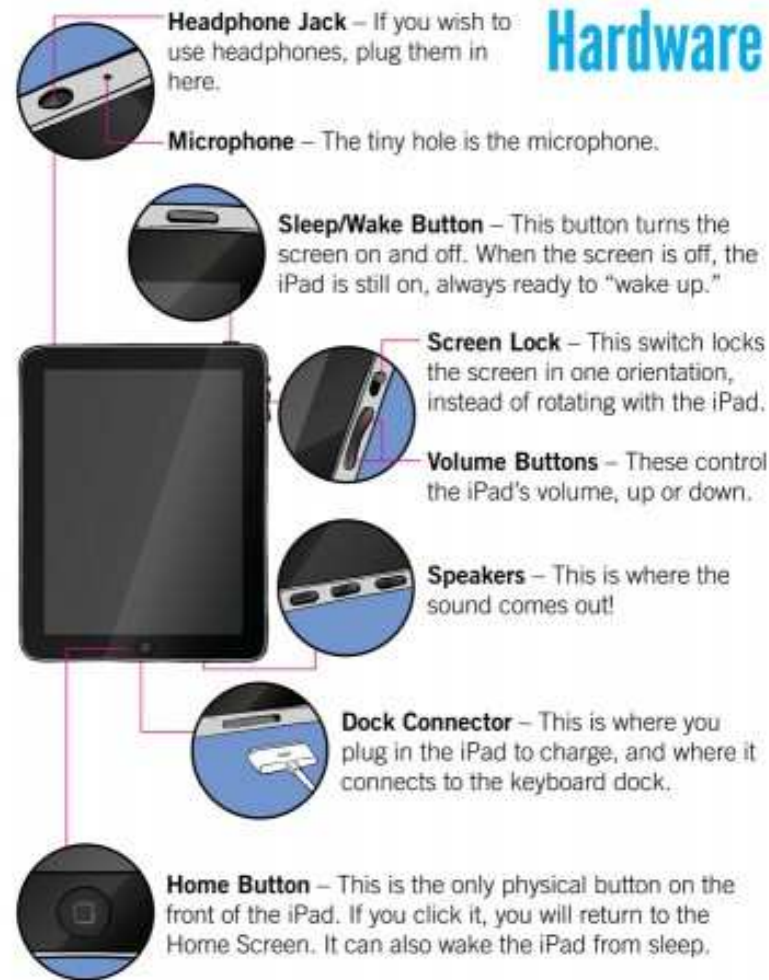


iPad Manual






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How To Turn On And Off the iPad

OFF

- ❖ Hold you iPad up right. (This means that the home button should be at the bottom in a vertical position). 
- ❖ On the top right side there is a small black oval shape this is called the sleep button. 
- ❖ To turn your iPad completely off you should press and hold down on this button for 5-10 seconds.
- ❖ Next the screen will change and a slider will appear that says, "slide to power off". 
- ❖ ". Finally to turn you iPad off all you need to do now is slide the red arrow all the way to the right side.

ON

- ❖ Again locate on the top right side the small black oval shape, called the sleep button. 
- ❖ This time to turn your iPad on you are to press and hold down the button for 1-5 seconds
- ❖ Next you will see the Apple logo, and if you wait a few seconds your iPad will be on and ready to use.

Charging the iPad



- ❖ Right under the Home button, is the dock connector is located.
- ❖ Here, is were you can attach the white cord to either your personal computer or to an outlet.
- ❖ When charging your iPad you want to make sure that the battery life is really low.
- ❖ If you start to charge your iPad when the battery life is still high or at 50%(half way) it can start to drain its lasting time, which means you will have to charge your iPad longer for less usage time.
- ❖ If you can not judge the life on the battery by just the picture you can turn on the “Battery Percent”
- ❖ Go to Setting, General, Usage, scroll to the bottom and slide the circle to the right. So instead of it saying OFF it will say ON.




How To Setup Email Account




- ❖ From the Home screen, tap Settings.
- ❖ On the Settings screen, tap Mail, Contacts, Calendars.
- ❖ From the Accounts section, tap Add Account....
- ❖ Tap Microsoft Exchange, MobileMe, Gmail, Yahoo!, Aol or Other.
- ❖ Tap Add Mail Account.
- ❖ Complete the following fields, and then tap Save:
 - Name — The name to display on your email.
 - Address — Your email address.
 - Password — Your email account password.

Enter your account information and tap Save. Mail configures most email accounts automatically.

How to Send Emails

- ❖ Tap the mail app and open your [email account](#).
- ❖ Tap on the  button at the top.
- ❖ Tap the " To " box and type in the mail address of the person you want to send the mail to or press the + button and add a contact from your list.
- ❖ Now enter the Subject or title.
- ❖ Type in you message.
- ❖ Tap the Send button to send the mail.
- ❖ That's all! Now the mail will be sent to the specified address.

Extra Tips

- ❖ To reply to a message, just open up the mail, tap on , tap " Reply " and then enter your message and send it.
- ❖ To send a photo via email, select a photo from your gallery, tap on  and then choose " [Email Photo](#) ".
- ❖ To forward a message, just open up the mail, tap on , tap " Forward " and then enter your message and send it. You could enter many email addresses to forward the message to many.

How to Delete Emails

- ❖ Open your inbox on the **iPad**.
- ❖ Open the [message](#) you want to **delete**.
- ❖ Swipe on the message title and tap on **Delete** or just open the message and tap on the small basket figure.
- ❖ If you want to **delete** multiple **email** messages, then tap "Edit", select the messages you want to **delete** and then tap on **Delete**.

Set Up An Apple ID

- ❖ When you first buy an iPad there are already a few items that come pre-installed in your iPad. One of them is the App Store app.
- ❖ If this is your first time with an Apple product, you just might have to create a new apple id.
- ❖ To do this tap on the App Store app, scroll all the way down to where it says "Sign In" tap on that then tap on "Create New Apple ID"
- ❖ Confirm your country, then agree to the Terms and Conditions, then create your new account by adding your email address, a new password and answering all the other questions that it asks. **Tip:** (remember to write your password and the email you used in a secure place where you can find it, if you ever forget it).
- ❖ To finish creating your account you will need to add a credit card number. The card you use will only be charged if you buy apps that **do not say Free** on them.
- ❖ Once you have completed those steps above you will be signed in and ready to purchase apps



How to Buy Apps

- ❖ To purchase an app all you need to do is search the App Store for an app that you might want. You can get ideas on the different apps by searching the three topics that are on the bottom: “Featured” “Categories” or “Top 25” if you already know of an app the you might want you can always just go to “Search” and type in the name of the app you want.
- ❖ For example if you wish to buy the Pandora app you would go to “Search” in the top search bar type in Pandora click on search.
- ❖ Next you will see that it says Pandora Radio FREE and its ratings.
- ❖ Next you would tap on the blue rectangle that says FREE
- ❖ It will then turn green and say INSTALL, again Tap on that
- ❖ Finally it will say “APPLE ID PASSWORD” your email address and a white bar that is requesting your password.
- ❖ If you enter you password then click OK on the right side, the app will start installing on its own.
- ❖ Once the app is fully installed you can begin using it.

Extra Tips

- ❖ If you ever see a red circle with a number on the top right side of the App Store that means that there are updates available for some of your apps.
- ❖ To update the apps all, go into the app on the bottom far right it says “Updates”, click on that, then on the top right it says “Update All” click on it, and enter your password, and all the apps will begin to update automatically.

How to Access and Buy Music:

❖ Open the iTunes Store

Open iTunes on your computer. Then, click on the iTunes Store in the left-hand menu.

❖ Find music

Click Music in the top toolbar to browse iTunes audio, including personal recommendations based on your iTunes library. Use the drop-down menu under Music to check out a particular genre or enter a term in the search bar to find specific music to buy.

❖ Preview the music

Click an album, artist, or song to bring up more information. Click Play on a specific song to preview the tune. If you like what you hear, click Buy to purchase the track or Buy Album to get the entire record.

❖ Log in to iTunes

Log in to your iTunes account using your Apple ID and password. If you don't have an account, click Create New Account to link your purchases with a valid e-mail address and credit card.

❖ Complete your purchase

Once you're logged in, click Buy to complete your purchase; Apple will automatically download the songs to your iTunes library and send a receipt to your e-mail.

How to Access Facebook and Twitter:

- ❖ Refer back to “How to Buy Apps”.
- ❖ Download Facebook and/or Twitter App on your iPad.
- ❖ After download is complete the icon of the social media that you downloaded should appear as one of your applications.
- ❖ Click on the icon of the social media you want to access and sign in if with your account information.
- ❖ If you do not have an account set up yet, click on “sign up”. You will then enter your information, create an account and be able to sign in.