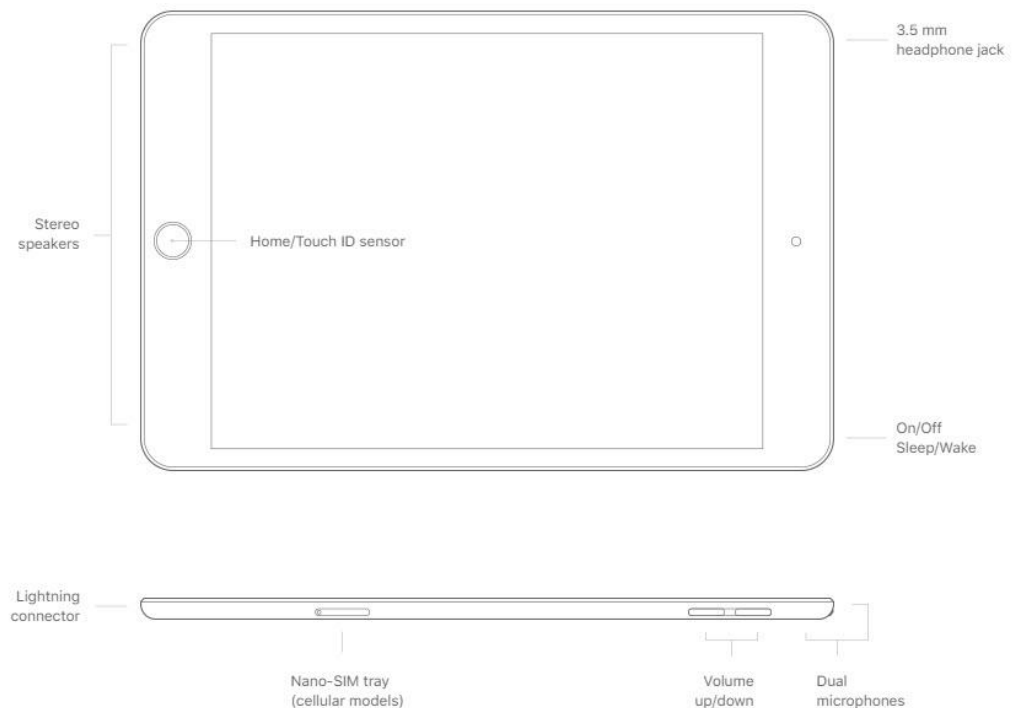


## iPad Basics

### 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 your iPad's data
- Connect to **WiFi** to access internet
- Connect to **Bluetooth** to pair your iPad with wireless devices
- Set **Notifications** preferences 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

- LinkedIn Learning
  - Video tutorials on iPad and other tech topics
- Magazines available through OverDrive & PressReader
  - iPad User Magazine
- Email [digitalservices@balibrary.org](mailto:digitalservices@balibrary.org) with specific questions