iPad Training

2/4/2014
St. John Fisher College
rschmid
Contents
Getting around - Features and Home screen vary based on model of iPad ......................... 2
How to Set up – Let’s Get Started............................................................................................. 3
Apple ID........................................................................................................................................ 3
Managing content on iPad........................................................................................................... 3
Using iCloud.................................................................................................................................. 3
   iCloud Features: http://www.apple.com/icloud/features/ ....................................................... 3
      • New security iOS 7 ........................................................................................................... 3
Connecting iPad to your computer............................................................................................... 4
Connecting to SJFC- mail, contacts, calendar ............................................................................. 4
User guide- view on iPad .............................................................................................................. 4
      • iOS 7 Guide....................................................................................................................... 4
Apps ............................................................................................................................................... 5
      • Control Center iOS 7 ......................................................................................................... 5
      • Close apps iOS 7 ............................................................................................................... 5
Organizing w/folders ..................................................................................................................... 5
Typing........................................................................................................................................... 5
   Auto-correction & Spell Checking .............................................................................................. 6
Notifications................................................................................................................................... 7
      • New Today Screen iOS 7 .................................................................................................. 7
Setting a Passcode .......................................................................................................................... 7
      • iOS 7 increased the Lock screen’s .................................................................................... 8
App store...................................................................................................................................... 8
Tips and Tricks:............................................................................................................................ 9
   iOS 7 Hidden Tips ..................................................................................................................... 10
Other Resources: .......................................................................................................................... 10
Contact Info: ............................................................................................................................... 10
Getting around - Features and Home screen vary based on model of iPad

- **Front Camera**- iPad 2 or later has two cameras, front – facing designed for use with *FaceTime* conversation. iSight camera on the back. Take still photos and videos.

- **Home Button**- double press the Home button will display the multitasking shelf allowing you to see recently apps and access device shortcuts.

- **Sleep/Wake & On/Off**- press button to put iPad to sleep or wake up button. Press and hold button for a few seconds to turn iPad off completely.

- **Side Switch**- located on the right side of tablet; lock screen orientation and mute switch.

- **Volume buttons**- top button to increase the volume and the bottom button to lower volume. Change buttons from Settings menu>General> Sounds>Ringer and Alerts.

- **Built in speaker**- bottom right edge when facing forward.

- **Dock-Connect Port**- charge and sync your iPad on the bottom center of the tablet.

- **Micro-Sim Card Tray**- available only on the WiFi + 3G model

- **Headphone Jack**- top left edge standard audio jack same as iPods and iPhones.

- **Microphone**- internal top center edge of tablet, used to record audio within any app that supports audio recording.
How to Set up – Let’s Get Started

Turn on iPad and the Setup Assistant will walk you the setup process. Connecting to WiFi network, Signin or create a free Apple ID, setting up iCloud, turn on Location Services and Find My iPad.

Additionally, copy apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes.

Apple ID

Your Apple ID allows you to access Apple services, such as the iTunes Store, the App Store, and iCloud.

Managing content on iPad

- **iCloud** - stores content such as music, photos, calendars, contacts, documents, and more, and wirelessly pushes to your other iOS devices and computers.
- **iTunes** syncs music, video, photos, and more between computer and iPad. Changes made on one device are copies to the other when you sync. Additionally, you can copy a file to the iPad for use with another app.

Using iCloud

iCloud stores your music, photos, documents, and more. Wirelessly pushes them to all your devices and automatically keeping everything up to date.


- **iTunes in the Cloud** - music purchased in iTunes appears automatically on all devices.
- **Photo Stream** - take a photo on one device, automatically appears on all devices.
- **Documents in the Cloud** - iCloud enabled apps on more than one device, iCloud will automatically keep your documents up to date across all devices.
- **Apps, Books, and Backup** - make sure all devices have the same apps and books. Also backs up your information.
- **Calendar, Mail, and Contacts** - stores calendar, mail, and contacts and automatically pushes them to all your devices.
- **Find My iPad** - sign into icloud.com or use the app from another device to find your missing device.
- **New security** features in iOS 7 requires your Apple ID & Password to turn off the Find My iPad feature.
- **Backup** - back up iPad to iCloud automatically when connected to power and Wi-Fi
Connecting iPad to your computer

Use the USB cable to connect iPad to your computer. Connecting iPad to your computer lets you sync information, music, etc... with iTunes.

- **Syncing w/iTunes** – copies information from your computer to iPad, and vice versa. Connect with USB or you can set up iTunes to sync wirelessly using Wi-Fi. With iPad connected to computer, select iPad (under Devices), click on Summary, turn on “Sync over Wi-Fi connection.”

Connecting to SJFC - mail, contacts, calendar

1. Tap Mail and select your account type, Exchange.
2. Enter your account information and tap save.
   a. Enter an **email** address: i.e., jdoe@sjfc.edu
   b. Enter **server** address: owa.sjfc.edu
   c. Enter **domain** information: academia
   d. Enter your SJFC email **username** and **password**

User guide - view on iPad

- From Safari- tap , and tap the **iPad User Guide** bookmark.
- Add icon for user guide to Home Screen- tap , and then tap **Add to Home Screen**.
- From iBooks- open iBooks and tap **Store**. Search for iPad User Guide, select IO S 5 (latest) and tap **Get Book**.
- **iOS 7 Guide** – Tips and Tricks available via the app store .
Apps

- To **Open** an app- tap its icon on the Home screen to return to Home Screen- press the **Home** button.
- View recently used apps- double-click the **Home** button. Flick left on the multitasking bar at the bottom of screen to see more apps.
- Lock the screen orientation or use music controls- double-click the **Home** button, flick along the bottom of the screen. The screen orientation lock, brightness slider, and music controls will appear.
- Force an app to close- press and hold the app icon until it begins to jiggle and tap `. The app will appear in the recent list next time you open it. This will also conserve battery power.
- **Control Center iOS 7** – quick access to common controls, swipe up from any screen.
  - Airplane mode
  - Wi-Fi on/off
  - adjust display brightness
  - flashlight, timer, calculator, and camera
  - lock screen orientation
  - Play, pause, or skip a song
  - Connect to Air-play devices
- **Close apps- iOS 7**, Press the Home button twice, and swipe the open app up and out of the preview.

Organizing w/folders

Folders can be used to organize icons on the Home screen. You can put up to 20 icons in a folder.

- Create a folder- press and hold an icon until the icons begin to jiggle, drag the icon onto another icon. You can tap the name field to re-name the folder.
- When finished organizing your Home screen, click the Home button to save the changes.

Typing

- Quickly type a period – double tap the **Space** bar.
- Turn caps lock on – Double-tap the **Shift** key.
• Find a definition or alternative words – tap a word to select it, tap Dictionary or Suggest

Keyboard layouts - Split keyboard - touch and hold the Keyboard button, slide finger to Split and release. Move keyboard - touch and hold the Keyboard button, slide finger to Undock to move the keyboard to the middle of the screen and release. Return to full keyboard - touch and hold the Keyboard button, slide finger to Dock and Merge and release.

Auto-correction & Spell Checking
The iPad automatically corrects misspelling or makes suggestions as you type. The iPad may also underline words you’ve already typed that might be misspelled.
• Accept the suggestion-type a space, punctuation mark, or return character.
• Reject a suggestion- finish typing the word, and then tap the “x” next to the suggestion.
• Turn auto-correction or spell checking on/off
  Settings>General>Keyboard

Notifications
The Notification Center displays all your alerts in one place. Swipe down from the top of the screen to show the Notification Center.

• Respond to an alert- tap the alert from the Notification Center or swipe the alert from left to right to respond to an alert on the lock screen.
• Remove an alert- Tap the-X and tap Clear.
• Set up options for notifications- Settings> Notifications.

• New Today Screen iOS 7- includes predictive traffic, new mail, missed calls, to-dos that need to be done, let’s you know about someone’s birthday, if you need an umbrella, and even a heads-up on tomorrow.

Setting a Passcode
A passcode is a security feature to help protect the information on the iPad from being accessed by others.

• Set a passcode- Settings> General> Passcode Lock> Turn Passcode On, enter a 4-digit passcode and verify. More information on Auto-Lock page 123 of iPad User Guide.
iOS 7 increased the Lock screen’s **functionality** by giving access to Notification Center and new Control Center, while retaining its own notifications and fast Camera access.

### App store

You can search, purchase, and download apps directly to the iPad.

*(costs listed are likely to change)*

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain Trainer</td>
<td>Over 14 million users have trained their brain using Brain Trainer by Lumosity.com!</td>
<td>Free</td>
</tr>
<tr>
<td>CamScanner</td>
<td>CamScanner helps you scan, store, sync and collaborate on various contents across smartphones, iPads, tablets and computers.</td>
<td>Free</td>
</tr>
<tr>
<td>Crackle</td>
<td>Finally, watch FREE movies on your iPhone, iPad and iPod touch.</td>
<td>Free</td>
</tr>
<tr>
<td>Dictionary</td>
<td>Top-rated app with trusted reference content from Dictionary.com &amp; Thesaurus.com. WORKS OFFLINE – no Internet connection needed when searching words.</td>
<td>Free</td>
</tr>
<tr>
<td>Direct TV</td>
<td>Watch top TV channels live on your iPad® in any room of your home. If you subscribe!</td>
<td>Free</td>
</tr>
<tr>
<td>Dragon Dictation</td>
<td>Easy-to-use voice recognition application powered by Dragon® NaturallySpeaking® allows you to easily speak and instantly see your text or email messages. <a href="http://www.dragonmobileapps.com/">http://www.dragonmobileapps.com/</a></td>
<td>Free</td>
</tr>
<tr>
<td>Dropbox</td>
<td>Free service that lets you bring all your photos, docs, and videos anywhere.</td>
<td>Free</td>
</tr>
<tr>
<td>Educreations Whiteboard</td>
<td>Turn your iPad into a recordable whiteboard; create a video tutorial simply</td>
<td>Free</td>
</tr>
<tr>
<td>Evernote</td>
<td>An easy-to-use, free app that helps you remember everything across all of the devices you use. Stay organized, save your ideas and improve productivity.</td>
<td>Free</td>
</tr>
<tr>
<td>FireFox</td>
<td>Firefox Home provides access to your desktop history, bookmarks and open tabs</td>
<td>Free</td>
</tr>
<tr>
<td>iBooks</td>
<td>An amazing way to download and read books. iBooks includes the iBookstore, download the latest bestselling books or your favorite classics.</td>
<td>Free</td>
</tr>
<tr>
<td>Google Translate</td>
<td>Translate words and phrases between more than 60 languages using Google Translate for iOS. For most languages.</td>
<td>Free</td>
</tr>
<tr>
<td>Google Drive</td>
<td>Safely keep all your stuff in on place and access from any device, anywhere</td>
<td>Free</td>
</tr>
<tr>
<td>Infinite Skills Video Based Software Training</td>
<td>Video training app gives you instant access to training for more than 80 courses, from Microsoft Word, and Excel to Photoshop,plus more. View full quality videos for free, and purchase the full training course to watch right on your iPad.</td>
<td>Free</td>
</tr>
<tr>
<td>iTunes U</td>
<td>Access complete courses from leading universities; largest digital catalog of free education content</td>
<td>Free</td>
</tr>
<tr>
<td>Khan Academy</td>
<td>Learn almost anything for free</td>
<td>Free</td>
</tr>
<tr>
<td>Keynote</td>
<td>Powerful presentation app designed for a mobile device</td>
<td>9.99</td>
</tr>
<tr>
<td>Kindle</td>
<td>Users have the ability to read Kindle books, newspapers, magazines and PDFs on a beautiful, easy-to-use interface.</td>
<td>Free</td>
</tr>
<tr>
<td>Lexi comp</td>
<td>Resource for mobile drug and clinical information</td>
<td>Free</td>
</tr>
<tr>
<td>Micromedex</td>
<td>Drug information on the go</td>
<td>Free</td>
</tr>
<tr>
<td>Nook by Barnes &amp; Noble</td>
<td>An incredible reading experience for NOOK Books, magazines and newspapers including New York Times Best Sellers, new releases and more.</td>
<td>Free</td>
</tr>
</tbody>
</table>
OneNote  
A note-taking app for capturing all of your ideas and to-dos on the go, brought to you by Microsoft Office.  
Free

Pandora  
Pandora Radio is free personalized radio that only plays music you’ll love  
Free

Pharmacist’s letter  
Advice and recommendations on new developments in drug therapy  
Free

Pocketbooth  
Replicates the intimacy, spontaneity, and hilarity of a traditional photobooth. Has ability to Print & Ship a photostrip.  
.99

Prezi Viewer  
View and present anywhere with simple, intuitive multitouch gestures. Drag to pan & pinch to zoom in or out of topics. Revise and retouch your prezis, correct typos and adjust your presentation on-the-fly.  
Free

Quickoffice Pro  
Create, Edit, Access & Share Microsoft® Office files  
14.99

QR Code Reader  
Scan and parse the contents of QR Codes.  
Free

Splashtop  
Personal or Business Accounts available, #1 Remote Desktop App for iPad! Splashtop is the easiest and fastest way to access your Mac or Windows PC from your iPad! Business accounts available via OIT  
4.99

Simplenote  
Keep notes, lists, ideas and more. Your notes automatically synchronize with your computer and all your devices. It’s extremely easy to use.  
https://simple-note.appspot.com/login.html  
Free

SofTest-M  
App for the iPad block other apps and network access during the test period.  
http://learn.examsoft.com/softest-ipad  
Free

Study Blue  
Flip online flashcards for fast feedback, studying made efficient  
Free

Ted  
Talks from some the world’s most fascinating people.  
Free

TimeWarner Cable  
Watch your favorite shows and control your TV– If you subscribe!  
Free

USA Today  
The nation’s news updated 24/7 on your iPad. Staying informed has never been this quick, easy or enjoyable.  
Free

Weather Channel, The  
world’s most popular weather app  
Free

Wegmans  
Loaded with tools to help you get things done at your local Wegmans. Shopping Lists:  
Free

96.5 WCMF Rochester’s Classic Rock  
The Break Room in the morning (Hosts–Fisher Grads), Classic Rock all day and Rochester’s home for the Buffalo Bill’s.  
Free

Tips and Tricks:

1. **Screen Shots**- press and hold the **Power** button and click the **iPad** button, screen will ‘flash’, open Photos app and the screenshot will look like a thumbnail.

2. **Copy, Cut, and Paste** text- touch and hold the text you wish to highlight, buttons will pop up “Cut”, “Copy”, and “Paste”. Use handles to highlight text, and select option.

3. **Put six apps in the Bottom Tray** – click hold and drag to bottom tray

4. **Email Signatures**—from the **Setting** app, select the **Mail** option, select **Signature** and enter text.
iOS 7 Hidden Tips

1. Block Callers – from their contact info; Settings>Phone>Blocked>Add New…> select the contact to block.

2. FaceTime Audio- make an audio call other iOS users free on Wi-Fi connection; tap the FaceTime icon and tap the audio or video call option.

3. Airdrop- allows you to share pictures, web links, contacts, etc… from on iOS device to another. From the Control Center and click on Airdrop. From any app, click on the share icon and tap the person you want to send it to.

4. Turn by turn walking directions- tap the picture of the walking man at top of screen when entering your start and end points.

5. Hidden Search feature- tap and hold on the Home screen and swipe down.

6. Automatic app updating- the App Store to update apps automatically, as you use your device iOS 7 will update apps in the background.

Other Resources:

- Email help: Exchange - http://blog.fosketts.net/guides/ipad-exchange-activesync/

Contact Info: Questions/Help/Training feel free to contact me: I use Face Time as well!

Robin A. Schmid | ☏ 585.385.8409 | L209 | http://www.sjfc.edu/campus-services/oit/training/

LinkedIn | Follow me on twitter | Tech Tips Blog | http://pinterest.com/rschmidSJFC