

iPad Basics and Beyond

Mercer Public Library | February 12, 2019 at 1:00 p.m.

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AirPlay

This is how I'm projecting the presentation today!

Control Center

Swipe down from the top right corner. Customize what appears here at Settings → Control Center. Lots of cool tools!

Apple ID

Access at Settings → Your Name.

1. iCloud
 - a. Securely store documents, photos, videos, backups, and more. Easily sync between Apple devices.
 - b. 5GB space free from Apple. 50GB - \$0.99/month. 200GB - \$3.99/month. 1TB - \$9.99/month.
2. Password & Security
 - a. Change Apple ID password, set up 2-factor authentication, etc.
3. Family Sharing
 - a. Share Purchases between up to 6 household members.
 - b. Location sharing

Settings

1. Notifications
 - a. Turn on and off notifications for each app on your iPad.
 - i. Lock screen
 - ii. Notification Center
 - iii. Banners
 - iv. Badges
 - b. Open your notifications by swiping down from top center.
2. General
 - a. About - All about your iPad
 - b. Accessibility - lots of useful interface adjustments here

- c. Background App Refresh - Can use a lot of bandwidth, which is a problem on cellular. Use these settings to turn off for each app as necessary.
 - d. Reset - Reset all settings, erase all content, etc.
 - e. iPad storage - Look at what you have stored, get help with what you can delete to make more space.
 - f. Keyboard - Turn on secondary keyboards (Spanish, Emoji, etc.) and set up text replacement shortcuts.
- 3. Display and brightness
 - a. Night Shift settings
 - b. Auto-lock setting
 - c. Lock/Unlock with your cover
 - d. Text size & bold text
- 4. Battery
 - a. Get battery info, see what apps are draining your iPad
- 5. Privacy
 - a. See what apps have access to privacy-related data like location, contacts, photos, etc.
 - b. This is also where you can turn that access back on if you decide you need it.
- 6. Passwords & Accounts
 - a. Add accounts, control saved passwords and password autofill
- 7. Sounds
 - a. Ringtones, other alert noises
 - b. Keyboard clicks & lock sound
- 8. TV Provider
 - a. Log in with the account info for your television provider (DirecTV, Dish, Hulu, etc.) and iPad will integrate that login with apps that you can use. Example: Hulu Live gives me access to Food Network, HGTV, USA, etc.

Screenshots

1. Take a screenshot by clicking home and power at the same time. (Might be different on different models?)
2. Tap the screenshot to edit, annotate, share, or save to Photos

Notes

1. Notes app allows you to create notes by typing, drawing, scanning documents or taking a photo.
2. Annotate notes with the pen tool
3. Add checklists
4. Sync between devices with iCloud (See Settings)

Multitasking

1. Quickly switch between apps: Swipe up from bottom edge to the middle of the screen to open the App Switcher, then tap on the app you want to switch to.
2. Swipe left or right with 4 fingers to swipe between recently used apps.
3. Open the dock by swiping up from the bottom edge gently. Then drag an app up to the right half of the screen for Slide Over view or all the way to the right edge for a Split View. In Split View, use the gray bar between the apps to adjust their sizes or exit Split View. With either, you can drag and drop items between apps. (Example: drag and drop photos or files to an email.)

Safari

1. Bookmarks
2. Private browsing
3. Reader view
4. Tabs and how to close them!
5. Add to Reading List - this is an option under the share button. You'll be asked if you want to automatically save for offline reading. Access later by opening your bookmarks and clicking the eyeglasses icon. This can be synced through iCloud.
6. Tap and hold to access "hidden" features in Safari:
 - a. + icon to reopen recently closed tabs
 - b. Address bar to copy the link
 - c. Tabs icon to close current tab, all tabs, or open new tabs
 - d. Refresh icon to view desktop version or reload without content blockers
 - e. Links on a webpage to open a menu of options (open, open in new tab, share, add to reading list, etc.)

App Store

1. The only good place to get your apps. (If you're jailbreaking your iPad, your skills are better than mine, but perhaps your judgement is worse.)
2. Browse or search
3. Use online review articles to find apps, then search for them by name in the App Store.
4. Settings → iTunes & App Store: turn on/off automatic downloads, video autoplay, and offload unused apps.

Search (Spotlight)

Swipe down on the home screen to open Search. You'll get results from apps, your email, Siri's knowledge, the iTunes store, the web, and more. This can be a quicker way to find your apps or files if you have a lot of them.

TouchID and Passcode

1. Turn on and off TouchID (fingerprint) and control what features it enables
2. Edit or turn off passcode
3. Control what can be seen on your lock screen

Siri

1. Settings → Siri & Search to turn on “Hey Siri” or “Press Home for Siri”
2. You can also turn on and off each App in Siri - If you turn off “Siri & Suggestions” you won’t be searching all the app content, and if you leave on “Show App” you will be able to search for and launch the app from Search.
3. Create shortcuts using suggested shortcuts for tasks you do frequently.
4. What does Siri do well? (See <https://www.imore.com/siri> for more info.)
 - a. Control your music. “Hey Siri, play music by ____.”
 - b. Give you a weather forecast
 - c. Read your calendar to you
 - d. Give you up to the moment sports scores
 - e. “Hey Siri, give me the news” automatically plays NPR news. You can ask her to switch to another news source, as long as it has a podcast.
 - f. Translate: “Hey Siri, translate ‘Where is the bathroom?’ in French.”
 - g. Call an Uber or Lyft.
 - h. Text or call people.
 - i. “Hey Siri, take a selfie.”
 - j. Teach her how your contacts relate to you. Example: “Hey Siri, Susan Jones is my mom” allows you to later say, “Hey Siri, call mom.”
 - k. Open settings and features of your iPad or phone. “Open display settings” or “Turn off Bluetooth.”
 - l. Flip a coin, draw a card, roll a 6-sided die, etc.
 - m. Set reminders, timers, and alarms. Also, you can use location-based reminders like “Remind me to take out the trash when I get home.” Of course, Siri has to know where “home” is first!
 - n. Create notes (in Notes app) or lists (in Reminder app).

Air Drop

1. Settings → General → AirDrop : turn off, on for contacts, or on for everyone
2. Share photos, contacts, anything else you can “Share”
3. If you send something to someone, they get the option to accept or not. AirDrop it to yourself and you don’t have to verify.

AirPrint

1. If your iPad and an AirPrint enabled printer are on the same Wifi network, it's easy to print. Just look for the share button, then click print.
2. Hint: use "Reader" mode in Safari when you want to print an article from the web -- it will be a lot cleaner!
3. Tap "Options" to adjust things like color settings, page range, two-sided printing, etc., depending on the features of your printer.

Gestures

1. Tap and hold
 - a. On home screen to enter "edit" mode - move apps, create folders, delete apps
 - b. On home screen for document-based apps (like Pages, Numbers, etc.) to show a menu of recently opened documents. Tap the document to open it, or drag and drop it to export it to another app.
 - c. On keyboard icon (bottom right of keyboard) to undock, split, or merge the keyboard.
2. Swipe down on home page - open Spotlight
3. Five-finger pinch - On home screen, opens app switcher. In app, goes to home screen.
4. "Secret trackpad" - when typing, hold down two fingers and move around to move the cursor. Works in things like Mail, Notes, Pages, etc., wherever there's text.

Content Blockers

1. AdGuard - App that blocks ads in Safari
2. Norton Ad Blocker - Another ad blocker
3. Firefox Focus - Modified Firefox browser that automatically blocks ads and removes 'trackable' data like history, passwords, cookies.

Keyboard tricks

1. Double-tap Shift key to turn on CAPS LOCK
2. Swipe up on ,/! key or ./? key for more punctuation
3. Tap and hold on a letter for accented versions
4. Double-tap space bar to add a . and space for a new sentence.
5. Tap the microphone icon to dictate your speech instead of type it. (State your punctuation or new paragraphs. It's not easy to correct mistakes with voice - you might have to edit with you keyboard later.)