



# ***iPads***

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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

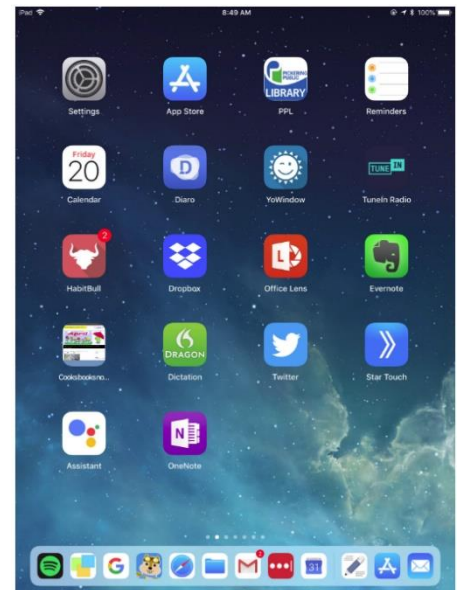
customized by YOU

#### **SETTINGS**

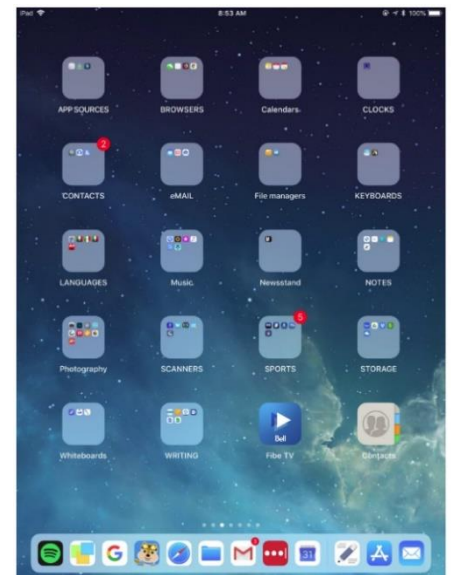
you place it #1 **HOME** Screen

#### **APPLE STORE**

you place it #2 **HOME** Screen



**HOME SCREEN**



**OTHER ( GROUPS ) SCREEN**

### GESTURES

- Flick
- Tap, Dble tap
- Hold
- Pinch
- Rotate

### STATUS BAR

- Time
- Day/Date
- 'Status'

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

### 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:

**Gboard – Google**

**Swype**

**Swiftkey**

#### **APPS/PRGMS**

opening and closing

adding and installing [ *Apple Store* ]

deleting

arranging, moving

control via touching the screen

grouping, titles

#### 4) **COMMUNICATION, Email & TEXTING**

Email ( **Gmail, Outlook** )

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

Messaging

Face Time

Live video

Skype

#### **TEXTING**

Keyboards

Entry [ English, QWERTY ]

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

**Gesture keyboards:**

( activated in "Settings" )

**Swype**

Gboard - Google

Swiftkey

# Practice

## 5) *BROWSERS, SEARCHING, WEB PAGES*

### *CONTROL CENTER*

### *CLOUD & CLOUD STORAGE*

#### *BROWSERS*

SAFARI

**CHROME (Google)**

EDGE (Microsoft)

FIREFOX

#### *WEB PAGES*

GOOGLE CHROME

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

#### *SEARCHING*

Search box ( depends on browser )

### *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

## 6) WIDGETS, SETTINGS, MISC.

### **WIDGETS**

Purpose  
Accessing  
Editing

### **SETTINGS**

*Discuss* [ **optional** ]

### **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, FAVOURITES (*szpin*), and OPEN DISCUSSION

### **CAMERA**

taking photos

switching cameras ( front vs reverse )

viewing photos

managing photos

screenshot

### **FAVOURITE APPS / Sites (*szpin*)**

**Gmail**

**Chrome ( Google )**

***LastPass***

**Swype keyboard**

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

***NOTEZILLA***

### ***iPad defaults***

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

## OPEN DISCUSSION

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