iPad iOS 10 Part 3

Review Quiz (open-book/iPad)

- Q: How do you start to edit your home screens? A:
- Q: In many apps, what does the share button look like? A:
- Q: What is a notification? A:
- Q: Access Notification Center by? A:
- Q: How do you access Control Center? A:
- Q: How do you quit out of an app? A:
- Q: How do you go back and forward in an app? A:
- Q: What application do you use to download other apps? A:

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

1) Settings

- The many categories of settings are shown on the left side of the Settings app. We can’t go through every setting, but here are some important ones:

Airplane Mode

- Airplane mode allows you to quickly turn off all wireless stuff your iPad is trying to do.
- As soon as you load the Settings app, it is the first option in the upper left. Tap the toggle switch until it turns green to indicate it’s on. Airplane mode helps conserve battery life.
- Tap the same switch again to turn Airplane mode off. (Off is the default for Airplane mode.)

Wi-Fi

- The Wi-Fi settings menu shows available networks and helps you connect.
- Unlike Airplane Mode settings, you have to tap Wi-Fi from the list on the left first to display Wi-Fi settings on the right.
- Use the toggle switch to turn Wi-Fi on (green)/off (white). (The Wi-Fi default is on.)
- Below that switch you should see a list of available Wi-Fi networks. Tap on the name of a network to connect to it.
- Networks with locks on the side require passwords.

Bluetooth

- Tap into the BlueTooth menu to toggle BlueTooth on/off.
- BlueTooth is used with accessories like wireless keyboards and car stereo speaker systems.
- If you’ve never heard of BlueTooth before, you can safely turn it off and save battery life.
You may find yourself getting tons of notifications. You can use this part of the settings app to configure what kind of notifications certain apps can send you or ban apps from sending you notifications all together.

- Tap on an app from the **NOTIFICATION STYLE** list on the right.
- Toggle **Allow notifications** on/off to receive or not receive notifications from specific apps.
- Some apps may have sub-menus for different types of notifications from that app.
- Tap the style of alert you want to allow that app to send you (the default slide down/up banner notifications automatically disappear and are lower priority than the **alerts** style which interrupts you and doesn’t disappear until you dismiss it manually).
- Use the <**Notifications** button to return to the list of all notification-capable apps.

Control center only has two settings **Access on Lock Screen** and **Access within Apps** which are toggled on (green) by default.

- We do not recommend you change this, but if you don’t like Control Center, you can turn it off everywhere except from your home screen(s) by toggling those two controls off (white).
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- **General** has a ton of settings.
- Within the different areas of the each section use `<Area name> buttons` to go back.
- **About** lets you see information like how much space is free/full. Hit `<General` to go back.
- **Use side switch** to allows you to customize what the side switch does, either locking the orientation (this option is our recommendation) or muting sounds.

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**USE SIDE SWITCH TO:**

- **Lock Rotation**
- **Mute**

Rotation Lock is available in Control Center.

**USE SIDE SWITCH TO:**

- **Lock Rotation**
- **Mute**

Mute is available in Control Center.

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**Display & Brightness**

- Within this section of Settings, you can adjust brightness with a slider and toggle on/off automatic brightness. The brightness slider may move on its own with **Auto-Brightness** on.
- You can also use the toggle to make text **bold like this** or increase text size in the **Text Size menu**. Once in that menu, drag the slider until the text is a comfortable size for you. Tap `<Display & Brightness` to go back.

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**BRIGHTNESS**

- **Auto-Brightness**

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**Auto-lock** in **Display & Brightness** allows you to configure how long your iPad waits to go to sleep without you touching it. We recommend the **5 minute** option. Tap `<Display & Brightness` to go back.
• This menu allows you to customize the background on the lock screen and the home screen.
• Tap Choose a New Wallpaper at the top.
• Apple includes a lot of great Dynamic (moving) or Still (picture) backgrounds. Dynamic backgrounds will decrease your battery life slightly.
• You can also choose from All Photos you’ve taken below the Dynamic and Still pictures. Tap one of these three options.
• Scroll through whichever option you select and find a picture you like. Hit Cancel if you don’t like a background you’re previewing. Tap Set Lock Screen if you want that background to display only on the lock screen. Tap Set Home Screen if you want that background only on your home screen(s). Tap Set Both if you want the background both on the Lock screen and home screen(s).
• Tap <Choose and then <Wallpaper to get out of this particular setting menu.

• This menu allows you to customize standard sound settings, but NOT the sound each and every notification makes unfortunately.
• Drag the slider left and right to manually adjust volume.
• To configure ringtone, text tone, new mail, etc. sounds, tap on them, and then tap on one of the listed sounds to preview and select it. Tap <Sounds to return to the list of sounds and save what you picked.
• We recommend leaving Change with Buttons, Keyboard Clicks, and Lock Sound all on.
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Passcode

- If you want to have to enter in a password on the lock screen to open up your iPad, this is where you turn that setting on (the Turn Passcode On button at the top).
- All settings in Passcode lock will be greyed out (untappable) until you Turn Passcode On.
- However, we recommend keeping passcode off unless you’re afraid of the CIA / FBI / NSA / ETC.

Battery

- Battery allows you to see information on what apps are using power and customize the battery display. Tap into Battery to see a summary of what apps are using power. Toggle Battery Percentage on to see the exact 1-100% number battery percentage.

Privacy

- Privacy hides one really useful setting, turning GPS location on/off.
- Tap into Privacy and then tap Location Services. Use the toggle at the top to turn GPS location services on (green) or off (white).
- Turning GPS off will increase your battery life but will make applications that need to know your location (like Weather and Maps) dramatically less useful.

Location Services

Location Services uses Bluetooth and crowd-sourced Wi-Fi hotspot locations to determine your approximate location. About Location Services & Privacy...

- At the bottom of the list is a menu for System Services. Tap into this menu. If you want an icon showing you when your location is being used in the status bar, scroll down and toggle this setting on (green).

Status Bar Icon

Show the Location Services icon in the status bar when the services above request your location.

Below left to right: location not being used / location services being used.
Social Networks

- iOS automatically includes settings menus for Twitter, Facebook, Flickr (a photo service), Vimeo (a video service) before you’ve even installed them.
- To install Facebook, for example, tap into the Facebook menu and then tap INSTALL. It may ask for your Apple ID password.
- Type in your Facebook username and password and then tap Sign In so that share buttons from apps like Photos will automatically be able to send things to your Facebook profile for you.

- Signing in to social networks in Settings makes sure sharing from apps like Photos will work easily.

Other app settings menus

- Settings for other apps you’ve installed are below the social network settings.
- Each menu for each individual app you’ve installed will be different.
- Not every application will add a menu for settings here. Many apps will have their own in-app settings menus.
2) Accessibility
- We’ll list the path of to get to each accessibility setting as Settings > General > Accessibility > ... , meaning open Settings from the home screen, tap into General settings, tap into Accessibility within that, then ... You may need to follow these paths backwards to go back.

Zoom
- **Path:** Settings > General > Accessibility > Zoom
- Turn zoom on with the on/off toggle.
- The default is **Window Zoom. Full Screen Zoom** is also available. Mess with **Zoom Region** and the **Show Controller** option to your taste.
- Drag the slider to set a comfortable **Maximum zoom level**.
- In **Window Zoom**, mess around with **Show Controller**. It’s cool.
- In **Full Screen Zoom**, using **three fingers, double tap** to quickly zoom in. Do the same thing to quickly zoom back out. Drag **three fingers around once already zoomed in** to move around.
- To display zoom controls, using **three fingers, triple tap anywhere**. Drag the slider to customize. Tap outside of the zoom control popup to get out of it. Tap <**Accessibility** to exit.

Magnifier
- **Path:** Settings > General > Accessibility > Magnifier
- Turn both **Magnifier** and **Auto-Brightness** to the on (green) setting. This enables the magnifier feature and sets brightness automatically when you use it.
- Triple click the **Home** button to enter the **magnifier mode**. Move your iPad around to magnify what its camera sees. Use the – / + slider to zoom in (right) / out (left). Press the **lock** to stop auto-focusing. Press the **white shutter circle** to pause and read. Press the **white shutter circle** again to exit out of this paused view.

Larger text
- **Path:** Settings > General > Accessibility > Larger Text
- Drag the **slider** to turn larger text on and pick exactly how large you want text to be.
- If you want text even larger than the default maximum, toggle **Larger Accessibility Sizes** on.
- Some apps may not support larger text.

Button shapes
- Many buttons in iOS are not really buttons, just text without outlines around them. **Button shapes or outlines** give you a better idea where you need to tap a button.
- **Path:** Settings > General > Accessibility > Button shapes > turn toggle on/off.
Display Accommodations

- **Path:** Settings > General > Accessibility > Display Accommodations (> Color Filters)
- For super high contrast, you can toggle the **Invert Colors** switch to the **right on position**.
- Display Accommodations > **Color Filters** > allows you to disable or modify the display of certain colors.
- Switch the toggle to the **green right on position**, and then select one of the options below it like **Grayscale** for blacks, whites, and grays only.
- **Color Tint** reveals further sliders to help make screen colors easy on your eyes.
- Toggle **Reduce White Point** to the **green right on position** and drag the slider to adjust the intensity of harsh white colors. Higher % = softer white colors.
- These settings can also be found in the **Accessibility shortcut menu** (below) which we strongly recommend using instead.

Accessibility shortcut

- This is one of our favorite accessibility features in iOS.
- **Path:** Settings > General > Accessibility > Accessibility Shortcut (all the way at the bottom) > tap to check option(s)
- Tap the options in the list to select what will appear in the accessibility shortcut list when you pull that up.
- Show the Accessibility shortcut list by **triple clicking the home button** at any time.

Shake to undo

- **Path:** Settings > General > Accessibility > Shake to Undo
- If accidentally shake your iPad while typing, it may pull up an annoying **Undo** menu.
- Navigate to this section of Settings and switch the toggle to the **white off position** to turn this feature off.

Reduce motion

- **Path:** Settings > General > Accessibility > Reduce Motion
- If you don’t like animations or transitions, or if they bother your eyes, toggle this switch to the **green on position**.
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On / Off labels
- **Path**: Settings > General > Accessibility
- This handout purposefully calls switches for settings in the Settings app a bunch of different things “toggles”, “green on position”, “white off position”, etc. These buttons are confusing.
- Tap this switch to make it green.
- With this enabled you know that this: 🔄 means a setting is off and this: 🔄 is on.

3) iCloud
- iCloud is Apple’s online backup service, a competitor to Dropbox, Google Drive, Amazon Cloud Drive, and Microsoft OneDrive.
- **Path**: Settings > iCloud
- Once in the iCloud part of the settings application, you may need to sign in with your Apple ID (an email address) and Apple ID password (password you set up for your Apple account at some point). This is the same Apple ID and password used for the App Store.
- It can back up any data you or an app uploads with **iCloud Drive**
- Automatically backup **Photos** by turning that on.
- Store other content such as an @icloud.com email address, your contacts, calendars, reminders, Safari (iPad web browser data), Notes, and News by using the switches to individually toggle them on/off to suit your preferences.
- You can also tap into **Backup** to turn on automatic backups of your iPad. This will make Apple store a backup of the settings on your device in their computers so you can restore your iPad from that backup if it gets screwed up.

- Turning on iCloud **Keychain** allows you to have your iPad store passwords you use, such as passwords you type in to websites within Safari. When you go into this specific setting, you may be asked to sign in to iCloud with your Apple ID email and password again.

- If something on your device goes wrong, you can access iCloud from any computer using your Apple ID email address and password at [http://www.icloud.com/](http://www.icloud.com/).

- If you need to sign out of an iCloud account, scroll down to the bottom and tap the red **Sign out** button.
4) Digital photoframe

- Make sure your battery is well charged or plug your iPad in to power.
- Open the Photos app in the Albums view, go to the All Photos album.
  - It will use all photos in current album, so delete any bad/private pictures.
  - In the far upper right tap the Slideshow button.

- It may ask you what kind of transition you want to use between photos.
- If it doesn’t ask you and you want to change the transition, tap anywhere in the general middle of the screen to show the slideshow controls.

Slideshow top controls:

Slideshow bottom controls:

- Press the || button to pause the slideshow.
- Press Options to see more controls.

- Drag the slider from Turtle (slow) to Rabbit (fast) to your taste. Some themes disable changing speed.
- Also in options, use the Theme menu to pick the transitions (we recommend Origami).
- Pick automatic music in the Music menu. We recommend the None option to save battery.
- Switch the toggle to the left green on position if you want the slideshow to repeat.
- Press > (which replaced the || button) to resume the slideshow.
- Single tap the general middle of the screen a few times until all of the controls disappear.
- Tap anywhere in the middle and then press Done in the upper left to exit the slideshow.
5) FaceTime video chat
- Video chat with anyone on an Apple device with a front facing camera.
- Sign in with your Apple ID (email address) and Apple ID password.
- Contact people using the same credentials as in iMessage (see below): email address or phone number of their Apple ID account. They can receive your call on an iPhone, iPad, iPod Touch, or MacBook laptop.
- Search for or tap a contact on the left side to start a call.
- If you receive a call, tap the green button to answer.
- Once the call has been connected, FaceTime shows the other person in the large view.
- It shows yourself in a corner in a much smaller view so you can know what the other person is seeing and can adjust your camera as necessary.
- During long FaceTime conversations, the controls will disappear from the screen. Tap anywhere in the middle of the screen to bring them back up. Hang up with the red button.

6) iMessage
- The Messages app is for sending and receiving brief messages.
- These can be text, pictures, emoticons (like 😊), audio, video, drawings, and more.
- iPads can only be able to message back and forth with other iOS Messages users. They’ll need to know the email address of your iOS account to start a conversation. Or, if you are the one starting a new conversation, you’ll need to know the email address of the recipients iOS account or (if they’re using an iPhone) their phone number. Your recipients can send/receive iMessages from iPads, iPhones, iPod Touches, or a MacBook laptop.
- Tap the pad on paper new message button, pick who it’s to, tap the white text box to pull up the normal keyboard, and hit the blue up arrow to send.
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• Tap the **camera button** to send a picture or video, tap the **heart** to send drawings and more, or tap the **white text box** to pull up the normal keyboard. If you change your mind after starting to type text, tap the > button to pull back up the camera and heart buttons.

  Hello?

• From the normal keyboard, tap the **scribble button** in the lower right corner to hand write a simple message.

• To send a voice recording, tap and hold the mic button and drag up when you’re done to send, or hit the x to the left side to cancel.

• Tap and hold the **microphone button** to record an audio message and then release and either hit the **grey bubbled up arrow** to send or hit the x to cancel.

• Swipe any message you sent left to see when all messages were sent.

• The **text bubble... icon** means the person you’re messaging is responding at that very moment.

• Try sending “**Congratulations**” or “**Happy birthday**” “**Happy New Year**” messages – watch for special animations!

• To switch from one conversation to another, tap on the **recipients’ name, phone number, or email address** in the list on the left side.

• From that same list, swipe left to delete whole conversations or tap to switch.

• Tap and hold a part of a conversation to bring up controls to add **tap back reactions**, **copy** the message to send it to paste it somewhere else, or hit **More...** and then use the **checkboxes** and the **trash bin icon** at the bottom to delete a message or messages or hit the **Cancel** button in the upper right to not delete messages. Once the **checkboxes** appear there is also a **Delete All** button in the upper left to clear the entire conversation.
Checking for and Installing iOS Updates

- Open up the gear Settings application.
- Tap into the General section.
- If you previously checked for updates but didn’t install them there may be a 1 icon to the right of Software update. Tap into Software update.
- Make sure your iPad’s battery has a lot of life or plug it in to a power outlet.
- If there’s an update available, tap Download and Install and agree to Apple’s iOS license.
- It will request the update from Apple, download it, prepare it, and then it’s actually ready to update your iPad.

- Once it has finished doing all of that, tap Install Now. You may have to Agree to the terms & conditions of the update.

- You may see the screen go black.

- Once that happens, you have to wait for the update to be verified, various progress bars, spinning icons, maybe a few restarts as your iPad.

- Finally your normal lock screen will load, and your update has been installed successfully.
8) Troubleshooting basics
If no one else is available, use the Internet to try to help. Open a web browser like Internet Explorer on a desktop computer, or Safari on an iPad, and search for:

`ipad (version – 1, Air, Mini, Pro, etc.) [brief description of problem/question] ios {your iOS version #}`

Click on any pages that seem relevant, and read to see if they actually address your problem. If they do address your actual problem, try their solution to see if it works.

Questions?
We’re happy to answer any questions you have now!

If you would still like some more help, we can schedule 1-on-1 appointments. We are able to schedule 2-3 appointments of 1 hour. We find 1 hour is about the average attention span. Please bring a short list of topics to 1-on-1 tech help appointments so we can stay focused.

Thank you for attending our 3-part series on iPads!
If you have any feedback on how we can teach this class better, other classes you would like us to offer, etc., please let us know.
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.

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

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 log out when done.*

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

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

- iPad and iPhone tips and tricks by Jason Rich Call Number: 004.165 IPAD
- Rough guide to the best iPhone & iPad apps by Peter Buckley Call Number: 004.1675 IPHONE

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

Free online tech training websites