

(Approx. 652 words)

Basic iPad Skills

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November 2017 issue, Sarasota Monitor

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The iPad by Apple is becoming more and more popular. It is really a full computer that is easily portable and so helpful for many every-day tasks, communication, entertainment, etc. Having taught many iPad classes, here is a list of the BASIC skills every iPad user should know. If you would like more information on any of these, please ask Google! By the way, these tips are helpful for the iPhone as well:

1. You should know and have written down your Apple ID Account and password (so you can purchase and download apps, even free ones). Also, if you use a “passcode” to access your device, write that down too!
2. Verify that your iPad is on Wi-Fi or not. Touch Settings and see that Wi-Fi should display the network name or ID if you are connected or “not connected” if you are not.
3. Check for any software (apps) updates. See if there are any numbers on your “App Store” icon. If so, touch icon and download the updates.
4. Organize your apps icons on your screens. Touch and HOLD on any icon until they all vibrate. Now you can DRAG any icon to any place on any screen. Drag icon to left or right edge of screen to place on another screen. (Note the small white and gray dots toward the bottom of your screen shows the number of screens you have.) Let up finger to place icon. Hit HOME button to exit the “vibrating” mode and get back to normal.
5. Getting a new app: Open the “App Store” icon and enter a search word or two in the “Search” bar at the top of the screen. Try it! (golf game, maps, movies, puzzles, news, etc. are all samples of search words, try your words).
6. Before downloading or trying a new app: In the App Store, touch any app to learn more about it.
7. To DELETE an app you no longer want, touch and HOLD the app icon until it vibrates. Touch the small “X” that appears in the upper left of the icon and your app will be deleted from your device. If there is no “X” you cannot delete the app. Sorry, you do not get your money back if you purchased the app.
8. Close previously used apps from memory. Double-click the home button and your previously opened app pages will appear on the left side. Drag UP each app to remove it from memory.

9. Turn your iPad completely off periodically by HOLDING down the off/on button until “Slide to power off” appears. Then do it. HOLD the off/on button down until a white apple appears to turn on your iPad after a power-down.

10. Know some basic symbols such as for Wi-Fi, Bluetooth, battery, airplane mode, and the “busy” rotating symbols.

11. Backup your important apps on iCloud. In Settings, touch your name/account, then touch “iCloud” (it has your account name under it), in the list that appears, turn “ON” the iCloud for each app, such as Contacts, Calendars, Notes, etc. These will be backed up for you on iCloud.

12. Adjust brightness. In Settings, touch “Display and Brightness”. I like using “AutoBrightness” so I have that turned on.

Learn something NEW about your iPad often. Talk to friends, take a class, and, most important, use the Safari app that comes with your iPad or ASK GOOGLE (you can download the Google app for free).

Here are some sample questions to ask: How do I stop my iPad screen from rotating? How do I change the text size on my iPad? What is Bluetooth on my iPad? How do I use Google Earth on my iPad? I hope this will help you enjoy your iPad even more! Good luck!