

IPad

Charging Your iPad Quick Reference Guide



1. Look at the notification status located in the upper part of your device.
2. There you will find a battery icon displaying the amount of time you have left on your device.
3. The battery icon will display your battery life. The battery icon when full, will be completely colored in. (If you have activated the percentage through settings, then you should also see the percentage of how much battery life you have. To activate this feature go to Settings—General—Usage)
4. As you use your device the colored area will begin to lower, as well as the percentage if you have chosen to activate this feature.

1. Once you have identified your battery and battery life you can now begin to charge your unit.
2. By using the USB cord that came with your iPad tablet plug the cord into the bottom of the iPad.
3. Once you plug in the cord, the unit will recognize this. A lightning bolt will be displayed by the battery icon indicating you have connected a charger.
4. As the unit charges you will see an increase in the bar of color, as well as the percentage.
5. If your unit recognizes the cord being plugged in, but says “not charging”, you will need to replace the cord.

Connecting to WIFI



1. Go to your settings
2. Push on WIFI
3. Make sure it is turned on
4. Find your device in the list of WIFI devices
5. This will allow you to connect automatically

Downloading Apps



1. Press on the App Store Icon
2. Upper right hand corner is a search field
3. Type in what you want to download, for example: Facebook, Overdrive, Instagram, Freegal, Freading etc. (Shopping online? Almost all department store apps are available to download)
4. The icon will appear, as well as details about that Icon
5. A cloud may appear indicating this application will be downloaded to the reserve storage space of cloud. Or it may say “Free” or “Get” meaning there is no charge for the app. If it says “Buy” this means the app is not free and a price will be listed. If you choose to purchase an app a password will be required to complete installation.





Your iPad Hardware



Home Screen Apps

-  **Safari:** Browse pages on the internet. Use tabs to open multiple pages at a time.
-  **Photos:** View and manage your photo collection, and create slideshows.
-  **iMessage:** Send and receive messages from other iPad, iPhone, and iPod users.
-  **Contacts:** Manage your contacts and their contact information.
-  **Maps:** Find nearby locations and get directions.
-  **YouTube:** Browse, view, and rate YouTube videos.
-  **App Store:** Find, buy, and download new apps for your iPad.
-  **FaceTime:** Place video calls with your contacts with compatible devices.
-  **Photo Booth:** Take photos with fun photo booth effects. (iPad 2 only)
-  **Reminders:** Create a to-do list with notifications.

-  **Mail:** Send, receive, and manage email from one or more of your email accounts.
-  **Music:** Play music on your iPad and create playlists.
-  **Calendar:** Create events, manage your schedule, and set event reminders.
-  **Notes:** Take quick notes on your iPad that can be synced to an email account.
-  **Videos:** Watch movies, TV shows, and video podcasts on your iPad.
-  **iTunes Store:** Find, buy, and download new music and videos.
-  **Game Center:** Connect with other iOS device users for multiplayer gaming.
-  **Camera:** Take photos on your iPad front and rear cameras. (iPad 2 only)
-  **Settings:** Manage all the settings on your iPad in one place.
-  **Newsstand:** Collects magazine and newspaper apps into one place.

Buttons

Home Button

- **Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- **Open Search:** From the Home Screen, press the **Home** button to open the Search screen.
- **Multitask:** Press the **Home** button twice quickly to open the Multitask Bar.

Sleep/Wake Button

- **Lock your iPad:** Press the **Sleep/Wake** button once to lock your iPad.
- **Unlock your iPad:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- **Power Off your iPad:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- **Power On your iPad:** Press and hold the **Sleep/Wake** Button until the Apple logo appears.
- **Force Restart your iPad:** Press and hold both the **Sleep/Wake** button and the **Home** button until the screen turns black and the Apple logo appears.

Volume Button

- **Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
- **Mute Volume:** Press and hold the **Volume Down** button.

Side Switch

- **Mute Volume:** Toggle the **Side Switch** to On. Toggle the **Side Switch** to Off to disable mute.
- **Change Function:** Configure the Side Switch to by opening the Settings app, accessing the General settings, and selecting Lock Rotation under the **Use Side Switch to:** heading.

Gestures

Tap: The most basic gesture, simply tap your finger on what you want to interact with.

- **Open an app:** Tap an app icon on the Home Screen.
- **Issue a command:** Tap a button.
- **Follow a hyperlink:** Tap a link in Safari.
- **Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.

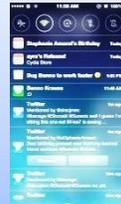
Drag: Place your finger on the iPad's screen, then drag it across the screen.

- **Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
- **Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
- **Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.

Flick: Place your finger on the iPad's screen, then drag it across the screen quickly and release.

- **Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.
- **Pinch Zoom:** Place two fingers on your iPad's screen and pinch them *apart* to zoom in, and pinch them *together* to zoom out.

Notifications and Quick Access



Swiping down from the top and up from the bottom gives you notifications and quick access settings