iPad Tips and Tricks

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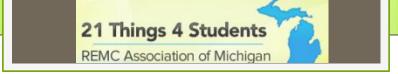
Free is Good

- iPad Users Guide – Free download
  - http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf
- Video guided tours from Apple of all the preinstalled apps
  - http://www.apple.com/ipad/videos/

Resources

- http://www.pcworld.com/article/222186/28_ipad_2_tips_and_tricks.html

- http://www.apple.com/support/ipad/morefeatures/

Browsers that show Flash video

- The following are browsers considered "Flash friendly"
- Rover
- skyfire
- Photon (click on the lightning bolt)

ScreenCapture (screenshot)

- **Home+Power**

- Press *Home* and the sleep/wake button simultaneously. The screenshot will automatically appear among your photos.

Reset & Force Quit

- How to reset it without turning it all the way off and on again
  - Power + Home
  - Just a few seconds
- Force Quit – when a program freezes or you want to exit quickly
  - Home + return to the main screen

Sharing or Saving

- To transfer a file, click the share button in the upper right-hand corner and email it to yourself or someone else as an attachment

- When the option is offered in the program you can also save it to your dropbox

Settings that help

- **Side Switch** (General setting)
  - Enable and disable audio alerts vs
  - Lock the orientation to landscape or portrait
- **Multitask**
  - Press Home 2x to see running or suspended apps
  - Swipe the multitasking bar (at the bottom) left or right to access iTunes and volume controls

Running Apps

- Double-tap the home button to see currently running (recently used) apps
- To close them hold and tap the –
  - It won't remove the app from the iPad
- If an app is acting up, this is one way to go back to it if you get frozen

4-finger Swiping/Pinching

- Be sure this is turned on in Settings
- Swipe the multitask bar to quickly access mute audio settings
- *Note – you won't want this turned on with little kids*

Onscreen keyboard tip: Period-space

- To insert a period at the end of any sentence and a blank space.
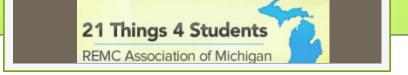 - Tap Tap on the space bar (tap twice.)

Copy and Paste

- Tap and hold down on the text, drag the little circle to the end of the text you want to copy and select copy
    - Go to another app, tap and hold down, and select paste
- Whole paragraph! Tap and hold down on a paragraph 4 times to select all of it

Onscreen Keyboard: Degrees

- There are two ways in which you can insert the degree symbol in your text:
  - Either switch to the numeric keyboard and hold the '0' key
  - Or on the regular ABC keyboard, hold the 'O' key (that's the alphabet O)

Onscreen Keyboard: Dash and Quotes

- To get a longer dash, hold and select on the – key
- To get different parenthesis hold and select the " key

Onscreen Keyboard: Browser URL's

- When using the Safari browser and you are typing in an address with an ending other than .com, touch down on the .com key and slide to a different selection

Onscreen keyboard: Mail addresses

- In the mail program, you can select other .xxx endings by holding the . Button and selecting the alternate one desired

Onscreen keyboard: #'s and @

- If you want a # number press and hold the .?123 key and slide up to the number desired.
- If you want the @ symbol and are on the alpha keyboard press and hold the .?123

Picture Frame

- **Use the iPad as a picture frame:** Not for physical photographs, silly.
- You can press the Picture icon in the lower-right corner of the Lock screen to have the iPad display its available photos.

Changing the screen background

- Go to the settings menu
  - Select Brightness & Wallpaper
  - Click on the > arrow next to the wallpaper images
  - Select from Wallpaper images included
  - Select from your Camera Roll or Photo Stream

Delete unused apps

- Hold down on the app until it wiggles and you see the x in the corner of it.
- Click the x
- Confirm
- If you purchased it – you can reload it later from your list of apps you purchased

Extend Battery Life

- Fetching Frequency
  - Change the Push and Fetch settings
  - Settings>Mail>Contacts>Calendars>Fetch New Data