



## 20 iPad Tips and Tricks

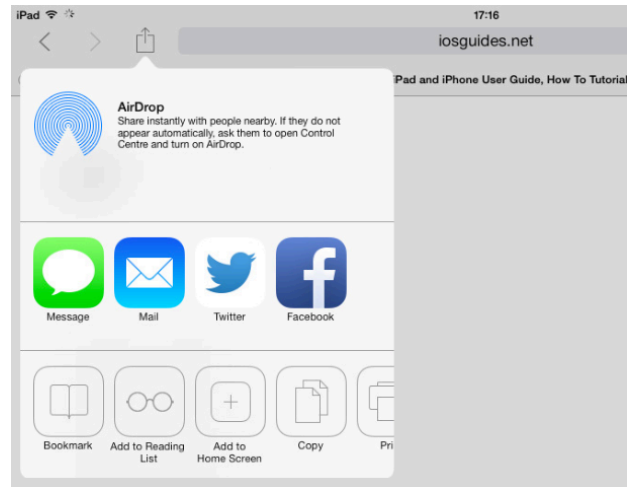
### Table of Contents

Add a Web Site Link to Your Home Screen	3
Add More Apps to the Dock	3
Hidden Keyboard Characters	3
Create a Keyboard Shortcut	3
Splitting the Keyboard	3
Choose International Keyword	4
Turn Off Keyboard Clicks	4
Super Fast Webpage Scrolling	4
Preview More Of Your Mail	4
Password Protection	4
Shake to Undo	4
Switch Search Engines	5
Take a Screenshot	5
Zoom In	5
Use Restrictions for Parental Control	5
Change your Default Email Signature	5
Create Folders for Apps	5

Force Quit an App	5
Gestures	6
Use one finger to:	6
Use two fingers to:	6
Use four or five fingers to:	6
Clear Safari History, Cookies and Data	6

## Add a Web Site Link to Your Home Screen

- Open Safari and go to the website.
- Tap the **Share** icon on the upper left next to the address bar (little box with an arrow pointing up).
- Choose **Add to Home Screen**.
- Change the name if you want.
- Tap **Add**



## Add More Apps to the Dock

- Tap and hold on any app until the icons begin to shake.
- Tap and hold the icon that you want to put in the dock.
- Drag it down to the dock until the others move over, then let go.

## Hidden Keyboard Characters

All the vowels and the consonants y, s, l, z, c, and n all have additional hidden characters. To access these additional characters you simply press and hold on one of the keys and the characters will appear.

Other keys with hidden characters are 0 (zero), - (hyphen), & (dollar sign), & (ampersand), ? (question mark), ! (exclamation mark), ' (apostrophe), " (quotes), and % (percentage). When using a web browser the . (dot or period) key has extras including .us, .edu, .com, .net and .org.

## Create a Keyboard Shortcut

Shortcuts allow you to create a shortcut that will automatically expand into a word or phrase. To create a shortcut do the following:

- Tap **Settings > General > Keyboard**
- At the bottom tap **Add New Shortcut...**
- Type in **Phrase** and **Shortcut**. For example, a phrase could be Western Illinois University and the shortcut would WIU.
- Tap **Save**.

## Splitting the Keyboard

There are two ways to split the iPad's keyboard

- Tap and hold on the **toggle keyboard** button on the lower-right and choose **Split**.
- Pull the keyboard apart with two fingers.

## Choose International Keyword

To change the language of your keyboard, do the following:

- Tap **Settings > General > International > Keyboards**.
- Tap **Add New Keyboard** and tap the language you want to use.
- Once the new keyboard is installed, you can change both the software and hardware layout of the keyboard. To do this, touch the keyboard name.
- You can install more than one additional keyboard at a time. If you have more than one additional keyboard installed, a global icon appears next to your space bar, allowing you to toggle between them.
- To access various language accents, touch and hold the letter you wish to accent. For example, by pressing and holding 'e' in french you can then input an 'e acute'.

## Turn Off Keyboard Clicks

When typing on the keyboard you will hear a click with every key stroke. To turn this off, do the following:

- Tap **Settings > Sounds**.
- Tap the toggle for **Keyboard Clicks** to turn it off.

## Super Fast Webpage Scrolling

When scrolling through a long webpage you can quickly get back to the top by tapping the title bar just above the web address.

## Preview More Of Your Mail

- Tap **Settings > Mail, Contacts, Calendars > Preview**.
- Choose the number number of lines you would like to be able to preview from **None - 5**.

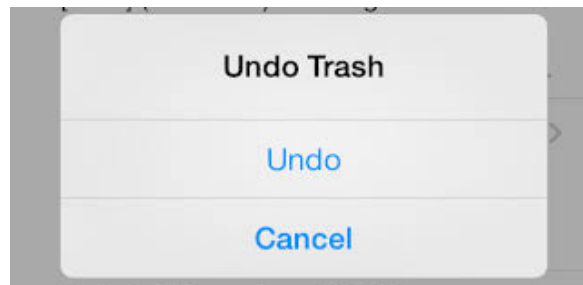
## Password Protection

You can force the user to enter a password to unlock your iPad

- Tap **Settings > General > Passcode Lock**.
- Tap **Turn Passcode On**.
- Type in a 4 digit passcode. You will be asked to confirm it.

## Shake to Undo

When doing something like typing in a note or deleting an email, shake your iPad to undo what you have done. You will get a window similar to this one.



## Switch Search Engines

Safari uses Google by default for searching. To change the default search engine:

- Tap **Settings > Safari > Search Engine**.
- Choose **Google, Yahoo** or **Bing**.

## Take a Screenshot

To take a snapshot of what is on your iPad screen press the **Home** button and the **Sleep/Wake** button at the same time. A screenshot will appear in your camera roll.

## Zoom In

To zoom in on a picture or webpage you can either pinch out, or double tap the area you want to zoom in on.

## Use Restrictions for Parental Control

- Tap **Settings > General > Restrictions**.
- Tap **Enable Restrictions**.
- It will ask you for a 4 digit passcode.
- Re-enter it to confirm.
- Choose the content and tasks you would like to allow or not allow.

## Change your Default Email Signature

The default email signature says **Sent from my iPad**. To change this, do the following:

- Tap **Settings > Mail, Contacts, Calendar > Signature**.
- Tap where it says **Sent from my iPad** to bring up the keyboard and type in your new signature.

## Create Folders for Apps

- Tap and hold your finger on any icon until the icons on your screen begin to shake.
- As they shake, tap and hold an icon you want to put in a folder. Once the icon enlarges a bit you can drag and hover it over another icon. Let go to place the two in a folder.
- Tap, hold, and drag any other icons to place them in the folder.
- Press the **Home** button to stop the shakes.

## Force Quit an App

When you close an app it actually continues to run in the background. You may want to shut some apps down for this reason, or perhaps you have an app that is frozen and you need to force it to quit. To fully shut down or force quit an app, do the following:

- Double tap the **Home** button (or swipe up the screen with four fingers).
- Find the app you want to quit by scrolling from left to right.
- Swipe up on the thumbnail image of the app window.

## Gestures

### Use one finger to:

- Scroll
- Tap to open apps
- Tap and hold to remove/reorder app icons
- Double tap to zoom in on a web page

### Use two fingers to:

- Pinch to zoom in and out (photos, web pages)

### Use four or five fingers to:

- Pinch to close an app (5 fingers)
- Swipe up to reveal multitasking (4 or 5 fingers)
- Swipe left or right between apps (4 or 5 fingers)

## Clear Safari History, Cookies and Data

- Tap **Settings > Safari**.
- Tap **Clear History**.
- Tap **Clear Cookies and Data**.