

## Fetcham U3A – iPad Users Groups

### Get the Best from your iPad

**Whilst the use of a Tablet Computer will bring much Happiness, Users are warned that it could have a great impact on YOUR free time!**

#### Two things to bear in mind when using an iPad:-

1. You cannot harm it, if in doubt, just turn it off and start again.
2. For further information over any aspect on the use of an iPad, Google it or go to Youtube where you will find everything you would ever want to know on this wonderful piece of Technology.

This information has been use to train over thirty Fetcham U3A members on the use of an iPad.

#### How to Set Up an iPad for First Time Use

You've just bought an iPad and taken it out of the box. Now what? The process to set up an iPad to use for the first time is amazingly simple now that Apple has severed the cord from the computer to the iOS device by allowing the set up to be done without connecting your device to your PC.

You will need to know your Wi-Fi network's password, if you have a secured network. And with that bit of information, you can have your new iPad up and running within five minutes.

Here are the steps for initializing an iPad:

1. **Choose Language.** You need to tell the iPad how to communicate with you. English is the default setting, but most common languages are supported.
2. **Choose Country or Region.** The iPad needs to know the Country you are located in to connect to the correct version of the Apple App Store. Not all apps are available in all countries.
3. **Enable Location Services.** The location services allow the iPad to determine where it is located. Even an iPad without 3G and GPS can use location services by using nearby Wi-Fi networks to determine the location. Most people will want to turn this setting on. You can turn off location services later, and even choose which apps you allow to use them and which apps can't use them.
4. **Choose a Wi-Fi Network.** This is where you will need that Wi-Fi password if your network is secured.
5. **Set up as New or Restore From Backup (iTunes or iCloud).** If you just purchased the iPad, you will be setting it up as new. Later, if you run into problems that require you to fully restore the iPad, you will have the choice of using iTunes to restore your backup or using iCloud. What is iCloud? It is Apple's Internet services that allow you to backup and transfer your data from one device to the other using the Internet rather than your own PC.

6. **Enter Apple ID or create new Apple ID.** If this is your first time with any Apple device, you will need to create an Apple ID. You will probably want to install iTunes on your PC as well. Even though the iPad no longer requires it, having iTunes can make your life more simple and actually enhance what you can do with the iPad. If you already have an Apple ID, simply enter the username (usually your email address) and password.
7. **Agree to Terms and Conditions.** You will need to agree to the Terms and Conditions, and once you agree, the iPad will give you a dialog box confirming that you agree. You can also have the Terms and Conditions emailed to you by touching the button at the top of the screen.
8. **Set Up iCloud.** Most people will want to set up iCloud and enable the iPad to be backed up to iPad on a daily basis. This means even if you run into major problems with your iPad, you lose it or it is stolen, your data will be backed up to the Internet and waiting for you when you restore your iPad. However, if you aren't comfortable saving your information to the Internet, or if you are using the iPad for business purposes and your place of work doesn't allow you to use cloud storage, you can decline to use iCloud.
9. **Restore from Backup.** If you have set your iPad to factory default in order to correct a problem, you can choose to restore from your most recent backup. You will be given the option to restore from an iTunes backup or restore from an iCloud backup.
10. **Use Find My iPad.** This is a very handy feature that can both help you find a lost iPad or recover a stolen iPad. Turning on this feature will let you track the general location of the iPad. The 3G version of the iPad, which has a GPS chip, will be more accurate, but even the Wi-Fi version can provide amazing accuracy.
11. **Diagnostics.** The last choice is whether or not to send a daily diagnostic report to Apple. This is purely your own decision. Apple uses the information to better serve its customers, and you shouldn't be worried that your information is being used for any other purpose. But, if you have any qualms at all, choose not to share the information. The basic rule of thumb here is if you have to think about it for more than a couple of seconds, choose not to participate.

And that's it. Your iPad is now ready to use.

## Session 1 –

### Task 1

#### Process to share a photograph with others on your mailing list.

1. Take your photos which will be added to your Camera Roll.
2. Select the Photo you wish to send
3. Select the send button, the curved arrow, second icon in from the right side at the top of the screen.
4. Select Mail
5. Add the name or names of the recipients from your address book.
6. Press “Send”

### Task 2

#### How to Add an App to your iPad

Installing Apps from the App Store to your iPad is convenient and easy. Most of the Apps you will ever need are **FREE**



1. Go to the App Store on your Home Page.
2. Enter your for search in the Top RHS and then press Search
3. Select your App by pressing OPEN
4. Enter your “Apple ID” Password when requested.
5. Download App
6. You will find the new APP on one of your screen pages

I would suggest that you try down loading some the following APPS – these APPS are “must haves” for IPads and they are all free.

**BBC News, BBC Iplayer, BBC Weather, ITV Player, Channel 4**

## Session 2

### Task 1 - Adding Contacts from your Email Account

- You can tap and hold phone numbers and email address in emails and on webpages on your iPad and select Add to Contacts to quickly create a new contact.
  - Adding contacts from your existing email Account.
1. **From your iPad's Home screen, tap the Settings icon.** It should be a grey icon depicting a couple of gears.
  2. **Tap Mail, Contacts, Calendars from the left hand pane.** Under the "Accounts" section that appears, tap "Add Account.."
  3. **Tap your email provider's logo from the list that appears.**
  4. **Type your name, your e-mail address, and password into the required fields and add a description to identify your account if you wish.** Now tap the Next button.
  5. **Make sure that Calendars is set to On and switch on Mail and Notes if you wish.** Now tap the Save button.
  6. **Press the Home button to return to your iPad's Home screen and tap the Calendar icon to launch the Calendar app.**
  7. **Tap the Calendars button at the top left of the screen to show your available calendar accounts.** Tap your Gmail calendar to show or hide it.

### Task 2 – Email

#### Deleting Emails - Method 1 Singly

The iPad has introduces a button that will delete the email message. Once you touch the email header in the inbox, it will highlight with a light blue background. You can then delete the selected message by touching the delete icon.

#### Method 2: How to Delete Multiple Email Messages

Want to delete more than a single email message? You can easily delete multiple email messages from the iPad by using the Mail's edit feature. The button on the top right side of the inbox is the edit button. Touching this button will put your inbox into edit mode.

Once your inbox is in edit mode, you can select multiple messages by touching each message you want to delete. You then have the option to either delete them by pressing the delete button at the bottom of the screen or moving them to a specific folder by touching the move button.

### Method 3: How do I delete my iPad emails in the Trash Folder?

You can easily empty the Trash in one go, just open Mail, select your account then the Trash folder in the Accounts section. Tap the Edit button at the top and press Delete All. To save you the bother of doing it again go to Settings on the home screen, select Mail Contacts Calendars then your account and touch the Advanced button. Under Deleted Messages select Remove and choose an appropriate timeframe for automatic deletion (i.e. One Day, One Week or One Month).

### **Searching for emails.**

- You remember someone sent you an email some time ago but cannot find it. Open email, enter person's name in search box (above incoming or sent mail) and you will find every email sent from that person that are still stored on your server.
- You can do the same search in Sent mail and you can also search on subject.

### **Replying or forwarding an email**

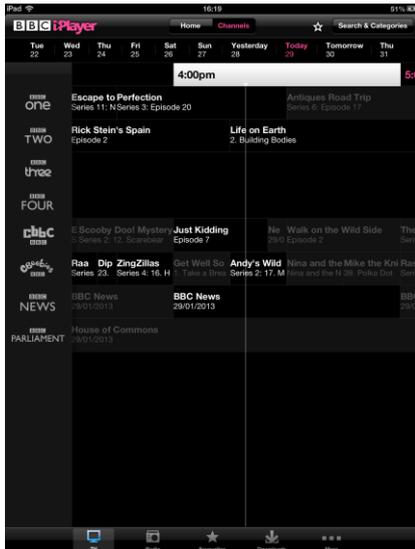
- Open email and press action icon, curved arrow, select reply add your reply and sent.
- Open email and press action icon, curved arrow, select forward, add recipient add your reply and send.

## Session 3

### Task 3 - BBC Iplayer

#### Watching Live TV

- Open Iplayer, select Channels, select broadcast that is highlighted and watch it live.



- Please note that the BBC Iplayer is not available for use outside of the UK (Copyright). If you wish to watch the BBC whilst abroad you can do so but I am not going to tell you how to do it. Check on Google for instructions on how to get around the Copyright if you wish – it's not difficult.

### Task 2 - Update your Software.

Apple regularly issues software update so once a month you need to check the current status of your software. You will need to connect to the power supply and the update takes around 8 – 10 minutes.



- Go to Settings
- Software Update
- Following instruction

## How to upgrade to IOS7

If you plan to install wirelessly, confirm that you have an available Wi-Fi connection; if you intend to install via iTunes, you need your computer and the latest version of iTunes. (If you don't have it, you can download it from Apple's website.)

We also suggest that you make a backup of your device before proceeding: If you're doing a straight update, a backup prevents you from losing data in case something goes wonky down the line; if you're doing a full restore of your device before you install iOS 7, you'll need a recent backup to recover your information.

### Task 3 – Find my iPhone / iPad.

- First go to the APP Store and download Find my iPad and load the APP.

Next go to your iCloud account. Your iCloud account uses the same username and password as your iTunes account. If you're not sure that you've got an iCloud account, or aren't signed in:

1. Tap the **Settings** app on the home screen
2. Tap **iCloud**
3. Tap **Account** and sign in
4. Because Find My iPhone is part of iCloud, there are no additional apps to download or configuration changes to make. If you're already on the iCloud screen (Settings - > iCloud), simply scroll down to the bottom, where you'll see the **Find My iPhone** slider. Move it to **On**.

And, believe it or not, it's that simple. You're done. Find My iPhone is now enabled and can be used to find a missing device and protect your data.

### IPad / iPhone – How to stop your data from being nicked too.

To ensure that you don't lose your Data as well if you lose your iPad you need to carry out the following changes to your Settings. This will also ensure that "Find my Phone" remains operative.

1. Select Settings
2. Click General
3. Select Restrictions
4. Set a Password passcode
5. Click Enable Restrictions
6. Look for Deleting Apps and toggle the switch from On to Off. This will mean that no one can delete an App such as "Find my Phone" without your Restrictions passcode.
7. Scroll down the list of options until you reach Privacy sections, here you'll find a link to Locations Services, click it.
8. Select Don't Allow Changes. This will mean it is impossible for a robber to disable the "Find my Phone" application from broadcasting. You will now need to manually to approve all new Apps to access your location data.

9. Go back to the Main menu and select Accounts, changing this setting to Don't Allow Changes. This makes it impossible for a mugger to disconnect your iCloud account that connects to "Find my Phone"

#### Task 4 - How to Close a Running App > IOS6

The iPad doesn't need you to close a running app for every instance but you should have a clean-up once a week. Here are the steps to follow:

1. Click your iPad's Home button to minimize the app if it's running.
2. Double-click the Home button to see a row of running apps at the bottom of the screen.
3. Touch and hold any icon until the icons start wiggling, then tap the minus sign on the icon of the running app to close it.
4. Double-click the Home button again to hide the row.



#### - How to Close a Running App > IOS7

iOS 7's new method to completely exit your running apps (and prevent them from running in the background) is even easier than iOS 6's, although it isn't immediately obvious.

All you have to do is double tap the home button to bring up the multi-tasking view, then swipe up on the screenshot of the app you want to exit. The app will fly off the screen, and release its resources to the OS.

#### Task 5

**Google Maps** - Stay away from Apple Maps, it goes without saying that Google Maps is infinitely better at getting you where you need to go without getting you lost. Its Free and you get street view as well

## **Ten Things you can do with an iPad**

1. **eReader.** The ability to read eBooks from Apple's iBooks and Amazon's Kindle makes the iPad one of the most versatile eReaders on the market. But don't forget the great newspaper and magazine content.
2. **Home sharing** - Luckily, we don't need to load up our entire movie or music collection to enjoy it on our iPad. By using the home sharing feature on iTunes, we can stream our music and movies from our desktop or laptop to our iPad. The only requirements are that they both sign into the same home network and they both sign into the same iTunes account
3. **GPS.** A great use for the iPad 4G model is as a GPS replacement. With an Assisted-GPS chip, the iPad can keep you from ever being lost. This will not work on Wi Fi.
4. **Photo Album.** It's one thing to carry around a bunch of photos on your iPhone, it is a totally different thing when you can display them on a 9.7" screen. You can easily store thousands of photographs on the lowest end iPad, and even display them as a slideshow.
5. **Connect the iPad to Your TV.** The iPad has a lot of great entertainment value, including the ability to stream HD video and play high-quality games. But what about watching it on the big screen? By using Apple's VGA adapter, you can hook your iPad up to a television equipped with an VGA input, a computer monitor, a projector and other display devices that support VGA.
6. **Organize your apps with folders** - Folders allow you to easily organize your iPad and separate apps into different categories. The neat part is the iPad will create a default folder name that is often a pretty good description of the apps it contains. To create a folder, simply hold your finger down on an app's icon until all of the apps begin to shake. Next, just drag it on top of another app and the iPad will create a folder containing the apps. To add more apps to the folder, simply drag them over and drop them on the newly-created folder.
7. **How to Reboot the System**
  - In the event your iPad apps freeze or the system becomes unresponsive, you can try to reboot the system as follows:
  - Press and hold the Sleep/Wake button at the top right corner of your iPad until a red slider appears. Slide your finger across the slider and the system will turn off. (Alternatively, press and hold down the Sleep/Wake button and the Home button at the same time until the system turns off.)
  - Turn the system on by pressing and holding the Sleep/Wake button until the Apple logo appears.
8. **Add apps to the bottom tray of your home screen** - The iPad comes with four apps on the bottom tray of the home screen, but did you know you can add up to six

apps to it? You can even remove the ones that are there by default and add your own.

How? Simply tap an icon and hold down your finger until all the apps are shaking. This allows you to move the app. To get it on the bottom tray, just drag it over and drop it on the tray. You'll see the other apps move over to make room for it, and that lets you know it is okay to drop it.

9. **Video Conferencing.** Did you know that FaceTime works on the iPad? FaceTime works on the iPad by using your email address as a phone number, allowing anyone else with an iPhone or iPad to 'call' you.
  
10. **Video Camera.** While the original iPad didn't have a camera, and the iPad 2's back-facing camera wasn't the highest quality, the camera on the iPad 3 is actually pretty good. And not only can you take video with it, there are a number of different apps that will let you edit video, including a version of iMovie for the iPad.

## Session 4

### **How to Change a Mail Signature**

Each time you send out an email using the Mail app, it adds a signature "Sent from my iPad". If you dislike this signature, clear or replace it with your own.

1. Open Settings, select "Mail, Contacts, Calendars", and tap "Signature" on the right panel.
2. Clear the signature "Sent from my iPad", or replace it with your signature or name.
3. Tab the "Mail, Contacts..." button when done.



### **How to Send Instant Messages (iOS 5 & 6)**

Becoming a competitor to BlackBerry Messenger, iMessages developed by Apple gives you a real-time instant messaging service via Wi-Fi or 3G for all iOS 5 and iOS 6 users. To use this service and send an instant message from your iPad is pretty straightforward.

1. Tap the Messages app icon.
2. Tap the plus sign and add a contact, who will be identified by the service if running the same app.
3. Add text, photos or videos and tap the Send button.

The service supports group messaging, tracking with delivery receipts and encryption of messages.

### **How to Backup your iPad using iCloud**

Using the iOS 5 or 6, you can back up your data, such as photos and videos in the Camera Roll, app data, home screen, device settings and messages on your iPad, to the online iCloud storage up to 5 GB for free.

1. Go to Settings > iCloud > Storage & Backup
2. Turn "iCloud Backup" on if it's switched off
3. Backup is then done automatically to the iCloud storage when your iPad is plugged in to a power source, screen locked and connected to Wi-Fi. Or you get it done immediately by tapping "Back Up Now".

If you opt for iCloud Backup, it will turn off automatic backups to your PC when you sync with iTunes. But you still can do a manual backup—just connect your iPad to iTunes, then in iTunes, right-click the iPad device on the left panel and select "Back Up" from the context menu.

When you need to restore your iPad or set up a new device, you can have an option "Restore from iCloud Backup" with this online service, besides an opportunity to restore from iTunes.

## How to Backup your iPad using iTunes

Please download the latest version of iTunes on your PC. Connect your Ipad / Iphone to your PC using the provided USB connector.

iTunes can create backups of your iOS device when you:

- Sync with iTunes (disabled if you have iCloud backup turned on)
- Right-click (or Control-click) the iOS device in iTunes under Devices and choose **Back Up**

Use these steps to manually back up your iOS device using iTunes:

1. Connect your iOS device to a computer with the latest version of iTunes installed.
2. Click the **File** menu and select **Devices > Back up**.

To verify that the backup finished successfully, open iTunes Preferences and select the Devices tab. The name of the device will appear along with the date and time the backup was created.

## Warning

Don't synchronize your iPad and computer if you've signed up for an Apple iCloud account. The iCloud service automatically syncs bookmarks and other selected content between your iPad, computers, smartphones and other mobile devices.

## How to Lock your iPad (More in iOS 6)

Don't like your kids to mess with your device or someone to read your emails on your iPad? Lock it with a password.

1. Open the app Settings and select "General" on the left panel.
2. Select "Passcode Lock" on the right panel.
3. Tap "Turn Passcode On".
4. Enter a 4-digit passcode, and the same again to confirm.

Each time when your iPad is turned on, you'll have to enter the 4-digit passcode to access your iPad.

In iOS 6, you can lock your iPad to a certain screen of an app you choose, or disable touch access to certain areas of that screen. To enable this feature, turn on Guided Access as follows:

1. Open the app Settings and select "General" on the left panel.
2. On the right panel, select "Accessibility", then turn on "Guided Access".
3. Tap "Set Passcode" and enter a 4-digit passcode twice to confirm.

To lock your iPad to a certain screen of an app:

1. Open an app and select a screen you want to lock, triple-click the Home button.
2. Turn off "Touch" to lock the whole screen, or circle areas on the screen you would like to disable.
3. Tap "Start" to begin with Guided Access.

To end Guided Access, triple-click the Home button, enter the passcode then tap "End".

## How to Find Your iPad

Is there a way to locate your iPad if it gets lost or stolen? Yes. Not only possibly can you locate it, but you can display a message or play a sound on your iPad, lock it using its existing passcode, or even erase all data on your device remotely, with help of the feature "Find my iPad" that can be enabled on your device.

1. Open Settings app, select "Mail, Contacts, Calendars" and check that "Fetch New Data" is set to Push.
2. Select "Add Account...", choose iCloud (or MobileMe in iOS 4), then enter your Apple ID and password.
3. When prompted, click "OK" to allow the service to use the location of your iPad.
4. Keep the setting "Find My iPad" on and tap "Save".



Then try to find your iPad:

1. Sign in with your Apple ID at icloud.com (or me.com for iOS 4 users) using a PC web browser, or another device installed with Find My iPhone.
2. Once your device's location is updated on a Google map, click the right-angle or info button next to the device name.
3. Click "Play Sound or Send Message", "Remote Lock" or "Remote Wipe" as you need to.

## How to Reboot the System

In the event your iPad apps freeze or the system becomes unresponsive, you can try to reboot the system as follows:

1. Press and hold the Sleep/Wake button at the top right corner of your iPad until a red slider appears. Slide your finger across the slider and the system will turn off. (Alternatively, press and hold down the Sleep/Wake button and the Home button at the same time until the system turns off.)
2. Turn the system on by pressing and holding the Sleep/Wake button until the Apple logo appears.

## How to Re-arrange Icons

When you install new apps to your iPad, the system stacks up the icons automatically without asking you to select a home screen. But you can subsequently re-arrange the icons on the home screens and on the Dock.

1. Touch and hold any icon on your screen until the icons start wiggling.
2. Drag an icon to a different spot on the screen, or even to or from the Dock, which allows for six icons.
3. You can also drag an icon to the left or right edge of the screen until it starts sliding, then drop the icon to another screen.
4. Click the Home button to finish.



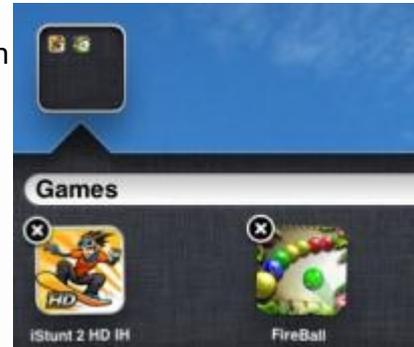
## How to Create, Rename and Remove Folders

Other than the apps on the dock, sometimes it's difficult to quickly look for an app to open if you have many icons spreading across a few screens. Why not create a folder to group similar apps together? It's much easier than you might think.

1. Touch and hold any icon until the icons start wiggling.
2. Drag an icon over the top of another. The system then automatically makes a named folder, with the two icons put under it. Drag more similar apps to the folder when needed.
3. Click the Home button to finish.

You can rename a folder at any time—touch and hold the folder icon to make it wiggle, tap it to expand, then edit the folder name after selecting it.

While the system auto creates a folder for you, it does the same to removing a folder automatically—make the folder icon wiggling, tap it to expand, then clear all items inside the folder either by dragging them out or deleting them one by one, and the empty folder clears by itself. Smart?



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