

OLDER ADULTS AND Access to Technology

Be a Peer-Coach, help others!



Social Development Centre
WATERLOO REGION

Funded by:
 Ontario



Introduction to Basic iPad Apps

Overview

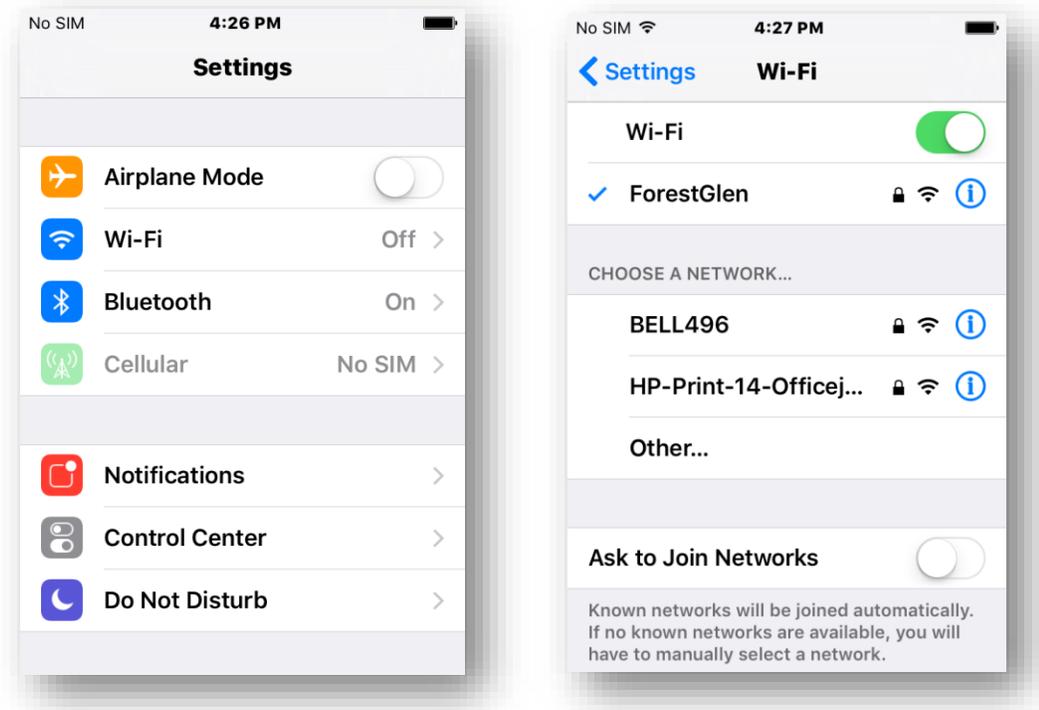
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Find out more at the Goodwill Community Foundation [LearnFree website](#).

1. What is WiFi?

If your device is not on a data plan from an Internet provider, you can always connect to the closes open Wireless Internet Network (WiFi).

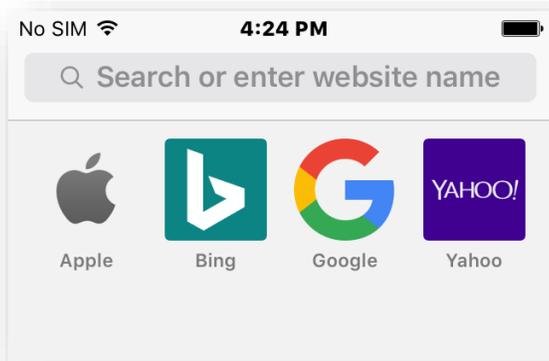
- Go to your device 'Settings' and find the WiFi Menu
- Choose a WiFi account that you have permission to connect to



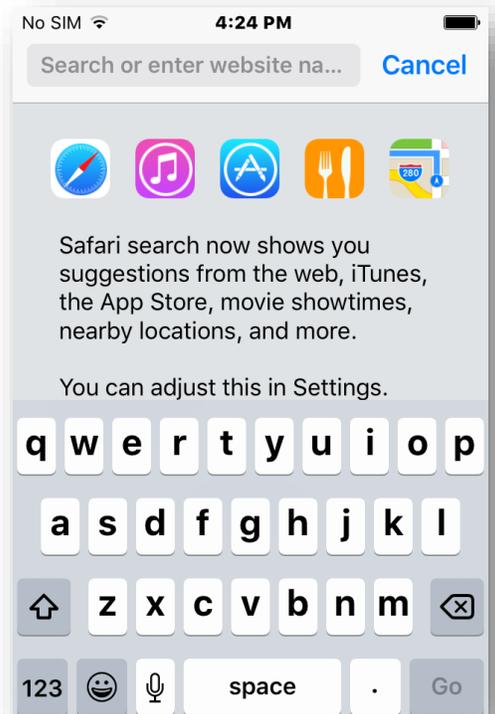
Notes:

2. Getting on the Internet?

You would use one of the Internet Browser Apps to connect to the global computer network. The Apple Internet Browsing app is Safari and it will do key word search for you or you can search by a web site address. You can decide which Internet Search Engine you want to use, and Google is still one of the best.



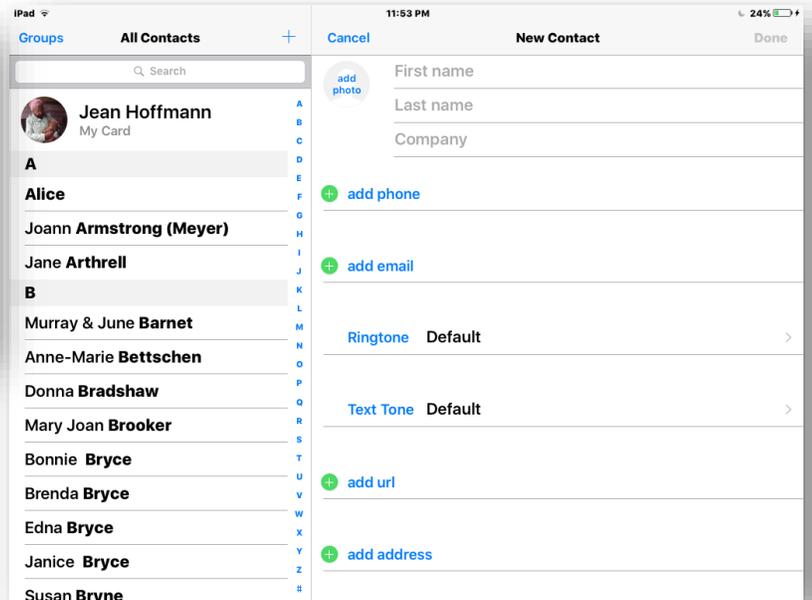
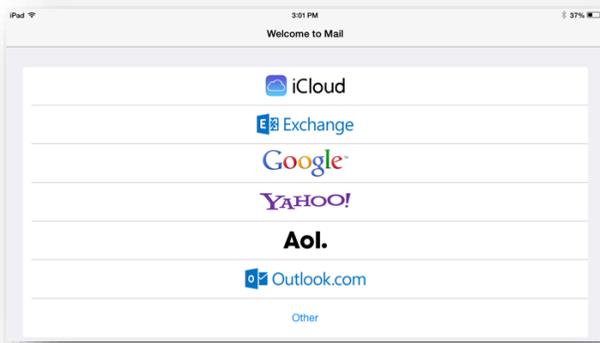
Notes:



3. Working with Email

Working with your Contact List

Your iPad comes with Mail app. You need to have an email account first, either with an Internet provider or a free online email service.



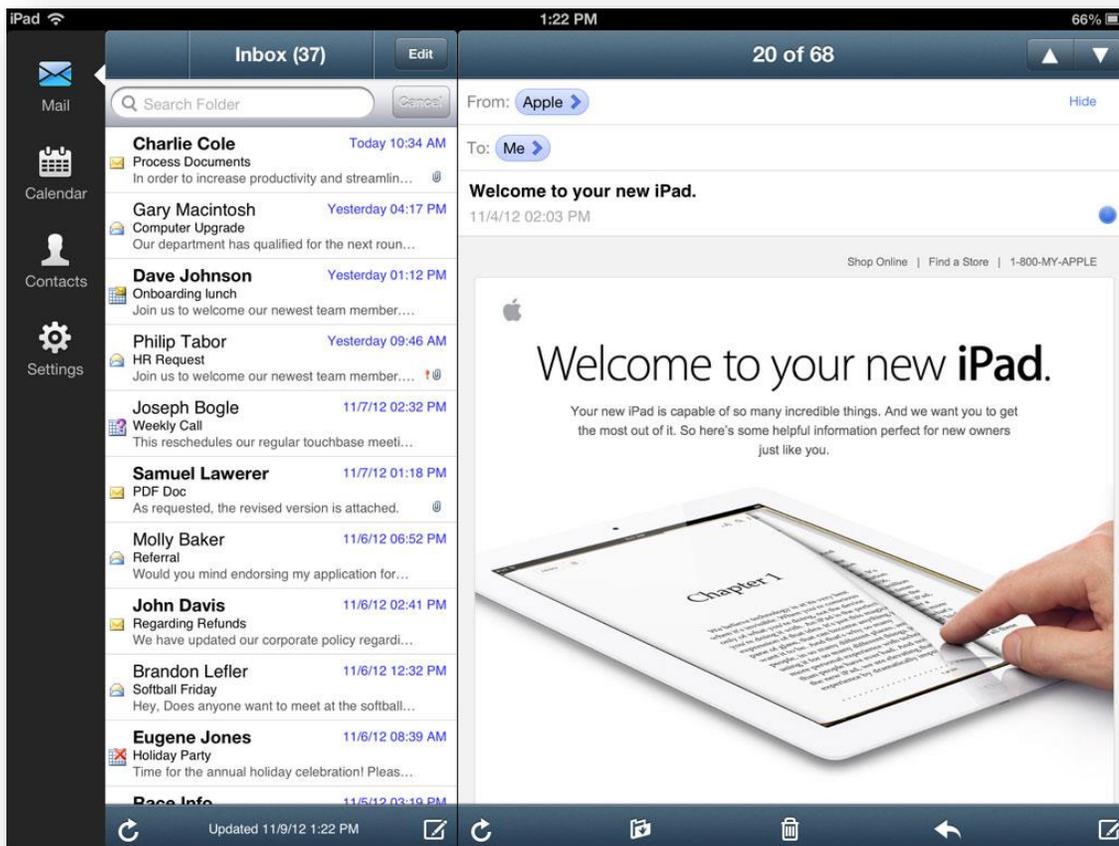
Your contacts can be imported from your existing email account, or you can fill them as you start using email.

Notes:

Email Inbox

Your iPad Mail will open to show you your incoming email.

The Inbox can be arranged the way you like it, but it usually has a list of emails on the left and a view of the content of any selected email messages to the right.

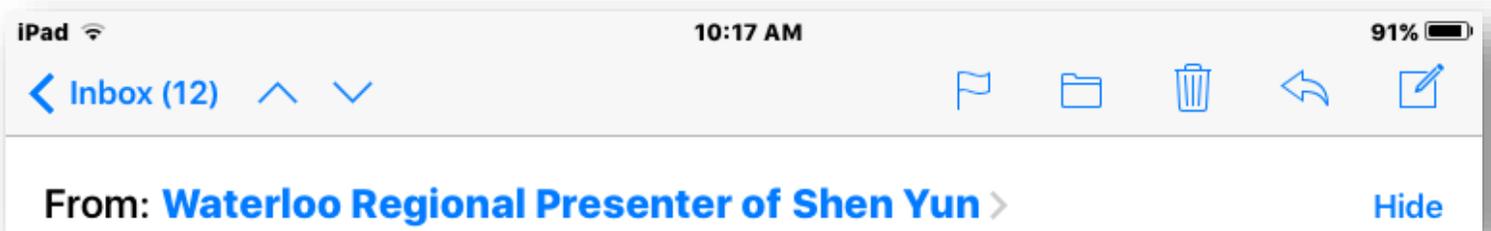


Notes:

Message Functions

You can manage your emails as you read them. Once one of them is open, you can access all the functions from the top menu icons:

- flag for importance,
- folder to archive,
- trash bin for delete,
- arrow for reply and
- pen and paper for writing a new email.

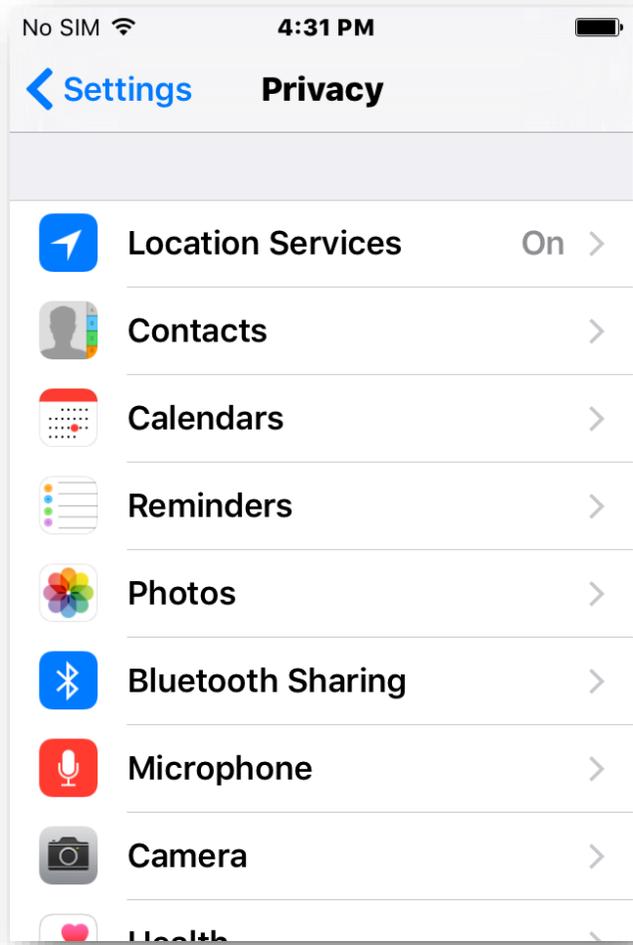
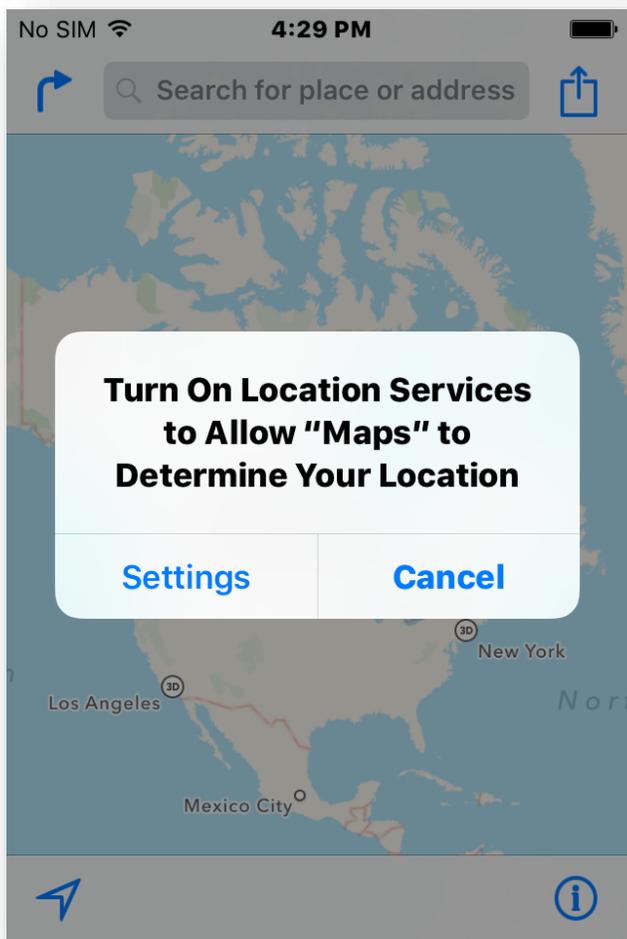


Notes:

4. Navigation App Basic Features

Using the 'Maps' app is pretty straightforward as all you need to do is type the address or location where you need to go.

Remember, you will be asked to **Turn On Location Services** so the device can accurately show you the directions to your destination.



Notes:

Finding Directions

As you fill in the address, the postal code or the name of the landmark into the start and end location, you will have different options how to get there and approximate times it would take you by transit, car or walking.

You can browser points of interest in relation to any of the locations you select.

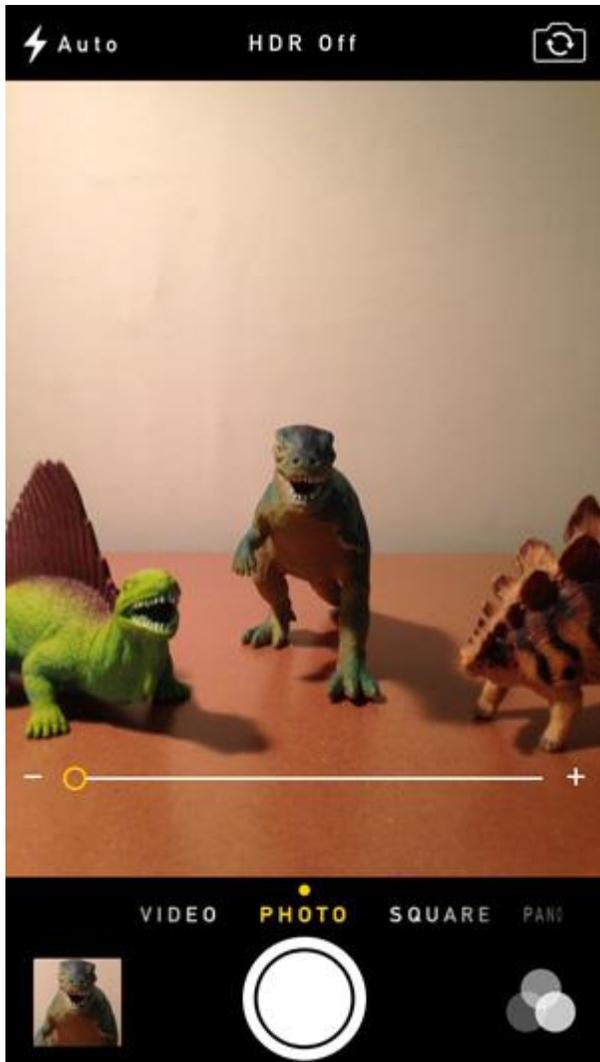


Notes:

5. iPad Camera and Photo App



You'll use the **Camera** app to take photos and videos with your iPad.



On the top you can decide if you want to use flash, or if you want the camera to face from you or towards you – Flip camera.

You can use the digital zoom with a slider at the bottom of the picture area.

At the bottom of the screen you can decide if you are to take photos or video.

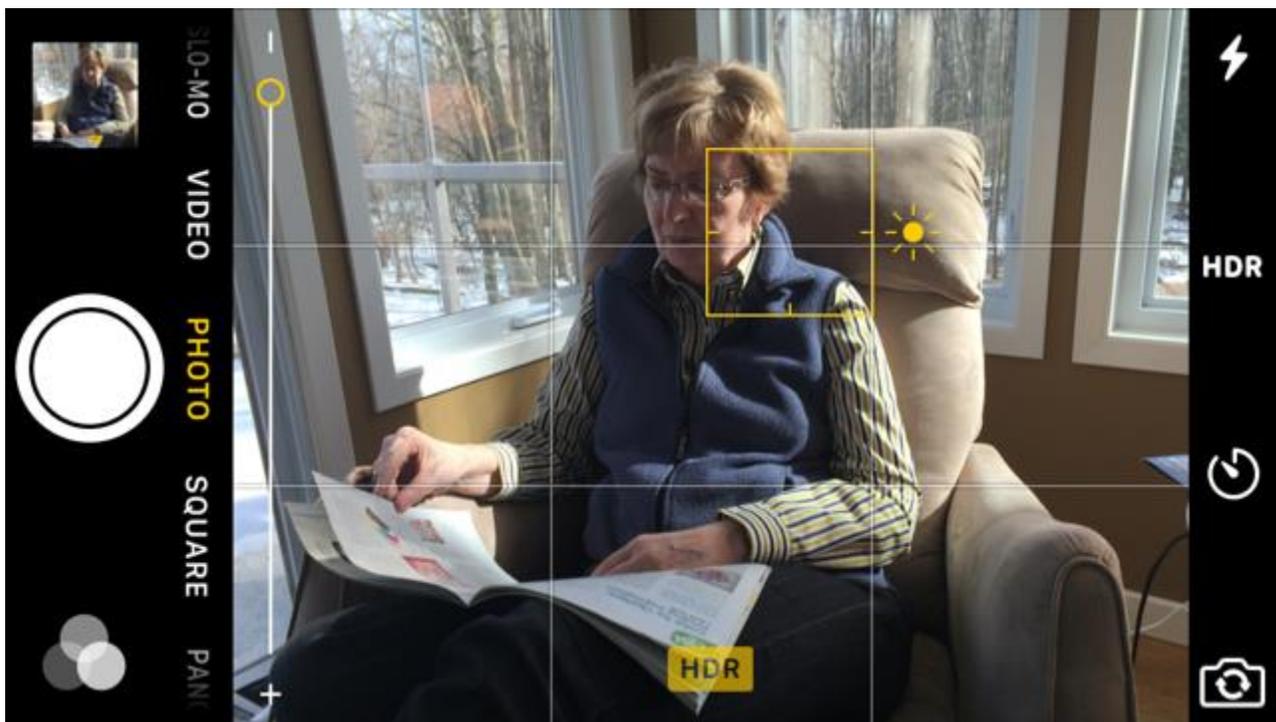
You can look at the photos taken with the button showing your most recent image.

Notes:

Taking Photos

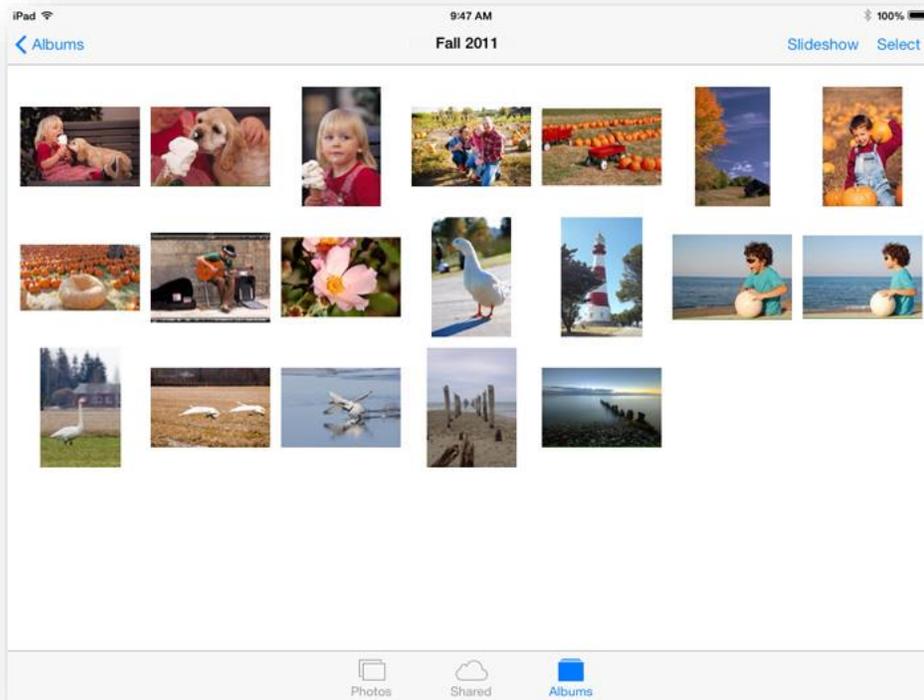
Besides using the button to take a shot, you can switch between photo or video mode. The one selected will be a different colour from the base white text.

- Yellow square tells you where the camera is zooming.
- The sun icon besides allows you to access the light controls before you take a photo
- The lightning is always an indicator of the choice for the blitz
- Clock indicates the time delay before the photo gets taken
- The camera with circular arrows allows you to switch from the back to the front camera – good for taking 'selfies' or photos of yourself.
- The small photo square allows you to see the photo taken and decide to keep it or not!



Viewing Your Photos

You can view your photos as they were taken or you can save them into albums. Once you are in the album view, you can click a plus sign in the top left corner and create a new album.



Notes:

Managing Photos

Once a photo is selected, you have options to move it, to edit it and to delete it.



Editing Photos

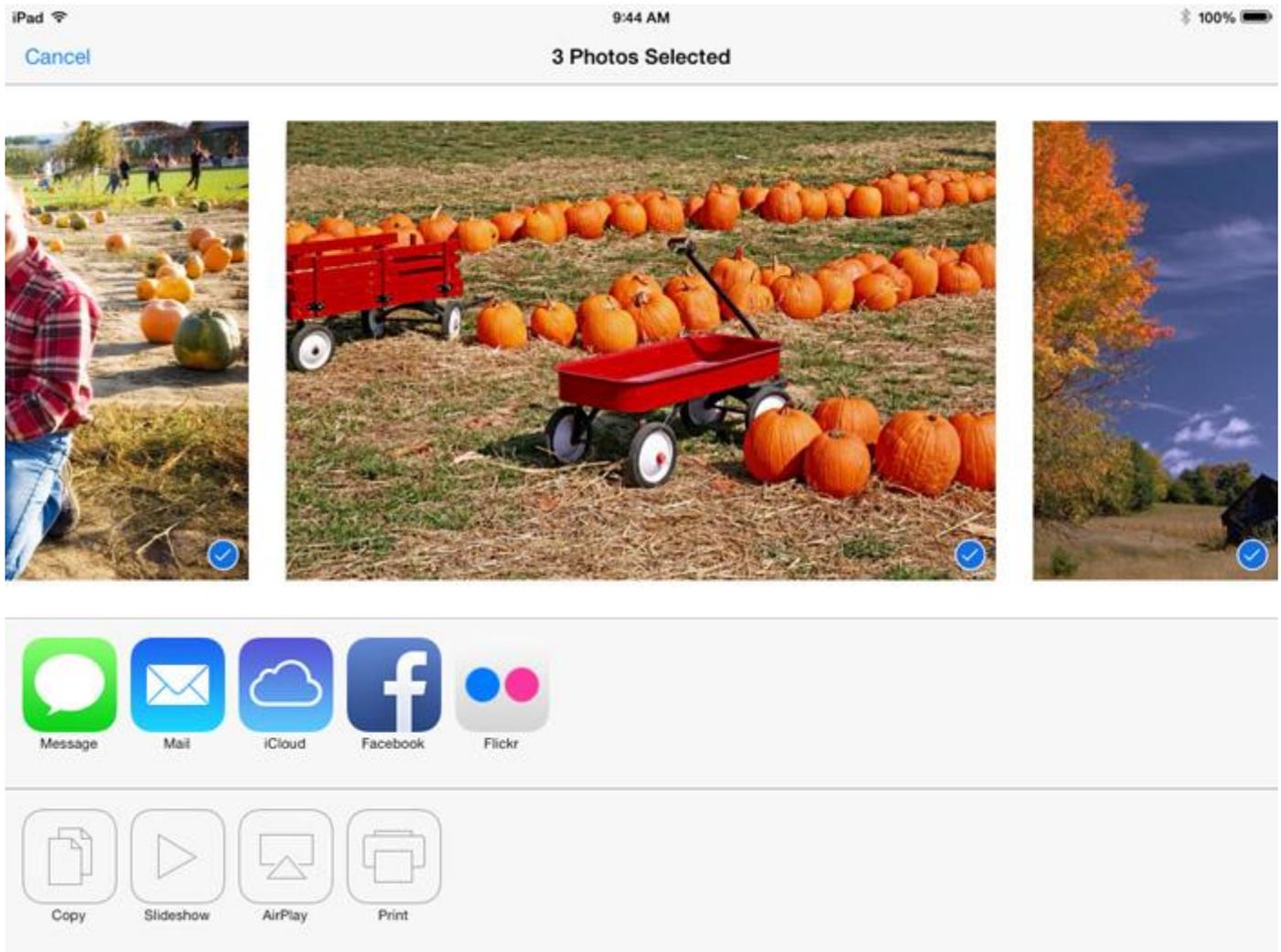
The Photos app also lets you **edit your photos** with simple options like rotate, enhance, remove red-eye, and crop. This is an easy way to correct minor problems with your photos without using an advanced image editor.



Notes:

Sharing Photos

You can send photos as an email attachment, post them to Facebook.

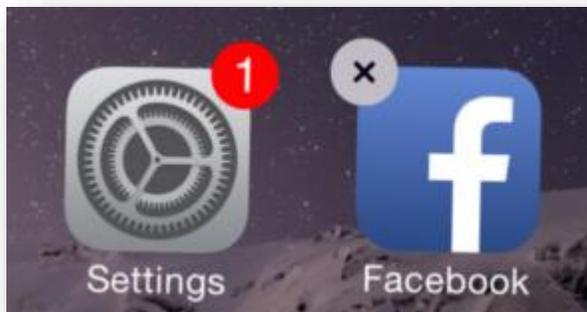


Once you select one or more photos you wish to share, you can tap the Mail or Facebook icon and a window will open to let you chose who the recipient is.

6. Deleting Applications

Once you start downloading applications, they multiply fast and you may want to delete them when they are no longer used or useful.

- Press and hold the icon of the application and it will start to shake.
- You would see an 'X' in the corner of the icon and you should tap it.
- A message asking you to confirm the removal will appear and you can tap 'Delete' to permanently remove an application.



Notes: