

## **iPad Basics: General information / OASIS June 5, 2012**

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### **Models and prices**

1. There are two current iPad models -- the iPad 2, which costs \$399 and up, and the iPad 3 (simply called "iPad") which costs \$499 and up. Apple seems to have stopped numbering the iPad family.
2. Prices go up as you add features. The cheapest models in both categories use Wi-Fi for connecting to the Internet and have 16 GB of storage. More storage costs more money. So does the addition of cellphone-like mobile Internet connectivity.
3. Where to buy an iPad and what it costs: Buy it from Apple directly ALWAYS, for best service. Look for a refurbished iPad at the Apple online store. It's here: <http://store.apple.com/us/browse/home/specialdeals>.

### **What's the difference between the iPad 3 and the iPad 2?**

The iPad 3 has an extremely detailed screen -- the most detailed (highest resolution) of any device you can buy, whether tablet or computer or TV. Does this matter? Probably not. It's just nice to have, although it is great for watching HD movies on your iPad 3 and for enjoying photos from your new camera. Otherwise, the two are pretty much the same, and the iPad 2 has a gorgeous screen anyway.

### **What about the original iPad (the "iPad 1")?**

It's fine. The only notable difference is that the original iPad can't be connected to a projector to show whatever is on the screen. (It can show photos and a few other things, but that's all.) It's also a little slower. And Apple's not selling it new any more, although you probably can find one sold with a new warranty, new battery and new software as a refurb at the Apple Store online.

### **What's all this about "Lock Mode"? Isn't it really just "Sleep Mode"?**

"Lock Mode" is more than what we usually consider "Sleep Mode." The iPad does all sorts of things when it's seemingly asleep, so Apple calls it "Lock Mode" to call attention to the way you can lock out intruders (or nosey friends) by requiring a password to get the iPad to come out of sleep.

### **Turning your iPad on and off and putting it to sleep**

1. Full shutdown: Hold your iPad in landscape mode, with the Home button at the right. Press and hold the Sleep/Wake button at the upper left. Follow the on-screen instructions to shut your iPad down.
2. Full restart: Let your iPad rest for a short time. Now hold down the Sleep/Wake button until you see some on-screen instructions. Follow them to start up your iPad.
3. Sleep on: tap the button briefly. Follow the on-screen instructions to shut down your iPad.
4. Sleep off: tap the button briefly. Follow the on-screen instructions to wake up your iPad.

### **Other ways to put your iPad to sleep:**

1. Let it just sit there and it will eventually go to sleep.
2. Close the lid of a sleep-enabled iPad case.

### **How to wake up your iPad:**

1. Press the Home button and follow the on-screen instructions.
2. Press the Sleep/Wake button and follow the on-screen instructions.

### **Launching and suspending an app**

1. To launch an app, tap its icon briefly.
2. To suspend an app, press the Home button.

### **Viewing the icons of all running and suspended apps in the Multitasking Bar:**

1. Double-click the Home button. This shows the
2. Swipe up with four fingers.

### **Bringing a suspended app back to the screen:**

1. Double-click the Home button.
2. If the row of icons in the Multitasking Bar is wider than the screen, flick it sideways to see more.
3. Tap the app you want to activate.

### **Shutting down an app**

1. Double-click the Home button.
2. If the row of icons in the Multitasking Bar is wider than the screen, flick it sideways to see more.
3. Tap and hold the icon of the app you want to shut down.
4. Tap the red "No entry" button.
5. Click the Home button to make the hula dancing stop. Click it again to close the Multitasking Bar.

### **Relaunching an app**

1. Find the app's icon and tap it.

### **Moving apps to another location on the same screen**

1. Tap and hold the app's icon.
2. Make sure the apps on your screen are doing the hula.
3. Slide the app to another location and let go.

### **Moving apps to another screen**

1. Tap and hold the app's icon.
2. Make sure the apps on your screen are doing the hula.
3. Slide the app to the right edge of the screen. Pause slightly, then slide it farther toward the edge.
4. When it enters the other screen, slide it where you want it and then let go.
5. Click the Home button to stop the hula dancing.

### **Making folders to hold apps**

1. Tap and hold the app's icon.
2. Make sure the apps on your screen are doing the hula.
3. Slide the app you want to put into a folder until it is on top of another app you want to put in the same folder. Let go.
4. Tap the folder name and type a new name if you want to rename it, or tap any empty part of the screen to accept the assigned name.
5. Slide any other apps into the newly made folder. 20 is the maximum apps in a folder.

### **Taking an app out of a folder**

1. Tap the folder to open it.
2. Tap and hold the app's icon.
3. Make sure the apps in the folder are doing the hula.
4. Slide the app you want to remove from the folder out onto the desktop. Let go.
5. Once you remove all but one app from a folder, the remaining app moves to the desktop and the folder disappears. Folders must contain more than one app.
6. Click the Home button to stop the hula dancing.

### **On-screen keyboard techniques and tips**

1. The built-in keyboard appears whenever you need to type something. If the keyboard doesn't go away on its own, you can close it by tapping the bottom right key. The small keyboard appears in portrait mode.
2. You can "undock" your keyboard and split it, left and right. tap the keyboard with two fingers and "unpinch" them to split it; pinch to return to a standard keyboard. You can slide the keyboard up the screen ("undock" it) by tapping and holding the keyboard mode key at bottom right and choosing the option you want.
3. Caps Lock: Double-tap the Caps key. Caps Lock for next character only: Tap Caps key.
4. Apostrophe: Swipe up from the Comma key.

### **Finger gestures and iPad movements**

1. Tap lightly. Don't strike your screen with any force. Your iPad's screen is touch-sensitive, not pressure-sensitive.
2. Your iPad recognizes these touch gestures: tap with one or more fingers, pinch with two fingers, spread with two fingers, drag with one finger, swipe with one or more fingers, tap and hold with one finger, rotate by moving two fingers in opposite directions, and more. (Some games use many other gestures.)

### **iPad Settings**

*The Settings app controls most of your apps. Some settings are extremely important -- always make sure you've checked them -- and some are minor. Here are some settings that need explanation. (Note: There are MANY more.)*

1. Wi-Fi: Connects your iPad to nearby Wi-Fi networks. Select the network you want to join, type the security code if any, and turn on "Ask to Join Networks."
2. Notifications: Shows the settings for all apps that support notifications. (They're messages from the apps that show up on your screen.)
3. Location Services: Turns the function on or off entirely or for individual apps. This option lets the iPad and its apps know your location. You can turn the location function off entirely or turn it on or off for individual apps.
4. Brightness & Wallpaper: Adjusts how bright the screen is. Auto-Brightness makes the screen darker in dim light. Wallpaper is the background of your screen, with a choice of a different background for the lock screen. You can choose pictures from the iPad's own collection or from your own photos.
5. Picture Frame: Controls how the iPad works as a simple, unattended photo-display device.
6. General: Controls some functions and shows the status of others. Most are obvious in their action. Ones that might need explaining are iTunes Wi-Fi Sync, which synchronizes the contents of your iPad with your iTunes Library on the selected computer; Spotlight Search, which limits searches to the checked categories (checking the all is OK); Auto-Lock, which puts your iPad to sleep after a definable period; Passcode Lock, which lets you require a password to wake up your iPad; iPad Cover Lock / Unlock, which turns on or off the automatic sleep function of some iPad covers; Enable Restrictions, which can keep children or incompetent adults from doing various things; and Reset, which puts selectable settings back to their defaults.

### **Hardware in brief**

1. *How to charge (and how NOT to charge) your iPad.* You must plug your iPad into the white power supply to charge it. Plugging it into a computer won't work. Leave it plugged in for a few hours.
2. *How to make your iPad's battery last as long as possible.* 1. Keep your iPad from getting hot. 2. Make sure your iPad automatically enters Lock mode when it's not being used. 3. Turn off Bluetooth and Wi-Fi if they're not being used. Don't plug your iPad in until the battery falls to 40% or less. (But don't let it go all the way down if you can help it.)
3. *How to lock the screen to keep it from flipping from one mode to the other.* Slide the screen lock button, next to the volume control. If you don't have your iPad set up to allow that switch to work as a rotation lock, change the setup so that it's not used as a mute switch. Do this in the Settings app. Note that if you have that switch assigned to "Mute," you will have a software rotation

- lock to the left of the multitasking bar. Demo.
4. *How to clean the screen (and how NOT to clean it):* Wipe the screen with a microfiber cloth. Use a damp cloth for a really greasy screen. If the screen is dirty from more than finger grease, get an approved cleaner from the Apple Store or use a semi-wet clean, soft cloth.
  5. *How to do multiple things with the Home button.* Single press when your iPad is locked = unlock. Single press when your iPad is running and the Home Screen is visible = Spotlight search. Double press when your iPad is locked = Audio controls for music player (audio continues playing when iPad is locked. Double press when your iPad is running = multitasking bar.
  6. *How to connect your camera or memory card to download photos and videos.* 1. Buy the Apple Camera Connection Kit. Choose the USB adaptor and plug your camera's cable into the USB adaptor. Then plug the adaptor into your iPad. 2. Choose the SD card adaptor and plug your camera's SD card into the adaptor, then plug the adaptor into your iPad's slot. (There are other ways. We'll cover them in the Advanced class.)
  7. *How to connect headphones, earbuds or external speakers.* Plug them into the iPad's headphone jack near the microphone.
  8. *How to change the sound level.* Press either end of the rocker switch on the outside of the iPad or use either one of two software switches -- the one that shows up when you swipe the multitasking bar to the right or the one that appears while your iPad is off by double-pressing the Home button.
  9. *How to mute the sound.* Hold the "down" volume side of the sound rocker switch for a second.

### **Secrets of email attachments**

Tap the attachment icon.

1. If it's a document your iPad understands, your iPad will open it and show (or play) the contents. If it's a document your iPad does NOT understand, you can either install an app that will help open the document or forward the mail to your computer (which probably can open it).
2. If it's an archive such as a zip file, install iUnarchive from the App Store to open the contents off archives of many different kinds.
3. You can tell your iPad not to download attachments automatically, in the Settings app under *Mail, Contacts, Calendars > Mail*. In this case, tap the icon for the attachment to start the download.