



iPAD ESSENTIALS

BIG SCREEN. BIG POSSIBILITIES. BIGGER CONFIDENCE.

Simple tips to help you learn, create, connect, and stay safe on your iPad.



RGE TIP:

Your iPad is more than a bigger iPhone. It's a powerful tool for learning, creating, staying connected, and having fun. Explore it—one step at a time!



APPLE CORNER

- ✓ Runs iPadOS—made just for iPad.
- ✓ Use Apple Pencil to write, draw, and take handwritten notes.
- ✓ Multitask with Split View, Slide Over, and Stage Manager (on supported iPads).
- ✓ Keep iPadOS updated for the best features and security.



1.

EVERYDAY TASKS

(ESSENTIALS • Everyday Tasks)



Make Calls & FaceTime
Stay in touch with family and friends.



Send Messages
Text, share photos, links, and more.



Check Email
Use Mail or your favorite email app.



Connect to Wi-Fi
Tap Settings > Wi-Fi and choose your network.



View Photos & Videos
Relive memories and share your favorites.



Listen to Music
Use Apple Music or your favorite app.



Charge Your iPad
Use the right cable and avoid extreme heat.



RGE TIP:

Keep your iPad charged between 20% and 80% for the best battery life.

2.

USEFUL SKILLS

(GOOD TO KNOW • Do More)



Organize Your Home Screen
Move apps, create folders, and simplify.



Use the Dock
Keep your favorite apps just a swipe away.



Take Notes
Use Notes app or Apple Pencil for handwritten notes.



Scan Documents
Use the Camera or Files app to scan and save.



Create PDFs
Save web pages, notes, or documents as PDF files.



Use Split View
Work with two apps side by side.



AirDrop & Share
Share photos, files, and links quickly with others.



Search with Spotlight
Swipe down and type to find anything.



RGE TIP:

Shortcuts (Settings > Control Center) let you access helpful tools instantly.

3.

ADVANCED TOPICS

(USE WITH CAUTION • Control)



Manage Storage
Check what's using space and free up room.



Privacy & Permissions
Review app permissions in Settings > Privacy & Security.



Screen Time
Set limits and downtime to stay balanced.



Back Up Your iPad
Use iCloud Backup to protect your data.



Update iPadOS
Keep your iPad secure and running smoothly.



Use a Passcode / Face ID
Keep your iPad and data secure.



Beware of Scams
Don't click suspicious links or share personal info.



Reset When Needed
Settings > General > Transfer or Reset iPad.



RGE TIP:

When in doubt, don't tap it out—check it out!



LEARN EVEN MORE

Want step-by-step help, real-world examples, and practical demonstrations?

Visit RGE's website under **Archives > Seminars:**
iPad Series (3 Part Series).

Learn at your own pace and get the most from your iPad.

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Archives > Seminars: 3 Part Series

iPad Series (3 Part Series)

- Part 1: Getting Started
- Part 2: Tips & Tricks
- Part 3: Go Further



IMPORTANT SAFETY REMINDERS

- ✓ Keep your iPadOS updated.
- ✓ Download apps only from the App Store.
- ✓ Never share passwords or verification codes.
- ✓ Think twice before tapping unfamiliar links.



RGE GOLDEN RULE

Look before you click.
Think before you enter.
Smart browsing and smart choices keep you safe.



RGE PHILOSOPHY

Teacher first.
Technician second.
People always.

RGE

- Reliable
- Knowledgeable
- Trusted

Technology Guidance You Can Count On.

We Make Technology Simple.®



Teacher first. Technician second. People always.

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Estimated Reading Time

5 minutes