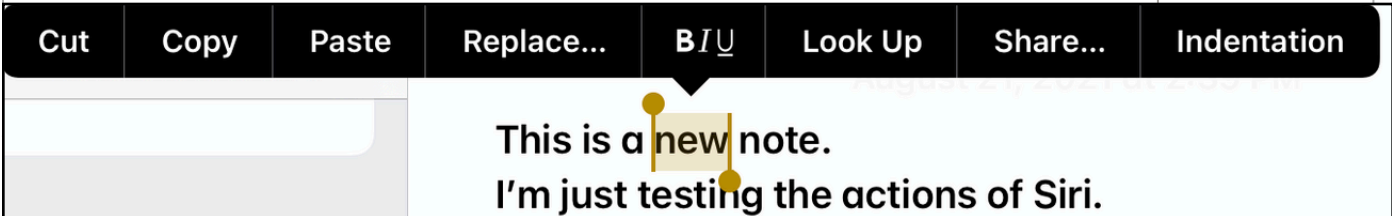
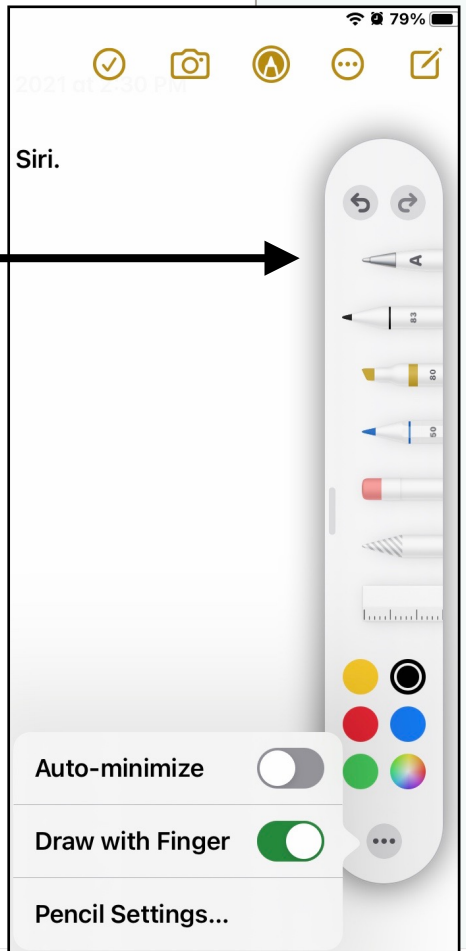
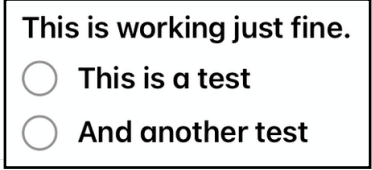
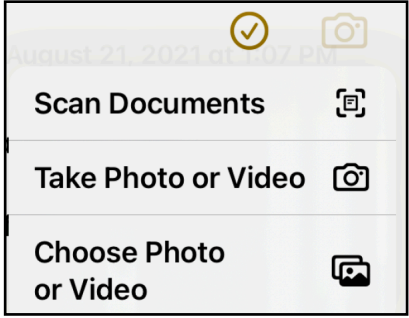


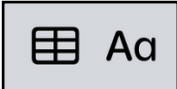
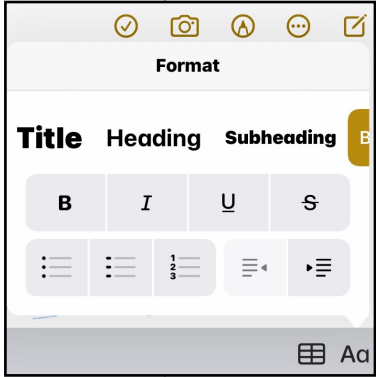
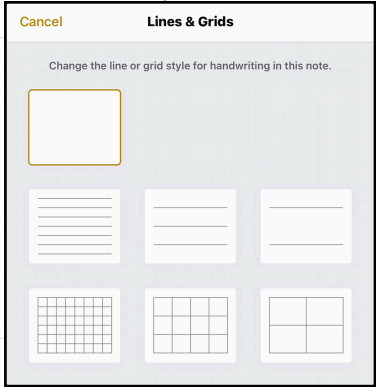

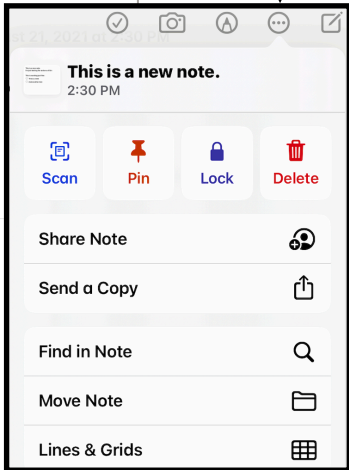
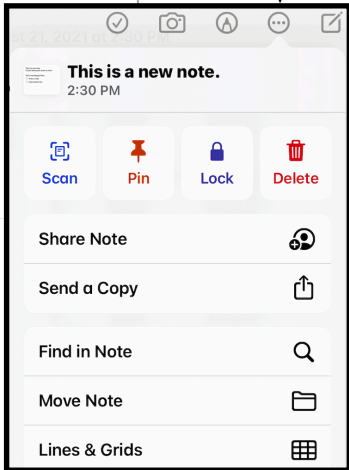
**Mary's Woods iPad Class**  
**Grace Pitzer - Instructor**

Topic	Page Numbers
<b>Chapter 19: Notes</b>	p. 355-368
Open Notes App: It will show the last note you entered	p. 356-358
Tap New Note icon in upper right (paper/pencil)	
Cursor is set and keyboard opens  Type a message  First Line is the Topic so make it brief  Shift for Capitals / Double tap Shift for ALL CAPITALS  Two Sets of Number / Symbol keyboards	
*** NOTE: Pull down on alphabet key to get the number above it.	
*** NOTE: Notes Saves Automatically	
Copy and Paste Double tap on a word to get Select Handles  Choose Formatting options	p. 359-360



Topic	Page Numbers
<p>Insert Photo or Video or Scan Tap Camera Icon</p> <p>Take Photo or Video using the Camera</p> <p>Choose Photo or video from the Photos App</p> <p>Scan Document: Using the iPad Camera</p>	<p>p. 361-362</p>
<p>Checklist: Use Circle w/ Checkmark icon Keep adding with Returns</p>	<p>p. 366</p>
<p>Draw / Sketch Use Pencil Icon</p> <p>Select tools, Finger, or pencil</p> <p>Select Colors</p> <p>Draw below the line</p> <p>Drawing becomes one block</p> <p>Can use Apple Pencil if your iPad can use one. (See page 4 for instructions.)</p>	<p>p. 363-364</p>



Topic	Page Numbers
<p><b>Apply Text Styles</b> Tap on the Aa on the top right of keyboard</p> <p><b>Choose Formats</b></p> <p><b>Bullets and numbered lists</b></p> <p><b>Indent / Outdent</b></p>	<p>p. 365-366</p>  
<p><b>Lines and Grids</b> Tap the Grid icon next to the Aa icon</p> <p>Choose the style you want on the Notes page</p>	
<p><b>Dictation</b> Siri must be enabled in the Settings</p> <p>Tap the microphone next to the Space Bar</p> <p>Start Speaking and watch your words get written.</p> <p>Must use special terms for Punctuation. (See Handout of Terms)</p> <p>You can use this with Email as well.</p>	 
<p><b>Pin to top and Lock</b> Tap the Three Dots to choose options</p> <p>Pin to top of list</p> <p>Lock (need code to open)</p>	

Use of Finger or Apple Pencil to draw or write.

**Finger:**

Markup Tool - 3 dots at bottom

Draw with Finger - ON

Pencil Setting -

    Only Draw with Apple Pencil - OFF

    Scribble - OFF

Now back to Note and your finger will work with the tools.

**Apple Pencil:**

**1. Writing turns into text**

Markup Tool - 3 dots at bottom

Draw with Finger - OFF

Pencil Setting -

    Only Draw with Apple Pencil - ON

    Scribble - **ON**

Now back to Note

Markup Tool - choose the Text Pencil tool (the one on the top with a T)

**Now what you write will turn into text.**

**2. Writing stays looking like you wrote it.**

Markup Tool - 3 dots at bottom

Draw with Finger - OFF

Pencil Setting -

    Only Draw with Apple Pencil - ON

    Scribble - **OFF**

Now back to Note

Markup Tool - choose the Text Pencil tool (the one on the top with a T)

**Now what you write will stay as you wrote it.**