

# iPad Training

## Section 3: Tasks

iPad Pro 12.9 inch  
4<sup>th</sup> Generation  
Wi-Fi

GOING HOME Transition Project  
Assistive Technology for Kansans  
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Information for this guide was developed from the  
[iPad User Guide, Apple, Inc. 2021](#)

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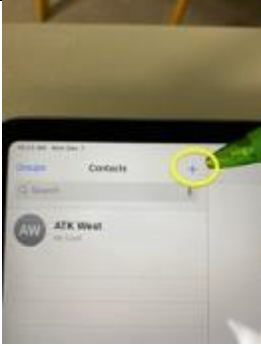

Set Up and Task Tip Sheets for  
iPad Pro 12.9, 4th Generation, Wi-Fi

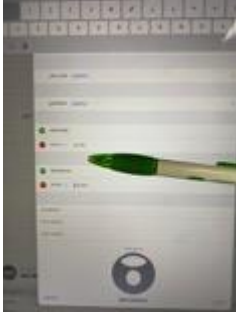
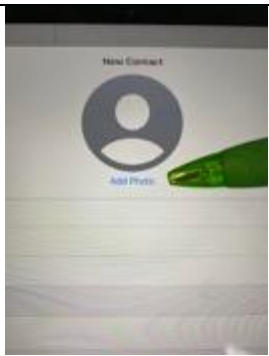

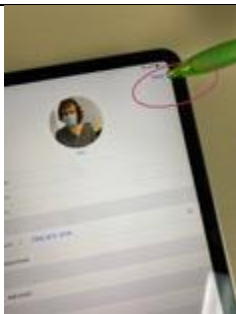
## Section 3: **TASKS**

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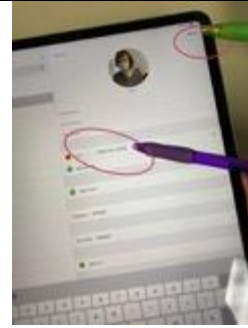
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# Entering Contacts

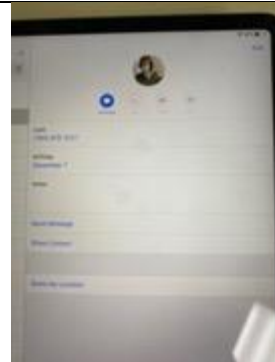
<p>110. <b>Entering Contacts</b> – tap on the Contacts App.</p>	
<p>111. <b>Add Contacts</b> - tap the Add Icon (+) at the top of the screen.</p>	
<p>112. <b>New contact screen</b> – see picture.</p>	

<p>113. <b>Enter name, phone and email</b> information.</p>	 A screenshot of an iPad contact form. The form has fields for name, phone number, and email. A green stylus is pointing to the name field.
<p>114. <b>Add photo</b> – OPTIONAL.</p>	 A screenshot of the 'Add Photo' button on an iPad. The button is a grey circle with a white person icon and the text 'Add Photo' below it. A green stylus is pointing to the button.
<p>115. <b>Touch camera</b> - to take picture.</p>	 A screenshot of the iPad camera icon in the contact photo selection menu. The icon is a camera lens. A green stylus is pointing to the icon.
<p>116. <b>Tap on Done</b> – when photo is selected.</p>	 A screenshot of the 'Done' button on an iPad. The button is a red circle with a white checkmark. A green stylus is pointing to the button.

117. **To change a phone number**  
– tap on the number and change.  
When finished, tap on **“Done.”**



118. **Finishing contacts** – enter as much information as you would like to: name, phone number, address, etc. Click on **“Done”** when finished. Remember to select **“+”** on left side to create a new contact.



# Social Media – such as Facebook, Twitter, Facetime, IMessage

Each social media application requires its own download and sign in.  
Here is an example using Facebook.

119. **Open App Store** by tapping on the App Store App.

**App Store Tips:**

Sign in with Apple ID: Even on free Apps – it will ask for your Apple ID.

Requires password for additional purchases:

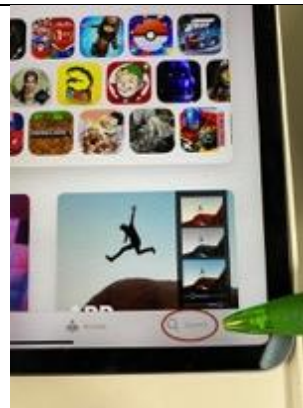
Require after 15 minutes


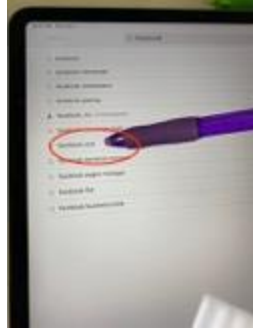
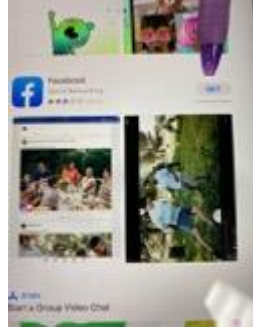

Always require

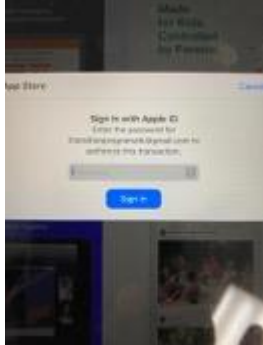


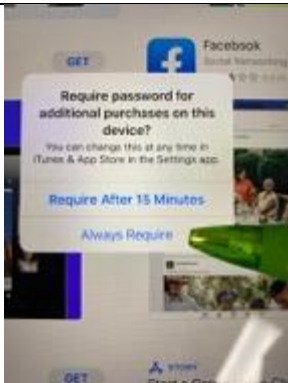
As noted above, you have 2 options for downloading Apps. The first option is recommended however it is user choice.







120. **Search** – tap the Search tab located in the bottom right-hand corner of the screen.



<p><b>121. Type “Facebook” in the Search Bar.</b> Once you have typed in the search, press <b>“Enter”</b> to get a list of website options.</p>	 A screenshot of an iPad search interface. The search bar at the top contains the word "Facebook". Below the search bar, a list of search results is displayed. The first result, "Facebook", is circled in red. A green pen is pointing to the circled result.
<p><b>122. Finding correct link:</b> Below the search bar there will be a list of websites. <b>Tap on facebook.com</b></p>	 A screenshot of an iPad search interface. The search bar at the top contains the word "Facebook". Below the search bar, a list of search results is displayed. The result "facebook.com" is circled in red. A purple pen is pointing to the circled result.
<p><b>123. Install Facebook:</b> to install Facebook tap on <b>“Get.”</b></p>	 A screenshot of the Facebook app page in the App Store. The "Get" button is circled in red. A purple pen is pointing to the "Get" button.
<p><b>124. Install Facebook:</b> Tap on <b>“Install.”</b></p>	 A screenshot of the Facebook app page in the App Store. The "Install" button is circled in red. A green pen is pointing to the "Install" button.

<p>125. <b>Sign in with Apple ID</b> - type Apple ID in the bar provided.</p>	
<p>126. <b>Sign In</b> – tap on <b>“Sign In”</b> button.</p>	
<p>127. <b>Select the “Install Button.”</b></p>	
<p>128. <b>Require password</b> – tap on <b>“Always Require.”</b></p>	



<p>129. Enter Facebook account. Remember the information entered. Document on the iPad Information Log.</p>	
<p>130. <b>Two options to access Facebook.</b> <b>Green pointer: Fill in this space if you already have an account.</b> <b>Purple pointer: Complete for new accounts only.</b></p>	
<p>131. <b>Set up iMessage</b> – user and receiver must have Apple devices to use iMessage.</p>	
<p>132. <b>Enter Password for iMessage</b> – continue by following the prompts on the iPad screen.</p>	

**Social Media Tips:**

**Video Calls** – Facetime, Skype, etc.

Video calls can be made with a number of applications such as Facebook, FaceTime, Messenger, WhatsApp, Skype, and Zoom. These are just a few examples of videocall programs. You and the individual you want to communicate with needs to have the same application that you have in order to communicate. Click on preferred App/Program and follow set up procedures.

# Managing and Understanding the iPad

133. **Switch iPad Screens** – to navigate between screens, flick your finger from right to left or left to right across the **middle of the screen**, or tap directly on the small dots... toward the bottom of the screen.



134. **iPad Dock** - The iPad DOCK is at the bottom of the screen in a shaded area.

The **apps to the left of the line** are the apps that are always available – docked apps. These apps can be changed. Work with your helper to determine which apps are most important to you and move these apps to the Docked section.

The apps to the right of the line are the ones most recently opened and can be reopened from here again.



# Red Dots on Apps and iMessage

135. **Notification Red Dot** – a red dot by an app generally means the app has a message such as a reminder to upgrade the app or the iPad.








136. **Notification Red Dot Sample** – this red dot indicates that the iPad needs its software to be updating.



# Some Useful Preinstalled Apps

Reminders App – This app can be used to create reminders to take medicine, eat meals, post questions to ask your doctor, etc. and set alerts.

<p>137. <b>Reminders App – tap on the app.</b></p>	
<p>138. <b>Welcome to Reminders -</b> “Upgrade now” for added features.</p>	
<p>139. <b>Label and add items to list.</b> <b>Green pointer: create, label and add items to a list.</b> Each item on the list can have added details such as an alarm or repeat options. Just select one item and to the right is an . Touch the  for options.</p> <p><b>Purple pointer: touch here to start a new list</b></p>	

140. **More choices** – 3 dots equals more choices on each list.

On the Reminders page: Top right-hand corner are 3 dots with options on what to do with the list:

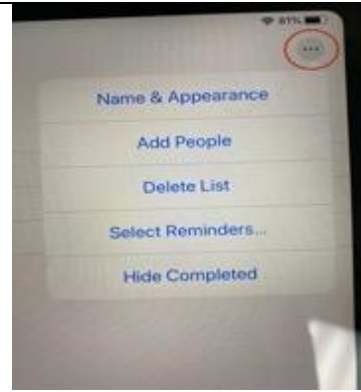
**Name & Appearance**

**Add People** – share this with others and everyone will see the changes to your list.

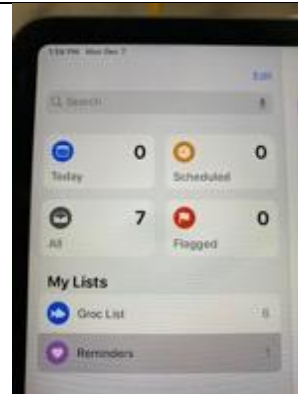
**Delete List** – will delete all reminders in this list.

**Select Reminders** – move reminder to another list.



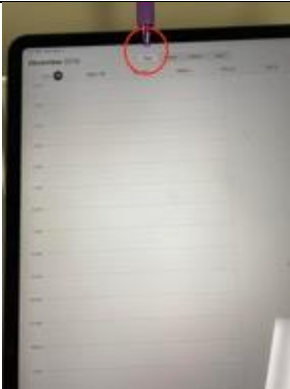
**Show Completed**

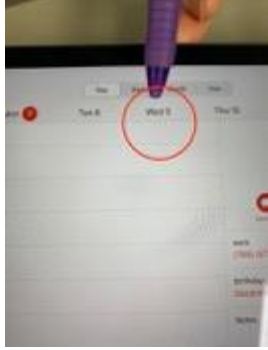

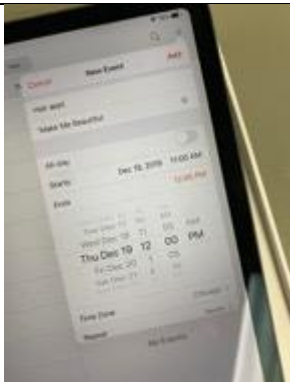



141. **Reminders app menu** on left side of screen.







## Calendar App – setting an appointment, birthdays




<p>142. <b>Calendar App</b> – touch app to open.</p>	 A photograph of an iPad home screen with an orange background. The Calendar app icon, which is white with a black border and a large number '7', is being pointed to by a green pen. Other icons like Messages, Clock, Photos, and Settings are visible on the screen.
<p>143. <b>Select month</b> – by selecting the month, one can scroll up and down to see appointments and birthdays for multiple months.</p>	 A photograph of an iPad displaying the Calendar app in a monthly view. The screen shows a grid of days for a month, with various colored dots representing appointments or events. The iPad is held in a stand.
<p>144. <b>Make appointment</b> – to make an appointment select <b>Day</b>.</p>	 A photograph of an iPad displaying the Calendar app in a daily view. A red circle is drawn around the 'Day' selection at the top of the screen, indicating the step to make an appointment.

<p>145. <b>Select the date</b> on the top center bar.</p>	 A close-up photograph of an iPad screen displaying the calendar app. A purple stylus is pointing to a date in the top center bar, which is circled in red. The date is 'Wed 17'.
<p>146. <b>Set appointment time.</b> Select the (+) sign to get the “New Event” menu and complete the information.</p>	 A close-up photograph of an iPad screen showing the 'New Event' menu. A purple stylus is pointing to the '+' sign in the top right corner, which is circled in red. The menu options include 'All-day', 'Starts', 'Ends', 'Event Name', 'Location', and 'Repeat'.
<p>147. <b>Example of a scheduled hair appointment.</b> Select “ADD” when done.</p>	 A photograph of an iPad screen showing a scheduled hair appointment. The event is titled 'Hair Appointment' and is scheduled for 'Thu Dec 19 12:00 PM'. The event details include 'Event Name', 'Location', and 'Repeat'.
<p>148. <b>Example of completed appointment.</b> Scroll down to “Alert” in order to be alerted of the appointment.</p>	 A close-up photograph of an iPad screen showing the 'Alert' option in the 'New Event' menu. A finger is pointing to the 'Alert' option, which is circled in red. The menu options include 'All-day', 'Starts', 'Ends', 'Event Name', 'Location', 'Repeat', and 'Alert'.



<p><b>149. Make first alert.</b></p>	 <p>A screenshot of the iPad calendar app showing the 'Alert' options for an event. The options listed are: At time of event, 5 minutes before, 10 minutes before, 15 minutes before, 30 minutes before, 1 hour before, 2 hours before, 1 day before, 2 days before, and 1 week before. A purple pen is pointing to the '1 hour before' option.</p>
<p><b>150. Make second alert.</b></p>	 <p>A screenshot of the iPad calendar app showing the 'Alert' settings for an event. The settings include: Start (Dec 19, 2019, 11:00 AM), End (11:00 AM), Repeat (None), Travel Time (None), Calendar (Home), Location (Home), Alert (1 hour before), Second Alert (None), and Show As (None). A purple pen is pointing to the 'Second Alert' option.</p>
<p><b>151. Set time alert.</b></p>	 <p>A screenshot of the iPad calendar app showing the 'Alert' options for an event. The options listed are: At time of event, 5 minutes before, 10 minutes before, 15 minutes before, 30 minutes before, 1 hour before, 2 hours before, 1 day before, 2 days before, and 1 week before. A purple pen is pointing to the '30 minutes before' option, which has a checkmark next to it.</p>
<p><b>152. Alerts made.</b> Select “ADD” to end the screen.</p> <p><b>NOTE:</b> When alerts are set and when it’s time for the alerts to go off, user will receive notification such as an alarm.</p> <p>Reminder times via audio and pop up message.</p>	 <p>A screenshot of the iPad calendar app showing the 'Alert' settings for an event. The settings include: Start (Dec 19, 2019, 11:00 AM), End (11:00 AM), Repeat (None), Travel Time (None), Calendar (Home), Location (Home), Alert (15 minutes before), Second Alert (1 hour before), and Show As (None). A red 'ADD' button is visible in the top right corner.</p>

## Audio Alerts via the Clock App

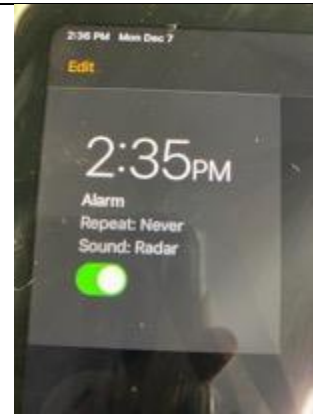
<p>153. <b>Clock App on Home Screen</b> – tap on the app.</p>	
<p>154a. <b>Setting an alarm</b> - tap “Alarm” at the bottom of the screen.</p>	
<p>155b. <b>Setting an alarm</b> – Tap on the (+) sign located in the top right corner of the screen.</p>	

156. **Enter alarm time** – set up time, repeat, label, and select snooze if desired.



157. **Set timer** – set the timer length in hours and minutes.

**NOTE:** An existing alarm can be edited as needed using the edit menu on the upper left.



158. **Stopping the alarm** – swipe up from bottom of the ribbon to stop the alarm or select the “snooze” or “stop” button.



## Access to Safari/Internet




There are services available by accessing the internet to save you time and steps. For example, an individual can search for a local pharmacy to reorder their prescriptions. These steps are found on the business's website.




<p>159. <b>Safari App</b> – locate and open the Safari App.</p>	
<p>160. <b>Search Bar</b> – go to the top and type the name of the business in the Search Bar. The business home page will appear for you to view office hours, phone number, website, services, etc.</p>	
<p>161. <b>The App Store</b> - An iPad user can also search the iPad <b>App Store</b> for apps specific to larger business (Walmart, Dillon's, Walgreens) or local services available in their community such as public transportation or Uber. Once the app is downloaded, the user will open it to select specific services they are seeking.</p>	

# Managing Your Apps

The iPad Pro comes with many preloaded Apps to help the user get started. Some of these Apps are not needed right away and can be put in a folder.

## Putting Apps in a Folder

<p><b>1. Tap and hold an app.</b></p>	
<p><b>2. Drag the app on top of another app.</b></p>	
<p><b>3. The apps will now appear in a folder.</b></p>	

<p><b>4. Go to the top, to rename the folder.</b></p> <p>Can't get picture to do Inline Text &amp; go to top of box like others.</p>	
<p><b>5. Change the name of the folder. For example: "Not Needed."</b></p> <p>Can't get picture to do Inline Text &amp; go to top of box like others.</p>	
<p><b>6. Press "Done" when finished renaming the folder.</b></p> <p>Can't get picture to do Inline Text &amp; go to top of box like others.</p>	

# How to Delete an App

An App can be deleted if it is not being used. It can always be retrieved later from the App Store.

**7. Just press and hold an app with your finger.**



**8. A pop-up screen will appear. Press "Delete App."**

