Apps
on the iPad
(iPad OS 13 and later)

Apps

A Quick Guide

Introductory Level

Designed for iPad. Applicable to other iOS devices.

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GUARDRAIL Tutorials

Apps - Software Applications
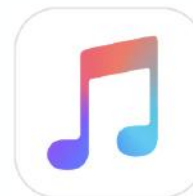
What are Apps?

As you probably know by now, **Apps** are the **software applications** designed to perform specific functions for the user (or for other apps) on any type of computer.

On the iPad, the **Home Screen** shows a **touch icon** for every currently installed app on the device. 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 **Photos**.

Some other apps, such as **Mail,** may need to be configured before use. Some apps, in order to work effectively, may require the use of **iCloud,** such as **FindMy** (previously called **'Find iPhone')**. Apple **Music** can work 'out of the box' but will require an online account to access music streamed over the internet from the online Music store.
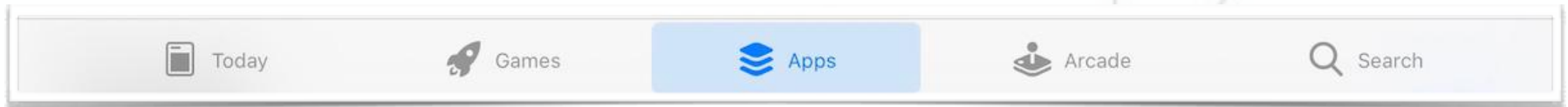
Apps - for the iPad

The App Store

Additional apps can be downloaded from the **Apple App Store**, either for free or for a small fee. You will need an 'iTunes account' to download music or apps via the **App Store**. Required: **Apple ID** (username) and **password**, plus iTunes **credit** or a designated credit card assigned to your Apple ID. When downloading any app (whether free or paid) you will normally need your Apple ID password plus an internet connection *(alternatively, you may use finger print recognition, or Face ID if you have a newer iPhone or iPad 2018 and later)*.

The dock for the App Store has changed in recent years. The tabs are now as follows:

- **Today** - today's suggestions
- **Games** - popular games
- **Apps** - general apps in various categories
- **Arcade** - subscription games service with ad-free games
- **Search** - provides a search input box to help find apps by name or keywords

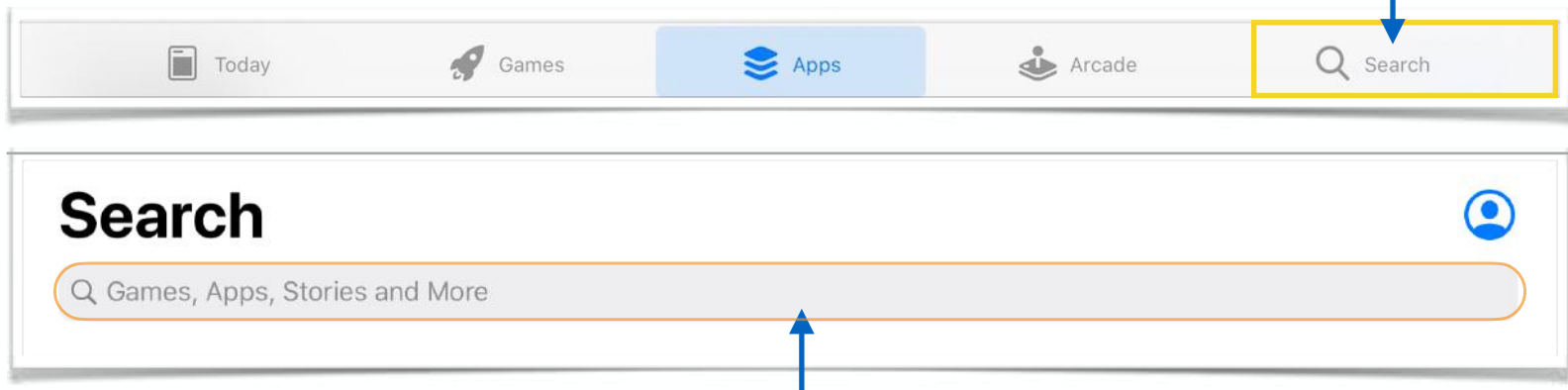| Today	Games	Apps	Arcade	Search

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 a row of icons at the bottom of the screen. To search for apps by name or kind, use the **Search** tab *(lower right hand corner of screen)*

📱 Today	🚀 Games	☰ Apps	🕹 Arcade	🔍 Search

Search

Q Games, Apps, Stories and More

At the top of the screen: Tap inside the text input box and type in your query *(continued on next slide)*.
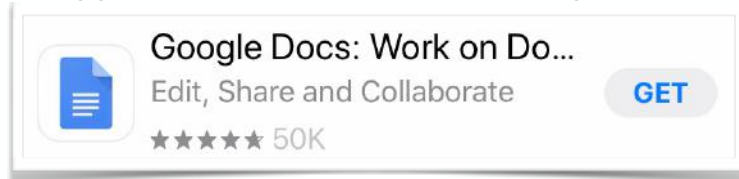
App Store
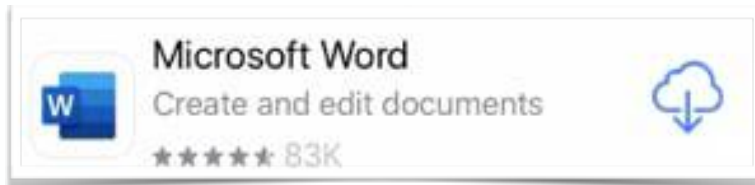(continued)

Exploring the App Store

The quickest way to find what you are looking for is to use the **Search** input box. You will need to select the **Search** tab at the bottom of the screen. As you type, useful suggestions may be provided as predictive text.
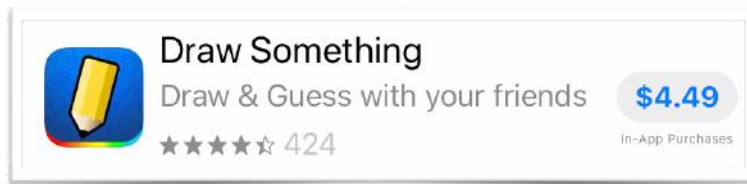
For example, you may type **Word** into the Search box to look for word processor apps. You may select from the suggested list, or simply press the search button to search 'Word'. A list of suggested apps and associated graphics will be displayed *(truncated versions below)*.
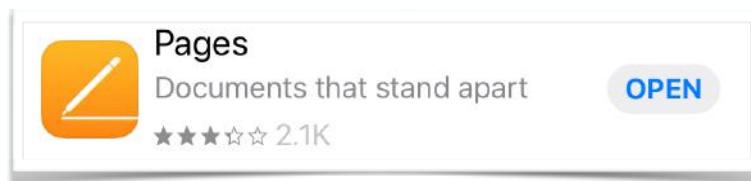
The link button **GET** means the app is free. You will not be charged anything to download the app.

The cloud/arrow symbol indicates the app has been previously downloaded to the iPad and has since removed. By clicking the symbol the app will be downloaded and re-installed.

The link that includes a price tag indicates you will be charged the amount to download the app. You will need to have credit on your iCloud account.

The link button labelled **OPEN** indicates the app is already installed and can be readily opened.
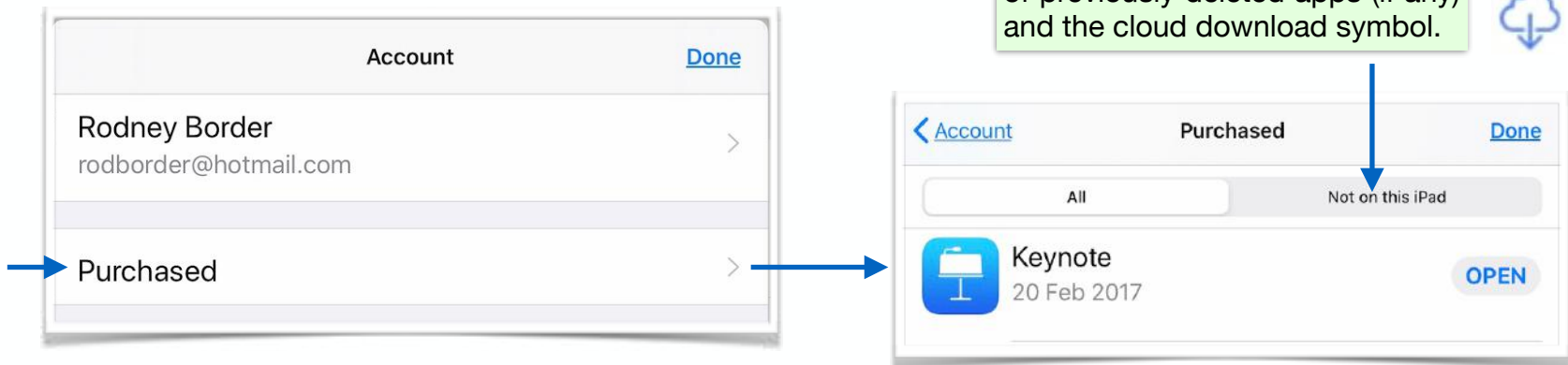
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App Store
(continued)

The user icon for **A**ccount information →

Purchased Apps

To see **Purchased** apps, click the 'user icon' (upper right hand corner of screen). A dropdown list of options will appear in a separate window. Click '**Purchased**'. You will see the apps you have previously downloaded (both free and paid). Those with the cloud symbol have been previously deleted but still available for free download. Those with the link labelled OPEN are currently installed.

'**Not on this iPad**' will show a list of previously deleted apps (if any) and the cloud download symbol.

Account		Done
Rodney Border		
rodborder@hotmail.com		
Purchased		>

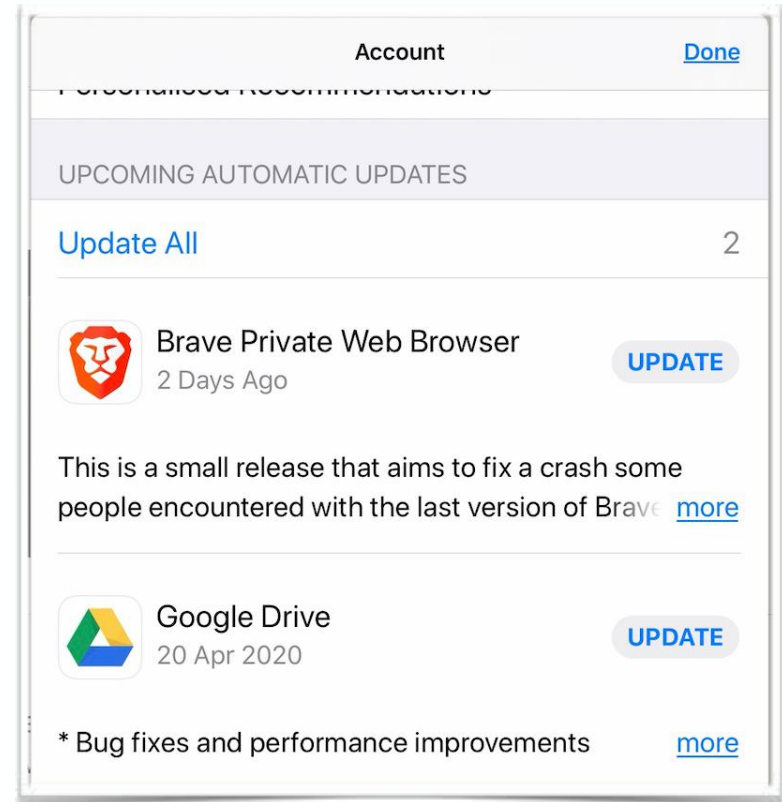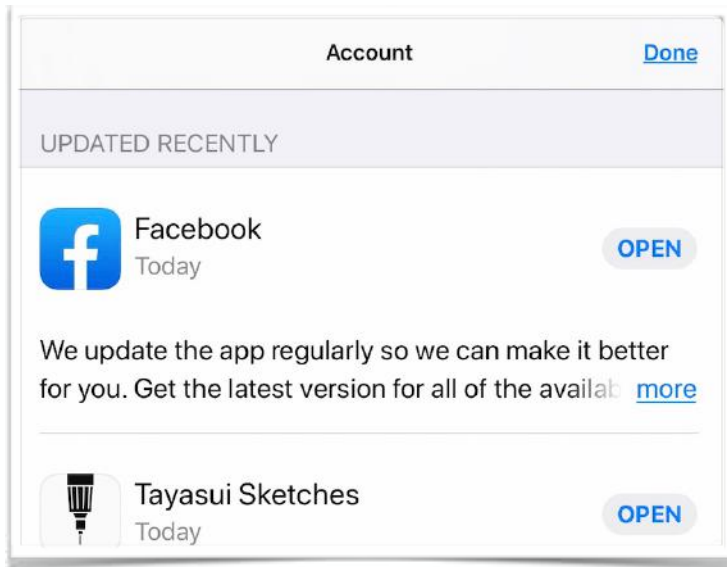| < Account	Purchased	Done
All		Not on this iPad
Keynote 20 Feb 2017		OPEN

Any apps purchased from the **App Store** from one iOS device will become available for other iOS devices sharing the same **Apple ID** account. The purchase information is stored under your account at **icloud.com** and that is why if you delete an app, you can download it again for free because Apple retains a record of the purchase.

App Store

(continued)

Managing Updates

In the following two screenshots you can see examples of the dropdown list when viewing **Account**. These show some of the update status of certain installed apps. UPDATE means an update is available.

Update Apps from Within Settings

Of course you can also set apps to update automatically: **Settings** > **iTunes** & **App Store** > **App Updates** (button in green position)
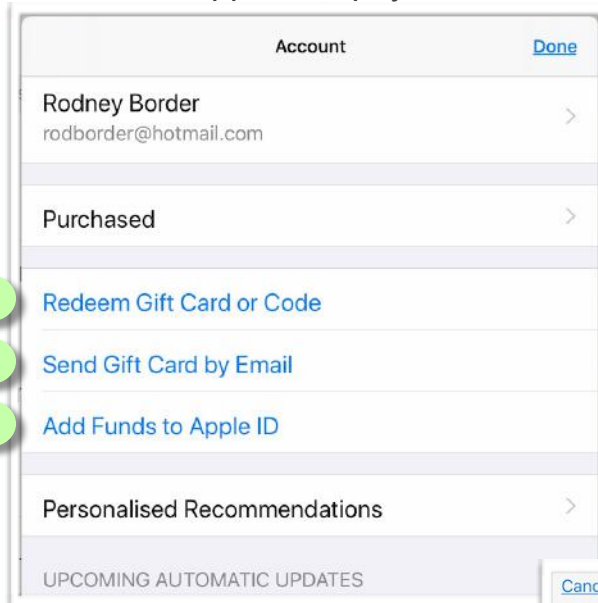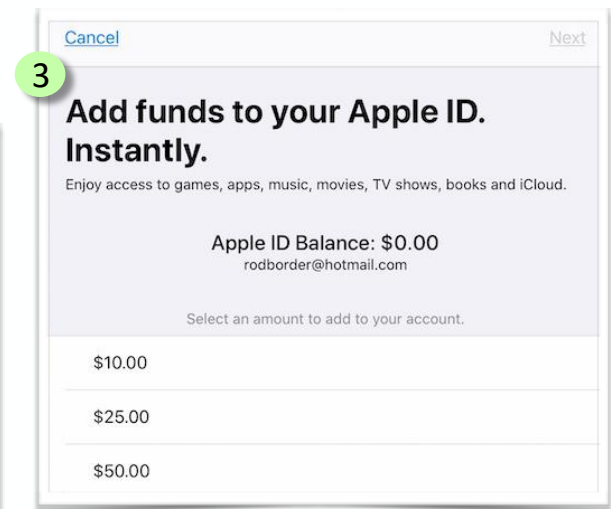
App Store
(continued)

App Store - Account Payment Links
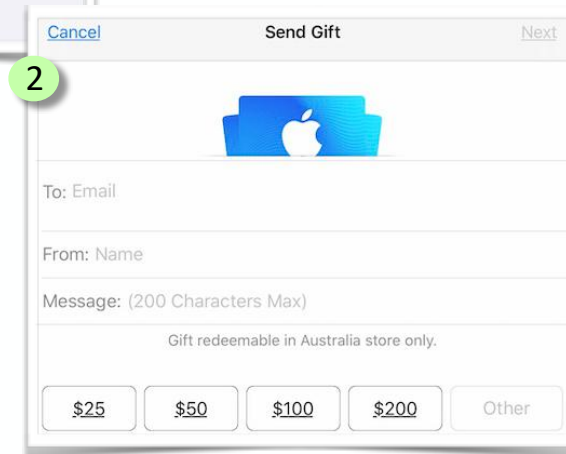
Links for App Store payments and Apple ID credit are now accessed by clicking the **User Icon**.

From the **App Store** Account dropdown, you are able to:

1. **Redeem a Gift Card or Code**, either using the iPad's camera to scan a QR code, or enter the code manually
2. **Email a Gift** of a certain value to someone
3. **Add funds to your account** using a credit or debit card

App Store
(continued)

App Store - Quick Links

Additional links: Click the **Apps** tab and scroll to the bottom of the screen.

Quick Links

Parents' Guide to the App Store	About In-App Purchases
About Apps & Games for Your Kids	About Personalisation
Apps for Accessibility	Apps with VoiceOver

Redeem | Send Gift | Add Funds to Apple ID

Clicking any of these links will open a new floating window with detailed information about the chosen topic.

These links will provide the same options displayed in the previous slide.

How to manage in-app purchases from the App Store

Changes in recent times have meant in-app purchase restrictions have changed. The settings can be found under **Settings > Screen Time.**

For more information, **p**lease refer to Apple's support guide:
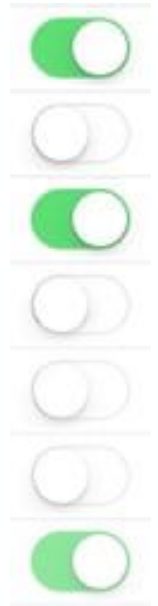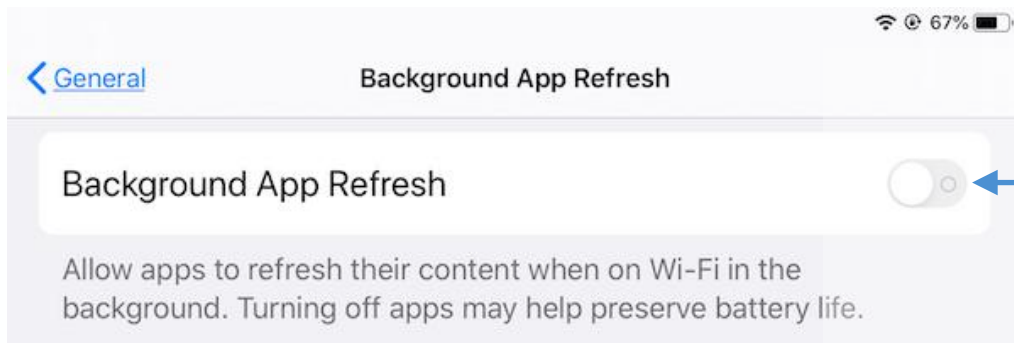https://support.apple.com/en-au/HT204396

Managing Apps

Apps Running in the Background

The apps running in the background will be using some battery power, and possibly some internet bandwidth at times when sending data to or from the internet. If you are on a cellular or mobile connection, you may incur data charges also as a result. To disable this feature follow through these steps:
Settings > **General** > **Background App Refresh** - slide button to the **off** position for all apps, or individually from the list for individual apps (the default is normally **green** for ON).

🛜 ⓒ 67% ▰

< General   **Background App Refresh**

Background App Refresh   ⟵ Off position

Allow apps to refresh their content when on Wi-Fi in the background. Turning off apps may help preserve battery life.

Apps Draining Battery Power

Apps that run in the background may drain battery power unnecessarily. To close down currently unused apps (running in the background), double press the **Home** button 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 opened 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 15 icons). You can also delete an app (and its icon). Just press the X symbol and select **Delete** from the popup box. Many pre-installed Apple apps cannot be deleted. Press the **Home** button to return to normal (the app icons will stop wiggling).

Remove an App using Settings

The **Settings** icon

You can also delete an app under **Settings:**
General > **iPad Storage**. A list of installed apps will be shown. By clicking the link for each individual app, a next screen appears showing basic information about the App Size etc. The option to **'Delete App'** is also displayed.

iPad Storage graphic

iPad   14.9 GB of 32 GB Used

● Apps ● System ● Photos ● iCloud Drive ● Media ● Other

Switch Between Apps

Double press the **Home** button and a preview of all currently paused apps will appear. Alternatively, you can use the 'scrunch' gesture *(if you know what I mean).* 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.
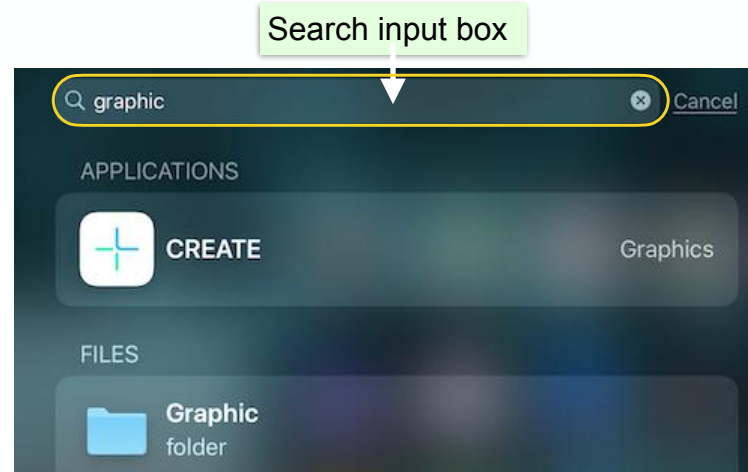
Managing Apps
(continued)

Search Installed Apps

Swipe down from the middle of the **Home screen** until a **Search Box** appears at the top of the screen *(four finger swipe works for me … sometimes)*. Type the name of the app you wish to find. Search results for installed apps will appear in a list view.

Search input box

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.
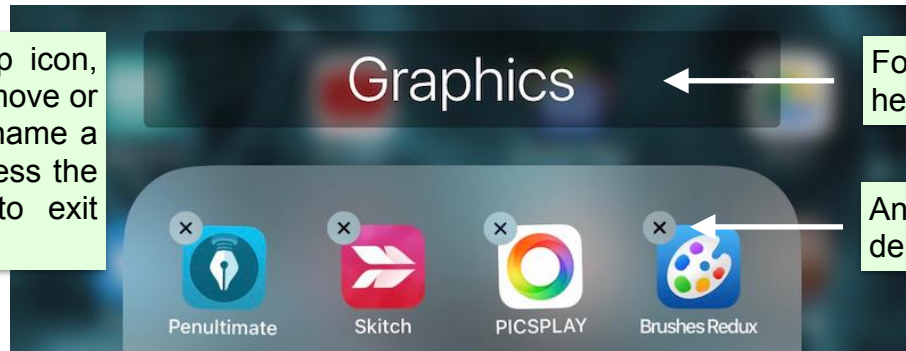
Close an Unresponsive App

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 **Power Button** and the **Home Button** at the same time *(of course, this will be different for iPad Pro with an onscreen button)*. The iPad usually shuts down after a few seconds, otherwise a red slider button should appear. Slide the button to force the iPad to shut down *(rather than just going into sleep mode)*. When you restart the device, things should be back to normal.

Managing Apps
(continued)

Press and hold any app icon, until all icons wiggle, to move or delete the icon, or to rename a folder. Once finished, press the Home Screen Button to exit 'wiggle mode'

Folder name can be edited here using the keyboard

An app icon can be deleted by pressing ✕

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 until you open the folder). 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

- Press and hold any app icon on the Home Screen to delete, move or rename

- 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 and automatically through Settings

- Apps running in the background may use battery power and/or mobile data unnecessarily

- Double press the Home screen button to:

  - view apps running in the background and close down unused apps by swiping off the screen

  - 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

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