



ABLE OPPORTUNITIES, INC.

INNOVATIVE, PERSON-DRIVEN, ACCOMMODATION TOOLS

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iPad Users Manual

Setting Up Your Device

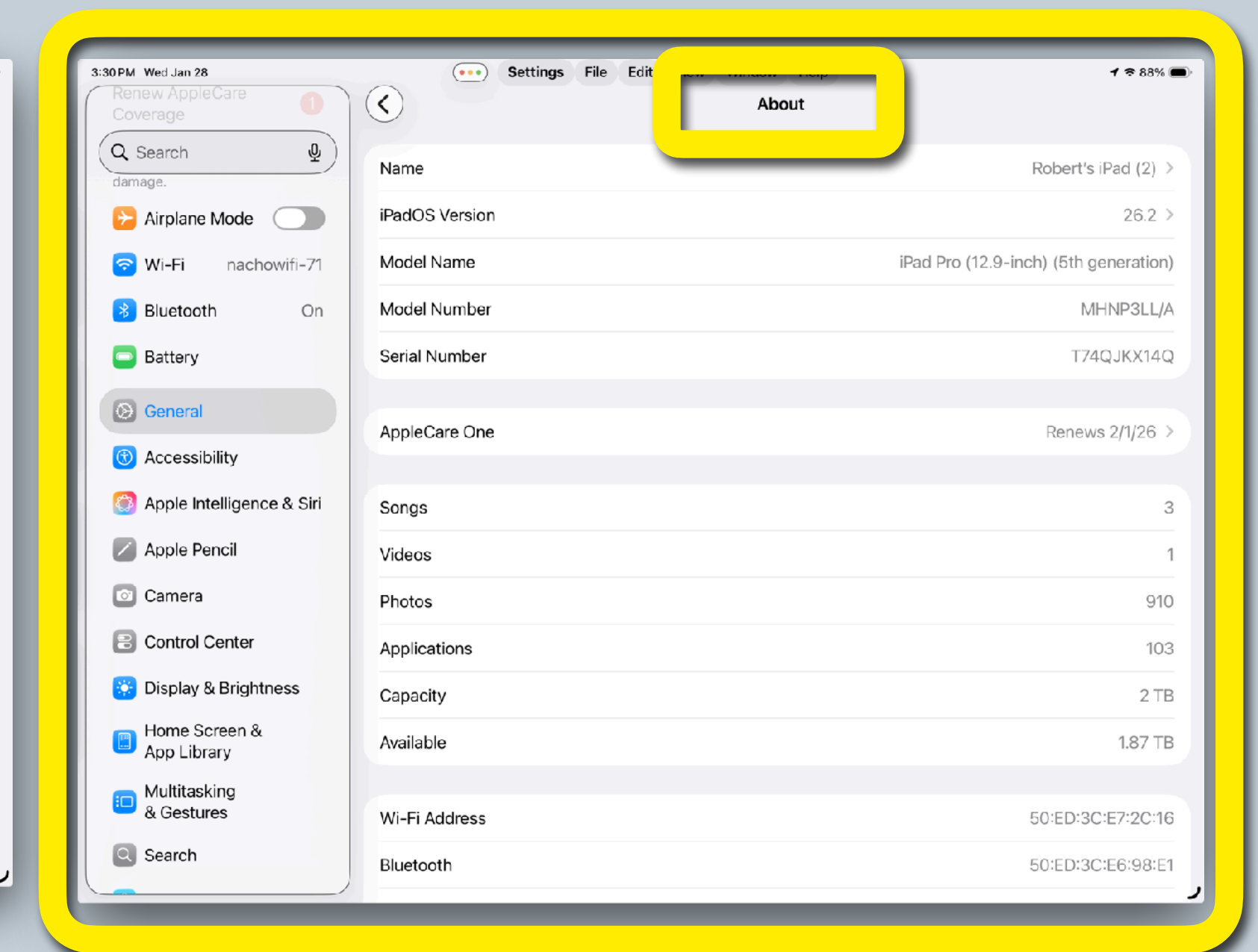
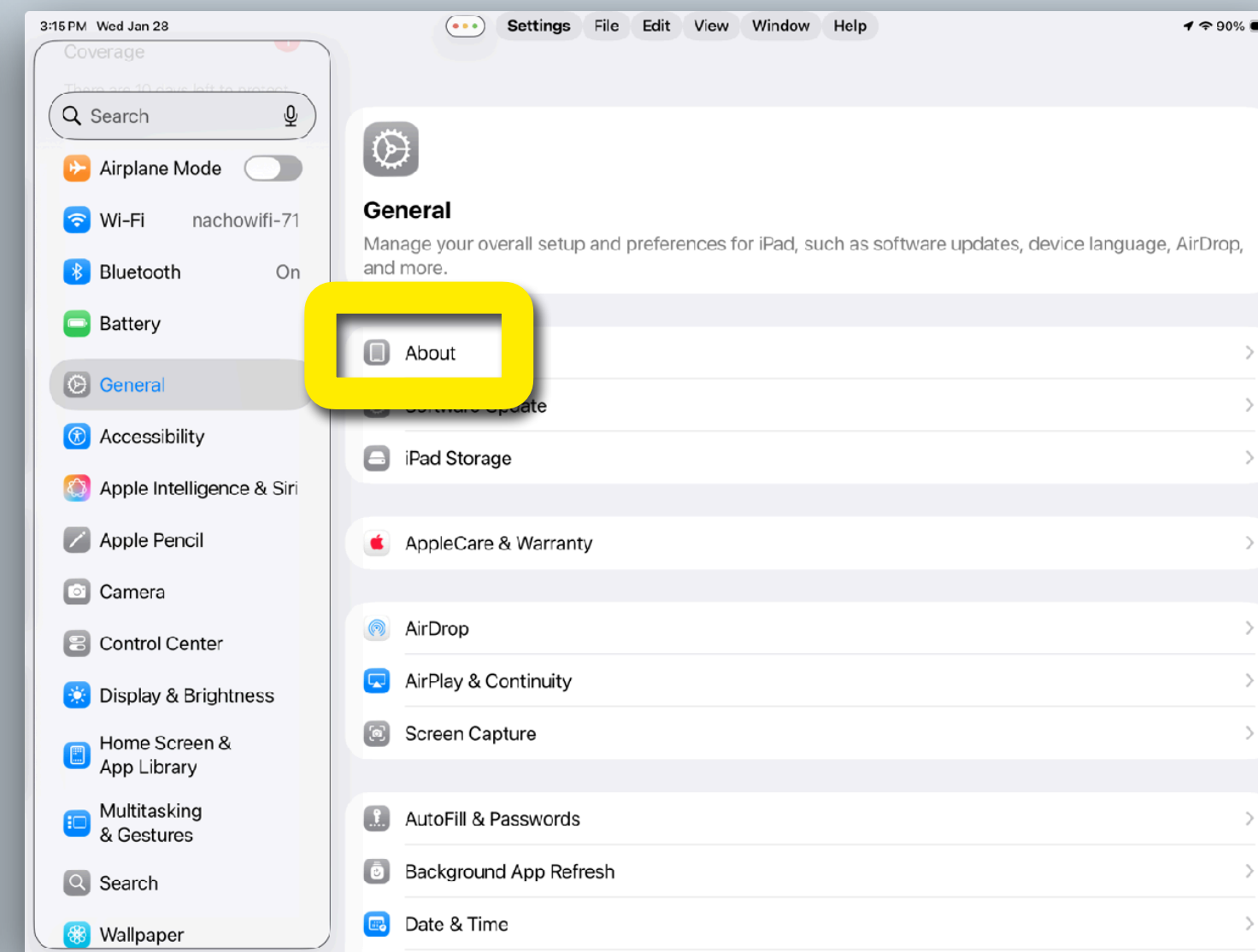
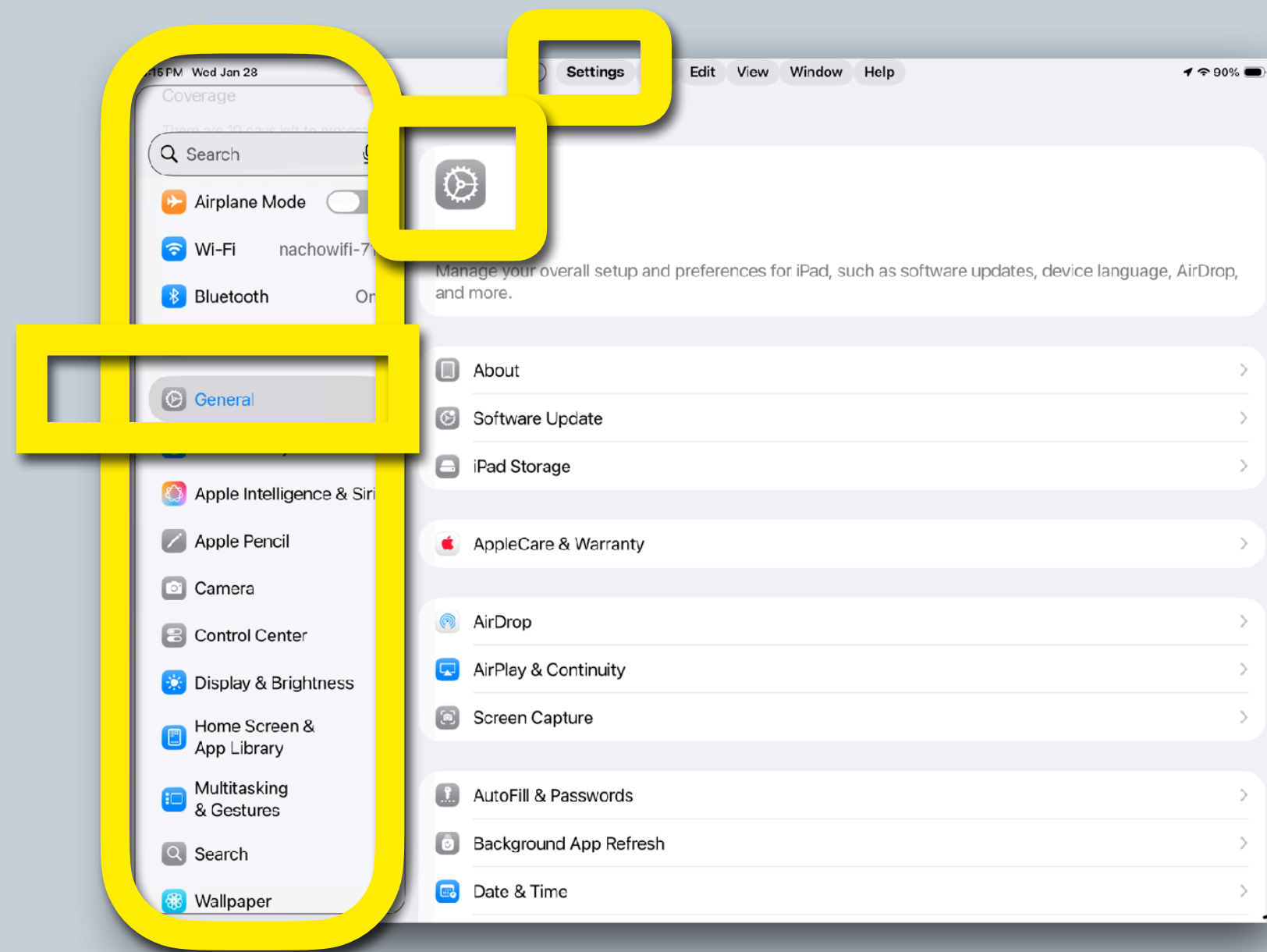


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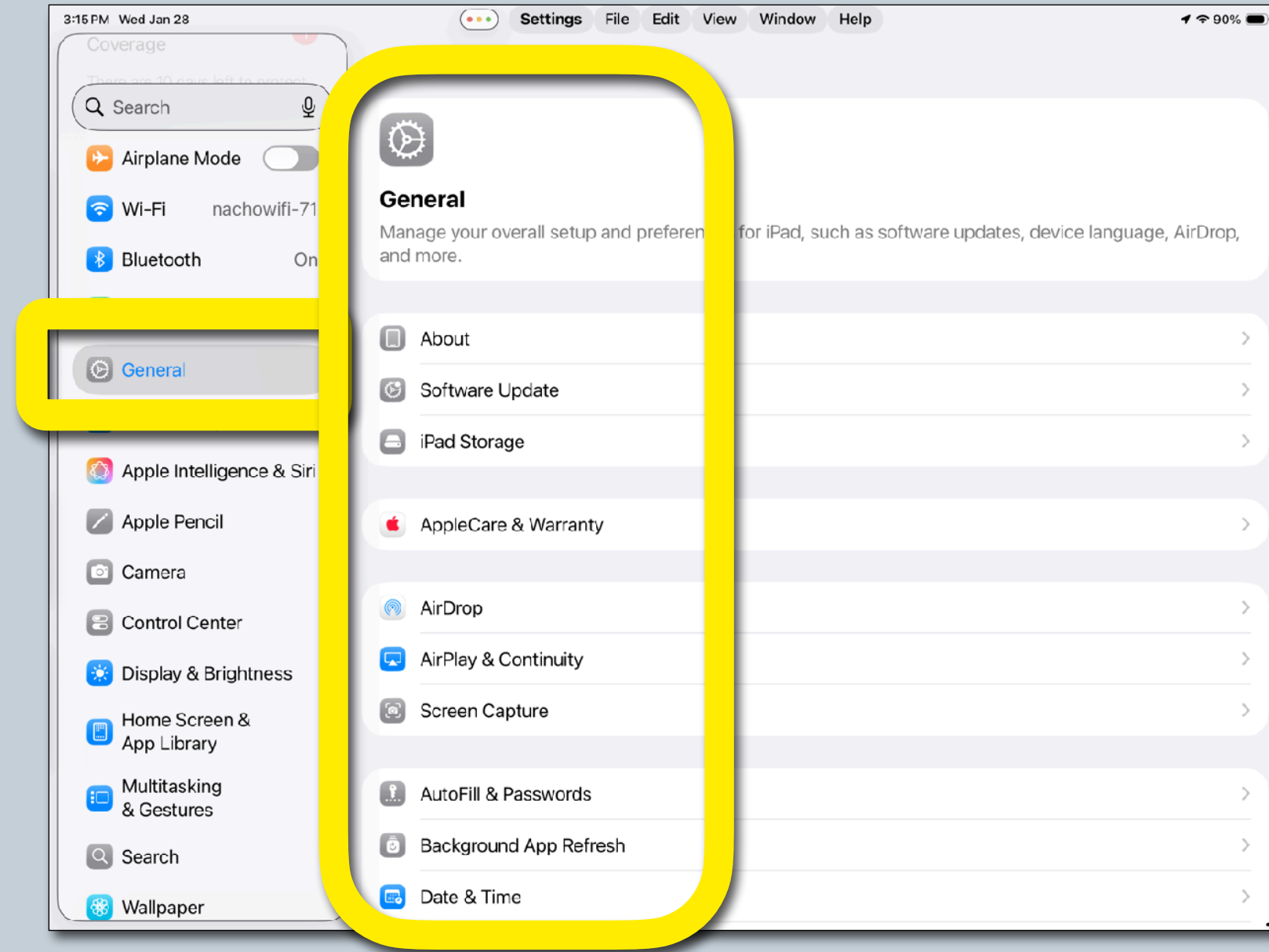
SETTINGS

The Settings menu is like a file cabinet. The left side lists the main topic. Example “General”. The right side lists the topic categories. Example “About”. When you choose a category, another window opens to the right with subcategories.

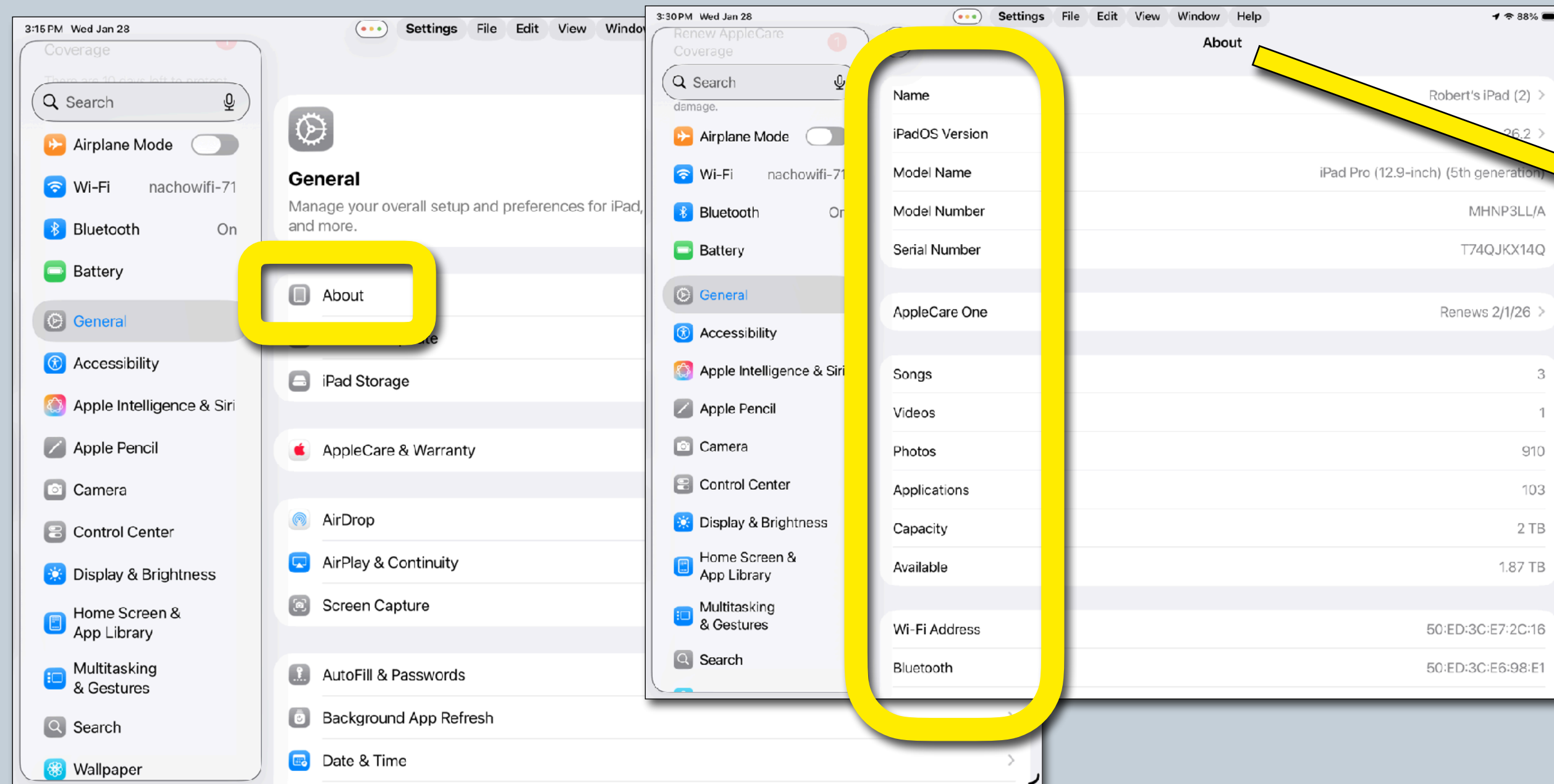




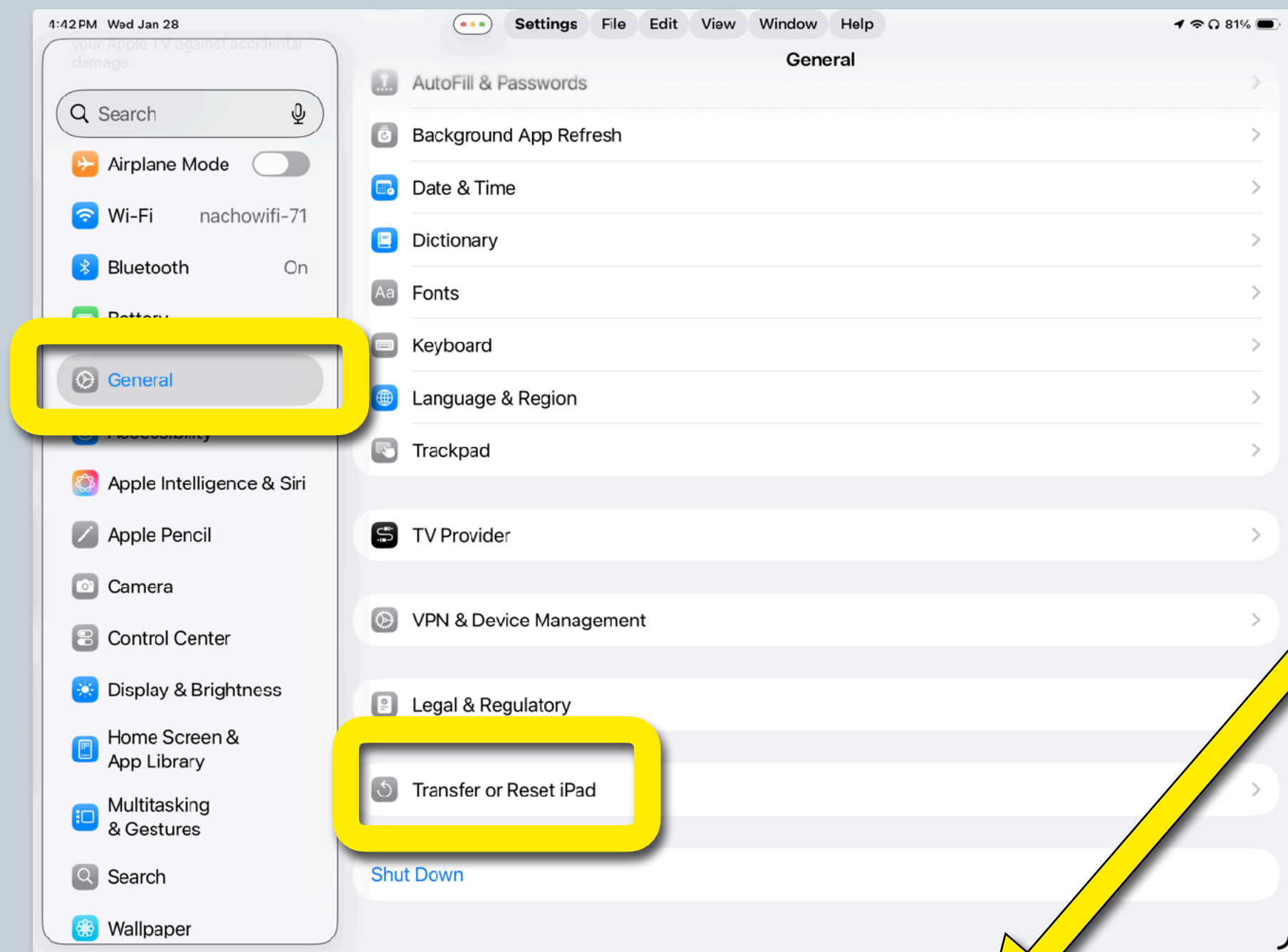
SETTINGS / GENERAL



- Manage and customize features
 - ABOUT
 - SOFTWARE UPDATE
 - IPAD STORAGE
 - SCREEN CAPTURE
 - DATE & TIME



- ## ABOUT
- Manage storage
 - Track use
 - Locate Serial Number

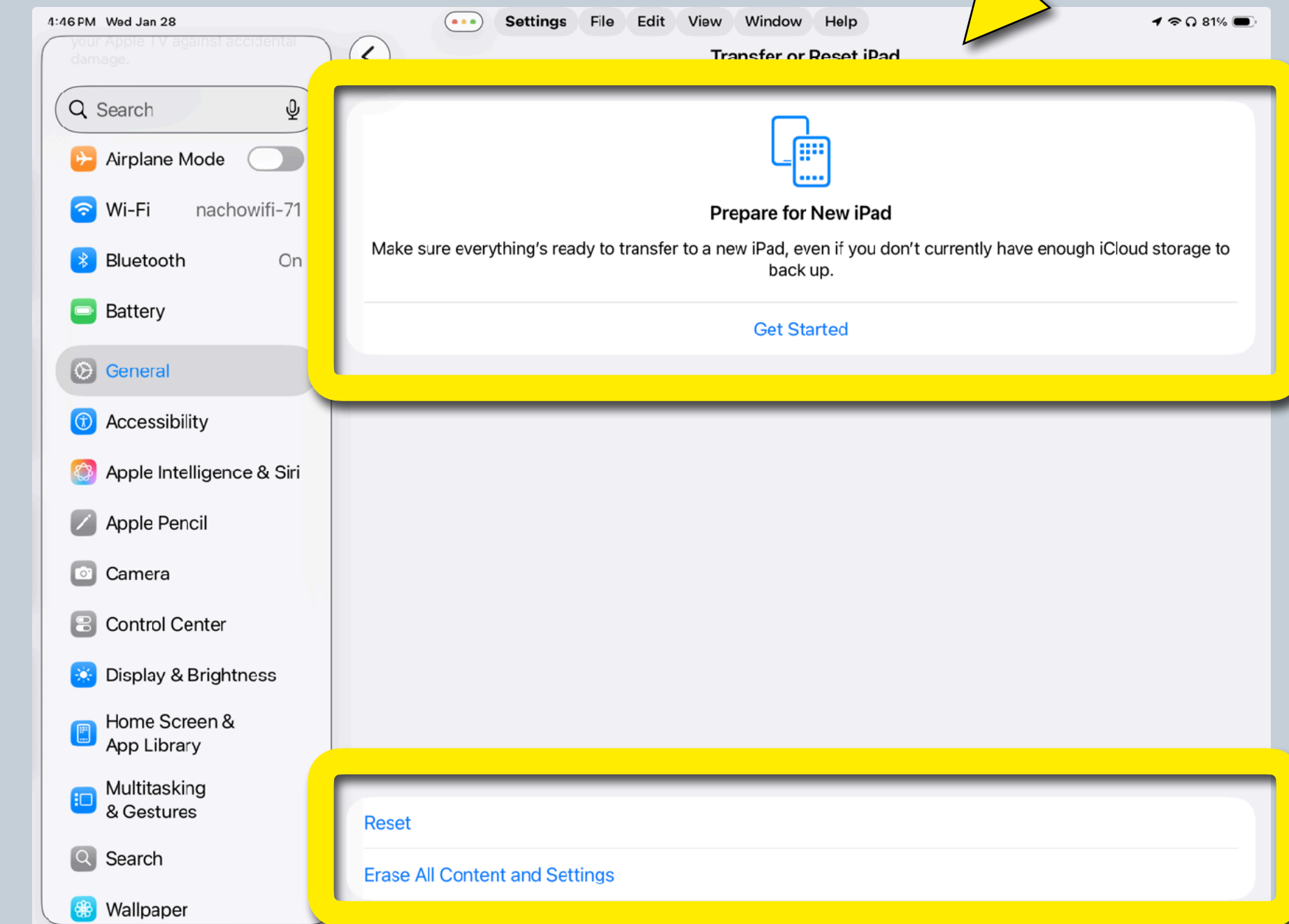


RESET

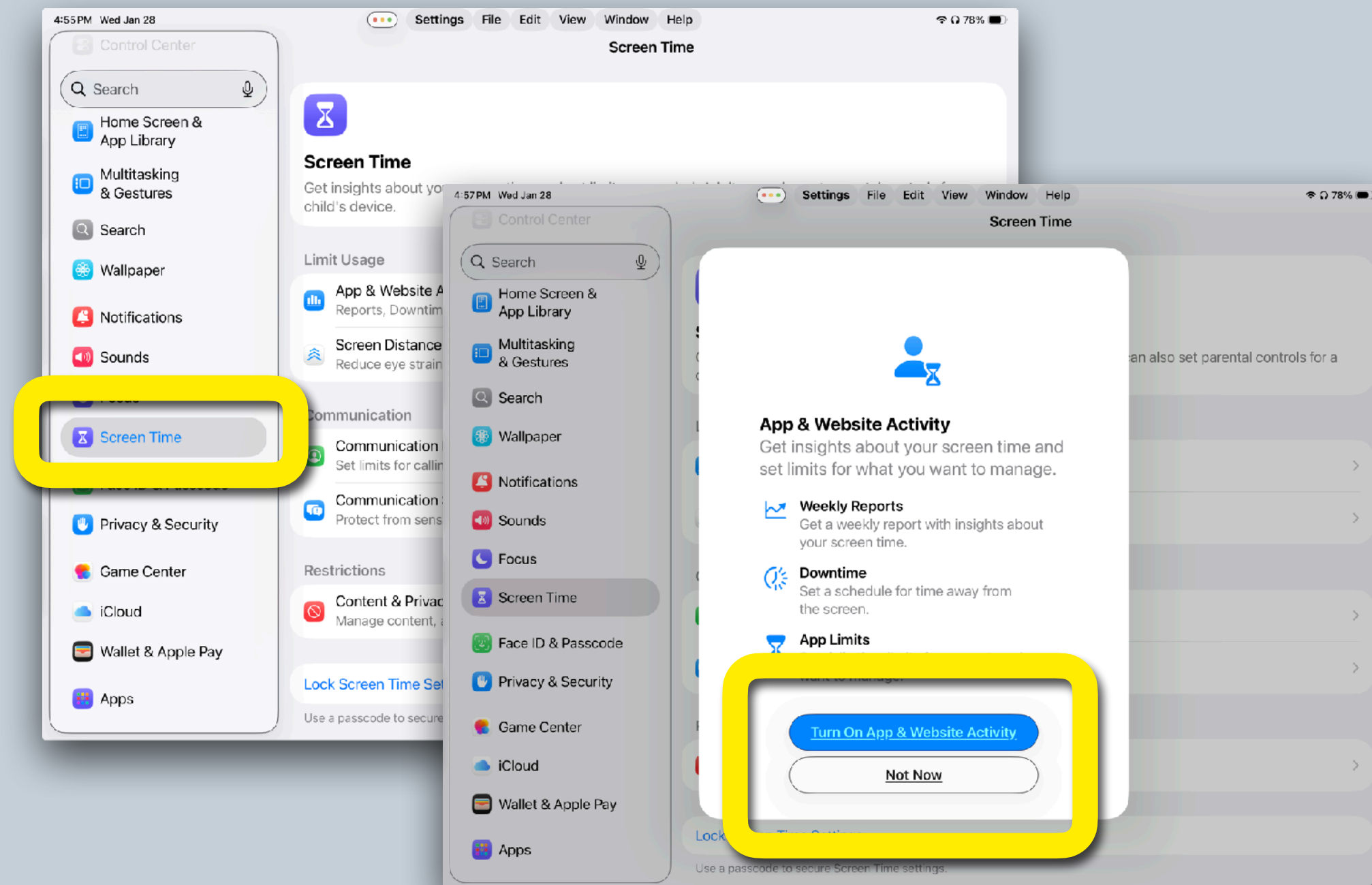
Used only if you are starting over with a device, reassigning it or wiping it clean of content

- **Two options**

- **Reset All Settings**
- **Erase All Content and Settings- this will delete all files and photos on the device, to set up for a new person**



*** Deleting is permanent**

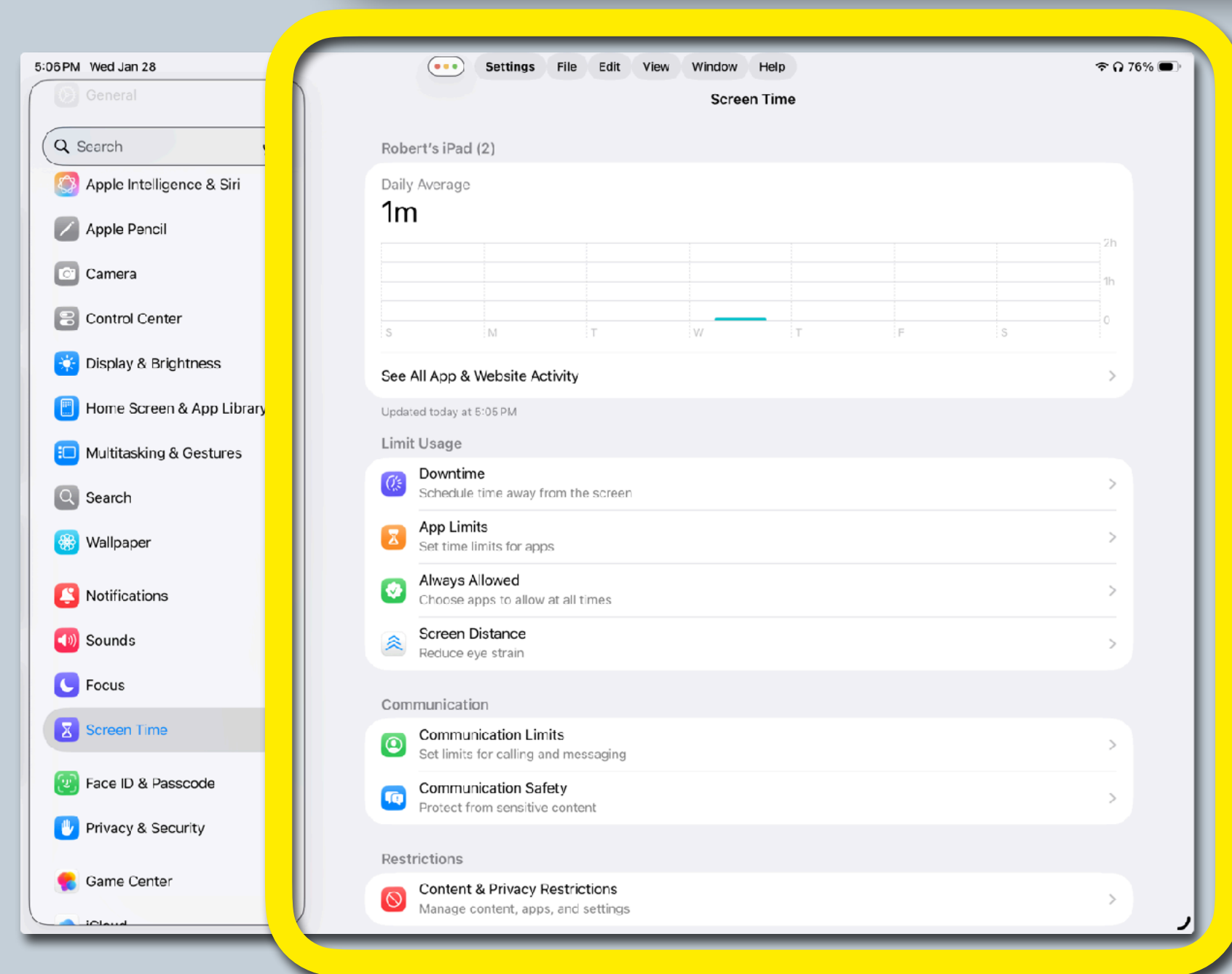


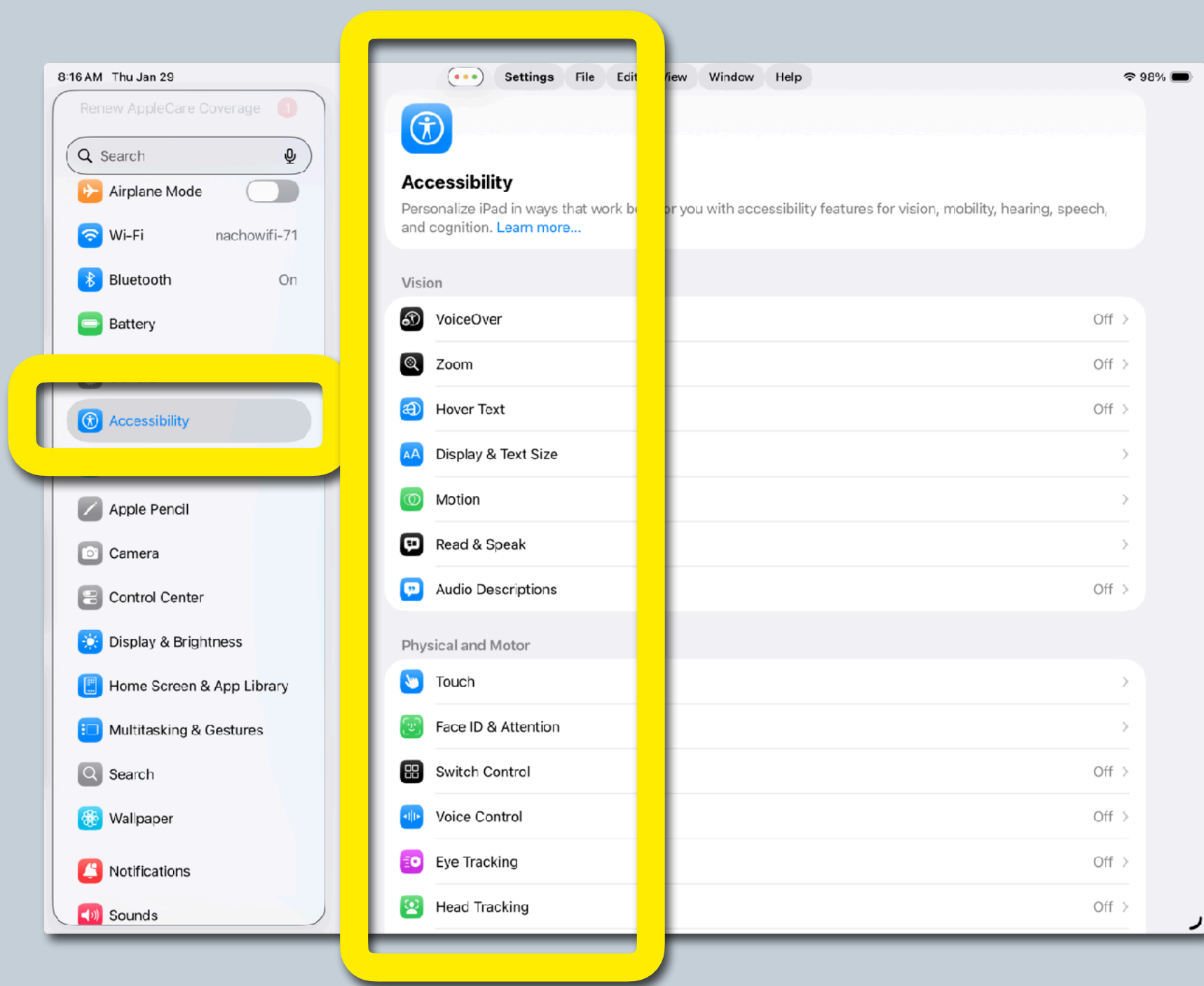
SCREEN TIME

Turn on App & Website Activity

Use Screen Time to view Daily Average and to set limits and restrictions:

- Downtime
- App Limits
- Always Allowed
- Communication Limits
- Content and Privacy Restrictions





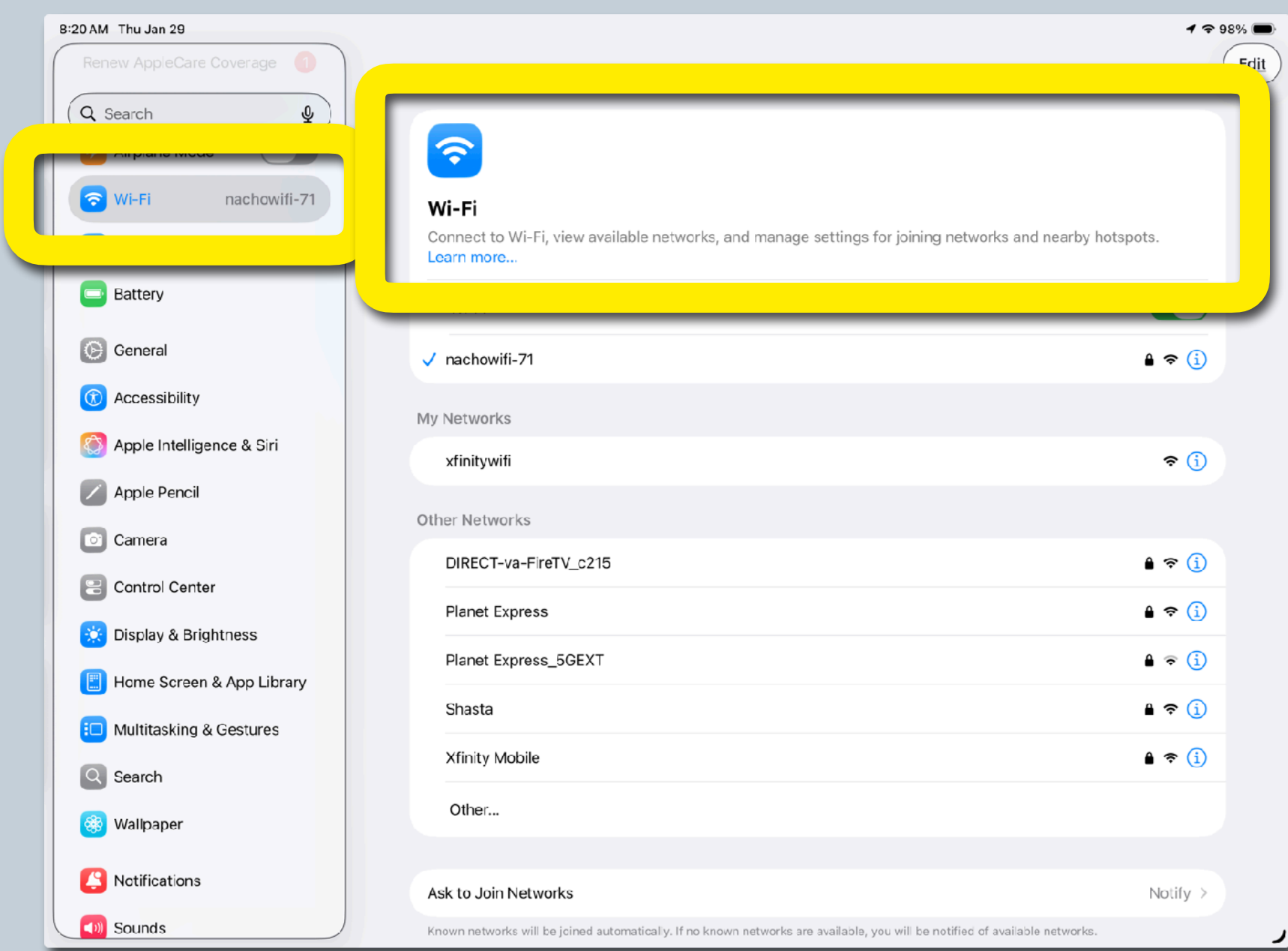
ACCESSIBILITY

Set accommodation needs:

- Vision
- Physical & Motor
- Hearing
- Speech
- General

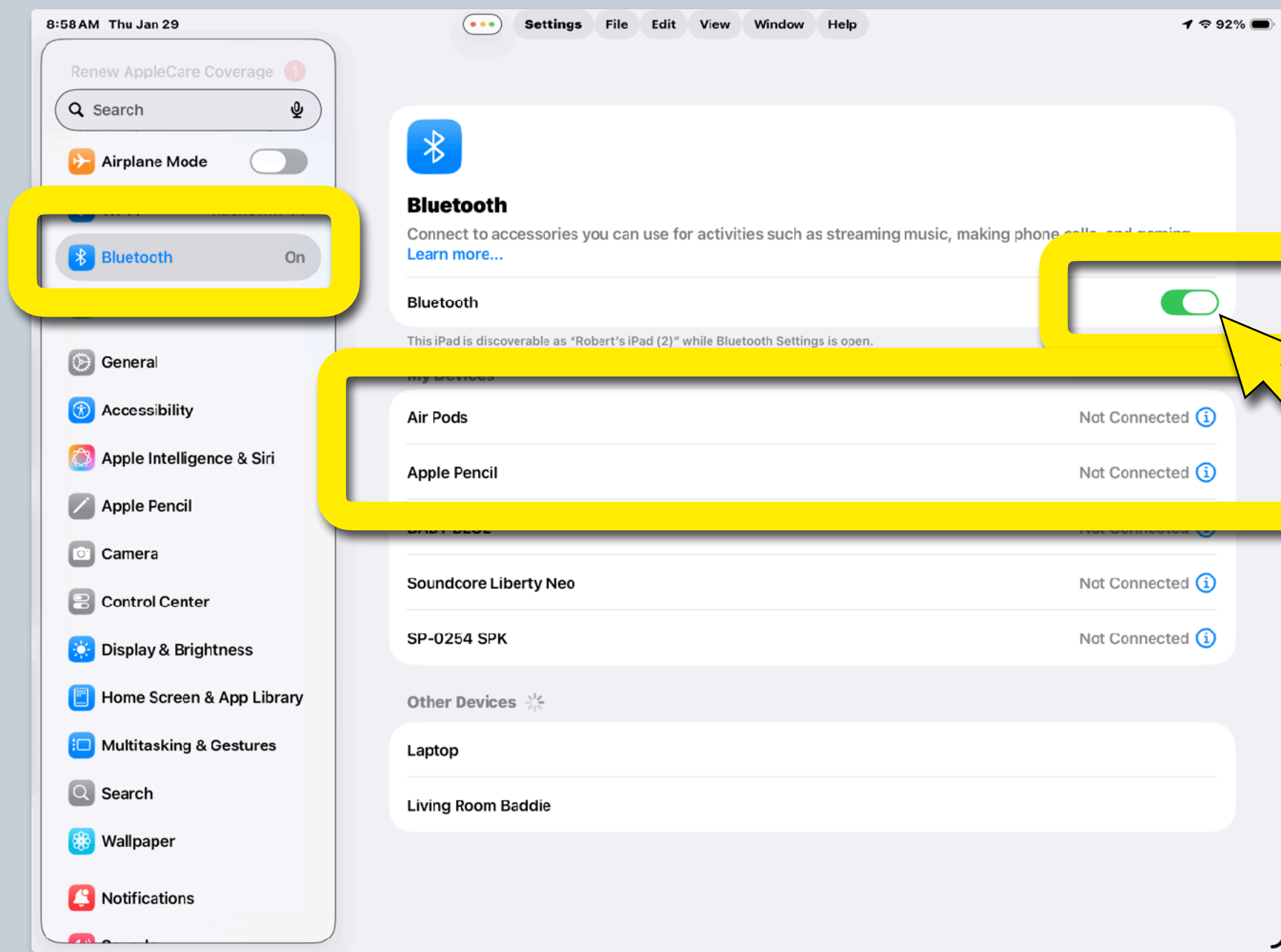
For more information, visit:

<https://www.apple.com/accessibility/>



WiFi

- Turn on
 - Choose network
 - Add password and join
- * Networks that don't require passwords are NOT SECURE

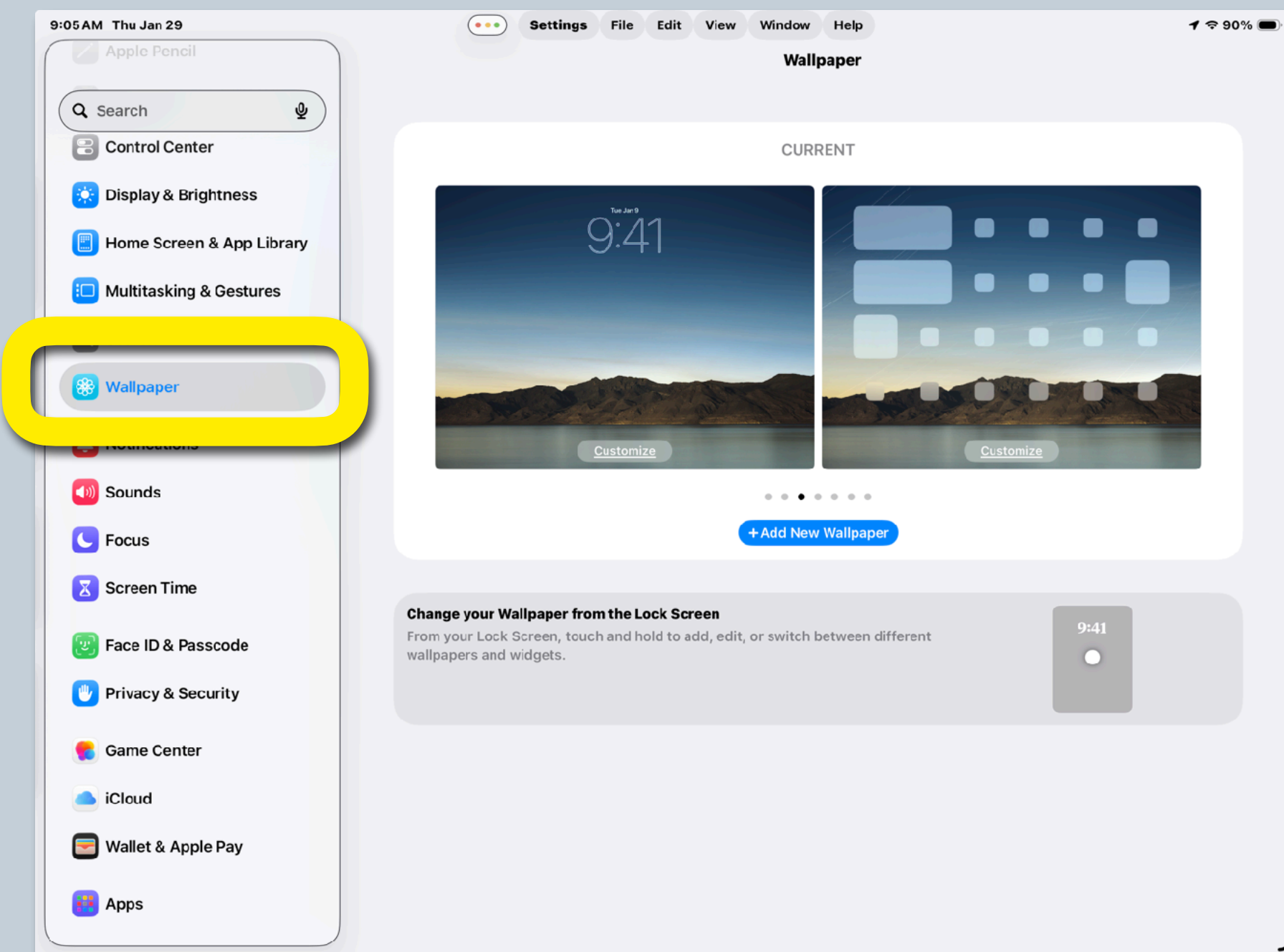


BLUETOOTH

Use Bluetooth to connect to:

- Apple Pencil
- External keyboard
- Printer

Turn on, find item listed, and select

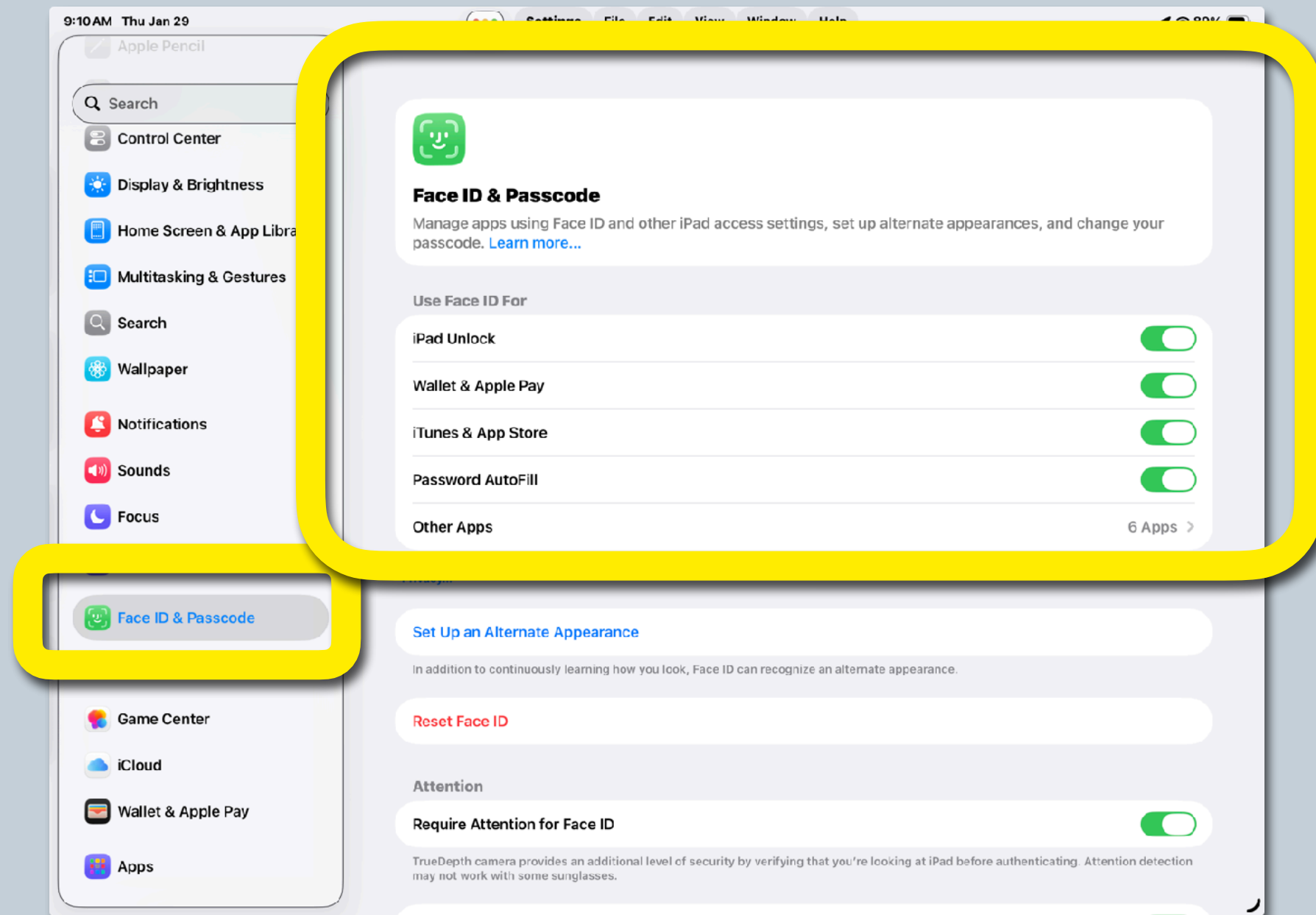


WALLPAPER

Set your screen background, choose from two options:

- Stock Photos
- Your Photos

* Dynamic backgrounds drain battery

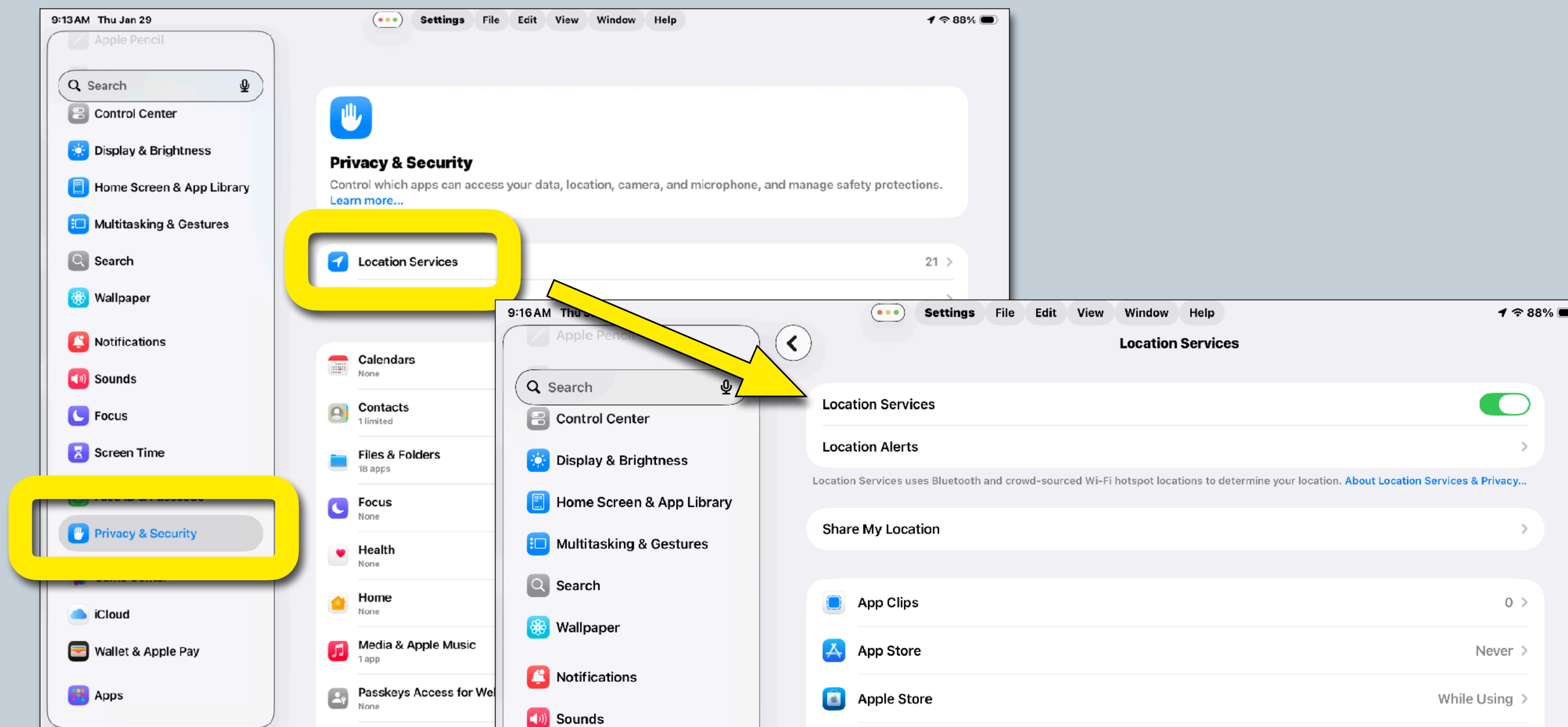


PASSCODES & FACE ID

Passcodes protect your privacy

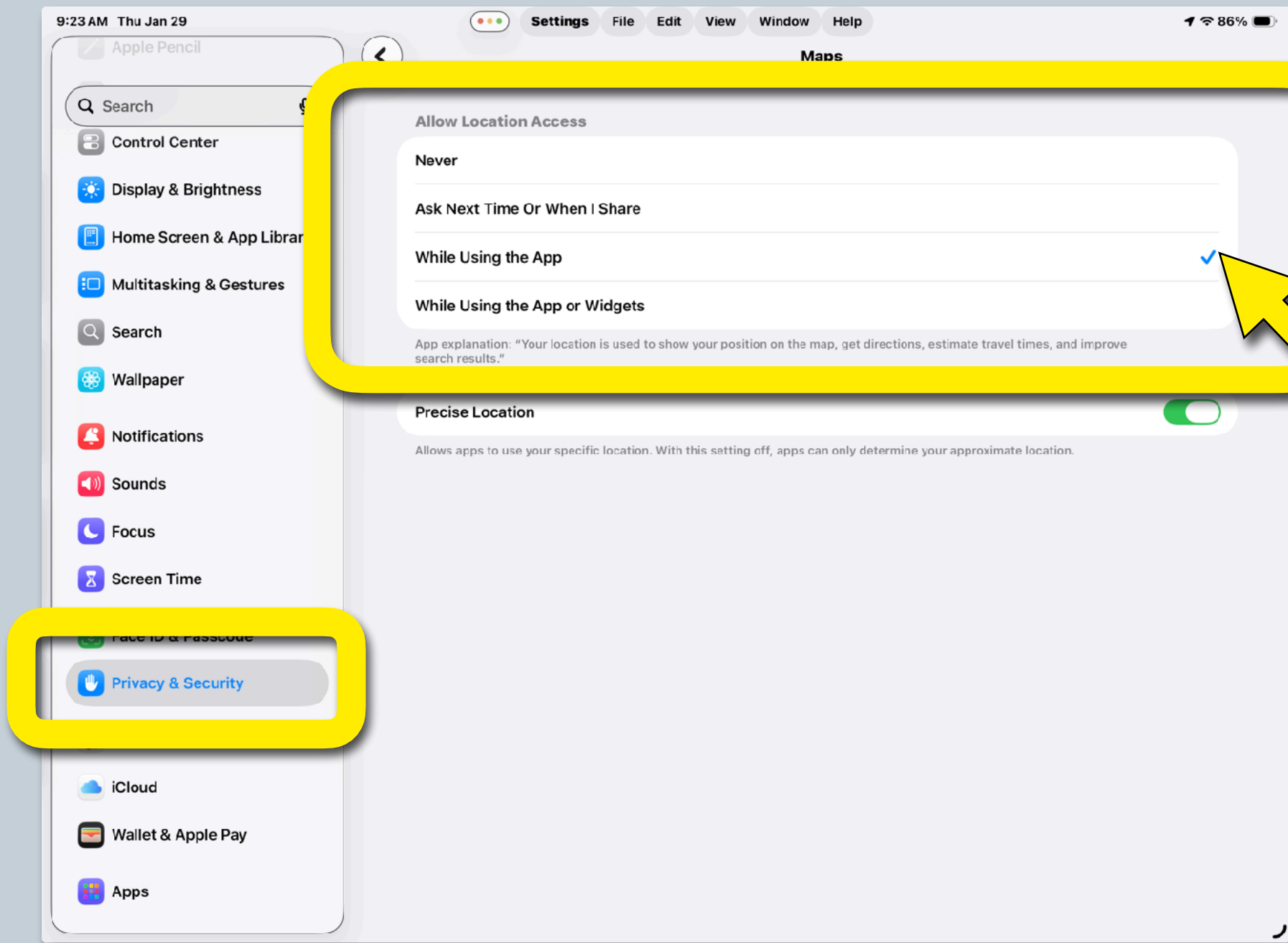
Face ID

- Scans your face in place of a passcode
- Unlocks device
- Used to make purchases
- Auto fills saved passwords



PRIVACY SETTINGS

Location Services- device automatically tracks your location unless you reset options.

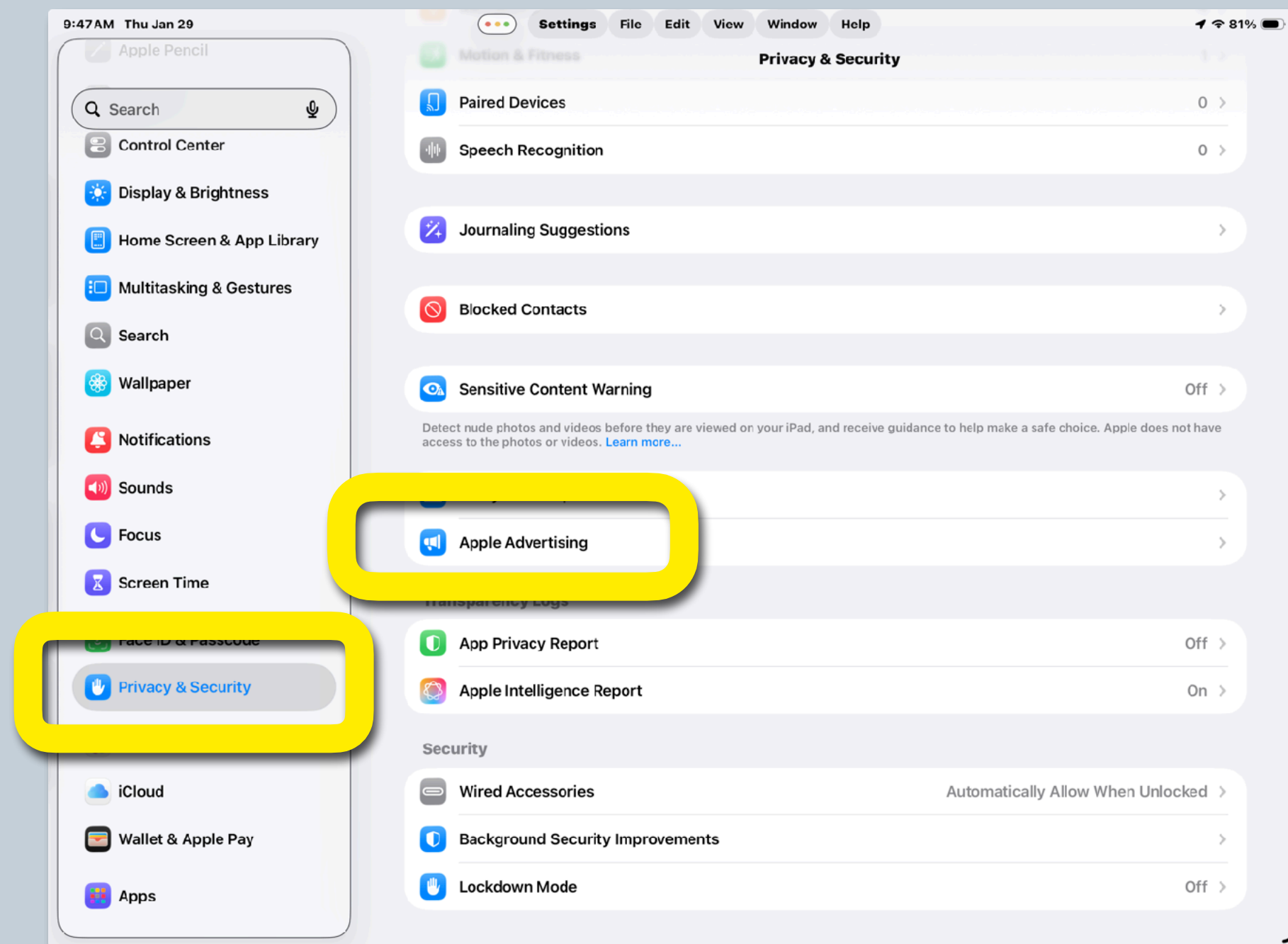


PRIVACY SETTINGS

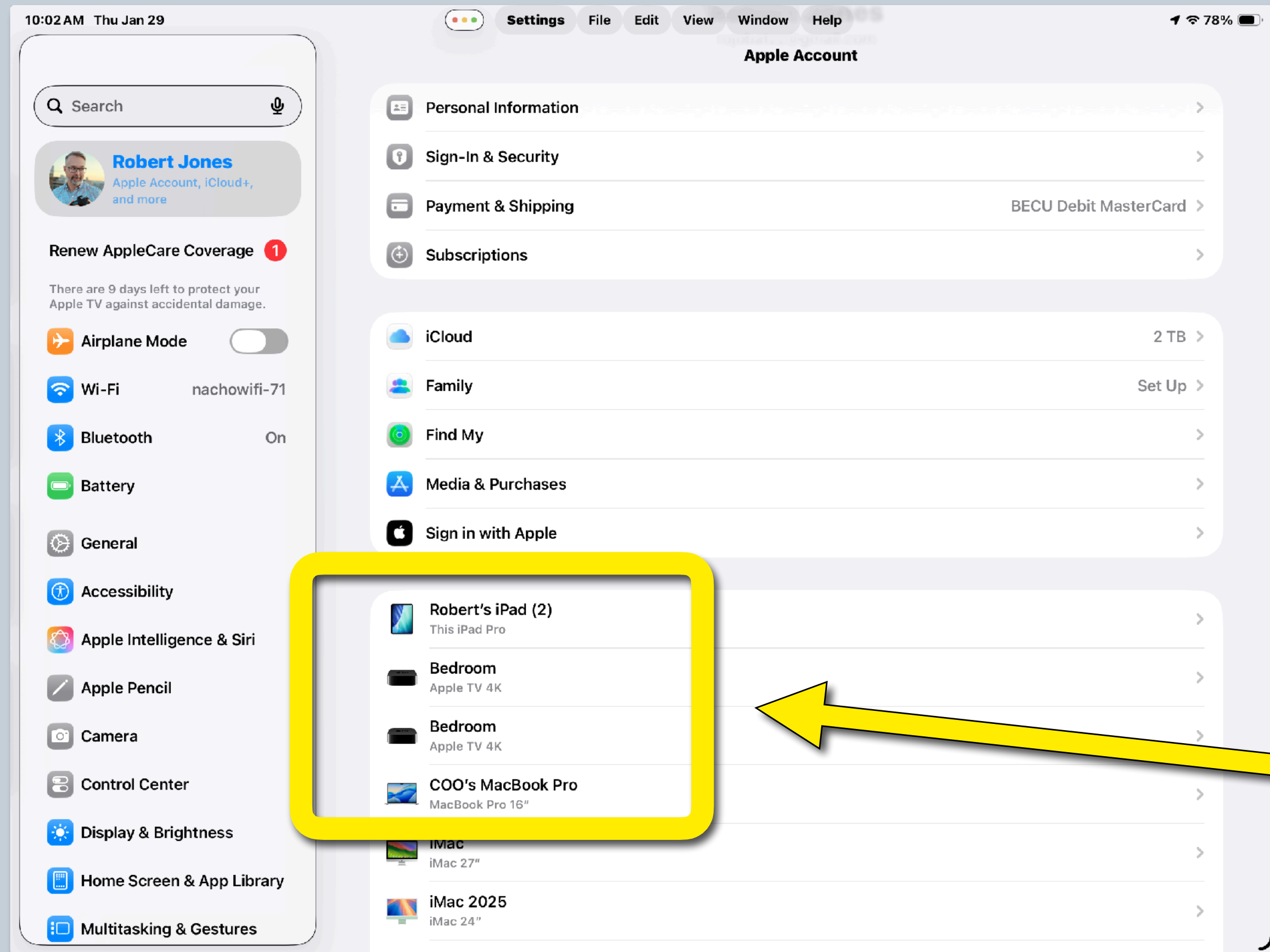
We recommend turning off Location Settings except for Weather, Siri and Maps because they require location to function.

At the very least, customize when apps are able to access location:

- Never
- Ask Next Time Or When I Share
- While Using the App (recommended)



Scroll down to view and set Advertising information



APPLE ACCOUNT and APPLE ID

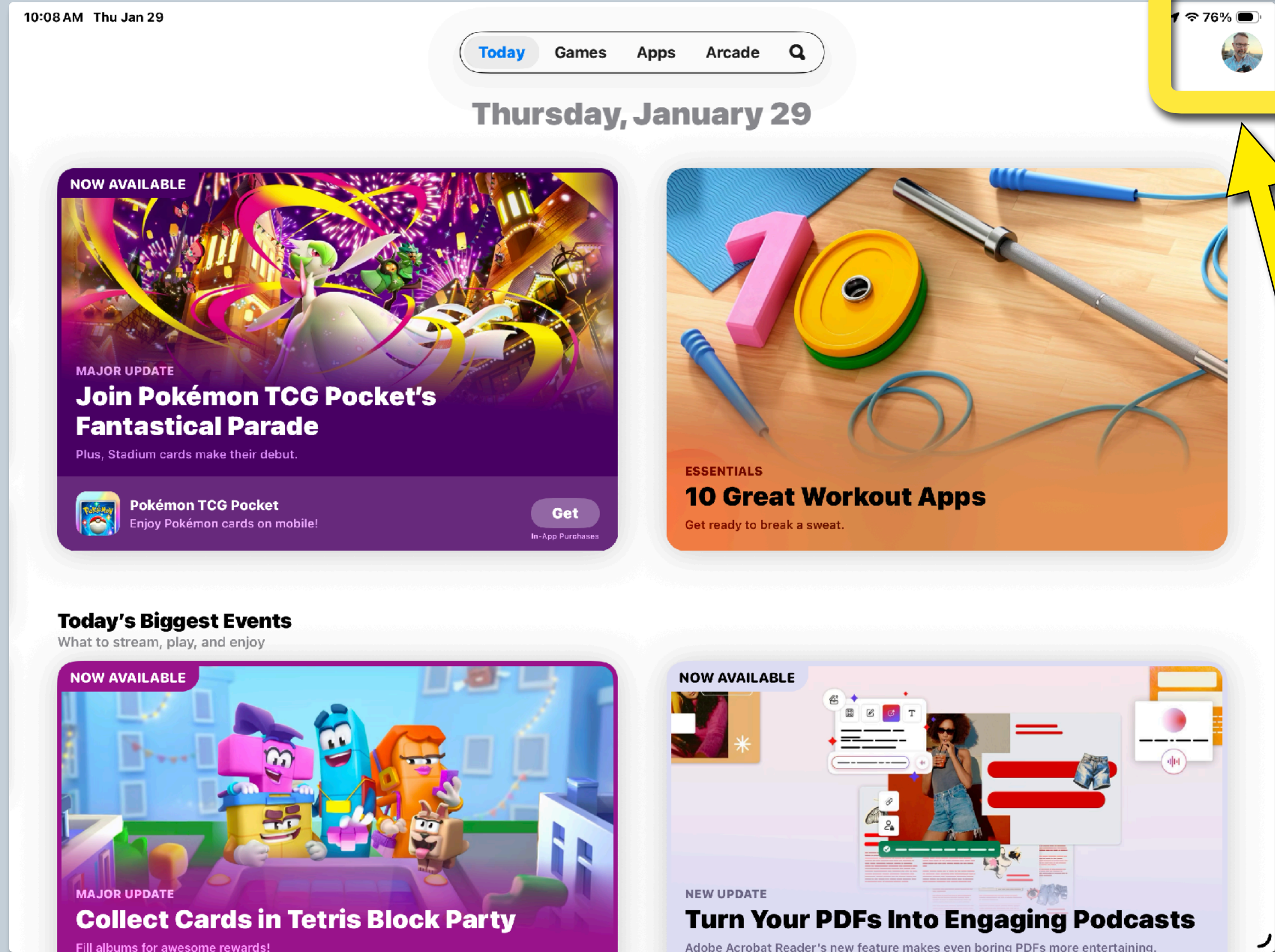
Your Apple Account and Apple ID are used to access Apple services like:

- App Store
- Apple Music
- FaceTime
- iCloud

Sign in under an established Apple ID to:

- Access content from other devices using your Apple ID
- Transfer contact, payment, and security information
- Manage/link multiple devices at once:
MacBook, iPad, iPhone

* Use your Apple ID on up to 10 devices



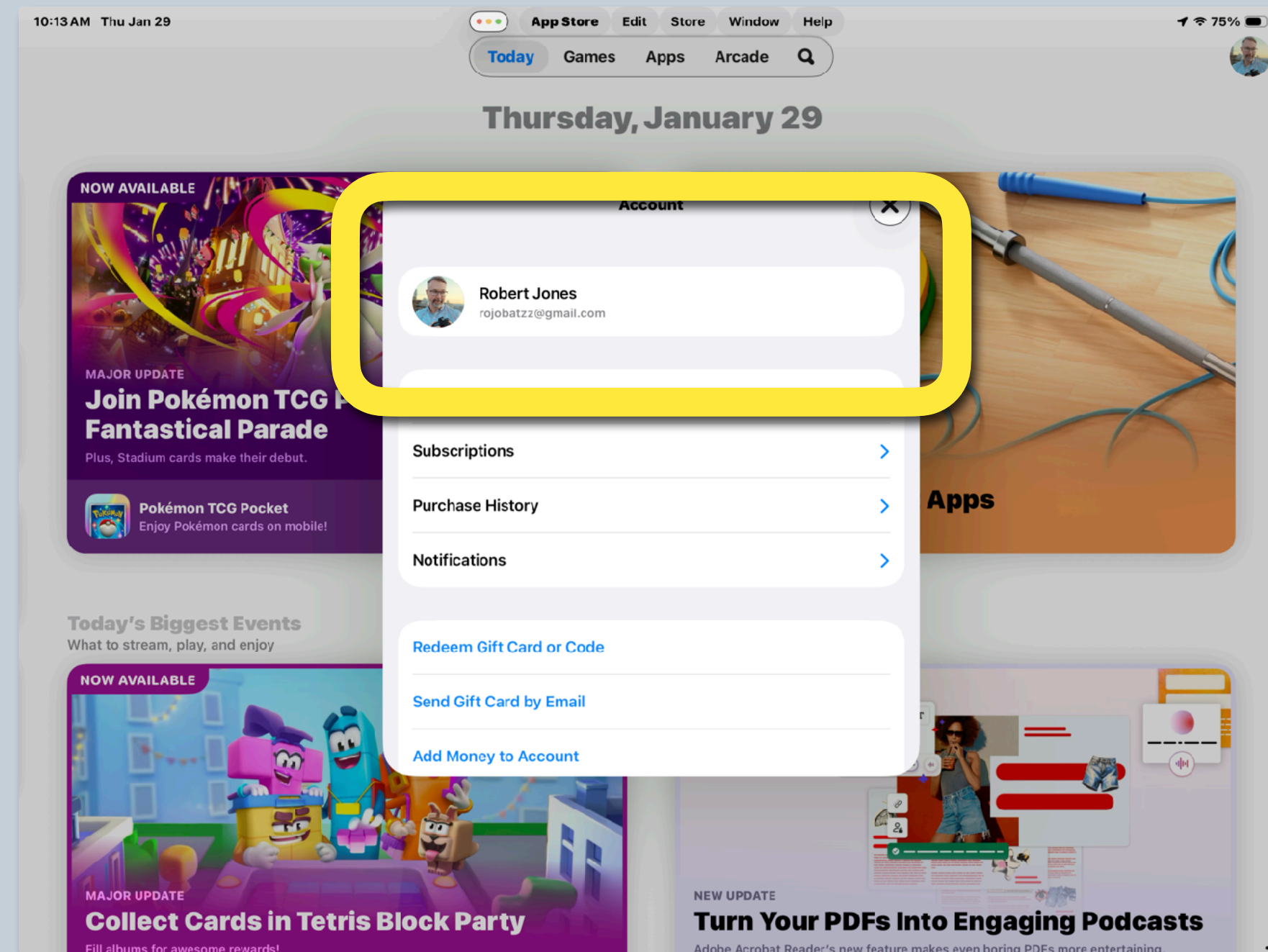
APP STORE

Your Apple ID is used in the App Store to:

- Make purchases
- Share purchases across devices that are using your Apple ID

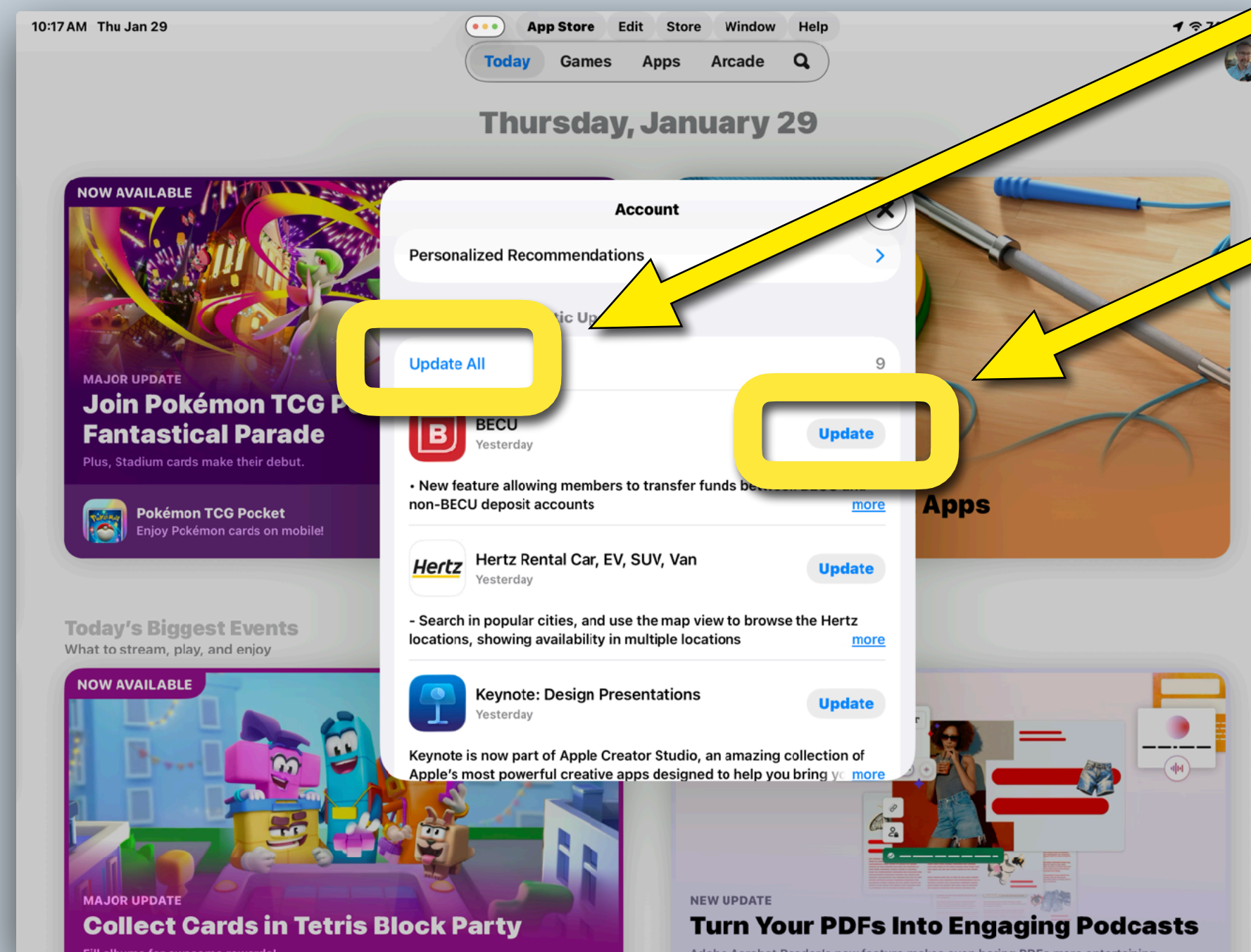
Once an app is purchased / downloaded, you own it forever

To find and download previously purchased apps, select your Apple ID icon



PURCHASED APPS

- To view apps using your Apple ID, select “Purchased”
- To update your apps manually, press “UPDATE ALL” or scroll through your list and press “UPDATE” for the ones you want to update

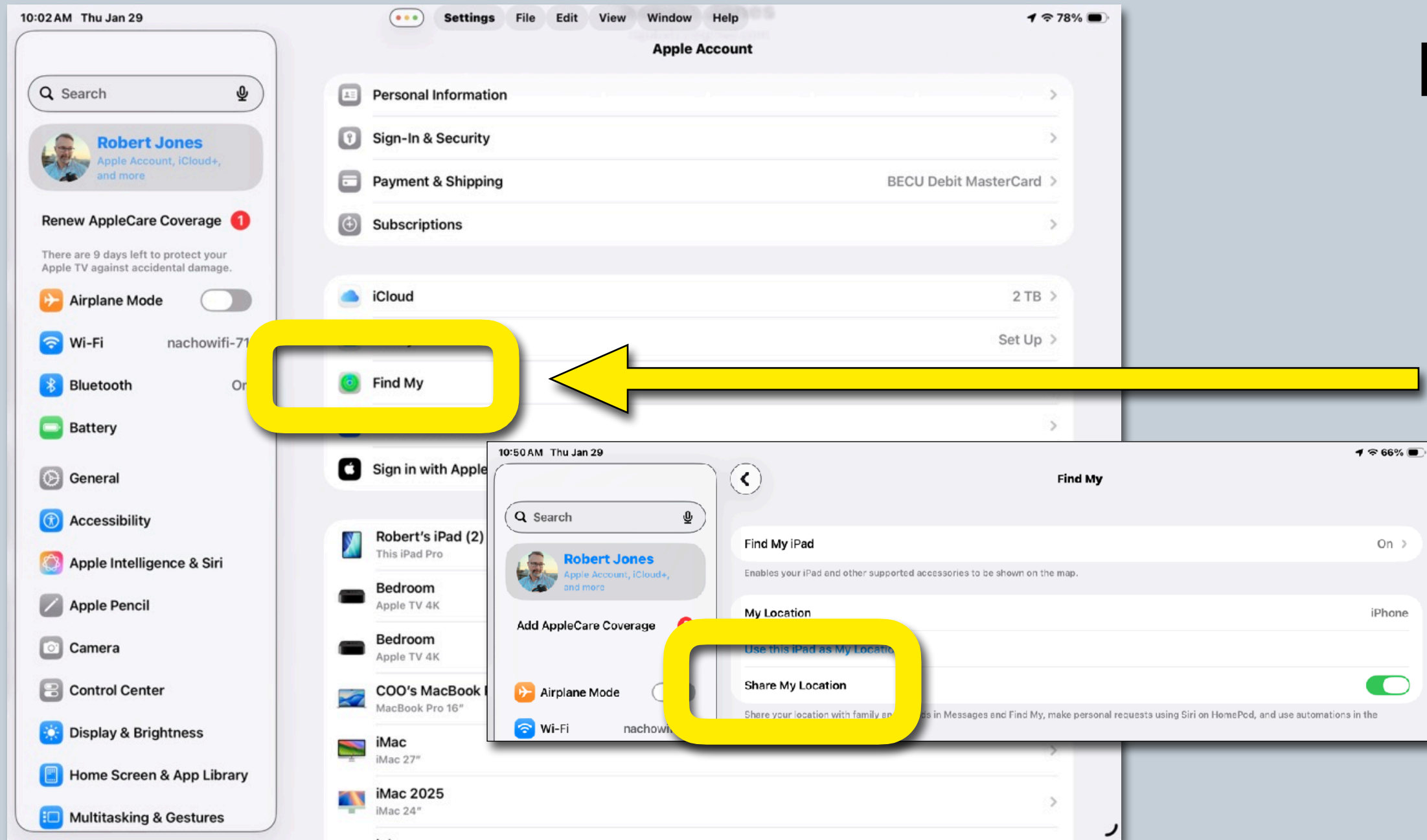


- * It is important to keep your apps updated to ensure they run smoothly

MORE UNDER APPLE ACCOUNT

FIND MY

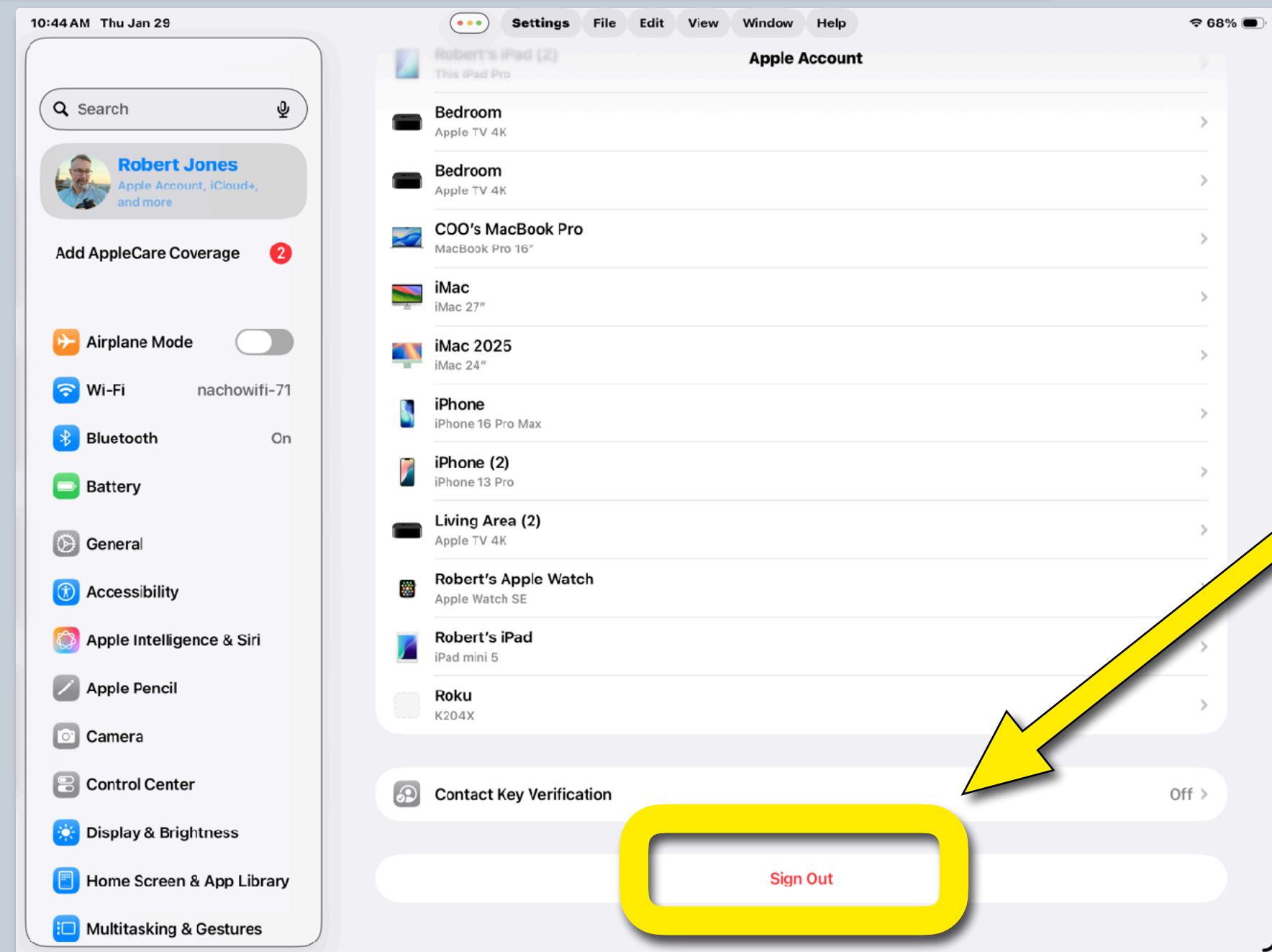
- Turn on “Find My iPad” to locate a lost device
- Use “Share My Location” to send your location in Messages

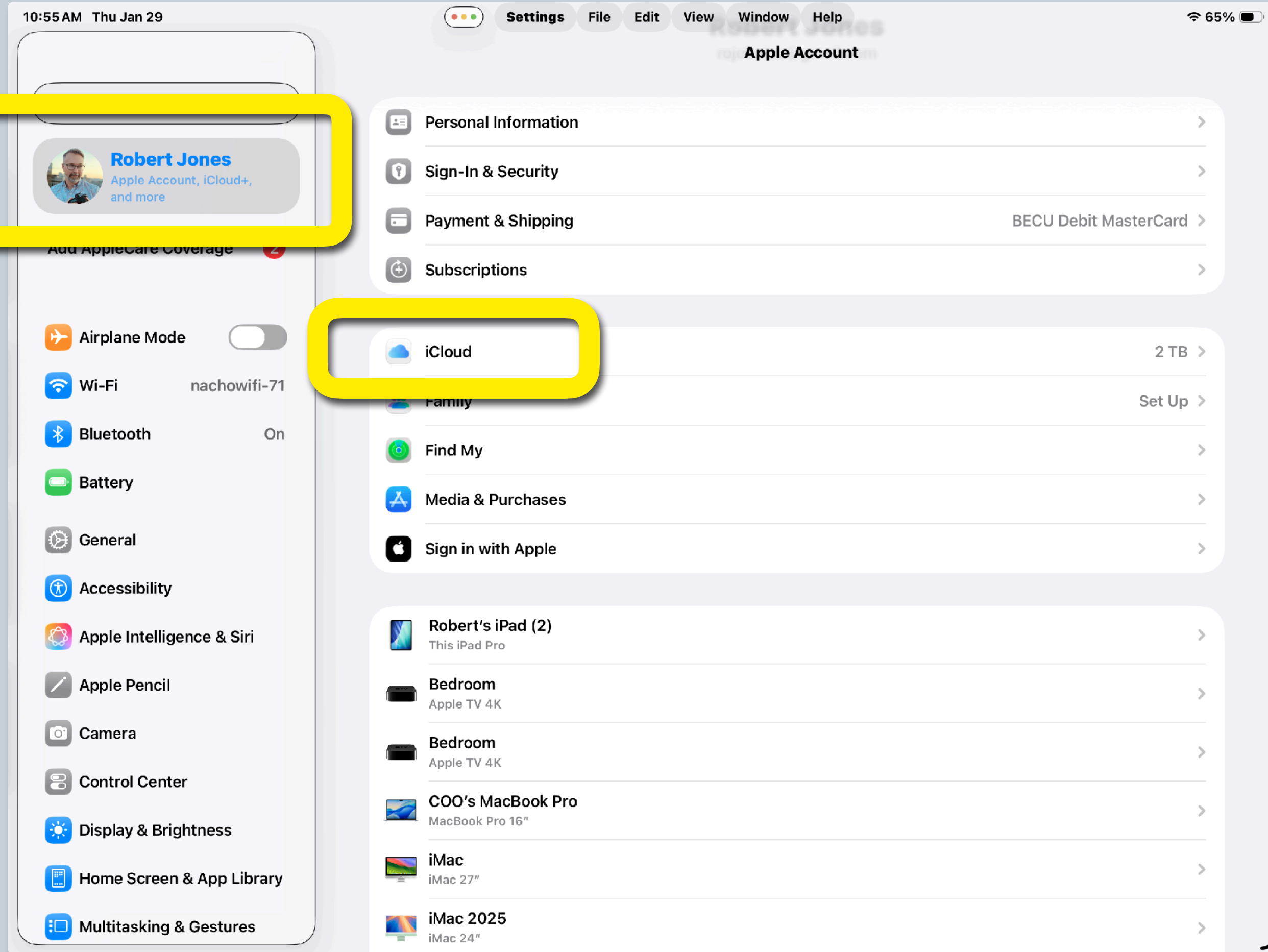


SIGN OUT

To change your Apple ID or sign out:

- Select “Sign Out”
- Enter Apple ID password



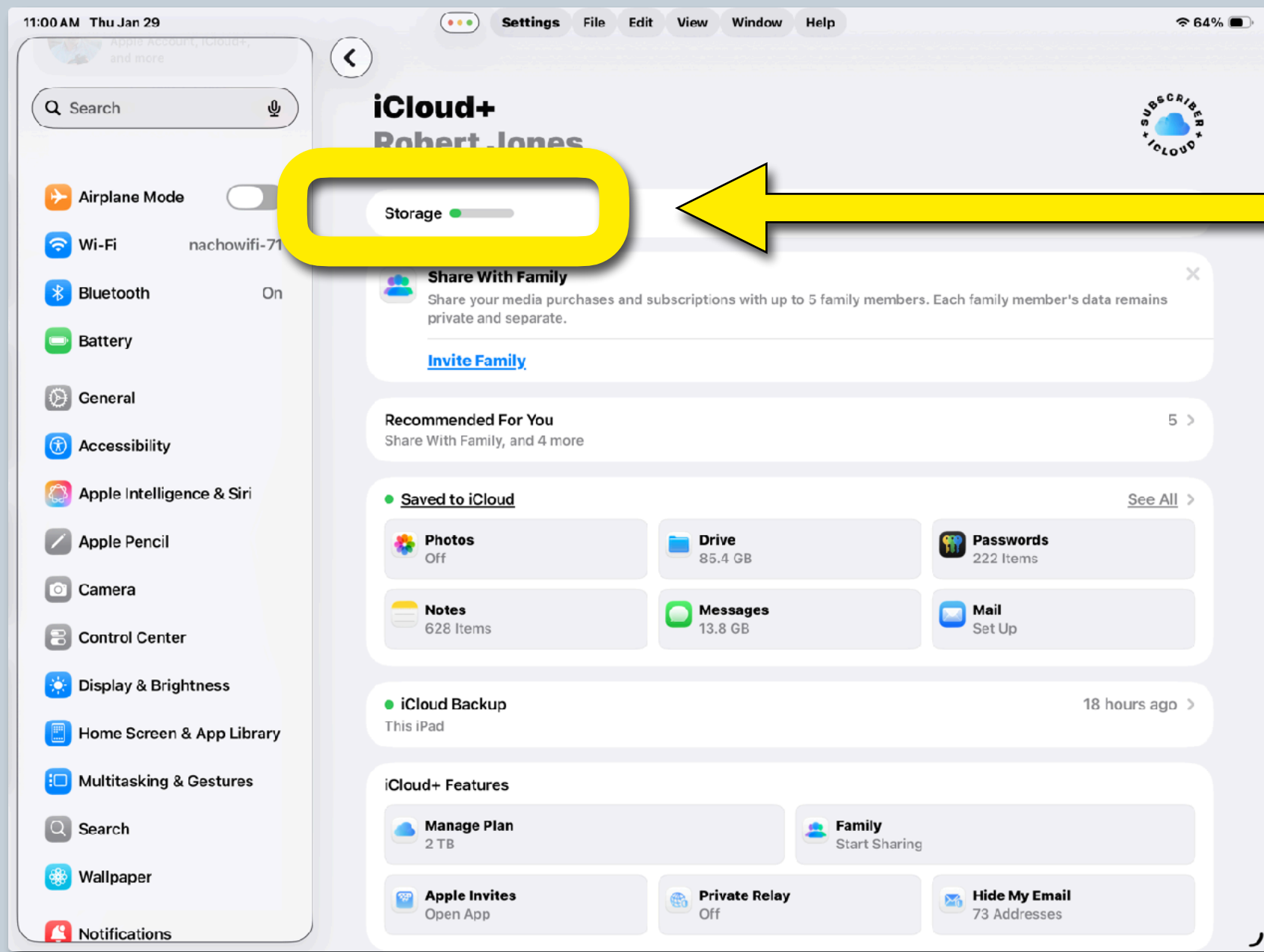


iCLOUD

iCloud is Apple's online free storage space that includes and stores:

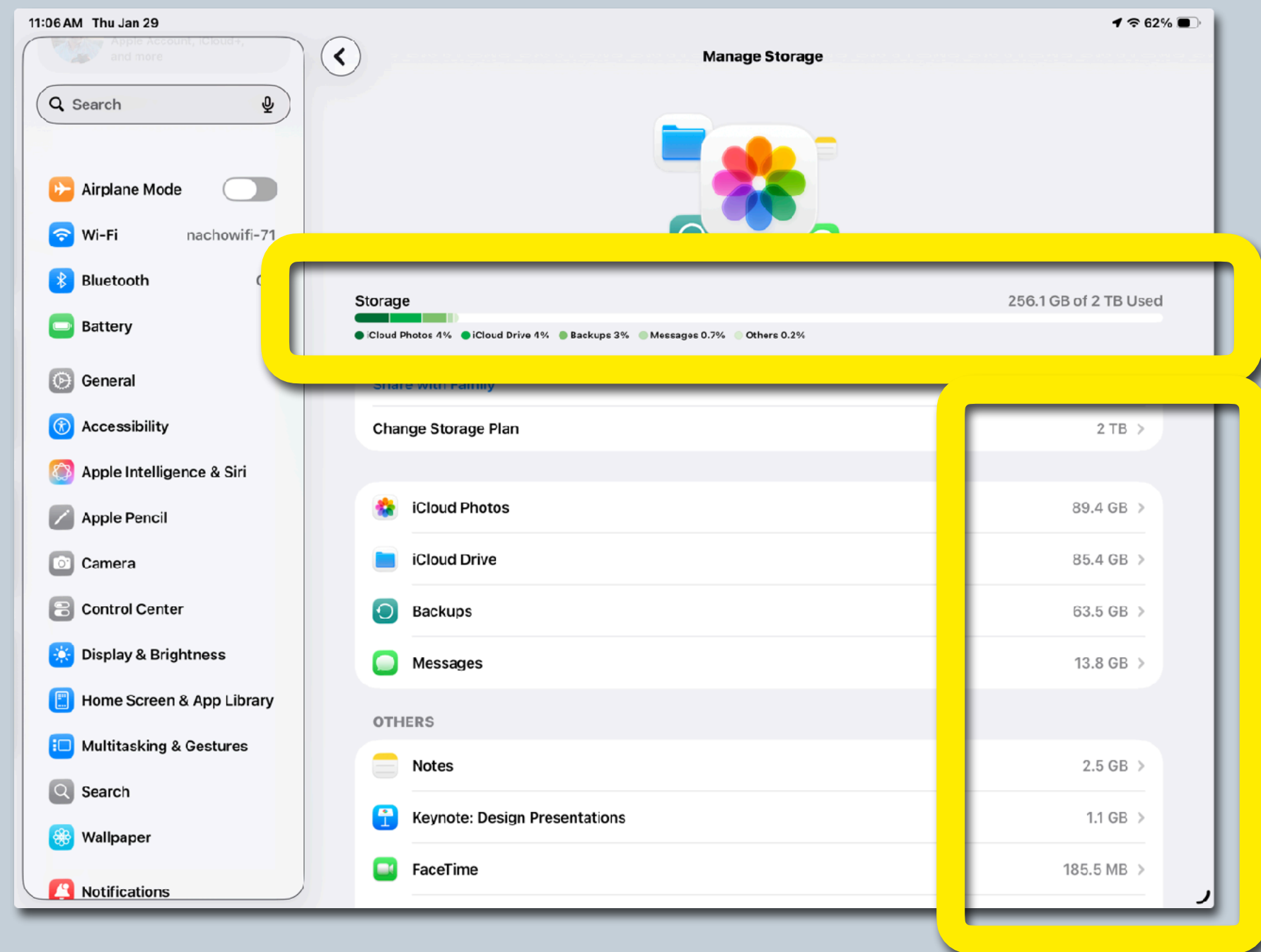
- Automatic 5GB of free storage
- App content:
 - Photos and videos
 - iCloud Drive docs
 - Email
- Purchase history
- Profile information

* iCloud is not HIPAA compliant

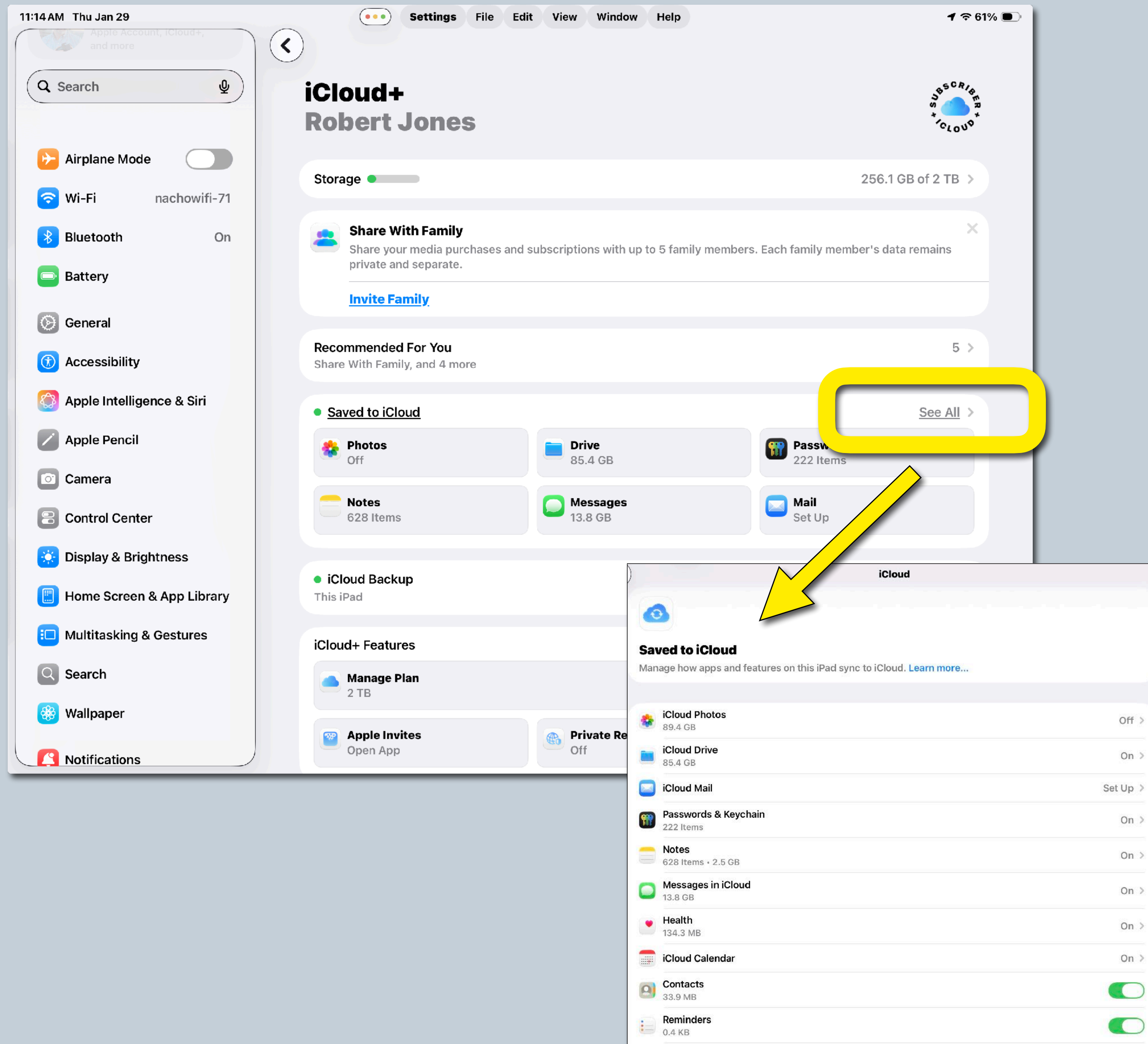


TOUCH STORAGE TO MANAGE STORAGE

- View available iCloud storage
- View apps synced with iCloud storage, and space being used
- Buy additional storage
 - On a computer, login to your dashboard at www.icloud.com
- If you are sharing an ID, monitor shared content to avoid running out of space



* Game apps take up a lot of space



CUSTOMIZE iCloud DRIVE

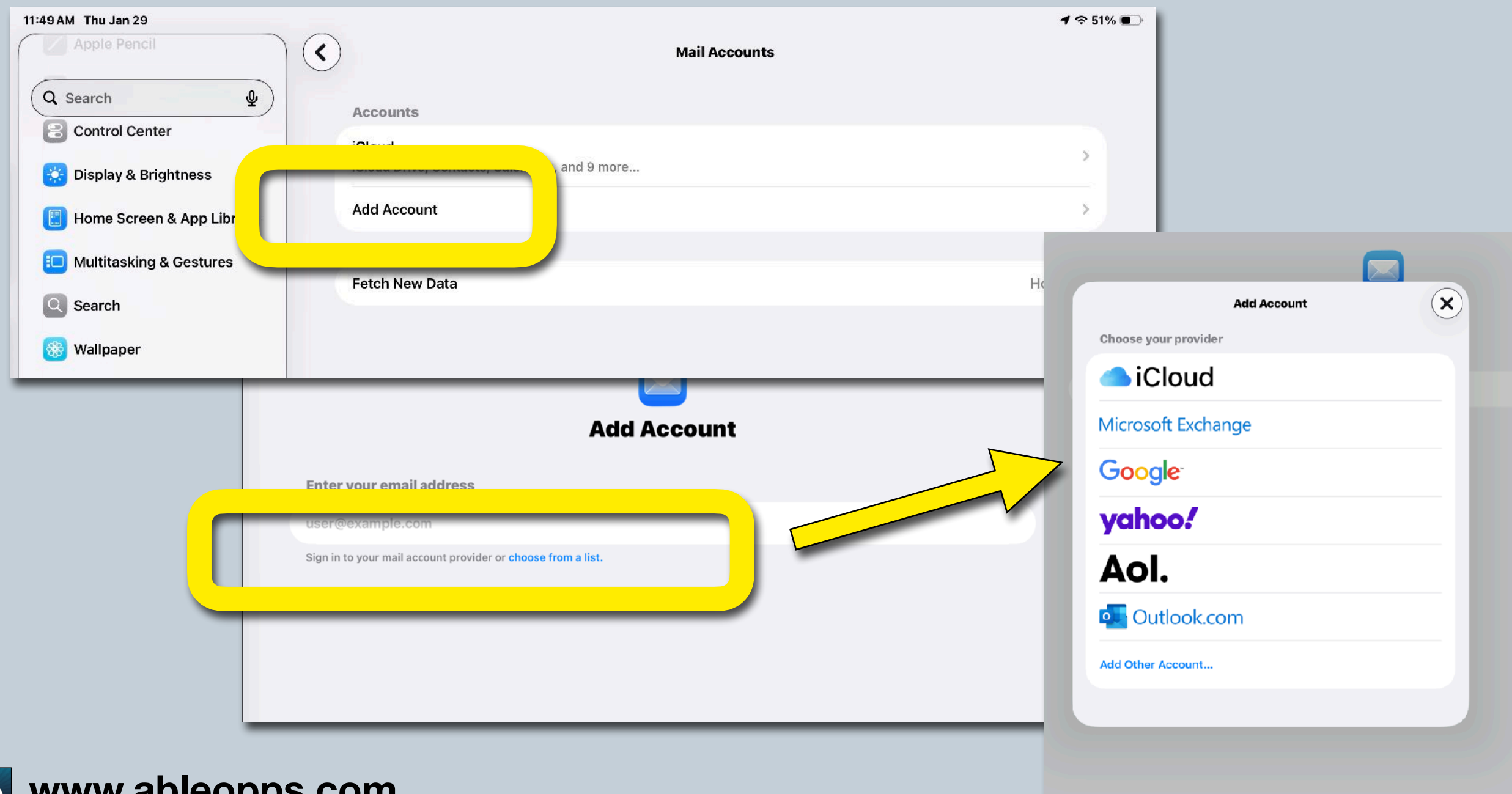
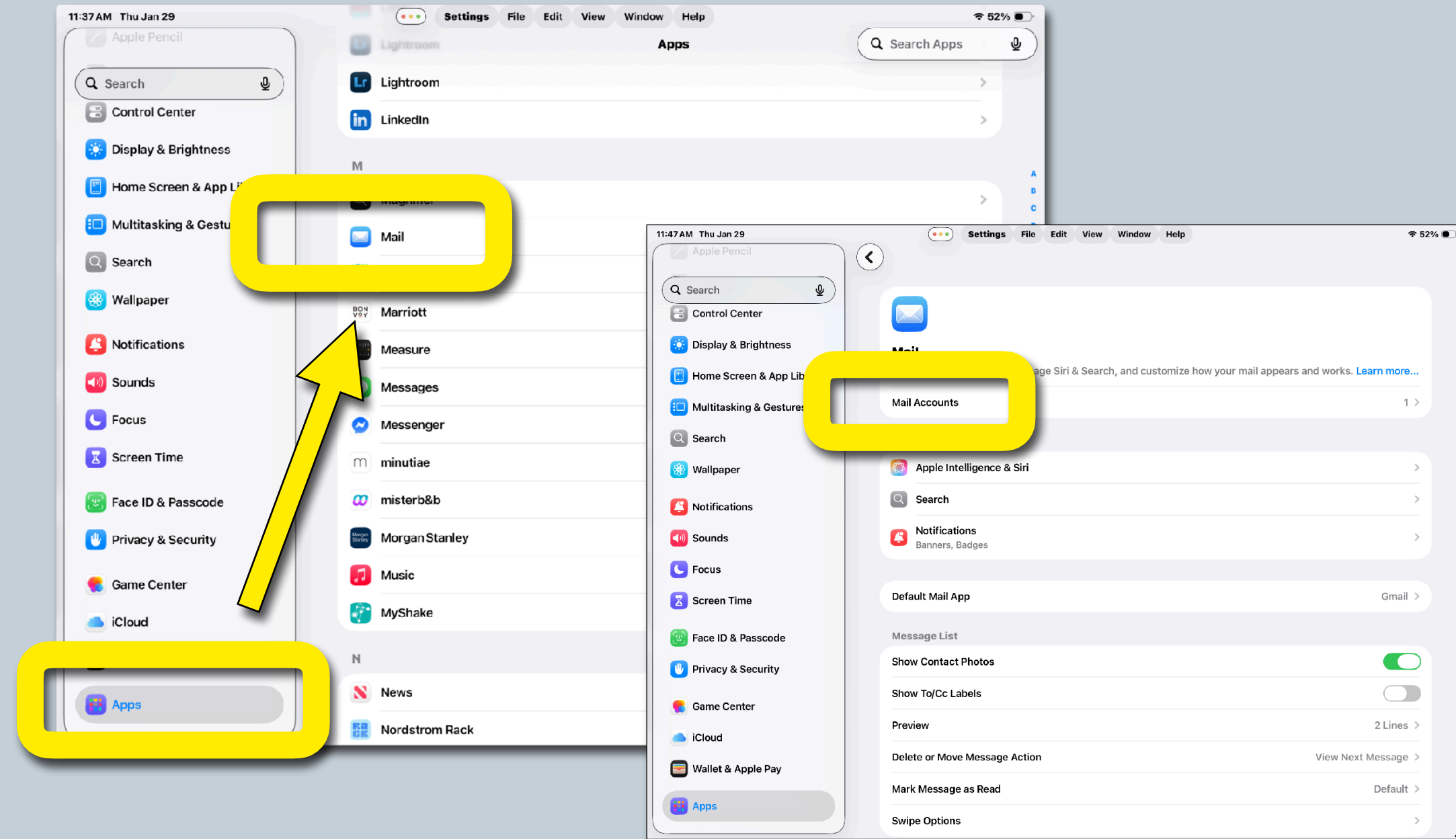
To choose which app content will be backed up on iCloud drive:

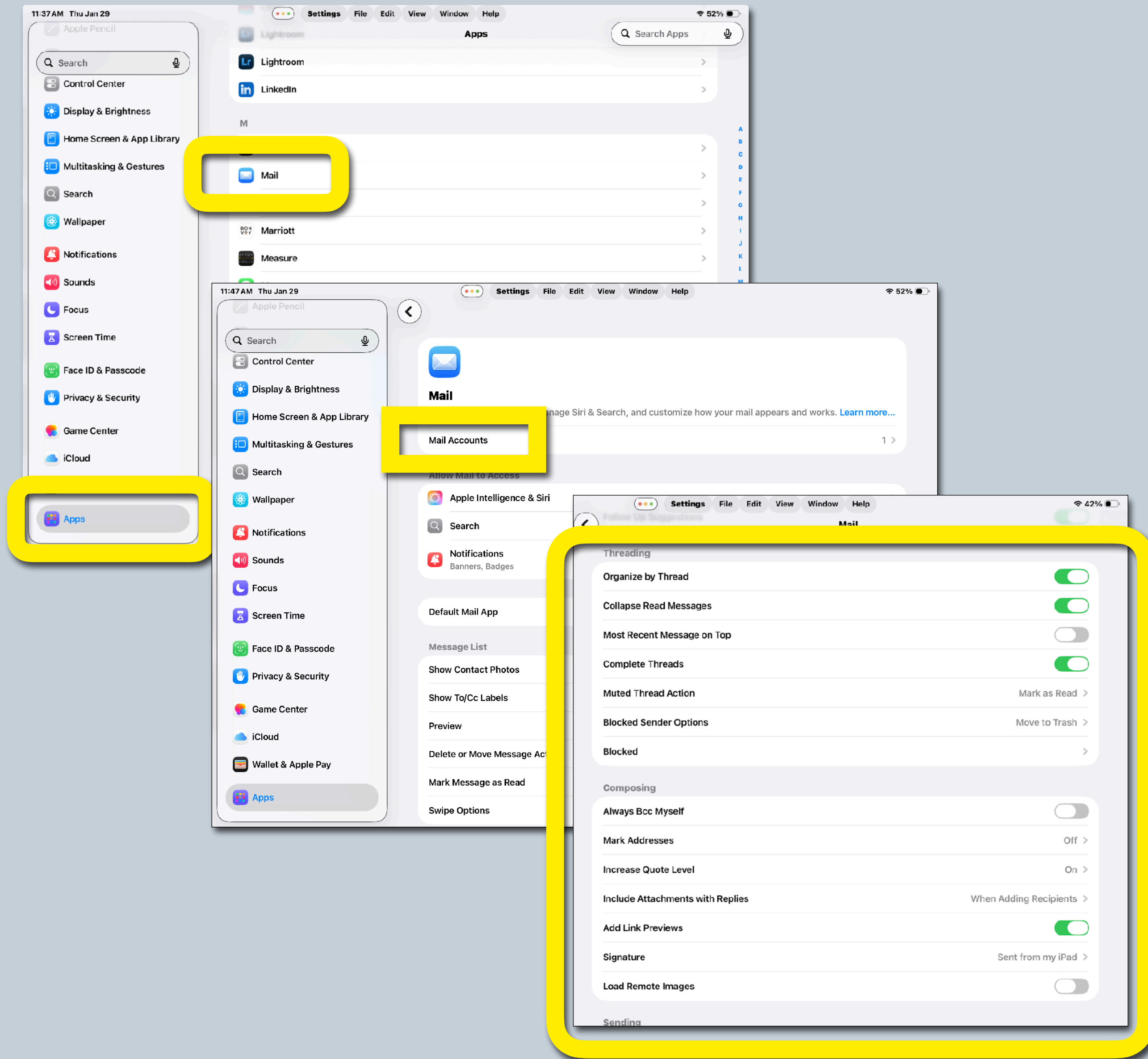
- Go to Settings > Apple ID > iCloud
- Turn on/off desired apps

* iCloud Drive is not HIPAA compliant

SETTING UP MAIL / ADD NEW ACCOUNT

- Scroll down to Apps and touch the Apps button
- Select “Mail”
- Select “Mail Accounts”
- Select “Add Account”
- Enter email address or “choose from a list” to select your email provider
- Choose email provider
- Add your email information
- Once set, your email will appear in the Mail app
- * If your platform is not present, contact your IT department to add it manually

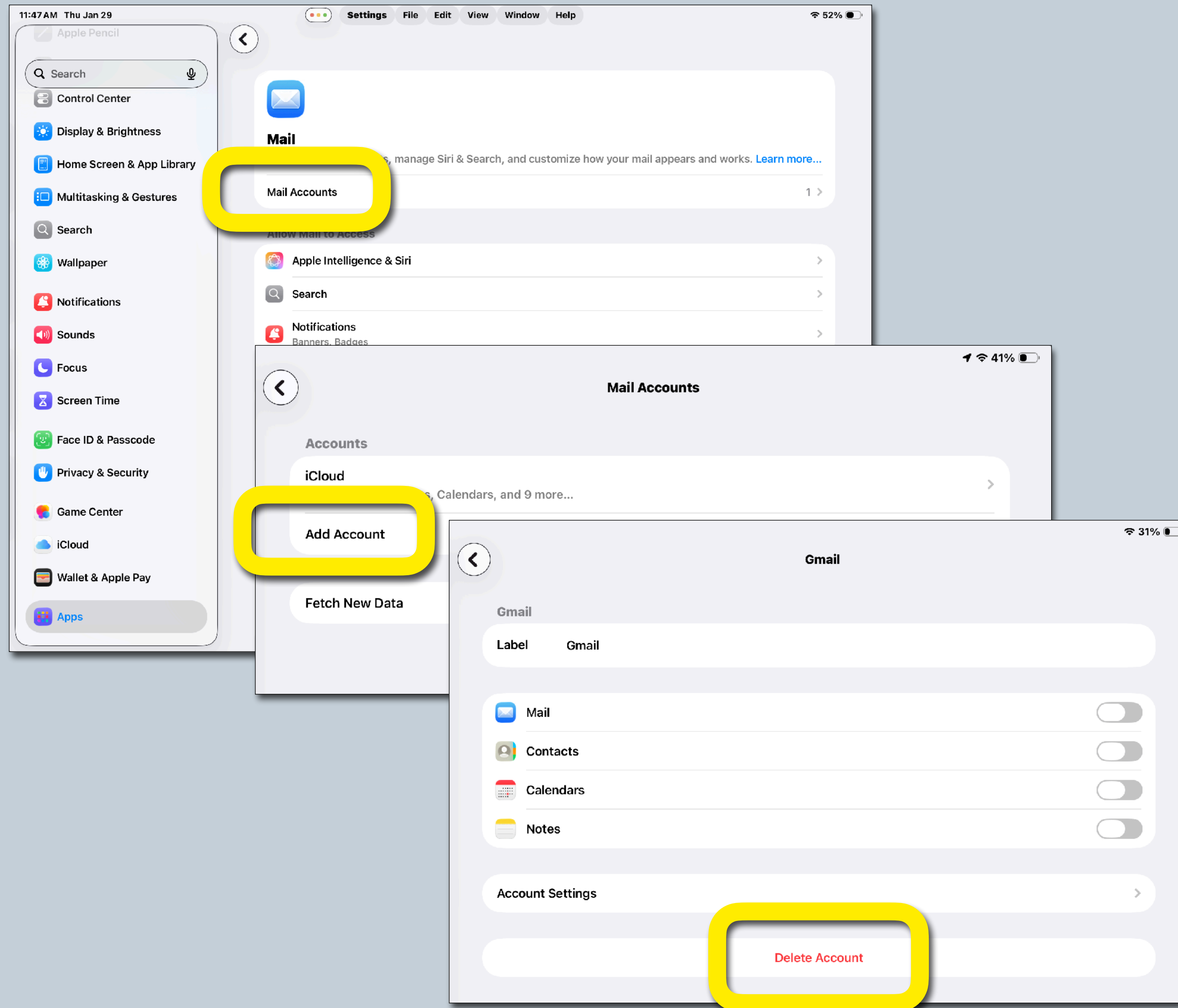




EMAIL SETTINGS

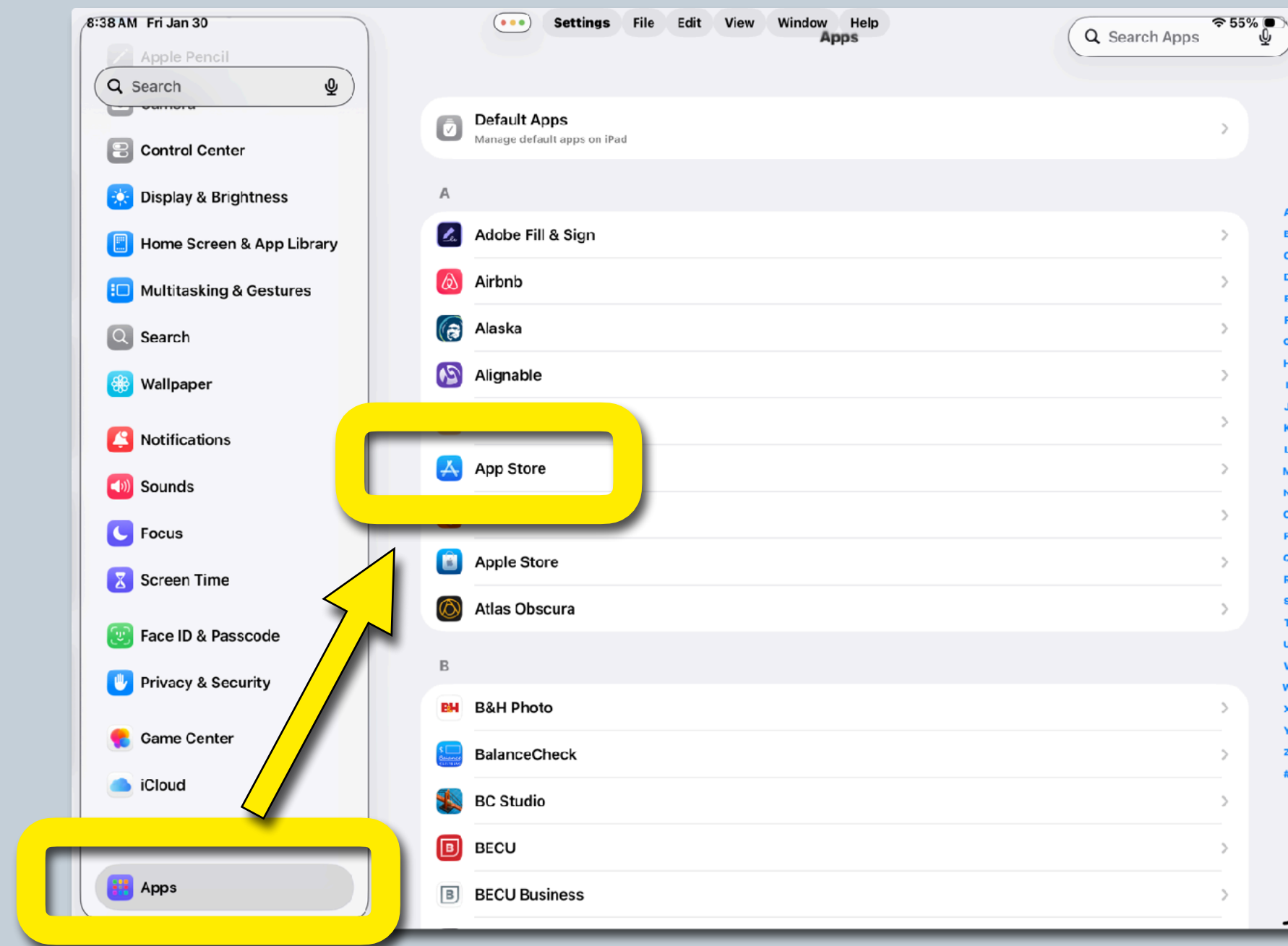
Customize organization:

- Organize By Thread
- Always BCC Myself
- Use Signature to create your own signature



You can add more than one account or remove an account by tapping Mail Accounts. Tap Add Account or to remove tap Delete Account

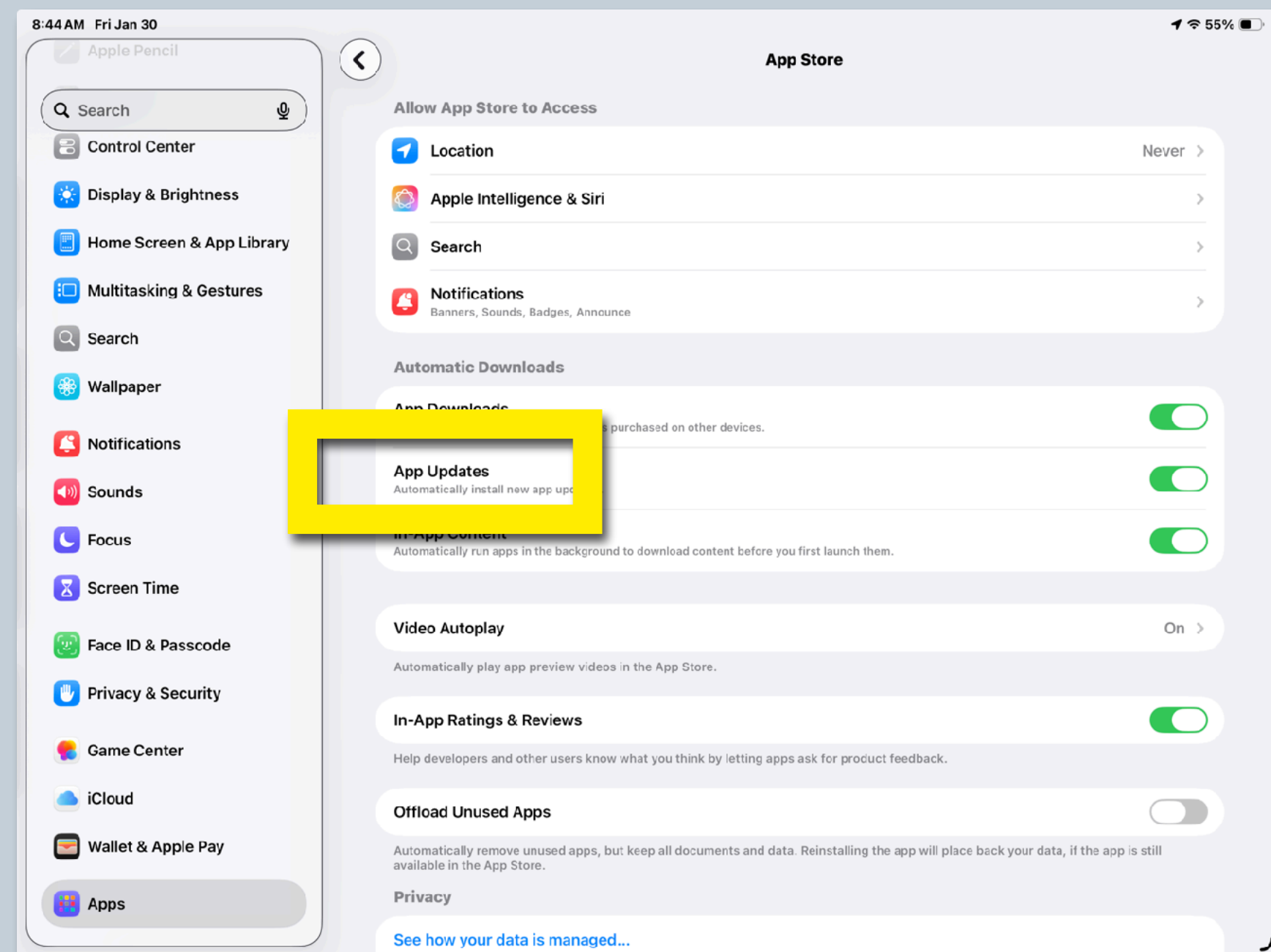
***Delete Account removes it only from the iPad. It does not delete the email account itself.**

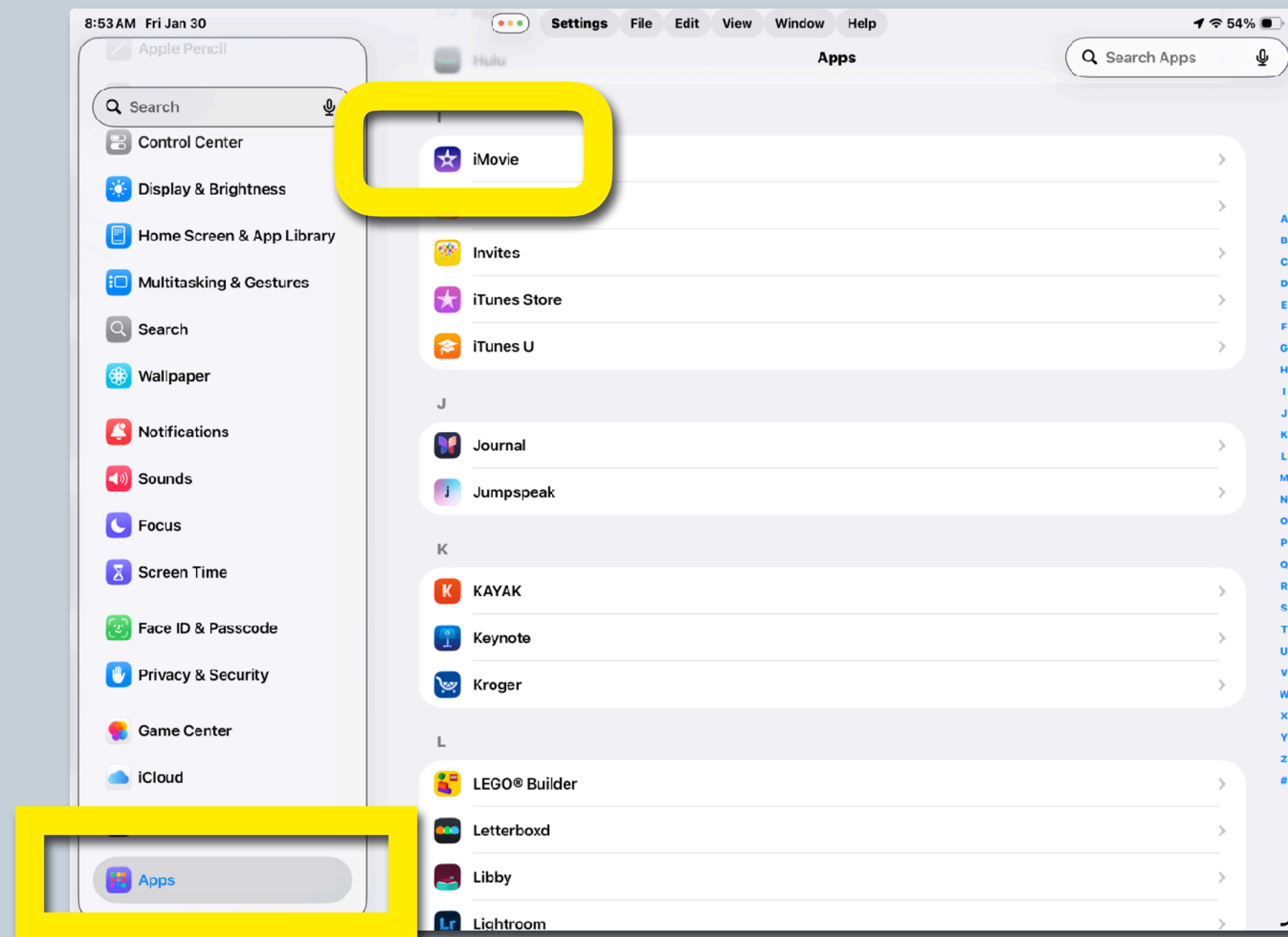


APP UPDATES

You can set apps to update automatically:

- Go to Settings > Apps > App Store
- Turn on “App Updates”
- iPad must be plugged in and connected to WiFi for updates to start

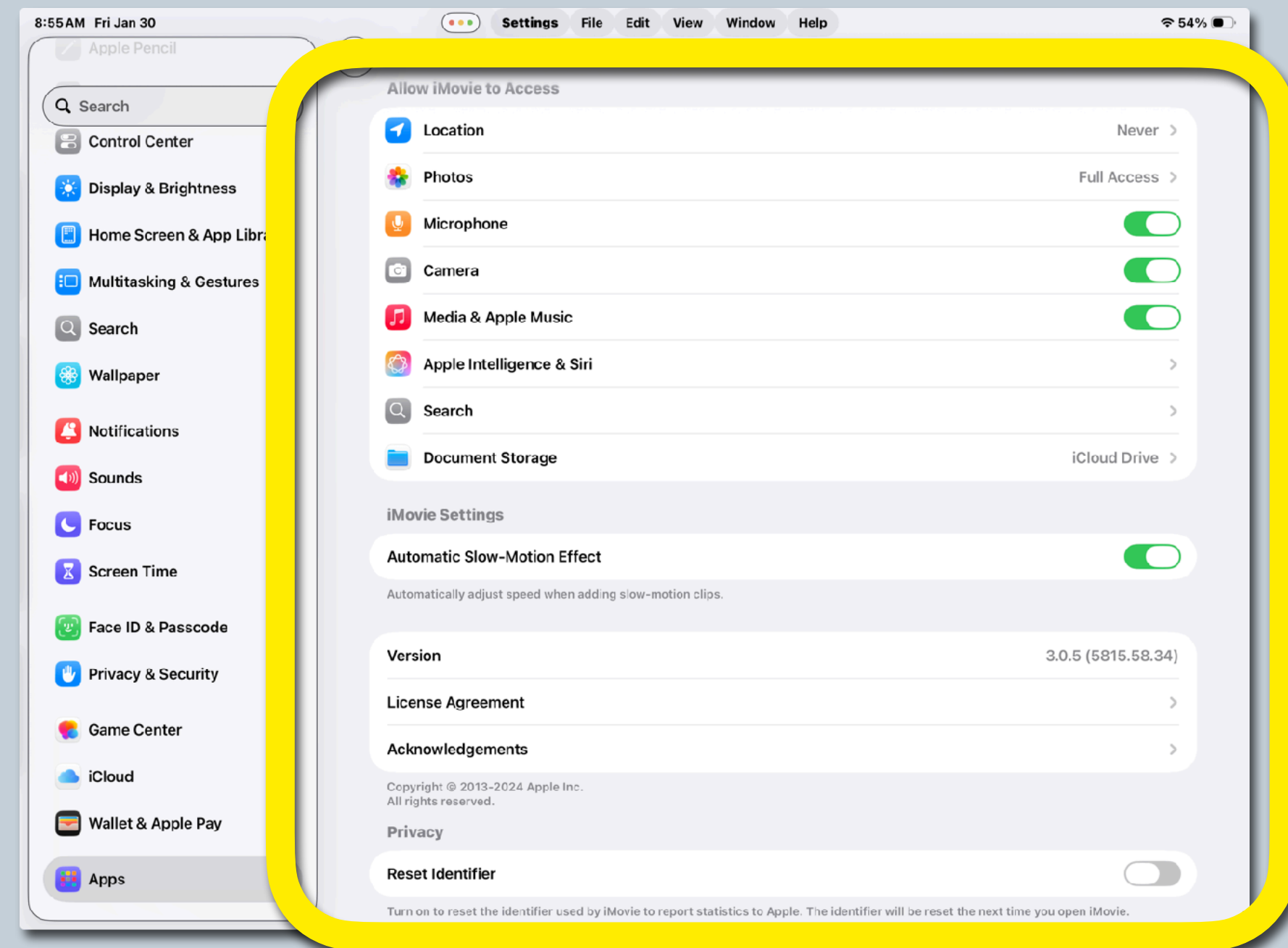




APP SETTINGS

Each app offers specific settings:

- Select Apps in Settings menu
- View app options available to the right
- Select an App
 - App version
 - Where information is being stored
 - Location settings





FLOATING KEYBOARD

- **Touch and Hold key on bottom right**



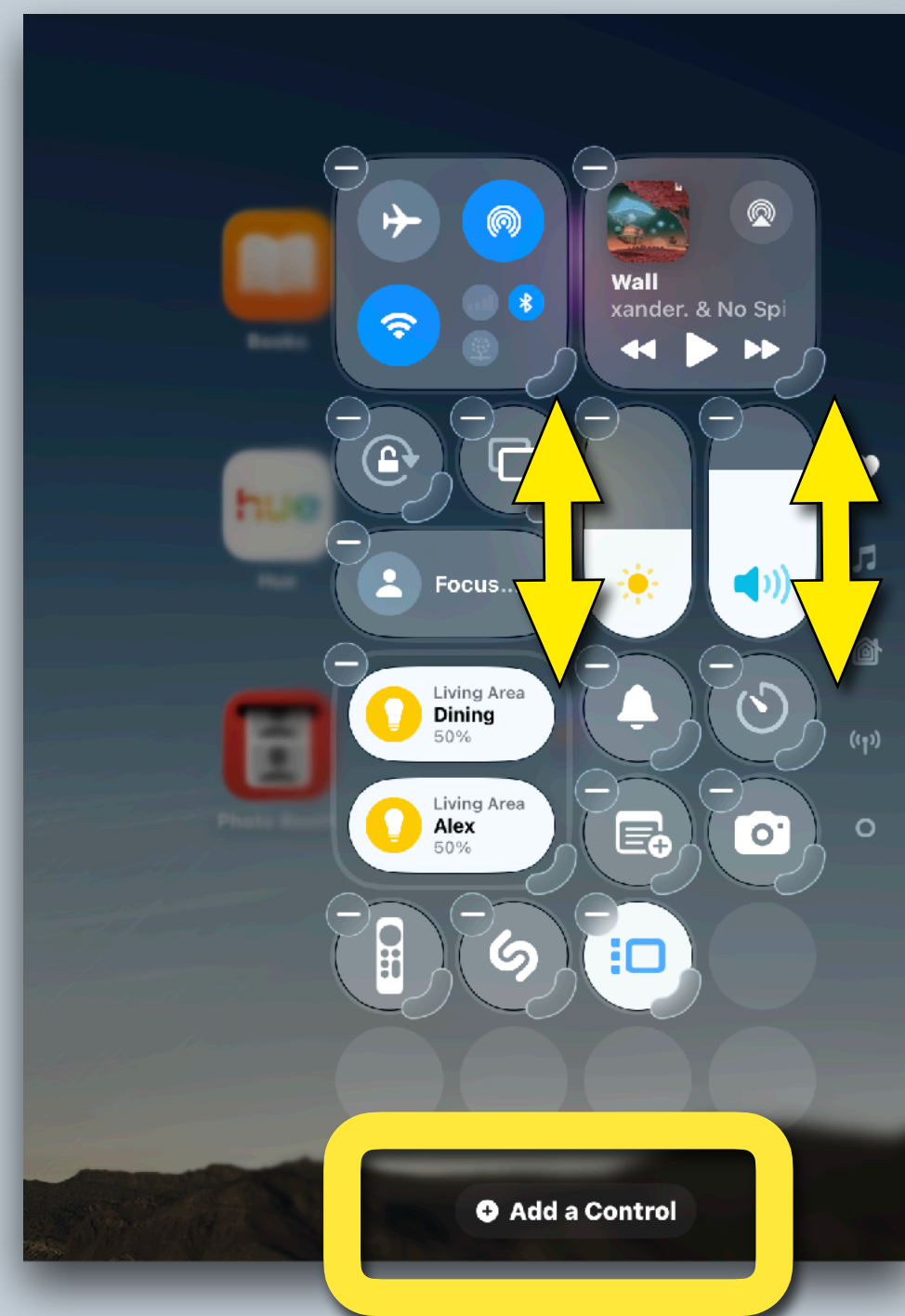
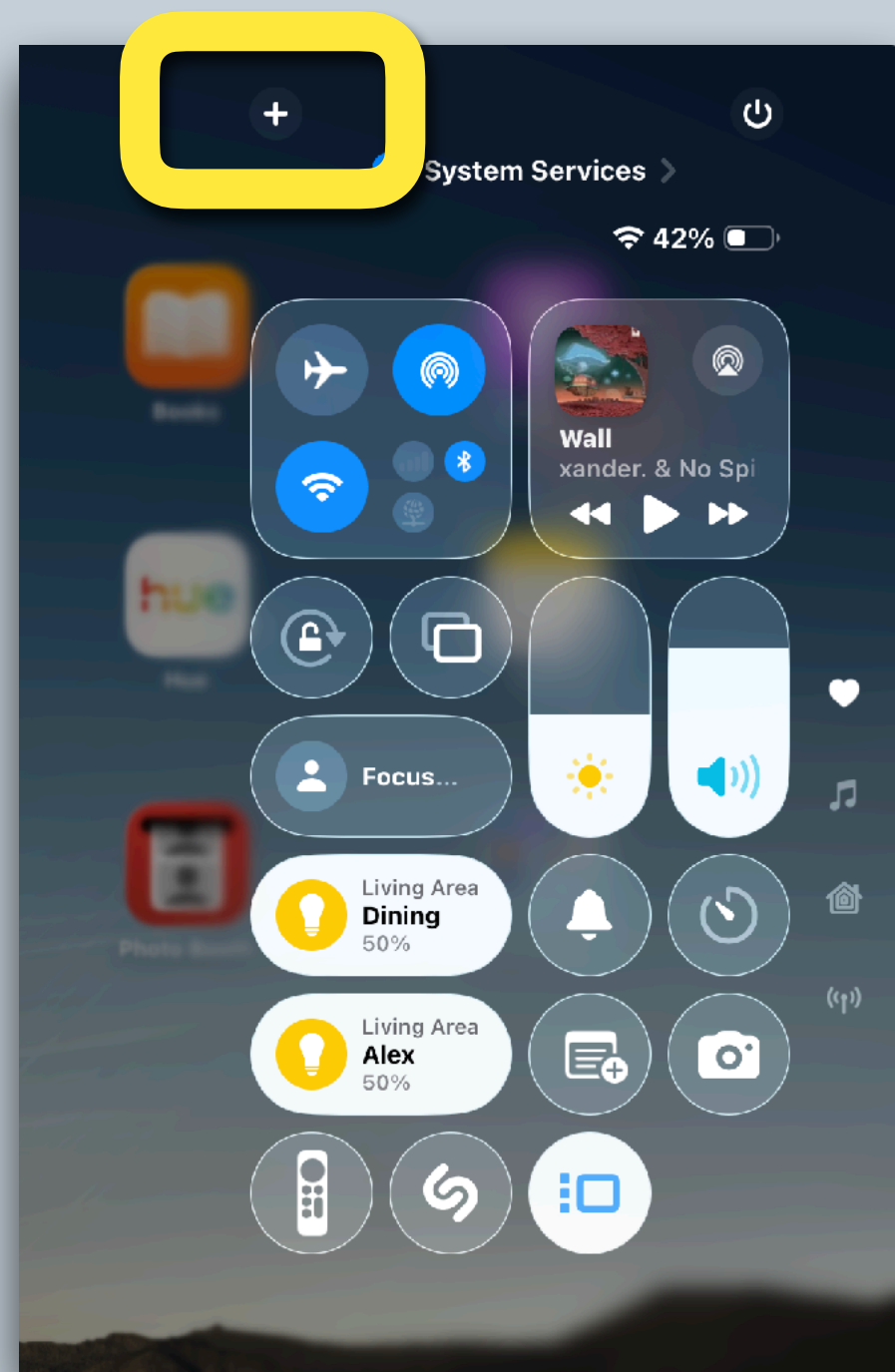
- **Slide up and Tap Floating**
- **Move Floating Keyboard anywhere on the screen**

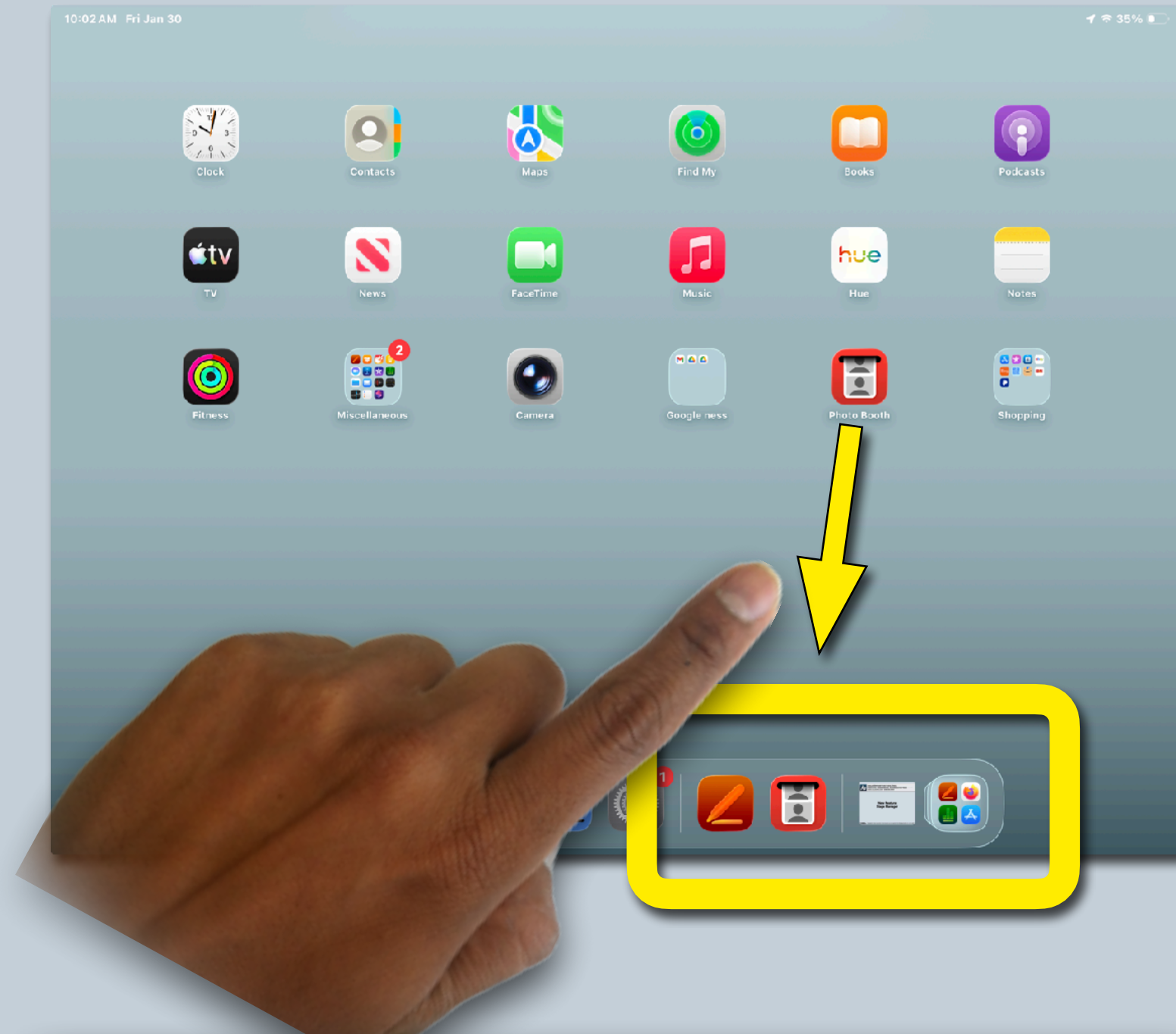
- * **Floating keyboard not available on iPads with a Home Button**
- * **Split Keyboard option instead**



CONTROL CENTER

- To open, swipe down from the top right corner of the home screen
- To customize what's in your control center, tap the + icon
- To remove a control tap - icon
- To add a control tap + Add a Control at the bottom of control center
- Adjust the brightness and volume by dragging finger up and down the bars
- To reset control center go to **Settings > Control Center**





DOCK

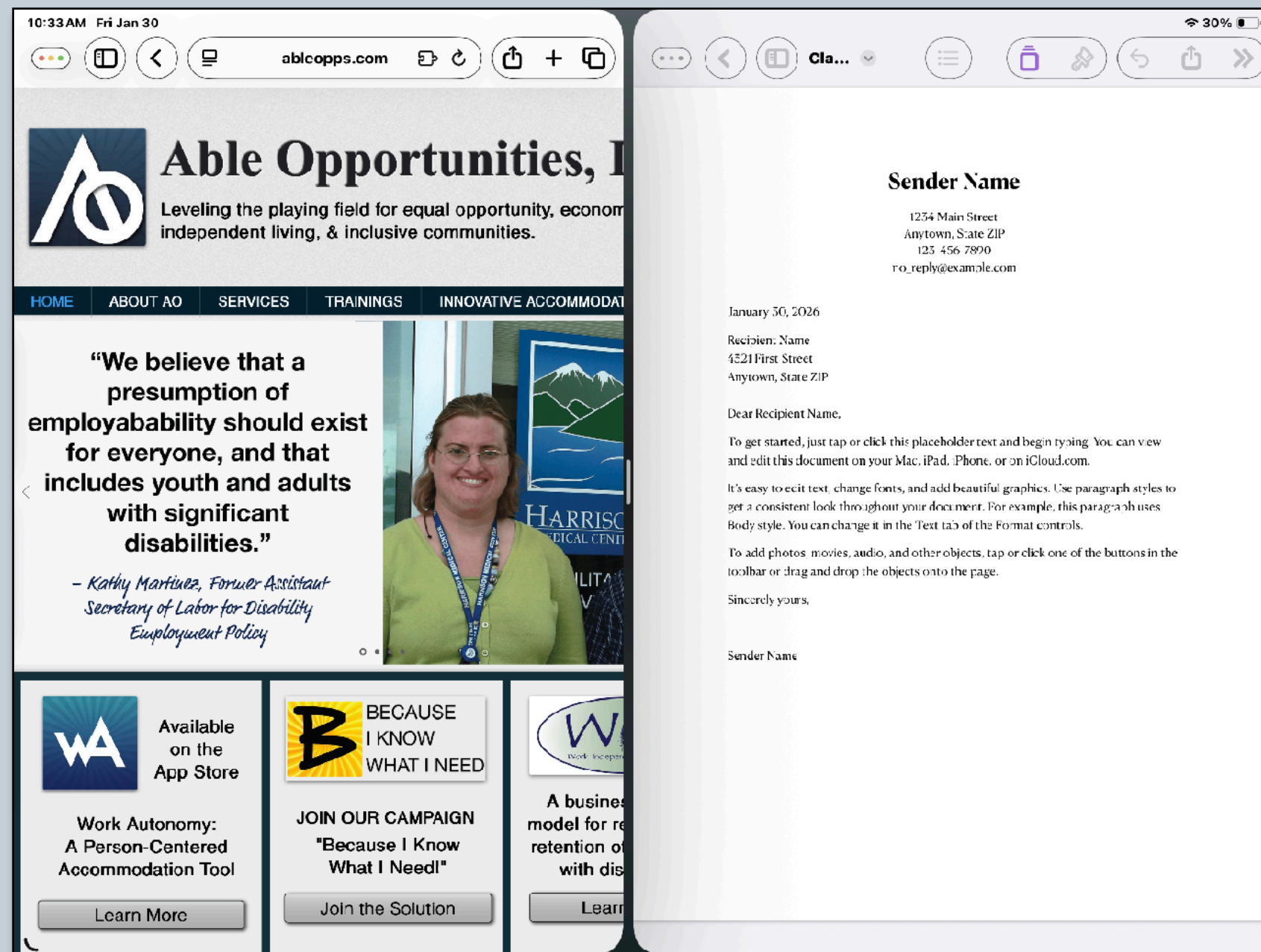
- The Dock is the bar with apps at the bottom of the screen
- To customize:
 - * Hold and drag apps from home screen to left side of the Dock
- The right side of the Dock shows the most recently opened apps



SPLIT SCREEN

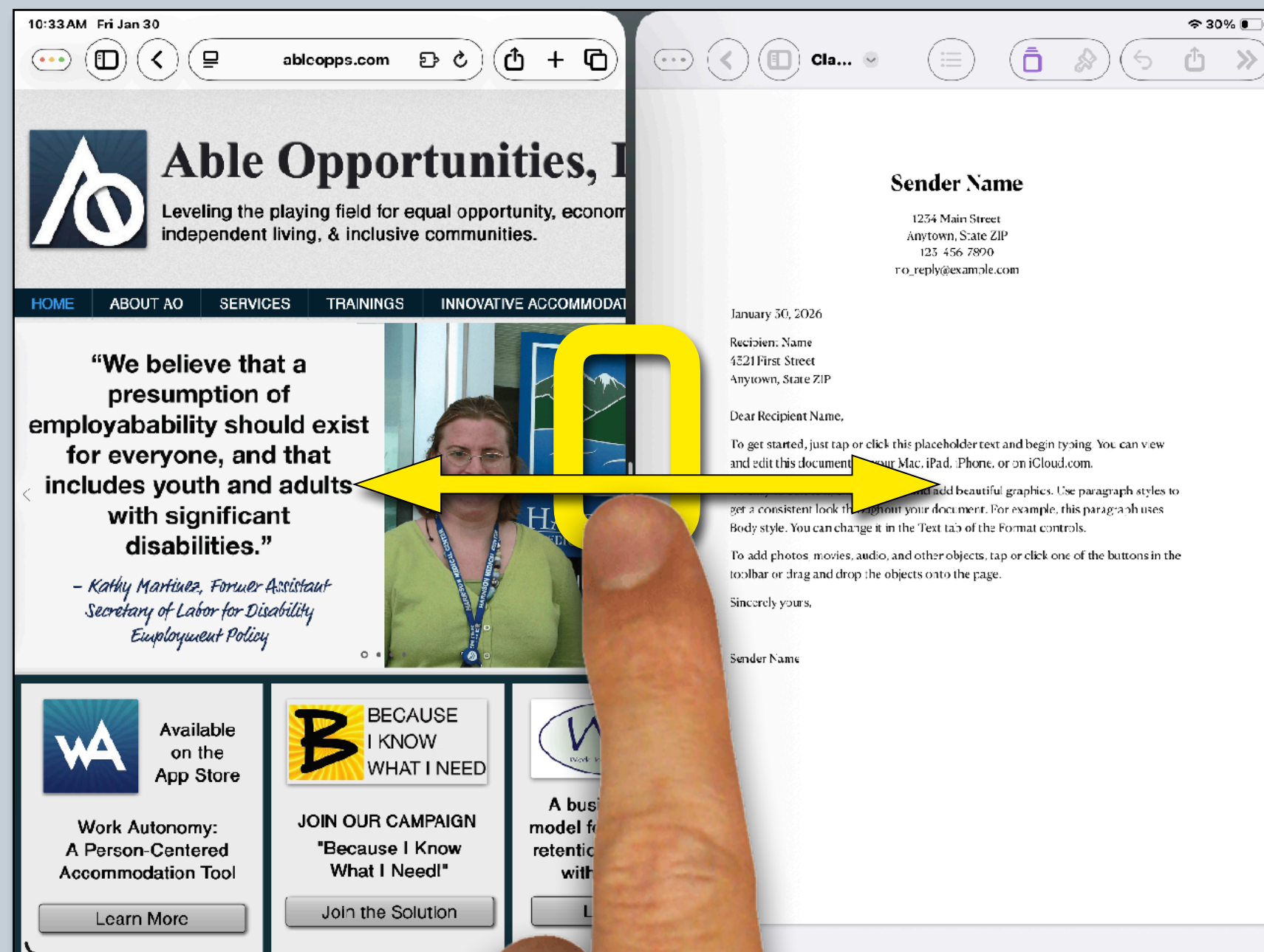
To open two screens at once:

- Open 1st app
- Slide finger up from the bottom of the screen to open dock
- Press and hold 2nd app, slide it to right or left side of screen



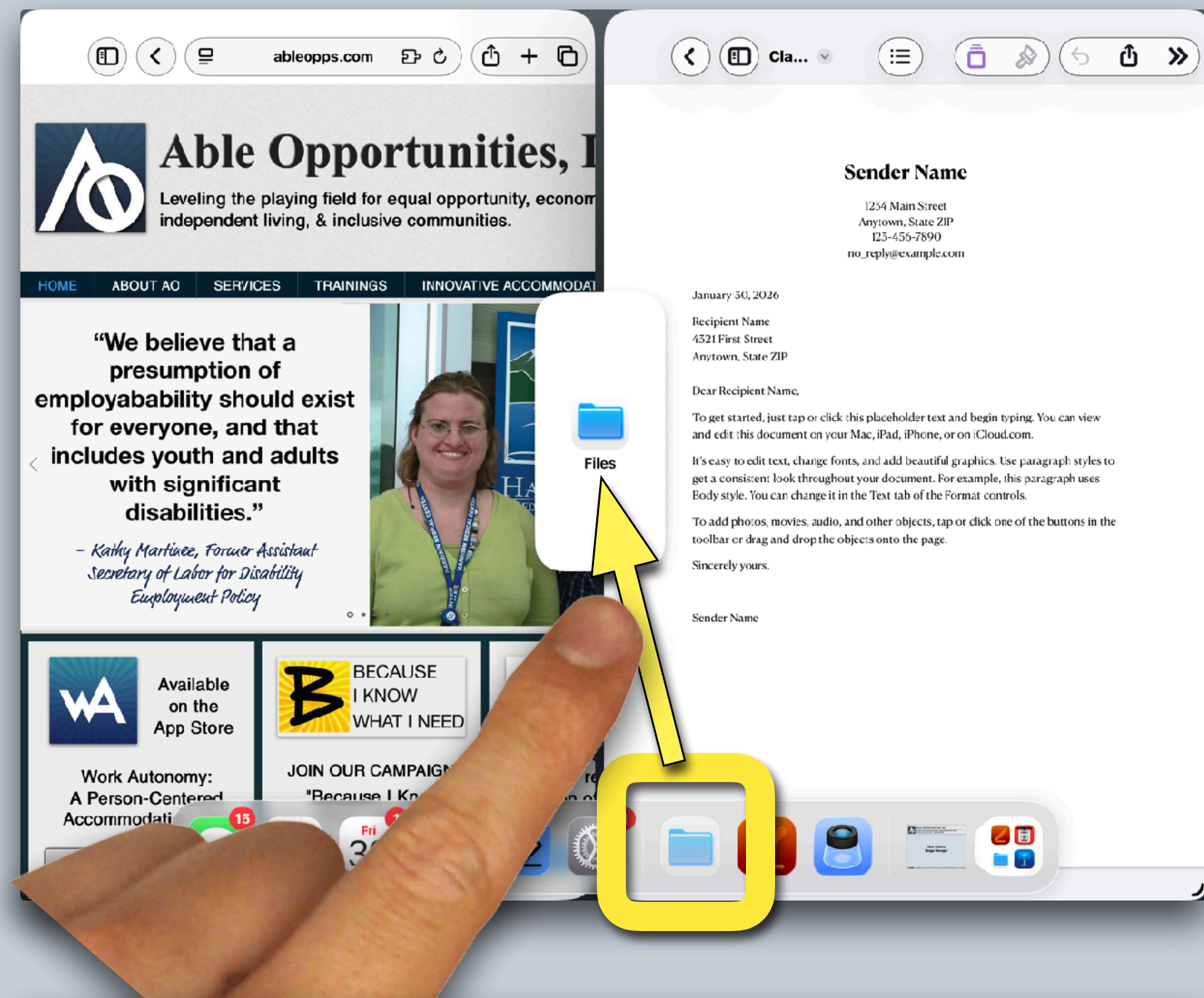
CHANGE OPTIONS

- The split screen will open fully, top to bottom
- You can use both apps that are opened

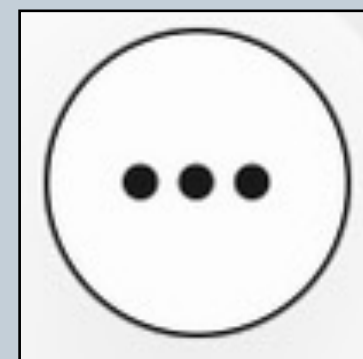
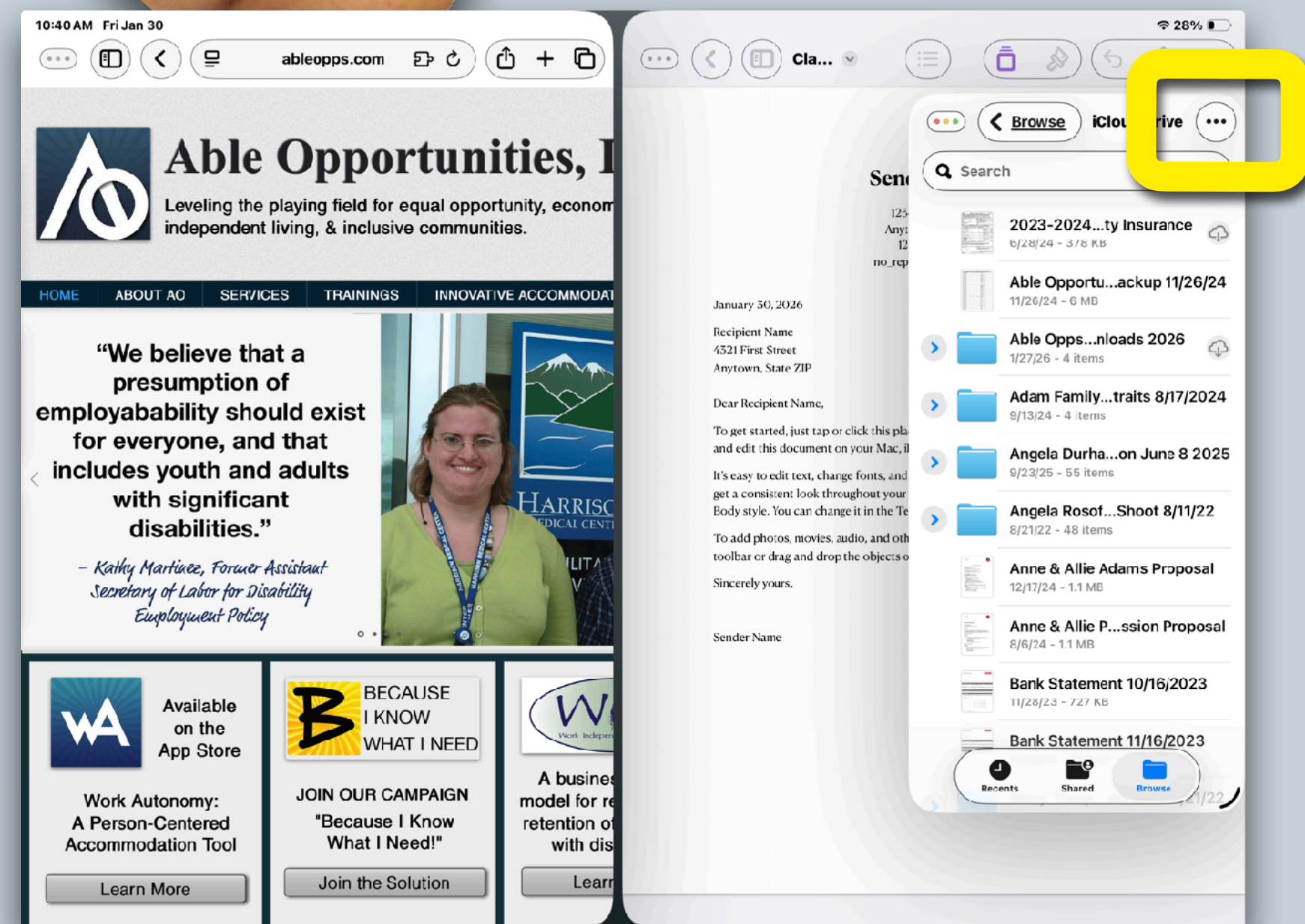


SCREEN SIZE

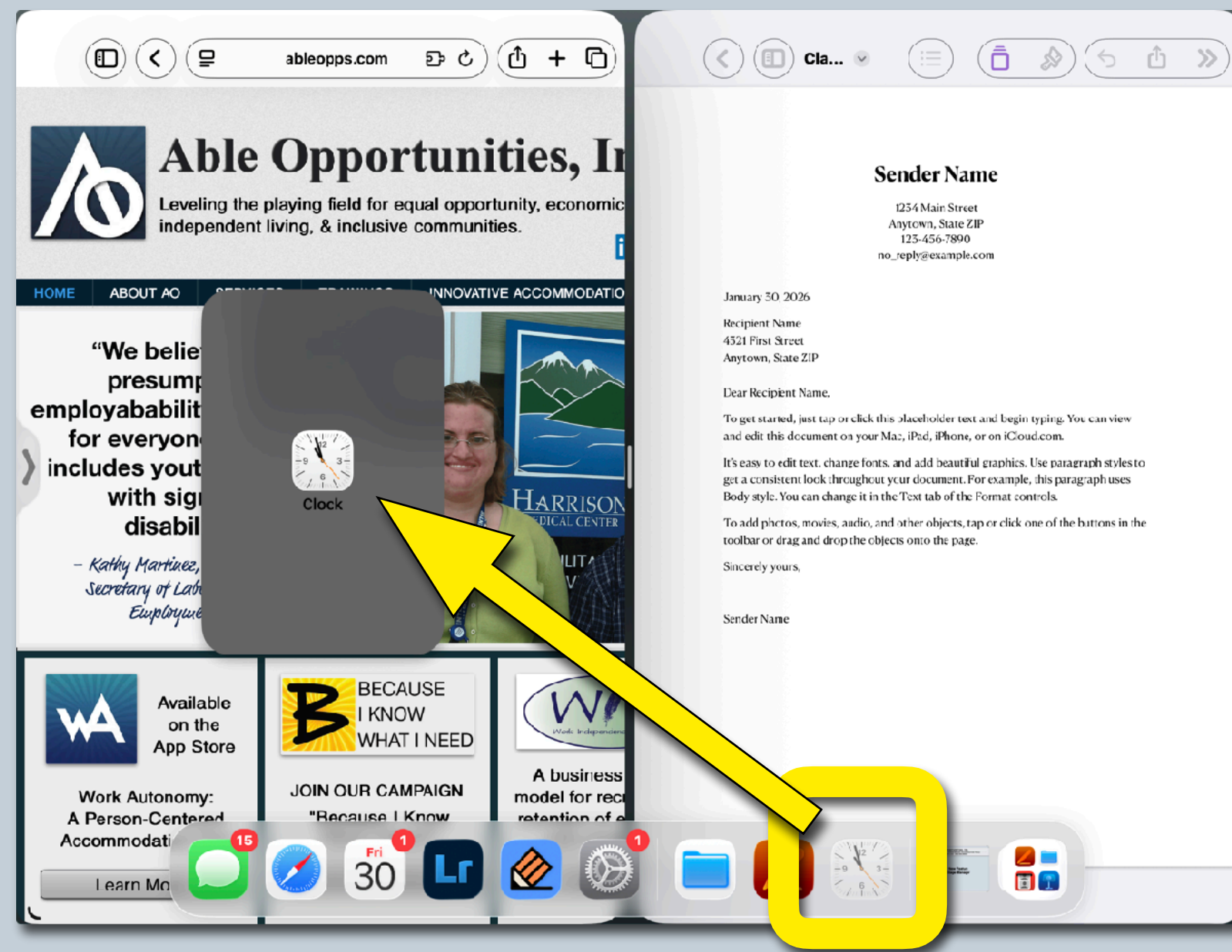
- To expand the second app to take up more or less screen space, hold and drag left or right
- You can change the size of the split screen at any time



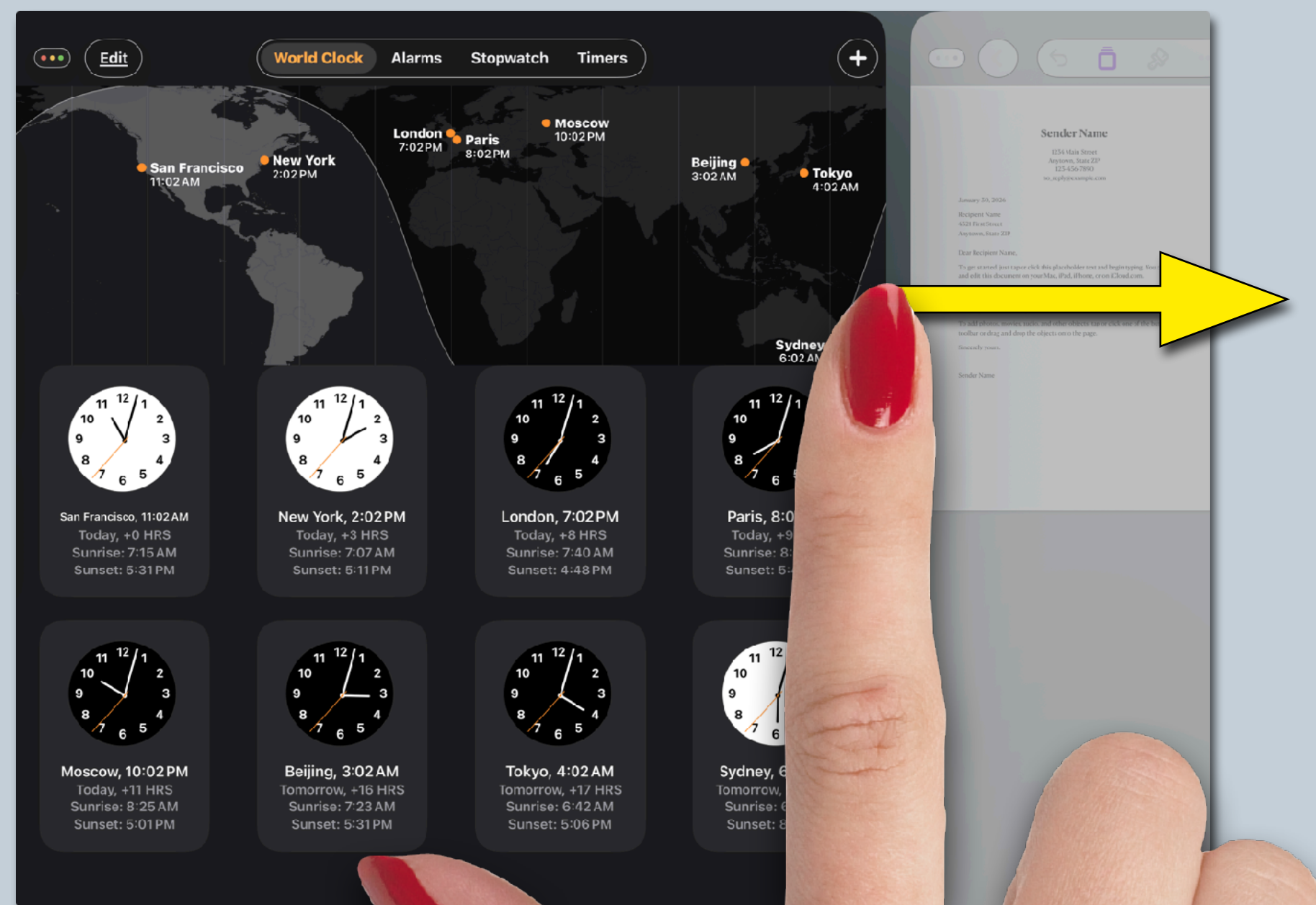
There is an option to open a third app to use as a reference. From the Dock, hold and drag to the mid-line between the two open apps. Let go. The third app will appear as a reference. You may move this screen around.



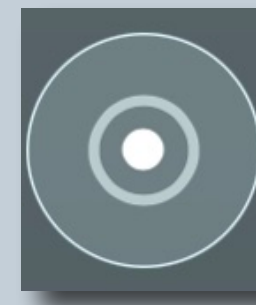
You can close the third app by touching the three dots at the top.




To switch out apps when in split screen, hold and drag a different app from the Dock and move into the open app you want switched. It will dim to grey, indicating you may let go of the app you are dragging.

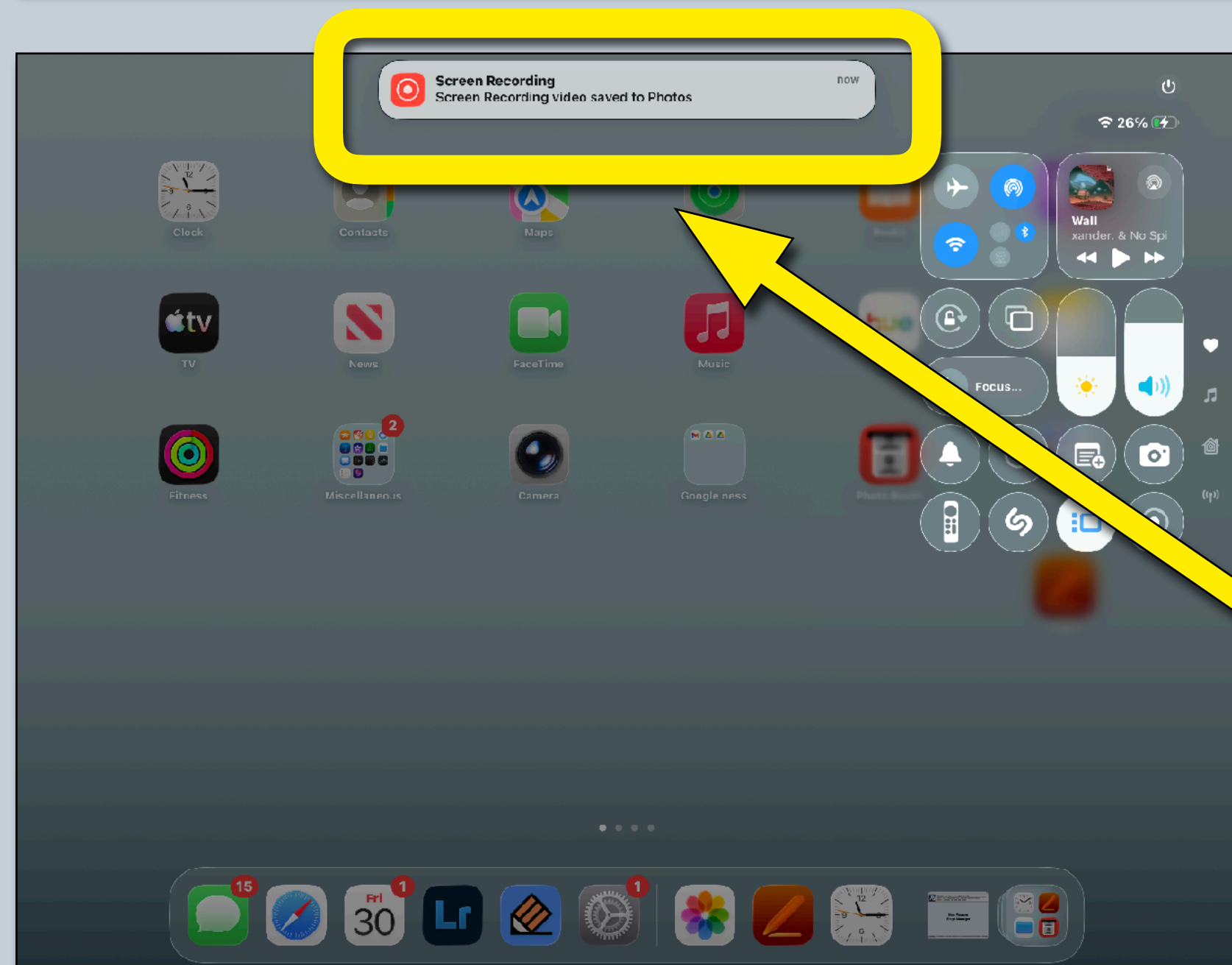
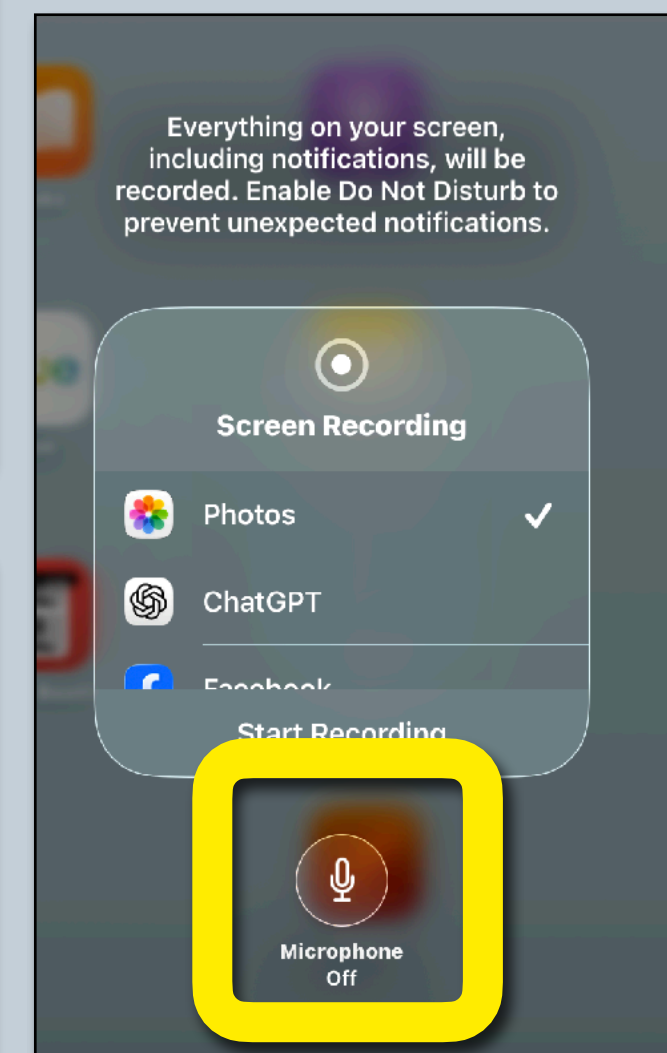
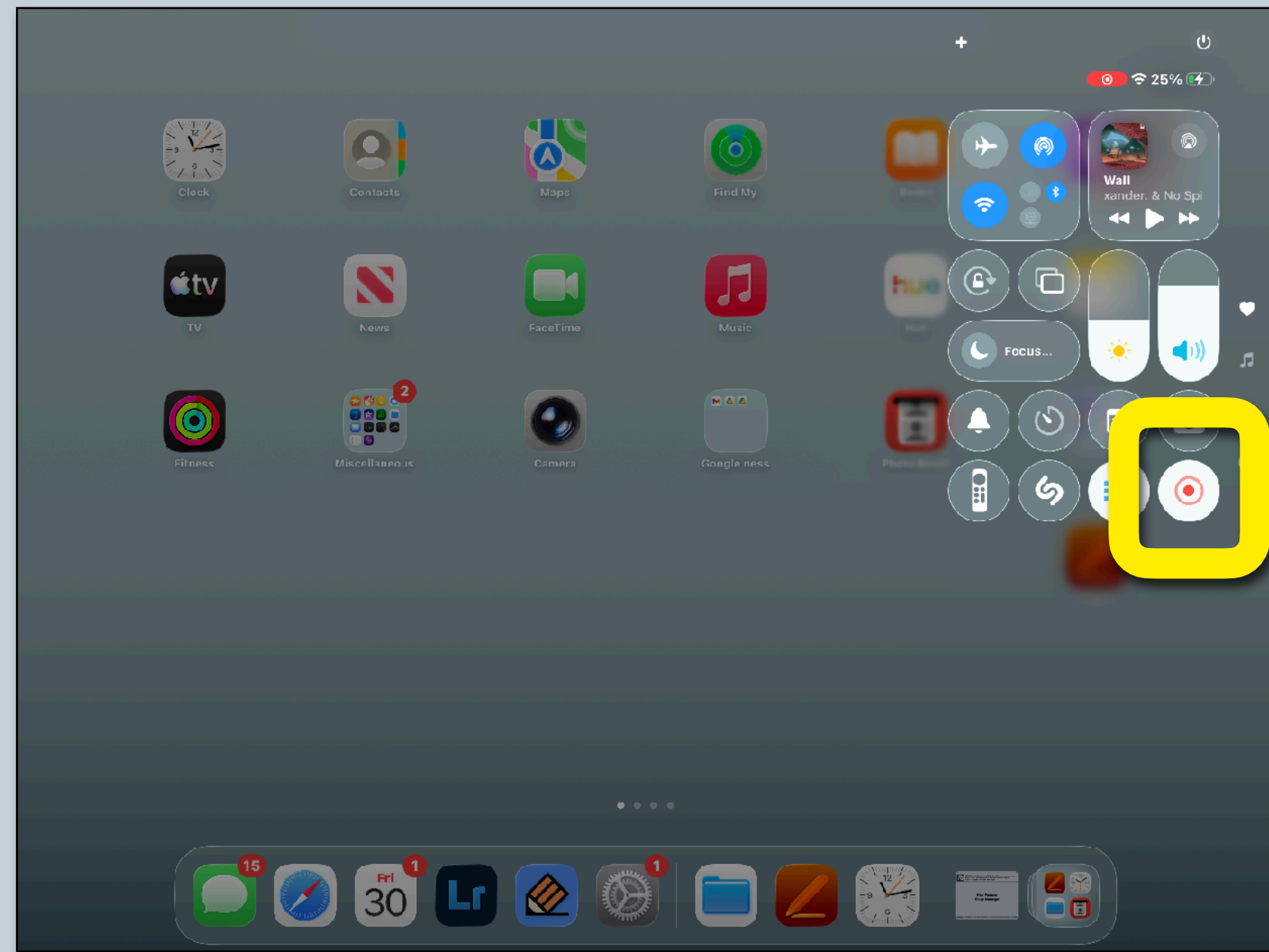


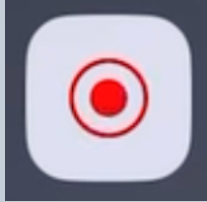
To close out of the split screen, drag the app you want to remain open to the left or right by holding and dragging the middle bar. Drag to the edge of the screen.



SCREEN RECORDING

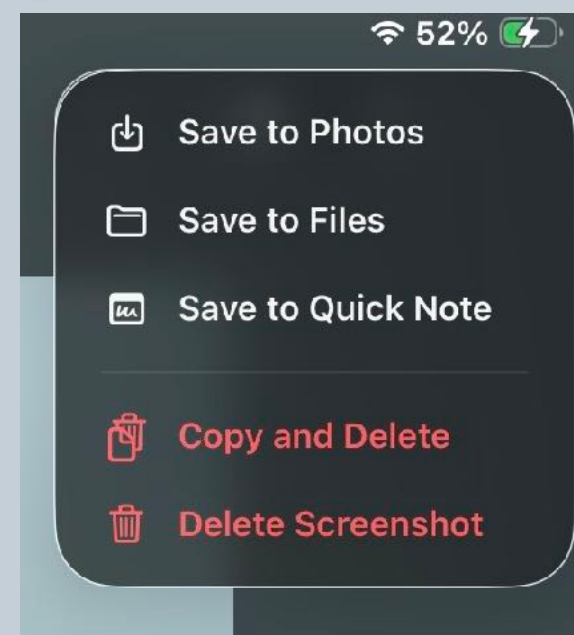
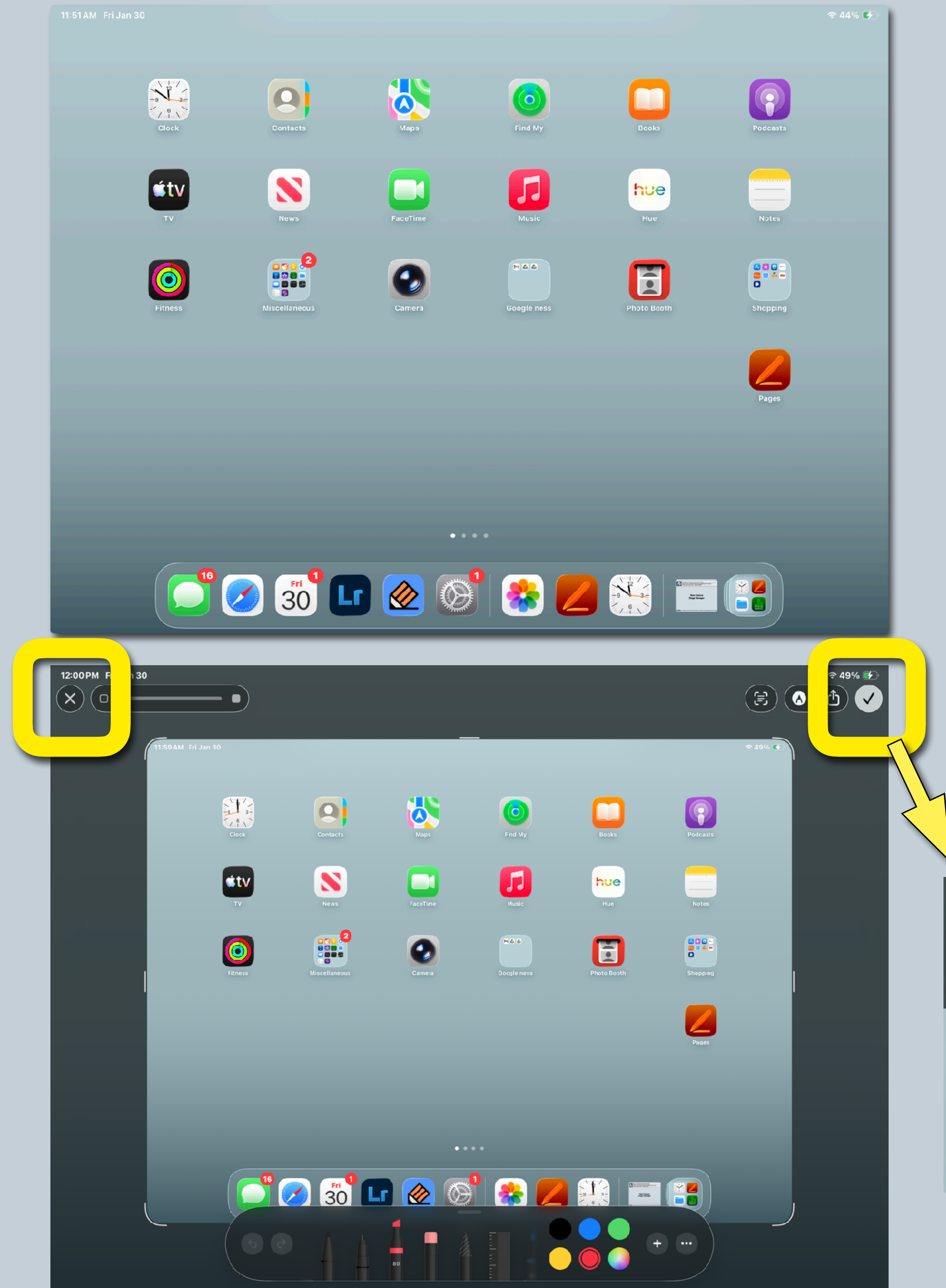
Located in the Control Center (refer to slide 23 to add). Press the icon. It will countdown from 3 to 1 and turn red  to record the screen. The device is now recording your activity. If you want to capture voice with the video recording, hold the icon, an option for a mic appears, turn on/off



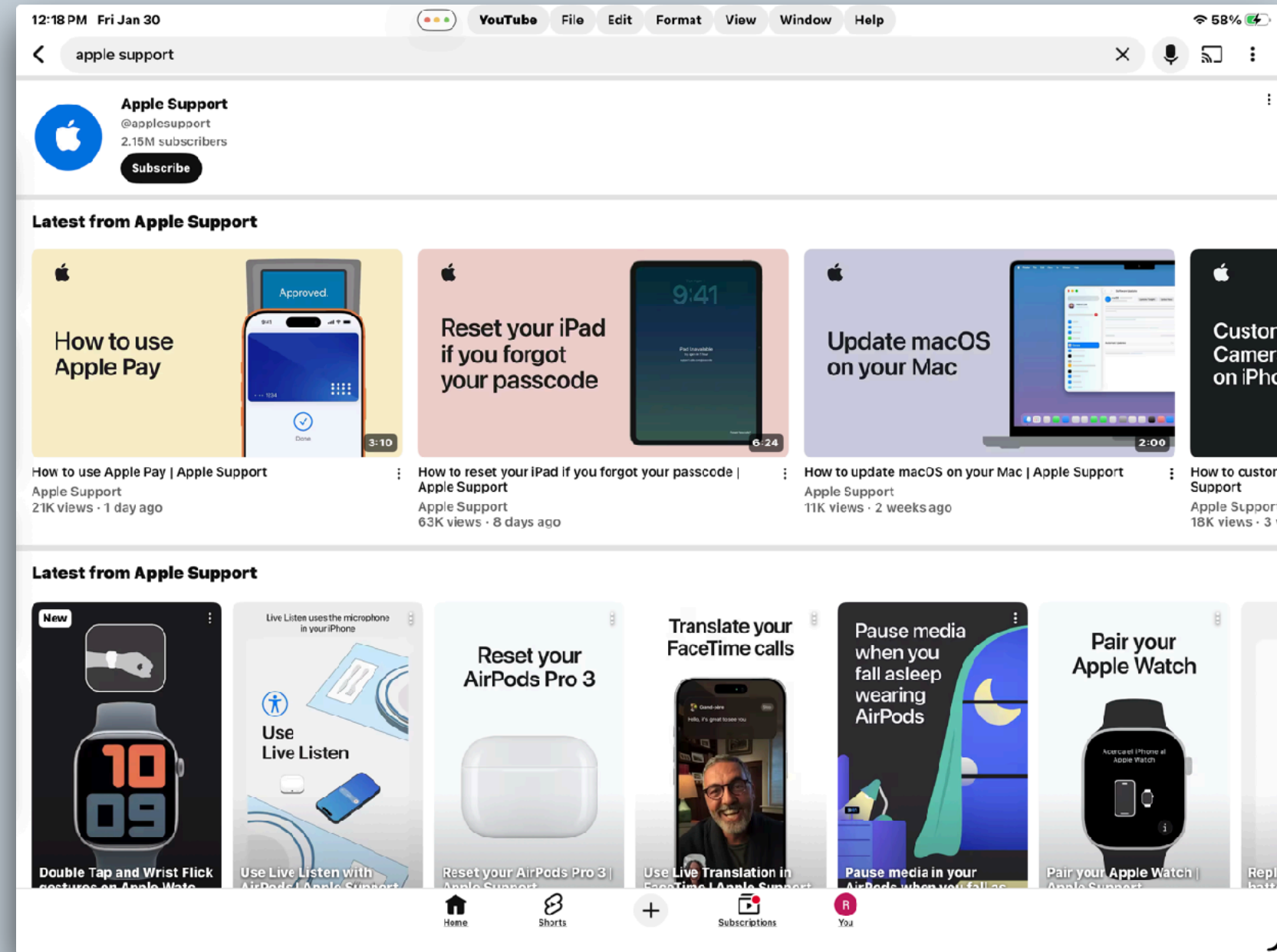
To stop recording, press the icon  again, and the video will automatically save to your Photos.

SCREENSHOTS

Press the top volume button and the power button at the exact same time and let go quickly. The screen will flash and a photo will appear at the lower left corner of your screen for five seconds. Click on it to edit.

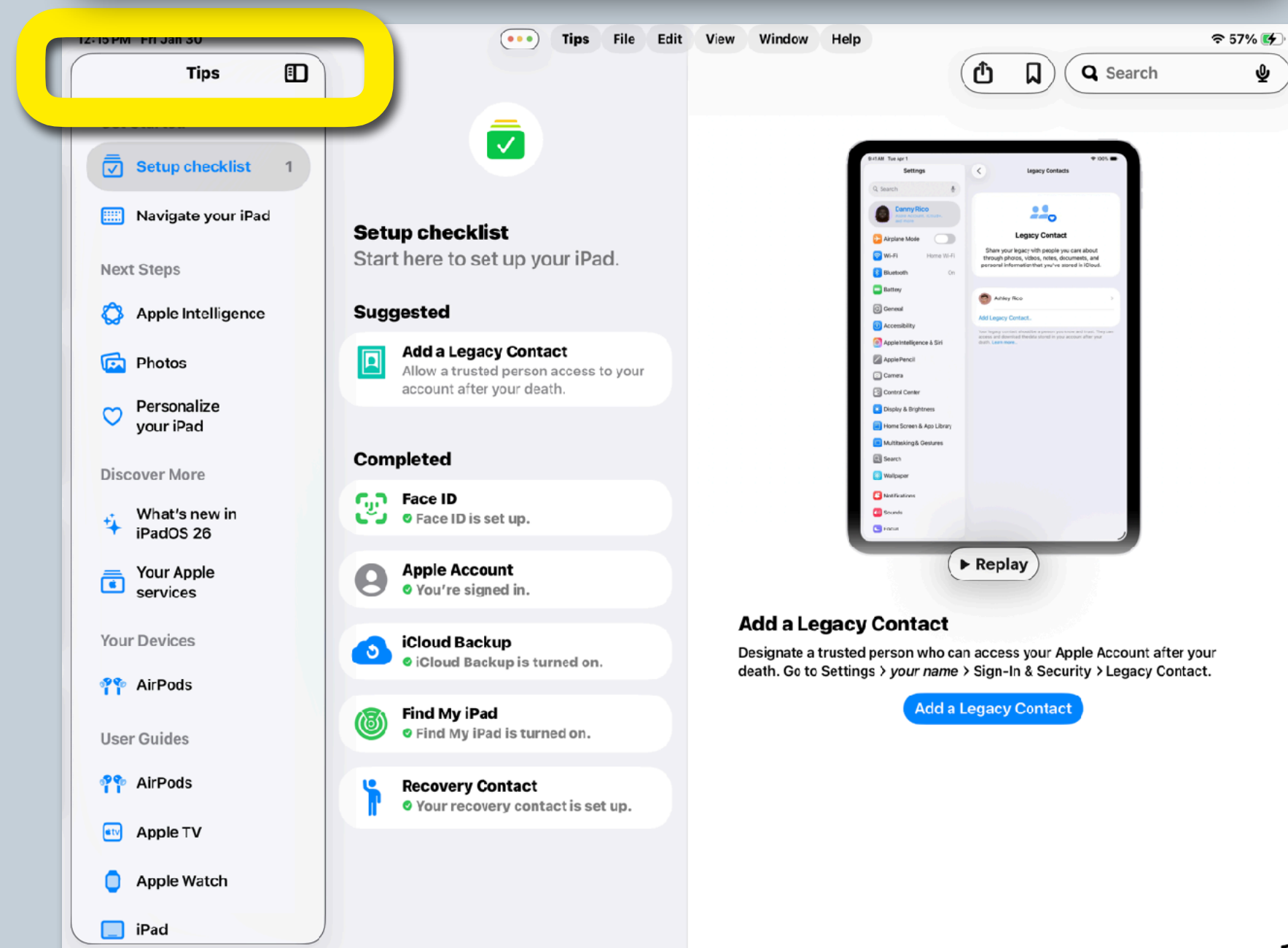


Edit allows you to crop, add drawings, etc. Click the X to not save the photo. Click the check mark to save to photos, files, or delete.



Apple Support has a YouTube channel that walks through many tools, provides tips and how-tos

<https://www.youtube.com/@applesupport>



Use the TIPS App to learn about new features, practice key gestures, and learn more about your iPad