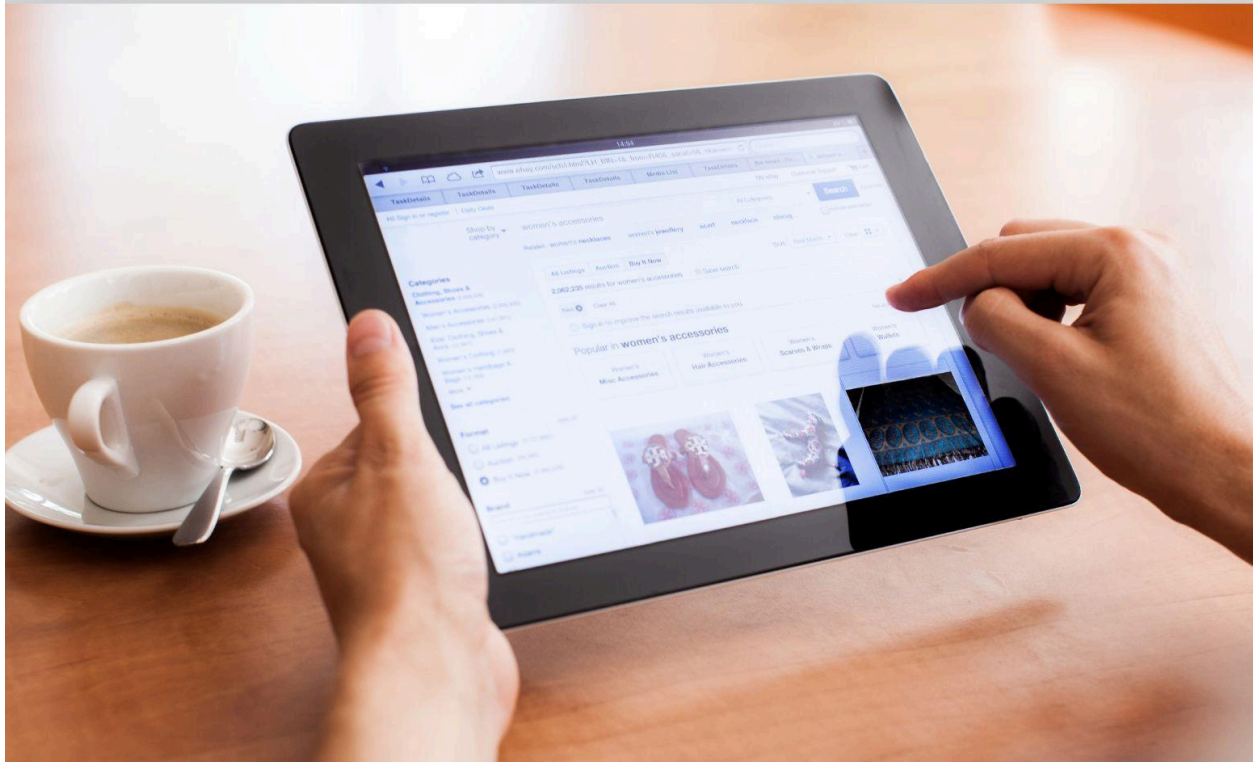


DigitIT



iPad Basics

**BUILDING SKILLS AND
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WORDS TO KNOW

Airdrop - you can wirelessly send photos, videos, documents, and more to other nearby devices and Mac computers using AirDrop. Transfers are encrypted for security, and the recipient can accept or decline each transfer as it arrives.

Airplane Mode - Wi-Fi and Bluetooth are disabled in airplane mode—you can't make or receive FaceTime calls or use features or accessories that require wireless communication, but you can listen to music, play games, watch videos, and use other apps that don't require internet access.

App Library - shows your apps organized into categories. The apps you use most are near the top of the screen and at the top level of their categories, so you can easily locate and open them.

Apps - programs you can use on your device. They are designed for a specific function, such as a calendar, clock, game, social media platform, etc.

App Switcher - a feature that displays windows for all recently opened apps. From the app switcher screen, you can quickly launch or close an app running in the background, or split your screen.

App Store - where apps are purchased from for your iPad

Auto-Lock - turns off the display on your iPad, locks for security (if set up), and goes to sleep after a specified time of inactivity

Bluetooth - using a Bluetooth connection, you can use third-party devices such as wireless keyboards, headphones, speakers, car kits, game controllers, and more with your iPad.

Control Center - gives you instant access to the things you do most by putting shortcuts together in a common spot found by swiping down from the top right corner of your screen.

Dock - found across the bottom of your screen, it contains shortcuts to apps that Apple considers to be the most used. It is customizable.

Download - copy a program or information from the internet to your device

Home Button - the physical button at the bottom of your screen (or the side if you have your iPad in landscape view)

Home Screen - starting point for using your iPad when you turn your iPad on.

Icons - small graphic or picture on the screen that represents an app, feature or file

Install - put an app on your device

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Passcode - a four or six digit number or some combination of those that is used to unlock the Apple device when you want to access it.

Pinching - Requires your thumb and index finger, making a pinching motion in or out on the touchscreen.

Port - connection point between your computer and an external device. These openings are often found along the side edge of your device.

Power Off - pressing and holding the power button then swiping the slider. Powering off an iPad can allow updates to install when it switches back on. Shutting down your device occasionally can help improve the performance of your device. Everything that is open will be closed when you Power Off.

Rotation Lock - keeps your screen from flipping between landscape/portrait. Tap it once.

Screen Brightness - amount of light emitted by the screen. The higher the brightness, the brighter the image.

Screen Mirroring - also known as Screen Casting or Screen Sharing. A technology that wirelessly duplicates the display of your portable device, such as an iPad or smartphone, onto a bigger screen. With it, you can view photos, videos, apps and more on a large TV screen.

Sleep - turns off the display to save power. It locks for security. You can quickly wake and unlock the iPad when you want to use it again. It will pick up where you left off.

Status Bar - shows you the date and time, wifi connection and battery life. It runs across the top of your iPad screen.

Swiping - drag the fingertip across the screen in different directions to accomplish different tasks.

Tablet - a mobile device meant to be held in your hands, usually smaller than a laptop screen but bigger than a smartphone. It connects to the internet only through wifi

Tap - a very gentle touch using the ball of your fingertip. It is fairly quick.

Tap and Hold - brings up a list of options.

Tap and Drag - allows you to move certain things around your screen.

Uninstall -delete an app from your device

Widget - a way to view current information at a glance: news headlines, weather, reminders, sports scores, etc.

WiFi - a wireless method of connecting to the internet.

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GESTURES

Tapping

Lightly touch the screen, just for an instant. You can use this gesture to open apps, activate the onscreen keyboard and type, return to the home screen, and much more.



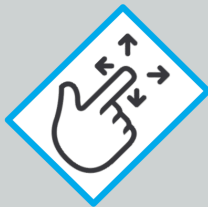
Swiping

Touch and slide your finger across the screen. You can swipe in any direction, and what happens on the screen varies depending on what you are doing.



Scrolling

Touch your screen and swipe your finger up, down, or side-to-side. You scroll to see more pages or information in many apps and websites.



Zooming In

Place your thumb and index fingertips together lightly on the screen and slowly spread them apart until you get to the size you want. If your fingers run out of space, lift them off and start again.



Zooming Out

Pinch your fingers closer together to make stuff on your screen smaller.



LINKS

<https://www.apple.com/ca/accessibility/>

<https://www.youtube.com/@applesupport/videos>

Understanding app permissions video

<https://www.youtube.com/watch?v=hdwk7AQXy5Q&list=PLpQQipWcxwt9qeniFKxjpVhk77b4Pfe8s&index=4>

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Tips to extend your battery life

- #1: decrease your screen brightness or use Dark Mode
- #2: delete battery-draining apps
- #3: reduce Notifications
- #4: shorten Auto-Lock time
- #5: turn off Background App Refresh
- #6: turn off Location Services for apps that don't need it
- #7: keep your device and apps updated

Connecting to Wi-Fi (Quick Steps)

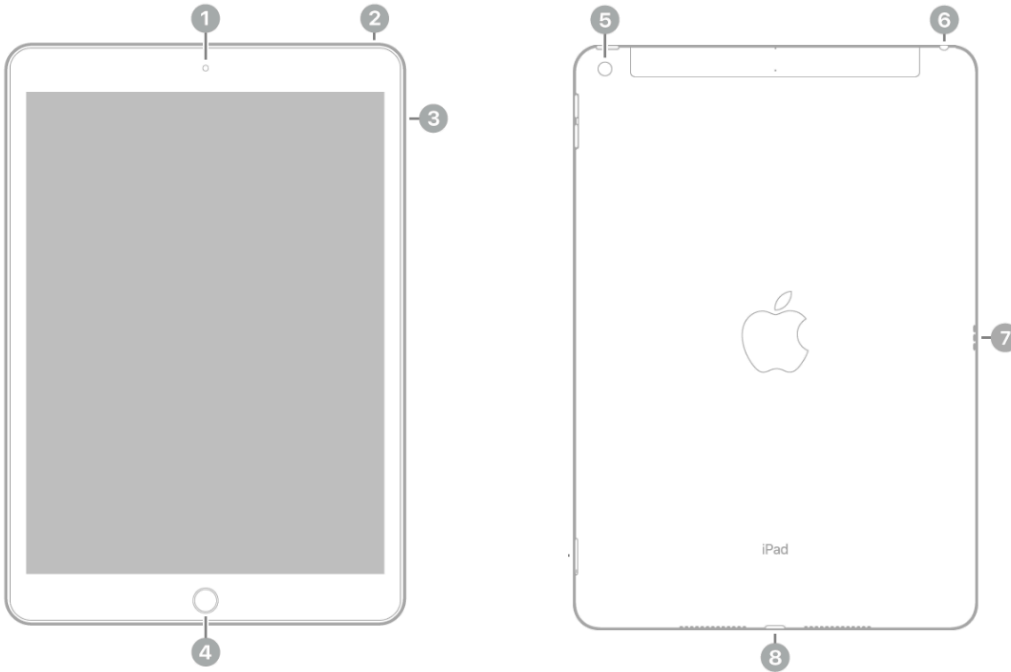
1. Open **Settings**
2. Tap **Wi-Fi**
3. Toggle on **Wi-Fi**
4. Tap the Wi-Fi network you want to connect to
5. Enter password
6. Tap **Join**

Remember your Apple ID

- Email address

- Password

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1. Front camera
2. Top button (power/sleep)
3. Volume buttons
4. Home button
5. Rear camera
6. Headphone jack
7. Smart connector
8. Lightning connector

NOTES

