Contents

1.   How to Set or Change your iPad Password

Before you do so, however, you might want to make a backup of your iPad via iTunes. That way, you can restore from backup in case you forget your passcode in the future without having to restore it as a new device. If you do make a backup after a password has already been made, you will have to restore your iPad as a new device if you forget your password.

To start the password creation process, please follow the following steps:
1. Tap on the **Settings** icon or app from your home screen (it's the one that looks like gears).
2. In the Settings menu, Tap on the **General** tab, this is the fifth option from the top after **Picture Frame**. This will bring out several options to your right.
3. Tap on **Passcode Lock**, which will be the seventh option from the top.
4. You will be asked to pick a **4-digit code** for your password.
5. To confirm your selected passcode; you will be prompted to enter it again. Congratulations, you now have a password for your iPad.

2.   Setting your iPad Password Options

Once you have an iPad password, you can fine tune your set up via several options that now appear on your right-hand side menu.

1. Turn your passcode **on and off**,
2. **Change** Passcode,
3. **Require Passcode** lets you set how quickly you want the iPad to require a password,
4. **Picture Frame** simply lets you activate or disable the picture frame feature
5. **Erase Data** lets you set an automatic erase feature where the iPad erases all your stuff after 10 unsuccessful attempts in a row to enter a password — just in case some unauthorized person tries to use your iPad.

3.   Setting the Required Time for Your iPad Passcode

So basically, the **Require Passcode** tab lets you set the amount of time that passes-by before your iPad asks for a password. **Immediately,**is just as it sounds — the device will request that you enter a password upon turning on the device or waking it up from sleep. Otherwise, you can pick a time range between a minute to 4 hours.

4.   How to Back-Up/Restore iPad from Back-Up

To back up your iPad, all you really need to do is connect your iPad to your computer — more specifically, the computer with iTunes that you normally use with your iPad. Now launch iTunes. Unless you have your system set up for manual configuration, the iPad will auto-sync with iTunes and automatically creates a backup. Otherwise, just right click on the iPad icon/category under **Devices** on the left window of iTunes, and then click on **Back-Up**. Keep in mind that this method backs up your settings but NOT your apps, music, video and photos. You'll want to back-up those files separately to either a different computer or external hard drive so you can sync them with iTunes any time. This is important especially if the total size of your files exceed your iPad's available memory.

To restore, simply right-click the name of your iPad under the **Devices** area located on the left window of iTunes. If you successfully saved a back-up from the earlier step, you can click on the option to **Restore from Backup**. Keep in mind that restoring from backup is different from what's called a **full restore**. The latter erases all your files and restores the iPad to its original factory condition.

5.   How to Connect USB(Universal Serial Bus) Devices to Your iPad

A common complaint levied against the iPad when it launched was its lack of a USB connection. But just because the device does not have a dedicated USB slot doesn't mean you can't connect USB devices to it. The USB workaround for the iPad comes in the form of Apple's $29 official iPad camera connection kit. Designed primarily to get photos transferred to the iPad from any camera, the accessory actually allows certain USB devices to connect to the iPad as well. Some USB devices that appear to work through this connection so far include microphones, speakers and keyboards. Just keep in mind that this isn't an "official" capability for the accessory — or even the Operating System for that matter so your mileage may vary as far as device compatibility.

6. How to do a Hard Reset on Your iPad

As with many electronic devices that sport an operating system, there might come a time when your apps start to wonk-out or your iPad simply freezes. In most cases, a **hard reset** fixes most issues. To do a hard reset, just **hold the Sleep/Wake button** on the upper right of your iPad **along with** the circular **Home button** on the lower middle part of the device's bezel. After 10 seconds, you should see the Apple logo. That's the sign that you've successfully pulled off a hard reset with your iPad.

7. How to Take Screenshots with Your iPad

Like the **Print Screen** function on a PC? Well, you can do that on the iPad, too. In fact, all it takes is two button presses. First, hold the power button on the upper right hand side of the iPad and then press the **Home** button. You'll see a flash effect, which is your sign that the screen shot has been taken. To see your screen shot, just go to the **Photos** app like with any other image.

8. How to Search for Apps, Music and Files in Your Apple iPad

Many consider the simplicity of the iPad's interface as a key selling point. But once you've downloaded a ton of apps and files, wading through all the clutter to find what you want can be a pain. Fortunately, there's a quick and easy way to look for files. Simply do a **rightward swipe** from the main screen (to access the next screen to the left) and you will bring up the **search-screen**. Type the name of the file, app, song or artist that you're looking for in the search box and it will be presented to you.

9. How to Accurately Move Cursor between Text on Your iPad

Touchscreen interfaces have gone a long way. But even with a large screen such as the iPad, accurately-moving or placing a text cursor at a specific spot can be tricky. If you're struggling with putting your text cursor at a specific spot, all you need to do is touch and hold the text area. Doing so will bring up a mini **magnifying glass** that will allow you to easily move your cursor between text.

10. How to Copy, Cut and Paste Text and Images on Your iPad

Remember when Apple used to get grief for the lack of copy and paste? These days, copying and pasting is a regular feature on Apple's touch interfaces, which includes the iPad. The key is pretty much the same as the cursor placement tip above, which relies on the mini-magnifying glass.
1. Just touch a word and hold it until the **magnifying glass** comes out.
2. **Let go** and you will be presented with options to **Select**, **Select All**, **Paste**.
3. **Tap** on **Select** and the word where your cursor is sitting will be highlighted with two pull bars on both ends. The pull bars will allow you to select more words to your right and below or to your left and above.
4. Once you've finalized your selection, you can then simply tap the **Copy** or **Cut** option.
5. **Double-tap** to the area you wish to place the copied information then select the **Paste** option.

11.   How to Download Apps with the iPad

Free or paid Apps can only be downloaded from the App Store with an Apple Store/iTunes account. To **create**/**see** the current account associated with your iPad, go to **Settings** then tap on **Store**. To create a new account, simply tap and follow the **Create New Account** link. To use another account, simply tap **Sign Out** which will re-appear as **Sign In** then proceed to sign in with the new account credentials.

Tap on the App Store app from your iPad home screen or desktop. You will see options for:
- **Featured**: A list of "New and Noteworthy" apps.
- **Top Charts**: A list of the most popular apps, which is divided into Top Paid Apps, Top Free Apps (broke teens and college students rejoice!), and Top Grossing Apps. Tap on "Show More" to see more options.
- **Categories**: A list of Apps divided into categories such as News, Entertainment and Games.
- **Updates**: Checks if any app you've downloaded has an update.
- **Search Option**: to find specific app

To immediately download an app, just touch the button that says **FREE** and it'll turn into a green button that says **INSTALL APP** (for apps that aren't free, the same button will have a price instead). Once download starts, you will be taken back to the iPad desktop and you'll see an icon being populated with an application progress bar underneath it. Wait for the download to finish and that's it!

12.   How to Move or Delete iPad Apps

Simply pick the app you wish to move or delete from your desktop or home screen by touching the app's icon without letting go. You'll eventually see all your apps icons jiggle with a new "X" mark to the upper left.
To move an app:
1. Drag it (don't hit the "X" though) to the new spot. Dragging the app icon past the screen will take you to the next page. Surrounding apps will automatically move around if you drag an app in between them.
To erase or delete an app:
1. Tap on the "X" of the selected app. You'll be prompted with a message asking if you really want to proceed and delete the app.
Once you're done with either of the above, simply press the **Home** button on the lower part of your iPad's screen.

13.   How to set the number of days to sync on your e-mail account

1. Select **Settings**
2. Tap on **Mail, Contacts, Calendars**
3. **Select** the mail account you wish to change
4. Tap on **Mail Days to Sync**
5. **Choose** your preferred option by tapping your selection
6. Tap on the **mail account** to set the selected option
7. Tap on **Done**

14. How to delete a mail item(s) on your iPad

1. Select the **Mail** App from your iPad
2. Tap on **Edit**
3. Tap the mail **item**(**s**) you wish to delete
4. Tap on the **Delete** button to proceed and you'll be prompted to confirm your deletion
5. Tap on **Delete Message** to continue

15. How to view native Microsoft Outlook attachments such as tasks

Unfortunately, opening native Microsoft Outlook items such as a task file is currently not possible from the iPad or from the Apple Mail Application. Instead of opening these types of attachments from your iPad's mail application, use our corporate Outlook Web Access (OWA) via the iPad's Safari browser to view these attachment(s). OWA is accessible through https://mail.corp.delta.bc.ca and by using your Delta network credentials to login.

16. How create an icon to your frequently accessed website

Instead of adding a Safari bookmark to your favourite website, you also have the option to create a frequently accessed website on your iPad's home screen. Follow the following steps;

1. Start **Safari** and navigate to your frequently accessed website.
2. Tap on the **+** sign and select **add to home screen**. You will be taken back to the iPad desktop and you'll see an icon being generated for your frequently accessed website.

Useful iPad/iPhone Apps

- **PressReader** – view daily newspapers from 92 countries (Vancouver Sun, The Province, Washington Post, USA Today, Wall Street journal, Daily Mail, etc.)
- **Documents To Go** – allows editing of Word and Excel documents and viewing of PowerPoint, PDF, iWork & other files
- **iAnnotate** – allows downloading and annotating of PDF documents including large PDF file sizes.
- **Google Earth** – navigate the world with a swipe of your finger.
- **Poynt** – free local search application that lets you find businesses, movies, retailers, restaurants, etc.
- **YellowPages.ca** – directory services
- **CHUM Radio** – listen to CTV Globe Media's radio stations in Vancouver and other Canadian cities.