iPad/iPhone Basics

* **Buy a cover for your iPad/iPhone** (it will get dropped sooner or later).
* **On/Off/Sleep-Wake:** The On/Off switch is on the upper right edge of the Device. To turn on the iPad/iPhone push and HOLD the button until the device starts. To turn off the device push and HOLD the button until the device shuts down. When you momentarily touch the On/Off button the unit goes to sleep which turns off the screen but does not turn off the device. It will still use a small amount of battery power in Sleep. Touch the On/Off again to wake up the device or touch the “Home” button.
* **Touch screen:** The touch screen can be tricky until you get used to it. Once you know how hard to touch it and how long to hold your touch it will be easier to use. Don’t forget you can “zoom” in on small print by touching the screen with 2 fingers together and then spreading them apart. Hint: I use the wipes that are normally used to clean eyeglasses to help keep the screen clean.
* **Wi-Fi and Cellular:** Wi-Fi uses a wireless network that is connected to your home internet or in the case of the library it uses our internet. You “join” the Wi-Fi by going to “Settings” and touching “Wi-Fi” and then “Choose a Network”. In most cases you will have to enter a password.

For devices equipped with cellular capabilities; iPad or iPhone, they use the cell towers scattered about the area and have much larger coverage area than Wi-Fi. You must have a contract with a cell phone service provider (along with a data plan if you want the functions other than the phone to work). Connecting to Wi-Fi when available can help you avoid using up bandwidth that counts against your data plan.

If you are going to be out of range of a Wi-Fi signal for long periods of time you can turn off your Wi-Fi in the “Settings” so the device is not constantly searching for a signal which uses up the battery faster.

* **Apps:** App is short for “Application”. These are programs that you download from the App Store (Apple ID required for download) and are either free or require you to buy them. An example of an App would be a Calculator, or an Astronomy App that would show you the stars and constellations. You need your Apple ID to download Apps.

**Closing Apps:** Applications will continue to run in the background even if you are not using them. This normally does not cause a problem but if you have many of them running it will shorten the battery life and cause the iPhone to run slower.

To close apps double click the home button and then swipe the app off the screen to the top.

**Deleting Apps:** Push and hold the app you want to remove on the screen, it will start wiggling with an “X” next to it, tap the “X” to delete it.

* **Resources:** Google or Bing are good resources if you have a specific question, also youtube.com can be a great place for videos on how to do things. While I don’t care much for the title the website dummies.com can be an excellent resource too.

 There is an icon for an App that comes already pre-loaded on your device called “Tips” that has several pages of instruction on ways to use your iPad or iPhone. One of these pages contains a link to the iBook Store where you can download a free book called the “User Guide”.

* **Using the Phone:** You must be within range of a cell tower that has been set up by your cellular service provider (in this area it is either AT&T or Verizon). At the top left of the iPhone screen is a set of bars that tell you if you have a signal and how strong it is. Tap on the little “Phone” icon (usually in the bottom left of the screen) and it will open the phone function. It may be necessary to tap on the “Keyboard” icon at the bottom of the screen to make an outgoing call, otherwise you can use the “Favorites”, “Recent”, or “Contacts” to find the number you want to call.
* **Text Messages:** Also known as SMS (Short Messaging Service). These are messages sent to and from your phone using a person’s telephone number (or their name if they are already in your contacts) the person receiving the message must have a phone capable of receiving texts which usually means they have a smart phone.