Introduction to the iPad

Introduction to the iPad

In this eBook, we introduce the iPad and iOS devices -
what they are, how they work,
how to use them, and a lot more.

This eBook is based on **Online Computer Training for Seniors** created by *Dynamic Learning Online* for the Federal Government in Australia, resulting in hundreds of thousands of accesses to the training.

The contents of this eBook - and a lot more - can be found and subscribed to online at **http://www.learningcomputing.net.**

All training on this site is fully interactive, and all results are saved. Certificates are also available.

Introduction to the iPad

Credits

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Introduction to the Apple iPad

Welcome to this training lesson on the **Apple iPad.** In this lesson, we'll introduce the **iPad,** have a look at it, and learn a little about what you can do with it.

Introduction to the Apple iPad

So, what is the iPad?

The Apple iPad is a *tablet* computer - portable, practical, and powerful. It enables you to do a lot of stuff - surf the web, take photos, run apps, play games, music and movies - almost anything you like.

Introduction to the Apple iPad
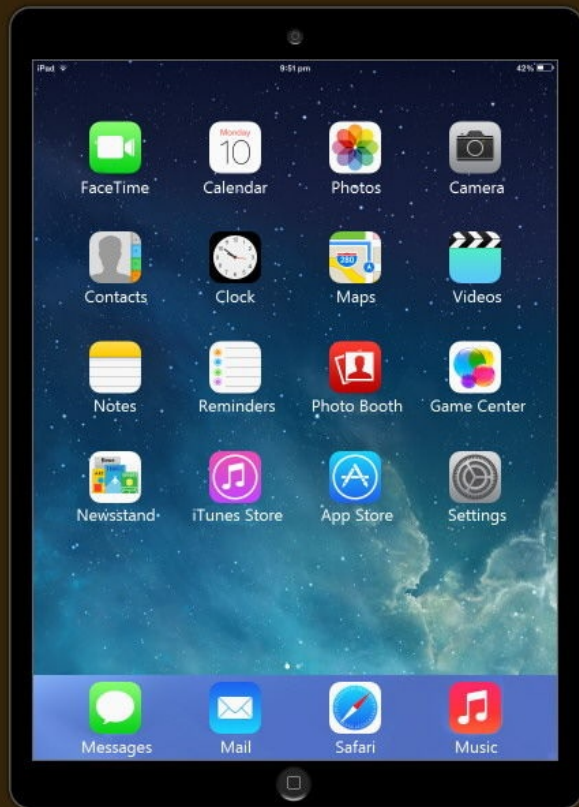
Here is what the iPad looks like. Yours may look a little different, as you are able to use different background images, rearrange the icons, install new apps, and a lot more.

Before we look more closely at the iPad, let's just go over a few terms you'll come up against.

Introduction to the Apple iPad

iPad and iPad Mini. The iPad comes in two sizes - the standard iPad (different models may also be called the iPad 2, or the iPad Air), and the iPad mini.

For all intents and purposes, they are virtually identical in the way they appear, and the way you use them.

The iPad mini is a little smaller than the iPad. Otherwise, they are almost identical.

Introduction to the Apple iPad

**iPad vs the iPhone.** In almost every way, the iPad is just like a larger iPhone.

The main difference (apart from the size) is that the iPad is not a phone. Although there are Apps you can download that allow you to make phone calls, there is no native ability to make such calls.

Introduction to the Apple iPad

Apps. Apps are simply programs that run on the iPad. There is a Calendar app. There is a Camera app. There is an app that allows you to play movies. There is an app for almost everything!

The iPad comes with a range of apps to get you started. You'll also be able to find and purchase apps - or download free apps - from the Apple App Store.
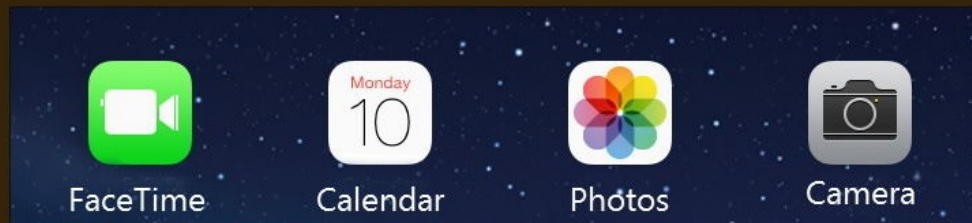
Just some of the Apps you'll find on your iPad. Each icon on the Home Screen represents an App installed on your iPad.
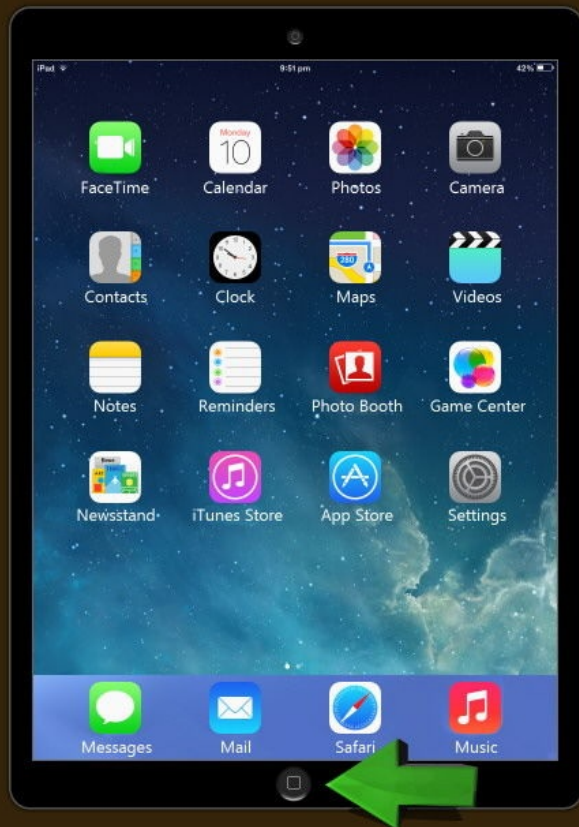
Introduction to the Apple iPad

The **Lock Screen.** When your iPad is first turned on, you see the **Lock Screen.** To get to the **Home Screen,** where you can starting using the iPad, you swipe your finger, from left to right across the screen.

If your iPad has a passcode on it, you will be required to enter that four digit passcode before the iPad can be used.
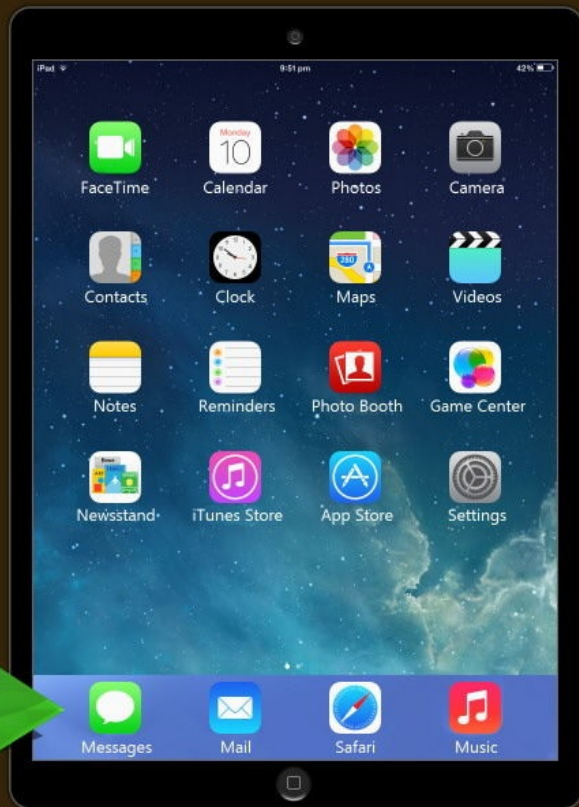
Introduction to the Apple iPad

The **Home Screen.** Pictured is the iPad **Home Screen.** This is the screen where you launch, or run, Apps from. Each App is represented by an icon.

The **Home Button** - indicated by the arrow, is used to return you to the **Home Screen** at any time.

Introduction to the Apple iPad

The top half of the screen shows icons representing different apps. You can have a number of home screens, and scroll between them by 'swiping' with your finger.

At the bottom of the screen is a special area that can contain between 1 and 6 Apps. The icons here never change, even when you scroll between home screens.

Introduction to the Apple iPad

Your iPad has two cameras. One appears just above the home screen - just a small circle.

The other camera is on the back of the iPad (and is of a higher quality). When we start looking at apps like **Camera,** and **FaceTime,** you'll see how you can swap from one camera to the other.
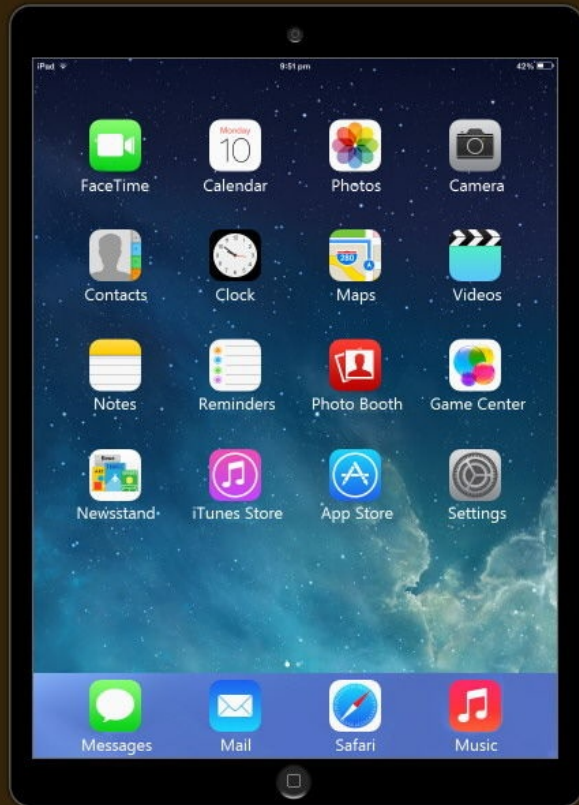
Introduction to the Apple iPad

The **Power Button** is on the top, right hand side of the iPad.

As you may have guessed, it is used to turn the iPad on and off.

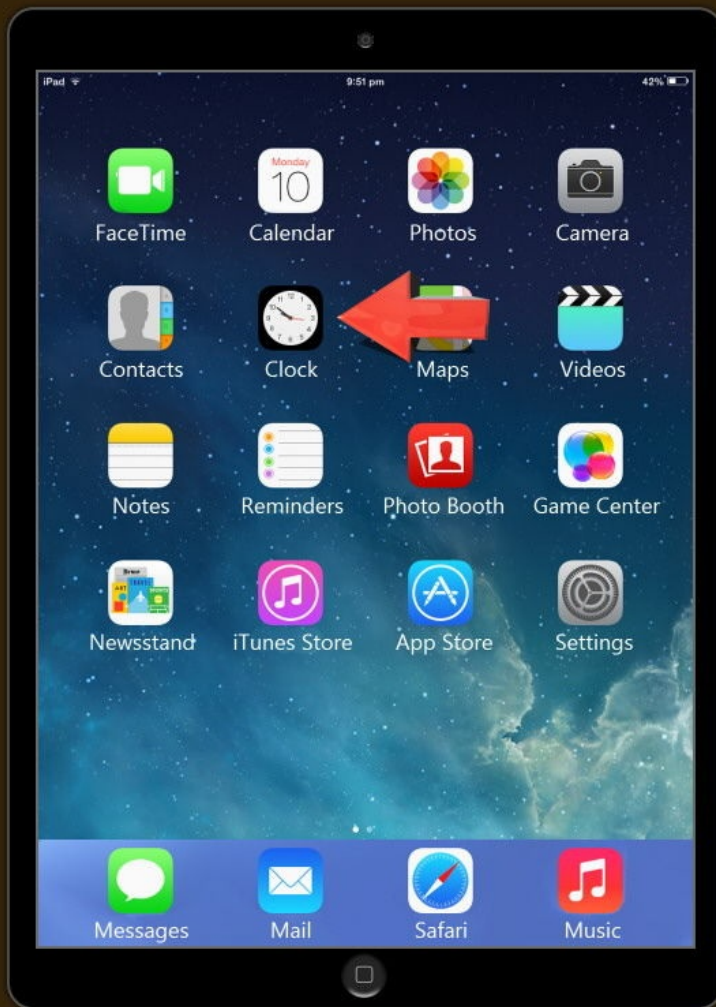# Introduction to the Apple iPad

Near the top of the iPad, on the right-hand side, are two **volume** buttons.

Again - pretty straight forward. These control the volume of the iPad when playing music, video, games, and more.

We look at some of the Apps from the **Home Screen** in a little more detail shortly.

First, let's have a look at how you can start an App.

Starting an App.
Starting an App on your iPad is easy – simply touch the icon of the App you want to run.

You may be looking at this training on a mouse controlled device. If so, use the mouse to simulate touches.

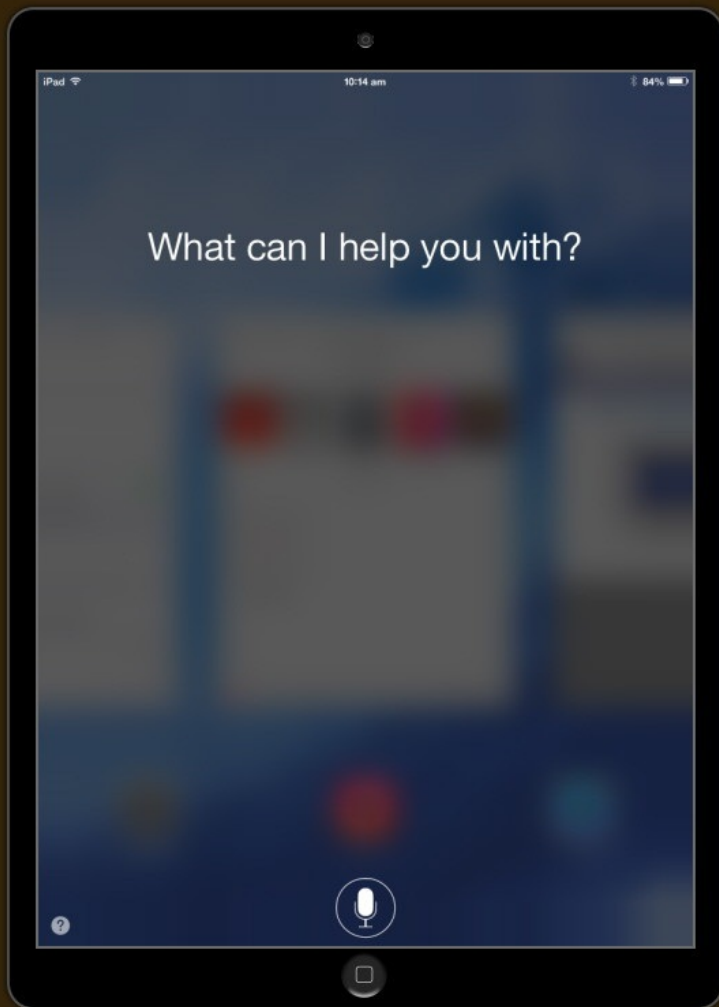**Touch (or click) on the indicated *Clock* App icon to run it.**

See how simple that was?

Now, to return to the Home Screen, **touch (or click) the indicated** *Home Button.*

The **Home Screen** appears again immediately.

The **Home Button** will be used a lot. If you are ever lost, or confused when using the iPad, just remember that this button will always return you to the safely of the **Home Screen.**

Siri is the name of the iPad voice assistant.

Siri is designed to understand your voice - allowing you to ask questions, as well as perform tasks as schedule appointments without having to type anything in.

We cover Siri more in a later lesson.

(Enlarged View)

Gmail 1h ago
David
Support for Course: Create New Account • A student has sent through a technical support message or request for you: Us...

(Enlarged View)

App Store 1d ago
"GarageBand" and 5 other apps were updated
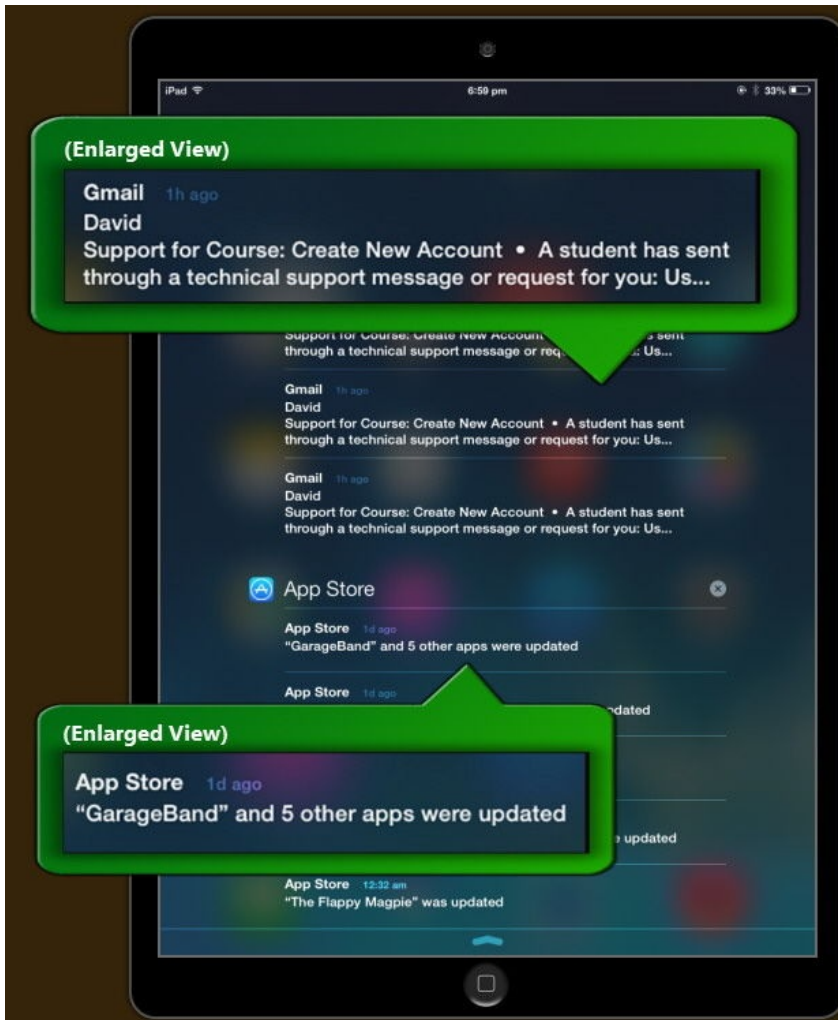
Notifications is another feature we cover more later. Notifications refer to messages sent to you, from a variety of Apps you've installed.

It may be a list of recent emails, or messages you've received. It may be letting you know a Facebook post has been added on your Facebook page. It may be a reminder that an appointment is due.

Introduction to the Apple iPad

You've now completed this training lesson on the **Apple iPad.** In this lesson, we introduced the **iPad,** had a look at it, and learned a little about what you can do with it.
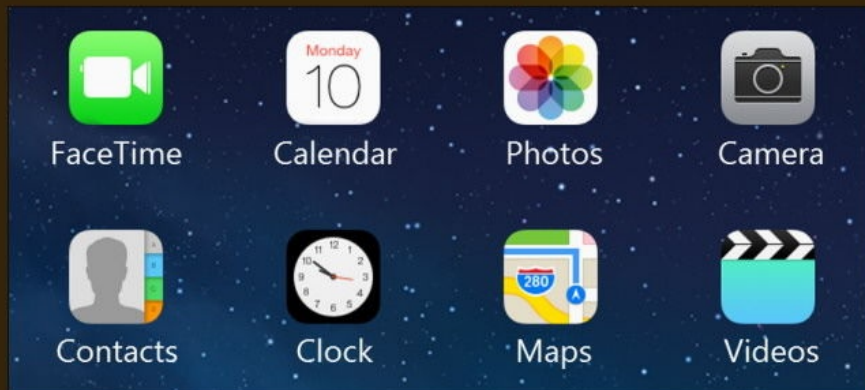
iPad Terminology

Welcome to this training lesson on the **Apple iPad.** In this lesson, we'll look at some of the terms you are likely to come up against. We don't get too technical - just want to let you know what these terms mean.

iPad Terminology

Apps

Apps are the programs that run on your iPad. Many come with the iPad, and many more can be downloaded from the **App Store,** available on your iPad. Apps are available from the Home Screen on your iPad, and can be started with a simple touch of an app icon.

Any time you want to do something on your iPad – browse the web, watch a video, send a message – there is an app to do the job for you.

iPad Terminology

iOS. iOS is the operating system run by all Apple mobile devices - including the iPhone, iPad, iPad Mini and iPod Touch. Basically, it controls how the iPad looks and feels to use.

The original device using iOS - the iPhone - was first released in 2007.

Android

Android. Android is the Google developed operating system that runs on many mobile phones and tablets. It was first released in 2008. Essentially, and certainly in the eyes of Apple, it is the competition to the iPad and iPhone.

The iPad is great, and there are great Android tablets. Both do, when all is said and done, much the same things. They both play music, games, video, run apps, surf the web, take photos and videos, allow videoconferencing, and more.
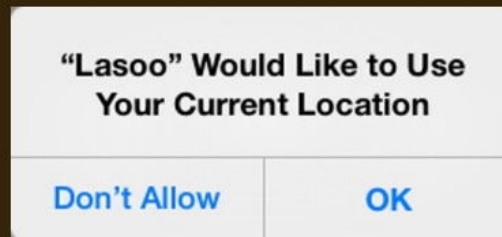
iPad Terminology

Your iPad has a built in GPS (Global Positioning System). Apps and websites running on your iPad can use this GPS to determine your exact location. This is called **Geolocation.**

Every now and then, you may see a request on your iPad, something like this:

> **"Lasoo" Would Like to Use Your Current Location**
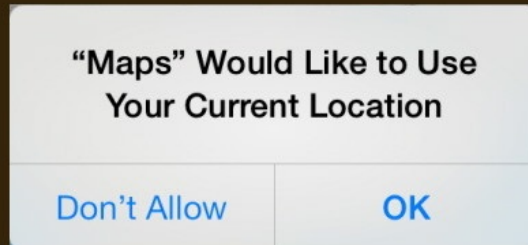>
> Don't Allow | OK

When an app requests your location from your iPad for the first time, you will be asked to confirm this request. If you select **Don't Allow,** the currently running app, or webpage, will not have access to your location.

Geolocation

For example, when you first run the **Maps** app, you will be asked:

> "Maps" Would Like to Use
> Your Current Location
>
> Don't Allow   OK

If you select **OK,** then the Maps app will be able to locate you and more accurately provide directions if you need them.

Other apps - such as the **Camera** app - can include your location in each photo you take. Other apps can read this information, and determine where you were when the photo was taken.

iPad Terminology

The iPad has a built in **Accelerometer.** This is a device that can precisely determine how the iPad is rotated, and how it is being moved.

This feature is normally used by games. An example may be a racing game, one that allows you to steer your car by tilting your iPad.

QR Codes

QR Codes. QR Codes are symbols that provide a quick shortcut to a web page from your iPad, without having to key in the web page address.

If your iPad has a QR Reader app (many available in the App Store), you only have to run that app, point your iPad camera at the QR Code, and the page represented by that code is loaded automatically in Safari (the browser) on your iPad.
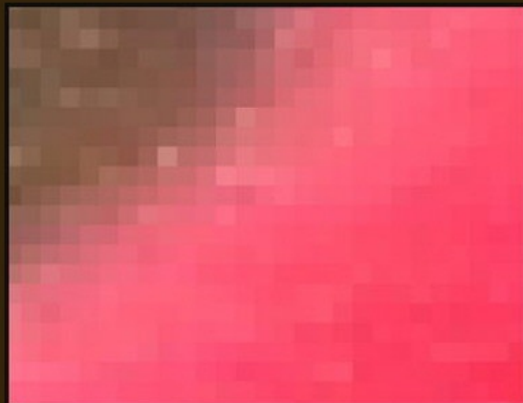
iPad Terminology

Every screen, image, or photograph is made up of **pixels.** Pixels are what is referred to when we speak of a screen resolution. For example, if the resolution of a screen is 1280 x 720, this refers to 1280 pixels wide, by 720 pixels high.

When you hear that a camera can take 5 megapixel photos, this means that each photo will contain around 5,000,000 pixels.

iPad Terminology

JPEG

When you take a photo on your iPad, or look at a photo, you don't need to understand the technical details of that photo.

But there is a term that may come up from time to time, and that is the term **JPEG.** All cameras store photos in JPEG format. JPEG format is one of the most widely used formats for photographs (especially on the Internet) in the world. JPEG files almost always have an extension of **.jpg.**

iPad Terminology

Youtube

Youtube is the most popular video sharing and viewing site on the Internet, and is now owned by Google. You can upload videos to, and watch videos on, Youtube for free on your iPad.

You can download a Youtube app from the **App Store.**

Bandwidth

Bandwidth refers to the amount of data that can be uploaded or downloaded at any one time. Everytime you view a video on Youtube, for example, you are downloading data. And the more bandwidth you have available, the faster that video will download.

High bandwidth means quick downloads, low bandwidth means slower downloads/uploads.

iPad Terminology

iCloud

A popular buzzword at the moment, the 'Cloud' refers to content or software that is stored remotely from the user. Apple calls its version of Cloud Computing **iCloud.**

One major advantage is that you can access your content or software from more than one device. It can also serve as a backup for your data. It means, for example, that a photo you take on your iPad can be almost immediately available on your desktop computer, or iPhone, thanks to iCloud.

iPad Terminology

Bluetooth is a technology used by the iPad to communicate with other devices over short distances - without wires. This allows you to copy files from one device to another. Or connect to headphones, speakers, a mouse, or external keyboard.

On the iPad, the **Settings** App (or the **Control Center)** is generally used to enable, or disable Bluetooth. If you are not going to use Bluetooth, disabling it can increase battery life.

The Bluetooth icon, in the iPad Control Center. Touching this icon will disable/enable Bluetooth.

iPad Terminology

3G

3G is the technology used by mobile phones to communicate to the Internet. You may hear the terms 4G, or even 5G, now, or in the very near future. These are just updated versions of a similar technology.

Your iPad may, or may not, have 3G connectivity. If it does, you'll generally be paying a monthly fee for the privilege, but it does mean you can access the Internet from anywhere a mobile phone can.

iPad Terminology

WiFi

WiFi is the sort of Internet access you generally get at home, or in other public places.

Most homes have a WiFi router. This allows you to connect many devices - phones, iPads, computers, to the Internet sharing the one connection. WiFi is generally faster than 3G, and is generally tremendously cheaper.

Some iPad models only have WiFi connectivity.

iPad Terminology

Google

I think we've all heard the term 'Google It'. This refers to the **www.google.com** website - run of course by Google the company, that is by far and away the most popular search engine on the Internet.

Just visit **google.com,** enter your search term, and you are away.

The only other competitor of Google of note is Bing **(www.bing.com),** run by Microsoft.

iPad Terminology

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at some of the terms you are likely to come up against while using your iPad.

The iPad Home Screen

In this lesson, we look at some of the ways you can navigate the iPad Home Screen, and other elements you will come across.
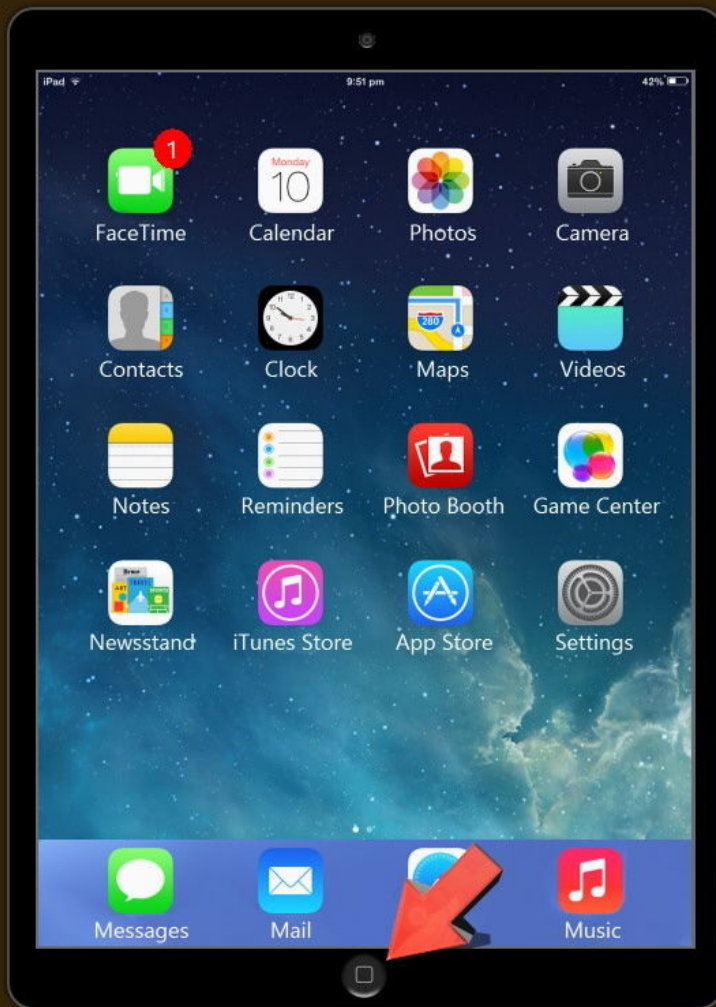
When you use your iPad, you will start various apps. When you run a new app, any other apps are paused. But they are still available.

To see what apps are actually running on your iPad, double-click, or double-touch, the Home Button.

Touch or click the Home Button twice in quick succession to see what apps are currently running.
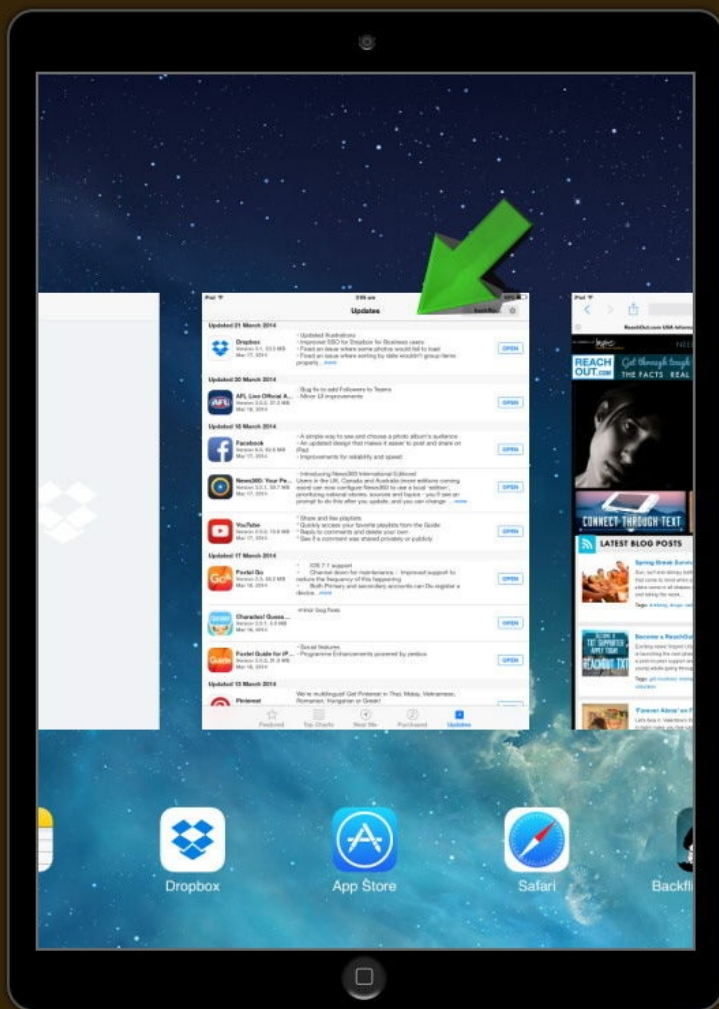
This is the screen that will appear. This is a visual list of running apps. You can scroll left, or right, to view any app. Touching that app will immediately bring it back to the front - generally in the exact same state as you left it.

If you hold your finger down on the large app thumbnail (indicated), and swipe upwards, you can close the app.
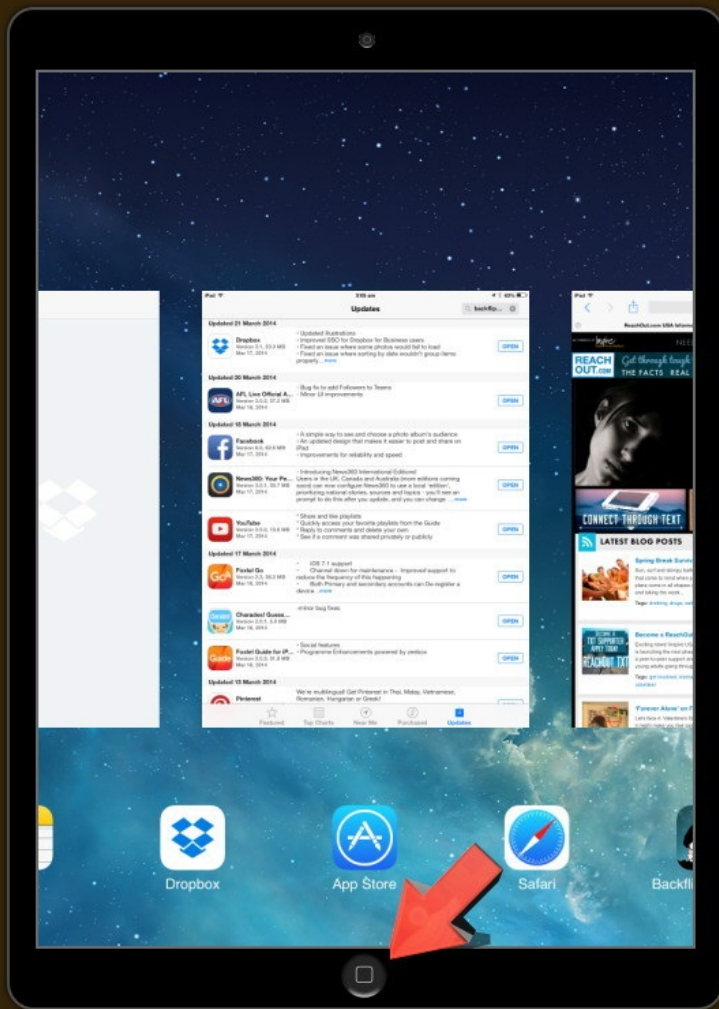
**Click or touch the
Home Button to return
to the *Home Screen.***

You may have noticed, if you have used an iPad yet, that some app icons have what is called a **badge icon.** This is a red circle with a number in it.

This tells you that the app has some reminders for you. Or something new to tell you. It really depends on the app. For example, we've highlighted the FaceTime app. This may mean you have missed a FaceTime call.
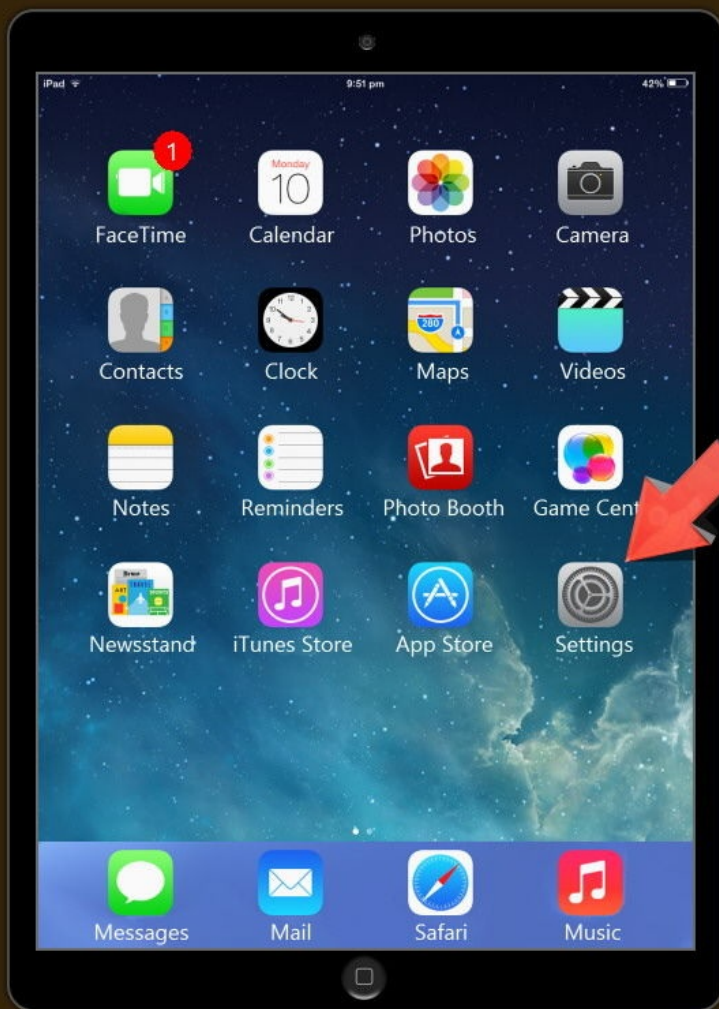
The only real way to tell what the app wants is to start the app and have a look.

Using the **Settings** app, you can control which apps are allowed to display badge icons - as well as other notifications.

Touch or click the *Settings* icon to start the *Settings* app.

The **Settings** app, as you might expect, allows you to set and change all sorts of preferences on your iPad.

See the tab marked *Notification Center*? Touch or click on this tab to move to that section of Settings.
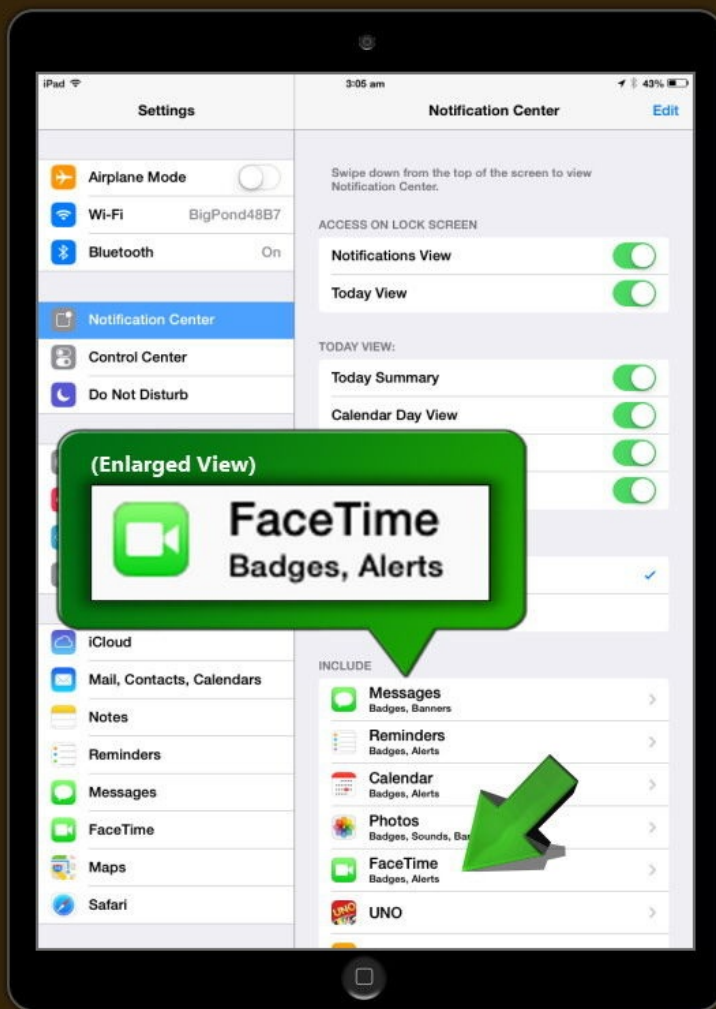
The indicated section of the Notification Panel allows you to set, on an app by app basis, which apps are allowed to display what sort of notifications.

As you can see, the **FaceTime** app, for example, is allowed to display badges and notifications. A notification in this case would be that a call may be incoming.

Touch or click the *Home Button* to move back to the *Home Screen.*
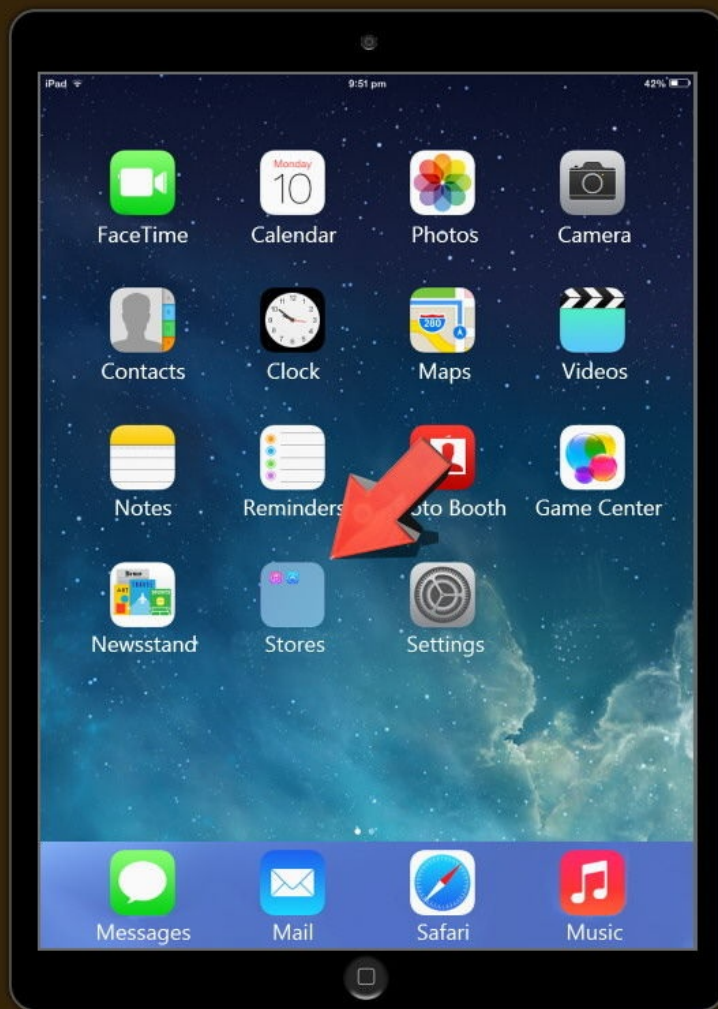
Thus far, when we've looked at app icons on the iPad Home Screen, we've looked at icons for individual apps.

The iPad Home Screen can also contain **Groups.** Indicated is a group called **Stores.** The icon for a group is a little different than those for individual apps.

Open this group by touching or clicking on the indicated icon.
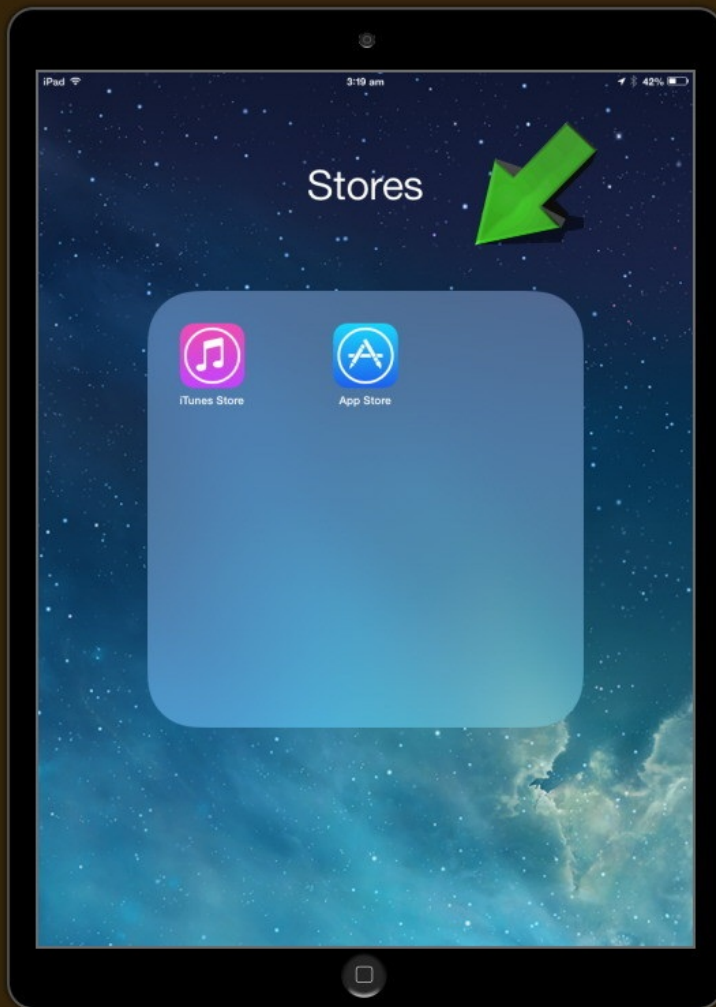
The group opens, and displays the apps within that group. Once you are viewing the contents of a group, as we are here, you can start any app by touching it, as you would from the Home Screen.

A group can contain from 2 to dozens of apps - so you may have to swipe with your finger to view other screens of icons in this group.
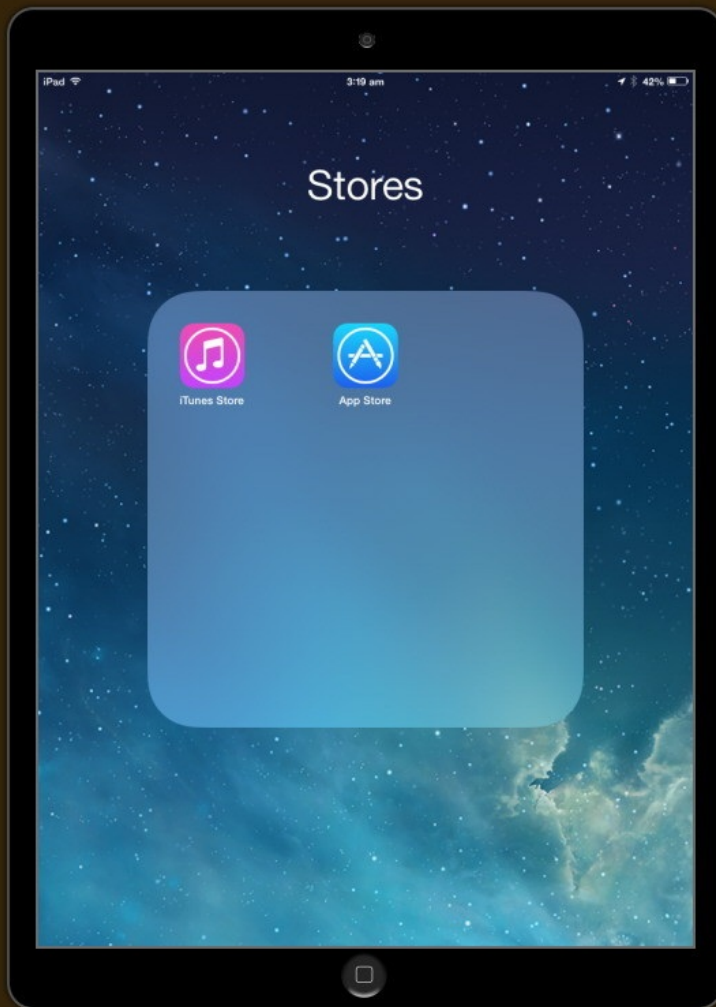
When a group is open, you can return to the Home Screen by clicking or touching the Home Button, or in an area of the screen where an icon does not appear.

Show the *Home Screen* again by touching or clicking in the blank screen area.
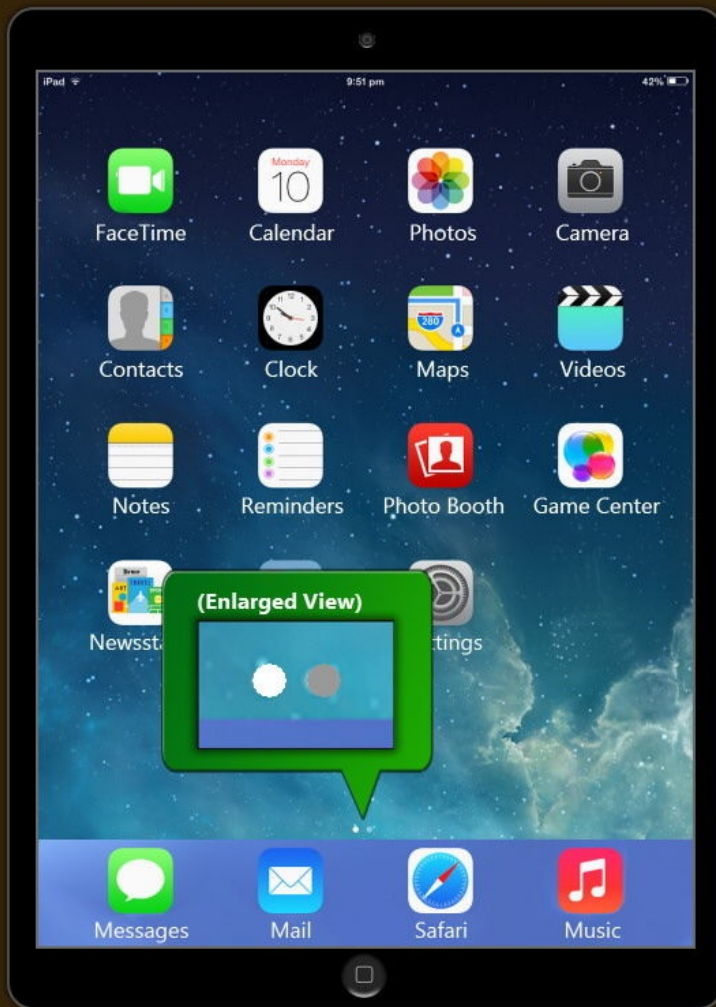
At the bottom of each Home Screen (or Group) are a series of white and gray circles.

The *number* of circles indicates how many Home Screens there are. The *brightest* circle indicates which of these you are currently viewing. Here, there are two screens, and we are looking at the first.
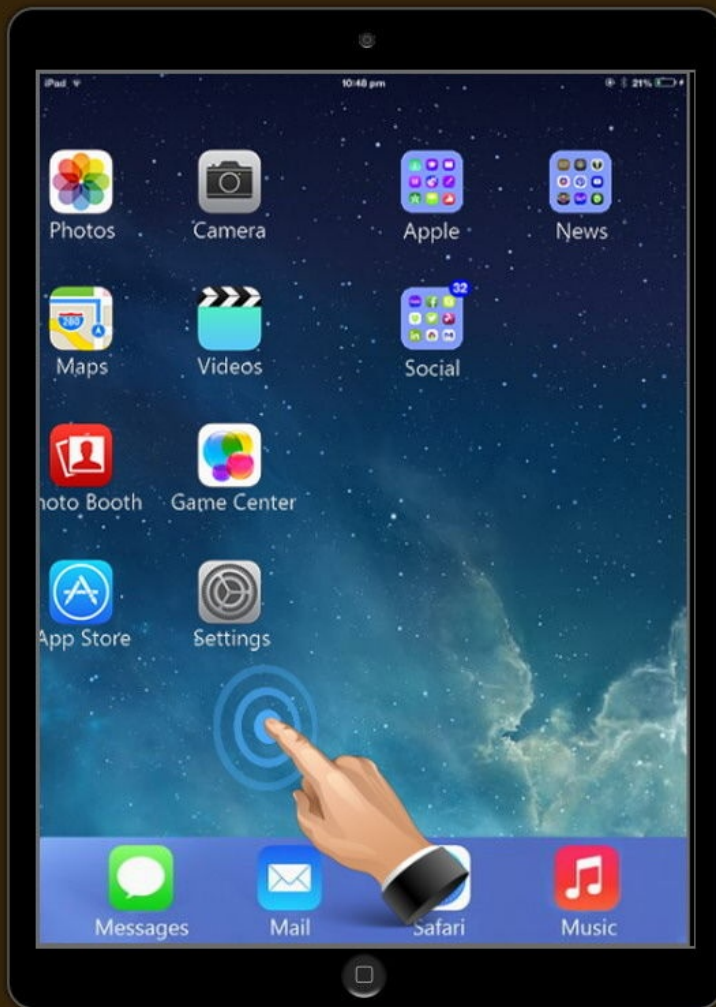
At the Home Screen (or when viewing a group), or in a group, you can swipe your finger left and right to reveal the other Home Screen pages.

Maybe your iPad only has one Home Screen. But you can have up to ten Home Screen pages, each filled with apps. And swiping is the way you move from screen to screen.

The iPad Home Screen

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at some of the ways you can navigate the iPad Home Screen, and other elements you will come across.

Apps that Come With Your iPad

Welcome to this training lesson on the **Apple iPad.** In this lesson, we have a look at the main and most useful apps that come installed on your iPad.

Pictured here is the Home Screen you might see on your iPad. We mentioned earlier that it may look a little different to the one pictured here - as it may have a different background image, and may have different apps installed, or moved around.
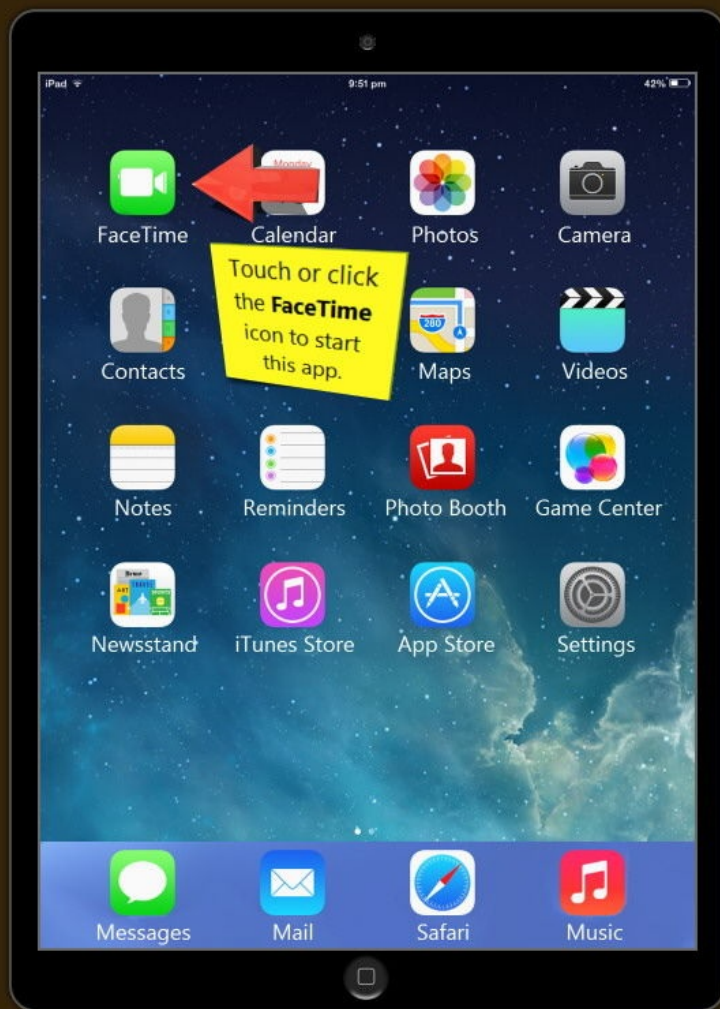
FaceTime. FaceTime is the Apple video conferencing app.

It allows you to make video, and/or voice calls, to any other iPad, or iPhone users. You see them - they see you.

These phone calls are called VOIP - which means although you will be paying data charges associated with these calls, you do not pay any charges to your phone company.
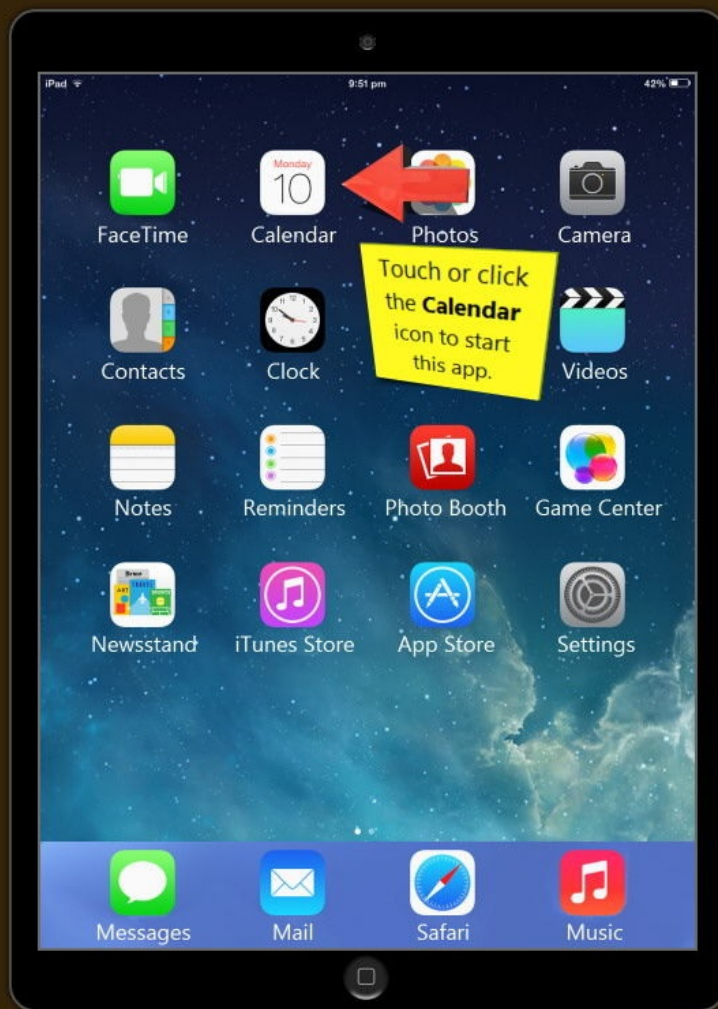
Calendar. The Calendar is a scheduling app. It can, of course, like a normal calendar, record meetings, times, and more. It contains a range of features to make creating meetings easy.

This app can also communicate with **Siri** - the iPad voice assistant, so that you can create appointments simply by speaking to your iPad.

Using this app, the iPad can be set to remind you when appointments are due - at preset times prior to the appointment date or time.
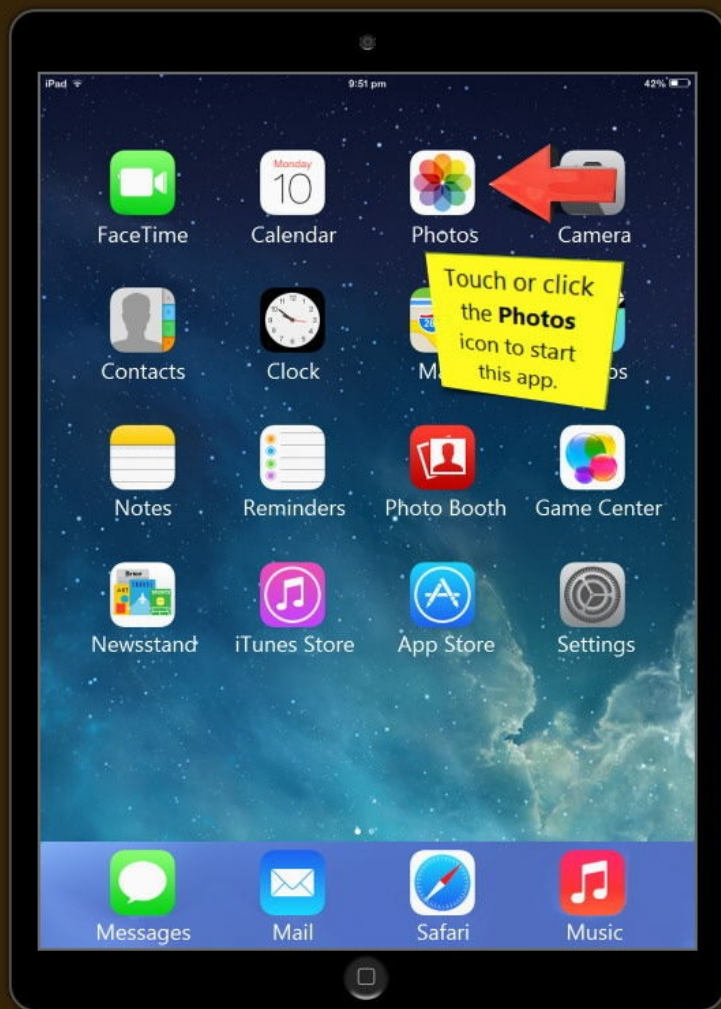
Photos. Photos is an app that lets you view, edit, and share photos on your iPad. These photos may have been taken with the iPad camera, perhaps downloaded from the Internet, email or messages, or even copied over from your desktop computer using the desktop version of iTunes.
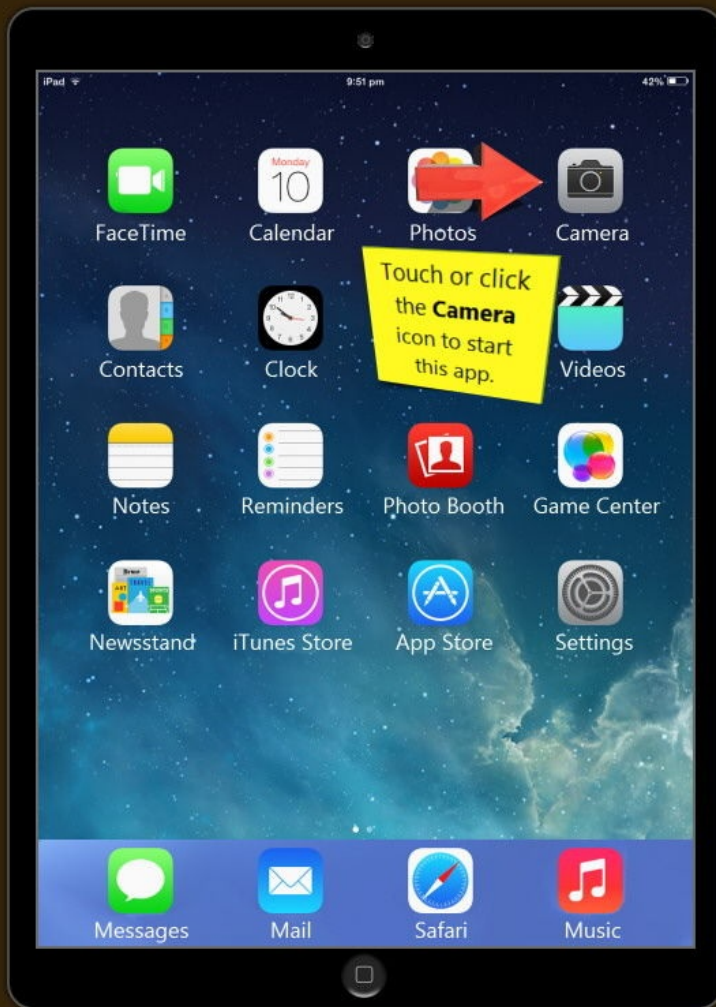
Camera. Camera is the app that takes photos and videos, and saves them to your iPad for later viewing or sharing.
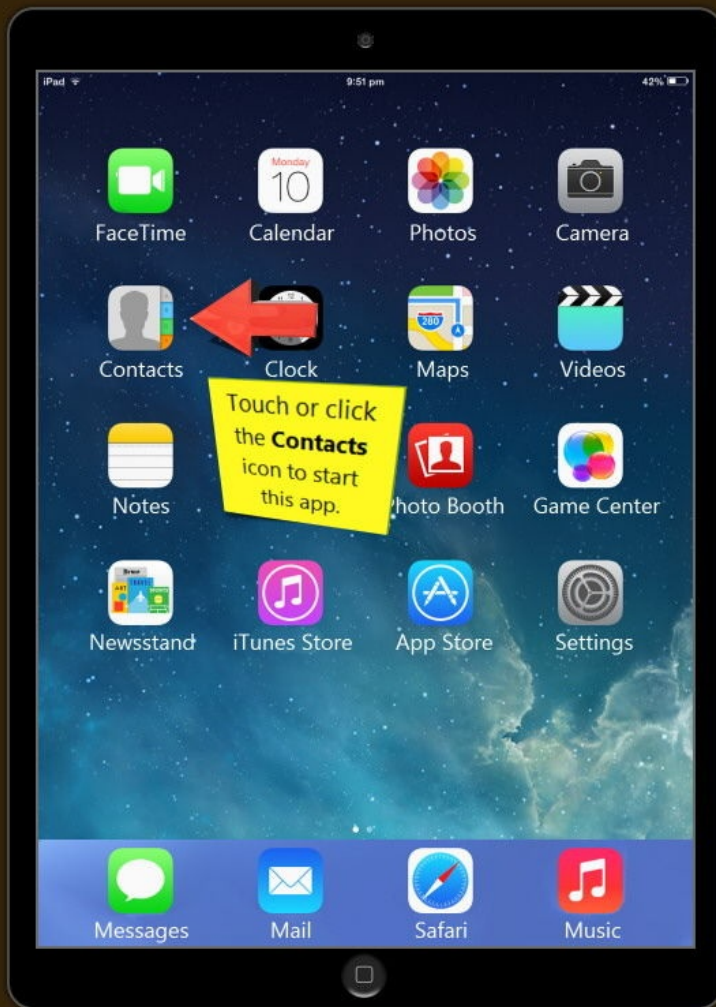
The **Contacts** app serves as your phone book. It can be used to store the phone numbers, email addresses, physical addresses, and more, of all your contacts.

The Contacts app is also used to communicate directly with those contacts - by phone, FaceTime, instant message, and by any other available means.
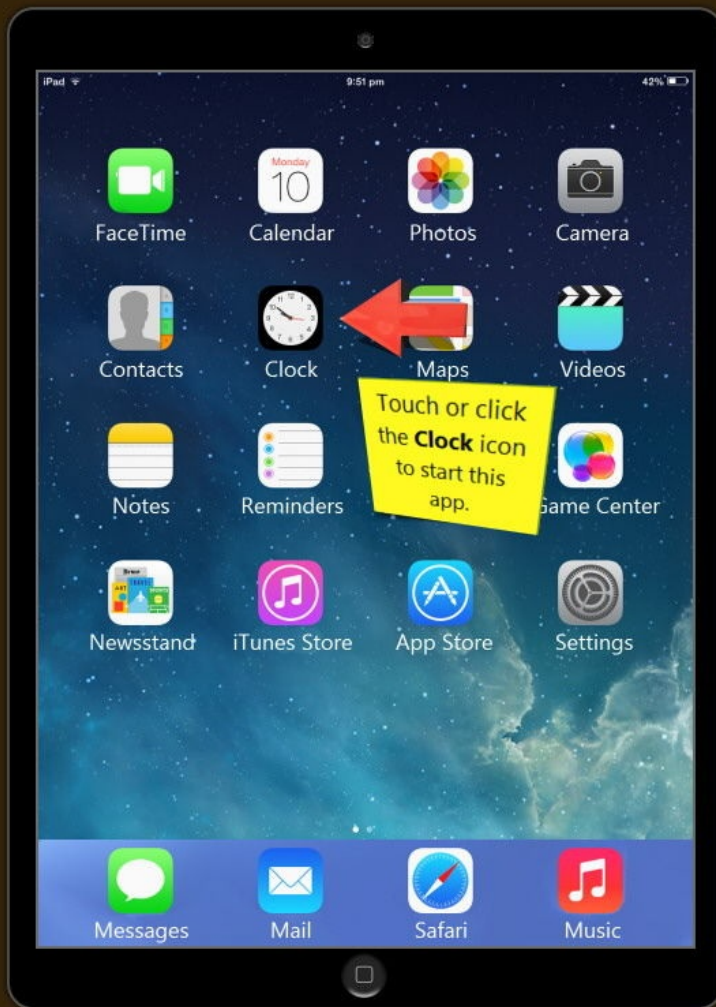
The **Clock** app does more than show you the time. You can also:

- View **World Times**
- Set **Alarms**
- Use **Stopwatches**
- Set **Countdown Timers**
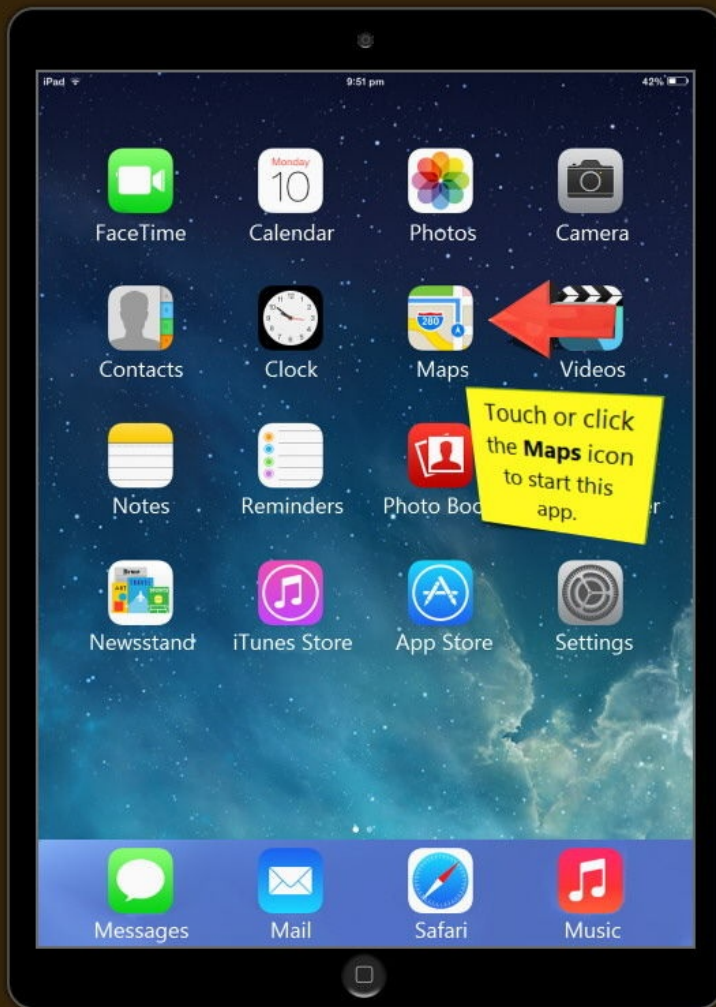
Maps is a comprehensive mapping app. It allows you to search for and view almost anywhere or any address on earth - at various altitudes.

It can also use the built in GPS in the iPad to direct you using driving or walking paths to almost any destination.
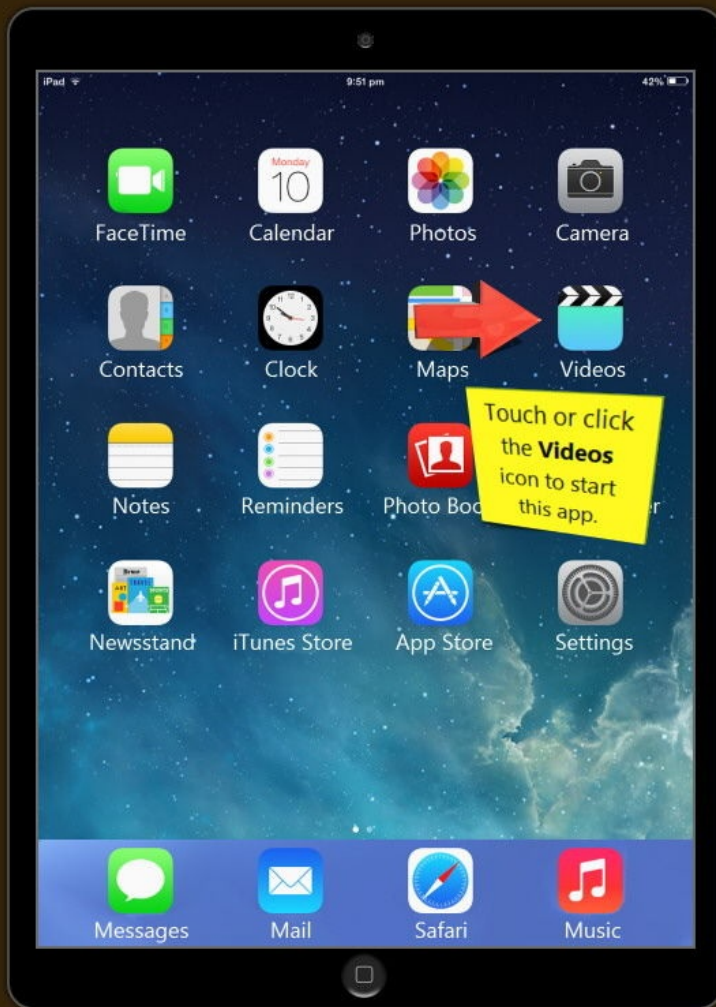
The **Video** app is designed to organize and view videos on your iPad.

These may be videos you've taken on the iPad camera, movies you've downloaded from your computer, or movies, TV shows, video clips or other content you've purchased or rented from the **iTunes Store.**
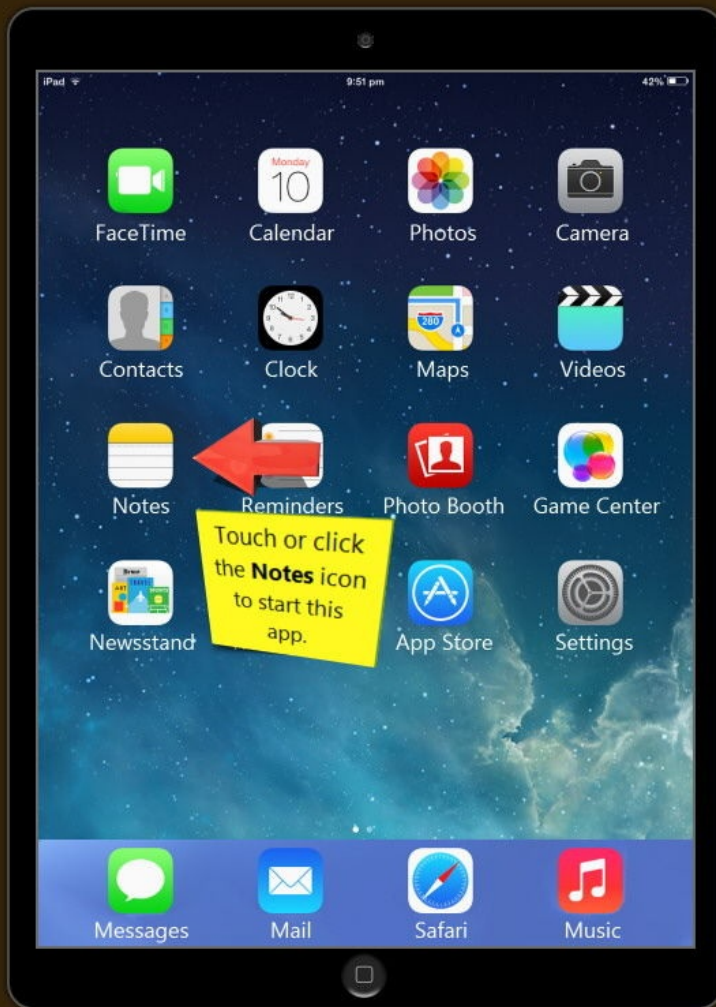
Notes is a simple text editing app, allowing you to quickly and easily enter text. It is not designed to layout content - merely to record it.

it is easy to share these notes with other apps on your iPad.
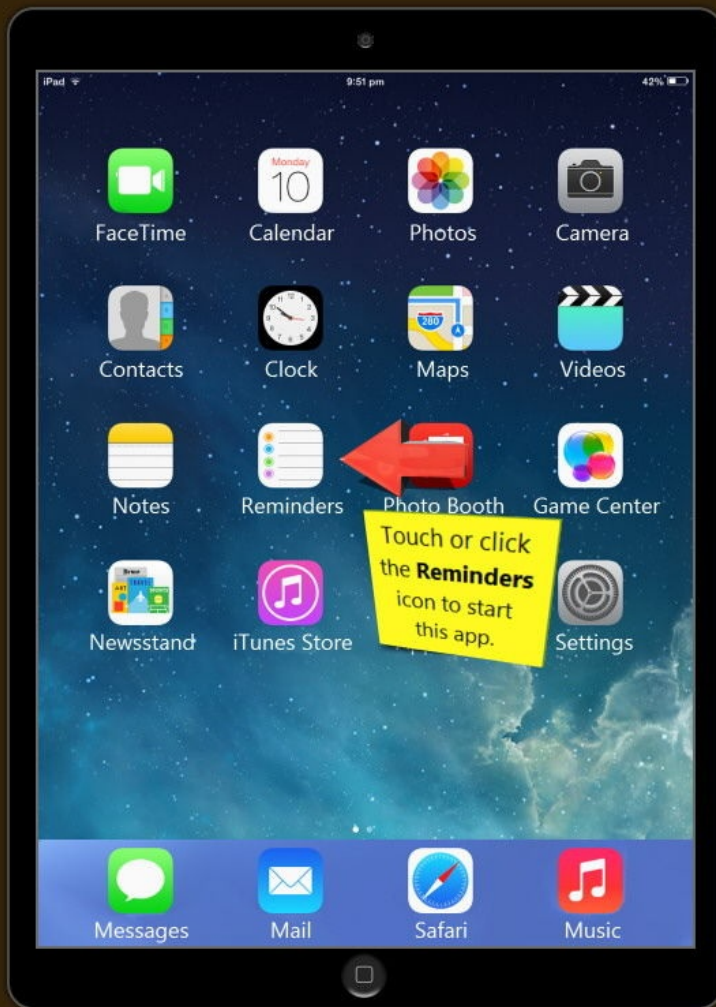
Use **Reminders** as your To Do list. Not only does it record the tasks you enter, but it can record which are done, and for those that are not done, when they are due - and send you reminders if you select that option.

You can manage a series of To Do lists - perhaps work, and personal.
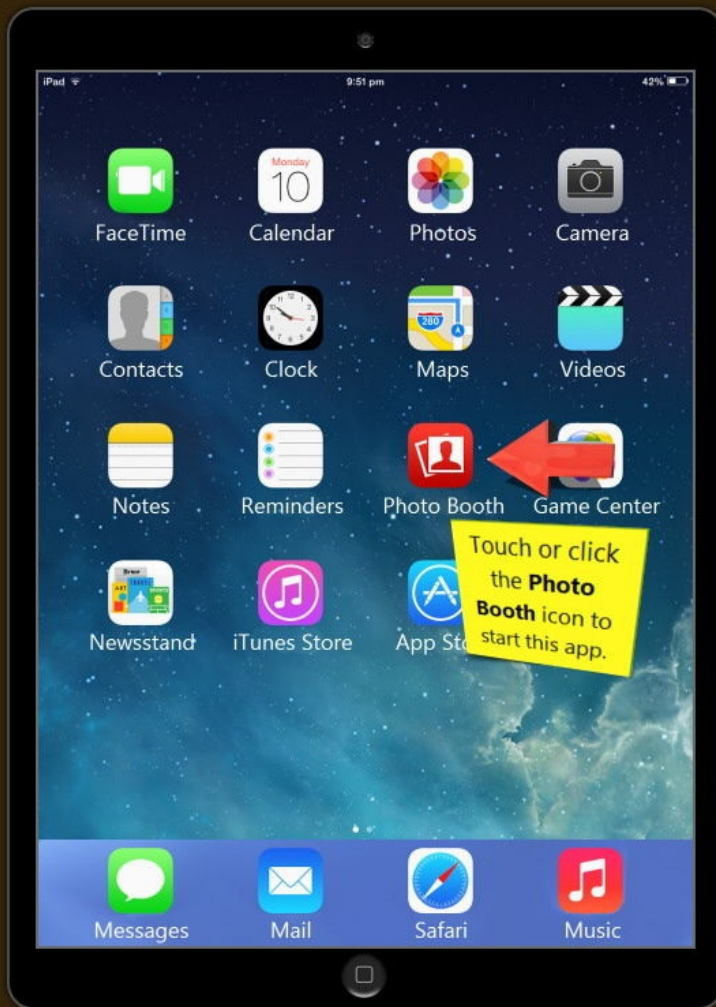
Photo Booth is a fun app designed to make taking photos fun. Once started, it shows the camera image in a variety of windows - each with a different effect.

You can then select which effect you want to use to take a photo.
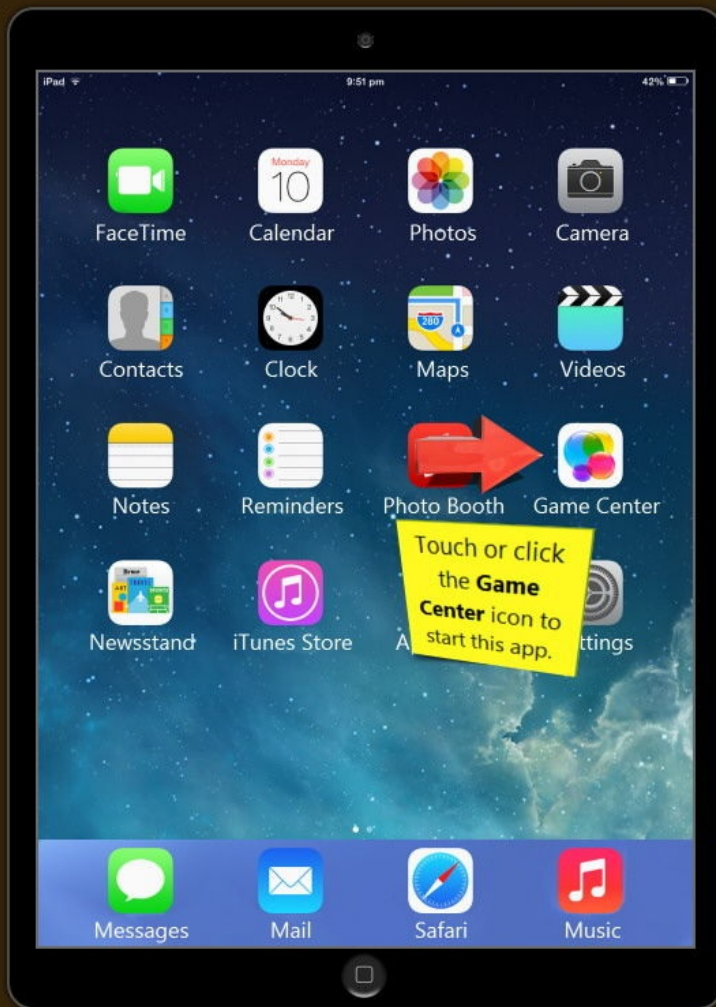
Game Center is an app that can communicate with many games you can download from the App Store.

It keeps a track of your progress in games that support it. It keeps global high scores and results in your own account.

Once an account is created in Game Center, it acts as an automatic login for those games that support it.
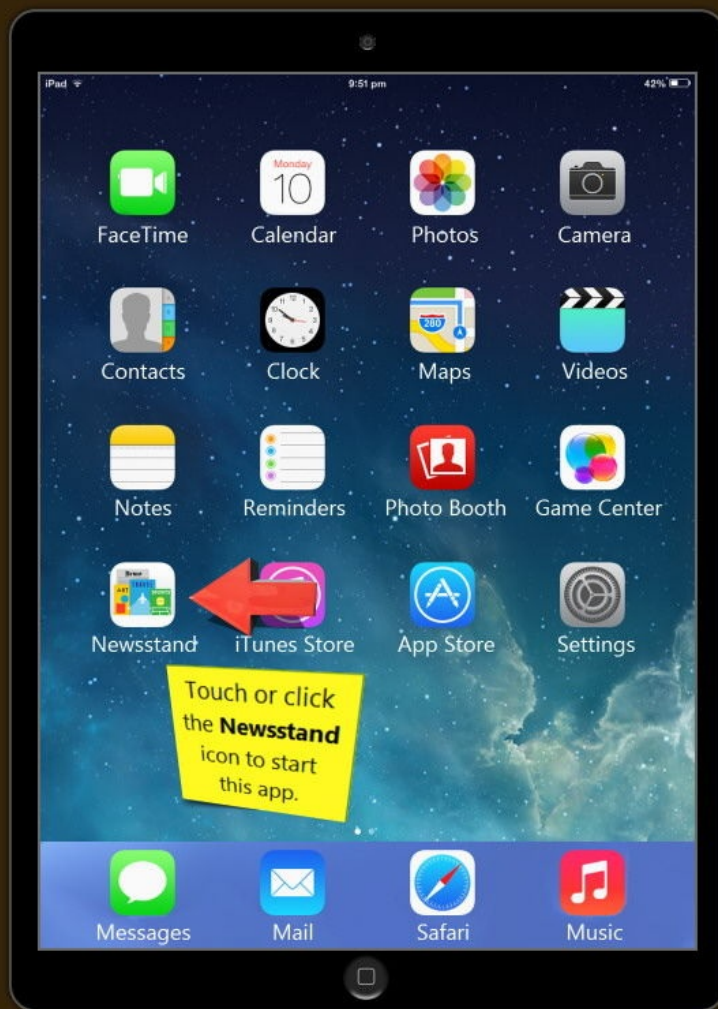
One of the popular uses for the iPad is to read magazines and newspapers.

Newsstand is an app that organizes the newspapers and magazines you've downloaded. It allows you to search for, and purchase individual copies of magazines or newspapers, as well as take out monthly or annual subscriptions.

When you want to read these magazines or newspapers, this app is the place to go.
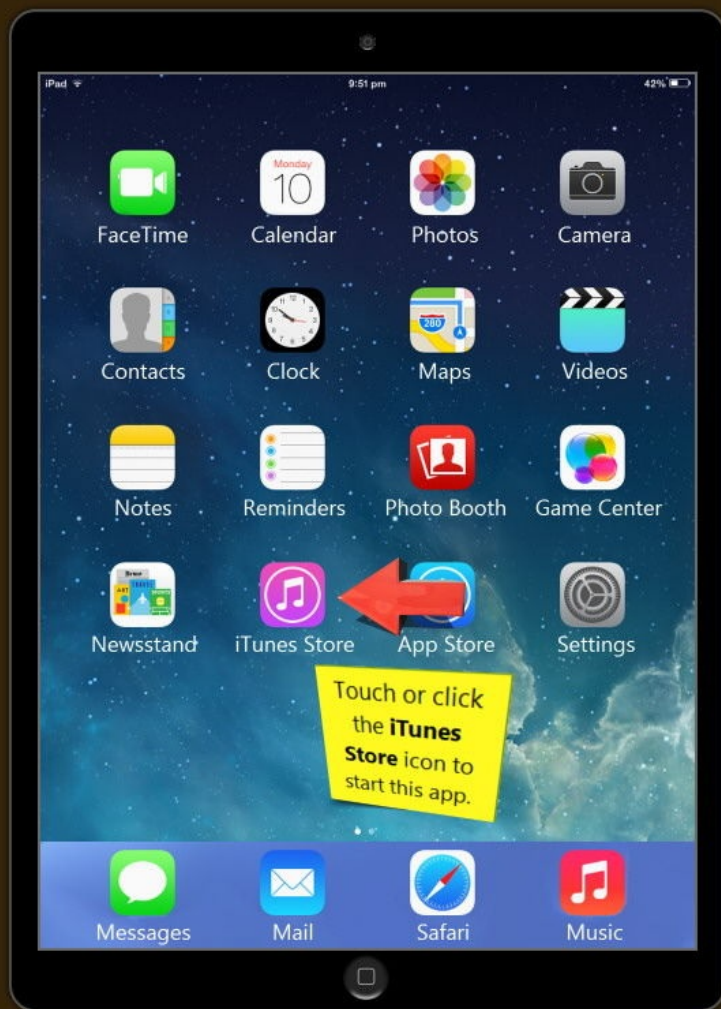
iTunes Store. The iTunes Store is an app that comes preinstalled on all iPads.

iTunes allows you to browse through and purchase or rent music, videos, audio books, electronic books, and more. Each purchase or rental you make is downloaded to your iPad.
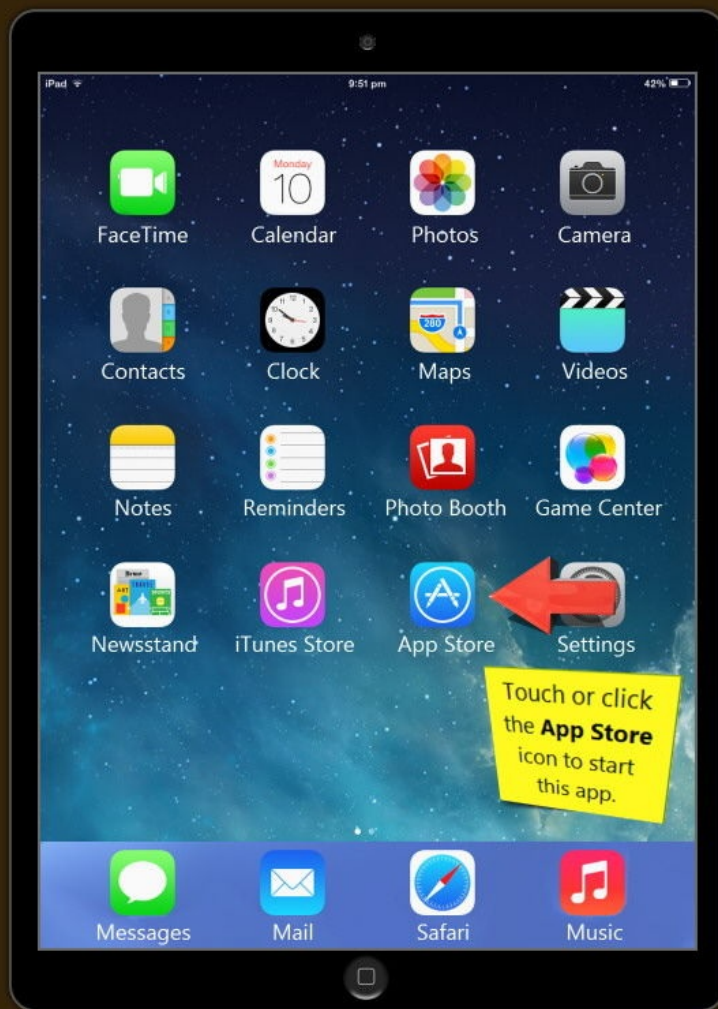
The **App Store.** The **App Store** is similar to iTunes, but is used to search, browse, purchase, or download any one of over 1 million apps to run on your iPad. No matter what your interest, you are bound to find a whole range of apps that will cater to that interest.

Many are free - those that do cost generally cost between $1 and $10.
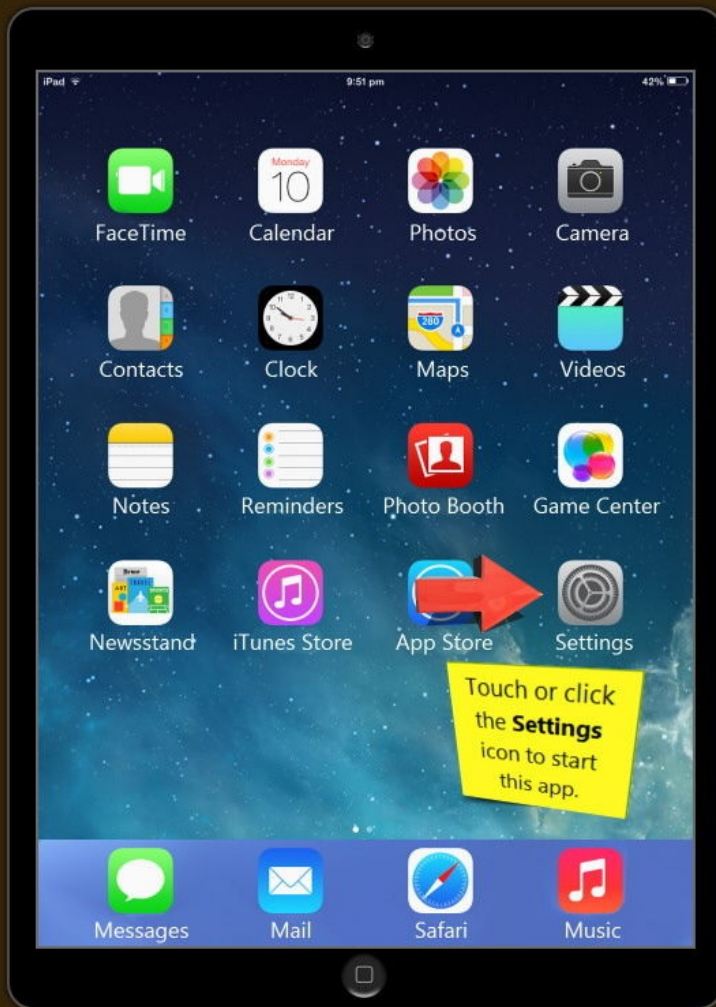
The **Settings** app is where all preferences are set. This may include such things as screen brightness, or background wallpaper.

It also lets you determine which apps can send you notifications. Your iCloud settings. Whether or not a passcode is used or not. And much more.
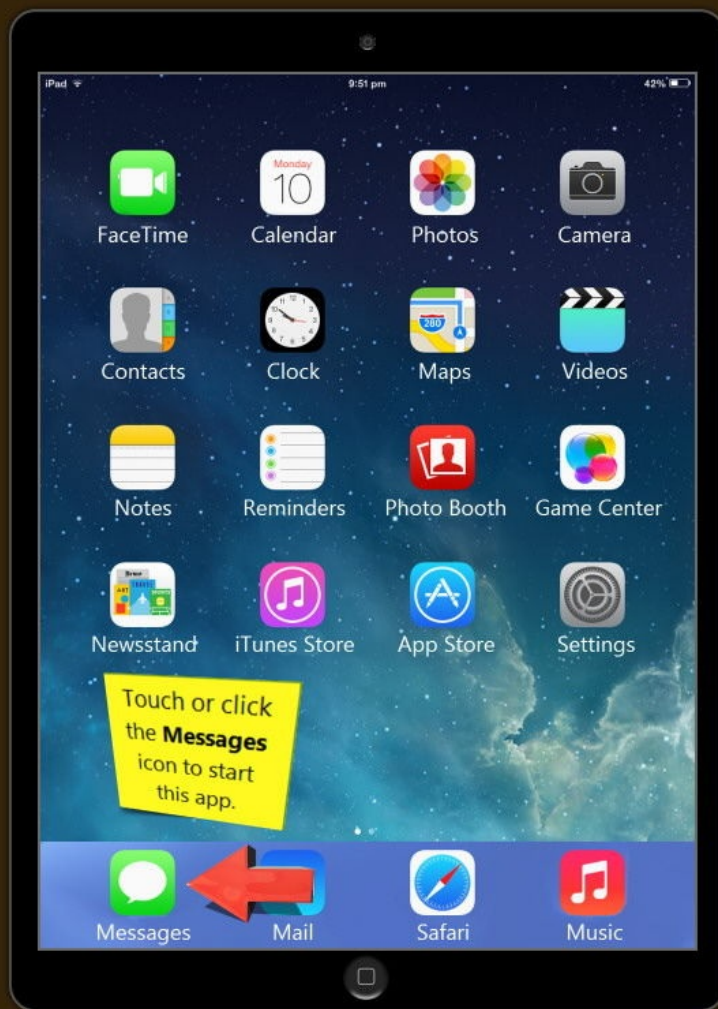
The **Messages** app allows you to send text and picture messages to other iPad and iPhone users.

It is much like normal text messaging found on other devices, but this messaging app sends messages and pictures over your WiFi or 3G connection, and you are not charged on a per message basis, like traditional text messaging.
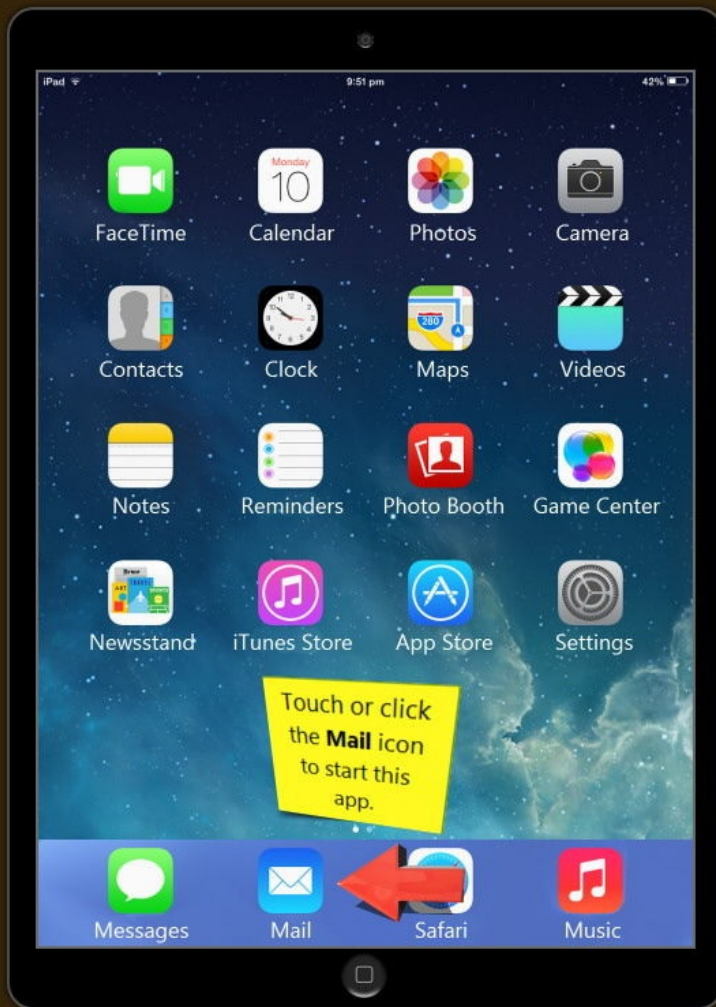
The **Mail** app is an email app. It can connect to a variety of web based email programs, such as Gmail, Yahoo, iCloud, Exchange, and others.

One of the advantages of this app is that it can communicate well with other apps on your device. For example, you can be in the Photos app viewing a photograph, and with one or two clicks, you can send that photo to your email account.
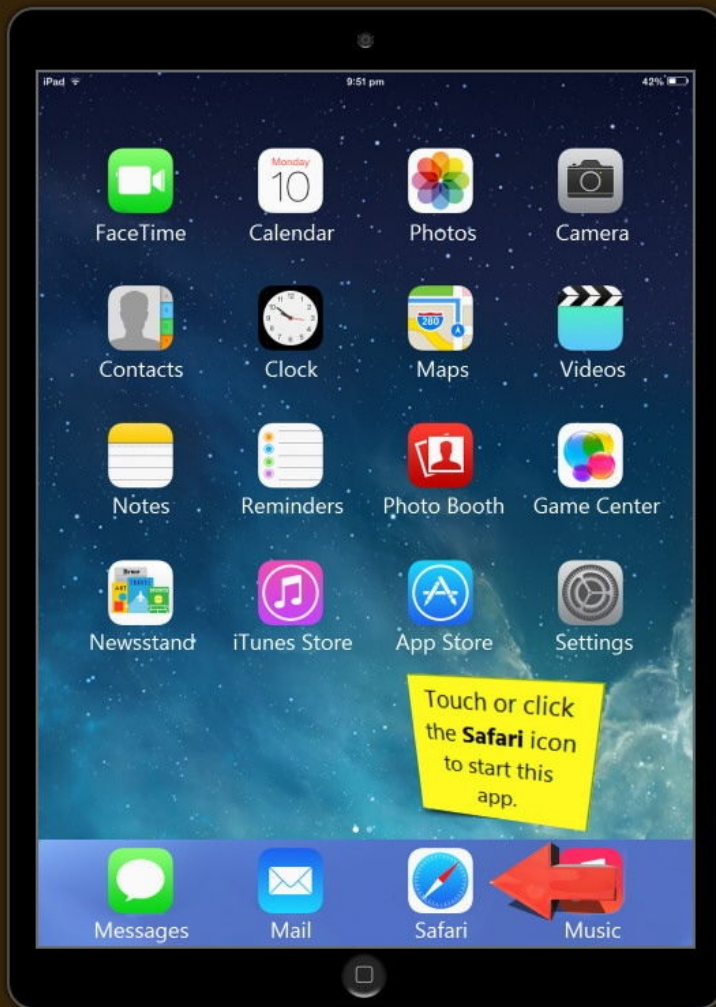
Safari is the web browser built into your iPad.

If you need to browse the web - this is the app you use.

There are other browsers you can download from the App Store - such as Google Chrome, which do a similar (or in some cases, better), job.
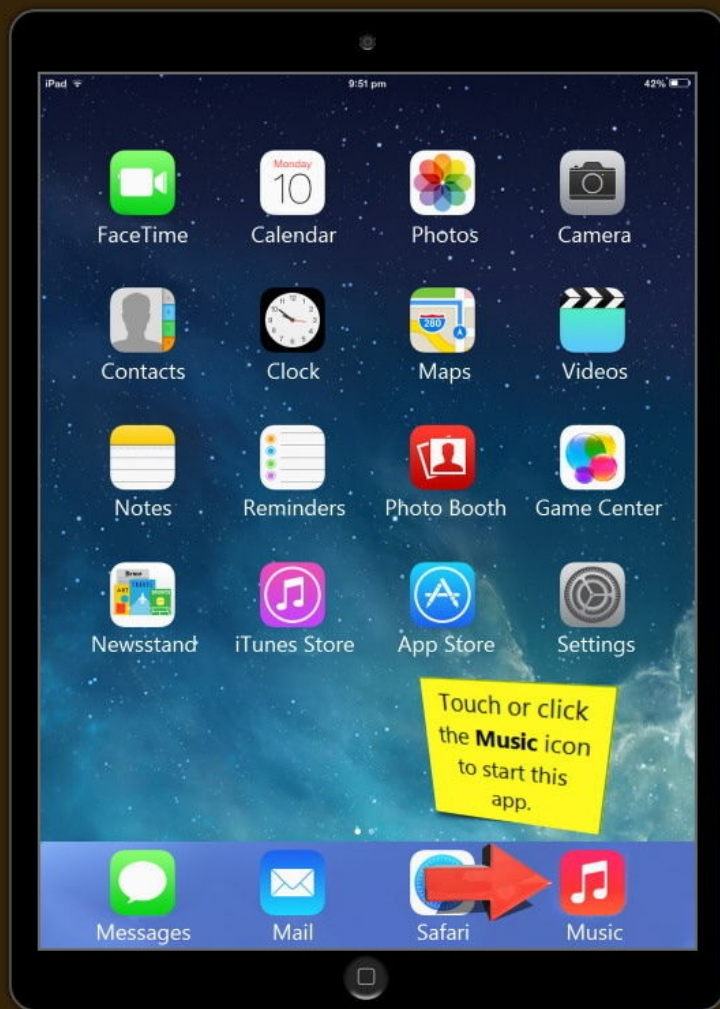
Music is the app that manages all the audio on your iPad. This may be audio you've recorded, or copied over from your desktop computer.

Generally though, it is used to manage and play songs that you've copied to your iPhone, or purchased and downloaded from the iTunes Store.

It also provides access to the new **iTunes Radio** product.

Apps that Come With Your iPad

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at the apps that come installed on your iPad.

iPad Touch Gestures

So far, we've looked at how you can start apps by touching them. In this lesson, we'll look at a range of other gestures you can perform on your iPad to achieve certain tasks.

Pictured here is the Home Screen you might see on your iPad.

We had a look in previous lessons as to how to start an app with a simple touch of your finger. In this lesson, we'll look at some other 'gestures' you can use on the iPad.
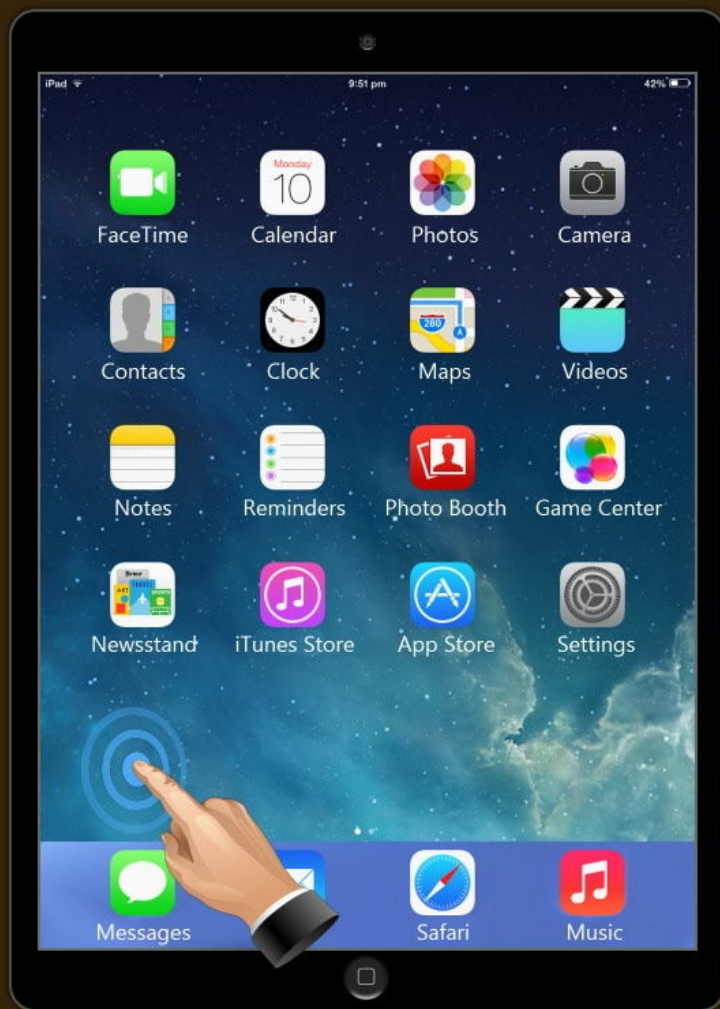
An iPad is controlled by your finger, or fingers. The two main types of actions are touches, or swipes.

When you move your finger across the iPad screen, it is called **swiping.**

Using various swiping techniques, you can get the iPad to perform various tasks.
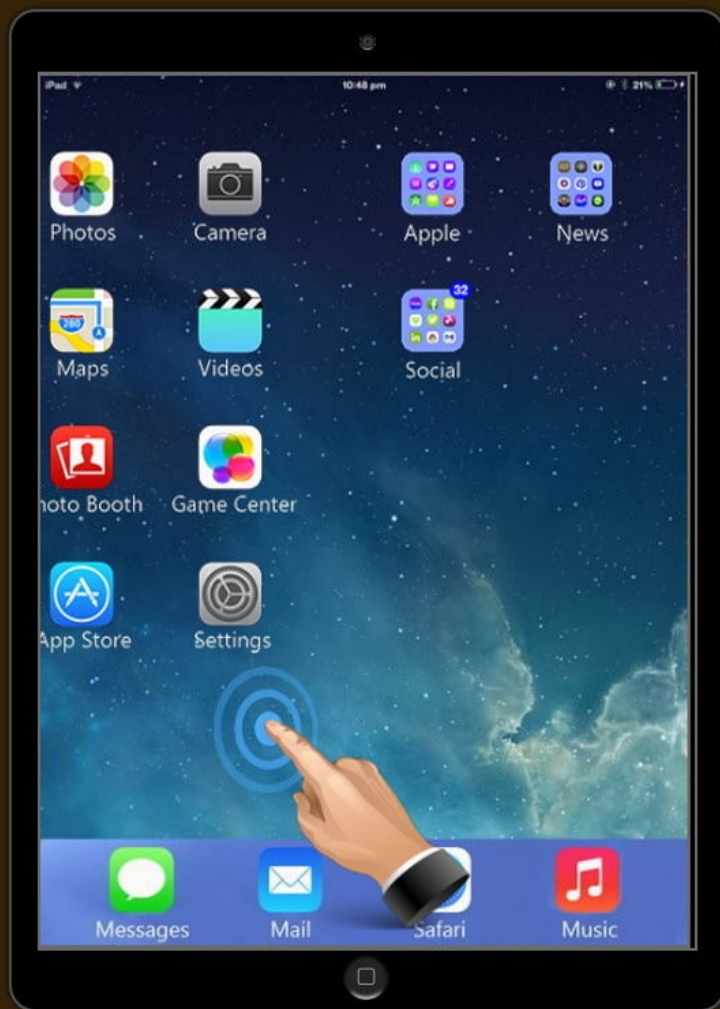
At the Home Screen, you can swipe your finger left and right to reveal more Home Screen pages.

Your iPad may only have one Home Screen. But you can have up to ten Home Screen pages, each filled with apps. And swiping is the way you move from screen to screen.

Swiping from just below the screen, onto the screen area will make the **Control Center** visible.

The Control Center provides settings options - lock orientation, change volume, turn things like bluetooth or network settings on or off, etc.

To hide the control panel, swipe back down, or just touch or click the screen anywhere outside the Control Center.

(Enlarged View)

AirDrop: Contacts Only
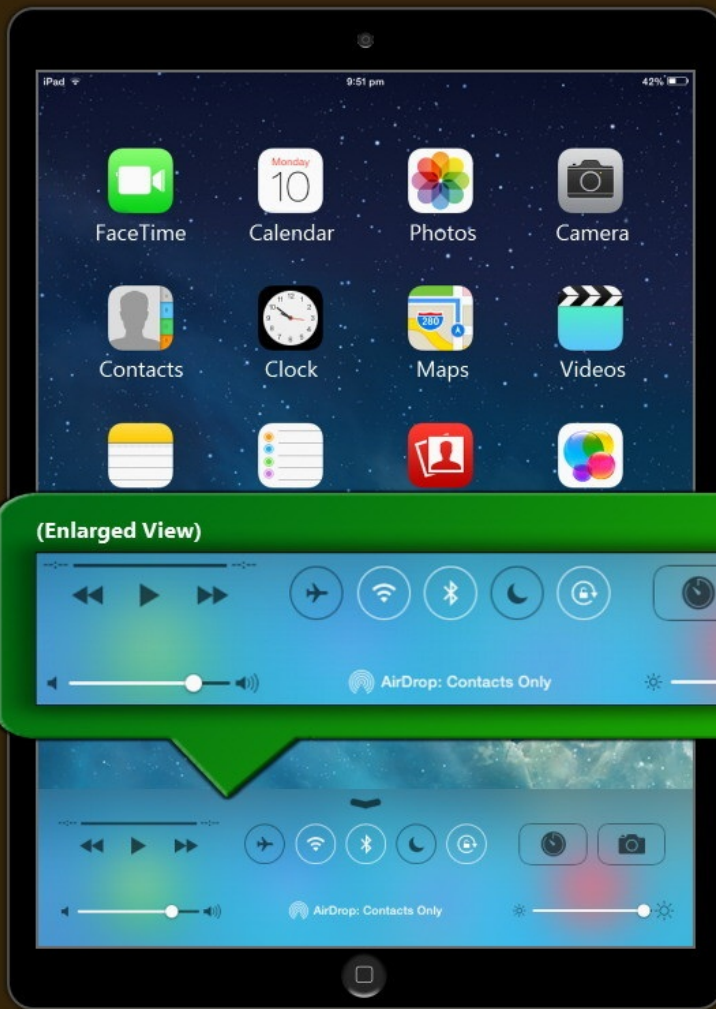
In the Control Center, you can change volume, stop and start audio, and turn certain iPad features on and off.
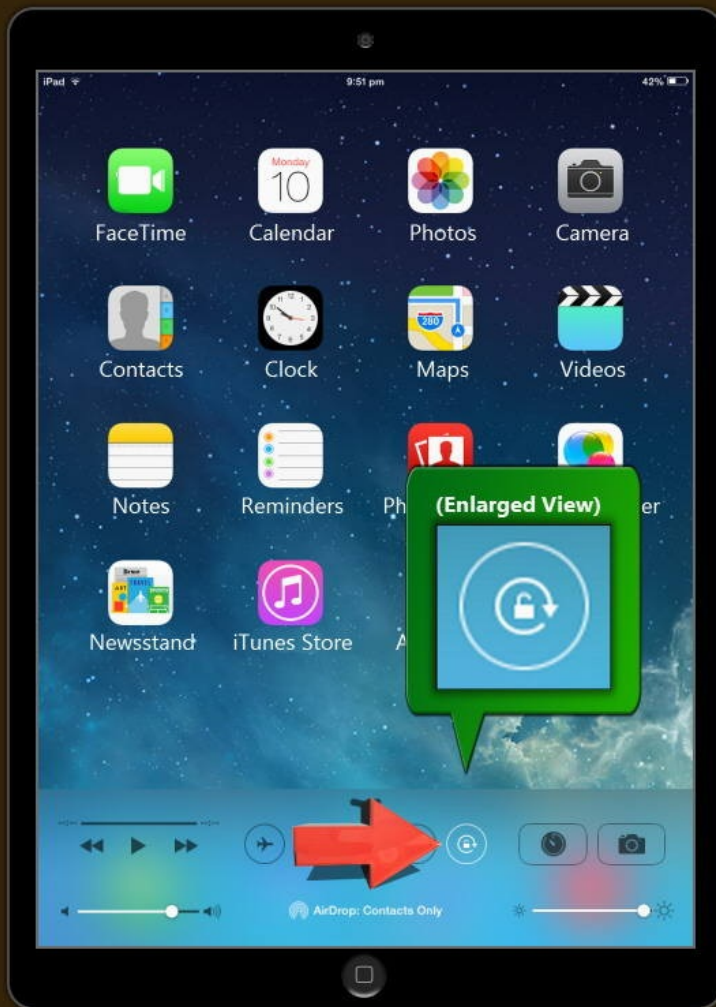
Some options in the Control Center can be changed with a touch or click. We've highlighted the **Orientation Lock** option. If this is on, the iPad will stay in portrait, or vertical mode. If this is off, the iPad will rotate from vertical to horizontal view as needed.

Currently, this option is on. It can be hard to tell – but a white option means it is on.

Touch or click the Orientation Lock option to turn it off.
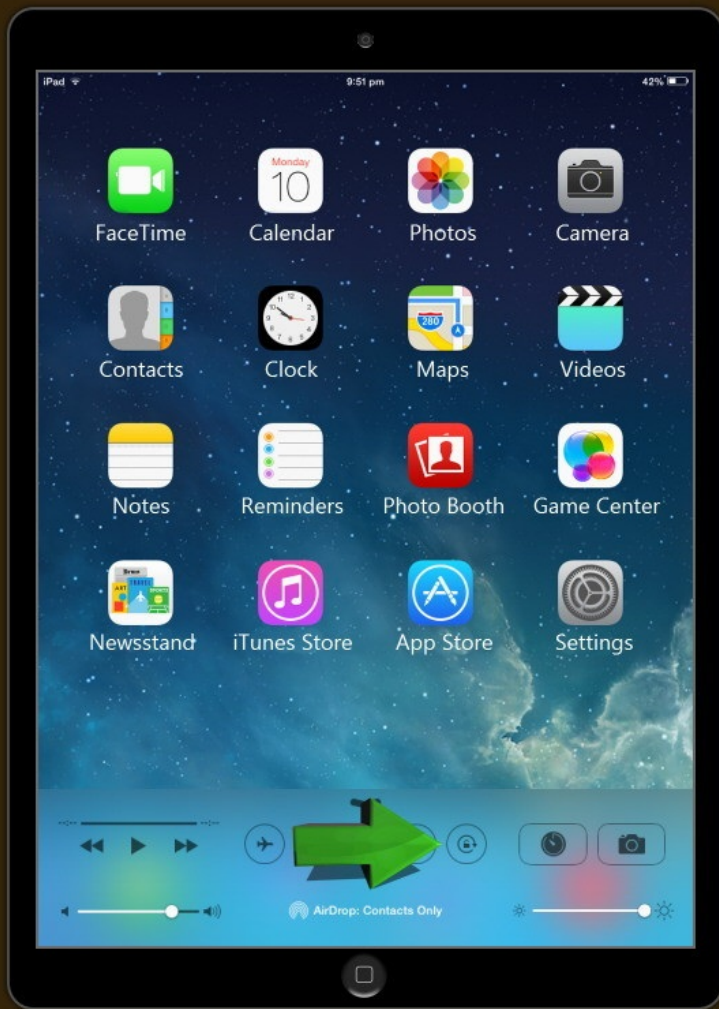
The **Orientation Lock** option changes from On to Off.
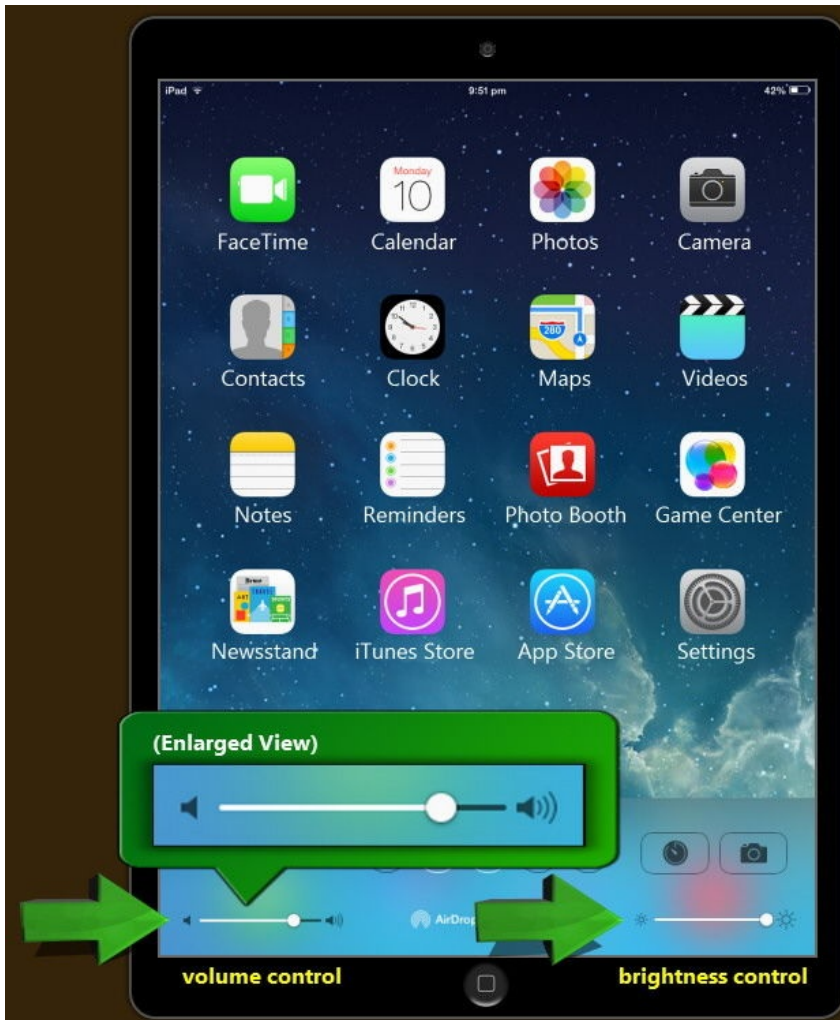
Other options, here and elsewhere on the iPad, take the form of a *slider*.

A slider, as you can see here for the **Volume Control** (on the left), and the **Brightness Control** (on the right) are a circle placed over a line. On the iPad, you can 'drag' the circle left or right to decrease or increase that setting.

Elsewhere on the iPad you may be asked to select certain options - turn them on or off. They tend to look like this:

The option above is *On*. An *Off* option looks like this:

Use this one, below, to experiment. Each time you touch, or click on this option, it will move from On to Off and vice versa.

The **Notifications Panel** can be viewed at any time - from within any app - not just at the home screen.

This panel contains a list of recently received messages, and emails, reminders from the Calendar and Tasks apps, as well as messages from other apps.

To view this panel, position your finger just above the top of the screen. Swipe down onto the screen - the **Notifications Panel** appears.

(Enlarged View)

Gmail 1h ago
David
Support for Course: Create New Account • A student has sent
through a technical support message or request for you: Us...

Course: Create New Account • A student has sent
technical support message or request for you: Us...

Gmail 1h ago
David
Support for Course: Create New Account • A student has sent
through a technical support message or request for you: Us...

Gmail 1h ago
David
Support for Course: Create New Account • A student has sent
through a technical support message or request for you: Us...

Gmail 1h ago
David
Support for Course: Create New Account • A student has sent
through a technical support message or request for you: Us...

App Store

App Store 1d ago
"GarageBand" and 5 other apps were updated

e 1d ago

(Enlarged View)

App Store 1d ago
"GarageBand" and 5 other apps were updated

App Store 12:32 am
"The Flappy Magpie" was updated

You can see a few
examples here – the top
example showing some
received emails, and the
lower example letting
you know some apps
have been automatically
updated.

The **Search Panel** allows you to search for apps on your device, through messages and emails, and search the web.

To view the Search panel, you **must be** at one of the Home Screen pages. It does work from within other apps.

Starting anywhere on the screen, you then swipe a single finger in a downwards motion, about an inch.

At the top of the screen, you enter the text, term, or app you are searching for.

The iPad has no physical keyboard - so you use the virtual keyboard, now visible at the bottom of the screen.

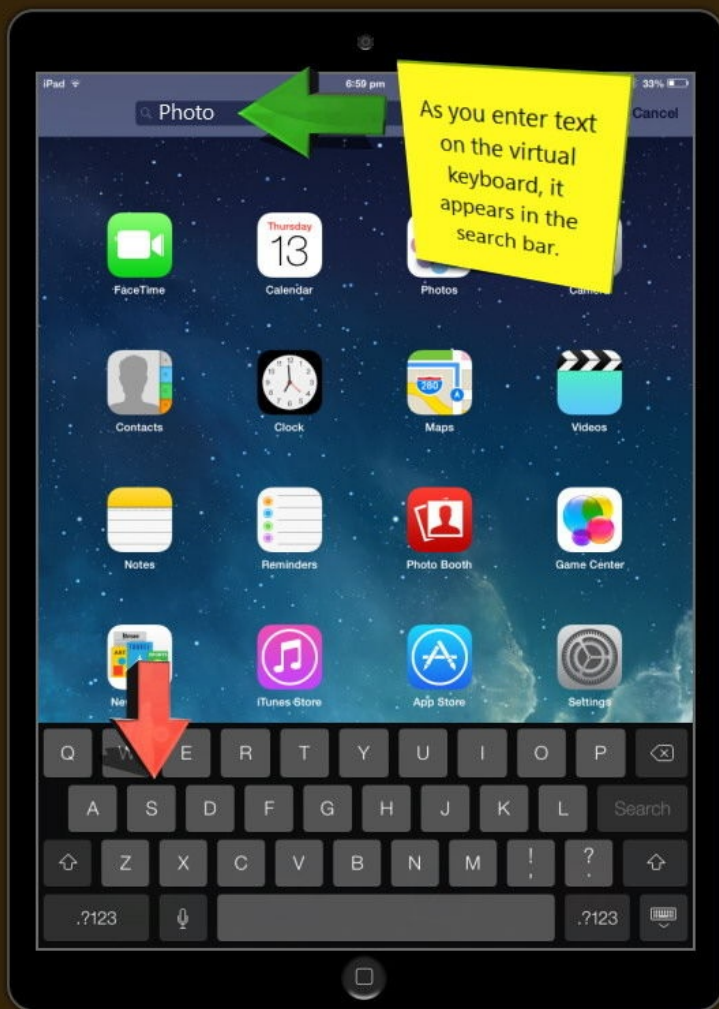This keyboard will appear automatically whenever it is needed - no matter what app you are running.
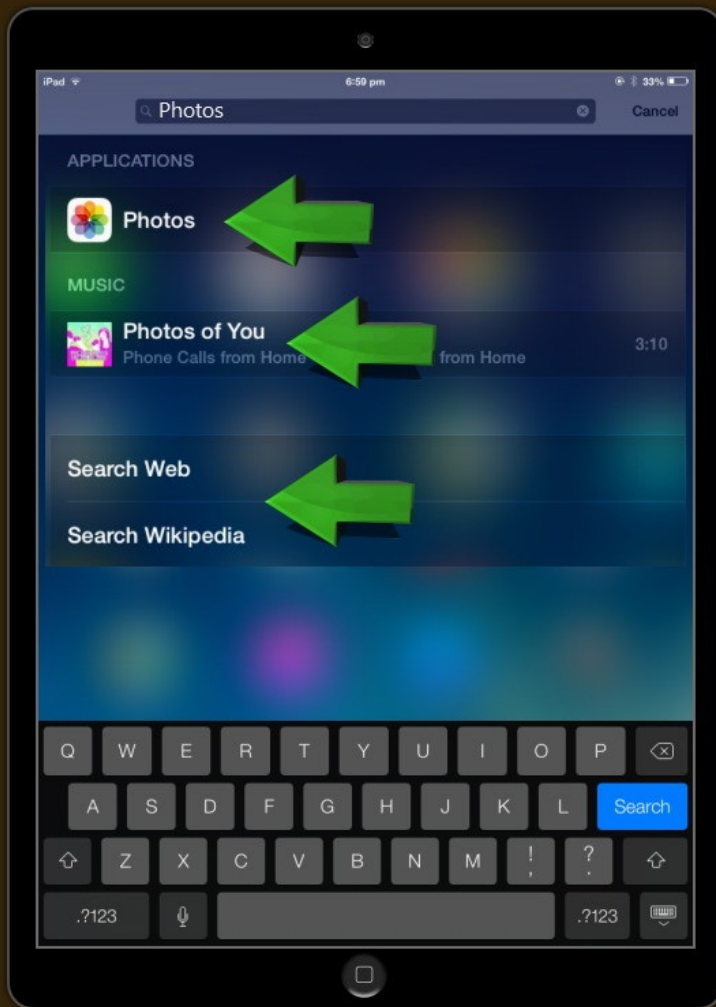
Let's assume we want to search for **Photos** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

On the actual iPad, you'll be using your finger. In this training, you can use your finger if on a touch device, or the mouse if you have one.

Start with the letter *P*, followed by *HOTOS*.

Let's assume we want to search for **Photos** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

On the actual iPad, you'll be using your finger. In this training, you can use your finger if on a touch device, or the mouse if you have one.

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Start with the letter *P*, followed by *HOTOS*.

Let's assume we want to search for **Photos** on our iPad.

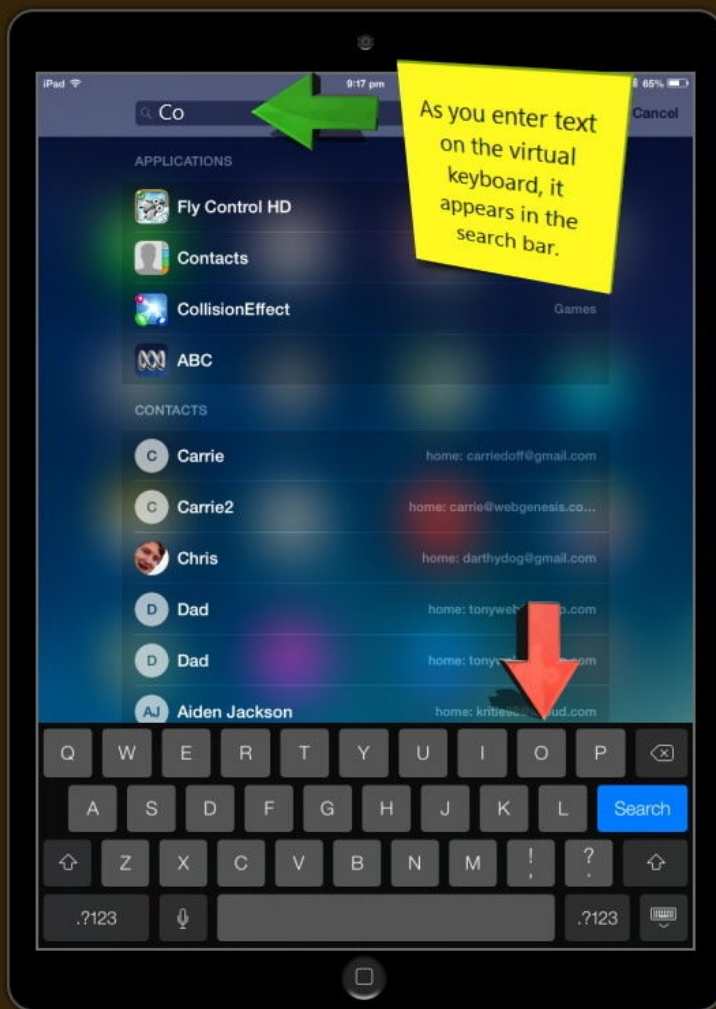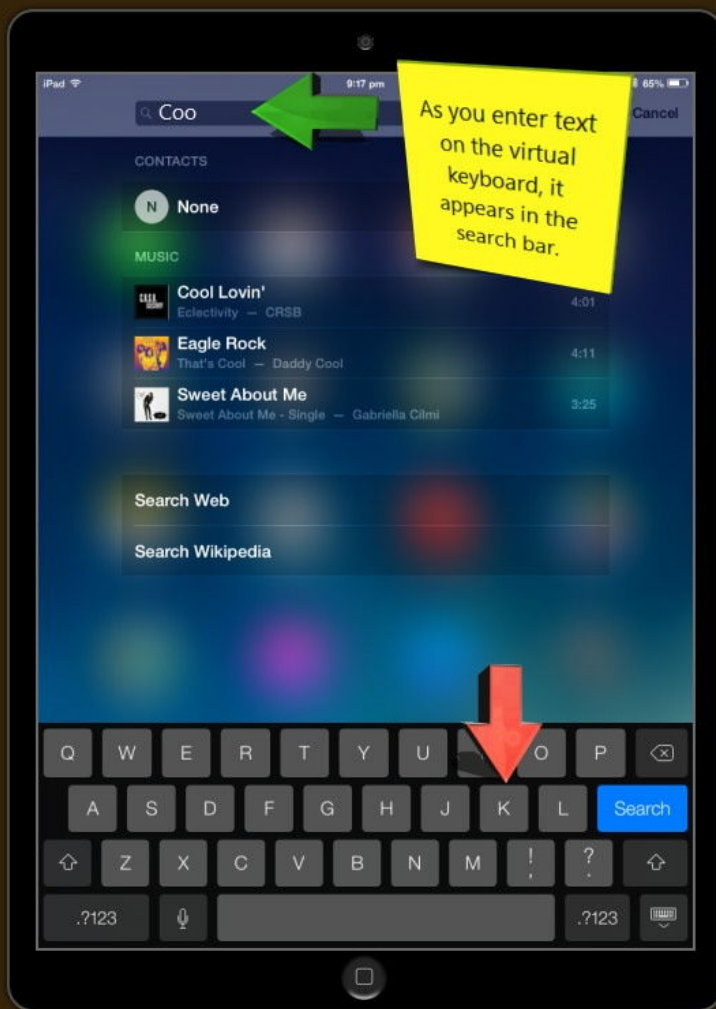We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

On the actual iPad, you'll be using your finger. In this training, you can use your finger if on a touch device, or the mouse if you have one.

Start with the letter *P*, followed by *HOTOS*.

As you type, your iPad already begins the search. As you can see here, it has found a couple of matches already.

Note there are also options to search Wikipedia, (the online encyclopedia), and the Web.
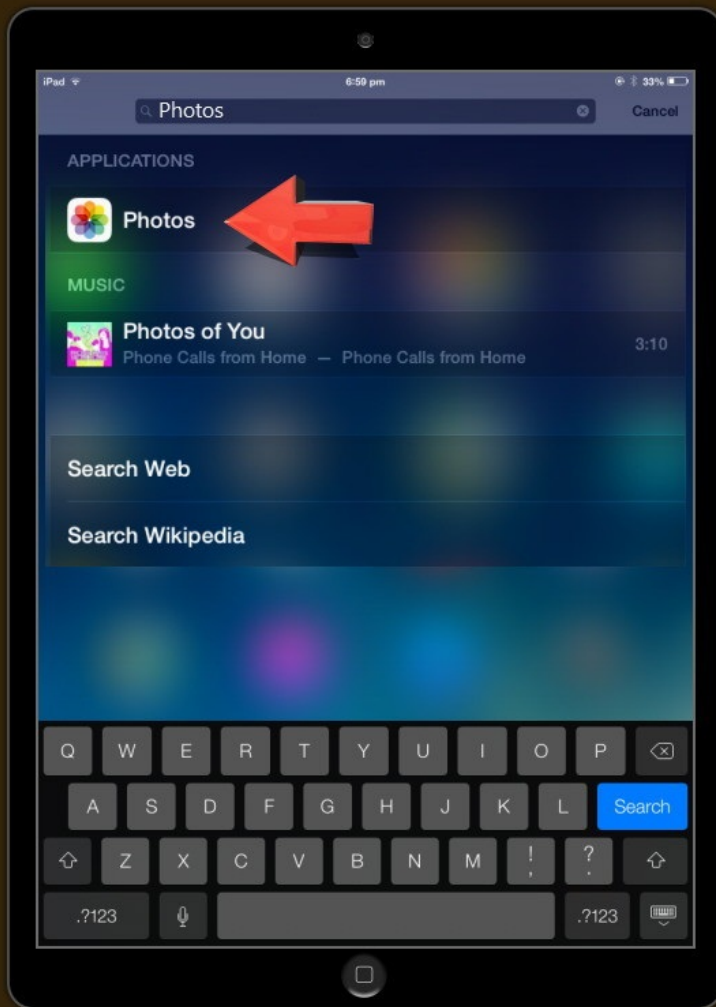
As you can see, one result found is the app called **Photos.**

Touch or click on this app name where indicated by the arrow, and that app will launch straight away.
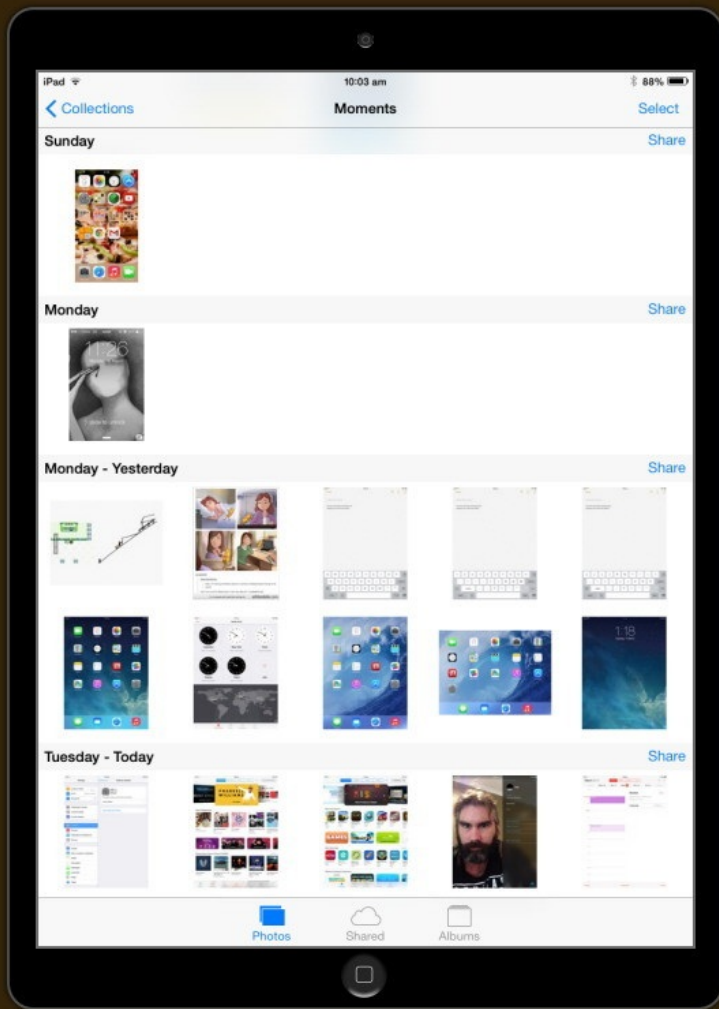
The **Photos** app has launched!

iPad Touch Gestures

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at a range of touch gestures you can perform on your iPad to achieve certain tasks.

Searching the Web

In this lesson, we look at how you can search the web for any topic you like.

The **Search Panel** allows you to search for apps on your device, through messages and emails, and search the web.

To view the Search panel, you **must be** at one the Home Screen pages. It does work from within other apps.

Starting anywhere on the screen, swipe a single finger in a downwards motion, about an inch.

At the top of the screen, you enter the text, term, or app you are searching for.

The iPad has no physical keyboard - so you use the virtual keyboard, now visible at the bottom of the screen.

This keyboard will appear automatically whenever it is needed - no matter what app you are running.

Let's assume we want to search for **Cooking** on our iPad.

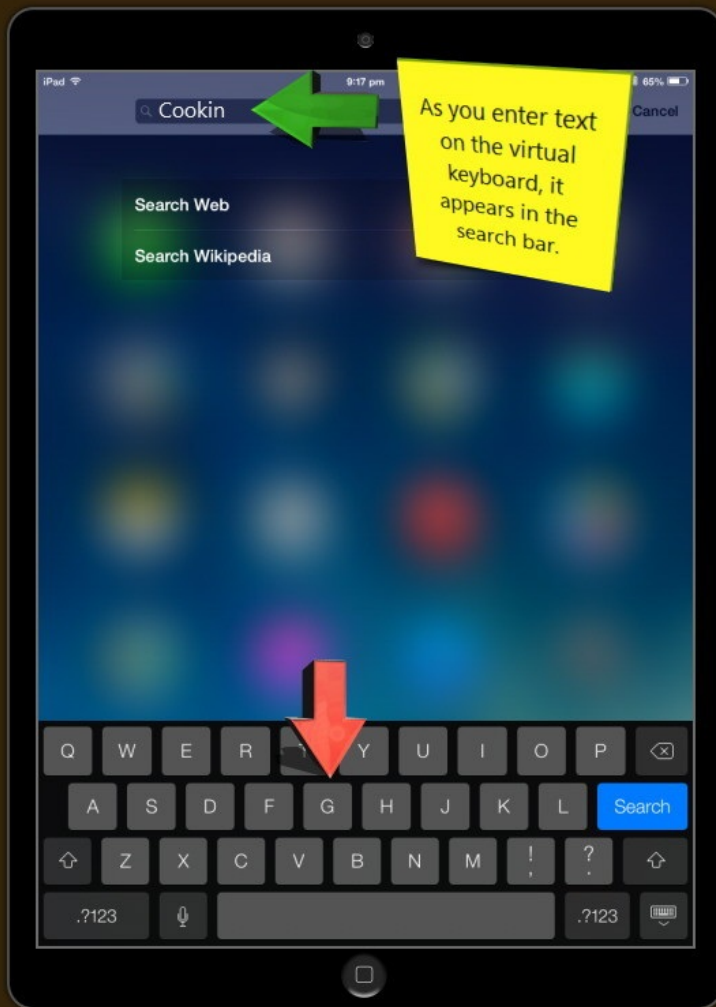We'll guide you through touching the correct keys on the virtual keyboard to perform this search.
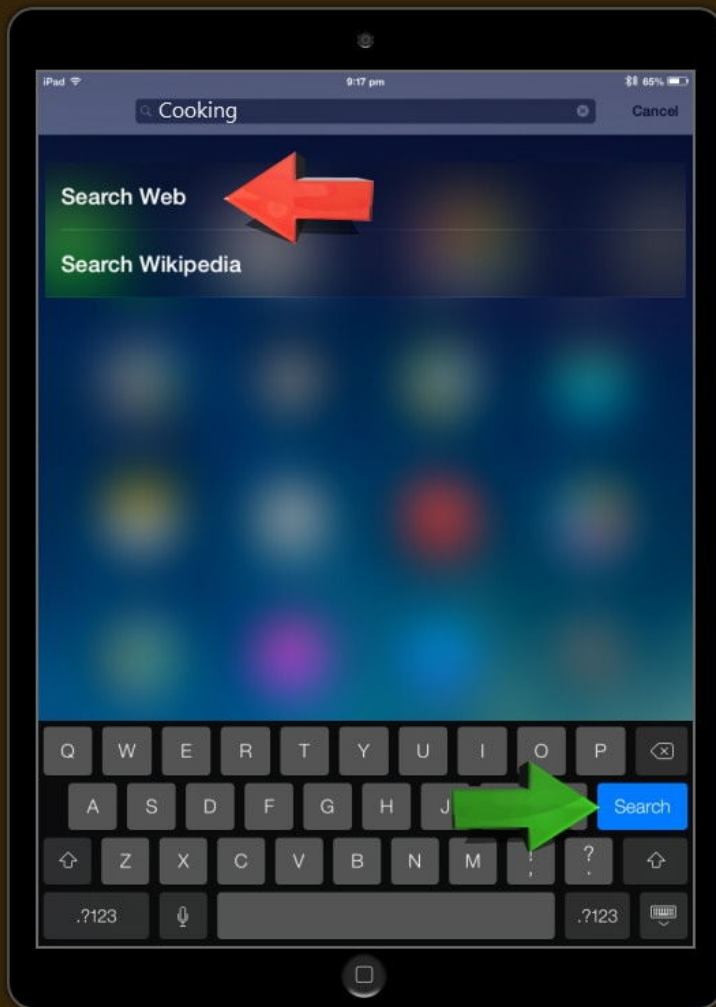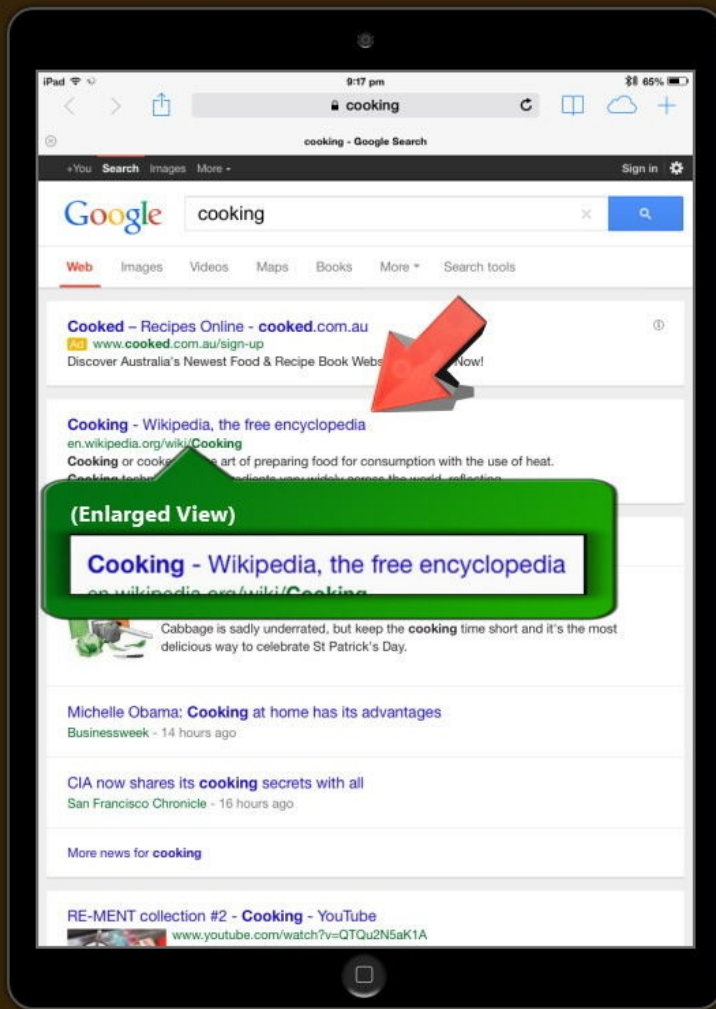
Start with the letter C, followed by the letters OOKING.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter *C*, followed by the letters *OOKING*.

As you enter text on the virtual keyboard, it appears in the search bar.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter *C*, followed by the letters *OOKING*.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter *C*, followed by the letters *OOKING*.

As you enter text on the virtual keyboard, it appears in the search bar.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter *C*, followed by the letters *OOKING*.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter _C_, followed by the letters _OOKING_.

Let's assume we want to search for **Cooking** on our iPad.

We'll guide you through touching the correct keys on the virtual keyboard to perform this search.

Start with the letter *C*, followed by the letters *OOKING*.

Normally, you would use the **Search** key (indicated by the green arrow) to perform your search. But because the iPad performs searches as you type, and provides results/options accordingly, we don't need to select this button.

This time, we are going to search the Web for this term.

Touch or click the *Search Web* **link.**

The Google search page appears, with a series of links it located for the term **Cooking.**

Touch or click the indicated link - *Cooking - Wikipedia, the free encyclopedia.*
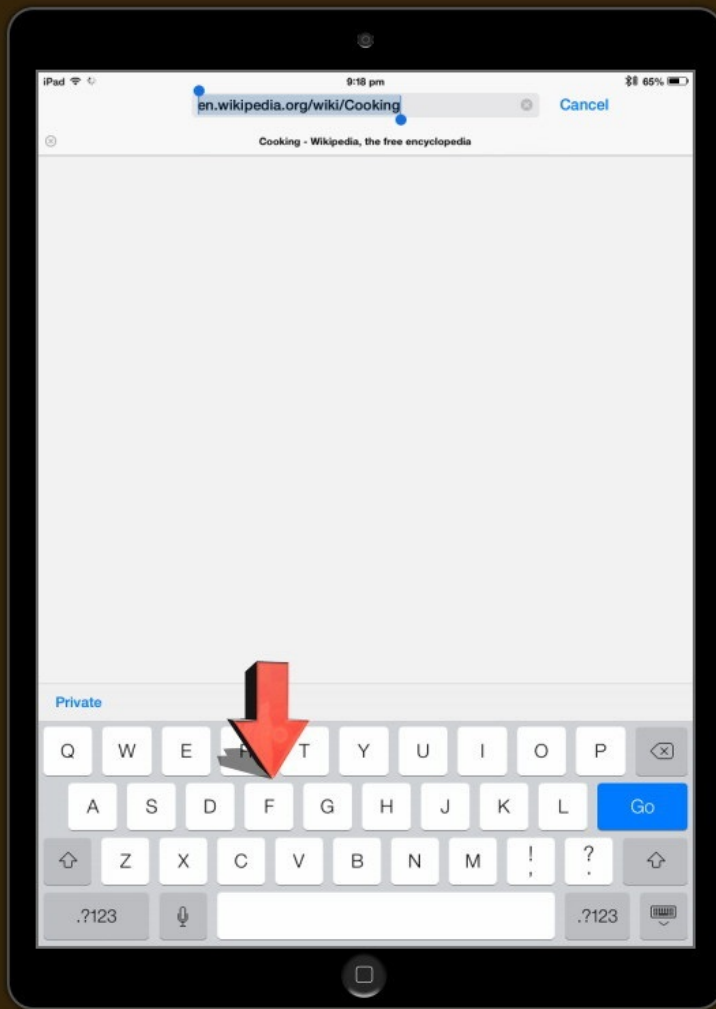
(Enlarged View)

☰   en.wikipedia.org   ↻

And that page appears.

Now let's search for something else – in this case, the term **Fish.**

We can search directly in this browser without having to go back to the Home Screen.

To start, touch or click the indicated address/search bar.

Use the virtual keyboard to enter the term *Fish*. Start with the letter *F,* followed by the letters *ISH.*
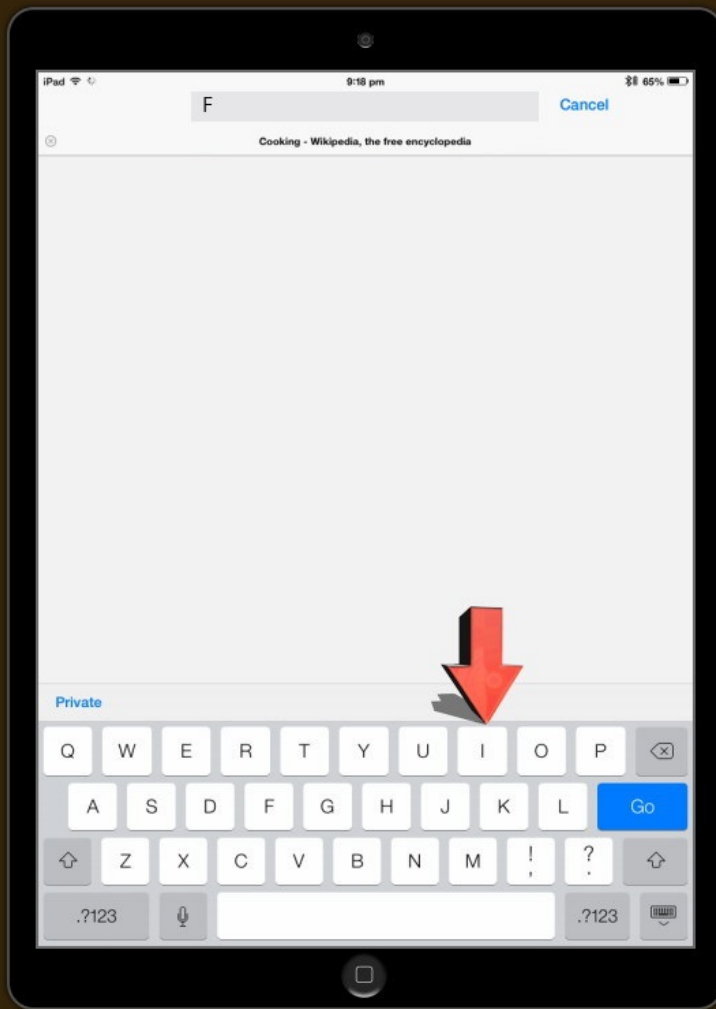
Use the virtual keyboard to enter the term *Fish*. Start with the letter *F*, followed by the letters *ISH*.
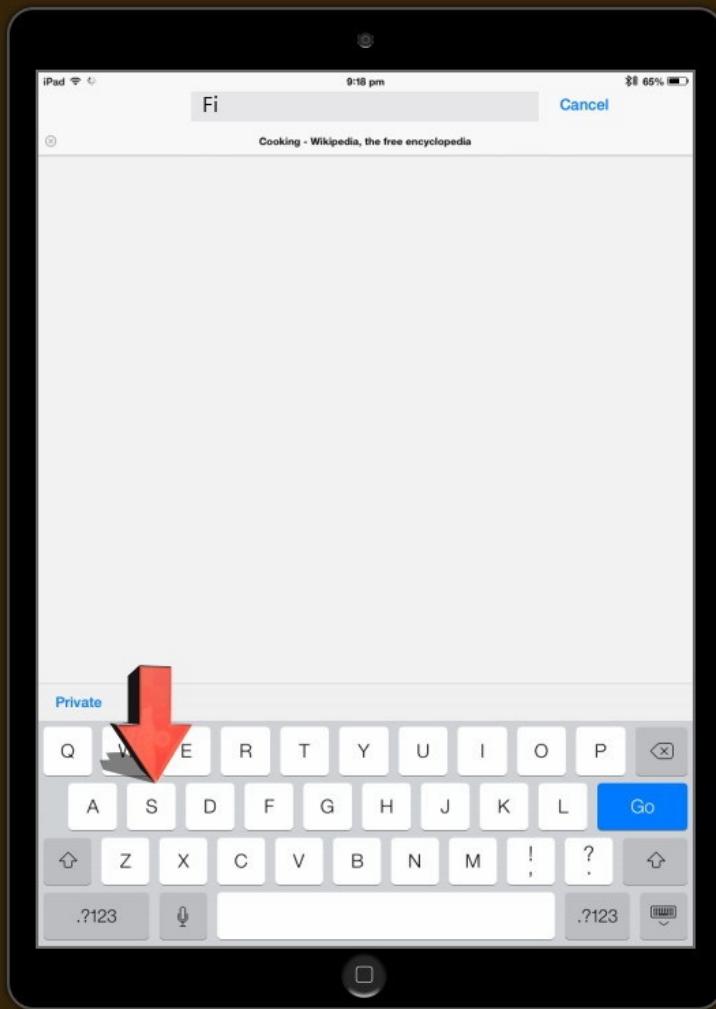
Use the virtual keyboard to enter the term *Fish*. Start with the letter *F,* followed by the letters *ISH.*
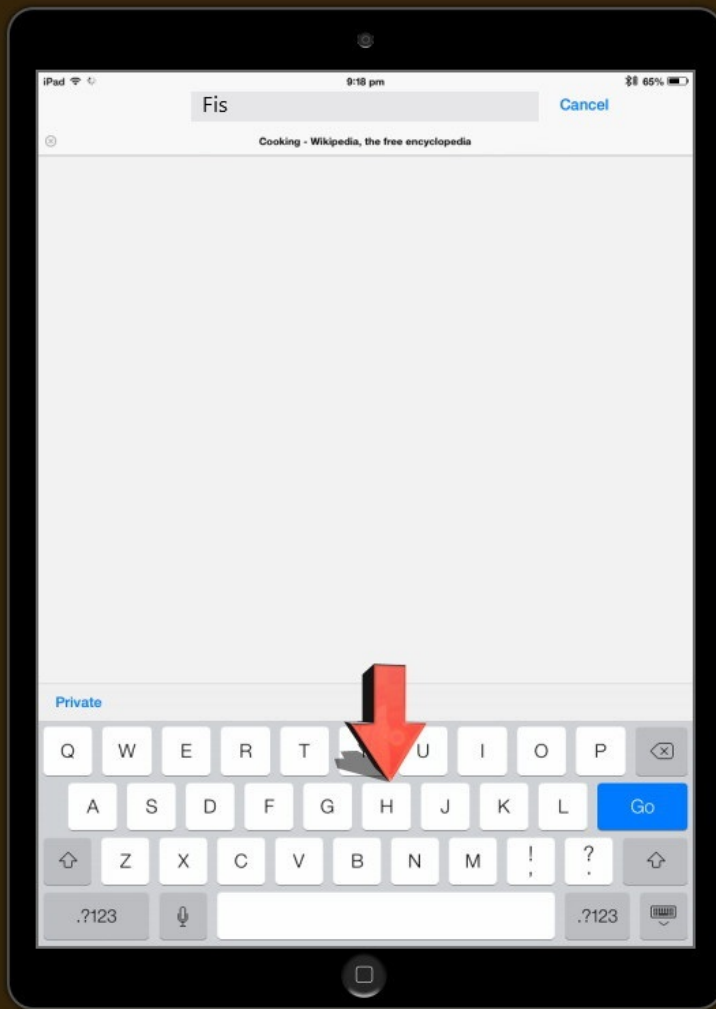
Use the virtual keyboard to enter the term *Fish*. Start with the letter *F,* followed by the letters *ISH*.
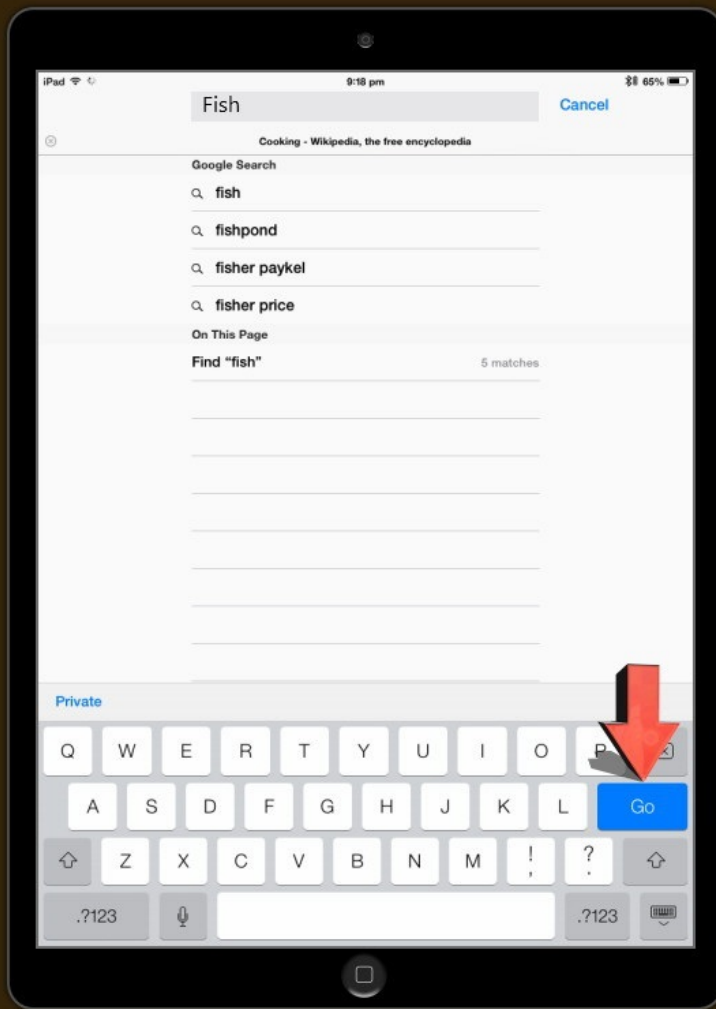
Now touch or click the *Go* key to perform your search.
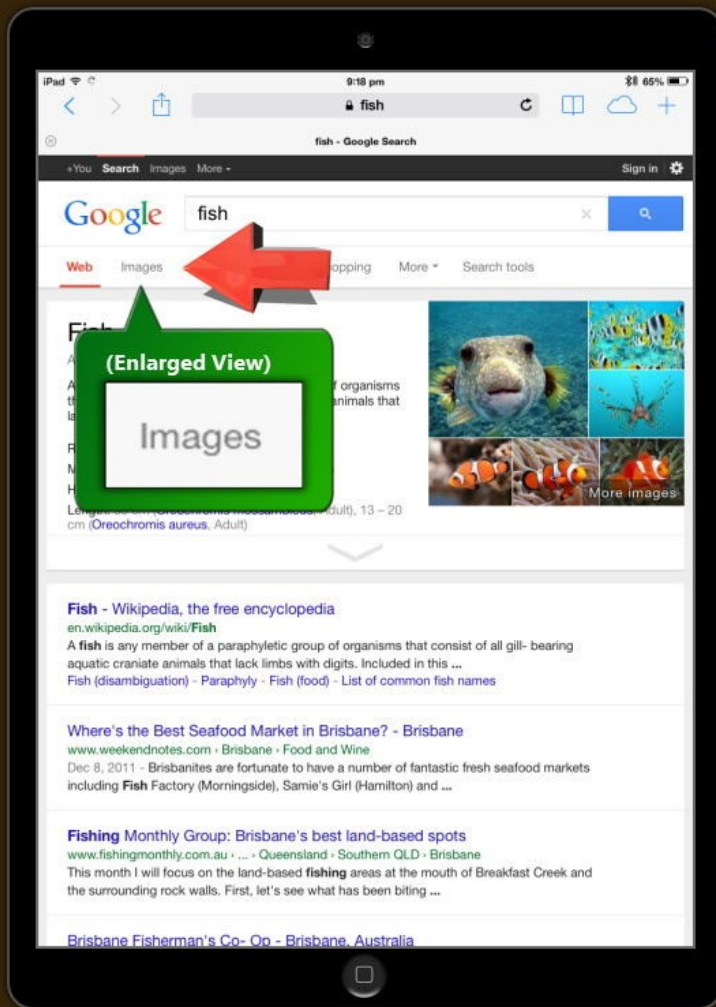
Once again, we are looking at the Google search results page.

Let's have a look at some fish images. Touch or click the indicated *Images* link.
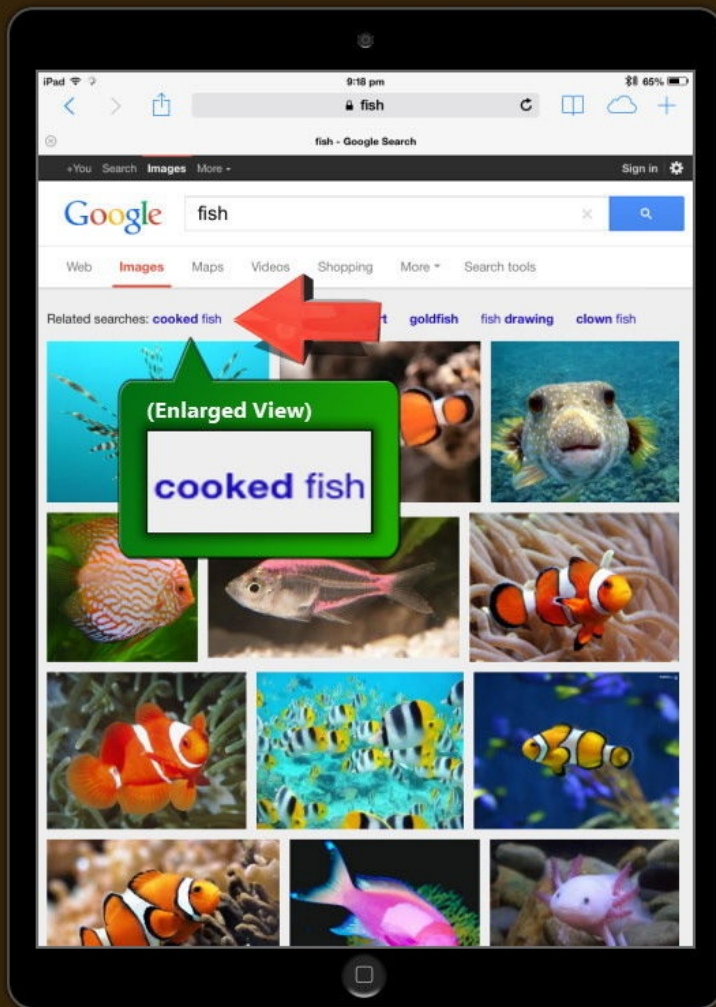
OK - we now see some Fish images.

Have a look at the link above the arrow - it indicates some related searches. This could be exactly what we are looking for.

Touch or click the link *cooked fish* **now.**
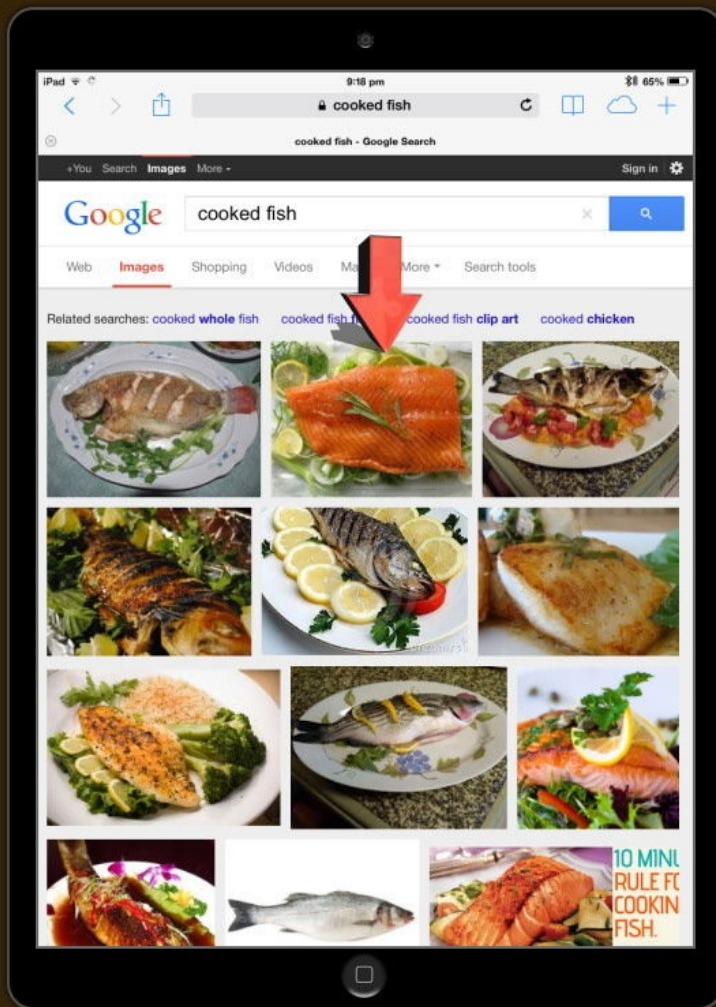
This is getting better - a series of images on cooked fish.

Touch or click on the indicated image so we can find out more about what this is.
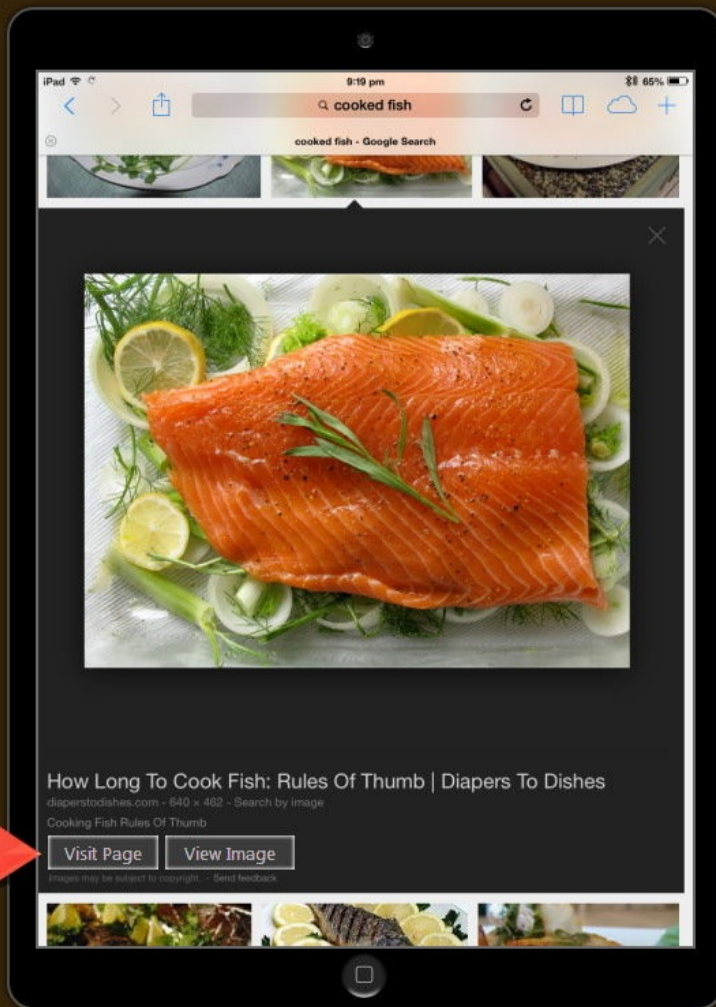
We see a closeup of the image selected.

In this case, we want to visit this site. **So, touch or click the *Visit Page* link now.**
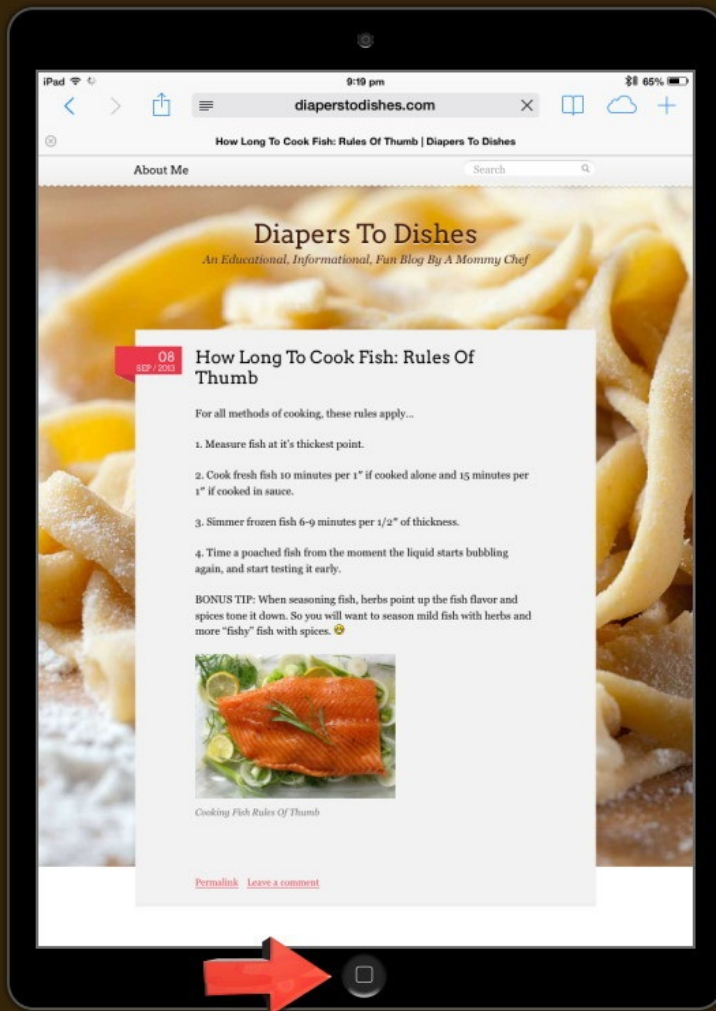
Perfect - a recipe on how to cook fish!

Touch or click the *Home Button* to return to the *Home Screen* now.
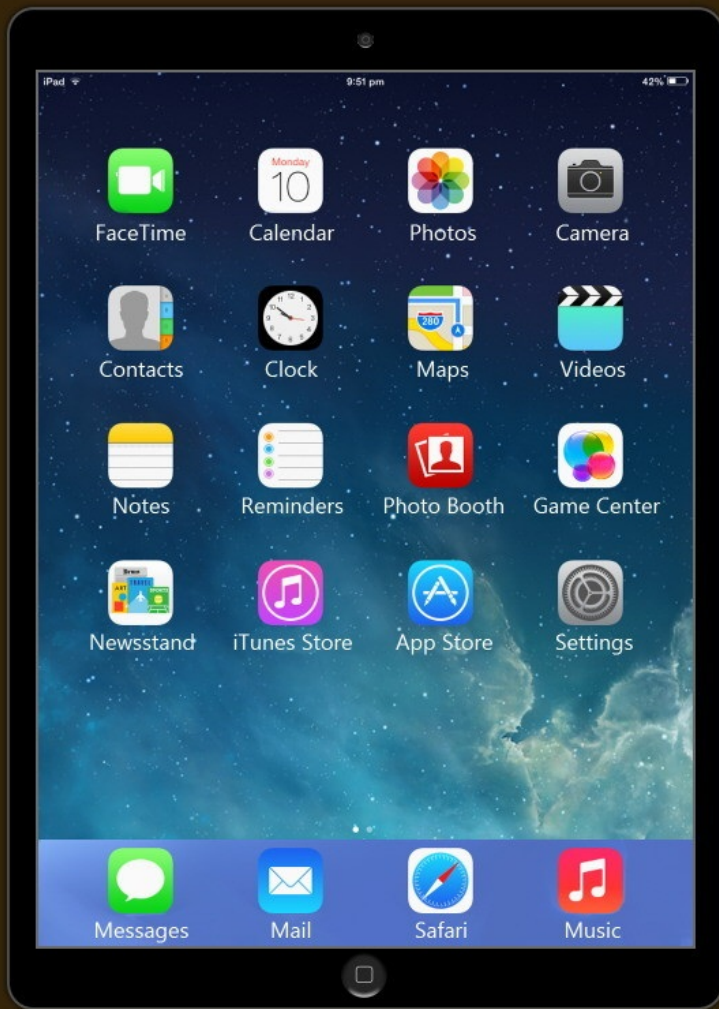
Well done - you've performed your first iPad searches!

Searching the Web

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can search the web for any topic you like.

The App Store

In this lesson, we look at how you can search for, and download an app onto your iPad from the Apple **App Store.**

Thus far, we've looked at the apps that are most likely already installed on your iPad. You can see some on the left.

But how about loading some new apps? Let's have a look at how this is done.

This lesson assumes you already have an **iTunes** account set up on your iPad.

When you get your iPad, you will be prompted to create your iTunes account.

Without an iTunes account, you will not be able to download or purchase any content from the **App Store,** or the **iTunes Store.**
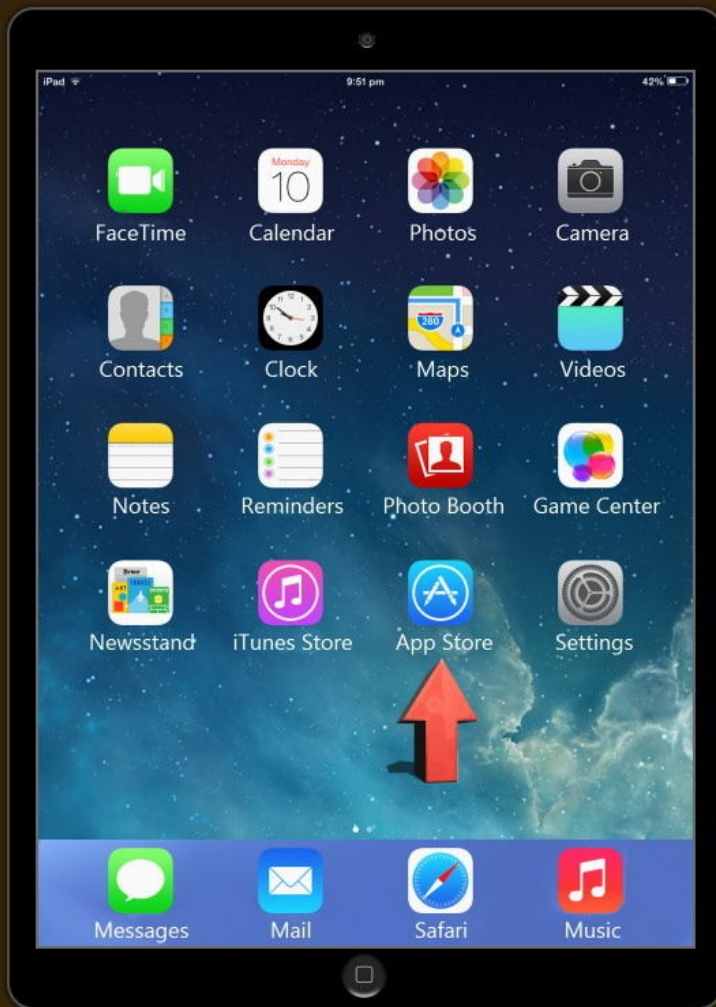
To load any new apps, you must go through the Apple **App Store** app. This app will most likely be on the Home Page on your iPad.

Start the *App Store* App now by touching, or clicking on it.
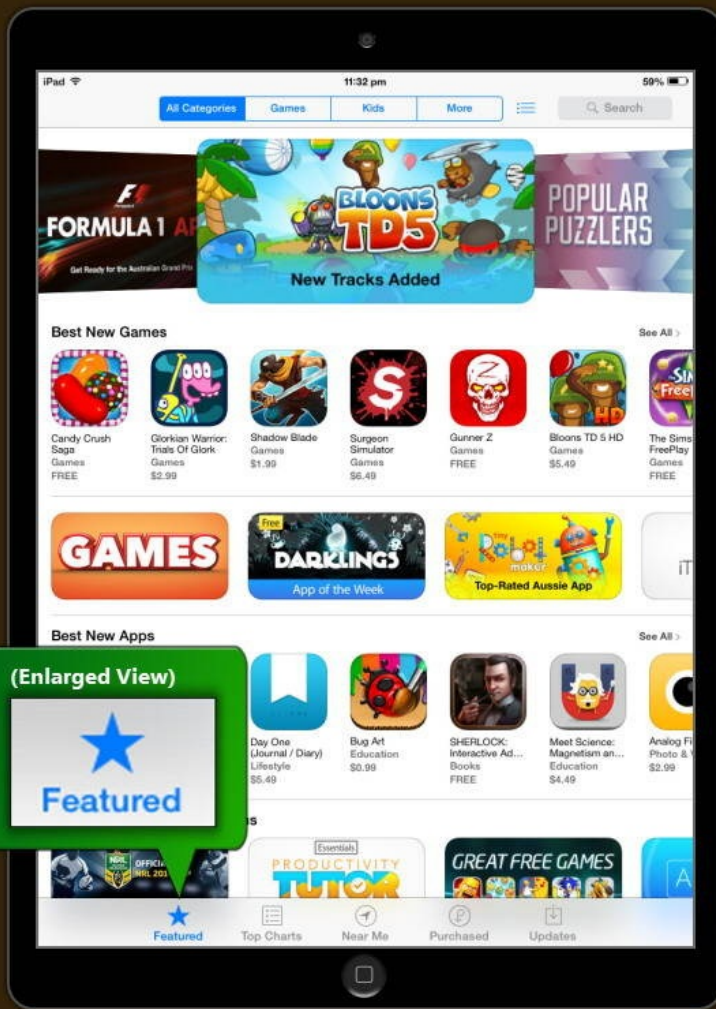
Here you see the opening page of the **App Store.** It changes constantly, highlighting new apps all of the time.

At the bottom of the screen, you can see we are currently looking at the **Featured Apps.** These are currently popular apps, or apps recommended by Apple that you should look at.
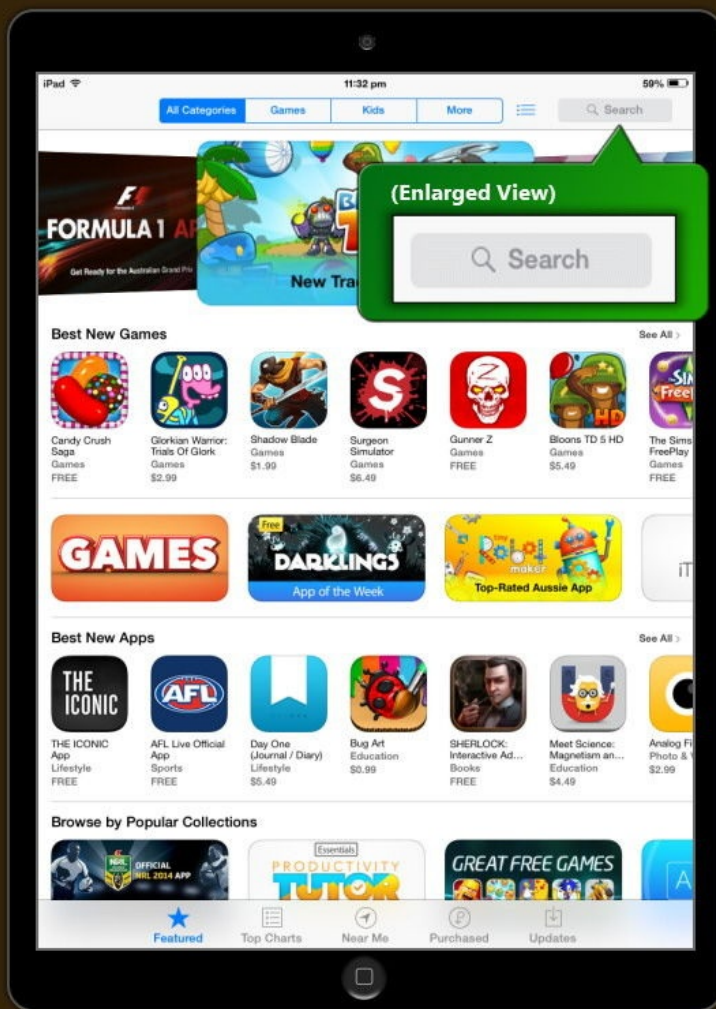
If you want any more information on any app, you can just touch or click on that app from this screen.

At the top right of the screen, you'll also see a **Search** bar, allowing you to search for apps by name or keyword.
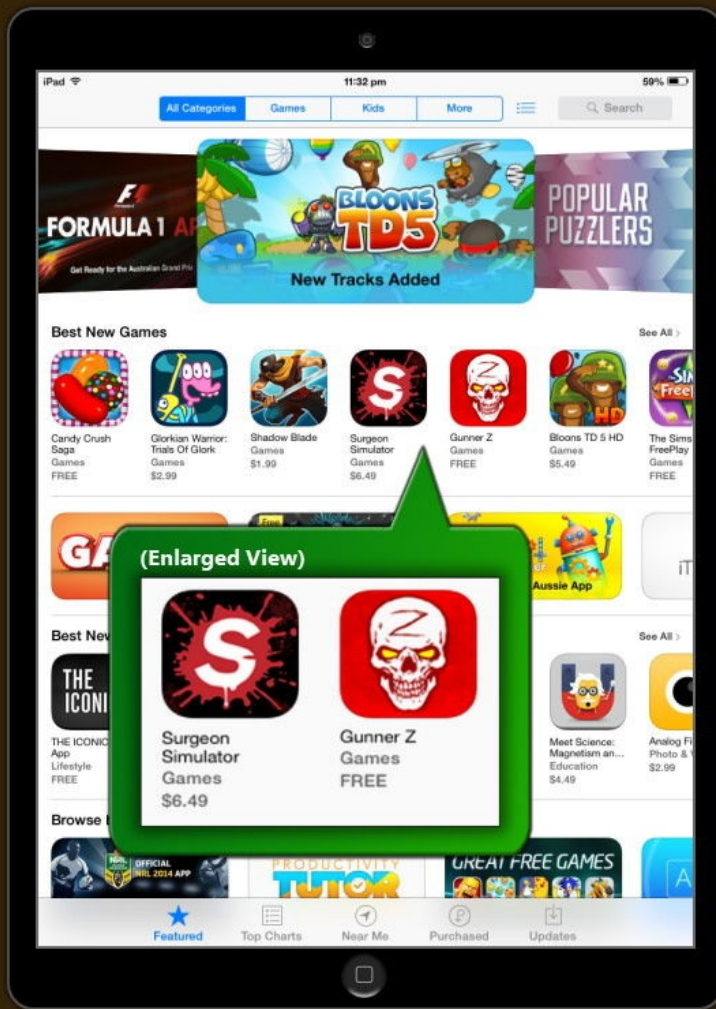
Some apps are free, and some have a clearly labelled price.

Here, you can see the **Surgeon Simulator** app is $6.49, while the **Gunner Z** app is a free download.
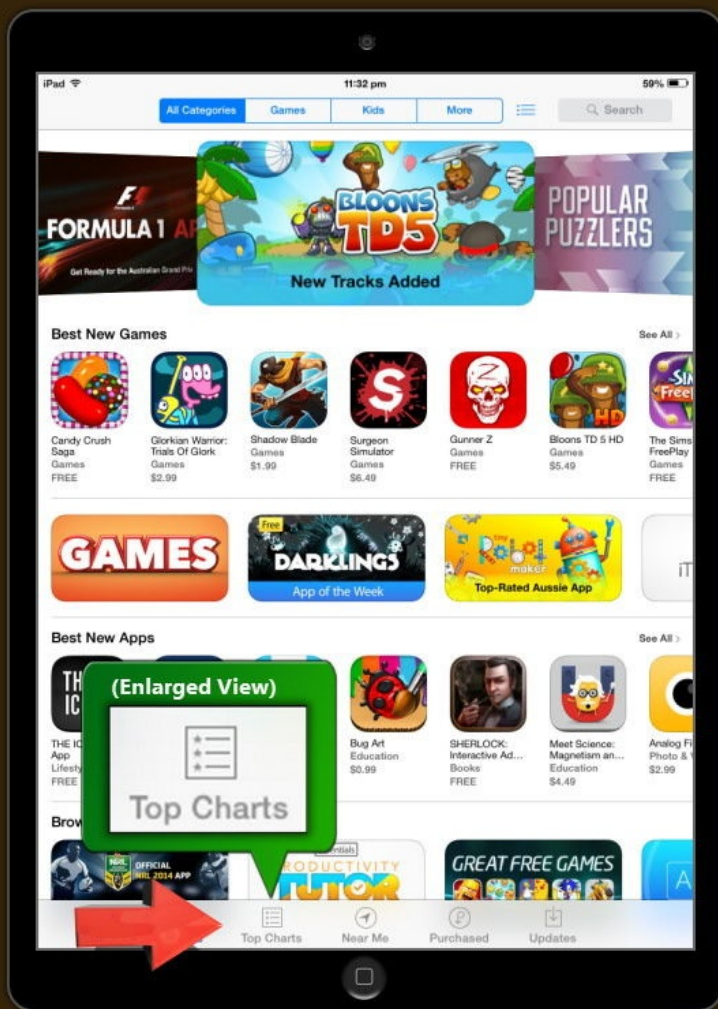
Let's have a look at the charts - the top selling, or top money making apps.

Touch or click the indicated *Top Charts* icon now.
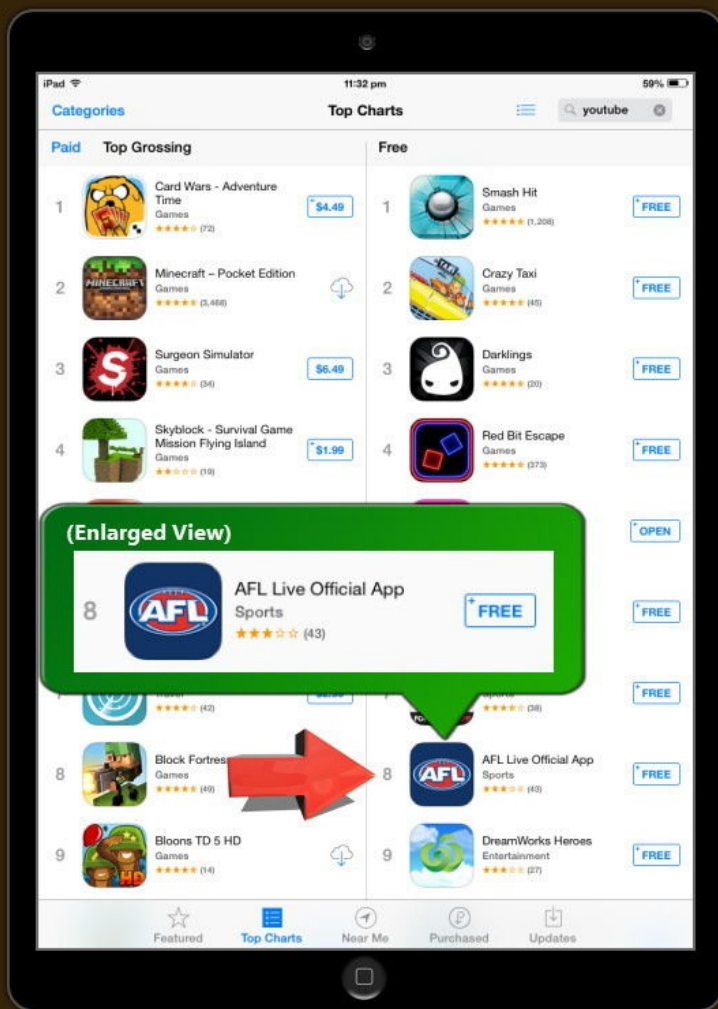
Here, we can see two lists - **Top Grossing** (generally paid apps you must purchase), and **Free** apps you can download.

Each of these lists can be scrolled through to reveal more apps.

See the indicated **AFL Live Official App**? Let's have a closer look at it.

Click or touch this app icon now.

This screen tells us a little more about the app. You get a more detailed description, screen shots, and more.

Want to see some reviews to see if others believe this is a good app?

Touch or click the indicated *Reviews* button now.

Now we can see some ratings and reviews posted by other users.

Indicated by the arrow is a small button that reads **Free.** If this app cost money, this **Free** button would be replaced by the cost itself – so it may read **$1.99,** for example.

Let's say we've decided to install this app. Touch or click the *Free* button now.
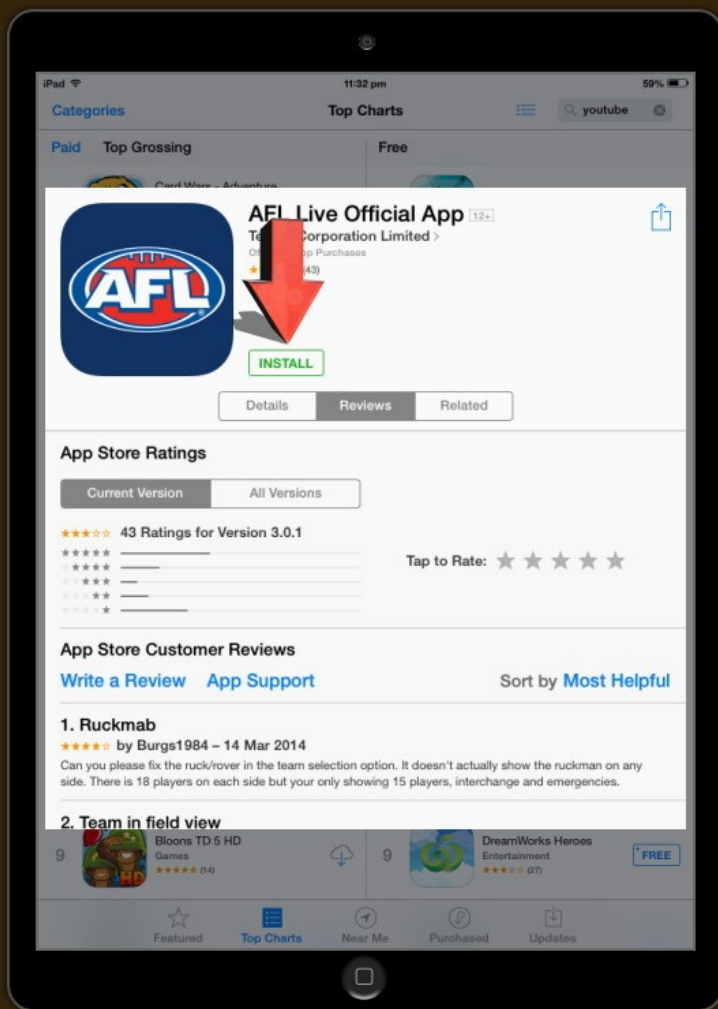
Now select the **Install** button.

Please do this now.
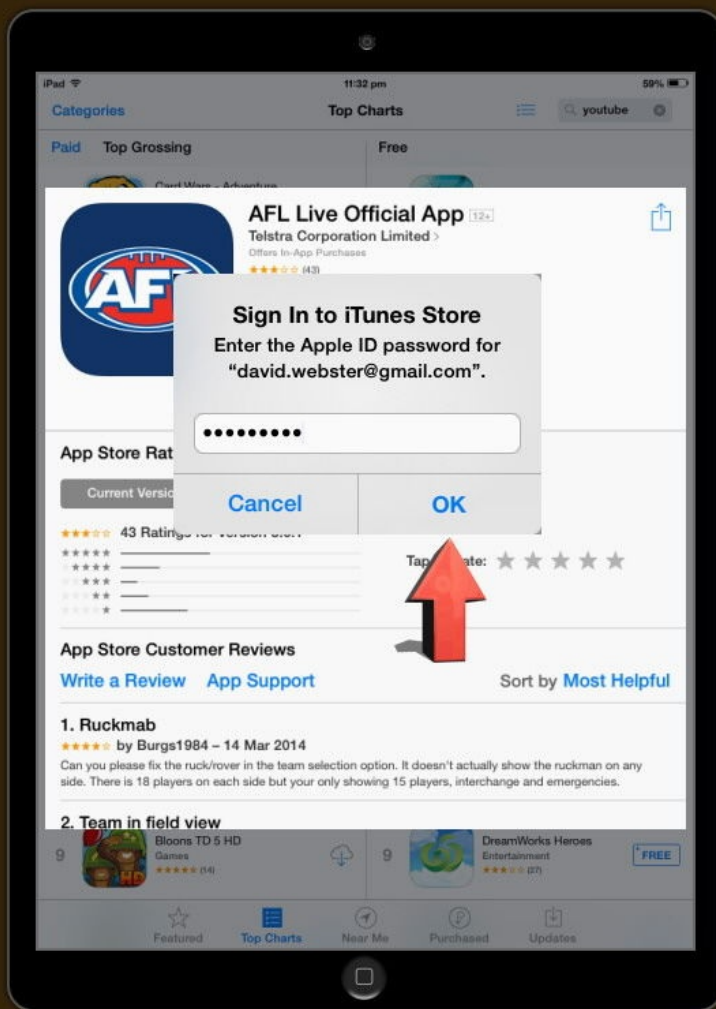
Generally, before any app can be installed, iTunes will confirm your account password. This is valid for only fifteen minutes, when if you attempt to install another app, you'll be asked for it again.

In this case, we've entered the password for you.

Touch or click the *OK* button now.

The App now begins to install, indicated by spinning circle.

Once installed (indicated now by the **Open** button), you can now run the app.

Now, you can start it by selecting the **Open** button now - but let's move back to the Home Screen.

Touch or click on the *Home Button* now to do this.
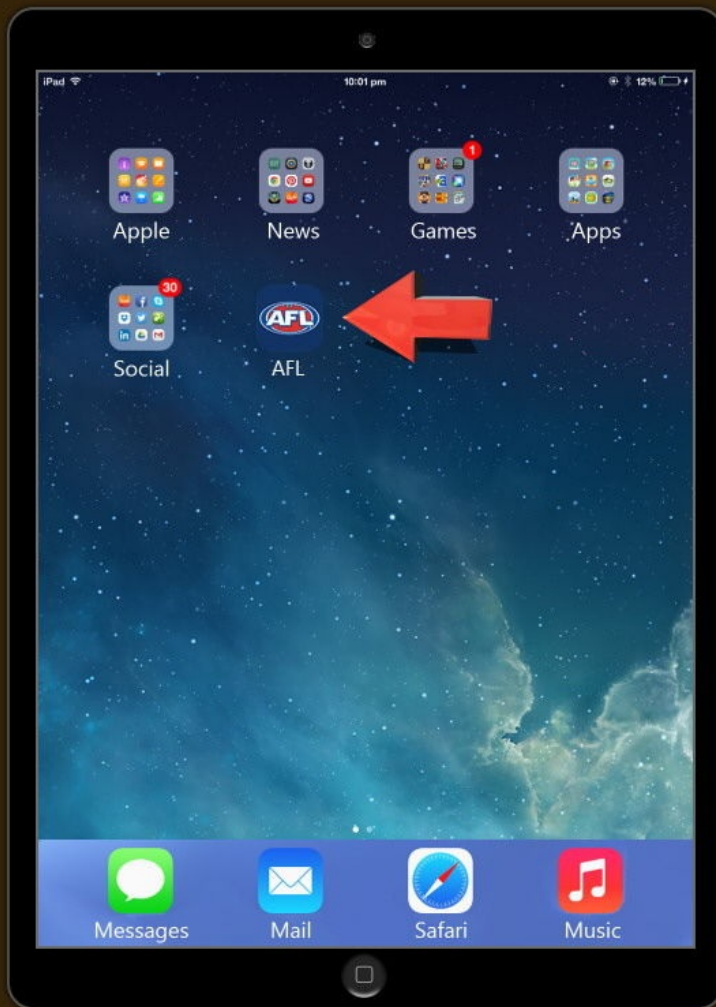
The app now appears in the next available place on your Home Screen. It will even appear on a new page if the current page is full.

You can now start this app like you start any other app.

Touch or click on the *AFL* **app to start it now.**
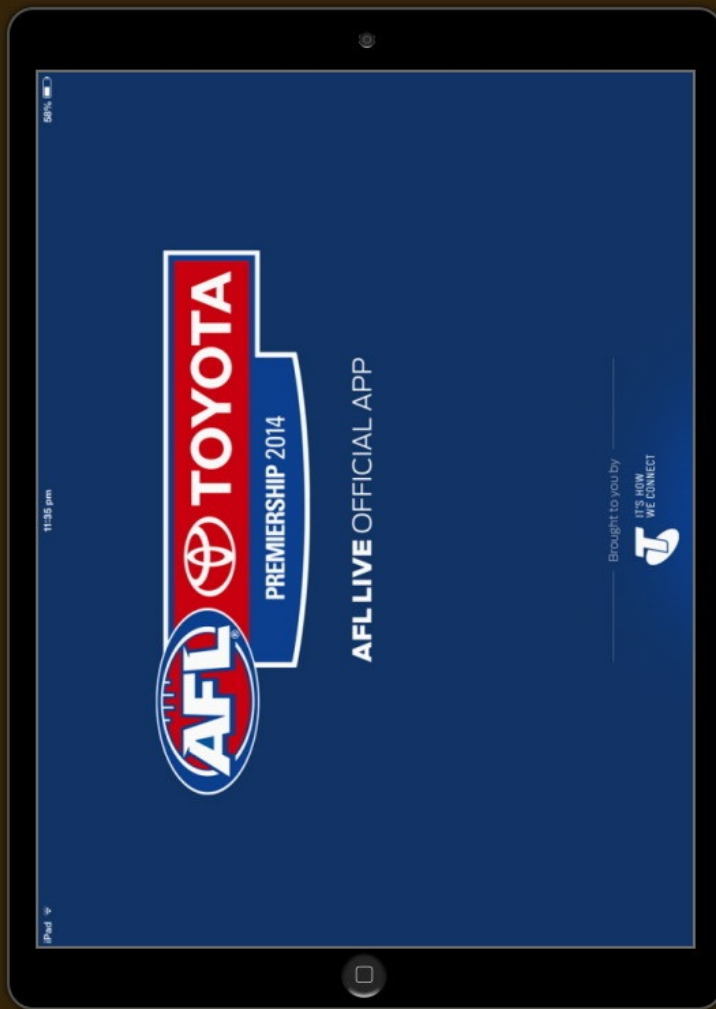
The app starts up.

Note that this app wants to run in horizontal (landscape) mode, meaning you'll need to rotate your iPad.

Some apps run in vertical *(portrait)* mode, some run in horizontal *(landscape)* mode, and some will run in both.
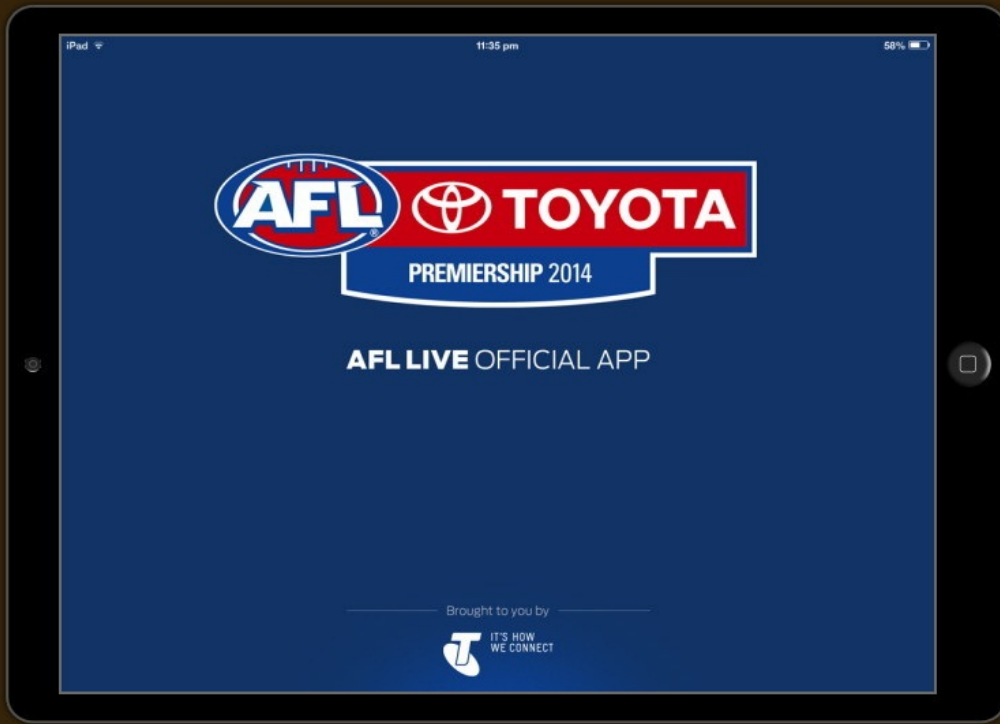
Once you rotate your iPad, everything looks fine again.
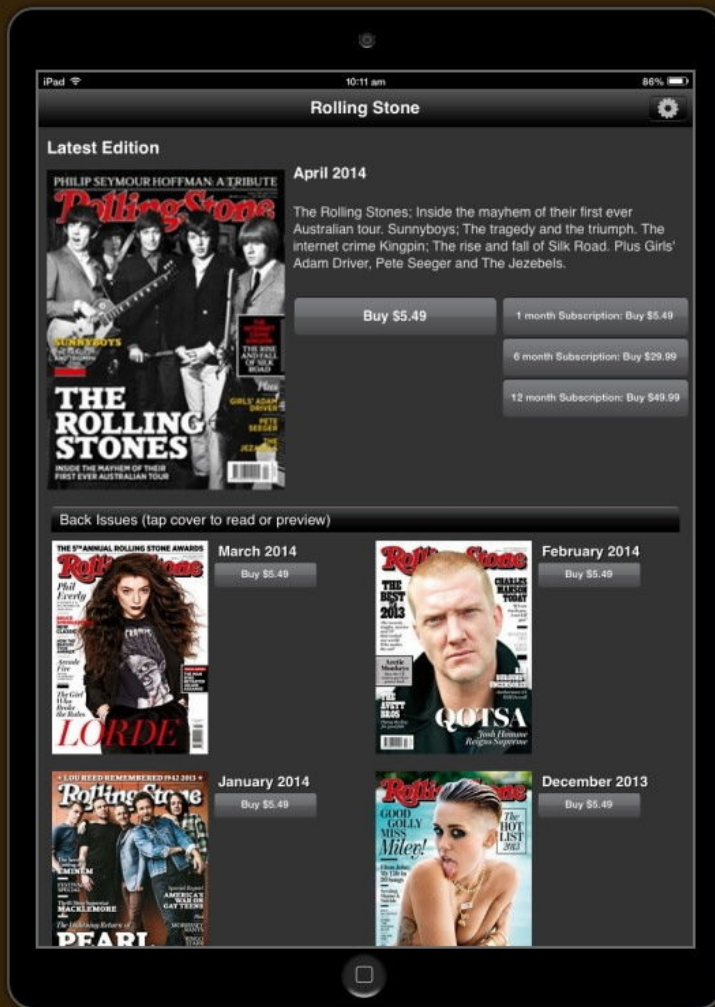
It is important to be aware that many apps have what are called **In-App Purchases.** These are extras, or add ons you can purchase within an app.

So - even though an app may initially have been free, remember that some apps will offer these extra purchases.

All In-App Purchases are charged to your iTunes account.
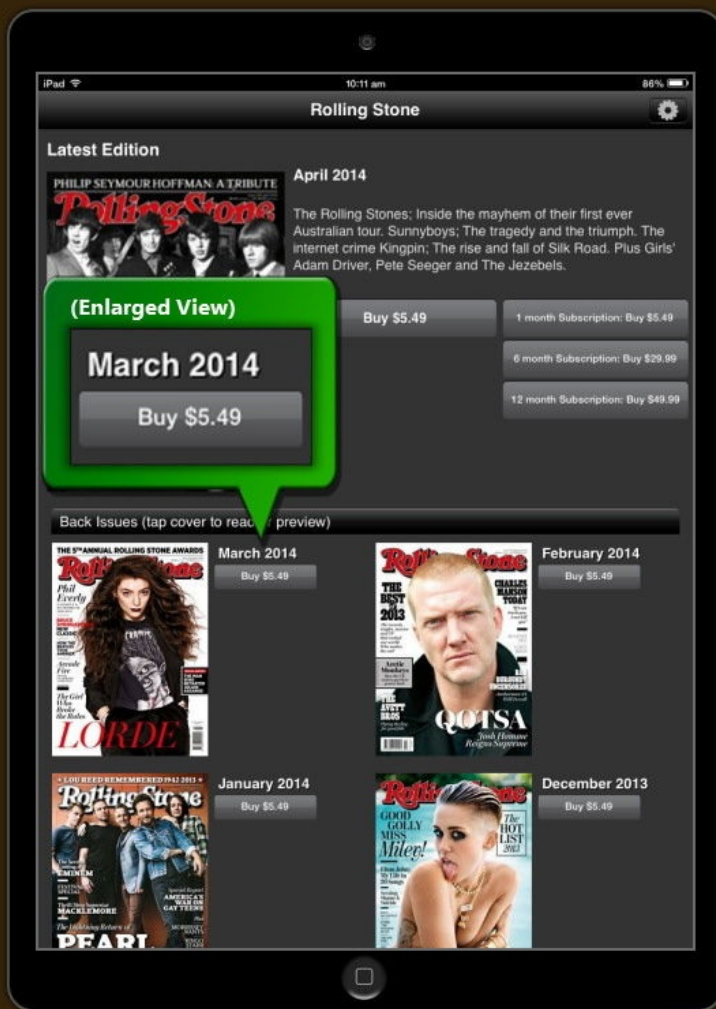
These **In-App Purchases** are clearly labelled. And, in almost all cases, you will be asked to confirm the purchase, as well as have to enter your iTunes password before the In-App purchase can be made.

We've highlighted an example on this screen - in this case, to purchase the **March 2014** issue of **Rolling Stone** magazine from within the **Newsstand** app will cost $5.49.
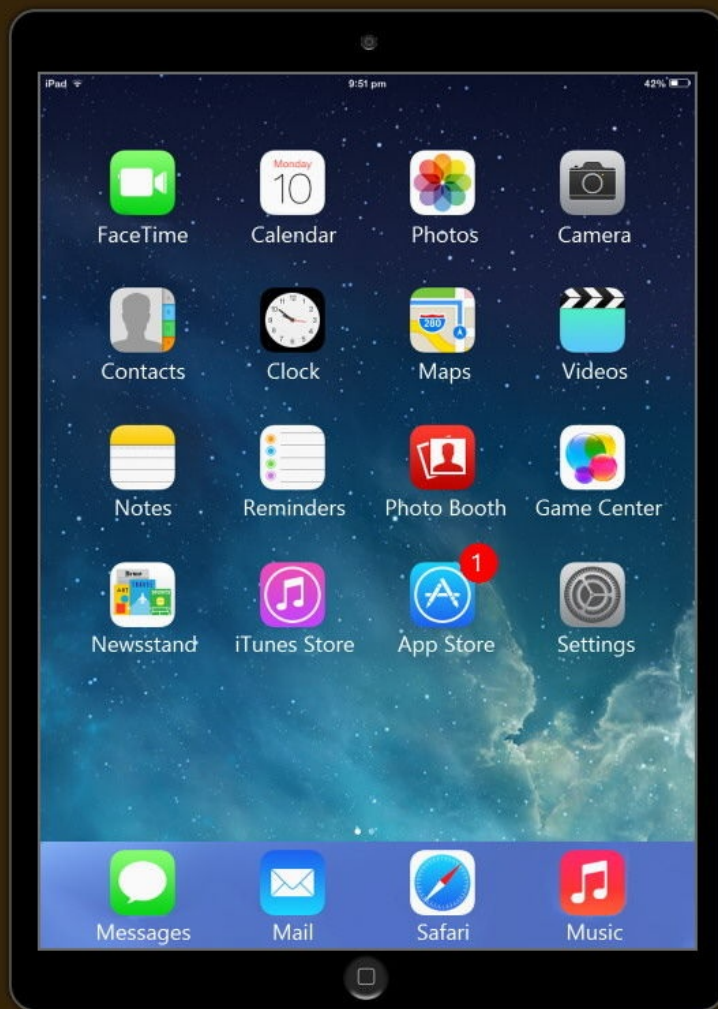
Every now and then, the publishers of apps you've downloaded update their apps.

Your iPad will, generally, automatically, download and install updates for your apps without requiring any action from you.

Occasionally, it will require you to OK an update. This generally occurs if the app requires new permissions, or changes major features.
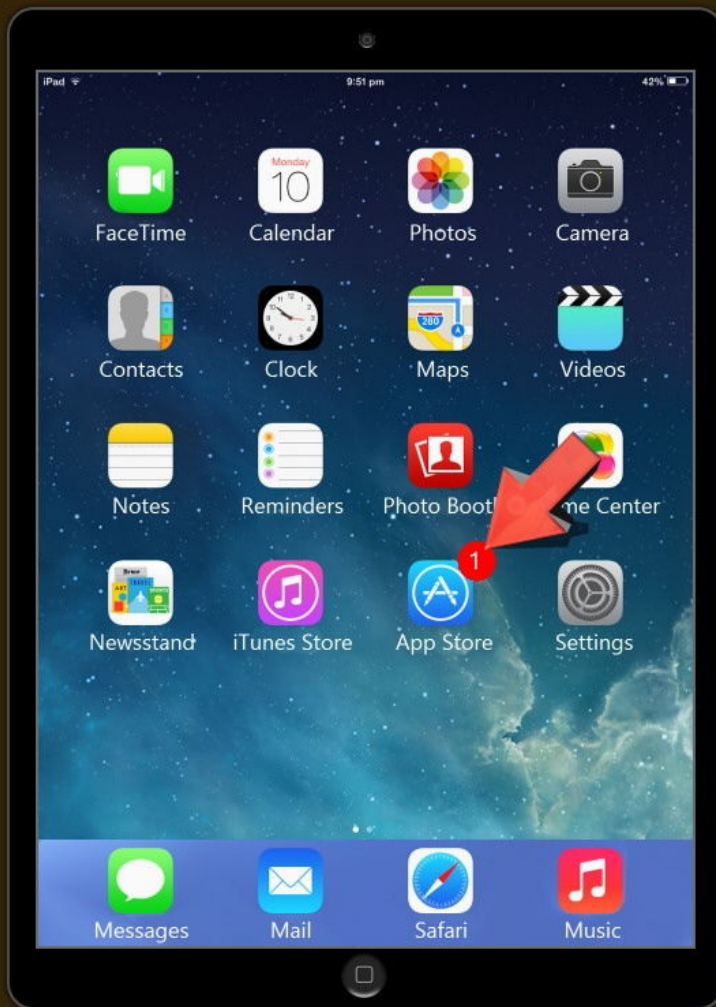
If an app does require your permission to update, you will see a small icon over the **App Store** icon with a number in it. This number indicates how many apps require your permission.

To install, or check the updates, you start the App Store app.

Touch the *App Store* app icon to start this app.
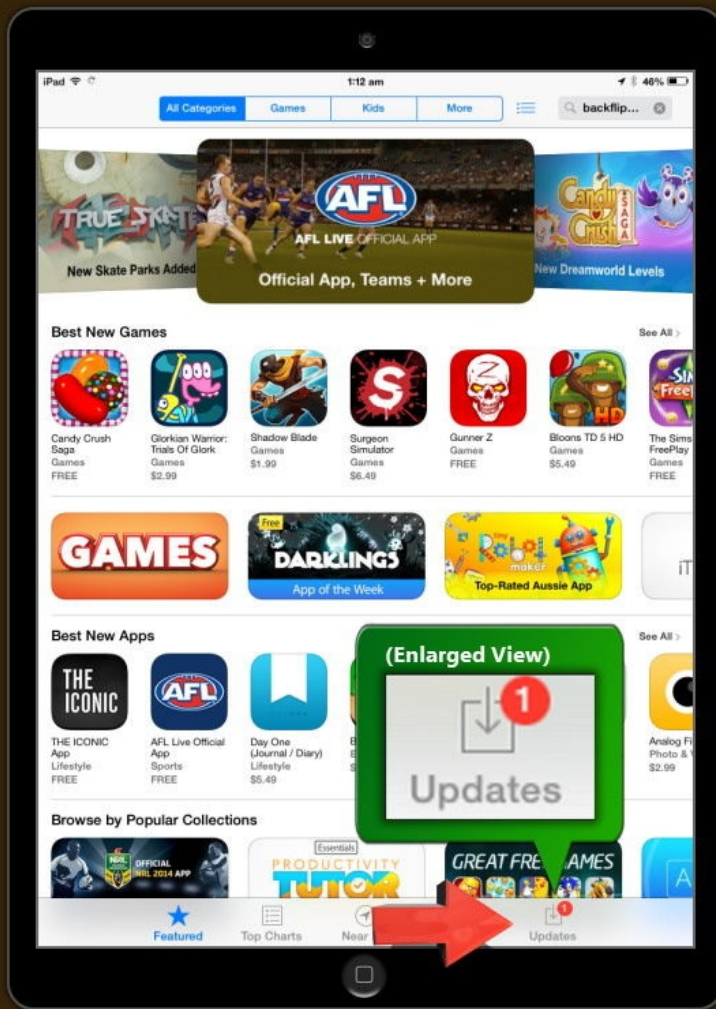
Near the bottom right-hand side of the **App Store** screen is a button marked **Updates.**

Touch or click this button now.
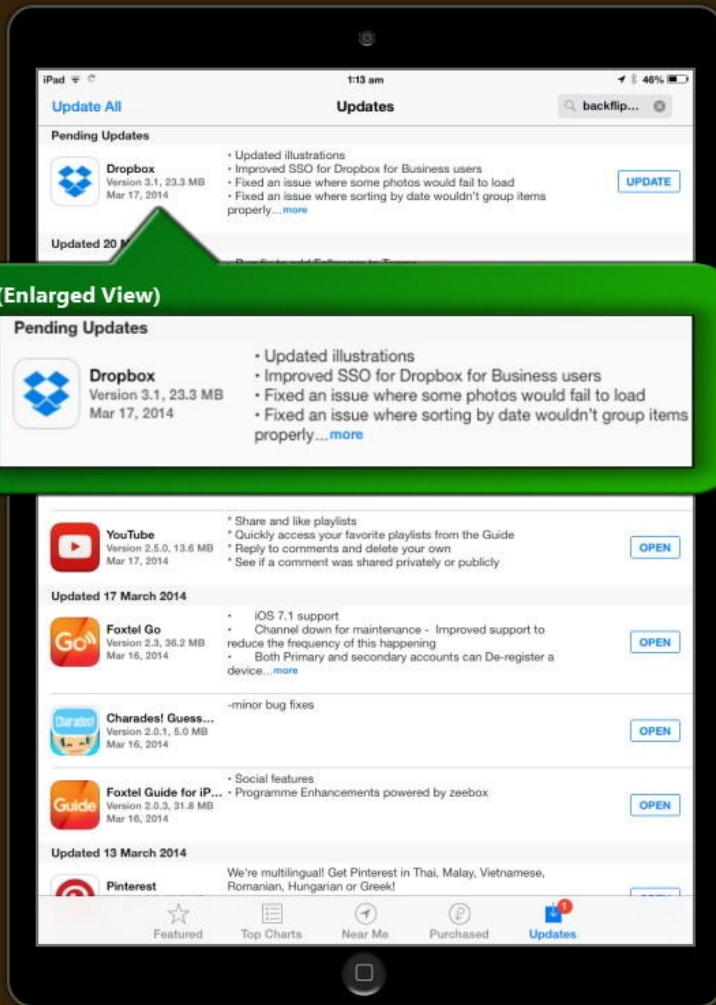
On this screen, the App Store will list all recently updated apps, including some details about what was updated in each app.

At the top of this list, in the **Pending Updates** section, are apps that require your permission to be updated.
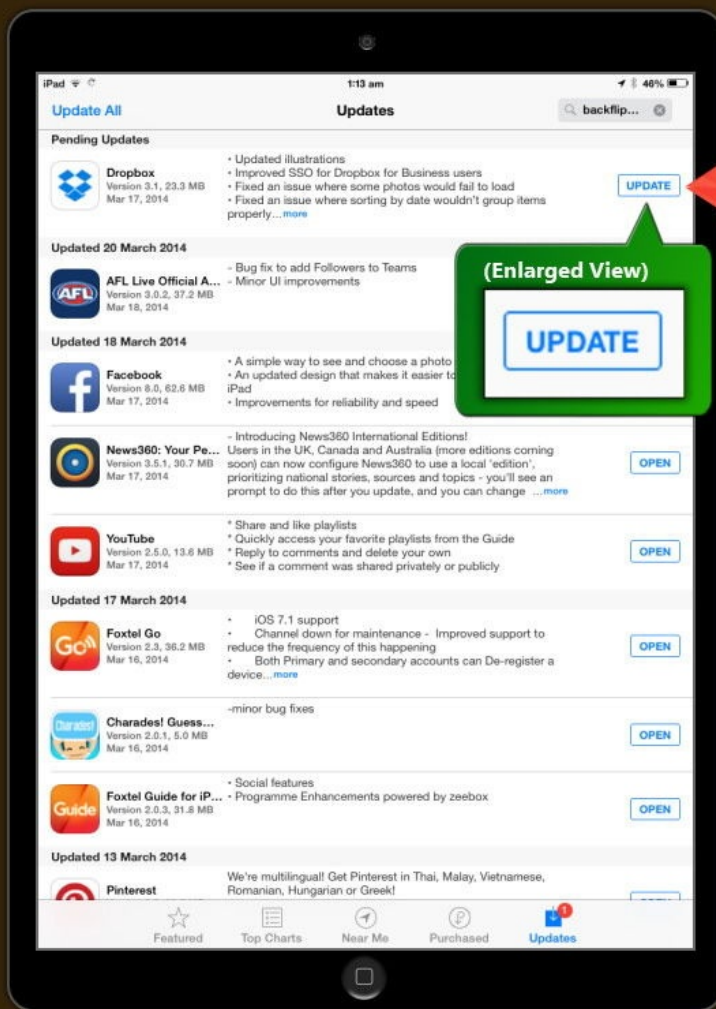
To update any app in this section, select the **Update** button, located next to that app description.

Touch or click the indicated *Update* button now.
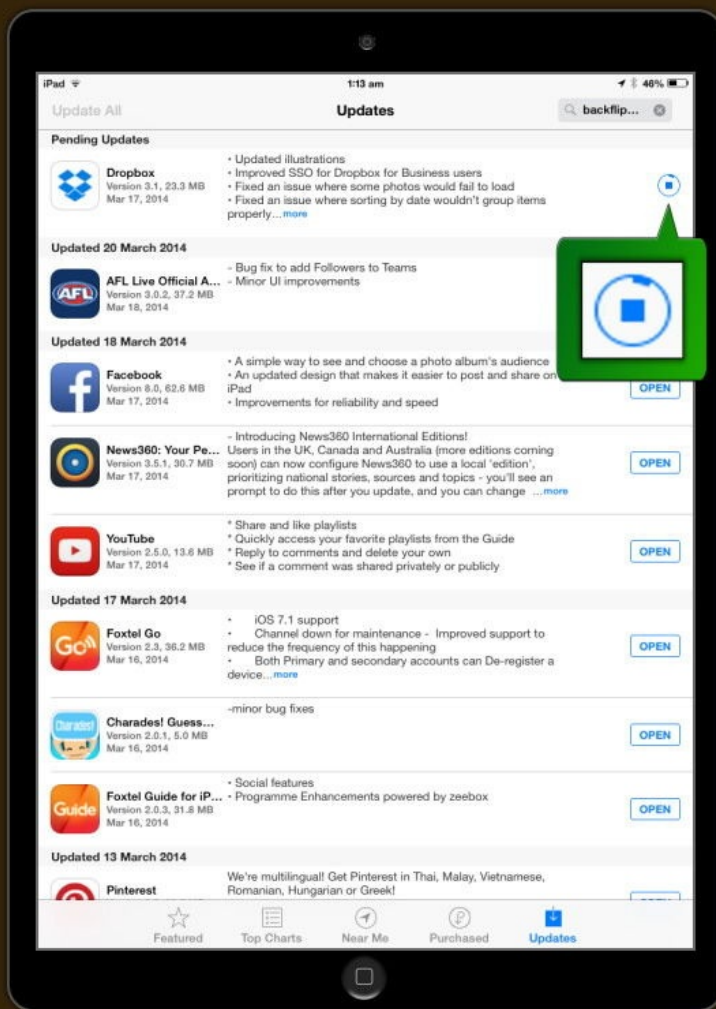
The App Store will then download and update the selected app automatically. The icon we've enlarged here illustrates when an app is being downloaded and/or installed.

When this happens, you don't have to remain in this app - you can return to the Home Screen or run other apps, and this update will download and install in the background.

The App Store

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can search for, and download an app onto your iPad from the Apple **App Store.**

Apps You Must Have

Welcome to this training lesson on the **Apple iPad.** In this lesson, we'll have a look at some of the 'must-have' apps that we recommend you install on your iPad.

Apps You Must Have

Apps

Apps are the programs that run on your iPad. Many come with the iPad, and many more can be downloaded from the **App Store,** an app available on your iPad. Apps can be run from the Home Screen, and can be started with a simple touch of an app icon.

Any time you want to do something on your iPad - browse the web, watch a video, send a message - there is an app to do the job for you.
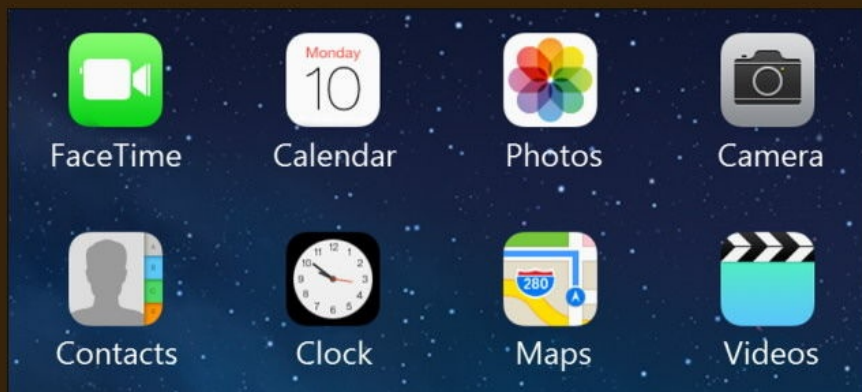
Apps You Must Have

The App Store

Every App we refer to in this lesson can be downloaded from the App Store, right on your iPad. All apps we've selected are free - but some may have in-app purchases that may cost a few dollars.

Apps You Must Have

Skype

Earlier on, we looked at the iPad app called FaceTime. This is a great way to video conference other people - but it only works with Apple devices.

The best app to communicate with anyone is an app called **Skype.** Skype runs on iPads, iPhones, Android, and Desktop computers. You can chat, video conference, call, and more with any other Skype user.
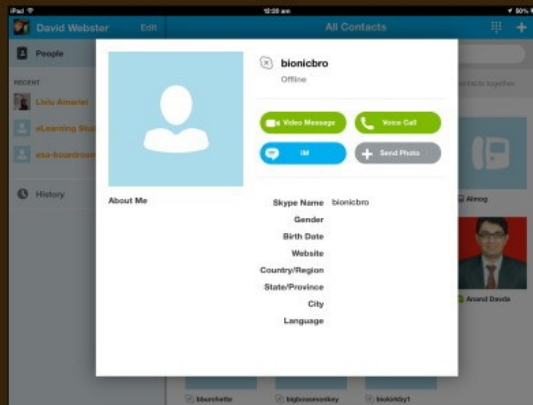
Apps You Must Have

Twitter

Twitter is one of world's most famous and used sites. With a maximum of 140 characters, people all over the world send out messages - or *tweets* - to anyone who cares to read them.

It's not everyone's cup of tea - but can be quite interesting - and a good way to find out what is going on around the world.
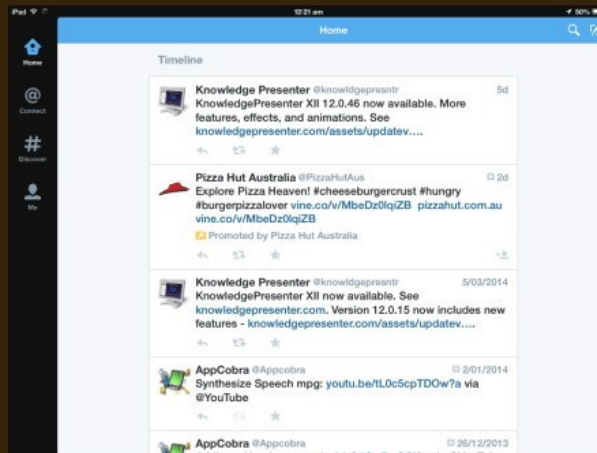
Apps You Must Have

News 360

There are many websites and apps that allow you to read the news.

News 360 is an app that allows you to customize the news. It aggregates from a huge variety of popular newspapers and websites, and is constantly updated.

You customize the topics on which interest you.

Apps You Must Have

Find My iPhone

If you have more than one iOS device - maybe an iPhone as well - or other members of your family have an iPhone or an iPad, then the **Find My iPhone** app is a must.

You can locate your device, on a map, at any time. You can send a message to the iPhone/iPad - and even remotely wipe (remove all personal information from) it if it has been stolen. Best of all, you can make it 'beep' - so you'll never lose it around the house.
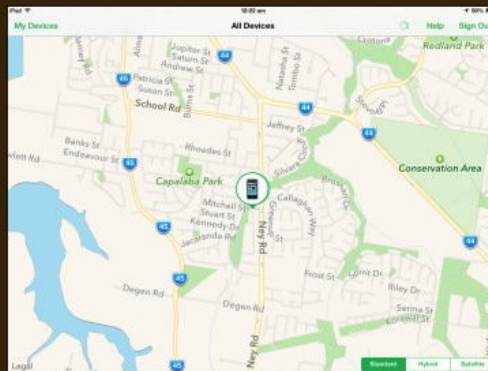
Apps You Must Have

Google Earth

Google Earth is an amazing app. This electronic atlas is unlike anything you may have seen or used before.

You can search for, and zoom in on, any place on earth. You can plan journeys, find out more information, even take guided tours - in some case in 3D, of selected sites. A definite must have.
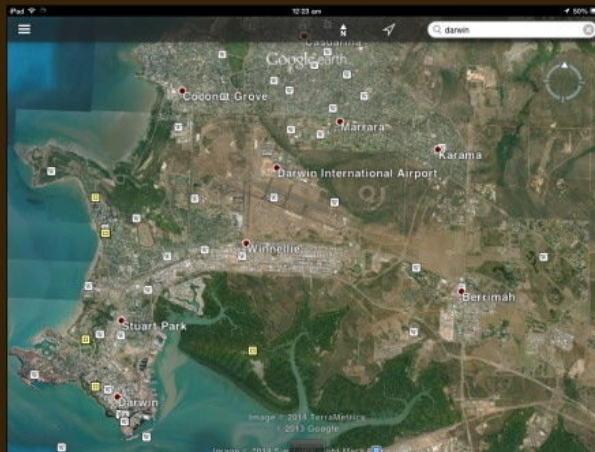
Apps You Must Have

Youtube

We've mentioned **Youtube** before, but it is certainly one of the must have apps.

There is nowhere on earth with a greater library of instantly available videos - covering almost every topic on earth. You can, if you wish, upload the videos you've taken on your iPad.
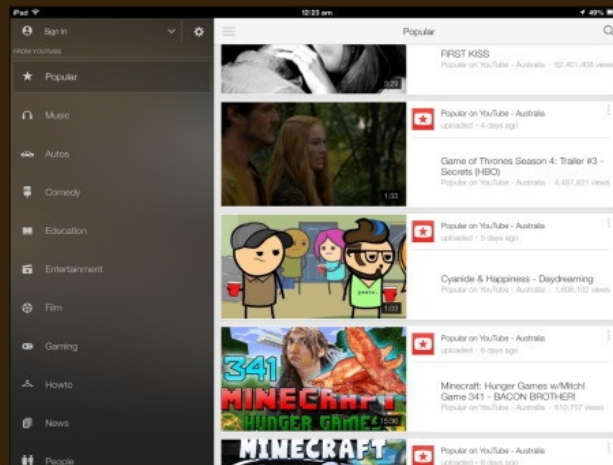
Apps You Must Have

Lasoo

Lasoo is a great app for searching for products and bargains in your local area.

Apps You Must Have

IMDB

The **IMDB** (International Movie Database) app is the most comprehensive movie app available.

You'll find info and reviews on all movies. Many trailers are available. There is biographical information on all actors, producers, directors, and much, much more.
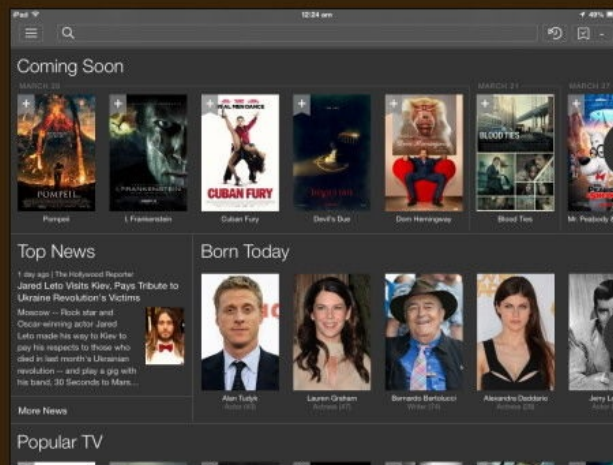
Apps You Must Have

Pages

If you want to do something creative on your iPad - create a newsletter, flyer, or brochure, for example, you really should download the free Apple **Pages** app.

Apps You Must Have

As you get older, it is important to keep your mind active.

There are a myriad of apps that help you do just that, utilising puzzles and quizzes to keep you on the ball.

Try **Lumosity,** or **Mind Games.**
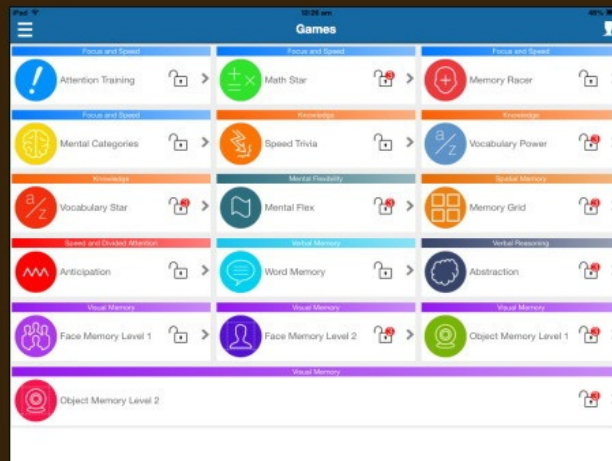
Apps You Must Have

The ubiquitous game of **Chess** is available in many forms, and in many apps.

You will be able to play against a computer, a family member - even with friends, or strangers, from anywhere in the world.

Apps You Must Have

Scrabble

Scrabble - the old family favorite, is available as an app.

As with Chess, you can play against a computer, a local player, or anyone from anywhere in the world.

Apps You Must Have

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at some of the 'must-have' apps that we recommend you install on your iPad.

iTunes Store

In this lesson, we look at how you can search for, and download, music, videos, TV shows, audio books, and more, onto your iPad from the Apple **iTunes Store** app.

This lesson assumes you already have an **iTunes** account set up on your iPad.

When you get your iPad, you will be prompted to create your iTunes account.

Without an iTunes account, you will not be able to download or purchase any content from the **App Store,** or the **iTunes Store.**
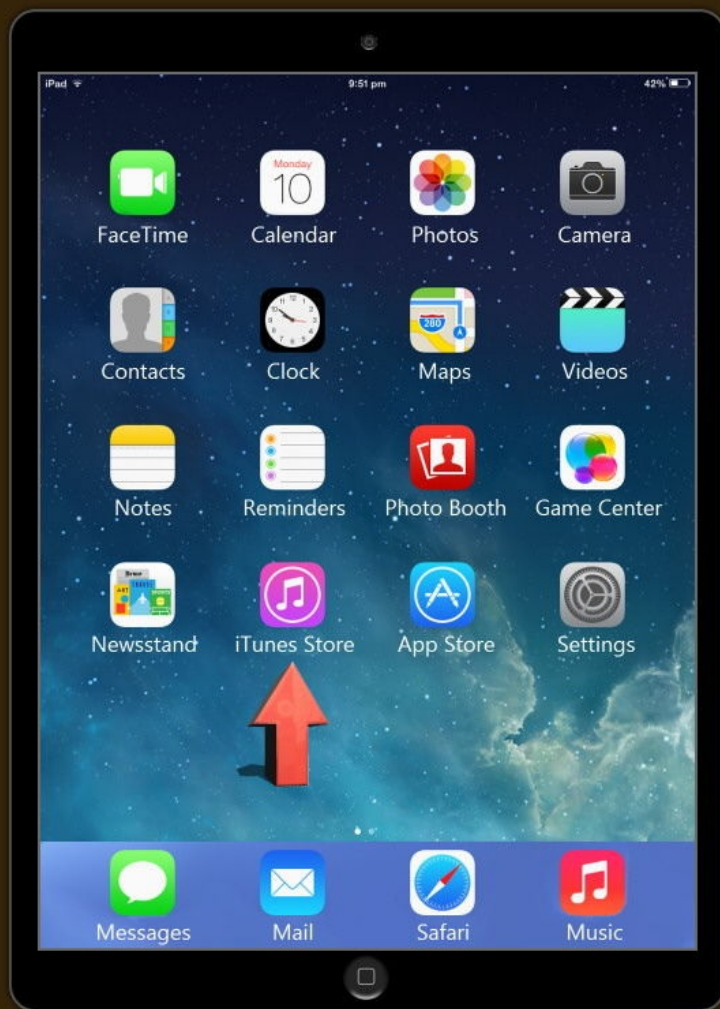
To purchase or rent music, videos, movies, audiobooks, and more, you must go through the Apple **iTunes Store** app. This app will most likely be on the Home Page on your iPad.

Start the *iTunes Store* app now by touching, or clicking on it.
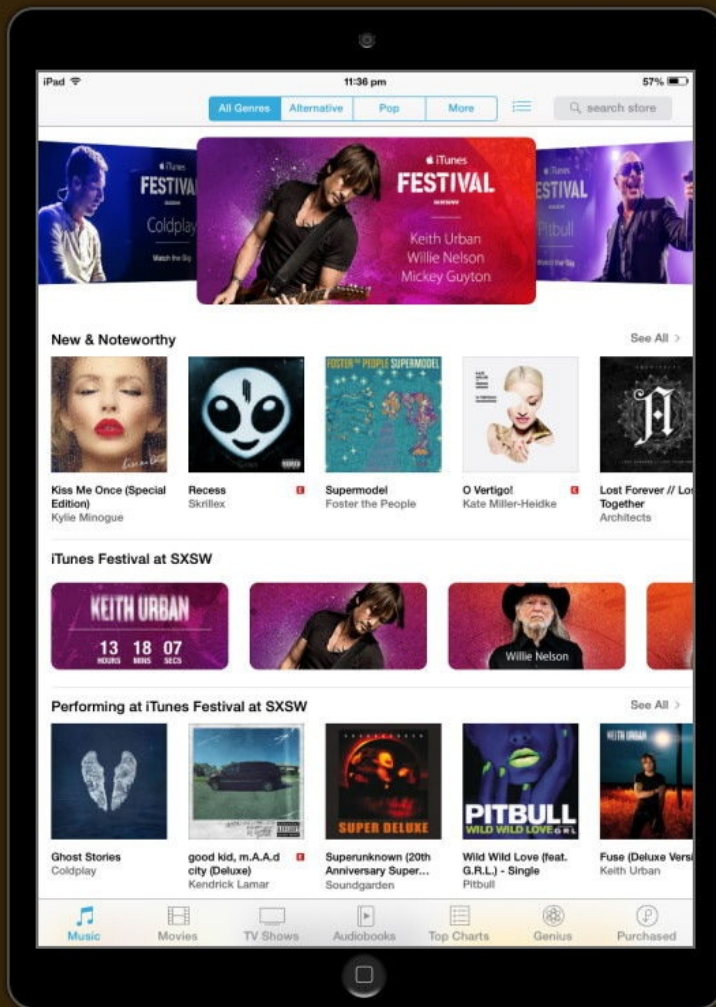
The **iTunes Store** app opens on the **Music** page. Here, it highlights the latest and most popular music available for purchase.

Note that, unlike the App Store, almost all content in the iTunes Store will cost money, charged directly to your iTunes account.
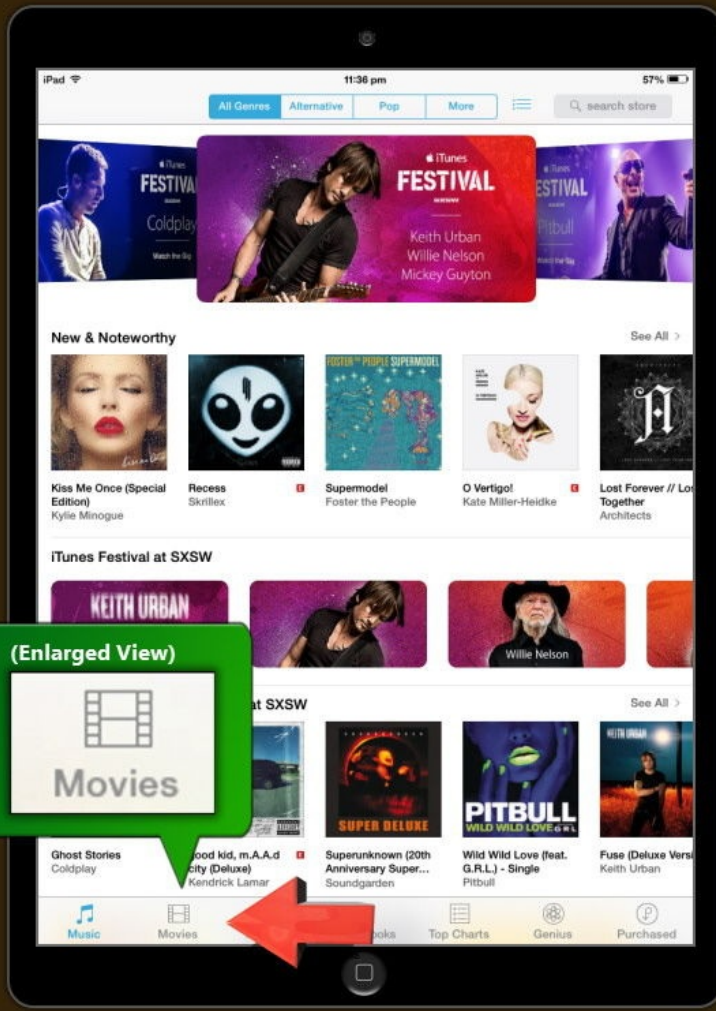
Along the bottom of the screen, you can see a list of icons representing the different sorts of content you can purchase.

Touch or click the indicated *Movies* icon.
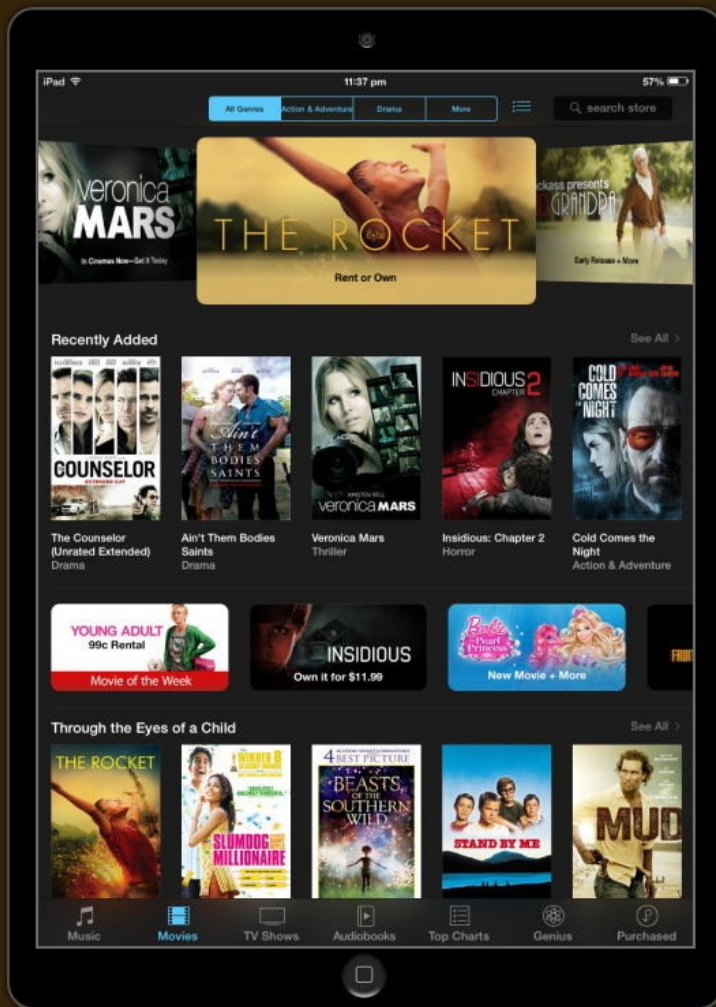
As with the music page, popular and newly released movies are highlighted for you.

In this app, touching any movie title will show you more information, and allow you to rent or purchase that movie. We'll be doing this shortly.
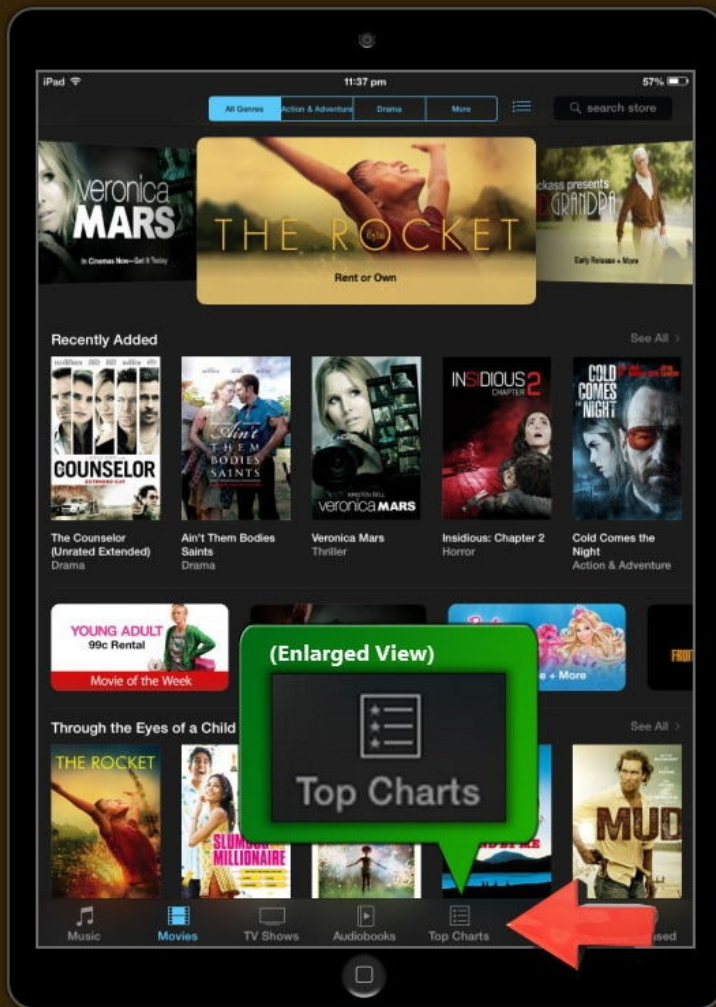
To have a look at the most popular content in the iTunes Store, you can use the **Top Charts** button.

Touch or click the indicated *Top Charts* button now.
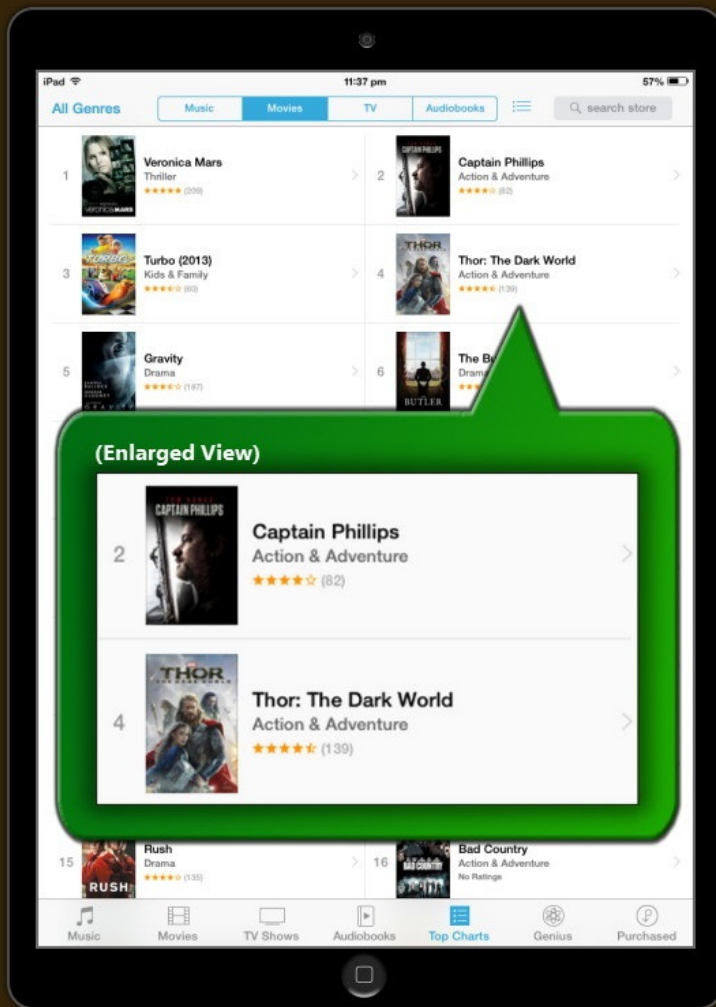
Here, the most popular 100 movies are listed (you'll be able to scroll through this list).

Before we select a movie to rent in this lesson, let's have a look at some of the other ways we can search for and locate content.
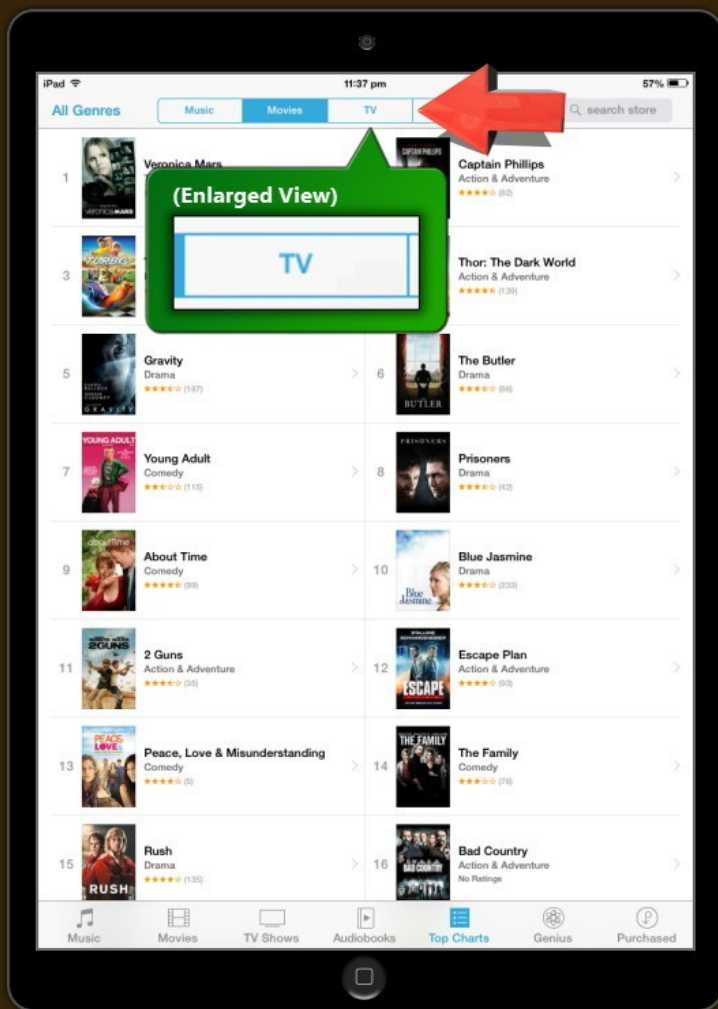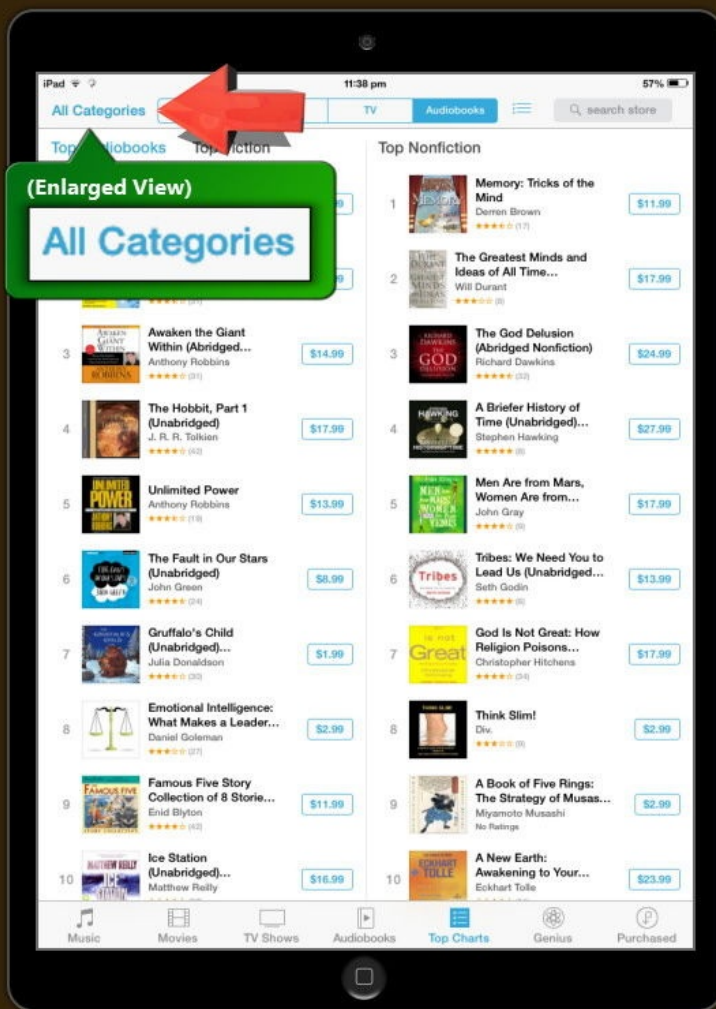
Let's have a look at the most popular TV shows available.

Touch or click the indicated *TV* icon.
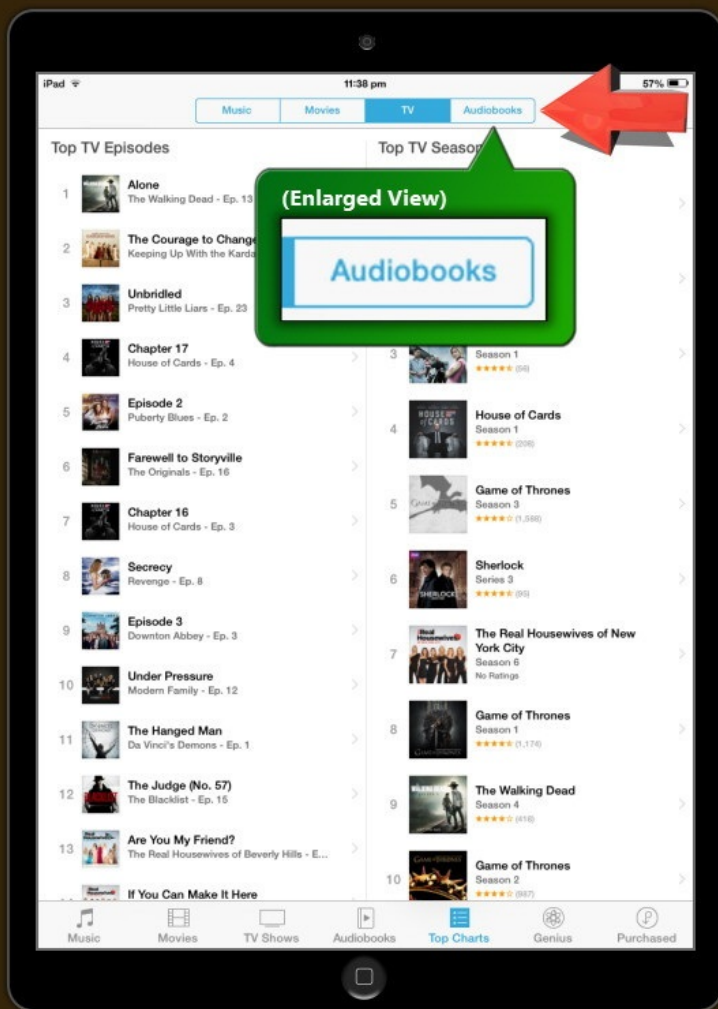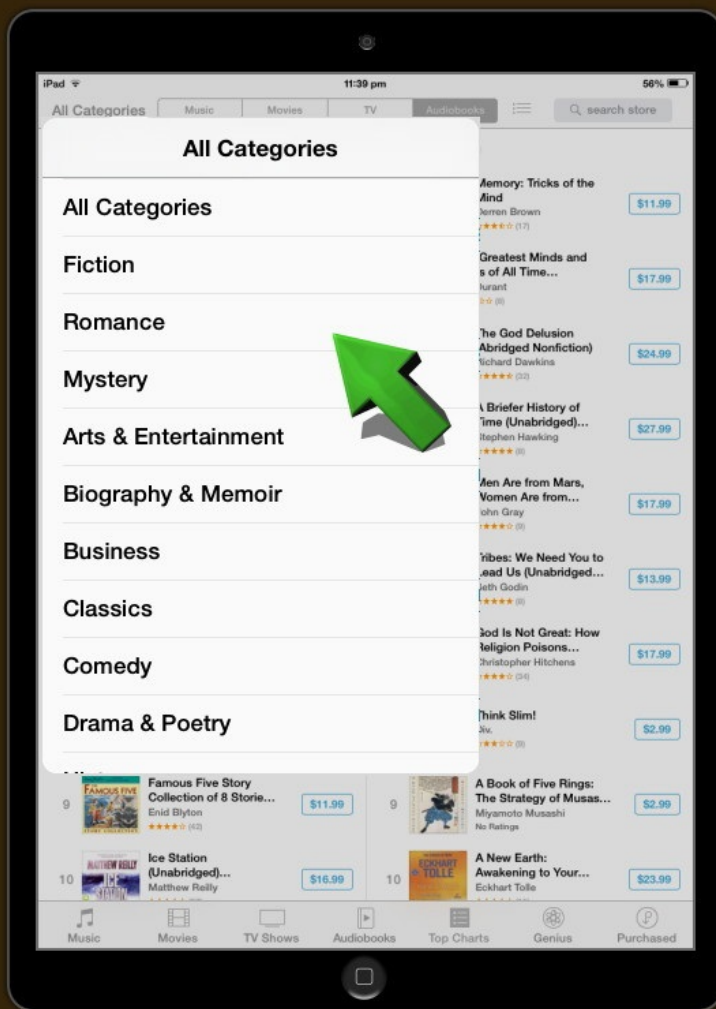
And we see the most popular TV shows.

**Touch or click the indicated *Audiobooks* icon now.**

The most popular audiobooks are listed (books that are 'read out' for you).

We can further drill down the sort of content we are looking for.

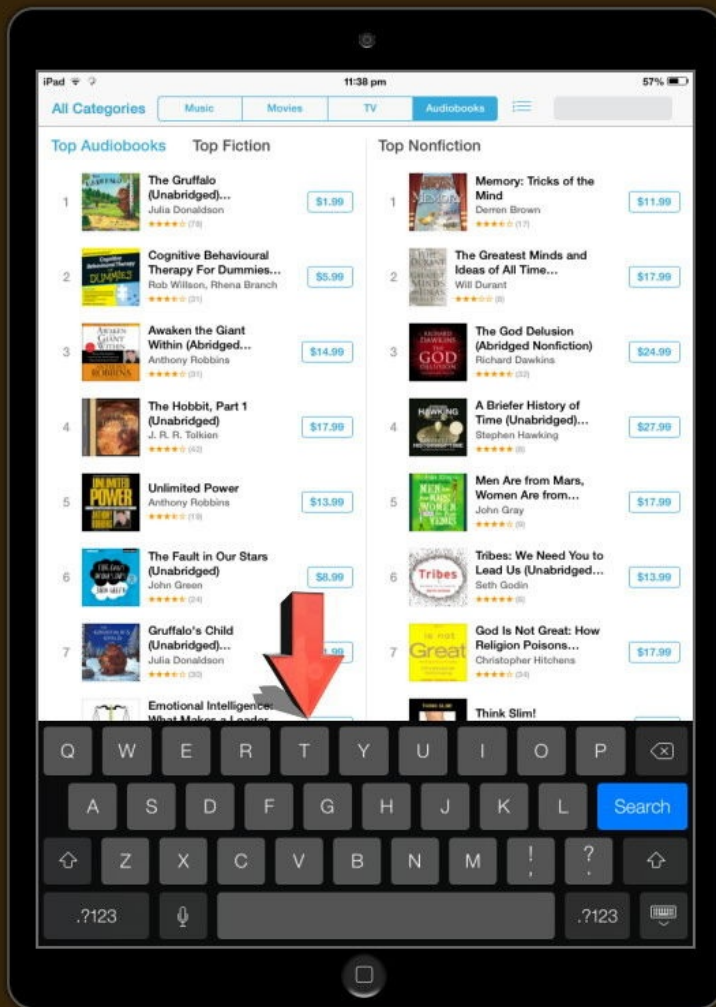**Touch or click the indicated *All Categories* button.**

A range of categories now appears. Whatever category you select from in this list will change the **Top Charts** list to only view content from that category.
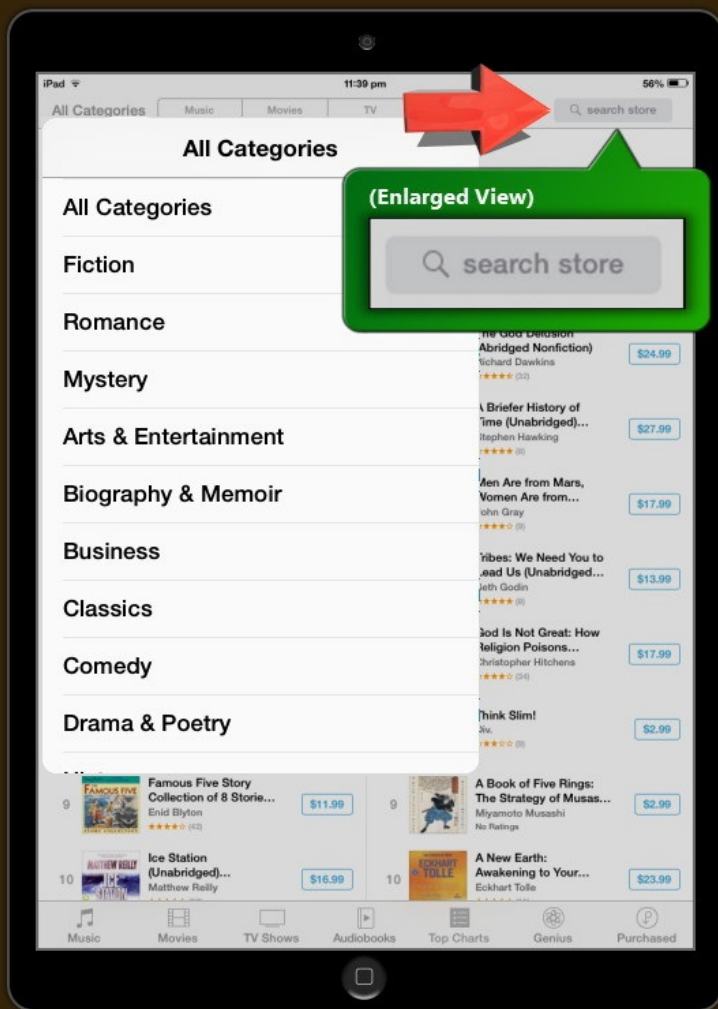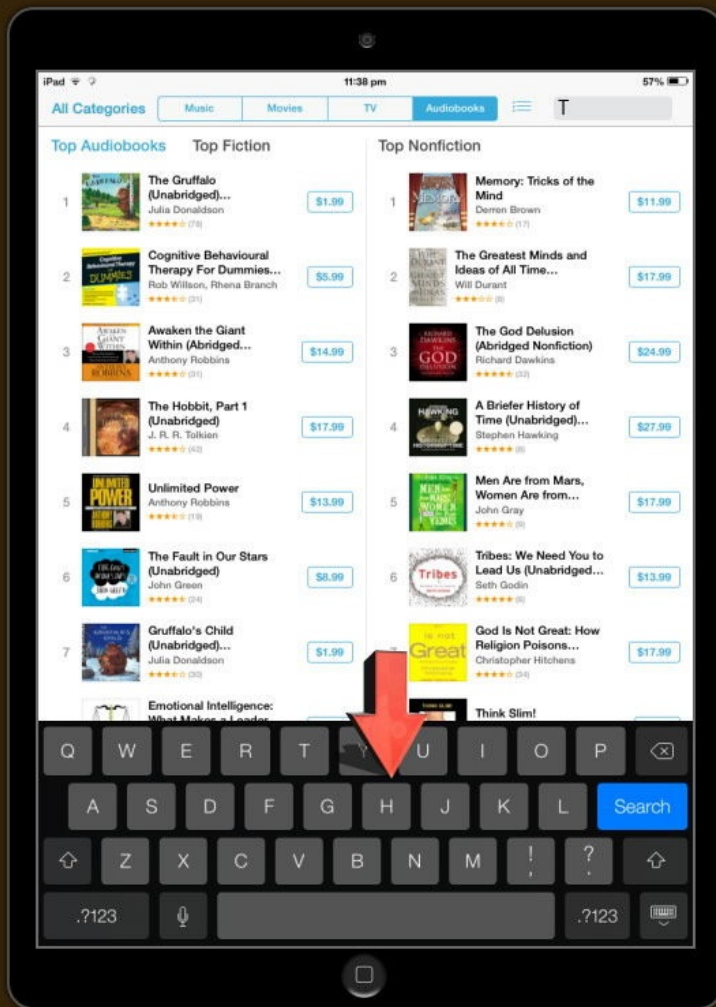
But for a more specific search, let's use the **Search** feature at the top right of the screen.

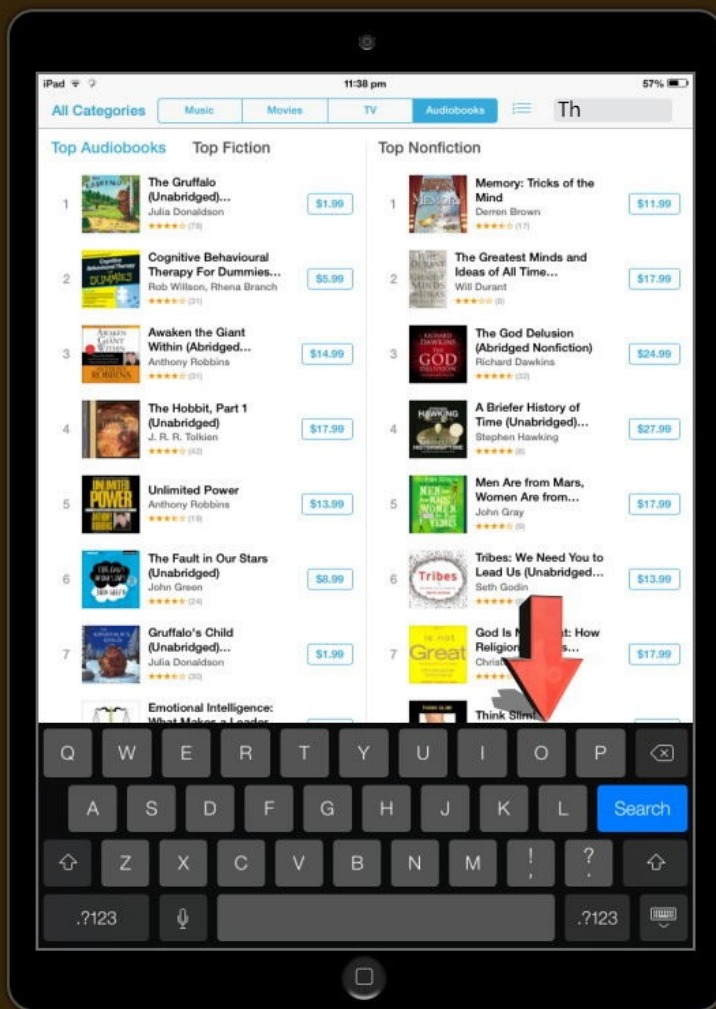**Touch or click in this *search store* bar now.**

OK. Let's imagine that we want to rent the latest Thor movie. We need to perform a search for **Thor.**

Use the virtual keyboard at the bottom of the screen to enter the text *Thor*. Touch or click the letters T, H, O, and then R.
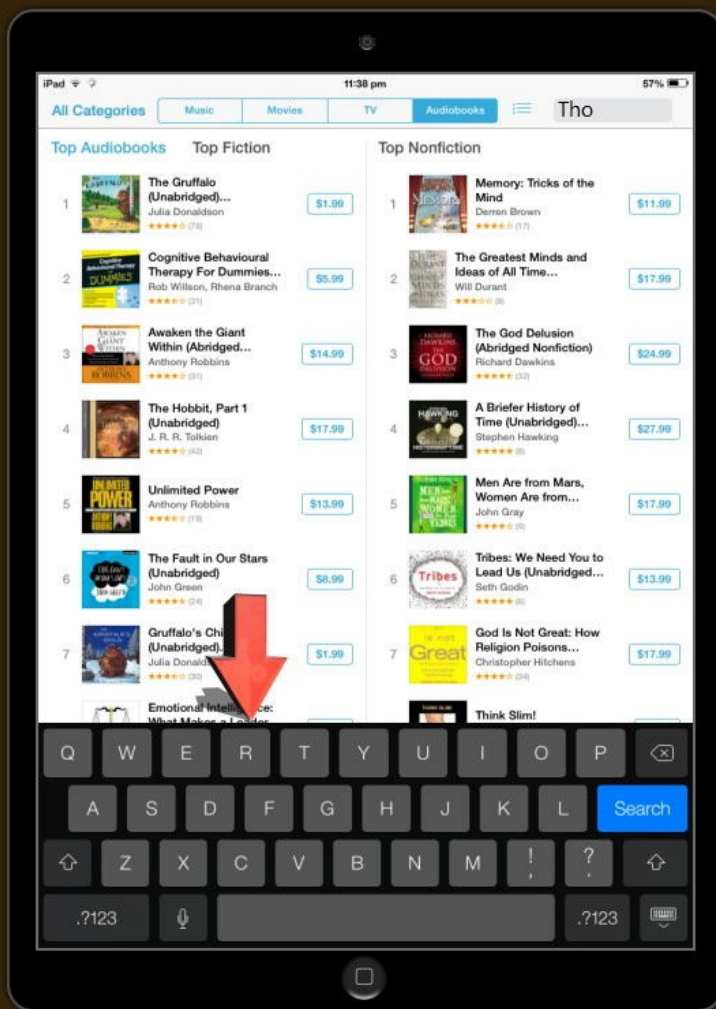
OK. Let's imagine that we want to rent the latest Thor movie. We need to perform a search for **Thor.**

Use the virtual keyboard at the bottom of the screen to enter the text *Thor*. Touch or click the letters T, H, O, and then R.
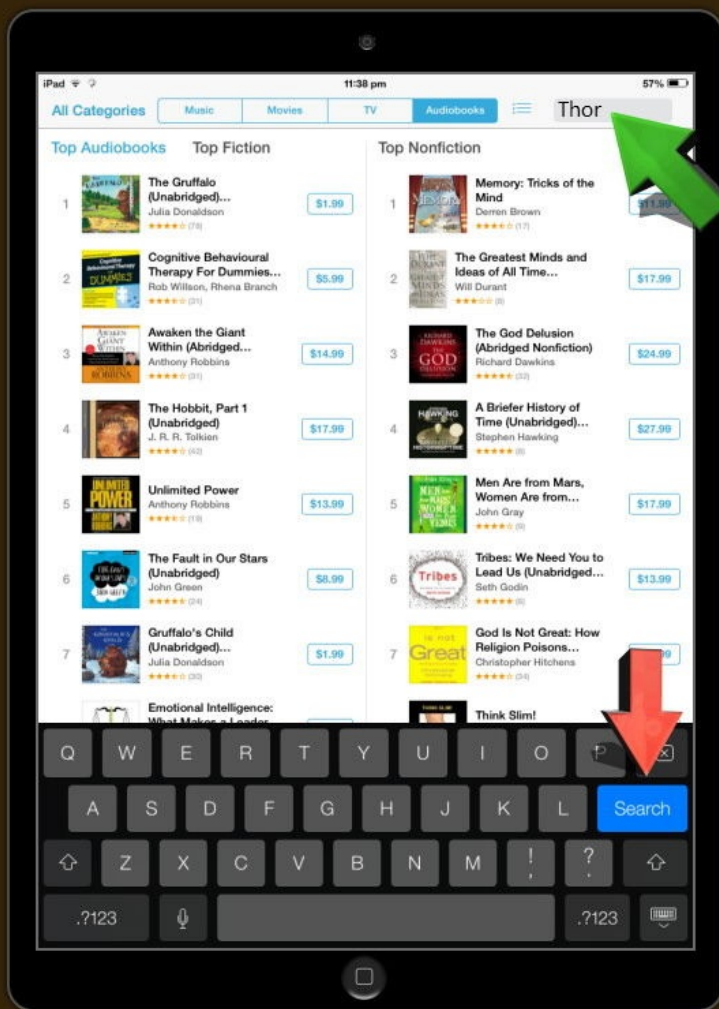
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Use the virtual keyboard at the bottom of the screen to enter the text *Thor*. Touch or click the letters T, H, O, and then R.
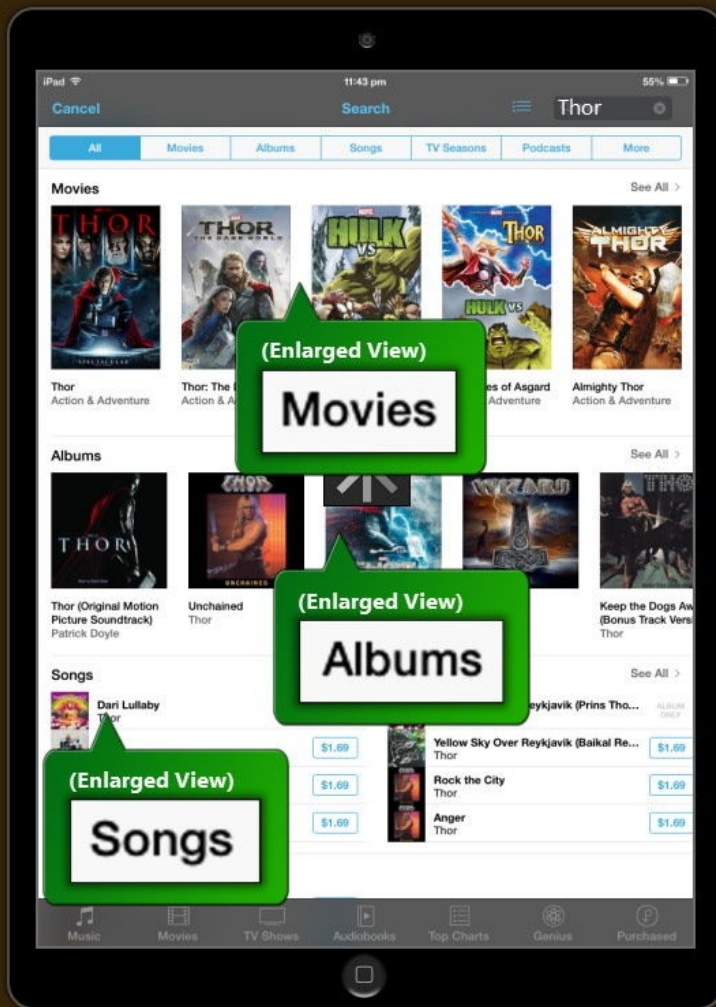
OK. Let's imagine that we want to rent the latest Thor movie. We need to perform a search for **Thor.**

Use the virtual keyboard at the bottom of the screen to enter the text *Thor*. Touch or click the letters T, H, O, and then R.
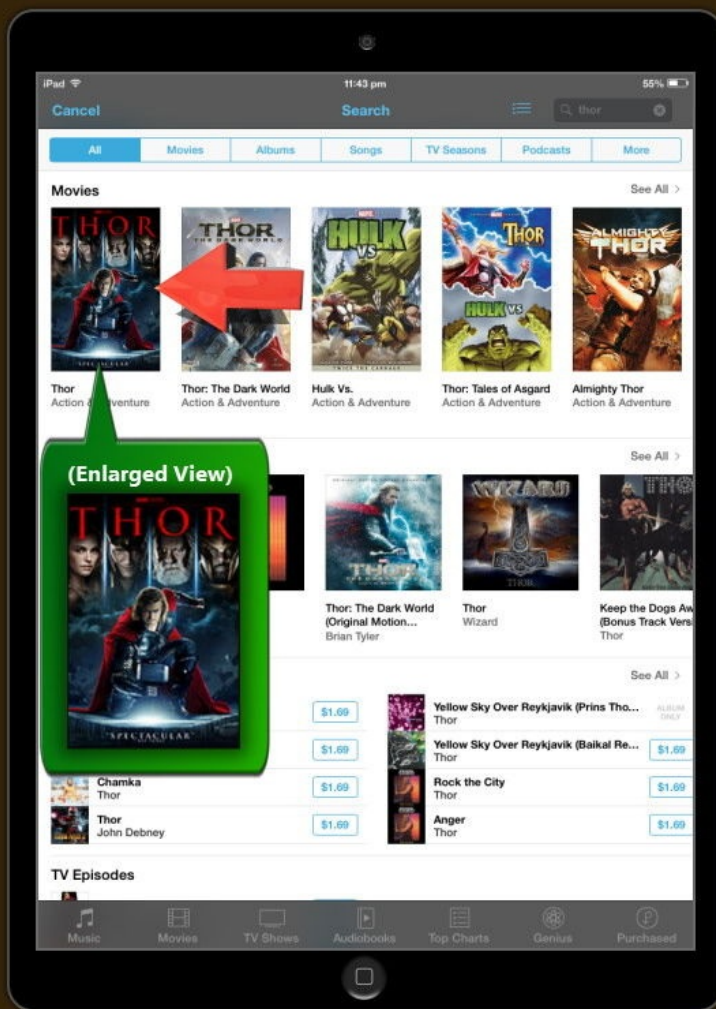
The text **Thor** appears in the search store bar at the top right of the screen.

Touch or click the *Search* button in the keyboard to perform the search.
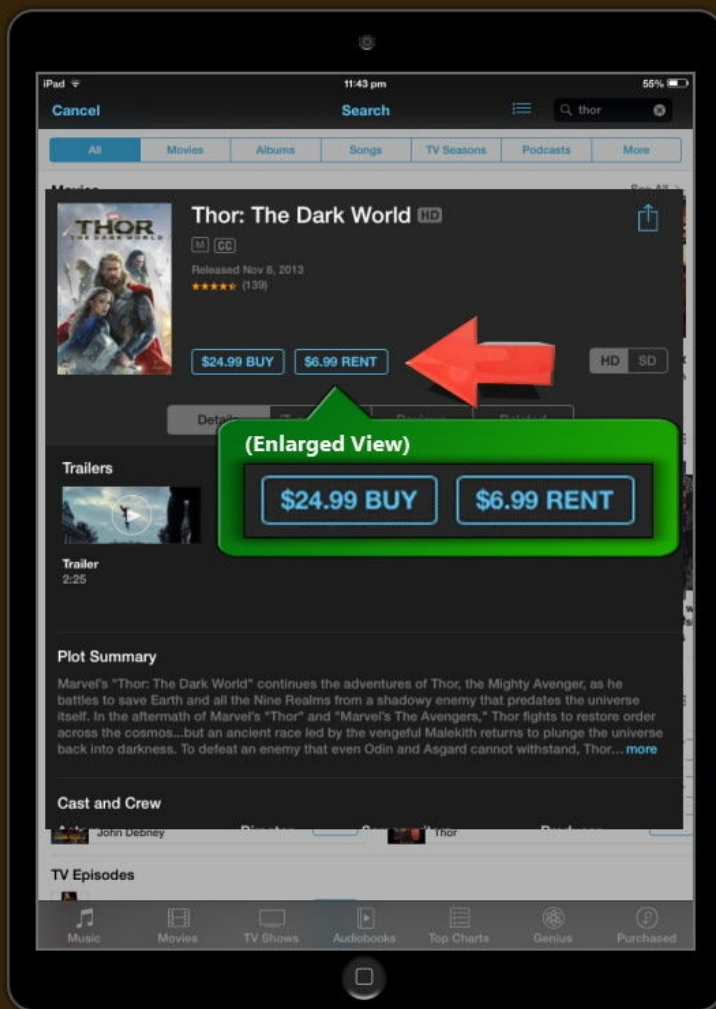
After a few moments searching, all content in the iTunes store - not just movies, but everything - is listed.

But – we want to hire the movie **Thor.** So, we select the small Thor movie poster.

Touch or click the indicated *Thor* link now.

This part is similar to the App Store. We get a new window outlining the movie details, reviews, pricing, and more.

As you can see, this movie gives us a purchase, and a rental price.

As we want to rent this movie, touch or click the _$6.99 RENT_ button (don't worry, this is just a simulation).
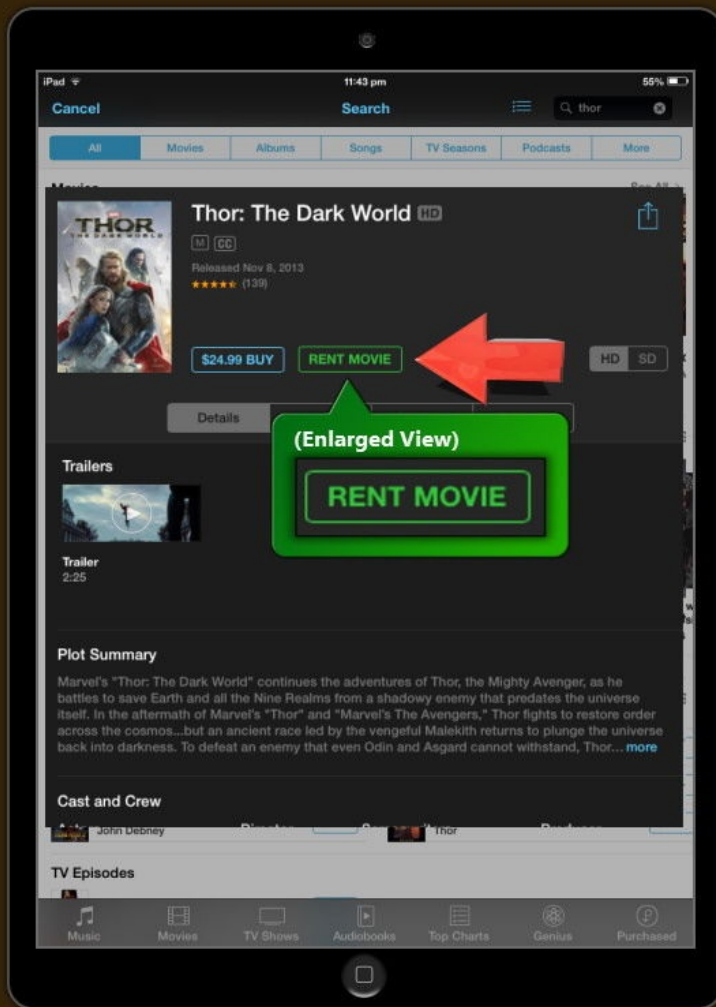
To confirm we want to rent this movie, select the **RENT MOVIE** button.

Note that a rental from iTunes will download the movie to your device. It will remain there for either 30 days, or two days from when it is first viewed, whichever is shorter. You can watch it as many times as you like within the two day rental window. It is then automatically deleted.

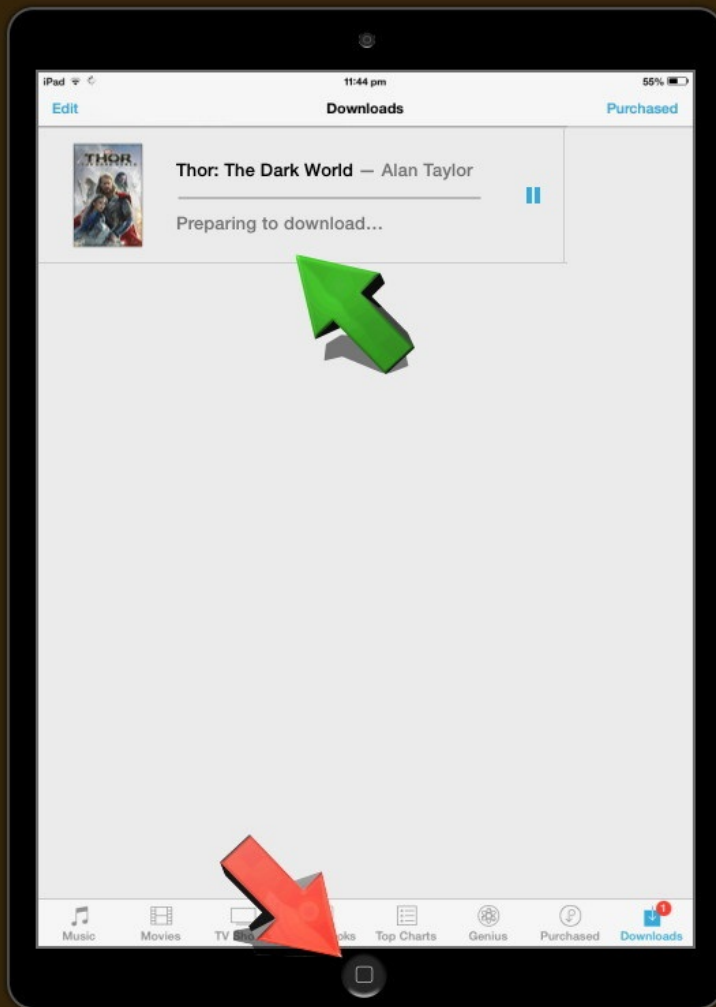**Touch or click the *RENT MOVIE* button now.**
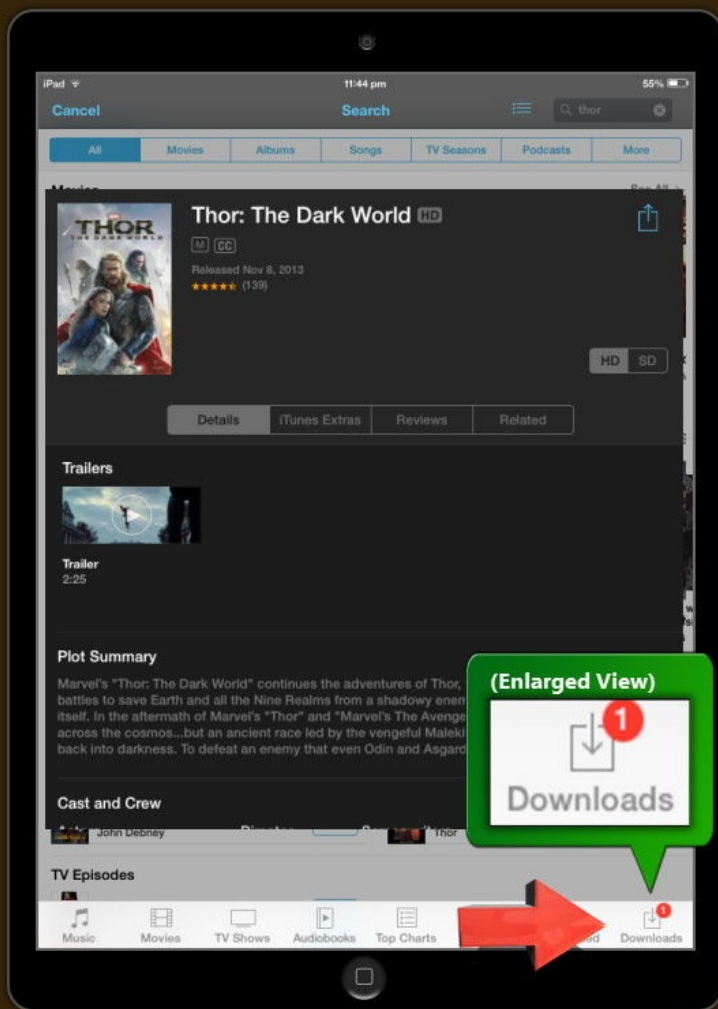
If the purchase is successful, the movie begins downloading.

You may be asked to enter your iTunes password – and, occasionally, confirm your credit card.
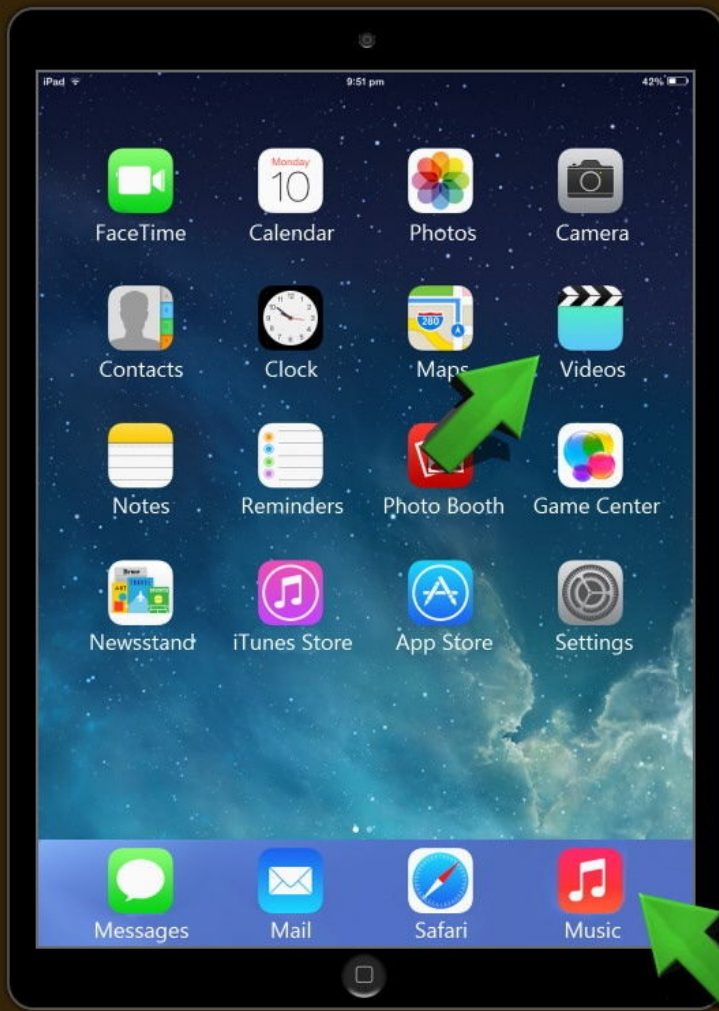
A movie can be quite large, and take some time to download. You can quit the iTunes store and use other apps while this happens.

**Touch or click the indicated *Downloads* icon.**

This screen will let you know what, if any items are downloading from iTunes, how much has downloaded, and how long to go.

Let's go back to the Home Screen, by touching or clicking the *Home Screen* button.

If you have downloaded music, or an audiobook, then you need to run the **Music** app to play that music.

If you have downloaded a movie, video, or TV show, you need to run the **Videos** app to play that content.
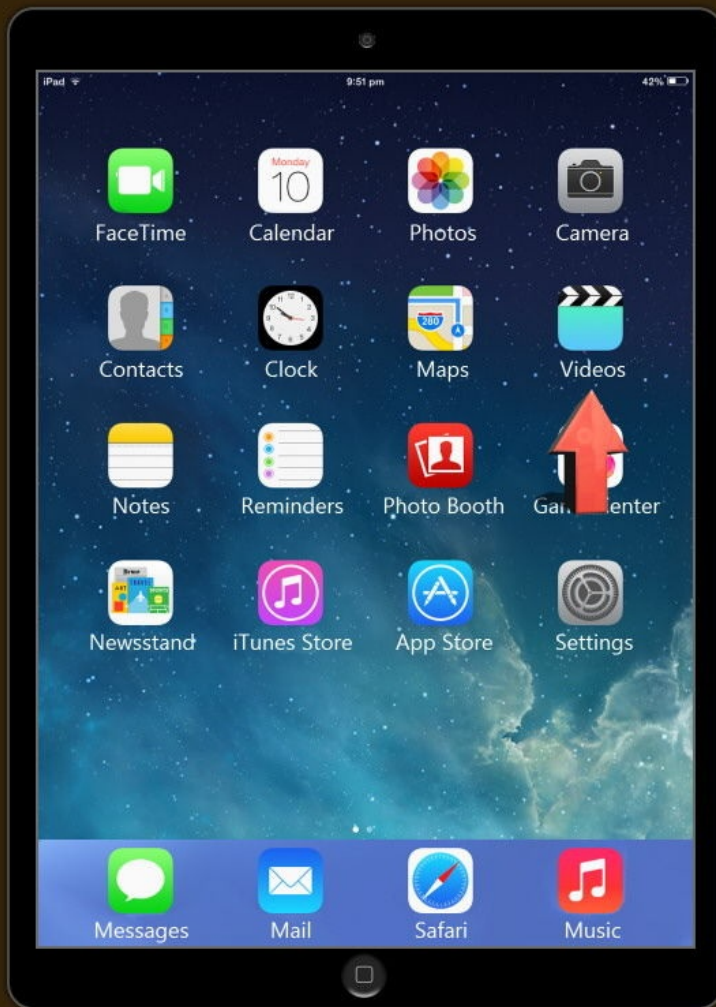
We mentioned a movie may take some time to download, but it generally will allow you to begin playing it before it has completely downloaded.
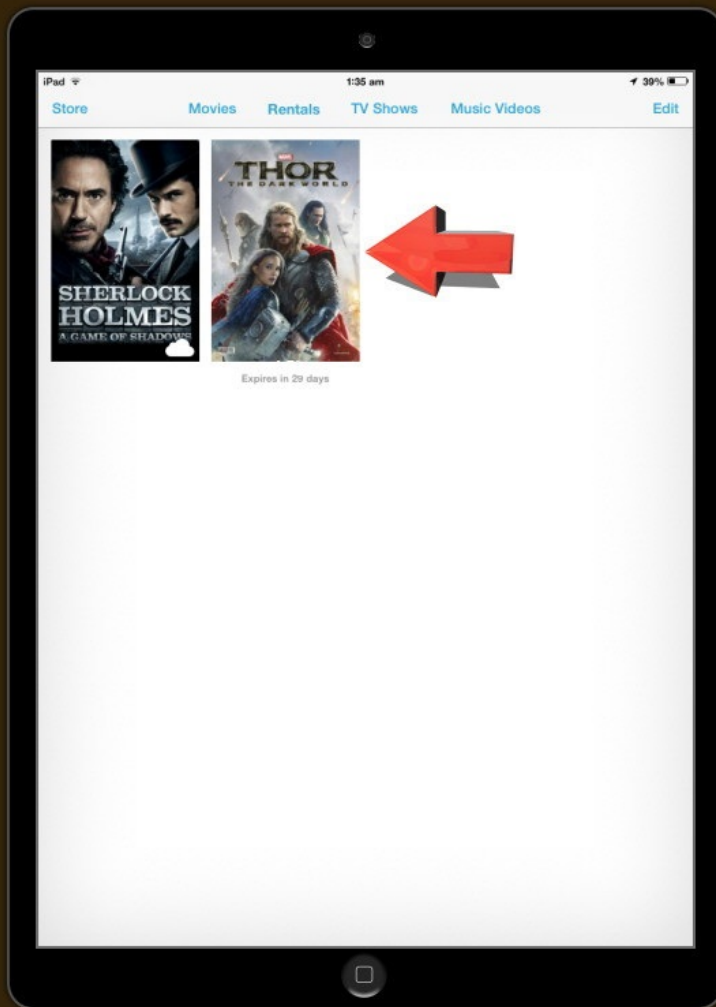
Touch or click the _Videos_ app icon so we can view our rented video.
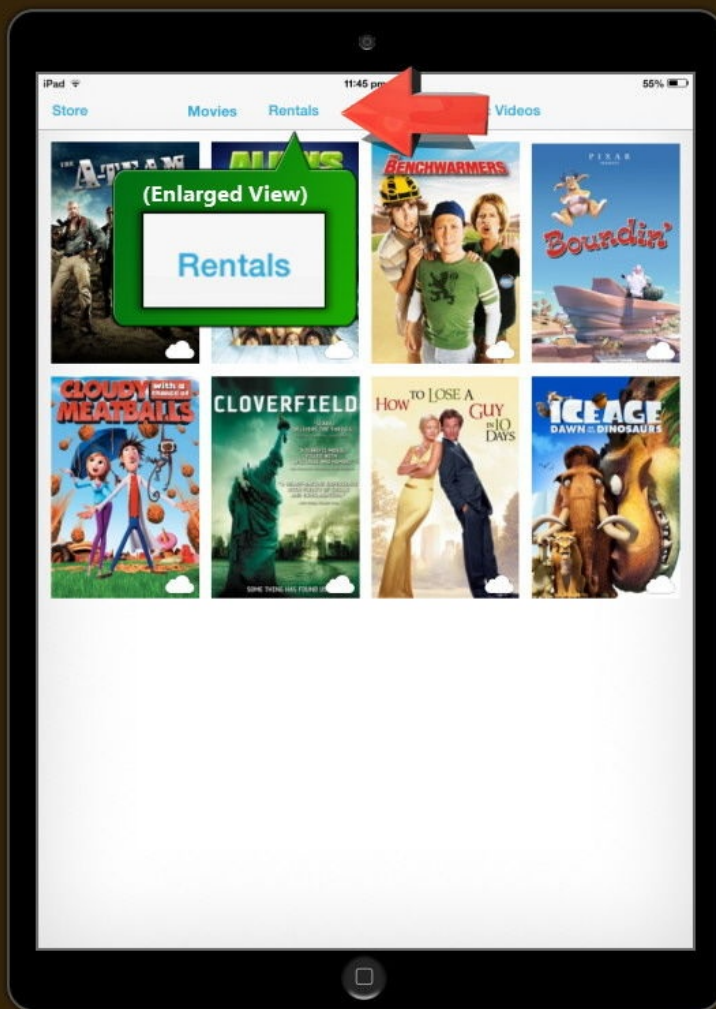
Initially, this app will probably contain no content. In this screen, it shows us the movies that are on this iPad.
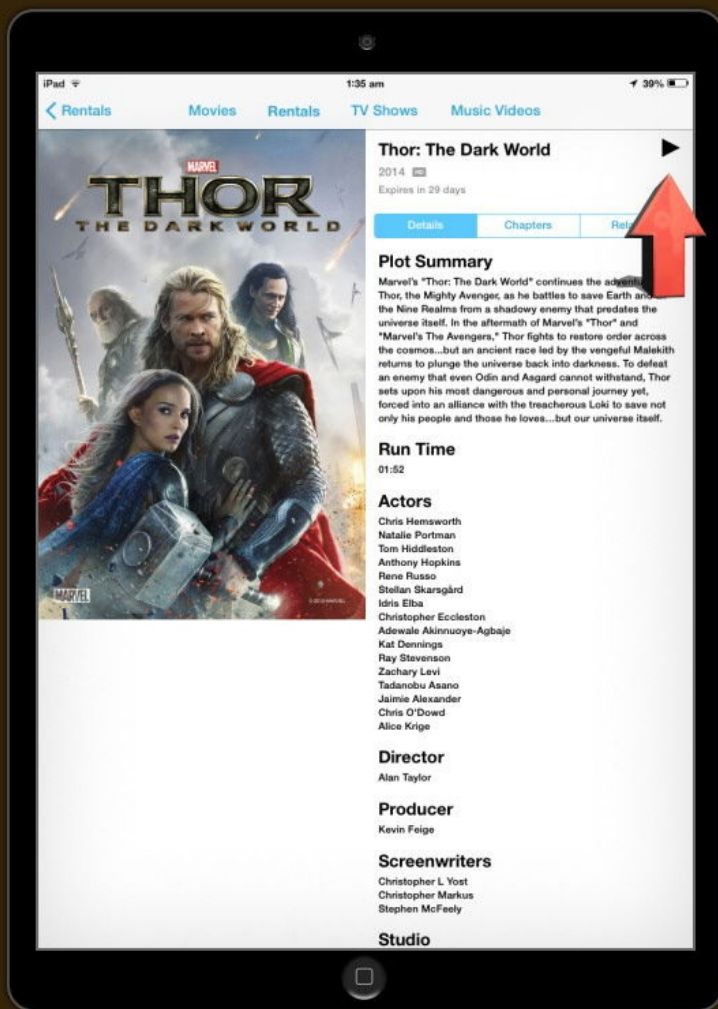
As we want to see the movie we rented, we need to select the **Rentals** icon.

Touch or click the indicated *Rentals* icon now.

On this device, we have two rented movies - **Sherlock Holmes,** and **Thor.**

Touch or click the *Thor* video now.

As well as displaying more information about this video, we can play it directly from here.

Touch or click the indicated *Play* button.
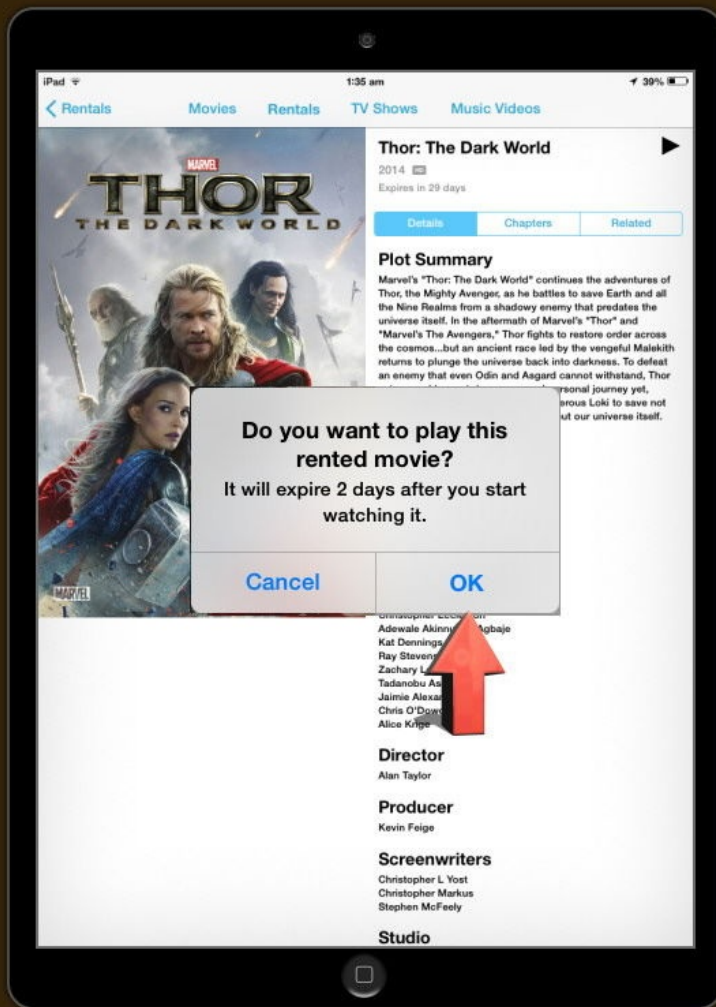
As this is a rented movie, we get a quick warning about the two day rental period that begins as soon as we begin playing the movie.

Touch or click the _OK_ button.

You can then enjoy your video. You'll get a much better viewing experience if you rotate your iPad into this (landscape) view. You can see the play, pause, scrub (search) and volume controls. They do disappear shortly, but you can hide/show these controls by touching the video.

# iTunes Store

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can search for, and download, music, videos, TV shows, audio books, and more, onto your iPad from the Apple **iTunes Store** app.

Setting Up Email

In this lesson, we look at how you can set up the iPad **Mail** app. This makes it not only easier to send and receive emails, of course, but also to be able to share content from other apps via email.
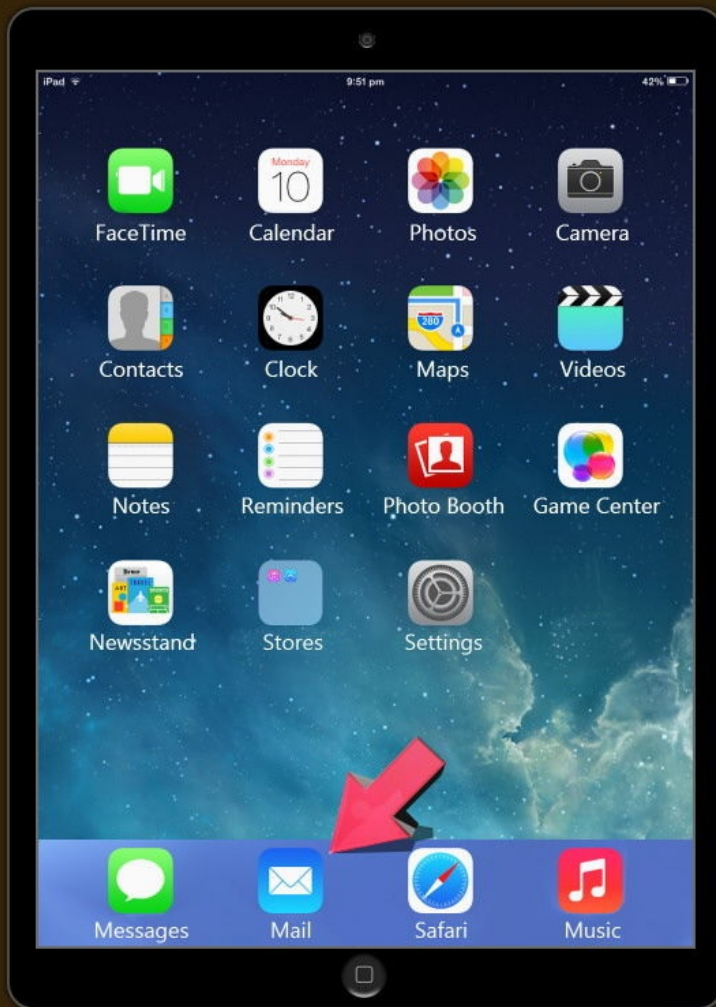
Once you've set up the iPad **Mail** app, you'll be able to perform a lot more tasks, as many apps link directly to this program to share content.

Essentially, we need to tell Mail our current email account details - such as what type it is, and especially what your email address and password is.

Touch or click the *Mail* app icon to start the *Mail* app.
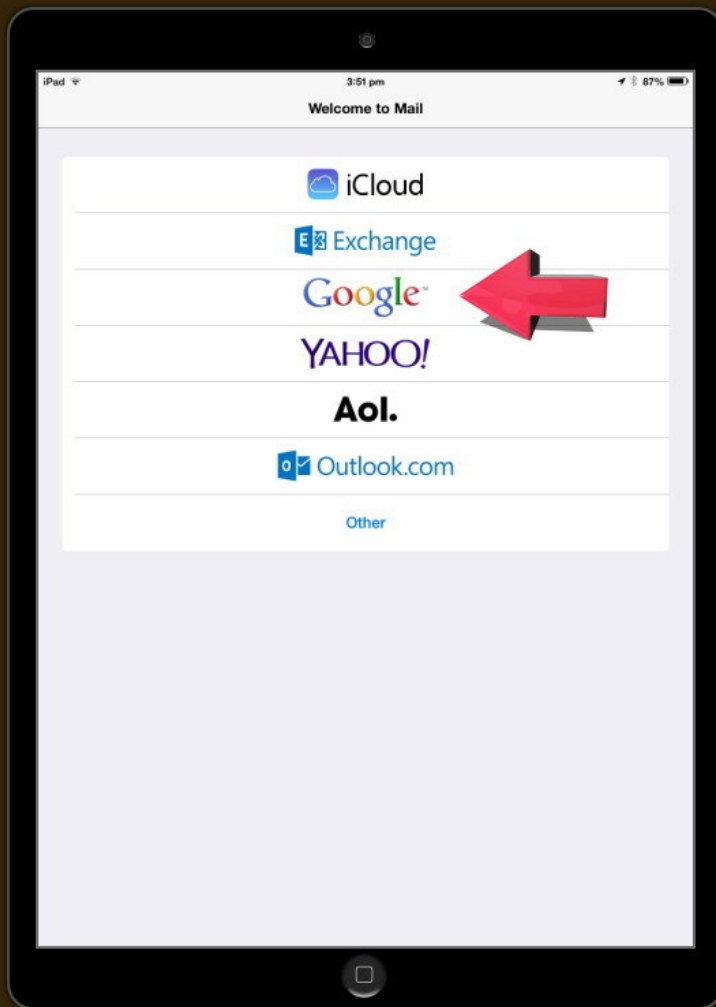
The first step is to select the type of email you currently use. Again, you may have to check this out before you can go any further.

In this lesson, we'll assume a **Google Gmail** account - the most popular email program in the world.
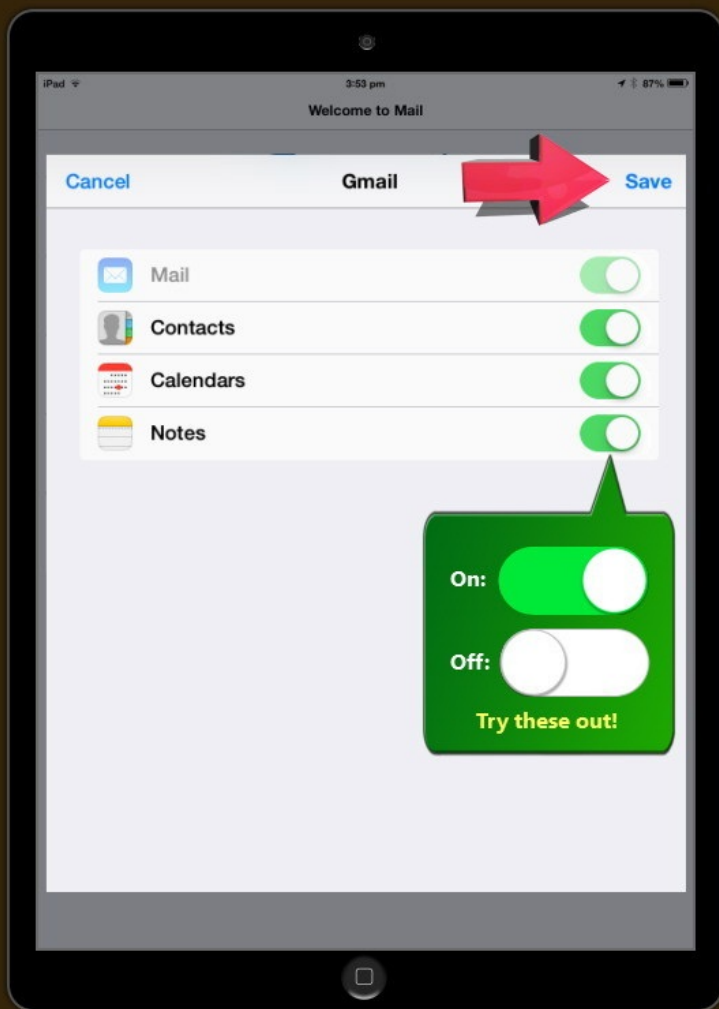
Touch or click the Google button.

No matter what sort of email you selected in the last step, the questions are the same:

- **Name:** Your name.
- **Email:** Your current email address.
- **Password:** Your current email password.
- **Description:** The general name of your email account (can be anything you like).
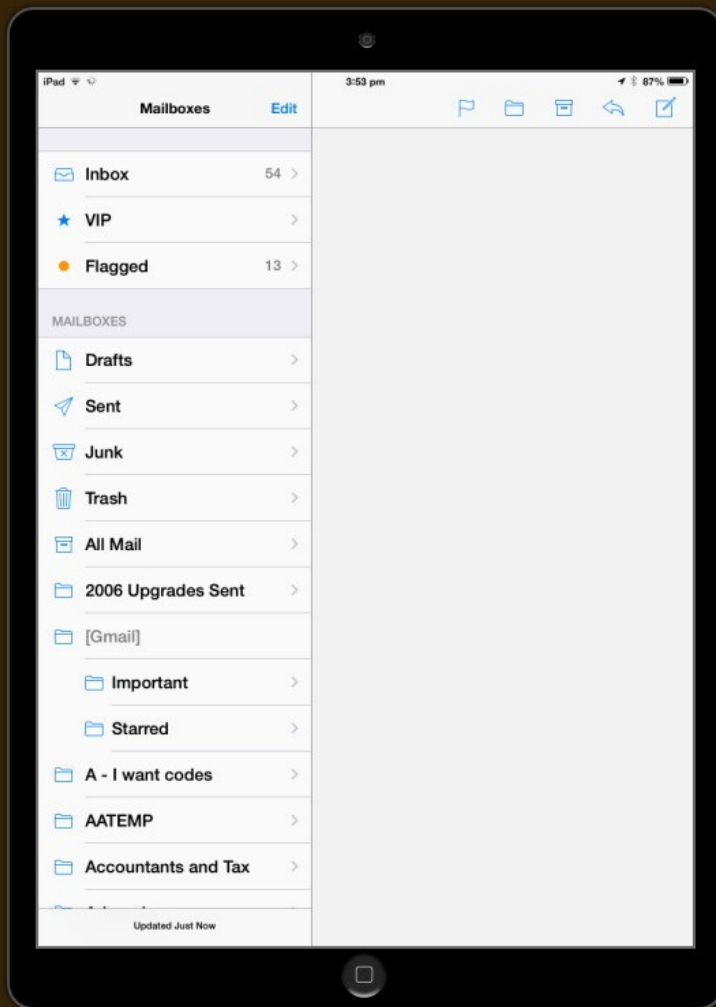
Here, we've filled in the details for you.

To create the account, touch or click the *Next* button.

After a few moments, assuming the details you entered were correct, your Mail account is set up.

Here, Mail is asking which apps should be allowed to share content with Mail.

Touch or click the Save button to move on.

And the email account is set up.

The next time you run the **Mail** app, you'll go straight to a screen like this, ready to send and receive email.

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can set up the iPad **Mail** app. This makes it not only easier to send and receive emails, of course, but also to be able to share content from other apps via email.
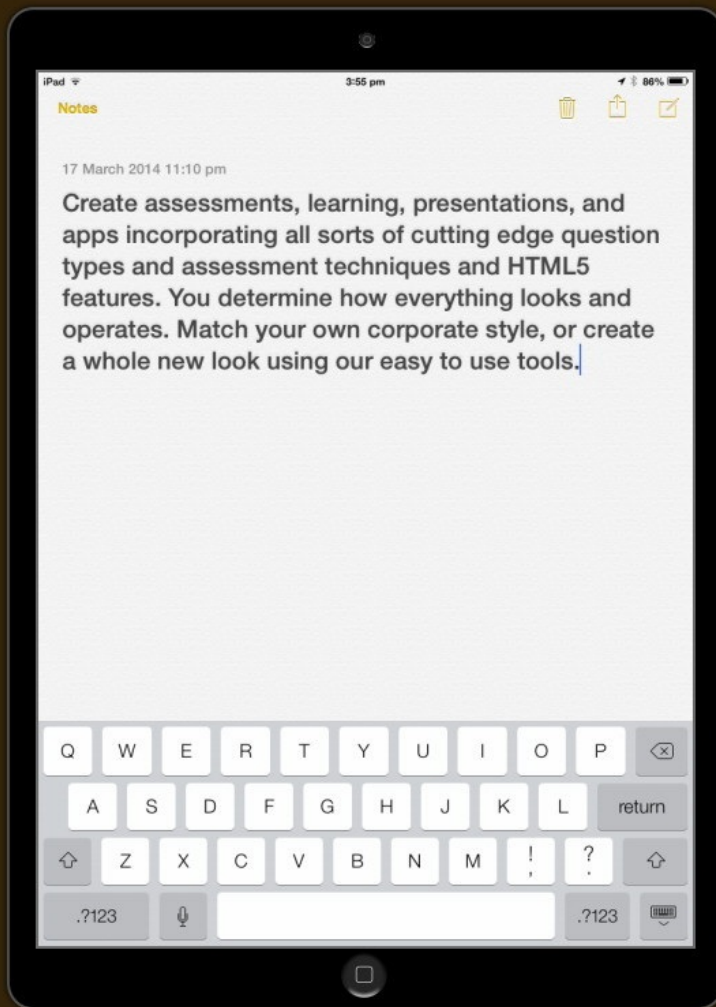
Sharing Content

In this lesson, we look at how you can **share content** from one app with other apps. Specifically, we look at how you can send content from an app as a message, or in an email.
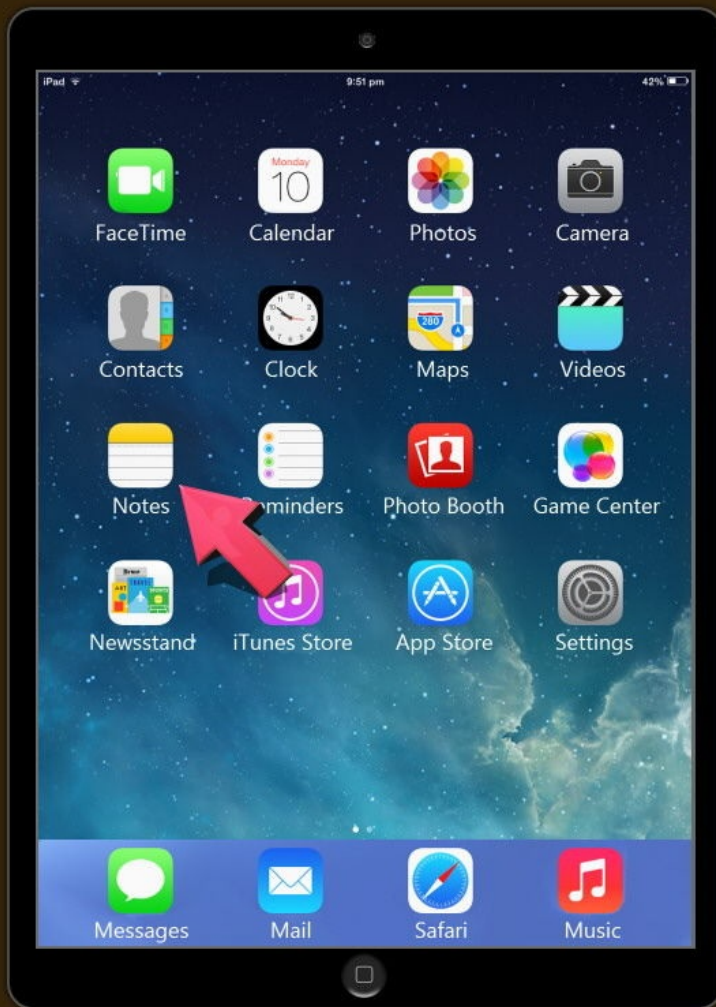
There are many apps that allow you to send content in a message, in an email, or to other apps. You may want to send a photo to a friend. Maybe you want to email some notes to yourself.
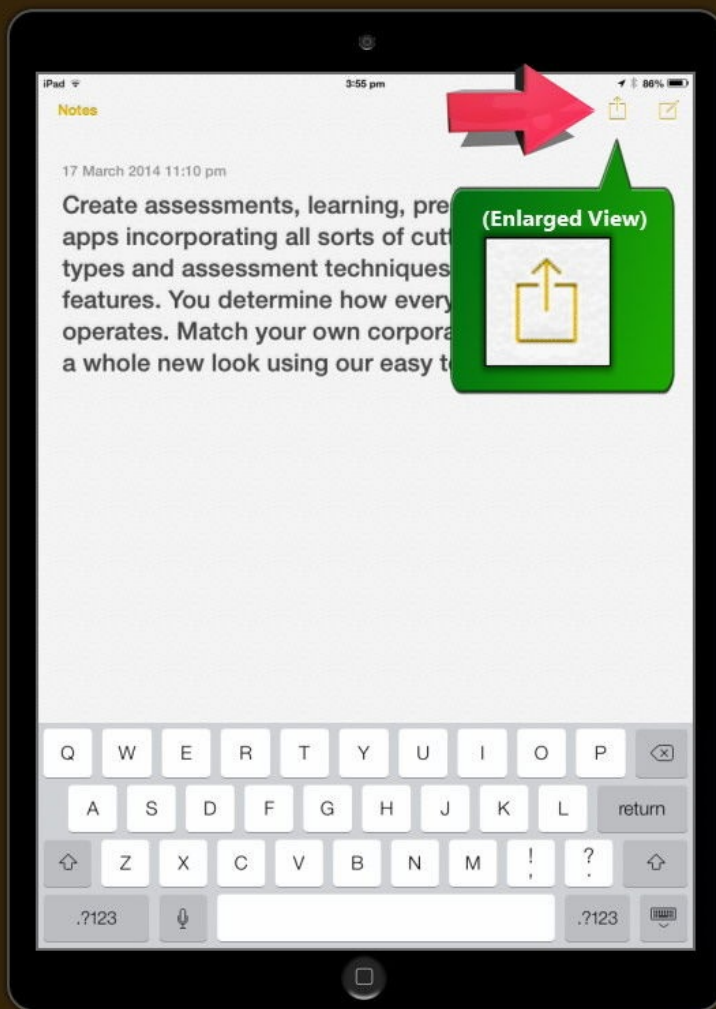
In this case, we will look at exactly this - how you can email content created in the **Notes** app, directly from within the Notes app.

Touch or click the *Notes* app icon to start the *Notes* app.

17 March 2014 11:10 pm

Create assessments, learning, presentations, and apps incorporating all sorts of cutting edge question types and assessment techniques and HTML5 features. You determine how everything looks and operates. Match your own corporate style, or create a whole new look using our easy to use tools.

Here, we've created a note for you.

So, we want to email this note to someone. How do we do this?

Near the top right hand corner you'll see the **Share** icon. Many apps have this exact same icon – especially those apps that allow content to be shared with other apps. It may not be in exactly the same place, but if it is there, you can share content.

Touch or click this icon now to start sharing this note.
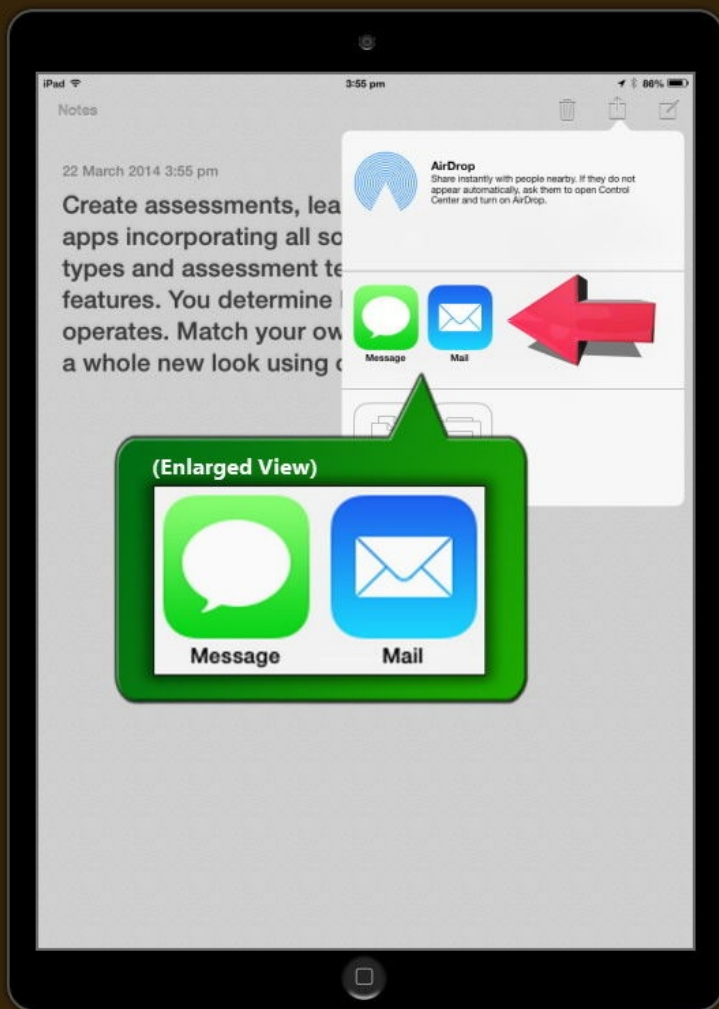
The window that pops up allows us to do a few things - *AirDrop* (a kind of wireless transmission to a nearby iPad), *Message, Mail* - and also *print* or *copy* this content.

There may be other options next to Message and Mail. It depends on what apps you have installed on your iPad.
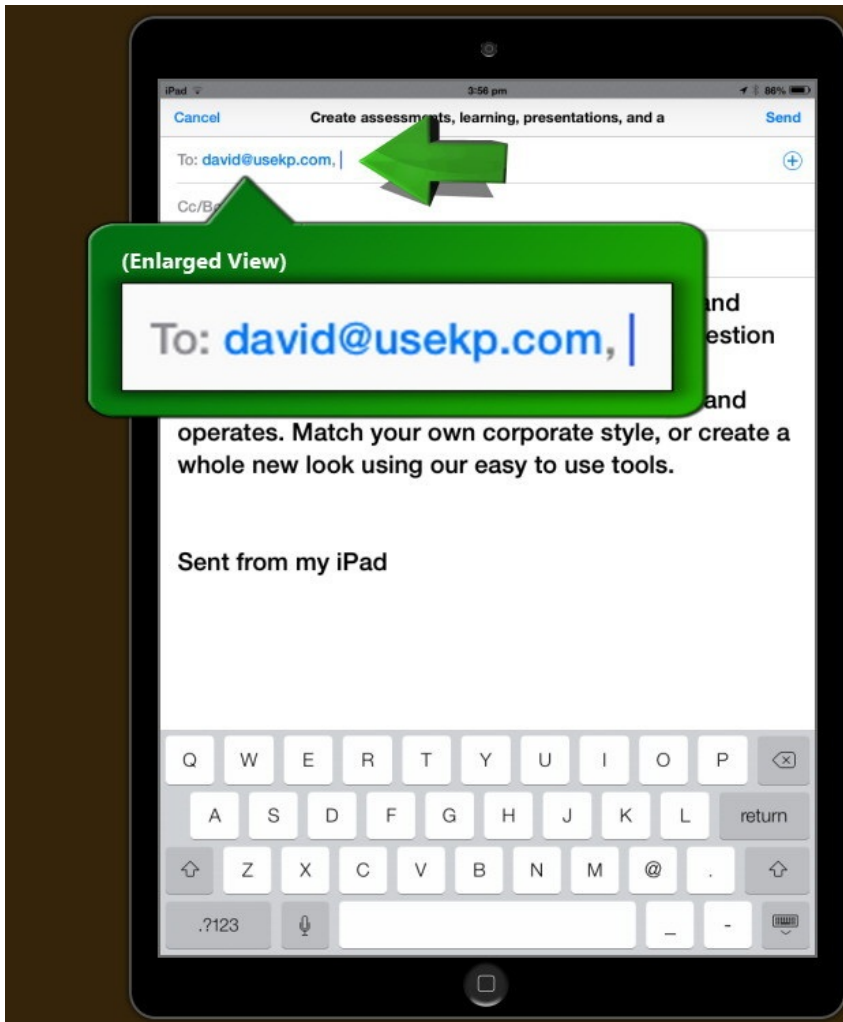
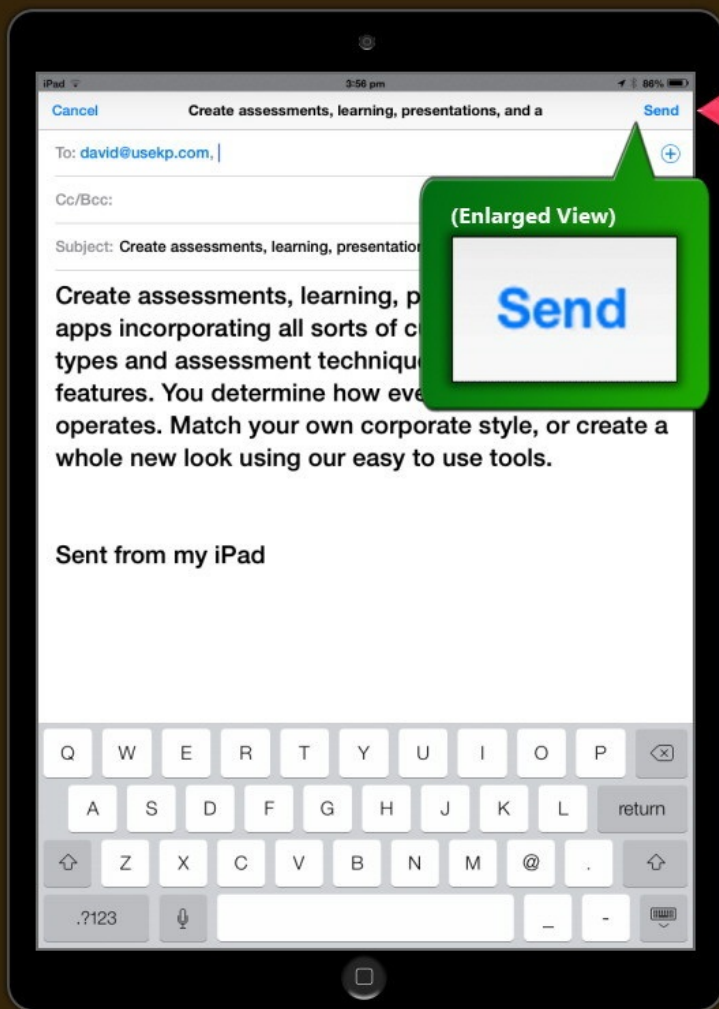**In this case, we want to email this content - so touch or click the Mail icon.**
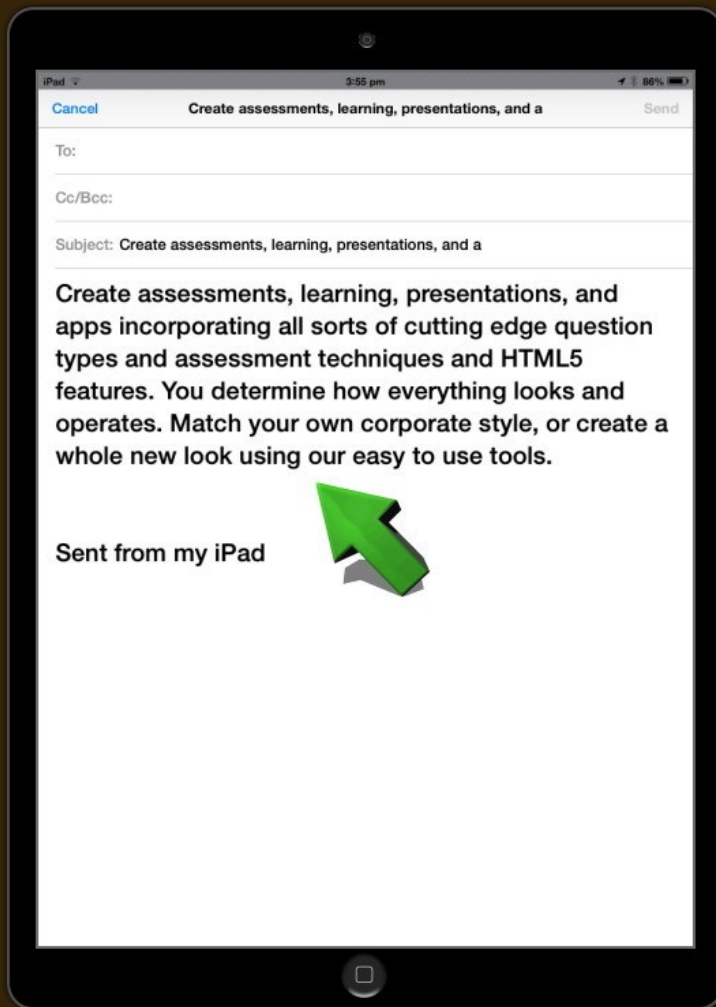
Assuming you have set up email on your iPad, the Apple mail program opens.

The content of our note is automatically placed inside the email program, in a new email.

You will be able to edit the content of the email before it is sent.
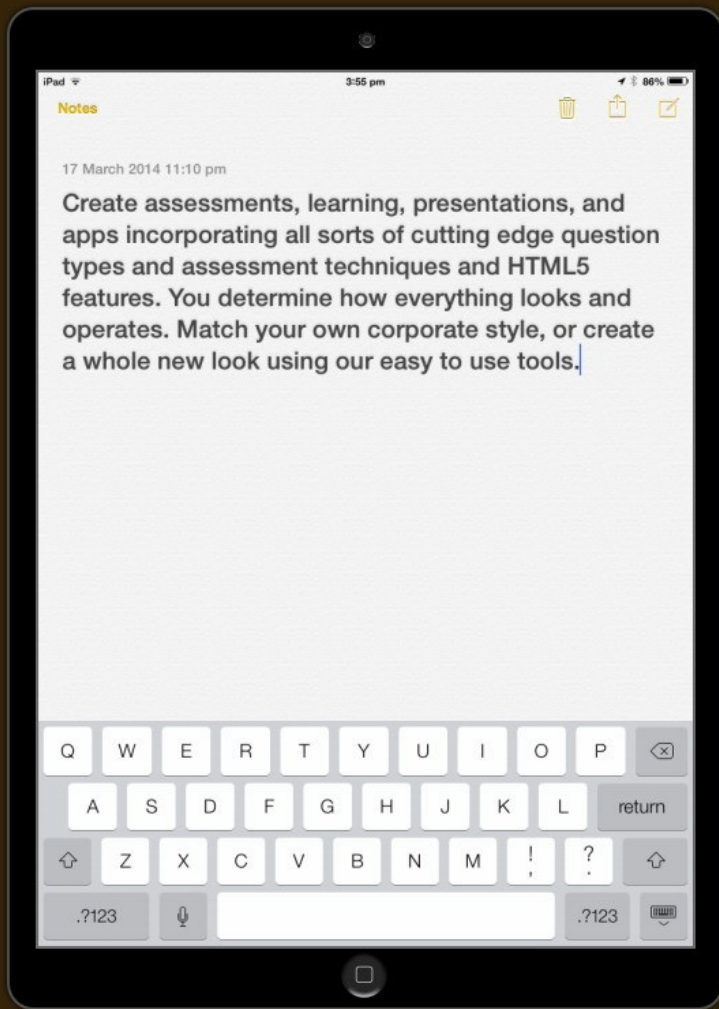
We've added an email address to send this email to.

To send the email, you use the **Send** button.

Touch or click the *Send* button to send this email.

The email is immediately sent, and you are returned to your original app.

Sharing Content

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can share content from one app with other apps. Specifically, we looked at how you can send content from an app as a message, or in an email.
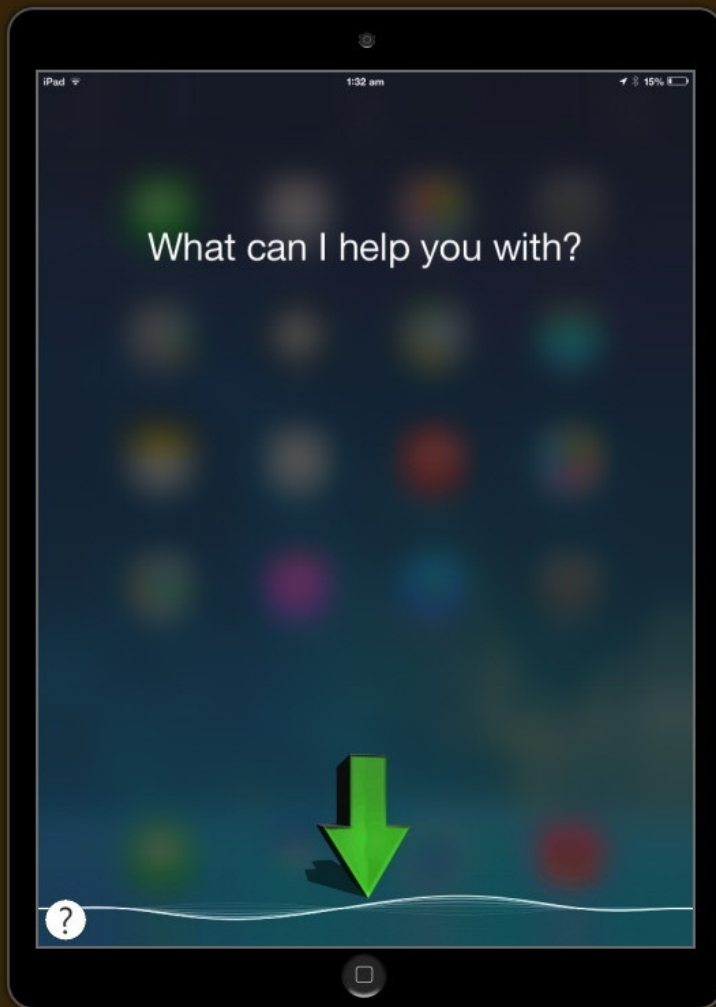
Siri

In this lesson, we look at how you can use **Siri,** the iPad voice assistant, to search for content and perform tasks.

**Siri,** the Apple iPad (and iPhone) voice assistant can be started no matter what is currently displayed or running on the iPad screen.

To start Siri, touch or click and hold on the *Home Button* for around a second.

When Siri opens up, it looks something like this.

The wavy line at the bottom of the screen indicates that Siri is currently in listening mode - it is ready to take commands.
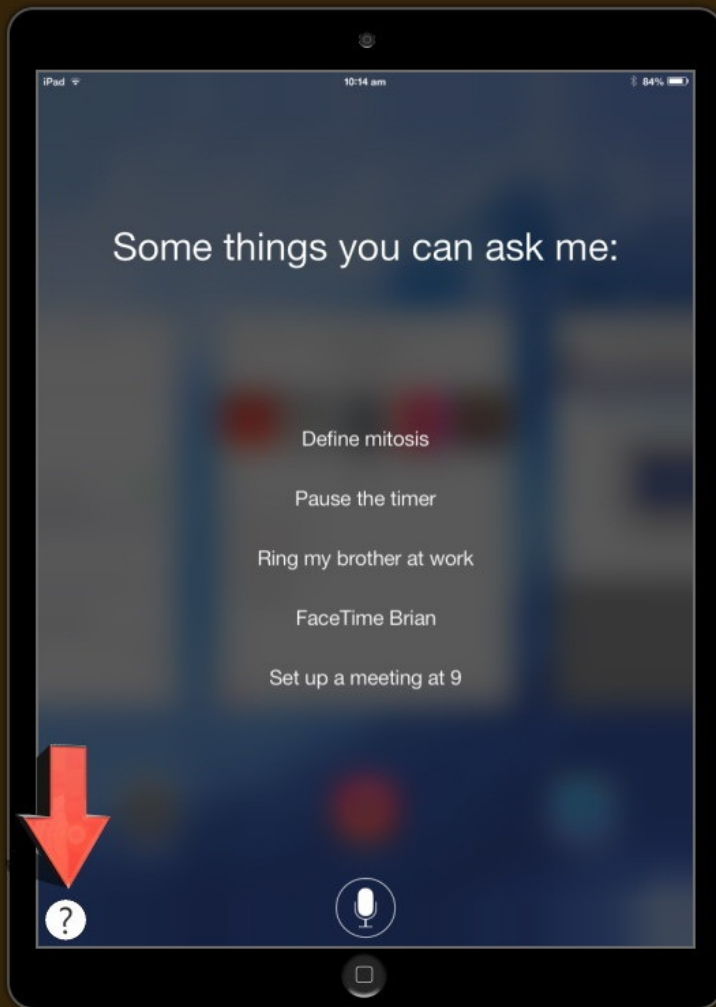
If Siri does not hear any input for a few seconds, you'll see this screen. It gives you a few hints on the sort of things you can ask it.

For even more possible commands, touch or click the indicated *Help* button.

As you can see – Siri is able to not only search for content, but also to interact with apps on your device – for example – schedule an appointment, which we will do shortly.

If Siri is not in listening mode, you can click or touch the microphone icon to get it started.

Touch or click the microphone icon now to put Siri into listening mode.

You can now 'talk' to Siri. Our friend below is asking Siri a question.

When Siri detects a pause in your speech, it starts to process the speech, and perform the requested task.

Our friend asked what the **capital of Australia** was. On screen here is Siri's response. Siri will also read out a brief answer.

Touch or click the microphone icon now to put Siri into listening mode again.

Our friend below is now asking Siri to schedule a meeting for 3PM tomorrow.
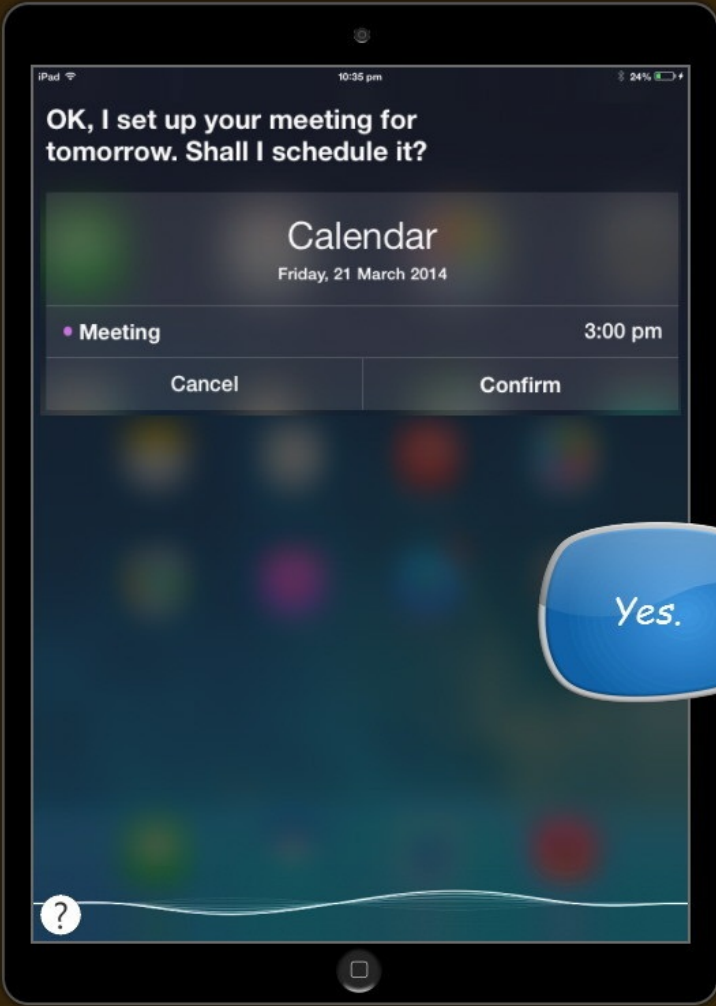
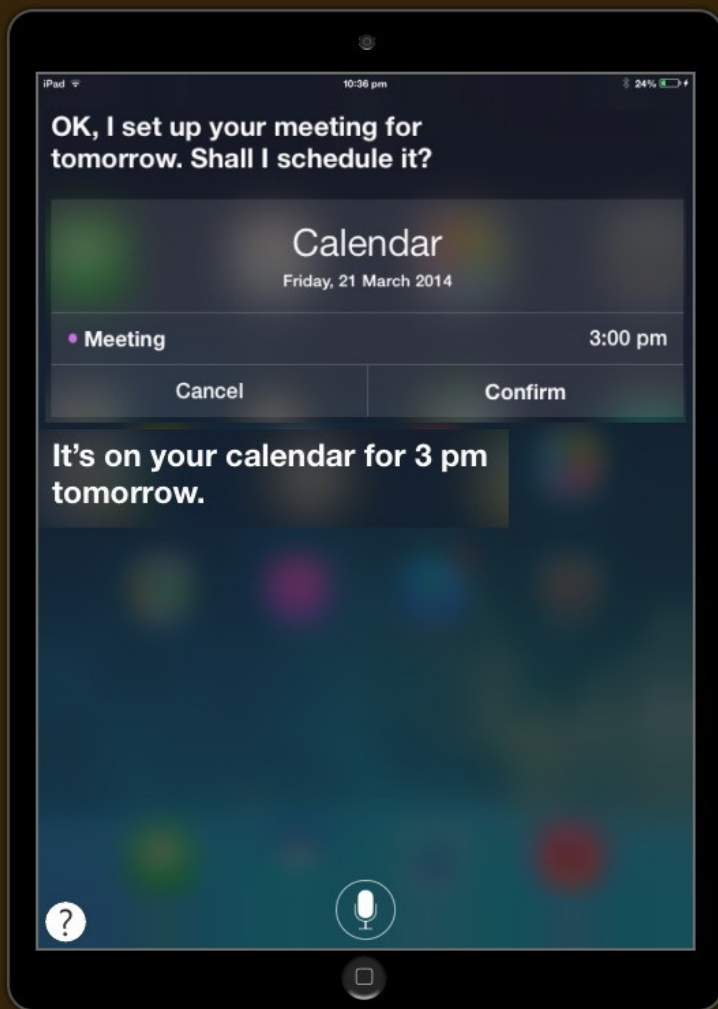Once again, Siri waits for an appropriate pause, and processes the request.

In this case, it tentatively processes the request - but asks for confirmation before it actually carries it out.

When using Siri, you can touch or click the **Cancel** or **Confirm** buttons. Or, you can wait a moment, and Siri will automatically go back into listening mode, waiting for a **Yes** or **No** response.

OK, I set up your meeting for tomorrow. Shall I schedule it?

Calendar
Friday, 21 March 2014

• Meeting   3:00 pm

Cancel   Confirm

Yes.

Our friend below is now confirming the meeting.

Siri understands the request, and the meeting is confirmed.

Siri

You've now completed this training lesson on the **Apple iPad.** In this lesson, we looked at how you can use **Siri,** the iPad voice assistant, to search for content and perform tasks.