Craigslea State School

Learn for life

After purchasing an iPad, the next step is to download iTunes for your computer and to create an Apple id, if you haven't already got one. We recommend that you enter details of an iTunes card instead of entering your credit card details. The most reliable way to sync your iPad is via iTunes on the computer rather than iCloud. Here are some Tips and Tricks for setting up and using the iPad.

Connecting to school WiFi
Access school wireless – to be completed by your child's teacher in class.

Loading apps onto the iPad
Start iTunes and connect your iPad to your computer via USB cord. You can choose to load and remove apps from within iTunes itself. Take care not to go over the limit of the storage space of your iPad as you will have trouble completing the installation of apps.

Arrange the apps on screen and creating a folder
Hold down an app until it wiggles and then you can drag it around and even drag onto another app to create a folder that you can name and add more, like apps into. You can also choose to delete the app from the iPad.

Launching apps
Single touch an app to launch it (unlike a computer where you often need to double click)

Switching between apps
Open each of the apps you want to use then double click the home key to see the open apps and switch between then.

Searching for apps on the iPad
Swipe down and then type the name of the app.

Closing apps
To close apps, double touch the home button and flick the apps off the top of the screen. You can flick more than 1 app at a time by using multiple fingers to swipe.

Greyed out apps
If you see apps that are greyed out and do not launch, chances are that they have not loaded successfully onto the iPad. Reconnect to iTunes to complete the download. Take care not to disconnect the iPad from your computer too soon before loading is complete.

Adding a bookmark for a website to the iPad screen
After opening Safari and scrolling down an Internet site, touch above the URL to return back to the top. Touch the rectangle with arrow up to add the link to a site to the Home Screen desktop, or to add a Bookmark for the site or to print to a wireless printer.

Slide up or down on the iPad to access iPad features
Slide down or up whether the screen is locked or not to access iPad features including Calendar, AirPlay, volume setting, brightness setting and much more.

Volume adjust
Use the volume buttons to increase/decrease the volume and the side switch to mute.

Taking a screenshot
Push the power button and home key at the same time to take a screenshot.

Camera / Photos / Video
- Pinch to zoom in or out.
- Slide up or down over the text, or in the middle of the screen, to change settings.
- In Photos, touch edit in the top right corner to edit your photos (including crop).
- Plug the USB charging cord in to transfer these directly to computer.

Turn off or reboot the iPad
Hold down the sleep/wake button, top right corner. If this doesn't work, you can always hold down the sleep/wake button and the home button simultaneously until the iPad turns off.

Enlarge text
Using your thumb and index finger, touch the screen and spread them apart to enlarge text or bring them closer together to make text smaller again.

Select, Cut, Copy and Paste
Hold your finger on text to make a magnifying glass appear and wait for options to become available. Choose to select text and then cut or copy. Hold your finger down at a location where you would like to paste the text.

Keyboard Tips
- Hold down on a letter to see extra characters available.
- Two finger pinch and spread out to split the keyboard.
- Double tap the shift key for caps lock for all capitals.
- Tap the keyboard in the bottom right corner to hide the keyboard.

Text to Speech
To enable a user to select text and have the iPad speak it back:
- Go to **Settings** and scroll down to **Accessibility**
- Choose **Speak Selection** – On and adjust the **Speaking Rate** if necessary
- highlight a piece of text and choose **'speak'**