



RGE Tech Tips from the Field – Client Edition

Topic: iPad Essentials 101— Handout

Part 1: Getting Comfortable with Your iPad

RGE Tech Tips from the Field – Client Edition

Topic: Seminar Handout

iPad Essentials 101 — Part 1: Getting Comfortable with Your iPad

Friendly guidance you can read at your own pace

First Things First

If you remember nothing else from today, remember this:

- 👉 You are not behind
- 👉 You are not “bad with technology.”
- 👉 You are learning something new — and that takes time

Most people feel this way when they start.

They just don't always say it out loud.

What Today Was Really About

Today was not about mastering the iPad.

It was about becoming comfortable enough to use it without fear.

We focused on what people actually use — not everything the iPad can do.

Confidence comes before complexity. Always.

The Big Idea

The iPad is designed to be simple.

You don't need to understand everything to start using it.

You just need to get comfortable:



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- Touching the screen
- Trying things
- Seeing what happens

That's how everyone learns.

Understanding Touch (The Foundation)

The iPad is different from a computer.

There is no mouse.

👉 Your finger is the mouse

Tap

A quick touch to open something

Swipe

A light movement across the screen

Scroll

Move up or down to see more

You don't have to get these perfect.

Your hands will improve naturally.

A Helpful Truth About Touchscreens

Sometimes the iPad doesn't respond the way you expect.

That doesn't mean you did anything wrong.

It usually means:

- The touch was too light
- The touch was too quick
- Or it just needs another try

Even experienced users tap twice sometimes.

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Getting to Know Your iPad

The Home Screen

Your starting point.

If you feel unsure, come back here and begin again.

Apps = Tools

Each square is an app.

Think of apps like tools:

- Email
- Photos
- Internet

You don't need all of them—just the ones you use.

Buttons (Simple, Not Scary)

- Power — turns iPad on/off
- Volume — controls sound
- Home (older models) — takes you back

Newer iPads use gestures instead.

👉 Either way, there is always a way back

If You Feel Lost (Very Important)

Everyone gets lost.

Here's how to recover:



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- Press Home (if available)
- Swipe up to go home
- Close and restart

👉 Nothing is broken

👉 You didn't mess anything up

You just took a wrong turn.

Typing Without Stress

The keyboard appears when needed.

Remember:

- No need to be fast
- No need to be perfect
- Mistakes are normal

Everyone makes them.

A Common Fear (Let's Clear This Up)

👉 “What if I hit the wrong thing?”

You cannot ruin your iPad by tapping the wrong thing.

At worst:

- You open something unexpected
- You go somewhere new

Then you go back.

That's it.

A Better Way to Think About It

Instead of:



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✗ “What if I mess this up?”

Try:

✓ “What happens if I try this?”

That shift makes learning easier.

Why We Didn't Cover Everything Today

That was intentional.

Too much at once creates frustration.

This is a step-by-step series:

- Part 1 = comfort
 - Part 2 = everyday use
 - Part 3 = ownership
-

Looking Ahead to Part 2

Next time, we focus on everyday use:

- Photos
- Apps
- Finding things again

This is where things start to click.

Looking Ahead to Part 3

The final session is about ownership.

We'll cover:

- Wi-Fi
- Email
- Settings



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- Basic security
- Accessibility options

And most importantly:

- 👉 What to adjust
- 👉 What to ignore
- 👉 When to ask for help

The goal is confidence—not expertise.

Final Thought

Confidence comes before complexity — always.

Part 1 builds comfort.

Part 2 builds usefulness.

Part 3 builds ownership.

Take your time.

You're doing exactly what you should be doing.