## **Table of Contents**

Fo	reword	11	
Visual Steps Newsletter			
	Introduction to Visual Steps <sup>TM</sup> What You Will Need How to Use This Book Website Test Your Knowledge		
For Teachers			
	e Screen shots	15 15	
111	e Screen shots	13	
1.	The iPad	17	
	1.1 Turning the iPad On or Waking it Up From Sleep Mode	18	
	1.2 Initial Set Up of the iPad	19	
	1.3 The Main Components of Your iPad	30	
	1.4 Updating the iPad	32	
	1.5 Basic iPad Operations	35	
	1.6 Using the Keyboard	39	
	1.7 Connecting to the Internet Through Wi-Fi	46	
	1.8 Connecting to the Internet Through the Mobile Data		
	Network	49	
	1.9 Connecting the iPad to the Computer	51	
	1.10 Safely Disconnecting the iPad	58	
	1.11 Putting the iPad to Sleep or Turning it Off	60	
	2 Exercises	61	
	3 Background Information	62	
1.1	4 Tips	65	
2.	Sending Emails with Your iPad	71	
	2.1 Setting Up an Email Account	72	
	2.2 Setting Up an <i>Outlook.com</i> , <i>Hotmail</i> or <i>Gmail</i> Account	77	
	2.3 Sending an Email	79	
	2.4 Receiving an Email	86	
	2.5 Replying To an Email	88	
	2.6 Deleting an Email	89	
2.7	Exercises	93	
2.8	Background Information	95	
	Tine	07	

3.	Surfing with Your iPad	109
	3.1 Opening a Web Page	110
	3.2 Zoom In and Zoom Out	112
	3.3 Scrolling	114
	3.4 Opening a Link on a Web Page	116
	3.5 Opening a Link in a New Tab	117
	3.6 Switching Between Multiple Tabs	120
	3.7 Go to Previous or to Next Page	121
	3.8 Adding a Bookmark	122
	3.9 Searching	123
	3.10 Switching Between Recently Used Apps	125
	1 Exercises	127
	2 Background Information	129
3.1	3 Tips	130
4.	The Standard Apps on Your iPad	137
	4.1 Adding a Contact	138
	4.2 Editing a Contact	142
	4.3 Calendar app	143
	4.4 Adding an Event	145
	4.5 Reminders app	149
	4.6 Maps app	154
	4.7 Find a Location	157
	4.8 Map Out your Trip	158
	4.9 Spotlight	163
	4.10 <i>Siri</i>	164
	4.11 Notification Center	166
	4.12 Disabling Apps	169
4.1	3 Exercises	171
4.1	4 Background Information	173
4.1	5 Tips	174
5.	Downloading Apps	185
J.	5.1 Downloading and Installing a Free App	186
	5.2 The <i>iTunes Gift Card</i>	193
	5.3 Buying and Installing an App	195
	5.4 Sign Out From the <i>App Store</i>	198
	5.5 Managing Apps	200
	5.6 Deleting an App	205

5.7	Exercises	207
5.8	Background Information	209
5.9	Tips	210
_		
6.	Photos and Video	213
	6.1 Taking Pictures	214
	6.2 Shooting Videos	218
	6.3 Viewing Photos	219
	6.4 Play a Video Recording	225
	6.5 Copying Photos and Videos to the Computer	226
	6.6 Copy Photos and Videos to Your iPad Through <i>iTunes</i>	228
	6.7 Automatically Enhance a Photo	231
	6.8 Crop a Photo	233
	6.9 Correcting Contrast and Exposure	235
	6.10 Use Filters	237
	6.11 Sending a Photo by Email	238
	6.12 Printing a Photo	239
	3 Exercises	241
	4 Background Information	242
6.1	5 Tips	243
7.	Entertainment	253
/٠	7.1 Adding Music to <i>iTunes</i>	254
	7.2 Synchronizing Music with Your iPad	255
	7.3 Buying Music on Your iPad	256
	7.4 Playing Music with the <i>Music</i> App	261
	7.5 Downloading a Book with the <i>iBooks</i> App	264
	7.6 Reading a Book with the <i>iBooks</i> App	267
77	Exercises	270
	Background Information	271
	Tips	272
	11,00	
8.	Communication	281
	8.1 Signing In with Facebook	282
	8.2 Using the Facebook App	283
	8.3 Signing In with <i>Twitter</i>	287
	8.4 Using the <i>Twitter</i> App	288
	8.5 Using Facebook and Twitter in Other Apps	290
	8.6 Skyping on Your iPad	292
	8.7 Visual Steps Website and More Books	299

300
301
309
317
320
321