ESSENTIAL SETTINGS ON THE IPAD

Created date: 14 Feb 2016 ☆☆☆☆☆ ID Number: LO28042

LEARNING OBJECT TYPE	**LEVEL**	**PARTNER**
Step By Step	Beginner	191

AUTHOR	**LANGUAGE**	**OPERATING SYSTEM**
Karl Baeck	English	iOS

ABOUT THIS LEARNING OBJECT

How to change the most essential settings on your iPad.

STEP 1. GETTING TO THE CONTROL-CENTER

To get to the Control Center, you have to swipe upwards from outside of the bottom.

STEP 2. THE CONTROL-CENTER

In the Control Center you can quickly change commonly used settings, like turning the Wi-Fi on or off (center).
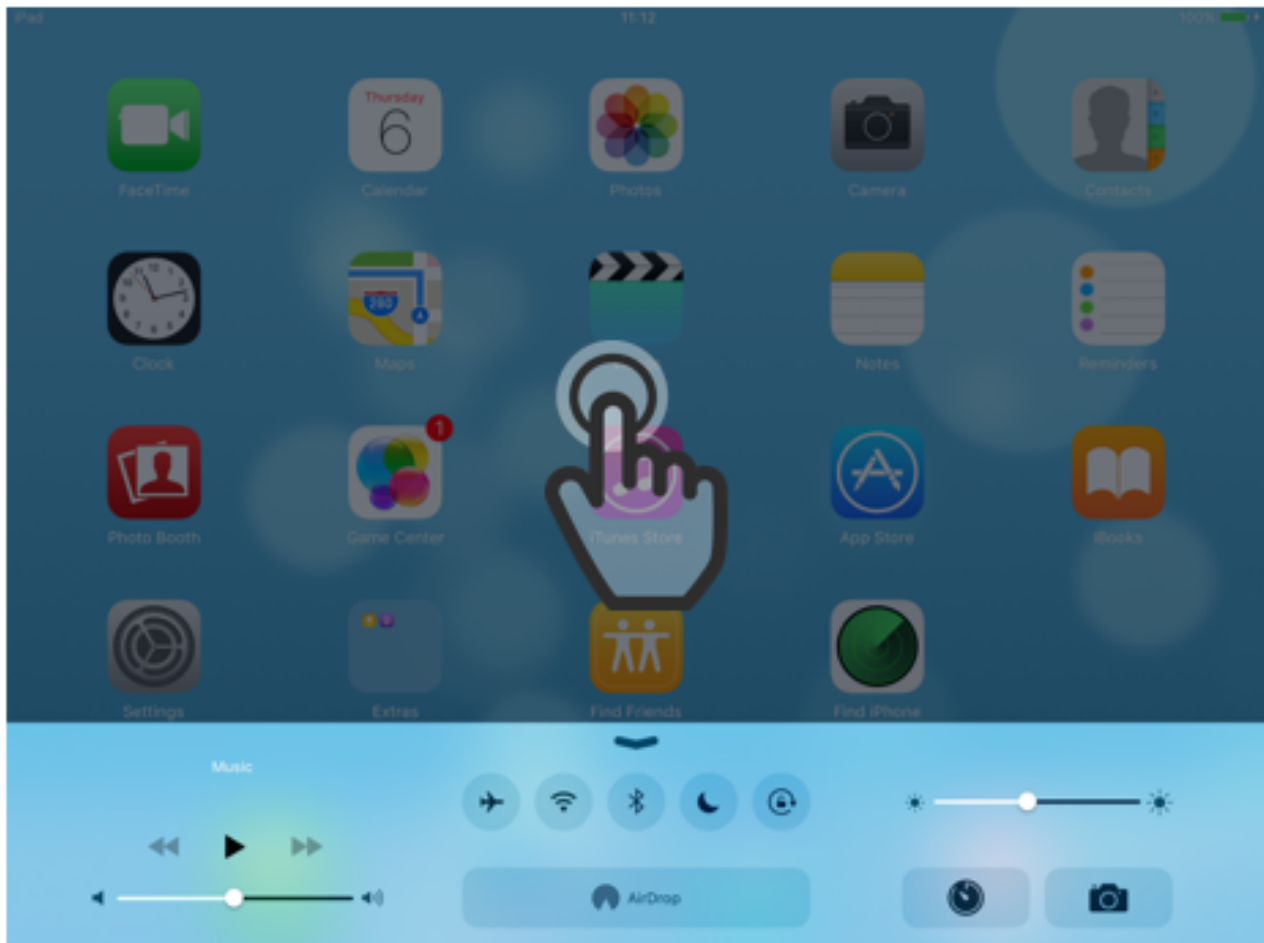
You also have access to music controls (left), you can change the screen brightness and start the camera or the clock app (right).

HINT:

With AirDrop you can send files to other Apple Devices over bluetooth.

With AirPlay you can mirror your screen to a TV which is connected to an AppleTV.

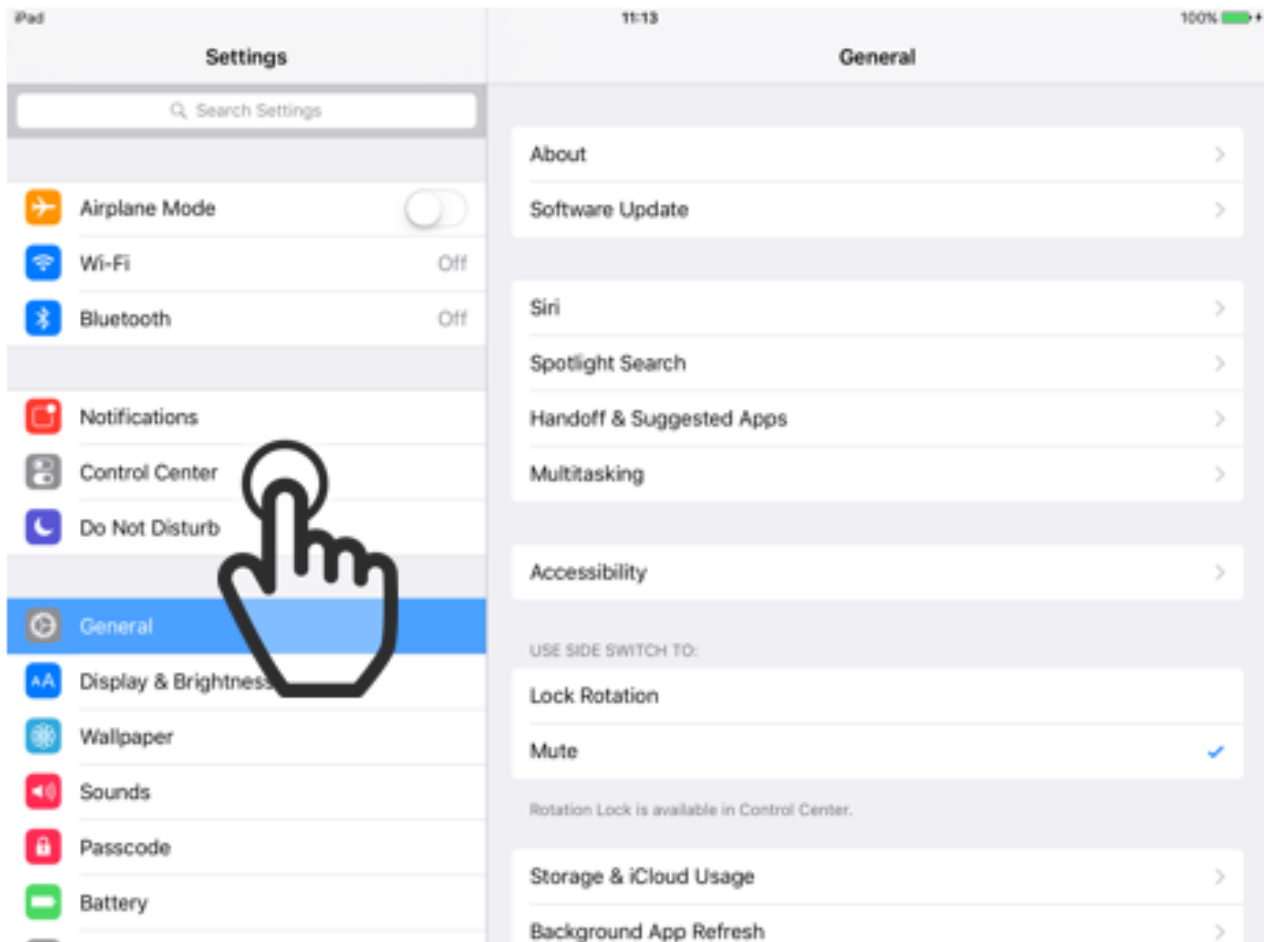## STEP 3. CLOSING THE CONTROL-CENTER

To close the Control Center you just tap the screen somewhere outside of the Control Center.
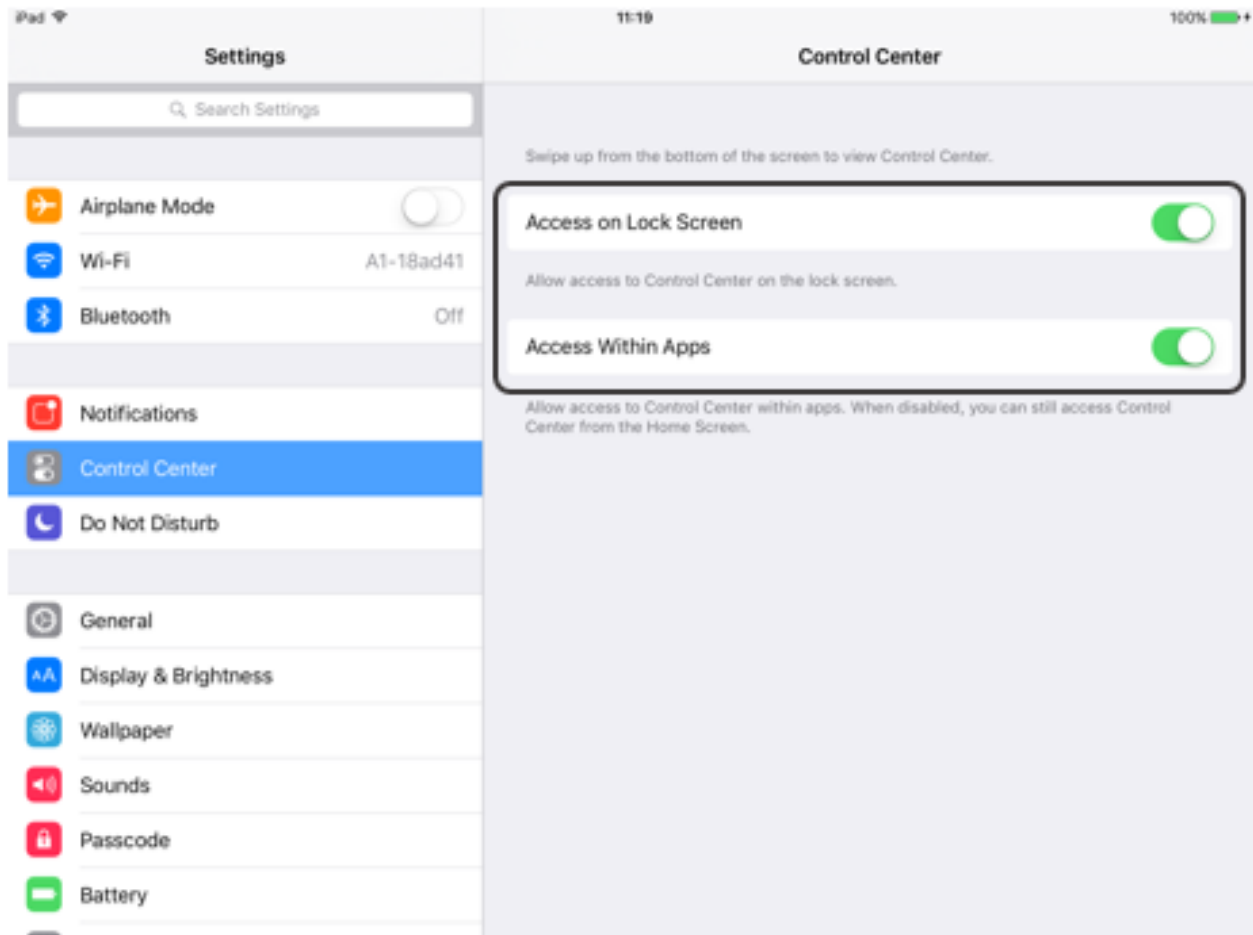
STEP 4. OPENING THE SETTINGS APP

To get access to more settings, you can open the „Settings" app by tapping the icon with gears on it.
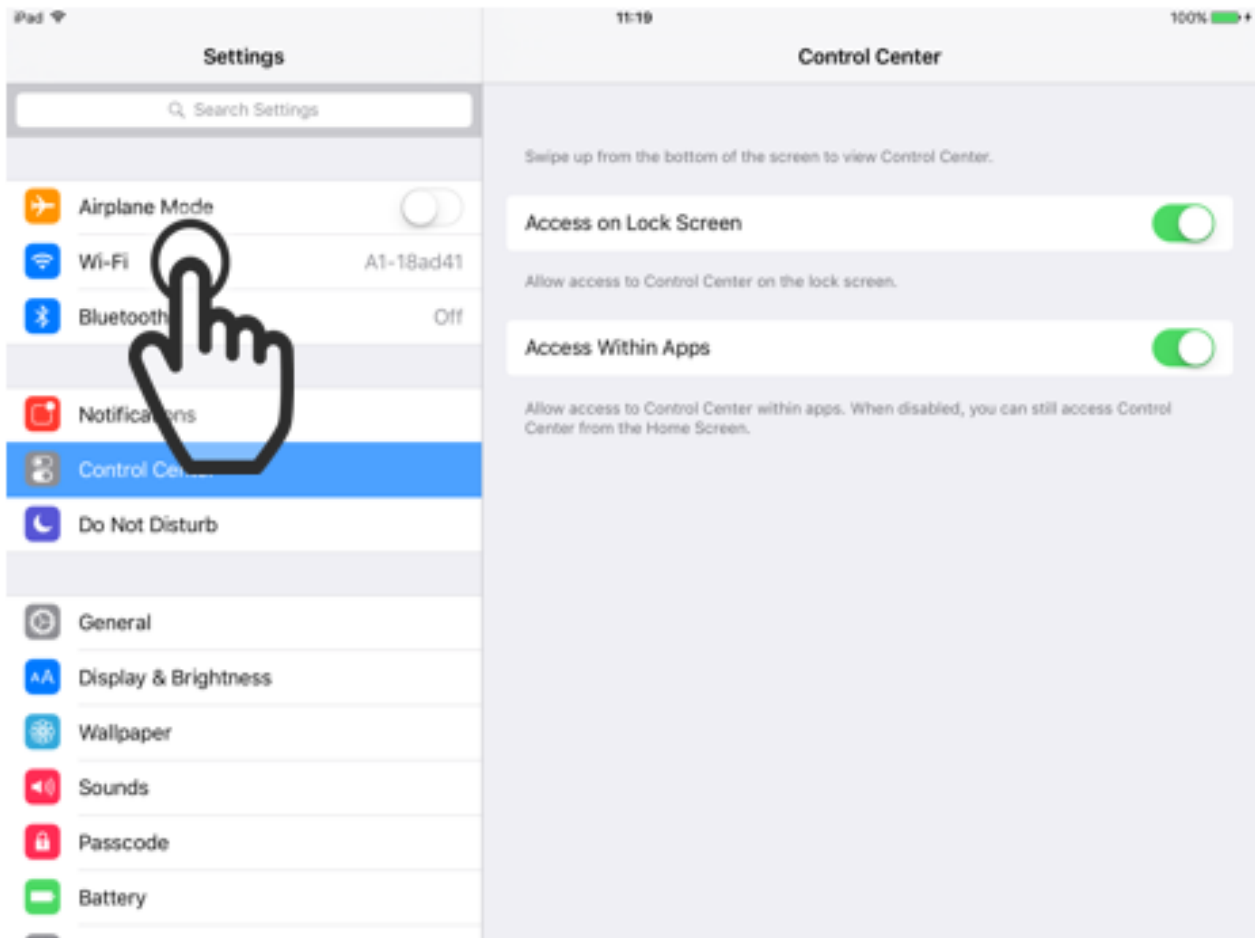
STEP 5. CHANGING CONTROL-CENTER SETTINGS

In the „Settings" app, you can change the way the Control Center behaves. To change the Control Center settings, tap on the field labeled „Control Center".

STEP 6. CONTROL-CENTER SETTINGS

Here you can change wether you can access the Control Center from the lockscreen and from inside of apps. By default both of these options are set to on.
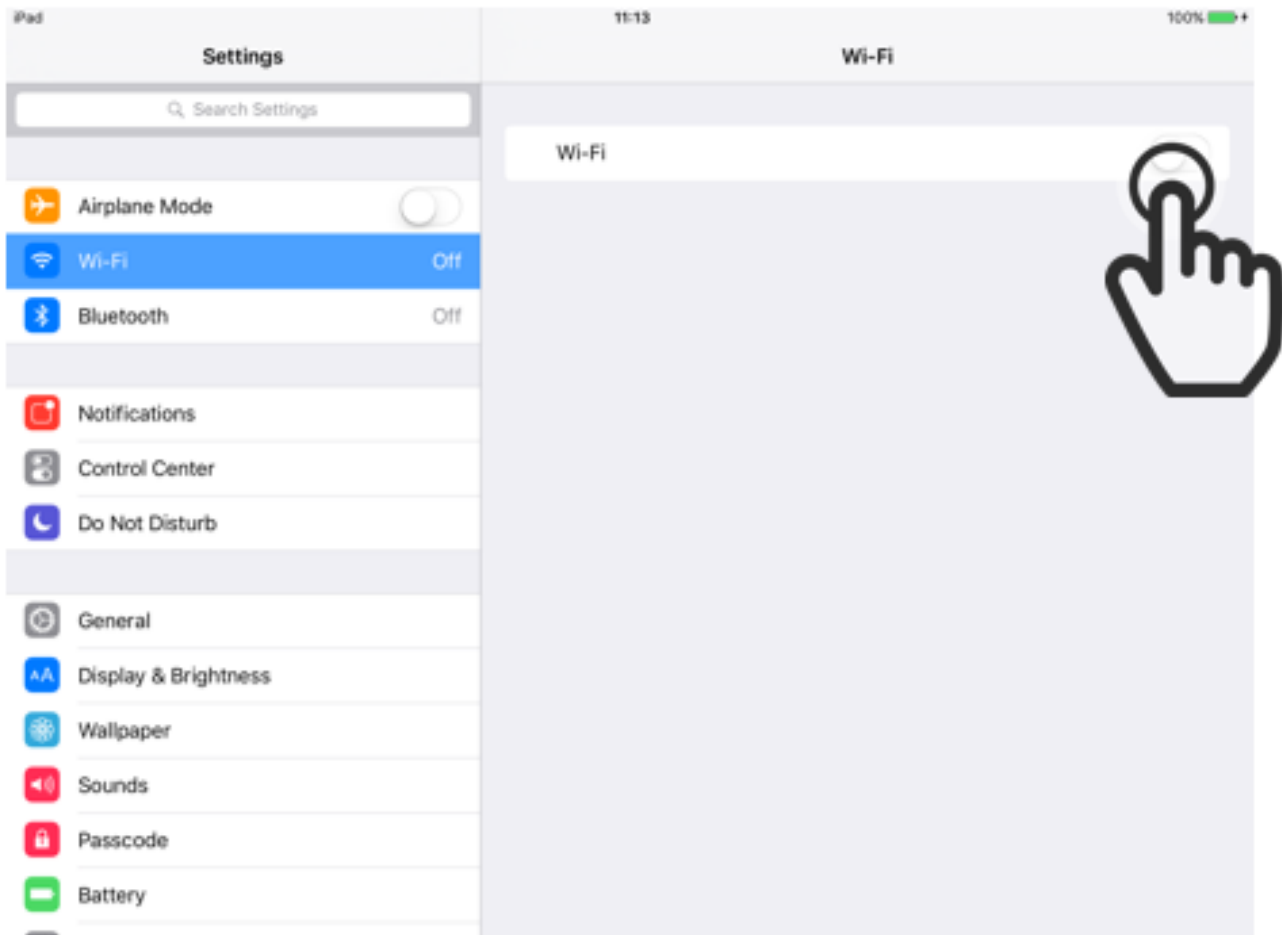
STEP 7. WI-FI SETTINGS

You probably want to use the internet at some point, and to do that you have to connect to a Wi-Fi network. To get to the Wi-Fi settings, you tap on the field labeled „Wi-Fi".
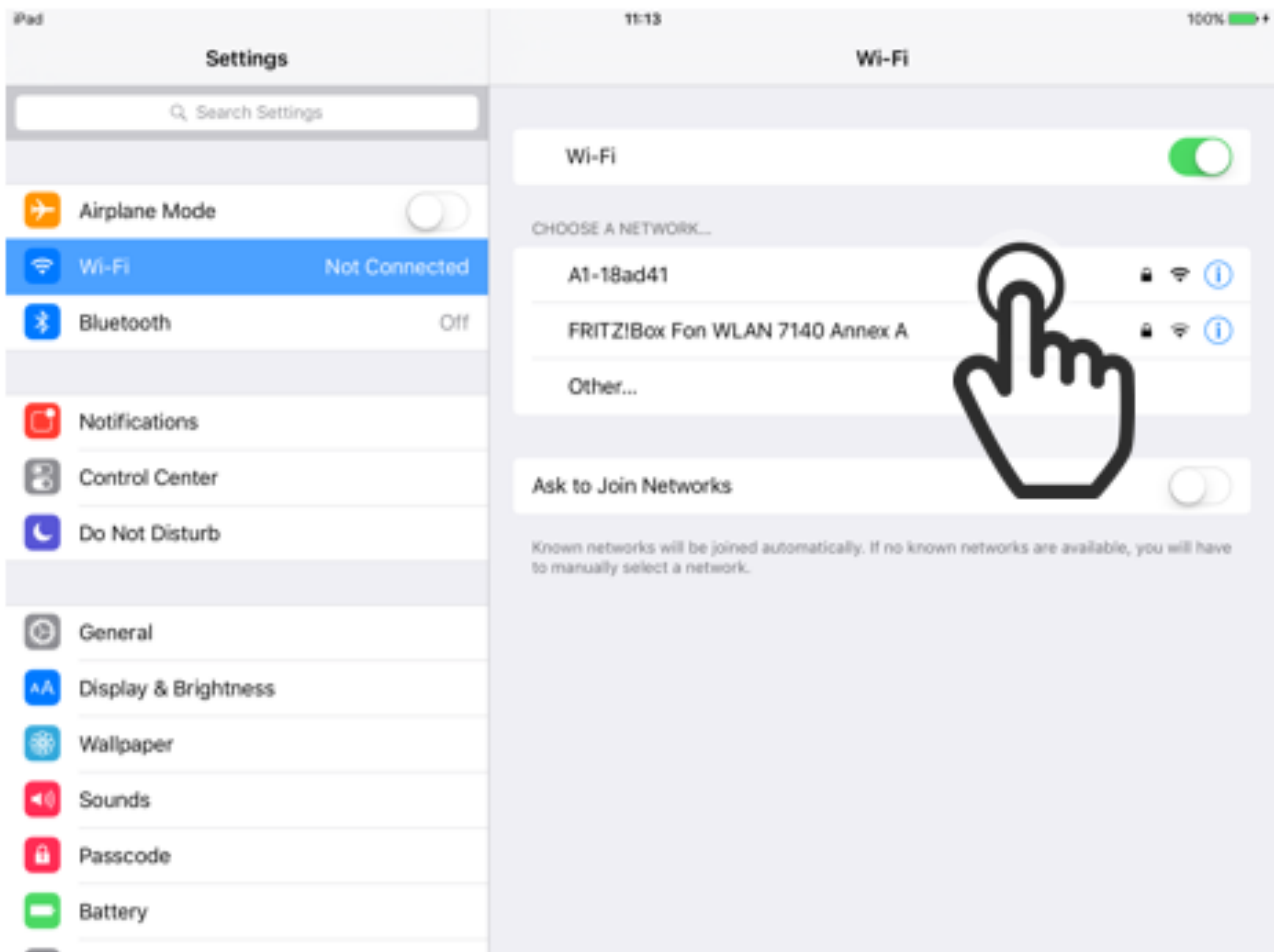
HINT:

Unless you have an iPad with Wi-Fi + Cellular, a Wi-Fi network is the only way to connect to the internet.

STEP 8. ENABLE WI-FI

If Wi-Fi is disabled on your iPad, you can tap on the switch to activate it. If Wi-Fi is allready activated you should see more settings and the switch should be green.

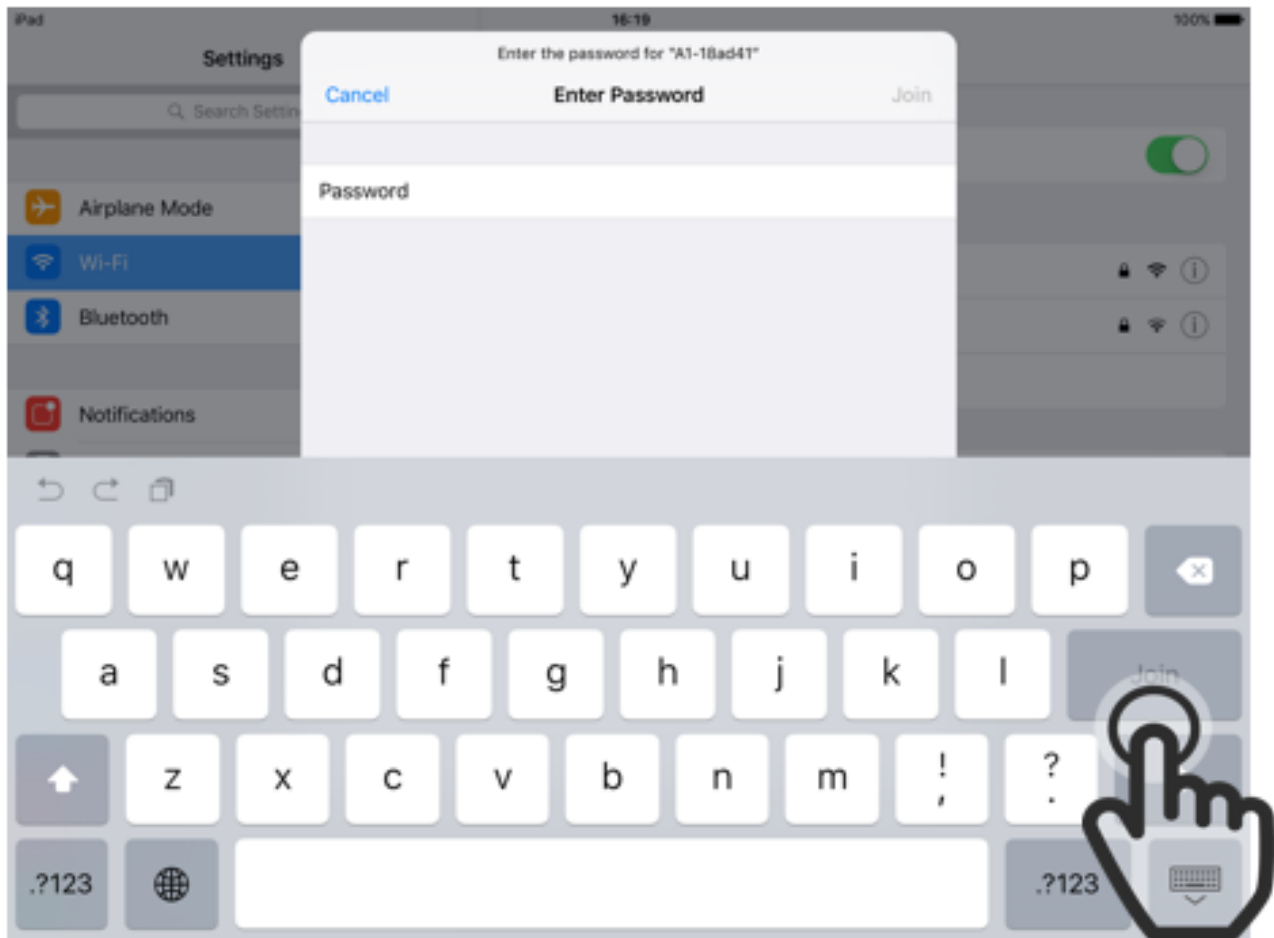## STEP 9. CONNECTING TO A NETWORK

Once Wi-Fi is activated you should see your network. If you see your network, tap on it's name. If you don't see your network, there may be a problem with your Wi-Fi outside of the iPad.

HINT:

The little lock far to the right of the network name indicates if the network is locked with a password.
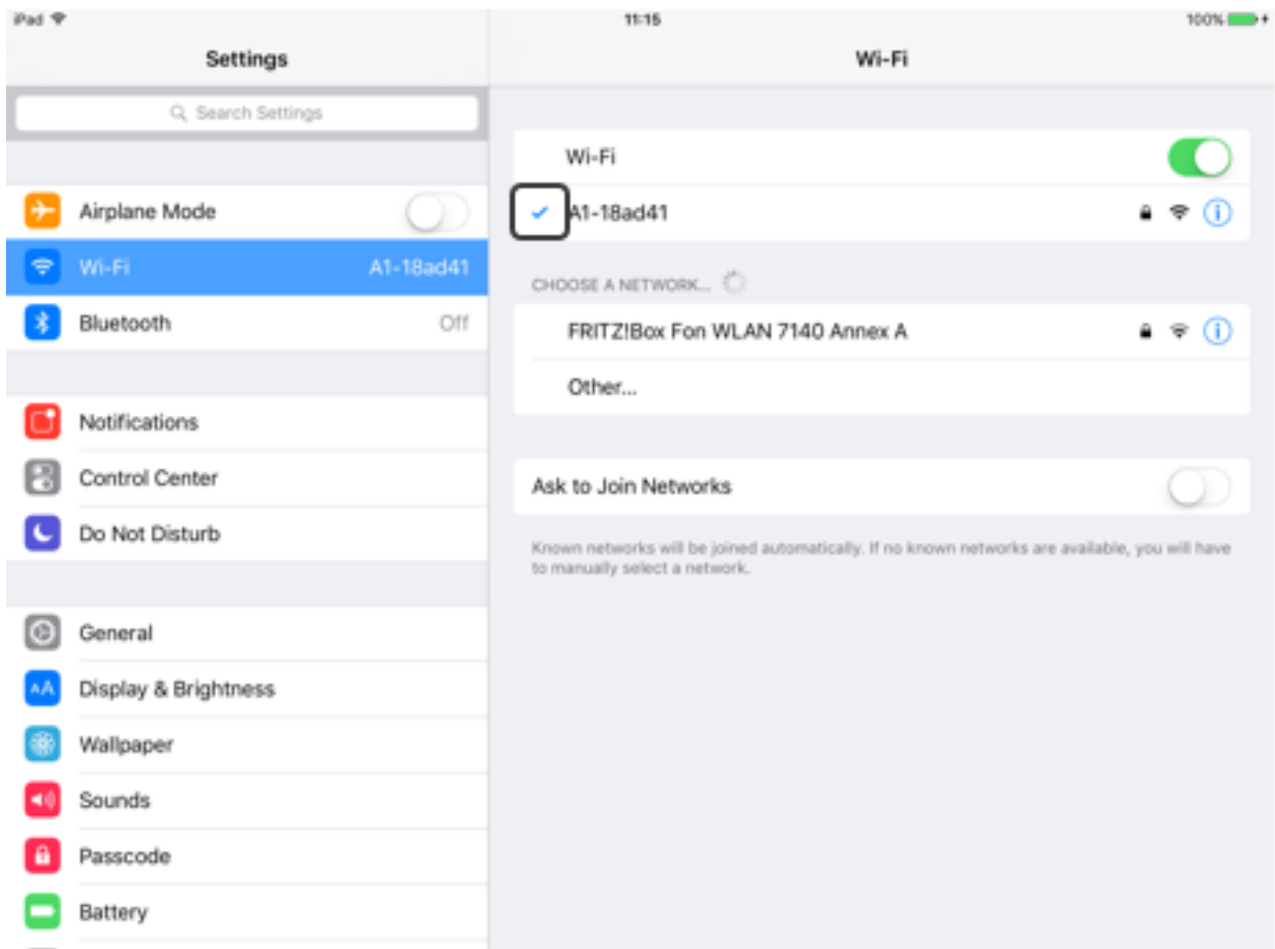
STEP 10. ENTERING THE PASSWORD

Here you have to enter the password of your network. After you typed it in, press „Join". If your network isn't locked with a password, this step is automatically skipped.
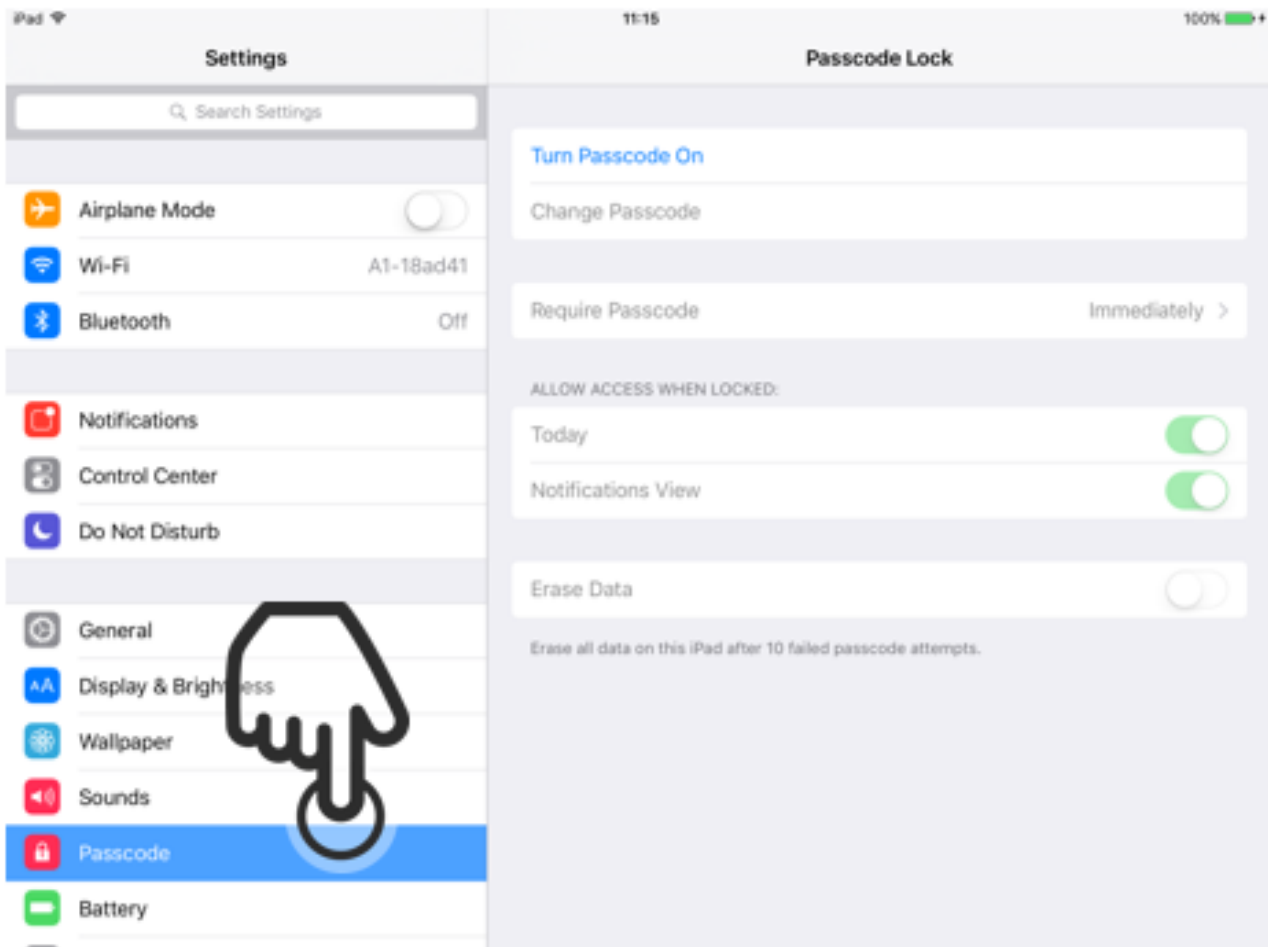
HINT:

If you don't know the password of your network, have a look at your Wi-Fi Router, as there often is a sticker with the password on it.
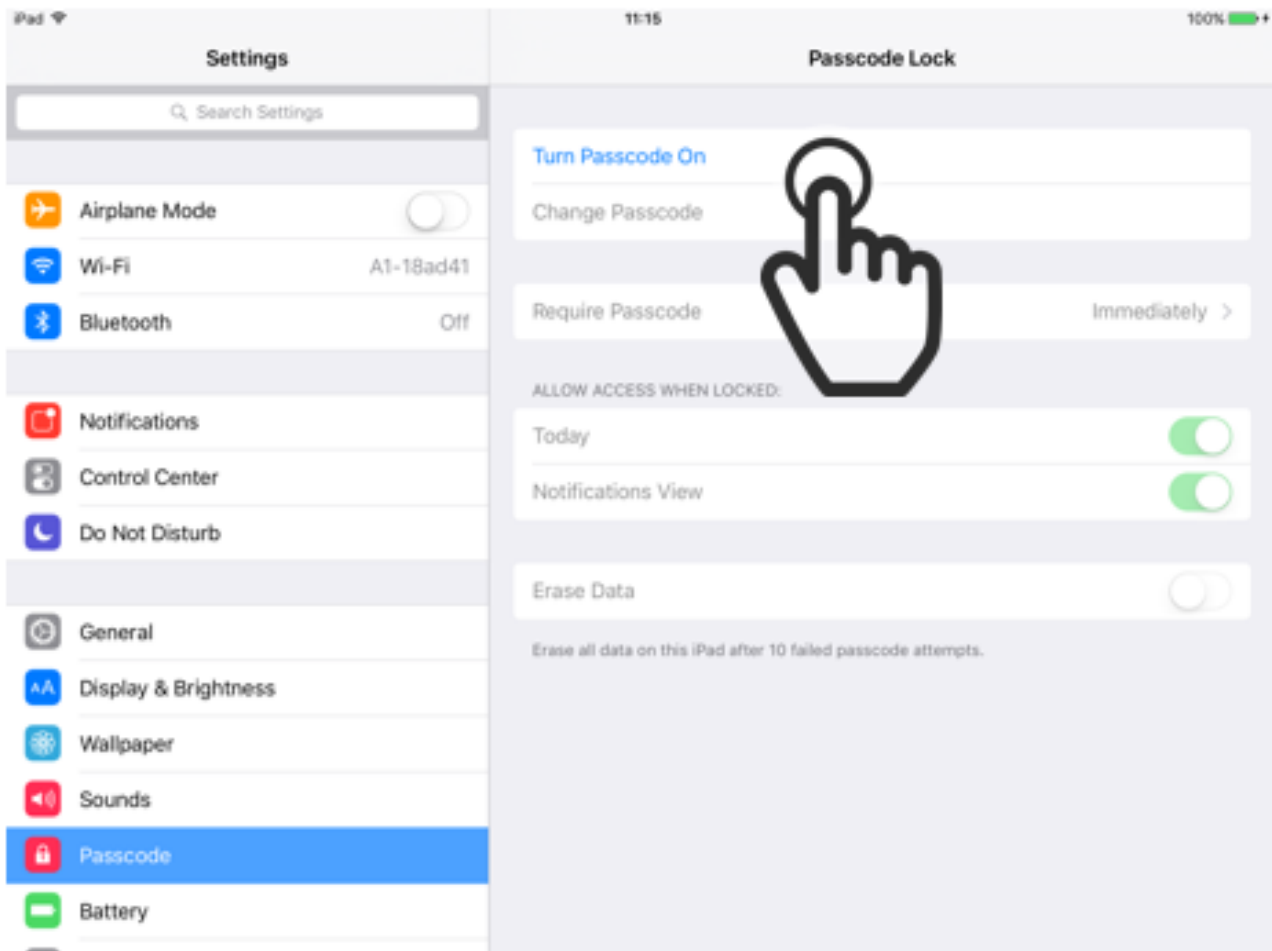
STEP 11. DONE!

If everything worked you should now be connected to your network and there should be a blue checkmark to the left of the network name.

STEP 12. SETTING A PASSCODE

The next step is to set a passcode on your iPad. This helps secure your device and makes sure nobody can use it without your permission. To set a passcode, tap on the field labeled „Passcode".
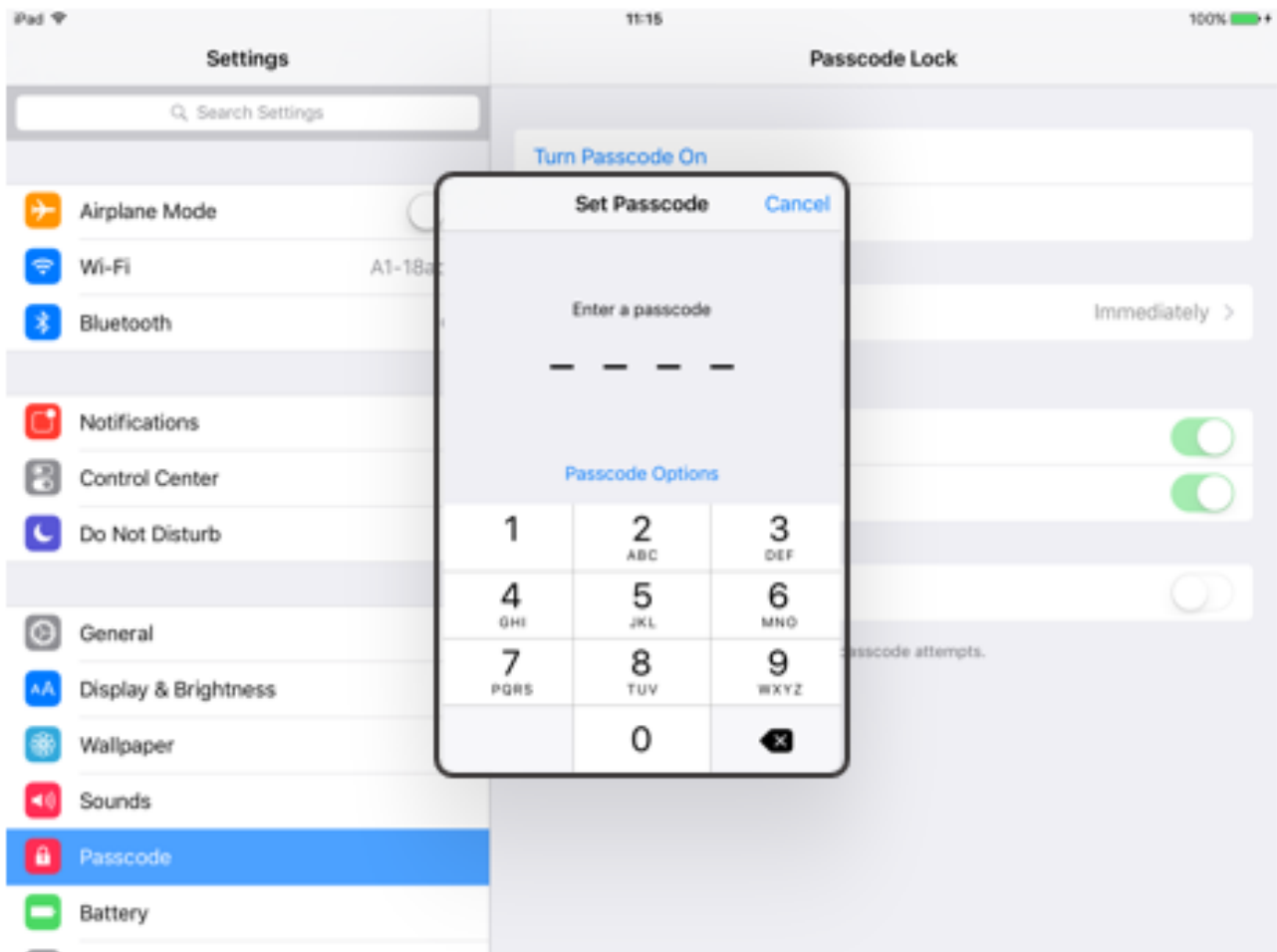
STEP 13. TURNING PASSCODE ON

Now you click on „Turn Passcode on".

HINT:

If you already set a passcode you have to enter it before you can change any settings regarding the passcode.
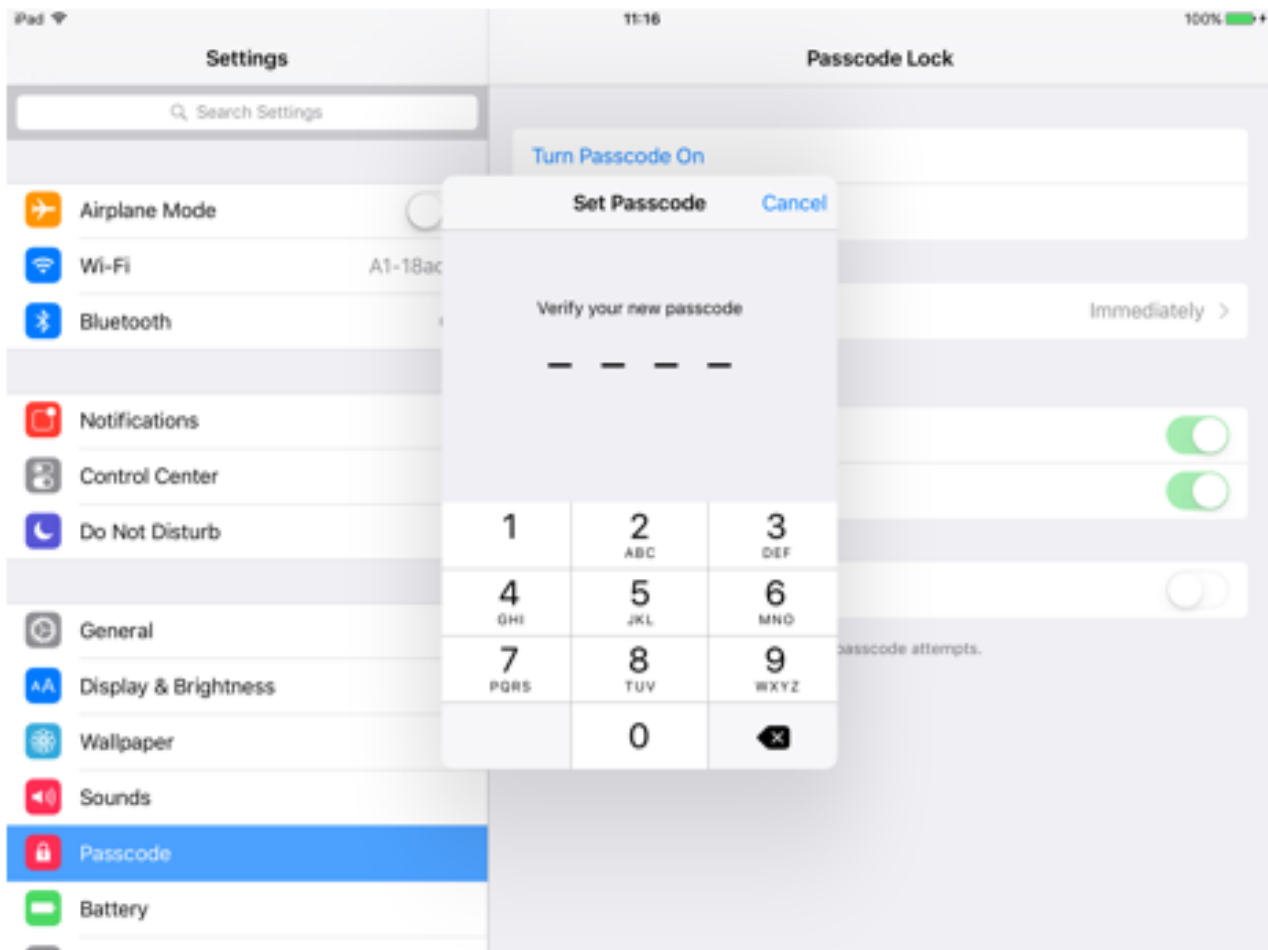
STEP 14. ENTERING THE PASSCODE

In the little popup window, you now enter a 4 digit passcode. Your passcode should be something you can easily remember, but it shouldn't be something as easy to guess as 1234 or 0000.
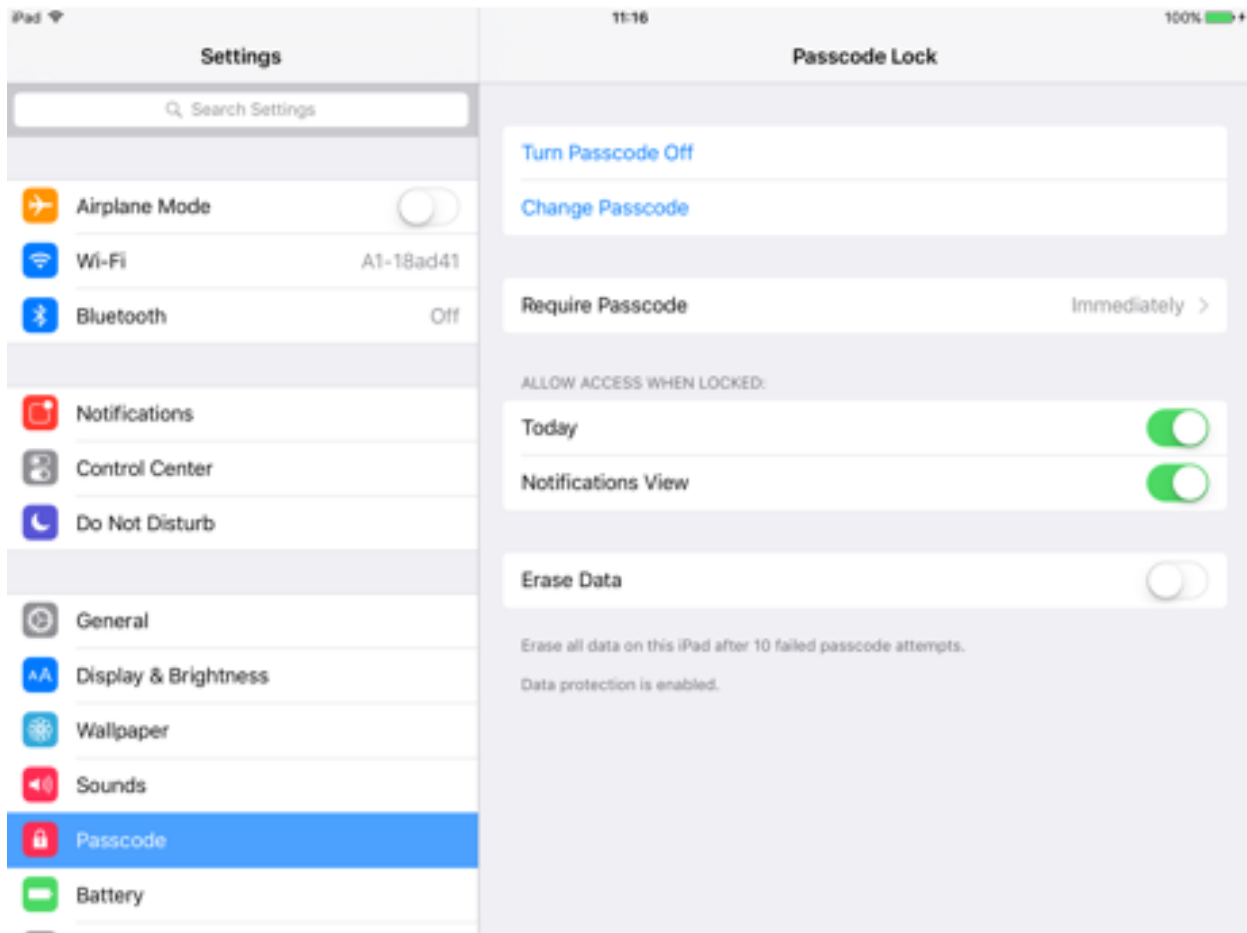
HINT:

If you click „Passcode Options" you can set a different type of code, for example a longer one or one with letters in it.
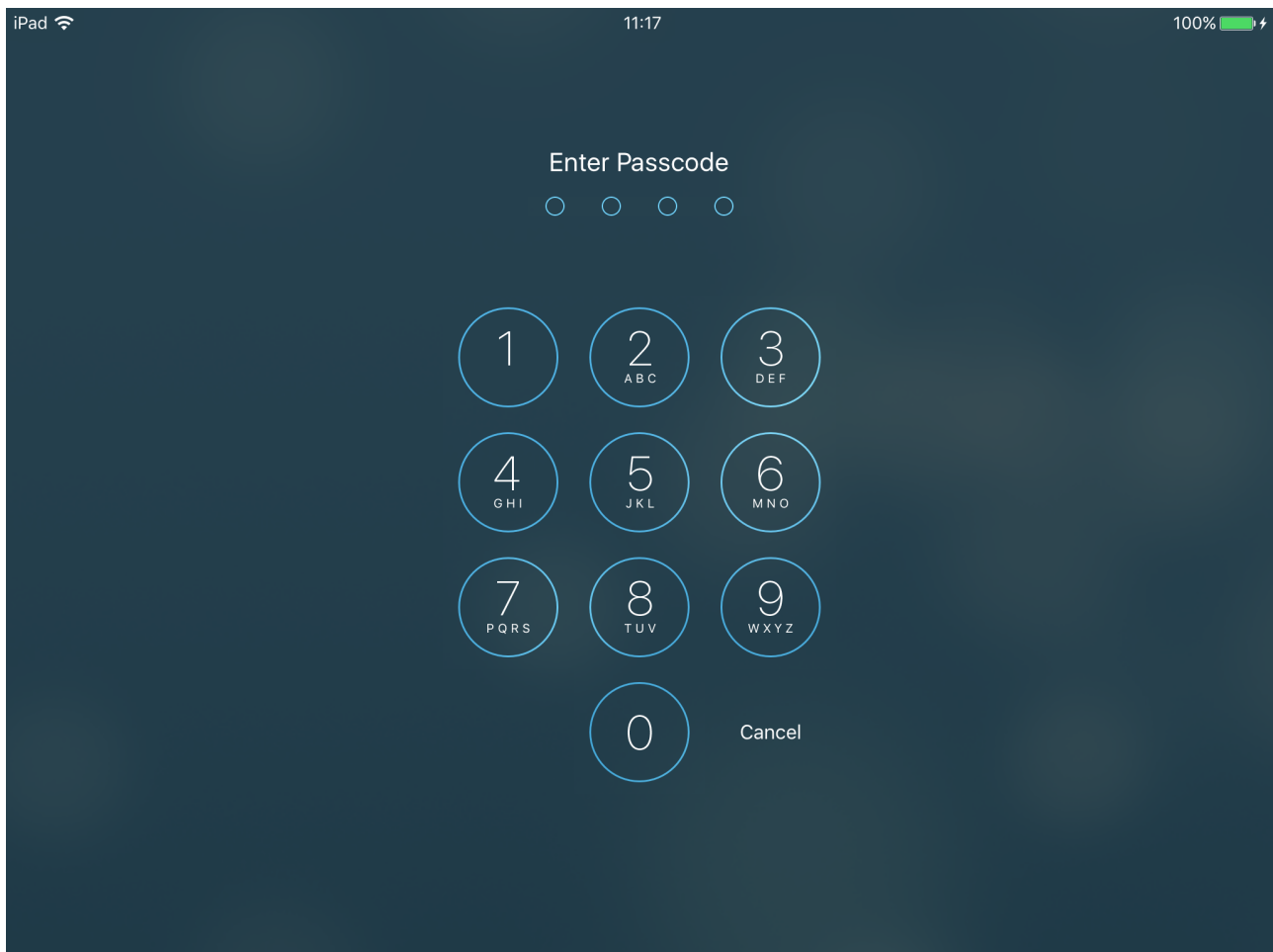
STEP 15. CONFIRMING THE PASSCODE

Once you entered all 4 digits you have to enter them again, to make sure you didn't misstype your code.
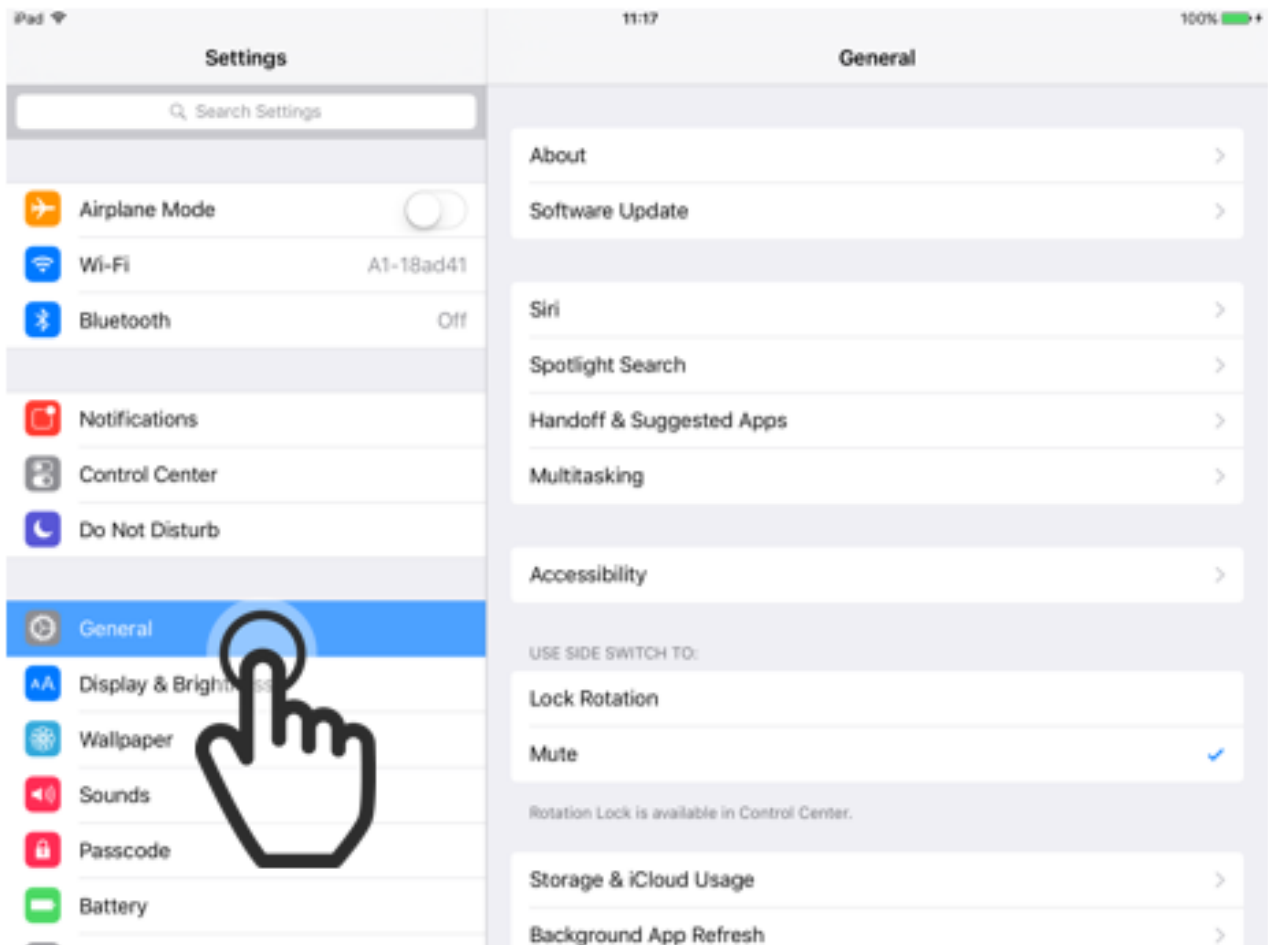
STEP 16. LOCKING THE IPAD

Your passcode should now be set. If you now lock your device and try to unlock it, you have to enter your code.

STEP 17. UNLOCKING THE IPAD WITH A PASSCODE

This is what it looks like if you unlock your iPad with a passcode.

STEP 18. CHANGING THE WALLPAPER

You can change the wallpaper of the iPad to another image you may like better. To change it, tap on the field labeled „Wallpaper".
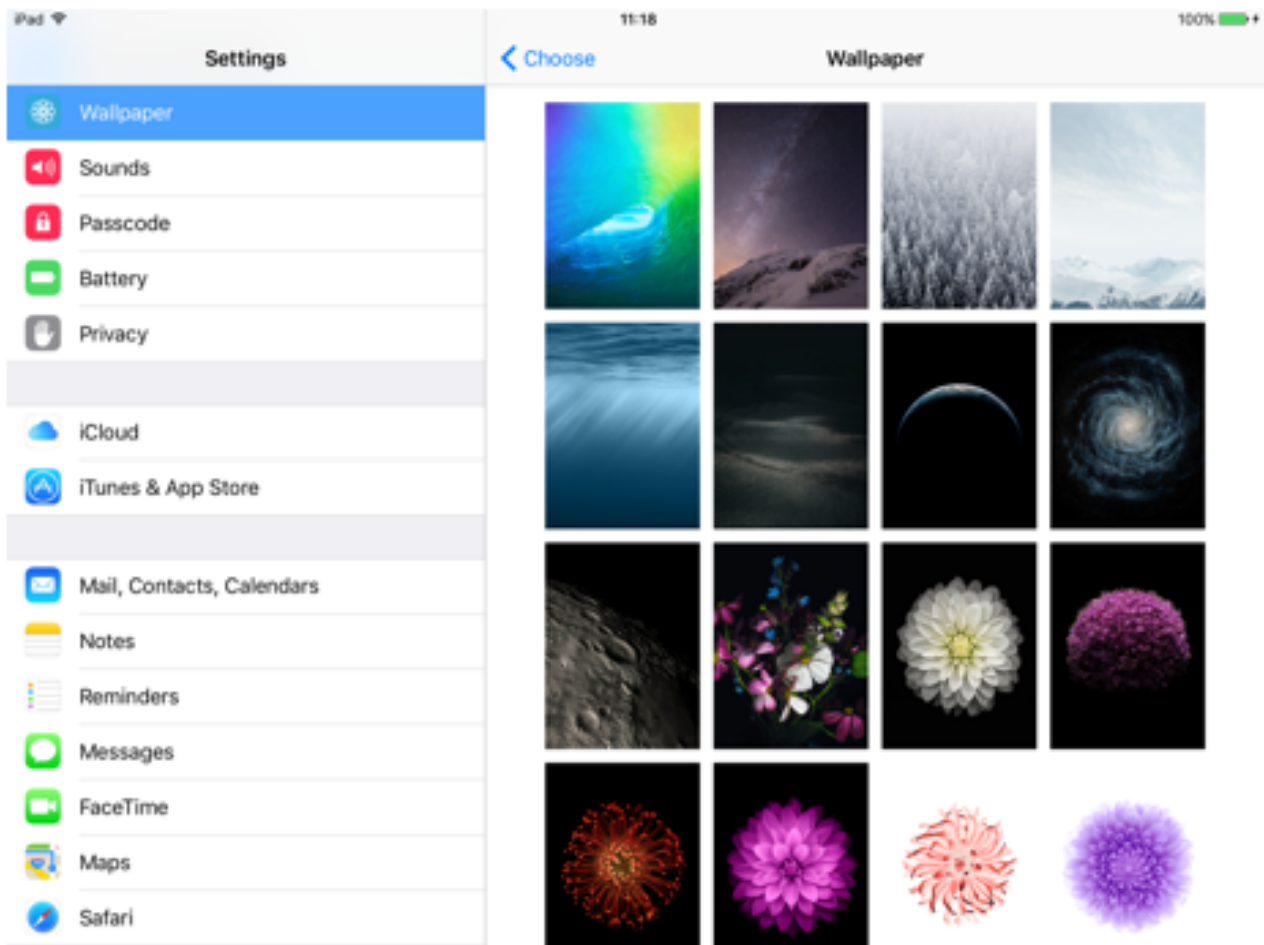
STEP 19. CHOOSING A NEW WALLPAPER

Here you can see your current Wallpaper. Tap on „Choose a New Wallpaper" to change your wallpaper.

STEP 20. PHOTO OR STILL?

You now have the choice between choosing one of the wallpapers which came with your device, or choose a picture you took yourself. For now we will use a picture with came with the iPad, so we tap on the right image labeled „Stills".

STEP 21. PICK A WALLPAPER

Now you can choose one wallpaper which fits your taste.
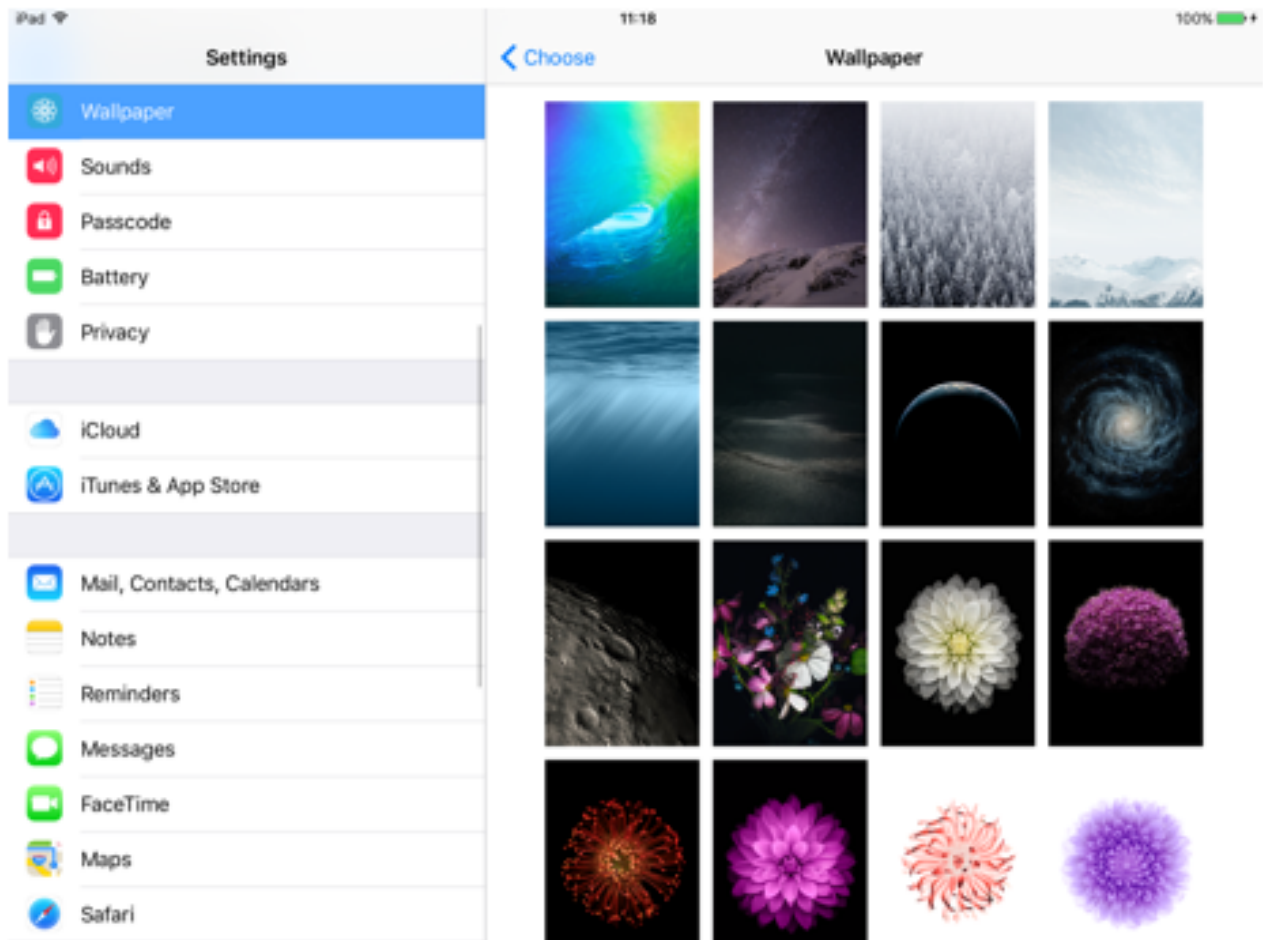
STEP 22. SET THE WALLPAPER

Once you chose one, you will see a preview of what the wallpaper will look like.

Now you can either set it as the wallpaper for your Home-Screen, Lock-Screen or both.

If you want it for both, you tap on „Set Both".

If you want to choose a different image, tap on „Cancel".

STEP 23. BACK TO THE HOME-SCREEN

Now you can click the Home-Button to get back to the Home-Screen to see your new wallpaper.

STEP 24. YOUR NEW WALLPAPER

Your new wallpaper