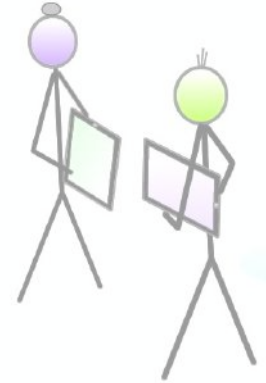


Guardrail Tutorials

for

iPaddlers



How to use the Apple iPad User Guide in
iBooks



Using iBooks

Basic Functionality

iOS 12

May 2019

GUARDRAIL
Tutorials



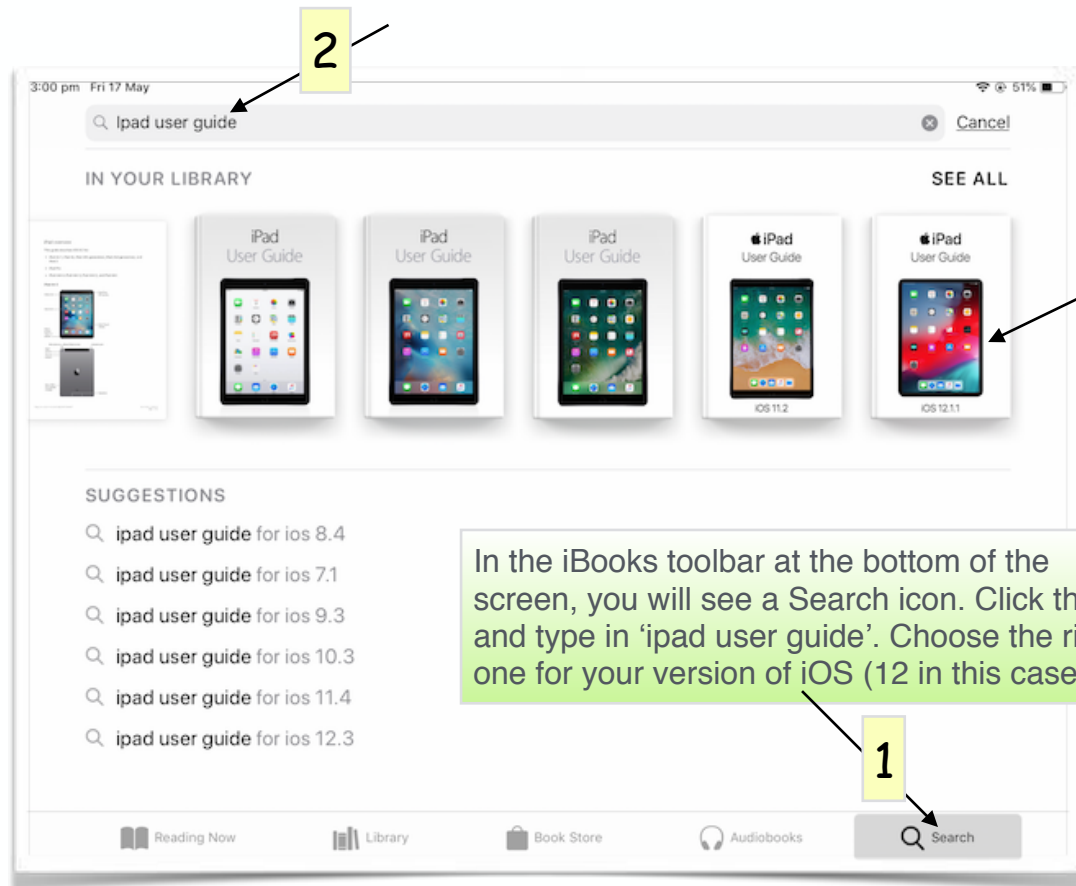
iPad User Guide

(PDF version for iOS 12)

Download the **iPad User Guide** from within the **iBooks** app (it's more direct this way). By storing the user guide within iBooks, it will be available for offline viewing (*you will not need to download it again from the internet each time you want to use it*). Make sure you have the version that corresponds with the version of iOS that you are using.



iBooks touch icon



Once downloaded, you should see the iPad User Guide in Library view (as above).

The Menu

Table of Contents

The screenshot shows the iPad User Guide interface. On the left is a large image of an iPad displaying the home screen with various app icons. To the right of the iPad image is the title "iPad User Guide" and the version "iOS 12.1.1". On the right side of the screen is a table of contents with three tabs at the top: "Contents", "Bookmarks", and "Notes". The "Contents" tab is selected. The table lists various topics with their corresponding page numbers:

Topic	Page Number
What's new in iOS 12	
Set up and get started	
Basics	
Siri	168
App basics	184
App Store	214
Books	223
Calendar	240
Camera	261
Clock	278
Contacts	286

At first you should see the [Table of Contents](#) page with a list of subject headings which are linked to the corresponding pages within the user guide. [Tap to open](#) the subject of your choice.



TIP: From anywhere within the user guide, you can tap the [menu icon](#) to get back to the Table of Contents. If the menu icon is not visible, [tap the screen](#) and it should appear.

Notice the three tabs:

- Contents
- Bookmarks
- Notes

Bookmark any page you have opened by tapping the bookmark symbol in the top right hand corner (it will turn red)

The screenshot shows the top of the iPad User Guide for iOS 12.1.1. The title "iPad User Guide for iOS 12.1.1" is at the top left. To the right are three icons: a blue "AA" font icon, a blue magnifying glass search icon, and a red bookmark icon. Below the title is the page title "Set up and get started". An arrow points from the red bookmark icon to the text below.

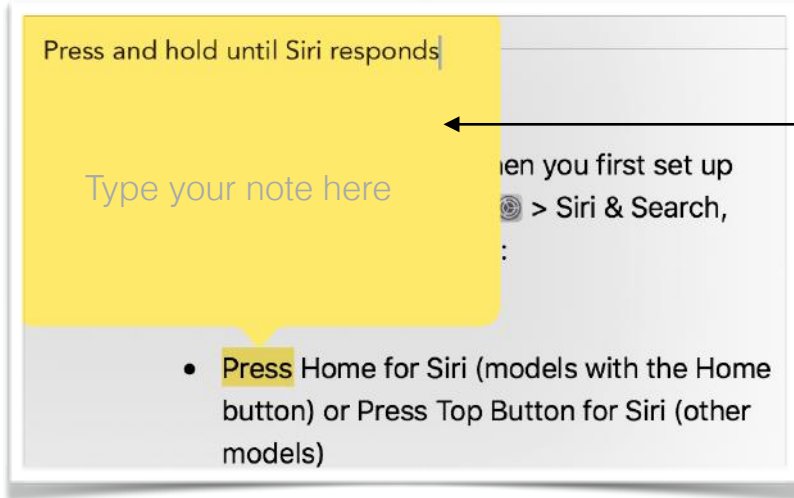
The screenshot shows the iPad User Guide interface with the "Bookmarks" tab selected. The "Contents" tab is highlighted in blue. Below the tabs, the "What's new in iOS 12" section is visible, with the word "Today" and the page number "12". An arrow points from the "Bookmarks" tab to the "What's new in iOS 12" section.

Back in the main menu, or [Table of Contents](#), the bookmarked page will be listed (*with page number*) once you tap on the [Bookmarks](#) tab. You can then [tap on the link](#) to open the page you have bookmarked for further reading.

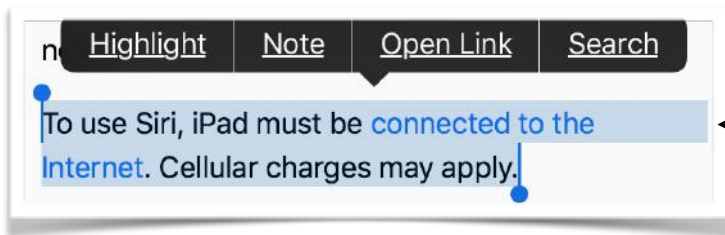
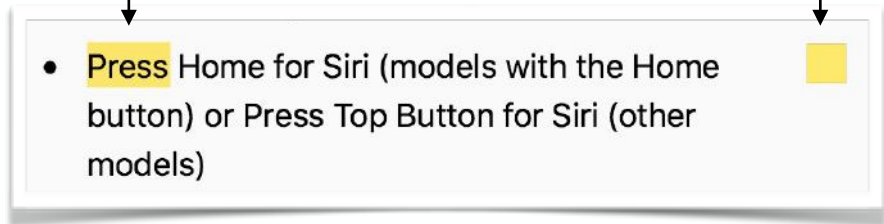


Adding Notes

... and highlighting text

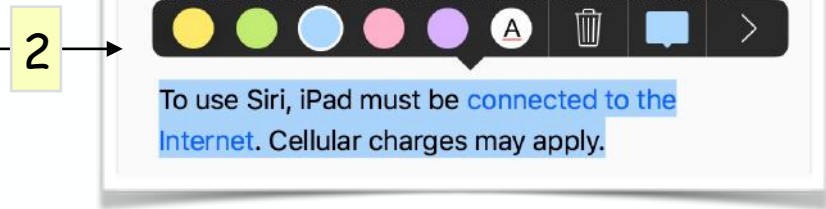


You can add a note to any selected text within iBooks. First select the word, or block of text, you wish to attach a note to. Once the coloured text box pops up, the keyboard should be available to type the relevant note. Once the note has been created, it can be accessed, either by tapping the highlighted text, or the coloured marker at the side of the page.

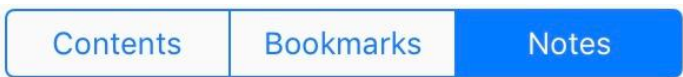


1 Select text to highlight

You can highlight text to make it stand out, by highlighting the text and choosing a colour from the 'options bubble' that pops up.



2



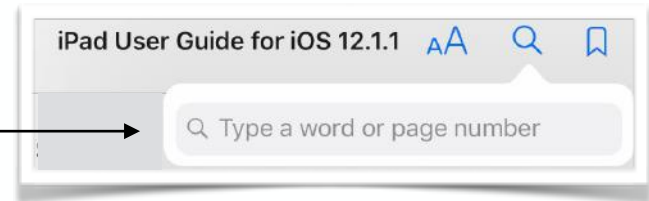
3 Access Notes from Table of Contents

Searching highlighted text



Search input box

1



Once you input a search topic, iOS will return a list of suggested items accessible within iBooks. Otherwise there are two hyperlinks provided at the bottom of the popup window (*both of which require internet access*):

- Search Web
- Search Wikipedia

2



TIP: Font size, colour scheme lighting etc can be adjusted from the 'AA' icon

Sometimes the 'options bubble' will be different according to context. Note: 'Look Up' has replaced 'Define' and is used for looking up the meaning of a highlighted word. 'Highlight' provides options for highlighting and tagging text (as shown on the previous slide)



Summary



iBooks - some brief points

- **iBooks** is an pre-installed Apple app for viewing and reading 'e-books'
- Originally capable of storing and opening **ePub**, **PDF** file types
- As of 2016 support for **MP3 audiobooks**, and **AAC audiobooks** also
- Textbooks created using **iBooks Author** are viewable within later versions of iBooks
- Many file types can be converted to **PDF files** and stored within the iBooks library for reading **offline**
- **Bookmarks** are useful for finding one's way around in an e-book or PDF
- **Notes** can be utilised for annotation and providing additional information specific to the reader
- **Highlight** can be used for tagging useful information



ePub

PDF