iPad Users Manual Setting Up Your Device

SETTINGS / GENERAL

- **Manage and customize features**
  - **ABOUT**
  - **SOFTWARE UPDATE**
  - **AIRDROP**
  - **DATE & TIME**
  - **KEYBOARD**

ABOUT

- **Manage storage**
  - **Track use**
  - **Create more space**
- **Locate Serial Number**
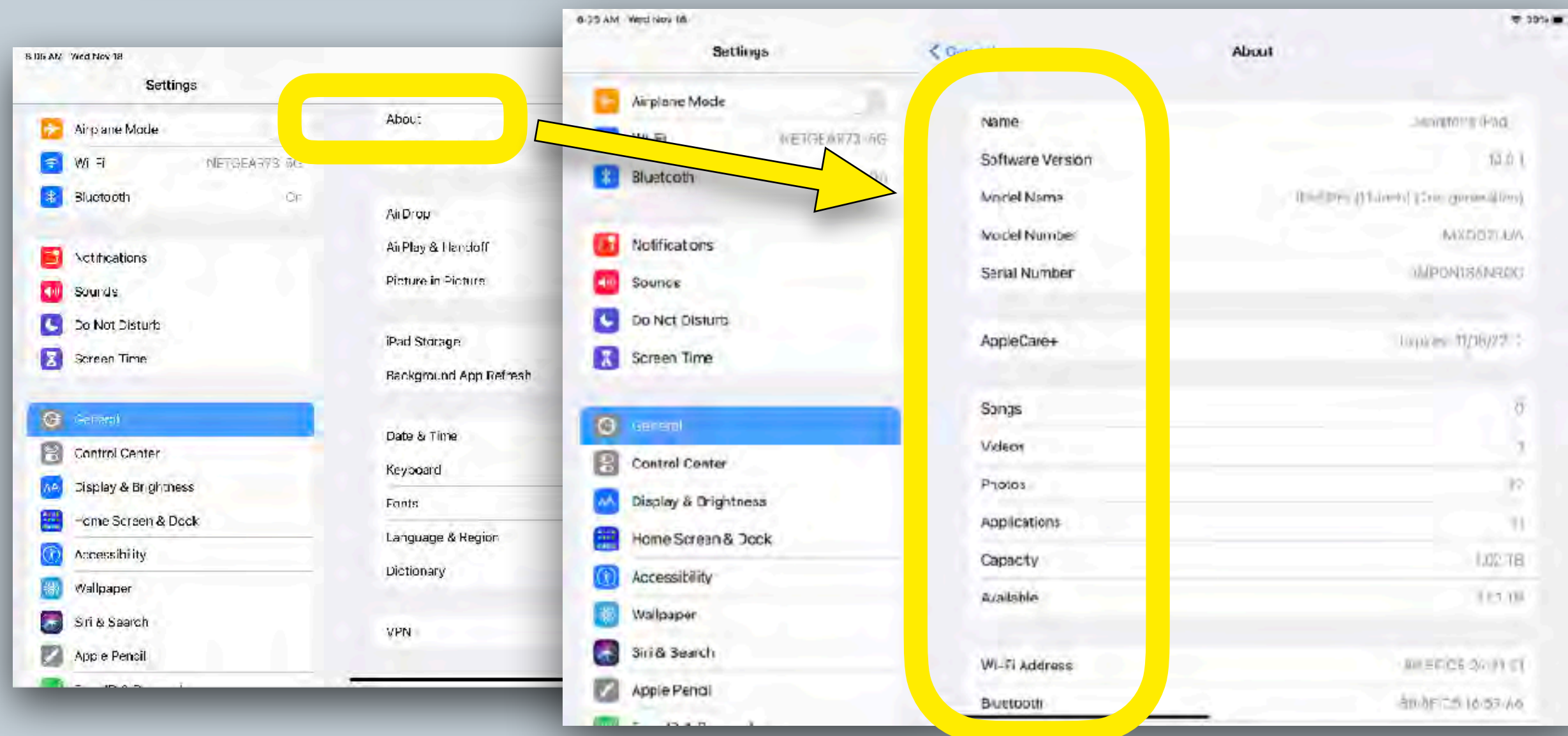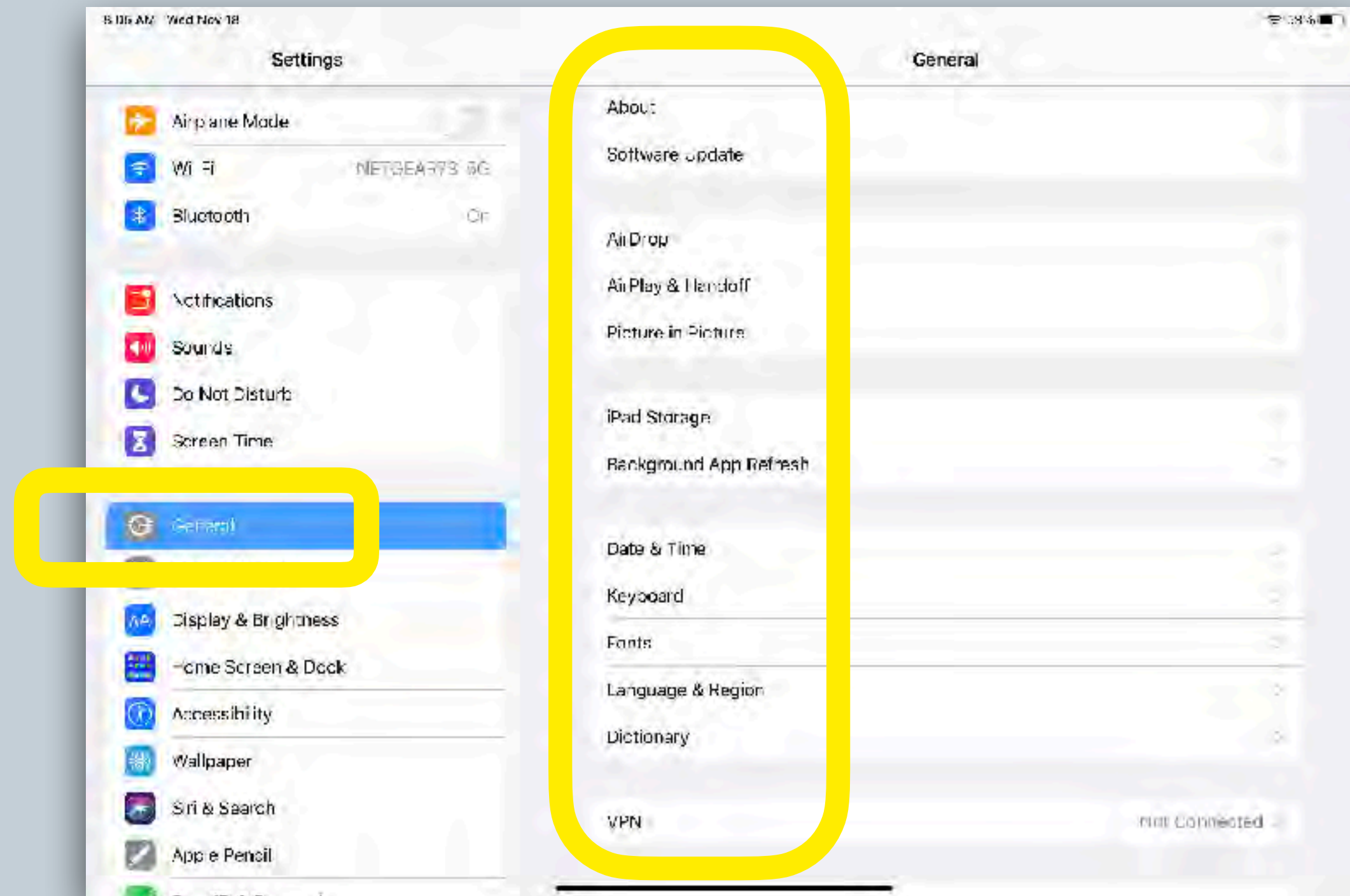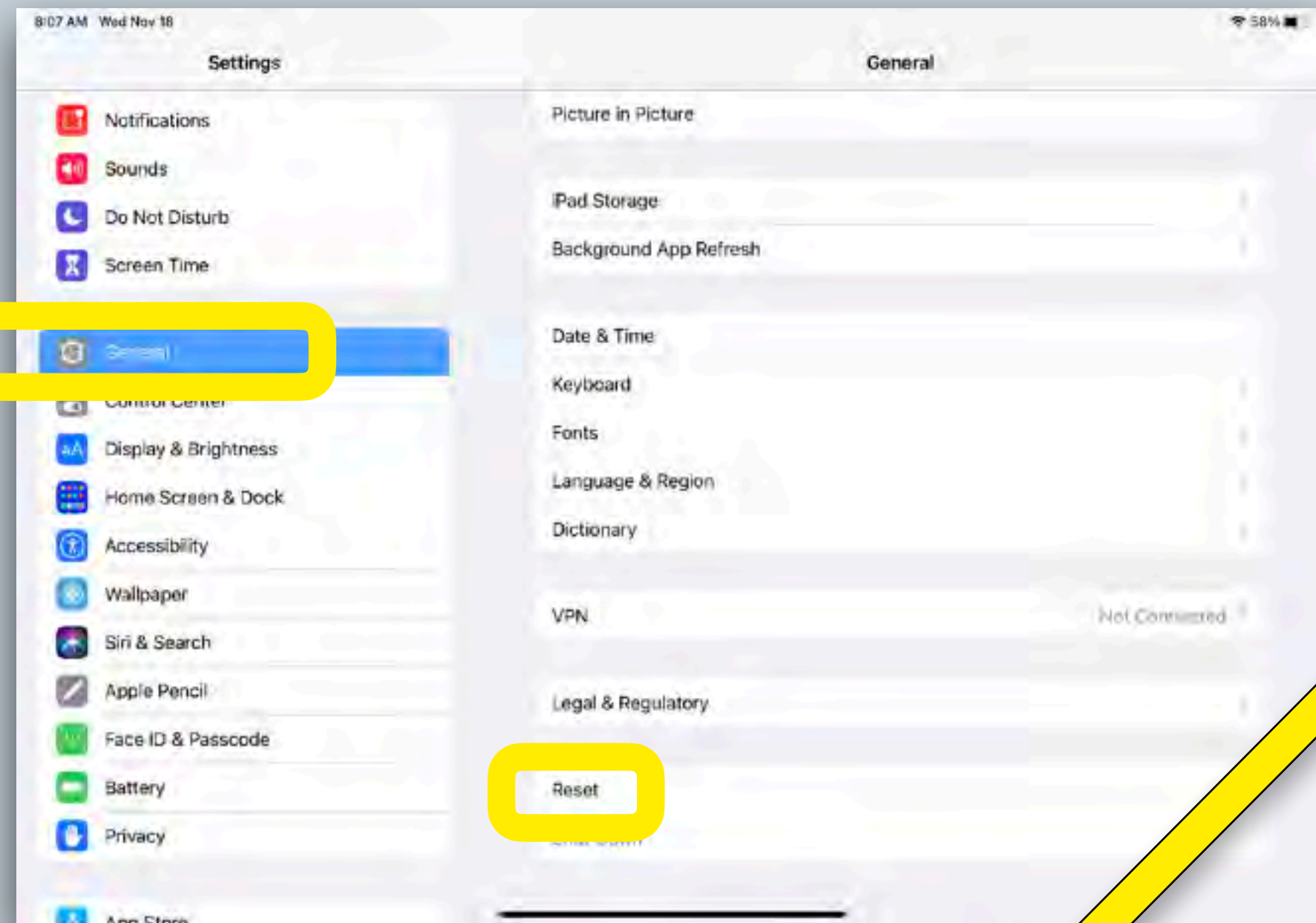
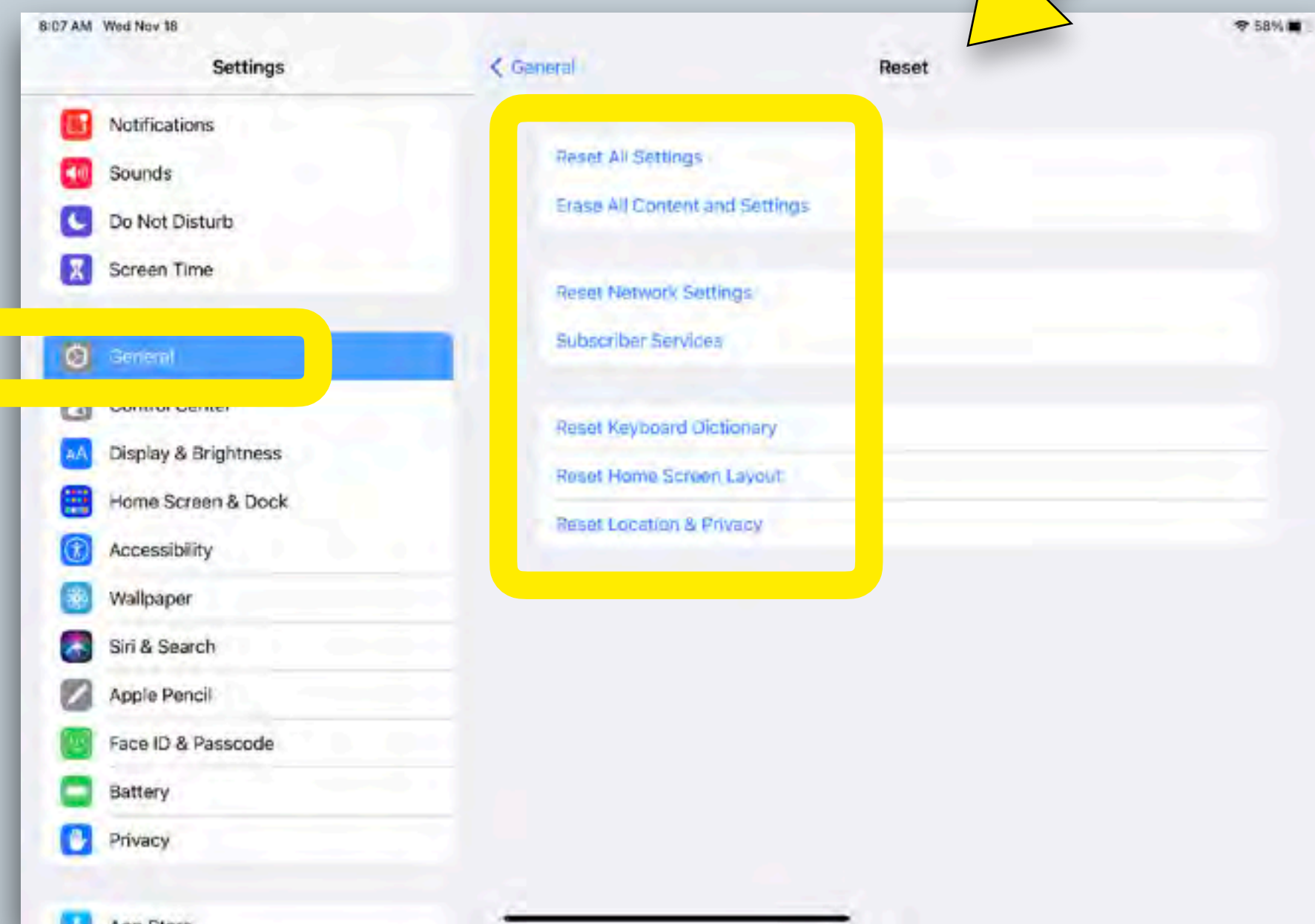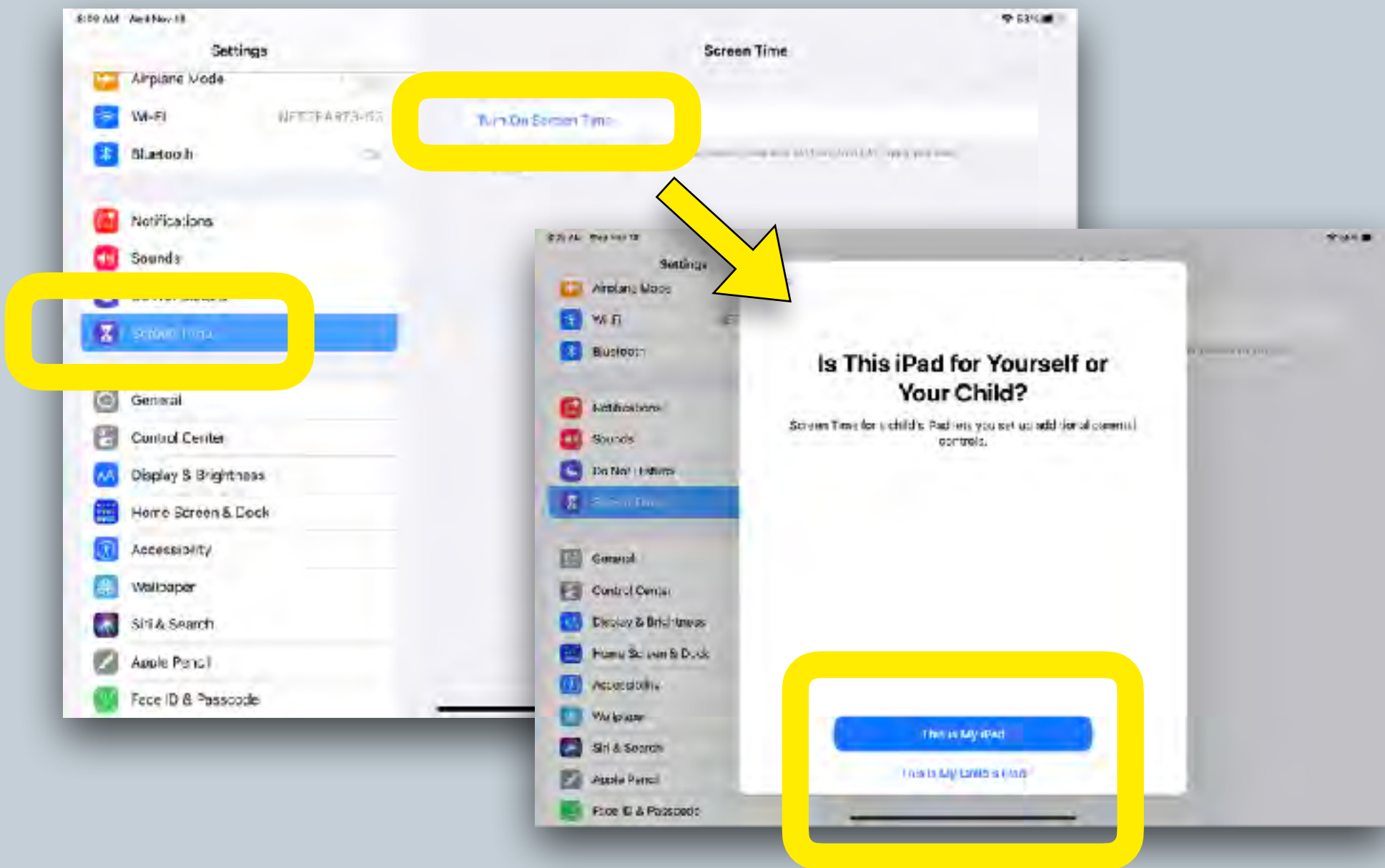# RESET

Used only if you are starting over with a device, reassigning it or wiping it clean of content

- **Two options**
  - **All Settings**
  - **All Content and Settings- this will delete all files and photos on the device, to set up for a new person**
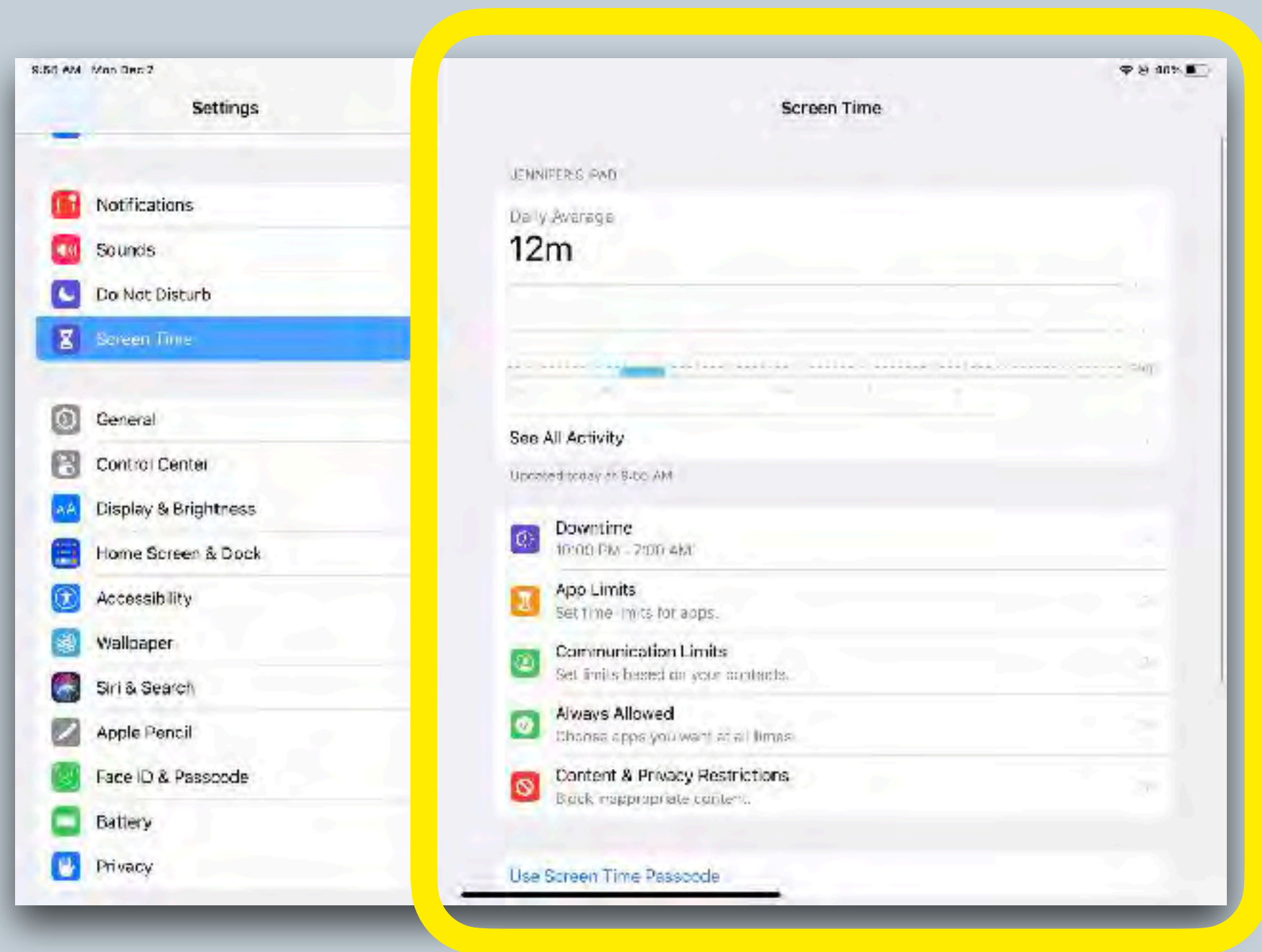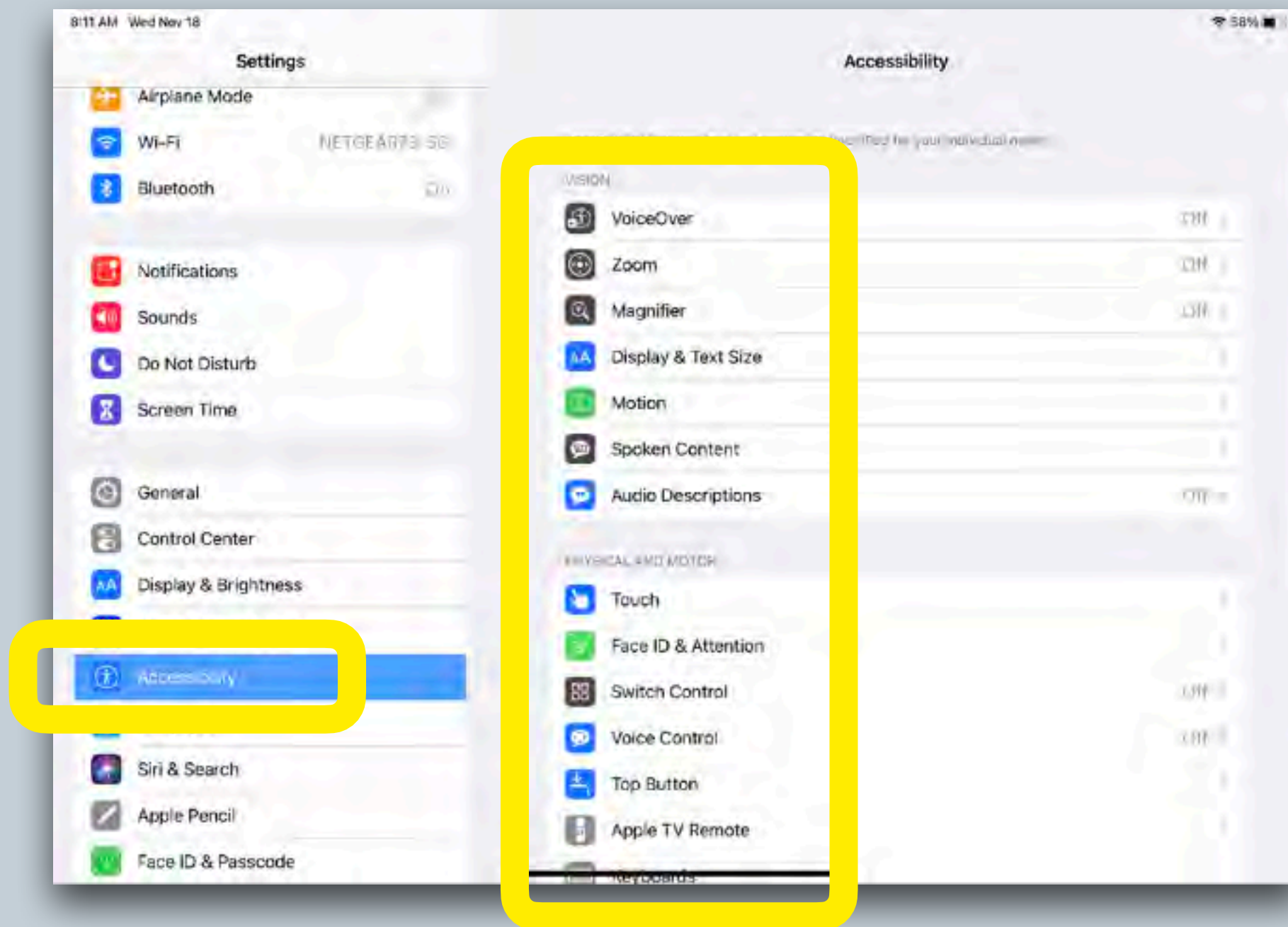
❋ Deleting is permanent

SCREEN TIME

Turn on Screen Time and set up iPad up for yourself, or a child/student

Use Screen Time to view Daily Average and to set limits and restrictions:

- Downtime
- App Limits
- Communication Limits
- Always Allowed
- Content and Privacy Restrictions

ACCESSIBILITY

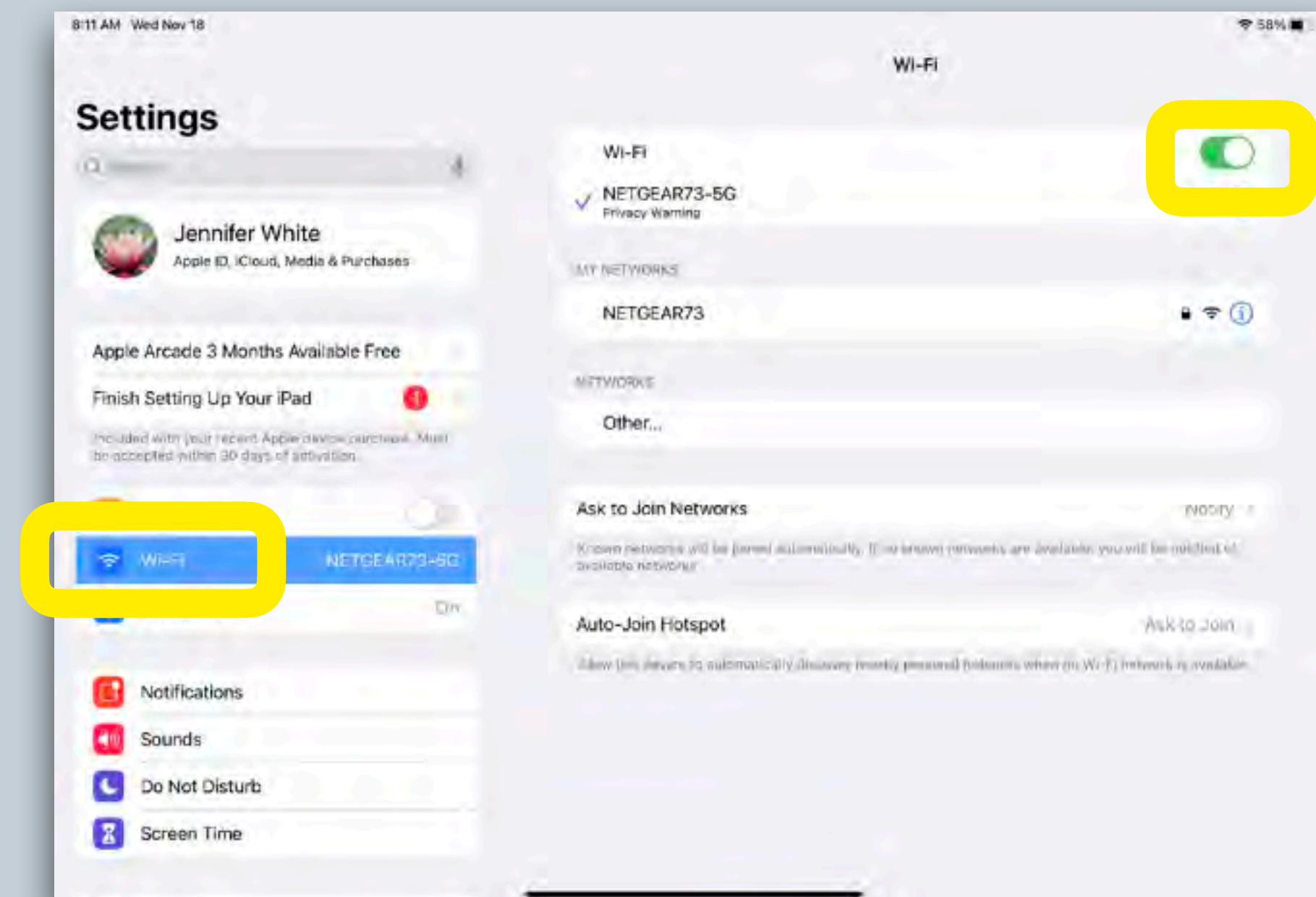**Set accommodation needs:**
- **Vision**
- **Physical & Motor**
- **Hearing**
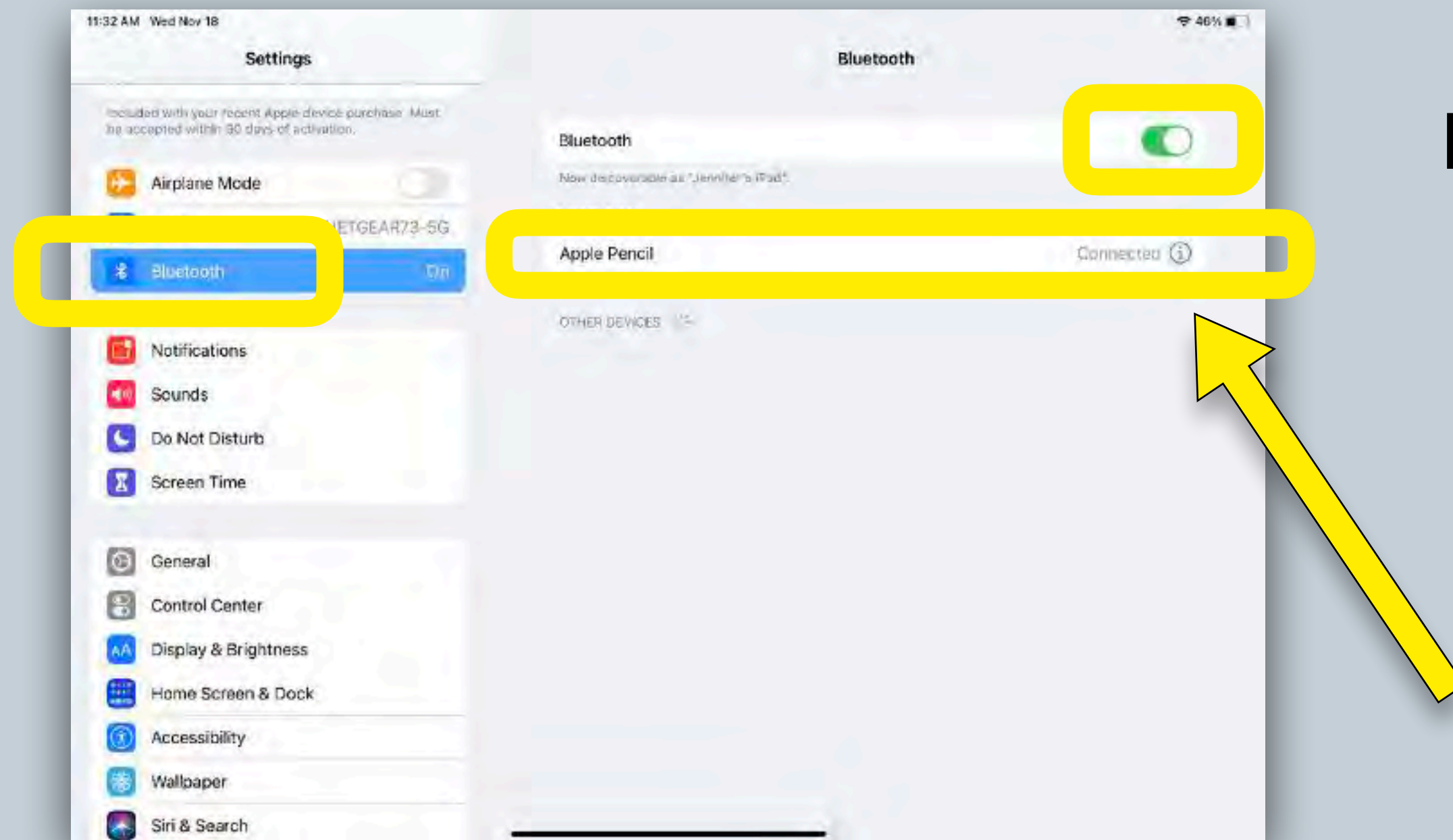- **General**

For more information, visit:

https://www.apple.com/accessibility/

WiFi
- **Turn on**
- **Choose network**
- **Add password and join**

* Networks that don't require passwords are NOT SECURE
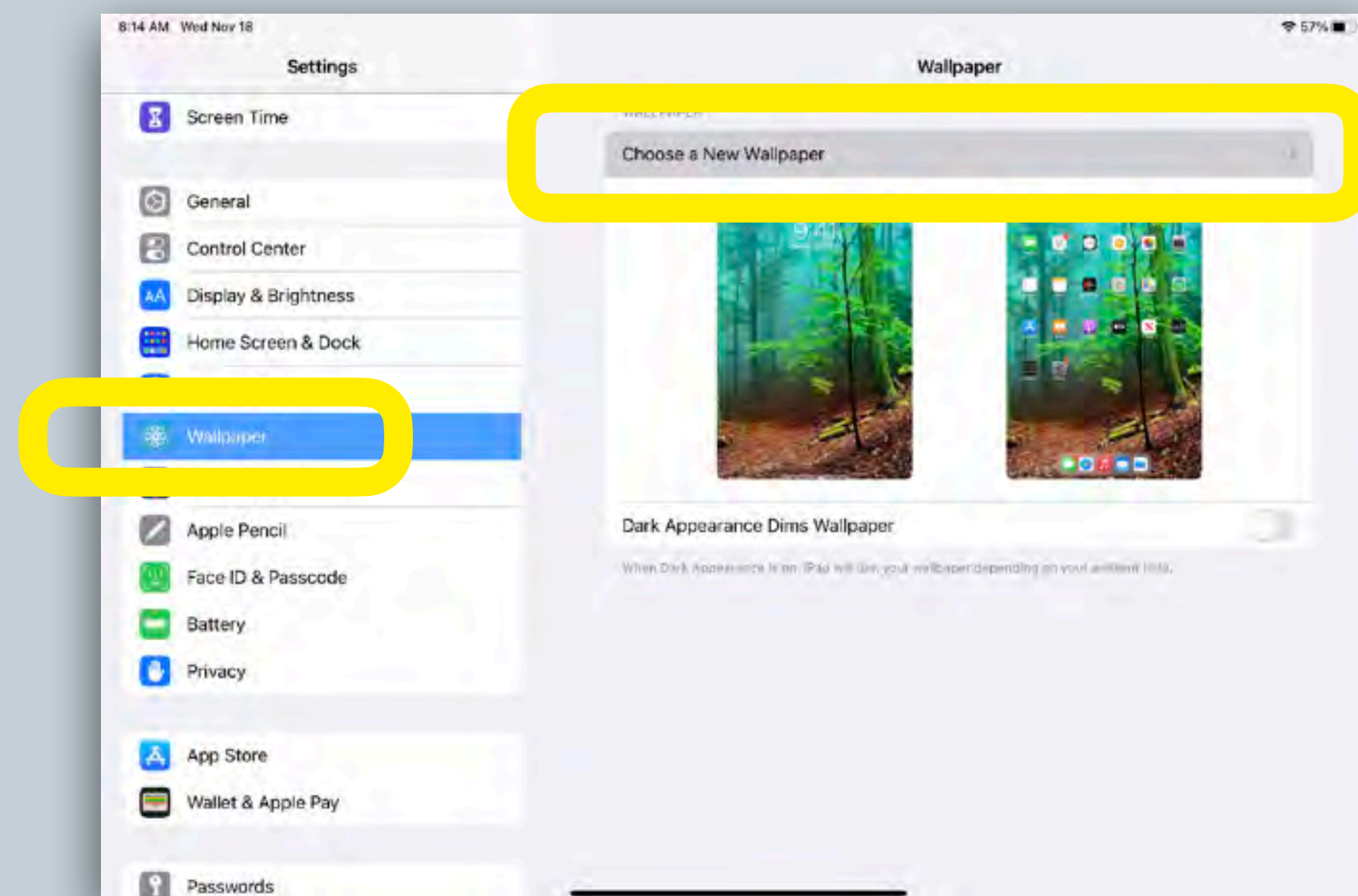
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BLUETOOTH

Use Bluetooth to connect to:
- **Apple Pencil**
- **External keyboard**
- **Printer**

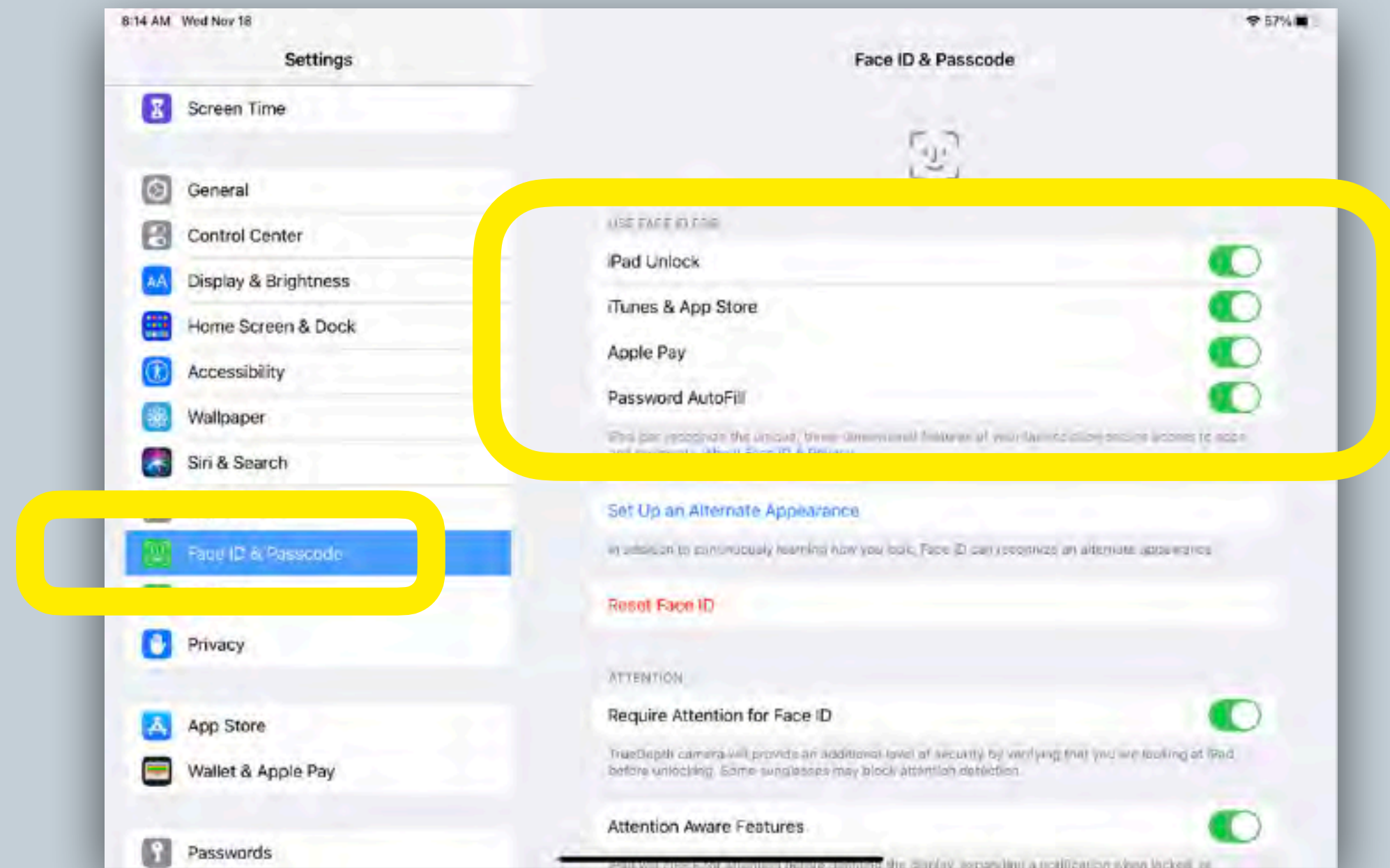**Turn on, find item listed, and select**

WALLPAPER

Set your screen background, choose from two options:
- **Stock Photos**
- **Your Photos**

* <u>Dynamic backgrounds drain battery</u>

PASSCODES

Passcodes protect your privacy. A good passcode is:
- **Unpredictable**
- **Something you can remember**
- **Contains numbers, letters, and symbols**
  - **Ex: MyHSBBteam79!**

Face ID

- **Scans your face in place of a passcode**
- **Unlocks device**
- **Used to make purchases**
- **Auto fills saved passwords**

7

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PRIVACY SETTINGS

Location Services- device automatically tracks your location unless you reset options. We recommend turning off Location Settings except for Weather, Siri and Maps because they require location to work.

At the very least, customize when apps are able to access location:
- **Never**
- **Ask**
- **While Using the App (recommended)**

**Scroll to the bottom to view and set Advertising information**

8
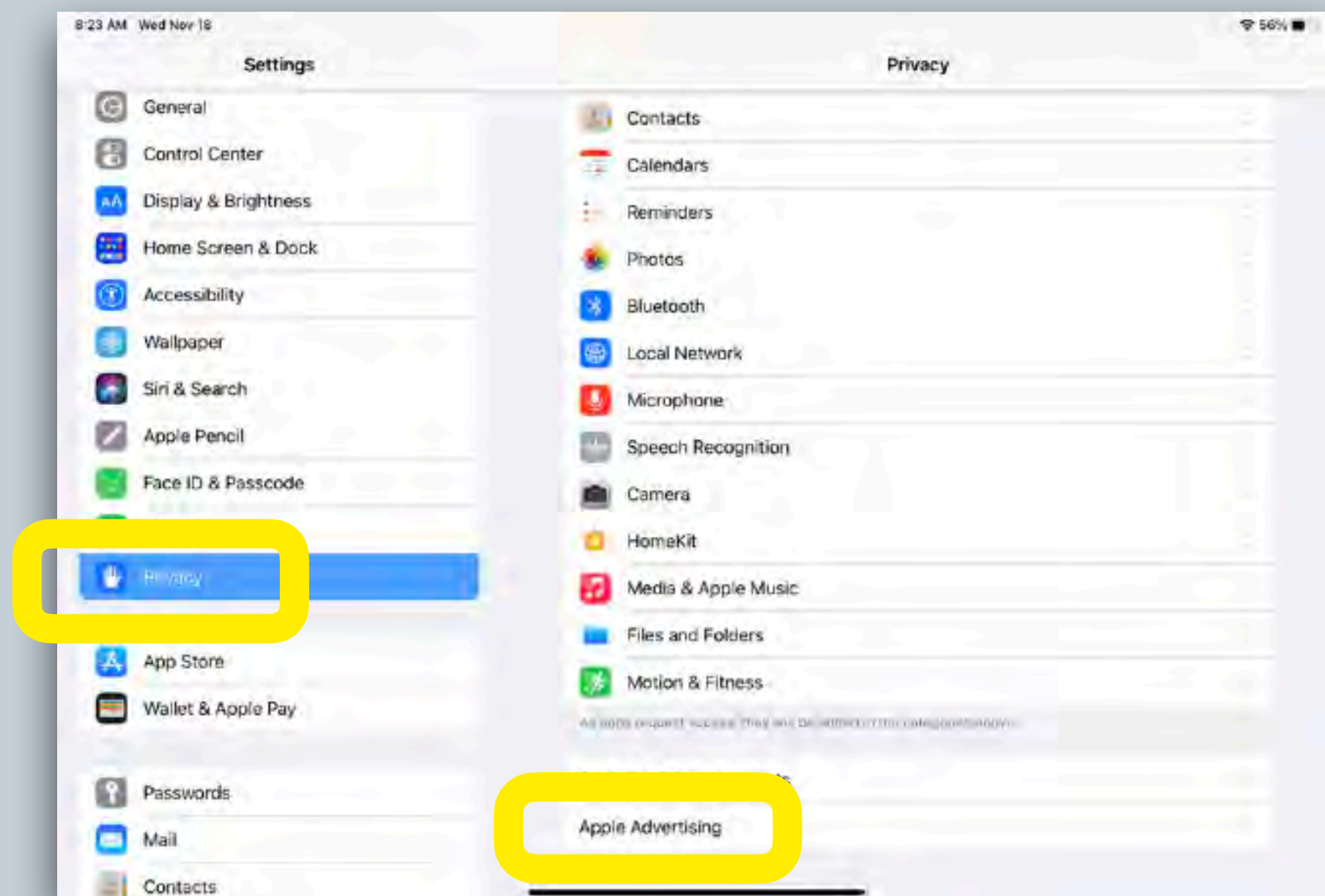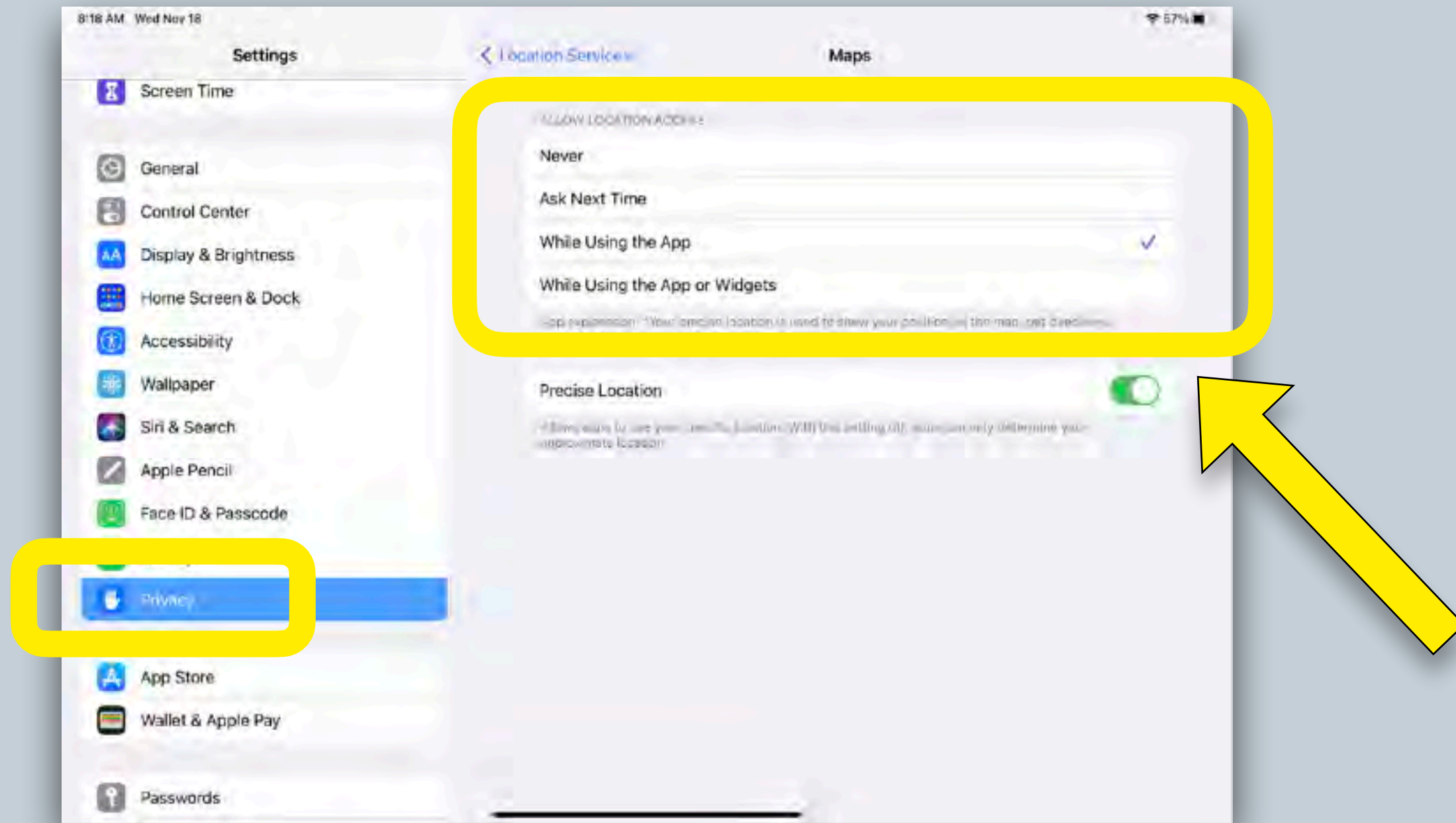
APPLE ID

Your Apple ID is the account used to access Apple services like:
  - **App Store**
  - **Apple Music**
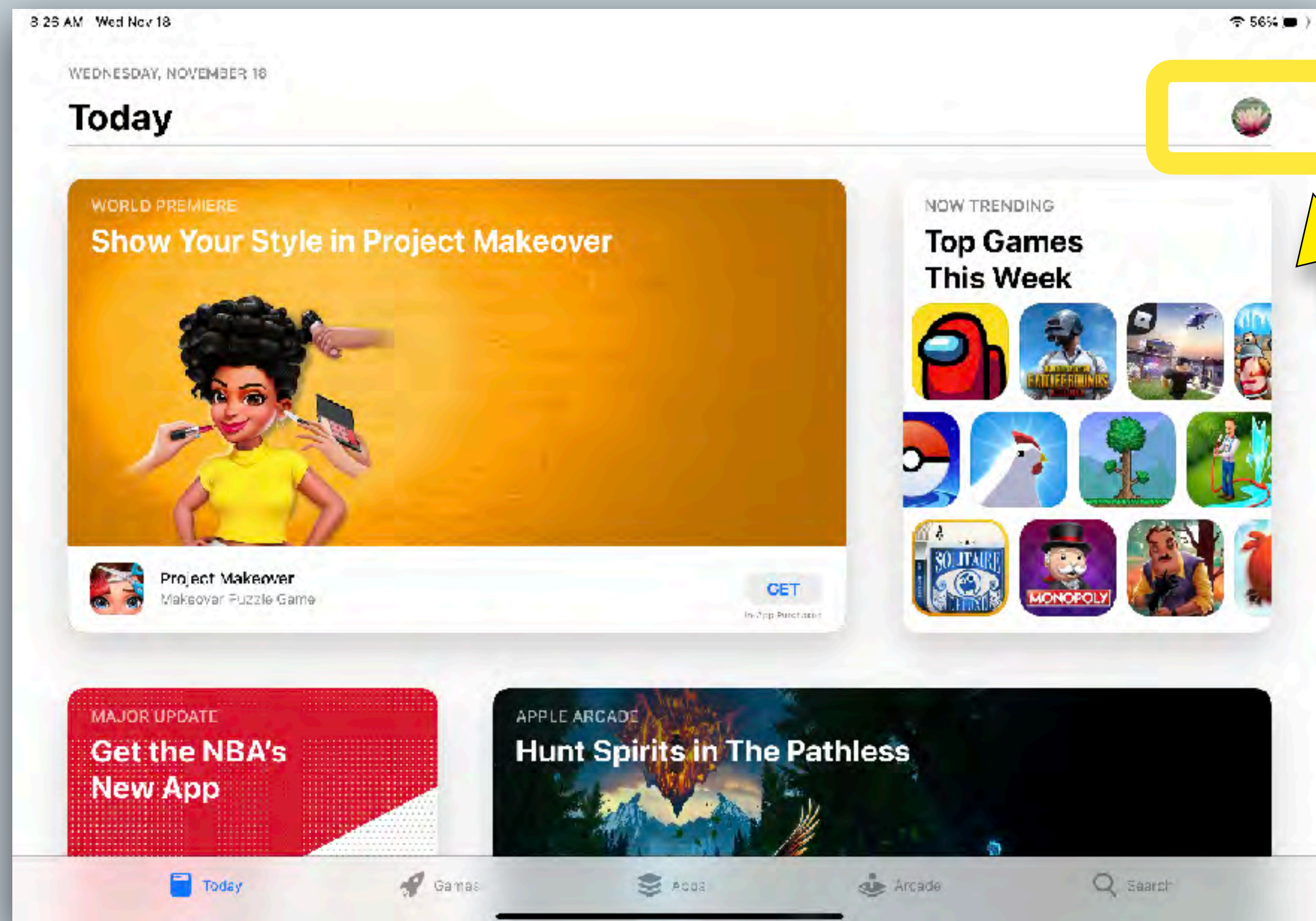 - **FaceTime**
  - **iCloud**

Sign in under an established Apple ID to:
  - **Access content from other devices using your Apple ID**
  - **Transfer contact, payment, and security information**
  - **Manage/link multiple devices at once: MacBook, iPad, iPhone**

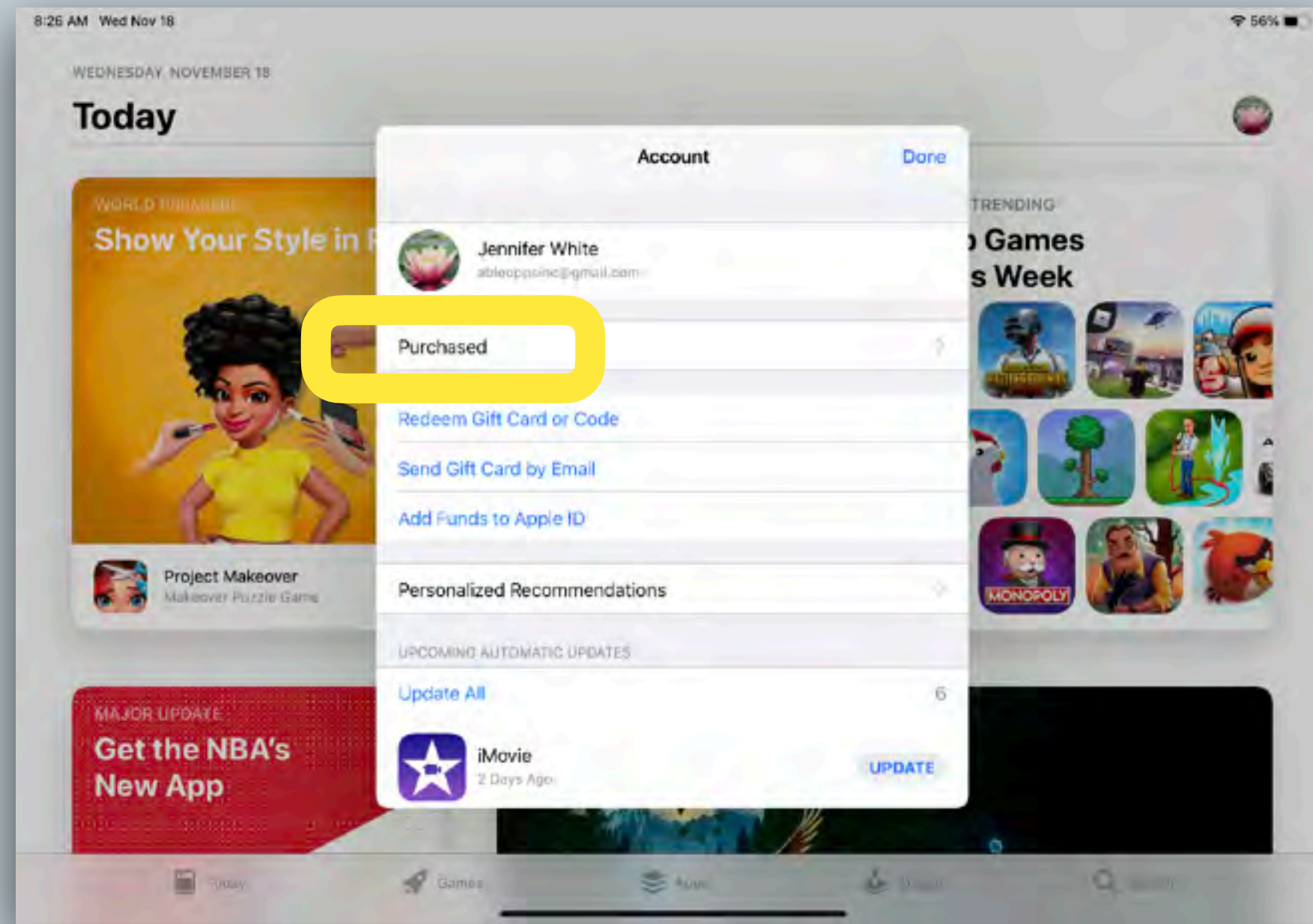*** <u>Use your Apple ID on up to 10 devices</u>**

9
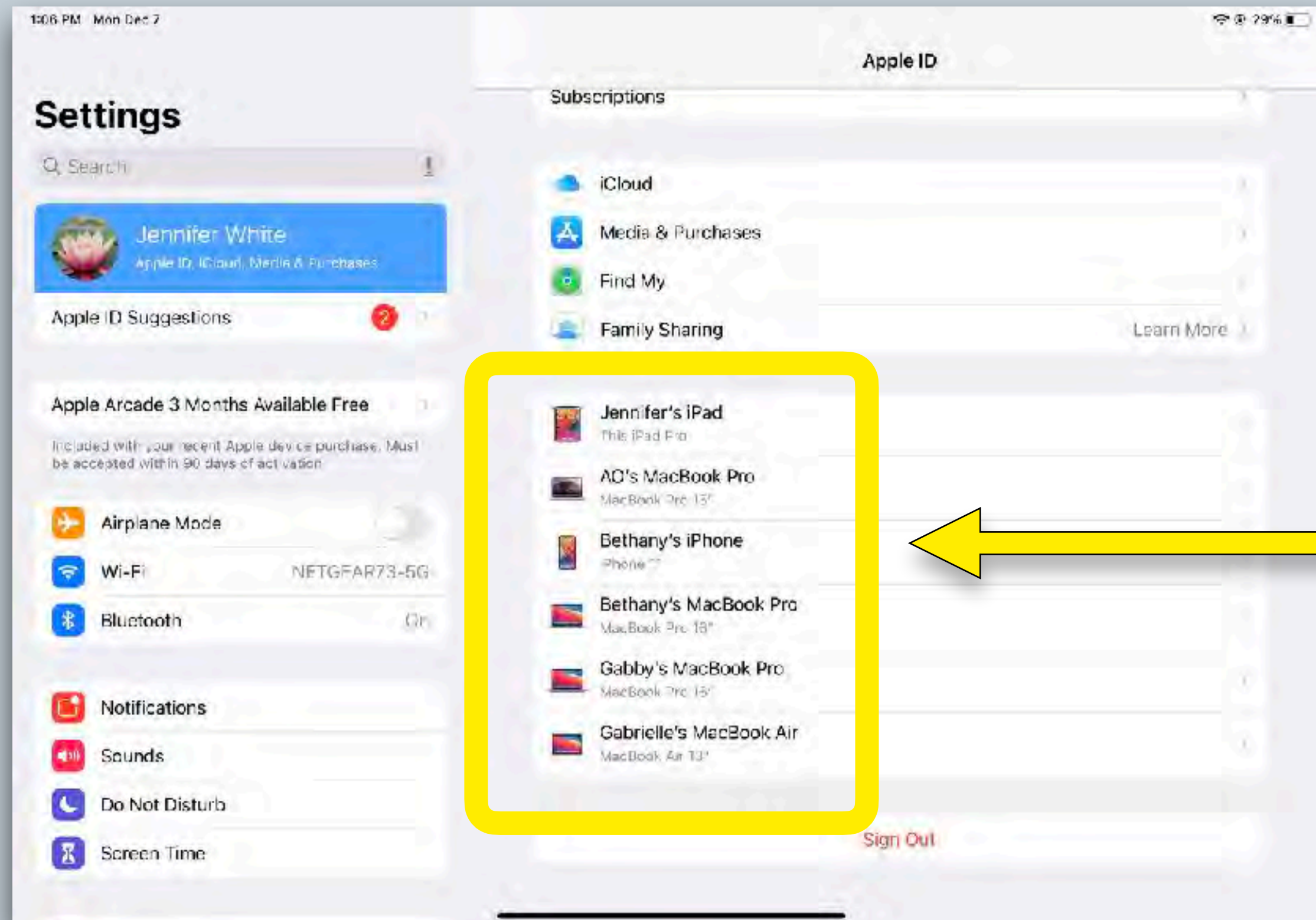
APP STORE

Your Apple ID is used in the App Store to:
- **Make purchases**
- **Share purchases across devices that are using your Apple ID**

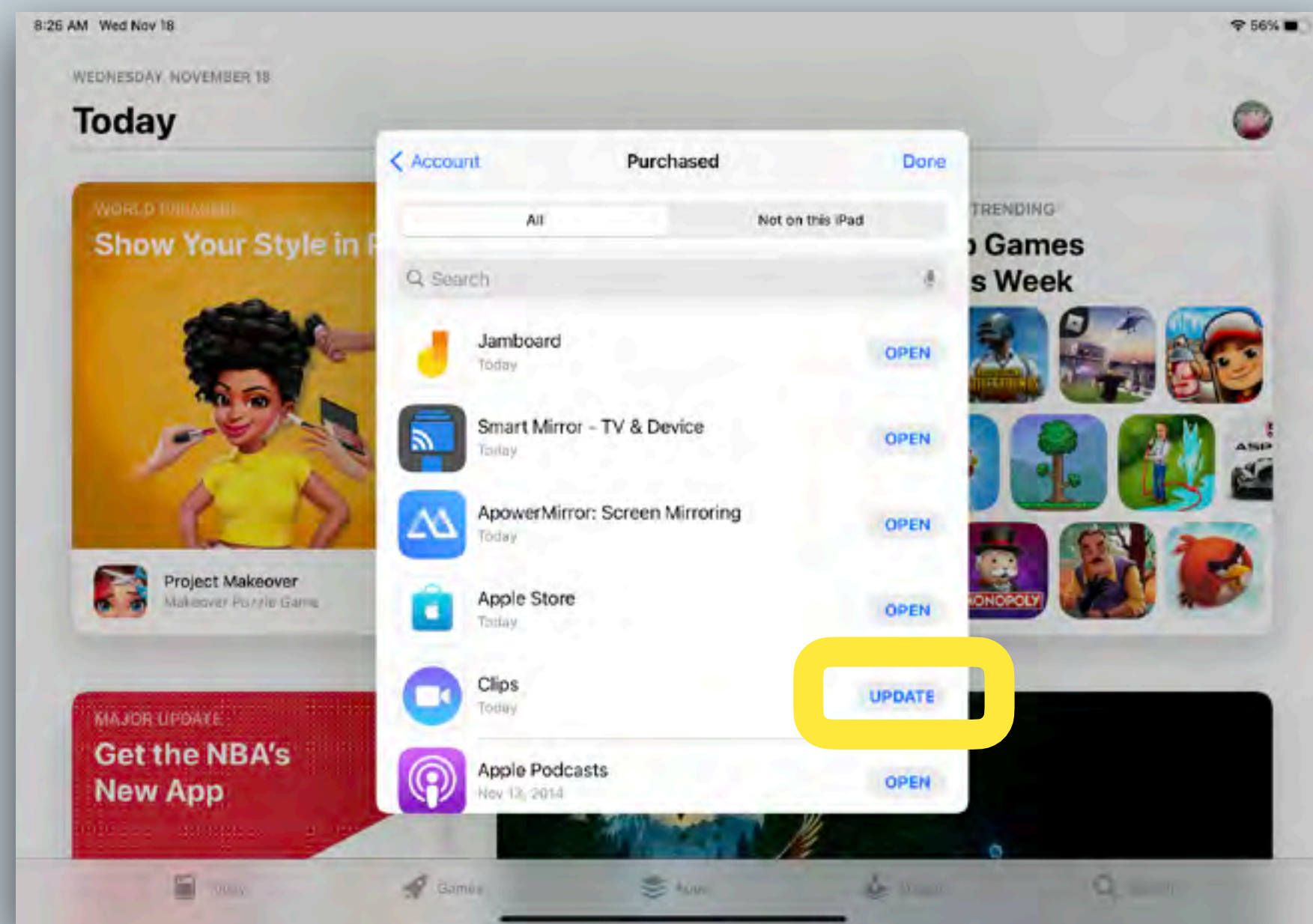**Once an app is purchased / downloaded, you own it forever**

To find and download previously purchased apps, select your Apple ID icon
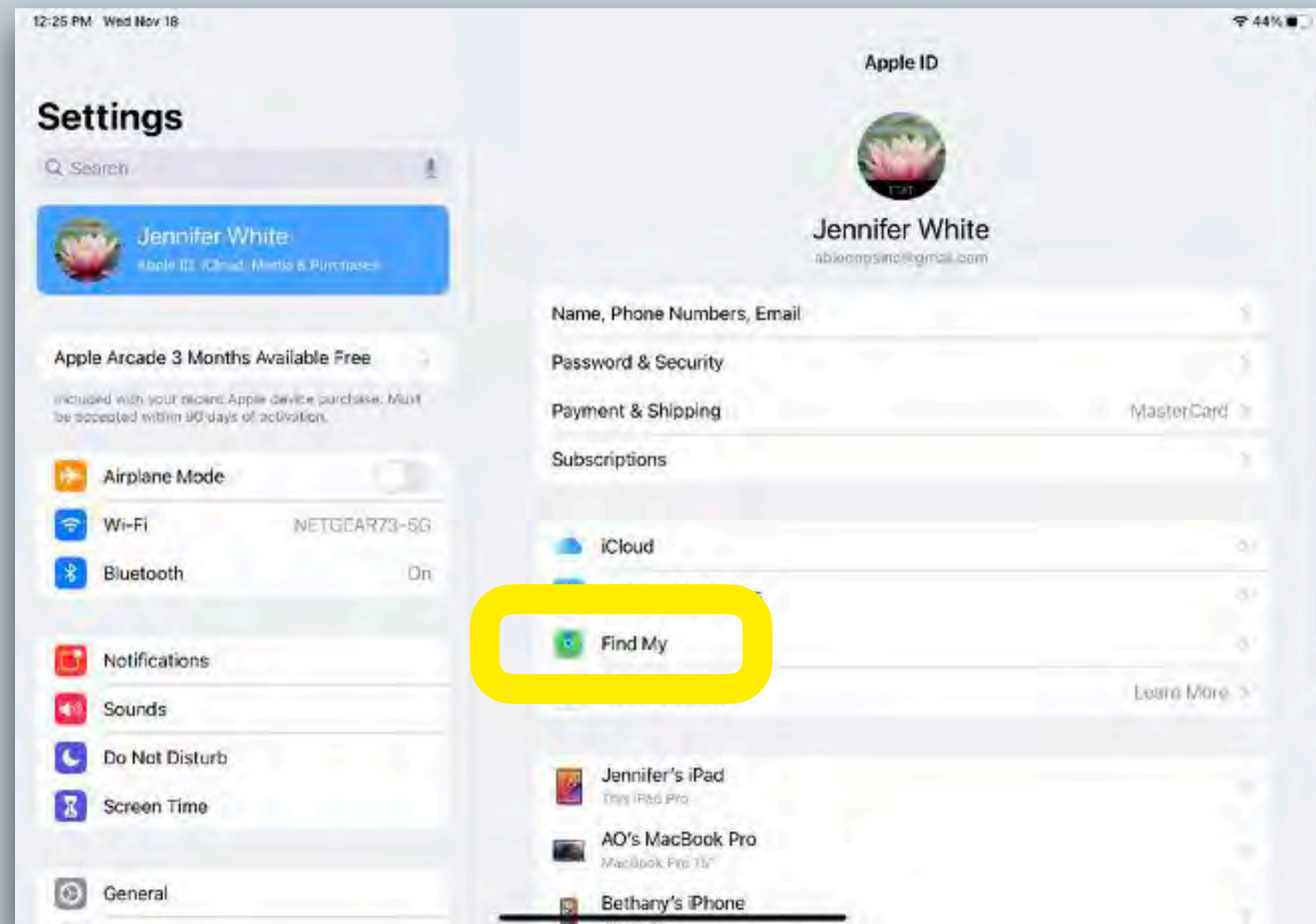
PURCHASED APPS

- **To view apps using your Apple ID, select "Purchased"**
- **To update your apps manually, press "UPDATE"**

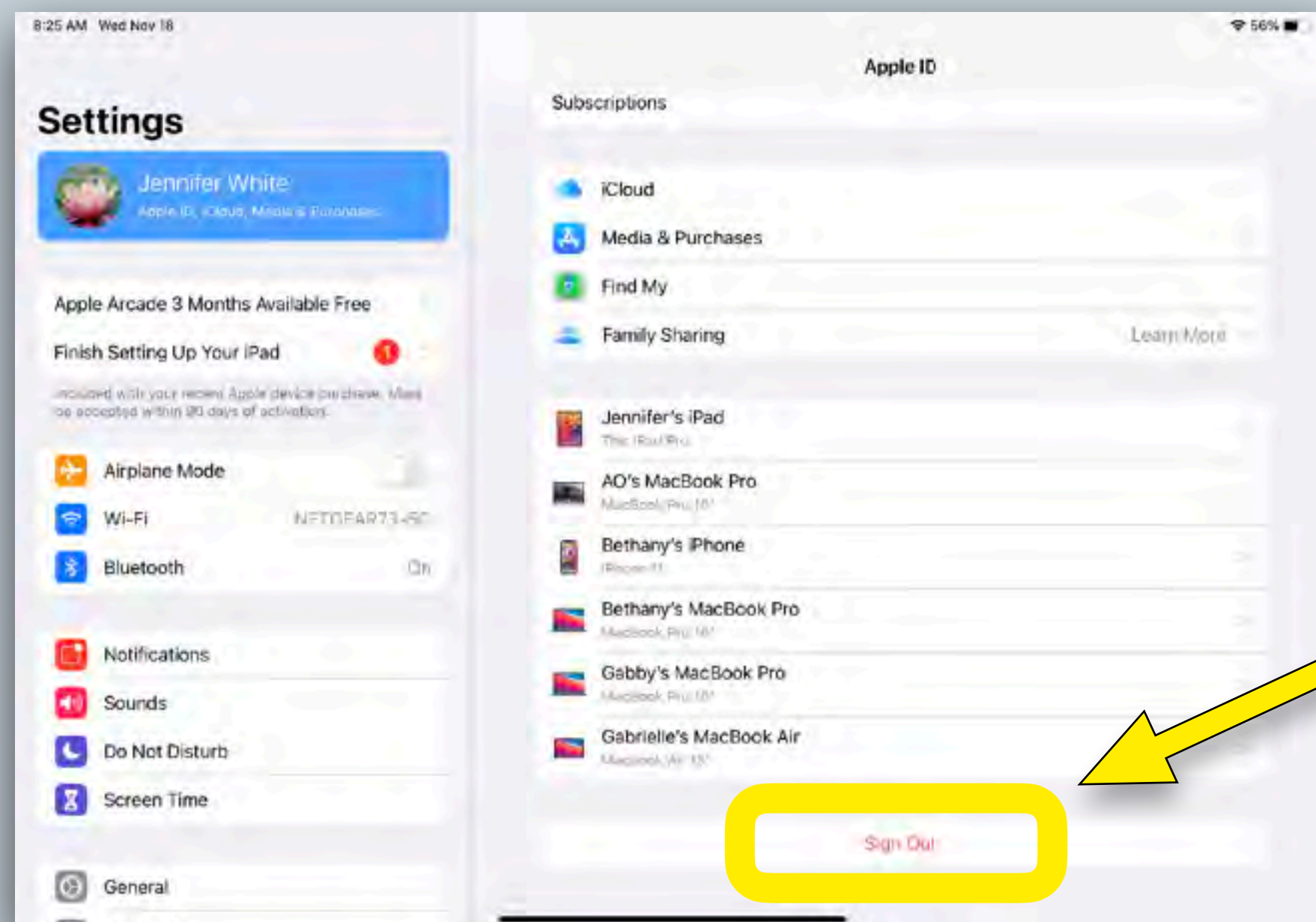* **It is important to keep your apps updated to ensure they run smoothly**

MORE UNDER APPLE ID

FIND MY
- **Turn on "Find My iPad" to locate a lost device**
- **Use "Share My Location" to send your location in Messages**

SIGN OUT

To change your Apple ID or sign out:
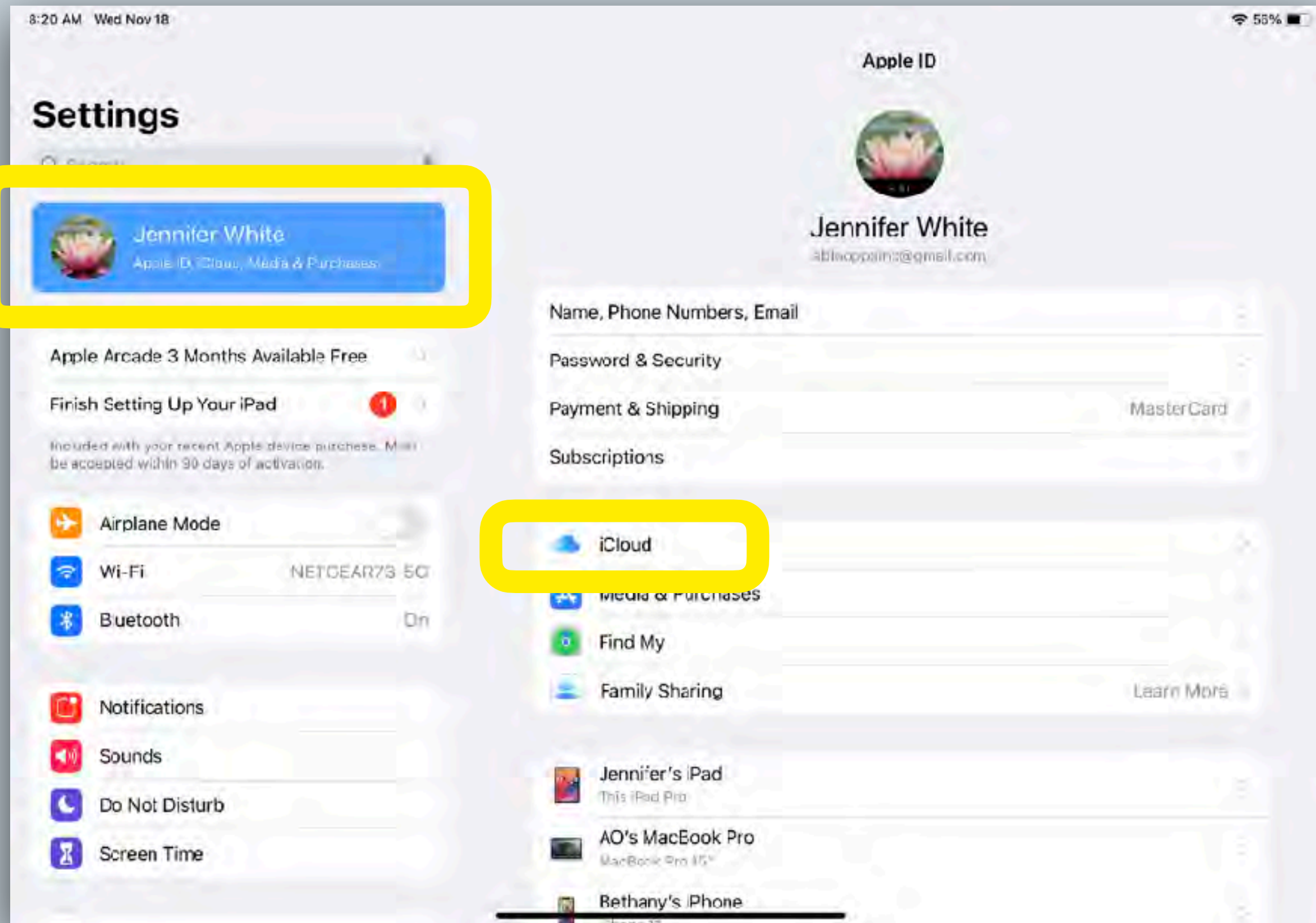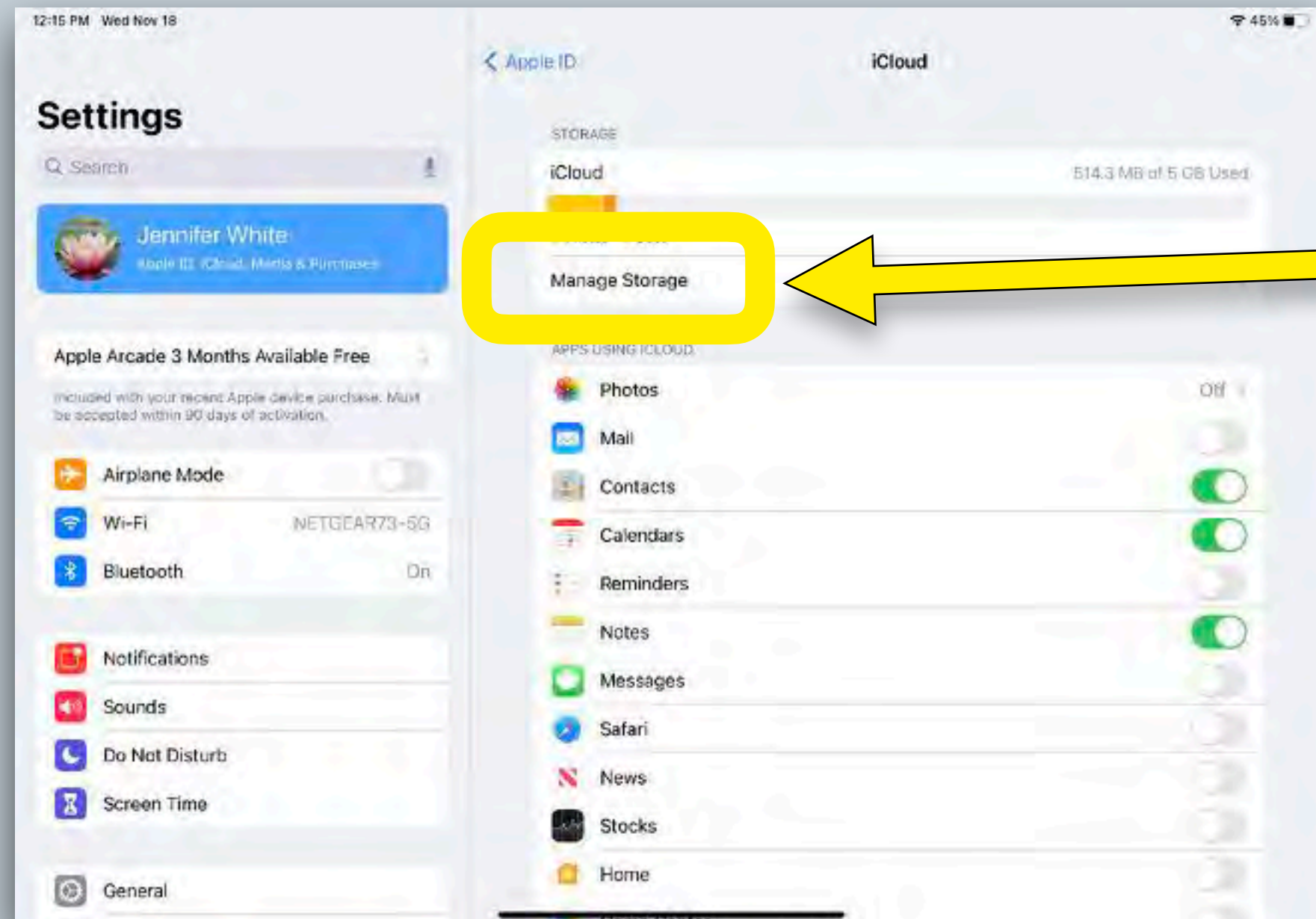- **Select "Sign Out"**
- **Enter Apple ID password**

iCLOUD

iCloud is Apple's online free storage space that includes and stores:
- **Automatic 5GB of free storage**
- **App content:**
  - **Photos and videos**
  - **iCloud Drive docs**
  - **Email**
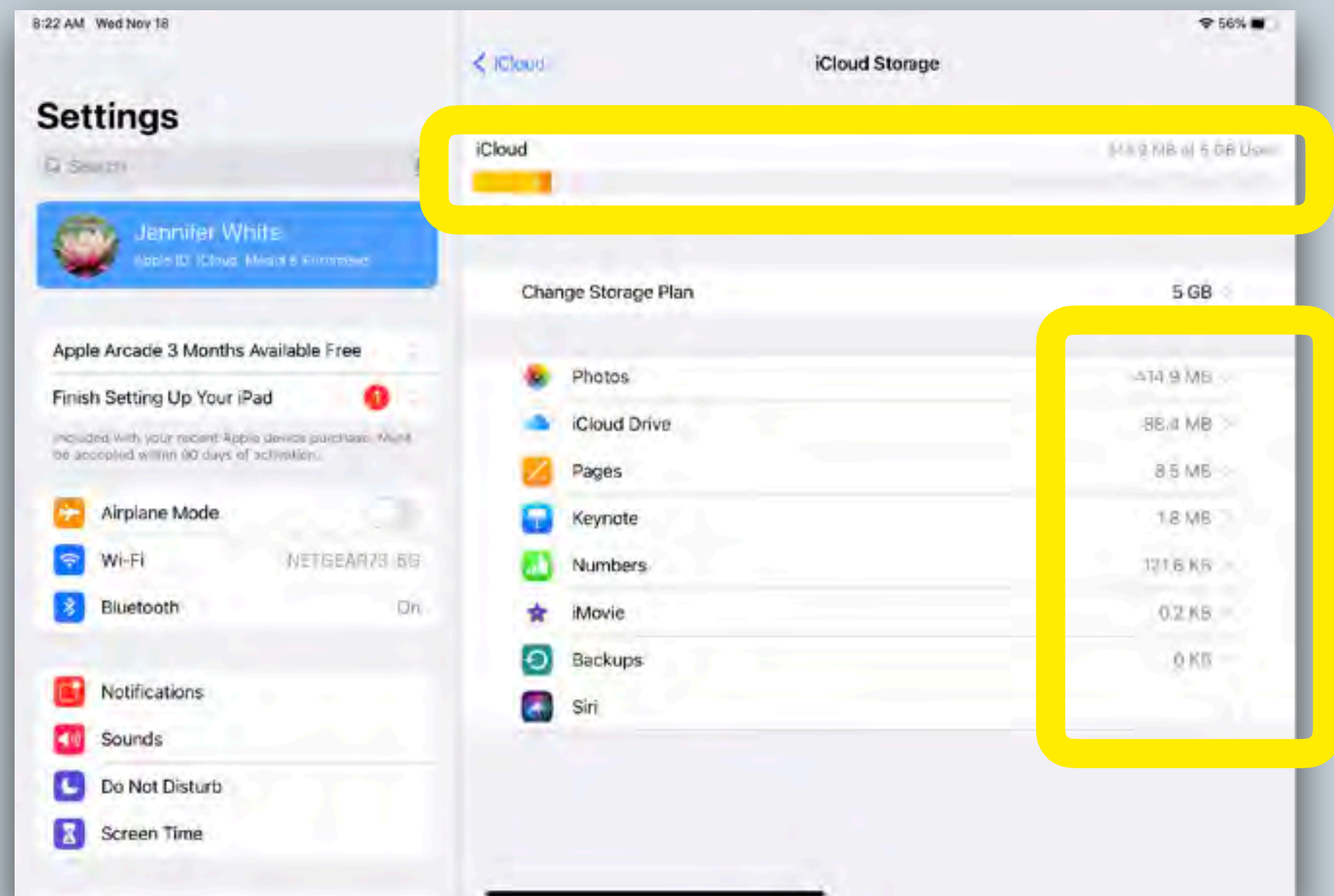- **Purchase history**
- **Profile information**
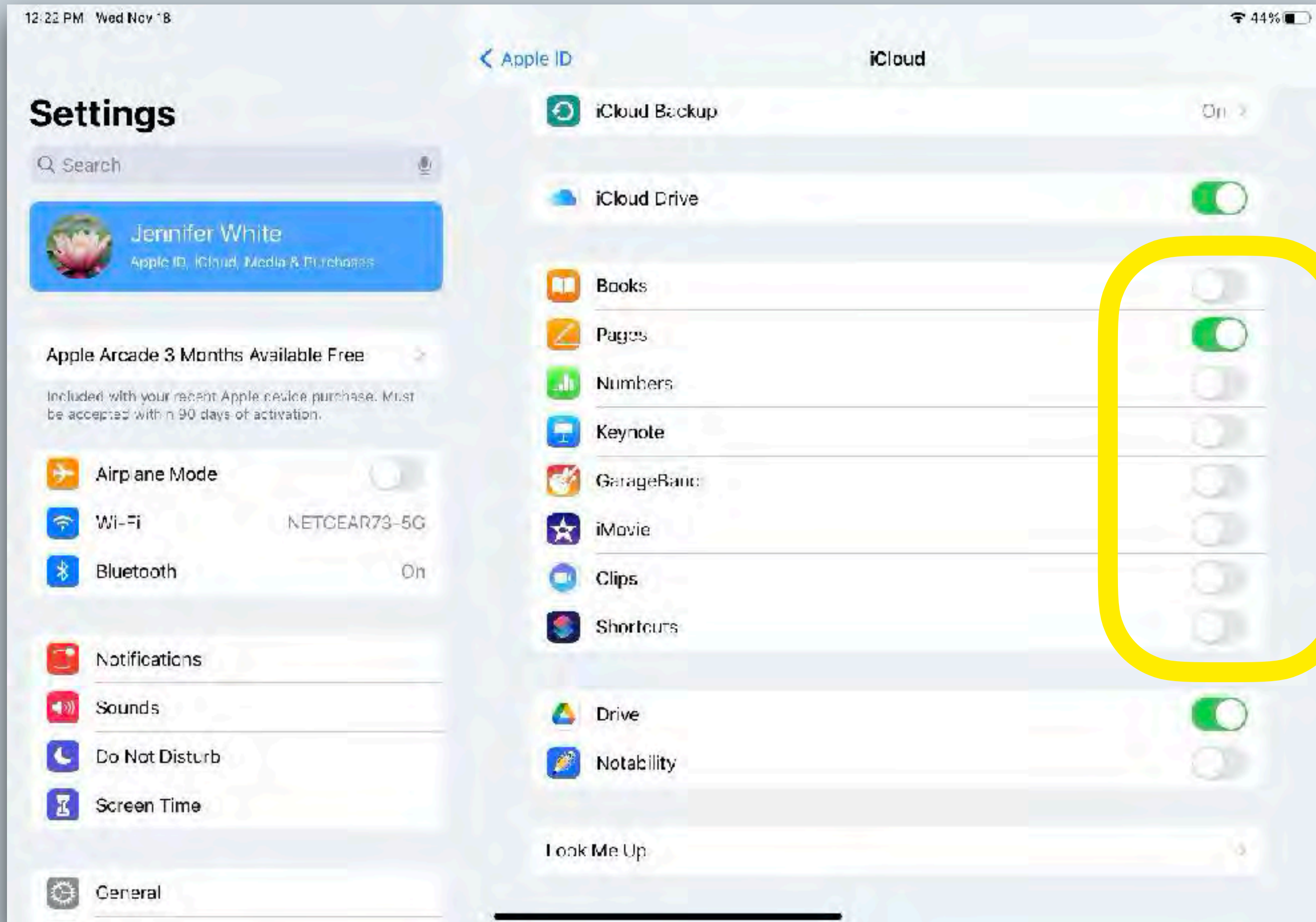
＊iCloud is not HIPAA compliant

MANAGE STORAGE

- **View available iCloud storage**
- **View apps synced with iCloud storage, and space being used**
- **Buy additional storage**
  - **On a computer, login to your dashboard at www.icloud.com**
- **If you are sharing an ID, monitor shared content to avoid running out of space**
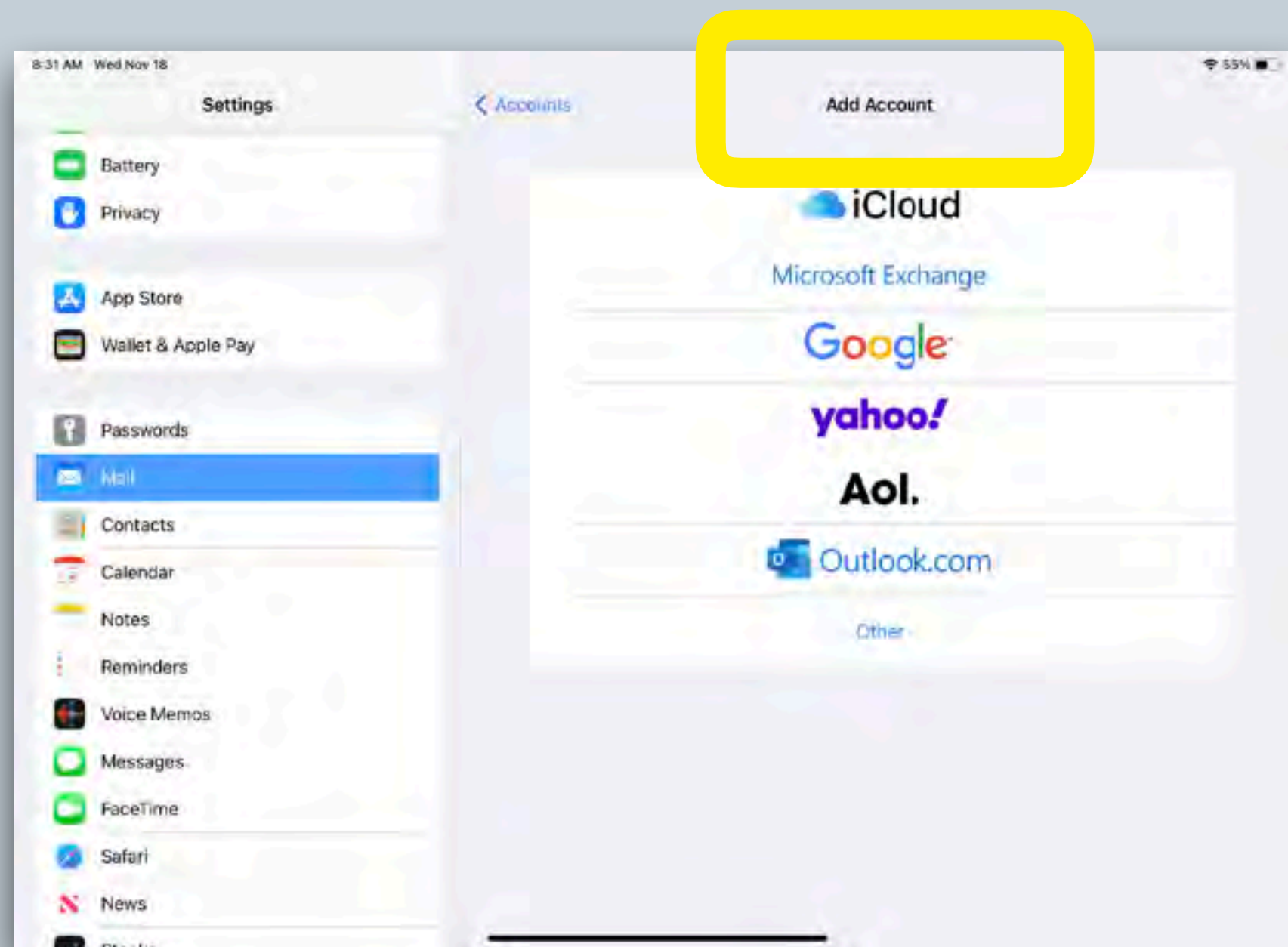
* **Game apps take up a lot of space**

CUSTOMIZE iCLOUD DRIVE

To choose which app content will be backed up on iCloud drive:
- **Go to Settings > Apple ID > iCloud**
- **Turn on/off desired apps**

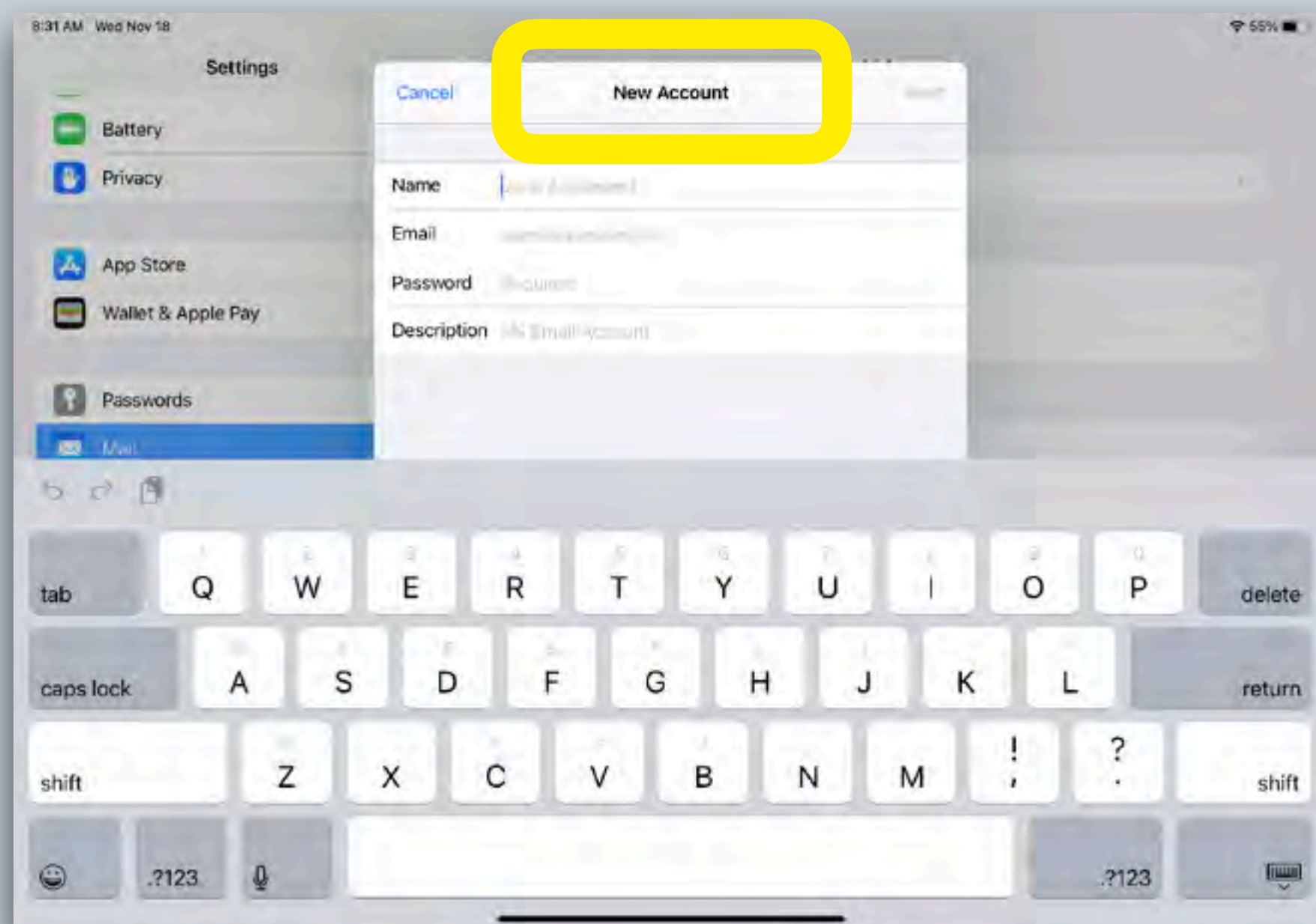*** iCloud Drive is not HIPAA compliant**
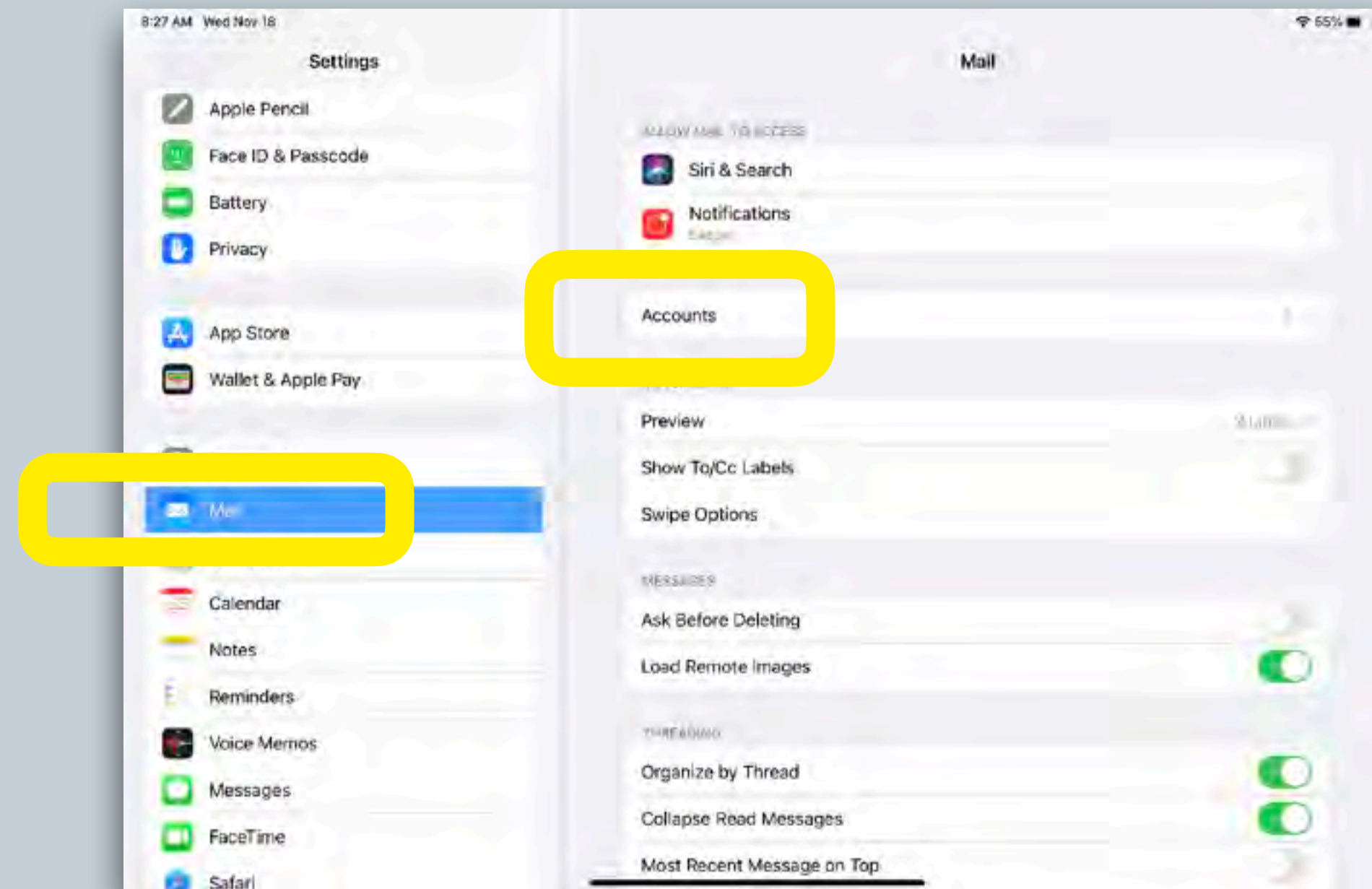
SETTING UP MAIL / ADD NEW ACCOUNT

- Select "Add Account"
- Choose email platform
- Add your email information
- Once set, your email will appear in the Mail app

* <u>**If your platform is not present, contact your IT department to add it manually**</u>
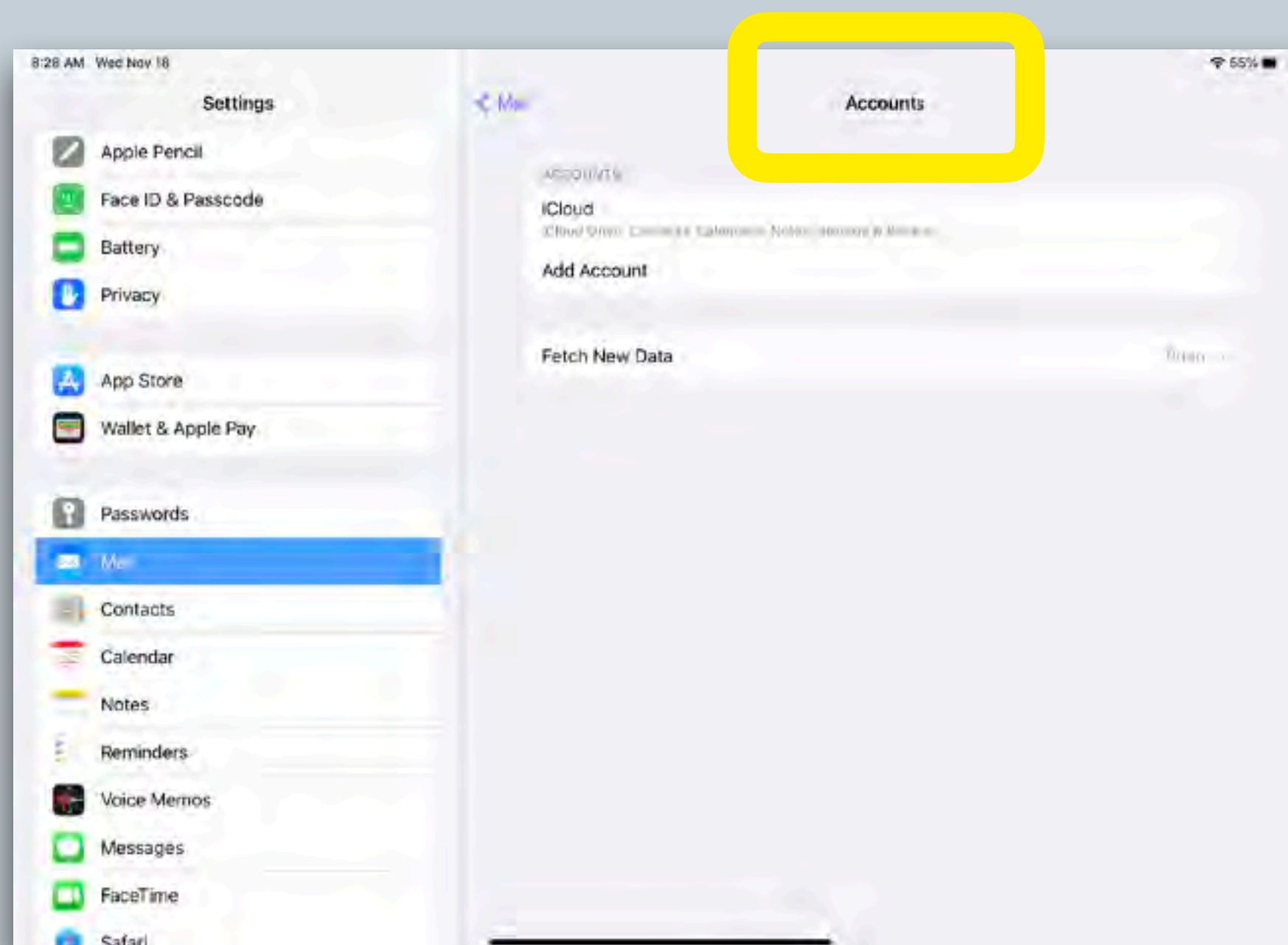
EMAIL SETTINGS

Customize organization:
- **Preview Lines**
- **Organize By Thread**
- **Always BCC Myself**
- **Automatic Signature.**

You can add more than one account
To add or delete email accounts,
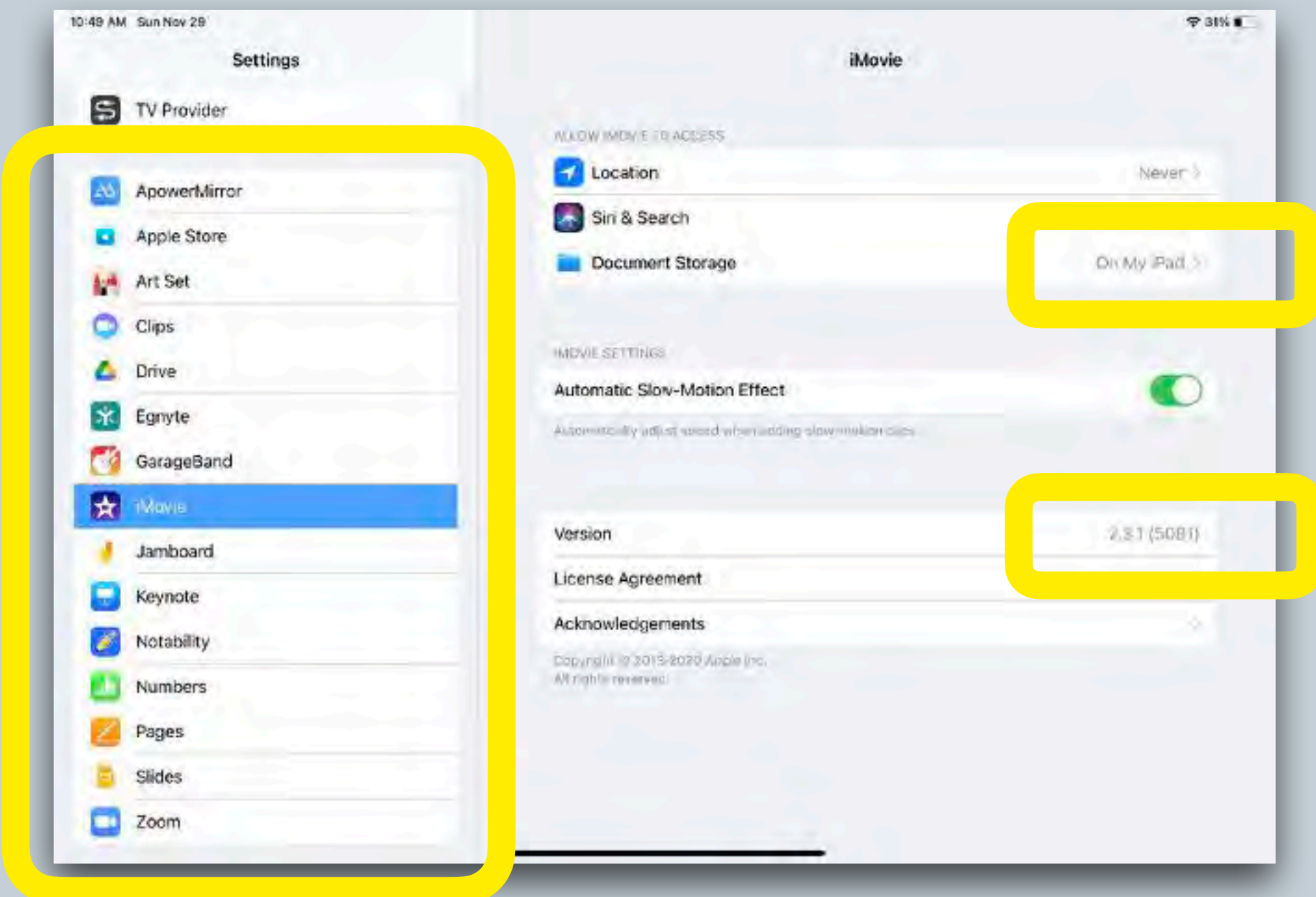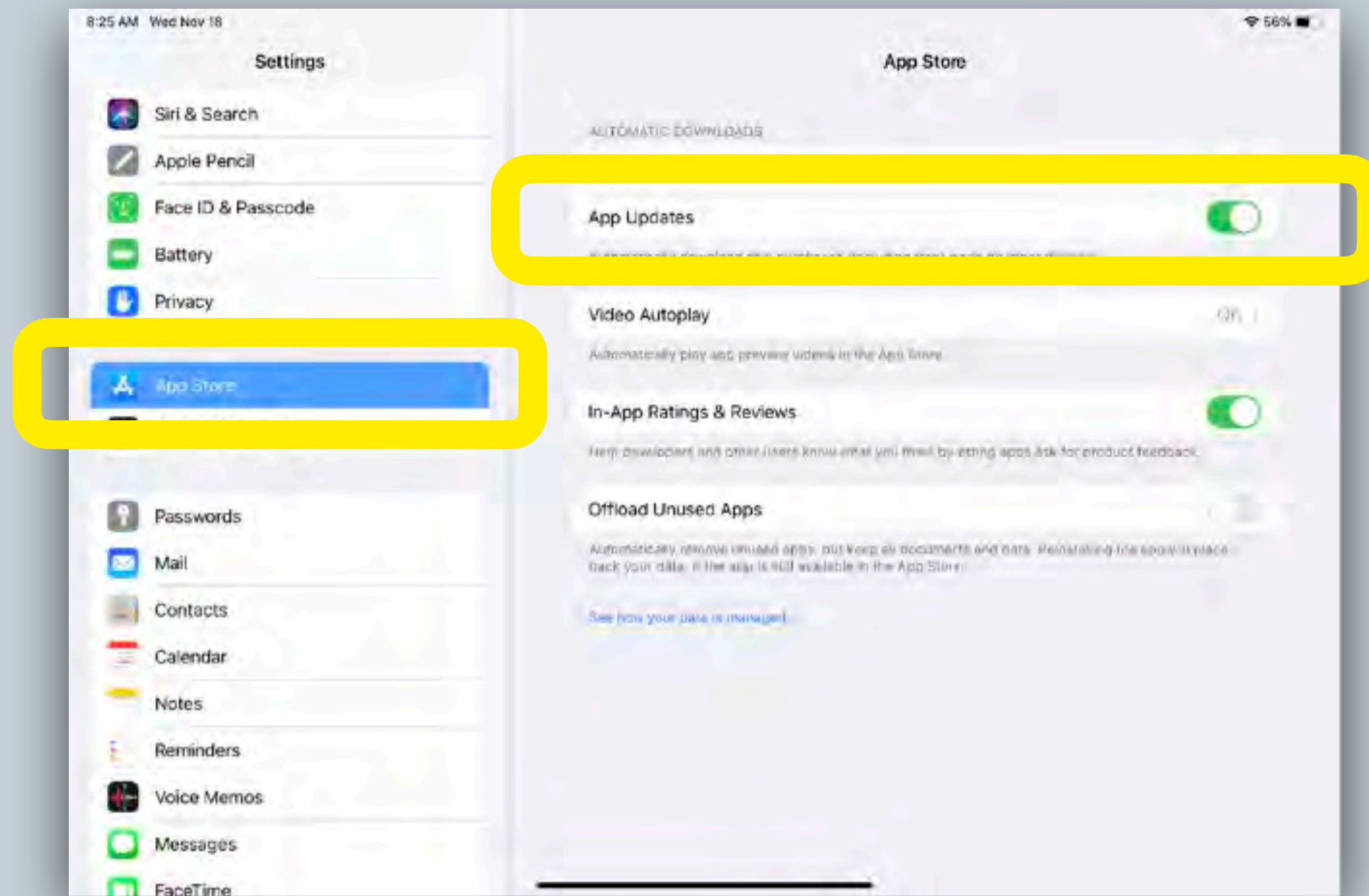**click "Accounts"**

APP UPDATES

You can set apps to update automatically:
- **Go to Settings > App Store**
- **Turn on "App Updates"**
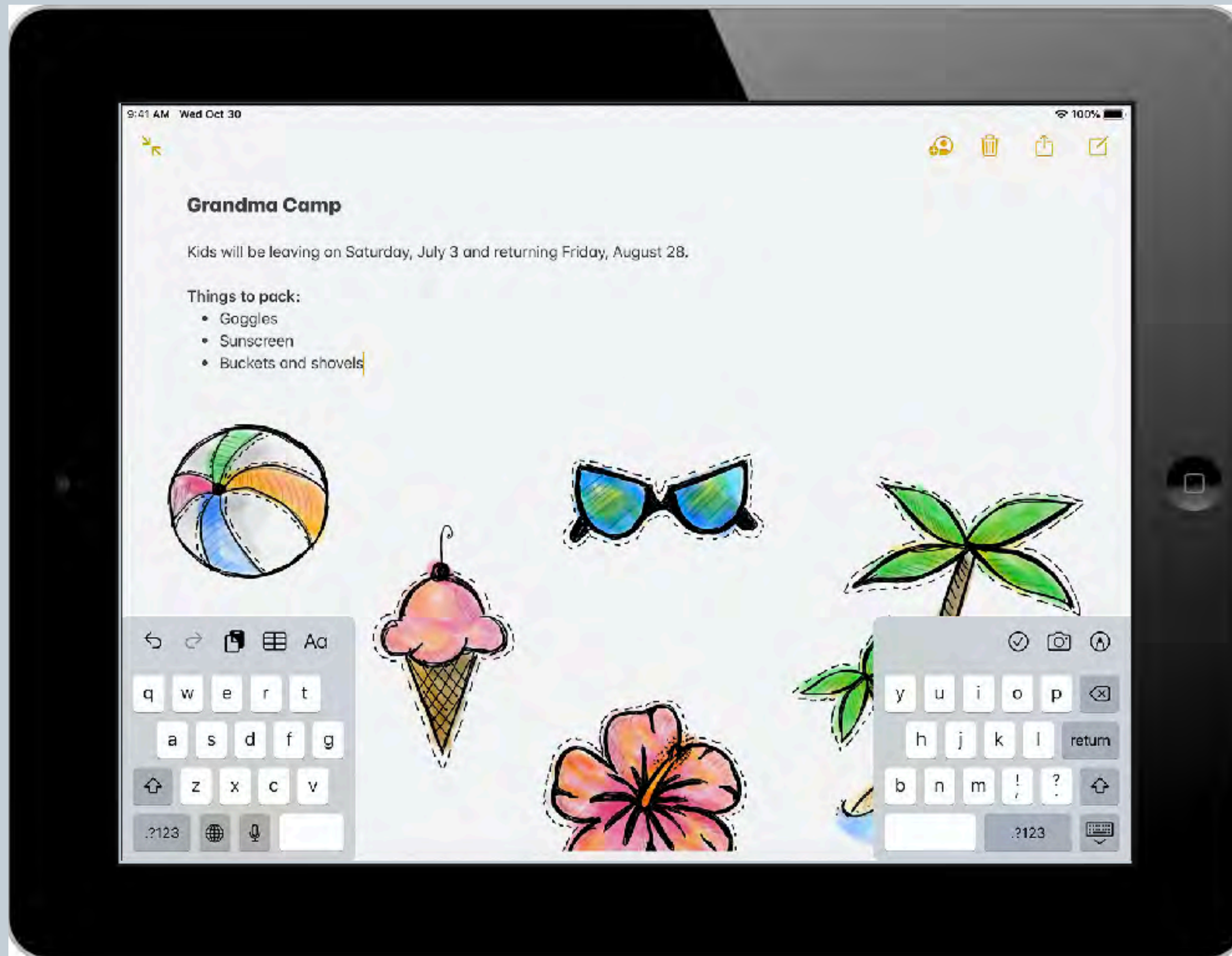- **iPad must be plugged in and connected to WiFi for updates to start**

APP SETTINGS

Each app offers specific settings:
- **Select app in Settings menu View options available to the right**
  - **App version**
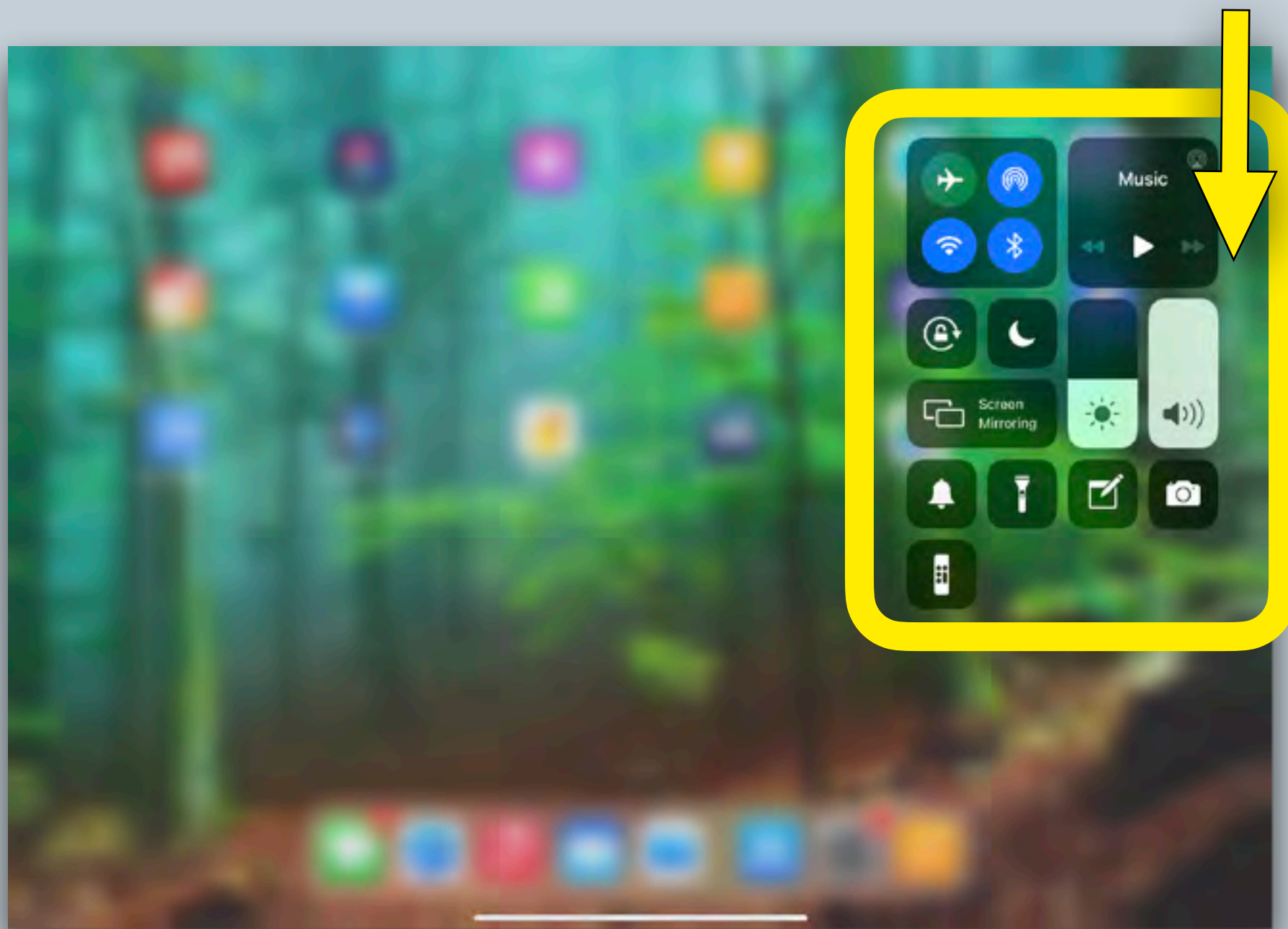 - **Where information is being stored**
  - **Location settings**

SPLIT KEYBOARD

- **Touch and Hold key on bottom right**
- **Slide up and Tap Split**

* **Split keyboard not available on iPadPro 12.9 or 11 inch**

* **Floating Keyboard is instead**

CONTROL CENTER

- **To open, move your finger from the top right corner of the screen & swipe down**

- **To customize what's in your control center, go to Settings > Control Center > Customize Controls**

- **Turn different options on and off by touching the icons**

- **When on, icons will turn blue**

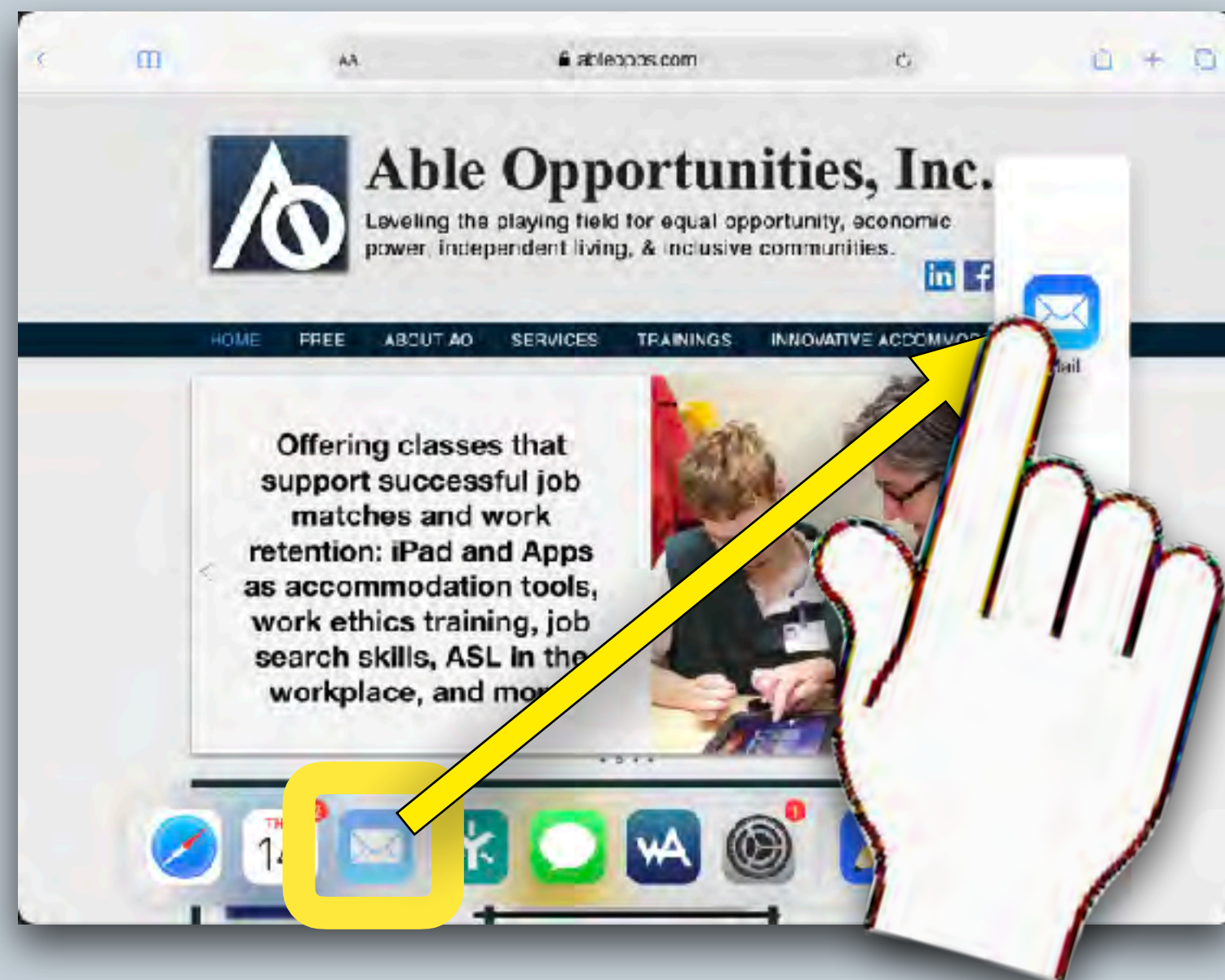- **Adjust the brightness and volume by dragging finger up and down the bars**
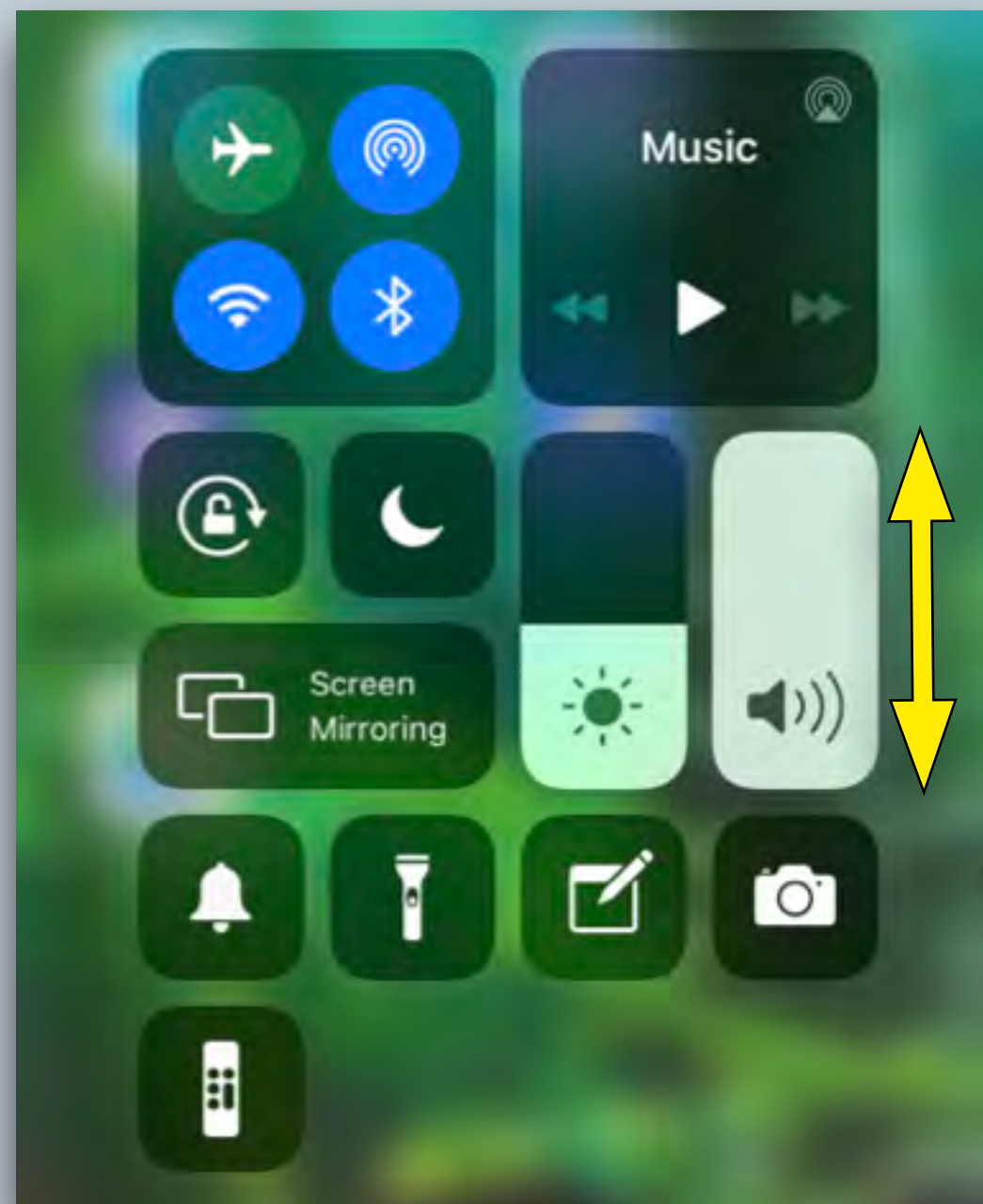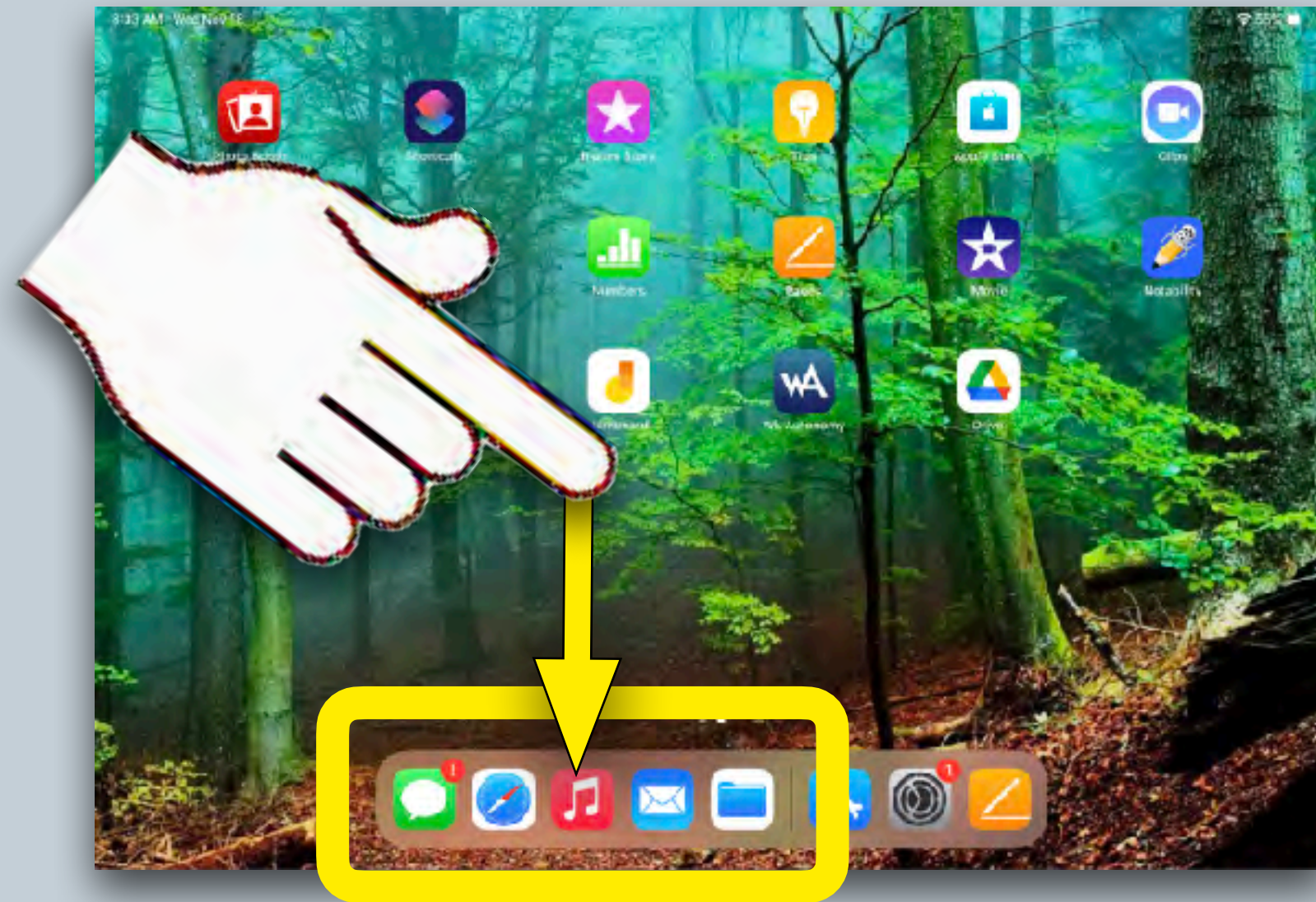
DOCK

- **The Dock is the bar with apps at the bottom of the screen**
- **To customize:**
  - ∗ **Hold and drag apps from home screen to left side of the Dock**
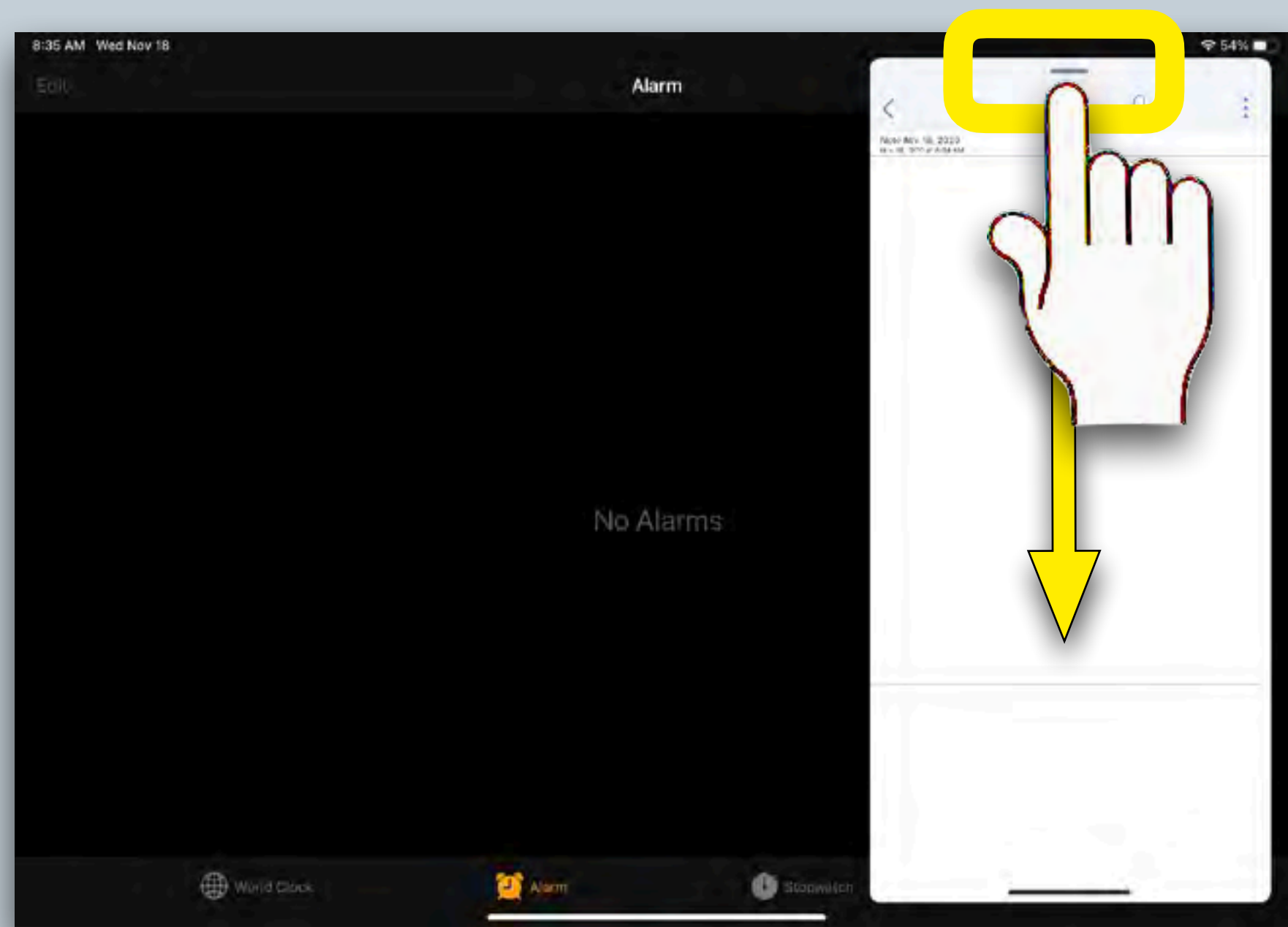- **The right side of the Dock shows the last three apps three most recently opened apps**
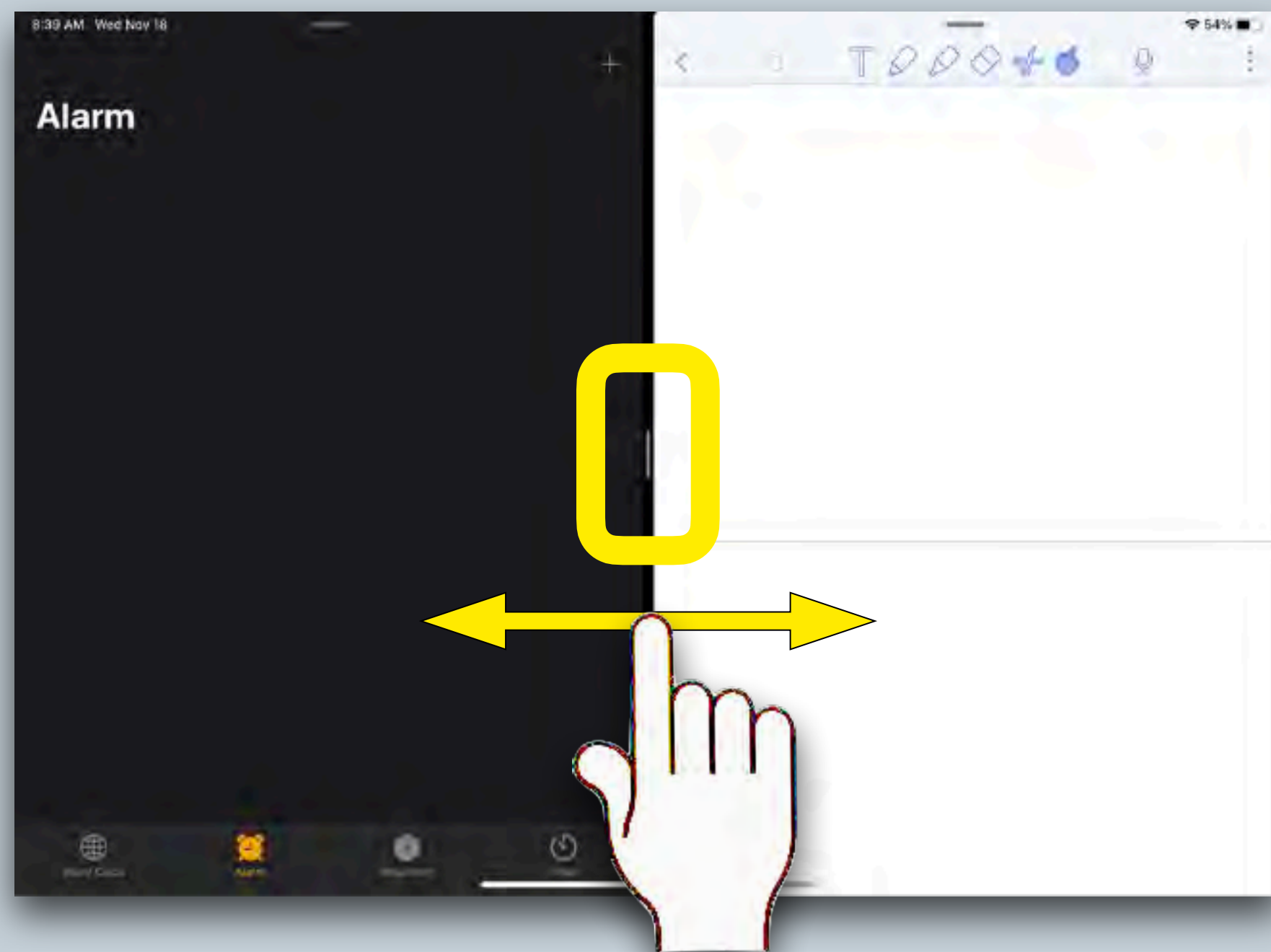

SPLIT SCREEN

To open two screens at once:
- **Open 1st app**
- **Slide finger up from the bottom of the screen to open dock**
- **Press and hold 2nd app, slide it to right or left side of screen**

CHANGE OPTIONS

- **Slide your finger down on the upper bar on the second app and let go**
- **The split screen will open fully, top to bottom**
- **You can use both apps that are opened**

SCREEN SIZE

- **To expand the second app to take up more or less screen space, hold and drag left or right**
- **You can change the size of the split screen at any time**
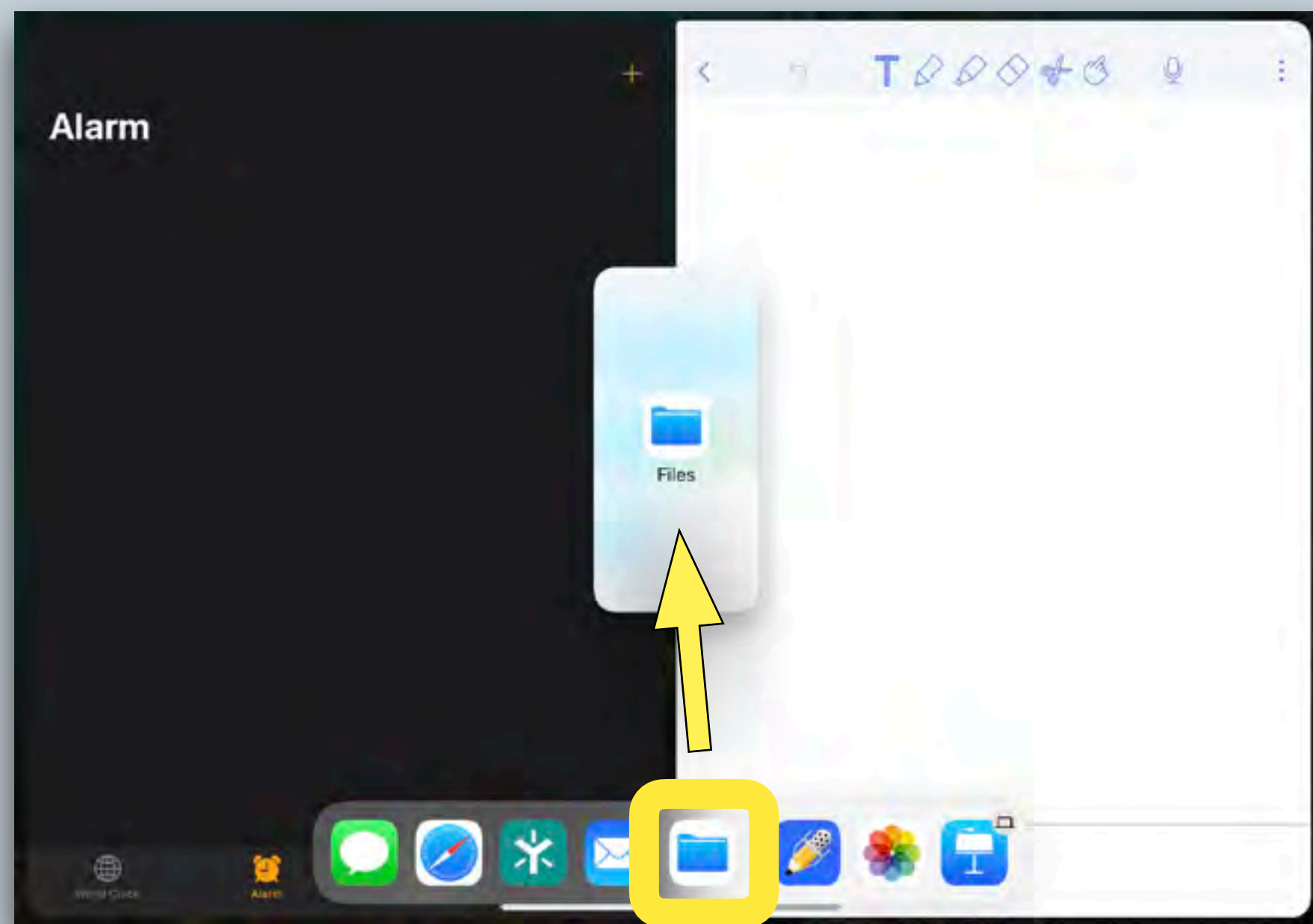
There is an option to open a third app to use as a reference. From the Dock, hold and drag to the mid-line between the two open apps. Let go. The third app will appear as a reference. You may move this screen around.
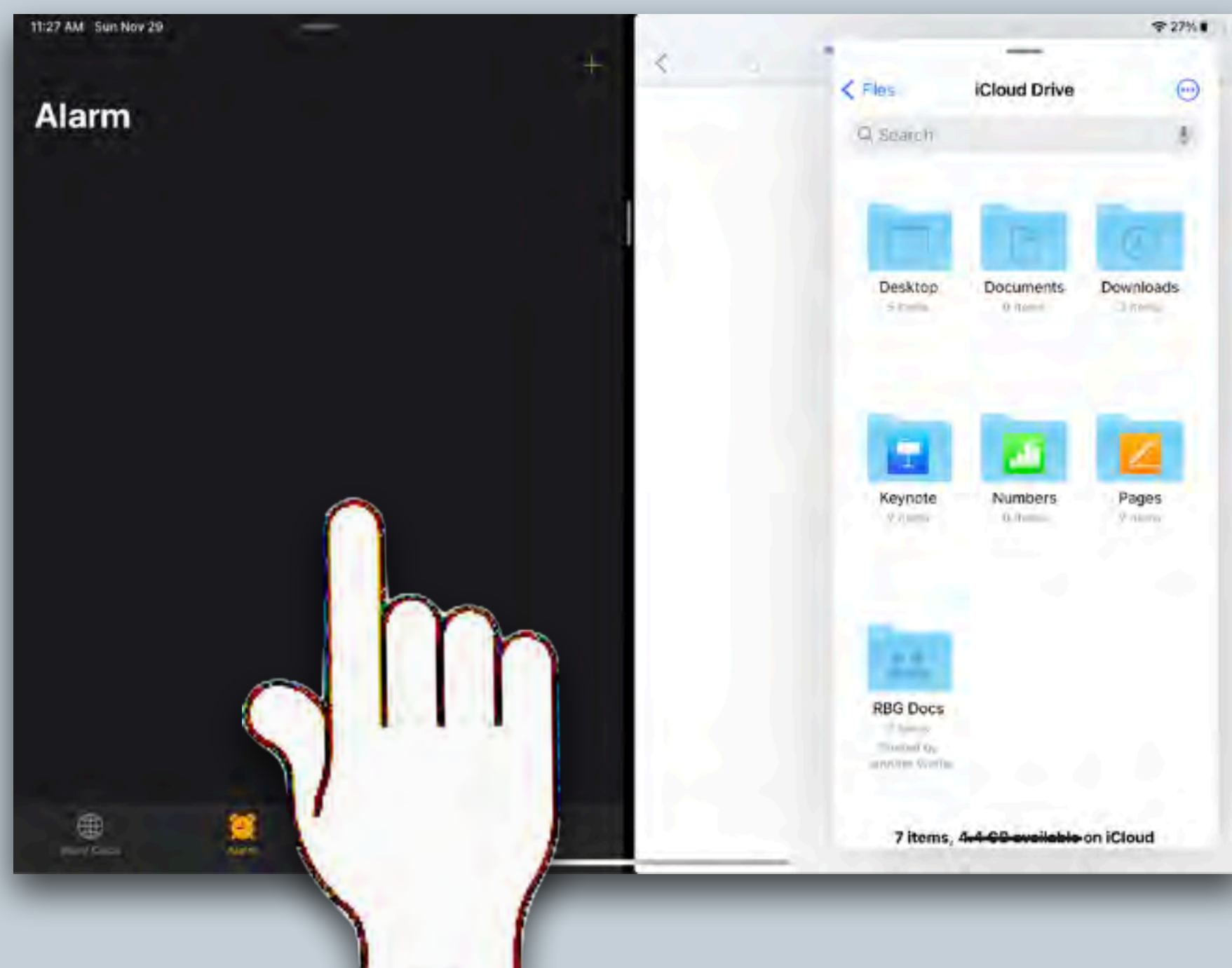
You will not be able to make changes to the other open apps when the third reference app is open. The third screen is used only as a to gather information. To close out of the third app, click on one of the other apps.

23
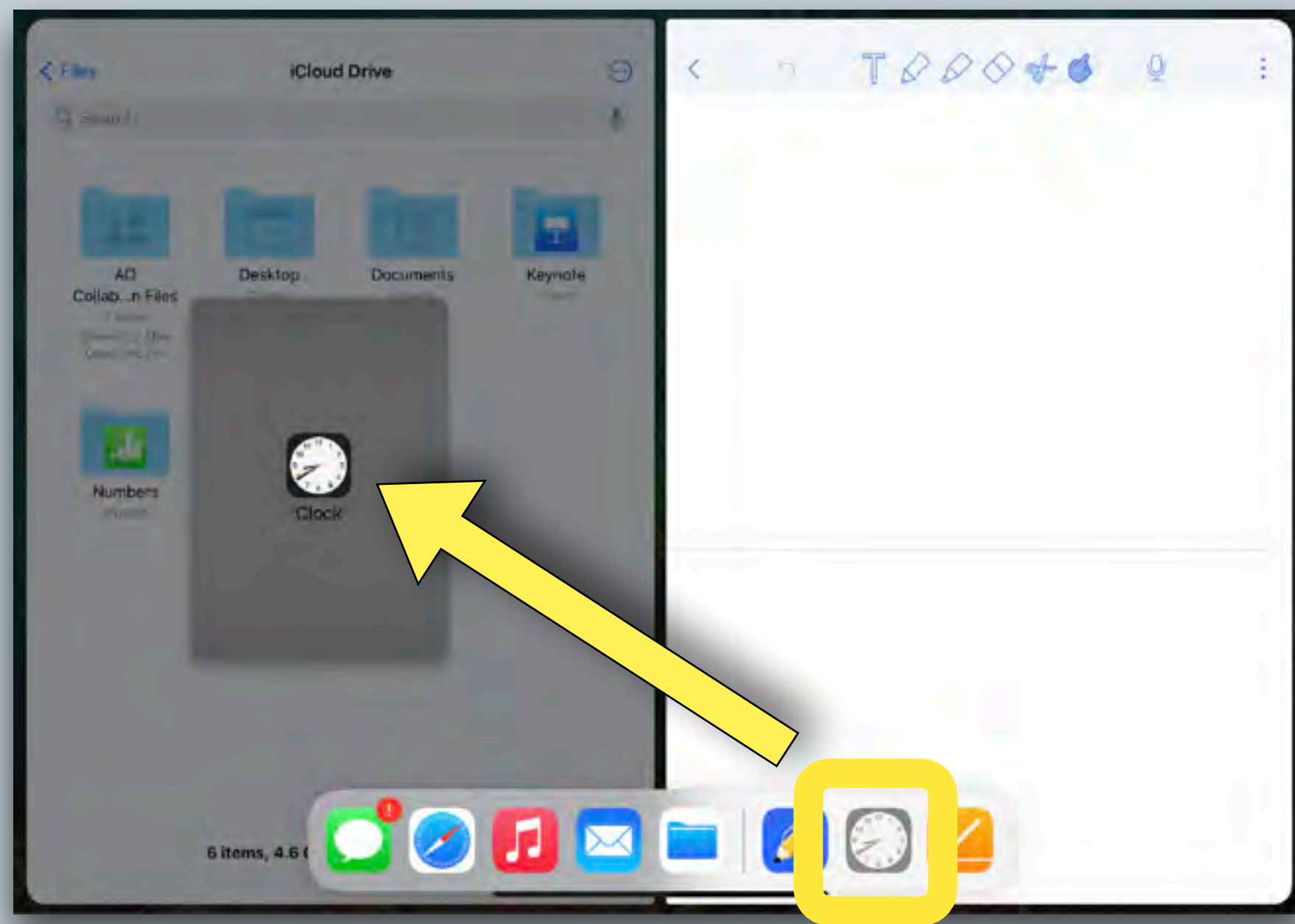
To switch out apps when in split screen, hold and drag a different app from the Dock and move into the open app you want switched. It will dim to grey, indicating you may let go of the app you are dragging.
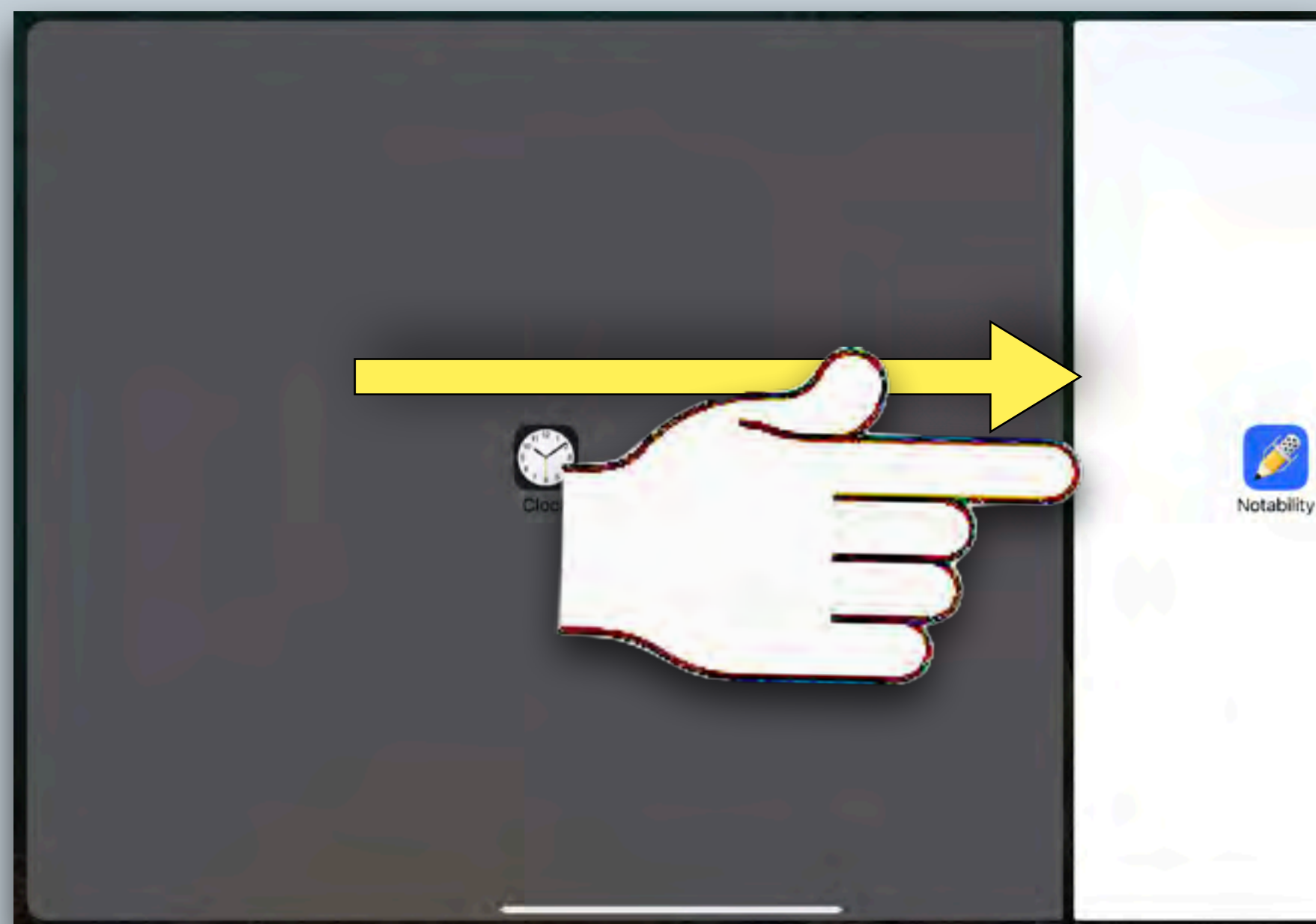

To close out of the split screen, drag the app you want to remain open to the left or right by holding and dragging the middle bar. Drag to the edge of the screen.

SCREEN RECORDING
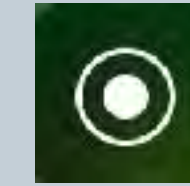
Located in the Control Center (refer to slide 20 to add). Press the icon, an option for a mic appears if you want to capture voice with your actions. Hold until the button turns red, the device is now recording your activity.
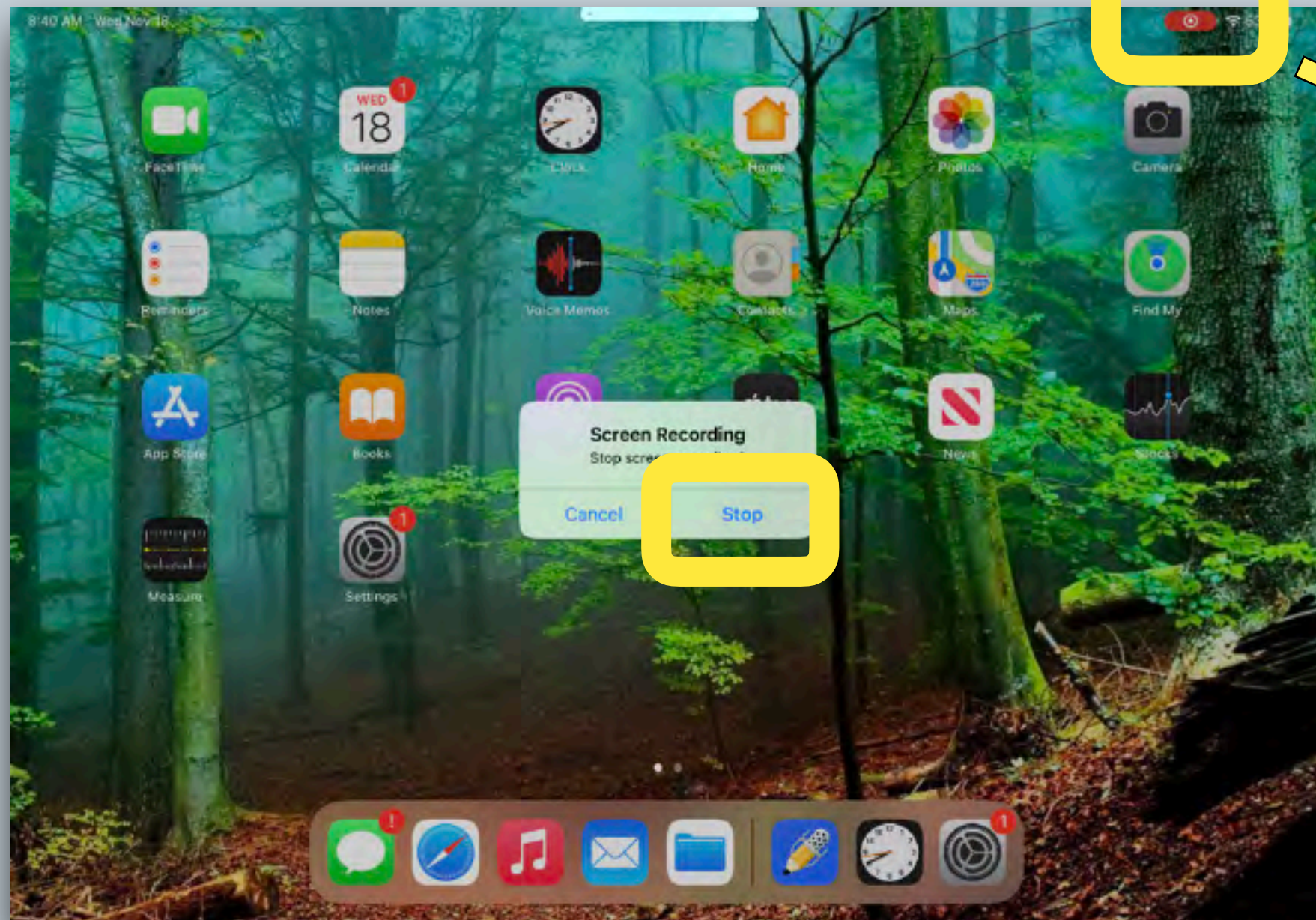

A red recording button appears on the screen. To stop, press the red button, click "Stop" and the video of your recording will automatically save to your Photos.
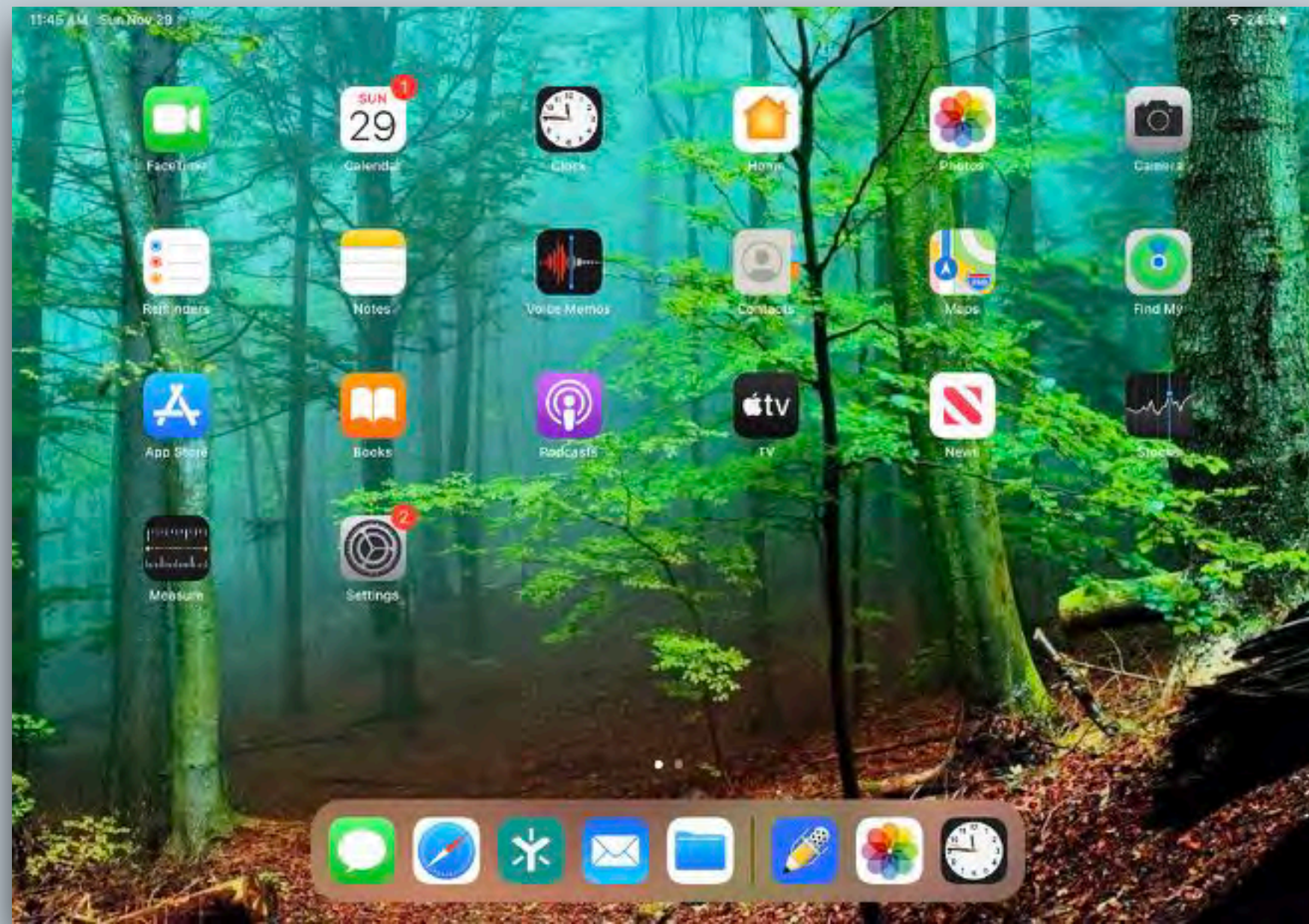
SCREENSHOTS

Press the top volume button and the power button at the exact same time and let go quickly. The screen will flash and a photo will appear at the lower left corner of your screen for five seconds. Click on it to edit.
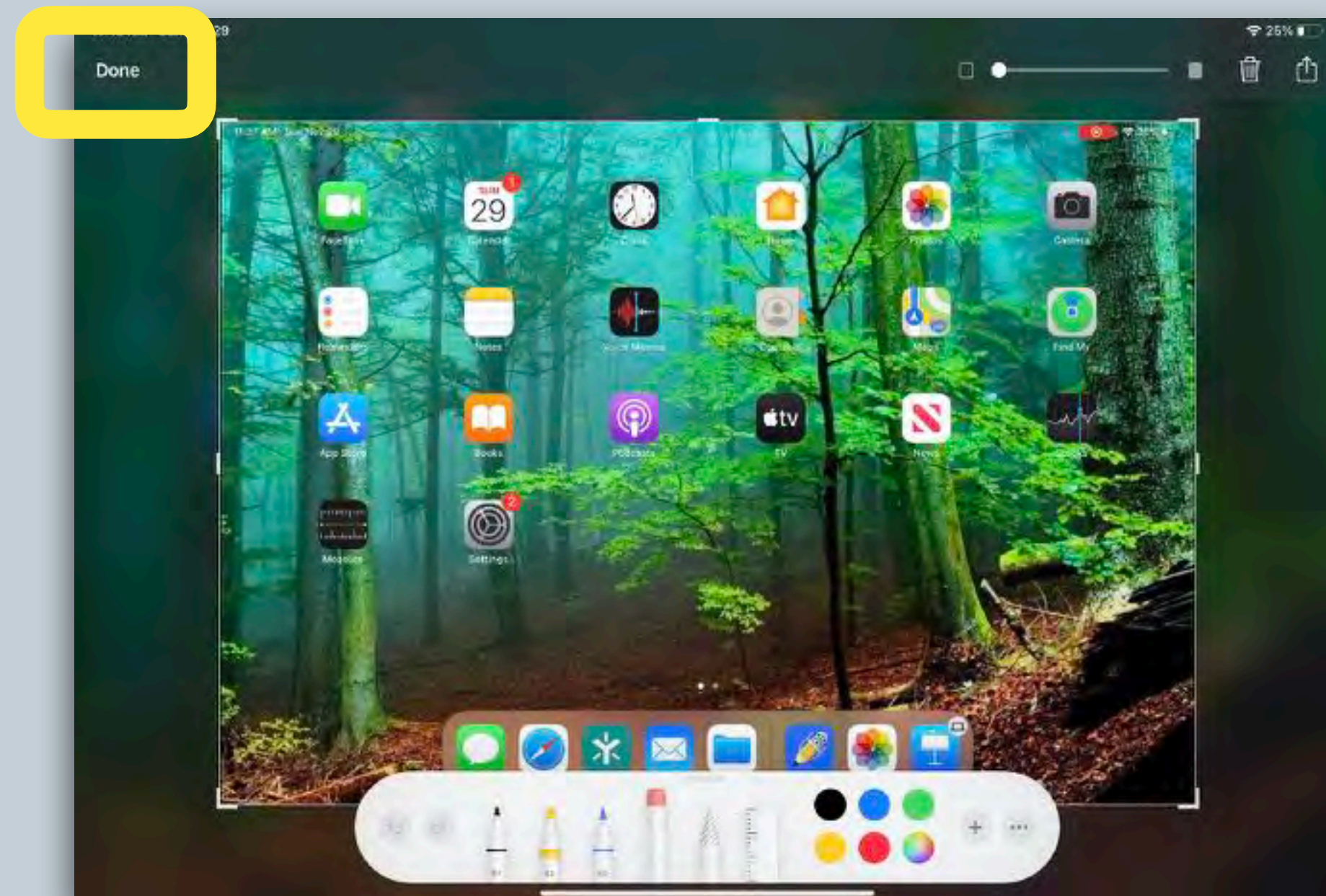
If you do not edit it, it will automatically save to your Photos. Edit allows you to crop, add drawings, etc. Once edited, click "Done" then "Save to Photos".

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