i-Pad Instruction Manual

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Disability Independence Group

Contents

Basic Information

How to Charge the iPad

1. Connect iPad charger to power outlet using the included cable and power adapter.
2. Insert charger into the charging port located at the bottom of the device.
3. Follow this diagram for clarification:

   a.
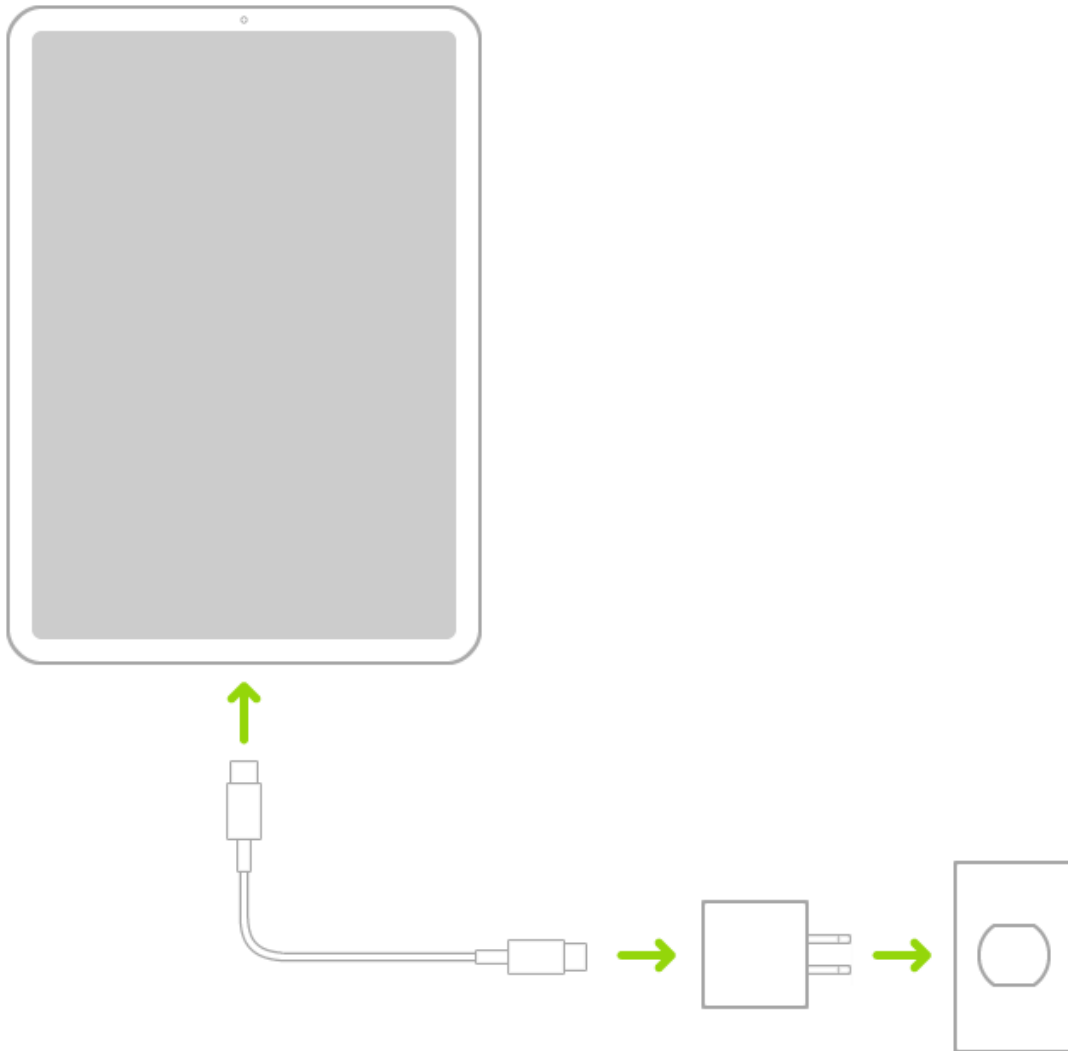
Learn the Meaning of the iPad Status Icons
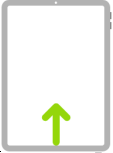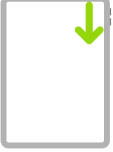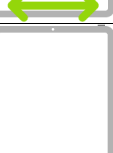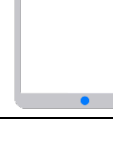
Status Icon	What it Means
	Wi-Fi: iPad has a Wi-Fi internet connection. The more bars, the stronger the connection
	Airplane Mode: Airplane mode is on. Non wireless features are available, but wireless functions may be disabled.
	Personal Hotspot: iPad is connected to the internet through the Personal Hotspot of another device.
	Navigation Indicator: iPad is providing turn-by-turn directions.
	Personal Hotspot Indicator: iPad is providing a Personal Hotspot to another device.
	Call Indicator: iPad is on a phone call.
	FaceTime Indicator: iPad is on a FaceTime call.
	Recording Indicator: iPad is recording your screen.
	Camera In Use Indicator: An app is using your camera.
	Microphone In Use Indicator: An app is using your microphone.
	Synching: iPad is synching with your computer.
	Activity: There is network or other activity. Some third-party apps use this icon to show app activity.
	VPN: iPad is connected to a network using VPN.
	Lock: iPad is locked.
	Do Not Disturb: Do Not Disturb is turned on.
	Orientation Lock: Screen orientation is locked.
	Location Services: An app is using Location Services.
	Alarm: An alarm is set.
	Headphones connected: iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range.
	Bluetooth Battery: Shows the battery level of a supported paired Bluetooth device.
	Battery: Shows the battery level or charging status.

	Battery Charging: Shows the iPad battery is charging.
	AirPlay: AirPlay is on.
	Voice Control: Voice Control is turned on in Settings > Accessibility, and Siri is ready for your requests.

Learn Basic Gestures to Interact with iPad

Symbol	Gesture
	Tap: Touch one finger lightly on the screen.
	Touch and Hold: Touch and hold items in app to preview contents and perform quick actions. On the Home Screen, touch and hold an app icon briefly to open a quick actions menu.
	Swipe: Move one finger across the screen quickly.
	Scroll: Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
	Zoom: Place two fingers on the screen near each other. Spread them apart to zoom in or move them toward each other to zoom out. You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tab and hold, then drag up to zoom in or drag down to zoom out.

Learn Advanced Gestures to Interact with iPad

Gesture	Description
	Go Home: Swipe up from the bottom edge of the screen to return to the Home Screen at any time.
	Quickly Access Controls: Swipe down from the top-right corner to open Control Center; touch and hold controls to reveal more options. To add or remove controls, go to Settings ⚙ > Control Center.
	Open the App Switcher: Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use.
	Switch Between Open Apps: Swipe left or right along the bottom edge of the screen to quickly switch between apps. (On an iPad with a Home button, swipe with a slight arc.)
	Open the Dock Within an App: Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock.
	Use Accessibility Shortcut: Triple-click the home button.
	Ask Siri: Press and hold the Home Button and make your request. Siri listens until you release the button.
	Take a Screenshot: Simultaneously press and quickly release the top button/ lock button and the Home button.
	Turn off: Press and hold the top button/ lock button until the sliders appear. Or go to Settings ⚙ > General > Shut Down
	Force Restart: Press and release the volume button, press and release the volume down button, then press and hold the top button until the Apple logo appears.

How To Open Apps on iPad

1. To go to the Home Screen, swipe up from the bottom edge of the screen.
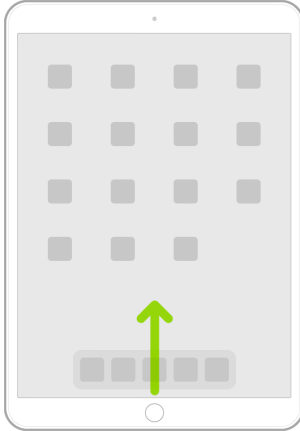
    a.

2. Swipe left or right to browse apps on other Home Screen pages.
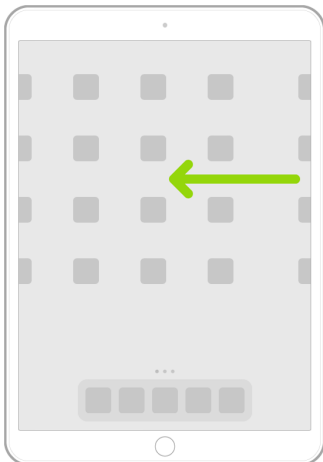
    a.

3. To open an app, tap its icon on the Home Screen.
4. To return to the first Home Screen page, swipe from the bottom edge of the screen.

How to Restart the iPad

If you iPad isn't working right, try restarting it

Turn iPad off then on

1. To turn off iPad, do one of the following:
    a. On an iPad with a Home Button: Press and hold the top button, the drag the slider.
    b. On other iPad models: Simultaneously press and hold the top button and either volume button, then drag the slider
    c. All models: Go to Settings ⚙ > General > Shut Down, then drag the slider
2. To turn iPad back on, press and hold the top button until the Apple Logo appears
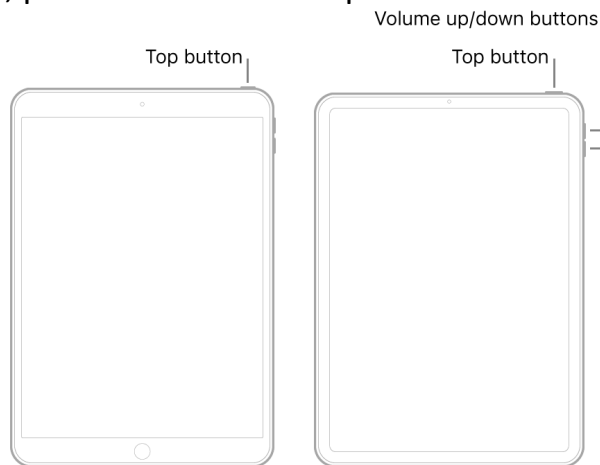
Force Restart iPad

- If iPad isn't responding, do one of the following:
    o On an iPad with a home button: press and hold the top button and the home button at the same time. When the Apple Logo appears, release both buttons
    o On other iPad models: Press and hold the top button. When the Apple logo appears, release the button
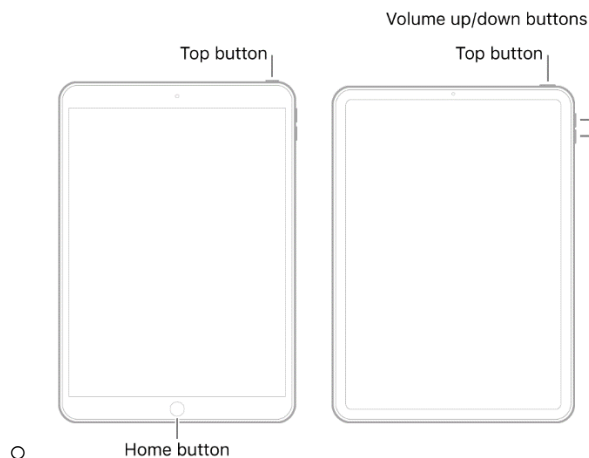
Set Up Information

Create a new Apple ID

1. Go to Settings
2. Tap on Sign into your I-Pad (all the way on the top)
3. Tap on where it says 'Don't have an Apple ID or forgot it'
4. Tap on create a free apple ID
5. Select a birth date, then tap next (upper right corner)
6. Enter your First and Last Name, then tap next
7. Select between 'Use your current email address or Get a free iCloud email address
8. Enter the Email Address, then tap next
9. Create the Password and then verify the password
10. Select a Security Question and type in the answer (this will be repeated two more times, you will have to pick different security questions)
11. Once you are done with all three questions, tap next
12. Agree to the Terms and Conditions
13. Tap Merge or Don't Merge to sync iCloud data from Safari, reminders, contacts and calendars.

Wi-Fi / Internet Connection

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How to Connect iPad to a Wi-Fi Network

1. Use the home button to wake iPad
   a. (The circle button located at the bottom of the iPad)
2. Enter passcode if applicable
3. Go to settings app
   a.
4. Locate the Wi-Fi tab in settings on the left column
   a.
5. Click the tab
6. Switch Wi-Fi on, if not already
   a. (If the oval next to Wi-Fi is green, the Wi-Fi is turned on ( ))
7. Tap the network you are trying to connect to
8. Enter the password, if required.
9. If the Wi-Fi symbol (📶) appears at the top corner of the screen, iPad is connected to a Wi-Fi network.

How To Join a Personal Hotspot

10. Use the home button to wake iPad
    a. (The circle button located at the bottom of the iPad)
11. Enter passcode if applicable
12. Go to settings app
    a.
13. Locate the Wi-Fi tab in settings on the left column
    a.
14. Click the tab
15. Switch Wi-Fi on, if not already

    a. (If the oval next to Wi-Fi is green, the Wi-Fi is turned on ( ))
16. Select/ Tap the name of the device sharing the Personal Hotspot
    a. If it is not appearing, verify the device is sharing the connection.
17. Enter the passcode for the personal hotspot if asked
18. If connected, the personal hotspot icon ( ) will appear at the top of the screen

Display Information

How to Change the Wallpaper on iPad

1. Open the settings app
2. Locate the 'Wallpaper' tab on the column on the left
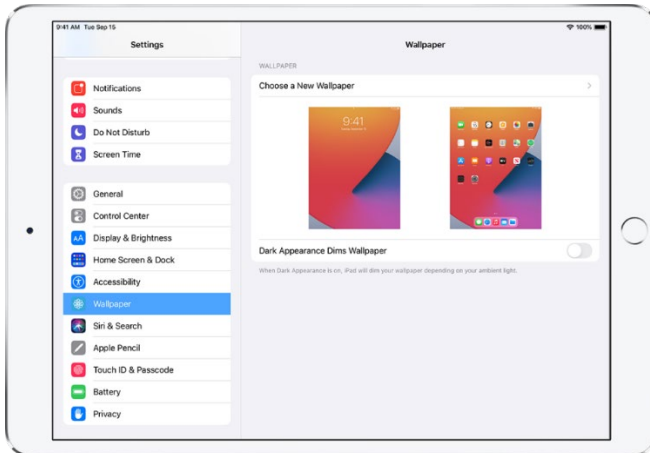
   a.
3. Select 'Choose a New Wallpaper'
   a. You can choose a wallpaper from the preloaded options or select one of your own photos.
4. After selecting an image, tap 'Set'
5. Then chose one of the following options
   a. Set Lock Screen (meaning the image will be displayed when the iPad is locked)
   b. Set Home Screen (meaning the image will be displayed when the iPad is unlocked)
   c. Set Both (meaning the image will be displayed when the iPad is both locked and unlocked)

How to Change or Lock the Screen Orientation on iPad

1. Many apps give you a different view when you rotate iPad
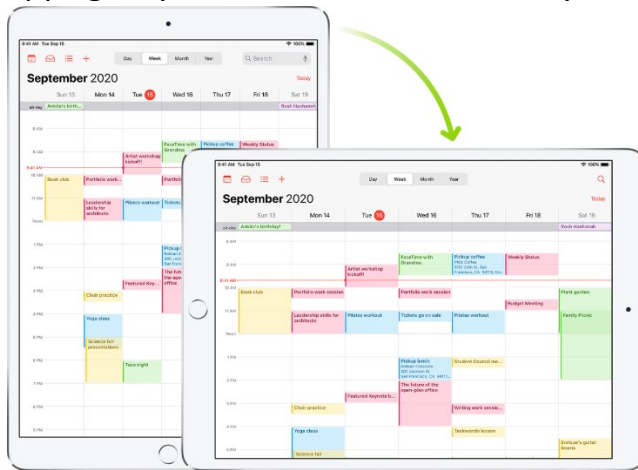
   a.

2. Open the Control Center

   a. (The Control Center can be opened by swiping down from the top-right corner of the screen.)

3. Then tap the orientation lock icon (🔒)

4. When the screen orientation is locked, 🔒 appears in the status bar.

How to Adjust the Screen Brightness and Color on the iPad

Turn Dark Mode On or Off

1. Open the Settings app

2. Display & Brightness (Which is found on the column on the left)

3. Then select Dark to turn on Dark Mode or select Light to turn it off.

4. If the display looks something like this, then Dark Mode is on:
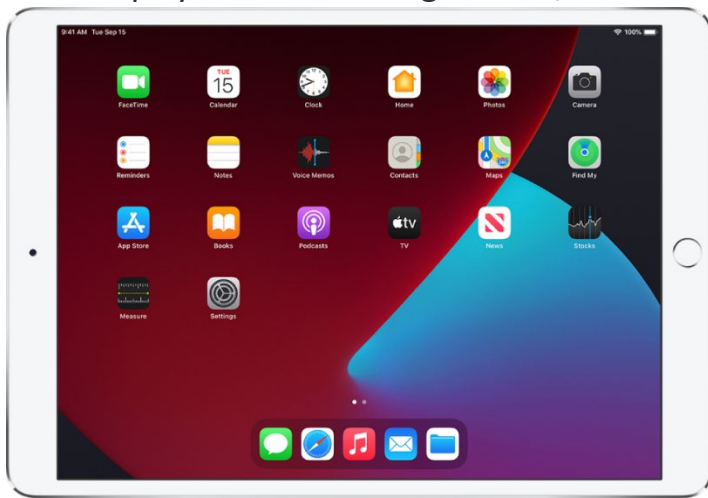
Adjust the Screen Brightness Manually

1. Open the settings app

2. Then select Display & Brightness from the column on the left

3. Then drag the slider labeled 'brightness' to adjust the brightness of the screen.

How to Set the Language and Region on iPad

1. Open the settings app
2. Then find 'General' tab on the left column and tap on it
3. Then find 'Language & Region'
4. Within that tab you will be able to set the following features
    a. The language for iPad
    b. The region
    c. The calendar formats
    d. The temperature unit (Celsius or Fahrenheit)

Adding another Language to the Keyboard:

1. Open the settings app
2. Find the 'General' tab on the left column and tap on it
3. Then find 'Keyboard' and tap on it
4. Tap 'Add New Keyboard'
5. Find and select your preferred language

App
Information

Installing Apps

1. Find App Store Icon ( )
2. Tap on it
3. Click on search at the bottom right side on screen
4. Type in the name of the app you are looking for on the search bar at the top of the screen
5. Once all the apps appear, tap on the app you are looking for
6. Tap on the Get icon (Blue oval with the word 'GET' in white) under the name of the app

    a. If you see instead of a price or 'get', you already purchased the app, and you can download it again without a charge.

7. If required, approve the download by using your Face ID, Touch ID, or your passcode to complete your purchase.
8. Tap Install (Blue oval with the word 'Install' in white)

How to Delete Apps from iPad

1. Touch and hold an app you want to delete to open a quick actions menu
2. Then select 'Delete App'
   a. If the apps begin to jiggle, tap on ⊗ the app you want to delete
3. Tap Delete
   a. If the apps are still jiggling, tap Done at the top right

How to Move and Organize Apps on iPad

Move apps around the Home Screen, into the Dock, or to other pages

1. Touch and hold any app on the Home Screen
2. Then tap 'Edit Home Screen'
   a. The apps will begin to jiggle
3. Drag an app to one of the following locations:
   a. Another location on the same page
   b. The Dock at the bottom of the screen
   c. Another Home Screen page
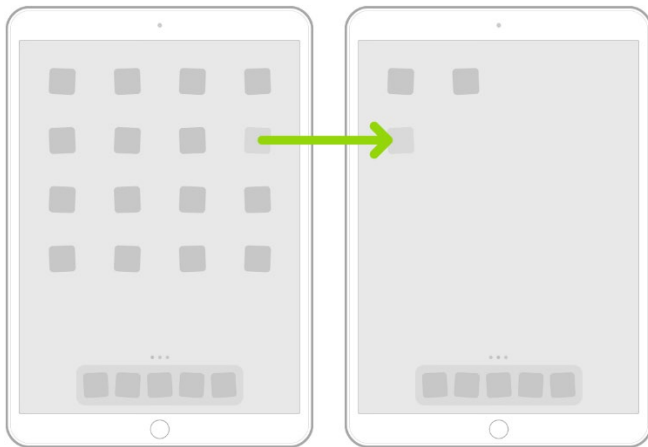
Create Folders and Organize Your Apps

1. Touch and hold any app on the Home Screen
2. Then tape 'Edit Home Screen'
   a. The apps will begin to jiggle
3. To create a folder, drag an app onto another app
4. Drag other apps into the folder just created
5. To rename the folder, tap the name field
6. Then enter the new name
7. When you're finished, tap 'Done' at the top right.

Move the App from a Folder to the Home Screen

1. Go to the Home Screen page with the folder that contains the app, then tap the folder to open it.
2. Touch and hold the app until the apps begin to jiggle.
3. Drag the app from the folder to the Home Screen.

Reset the Home Screen and Apps to Their Original Layout

1. Open the settings app

2. Select the 'General' tab from the column on the left side
3. Then select 'Reset'
4. Then select 'Reset Home Screen Layout'
    a. Any folders you've created are removed, and apps you've downloaded are alphabetically ordered after the apps that came with your iPad

Security

Change Face ID and Attention Settings on iPad

Set up Face ID with Accessibility Options

1. Go to Settings
2. Click on 'Face ID & Passcode'
3. Position your face within the frame, then tap Accessibility Options.

Change Attention Settings

If you do not want iPad to check for your attention, do the following:

1. Go to Settings
2. Click on 'Face ID & Passcode'
3. Turn on or off any of the following:
    a. Require Attention for Face ID
    b. Attention Aware Features

These settings are turned off by default if you turn on Voice Over when you first set up iPad

How to Set a Passcode on iPad

Set or Change the Passcode

1. Go to Settings ⚙, then depending on your model, tap one of the following:

   - Face ID & Passcode

   - Touch ID & Passcode

   - Passcode

2. Tap Turn Passcode On or Change Passcode.

To view options for creating a password, tap Passcode Options. The most secure options are Custom Alphanumeric Code and Custom Numeric Code.

To view options for creating a password, tap Passcode Options. The most secure options are Custom Alphanumeric Code and Custom Numeric Code.
For additional security, you must always enter your passcode to unlock your iPad under the following conditions:

- You turn on or restart your iPad.

- You haven't unlocked your iPad for more than 48 hours.

- You haven't unlocked your iPad with the passcode in the last 6.5 days, and you haven't unlocked it with Face ID or Touch ID in the last 4 hours.

- Your iPad receives a remote lock command.

- There are five unsuccessful attempts to unlock your iPad with Face ID or Touch ID.

How to Change when iPad Automatically Locks

1. Go to Settings ⚙

2. Go to Display and Brightness

3. Then Auto-Lock and set a length of time.

Erase Data After 10 Failed Passcodes

1. Go to Settings ⚙

2. Then depending on your model, tap one of the following:

    a. Face ID & Passcode

    b. Touch ID & Passcode

    c. Passcode

3. Turn on Erase Data

Turn Off the Passcode

1. Go to Settings

2. Then depending on your model, tap one of the following

    a. Face ID & Passcode

    b. Touch ID & Passcode

    c. Passcode

3. Tap Turn Passcode off

General iPad Security/ Safety Tips

Set a Strong Passcode

- Setting a passcode to unlock the iPad is the most important thing you can do to safeguard your device.

Use FaceID or TouchID

- FaceID (on supported models) or TouchID (on supported models) provides a secure and convenient way to unlock your iPad, authorize purchases and payments, and sign into many third-party apps.

Turn on Find My iPad

- Find My helps you find your iPad if it's lost or stolen and prevents anyone else from activating or using your iPad if it's missing.

Keep Your Apple ID Secure

- Your Apple ID provides access to your data in iCloud and your account information for services like the App Store and Apple Music.

Use Sign in with Apple When it's Available

- To help you set up accounts, many apps and websites offer Sign in with Apple. Sign in with Apple limits the information shared about you, it conveniently uses Apple ID you already have, and it provides the security of two-factor authentication.

Accessibility

Dictate Text on iPad

Turn on Dictation

1. Open the Settings App
2. Select 'General' from the left column
3. Select the 'Keyboard' tab
4. Turn on 'Enable Dictation'

Dictate text

1. Tap on the onscreen keyboard

   a.

   Tap to begin dictation.

2. Then speak

   a. If you don't see , make sure Enable Dictation is turned on in

   Settings > General > Keyboard.

3. When you finish, tap

Add Punctuation or Format Text

1. While dictating text, sat the punctuation or formatting.
   a. For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!"
2. Punctuation and formatting commands include the following:

- period

- comma

- exclamation point

- question mark

- dollar sign

- open parenthesis … close parenthesis

- quote … end quote

- new paragraph

- new line

- colon

- semicolon

- cap—to capitalize the next word

- caps on … caps off—to capitalize the first character of each word

- all caps—to make the next word all uppercase

- all caps on … all caps off—to make the enclosed words all uppercase

- no caps on … no caps off—to make the enclosed words all lowercase

- no space—to eliminate the space between two words (not available for all languages)

- no space on … no space off—to run a series of words together (not available for all languages)

- smiley—to insert :-)

- frowny—to insert :-(

- winky—to insert ;-)

- hash tag

Turn on and Practice Voice Over on iPad

Important: Voice Over changes the gestures you use to control iPad. When Voice Over is on, you must use Voice Over gestures to operate iPad.

To turn Voice Over on or off, use any of the following methods:
1. Summon Siri and say "Turn on Voice Over" or "Turn off Voice Over"
2. Triple-click the Home Button
3. Use Control Center
4. Go to Settings > Accessibility > Voice Over, then turn the setting on or off.

Learn and Practice Voice Over Gestures
1. Go to Settings
2. Accessibility Tab
3. Then Voice Over within Accessibility tab
4. Turn on Voice Over, tap Voice Over practice, then double tap to start
5. Practice the following gestures with one, two, three, and four fingers:
    a. Tap
    b. Double tap
    c. Triple-tap
    d. Swipe left, right, up, or down
6. When you finish practicing, tap Done, then double tap to exit

Learn Voice Over Gestures on iPad

Explore and Speak Items on the Screen:

Action	Gesture
Select and speak an item	Tap or touch the item
Select the next item	Swipe right
Select the previous item	Swipe left
Select the first item on the screen	Four-finger tap near the top of the screen
Select the last item on the screen	Four-finger tap near the bottom of the screen
Speak the entire screen from the top	Two-finger swipe up
Speak the entire screen from the selected item	Two-finger swipe down
Pause or continue speaking	Two-finger tap
Speak additional information, such as the position within a list or whether text is selected	Three-finger tap

Scroll up, down, left and right

Action	Gesture
Scroll up one page	Three-finger swipe down
Scroll down one page	Three-finger swipe up
Scroll left one page	Three finger swipe right
Scroll right one page	Three-finger swipe left

Take Action on an Item

Action	Gesture
Select an item	Tap
Activate the selected item	Double tap
Double tap the selected item	Triple-tap
Drag a slider	Tap the slider to select it, then swipe up or down with one finger; or double-tap and hold the slider until you hear three rising tones, then drag the slider
Start or stop the current action (for example, play or pause music or a video, take a photo in Camera, start or stop a recording, start or stop the stopwatch)	Two-finger double-tap

Dismiss an alert or return to the previous screen	Two-finger scrub (move two fingers back and forth three times quickly, making a "z")
Edit an item's label to make it easier to find	Two-finger double-tap and hold

Use Gestures to Control Voice Over

Action	Gesture
Mute or unmute Voice Over	Three-finger double-tap. If both Voiceover and Zoom are enabled, use the three-finger triple-tap gesture.
Turn the screen curtain on or off (When the screen curtain is on, the screen contents are active even though the display is turned off.)	Three-finger triple-tap. If both Voiceover and Zoom are enabled, use the three-finger quadruple-tap gesture.
Use a standard gesture	Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, Voiceover gestures resume.
Open the item Chooser	Two-finger triple-tap. To move quickly through the list of items, type a name in the search field, swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down. You can also use handwriting to select an item by writing its name. To dismiss the Item Chooser without making a selection, do a two-finger scrub (move two fingers back and forth three times quickly, making a "z").

Use the Voice Over Rotor

Action	Gesture
Choose a rotor setting	Two-finger rotation
Move to the previous item or increase	Swipe up

(depending on the rotor setting)	
Move to the next item or decrease (depending on the rotor setting)	Swipe down

How to use a Braille Display with Voice Over on iPad

Connect a Braille Display and Learn Commands to Control iPad

1. Turn on the braille display
   a. On iPad, go to settings > Bluetooth, turn on Bluetooth, then choose the display.
2. Then navigate within settings to 'Accessibility'
3. Within 'Accessibility' to 'Voice Over'
4. Then 'Braille'
5. Choose display within the 'Braille' section
6. To see the braille commands for controlling iPad, tap More Info, then tap Braille Commands

Change the Braille Display Settings

1. On iPad, go to settings > Accessibility > Voice Over > Braille
2. Set any of the following:

Setting	Description
Output	Choose uncontracted six-dot, uncontracted eight-dot, or contracted braille
Input	Choose uncontracted six-dot, uncontracted eight-dot, or contracted braille; you can also turn on Automatic Translation
Braille Screen Input	Choose the input method for entering braille using the screen
Braille Tables	Add tables that appear in the Braille Table rotor.
Status Cells	Turn on the general and text status cells and chose their location
Equations use Nemeth Code	Turn on Nemeth Code for mathematical equations
Show on-screen keyboard	Display the keyboard on the screen
Turn Pages when Panning	Automatically turn pages when panning.
Word Wrap	Wrap words to the next line
Braille Alert Messages	When turn on, your braille display shows an alert message for the specified duration
Ignore Chord Duration	Adjust the amount of time required before subsequent key presses are recognized as braille chords.

Auto Advance Duration	Adjust this setting to your preferred reading speed.

Output Close Captions in Braille During Media Playback

1. On iPad, go to Settings
2. Then navigate to Accessibility > Voice Over
3. Then Verbosity
4. Choose Braille or Speech and Braille

Type Braille Directly on iPad Using Voice Over

Enter braille on the screen

1. Set the rotor to Braille Screen Input

   a. If you don't see Braille Screen Input in the rotor, go to Settings ⚙ > Accessibility > Voice Over > Rotor, then select it from the list.
2. Place iPad in one of the following positions:
   a. Tabletop mode: Lay iPad flat in front of you
   b. Screen away mode: Hold iPad with the screen facing away so your fingers curl back to tap the screen.
3. Enter braille characters by tapping the screen with one or more fingers at the same time.
4. You can also use gestures to perform actions such as the following:

Action	Gesture
Enter a space	Swipe right with one finger; in screen away mode, swipe to your right
Delete the previous character	Swipe left with one finger
Move to a new line	Swipe right with two fingers
Cycle through spelling suggestions	Swipe up or down with one finger
Enter a carriage return, or send a message (in Messages)	Swipe up with three fingers
Cycle through the braille modes	Swipe left or right with three fingers
Translate immediately (when contractions are enabled)	Swipe down with two fingers
Switch to the next keyboard	Swipe up with two fingers

5. To exit Braille Screen Input, do a two-finger scrub (move two fingers back and forth three times quickly, making a "z"), or adjust the rotor to another setting.

Change Braille Screen Input Settings

1. Go to Settings
2. Navigate to Accessibility
3. Then Voice Over > Braille > Braille Screen Input
4. Do any of the following:
    a. Set six-dot, eight-dot, or contracted braille as the default.
    b. Reverse the dot positions for six-dot and eight-dot braille
5. To view or edit the commands and gestures you can perform when Braille Screen Input is turned on, go to Settings > Accessibility > Voice Over > Commands > Braille Screen Input.

How to Ask Siri on iPad

Response from Siri

Tap to continue speaking to Siri.
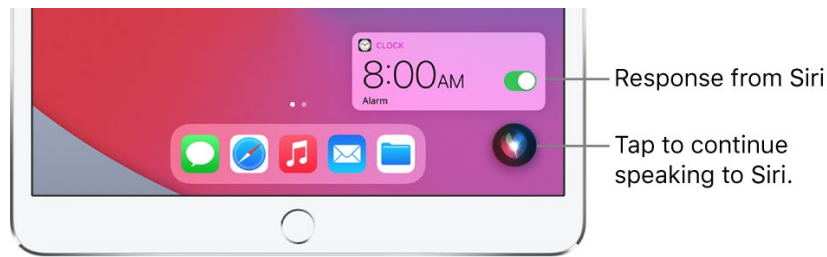
Set up Siri

1. Go to Settings > Siri & Search, then do any of the following:
    a. *If you want to summon Siri with your voice:* Turn on Listen for "Hey Siri."
    b. *If you want to summon Siri with a button:* Turn on Press Home for Siri (on an iPad with a Home button)

Summon Siri with your Voice

1. Say "Hey Siri", then ask Siri a question or to do a task for you.
    c. For example, sat something like "Hey Siri, how's the weather today?" or "Hey Siri, set an alarm for 8 a.m."

2. To ask Siri another question or to do another task, say "Hey Siri" again or tap .

Summon Siri with a Button

1. On an iPad with a Home Button: Press and hold the Home Button
2. When Siri appears, ask Siri a question or to do a task for you.

Type Instead of Speaking to Siri

1. Open settings
2. Find 'Accessibility'
3. Then Siri
4. Turn on 'Type to Siri'
5. To make a request, summon Siri, then use the keyboard and text field to ask Siri a question or to do a task for you.

How to Zoom in on the iPad Screen

Set up Zoom

1. Go to Settings
2. Then Accessibility
3. Then Zoom, then turn on Zoom
4. Adjust any of the following:
   a. Follow Focus: Track your selections, the text insertion point, and your typing.
   b. Smart Typing: Switch to Window Zoom when a keyboard appears
   c. Keyboard Shortcuts: Control Zoom using shortcuts on an external keyboard.
   d. Zoom Controller: Turn the controller on, set controller actions, and adjust the color and opacity.
   e. Zoom Region: Choose Pinned Zoom, Full Screen Zoom, or Window Zoom.
   f. Zoom Filter: Choose None, Inverted Grayscale, Grayscale Inverted, or Low Light.
   g. Maximum Zoom Level: Drag the slider to adjust the level.
5. If you use iPad with a pointer device, you can also set the following below Pointer Control:
   a. Zoom Pan: Choose Continuous, Centered, or Edges to set how the screen image moves with the pointer.
   b. Adjust Size with Zoom: Allow the pointer to scale with Zoom
6. To add Zoom to Accessibility Shortcut, go to Settings > Accessibility > Accessibility Shortcut, then tap Zoom.

Use Zoom

1. Double tap the screen with three fingers or use accessibility shortcuts to turn on Zoom.
2. To see more of the screen, do any of the following:
   a. Adjust the magnification: Double tap the screen the three fingers, then drag up or down. Or triple-tap with three fingers, then drag the Zoom Level slider.
   b. Move the Zoom Lens: (Window Zoom) Drag the handle at the bottom of the Zoom lens.
   c. Pan to another area: (Full Screen Zoom) Drag the screen with three fingers.
3. Adjust the settings with the Zoom menu, triple-tap with three fingers, then adjust any of the following:
   a. Choose region: Choose pinned Zoom, Full Screen Zoom, or Window Zoom.
   b. Resize Lens: (Window Zoom) Tap Resize Lens, then drag any of the round handles that appear.
   c. Choose Filter: Choose Inverted, Grayscale, Grayscale Inverted, or Low Light

       d. Show Controller: Show the Zoom Controller.

4. To use the Zoom Controller, do any of the following:
       a. Show the Zoom Menu: Tap the controller
       b. Zoom in or out: Double tap the controller
       c. Pan: When zoomed in, drag the controller.

Magnify Nearby Objects with Magnifier on iPad
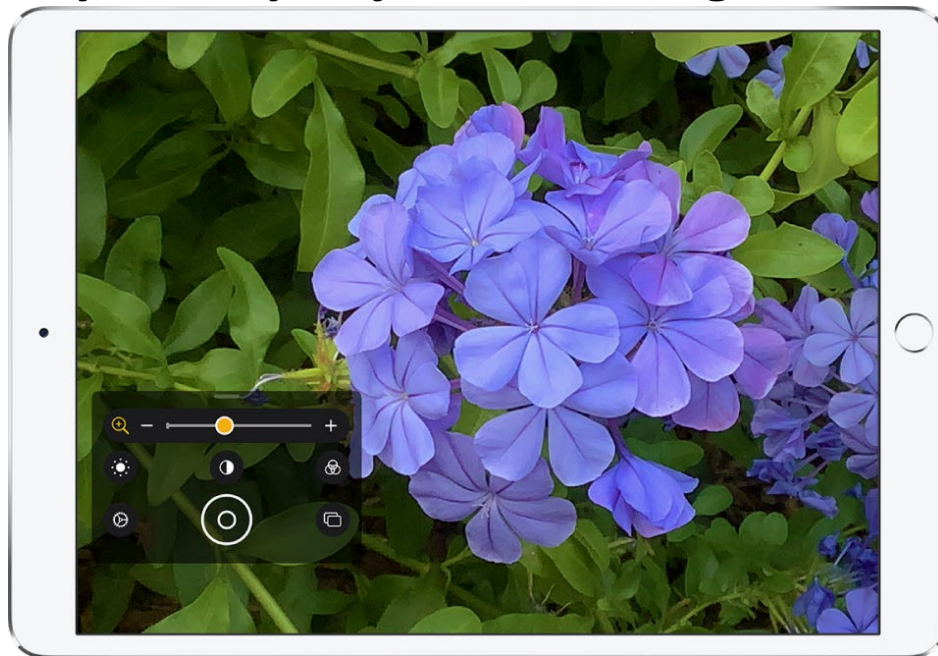
Set up Magnifier

1. Go to Settings > Accessibility > Magnifier.
2. Turn on Magnifier. (This adds Magnifier as an accessibility shortcut)

Turn on Magnifier and Adjust the Image

1. Use accessibility shortcuts to turn on Magnifier
2. To adjust the zoom level, drag the zoom control slider left or right.
3. To show more controls, drag the grabber up.
4. Adjust the image using any of the following controls:

   a. Brightness: Tap .

   b. Control: Tap .

   c. Color Filters: Tap .

   d. Flashlight: Tap

How to Adjust the Display and Text Size on iPad

Use Display Accommodations

1. Go to Settings
2. Navigate to Accessibility then Display and Text Size
3. Adjust any of the following:
    a. Bold Text: Display the text in boldface characters.
    b. Larger Text: Turn on Larger Accessibility Sizes, then Adjust the text size using the Font Size slider. This setting adjusts to your preferred text size in apps that support Dynamic Type, such as Settings, Calendar, Contacts, Mail, Messages, and Notes.
    c. Button Shapes: These setting underlines text you can tap.
    d. On/ off Labels: This setting indicated switches turned on with "1" and switches turned off with "0"
    e. Reduce transparency: This setting reduces the transparency and blurs on some backgrounds.
    f. Increase Contrast: This setting improves the contrast and legibility by altering color and text styling.
    g. Differentiate Without Color: This setting replaces user interface items that rely on color to convey information with alternatives
    h. Smart Invert or Classic Invert: Smart Invert Colors reverses the colors of the display, except for images, media, and some apps that use dark color styles.
    i. Color Filters: Tap a filter to apply it. To adjust the intensity or hue, drag the sliders.
    j. Reduce White Point: This setting reduces the intensity of bright colors.
    k. Auto-Brightness: This setting automatically adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

How to Reduce or Stop the Motion of Screen Elements on iPad

1. Navigate and open settings
2. Then locate the Accessibility Tab
3. Then navigate to Motion
4. Turn on or off any of the following controls:
   a. Reduce Motion: This setting reduces the motion of the user interface, including the parallax effect of icons.
   b. Prefer Cross-Fade Transitions: This setting reduces the motion of user interface controls that slide in and out when appearing and disappearing.
   c. Auto-Play Message Effects: This setting allows the Messages app to automatically play full-screen effects. If you turn this setting off, you can still manually play effects by tapping replay below the message bubble.
   d. Auto-play videos previews: This setting allows apps such as the App store to automatically play video previews.
   e. Limit Frame Rate: This setting limits the frame rate of the display to 60 frames per second.

Hear iPad Speak the Screen, Selected Text, and Typing Feedback

Change the Speech Settings

1. Go to and open Settings
2. Navigate to Accessibility > Spoken Content
3. Adjust any of the following:
   a. Speak Selection: To hear text you selected, tap the Speak button.
   b. Speak Screen: To hear the entire screen, swipe down with two fingers from the top of the screen.
   c. Speech Controllers: Show the controller for quick access to Speak Screen and Speak on Touch
   d. Highlight Content: iPad can highlight words, sentences, or both as they're spoken. You can change the highlight color and style.
   e. Typing Feedback: You can configure typing feedback for the onscreen and external keyboards and choose to have iPad speak each character, entire words, auto-corrections, auto-capitalizations, and typing predictions
   f. Voices: Choose a voice and dialect.
   g. Speaking Rate: Drag the slider
   h. Pronunciations: Dictate or spell out how you want certain phrases to be spoken.

Hear iPad Speak

1. Hear selected text: Select the text, then tap Speak
2. Hear the entire screen: Swipe down with the two fingers from the top of the screen. Use the controls that appear to pause speaking or adjust the rate.
3. Hear typing feedback: Start typing. To hear predictions (when turned on), touch and hold each word.

How to Hear Audio Descriptions for Video Content on iPad

1. Navigate to Settings
2. Then accessibility > Audio Descriptions
3. Turn on Audio Descriptions.

How To Adjust Audio and Visual Settings on iPad

Adjust the Volume Balance and Mono Audio

1. Go to Settings ⚙️
2. Then Accessibility
3. Then within Accessibility, find Audio & Visual
4. Adjust any of the following:
   a. Mono Audio: Combine the left and right channels into a mono signal played on both channels
   b. Balance: Drag the Left Right Stereo Balance slider.

Flash the LED for Alerts

On an iPad with a flash, if you can't hear the sounds that announce incoming calls and other alerts, iPad can flash its LED (next to the camera lens on the back of iPad). The LED flashes only if iPad is locked.

1. Go to Settings ⚙️
2. Then Accessibility
3. Then within Accessibility, find Audio & Visual
4. Then turn on LED Flash for Alerts.
5. To prevent LED flashes when iPad is in silent mode, turn off Flash on Silent

Set Headphone Accommodations

With supported Apple and Beats headphones, you can amplify soft sounds and adjust certain frequencies for your hearing. These adjustments help music, movies, phone calls, and podcasts sound crisper and clearer.

1. Go to Settings ⚙️
2. Then Accessibility
3. Then within Accessibility, find Audio & Visual
4. Then Headphone Accommodations, then turn on Headphone Accommodations.
5. Tap Custom Audio Setup, then follow the onscreen instructions. Or manually set any of the following:
   a. Tune Audio For: Choose Balanced Tone, Vocal Range, or Brightness
   b. Level: Choose Slight, Moderate, or Strong amplification of soft sounds
   c. Phone: Apply these audio settings to phone calls
   d. Media: Apply these audio settings to media playback

     e. Transparency Mode: Turn on Custom Transparency Mode and adjust the amplification, balance, and tone to help you hear what's happening around you (Available when you have AirPods Pro connected to iPad).

6. To preview your audio settings, tap Play Sample

How to Adjust the Onscreen and External Keyboard Settings on iPad

You can adjust the onscreen keyboard on iPad. If you use an external keyboard with iPad, you can customize keyboard shortcuts and change settings such as the key repeat rate.

Set the onscreen keyboard to display only uppercase letters

1. Open the settings app
2. Find and click the Accessibility tab
3. Then find the keyboards section
4. Turn off Show Lowercase Keys

Type on a Larger Onscreen Keyboard

1. Rotate iPad to landscape orientation to use a larger keyboard for typing in many apps

Control iPad with an External Keyboard

1. Open the settings app
2. Find and click the Accessibility tab
3. Then find the keyboard section
4. Tap Full Keyboard Access
5. Then turn on Full Keyboard Access
6. Control your iPad using the following keyboard shortcuts:

Action	Shortcut
Go to the next item	Tab
Go to the previous item	Shift-Tab
Activate the selected item	Space Bar
Go to the Home Screen	Command-H
Open the App Switcher	Tab-A
Open Control Center	Tab-C
Open Notification Center	Tab-N
Show Help	Tab-H

7. To customize the keyboard shortcuts, tap commands
8. To customize the appearance of the focus, tap any of the following:

a. Auto-Hide
   b. Increase Size
   c. High Contrast
   d. Color

Change How the Keys Respond on an External Keyboard

1. Open Settings
2. Navigate to the Accessibility tab
3. Then navigate to Keyboards
4. Then tap any of the following:
   a. Key Repeat: You can adjust the repeat interval and delay.
   b. Sticky Keys: Use Sticky Keys to press and hold modifier keys, such as Command and Option, as you press another key.
   c. Slow Keys: Use Slow Keys to adjust the time between when a key is pressed and when it's activated.

How to Display Subtitles and Captions for Videos and HomePod Announcements on iPad

Customize the Subtitles and Captions in Supported Video Apps

1. Go to Settings
2. Then navigate to Accessibility
3. Then within Accessibility, go to Subtitles & Captioning
4. If you prefer closed captioning or subtitles for the deaf and hard of hearing when available, turn on Closed Captions + SDH
5. Type Style, then choose an existing caption style or create a new style based on the following:
    a. Font, size, color
    b. Background color and opacity
    c. Text opacity, edge style, and highlight

Show Transcriptions for Announcements on HomePod

1. Go to Settings
2. Then navigate to Accessibility
3. Then within Accessibility, go to Subtitles & Captioning
4. Then turn on Show Audio Transcriptions

How to Set Up and Use RTT on iPad

Set up RTT

1. Make sure you can make and receive Wi-Fi calls on iPad
2. Go to Settings
3. Then Accessibility
4. Then within Accessibility, find RTT
5. Turn on Software RTT, then do any of the following:
    a. Tap Relay Number, then enter the phone number to use for relay calls using Software RTT/TTY.
    b. Turn on Send Immediately to send each character as you type. Turn off to complete messages before sending
6. When RTT is turned on, appears in the status bar at the top of the screen,

Start an RTT Call

1. In FaceTime, tap ✛ at the top of the screen.
2. Type the name or number you want to call in the entry field at the top, then tap Audio
3. Tap Call, then tap RTT Call

Type Text During an RTT Call

1. Enter your message in the text field.
2. To also transmit audio, tap

How to Use Guided Access on iPad

Guided Access helps you stay focused on a task by temporarily restricting iPad to a single app and allowing you to control which app features are available. You can do any of the following:

- Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
- Disable the iPad hardware buttons
- Limit how long someone can use the app

Set up Guided Access

1. Go to Settings
2. Then Accessibility > Guided Access
3. Then turn on Guided Access
4. Adjust any of the following:
   a. Passcode Settings: Tap Set Guided Access Passcode, then enter a passcode.
   b. Time Limits: Play a sound or speak the time remaining before a Guided Access session ends.
   c. Accessibility Shortcut: Turn the shortcut on or off during Guided Access sessions.
   d. Display Auto-Lock: Set how long it takes iPad to automatically lock during a Guided Access session

Start a Guided Access Session

1. Open the app you want to use
2. Turn on Guided Access using one of the following methods:
   a. Ask Siri. Say something like: "Turn on Guided Access"
   b. Use an Accessibility Shortcut
3. Circle any areas of the screen you want to disable. Drag the mask into position or use the handles to adjust its size
4. Tap options, then turn on or off any of the following:
   a. Top Button (or Sleep/Wake Button)
   b. Volume Buttons
   c. Motion (to prevent iPad from switching from portrait to landscape or from responding to other motions)
   d. Keyboards
   e. Touch
   f. Time Limit
5. Tap Start

End a Guided Access Session

Do any of the following:

- On an iPad with a Home button: Double-click the Home button, then unlock with Touch ID (if enabled). Or triple-click the Home button, then enter the Guided Access passcode
- On iPad Air (4th generation): Double-click the top button, then unlock with Touch ID (if enabled). Or triple-click the top button, then enter the Guided Access passcode.
- On an iPad with Face ID: Double-click the top button, then unlock with Face ID (if enabled). Or triple-click the top button, then enter the Guided Access passcode.

Use Hearing Devices with iPad

Pair a Hearing Device with iPad

If your hearing devices aren't listed in Settings ⚙ > Accessibility > Hearing Devices, you need to pair them with iPad

1. Open the battery doors on your hearing devices.
2. On iPad, go to settings ⚙
3. Then Bluetooth within settings, then make sure Bluetooth is turned on
4. Go to Settings > Accessibility > Hearing Devices
5. Close the battery doors on your hearing devices
6. When their names appear below MFi Hearing Devices (This could take a minute), tap the names and respond to the pairing requests.

You need to pair your devices only once (and your audiologist might do it for you). After that, your hearing devices automatically reconnect to iPad whenever they turn on.

Turn on Hearing Aid Compatibility

1. Go to Settings ⚙
2. Then go to Accessibility
3. Within Accessibility, find Hearing Devices
4. Turn on Hearing Aid Compatibility

Stream Audio From iPad to Your Hearing Devices

Stream audio from iPad and its apps to your hearing devices. You can even use Live Listen to stream sound from the microphone to your Made for iPhone (MFi) hearing devices or Air Pods.

Stream Audio to Your Hearing Devices

1. You can stream audio from Siri, Apple Music, Apple Podcasts, Apple TV, and more. Tap in control center, on the Lock Screen, or in the Now Playing Controls for the app you're listening to, then choose your hearing device.
2. You can also automatically route audio calls to a hearing device.

Use iPad as a Remote Microphone with Live Listen

1. If you're using AirPods, place them in your ears.
2. Turn Live Listen on or off with one of the following methods:
   a. Open Control Center, tap , tap your hearing device or AirPods, then tap Live Listen
   b. Triple-click the Home Button (on an iPad with a Home Button) or triple-click the top button (on other iPad models), tap Hearing Devices, then tap Live Listen
3. Position iPad near the sound source.

Use Voice Control to Interact with iPad

Set up Voice Control

1. Go to Settings
2. Then click on the accessibility tab
3. Within accessibility, select the Voice Control tab
4. Tap Set Up Voice Control
5. Tap Continue to start the file download
   a. When the download is complete, appears in the status bar to indicate Voice Control is turned on.
6. Set options such as the following:
   a. Language: Set the language and download languages for offline use
   b. Customize Commands: View the available commands and create new commands.
   c. Vocabulary: Teach Voice Control new words.
   d. Show Confirmation: When Voice Control recognizes a command, a visual confirmation appears at the top of the screen.
   e. Play Sound: When Voice Control recognizes a command, an audible sound is played.
   f. Show Hints: See command suggestions and hints.
   g. Overlay: Display numbers, names, or a grid over screen elements.
   h. Attention Aware: On an iPad with Face ID, Voice Control wakes up when you look at your iPad or goes to sleep when you look away.

Turn Voice Control On or Off

1. Summon Siri and say "turn on Voice Control"
2. Summon Siri and say "Turn off voice control"

3. Add Voice Control to Accessibility Shortcuts by going to settings > accessibility> Accessibility Shortcut, then tap Voice Control.

Learn Voice Control Commands

1. When Voice Control is turned on, you can say commands such as the following:
   a. "Open Control Center"
   b. "Go Home"
   c. "Tap *item name*"
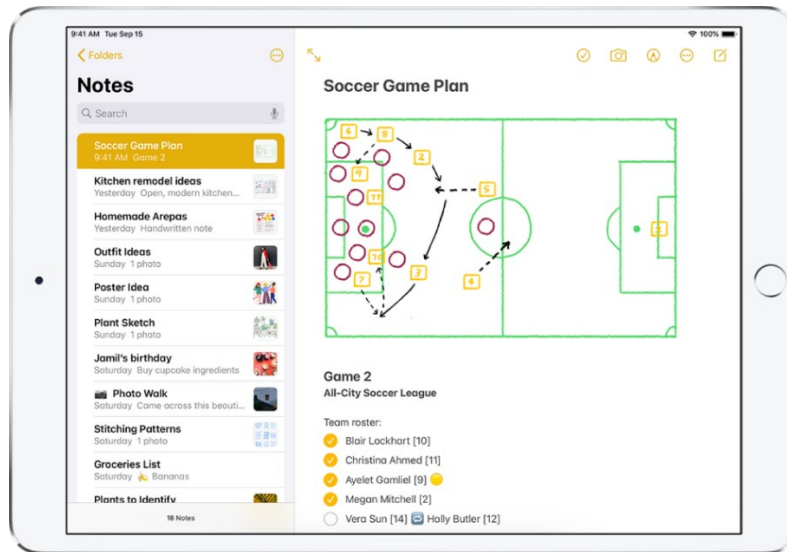   d. "Open *app name*"
   e. "Take screenshot"
   f. "Turn up volume"

Specific Apps

Notes

How to Take Notes on iPad

1. Locate the Notes app
2. Press the Notes app
3. **Ask Siri.** Say something like: "Create a new note."
   a. **OR** Tap
4. Then enter your text
   a. The first line of the note becomes the note's title
5. To change the formatting, tap Aa.
6. To save the note, tap 'Done'.

How to Draw or Write in Notes on iPad

1. Locate the Notes app

2. Press the Notes app

3. Create a new note or open an existing note document

4. Start drawing or writing in the note with Apple Pencil. Or to draw or write with your finger, tap

5. Then do any of the following:
   a. Change color or tools using the bar at the bottom of the screen.
   b. Transcribe your handwriting to typed text as you write with an Apple Pencil: Tap the

      Handwriting tool , then begin writing.

How to Add or Edit a Table in a Notes Document
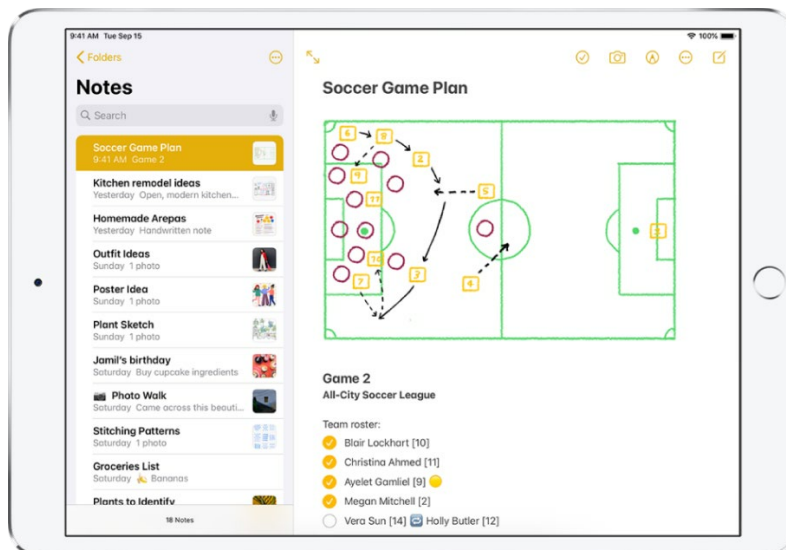
1. Locate the Notes app

2. Press the Notes app

3. In a note, tap , then do any of the following:

    a. To Enter text:

        i. Tap a cell, then enter your text.

    b. To Move to the next cell:

        i. Tap 'tab' (on keyboard) or 'Next' (iPad screen keyboard). When you reach the last cell, tap next to start a new row.

    c. Format a row or column:

        i. Tap a row or column selection handle, then choose a style, such as bold, italic, underline, or strikethrough.

    d. Add or delete a row or column:

        i. Tap a row or column selection handle, then choose to add or delete.

    e. Move a row or column:

        i. Touch and hold a row or column selection handle, then drag it to a new position.

    f. See more columns:

i. If the table becomes wider than your screen, swipe right or left on the table to see all the columns

4. To remove the table and convert its contents to text, tap a cell in the table, tap ⊞, then tap Convert to Text.

How to Add a Checklist to Notes Document
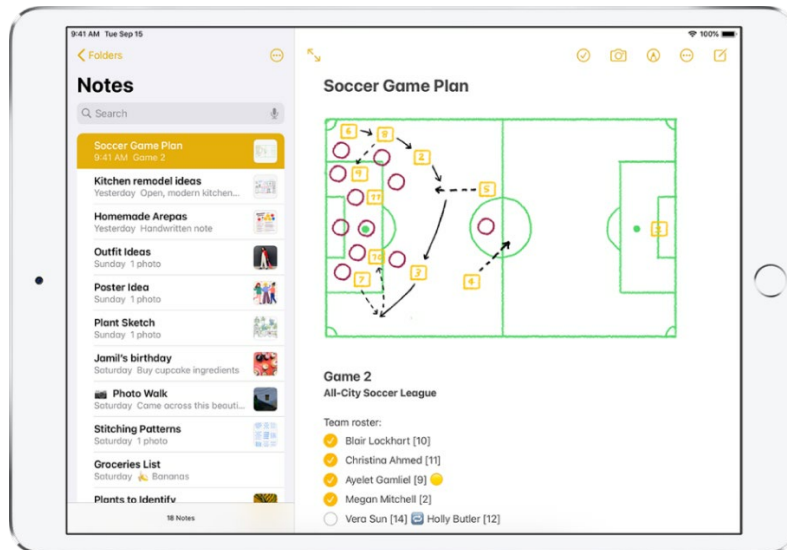
1.

1. Locate the Notes app

2. Press the Notes app

3. In a note, tap ✓, then do any of the following:
   a. Add items to the list: Enter text, then tap return to enter the next item.
   b. Increase or decrease the indentation: Swipe right or left on the item.
   c. Mark an item as completed: Tap the empty circle next to the item to add a checkmark.
   d. Reorder an item: Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.

Scanning Documents in Notes

1. Open the Notes App
2. Create a new note
    a. Tap on the little square with a pencil on the upper right corner of the screen
3. Tap on the camera symbol on the bottom right side of the screen
4. Tap on Scan Documents
5. Gather the documents you want to scan
6. Take a picture of the document
    a. Point the camera of the iPad at the document (the whole page must be shown on the screen)
    b. Click on the white circle on the right side of the screen
7. Adjust the borders (if needed)
    a. Use the white little circles on the corner of the document to adjust
8. Press Keep Scan on bottom right of the screen if the document looks alright or press Retake on the bottom left of the screen if you want to try again
9. Repeat the process from Step 6 if you want to scan more than one page
10. Press save on bottom right of the screen once you are done

Using Mark Up on Scanned Document in Notes

1. Tap on the image of the scanned document and hold
2. Tap on Share
3. Tap on Markup
   a. The scan should open, and a tool bar should appear
   b. You can use your finger, or apple pencil
4. Included in the tool bar
   a. a pencil
   b. a highlighter
   c. a crayon
   d. an eraser
   e. a pointer
   f. a ruler
   g. Add Signature
   h. Add text
   i. Magnifier
5. Tap on the tool you want to use
   a. Double tap the tools to change the width and the darkness of the color
6. Changing the color of the tools
   a. Tap on the color you want (right side of the toolbox there are six circles with different colors)
      i. The sixth circle is multi-color, tap on it to see all the colors offered
7. Adding Text
   a. Tap on the circle with the plus sign towards the right side of the bar
   b. Tap on Text
   c. When the Text box appears, tap on it and select edit
   d. Type the text
      i. Tap screen when you are finished typing
      ii. To change Color: click on one of the six circles on the bottom right of the screen
      iii. To change font or size: tap on the circle with the two capital A on the bottom left side of the screen
         * Click on one of the three fonts available
         * To increase/decrease size move the bar
         * Position of test: tap on the lines under the size bar

    e. Tap on the arrow pointing left to undo and the arrow pointing right to redo on the bottom left of screen

    f. Hold the text box with your finger and drag it where you want to position it on the screen

    g. To delete text: tap the text box and tap on delete

8. Adding Signature

    a. Tap on the circle with the plus sigh towards the right side of the bar

    b. Tap on Signature

       i. Sign your name in the box using finger

       ii. Click on Done

    c. To move Signature

       i. Drag the signature with your finger

    d. To increase/ decrease the size

       i. Use your finger to drag one of the four blue circles on the corner of the signature

    e. To delete signature

       i. Tap on the signature and press delete

9. Using the Magnifier

    a. Tap on the circle with the plus sign towards the right side of the bar

    b. Tap on Magnifier

       i. To increase/decrease the size of magnifier

            * Use your finger and drag the blue circle on the edge of the magnifier

       ii. To increase/decrease resolution of the text

            * Use your finger and drag the green circle on the edge of the magnifier counterclockwise or clockwise

       iii. To delete: tap on the magnifier and press delete

10. To add square, circle, chat box, or arrow

    a. Tap on the circle with the plus sigh towards the right side of the bar

    b. Tap on the symbol under the word magnifier that you want to add

    c. To delete: Tap on symbol and press delete

11. To save document with Markup included

    a. Tap on Done on upper left side of screen

    b. Tap on Save File To

    c. Select the location where you want to save the document

    d. Press save

How to Lock Your Notes on iPad

In the Notes app 📒, you can lock notes with a password to protect your sensitive information.

Set up your Notes password

1. Find and Open the Settings app
2. Find the 'Notes' tab
3. Then navigate to 'password' in the 'Notes' tab

Camera

# How to Take Photos with Your iPad Camera

Take a Photo

1. Tape on the camera icon ( ) on the home screen or swipe left on the lock screen to open camera in photo mode
2. Tap the Shutter button or press either volume button to take the photo

Zoom in or out

1. Open the camera
2. Pinch the screen to zoom in or out

Take a Panorama Photo

1. Open the camera
2. Choose Pano mode
3. Then tap the shutter button
4. Pan slowly in the direction of the arrow, keeping it on the center line
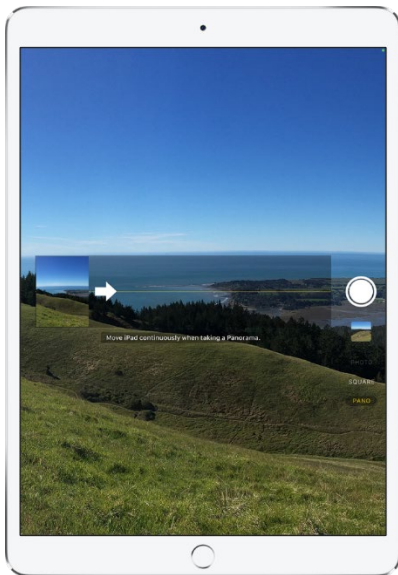
   a.
5. To finish, tap the Shutter button again

Take a selfie

1. Switch to the front camera by tapping or (depending on your model)
2. Hold your iPad in front of you
3. Tap the Shutter button or press either volume button to take the shot

How to Take Videos with Your iPad Camera

Record a Video

1. Open the camera app
2. Choose video mode
3. Tap the record button or press either volume button to start recording
   a. Pinch the screen to zoom in and out, if necessary
4. Tap the record button or press either volume button to stop recording

Record a Slow-Motion Video

1. Choose slo-mo mode
2. Tap the record button or press either volume button to start and stop recording,
   a. To set a portion of the video to play in slow motion and the rest at regular speed, ta the video thumbnail, then tap Edit. Slide the vertical bars below the frame viewer to define the section you want to play back in slow motion.

Capture a Time-Lapse Video

1. Choose Time-lapse mode
2. Set up your iPad where you want to capture a sunset, traffic flowing, or other experience over a period of time
3. Tap the record button to start recording; tap it again to stop recording.

How to Scan a QR Code with the iPad Camera

1. Open the Camera app
2. Position the iPad so that the code appears on the screen
3. Tap the notification that appears on the screen to go to the relevant website or app

Photos

How to View Photos and Videos on iPad

1. Locate the Photos app
2. Open the app by pressing it
3. View your photos and videos organized by years, months, days, and all photos in your photo library by pressing the desired sorting on the top bar.
4. Swipe from the left edge of the screen, tap   , to open the sidebar and find photos organized by different categories.

Viewing Individual Photos

Swipe to browse through your photos.

Tap a thumbnail to view a photo.

Tap a photo thumbnail to view it in full screen, then do any of the following:

1. Zoom in or out: Double-tap or pinch out to zoom in—while zoomed in, drag to see other parts of the photo; double-tap or pinch closed to zoom out.

2. *Share:* Tap   , then choose how you want to share.

3. *Add to favorites:* Tap   to add the photo to your Favorites album.

How to Play a Live Photo

A Live Photo   , is a moving image that captures the moments just before and after a picture is taken

1. Open a Live Photo
2. Touch and hold the photo to play it

Photo Booth

# How to Take Photos in Photo Booth on iPad

Use the Photo Booth app **to take selfies and photos with fun effects.**

1. Locate the Photo Booth app
2. Press the app to open
3. Aim iPad at your subject to frame your shot.
4. Tap the tile of the effect you want to capture, then do any of the following:
   a. Switch between the front and rear-facing cameras: Tap at the bottom of the screen to do so.
   b. Change the effect: Tap at the bottom left of the screen.
   c. With some effects, you can drag your finger across the screen, or pinch, swipe, or rotate the image to alter the appearance.
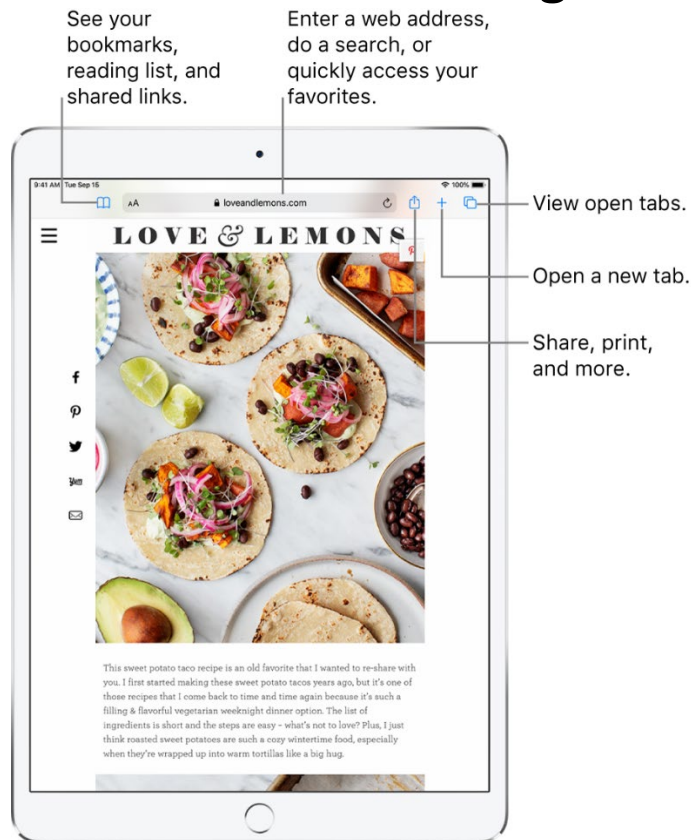5. Tap the shutter button to take the shot

Safari

How to Search the Web on Safari
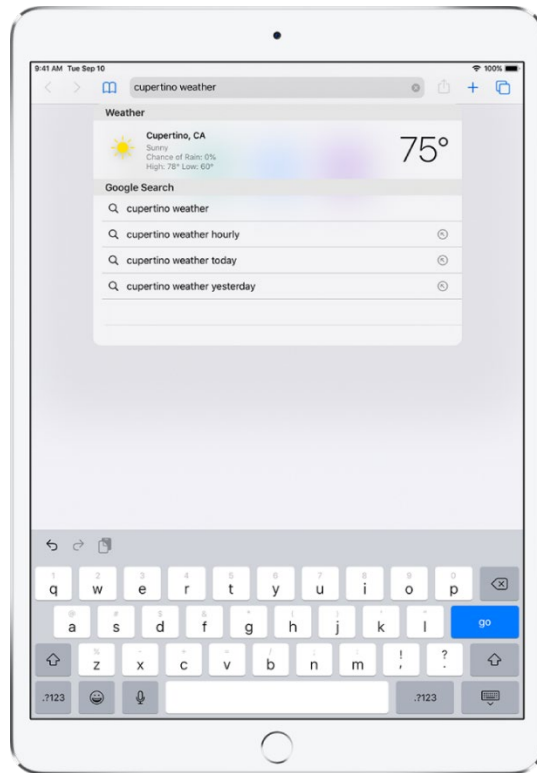
1. Locate and open the Safari app
2. Enter a search term, phrase, or URL in the search field at the top of the page.
3. Tap a search suggestion or tap Go (or enter) on the keyboard to search for exactly what you typed.

How to Browse the Web Using Safari on iPad

See your bookmarks, reading list, and shared links.

Enter a web address, do a search, or quickly access your favorites.

View open tabs.

Open a new tab.

Share, print, and more.

Opening the Safari App:

1. Locate the Safari app
2. Open the app by pressing it

View Websites with Safari:

1. Get back to the top: Double tap the top edge of the screen to quickly return to the top of a long page.
2. See more of the page: Turn iPad to landscape orientation
3. Refresh the page: Tap ↻ next to the address in the search field.
4. Share links: Tap 📤

Change text size, display, and website settings:

1. To open the View menu, tap AA on the left side of the search field, then do any of the following:
   a. Change the font size: Ta the large A to increase the font size or tap the small A to decrease it.

     b. View the webpage without ads or navigation menus: Tap Show Reader View (if available)

     c. Hide the search field: Tap Hide Toolbar

     d. View the mobile version of the webpage: Tap Request Mobile Website (if available)

     e. Set display and privacy controls for each time you visit this website: Tap Website Settings

View Two Pages side-by-side in Split View

1. Open a blank page in Split View: Touch and hold , then tap Open New Window
2. Open a link in Split View: Touch and hold the link, then tap Open in New Window
3. Move a window to the other side of split view: Touch and hold the top of the window, then drag left or right
4. Close tabs in split view window: Touch and hold
5. Leave split view: Drag the divider of the window you want to close.