

iPad Quick Reference Guide



Basics

Powering Up

1. Press and hold the button on the upper right of the device until you see a silver apple appear on the screen.
2. Enter Passcode if you have one setup.

Resuming Use

1. Press home button.
2. Swipe your finger across the slider to unlock device.
3. Enter Passcode if you have one setup.

Title Bar

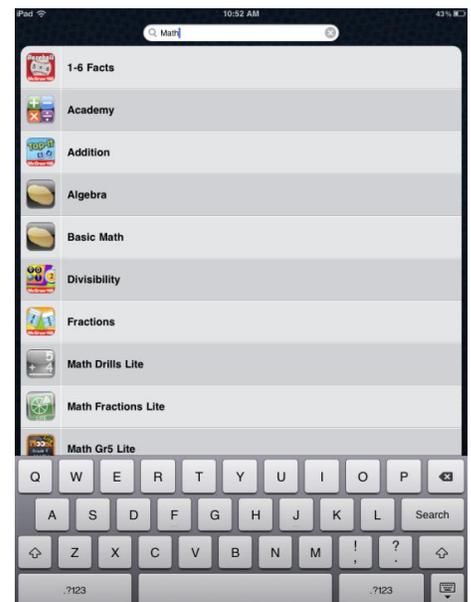
- The top left shows if you are connected to the Internet and if it is actively downloading/searching.
- The center show the current time.
- The top right shows battery level and if it is currently charging.

Navigation

- Since you have no mouse, your fingers have become instrumental to operation. Don't be afraid to touch the screen. It will not recognize hovering fingers. It has a protective coating.
- No matter where you travel the button in the bottom center brings you back to the home screen exiting the current app.
- Swiping your finger across the screen with a slight lift as you finish will move you from one screen to another. When you are on the screens containing apps a small set of white bubbles indicates your location.
- Open an app by touching it once. Exit by clicking the home button.
- Scroll to the top of any app that allows scrolling down by clicking on the black title bar.

Searching iPad

1. Click the home button to return home.
2. Swipe right or press the home button again.
3. Touch in the Search field at the top and type or remove what's there by pressing the x at the end of the field.
4. Use keyboard to type key term and press Search.
5. Click on app of choice or click on the Safari or Wikipedia icon to search the net for the term.





Surfing the Internet and Saving Links

1. Click on the Safari icon.
2. Click in the field in the top center to type an address or in the Google search field to the upper right to search within Google. The keyboard will slide up for you to enter information. Press Search on the keyboard to start the search.
3. Share or save the link by pressing the arrow button just to the left of the address field. Add to Home Screen creates a button on the device. Add Bookmark saves in the list you access by touching the book button. Add to Reading List saves to a list within Bookmarks.
4. Access previous session results or getting a new page by clicking on the plus sign at the far right of the open tabs. Click on the tab for page you wish to open. Close tabs with the x that appears on the tab when it is active.



Using the App Store

1. Click on the app store icon.
2. Click in the search field to the upper right to access keyboard.
3. Type keywords and press search.
4. Two lists appear and you may use either, but iPad apps are preferred. Get more information on the app by touching its icon.
5. Install by touching Free or the price and then Install App once it turns green. You may do this from this list or from the information page.
6. Return to search from the information page with the Search arrow in the upper left.



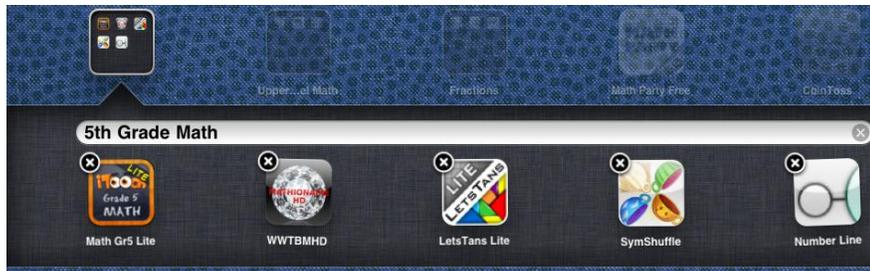
Updates to apps are free and you can see them by pressing the Updates icon on bottom bar. Return to searching with the Categories button on the same screen.

Once you install or update an app, you will be taken to the screen on which the app is linked.

Redeem codes for purchased apps by clicking on a link sent to you or by entering the code sent to you by clicking on the Redeem button at the bottom of the Featured or Top Charts windows in the App Store. You will be asked to enter your Apple ID to verify the purchase but no payment will be required of you.

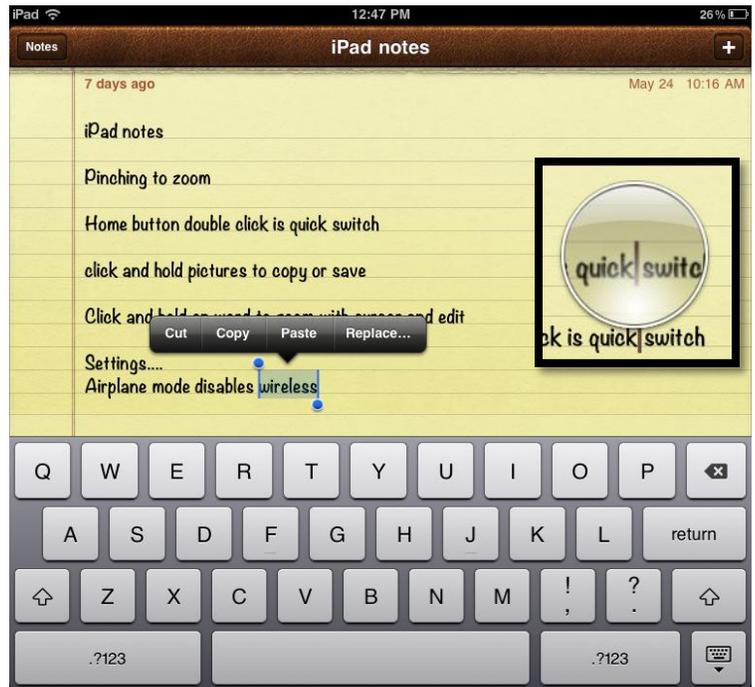
Organizing Apps

1. Touch and hold any icon until they begin to wiggle.
2. Once they are wiggling, click on drag them to a new location. Move from screen to screen by holding them at the edge of the screen OR by dragging them to the dock, moving to the new screen, and dragging them back up to the new screen.
3. Create folders by dragging on top of another. Rename the folder by clicking in the white field at the top of the bar that holds the group of icons.
4. Delete by pressing the x on the app and confirming the action in the pop-up. To get rid of a folder, it must be empty; there isn't a delete on it.



Notes and Text Editing

1. Enter Notes with the icon on the home screen.
2. Click the + sign to add a new page or select a note to continue by choosing from the list you see when you click in the Notes button in the upper left.
3. Touch and hold on a word to zoom in and move cursor and select a location or text to highlight.
4. Double touch anywhere you want to access the select/copy/paste menu. It will change based on what is on your clipboard. Move blue bubbles to stretch selection.



Keyboard Notes

- The keyboard will slide in anytime you are in an application that is asking for data entry (like Notes) or when you click into a field. The bottom right button hides the keyboard.
- To access symbols and numbers or return to letters, use the bottom left button.
- The arrow key is the same as Shift. When it is outlined in blue, it is suggesting a capital letter. Double tap the arrows for Caps Lock.
- The Return key is the same as Enter and changes to Search when you are surfing in Safari or the App Store. The keyboard adapts to the application, so don't be alarmed if it changes slightly.
- Double tap the space bar for a period.