

# COMPUTER & LIBRARY TRAINING

## Computers for Beginners 5: Use iOS 12 and iPad Apps



March 2020 DC

## Learning Outcomes

In this class you will:

1. Build on skills and experiences from our previous classes
2. Practice using more advanced gestures to:
  - a. Switch apps
  - b. Close apps
  - c. Screenshots
3. Try out iPad apps:
  - a. Camera
  - b. Photos
  - c. Audio
  - d. Google Translate
  - e. Shazam
4. Test new skills learned by working on challenges
5. Review additional resources to help you learn more

## Review: Connecting to WiFi

Does everyone remember how to connect to WiFi?



Settings

1. Turn on your iPad and login with your passcode
2. Tap on **Settings**
3. Tap on **WiFi** and turn it on as needed
4. If Toronto Public Library Network doesn't load automatically, Tap it once
5. **Accept** the Terms and Conditions of the Login Page and **tap on Connect**
6. **Confirm** you are connected by looking for the WiFi symbol at the top corner of your iPad

## Exercise 1: App Switcher

As we have emphasized during this series, the iPad is designed as a personal device. There is no software which will close programs and delete your private files automatically. **We need to do this manually**

We have been trying out a number of different apps in the previous classes, but we rarely close any of these. It is also hard to see what is open and what is not.

1. To see all your open apps in the App Switcher, try out the following:
  - **Double-click the Home button.**
  - **Swipe** up from the bottom edge slowly and pause in the center of the screen.
2. To browse the open apps, **swipe right, then tap the app** you want to use.

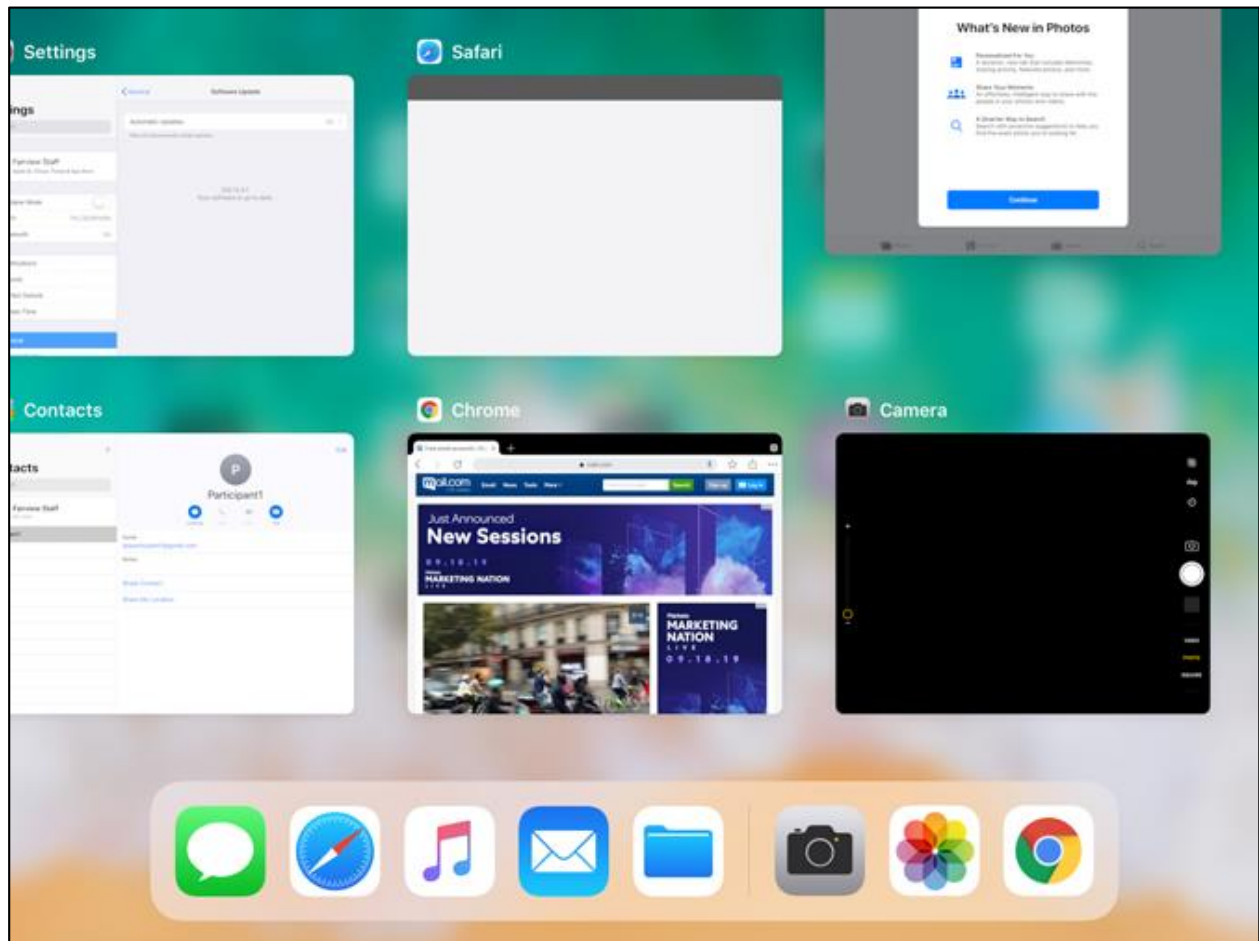


3. **Practice** both methods for a few minutes to get more comfortable!

**TIP:** these can be tricky, so be patient and keep on practicing.

## Exercise 2: Close Open Apps

1. Use one of the techniques we've just practiced to see all open apps.
2. To close an app: **Tap, hold and flick the app up** to the top edge of the screen.



## Exercise 3: Using the Dock to Switch Apps

We also know the Dock displays the most popular and most recently used Apps.

You can use the Dock to switch between Apps:

1. While your App is open, slowly drag your finger up from the bottom edge.
2. The Dock will appear
3. You can then tap on one of the icons to switch to that app.



## **Exercise 4: Take a Screenshot**

You can take a picture of the screen, just as it appears, to share with others or use in documents. We used this technique to create this handout!

1. Simultaneously press and then release the top button and the Home button.
2. Your screenshot will be saved to your photos.
3. **Try it out!**

### **Edit a screenshot**

4. Tap the screenshot in the lower-left corner, to see the editing tools.
5. Tap on the marker, tap on a colour, then draw with your finger.
6. Then tap Done.
7. Choose Save to Photos (or Delete Screenshot).

## **Stretch and Relax!**

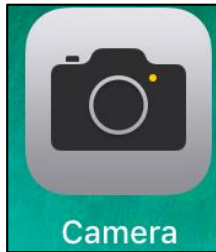
Take frequent breaks when working at the computer. While working, you are sitting in an unnatural position, reaching for the mouse, and staring at the screen.

- Look away from the computer screen.
- Stand up and stretch your shoulders.
- Gently roll your head to relieve neck strain.
- Shake hands out gently, and open and close your fingers.

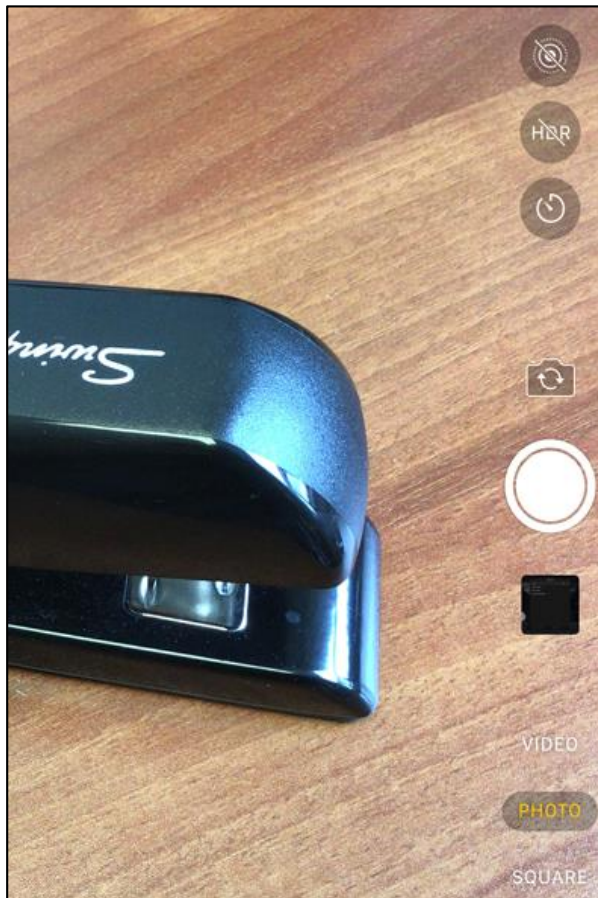
# iPad Apps - Time for some fun!

## Exercise 5: Using the Camera

One of the most fun iPad features is the Camera. There are actually 2: one on the front (used for Selfies, Skyping, Facetime, etc.,) and one on the back. Photos are stored in the Photos App.



Let's take a tour of the features:



Live Photos

HDR

Timer

Switch to front camera

Shutter

Photos

Settings for Video, Photo, Pano, etc.,

**[Scroll to select]**

1. Let's practice!
2. If it is easier, take the iPad out of the keyboard stand
3. **Tap to open** the Camera App
4. Hold the iPad in front of you and **point it** at an object or scene
5. **Tap on the photo** to adjust the exposure: **experiment** with tapping in dark areas and light areas
6. **Hold still for focus** and **Tap on the Shutter** to take a photo

One of the joys of a digital camera is that you can take several pictures easily until you get the shot you want.



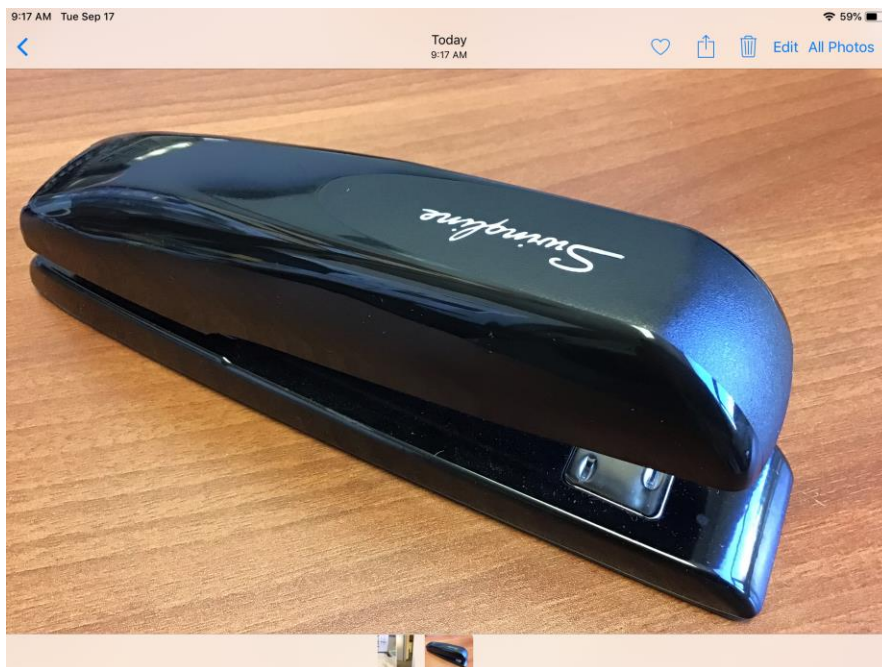
## Exercise 6: Photos



Now that you have taken a few photos we can do some editing.

1. Open the Photos app

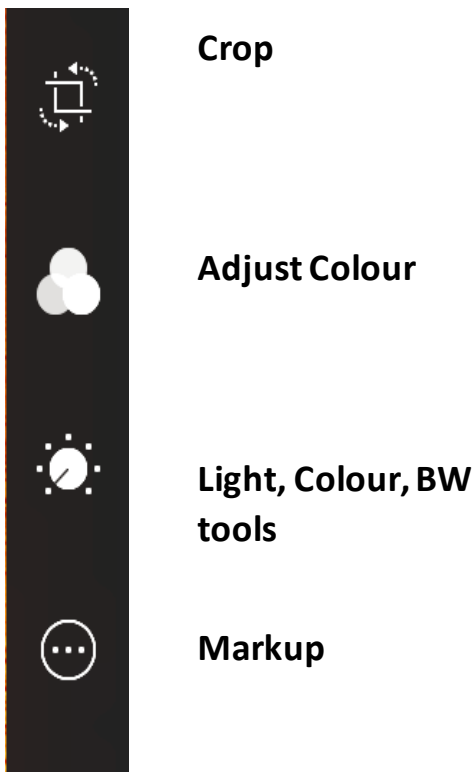
**TIP:** You can also access your photos using the icon under the shutter in the camera



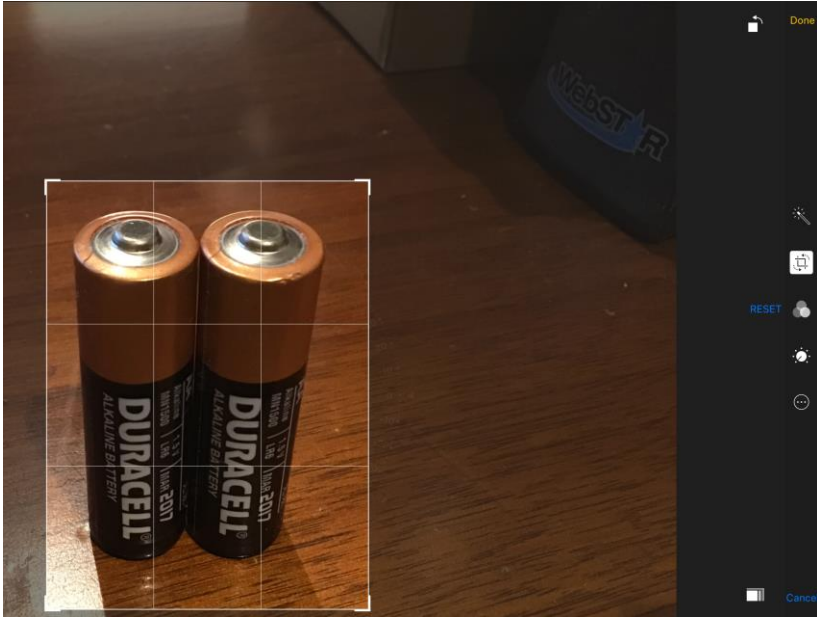
2. **Tap to open a photo.** Here you can **try out**:
  - a. Scroll left or right through your photos
  - b. Delete unwanted photos by tapping on the trash can icon
  - c. Edit your photos

**Tap on Edit.** Here you can **try out:**

- d. Crop
- e. Rotate or tilt
- f. Change the colour from vivid colour to black & white.
- g. Change the exposure (Light to dark)
- h. Markup with notes using your finger as a pen
- i. Tap Cancel to discard your changes
- j. Tap Done to save your changes

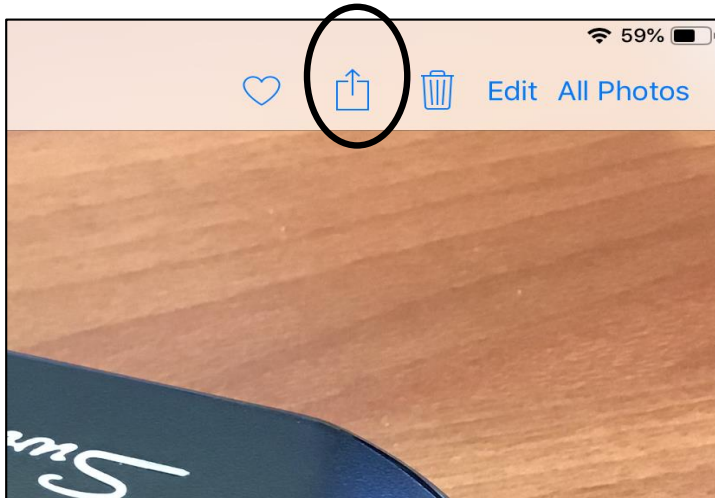


**Go ahead and experiment now – you can't break anything. Have fun!**



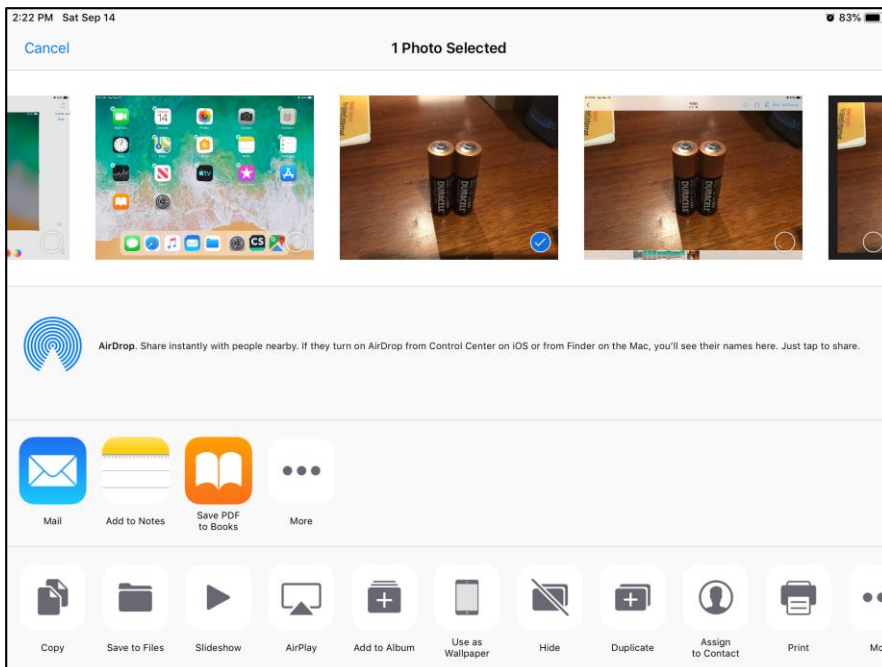
3. You can **Share** photos by:

- a. Emailing them
- b. Save to Files
- c. Print
- d. Use as your wallpaper (background image on your iPad)
- e. and more



**Note: the Share icon.**

This is used by many apps!



## Review

1. Now that we have lots of apps open can you remember how to close them all? **TIP:** Review page 4 for a refresher.
2. Go ahead and close all your open apps.

## WRAP UP: Be curious and fearless!

It takes time to learn a new skill. Computer applications are no different. But with time and practice it gets easier. It's also fun to learn something new!

At first you might be concerned about making a "mistake" but try not to be. You can't really "break" anything! There is always a way to get back to where you started or you can cancel what you are doing.

Explore without fear and let your curiosity drive you to learn (and practice) new skills.

## Today we learned:

- more about how you can handle apps on the iPad
- how to identify which apps are open
- how to switch between open apps
- how to close apps
- how to have fun with the camera and photos
- to recognize the Share icon and that it is used to email or print or many other types of sharing

## Where to Learn More

### Online Courses:

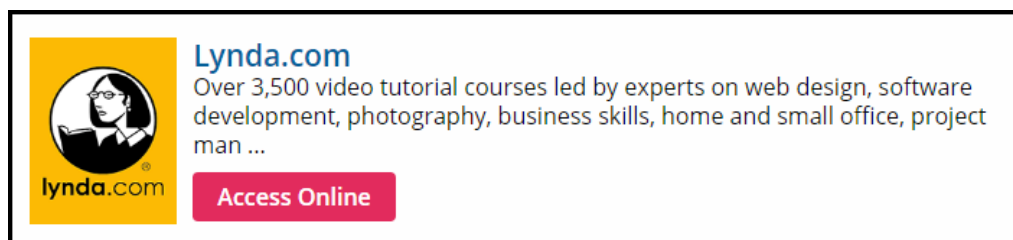
[Apple iPad User Guide](https://support.apple.com/en-ca/guide/ipad/welcome/ios): <https://support.apple.com/en-ca/guide/ipad/welcome/ios>

GCF Learn – [iPad Basics](https://edu.gcfglobal.org/en/ipadbasics/): <https://edu.gcfglobal.org/en/ipadbasics/>

### Lynda.com

Lynda is a collection of high-quality instructional video accessible for free via the library's website: **tpl.ca**. You must be connected to the Internet and have a valid library card to use this collection.

1. On the TPL home page, click on the **eLearning** portal.
2. Click on the link to Lynda.com and select **Access Online**.



3. Type your library card number and PIN in the boxes, **Sign In** and click the **Continue** button.
4. Use the top search box to find video classes, such as:

Try out this class:

#### [iOS 12: iPhone and iPad Essential Training:](https://www.lynda.com/iOS-tutorials/iOS-12-iPhone-iPad-Essential-Training/734631-2.html)

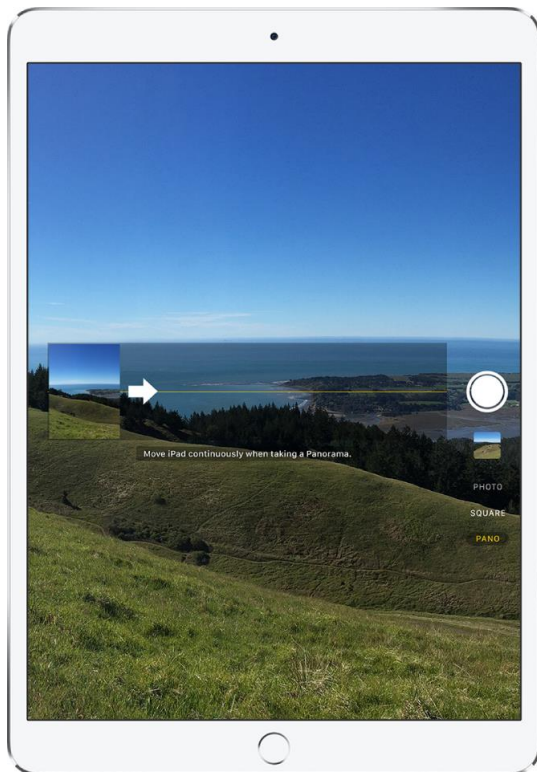
<https://www.lynda.com/iOS-tutorials/iOS-12-iPhone-iPad-Essential-Training/734631-2.html>

## Practice Exercise: Pano-ramas

A favourite tool for wide shots or landscapes is the Pano (Panorama) setting.

**TIP:** Before you take your photo, line up your shot and pan your camera to see where you want to stop and start

1. **Select Pano mode** by scrolling through the options
2. **Tap the Shutter** button.
3. **Pan slowly** in the direction of the arrow, keeping it on the center line.



4. **To finish, tap the Shutter button again** while holding the iPad still.

**TIP:** Tap the arrow to pan in the opposite direction.

**TIP:** Rotate the iPad to landscape orientation to pan vertically.



## Practice Exercise: Why are my Apps Jiggling?

This can happen anytime, but it's easy to fix!

1. **Press and hold** an app
2. The apps will start to jiggle and an **X** will appear in the top left corner
3. **DO NOT Press on the X!**
4. But if you wanted to delete an app this is how you would do it.
5. **Press the Home Button** to stop the jigging!
6. **Note:** in the Dock, your recent Apps display a **minus sign (-)** instead of an **X**
7. **You can press on the Minus sign to close the apps and clean up your Dock**

