

iPad's Control Centre

- The Basics in Easy-to-Read Language

Change essential settings more easily

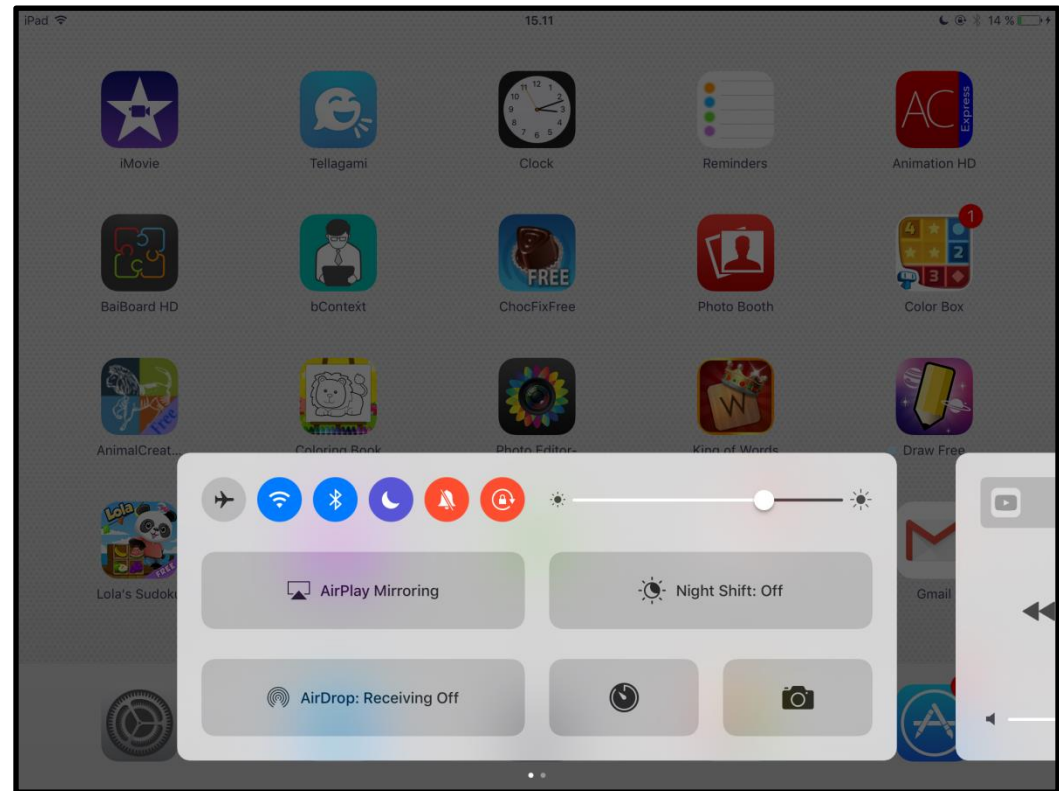
Paula Jägerhorn & Petri Ilmonen

Control Centre

Control Centre allows you to quickly adjust the most used iPad settings.

In the Control Centre you can easily turn on or off useful settings.

Most iPad users find the Control Centre very helpful and a faster way to control your device.



How to Open the Control Centre

1. Swipe up from the bottom edge of the screen.

2. The Control Centre opens.

Hint:

You can even swipe up on the Lock screen.



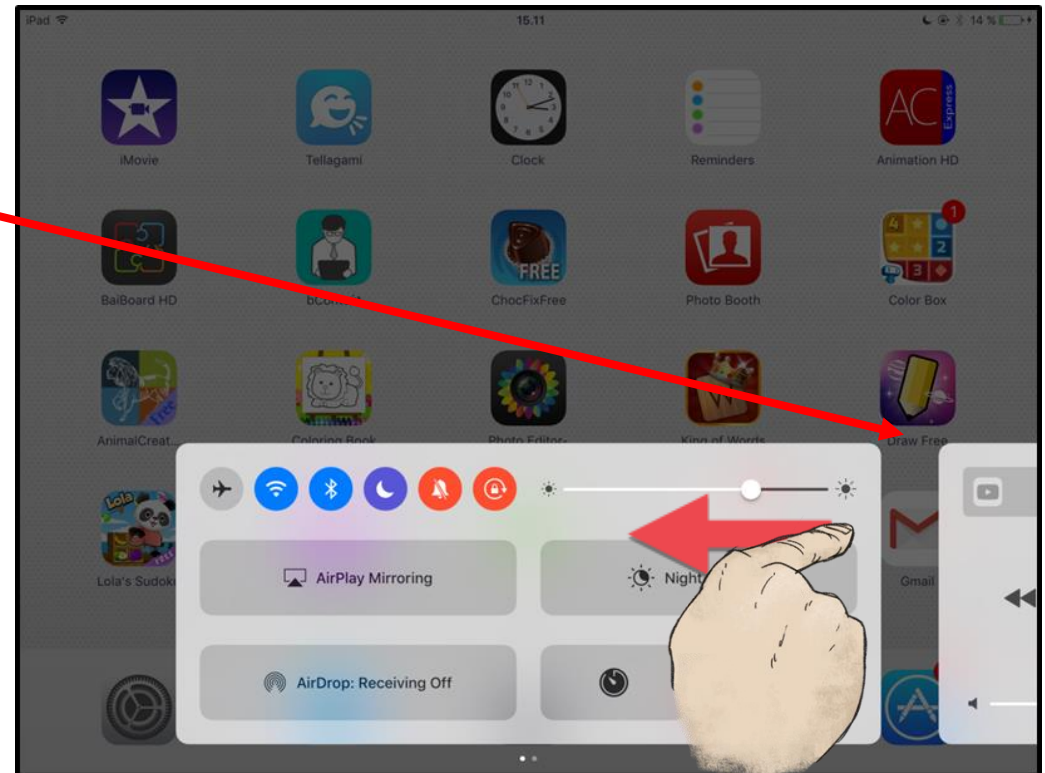
Different Control Centre Panels

The Control Centre is divided into two panels.

You can swipe through these panels.

Swipe to the left, you see the second Control Centre -panel.

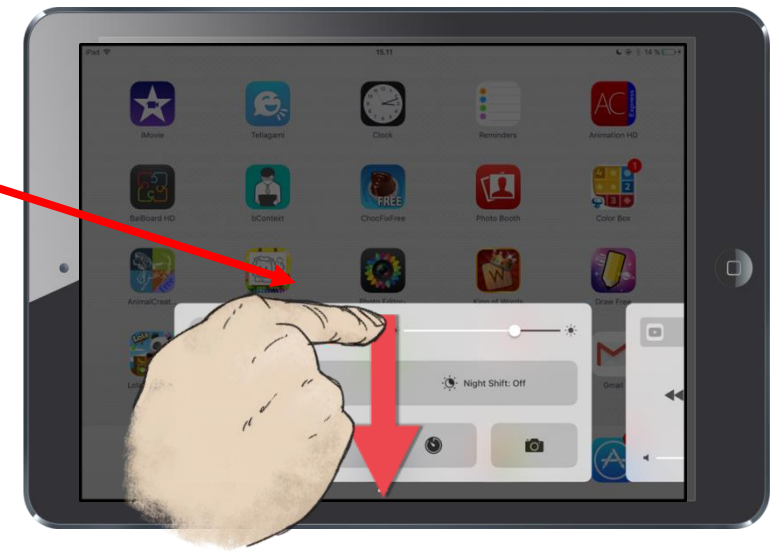
Swipe to the right, you see the first Control Centre -panel.



How to Close the Control Centre

There are two ways
to close the Control Centre:

1. Tap on the space outside the Control Centre.
2. Swipe down the Control Centre.

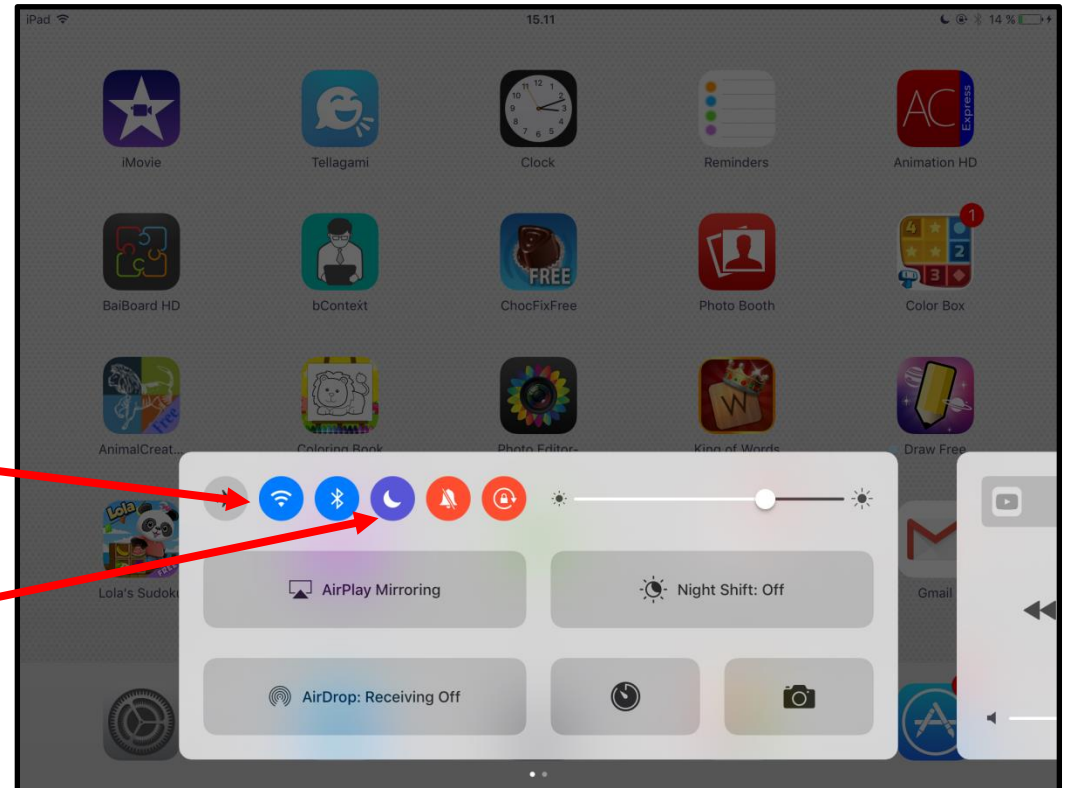


The Control Centre Functions

Now you can easily turn on or off useful settings.

Tap on the buttons:

- **Wi-fi**-button:
Turn On or Off the wireless connection.
- **Do not Disturb**-button:
Turn On or Off all the sounds of your iPad.



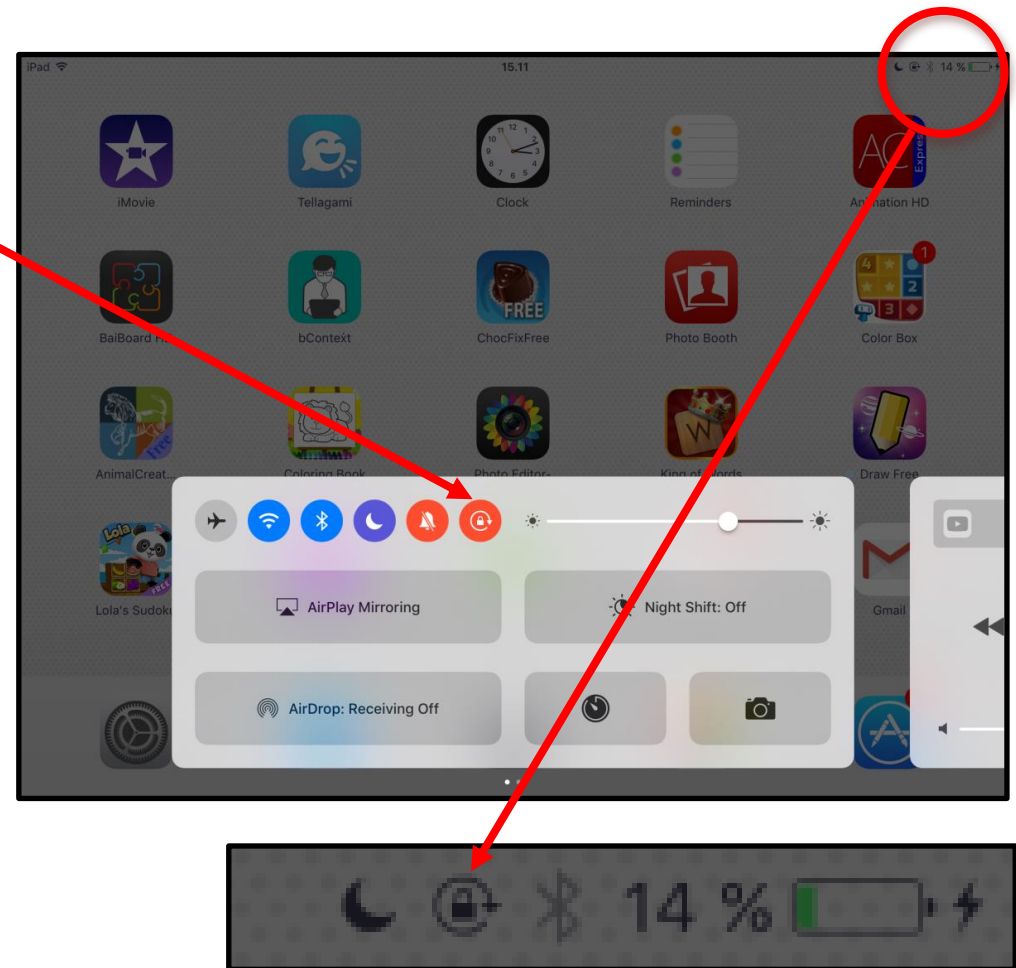
- **Orientation Lock:**

You can lock the display from switching between portrait and landscape.

When you tap on the Orientation lock -button, the display locks on the current orientation.

When the lock is on, you see the Lock-sign on the top right corner of the screen.

To unlock it, tap on the Orientation lock -button again.



- **Bluetooth-button:**

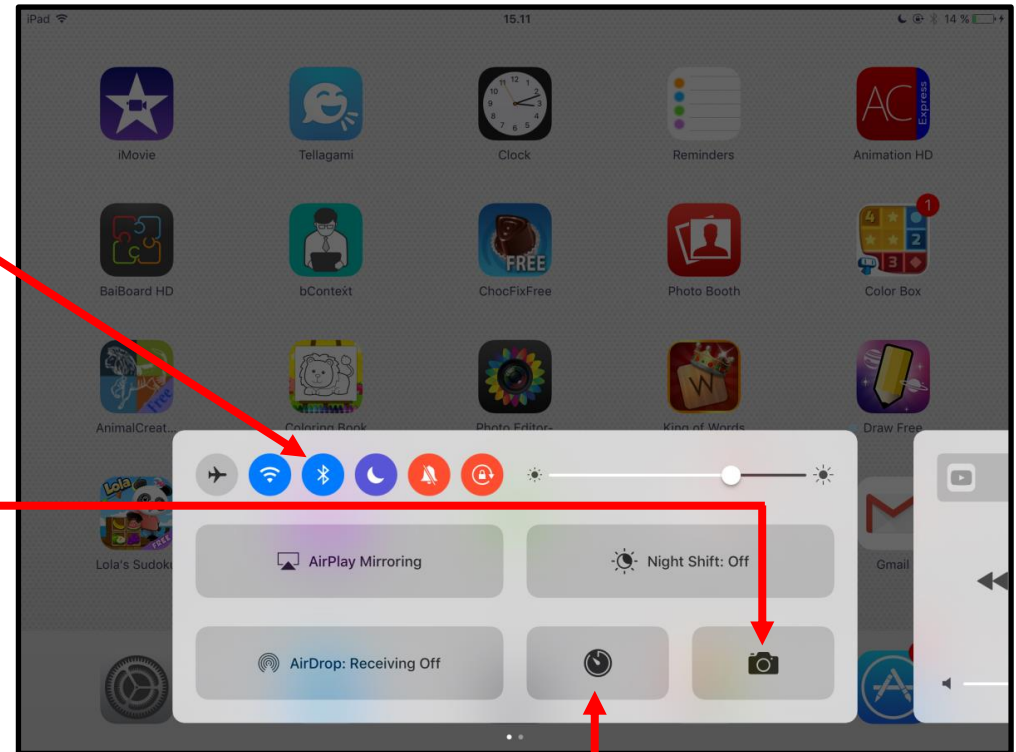
Turn On or Off
the Bluetooth connection
for your keyboard or speakerphone.

- **Camera-button:**

Open your camera.

- **Timer-button:**

Quick access to
Clock-app,
for example the timer
and alarm clock.

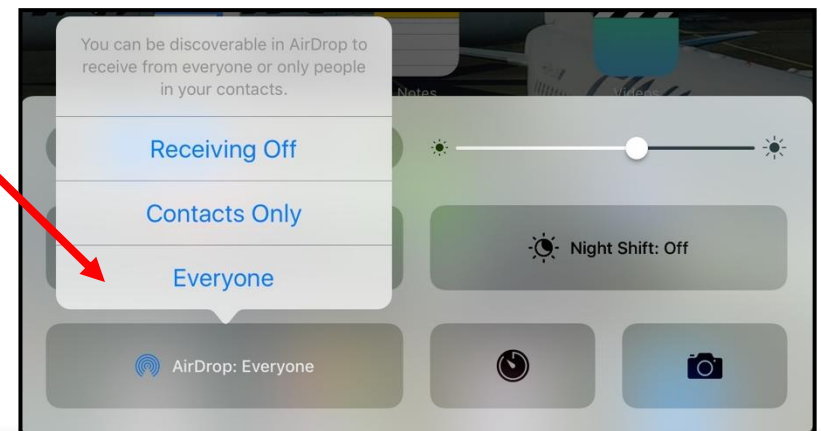
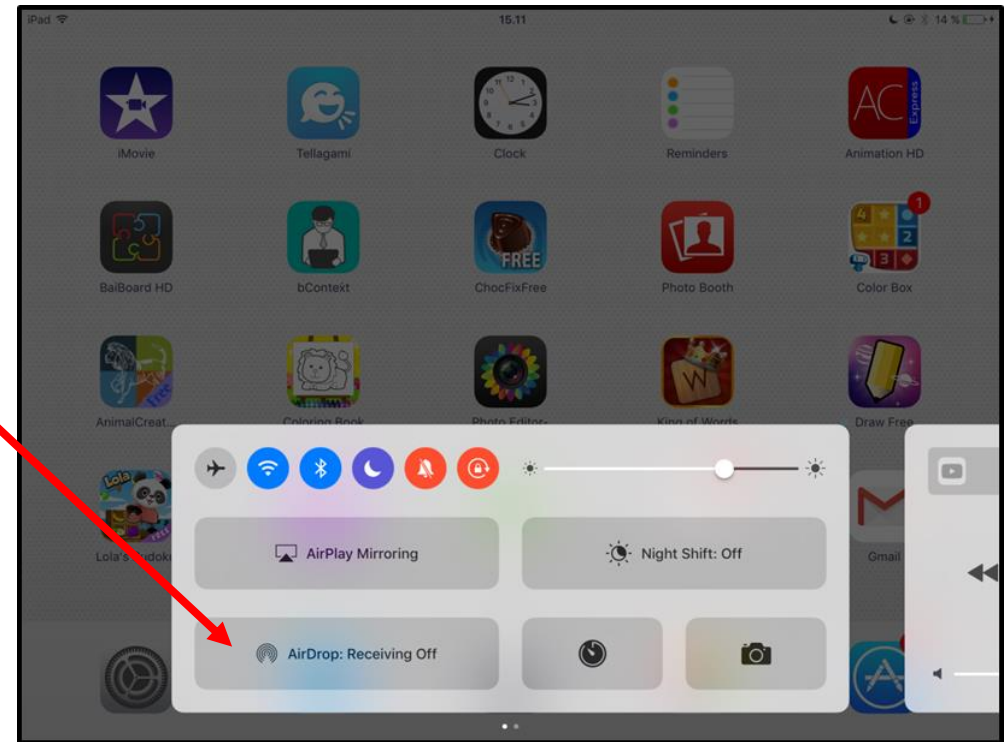


- **AirDrop-button:**

Turn On or Off
the AirDrop connection.

1. Tap on the AirDrop-button.
2. Options-window opens.
3. Choose whom do you want to find your iPad by tapping **Everyone**-button.

Now everyone can easily
send you pictures or videos.



- **Brightness-switch:**

You can adjust the brightness of your iPad's screen.

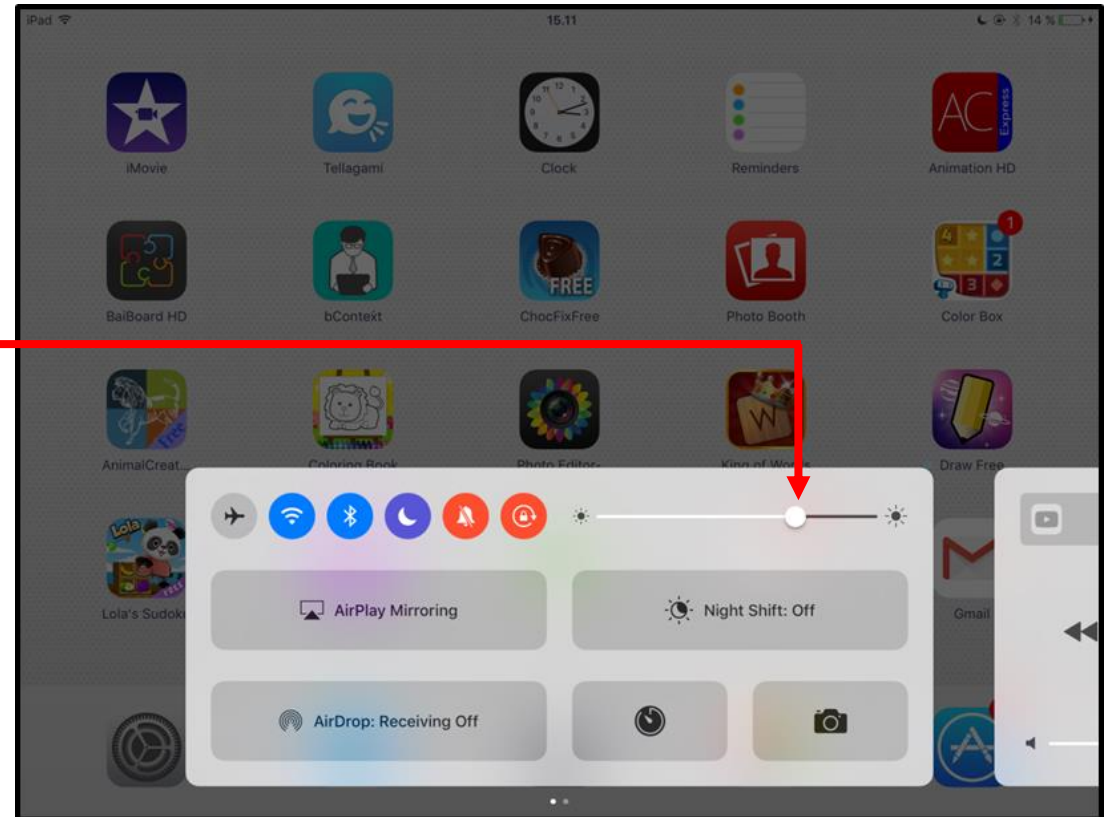
Move the **Brightness**-button:

To the right:

it makes the screen brighter.

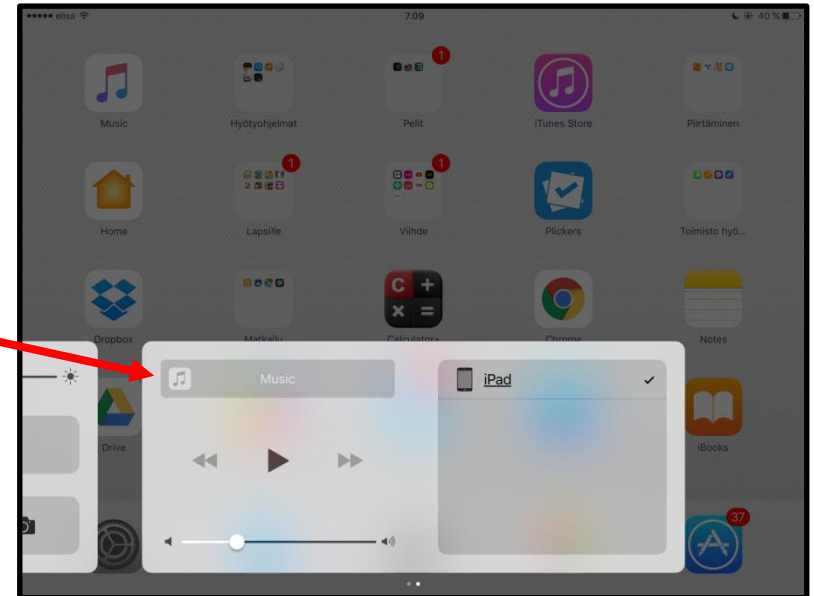
To the left:

it makes the screen darker.



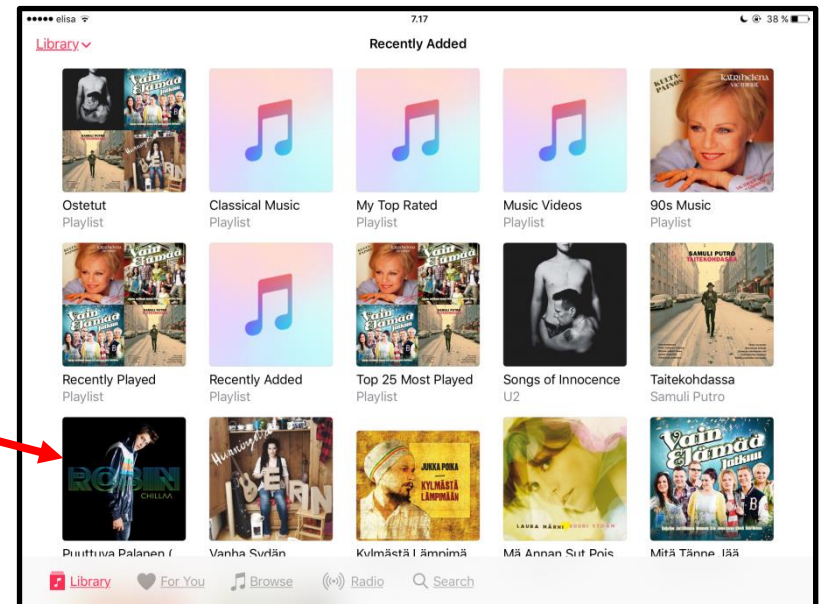
The second Control Centre -panel has music controls.

- **Music or YouTube** -button:
This button changes between YouTube and Apple Music.
It is a quick access to the last music app you have used.




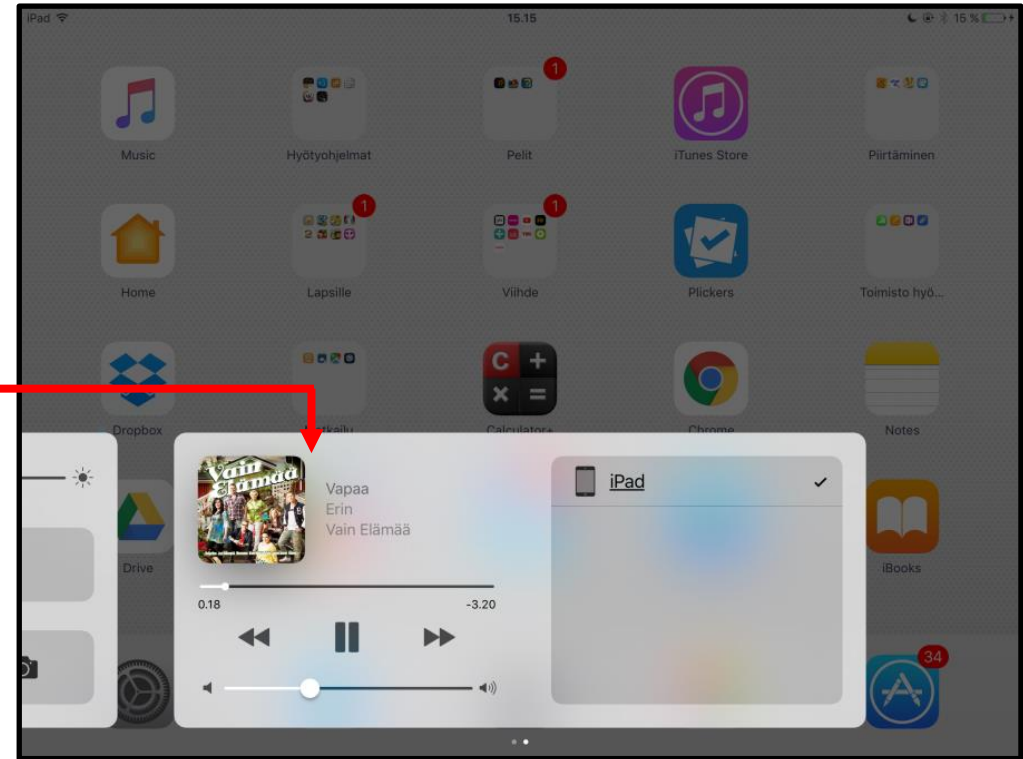
1. Tap on **Music/YouTube** - button.
Music-app opens.

2. Choose the music you want.
The songs starts to play.



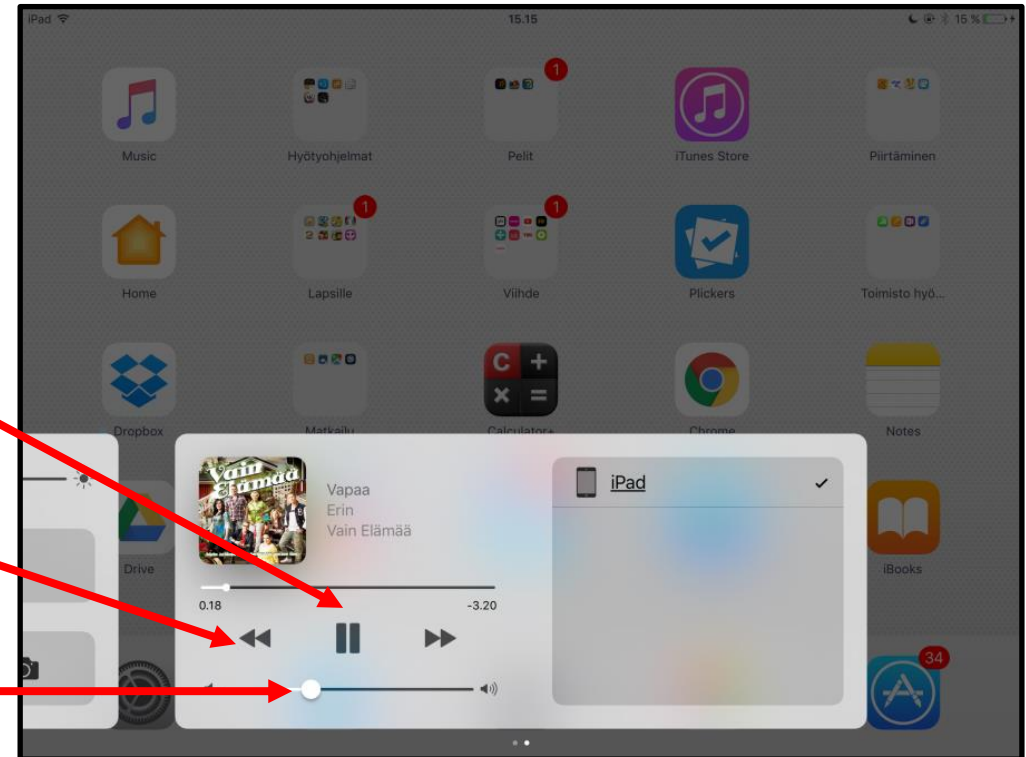
- Open the Control Centre again by swiping up from the bottom edge of the screen. Control Centre for music opens.

Now you will see  the name of the album and the artist.



You can control the music:

- You can pause the music.
- You can rewind the music.
- You can also control the volume.

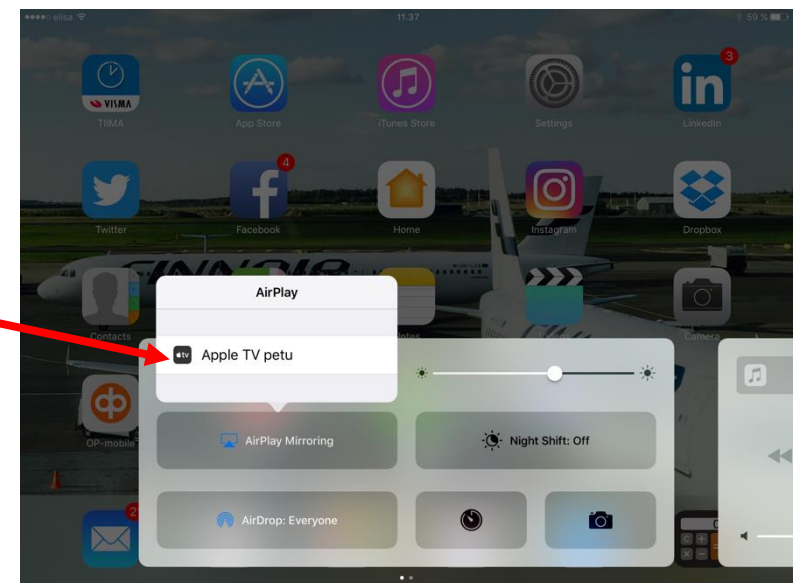
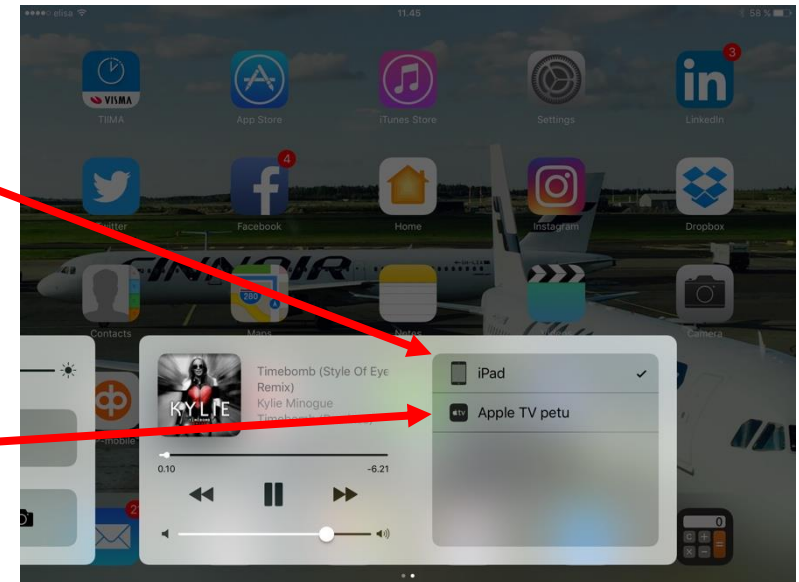


- **Device control** -buttons:

You see here a list of different devices that you can connect your iPad to, for example an Apple TV.

Tap on **AppleTV** -button and your iPad is connected to your TV or projector.

You can also mirror your iPad from the first page of the Control Centre -panel.



Hint:

AppleTV is
a separately sold device.
It mirrors your iPad
onto bigger screens.
It is an ideal device for
teaching and presenting.



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This booklet was written and published for
the Inclusive Education with Tablets project, 2016

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