

<b>U3A Nunawading: Beginners - Using the iPad</b>	
<p><b>1. Parts of the iPad</b></p> <ul style="list-style-type: none"> <li>Buttons - Home, cameras, speakers, volume, sleep/wake</li> <li>Portrait &amp; Landscape views</li> <li>Lock rotation button</li> </ul> <p><b>Accessories</b> Camera connection kit, keyboard, bluetooth speakers</p> <p><b>Basic troubleshooting: System</b> Reboot the iPad if it is having problems that aren't resolving. In order to do this, just press and hold the home button and the sleep/wake button together for about 10 seconds.</p> <p><b>Forcing A Misbehaving App To Quit</b> Press and hold the Steep/Wake button until the slide to power off message appears.</p> <p><b>Battery Care</b> Make sure you go through at least one charge cycle per month (charging the battery to 100% and then running it completely down).</p>	
<p><b>2. Getting to know the iPad</b> Basic interface: tap, double tap, pinch, swipe</p> <ul style="list-style-type: none"> <li>iPad interface</li> <li>Moving apps around the screen</li> <li>Creating a folder</li> <li>Deleting apps</li> <li>The Dock</li> <li>Enabling multitasking gestures</li> <li>The multitasking bar</li> </ul>	<p><b>Videos</b> Touching the iPad Using gestures to work faster Create a folder on the ipad The multitasking bar</p>
<p><b>3. Website</b></p> <ul style="list-style-type: none"> <li>Bookmark these pages <ul style="list-style-type: none"> <li>technologyfueled.com</li> <li>appleid.apple.com</li> <li>youtube.com</li> <li>icloud.com</li> </ul> </li> <li>My email address: <a href="mailto:michele.berner@gmail.com">michele.berner@gmail.com</a></li> <li>The browser - Safari <ul style="list-style-type: none"> <li>How to use Safari to enter addresses</li> <li>How to make a bookmark and folder</li> </ul> </li> </ul>	

<p>iPad built in apps (ppt) Download Adobe Reader from the App store</p>	<p><b>Video</b> How to use the browser: Parts 1&amp;2</p>
<p><b>4. Apple ID</b> Why do you need one? Where do you find it?</p> <ul style="list-style-type: none"> <li>○ Settings, Store</li> <li>○ App store- scroll down to bottom of page</li> <li>○ Resetting password</li> <li>○ App to consider: password storing app</li> <li>○ Apps store / iTunes store payment – credit card or iTunes gift card</li> </ul> <p><b>Upgrading to new versions of the operating system (iOS)</b></p> <ul style="list-style-type: none"> <li>○ upgrading over wi-fi</li> <li>○ why you should upgrade</li> <li>○ How - online instructions</li> </ul>	
<p><b>5. The App Store</b></p> <ul style="list-style-type: none"> <li>• Go through all sections of app store</li> <li>• What is an app?</li> <li>• Downloading an app</li> <li>• Why do you need apps</li> <li>• Free versus paid apps</li> <li>• iPad versus iPhone apps</li> <li>• Download some apps <ul style="list-style-type: none"> <li>○ Skitch</li> <li>○ Notability</li> </ul> </li> <li>• Updating apps and software</li> </ul>	<p><b>Video</b> Using the App store on iTunes</p>
<p><b>6. iTunes</b></p> <ul style="list-style-type: none"> <li>• Download and install on a computer</li> <li>• No computer? Use iTunes app on the ipad</li> <li>• iTunes account <ul style="list-style-type: none"> <li>○ Use Apple ID</li> <li>○ Payments - credit card or gift card</li> </ul> </li> <li>• Changing passwords <ul style="list-style-type: none"> <li>○ <a href="http://appleid.apple.com">appleid.apple.com</a></li> </ul> </li> </ul> <p><b>The iTunes store (app)</b> Music, Movies, TV, Books, Podcasts How to search for media Videos, Music – played in Videos and Music App</p>	

<p><b>7. Synchronising the iPad</b></p> <ul style="list-style-type: none"> <li>• What does synchronise mean?</li> <li>• Synchronise - computer or iCloud?</li> <li>• Wireless syncing</li> <li>• Synchronising the iPad with a computer</li> </ul> <p><b>Restore: Starting All Over</b>  Need to completely wipe the iPad and restore it? Each time you sync, a backup is created. To restore your iPad to that last backup just connect it to your computer. Wait for iTunes to start. Click the iPad icon and then click the Restore button to begin.</p>	<p><b>Video</b>  How to sync your iPad with a computer: parts 1-4</p>
<p><b>8. Settings</b></p> <p>General  About software update, usage, sounds network, bluetooth, wifi sync, spotlight, auto lock, passcode lock, restrictions  Changing the wallpaper  Accessibility  Notifications, Reminders</p>	<p><b>Video</b>  Configure the settings on your iPad: Parts 1-5  The notification Centre</p>
<p><b>9. Keyboards / Typing</b></p> <ul style="list-style-type: none"> <li>• Virtual keyboard -</li> <li>• Keyboard shortcuts</li> <li>• Replace: Replace function. Select any word by double tapping, which brings up the option Replace. Tap this and you will see possible replacement words</li> <li>• Adding an Emoji keyboard</li> <li>• Split the keyboard</li> <li>• Add a bluetooth keyboard</li> </ul>	<p><b>Video</b>  Using the virtual keyboard</p>
<p><b>10. Using Safari</b></p> <p>Safari activity  Bookmarks  The Reader</p> <p>Other browsers: iCabMobile  Maps app, Google maps, Live street view</p>	<p><b>Video</b>  Using Safari on the iPad</p>

<p><b>11. Settings</b>  General  About software update, usage, sounds network, bluetooth, wifi sync, spotlight, auto lock, passcode lock, restrictions  Changing the wallpaper  Accessibility  Notifications, Reminders</p>	<p>Configure the settings on your iPad: Parts 1-5  The notification Centre</p>
<p><b>11. iCloud</b></p> <ul style="list-style-type: none"> <li>• What is it and why do you need it?</li> <li>• Download iCloud for Windows</li> <li>• Setting up iCloud</li> <li>• iCloud email account</li> <li>• for backup and syncing</li> <li>• iCloud email address - add to Mail app</li> <li>• Sync bookmarks, mail, notes, contacts, photostream</li> <li>• Find my iPhone</li> </ul>	<p><b>Video</b>  How to set up iCloud  iCloud: Sync &amp; backup to the cloud  Setting up Cloud on a Windows PC</p>
<p><b>12. Mail</b></p> <ul style="list-style-type: none"> <li>• add a mail account</li> <li>• add the iCloud account to Mail</li> <li>• Mail, contact, calendars settings</li> <li>• VIP</li> </ul> <p>Contacts and Calendars app  Messages, Reminders apps</p> <p><b>Voice dictation</b>  SIRI, Dragon Dictation, Recorder apps</p>	<p><b>Video</b>  Add and configure an email account on the iPad  How to use Hotmail and Outlook mail</p>
<p><b>13. Youtube</b></p> <ul style="list-style-type: none"> <li>• What is youtube used for?</li> <li>• Desktop versus mobile Youtube</li> <li>• Youtube.com</li> <li>• Searching for videos eg Notability</li> </ul> <p><b>Create a Youtube account</b></p> <ul style="list-style-type: none"> <li>• Download the Youtube app</li> <li>• Create a playlist</li> <li>• Save videos as Favorites</li> </ul>	<p><b>Video</b>  Youtube app – iPhone</p> <p>Download Youtube video to your computer  Download Youtube video to your ipad  Viewing videos in Youtube</p>

<p><b>14. Camera</b>  Taking photos and video  Front and back camera  Editing photos</p> <p><b>PictureFrame app</b>  use picture frame from lock screen</p> <p>Facetime and Photobooth apps</p>	
<p><b>15. Photos app</b></p> <ul style="list-style-type: none"> <li>• Creating albums</li> <li>• Camera roll</li> <li>• Photostream</li> <li>• Capture screen</li> </ul> <p>iPhoto app</p>	
<p><b>16. Video</b>  Ripping DVD to file and copy to iPad  Handbrake, VLC player  What is streaming video?</p> <p><b>Getting video onto the iPad</b></p> <ul style="list-style-type: none"> <li>• Download from keepvid.com (need computer)</li> <li>• Download from youtube using keepvid.com and save to a computer</li> <li>• Use video camera</li> <li>• Sync videos from iTunes</li> </ul>	<p><b>Video:</b> How to rip a DVD using Handbrake and VLC player</p>
<p><b>17. Podcasts</b></p> <ul style="list-style-type: none"> <li>• what is a podcast?</li> <li>• how to find a podcast</li> <li>• subscribe to podcast - ipad today, app advice</li> <li>• stream a podcast</li> </ul> <p>Podcasts app</p>	
<p><b>18. Reading on the iPad</b>  What can you read?  books - Kindle, iBooks, Google Play  magazines and newspapers - Newsstand, Zinio, Pressreader</p>	

<p><b>19. Working with files and storage</b></p> <ul style="list-style-type: none"> <li>• Dropbox, Box, Google Drive, Skydrive</li> <li>• Evernote - going paperless</li> <li>• Get evernote account</li> <li>• Getting files into the ipad</li> <li>• Goodreader, Adobe reader app</li> </ul>	<p>Activity. Take photo with skitch, annotate and send to Evernote</p>
<p><b>20. Apps list</b></p> <p>1Password</p>	