



iPad User Guide 2021

Contents

How to turn on your iPad.....	3
How to turn off your iPad	3
Wake your iPad.....	4
Unlock your iPad with Touch ID	4
Unlock iPad with a passcode.....	5
Recognise your Icons	7
Default Apps	7
Common Buttons.....	8
Adjust text size.....	9
Connect iPad to a Wi-Fi network	10
Adjust the volume on your iPad.....	11
Connect your Apple ID to your iPad, recover/change your Apple ID password.	11
Sign in with your Apple ID.....	11
Recover your Apple ID Password	11
Change your Apple ID password	12
Get apps in the App Store on your iPad.....	12
Email	14
Setup an email account.	14
Open the Mail app.	14
Compose and send a new email.	15
Check for new email.	16
Delete Emails	16
View Junk Email	16
Dealing with Attachments	16
How to logon and use Zoom	17
How to logon and use Skype.....	18

How to logon and use FaceTime	19
Make a FaceTime Call	19
Receive a FaceTime call	20
How to use Apple TV	21
Buy, rent, stream, or download shows and movies.....	21
Control playback in the Apple TV app.....	22
Get your free year of Apple TV+	23
Update your iPad and your Apps	24
Update IOS on your iPad.....	24
Update your Apps	24
Take a screenshot or screen recording on your iPad	25
Take a screenshot	25
Create a screen recording.....	26
Take photos with your iPad camera.....	26
Share your photos.....	27
Order your groceries with your iPad.....	28
Register with Tesco	28
Order with Tesco.....	28
Register with Ocado (M&S use this)	29
Order with Ocado	30
Search the Internet	31
Using Tabs.....	31
Recognising when a website is secure	32
Closing or killing a running app.....	32
Using Siri	33
Set up Siri	33
Summon Siri with your voice	34
Summon Siri with a button	34

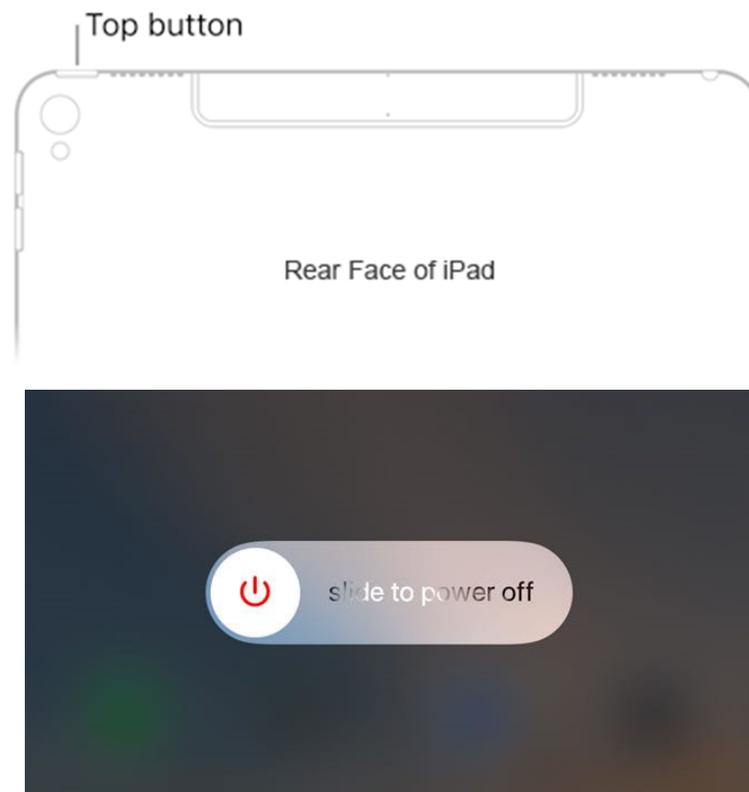
How to turn on your iPad

Press and hold the top button until the Apple logo appears.



How to turn off your iPad

Press and hold the top button until the slider appears. Once the slider appears slide it to the right and your iPad will shut down.



How to wake and unlock your iPad

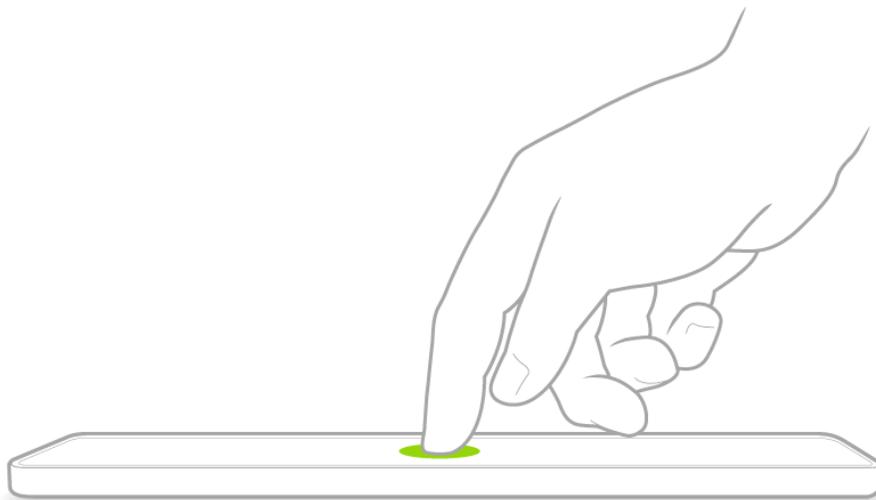
Your iPad turns off the display to save power, locks for security, and goes to sleep when you are not using it. You can quickly wake and unlock iPad when you want to use it again.

Wake your iPad.

To wake iPad, either press the top button.

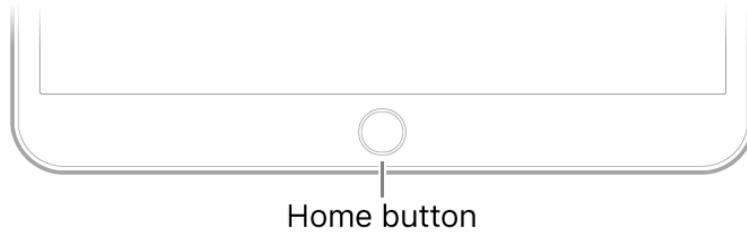


Or tap the screen depending on your model of iPad.



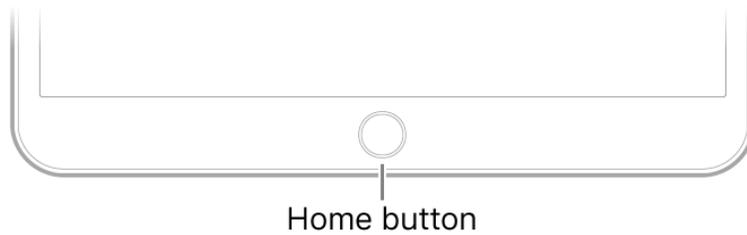
Unlock your iPad with Touch ID

If you set up Touch ID when you set up iPad press the Home button using the finger you registered with Touch ID

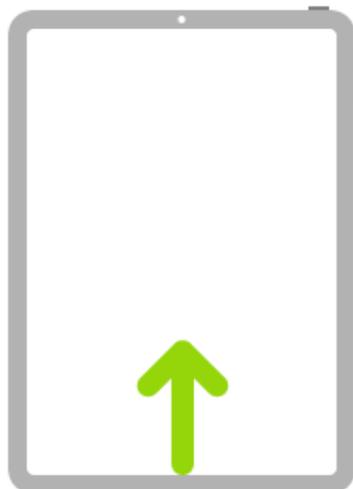


Unlock iPad with a passcode

Press the Home button if you have an iPad with a Home button



or swipe up from the bottom of the Lock Screen on newer iPad models and enter your passcode



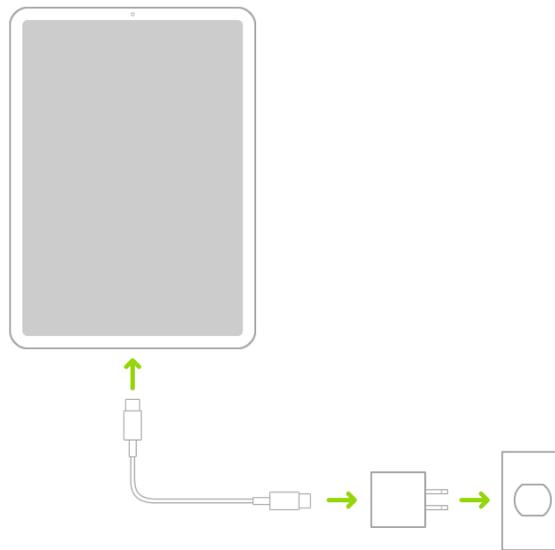
How to charge the battery on your iPad

Using the supplied power adaptor and cable, connect the larger rectangle end of the cable to the supplied adaptor.



Plug the smaller end of the cable into the bottom of the iPad. (the connector can plug in either way round)

Plug the power adaptor into a wall socket and switch it on.



The iPad will display the charging icon in the top right of the screen when charging.



If the battery is very low, it can take 10mins before the charging indicator will display.

Recognise your Icons

Default Apps

Here is a list of the icons for the default apps on your iPad.

	Settings
	Safari Web Browser
	App Store
	Mail App
	Messages App (iMessage)
	Face Time
	Camera
	Photos
	Files
	Music
	News
	Notes
	Reminders
	Apple TV
	Contacts
	Calendar
	Maps
	Clock / World Time (alarms)
	Books

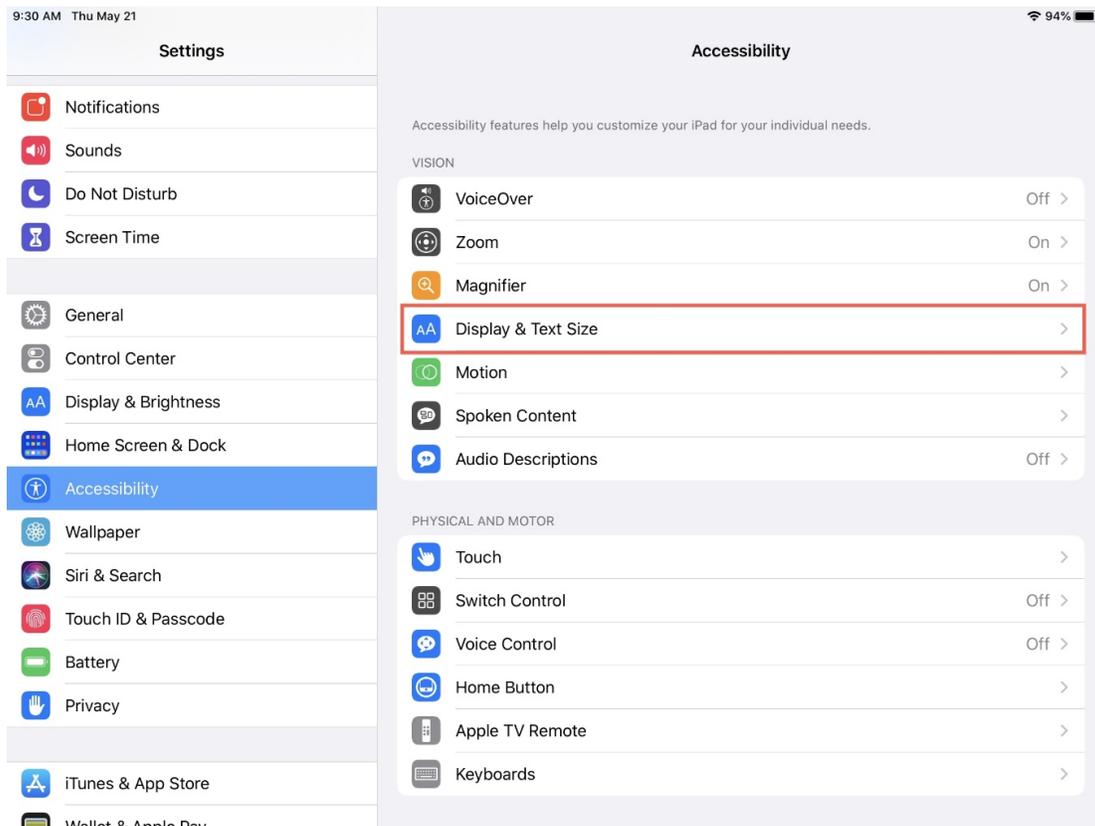
Common Buttons

Here is a list of the most common buttons that will appear on your iPad

	Add
	Action / Share
	View Tabs
	Refresh / Reload
	Adjust font size
	Downloads
	AirDrop – Transfer files/pictures to nearby Apple Devices
	Edit / Markup / Annotate
	Undo
	Download Item Already Owned
	Add Item to list
	Video Call
	Phone Call
	Delete Item
	New Document/Email
	Reply (Email)
	Send
	Move to Trash / Delete
	Move to Folder
	Find current location

Adjust text size

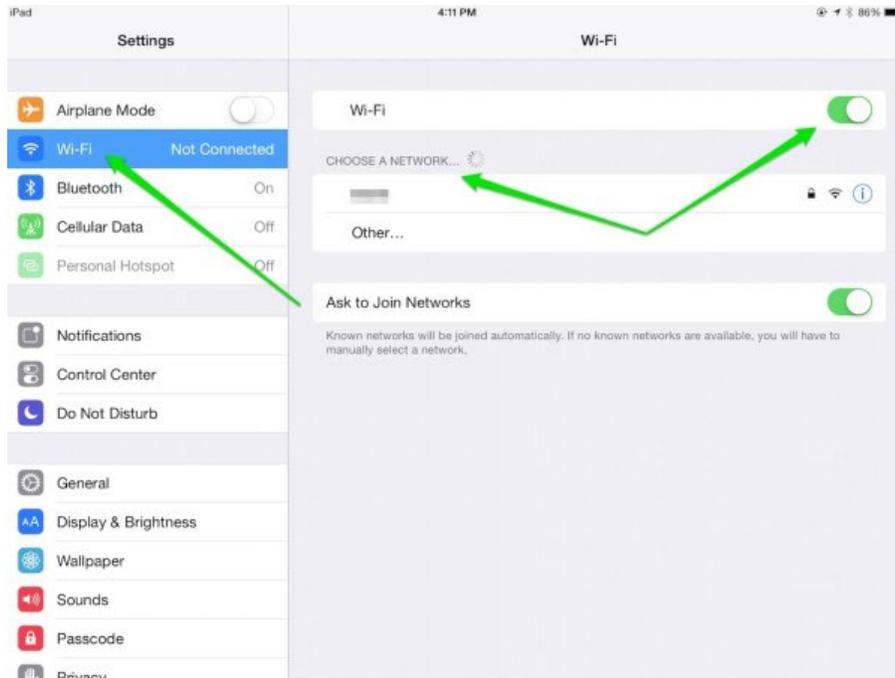
To adjust the size of the text on your iPad, Tap settings  , then Accessibility then Display & text Size



From here tap on Larger Text in the right-hand pane and switch on Larger Accessibility Sizes (switch should be green when enabled). From here you can drag the slider at the bottom of the screen to adjust the text size to the preferred level. It should be noted that not all apps support this function.

Connect iPad to a Wi-Fi network

Unlock your iPad and from the home screen, tap the “Settings” icon  Then tap Wi-Fi and turn on Wi-Fi.



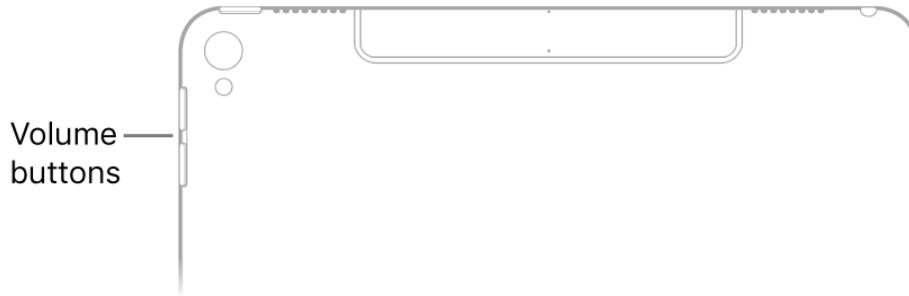
It can take up to 10 seconds for your iPad to discover nearby networks.

Select your chosen wireless network and enter your password. If the Wi-Fi icon appears at the top of the screen, iPad is connected to a Wi-Fi network. (To verify this, open Safari to view a webpage.) iPad reconnects when you return to the same location.



Adjust the volume on your iPad

You can use the Volume buttons on the side of iPad to adjust the volume of songs and other media, alerts, and sound effects. The top button will increase the volume and the bottom button will decrease the volume. Whilst the volume is being adjusted a slider will show on the display indicating the current volume level.



You can also use Siri to turn the volume up or down. Ask Siri. Say something like: “Turn up the volume” or “Turn down the volume.”

To quickly mute all sounds, you can press and hold the volume down button.

Connect your Apple ID to your iPad, recover/change your Apple ID password.

Your Apple ID is the account you use to access Apple services such as the App Store, the iTunes Store, Apple Books, Apple Music, FaceTime, iCloud, iMessage, and more.

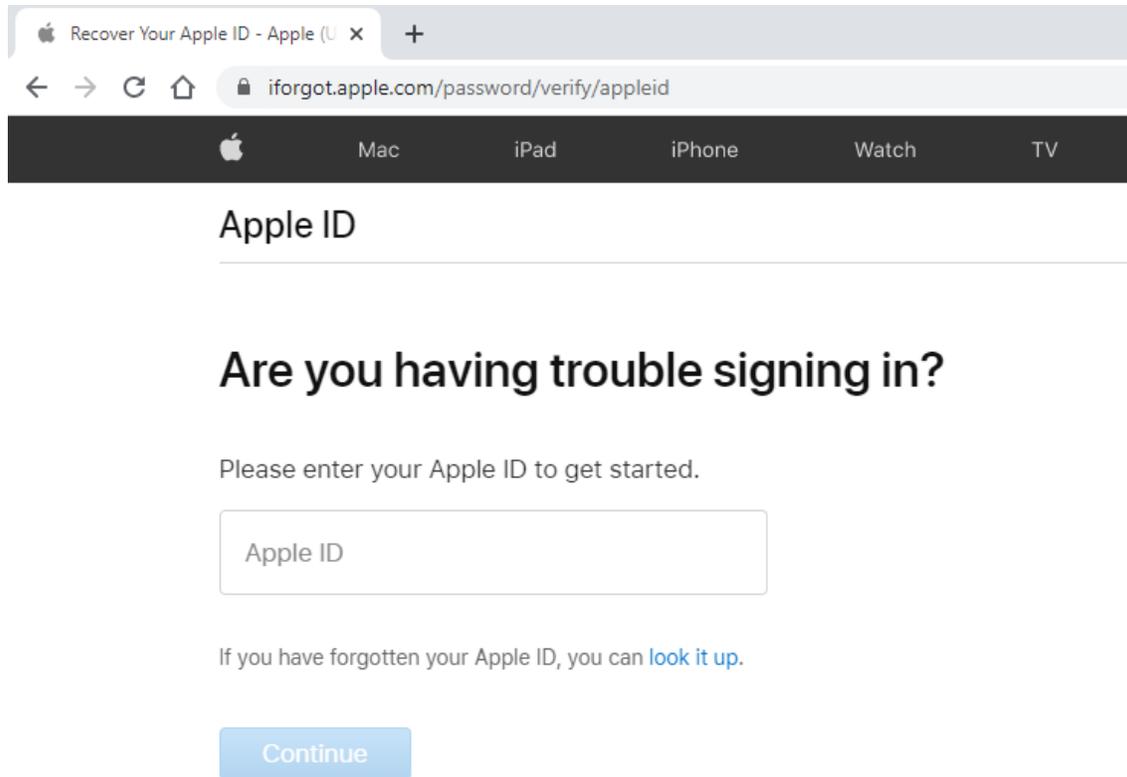
Sign in with your Apple ID.

Go to Settings  and tap Sign into your iPad. Enter your Apple ID and password. If you do not have an Apple ID, you can create one at this point. Just follow the onscreen instructions. If you have protected your account with two-factor authentication you will have to enter the six-digit verification code.

Recover your Apple ID Password

From the main home screen on your iPad tap the Safari browser icon. 

Enter <https://iforgot.apple.com> in the address bar and follow the on-screen instructions. See the image below.



Change your Apple ID password

Go to Settings  and tap your name. On the right-hand pane select Password & Security and then tap Change Password. At this point you will have to either enter the device passcode or your current password. You will then be prompted to enter your new password and confirm the new password by entering it again.

Get apps in the App Store on your iPad.



In the App Store app you can discover new apps, read featured stories, and learn tips and tricks. Launch the App Store app from the home screen.



Tap the “search” icon on the bottom right of the screen and enter what you are looking for, then tap Search on the keyboard. Once you have selected the app you want either tap the price or If the app is free, tap Get.

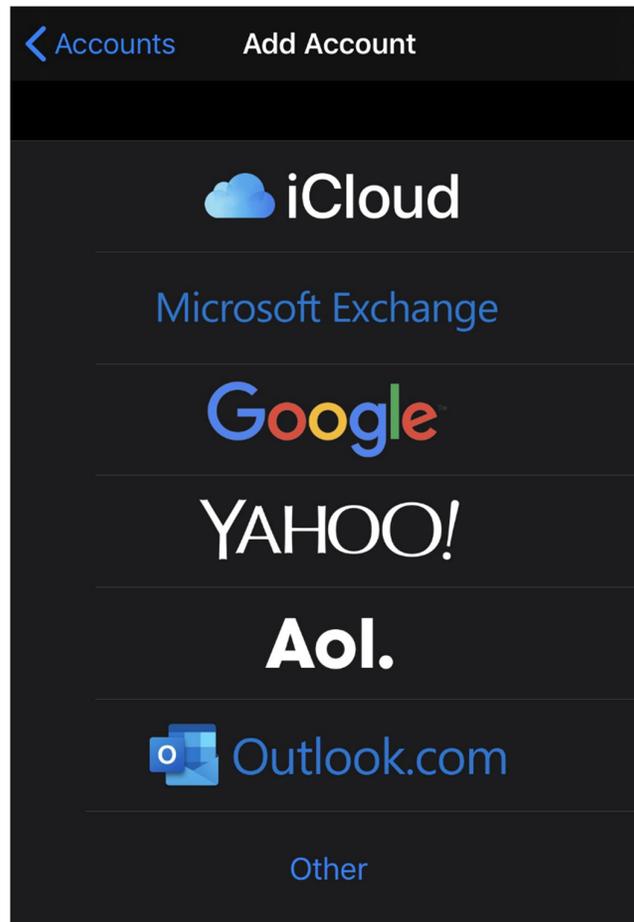
If you see the  download button instead of a price, you already purchased the app, and you can download it again without a charge. If required, you may have to authenticate your Apple ID with your passcode to complete your purchase.

While the app is downloading, its icon appears on the Home Screen with a progress indicator.

Email

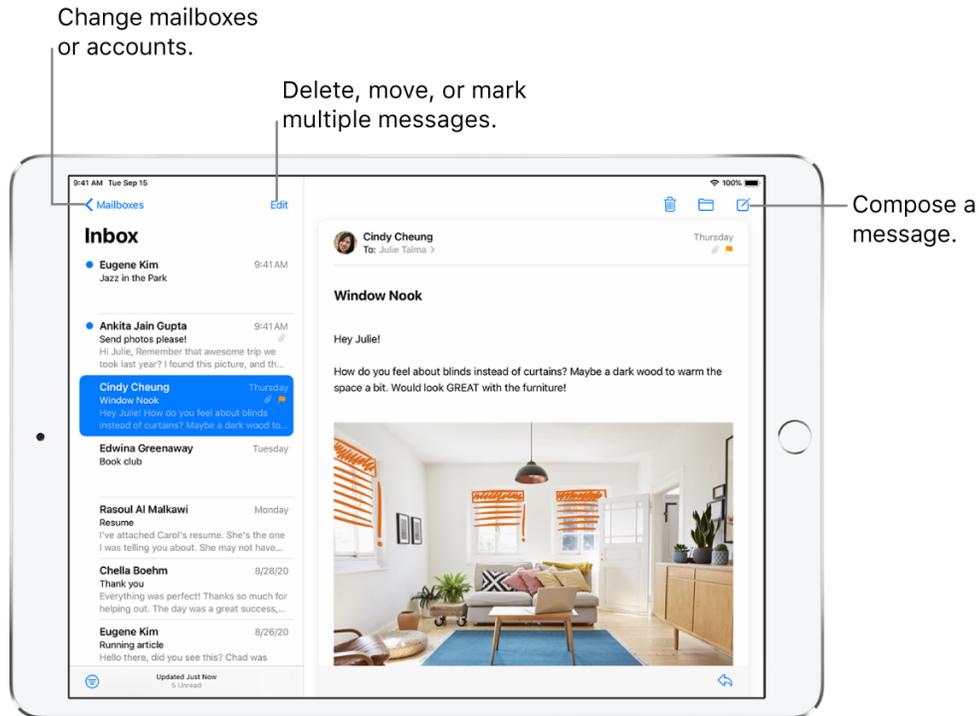
Setup an email account.

Unlock your iPad and from the home screen, tap the “Settings” icon  and then scroll down until you reach the mail icon . Tap the mail icon and on the right-hand pane you will see the option to add an account. Tap “Add Account” and select the type of account that you have and enter the account details.



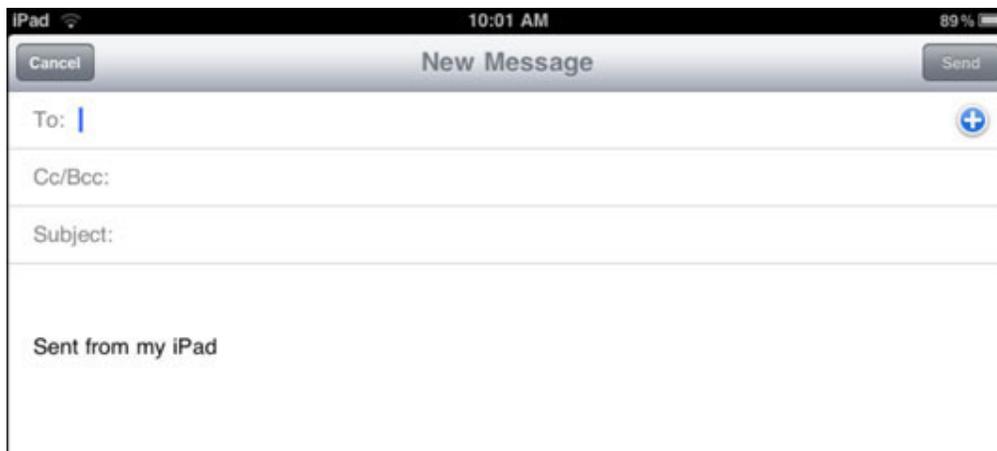
Open the Mail app.

Unlock your iPad and from the home screen, tap the “Mail” icon  You will be presented with a screen that looks like the one below.



Compose and send a new email.

Tap the  icon to compose a new message. Tap the “To:” section and enter the name of the person you wish to send the email to.

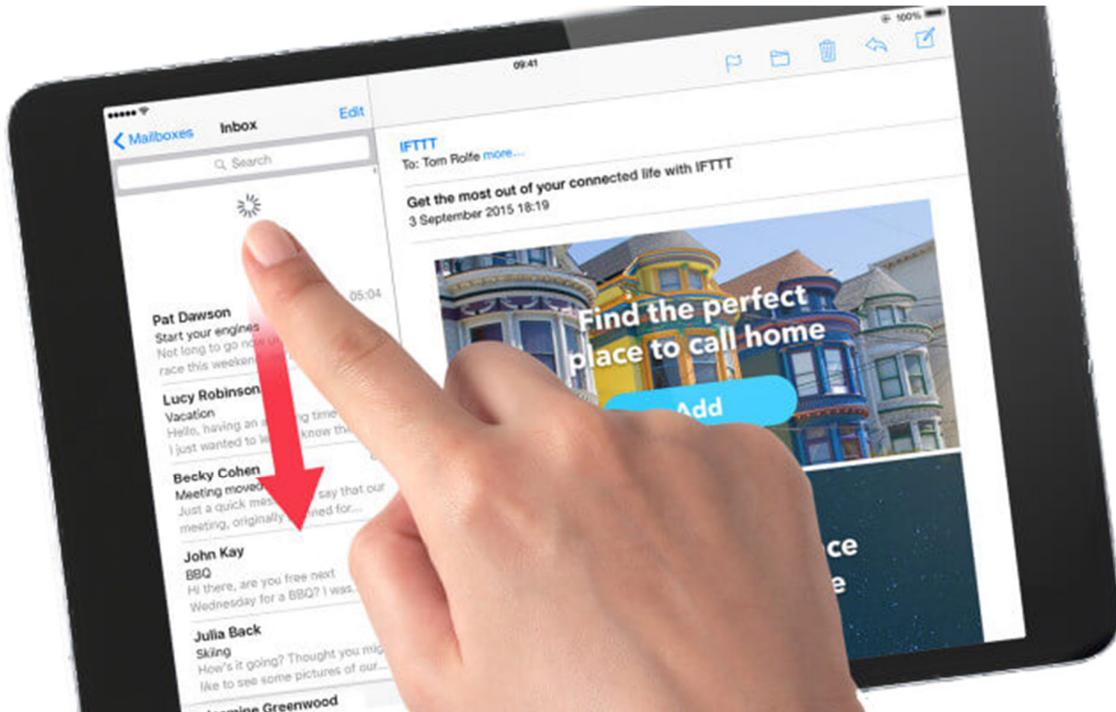


Now tap the “Subject:” section and enter the subject of your email. You are now ready to compose your email by entering your message in the box below.

If you want to change how your text looks tap the  icon to change the formatting. You can change the font style, change the colour of text, use a bold or italic style, add a bulleted or numbered list, and more. Once you are happy with how your email looks tap the send  icon to send your email.

Check for new email.

Swipe down from under the search box in the side bar till you see a spinning icon. Any new emails will be added to your inbox.



Delete Emails

Tap on the email and then tap on the trashcan  icon. Your email will be moved to the deleted items folder.

View Junk Email

Tap on the panel  icon at the top left to reveal the folders page. Tap on the junk  icon to reveal all emails that the mail system has marked as junk.

Dealing with Attachments

Preview an attachment

Tap and hold an attachment to preview it and see a list of actions you can perform.

Save a photo or video attachment to Photos

Tap and hold the photo or video
Tap Add to Photos.

Open an attachment with another app

Tap and hold the attachment until a menu appears.

Tap 

Tap the app you want to use to open the attachment.

Note: Some attachments automatically show a banner with buttons you can use to open other apps.

How to logon and use Zoom

Download the Zoom app from the app store as previously shown. Search for “ZOOM Cloud Meetings” in the App store and get the app.

Once installed tap the Zoom  icon and and click Join a Meeting to join a meeting without signing in. If you want to log in to start or schedule your own meeting, tap Sign In.



To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, tap Sign Up. If you have a Zoom account but cannot remember your password, tap Forgot Password.

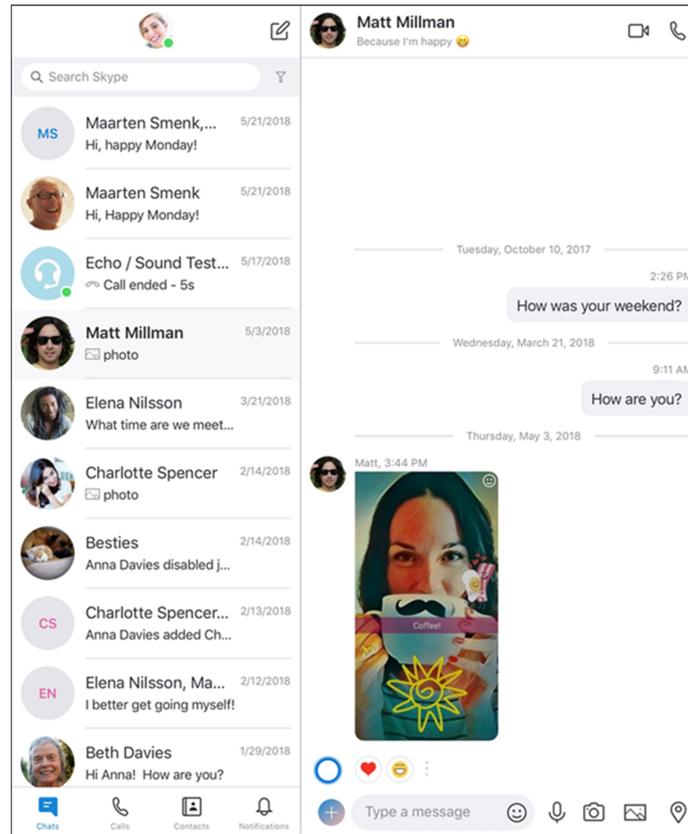
After signing in, tap Meet & Chat for these meeting features:

- New Meeting : Start an instant meeting using your Personal Meeting ID or a new meeting ID. Tap on Participants, Tap Invite or alternatively give the other Participants the meeting ID via another method such as email.
- Join : Join a meeting using the meeting ID.
- Schedule : Schedule a one-time or recurring meeting.
- Share Screen : Enter a sharing key or meeting ID to share your device screen to a Zoom Room.
- Call a Room : Call a H.323 or SIP device and begin a meeting with that device. This requires an additional add-on for the account and the H.323/SIP device's IP address or URI.
- Starred: View and start a chat with your starred contacts and channels.
- Tap your name to use your personal chat space.
- Other contacts and chat channels will follow.

How to logon and use Skype

Download the Zoom app from the app store as previously shown. Search for “Skype for iPad” in the App store and get the app.

Once installed tap the Skype  icon and login with your skype account. If you do not have one tap to sign up.



Calling Skype contacts on Skype is always free - but to call a mobile phone or landline through Skype requires Skype Credit or a subscription.

To make a call find the person you want from your contacts  list and then select the audio  call button or video  call button. At the end of a call, select the end call button  to hang up.

How to logon and use FaceTime

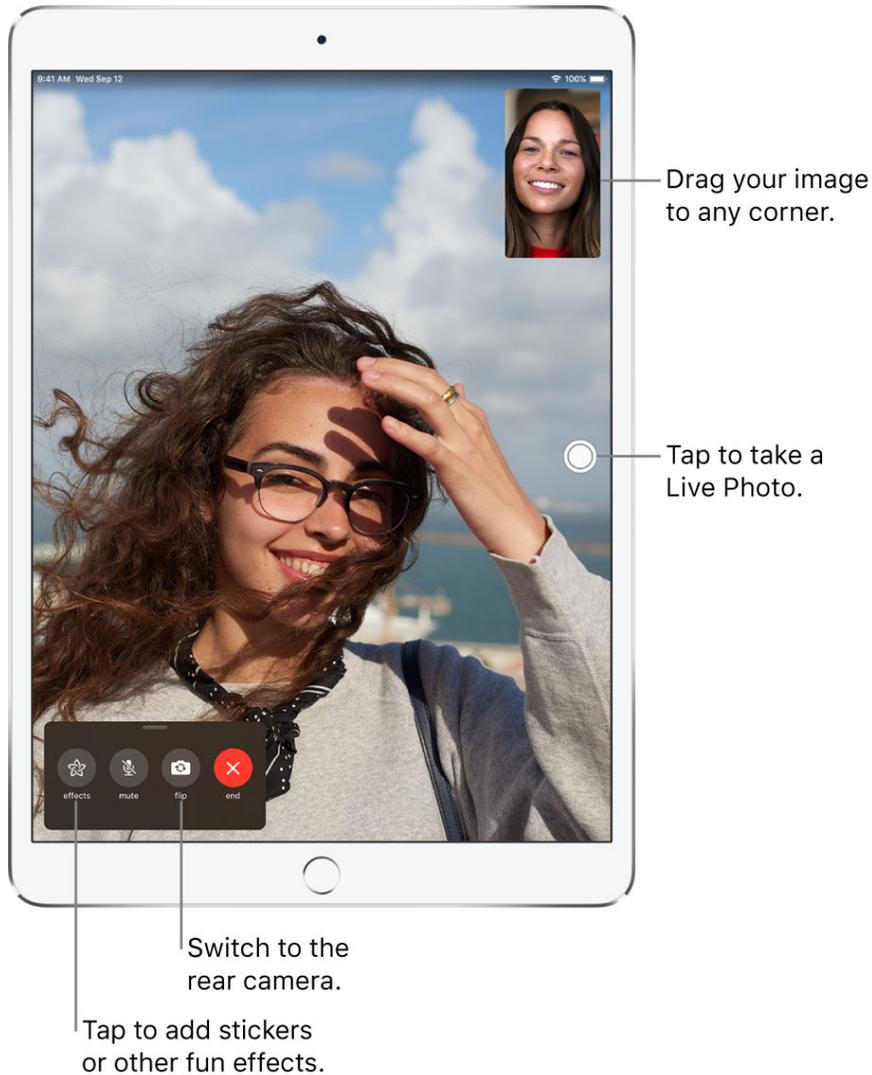
In the FaceTime app , you can make video or audio calls to friends and family, whether they’re using an iPhone, iPad, iPod touch, or a Mac. With the front camera, you can talk face-to-face; switch to the rear camera to share what you see around you.

Unlock your iPad and from the home screen, tap the “Settings” icon  and then scroll down until you reach the FaceTime  icon and turn on FaceTime.

Make a FaceTime Call

Now return to the home screen and hit the FaceTime  icon. Once launched you tap the + icon at the top of the left-hand pane. Type the name or number

you want to call in the entry field at the top, then tap Video  to make a video call or tap Audio  to make a FaceTime audio call.

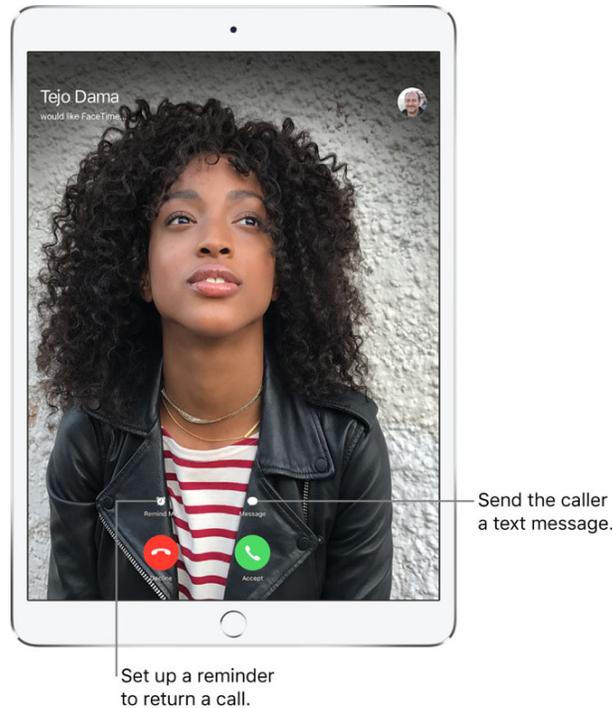


During the video call you can use the actions noted above.

Receive a FaceTime call

When a FaceTime call comes in, tap any of the following:

- *Accept:* Take the call.
- *Decline:* Decline the call.
- *Remind Me:* Set a reminder to call back.
- *Message:* Send a text message to the caller.



How to use Apple TV

With the Apple TV app , you can watch Apple TV+ originals as well as your other favourite shows, movies, sports, and live news.

Download the Apple TV app from the app store as previously shown. Search for “Apple TV” in the App store and get the app.

Buy, rent, stream, or download shows and movies

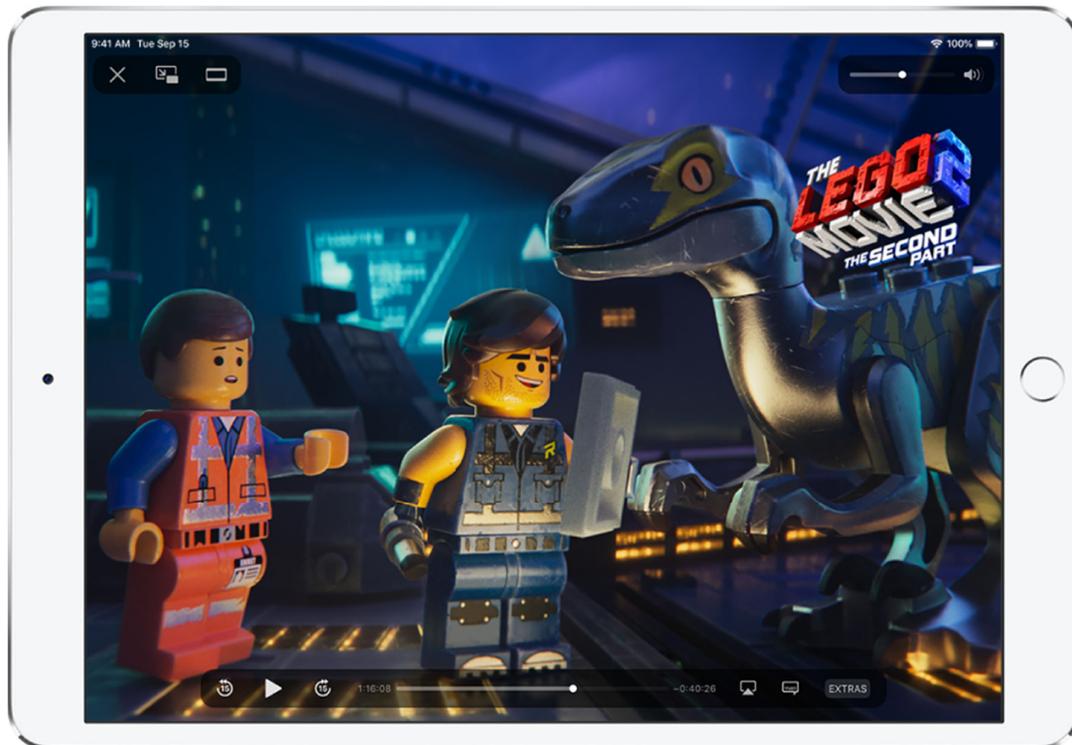
Tap any item on the screen to see its details and choose any of the following options (not all options are available for all titles):

- Watch Apple TV+ or Apple TV channels: Tap Play. If you are not a current subscriber, tap Try It Free (available for eligible Apple ID accounts) or Subscribe.
- Choose a different video app: If the title is available from multiple apps, scroll down to How To Watch, then choose an app.
- Buy or rent: Confirm your selection, then complete the payment. When you rent a movie, you have 30 days to start watching it. After you start watching the movie, you can play it as many times as you want for 48 hours, after which the rental period ends. When the rental period ends, the movie is deleted.

- **Download:** Tap the Download button. You can find the downloaded item in your Library and watch it even when iPad isn't connected to the internet.
- **Pre-order:** Review the details, then tap Pre-Order. When the pre-ordered item becomes available, your payment method is billed, and you receive an email notification. If you turned on automatic downloads, the item is automatically downloaded to your iPad.

Control playback in the Apple TV app

During playback, tap the screen to show the controls.



Control Description



Play



Pause

Control Description



Skip backward 15 seconds; touch and hold to rewind



Skip forward 15 seconds; touch and hold to fast-forward



Change the aspect ratio; if you don't see the scaling control, the video already fits the screen perfectly



[Display subtitles and closed captions](#) (if available)



[Stream the video to other devices](#)



[Multitask with Picture in Picture](#); you can continue to watch the video while you use another app



Stop playback

[Get your free year of Apple TV+](#)

Open the TV app on your iPad. If you do not get a prompt about your free year automatically, tap or click on a new Apple original show and choose “Enjoy 1 Year Free” Tap on Continue, then Confirm the free year.

Update your iPad and your Apps

Update IOS on your iPad

Unlock your iPad and from the home screen, tap the “Settings” icon  and then scroll down until you reach the “General” tab and tap it. On the right hand panel tap “Software Update”.



Tap Download & Install If an update is available. You will be prompted to enter your Pin, TouchID cannot be used here. It will now start downloading the update and it will prompt you to install now or later once it has been downloaded. The battery must be above 50% to install or be connected to the power. Your device will restart and be unusable for a short time while the update is installed. When done you will be required to use your pin to login to reenable TouchID if enabled.

Update your Apps

From the home screen tap the App Store  icon. From here tap the profile  or your profile picture in the top right and pull down to check for updates. Any updates will appear under the section “Available Updates”

Tap Update All to download all app updates or alternatively you can just tap update next to the app you wish to update. You can press the home button and the apps will continue updating in the background. It is recommended to

only do this on home Wi-Fi as some apps can be large which on MiFi could be slow and costly.

Take a screenshot or screen recording on your iPad

Take a screenshot

You can do one of the following when you want to take a screenshot:

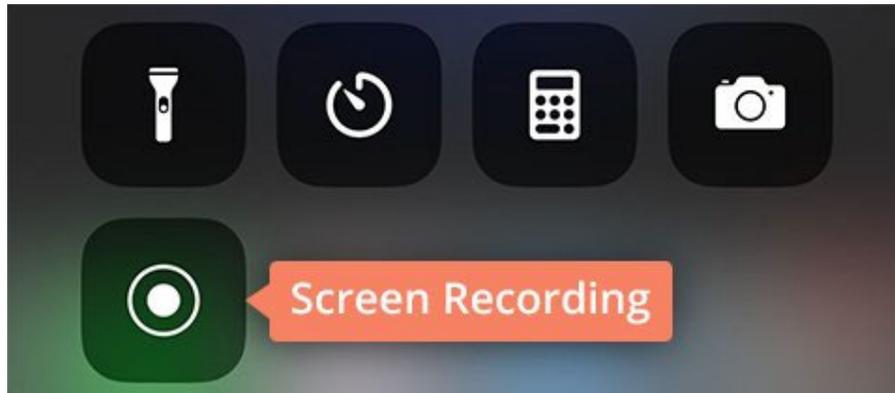
- On an iPad with a Home button: Simultaneously press and then release the top button and the Home button.
- On other iPad models: Simultaneously press and then release the top button and the volume up button.



Tap the screenshot in the lower-left corner, then tap Done. Choose Save to Photos, Save to Files, or Delete Screenshot. If you choose Save to Photos, you can view it in the Screenshots album in the Photos app, or in the All Photos album if you're using iCloud Photos.

Create a screen recording

You can create a screen recording and capture sound on your iPad. To enable this you need to tap  Settings . Then select  Control Centre and tap the Insert button next to Screen Recording. Now open Control Center (Swipe down from the top-right corner of the screen) and tap the Screen Recording button, then wait for the three-second countdown.

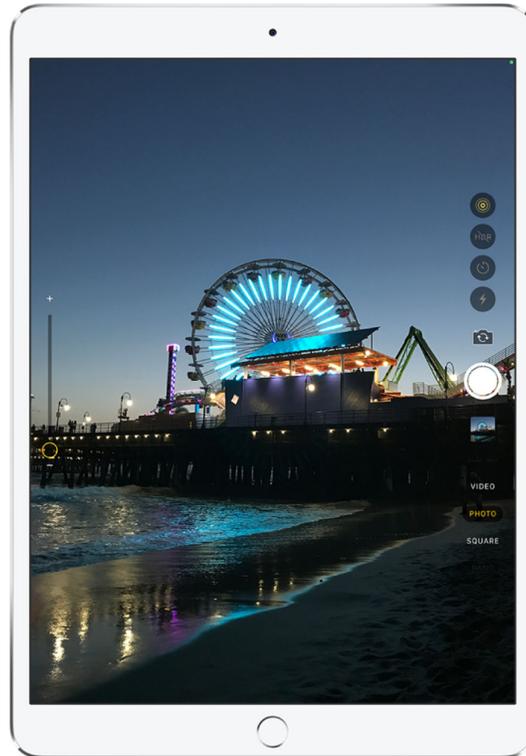


To stop recording, open Control Centre, tap the Selected Screen Recording button or the red status bar at the top of the screen, then tap Stop.

To view your recording go to Photos , then select your screen recording.

Take photos with your iPad camera

Photo is the standard mode that you see when you open Camera. Use Photo mode to take still photos. Swipe the mode selector up or down to choose a different mode, such as Video, Pano, Time-lapse, Slo-mo, and Portrait (on supported models).



Tap Camera  on the Home screen or swipe left on the Lock screen to open Camera in Photo mode.

Tap the Shutter button or press either volume button to take the photo.

You can turn the flash on or off on models that support True Tone Flash or Retina Flash. To do this tap the Flash button, then choose Auto, On, or Off.

To set a timer, stabilize your iPad and frame your shot. Tap the Timer button, then tap 3s or 10s.

Share your photos

From the Home screen tap the Photo's  App and select the image you want to share.

While viewing an image, tap the Share button  and Select an option such as AirDrop, Mail, or Messages to share your photo. If you select the mail app or messages app it will take you straight to the compose new message screen with the photo already attached. Enter the name, address, or number of the person to send it to, add any other text and send the message.

Order your groceries with your iPad

Register with Tesco

Download the Tesco app from the app store as previously shown. Search for “Tesco Groceries” in the App store and get the app.

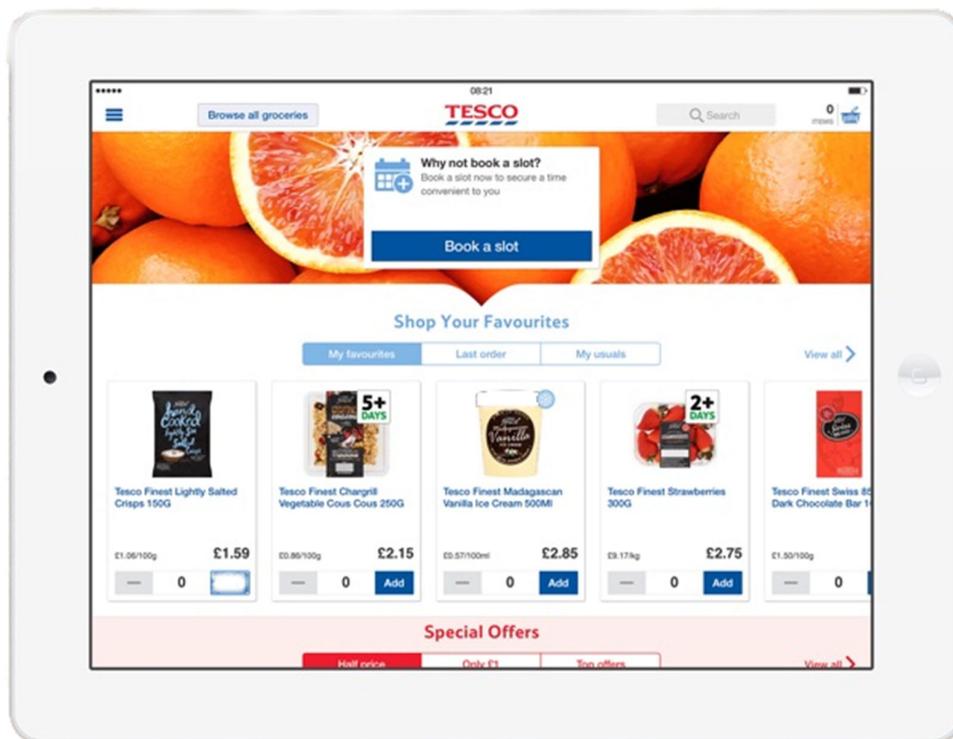
From the home screen tap the Tesco Groceries App  to open the app. Once opened tap “Register” and enter your email address. Next enter a password which meets the requirements listed and select if you have a clubcard or not. Next enter the following:

- Select title
- Enter First Name
- Enter Last Name
- Enter Phone Number
- Enter Address

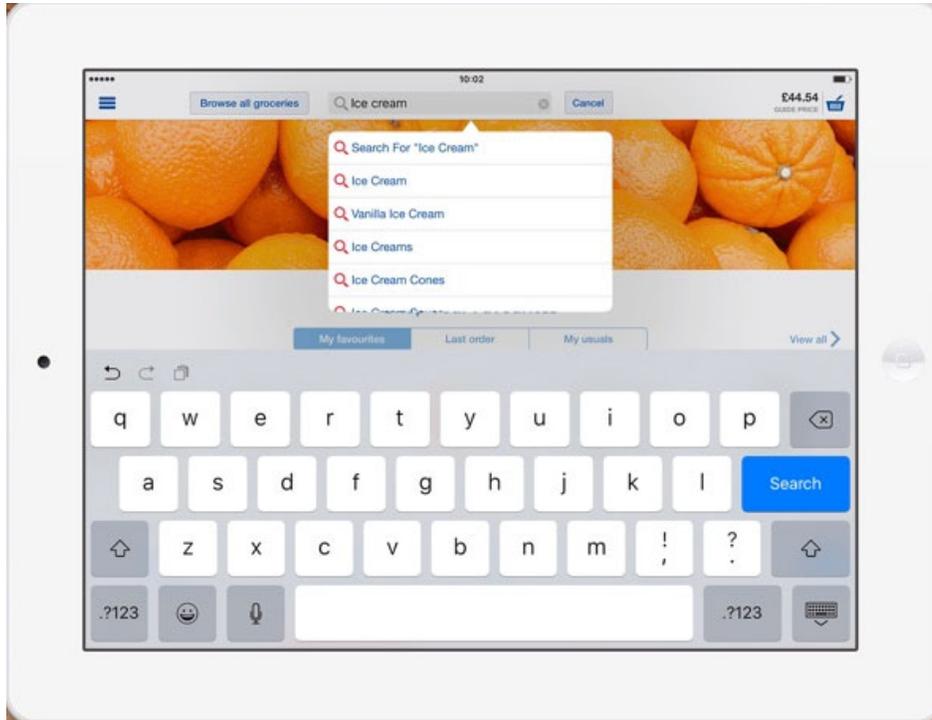
Once entered Tap Create Account to finish.

Order with Tesco

Tap Tesco Groceries App and enter your login details.



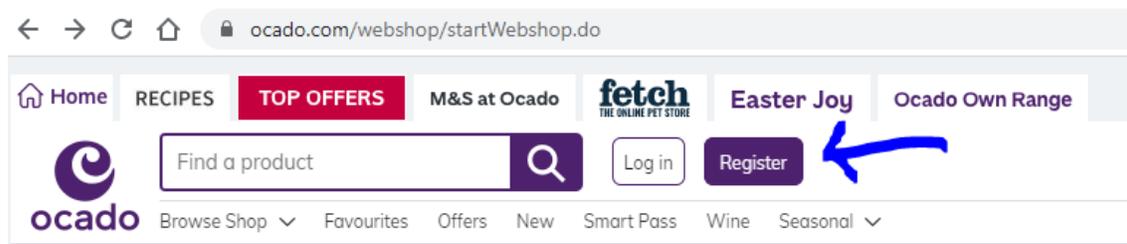
Now you can book a slot, tap home delivery, select a time slot and tap done.



Tap on the basket in the lower right when you have selected all your shopping and Tap Checkout. Tap Continue to Payment if all the details are correct and enter your payment details. You can tap save this card, if you want it to remember the card for next time and finally tap Confirm Order.

Register with Ocado (M&S use this)

From the home screen tap the Safari  internet browser app. Enter <https://ocado.com> in the address bar and Tap on Register.



On the register screen tap on the Apple  icon to register with your Apple ID.

Apple ID ▼

Use your Apple ID to sign in to 'Ocado'.

 [Forgotten your Apple ID or password? ↗](#)

Having set up 'Sign in with Apple', information about your interactions with Apple and this device may be used by Apple to help prevent fraud. [See how your data is managed...](#)

Enter the Two Factor Authentication Code if required and Tap Continue. Tap Continue again and Tap Register under New to Ocado and complete the following:

- Select your Title
- Enter Your First Name
- Enter Your Second Name
- Enter your email address
- Enter Your Post Code

Tap Register to finish.

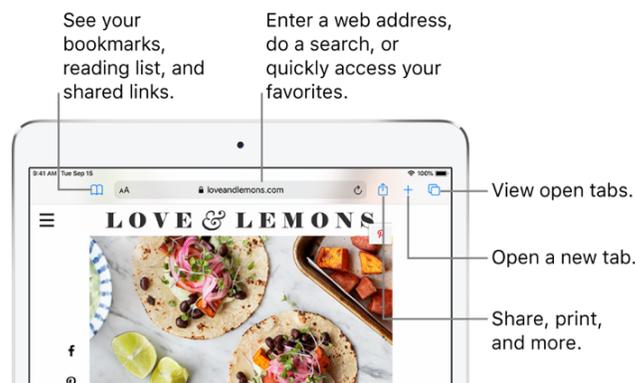
Order with Ocado

To add items to your trolley Tap Browse in the top left, Tap a Category and Tap a Sub Category, find the item that you want and Tap Add to Trolley. Repeat until you get all the items you require.

When you are done tap the trolley in the top right and Tap Book a Delivery. Now enter your contact details if prompted (first time only) and Tap Continue. Use the calendar to select a suitable delivery slot and Tap Checkout. Enter your payment details and Tap Checkout once again.

Search the Internet

From the home screen tap the Safari  internet browser app.

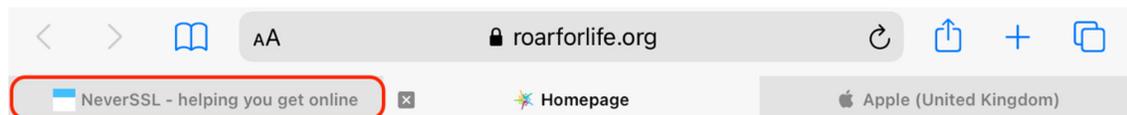


Enter a search term, phrase, or URL in the search field at the top of the page. The browser will now return the results of a Google search based on what you typed in the search bar.

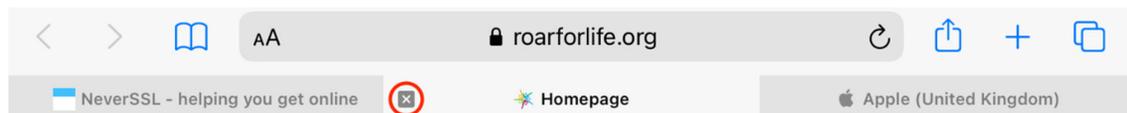
Using Tabs

In the Safari  app you can use tabs to help you navigate between multiple open webpages.

Touch and hold the link, then tap Open in New Tab. Or tap the link with two fingers. This will now open the search in a new tab leaving your initial search results on the original tab.

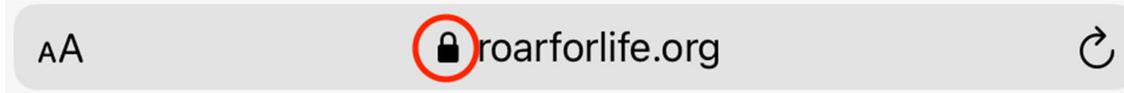


To close a Tab make the tab active and Tap the X at the left side of the tab.



Recognising when a website is secure

Before you enter any details into a web page (especially payment details) you should check that the web page is secured. In Safari you can check this by looking at the address/search bar at the top of the page. If the Page is secure you will see a padlock before the address



If the page is not, it will show “Not Secure”



Caution should still be used with secure pages, the padlock means no one can intercept the data as you send it to the website, the website will still have access to the data you send so it is important you trust the website.

Closing or killing a running app

If an app is not working properly or as you would expect it to, you can quit it and then try to reopen it. Killing and reopening the app may resolve the problem. It's worthwhile noting here that there is no reason to quit an app as IOS is built in such a way that it can happily manage running multiple apps at once. Killing any running apps will not save you battery power for example.

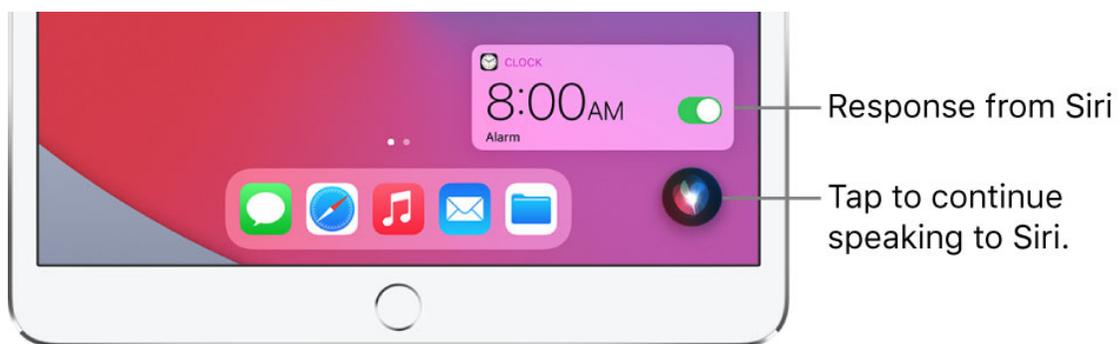
Double click the home button to bring up the App switcher, alternatively swipe up from the bottom edge and pause in the middle of the screen, swipe up on the app to close.



Press the home button or swipe up from the bottom edge to return to the home screen. You can now relaunch the app by tapping on it on the home screen.

Using Siri

Talking to Siri is a quick way to get things done. Ask Siri to translate a phrase, set a timer, find a location, report on the weather, and more. The more you use Siri, the better it knows what you need. To use Siri, iPad must be connected to the internet. Cellular charges may apply.



Set up Siri

If you did not set up Siri when you first set up your iPad, tap the “Settings”  icon and then scroll down until you reach the Siri & Search, then do any of the following:

- If you want to summon Siri with your voice: Turn on Listen for “Hey Siri.”

- If you want to summon Siri with a button: Turn on Press Home for Siri

Summon Siri with your voice

When you summon Siri with your voice, Siri responds out loud.

Say “Hey Siri,” then ask Siri a question or to do a task for you.

For example, say something like “Hey Siri, how’s the weather today?” or “Hey Siri, set an alarm for 8 a.m.”

To ask Siri another question or to do another task, say “Hey Siri” again or tap the Listen button.

Note: To prevent iPad from responding to “Hey Siri,” place your iPad face down, or go to Settings > Siri & Search, then turn off Listen for “Hey Siri.”

Summon Siri with a button

When you summon Siri with a button and iPad is muted, Siri responds silently.

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

For example, say something like “What’s 18 percent of 225?” or “Set the timer for 3 minutes.”

To ask Siri another question or to do another task, tap the Siri  icon