

DIGITAL DEVICE TRAINING - A GUIDE

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What is an App?

An app is a modern name for a computer programme.

On the iPad there are two types of apps

Built-in apps. These are the apps that come pre-installed on your iPad.

App Store apps

These are apps that can be downloaded from the online App Store. There is a huge range of apps available, covering many different topics. Some are free while others have to be paid for. The apps in the App Store are added to on a daily basis so there are always new ones to explore. If you wish to buy apps you need your Credit Card details.

Built-in Apps

The built-in iPad apps are the ones that appear on the Home screen when you turn on the iPad.



Following is a brief explanation of some of the built-in symbols.



App Store The app store can be used to access a range of apps and download them. To see the range of apps you will tap on the app symbol which looks like this.



Calendar This is an app for storing appointments, important dates and other information. You can set alerts to remind you of upcoming events such as your monthly Get-Together.



Camera This gives direct access to the front-facing and rear-facing iPad cameras.



Clock This display shows the current time and can be used to view times in other countries. It can also be used as an alarm clock and a stopwatch.



Contacts This app enables you to keep details of family, friends and business associates. You can record, names, addresses, phone numbers and email details. Contacts can be ordered into groups, e.g. U3A friends, Once added these details can be accessed from other apps, e.g. the email app.



Face Time This is an app that uses the built-in front-facing camera in your iPad and allows you to hold video chats with other iPad users, at home and abroad, free of charge. You can also use face-time with iPhones, iPod Touch or Mac computers.



iBooks This is an app for downloading electronic books, which can then be read on the iPad. This can be done for factual and fictional books, plain text and illustrated. You must have an Apple ID to obtain iBooks. They are downloaded in seconds and you cannot change your mind once you have entered your ID details.



iTunes Using this app you can browse and download music, TV shows, movies and more to your iPad.



Mail We used this app during our first training session. It is designed for sending and receiving emails on your iPad.



Maps Use this app to find specific locations and get directions to destinations. You can also use the app to view maps from around the world.



Messages This is a messaging service which allows you to send text, photos and videos between iPads, iPhones, iPod Touches and Mac computers.



Music This app allows you to access the relatively New Apple Music service which connects to the whole iTunes library and allows you to play music on your iPad.



News This is a relatively new app for IOS 9 that collates news stories and content from a variety of sources.



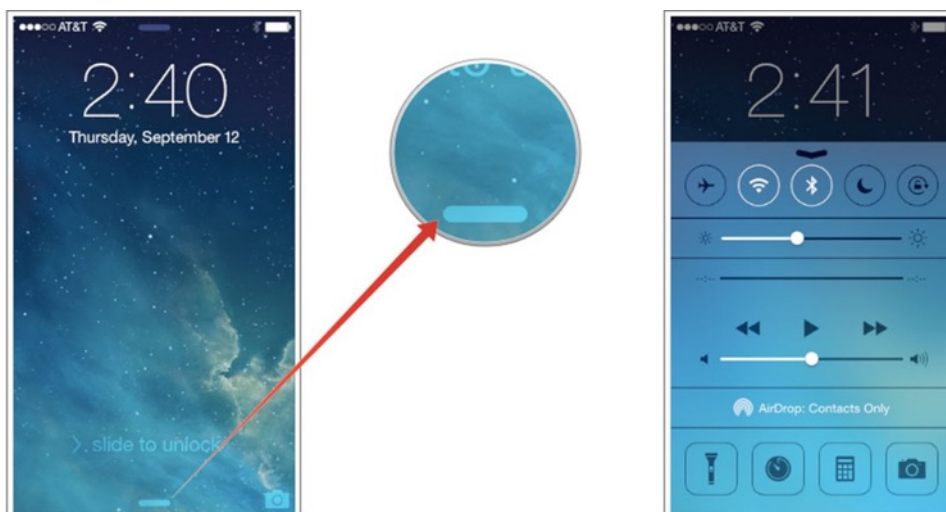
Photos You can use this app for viewing and editing your photographs and creating slideshows. It can also be used to share photos via iCloud.



Safari is the Apple web browser used to view the web on your iPad.

MAKE GOOD USE OF YOUR CONTROL CENTRE

The **Control Centre** lets you quickly access your iPhone and iPad Settings, adjust brightness, control media playback, get to AirDrop and AirPlay, and rapidly get to flashlight, timer, calculator, and camera. All at the flick or tap of a finger. Here's how it works!



Step 1

Place your finger below the screen (on the bezel as indicated). When the grabber appears, place your finger on it and slide your finger up onto the screen to reveal Control Centre. If you have a cover on your device it may interfere with this action.

Step 2

Flashlight: The LED flash doubles as a flashlight, so you can extra light when you need it. Simply tap on the image. Tap again to turn off.



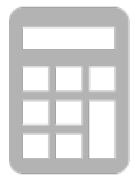
Step 3

Alarms and Timer: Set an alarm, timer, or stopwatch, or check the time in another country. Tap on image to select your option.



Step 4

Calculator: Tap numbers and functions in Calculator, just like a standard calculator.



Step 5

Control and play audio: Play, pause, and control volume of your favourite song, podcast, and more.



Step 6

AirDrop: Instantly share your photos, videos, locations, and more with other Apple devices nearby.



Step 7

Airplane mode: Use Airplane mode to turn off network and cellular connections on your iOS device. If you tap on Airplane mode while charging your device, the charging time is reduced.



Step 8

Wi-Fi: Turn on Wi-Fi to browse the web, stream music, download movies, and more.



Step 9

Bluetooth: Connect to headphones, car kits, wireless keyboards, and other Bluetooth-enabled devices.



Step 10

Do Not Disturb: Silence calls, alerts, and notifications that you receive while your device is locked. Don't be disturbed by late night emails.



Step 11

Mute: Quickly mute a song, movie, and more with a swipe and a tap.



Step 12

Portrait Orientation Lock: Keep your screen from rotating when you move your device. Tap once on the button to **Lock** or **Unlock** screen rotation.



To close your control centre put your finger on the grabber and move your finger downward on the screen.

LET'S START WITH MUSIC

There are two built in Music Apps.

iTunes is an App where music, can be bought as required, downloaded and added to your playlist. Your chosen music can be played at any time using the iTunes Store or Music stores, without internet access.

To access iTunes you need to have an Apple ID and credit or debit card details to be able to buy music from iTunes store.

In addition to music, iTunes can also be used to purchase movies, TV shows, books and other media.

Apple Music is a subscription App. You pay a subscription of £10 per month and this gives you access to as much music as you want from the entire iTunes library.

iTunes

Downloading Music or Videos through iTunes

To download music (or films) from iTunes you must have a valid credit card linked to your Apple ID.

Step 1

Tap once on the **iTunes Store** app and enter your Apple ID using the Sign in link at the bottom of the home page. This link will give you the option of using an existing Apple ID or creating a new one. (If you need to create a new ID make sure to take a note as it will be used frequently.) Chances are you already have your Apple ID.



Step 2

Tap once on the blue **Music** button on the iTunes toolbar.



Step 3

Select the search icon. You may enter the name of an album or song, the singer or the genre. A relevant selection will appear.



Step 4

Browse before selecting the music of your choice. You will have the option to listen to a sample, buy the album or buy a particular track. (Films work in exactly the same way, however you may prefer to rent the movie rather than buy. If you rent you have a limited time to view before it is removed from your device.)

Step 5

Select the link to the download you have chosen and tap once on the price button and then tap 'continue'. (When the download is free tap once on install)

Step 6

Your selection will begin to download. During the download time you can either exit from the iTunes store or you can continue to browse. The number of downloads, currently running will be displayed in the bottom-right hand corner.

Step 7

How long will it take to download your choices? To view the time needed to complete the task of downloading, tap the Download link at the bottom right to view the download time required. The time varies according to the speed of your connection and the size of the download.

Step 8

When the download is complete, you can access your file by exiting the iTunes app and opening the iMusic app (Open video app to view films bought on iTunes).

If you share your iPad with others it is best to sign out of iTunes after you have completed your session. Look out of those grandkids!!! You could end up with a hefty bill if you haven't signed out!!

PLAYING MUSIC

Step 1

Tap once on the **Music app**.



Step 2

Tap once on the red **My Music** button.

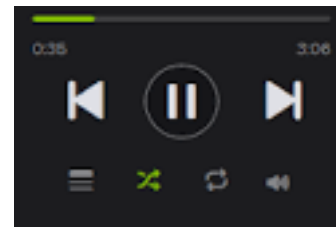


Step 3

Tap once to select a track and start it playing.

Step 4

Tap once on the middle button to pause or play your selected track. Tap once on the left button to go back to the previous track and on the right-hand button to move to the next track.



Step 5

Tap once on this button to shuffle the order of your songs.



Step 6

Tap once on the My Music button to go back to your own music library.

Apple Music App

Apple Music is an app which makes the entire Apple iTunes library of music available to iPad users. **It is a subscription service**, but there is a **three-month free trial**. Music can be streamed over the internet or downloaded so you can listen to it when you are not online.

What happens if I do not want to continue after the free trial period?



To end your Apple Music subscription at any point (and to ensure you do not subscribe at the end of the free trial period) open the **Settings App**. Tap once on the **App and iTunes Stores** option

and tap once on your own **Apple ID** link (in blue). Tap once on the **View Apple ID** button and under **Subscriptions** tap once on the **Manage** button. Drag the **Automatic Renewal** button to **Off**. You can then renew your Apple Music membership, if required, by selecting one of the **Renewal Options**.

Please note *If you do not renew your subscription once the free trial finishes, you will not be able to access any music that you downloaded during that time.*

REGISTERING TO USE THE MUSIC APP

Step 1

Tap once on the **Music** app



Step 2

Tap once on the **For You**



button

Step 3

Tap once on the **Start 3 Month Free Trial** button.

Step 4

Decide on the type of membership plan suited to your needs, either **Individual** (£10 per month) or a **Family** plan (£15 per month).

Step 5

You then have to verify your payment details by following on screen instructions. This will only apply **after the 'free trial period' ends**.

Step 6

Enter your **Apple ID Password** and tap once on the **OK** button. (An Apple ID is required in order to use Apple Music.)

ONCE REGISTERED

Once you have registered for the Music app you are ready to access and play from a huge selection of music. To do this

Step 1

Tap once on the genres of music in which you are interested.



Step 2

Tap once on the **Next** button.

Step 3

Select specific artists, a list of which is generated from your Step 1 selection. Tap once on the **Done** button.



Step 4

A range of music is displayed based on your step 1 and step 3 choices.

Step 5

Tap once on your music selection from the display. Tap once again on the individual tracks you wish to play. As this music is stored within iCloud you must have internet connection to play the music.

Step 6

However, if you want to be able to play music when you do not have Wi-Fi connection then you must **download** the required music. To do this tap once on the **Make Available Offline** button to download your music.

Step 7

Tap once on the **My Music** button on the bottom toolbar. You can now play this music at any time, even if you are not on line and connected to the Apple Music store.



Choosing Your Own Music

The Apple Music store is extensive but using the search button you can find the music you require and either play it or add it to your own **My Music** library.

Step 1

Tap once on the Search button in the top toolbar.



Step 2

Enter the name of the artist or the name of the track of music you want. The results are displayed in the search window.

Step 3

Tap once on the music you want to select.

Step 4

To add the music to your **My Music** library, simply tap once on the plus button. When the music is successfully added to your library the plus button will turn into a tick.



Step 5

Tap once on the **My Music** button on the bottom toolbar to view the music you have added.

Playing Music

Once music has been bought you can play it on your iPad.

Step 1

Tap once on the **Music** app



Step 2

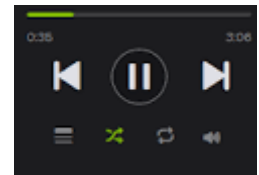
Tap once on the **My Music** button on the bottom toolbar

Step 3


Select the music of your choice and tap once on a track to select it and start playing.

Step 4

Tap once on the middle button to pause or play a selected track. Tap once on the left double arrow to go to the previous track and tap the right double arrow to move on to the next track.



Step 5

If you want your selected music to play randomly **Shuffle**  tap once on this button.

Step 6

Tap once on the **My Music** button in the top left-hand corner to go back to your own music library.

KEEP UP TO DATE WITH THE NEWS

Step 1

Tap once on the **News** app.



Step 2

Tap once on the **Get Started** button and then follow the on-line screen instructions.

Step 3

You will be asked if you want news alerts on your device. Depending on your choice either tap once on **Sign Me Up** or **Not Now**.

Step 4

You will be shown a screen entitled 'Pick Your Favourites'. Tap once on each publication of your choosing.

Step 5

Tap once on the **Continue** button.

Step 6

Articles from your selected publications are displayed on the **For You** page. The News stories are presented in either video or text format.

Step 7

Tap once on the **Favourites** button on the bottom toolbar to view the publications you identified in Step 4.

Step 8

Tap once on the **Edit** button in the top right-hand corner to remove your existing choices.

GO INTO OVERDRIVE

What is OverDrive?

OverDrive is a **free** app which allows you to borrow eBooks magazines and audiobooks. It also allows you to stream videos. More than 30,000 libraries worldwide offer titles from OverDrive, but you must first be registered with a library and have a membership number. After a period of three weeks the borrowed items disappears off your device so you don't even have to trek back to the library and there are no overdue fines.

Step 1

Tap once on the App Symbol.



Step 2

To find the OverDrive app, simply type "Overdrive" in the search bar on the upper right corner of the App Store. Once you've finished typing the app name into the search box, touch the search key on the on-screen keyboard. When the app appears on screen it is **Free**. Tap once on **Get**. Tap **install**.



Step 3

The app will begin to download on your iPad. Once downloaded, tap **OPEN**

Step 4

You will now be prompted to enter your personal details and a password.

Step 5

You are now prompted to find a library by name, city or postal code. Type in **Libraries NI**.

Step 6

Details of eBooks will come up. Scroll down until you see a book of interest to you. Tap on the book and you can sample the book or borrow the book.

Step 7

Once you have decided to borrow a book you are prompted to fill in your Library card number and then tap 'sign in'. Tick, "**remember my log in details.**"

Step 8

Scroll from right to left to move from page to page.

Step 9

You will receive an email instructing you to click on link to confirm your email address.

Happy Reading!!!

BUILT-IN BOOK APPS

The OverDrive app is free but you must be a member of a library. The built in iPad app also removes the need to carry around a lot of heavy books. You can go on holiday with a number of books from across most genres. This is done with the iBooks app, which can be used to download and read your favourite book.



Step 1

Tap once on the **iBooks** app.

Step 2

The iBook app opens the iBooks Store at **My Books** which initially looks like an empty bookcase.

Step 3

Tap once on the Search button in the top toolbar.

Step 4

Enter the name of the author or the name of the book you want. The results are displayed in the search window.

Step 5

Tap once on the book you want to select. Your chosen book/s will appear on the shelves of the bookcase - step 2.

Step 6

You can refine your searches using the buttons on the bottom toolbar to search for items within the iBooks Store, under **Featured Top Charts, Top Authors** and **Purchased**.



DOWNLOADING BOOKS

Once you have identified the books you want, then you can download to the **My Books** section.

Step 1

Tap once on the book image or title to view its details.

Step 2

Tap on the **Reviews** heading to get the review details.

Step 3

Tap once on the [SAMPLE](#) button to download an extract from the book.

Step 4

Tap once on the price (or Free) button to download the book.

Step 5

Downloaded books appear in the **My Books** section of the app. By tapping My Books you can view everything.

Step 6

Tap once on the book cover to open it and start reading.

Step 7

If you want to delete a book, tap Select, (top right) , tap a book/s then tap Delete. The books you bought and then deleted are marked with a cloud icon. These can be downloaded at a later date and you won't pay again.

READING BOOKS

Step 1

After you open a book you turn the pages by tapping the right or left of the screen. You can read either in Landscape or Portrait mode. The iBook remembers where you left off reading and brings you back to the correct page when you revisit the book.

Step 2

Should you wish to increase the print size or change the font, tap the A icon for setting controls. In addition to change in font you can also change the background colour of the page and the brightness.

Scrolling View lets you scroll the text instead of turning the pages.

AUDIO BOOKS

You can have your iBooks read aloud using VoiceOver.

Step 1

Go to Settings > General > Accessibility > VoiceOver and turn it on.

Step 2

Go back to Accessibility and tap Accessibility Shortcut.

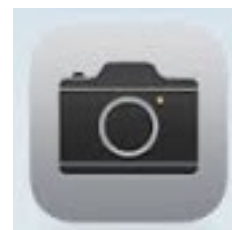
Step 3

Select VoiceOver, which can then be switched on or off by triple-pressing the Home button

Not all books are VoiceOver compatible

USING THE IPAD'S CAMERA APP

The iPad's camera gets better with every new release. The most recent iPads have extremely powerful cameras built in and are easy to use.



There are two cameras, 1) the Face-Time Camera which is a front facing camera. It is found on the top centre of your iPad opposite the Home button. It is used for selfies and for Face Time chats. 2) The iPad' rear-facing camera is more powerful than the front-facing. It is to be found in the top-right corner of the iPad, assuming your tablet is held with the screen facing you.

Photographs and videos

Step 1

Tap the camera icon. You will see a camera surrounded by arrows in the top right of the screen. Tap this icon to flip between the front and the back cameras.

Step 2

Along the right hand side of the screen you will see the 'slider' which contains the words Time-lapse, Video, Photo, Square and Pano. Move this slider to get your preferred option.

Step 3

If you want to zoom into a photograph, using two fingers pinch apart to zoom in and pinch your fingers apart to zoom out.

Step 4

To take a landscape photo, tap the white circle button at the right of the screen.

Step 5

Tap on the screen to bring up the brightness adjustment and slide up or down.

Step 6

To view the last photo or video you took simply tap on the preview displayed at the bottom left hand side of the screen. To return to the camera view, tap **Done**.

Step 7

To record a video ensure that the slider selector on the right hand side of your screen is moved to video. Press the red record button and the camera will start recording video.

Step 8

A timer appears at the top of your screen whilst you are recording. When you have completed your task, tap the red shutter button on the right for a second time.

Step 9

The Time-lapse feature on the right hand slide bar allows you to take frame-long videos at set time intervals. This feature allows you to show the passage of time.

Step 10

Pano stands for panoramic. By pressing the shutter and moving the iPad along the onscreen marker you can take an amazing horizontal image.

Hold you iPad steady as you follow the line on the screen, and the iPad takes a series of images and pastes them all together to give you a continuous long picture. This is particularly useful for landscapes.

Step 11

The square photo option is most suitable for taking a single ID image for Smart Cards, passports, driving licence etc. Also modern photo frames carrying multiple photographs, have square frames contained within the overall frame. Use this option to take a photograph for the square sections of your frames.

Step 12

HDR stands for 'High Dynamic Range' and it works by taking a series of photos in rapid succession at a variety of exposures. These images are then combined into one which is well balanced in terms of light areas and shadows.

Note the HDR options to the top right of your screen. You have the option of turning this on to Auto or On/Off.

Step 13

Do you want to get into the photograph too? You can! The Self Timer option can be set to either Off, 3 seconds delay or a 10 second delay. This enables you to put down you iPad and get into the photograph with family and friends.

Step 14

If you want to remove these features you will need to go to the Settings app. Go to Photos and Camera and move the slider to the Off position.

USING THE PHOTOS APP



Once you have taken your photograph they are transferred to the photograph app which has this symbol.

This easy to use app is used to manage and edit your photographs and to organise them into albums.

Step 1

Tap the flower symbol to open your photos and video library. The tapped photograph will open in full screen mode.

Step 2

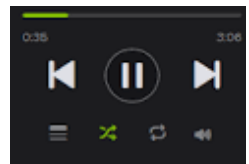
To zoom in on a photograph, spread your fingers over the screen. When you have zoomed in you can move the photo around by dragging it with your finger to view different parts of the photograph.

Step 3

To move to the previous or next photograph simply swipe your finger across the screen to the left or right.

Step 4

To view a video you have opened, simply tap the play button located in the middle of the bar.



Step 5

To delete any photo or video, open it and tap the bin icon. You need to confirm your intention before the file is deleted.

ORGANISING YOUR PHOTOGRAPHS INTO ALBUMS

Step 1

You may wish to customise your albums. Tap the **Albums** link from the bottom of the screen, followed by the + icon found at the upper left hand side of the screen.

Step 2

You will be asked to Enter a name for your New Album. e.g. U3A OUTING

Step 3

Tap the photographs you want to add to the new album. A tick will appear on the selected photograph. When complete tap Done on the top bar. These images will automatically be added to your new album.

Step 4

To delete a custom folder, tap the Edit button located in the top-right hand corner of the screen and then tap the black circle icon containing the letter x and confirm your intention to delete.

EDITING YOUR PHOTOGRAPHS

The photos app has editing features contained within it.

Step 1

Open your photographs app, go to 'camera roll' and tap on the photograph you wish to edit.

Step 2

Tap on the Edit button in the top right hand corner, to bring up the editing tools. The top icon on the scroll bar, looks like a wand. Tap on this icon and it will **enhance** your chosen photograph to the optimum settings. Tap **Done**.

Step 3

The second icon on the scroll bar is the '**crop tool**', Tap on this tool. Resizing handles will appear in the four corners. Drag these handles (or drag the lines) to crop your photo, eliminating unwanted details. When you lift your finger, the screen display adjusts to focus on the area within the grid. Notice a dial behind the photo. If your photograph is crooked drag the dial to rotate it by degrees to straighten the photograph. Tap **Done**.



Step 4

The third feature is a **filter tool** which is identified by three merging circles. It enables you to add a colour filter to your photograph. There are nine filters in total. Scroll through the various options and tap the one you wish to use and it will automatically apply to your image. Tap **Done**. The filter with a grey dot beside it is the one selected by the device but it may not be your preferred choice.



Step 5

On occasions you will find your photograph is upside down. There is a square with a curved arrow running anti-clockwise. Hit this square and your photograph will turn through 90 degrees. Repeat until your photograph is in the correct position.

Step 6

The final icon is a **light adjusting tool**. Using this tool you have an opportunity to tweak and adjust the light. You can change from colour to Black and White. Select the area you wish to adjust from the three main options by tapping the arrow icon located beside each of the options. Adjust and tap **Done** to save with the selected changes.

Any of the changes mentioned can be undone by tapping the Revert button.

HINTS FOR SEARCHING FOR A PHOTOGRAPH

How many photographs do you have? Do you find it increasingly difficult to locate one photographs? You can dramatically speed up the process by following the hints below.

Step 1

Open the photo app.



Step 2

On the search icon in the camera roll enter your search details. This may be a particular date or a location. You will immediately be presented with suggestions.



Step 3

These suggestions break down your files into quick categories. Simply tap the one that best fits your search. The results will appear on-screen beneath the search bar.

YOUR PHOTOGRAPHS AND AIRDROP

AirDrop makes sharing photographs easier. You can share a photo between your iPad and another IOS device using AirDrop, providing your iPad and the other device are recent enough

Step 1

Before using AirDrop you will need the Bluetooth function to be activated on both devices and the devices have been paired.



Step 2

Open your Control centre by using an upward swipe motion on the home screen, tap on the AirDrop link to open your sharing option.



Step 3

You will now see the names of nearby AirDrop users in the share window.

Step 4

Tap a name to share the photo with that person or device.

Step 5

When you are being sent a photo using AirDrop, you will see a screen offering you the option of accepting or declining the download.

I hope you find this of use. After the summer break we will decide on the best way forward to improve our use of our Apple devices.

Frances