Wapiti Regional Library
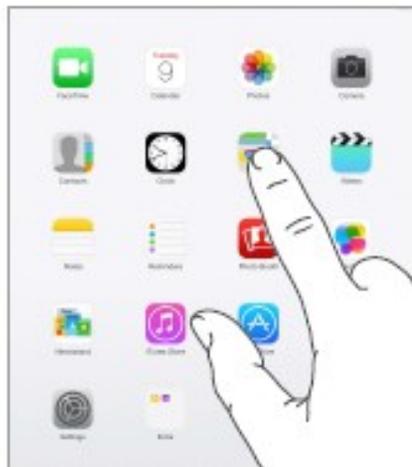*Serving Central Saskatchewan*

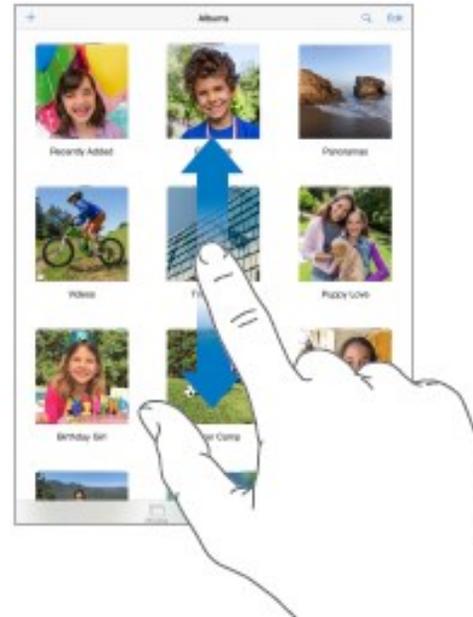# iPad: Basics Guide

What is an iPad?

iPads are a popular type of tablet computer made by Apple. Because Apple products use a different type of **Operating System** the iPads look different than other tablets.

To get the most out of your iPad you will need access to **Wifi** (wireless internet).

Using the Touchscreen

- **Tap** on the screen to open an application or a link.
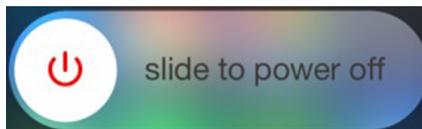
- **Swipe** up and down or side to side to see more screens or move up and down a page.

- **Pinch open** on a photo, webpage, or map for to zoom in on it.

- **Pinch closed** to zoom back out.

Turning On/Off:

Power Button

- To **turn on** the iPad, press and hold the **Power Button** until the screen turns on.

- When you turn the iPad on or wake it up you need to **swipe** your fingers **left to right** over the screen to **log in**.

- To **turn off** the iPad press and hold the **Power Button** until **slide to power off** appears on your screen. Swipe your finger left to right on it to finish turning it off.

- Put the iPad into **sleep** mode by pressing the power button once. The screen will go black, but the iPad will stay on.

- To **wake up** the iPad press the button once.
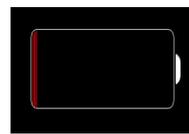
Adjusting Volume:

The **Volume Buttons** are on the right edge of the iPad.

- The **top** button makes the volume louder.

- The **bottom** button makes the volume quieter.

Charging your iPad

Volume Buttons

Full   **Empty**

The **Battery** icon shows you how much power the iPad has left. To charge the iPad use the cord it comes with. It can be charged by plugging it into a computer or into an outlet.

The **plug-in** is on the bottom edge of the iPad.

Charger Plug-In

iPad Home Screen:

What you see on the main screen:

1. Camera—most iPads have a camera on the front and back.

2. Wifi signal—shows you if you are connected to the internet.

3. Battery power.

4. App icons—apps are games and other programs.

5. Popular App icons

6. Settings icon—change font size, screen brightness, connect to the internet and more.

6. Home button—click to go back to the **Home Screen** from whatever you were doing.

<u>Changing Settings:</u>

The **Settings** icon takes you to a menu where you can adjust the iPads settings, connect to **Wifi** and update your iPad.

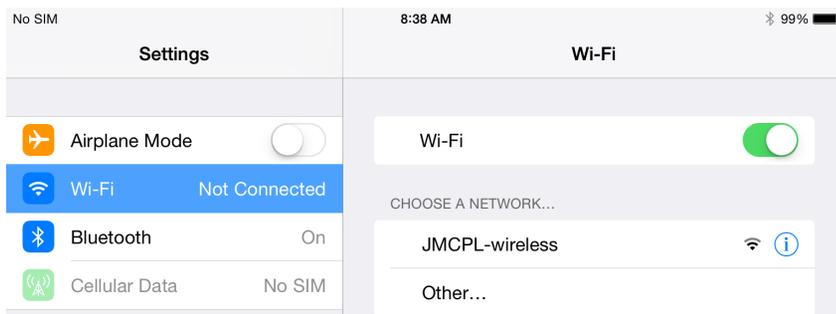Tap on the **Settings** icon to view the menu.

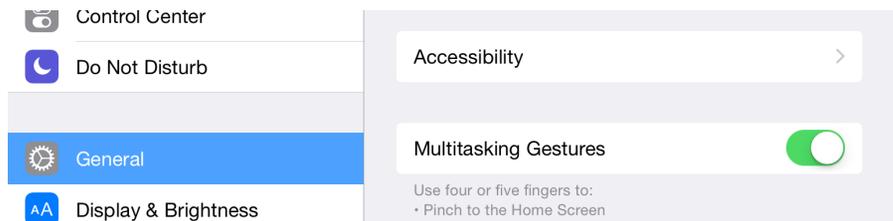Tap on the slider button to turn a setting **On** (green) or **Off** (white)

Settings you can change:

- **Wifi**—Connect to wireless internet. Tap on the name of a **Network** to connect to it.

- **Bluetooth**—Many devices and even vehicles use Bluetooth to connect to each other. Turn it on or off or use the settings to connect to another device to share files.

- **General**— Tap on **General** to see another menu including the **Accessibility** menu. Use these to make using the iPad easier for people with sight, hearing or mobility issues.

- **Display & Brightness**—Change how bright the screen is and adjust how big the text size is.

- **Sounds**—Turn sounds on or off and adjust how they sound.

- **Touch ID & Passcode**—For security you can add a password or fingerprint recognition to the iPad.

Applications:

Apps or **Applications** are programs that are designed for tablets. iPads come with some **apps** already on them like the **Camera** and **Safari** which is the iPad's internet app. Other **apps** include games, budgeting tools and email programs.

A good **app** for library users is **OverDrive** which lets you borrow eBooks and eAudiobooks from the library.

To get **apps** you use the **App Store**. There are many good free **apps**, but some require you to pay.

You must be connected to a **Wifi** network for internet to download **apps**.

You also must create an **Apple ID** using an email address to use the **App Store**.

Getting Apps

- Tap on the **App Store** icon.

- Use the **Search** bar at the top to look for a specific **app** like **OverDrive**.

- The **App Store** will show you new and popular **apps** on their main page.

- **Swipe** up and down and side to side to see more.

- Get more information about an **app** by tapping on it.

- To download an **app** tap on it and then tap on the **Get** button beside it.

- You will be asked to enter your **Apple ID.** Create one if you do not have one.

- Tap on **Install** and the **app** will download onto your iPad.