



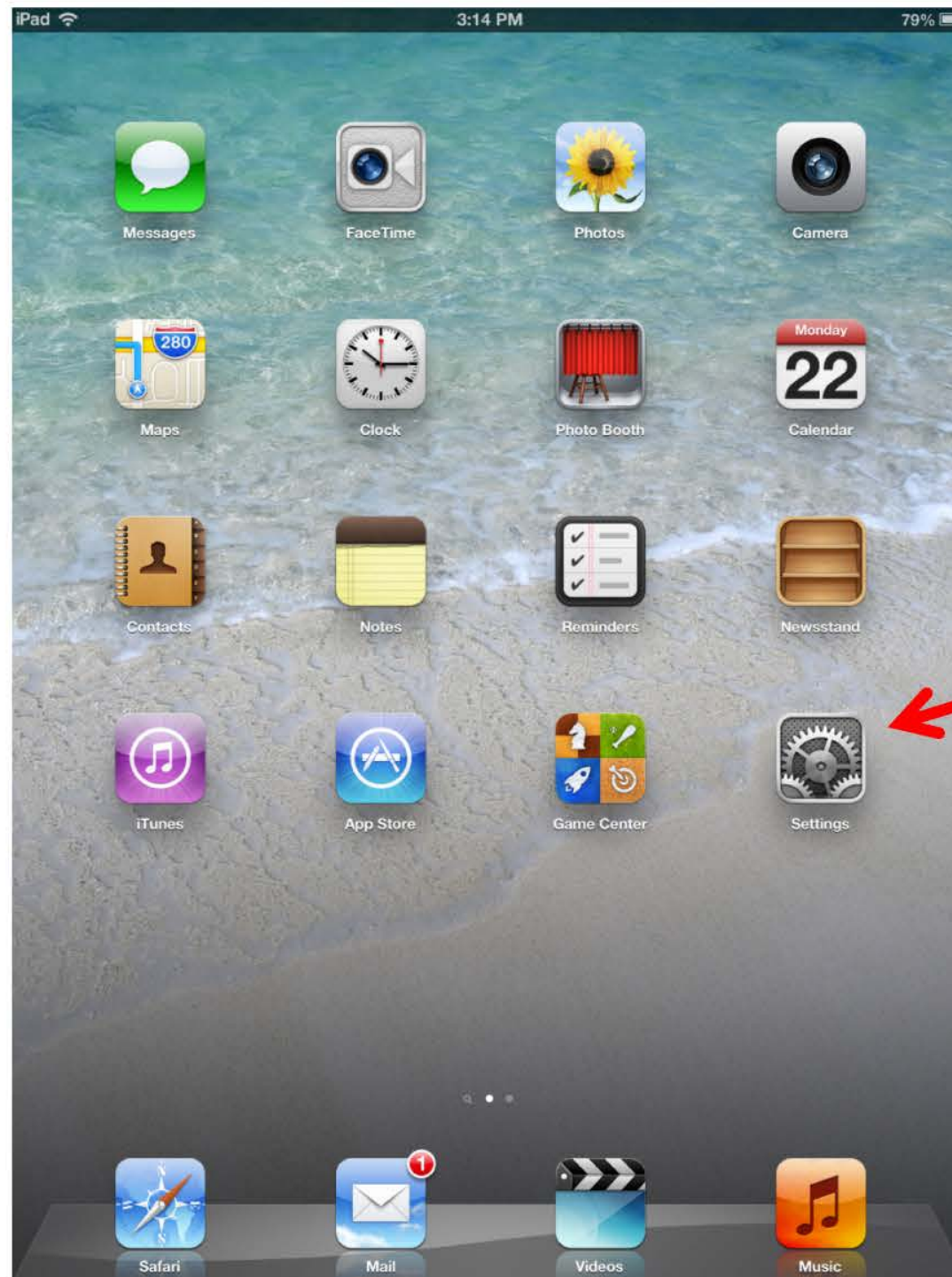
iPad info



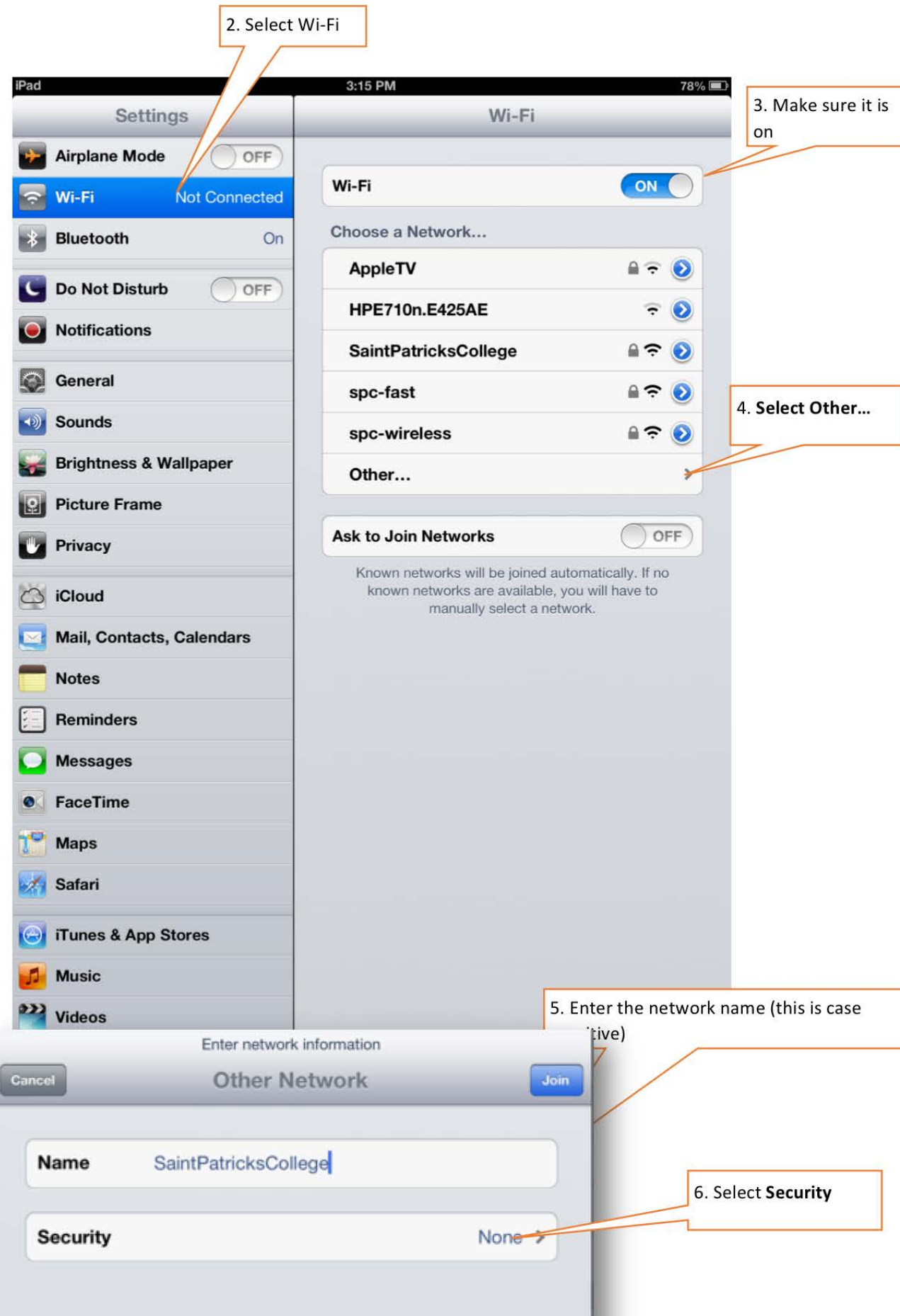
# Accessing the College Network

You need to do this when you are in the College

1. Select "settings"














# Email Setup



1. For mail, go to "settings" . Tap on "Mail, Contacts, and Calendars" and tap "Add Account..."

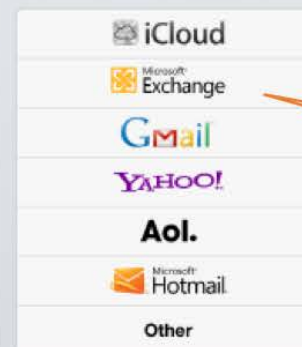


Typ

Typ

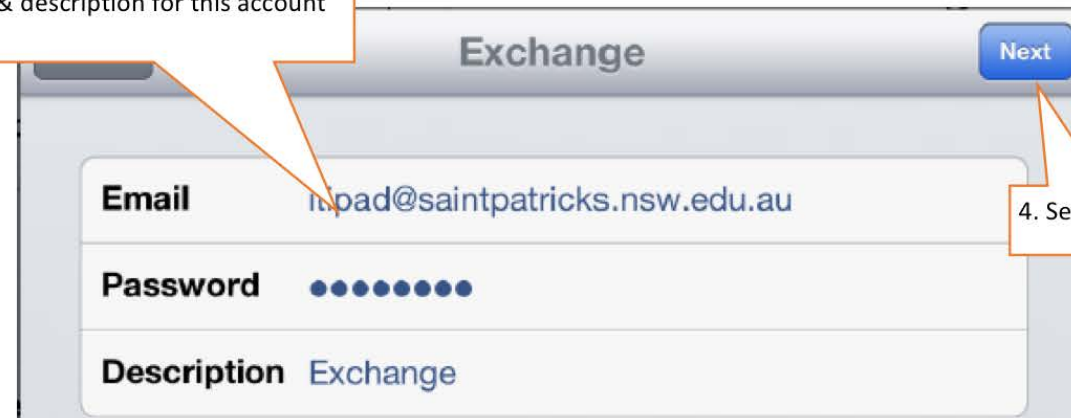
Tap

2. Tap on Microsoft Exchange





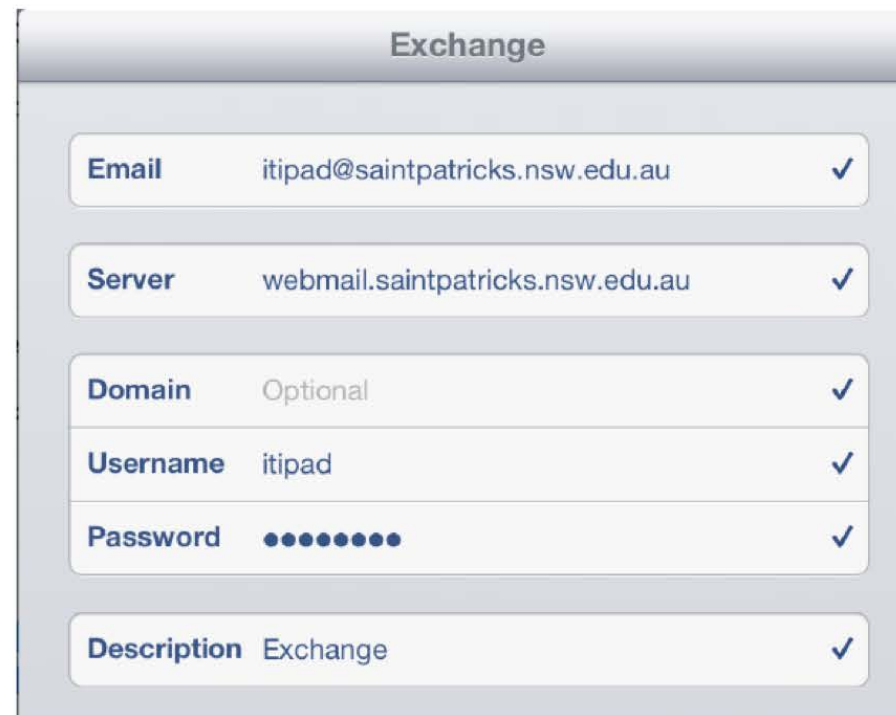
3. Enter your email address and password & description for this account



The screenshot shows the 'Exchange' account setup window. It has a title bar with 'Exchange' and a 'Next' button. Below the title bar are three input fields: 'Email' with the text 'itipad@saintpatricks.nsw.edu.au', 'Password' with masked dots, and 'Description' with the text 'Exchange'. A callout box points to the 'Email' field.

4. Select NEXT

5. Enter the server details as shown:



The screenshot shows the 'Exchange' account setup window with server details. It has a title bar with 'Exchange'. Below the title bar are five input fields, each with a checkmark on the right: 'Email' with 'itipad@saintpatricks.nsw.edu.au', 'Server' with 'webmail.saintpatricks.nsw.edu.au', 'Domain' with 'Optional', 'Username' with 'itipad', and 'Password' with masked dots. Below these is a 'Description' field with 'Exchange' and a checkmark.



The screenshot shows the 'Exchange' account setup window with service toggles. It has a title bar with 'Exchange', a 'Cancel' button, and a 'Save' button. Below the title bar are four rows of service toggles: 'Mail' (ON), 'Contacts' (ON), 'Calendars' (ON), and 'Reminders' (ON). Each row has an icon on the left and a toggle switch on the right.

Your mail should come across. If it does not and you get a message that you cannot connect to the mail server, please put in an **iWise Helpdesk request** or see the library staff.

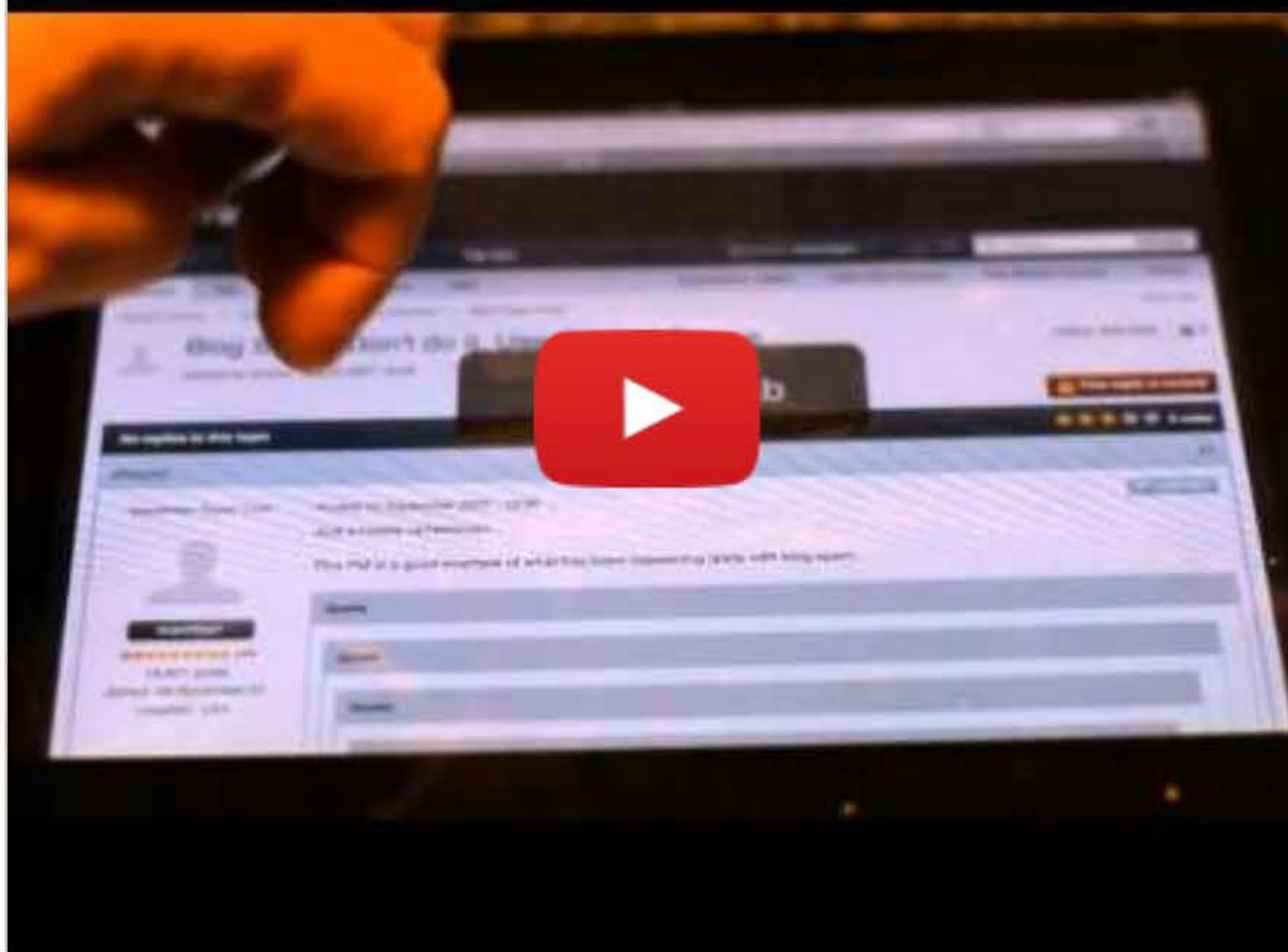


## Swipe, Tap and Pinch

### Swiping with iPad 2

Ipad 2 four finger gesture and swipe

YouTube



By Swiping the screen with four fingers you can change between active Apps.

By Swiping up you can reveal the Active Apps

By Swiping your finger along the Active Apps icons at the bottom of the screen you can switch between Apps

By Pinching the screen closed you will close the Active App

By Pinching outwards you can zoom in on an App and by pinching inwards you can zoom out.

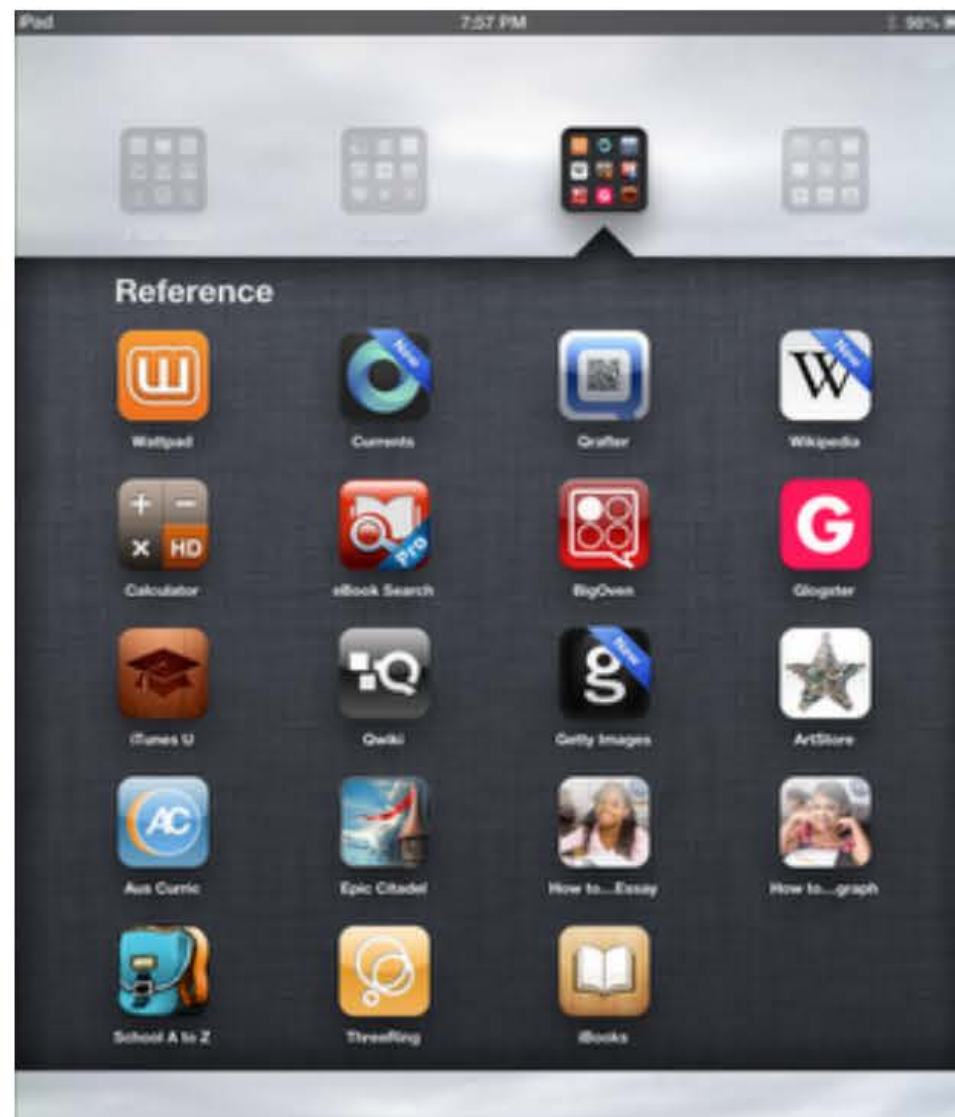
By Tapping the home button twice you will open the Active Apps Menu

By holding down on email or page you will be presented with editing and insertion options



## Making folders

To improve your organisation you can create folders for similar Apps. To do this hold down on the App until it "shakes" then drag it on top of the other App this will create a folder that you can then rename.





## Bookmarking

- To create a bookmark you click the icon nearest the URL (web address)
- By clicking on Bookmark you set a reminder to return to the Page.
- By clicking on Reading list you can read the page later
- By selecting Add to Home Screen you create an App like icon on your home screen that you can rename. This will provide you will a shortcut to that specific page. (internet access required)



## Comments

You have no permission to add comments.



## Closing Apps

By Closing Apps that have been left open or active and yet aren't being used you can save yourself valuable battery life and you may find that Apps start to work faster.

- To Close the Apps, double click on the home button. This will display the active Apps.
- Hold your finger on one of the Apps until they start to shake
- A red circle with a minus sign will appear at the top left hand side of each active App. Click on this circle and the App will close.





[iPads at JTCHS 2013](#) > [Tips and Tricks](#) >

## Updating Apps

When your App requires updating you will notice a number in a red circle on the App store. By keeping your Apps up to date you will benefit from improvements to the Application and the removal of any "bugs" or program errors that may occur. The small red circle will indicate how many Apps need updating. It's important that your iPad is charged, especially when you have a number of updates to complete.

### Comments

You have no permission to add comments.



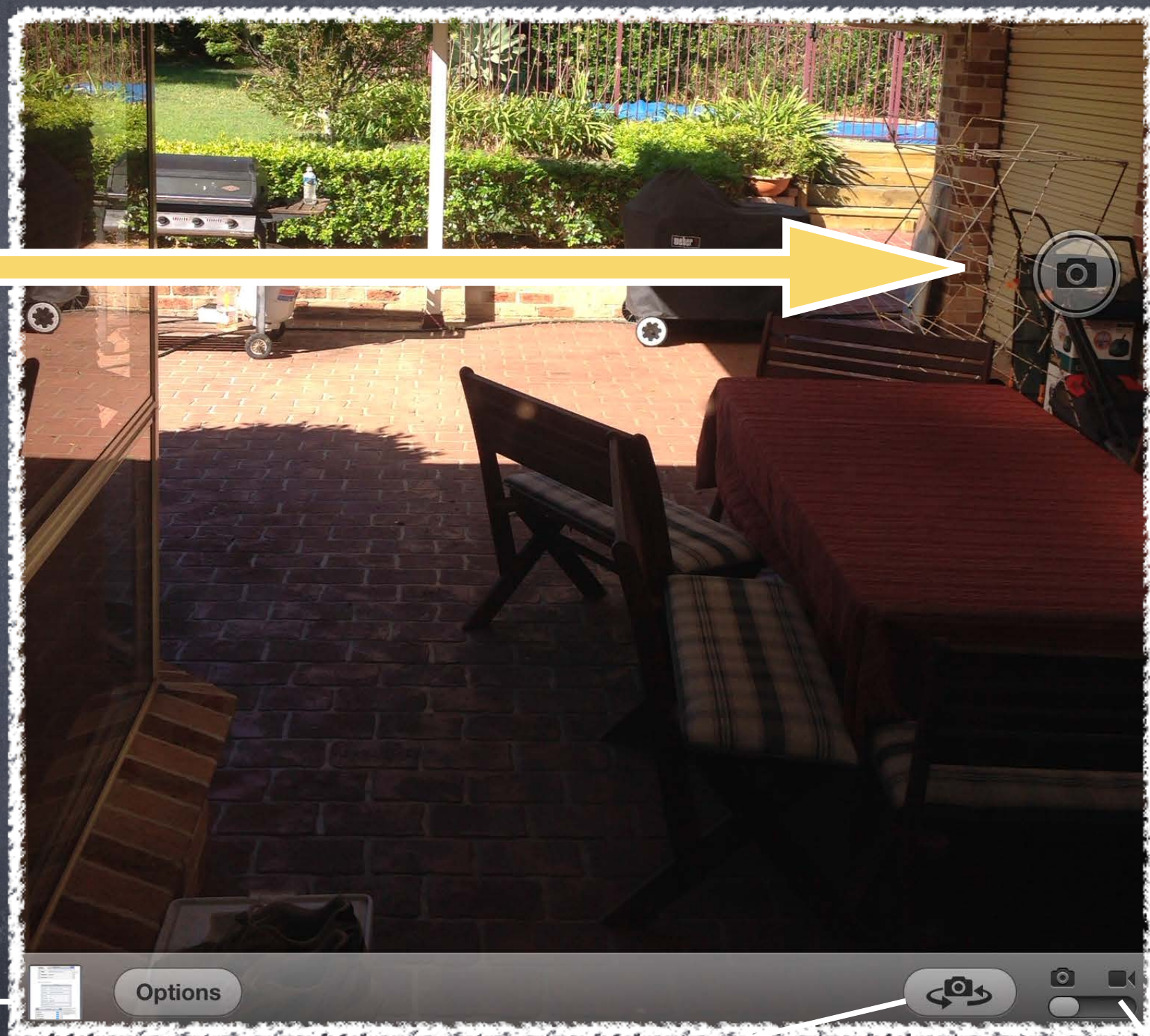
# Taking a Picture/ Video

- Choose Camera





Press to  
take photo  
or press  
volume



See photos

Use front  
Camera

Take photo  
or video



# How to capture your iPad screen




In the image above, look at the two buttons: the one on the front, below the screen, is the Home button. The one on the top, on the backside of the bezel, is the Sleep/Wake button. Press both buttons at the same time and you will hear the Camera sound and see the screen go white for just a second. That's all there is to it – your screen is now captured.



### Enabling AirPlay Mirroring from your iPhone 4S or iPad

Enable AirPlay Mirroring from your iPhone 4S or iPad directly from the recently used apps section in iOS:

1. Connect your iPhone or iPad and your Apple TV to the same Wi-Fi network.
2. On your iPhone or iPad, double-click the Home Button to display your recently used apps.
3. Swipe your recently used apps twice from left to right until you see the  icon.
4. Tap the  icon to display a list of available AirPlay devices.
5. Enable AirPlay Mirroring\* from this menu by tapping the name of your Apple TV, then toggle the on/off slider to ON.





# Liz's Favourite Apps

- Edmodo

- Flipboard

- SMH

- Pages

- Sky drive

- Keynote

- IannotatePDF

- idoceo

- Knowmia Teach

- Dropbox