



USING YOUR iPAD FOR THE FIRST TIME

USING YOUR IPAD

The iPad is one of the most popular tablets in use today. Its operating system, called **iOS**, allows users to do amazing things, but can be kind of scary if you are not familiar with how it works. Here's what you need to know to make your new iPad work for you.

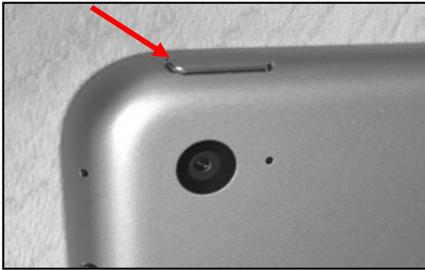


Please note: This handout specifically covers iPad devices running iOS version 12. If you have an older iPad device or an Android tablet, many of the concepts described in the following pages may still be useful when using those other devices.



Not sure what device you have? Look for the characteristic Apple logo on the back of the device!

TURNING ON YOUR IPAD



To turn your iPad on, press and hold the **On/Off button** located on the top left edge of the device above the back camera. This is

the same button you use to turn off the device or to wake the device up if it has entered sleep mode.

On the left edge of your device, below the back camera, you can find the **volume buttons**. To increase the volume, press the top button; to decrease the volume, press the bottom



The **Home button** is located on the front of the device, on the bottom. Use this to minimize apps and return to your Home screen.

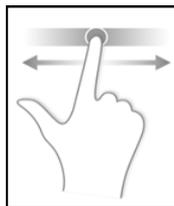
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button.

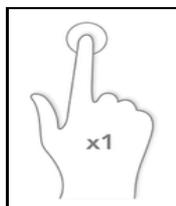
USING A TOUCH SCREEN

Instead of using a mouse, use your finger or a special stylus to interact with the iPad. Some common actions are:

Swipe: Touch the screen with your fingertip and drag your finger left or right.



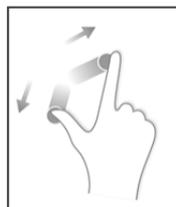
Tap: Touch the soft pad of your fingertip directly on top of the item you wish to select.



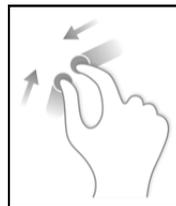
Tap and hold: Touch your finger on a word or app and hold it there for a moment.



Spread: Place two fingers together on the screen and spread them apart to make images **larger**.



Pinch: Place two fingers apart on the screen and pinch them together to make images **smaller**.



THE HOME SCREEN

The **Home screen** is similar to the desktop of a computer. It is where you can find all of the apps that have been downloaded to your device. There may be several pages to your Home screen, which you can access by swiping to the left or right.



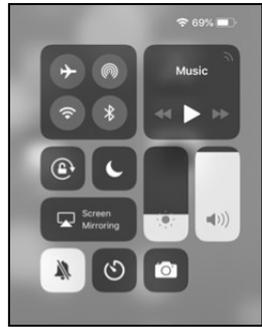
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THE HOME SCREEN

On the Home screen, there are several hidden options that you can access by swiping from various areas of the screen.

Swiping down from the very top of the screen pulls down the **Notification Center**. Here you can see a list of your notifications as well as any items on your calendar or missed messages.

Swiping down from the top right corner opens the **Control Center**. This provides quick access to Airplane Mode, Wi-Fi, Bluetooth, Do Not Disturb, the Camera, Apple Music, and lock rotation. You can also find brightness and volume sliders.



Swipe down from the middle of the screen to bring up a **search bar**. You can search the device for specific apps, contacts, emails, and messages.



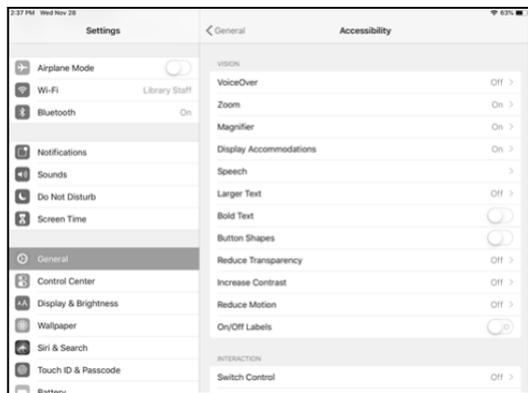
Swipe left to right on the main Home screen to see the **Today View**, which shows app suggestions, news updates, local weather, and more.

EXPLORING SETTINGS

The iPad comes loaded with several options that make using the device easier. Some of those options can be found in the **Accessibility** settings. To access this section, locate your **Settings** app and tap once to open it, tap on **General** in the left-hand menu, and then tap **Accessibility** in the right-hand menu.

From Accessibility, you can add or change things such as:

- Zoom
- Subtitles & Captioning
- Bold text
- On/Off labels
- Home button sensitivity

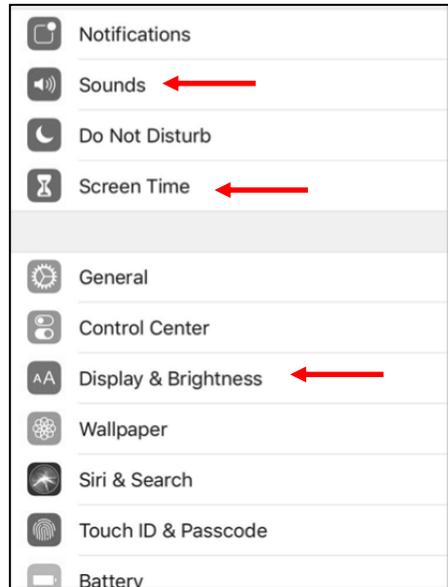


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EXPLORING SETTINGS

If you want to personalize your iPad even more, you can explore other Settings functions including:

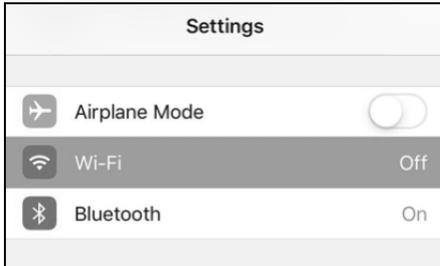
- **Sounds:** You can add unique alert tones, manually adjust volume, and turn on keyboard clicks.
- **Screen Time:** Screen Time is a new feature with iOS 12, which allows you to monitor usage, set time limits for app use, and set reminders for downtime.
- **Display & Brightness:** In this function you can adjust the screen's brightness, turn on Night Mode, or change text sizes.



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CONNECTING TO WIFI

In order to successfully use most apps on your iPad, you will need to connect to wireless internet.



Tap **Settings**, then in the left navigation bar, tap **Wi-Fi** once.

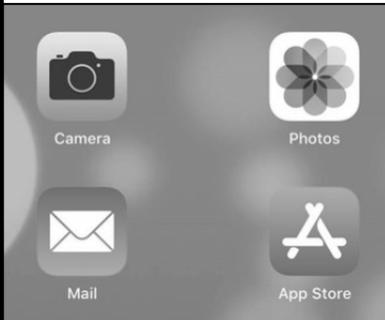
On the right side of the screen, tap the name of the Wi-Fi connection you want to connect to.

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Tip: You may have to enter a password or accept a terms of use policy before connecting to home or public WiFi.

APPS

In order to do anything on the device, like browse the internet, check the weather, or play your favorite game, you must use an **App**. Apps, or applications, are a specially designed programs for mobile devices.



There are several apps preloaded onto the device, such as the App Store, Settings, Safari, Mail, Camera, and Photos.

- To open an app, simply **tap** the app once.
- To return to the Home screen, **press** the **Home button** once.

When you return to the Home screen, any apps in use are minimized. Minimized apps will continue to run in the background until they are fully closed.

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CAMERA AND PHOTOS

The **Camera** app and **Photos** app are two of the more popular apps preloaded on your iPad.



Things you can do in the **Camera** app:

- Take photos by tapping the white circle, or shutter button
- Zoom in/out using the slider on the left or you can pinch and spread
- Turn on “selfie mode” by tapping the small camera icon on the right
- Take videos by tapping “Video” in the list on the lower right

Things you can do in the **Photos** app:

- Tap on a photo to open it to full screen
- Zoom in/out on the photo by pinching/spreading
- Tap the trashcan icon to delete photos
- Share photos with the share button

SAFARI

Apple's internet browser app is called **Safari**.



To search the internet or to visit a website you know, tap in the middle bar near the top of the screen, type your search terms or the web address, and then tap enter.



There are some helpful options to the right of the search box:



Share websites with others



Add a new tab/page

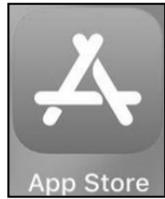


Look at all the tabs you have open

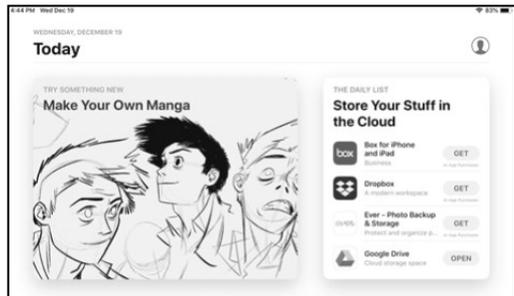
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DOWNLOADING APPS

You can download more apps through the **App Store**. In the App Store you can look through featured apps or search for specific apps. There are millions of apps for free or purchase in the App Store.



When you first open the App Store, “Today” is selected. You can switch this to view **Games**, **Apps**, **Updates**, or **Search**.



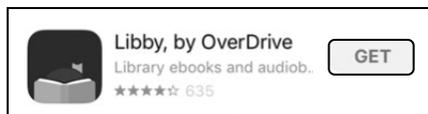
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DOWNLOADING APPS



Need to find an app?

- Search for the title using the Search icon in the bottom right corner of the App Store.
- Tap the name of the app in the dropdown list that appears.
- Tap on the price (if a paid app) or the word **GET** (if the app is free).
- Enter your Apple ID and password when prompted.



You need to know your Apple ID and password to download an app.

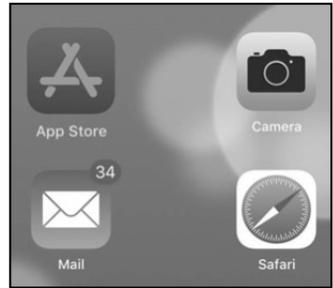
As soon as you enter your password, the app begins downloading. When the installation is complete, the app icon generally appears on your Home screen. If it is not on your main Home screen, it can be found by swiping right to left.

Tip: Periodically check the **Updates** tab (next to Search) for app updates to ensure your apps are up-to-date.

ARRANGING YOUR APPS

To move an app:

- **Tap and hold** the app until the app darkens and without lifting your finger, drag the app to its new location.
- If you wish to move an app to another Home screen, **tap and hold** the app and drag it to the edge of the screen and hold it there until the screens switch.



Similar to creating a folder on a computer, apps can be grouped together. To create a group:

- **Tap and hold** one of the apps you wish to group and drag it on top of another. A white box appears including the two apps.

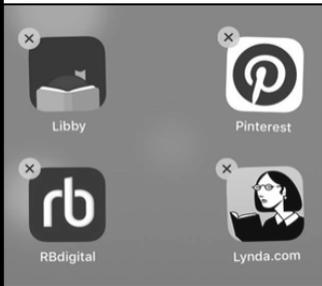


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THE JIGGLE

The “Jiggle” is Apple’s official term for edit mode, or when the apps are all shaking. To start the Jiggle, **tap and hold** on an app until they all start shaking. When the Jiggle is active, you can **delete apps** and **rename folders**.

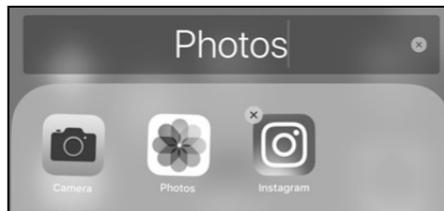
To **delete** an app:



- **Tap** the small “x” in the top left corner of the app. (Note: Some apps cannot be deleted).
- When prompted, **tap Delete** in the alert box to complete the process.

When the apps are jiggling, you can also **rename groups**.

- **Tap** the folder you wish to rename.
- **Tap** the small “x” next to the current name.
- Type in the new name and **tap** outside the box to complete the change.



To exit edit mode and return to the Home screen, press the **Home button**.

HELPFUL LIBRARY APPS

Here is a list of several apps available for free through the Mid-Continent Public Library:



Flipster (eMagazines)



Freegal Music (free music downloads)



Libby (eBooks, eAudiobooks)



Lynda.com (online learning)



OverDrive (eBooks, streaming video, eAudiobooks)



RBdigital (eAudiobooks, eMagazines, eComic Books)

Find more information at:
mymcpl.org/apps

Other Helpful Programs at Your Library

Program: _____

Branch: _____

Date: _____

Time: _____

Program: _____

Branch: _____

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Online Learning opportunities:
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