

iPad Basics

Navigation

Most navigation on the iPad is done with a simple touch or swipe of the finger, such as touching an icon to launch the application or swiping your finger left or right across the screen to move from one screen of icons to the next.

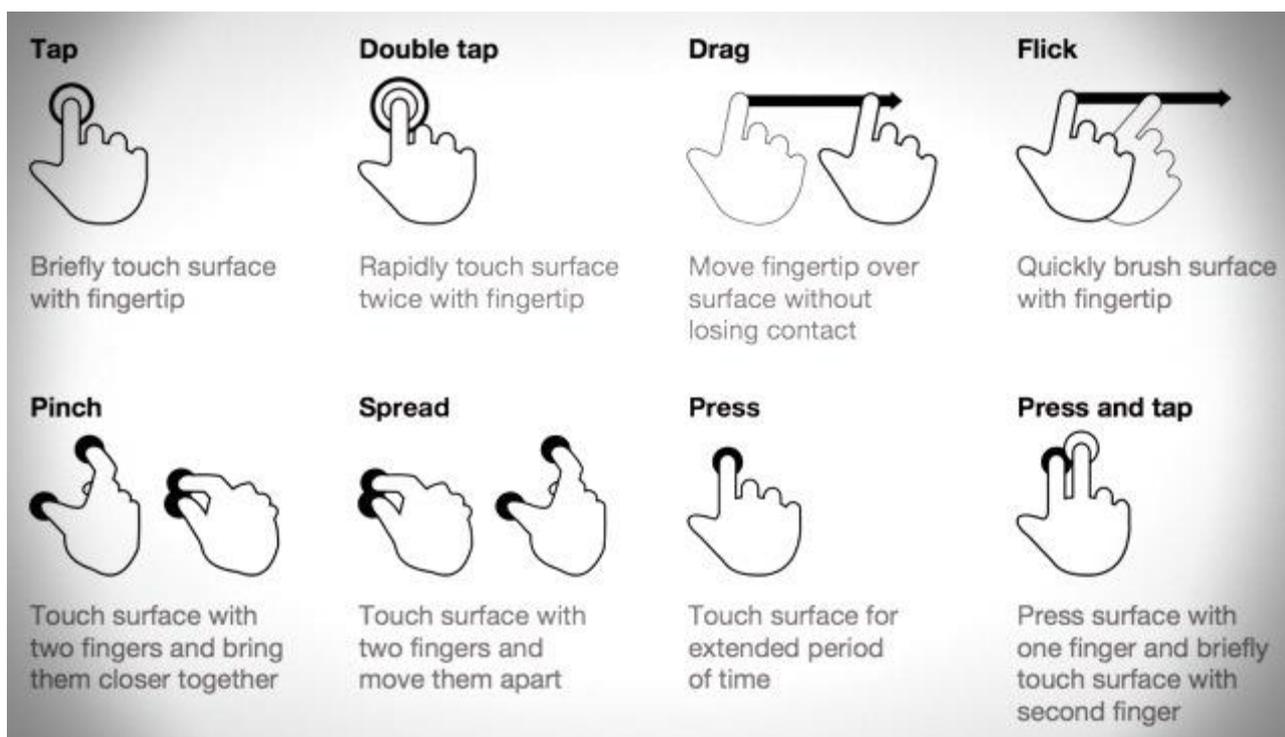


These same movements can do different things depending on which application you are using. E.g. Swiping your finger across the screen will move you from one screen full of icons to the next but when you are reading an electronic book swiping moves you from one page to the next.

You can also hold your finger down to take control of icons so they can be moved etc.

Basic Gestures

Below are the basic gestures that can be used on your iPad



iPad Basics

Buttons

There are only a few buttons on the iPad and a couple of status bars to keep things simple. These are:-



The Home Button is used to wake the iPad when it is sleeping. It is also used to exit out of applications, and if you have put the iPad into a special mode (such as the mode that allows you to move application icons), the home button is used to exit that mode.

You can think of the Home Button as the "Go Home" button. Whether your iPad is sleeping or you are inside an application, it will always take you to the home screen.

You can move an iPad app by placing your finger on the app's icon and holding it down until all of the icons on the screen start jiggling.

While your iPad is in this state, you can move icons by holding your finger down on top of them and simply moving your finger. The icon will move with your finger so long as you keep your finger on the screen.

To move the iPad app to another screen, hold your finger down on the icon to initiate the move, and then slide your finger to the edge of the screen.

If you move the app's icon to the left side of the display, the iPad will shift to the screen to the left. If you move the icon to the right side of the display, it will shift to the screen to the right.

If you want to create a folder of Apps move an App on top of another, and a folder will be created.

Once the App is in the right position, simply lift up your finger.

When you are finished moving iPad apps, you can leave the "jiggle state" by clicking the home button.

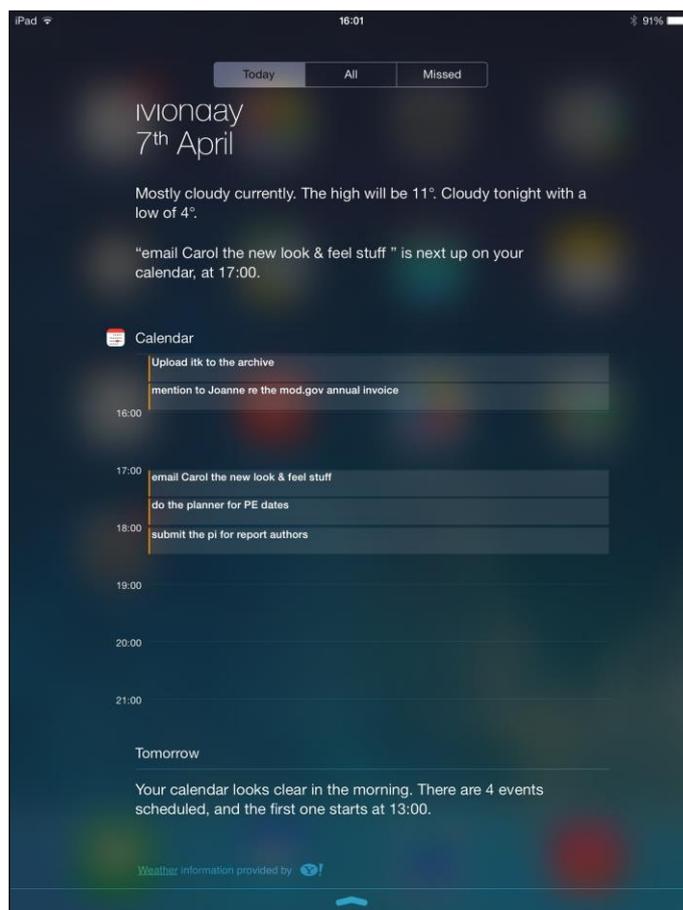
iPad Basics

Notification Centre

Notification Centre is accessible via a downward swipe from the top edge of the iPad display. With iOS 7, the all new Control Centre can be accessed via a swipe up from the bottom edge as well.

That works from anywhere in the system, though on full-screen apps you need to swipe twice - once to reveal the "handle" and a second time to activate the centre itself. That's to stop you accidentally covering your game, movie, etc.

Usually this feature would be available from the "lock screen" but as we are concerned about security, we have disabled everything apart from Calendar from functioning unless the iPad is unlocked – this is so no one can read your messages or take your device offline without authenticating first.



Control Centre

If you swipe upwards from the bottom of the screen you can quickly Control Center to:

Turn on or off Airplane mode, Wi-Fi, Bluetooth, Do Not Disturb, and screen-orientation lock

Adjust screen brightness

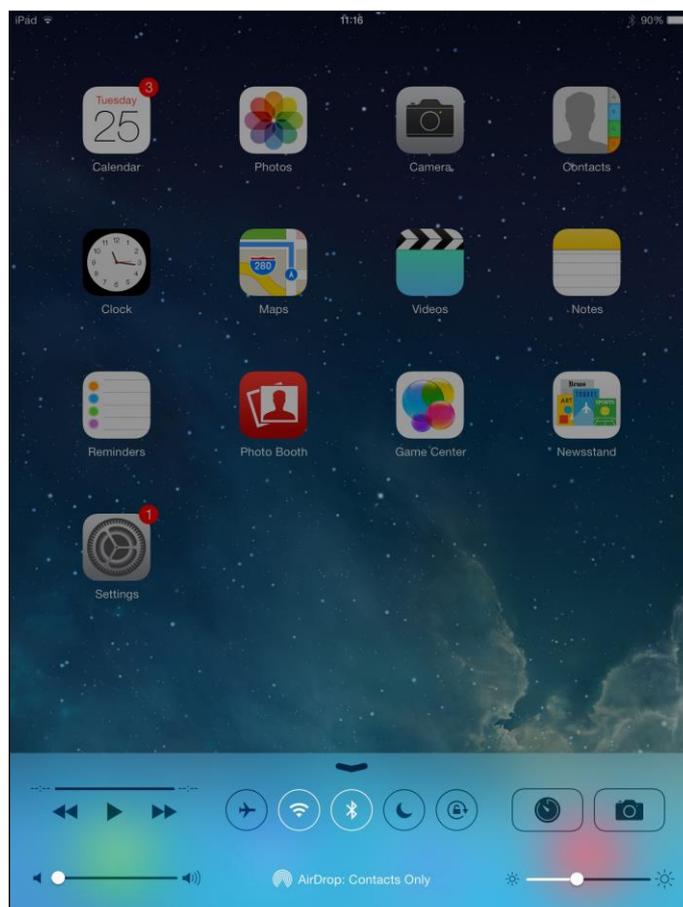
Play, pause, or skip a song, and adjust playback volume

Connect to an AirPlay device or toggle between audio output

Control Center also includes quick access to these apps:

Camera

Timer



iPad Basics

Settings

The iPad will notify you, by means of a beep e.g. when you receive a new email. You may wish to turn the volume off for meetings

Tap on Settings
Tap on Sounds
You can turn off the alerts for applications with the slider
Or individually

