



STAY IN TOUCH
technology tutoring and support

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iPad Stage 1: Discovery & Internet

**Stay In Touch
Training Module 1**

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Topics

A. Using Apps	1
B. Multitasking	1
C. Using the Onscreen Keyboard.....	2
D. Multitasking	3
E. Control Centre	4
F. Browsing the Internet Using Safari	5
G. Useful Tools.....	6
H. Closing Safari Tabs.....	6
I. Connecting to the Internet	7



A. Using Apps

Open an App	Tap on its icon on the Home Screen .
Return to the Home Screen	Press the Home  button.
Rearrange App Icons	<ol style="list-style-type: none">1. Tap and Hold any icon until the icons wiggle.2. Arrange the icons by dragging them.3. Press the Home  button to save.
Delete an App	<ol style="list-style-type: none">1. Tap and Hold the icon until the icons wiggle.2. Tap  to delete the app. Note: if the  isn't displayed on the icon, you can't delete that icon.

B. Multitasking

Multitasking allows applications to perform certain tasks in the background. It also allows you to switch between apps and to resume an app.

Every app you open will remain open in the background until you quit the app. It is a good idea to quit apps that you aren't using as part of a regular housekeeping task.

To quit /close an app:

1. Double click the **Home** button. A screen will be displayed with a preview of the apps you have open.
2. Swipe the app up and out of the preview.
3. Continue quitting all the apps. The only one left should be a preview of the Home screen.

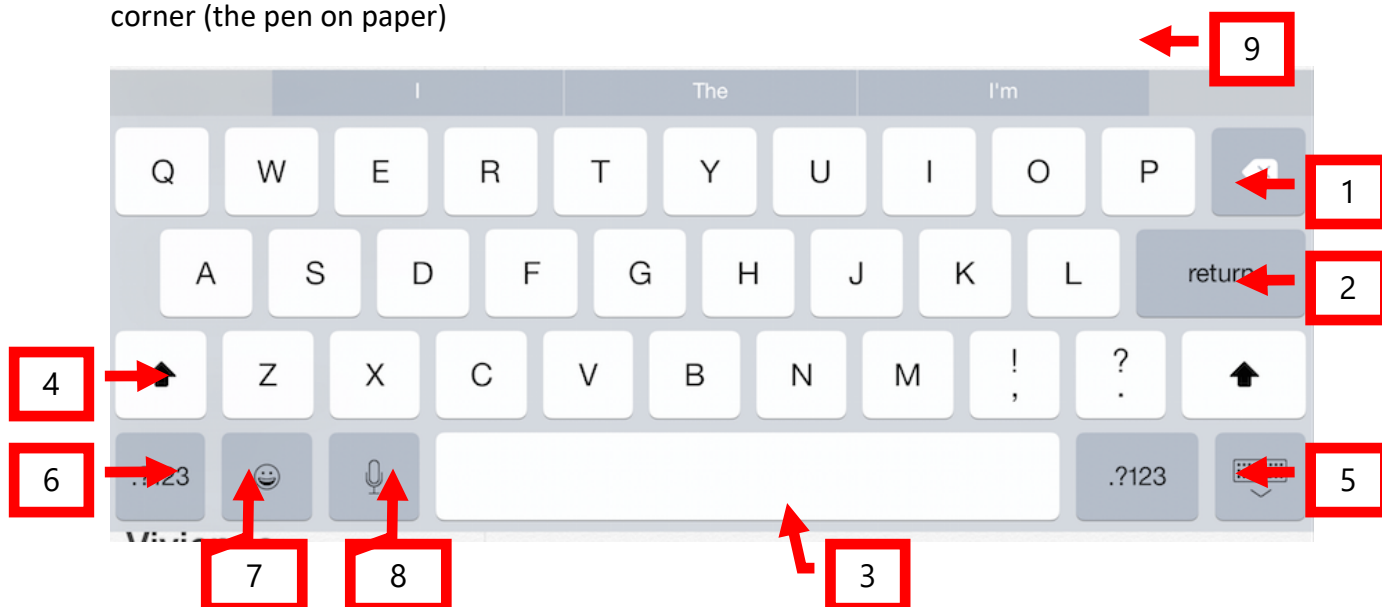
Tap on the Home screen preview to take you back to the Home screen




C. Using the Onscreen Keyboard

The onscreen keyboard is automatically displayed anytime you tap in a text field.

To practice using the keyboard, open **Notes** then tap on the **new note** icon in the top right corner (the pen on paper)



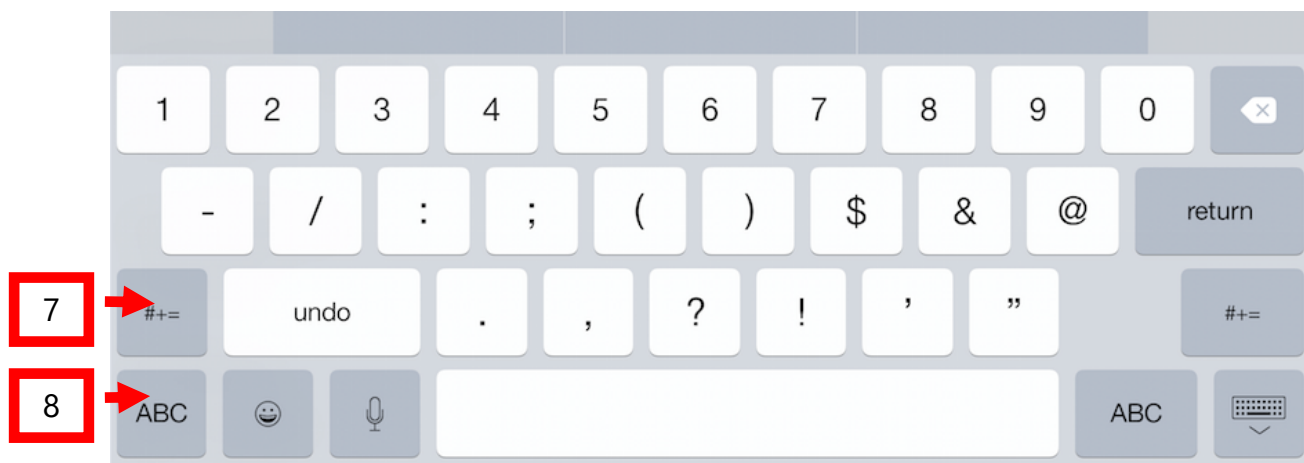
The following table gives you a summary of how the keyboard works:

Reference	Function	Description
1	To delete the previous character	Tap on the delete key.
2	Move cursor to a new line.	Tap on the return key.
3	Quickly type a full stop and space.	Double tap the space bar.
4	One capital letter and Turn caps lock on. Note: this setting is turned on in Settings, General, Keyboard, Enable Caps Lock.	a. Tap the arrow once to get one capital letter OR b. Double tap the shift key. The shift key turns blue  and all letters you type will be in uppercase. c. Tap the shift key to turn caps lock off.



5	Hide the onscreen keyboard.	Tap the Keyboard key.
6	Show numbers, punctuation or symbols	Tap the Number key. The Numeric and Symbol keyboard will be displayed.
7	Emoticons.	Tap on this to get a choice of Emoticons.
8	Microphone.	Click on this to start your microphone and dictate. When finished dictating press done and the IPAD will type your words. You need to be connected to the internet to work.
9	Suggested words.	The IPAD will suggest the next word you are trying to type. To use a suggested word tap on the word and the IPAD inserts it into your text.

Using the Numeric and Symbol Keyboard



Reference	Function	Description
7	Show more punctuation and symbols.	Tap on the Symbol key.
8	Go back to the letters keyboard.	Tap on the ABC key.



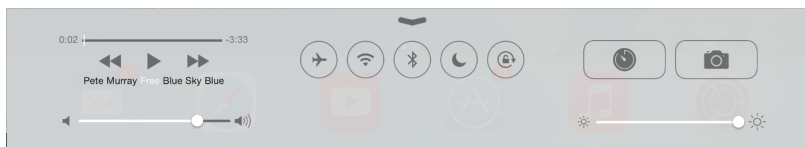
D. Control Centre

Control Centre gives you quick access to some of the frequently used controls and apps. To open the Control Centre:

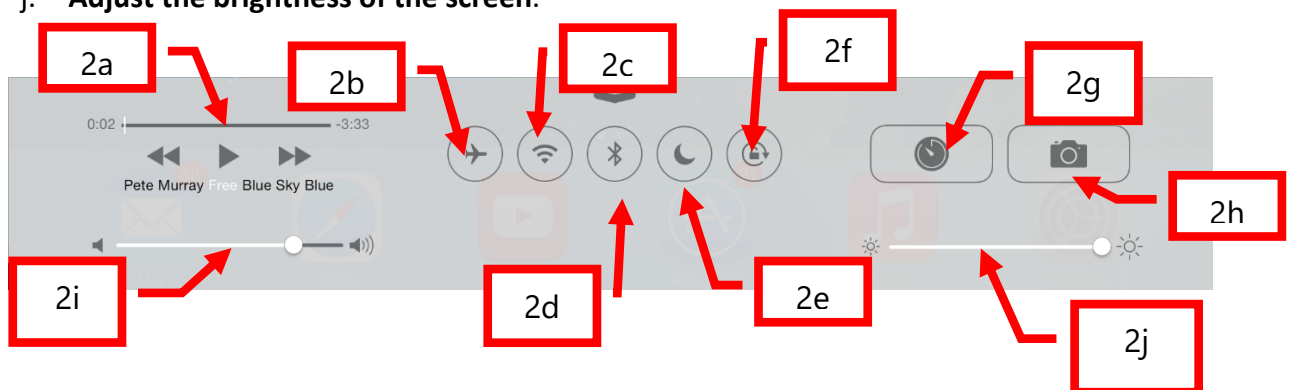
1. For a newer iPad, starting at the top right of your screen, swipe your finger towards the middle of the screen – you will see the below Control Centre appear.



OR if you have an older model iPad starting from the bottom edge of your iPad, below the Dock, swipe your finger towards the middle of the screen to see the below Control Panel



2. Features of the control centre are:
 - a. Play a song.
 - b. Airplane mode on/off.
 - c. Wi Fi on/off.
 - d. Bluetooth on/off.
 - e. Do Not Disturb on/off.
 - f. Lock/Unlock screen's orientation (portrait/landscape).
 - g. Open the Timer app.
 - h. Open the Camera app.
 - i. Adjust the volume.
 - j. **Adjust the brightness of the screen.**

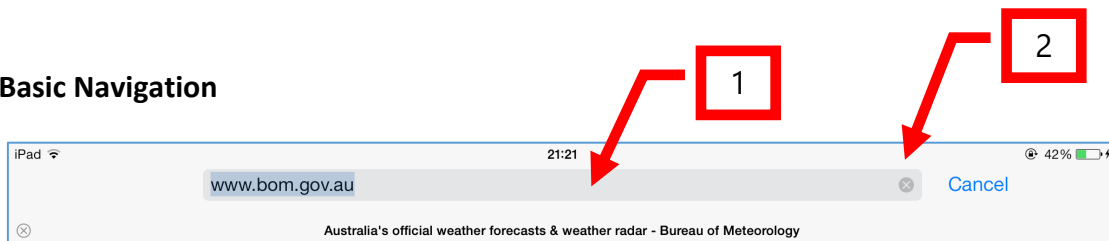




E. Browsing the Internet Using Safari

You can use the Safari App to browse the Internet. You will need to be connected to the internet to use Safari.

Basic Navigation



1. Tap anywhere in the Search and Address field box. The keyboard will be displayed.
2. To clear the Search and Address field, Tap on the X to the right of the Search and Address field.
3. Type either the website address (with no spaces)

OR key words on a specific search topic (with spaces)







Note: As you type a list of web addresses or search topics that start with those letters will be displayed. Tap from the list or alternatively, keep typing if you want to enter a web address or search topic that is not in the list.

4. Tap **Go** on the keyboard and wait for the website to load.

Note – if you have searched using key words, you will see a list of results, Click on the blue underline writing at the top of each result to go to that website.



F. Useful Tools

To take you back to the previous web page	Tap 
To take you one web page forward	Tap 
Open another web page.	Tap  .
Bookmark a web page. You might like to bookmark a web page that you visit often.	<ol style="list-style-type: none">1. Tap  , then Tap Bookmark.2. A name for the bookmark will be displayed. You can change the name then Tap Save.
Add an icon for the website to your Home Screen	Tap  , then Tap Add to Home Screen .
Reload a webpage	Tap  .

G. Closing Safari Tabs

Every time you open Safari, any tabs that were open will automatically open again. This will keep occurring unless you close them. You will save your internet if you close your Safari tabs.

1. Open **Safari**
2. Tap on the square on square icon in the top right corner
3. All of your open tabs will appear as small windows
4. Tap on the **X** at the top left corner of each tab to close the tab.



H. Connecting to the Internet

The iPad connects to the internet using a Wi-Fi network.

Note: For iPads with 3G capability, connection to the internet can also be via the 3G network. You will need to purchase a SIM card to connect using this method.

To join a Wi-Fi network:


1. Tap on the **Settings** App.
2. Tap on **Wi-Fi** from the **Settings** list.
3. **Wait** for the iPad to detect Wi-Fi networks in range and display them.
4. Tap on the **network name**.

Note - Networks that are password protected will have a lock icon.



5. If password protected - You will then be prompted to enter a password for. Type in the **password**, then tap on **Join**.

Note - Once you join a Wi-Fi network, the iPad will automatically connect to it whenever the network is in range.

6. When the iPad has a Wi-Fi connection, the Wi-Fi  icon will be displayed in the status bar.