



iPads

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Contents

1) HARDWARE	3
2) START BUTTON & SCREENS	4
3) WiFi & APPS/PRGMS Installation	5
4) COMMUNICATION, Email & TEXTING	6
5) BROWSERS, SEARCHING & WEB PAGES	7
6) WIDGETS, SETTINGS, MISC.	8
7) CAMERA, FAVOURITES (szpin), and OPEN DISCUSSION	9

1) HARDWARE



BUTTONS

Power

starts you on HOME screen

Volume (Up, Down)

Side button: Lock rotation or Mute

Start Button

OPENINGS

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

Power on, Start Button

HOME Screen

Accessing

Scrolling to other screens

indicator dots

(number determined by items
put on the screen)

ICONS

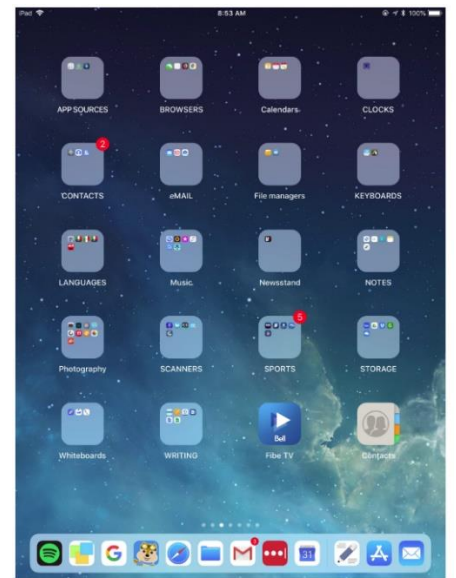
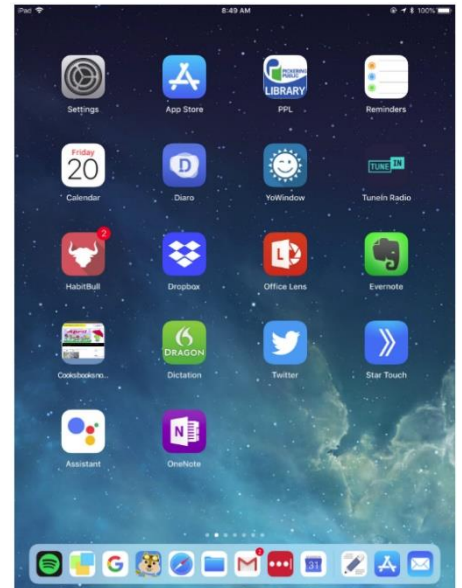
on the *home screen* customized by YOU

SETTINGS

APPLE STORE

GESTURES

STATUS BAR



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

(Swype new IOS, Swiftkey, old IOS)

APPS/PRGMS

opening and closing

adding and installing

deleting

arranging, moving

control via touching the screen

grouping

4) COMMUNICATION, Email & TEXTING

Email (**Gmail, Outlook**)

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

Messaging

Face Time

Live video

Skype

TEXTING

Keyboards

Entry

Gesture vs. **Typing**

Swype, Swiftkey app

5) BROWSERS, SEARCHING & WEB PAGES

SAFARI, CHROME, EDGE, FIREFOX

WEB PAGES

GOOGLE CHROME

www.szpin.ca

SEARCHING

Search bar

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 (*szpin*)

Gmail

LastPass

ADOBE

Photoshop Express

OneNote

Star Touch
(TorStar)

Imdb

TV Guide

Grammarly

iBooks

Google Photos

iPad defaults

Contacts

Messages

Facetime

Mail

Safari

Calendar

Reminders

Notes

Maps

Clock

Music

Videos

iTunes

APPLE Store

OPEN DISCUSSION

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

C *Canada Computers & Electronics* **PROUDLY CANADIAN**

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