


# iPad Basics

**Atomic Learning** was used to make this handout. Wherever you see the  icon throughout the handout, it will list the section and item where it can be found on the Atomic Learning web site:

<http://www.atomiclearning.com/k12/ipad>

To see a list of all the sections and items in Atomic Learning, go to page 12 of this handout. When you go to the web site, you are able to click on a specific item to watch a video on that topic. Most videos are only 1-2 minutes in length.

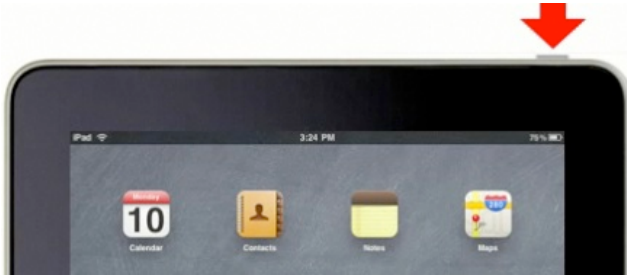
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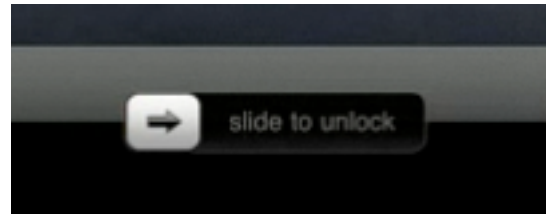
# iPad Basics

## Power On/Off and Lock Screen

To **turn the iPad on**, press and hold the Sleep/Wake button until the Apple logo appears. Wait a few seconds for the screen to show and slide the arrow to unlock the screen.



The **Sleep/Wake button** is on the top right corner of the iPad.

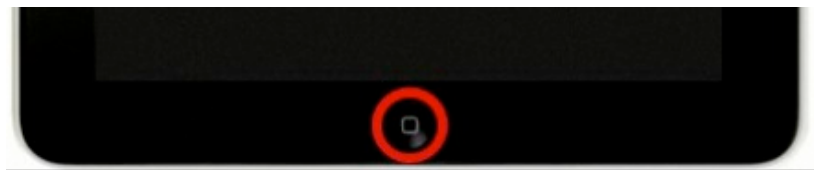


 A. 1

To **lock the iPad** to prevent anything from happening when you touch the screen, press the Sleep/Wake button once. While the iPad is locked, the screen will be black but music can be playing, and the volume can be adjusted.

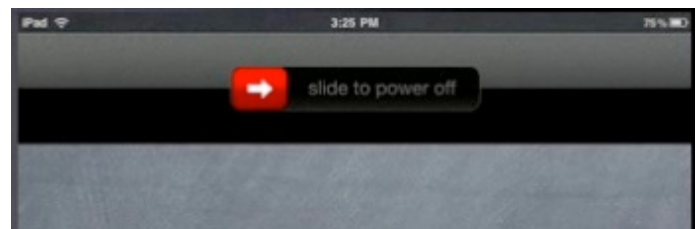
To **unlock the iPad**, press the Home button or the Sleep/Wake button; then slide the arrow to unlock the screen.

## Home Button



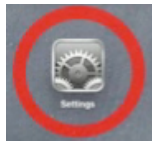
 A. 2

To **turn the iPad off**, press and hold the Sleep/Wake button and then slide the arrow to power off.



 A. 1

## Lock/Unlock Screen Orientation (to prevent screen rotation between portrait and landscape)



Press Settings icon on Home screen.

In General settings, find **Use Side Switch to** lock rotation or mute sound.



### **Side Switch**

When in locked position, a red dot is visible.

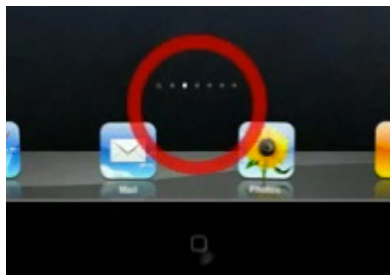
 A. 3

## Customizing the Home Screen (Moving and Deleting Applications)

You can customize the placement of the Application icons on the Home screen and the Dock by touching and holding any application until the icons begin to wiggle and an X appears in the corner of each icon.

While wiggling, the apps can be moved by touching and **dragging to a new position**; the other icons will move to make room.

To move an app icon to **another Home screen**, move the icon to the right side of the screen to move to a new screen. You can create up to 11 screens.



The **dots** above the Dock show the **number of screens** there are and which screen you are currently using.

The **X** allows you to **delete/remove the app** from the iPad. You will be asked to confirm the deletion. Depending on your syncing preferences in iTunes on your computer, if the app is backed up in iTunes, you may also need to delete it from your computer to prevent it from reappearing the next time you sync the iPad with iTunes.

Push the **Home button to stop customizing** and the icons will stop wiggling.

 A. 4, 5

## Zooming In and Out

Some applications, like Safari, Photos, Mail and Maps, allow you to zoom in and out.

Place two fingers on the iPad screen and slide them out, away from each other or slide them in, pinching them together.

For photo or web pages you can also tap 2X on an image to zoom in and then tap 2X to zoom out.

 A. 8

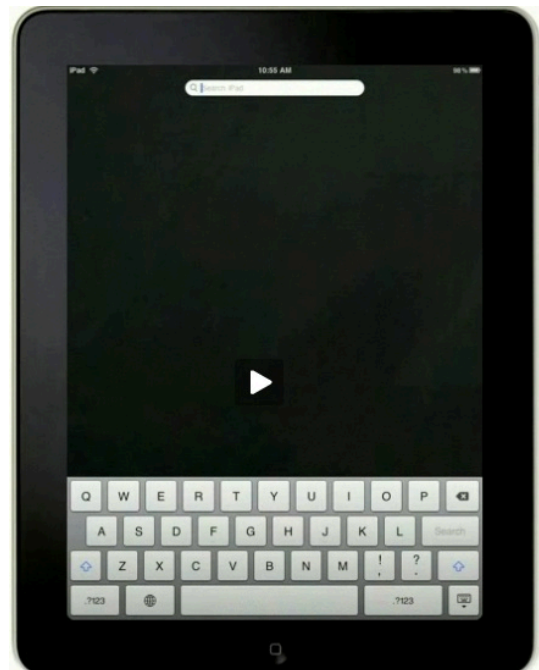
## Using Spotlight (to Search for Information)

Spotlight can be accessed two ways:

1. Press the **Home button** when on the main page of the Home screen.
2. Or while on the main page of the Home screen, **slide your finger to the right**.

Use the keyboard to type into the Search field. Results will appear as you type. Tap on any item in the list to open it.

 A. 9

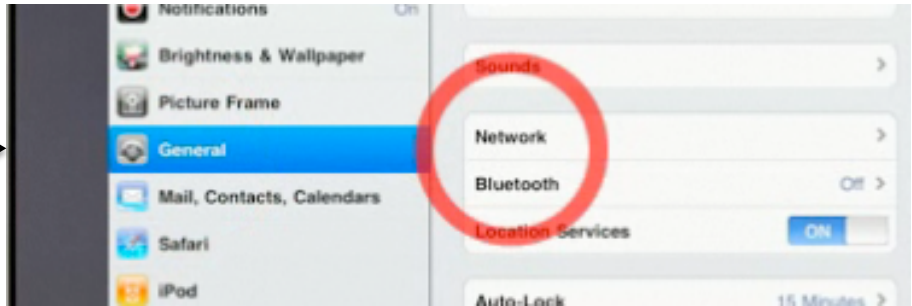


## Connecting iPad to Wi-Fi Network

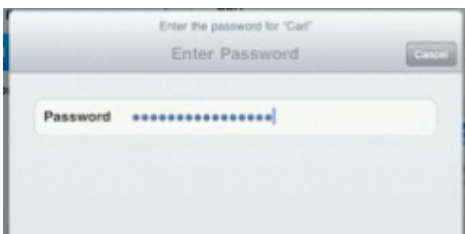
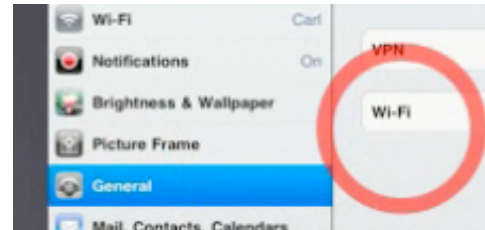


From Home Screen, choose **Settings**

Choose **General** and go to **Network** and then **Wi-Fi**



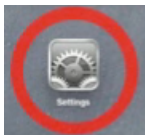
Be sure **Wi-Fi** is set to **On** and wait for the iPad to detect any networks in range. From the list, select the network you would like to join.



The network may require a password to join. After joining, the iPad will automatically connect whenever the network is within range.

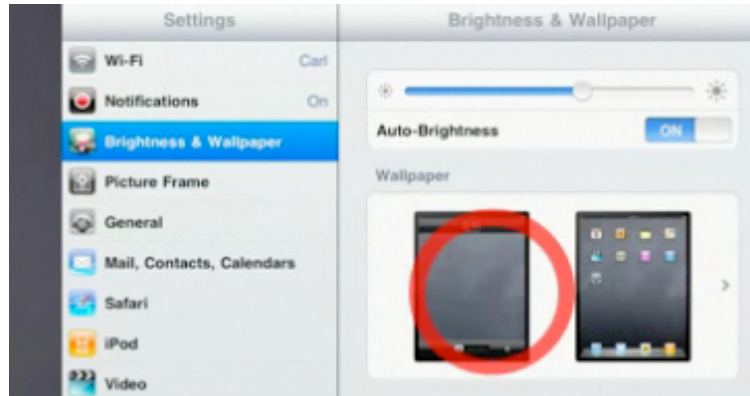
 A. 12

## Setting the Wallpaper (for Home Screen and Locked Screen)



From Home Screen, choose **Settings**

Choose  
**Brightness and  
Wallpaper**



Then choose **Wallpaper**.

**Select the image** you would like. Then tap one of these three settings: **Set Lock Screen**, **Set Home Screen** or **Set Both**. *Note: you can choose a different image for Home screen and Lock screen.*

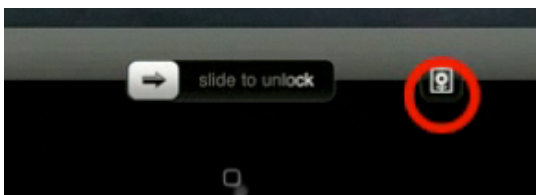
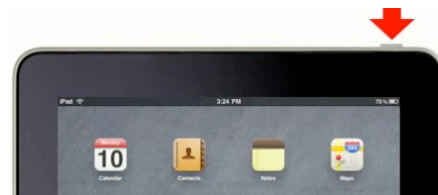
When done, click **Home button**.



### Picture Frame (Slideshow)

Picture Frame turns the iPad into a **slideshow** picture frame **using the Photos library**.

Press the Sleep/Wake button to lock the iPad. Then wake the iPad by either pressing the Sleep/Wake button again or the Home button.



On the Lock screen, tap the **Flower icon** to begin Picture Frame. To pause the slideshow at any time, tap the screen. Tap the Flower icon to return to the Lock screen or slide the arrow to Unlock the iPad.

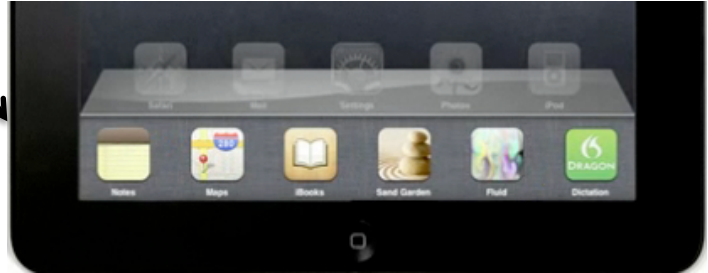
*Note: If there is no flower icon, there are no images in Photos.*



## Accessing Multitask Functions Using Home Button

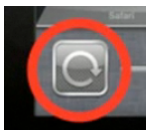
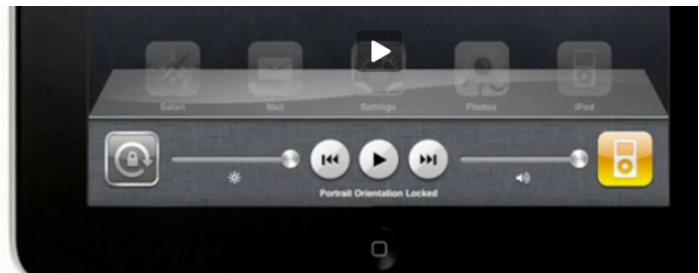
Tap **Home button 2X** to access **multitask functions**.

It will display **\*recently used apps** on the bottom of the screen. The rest of the screen will be dimmed. Tapping an icon will open that app. Swipe left and right to see all the apps if there are more than fit on one screen.



\*Note: These recently used apps are held in memory while switching between apps rather than being closed. Returning to one of these held apps will open it in the same state as you left it. If more memory is needed to operate the iPad, apps that haven't been used for a while will be closed out of memory even though the icon may still appear on the status bar. To manually close an app on the multitask status bar, touch and hold any application until the icons begin to wiggle and an X appears in the corner of each icon. Touch the X to close the app so that it is forced to open fresh the next time you use it, which may clear up any problems with an app that isn't functioning properly and will free up memory.

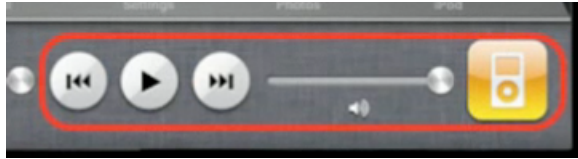
Swipe all the way to far left screen to access the **Function Control Panel screen**.



**Toggle switch** for locking/unlocking rotation of screen or mute on/mute off (depending on the what is selected under Settings→General→Use Side Switch).



**Brightness slider** (to adjust brightness of screen)



**Music controls** provide access to playing music in iTunes library. The iPod/**Music icon** opens the music library. Some applications, like the iPod

music player, will run in the background while using another app in the foreground.

Click **Home button to close multitask bar** and return to Home screen.

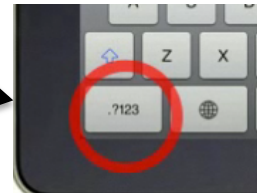


A. 17

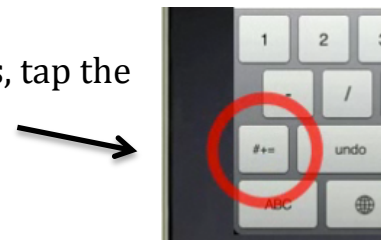
F. 1-5

## Numbers and Punctuation Marks on Keyboard

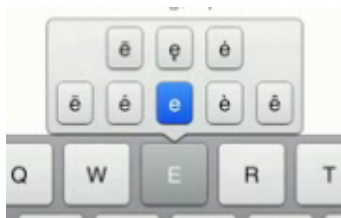
To use the number keys and common punctuation marks, tap the **Number key** on the alpha keyboard.



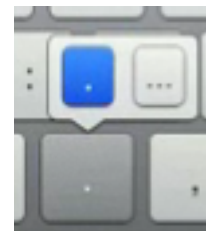
To find additional punctuation marks and symbols, tap the **Symbol key**.



To type a letter with a **diacritical mark** (accent or umlaut), press and hold a letter on the keyboard. An expanded list will appear. While still touching the screen, roll over to the correct mark and then let go to type the letter.



Two examples: different marks over the e key or an ellipsis using period key.



**Note:** To quickly type a period and a space at the same time, double tap the space bar.



B. 1, 2, 4

## Dictionary--Suggestions

The **dictionary will suggest words** based on what you are typing.

To **accept** a suggested word, type a space, punctuation mark or press return and the suggested word will automatically be entered.

To **reject** the suggestion, continue to type the word you want; if necessary, tap the suggested word and it will go away.

To change dictionary **suggestions setting**, go to Settings→Choose General→Go to Keyboard

 B.5



## Editing Text: Cutting/Copying and Pasting

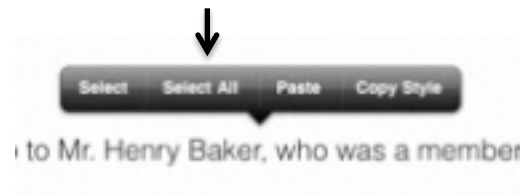


Tap once on an insertion point to bring up a menu.

**Select** will highlight one adjacent word.

**Select All** will highlight all of the text.

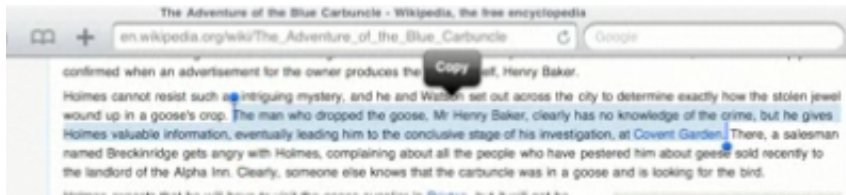
When text is selected, it can be deleted by pressing **Delete** key on keyboard.



To **select a specific word** (not at insertion point), tap 2X on the word.



If working on a document in which you can't edit the text (ex. web page), touch and hold a word to select it.



Use the handles (blue dots) to drag over the text you want selected.

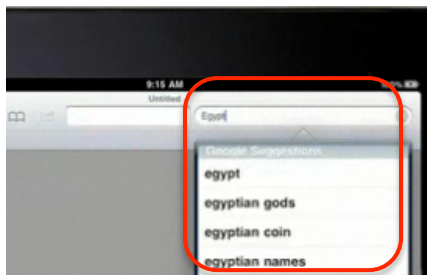
Then **Copy** the text. Move to where you want to place the copied text. Click once for an insertion point. Click again to see the **Paste** button. Touch **Paste**. **Paste** will insert any text sitting in the clipboard.



B. 6

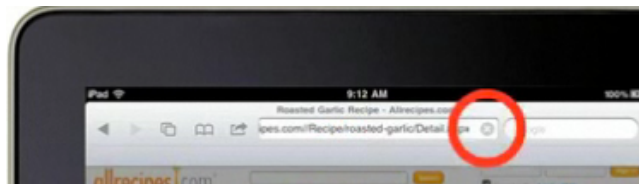
## Safari App (web browser)

If Safari has **never been used**, you may see a dark screen with a dotted rectangle labeled New Page. Otherwise, you will see a blank untitled web page ready for entering a web address or search.



Tap on the **New Page** to open a clean page with the cursor in the **Google search field** as well as displaying the keyboard. Enter text for a new search. You can also choose from the **suggestion list** to begin a Google search.

If showing a page, tap the **X** title bar to address and keyboard to enter a web address.



previously viewed at the end of the **erase** the current then use the

Change between **portrait or landscape orientation** by rotating the iPad, if the screen rotation is not locked.



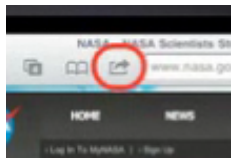
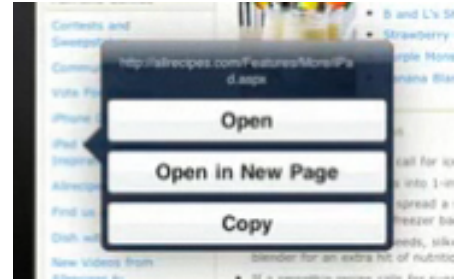
I. 1

**Zoom in by double tapping** on a part of the screen in which you want to focus. Double tapping again will zoom out. You can also **manually** adjust the zoom level by **pinching two fingers** out or in. **Scroll around the page** by dragging a finger up, down, left or right. Tap in the status bar (in the black area, where the time is displayed, above the web address) to quickly **return to the top of the web page**.

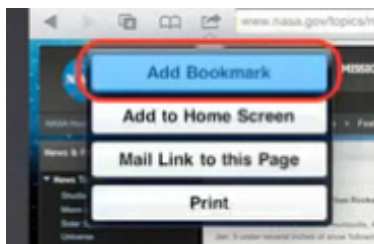
 I. 2

If you aren't sure you want to open a new link on a web page, hold your finger on the link and a window will open showing the **web link destination** and give you options for **opening a link or copying the link** (for the clipboard). Close the window by tapping on a blank part of the screen.

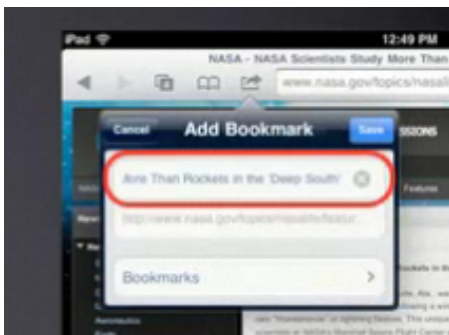
 I. 3



Use **Bookmarks** to return to web pages at a later time. Navigate to the page to be bookmarked. Click on the **Options button** at the top of the window by web address.




Click **Add Bookmark**.



The first line shows the title of the bookmark and can be edited here. The second line is the web address. The last item lets you decide where the bookmark will be saved.

 I. 8, 9

 **Atomic Learning web site** is a great resource for watching short video clips (usually 1-3 minutes in length) about a specific topic. Use the web site below to go to the iPad videos in Atomic Learning. Following is a list of the specific videos covering the topics in this handout followed by a list of topics not in this handout. Note: if using a district computer, you do not need a login name and password. If you plan to use a non-district computer, you can get the login name and password from either the DITA or media specialist.

This list is from the Atomic Learning web site

<http://www.atomiclearning.com/k12/ipad>

#### A. iPad Basics

1. Locking and turning the iPad on and off
2. Locking the screen rotation (iOS 3 & below)
3. Locking the screen rotation (iOS 4 & above)
4. Customizing the Home screen
5. Deleting applications
6. Setting a passcode to secure the iPad
7. Using an index to navigate
8. Zooming in and out
9. Searching using Spotlight
10. Syncing the iPad with iTunes
11. Preventing automatic syncing
12. Connecting to the Internet using a Wi-Fi network
13. Setting the wallpaper and lock screen images
14. Using Picture Frame
15. Changing other settings
16. Getting general information about your iPad
17. Accessing functions by double-clicking Home (iOS 4 & above)
18. Setting the side-switch function (iOS 4.3 & above)

#### B. Typing on iPad

1. Typing a period and space quickly
2. Seeing numbers and other punctuation
3. Using international keyboards
4. Typing special characters
5. Accepting and rejecting dictionary suggestions
6. Cutting, copying and pasting text

7. Undoing an action

C. Mail

1. Adding e-mail accounts by syncing with iTunes
2. Adding a new e-mail account on the iPad
3. Configuring general Mail settings
4. Checking & reading your mail
5. Replying to a message
6. Forwarding a message
7. Adding an address in a message to Contacts
8. Following a link in a message
9. Opening an attachment
10. Creating & sending an e-mail
11. Saving a draft of a message
12. Sending a photo in an e-mail message
13. Saving an attached photo to the Saved Photo album
14. Searching Mail
15. Deleting messages
16. Moving messages to a mailbox or folder

F. Multitasking (iOS 4 & above)

1. Introducing multitasking on the iPad
2. Viewing the Multitask Status Bar
3. Switching between recently used apps
4. Removing an app from the Multitask Status Bar
5. Using iPod controls on the Multitask Status Bar

I. Safari

1. Opening & viewing a Web page
2. Zooming & scrolling a Web page
3. Viewing a Web link destination URL
4. Stopping & reloading Web pages
5. Going to previous or next pages
6. Using the Search field
7. Finding keywords on the current page
8. Creating a bookmark
9. Editing or organizing bookmarks

10. Syncing bookmarks
11. Adding a Web clip to a Home screen
12. Deleting a Web clip from the Home screen
13. Displaying, using, & clearing the history
14. E-mailing a Web page link
15. Saving an image to your photo library
16. Opening multiple Web pages
17. Entering text in a text field – filling out forms
18. Enabling & clearing the AutoFill feature
19. Changing the default search engine
20. Turning the Bookmarks Bar on or off
21. Setting security, JavaScript, pop-ups & cookies
22. Clearing history, cookies, the cache & using Developer
23. Adding Atomic Learning to your iPad home screen

Other iPad topics covered by Atomic Learning and found at the following web site <http://www.atomiclearning.com/k12/ipad>

- D. MobileMe
- E. Calendar
- G. Contacts
- H. Accessibility
- J. Maps
- K. The App Store
- L. iBooks & the iBookstore
- M. Photo Booth & Camera (iPad 2)