

## iPad Guidelines

1. Maintain the placement of preinstalled apps and folders. This creates consistency across CVI iPads and makes it easier for IT/others to help should you need assistance.
2. If you add apps to your iPad place them on Screen 2. By doing so, you keep Screen 1 clutter free for a professional look during presentations.
3. Keep your iPad clean and fingerprint free. This is especially important when you're in the field making presentations to your accounts.



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# iPad Quick Start Guide



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# iPad Overview



## Sleep/Wake button

You can lock iPad by putting it to sleep when you're not using it. When locked, nothing happens if you touch the screen, but music continues playing and you can use the volume button.

**Turn on:** Press and hold the Sleep/Wake button until the Apple logo appears

**Turn off:** Press and hold the Sleep/Wake button until the slider appears > drag the onscreen slider

**Lock & unlock iPad:** Press the Sleep/Wake button

**Set a passcode lock:** Go to Settings > General > Passcode Lock > tap Turn Passcode On and enter a 4-digit passcode.

Each time you turn on, you'll have to enter the 4-digit passcode to access your iPad.

## Home button

The Home button lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

**Display recently used apps:** When iPad is unlocked, double-click the Home button. The multitasking bar appears at the bottom of the screen, showing the most recently used apps. Swipe the bar to the left to see more apps.

## Volume button and Side Switch button



**Adjust the volume:** Press the Volume button up or down to increase or decrease the volume

**Mute the sound:** Press and hold the bottom end of the Volume button

**Set a volume limit:** Go to Settings > Music > Volume Limit

**Mute notifications, alerts, and sound effects:** Slide the Side Switch down.

Note - the Side Switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows.

# Getting Started

## Using apps

You interact with iPad using your fingers to tap, double-tap, swipe, and pinch objects on the touchscreen.

**Open an app:** Tap it

**Close an app:** Press the Home button



**View recently used apps:** Double-click the Home button to reveal the multitasking bar > Swipe left to see more apps

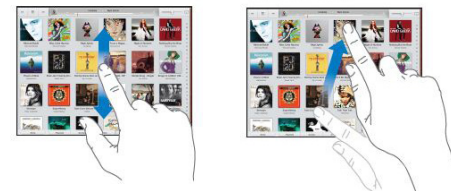


**Rearrange apps:** Touch and hold any app on the Home screen until it jiggles > move apps around by dragging them > Press the Home button to save your arrangement.



## Scrolling

Drag up or down to scroll. On some screens such as web pages, you can also scroll side to side. Dragging your finger to scroll doesn't choose or activate anything on the screen.



## Zooming in or out

Depending on the app, you may be able to enlarge or reduce the image on the screen.

Pinch two fingers together to zoom out or spread them apart to zoom in. For photos and webpages, you can also double-tap quickly to zoom in and zoom out.



## Multitasking gestures

Use multitasking gestures to return to the Home screen, reveal the multitasking bar, or switch to another app.

**Return to the Home screen:** Pinch four or five fingers together

**Reveal the multitasking bar:** Swipe up with four or five fingers


**Switch apps:** Swipe left or right with four or five fingers

**Turn multitasking gestures on or off:** Go to Settings > General > Multitasking Gestures

## Setting the screen orientation

You can view many apps in either portrait or landscape orientation. Rotate iPad and the screen rotates adjusting to fit the new orientation.



**Lock screen orientation:** Double-click the Home button > swipe the multitasking bar until you see the Orientation icon (see the screenshot >) tap 

**To unlock:** tap the Orientation icon again



## Folders

**Create folders:** Touch and hold an app until the apps begin to jiggle > drag app over the top of another - iPad automatically creates a named folder > to enter a different name, tap the name field, enter new name > click home button to finish.

**Open a folder:** Tap the folder.

**Close folder:** Tap outside the folder, or press the Home button.

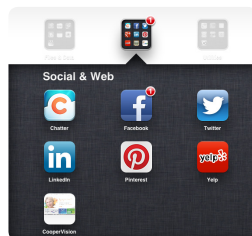
## Organize with folders while arranging apps (the icons are jiggling)

**Add an app to a folder:** Drag the app onto the folder

**Remove an app from a folder:** Open the folder > drag the app out

**Delete a folder:** Move all apps out of the folder - folder is automatically deleted

**Rename folder:** tap and hold an app in folder > tap name > enter new one > press Home button to save

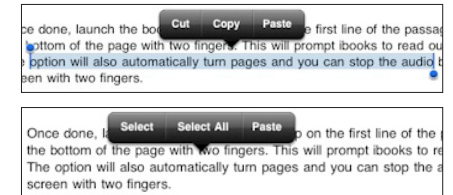


## Editing text

*Tip:* Use magnifying glass to position the insertion point where you need it - Touch and hold to bring up the magnifying glass > drag to position the insertion point

### Cut, Copy and Paste:

1. Double-tap to select a word, or tap once with two fingers to select a paragraph
2. Drag the handles to adjust the area if needed > select "Cut" or "Copy"
3. Touch and hold an insert point
4. Select "Paste"



**Undo the last edit:** Shake iPad > tap "Undo"

**Make text bold, italic, or underlined:** Select text > tap "B/I/U" (not always available)

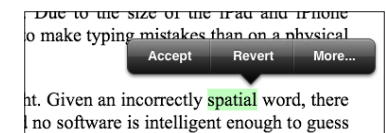
**Get the definition of a word:** Select the word > tap "Define" (not always available)

**Get alternative words:** Select a word > tap "Suggest" (not always available)

**Justify text:** Select the text > tap the left or right arrow (not always available)

## Auto-correction and spell checking

iPad helps to correct misspellings or makes suggestions as you type. When iPad suggests a word, you can accept the suggestion without interrupting your typing.



**Accept the suggestion:** Type a space, punctuation mark, or return character

**Reject a suggestion:** Tap the "x" next to the suggestion.

Each time you reject a suggestion for the same word, iPad becomes more likely to accept the word.


iPad may also underline words you've already typed that might be misspelled.

**Replace a misspelled word:** Tap the underlined word > tap the correct spelling



**Turn auto-correction or spell checking on or off:** Go to Settings > General > Keyboard

## Edit Bookmarks and Folders in Safari


### Add a Bookmark:

1. On the page to Bookmark, tap the Action button  and select "Add Bookmark".
2. Change the Bookmark title if needed.
3. Tick a Bookmark folder, for example "Bookmarks Bar" if needed, and tap "Save".

### Add a Bookmark folder:

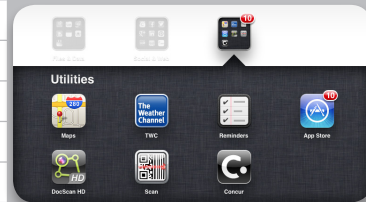
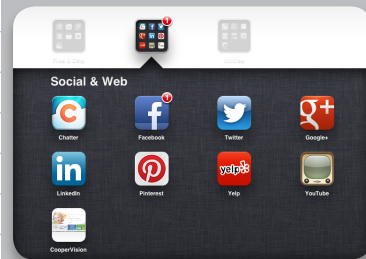
1. Tap the Bookmark button , and select "Bookmarks Bar"
2. Tap "Edit", then "New Folder" and give a title.
3. Re-order items, by dragging the Sort button  and tap "Done" to finish

### Remove a Bookmark / folder:

1. Tap the Bookmark button , and browse to a folder when needed
2. Tap the Edit button > tap the minus sign on the item to remove
3. Press "Delete" to confirm and tap "Done" to finish

# iPad Apps Cheat Sheet

Screen 1	
<b>Files &amp; Data</b>	Apps to help you access, store, organize, and present data/files.
Salesforce.com	Safari bookmark to salesforce.com
Box	Cloud storage and file synchronization client (similar to Dropbox)
CloudOn	MS Office on your iPad - links to Box and requires internet connection
Quickoffice	Productivity suite that can be used offline (similar to MS Office)
Keynote	View rich-media presentations (similar to PowerPoint)
Slideshark	Backup viewer for presentations and PDFs
ValueBuilder	ValueBuilder mobile application
Photos	Photos taken on iPad
Videos	Videos recorded on iPad
Notes	Digital note-taking application
<b>Social &amp; Web</b>	All social networking, CV+, web-related apps.
Chatter	Safari bookmark to salesforce.com
Facebook	Facebook mobile application
Twitter	Twitter mobile application
Google+	Google+ mobile application
LinkedIn	LinkedIn mobile application
Pinterest	Pinterest mobile application
Yelp	Yelp mobile application
YouTube	YouTube mobile application
CooperVision	Safari bookmark to coopervision.com
<b>Utilities</b>	Apps that are essentially "tools" that help you do something.
Maps	Maps and navigation application (The Weather Channel)
TWC	Current and forecasted weather by location
Clock	Alarms, stopwatch, timer, and world clock
Reminders	Set reminders
DocScan HD	Take pictures of documents and save as PDF
Scan	QR code and barcode scanner
Concur	Track and manage business expense reports
App Store	Browse and download applications



Screen 2	
<b>Learning</b>	A few apps to help you hone your multi-touch gesture skills.
Google Earth	Virtual globe, map and geographic information
Flipboard	Magazine-style browsing for articles and social media
TED	Videos containing "Ideas Worth Spreading"
Angry Birds Space	Strategy, puzzle game with slingshots and birds
Fruit Ninja HD	Arcade game where you slice as much flying fruit as you can
Temple Run	Action game where you need to outrun demonic monkeys
<b>Miscellaneous</b>	Apps that you'll rarely, if ever, utilize.
FaceTime	Apple's video calling application (similar to Skype)
Messages	Instant message / texting application
Music	Music playing application
iTunes	Preview and download digital media
Photo Booth	Take fun pictures with various effects
Game Center	Apple's online multiplayer social gaming network
MobileIron	Mobile device management solution needed by IT
<b>Not in folder</b>	Can't be placed in a folder, but you probably won't use it.
Newsstand	Organizing your magazine apps
<b>Dock</b>	The persistent bar at the bottom of the screen.
Mail	Outlook email
Calendar	Outlook calendar
Contacts	Outlook contacts
Safari	Apple's default web browser
Camera	Takes/record pictures and videos
Settings	Change your preferences/settings

