

## **iPad Basics (iOS10)**

To **CREATE FOLDERS**: press and hold until they wiggle, then move app on top of another app to group them and name folder. There is no limit to the number of apps per folder.

To **CLOSE APPS**: double click home button, then swipe app page upwards. Can do multiple apps at a time. Open apps will slow down your device and drain your battery.

To **DELETE APPS**: press and hold until the apps wiggle, a black X will appear. Press to delete; a confirmation will be given. This only deletes the app on your device; the app will remain in your iTunes account and can be re-downloaded.

To **SAVE PHOTOS FROM SAFARI/EMAIL/MESSAGES**, tap and hold to save image.

### **To ADD PHOTOS TO NOTES OR EMAIL**

- Photos or sketches can be inserted into the **NOTES** app
- Photos or attachments from another source or app can be inserted into the **MAIL** app
- When in note or email, double click where you want photo to go.
- Select **INSERT PHOTO** and then choose from **PHOTO** app.

To take a **SCREENSHOT** of what is on the screen: press home button and then power button simultaneously. This will take a snapshot of the screen and place it in your photo gallery.

### **RECOVER DELETED PHOTOS**

- In the **CAMERA** app, use the small preview icon at the bottom of the screen to open up a view that allows previously deleted photos to be recovered.
- Tap on the Trash Can to retrieve photo. You can also clear these by emptying the Recently Deleted album in the **PHOTOS** app.

### **TIMER MODE**

- When using the **CAMERA** App, there is an option for a Time Lapse that can be set for 3 or 10 seconds.

Swipe downwards for **NOTIFICATION CENTER**

Swipe upwards for **CONTROL CENTER**

To **SAVE BATTERY**: go to **SETTINGS**, go to **GENERAL**, go to **BACKGROUND APP REFRESH**. Allows you to pick and choose which apps are allowed to run in the background. Also switch off GPS and Bluetooth if not using.

- To find out which apps are using the most battery
- Go to **SETTINGS/GENERAL/USAGE**
- Select **BATTERY USAGE** to see the proportion of battery used by each app when the device is not charging

To **MOVE TO FIRST HOME SCREEN**: single click home button

To **GET BACK TO TOP OF PAGE**: tap at top by time display

To **SEARCH** device: go to upper middle of screen and swipe downward OR swipe to the right

To **MAKE YOUR OWN APP OR SAVE A WEBSITE TO HOME SCREEN**: when on desired web page, select (arrow in box) icon on bottom of screen. Select **ADD TO HOME SCREEN**. Name/title the "app" and select **ADD**.

To **MOVE BETWEEN APPS**: use whole hand to swipe and move between apps; multitasking gestures must be turned on to use this feature

To **REDUCE MOTION**: go to **SETTINGS**, then **GENERAL**, then **ACCESSIBILITY**, then **REDUCE MOTION**, then **OFF**.

For **AUTOMATIC UPDATES**: update your apps automatically (be mindful of data usage) by going to **SETTINGS**, then **iTUNES & APP STORE**, select **UPDATES** under **AUTOMATIC DOWNLOADS**

**SIRI**: hold down **HOME** button and speak commands, i.e., “read my emails”

- When on the home screen, **SWIPE DOWN** for Siri Suggestions. This allows very quick access to your favorite contact and apps.

#### **GRAYSCALE MODE**

- Go to **SETTINGS/GENERAL/ACCESSIBILITY**
- Select **GRAYSCALE** which will shift the entire display into shades of black and white

#### **PREDICTIVE TEXT**

- Go to **SETTINGS/GENERAL/KEYBOARD**
- Turn **PREDICTIVE** on
- This allows word prediction to help speed up typing. This is only available with the onscreen keyboard, not a Bluetooth wireless keyboard.

To **SIMPLIFY READING IN SAFARI**, click on left end of browser to extract just the text. For **SAFARI BROWSING**, swipe right to return to previous page, swipe left for existing page.

#### **STORING SAFARI PASSWORDS**

- Go to **SETTINGS/SAFARI**
- Select **PASSWORD** and **AUTOFILL**
- Option to autofill contact info, previous names and passwords or credit card info

**SPEAK SELECTION**: Text to speech; words can be highlighted as they are spoken aloud. Works with built-in apps, some third party apps.

- Go to **SETTINGS/GENERAL/ACCESSIBILITY/SPEAK SELECTION**
- Turn **ON**
- Options include dialect, speaking rate and highlighting words
- Get out of that screen; open Safari, Notes or Email app
- Highlight text, select **SPEAK** and it will read aloud

#### **SPEAK SCREEN**

- Go to **SETTINGS/GENERAL/ACCESSIBILITY/SPEECH**
- Turn Speak Screen **ON**
- Now you are able to swipe down with two fingers from top of screen to hear the contents of the screen
- Can read text, names of buttons and other interface elements
- This is different from **SPEAK SELECTION**

**GUIDED ACCESS**: Can “lock” a student into an app, makes the home/hardware buttons unresponsive. Can also select certain areas on the screen to be unresponsive. Can set a time limit before the app shuts off.

- Go to **SETTINGS/GENERAL/ACCESSIBILITY/GUIDED ACCESS**
- Turn **ON** and set Passcode
- Go to any app, triple click home button, select **GUIDED ACCESS**
- At the bottom of the screen, options include: **TURNING OFF HARDWARE BUTTONS, TURNING OFF TOUCH OR TIME LIMIT**
  - If you want to select a certain area, use your finger to circle the area. It will gray out the designated area.
  - Can turn off sleep/wake and/or volume buttons.
  - Select Time Limits to choose sound or speak, which gives warning before time ends
- When finished, press Start. Guided Access is now enabled.
- 30 seconds before the timer is up, there will be an audible warning.
- Once timer is up OR if you wish to exit prior, Triple Click Home Button and enter Passcode
- To exit Guided Access, triple click the home button. This will prompt the passcode keypad. Enter the passcode to exit.

Split Screen Multi-tasking features: Slide Over, Split View and Picture in Picture.

- **SLIDE OVER:** When in an app, **SWIPE LEFT** from the right side of the iPad. This will produce a small side pane that will take up about 1/3 of the screen. This will allow you to view both apps at a time, however, the app in the background cannot be used simultaneously. If you want to change apps in the side pane, **SWIPE DOWN** from the top of the screen within the pane to choose another app.
- **SPLIT VIEW:** When in the Slide Over mode, pull the app in the side pane further so that your iPad displays two apps side by side, each taking half of the screen. Both apps can be used at the same time and controlled independently. This feature is only available with the iPad Air, iPad Air2, iPad Mini 2 and iPad Mini 3.
- **PICTURE IN PICTURE:** When watching a video or using FaceTime, tap the home button and the screen will move to the corner of the iPad so that you can simultaneously use another app. This feature is only available with the iPad Air, iPad Air2, iPad Mini 2 and iPad Mini 3.

#### SETTING A LOCKED TIMER:

- **SET PASSCODE LOCK**
  - **SETTINGS/GENERAL/PASSCODE LOCK**
  - Turn **PASSCODE ON**, Set a passcode
- **SET A TIMER**
  - Open the **CLOCK** app
  - Tap the Timer tab located at the bottom of the screen
  - Set the timer for the amount time you would like student to have access to an app
  - Select Timer Alarm button located below the timer circle
  - Scroll to the bottom and select **STOP PLAYING**
  - Select **SET**
  - Select **START**
- Now open the app you want your student to use. When the time is up, the iPad will automatically go to the lock screen. The student will not be able to use the iPad until a passcode is entered.
- You can also use **SIRI** to set the timer. As long as you have the alarm set for Stop Playing, all you have to do is tell Siri "set timer for 20 minutes" or whatever time you would like.

To **AIRDROP**: quick nearby sharing of Photos, Notes, Safari that will drop shared item into its appropriate app; need Wifi and Bluetooth to be enabled

To **PROTECT YOUR DEVICE**: set up a passcode

To **ENABLE RESTRICTIONS**: go to **SETTINGS**, then **GENERAL**, then **RESTRICTIONS**. Options include **LIMITING ACCESS, PREVENT INSTALLATION** and/or **DELETION OF APPS, PREVENT MAKING IN-APP PURCHASES, REQUIRING PASSWORD IMMEDIATELY VS. EVERY 15 MINUTES, SETTING CONTENT RATING** etc.

**SAFETY FEATURES**: Find My iPod/iPhone/iPad

**BLOCK CONTACTS** in Phone, FaceTime and iMessages (Go to **SETTINGS/PHONE/FACETIME/IMESSAGES**, scroll down to **BLOCKED**, then **ADD NEW**, will go to your **CONTACTS** and you can select).

To **TAKE CREDIT CARD OFF ITUNES ACCOUNT**: select **NONE**, just use iTunes gift cards rather than credit card

Use **CALENDAR** for school assignments, social reminders, timers

Use **CONTACTS** for medical information/records

Use **CAMERA** to record exercises, positioning, equipment uses. Hold volume up button to shoot in burst mode (taking multiple shots in quick succession). Pinch to zoom in when in camera or video mode.

