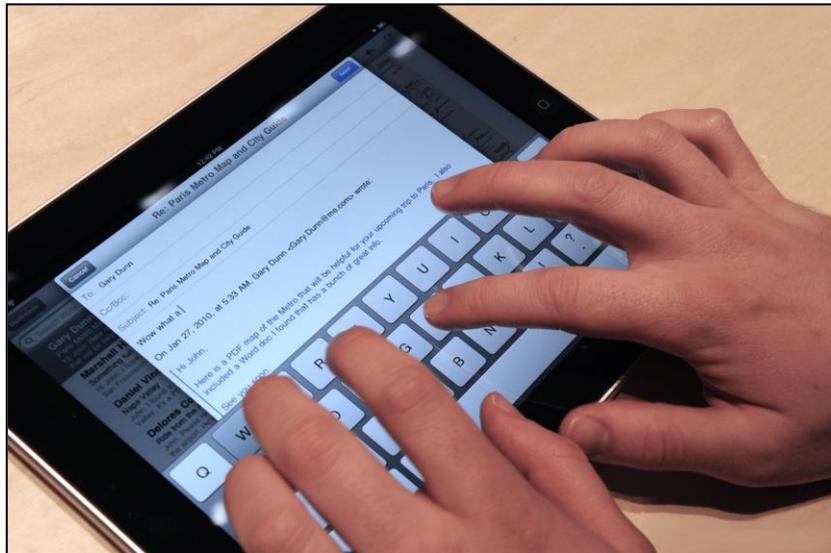


# Getting to know your iPad

For Beginners



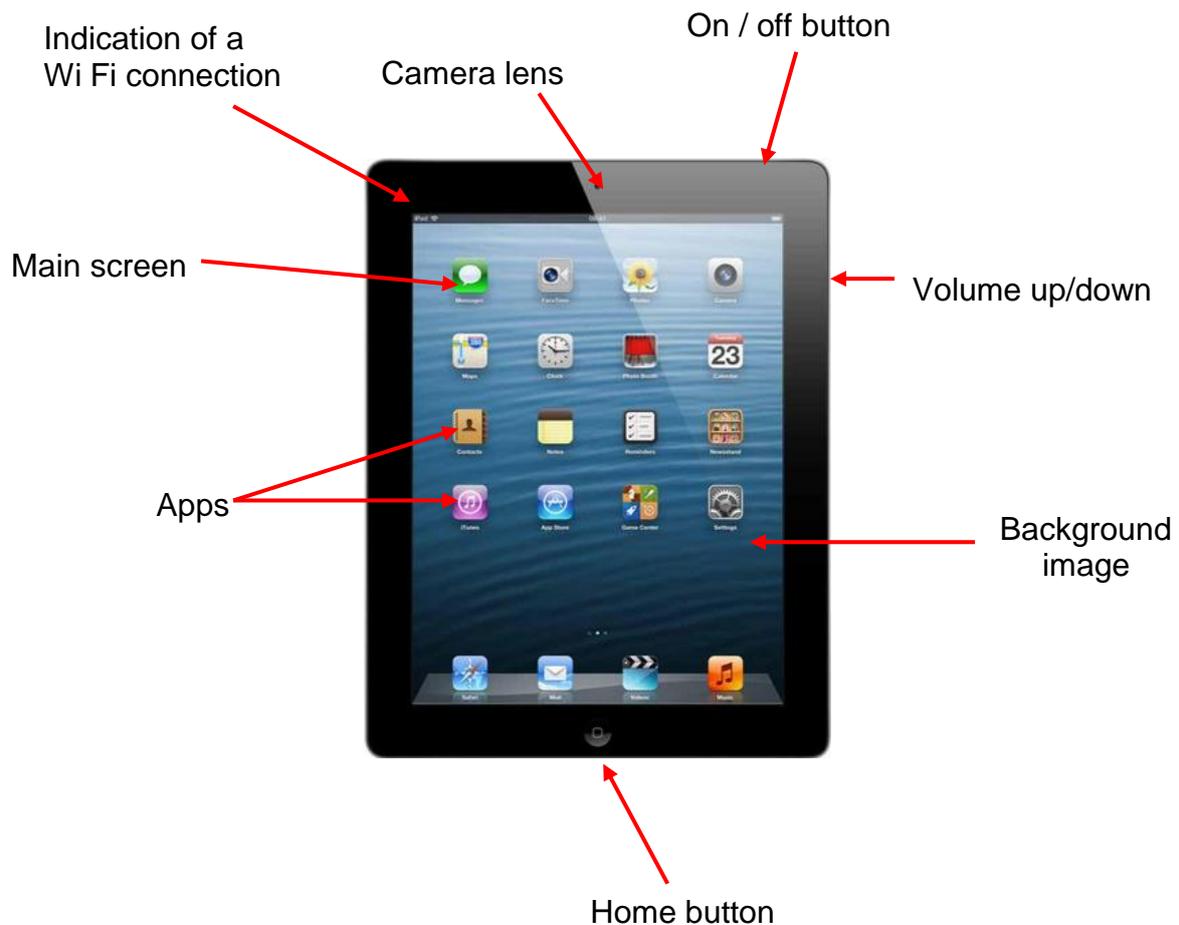
Digital Skills  
Sessions, by:



Newcastle Libraries

**In this guide you will learn how to:**

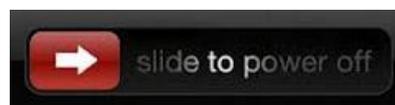
- Switch your device on/off.
- 'Tap', 'swipe', and 'pinch' to navigate your device.
- Secure your device – set a password.
- Change the sounds and background pictures on your device.
- Link your device to your e-mail account.
- Link your device to a Wifi connection.
- Preserve battery life
- Access the Internet
- Download, organise and delete music/Apps
- Take and view photographs
- Link your device to social media accounts
- Back up your device.



### 1. How to switch your device on and off:

The on/off button is located on the top right hand side of the device (see above). To turn the device 'on' hold the button down until the apple logo appears on the screen. This can take a few minutes.

Once the home screen appears you will need to swipe the bottom of the screen (left to right) to unlock. You will then be asked for your password if this has been set.



Once you have finished using the device, it can be left on by pressing the on/off button at the top once. The device will lock and go into standby until you need to use it again. To start again you need only press the top button once and swipe the screen as described above and input any codes/passwords that you have set.

To switch off completely, hold the on/off button down for a few seconds. There will be a prompt to swipe for power off.

## 2. Navigation: 'tap', 'double tap', 'swipe', 'pinch' and 'rotate':

These are the common functions to use when navigating your Ipad.

- **Tap** to open an 'App' or function, tap the relevant icon on your screen once.
- **Double Tap** to increases/decrease the size of the image on your screen.
- **Swipe** a finger across the screen to move left/right. This is useful if you have several pages of Apps, if you wish to scan through a number of photographs or if you need to move enlarged content around.
- **Pinch** inwards or outwards to decrease/increase the size of the image on the screen.
- **Rotate** the device to view the image on the screen in either landscape or portrait mode – this should happen automatically as you move the device.

## 3. Security for your device – setting a password:



Setting up a password will help protect any personal information stored on your device. This function is accessed through the **Settings App**.

- Open the **Settings App** with a single tap to view the options
- Tap on '**General**' to view more options.
- Scroll the list upwards to locate '**Passcode Lock**'.
- Tap on this to create your code.

When you have set a password, you can also select an option which ensures that after 10 attempts (or however many you set) at the code, all of your data is erased.

**\*\*It is very important that you remember this code as you will need it to release your screen when turning it on for the first time, and to release it from standby mode\*\***

## 4. Sounds/wallpaper:

The device can be put on silent by moving the sound on/off button which is located on the right hand side next to the volume button.

You can also personalise your device by changing the notification sounds for emails, messages etc. To do this access 'settings', then 'sounds'. By clicking on the arrows on the right you can change the tones of these.

The background image which appears on the home page of your device can be changed by selecting 'wallpapers' in the '**Settings App**'.

## 5. Linking your device to your email account:

To do this you will need your email account and password to enter into the device.

- Click on the **settings** icon and on the left hand side look for 'mail, contacts and calendars'.
- Highlight this by touching it once.
- On the top right hand side, look for '**add account**'.
- Select your email provider (e.g. Yahoo).
- Enter your name, email address and password.
- Once these have been entered your emails can be viewed from the home screen via the '**Mail App**'.

When an email is received a red number will appear on the top right of the app to inform you of how many e-mails are waiting to be read.

## 6. How to link your device to Wi-Fi:



- Click on the Settings App.
- At the top on the left hand side there is a Wi-Fi option.
- Tap once and on the right you will see Wi-Fi and a button.
- This can be swiped left/right to turn on/off.
- Underneath this is a list of available networks.
- If there is a padlock sign, access to the network requires a password.

Once the device is connected, the Wi-Fi symbol will be displayed at the very top left of the screen.

## 7. How to save battery life:

To preserve your battery, make sure all Apps are closed after use. This can be done by **double clicking** the '**home**' button and swiping the screen shots of Apps upwards.

Turning off Wi-Fi links also helps to preserve battery life. This can be done in the 'Settings App' (see section 6).

## 8. How to access the Internet:



Tap on the '**Safari App**' to load the browser home page. Enter a web link or key word to start searching.

At the top left you have the forward/back button, 'favourites' and 'history' options. There is also a '+' button which allows you to load an additional search page.

As on a standard PC, all links are blue and require one tap to open them. You can pinch the screen to enlarge text and move the screen around with your finger.

If you have a favourite website you can search for it, then tap the square with an arrow, then select 'add to home screen' and it will transfer.

## 9. Download music/apps:



To download music and apps you will need to register with iTunes by entering your email address. You will also need to connect a payment method such as a debit/credit card or a credited iTunes card.

Your 'Apple ID' will then need to be entered in the '**settings**' app on your iPad before connecting for the first time.

Select iTunes/App store and add your email address and iTunes password on the right hand side.

Once this data is registered, every time you opt to download a music track or app, you will be prompted to enter your password.

## 10. How to download/access music:

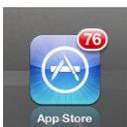
- Tap on the iTunes app.
- You can search by song or artist and select either albums or tracks to download.
- Once you have a track tap on 'download' and enter your passcode.
- Once this has been done the download will begin.
- Tap on the music app to view and play your download.
- You can choose by purchased, artist, song or album.

## 11. How to download Apps:



Tap on 'App store'. Along the bottom you will be able to view featured, top charts and updates. You can browse for free or paid Apps and also search by keyword.

Relevant Apps will then be displayed for you to download. If there is a fee, this will be highlighted when the prompt is displayed asking for your iTunes password. Once this has been entered, the download will begin.



Often Apps are updated providing enhanced features. There will be a red number on the App on the home screen if there are any updates pending. To update simply tap the App function and then select updates. You will now have a list. Click on update on the right to start. This may take a few minutes.

There is an App called 'Find my phone' by downloading and registering your device, it is possible to log in on a desktop PC and locate it, if stolen or misplaced.

There is also an app called 'Facetime' and if connected to WiFi you can contact another Iphone and see the person you are speaking to.

## 12. How to delete/move Apps:

Touch the app you wish to delete for a few seconds. The app then starts to move and has a cross on the corner. Tap the cross to delete. You can also keep your finger on the app and move it if you want to organise your apps. You can also put multiple apps in a folder, simply move one app on top of another and they will merge. Complete by pressing the '**home**' button

## 13. How to take and view photographs:



Tap on the **camera app**. You have the choice to make a video or take a photograph. Slide your finger over the options to change. There is a white round button to press to take a photograph or red to start your video.

You can take a screen shot at anytime by pressing the on/off button on the top and the home button at the same time.

All images can be viewed by tapping on the 'photo' app and the videos by accessing the 'video app'.

## 14. How to link social media accounts:



You will need to download the Facebook or Twitter App from the app store. Once you tap on the app you will be asked to enter your account login details to progress.

## 15. Back up using iCloud:

You can sign up to icloud to backup your content when the device is linked to Wi-Fi. You can link more than one device to this which means every time a picture is taken, or a music track downloaded, they will automatically appear on each.

Other useful apps to try:

- Iphone tips and tricks – an ebook which provides a guide to your ipad.
- Overdrive – free e-books download with Newcastle Libraries.