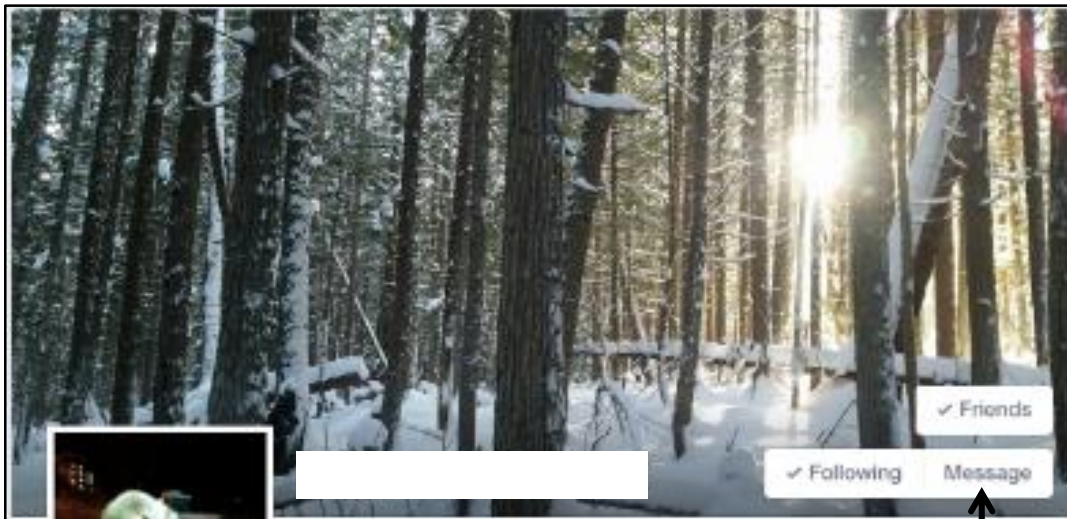


Tap


To send a private message, you will need to install the Messenger app. Go to the App Store and download it the same way you downloaded the Facebook app.

#### Sending a Private Message

1. Type the name of the person you want to send a message to in the **Search** bar at the top of the screen.
2. Tap **Message** in the bottom right of the person's cover photo.



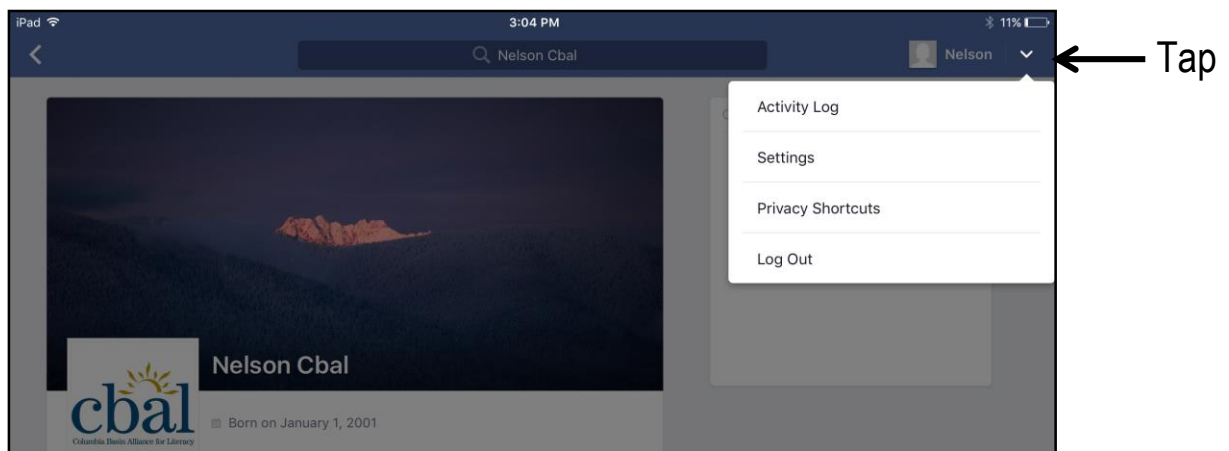
Tap

3. Tap .
4. Type the recipient's name in the **To:** box (you can add names to send the message to more than one person).
5. Type your message in the **Type a message...** box.
6. Tap **Send**.

It is easy to view and edit your privacy settings on Facebook. You can choose who sees what you share on Facebook.

#### Editing your Privacy Settings

1. Tap the drop down arrow in the top right corner of your screen.
2. Tap **Privacy Shortcuts**.



3. Tap **Who can see my stuff?**
4. Adjust who will see your posts by choosing **Friends**, **Friends of Friends** or **Only Me**.

**Friends** means only people who are your Facebook friends can see your posts.

**Friend of Friends** means your Facebook friends as well as their Facebook friends can see the things you share.

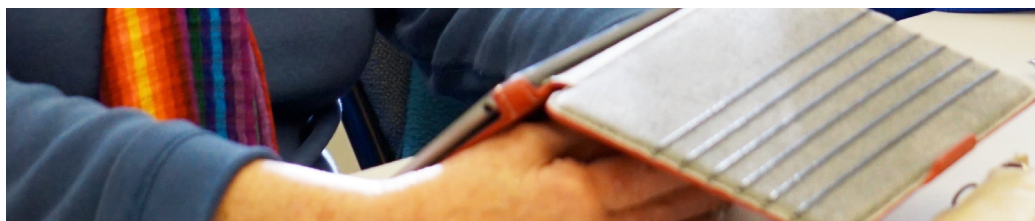
**Only Me** means you will be the only one who can see what you share.

## Staying Safe on Facebook

1. *Do not share your password!* To reset your password:
  - a. Tap the drop down arrow.
  - b. Tap **Settings**.
  - c. Tap **General**.
  - d. Tap **Password**.
  - e. Enter the necessary information.
    - **Current password**
    - **New password**
    - **Re-type new password**
  - f. Tap **Change Password**.
2. Adjust your privacy settings to match your level of comfort and review them often.
3. Only accept friend requests from people you know - think about who you want to be friends with on Facebook.
4. Be cautious about posting and sharing personal information, especially information that could be used to identify you or locate you offline.
5. Connect with a friend and ask for help if something is not working right.

Facebook is a wonderful tool for staying connected with friends and family. Enjoy!

# Facetime, iMessages and iPads








## Facetime, Messages and iPads

### Connecting with Friends and Family

The iPad is a perfect tool to use to connect with friends and family from the comfort of your home or when you are on the go. As long as you have access to Wi-Fi, you can use Facetime and Messages to connect with others.

**Facetime**  allows you to video call people anywhere in the world. You can connect in a just a few moments using an email address or phone number. Facetime is an Apple feature, so you can only use it to connect to people with iPhones, iPods, iPads or Mac computers.

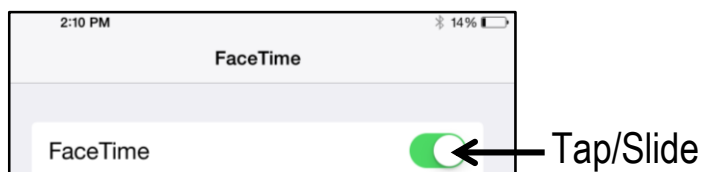
**Messages**  allows you to text people from your iPad. Texting is similar to email, but texts contain fewer words and have far less capability. Texts are used to send short messages (sometimes just a word or two) and can also be used to send photos and videos. Messages is an Apple feature, so you can only use it to communicate with people with iPhones, iPods, iPads or Mac computers.

Before you begin, make sure your Wi-Fi is connected. For a quick check, look at the top left hand corner of your screen. If you see this symbol  you are ready to begin.


If you do not see the Wi-Fi symbol, tap Settings and connect to a Wi-Fi network.

### Turning on Facetime

1. Tap **Settings**.
2. Scroll down to find **Facetime**.
3. Tap Facetime (if the toggle is green Facetime is ready to use - if it is white, tap or slide the toggle to activate it).



### Signing in to Facetime


1. Tap .
2. Enter your Apple ID and password (you need an iTunes account to use Facetime).
3. Tap **Sign In**.
4. Choose the phone number or email address that will be shared with people you call.

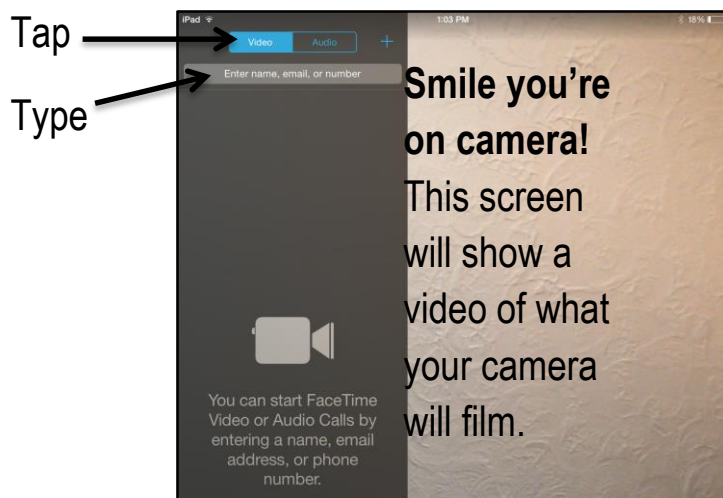
**Note:** Signing in is only required the first time you use Facetime, unless you sign out of your account later.



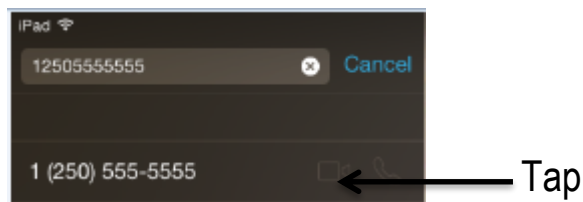
You can choose to make a video call or an audio call using Facetime.



### Making a Video or Audio Call

1. Tap .
2. Tap Video or Audio (sound only).
3. Type the email address, phone number, or name of the person you want to call in the text box (Facetime will pull information from **Contacts** if you type the name of one of your contacts in the text box).



4. Tap the email address, phone number or name of the person you want to call where it appears below the text box.

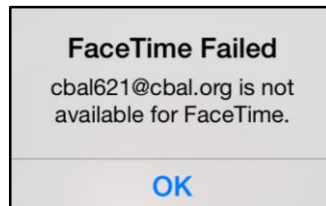


5. Tap  or .

## Facetime, iMessages and iPads

### How do I make a Facetime call?

Your Facetime call is connected when the person you are calling accepts the request. If the call is not connected, you will receive a message like this:



Once you have tried to Facetime someone, they will appear in the left panel of the Facetime screen. If you want to connect with that person again, simply tap on the email, phone number, or name and Facetime will automatically try to reconnect.

Let's take a look at how the Facetime screen looks once you are connected:



**Switch Camera** Switches from the front camera to the back camera

**End Call** Ends calls

**Mute** Mutes the microphone

**Preview** Displays what your friend can see on his or her screen

# Facetime, iMessages and iPads

## How do I accept or decline a Facetime request?

### Accepting a Request

1. Listen for an alert from your iPad.
2. Tap **Accept** (you are connected when you can see and/or speak with the person calling).



### Declining a Request

1. Listen for an alert from your iPad.
2. Tap **Decline**. You can also send a **Message** to the caller or set a **Remind Me** to call later.

**Note:** You will learn how to create messages in the next section.

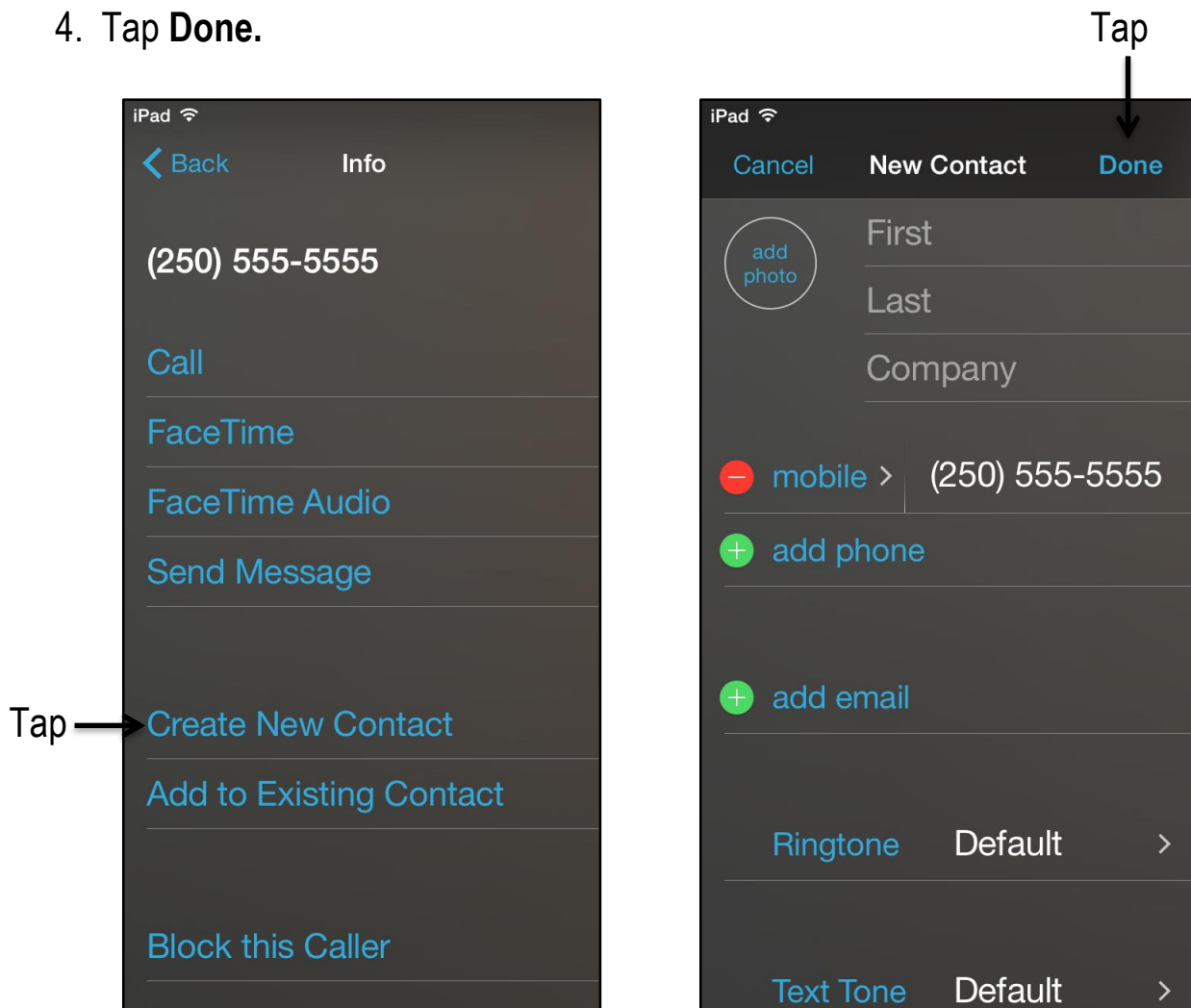
## Facetime, iMessages and iPads

### How do I add a contact in Facetime?

The iPad is a versatile tool. You can access and add contacts in many different iPad applications, including Facetime. This makes connecting with people easy.



#### Adding a Contact in Facetime

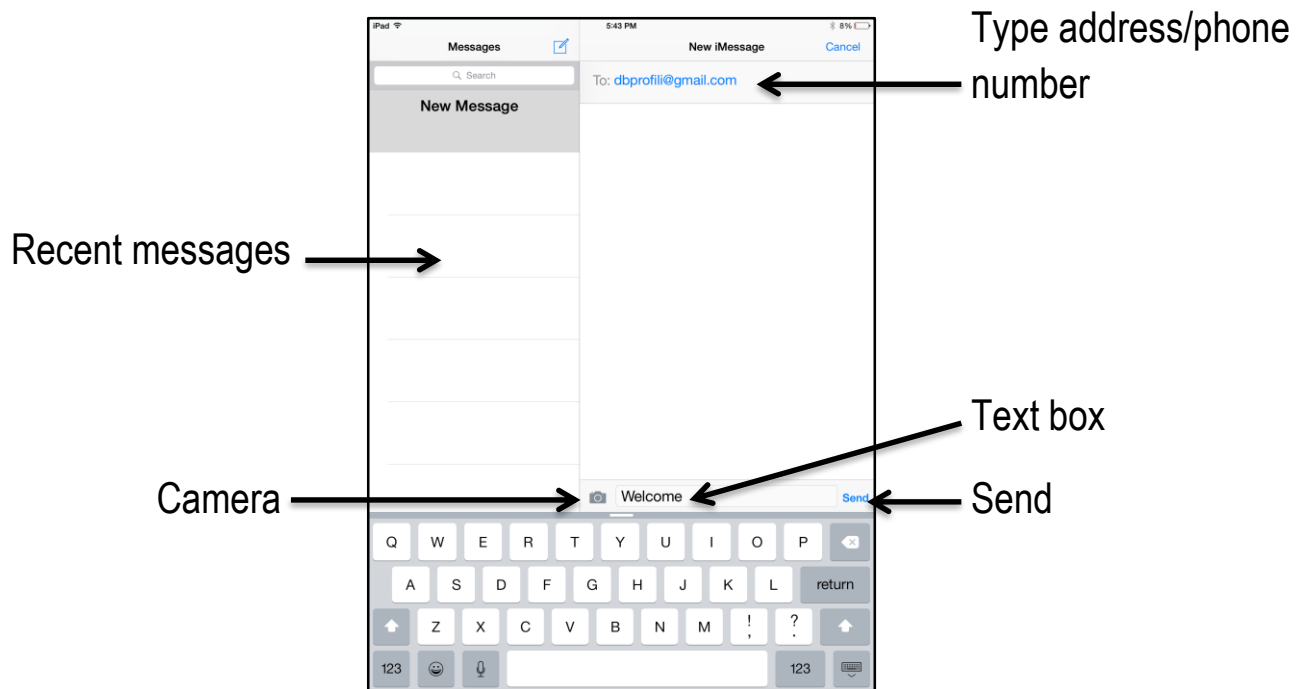
1. Enter an email address or phone number in the Facetime text box.
2. Tap **Create New Contact**.
3. Enter the contact information.
4. Tap **Done**.



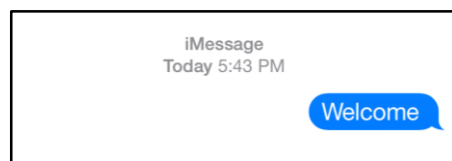
The Messages function is a quick and easy feature to use when you want to send a short message. You can also send photos and videos using this feature.

### Sending a Message

1. Tap .
2. Tap .
3. Type an email address or a phone number in the **To** box.
4. Type your message in the **iMessage** text box.
5. Tap **Send**.



After sending a message, you will see the message appear in the iMessage window.



When a person responds, the message will appear in a different colour. This helps you know what you wrote and what the other person wrote to you.

You are able to set your notifications to alert you when an incoming message is received.

### Setting Notifications for Messages

1. Tap **Settings**.
2. Tap **Notifications**.
3. Tap **Messages**.
4. Tap or slide the toggle to allow notifications.
5. Tap **Sounds** to choose an alert tone.



### Replying to an iMessage

1. Tap **Messages**.
2. Tap the name, email or phone number of the sender in the Message you wish to reply to.
3. Type your response in the **iMessage** text box.
4. Tap **Send**.


To make it easy to find new messages, messages are listed from most to least recent. Unread messages are marked with a blue dot for easy reference.

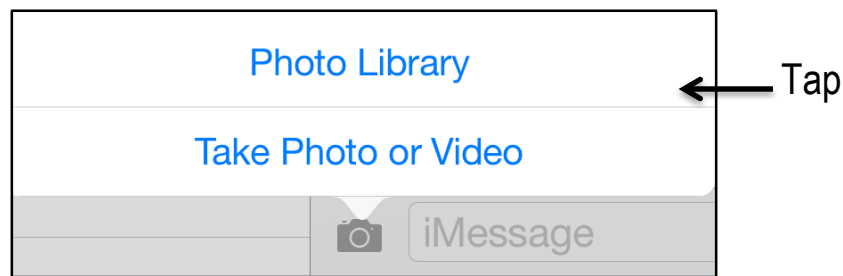
## Facetime, iMessages and iPads

### How do I send a photo in an iMessage?


You can easily send a photo using iMessages!

#### Sending a Photo

1. Compose a new message or reply to a message you have received.
2. Tap .
3. Tap **Photo Library** or **Take Photo or Video**.



4. Take a photo and tap **Use Photo** or scroll through your photo library to find a photo you want to send and tap **Use**.
5. Add a message if you like.
6. Tap **Send**.

**Note:** Pictures can take time to send. Do not be surprised if the person does not get it the moment you send it. Be patient. If there is a problem you will see this .

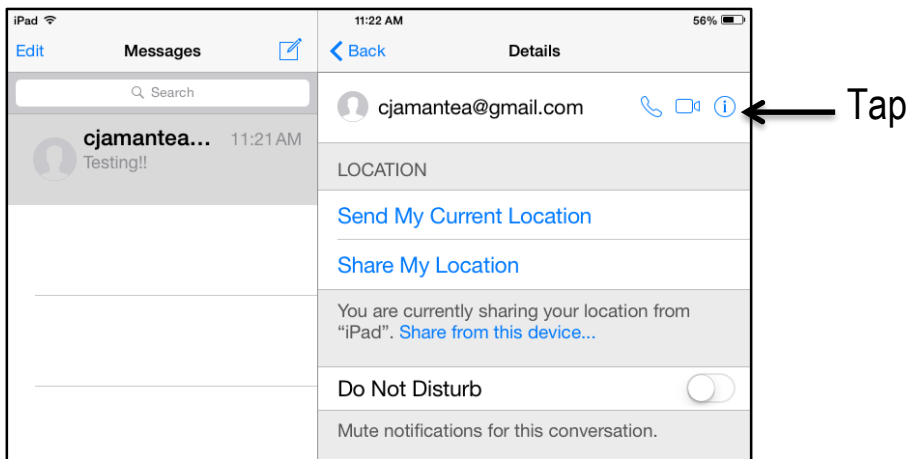
To re-send, tap  and tap **Try Again**.

# Facetime, iMessages and iPads

## How do I create a contact from an iMessage?

### Adding a Contact from an iMessage

1. Select a message from a person you want to add to your **Contacts**.
2. Tap **Details** in the top right corner of the screen.
3. Tap ⓘ.



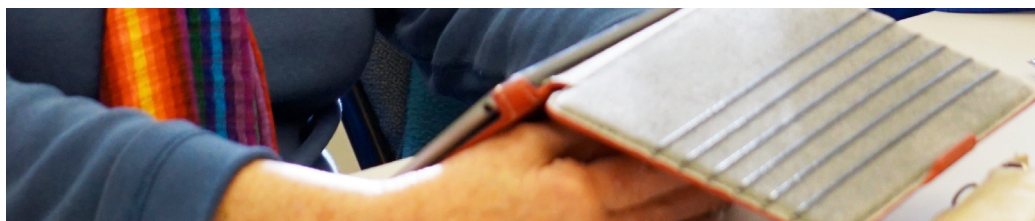
4. Tap **Create New Contact** or **Add to Existing Contact**.
5. Complete the fields, including all the information you need.
6. Tap **Done**.



**Getting to Know Your iPad**



# Getting to Know Your iPad Better



**connect.with.tech**  
Learning Series



## Getting to Know Your iPad Better

### How can I organize my Home screen?

You can organize your Home screen by rearranging apps and creating folders of similar apps. You may have several pages of apps. The small white circles just above the dock show you how many pages you have and which app page you are on.



Pages

### Moving an App

1. Touch and hold any app on the Home screen until you see the app icons jiggle.
2. Drag the app to the place you'd like it to be.
3. Take your finger off the screen to drop the app.
4. Press the Home button to get out of jiggle mode.

# Getting to Know Your iPad Better

## How can I organize my Home screen?

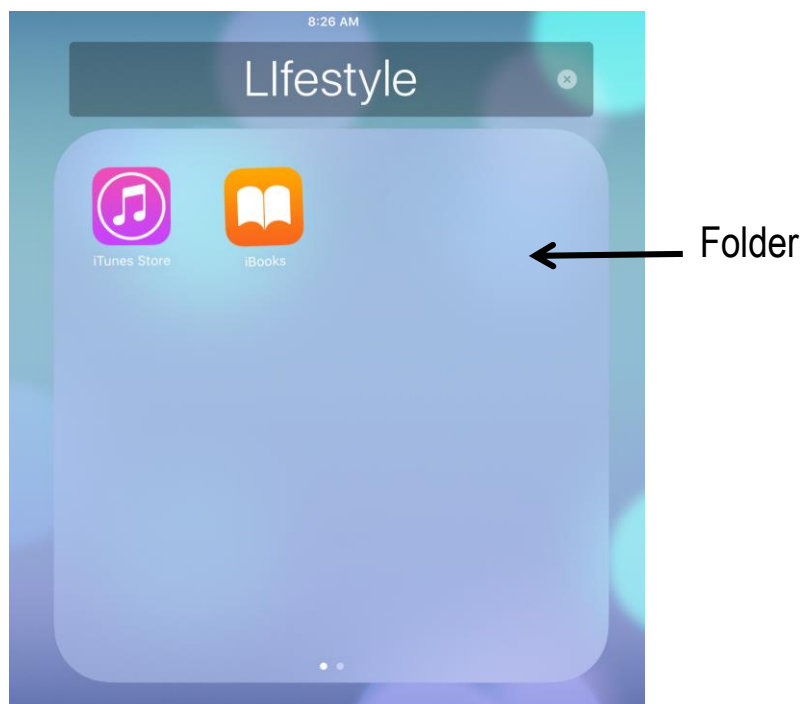
### Moving an App to the Next Page

1. Touch and hold an app on the screen until the apps begin to jiggle.
2. Drag the app to the edge of the Home screen to move it to a different Home screen.
3. Take your finger off the screen to drop the app.
4. Press the Home button to get out of jiggle mode.

**Note:** You can also move an app by dragging it down to the dock, swiping to the next page, then dragging the app up to the new page.

### Making a Folder of Apps

1. Touch and hold an app on the screen until the apps begin to jiggle.
2. Drag the app on top of another app to create a folder.
3. Take your finger off the screen.
4. Press the Home button to get out of jiggle mode.



# Getting to Know Your iPad Better

## How can I organize my Home screen?

### Renaming Folders

When you create a folder of apps, your iPad will choose a name for the folder. you want, you can rename the folder.

1. Touch and hold an app until the apps begin to jiggle.
2. Tap the folder to expand it.
3. Tap the **x** in the box containing the folder name.
4. Type a new name for your folder.
5. Tap the Home button to get out of jiggle mode.
6. Press the Home button a second time to return to the Home screen.




# Getting to Know Your iPad Better

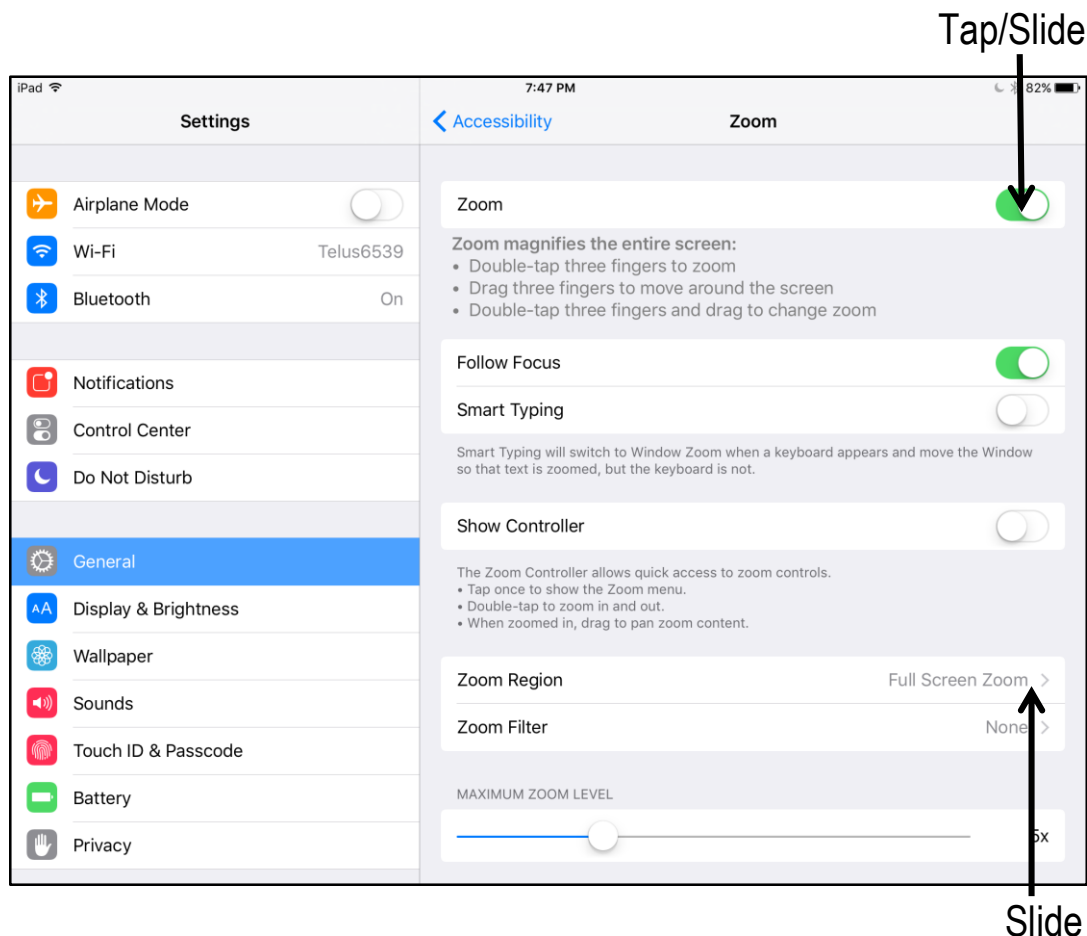
## How can I use iPad's accessibility features?

Your iPad has a number of accessibility features designed to help you make the most of your iPad. These include Zoom, Invert Colours, Bold Text and Large Text.

### Setting up Zoom

Zoom allows you to magnify images on your iPad's screen.

1. Tap .
2. Tap **General**.
3. Tap **Accessibility**.
4. Tap **Zoom**.
5. Tap or slide the toggle to turn on **Zoom**.
6. Set **Zoom Region** to **Full Screen Zone**.

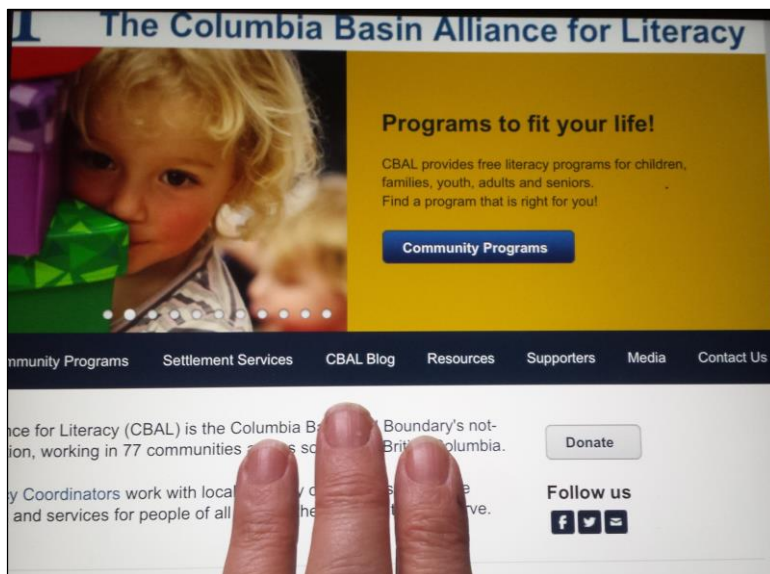
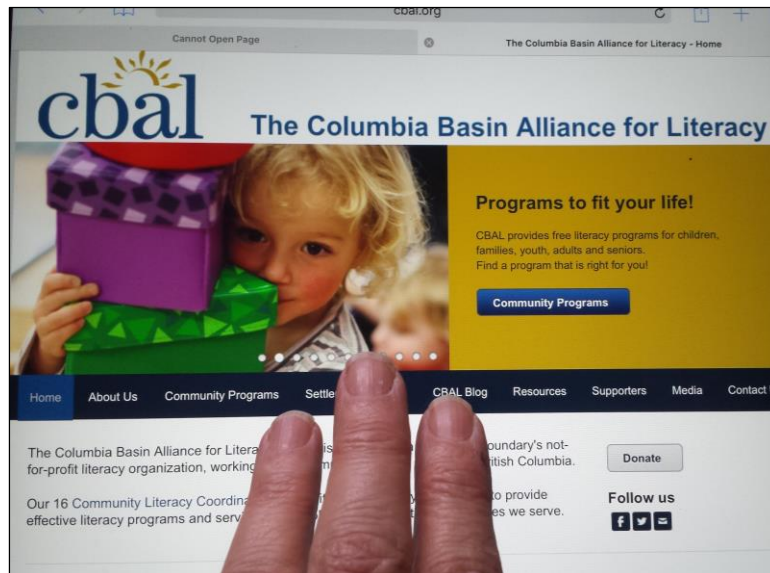


# Getting to Know Your iPad Better

## How can I use iPad's accessibility features?

### Using Zoom

1. Double-tap three fingers to zoom.
2. Use three fingers to move around the screen.
3. Double-tap three fingers and drag to change zoom.




**Note:** You can also use **Window Zoom** which acts as an onscreen magnifier.

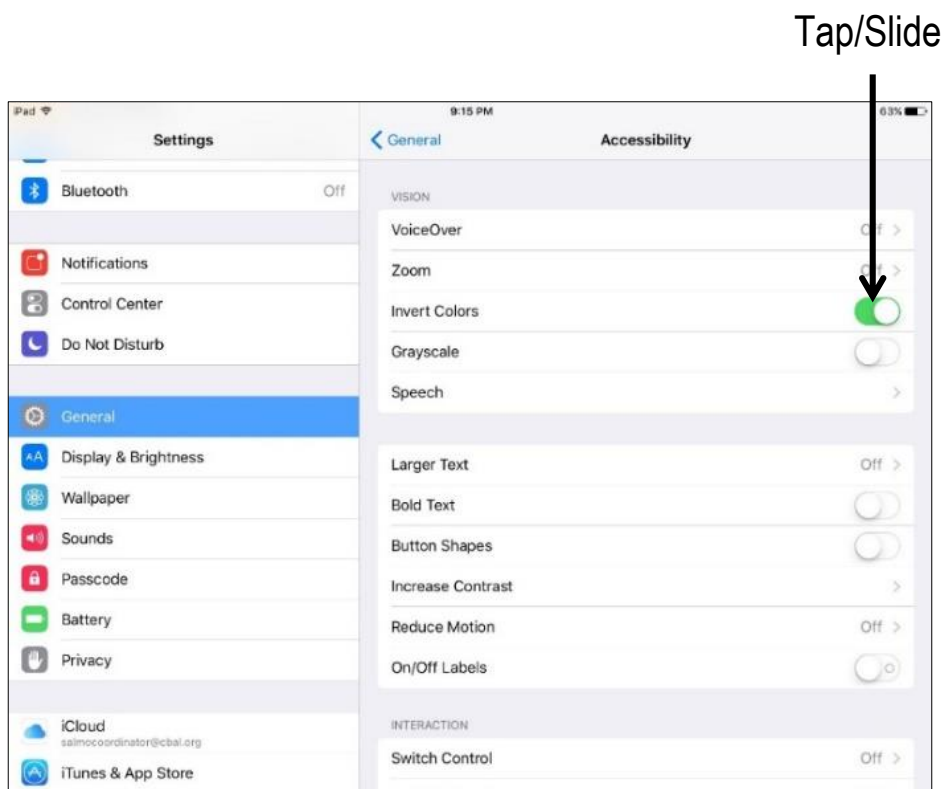
# Getting to Know Your iPad Better

## How can I use iPad's accessibility features?

### Inverting Colours

Inverting the colours on the screen changes the display to something like the night mode found on many e-reader apps. By switching the light areas to dark, and the text to white, users with vision problems may find it easier and less of a strain to see and read.

1. Tap .
2. Tap **General**.
3. Tap or slide the toggle to turn on **Invert Colors**.






# Getting to Know Your iPad Better

## How can I use iPad's accessibility features?


### Bolding Text

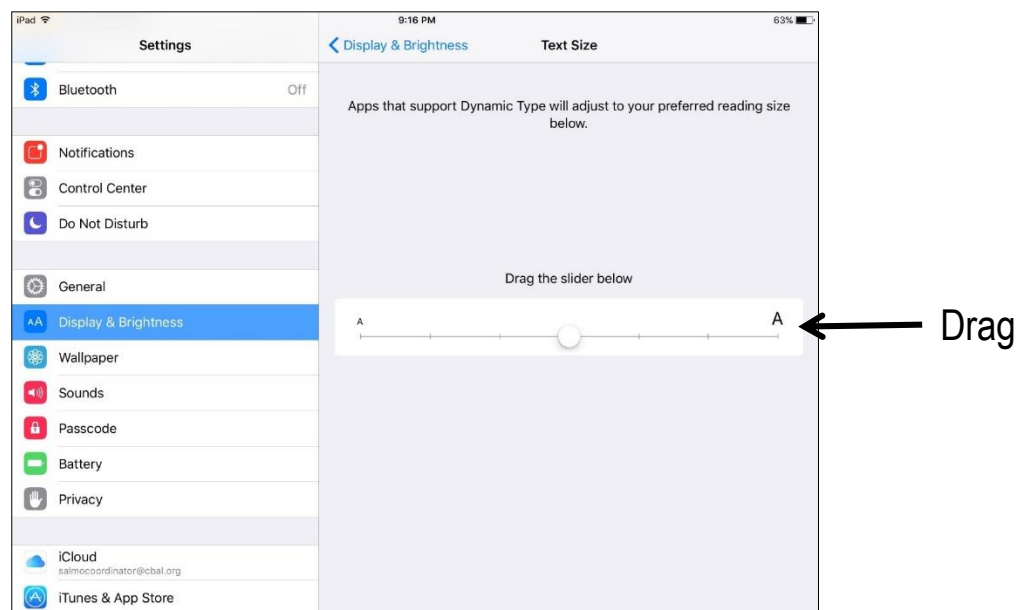
**Bold Text** is a system-wide change which bolds all of the text on your iPad.

1. Tap .
2. Tap **Display & Brightness**.
3. Tap or slide the toggle to turn on **Bold Text**.
4. Restart your iPad to activate the changes.

### Enlarging Text

**Larger Text** will automatically adjust the font size on your iPad to the level you select in any app which supports the feature.

1. Tap .
2. Tap **General**.
3. Tap **Accessibility**.
4. Tap **Larger Text**.
5. Tap or slide the toggle to turn on **Larger Accessibility Sizes**.
6. Drag the slider to change the size of your text.



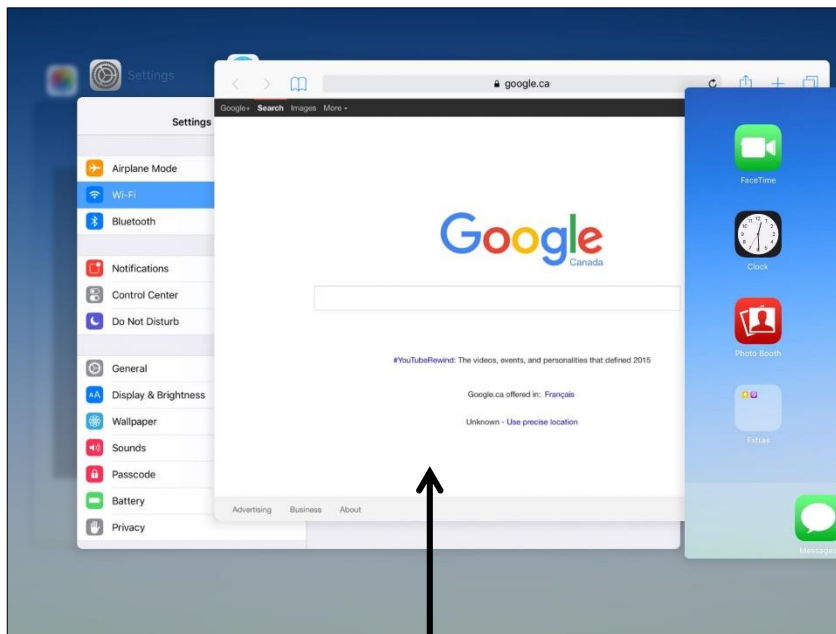
# Getting to Know Your iPad Better

## How do I close apps?

### Closing Apps

Sometimes you may want to close an app when it is running in the background.

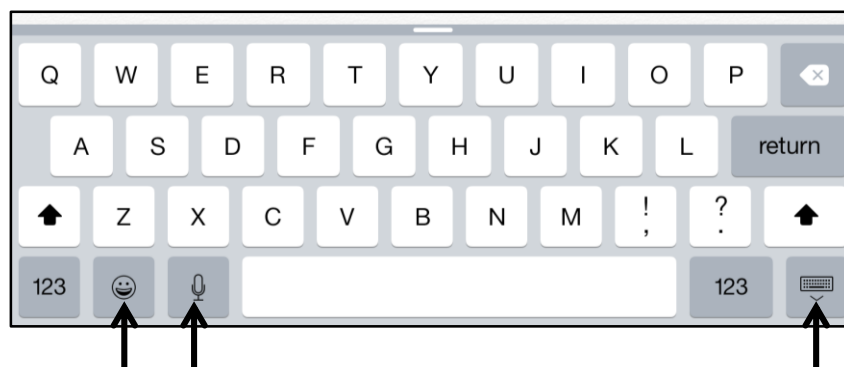
1. Press the Home button twice.
2. Touch one of the open app windows and swipe up.
3. Continue to close all apps until only the Home screen is left.
4. Touch the Home button to return to the Home screen.



## Getting to Know Your iPad Better

### How do I use dictate and emoji?

The iPad keyboard is like a traditional keyboard - with a few extra features.



Emoji Dictate

Hide keyboard


### Using Dictate

Dictate turns your spoken word into text.

1. Open an app that uses the keyboard, like **Mail**, **Notes**, or **Messages**.
2. Tap the dictate button on your keyboard.
3. Dictate your message in a slow, clear voice, saying punctuation as you go.
4. Tap **Done**.

### Adding the Emoji Keyboard



To use emoji characters, you need to add the emoji keyboard. You only need to do this once.

1. Tap  .
2. Tap **General**.
3. Tap **Keyboard**.
4. Tap **Add New Keyboard**.
5. Tap **Emoji**.
6. Press the Home button to return to your home page.

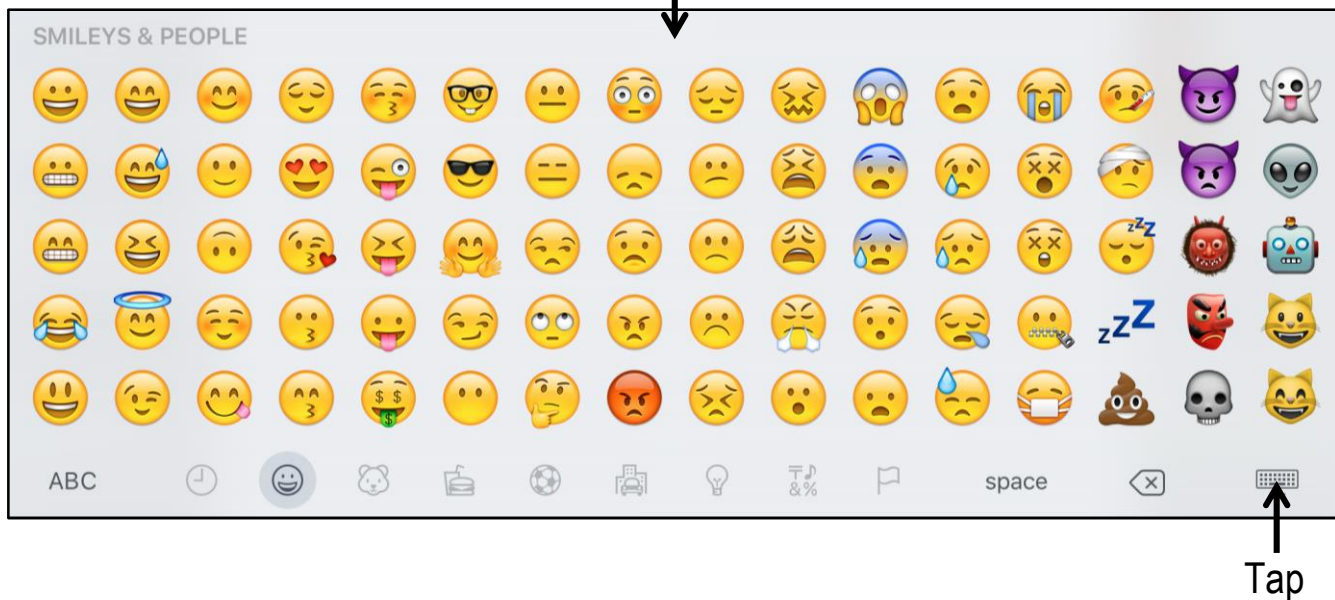
# Getting to Know Your iPad Better

## How do I use dictate and emoji?

### Using Emoji Characters

1. Tap  to open the emoji keyboard.
2. Tap the character you would like to insert in your message.
3. Tap  to return to the normal keyboard.

Emoji keyboard

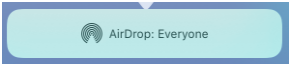


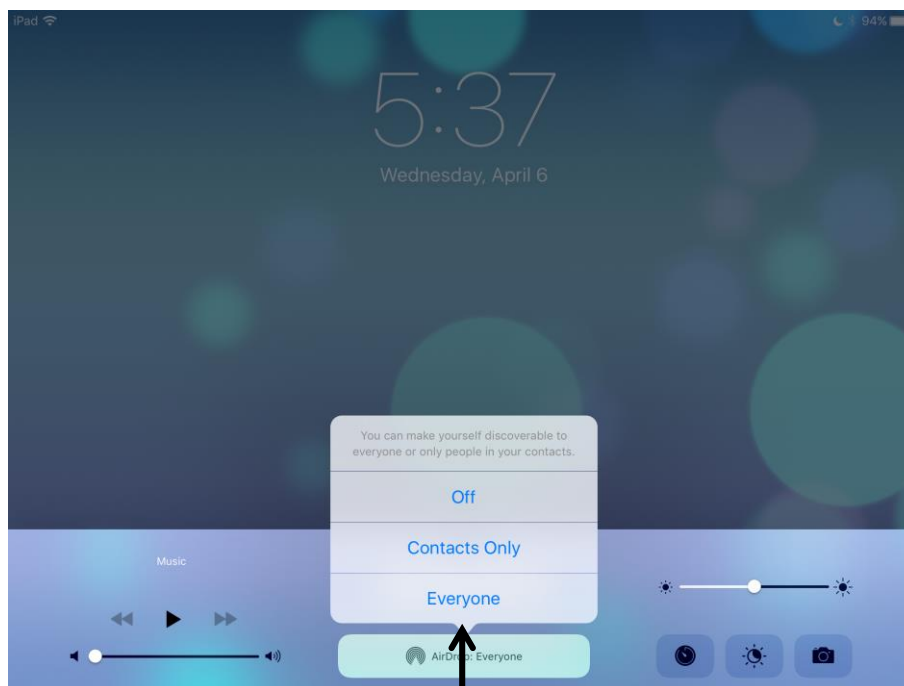
# Getting to Know Your iPad Better

## How do I use AirDrop?

AirDrop allows you to share photos, videos, websites, locations, and more with people nearby who are using an iPhone, iPad, or Mac computer or laptop.



### Enabling AirDrop

1. Swipe up from the bottom border of your iPad to open the Control Centre.
2. Tap  .
3. Choose **Off**, **Contacts Only** or **Everyone**.



Choose

### Sharing with AirDrop

1. Find the item you want to share.
2. Tap  .
3. Tap  .
4. Tap the name of the person you'd like to share with.


**Note:** Only people available on AirDrop will show in the open window. An invitation to share will be sent to them. They can accept or decline.

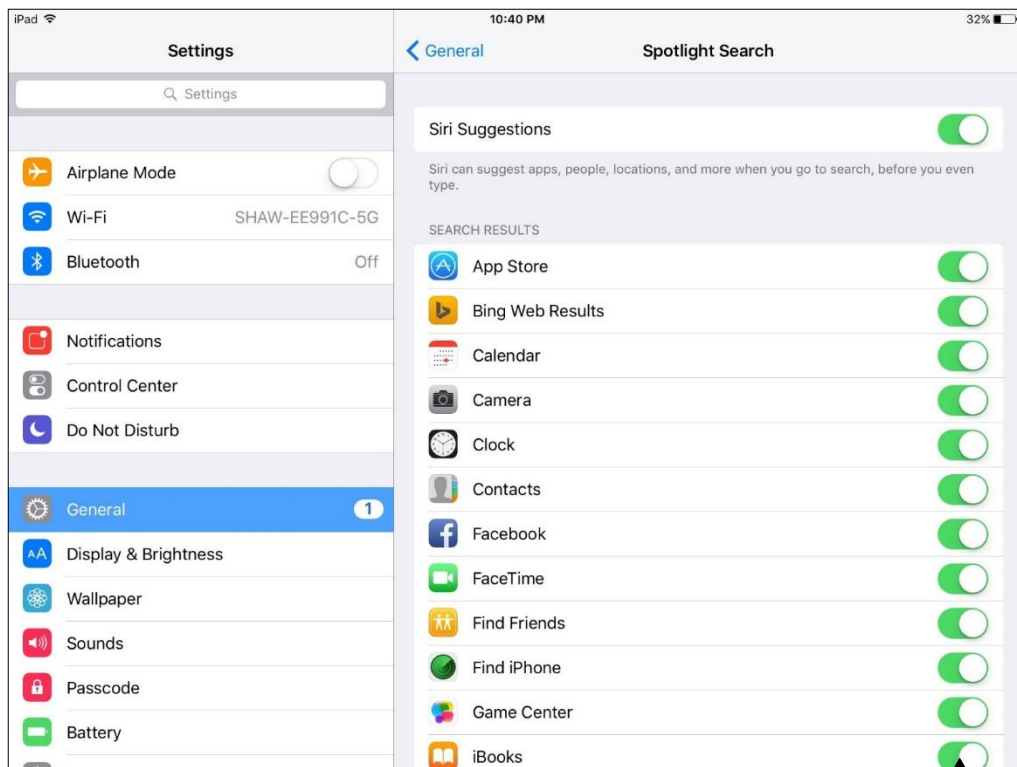
# Getting to Know Your iPad Better

## How do I use Spotlight Search?

Spotlight Search gives you a way to search for anything on your iPad, including apps, emails or files.

### Setting Up Spotlight Search

1. Tap  .
2. Tap **General**.
3. Tap **Spotlight Search**.
4. Tap or slide toggles on for apps you would like to include in **Spotlight Search**.



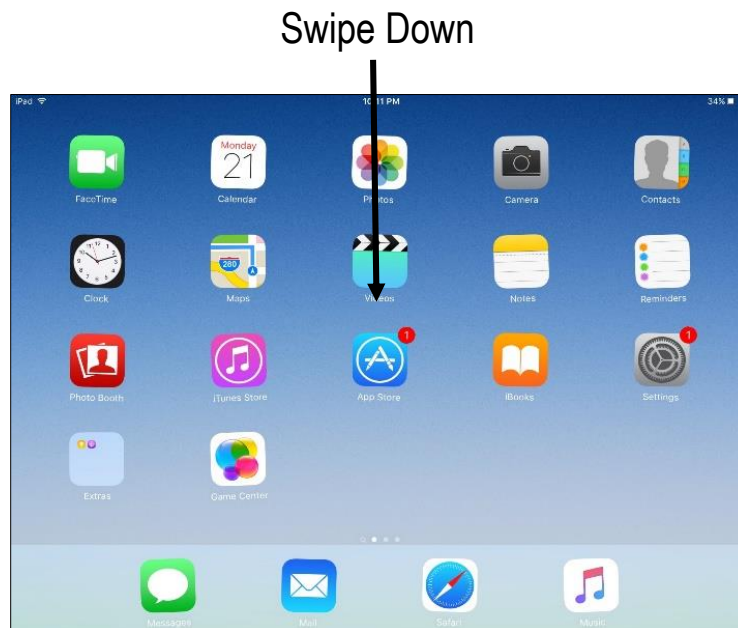
Tap/Slide

# Getting to Know Your iPad Better

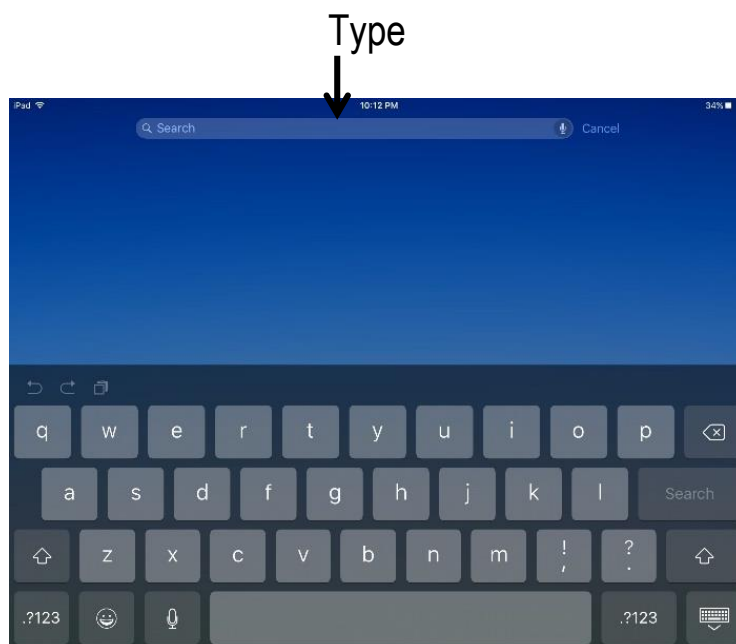
## How do I use Spotlight Search?

### Using Spotlight Search

1. Place a single finger on the middle of the screen and swipe in a downward motion.



2. Type your search terms in the **Search** bar (search results will be sorted into categories like **Reminders**, **Mail** and **Messages**).




## Getting to Know Your iPad Better

### How can I take a screenshot?

At times, it is useful to capture an image of your screen, or screenshot. For example, you may want to take a screenshot of a map to have for reference when you are away from a Wi-Fi network.

#### Taking a screenshot

1. Press and hold the Sleep/Wake button on your iPad, then immediately press and release the Home button.
2. Find your screenshot in .






# Using Facebook

## How do I post to Facebook from other apps?

Facebook is integrated into many of the apps you have on your iPad. There are several fun things you can do when you are using the Facebook app, including sharing from Photos, updating your status from Siri and porting links from Safari.

### Updating Settings

1. Tap .
2. Tap **Facebook**.
3. Tap or slide toggles on for the apps you would like Facebook to access.



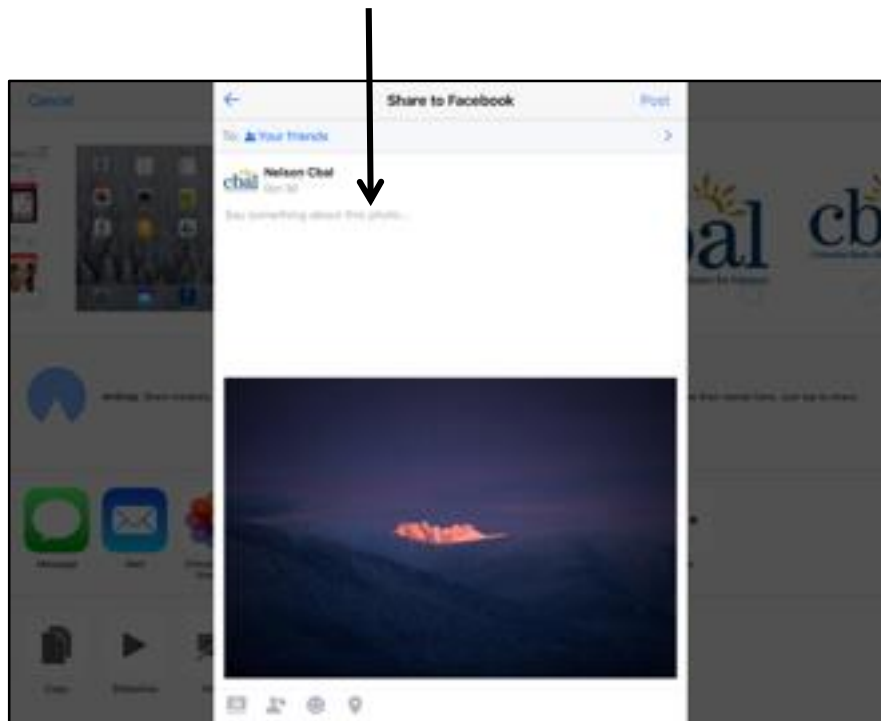
## Using Facebook

### How do I post to Facebook from other apps?


#### Posting Photos

1. Tap .
2. Tap the photo you would like to post.
3. Tap  (your photo will have a check mark to show it has been selected).
4. Tap **Facebook**.
5. Type a message in the **Say something about this photo...** box.
6. Tap **Post**.

Type

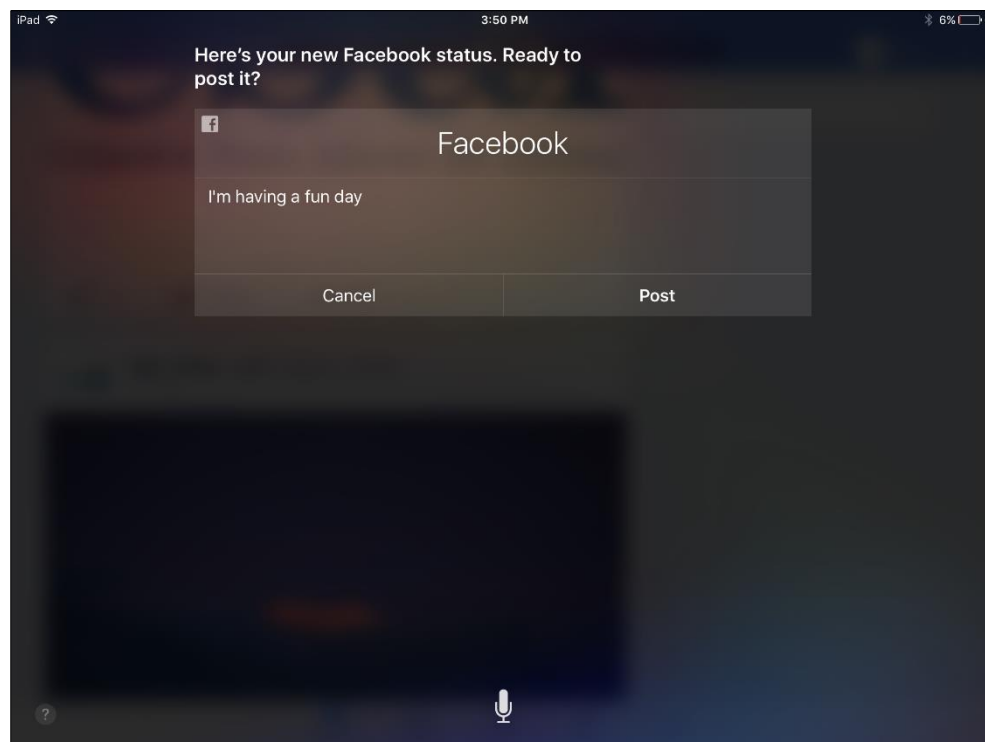


#### Turning on Siri

1. Tap  .
2. Tap **General**.
3. Tap **Siri**.
4. Tap or slide the toggle to turn on Siri.

#### Using Siri

1. Press and hold the Home button down.
2. Say “Update my Facebook status” (Siri will reply “Ok... what would you like to say?”).
3. State your update for Siri to type on the screen (Siri will show you your new status and say “Here’s your new Facebook status. Ready to post it?”).
4. Say “Post” (Siri will say “Ok, I posted it.”).



# Using Facebook

## How do I post to Facebook from other apps?

### Posting a Link from Safari

If you see something online that you'd like to share, you may be able to share it on your Facebook Timeline.

1. Look for  or  on the webpage.
2. Tap  or tap  and then choose  (a window will open showing the link you'd like to share).
3. Type a message in the **Say something about this photo ....** box.
4. Tap **Share Link**.

Tap

