



iPad 101

What is it?

An iPad is a tablet computing device designed by Apple. It uses the same iOS operating system that the iPhone and iPod Touch do. There are currently two sizes of iPads, one larger than the other. Apple is always working to update the software on all iOS devices and is coming out with a new version of iOS (iOS 7) this fall. iOS 7 is supposed to look very different and add some new features, but many things will likely remain the same.

iPad Parts

Know your way around.

Buying an iPad?

Here are a few things to think about.



- **iPad/traditional computer?** - iPads are expensive. They are powerful and easy to use, but for some people a laptop or desktop computer may be better. Consider what you're going to do on an iPad and if a full computer may better suit your needs
- **Wi-Fi/cellular** - iPads come with default hardware to access Wi-Fi Internet. iPads can also be purchased with hardware to access the Internet on the go similar to a smartphone (for a higher price). The mobile data plan itself is a subscription service you have to purchase from AT&T, Sprint, or Verizon. These companies have multiple plans at different prices.
- **Memory** - iPads can be purchased with different amounts of memory for storing music, applications, pictures, videos, and other media. Adding memory after purchase isn't possible, and iPad memory is expensive.
- **Size** - Apple now offers the iPad and the newer iPad Mini. Depending on how you're going to use this device, one of the two sizes might be better. *The other information in this handout applies to both the*

iPad and iPad Mini.

- **Color** - Apple offers two colors of iPad and iPad mini, black and white.
- **Accessories** - There are many iPad accessories including cases, keyboards, screen protectors, headphones which vary widely in price.
- **When** - If they're releasing a new iPad soon, you might want to wait.

Common iPad Tasks

Turn on - hold the sleep/wake button for about 4 seconds. When it's ready, the screen should say "slide to unlock." Slide your finger across the screen to unlock it.

Sleep/Wake - pressing the sleep/wake button once will put your iPad to sleep. Press it again to wake up your iPad to get the unlock screen. *Putting your iPad to sleep when you're not using it will save battery life.*

Turn off - hold the sleep/wake button for about 4 seconds. A slider should appear asking you to "slide to power off." Slide to the right to turn your iPad all the way off.

Charging - iPads have big batteries for power. They last a long time but do eventually run out. Plug either your 'dock' connector (below left) or 'lightning' connector (below right) into your iPad and plug the other end of the cable into the power adapter. Then plug the power adapter into an outlet. You can also charge your iPad through your computer's USB port.



Open an app - after turning on or waking up your iPad, you see the 'Home' screen with icons for all of your apps. If you have a bunch of apps, swipe right for additional screens full of apps. **To open an app, tap its icon.**

Delete/Move/Put apps into folders - on the home screen, tap and hold an app until all of the apps start wiggling. Once they're wiggling, **you can delete (uninstall) an app by tapping the black squares in the upper left corners. Move an app by tapping, holding, and dragging it. Put apps into folders by dragging one app on top of another.** Apple will try to name folders automatically, but you can change these names if they're not what you want. Folders can be moved just like apps, and apps within folders are deleted just like apps not in folders.

Close an app/multitasking - double tap the home button or swipe up from the bottom of the screen with four fingers. A menu with all of your open apps will appear at the bottom of the screen. Tapping an app will quickly switch you to it. **To close apps, tap and hold one of the apps for a few seconds until all of the app icons start wiggling. Tap the red minus symbols in the upper left corners to close an app (doing this saves battery life!).** This multitasking/app closing menu can be pulled up at any time.

Download apps - iPads can download applications (apps) from thousands of companies other than Apple. They can make your iPad do tons of different things. **Tap the blue and white 'App Store' icon.** Apple highlights new and featured apps along with categories **but you can also search for specific apps by tapping into the text entry field in the top right corner, (right next to a magnifying glass icon) and typing in the name of an**

app you're looking for. Scroll left and right in the search results to find the right app. Depending on the app, **tapping buttons that say either 'free' or the price of the app will start the download process.** Your iPad will ask for your Apple ID password for security reasons. **Type in your password and then tap 'ok' to confirm you want to download the app.** *Most apps are free, but some are not. Be careful when downloading apps.*

Browse the Web - iPads include an app called 'Safari' for browsing the Internet. **Tap the blue compass icon on your home screen to open Safari. Type in a web address manually in the top left or do a search in the top right.** Most webpages work just as they do on traditional computers. Other web browsers like Google Chrome can be downloaded in the App Store.

Update your apps - It's a great idea to keep all of your apps up-to-date. App makers often fix bugs, add new features, or generally improve their apps when they send out updates. **Tap the 'App Store' icon. At the bottom, tap 'Updates.'** **Once everything loads, you can choose to 'update all' or update individual apps.** You won't be able to use an app while it's updating, but they generally update quickly.

Change Settings - The settings app is a grey set of gears, tap it to open all settings.

- Wi-Fi (Internet) -Tap 'Wi-Fi' on the left to open this setting. Tap the button that says 'on' or 'off' to turn Wi-Fi off or on. When you have Wi-Fi on, a list of available networks should appear. Networks with security will have lock icons next to them. Tap a Wi-Fi network name to connect to it (the settings app will ask you to type in a password if the network has security).
- Location - Open the 'privacy' section of settings. Tap 'location services'. Tap the on/off button to change this setting. *Keeping location services off will save battery life.*
- Brightness - Tap 'brightness & wallpaper'. Move the slider right or left to make your screen brighter or dimmer. *Dimming your screen will save battery life.*
- Mail -Tap 'mail, contacts, calendars' to open up the mail settings. Tap 'add account' and your iPad will help you through the set-up process. You will usually need to know your email provider, email address, and password.
- Notifications - Many apps send out sounds or red badges to notify you of something of interest. In settings, tap 'notifications', and then scroll through the list and tap into the app of your choice to configure how it notifies you of events. *These notifications can be turned all the way off by switching all of the toggles off and changing the alert style to 'none.'*
- Other Applications - There are settings for many other applications. Settings for apps you've downloaded are below Apple default apps. What can be changed and configured will be different in each application.

If you need further assistance, don't hesitate to:

- Email or call **Jason Pinshower, Instruction and Technology Librarian**, at jpinshower@indiantrailslibrary.org or **847-279-2255**
- Call us at **847-279-2240** for over the phone support or to set up a one-on-one session.
- Stop by the **2nd floor Information Desk** for assistance.

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