

# iPad system settings

Take control of your new iPad, including the time and date, and the sounds your tablet makes.

Your iPad lets you change lots of different settings to get it working just the way you like. This course shows how to set your preferred language, time and date, and even the sounds your tablet makes.

## What you will need

Before you begin, check that your tablet is fully charged and showing the **Home** screen. Your operating system software should also be fully up to date.

## First steps

Most of your iPad system settings are controlled from the **Settings** app. To open it:

1. Find the **Settings** app icon on the **Home** screen and tap it.
2. A list of options appears on the left of the screen. Look for **General** and tap on it. A list of **General** options will appear in the right of the screen.



Tap the **Settings** app icon to open it.

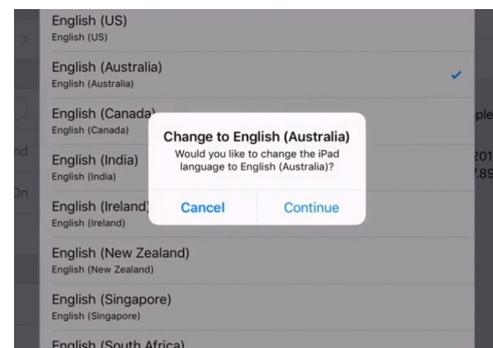
## Setting your preferred language

When you buy a tablet in Australia, it will be set to a default language called **English (Australia)**. However, if your tablet is pre-owned, or you'd prefer to use a different language, you can change it.

1. On the **General** settings screen, scroll down to find **Language & region** and tap it.
2. On the **Language & region** screen, next to **iPad language** at the top, it should say **English (Australia)**, but we'll show how to change from **English (US)**. This will make sure the iPad spells words like 'colour' the Australian way!

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3. Tap **iPad language** and a list of languages will pop up. Tap **English (Australia)** from the list.
4. Now tap **Done** in the top right of the pop-up box, and your iPad will ask you to confirm. Tap **Change to English (Australia)** and then tap **Continue** to set the new language. This might take a few seconds.
5. The iPad will return to the **Language & region** screen. Near the top, you will now see your new preferred language next to **iPad language**.
6. You can also change the **Region**, **Calendar** type, and **Temperature** unit by tapping each option.



Your iPad will ask you to confirm that you want to change the language

## Setting the date and time

To begin setting the date and time on your iPad, first tap **General** at the top of the right side of the screen. The iPad will go back to the main **General** menu.

1. On the **General** screen, tap **Date & time**.
2. The iPad will show the **Date & time** screen and you'll see an option called **Set automatically**. If the switch next to it is green, your iPad automatically adjusts for daylight savings and changes time zones when you travel.

**'Your iPad automatically adjusts for daylight savings and changes time zones when you travel.'**

3. To set the time and date yourself, you need to turn off the **Set automatically** setting. To do this, tap the green switch so it becomes white. Now the setting is turned off.
4. Next, tap on the blue text under **Time zone**. A scroll wheel showing the date and time appears.
5. Using the scroll wheel, scroll through the options to set the current date and time.

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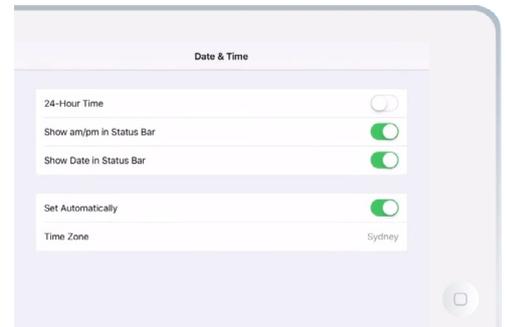
6. To change the **time zone**, tap the grey city name above the blue date and time text.
7. Use the keyboard to type a city or town name. When the name you want appears under the **Search bar**, tap the name to set the time zone, time, and date for that location.

You've successfully set the time, date, and time zone on your iPad. When you're ready to keep going, tap **General** at the top left of the screen to go back to the **General settings** page.

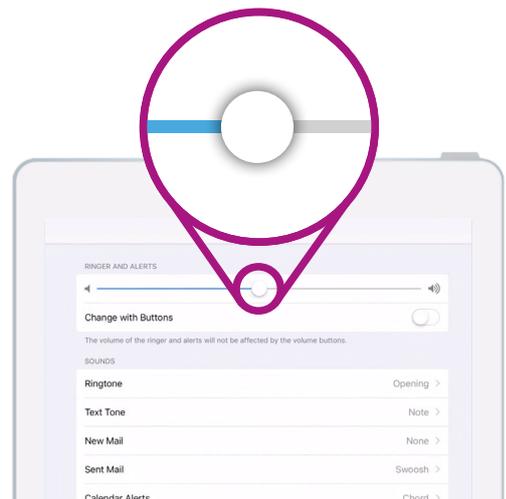
## Changing iPad sound settings

To get ready to change your iPad's sounds, look at the **Settings** menu on the left of the screen. Find the **Sounds** option. It's just above **General**.

1. In the left of the screen, tap on **Sounds**. A list of sound options will appear in the right of the screen.
2. To change how loudly your iPad rings, look for a bar under **Ringer and alerts**.
3. Use your finger to move the slider to the left to turn the volume down, and right to turn the volume up. This changes the volume of alert sounds too.
4. The buttons on the side of your iPad normally change how loudly the tablet plays music and video. But if you'd prefer, you can use the buttons to change the volume of the ringer and alerts. Tap the white switch next to **Change with buttons** to turn it green. This turns the setting on. It's best to leave **Change with buttons** switched off, so you don't accidentally turn down the ringer and miss your next tablet call! Tap the switch to turn it white, which means the setting is turned off.



When the switch is green, your iPad sets time and date automatically



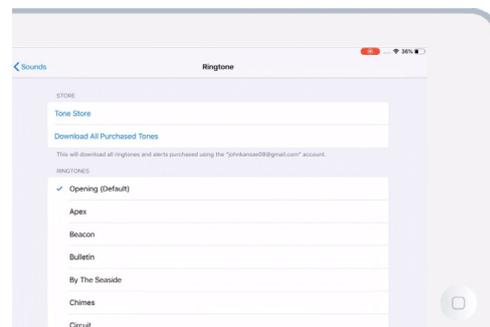
Move the slider to the left to turn volume down, and right to turn volume up

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## Changing the Ringtone

The ringtone is a little tune your iPad plays using the ringer, when somebody calls you on FaceTime. You can change this to something you like, or something you find easier to notice.

1. From the **Sounds** menu, find and tap **Ringtone** on the right side of the screen.
2. You'll see a list of ringtones. Tap one to play it. After hearing the ringtone you like best, tap **Sounds**, at the top left to set it. Your iPad will go back to the **Sounds** menu.
3. You can also change the sound your iPad makes when you receive an email. Find **New mail** on the **Sounds** menu and tap it.
4. Just like you did with the ringtone, listen to some options from the list by tapping each one. To set the one you like best, tap **Sounds** in the top left of the screen.



Tap each ringtone on the list to hear a preview of what it sounds like

**'Take some time to explore more of the Sounds settings and adjust them so they suit you.'**

## Turning off keyboard clicks

The **Sounds** menu lets you adjust a range of other sounds your iPad makes. You might find some of these sounds useful, and others annoying.

You might want to turn off **Keyboard clicks**, for instance, so that your iPad doesn't make a noise each time you tap a key on the keyboard.

For all the settings, tapping the switch next to the sound option turns it on or off. When the switch is white, the setting is off.

Take some time to explore more of the **Sounds** settings and adjust them so they suit you.