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iPad Training-Lesson 1

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Welcome and Introduction.

We will be taking a break about half way through.

This is a hands-on lesson so please turn on your iPads and get ready to follow along. If you don't have your iPad with you today, or you don't have one yet, then my materials will be available on our web site for your use later.

We are going to start off slowly and then pick up the pace. If you get lost, just let me know, and we will make sure everyone is on the same page.

Please feel free to ask questions at any time. I do not know everything about the iPad, but I have learned a lot about how it works.

I am using the iPad 4-retina display (wireless model), but everything should work pretty well today if you have other versions of the iPad.

Your iPad runs on an iOS (Apple Operating System)-it is like Windows on a PC:

“An operating system, or "OS," is software that communicates with the hardware and allows other programs to run. It is comprised of system software, or the fundamental files your computer needs to boot up and function. Every desktop computer, tablet, and smartphone includes an operating system that provides basic functionality for the device.

Common desktop operating systems include Windows, Mac OS X, and Linux. While each OS is different, they all provide a graphical user interface, or GUI, that includes a desktop and the ability to manage files and folders. They also allow you to install and run programs written for the operating system. While Windows and Linux can be installed on standard PC hardware, Mac OS X can only run on Macintosh computers. Therefore, the hardware you choose affects what operating system(s) you can run.

Mobile devices, such as tablets and smartphones also include operating systems that provide a GUI and can run applications. Common mobile OSes include Android, iOS, and Windows Phone.”

http://www.techterms.com/definition/operating_system

Your iPad is more than a smart phone but less than a laptop. It is like an “electronic legal pad.” It is great for consuming information, but it will allow you to create documents as well.

With it, you can check and send email, surf the Web, read books, annotate PDF’s, take notes, dictate, create and edit documents, and much more.

Your iPad did not come with a print instruction booklet, but...

There is a User Guide under Safari, Bookmarks, iPad User Guide

We will make sure it is bookmarked a little later.

We are also going to download it into iBooks (which is an APP on your Home page).

Safety:

- An iPad is made of metal, glass, and plastic, and it has sensitive electronics inside.
 - Handle with care.
 - Do not drop.
 - Your iPad can be damaged if dropped, burned, punctured, or crushed, or, if it gets WET.

Radio signals:

- An iPad uses radio signals to connect with wireless networks. They transmit electromagnetic fields. As a result, observe all usage restrictions (e.g., hospitals).
- iPads have magnets on the left side and right edge of the glass which can interfere with pacemakers, defibrilators and other medical devices
- If you have a pacemaker, keep it at least 6" away from the pacemaker.

Explosive atmospheres:

- Do not use or charge an iPad in fueling areas or where there are chemicals or particles (grain, dust, or metal powders) as these could be explosive.

To use the iPad, you need:

1. An Internet connection
2. An APPLE ID for some features, including iCloud, the APP store (iTunes store)

To use the iPad with a computer, you need:

1. MAC with USB port OR PC with USB port
2. MAC OS X version 10.6.8 or later OR Windows 7, Vista or XP Home or Professional Service with Service Pack 2 or later

ON/OFF:

- ON---Press and hold the ON/OFF button, then slide to UNLOCK
- OFF--Press and hold the ON/OFF button, then slide to POWER OFF
- Sleep: Putting the iPad to sleep:
Just press the ON/OFF button for a second

- Wake up:
Just press the ON/OFF button and slide to UNLOCK

SMALL BUTTON/SIDE SWITCH (on the top right side):

- On the top right side-has 2 potential functions, only 1 of which can be set at one time (under SETTINGS, GENERAL...)-I will show you in a minute.

VOLUME CONTROL:

- This is on the right hand side; you can toggle it up or down; press the top half to increase the volume and the bottom half to make sounds quieter or silent.
 - The volume graphic appears on the screen to tell you how loud the iPad is.
 - On older models, hold the bottom half a couple of seconds to mute it.

MICROPHONE:

- This is the tiny little slit at the top.
- Use it for dictating or other APPS that need to listen to what is going on.

SPEAKER:

This is on the back: tiny little dots on back of iPad.

CAMERAS:

1. This is the small, round circle on the back of the machine.
2. There is also a Front-facing camera for FaceTime

HEADPHONE JACK:

- This is the small hole at the top; this is where you plug in a headset to dictate, listen to music, or watch videos.
 - Use only compatible headsets with the iPad.

MICRO SIM Tray:

- Some models have this on the left hand side
- The Apple iPad 3G has the ability to connect to 3G data networks through the use of a micro-SIM card. This feature works much the same way as many cell phones that use a SIM card to connect to data networks.

USB Port:

- This is located on the bottom of the iPad to connect it to a computer or to connect it to the power adaptor for charging.

SET UP

- Turn it on.
- Follow the SETUP Assistant. It will take you through:
 1. Naming your iPad and entering a birthday
 2. Connecting to a Wi-Fi network
 3. Signing in with or creating a free APPLE ID
Set up an APPLE ID with an email and a few security questions.

- You need it for APPS and other things.
Provide a recovery email!! (e.g., work)
4. Setting up iCloud-it comes with every iPad and allows you to store all of your iPad content in the cloud/online
(music, photos, calendars, docs, and more)
You will need to create a password.
APPLE will give you a new iCloud email that you can use to sign into iCloud on the web, use the Messages feature, etc.
Ex: mine is kdugan49@icloud.com
 5. Turning on recommended features, such as Location Services and Find My iPad

AUTO SCREEN ROTATION:

- Your iPad automatically reorients from letter to landscape viewing when you turn it.
 - If does not do it, just tilt it forward or to the side a little.
 - If this drives you crazy, you can lock it.
- The Side Switch can be set to either Lock auto-rotation or mute the iPad.
 1. AUTO SCREEN ROTATION
 - To lock it, go to SETTINGS, GENERAL, Use Slide Switch to, LOCK ROTATION
 - The screen will show that it is locked when you try to turn it.
 - If it is locked, unlock it by sliding the button up.
 2. MUTE– slide the button on right side to make the iPad silent.
 - To mute your iPad, go to SETTINGS, GENERAL, USE SIDE SWITCH to, MUTE.
NB: This does not mute audio or video!!!!
 - To un-Mute, slide the side switch up.

SOFTWARE UPDATES:

- When there is a software update, you will see a notice when you turn on your iPad.
- Alternatively, you can always go to SETTINGS, GENERAL, SOFTWARE UPDATE to look for an update to download there.

ACCESSORIES

Headsets

- APPLE recommends that you use only compatible headsets with the iPad.

Bluetooth Keyboard (“bluetooth” is a wireless technology standard for exchanging data over short distances)

- This is a great tool if you want to use the iPad to create content.
 - You pair/sync it with your iPad under SETTINGS
 - To connect one, go to SETTINGS, BLUETOOTH, DEVICES, and follow the onscreen instructions.
 - Apple sells a “Wireless Keyboard”-this is a good bluetooth device.
 - I have a bluetooth Targus case/keyboard–mine is for an iPad 3, but it works well with the iPad 4.

- Starting it
 - Press and hold the bluetooth receiver button for 3 seconds (It will turn blue when the keyboard is in bluetooth mode, then the blue goes away)
 - Slide the ON/OFF button to the right
- The 1st time you use it-you will have to go to: SETTINGS, BLUETOOTH, Devices-enter PIN
- Battery Life-when it gets to 15%, the bluetooth light will blink RED (Red LED) twice every second
- The keyboard will shut down at 10% life.
- Power saving mode-your keyboard will go to sleep after 10 minutes of no use.
- Life-your keyboard will have about 90 hours of life, and it will need to be charged with a USB cord.

Stand:

- This is good for reading to prop it up or to create a proper angle for typing.
 - You can buy one in the APP store, at Best Buy, or other places.
 - iLounge contains reviews of accessories: (www.ilounge.com)

Stylus:

- The iPad can capture written notes with a stylus
 - The iPad screen does not respond to a pointy tip
 - The display relies on electrical properties of the human body to detect when and where on a display a user is touching
 - To write with a stylus, it must mimic the consistency of a fingertip.
- You will need an APP to be able to do this. (We will cover this later)

Smart Cover or Smart Case:

- This protects the screen very well and converts to a stand.
- It can be set to wake up and put the iPad to sleep.

Cords:

1. Cord to charge the iPad in a wall outlet.
 - Use the cord with adaptor on it for optimal charging.
 - You can just use the USB cord to charge the iPad into a high-powered USB port, but it will take longer.
 - If you do not connect to a high-powered USB port, you may see a “Not Charging” message. That means you cannot use that option.
2. Black USB cord to charge the keyboard

Screen Protector:

- This is a film that protects the screen.
- It is super sticky.
- You may have to try multiple times.
- Hint: clean your screen first with the spray provided or Windex (use the cloth to apply).

Squeegee:

- This small rubber device will help you get the bubbles off of the screen protector.

Cloth:

- Use this to wipe the screen.

Spray:

Use this to clean the screen; spray on the cloth, not the screen.

- (Never use anything wet on the iPad)

STATUS BAR:

- This is at the top of the screen.
- It shows Wi-Fi connections, cellular connections, time and battery life.
 - BATTERY %--you can make this show up in the STATUS BAR by tapping SETTINGS, GENERAL, USAGE...

HOME BUTTON (It has many functions.)

- Home Screen: Pressing the Home button take you to the home screen-i.e., the first screen. You can then move to another program.
- Back Lighting: When the screen goes dim, press the home button for backlighting.
- If pressing the HOME button loads an APP page that is not the first page, you can hit the HOME button again to go HOME (i.e., the very first page) or swipe right to get to the start page.
- **Search your iPad: (alternatively swipe right to bring up the SPOTLIGHT SEARCH page)
 - At the home screen, press/tap the HOME BUTTON again, and a search screen comes up. The keyboard should come up.
(If the keyboard does not come up, hit the search bar at the top.)
 - Tap again once, and you can search your iPad for a file, document, APP, song, photo, etc.
 - If there is nothing to find on the iPad, it will show options for Search Web or Search Wikipedia.
- Double tapping brings up the multi-tasking bar, which shows you what APPs are open.
 - Tap an APP to use it again.
 - Swipe left to see more apps
 - You can also mute your iPad here.
- Screen shots: To capture the iPad screen in a screen shot, hold the SLEEP/WAKE button and the HOME button at the same time.
 - The iPad will take a screen shot and store it in the Photos (Photo APP).
- Hold the home button to use SIRI (on 3rd generation and after)
 - This is an intelligent personal assistant.

- SIRI understands natural speech.
- You can give SIRI commands to set an alarm, write and send a message, set a reminder, get directions, search the web, place a FACETIME call...
- SIRI works well with most of the built in APPs.
- SIRI uses search and location services when needed.
- You can also ask SIRI to open an APP.
- The more you tell SIRI, the more it can use your info. to help you (like artificial intelligence).
- If you use SIRI with a headset, it will talk to you.
- Tap the “I” when SIRI appears for APPs it works with and suggested tasks.
- SIRi can say everything:
Go to SETTINGS, GENERAL, SIRI, choose VOICE FEEDBACK, ALWAYS.
- SIRI works with YELP, OpenTable and others to provide info on restaurants and make reservations. Get APPs for these companies to make it easier.
- When SIRI is on, you can dictate and pause as long as you want; you can also edit what you say.
 - SIRI must be on, and you must be connected to the Internet.
 - Go to SETTINGS, GENERAL, SIRI, and turn on
- If you are faraway, double clicking the home button takes you home right away.

MULTI-TASKING

- When you are working in one APP, to move to another, press the HOME button twice.
 - The main screen will move up, and the DOCK will show up, exposing a list of all running APPs along the bottom.
 - If you want to go back to the APP you were using, just press the HOME button twice again, and choose your APP.
 - To open another APP, just tap it.
 - Don’t worry, the APP you were using is still open.
 - Don’t worry, everything is saved automatically.
 - When you re-open an APP, it will pick up where you left off.
 - When you are not using an APP, it is in suspended mode.
 - If you can’t see an APP that is running, swipe left.
 - The iPad will keep as many APPs running as memory allows.
 - If the device runs out of memory, the iPad will purge APPs (not delete) to free up memory (you don’t have control over this).

NB: You can sort of control it by quitting APPs, press and hold an APP icon in the multi-tasking bar until the icons begin to jiggle. A red minus sign will appear in the corner of each APP. Just press the ones you want to turn off.

Wi-Fi

- First turn on the iPad.
- To turn Wi-Fi on, go to SETTINGS, WI-FI, and then press the ON button.
 - It is here that you can choose a network.

- A list of available networks will appear.
- Select the network you want.
- If a network requires a password, you will have to enter it.
- Remember that the top left hand corner of the STATUS BAR will show you if Wi-Fi is in use and the number of bars indicates the strength of the signal.
- Once you join a Wi-Fi network, the iPad automatically connects to it when in range. If there is more than 1 in range, your iPad joins the last used.

Getting on the Internet at the Law Library:

- If you have an iPad with 3G, you should connect automatically.
- If you did not buy an iPad with a cellular plan, we have 2 wireless networks:
 1. CLEVNET-no password/key required
 2. Pub Wifi is the County's free Internet.
 - You will be required to enter an email address and accept the County's Disclaimer & Terms of Use. Access lasts 30 minutes; then you will have to sign on again.

About Your iPad: (under SETTINGS, GENERAL)

- Go to ABOUT to see:
 - The name of your iPad (which you can change)
 - How many songs, videos, etc. you have
 - How many photos you have
 - How many APPS you have
 - How much space you have left (in GBs)
 - What version of iOS you are running
 - Your model number
 - Your serial number
- You can restrict or reset AD TRACKING-If you turn on Limit Ad Tracking, you prevent APPs from accessing your iPad's advertising identifier for the purpose of displaying targeted ads.
- You can automatically send diagnostics to APPLE.
(You can also turn this OFF.)
- You can find Legal notices, license and regulatory marks

SETTINGS, GENERAL:

- Under GENERAL, in addition to the About Tab, you can:
 - See if there are any software updates to download.
 - Check usage for your APPs and iCloud
 - Turn SIRI on and set whether you want voice feedback
 - Set up a VPN network
 - SYNC your iTunes on the iPad with your computer
 - Set up what gets searched in SPOTLIGHT SEARCH
 - Set up security for your iPad (see below)
 - Set how the SIDE SWITCH works
 - Turn on MULTITASKING GESTURES (allows you to use 2 fingers to pinch the

home screen, swipe to reveal the Multi-Tasking Bar and swipe left or right between APPs

- Under **KEYBOARD**, you can set whether you want these ON or OFF:
 - **AUTO-CAPITALIZATION**
 - **AUTO-CORRECTION**
 - **CHECK SPELLING**
 - **ENABLE CAPS LOCK**
- You can also go to **ACCESSIBILITY**, and turn ON or OFF the **SPEAK SELECTION** or **SPEAK AUTO-TEXT**. This also has many other options for large text, colors, audio volume, etc.

LOCKING YOUR iPad:

AUTO-LOCK (under **SETTINGS**)

- Turns off the display in order save battery life and unintended operation.
- This sets the amount of time before the iPad locks.
- To change this, go to **SETTINGS, GENERAL, AUTO-LOCK**, and choose a time.

PASSCODE LOCK

- Your iPad does not require a passcode to unlock it.
- You can/should set one:
 - Go to **SETTINGS, GENERAL, PASSCODE LOCK, TURN PASSCODE ON**.
 - If you want a simple 4-digit passcode, turn on **SIMPLE PASSCODE**, and enter a 4-digit code.
 - If want a more complex one, turn off **SIMPLE PASSCODE**, and enter a longer passcode (full alpha-numeric).
- If you forget your password, you have to restore the iPad software.
- You can still use **SIRI** if you lock the iPad (have to lock **SIRI** separately).
- You can set it to erase all data and media after 10 failed tries.
- You can set it to **REQUIRE PASSCODE** after it idles for a certain amount of time.

iPad Cover Lock/Unlock:

- When you use your iPad with a Smart Cover or Smart Case, if you set it, it can automatically sleep and wake when you close and open the cover.

Restrictions:

- You can set some privacy settings under **SETTINGS, GENERAL, RESTRICTIONS...**
(Exs: credit card required to purchase APPs, block sites with explicit language, etc.)
- If you want to enable restrictions, you will have to enter a 4-digit passcode.

PRIVACY: (under **SETTINGS, GENERAL, PRIVACY**)

- This is where you make decisions whether to allow location services to connect with the iPad for:
 - the Compass in the Map APP
 - Diagnostic and Usage (which will be sent to Apple)
 - Location-based Ads
 - Setting your Time Zone
- This is also where you can allow some of your APPs to use other APPS (like calendar, contacts).

FIND MY IPAD:

- Turn it on so that you can go to any computer that is connected to the Internet and locate your iPad on a map, and remotely lock or erase it.
- To do this, go to SETTINGS, ICLOUD, FIND MY IPAD.

AIRPLANE MODE: (Under SETTINGS)

- When you travel by air, you have to turn off your electronic devices.
- AIRPLANE MODE enables you to follow this rule but still use your iPad in a more limited mode.

FINGER MOVES AND SHORTCUTS

- Tap-sometimes there are tap zones to bring up functionalities.
- + is used to create, add, etc.
- Drag by holding finger on screen and moving around
- Scroll up and down or side to side to view more of the screen or more options.
 - Dragging fingers to scroll will not activate anything on the screen.
 - Touch anywhere to get it to stop scrolling immediately.
- Flick to scroll quickly.
- Spread two fingers or pinch to zoom out or in.
- To undo typing, gently shake the iPad back and forth (like an Etch-a-Sketch)-a small window will appear, allowing you to undo your most recent typing.
- Double tap-quick zooming in and out
- Keyboard-sometimes you may have to bring it up with the picture of the keyboard on the screen
- Cut, Copy and Paste (this is tricky). [use Office HD to demonstrate]

1. Double-tap the word or sentence you want to work with

A dialog box pops up for Cut Copy Paste

You may see other options for Suggest, Define, Comment, but there is no Thesarus.

The blue scroll bar appears with dots on each end.

Use the dots to expand or contract what to cut, copy or paste.

(I find it is best to use a stylus for this because the dots are small.)

2. Hold your finger down until the magnifying glass and cursor appear.

When you lift your finger, the Select or Select All box appears.

You may see other options for Suggest, Define, Comment, but there is no Thesaurus

Choose either to get the blue dots.

Use the dots to expand or contract what to cut, copy or paste.

(I find it is best to use a stylus for this because the dots are small.)

- Keyboard keys in Safari
 - Slash, hyphen, underscore are listed
 - Hold the .com button to get other domains-just slide your finger
 - Accents-press and hold the letter (e.g., e, u, I, a, o, or n)
- AutoCorrect [Use Office HD to demonstrate]
 - If you see a word you want, hit the space bar and keep going.
 - If you don't like it, tap the X to make it go away.
 - You can make a few changes in SETTINGS, GENERAL, ACCESSIBILITY, SPEAK AUTO-TEXT-turn this on to have the iPad tell you when it Autocorrects.
- Double tap the Capital arrow key to lock it in until you turn it off.
(Just tapping it once will capitalize the first letter only)

CLICKING SOUND FOR TYPING:

- If this drives you crazy, you can turn it On or OFF.
- Go to SETTINGS, SOUNDS, KEYBOARD CLICKS-choose On or Off.
- This is also where you can change sounds for everything on the iPad.

BRIGHTNESS & WALLPAPER:

- To make your iPad brighter or dimmer, go to SETTINGS, BRIGHTNESS & WALLPAPER, and drag the bar at the top left or right.
- To change your Wallpaper, go to SETTINGS, BRIGHTNESS & WALLPAPER.
 - Click the left screen to change screens using other wallpapers on the iPad or a picture from your built-in camera.
 - Here, you can set a wallpaper for the Lock Screen, the Home Screen, or both.
- Web resources for more wallpapers:
 - <http://ipadwallpaper.org/>
 - <http://www.ipad-wallpapers.com/>
 - <http://www.myipadretinawallpaper.com/>

SPOTLIGHT SEARCH:

- Swipe right and search the iPad for notes, contacts, documents, music, podcasts, reminders, messages, calendar events, emails, APPS.
- If the keyboard does not appear, tap the Search box at the top to make it appear.

What is an APP:

- They are not exactly like programs on your computer.

- They are applications----they are self-contained programs designed for the iPad.
- While the iPad comes with some pre-installed APPS, for true productivity, you will want to download more.

APPS that come with the iPad: (depending which iPad you have)

- APPS on the DOCK-at the bottom-this is the always visible bar at the bottom (can have up to 6 visible at any one time, including folders)
 - CALENDAR-you can use it separately or import work or personal calendars
 - CONTACTS-you can import work or personal email contacts
 - NOTES-very simple note-taking APP
 - MAPS-search for addresses and get directions
 - VIDEOS-if you have it, press this button for easy access to stored videos
 - YouTube-watch and explore videos on YouTube here
 - iTunes-contains the APP store; you can explore the store and download music, books, or videos directly to the iPad
 - MUSIC or iPod-where you can access stored music, audiobooks, podcasts or other audio files
 - APP Store (iTunes)-browse for the latest APPS and download them easily with a couple of clicks
 - SETTINGS-configure your iPad
 - Safari or another browser
 - MAIL-access your iCloud and Apple messages here and/or configure work and/or home emails
 - PHOTOS-press this button to see all of the photos stored on your device
 - CAMERA-easily take pictures
 - MESSAGES-for sending iMessages between other users of an iPad, an iPhone or an iPod touch
 - REMINDERS-set reminders or configure your work and/or home email to work with this APP
 - NEWSSTAND-easily read newspapers and link to your subscriptions
 - Facebook-use this to sign into your account
 - iBooks-for easy access to books you have downloaded for free or fee
- Others...

Getting More APPS: (this is very easy)

- Go to the App Store (which is iTunes)
 - For free APPS, you will need your APPLE ID and Password
 - Click where it says Free, then click Install
 - Buying APPS:
 - You will need your Apple ID and Password, plus credit card info.
 - (Once you enter your credit card info., it is automatically saved)
 - Some of the info. from your Apple ID will populate in the fields.
 - It is really easy-too easy to buy a lot of them.

Adding APPS to the HOME Screen:

- They just get added with no rhyme or reason (11 max screens with 20 APPs per screen)
- The dots above the DOCK shows which page you are on. (Note-the SPOTLIGHT SEARCH is the 1st page.)
- You can reorganize your screen.
 - To do this, hold down 1 APP until it juggles, then drag it to where you want it. Hit HOME when you are done.
- Creating Folders for APPs (this is easy)
 - Hold down an APP until all APPs jiggle.
 - Drag one over another and rename it if don't like the title suggested.
 - If you like the name, hit the HOME button.
 - Add others by getting them to jiggle and then dragging them to the folder.
 - You can drag icons from screen to screen, left to right, until you find the folder you want.
 - Click the HOME button to get them to stop jiggling.
 - Common Folders could include: Legal, News, Entertainment, Games, Travel, and Productivity.
- To access the APPs in a folder, tap the folder.
- You can also manage APPs and folders in iTunes (as long as you connect to a computer).
- Undo folders:
 - Tap the folder, jiggle the APPs, move all of them out, and hit HOME. (The folder is automatically deleted when the folder is empty)

DELETING APPs:

- To delete an APP, hold down an APP until they all jiggle, then click the X in the top left hand corner of an APP you want to permanently delete.
- NB: You cannot delete the APPs that came with the iPad.
- You will be asked to confirm that you want to delete.
- If you delete an APP, you delete all files associated with it!!! (So back up your shared files first.)

MAIL, CONTACTS AND CALENDARS:

Email:

- You can configure your iPad to bring in all of your work and home email at SETTINGS, MAIL, CONTACTS, CALENDARS.
- You configure depending on the type of email you use.
- You can add all kinds of accounts (e.g., iCloud, Microsoft Exchange, Gmail, Yahoo, AOL, Hotmail, others)
- For most of them, you need your email address, password, and the server name.
- TIP (For most, you need to turn SSL off-this is a Secure Socket Layer of extra protection). You may need to click through all error messages, hit save and then go back in and turn SSL off.
- If it does not work, you can download APPs for some email programs, e.g.,

Gmail: <https://itunes.apple.com/us/app/gmail-email-from-google/id422689480?mt=8>

Contacts:

- You can configure your email contacts to work with the iPad.
 - Go to **SETTINGS; MAIL, CONTACTS, CALENDARS;** and then **ACCOUNTS, Contacts or Add Account.**
 - Using **Add LDAP and Add CardDAV Account** worked very well.
- You can also add new contacts by using the APP.
 - Add contacts using the + sign
 - (You can add name, company, cell phone, email(s), photo, other info: Twitter feed, nickname, job title, Bday, etc.).
- You can search contacts.
- You can send other iPad and iPod users iMessages.
- You can connect to your contacts on FaceTime.

Calendar:

- The Calendar APP that comes with the iPad is pretty good.
- I imported my work calendar:
- Go to **SETTINGS; MAIL, CONTACTS, CALENDAR;** and then **ACCOUNTS, Calendars or Add Account.**
- Using **Add CalDAV Account** worked very well.

UNIVERSAL EMAIL INBOX:

MAIL App:

- Best to use in Landscape
- It lists all email accounts you have configured, plus APPLE and iCloud in the left pane (newest to oldest).
- If you want to view mail from a specific account, Inboxes for each of them are listed under the Universal Inbox.
 - Just press the Inbox you want to use.
- To check your email, you can also just use the web browser to sign in to you web-based email.

NEWS APP:

- This aggregates some of your news feeds and subscriptions.
- You can look for News feeds in the APP store or at company websites-some are free and some cost money.
 - Ex: The APP store did not have Newsnet5.com, so I went to the NewsNet5 website. It costs \$2.99.
- When I downloaded the APP for the Wallstreet Journal, it went to the Newsstand.
- When I downloaded some other APPS to read particular news sources, they did not go to the Newsstand and are listed separately:
 - US News
 - Cleveland.com for iPad

RSS READERS FOR THE IPAD:

- If you subscribe to a lot of RSS feeds to have your news pushed to you, (Ex.: Google Reader), you can use an APP to do that on the iPad.
- A couple of Free APP choices are:
 - Feedly (good to bring in news from Google Reader, Youtube, Google News, others)
 - Feeder
 - Newsify

BROWSING the Web:

- SAFARI settings can be set at SETTINGS, SAFARI
 - Some good settings to set are Search Engine, Bookmarks Bar, Cookies
 - Turn Javascript ON (if it is not already)
 - Block Pop-Ups ON-this may cause problems.
- The first time you use Safari, there will be blank window. Just tap the address bar at the top, and the keyboard will pop up. Enter the URL of the site you want to visit. Then hit Go or SEARCH.
[Google is the default search engine, but you can change that in SAFARI to another browser]
Go to SETTINGS, SAFARI, SEARCH ENGINE (choose Google, Yahoo or Bing)

OR
Tap your finger in the search box in the upper right corner, and enter search terms. Then hit GO.
- SCROLL through web pages and drag up, down or sideways.
- SCROLL WITHIN A FRAME—drag 2 fingers inside the frame.
- Double-tap hyperlinks to open them up. Alternatively, you can touch and hold a hyperlink to bring up a dialog box to “Open in New Tab.”
- RELOAD a web page—circle with arrow in web address field
- VIEW ANOTHER WEB PAGE THAT IS OPEN—tap it at the top
 - PAGE Juggler-Safari can keep up to 9 windows open at the same time.
- CLOSE A WEB PAGE—tap X on the page’s tab
- REOPEN a RECENTLY CLOSED PAGE—tap and hold the +, then tap the item you want
- ARROWS send you back and forward.
- Box with arrow to the right allows you to bookmark web pages and perform other

functions.

- +—opens a new page
- BOOK: This icon on the top of the page gives you 3 options to Bookmark your favorite web sites, see your browsing history, and see your Reading Lists.
- 1. Bookmarks
 - Bookmarks is for adding links to websites that you visit often.
 - To edit your bookmarks, tap Edit. There, you can slide the bars on the right to change the order of your bookmarks or delete them by tapping the red circle.
 - It would be a good idea to bookmark the iPad USER GUIDE on the web.
 -
 2. Browsing History-you can easily go back to websites you recently visited.
 3. Reading List-you can store items to read later.
- Pinch to zoom in or out.
- You can also double tap for photos and webpages.
(Then double tap again to reduce)
(For maps, double-tap to zoom in, tap once to zoom out again)

ATOMIC WEB BROWSER:

- When Safari does not work well, you will need something that will act like Internet Explorer or Firefox.
- A good alternative is Atomic Web Browser.

READING on the iPad:

- When you are on the Internet, Safari easily allows you to add things to your “Reading List”
- iBooks-came with the iPad
 - There are a lot of free books out there.
 - You can also buy books.
 - Let’s get the APP for the iPad USER GUIDE and put it on your bookshelves.
- GoodReader costs \$4.99
 - This is a universal document reader, although it works best with PDFs-to highlight text, add sticky notes, insert text boxes, compose free-hand drawings, lines, arrows, rectangles, and apply comments to documents; syncs with DROP BOX, GOOGLE DOCS etc.
 - GoodReader has a tap zone where you tap in the middle of the page to bring up tools and functionalities.
 - HIGHLIGHTING is possible.
- iAnnotate PDF—\$9.99—you can also use it to read, highlight text, add notes and apply comments to documents

NOTES:

- There is a Notes APP that came with the iPad.
 - 3 fonts are available (Noteworthy, Helvetica, and Marker Felt)
 - You can email your notes or access them via iCloud.
- Taking real notes requires getting an APP.
 - Get an APP if you need something more sophisticated.
 - Evernote (free)-write notes, clip info, from web pages, share with your computer. (\$4.99)
 - Note Taker HD (finger or stylus use); easy; saves to PDF-I bought
****Put the Wrist Protection ON
****You also have to turn off Multitasking Gestures under
GENERAL (Otherwise, your wrist will open things, etc.)
(But then you can't use pinching with 2 fingers, swiping)
 - Penultimate (\$.99)
 - Noteshelf (Free)-comes closest to handwriting functionality

DOCUMENT CREATION: (you will need to buy APPS)

- iWork from APPLE
 - “Pages” creates docs (\$9.99)
 - You can create a Pages document with templates
 - You can edit Pages, Word, and plain text docs
 - You can share, email, etc.
 - To name a doc. double tap its name, the keyboard comes up, and you can rename it.
 - “Numbers” creates spreadsheets (\$9.99)
 - “Keynote” creates beautiful presentations (iPad was designed for it)(\$9.99)
- Documents to GO– (can edit, but not format-will need to pretty docs up on regular computer)
 - Productivity version costs \$9.99; you can view and edit Word and Excel
 - Premium version costs \$16.99-you can view and edit Power Point
- QuickOffice PRO –\$19.99---Create and edit ALL Microsoft Office documents, spreadsheets, and presentation formats, as well as view PDF files, on the go.
- Office² HD- (\$6.99)(cheapest of all the Microsoft creators)--view, edit and create Microsoft Word compatible documents, Microsoft Excel compatible workbooks and Microsoft Powerpoint compatible presentations right on your iPad. It also integrates with your favorite cloud providers, giving you access to your valuable data, wherever you are.
- GoogleDOCs-FREE-download it, but it is cumbersome to use

DICTATION:

- SIRI works some places in the US (I cannot get mine to work well.)
- Alternatives that are better: dictation APPs
 - A simple one is called Dragon Dictation
 - It is very easy to use.
 - Hint: use it with the iPad headset for best performance
 - Hint: If you don't use the headset, speak into the microphone at the top of the iPad.

- You can dictate any English sentence.
- You can dictate punctuation (e.g., “period” “exclamation point”)
- You can even dictate some formatting (“new line” “new paragraph”)
- A good one for lawyers is Dictamus-Dictate & Send-\$16.99

BRAINSTORMING: (You will need to get an APP)

- MindMeister (FREE)
 - Have to set up an account online
- GEISTESBLITZ(s)---literally translated as mind flashes, sudden insights or ideas, often brilliant and unexpected. Consisting of the German words Geist (as in Zeitgeist) and Blitz (as in Blitzen, that lightning-fast reindeer of Santa Claus), it is probably best translated into English as brain wave or flash of genius.
- Simple Mind (FREE)(much easier to use)

MAPS:

- The one on the iPad does not do much. To do more, you have to download something like:
 - My Places for Google Maps
 - Google Earth

SKYPE

- There is a FREE APP you can download which enables you to make SKYPE calls using the iPad and its great front facing camera.
 - CAMERA: this is the top button on the back of the iPad.
 - You can instant message (IM) using SKYPE.

PODCASTS:

- If you listen to podcasts, there is an Apple APP.
- You can easily subscribe to podcasts using this APP.
- I linked to a few Podcasts.

ONLINE MEETINGS: (You will need an APP)

- GoToMeeting-Free from Citrix
- WebEx-Free from Cisco
- Fuze Meeting-Free from FuzeBox Software

PHONE CALLS:

- You can make Video calls using FaceTime.
- You can make Skype calls.
- You can also use FaceTime to make telephone calls over a cellular network (in a pinch).

PHOTOS:

- To turn on the CAMERA APP-click the button on screen
 - It automatically saves all photos and videos you take to Photos.
- Switching to video mode is easy at the bottom.

- If you want to take screen shots of iPad screen, hold the HOME button and the WAKE/SLEEP button at the same time.
 - They are automatically stored in Photos.
- Save a picture from the web to Photos/Photo APP by holding a finger on a picture, and save at the prompt.

FACBOOK:

- You can use a Facebook APP to sign in to your account.

YOUTUBE:

- You will want to install the FREE APP to easily watch videos

FACETIME:

- You can use it to:
 - Make video calls over a wireless network to someone else's iPad (or iPhone or iPod Touch)
 - Make FaceTime telephone calls over a cellular network.
- Videocalls:
 - The camera automatically activates, capturing YOU (not what you see).
 - This is the front camera, and it comes on automatically for FaceTime.
 - The perfect place to hold it is at arm's length.
 - On a call, you can tap the camera to the back camera to show something.
 - There is no need for set up or creating an account/no need to create a screen name.
 - However, you have to go to SETTINGS, FACETIME, make sure it is on, and enter your APPLE ID.
 - Any contacts you have imported will be listed on right hand side.
 - People will call you using your email address.
 - iCloud address is the default, but you can add another email. (I tried adding my Gmail account, but it did not work.)
 - + means to add a contact
 - You can create a list of favorites.
 - It is sort of like Skype; you set up a call ahead of time with the person you want to talk with.
 - The person you are calling will get a message to decline or accept.

MESSAGES:

- You can only use this with other iPad, iPhone or iPod touch users.
- You can use iCloud to send and receive messages.
- You can send iMessages between "I" devices.
 - You can send "Read Receipts" to allow others to be notified when you have read their messages.

VPN (Virtual Private Network):

- You can set this up to communicate private information securely over a non-private

network.

- You may need to configure it to access things like work email.
- You can turn it on and off.
- Ask your administrator for the settings necessary to configure VPN.

SYNC with Computer:

- To sync your iPad with your computer, use the connecting USB cable. Every time you connect, iTunes should start. To configure the synchronization, select the iPad under the devices on the left hand side. Then you can manage it. You can configure it to sync mail, contacts, calendars, apps. Music, movies, TV shows, podcasts, books, photos.
 - Choose all the settings you want.
 - Click Apply.
 - Press SYNC.

SHARE FILES WITH COMPUTER:

- Use iTunes to transfer files between the device and your computer.
NB: This is easier with iCloud, DropBox, MobileMe, etc.

Backing UP an iPad:

1. You can use iCloud to automatically back up your iPad on the Internet.
 - The last STORAGE and BACKUP is shown on SETTINGS, ICLOUD, STORAGE & BACKUP, MANAGE STORAGE.
 - To set it up, go to Settings, iCloud, log in with your APPLE ID and password, if required.
 - Make sure to go to STORAGE & BACKUP, and turn on iCLOUD.
 - You can also manage your settings here. Make sure it is on and that you are backing up your:
 - Mail
 - Contacts
 - Calendars
 - Reminders
 - Safari
 - Notes
 - Photos
 - Documents and Data
 - Find My iPad

NB: It doesn't back up purchased music or movies. (You have to use iTunes)

2. Alternatives

- DropBox---It is an online storage facility
 - Need APP on iPad-FREE
 - Once APP is downloaded, just drag files and whole folders into it and they are automatically saved online/synced online

- Then you need to create an online account
 - 2 GB is FREE; 100 GB costs \$9.99 per month
 - You can share files; collaborate
- It works with any type of file-PDF, WORD, spreadsheets, presentations
- You can open but not edit documents (unless you get an APP to work with DROPBox-like Documents to Go)
- Mobile Me
- SugarSync-alternative to DropBox
- Air Sharing-well-regarded

PRINTING (options):

1. Email the file to yourself, and print it on a regular printer at work or home.
2. Go to iCloud or your back-up service online from a computer, and print.
3. Wireless printing: your iPad works with printers that support AirPrint.
 - AirPrint is an Apple technology or feature that lets APPs you use on the iPad create full-quality printed output using Apple's driverless printing architecture.
 - AirPrint works on all iPads (just get the latest iOS downloaded).
 - The iPad and printer need to be on the same wireless network.
 - If your printer does not support AirPrint, there are APPs for printers from:
 - printer manufacturers (Ex.: Brother, Canon, HP, Dell, Samsung, Lenovo, Lanier, Epson, Gestetner)
 - Third parties
 - To see which ones work with it, go to:
 - Apple KnowledgeBase (<http://support.apple.com>)

WORK ON YOUR OFFICE COMPUTER THROUGH THE IPAD:

- LogMeIn Ignition (Free)-use this when you need to work on your office computer or access a file that is only there or on a home computer. First, you must install the software on the computer you want to access, and that computer will need to be left on. Then, you just turn on the iPad, launch the LogMeIn program, and put in your credentials.

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