



**Canadian Mental
Health Association**
Halifax-Dartmouth

GETTING THROUGH THE DIGITAL DOOR

iPAD Basics

The **Getting Through the Digital Door program** has been made possible by the following funders

**Mental & Health
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NOVA SCOTIA

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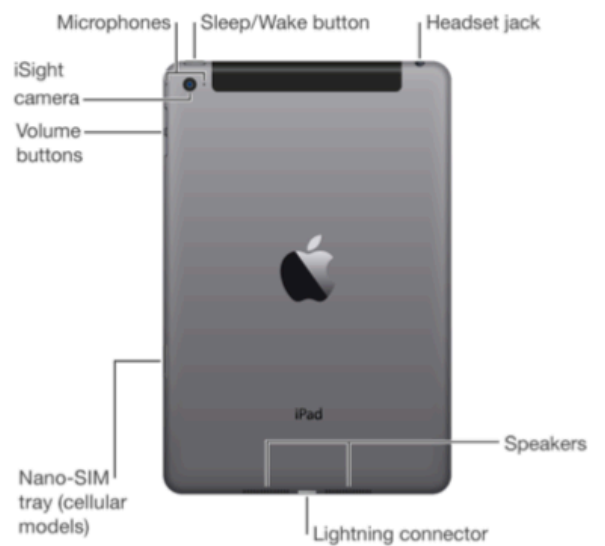
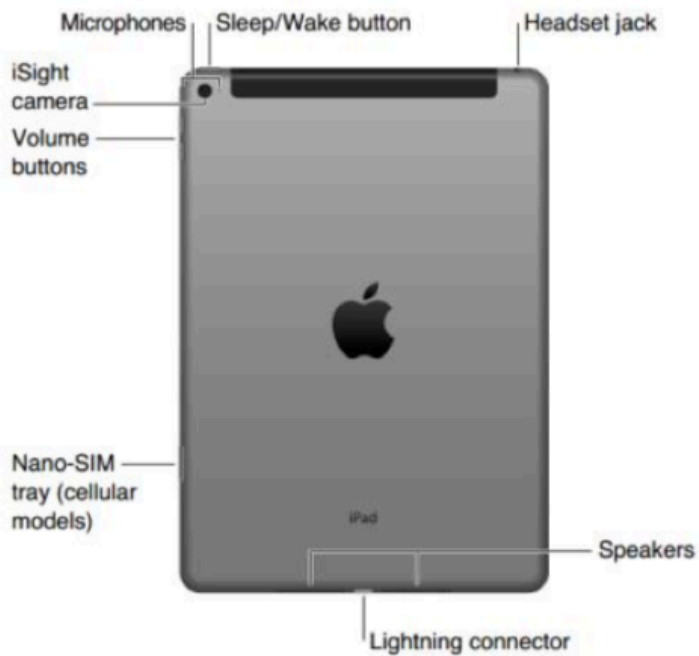
iPad Basics

Physical Features

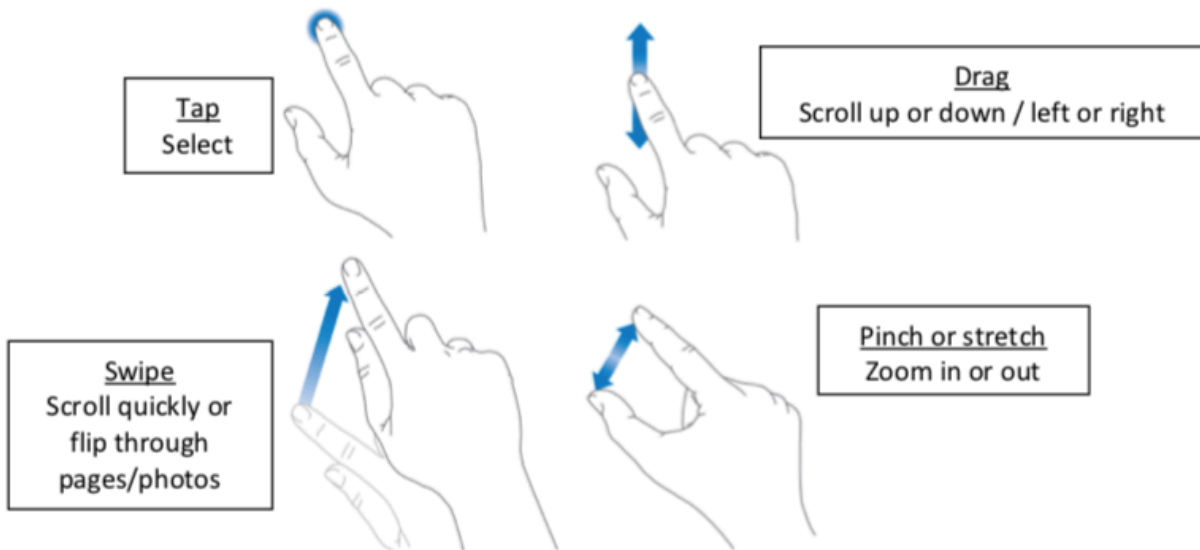
iPad Air 2



iPad mini 4



Finger gestures for the multi-touch screen



Other gestures:

- Swipe left or right with 4-5 fingers to switch between apps
- Double tap the screen to zoom in on photos or webpages
- Swipe up with 4-5 fingers to view multi-task bar
- Double tap Home button to view multi-task bar

Sleep/Wake Button

The button to turn the device on and off is called the sleep/wake button. It is the small button located on the top, right corner of your device.

To turn your iPad on (or wake it up), press the sleep/wake button. If the device is waking from sleep mode, the lock screen will appear. Slide your finger from left to right where the arrow is to unlock the screen.

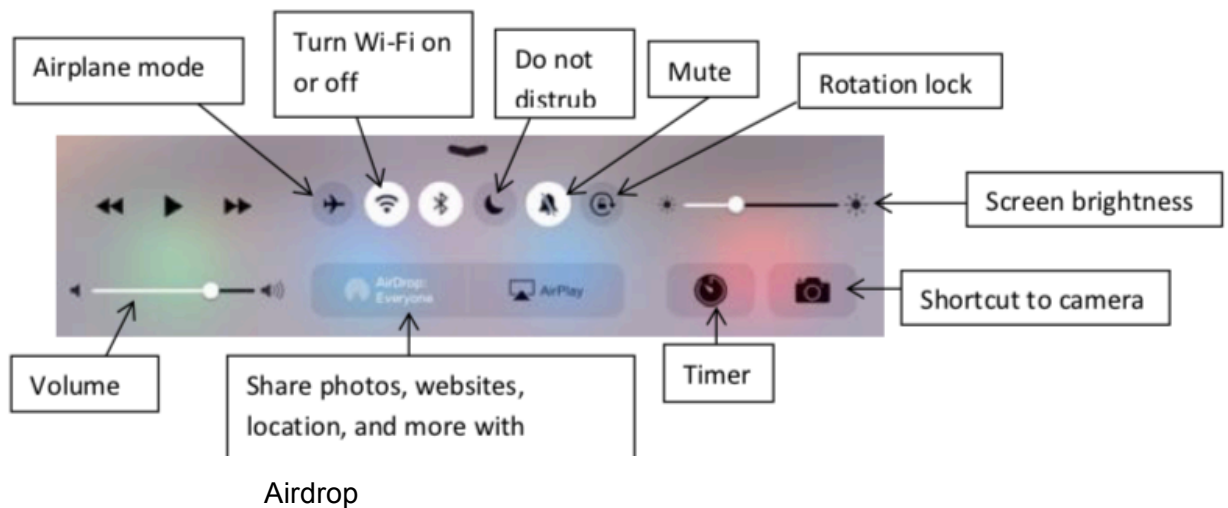


Your device will automatically go into sleep mode if you don't use it in a few minutes.

To turn your device completely off, press and hold the sleep/wake button, then slide your finger across the screen to power off.

Control Centre

To open the Control Center, swipe up from the bottom of the screen. To close the Control Center, swipe down or press the Home button.

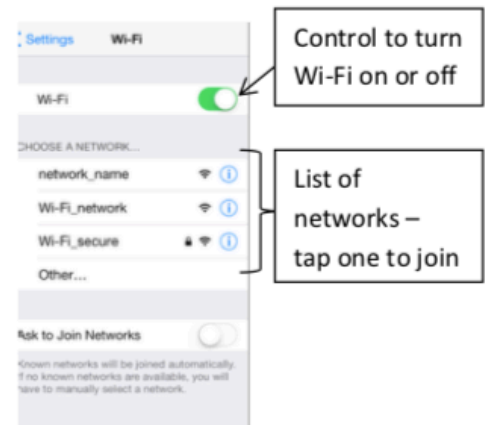
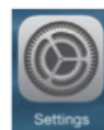


Wi-Fi Connection

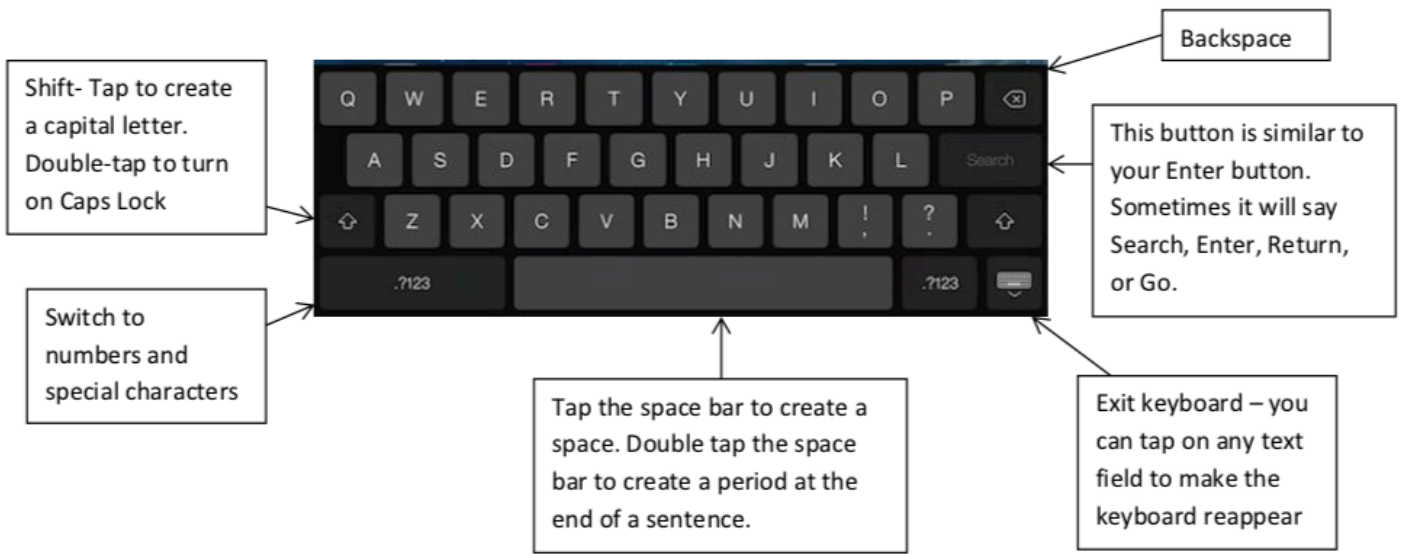
You will need to be connected to the internet to do most operations with an iPad. Once you connect to a network, the device will automatically connect to it whenever in range. If you purchased a 3G or 4G cellular plan with the device, it will connect via your data plan instead. 3G/4G plans allow you to connect to the internet regardless if you are in range of a Wi-Fi network, but they require a monthly fee like a cell phone plan.

To turn on Wi-Fi and join a network:

- Tap the Settings button on the home screen
- Once the settings open, tap Wi-Fi on the left pane
- Tap the control to turn Wi-Fi on. If the control is green, Wi-Fi is on.
- A list of available networks will automatically appear
- Tap a network to join. If the network is secure, it will automatically ask for a password.



Keyboard



End an Email

1. After you mail is set up go to you **Mail** app and press.



2. At the bottom of your All Inboxes press square with pencil to compose email.

1:27



< CMHA

Edit

Inbox

Apple
Hello 1:14 PM >

iPhone call
11:14 AM >
<https://edu.gcfglobal.org/en/iphonebasics/using-the-phone-app/1/>

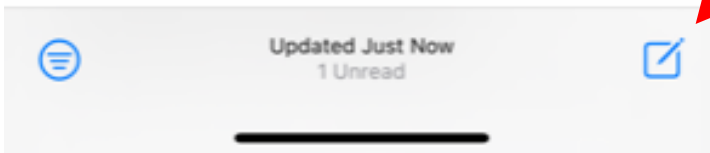
Robyn Badger 10:11 AM >
Info Sheets Ipad Iphone
Attachments: iPad and iPhone Apps and Email.pdf, iPad Basics.docx.pdf, IPHONE BASI...

Yesterday >
Closure on
Bus route changes Because Spring Garden between South Park to Queen Street is closed...

Tuesday >
RE: Robyn Invoice Sept 9 2022
Thanks Robyn Bev -----Original Message-----
From: Robyn Badger <robyn.cmha@bellaliant....

Tuesday >
invoice
Hello Robyn, It is pay week so if you are able to send your invoice that would be great. Thanks...

Press this square to compose new EMAIL



3. Add your recipients email address, add a subject line and compose your email.

1:13



Cancel

Apple



To: Recipient

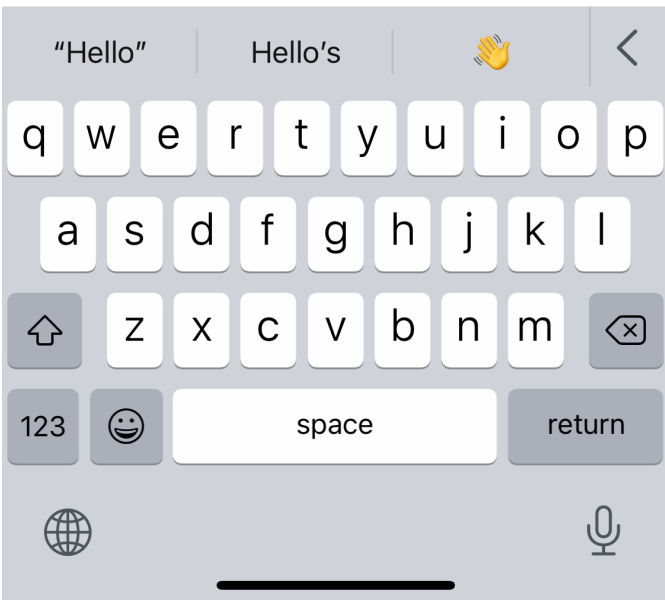


Cc/Bcc

Subject: Apple



Hello

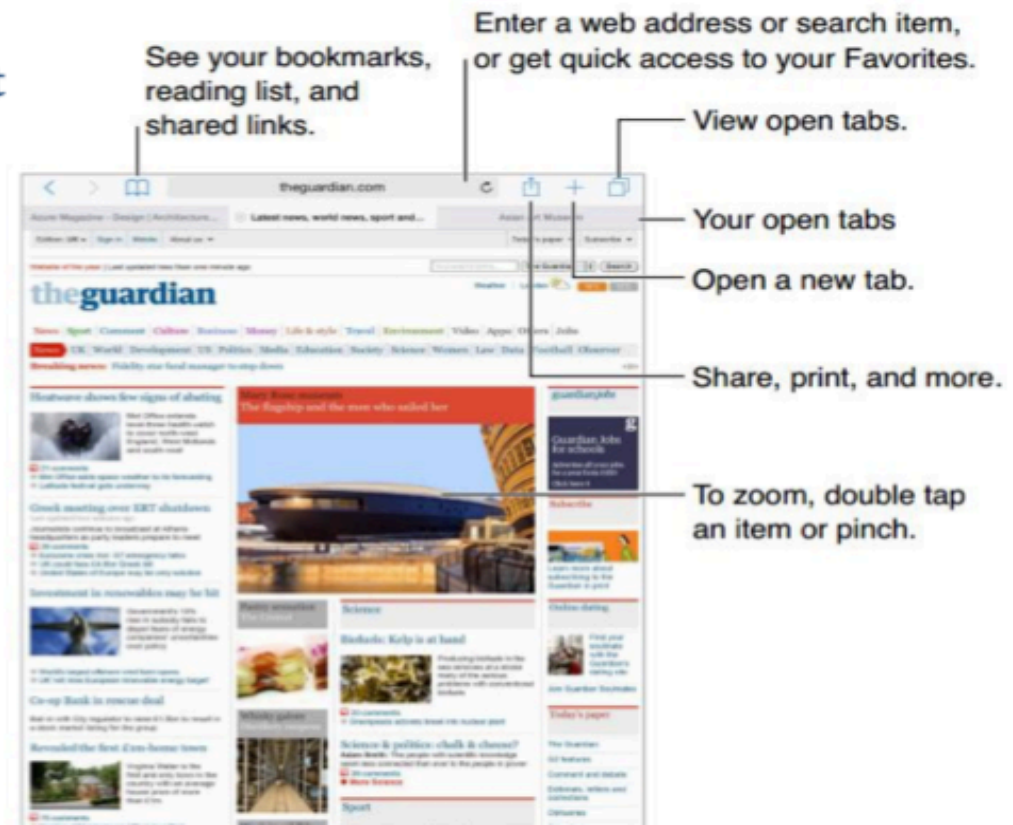


Safari – Where you find the Internet to search information

Safari is the web browser that comes pre-installed on an iPad. It is the app you will want to tap to search the Internet. You will need to be connected to a Wi-Fi network or a cellular data plan in order to use the Internet.

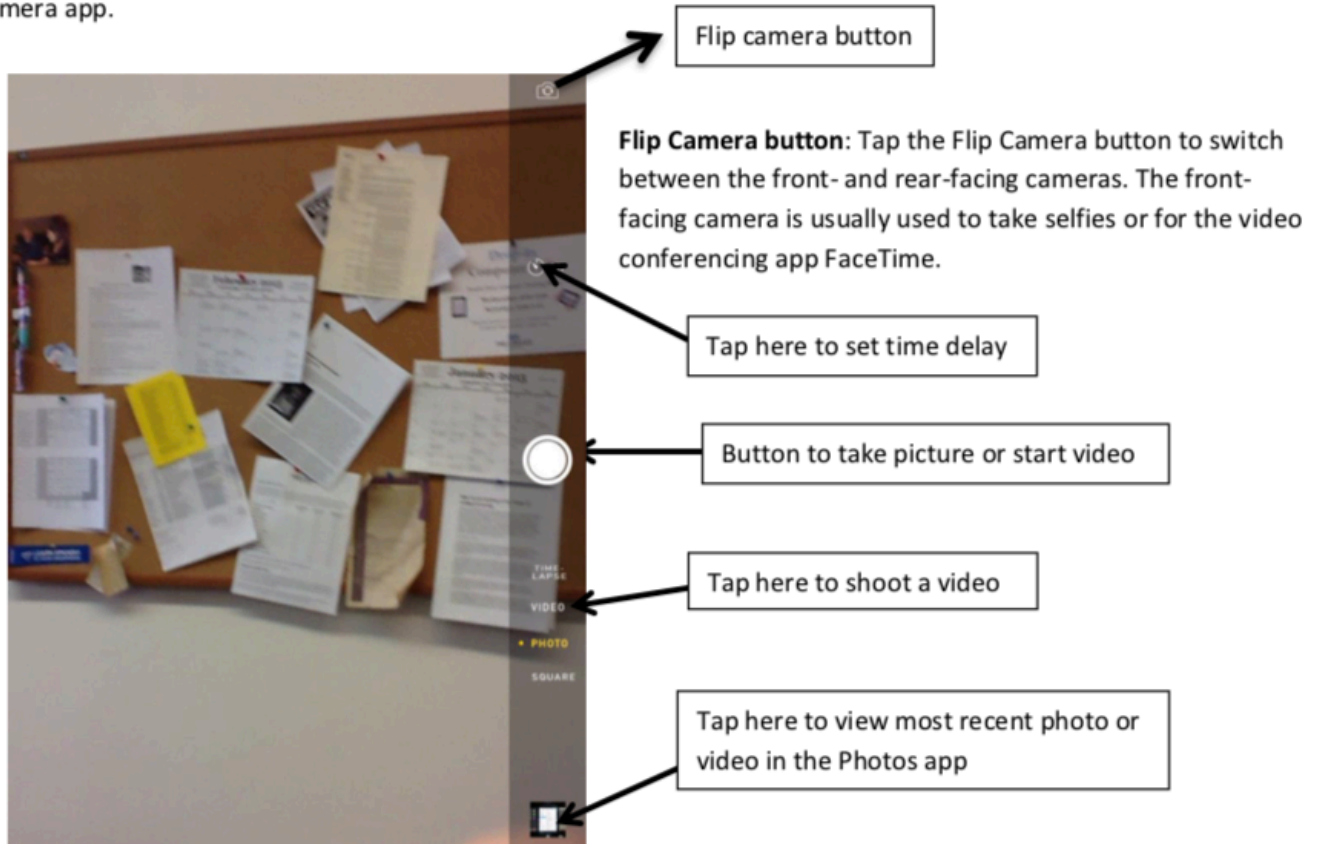
A screenshot of Safari with iOS 8 is shown below.

Safari Layout



Camera

The Camera app requires no additional set-up – it's ready to use right out of the box. The Camera app works closely with the Photos app for your convenience. The Photos app allows you to store, organize, edit, and share pictures taken with the Camera app.



Your iPad has a certain amount of storage so be careful not to fill it up with unwanted photos and videos. Delete the ones you no longer want. **Here's how to delete photos permanently:**

1. Open Photos and tap the Albums tab.
2. Tap the Recently Deleted album, then tap Select.
3. Tap the photos or videos you want to delete, or tap Delete All.
4. Tap Delete again to confirm.