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www.nvcc.edu/woodbridge/computer-lab

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iPad Basics

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iPad Overview:

**Home Button:**
Use this button to:

- Wake the iPad up from sleep
- If you are on a different screen than the main screen, press the Home button once to navigate to your home screen
- Press the Home button twice to switch to the multiscreen mode where you can view, switch between, and close all open apps
- Press the Home button three times to open the accessibility options
- Press the Home button and the Power button simultaneously to take a screen shot

**Powering On/Off:**
Use the Power button to turn the iPad on or off.

**Side Switch:**
Use this button to enable/disable the auto screen rotation.
Volume:
Use these buttons to change the volume.

Using Apps:
Opening Apps: To open an app, simply tap on the desired app icon.
Searching for Apps:
  - Drag the top middle section of the screen to open the search menu.
  - Tap on the search box to display the on-screen keyboard.
  - Type the desired app name to search for it on your iPad.
**Multitasking:** Press the Home button twice to view open apps and switch between them. You may also use your four fingers to swipe the screen to navigate from one open app to another.

**Closing Apps:** Press the Home button twice to view the open apps. Drag the app up to close it.

**Working with Folders:** iPad allows you to organize your apps into folders. To use folders, follow these steps:

- Drag an app into another app, this will automatically create a folder and place both of the apps on the folder

- You can type the desired name for the folder and press the home button to save the changes
**Installed Apps List:** A list of all installed apps and their descriptions is posted on the tables with the iPads. The apps are categorized by subject and are located in the folder with the same name on the iPad.

**Installing/Uninstalling Apps:**
Students are not allowed to install or uninstall any apps on the OCL iPads.

**Installing Apps:**

- Open **App Store** or **iTunes** and search for the desired app
- Tap on **Get** and then **Install** to install the app

![App Store and iTunes Screenshots]

**Uninstalling Apps:**

- Tap and hold the app icon that you would like to uninstall until the app icon starts shaking
- Tap on the X located on top corner of the app to remove it
- Tap on **Yes** if a confirmation box appears on the screen

![App Uninstall Screenshots]
Browsing the Internet:
Open the Safari app to visit a website or browse the Internet.

1. This section has the following options:
   - Use the left arrow < to go back and the right arrow > to go forward
   - Use this icon to add a page to your favorites/bookmarks, view your browsing history, and view or edit your bookmarks. You may also view your reading list by tapping on the glasses icon and your shared links by tapping on the @ icon

2. Type the desired website URL in this section
3. This section includes the following options:
   - Use this icon to refresh your page
   - Use the Airdrop icon to share a webpage with others using message, mail, Twitter, or Facebook. You may also use this option to bookmark a page, add it to your reading list or home screen, and copy or print the page.
• Use this icon to view, open, close, or switch between your open tabs. Using this screen, you may also search for keywords or open a private tab by tapping on **Private** button.

4. Click on the X button to close an open tab
iPad Tips:

Copying and Pasting:
- Double tap on the section of the text that you want to copy
- Two blue left and right drag points will appear on the screen. Drag the points to cover the desired section of the text
- Tap on Copy or Cut. Note that there are also other options available on the menu including bolding/italicizing your text, defining a word, and inserting a photo
- Tap on the area that you would like to paste the text and a list of options will appear
- Select Paste from the menu to paste the text

Screen Rotation:
Depending on how you hold the iPad, the screen may rotate from vertical to horizontal state. Use the side switch button to disable this feature.

Taking Screen Shots:
Press the Power button and the Home button simultaneously to capture your screen. The screenshot would be automatically saved on the Photos app

Zooming in/out:
Use your thumb and index finger to zoom in and out by dragging your fingers apart to zoom in and bringing your fingers close to zoom out.

Magnifier: You may also use the magnifier to magnify a part of your screen. Follow these steps to use this tool:
• Tap and hold your finger on the screen
• A magnifier will appear on the screen
• Drag the magnifier to the desired part of the screen to magnify it

Printing from iPads at the OCL:
• Open Safari app

• Visit the print2fastprint.nvcc.edu website and login with your MyNOVA credentials to print your document

• Select fastprint_bw to print in black & white or fastprint_color to print in color
• Click **Browse** to upload your document from the iPad or paste the URL of the website that you are trying to print. Enter how many copies you would like and the page range if you don’t want to print all pages. Click **Continue** when done.

• Specify if you want to print one-sided or double sided and select the orientation if necessary. Next, click **Continue**.
• Wait until the print job is processed, then go to the printer station and swipe your card to release your work.

**Spotlight Search:**
Spotlight is a great way to search your iPad for any installed apps, files, or other content. Pull down from the top center of the screen to open the spotlight search box. Type the desired keyword(s) to search for it.
Control Center:
Control Center is a universal menu on iPad meaning that it is accessible from any screen including the lock screen, main screen, and within apps. Pull up from the bottom center of the screen to open the Control Center. Following are options available on this menu:

- Skip/rewind tracks on your playlist and adjust the volume
- Turn on/off the airplane mode, Wi-Fi, Bluetooth, Do Not Disturb, and Rotation lock
- Access the timer and camera
- Adjust the screen brightness

Siri:
Students are not allowed to use Siri at the OCL as it may cause disturbance to other students. Siri is a voice recognition tool. You can perform certain actions on your iPad using your voice commands by interacting with Siri. For instance, you can ask Siri to open an app, send a message, search the Internet for a keyword, or answer a questions.
Settings:
Click on Settings app to view or edit your iPad settings such as installing updates, network connection, managing your accounts, etc.

Using the International Keyboards:
To type international characters on your keyboard, activate the International keyboards feature by following these steps:

- Tap on Settings --> General --> Keyboard --> Keyboards
- Tap on Add a keyboard to add a keyboard
- Tap on Remove a keyboard to delete a keyboard
- Tap Edit a keyboard to edit your current keyboard position
- To access your international keyboards while typing, tap on the Globe button on your keyboard, then select the desired keyboard from the list.
Camera and Bluetooth:
For privacy reasons, the camera and Bluetooth capabilities are disabled on the OCL iPads.

Maintenance:
Deleting Browsing History, Cookies, and Cache: Delete the browsing history by following these steps:

- Tap on **Settings** → **Safari**
- Scroll down to the bottom and tap on **Clear History, Clear Cookies and Data**

Updating the iPad:

- Open the **Settings** → **General** → **Software Updates**
- If there is an update available, plug in the iPad to power and tap on the notification
- Follow the steps to install the update(s)

Updating the Apps:

- Open **AppStore** → **Updates** → **Update All** to update all installed apps on the iPad
Backing-up the iPad:
- Open the Settings → iCloud → Storage & Backup