



iPad TIPS AND TRICKS

- When typing, you can press the Space key twice. This will insert a full stop / period, then a space and it will also capitalise the next letter.
- To rename a folder, press and hold on the folder. It will start to wiggle. Then press the folder once again and a bar will appear allowing you to change the folder name. When finished typing, just press the Home key.
- If you have been browsing sites you don't want others to know about, then you can clear the browsing history. Go to Settings - Safari - Clear History. You can also clear Cookies or your Cache there also.
- As you probably know, you can press the Home-key twice to display the multi-tasking bar. You can then swipe the bar left or right to display more options. These include: audio/video playback control, a shortcut to the iTunes app and volume controls.
- If you have a site that you visit frequently, it might be handy to create a shortcut on the desktop. First, open the website that you want to add. Then press the + next to the URL field. Then select Add to Home Screen from the drop-down list.
- If you are typing and make a mistake, you can position the cursor on some previous words by simply pressing on that location. If you want to find tune this however, you can press and hold. Then the cursor will be inside a Magnifying glass allowing you to more easily find your desire location to edit the text.
- You can change the functionality of the slide-switch on the site. From the homescreen, go to Settings, then General. Then under Use Side Switch you can set it to the desired function.
- If you want to add your Google calendar to the iPad's standard calendar App, then here's how: Go to Settings - Mail, Contacts, Calendars. Then press Add an account. Then press Other. Press Add CalDAV account and then enter your Google Account username and password. The server should be: www.google.com. Then exit the settings menu and go to your Calendar. Your Google calendar events should now appear.
- Take a picture or save an image you want as your homescreen. Then go to Settings - Brightness & Wallpaper. Flick to the right and go to Saved Photos. Then select the image and press Set Lock Screen or Set Home Screen (or both).
- If you have been reading a long web page and want to quickly return to the top, simply double press the Title bar at the of the iPad's screen. This will quickly scroll the page to the top.
- In order to see Streetview, while in your Maps App, you need to first drop a pin (by doing a search). Then a Streetview icon should appear. Press that to enter Streetview mode.
- The Mail App allows you to preview 2 lines of each email, which can be quite handy. Sometimes however, 2 lines isn't enough. Fortunately, you can change this. Go to Settings - Mail, Contacts, Calendars. Then change the Preview option to add more lines.
- If you use your iPad to watch Youtube videos in Portrait mode, the information will be displayed in the bottom half of the screen. To watch the video in a larger format, you can turn the iPad to Landscape mode. To remove the black bars from above and below the video however, you need to double tap on the video.
- To create a playlist, go to the iPod App and click on the + icon at the bottom-left of the screen. Then give your playlist a name. Then go through an add songs to the playlist. To remove them you will have to press Done first, then go back and remove them.
- If you want to enter an apostrophe in various Apps, including Mail, Notes and Calendar entries, then press and hold the ' key. Then slide your finger up to the apostrophe. This saves having to use the second keyboard menu, which is slower.
- If you receive an email attachment, but want to open it with a different App than the default one, then you can press and hold the attachment. A menu will appear allowing you to chose a different App.
- If you're using a 3G iPad, you can turn toggle data roaming when you don't want to use your network (for example, when you are in another country). From the homescreen, go to Settings, then Cellular Data and change it there. Be aware that this can incur high charges.
- If you accidentally delete an App, then there are two ways to get it back: 1) Assuming you have Synced your iPad since you downloaded the App, then you can get it back through iTunes. Just open up iTunes and open the Apps tab. Then just recheck the box for that App. 2) Without connecting to iTunes, you can go to the iTunes App Store and find the App. iTunes should say that you have already bought this App. Just press the option to re-install it again. It won't charge you, as long as it the correct App.
- If you want to copy a lot of music to your iPad which is in a high quality format, then you can automatically force iTunes to compress the files while syncing. Open iTunes and go to Summary and change the settings there.



- Taking a screenshot of whatever is on your iPad's screen is easy. Simply press Home and the Sleep/Wake button at the same time.
- By default the Bookmarks bar is not always displayed in Safari. If you regularly visit some sites, then it is a good idea to always show this bar. Go to Settings - Safari. Then turn 'Always Show Bookmarks Bar' to On.
- If you prefer your iPad not to click when typing, then you can turn this off by going to Settings - General - Sounds. Then change Keyboard Clicks to Off. You can also adjust the volume using your slider.
- Did you know that Amazon has a free Kindle reader for the iPad? Well you do now. With this App, you can download eBooks from Amazon and save money over Apple's inflated prices.
- If you want to find text within a web page, you need to enter the word (or phrase) in the Google search bar at the top of the page. You should see a list of suggestions appear. At the bottom of the suggestions list you will see 'On This Page', which will show you how many times the word (or phrase) appears on the page. Press Find to go to the first occurrence of the word.
- There are two ways to get PDFs to your iPad: The first is to simply email one to yourself, which will open in iBooks. The other is to sync them in iTunes. To do this, open up iTunes and drag and drop your PDF/s. Then to Sync, go to the Books tab in iTunes and select the files you want to Sync. Then Sync your iPad and go to iBooks. You will see the PDFs that you have synced.
- If you listen to music on your iPad, make sure you adjust your EQ. Go to Settings - iPod - EQ. Then chose the style of music you most often listen to.
- Some movies or videos look better in widescreen. To change the setting, go to Settings - Video. Then change Widescreen to On.
- If you want to put two or more Apps in a folder on your homescreen, simply press and hold on an App. Then drag that over the top of another App. A folder will be created containing both Apps. You can then drop more Apps into this folder.
- By default, your iPad will add 'Sent from my iPad' beneath emails that you send. You can turn this off, or change it, however. Go to Settings - General - Mail, Contacts, Calendars - Signature. Then change it there.
- While in the Maps App, you can view the local traffic conditions. First you need to ensure you have an internet connection turned on. Then in Maps, press in the bottom-right corner (the rolled up map icon). Then select the Traffic overlay. Maps will then display driving conditions. Green - traffic is going at the correct speed limit Yellow - traffic is going slower than the speed limit Red - traffic is stopping and starting
- You can change the font size on your iPad. To change the font size: Go to Settings - General - Accessibility. Then select Large text.
- When you bought iPad you are not provided with manual but manual actually helps you to understand each and everything. You can download it from <http://support.apple.com/manuals/> And you can even read it on iBooks if you have installed it on your ipad. After reading this manual you will be able to explore many new things.
- If you want to send photos through email it's very easy, open the photos app then choose a photo which you want to send and press the rectangle button with right arrow on upper right corner and select email photo to send your pictures.
- Save Images while Browsing the Web - Want to save an image that you find somewhere? Just tap and hold on an image on any web page, and you'll be prompted to save the image
- Copy and Paste Text from One App to Another - Just tap and hold a word, then use your finger to drag to select more text, and then Copy it. Go to the other application, tap and hold in the input box, and then use Paste. Easy! Want to select a whole paragraph the easy way? Just tap it 4 times to highlight the entire paragraph, then use Copy.
- What does your website look like on an iPad? - iPad Peek is a web based tool that allows you to enter any given URL, and it will display that page the same way Safari on the iPad does. Great for web site owners who don't have access to an iPad. Go to <http://ipadpeek.com/>
- You can connect the iPad 2 to your HD television using Apple's new Digital AV Adaptor (which connects from your 30-pin Dock adaptor to a HDMI port) or a plain old Apple VGA Adaptor. Both are available from the Apple Store. The iPad 2 supports video mirroring, so your entire Home screen will appear on the TV, not just the videos you play.
- Whenever you see the AirPlay icon on your iPad it means you can stream whatever media you're viewing to your Apple TV, which is usually connected to your living room TV. All you need to do is tap the AirPlay icon (which looks like a rectangle with a triangle in it) and it starts playing automatically - it's so simple!
- Want to add your Google Calendar to the iPad's Calendar app? No problem. In Settings open Mail, Contacts, Calendars. Add an account and tap on Other. Tap on Add CalDAV Account and enter your Google Account credentials (the Server is www.google.com). Exit the Settings app and tap on the Calendar app and all your



events should appear. By default all calendars are displayed, but you can tap on the Calendars button to choose which ones are shown.

- To type a capital letter on the onscreen keyboard you first tap the left or right shift key, then the letter. If you need to type a whole word in caps this can be painful. Save time typing in caps by turning the caps lock on. To do this double tap on either shift key.
- When you hold down on a word to copy it, choose Select, then you will see a new option: Replace. Tap this and, you can see suggestions for alternative words that have similar spellings. It's a good way of quickly correcting typos.
- The iPad screen is extraordinarily bright, this is wonderful for daytime use but give your eyes some rest in dimmer environments and at night time by manually adjusting the brightness, just double-tap the Home button and swipe right until you see the brightness indicator, and adjust manually as the lighting fits.
- Turn Off Auto-Brightness. Just turning Auto-Brightness off (under Settings > Brightness & Wallpaper) and setting the brightness to a comfortable level that's around the midway point on the brightness slider (or a little lower if possible) will give a very nice boost to your iPad battery life.
- Make AutoCorrect work for you by teaching iOS to transform shorthand (such as "omw") into common phrases (like "on my way") using iOS 5 shortcuts. Simply navigate to Settings, General, Keyboard, and select Add New Shortcut. Type the phrase you want to shorten in the Phrase field, and then type the shortened version you want to use in the Shortcut field.
- Enable multitasking gesture controls in any iPad running iOS 5 or later by navigating to General, Settings and toggling Multitasking Gestures on. Now you can place four or five fingers on the screen at once and swipe them left or right to switch between open apps, or swipe up to display the multitasking bar. You can pinch your fingers together on the screen to return to the iPad home screen.
- Use the Split Keyboard - Typing while holding the iPad is made much easier by using the split keyboard. Just pull apart the keyboard by swiping with both thumbs from the center outward, or tap the little keyboard icon in the lower right corner and pull it up, the keyboard will split in two and be much easier to type on using your thumbs while holding the device.
- Use Speech Dictation - Speaking of typing, why type when you don't have to? The dictation feature works really well, just tap the little microphone icon and speak, tap it again when you're finished for your words to be translated into text
- The darker the wallpaper, the more you'll see screen smudges and glare. Try to use a lighter wallpaper image and you won't see all the oils and fingerprints nearly as much
- How to Close a Running App - The iPad doesn't need you to close a running app for every instance. But in some cases like playing a game, you may need to actually close the app in order to start a new level rather than continuing the last. Here are the steps to follow:
 - *Click your iPad's Home button to minimize the app if it's running.*
 - *Double-click the Home button to see a row of running apps at the bottom of the screen.*
 - *Touch and hold any icon until the icons start wiggling, then tap the minus sign on the icon of the running app to close it.*
 - *Double-click the Home button again to hide the row.*
- How to Remove an App - Installing apps from the App Store to your iPad is convenient, likewise removing them is pretty straightforward.
 - *Touch and hold an icon on your screen until the icons start wiggling.*
 - *Tap the X sign on the icon of the app you want to remove.*
 - *Select the Delete button to confirm.*
 - *Repeat the same for others and click the Home button to finish.*
 - *Note: If you have synced your apps with the iTunes on your computer, uncheck this app in the iTunes or else it will be restored to your iPad when syncing.*



- How to Pause an App Install - If you're downloading or updating more than one app at a time from the App Store, it shows the first one as "Loading...", and the rest "Waiting..." But some apps can be very big and take time to download, and you need to get the one waiting to download first. That's easy:
 - *Tap the one which is loading, it will then be paused and the next one waiting in line starts loading.*
 - *Repeat the same to the rest until the one you need to start loading.*
 - *You can also tap the one which has been paused to start waiting, or loading when no others are loading or the rest are paused.*
- How to Re-arrange Icons - When you install new apps to your iPad, the system stacks up the icons automatically without asking you to select a home screen. But you can subsequently re-arrange the icons on the home screens and on the Dock.
 - *Touch and hold any icon on your screen until the icons start wiggling.*
 - *Drag an icon to a different spot on the screen, or even to or from the Dock, which allows for six icons.*
 - *You can also drag an icon to the left or right edge of the screen until it starts sliding, then drop the icon to another screen.*
 - *Click the Home button to finish.*
- How to Create, Rename and Remove Folders - Other than the apps on the dock, sometimes it's difficult to quickly look for an app to open if you have many icons spreading across a few screens. Why not create a folder to group similar apps together? It's much easier than you might think.
 - *Touch and hold any icon until the icons start wiggling.*
 - *Drag an icon over the top of another. The system then automatically makes a named folder, with the two icons put under it. Drag more similar apps to the folder when needed.*
 - *Click the Home button to finish.*
 - *You can rename a folder at any time—touch and hold the folder icon to make it wiggle, tap it to expand, then edit the folder name after selecting it.*
 - *While the system auto creates a folder for you, it does the same to removing a folder automatically—make the folder icon wiggling, tap it to expand, then clear all items inside the folder either by dragging them out or deleting them one by one, and the empty folder clears by itself. Smart?*
- How to Type Special Characters - If you often need to switch between the on-screen Alphabet and Number keyboards just to type quotation marks in a sentence, then why not check out below to find out more?
 - *While on the Alphabet keyboard:*
 - *' (single quotation mark) => touch and hold the Comma key (,)*
 - *" (double quotation mark) => touch and hold the Full-stop key (.)*
 - *Turn caps lock on/off => double-tap the Shift key to lock, single-tap to unlock.*
 - *Special letters not on the keyboard? => touch and hold a key, then slide to choose a variation. (See the screenshot).*
 - *Need just a digit or symbol from the Number keyboard? => touch the .?123 key and slide to a digit or symbol key, and you're back to the Alphabet keyboard automatically.*



- While on the Number keyboard:
- Symbols not on the keyboard? => touch and hold a key, then slide to choose a variation, or tap the #+= key to find out more.
- Often type an equation? => touch and hold the #+= key, tap a sign and you're back to the Number keyboard when you release the #+= key.
- Need just a letter from the Alphabet keyboard? => touch the ABC key and slide to a letter key, and you're back to the Number keyboard automatically.
- How to Type Smiley or Emoji Characters (iOS 5 only) - Now you don't need to rely on third party software to type smiley or emoji characters as the iOS 5 includes a built-in Emoji keyboard, which you can enable.
 - Go to Settings > General > Keyboard.
 - Tap "International Keyboards" and "Add New Keyboard..."
 - Select "Emoji".
- To type a smiley or emoji character, tap the "International" key on the keyboard (or touch and hold the key, then slide to Emoji), a plethora of emoji characters are then at your fingertips.
- How to Cut, Copy and Paste - This looks simple but can be tricky sometimes when you use different apps. In general, these steps can be used in Mail or some other apps:
 - Double-tap to select a word, or tap once with two fingers to select a paragraph. (Note)
 - Drag the handles to adjust the area if needed, then select Cut or Copy.
 - Tap an insert point then tap the cursor, or more directly, touch and hold an insert point.
 - Select Paste.
- Note: Step 1 doesn't work in a browser like Safari since "double-tap" has been used to enlarge a webpage. Instead, use "touch and hold" to copy text or an image. If "touch and hold" shows a block on a certain webpage, try "tap and touch-and-hold".
- How to Undo and Redo by Shaking - When you accidentally cut away some text and need to undo your last action using such apps as Mail or Notes, you can tap the Undo key on the Number keyboard. To redo, switch to the Symbol keyboard, then tap the Redo key. As an alternative, you can also shake your device to undo and redo, like this:
 - After deleting some text, hold your iPad firmly with your both hands and give it a quick shake, and the Undo button (like the screenshot) slides in for you to undo.
 - To redo, shake it again, but don't drop your iPad!
- How to Lock Screen Orientation - The iPad screen switches to either the portrait or landscape view in response to the way you hold the device. What if I want to lock the screen orientation to one view so that the screen doesn't rotate to another? Easy.
 - Double-click your iPad's Home button to see a row of icons at the bottom of the screen.
 - Flick right until you see the Orientation icon (see the screenshot).
 - Hold the device to the orientation you want and tap the icon to lock it.



- *To unlock it, tap the Orientation icon again.*
- How to Print Screen - Where's the PrintScreen button when you need to take a screen shot of your iPad? Instead of using one button, try a combination of two:
 - *Press and hold down the Sleep/Wake button at the top right corner of your iPad, and click the Home button.*
 - *Open the app Photos, and you can see your screenshot already saved in the Camera Roll album.*
- How to Use a Built-in Dictionary (iOS 5 only) - Don't know the meanings of a word when reading an article in a web browser or ebook, a text message in an email or some where? No problem. A dictionary is always around with you as it has been built into the iOS 5. To use it:
 - *Touch and hold to select a word.*
 - *Tap "Define" (or "Dictionary" in some apps like iBooks).*
 - *The dictionary slides up and the word is defined. This however does not apply to proper names or words which have not been defined or recognized in the built-in dictionary.*
- How to Change a Mail Signature - Each time you send out an email using the Mail app, it adds a signature "Sent from my iPad". If you dislike this signature, clear or replace it with your own.
 - *Open Settings, select "Mail, Contacts, Calendars", and tap "Signature" on the right panel.*
 - *Clear the signature "Sent from my iPad", or replace it with your signature or name.*
 - *Tab the "Mail, Contacts..." button when done.*
- When you have a Bluetooth keyboard connected to your iPad, the virtual keyboard will cease to appear. However, what if, for some random reason, you needed that virtual keyboard? Don't unpair your Bluetooth. Just hit the eject key on Apple's physical keyboard. It'll bring up the virtual one