### ESSENTIAL SETTINGS ON THE IPAD

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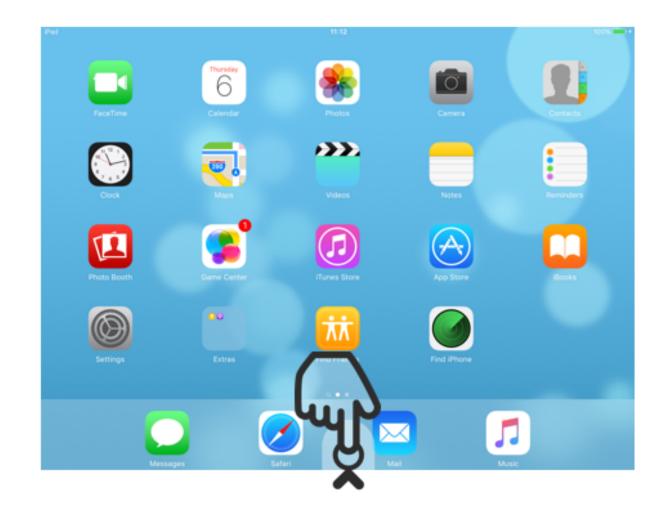


LEARNING OBJECT TYPE	LEVEL	PARTNER
Step By Step	Beginner	191
AUTHOR	LANGUAGE	OPERATING SYSTEM

#### ABOUT THIS LEARNING OBJECT

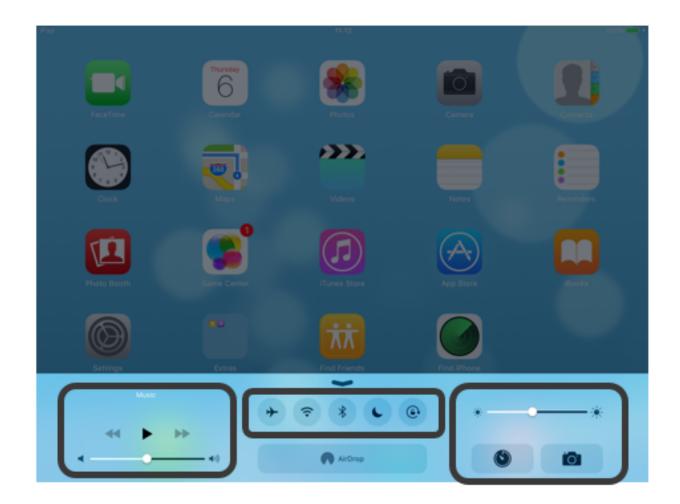
How to change the most essential settings on your iPad.

#### 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).

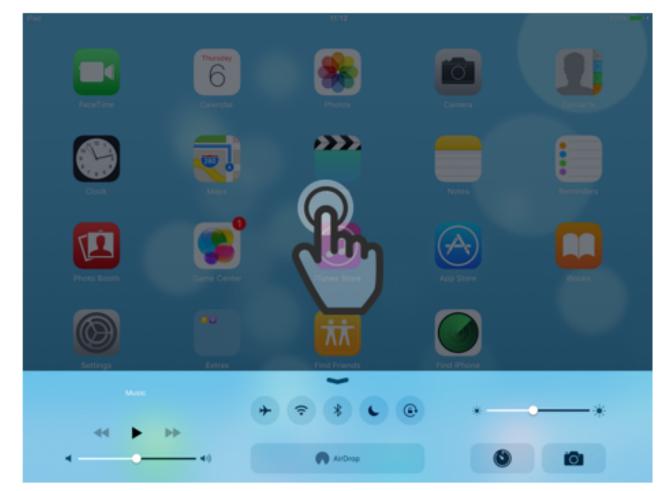
You also have access to music controls (left), you can change the screen brightness and start the camera or the clock app (right).

#### HINT:

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

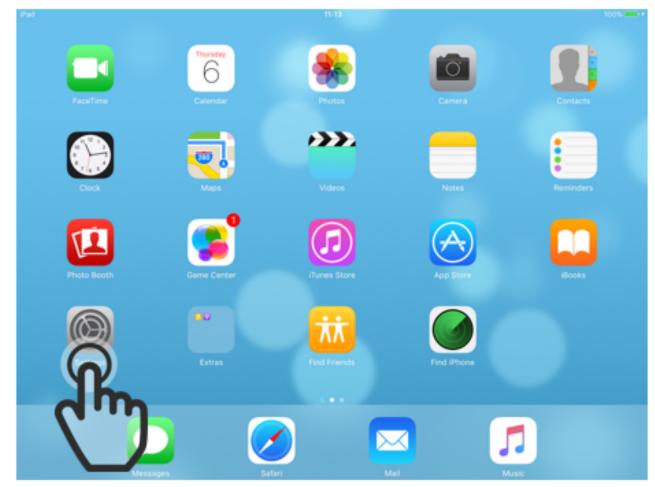
With AirPlay you can mirror your screen to a TV which is connencted to an AppleTV.

# 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

Pad		11:13	100%
	Settings	General	
	Q, Search Settings		
		About	>
≻	Airplane Mode	Software Update	>
?	Wi-Fi Off		
*	Bluetooth Off	Siri	>
		Spotlight Search	
C	Notifications	Handoff & Suggested Apps	>
8	Control Center	Multitasking	>
C	Do Not Disturb		
	מיח	Accessibility	>
0	General	USE SIDE SWITCH TO:	
٨A	Display & Brightness	Lock Rotation	
۲	Wallpaper	Mute	~
40	Sounds	Rotation Lock is available in Control Center.	
8	Passcode		
	Battery	Storage & iCloud Usage	>
_		Background App Refresh	>

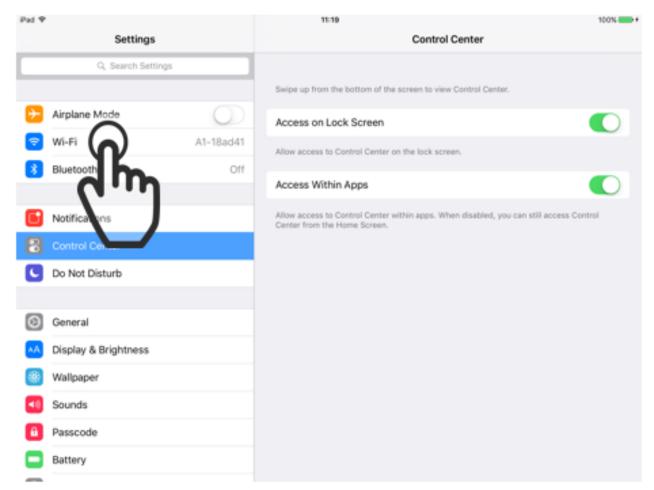
In the "Settings" app, you can change the way the Control Center behaves. To change the Control Center settings, tap on the field labeled "Control Center".

# STEP 6. CONTROL-CENTER SETTINGS

iPad 9	•		11:19 100%
	Settings		Control Center
	Q, Search Settings	_	
			Swipe up from the bottom of the screen to view Control Center.
≁	Airplane Mode	$\bigcirc$	Access on Lock Screen
÷	Wi-Fi	A1-18ad41	Allow access to Control Center on the lock screen.
*	Bluetooth	Off	
			Access Within Apps
C	Notifications		Allow access to Control Center within apps. When disabled, you can still access Control Center from the Home Screen.
8	Control Center		
C	Do Not Disturb		
0	General		
٨A	Display & Brightness		
۲	Wallpaper		
40	Sounds		
â	Passcode		
	Battery		
_			

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

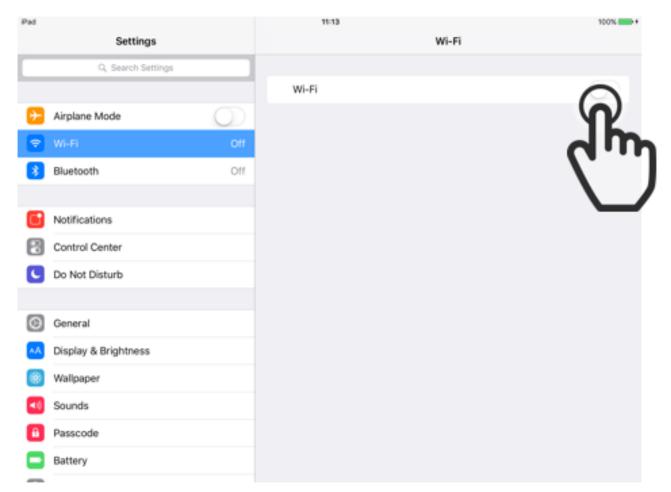


You probably want to use the internet at some point, and to do that you have to connect to a Wi-Fi network. To get to the Wi-Fi settings, you tap on the field labeled "Wi-Fi".

#### 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

Pad			11:13	100%
	Settings		Wi-Fi	
	Q, Search Settir	ngs		
			Wi-Fi	
₽	Airplane Mode	$\bigcirc$	CHOOSE A NETWORK	
-	Wi-Fi	Not Connected	A1-18ad41	ê ≑ ()
*	Bluetooth	Off	FRITZIBox Fon WLAN 7140 Annex A	• ≑ ( <b>)</b>
			Other	<b>n</b>
C	Notifications			
2	Control Center		Ask to Join Networks	
C	Do Not Disturb		Known networks will be joined automatically. If no known networks are avail	iable, you will have
			to manually select a network.	
0	General			
۸A	Display & Brightness			
۲	Wallpaper			
<b>4</b> 0	Sounds			
8	Passcode			
	Battery			

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

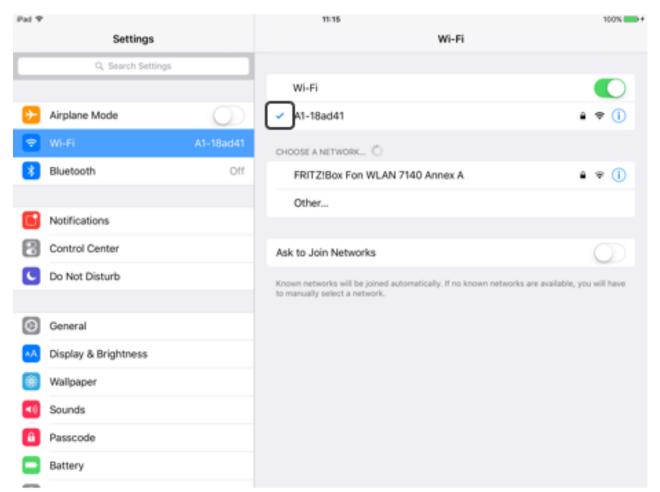
ad		16:19	_	100%
Settings		Enter the password for "A1-18ad41"		
	Cancel	Enter Password	Join	
	Password			
Airplane Mode				
				<b>≜ ≑</b> (j)
3 Bluetooth				<b>≜</b> ♥ ()
_				
Notifications				
5 C 8				
q w	e r	t y u	i o	p 🛛
a s	d f	g h	j k	Join.
		v b n	m !	?
• z >	с	vbn	m ;	am
.?123 🌐				.?123 📖

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

Settings Passcode Lock   Q. Search Settings Turn Passcode On   Immediately Change Passcode   Immediately Change Passcode   Immediately Require Passcode   Immediately ALLOW ACCESS WHEN LOCKED:   Immediately Today   Immediately Immediately   Immediately Immediately <th>Pad 🕈</th> <th></th> <th>11:15</th> <th>100%</th>	Pad 🕈		11:15	100%
Image: Second and Seco	Settings	ł	Passcode Lock	
Airplane Mode   Wi-Fi   A1-18ad41   Bluetooth   Off   Require Passcode   Immediately >   ALLOW ACCESS WHEN LOCKED:   Today   Today   Notifications   Control Center   Do Not Disturb   Ename   Ceneral   Display & Brighness	Q, Search Set	ings		
Wi-Fi A1-18ad41   Bluetooth Off   Bluetooth Off   Notifications ALLOW ACCESS WHEN LOCKED:   Control Center Today   Control Center Notifications View   Do Not Disturb Erase Data   Sequeral Erase all data on this iPad after 10 failed passcode attempts.			Turn Passcode On	
Bluetooth Off   Bluetooth Off   Notifications ALLOW ACCESS WHEN LOCKED:   Control Center Today   Control Center Notifications View   Do Not Disturb Erase Data   Seneral Erase all data on this iPad after 10 failed passcode attempts.	Airplane Mode	$\bigcirc$	Change Passcode	
Subsection     Notifications   Control Center   Control Center   Do Not Disturb     Erase Data      Erase all data on this iPad after 10 failed passcode attempts.	😌 Wi-Fi	A1-18ad41		
Notifications   Control Center   Do Not Disturb	Bluetooth	Off	Require Passcode	Immediately >
I oday       I oday       I oday       Notifications View       I obstructure	_		ALLOW ACCESS WHEN LOCKED:	
Image: Notifications view	Notifications		Today	
Image: Seneral     Erase Data       Image: Seneral     Erase all data on this iPad after 10 failed passcode attempts.	Control Center		Notifications View	
General     Erase all data on this iPad after 10 failed passcode attempts.     Display & Brightness	C Do Not Disturb			
Display & Bright less	_		Erase Data	
	General		Erase all data on this iPad after 10 failed passcode attempts.	
Wallpaper WUP	M Display & Bright ess			
	🛞 Wallpaper 🛛 🦳	up		
Sounds	Sounds	b b		
Passcode	Passcode	$\mathbf{U}$		
Battery	Battery			

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

Pad 🕈		11:15	100% -+
Settings		Passcode Lock	
Q, Search Setti	ngs		
		Turn Passcode On	
>> Airplane Mode	$\bigcirc$	Change Passcode	
😌 Wi-Fi	A1-18ad41	dm	
Bluetooth	Off	Require Passcode	Immediately >
		ALLOW ACCESS WHEN LOCKED:	
Notifications		Today	
Control Center		Notifications View	
C Do Not Disturb			
		Erase Data	
General		Erase all data on this iPad after 10 failed passcode attempts.	
Display & Brightness			
Wallpaper			
Sounds			
Passcode			
Battery			

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

v be				11:15 Passcode Lock			100%
Settings							
	Q, Search Settings						
		-	Turn	Passcode On			
≻ Airp	lane Mode	Q		Set Passcode	Cancel		
😴 Wi-F	Fi .	A1-18a;					
Blue	tooth			Enter a passcode			Immediately >
			-		·		
C Noti	fications						
Cont	trol Center		P	asscode Options			
C Do N	Not Disturb		1	2	3		~
			4	5	6		
Gen Gen	eral		оня 7	381	9 9	asscode attempts.	
AA Disp	olay & Brightness		PORS	TUV	WXYZ		
🛞 Wall	paper			0	• 🛛 🗍		
<ul> <li>Sour</li> </ul>	nds						
🔒 Pass	scode						
Batt	ery						

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

Settings Q. Search Settings				Pa	sscode Lock	
		Turr	n Passcode On			
plane Mode	0		Set Passcode	Cancel		
Fi	A1-18ac					
etooth		Veri	fy your new passo	ode		Immediately >
		-		-		
ifications						
ntrol Center						$\sim$
Not Disturb		1	2 ABC	3		
		4	5	6		
neral					passcode attempts.	
play & Brightness		PORS	TUV	WXYZ		
llpaper			0	€		
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tery						
	ifications htrol Center Not Disturb heral play & Brightness Ilpaper ands scode	ifications htrol Center Not Disturb heral play & Brightness Ilpaper ands scode	etooth ifications htrol Center Not Disturb heral play & Brightness Ilpaper ands scode	etooth ifications htrol Center Not Disturb heral play & Brightness Ilpaper ands scode	etooth ifications htrol Center Not Disturb heral play & Brightness Ilpaper A BC ABC ABC ABC ABC ABC ABC ABC A	etooth ifications introl Center introl Center introl Center introl Disturb introl Center introl Cent

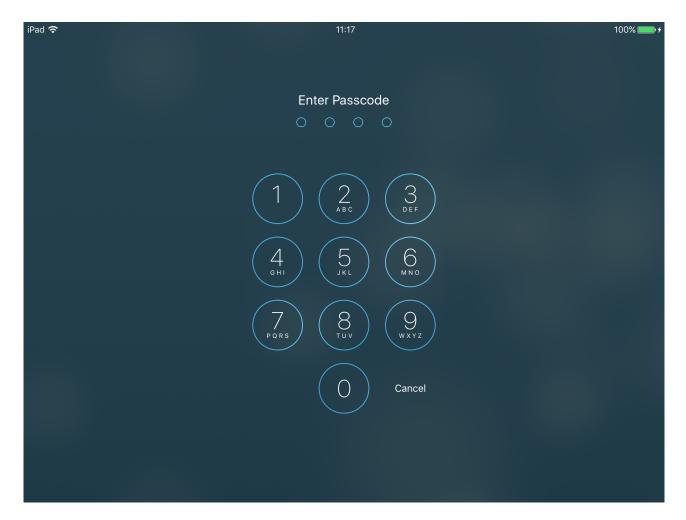
Once you entered all 4 digits you have to enter them again, to make sure you didn't misstype your code.

### STEP 16. LOCKING THE IPAD

Pad P			11:16	100%
	Settings		Passcode Lock	
	Q, Search Settings	_		
			Turn Passcode Off	
≻	Airplane Mode	$\odot$	Change Passcode	
÷	Wi-Fi	A1-18ad41		
*	Bluetooth	Off	Require Passcode	Immediately >
			ALLOW ACCESS WHEN LOCKED:	
C	Notifications		Today	
2	Control Center		Notifications View	
C	Do Not Disturb			_
			Erase Data	$\bigcirc$
0	General		Erase all data on this iPad after 10 failed passcode attempts.	
۸A	Display & Brightness		Data protection is enabled.	
۲	Wallpaper			
40	Sounds			
8	Passcode			
	Battery			
_				

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



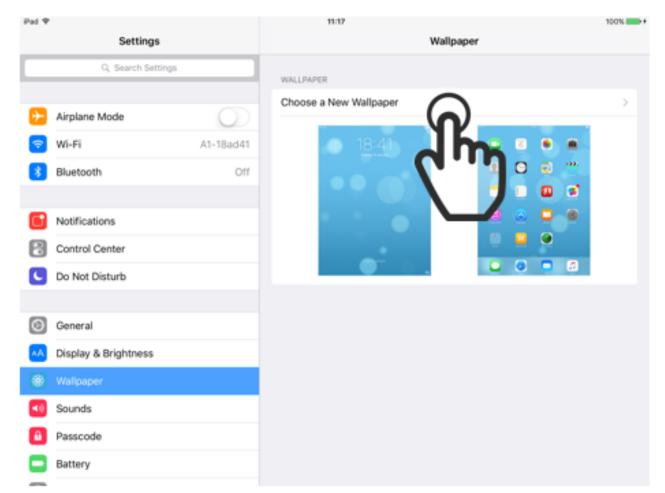
This is what it looks like if you unlock your iPad with a passcode.

# STEP 18. CHANGING THE WALLPAPER

Pad 🕈		11:17	100%
	Settings	General	
	Q, Search Settings		
		About	>
🔁 Airplane M	fode	Software Update	>
😌 Wi-Fi	A1-18ad41		
Bluetooth	Off	Siri	>
		Spotlight Search	>
C Notificatio	ns	Handoff & Suggested Apps	>
Control Ce	enter	Multitasking	>
C Do Not Dis	sturb		
		Accessibility	>
🙆 General		USE SIDE SWITCH TO:	
🔥 Display & I	Bright	Lock Rotation	
Wallpaper	dup	Mute	-
Sounds		Rotation Lock is available in Control Center.	
Passcode	$\bigcirc$		
Battery		Storage & iCloud Usage	>
		Background App Refresh	>

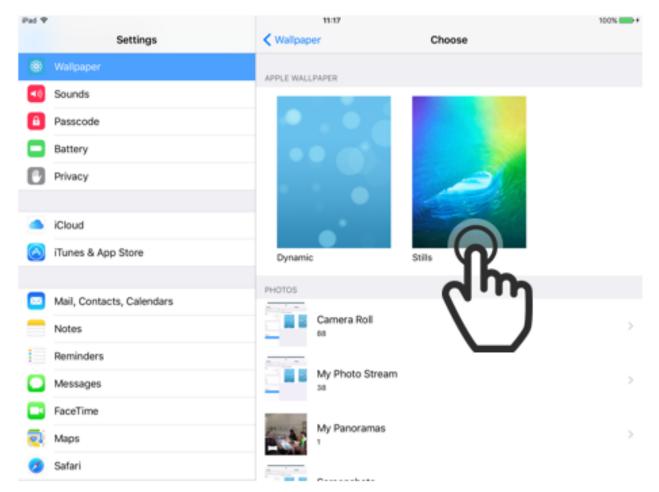
You can change the wallpaper of the iPad to another image you may like better. To change it, tap on the field labeled "Wallpaper".

# STEP 19. CHOOSING A NEW WALLPAPER



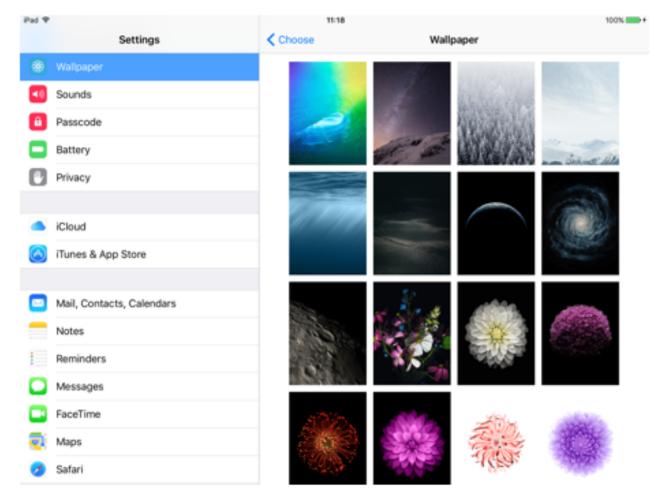
Here you can see your current Wallpaper. Tap on "Choose a New Wallpaper" to change your wallpaper.

### 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



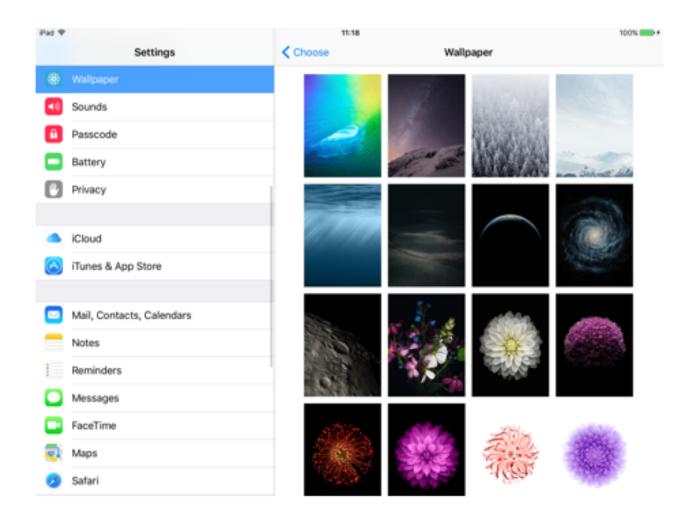
Once you chose one, you will see a preview of what the wallpaper will look like.

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".

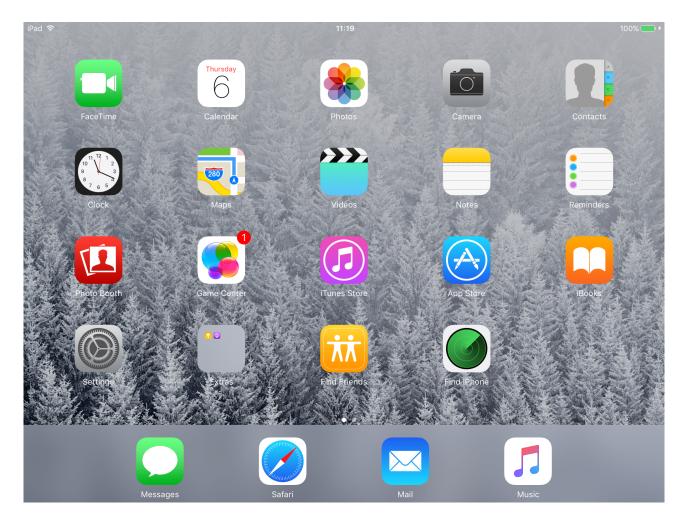
If you want to choose a different image, tap on "Cancel".

### 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