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IT4VIP Support Group

Introduction

What are Smart Phones and Tablets

Desktop computers, laptops, smartphones, and tablets have a lot in common. They all contain a CPU, memory, display functionality and use an operating system that runs programs (apps) to perform different functions.

One of the biggest differences between smartphones, tablets, and computers is their input device. Most traditional computers use a keyboard and a mouse, whereas smartphones and tablets use a touch screen interface.

Apple iPad, Android Tablet, Tablets, Smart Phones are all mini computers. iPad, Android tablet are the same thing it is just the name given by the manufacturer.

The Apple iPad is good quality tablet with a fast processing speed and excellent digital camera. It is more expensive compared with Android and Samsung tablets.

The difference between smartphones and tablets is the screen size. Smartphones have a SIM card so they do not need WiFi connection but, using WiFi is much cheaper than using the mobile data that you get with your monthly subscription.

Getting Started

Apple ID

If you've already turned on your iPad, you know that an Apple ID is part of the setup process. But what else does it do?

In short, an Apple ID is a simple user name and password. It doesn't cost any money to create one, but it's a very important part of the iPad experience. Not only is it your identity on your device, but it's also your gateway to other Apple services like the App Store, iCloud, select built-in apps, and much more. The more you use your iPad, the more you'll understand how prevalent the Apple ID is.

If you don't have an Apple ID yet, there will be plenty of opportunities for you to create one when you set up your device. You can also sign up online.

Wi-Fi

You'll need to connect your iPad to the Internet to be able to use most of the iPad's features. It's easy to turn your iPad's wireless connection on or off and join nearby networks so you can access the Internet. Once you join a network, your device will connect to it automatically whenever it's in range. If there are no networks in range, it will connect via 3G or 4G instead, but only if you have a 3G- or 4G-enabled device (and a contract with a wireless provider).

To turn Wi-Fi on or off

1. Tap the Settings icon on the Home screen.
2. The Settings will appear. Tap Wi-Fi in the left pane.
3. Next to Wi-Fi, tap the control to turn it on or off.
4. Joining networks
5. To join a network that's in range (for example, your home's Wi-Fi or a nearby public hotspot); look for it under Choose a Network. Then tap the network you want to use. If the network is secure, you'll need to enter a password in order to connect to it.
6. If the network isn't secure, you can connect to it without a password, but think carefully before you do (especially if it's a public hotspot, like Wi-Fi at your local coffee shop). Anything you view or share over an unsecured network is not necessarily safe from prying eyes.
7. If the network doesn't appear on the list, it may be out of range, or it may be closed (in other words, hidden). To join a closed network, tap Other, then follow the steps to connect to it. You'll need to know the name of the network, the security setting, and the password.

Screen Protection

It is Strongly recommended having a screen protector on any device, the tempered LCD film glass screen protectors are very good and not too expensive to buy. The protector offers:

- Tempered glass construction for enhanced impact resistance and reduce the chances of screen damage.
- Made with chemically treated, transparent tempered glass with silicon adhesive to keep it in place.
- The surface has a hardness of 9H, which is 3 times stronger than regular PET film. Sharp objects such as knives and keys will not scratch the surface.
- The screen protector has an "Oleophobic" coating, which prevents fingerprints and other contaminants which makes the screen protector easy to clean.
- In case of screen damage, the screen protector will break into small pieces that are not sharp, making it a lot safer than other glass screen protector available in the market.

To turn the iPad on and off

Most of the time, you won't need to turn your iPad off—you can just use the Sleep/Wake button to keep your iPad in Sleep mode. But if you need to turn it off completely (for example, on an airplane), press and hold the Sleep/Wake button for several seconds, then slide to power off.

To turn the iPad on, press and hold the Sleep/Wake button until the Apple logo appears. It may take a few minutes to turn on completely

To sleep and wake the iPad:

When you're ready to use the iPad, you'll need to wake it. To do this, press the Sleep/Wake button or the Home button. The Lock screen will appear; simply slide to unlock it. When you're done using the iPad, press the Sleep/Wake button to put it in Sleep mode. This will turn off the screen and help to save battery life.

The iPad will go into Sleep mode automatically if you don't use it for more than a few minutes.

Home button

The home button is located on the front at the bottom of the screen in the middle. This button is for when the device goes to sleep you can wake it up by pressing it once. Also at any time using applications (apps) you can press it once and it will take you to your home screen.

Volume

On the right hand side of the device there is a big volume button like a rocker near to the top, this allows you to adjust the volume. Press the top to turn up the volume and press the bottom to reduce the volume.

There is a Small button above the volume button that mutes the device.
(older generation vibrate button)

Headphone socket

At the top at the left hand side you will find the headphone jack that you can plug in your headphones.

Speakers

The new Apple iPad Pros have 4 speakers on the back, the Apple iPad Air has 2 speakers on the back. Older generations of iPads only have 1 speaker.

Screen Sizes

You can buy Apple iPads with 9.7 and 12 inch screens.

Charging the battery

The battery on your device should last for about 10 hours of normal use. When it's low, you'll need to charge it. There are two ways to charge the battery:

1. Connect your iPad to your computer with the included USB cable. Just plug one end into the dock connector, then the other into any USB port.
2. Charge your iPad anywhere with the included power adapter. To use it, plug the adapter into a power outlet, then connect the iPad using the USB cable.

VoiceOver

VoiceOver is a gesture-based screen reader. If you can't see the screen. With VoiceOver enabled you can hear a description of everything happening on your screen, from battery level to reading emails to which app your finger's on. You can adjust the speaking rate and pitch to suit you.

Security

Ways to lock iPads to keep it secure:

Finger print – only on newer models

Key pad passcode number.

To set a passcode lock:

By default, the iPad doesn't require a passcode to unlock it. However, you can set one to help protect your device. Requiring a passcode will make it considerably more difficult for someone else to access your iPad if it's lost or stolen.

1. Tap the Settings icon on your Home screen.
2. General settings will appear. Tap Passcode Lock to view your options.
3. Tap Turn Passcode On.
4. Use the keypad to enter a four-digit passcode. (You'll need to enter it twice to confirm.)

Passcode Lock will be enabled. You'll need to enter it whenever you unlock the iPad

Siri

Go to Settings > General > Siri and make sure that Siri is turned on. You'll need an Internet connection through Wi-Fi or mobile data.

Hold down the Home button until Siri asks, "What can I help you with?" Then say what you need.

Examples:

"Where am I" – the device then replied my location;

"How far is it to London" – the device then said it is 164 miles.

Applications (apps)

The device is preloaded over 20 standard apps, main ones like calendar, clock, camera, emails, News etc. You will not be able to remove these reinstated apps. Apple Store - they have now changed the word from buy/free to 'Get' so be careful about downloading an application that will cost you money.

Graham managed to get a refund when he was charged £8 payment from apple store. Need to check if it will cost you. Under "Get" button will say the charge if there is one.

Google play store it is obvious whether it is free

Free Useful Apps

"Mag light" is an app to magnify - this app is free

"VisionSim" Eye condition simulator – choose eye disorder and use the sliding bar to show the condition in different stages of determination.

Cameras

Using the Camera app



You'll use the Camera app to take photos and videos with your iPad. It's designed to work closely with the Photos app, which lets you view, organize, and edit the media you've captured.

There is a camera on the back of the device and one on the front at the top of the screen. You can take photos and also a picture of yourself called a Selfie.

The front camera is useful for internet video calls like Skypeon

On the screen there is an icon called "view finder" that switches the camera from front to back camera. The big white button is to take the photo.

Photos can be seen in the app icon called “Photos”. Once opened a photo you can swipe left or right to see previous or next photo. To delete a photo press the select button (top Left) press the photo to be deleted the press the trash can. Deleted photos go into a folder called “recently deleted photos” and can be retrieved if you realize that you have deleted it by mistake unless you empty the trash.

Internet

Safari



Safari is a web browser that comes built in to the iPad. You'll use it to access websites on your device. Safari's interface is similar to those you might find on a desktop web browser, and it also has a few unique features to make mobile browsing easier.

Also it is good practice to clear all internet history and data.

Go to Settings > Safari > Clear History and website data
(Near the bottom of the screen).

Internet Antivirus Protection

Download security – can buy some software like Norton

AVG – is free to help protect your device and secure your data.

Safety on the Web

Do not give any personal or bank details. There is scams on the web to attempt to get your money or access to your accounts. Never put them in an email – never click on a link that is in a suspicious email – the bank will never ask you for these details. On the bank websites they always have a padlock for a secure website

Paypal

Paypal is a service where you give them your card details and whenever you buy things on the internet you can pay by paypal so lots of merchants/ small business are not getting your card details – this is free to Joe public because the merchants pay paypal a fee for their service. (it is cheaper than them investing in software for

service to ask for card details and getting authorization from the bank) Watch out for fraudulent websites that try to pretend to be paypal.

Google Search engine is a wonderful thing

YouTube – you can find ‘how to do’ anything in video format and see exactly how it is done

Quick links

Popular Settings

You can bring up the popular settings by moving your finger up from the bottom of the screen and shows the popular items like wifi on or off, Airplane Mode on or off, volume up or down, brightness up or down etc. These can also be accessed through Settings.

Maintenance

On a regular basis you should clear all the apps running in the background using your battery power.

Double click Home button and slide finger up to close all running apps in background.