

iPad Basics: AirDrop

Introduction

This is a brief overview of how to use the iPad share images with other Mac devices via AirDrop.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Sharing images using AirDrop on a Mac computer, iPad, or iPhone (please note that sharing documents from other apps works in a similar fashion)

This tutorial assumes

- that you have an iPad
- that both devices you are using have Bluetooth enabled.

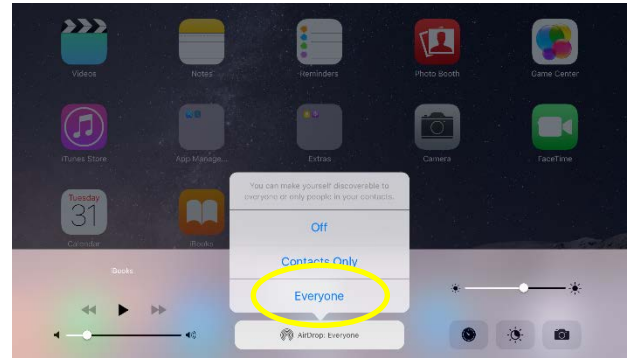
Case Study

Main Street Elementary School went on a school field trip. Principal Harker took photos of the day, and the Grade 7 class is tasked with creating a Keynote presentation of the day, using the photos. Principal Harker needs to transfer the photos from her iPad to the iPads the students will be using. She decides to use AirDrop.

AirDrop from iPad or iPhone: Set Up

1

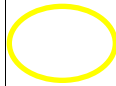
Swipe up from the bottom of the screen of your iPad (or iPhone). Tap **AirDrop**. In the popup menu, tap **Everyone**. Your device will now be visible to other Apple devices via Bluetooth. Tap the middle of the iPad screen to exit this menu.



AirDrop from iPad or iPhone: Sending

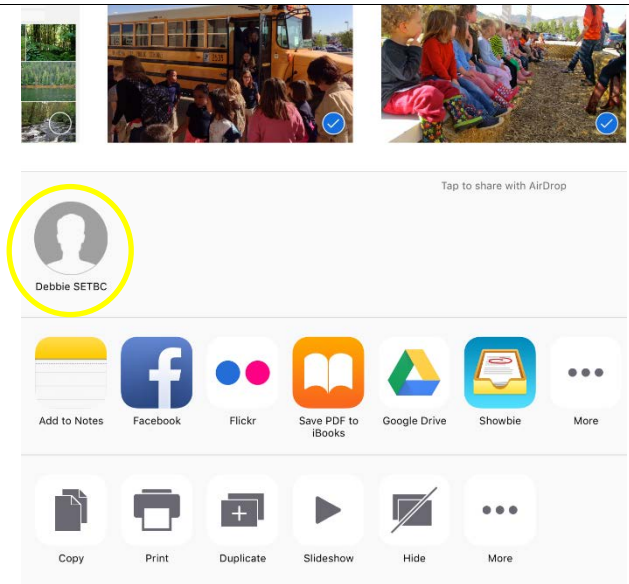
1

Open your photo library on your iPad (or iPhone). Tap **Select** in the top right corner. Tap the photo(s) you wish to share. Tap the Share icon in the upper left corner.



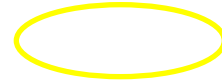
2

You will see three rows of options; the top row is labeled **Tap to share with AirDrop**. You will see labeled circular icons. Tap the icon with the name of the iPad you wish to send the photos to.



3

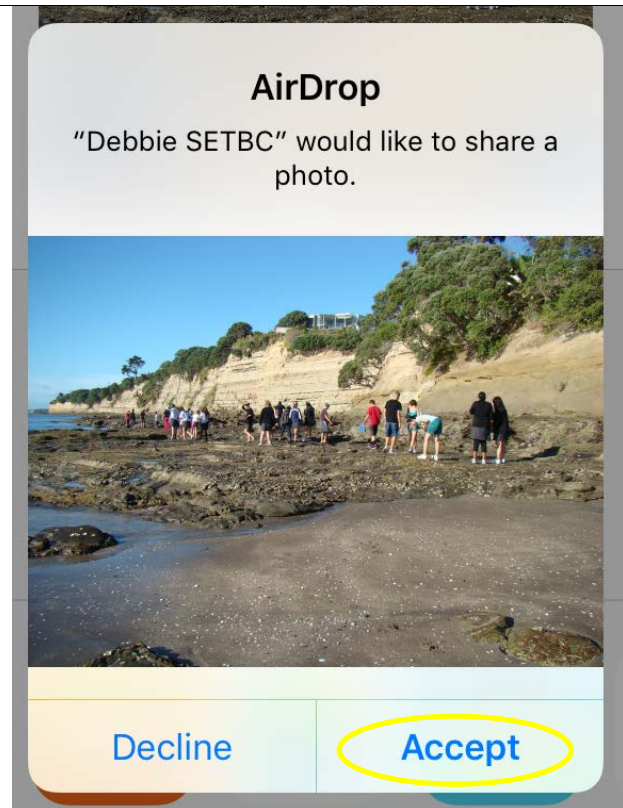
You will see when the photos have been sent.




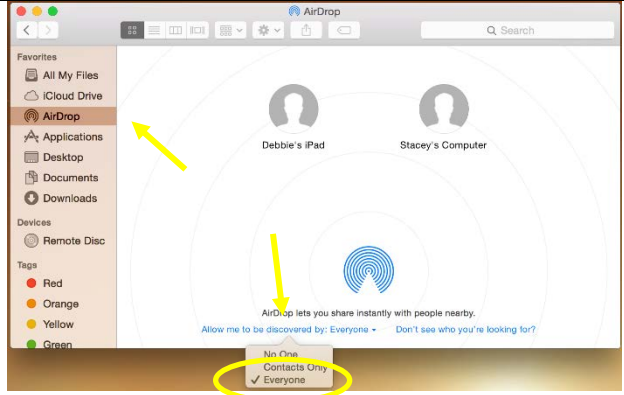
AirDrop to iPad or iPhone: Receiving

1


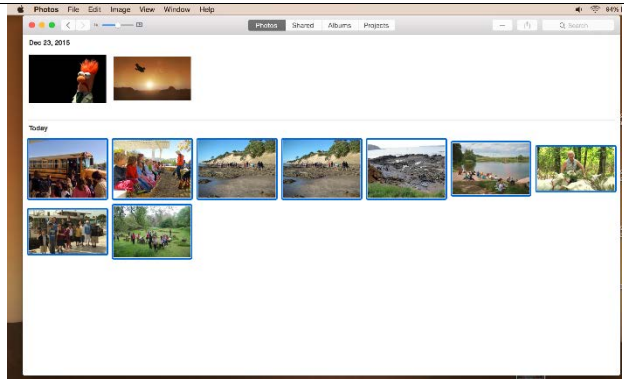
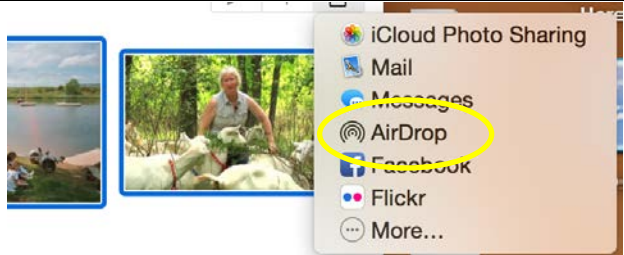
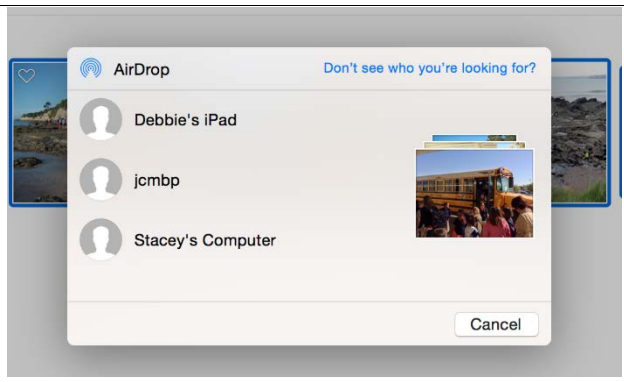
You will receive a notification on your iPad (or iPhone) that you have been sent a photo(s). Tap **Accept**. The photo(s) will now be in your photo library.



AirDrop from Mac Computer: Set Up

1	<p>Open Finder.  Click AirDrop in the left-hand column. Click Allow me to be discovered by: at the bottom center of the Finder window. Your Mac will now be visible to other Apple devices via Bluetooth.</p>	
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AirDrop from Mac Computer: Sending

1	<p>Open Photos.  Select the photos you wish to send. To select multiple photos, hit shift and click on the first and last photos.</p>	
2	<p>Click the share icon. Select AirDrop from the popup menu.</p>	
3	<p>You will see labeled circular icons. Click on the device you wish to send photos to.</p>	

4	You will see when the photos have been sent.	
AirDrop to Mac Computer: Receiving		
1	You will see a notificaton in the upper right corner of your screen. Click Accept . The photo(s) will now be in your Downloads .	