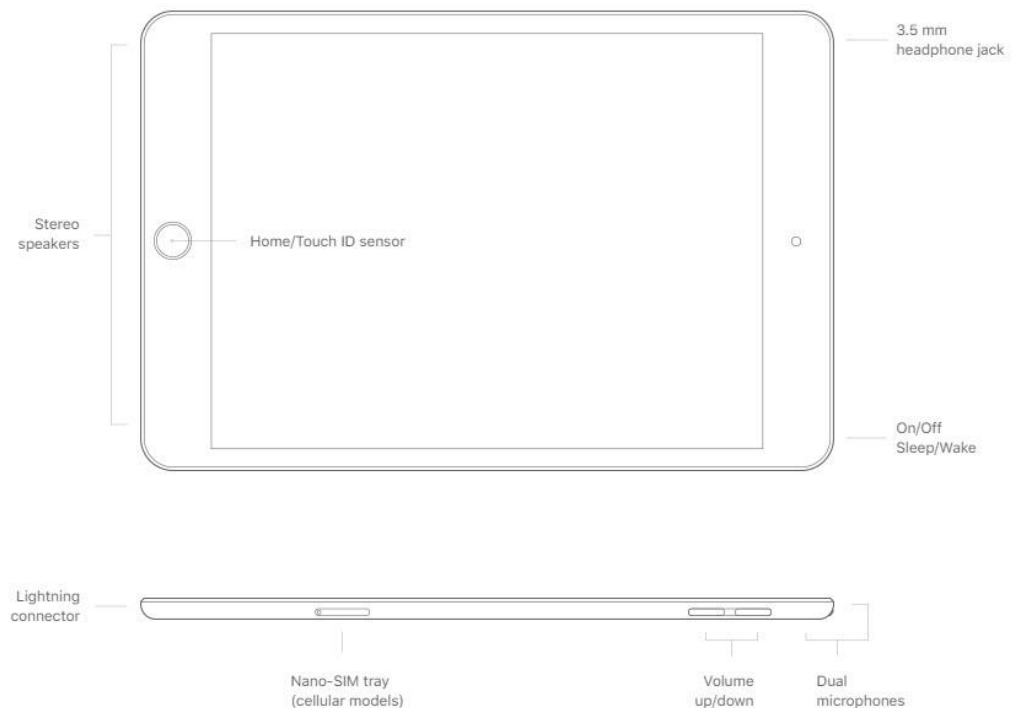


iPad Basics

Buttons and Connectors



Move apps by tapping, holding and dragging the app to the desired location. You can move it to a different page by hovering over the side of the screen. Move your most frequently used apps to the **dock** at the bottom of the screen so that you find them quickly.

Create folders by moving an app and hovering over another app. You can rename the folder.

Delete apps by tapping and holding down on the app for three seconds. Then, if the app can be deleted, it will have an “X” in the upper left of the icon.

Close out of apps by double tapping on home button and swiping upward on apps you want to close. If your iPad does not have a home button, swipe up from bottom of screen and hold for one second before releasing. Then swipe up on apps you want to close.

Important features in Settings

- Set up **Apple ID** so you can download apps from App Store
- Set up **iCloud** to back up for iPad's data
- Connect to **WiFi** to access internet
- Connect to **Bluetooth** to pair your iPad with wireless devices
- Set **Notifications** for each app
- See **General** tab for info on your device & storage
- Connect your email in **Passwords & Accounts** to use Mail app
- Access **Control Center** to quickly adjust brightness, volume, screen lock
 - Swipe from the top right corner of screen

Native Apple apps to explore

- Siri – voice activated internet search
- Email – access your existing email account from your iPad
- Safari – Apple's internet browser
- Camera/Photos – take pictures with your iPad's camera and do basic photo editing
- Contacts – manage your email contact information
- App Store – download free & paid apps
- Notes – type out notes and save them to your iCloud
- Reminders – set up reminders for specific dates & times that will pop up on your screen

Additional Resources

- Lynda.com
 - Video tutorials on iPad and other tech topics
- Magazines available through OverDrive & PressReader
 - iPad User Magazine
- Email digitalservices@balibrary.org with specific questions