iPad iOS 10 Part 2

Review Quiz (open-book/iPad)

- Q: Where is the plug for powering your iPad? A:
- Q: Where are the buttons for changing volume? A:
- Q: How do you turn your iPad on/off? A:
- Q: Return to the home screen from an app by? A:
- Q: When does the iPad keyboard typically appear? A:
- Q: What app do you use if having trouble with Wi-Fi? A:
- Q: You can browse the web using the pre-installed app called...? A:

Light red text descriptions are changes in the latest version of iOS.

1) Editing home screens & Uninstalling apps

- You might want to reorganize the apps on your home screen.
- To do that, tap and hold on any app until all apps start jiggling around. This is the edit mode.
- To move an app, press and hold and then drag it to a new location. The other apps will move out of its way down and to the right.
- If you want to move an app from one home screen to another, simply drag the app very close to the edge, wait for a second, and then iOS should take you to the next home screen. If you already were on the last home screen to the right, doing this will create another home screen.
- This editing mode also allows you to uninstall apps. Any app you installed from the app store can be uninstalled. Some of the apps that came preinstalled with your iPad can be uninstalled. If you uninstall them and then change your mind, you can re-download them from the App Store. Tap a circled X to uninstall an app, and then hit Delete to confirm.
- To create a folder, drag one shaking app exactly on top of another and hold it there for a second. The two apps will collapse into a folder, which iOS will try to automatically name for you. If you don’t like the name apple gives it, tap the X button and use the keyboard to type a different name. Tap in any blank space around the edge to exit out of a folder. To add more apps to a folder, simply drag them in to an existing folder. To remove apps from a folder, simply drag them out of the folder. Once you have the apps you want in a folder, you can move around the entire folder just like you move an app. Folders show preview pictures of apps and can have multiple pages of apps within them.
2) Safari

• You might have some favorite pages you like to go to online in Safari. Instead of having to search for it or type in its address, you can have it pop up for you as soon as you tap on the address bar by making it a favorite.

• Tap the **page up arrow share button**. Then in the lower row of icons tap **Add Bookmark**. Make sure the **Location** is **Favorites**, type in a name for that favorite, and then tap **Save**.

• To access that favorite web page at any time, tap anywhere in the long **address bar**, and then tap the shortcut picture of the favorite you created.

• If you have multiple pages open, you might have trouble seeing all of the tabs or they may be too small for you to easily tap. See a larger display of all the tabs you have open by tapping the **two pages or windows on top of each other button** in the upper right corner. Then, look through the larger previews of all the pages you have open. Tap the one you want to go to or press the **Done** button in the upper right if you decide not to change tabs.

• Some web sites don’t load correctly on iPads. Most do, but there are a few that still don’t. You can try to fix this by requesting a desktop rather than mobile version of the webpage. Do this by tapping the **page up arrow share button**, and then scroll left and right through the lower set of icons until you find the **Request Desktop Site** button. Once you tap that button, the page should reload (hopefully correctly this time).

• There are a ton of other options in the Safari share menu. We encourage you to try them!
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3) Control Center

- The Settings app (which we’ll talk about later) requires some patience wading through menus and sub-menus. Control Center, on the other hand, is a simple and easy way to use certain controls quickly. It’s hidden, but once you know it’s there, it’s awesome.
- Access it by swiping upward from below the bottom of your iPad screen. Most of the screen should get darker, highlighting Control Center at the bottom of your screen.
- Control Center was redesigned for iOS 10. Much of it works the same but looks different.
- Use the slider to change screen brightness. Right = brighter.
- Press the clock icon to quickly set a timer or alarm.
- Press the camera icon to quickly access the camera.
- Swipe left for music controls. « goes to the previous song, II or ◀ to pause, > resumes playing the song, and >> goes to the next song. The slider controls volume, right = louder.
- Swipe right to go back to the main section of Control Center from the music section.
- The 5 circle buttons quickly change settings – they’re on when highlighted in various colors and off when greyish. The colors of these 5 circle buttons changed in iOS 10.
- The Airplane turns off all wireless radios such as Wi-Fi, BlueTooth, and Cellular if your iPad includes them. Use this button if you’re being yelled at on an airplane. It’s on when orange.
- Wi-Fi is the 3 curved upward lines icon. It’s on when highlighted in light blue.
- The BlueTooth B controls local wireless connections for accessories. It’s on when light blue.
- The Do Not Disturb crescent moon disables all notifications when on. It’s on when purple.
- The 5th control can be configured to be either a mute bell to make sure your iPad is totally silent, or a rotation lock to make sure your iPad doesn’t switch orientation (this is super useful for reading in bed or on the couch). Either of these is on when highlighted in red.
- Night Shift makes screen color temp warmer (yellower) to be easier on the eyes at night. You can schedule it to come on automatically each night or manually turn it on by tapping.
- Dismiss Control Center by simply sliding down from above it to the edge of your screen.
4) Notifications and Notification Center

- After you install a bunch of applications, you might get a whole bunch of notifications from them. The Notification Center collects all of those notifications in to one place.

- Access Notification Center by swiping down from above the top of your screen. Swipe left/right to switch between the notifications and widgets sections of Notification Center.

- The widgets section (swipe right) is a quick heads up display of information that is (hopefully) relevant to you, including your schedule for today and tomorrow from the Calendar app, what day it is, Siri app suggestions, News, and information such as weather or sports scores from other apps.

- Scroll to the bottom and click Edit and then add app widgets to this view with the green + buttons or remove them with the red – buttons. Reorder added apps by dragging the 3 line buttons on the right side. Tap done in the upper right to stop editing widgets.

- The widgets section looks significantly different in portrait (taller) and landscape (wider) orientations. Close Notification Center, rotate your iPad, and access it again to see the difference.

- The default Recent section (swipe left) of Notification Center is for your notifications. Your most recent notifications will be on top. Tap a notification to open that item in the proper app. Press a circled Xs to the right of a day label to dismiss all notifications from a certain day, or swipe left on a specific notification and then press its clear button to dismiss it.
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- Dismiss Notification Center by swiping the bottom of your screen upward.

- Notifications also display on your home screen if you’ve just unlocked your iPad.
- And they also appear at the top of your screen if you get one while using your iPad.
- Depending on what app sends you a notification, you will see different options when you swipe downward on a notification.
- The icon on the left side tells you what app sent the notification. On your home screen, that app will have a red numbered icon indicating the number of notifications it has sent you. As you get more notifications the numbers will increase until you dismiss them.

5) Lock screen
- The latest version of the lock screen (what you see when you wake your iPad up before opening up your home screen) is very similar to Notification Center widgets.
- When you unlock your iPad, notice at the bottom three dots. These let you know there are extra sections of the lock screen that you can swipe left and right to.
  - Swipe right to open lock screen widgets. This screen shows you the day, time, temperature, current location, and all the same widget options as in Notification Center.
  - Try accessing this view in landscape – it looks very different!
  - Swipe left to go back to the main lock screen.
  - Swipe left again to quickly open up the camera.

6) Multitasking Review and Quitting apps
- To quickly switch apps, double click your home button at any time. Scroll left/right through the apps you have open and tap one to switch to it.
- To quit out of an app that you don’t need to have open or that is malfunctioning, swipe upward on that app in this view until it disappears. This does not uninstall any app.
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7) Gestures

- Gestures are special finger movements you can do to control your iPad.

1. To **go back** one screen within many applications, slide your finger from the left edge of the screen toward the middle.

2. To **zoom out** in many applications (such as maps), separate any two fingers and pinch them together. Pull any two fingers away from each other to **zoom in**.

3. Get back to the home screen by pinching all five fingers in toward the center of your hand, like making a fist sort of.

4. Turn your tablet sideways or return from being sideways to change the orientation of everything on your screen. Many apps show more controls in the wider orientation.

5. Shaking your device hard (but don’t drop it! Hold it with two hands!) **undoes** actions in many apps (for example undoing errant typing, etc.). *If you have trouble doing this, think about giving the device one good firm shake, like a hammering motion, where you push toward an imaginary point of impact and then pull back away.*

6. Drag four fingers from left or right or vice versa to **switch between open apps**.

8) Select text/copy/paste

- From the home screen, open the **Notepad** app
- Type out a sentence or two.

< Notes

July 20, 2015, 3:00 PM

Testing 1, 2, 3! Hello world. So far, typo free!

- Press and hold anywhere until you see a **magnifying glass** to start selecting text. Drag your finger around to move the cursor line around in the magnifying glass until you like its location. Release your finger and options will appear. Or move the cursor by simply dragging with two fingers and then release when you like the cursor location.
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- Tap **Select** to select the word the cursor is in. Drag the dots in the upper left or lower right of that selection to change what you have highlighted.

- Once you’ve highlighted the correct area, you may see options to **Cut**, **Copy**, **Paste** etc.
- The **B / U** button will allow you to **Bold**, **Italicize**, or **Underline** what you’ve typed in some apps.

- To quickly delete a bunch of text, select it, and then tap the `<X` backspace key.
- If you notice you made a typo way earlier then where you are currently typing, you can use the method of pulling up the magnifying glass to go back and fix a previous mistake.

9) **App Store**

- You have to know your Apple ID and Apple ID password. **Write it down somewhere and don’t lose it**. And/or type it up in a note in the Notes app. The ID is an email address. The password is a password you created at some point. You can recover a forgotten Apple ID at [http://iforgot.apple.com](http://iforgot.apple.com).

- The App Store app has five sections labeled across the bottom bar: **Featured**, **Categories**, **Top Charts**, **Purchased**, **Updates**. The option highlighted in **blue** is the one you’re in.

- **Featured** is the default starting point. Apple highlights certain apps and lists of apps here. Tap an **app icon** or any **curved rectangle** to see more info. Search for apps by tapping into **Featured**, then tap into the **bar in the upper right corner**.

- **Categories** allows you to browse through lists of apps based on what type of app they are. Some categories, like Games and Magazines & Newspapers, have subsections or sub-subsections you can browse through.

- **Top Charts** shows you the most popular Paid and Free apps in the store. (“Free” apps may offer **in-app purchases**.)

- **Purchased** allows you to re-download an app you downloaded but then uninstalled.
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- Let’s tap Featured and then tap into the search bar. The keyboard should appear. Type in a search for Monument Valley on the keyboard. You can tap one of the suggested searches or tap the Search key on your keyboard.
- Search results should appear. The App Store allows developers to place advertisements for their apps: watch out! The ads may/may not be for the app you actually want. Tap an app icon for more info about it.

- Scroll up/down to see more results.
- Search again if you don’t find an app.

- After looking at an app, tap the space around its window to look at other apps. There are tons of apps – some good, others, not so good.
- Or, if you actually want to download this app: Tap its price if it is a paid app, and then tap BUY to confirm. If it’s a free app, tap GET and then tap INSTALL to confirm.

- A menu similar to the picture to the left may ask for your Apple ID password after you tap INSTALL. Type your password in to download the app. OR, if you have a fingerprint reader home button and Touch ID enabled, it may ask you to place your thumb on your home button to verify you’re you.
- In Purchased you can search or browse through the apps you’ve downloaded/bought. Tap the Cloud down arrow icon to re-download an app. If you see an OPEN button anywhere in the App store that means you already have that app on your iPad and tapping open will take you into that app.

- Tap Updates to see if any of your apps need to be updated to a new version. Tap Update all to update all of your apps, or tap Update to the right of an app to update only that app.
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- Apps install in an open space toward the bottom right of one of your home screens. Their icons give you indications of how they are doing, saying things like “Waiting…”, “Downloading…”, “Loading…”, “Installing…” etc. before completing.
- Apps with light blue dots to the left of their names are ones that you have not opened since they last updated. Apple puts that light blue dot there to let you know the app might be different from when you last used it since it was updated.

10) Games
- iPads are fantastic devices to play games on. These run from casual to gamer-level games.
- Many games will require you to pay for them.
- Others are entirely free. Some are “free” but include advertisements.
- Still other iPad games may be free and not show ads but may nudge you toward in-application purchases such as extra levels, extra moves, power ups, in-game items, etc.
- There are iPad versions of familiar games like Solitaire, FreeCell, Mahjong, etc.
- And versions of classic games like Pong, Pac-Man, Galaga, etc.
- A few of our favorites and the best games (prices subject to change at any time) are:

  - Angry Birds – fling birds at obstacles to advance through levels. (free/in-app purchases)
  - Dots & Co. – draw paths to connect dots to advance through challenging levels. (free/IAP)
  - Monument Valley – maneuver through M.C. Escher-like maze levels. ($3.99/IAP)
  - Smash Hit – fling pinballs to break glass obstacles to advance through levels. (free/IAP)
  - Stack – tap to place moving pieces on top of an ever-growing pile of tiles. (free/ads)
  - Candy Crush Saga – match candies in combinations to advance through levels. (free/IAP)
  - Fruit Ninja – slice up as much fruit as you can – simple but addictive. ($1.99/IAP)
  - Neko Atsume – fill a virtual backyard with virtual toys to attract cute virtual cats. (free/IAP)

- Controls are going to vary game by game – the best games will help you learn their controls or the controls will be intuitively obvious.
- 3rd party, non-Apple made apps tend to be updated frequently and may change frequently.
11) Search your iPad

- We’ve covered a lot today and in the previous class. You might wind up with a lot of stuff on your iPad. Notes, apps, emails, etc.

- If you ever lose track of where something is in your iPad, rather than blindly browsing around for it, you can search your iPad.

- On your home screen, place your finger on some blank space not occupied by an app and drag downward. A bar at the top saying Spotlight Search will appear. Tap into it and the keyboard should slide out from the bottom.

- Before typing, you can tap or swipe upward anywhere in the middle of the screen to exit search. After typing, you can hit the Cancel button in the upper right corner to exit search.

- Type in a search, and tap on any of the results that are relevant to access them.

- If the search results didn’t turn up what you were expecting, try searching again.

- You can do the same type of search from your lock screen. Once you’ve unlocked your iPad, swipe right to go to the widgets section of the lock screen. At the top is a search bar. Tap into it, and you’ll see the exact same search interface as we saw from the home screen.
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12) Siri, voice-activated iPhone digital assistant

- Hold down on the **home button** for a few seconds until you hear a **double chime**.
- Once you hear that chime, **start talking**, or if you accidentally did it, you can **press the home again to cancel**. Siri will detect when you stop talking and start to process your question.
- After you’ve asked your question, Siri will translate your voice to text and then try to come up with an answer. Siri may have trouble knowing when you’ve finished asking your question or may have trouble hearing you correctly when there’s background noise.
- Siri can schedule appointments on your calendar, send messages, start timers, pull up sports scores, tell you what the weather is like, etc. **Siri is best at answering questions about topics where there is a freely available structured database of information to be accessed.**
  - For example, the NFL/NBA/NHL/MLB publish freely available database of game scores, so if you ask Siri “[team name] game score” Siri should be able to give you the exact answer.
- But when you try to ask Siri more complex questions, like everyone else, a lot of times Siri just Googles things.
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- Tap the **microphone** button at the bottom of the screen to ask Siri another question.
- If you ask Siri a few questions in a row, you can scroll up and down through the answers.
- Press the **home button** to exit out of Siri and go back to whatever you were doing.

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

Next time
*Part 3: Settings, Accessibility, & More* will cover:

- Settings
- Accessibility features
- iCloud (briefly)
- Digital photo frame
- FaceTime video chat
- iMessage
- Updating iOS
- Troubleshooting basics
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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 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