iPad workshop 1 – The absolute essentials

Multitasking bar

The bar at the bottom of the iPad which brings up most of the controls you need while using the iPad.

To bring it up:

1). Double Trouble (double click the home button)

2). Four Finger Flick (put four fingers on the bottom of the screen - slide them up to the top of the screen)

The Multitasking bar shows you what apps you have open at the time (ie when you have an app open, the home button doesn’t close the app properly, it just closes the window).

With the MB open, slide your finger to the left. Your MB should change to this display:

- Brightness slider – adjusts brightness of screen
- Click here to go straight to your music (itunes)
- Mute button (press to mute all sounds, not music)
- Music controls and volume slider

To get out of the MB just do double trouble or the four finger flick again.
Making folders (do the wiggle)

To make a folder hold your finger down on an app until it wiggles and crosses appear.

Slowly drag this app over to another app that you want to share the folder with. Place the moved app directly on top of the other app.

This will create a folder.

Naming Folders

The folder will be automatically named. To rename it double-click in the white bar, delete the name and type in your own. If the white bar has gone, you just need to hold your finger on one of the apps in the folder, and the white bar will reappear.

Improving Battery life

To check how much battery life you have left, look up in the right hand corner of your screen.

To save your battery you can:

1). Turn down the brightness of your screen (in the Multitasking bar – see above).

2). Turn off ‘push emails’ – this is the number above the mail icon that tells you how many new emails you have.

To do this, go to ‘Settings’
Then ‘mail, contacts, calendars’

Tap ‘fetch new data’; slide the blue bar to the right to turn off ‘Push’.

3. Shut down apps that are open. Do the ‘four finger flick’, the apps that appear in the Multitasking bar are the apps currently running. To shut down any apps you aren’t using, hold your finger down on an app, a minus sign should appear on every app. Tap the minus sign on the apps you want to close.

Taking screenshots

To create a screenshot (like the images in this document) go to the page you want a picture of. Then press the home button and the power button at the same time. Hold both down for 2 seconds. The iPad should flash white for a second and make a camera shot sound.

This screenshot is automatically saved as a picture in your Photos on your iPad. You can then email this screenshot.

Keyboard settings

To modify your keyboard settings go to: Settings – General – Keyboard. You should be on this screen:

The keyboard functions will all be on. You can turn them off by sliding the blue bar to the left.

Auto-Capitalisation (this automatically makes the first letter in a sentence, or at the start of a new paragraph, a capital.

Auto-correction (this is predictive text, which guesses what you want to type and completes the word for you).
Keyboard Shortcuts

Keyboard Shortcuts are when you can type an abbreviation and the iPad will type the complete sentence for you. Click on ‘add a new shortcut’, you will be asked for a phrase (the complete sentence eg your email) and the shortcut (the abbreviation you want to use). I have set up a shortcut thus: whenever I type bh my email address will appear.

Rotation lock

The iPad screen automatically rotates as you move it from side-to-side or lift it up and put it down. To stop this movement you can move the screen rotation lock button (see image) down so there is some orange showing. You can unlock it by doing the reverse.

Passcode lock

The passcode is a password that locks your iPad whenever it is not in use.

1). To set a passcode go to: Settings – General – Passcode lock.

2). Tap ‘Turn Passcode on’, a number pad will appear.

3). You will need to think of a four digit passcode and type it in, then type it in again. This sets the Passcode. Remember to write the Passcode down somewhere!

Connecting to WiFi at home

You can connect to your own Wi-Fi network at home (so you can use the internet on your iPad).

You can also search for Wi-Fi networks when you are travelling – especially at hotels, cafes and public libraries. If you ask someone who works there for the Wi-Fi password, you can type it in and use their internet for free!

To search for Wi-Fi networks go to: Settings – Wi-Fi.

This screen will display the available networks. Tap on the Wi-Fi network you wish to join (if you are travelling the network name is usually the name of the hotel etc.)

Type in the Wi-Fi password and tap ‘join’. It might take a few seconds to connect to the WiFi.
Connecting to WiFi at school

You should be connected to the Lowther WiFi already, but if you are not, here’s how to connect:

Go to: settings – Wi-Fi – and then choose the LowtherHall network

Changing the Language

To have your iPad’s text in another language go to Settings – General – International (just underneath Keyboard) – Language. You will see a long list of languages to choose from. Tap on your desired language and tap ‘done’.

Creating a Bookmark on your home screen

A bookmark is a website that you have added to your favourites – you may have done this on your PC. It’s usually a website you visit often, you bookmark the website so you don’t need to remember the address – it’s only a tap away.

Your home screen is the first screen (with apps on it) that you see when your iPad starts up.

When you create a bookmark on the home screen of the iPad you are essentially making what looks like another app, but when you tap on the icon it directs you to the website you have bookmarked. Hoach did this for all of you with the ‘LRC’ bookmark.

Here’s how to do it:

1). Go to Safari and bring up the website you want to bookmark.

2). Tap on the ‘send’ icon.

3). Tap on ‘add to home screen’
4). The ‘add to home’ pop – up will appear, tap ‘add’.

5). Your Bookmark will appear like an app on your home screen.