

# iLove iPad

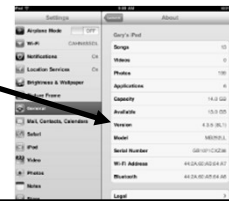


## Before We Begin

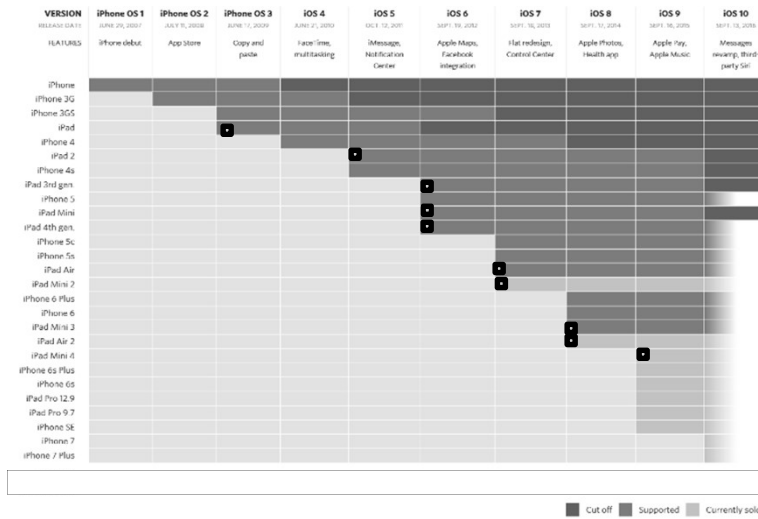
- Feel free to interrupt and ask questions
- The only stupid question is the one you don't ask
- **<https://bit.ly/2EXzohI>** Link to everything about our course

# What Operating System?

- You may be running one of several operating systems that affect the **look and behavior** of your iPad
  - For iPad 1, newest version is iOS 5.1.1 released in May 2012
  - For iPad 2, 3 and Mini, iOS 9.3.5 is newest version released 9/2016
  - For iPad 4 the newest version is 10.3.3 released 7/2017
  - For iPad Air, Mini 2, 3, iOS 12.5.1 released 1/2021
  - For all other iPads, iPadOS 14.4 released 2/2021
- Tap: Settings, General, About
- If you don't have the newest version you can upgrade (See upcoming slide)



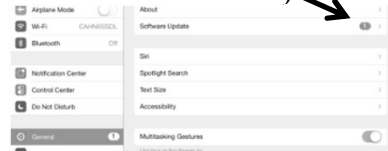
# How Long Has iPad Been Out Before Being Frozen





## Updating your iPad

- A red “1” on the Settings icon alerts you there is an update for your iOS available. In addition a small “1” on the General tab alerts you there is an update available for the iOS or iPadOS
- Tap “software update” (which also has a 1 on it) and then tap “download and install”
- For additional directions see <http://support.apple.com/kb/HT4623>



## Which iPad Do I Own?

• 9.7 – 11” Screen		
• iPad 1 frozen	A1219, A1337	4/3/10
• iPad 2 frozen	A1395-A1397	3/11/11 Added camera
• New iPad (3) frozen	A1416,A1430,A1403	3/16/12 Added retina display and Siri
• iPad (4) frozen	A1458-A1460	11/2/12 Uses small “lightning” connector
• iPad Air frozen	A1474- A1476	11/1/13 Thinner and narrower
• iPad Air2	A1566, A1567	10/20/14 Fingerprint ID
• iPad 9.7” Pro	A1673-A1675	3/31/16 Improved camera
• iPad 9.7” 5 <sup>th</sup> generation	A1822-A1823	3/24/17 Slightly slower processor than Pro \$329
• iPad 10.5 Pro	A1701,A1709	6/13/17 64GB minimum, Pencil
• iPad 9.7” 6 <sup>th</sup> generation	A1893,A1954	4/1/18 Pencil for the first time in this size
• iPad 11” Pro	A1980,1934,2013	11/7/18 Face ID Unlock, No more Home button
• iPad Air 3	A2152,2123,2153	3/2019
• iPad 10.2” 7 <sup>th</sup> generation	A2197-A2200	9/30/19
• iPad Air 4	A2316, A2324	9/15/20
• iPad 10.2” 8 <sup>th</sup> generation	A2270, A2428	9/15/20
7” Screen		
• iPad Mini frozen	A1432,A1454,A1455	11/2/12
• iPad Mini 2 frozen	A1489,A1491	11/12/13 Added retina display
• iPad Mini 3 frozen	A1599, A1600	10/20/14 Fingerprint ID
• iPad Mini 4	A1538,A1550	9/15/15
• iPad Min 5	A2133,2124,2126	3/2019
• iPad Pro 12.9”	A1584,A1652	9/15/15 Larger 13 inch screen
• iPad Pro 12.9” 2 <sup>nd</sup> Generation	A1670-1671	6/13/17
• iPad Pro 12.9” 3 <sup>rd</sup> Generation	A1876,1895,2104	11/7/2018 Face ID Unlock, No more Home button
• iPad Pro 12.9” 4 <sup>th</sup> Generation	A2229,3353-54,2069	3/25/20

<https://support.apple.com/en-us/HT201471> Provides descriptions of models

To determine your model number look on back or choose: Settings, General, About, and tap “Model Number” on right, See <http://www.everymac.com/systems/apple/ipad/index-ipad-specs.html> for a list of models



# Your iOS Affects What Apps You Can Download

## Information

Seller	Touch Press Inc
Size	601.9 MB
Category	Entertainment
Compatibility	Requires iOS 10.0 or later. Compatible with iPad.
Languages	English
Age Rating	Rated 4+
Copyright	© Touch Press Inc, 2017
Price	\$2.99

## Enlarging Text

- You can enlarge text in one of 4 ways

Method 1: Use a two fingered squeeze out

Method 2: In iOS 12 and below, Double tap the text. May not work completely with NY Times, Post, etc.

Method 2: In iOS 13+, Double tap text doesn't work. Instead tap the AA in the upper left corner. Then tap the large A on the right repeatedly to enlarge text. Tap the small A on the left repeatedly to shrink text

Method 3: On iOS 12 and below, tap the 4 horizontal lines to the left of the URL address at the top of the screen.

Method 3: On iOS 13+ tap the "AA", and then tap "Show Reader View." Reader is not available on all sites

- Turn Reader View on permanently for a specific site:
  - Tap AA and choose: Website settings
  - Choose: Web site settings
  - Tap "Use reader automatically" to make it green

## Enlarging Text Method 4

- If reading your iPad is difficult, you can enlarge all text by tapping: Settings, Display & Brightness. On the right side choose: Text size. Use the slider and choose a larger font.
- This will enlarge text across the entire iPad for apps **that support this feature**
- For additional methods to make text easier to read see <https://www.yahoo.com/tech/how-to-make-ios-9-easier-to-read-in-just-7-taps-130125357.html>

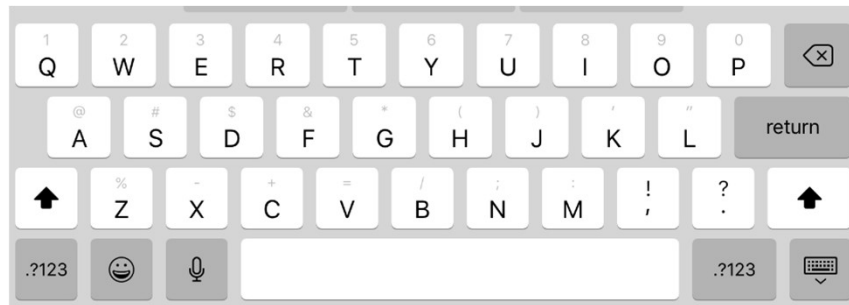
## Enlarging Video

- To make a video fill your screen, use a two fingered swipe out. Turn your iPad horizontally to maximize the screen size



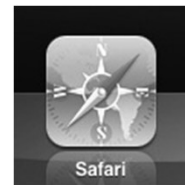
## Alphabetic Keyboard Now Has Numbers iOS 11+ only

- The 9.7 and 10.5 inch iPads now have two items on each key. To choose the alternate item:
  - Press and hold, and then drag down or
  - Swipe down



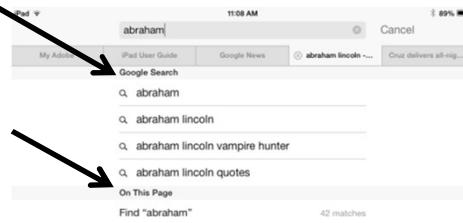
## Searching in Safari

- The Safari search box handles two types of searches
  - Type a URL
  - Type word(s) to search in Google
- If you type a word to search in Google, you also will simultaneously search for that word on the current page
- See next slide
- To change your search engine to an alternate, choose: Settings, Safari, Search engine



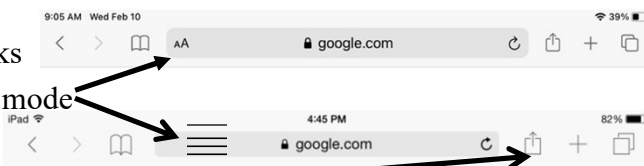
## Searching in Safari Occurrences On This Page

- Searching for a word in Safari simultaneously searches Google and for occurrences of that word on the page
- Beginning with iOS 9 can also search for word on a page by tapping the share icon and tapping “Find on page”  
Enter your word  
It will be highlighted in yellow.

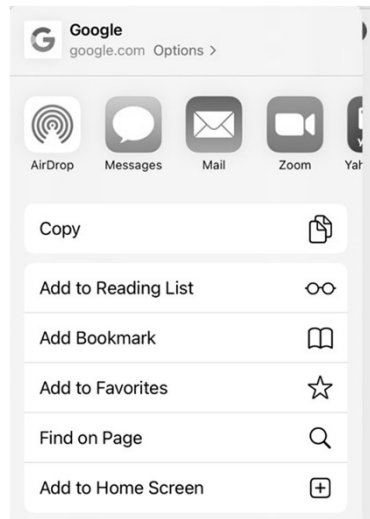


## Icons in Safari

- Across top:
  - Backward
  - Forward
  - Bookmarks
  - “Reader” mode
  - Reload
  - Share (see next slide)
  - New tab
  - View all open tabs



## Share Button in Safari We Will Come Back to This



## Searching With Siri iOS 13 or less

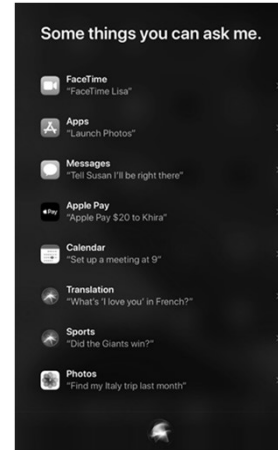
- Siri (voice recognition) **requires iPad 3+** or iPad Mini+
- Siri can be turned on/off by going to Settings and choosing: Siri, Siri
- Press and briefly hold the Home button to start Siri. On iPad Pro, press and hold Sleep/wake button. Ask your question. Once you see the ? Siri is no longer listening
- To ask a 2<sup>nd</sup> question tap the speaker icon in iOS 10 and earlier or tap the symbol in iOS 11+





## Searching with Siri

- To see examples of how Siri can assist you, start Siri and don't say anything for 10 seconds. The screen to the right will appear. There are many icons below these. Tap any icon, e.g. Maps, to learn how to use Siri with maps
- In general Siri doesn't add additional search capabilities; it only makes them oral
- Beginning in iOS 10 Siri works with some 3<sup>rd</sup> party Apps



## Searching With Siri iOS 14+

- Press and briefly hold the Home button to start Siri. On iPad Pro, press and hold Sleep/wake button. Ask your question. After asking your question, to ask a 2<sup>nd</sup> question tap the Siri icon again.
- For more about using Siri see [https://support.apple.com/siri?cid=mc-nav-siri-ppsp-ipados\\_ui-07102020](https://support.apple.com/siri?cid=mc-nav-siri-ppsp-ipados_ui-07102020)
- When you're done with Siri, tap the home button or tap on any blank area of the screen
- Siri can be turned on/off by going to Settings and choosing: Siri & Search. On the right side, slide the 2 buttons at the top to the left



## Translating with Siri iOS 11+ only

- Siri can translate English to: French, Spanish, Mandarin, Italian and German, Chinese, Russian, Portuguese, Japanese and Korean Say “Translate My name is Gary into French”

## Siri Reminders

- Siri can remind you to return to any one of several items on your iPad at a given time, e.g.
  - Remind me about this today at 11:15 AM
  - Remind me about this April 25 at 11:00 AM
  - Remind me about this tomorrow at 1:00 PM
- Siri will confirm she understood your reminder, and take you to that item on your iPad at the appointed time. If your iPad is locked at that time, unlock it, go to Reminders, and tap the link to be taken to it
- You can mark your reminders completed.
- You can see your reminders and edit them
- Reminders available for all these items
  - **Safari**—remembers which Web page you’re on
  - **Mail**—remembers the message you’re reading
  - **Calendar**—remembers the day or event you’re looking at
  - **Clock**—remembers where you were in World Clock, Alarm, Stopwatch, or Timer
  - **Contacts**—remembers the person’s contact card
  - **iBooks**—remembers the book and page you’re reading
  - **Maps**—remembers the place you’re viewing
  - **Notes**—memorizes the note you’re reading, and the position *in* that note
  - **Numbers, Pages**—remembers the document

## Going to Home iOS 12+ only

- Swipe up from the bottom of the screen to return to Home screen
- (Identical to tapping Home button)

## Searching Settings

- You can search settings
- Go to the top left corner of the Settings App and enter a search term
- Often you will be shown multiple options. Tap the option to be taken there

## Using Autofill in Safari

- Safari can fill in your name and password automatically for many web sites
- To turn this feature on in IOS 9, tap: Settings, Safari, passwords and autofill, Turn on “Names and Passwords”
- To turn this feature on in iOS 10+ tap: Settings, Safari, autofill, Turn on “Names and Passwords”
- To turn this feature on in IOS 12+ tap: Settings, Passwords & Accounts, Turn on Autofill Passwords
- iPad has ability to autofill credit card info too. Turn this feature on in iOS 10+ by tapping: Settings, Safari, Autofill, Credit Cards
- Your iPad also has the ability to fill in address, phone number, etc. To use this feature see <http://www.imore.com/daily-tip-setup-mobile-safari-autofill-fill-web-forms>

## Safari - Add a Web Site to Your Home Screen

- If there are web sites that you visit regularly, you can add them to your home screen
- Tap the Share icon, (upward facing arrow), Tap: Add to home screen

# Safari Bookmarks AKA Favorites

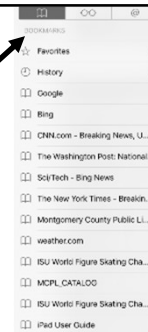


Bookmarks allow you to save frequently visited web sites in a list. This makes it easy to return to that web site.

- To add a bookmark, go to the website you wish to bookmark
  - Tap upward facing arrow (share) at top of page. Tap: Add Bookmark, Save.
  - Optional - Modify title of Bookmark as necessary before tapping: Save

## Using Bookmarks

- At the top of the Safari screen, on the left side, tap the icon that looks like a book. Verify that it says “Bookmarks” at the top of the box. If you don’t see “Bookmarks”, tap the lower of the two left facing arrows repeatedly until it says “Bookmarks.”
- Newly added bookmarks will be listed. The newest will be at the bottom of the list.

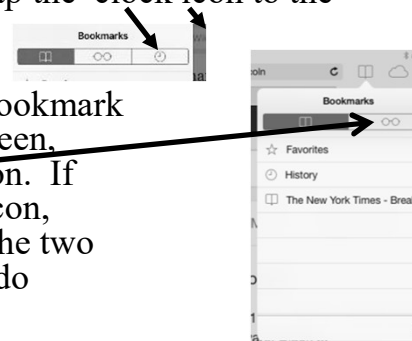


## History and Reading List

- History and Reading List are “relatives” of Bookmarks, because you find all 3 items on the Bookmark icon
- History is created automatically by iPad, and lists every site you’ve visited during the past 30 days
- Reading List is identical to Bookmarks, except it assumes you only want to go to the Reading List item once, instead of repeatedly like Bookmarks

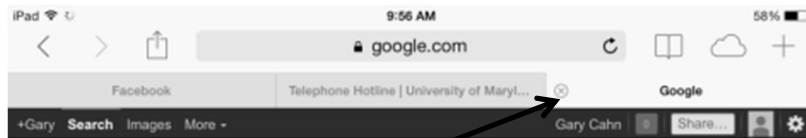
## Using Safari History and Reading List

- To see History, Tap: Bookmark icon at the top left of the screen. In iOS 10 and below: tap History. If you don’t see “History,” tap the lower of the two left facing arrows repeatedly until you do. In iOS 11+ to see History, tap the clock icon to the right of the eyeglasses icon
- To see Reading list, Tap: Bookmark icon at the top left of the screen, and then tap the eyeglass icon. If you don’t see the eyeglass icon, repeatedly tap the lower of the two left facing arrows until you do




## Tabs In Safari

- Having 1 - 5 open tabs in Safari is useful
- Having 50 open tabs is useless and it wastes memory




Method 1 - Close open tabs by tapping the X

## Closing Tabs in Safari Method 2

- To close **all** open tabs:
- In Safari, press and hold the double square in the upper right corner 
- Choose: “Close all XX tabs”

## Closing Windows in Safari Method 3

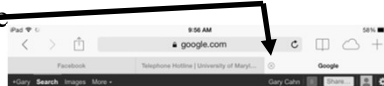
- In Safari, tap the double square in the upper right corner 

- Swipe any of the open tabs from right to left



- When done, tap: “Done” in upper right corner

## Opening a New Tab in Safari

- When going to a new web page, you can open it in a new tab. This enables you to have both the new and old web page available
- Before beginning, do this one time: Tap Settings, Safari. Tap “Open New Tabs in Background” so that it becomes white
- Tap and hold the URL (link). Tap: Open in New Tab.
- Tap the “X” to close that web page 

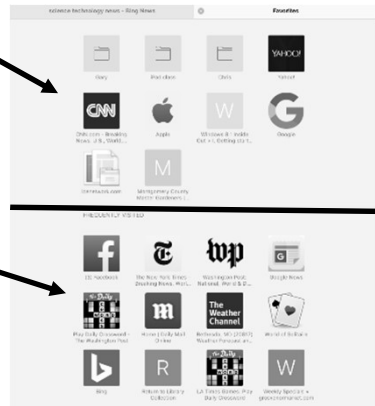
- The highlighted tab at the top shows the one that is open
- You can open a blank new web page by tapping the + at the top right corner of the screen



## When You Tap the + to Open a Brand New Tab

Top half of screen lists favorites. Created by you the same way you create bookmarks

Bottom half of screen lists most visited web sites (Can delete these by pressing and holding icon, but can't add your own icons)



## Saving an Image in Safari

- To save an image in Safari, email, etc., tap and hold the image. Tap: “Save Image”
- It will be saved as the last photo in your photos application

## Copying a URL in Safari

- To copy a URL in Safari tap the share icon and then choose: Copy
- Once you have copied the URL, go to email, Notes, etc. Tap and hold any blank space. Tap: Paste

## Adding Icons to the Bottom Row (The Dock) iOS 10 or below

- The bottom row of icons (the Dock) holds 6 icons but your bottom row probably contains only 4 icons. These 4 icons are displayed on all 11 windows that your iPad offers.
- To add icons to the bottom row, go to the home screen, and press and hold any icon until they start to jiggle
- Press and hold the icon you wish to move and slide it to the bottom row
- Tap the Home button to end

## Adding Icons to the Bottom Row (The Dock) iOS 11+

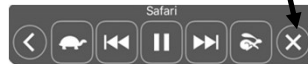
- The bottom row of icons (the Dock) can hold 10+ icons depending on screen size. These icons are displayed on all 11 windows that your iPad offers.
- There are up to 3 icons on the right, which your most recently used Apps. You have no control over these. A faint dividing line separates these icons from those on the left side, which you do have control over
- To add icons to the bottom row, go to the home screen, and press and hold any icon until they start to jiggle. Let go of the icon.
- Press and hold the icon you wish to move, and wait briefly until you see it enlarge, and then slide it to the bottom row, but be sure you drop it to the left of the 3 icons on the right side
- Can hold 10+ icons on bottom row depending on screen size
- Tap the Home button to end

## Dictating to iPad

- Dictation requires you to be connected to the internet for iPads using iOS < 14, but on 14+ and iPad Pro models, the internet is not required
- In email or Notes, dictation is supported by tapping the microphone icon on the keyboard
- Tap “Done” when you are finished
- Dictation may be turned off/on in Settings, General, Keyboard, Enable Dictation
- For more about dictation see <https://www.lifewire.com/use-ipad-voice-dictation-4103815>

## Have Your iPad Read to You (Speak Screen)

- Your iPad can read to you from iBooks, Safari, email, Notes, and more
- You must first turn this feature on. This only needs to be done once. In iOS 12 and below, turn on Speak Screen by going to Settings, and choosing: General, Accessibility, Speech. Slide the button on Speak Screen to right so it becomes green.
- To turn it on in iOS13+ choose: Settings, Accessibility. Then on the right side, choose: Spoken content, and tap the Speak Screen button to make it green.
- To use Speak Screen: From the very top of the screen, swipe down with two fingers
- Helpful to use Reader View in Safari which reduces the clutter on the page that will be read
- Icons from left to right: close this feature, slow pace of voice (can choose repeatedly), previous page, Pause, next page, increase pace of voice, stop Speak Screen
- Siri can makes mistakes, e.g. live vs live



## The Home and Sleep/Wake Buttons

- The two most important buttons on your iPad are the Home and Sleep/Wake (Power) buttons



## Taking a Screen Shot



- You can take a Screenshot (photo) of what's on your iPad screen
- In iOS 9 press and hold the Sleep/Wake button. While continuing to hold Sleep/Wake, press and release the Home button. You'll hear the sound of a picture being taken and the screen will flash briefly
- In iOS 10+ press and hold the Sleep/Wake button and then **immediately** press the Home button.
- On iPad Pros, press the sleep/wake button and volume up button simultaneously and quickly release
- Your photo will be the last photo in your photos app. You can email your photo from there. In the Albums folder, it will be in Screenshots
- iOS 11+ puts your screenshot in the lower left corner. Tap it to mark it up. Tap "Done" in the upper left, and Choose: Save to photos
- If the page is longer than what fits on your screen and you have iOS 13+, see <https://ios.gadgethacks.com/how-to/take-scrolling-screenshots-entire-webpages-ios-13s-safari-for-iphone-0198601/> to solve the problem

## Creating a Video of What is Playing on Your iPad

- You can create a video of anything that is playing on your iPad, which you can later re-watch or share with others
- Follow these directions  
<https://www.apptamin.com/blog/capture-iphone-ipad-screen-video/>

## Closing Applications (Apps) iOS 10 or below

- Once you start an App, it runs continuously forever even though you can't see it on your screen
- A few apps deplete the battery quickly, e.g. those that rely on GPS. Closing these apps can increase battery life
- In addition, occasionally two apps may “collide” and cause screen freezes. Closing one or both apps can solve this
- To close apps: Double tap the Home button
- Swipe apps up to close them
- Tap home button to end the process
- This screen also lets you go directly to an app by tapping it



## Closing Applications (Apps) iOS 11+

- Once you start an App, it runs continuously forever even though you can't see it on your screen
- A few apps deplete the battery quickly, e.g. those that rely on GPS. Closing these apps can increase battery life
- In addition, occasionally two apps may “collide” and cause screen freezes. Closing one or both apps can solve this
- To close apps: Double tap the Home button  
On iPad Pro, swipe up and hold
- Swipe apps up to close them
- Tap home button to end the process
- This screen also lets you go directly to an app by tapping it



## Turning Off Your iPad (Really)

- Pressing the Sleep/Wake button briefly, turns off the screen, but it does not turn off the iPad
- To really turn off the iPad, press and hold the Sleep/Wake button until you see the Red “Slide to Power Off” button
- Do that
- Use this for airplane trips when you are required to turn off your iPad

## If Your iPad is Unresponsive or Misbehaving

- Here are several solutions if your iPad is misbehaving  
<https://support.apple.com/en-us/HT201412>

## Performing a Soft Reset

### Second Most Important Slide in My Talk

- A Soft Reset can solve 2 types of iPad problems:
  - Fix your iPad when it doesn't perform "normally"
  - Restart your iPad if it freezes. You will not lose any data
- If you have a Start button--Press and hold the sleep/wake button and immediately press and hold the home button. Continue to hold both buttons for 10+ seconds until you see the Apple logo. When you see the logo, release both buttons
- Your iPad will restart.
- If you don't have a Start button—
  - Press and hold the Volume Up button for 1 sec.
  - Press and hold the Volume Down button for 1 sec.
  - Then press and hold the sleep/wake button until you see Apple logo
- Soft resets can take 30 seconds to 15 minutes. The latter is rare

## Performing a Hard Reset

- If a soft reset does not solve your problem, try a hard reset
- Tap: Settings, General, Reset, Reset All Settings.
- This erases your preferences, but saves data, contacts, etc.



## Copy and Paste iOS 12 and below



"Use every. Yes, your cut and paste skills are beyond reproach."

- Copy and Paste may work differently in Safari than it does in Notes, Email, etc. It may work differently on different Safari pages. On the WashPost page, it works one way on the headlines page, and a different way inside an individual article.
- To copy and paste:
- Press and hold a word that is not a URL
- Wait for a magnifying glass or a blue rectangle. Release the keyboard. Optional: Adjust the size of the blue box. Choose: "Copy"
- If you don't see "Copy", Tap: "Select" or "Select all" If you consistently see "Select" instead of copy, you can double tap the text and this will offer you the choice to "copy"
- See next slide for Paste

## Copy and Paste iOS 12 and Below

- When you have finished copying, go to another App, e.g. email, Notes, etc. Press and hold until you see the magnifying glass. Tap: Paste
- When pasting in the Notes App, the keyboard must be visible. If it isn't visible, double tap. Or start a new note by tapping the pencil/paper icon in the upper right

## Copy and Paste iOS 13+

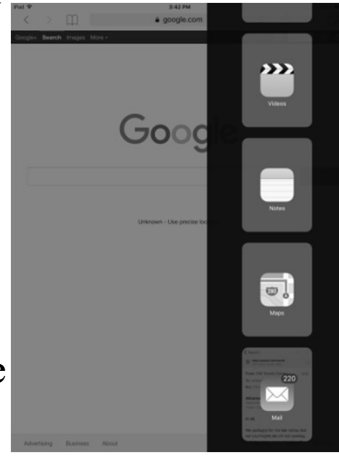
- Copy and Paste works in email, Notes, Safari, and more.
- Press and hold a word
- Optional: Drag the blue box to expand it
- Choose: Copy
- Go to a blank Notes page, email, etc.
- Press and hold a blank area for 2 seconds, and let go
- Choose: Paste

## Multi Tasking iOS 10 and below

- Two Parts to Multi Tasking
- The “Slide Over” feature allows you to multi-task, but it doesn’t allow you to switch back and forth between two Apps
  - Only works with iPad Air or newer, iPad Mini 2 or newer, or iPad Pro or newer
- Split View allows you to switch back and forth between two Apps
  - Only works with iPad Air 2 or newer or iPad Pro or newer

## Slide Over iOS 10 and below

- While one App is open, swipe left from the far right side of the page
- Using the right 1/3 of the screen, scroll up/down to find the App you wish to start, and tap it
- Use your newly started App
- Tap the first App when done



## Slide Over iOS 10 and below

- The next time you want to multi-task, when you swipe left, the App that you previously started will still be running
- Swipe down on the grey bar at the top to see all your Apps, so you can choose one

## Split View iOS 10 and below

- Once you have two Apps open using Slide Over, press and hold the dividing line between the two Apps, and drag the line to the center of the screen
- Can now alternate between the 2 Apps
- Can open two Safari screens side-by-side, but only in landscape mode

## Multi Tasking iOS 11+

- Four Parts to Multi Tasking. Only the newest iPads (Air2+, Mini4, Pro+) can utilize all 4 parts. Older models can use some
  - Slide Over
  - Split View
  - App Switcher
  - Picture in Picture
- See directions at <https://www.imore.com/how-use-slide-over-and-split-view-ipad-ios-11> or <https://www.pcmag.com/how-to/how-to-use-multitasking-on-your-ipad>

## To Turn Multi-Tasking Off

- To turn multi-tasking off:
  - In iOS 10 and earlier, Tap: Settings, General, Multi-tasking
  - In iOS 11-12, Tap: Settings, General, Multi-tasking and Dock
  - In iOS 13+, Tap: Settings, Home Screen and Dock
  - In all versions above, turn “Allow Multiple Apps” off

## Scanner iOS 11+ only

- In iOS 11+, the Notes App can function like a scanner
- Scanned images can be shared with others via email
  - Launch the Notes App and begin a new Note by tapping the box with pencil in the upper right corner
  - Tap the + icon just above the keyboard (In iOS 13+ tap the camera)
  - Choose: Scan documents
  - Position the iPad above the document so it sees the full document. Hold your iPad as steady as possible
  - On the right side, change from auto to manual if you want to take the picture only when you're ready
  - Tap the large circle on the right when you're ready to create the image
  - Move the 4 corners of the photo up or down to adjust what is included and excluded in the photo. This allows you to crop your picture.
  - Tap “Retake” in the bottom left if your scan was unsuccessful or “Keep scan” in the bottom right if the scan was successful
  - Tap “Save” in the bottom right to save your scan to the Notes App
  - Tap the image of the scan to see it full size
  - Tap the Share button in the upper right to email it to others

## Notes App

### iOS 10 and earlier

- The Notes App is for taking simple notes. You can add photos you've taken to your note, and add handwritten notes
- Open the Notes App and begin a new Note by tapping the icon in the upper right corner
- To add a photo, tap the Photo icon in the lower right corner
  - Choose to take a new photo or add an existing photo by tapping the appropriate icon
- To add a handwritten note:
  - Tap the curly line in the lower right corner
  - Tap one of the first 3 pens and begin your note
  - Tap the eraser to erase what you've written, or choose "Erase all" at the top of the note
  - Swipe colors to left to see more choices
  - Tap "Done" at the top when you have finished
- Notes can be shared with others, using the "Share" icon at the top of the screen
- If you are using an external keyboard, all of these features may be invisible or turned off

## Notes App

### iOS 11+

- The Notes App is for taking simple notes. You can add photos you've taken to your note, and add handwritten notes
- Open the Notes App and begin a new Note by tapping the icon in the upper right corner
- To add a photo, tap the plus sign (in iOS 13+ tap the camera) just above the keyboard, and choose "take photo or video"
- To add a handwritten note:
  - Tap the pencil icon on the far right, just above the keyboard
  - Tap one of the first 3 pens and begin your note
  - Tap the eraser to erase what you've written,
  - Tap "X" at lower right when you have finished, or in iOS 13+ tap:Done in the top right corner
- Notes can be shared with others, using the "Share" icon at the top of the screen
- If you are using an external keyboard, all of these features may be invisible or turned off

## Password Protect Notes

- If you're preparing a Christmas gift list for your spouse and you don't want him/her to see it, you can follow these directions to password protect your Note. See <http://www.macrumors.com/how-to/password-protect-notes-ios-os-x/>

## Typing Shortcuts


- The following typing shortcuts work in both Email and Notes, unless otherwise specified

## A Typing Shortcut #1

- When typing an email, notes, etc., if you come to the end of a sentence, double tap the space bar. This puts in a period, a space and capitalizes the first letter in the next sentence.



## A Typing Shortcut #2A All iOS

- When typing with the keyboard, double tap the shift key to turn on caps lock permanently
- The 3 choices 
- Tap shift again to turn it off
- See next slide for another method of typing in all caps



## A Typing Shortcut #2B

### iOS 11+

- When typing with the keyboard, press and hold the shift key, and then simultaneously type with your other hand, to type in all caps.

## A Typing Shortcut #3

- When typing, if you make a mistake you can undo it. Suppose you mistakenly delete a paragraph of text. Press the 123 key to go to the number/symbol keyboard.
- In iOS 10 and earlier, in the lower left corner, tap the “undo” key
- In iOS 11+, in the lower right, tap the “undo” key
- In iOS 11+, the redo key can be found by going to the numeric keyboard, and then tapping the #+= key

## A Typing Shortcut #4 (Less relevant to iOS 11+)

- Tap and hold the ? Key and it offers you “
- Tap and hold the ! Key and it offers you ’
- Tap and hold any vowel, and it offers you accents
- Tap and hold the \$ key (on the symbol keyboard) and it offers you other currencies Other “secret” keys: - / & ? ! ‘ “
- When using the symbol keyboard, tap the #+= key and it offers you additional symbols

## A Typing Shortcut #5

- For phrases that you use frequently in Email, Notes, etc. you can create a shortcut. When you type the shortcut, your iPad will type the full phrase e.g. Home/cell phone number, email address,
- Tap: Settings, General. On the right side, near the bottom of the page, tap Keyboard, Text Replacement, +. Add your phrase and shortcut. Tap: Save. To delete a shortcut that you’ve saved, swipe your finger to the left on the shortcut. Tap: Delete
- Good shortcuts you might wish to use are two symbols in a row, e.g. @@ or ##

## A Typing Shortcut #6

### Not as relevant to iOS 11+

- When typing a number, you generally have to tap the ?123 icon to get to the number keyboard, then tap your number, and then tap the alphabet icon to return to that keyboard
- Instead of that, press and hold the ?123 icon, and slide your finger to the number you are interested in

## A Typing Shortcut #7

- When typing an email address in email, press and hold the period key to see suffixes available including .com .net .org etc.
- Slide your finger up to the suffix you desire

## A Typing Shortcut #8A Precisely Position Cursor IOS 12 and below

- When typing in email or the Notes App, you can precisely position the cursor to enable easier editing
- Press and hold the space bar until the letters on the keys disappear.
- Drag you finger left/right to position the cursor on the line of text, or up/down to move to another line of text

## A Typing Shortcut #8B Precisely Position Cursor iOS 13+

- Simply drag the cursor to any spot on the page

## A Typing Shortcut #9

- In Safari go to the address bar and type a URL
- Press and hold the period key and you will see .org .net .edu .us or just release the period key for com

## A Typing Shortcut # 10 Selecting words, sentences, paragraphs– iOS 13+

- Method 1 Highlight some text first by double tapping it to select a word. Double tap again to select the sentence. Double tap again to select the paragraph. (Doesn't work on my iPad)
- Method 2 Double tap to select a word, triple tap to select a sentence, quadruple tap to select a paragraph. (On my iPad triple tap selects paragraph)
- Or, after the first double tap, drag the box to expand the highlight as necessary.

## A Typing Shortcut # 11

### The Shortcut Bar – iOS 13+

- With 3 fingers, press and hold the screen for 1-2 seconds to open the Shortcut Bar

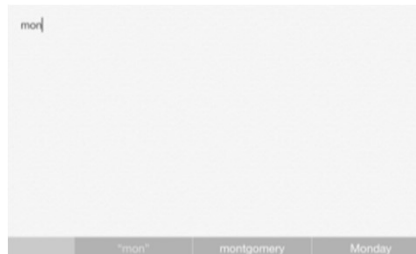


- The icons from left to right are: Undo, Cut, Copy, Paste, Redo. Not all icons are lit at all times

## Predictive Typing (AKA QuickType)

### Shortcut #12

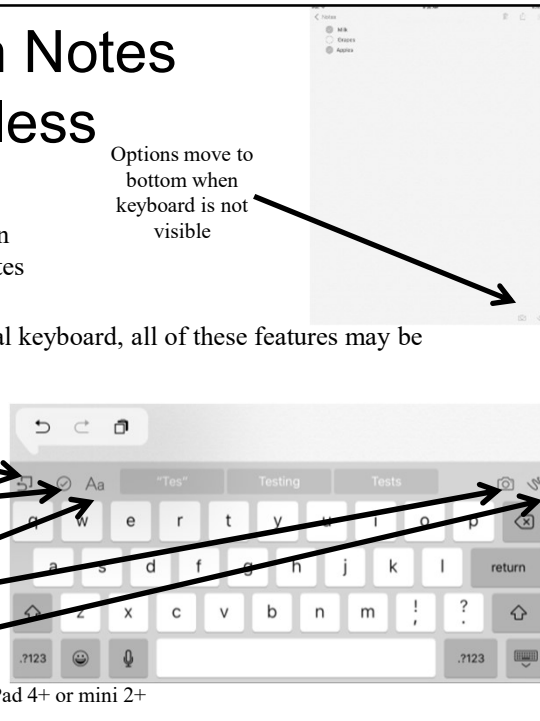
- The QuickType bar anticipates what you are typing. If you see the word you're in the process of typing, tap it
- QuickType is available in email, Notes, and Messaging
- QuickType can be turned off using: Settings, General, Keyboard. On the right side of the page Turn off "Predictive:
- If you are using an external keyboard, all of these features may be invisible or turned off



# Quick Type in Notes iOS 11 or less

- Options vary depending on whether you are using Notes or Email or another App.
  - If you are using an external keyboard, all of these features may be invisible or turned off
  - In Notes:
    - Undo, redo, paste
    - Check off list
    - Headings, bulleted list, dashes
    - Insert photos
    - Handwritten text
- Only works with upgraded notes and iPad 4+ or mini 2+

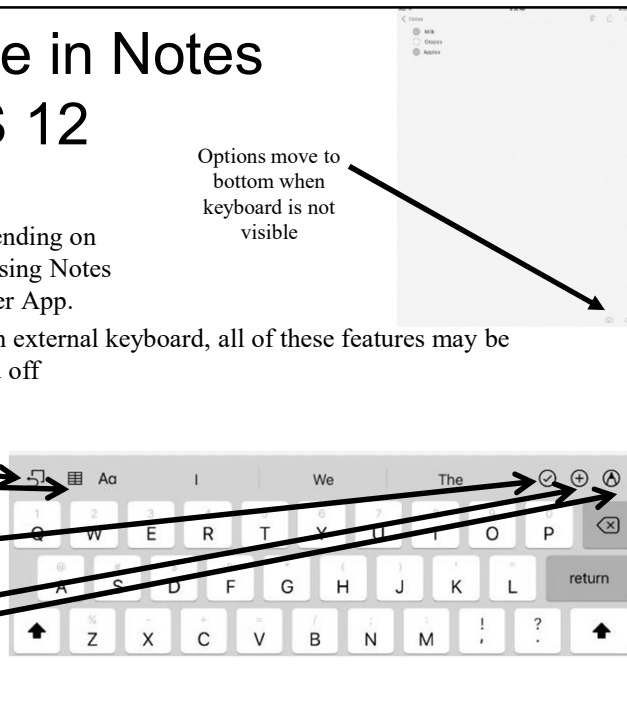
Options move to bottom when keyboard is not visible



# Quick Type in Notes iOS 12

- Options vary depending on whether you are using Notes or Email or another App.
  - If you are using an external keyboard, all of these features may be invisible or turned off
  - In Notes:
    - Undo, redo, paste
    - Create a table
    - Bulleted list
    - Insert photos, video, scan
    - Handwritten text
- Only works with upgraded notes and iPad 4+ or mini 2+

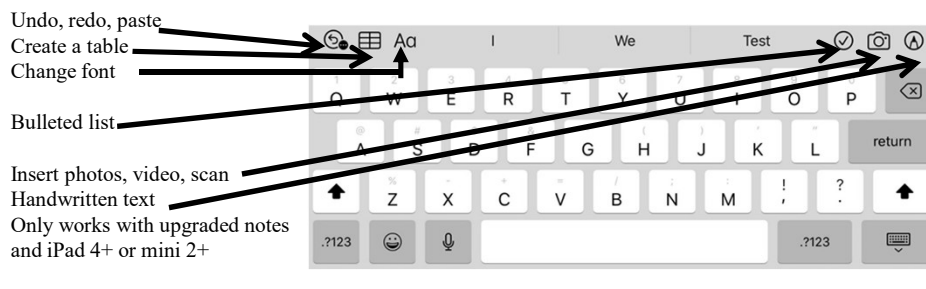
Options move to bottom when keyboard is not visible



# Quick Type in Notes iOS 13+

- Options vary depending on whether you are using Notes or Email or another App.
- If you are using an external keyboard, all of these features may be invisible or turned off
- In Notes:

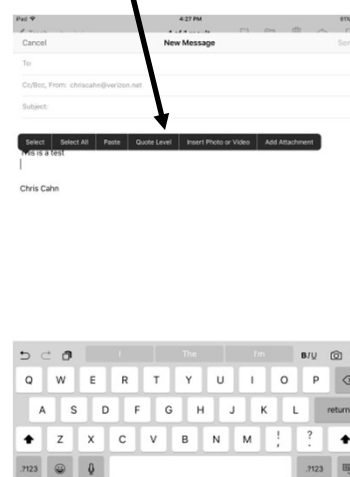
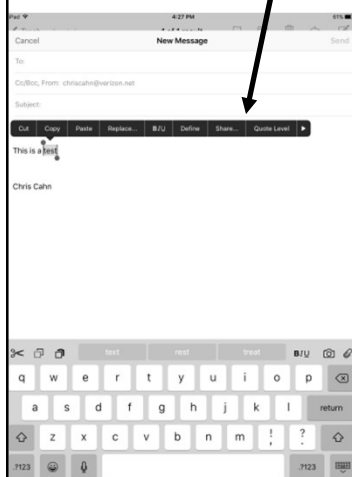
Options move to bottom when keyboard is not visible



# Quick Type in Email

Press and hold options when text is selected

Press and hold options when text not selected

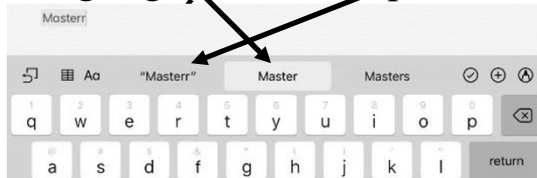


If you are using an external keyboard, your options will vary or may be turned off altogether



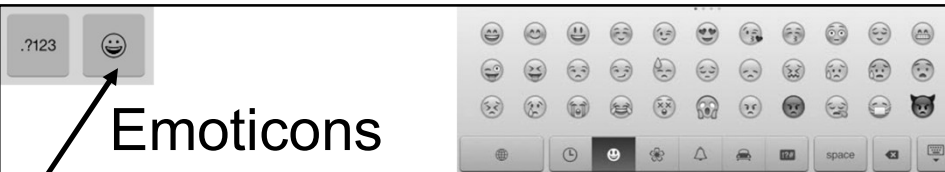
# Spell Check

- Predictive typing has Spell Check built in
- If you misspell a word, Predictive typing will show the word correctly spelled in blue
- If you keep typing the highlighted word will automatically be inserted
- To reject the highlighted word, tap the misspelled marks

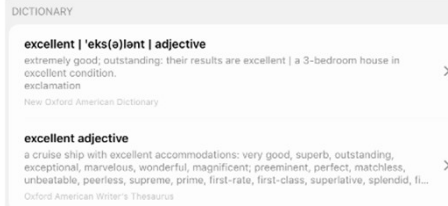


# Emoticons

- To add emoticons, Tap: Settings, General, Keyboard, Keyboards, Add a new keyboard, Emoji
- In email, Notes, etc. a new key will appear on your keyboard that looks like a smiley face
- Tap the smiley face to see the emoticons
- The bottom row offers different categories



## Thesaurus iOS 12+



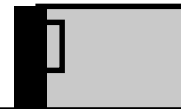
- Verify your thesaurus is installed by choosing: Settings, General. On the right side, tap: Dictionary.
- Verify that American English – Oxford American Writer’s Thesaurus has a blue check. If it doesn’t, tap it
- Inside any word processing App, e.g. Notes, Email, Pages, Google docs, etc, press and hold any word so it is highlighted
- Choose: Look up
- The first box will contain the definition, and the second box will contain thesaurus entries for the word. Tap the right facing arrow to see more.

## Move to the Top of the Screen

- When in Safari, as well as other Apps, if you are in a long document and wish to move to the top of the screen quickly, tap the time (clock) at the top of the screen

## Moving Icons From Your Home Screen

- There are 11 “pages” that make up your home screen. Only one of these had icons on it when you bought your iPad. You probably have fewer than 11 “pages” today. You can see how many pages you have by counting the number of dots just above the bottom row of icons on your home page. You can move icons from one page to the next to organize them
- Press and hold any icon. They will all start to shake
- Press and hold an icon, and drag it to the side of the screen so that half the icon is in the black border and half is not. Hold the icon there for a second or two. Your icon will suddenly move to the next page.
- When you are done, tap the Home button



## Deleting Icons

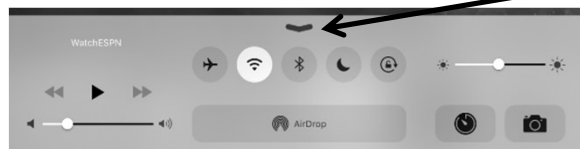
- You can delete some icons from your home screen
- Press and hold any icon. They will all start to shake
- Any icon that has an “X” in the upper right corner can be deleted. You can’t delete icons that represent “built-in” programs
- Tap the X to delete the icon
- Press the Home button to stop the icons from shaking

## Deleting Built-In Icons

- Beginning with iOS 10, some built-in icons, e.g. Calendar, Home, Reminders, News, Facetime, etc. can be deleted from the desktop
- To learn more about this, see <https://support.apple.com/en-us/HT204221>
- If you delete a built-in icon accidentally, see the link above for directions to re-install it

## Control Center (Control Panel) in iOS 9

- Swipe up from the very bottom to enter Control Center
- From left to right icons are:
  - Playing songs
  - Airplane mode
  - Wifi on/off
  - Bluetooth on/off (Every time you do an iOS update, Bluetooth is turned on)
  - Do not disturb on/off
  - Orientation lock on/off
  - Timer
  - Camera
  - Bottom row– sound volume and screen brightness
- Touch anywhere above control center to end it or swipe arrow down



## Control Center (Control Panel) in iOS 10

- Swipe up from the very bottom to enter Control Center
- There are two screens that make up Control Center
- Swipe to left/right to see other screen
- (See next slide)

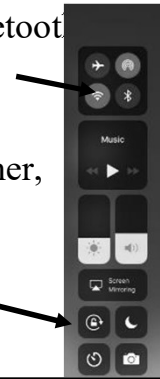
## Control Center (Control Panel) iOS 10

- First screen icons:
  - Airplane mode, Wifi, Bluetooth, Do not disturb, Orientation lock
  - Screen brightness slider
  - Timer, Camera
  - AirPlay, Airdrop and Nightshift (iPad Air+ iPad mini 2+) are all but useless



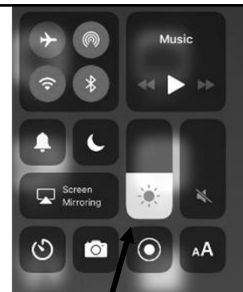
## Control Center (Control Panel) in iOS 11

- Swipe up from the very bottom to enter Control Center
- The Control Center is combined with all your open Apps
- Top 4 icons are airplane mode, Airdrop, Wifi, Bluetooth
- Next is controls for music
- Next 2 are screen brightness and sound volume
- Bottom 4 are Lock orientation, Do not disturb, Timer, Camera

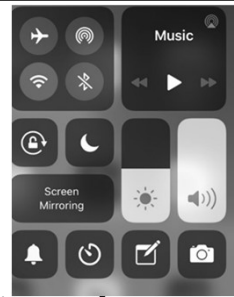


## Control Center (Control Panel) in iOS 12

- Swipe down from the top right corner with 1 finger (using 2 fingers turns Speak Screen on) to enter Control Center
- Top 4 icons in left corner: airplane mode, Airdrop, Wifi, Bluetooth
- Box in top right = controls for music
- Next 2 are silent mode & Do not disturb
- Next 2 to the right are screen brightness and sound volume
- Next 4 are Timer, Camera, Video, Text size
- Bottom 1 is timer
- Tap any blank area of screen to close Control Center



## Control Center (Control Panel) in iOS 13+

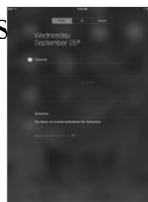


- Swipe down from the top right corner with 1 finger (using 2 fingers turns Speak Screen on) to enter Control Center
- Top 4 icons in left corner: airplane mode, Airdrop, Wifi, Bluetooth
- Box in top right = controls for music
- Next 2 are Rotation Lock & Do not disturb
- Next 2 to the right are screen brightness and sound volume
- Next 4 are Silent Mode, Timer, Notes, Camera
- Tap any blank area of screen to close Control Center

## Notification Center

- Swipe down from the very top to enter the Notification area
- iOS 9 and iOS 10+ Notification center look different. Latter is stripped down
- You can add additional items to Notification Center by tapping:
- Settings, Notifications

iOS 9



iOS 10+



## Family Sharing

- Family Sharing lets you share your calendar, purchased Apps, and iTunes music/books with up to 6 other people
- “Family” can include anyone
- See <https://www.apple.com/ios/whats-new/family-sharing/>
- Directions for setting up Family Sharing are here  
<http://www.pcmag.com/article2/0,2817,2468861,00.asp>

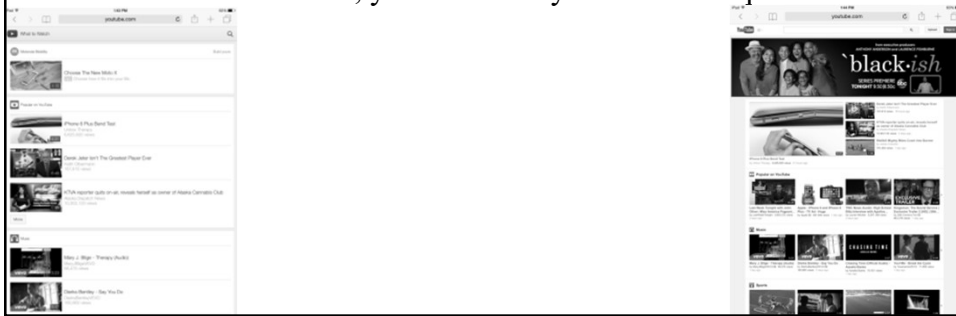
## Request a Desktop Site When Sent to a Mobile Site

- In iOS 12 and below, some web sites send you to a mobile site when using your iPad, rather than the desktop site. In iOS 13+ you generally are taken to the desktop site
- Regardless of which operating system you are using, if you are taken to the mobile site, you can access the desktop site, in some but not all cases
- See next slide



## Request Desktop Site

- As an example, go to Youtube.com
- In iOS 12 and below, press and hold the half circle just to the right of the URL at the top of the screen
- Tap: Request desktop site
- In iOS 13+, tap the AA at the top of the screen and Choose: Request Desktop website. If it says: “Request Mobile website”, you are already on the desktop site



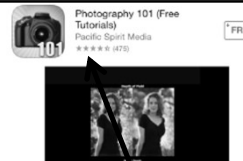
## App Store iOS 10 and Below

## Two Methods for Obtaining Apps

- Search method, using a search term, e.g. photography (Method 1)
- Categories (Method 2) e.g.
  - Games
  - Entertainment
  - Books
  - Travel
  - News, etc.
- 2.1 million Apps, and 1,000,000+ Apps expressly for iPad (at 12/31/17) so filtering is important

## 4 Issues to Consider When Choosing Apps

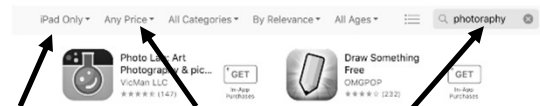
- Start with free apps. If you can't find what you're looking for, move on to paid apps on (See upcoming slide labeled "Method 2")
- Examine the star rating
- Go to the app you are considering and verify that it is compatible with your iOS. Some apps only run on iOS 10
- Apps designed for iPad (rather than iPhone) will be much larger and clearer (See upcoming Method 1 slide)



## Two Methods For Finding Apps

- Searching (Method 1)
- Categories (Method 2)

## Obtaining Apps Using Search Box – Method 1



- At bottom of screen, tap “Top Charts”
- In the search box in the upper right, type a search term, e.g. photography
- Note filters at top including
  - iPad only (use this rather than iPhone)
  - Any price (change to Free)
  - All categories
  - By relevance (popularity, rating, release date)
  - All ages
- Tap any of these filters for more options

## Obtaining Apps Categories - Method 2

- Tap the App Store icon on the home screen
- At bottom of screen tap Top Charts
- Screen is divided into Paid on left side and Free on right side
- Tap categories at top and choose one
- When you find an app you want, tap the “Get” icon or the “price” icon, and then choose “install”

## App Store iOS 11+

- Tap the App Store
- Tap “Search” in the bottom right corner
- Type what you’re looking for, e.g. gardening apps, or games
- Tap “Filters” in the upper left corner
- Change “Price” to free (if you can’t find any free Apps that are suitable, you can later go back and change “price” to any)
- Change “Sort by” to either ratings or any other option
- Change “Category” to anything that might be useful for this search
- Tap any App to learn more about it
- To download the App, tap “Get”



## Updating Apps

- By default, iPad requires manual updating of apps
- A red circle with a number in the App Store icon tells you how many apps need to be updated
- You can set your iPad to automatically update all Apps
- Tap: Settings, iTunes and App store, and in the Automatic Downloads section on the right, tap the Updates (Tap App Updates in iOS 13+) slider so it becomes green

## Use Folders to Organize Apps and Icons

- Suppose you have 5 icons that all lead to web pages. You can combine them into a single folder titled “My Favorite Web Sites” or anything else you might like to title it
- Press and hold any icon until they all start to shake
- Drag one icon and position it on top of another icon
- Change the title of the folder if necessary
- Tap the Home button to end
- See next page to reverse the process

## Remove Apps or Icons From a Folder

- Press and hold any icon until they all start to shake
- Tap the folder where you want to remove one or more icons
- Drag the icon out of the grey area up to background area. Repeat for other icons
- Tap the Home button to end

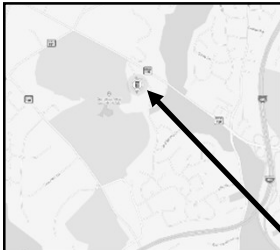


## Getting Email on Your iPad

- You can get Verizon, Comcast, AOL, and Gmail email on your iPad
- In iOS 10 and earlier, Tap: Settings, Mail, Accounts, Add Account
- In iOS 11+, Tap: Settings, Accounts and Passwords or Passwords and Accounts, Add account
- You may be asked some questions that you don't know the answer, e.g. Incoming Mail Server, Outgoing Mail Server, etc. You may need to call your ISP to get this information
- Comcast is typically mail.comcast.net and smtp.comcast.net
- Verizon is typically incoming.verizon.net and outgoing.verizon.net or incoming.yahoo.verizon.net and outgoing.yahoo.verizon.net or pop.verizon.net and smtp.verizon.net
- Starpower is typically pop.starpower.net and smtp.starpower.net

## Change the Default Email Signature

- The default signature in Email is “Sent from my iPad”
- To change this to your name, Tap: Settings, Mail, Signature
- Type your name



## Find My iPad Most Important Slide in My Talk

- Find My iPhone App (and iPad) can locate your iPad. It has been renamed Find My in iOS 13 and comes preinstalled
- If you lose your device, this feature can help you find it, and if a criminal has it, the device can be made non-operational
- For more info see <http://www.imore.com/how-use-find-my-iphone-ultimate-guide>
- For more see <https://support.apple.com/en-us/HT204233>

## Find My if Your Device is Not Connected to the Internet or Is Low on Battery Power

- Even if your lost device has no internet connection it can still be found if you have changed one setting before you lost it, and if you have a 2<sup>nd</sup> Apple device
- Choose: Settings, (At the top of the screen-Your name). On the right side, choose: Find My, Find My iPad. Tap Enable Offline Finding to make it green
- You will then be asked to install some additional features if they aren't already turned on such as a 6 digit passcode, two factor authentication, etc.
- To see how this works
  - <https://9to5mac.com/2019/06/05/ios-13-macos-catalina-find-my/> or
  - <https://ios.gadgethacks.com/how-to/track-your-lost-iphone-ipad-mac-even-when-its-offline-as-long-as-feature-is-enabled-0204719/> or
  - <https://ios.gadgethacks.com/how-to/everything-you-need-know-about-find-my-ios-13s-new-app-for-find-my-iphone-find-my-friends-0198393/>

## iBooks and iPad User Guide

- Books is a useful free App that allows you to read books on your iPad
- It is installed by default
- Tap: Books to begin
- At the bottom, Tap: Search
- In the search box, Type “iPad User Guide XX” where XX is your iOS
- Find the iPad User Guide for iOS 9-14 and tap the “Get” icon and then Get.
- Your User Guide will be downloaded



## Using Books iOS 11 or lower

- Tap the iBooks icon to begin
- At the bottom, Tap: My Books
- Tap the book of your choice to open it
- Swipe pages to the left to turn pages
- Tap the 3 lines at the top to see table of contents
- In iOS 10 and earlier, Tap “Library” to return to all your books
- In iOS 11+, Tap the left facing arrow in the top left corner

## Using iBooks iOS 12

- Tap the iBooks icon to begin
- At the bottom, Tap: Library
- Tap the book of your choice to open it
- Swipe pages to the left to turn pages
- Tap in the upper left corner, and then tap the 3 lines at the top to see table of contents
- In iOS 11+, Tap the left facing arrow in the top left corner to return to your book library

## Using iBooks iOS 13+

- Tap the iBooks icon to begin
- At the bottom, Tap: Library
- Tap the book of your choice to open it
- Swipe pages to the left to turn pages
- At the bottom of the page, tap the page number, and then tap the 3 lines at the top left to see table of contents
- In iOS 11+, Tap the left facing arrow in the top left corner to return to your book library

## Downloading Books from the Montgomery County Public Library

- If you have a M.C. library card and free software on your iPad, you can check out digital books. This doesn't use iBooks
- You must begin by downloading from the App Store an App named Overdrive Library eBooks
- Directions are here  
<http://help.overdrive.com/customer/portal/articles/1481620> Additional information is here  
<http://help.overdrive.com/customer/en/portal/articles/1481728-get-help-with-the-overdrive-app>
-



## Backup Your iPad

- You should periodically backup your iPad to your computer so that you have a copy of everything on the iPad in case you experience a problem
- Two methods for iPad backup
  - Method 1 Backup to computer
    - All of the directions below are done on your computer not your iPad
    - On your computer go to <http://itunes.com> (one time only)
    - Click on the button “download” (one time only)
    - Follow the directions to install itunes on your computer (one time only)
    - Start itunes on your computer
    - Use your cable to connect your iPad to your computer
    - You should see a message at the top of the screen that says your iPad is being backed up
    - If you ever have a problem with your iPad, you will repeat steps 4-7 above, but you will replace the last step with “Restore from backup”
    - Backup your iPad periodically. One backup is not sufficient
  - Method 2 Backup to iCloud. See <http://www.pcmag.com/article2/0,2817,2394611,00.asp> and <http://support.apple.com/kb/HT4859>

## Dangerous Passwords iOS 14+

- Choose Settings, Passwords
- On the right side of the screen Choose: Security recommendations
- You will be shown a list, if any of your passwords have been stolen, or are too common, or are dangerous in other ways
- Tap “Change password on website” to make a change

## Reducing Battery Usage

- If your battery runs low quickly, these are 2 big battery drains. Turn off one or more of them.
  - Background app refreshing. Tap: Settings, General, Background app refresh. Disable it altogether, or disable just some apps
  - Frequent locations and other location services. Tap: Settings, Privacy, Location services. Scroll down and choose: System services. Disable those you wish.
  - Here are additional battery drains that can be turned off <http://www.usatoday.com/story/tech/personal/2013/09/30/iphone-battery-life/2895575/>
  - Here's an article about battery use on an iPhone, but it also applies to iPads [http://www.nytimes.com/2016/02/25/technology/personaltech/tips-and-myths-about-extending-smartphone-battery-life.html?hp&action=click&pgtype=Homepage&clickSource=story-heading&module=second-column-region&region=top-news&WT.nav=top-news&\\_r=0](http://www.nytimes.com/2016/02/25/technology/personaltech/tips-and-myths-about-extending-smartphone-battery-life.html?hp&action=click&pgtype=Homepage&clickSource=story-heading&module=second-column-region&region=top-news&WT.nav=top-news&_r=0)

## Restoring Your iPad to New

- If your iPad is badly fouled up, you can back it up and return it to its condition when new by following these directions <https://support.apple.com/en-us/HT201274>

## Maps

- Open the Map App
- In the upper left, search for New York, or San Francisco, Paris, London, Berlin, Sydney, etc. and choose Flyover Tour for a spectacular 3D view of those cities and many more
- This requires a lot of bandwidth
- List of 350 flyover cities available here <https://www.apple.com/ios/feature-availability/> (scroll down the page to see them)

## Learning More About Your iPad

- Your iPad comes with 90 days of free telephone tech support. Call 1-800-275-2273. They are very helpful. If you are beyond 90 days, you can call the same number for \$29 and get help
- You can learn a lot more here <http://www.apple.com/support/ipad/>
- See next slide for 16 videos

## Training Videos

- There are many training videos about the iPad and the Operating System available at Lynda.com  
<https://www.lynda.com/search?q=ipad>
- They are all free if you access them through the DC Public Library web site. See  
<https://www.lynda.com/portal/sip?org=dclibrary.org>
- M.C. library users can access Lynda free at  
<https://www.lynda.com/portal/sip?org=montgomerycountymd.gov>

If you're still not sure how to use your iPad, you can always use it the way this gentleman did

<http://www.snotr.com/video/8965/>

Or in this way

[http://www.youtube.com/embed/V\\_gOZDWQj3Q?rel=0](http://www.youtube.com/embed/V_gOZDWQj3Q?rel=0)

Have fun with your iPad