iPad Basics

iOS7
Apple iPad Basics
2.0 hours

This is a hands-on workshop. We will be covering adding and removing apps, profiles, and accounts, getting connected to different wireless networks, clinical apps, and VPN networks. Bring an iPad or iPhone with you to class.

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iPad Buttons

The iPad is a tablet made by Apple. The iPad is designed with very few buttons.

**Home Button** is used to wake the iPad when it is sleeping. It is also used to exit out of applications, and special modes.

**Volume Up/Down buttons** are used to increase or decrease the volume.

**Side Switch** can have one of two uses.

1. Lock the screen rotation: Go to Settings > General > “Use the Side Switch to…,” then tap Lock Rotation.
2. Notifications and sound effects but not The Side Switch doesn’t mute audio playback, such as music, podcasts, movies, and TV shows.

**Sleep/Wake button** locks the iPad by putting it to sleep when you’re not using it. Unlock the iPad by pressing the Home button or the Sleep/Wake button, then drag the slider. To turn iPad off: Hold down the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider.
To use gestures, be sure that you have multi-touch gestures enabled first.

Settings > General, > Multitasking Gestures > On

**Zoom** - Use a two finger pinching motion to zoom out or a reverse pinch to zoom in.

**Rotate** - Use your thumb and index finger on the Multi-Touch surface, twist clockwise or counter clockwise

**Scroll** - Brush two fingers along the Multi-Touch surface to scroll in any direction vertically, horizontally, or diagonally.

**Home** - Use a four or five finger pinching motion to close the current app and go back to the home screen

**Multitasking Bar** - Use a four or five fingered vertical swipe up to open the app bar at the bottom of your iPad's screen.

**Switch App** - Use a four or five fingered horizontal swipe to move through open apps. Swipe right to left and you'll go back and forth through open apps.
**Notification Center**

1. Open Notification Center. Swipe down from the top edge of the screen.
2. What can be seen in the Notification Center can be change by going to: Settings > Notification Center. Tap an app to set its notification options.
3. You can also tap Edit to arrange the order of app notifications. Touch and drag it to a new position.
4. Close Notification Center. Swipe up

**Control Center**

The Control Center gives easy access to audio playback, brightness, flashlight, clock, calculator, Air Drop, Air Play, and camera.

Open Control Center. Swipe up from the bottom edge of any screen.

Open the currently playing audio app. Tap the song title.

Close Control Center. Swipe down, tap the top of the screen, or press the Home button.

Turn off access to Control Center in apps or on the Lock screen. Go to Settings > Control Center.

**iOS 7 Feature Compatibility**

<table>
<thead>
<tr>
<th>Feature</th>
<th>iPhone 4/4S</th>
<th>iPhone 5</th>
<th>iPad 2</th>
<th>iPad w/Retina</th>
<th>iPad mini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Center</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Panorama</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Photos Filters</td>
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<td>Y</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Multitasking</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Notification Center</td>
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<td>Y</td>
</tr>
<tr>
<td>AirDrop</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>4th gen only</td>
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</tr>
</tbody>
</table>
Setting Up Your iPad

Folders

You can create a folder by dropping an app on top of another app. When you move an application's icon on top of another app, that app is highlighted by a square. This indicates that you can create a folder by lifting your finger, thereby dropping the icon on it. And you can put other icons in the folder by dragging them to the folder and dropping them on it. *Note: The Bookshelf App is the only App that can not be placed into a folder.

Passcode

You use a passcode on your iPad to protect your data. Each time you turn on or wake up the device, it will prompt for the passcode before you can access the device. Simple passcodes are four digits long.

Wireless setup

1. Go to your settings and choose UF Info under Wireless.
2. Click on Auto Configure. It will take you to http://getonline.ufl.edu/
3. Click Auto Configure and follow the On-Line prompts.
Email setup

You will need to update your password on your device every time you change your Shands Network, Gatorlink, or EPIC password.

UF Exchange Email
http://www.mail.ufl.edu/ipad2xchng.shtml

1. Tap on Settings
2. Tap on Mail
3. Tap on Add Account…
4. Tap on Microsoft Exchange and Enter

   Domain: ad.ufl.edu
   Username: your GatorLink account username
   Password: your GatorLink account password
   Description: your own personal description.

5. Tap on Next
6. Tap the On button to sync contacts and/or calendars with mail server if so desired and Save settings.
8. Create a new passcode and Continue.
9. If configured correctly, mail icon will indicate new mail in mailbox.
Shands Email

https://my.portal.shands.ufl.edu/portal/page/portal/Exchange/iPad

Follow the steps for UF Exchange email setup but use the following account information.

**Email:** username@shands.ufl.edu  
**Domain:** Shands  
**Username:** your Shands account username  
**Password:** your Shands account password  
**Description:** your own personal description.

Notifications

Notifications are a way for iPad apps to provide alerts and related information. When using iOS 5 or later, you can view notifications in the Notification Center which can be accessed by swiping down from the top of the screen with one finger.

Settings > Notifications…Badges, Sounds, Banners, Alerts

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**iCloud**

Store contacts, calendars, photos, music, books, apps and more in the cloud and access them on all your devices. Or track down a missing iPad.

Settings > iCloud
Find my iPhone

1. On your device’s Home screen, go to Settings, then tap iCloud. If you’re asked to sign in, enter your Apple ID, or if you don’t have one, tap Get a Free Apple ID, then follow the instructions.
2. Tap to turn on Find My iPhone (or Find My iPad or Find My iPod), and when asked to confirm, tap Allow.

Just sign in at iCloud.com or use the Find My iPhone app to see your missing iPhone, iPad, or iPod touch on a map. And with the Lost Mode feature you don’t just see where your device is, you can track where it’s been. That way you can decide on your best course of action. You can immediately lock your device and send it a message with a contact number. Then whoever finds it can call you from the Lock screen without accessing the rest of the information on your device.

Apps or Applications

There are so many Apps in the Apple App Store that They can not all be covered. A few apps that I have used and personally found useful are listed below. Sometimes it can be difficult finding an app that fits your needs in the App Store. Using your computer search the internet with a phrase such as, best PDF reader.

It may look like the current App is closed when the home button is pressed. However, it is minimized and still running. Having a lot of Apps running could drain the battery faster or cause the iPad to run slowly. Periodically exiting Apps can help prevent these issues.

Closing running apps

1. Double-click home button or four finger swipe up
2. Swipe left or right to see more.
3. To switch to another app, tap it.
4. Push the app window forward to turn an app off.
Citrix Receiver
Citrix Systems, Inc.

This App is used to access any application that you would from a desktop computer using Citrix, including EPIC.

1. Open Receiver and choose to add a new account.
2. If you use Shands credentials to log into Citrix, fill in the information as shown except fill in **YOUR** Shands username.
3. If you use UF credentials to log into Citrix, fill in the information as shown except fill in **YOUR** Gatorlink username AND change the domain to UFAD.

AnyConnect
Citrix Systems, Inc.
Free

If you need a secure connection to the UF or Shands network while you are off premises a VPN is need.

1. **Description** can be whatever you want to name the connection
2. **Server Address** – use one of the following addresses

Shands VPN
vpn.shands.ufl.edu
for help: [http://network.ufhealth.org/vpn/](http://network.ufhealth.org/vpn/)

HSC VPN
vpn.health.ufl.edu
for help: [http://network.ufhealth.org/vpn/](http://network.ufhealth.org/vpn/)

Gatorlink VPN
vpn.ufl.edu
for help: [https://connect.ufl.edu/it/wiki/Pages/glvpn.aspx#iphone](https://connect.ufl.edu/it/wiki/Pages/glvpn.aspx#iphone)

Other Apps
Lyne

Microsoft Corporation

This is an instant messaging App that integrates with your Outlook email account and Lyne on your desktop. Use your UF or Shands email address and password. Choose to allow Lyne to access your address book.

VMware Horizon View Client

VMware, Inc.
Free

Lets you connect to your virtual desktop via your iPad.

PDF Reader

Kdan Mobile Software LTD.
Free/Paid

View and annotate PDF files on your iPad.

Goodreader

Good.iWare Ltd.
Paid

View and annotate Adobe PDF files and view Microsoft Word, Excel & PowerPoint.

Documents To Go

DataViz, Inc.
Paid

View, edit, and create Microsoft Word & Excel files and view PowerPoint & Adobe PDF files.

Evernote

Evernote
Free

Take notes, capture photos, create to-do lists, record voice reminders on your iPad and PC.
1Password

AgileBits Inc.
Paid

Store all of your passwords and important information encrypted and secure.

Dropbox

DataViz, Inc.
Free

Access any file you save to your Dropbox from all your computers, iPhone, iPad and website.

Browzine

Third Iron, LLC.
Free

Easily find, read, and monitor thousands of scholarly journals available from your university or college library, or through Open Access publishers, covering all disciplines.

Clueful

http://www.cluefulapp.com

Clueful is not an App. It is a website that shows you how installed apps use, and possibly abuse, your personal information and treat your privacy.