

IPAD BASICS AT THE DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) What is the iPad?
- 2) A tour of the Home Screen
- 3) Apps and How to Download Them
- 4) Changing Your Settings

EXPECTED OUTCOMES:

- 1) Knowledge of what the iPad interface looks like
- 2) Ability to download an App
- 3) Knowledge of how to change your settings

Pro Tip! Need to quickly charge your tablet? Put it into airplane mode, and it will charge at twice the speed!

WHAT IS THE IPAD?

The **iPad** is a product created by the Apple Company. The iPad is a device that can make calls and run basic computer programs through cellular data or Wi-Fi (wireless internet). The iPad is also a **“tablet computer”** that is designed to be an easier-to-use version of a desktop computer. Tablets cannot do EVERYTHING a desktop or laptop computer can, but they are getting close — you can now purchase keyboards and other add-ons that essentially turn the iPad into a small laptop computer. The main difference is that the iPad has a much smaller storage capacity than the average hard drive on a traditional computer and does not feature USB ports.

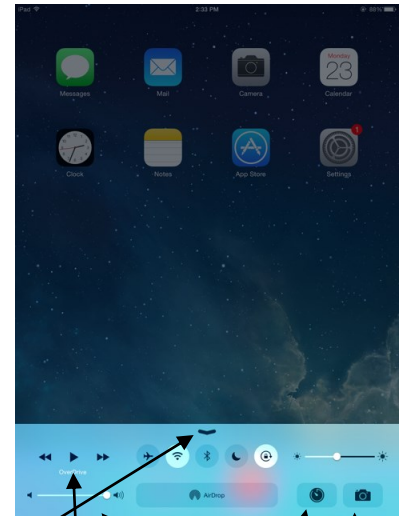
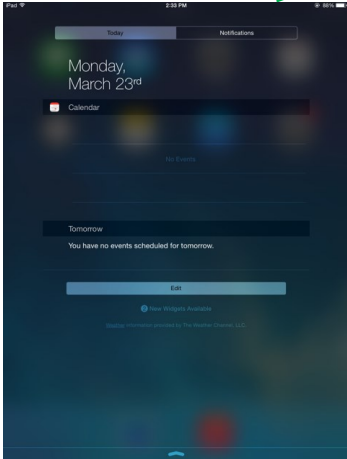
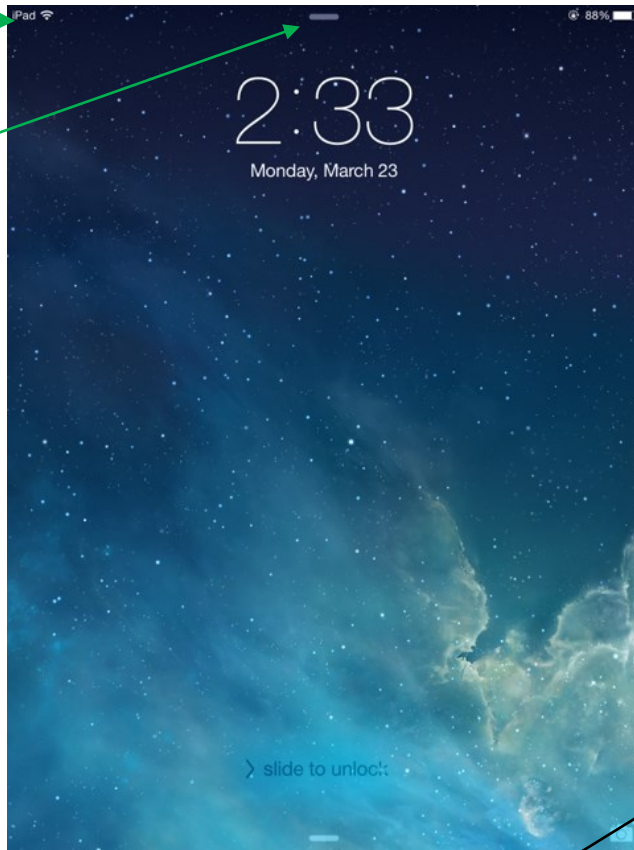
iPad Air

iPad mini
with Retina display



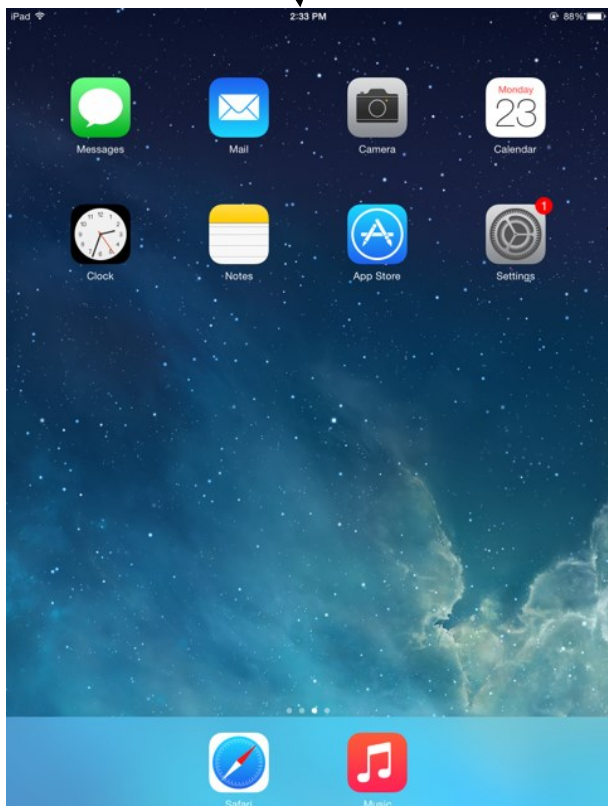
YOUR HOME SCREEN: A GUIDED TOUR

Wireless



Music!
Volume Control
Clock/Alarm/Timer
Camera

Time



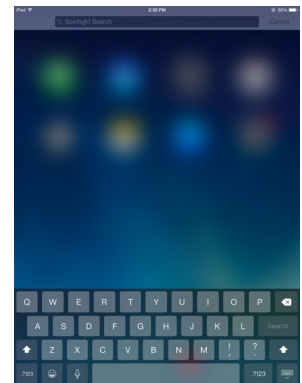
Battery Life

Camera

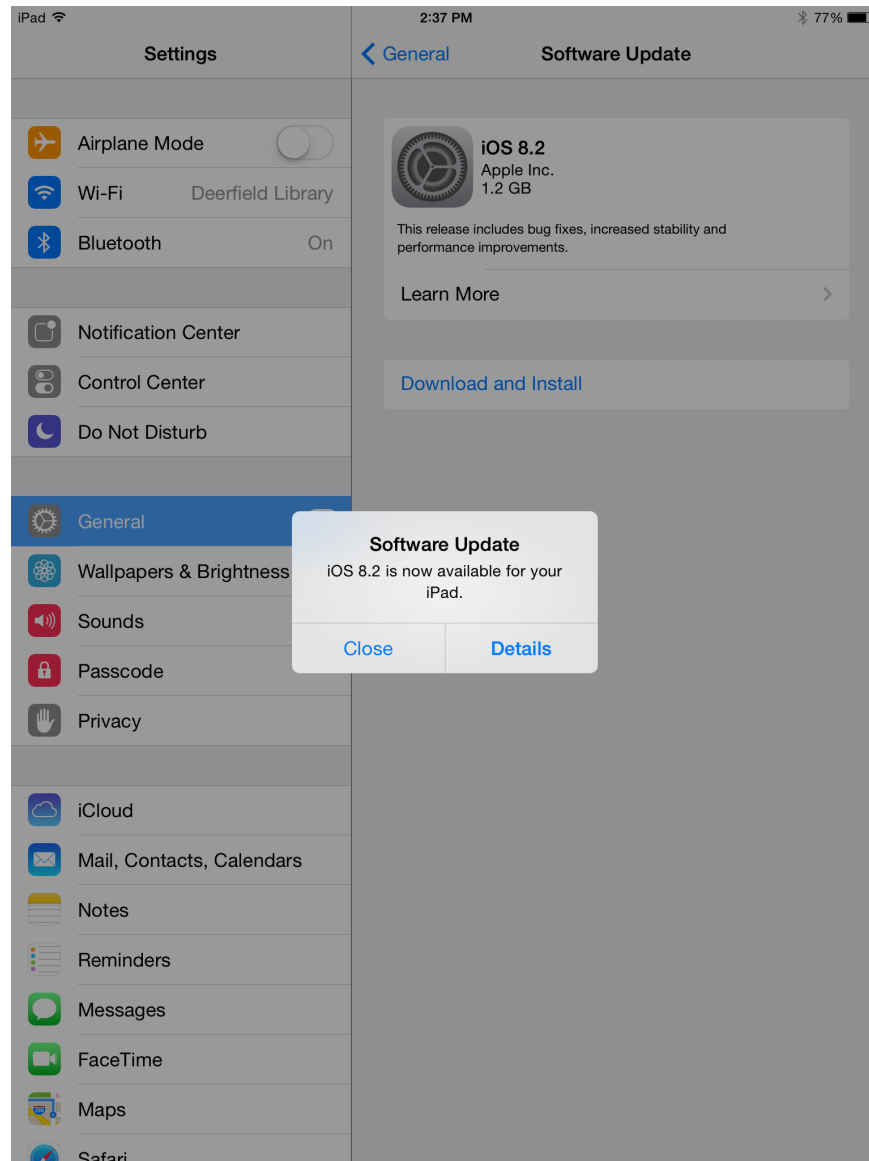
Apps

The apps in this grey box appear on every page. On an iPad, you can have up to **five** apps in this box.

Swiping down with your finger on the home page brings up the search function.



ON THE IMPORTANCE OF UPDATING YOUR OPERATING SYSTEM (IOS) WHEN AN UPDATE BECOMES AVAILABLE



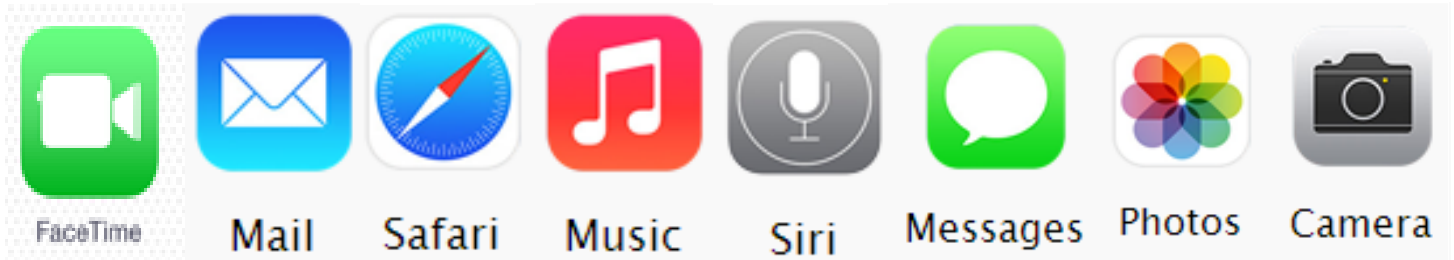
Users are responsible for keeping **up to date** with the **software updates** on their phones, tablets, and/or computer.

These items will eventually stop working if updates are not kept up with, and apps will perform poorly or die out too.

When one installs the updates, one is giving the device the muscles to keep going! Users paid for that device, and it behooves users to **MAINTAIN THEM!** :)

Updates may look different, but different is not bad! The companies behind devices are constantly updating their products in order to find ways that best serve the end users—which is you! The updates are not the enemy and they will not delete data; the updates are there to **enhance user-experience** and to make our lives easier. **Updates are our friends!**

THERE'S AN APP FOR THAT!



Each iPad comes with “apps” and the Apple App Store has plenty of other options both free and paid. The apps available in the App Store range from social media (Facebook, Twitter, Pinterest, etc.) to transit aids to games, so if in doubt, just search the store and see what they have!

IMPORTANT APPS TO REMEMBER



FaceTime

Clicking on this icon leads you to the iPad’s video chatting service! You can see your contact list and who is able for a call. Outgoing & incoming calls are made here.



Messages

iPads also come with the a specific app for text messaging that can be accessed by clicking on this icon. You can send, messages and read messages you’ve received here.



Mail

If you have email, you can have it sent straight to your device by setting up your mail account with your iPad. You can send messages/read them here.



Camera

Clicking on this icon leads you to your iPad’s camera, where you can take pictures or view pictures you’ve already taken.



Calendar

You can access your device’s calendar by clicking on this icon. You can either input items directly into the app or sync it with another calendar (like a Google Calendar).



Calculator

The basic calculator that can also become a scientific one by holding the device horizontally. **NOTE: The iPad does NOT come with a calculator.**



Clock

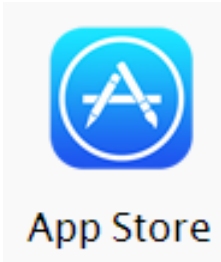
You device has a clock app that can function as an alarm clock, timer, and stopwatch.



Notes

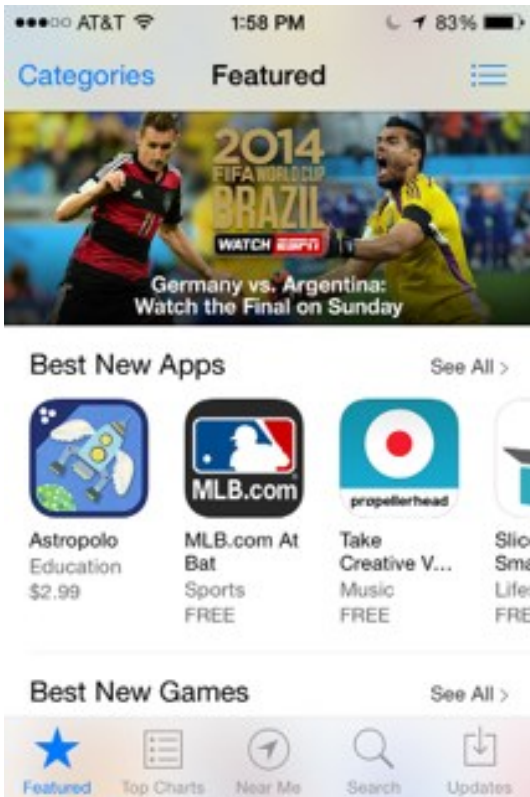
This app can be used to create notes — like grocery lists — for quick reference.

HOW TO DOWNLOAD AN APP



Clicking on the App Store icon leads you into **Apple's App Store**. Once there, you can search for any applications you would like to add to your iPad and download them straight from the same page. Apps in the App Store can range from free of charge to upwards of \$15, so make sure you look at the price of the app **before** you click "install!"

THE APP STORE



Featured Apps are apps that Apple has selected to promote.

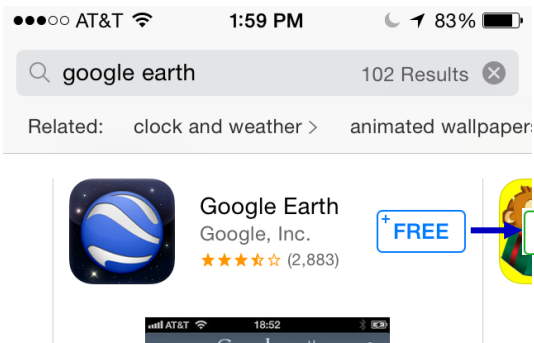
Top Charts are lists of the most popular/most downloaded apps.

Near Me shows you apps that are popular near you.

Search allows you to find apps by typing the names into a search bar.

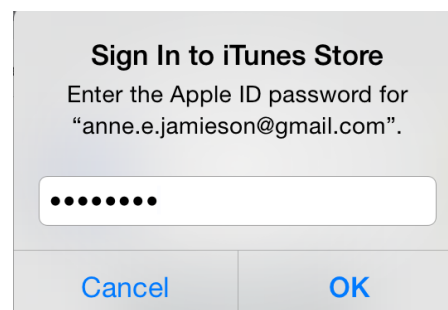
Update lets you know if any apps you already have downloaded need updating.

When you download an app, you click once to indicate you want to purchase the app (even if it says FREE), then again to install the app. Once you've done that, the price box becomes a little wheel where you can keep track of the download.



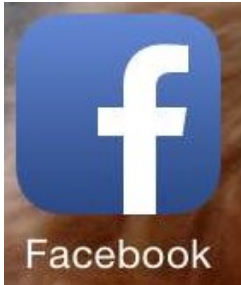
REMEMBER

Whenever you download an app, the store will ALWAYS ask for your Apple ID and password!



APPS YOU MAY LIKE!

A lot of really cool stuff comes standard with your iPad, but the App Store has a ton more items that you can download! Here are some (free!) apps that can add to your Apple experience!



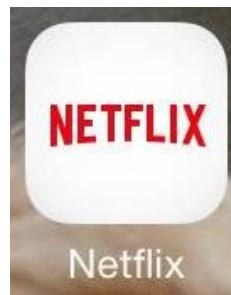
If you have a Facebook account, you can use your device to receive notifications, make statuses, and see what others are talking about! **Please note: you can no longer receive direct messages through the app — you'll need Messenger for that.**



While your device comes with a weather app, you can also download the app from Accuweather to keep track of the current weather, the hourly and 10-Day forecasts, and see the radar for your area and others!



While your device has a maps app built in, you can also download Google Maps to search for directions, see street view and satellite imagery, and check the traffic.



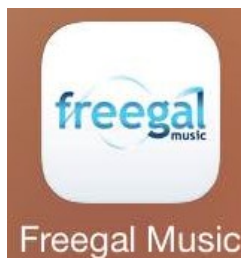
If you have a Netflix account, you can download their app to watch movies and television on your device!



The library uses the OverDrive app to deliver eBooks to our patrons, so if you want to read eBooks on your device, you'll want to download this app!



With your library card, you can access a ton of magazines through Zinio and then read them on your device through this app!



The library has access to a bunch of music (both for download and streaming) through Freegal, which you can use on your device!



Goodreads is essentially social media for book readers, and if you have an account you can use this app to update your reading list, scan books in, and see what others are reading!



You can use Google Translate to translate words or phrases from English into other languages and from other languages back into English!



Shazam is an app that ensures you never forget a song again. Simply press the button while a song is playing and it will bring back the title and the artist!

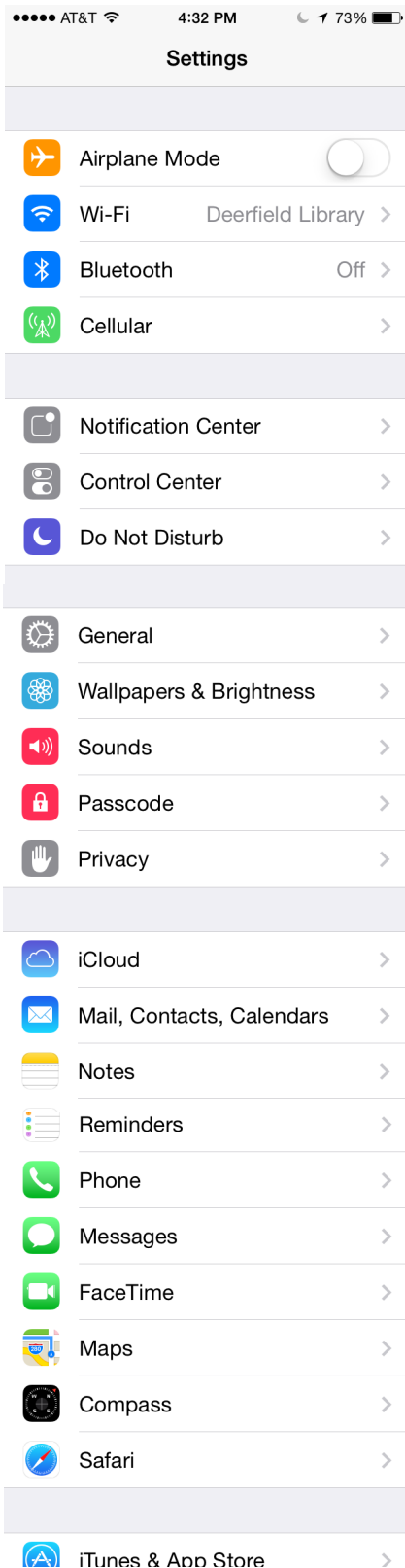
SETTING THE SCENE: UPDATING YOUR PREFERENCES



Settings

Clicking on the **Settings** icon brings you to a world of opportunity! From this screen you can do everything from deciding on the ringtone on your iPad to setting how you're notified when things happen on your device as well as changing the wallpaper, how bright the screen is, whether or not you require a passcode in order to access your device, and more!

(Obviously, you need to scroll down in order to see all of this stuff ... How much is visible is dependent on the size of your screen



In **Airplane Mode**, your device uses wireless but no cellular data, making it safe to take on airplanes. When it's on, the

device shows a little airplane in the upper left corner, and the toggle switch next to **Airplane Mode** is green and to the right.



Under **Wi-Fi**, you can control what wireless networks you join.

Wi-Fi



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The settings in the **Notification Center** determine how and when you receive notification from the apps you have installed on your device.

The settings under **General** control things like text size, keeping track of your data usage, the date and time of the device, and any keyboard shortcuts, among other things.

Wallpapers & Brightness controls what pictures you have set as your wallpaper and how brightly lit the screen is.

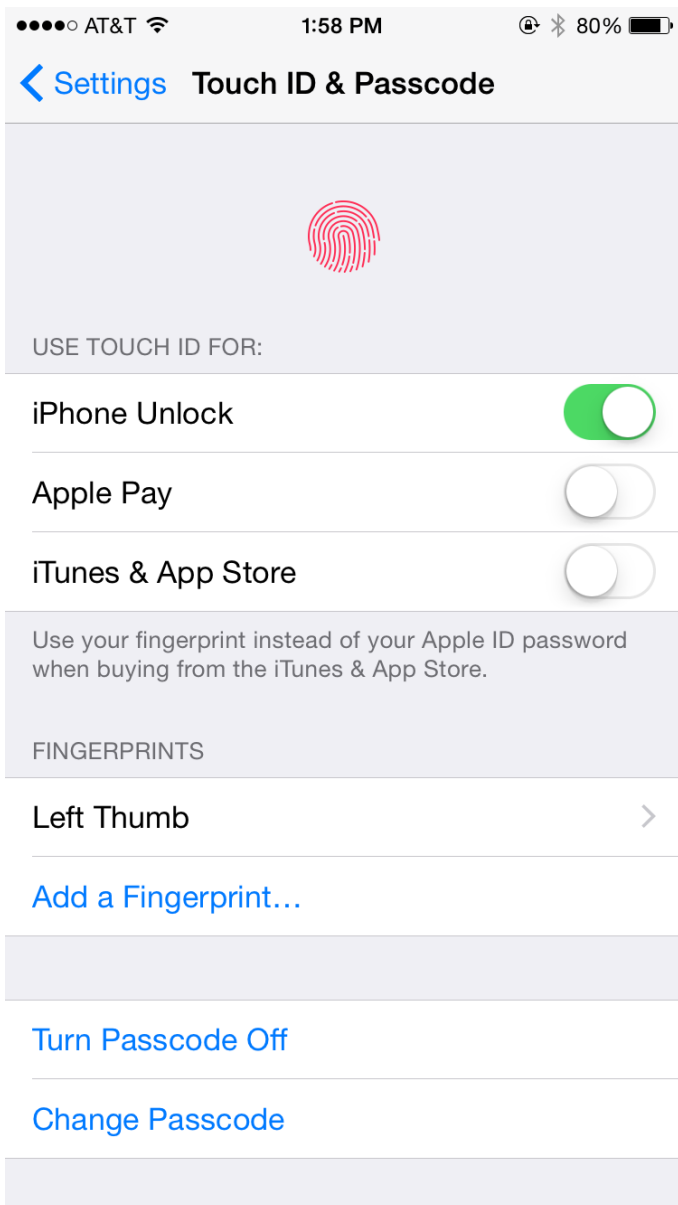
Sounds controls your ringtone on your iPhone as well as the sounds you hear when you receive notifications from various apps, like when you get an email or a text message.

Passcode controls whether or not you require a passcode (usually four digits) be entered when attempting to access your device.

Privacy controls how much access to your information different applications can obtain, like location services (for discovering things 'near you!') etc.

Each individual app that you have installed on your device also has its own section in the settings where you can access specific information about each one.

TOUCH ID ON THE IPAD AIR 2 & IPAD MINI 3



Touch ID is a feature utilized by Apple technologies to improve the security on and of your devices. With Touch ID security, your **FINGER PRINT** is your access key! For extra security, your finger print, once saved to the device, does not leave that device; the image of the finger print passcode is not backed up to the iCloud, nor is it shared with Apple or their constituents.

Should you want, Touch ID may also stand in for passwords on secure apps that you have downloaded to your device, not only making everything secure, but also eliminating the need for multiple and confusing password combinations!

You can also use the Touch ID to utilize **Apple Pay**, though this does require setting up Apple Pay on your device.

If you have an iPad Air 2 and/or iPad Mini 3, your device should prompt you to establish a **Touch ID and Passcode** on its initial set-up. If not, however, the Touch ID & Passcode can be created or changed by going into

Settings > Touch ID & Passcode

Going into the subfolder will either begin the set up process or allow you to change and/or add to any preexisting data!