

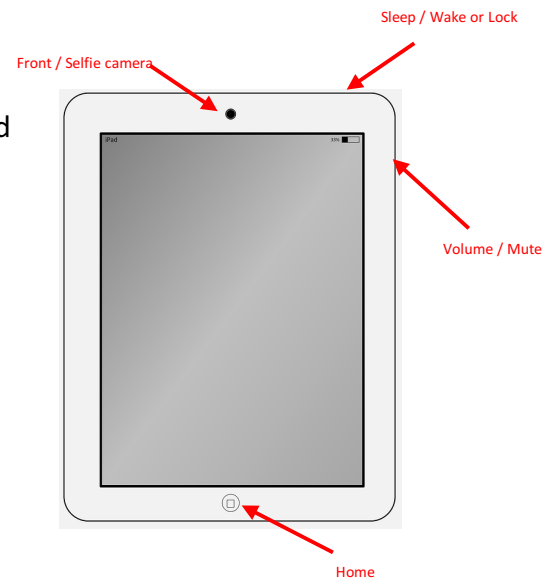
Digital Learning Team

embedding technologies in learning and teaching
to improve outcomes for all learners

'Using iPads to Support Learning' Cheat Sheet

1. Buttons:


- Sleep/Wake or Lock button - at the top right corner of the iPad
- Home button - the round button under your iPad screen
- Volume and mute buttons - on the right side near the top. Older models of iPad will have a mute/lock orientation switch also, newer models only have volume buttons.
- Microphone - the small hole at the top of older iPad models and the small hole above the volume button in newer iPad models



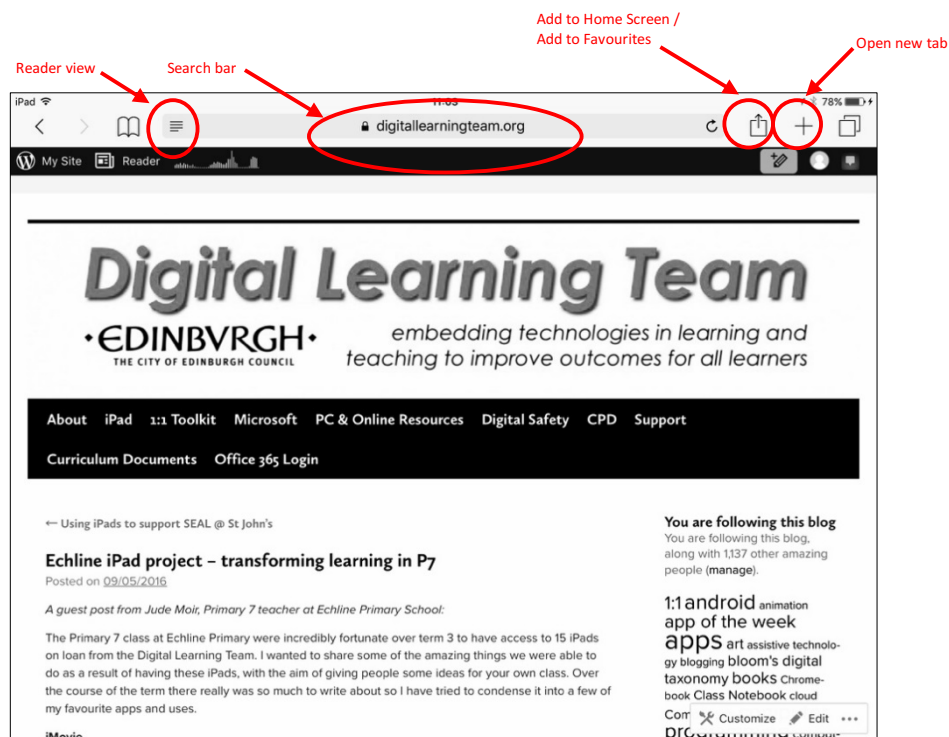
2. Multitasking gestures:

Gesture	What does it do?
5 finger close	To close an app and return to the Home screen – pinch five fingers together
4 fingers up	To reveal the multitasking bar – In older models, swipe up with four fingers. In newer models, swipe from the right and swipe down to see all open apps.
4 finger swipe	To quickly switch between recently used apps – swipe left or right with four or five fingers
Double tap, swipe up	To close an app double-tap the round home button and then swipe up and app will disappear. This is particularly useful if an app isn't working properly and you want to close it and start again.
Pull down to search	To search for an app, place 1 finger on a space between apps and pull down. This will bring up a search bar and you can type the name of the app you are looking for as well as suggestions of frequently used apps.
Hard reset	Press and hold the lock and home buttons until you see the iPad turn off and restart with the apple screen. If you are having problems with an iPad it is a good idea to try this as it often helps fix your issue.

3. Photo & Video

- Lock Screen shortcut: When the iPad is locked, place your finger on the camera icon in the bottom right corner and slide it up. This will open the camera without needing to input the passcode. This only opens the camera, not any other iPad apps.
- Control Centre shortcut: Swipe up from the bottom of the screen and press the camera button. This will work from within any app or the home screen.
- Tap to focus: When taking a photo, tap on the subject of your photo to focus and then take the photo.
- Cropping: Select the photo you want to crop and press Edit. Choose the crop icon  and adjust the edges to crop the image to the size that you want. Press Done when you are finished and the cropped version will save to your Camera Roll.
- To delete a photo (or video) go to the photo that you would like to delete and press the bin icon. Then confirm by pressing Delete Photo. This will be moved to the recently deleted folder. From here you can either recover or permanently delete your photos. To do this, go to the Recently Deleted folder, click on select and select the files you want. Then press Delete All or Recover All. This works the same way for photos and videos.
- To delete several photos at the same time you should go into the album where your photos are, press Select (top right corner), choose the photos you want to delete and then press the bin icon. Confirm your selection and they will be sent to the Recently Deleted folder as before.

4. Using Safari:



- To Copy and Paste text: Hold your finger on text that you would like to copy and wait until the options appear. Choose Select or Select All. You can move the lines to highlight as much text as you would like. Then choose Copy. Go to where you want to paste the text, press and hold a space on the screen and then choose Paste when your options appear.

- To Copy and Paste images: To copy and paste, hold your finger on image that you would like to copy and wait until the options appear. Choose Copy. Go to where you want to paste the image, press and hold a space on the screen and then choose Paste when your options appear. If you are using images found through an internet search you may need to press Open to open the image before you copy it. It is important to remember that you should always search for copyright-free images when looking online.
- To search for a copyright-free image: Go to Google.co.uk and click on the cog at the top right corner. Choose Advanced Search, put in your search subject and then choose Free to Use or Share from the Usage Rights drop-down menu. When your search results appear these images should now all be copyright-free.
- To take a screenshot: Press the home button and the lock button at the same time. This will take a photo of everything that is visible on screen at that moment.

5. Control centre:



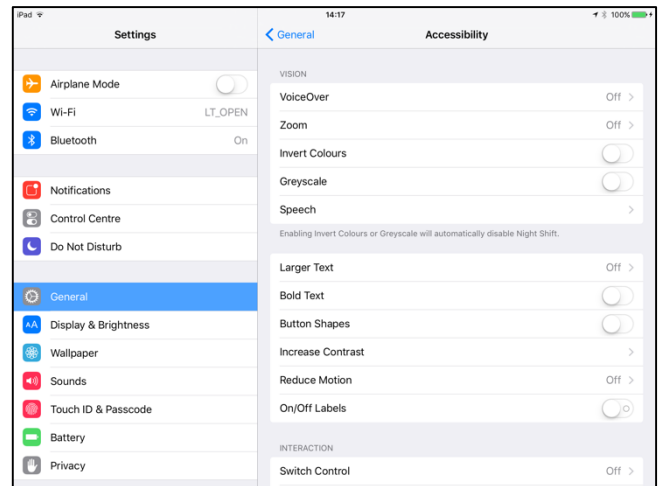
6. Transferring content from an iPad

- You can save videos and images from a shared iPad in school by plugging it into a PC. You can do this by using the white charging cable.
- Printing from iPads is currently unavailable. An alternative to this is to airdrop work to a teacher iPad and save it/email it from there.
- You can also AirDrop content to a teacher iPad and they can email it/save it to OneDrive from there (see below).

7. Accessibility Features:

To access the Accessibility features, go to Settings > General > Accessibility. Here you can explore which of the accessibility features may suit the learners that you are working with. These include:

- Invert Colours and greyscale which may help people with sight issues or dyslexic tendencies.
- Speech can read out on-screen text for people with sight issues or inexperienced readers.
- Keyboard – you may wish to use keyboards with lower case letters if they are not already turned on.
- Guided Access – a brilliant feature that allows you to 'lock' a user into a certain app. The app cannot be closed until the Guided Access passcode is input.
- You can Enable Dictation by going to General > Keyboard on newer iPads. This can be used by touching the microphone button to the left of the space bar in apps where you type.



8. Exporting work to Camera Roll



Most apps use this icon to show where you can share work or save work to your Camera Roll. Click on it to see your options for sharing/sending/saving.

9. AirDrop:

- AirDrop lets you quickly and easily beam files from one iPad to another over a secure Bluetooth and Wi-Fi connection.
- Turn on Airdrop in the Control Centre (swipe up). Tap on Airdrop and choose Everyone. Then go to the document that you would like to share. Click on the share/send button and tap AirDrop. You should see the names of the other iPads in range appear. Tap on the iPad that you want to send the document to and wait for them to accept your file.
- To receive via AirDrop, turn on Airdrop in the Control Centre (swipe up). Tap on Airdrop and choose Everyone. You will see a pop-up box on your screen with a preview of the file being sent and options to Accept or Decline. Press Accept and the file will download on your iPad. You may be asked which app you wish to open it in depending on the kind of file that is being sent.

10. Apps:

- To download an app, go to the App Store, search for the title in the top right corner. When you find the app, click on Get and then Install. You will need to input the Apple ID password so you may need to check this with your ICT Coordinator.
- If there is a red circle with a number on it on the App store icon, the number shows how many apps need to be Updated.

