

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

Introduction

When you bought your iPad (likely from the Apple Store), the ‘geniuses’ should have helped you get started. Here’s some things they may (or may not) have told you, or that you might have forgotten. This isn’t meant to be a complete manual for the iPad, just some tips for what we believe most people need to know to be able to comfortably use their shiny new iPads.

Simple Conventions:

- **“Press”** means to push down on a physical button
- **“Tap”** means to tap the glass over icons on the screen
- **“Tap-and-hold”** means to press on the glass over an icon, and don’t release pressure
- **“Swipe”** For this last one, you will be sliding your finger across the glass, starting from a position right on top of an icon or control

Everything you do on the iPad is by way of using “apps” – these are little programs that run when you tap them. In addition to the bunch that came with your iPad, there are gazillions you can get from the App Store by using your Apple ID and password – you should have that setup from the start, either by the friendly folks at the Apple store, by whoever gave you your iPad, or by yourself. Everything starts from your Apple ID (which is usually your email address), and its password, so memorize that!

Turning the iPad on

Normally, the iPad is active, but is “sleeping” which means all power is off, but it’s ready to go at a moment’s notice. Turn on the iPad by rolling back the cover (iPad2) or *pressing* either the Power or Home buttons (any iPad). As noted in the conventions above, these are physical buttons you *press* (not on-screen icons that you tap). There aren’t very many of them:



In addition to these two physical buttons, you have two buttons to control the volume (one for up and one for down), and a ‘lock’ button. This last one is actually a slider button, you move to one or the other position (sort of like an on/off button):

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

External buttons and controls



That's it, these are all the actual physical buttons on the iPad. Everything else is just a representation of a button on the screen, which you tap by tapping on the glass over the representation (let's call it an 'icon' unless you like the word 'chicklet' better ☺). Let's now move on!

Once you've turned the device on by pressing the home or power buttons, you will see a "Slide to Unlock" icon, which you swipe to the right with your finger to unlock the iPad in order to get to the Home screen (this is an on-screen icon, slide your finger along the glass over the arrow icon in the indicated direction):



You may want to adjust the volume from time to time, which you do by *pressing* the volume up or volume down buttons that are located on the side of the iPad (again, these are physical buttons you *press*):

External buttons and controls



Here are some basic controls for the iPad (other than the very few physical buttons you see in the pictures above). These consist of using your fingers to either tap (tap and release), or hold (tap but keep your finger held down on the glass), or 'swipe' (slide your finger along the glass in the direction sometimes indicated by an arrow):

- A. Tap to start a program or select something:
- Tap any of the icons on the screen (aka 'chicklets'), to start or run a particular program.
 - Tap any control (looks like a button) or underlined text to open that item.
 - Some blue on-off buttons can be turned on or off by tapping (repeatedly, if you want!)

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

- To select text, tap-and-hold on the glass right over the text with which you want to do something to. You will see some of the text highlighted, with round buttons at the top-left and bottom-right. You can 'swipe' those buttons to expand or contract the size of your selected text. What to do with them? You can copy and paste text just like a computer by first selecting the text and then tapping the menu choice.
- B. Double-tap to enlarge or shrink whatever you're looking at, or using two fingers, spread them apart to enlarge, pull them together to shrink (most often for web pages or pictures or email messages). Note, this doesn't work for everything!
- C. Touch the screen and slide your finger along the glass to move things around
- D. Press and hold to allow other actions (to move icons on the Home screen, etc.)

Connecting to the Internet

For most things you want to do with your iPad, you need to connect to the internet. This only works if you are in range of a wireless internet service. Generally, you will only need to do this the first time you connect at a particular physical location (like at your house). After that first time, the iPad will remember that location and automatically connect whenever you are in radio range.

This could change - if you have a power outage, your internet service might get reset, or your iPad may not automatically connect for some reason or other. The first thing to try is to re-connect the iPad to your internet service. If that doesn't work, your internet service device may have reset back to factory settings, and you may have to contact your service provider to get the device name and password, or it may not require a password, but you'll need the name to connect.

To re-connect to the internet:

1. Turn on the iPad by rolling back the cover or pressing the power or start button
2. Tap the Settings icon:



3. Tap the left-side item - WiFi:



Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

4. On the right side, you'll see a list of internet networks to which you can connect.



5. Tap the entry for your network (or for whichever network that you want to connect) and in a second or so, you'll see a checkmark appear to the left of the name.
6. Many networks are protected from casual connection. If you tap the network in step 5, you may be asked for a password (usually just the first time). Tap into the white box where you see the word "Password" and your on-screen keyboard will appear. Enter in the password by tapping each number or letter in succession, and then tap the "Join" button on the on-screen keyboard:



If you don't know your password, ask either your internet service provider or the person who setup your network. If you know what your 'router' is, you can look on it for a label that may have your password. Sometimes it's called "WEP", "WPA", or "WPA2". If you get in trouble here, call your internet service provider.

Once you are connected to the internet, you can *press* your Home button and start using the iPad. Look for this icon in the top-left of your screen – if you see it congratulations, you are connected to the internet:

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details



If you don't see that icon (the curvy lines), you aren't connected to the internet, and won't be able to view webpages, get new email, etc. That doesn't mean you can't use the iPad at all, just that you are limited to what Apps are already installed on the iPad (and ones that don't need an internet connection to function). You can read whatever email you already had gotten the last time you were connected, and you can even write outgoing messages, but they won't go anywhere till you re-connect to the internet.

About Passwords and Security

You should be aware that passwords are "case-specific" and if you don't enter them exactly as they were originally set, they won't work for you.

In order to activate your iPad, you needed to have created an Apple ID and password for that account. Keep that safe, you'll need it if you want to add Apps to your iPad (read more about that later)!

You'll find online and in many Apps that you have to establish a username and password. You need to keep them all safe, and that is NOT in the built-in (but otherwise quite handy) Notes App:



Your best bet is to memorize three, 8-character passwords. One for really secret stuff (like your online banking or credit card account); one for pretty secret stuff (like your email account or websites that remember your credit card); and one for everything else. Use a combination of capital letters, lower-case letters, and at least one special character (something that you'd get to on your computer keyboard with the shift key and another key). Don't mix up how you use those passwords, and if one is compromised, you only have to change that password 'category' rather than everything. 'Compromised' means that someone other than you either knows that password, figured it out by guessing, or in some other way gained access to whatever that password was protecting. So don't use common words for a password. We like to tell folks to use mnemonics, by creating a sentence you *can* memorize, and then converting it to letters and numbers. For example (don't use this!):

"I hate passwords!" can be converted to "lh8pws!"

"Go for broke, you nutcase" can be converted to "Go4bkunc"

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

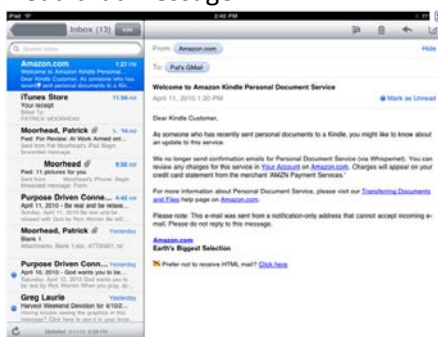
Using the Mail App

You tap various icons to open the applications, or programs that do various things. In particular, you'll likely use the Mail application quite often. To use email:

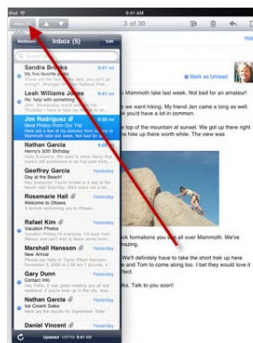
- Turn on the iPad
- On the Home screen, tap the Mail icon:



- That shows you your email. If your iPad is oriented **horizontally**, you'll see the list of messages on the left-side, and one email that you are viewing on the right-side. Just tap on a message on the left-side list to display and read that message:



If your iPad is **vertically** oriented, you'll only see the message - no left-side list of messages unless you tap the top-left icon to display the list:

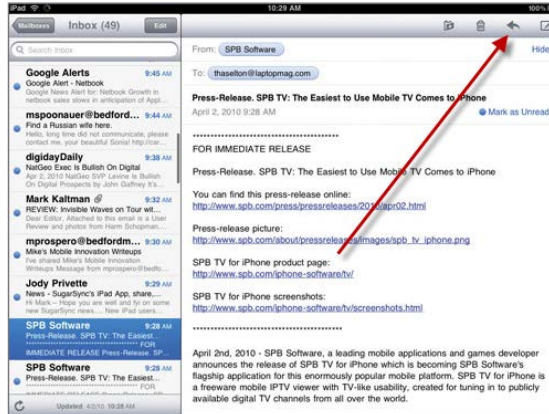


- You can then tap on another message to read that one, or do something else (read on!).
- Here's a few things you can do:
 - a. Tap the Reply icon to reply to a message that you are reading (also to forward a message):

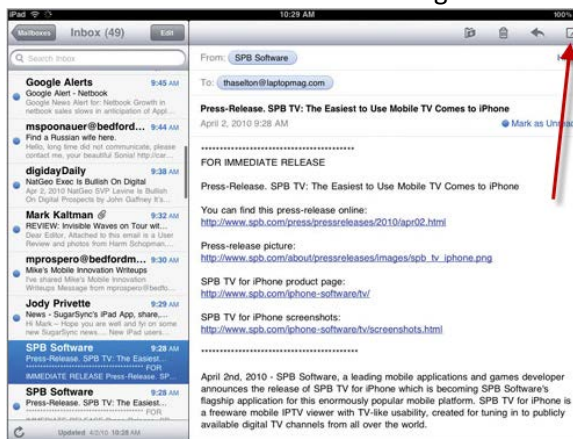
Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

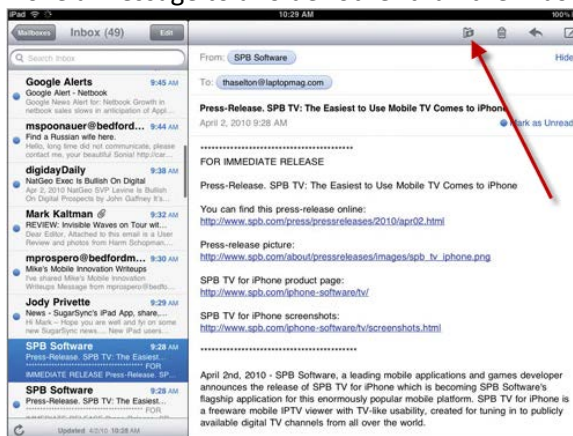
All that most people need to know, but with almost none of the confusing details



b. Tap the Create an email icon to start a new blank message:



c. Tap the File icon to move a message to a folder other than the Inbox:

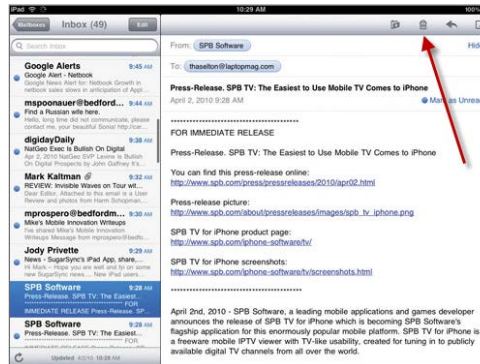


Practical Help Instruction:

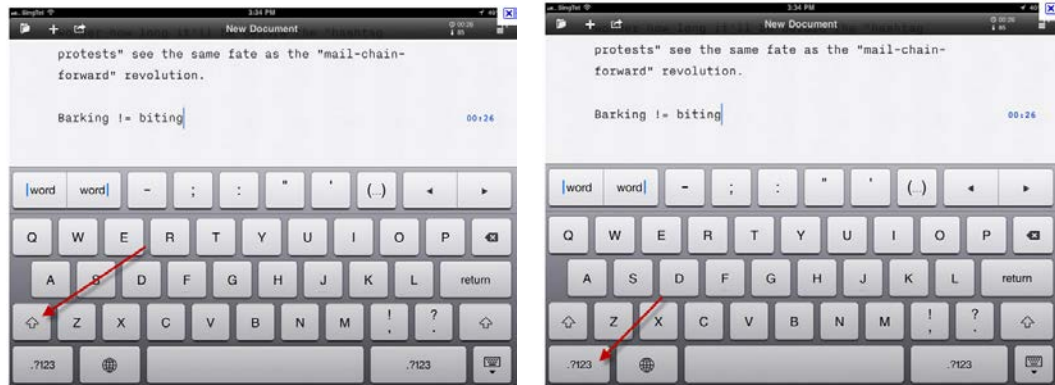
iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

- d. Tap the garbage can icon to delete or archive a message:



- When you are looking at a message that you are creating (a new message, replying or forwarding a message), you'll see an on-screen keyboard. You can tap letters to type your message. The on-screen keyboard is very similar to a typewriter's, with a few exceptions:
 - a. Caps - tap this button once to turn on capital letters **for the next letter only**. Or tap the number button to switch to numbers and other characters:

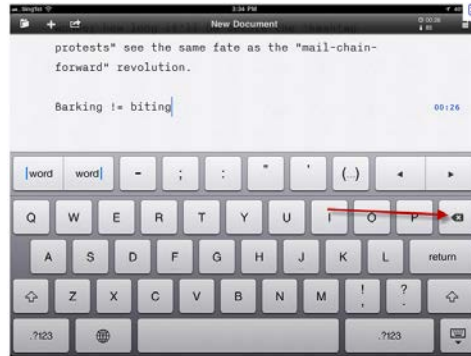


- b. Tap the backspace button to erase characters to the left:

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details



- When you are done, just press your Home button (the physical one) to return to your Home Screen.

Setting up Email

If this wasn't already done for you, here's how you set up your email: Tap the Settings icon, then the Mail, Contacts, Calendars entry on the Settings screen. Then tap the Add Account entry:



Tap to choose your email service type, and then fill in the details for your email account:

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details



Choose one:

then fill in details:



Exact settings vary by type of email account, and whether you use more advanced services. For example, if you have a Gmail account, use the “Gmail” service type to synchronize your email and your addressbook. If you want to synchronize your Google calendar, you’ll need to use the Microsoft Exchange service type.

Return to the Home Screen

Anytime you want to get back to the home screen, just *press* the Home button. It is the only physical button on the face of the iPad, so is easy to use. That’s your casual, “get out of trouble” button:



Getting out of Trouble (deeper than casual)

If you get into trouble or the iPad is locked up, you may need to *press* and hold the power button (for a few seconds, then let go). This is located along the outer edge. *Press* and hold it and the iPad will start to shut down. You'll then need to slide the icon to the right to shut down the iPad:

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details



Sometimes even this isn't enough, and you'll need to 'reset' your iPad. To do this, *press* and hold both the power and the Home buttons at the same time for about 10 seconds – usually this is all you need to get your iPad back up and working for you. Don't worry, this does NOT erase anything, it just restarts your iPad with the memory cleared.



When the iPad is powered down, you can *press* and hold the same power button or the Home button (for a few seconds then let go) to turn it back on. In a few seconds it will show you your Home screen.

Getting Help

If you get stuck and can't figure out how to do something, you have at least 3 choices:

1. Talk to someone else who you know and who you think can help you figure out the problem and solution,
2. Consult the internet – open Safari, and in the search box (top-right of the screen) type in your question and look at some possible answers
3. Contact a professional for help, such as www.positek.net. We're at (855) 767-4835 during normal business hours, or support@positek.net.

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual
All that most people need to know, but with almost none of the confusing details

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

Other Apps (Applications, or programs you run on your iPad to do various things)

- Surf the internet by viewing web pages on the iPad's web browser, Safari:



- Work with your Address book or Calendar:



Address Book (aka "Contacts"):



Calendar App:

- Find and get (or purchase) new Apps to do other things using the App Store:



There are more than a half million apps on the App Store, many are free, and most cost only a couple of bucks. Apple is pretty stringent about what they let into the app store, so don't worry, whatever you find there won't mess up your iPad.

Please note that any Apps you get have their own control schemes and operating tips. Apps include readers that let you read books and magazines, News Apps that display news from one or several sources, Games that let you play games, etc. You will need to enter in your Apple ID password to purchase and then download/install the app. And many apps these days have additional 'in-app' purchases. A magazine app may be free, but you have to pay for each issue (or subscribe for a fee); basic capabilities may be free, but anything more costs extra.

Something New – iCloud:

Practical Help Instruction:

iPad Operating Tips, Version 1.7 – The Missing Manual

All that most people need to know, but with almost none of the confusing details

Apple's offering something new these days, iCloud. It lets you sync your iPad with a storage area out on the internet. This helps protect you, so that in case you lose your iPad, or it gets broken, all the stuff you've amassed on it is still available. Plus, there's an app called "Find my iPhone" that also works with iPads and Macs – it lets you log into your account (at <http://www.icloud.com>) with your Apple ID and password. This lets you do at least two things:

1. You can access most (not all) of the stuff you've saved on your iPad from any computer
2. You can either 1) lock your iPad with a passcode, 2) play a tune (helpful for finding it when it's lost around the house), or even 3) wipe it (if it's been stolen) to keep your sensitive stuff from being stolen along with the device.

Be aware that iCloud doesn't store everything and there are limits to what you can do with it. Check www.apple.com/icloud for the details.

Finally...



Remember, to get out of trouble, just press your Home button: