

iPad Basics – Tips from the October 16, 2014 iPad Basics Class

Tip No. 1 – Apple ID – Where is it found?

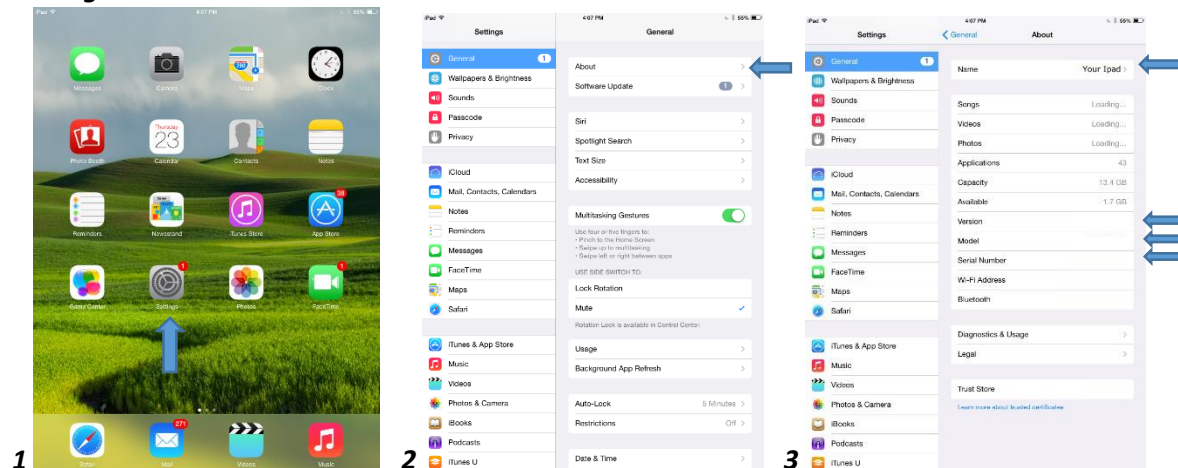
Settings>iCloud>Apple ID



At the iPad home screen tap on the *Settings* tab. Now tap on the *iCloud* file located on the left hand side of the screen (Image #2). This will display your *Apple ID* which is the email account you used to set up your iTunes account. Tapping on the > arrow will display your iCloud Account Information....Apple ID, Password (displayed as black dots) and your iCloud Storage plan.

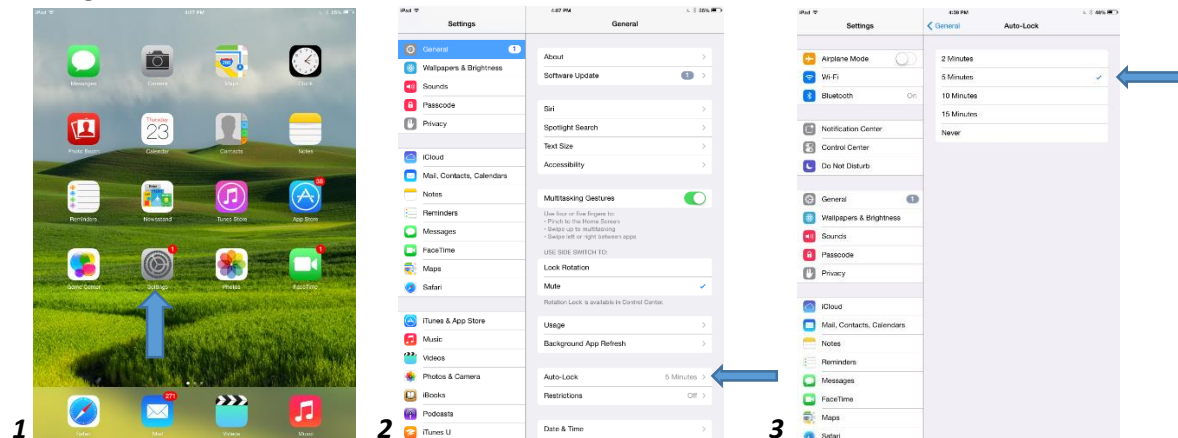
Tip No. 2 - About my iPad – What version do I have?

Settings>General>About



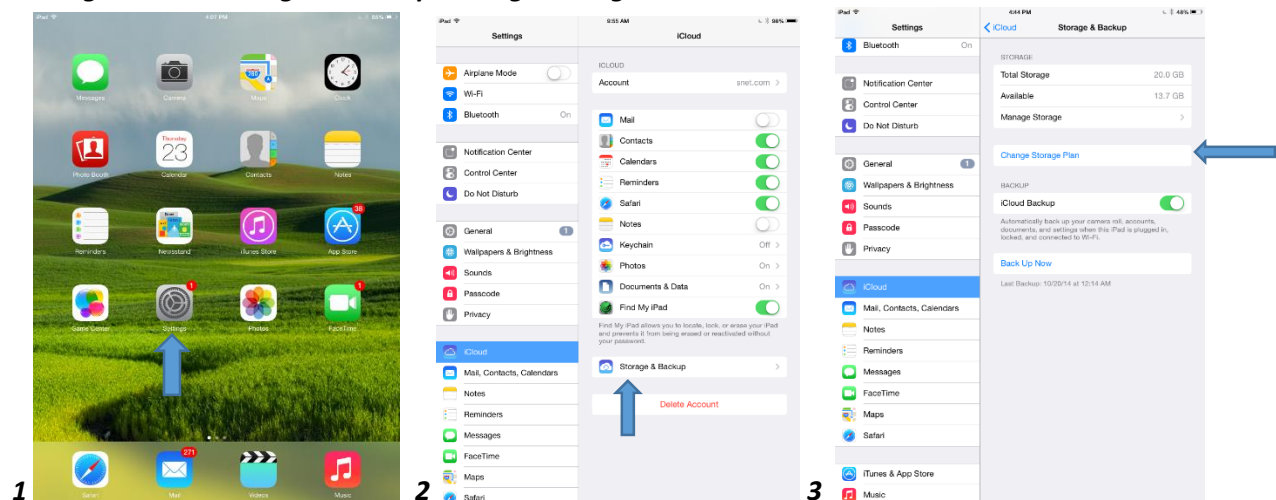
At the iPad home screen tap on the *Settings* tab. Next tap on *General* and then on *About*. Tapping on the > arrow located next to the word “About” will display several items about your device...Name, Songs, Videos, Applications, Capacity, Available, *Version*, Model Number, Serial Number, Wi-Fi Address, Bluetooth, Diagnostics & Usage, Legal and Trust Store (Image #'s 2 & 3).

Tip No. 3 – Auto Lock – Number of minutes before the screen defaults back to auto lock screen.
Settings>General>Auto-Lock>Minutes



At the iPad home screen tap on the *Settings* tab. Next tap on *General* which will display several file listings (About, Software Update, Siri, Spotlight Search etc.) about your iPad (Image #2). Scroll down until you find Auto-Lock and tap on it. Here you will see several time options displayed....2 Minutes, 5 Minutes, 10 Minutes, 15 Minutes or Never. Tap on how many minutes you would like to set as your default (Image #3). After you have tapped on the number of Minutes desired a blue check mark will appear showing your selection.

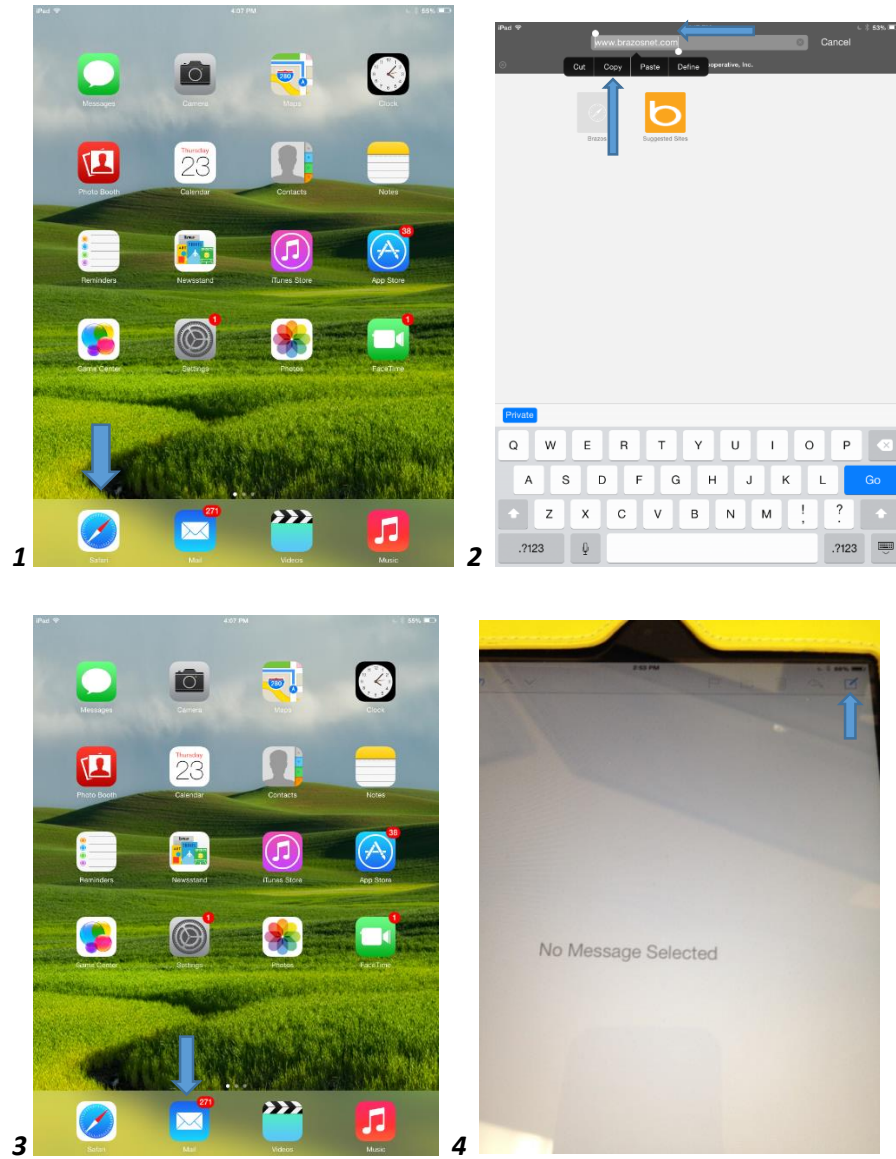
Tip No. 4-Cloud Storage – How Much Storage Do I Have & Order More Storage
Settings>iCloud>Storage & Backup>Change Storage Plan

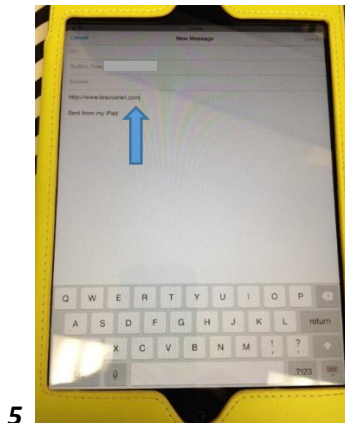


From the iPad home screen tap on the *Settings* tab. Next tap on the *iCloud* tab. Locate and tap on the *Storage & Backup* tab (Image #2). This screen will display the Total Storage, Available Storage and Manage Storage. Tapping on the *Change Storage Plan* will display your current storage plan plus options to purchase more storage (Image #3).

Tip No. 5-Copy & Paste

Safari>Type in Web Address>Press and Hold>Copy>Paste



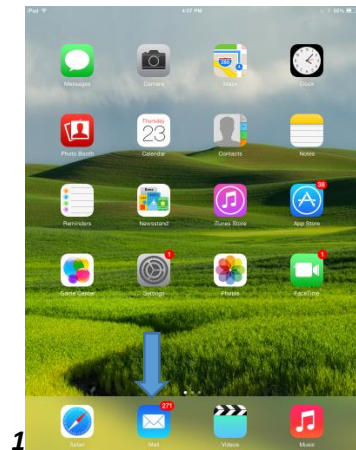


Press and hold your finger in the body of the email. This will paste the web address you copied earlier.

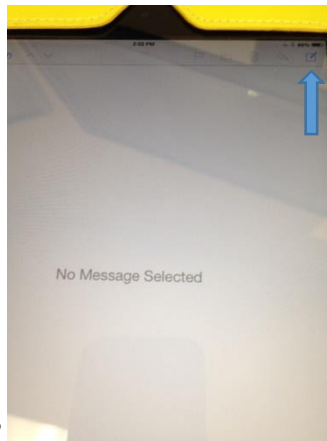
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Copy and paste allows you to copy and then paste words, website addresses and more. For this illustration we will copy and paste a website address and place it inside an email. To access the Internet tap on the *Safari App* (Image #1). Type the web address www.brazosnet.com in the search bar at the top of the browser page. After typing the web address *press and hold* your finger on the address bar. A box should appear that gives you the option to *Cut/Copy/Paste/Define* (Image #2). Press *Select Copy*, and close out of *Safari*. Tap on the *Mail App* and select *create new message* icon (Images #3 & 4). Press and hold your finger in the body of the email. A black bar will appear giving you several options...Select|Select All|Paste|Quote Level| Insert Photo or Video, *select Paste*. The web address will be appear inside the body of the email (Image #5).

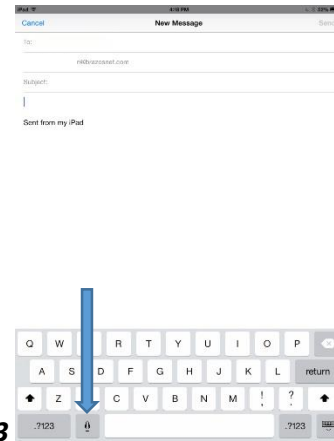
Tip No. 6-Microphone/Speaker for Texting
Mail>New Message>Microphone>Speak Message>Done



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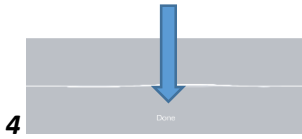


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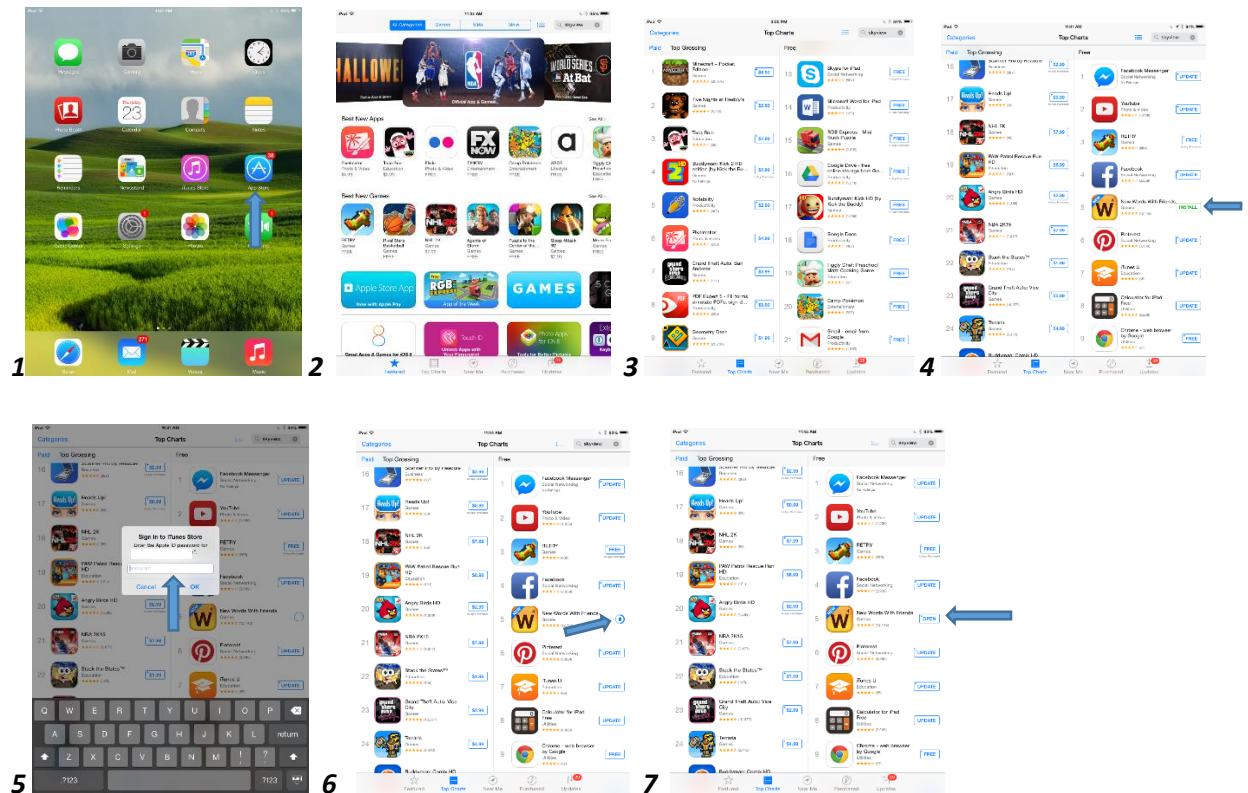
Note: Earlier versions of iPad do not have the Microphone function.



This tip will allow you to use the Microphone to speak or say your text inside an email or iMessage. Tap the *Mail App*, and select *New Message* (Images 1 & 2). Tap on the *body area of the message* (this will place the cursor in the body area of message). Next select the *Microphone icon* located at the bottom left of the keyboard (Image #3). A *wave line* will appear indicating your iPad is ready for you to speak or say your message. When you have completed your message select *Done* (Image #4). This will populate your spoken message as text inside the body area of the email message (Image #5). To send the message you will need to make sure you have typed in the email address and subject lines before pressing send.

Tip No. 7-Download Apps

App Store>Search>Free>Install>Sign In To iTunes>Download



Tip No. 7-Download Apps cont.

For this tip the App we are downloading is free. *Tap on the App Store Icon* (Image #1). Once inside the App Store you are able to browse through the many Apps by the Categories that are presented on the screen, or search for an App (Image #'s 2 & 3). Simply *Select* the App you would like to download and *tap FREE* inside the blue outlined box. After tapping FREE the block will change colors to Green and say *INSTALL*. *Tap INSTALL* to begin the download (Image #4). Next a *Sign In To iTunes* box will appear asking you to *enter your Apple ID password* (Image #5). Note: This is the password that you created when setting up your Apple account. Once your password is entered the download will begin. You will notice the box is now a turning circle (Image #6). After the download is completed an *OPEN* box will appear. (Image #7). *Clicking OPEN* will open the App for use. The App Icon will appear on one of your home screens.

Tip No. 8 – Delete an App (Make it Nervous)

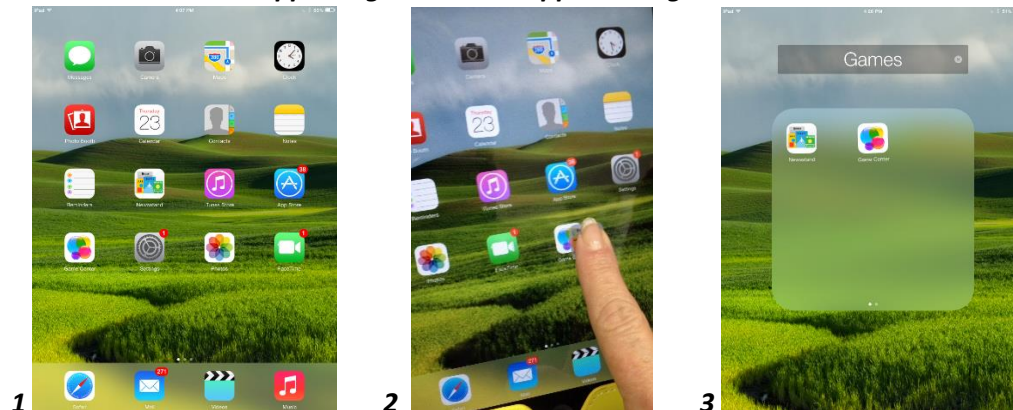
Press & Hold>Select “x”>Delete



To delete an app from your home screen *Press and Hold one of the Apps* until they all become nervous or squiggly. Apps that can be deleted will have a small “x” in the upper left corner of the App (Image #2). To delete the App, *press the “x”*. A box will appear asking if you are sure you want to delete the App. For example, it will say “Delete watchESPN” with an explanation that Deleting “WatchESPN” will also delete all of its data. Press Delete or Cancel. If you still want to delete the App press *Delete*.

Tip No. 9 – Create an App Folder

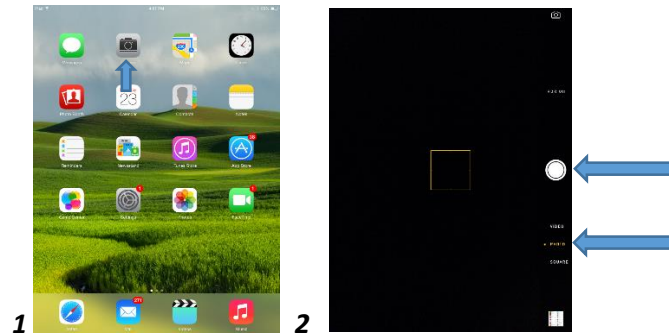
Press & Hold>Select App>Drag to another App Creating Folder



To create a folder (combining similar apps creates a folder) *Press and Hold* one of the Apps on your home screen until they all become nervous or squiggly. Next, *drag the app* that you would like to

combine and *place it over the other App holding* it there for a few seconds (Image #2). This will create a folder with both of the Apps inside it (Image #3). Pressing the navigation or home button will stop the Apps from being nervous or squiggly.

Tip No. 10 – Camera Settings Photo/Video/Square



To take a photo using the iPad, tap the *Camera Icon/App* (Image #1). On the right hand of your screen you will notice the snapshot button (white circle) and the ability to change your camera settings to Video, Photo or Square. These are highlighted in a different color (orange) letting you know which type of image setting you are using. Lightly slide your finger on the screen to select the desired setting.

