



On your iPad, click on the link and follow the directions below:

https://www.icloud.com/iw/#keynote/BALvvWrsWsCcSAYlkWGBBy357iw45roe4liOF/LHS_iPad_Lock_Screen

1. After clicking on the link, there will be a message that says that Mrs. Crowe has shared a Keynote presentation "LHS iPad Lock Screen". Tap on the blue **Download** button at the middle of the screen.
2. Choose a download format: Tap **Keynote**.
3. Once you see the presentation on the screen, look for the **Open in "Keynote"** option in the upper right-hand corner of the presentation slide. If you do not see that option, tap on the slide once and look for the Open in Keynote option in the upper right-hand corner of the slide.
4. Keynote will open, and you should see the LHS **iPad Lock Screen** presentation. Tap on the presentation.
5. Once the presentation opens, double-tap on the First and Last Name text box. Your iPad keyboard will appear on the screen. Replace the information in the box with your information--First and Last Name. For the barcode number, look on the back of your iPad for the number (for example: A009000000). ***Do not adjust the size of the font or the image or else the image will not fit on your lock screen.***
6. Tap the play button. Take a screen shot by holding down the sleep/wake button and the home button at the same time.
7. Now go to **Photos** on your iPad. Find and open up the lock screen photo you just created.
8. In the bottom left-hand corner of the screen, there is an icon that looks like a box with an arrow pointing up. Tap on that icon.
9. On the toolbar at the bottom of the screen, tap on the **Use as Wallpaper** icon.
10. Center the photo on the screen by placing your finger or stylus on the photo and moving it around until you can see all of your name and the barcode number.
11. On the bottom of the screen, choose **Set Lock Screen**.