

Using Your iPad

Hardware Details



Home Screen Details



Settings

- Connecting to Internet (WiFi)
- Text Size (General)
- Assigning the Side Switch (General)
- Assign a Password (Passcode)



Images

- Taking photos (Camera)
- Sending photos (Photos)
- Editing Photos (Photos)
- Download photos from camera to iPad (requires Apple iPad Camera Connection Kit \$29)



Apps

- Adding Apps paid/free (App Store)
- Organizing Apps/Folders (Home Screen)
- Deleting Apps



Library Digital Reads

- Overdrive
- 3M Cloud Library
- Zinio (Tutorials at: elmlib.org/magazines)

Tips and Tricks

Recharge Faster

Charge in airplane mode to get a full battery faster
Settings> Airplane Mode: Swipe to right to turn on

Restart the Device for Longer Life

Just like a desktop computer, iPads need to be restarted once in a while for updates to load and to take a break. Every week, turn it off by holding down the [Sleep/Wake Switch] and slide to power off. Leave off for 5 minutes, then turn back on by pressing and holding [Sleep/Wake Switch] until the Apple symbol appears on the screen.

Closing Apps

When you exit an app, it continues to run in the background. Make a habit of manually exiting all apps once a day. From the home screen, double click the [home] button. Swipe each app upwards to close it.

Save Webpage as App

Save a webpage to your Home Screen by tapping the symbol of a box with an up arrow. Choose [Add to Home Screen] and Click [Add].

Guided Access

Settings> General> Accessibility> Guided Access> slide to right to turn on> set passcode to unlock access

Open the App you want to stay open> triple-click the home button to enable guided access. chose any buttons you want to disable: Sleep/Wake/Touch/Motion and click [Start]

To exit, triple-click the home button and enter your passcode

Take a Screenshot

Press the [Sleep/Wake Switch] and the [Home Button] simultaneously. The image will be located in the Photos App.

Text (with thumbs) Typing

Move the keyboard into two for typing with thumbs. Simply place both thumbs on keyboard and drag apart. Do the reverse to restore.

CAPS LOCK

While typing, double-click the shift key for caps lock.

Notes

