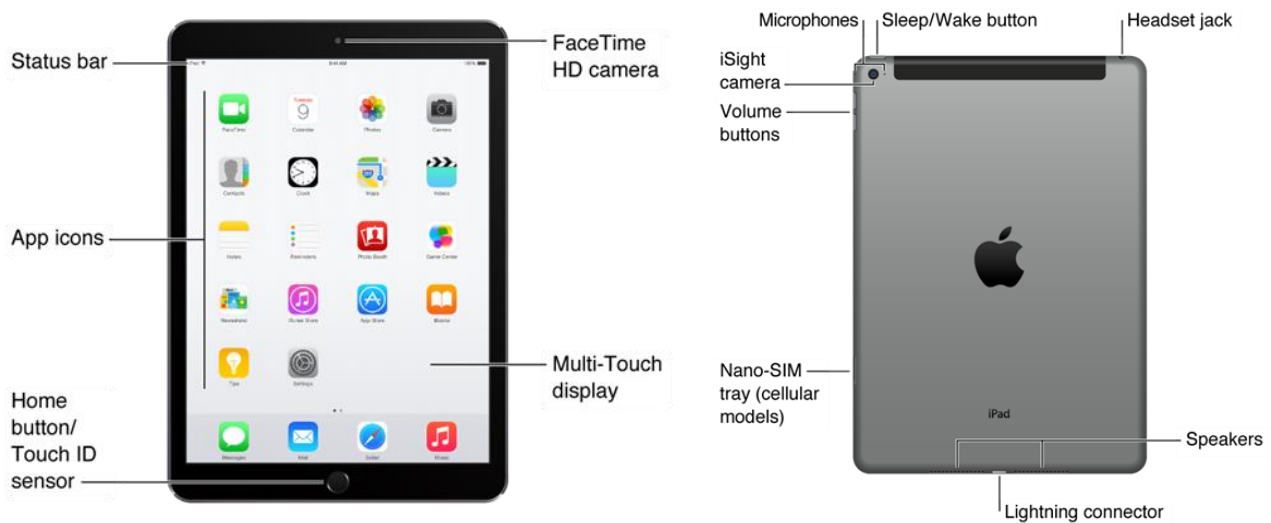


iPad User Guide



Your home screen may look different if you rearrange its icons. (To see a full user manual of iPad, go to <http://help.apple.com/ipad/9/#/>)

If using one of IPE’s iPads in the Tour Office, it is recommended that you do not access personal and professional email or other password-protected accounts. If you do, please be certain to log off when you end your session.

To turn on the iPad press the Sleep/wake button on the top right side of the iPad.

Slide the arrow across the screen to unlock and the main screen will appear in view.

(Usually the main screen with icons will appear, if it doesn’t you can go the main screen at any time by pressing the Home button.)

The screen can appear both in portrait or landscape simply by holding the iPad in the desired position. (Note: the screen position will not change if the iPad is laying flat.)

To access photos, touch the “Photos” icon (shown below) located along the bottom of the main screen. Photos are organized by photos or albums.



Scroll by running your finger up or down along the screen.

To open an album, touch the top photograph on the album you would like to open or you can also preview the photos in any album by making a reverse pinching motion with your fingers on top of the album you would like to preview.

To select a photo, tap the photo or use a reverse pinching motion on the screen.

To zoom in on a selected photo reverse pinch over the area you want to zoom in on. A pinching motion will reverse an image zoom to its original size and a second pinch will return it to the albums.

To see the next or previous photo, flick your finger either left or right across the screen. Or tap the screen to show the thumbnails across the bottom of the screen, then tap the new photo you would like to appear on the screen.

To access stored videos on the IPE iPads, touch the “Video” icon (shown below) located along the bottom of the screen.



An important trick to use iPad content smoothly!! You can have multiple applications open at the same time and easily navigate between applications. **To do this, press the Home button twice.** All open applications will appear, and you can swipe through them, tapping on the one you want to activate. **To close out an application**, take your finger and flick it up, off the screen.

To search for content, from the main screen, drag your finger across the screen from left to right. A search bar appears, and once you tap on it, the keypad will appear at the bottom of the screen.



Type in the name what you are looking for and options that share that name will appear on the screen.

When you find what you are looking for, you can touch your selection and the iPad will automatically take you to its original location.

To access the internet, touch the “Safari” icon (shown below).



To open new search pages in Safari, click on the “+” icon in the top right menu bar. To close multiple pages in Safari, click on the dual pages icon (see below):



This will cause all your open pages to appear on your screen. You can then close pages by tapping the “X” in the top left corner of the page.

To add content to the iPads:

1. Search the internet for images. When you find an image you like, tap it. (If you are concerned about the size of an image, click on the three vertical dots on the right, under the image, and select “View original image.” This will bring you to the actual image file. You will see the pixel count in the image label at the top. Look at the first number, for it to be between 600-1000 pixels. Too small, they are grainy. Too large, they take too long to download.)
2. Place your finger on the desired image until a “save image” box appears.
3. Save image. The photo is now in your Camera Roll within your photos.
4. Open Photos using the photo icon. Open the “Albums” by tapping on the albums icon at the bottom of the screen.

5. The saved image will appear in a file folder entitled “Camera Roll.” This folder is typically located at the top of the album list. When you open it, the saved image is the last one displayed.

To move saved images into a specific album:

1. Open the Camera Roll of images (in Albums).
2. Choose the word “Select” in the upper right corner of the screen.
3. Choose the photos to go into the album by touching them. A checkmark will appear on the photo.
4. In the upper left corner, choose “Add To.” “Add to album” will appear at the top of the screen.
5. Add the photo to an existing album or scroll down the page to choose “New Album” at the bottom of the screen.
6. Tap on “New Album” to give it a name. Save. (Selected photos will migrate to the album.)

(**NOTE:** If you add images to the IPE iPads in the Tour Office, you only can save them into a New Album. Any new albums you make will not remain after the iPad is re-synced.)

To turn off the iPad, press the sleep/awake button.

As a reminder, if you would like images or videos on IPE iPads for your personal iPad, **do not sync your own device with the IPE computer.** Make an appointment with Kara and bring a flash drive so she can copy the desired files from the iPad content folder on the Apple desktop to your flash drive. You can then transfer those files to your own computer. When you then sync your iPad to your computer, you can add that content to the iPad.