Getting Started with the iPad

Touching the iPad

Definitions:

- **App** – small application designed for mobile devices.
- **Double Tap** – responds differently depending on each app.
- **Drag** – tap and drag across the screen.
- **Flick** – quickly moving your finger across the screen.
- **Gestures** – interactions with the iPad
- **Home button** – takes the user back to the home screen.
- **Home screen** – main screen on iPad with applications icons.
- **Left-pointing bracket** – leaves submenu.
- **Pinch** – pinch motion to shrink.
- **Pop-over menu** – menu item within an application (drag to view additional items if any).
- **Power button** – turns off screen and can turn on and off iPad.
- **Rotation Lock/ Mute Toggle switch** – locks rotation or mutes volume.
- **Selector Wheel** – can be used similar to drop-down menus.
- **Stretch** – (opposite of pinching motion) zooms in on an item.
- **Submenu arrow** – opens the submenu for the item.
- **Tap** – similar to mouse click.
- **Volume rocker** – turns volume up and down.

What is iCloud?

- iCloud is a storage service that can store your music, photos, documents, and more across all of your Internet connected Apple devices.
- Automatically downloads new app and book purchases to your devices and lets the user access previous purchases.
- Pushes new photos over Wi-Fi to the Photo Stream album on your other devices so you can easily view them anywhere.
- Keeps your iCloud e-mail, contacts, calendars, and documents up to date across your devices.
- Performs a daily back up of your iPad when connected to Wi-Fi and a power source.

Unlocking the iPad

**Note:** If screen is off, press either the Home button or Power button.

1. Slide the slider all the way to the right to unlock the device.

The iPad at Work

Connecting to IPFW Wi-Fi

1. From the **Home** screen, tap **Settings**.
2. Tap **Wi-Fi**.
3. Verify the Wi-Fi toggle switch is **ON**.
4. Under **Choose a Network**..., tap **IPFW-WRLS** if it is available.
5. The **Enter Password** pop-up menu appears, enter the following information in the corresponding fields:
   - **Username**: (your IPFW username)
   - **Password**: (your IPFW password)
6. Tap **Join** on the keyboard.
7. The **Certificate** pop-up menu will appear.
8. Tap **Accept**.
9. Once the network has a checkmark next to it and the Wi-Fi icon in the upper left corner, then the iPad is connected to Wi-Fi at IPFW.

Changing the Wi-Fi Password

**Note:** Once your IPFW password has been changed, the iPad will not be able to connect to Wi-Fi, it will continue to try and authenticate and it could possibly lock your account. Change the password on the iPad as soon as possible to prevent locking your account.

1. From the **Home** screen, tap **Settings**.
2. Tap **Wi-Fi**.
3. Tap the submenu arrow next to **IPFW-WRLS**.
4. Tap **Forget this Network**.
5. Tap **Forget**.
6. Tap the **Wi-Fi** arrow to return to the Wi-Fi menu.
7. Under **Choose a Network**..., tap **IPFW-WRLS**.
8. The **Enter Password** pop-up menu appears, enter the following information in the corresponding fields:
   - **Username**: (your IPFW username)
   - **Password**: (your new IPFW password)
9. Tap **Join** on the keyboard.
10. The **Certificate** pop-up menu will appear.
11. Tap **Accept**.
12. Once the network has a checkmark next to it and the Wi-Fi icon in the upper left corner, then the iPad is connected to Wi-Fi at IPFW.

Syncing with GroupWise

Note: Back up your contacts before following these instructions to avoid potential data loss.

Note: Contact the Help Desk to have your GroupWise account modified for mobile access. It will take at least 30 minutes for the changes to take effect.

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account > Microsoft Exchange.
4. Enter the following information in the corresponding fields:
   a. Email: (your IPFW e-mail address)
   b. Domain: IPFW
   c. Username: (your IPFW username)
   d. Password: (your IPFW password)
   e. Description: IPFW
5. Tap Next.
6. In the Server field, enter gwsync2.ipfw.edu or gwsync3.ipfw.edu
   a. Note: Please contact the IT Services Help Desk for which server to use.
7. Tap Next.
8. Ensure that Mail, Contacts, and Calendar are all set to ON.
9. Tap Save.

Signature

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Signature.
4. Tap the desired signature.
   a. All Accounts: the same signature will be used for all accounts.
   b. Per Account: every account will have a different signature.
5. Enter the desired signature in the corresponding field(s).
6. Tap Mail, Contacts, Calendars when finished.
7. Note: If the same signature is not desired for all emails, create a shortcut for a signature by following the Keyboard Shortcuts instruction.

Configuring E-mail Accounts

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account…
4. Tap the desired account type.
5. Enter the following information in the corresponding fields:
   a. Name: (account owner's name)
   b. Address: (e-mail name)
   c. Password: (password for that e-mail address)
   d. Description: (the desired description)
6. Tap Next.
7. Select the desired sync options.
8. Tap Save.

Setting Other Types of Accounts on the iPad

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account…
4. Tap Other.
5. Tap Add Mail Account.
6. Enter the following in the corresponding fields:
   a. Name: (account owner’s name)
   b. Email: (e-mail address)
   c. Password: (password for that e-mail address)
   d. Description: (desired description)
7. Tap Next.
8. Select the desired sync options.
9. Tap Save.

Modifying an E-mail Account

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap the account to be modified.
4. Modify the desired setting.
5. Tap Account to modify account settings.
6. Modify the desired settings.
7. Advanced settings are available by tapping on Advanced.
8. Tap Done when finished modifying account settings.

Organizing E-mail

Note: Do not organize your GroupWise email. Data/Messages may get lost.

Moving Messages from the Inbox to a Folder

1. On the Home screen, tap Mail.
2. Navigate to view all Mailboxes.
   a. If there are multiple accounts, tap the desired account.
   b. If there are no other accounts, tap Inbox.
3. Tap Edit.
4. Tap Other.
5. Tap Add Mail Account.
6. Enter the following in the corresponding fields:
   a. Name: (account owner’s name)
   b. Email: (e-mail address)
   c. Password: (password for that e-mail address)
   d. Description: (desired description)
7. Tap Next.
8. Select the desired sync options.
9. Tap Save.

Help Desk: helpdesk@ipfw.edu
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Deleting Messages
1. On the **Home** screen, tap **Mail**.
2. Navigate to the location of the message to be deleted.
3. Tap on the message.
4. Tap the trash icon in the upper right corner.
5. Or, tap **Inbox** and slide to the left across the desired mail to delete.
   a. Tap **Delete**.

Deleting Multiple Messages
1. On the **Home** screen, tap **Mail**.
2. If necessary, tap **Inbox**.
3. Navigate to the location of the messages to be deleted.
4. Tap **Edit**.
5. Tap the messages to be deleted.
6. Tap **Delete**.

Viewing Messages by Thread
1. On the **Home** screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Under **Mail**, tap the **Organize By Thread** toggle switch to **ON**.
4. Now, when viewing messages, the messages with replies will have a number next to them and when viewed will display all the replied messages on the left hand panel.

Multitasking
1. Double-tap the **Home** button to open the app drawer.
   a. These are the previously used and currently running apps.
2. Tap an app to open it.

**Multitasking Gestures**
- To enable Multitasking Gestures, from the Home screen, tap **Settings > General > Multitasking Gesture On**.
- Using four or five fingers:
  - Swipe up to reveal the multitasking bar.
  - Pinch to return to the Home screen.
  - Swipe left or right to switch between active apps.

**Close an App**
1. Tap the **Home** button, then double-tap the **Home** button.
2. Tap and hold the desired app until the icons wiggle.
3. Tap minus symbol on the top left corner of the icon to quit the app.

**Quick Settings Menu**
1. Double-tap the **Home** button.
2. Flick the app drawer to the right.
3. From Left to right:
   a. Rotation/Mute toggle.
   b. Brightness slider – drag slider left to dim and drag slider right to brighten.
   c. iPod playback controls.
   d. Volume slider – drag slider left to lower the volume and drag slider right to increase.
   e. iPod button – can be used to choose songs and playlists.

**Using the Virtual Keyboard**
- Tap a text field to invoke the keyboard.
- Tap .?123 key to display numbers and common symbols.
- Tap #+= key to display additional symbols.
- To return to the qwerty keyboard, tap the ABC key.
- Tap the shift key (arrow pointing upward) to enable shift (arrow will turn blue).
- Double-tap the shift key to invoke caps lock (the key will turn blue).
- Tap delete key (arrow pointing left with X inside) to delete directly to the left of the cursor.
- Tap and hold delete key to delete word by word.
- Tap the keyboard key with the down arrow to close the keyboard.
- Tap and hold a letter to add accents to the specific letter.
- Tap and hold the .?123 key and slide to the desired number.
- Flick up on the comma (,) key to add an apostrophe (’).
- Flick up on the period key (.) to add quotations (“
- The qwerty keyboard can change for different applications or text entry fields.
- To split the keyboard, place both thumbs on the keyboard and drag outward.
- To bring back the normal keyboard, place a thumb on each half of the keyboard and push it together.
- In an e-mail field the comma, period key, and right .?123 key are modified for easier typing.
  - Tapping and holding the period key in this keyboard mode will allow the quick input of; .com, .net, .us, .edu, and .org
- Double tap space bar to add a period.

To Reject Predictive Text Word
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To Turn Off Predictive Text
1. From the Home screen, tap Settings.
2. Tap General > Keyboard.
3. Tap the Auto-Correction toggle.

· Tap the word that is suggested.

To Turn Off Predictive Text
1. From the Home screen, tap Settings.
2. Tap General > Keyboard.
3. Tap the Auto-Correction toggle.

To Browse the App Store
1. On the iPad Home screen, tap App Store.

· Note: A dictionary needs to be already installed or tap Download dictionary after tapping Define.
2. Tap and hold the desired location of the copied text.
3. When a magnifying glass appears, release.
4. Tap Paste to paste the copied text.

Connect an iPad to an External Display
· VGA adapter or HDMI adapter:
  o The VGA adapter can’t play audio without the need of an extra cable, it also cannot play purchased or rented content.
  o The HDMI adapter supports audio and video over the same cable, it also can play purchased or rented content.

Apps on the iPad

To Browse the App Store
· On the iPad Home screen, tap App Store.

Browsing the App Store on the iPad
· The main page displays new apps and recently popular apps.
· Click on a desired app to view additional information.
· Screen shots of the app are available in the information.
· Reviews of the app can be found towards the bottom of the information.
· Reviews can only be published if the reviewer has purchased the app.
· Click the price to purchase the app.
  o Click Buy App to install the app.
  o Enter your iTunes account password.
· If the app is free, click Free > Install App.

· Note: A dictionary needs to be already installed or tap Download dictionary after tapping Define.
6. Tap and hold the desired location of the copied text.
7. When a magnifying glass appears, release.
8. Tap Paste to paste the copied text.

Cutting, Copying, and Pasting
1. Tap and hold desired text.
2. When magnifying glass appears, move cursor to desired text and release.
3. Tap Select to specify selection or Select All to select all the text.
4. Drag handles to desired text if specifying selection.
5. Tap Cut, Copy, or Suggest..., or Define.
   a. Cut - removes the text and puts it onto the clipboard.
   b. Copy - copies the text onto the clipboard.
   c. Suggest... gives an option to replace a word with a similar word.
   d. Define – shows a definition of the selected word.

· Note: A dictionary needs to be already installed or tap Download dictionary after tapping Define.
6. Tap and hold the desired location of the copied text.
7. When a magnifying glass appears, release.
8. Tap Paste to paste the copied text.

Reading an iMessage
1. From the Home screen, tap Messages.
2. Tap on the desired message in the left column.
   a. The message will be displayed in the right column.

Newsstand
· Keeps all your app subscriptions in one convenient place.
· Every new issue is delivered to the Home screen.

Reminders
· Add new reminders to custom-made lists and quickly organize them by due date or priority.
· Sends notifications.
· Organizes them in to-do lists, to-see lists, to-eat lists, etc.
· Reminders can be location based.

 Help Desk: helpdesk@ipfw.edu

http://ipfw.edu
Notification Center
- Get notifications from e-mails, text, friend requests, etc.
- New notifications appear briefly at the top of your screen, without interruption.

Accessing Notification Center
- From any screen, swipe down from the top to enter Notification Center.

Safari
- Safari reader displays web articles without ads or clutter.
  o Tap Reader in the address bar to read clutter free.
- Reading List saves interesting articles across all your devices.
- Tabbed browsing helps to keep track of multiple web pages.
- Find on Page helps to find certain words or phrases on a web page.
  o Tap on a text field to activate the keyboard.
  o Enter the desired word or phrase in the Find on Page text field.

Configuring the iPad

Understand iTunes and the iPad
- When connecting the iPad to iTunes, it will back up automatically, if it has been previously synced with the current computer and is not set to use the iCloud back up.
  o Click the X to stop back up if desired.

Renaming the iPad
1. Plug the iPad into the computer.
2. Open iTunes.
3. In the left hand panel, under Devices, double-click on the iPad.
4. A text field should appear around the iPad’s name.
5. Enter the new name for the iPad.
6. Press Enter/return on the keyboard.

Syncing Information on the iPad

Changing Sync Options
1. Plug the iPad into the computer.
2. Open iTunes.
3. In the left hand panel, under Devices, click on the iPad.
4. The right hand panel should list the iPad, capacity, software version, and other information. This should be the Summary view by default.
5. Scroll down to Options and select the desired sync options.

Syncing Media Files to the iPad
1. Plug the iPad into the computer.
2. Open iTunes.
3. In the left hand panel, under Devices, click the iPad.
4. Click the desired type of media along the top of the right hand panel.
5. Choose the desired sync options.
6. Click Apply when done.
  a. Click Revert to revert the options back to before changes were made.

Updating the iPad Software
Note: The update may take an hour or longer.
1. Plug the iPad into the computer that it has been previously synced with.
2. Open iTunes.
3. To back up the iPad, on the Menu bar, click File > Sync iPad.
4. When synced, on the Menu bar, click File > Transfer Purchases from “iPad”.
5. When purchases are transferred, in the left hand panel, under Devices, click the iPad.
6. In the right hand panel, under Version, click Update.
7. In the iPad Software Update window, click Next > Agree.
8. The update process will run, follow any prompts from iTunes.

First Time Usage of iOS 6
Note: If screen is off, press either the Home button or Power button.
Note: All settings can be changed at a later time in Settings.
1. Unlock the iPad.
2. Tap Continue.
3. In the Wi-Fi Networks window, choose a Network.
   a. Connect to a wireless network.
   b. When connected, tap Next
4. In the Apple ID window, tap Sign In with an Apple ID.
   a. Enter your Apple ID and Password.
   b. Tap Next.
5. In the Terms and Conditions window, in the lower right corner, tap Agree > Agree.
6. On the Set Up iCloud screen, select Use iCloud to store photos, apps, etc. wirelessly, then tap Next.
7. In the iCloud Backup window, select the desired backup method for your iPad, then tap Next.
8. In the Find My iPad window, if desired, in case of misplacing your iPad, select Use Find My iPad, then tap Next.
9. In the Diagnostics window, select Automatically Send or Don’t Send, then tap Next.
10. Tap Start Using iPad.
   a. Note: The iPad is ready for use.

Managing Apps on iTunes
1. Plug the iPad into the computer.
2. Open iTunes.
3. In the left hand panel, under Devices, click the iPad.
4. In the right hand panel, click the Apps link on the top menu bar.
5. Check the Sync Apps checkbox if it is not already checked.
6. Apps with a checkmark next to them will be synced onto the iPad.
7. App can also be rearranged here.
8. To remove apps, uncheck the checkbox next to the app or click on the app on the right panel and click the X.
9. Click and drag the app on top of the desired second app to create the folder.
   a. Note: Creating folders for apps is done almost the same way on the computer.

Managing Documents
- Documents can be managed by scrolling down past the apps management tool.
- Below will list the apps that contain files that can be removed from the iPad.
- To add a document for that app, simply click the app and click and drag the document into the documents folder for that app.
- To copy a file from an app on the iPad on the computer, click the app that contains the files, in the documents folder, click and drag the file onto the computer.
- Lock screen displays notifications, in order to act on them, just swipe across them like the unlock motion.

Managing Apps on the iPad
Rearranging Apps
1. Tap and hold the desired app until the icons wiggle.
2. Drag the app to desired location.
3. To move to another screen, drag the app to the edge of the screen in the direction desired.
4. Press the Home button when done
   a. Icons should no longer wiggle.

Creating Folders
1. Tap and hold the desired app until the icons wiggle.
   a. Drag the app on top of the second app to be in the folder.
   b. A pop-up with both apps should appear.
   c. Edit the text field to name the folder.
   d. Tap outside the folder to return to home screen.
   e. Drag another app into the folder to add.
   f. Rearranging apps can be done inside the folder as well.
   g. Press the Home button when done.

Managing Documents
- Documents can be managed by scrolling down past the apps management tool.
- Below will list the apps that contain files that can be removed from the iPad.
- To add a document for that app, simply click the app and click and drag the document into the documents folder for that app.
- To copy a file from an app on the iPad on the computer, click the app that contains the files, in the documents folder, click and drag the file onto the computer.
- Lock screen displays notifications, in order to act on them, just swipe across them like the unlock motion.

Deleting Apps
Note: If the app is deleted, it can be reinstalled through the App Store.
- Tap and hold the desired app until the icons wiggle.
- Tap the X on the app.
- Tap Delete.
- Press the Home button when finished.

Setting the Rotation Lock/ Mute Toggle Switch
1. From the Home screen, tap Settings.
2. Tap General.
3. Choose desired setting under, Use Side Switch to:
   a. Lock Rotation – turning the switch on will prevent iPad screen from rotating when the iPad is rotated.
   b. Mute – quickly mute the volume of the iPad by turning the switch on.

Note: Holding the volume down button can also quickly mute the iPad.

Enabling the Passcode Lock
Note: This feature requires a passcode to unlock the iPad.
1. From the Home screen, tap Settings.
2. Tap General.
3. Tap Passcode Lock.
4. Tap Turn Passcode On.
5. Enter a passcode.
6. Re-enter the passcode.

Note: The passcode that was just entered will be required to unlock the device.

Configuring Peripherals
Pairing the Apple Bluetooth Keyboard with the iPad
1. On the Home screen, tap Settings.
2. Tap Bluetooth.
3. Tap the Bluetooth toggle switch to ON.
4. On the keyboard, press and hold the power button, on the right side, until the light starts blinking.
5. On the iPad, the Bluetooth keyboard’s name should appear.
6. Tap on the name of the keyboard.
7. Read the prompt on the iPad.
8. On the keyboard, enter the code the prompt displays and then press return.
9. It should now display that the keyboard is connected.

To Prepare the iPad to Connect with a Bluetooth Device
Note: Different Bluetooth devices can be attached to the iPad, the instructions for the device will list the steps to pair the device with the iPad.
1. On the Home screen, tap Settings.
2. Tap Bluetooth.
3. Tap the Bluetooth toggle switch to ON.

Printing with an iPad
Note: The only way to print from an iPad is to have a compatible printer that supports AirPrint. The printer must be on the same network with wireless enabled. AirPrint only works connected to Wi-Fi.
1. On the iPad, open the document.
2. Tap the tools menu link.
3. Tap Print.
4. Select the printer.
5. Tap Print.

Understanding Accessibility on the iPad
To Enable Accessibility Features for the iPad in iTunes
1. Plug the iPad into the computer.
2. Open iTunes.
3. On the left hand panel, under Devices, click on the iPad.
4. In the right hand panel, the Summary view should appear.
5. Under Options (towards the bottom), click Configure Universal Access...
6. This menu allows for configuring both visual and hearing-impaired accessibility features.
7. Click OK.
8. Click Sync to apply the changes to the iPad.

To Enable Accessibility Features on the iPad
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Accessibility.
4. Modify the desired accessibility features.

VoiceOver
- With VoiceOver, simple gestures can be used to physically interact with items on the screen.
- Touch the screen to hear an item’s description, then double-tap, drag or flick to control the iPad.
- Adjustable speaking rate.

Childproofing the iPad
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Restrictions.
4. Tap Enable Restrictions.
5. Enter a passcode.

6. Re-enter the passcode.
7. Modify the desired settings.
8. To disable a feature listed tap the toggle switch to ON to not allow that feature to be used.
9. Press the Home button.

Privacy Control: Managing Location Services
Note: Location Services track where the iPad is currently located based on the Internet connection. Certain apps can use location services to determine where the iPad is, e.g., the Maps app.

To Disable Location Services
1. On the Home screen, tap Settings.
2. Tap Privacy > Location Services.
3. Tap the Location Services toggle switch to OFF.

Media and the iPad

Taking Pictures and Recording Movies
- Tap Camera.
- To switch between front facing camera and rear facing camera, tap the flip camera icon.
- To take a picture, tap the camera icon along the bottom of the screen.
- To view the pictures taken, tap the picture thumbnail in the bottom left corner of the screen or slide with one finger to the right.
  - Flick through the pictures, tap the screen to show the menu bar, tap Done when finished.
- Tap Options to switch to Panorama view.
• Tap the Camera/Camcorder slider to switch to record videos.
• Tap the record button to begin recording a video; the record button is in the same location as the camera button to take pictures. The record light will flash as the video is being recorded, tap it again to stop recording.
• To view the movies previously recorded, tap the thumbnail in the bottom left hand corner of the screen.
  o Tap play to view the movie.
  o Tap the screen and tap done when finished.

Photos
• Create albums.
• Share photos with other devices through iCloud.
• Rotate pictures.
• Enhance pictures.
• Remove red-eyes.
• Edit and crop pictures.
• To edit pictures, when the desired picture is open, tap Edit.
  o Make the desired changes.
  o When finished, tap Save.

Movies
2. Tap Camera Roll.
3. Tap the desired clip to review.
4. Tap the pause button.
5. Tap and hold on the end or the beginning of the timeline, it will turn yellow.
6. Adjust the left slider to cut the beginning, adjust the right slider to cut the ending, tap trim when done.
7. Tap Trim Original to trim the current clip and delete the parts that were unwanted.
8. Tap Save as New Clip to keep the original clip and save trimmed part as a new clip.
   To Share a Clip
   1. Tap the Share icon (arrow pointing up then right).
   2. Tap the desired share method.
   3. Tap the desired settings.

Taking Fun Pictures with Photo Booth
1. On the Home screen, tap Photo Booth.
2. Tap the Camera icon to take a picture.
3. Tap thumbnail to preview.
4. Tap X on the picture to delete.
5. Tap bottom left effects icon to preview effects.
6. Tap the effect to preview full screen.
7. Tap the camera icon to take a picture.

Preparing Audio and Video Files for the iPad
Note: iPad supports AAC (M4A), AIFF, Apple LossLess, MP3, and WAV audio files.
• NCH Switch is a free audio convertor for Windows and MAC.
• Windows version of iTunes supports converting unprotected WMA files.

Converting Movies and Videos in iTunes
1. Add the movie to the library.
2. Open the location of the movie.
3. Click on the movies.
4. Click Advanced.
5. Click Create iPad or Apple TV version.

6. Converting... will display under Playlists on the left hand panel.
7. Once done, the movie will look like a duplicate under movies.
8. Right-click and click Properties (on Windows) or click Get info (on Mac).
9. Look for MPEG-4 video for the iPad compatible version.

Using AirPlay to Stream Video and Audio Wirelessly to an External Display
1. Using AppleTV 2.
2. On the AppleTV, navigate to Settings > AirPlay.
3. Enable AirPlay if it is not enabled.
4. On the iPad, tap Settings.
5. Tap iPod.
6. Verify that the AppleID and Password are entered.
7. Begin playing content.
8. Tap the screen.
9. Tap the AirPlay icon and choose AppleTV to stream to that device.

Using Home Sharing
Note: This can be used to stream media from a computer to iPad on the same network.
1. On the computer, open iTunes.
2. Click Advanced.
3. Click Turn on Home Sharing.
4. Enter AppleID and Password.
5. On the iPad, tap Settings.
6. Tap iPod.
8. Enter AppleID and Password.
9. Press the Home button.

To Stream Music with Home Sharing
1. From the Home screen, tap iPod.
To Stream Movies
1. From the Home screen, tap Videos.
2. Tap Shared.
3. Tap the computer’s library.
4. Tap the desired videos to play.

Saving an Image from a Web Page
1. Tap and hold on the desired image.
2. Tap Save Image.
3. The image will now be saved into the Camera roll album in the Photos App.

Troubleshooting

Problem: iPad plugged into computer says not charging.
Solution:
1. Plug into wall adapter to charge at the best rate.

Problem: The on screen keyboard will not appear.
Solution:
1. A Bluetooth keyboard is connected.

Problem: No sound.
Solution:
1. Check the mute toggle switch.

Solution: Turn volume up.

Solution:
1. Take headphones and plug in.
2. Unplug them a few times from the headphone jack.

Problem: App is unresponsive.
Solution:
1. Tap Home button.
2. Double-tap Home button.
3. Tap and hold unresponsive app until it wiggles.
4. Tap the minus symbol on the app.
5. Tap the Home button.

Solution:
1. Press and hold the Power button until the screen dims and the slide to power off slider appears, without letting go of the Power button.
2. Tap and hold the Home button until the Home screen appears.

Solution:
1. Press and hold the Power button until the screen dims and the slide to power off slider appears.
2. Slide the slider to power off the iPad.
3. Once the iPad has turned off, press and hold the Power button until the apple appears.

Solution:
1. Press and hold both, the Power button and Home button, until the screen shuts off.

Solution:
1. Once the iPad is completely shut off, press and hold Power button until the apple appears.

Resetting all Settings Back to Default
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Reset (towards the bottom).
4. Tap Reset All Settings.
5. Tap Reset on the confirmation pop-up.

Erasing all Content and Settings
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Reset (towards the bottom).
4. Tap Erase All Content and Settings.
5. Tap Erase on the confirmation pop-up.

Resetting Network Settings
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Reset (towards the bottom).
4. Tap Reset Network Settings.
5. Tap Reset on the confirmation pop-up.

Additional Reset Options
1. On the Home screen, tap Settings.
2. Tap General.
3. Tap Reset (towards the bottom).
   a. Tapping Reset Keyboard Dictionary will clear custom words in predictive text.
   b. Tapping Reset Home Screen Layout will reset the Home screen back to default.
   c. Tapping Reset Location Warnings will reset the location warnings when an app wants to access the current location of the iPad.