

2012

iPad Fundamentals

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Why We Have iPads

In today's world, we love convenience and the iPad offers the best in convenience. Easy access to the Internet, to email and calendars, and to apps we didn't even know we needed. It's simplicity and portability adds to this convenience. But it is also a slimmed down PC good for business usage. It allows for quick, easy and secure access to your corporate office products (i.e. Outlook emails, contacts, calendars, tasks) from anywhere you can get a wireless signal.

**I have no special talents. I am only passionately curious.
-Albert Einstein**

iPad Fundamentals

This document and the associated workshop is to establish a base aptitude for effectively using your iPad. This document is not meant to be all inclusive or comprehensive and with most things in the technology world, there is usually more than one way to do something. The tips and steps in this document are merely one way. You should discover tips and procedures that work best for you.

iPad Fundamentals Prerequisites

1. Apple iPad 1 or 2
2. Updated to latest iOS version (at least 5.0)

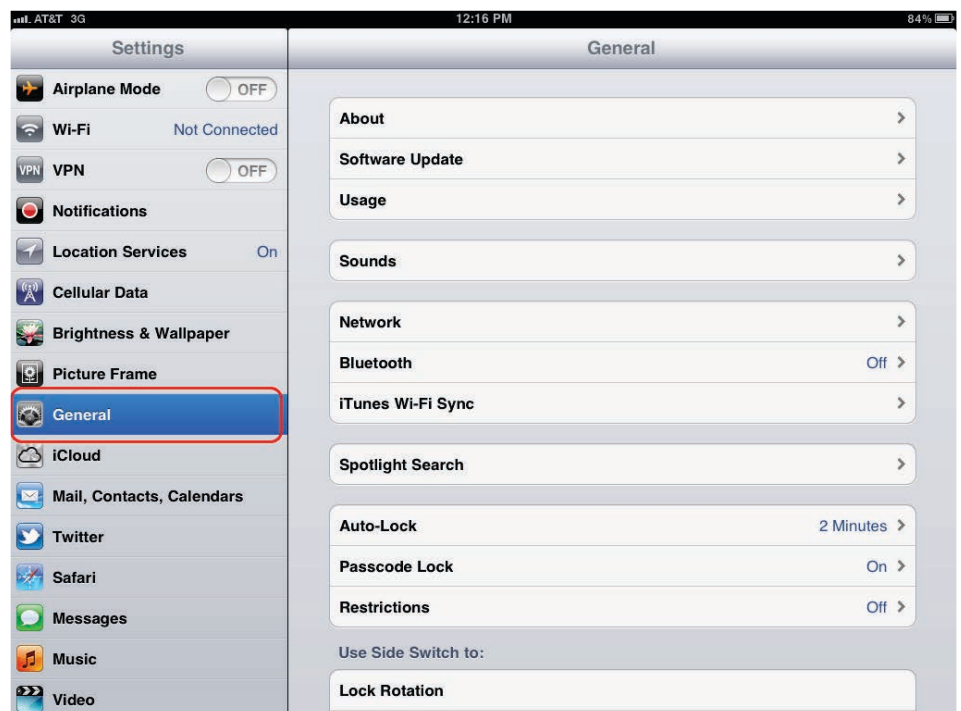
iOS is the operating system your iPad or iPhone runs. Think of it like Windows XP or Windows 7.

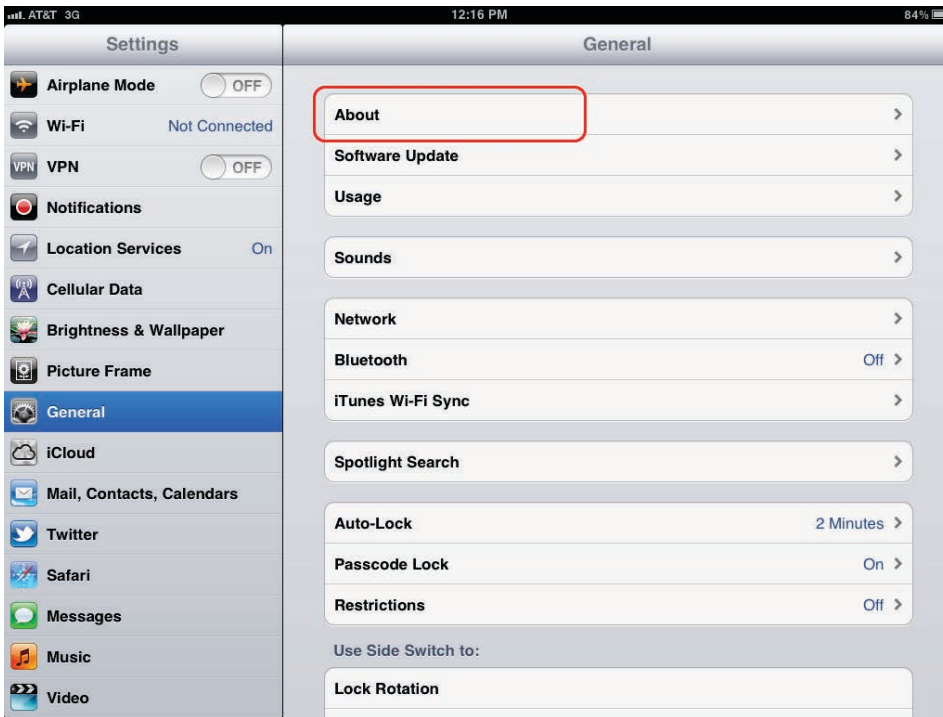
How to check which version you have

1. Click on the Settings Icon on your iPad. Yours will be in a different location than mine.

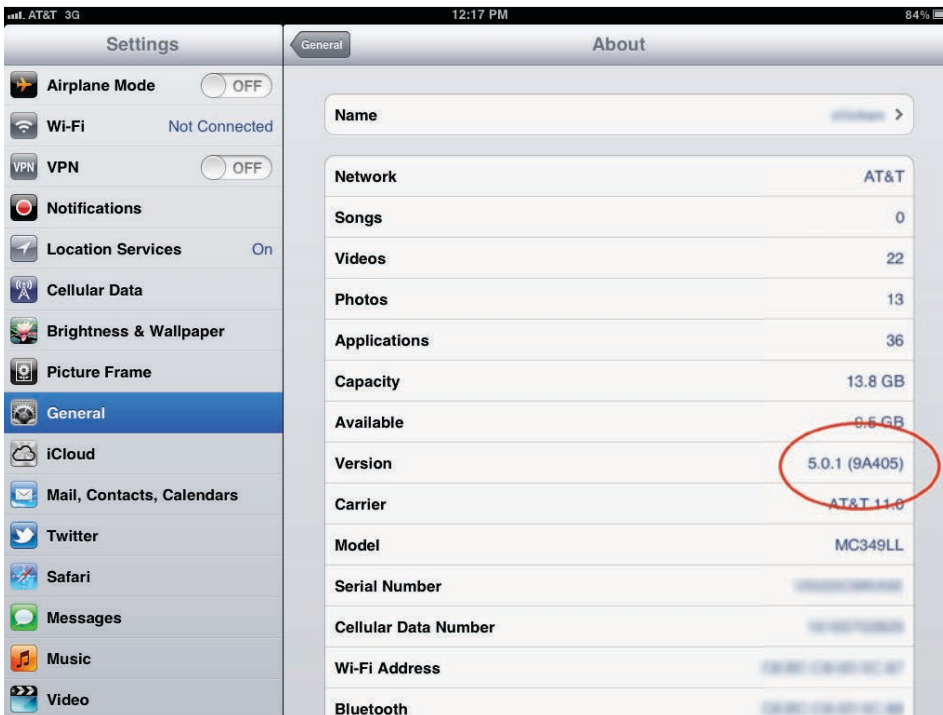


2. Click on the General tab on the left hand side.



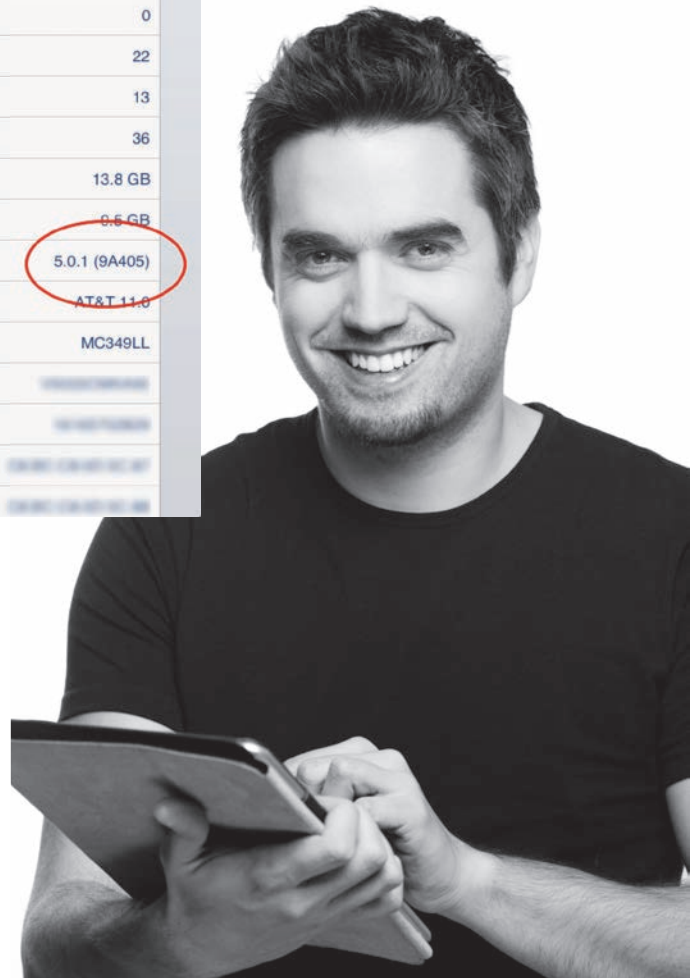


- Click on About on the right hand side.



- Next to Version, you want a version greater than 5 for this workshop. The letters and numbers afterward don't matter.

This is my iPad version as of 2/8/2012.

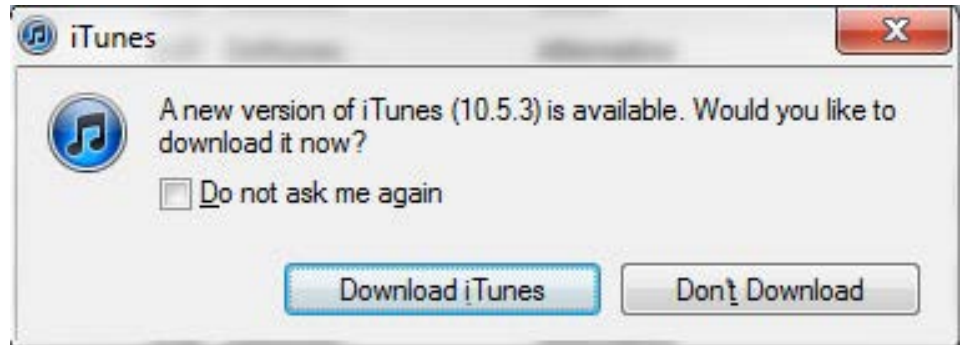


How to Update your iPad to the current version

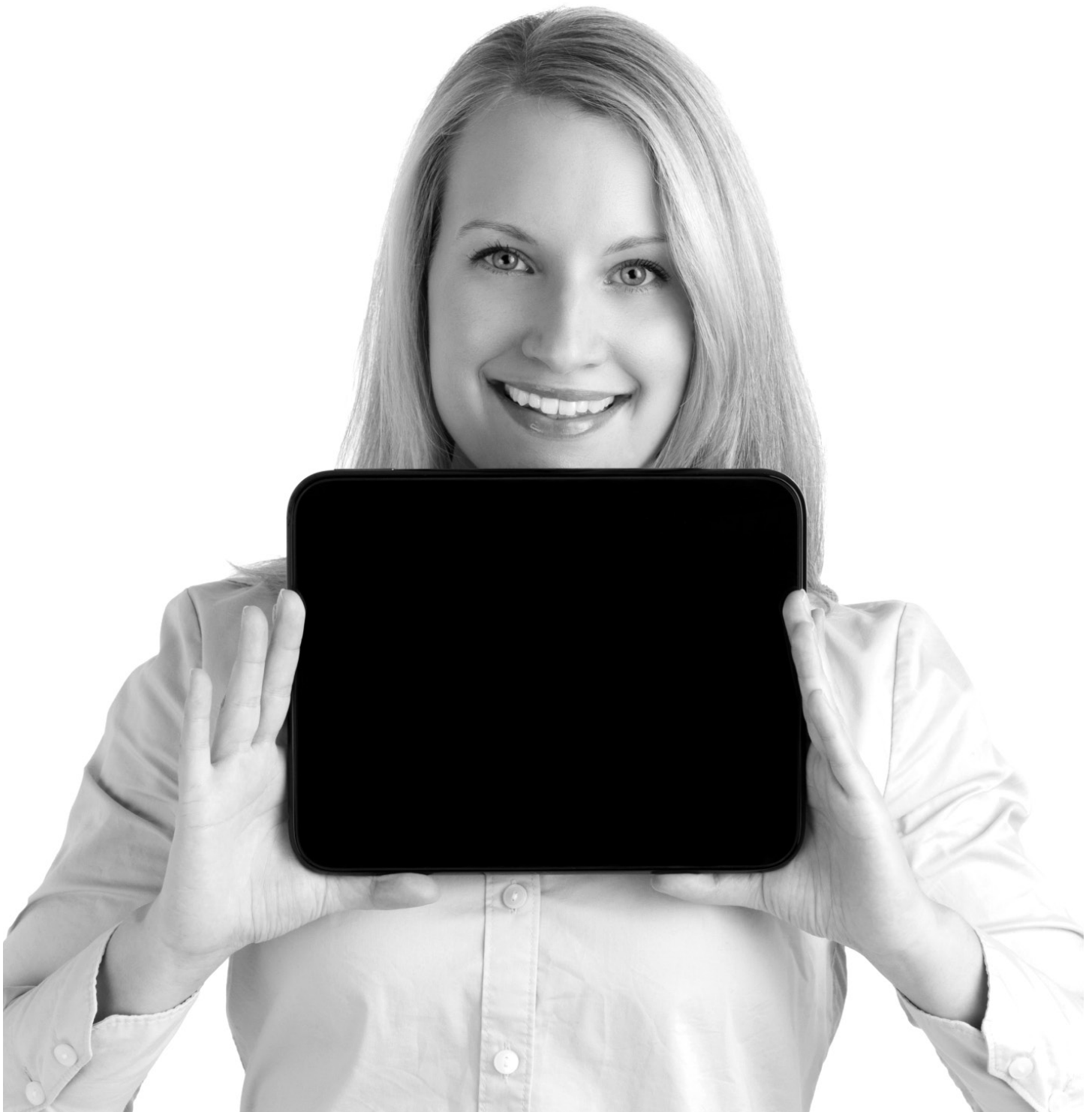
First, a warning. You can't just do this from any workstation. Your iPad forms a tight bond with the workstation it is synced with. Additionally, iTunes relies on workstation profiles to keep things separate for different users.

Apple tries to help you out. Your progression of steps may be somewhat different as iTunes often prompts you to update automatically. That is, your mileage may vary. These steps are indented if you had to do this whole process manually:

1. Start iTunes
2. Ensure you are using the latest version of iTunes. If you open iTunes and it prompts you to update, do that first. Or visit itunes.com and download and install the latest version.
3. Connect your iPad to your workstation using the USB cable that came with your iPad.
4. Be patient. Once iTunes is ready, your iPad will be listed under devices on the left hand side.
5. Select your iPad.
6. On the right hand side, look for the the Version section. Click Check for Updates.



7. If there is an update available, iTunes will prompt you to download and install the update. Do not disconnect your iPad during this process. Depending on the update, it may be several steps and feel like a lengthy process. **Be patient.** It's all automated.

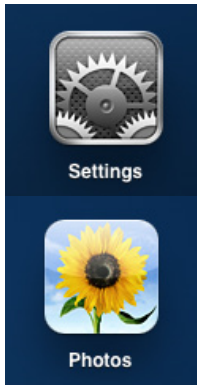


Tips and Tricks

iPad Settings

How to set wallpaper background.

There are two ways to set your custom wallpaper and lock screen background.



You use your iPad Settings. Select Brightness and Wallpaper. Select the Wallpaper images. Then select the Wallpaper or Saved Photos buttons to choose a new wallpaper.

If you have a photos in your photos library, there is a shortcut. View the photo in the Photos app. Click the photo once, and the menu appears in the top right. Select Use as Wallpaper. Then, at the top of the screen, you can select lock screen, home screen or both.

Your wallpaper or home screen is the background behind the app icons.

The lock screen is the background when your iPad is locked.

How to enable better password.

By default, your iPad will let you use a 4 digit number for a password. But with iOS 5, you can now use more complex passwords. Depending on the password you choose, this could be a more secure option. Here's how to enable complex passwords on your iPad.

Click into your Settings app. Select the General tab. Select Passcode Lock. You may need to enter your current password here. Turn off Simple Passcode.

Tip: This is also where you can change your password.

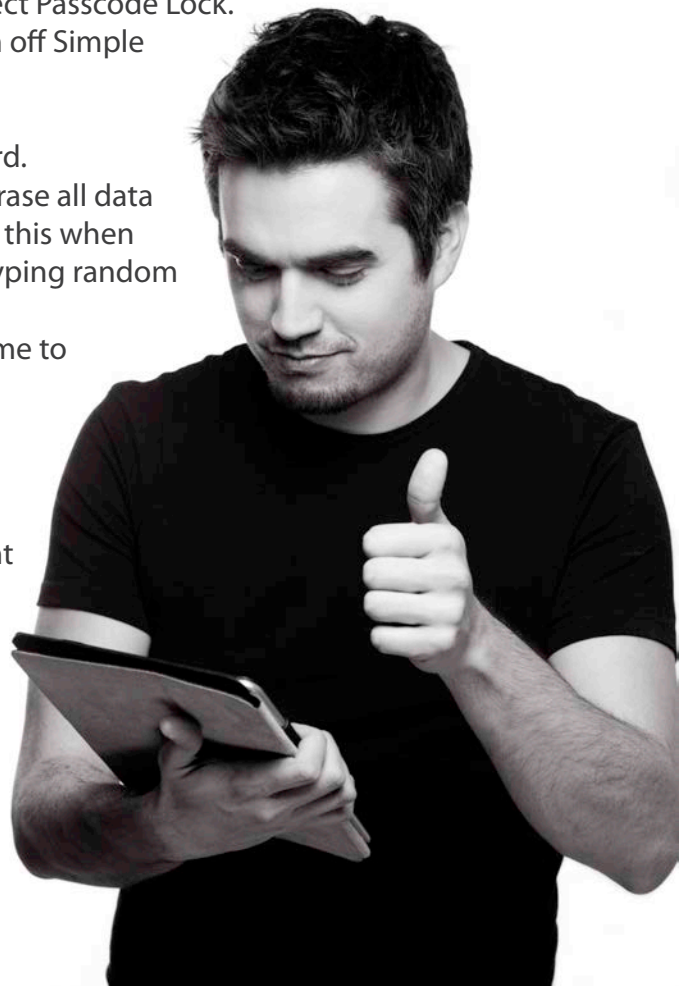
Tip: Notice at the bottom, your iPad may be set to erase all data after 10 invalid password attempts. Remember this when you young child picks up your iPad and starts typing random letters.

Tip: Back on General Settings, set your Auto-Lock time to automatically lock your iPad.

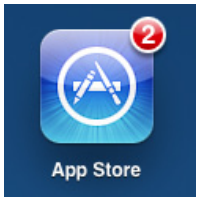
How to set or change email signature.

Your email signature is appended to the end of every email you send. The default signature on the iPad is "Sent from my iPad." Here's how to change it.

Open your Settings app. Select Mail, Contacts, Calendars. Scroll down about halfway and find the Signature option. Click this and edit the content.



App Management



How to download an app.

Downloading an app is easy. Open the App Store app to see all of the apps Apple has available. You can only download apps that Apple has approved. Find the app you want, either by searching or browsing their lists.

Swipe your finger over the price and it'll change to Install.

Click the install button to download the app to your iPad.

Tip: Larger apps (over 20MB) have to be downloaded over WiFi.

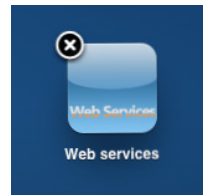
iPad vs. iPhone versions.

Some apps come in both iPad and iPhone versions. You'll want to get the iPad version if there is one, but the iPhone versions will work on your iPad. If you install an iPhone version, you'll notice that the screen is really small on your larger iPad screen. However, the iPad has a built in zoom feature. In the bottom right of the screen is a 2X button. Click this to zoom in. Once zoomed in, it becomes a 1X button to zoom out.



How to delete an app.

Hold down your finger on the app you want to delete. This will make all your app icons start dancing around. To delete an app, press the X on the top left of the icon.



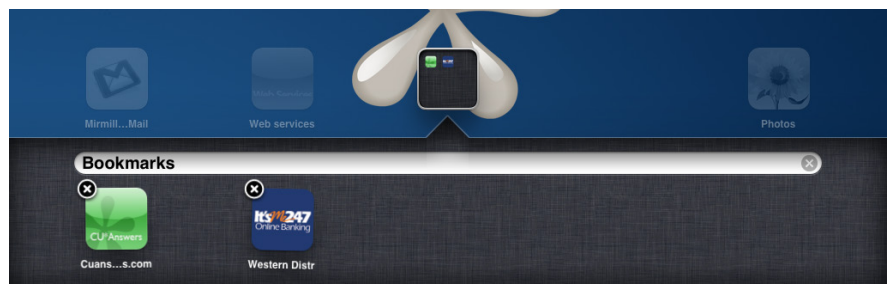
Tip: Some apps are part of iOS and you cannot delete them. If you don't use them, file them away on the last screen.

How to rearrange apps.

Hold down your finger on the app you want to delete. This will make all your app icons start dancing around. Now you can hold down your finger on the applications around to sort them. You can drag them to the edge of the screen left or right to move them to the next screen.

How to make app groups.

Hold down your finger on the app you want to delete. This will make all your app icons start dancing around. Now you can drag an app icon on top of another to make a group. You can think of these as folders to organize your apps. Your iPad will make a best guess at what the folder should be named, but you can change it when you create the folder.



How to use the task switcher.

The task switcher lets you quickly jump between applications. The iPad can keep an app running in the background, so it's similar to having multiple windows running on your desktop.

Double click on the home button and scroll left or right to quickly switch between apps.

App is short for application, but has taken on a meaning all its own.

The Home Button is the hardware button on the face of the iPad

Email & Calendar

You'll have to coordinate with your email and calendaring system provider to get this set up properly for your environment. Everyone's set up is different, but the iPad supports many different email systems to varying degrees including Microsoft Exchange, Google Gmail, IMAP and POP3.

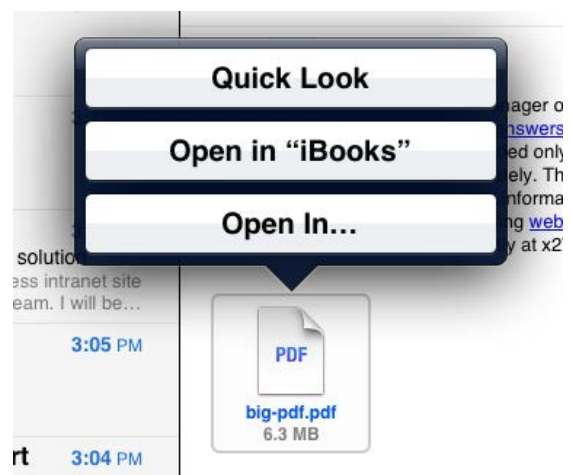
How to download a PDF from email to iBooks.

iBooks is the default PDF and e-reader for the iPad. If you do not have it installed, you can get it free from Apple. Simply open the App Store and install it.

To open a PDF in iBooks from your email, first you have to download it to your iPad. You can do this in your email program by clicking on the PDF icon once. Just a quick tap. This will prompt the download.

Be patient. Large PDF files may take a while to download, especially over the cellular network.

Once the PDF is downloaded, hold your finger down on the icon and a menu will prompt you to open the PDF in iBooks.



Need help with which button is where on your iPad?

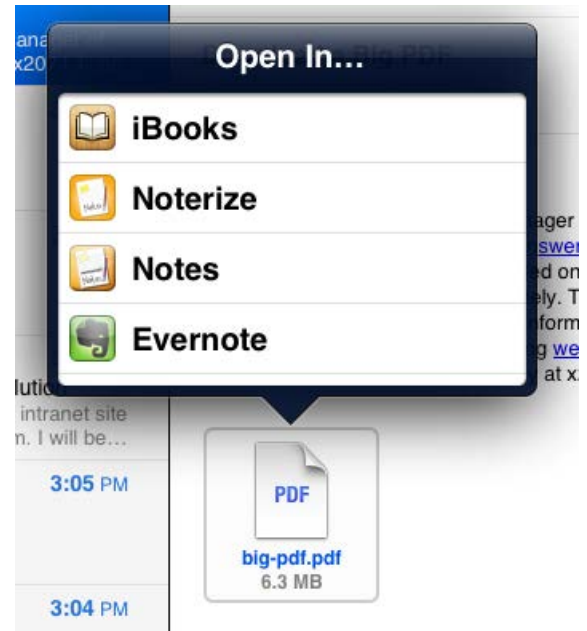
Check out the last page of this brochure for a diagram.



How to download a PDF from email to a different app.

Follow the same procedure as above, but instead of selecting iBooks, select Open In. Here you can select any of your installed applications that can read PDFs.

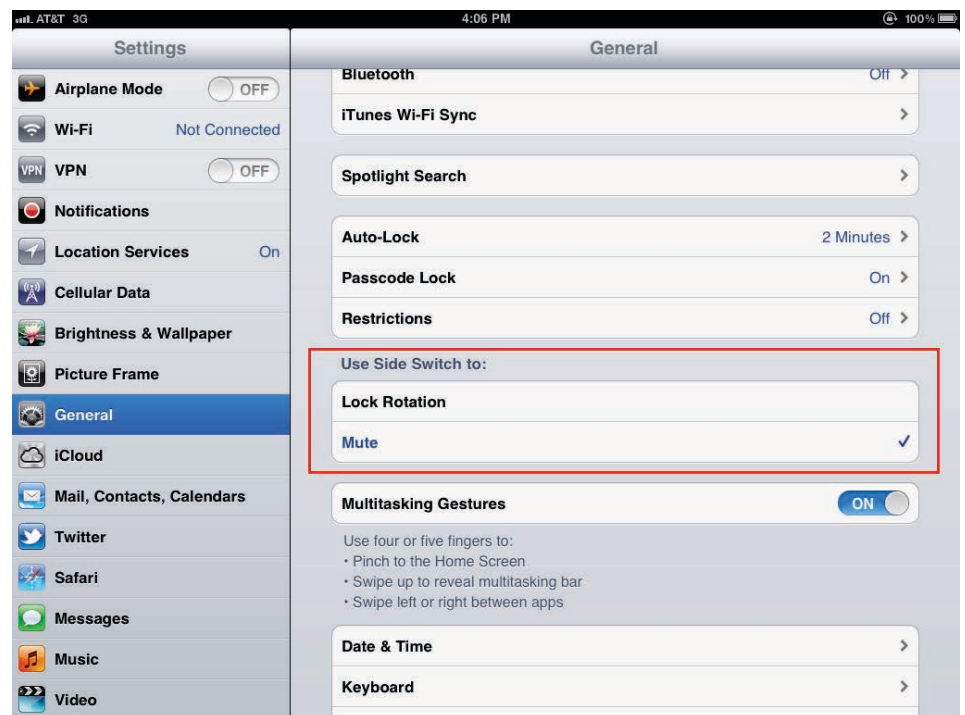
Tip: Several of our management staff are using PDF Expert to view PDFs because it supports PDF forms. PDF Expert is \$10 from the App Store.



How to stop the screen from rotating.

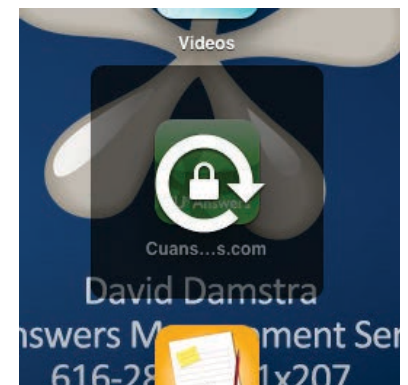
It's neat how the iPad detects which way it is oriented and rotates the screen accordingly. But sometimes when you are reading, it can be frustrating and you want to force the iPad to either landscape or portrait mode. You can and here's how:

1. Open your Settings app.
2. Select the General tab on the left.
3. Scroll down to "Use Side Switch to" and select Lock Rotation.
4. Now when using your iPad, unlock your side switch.
5. Orient your iPad the way you want it to stay and lock your side switch.



Tip: This feature can be one of the most non-intuitive features of using your iPad. You can set your iPad to rotation lock, and then go back into settings and change the usage to mute. However, your iPad will remain in rotation lock.

You'll see a rotation lock icon in the top right by the battery indicator when this feature is enabled. To get back to normal. Set your side switch to rotation lock. Unlock your side switch so the screen rotates freely. Then set your side switch setting to mute.



On the Web

How to browse to your website.

Open Safari and type in your website address.

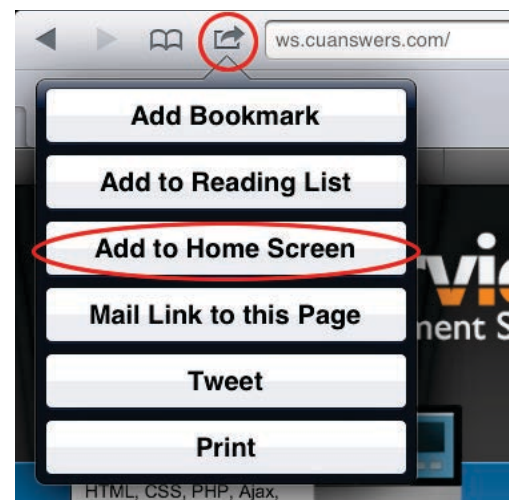


Tip: Depending on what type of website you have, your Safari web browser may be detected as a mobile browser and you will be shown a mobile version of your website, or an optimized version.

Safari is the default web browser for Apple devices. It usually makes web pages look the same as Google Chrome on your desktop.

How to bookmark a page to your desktop.

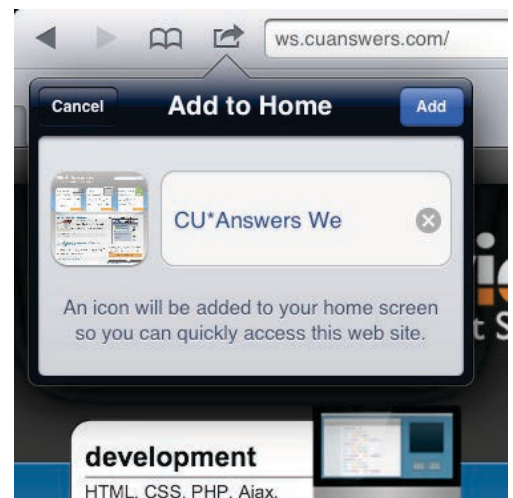
1. Use Safari to browse to your website.
2. Click the Send To button at the top of the browser bar. It looks like a box with an arrow.
3. Select Add to Home Screen.



4. The next screen gives you the ability to name your shortcut. By default it will take the title of the webpage you are looking at.

Additionally, Safari will take a screenshot of your webpage to use as the icon. CU*Answers Web Services (or your web developer) can create custom icons for your iPad to use. More information is available on our website at <http://ws.cuanswers.com>.

5. You will now have an icon on your home screen that will automatically start Safari with your webpage as your start page. You can create any number of these shortcuts for different websites.



Other Quick Tips

How to quickly lock your screen.

You should set your iPad to lock your screen after a period of inactivity (you can do this in your settings under General -> Auto-Lock) but did you also know you can lock your iPad with the touch of a button?

Simply click the On/Off button on the top of the iPad.

How to take a screenshot.

Taking a screenshot is a good way to show someone else what you are seeing on your screen. It's like they say, a picture is worth a thousand words. Screen shots, or screen captures are good tools for troubleshooting because the developer can gather information from the details on the screenshot.

Here's how to take a screenshot.

1. View the page or screen you want to capture.
2. Hold down the On/Off button.
3. Quickly tap the Home button.
4. Your screen will flash white when the screenshot is taken, sort of like a camera flash.
5. Your screenshot is now saved in your photos app.

Tip: It's all about the timing. If you hold the power button down and don't get the other button soon enough, your iPad will ask you to turn off. Cancel that and start over.

How to email a screenshot.

1. Open your Photos app.
2. Find the photo you want to email.
3. Tap the photo to open the menu at the top of the screen.
4. Click the Send To button (looks like a box with an arrow in it).
5. Select Email photo.
6. Proceed as you normally would send an email.

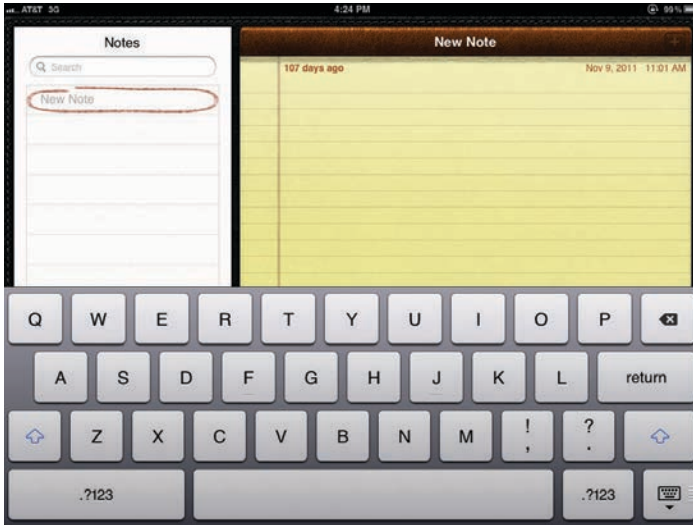
Need help with which button is where on your iPad? Check out the last page of this brochure for a diagram.



Turn on/off the split keyboard.

The latest version of iOS comes with a new split keyboard feature intended to make typing with your thumbs easier. Some people love it, some people hate it. Here's how to turn it on and off.

With the full keyboard up. Put your fingers on the middle letters, such as the G and the H, and pull the letters apart to split the keyboard. You can also put it back together the same way by pushing the keyboard back together.



Tip: On the split keyboard there are secret keys. In case you are not the greatest touch typist, the keys from each side of the split exist in the middle. For example, there is a phantom Y key next to the T key.



Keeping your iPad Updated

How to keep your iPad OS current

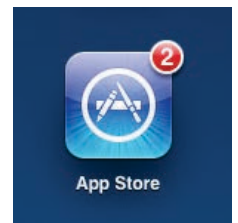
It's important to keep your iPad iOS updated. New updates address bugs and security issues and may also introduce new features.

Via iTunes

Updating via iTunes is easy. Simply follow the steps at the beginning of this document.

Application Updates.

Applications also need updates. The App Store icon will indicate when you have applications that need an update.



You can easily update all your apps by clicking the Update All button in the top right of the App Store Updates tab.

Additional Resources

Support: <http://www.apple.com/support/ipad/>

How to update your iPad: <http://support.apple.com/kb/HT4623>

Apple Genius Bar at your local Apple Store.

Your niece or nephew.

iPad 2 Diagram





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