Student Guide to iPad Basics & Touch Screen User Interface

This guide is designed to assist you with locating, naming and using the essential components for iPad device control and the touch-screen user interface.
The iPad Air 2 has a storage size of 64GB. The device has a 10-hour battery life and uses 3.1 million pixels to display content. If charged nightly, the iPad battery will last the entire school day.

**Sleep/Wake Button**
- Top Right Corner
- **Press once** to put in sleep mode. **Press once** again for instant ON.
- **Press and hold** to choose to Power OFF. **Slide** to Power OFF.

**Home Button**
- Bottom Middle Button (Square in Circle)
- Use to return to the Home Screen from any Application or any screen
- Double-click to view Muti-Tasking Bar
  - All Open Apps Appear
  - Close Open Apps to Conserve Resources and Battery Power by **swiping up** on the APP

**Volume Control**
- Top right side of iPad - Quick access to control volume

**Headphone Jack**
- Location – Top of iPad – Left side

**Dual Microphones**
- Location – Left and Right of Rear Camera
- Use for Voice Recording

**Front Camera**
- Location – Front of iPad - Middle, Facing User
- Primarily Used for Photos of Self, etc.

**Rear Camera - “The Camera You Use is the Camera You Have!”**
- Location – Back of iPad - below Sleep/Wake Button
- Primarily Used for Taking Photos

**Speaker**
- Location – Bottom of iPad – Left and Right of Dock/Charge Connector Port

**Dock Connector**
- Location – Bottom Center of iPad
- Use with lightning charging cord and cable to charge your iPad nightly
Locking/Unlocking - Powering On/Off:

Lock your iPad: Press the Sleep/Wake button once to lock your iPad.

Unlock your iPad: Press the Sleep/Wake button or press the Home button. Swipe across the Slide to Unlock slider that appears.

Power Off your iPad: Press and hold the Sleep/Wake button, then swipe across the Slide to Power Off slider.

Power On your iPad: Press and hold the Sleep/Wake button until the Apple logo appears.

Forced Restart of your iPad: Press and hold both the Sleep/Wake button and the Home button until the screen turns black and the Apple logo appears. This will typically correct most issues you may have with your iPad.
Care of the iPad

The following are recommendations for care of your iPad.

- **Cleaning**
  - Oleophobic (Oil-Resistant) Coating on Screen
    - Clean with soft, slightly damp, lint-free cloth
    - Do Not Use an alcohol-based cleaner
    - Do not use abrasives or window/household cleaning solutions

- **Battery Life**
  - Up to 10 hours of continual use
  - Use the 10W USB Power Adaptor/Cable and Connect to a Power Outlet to charge your iPad
  - Go through one battery charge life cycle *per month*
    - Run the device down to zero charge and then charge to 100%

- **Cold/Hot Weather**
  - Don’t leave the iPad in any automobile
  - Don’t leave the iPad in cold/hot weather

- **Lost/Stolen/Damaged iPads**
  - Report lost/stolen or damaged iPads to the building administration immediately
  - Lost/Stolen iPads will be handled according to the OPS PowerUP Parent/Student Handbook

- **Student Custody of Same iPad for Duration of Middle School Years**
  - You will be given the same iPad each year – take care of it

- **Pay close attention to:**
  - Dropping the iPad
  - Scratch marks from other objects on the screen
  - Pressure in backpacks/purses
  - Overexposure to heat/cold
  - Damage from fluids
  - Keeping your iPad in the district-provided case at all times
  - Know where the iPad is at all times
  - Never allow another student to use your iPad

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**Fee Scale for Damaged iPads:**

- $50 – First breakage
- $150 – Second breakage
- $300 – Third breakage
- Fourth + - $574.00 or cost of repair or full replacement
**Touch-Based Interface**

Take a photo of something on your desk or the front of one of your textbooks. The photo is saved in the Photos APP. Tap to open the photo, if necessary.

iPad navigation involves the use of multiple gestures. Common gestures include:

**Two Finger Pinch**
- Used to Zoom in and out
- Used to close an image from the Camera Roll

**Double-Tap**
- Zoom to Fill Page / Return to Normal View
- Expand / Contract

**Swipe Left and Right**
- Used to Move to Next Screen

**Tap**
- Equivalent to a Single-Mouse Click

**Tap and Hold (Images / Text) on Web – or in Documents**
- Allows you to either select, copy, paste, insert, define, etc.

**Tap and Hold (Apps)**
- Wiggling Icons
  - While Wiggling, Drag to Rearrange Order
  - While Wiggling, Drag to Left/Right to Move to Different Screen
  - While Wiggling, Tap the “X” – if available, to Delete
- No “X” – Native App – Cannot Be Deleted
- Black “X” – **May Be Deleted**
  (only personally-installed Apps or **not-needed** APPs)

**Four or Five Finger Swipe**
- Pinch to the Home Screen – (Attention to the Teacher!)
- Swipe up to reveal multi-tasking bar
- Swipe left or right between Apps

**Three Finger Swipe Down from the Center of the Window**
- Reveals the **Spotlight Search**
  - Find any APP/document quickly also provides suggestions from web, movies, etc.
  - *Can’t find something? Use the Spotlight Search!*
Multi-Tasking Bar
  - Double-Click the Home Button to Reveal
  - Open Apps Appear in the Multi-Tasking Tray

Dock
  - Contains frequently-used Apps
  - Drag Apps to this location and remove Apps from this location by dragging up to any screen
  - A maximum of 6 Apps may be placed in the dock area

Create Folders of Related APPs
  - Press your finger on an app and hold until the app icons start to shake. This is the same process up to this point that you follow to rearrange your apps.
  - Drag one app on top of another to create a new folder containing both apps. A new folder icon appears when you do this.
  - Continue to drag and drop any additional app icons to that folder that you wish to include. Folders are automatically named based on the App Store category of the included apps. You can rename the folders as you desire.

Access the Spotlight Search
  - Three finger swipe down from the center of the iPad

Close an APP from the Multi-Tasking Bar
  - Double-Click the Home Button to Reveal
  - Open Apps Appear in the Multi-Tasking Tray
  - Swipe up to close each open APP – saves Battery life!

PRACTICE:
  - Search for the Pages APP
  - Close it by swiping up on the APP
  - Download Apple APPs from APP Store (Teachers: See Downloading APPLE APPs PDF document to guide students through this process)
  - Create iLife and iWorks folders as directed on guide
Onscreen Virtual Keyboard

The iPad Air 2 provides an onscreen virtual keyboard as shown below. It automatically displays when needed, unless an external keyboard is connected (wired or via Bluetooth). You will also have a wired physical keyboard to use during your English/Language Arts class – and other classes as needed.

Open the Notes APP and use the onscreen keyboard to practice the following:

- Predictive Text as you type
  - Tap to Reject Suggestion
  - Space to Accept Suggestion
- Split Keyboard
  - Two-Finger Pinch from middle of keyboard to Display or Hide the Split Keyboard
- Multi-Keys (Tap and Hold any vowel as well as other keys)
- Shift Key / ALL CAPS
- Delete Key (backspaces)
- Hold down any vowel (a, e, i, o, u) to display foreign language accent marks
- Tap the keyboard icon in the bottom right-hand corner to hide the keyboard

- You may also use the microphone key to dictate text - which causes the iPad to type what you are saying.
- Practice entering text with the online keyboard.
- Practice entering text with dictation.
Settings, Wi-Fi, Control Center, AirDrop

Settings

The iPad Settings Menu contains settings pertinent to all iPad navigation and utilization, including settings such as:

- Updating the iOS (Apple Operating System)
- Checking the Wi-Fi connection
  - The Wi-Fi you will connect to at school is always: OPS233 Access
  - If you have internet access at home, this is where you will choose your home Wi-Fi
Control Center

The Control Center is accessed by swiping UP from the very bottom of your iPad Home Screen.

AirDrop

AirDrop is used to wirelessly share a file with another iPad Device with the AirDrop feature.

Other Controls

Airplane Mode, Wi-Fi, Bluetooth, Do Not Disturb, Mute On/Off, Lock Rotation Volume, Camera, Brightness, Timer/Alarm/Stopwatch

Activity:

- Take a selfie or picture of something in the room and AirDrop it to your teacher or a close friend, if preferred