



# ***iPads***

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iPad MANUAL.docx  
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# ***1) HARDWARE***



## ***BUTTONS ( 5 )***

*Power*

starts you on HOME screen

*Volume ( Up, Down )*

*Side button:* Lock rotation or Mute

*Start Button*

## ***OPENINGS ( 5 )***

At the bottom: speakers

At the bottom, center: for ***charging***

At the top, center: microphone

At the top, left: ear plugs

## 2) START BUTTON & SCREENS

Single click on or back to HOME screen

Double click CONTROL CENTER

### SCREENS ( HOME, other )

Power on, Start Button

**HOME** Screen

Accessing

Scrolling to **OTHER (GROUP)** screens  
indicator dots  
( number determined by icons  
on that screen )

### ICONS

#### **HOME** screen

customized by YOU

#### **SETTINGS**

you place it #1 HOME Screen

#### **APPLE STORE**

you place it #2 HOME Screen

#### GESTURES

Flick  
Tap, Dble tap  
Hold  
Pinch  
Rotate

#### STATUS BAR

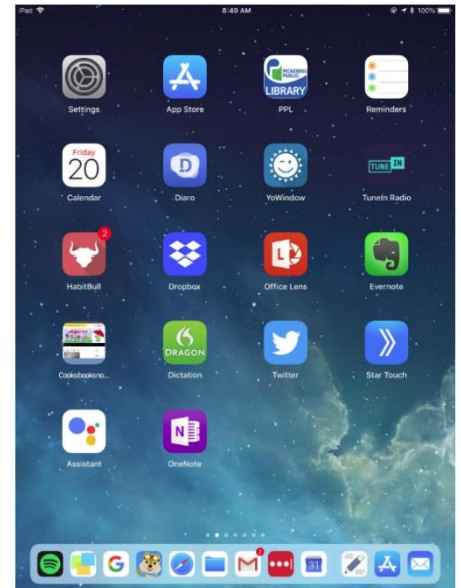
Time  
Day/Date  
'Status'

#### TASK BAR

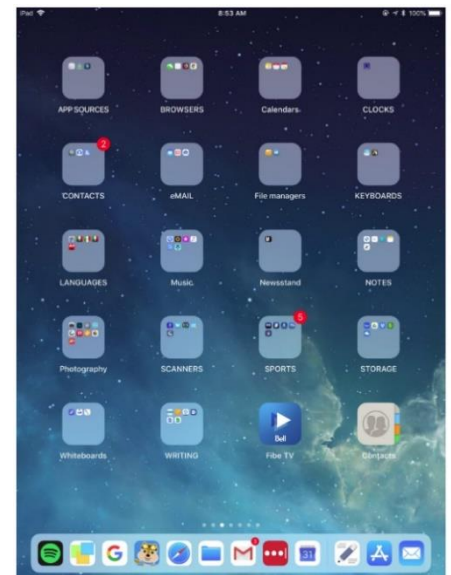
**LEFT:** your choices  
**RIGHT:** 3 last used *auto*

Swipe from bezels (edges) toward screen center:

1. from **Top Right** – control center
2. from **Top Left** – Notifications
3. from **Bottom mid** – 'multi tasks'
4. from **Left** – Widgets (tools)
5. from **Right** – Next screen



**HOME SCREEN**



**OTHER ( GROUPS ) SCREEN**

### ***3) WiFi & APPS/PRGMS Installation***

#### ***WiFi***

##### ***Connectivity***

Settings:

WiFi:

Set it once, AUTO subsequently

#### ***APPLE ID***

what is it

why one is needed

credit card, even for FREE apps:

*FREE vs. PAID apps*

***APPLE STORE***

#### ***INSTALLATION OF APP***

Useful keyboard apps:

*Swiftkey*

Gboard – Google

#### ***APPS/PRGMS***

opening and closing

adding and installing [ *Apple Store* ]

deleting

arranging, moving

control via touching the screen

grouping, titles

#### 4) **BROWSERS ( Internet exploration )**

*Safari*

[www.szpin.ca](http://www.szpin.ca)

navigation: symbols, hypertext, back/forward, SEND, multi-tabs

#### **SEARCHING**

Search box ( depends on browser )

#### 5) **Gmail**

Email (**Gmail**)

using email, organizing emails, reply, forward  
cc, bcc

#### **TEXT composition in Gmail**

Keyboards

Entry [ English, QWERTY ]

**Gesture** vs. **Typing**

**Gesture keyboards:**

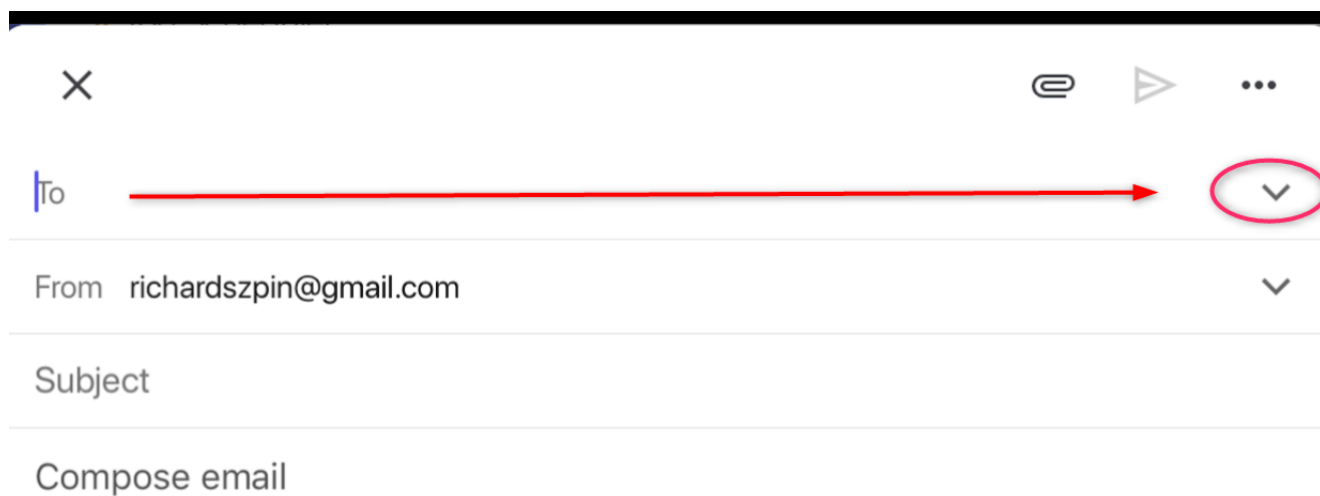
( activated in "Settings" )

**Swiftkey**

Gboard - Google

SENDING Gmail on iPad shown on next page

Below is DISPLAY of "iPad SEND message screen" for **Gmail**



### CC vs BCC



## 6) CONTROL CENTER, CLOUD & CLOUD STORAGE, SETTINGS

### CONTROL CENTER

How to *access*

Purpose: quick access to some tools

timer, alarm, camera, *more*, depending on OS

### CLOUD & CLOUD STORAGE

APPLE	DROPBOX	GDRIVE	ONEDRIVE
\$2 mth	\$100 yr	\$30 yr	\$30 yr
50 gb	1 Tb	100 gb	50 gb
<b>Free:</b> 5 gb	<b>Free:</b> 2 gb	<b>Free:</b> 15 gb	<b>Free:</b> 5 gb

### SETTINGS

*Discuss*

#### **MISC**

Taking a SCREENSHOT

Removing "clutter," only in *SAFARI*

Talk & type [ default keyboard, turn on mike ]

SIRI: hold down *start button* for few seconds

type "help" for list of commands



## 7) CAMERA, FAV APPS (szpin), and OPEN DISCUSSION

### CAMERA

taking photos  
switching cameras ( front vs reverse )  
viewing photos  
managing photos  
screenshot

### FAVOURITE APPS / Sites (szpin)

Gmail

Google Chrome

*LastPass*

Swype keyboard

www.szpin.ca

*NOTEZILLA*

### iPad defaults ( “keepers” in RED )

- Apple Books
- **Apple Store**
- Calculator
- **Calendar**
- **Contacts**
- FaceTime
- Files
- Mail
- Maps
- Music
- **Notes**
- **Reminders**
- Videos
- Voice Memos

Some of these APPs are **NOT DELETABLE**...which ones depends on the version of iPad being used.

[ consider GOOGLE products as alternatives to APPLE ones ]

## OPEN DISCUSSION

*Serving your computer needs: products and service, fairly priced and done right.*

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