

## What is an iPad?

The iPad is a tablet computer designed and sold by Apple Inc.

## What can it do?

Browse the internet, send and receive emails and text messages, play music and movies, take and display photos and videos, and more.

## How is it different from other tablets?

iPads are tablets made only by Apple and are the only tablets that run the operating system called iOS. Other tablets are made by a variety of manufacturers and run different operating systems (e.g., Android).

## How are tablets different from laptops and desktop computers?

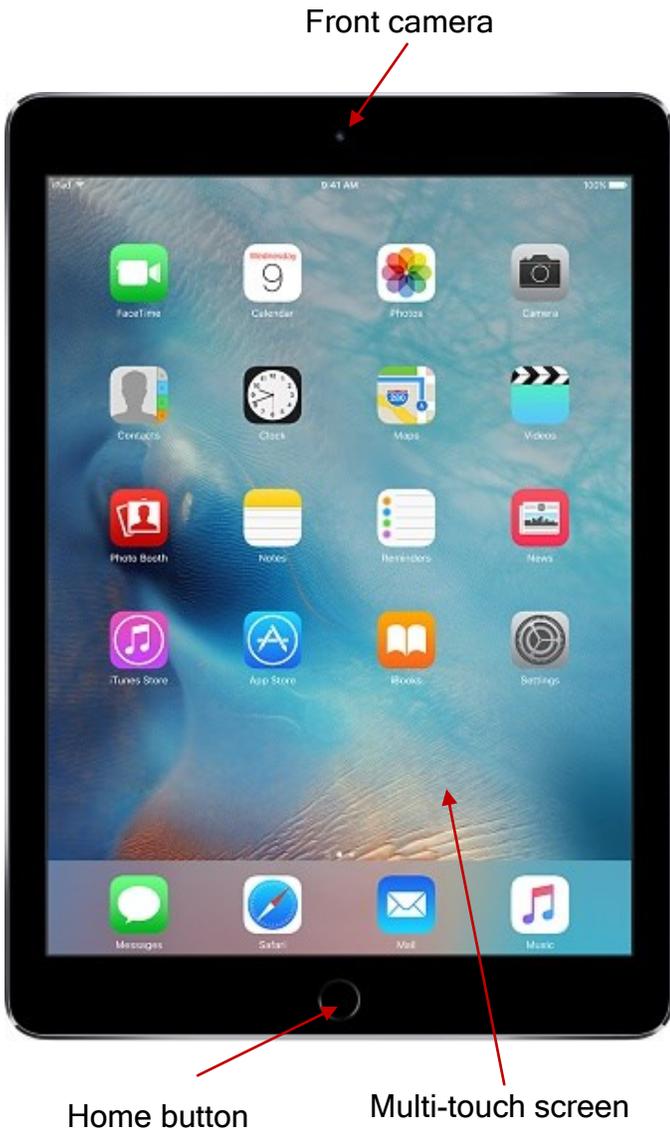
### Tablets

- Generally more portable
- All have touchscreens
- Screen size is generally smaller
- Less expensive (sometimes)
- Have less storage capacity
- Data entry and user input can be less easy
- Often ready to use immediately

### Laptops and desktop computers

- Generally more powerful
- Some have touchscreens
- Can have larger, sometimes multiple screens
- More expensive (sometimes)
- Have more storage capacity
- More customizable
- Startup times may be longer

## Parts of an iPad



Although there are different iPad models, their physical features are largely the same.

All iPads come with a USB cable and USB wall adapter.



Older iPads have a large dock connector. Newer iPads have a smaller dock connector called Lightning.

## iPad accessories

- cases
- covers
- keyboards
- styluses
- headphones and speakers
- charging packs
- mounts and stands
- lens systems
- cables and adapters

## charging the battery

- a fully charged battery gives about 10 hours of normal use
- charge it by connecting one end of the USB cable to the dock connector and the other end into either:
  - a USB port of a powered-on computer
  - the USB wall adapter, then into a wall outlet

## cleaning the iPad

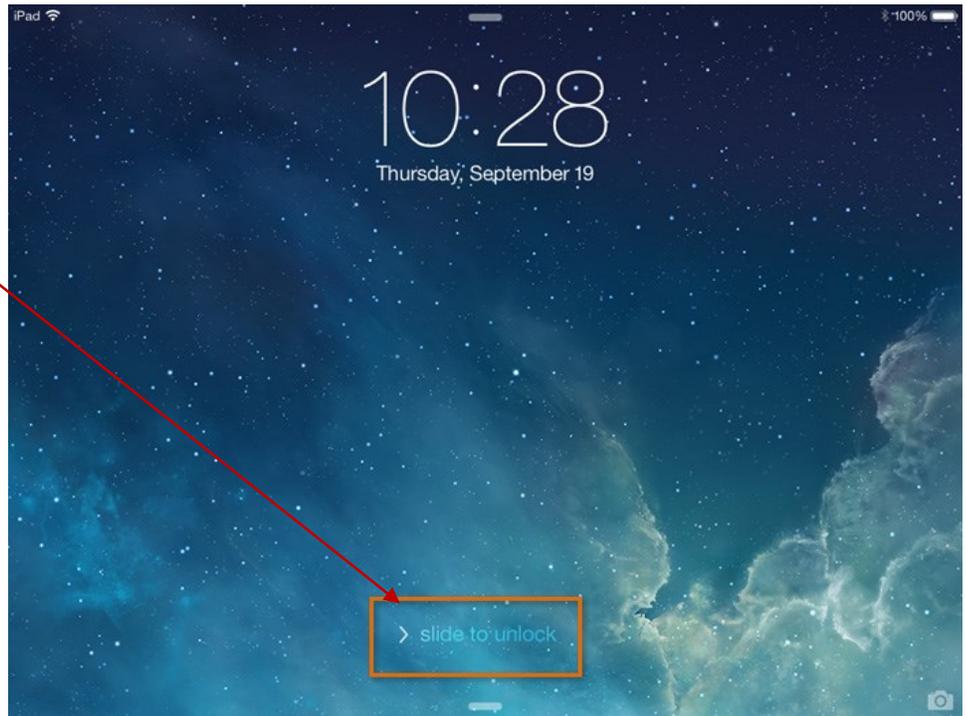
- turn off the iPad and disconnect all cables
- use a soft, slightly damp, lint-free cloth
- avoid abrasive cloths, towels, paper towels, and similar items that might cause damage
- avoid getting moisture in openings
- don't use window cleaners, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide – water is fine

## the Apple ID

- The Apple ID a personal account that is required to set up Apple devices and access Apple services like the App Store, iTunes Store, iCloud, iMessage, the Apple Online Store, FaceTime, and more.
- It consists of an email address and password that you use to sign in, as well as your contact, payment information.
- The same Apple ID can be used for all the Apple devices you own.

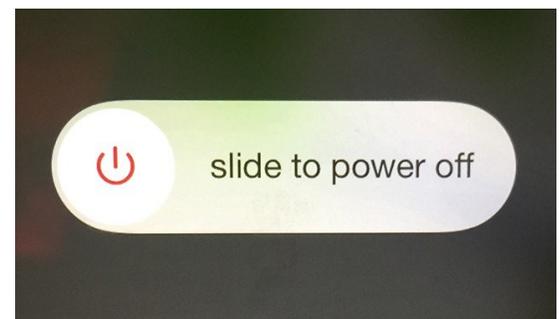
## to wake/sleep the iPad

- To wake the iPad, press the **Sleep/Wake** button or the **Home** button, then on the **Lock screen** that appears, slide to unlock it.
- When through, press the **Sleep/Wake** button to put the iPad into Sleep mode. This turns off the screen and saves battery life.



## to turn the iPad off and on

- To turn the iPad off completely, press and hold the **Sleep/Wake** button for several seconds, then slide to power off.
- To power on the iPad, press and hold the **Sleep/Wake** button until the Apple logo appears. It may take several minutes for the iPad to power on fully.
- Most of the time you don't need to power off iPad completely. Powering down does save on battery life, though, and is sometimes necessary or desirable in certain places (e.g., on airplanes, in concerts, etc.).





## iPad gestures

These are some of the main gestures that can be used to get around the iPad:

- **Tap** – “click” or select or open something, like an app or a link
- **Double-tap** – zoom in or out on text
- **Drag** – scroll (up, down, left and right)
- **Swipe** – “flip” through something (e.g., Home screens, photos, pages, in an ebook, etc.)
- **Pinch** – zoom in, or close something
- **Reverse pinch** – zoom out, or open something
- **Press, hold, and drag** – highlight text, copy and paste, delete or move apps

## Opening, closing, and switching between apps

To open or select an app, tap on its icon. To get back to the Home screen, press the Home button.

To view and switch between recently used apps, double-click the Home button, swipe left or right to find the app you want to use, then tap the app.

To close an app, double-click the Home button to view recently used apps, then swipe up on the app you want to close.

## Moving and deleting apps

To move or delete an app, start by pressing and holding any icon on the Home screen for a few seconds until all the icons start to wiggle. This is called **Edit mode**.

- To **move** an app, drag its icon to another place on the Home screen, or to the edge of the screen to put it on a different screen.
- To **delete** an app, tap the small black × that appears in the corner of the app’s icon. Note that built-in apps cannot be deleted.
- Exit Edit mode by clicking the Home button.

## Grouping apps with folders

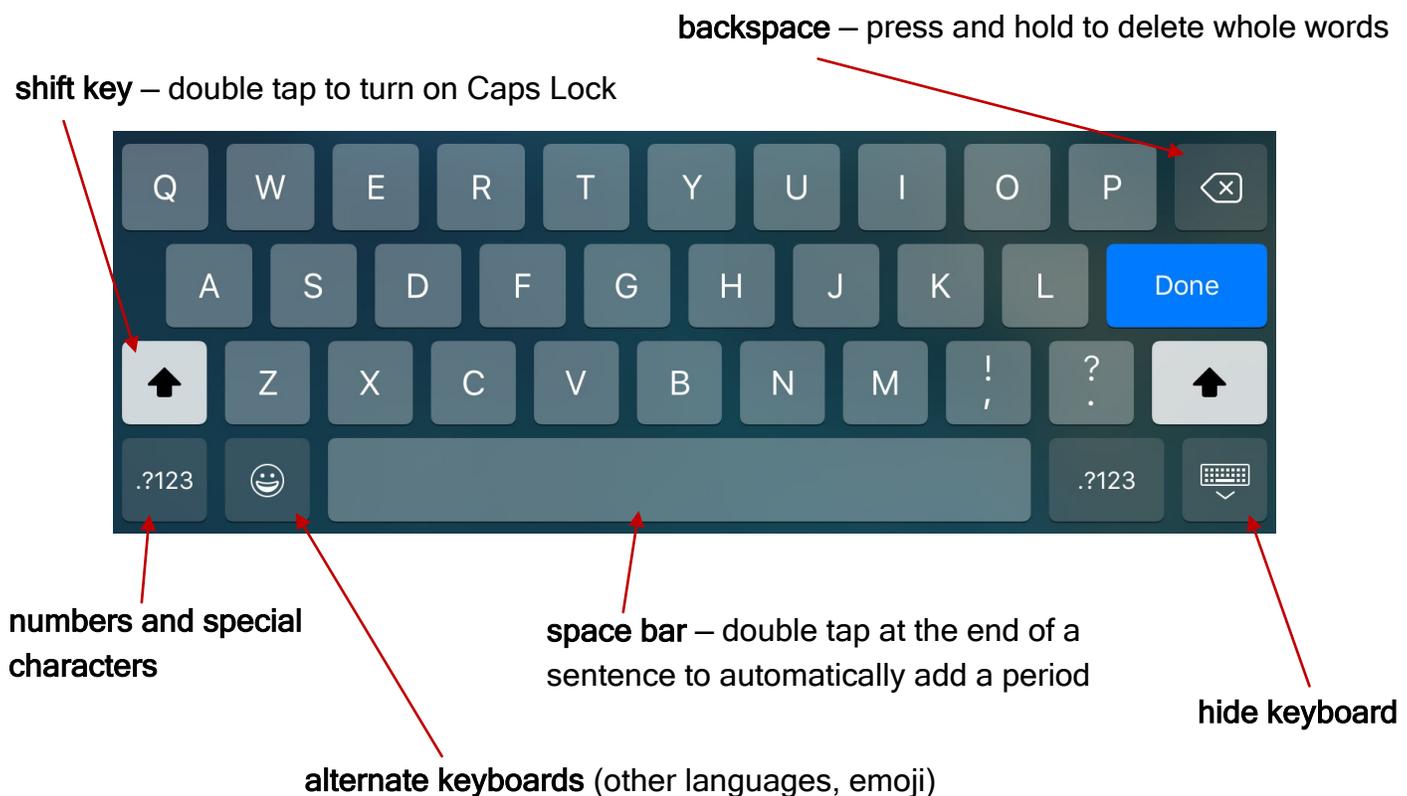
Folders can help keep your apps organized. To create a folder, enter Edit mode, then drag one app's icon on top of another and release. This creates a folder. A name for the folder is generated automatically but you can rename it.

Once a folder is created, you can open it by tapping its icon and close it by clicking the Home button or tapping anywhere outside the folder.

While in Edit mode, you can rearrange the icons inside it, add icons to it from the Home screen or other folders, or remove icons from it by dragging them to the Home screen or to another folder.

## Using the virtual keyboard

Tap on an area that accepts text to reveal the virtual keyboard.



## iPad apps

The iPad comes with several built-in apps. Some of the more commonly used ones include:

<b>Settings</b>	adjust the settings that control how your iPad works
<b>Safari</b>	a web browser
<b>Camera</b>	take photos, videos and screenshots
<b>Photos</b>	view and share your photos, videos and screenshots
<b>Messages</b>	send and receive instant messages, photos and videos
<b>FaceTime</b>	make video calls to iOS and Mac users
<b>Maps</b>	get turn-by-turn spoken directions and maps to places
<b>App Store</b>	access hundreds of thousands of free and for-pay apps
<b>Mail</b>	view and send emails
<b>Music</b>	play purchased music or listen to Apple Music Radio
<b>iTunes Store</b>	purchase movies, TV shows and music
<b>Calendar</b>	manage events and share calendar information
<b>Contacts</b>	address book that used with other communication apps
<b>Clock</b>	set alarms, use as a stopwatch or timer
<b>Notes</b>	record, search and share notes
<b>Reminders</b>	make lists and reminders
<b>News</b>	collects stories you want to read from top news sources

## Spotlight

Search web and on-device content with Spotlight, which can be accessed by swiping to the left of the primary Home screen or by touching a blank area on the Home screen and swiping down.

## Notifications

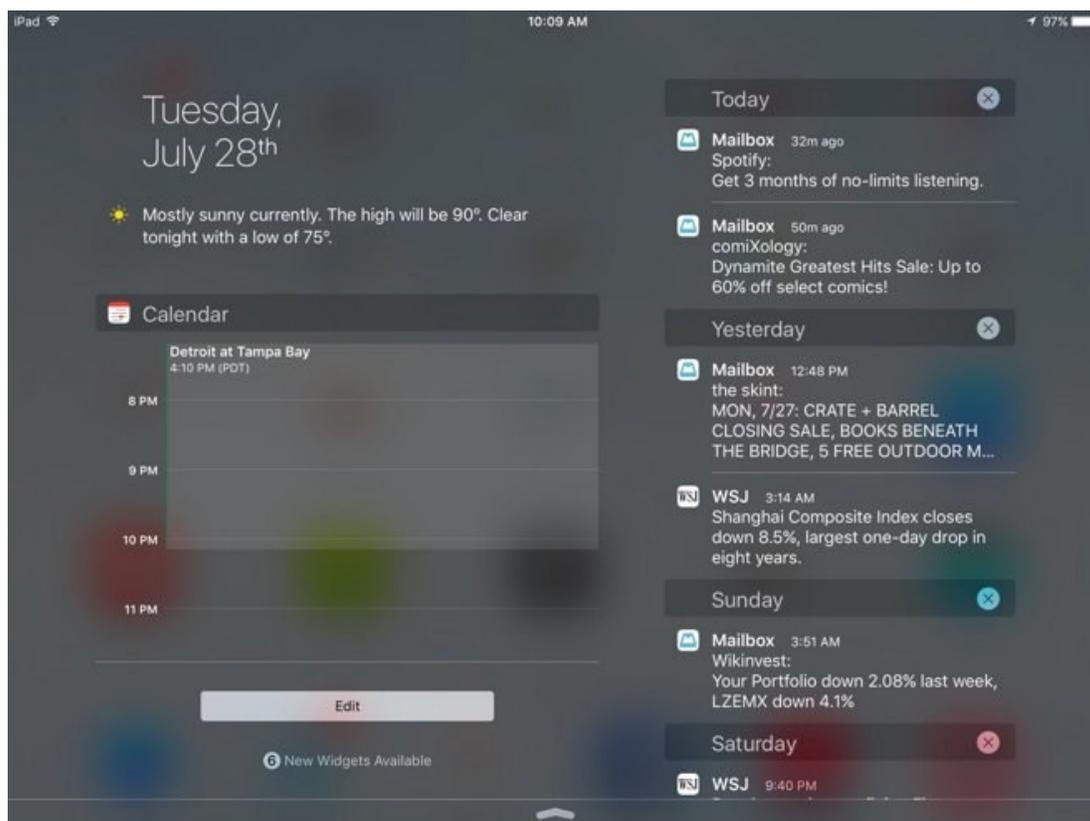
Apps can send notifications three ways:

- sounds – a sound alert plays
- banners – a banner appears at the top of the screen
- alerts – an image or number appears on the app icon

Banners go away automatically, but alerts require an action before proceeding. Notification styles for apps can be adjusted by going to Settings > Notifications

## Notification Center

The Notification Center displays calendar events, weather, reminders, and information from other apps. It can be accessed by swiping down from the top of the screen



## Control Center

The Control Center allows you to quickly change settings like screen brightness, audio controls, and connection settings. It also gives you quick access to apps like Camera, Timer and Calculator.

Control Center can also be used to control the following features:

- AirDrop – instantly share photos, videos, locations and more with nearby Apple devices
- Airplane mode – turn off all network connections
- Do Not Disturb – silence calls, alerts and notifications
- Mute – mute a song, movie, or audiobook
- Portrait orientation lock – keep the screen from rotating

Control Center is accessed by swiping up from the bottom edge of the screen.

