

iPad Quick Reference Guide


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



Care of your iPad

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|---|---|
| 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 |

Basic Tasks

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| 1. Diagram of Controls & Features | (see back of handout) |
| 2. Turn iPad on | Press and hold the Sleep/Wake button until the Apple logo appears. |
| 3. 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: | Touch and hold an app icon until they all start to jiggle , then drag the app icon over another icon and release. |
| To Re-name a Folder: | 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: <ul style="list-style-type: none"> • 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 . |
| Local based classrooms do not have wireless. | --you cannot print from the iPad or have access to documents
--Camera: if you take pictures, they would remain only on the iPad |

iPad 2 – Diagram of Controls and Features

