iPad Training

Section 4:
Task Tip Sheets

iPad Pro 12.9 inch
4th Generation
Wi-Fi

GOING HOME Transition Project
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Information for this guide was developed from the
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Set Up and Task Tip Sheets for
iPad Pro 12.9, 4th Generation, Wi-Fi

Section 4:
TASK TIP SHEETS

Table of Contents

Task Tip Sheet

Using Siri to find phone numbers

Individuals
An easy way to find a person's phone number is to use Siri.   An individual needs to be listed in the contacts. Refer to pages 39-40 in the Transition Project to see how to add a person to your contacts.

Businesses or Services
An easy way to find a business or service phone number is to use Siri.

Steps to use Siri to find phone numbers/contacts:

Summon Siri with your voice

When you summon Siri with your voice, Siri responds out loud.

1. Say "Hey Siri," then ask Siri a question or to do a task for you.

   For example, say something like "Hey Siri, how's the weather today?"

   or "Hey Siri, set an alarm for 8 a.m."

2. To ask Siri another question or to do another task, say "Hey Siri" again

   or tap .

Note: To prevent iPhone from responding to "Hey Siri," place your iPhone

face down, or go to Settings   > Siri & Search, then turn off Listen for "Hey Siri."

You can also say "Hey Siri" to summon Siri while wearing AirPods Max, AirPods Pro, or AirPods (2nd generation).

Make a correction if Siri misunderstands you

- *Rephrase your request:* Tap , then say your request in a different way.

- *Spell out part of your request:* Tap , then repeat your request by spelling out any words that Siri didn't understand. For example, say "Call," then spell the person's name.
- *Change a message before sending it:* Say "Change it."
- *Edit your request with text:* If you see your request onscreen, you can edit it. Tap the request, then use the onscreen keyboard.

Steps for looking up a phone number in Contacts manually (without Siri)

- Go to the Contact App on the home screen and touch.
- Tap on the Search Bar located at the top of the screen.
- Type name, address, phone number or other contact information in the Search Bar.
- Top name matches will appear.
- Tap on the contact.
- Choose a method for contacting this person and tap on that method.

It is recommended that you find your local public transportation contact information and enter this into your contacts.

Ways to use Siri:

- make a doctor's appointment
- reservation for dinner
- make arrangements for transportation
- to order pick up at restaurant
- to call 911
- to make arrangements for pick-up or delivery of groceries

The iPhone User Guide was used for this information and can be used for additional information.

Task Tip Sheet

Walmart App or Website

Follow these steps to place your order on the Walmart app or website.

1. Choose your **pickup or delivery location**.

2. Tap or click **See times to choose your pickup or delivery window**.

3. **Add items to your cart**. Your shopping cart will show you the minimum order total you need to place an order.

4. When you're ready to check out, **tap or click Check out**.

5. Add your **payment method**.

6. On the **Review Your Order screen**, you can update your location, phone number, and payment method. You can also manage your substitutions and add promo codes. **When you're ready to place your order, tap or click Place order.**

After you place your order, you can view it in your account. You can edit, cancel, or reschedule any time before the cutoff.

Task Tip Sheet

WALMART PRESCRIPTION REFILLS using Walmart.com account

To create a Walmart.com account, follow these quick steps:

1. Select the Account button in the upper-right corner of Walmart.com.
2. Click Create an Account.
3. Enter your name and email address on the sign-up screen.
4. Create a password and confirm it.
5. Select Create Account.

See the Walmart Help Center website for more information:

Order Refills Online

You can refill prescriptions for yourself and family members through your online Pharmacy account.

To refill from your account:

1. Select the check box next to the prescription you'd like to refill. (You can select up to 10 prescriptions to refill.) To find information on a specific prescription click the Rx number.
2. Click Refill Now or to view all available prescriptions, or go to the *Refill Prescriptions* page.
3. Follow the prompts to have the prescription held for pickup at any Walmart Pharmacy or shipped to your home.
4. Confirm your payment method.
5. You'll have an opportunity to review your order.
6. Select Place Order.

You'll receive an email order confirmation. See the Walmart Help Center website for more information on refilling prescriptions.

Task Tip Sheet

Weather App on iPad and iPhone

View weather conditions
- To see weather conditions by the hour, **swipe left to right** in the hourly forecast
  Scroll down for the following:
- For overview of the weather for the week
- For chances of precipitation
- For air quality
- For severe weather information
- For different cities

Can add, delete, and rearrange cities
To add a city to your weather list:

1. Tap the location icon ☰, then tap the Spotlight icon 🔍.
2. Enter the name of the city, zip code, or airport location.
3. Tap the city, then tap Add.

To delete a city from your weather list, swipe left on the city, then tap Delete.

To rearrange the order of the cities on your list, touch and hold the city, then move it up or down to reorder it.

Can view conditions in the weather widget on your Home Screen
You can create a Weather widget on your Home Screen which gives you easy access to weather conditions.

Apple Support: About the Weather App

Can add widgets to your Home Screen

1. From the Home Screen, touch and hold a widget or an empty area until the apps jiggle.

2. Tap the Add button ➕ in the upper-left corner.

3. Select a widget, choose from three widget sizes, then tap Add Widget.

4. Tap Done.

You can also add widgets from Today View

1. From Today View, touch and hold a widget until the quick actions' menu opens.

2. Tap Edit Home Screen.

3. Drag the widget to the right edge of the screen until it appears on the Home Screen.

4. Tap Done.

Can edit the Weather widget

1. Touch and hold a widget to open the quick actions menu.

2. Tap Edit Widget ⓘ.

3. Make your changes, then tap outside of the widget to exit.

Can remove widgets

1. Touch and hold the widget that you want to remove.

2. Tap "Remove Widget."

3. Tap "Remove" again to confirm.

[The Apple Support website – using widgets](#) on your iPhone and iPod touch, was the reference for this information and can be accessed for additional information on this topic.

Task Tip Sheet

Transportation Plan

(Keep this information handy!)

- You and your helper decide what works best for you. Where do you go most often? _____

  _____

- Choose a reliable transportation option. Will you use a rideshare app service, or call public transportation for rides? _____

  _____

My technology helper:	
My device:	
Important to know before scheduling the ride:	
Important things to bring with me when I go out:	
Emergency contact:	

- If you schedule rides with an app:

My service provider:	
What I say to open that app:	
My log in username:	
My log in password:	
How I use my device to get a ride:	

- If you schedule rides with a phone call:

My service provider:	
Transportation phone #:	
Hours open:	
How I use my device to get a ride:	

- Finally, use your device to test out what it's like to schedule transportation to a common destination.

Task Tip Sheet

Speak Selection on iPad Pro

Set Up

1. From the Home screen, tap **Settings > Accessibility > Spoken Content.**
2. Tap the slider button to enable **Speak Selection .**
3. Turn on **Highlight Content** (text will be highlighted as spoken).
4. **Speaking Rate:** Choose how fast the device reads to you.
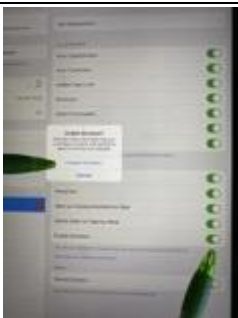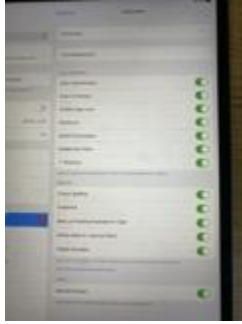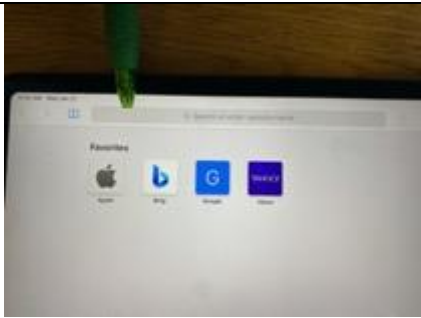
Enabling Speak Selection

1. **Launch the app** containing the text you would like the iPad to speak back to you, such as email or a website.
2. **Hold your finger down on the text** you would like it to have read, to pull up the copy/paste menu.
3. **A small blue square will** appear with two dark blue dots on each end.
4. **Tap one of the dots**, hold down your finger, and drag finger across text you would like to have read. Let go of your finger. See picture below.
5. Select **"Speak"** in the black menu bar to hear the highlighted text.

Task Tip Sheet

Enable Dictation

1. Launch the Settings App on the Home screen - **Tap on Settings.**	
2. Tap on **General** and on **Keyboard.**	
3. Locate **"Enable Dictation"** on right side. Tap the **On/Off switch** next to "Enable Dictation". **Green means On** and **Gray means Off.**	
4. Showing the **Enable Dictation Box - "select enable dictation".** The switch will then be **On (green).**	

5. Showing the screen with **enabling dictation turned On.**	
6. **Now let's try Dictation.** Select the Safari App on your home Screen.	
7. **Touch the Search Bar.** A keyboard will appear at the bottom section of the screen.	
8. **Dictation button** - tap on the dictation button at bottom of screen to start recording. Notice the words appear in the search bar. (*The Dictation button is the microphone to the left of the Space Bar*).	

9.**Tap the tiny keyboard** at the bottom of the screen when finished speaking.	
10. **For example** - Say **"recipes"** and the word "recipes" will appear in the search bar. Note: the search engine will provide a list of options. **Tap "Go"** on the keyboard to see the entire list.	
11. **Search Results:** A list of relevant websites will appear for you to consider. Select one of the websites you are interested in looking at.	