

## Basic iPad Mini3 Setup for PACT

1. Turn on the iPad.
  - a. The iPads are turned completely off during storage to allow us to save the battery.
    - i. Slide to unlock.
  - b. The Wi-Fi Network set-up screen.
    - ii. You can set-up the network now or click next at the top right corner to skip.
  - c. Choose to enable or disable location services.
  - d. Create a 4-Digit passcode.
    - iii. Choose a 4 digit passcode. Then click use code and re-enter new passcode.
    - iv. **DON'T** forget your passcode, if we reset the iPad you will lose all content.
    - v. Tap "Get Started" and the iPad will be ready to use.
2. Tap the settings icon
  - a. The default opening window will be the "General" Tab listed on the left side of the screen.
  - b. You can tap on any of the Tabs to change between the different settings.
3. Setting up your iCloud account:
  - a. Tap the iCloud Tab on the left side of the settings screen.
  - b. You will have two choices here:
    - i. Enter an existing "Apple ID."
      1. For people with existing iCloud accounts: It is highly recommended that you set up a separate account for PACT unless you have nothing on your current iCloud account.
    - ii. Create a new "Apple ID."
  - c. Close the Settings window either by pinching the entire screen with all 5 fingers or by pressing the close button at the bottom of the screen.
  - d. Note: it is recommended that you set your iCloud account up so that the iPad does an automatic backup of video and pictures for the iPad. This will insure that all of your photos and videos are automatically stored in the iCloud account. You will get 5 GB free space to do this process.
4. Downloading iMovie (MAC only)
  - a. Click on the "App Store" icon
  - b. In the upper right corner in the search box tap the space - the keyboard will appear.
    - i. Enter the word "iMovie" and press enter
    - ii. Several application choices will appear however iMovie will be the first in the list. It is a purple box with a white star and a movie camera in the middle.
    - iii. NOTE: even though the App is free you will need to enter credit card information to actually download the app
    - iv. iMovie is also available for the iPad Mini 3's if you wish to get it for the iPad.
5. Closing all apps when not in use:
  - a. Double click the round close button at the bottom of the screen.
    - i. All open Apps will appear in a series of tiles.
    - ii. Swipe through the tiles from left to right to choose the app you want to close.
    - iii. Swipe UP through the app tile to close the various

### **Filming your PACT event:**

1. Mount your iPad on the Tripod or iStabilizer tripod
2. Orient your iPad in the horizontal (Long) direction.
3. Turn your iPad on.
  - a. Note: if you are going to record more than 30 minutes straight it is recommended that you plug in the iPad into the charger until you need to move around and video individual work.
4. Focus the iPad on the area of the room you wish to record.
5. Find your camera icon in the bottom taskbar and tap it to open the camera.
6. On the right hand side of the screen choose "Video"
7. To begin the video program tap the red button. It will begin recording almost immediately.
8. To stop the video press the same button.
9. Make sure your video is saved to the cloud account.
10. The iPad has 64GB of internal video which should be sufficient to film all of your PACT event without having to move your files even if it does not back up to the cloud.

### **Downloading your movies to your computer**

1. Using the lightning - USB cable plug the iPad into any computer with enough memory to hold the videos.
2. Turn on the iPad - most computers will automatically install the device. Older computers may not do this. Installing iTunes will help.
3. A window will appear on the iPad asking to trust this computer.
  - a. Click on the "Trust" choice or else files can't be accessed through computer.
  - b. **(PC Users)** You may now navigate to the iPad through the computer to find your videos. To do this click start at the bottom left. Then find "computer" tab and open it. You should then see the iPad located under portable devices. Navigate through the folders to find your content.
  - c. **(MAC Users)** The program "Photos" will usually open up automatically to import your files. If it doesn't you can open up the program by going into your applications and finding "Photos". Once in "Photos" click the import tab and the files on the iPad will come up. Now you can choose the files you want to import on your computer and click import.
4. **(PC Users)** Once you find the video files click and hold the cursor on the video you wish to copy and drag it to your desktop. This will take a few to several minutes depending on the size of the file.
5. Once your files are on the computer you can edit it from there with iMovie or Windows Movie Maker (PC Users).

**NOTE: Editing your PACT Video will be covered in the PACT Tech support class during the 7th and 8th week of the course.**