

iPad Advanced class: General handout / OASIS June 19, 2012

OPERATING SYSTEM (iOS) VERSION

The current version is 5.1.x. Find the version by opening the Settings app, choosing General on the left, then choosing About at the right. The version number will be in the main window. If you do not have the current version, you should update your iPad.

UPDATING

Wireless method -- Updating your iPad if you have version number that starts with 5:

1. Plug your iPad into the power supply using the white cable.
2. Make sure your iPad is online.
3. Open the Settings app. Choose General, then Software Update.

Wired method -- Updating your iPad if you have a lower version than 5:

1. Connect your iPad to your computer using the white cable.
2. Make sure your computer is running, then open iTunes on the computer.
3. Select your iPad in the left pane.
4. Choose Check for Update in the Summary pane.

Note: Once you have upgraded to 5.x.x, you can use the wireless method to check for updates.

PRINTING FROM YOUR IPAD

1. Use an Air Print printer. Air Print means the printer can print from a wireless signal sent by an iPad or iPhone. Apple has some Air Print printers that it sells. Go here: http://store.apple.com/us/browse/home/shop_ipad/ipad_accessories/printers.
2. Use software on your Mac or Windows PC that emulates Air Print. You do NOT need to buy an Air Print printer to use this method. It works with any printer that's connected to your Mac or Windows PC. The disadvantage of this method is that you can't print from your iPad unless your Mac or Windows PC is turned on. For Macs, use Printopia from www.ecamm.com. For Windows, use FingerPrint from www.collobos.com.

APPS YOU SHOULD CONSIDER

1. **PhotoSync**: Easy way to send photos to and from an iPad. Uses software on both ends of the transfer. Get the iPad app from the App Store, then get the PC or Mac software from www.photosync-app.com/photosync/en/downloads.html.
2. **iPhoto**: Apple's famous iPhoto for the Mac in an easy-to-use iPad version. Better in many ways than the Mac iPhoto.
3. **GoodReader**: All-purpose iPad app for viewing documents and PDFs; really advanced users will appreciate GoodReader's ability to extract the contents of zip files.
4. **DocsToGo**: Great way to view MS Office documents. Can create basic ones, too.
5. **Zite** and **Flipboard**: Superb magazine-style news apps.
6. **WeatherEye HD**: Classy weather reporting.
7. **Wikipanion**: Best way to read articles on Wikipedia.
8. **ClearRecord**: Ideal voicemail app.
9. **Camera+**: iPads with cameras need this picture-taking app.
10. **Pages**: Desktop publishing, word processing. The iPad is ideal for this sort of thing.
11. **Keynote**: Presentations made easy. Opens and shows PowerPoint presentations, too.
12. **Numbers**: Excel-compatible spreadsheet app. (Note: Pages, Keynote and Numbers are the components of the iWork suite. They are sold separately, however.)

13. **Talkatone:** Lets your iPad make free phone calls to anyone in the U.S.

HARDWARE YOU SHOULD CONSIDER

1. **Apple Bluetooth Keyboard:** Same keyboard layout, size and feel as Apple's computer keyboards.
2. **Apple Camera Connection Kit:** Adaptors for a USB cable from a camera and for SD memory cards.
3. **Earbuds with built-in microphone:** Great way to use Talkatone.
4. **Stylus:** Make sure it's designed for the iPad.

GESTURES YOU NEED TO KNOW ABOUT (some are for iOS 5 or higher)

Typing & Working with Text

1. Easily type a period at the end of a sentence: Double-tap the Spacebar (or press theSpacebar with two fingers at the same time).
2. Turn on Caps Lock: Double-tap the Shift key. The key turns blue to indicate it is locked.
3. Open Magnifier: Tap and Hold on text.
4. Type a different domain suffix: Hold down the .com button. A popup will appear with .net, .edu and .org buttons. Slide your finger to one and then release.
5. Type alternate character (such as é or ñ): Hold down a letter on the keyboard. A popup will appear with various versions of the character. Slide your finger to one and then release.
6. Quickly type a single character found on the numeric keyboard: Normally you switch keyboards by tapping the.?123 button, typing the number/punctuation and switching back to the alphabet keyboard by tapping the ABC button. But there's a faster way! Instead of tapping the .?123button, press and hold it, then slide your finger to the desired character and release. You'll be automatically switched back to the alphabet keyboard instead of remaining on the numeric one.
7. Undo Typing: Shake the iPad, touch Undo Typing.

Safari (Web Browsing)

1. Quickly get address bar back, or quickly scroll to top of page: Tap the Status bar at the top of the screen. (Works in other apps, not just Safari.)
2. Zoom In: Double-Tap or Pinch Open
3. Zoom Out: Double-Tap or Pinch Closed
4. Save images: Tap and Hold an image until some buttons appear. Tap Save Image. The downloaded image can be found in Photo app's Camera Roll.
5. Get URL Hint: Tap and Hold a link to see the actual URL and the page title of the linked page.
6. Scrolling webpages: Use one finger to scroll the entire webpage. Use two fingers to scroll a frame on a webpage.

Mail

- Delete Message: Swipe Across a Message, then Tap Delete. (Works in some other apps, not just in Mail.)

Music Controls

- Quickly access pause, volume, skip buttons, etc while in other apps, including the lock screen: Double-click the Home button. Swipe to the left (drag finger from left to right) to see the iPod controls and a Screen Orientation Lock.

Taking Screenshots

1. Press and release the Sleep/Wake and Home buttons at the same time. The screen will flash to indicate the screenshot was taken. The screenshot is added to the Photo app's Camera Roll.

Force Quit, Reset, Etc.

1. Force Quit an app: Hold the Sleep/Wake button until the red slider appears, then hold the Home button until the app quits.
2. Reset/Reboot. (Use if the Device locks up and becomes unresponsive. Only do this if it does not turn off and back on normally.): Hold the Sleep/Wake and the Home buttons at the same time for 10 or more seconds, until you see the Apple logo.

Long presses:

1. Tapping and holding a letter on your keyboard will provide you with accented versions of that letter. Use the "i" key as example.
2. Tapping and holding a symbol will provide you with alternate symbols. For example, the dollar sign will offer up a handful of other currency markers. Use the "\$" and "&" keys as examples. Then use hyphen as example of how to get en and em dashes.
3. Tapping the "123" numbers key and sliding your finger to the number you want will type the number and immediately return you to the letter-based keyboard.
4. Tapping and holding the delete key will delete text faster. In some instances, the speed will increase incrementally with the amount of time you are holding the key.
5. Tapping and holding anywhere there's editable text will engage the magnifying glass mode so you can move the text cursor around.
6. Tapping and holding the .com button in Safari will offer up shortcuts for .org, .net, .edu, and more.
7. Tapping and holding the back button in some web browsers (and the iPad version of Safari) will let you view your browsing history.
8. Tapping and holding a link in your browser, an email, or anywhere else, will provide you with additional options other than just navigating to that link. The same goes for email addresses, physical addresses, phone numbers, and other linked information.
9. Tapping and holding on a photo, other media, or static text will allow you to quickly copy that media. This works in most apps.
10. Tapping and holding a phone number in the contacts app will immediately turn on FaceTime (and your front-facing camera) while your iPad contacts the person with that number for a FaceTime chat. Tapping an address immediately shows a map of that location. In most cases, if you just want to copy something, a long press will do the trick.
11. Tapping and holding an icon on your home screen will allow you to move or delete the app. If you double-tap your home button to bring up the multitasking drawer, you can also use tap and hold to allow you to quickly quit apps that are currently running.
12. Tapping and holding a location in the maps application will drop a pin on that location. Tapping and holding that pin will allow you to move it.
13. Pressing and holding both the power button and home button for several seconds will force-restart your iPad. A quick press of each will take a screenshot.