Computers for Beginners 1:
Use the iPad

Mar 2020 DC

tpl: toronto
public library

Learning Outcomes:

In this class you will:
1. Become familiar with the physical features of an iPad
2. Practice basic functions: on/off, wake/sleep, home button, gestures, opening apps
3. Practice basic gestures using games designed for the iPad
4. Review additional resources to help you learn more

Get to know the iPad

We use computers to go online, communicate with others, be creative or be productive. Computers come in many forms including the iPad.

Typically, a PC or laptop computer is made up of several parts that work together:
- a monitor
- a tower with a hard drive and software
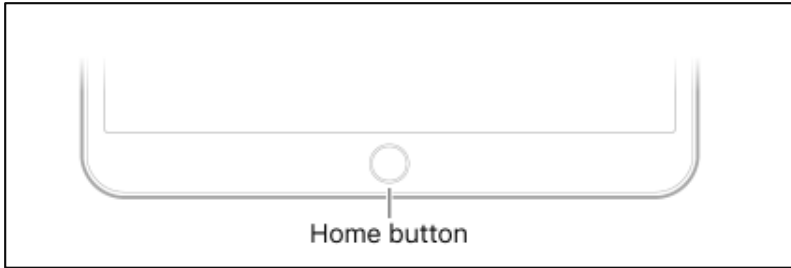- a mouse or track pad
- a keyboard

iPads, by comparison, have all these elements built into one device:
- the hard drive is compact and fits in behind the screen
- the screen is touch sensitive, so no mouse is required
- the keyboard is virtual; it is touch-sensitive and appears on the screen as needed
- iPads also include 2 cameras – front- and back-facing - and a microphone in the back
- iPads can also be connected to a physical keyboard for ease of use and to better mimic a laptop experience
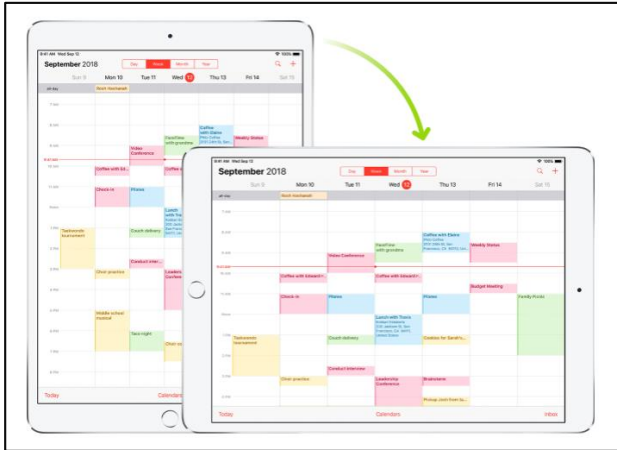
iPads are designed as personal devices – they are not necessarily set-up for sharing but we have designed our classes with your privacy in mind.

Let's tour our iPads

Front View   Back view   Side view

Volume

Home   Camera   Microphone

Sleep/Wake Button   Headphone jack

Top View

Bottom View
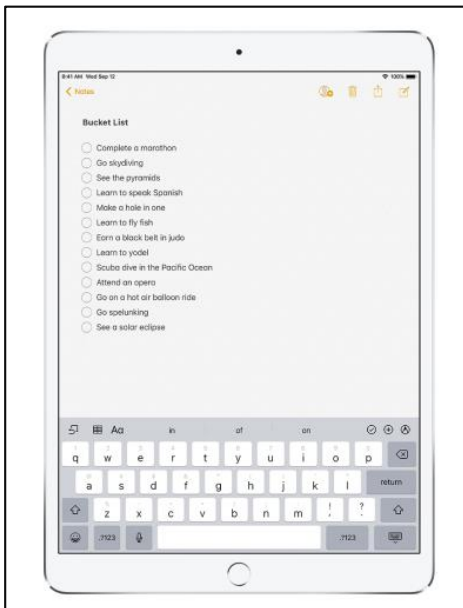
Speakers   Charging Port

Use the **Home Button** to get back to the Home Screen with a single click.

You can use your iPad in **portrait or landscape** mode for most applications.

A simple pared-down version of a **keyboard** will display on the screen whenever you need to type.

Exercise 1: Power On/Off vs Sleep/Wake

Power On

To turn the iPad on:
1. Press and hold down the sleep/wake button (top left) for a few seconds, then let go
2. You will see a black screen with a white Apple logo
3. Be patient as the iPad powers on.
4. When it turns on you will see a screen with the date and time, see below
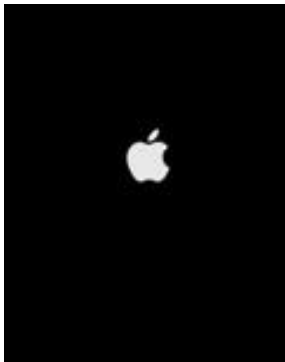

To Login (or *Unlock* the iPad):
5. Press and quickly release the Home Button (a quick click - **do not hold** the button down)
6. Tap once on each number to enter your passcode: **1 2 3 4 5**

Power Off

To turn the iPad off:
1. Hold down the sleep/wake button (top left) for a few seconds
2. Follow the prompt on the screen to "slide to power off"
3. **Practice powering on/off several times**
4. **Last step: power on, press the Home Button, and login with passcode**
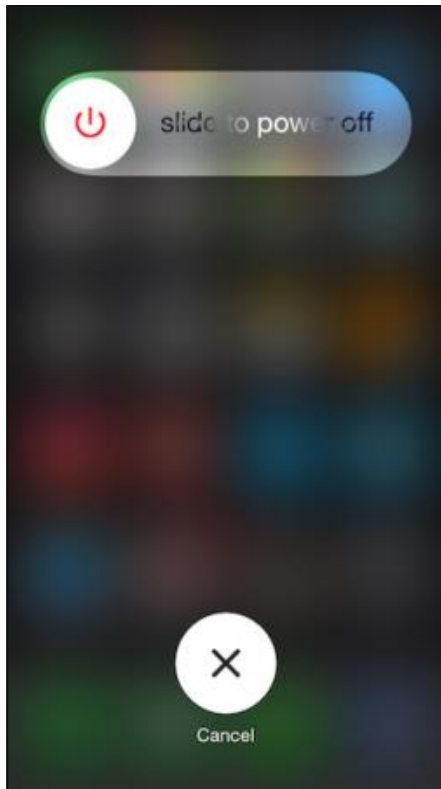
Sleep/Wake

If you are using an iPad for a period of time you can save the battery by putting the iPad "to sleep" rather than turning it off altogether:

To put the iPad "to sleep"
1. Press and quickly release the sleep/wake button (top left)

To "wake up" the iPad
2. Press and quickly release the sleep/wake button (top left)
3. **Try all of these techniques out several times to get a feel for them!**
4. **Final step – iPad ON, press the Home Button, and login with passcode**

Exercise 2: Home Screen Tour

1. If your iPad is not on, turn the **iPad ON, press the Home button, and login with passcode**
2. Take a look at the home screen on your iPad
3. **What can you see?**
4. **Discuss with your neighbor**
5. Let's review together

Apps

More Screens

Dock

WiFi

Time

Bluetooth

Battery
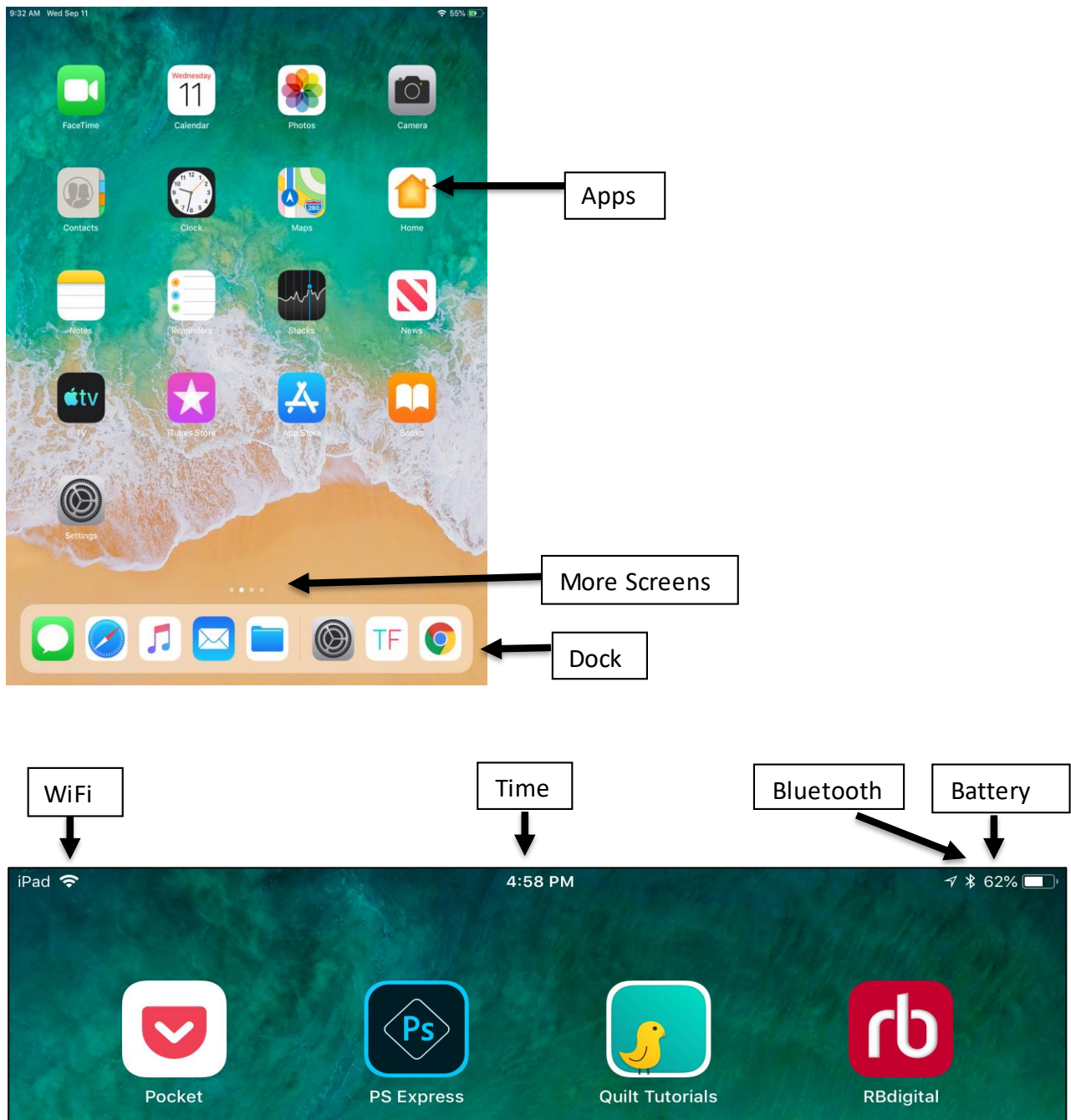
Exercise 3: Gestures

Learn basic gestures to interact with iPad

Control iPad and its apps using a few simple gestures—tap, swipe, scroll, and zoom.

Tap. Touch one finger lightly on the screen.

Swipe. Move one finger across the screen quickly.

Scroll. Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.

Zoom. Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.

You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out.

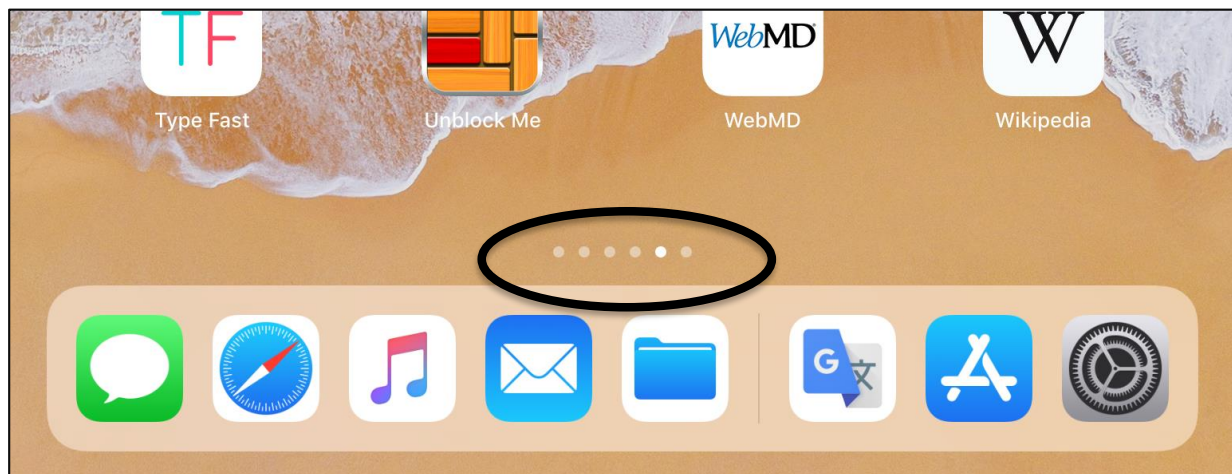In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

Gesture Practice Exploring the iPad

Let's start with some basics. The dots above the Dock tell us that there are several screens which we can swipe through, almost like the pages of a book.

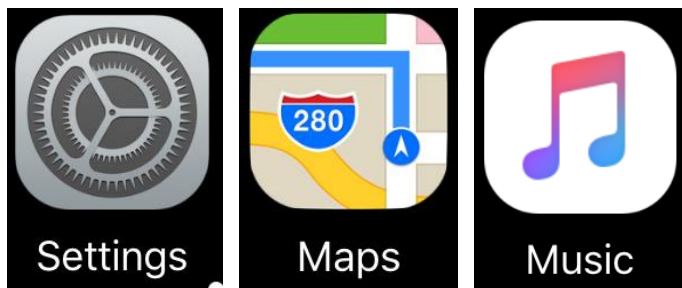1. Swipe left or right in about the middle of the screen.

2. Try it out several times until it feels comfortable

Let's tour what we found:

The main screen includes the standard apps that come with the iPad such as:

- Settings
- Camera
- Photos
- iBooks
- Maps
- Facetime
- Tips
- and more...

After that you will see Apps we added at TPL – they should be in **alphabetical** order. This should help you locate apps during our upcoming lessons.
Each App is labelled and has its own colourful logo.

Note: the **Dock** at the bottom includes the most popular iPad apps.
As you use your iPad you will notice the right-hand section of the Dock will change. Apps you have used most recently appear here for your convenience.

Practice:

3. Open any App
4. It should fill the screen; we are not yet connected to the Internet so you may get a variety of messages, depending on the app you chose.
5. Once you have an App open, **press the Home Button to return to the Home Screens**
6. Try this several times to get some practice

> **TIP**: The Home Button is one of the most useful buttons for a beginner. If you are not sure what to do, quickly press the Home Button once to get back to a home screen and start again!
>
> To get to the main Home Screen, quickly press the Home Button again from any of the other home screens.

Tip: Where you place your hands makes a big difference. The touch screen is sensitive. If an app or gesture is not responding check your grip on the iPad – one of your fingers may be touching the screen!

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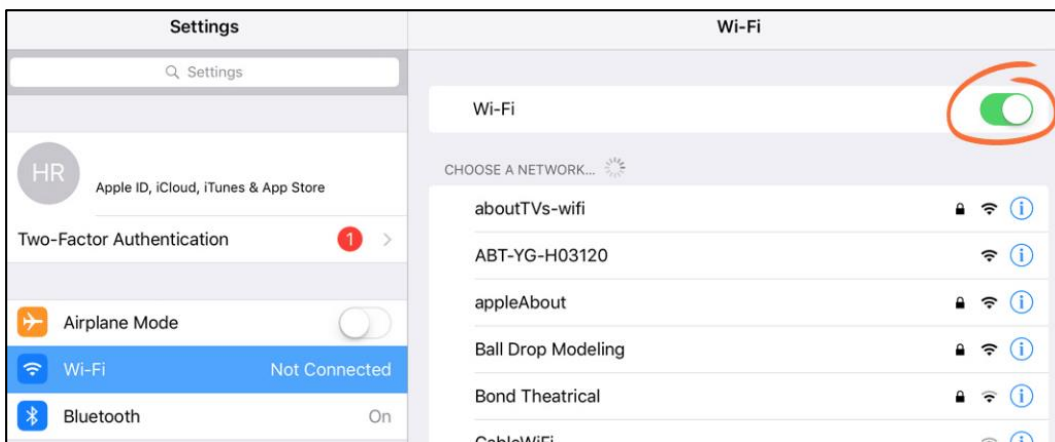
- Look away from the computer screen.
- Stand up and stretch your shoulders.
- Gently roll your head to relieve neck strain.
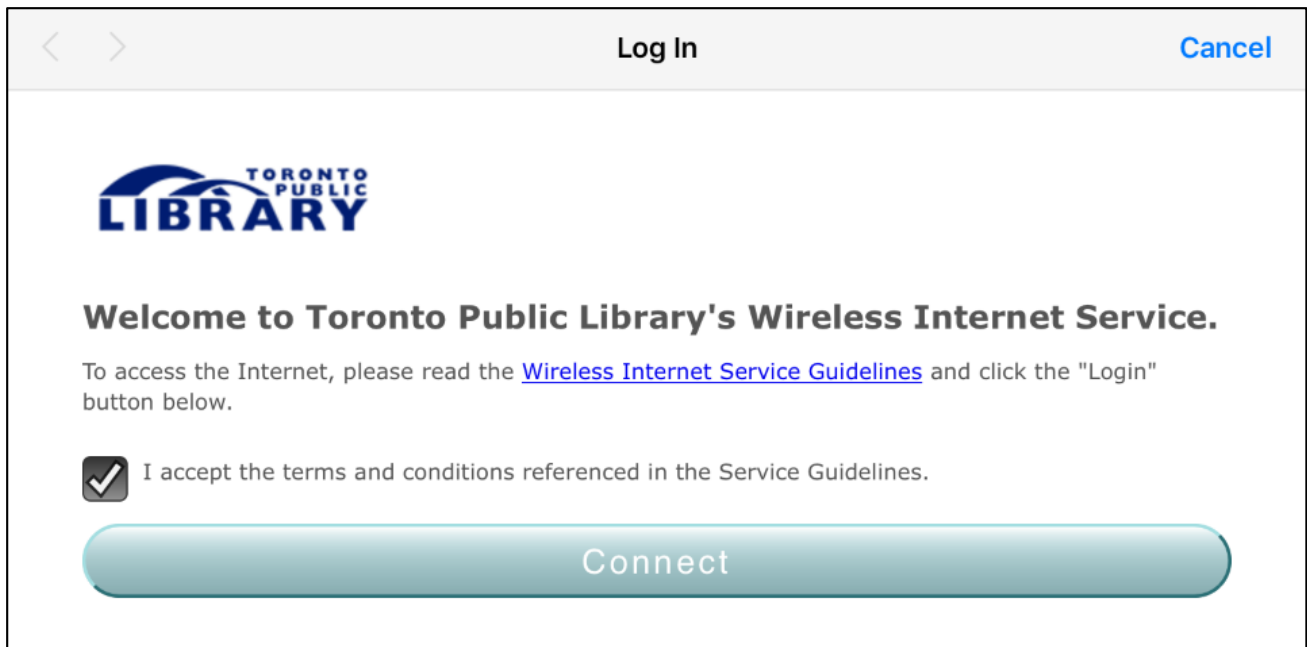- Shake hands out gently, and open and close your fingers.

Exercise 4: Getting Online

Most of our classes will include going online so let's do that now. Let's use Wi-Fi which is a wireless method of connecting to the internet.
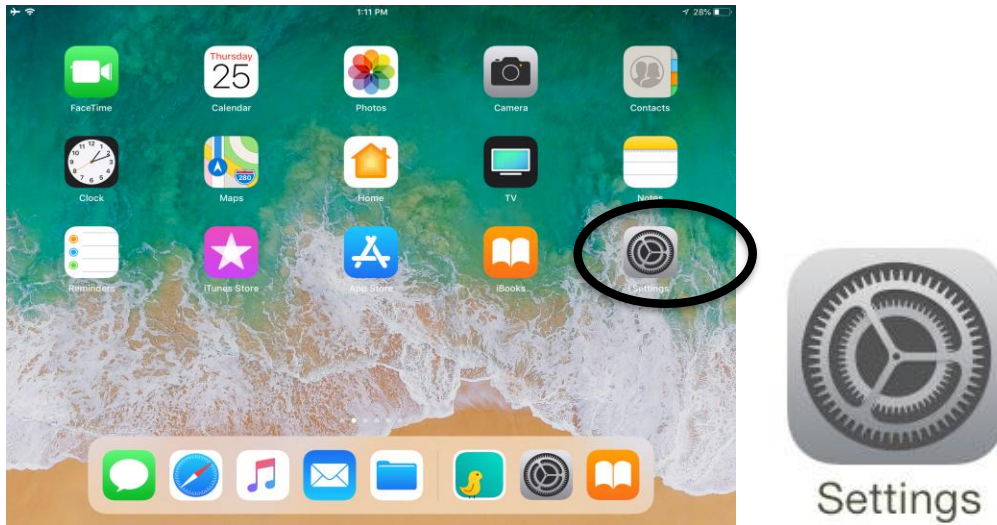
1. **From the main Home Screen tap once**, lightly, on **Settings** to open it
2. Tap on **Wi-Fi**, on the left, to open the Wi-Fi pane on the right
3. Tap once on the **on/off switch** to the right on Wi-Fi in the right panel
4. Select the **Toronto Public Library** network and click Connect
5. A welcome page should load. This may take a few seconds. (If this doesn't happen automatically on your device, opening your web browser should get the page to load.)
6. **Tap the box** acknowledging that you **accept the terms and conditions**
7. **Tap on Connect**

Log In   Cancel

Welcome to Toronto Public Library's Wireless Internet Service.

To access the Internet, please read the Wireless Internet Service Guidelines and click the "Login" button below.

☑ I accept the terms and conditions referenced in the Service Guidelines.

Connect

8. Click on the Home Button to get back to the Home Screen
9. The Wi-Fi symbol on the top of your Home Screen confirms you are online and connected to the internet

Using a Browser

Browsers are software applications that allow you to go online and access web pages and other services. Your iPad comes with 2 browser Apps: **Chrome** (made by Google) and **Safari** (made by Apple).
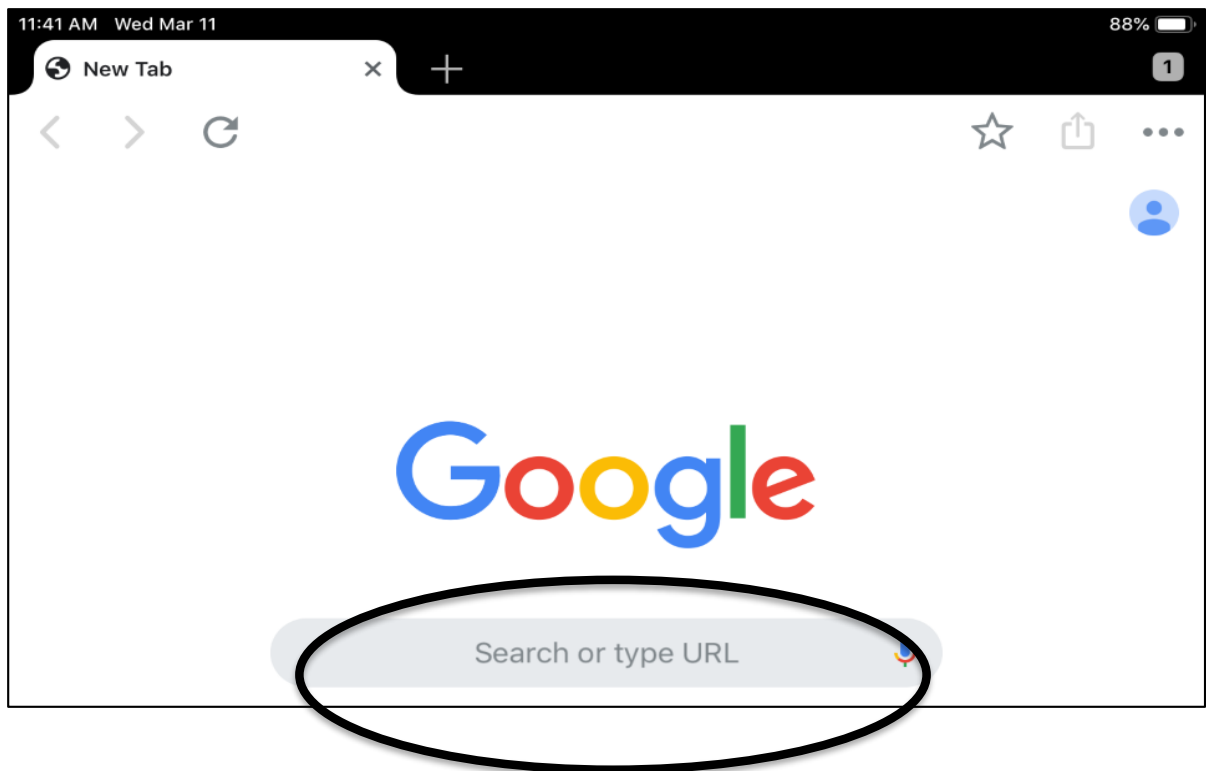
 Chrome   Safari

When you use a browser software to explore the web it is called "browsing".

Let's get some practice entering a web address and using the touch screen to navigate the web page.
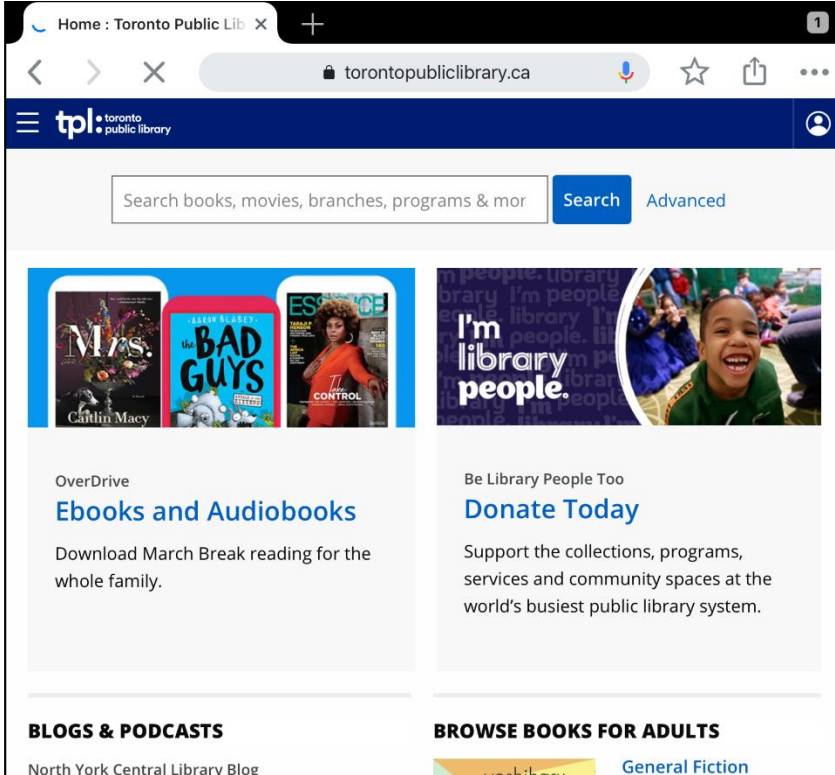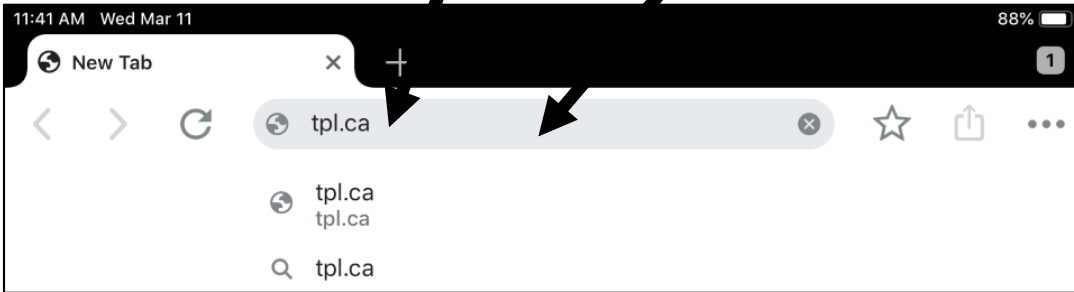1. Tap on the Chrome icon
2. Tap once in the "Search or type URL" box to activate your address bar to activate your cursor (for typing text)
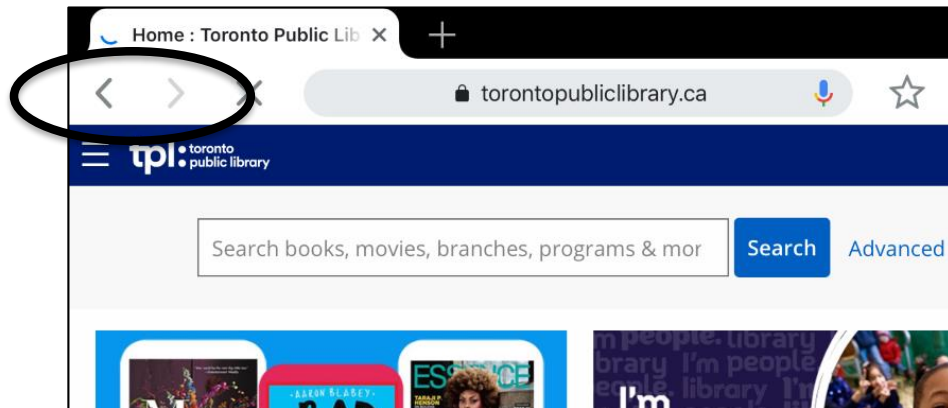

3. Type in tpl.ca and tap on Enter on your keyboard

URL or web address

Address bar

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For now, we are less interested in the content than **how to use the touch screen:**

1. Take some time to **Practice scrolling** by swiping up and down the page

2. **Double Tap or use 2 fingers to zoom in and zoom out.** Try to get used to the touch screen.

3. **Tap on some links** (usually blue text or menu headings) and see where they take you!

4. **Use the back and forward arrows** (top left corner) to navigate backwards and forwards between pages

5. **When you are done – share with the rest of the class some of what you learned.**

Exercise 5: The Control Center

We've looked at a few gestures you can use on the screen itself, but you can also swipe into the screen from the edges of the iPad. One of the most useful tools on the iPad is the Control Center. It gives you quick access to a number of frequently used tools and apps such as screen brightness, volume, music, the camera, etc.,

To access the Control Center, swipe straight down, at the top right corner, from the outside edge and across the battery icon. You should see this:

Let's look at a few features: **Brightness and Volume** and **Rotation Lock.**

Brightness and Volume adjustments:
1. Tap and drag up and down in the Brightness bar
2. You don't have to be precise, anywhere in the bar should work.
3. Practice this in the Volume bar too (you can also use the Volume buttons on the side of the iPad itself)


Rotation Lock
4. Tap on Rotation Lock
5. Then turn your ipad 90 degrees right or left
6. Tap on Rotation Lock again and try rotating your iPad – **what happened?**

Exercise 6: Try any Game

Games really help you get a feel for the iPad. Try out any of these to get more comfortable with the touch screen and to have some fun at the same time!
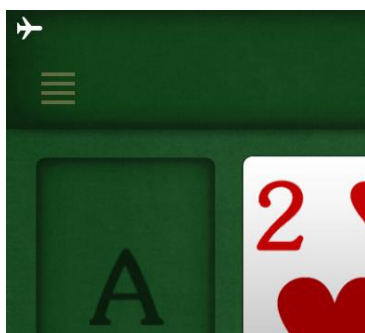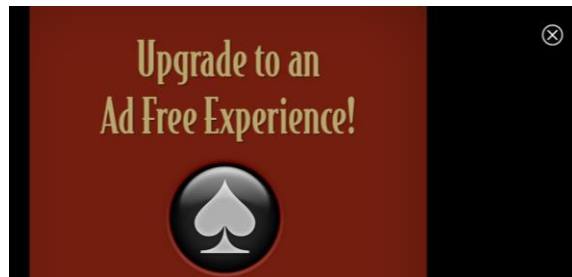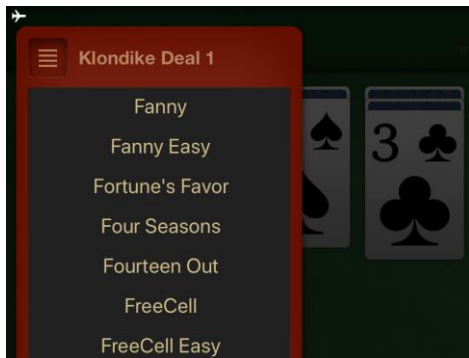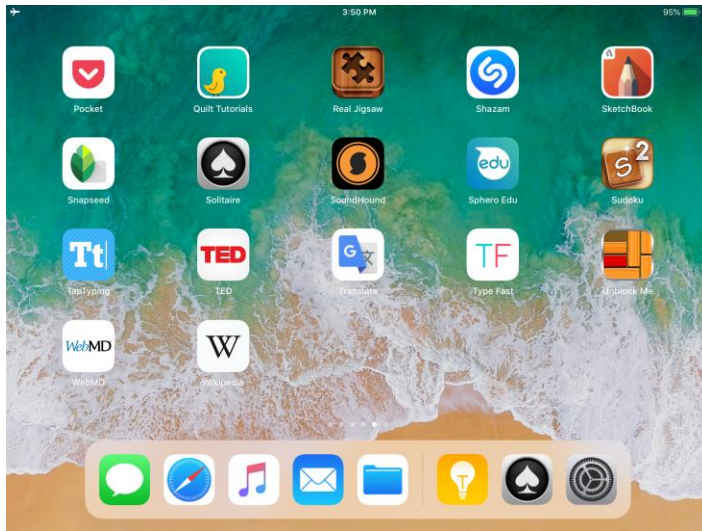**Use the Control Center and put your iPad in Airplane Mode, Wi-Fi Off**

1. **Unblock Me** – Tap once to open the app
2. Tap on play, choose relax mode
3. The goal is to move red block out the opening on the right edge; all blocks move in the direction of their length!
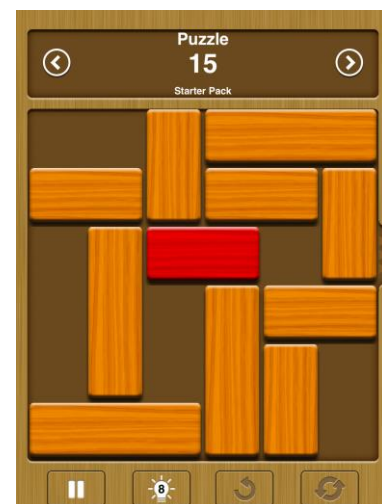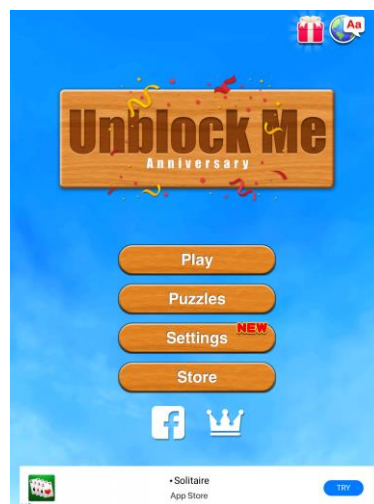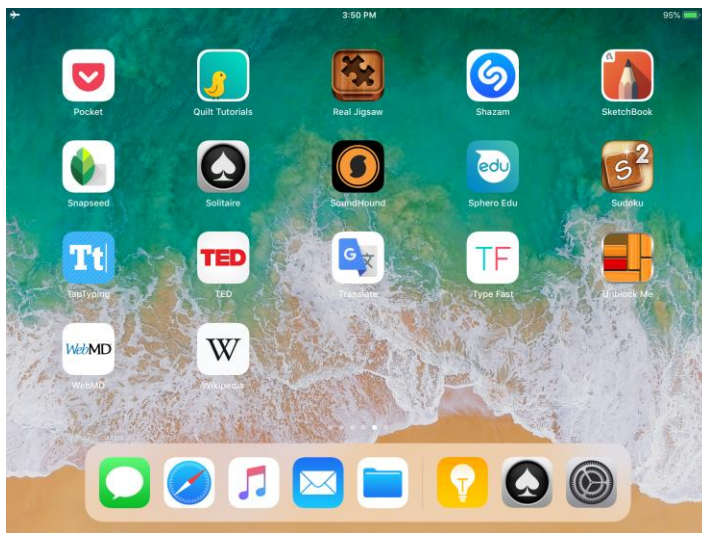
Solitaire: Use the Control Center and put your iPad in Airplane Mode, Wi-Fi Off

1. **Solitaire** –Tap once on the app to open the game
2. Choose your game from the menu in the top left corner. Klondike Deal 1 is pictured below
3. Turn WiFi off to reduce the number of ads
4. Tap on the X to close ads if they pop up

Real Jigsaw: Use the Control Center and put your iPad in Airplane Mode, Wi-Fi Off

1. **Real Jigsaws** – Tap on the app once to open
2. Use the slider at the bottom of the screen to can adjust number of pieces (from 9 – 1300 pieces)
3. Tap on a category to choose a puzzle
4. Go online to download additional puzzles
5. Use photos from your Camera Roll to create custom puzzles.
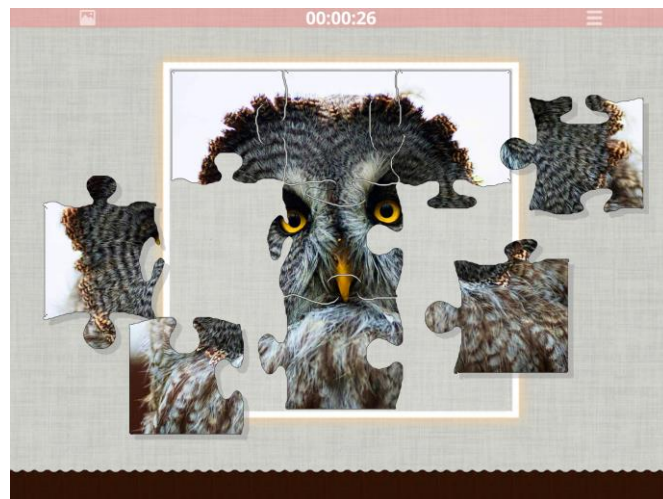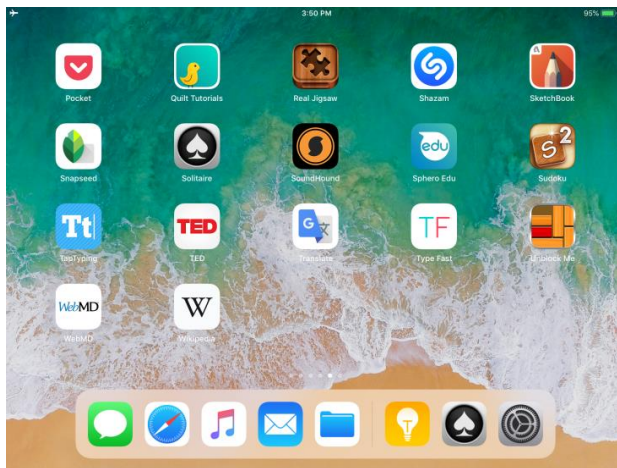
Review Quiz:

1. Which icon indicates you are connected to the internet via WiFi?

A   **B**   **C**
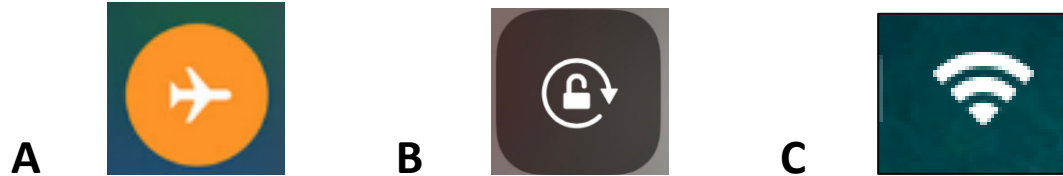
2. If you are using an app and you want to go back to the Home Screen, how do you do that?

    A. Press the Sleep/Wake button

    B. Type in your passcode

    C. Press the Home Button

    D. Swipe left

3. If you want to turn off the iPad you would:

    A. Press and hold the Sleep/Wake Button for a few seconds

    B. Press quickly on the Sleep/Wake button

    C. Press the Home Button

    D. Unplug the iPad

Q3: A
Q2: C
Q1: C
Answers:

Appendix 1:
Private Browsing in Safari or Chrome

Browsers are software applications that allow you to go online and access web pages and other services. Your iPad comes with 2 browser Apps:
Chrome (made by Google) and **Safari** (made by Apple). We mentioned earlier in the class that iPads are designed for personal use. But there are tools to protect your privacy when using a shared device. One of those is to use a Private Browsing window.

When you use a browser software to use the internet it is called "browsing". When you browse privately, other people who use the device won't see your activity. In **Chrome this is called Incognito.** Chrome doesn't save your browsing history or information entered in forms. Some of this data are remembered while you're browsing, but deleted when you exit Incognito mode.

1. **Open the Chrome app**, with a quick single tap.
2. Tap the **3 dots** which stand for "More"
3. Then Tap **New Incognito Tab**
4. A new Incognito tab opens (more details on page 13)
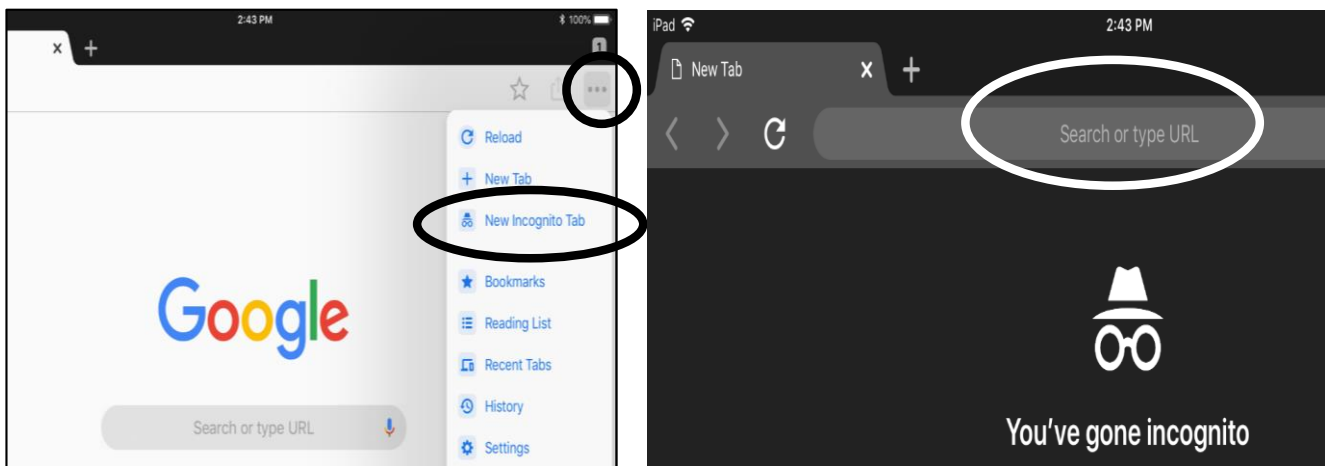
In **Safari this is called Private Browsing**. Private Browsing protects your private information and blocks some websites from tracking your search behavior. Safari won't remember the pages you visit, your search history, or your AutoFill information.

1.   **Open the Safari app**, with a quick single tap
2.   Tap the "**Show Pages**" icon (2 squares)
3.   Tap **Private**, then **Done**
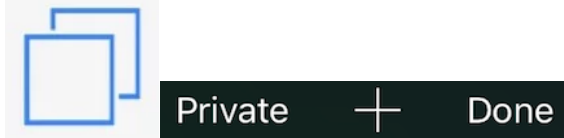
4.   While Private Browsing is on, Safari appears black or dark instead of white or gray
5.   **To Close** the window, **tap on Show Pages** again, then **tap the tab's X**

OPTIONAL: We will be going online and exploring how the internet works in Week 3. For now, let's practice visiting a website: Toronto Public Library.

1. Tap in the "Search or type URL" address box
2. Type **tpl.ca**
3. **Take a few minutes** to practice using the touch screen on your iPad to scroll and tap and even Zooming (see p. 9 for gestures tips)
4. **Tap on the X** to close the Tab

Where to Learn More

Apple iPad User Guide: [Apple iPad User Guide](#)

GCF Learn – iPad Basics: [GCF Learn – iPad Basics](#)