

# Apps

on the iPad *(IOS 8 and later)*



*A Quick Guide*

## **Introductory Level**

Designed for iPad. Applicable to other devices.

Revised November 2016

# Apps - Software Applications

## What are Apps?

**Apps** are **software applications** ('programs') specially designed to perform specific functions for the user (or for other apps).

Note, the **Home Screen** shows a **touch icon** for every app on the iPad

There are apps for games, education, leisure, technology, photography, video, music, travel, cooking, shopping, home improvements, health and fitness, genealogy and just about anything else you can think of.

Apps are designed to run on the iPad and other Apple devices. Some Apps are built into the device and are ready to use immediately such as **Camera**, **Safari** and **Photo**.



Some other apps need to be configured before use (such as **Mail**).

# Apps - for the iPad

Additional apps can be downloaded from the Apple App Store, either for free or for a small price. You will need an 'iTunes account' to download music or apps via the **iTunes Store** or **App Store**. Required: **Apple ID** (username) and **password**, plus iTunes **credit** or designated credit card assigned to your Apple ID. When downloading any app (whether free or paid) you will need your Apple ID password plus an internet connection.



# App Store

## Downloading Apps

When downloading **Apps** from the **App Store** make sure you have your **Apple ID password** and **credit** on your account to begin with. You will also need to be connected to the internet.



Tap the **App Store icon** on Home screen



Once the **App Store** page opens you will see a lot of app icons and, assuming you are on the **Featured** page, you will see a row of icons at the foot of the page as follows:



To search for apps by name or kind, you will see a **Search** box at the top right hand corner of the page as follows:



Tap inside the text input box (outlined in red here for illustration purposes) and type in your query (*continued on next slide*).

# App Store

(continued)

## Exploring the App Store

Often the quickest way to find what you are looking for is to use the **Search** input box. As you type, the search engine will make suggestions.

For example, you may type **Word** into the Search box to look for word processor apps. You may select from the drop down box, or simply press the **Search** button to search 'Word'. A list of suggested apps plus app icons will be displayed (as below).



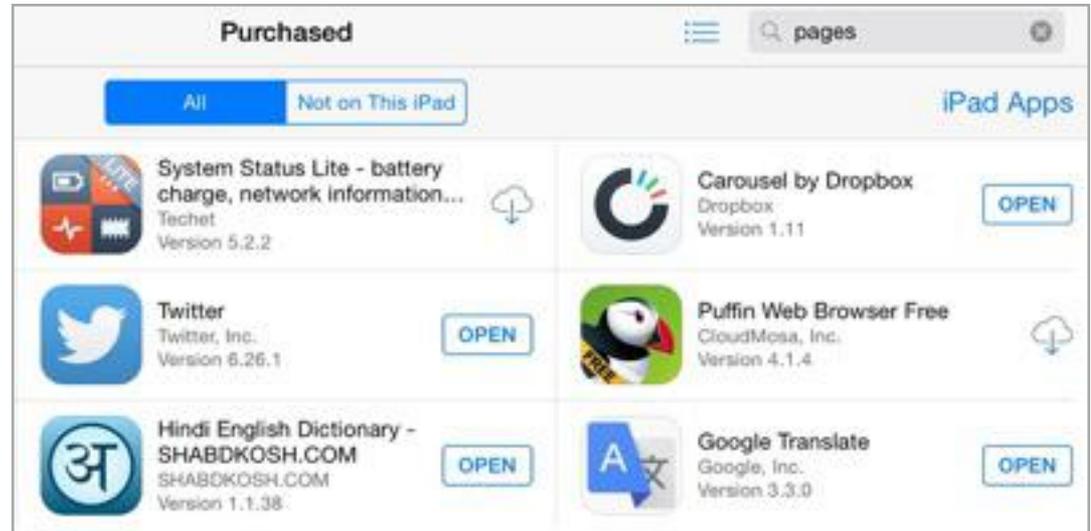
For one row of results (above) there are three apps listed, one with the label **GET** (meaning 'free'), one with a **cloud and arrow** (indicating a previously downloaded but deleted app) and **OPEN** (a currently installed app which can be opened from this link). The deleted app with the cloud symbol can be downloaded again free of charge (just tap the cloud symbol).

# App Store

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## Purchased Apps

On the **Purchased** page (after selecting the [Purchased](#) link at bottom of page) you will see the apps you have previously downloaded (both free and paid). Again, those with the cloud symbol have been deleted but are still available for free download. If you choose the link [Not on This iPad](#), you will only see those which have since been deleted.



The **footer** links on the App Store pages show the following links for quick access: **Featured**, **Top Charts**, **Explore**, **Purchased** and **Updates**. In the example below you will see that one **update** is available (indicated by the **red 1**). If you click this link you will see a page of app icons with either the **OPEN** link (meaning currently installed) or **UPDATE** (update available) next to them. In this case only one app has the **UPDATE** link next to it (see *next page*).

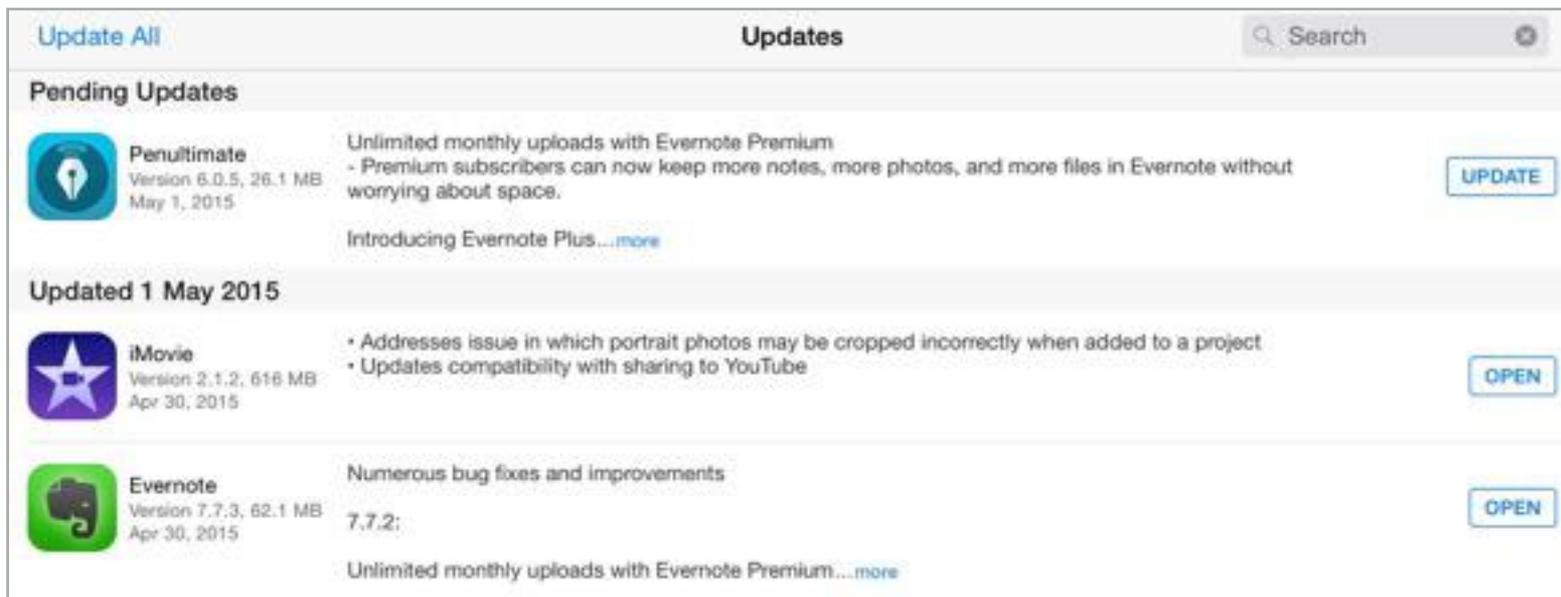


# App Store

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## The Updates Page

In the following screen shot you can see the **Penultimate** app has an available update. You will also notice listings of prior updates for other apps.



## Update Apps from Within Settings

Of course you can also set apps to update automatically:

**Settings** -> **iTunes & App Store** -> **Updates** (slide button to the green position)

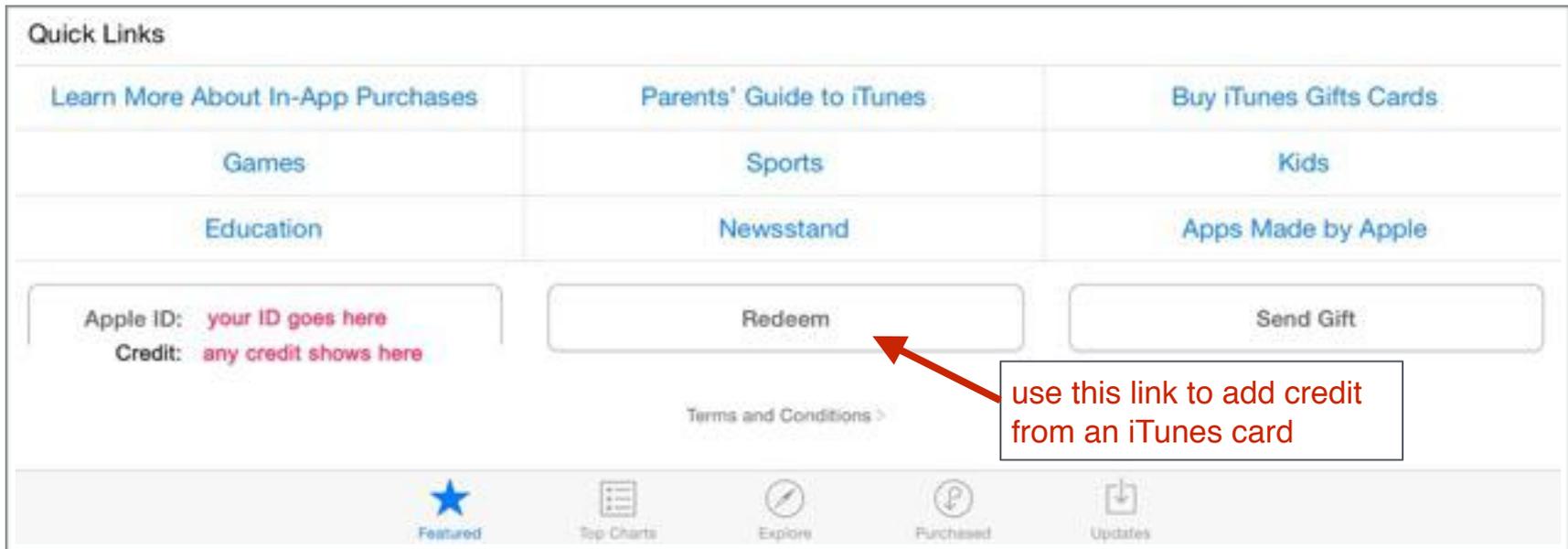


# App Store

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## App Store - Additional Links

Additional links if required are shown at the bottom of the **Featured** page within the App Store app



## Turn off 'In-App Purchases'

To prevent unauthorised users (such as your kids) from racking up credit on your iTunes or App Store account, the simplest way is to turn off the setting under **General -> Restrictions -> Enable Restrictions**. Slide the **In-App Purchases** button to **OFF** (you will be asked to key in your 4 or 6 digit passcode to access **Restrictions**).

# Managing Apps

## Apps Running in the Background

The apps running in the background will be using some battery power, and possibly some bandwidth at certain times whilst connected to the internet. To disable this feature follow through these steps:

**Settings** -> **General** -> **Background App Refresh** (slide button to the **off** position for all apps or individually for selected apps).



Mail



BatteryDoctor



iBooks

## Apps Draining Battery Power

Apps running unnecessarily in the background may be draining battery power. To close down currently unused apps (running in the background), press the **Home** button twice quickly and a preview of all currently paused apps will appear. Swipe to the left or right to browse through them. To close an app, swipe the app window upwards until it disappears off the screen. It will be closed (not deleted) until required again.



# Managing Apps

(continued)

## Rearrange and Delete App Icons

On the **Home screen** you can rearrange apps. Touch and hold the app icon until it wiggles then move it to where you want, even to another screen or to the dock if there is room (maximum 6 icons in the dock). You can also delete an app (and its icon) by pressing the X and select **Delete** from the popup box (except for certain preinstalled Apple apps). Tap the **Home** button to normalise the app icons (they will stop wiggling)



## Remove an App using Settings

You can also delete an app under **Settings**:

**General** -> **Usage** -> **Manage Storage**. A list of installed apps will be shown. By clicking on an individual app icon the option will be revealed to **'Delete App'**



## Switch Between Apps

**Double press** the **Home** button and a preview of all currently paused apps will appear. Swipe left or right to locate the app you want to return to. Once found, tap the app preview window and the app will reopen where it was last used.

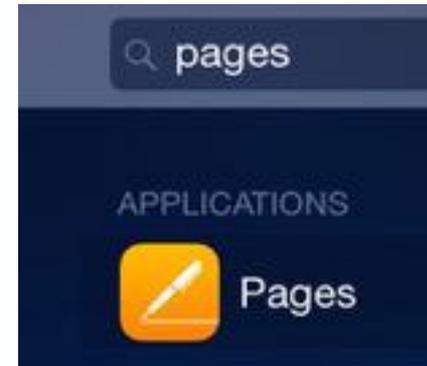


# Managing Apps

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## Search Installed Apps

Swipe down from the middle of the **Home screen** until a **Search Box** appears at the top of the screen. Type the name of the app you wish to find. Search results for installed apps will appear along with other options such as 'Search Web' and 'Search Wikipedia'

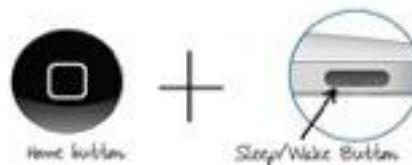


## Close an App

Normally you close an app by **double pressing** the **Home button** then swiping the app preview window upwards until it disappears. It is thereby closed until you reopen it again later.

## Close an Unresponsive App

Sometimes an app will not close (very rare), in which case you may have to do a '**force quit**'. On the iPad this can be done by restarting the device by pressing and holding the **Sleep/Wake Button** and the **Home Button** at the same time. The device may shut down after about 10 seconds, otherwise a red slider button should appear. Slide the button to force the iPad to close down (rather than just going into sleep mode). When you restart the device, things should be back to normal.



# Managing Apps

(continued)



## Create Folders on Home Screen

If you would like to place two or more app icons within a folder, press down on one of the icons until 'wiggle mode' occurs, then drag it on top of the other app icon. A folder will be created with the two app icons inside (miniaturised). You will be able to name or rename the folder as you wish by double tapping the folder in 'wiggle mode' and typing in the appropriate name into the text input box at the top of the folder.

## Remove Folders from Home Screen

You will be able to remove a folder by double tapping the folder in 'wiggle mode' and then dragging out all of the app icons from the folder. Once the folder has been emptied of icons, it will disappear.

# Summary

- Home screen contains app icons for all apps installed on the device
- Apps can be managed from the Home screen as well as in Settings
- Additional apps are normally downloaded from the Apple App Store
- The App Store provides multiple functionality including managing account credit
- Apps can be updated from the App Store, Home screen, and automatically through Settings
- Double press the Home screen button to enable:
  - viewing apps running in the background
  - moving app icons or deleting apps
  - creating and naming folders to organise app icons
- Turn off 'In-App Purchases' to prevent unauthorised use of credit with your account