# 2016

## GET TO GRIPS WITH YOUR IPAD 3

About 1	this	document	3
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### Section 1 – Introduction to iPads and iPhones 4

What is an IPad and how does it differ from an iPhone? 4
How does an iPad differ from a more conventional computer such as a laptop? 4
What is IOS? 4

#### Section 2 - How to interact with and use a touch screen device (tablet). 5

Section 3 - Charging, turning on and initial setup of your IPad 6

Turning your IPad on for the first time 6

# Section 4: Organising and arranging your desktop(s) and dock 10

Moving, removing and grouping icons
10
Changing your desktop wallpaper (background picture)
10

# Section 5 - Changing your 'settings' and dealing with notifications. 11

Turn 'auto-rotate' on or off 12
Dealing with notifications 12

Section 6 - How to use email on an IPad 14 Section 7 - Using the camera to take pictures and movies and how to share them with friends and family. 14 Viewing your pictures 16 Sharing your pictures (via email) 16 Section 8 - How to use the World Wide Web on an iPad 18 Section 9 - Updating your OS (operating system) and installing and uninstalling apps Updating your operating system Uninstalling (removing) apps from your IPad 20 Installing new apps Section 10 - Appendix 21 Getting connected to the Internet 21 Section 11 - Glossary of

# GET TO GRIPS WITH YOUR IPAD

This document is intended to support an Age UK Leeds I.T.course: Get to grips with your IPad/Iphone. It shows you all of the basic functions of your IPad or iPhone and how to organize it and enjoy all of its many features. It does not discuss phone functions.

terms 22

#### Get to grips with your IPad

#### About this document

This document accompanies a Silver Surfers course that is run at Age UK Leeds – 'Get to grips with your iPad or iPhone.'

It is divided into eleven main sections:

- 1. Introduction to iPads and iPhones.
- 2. How to interact with and use a touch screen device.
- 3. Charging, turning on/off, putting to sleep/waking and initial setup.
- 4. Organising and arranging your desktop(s) and dock.
- 5. Changing your 'settings' and dealing with notifications.
- 6. Using the camera to take pictures and movies and how to share them with friends and family.
- 7. How to use email on an IPad.
- 8. How to use the World Wide Web on an IPad.
- 9. Updating your OS (operating system) and installing and uninstalling apps
- 10. Appendices
- 11. Glossary of terms

Computing can get quite technical and like many other areas of knowledge (from knitting to nuclear physics!) there is some associated jargon. Whenever a jargon term is used for the first time in this document, it will be underlined and an explanation of its meaning will be found in the glossary at the end of the document.

Please note that the <u>screenshots</u> that appear throughout this document are of an iPad running <u>IOS 9</u> If your iPad is running a different version of IOS, then what you see on your screen and how you carry out particular tasks may differ a little from the guidance provided here. However, differences will be small and should not present too many difficulties for you.

Lastly, as you work through this document whilst using your IPad, don't be surprised if your experience differs somewhat from how things are described here. Some of the features illustrated may be specific to the iPad I am using and may be a little different on your iPad. There is no

need for anxiety though – You are unlikely to cause any serious problems even if you do make a mistake. Relax!

#### Section 1 - Introduction to iPads and iPhones

#### What is an IPad and how does it differ from an iPhone?

An iPad is a touch screen computer (or 'tablet') made by Apple computers. It operates in a similar way to a more conventional computer such as a laptop. An iPhone is simply a small iPad which you can also use to make and receive phone calls and send and receive text messages. Phone features (how to make and receive calls and text messages) are not covered in this document.

#### How does an iPad differ from a more conventional computer such as a laptop?

There are some major differences between an iPad and a conventional computer such as a laptop.

To begin with, there is no keyboard to type on. Instead, a 'virtual' keyboard appears on the screen when it is required.

Having said this, it is possible to buy a keyboard that you can use with your iPad. You don't connect such a keyboard with a wire however – instead you connect it using something called 'Bluetooth' which connects the keyboard and the IPad without the need for wires.

If you are planning to do a lot of typing, maybe an iPad is not the best device to meet your needs; you might be better off with a laptop! iPads and other tablets are good additional computers – I would not recommend a tablet as your main or only computer.

There is no mouse, touchpad or cursor on an iPad. Instead you use your finger to make things happen on the screen. This will be explained in greater detail later.

#### What is IOS?

Like all computers, iPads need an '<u>operating system</u>' in order to perform. The operating system is the most important program that runs on a computer. Every computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen and keeping track of your pictures, documents and contacts.

In the same way that conventional computers made by Apple running the 'OSX' operating system have evolved over time, iOS (the operating system that runs on Iphones and IPads) has also evolved. Later in this document we will look at how you can find out which version of IOS you are running on your iPad and how to find out whether there is an update for your iPad or iPhone.

Section 2 - How to interact with and use a touch screen device (tablet). Instead of using a mouse or touchpad to control your iPad you use a finger or sometimes two fingers.

A mouse has two buttons on it – a left button and a right button. The left button is called the 'select' button and is used to select (or choose) things that are displayed on the screen. The right button is the 'menu' button and is used to bring up a menu of options (choices).

On an iPad, you choose things by 'tapping' them in a similar way that you tap keys on a laptop - Tap the screen briefly.

To do the equivalent of a 'right click', press and hold your finger on the screen. When the menu appears, tap the choice that you want to make.

Sometimes, when you press and hold on an item, you won't be presented with a menu – instead you are able to 'drag' (move) an item to another place on the screen. For example if you want to put an app in the dock, you press and hold your finger on it then drag it to the dock.

Another thing that you can do is 'zoom' in and out of the screen. For example, if you are reading a web page, you can make the print appear bigger by placing two fingers on the screen and then dragging them apart (move them closer together to make the print smaller). You can also use two fingers to rotate an item – place two fingers on the screen and then move them in a circular fashion. This only works in some circumstances.

One further thing that you can do is 'swipe'. This means drag your finger across the screen from left to right, right to left, top to bottom or bottom to top. You can swipe in various different situations – for example, if you are reading an e-book, you swipe to turn the pages.

There will be further explanation of these techniques later in the document – this is just a brief introduction to these ideas!

#### Section 3 - Charging, turning on and initial setup of your IPad

#### Turning your IPad on for the first time

Please be aware that the instructions below may not reflect exactly what you see when you are setting up your IPad. However, you will see a very similar set of screens.

Firstly, charge your IPad. Plug one end of the cable into the mains and the other end into the 'lightning connector' on the bottom edge of the IPad. Don't worry about over-charging your IPad; you can't! Even if you leave it plugged into the mains for a week, it wouldn't do it any harm.

To turn your IPad on, press and hold down the sleep/wake button until the Apple logo appears and then release it.

There are very few physical buttons on an IPad; the 'Home' button, a volume control, a sleep/wake button, and, only on some models, a 'side switch' (which will be discussed later). Here are two pictures showing you where everything is:



Figure 1



Figure 2

Setting up your IPad may seem complicated and difficult for a beginner. For this reason, it may be a good idea to get the staff in the Apple shop to set it up for you or get a friend with more experience to help. Basically you have to go through the following steps:

- 1. Choose your country and language
- 2. Join a Wi-Fi network (to connect to the Internet)
- 3. Choose whether to turn on location services I'd advise 'Yes'
- 4. Setup 'touch ID' I'd advise to choose to setup later
- 5. Enter a 'passcode' this is a 4 digit number like a password, to stop any unauthorised person getting into your IPad. It's VERY important to remember this number as you won't be able to use your IPad if you forget it! I would suggest you choose something easy to remember such as your date of birth. For example, if you were born on the 6<sup>th</sup> March, you would choose 0603 (the 6<sup>th</sup> day of the third month) as your passcode.
- 6. Restore or transfer your apps I'd choose setup as a new IPad
- 7. Sign in with your Apple ID or choose to create a new ID.
- 8. Setup 'Siri' (an electronic 'personal assistant') Choose 'later'
- Choose Zoom level Choose whichever option seems best for you, depending upon how good your eyesight is!

A final screen will tell you that your IPad is ready to use. There may be one or two more setup screens – don't worry if you're not sure – nothing is set in stone and can always be changed later.

Now press the 'Home' button. Your 'Desktop screen' will be displayed:

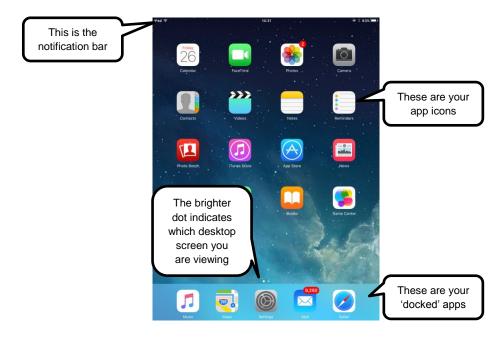


Figure 3

You may have more than one 'desktop'. You can 'swipe' from one to the other. The dots at the bottom of the screen show you which screen you are on (the brighter dot shows you the screen you're looking at)

At the very top of the screen you will see the 'notifications bar'. This tells you things such as:

- 1. The current time (in the centre)
- 2. That you are connected to the Internet using 'Wi-Fi' (on the left hand side it looks like a white fan or ice cream!)
- 3. How much charge is left in the battery.(on the right hand side)

At the bottom of the screen, you will see the 'dock'. The dock is where you place your most used apps. We will look at how you can move apps on and off the dock at a later point.

If you don't use your IPad for some time, it will go to sleep and the screen will turn off – similar to standby on a TV. You can change the

length of time between when you last touched it and when it falls asleep in the display settings as follows:

- 1. Tap settings
- 2. Tap 'general'
- 3. Tap Auto-Lock
- 4. Choose a time
- 5. Press the Home button to return to your desktop

Your IPad's screen will now stay on for the length of time you've chosen even if you are not using it.

Generally, short press on the sleep/wake button to wake it up or put it to sleep. Press and hold on the sleep/wake button to turn it on or off.

When you turn on your IPad or wake it from sleep you may need to 'slide to unlock' on this screen:



Figure 4

Then enter your passcode on this screen:



Figure 5

#### Section 4: Organising and arranging your desktop(s) and dock

All computers have a 'desktop' screen. The desktop screen can be thought of as an electronic pinboard where you can keep your most frequently used apps. IPads tend to have several desktop screens – usually between 3 and 5. You can tell which one you are looking at by looking at the dots at the bottom of your screen, just above the dock. The illuminated dot indicates which of your desktop screens you're on.

To get from one desktop screen to another screen, swipe left or right.

At the bottom of your screen, you will find your 'dock'. The dock holds the same icons whichever desktop screen you are looking at so you should keep your most frequently used apps in the dock.

#### Moving, removing and grouping icons

- 1. Tap and hold on an icon and 'drag' it to a different position. The other icons will move to make room for it.
- 2. You can move an icon to/from the dock by dragging it in the same way. The dock will hold up to six icons.
- 3. Any icons that have a cross on them can be removed completely by tapping the cross this will uninstall the app from your IPad. Not all apps have a cross so cannot be removed these are called 'stock apps' and are built in to your IPad.
- 4. To move an icon from one desktop to another, drag it to the dock, swipe to another desktop then drag it onto that desktop.
- 5. You can group icons by dragging one on top of another. Press and hold on an icon then drag it onto another icon. A name for the group will appear on screen. If you want to change the name of the group, tap the cross next to the suggested name and type in a new name and tap 'Done'. Now tap outside of the group to return to your desktop. Press the Home button to stop the icons jiggling about! You can always drag other icons into the group at a later point. If you want to ungroup icons, tap the group icon and drag apps back to the desktop.

#### Changing your desktop wallpaper\_(background picture)

You may want to 'personalise' your IPad by changing the <u>wallpaper</u>. For example, you may have a treasured picture of your grandchildren which you want to use as your wallpaper. To do this, proceed as follows:

- 1. Tap settings
- 2. Tap wallpaper.
- 3. Tap Choose a new wallpaper
- 4. Tap All photos
- 5. Tap the photo you want as your desktop wallpaper
- 6. Tap set home screen
- 7. Press the Home button

Your wallpaper is now changed. If you are not happy with your result, repeat and experiment!

#### Section 5 - Changing your 'settings' and dealing with notifications.

As you become more familiar with your IPad, you will inevitably want to change your settings from time to time. A computer is a machine that can be changed so that it behaves in a different way from the way it came out of the factory and you use the settings screen to achieve these changes.

The settings screen looks like this:

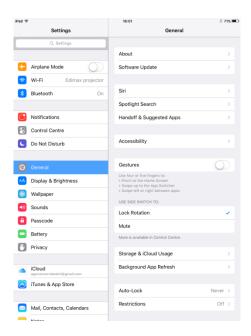


Figure 6

The left hand column can be scrolled up and down to find different types of settings. Tap a section to get into that particular area of settings. Now you can change the way your IPad behaves in many different ways.

Here's an example:

#### Turn 'auto-rotate' on or off

Your IPad can rotate the windows on the screen as you turn your IPad from <u>portrait</u> to <u>landscape</u> and vice versa, but you can turn this feature on and off depending upon whether you find it useful:

- 1. In the settings screen, tap 'General'.
- 2. In the section labelled 'Use side switch for', make sure there's a tick next to 'Lock Rotation'. If there isn't, tap lock rotation to put a tick there. Now you can use the side switch to lock or unlock screen rotation.

There are many, many other settings. Some of which we will return to later in this document.

#### **Dealing with notifications**

'Notifications' can be found at the very top of your screen. Notifications inform you of things such as when you have received a new email or that certain apps have been updated.

The visible area of your IPad's screen is surrounded by a 'bezel'. To display your notifications, swipe from the top on the bezel onto the screen. See Figure 7, below. You may need to swipe left or right between 'Today' (what you've entered into your calendar), and the notifications screen:



Figure 7

You can also reach many settings by accessing the 'Control Centre'. To do this go to settings, then tap control centre. Turn it on where it says 'Access on lock screen' and where it says 'Access within Apps'. Now press the home button and swipe up from the bottom bezel. You will now see the control centre – it looks like this:

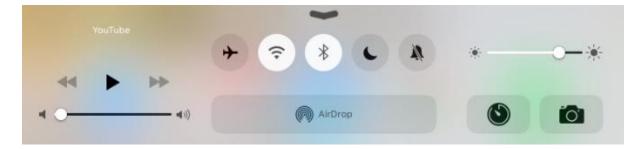


Figure 8

You can use this settings screen to activate, deactivate or change a multitude of different settings:

- The triangle below where it says 'YouTube' can be used to play and pause videos when you are using the YouTube app.
- The slider below this controls the volume of your iPad. This can also be controlled using the volume controls on the side of your iPad.
- The airplane icon disconnects all 'radios', i.e. Wi-Fi, Bluetooth and 3G/4G. In other words it stops your iPad communicating with the Internet and other devices.
- The next icon ( ) turns Wi-Fi on or off
- The next icon ( ) turns Bluetooth on or off. Bluetooth is a technology that allows your iPad to communicate with another device that is nearby. For example, with an iPhone, you can use a Bluetooth headset to carry on phone conversations whilst leaving your phone in your pocket.
- The next icon ( ) means 'do not disturb' which silences notification sounds.
- The next icon (A) silences your iPad.

These last 4 controls are active when white, inactive when grey. In figure 8, above, Wi-Fi and Bluetooth are active whilst the others are inactive.

'Airdrop' is a feature beyond the scope of this document. Essentially, it allows you to transfer files (pictures, for example) to people who are nearby – i.e. in the same room!

Tap on the desktop to dismiss the control centre.

#### Section 6 - How to use email on an IPad

If you use email to keep in touch with friends and family, it makes it much easier if you store their email addresses in the contacts app. To add somebodies email address, follow these steps:

- 1. Tap 'Contacts'
- 2. Tap the plus sign (+) at the top of the window.
- 3. Fill in the form that appears. You don't have to fill in every 'field' (or section) of the form but DO fill in their first and last name and email address. When you are finished, tap 'Done'. Tap the Home button to return to the home screen

In this example, I've just added a friend's email address to my contacts. He's called John Johnson. To email him, I follow these steps:

- 1. Tap the Mail icon
- 2. Tap the 'compose' button (□).
- 3. The compose window will be displayed. I begin by typing 'john'.
- 4. Underneath where I've been typing (The 'To' field, where John's email address needs to go), his email address comes up (because he's in my contacts list).
- 5. I tap his email address.
- 6. I tap in the 'subject' field and type a subject. For example, if I'm inviting him to a party, I'd put something like 'party!' in the subject line.
- 7. I tap in the big empty box underneath the subject box (it's referred to as the 'body' of the email) and type my message to John.
- 8. I tap 'Send'
- 9. My email will now be sent to John.

Section 7 - Using the camera to take pictures and movies and how to share them with friends and family.

Your IPad can take both still pictures and movies. Tap the camera icon to begin. You will be presented with the following screen:



Figure 9

At the top right of the screen you will see a camera button ( ). If you tap this you can swap between taking conventional pictures and 'selfies' or self portraits.

The next control down ( allows you to delay the time between pressing the shutter button ( to take a picture and the iPad actually taking that picture. It can be:

- 'Off' the picture will be taken immediately you press the button.
- '3s' after three seconds
- '10s' after ten seconds

The '3s' and '10s' settings are used when you want to take a picture by setting the iPad up somewhere, pressing the button to take a picture then jumping into the picture yourself.

The next control down ( ) allows you to turn HDR (High Dynamic Range) on or off. It is on when the letters 'hdr' are orange, off when they are white.

Experiment! Try taking two similar pictures, one with hdr on and one with it off. You can then decide whether you like the hdr effect or not!

The next control down ( ) is the 'shutter button' which you use to take pictures.

The next control looks like this:



You can tap time-lapse, video, photo or square to choose different options. I will only consider photo and video in this document.

So far we have been looking at taking photos. To take a video, tap video (the word video will become orange to show it is activated and the shutter button will turn red). To begin taking a video, press the red shutter button. The iPad will start to record video and there will be a timer on screen to show you how long your video has been recording. When you want to stop taking video, press the shutter button which will now be red and square!

Press the home button to return to your home screen.

#### **Viewing your pictures**

The easiest way to view your pictures is to tap the 'photos' icon on the home screen. This should then show you your photos. When you go into this app, you will be shown what you were looking at the last time you used the app. If you can't see the photos and videos you are expecting to see, tap 'albums' at the bottom of the screen, then tap 'all photos'. To view a picture, tap its 'thumbnail'. A thumbnail is a small version of a photo that, when tapped, shows you the photo full sized. To scroll through your photo collection, swipe left or right.

#### Sharing your pictures (via email)

There are many ways to share pictures with friends and family. The easiest is probably to attach them to an email.

To share a picture via email, follow these steps;

- 1. Follow the instructions for viewing pictures, above.
- 2. When you get to the picture you want to share, tap the 'share' button (1). You will now see a screen showing the various ways you can share your picture:



Figure 10

- 3. In this example, we are sharing the picture via email. Tap 'Mail'.
- 4. A new screen shows the 'compose' window of your email app. Type in the recipient's name if the recipient is in your contact list. Their email address will then appear and you tap it – this will then put their name in the 'to' box (and 'hiding' behind their name is their email address). If you are sending an email to someone who is not in your contacts, you will have to type in their email address in full.
- 5. Tap in the subject box and type in a subject.
- 6. Tap in the body of the email and type your email.
- 7. Tap 'Send'. Your email will be sent, along with your picture.

#### Another way to share a picture is as follows:

- 1. Open the Mail app.
- 2. Enter the email address of the recipient, type in a subject then type in your message.
- 3. Now press and hold within the body of the email (where you've just typed your message). A small window will be displayed:



Figure 11

- 4. Tap 'Insert Photo or Video'. Tap 'All Photos'
- 5. Tap the photo you want to share. If you can't see it, scroll up or down on the selection of photos until you see it then tap it.
- 6. Tap 'Use'. The photo will be added to your email.
- 7. Tap 'Send'.

#### Section 8 - How to use the World Wide Web on an iPad

The World Wide Web works in a similar way on your iPad as it does on a conventional computer.

To begin, tap 'Safari'. A web page will be displayed. Exactly which page is displayed doesn't matter! In figure 12, below, The BBC News website is being displayed (because that's the page I last looked at the last time I used the Safari web browser):

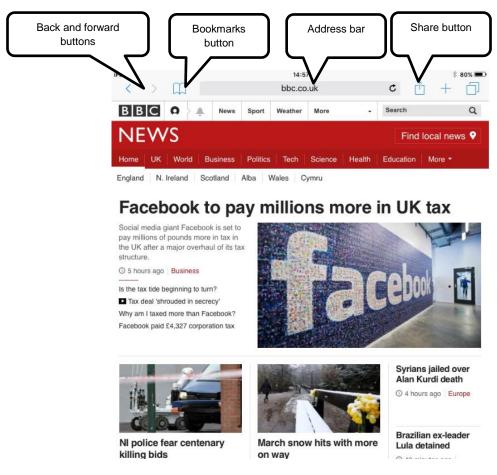


Figure 12

To read a particular story in full, tap its headline. To go back to a previously viewed page, click the back button (the left pointing arrow). To go forward, click the right pointing arrow.

The 'Share' button takes you to the share screen (see Figure 10, above). It allows you to share the page you are viewing in various ways, including email. In addition, the share screen will have a button labelled 'Add bookmark'. If you tap this button, then tap 'save', the page you are viewing will be saved as one of your bookmarked pages.

Bookmarks (sometimes known as favourites) are web pages that you look at frequently and that are stored on your iPad. To find these pages in the future, tap the bookmarks button.

To search for a new website or piece of information;

- 1. Tap in the address bar. The current address (bbc.co.uk in this case) will become 'highlighted'.
- Type your search. Let's imagine you want to find out about the history of Leeds. Type 'Leeds history' then tap 'Go' on the keyboard.
- 3. A list of websites containing information about the history of Leeds will be displayed:

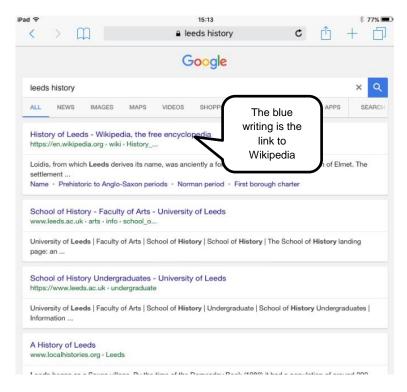


Figure 13

4. Wikipedia is often a good place to start researching a subject. I tap the 'link' to go to the Wikipedia article on the history of Leeds.

## Section 9 - Updating your OS (operating system) and installing and uninstalling apps

#### **Updating your operating system**

From time to time, you may be offered an update to your operating system. It is good practice to plug your charger in before updating your iPad as you don't want to run out of power halfway through the process!

Another option is to check it yourself as follows:

- 1. Tap Settings.
- 2. Tap 'General'
- 3. Tap 'Software Update'.
- 4. If an update is available, tap 'Install Now'. Follow the prompts.

#### Uninstalling (removing) apps from your IPad

To uninstall an app:

- 1. Press and hold an icon on your home screen. The icons will begin to 'jiggle' about!
- 2. Any apps that have a cross on them can be uninstalled. Those without a cross are known as 'stock' apps. They are 'built in' and cannot be removed well, not easily. To remove these apps you would need to 'jailbreak' your iPad and jailbreaking is beyond the scope of this document.
- 3. Tap the cross on an app. A small window will be displayed. Tap 'delete'.
- 4. The app has now been removed from your iPad.
- 5. To stop your icons jiggling about, press the home button.

#### **Installing new apps**

To install a new app:

- 1. Tap 'App Store'
- 2. Tap in the search box in the top left hand corner of the App Store screen
- 3. Type the name of the app you want to install. Try BBC lplayer!
- 4. Either tap one of the suggestions that appears below where you are typing or tap the search key on the keyboard
- 5. When you see the app you want to install tap 'Get' then tap 'install'.

- 6. You may be asked to 'sign in' to the iTunes Store. If so, type your password, then tap 'OK'
- 7. Your new app will be installed.

#### Section 10 - Appendix

#### **Getting connected to the Internet**

There are three common ways of connecting to the Internet:

- 1. 'ADSL' also known as 'broadband'. Broadband connects you to the Internet through a landline phone line. The line is used to carry data (information) to and from the Internet. The final step of the way can be taken using a wire (called an Ethernet wire) or wirelessly using radio waves. This is called 'Wi-Fi'. You can have broadband and Wi-Fi installed on your home phone line and can also connect to the Internet via many thousands of Wi-Fi 'hotspots' in bars, cafes, airports, train stations and at the homes of your friends and family. All you need to know is the name of the network and the password.
- 2. 3G/4G. This is when you connect to the Internet through the mobile phone network rather than the landline phone network. This type of connection is slower and generally works out more expensive to use. Having said that, 4G can approach the speed that you get via broadband. On a smartphone, you will have Internet access through either 3G or 4G but on an IPad you probably won't (unless the IPad is equipped with a sim card). To connect to the Internet using 3G/4G, you will have to connect via a 'mi-fi' device or by using an app on a smartphone which mimics the way a mi-fi works.
- 3. Cable. This is when you connect to the internet using your cable connection provided either by Sky or by Virgin Media. It works in a similar way to 'broadband' but the Internet connection is provided by a 'fibre optic' cable rather than a copper cable which the landline phone network uses. It can provide the very fastest connection to the Internet but unless you are already a Sky or Virgin customer, I don't think it is worth switching providers. Broadband via a phone line is fast enough!

For most people who have a landline phone service, the best option is to get broadband installed on your phone line. It is fast, relatively cheap and reliable. Generally speaking, it will cost around £10 per month. For those who have a cable service provided by Sky or Virgin, get your fast

internet connection through them. The cost will be similar but varies depending upon exactly which package you opt for.

#### Section 11 - Glossary of terms

3G/4G - a mobile communications standard that allows mobile phones, computers, and other portable electronic devices to access the Internet wirelessly.

ADSL - a data communications technology that enables faster data transmission over copper telephone lines.

Android – Android is an operating system found on many non-apple tablets and smartphones.

App - an application, typically a small, specialized program downloaded onto an iPad or smartphone. A stock or pre-installed app is one that is installed on an iPad or smartphone at the factory that the user cannot uninstall.

Bluetooth - A standard for the short-range wireless interconnection of mobile phones, computers, and other electronic devices.

Boot-up – The startup sequence that a computer goes through before it can be used.

Broadband - refers to high-speed data transmission in which a single cable can carry a large amount of data at once.

E-book – An E-book is an electronic book which can be read on an IPad, smartphone or dedicated e-book reader such as a Kindle.

Hyperlink (or 'link') - a link from a hypertext document to another location, activated by clicking on a highlighted word or image.

Hypertext - Hypertext is text which contains links to other texts.

Icon - A small picture that represents an object or program

Internet - a global computer network providing a variety of information and communication facilities.

Landscape - Landscape is defined as the orientation of a page or screen, where the longest side goes from left to right. An example of landscape is when an image is wider than it is tall. (See portrait).

Mi-Fi – A mi-fi device or 'wireless dongle' connects to the mobile phone network and your IPad wirelessly to give you Internet access when there is no Wi-Fi signal available to you.

Network - A group of interconnected computers that is capable of sharing resources between many users.

iOS – iOS is the operating system found on iPhones and iPads (Smartphones and tablets made by Apple Computers).

iPhone/iPad – Smartphones and IPads made by Apple Computers.

Jailbreak – Jailbreaking an iPad involves running a complex app which gives the operator full control over the device. Not recommended for beginners! The same process on an Android device is known as 'rooting'.

Operating system - An operating system (OS) is software that manages computer hardware and software resources and provides common services for computer programs. The operating system is an essential component of the system software in a computer system. Apps usually require an operating system to function.

Pre-installed apps - See 'Apps'

Portrait - Portrait is defined as the orientation of a page or screen where the longest side goes from top to bottom. An example of portrait is when an image is taller than it is wide. (See landscape)

Router – A router (also known as a 'hub') is a device that routes data from one computer to another.

Scan – Search for wireless (Wi-Fi) networks.

Screenshot – A screenshot is a 'snapshot' of what is on the screen at the time it is taken.

Selfie - a photograph that one has taken of oneself, typically one taken with a smartphone or webcam and shared via social media

Shortcut – A shortcut is an icon that when tapped displays whatever the icon represents. This could be an app, a picture, a document or some other object.

Sim card - A SIM card is a small card that contains a mobile network subscriber's account information. This allows the phone, iPad, Mi-Fi or other device to use the card to attach to a mobile network.

Social media - websites and applications that enable users to create and share content or to participate in social networking such as Facebook and Twitter.

Stock apps – Apps that are pre-installed and cannot be removed without jailbreaking your device.

Swipe - Moving one's finger across a touchscreen to activate a function.

Wallpaper - is a picture used as a decorative background on the screen of a computer, IPad or iPhone.

Wi-Fi - a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area.

World Wide Web – The World Wide Web is a system of interlinked hypertext documents that are accessed via the Internet.