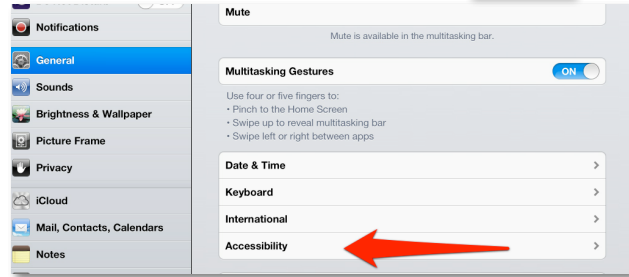


Settings

General-Accessibility- Guided Access

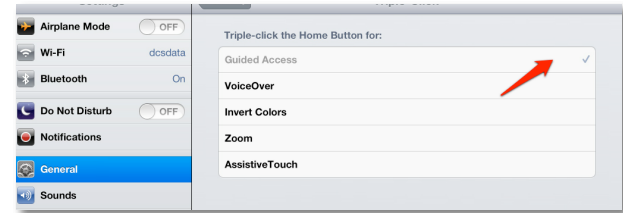


turn guided access on & set your password



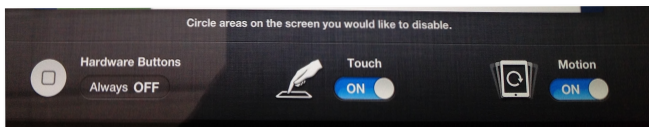
Password must be your 4 digit phone extension

turn triple click on

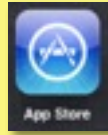


To use guided access....triple click the home button

guided access menu will pop up at the bottom



App Store



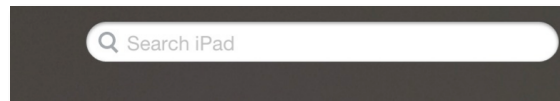
*buy/ download apps
*run app updates

Creating a free Apple ID (iTunes Account)

<http://support.apple.com/kb/ht2534>

Spotlight search

Can't find an app? Pull down with 2 fingers on the Home Screen to reveal spotlight search



IPADS

Settings- General-Restrictions

* disable in app purchases

DON'T CHANGE OTHER RESTRICTIONS

Use an Apple keyboard

Missing a real keyboard? Any Apple Wireless Keyboard will work with the iPad. In fact, your iPad will work with any Bluetooth keyboard. Some iPad cases have a keyboard built in, which can be handy.

Organizing Apps

***You can rearrange and group the apps on your iPad so you won't have so many screens to scroll through to get to your apps



Press and Hold on any app for a few seconds and the apps will start to dance and small Xs will appear on the app icons (some apps won't have the Xs since they are part of the system).

---You can click the X to remove the app from the iPad if you desire.

--You can move apps around in order to rearrange their locations on the screen

***You can also place your apps into groups so that you can organize them by category. Drag one app on top of another and they will join together in a group and prompt you to give the group a name. To add other apps to a group drag them on top of the group.



Press HOME Button to set them will stop

the Button to and they dancing.

Settings

*adjust system & app settings

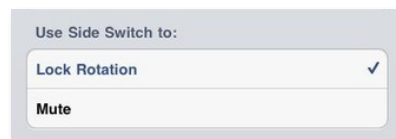


General....

...SIRI-voice activated personal assistant

...Accessibility...**GUIDED ACCESS**- lock kids in apps, lock out ads in apps (see directions on back)

...**MUTE / LOCK ROTATION SWITCH**



...**Multitasking Gestures** - may want to turn off

Wifi- connect to home or other free wifi

Notifications- best to turn most push notifications off (can turn off all notifications or individual sounds, alerts, & badges)

Privacy...LOCATION SERVICES- Turn ON

*help for finding iPad if lost/stolen

(<https://www.icloud.com>)

Keyboarding

*Split Keyboard

*Keyboard shortcuts (push & hold on key)

*Dictation- listens to your voice & types what you say

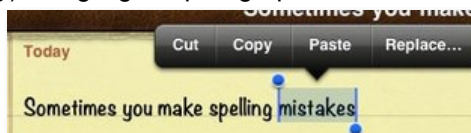
*Magnifier- push & hold in text for editing

*Copy & Paste- tap text (single or double click --will see menu options & handles to drag for selecting more text)

*Shift/ Caps lock- double tap either shift key to turn caps lock on

**Copy and Paste for Experts

Double Tap (editable) text two times quickly to highlight a word. Triple Tap to highlight a sentence. Quadruple Tap (4x quickly) to highlight a paragraph.



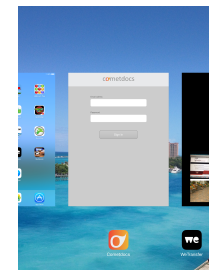
Tips & Tricks

***Multitasking

Double tap the home button to see which apps are open and switch between open apps.

***iPad running slowly?

Double tap the home button and close some applications that are running. To close an application, swipe up on the app window.



*** Application Locked Up?

Try a Force Quit of the app

-double click the home button to see all the running apps
-Swipe up on the app window

Try a Restart of the iPad

-Hold the top power button down until you get the option to power the iPad off.
-Power off and restart your iPad

Try a FORCE RESET of the iPad (last resort)

-hold the top power button and the home button at the same time until the iPad turn off. Push the power button to turn the iPad back on.

***Screen Shot

Hold down the top button and the home button at the same time to capture a picture of your screen.

***Quick Mute

If your iPad is on and you want to quickly mute it, hold down and the volume down button for a few seconds to quickly mute the iPad.