iPad iOS 10 Part 1

*iPads are tablets made by Apple Inc. There are many other tablets made by other companies. Light red text descriptions are changes in latest version of iOS.*

0) Charge your iPad
1. Place the *dock* (older iPads) or *lightning connector* (newer iPads) that came with your iPad into the port in the center of your iPad below the home button.
2. Plug that cable into its *USB wall adapter*.
3. And plug that adapter into a power outlet.
4. You should hear a little chime sound indicating your iPad is charging. And the battery icon will change as well.
   • Since iPads have huge batteries, charging takes a while.

1) Turn on your iPad
   • To turn on your iPad by pressing and holding the *sleep/wake button* at the top right corner for about 4 seconds until the screen turns on and your iPad starts to boot up.

2) Put your iPad to sleep (low power mode to quickly wake up from)
   • Press and release the *sleep/wake button*. Your iPad screen will turn off with a click sound.

3) Get to the home screen after turning on or waking up your iPad
   • Press the *sleep/wake* or *home* button to see the welcome screen before the main home screen.
   • You are not required to have any kind of security on this screen, but it is highly recommended. There are 3 types of passwords you can do on this screen: PIN (4 digit code), finger print (iPad mini 3, iPad Air 2 and later), alphanumeric.
   • Customize this in the *Settings* app.
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- If you have one of those passwords, enter it by either tapping your 4 digits, pressing your thumb down on the home button, or typing in your alphanumeric password.

- If you don’t have a password, simply press down the home button to unlock.

4) Home screen

- The screen that loads is your home screen, like a computer desktop.

- It contains a list of installed applications. Applications and apps are the same.

- It also contains special top & bottom bars.

- The top menu bar displays information you want to see without going into an app – the strength of your Wi-Fi Internet connection, the time, battery life, and any modes you’ve enabled such as airplane mode, Bluetooth, Do Not Disturb, and Orientation lock.

- The bottom bar or Dock is a small list of apps that you want to see on every page. These are apps you use frequently and want quick and easy access to at any time.

- If you have lots of apps, they spill over into multiple extra home screens to the right of the main one you start at. Grey and white dots between the lowest row of apps and the Dock show you how many home screens you have and white dotes show which one you’re currently on. Swipe left and right to move between your home screens.

5) Basic controls

- Tapping is clicking like on a computer

- Scrolling is simply dragging your finger in the opposite way you want to go, up and down and also left and right.

- Double tap is usually used to zoom in or focus on a specific section, like on a picture above a news article or on text.

- Zoom in by moving two fingers away from each other.

- Zoom out by moving two fingers toward each other.
6) Open an app
- Now that you’re on your home screen, there should be a bunch of rounded rectangles. These are icons for applications (apps) installed on your iPad. If you have many applications installed on your iPad, you may have more than one home screen.
- Tap on any of the icons to open an app.

7) Get out of an app
- To get out of an app, hit the home button in the center below your iPad touch screen.
- This doesn’t exit the app, only temporarily hides it – your iPad can only display one thing at a time even though it can have many things open at once.

8) Open a different app
- Once again you’re on the home screen. We can have multiple apps open at once, so let’s open a different one this time.

9) Switch between open apps
- With multiple apps open, you might want to switch back and forth between them quickly.
- Double click on your home button. It will bring up all of the apps you currently have open.
- Slide left and right through the list to select the one you want to go into.
- Tap the one you want to switch to it quickly.
- Press the home button again to go back to your home screen.
10) Rotate your iPad

- iPads have many sensors in them, including one that senses the orientation of your screen. You may be more comfortable with the screen in landscape rather than portrait orientation.
- Physically rotate your iPad, and everything on the screen will rotate with you.

11) Headphones

- If you want to play music or a video, iPads allow you to do that with its speakers or headphones.
- The iPad headphone jack is the standard headphone jack you see all over the place – the vast majority of headphones should work with it. *(iPhone 7 removed the headphone jack.)*
- This headphone jack is a small circle about 3.5 mm wide, usually in the upper left corner.
- Find your headphone jack. If you brought headphones plug them in.

12) Volume

- On one of the sides of your iPad are two buttons, one above the other, about the size of your thumb. These are the volume up and volume down buttons.
- If you’re not using headphones, iPads will still play audio with their speakers.
- To increase/decrease the volume, press the up/down button repeatedly.
- You screen will show you icons to let you know if you’re changing Sound effect volume or Headphone volume.
- To make your iPad as loud as possible, press and hold the up button for a few seconds.
- To mute your iPad, press and hold the down button for a few seconds.
- But for now, let’s make our volume something in the middle.

13) Microphones

- iPads have multiple microphones.
- Some have microphones near their speakers, or near the volume up/down buttons, others have them in the front and back near the top.
- They are very tiny holes.
• Try not to cover them up if your iPad needs to hear something!
• To see the microphone in action, one at a time, let’s press and hold the home button to use the microphone to ask the iOS digital assistant a question.

14) Other sensors
• Finger print reader (in the home buttons of newer iPads) – Touch ID security
• Gyroscope – senses if you’ve tilted your iPad (often used by games)
• Accelerometer – senses movement such as rotation
• Barometer – senses air pressure to determine your approximate height (iPad Air 2 and later)
• Ambient light sensor – detects whether your screen is illuminated properly and adjusts it
• Cameras (more on them later)

15) Side toggle switch
• Apple includes a special switch on iPads whose function is customizable. (iPhones and iPod Touches do not have this switch unfortunately.)
• It can either be used to lock the orientation of your iPad or mute it.
• Access and/or change the setting of this switch in Settings > General > Use side switch to... > [tap to pick the option you want]
• Pull the switch to the down position to either mute or lock the orientation of your iPad. (Use a finger nail if you have trouble.)
• Notice the orange colored indicator? This means you’ve activated this switch.
• Push the switch back to the up position to unmute or unlock rotation.

16) Keyboard and typing
• By default, iOS hides the keyboard.
• iOS is super smart and only shows the keyboard when you need it.
• Let’s open the Notes app to practice. Tap the writing slab button to start a new note.
• Bring the keyboard up by tapping on any area that looks like it should allow you to enter in text, numbers or symbols. In the Notes app, tap anywhere in the middle of the screen.
• Tap any letter to type it.

Row allowing different applications custom buttons – suggestions, undo etc.
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- By default, all letters are lowercase. The first letter of a line will be automatically capitalized for you.

- Go to the next line using the return key.
- Depending on what you’re doing, such as browsing the web, filling out a form, doing a search, etc., you may see the return key change to say Go, Next, Search, or other words. The touch keyboard is smart and knows what sort of typing you’re doing.

- Use the up arrows on either side as shift buttons to type uppercase letters. When the arrow is light, letters you type are lower case. When it’s dark, letters are upper case.
- Double tap on the up arrow shift key to enable CAPS LOCK. To exit caps lock tap the up arrow key again. (If not enabled, enable this in Settings > General > Keyboard.)
- If keys have two letters on them, the default key is the lower key. Use the up arrow shift buttons to type the upper key. “,” and “.” are defaults on the ,/! and ./? keys.

- After you’ve typed a full sentence, press the space bar twice to automatically insert a period and. Capitalize the first letter of the next sentence.

- Hit the .?123 key to type numbers
- And when in the numeric keyboard, hit the #+= button to get symbols such as %.

- To get back to the letter section of the keyboard from .?123 or #+= sections, tap the ABC button at any time. Tap 123 to return to numbers from #+=.
To type emoticons/emoji like 😊 tap the ☺ key at any time. Swipe left and right through the huge list of emoticons available. Or use the section icons at the bottom to browse. Tap a picture to type it. Some emoji may have color options appear above them.

To exit the Emoji keyboard at any time, tap the ABC button.

To have your iPad automatically translate your voice to text, hit the microphone button. It will immediately start listening, so start talking once you hit the button. Tap Done to have it type out what you said. If we want, we can do this one at a time.

Tap and hold on a key to see alternate versions of it. Let’s type the word piñata by tapping and holding the n key. Drag your finger on the screen to select an option.

Use the <X key to delete characters to the left. Tap and hold this key to delete multiple letters at a time. The longer you hold this key, the faster it will delete text – be careful!

If you accidentally deleted too much text, you can undo by giving your iPad one good hard shake, and then tap Undo on the message that appears.

If the keyboard came up accidentally, hit the keyboard V button in the lower right corner.

If the keyboard is too big for you, you press and hold the keyboard V button and select Split to literally split the keyboard in half, one half against either edge of your screen. Press and hold the keyboard V button again and select Dock and Merge to exit out.
The keyboard does **auto-completion**. As you type words, the keyboard will suggest what it thinks you want to type. If it has guessed correctly, you can tap any of the suggestions to type that word without having to manually type each letter yourself. If it isn’t on the same page as you, don’t worry, you can just keep typing and ignore the predictions. The middle option is the keyboard’s top prediction of what you’re trying to type. The left option is usually exactly what you typed (in “quotes” to remind you that you may have typo’d) if you want to leave in a funny typo, a last name iOS’ spell check doesn’t recognize, etc.

If you don’t like the way the default Apple keyboard works, you can download a different one from the **App Store**. These extra keyboards can be a bit tricky to enable, but can be really cool. **SwiftKey** (pictured below) is one of the best free 3rd party keyboards. Another popular 3rd party keyboard is made by **Swype**. Also, Google created a popular iOS keyboard called **GBoard**.

17) **Notes**
- If you wanted to delete the note we’ve typed, you could tap the **trash bin** icon.
- To share the note via email, message, etc., use the **page up arrow share button**.
- In portrait (tall) orientation, tap the <Notes button to go to a list of all of your notes.
- In landscape (wide) orientation, you can see a list of all of your notes on the left side at all times, allowing you to easily switch back and forth.
- Type out a few sentences. Make sure to include some Capital Letters, sybm@ls, numb3rs, 😊, etc.
- Hit the **home button** to return to the home screen.
18) Connect to Wifi network
- Once you get connected, using the Internet is simple on an iPad.
- Your iPad will automatically connect to any open networks (hopefully).
- It will not connect automatically to any password protected networks.
- To manually connect to a network, open the Settings app from your home screen.
- The left side of the Settings app shows different sections of settings. One toward the top should say Wi-Fi. Tap it.
- After a second, a list of networks available should appear under Choose A Network...
- Tap on the name of the network to connect to it. Its signal strength is indicated by the bars on the right side. A check mark at left lets you know that you have successfully connected. “Security Recommendation”s remind us that a network does not have any security.
- Next to the signal bars are pad locks for networks that require passwords.
- If you tap on a network that requires a username and/or password, the keyboard will pop up and you'll be prompted to enter the username/password.
- Once you’ve typed in the password, tap Join.

- Hit the home button to return to the home screen from Settings at any time.

19) Safari
- Safari is for browsing the web. There are other web browsers by 3rd parties, like Google’s Chrome web browser that you can download.
- Tap the Safari icon to open it up.
- Once in Safari, tap into the top bar and type a search or web address. This bar is called the address bar. If you type in a search, it searches Google for you. If you type in a web address like http://www.eapl.org/, apple.com, or google.com/ it will take you directly to that page.

- The x button in the address bar stops a slow page from loading, and tapping the circled arrow at the right side of the address bar will try to reload a page.
- Hit the + button to have more than one page open at a time. To the right of that button, tap the two page button to switch between all open webpages. From this view, tap a page preview to open that page. Close pages by tapping their upper left corner x buttons.
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- `<` and `>` go back and forward between pages you’ve viewed.
- The page up arrow share button in Safari works the same as it does in the Notes app. It may have some different options since Safari deals with webpages not typed text.

20) Cameras
- Most iPads have multiple cameras. The rear camera is the one you’ll use most. This is the default one that opens up when you open the Camera app.
- The front facing camera is awesome for video messaging through services like FaceTime or Skype, allowing you to look at the screen and be on camera easily.
- Most people prefer pictures taken in landscape (wide) rather than portrait (tall) orientation.
- Tap Camera top open the camera. Turn to landscape or portrait and then press the big white circle button to take a photo. You will hear a fake shutter sound indicating you have successfully taken a photo. To see how your photo turned out, click the preview button. (Click Done in the preview that appears to go back to the camera.)

- If the camera is having trouble focusing, tap on where you want the camera to focus. Give your iPad a second to adjust. A yellow box will appear where you tapped.
- When your iPad detects a face in a photo, it focus on it and display another yellow box.
- To switch from using the back camera to the front camera, tap the flip camera button. Tap it again to switch back. The default camera is the one that faces away from you.
- iPads do not have a flash. Low light photography is going to be difficult.
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- To switch between camera modes, scroll up and down through them until the one you want is highlighted in yellow.
  - **Photo** is the default mode.
  - **Video** will record a video for you – the take photo shutter button will change to a **big red circle with white outline**.
  - **Time-lapse** will take a time-lapse video. Sit your camera down and have it record the afternoon clouds drifting by over the course of a few hours, for example. The big red record video circle turns adds little tick marks to indicate how often it takes photos when in time-lapse mode.
  - **Square** will take a square rather than the usual rectangular photos. Square photos are great for Facebook and other social network profile pictures.
  - **Panorama** will help you take a super wide photo. Press the **white shutter button** and then move your iPad along the indicated path as smoothly as possible. iOS software takes care of stitching one extra-wide image together for you.

- Take a few pictures so we can have examples to work with in the Photos app.

### 21) Photos

- Now that you’ve taken a few pictures, press the **home button** and then open the Photos app. This is the app that holds all of your photos, videos, time-lapses, and panoramas.
- You can use this app to edit photos, but today we’re just going to show you viewing photo albums and sharing photos.
- Tap Photos to open this app.
- Four navigation buttons at the bottom allow you to see Photos (automatically organized by time and location), Memories (Photos tries to group together similar photos), Shared (any photos...
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you’ve shared via Apple’s photo sharing service – likely none), and Albums (folders of certain types of photos by default).

- Albums contains All Photos (your photos in the order you took them), People (photos where it thinks it has recognized a head), Places (photos organized by location), Videos if you’ve taken any, Time-lapses if you’ve taken any, and Recently Deleted if you accidentally deleted a photo that you want to keep. (You can also manually create your own albums by tapping the + button and then selecting photos by tapping them and then hit Done.)

- Tap All Photos.

  - Previews of your photos should appear. Tap any one of them to have it take up the full screen. Swipe left and right to go through your other photos. The controls at the top and bottom may disappear while you’re browsing photos. If they do, tap once anywhere in the general middle of the screen to see the controls again. Tap <Camera Roll> the upper left corner to return to the list of all your photos. Tap <Albums> to go back to all albums.

- The easiest way to share photos is in the Camera Roll view. Tap the Select button in the upper right corner of the screen. Tap on a photo or a few photos to select them and check marks will appear in the lower right corner of each photo indicating you’ve successfully selected it. Tap the trash bin icon to delete the photos you’ve selected, or if you’d like to share them...

- Tap the page up arrow share button to see sharing options. Tap one of the options to use it to send your photos elsewhere. You will be taken to the application you select and can complete anything else you have to do to share your photos. After you do that, you’ll be taken back into the Photos app.

- Tap the Home button to return to the home screen.
22) Turn off iPad
- Press and hold the sleep/wake button at the top right corner for about 4 seconds.
- Slide the red power icon to the right to turn your iPad off, or hit the x cancel button if you did this by mistake.

23) Restart your iPad if it won’t respond
- Like computers and laptops, sometimes iPads freeze up. Usually not as often, though.
- To get out of a freeze, we can restart.
- Simultaneously hold the home button and the sleep wake button for about five seconds.
- You should see the Apple logo in the middle of the screen, followed by your iPad turning off.
- Give it a few seconds to be off.
- Turn your iPad back on by pressing and holding the sleep/wake button at the top right corner for about 4 seconds until the screen turns on.
- It should work now, hopefully.

Questions?
We’re happy to answer any questions you have now! We may cover topics you ask about more in later classes.

Next time
Part 2: Hidden Features will cover:
- Editing home screens & Uninstalling apps
- More on Safari
- Control Center
- Notifications and Notification Center
- Lock screen
- Multitasking and Quitting apps
- Gestures
- Select text/copy/paste
- App Store
- Games
- Searching your iPad
- Siri
Recommended Additional Resources:

Other technology classes
Go to http://www.eapl.org/events to view and signup for other computer classes.

Class handouts
Go to http://eapl.org/events/computer-programs/class-handouts to download copies of class handouts and files.

Librarian and computer aide assistance
We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments
Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here http://www.eapl.org/DMLhelp to sign up for a Digital Media Lab appointment.
- Go here http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request to request a general tech help appointment.

Tech Tutoring
The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we’ll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to http://www.eapl.org/events to register for a session.

Databases
The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- Lynda.com offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. *Please remember to log out when you are finished.

Access both of these databases from the library Research page: http://www.eapl.org/resources

Laptops and iPads
Check out a laptop or iPad for use in the library for up to 2 hours. More info: http://eapl.org/laptops

Books
A few books in the library collection related to this book are:

- My iPad by Gary Rosenzweig
  Call Number: 004.165 IPAD
- iPad for Dummies by Edward C. Baig
  Call Number: 004.165 IPAD

Free online tech training websites