

How to take photos on an iPad – step by step guide

Please contact the Allied Health Assistant or your Occupational Therapist if you are experiencing any difficulties.

Allied health assistant (AHA)

Contact number

03 9810 3036

Email address

AHA@accesshc.org.au

Occupational Therapist

Contact number

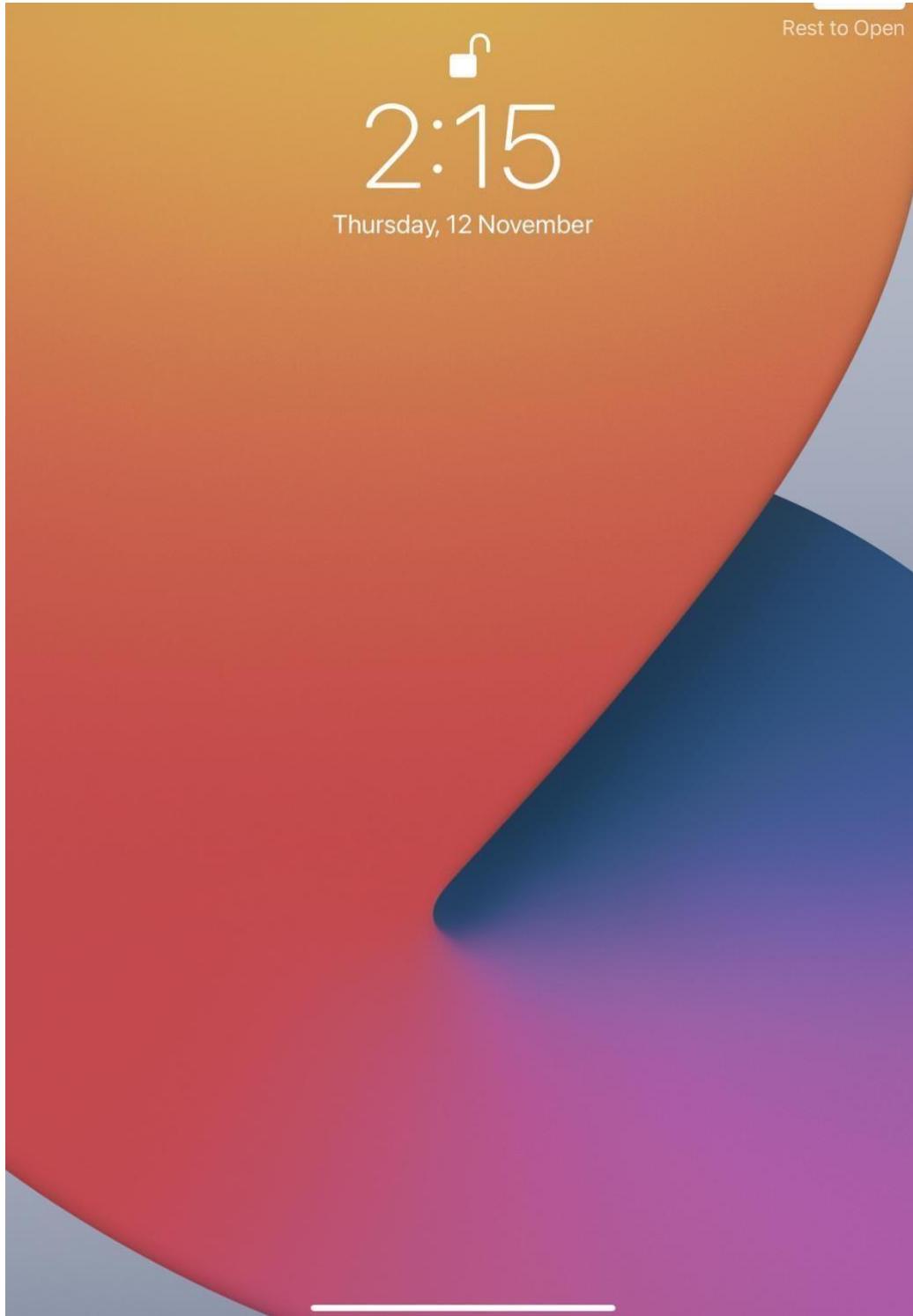
Email address



ACCESS
Health & Community

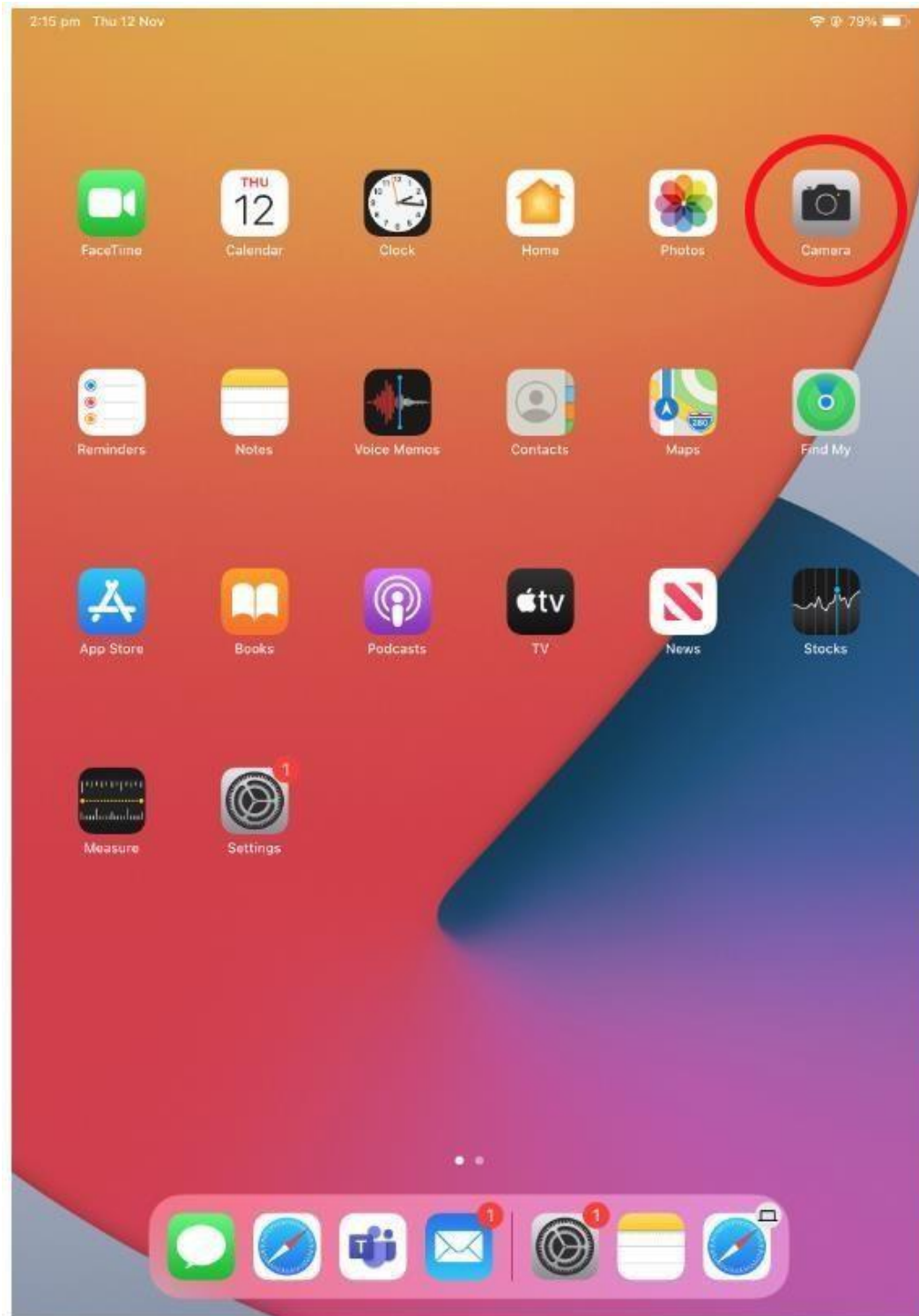
Step 1

Unlock your screen/iPad



Step 2

Click on camera icon (circled red)



Step 3

Position your camera on what item or area you would like to take a photo of and click the white button (circled red) to take photo



Step 4

Once you have taken the photo, it will appear next to the white button, please click here (circled red)



Step 5

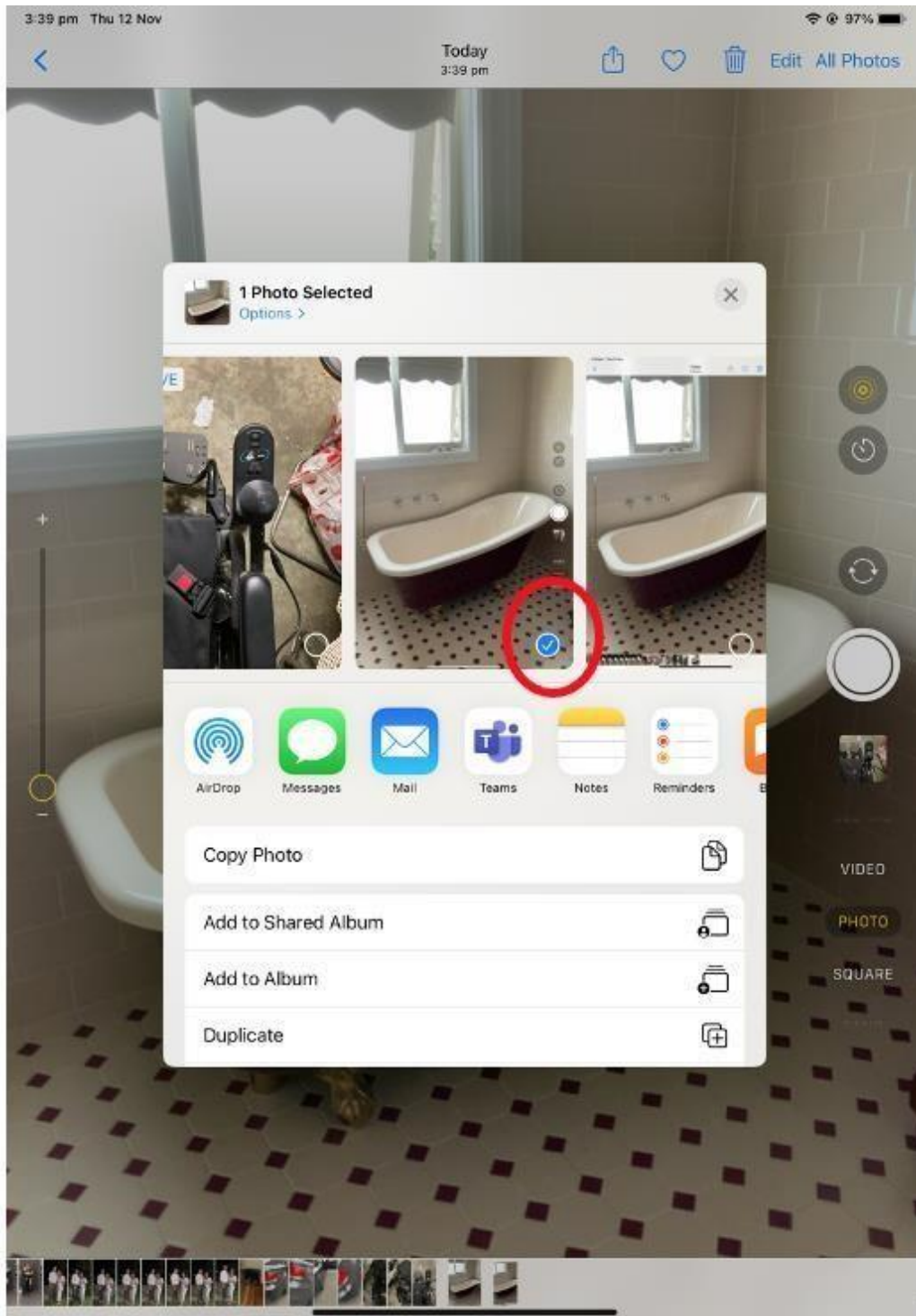
Ensure you have taken a clear photo, if you are happy with how it looks please click the send button (circled red)



Step 6

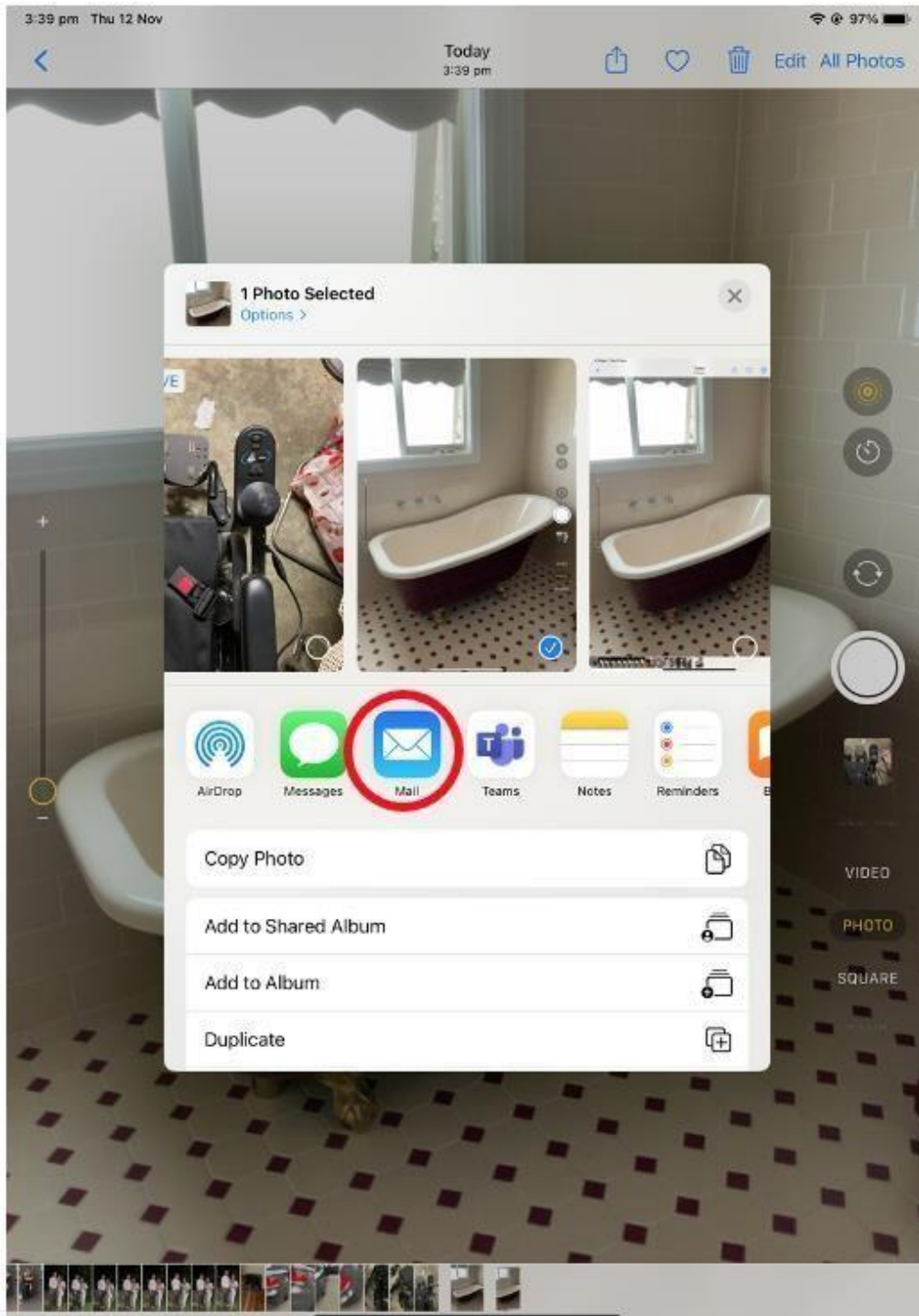
Please ensure you tick the photo/s you would like to send; you can select more than one.

A blue tick will appear once selected (circled red)



Step 7

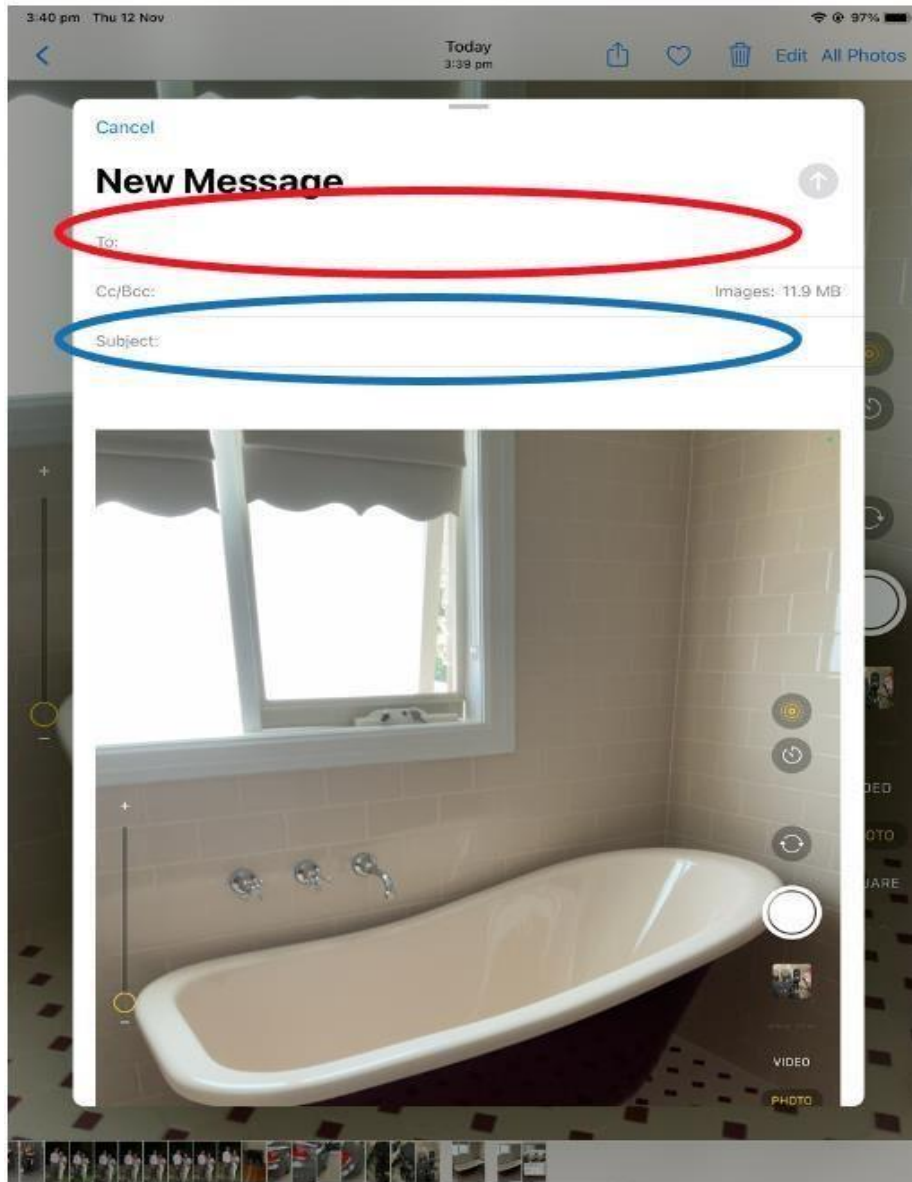
Once you have selected which images you would like to send, please click on mail (circled red)



Step 8

Please ensure you type in the correct email address in the 'to' section circled red

Please ensure you type in the clients initials and images of home in the 'subject' section circled blue



Step 9

Once you have entered the appropriate email address and subject, please click the send button (circled red)

