

iPad Basics



Macomb Intermediate School District
November 6, 2012
Jan Harding, Interactive Learning Consultant

Learning objectives: participants will learn basic iPad proficiency, including: anatomy of an iPad, iPad gestures, iPad settings, using Safari to browse the internet, how to modifying settings, how to type notes, and how to use the keyboard functions

Anatomy of an iPad: <http://ipod.about.com/od/ipad/ss/anatomy-of-ipad-specs.htm>



1. Home button
2. Dock connector
3. Speakers
4. Hold button (power/sleep)
5. Not on your iPad (3G)
6. Mute button
7. Volume controls
8. Headphone jack

Gestures using the iPad:

Getting started video: <http://www.lynda.com/home/Player.aspx?lpk4=85095>

- Tap: open an app
- Tap/hold: allows you to copy and paste
- **Home button returns you to home page and apps: most often used gesture**
- Double tap: enlarge
- Pinch and stretch: also enlarges/reduces
- Flicking: scrolls through web pages or applications
- Dragging: allows you to rearrange items; apps or list items
- Two finger tap: closes a window in some apps
- + button: adds a page or an item
- On/Off toggle switches in settings allows you to customize setting
- Left arrow at top of screen navigates back
- Swipe to right on home page to get keyboard or hit home button

Using Safari as a browser (surfing the internet):

- Click on Safari in the “Home” screen
- Click into empty address bar to type in website
- Click pages to minimize; tap page to maximize
- Click “Open book” to see your bookmarks
- Click page with arrow to add a bookmark or add to home screen
- Pinch and stretch to enlarge areas

Settings:

- Settings/Wifi will allow you to choose a wifi network for internet connectivity
- Settings/General/Sounds will allow you to **turn off keyboard click noises and new mail alerts**

Notes:

- Tap will open up keyboard; just start typing
- Notes are saved automatically; just hit garbage can to delete
- Can scroll through document; email using icons at bottom of page
- Use the + sign to start a new note

Keyboard:

- Arrow on keyboard for upper case
- 123 for numbers and some symbols
- #+= gives additional symbols
- Hit ABC to return to text

Additional information:

- Batteries generally last 12 hours or more
- TIP: Double click the home button to see what programs are open and to switch between programs; manually close them by pressing until they wiggle and select red minus sign to close; hit home button to exit . Open apps use up memory.

Try this

- Practice on, off, using web browser, returning to home screen, creating notes. Go into the Settings/General/Sounds to turn off your email “pings” and your keyboard clicks
- Check out free education or productivity apps from iTunes. Go into App Store from the home screen, and check “Education” or “Business” and “Free”. Too many to choose from? Try: <http://applicious.com> for education or <http://www.lear.org/> and be prepared to share!



*Created by Jan Harding, Instructional
Technology Consultant, MISD*

