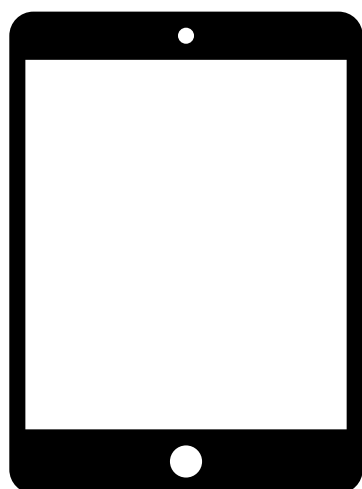


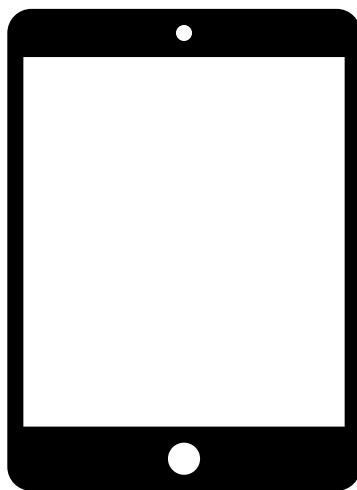
iPad Tips and Tricks

Support for Learning



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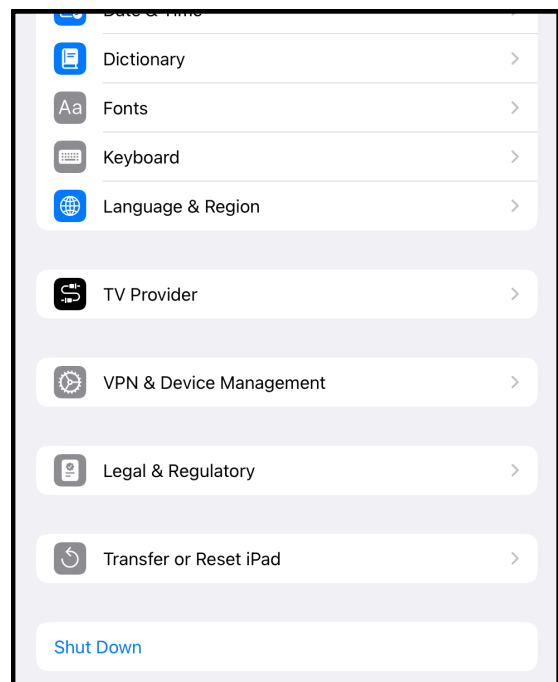
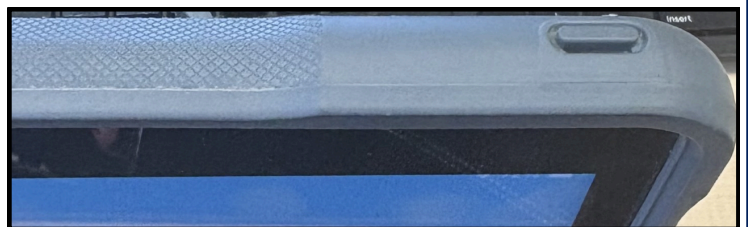
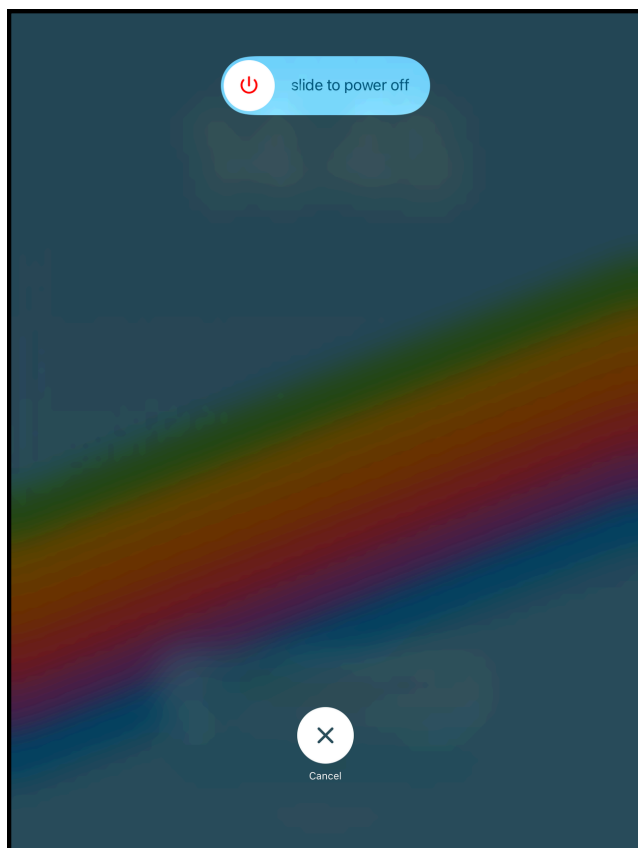
Turn iPad on or off

Turn on iPad: Press and hold the top button until the Apple logo appears.

Turn off iPad: Press and hold the top button, then drag the slider.

OR

You can go to Settings > General > Shut Down, then drag the slider.



Connecting a Bluetooth Keyboard

To connect your Bluetooth Keyboard to your iPad you should:

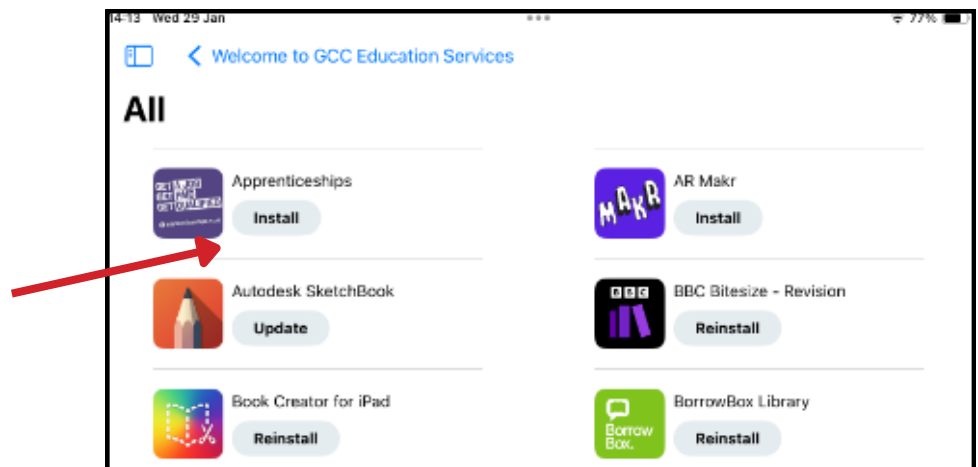
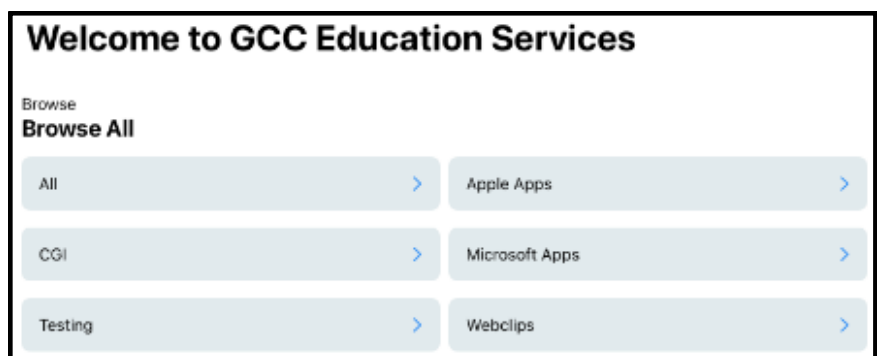
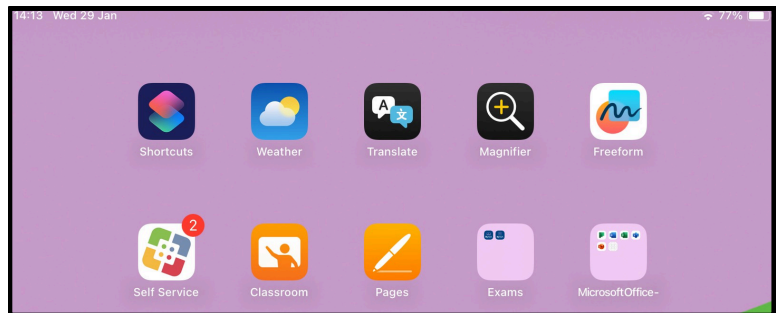
- Turn the keyboard over and switch it on.
- Click the black button at the back which says 'Connect'.
- If you have previously used your keyboard then it should be good to go.
- If not, click on Settings.
- Tap on Bluetooth.
- Your keyboard should be labelled as 'Bluetooth Keyboard'.
- Click on this and type the code that appears on your iPad screen on your keyboard.
- You should now be connected!



Downloading Apps

To download applications onto your iPad, click on the app called 'Self Service'. Here you will find all the apps you need for school.

To install an app all you need to do is click on Install.



Apps for School

Below are a list of the most common apps you should have on your iPad for school.



Word- This allows you to create documents such as reports, essays and more.



PowerPoint- This allows you to make slideshow presentations.



Outlook-This allows you to check for any emails your teacher may have sent to you.



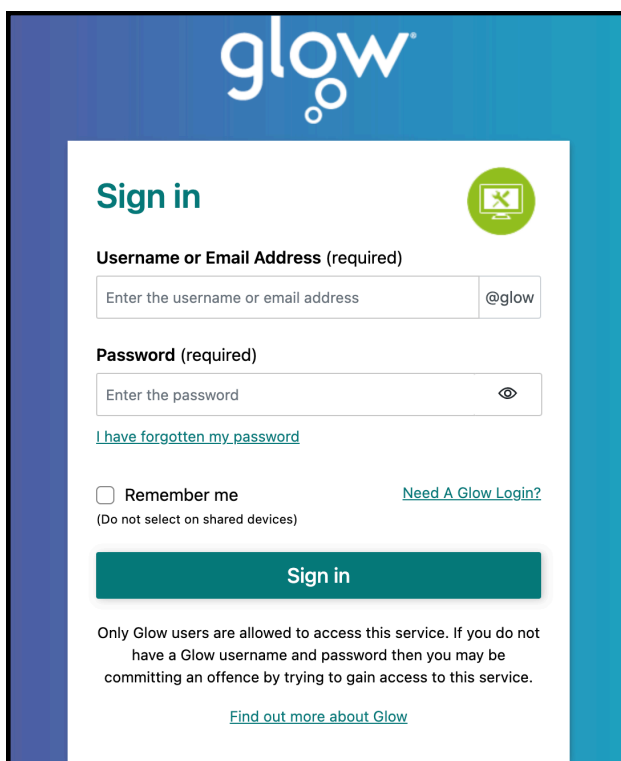
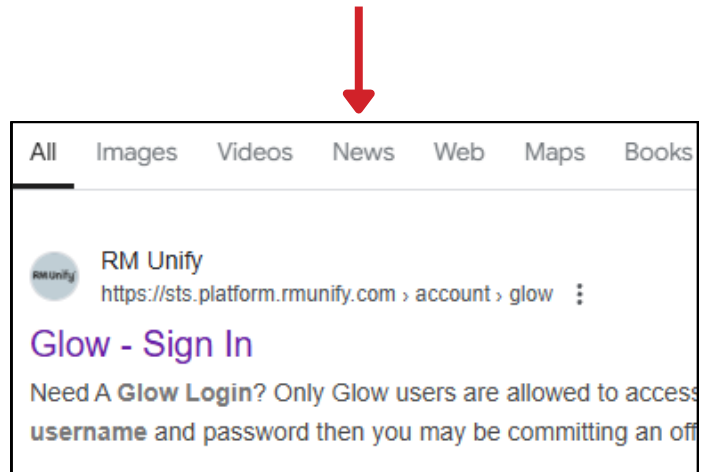
Teams- Many teachers create a Teams page for your class where you can find class resources and homework reminders.



OneDrive- This allows you to store your personal files in one place, share them with others, and get to them from any device connected to the Internet.

Logging in to Glow

Click on the Safari app and type in 'Glow login'. Tap on the link that looks like the image below:

The image shows the 'Sign in' page for the 'glow' service. The page has a blue header with the 'glow' logo. Below the header, there is a white box containing the sign-in form. The form has two main sections: 'Username or Email Address (required)' and 'Password (required)'. The first section has a text input field with the placeholder 'Enter the username or email address' and a dropdown menu with '@glow' selected. The second section has a text input field with the placeholder 'Enter the password' and an eye icon to toggle visibility. Below the password field, there is a link that says 'I have forgotten my password'. There is also a checkbox for 'Remember me' with the text '(Do not select on shared devices)' and a link that says 'Need A Glow Login?'. At the bottom of the form is a large green button labeled 'Sign in'. Below the button, there is a disclaimer: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' and a link that says 'Find out more about Glow'.

- Enter your Glow email address and password. Your email address begins with 'gw'.
- You are now signed into Glow which means you should also be signed into the different Microsoft apps such as Word.
- This means you can easily save and share your work.

Setting up OneDrive

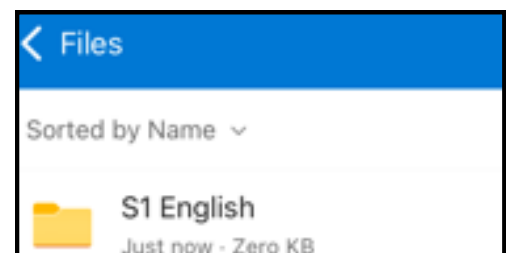
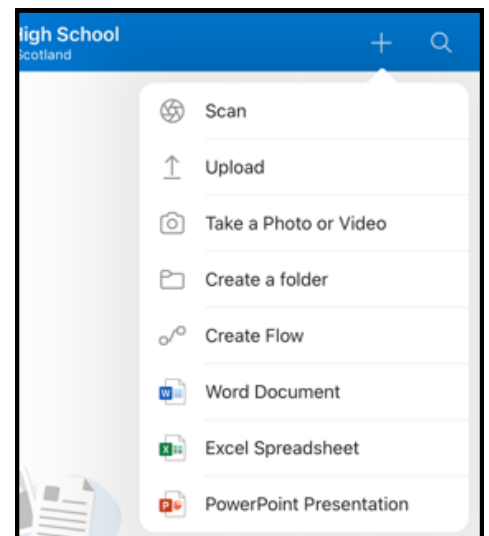
Click on the OneDrive app.



- Click on 'Files' and then click up on the right hand corner where there is '+'.
This step is illustrated by the following screenshot:



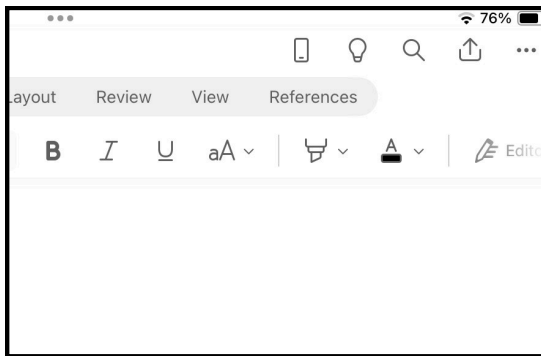
- Select 'Create a folder'.
- Name the folder 'S1 Hillhead'.
- Click on the S1 Hillhead folder.
- Now click '+ (Add New)' and select 'Create a folder'.
- Name the folder 'English'.
- Click back to go into your S1 Hillhead Folder.
- Now click 'Add New' and select folder, creating a folder for each subject that is on your timetable.



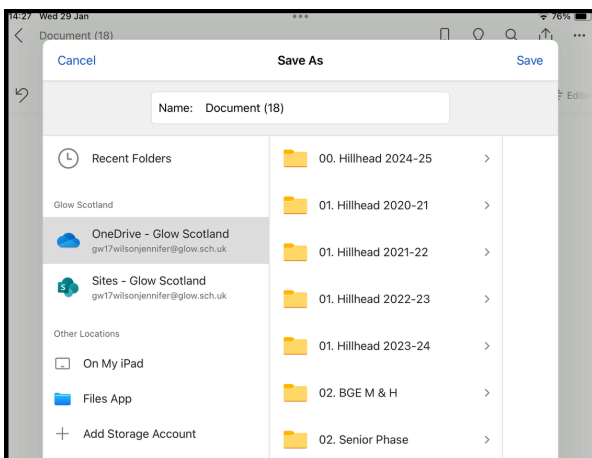
Naming a Document

When you are completing work on your iPad, it is important to name the document so that you can easily keep track of it.

To name a document:



- Click on the Word or PowerPoint app.
- Tap to create a new document or open an existing one.
- Tap the three dots (...) in the right hand corner.
- Now click Save.
- A box will appear where you can type the new name for your document and also choose which folder you want to save it in.
- Enter the name you want.
- If you're working in OneDrive or another cloud service, the name will save automatically.

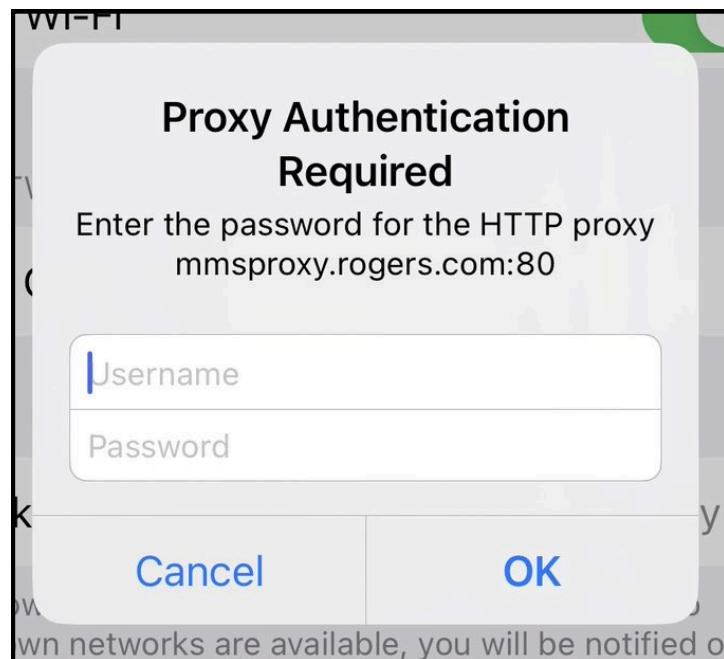


Proxy Authentication

Sometimes you may receive a pop up on the screen which says 'Proxy Authentication Required'.

Do not ignore this.

Type in your school computer username into the 'Username' section and the password you use to log onto the school computer in the 'Password' section.

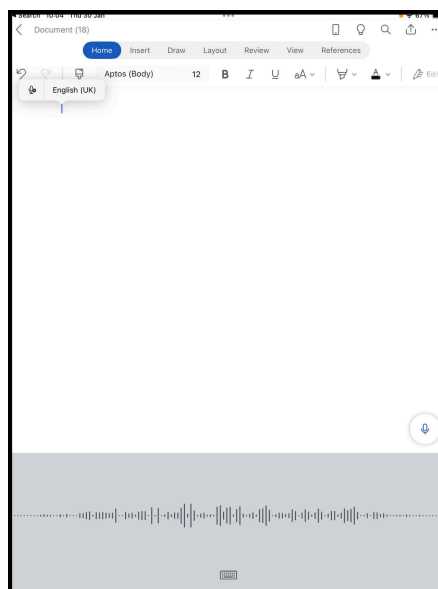


Accessibility Features

Speech to Text

You can use your voice to make text on your iPad.

- Go to Settings > General > Keyboard, then turn on Enable Dictation.
- When the keyboard appears on your screen, down in the left hand corner there will be a microphone icon.
- Click on this and as you speak your iPad automatically puts your words into text and inserts punctuation for you.



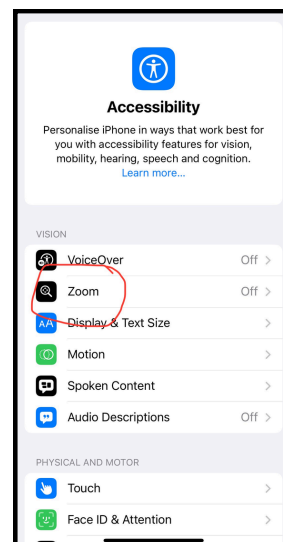
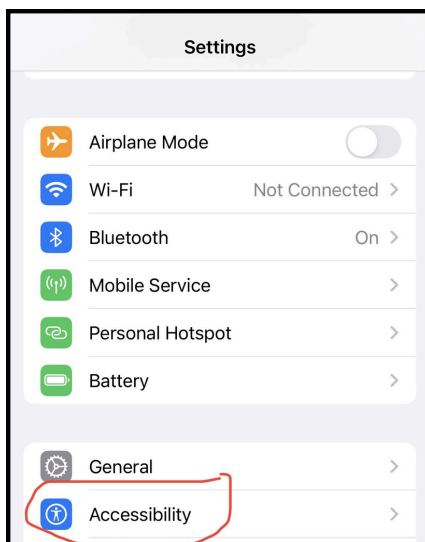
Accessibility Features

Accessibility features are the different ways your iPad can be made easier for you to use.

Zoom

If you want to see something bigger on the screen, like words or pictures, you can turn on the Zoom feature. Once it's on, use your fingers to move around or make things bigger.

- Go to Settings.
- Tap Accessibility.
- Tap Zoom and turn it on by tapping the switch.



How to Zoom In and Out:

- Double-tap with three fingers anywhere on the screen to zoom in or out.
- When zoomed in, you can move around by dragging three fingers across the screen.

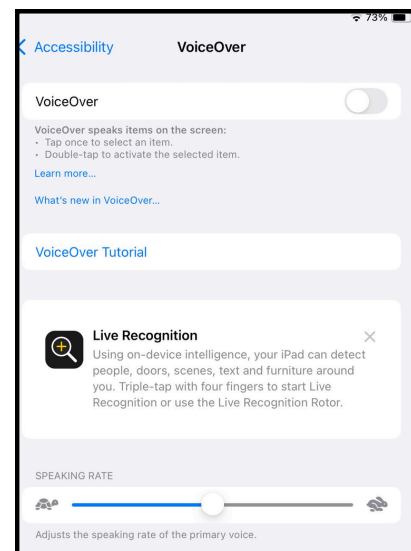
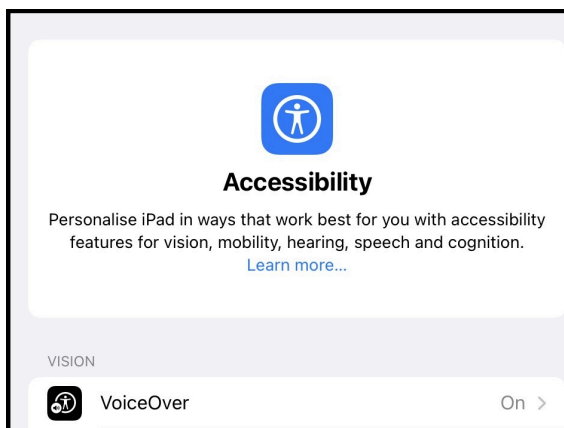
Accessibility Features

VoiceOver

This is like a helper voice that talks to you. If you can't see the screen well, it tells you what you're tapping on. Just swipe or tap, and it will read things out loud.

VoiceOver:

- Open the Settings app.
- Tap Accessibility.
- Tap VoiceOver and turn it on by tapping the switch.



Basic VoiceOver Gestures:

- Single tap: Selects an item and makes the iPad read it out loud.
- Double tap: Opens or activates the item you selected.
- Swipe left or right with one finger: Moves to the next or previous item on the screen.

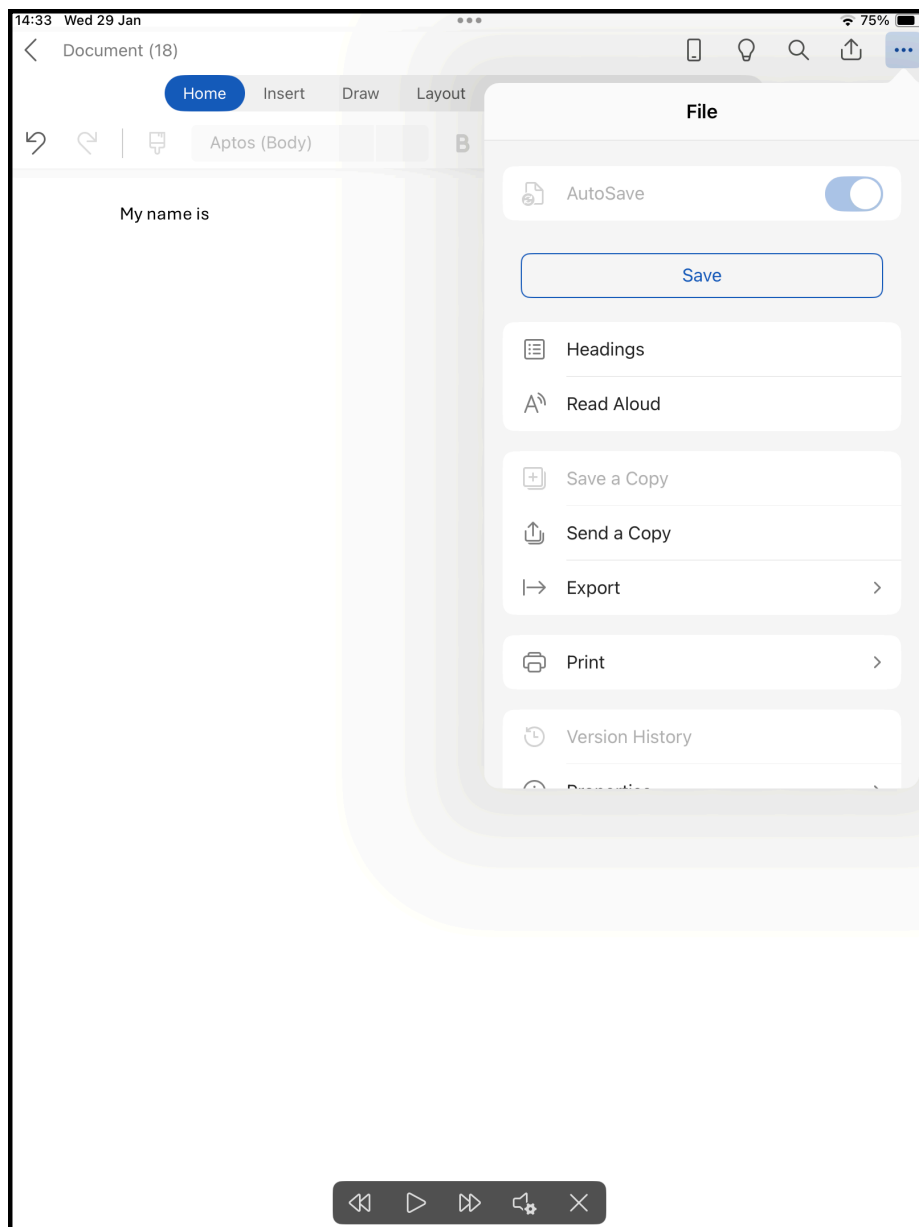
Accessibility Features

Read Aloud

When you are using a Word Document, you can also have the text read to you.

Click the three dots (...) in the corner of the document and click on Read Aloud.

You will now be able to hear what is written/typed.

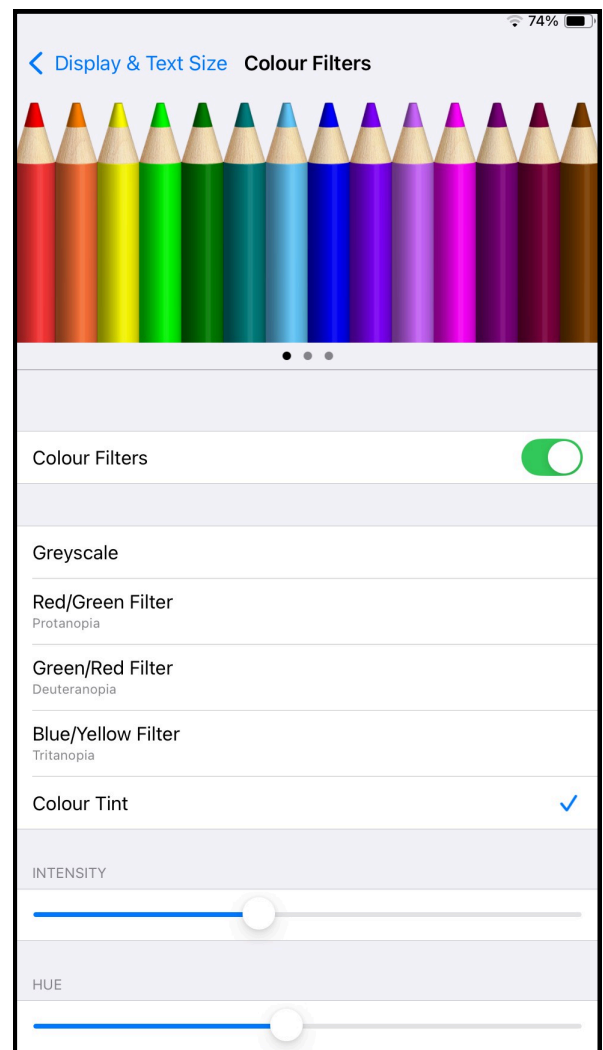
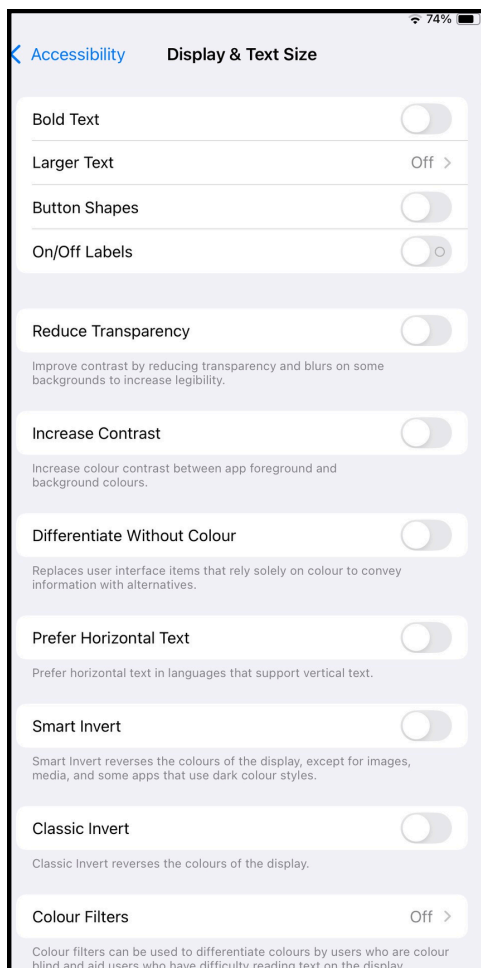


Accessibility Features

Display and Text Size

To make text easier to read on your iPad, you can adjust the display and text size.

- Open the Settings app.
- Tap Accessibility.
- Tap Display & Text.
- You can now change to text to bold, increase the font size and install a colour overlay to your iPad by clicking on Colour Filters.



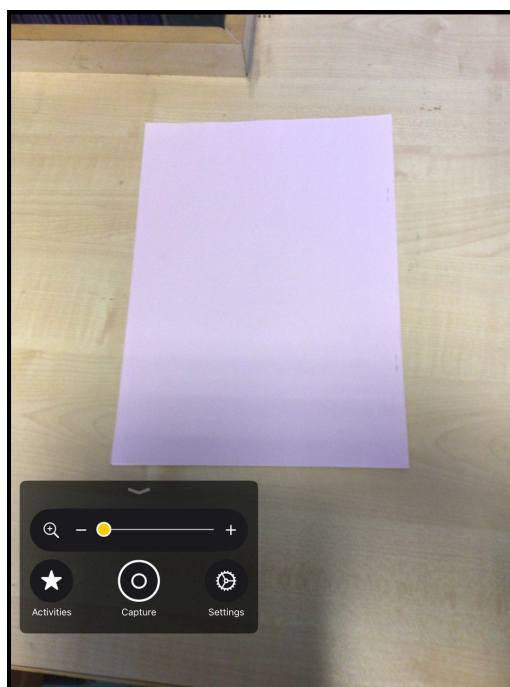
Accessibility Features

Magnifier

Your iPad also comes with a Magnifier app.



Magnifier can make an object easier to see by zooming in, applying colour filters, and adjusting the brightness or contrast of the image.



Additional Help

There are lots of useful videos on the school YouTube page.

www.youtube.com/@hillheadhighschool3915/videos

Scan the QR code below with your iPad. This will take you to the channel.



You can also always ask a member of staff for help with your iPad.

