



# iPad Basics

## Getting Started

This Quicksheet provides basic information on using an iPad—buttons, ports, navigation, connecting to wi-fi, etc. A 6th generation iPad from 2018 with iPadOS version 13 is used as an example. Your iPad may be slightly different depending on its model and system software (iOS/iPadOS).

## Part 1: iPad Buttons, Ports, and Screen



1. **Power Button:** Push (press and release) to turn the iPad screen on or off. Press and hold (for at least 3 seconds) to power on or shut down the iPad.
2. **Audio Port:** Standard 3.5mm port for headphones and headsets.
3. **Volume Up/Down Buttons:** Push the top button to increase audio volume. Push the bottom button to decrease audio volume.
4. **Home Button:** This button has many uses depending on the situation. Here are the most common—
  - A. If the screen is off, push to turn on the screen. Push again to unlock the iPad.

- B. If you are in an App, push to hide the App and return to the main screen.
- C. If you are not in an App, push to return to the home page (first page of icons) of the main screen.
- D. Push twice to display a list of Apps that are currently running. Swipe left/right to move through the list. Swipe an App up to close/quit it. (See Part 2 for how to swipe.)

5. **Charger Port:** Insert the iPad charger cord to charge the iPad battery.
6. **Main Screen:** The main screen shows all the Apps installed on your iPad. The Apps are organized into “pages”—the first page is the “home page”. Swipe left or right to move between pages. A series of dots at the bottom of the main screen show how many pages there are and which page you’re on:



The time and date appear in the top left corner of the screen, wi-fi and battery status appear in the top right corner of the screen:



7. **Dock:** The dock contains important Apps on the left side and recently-used Apps on the right side. The dock cannot be modified on some 4J iPads.

## Part 2: iPad Navigation

1. **Tap:** Touch the screen for about half a second.
2. **Press and Hold:** Touch the screen for at least one second.
3. **Drag:** Press and hold on a screen element and then move your finger. The element will move with your finger.
 

Sometimes an element is too large to fit on the screen. You can drag the element so that a different part of it is visible. This is called “scrolling”. For example: “scroll down the list until you see X”.
4. **Drag and Drop:** The same as a “drag”, but usually indicates putting an element into a container. For example: “drag and drop the App onto the dock”.

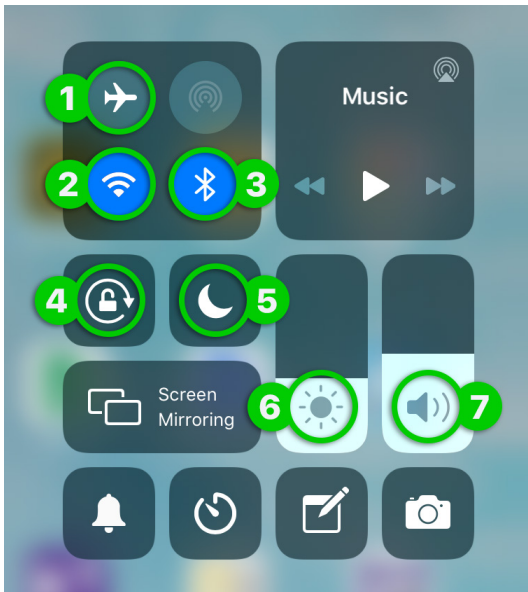


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5. **Swipe:** Touch the screen and then move your finger across the screen in a quick, smooth motion. For example: to “swipe left”, place your finger on the right side of the screen and swipe to the left; to “swipe up”, place your finger on the bottom part of the screen and swipe toward the top of the screen.

## Part 3: Control Center

The “control center” is a convenient tool for changing common iPad settings. For iPads with iOS 12 or later, position your finger at the top right corner of the screen and swipe down; for iPads with iOS 11 or earlier, position your finger at the bottom of the screen and swipe up:



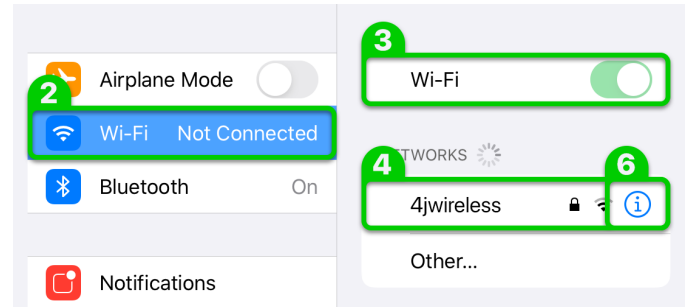
1. **Airplane Mode:** Turn on to disable the iPad’s wi-fi, cellular data (if any), and bluetooth.
2. **Wi-Fi On/Off:** Tap to switch wi-fi on or off.
3. **Bluetooth:** Tap to switch bluetooth on or off.
4. **Screen Rotation Lock:** Turn on to lock the iPad’s screen orientation. (Normally when you turn the iPad on its side the screen rotates to match.)
5. **Do Not Disturb:** Turn on to stop (and silence) all notifications until you turn it off.
6. **Screen Brightness:** Drag the bar up/down to increase/decrease screen brightness.
7. **Audio Volume:** Drag the bar up/down to increase/decrease audio volume.

## Part 4: Connect to Wi-Fi

1. Find the “Settings” App and tap it to open it:



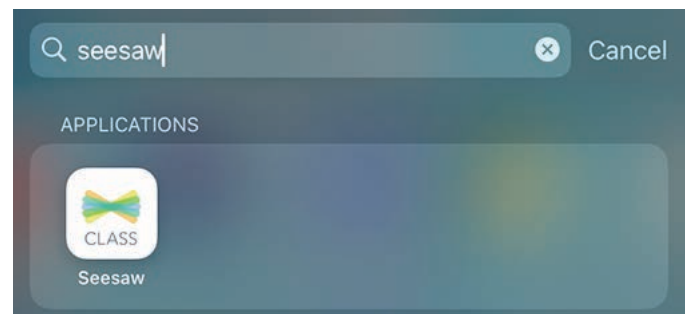
2. On the left side of the screen find and tap “Wi-Fi”.



3. On the right side of the screen, make sure the Wi-Fi switch is on (green). If it is not, tap it to switch it on.
4. The “Networks” section is a list of wi-fi signals detected by the iPad. Tap a signal to connect to it.
5. You may be asked to enter the wi-fi signal’s password. Look to the upper right and tap “Join”.
6. To disconnect from a wi-fi signal:
  - A. Tap the “i” button to the right of the signal.
  - B. Tap the “Forget This Network” button.

## Part 5: Spotlight Search

1. Place your finger in the middle of the iPad main screen and swipe down.
2. Start typing words that relate to whatever you are searching for in the “Search” bar. For example: to search the iPad for the “Seesaw” App, type seesaw:



3. If you see what you are searching for in the list of results, tap it to open it.