** **iPad Quick Reference Guide**iPad Moodle Resources: [*http://moodle.wash.k12.mi.us/wisd/*](http://moodle.wash.k12.mi.us/wisd/)

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|  *Care of your iPad* |  |
| *a. How to Clean the Touch Screen* | *--Wipe the screen with a soft, lint-free cloth to remove oil left by your hands.**--Don’t use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad.--Avoid getting moisture in openings. Avoid extreme cold or hot temperatures.* |
| *b. Charging the Battery* | *(internal rechargeable battery)* The battery icon in the upper-right corner of the status bar shows the battery level or charging status. To charge iPad, connect it to a power outlet using the included **Dock Connector to USB Cable** and **10W USB Power Adapter**. |
| *c. iPad User Guide*  | [*http://manuals.info.apple.com/en\_US/ipad\_user\_guide.pdf*](http://manuals.info.apple.com/en_US/ipad_user_guide.pdf) |

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| *Basic Tasks* |  |
| 1. *Diagram of Controls & Features*
 |  *(see back of handout)* |
| 1. *Turn iPad on*
 | *Press and hold the* ***Sleep/Wake*** *button until the Apple logo appears.* |
| 1. *Put iPad in Sleep Mode*
 | *Press the* ***On/Off button*** *and let go quickly* |
| *4. Open an App*  | *Tap its icon on the Home screen.* |
| *5. Return to the Home Screen*  | *Press the* ***Home*** *button* |
| *6. View most recently used apps*  | *Access all running apps by* ***double-clicking*** *the* ***Home*** *button.*  |
| *7. Remove or Close an App from the recents List* | *Touch and hold the app icon until it begins to* ***jiggle****, then* ***tap*** |
| *8. iPad's Pre-loaded Apps* | *(see handout on iPad Moodle)* |
| *9. Moving and Re-Arranging App Icons* | *1 Touch and hold any icon until the icons jiggle.* *2 Arrange the icons by dragging them.* *3 Press the Home button to save your arrangement.* |
| *10. Organizing with Folders*  *To Create a Folder:*  *To Re-name a Folder:*  | ***Touch and hold an app icon*** *until they all start to* ***jiggle****, then drag the app icon over another icon and release.* **Tap to open the folder**, then **tap the name** at the top and **use the keyboard** to enter a new name. Press the **Home button to save your changes**. |
| *11. Hand Gestures* | *Tap, Tap Hold & Drag, Flick and Swipe, Pinch* |
| *12.*  *Volume Buttons* | *Volume button and Side Switch* |
| *13. View in Portrait or Landscape* |  |
| *14.*  *Settings* | *Tap the Settings app to make set your preferences.*  |
| *15.*   *Lock the Screen Orientation*   | *Settings > General >* ***Lock Orientation OR Mute*** (*use the ‘Side Switch’ to lock)* |
| *16. Accessibility Options* | *Settings > General >* ***Accessibility*** |
| *17.*  *Speak Selection* | *Settings > General >* ***Accessibility > Speak Selection > On*** *(notes app)* *Have text read to you:**• Select the text by touching and holding a word**• Drag the selector to include all the text you want read* *• Then tap Speak* |
| *18.*  *Using the Keyboard* | *(notes app)* |
| *19.*  *Screenshot* | *Press Home and the sleep/wake button simultaneously. Saved in photos* |
| *20.*  *Taking a Photo*  | *(photo will remain on the iPad)* |
| *21 Turn iPad off* | *Press and* ***hold the Sleep/Wake button*** *for a few seconds until the* ***red slider appears, then drag the slider****.* |

 **iPad 2 – Diagram of Controls and Features**

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