This brief introduction into the iPad, is not designed to provide an exhaustive list of tips, rather it is hoped that you will be able to refer to this iBook occasionally to solve a problem or discover a newer, simpler way of navigating the iPad.

# Find My iPhone

**Free** from the app store, this app will allow you to locate a missing iPad from any machine with internet access. It will allow the registered user (based upon your iTunes account) to locate the iPad, send a message, make the iPad sound a ‘beep’ (to help you find it under the lounge!) and also to remotely wipe sensitive data should it become necessary. We urge to you to download and this up as soon as possible.
# The Keyboard.

The keyboard contains within it, several shortcuts that make typing on the iPad easier.

❖ To type an apostrophe, hold down on the exclamation mark key and slide your finger upwards.

❖ To use accents such as ù or é, hold down a vowel and a variety of options will appear.

❖ By double-clicking the space bar at the end of a sentence, a full stop will be placed behind the word and the next letter will be capitalised.

❖ Double-clicking on the shift key, 'caps lock' will be initiated.

❖ To add inverted commas, hold down the question mark key.
The Slide Switch

The button located on the side and above the volume buttons is the lock button. You can choose by it as either an instant mute or to lock screen rotation (which is very handy for when you're reading in bed.

Go to Settings ➔ General ➔ "use slide switch to:"
Access all running apps.

Apps can be running in the background whilst you work or play upon other things. Most apps are fine, but some do 'hog' the processor (therefore slowing things down) and/or place a drain upon the battery.

To see what apps you have running in the background, simply press the home button twice (in quick succession) and a dock will appear at the bottom of the iPad screen.

To close any apps that you don’t currently need running, simply hold your finger down on an icon until it starts to wobble. Then hit the minus button on any of the apps you wish to close.
# Passcode

We highly recommend (you could even say insist) that you use a passcode. If your iPad falls into the wrong hands sensitive information may be forfeited.

Go to Settings > General > Passcode Lock > Turn Passcode on.

You can choose how long before a passcode is required (we suggest immediately) and you may also turn off "Simple Passcode", which will let use letters, symbols and numbers instead of the default 4 number option. If you must use a simple code, please do not use codes such as 1234, 7777, 9876 etc.
6. Taking screenshots

To take a screen shot of your iPad, simply press the home button and the on/off button simultaneously. You’ll notice the screen ‘flash’ and an image of your screen will be sent to your camera roll.
Sharing files to other machines.

Documents, songs from Garageband, movies and other files created on the iPad can be sent to a desktop or laptop machine quite easily. Once you follow the instructions below, when you next sync your iPad to a laptop/desktop, at the bottom of your "Apps" tab in iTunes.

**Pages:** Within the document file click the little spanner that appears in the top right hand corner. Then choose "Send to iTunes". From the window that appears, choose either Pages, PDF or Word. Too easy!
**iMovie.** From the home screen in iMovie choose the project you would like to transfer by tapping it. Then choose the "send to" icon and choose from the possible options (iTunes; camera roll; vimeo; facebook etc).

**Keynote:** From with the keynote presentation, click on the spanner in the top right hand corner and choose "Send to iTunes".
Garageband: From the home-screen in Garageband you will see the list of songs you have created. Click on the "Edit" button at the top right of screen. Then tap on the song you would like to export and click on the export symbol (the box with an arrow emanating from it). From the menu that appears choose "Send to iTunes".

Once you have sent a file to iTunes, when your iPad is connected to the computer, click on the "Apps" tab, and scroll down to the bottom of the screen and click on the appropriate app to see what files are there. Choose the file and then choose "Send to" to choose a location on your machine to which you wish to send the file.
Sharing files from other machines to the iPad.

You can add files from a laptop/desktop easily in much the same manner as you transfer files from iPad to another laptop/desktop.

1. Plug your iPad into your computer.
2. Click on the Apps tab and scroll down to the bottom of the page and choose the appropriate app (e.g. Pages for PDF/pages docs etc)
3. Click on the "Add" button

![File Sharing](image)

4. Choose the file you'd like to add.

![Open Folder](image)

5. Then hit 'Apply' at the bottom of the screen.
6. Then sync the iPad.
# iBooks.

iBooks is a wonderful tool. Apart from downloading free books from the book store, it also opens PDF files and has tools such as highlighting, definitions, notes and search functionality.

The font size can be changed by tapping the "A⁺" button at the top right of screen.

You can search for terms, character names etc by clicking on the magnifying glass at the top right of screen.
est of the subject and weaker?

He made an attempt to contest this proposition also, but finally acquiesced.

Then, I continued, no physician, in so far as he is a physician, considers his own good in what he prescribes, but the good of his patient; for the true physician is also a ruler having the human body as a subject, and is not a mere money-maker; that has been admitted.

Yes.

And the pilot likewise, in the strict sense of the term, is a ruler of sailors and not a mere sailor?

That has been admitted.

And such a pilot and ruler will provide and prescribe for the interest of the sailor who is under him, and not for his own or the ruler's interest?

He gave a reluctant 'Yes.'

Then, I said, Thrasymachus, there is no one in any rule who, in so far as he is a ruler, considers or enjoins what is for his own interest, but always what is for the interest of his subject or suitable to his art; so that he looks, and that alone he considers in everything which he says and does.

When we had got to this point in the argument, and every one saw that the definition of justice had been completely upset, Thrasymachus, instead of replying to me, said: Tell me, Socrates, have you got a nurse?

Why do you ask such a question, I said, when you ought rather to be answering?

Because she leaves you to servile,
# Trouble Shooting.

If you are experiencing a problem with your iPad the first thing to do is to turn the iPad off by holding down the power button until the 'slide to power off' appears. Slide the red button and the iPad will shut down. Once it has completed shutting down, hold down the power button to turn it back on.

If a simple restart has not remedied the problem, the next step is to perform a 'hard restart'. To do this follow the steps as listed above, but this time do not slide the red button across. Instead, keep pressing down on the power button and after approximately 5 - 8 seconds, the iPad will turn off. Keep holding down the power button until the white Apple appear on screen. Once this symbol appears cease holding the power button and over the next minute or so, the iPad will restart.
# Picture Frame.

From the lock screen, you can initiate an instant slideshow!

Within Settings, choose "Picture Frame" and then set your options as you prefer them.

Then, from the lock screen, click on the icon to the left of the slider at the bottom (a flower in a frame). A slideshow will begin instantly and run until you tap the screen to stop the show.
How to create a movie on the iPad.

You can easily create a movie with all the elements required for this task using nothing but your iPad.

You can use the iPad camera to take the footage required and/or use photos from your camera roll. These photos can be either photos you have taken with the camera or sourced from the internet and dragged into your camera roll.

Once you have the images you would like to use, you can add music, effects and even voiceovers. Below are some instructions to help you.

**Step 1:** Open iMovie on your iPad.

**Step 2:** From the opening screen, click on the ‘+’ button to create a new movie. For this task choose 'New Project'.

![iMovie screen showing 'New Project' and 'New Trailer' options](image-url)
Step 3: From this screen, you can choose to take new video with your iPad, or use video footage you have already captured with your iPad.

Step 4: Select the piece of footage you would like to use and 'drop' into the editing window at the bottom of the screen.
Step 4 (b). You can add photos by clicking on the photo icon and add photos from your iPad.

Step 4 (c). You can add songs by clicking on the musical notes icon and add songs from your iTunes library.
Step 5: To add a VoiceOver, tap on the microphone icon.

Step 5 (a): When you are ready, click on 'record' and begin speaking. When you are finished click on 'stop'.
Step 5 (b): If you are happy with the recording, click on 'accept'.

Step 6: When you have competed you movie click on the projects button to go back to the main screen (or close iMovie and re-open it).
Step 7: From the home screen, click on the share button. [The button with the arrow coming out of the box]. Choose the 'camera roll' option.

Step 7 (b): Choose 'medium' as the export size.
How to import a movie into Pages.

Step 1: Open a new Pages document.

Step 2: Click on the '+' button in the top right corner and choose the media button and choose the video you would like to import by tapping it ONCE only.

Step 3: In the window that appears, tap on 'use'.
**Step 4:** You can resize and move the movie on the document exactly where you choose.

![Image of a Pages document with a movie](image)

This is a Pages document into which I will place my movie.

**Step 6:** To hand the document into the hand in folder, tap on the spanner icon in the top right corner of your screen.

![Image of a Pages document with tools](image)

This is a Pages document into which I will place my movie.
Step 7: Tap on 'Print'.

Step 8: Choose the teacher's folder by tapping on it.
Step 9: In the window that appears, tap on 'Print'.

This is a Pages document into which I will place my movie.

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You will have now successfully submitted a Pages document containing your movie to the Hand-In Folder. Well Done!