



'Linking Rural Older  
People to Community  
Through Technology'

**SENIORS INFORMATION TECHNOLOGY**  
**iPAD™ MANUAL**





Linking Rural Older People to Community through Technology

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## How to turn the iPad on/off & lock the screen...

This is the top corner of the iPad....the circled button is the on/off button.



To switch the iPad on, just hold this button down for a few moments. A small apple symbol will appear in the centre of the screen as the iPad loads and then the screen will start up with a **slide to unlock** symbol at the bottom (As shown below). Slide this button across the screen with your finger to unlock the screen and begin using the iPad.



The screen of the iPad can be locked again by pressing the black on/off button just once. Locking the screen means that the iPad is still on but the screen will not work by touching it. To switch the iPad completely off again you will need

to hold the on/off button down for a few seconds. At the top of the screen the **slide to power off** function will appear (pictured below). This will turn the iPad off completely.



## Charging the battery...

The iPad has a very long battery life... this symbol in the top right hand corner of the screen indicates the amount of battery life remaining...



When the battery life begins to run out this symbol will become red indicating (as shown on the next page) that the iPad needs to be charged soon. However it will continue to work as usual until it is completely empty at 0%.



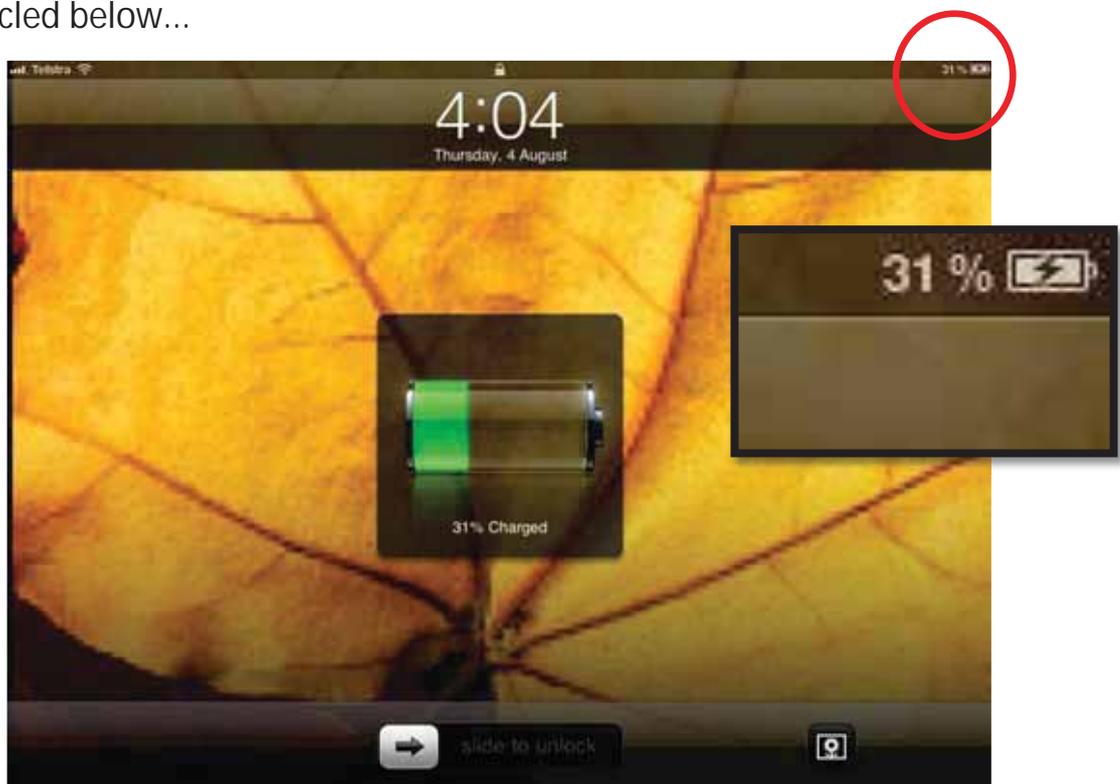
When the iPad gets to a battery life of 20% and then 10% it will come up with a warning alert in the centre of the screen as pictured below.



This is warning you that the battery life is diminishing and it may be wise to place the iPad on charge by this point, you can just select the dismiss button when this warning comes up and continue working. To charge the iPad, you need to plug the charger in the power switch with the other end of the adapter inserted into the iPad as shown in the image below. You can still use the iPad while it is charging, and you can remove it from charge if you need to even if it is not at full 100%.



The iPad will show this charge symbol in the middle of the screen indicating how much charge it has just briefly when it is first plugged in, you can also track how charged the iPad is with the symbol in the top right corner, enlarged and circled below...



# The home screen...

When you first switch your iPad on the screen will appear as below. This is the home screen. Each of the small square icons are known as Apps (stands for applications). The labels below explain more clearly the functions of these Apps . We will work through some of these Apps in more detail later.

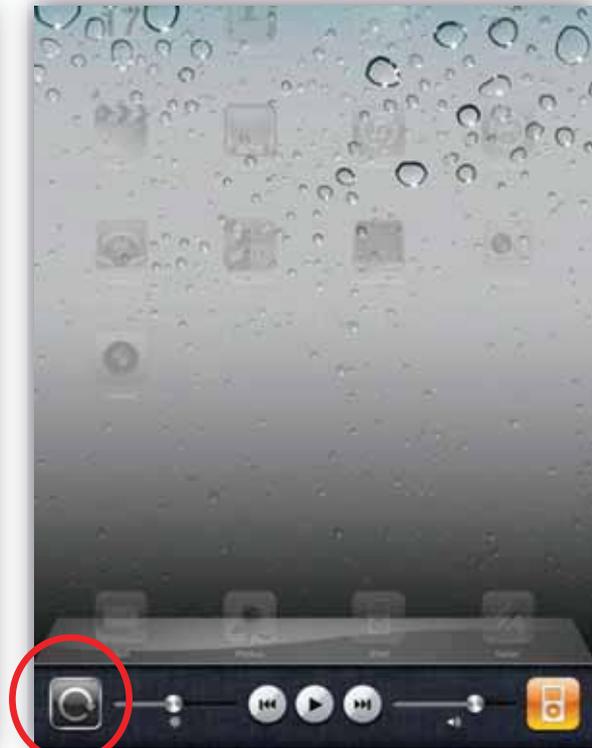


Anytime you want to return to this home screen when you are using the iPad, all you have to do is press the home button at the bottom, circled below.



## Locking the screen position...

There are a couple of other handy little tricks on the home screen. One is that you can lock the screen into a set position (portrait or landscape). When you are on the home screen, double click on the home button. Your home screen will become greyed out and your apps will all appear along the bottom of the screen (see below). This shows all of the apps that are running currently on the iPad. If you drag these apps across from the left hand side of the screen, as far as they will go then the options shown in the second image below will appear. The function circled in the far left corner is the lock screen position function. If you tap this a padlock will appear in the middle of the circled arrow like (see image to the right). If you then press the home button your home screen will return to normal and you will also see the following image in the top corner, next to the battery life (see image to right), this indicates that the screen is locked in position and will not swap between landscape and portrait when you turn it...To unlock it you just need to go through the same process and take the padlock off the symbol circled.



## Setting the background picture...

Let's start by setting the iPad background to a picture of your choice. You can do this by selecting the settings App on the home screen (shown below).



When you enter the settings screen you will see a list on the left hand side of the screen. Select the option on the left hand menu Brightness & Wallpaper.