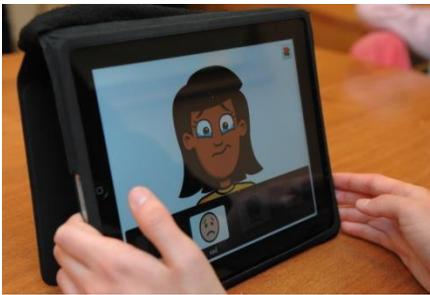




**Beit Issie Shapiro**

Changing the lives of people with disabilities

On the Willie & Celia Trump Campus



# Introductory Guide for the iPad User

**The Technology Center at Beit Issie Shapiro**

**2019**

NPO Seal of  
Effectiveness



**Issie Shapiro Center**

Therapeutic & Educational  
Services

**Issie Shapiro Forum**

Social change & Advocacy  
in the Community

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Development,  
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## Introduction

Dear Parents and Educational/Therapy Team Members,  
This guidebook was written by the team of the Beit Issie Shapiro Technology Center, in order to provide basic technical assistance for users new to the iPad.

In this booklet you will find instructions for some important iPad settings, allowing efficient and useful interaction with your iPad. However, in order to meet your specific needs, it is also recommended that you consult with your treating professionals regarding the most appropriate uses for your device. They can provide recommendations regarding apps and assistive devices and can help you work out any questions or dilemmas that may arise.

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Keep up to date through our blog:

"Tech it Issie"

<http://tech.beitissie.org.il/en/>

## Initial Setup

The initial setup is relatively simple. Just follow the directions on the screen. You will need to have an Apple ID which will be used later as your account for the App Store. Setting up an Apple ID requires an email address, either an existing one, or an iCloud email, that can be created directly and automatically during the Apple ID setup process. It is recommended to create an email address that is specific to the user or device. For example, if the iPad is for a child, it is recommended to create an email for the child to use specifically with the iPad rather than using the parents' email. This ensures privacy of parents' emails and also creates a more organized and uniform use of the iPad. The email address can be used for the Apple ID, email on the device, and apps on the device that require user names. It is also recommended to download the email app for the email address chosen (ex. Gmail).

Entering a credit card: Entering credit card details is optional, but if you do not enter a credit card you will be restricted to buying free apps. To download apps that cost money you must enter credit card details into your Apple ID. If you do not

have, or do not want to use, a credit card, pre-paid cards are also an option.

**Please Note:**

This booklet refers to iOS 12. It is recommended to update to the most updated version of iOS that you can for your device (iOS 12 is available from iPad Air and up).

***Settings > General > Software Update***

## **Accessories**

### **Looking After Your iPad**

It is important to acquire a sturdy protective case, preferably with an integrated screen protector. There is a range of protective cases available on the market, and some even come with an integrated stand allowing for various angles of use, promoting proper ergonomics. Consult your therapy team for recommendations.

### **Available Tools**

A number of accessories are available for the iPad such as stands, mounts, regular stylus pens, adapted styluses (for example, those that attach to the palm of the hand or to the

head), switch adapters, etc.. The occupational therapist can advise in this area.

You can also check our blog "Tech it Issie"

<http://tech.beitissie.org.il/en/> for information on cases and assistive devices.

## **Downloading Apps**

Apps are downloaded through the App Store on the iPad.

In the App Store, you can search for applications by category or by name. Before downloading an application, you can learn about it by clicking on the picture and looking at the screenshots and reading the description. Sometimes a short video is included in the description. Many times, app review videos can also be found on YouTube.

Blogs and websites are good resources for app recommendations. These can easily be found through internet searches.

It is important to consult with your treating professionals regarding appropriate apps in order to ensure best fit.

**Updates** – Available app updates are indicated by a little red number in the corner of the App Store icon. It is important to keep apps updated so that they can continue to work smoothly.

***Open the App Store > press Updates from the menu at the bottom > update each app individually or Update All.***

## **Important Functions**

- **Screen Time**: This section allows you to monitor screen time use and set restrictions on content and time used. You can set a daily time limit (**App Limits**) on a category of app type (social networking, games, productivity, etc). After the determined time is up, those apps will be blocked until midnight that day.

***Settings > Screen Time > App Limits***

In order to prevent others from cancelling or changing the limits, you can set up a passcode. Choose **“Use Screen Time Passcode”** on the Screen Time page. If you set up a passcode you will need to enter it any time you want to change or cancel these settings.

Another setting found in Screen Time is **Content and Privacy Restrictions** which allows the following functions:

***Settings > Screen Time > Content and Privacy Restrictions***

1. **iTunes and App Store Purchases**: Here you can control the ability to download or erase apps. If the ability to download apps is turned off, for example, the App Store icon will not be visible. If you do turn off the ability to download apps, you will need to allow it again when you later want to download additional apps. Turning off the ability to erase apps is very helpful to prevent accidental or unwanted erasing of apps.

***Settings > Screen Time > Content and Privacy Restrictions > iTunes and App Store Purchases***

2. **Allowed Apps**: allows you to determine whether certain apps will be present/available or not to the user. For example, if you don't want access to the camera, you can turn the camera off here and the user will not see the camera icon.

***Settings > Screen Time > Content and Privacy Restrictions > Allowed Apps***

3. **Content Restrictions** – allows you to set content restrictions for child friendly content.

***Settings > Screen Time > Content and Privacy Restrictions  
> Content Restrictions***

- **Auto-Lock**: It is possible and recommended to set the amount of time the screen stays lit while not being used. This will save on battery life.

***Settings > Display & Brightness > Auto-Lock***

- **Restart / Turning Off**: If the iPad gets stuck or frozen, it should be restarted, by pressing the home button and the on/off button at the same time until the screen is turned off and the Apple logo appears (about 10-15 seconds). You can then let go of the buttons and the iPad will restart after a few seconds.
- **Guided access**: An important and useful function that makes it possible to lock the iPad within an app so the user cannot exit the app they are using. It also allows for neutralization of chosen areas of the screen (useful for neutralizing areas with advertisements) and control of

certain functions while using the app. In Settings you can choose a code which is required to turn on and use Guided Access.

***Settings > General > Accessibility > Guided Access***

Once Guided Access has been set up it can be activated.

When in an app, pressing three times on the Home button opens the Guided Access screen where you can designate the functions you would like to control. You can also outline areas on the screen you would like to neutralize, so that they will not respond to touch.

Touching on Start in the upper right corner will start Guided Access. The next time you enter that app, triple-clicking the Home button will automatically start Guided Access, with the settings you last set, without entering the setup screen. To enter the Guided Access screen to change the settings, you will need to triple click again and enter the code. On the settings page you may also turn on or off the ability to use the volume buttons, the sleep button, the keyboard, and set a time limit for use (this does not affect time limits you set in Screen Time but rather refers to the time spent playing at the moment.).

To exit Guided Access triple click the Home Button, enter the code, and click on Cancel in the upper left corner.

- **Switching to a previously opened app and closing apps:**

Double click the home button or swipe up from the bottom of the screen and hold your finger still on the screen. You will then see an array of open apps. Scroll through them to return to a previously opened app or close an app. Close an app by quickly swiping upward on the app photo, or choose an app by touching it.

- **Deleting apps:** Long press on an app icon until it jiggles.

Touch the "x" in the corner. You will be asked to confirm the delete.

It is important to note that doing this deletes the app from the device, but it remains in your account and can be downloaded again free of charge. Previously purchased apps can be found in the App Store. Touch the “My Account” icon (the headshot icon in the top right corner) and then on *Purchased*. Under *My Purchases* you will find a list of previously purchased apps. Anything with a cloud icon has been previously purchased but deleted from the device. Pressing on the cloud will download it again. Keep

in mind that when you redownload an app that was erased, it will not have any of the data that was in the app before you erased it, unless that data is shared/stored in iCloud.

The ability to delete apps can be turned off in Content and Privacy Restrictions (see above). This is a helpful feature to prevent unwanted or accidental deletions.

- **Searching for apps on the device:** From any Home screen page you can access Spotlight to search for an app. Touch the screen and drag downward to open the search window. Type the name of the app you are looking for and it will appear in a list below.
- **Locking transition between applications (multitasking gestures):** This feature prevents switching between apps by accidental swiping, which could interfere with continuous playing of an app. Lock transition between apps as follows:

***Settings > General > Multitasking and Dock > Gestures  
> turn off***

- **Privacy:** Certain apps require the use of the iPad functions such as the camera, microphone, photos, location, etc. If you do not allow these apps access to the functions they require the first time you open the app, they may not function properly. If you encounter problems using these apps, check the privacy settings to see that they are allowed access to microphone, camera, or photos.

***Settings > Privacy > choose desired function  
(microphone/camera/photos) > turn on or off desired apps***

## Organizing the iPad

Organizing the apps on your iPad can be very helpful for the user.

- **Number of apps per page:** In order to prevent overcrowding of icons on the screen, which can make finding and selecting an app difficult, app icons can be moved and organized on different pages. To move an app icon, long press on the icon. When it slightly expands in size you can move it around.

- **Creating folders**: Organizing your apps into folders can help reduce visual clutter and make it easier to find apps. Organizing folders by subject or category is recommended. Folders are created as follows:  
Long press on the app icon until it jiggles > Drag one application into another > When a frame appears enter the name of the folder.
- **Using the Dock**: The dock appears on the bottom of every home page and the apps in it remain constant and easily accessible. This feature provides easy access to the most frequently used apps. Drag apps into the dock with a long press on the app and drag it into the dock. There is also an option to have recently used apps appear in the dock, as well. You may set this in settings.

***Settings > General > Multitasking and Dock > Show Suggested and Recent Apps***

## **Accessibility**

Accessibility settings are intended to allow for customization of the device for people with disabilities. There are excellent

features included here that can make the user's experience more efficient and effective.

### ***Settings > General > Accessibility***

The features are divided into the sections Vision, Interaction, Hearing, Media, and Learning. More information can be found on our blog, on Apple's website, and through your treating therapists.

## **Backup**

Backing up the iPad will allow you to later restore data and media in the event that your iPad stops working.

Backups are especially important to people who use their iPad for communication (AAC) and as a learning tool in the classroom.

It is important to differentiate between backing up the iPad and backing up data contained within apps.

**Backing up the iPad:** concerns backing up the apps downloaded on the device and how they are organized. After restoring from a backup, your home screens will look exactly the same as they did before with the apps organized in the

same folders, etc. This type of backup also preserves Settings, account info, photos and videos. It *does not* back up data contained within specific apps. We will address this later on.

Backing up information on the iPad can be done in two ways:

**1) Through iCloud.** The existing information from the iPad can be backed up on a virtual "cloud" to which all applications and information is transferred automatically when the device is connected to a wireless network, and update to iCloud is activated. iCloud backup can be defined in Settings.

***Settings > "your name" (the first item in settings)***

***> choose your device > iCloud Backup***

**2) By connecting to iTunes on a computer.** Be sure to have the latest version of iTunes downloaded on your computer. Once the iPad is connected to the computer, and recognized by iTunes, a small iPad icon will appear in the menu on the top left. Pressing on it will open up iPad features and back up options. Once you have created a backup file, you may restore an iPad from that file.

If something happens and information and or apps are erased from the iPad, an iPad can be restored from a backup made in either of these two methods.

**Backup of files/data:** Some apps allow for creation of materials/data (documents, communication boards...). In the event that you use these apps on a regular basis it is wise to backup the data from these apps, because performing a backup of the iPad as described above, backs up the apps themselves, but not the data contained in them.

Backing up app data can be done in one of three ways.

1. Backing up through iTunes on a computer. As in the previous explanation, connect the iPad to the computer, enter iTunes, and touch the iPad icon (appears after a short sync). Then press on the tab “File Sharing” on the left side of the screen. In “File Sharing” you will find a list of all the apps that contain data that can be backed up on the computer.
2. Backing up of data from within the app. Many apps allow backing up of data on iCloud or through email. Any file that you send this way will be saved regardless of what

happens to your iPad, and thus can be retrieved at any time.

3. Using a USB flash drive (disc on key). You can now buy USB flash drives for iPad and can backup desired files and media this way.

**For further questions or details:**

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**The Technology Center at Beit Issie Shapiro specializes in the use of technology for people with disabilities and provides consultation and training services to professionals working in field of disabilities. The Center also serves as a leading hub for promoting innovation and entrepreneurship, bringing more accessible and affordable solutions to people with disabilities.**

**Beit Issie Shapiro touches the lives of people who are affected by severe disabilities and their families. As Israel's leading disabilities non-profit, it is a center of excellence for the development of remedial care strategies and related innovative technologies. BIS impacts close to half a million individuals, assisting people with disabilities to lead independent lives and to participate in society as equals. The organization works with people across religious and socio-economic divides and shares its knowledge worldwide through international affiliations, collaborations and training, aimed at building a more inclusive society. BIS is recognized as a global leader in the scaling up of impactful solutions and has Special Consultative Status on disabilities at the UN's Social and Economic Council since 2012.**

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