

## GETTING STARTED WITH YOUR IPAD

### BEFORE YOU BEGIN USING YOUR IPAD

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The iPad is a mobile device that can be used for almost anything. It is a convenient tool used to check email and stay connected while on the go. The iPad allows users to download a variety of apps that work like miniature software applications. In a work setting, this guide will enable you to use your iPad in the most efficient and effective way possible.

### ***Download iTunes and Create an iTunes Account***

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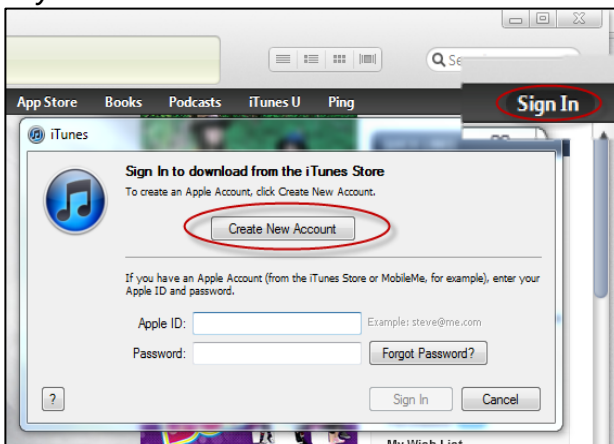
1. Download and read about **iTunes** online at [www.apple.com/itunes](http://www.apple.com/itunes)



2. Launch the **iTunes** application if it doesn't launch automatically.



3. **Sign In** or create a new account by selecting the **Sign In** link from within the **iTunes** application. If you do not have an account yet, select the **Create New Account** button. *You can choose a personal email account for your iTunes account. Purchase receipts and notifications will be sent to your chosen email account.*



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## SECURING YOUR IPAD

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Securing your iPad is important for ensuring that your private information is as safe as possible if your device is lost or stolen.

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### Set Your iPad Passcode Lock

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1. Select the **Settings** app from your iPad.



2. In the **Settings** menu, select the **General** option and the **Passcode Lock** option.



3. Select the **Turn Passcode On** and enter a four digit code. In these settings you can also adjust passcode lock time to different durations.



**Note:** You can create a custom passcode using letters and numbers. From the **Passcode Lock** options, turn the **Simple Passcode** option **OFF** then select the **Turn Passcode On** to enter a passcode.

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## Set Up iCloud and Enable Find My iPad to Help Locate a Lost or Stolen iPad

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1. Select the **Settings** app from your iPad.



2. In the **Settings** menu, select the **iCloud** option and **Sign In**. The **Apple ID** and **Password** is the same as your **iTunes** account information.



3. To proceed, **Agree** to the **iCloud Terms of Service** agreement.
4. Select **Don't Merge** or **Merge** to store all your contacts, calendars and bookmark information in **iCloud**.



### What does it Mean to Merge with iCloud?

Select **Merge** if you would like to have all of your data synchronized between iCloud and your CSUN Outlook Exchange account. This will copy your calendar and contact information to iCloud.

Select **Don't Merge** if you would like to keep your iCloud data separate from your CSUN account. One example for why you may not want to merge is if you want to use iCloud for your personal data, and your CSUN Outlook Exchange account for your business data.

5. Select **OK** to allow **iCloud** to use the location of your iPad.



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6. To locate your iPad, open an Internet browser window and go to [www.icloud.com](http://www.icloud.com)  
Sign in with your **Apple ID** and **Password**.



7. Select the **Find my iPad** icon in your browser window. The location services will locate your device.



8. Once your iPad is located, it will display on a map. Select the **Information** button.



9. Several options for your lost iPad display. Select your preferred options:
- **Play Sound or Send Message to your iPad.**
  - **Remotely Lock your iPad.**
  - **Remotely Wipe (delete) your iPad.**

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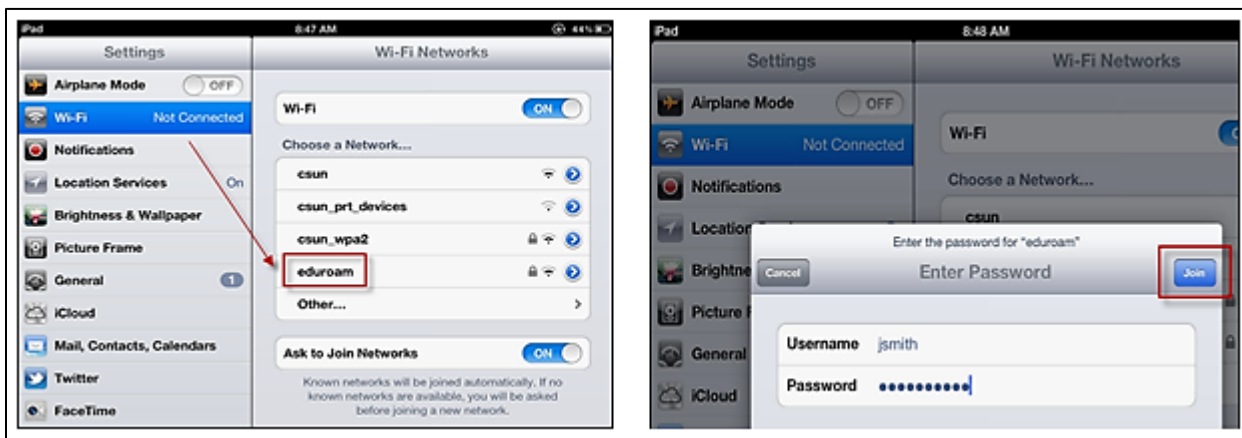
## CSUN WIRELESS

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iPad users should connect to the EduRoam network, not the other networks, because it provides the safest and most reliable encrypted network available. To connect to this network, follow the CSUN guide for accessing the EduRoam network. To begin the setup process, please verify that Wi-Fi has been enabled.

1. From the **Home** menu, select **Settings**.
2. In the **Settings** window, select **Wi-Fi** from the list of available options.
3. Under **Choose a Network...**, select **eduroam**.
4. Enter your **CSUN email address** and **Password** and select the **Join** button to complete the process.

**Note:** If set up is successful, the network displays under Wi-Fi settings and a checkmark indicates that you are connected.



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## APPS FOR YOUR IPAD

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The following apps are recommended by multiple sources for enhancing productivity and organization. These apps are used for viewing and editing Microsoft Office documents and PDF's, as well as for storing documents.

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### **Four Ways to Find Apps (for free or to purchase):**








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1. Select the **App Store** icon on your iPad to find additional apps.



2. Launch iTunes from your desktop and select the **App Store** link. View a list of apps by category from the dropdown menu or from the **All Categories** menu. If you find that reading reviews on apps is helpful, iTunes lists reviews about most apps.
3. Go to the Apple website to view a list of categorized apps.  
<http://www.apple.com/ipad/from-the-app-store/>
4. Google it!

## For Starters: Core Apps

App Name	App	What is it?
<b>Documents 2</b> <b>Free</b> (View and edit documents)		<b>Productivity/File management:</b> Documents 2 is the most comprehensive file manager and mini office suite for the iPad. It allows you to transfer all your important documents from and to your iPad using FTP, Wi-Fi, Google, or Email. You can use this app to edit and view many types of documents on the fly. <i>Read more about the app:</i> <a href="https://itunes.apple.com/us/app/documents-2-free-email-google/id314894105?mt=8">https://itunes.apple.com/us/app/documents-2-free-email-google/id314894105?mt=8</a>
<b>neuANNOTATE +PDF</b> (Mark up and annotate PDF documents)		<b>Productivity:</b> This app allows you to open a PDF document and highlight text, draw, add text notes and photos. <i>Read more about the app:</i> <a href="http://itunes.apple.com/us/app/neu.annotate+-pdf/id478313705?mt=8">http://itunes.apple.com/us/app/neu.annotate+-pdf/id478313705?mt=8</a>
<b>EVERNOTE</b> (Create and view notes)		<b>Personal Organization/Productivity:</b> Evernote was voted 'Top 10 Must-Have App' by New York Times. Evernote is an app designed to help you remember everything across all of your devices and is used for personal organization. You can take notes, capture photos, create to do lists and record voice memo's. <i>Read more about the app:</i> <a href="http://itunes.apple.com/us/app/evernote/id281796108?mt=8">http://itunes.apple.com/us/app/evernote/id281796108?mt=8</a>
<b>iBOOKS</b> (View PDF files)		<b>Curricula/Content Support:</b> Whether you download free books or purchase books, iBooks allows you to download books and organize them as well as PDF files. With iBooks, you can adjust font size, screen brightness and other features to make reading from a mobile device easier and more manageable. <i>Read more about the app:</i> <a href="http://itunes.apple.com/us/app/ibooks/id364709193?mt=8">http://itunes.apple.com/us/app/ibooks/id364709193?mt=8</a>
<b>BOX</b> (Access, view, edit, share and manage files)		<b>Business/File management:</b> Box provides simple, secure sharing from anywhere letting you easily store files online, send big files fast, access content from your iPhone or iPad and collaborate with others.. Once you upload files and folders to your Box account, you can view, search, and comment directly from your iPad for productivity on-the-go. <i>Read more about the app:</i> <a href="https://itunes.apple.com/us/app/box-for-iphone-and-ipad/id290853822?mt=8">https://itunes.apple.com/us/app/box-for-iphone-and-ipad/id290853822?mt=8</a>
<b>Dragon Dictation</b> (Voice recognition and speech to text dictation)		<b>Business/Productivity:</b> A voice recognition app that converts speech into text using the Dragon NaturallySpeaking engine. Resulted text can be sent via SMS and email, pasted in other applications, or used to update your status on Facebook and Twitter. It's up to five times faster than typing on the keyboard. Dragon Dictation supports a multitude of global languages. <i>Read more about the app:</i> <a href="https://itunes.apple.com/us/app/dragon-dictation/id341446764?mt=8">https://itunes.apple.com/us/app/dragon-dictation/id341446764?mt=8</a>
<b>Blackboard Collaborate™ Mobile</b> (Online collaboration platform)		<b>Education/Online Collaboration:</b> With Blackboard Collaborate Mobile, participants can join a live web conference for online classes, meetings, one-on-one tutoring, group projects, office hours, and much more. It offers a more collaborative, interactive, and mobile learning experience that constantly evolves, and you'll keep everyone engaged like never before. <i>Read more about the app:</i> <a href="https://itunes.apple.com/us/app/blackboard-collaborate-mobile/id546742528?mt=8">https://itunes.apple.com/us/app/blackboard-collaborate-mobile/id546742528?mt=8</a>



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## WORKING WITH PDF'S ON YOUR IPAD

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A common format for documents is a PDF document. You can make annotations and alterations to a PDF document using an annotation app of your choice. These steps will guide you through how to save and edit a PDF on your iPad when you receive it as an email attachment.

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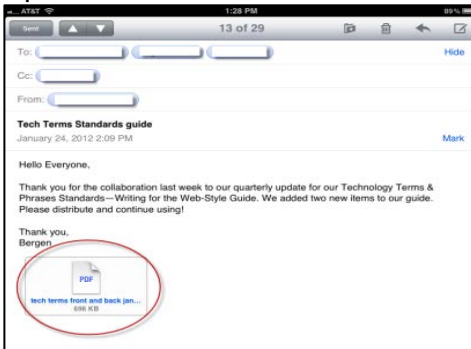
### Opening and Storing a PDF to Your iPad Using iBooks

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1. Select the **Mail** icon to open your email.



2. Open an email with a PDF attachment and click on the document to open it.



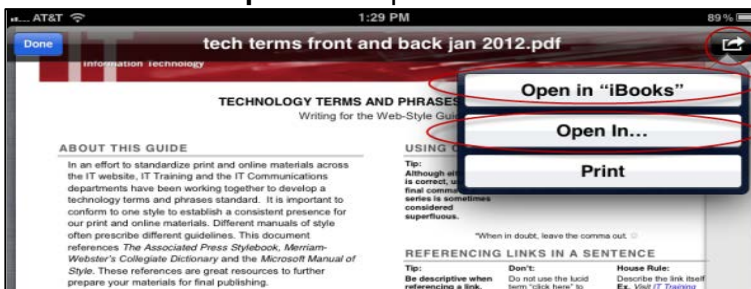
3. Select the **Send to** arrow in the upper right hand corner of your iPad.

You can choose where you want to send this PDF to view it on your iPad:

- In this example, the you can open the PDF in **iBooks**,

OR

- Use **The Open in...** option to choose a different PDF app to display the document.

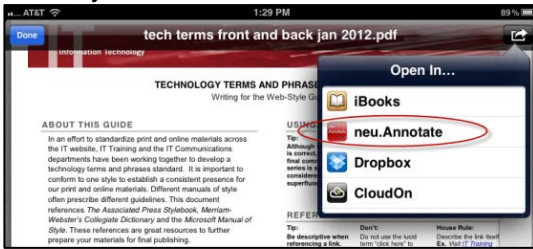


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## Annotating a PDF Using neuAnnotate

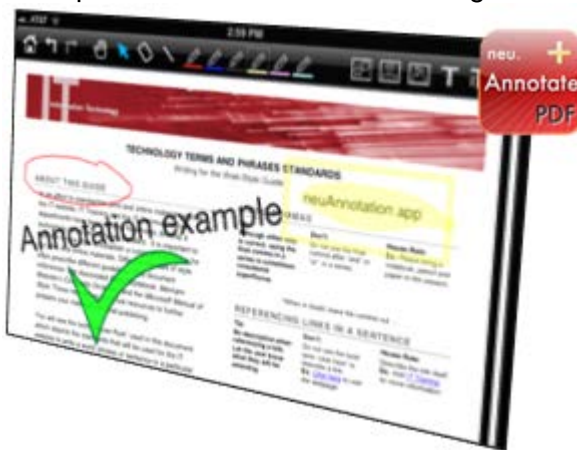
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1. With your PDF open, select the **Open in...** option and select your annotation app. The app allows you to store the annotated PDF and upload your PDF online or email the PDF, etc.



### Begin your annotations!

Example of annotation features using the neu.Annotate app.



2. Once you are done with your annotations, you can send the document to your cloud storage such as Dropbox, or to any other applicable apps listed in the **Open In...** menu.





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## CHOOSING A STYLUS

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A stylus is a pen-like accessory for iPhones and iPads to help a user draw, write, and navigate their device. With several options on the market, choosing a stylus can be a lot more challenging than you might think! You may need to test several different styluses before you find the right fit. Consider a few factors before choosing your stylus.

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### ***Considerations for Choosing a Stylus that Best Fits You***

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**Nib** (or tip of the stylus):

- *Rubber or foam (main types)*  
Reviewers say rubber glides better; foam can build friction.
- *Size*  
Smaller nibs wear down faster but it's easier to see what you're tapping. Larger nibs are great for navigating web pages and apps.

**Weight:**

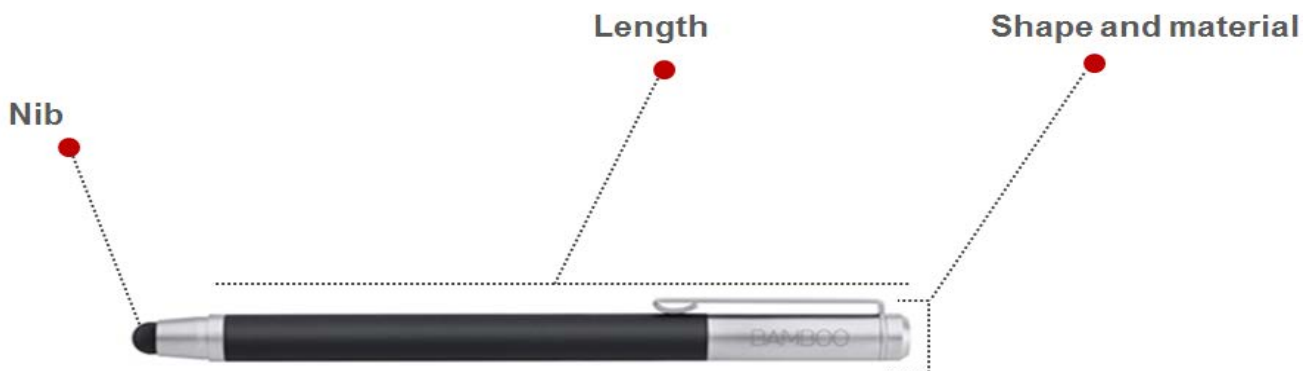
- The heavier the stylus, the better your writing appears, but if it's too heavy the stylus can tire your hand and cause you to drag as you write.

**Length:**

- A longer stylus is better for writing. It can sit more naturally in your hand, like a pen. A shorter stylus causes you to hold the pen more upright; a shorter stylus is preferred for drawing.

**Shape and material:**

- Test the comfort of the stylus based on the shape. Some come in a hexagon shape just like a pencil and some are pen shaped. Choose what's most comfortable. Make sure the material is 'grippable' and not slippery.



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**Also consider choosing a stylus that is compatible with your other Apple devices.**

Stylus	Length (inches)	Writing (W), Drawing (D), Navigating (N)	Nib size (mm)
<b>WACOM BAMBOO</b>	4.7	W, D, N	6
<b>SCG KUEL H10</b>	4 & 5 (with 1 in extension)	W, D, N	6
<b>ALUPEN</b>	4.7	W, D	8
<b>TARGUS 2 in 1</b>	4	W, D, N	Two different tip sizes
<i>*There are several more stylus options available on the market. These were selected because of positive reviews and satisfaction among CSUN IT users who have purchased a stylus.</i>			

#### **NEED HELP?**

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).