

## iPad How To for CDSA AT Contacts

### Downloading an application:

To download an application, touch the blue App Store icon



### Once you've selected an app:

- Touch the App Store icon to get more info, then touch the price or "Free" to download the app, touch "Install App" or "Download". You will be prompted to enter your Apple ID password and then the app will download
- If there is a free (or lite) option available, download that application first. You can decide if you like the app before purchasing the full version.

### When using an app

- When you open an app for the first time you might be prompted with some questions such as:
  - Can this application send you push notifications? This means that even when you are not using an app it might send you alerts related to the application---Say NO to this prompt.
  - Can this application use your Location? Say NO to this as well, if it is an app that cannot work without location being turned on it will give you an alert and take you to the page to turn it on.

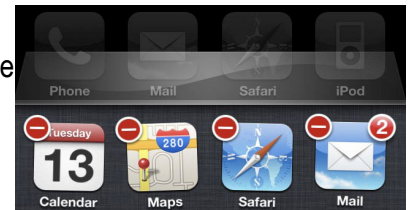
### Updating Apps

Periodically, applications need to be updated. When this happens there will be a red notification number on your App Store icon. Touch the icon and it will take you directly to the update page and you can click on "update all" and it will keep all of your apps up to date and running properly. The updates will appear only when connected to Wi-Fi. The NCITP AT Apple ID and password will need to be entered to complete the update.



### Turning off apps not being used:

In order to conserve battery life and to keep the iPad running efficiently, you should turn off apps when they are not being used. You can do this by tapping the home button quickly twice. This will pull up all the apps on the bottom that are running. Hold your finger on one of the apps and they will all begin to wiggle, and minus sign will appear on each app. Touch the minus sign and it will turn off the app; it WILL NOT delete the app.



### Deleting Apps

When you no longer want to use an app, it can be deleted from the iPad. You do this by holding your finger on the app until all of the apps begin to wiggle. When deleting apps, an "x" will appear on the app. Touching the "x" will delete the app from the iPad. You will be asked to confirm – then click "delete" and the app and all of its content will be deleted. The app can be restored to the iPad through the App Store icon at a later time.



### Updating Software

Periodically, Apple will come out with operating system (OS) updates for the iPad. The new OS this will keep the iPad running faster and will provide the most up to date iPad features. If an update is available, a red number will be on the settings icon when the iPad is connected to Wi-Fi. You can also check on updates manually by touching the Settings icon >> then "General" >> then "Software Update". The system will inform you of any available updates. If an update is available, touch "Download and Install". In order to update software you will need to stay connected to a wireless network until the download is complete. Prompts may appear on the iPad after the system update. Follow and answer all of the prompts that appear to complete the update and begin using the iPad with the new OS.

### iCloud Back-up

The NCITP AT iPads are set to automatically back-up to iCloud when connected to Wi-Fi. If you want to complete a manual back-up, touch the "Settings" icon. Touch the iCloud tab and then "Storage and Back-up". On the next page at the bottom of the screen you touch "Back-Up Now". You will need to be connected to Wi-Fi to complete a back-up of the iPad.