



After you have purchased an iPad, the next step is to download iTunes for your computer and to create an Apple id, if you haven't already got one. We recommend that you enter details of an iTunes card instead of entering your credit card details. The most reliable way to sync your iPad is via iTunes on the computer rather than iCloud. Here are some Tips and Tricks for setting up and using the iPad.

Connecting to school WiFi (Teacher will configure)

1. Go to **Settings** and turn Wi-Fi **ON**
3. Select Choose a **Network** and then select **Other**
5. Name: **QDETA-X** (or **iDET**) Security: **WPA Enterprise**
7. Select the **blue/white across arrow** at the right-hand side of QDETA-X
8. Select **Auto** and add the following **URL**: <http://wpad/wpad.dat>

Slide down to access Calendar or slide up to access other options including AirPlay

Slide down or up whether the screen is locked or not.

Safari

After scrolling down an Internet site, touch above the URL to return back to the top.

Touch the rectangle with arrow up to add the link to a site to the Home Screen desktop, or to add a Bookmark for the site or to print to a wireless printer.

Setting up Mail

1. Go to **Settings** and select **Mail, Contacts, Calendars**
2. Tap **Other** and then Add **Mail Account**
3. Type the **Name** and **Email** for the user of the iPad user and their **Password** – this is also their Network login details to access school computers (if this is for a student BYO iPad, your child's email will usually be the first letter of their first name and the first 4 letters of their last name followed by a number and then eq.edu.au e.g. ybear18@eq.edu.au . If you do not know your child's Password, please see your teacher)
4. The default **Description** is fine, then touch **Next**
5. On the next screen, the **INCOMING MAIL SERVER Host Name** should be set to: imap.eq.edu.au
6. On this same screen, the **OUTGOING MAIL SERVER Host Name** should be set to: smtp.eq.edu.au
7. In the additional **OUTGOING MAIL SERVER** settings, set **Use SSL** to ON and set the **Server Port** to 465 (Authentication should be set to Password)
8. If you experience difficulties with any of these steps, please see your child's teacher.

Search for apps

Swipe down and then type the name of the app.

CLOSING APPS

We recommend that students close apps at the end of day, ready for the next class to use. To do this, double touch the home button and flick the apps off the top of the screen. You can flick more than 1 app at a time by using multiple fingers to swipe.

Maps app TIP

In Maps, search for a country and choose Satellite view, bottom right corner.

Save battery power and increase app load time: App refresh background

Go to settings – Background App Refresh and turn off.

Arrange the apps on your Screen (also create a folder)

Hold down an app until it wiggles and then you can drag it around and even drag onto another app to create a folder that you can name and add more, like apps into.

Take a Screen Shot

Push the power button and home key at the same time.

Select, Cut, Copy and Paste

Hold your finger on text and wait for options to become available. Choose to select text and then cut or copy. Hold your finger down at a location where you would like to paste the text.

Multi-Tasking (switching between apps)

Open each of the apps you want to use then double click the home key to see the open apps and switch between them.

To Reboot

Hold down the sleep/wake button, top right corner.

Volume adjust

Use volume buttons to increase/decrease the volume and the side switch to mute.

Camera / Photos / Video

- Pinch to zoom in or out.
- Slide up or down over the text, or in the middle of the screen, to change to square or video.
- In Photos, touch edit in the top right corner to edit your photos (including crop).
- Plug the USB charging cord in to transfer these directly to computer.

Keyboard

- Hold down on a letter to see extra characters available.
- Two finger pinch and spread out to split the keyboard.
- Double tap the shift key for caps lock.
- Tap the keyboard to hide the keyboard.
- Go to settings – Keyboard - Keyboards to make another keyboard available when typing.

Other Tips

- ✓ Double tap the shift key for all capitals
- ✓ Hold your finger over text for a second to make a magnifying glass appear
- ✓ Using your thumb and index finger, touch the screen and spread them apart to enlarge text or bring them closer together to make text smaller again.
- ✓ Hold keys down to see extras e.g. hold down dollar sign to see other currencies

Text to Speech

To enable a user to select text and have the iPad speak it back, select

- Go to **Settings** and scroll down to **Accessibility**
- Choose **Speak Selection** – On and adjust the **Speaking Rate** if necessary
- highlight a piece of text and choose '**speak**'