



## Getting Started

If you're just getting started, or would like to learn the very basics of your iPad, we recommend these websites to help you. These websites are easy to use, and break iPad lessons into small, digestible lessons.

### iPad Basics course from GCF Learn Free

- in this free tutorial you will learn the basics of operating and getting the most out of your iPad.

<https://edu.gcfglobal.org/en/ipadbasics/>

### Basic iPad Lessons to Teach You the iPad

- these easy lessons are designed for the beginner and will teach you the buttons to how to delete apps.

<https://www.lifewire.com/ipad-help-10-lesson-for-beginners-1994410>



## Settings App

The Settings App gives you easy access to many things, including settings for your privacy and protection, but also gives you control of screen brightness, font size, and so much more. Helpful tabs on the left-hand side will guide you to options to help customize your iPad to that it's perfect for you. For example, when you open the Settings App, look for the **General** tab then tap **Accessibility** to magnify, make your font larger, turn on subtitles, and more.

For detailed help with your Settings App visit this lesson from GCF Learn Free: <https://edu.gcfglobal.org/en/ipadbasics/security-and-general-settings/1/>

## How To's

### To Sleep & Wake the iPad

Your iPad will go to sleep after a few minutes without use. This puts it in stand-by, rather than shutting down completely. To wake it up, press the circular Home button at the bottom, or quickly press the on/off button at the top. To force it to sleep, quickly press the on/off button on the top so the screen goes black. If you need to fully shut down the iPad, press and hold the on/off button and wait for instructions on the screen. Press and hold again to turn it back on.

### Control Centre

The Control Centre gives you quick access to features in your Settings App that you may access more frequently such as screen brightness, volume, screen locking, and airplane mode. With the latest iPad update you can access the Control Centre by dragging your finger down from the top right corner. In older versions you can drag it up by swiping your finger up from the bottom of the screen.

### Wifi

You'll need to connect your iPad to the internet to get the most out of your iPad. Downloading new apps, checking the weather and news, and reading your emails will require internet access. Once you join a wifi network such as our home wifi or the library wifi, your iPad will automatically remember it moving forward. If you're using the library's wifi you will always need to complete the second step of accepting our wifi policy before you're able to continue. Do this every time you visit the library.

### To Join a Wifi Network

1. Tap the Settings App
2. Tap the Wifi tab on the left-hand side.
3. Make sure the on/off switch is green.
4. Select a wifi network you'd like to join (Tillsonburg Library Wifi for example).
5. If the network requires a password you'll be prompted now to enter one.
6. If you're using a public network such as the library's or Tim Horton's, you should get a pop up screen with the internet policy. You must accept the policy to finish joining the network. You will have to do this each time you join a public network. Tip: be careful when using public internet access. To do access your banking apps, etc.

### Updating Your iPad

Software Update is where you'll download the latest update for your iPad from Apple. This feature is found in your Settings App. You will know when a new update is available when it has a red notification symbol next to it. Tap **Settings > General > Software Update** to install the latest update. Ensure your iPad is connected to a power source first. Updates include bug fixes and other improvements to make your iPad work optimally.

### Downloading New Apps

If you'd like to add a new app to your iPad you can do so by opening the App Store app. You can browse thousands of free and paid apps. Many wonderful apps are available for free, but if you'd like to pay for one you must provide a credit card number or purchase an iTunes gift card. To find an app you'd like, tap the magnifying glass and type in a name or subject to find an app. If the app is free it will say GET next to it. If it's not, it will show you the price. To download an app tap GET or the price, and it will download after asking you for your Apple ID and password. Your Apple ID and password were created when you first started your iPad (see the back of this handout).

### Delete Apps

To delete an app, hold your finger down on the app until it starts to wiggle. There will be an X in the corner. Tap the X, confirm you'd like to delete it, and it will disappear. You can always download it again from the App Store if needed. If you delete an app you paid for you can download it again for free from the App Store.

### Move/Group Apps

To move your apps hold your finger down on an app until it starts to wiggle. Once in "wiggle mode" you can drag your apps anywhere you'd like. To group your apps into folders, drag an app on top of another app you'd like to group it with. Your apps will appear in a folder for you which you can name. This is a great feature for games, and library apps like Overdrive and Hoopla Digital.

## Apple ID

Your Apple ID is the account you use to access Apple services like the App Store, Apple Music, iCloud, iMessage, FaceTime, and more. And you can sign in to all Apple services with a single Apple ID and password. You will sign up for an Apple ID when you start your iPad for the very first time, or you sign in with a previous Apple ID if your iPad isn't your first Apple device. If you have more than one Apple device such as an iPad and iPhone, use the same Apple ID on both devices to connect them. You can then set it up so that you have the same apps, photos, and information on both devices quickly and easily using iCloud (more below).

If you are unsure of your Apple ID or password visit this website: <https://support.apple.com/en-ca/HT203993>

## What is iCloud?

iCloud is simply a service that keeps all your devices in sync. In other words, you can share information between an iPhone, iPad, iPod touch, and a computer. The information on each device is automatically updated using the internet to make sure the most current information is available on all devices.

In addition to syncing photos across multiple devices, iCloud also syncs other information such as: iTunes purchases, Contacts, Calendars, Notes, documents, Reminders, and Safari bookmarks. It provides the capability to backup your device and locate a lost device.

For more information, this article from Lifewire is helpful to navigate iCloud and understand it: <https://www.lifewire.com/what-is-icloud-3972867>

## iCloud

- Find My iPod/iPhone/iPad
- Documents & Data
- Photo Stream
- Contacts
- Text messages
- Mail
- Calendars
- Passbook
- Reminders
- Notes
- Safari



Free account with 5GB free storage. Paid upgrades available.



Must purchase Pages and/or Numbers to sync documents. Web version option on iCloud.



Photos shared among all iOS devices. (Photos will use up storage very quickly.)



Change sync preferences in Settings > iCloud.

**Need more help? The Tech Boomers website offers iPad & iPhone help along with helpful apps, and tips on keeping your iPad secure and private.**

**Visit their page for iPad help designed for adults learning the basics:**

**<https://techboomers.com/c/iphone-ipad-ios-devices>**