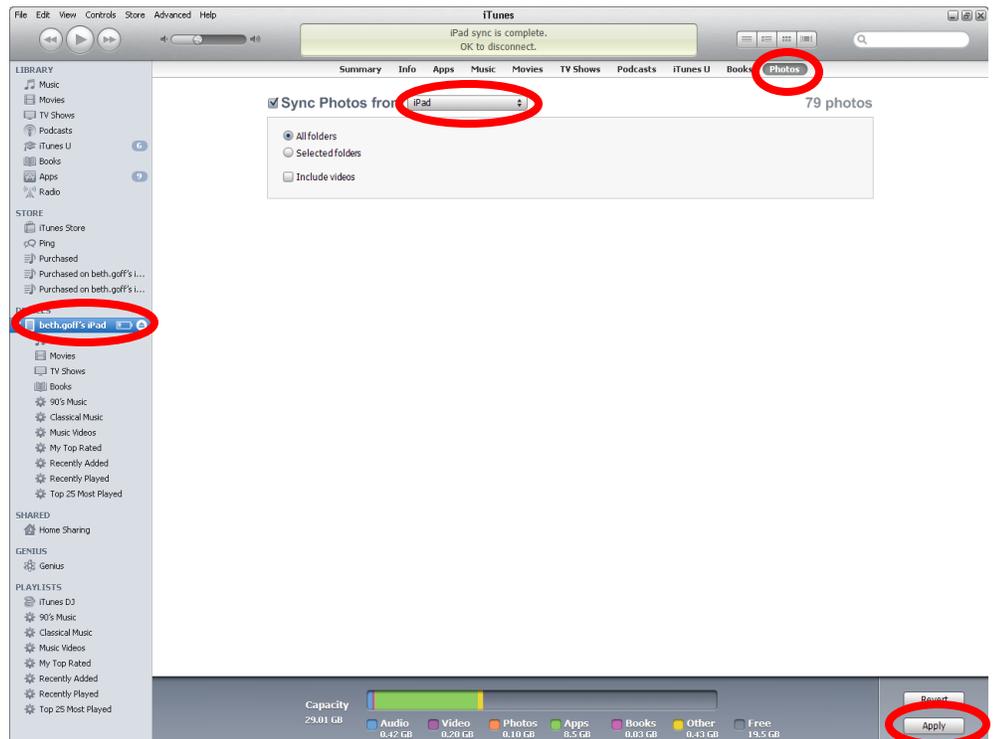


The iPad Camera and Photos

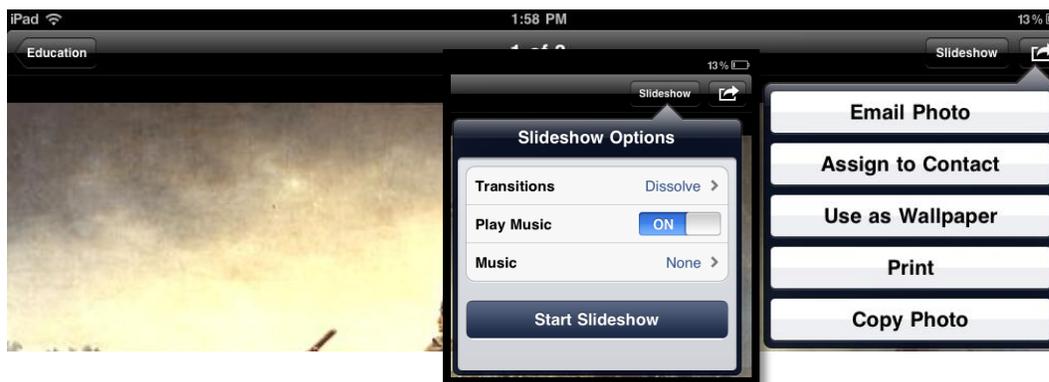
Saving Photos from your PC to the iPad

1. On your PC, create a folder or set of folders to hold the photos you wish to sync on your iPad. Each folder becomes an album on the device. Copy or move the pictures that you want in the folders to them.
2. Open iTunes and connect your iPad.
3. Select your device from the list on the left. Click on Photos from the top row of tabs.
4. Click on the field beside "Sync Photos From," click on Choose folder, and select the photo folder you created in step 1.
5. Click Apply or Sync the iPad again to let the photos copy onto the device.



Accessing using Photos on the iPad

1. Click on the Photos icon (sunflower).
2. Locate the Album that contains the photo you wish to access. Click on the album and then the photo or swipe to move through the photos in the selected album.
3. Send or use the photo by accessing the menu with the arrow button in the upper right. Delete with the trash can button.
4. View the album as a slide show by click the Slideshow button, adjusting show settings in the menu and clicking Start Slideshow.
5. Return back to the albums by clicking the back arrow in the upper left.





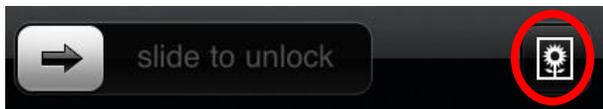
Using the Camera (Still or Video)

1. Click on the Camera icon.
2. Switch from forward to back facing camera with the icon in the upper right.
3. Slide the toggle in the lower right to select still or video camera.
4. Once the subject is lined up, press the center camera for a still shot or the red record button for video.
5. The image is automatically saved to the device's Camera Roll. You can send the photo from the menu you see when you view the photo there.



Other Useful Skills

Playing a Slideshow in Standby



When the device is in standby, click the home button to access unlock and then click on the flower button in the lower right. Change whether the slideshow zooms in on

faces or not in Settings on the device.

Creating Screenshots

To capture an image from an app or any screen, press the home button and power button simultaneously. The screen will turn white and the screenshot will be saved in the Camera Roll album.

Facetime

The person with which you wish to connect must have their device on a network as well for the call to work.

1. Click on the Facetime icon.
2. Click on Contacts in the lower right.
3. Select Exchange Global Address List from the list in the pane that appears the first time and it should be ready to search in future calls.
4. Type in your contact's name.
5. Click on the name to start the call.
6. While it's calling it will show who you are attempting to connect with. You may end at anytime.
7. Mute with the microphone button, end with the End button and switch the camera to rear or forward with the right camera button.

