

## **iPad/iPhone Basics**

### **Setting up**

Basics: turn on/off vs. sleep, volume/mute/brightness, rotation lock

Your Apple ID and why it is important

iCloud ([icloud.com](http://icloud.com))

Backup with iTunes or iCloud

Wi-Fi connection vs. cellular (not an issue for most iPads)

Bluetooth connections (keyboards, speakers)

Control Center, Notification Center & Spotlight Searches

Multitasking,

Files

Find a misplaced iPhone or iPad

Do Not Disturb

Settings

- Passcode (simple vs. complex) & changing the lock screen timer)

- Privacy Settings (Location Services)

- Change wallpaper (lock screen and home screen)

Using iTunes on a Mac or PC

- Sync music in iTunes & adding your music from your Mac

- Sync books via iTunes and Transfer movies in iTunes

- Putting your Photos on the iPad/iPhone from the Mac

Using a VPN app for privacy (Virtual Private Network)

### **Apple Apps (the basics)**

Safari and the web (declutter Safari with the Reader/pick a search engine)

Mail (vs. Gmail/Yahoo Mail)

iMessage and text messages

Calendar

Clock

Reminders

Contacts (works with Mail, FaceTime)

FaceTime

Notes

Maps (vs. GoogleEarth)

Siri, voice control and dictation

App Store \, iTunes Store and Music

iBooks (for storing PDFs) (You may need to download this one)

Calculator and Weather

Health app (including emergency information)

## More Features and Apps

Moving icons, making folders and making an icon of your favorite web site

The Camera and capturing screen shots

Non-Apple apps (Dropbox, Skype, Dictionary, Talkatone internet phone),

Kindle, Audible, Google Earth, 1 Password

Photos and editing. Organizing photos

Photo Stream plus syncing and sharing

iMovie and iPad/iPhone Videos

Music app & listening to internet radio

Gestures (tap, pinch, swipe, hold & drag)

News app

Pages, design a document

Numbers, create a spreadsheet

Keynote, make a presentation

AirDrop and AirPlay

Twitter and Facebook on the iPad

Battery Life (brightness, wi-fi, location services,

turn off Push Mail and unneeded email accounts)

Making keyboard shortcuts

### Dealing with problems/special cases

Force Quit a misbehaving app, turn off device and Reset your device

Deleting apps (still there if you've backed up)

Bluetooth keyboards

Battery life & Recharging the iPad/iPhone

Dealing with space on the iPad/iPhone

### Recommended sources of help

<https://www.apple.com/support/ipad/> or [.../ iPhone](https://www.apple.com/support/iphone/)

Senior's Edition iPad and iPhone for Seniors

iPhone, The Missing manual, D. Pogue

Search the App Store for "iPad" or "iPhone"

## iPad Support



Welcome



iPad Essentials



Apple Pay



Features & Apps



Mail, Contacts & Calendars



iCloud & iTunes



Wi-Fi, AirPrint & AirPlay



Accessories



Business & Education



Repair & Service



Contact Support



Manuals



Tech Specs



Communities