

iPad Panel Presentation

Control Center - Your best friend!

- **Open & Close**

Swipe down from top right corner ABOVE the visible screen
Swipe up to close

- **Customize Settings**

- Open Settings
- Go through all examples from screenshot
- Click on “Control Center”

You will see a list of items that are in the control center
To remove an item - hit the (-) button
To add an item, hit the (+) button

- To rearrange order on your screen

Find the 3 horizontal lines next to the item name

Click and hold while moving the item up or down in the order you prefer

Spotlight - Need to find an app but not sure where it is on the iPad?

- Pull down from the top of the screen (but NOT above the visible part of the screen)
- Type in the name of the App you’re looking for in the “Search” area
- Your app will show up even before you’ve typed in the entire name.
- Click on the icon and you’re in!
- OR type in ANY search you want to make (examples Ratan furniture set

No Fax available? Scan and send a document

- Open “Notes App (Use Spotlight to find)

Hit the Camera icon

Select scan documents

Hold camera over document

- OR create a screenshot

Hold down power button at top right at the same time as holding down the Home button.

Open it by clicking on the image in the lower left of the screen

Hit the Box with the arrow to send it, print it, etc.

Click “Done” and it will ask if you’d like to save as a photo

Touch ID

Settings - Touch ID

Set up several fingerprints

Consider adding a partner

Rest don’t push

Siri Setup - Settings - Siri and Search

Hey Siri

Press home button for Siri

Language

Siri Response