Navigating Around the iPad

**Navigation**

- The round button on the front (also called the Home button) allows you to close the application you're in or wake up the iPad
- The button on the top puts the iPad to sleep as well as turns it off if held down
- The first button on the right hand side will either mute the iPad or lock the screen to stop the orientation changing. To change this you need to go to General Settings
- The long button on the right hand side changes the volume

**Settings**

- **Airplane Mode** - should be turned on when on the plane
- **Wifi** - should be connected whenever possible as this will help keep the charges to your 3G down. Please be aware if you are on wifi and are trying to connect to the App Store without success try turning wifi off
- **VPN** - you will not need to use VPN very much if at all. If you do find you need it, the first time you switch it on you will be asked for your user name and password. **NOTE:** If this is not in the list on the left hand side you should find it in the General settings under Network.
- **Notifications** - allows you to change how and when you see notifications from certain apps including mail and messages
- **Location Services** - this allows certain apps to determine your approximate location
- **Carrier** - tells you which carrier your sim is with if you have a 3G enabled iPad e.g. Telstra
- **Cellular Data** - go into this to turn off data roaming when overseas. Cellular roaming can be turned off at any time unless you are using the iPad as a phone
- **Brightness & Wallpaper** - allows you to change the background of your iPad as well as the brightness of the screen. Ideal if you are using the iPad at night
- **Pictures Frame** - This turns your iPad into an animated picture frame and allows you to change the settings
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- **General**
  - **About** - tells you all about your iPad e.g. how many apps, songs and photos you have as well as its capacity and version
  - **Usage** - tells you about your usage of the iPad e.g. available storage and how much space each apps is taking up
  - **Sounds** - allows you to turn on or off the sounds for new mail, calendar items, and keyboard clicks
  - **Network** - allows you to turn on and off VPN and WiFi as well as look at the settings
  - **Bluetooth** - allows you to connect to your mobile phone if it has pairing capabilities
  - **Spotlight Search** - allows you to edit the apps that can be searched when doing a find
  - **Auto Lock** - allows you to choose the length of time it takes for your iPad to turn itself off if not in use
  - **Passcode Lock** when turned on (recommend) locks your iPad to anyone who does not know the code
  - **Use Side Switch to:** - this is where you change the settings of the first button on the right hand side of the iPad. You can either use the button to ‘Lock Rotation’ or to ‘Mute’
- **Mail, Contacts, Calendar** - allows you to add new mail accounts and change the settings of existing accounts. For instructions on how to do this please see the User Guide Web Page.
- **FaceTime** - allows you to change the setting of FaceTime
- **Safari** - allows you to change the setting of your Internet program
- **Messages** - allows you to change the settings of your messages app
- **iPod (music)** - allows you to change the setting of your iPod app
- **Video** - allows you to change the setting of your Video app
- **Photos** - allows you to change the setting of your Photo app
- **Notes** - allows you to change the setting of your Notes app
- **Store (App Store)** - allows you to choose what apps get automatically downloaded

**Apps**

- This area may have some of the apps that you have downloaded. It allows you to change the settings of these apps.