

## Learn to Use an iPad

**Class Description:** Are you curious about how you can better utilize your Ipad, but you aren't sure how to start, then this is the class for you! In this class you will learn the basics of your Ipad including how to download Apps, how to take pictures, getting to the internet, and more. Registration is required and space is limited, so sign up today!

**Skills needed:** This is a beginners class where there are no previously needed skills.

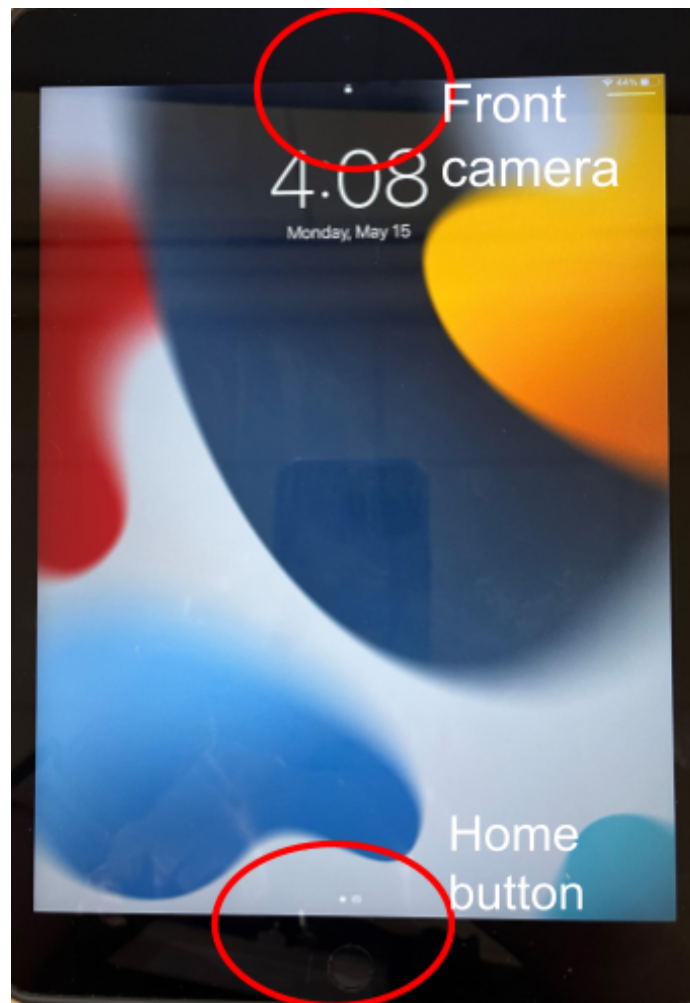
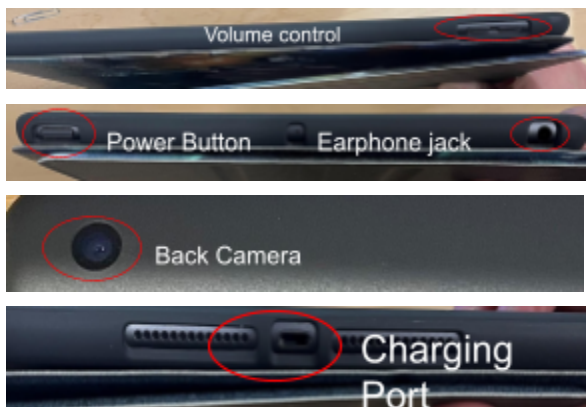
### Learning Objectives:

- General use of an iPad (how to set it up)
- Downloading an app
- Taking a picture/video and accessing photos/videos
- Getting onto the internet

### Step 1:

Turning on the Ipad and basic functions.

- On the top of the iPad is the power button. Hold this down to turn the iPad on and off
- On the side of the iPad are the volume buttons. The top button turns the volume up and the bottom lowers the volume
- On the back of the iPad is a camera
- At the top of the screen of the iPad is the forward facing camera and on the bottom is the home button
- At the bottom of the iPad is the charging port



### Task 1:

- Turn on your iPad
- And get to the homepage

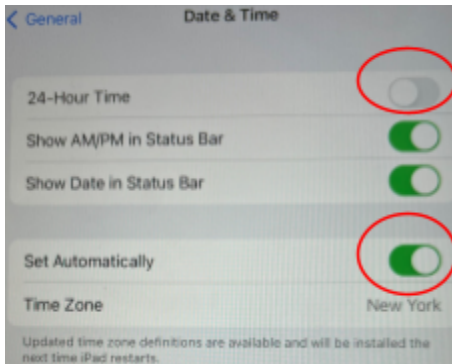
## Step 2:

### iPad Settings

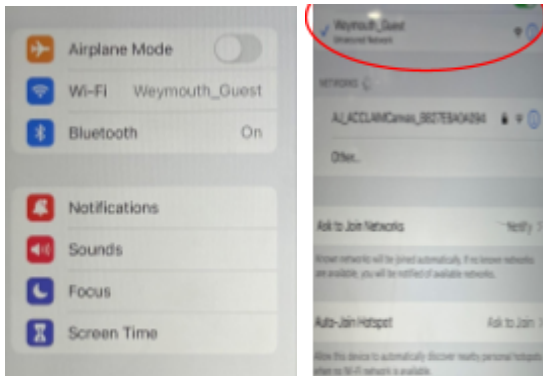
- To get to settings you will want to click on the settings icon. The settings app can be found on the toolbar at the bottom of the screen or the first page that your iPad opens up to



- To know if the setting is on or off look at the bar next to it. If the bar is green then that means it is on. If the bar is gray then it means that particular setting is off.

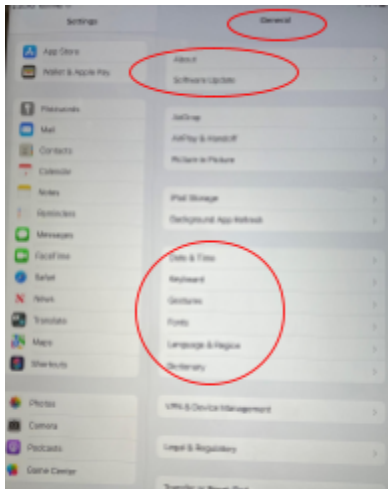


- To turn them on slide the circle on the bar to the right and to turn them off slide the circle on the bar to the left
- To get into these various sections you will want to click on them on the left hand side of your screen in the menu bar located there
- The first list you will see in settings is airplane mode, Wi-Fi, Notifications, Sounds, Focus, and Screen Time

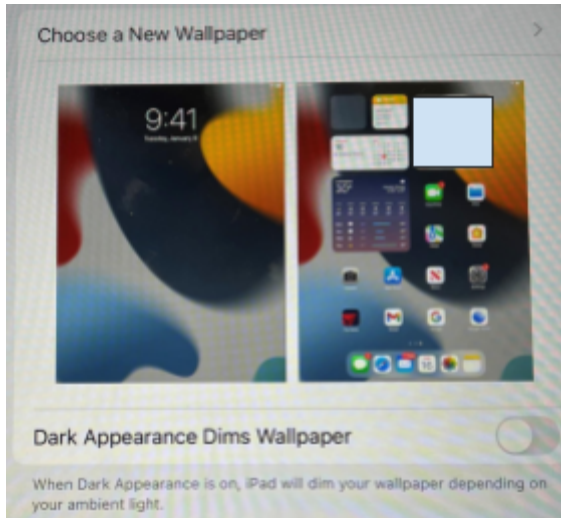


- Airplane mode is what you will use while you are in the air and shuts off the Wi-Fi and calling features

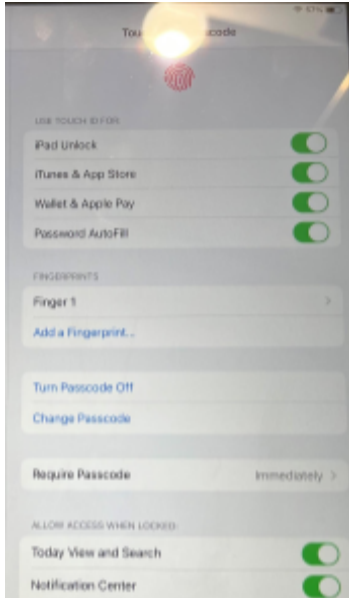
- Notifications lets you pick and choose what notifications you would like to receive for general apps like email, text, and phone as well as the apps you download
- Sounds allows you to decide what sounds you want to keep on and off your iPad for example ringtone or text tone, but also new or sent mail, calendar alerts, etc.
- Focus allows you to put on “Do Not Disturb” which blocks all notifications and also allows people to know you will not be responding to text
- Screen time allows you to see how long you’ve been using your iPad
- The next area is General and this has a lot of information about your iPad



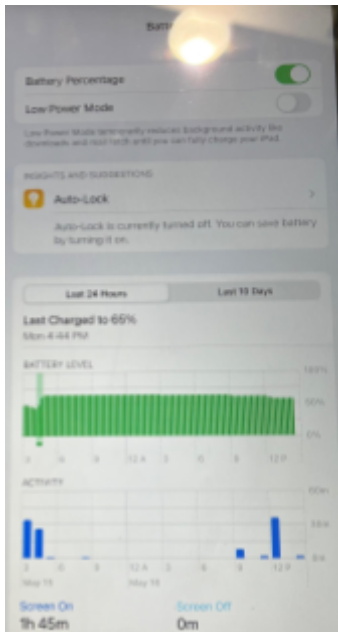
- Go to “About” under general and here you will find a lot of information pertaining to the make of your iPad
- iPad storage allows you to see the amount of storage you are using and the amount of storage you have left, as well as, tips on how to increase the storage you have left
- Date and Time allows you to determine how you would like to display the date and time on your iPad
- Keyboard allows you to enable separate functions on your keyboard
- Swipe determines what movements are considered swipe gestures
- Language enables you to pick the language on the iPad
- Dictionary allows you to pick the dictionary you would like to use
- Display and Brightness
  - Allows you to pick between a light and dark background, the image you use for a background, the brightness, and if you would like Night Shift on or off
  - It also allows you to choose if you want auto lock on or off and that determines if your iPad locks after a certain amount of time
  - The text size you would prefer and if you want the text bold or not is also chosen here



- Home Screen and Dock
  - Allows you to choose if you would prefer to use large App icons
- Accessibility
  - This section allows you to change aspects of the iPad based on your accessibility needs
    - In the vision section you can once again change the size of the text, turn on voiceover (will describe items on the screen and teaches you how to interact with it), and turn on automatic audio descriptions
    - Physical and motor has assistive touch which better allows you to use the iPad if you find it difficult to touch the screen, change hold duration, and ignore repeat touch
- Wallpaper
  - Allows you to choose which wallpaper you want by clicking on the different options
- Siri & Search
  - Allows you to decide if you want Siri on (Siri is Apple's voice operated search engine and assistant)
  - Also allows you to decide if you want notifications, there will be a list of apps and it will allow you to decide which apps have access to Siri and notifications
- Touch ID & Passcode
  - Allows you to enable touch ID
    - To do this pick one finger it will scan
    - Place it onto the home button and it will scan your finger
    - You can also require it for certain apps beyond it just being available for opening your device
  - This is also where you will setup a passcode if you are doing touch or facial id it is wise to also setup a passcode for moments when the system may not recognize your face or finger
  - Here you can also decide some of the items you would like to be able to access even when the iPad is locked



- Battery
  - Can decide if you want to see the percentage of battery you have left, if you want low power mode on or off, you can see battery usage here

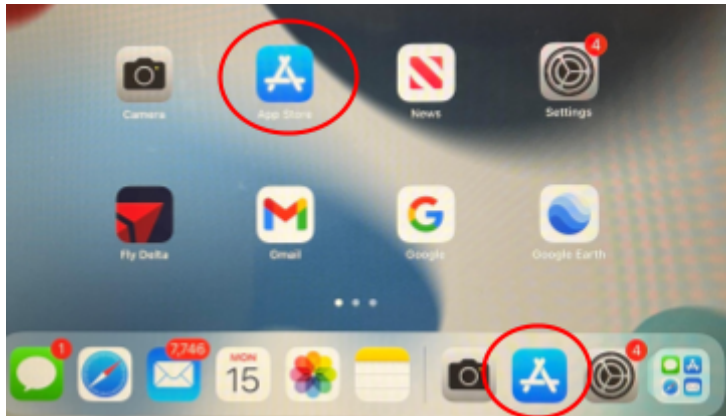


- Task 2
  - Go to settings and choose your language
  - Choose your date and time
  - Choose which dictionary you would like to use
  - Change your background to one of the preloaded images
  - Turn night shift on
  - Decide if you want to set up a finger id and passcode and if so do so

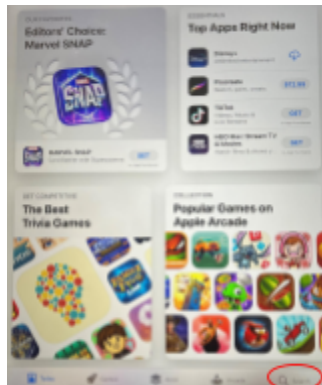
### Step 3:

#### Downloading an App

- First go to the home screen of your iPad
- Second find the App store icon and click on it



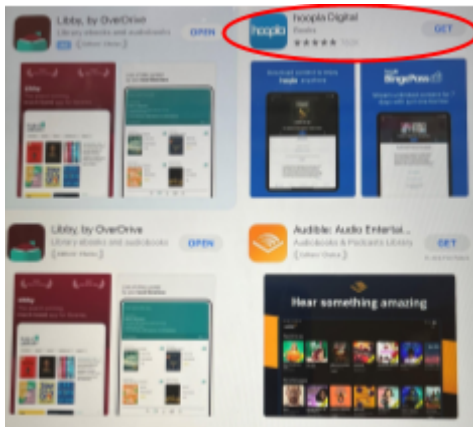
- Determine if you are signed into your Apple id or not, you should be if your iPad has been properly setup if not it will ask you to sign into your Apple id in order to access the App store
- Once in the app store there are a few things you will see on the homepage. At the bottom of the screen there will be a bar. On the bar there will be a section that says today (shows what has been popular so far today), games which show different games you may be interested in, Apps is the same concept as game, Apple Arcade is a paid subscription to certain games
- Lastly, there is a search function
  - To use the search function first you will want to click on the search icon



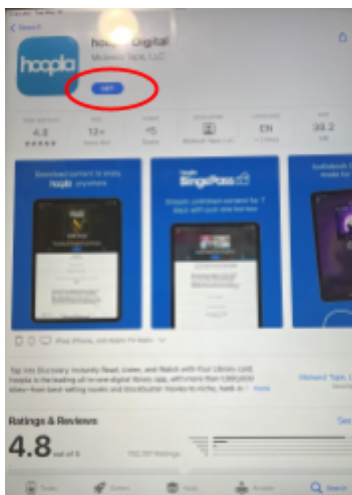
- Next type in the title or keywords of what you are searching for



- After typing the information in you will want to click on search on the keyboard
- Then click on the app you would like to download

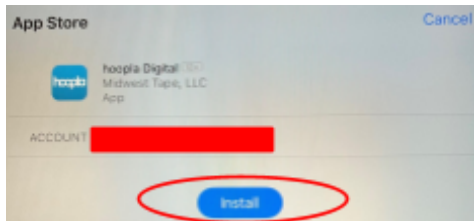


- After you click the App you want there will be information providing a brief description, ratings and reviews, what's new in the App, app privacy information, general information about the app, if the app has been featured in anything, and lastly similar apps you may be interested in

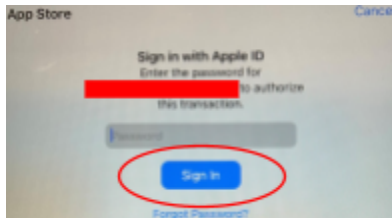


- To download click on get

- This will produce another pop up window and you will need to click on install



- Once install has been clicked on another popup window will appear asking for your Apple ID password



- You will need to enter your Apple ID and then click on sign in
- If you forgot your password you will need to click on forgot password and then follow the necessary steps to change it

- **Task 3**

- Go into the App store
- Search for Hoopla
- Download Hoopla

**Step 4:**

Taking a Picture/Video

- Open your iPad to your home screen and look for the camera App



- The app will be in two places on the first page your iPad opens to and also in the toolbar at the bottom of the screen
- Click on one of the app icons to open the camera
- When you open the app it will automatically open to the back camera so make sure if you have a case it is not blocking it when you get ready to take a picture/video



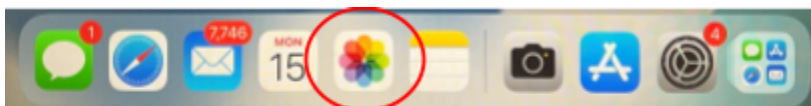


- On the right hand side there are a list of buttons with different functions
  - The first button allows you to turn the live feature on and off
  - The next button allows you to choose if you want the timer on or off
    - If you want the timer on if you want 3 or 10 seconds
  - The third button allows you to switch the camera between the front and back cameras
  - Following is the actual button you will use to take the picture/video
  - Underneath that is a button with a small picture in it this button allows you to see all of the photos/videos you have taken
  - Beneath this photo is where you will pick which type of photo or video you would like to take: time lapse, slo-mo, video, photo, square, or pano
  - If you pick photo on the left hand side of the screen you will see a 1x and clicking on it allows you to change it to 2x and this is the magnification the camera will use for the photo
- **Task 4**
  - Open the camera
  - Take a picture of the handout
  - Take a video of your hand moving in slo-mo

### Step 5:

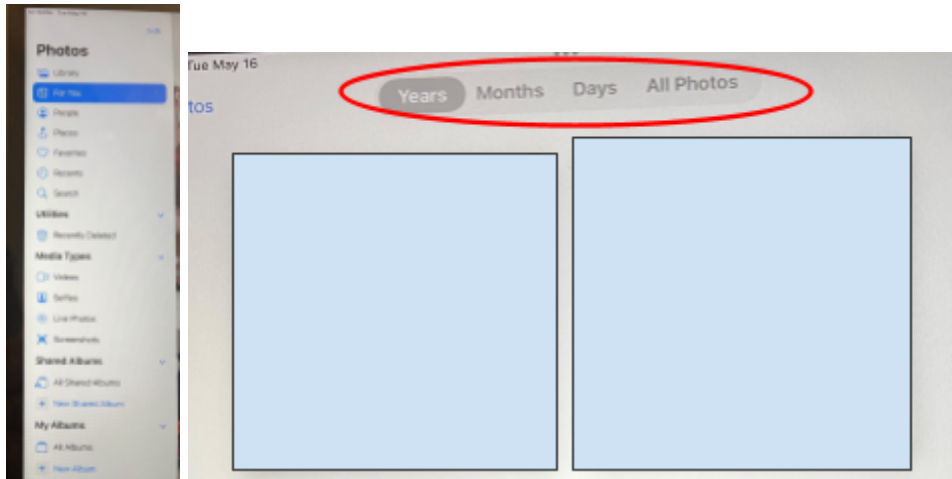
#### Viewing Pictures and Videos

- Go to the homescreen
- On the bottom bar you will see what looks like a multicolored flower this is the photos/videos app
  - Click on the app to get in



- Once in look to the top for how you want to display your photos
  - This can be done by either month, day, year, or all photos

- If you click on photos on the side of the screen it allows you to sort them in a variety of ways including by people, places, favorites, recents, etc.



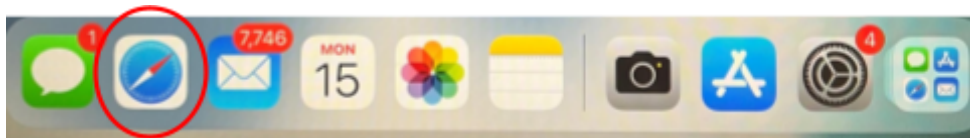
- **Task 5**

- Go to your photos
- Find the last photo and video you have taken by changing your photos/videos to months

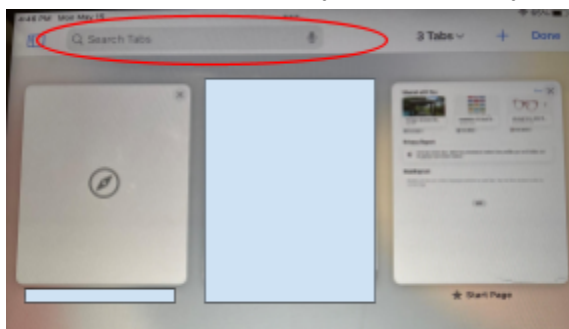
**Step 6:**

Getting to the Internet

- All Apple products come with Safari already installed, this is Apple's default web browser, if you would like a different browser you can download one by following the steps in part 3
- Safari can be found in the toolbar at the bottom of the screen, the app's icon looks like a compass

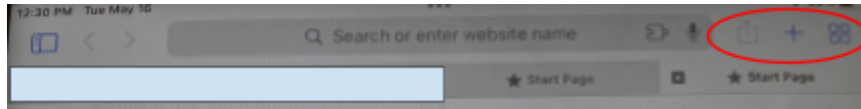


- Click on it and that will bring you to the internet
  - At the top of the page you will see the search bar, here you can enter the website domain if you know it or you can use it like a Google search



- If you enter the domain address you will be brought directly to the webpage

- If you search you will be brought to the various search results found and will need to find the webpage from there



- Next to this is the share button which allows you to share this webpage through text, email, and more
  - Next is the plus button that allows you to open up additional screens and have more than one web page open
  - After that is four squares that allows you to see the widgets of the webpages you already have open
- **Task 6**
    - Go to the internet
    - Go to Google.com
    - Search for an image of a sunflower