The **NEW BASIC** iPad Guide

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Introduction

As you may know, many pieces of new technology DON'T come with a user friendly printed 'instruction manual'. The iPad in this case is no different. A brand-new iPad sealed and boxed includes; the iPad, a charger, limited information and some stickers. You could download a 135-page technical manual from Apple's website if you wish, but as usual it is not a basic introduction on how to use the device.

Never fear! Highway has produced a fantastic BASIC user guide to take you through some of the key aspects and functionality of the iPad. This guide relates to the Apple 9.7" iPad which uses the operating system iOS 12. Most of what is contained in this guide will still be applicable to older versions of the iPad, just with some updated features for newer systems.

The Buttons

The below image in green shows the iPad viewed from the front, the side and back. The iPad has **4** physical buttons for users to press.

The Sleep/Wake button (Button at the top of the iPad)

Pressing the button will momentarily put the iPad into 'sleep mode' (the screen goes black) if you're not using the device for some time. If a music app is on and playing in the background, it will continue to play music, even while in sleep mode and the volume buttons will continue to work.

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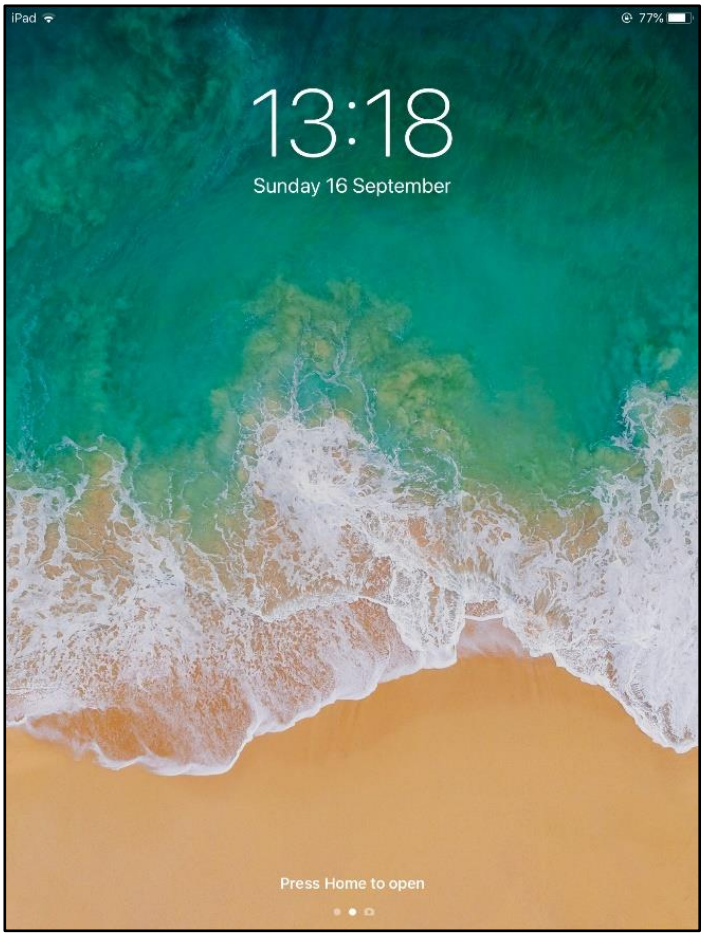
The iPad is set to automatically lock and go into sleep mode after 2 minutes of non-use. But this can be changed in the 'Display and Brightness' settings menu.

When the iPad is in sleep mode pressing either the Sleep/Wake button or the Home button (The big button at the bottom of the iPad) will turn the screen from black, to the iPads 'on mode'.

If the iPad is in a case that has a closing flap, the opening and closing movement of the flap will either wake the device, or send it to sleep mode (This depends if you open the case or close it)

The words "Press Home to Open" may appear on the iPad after its woken from sleep mode. To access the iPad again, simply press the Home button on the iPad to unlock it.



If there is a passcode set up for the iPad, it may require you to enter a correct 6-digit number code to access the iPad. The Home button on the iPad also has a clever feature in being touch sensitive. This can be set up so that the user just puts their finger on the Home button instead of entering a passcode.

The finger recognition can then unlock the iPad, or could be used when validating purchases of apps through the **App Store** (see below)

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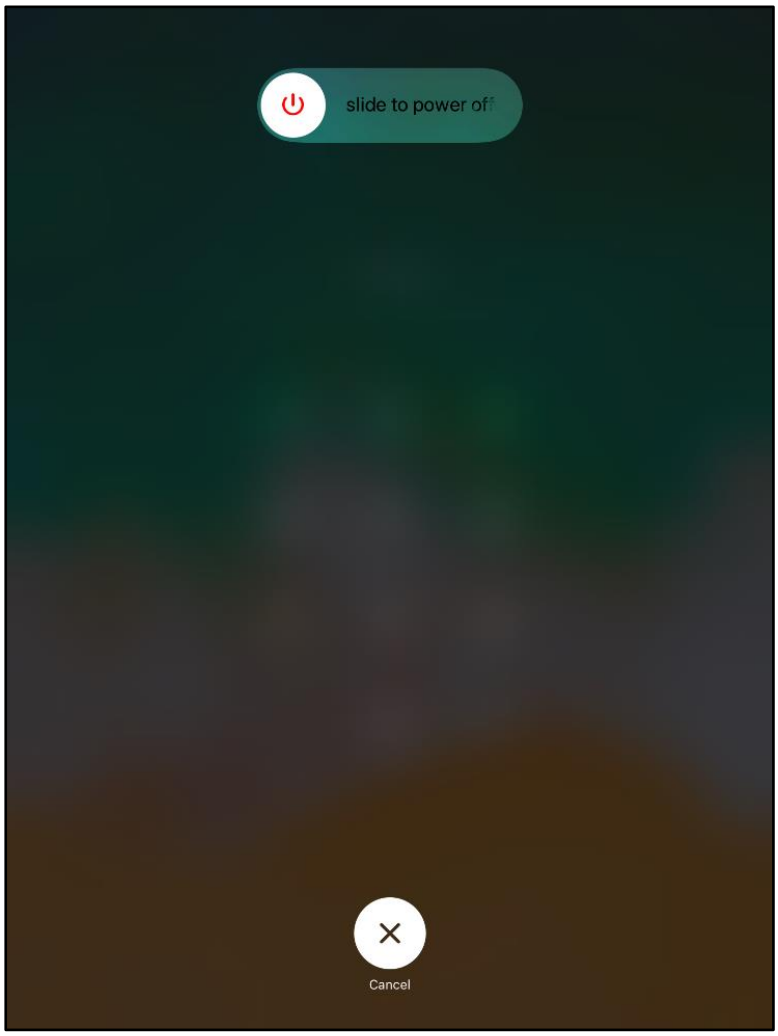
Turning On and Off the iPad

The iPad doesn't always need to be turned off, as it will go into "Sleep Mode" if not used for a couple of minutes which helps preserve battery (this can be changed in the settings to extend the lock time). If you wish to turn off the iPad, simply hold the Sleep/Wake button for roughly 4 seconds and swipe the words **slide to power off** from left to right, to turn off the iPad. If you don't want to turn off the iPad and you are on this screen, **Tap** the **Cancel** button at the bottom, or press the Home button to take you back to the home screen.



The Home button

The home button will wake the iPad from its sleep mode whenever you press it.

If the iPad is awake, the home button will display the Home screen regardless of what app(s) is running. Pressing the home button can act as a method to get out of applications. If a website has frozen or the iPad isn't responding, pressing the home button will always allow you to get to the Home screen if you are unsure.

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The Volume buttons

There are two volume buttons on the side of the iPad, which are used to increase the volume.

- The **Top** volume button will **Increase the volume**
- The **Bottom** volume button will **Decrease the volume**

This will allow you to increase or decrease the sounds of the iPad at any time. The buttons allow you to control the sound(s) and music volume. The bottom volume key or 'volume down key' if held for 2 seconds will mute the iPad, which can be handy if you don't want everyone to listen to the sounds of the iPad.

iPad Ports

The iPad has two main slots available which are; **Charging slot** and the **Headphone Jack**. The charging slot is located at the bottom of the device allowing you to plug in the power cable to charge the device. The headphone jack, which is located at the top left of the device, is there to enable you to plug in headphones to listen to some of your favourite music or sounds!

Below shows where the two are located viewed from the back of the device:

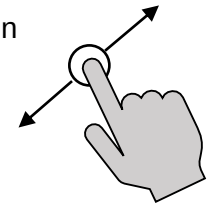
Using the iPad's touch screen

There are four basic touch screen actions:

Tapping

This is a simple quick tap with a finger (or a stylus) anywhere on the iPads screen. The action is done to select something.

Swiping



The finger (or stylus) is moved across the screen in a fluid motion and contact is lost at the end of the swipe

Dragging

Like swiping, dragging involves tapping on an item and holding your finger (or stylus) on the object for a few seconds. Then allowing you to move the item from one area of the screen to the next in a fluid motion.

Pinch and stretch

This involves a finger and thumb (or two fingers if preferred) whereby the image on the screen is made smaller by 'pinching' (fingers move towards each other) or larger by 'stretching' (fingers move away from each other). This action is like 'zooming in and out' allowing the screen to be made smaller or bigger.

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The Home Screen and Apps

An ‘app’ is the word used to describe a piece of software also known as **application** that allows a computer, tablet or smart phone to do something. Two of the most commonly used apps on an iPad are:

- **Safari**- Used for web browsing
- **Mail app**- For sending and receiving emails.

Apps that are used regularly are usually on your Home Screen in the form of icons (small picture representing the application). An iPad comes with several apps already installed: Safari, Mail, Photos, Calendar, Maps, Music player and many more.

There are many hundreds of thousands of apps available for the iPad, which can be accessed through the ‘App Store’. A lot of the apps are free, while others are priced from **less than £1, up to hundreds of pounds**. Apps can be downloaded (from the internet) providing you have an Apple ID and that your iPad is connected to the internet. (see 9315 The Apple ID and App Store)

To open an app, you can simply **tap** it with a finger or stylus

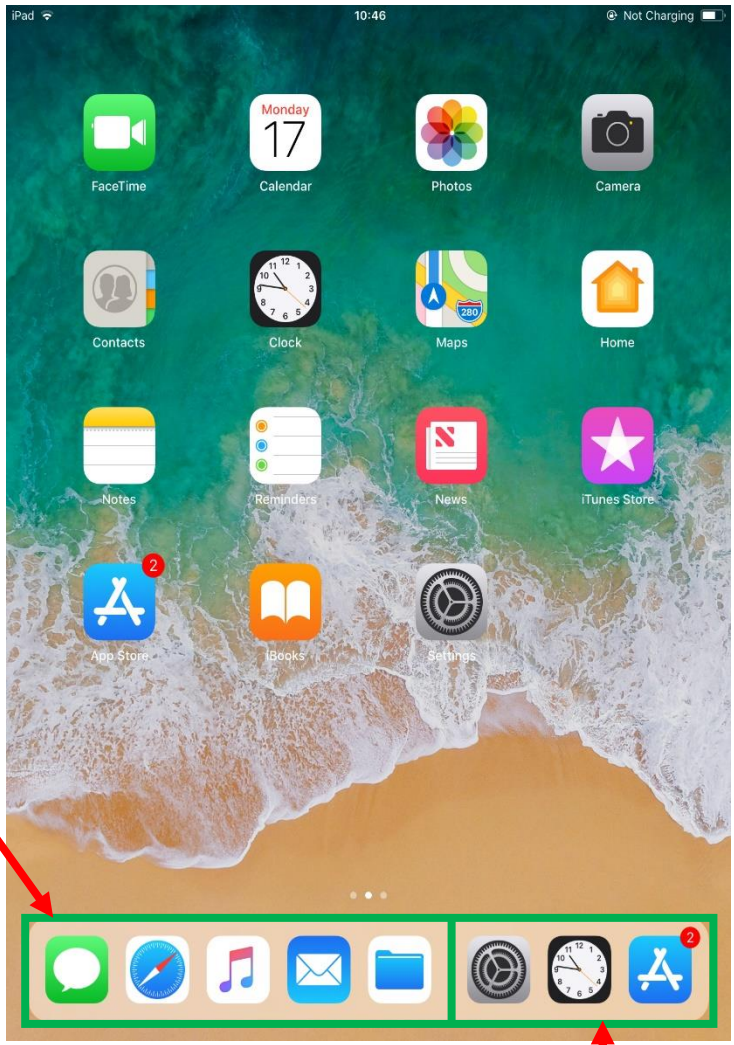
There can be several Home Screens each of which allow around 20 apps to be displayed

To change the current Home screen, it’s a short **swipe** left or right of the screen that you are on, showing a new screen with additional apps (swiping right from this screen will take you to the news and suggested apps screen)

If you don’t use the iPad very often, you can probably get the most out of the apps that you use on one Home Screen

Shown here is the standard screen for the iPad 9.7 inch.

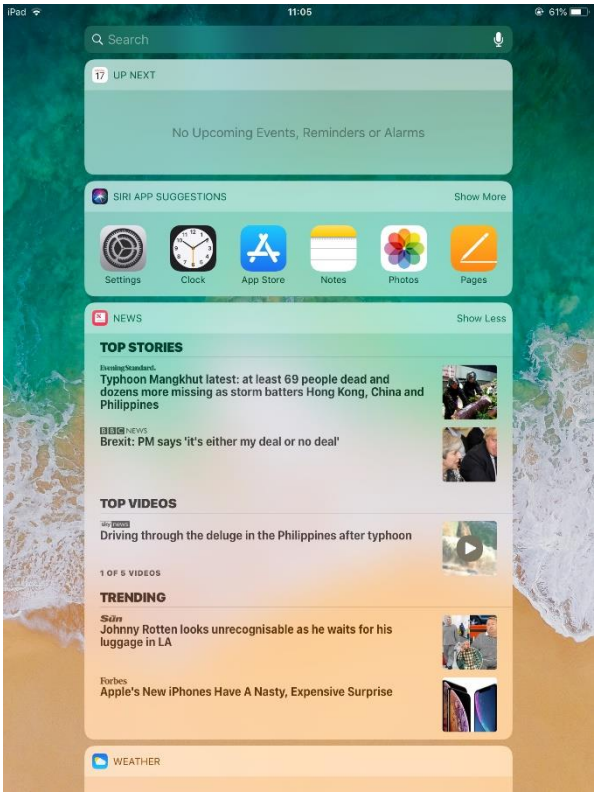
The strip at the bottom is there to hold the most regularly used apps (they can be moved and changed see 9355 Rearranging and uninstalling apps on the iPad).



On the right, it shows three of the most ‘recently’ used applications.

The strip shown in green, remains constant when you swipe left or right to view other Home Screens.

After pressing the Home button, swiping left will show you some recent news articles, as well as some of Siri's suggested apps. Scrolling down on this view allows you to also keep track of the weather and other options. As shown below:



Screen orientation

Depending on how you hold the iPad, will directly change the screens view from either portrait or landscape. You can choose which way it displays to suit what content you're looking at by simply rotating the iPad from portrait to landscape, or vice versa.

In some cases, it can be annoying that a slight tilt either left or right can change the screen orientation from portrait to landscape, whilst you are trying to look at something in one view. There is an option in the Control Centre that can lock the screen orientation, to stop those annoying tilting moments!

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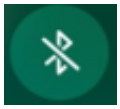
Accessing the Control Centre

The Control Centre can be accessed by **swiping** your finger from the top right of the screen towards the bottom part of the screen. It can be accessed in portrait and landscape mode**.**

Below shows portrait mode control panel on the right, with some basic Control centre options on the left.

Airplane Mode

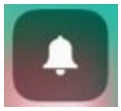
Wi-Fi



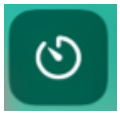
Bluetooth

Lock and unlock screen rotation

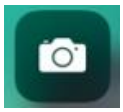
Do not disturb



Silent Mode

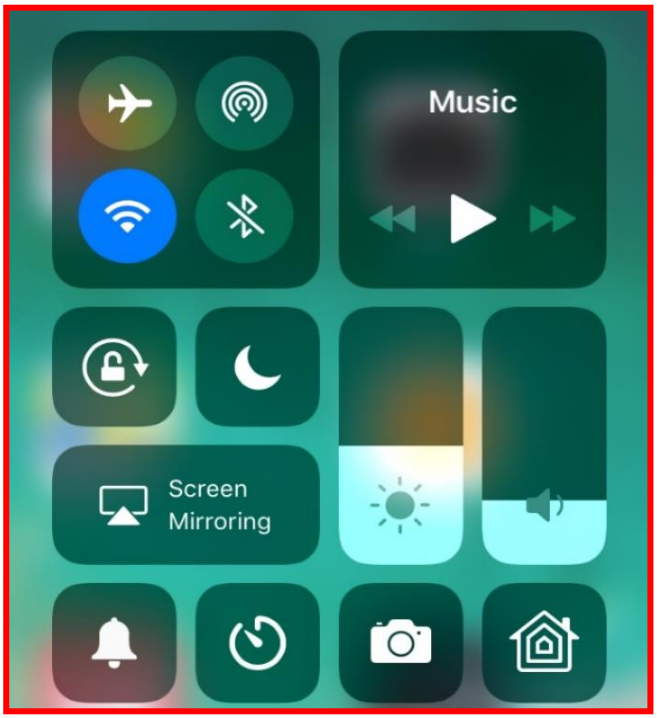


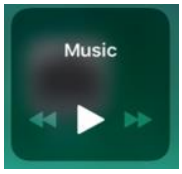
Timer



Camera

Favourites





Play music

Brightness and Volume

The Control Centre is used to quickly access and change **BASIC** controls on the iPad.

Tapping these icons will change them from off to on. Screen rotation can be very handy to lock if you don't want it to switch the screens. A brief message will be displayed in the top right when an icon is tapped to indicate what the iPad has changed.

To close the Control Centre, simply **tap** the Home Button or scroll upwards.

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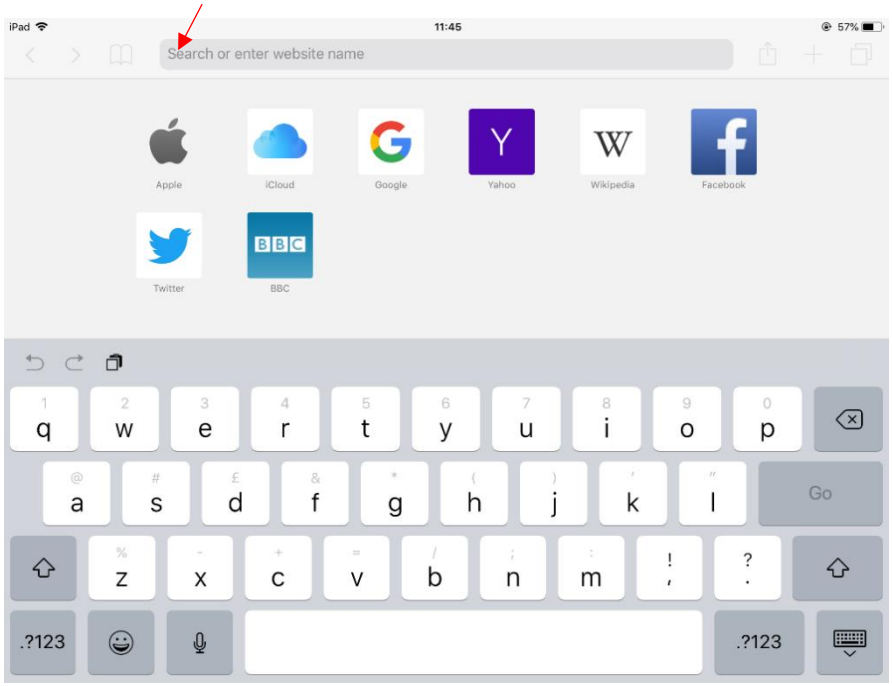
Keyboard- The basics

The onscreen keyboard will be displayed whenever text needs to be inserted.

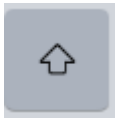
The cursor is a small flashing bar that indicates the insertion point of whatever character is typed in.

Tapping here will show the cursor, and you can begin typing.



The keyboard keys are tapped lightly to insert the character into the app that is requiring the keyboard entry (in this example it's a web search)

The Keys

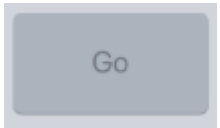


This this key is the **Shift** key, **Tap** this key to type Upper case letters

Double Tap the **Shift** key to put Caps Lock on, making all words capital until turned off/**Tapped** off!

This key displays numbers and punctuation **Tap** it to change the keyboard to show numbers and different punctuation such as the @ symbol for email addresses.

This key is the **Microphone key**, pressing this will allow you to speak to the iPad, displaying what you have said as text.



This key is the **Go Key** which allows you to search for what you have typed in from the keyboard, it will light up in blue if you have typed something.

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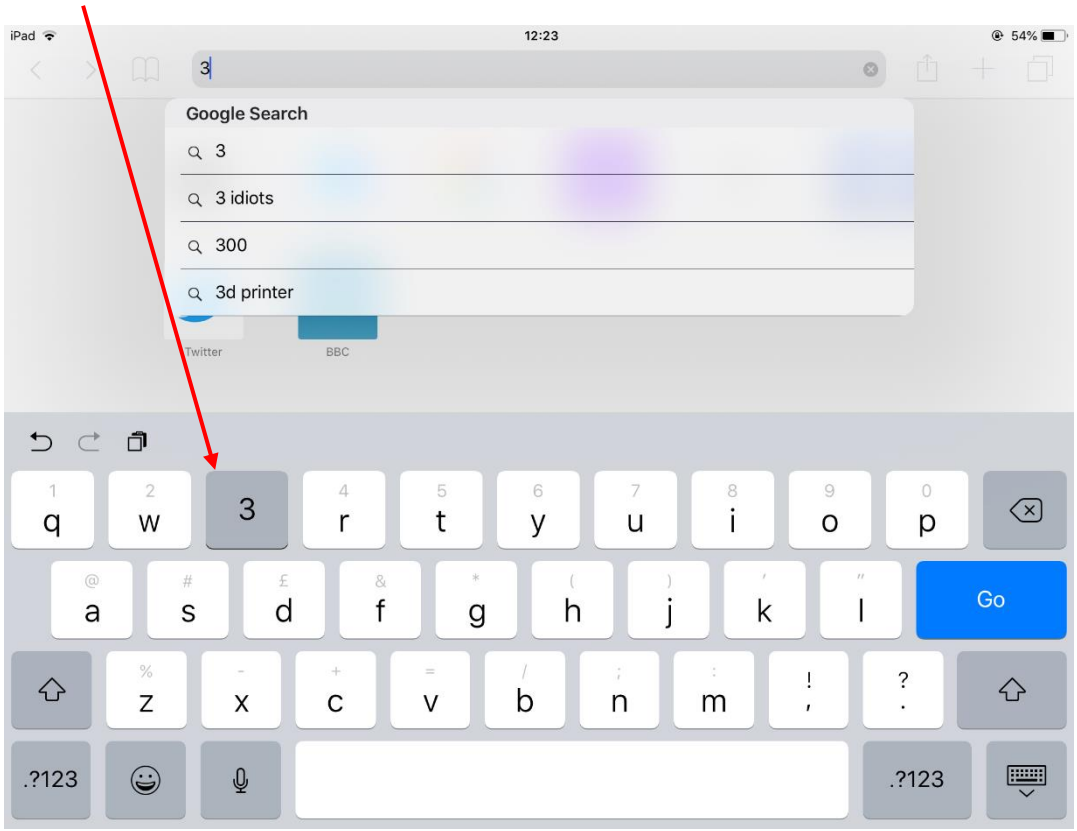
To delete characters, use this key as it is the **Delete** Key and it will delete items starting from right to left.

To hide the keyboard, tap the **Keyboard key**

Slightly more advanced feature!

To make life easier, you can quickly swap between a key, number or punctuation. **Swiping** downwards on a key instead of tapping it displays the item above the word. In this example the **e** key will type the number **3**, instead of the letter e.

As shown below:



Apps

When you tap an icon that represents an app, it will open. It remains open until you decide to close it manually (See below) or the iPad is restarted.

Switching between and closing apps

Tapping the **Home button** will always take you back to the **last Home Screen** you were on.

On the iPad it is possible to have many apps open at the same time in the background, but you will only be using the one that is shown on your screen.

Does having many apps open drain the battery?

Most apps sit in the memory (RAM) of the iPad and have no effect on battery life. However, there are some apps that continue to work 'in the background' even if you have another app open on your screen.

An example of this would be an app that plays music on your iPad. It will continue to play music whilst you are doing something else, being 'played in the background'.

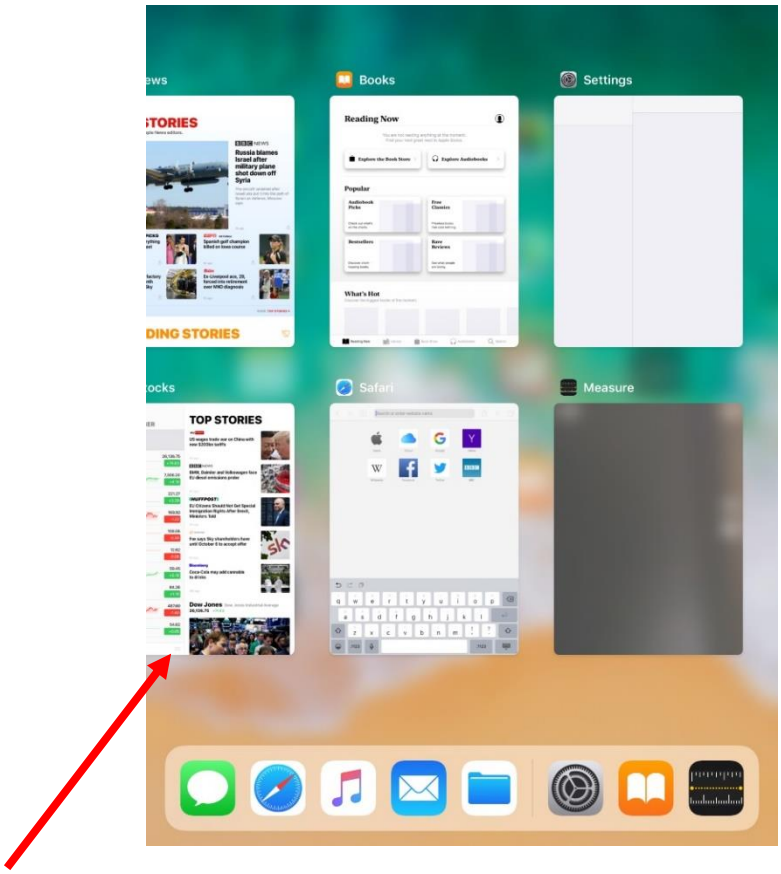
Another case might be where the iPad is updating parts of its software, it may download updates for apps and system software in the background, even when you are using a different app.

If you use Skype (instead of Apple's Facetime) for video communication and Skype is running, it will continue to 'listen' for incoming calls, so it will use a small amount of battery just in case someone tried to contact you via your iPad.

Displaying the apps in the background- The multitasking screen/ App Switcher

An app that is in memory will remain 'open' until it is 'closed' by the user. Even restarting the iPad will bring back the apps that were previously in the memory.

Two quick taps on the Home button will display rows of apps across the screen with icons. The icons can be swiped left or right to display all the current items you have open.

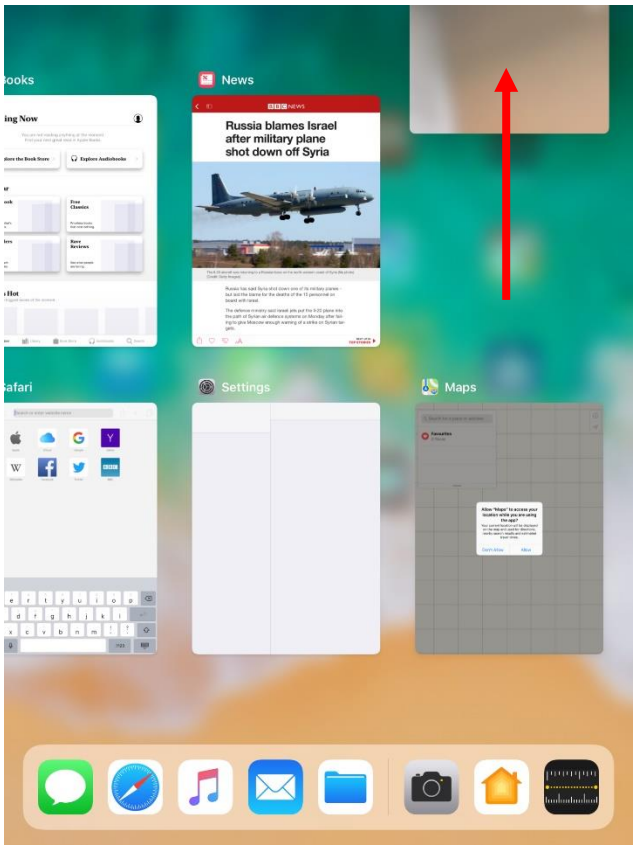


In iOS 12 the apps are arranged in miniature windows as shown above

This allows you to see what is currently open in the memory and switch between apps from the one you were using, by tapping on the app.

Closing apps on an iPad

When the multitasking screen is displayed, swipe any app you wish to close upwards. This will close the app and stop it from running in the background.



Holding the app and swiping towards the top will prevent it from moving further upwards. You can then let go of the app once it is at the top of the screen and it will completely close. This stops the app from running in the background. **As show on the left**

If you don't want to remain on the control centre screen once you have closed apps, simply press on the **Home button** to get back to the Home Screen.

Suggested additional apps

There are many pre-installed apps that come built into the iPad. The iPad will initially provide you with the most useful applications that are commonly used for the device.

However, there are millions of additional apps available to download from the **App Store**(see 9315 The Apple ID and App Store), many of which are free or at very little cost to purchase.

Below is a list of the more popular **Free apps** available for you to download today!

BBC iPlayer- Catch up and watch live T.V

All 4- Chanel 4's live and catch up service

Microsoft Outlook- Microsoft email service

Spotify- Free music with millions of tracks available

Microsoft word- Microsoft's word document software.

Google Earth- Fly around the planet, viewing streets and anywhere in the world!

Facebook- If you're on the social network

YouTube- Videos about everything or anything

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Kindle- Online book reader

Messenger-Stay in touch with friends on Facebook

ITV Hub-Catch up or watch live ITV

Google Chrome- Google's web browser

National rail-Train timetables, ticket purchases

Amazon-Online retailer

eBay- Online auction website

TeamViewer -Watch live Highway Online learning sessions

Twitter – If you are interested in tweets or world views

Navmii – Free sat nav for your iPad

Sketch – Use your fingers to paint or draw

Scrabble -The popular word game

Livedrive – If you use Highway's Livedrive system to view your files in the cloud storage

Netflix – If you are a video streaming Netflix subscriber

Amazon prime video – If you are an Amazon video streaming subscriber

These are some of the most popular apps that are being used every second by people around the globe.

You don't have to download any of them if you don't want to, this is just showing you some **BASIC** apps that you could download for free, if they interest you.

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The Safari App- Surfing The Web

Safari is your 'window to the world wide web' or web browser. It is very similar to other web browsers such as; Microsoft Edge (that we use at Highway), Google Chrome, Internet Explorer and Firefox, which are the more commonly used browsers on a computer.

When **tapping** on Safari, the most recently viewed web page will be displayed when it opens. There may also be tabs of other web pages that were previously open (the managing of which is described in 9370 Tabs, Bookmarks and Favourites in the Safari browser)

Zoom in and Out

Some parts of a web page may be too small to view, making you want to reach for your glasses!

Fear not, as the iPad has a built-in zooming system allowing you to view things up close (zoomed in) or zoomed out.

You can **zoom in** on a web page by using the **Stretching** action. This involves taking both of your fingers (it can be a finger or thumb) and starting at any point on the screen you wish to make bigger, you can then make the image on the screen larger using the stretching of the fingers i.e. making the fingers/thumb move away from each other. When zoomed in on the webpage, you can move the zoom in any direction to view other parts of the webpage.

The web page can be made to **zoom out** by using the **Pinching** action i.e. making the fingers and thumbs move towards each other.

This can also be made a lot easier, instead of pinching the screen.

Using a quick double tap on the middle area of the screen will bring the webpage back to normal size, reducing the zoom.

Scrolling up and down on a webpage

When a webpage does not 'fit' the screen on the iPad you may need to scroll down to view the lower sections of the page. This can be done by using the **drag or swipe** movement of your fingers on the screen.

Navigating **Down** a page

- Dragging your finger from the middle of the page, towards the top of the page will scroll the page downwards allowing you to view other lower content on the page.
- Swiping the screen from the middle of the page, towards the top in a 'flicking up' motion, will speed up the scrolling of the page

Navigating **Up** the page

- Dragging your finger from the middle of the page, towards the bottom of the page will scroll the webpage upwards

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- Swiping the screen from the middle of the page, towards the bottom of the page 'flicking downwards' motion, will speed up the scrolling allowing you to go back to the top of the page.

Hidden Tabs, Controls and Address Box

Initially the tabs, control buttons and Address Box (see below) are shown at the top of the web page that is displayed. When scrolling up or down, the top bar section becomes hidden (to allow the web page to be shown more)

Below shows how it looks normally:

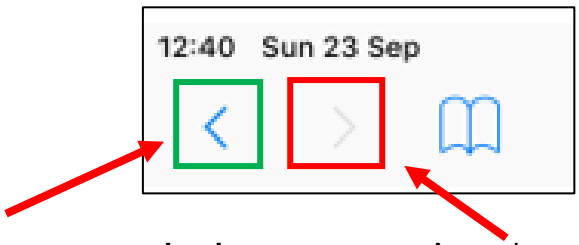
Scrolling down the page, this becomes:

If the top section becomes extremely small, you will need to briefly **swipe** (drag down or swipe down) on the webpage to display it again. Another way to get it back, would also be by 'tapping on it', **tap** on the small letters and this will display it as normal (even if you are at the bottom of a page)

Moving Back And Forward Through Web Pages

Often, you may wish to 'go back' to the previous webpage you were on. This often occurs if you have a list of Google Search results and are trying different websites to get the information you want.

In the top left-hand corner of Safari, there are two arrows next to the book icon (chevron arrows) these will either take you **Back a page** which is the left arrow. If you have previously gone back a page, the right arrow will be in blue, which is the **Forward** arrow.



Arrow is in blue, so you can go **back** a page

Arrow is grey, so you can't go **forward**

Remember that you can only go back if there was a previous page and only go forward if you've previously gone back

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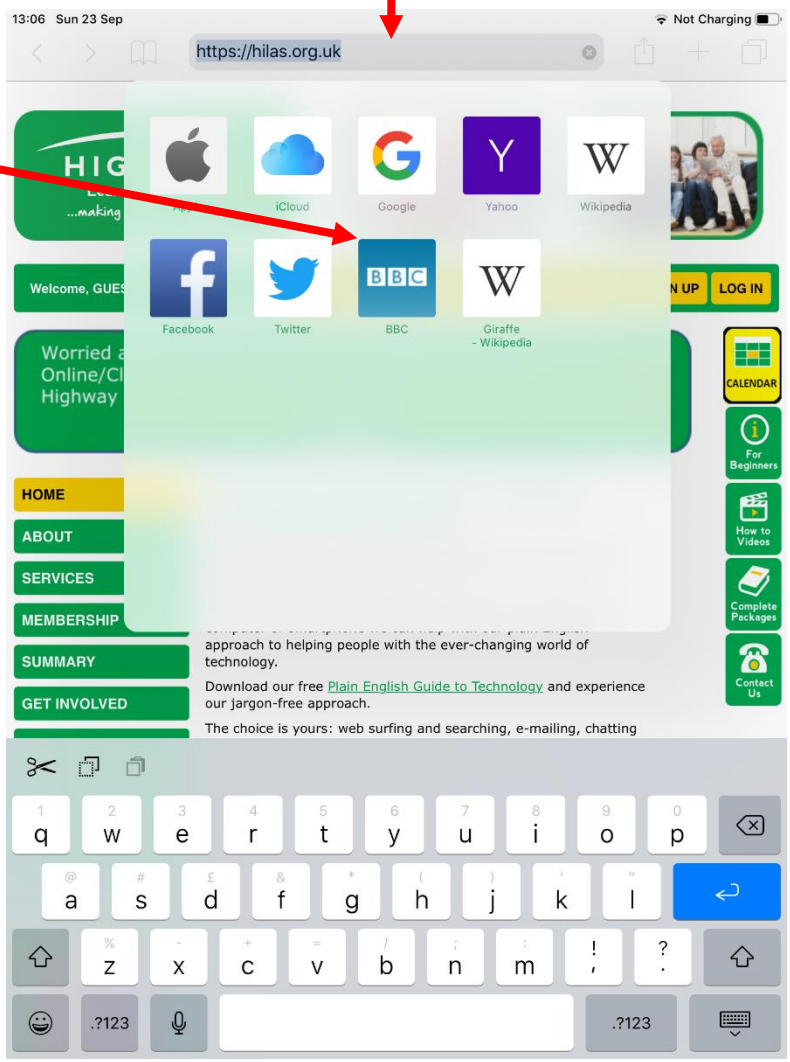
The Address Box

The section where the web address is displayed is called the **Address Box.** Tapping the box will produce a similar screen to the following displayed below:

The range of icons that display just below the address box will depend on what your iPad has set up in the **Favourites** (See 9370 Tabs, Bookmarks and Favourites in the Safari browser). Any of these may be tapped to display the respective website.

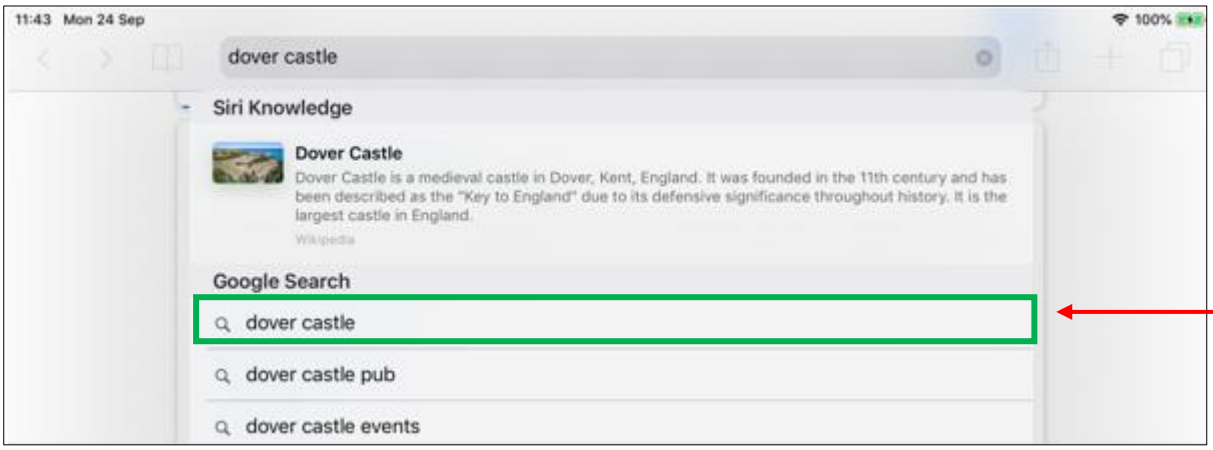
The keyboard displays at the bottom half of the webpage, allowing you to type in to replace the existing text in the Address Box. This can be either:

- A word or phrase to search
- A web Address



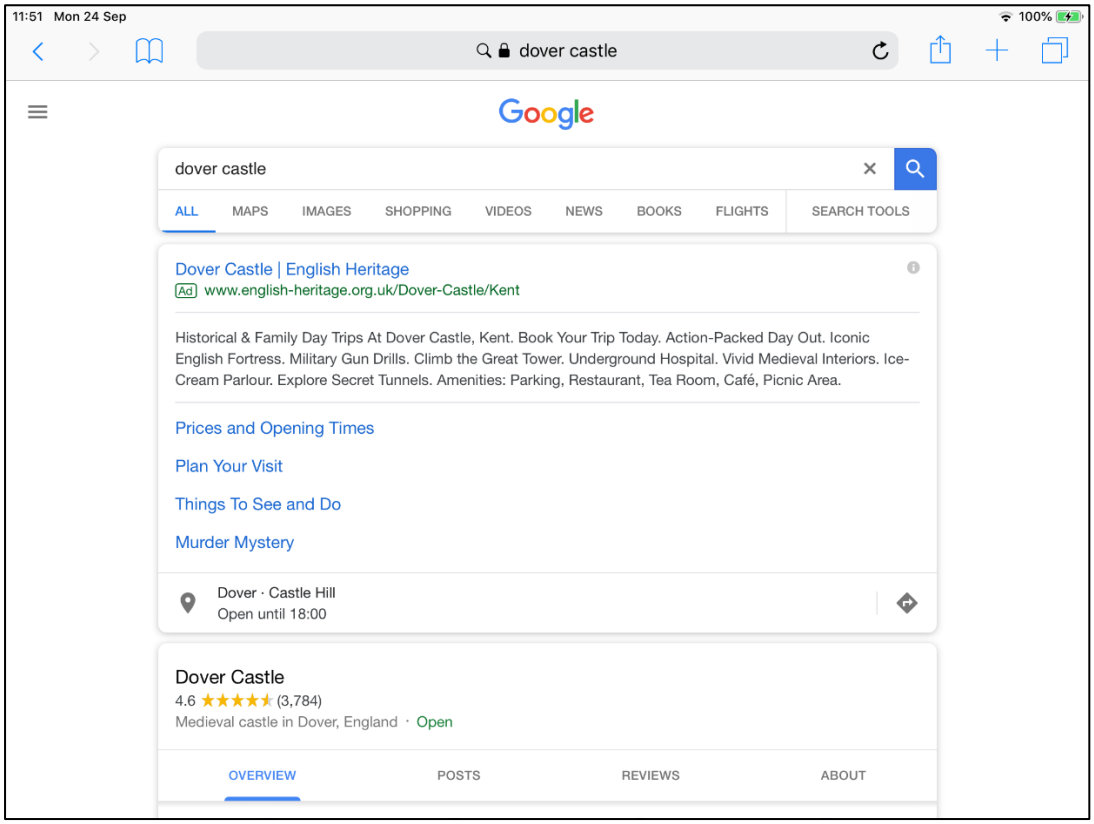
Entering Characters Into The Address Box

As you type a word or phrase a list of suggestions will display. In the example below “dover” has been entered.



If you see the word or phrase you wanted to search for, **tap** on the entry and Safari will display a list of search results (usually using Google)

The “dover castle” entry here has been selected (not the top “Siri Knowledge Dover Castle” search, see – Spotlight Suggestions below). Its important to show that the search will still work, even if you don’t capitalise the letters.



Scrolling down the Google search will allow you to see a lot more search results. From there you can tap on the website you want, and it will replace the search. You can also turn the iPad from Landscape mode, to Portrait mode if that makes it easier for you to scroll down the results (providing the screen lock is off)

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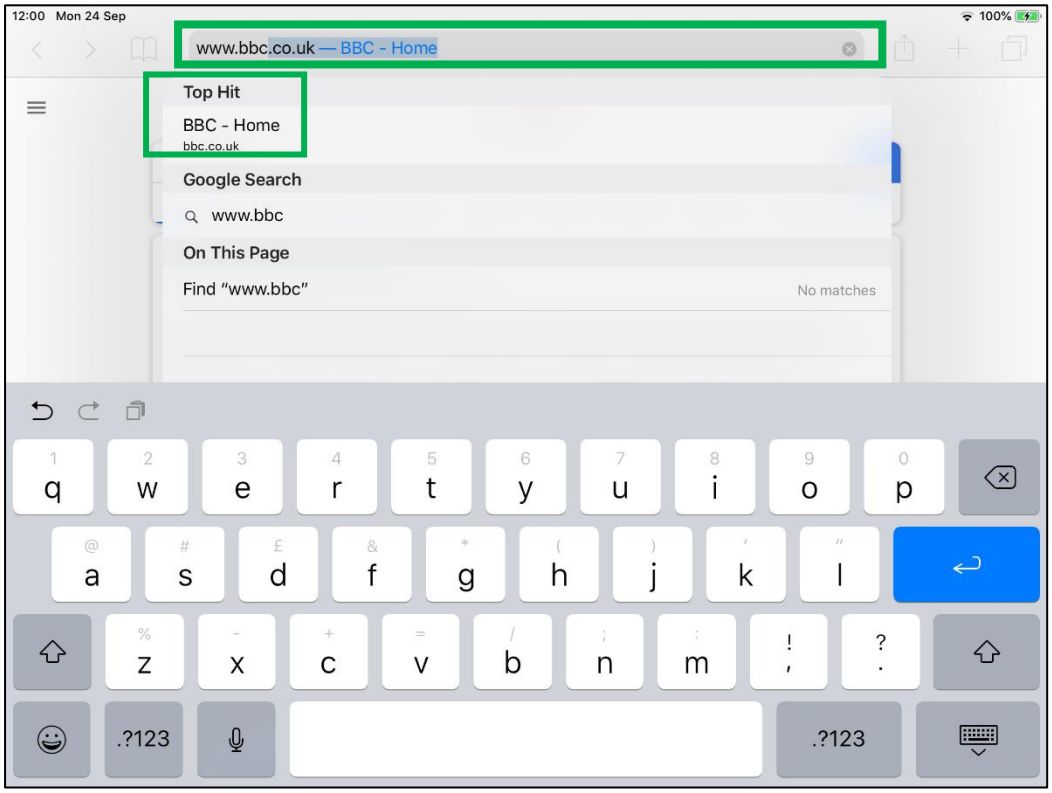
Spotlight Suggestions

When typing something into the Address Box, something known as **Spotlight Suggestions** may appear as you are typing. This is your browser trying to assist you by suggesting possible websites, Maps, Siri knowledge and Wikipedia entries of your search. It is useful if you don't want to type in the whole entry, and if the right suggestion comes up for you to tap onto.

Website Suggestions



By typing 'www.bbc' the iPad automatically will want to fill in the search with the BBC Home page, it also suggests the 'Top Hit' as being 'bbc.co.uk'

Map Suggestions

For this example, if I wanted to find 'Ramsgate', the iPad's Map suggestion feature automatically wants to display the location Ramsgate, England when typing '**rams**'. While also showing it being 15 miles.

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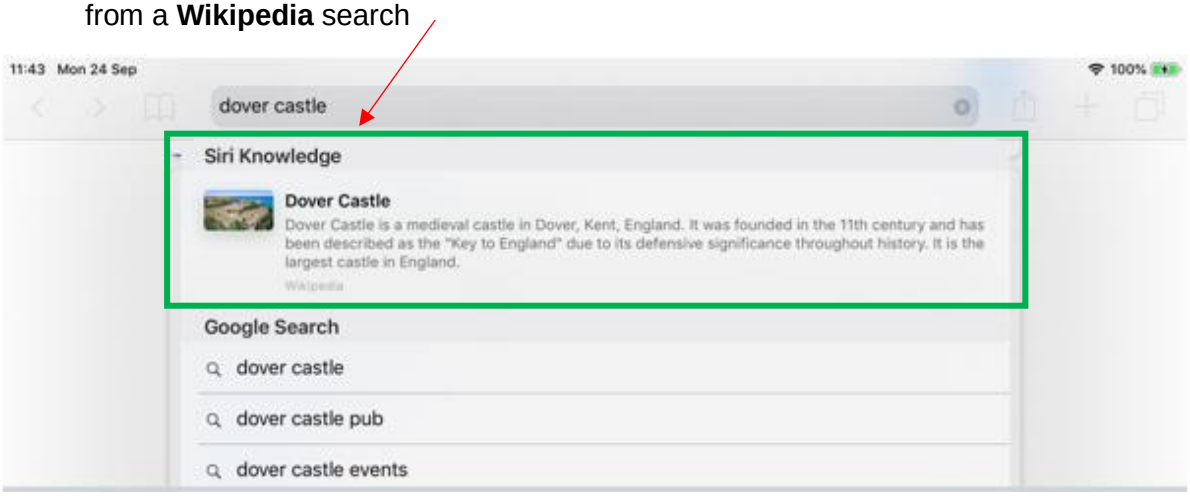
Siri Knowledge and Wikipedia

Siri Knowledge is an interesting feature that also comes with the iPad. It allows the iPads virtual assistant 'Siri' to help you find a search. In the earlier example, when searching for 'dover castle' Siri tried helping by showing information about the castle from a **Wikipedia** search



'Siri knowledge' usually provides a short explanation of what the search item was, while also showing you where the information came from.

Other suggestions

Your spotlight suggestions may also include news articles, nearby restaurants, museums and many more helpful items. The suggestions are there to assist you in your searches, and don't always have to be acknowledged.

Sometimes, the iPad will try to fill in your search with something completely wrong or something you didn't want. Just remember you can always ignore the suggestion and continue the search. This usually happens when searching for items that are harder to find, such as; Family Names or obscure searches.

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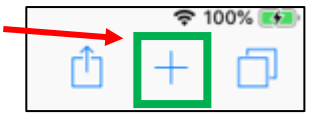
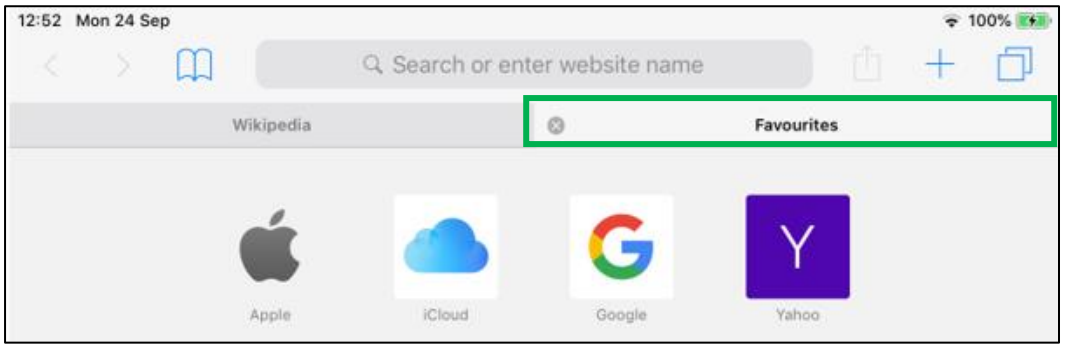
Opening A New Tab

Tab, Bookmarks and Favourites are all covered in more detail in 9370 Tabs, Bookmarks and Favourites in the Safari Browser.

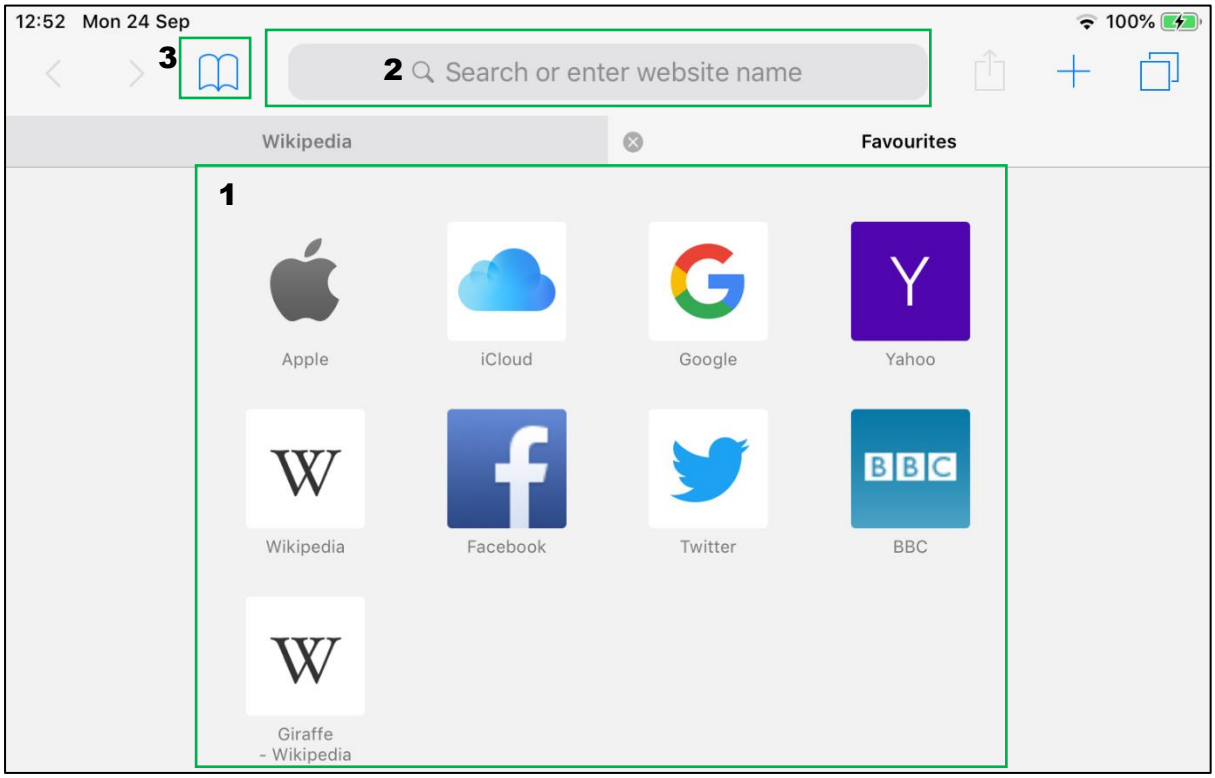
To open a new Tab on Safari, **tap** on the plus icon in the top right-hand corner.



A new Tab will open called **Favourites,** shown below:



This tab will allow you to make a new search result, while keeping the original Tab on the left. A new Tab will always open **to the right** of the original Tab.



From this new **Tab** you now have three choices:

1. Tapping one of the icons on this screen, will take you to the respective website. Google, Yahoo, Wikipedia are some examples of this.
2. Tapping the Address Box will allow you to enter a brand-new search
3. Tapping the Book Button will take you to the bookmarks tab.

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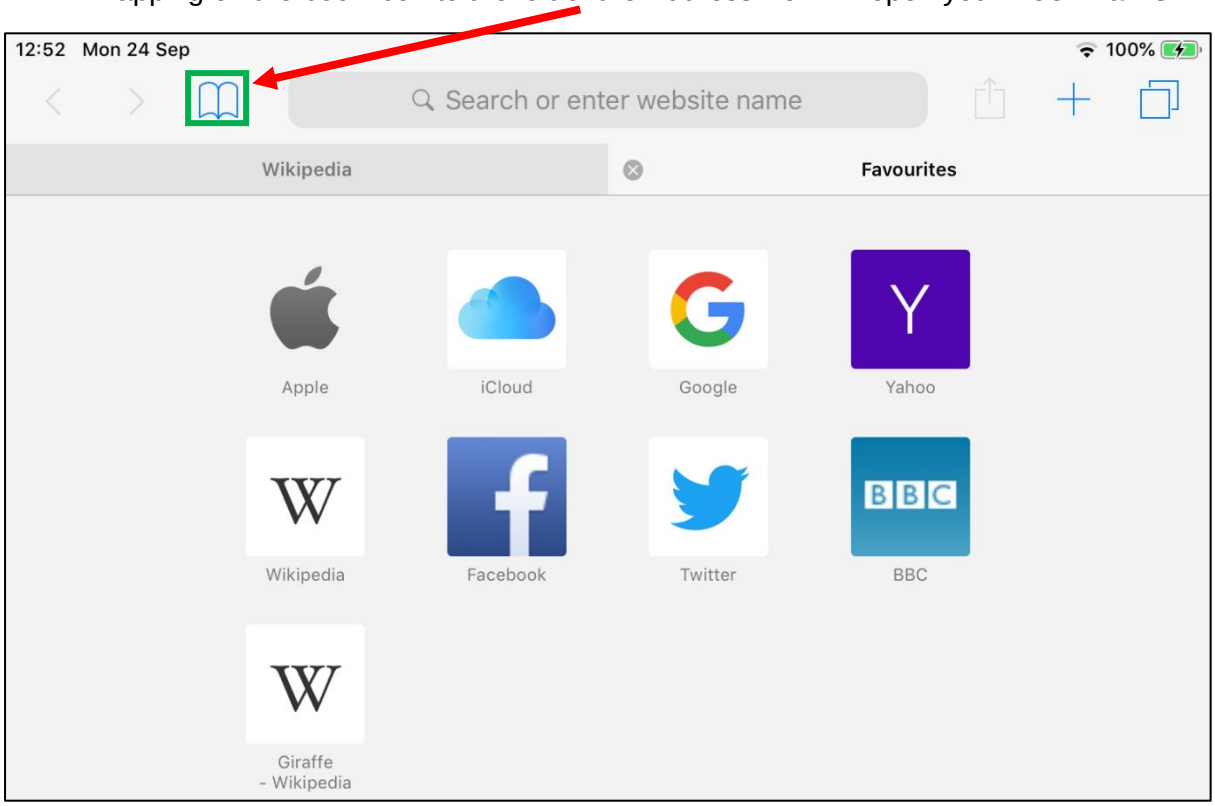
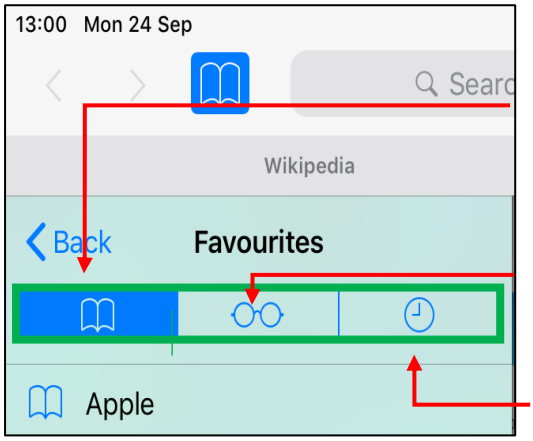
Slightly Advanced Bookmark Feature

From the Favourites new **Tab,** you also have access to the **Bookmarks Section.** Tapping on the book icon to the left of the Address Box will open your **Bookmarks**



The **Bookmarks Section** has 3 main Tabs being; **Favourites, Reading List, History**.

Although described in 9370 Tabs, Bookmarks and Favourites. An introduction may be very useful to some users. Below shows the 3 tabs. Once pressing the **Book Icon** this will open:



The First icon will show you some of the **Favourites (Book)** that the iPad suggests to you such as; Google, and Apple. It will also Display your Favourite websites, described in the 9370 documents.

The Second Icon is **Reading List (Glasses),** which allows you to save items for later reading.

The Third icon is **History (Clock)**, a very useful tab. Allowing the user to 'go back to a website or search result' they may have accidently closed.

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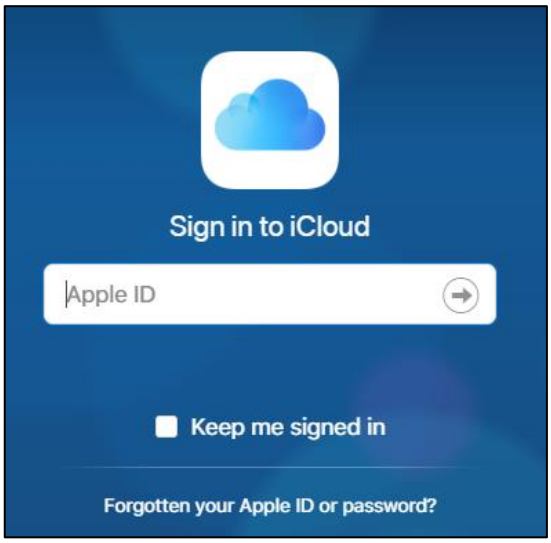
The Email App

The mail icon opens the system up for sending and receiving emails from the iPad.

The iPad allows an email account from:

- iCloud
- Exchange
- Google
- Yahoo
- AOL
- Outlook
- Others…



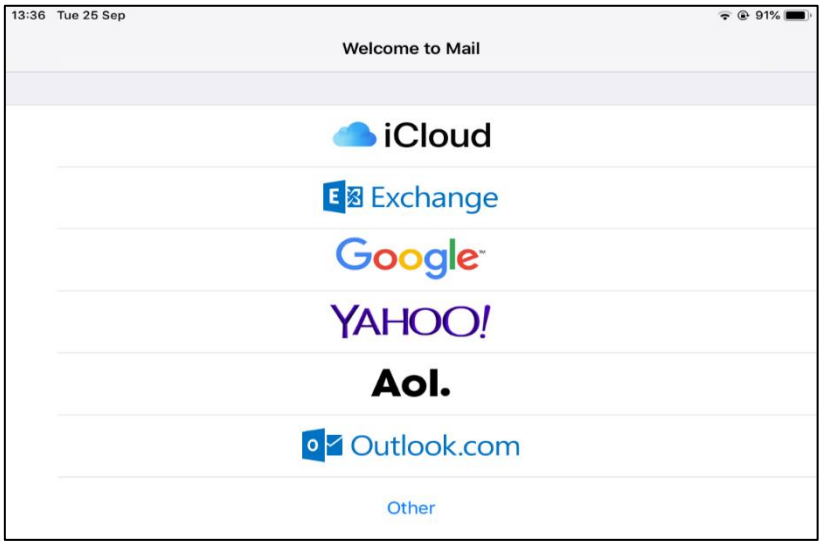
This is good as if you have an old email account that uses things other than iCloud, you can set up that email address on the iPad instead. For example: tom@hilas.org.uk, is set up through outlook and not iCloud.

The method of setting up an email address on the iPad is covered in 9317 Setting up an e-mail account on the iPad.

If you have a brand-new iPad and haven't set up a previous email address, it may be best to set up a free and new '@icloud.com' email address.

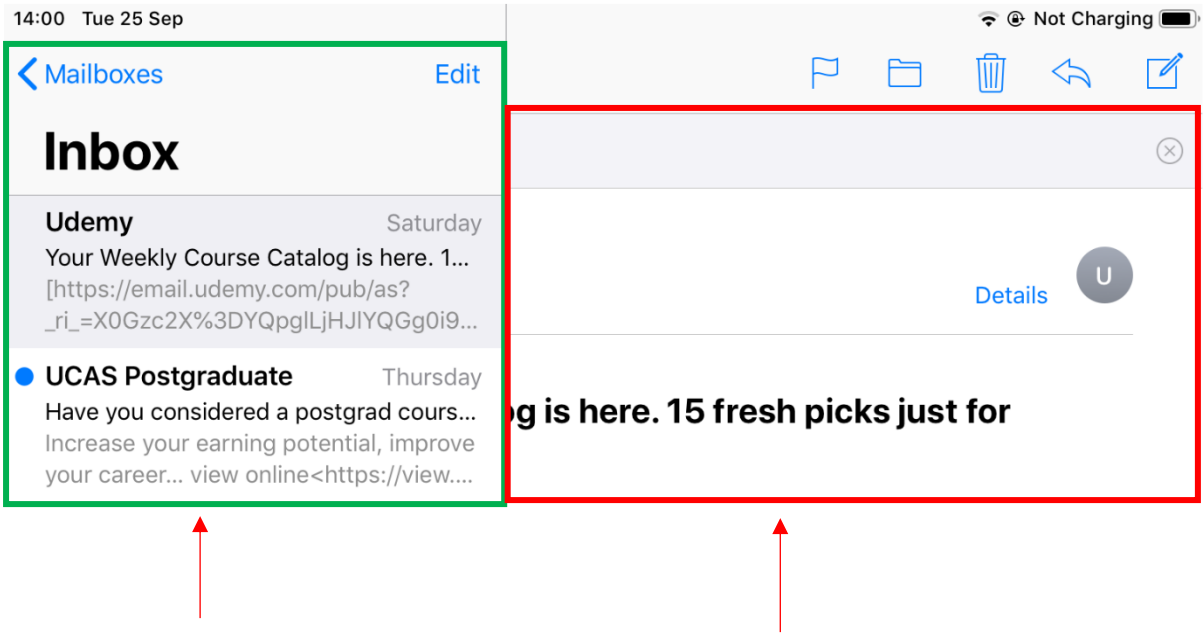
If you have an '@icloud.com' email address, you can always access the email from a computer using the iCloud control panel found at www.icloud.com and entering the email and password you've set up.

If you don't like the Mail app on the iPad, you could always download the email app that you prefer. This could be; Gmail, Outlook, Yahoo and many more. It is optional to use the Mail app built in on the iPad, but as it does cover **most** email addresses it could be much easier just to use the built in **Mail** app. Below shows the many email addresses supported by the mail application:



Using The Pre-Installed Mail App

When opening the Mail app, the last email you viewed will be displayed, see below:



On the left in green is the **Inbox Listing Pane** On the right in red is the **Reading Pane**

The left-hand side shows your inbox with emails. As shown in green, it displays who the sender is, when it was sent and a short description of what the mail is.

On the right, although hard to see is the reading pane. This shows a brief image of what the page will look like. To make the Reading pane bigger simply **tap** on it, and it will hide the inbox pane.

iPad In Portrait Orientation

If you want to get your inbox back to view all your other emails, just simply click the top left-hand corner arrow pointing left. Displayed below, it will take you back to all your messages.

Turning your iPad from 'Portrait' mode, to 'Landscape' will display all your emails to the left of your reading pane, as well as show you much more of the reading pane. This is good if you want to scroll through your email to the left, while seeing what each one says on the right.

In portrait orientation **Next** and **Previous** emails can be accessed by tapping either of the up or down arrows next to the number of emails

Up an email

Down an Email

Number of emails in inbox

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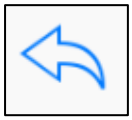
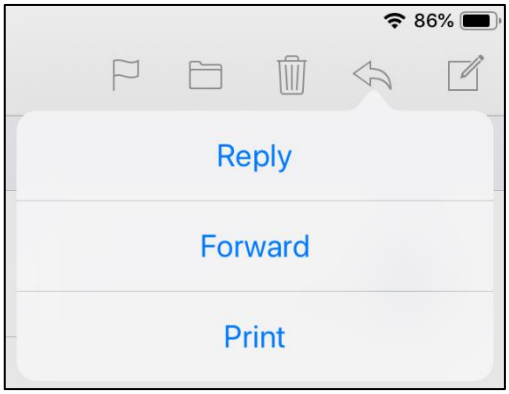
Replying To An Email



Replying to an Email that has been sent to you can be done by 'tapping' the return arrow icon in the right-hand corner of the screen. There will be three options available to you when you tap the return arrow which are; **Reply, Forward and Print.**

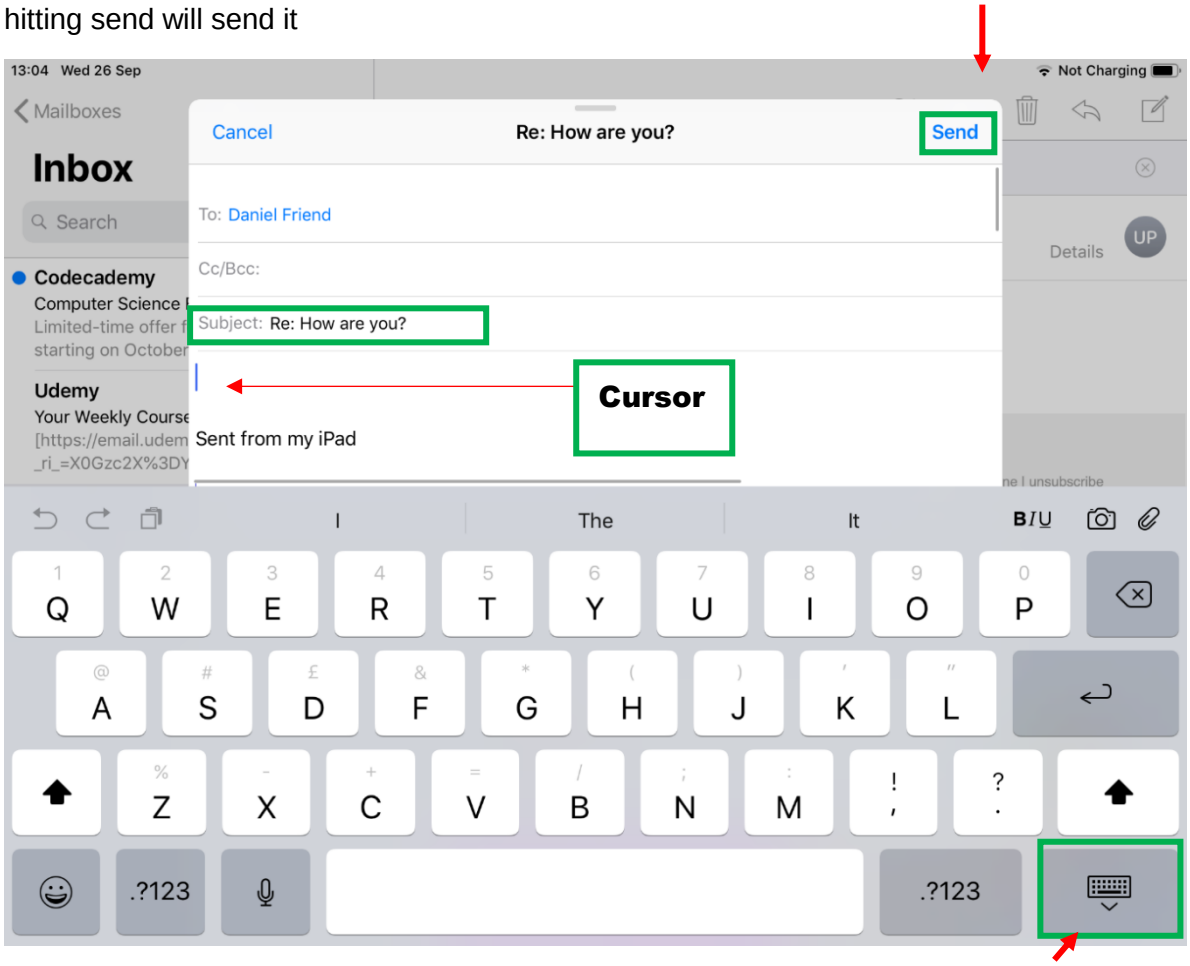
When you receive an email and **tap** on the reply button, it will always reply to **the sender of that email** as their email address is *always* included in the sent message. Tapping 'Reply' therefore will always include the '**To:**' information.

If the email you have received is from more than one person. It will give you the option on the right to **Reply to All** and not just the three shown.



Tapping the reply button will now have the characters **Re:** proceeding it in the subject box, letting you know that you are 'Replying' to an email.

Below shows a message that I'm replying to from Dan. The cursor (in blue) is ready to type a nice reply into. The original message is also displayed below the words 'sent from my iPad' but to view it, you may have to scroll down, **or hide the keyboard**. Once the reply is done, hitting send will send it

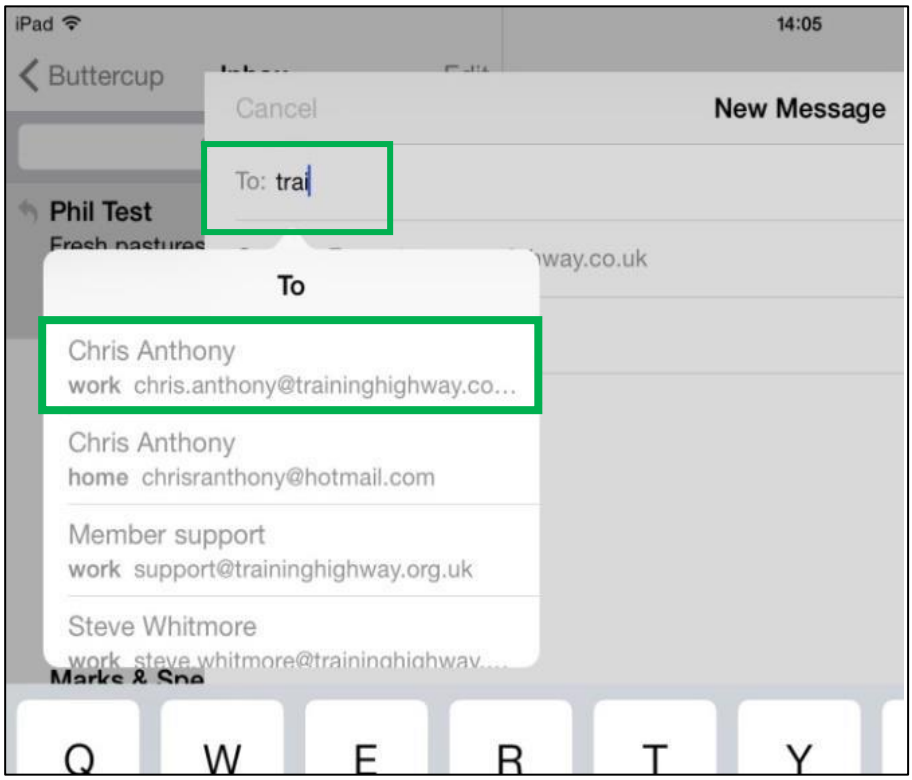


Tapping this will hide the keyboard

When the email is completed it will no longer be seen on the screen but can still be viewed in **Sent** section.

Creating A New Email

To create an email, simply click on the 'new email' icon in the top right-hand corner, which looks like a pen and paper icon. A new email screen will appear.



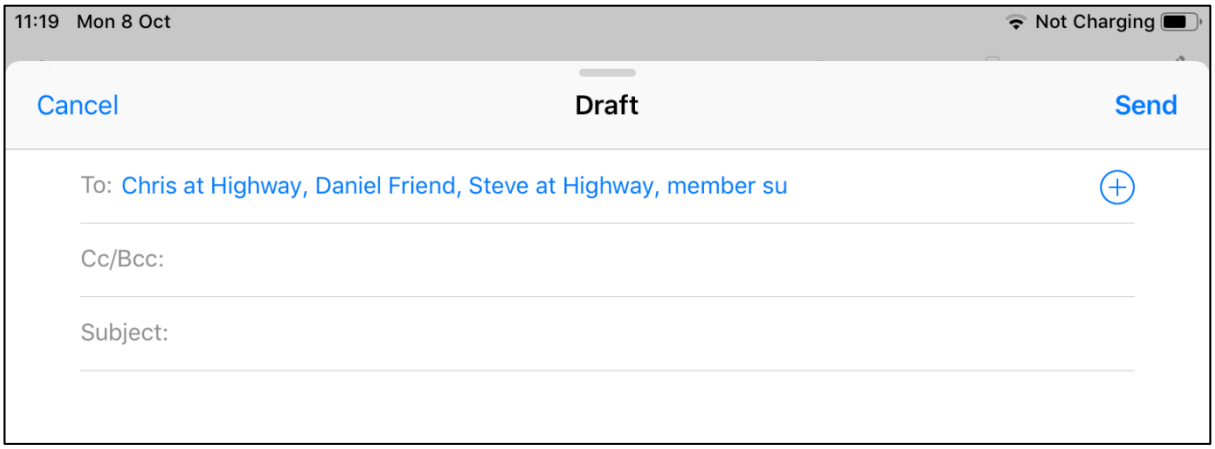
The cursor should be in the **To:** box, as shown to the right. This allows you to start typing the email address into the **To:** box without having to tap it first, the keyboard will also display while the cursor flashes.

If it's a new email to someone you **don't know**, you will have to type in the whole address in the **To:** box. If you **do know** the person, and they are saved in your **Contacts** typing the first couple of letters will display the email address.

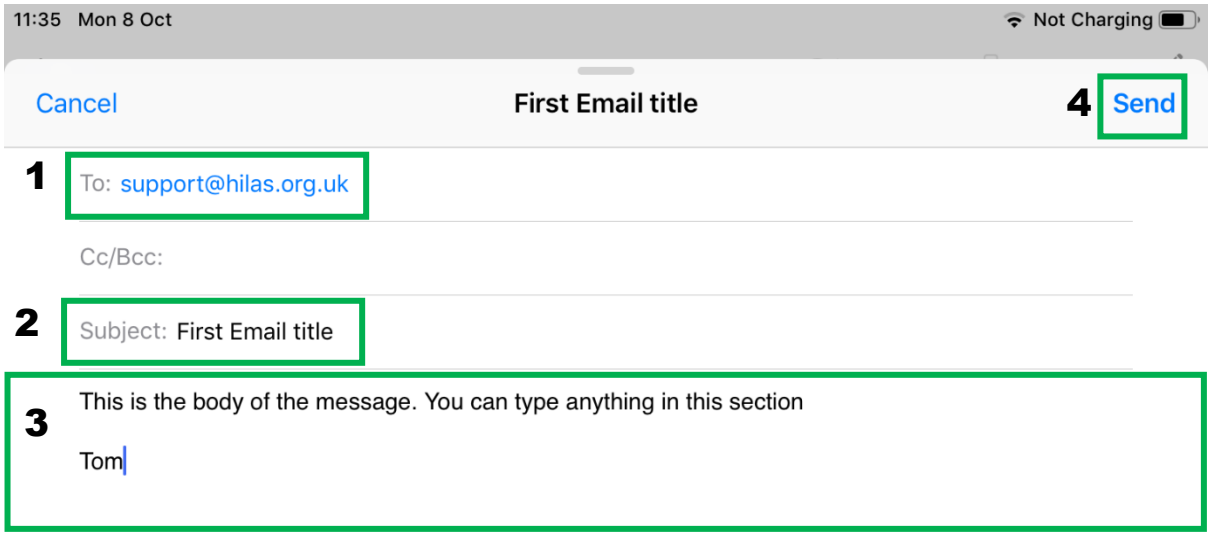
As shown above with **Chris Anthony**, just by typing 'trai' displays his email address. **Tapping** on the name **Chris Anthony** will automatically fill in the name on the iPad. It's important to remember that the actual email address doesn't display in the **To:** box, just the name displayed in your **Contact,** but as its in **Contacts** it is attached to the email address.

Saved and unsaved Contacts

If you wish to add more recipients after you've typed one name, it should allow you to **tap** on the list (as shown above) to insert that name. To add another, just simply begin typing the name of the recipient and choose from the list again.



If the email address isn't in your contacts, you may have to type out the full email address. As shown, 'member su' isn't a contact in this example, so '**support@hilas.org.uk**' would need be typed to receive excellent support.

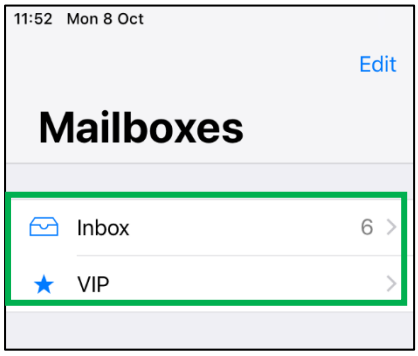


1. In the **To: Box** the email address is typed in '**support@hilas.org.uk'** this is who the email is going to
2. In the **Subject**: **Box** the Title of the email is created, this can be whatever you want. '**First Email Title**' is used for the example
3. In the **Body** of the email, you can format your email in this section and type your message!
4. When you have finished your email, tap on the '**Send'** button in the top right

Viewing email Folders

Up until now, the guide has focused on the **Inbox** (which are the messages that are sent to you). In this section we will show the other areas (called **Folders**) where emails will be displayed.

To view the other Folders that are in the email account, **tap** on the arrow in the **top left-hand corner**. This shows the mailboxes icon (yours may be different)



Depending on what type of email account you have (Outlook, Gmail, iCloud, etc) a list of **Folders** will be displayed.

In this example, the two top folders are Inbox and VIP (Yours may be different in this section depending on what email account you are on).

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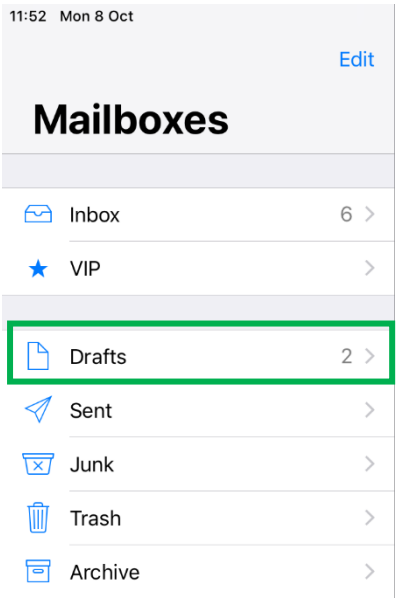
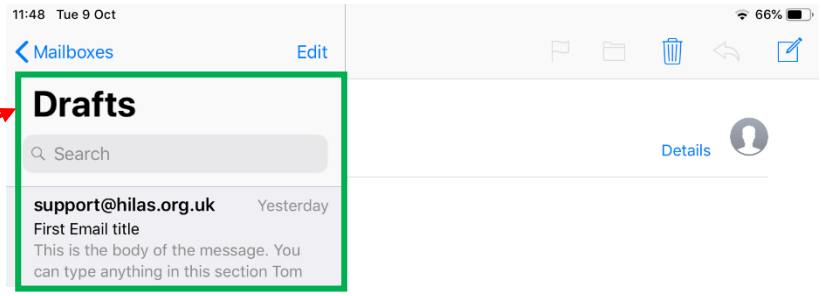
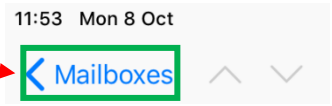


Underneath **Inbox** and **VIP** there are some other folders that are available. **Tapping** on the name of the folder will take you into the folder itself.

In the example below, Tapping on Drafts (on the left) will open all the Draft emails created in a new email pane.

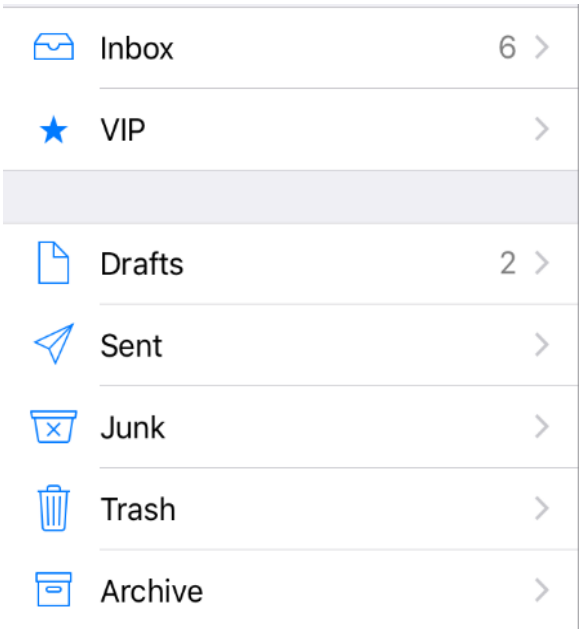


To get back to the **Mailboxes** page and other folders, simple **tap** on the left arrow in the top left-hand corner. This will take you to all your folders.



Other Folders

There may be a range of different **Folders** for various accounts. The **Folders** that you may have in this section could be different from the ones on the right. These are some of the main folders found on a **standard** email account.



Drafts folder contains emails that may be partly completed and not yet sent by the user

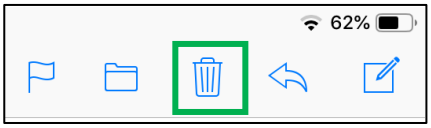
Sent displays all your sent emails, allowing you to double check that an email has been sent

Junk is where you can place emails that may not be important, or things such as 'junk' emails are placed

Trash is where emails are sent when you've hit on the delete or 'trash icon' on your iPad. It will hold all your deleted content, until you go into trash and delete it again. This will then **Permanently Delete** emails.

Archive is where you can store emails that you may want to access later.

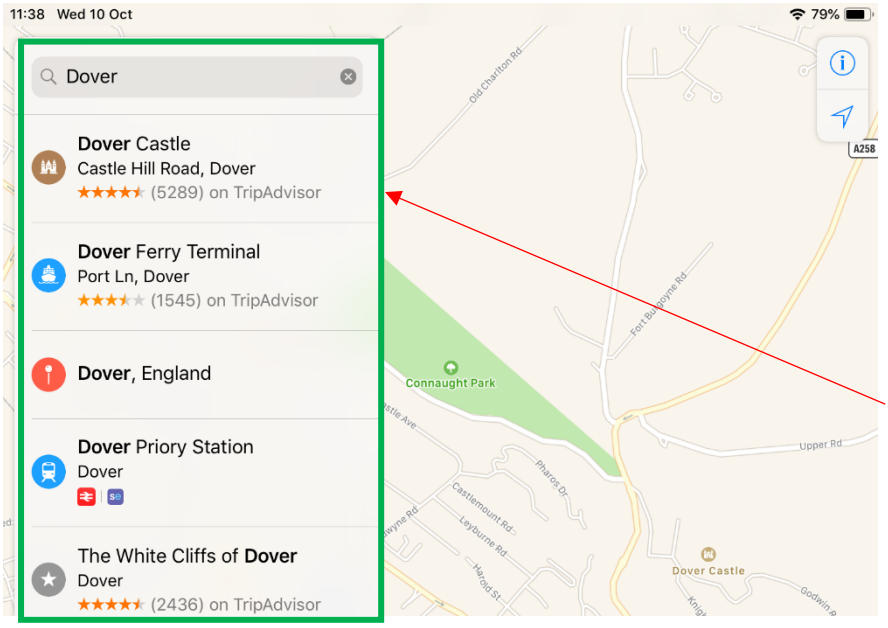
Deleting an email



To delete an email, simply **Tap** on the bin icon on the email you want to delete (in the top right-hand corner). If you then want to **Permanently Delete it** simply go into the **Trash** Folder as shown above and delete it there.

Map App

This app comes pre-installed on the iPad and can be used to view places and locations around the globe. It also can pin point your location if you allow the iPad to use location services (like a sat-nav) on your device.

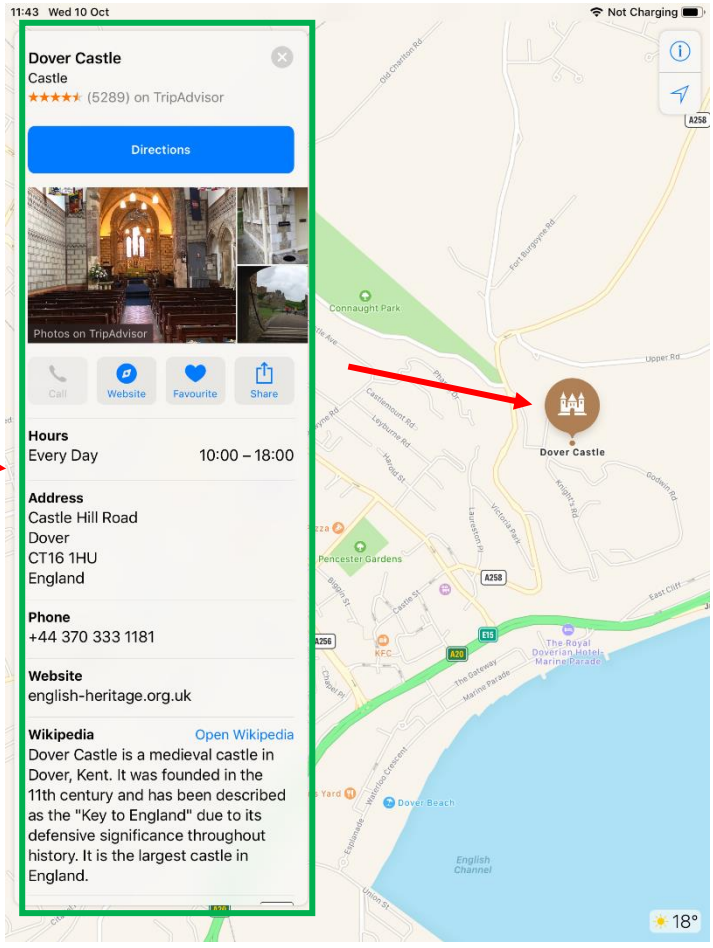


Simply typing the words, 'Dover' into the top left-hand corner search box will display many options relating to Dover.

By **Tapping** on Dover Castle, it will display information about the castle and where it is on the map, as shown below.

The precise Location of Dover Castle is shown as a **brown icon** on the right-hand side, in the shape of a castle.

As well as where the castle is, it also displays key information about Hours, Address, Phone, Website and even a Wikipedia entry on some of the history.



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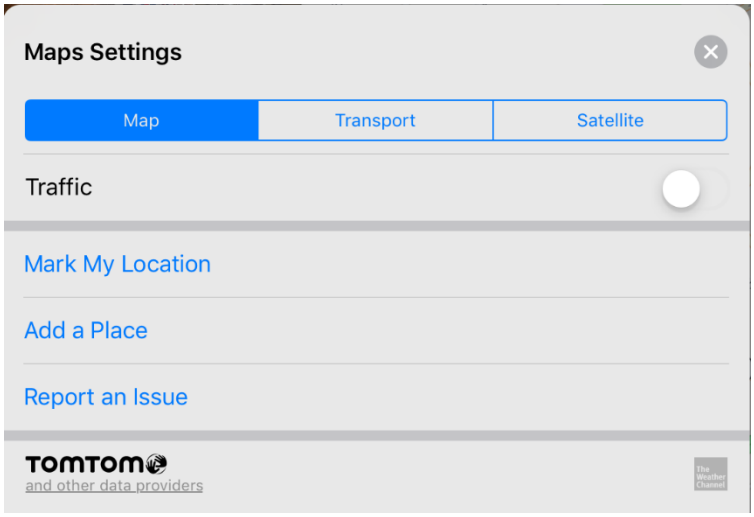
Tapping on the small 'i' symbol in the top right-hand corner will display various options:

- **Map View**
- **Transport View**
- **Satellite**



Map view is the standard view, and will just show you the map, as shown above with Dover Castle.

Transport view is the second view, it shows you public transport routes such as train lines.

Satellite view shows an aerial snapshot of the map, displaying houses and the environment

Once you've entered an address, postcode or landmark, these will then appear under the search box as **Recent** searches. These are saved as recent places you may have searched for before. As shown on the next page!

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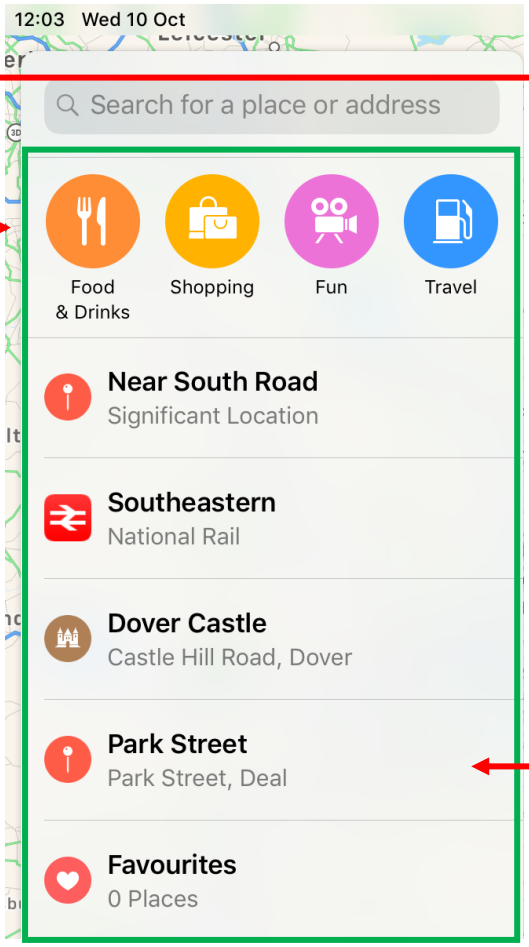

Below the search box in this example, it suggests things that may want to be searched for. Such as; Food, Shopping, Fun and Travel. This is a built-in system that the iPad uses to help save time when searching.

Under the icons, recent places that are searched from your iPad should be displayed. As shown on the left

Tapping on any of the icons on the left, will take the user directly to that Map. For example, if Park Street was tapped, it would show me the Park Street map view.

Moving Across The Map

You can easily move across the map by simply **Dragging** your finger from one position to the next, this will help you to move across the screen.

Zooming In And Out Of The Map

Pinch with your thumb and finger to zoom out of the map, allowing you to see more of it

Stretch with your thumb and finger to zoom in which allows you to see a detailed area on the map. This can help show specific street names or displaying the map easier. You can also double tap on the map to zoom in, which may be easier

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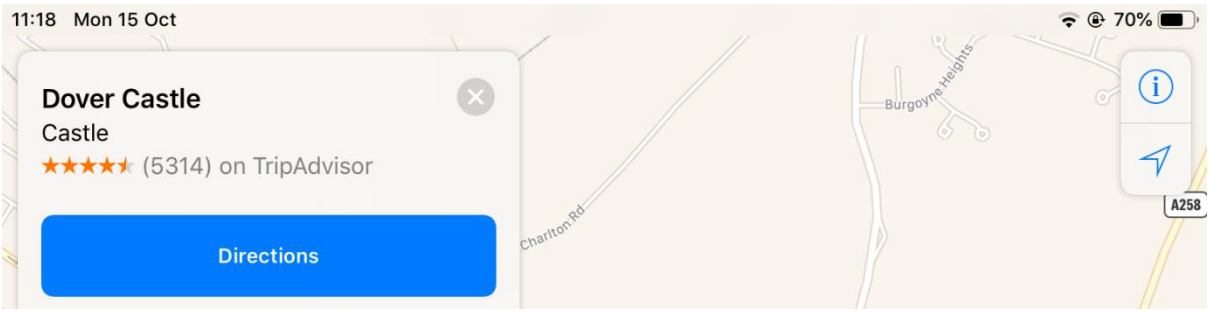
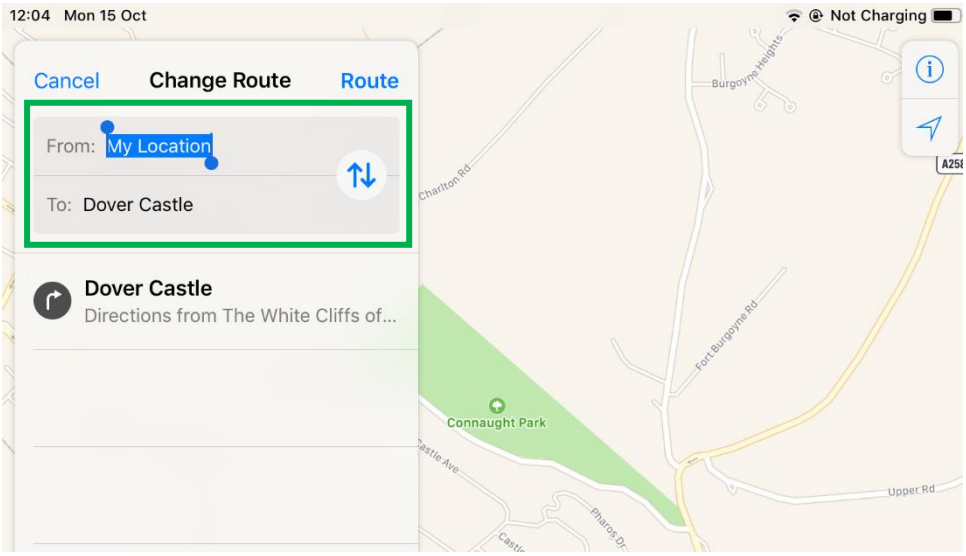
Getting Directions

If you want directions to a specific location, you will first need to type in where you want to go. Below is typed 'Dover Castle' and underneath the search result is a big blue button that displays the words **Directions.**

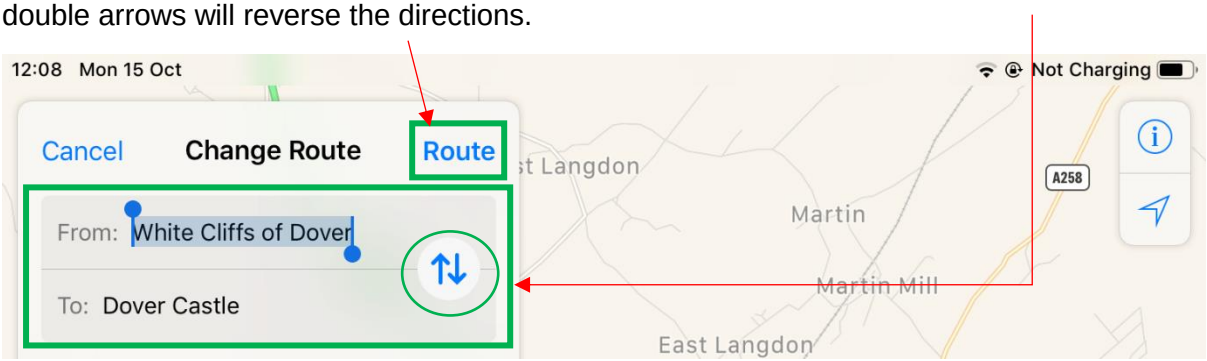


Tapping on the word's **Directions** will ask for '**From** and **To'** location information. If you have allowed the iPads Maps to use your location data, it could act as a **Sat nav** showing you how to get to the castle from your **current location**.

Or you could delete the words **My Location** and type in where you want to start from if needed.



In this example, the words **My Location** have been deleted and in the **From** box is 'White Cliffs of Dover'. Tapping on the **Route** icon will display the route for you, **Tapping** on the double arrows will reverse the directions.



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Below shows what happens when you click on the route button:

This displays the search information **To and From.**

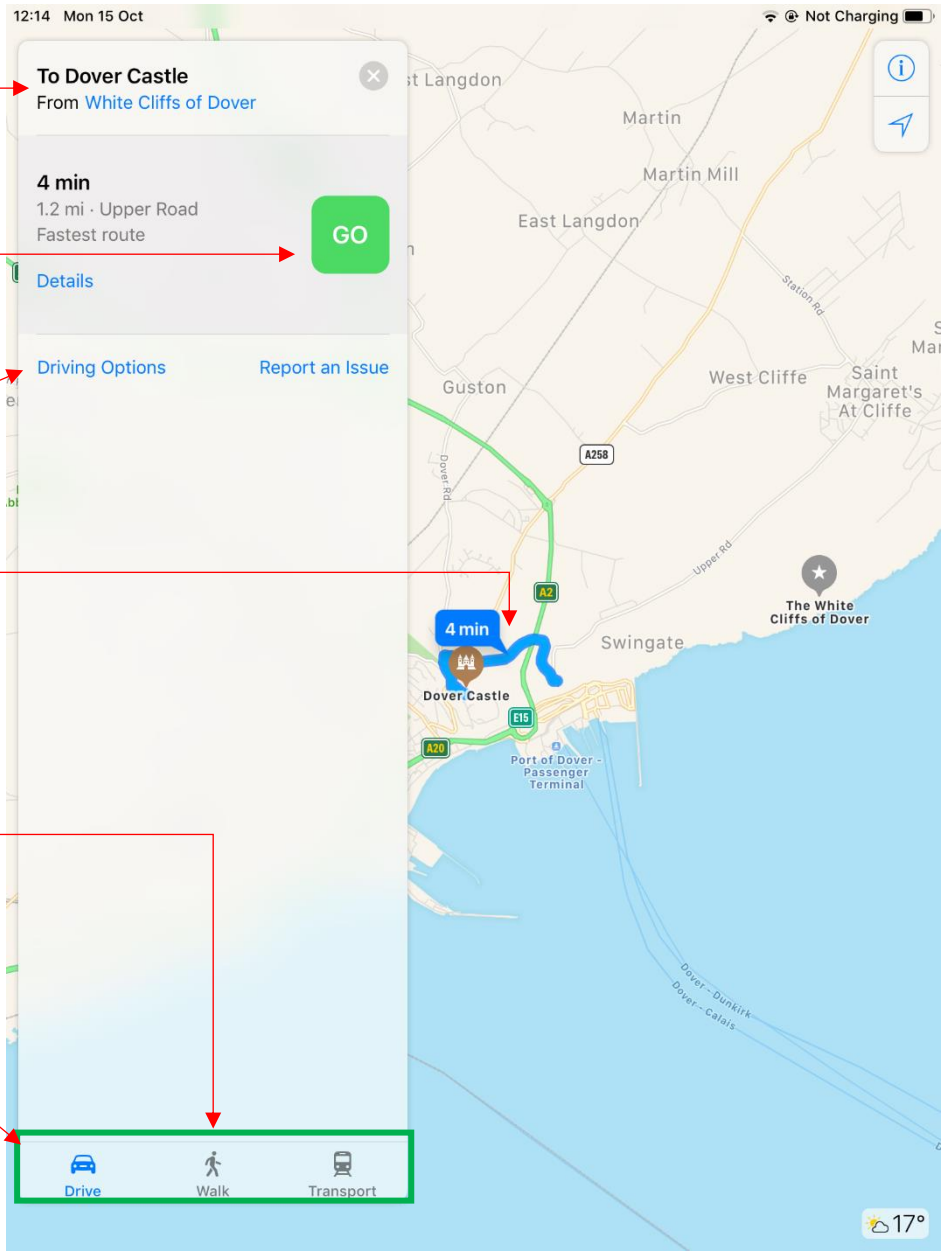
This section shows a handy **Satnav Route planner.**

You have driving options such as; **Toll roads and Motorways.**

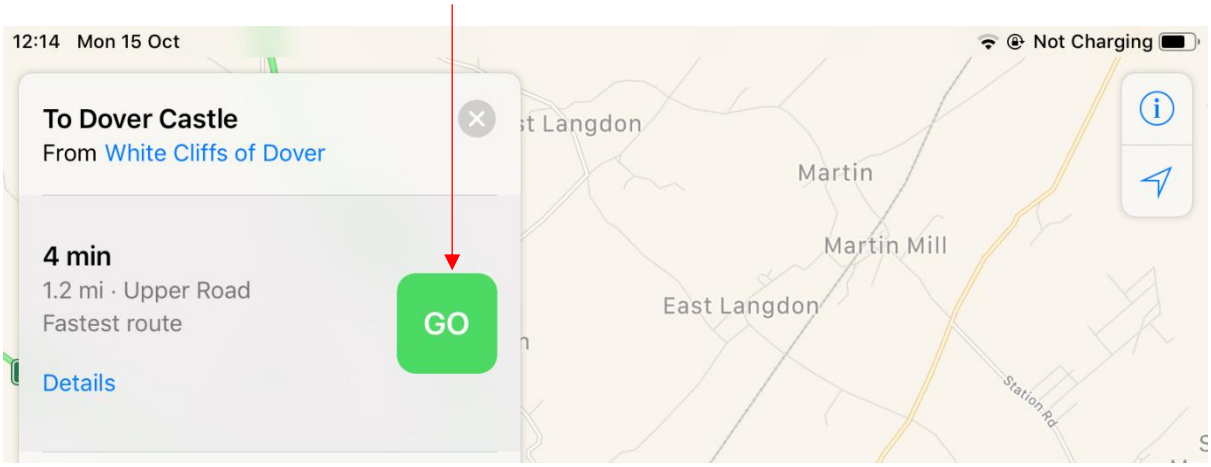
It also displays the location on the map in **Blue** and how long it will take.

Tap to view the journey from a **Drive, Walk or Public Transport.**

This will always be on **Drive**, but if you wanted to walk the distance, simply **tapping** on the walk icon will change the route for the best walking **Route**.



Once you have the **From** and **To** options **tapped** in, simply click on the words **'Go'** and this will give you directions to the location, as shown below.

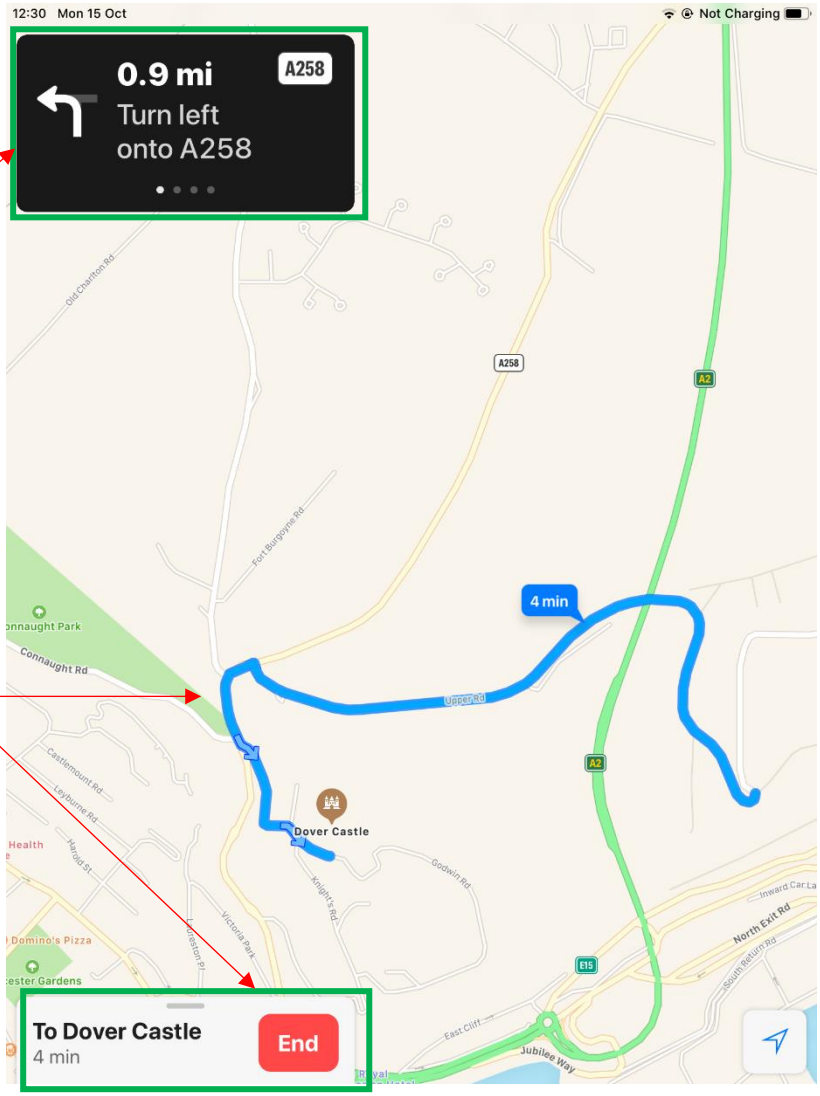


This will then take you to the route planner:

You may have to 'zoom out' using the **Pinch** movement to see the whole map.

In the top left it shows a direction helper, if you swipe **left** it will change the directions for you as you get to the specific area. This shows you where to go ahead of time. To get back, swipe **right**.

It will display the route the entire time in blue, as well as ' allowing you to end the **Route Planner** by tapping on the **End button in red**



The Camera App

The iPad has two built in cameras available which are:

- The Front Facing Camera
- The Back Camera

When the icon for the **Camera** is tapped on the iPads Home screen, the iPad will open the **Camera app** with some options, as shown below:

The Camera Control Panel

This is a **Timed Snap** button. **Tapping** this will allow you to put a timer on your iPad's camera. Allowing you to set up the camera so it takes a picture after '3 seconds or 10 seconds'

This is the **Camera Flip** button, it allows you to change what camera you are using. As the iPad only has two cameras, it will switch between the **Back** camera to the **Front** Camera when **tapped** and then back again depending on what you prefer.

This button is the **Picture Button**, **Tapping** this will allow you to take a picture, **holding** this will take many pictures in a short 'burst'.

Displays your last picture that you took

Selecting Picture, Video or Other

Swipe up or down to switch between the modes. The Camera app has many different modes and the most common two are **Photo** and **Video**, which you can swipe up to access.

If you left it on Video mode, it will stay on it even when you come back. So, remember to scroll between these options to change it when you need to.

The Front Camera

You can take pictures with the **Front Camera** by simply **Tapping** the icon shown on the right. This flips the camera from the back to the front.

The front camera is commonly used and referred to the 'Selfie' camera. To switch back, simply tap the camera icon to easily flip between **Front Camera** and **Back Camera.**

The Back Camera

This is the **Default** camera that is selected when the iPad **Camera** app is opened.

The screen will show you exactly what the iPad is seeing, so holding the iPad up and moving it around will show you the areas and pictures that could be taken.

A small yellow square will appear if you start to steady the iPad to take a picture signifying when the exposure is set, focussing the camera.

If there is a face in the picture, or multiple people the iPads built in 'Face Detection' will activate balancing the exposure across the picture.

There are **two** ways to take a picture on the iPad:

The first is to press the big white button on the **iPads Camera control panel** which is always to the right of the image. **Tapping** this while holding the iPad may be quite tricky for an unsteady hand.

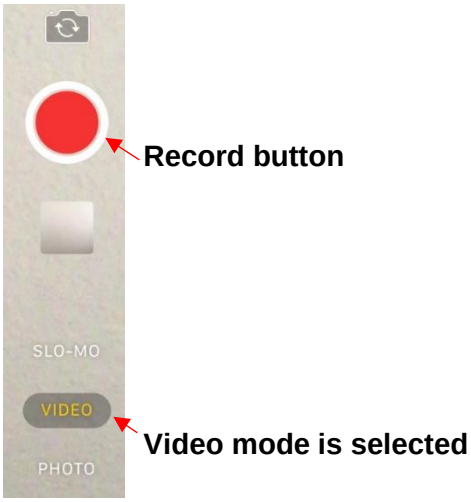
The second option is to use the **Volume up and down** keys, that are to the top right corner of the iPad itself. This may make it a lot easier to press either volume key up or down while taking a picture, instead of having to move your fingers over the big white button.

Zooming In And Out By Stretching And Pinching

If you want to zoom the Camera in before you take a picture this can be done on the iPad by stretching. **Stretching** the screen (moving with thumb and finger away from each other) can be used to **Zoom In**. Once zoomed in, **Pinching** the screen (where two fingers come together) will **Zoom Out.**

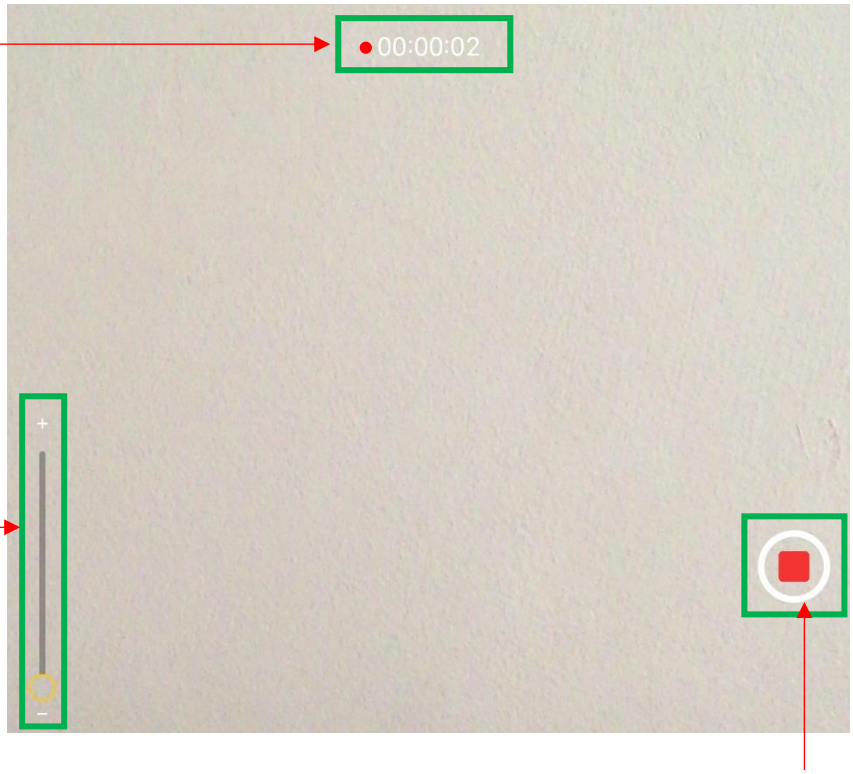
Taking A Video

When the video mode is selected the 'take' icon is round and red, and **Tapping** it starts the recording.



The Recording View

When a recording is underway the time elapsed (with a flashing red spot alongside the time) is shown at the top of the camera.



Extra **Zoom In and Out** slider. Sliding upwards will **Zoom in.** Sliding this downwards will **Zoom out.**

Whilst recording, the 'round' record button will change to a 'square' in red, which becomes the **Stop Button**.

HIGHWAY TIP!

You may prefer to use the **Volume** keys on the side of the iPad to 'Start and Stop' your recordings instead of **Tapping** buttons on the screen.

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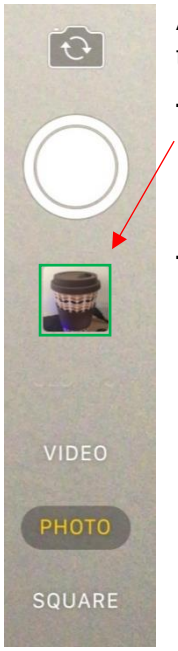
Viewing Photos or Videos



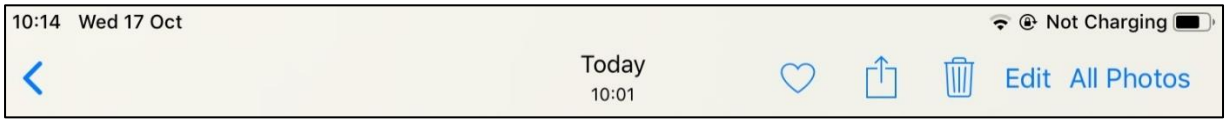
A small icon that represents the last image or video that you took will be under the **Picture Button**.

Tapping this image will take you to a 'full sized' version of the picture or video.

If it's a video, the play icon will need to be **Tapped** to start the video.

In this example, a picture of a coffee cup is the last image taken on the iPad. **Tapping** this will display a full-sized image of the photo taken.

At the top of the screen, it shows a few 'Image options. Below shows what each option does.



This allows you to go back to the **Camera App**

Favourite your picture

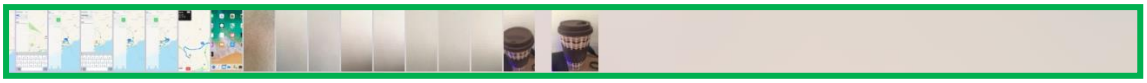
Select your image (Set as background and other options)

Delete image

Edit the image

View all Photos

There is a mini 'film strip' section located at the bottom of the screen while on the picture. It shows mini thumbnails of other images on your iPad. Tap to view one.



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The Photos App

The pre-installed photos app that comes with the iPad deals with all the photos you take. **Tapping** on the icon will open the application, the app contains all the images taken with the iPad's camera as well as any other 'stored' photos you have on the iPad.

The **Photos** app is divided up into **4** main sections:

1. Photos
2. For You
3. Albums
4. Search

The four sections can be seen at the bottom of the photo app as shown below, when selecting one it will turn the icon from grey to blue:

Photos (Moments, Collections and Years)

Tapping on this allows you to view all the photos and videos you've taken from your iPad, as well as other saved images. This includes; a saved email photo, webpage or screenshot. **Photos** will always show all your stored images on your iPad.

For You

This recommends special moments from your photos as well as allowing you to share your images with friends and family. It will also show you memories that are albums created for you by the iPad.

Albums

This is where all your **Photo Albums** are stored on the iPad, instead of individual images it shows you the whole album. It gives you options such as; **Favourites**, **People and Places, Media types and Other albums.** You can create new albums as described below.

Search

Tapping on search will allow you to search for; Photos, People, Places and much more. It is a nice way to manually search for specific images, moments or dates on your iPad.

Each section is displayed on the next few pages, with examples.

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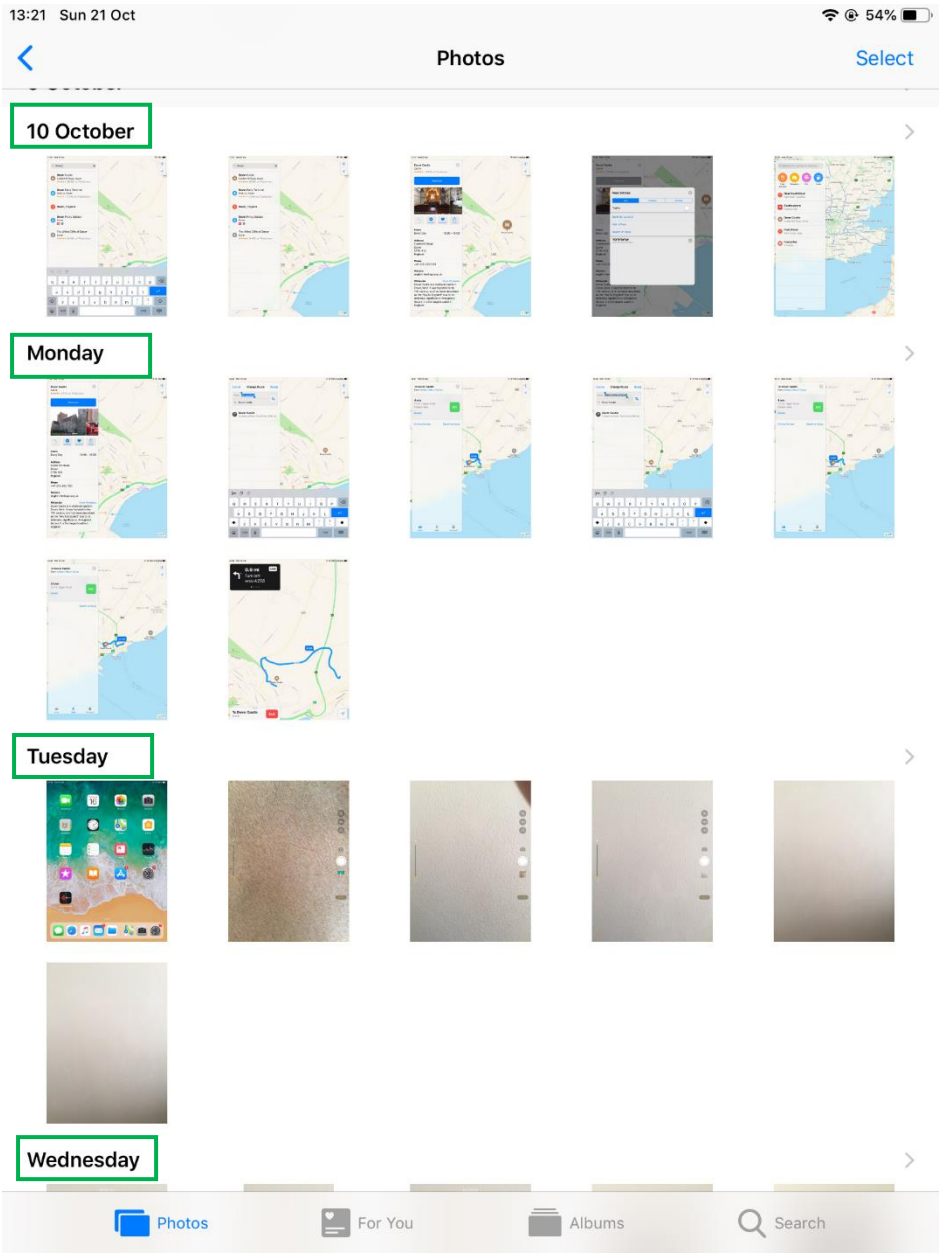
1. The Photos Section

On the new iPad iOS 12, **Tapping** the photos section will show you all of your 'photos'. Previously known as 'collection' of images on later versions.

The images are shown as miniature icons and tapping will enlarge the image. Every photo you have in the photos section will either show you the day (if it was recently taken) or date it was taken, as shown below:



Tapping on any image will enlarge it and you can also swipe left or right to view your other images full screen. It will also allow you to **Favourite** an image, by tapping the 'Heart' icon, putting it into its own Favourites album automatically created for you.

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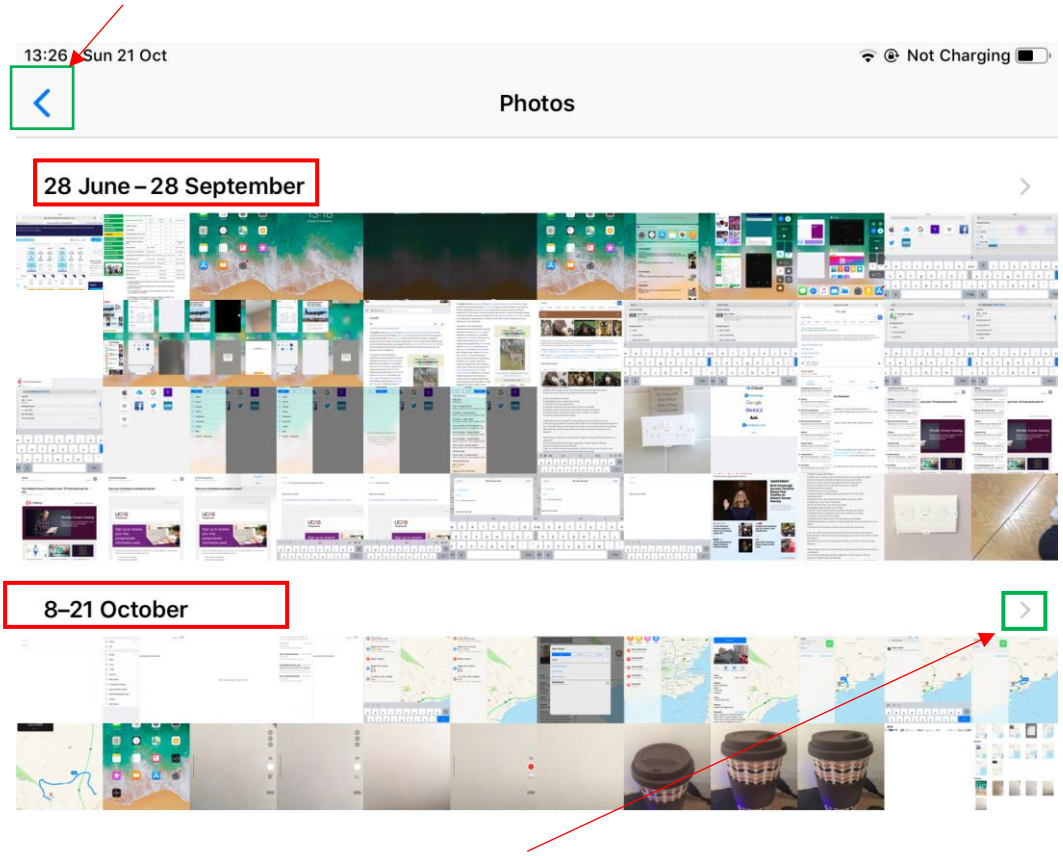
If you want a 'wider' view of your images, **Tapping** on the backwards facing arrow will show you a **Timeline view** of your photos, as shown below highlighted as dates in red:

Tapping on this arrow will take you back a further step, to view a small collage of your images



This arrow when **tapped** will take the photos from the 8- 21st October and display a collection of some of the highlights, as well as make a short video collection. To exit the highlight screen, **tap** on the arrow in the top left-hand corner to get back to the original screen above.

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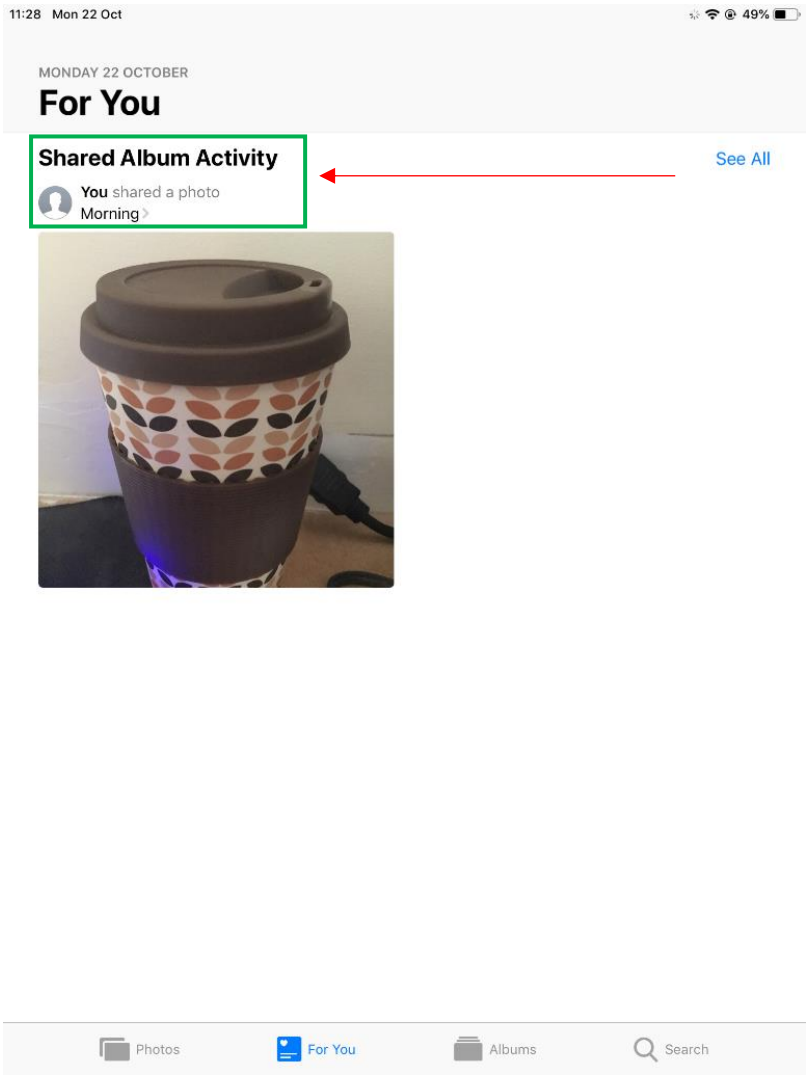
2. For You

The For You section is new on iOS 12 and was previous known as the '**Shared**' section on earlier versions of the iPad.

Tapping on the 'For You' icon at the bottom of the screen will display apples **iCloud Photo Sharing** section. As well as **Shared Albums** that can be accessed by friends and family (if you have enabled it through settings).



In the **For You** section, it allows images that are uploaded to the **Shared Album** to be viewed as 'Posts' by other people.

This example shows who posted it, as well as the title of the post; 'Morning' and finally, the picture.

You will be able to view different posts in the section, as well as memories of photo albums if you have used **iCloud.**

To create a **Shared Album,** see the document reference 9347 Creating A Shared Album On The iPad.

iCloud Photo Sharing does not affect your iCloud storage, (more is explained in 9339 Understanding iCloud in the 'Backup and Restore Section')

3. The Album Section

Access the **Albums** section from the bottom of the screen

Putting photos into **Albums** on the iPad is a way of grouping your images into folders. This allows you to view pictures however you want, while giving you the freedom to separate things such as; family, friends and grandchildren all into 'Separate' Albums.

There are **4 built in** segments to the **Albums section** which are:

a) My Albums
b) People & Places
c) Media Types
d) Other Albums

3a) **My Albums**

Camera Roll

The 'My Albums' section contains the **Camera Roll** album. This is where all your photos/videos that you have taken with your iPad, are stored. This is created automatically for you and is the first default Album that you will see.

Favourites

If you have favourited a picture (by Tapping on the image and Tapping the Heart Icon) a **Favourites** album will also be automatically created for you. Whenever you **Tap** on the heart icon on another image, it will be placed into this album as well.

Slideshow

Tapping on either album will show you all the images and videos you have in that album. You can view a **Slideshow** of all the images by simply **Tapping** on the 'Slideshow' button in the top right.(To stop the slideshow, you can tap on the screen and tap 'Done' in the top left). **Tapping** the top left-hand corner arrow will take you back to albums.

Tap to take you back to abums Current album selected **Tap** to view slideshow

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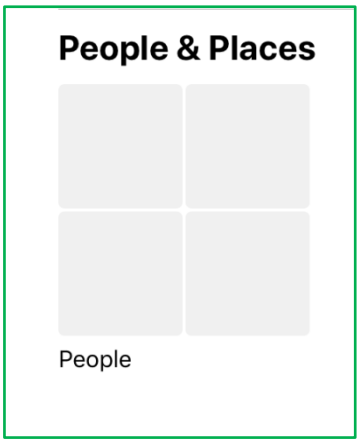
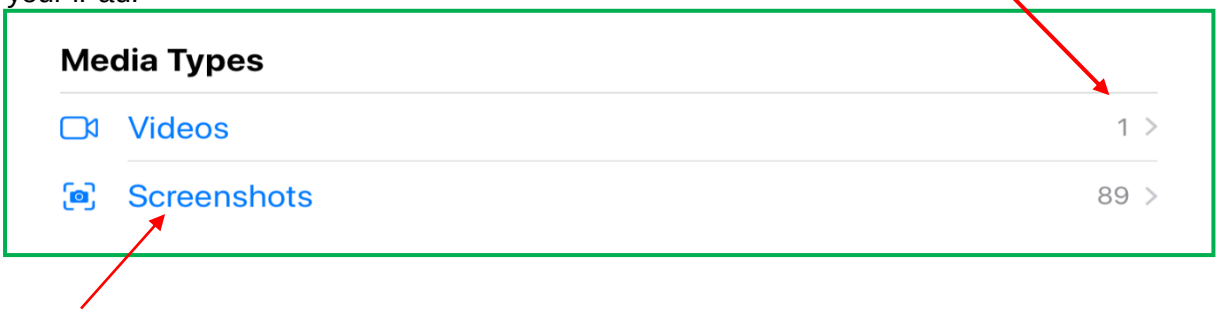
3b) **People & Places**

If pictures taken with the iPad have either; people or places in them, the iPad will automatically put the images into the 'People and Places' section. This allows you to view specific people such as; Family members or Grandchildren. If you have multiple family members and grandchildren, it will separate each one into its own section.



3c) **Media Types**

This section displays different media types, as well as **total** video and screenshot count on your iPad.



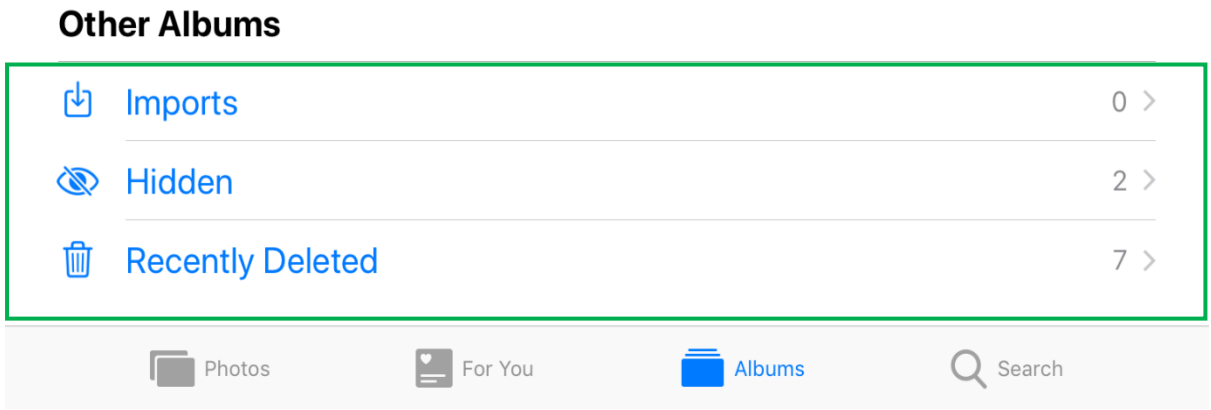
Tapping on the words 'Screenshots' or 'Videos' will take you to that screen, displaying all the items in either section.

This is a nice way of separating your videos from your screenshots, or vice versa if you only want one over the other.

Tapping the arrow in the top left that says 'Albums' will get you back to this section again.

3d) **Other Albums**

This section displays your **Other Albums** and by default there are three options:



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Imports

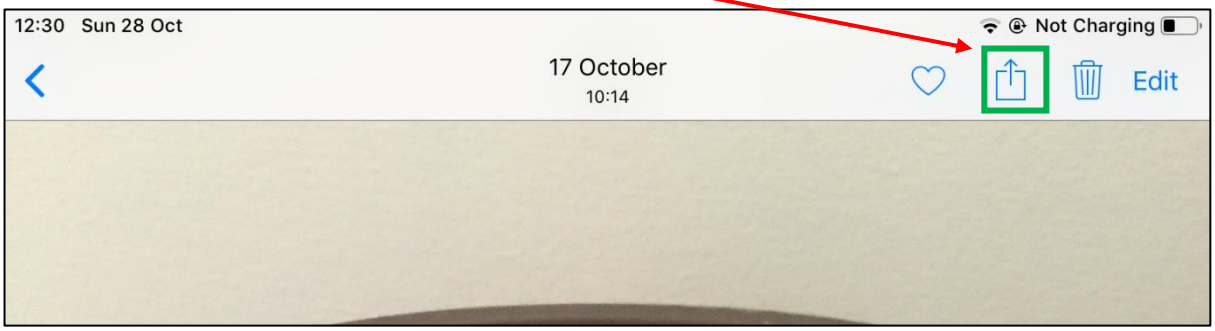
The first section is the **Imports** album. This is an album created for you, that will store all of your 'imported files'. Items that are not originally on your iPad, can be imported to the iPad so that you can view it on the screen. This includes items such as; pictures that are on your computer or possibly on a USB.

Any type of picture, or video that isnt stored on the iPad currently in the **photos** app, would have to be imported to the iPad from another device. This is usually supported through **iCloud**.

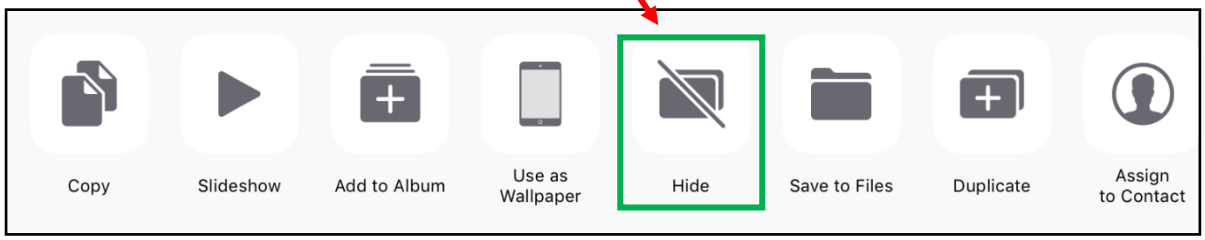
Hidden

The second section is the **Hidden** album. You may have images that you may want to hide such as; Christmas Gifts or Birthday Presents for friends & family. Using the hidden album is a nice addition to what the iPad can offer, allowing you to 'hide' pictures if you don't want others to view them in your albums.

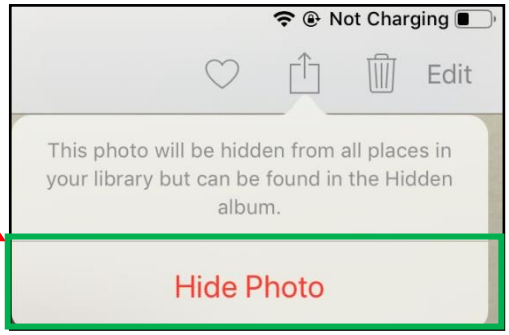
To add an item to the **Hidden** album, simply **Tap** on the image and go to the top right-hand corner **Share Icon** as shown below:



This will open many options. Simply **Tap** on the 'Hide' icon and this will then prompt you to Hide the Photo. Adding it to the **Hidden Album** as shown below



Tapping Hide Photo sends the image to the 'Hidden Album', which is located in **Albums**



Recently Deleted

If you delete an image that you don't want anymore, the iPad will store the image into the **Recently Deleted** section for 30 days. You may want to recover the image, and simply tapping on the Recently deleted Album, and then the image you wish to recover can be done within the 30 days.

If you want to **permanently** delete an item, **Tapping** on an image in recently deleted and then Tapping delete will delete the item **Permanently.**

After the 30-day timer, anything in recently deleted will be Permanently Deleted and you will not be able to recover the image.

More Albums in the Other Albums Section

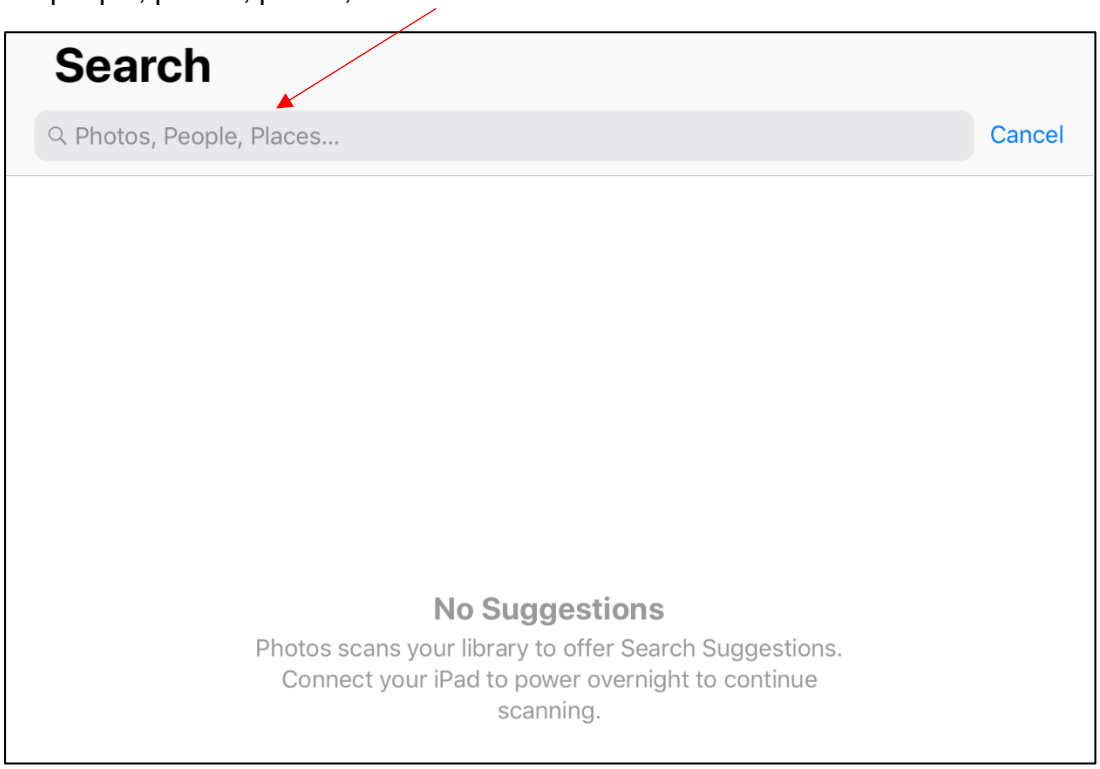
Other albums in this section could include:

- Those you have created on the iPad yourself (See 9346 Creating an Album in the iPad Photos App)
- Computer photos that are synchronised with your iPad using iTunes (See 9325 iTunes on a Computer and the iPad)

4. Search

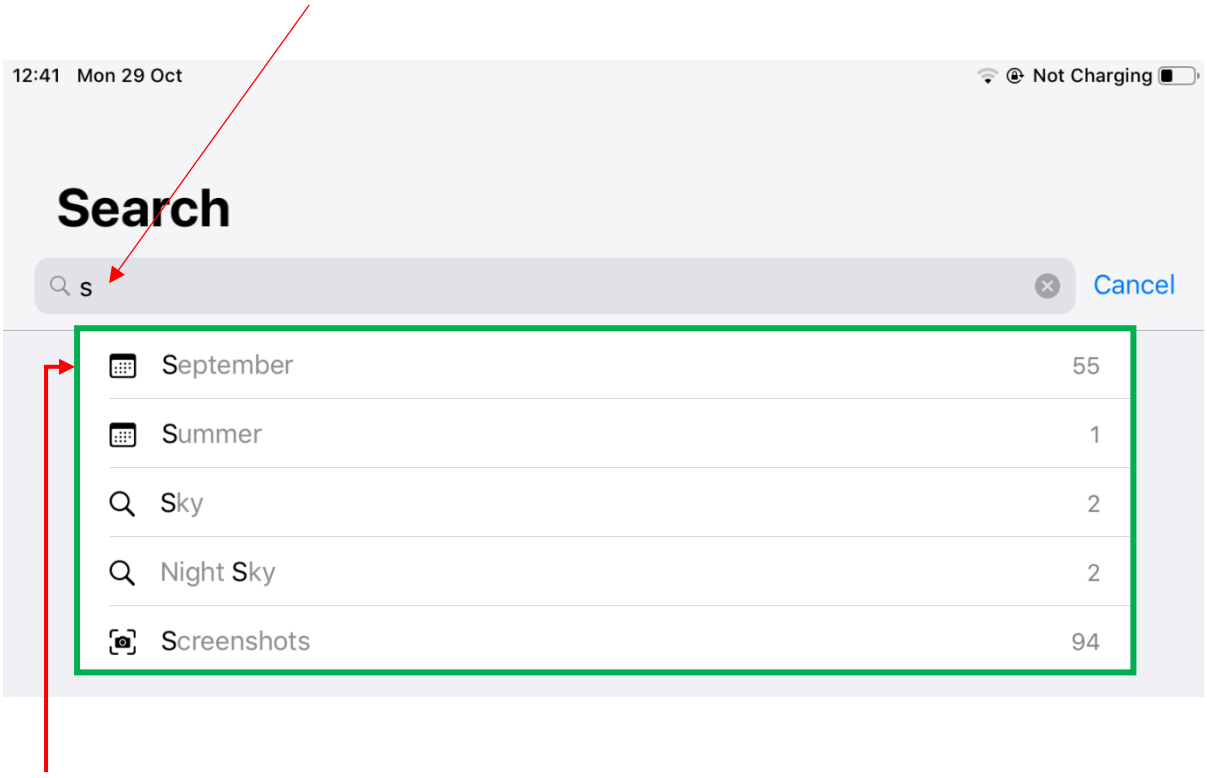
The **Search** section is the last option in the **Photos** app at the bottom of the screen

Tapping search will take you to a new screen asking you to search for items such as; people, photos, places, etc… as shown below:



Search is a fantastic feature on the iPad and allows you to specifically filter out all of the image content on your iPad. Allowing you to just search for those few items that you really want to find.

For example, if you wanted to search for photos taken in a specific month, **Tapping** on the search bar and typing the letter 's' will show you **September**, as well as other items beginning with 's'**.**



Tapping on the month will show you all photos,videos and screenshots taken in **September**.

HIGHWAY TIP!

It can be really useful to type in specific words and then look at some suggestions that the iPad provides you. This could help save a lot of time, typing out the phrase and then allowing Search to assist you in your findings!

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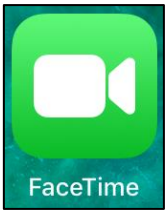
FaceTime App (Audio and Video calls via the Internet)



FaceTime is an app provided by Apple that allows you to **make and receive calls**, which are video & voice calls via the internet. With the new iOS 12 update it now supports up to **32 people** to video call at once.

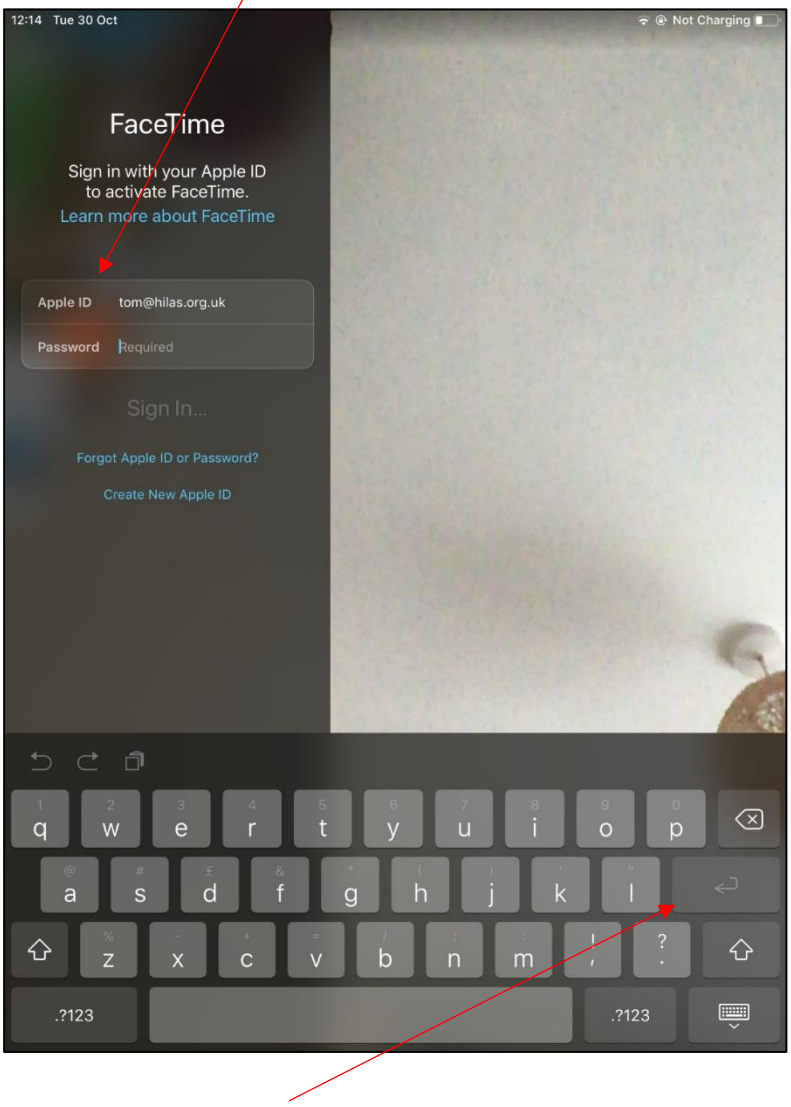
FaceTime, however, only supports communication between Apple products, and not windows computers like we use at **Training Highway**. Skype can be a good alternative to Facetime.

Skype is the same type of app and can also be used on other computers and devices that are not made by Apple.

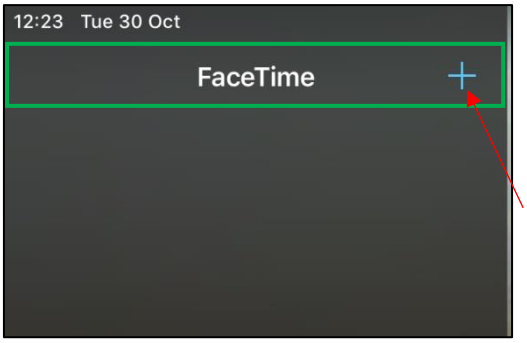
Making and Answering a call

Tap the FaceTime app to open it. When the app is opened the front facing camera (the selfie camera) is activated so you should see your own face.

On the left-hand side, it should ask you for your Apple ID and Password to log into FaceTime, as shown below:



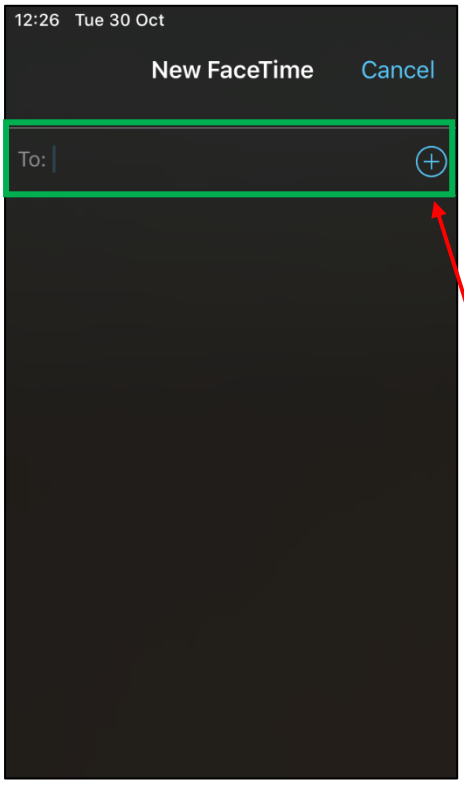
Tap on this key once you've entered your information to log in



Once you have logged in, you should still see your face as well as this screen to the left-hand side

To get started and make a call to someone, simply press on the **plus** icon next to the words 'FaceTime'

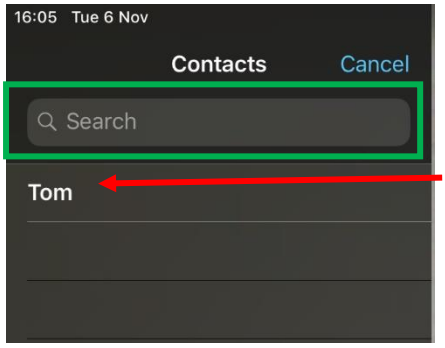
Add a contact to Facetime



After **Tapping** the plus icon as shown above, the screen will display 'To:' who you want to FaceTime.

There are three ways to contact someone; If you have **contacts** added on your iPad, simply typing the name of the contact will display the name and number. You could also enter an **email address** or the **phone number** of the person you want to contact.

Tapping on the plus icon will further open your contacts, so you can pick who you want to call, see below



This will show a list of contants that are found on your iPad. You can search for contacts if you have a big list(via the search bar)

To select them simply **Tap** on the name of the contact, as explained below

Selecting a Contact and Calling

On this screen you can choose between 'Audio or Video' (as shown at the bottom)

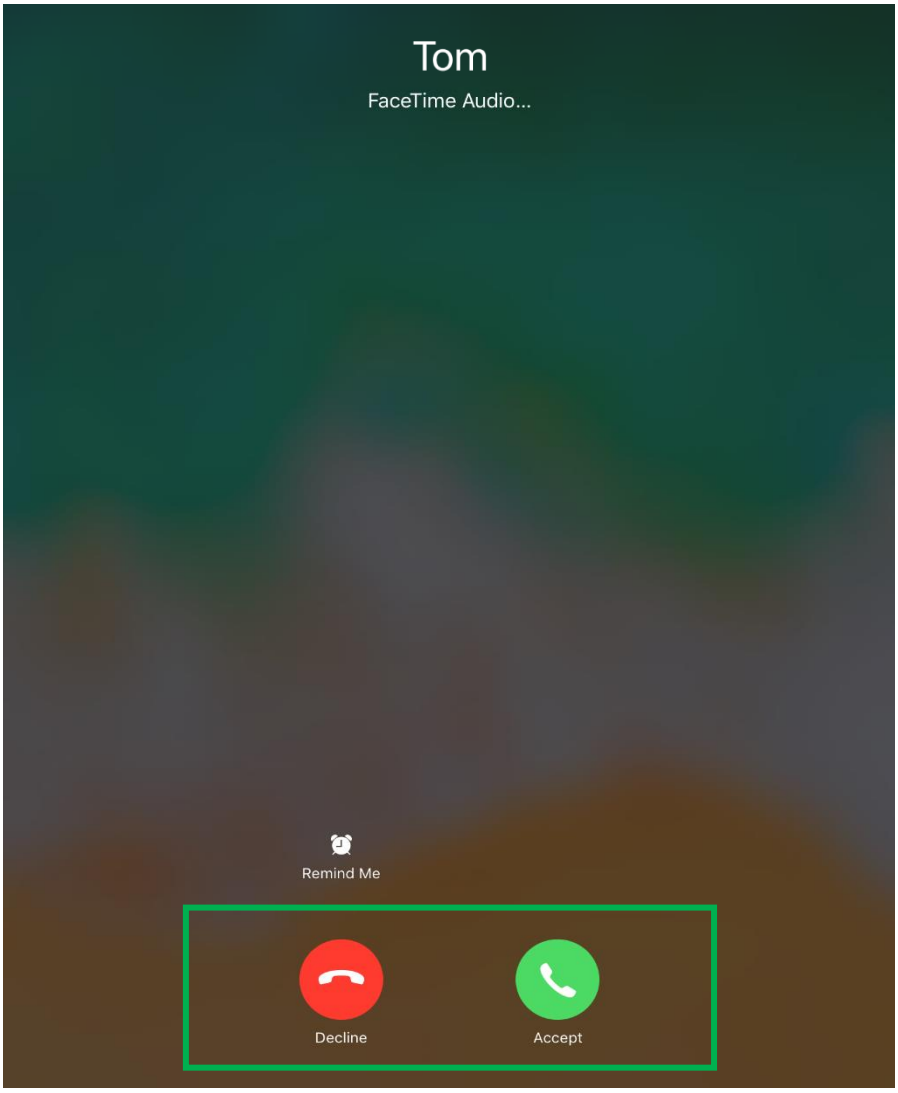
'Tom' is already added to the iPad's contacts list. Simply typing in the name of the contact will add it to the section.

If you want to call multiple people, simply type in another name after the "comma"(it also works by adding a phone number or email address)

To call, **Tap** on either 'Audio or Video' towards the bottom of the screen

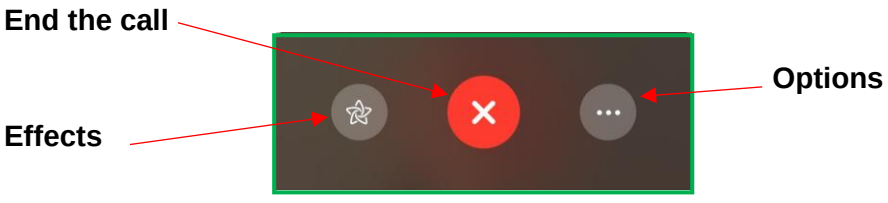
Incomming Call

If the person you are calling has their iPad active, **Tapping** on either audio or video will create a call and the reciever will hear a 'ringing tone'. Their iPad will display the name of the caller(which will be your name). The reciever can also choose to **Accept** or **Decline call** at the bottom of the screen, as shown below:



If you are making a **video call** you will see the 'recipients face' covering most of the iPad and a small screen that displays your face. This is done through your iPads front facing camera or (selfie camera)

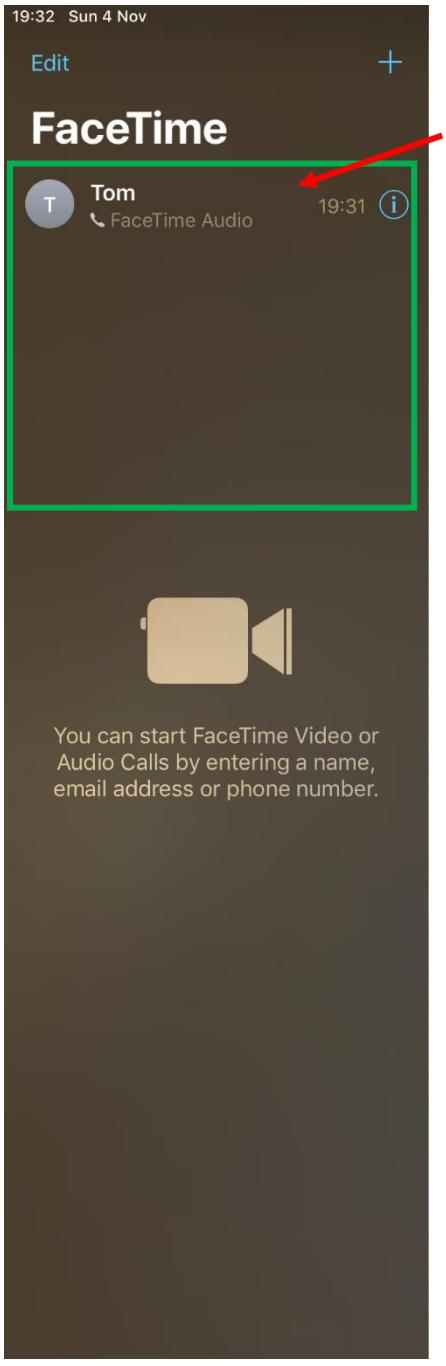
When the call first starts, you will see the below options. **Tapping** on the screen will hide the buttons. Simply **Tap** again on the screen to get them back if they have disappeared. The buttons are explained below and are quite important:



- **End The Call- Tapping** will cancel the call you have with another person
- **Effects-** Chose from effects such as; picture colour, lighting, animations
- **Options- Tapping** options will bring up other sections such as; allowing you to flip cameras

Ending the call

When a call has been ended you may be taken back to the original FaceTime screen. You will see on the left-hand side your 'most recent call information':



This displays your latest call(s) as well as who the caller was and at what time/ day they called. If multiple people called, it will display it down the left-hand side.

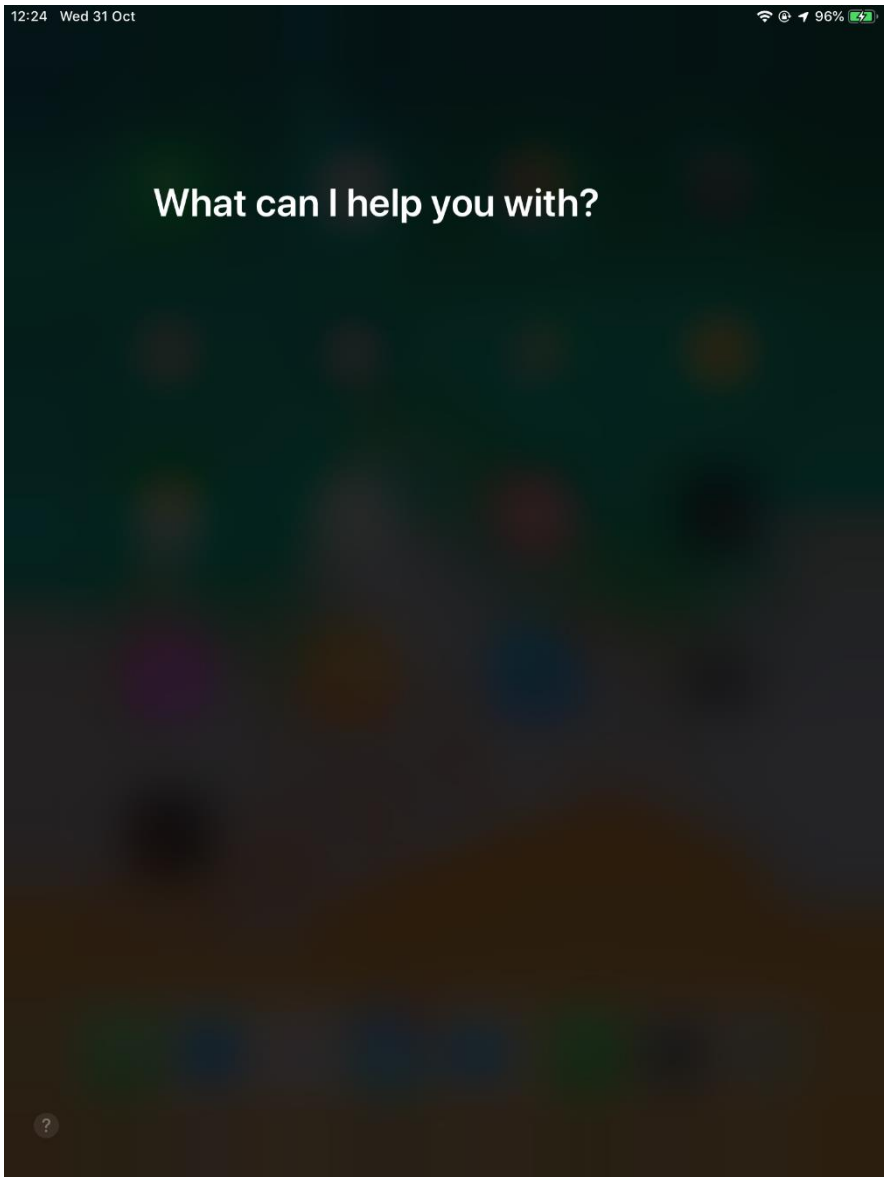
The Siri App- Talk to your iPad

Siri can be described as Apple's "Virtual Assistant" which is used to aid you in asking questions to your iPad or Apple device. Siri will often respond correctly to what you ask it and assist you with many things such as; sending an email, setting reminders and asking troublesome/ fun questions. Siri comes built into the iPad and to access it see below:

How to open Siri and use it

To open Siri, press and hold the Home Button for a couple of sections

You should hear a short "chime/beep" noise to let you know "Siri is listening" as well as the screen shown below:



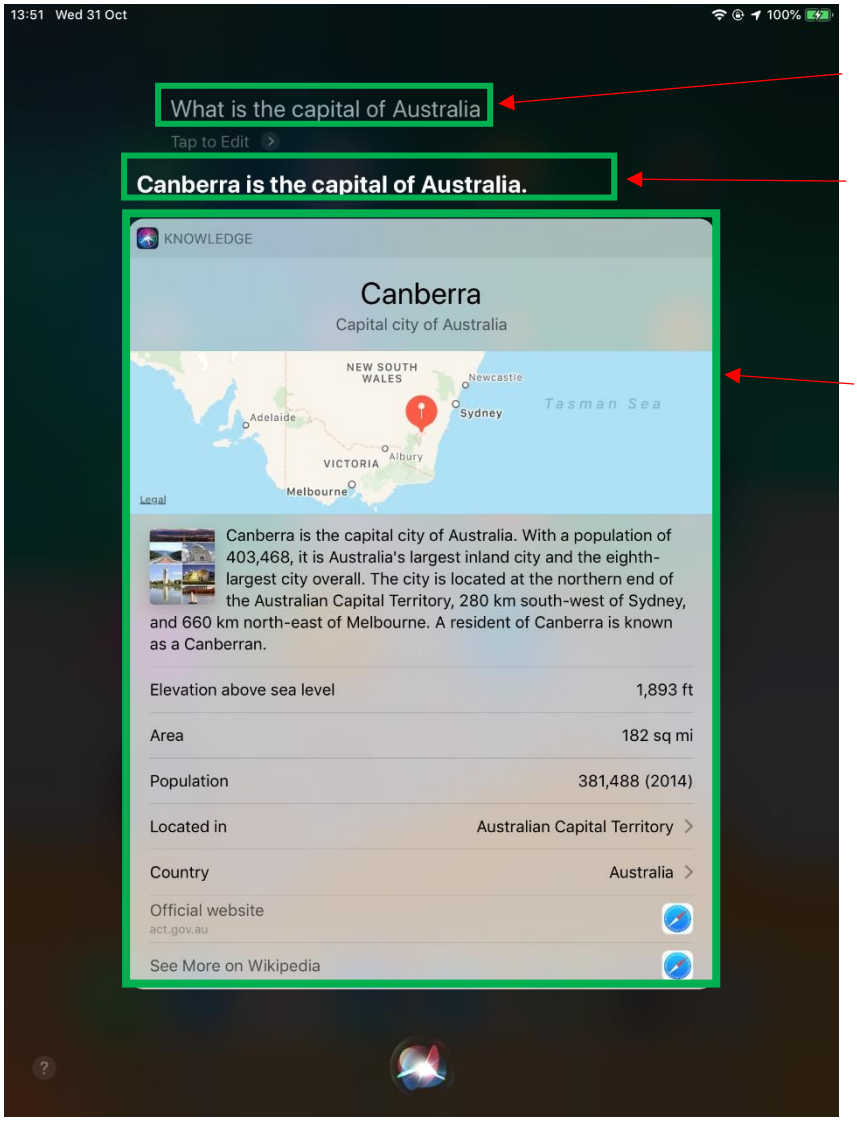
You can now Speak to the iPad and ask it a question. Make sure you speak clearly as it will display the words you 'Speak' in the form of 'Text typing'. This is like dictating a phrase to someone, it will display what you say and search for it when you stop speaking, providing you with information.

Some examples of what to ask Siri are shown below:

- What's the weather going to be like for next week?
- How do you spell [….]?
- What is the capital of Australia?
- What is the current dollar to pound rate?
- Tell me a joke
- Can you remind me to send a birthday card on Saturday?
- Send an email to [name]
- How long will it take me to walk to Dover Castle?
- Set a timer for one minute
- Open the Map App
- When did Nelson Mandela die?
- What is the most common surname in the UK?

Displaying the Siri Results

Asking Siri "What is the capital of Australia?" will not only produce the answer to your question and 'Speak it back' to you. It will also give you additional information for you to view as shown below:



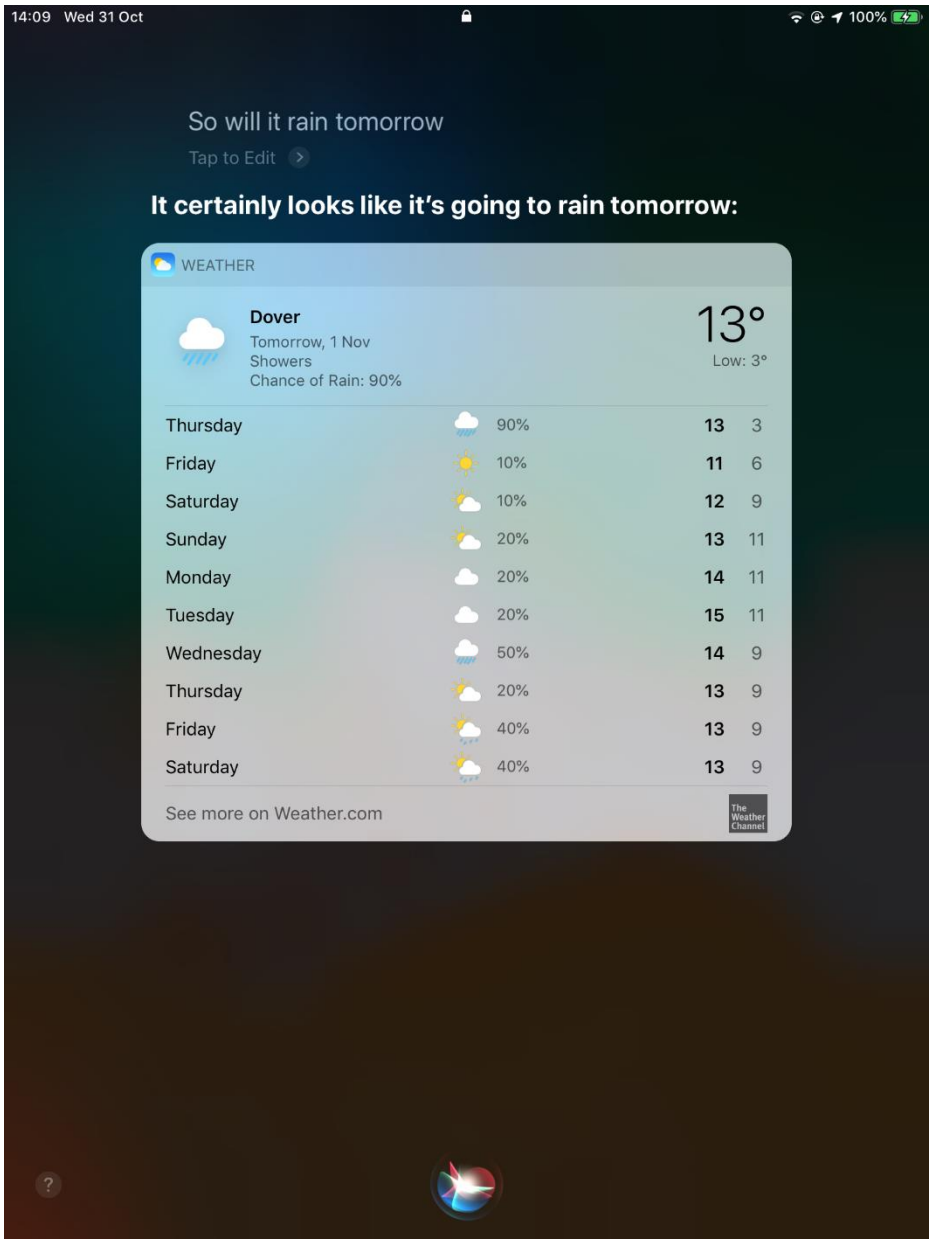
The question asked

Siri's reply

Additional Information Siri provides

When asking a question based on your area, if locations services are turned on it will give you an accurate result based on the location.

For example, “So will it rain tomorrow?” Asked by someone with an iPad from Dover, will display the answer to the question, as well as the following weeks forecast in the Dover area, as shown below:

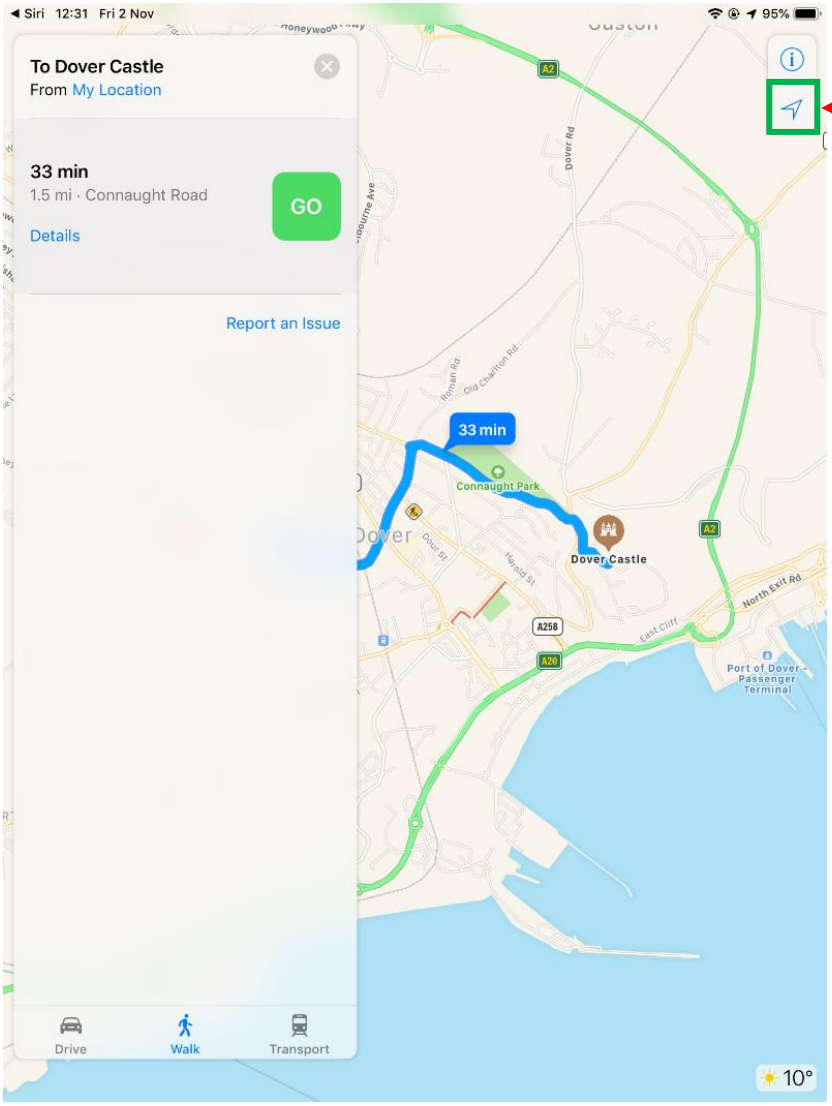


Displaying Routes via Siri

Siri can also be more specific if you ask for directions. If you have location services turned on with the **Map App** (which is the little arrow in the top right corner of the map app) Siri will estimate how long it will take you from your location.

Asking the question “How long will it take me to walk to Dover Castle?” Siri will then ask you “which Dover Castle do you want? As a lot of places in Dover have the words “Dover” and “Castle” in them, you may have to **Tap** to select the option before it plans the route.

After the option is chosen, Siri will start to plan the route from your location to the castle via the Map App. It gets the walking directions, as well as displaying a Map with the route highlighted in Blue, plus the total miles and estimate journey time. As shown below:



This arrow may have to be pressed to get the current location you are in

Displaying this screen was all done via Siri.

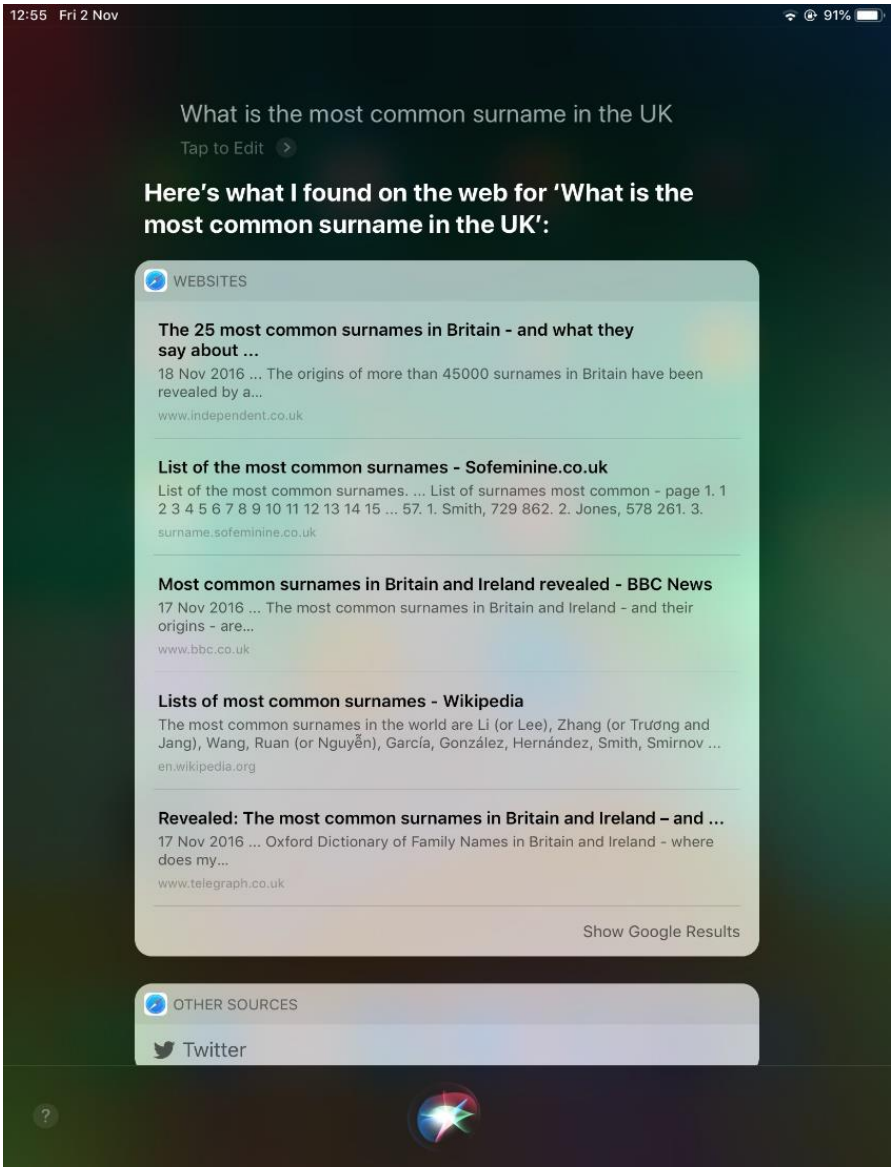
HIGHWAY TIP!

Using Siri to plan directions can be a very useful tool, letting you know how to get to a specific area without typing in the directions with your fingers

Multiple Siri results

When the answer is not displayed as a single response, Siri will often give you a list of Web Searched options to choose from. The list entries can be **Tapped** to view the webpage and more information about the question.

The Safari Browser will usually display the results as shown below:



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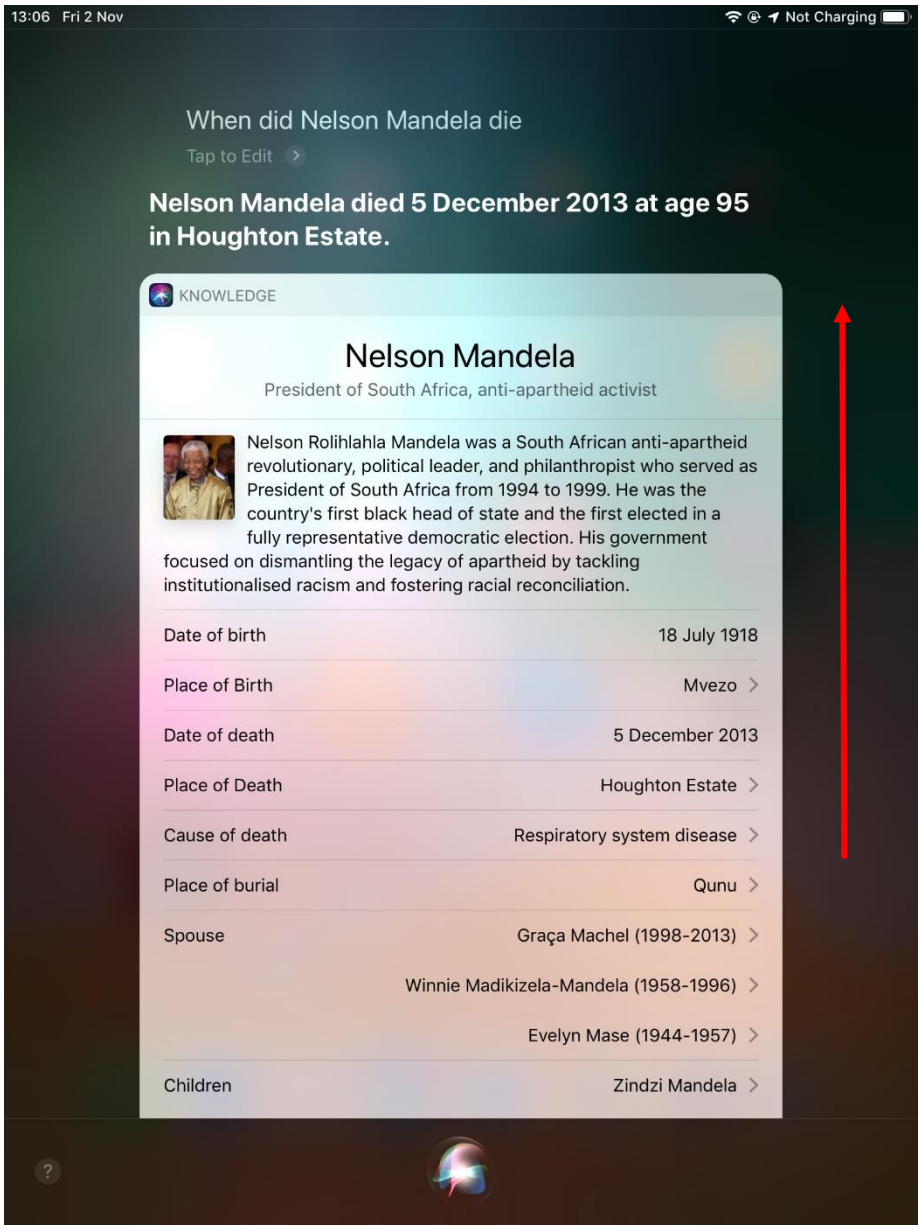
Additional Siri information

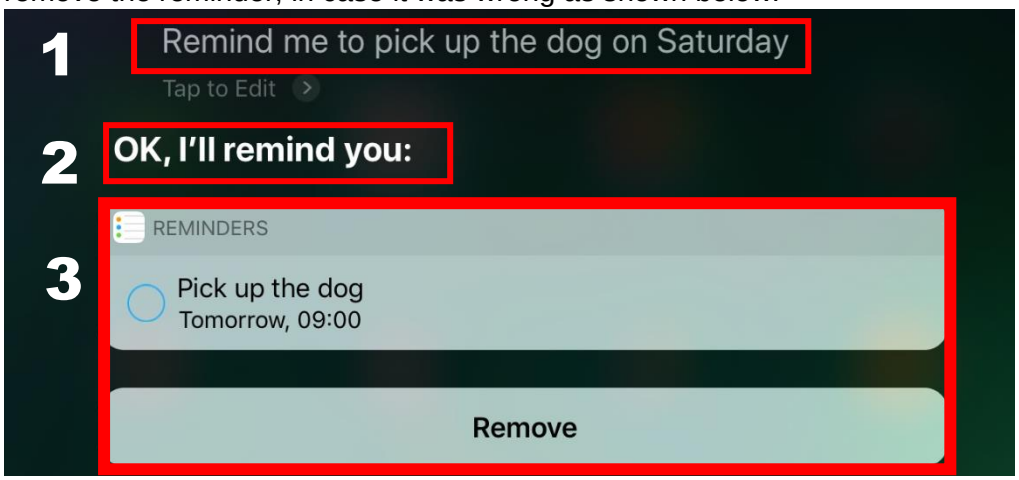
“When did Nelson Mandela die?” produces and answer (the sentence is read back to you via Siri’s voice) as well as additional information about the death. **Swiping** upwards will allow you to view more information, as shown below by the screenshot:



Swiping upward will let you view more information

Siri Reminders

'Reminders' are created by Siri when you ask it to remind you of something. Simply saying "Remind me to…" followed by the request, will create the reminder. It will also ask you to remove the reminder, in case it was wrong as shown below:



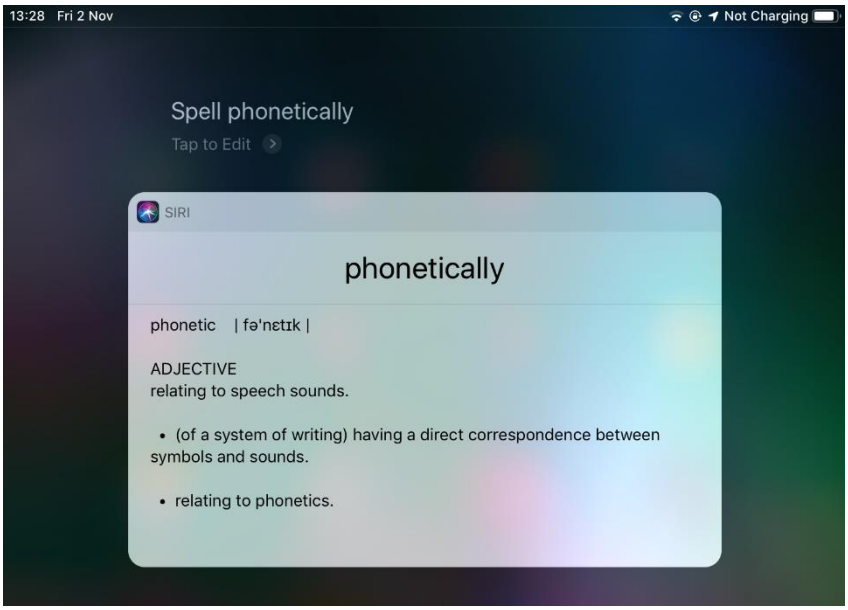
1. Remind me to pick up the dog- Is the reminder that was spoken
2. Ok I'll remind you- Is Siri's response
3. The request is in the **Reminder's App**, and can be removed by tapping **Remove**

You can also say "Remove the reminder to pick up the dog on Saturday" and Siri will ask you if you are "sure you want to remove the reminder?" **Tapping** remove or hitting the 'Home Button' and saying "Yes" will remove it.

Repeating what Siri said and Spelling

Sometimes you may want to repeat what Siri has said, as you may not have understood the display results. Simply saying "Repeat" will make Siri repeat the last item spoken. This is very useful when asking Siri how to "Spell something"

Asking Siri "Spell …." Will make Siri spell the word out to you as shown below:



Siri on and off

When Siri is activated (by pressing and holding down the Home button for a few seconds) a wave line will be shown at the bottom, that reflects your voice as you speak.

If the Siri screen is displayed and you want to ask Siri another question, simply **Tap** on the icon shown or hold the Home Button again:

Siri can sometimes be accidently opened by holding the Home Button for too long.

To quickly **quit** Siri, simply **Tap** the 'Home Button'. You could also say either **"Stop, Goodbye, Bye, Close Siri**" and this will stop Siri from activating at that time.