



Welcome to . . .



iPad Basics Training

Presented by: IT Training and Communication

Last updated: 11/22/2013



Objectives

- iPad Uses
- iPad Accessories
- Safety/ Proper Use
- iPad Setup
- Account Creation
- Battery Life
- Navigation
- Settings
- Apps
- iTunes
- App Store
- App Installation
- Automatic OS Updates
- Limitations
- Resources



iPad Uses

- Extremely portable
- Quick and easy use of e-mail and calendars
- Over 900,000+ apps, itunes
- Internet capable
- E-reader capable, textbooks, podcasts
- Onboard camera and video capable (iPad2+)
- Intelligent Assistance Siri
- Sync capable with other iDevices
- Cloud features (iOS6 or greater)
- Something for everyone

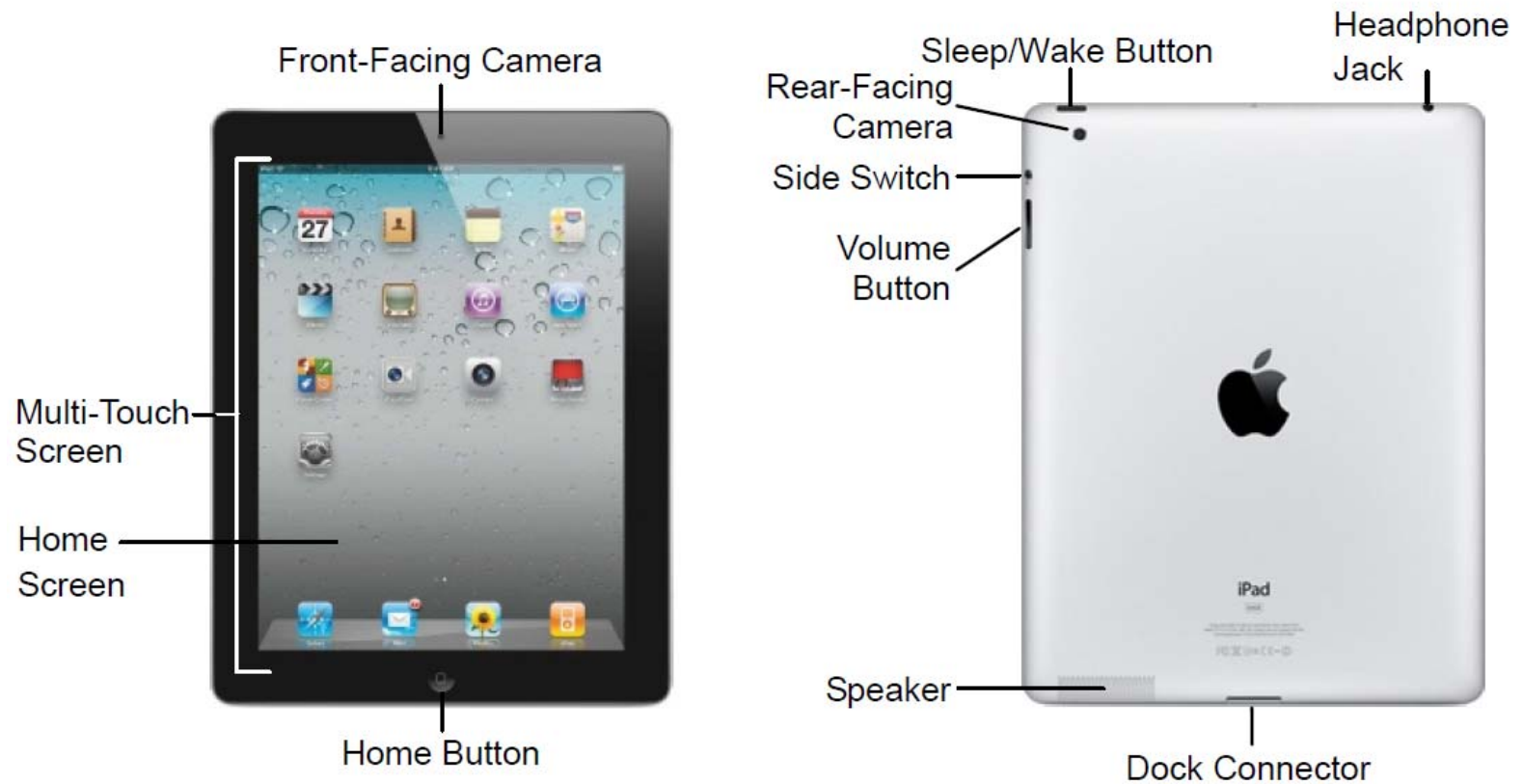


iPad Limitations

- Apps can only be downloaded/purchased through the App Store
- Flash software will not work
 - This means that videos in flash format will not play
- Limited storage capacity
- Only one app can run at a time
- There are no Sim card slots or USB ports
- iPads should not be used to store confidential data
 - Example: Student Grade Information



Your iPad Hardware



Picture taken from CustomGuide



iPad Connections

Dock Connector to USB Cable

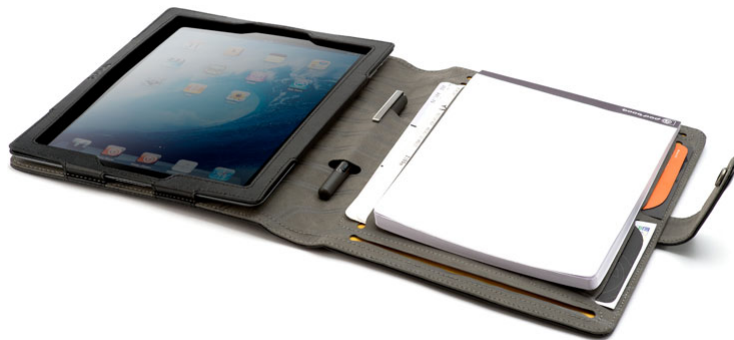
10W USB Power Adapter





iPad Accessories

- Protective Case




booqpad by booq – approx. \$50



rooCASE by roo – approx. \$40



iPad Accessories

- Lint free cloth 
- Optional VGA Adapter
 - Used to project iPad image in Smart Classroom
- Optional Dock and Keyboard
 - Wired and wireless available
 - Some cases have built-in keyboards





iPad Accessories

- Optional Camera Connection Kit



- Used to import photos and videos from a digital camera using the camera's USB cable or directly from an SD (secure digital) card
- Supported formats are JPG and RAW

- Optional Stylus

- Will not work for all apps





Battery Life

- iPad works best at around 72°F
 - 32° too cold
 - 95° too hot
- Recommended to go through one battery charge cycle per month
 - Run the battery down to zero then charge to 100%
- Locked mode conserves energy
- Charge by using a 10 Watt power adapter
 - Some computers do not have enough power to charge your iPad while it is connected
- Recommended to remove case while iPad is charging to prevent overheating



Battery Life

- Optimize your settings:
 - Adjust brightness
 - Manage the use of downloaded applications
 - Turn off Wi-Fi when not in use
 - Use Airplane Mode
 - Disable location settings
 - Where an app constantly tracks where you are
 - Disable other settings that actively run apps in the background
 - Push Mail
 - Have fewer e-mail accounts automatically checking for updates



Cleaning your iPad

- Do not use:
 - Window Cleaners
 - Household Cleaners
 - Aerosol Sprays
 - Solvents
 - Alcohol
 - Ammonia
 - Abrasives
- Use:
 - Lint free non-abrasive cloth
- Why:
 - Screen uses oleophobic coating
 - This coating has the ability to repel oil
 - Abrasive and acidic or basic solutions can greatly diminish the coating



Product Safety

- Product damage:
 - Dropping the iPad
 - Scratch marks
 - Pressure in a backpack
 - Overexposure to heat
 - Damage from fluids
- **Reduce damage**
 - Use an iPad case
 - Be aware of where you place your iPad
 - Clean the cover





iPad Setup

Fig. 1 and 2



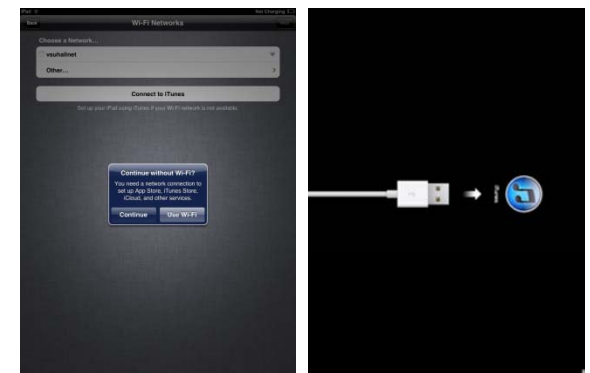
1. Swipe: to start
2. Choose: Language

3. Tap: Location
4. Enable or Disable Location Finder



Fig. 3 and 4

Fig. 5 and 6

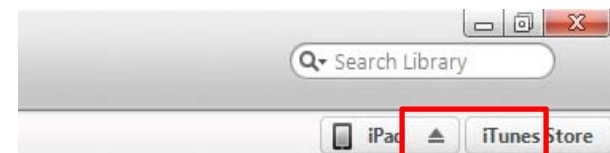
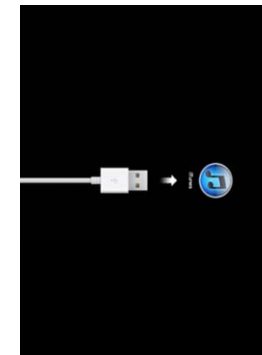


5. Tap: connect to iTunes
6. Plug in: your new device



Setting up iPad Using iTunes

- For first time user's:
 - iTunes will start immediately after plugging in your new iPad on a machine that already has iTunes – verify newest version of iTunes is installed – to date: 11.0.4



- Select: your device



Name Your iPad

Type: iPad name

Select: Done

Set Up Your iPad



Name:

support's iPad

☒ Automatically sync songs and videos to my iPad

iTunes can automatically sync your iPad to mirror its music library and playlists each time you connect it to this computer.

☐ Automatically add photos to my iPad

iTunes will first sync all of your music to your iPad and then use the remaining space for photos.

Sync photos from:

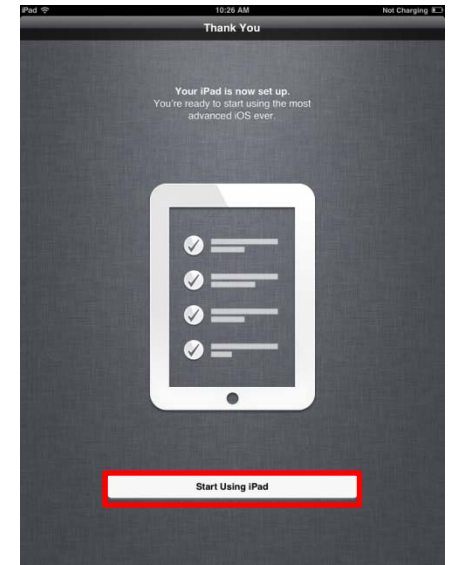
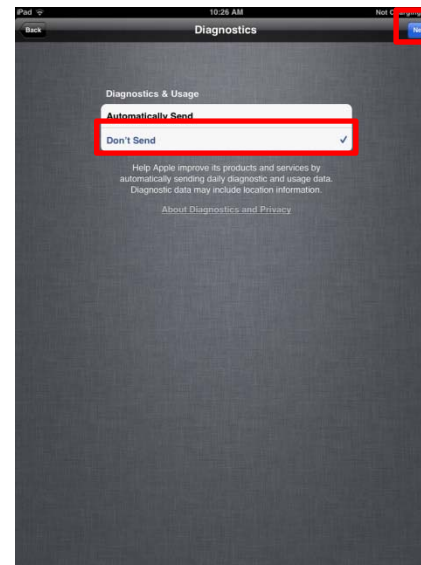
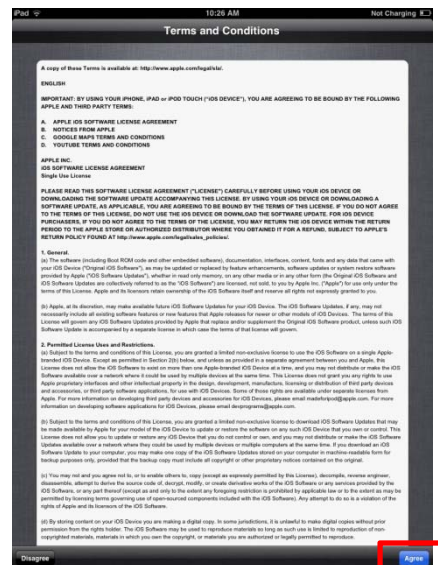
My Pictures

☒ Automatically sync apps to my iPad

Done



iPad Setup Cont.





Apple ID Account:

login for just about everything Apple

- **iCloud:** Store content
- **App Store:** Download apps
- **iTunes Store:** Buy songs, movies, TV shows
- **iBooks Store:** Buy books or .pdf documents
 - **My Apple ID (appleid.apple.com):**
Manage your Apple ID account



Create an Apple ID Account on a VSU-issued iPad

- To download all apps, videos, etc., an Apple ID account is required on your iPad
- Use your VSU email account (if using a VSU-issued iPad)
 - This account is also commonly referred to as iTunes account



Create an Apple ID

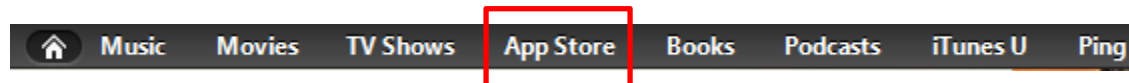
- Connect: your iPad to your computer
- Open: iTunes on your computer
- Select: iTunes Store under Store
 - You will be guided through creating an iTunes account



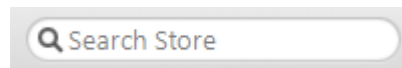


Create an Apple ID

- Navigate: to App Store from the top navigation bar



- Download and install: a free app using Search Store bar
- In the pop-up window that appears, Select: “Create Apple ID”





Create an Apple ID

- A “Welcome to the iTunes Store” window appears
 - Select: Continue
- Agree to the terms and conditions
 - Select: Continue
 - Select: Agree



Create an Apple ID

- Enter: your VSU email account info.
- Password must be 8 characters or more, including a number, an uppercase letter, and a lowercase letter - cannot use special characters
- Verify: your password
- Select: Continue

Provide Apple ID Details

Secure Connection

Passwords must contain at least one uppercase letter. Password verification does not match the password you entered.

Email: This will be your new Apple ID.

→ Password: Passwords must be at least 8 characters, including a number, an uppercase letter, and a lowercase letter. Don't use spaces, the same character 3 times in a row, your Apple ID, or a password you've used in the last year.

→ Verify: Retype your password to verify

Enter a question and answer to verify your identity if you forget your password.

Question:

Answer:

Month: Day: Year:

Would you like to receive the following via email?

☐ New releases and additions to the iTunes Store.

☐ News, special offers, and information about related products and services from Apple.



Create an Apple ID

- Select: "None" for payment type
- Enter: your billing address to continue (use VSU address on a VSU-issued iPad)
- Select: Continue

Provide a Payment Method

If you provide a payment method now, you will not be charged until you make a purchase. If you select None, you will be asked to provide a payment method when you make your first purchase.

If your billing address is not in United States, click here. ⓘ

Credit Card: ☐ VISA ☐ MasterCard ☐ American Express ☐ DISCOVER ☐ PayPal ☒ None

iTunes Gift Cards and Certificates

Code: To redeem a code, enter it here.

Address

Title:

First Name:

Last Name:

Address:

City:

State:

Zip:

Phone:

Country/Region: **United States**

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

Back

Cancel

Continue



Create an Apple ID

- The following window appears in iTunes
 - Reply: to the verification e-mail you get by clicking on the link you receive in your e-mail

Secure Connection

Verify Your Apple ID

An email has been sent to the address below with a link to verify your Apple ID. Make sure to check your email and follow the link to complete the creation of your Apple ID.

janbradey@valdosta.edu

Resend Verification Email

Done



Managing Apple ID Account

- This section is targeted to those who already have an Apple ID setup with their VSU E-mail address and have a credit card assigned to that account.
- This will show you how to Choose “No Payment” for the payment selection.
- You will also be able to manage other billing and account related activities through this menu found in iTunes.

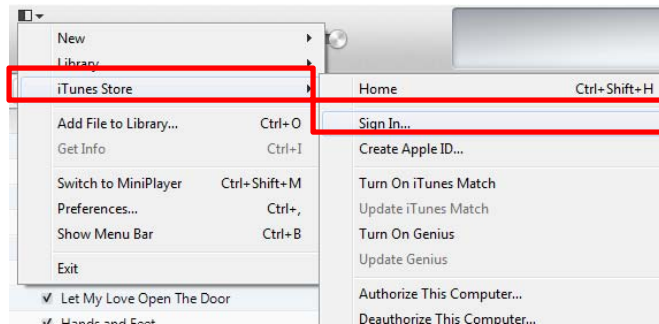


View Account Information Through iTunes

- Open iTunes
- Click on drop down menu at top left hand corner



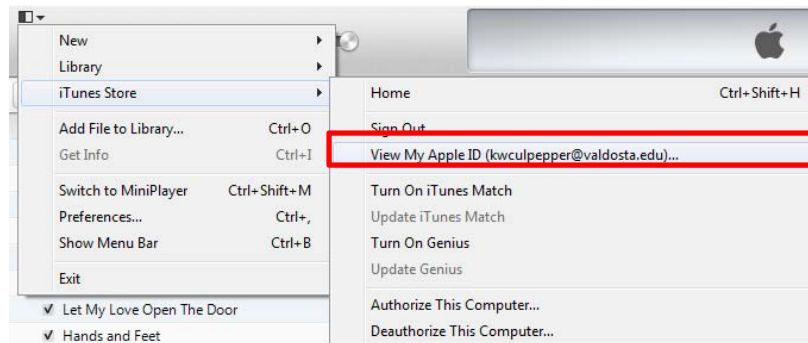
- Select under iTunes Store the option "Sign In..."





View Account Information Through iTunes

- After logging in with your iTunes account click on “View My Apple ID (....)”





Edit Account Information

Select: Edit next to
Payment Information

Select: None

Select: Done

This screenshot shows the "Account Information" page in the Apple ID management interface. The "Payment Information" section is highlighted with a red box, showing "No credit card on file" with an "Edit" link. At the bottom of the page, a "Done" button is also highlighted with a red box.

Account Information

Apple ID Summary

Apple ID: [Redacted] Edit >

Payment Information: No credit card on file. Edit >

Billing Address: [Redacted] Edit >

Country/Region: United States Change Country or Region >

Computer Authorizations: 4 computers are authorized to play content purchased with this Apple ID. Deauthorize All

iTunes in the Cloud

Manage Devices: 2 devices are associated with this Apple ID and can download your purchases from iTunes in the Cloud. Manage Devices >

Purchase History

Most Recent Purchase: November 8, 2011 See All >

Ping

Ping: Off Get Started >

Settings

Recommendations & Ping Posting: On Manage >

Passes: 0 Manage >

Reset all warnings for buying and downloading Reset

Done

This screenshot shows the "Edit Payment Information" page. The "None" option under "Payment Type" is highlighted with a red box. At the bottom right, the "Done" button is also highlighted with a red box.

Edit Payment Information

Payment Type

VISA [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] None

iTunes Gift Cards and iTunes Gifts

To redeem a code, click here

Billing Address

Mr. [Redacted]

Kyle [Redacted] Culpepper [Redacted]

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

Cancel Done



iPad Navigation

- Turn on/off the iPad
- iPad button
- Zoom functions
- Apps
- Volume
- Screen shots
- Siri





Turn on/off iPad

- At the top of the iPad is the power button:
 - Pushing the power button for half a second will place it into sleep mode
 - To unlock sleep mode, press the power button or Home button
 - Hold down the power button until the option to “Slide to power off” appears
 - Swipe over the “Slide to power off” option to turn off the iPad





Adjust Volume

- Slide to mute



- Toggle up to turn up the volume
- Toggle down to lower the volume





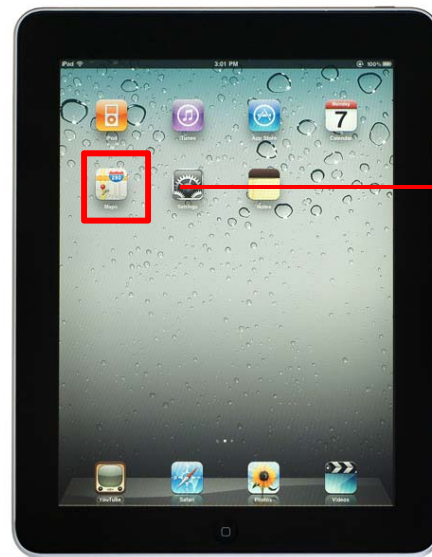
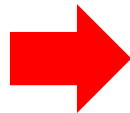
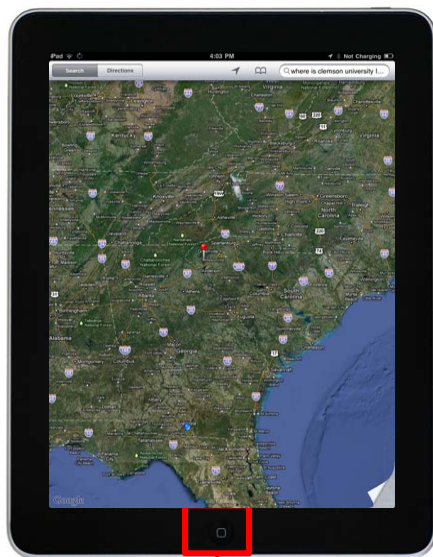
Viewing in Portrait or Landscape

- iPad can be viewed in either portrait or landscape
- Rotate your iPad and the screen will reorient
 - Built in app's have this capability
 - Feature is not available on all apps



Home Button

- To navigate back to the home screen, when finished using an app, press the **Home Button**

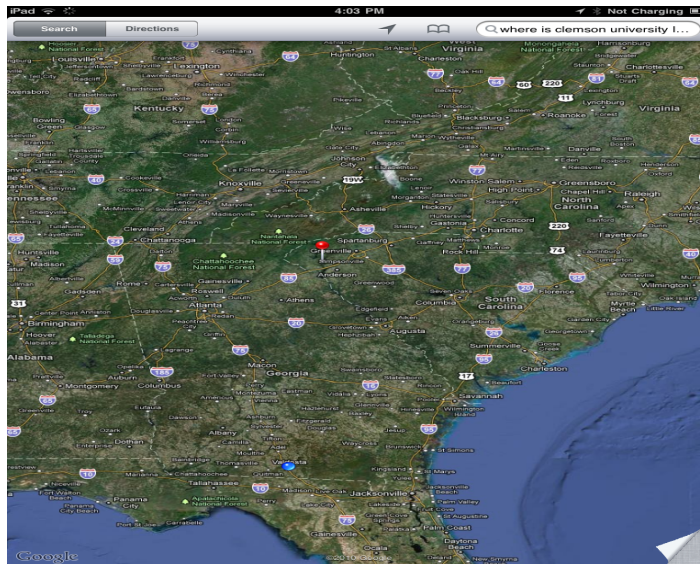


- Some App's will stop running until you tap it again
- Wherever you last stopped will be stored even after powering down the iPad



Select an App

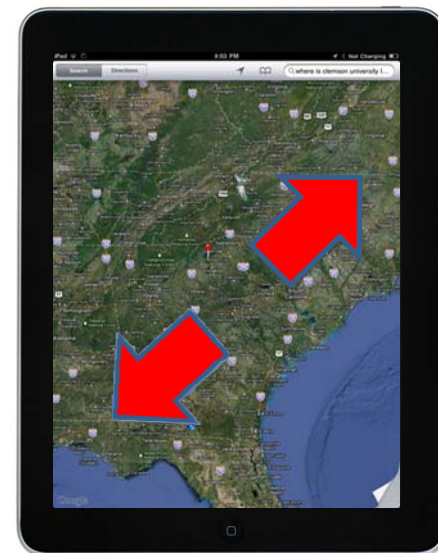
- Tap an app to run it
- For example map is selected

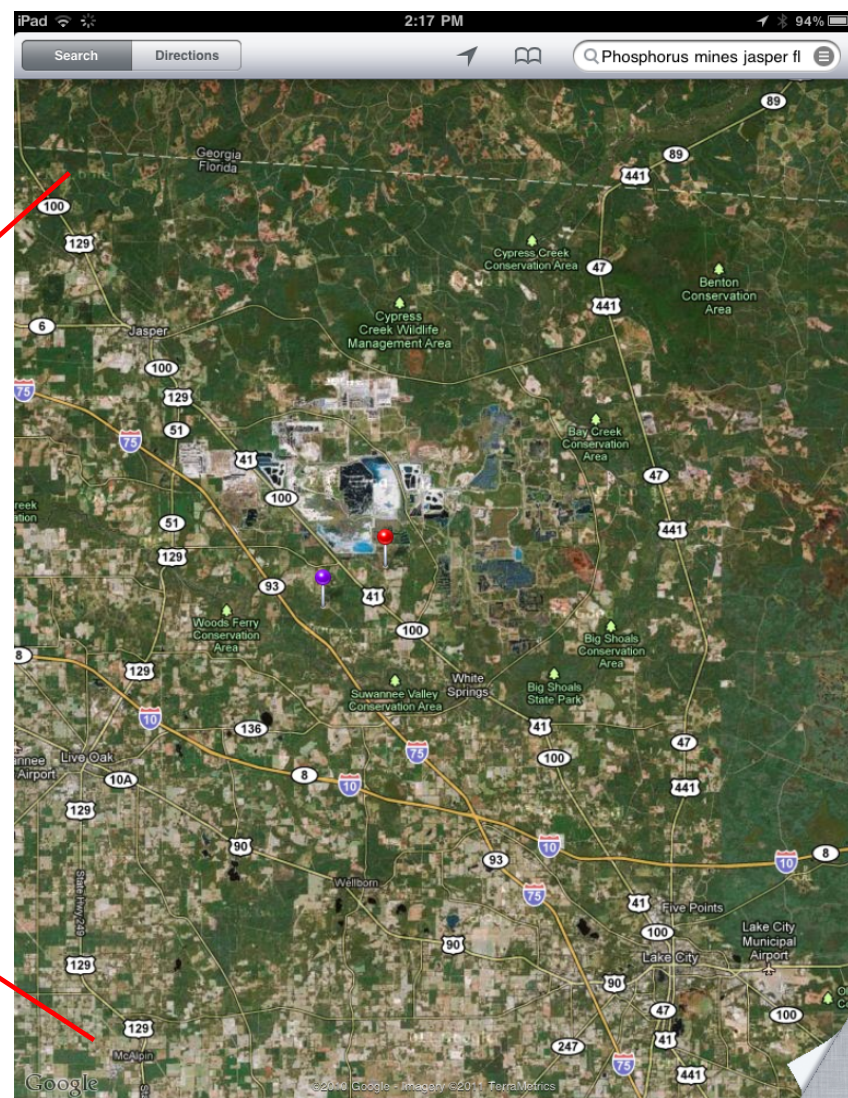
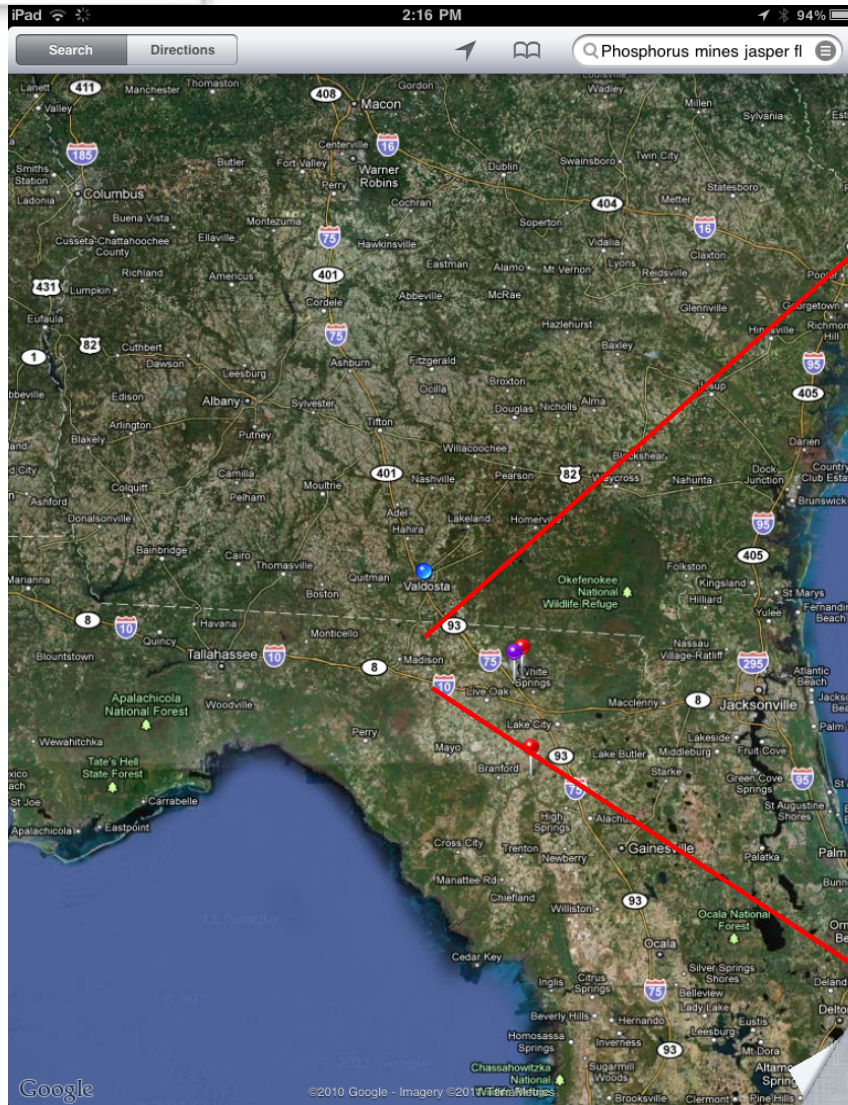




Zoom Functions

- Pinch to shrink and un-pinch to zoom
- Works with photos, web pages and some additional apps - however does not work on the home screen
- You can also double tap to zoom in








Screen Shots

- Click the home button first then hold the power button down simultaneously, next release both
- A white flash appears - image stores in your photos folder





Camera

- iPad 3 includes a Camera (front and rear facing) as well as Video feature
- To activate, select Camera app 
- Camera defaults to front facing camera
- Built-in microphone allows audio on videos
- Photos and Videos reside in the Photos app



Camera



Preview picture

Tap camera icon to take picture/video

Tap icon to switch to/from rear facing camera

Slide bar to switch to video

Turn photographers grid on/off



Siri

- Intelligent assistant Siri is a new feature being introduced to the iPad with retina display.
- With the latest voice recognition software, Siri can assist you with sending messages, scheduling meetings, placing phone calls and much more.
- Siri can understand natural speech and does not require you to remember keywords or phrases to interact with this feature.



Siri

- To activate the Siri features, hold down the home button and wait for the two quick beeps.
- You will notice the phrase “What can I help you with?” appear on the screen.





Siri

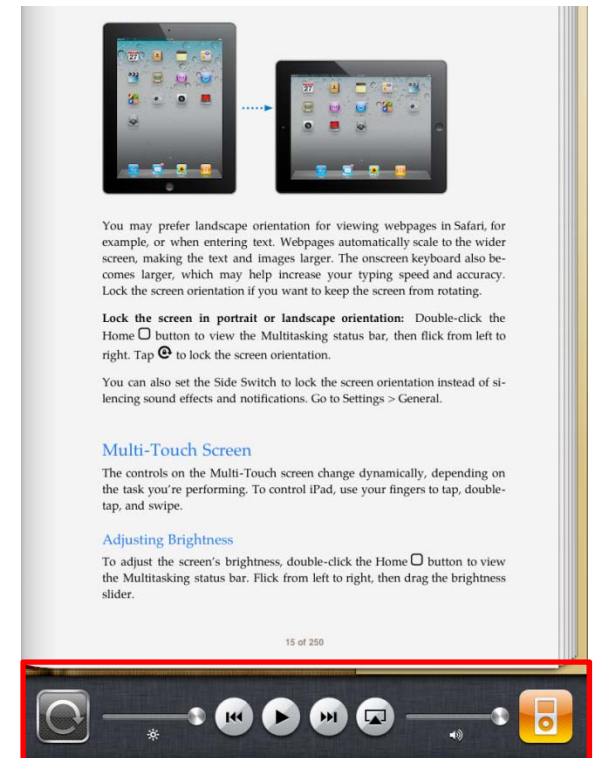
- Just simply begin speaking.
- The microphone emblem will light up to inform Siri that you are speaking and that it can hear you.
- Once your are finish with the dialogue, Siri will begin assisting you with the dialogue being requested.





Multitasking Status Bar

- Double tap the Home button to view the multitasking status bar
- Multitasking Status Bar allows quick access to:
 - App's that are active on your iPad
 - Generic app's that came with your iPad
 - Brightness adjustment
 - Screen lock for orientation or Mute off/on





Close Out Apps

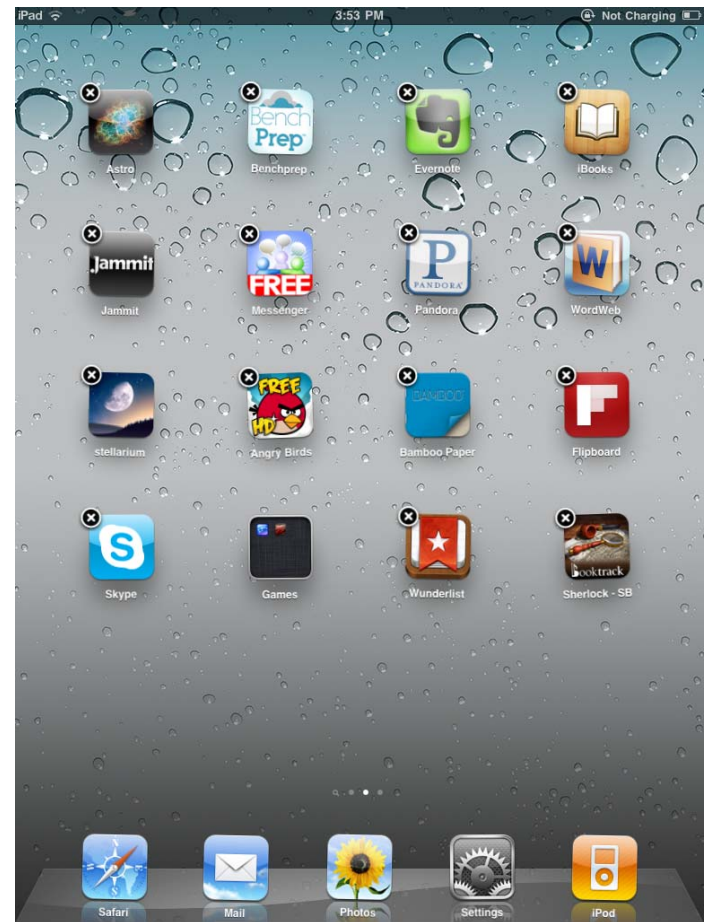
- Escaping from an app does not close it - the app stays active in the recent app list
- Closing an app does not delete the app
- Closing an app from the recent app list
 - Tap and hold down the app you want to remove from this list
 - When it jiggles a minus sign appears
 - Select the minus sign above the app to remove it and in turn completely close out the app





Rearrange and Delete Apps

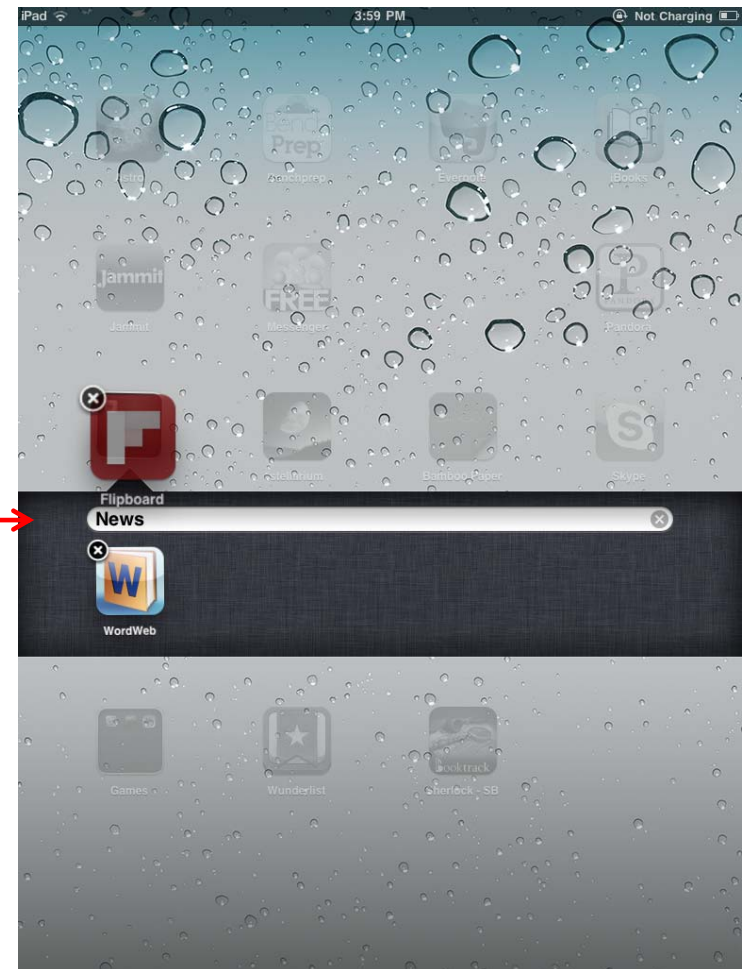
- Tap and hold any icon until it jiggles
- Arrange icons by dragging them
- Tap the “x” above any app you no longer need on your iPad to delete it
- Press the Home button to store the changes made





Create Folders

- Tap and hold any app until the icon jiggles
- Drag the app and hold it over another app to group them together in the same folder
- A text window appears as shown here
- Type in the name of your created folder
- Press the Home button to store the change





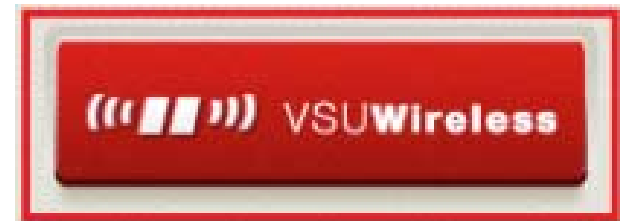
Settings

- The iPad settings area allows users to change predefined settings on the iPad
- Settings available are:
 - Airplane Mode
 - Wi-Fi
 - Notifications
 - Location Services
 - Brightness & Wallpaper
 - Picture Frame
 - General
 - Mail, Contacts, Calendars
 - Safari
 - iPod
 - Video
 - Photos
 - Notes
 - Store



Connecting to VSU Wireless

1. Tap **Settings**
2. Tap **Wi-Fi**
3. Tap **VSU-StartHere**
4. Click **VSUWireless** button
5. Follow prompts to connect to **VSU-Personal**





What you can do in iTunes

- Restore data to factory settings
- Update iPad software version
- Synchronize videos and music from the iTunes library to your iPad
- Sync apps
- Sync Outlook calendars, contacts, and e-mail
- Sync Safari and IE bookmarks and favorites



Backup and Restore Data to iTunes

- Synchronize data between iTunes and IOS device
- Methods of Syncing
 - USB
 - Wi-Fi (cannot be completed using Hallnet)
 - Only when:
 - Using local network connection
 - iTunes account version 10.5 or greater
 - IOS device is plugged in
 - IOS is version 5.0 or greater
 - iTunes is open on your computer



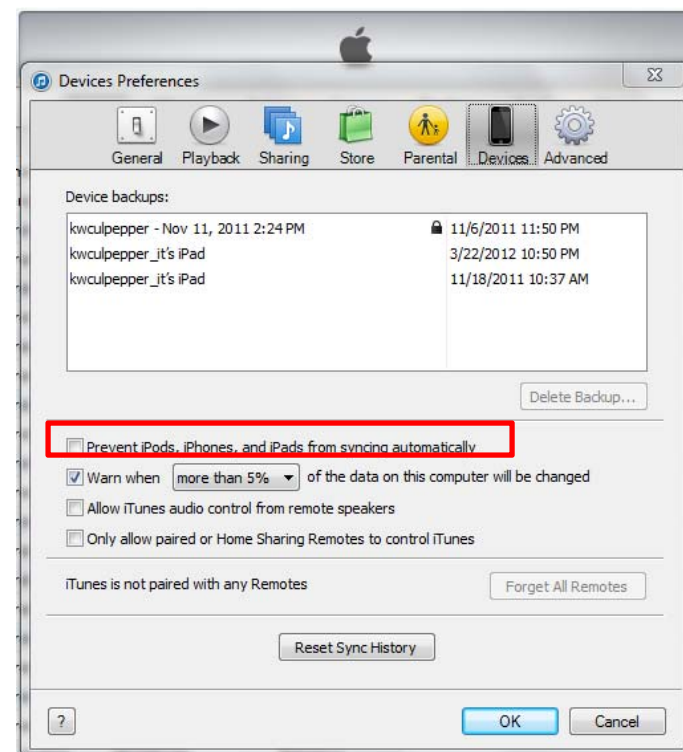
Synchronize iTunes

- An iPad can only sync to one iTunes account at a time
 - If you want to sync your iPad to a different iTunes account you will lose all of your data on the iPad and gain the data from that iTunes account
 - You will be prompted to backup your data before synchronizing begins and you will be warned about possibly losing your data



Tips in iTunes

- Stop Synchronizing Automatically
 - Tap Simultaneously “Ctrl and ,”
 - Go to Devices
 - Check “Prevent iPods, iPhones, and iPads from syncing automatically”





Verify iTunes
software latest
version is 11.1

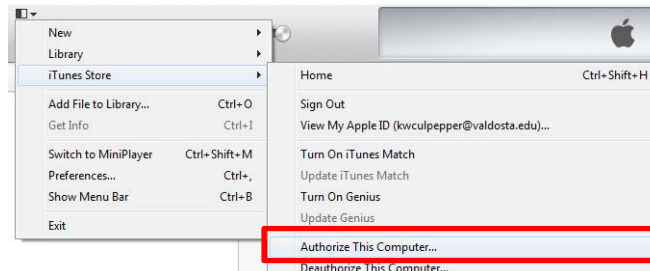
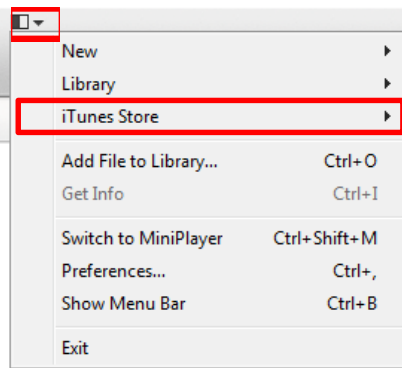




First Time Syncing To iTunes Library

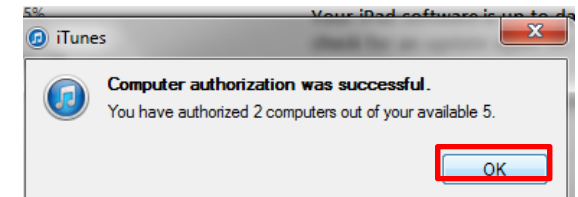
1. Select:

Top left icon -> iTunes Store -> Authorize This computer



2. Enter: Apple ID & Password

3. Select: Authorize



4. Select: OK



How To Back Up in iTunes

- Now easily available on the device screen



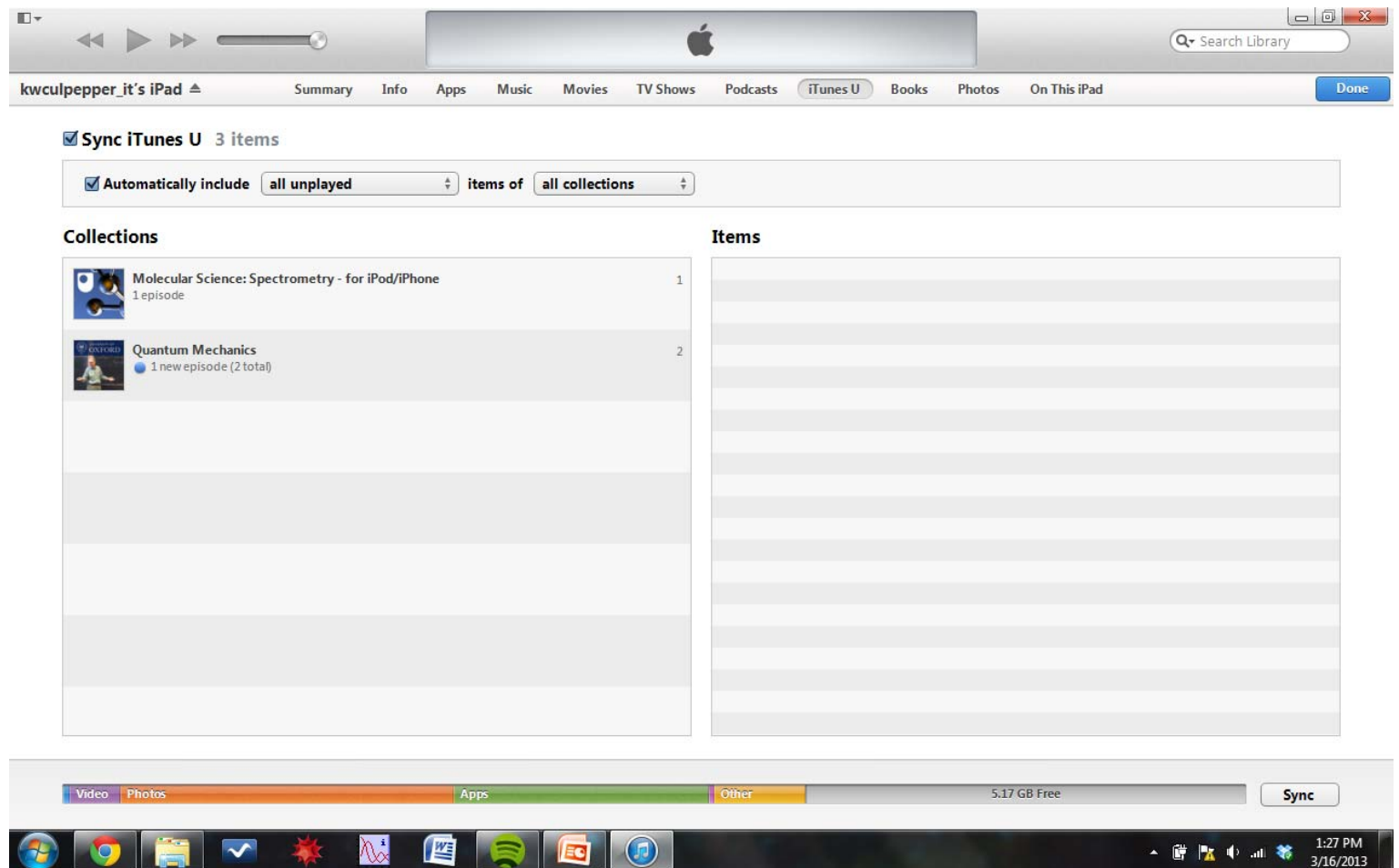


Sync Device

- Sync downloads then copy data between the device and your computer

- You can be selective about what you sync

- Anything you have on your IOS device will be replaced by whatever category you choose to sync





iTunes Store

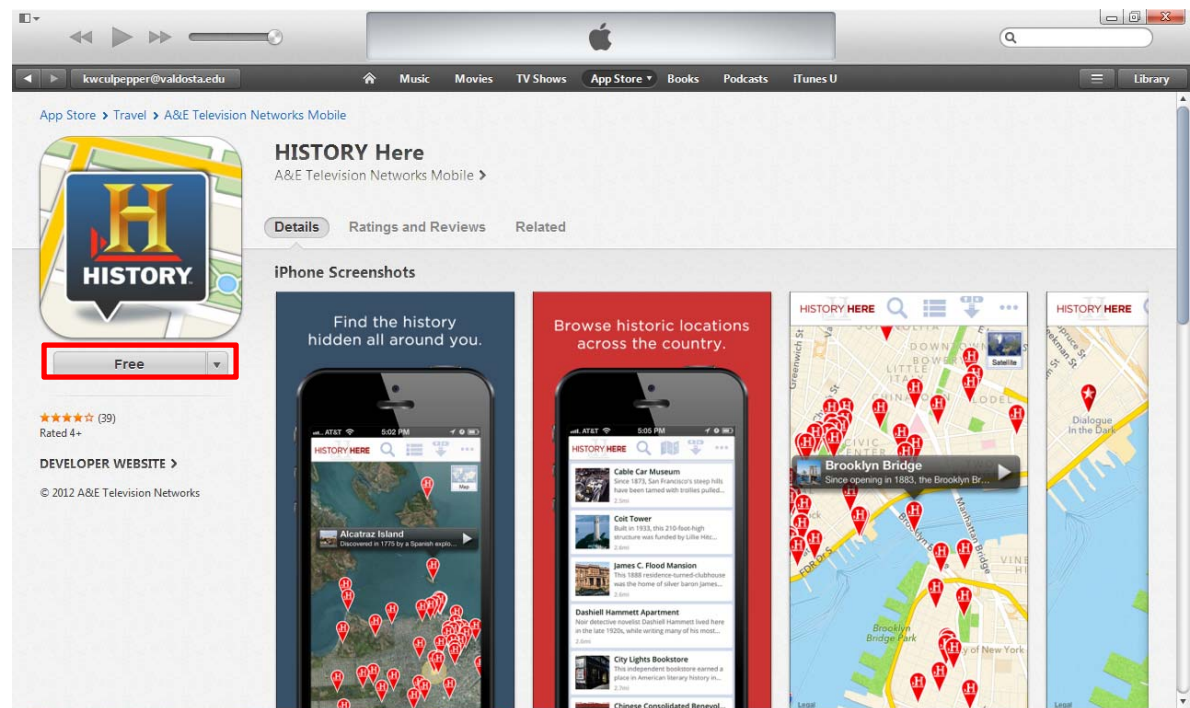
- App's are located in the iTunes Store
- When logged in, your account name appears in the App store





iTunes Store

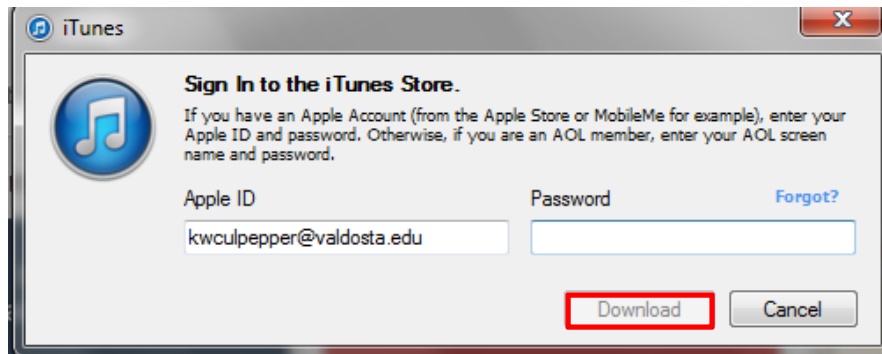
- After selecting an app, an info page appears
- Click the area that says “Free App” to install this App
- Some are not free but the same installation concept works





iTunes Store

- Enter: your Apple ID and Password and click “Download”



- Installation begins immediately after that



App Store on the iPad

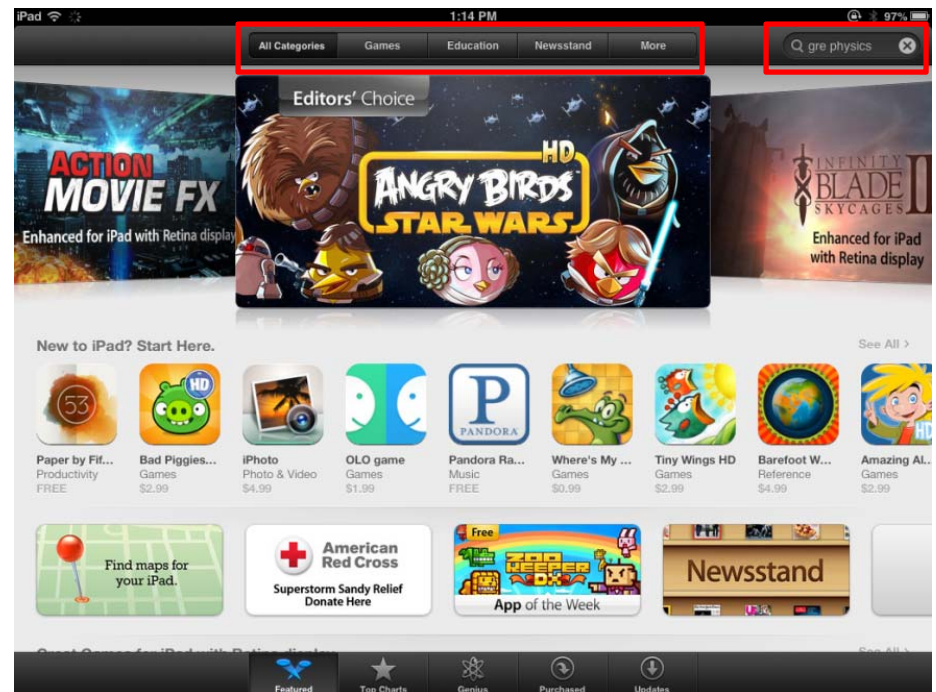
- Tap the App Store app
 - Must be on the network
 - Must have an Apple ID to download apps





App Store Navigation

- Finding Apps:
 - Since there are over 300,000+ apps - the app store has nice features available to reduce the challenge of finding the app you want
 - Move through the App Store using the top 5 commands or type in the search bar for apps
 - All Categories
 - Games
 - Education
 - Newstand
 - More





App Store Navigation

- Finding Apps:
 - Since there are over 300,000+ apps - the app store has nice features available to reduce the challenge of finding the app you want
 - Move through the App Store using the top 3 commands or type in the search bar for apps
 - New
 - What's Hot
 - Release Date

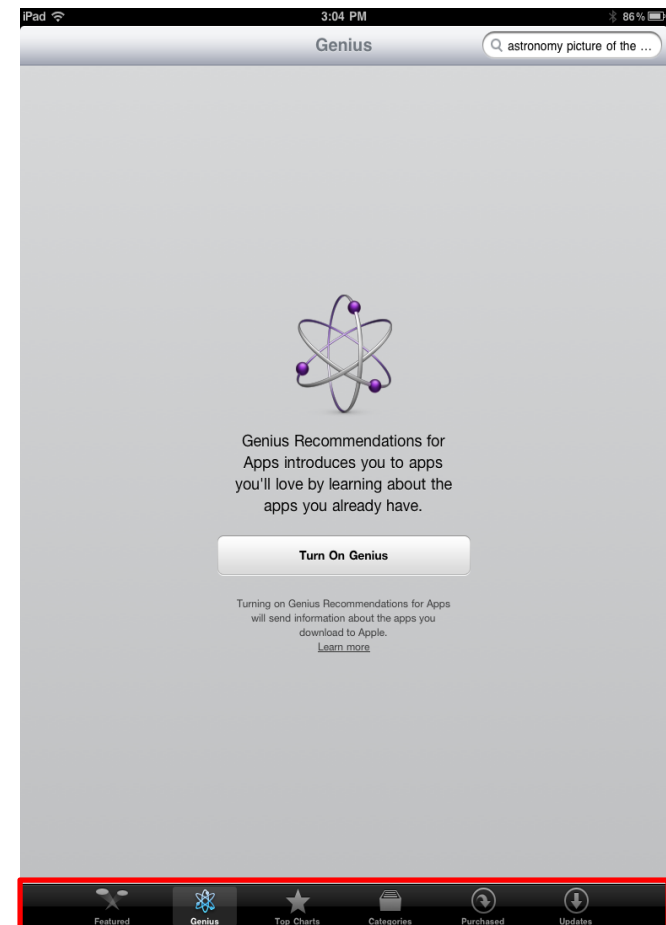




App Store Navigation

- At the bottom of the App Store Page are other options for quick navigation

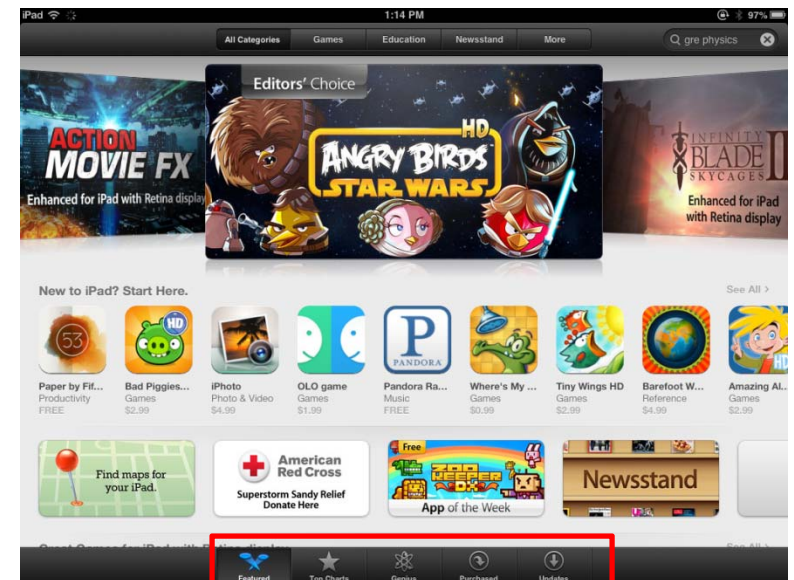
- Featured
 - Apps featured by Apple
- Genius
 - Apps recommended to you based on your history of app downloads
- Top Charts
 - Top installed apps
- Categories
 - Apps categorized based on different expected functionality
- Purchased
- Updates
 - Updates available for currently installed apps





App Store Navigation

- At the bottom of the App Store Page are other options for quick navigation
 - Updates
 - Updates available for currently installed apps
 - Purchased
 - Apps previously purchased by you
 - Genius
 - Apps recommended to you based on your history of app downloads
 - Top Charts
 - Apps that are most popular among the general public
 - Featured
 - Apps featured by Apple



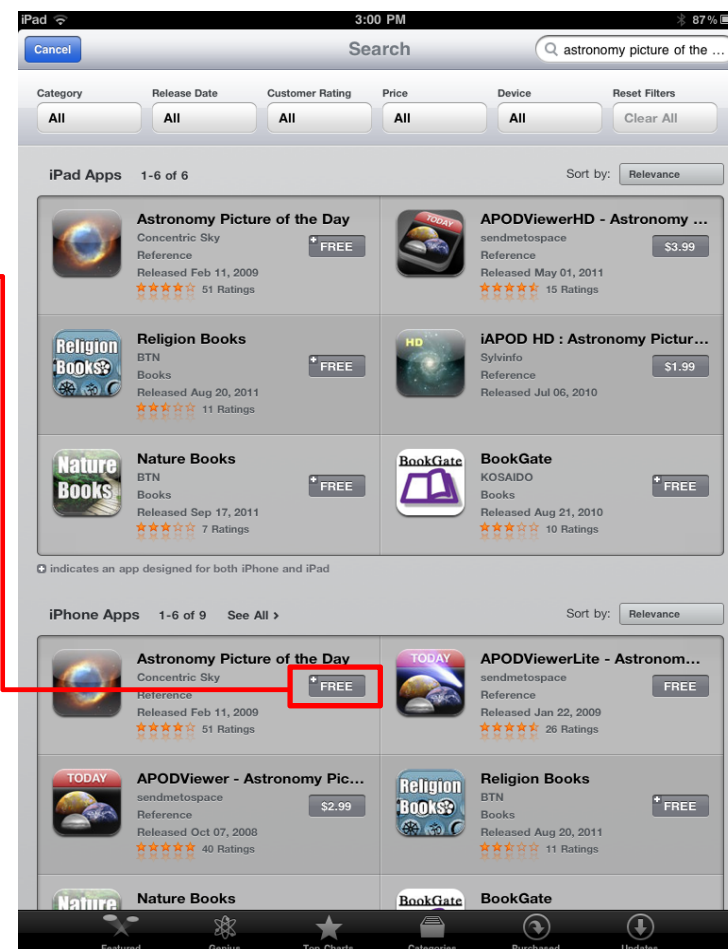
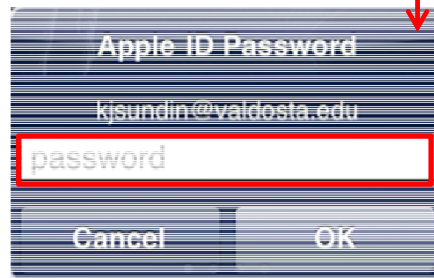


App Installation

- Select the app you want to install to have the following appear



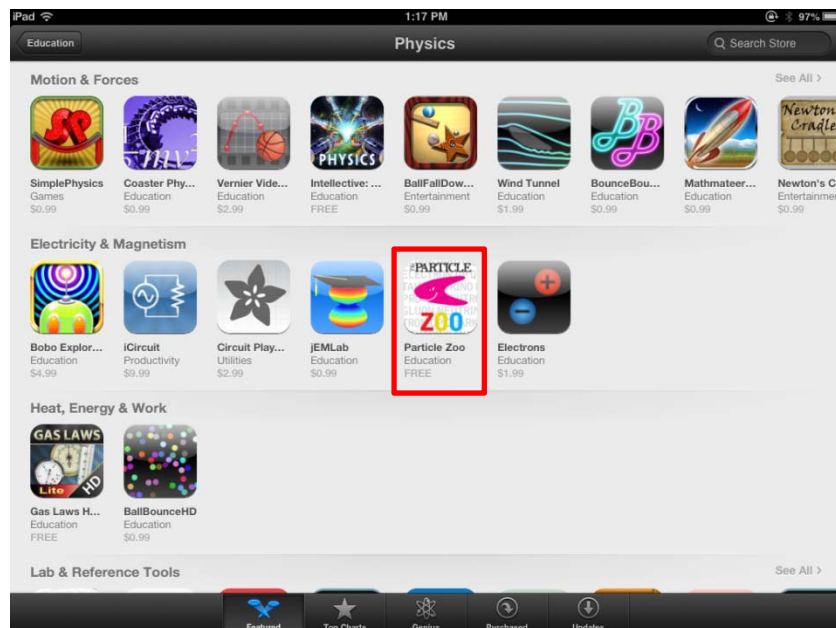
- Select “INSTALL APP” to continue
- Enter in your account password





App Installation

- Select the app you want to install

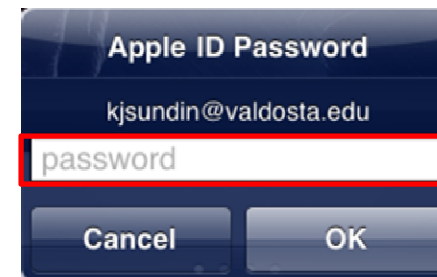
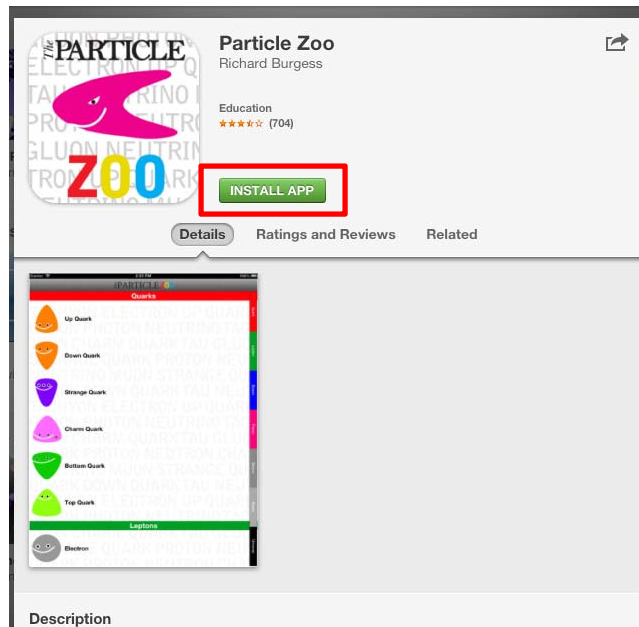


- Application information will appear



App Installation

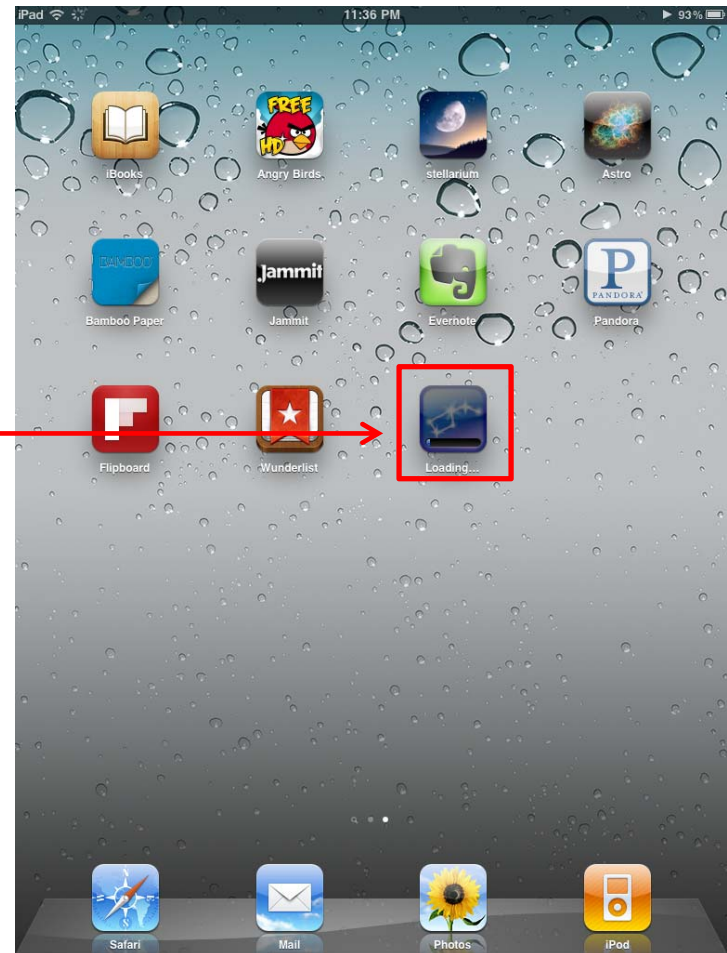
- Tap the Free icon to see it changed to Install App
- Type in your Apple ID password and press OK





App Installation Complete

- The final step is for the app to install
- The app you are installing appears on the home page and begins loading from the apple store

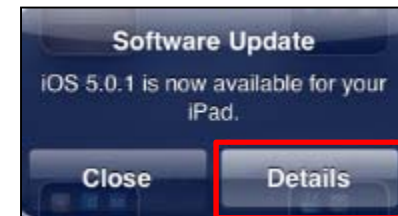




Operating System Automatic Update

When an operating system update is available, it pops up on your iPad screen

- Select: Details



From Settings Screen:

- Select: Install Now
- Agree to Terms/Conditions

New Operating System
downloads





Setting up VSU Email

1. Open Apple Mail.
2. Choose Microsoft Exchange.
3. Enter appropriate information:
 - VSU email address
 - AD Password
 - Description



iPad Resources

- iPad Training PowerPoint
- iPad Tips and Tricks
- iPad Remote Desktop Control Procedure
- iPad Quick Reference Guide
- Apple iPad Videos

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