

iPad Reference Guide



Power button

} Volume control

Gestures/Actions:

Go back to home screen: Press the home button

Put iPad to sleep: Press Power button once briefly

Turn iPad completely off: Hold down on Power button

View app dock: Swipe up from the bottom of the screen

To take a screenshot: Hold down the Home button and the Power button at the same time. Screenshots will save to your Photos app.

Symbol	Gesture
	Tap. Touch one finger lightly on the screen.
	Touch and hold. Touch and hold items in an 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-tap and hold, then drag up to zoom in or drag down to zoom out.

Home button

Provided by
Apple

Managing Apps

On iPad

To download an app:

1. Tap the App Store icon to open the App Store.
2. Tap Search in the lower right corner.
3. Type in the search box the app you want to download.
4. Tap Get next to the app you want to download
(Paid apps will have a price button rather than a Get button).



GET

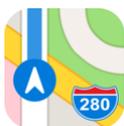
How to delete an app:

1. Hold down on the app you want to delete.
2. A list of options will appear. Select Delete App. Then confirm the choice by choosing Delete again.

How to customize your home screen:

1. Hold down on any app icon until all of the icons start to jiggle.
2. Hold down and drag an app icon to your desired location.

Most useful apps:



Maps—search for a place or address
To get directions or information



Clock— set an alarm, stopwatch, or timer



Settings— change your passcode, notifications, and more



Weather—get hourly weather forecast
Of your current location



Notes— type out notes or lists;
tap the lower right icon to create a note



FaceTime—make video calls to other Apple devices

Library-Powered Apps:

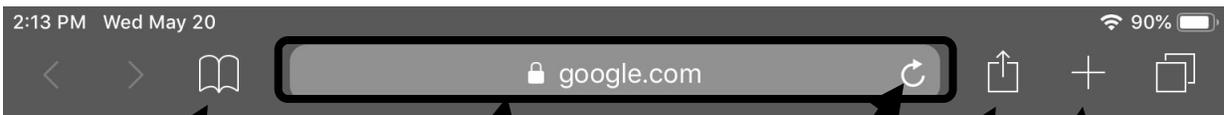


Libby—borrow ebooks and audiobooks
Guide: <https://cldandj.org/Files/Guides/LibbyKindle.pdf>



Hoopla—borrow movies, music, ebooks, & more
Guide: <https://cldandj.org/2020/hoopla.pdf>

Using the web On iPad



VIEW bookmarks
and history

Address bar/Search bar

Refresh

Add a bookmark,
Share web
address, & more

View all open
windows

Open new tab



Bookmark — A web page's address that has been saved for easier access

History — A list of web pages you have previously visited

Address bar/Search bar — A text box that tells you the address of the webpage you are currently viewing. Type a web address or a Google search in the address bar and press Enter to go to that web page or search result

Refresh — Reload the web page; May be used for troubleshooting or to get updated website information

Tab — A part of a window that allows you to open multiple web pages at once; You can switch between tabs by clicking on one or another at the top of the web browser; To close a tab, tap the X in the circle on the left side of the tab



Tabs

Window — The graphical display of a computer program (e.g., a web browser like Safari) in use; Can contain multiple tabs; think of a window as a folder and tabs as the papers within the folder