

# iPad Quick Reference Guide


iPad Moodle Resources: <http://moodle.wash.k12.mi.us/wisd/>



## Care of your iPad

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|---|---|
| a. <b>How to Clean the Touch Screen</b> | --Wipe the screen with a soft, lint-free cloth to remove oil left by your hands.<br>--Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad.<br>--Avoid getting moisture in openings. Avoid extreme cold or hot temperatures. |
| b. <b>Charging the Battery</b>          | (internal rechargeable battery)   |
| c. <b>iPad User Guide</b>               | <a href="http://manuals.info.apple.com/en_US/ipad_user_guide.pdf">http://manuals.info.apple.com/en_US/ipad_user_guide.pdf</a>   |

## Basic Tasks

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|--|---|
| 1. <b>Diagram of Controls &amp; Features</b>           | (see back of handout)   |
| 2. <b>Turn iPad on</b>                                 | Press and hold the <b>Sleep/Wake</b> button until the Apple logo appears.   |
| 3. <b>Put iPad in Sleep Mode</b>                       | Press the <b>On/Off</b> button and let go quickly   |
| 4. <b>Open an App</b>                                  | Tap its icon on the Home screen.  |
| 5. <b>Return to the Home Screen</b>                    | Press the <b>Home</b> button  |
| 6. <b>View most recently used apps</b>                 | Access all running apps by <b>double-clicking</b> the <b>Home</b> button.   |
| 7. <b>Remove or Close an App from the recents List</b> | Touch and hold the app icon until it begins to <b>jiggle</b> , then <b>tap</b>  .  |
| 8. <b>iPad's Pre-loaded Apps</b>                       | (see handout on iPad Moodle)  |
| 9. <b>Moving and Re-Arranging App Icons</b>            | <ol style="list-style-type: none"> <li>1 Touch and hold any icon until the icons jiggle.</li> <li>2 Arrange the icons by dragging them.</li> <li>3 Press the Home button to save your arrangement.</li> </ol>   |
| 10. <b>Organizing with Folders</b>                     | <p><b>To Create a Folder:</b> Touch and hold an <b>app icon</b> until they all start to <b>jiggle</b>, then drag the app icon over another icon and release.</p> <p><b>To Re-name a Folder:</b> Tap to open the folder, then tap the name at the top and use the keyboard to enter a new name. Press the <b>Home button</b> to save your changes.</p> |
| 11. <b>Hand Gestures</b>                               | Tap, Tap Hold & Drag, Flick and Swipe, Pinch  |
| 12. <b>Volume Buttons</b>                              | Volume button and Side Switch   |
| 13. <b>View in Portrait or Landscape</b>               |   |
| 14. <b>Settings</b>                                    | Tap the Settings app to make set your preferences.  |
| 15. <b>Lock the Screen Orientation</b>                 | Settings > General > <b>Lock Orientation OR Mute</b> (use the 'Side Switch' to lock)  |
| 16. <b>Accessibility Options</b>                       | Settings > General > <b>Accessibility</b>   |
| 17. <b>Speak Selection</b>                             | Settings > General > <b>Accessibility &gt; Speak Selection &gt; On</b> (notes app)<br>Have text read to you: <ul style="list-style-type: none"> <li>• Select the text by touching and holding a word</li> <li>• Drag the selector to include all the text you want read</li> <li>• Then tap Speak</li> </ul>  |
| 18. <b>Using the Keyboard</b>                          | (notes app)   |
| 19. <b>Screenshot</b>                                  | Press Home and the sleep/wake button simultaneously. Saved in photos  |
| 20. <b>Taking a Photo</b>                              | (photo will remain on the iPad)   |
| 21 <b>Turn iPad off</b>                                | Press and <b>hold the Sleep/Wake</b> button for a few seconds until the <b>red slider</b> appears, then <b>drag the slider</b> .  |

**High Point does not have wireless connectivity.**

This means that:

- you cannot print from the iPad
- there is no access to documents
- Camera: if you take pictures, they would remain only on the iPad

## iPad 2 – Diagram of Controls and Features

