



Tablets have a wide variety of settings through which it can be difficult to get around easily. This summary will allow users to learn more about the tablet's settings. They will learn how to find their way on the menu, find information and control the most commonly used settings.

## Touch commands on the iPad tablet



### HOME BUTTON

This “physical” button is present at the bottom of the touch screen. It allows you to go back to the home screen and/or to leave a menu or an app that is being used.



### SELECT

As you touch the screen with your fingertip and apply a slight pressure, you will be able to **select** an item displayed on the screen.



### SCROLL UP

As you slightly touch the screen with your fingertip, make a vertical motion towards the top of your screen to **scroll** through a list, a menu or a web page, for example.



### SCROLL DOWN

As you slightly touch the screen with your fingertip, make a vertical motion towards the bottom of your screen to **scroll** through a list, a menu or a web page, for example.

## Access your iPad's settings menu



**Press the home button** to access your iPad's home screen.  
Then, **select** the icon that looks like a sprocket wheel or a gear wheel.

You will then have access to a variety of settings that you can adjust, such as:



### DISPLAY AND BRIGHTNESS

Gives you access to settings that allow you to change the overall appearance of the content that is displayed on the screen by providing better visual comfort. Thus, you can choose a Light or Dark appearance. **Display and Brightness** also provide access to options that enable or disable automatic screen lock, change the size of the text, or make your text bold, for example.



### ACCESSIBILITY

Gives you access to specific settings to adapt the device to specific needs. Examples: connect a hearing device, enable content playback in case of vision problems. And many more!



### SOUNDS

Offers you the possibility to adjust the sound emitted by the device when you receive messages, emails and other notifications. You can choose a specific sound for each of the elements that were mentioned before.



### WI-FI

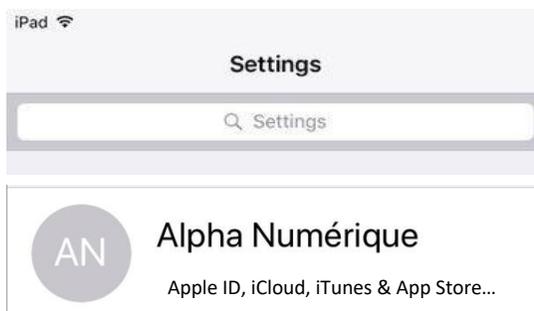
Allows you to choose a WI-FI network to connect to the internet. From this menu, you can also enable or disable your device's WI-FI.



### BLUETOOTH

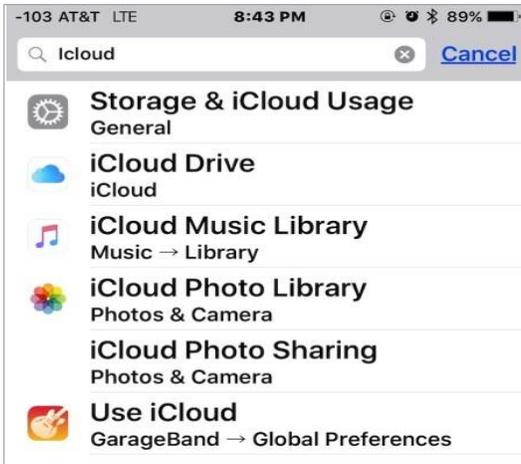
Allows you to enable or disable the Bluetooth and to connect to a Bluetooth network.

## The search bar



### WHERE CAN I FIND THE SEARCH BAR?

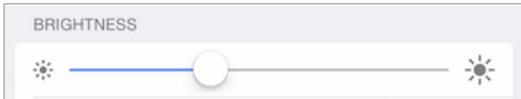
It is accessible on the top left corner of the settings menu, above your username (here **Alpha Numérique**). Don't forget to place your finger on the screen and swipe it up or down **to scroll the different options on the screen.**



## HOW CAN I USE IT?

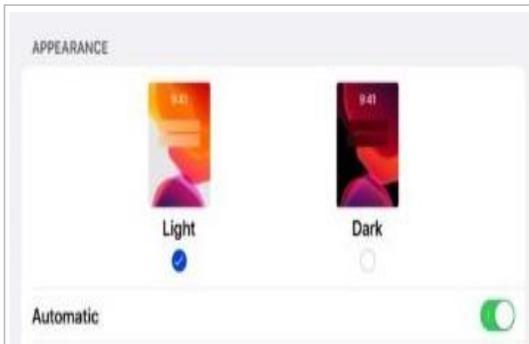
Select the search bar with your fingertip, then, **write a keyword that corresponds to the desired setting**. Select the **Enter** key (↵) on your virtual keyboard. Then, **select the result that corresponds to your needs!**

## Possible manipulations to make an adjustment



### CONTINUUM

Place your finger on the white circle and drag it across the screen by moving left or right depending on the desired result.



### ENABLE/DISABLE

When you press the white circle with your finger, it moves to the left or to the right. This allows to **enable** or **disable** a feature of the device. Please note that the feature is enabled when the white circle is on the right and shows a green stripe.



### SUBMENU

When you **select** the **small arrow** that points to the right with your fingertip, a submenu opens. Several setting choices will then appear on the screen. It is up to you to choose the one that is more convenient for you!



## Adjust the accessibility settings



The **accessibility** tab offers features for users that have specific needs regarding:



Vision



Physical and motor

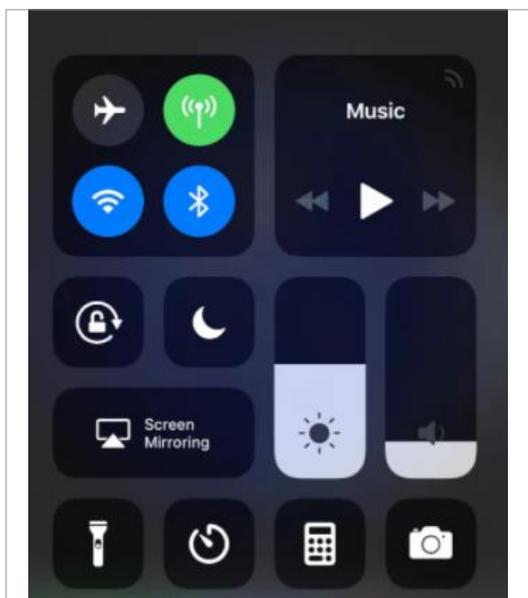


Hearing



Learning

## Control Center

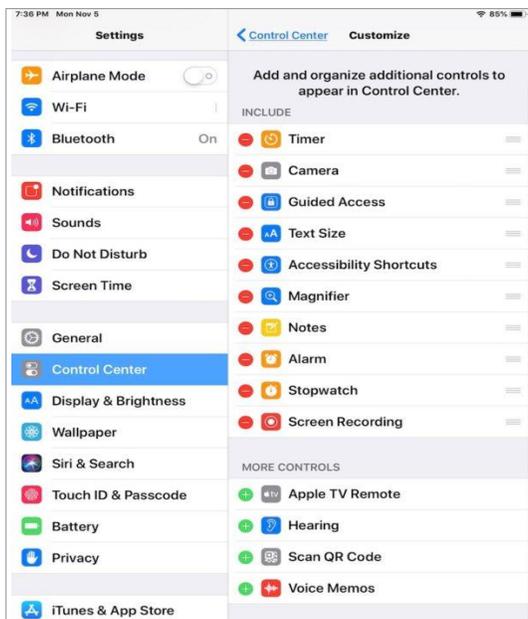


It gives you access to a **simplified settings menu!**

You can also customize it as follows:



On the settings menu, select **Control Center** from the list on the left. Then, select **Customize Controls** on the right side of the settings menu.



To add controls, tap the **Add** button **+**.

To remove controls, tap the **Remove** button **-**, then tap **Remove**.

To rearrange controls, touch and hold the grey lines icon  and move the controls in the order that you want.

## Multitasking mode



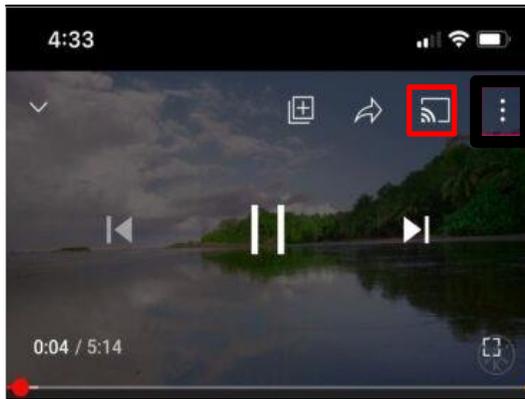
The **Dock** is a convenient space to access apps and features that you will probably access every day, **on the left**. The **Dock** can display up to three recently used apps that are not already in the Dock, **on the right**. It can be customized from the settings menu!



The **Split View** can be accessed by opening a second app from the **Dock**. To do this, **touch and hold** the second app that you want to open, then **drag** it to the right or the left of the screen!

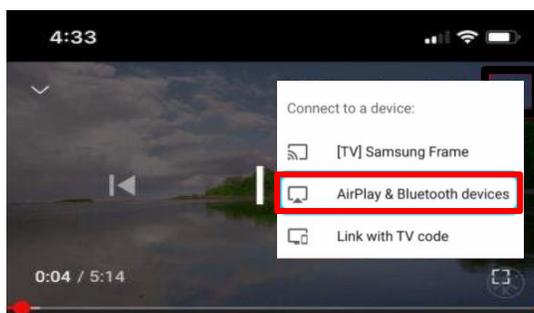


## Airplay Feature

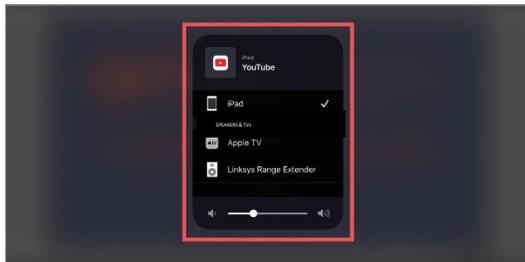


**AirPlay** allows you **stream** or **share** content from your Apple devices to your Apple TV or Smart TV. You can stream a video, share your photos, but also copy the entire screen of your device!

1 For example, play a YouTube video on your iPad, and with your finger, select the rectangle icon with a WI-FI sign inside. It is located at the top right of the screen.



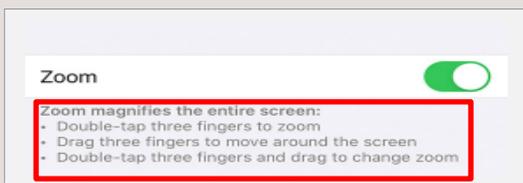
2 After selecting the icon, a list appears. The first option allows you to stream/share on a device that is frequently used. The second option allows you to do this on a new device. You can manage **Airplay** connection permissions in the settings menu!



2 When selecting the first option, your iPad will automatically connect to the selected device. If you select the second option, this submenu will appear. It allows you select the new device that you want to connect to your iPad with **Airplay**.



**The answer is often closer than you think!**



**Take the time to read all the information that is displayed on the screen carefully!** Invaluable instructions are sometimes visible under the options. For example, in the red box, we can see information that clearly explains how to use the zoom feature.

Keep learning on [alphanumeric.ca](http://alphanumeric.ca)!

