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using the 'Service Desk Online' icon

on your PC desktop or,

if you have a problem to report,

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Last updated: May 2017

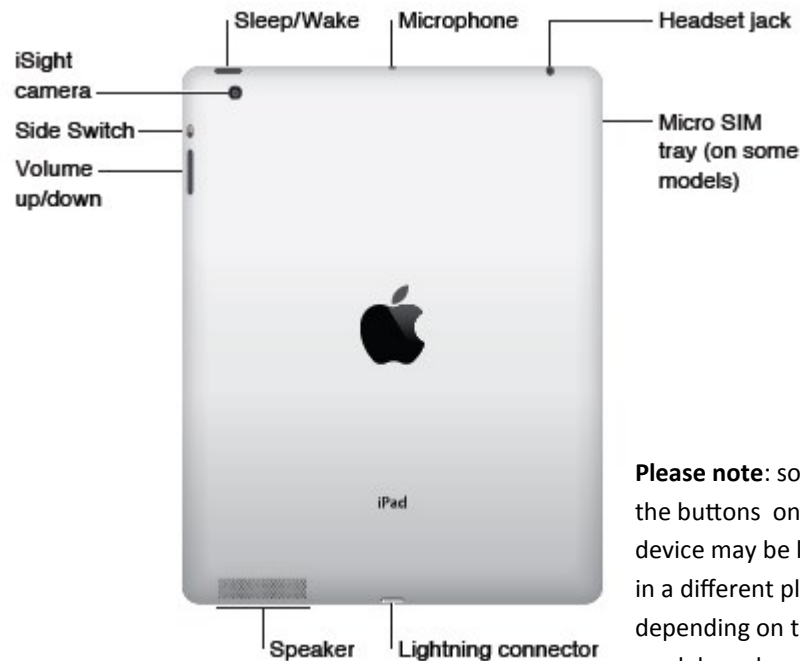
Review: May 2018



# Apple iPad Quick Reference Guide

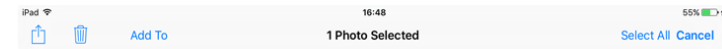


## iPad



**Please note:** some of the buttons on the device may be located in a different place depending on the iPad model you have.

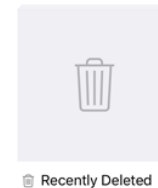
## Deleting Images



To delete images, select the images to be deleted, and then click **'Delete'** icon.



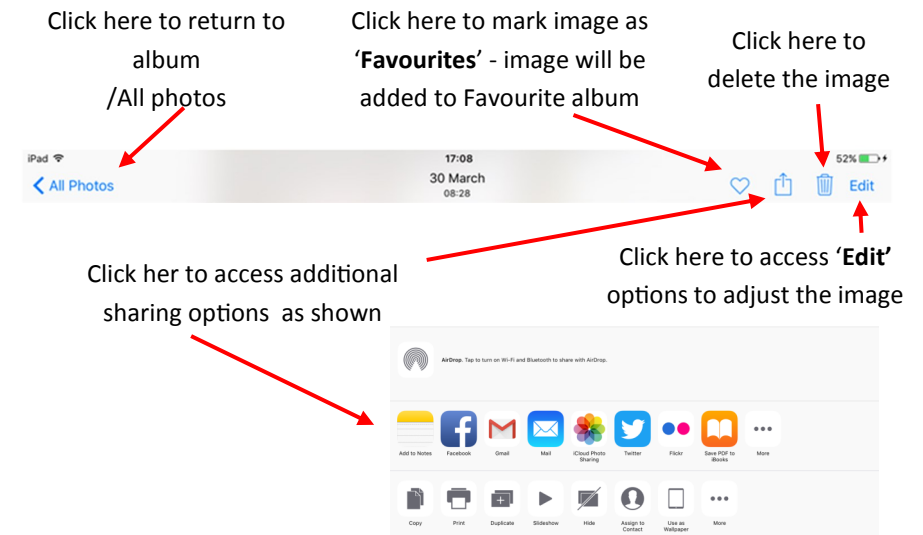
**NB:** these deleted photos will then be filed in the **'Recently Deleted'**



**'Deleted'** album where it will show the days remaining before permanently deleted. This may take up to 40 days, however, from the **'Recently Deleted'** album, you can re select images and delete from this album manually.

## Viewing images

To view an image , you can tap on it in the album and then swipe left or right to view alternative images in the same album.



## Managing photos

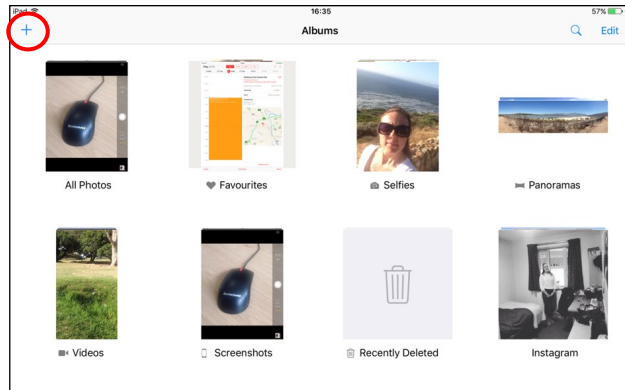


Click on the '**Photos**' icon to access the Photos app

Screenshots and photos will automatically appear in the '**All Photos**' album but may also appear in the pre set albums

e.g. Panoramas. You can also add them to other albums from here.

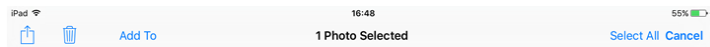
To add a new album click on the '+' symbol



To access an album select it from the '**Albums**' screen. This will take you into the album, showing you the photos currently linked to it. From this screen you can link and unlink images from this album. These images will still show in the '**All Photos**' Album. To delete an image entirely, delete it from the '**All Photos**' album.



When you select an image it will be marked with a 'Tick' icon and the top of the screen will show how many photos selected as you can select multiple images. You can then decide what action you want to take from the options available. To unselect an image tap on it again and the 'Tick' icon will be removed.



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## iPad Gestures

Make sure that gestures are turned on for your iPad. Go to 'Settings', 'General', and 'Gestures'. Set the slider to 'On'.



**To open an application** select the application icon from the home screen. Alternatively swipe right to search for the application by name.

**To minimise an open application** 'pinch' the screen with 4 or 5 fingers, or click the home button.

**To zoom in/out** put two fingers on the screen. Bring them together to zoom in. Move them apart to zoom out

**'Swipe'** the screen with a finger to move in the appropriate direction.

**'Four-finger swipe left / right'** moves you through your running and most recently used apps.

**'Press and hold an icon'** to move icons around the home screen or to delete apps, the icons will move & a small cross will appear to show you can delete/move. You can drop apps on top of each other to create folders containing multiple apps.



To move apps between pages drag them to the edge of the screen and hold them there. Press the home button to exit this mode.

**'Four-finger swipe up or double click the home button'** shows the applications that are currently running. To close running applications that aren't currently being used, swipe the application up to the top & it will disappear—this helps to extend battery life.

**To take a screen shot** hold the 'Sleep/wake' button and press the 'Home' button. The screen will flash. Go to the Photos app. There will be a screen shot in the photo app.

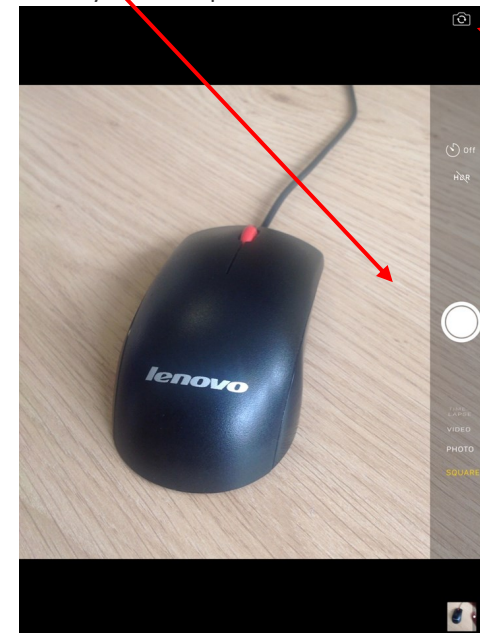
## To take a photograph with the iPad



1. Tap the 'Camera' icon on the Home screen to open the app.

2. Move the iPad until the screen displays the image you want to capture. Tap the 'Capture' button.

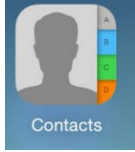
When you take a picture it will be stored in the Photos app automatically.



3. If you tap this icon on the screen, it will turn the camera to the front. You then take a photo in same way.

**N.B** Camera slider settings—this allows you to select either normal Photo/ Square/Video or Time Lapse options.

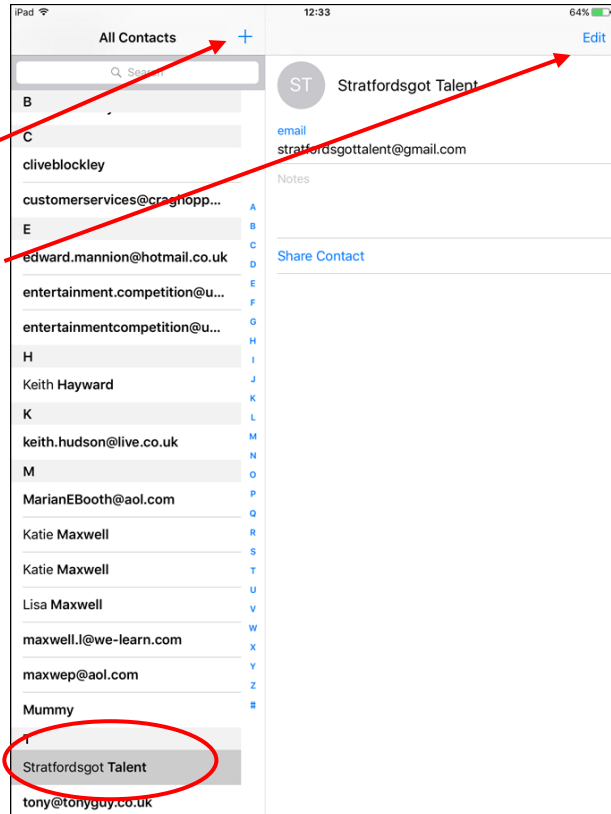
## Contacts



Select the '**Contacts**' icon to access the Contacts app.

Select '+' to add a new contact

Select '**Edit**' to edit an existing one.



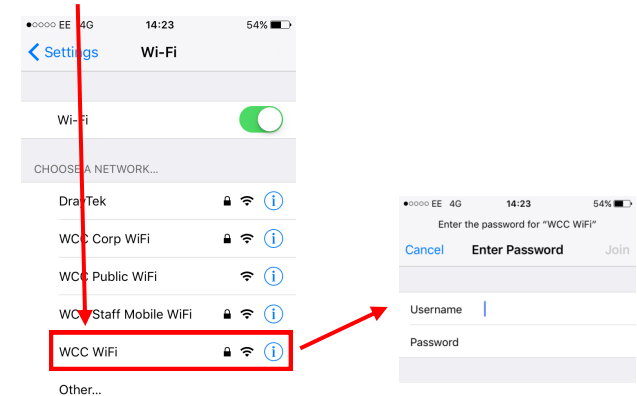
Choose a contact name on the left hand page to view the contacts details on the right.

## Connecting to WCC Staff Wi-Fi



Select the settings app.

Choose the Wi-Fi option, and select '**WCC WiFi**'



Enter your Network ID (as the username ) and your current password then tap 'Join'

## Connecting to your Home Wi-Fi

Select the settings app.

In settings choose the Wi-Fi option as above, and select your wireless network.

You may be asked for a wireless password. Enter your wireless password. Often this is printed in the underneath of your wireless router.

## Managing Apps

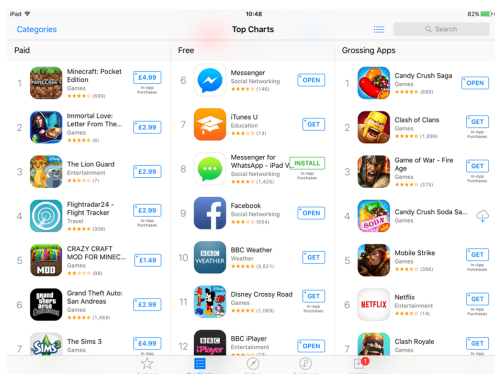
Please be aware that the only apps that are permitted to be downloaded and installed by Warwickshire County Council are Google related apps such as Google Calendar, Google Drive, etc. See a selection on next page.

If you wish to download any other Apps, then a call needs to be logged with the ICT Service Desk for the Security Team with a full explanation of business need or requirement for the app.

## Adding Apps



In order to get the most out of your iPad you can install apps that enable you to have extra programs and features. You will need an Apple ID to be able to install apps. (Please refer to “Create an Apple ID” User guide.) To add an app click on the App Store icon and go to the ‘Search Store’ button.



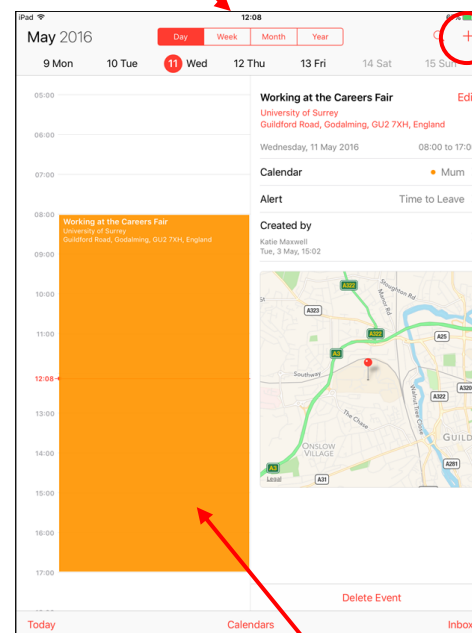
Type in the name of the app you are looking for. Alternatively—if you are just browsing—click through the available apps and see which ones take your interest. You can download an app by clicking on the price (either a value or ‘GET’) and then clicking the same button again to ‘INSTALL’.

## Calendar



Select the ‘Calendar’ app to access your calendar.

You can either tap on the date you require or swipe left and right to move between days. You can view the calendar either by Day, Week, Month or Year by tapping the options at the top.



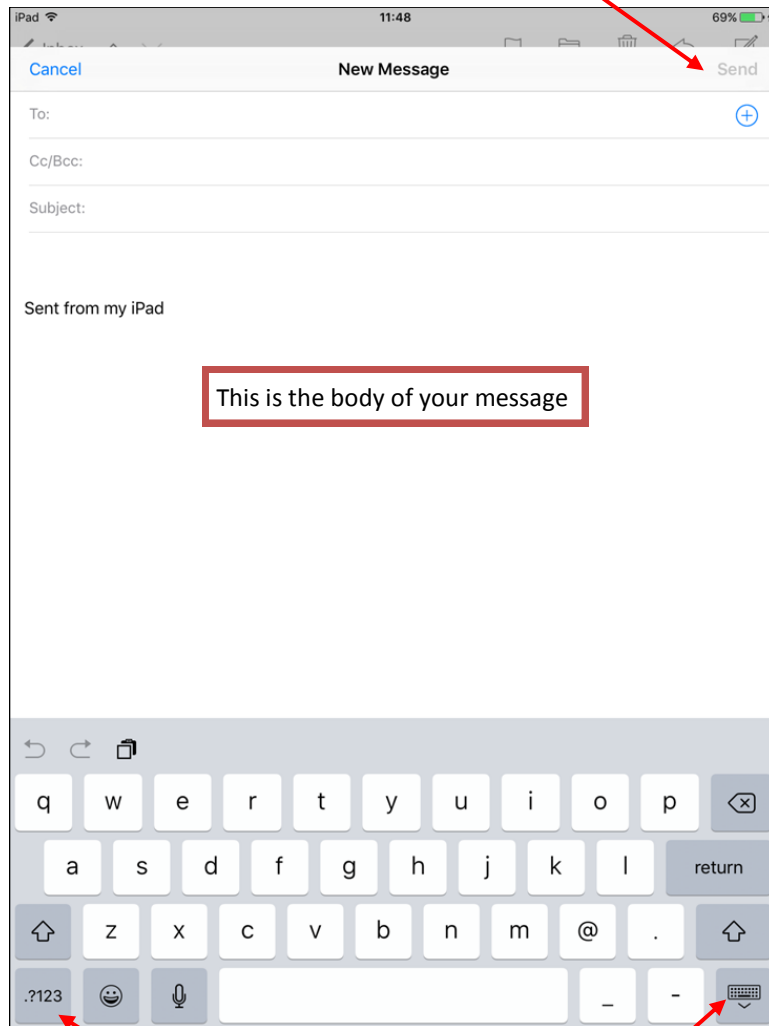
Click the ‘+’ symbol to add a new event. Fill in the ‘New Event’ box and click ‘Add’

Click ‘Today’ to view today's events

Click on events to view details

## Sending a message

Click '**Send**' once you have written your message



Click here to add numbers and symbols to your message

The on screen keyboard enables you to type your message. Click here to hide it

## Selection of some Google Apps



Gmail—email from Google



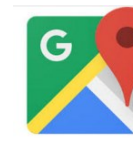
Google Calendar



Google—the official Search app



Google Chrome—web browser



Google Maps

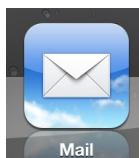


Google Drive



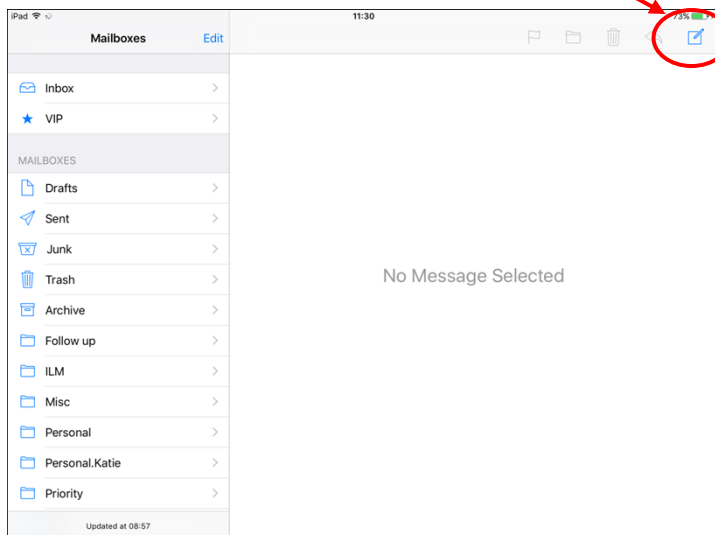
Google Docs





## Accessing Email

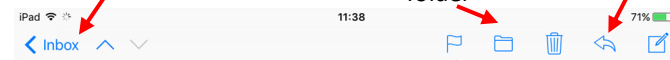
To access your email click on the '**Mail**' icon on the front screen. Select the '**Inbox**' from the list of Mailboxes. This will show you your most recent emails. To write a new email, select the '**new email**' icon.



Select inbox to go back to your message list

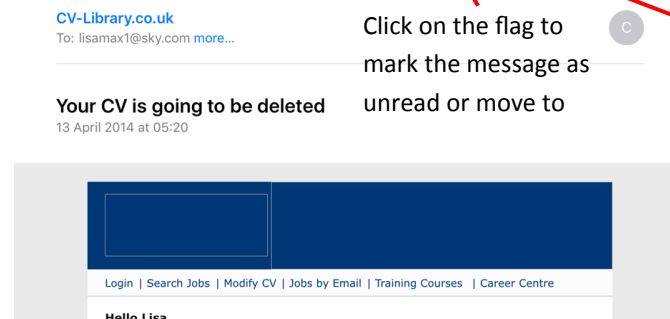
Select the folder to move the message to an alternative folder

Click on the reply arrow to reply, forward or print the message



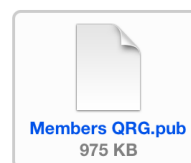
Click on the flag to mark the message as unread or move to

Select the bin to delete the message

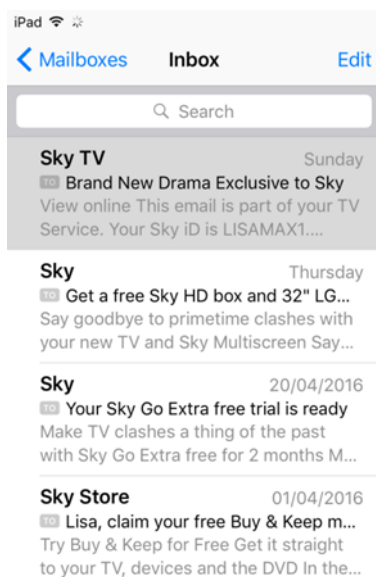
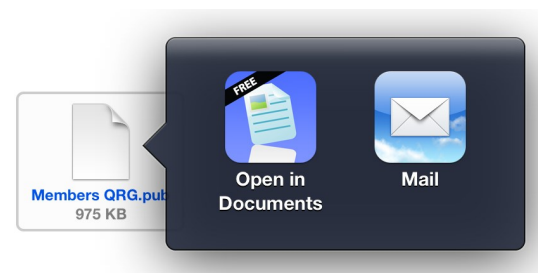


## Opening attachments

Emails may contain attachments. When these emails are opened an icon will be displayed in them.



To open the attachment click on the icon. Depending on the apps you have installed you may be offered a choice of ways to open the attachment as shown below.



Click on a message to access it