

# iPad Tips & Tricks

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## General Settings

1. About – Gives you all info about your iPad. (Capacity, current iOS version, serial number, etc.)
2. Software Update - No longer have to connect to computer to update iOS software.
3. Sounds – Control what sound alerts you hear. (Turn off keyboard clicks here)
4. Side Switch – Control the function of the side switch (Lock Screen or Mute)
5. Do Not Disturb - lets you mute notifications that may interrupt you throughout the night. Simply navigate to Settings > Notifications > Do Not Disturb to turn the feature on, set the hours, and choose whether to allow certain incoming calls. You can manually enable Do Not Disturb during nonscheduled hours by visiting Settings and flipping the Do Not Disturb switch to On. A moon will appear in the status bar near the clock when enabled.
6. Privacy – Privacy settings for all apps are now in one location. Manage Privacy settings from Settings/Privacy
7. Sounds – Can control more alert sounds than before.
8. Guided Access – Settings/General/Accessibility/Guided Access. This allows you to lock a student in to one single app. First define an unlock passcode, then open the app and triple-click the Home button. Now, with a finger, circle any areas on the screen you'd like to prevent them from interfering with. You can also choose to turn off motion, touch, and hardware buttons by hitting the Options button. You can also limit the time they have to use the app.
9. Notes – you can now format text and insert photos in the Notes app.

## General Tips

1. **Keyboard Changes** – the keyboard changes case to let you know visually that the shift key is on. If this annoys you, you can turn this feature off.
  - Settings > General > Accessibility > Keyboard > Show Lowercase Keys
2. **Track Pad** – (iPad) placing two fingers on the keyboard will turn the keyboard into a track pad. This will make it easier to place the cursor in a specific location.
3. **Changes in Notes** –
  - make “to do” lists
  - format text (numbered and bullet lists, font styles)
  - embed websites, maps and photos
  - New sketch tools
  - organize notes in folders
  - see all attachments at once
4. **iCloud Drive** – save documents on your iCloud Drive so they are available on all devices. Share documents from your iCloud Drive. Add the icon to your home screen.
  - Settings > iCloud > iCloud Drive > Show on Home Screen

5. **Upload More File Types** – Can now browse your iCloud Drive to upload files. You can also add other major storage locations such as Google Drive and Dropbox.
6. **Picture in Picture** – (iPad Pro, iPad Air 2, and iPad mini 4) press the home button while watching a video to minimize it to the corner of your screen. You can move and resize. Doesn't work with all videos.
7. **Slide Over** – (iPad Air, iPad Air 2, or an iPad mini 2, 3, or 4) slide over from right to open a second app for viewing. Swipe down on the right column to switch between apps.
8. **Split View** – (iPad Pro, iPad Air 2, and iPad mini 4) work on two apps at once. Go in to Slide Over view then move the app on the right further to the left of the screen.
9. **Improved Siri** –
  - **Find your photos** – ask Siri for photos from a certain time or location.
  - **Find your music** - ask Siri to play music by a certain artist or from a certain genre.
  - **Want to know who won the game?** – ask Siri for sports scores and schedules.
  - **App specific or location specific reminders** – ask Siri to remind you to read a certain email when you get home.
  - **Convert measurement** - ask Siri to convert inches to feet, etc.
10. **Searchable Settings** – find settings easier by entering a term in the “Settings” search box.
11. **Limit Spotlight Search** – You can turn off Siri & specific apps if you don't want them to be included in spotlight searches.
  - Settings > General > Spotlight Search
12. **News App** – aggregates news from numerous apps. You can select from a variety of topics, etc.
13. **Proactive Suggestions** – swipe from left to right from the first screen to see frequently used apps and contacts, places of interest nearby and relevant news. These are based on your usage and will change depending on time of day and your habits.
14. **Back Button** – now you will see a “Back to ...” button on the top left corner of your screen to return to an app. Previously, you had to hit the home button the tap the app to return to it or double click the home button and select the app. (example: open a link from an email)

## What's Eating My Battery?

1. See how much battery an app is using – Settings/General/Usage/Battery Usage
2. Leaving an App Open - tap the home button to close any app when you will not be using it for a while.
3. Apps Searching for Data - recently used apps aren't completely closed when you press the home button and will continue to utilize resources. Close apps in the multi-tasking tray that you are not using.
4. Searching for a Signal - if your battery is low and you aren't in need of Wi-Fi, Bluetooth, etc. turn on Airplane Mode
5. Checking for Mail – (Settings/Mail, Contacts, Calendars) Under “Fetch New Data”, you can turn “Push” Off and change the “Fetch” settings to check for new mail less often
6. Location Services – (Settings/Privacy/Location Services) Turn Off unnecessary location services
7. Auto-Lock – (Settings/General) The sooner the iPad is locked, the less battery is used
8. Notifications – (Settings/Notifications) Turn off unnecessary Notifications
  - a. Badges – the number that appears on the app icon showing the number of notifications (number of email, etc.)
  - b. Alerts – the message that appears on the screen when a notification is received

- c. Sounds – the sound made when a notification is received
9. Widgets running on your notifications will use battery.

### **Other Battery Tips**

- Apple recommends charging the battery to 100% and then completely running it down at least once per month.
- If you notice that your iPad gets hot when you charge it, take it out of its case before charging.
- An iPad will charge faster if it is powered off.

## **Stay Safe!**

### **Use a Password**

You can password protect your iPad with a Passcode Lock so that no one can access your device without entering a passcode once the screen has been locked. To set a Passcode Lock:

1. Tap “Settings” then “General” then “Passcode Lock”
2. Next to “Simple Passcode”, tap “On” to use a 4 digit number or “Off” to use a longer password with letters, numbers, etc.
3. Tap “Turn Passcode On”

**Note:** If using a smart cover, your screen will not lock when the cover is closed. You can adjust this in Settings/General.

### **Make Restrictions**

Restrictions allow you to control access to particular app and features. Go to Settings/General/Restrictions

1. Tap “Enable Restrictions”
2. Create a 4 digit passcode. (Be sure to use something you will remember!)
3. Turn off any app you wish to restrict access to.
4. Under “Accounts”, tap “Don’t Allow Changes” to restrict a user from signing in/out of accounts.
5. Under “Allowed Content”, you can turn off “In-App Purchases and restrict access to certain content

### **Locate Your iPad (Find My iPad App)**

To locate your lost or stolen device, launch the “Find My iPad/iPhone” app from any iPhone, iPod Touch or iPad and enter your Apple ID or go to “<http://www.icloud.com>” in a web browser on any computer and sign in with your Apple ID. Once located, you can display a message or play a sound, lock the device or wipe it out (erase all data from device).

Lost mode - go to iCloud.com, where you can immediately lock your device and place a phone number on the screen so its finder can call you without accessing your personal data. While in Lost Mode, your device will report back its location whenever you request it.

## iCloud Storage

You have limited free storage to backup your iPad to iCloud. To make the most of it, manage what you backup:

1. Go to Settings/iCloud/Manage Storage
2. Select your device (if you are signed in to multiple devices)
3. Turn off any app that you don't wish to backup.

## Getting Around

1. Quickly Return to Home Screen – Click the Home button to quickly return to your Home Screen (the 1<sup>st</sup> screen of apps).
2. Rearrange Icons - Tap and Hold an icon until it wiggles the tap and drag the icons to rearrange them.
3. Delete Apps - Tap and hold an icon until it starts to wiggle and  will appear on the top right corner of all applications you got through the App Store. Tap the  and confirm removal by tapping 'Delete'.
4. Create Folders – Tap and hold an icon until it starts to wiggle. Drag one app on top of another to create a folder. Rename the folder if needed by tapping the “x” located at the right side of the title and enter the new name.
5. Put 6 Apps In the Bottom Tray - Click and hold on any icon (just as you do to rearrange apps), you'll unlock each app's position. Then just drag any two additional apps into the bottom tray.
6. Spotlight Search – swipe down on the screen and enter a search term. Your iPad will return everything on your iPad that contains that term. (Includes Apps, Email Messages, Contacts, Calendar Events, etc.) TIP: If you have lots and lots of apps and can't locate a particular one, use spotlight search to quickly find it. With iOS 6 will now show you the folder where an app is filed.
7. Multitouch Gestures - use four fingers to swipe up to reveal the multitask bar, swipe four fingers down to close the multitask bar. Use five fingers to pinch to close an app (return to the home screen). With an app open, swipe four fingers to the side to switch between apps.

## Typing Tips

1. Automatically Insert a Period at the End of a Sentence - When finishing a sentence if you tap the space bar twice, the iPad will automatically insert a period followed by a space. Interesting fact: the amount of spaces made when you tap the space bar is determined by the number of fingers you use to tap it. Example, tap the space bar with two fingers to create two spaces, etc.
2. Copy & Paste - Double Tap a word to get the menu to cut, copy, paste, or replace a word. To expand your selection, drag the blue dots on either end of the selection. If you are in a text editor (like an email message) you can tap 4 times to select a whole paragraph.
3. Magnifying Glass - If you've made a mistake while typing, hold your finger on the text until a magnifying glass appears and slide your finger to your mistake. This makes it a lot easier to see where the cursor will be positioned.
4. Caps Lock - To use Caps Lock, you must first enable it in the Settings under General, Keyboard. Now to turn on Caps Lock, double tap the shift Key (Up Arrow)

5. Alternate Characters - While typing you can press and hold a letter which will bring a pop up with different variations of that letter. This is very useful if you are typing in a different language or names like Reneé. Remember to press, hold and slide your finger to the character you would like. Letter with alternates are E, Y, U, I, O, A, S, L, Z, C, N, !, 0, -, \$, &, ., ?, ', ", %)
6. Using AutoCorrect - While typing, you may receive "suggestions" or attempts to auto complete or correct your words. To accept the suggestion, simply tap the space bar to move on to the next word. To disregard the suggestion, tap the small "x" located on the right side of the suggestion.
7. Undo Typing - To undo what you just typed, shake the iPad and type Undo Typing.
8. Dictionary - tap and hold a word (email, notes, web, anywhere you can select text) and select "Define"
9. Keyboard Shortcuts - Go to "settings/general/keyboard" to add typing shortcuts (ex. lmk automatically types Let me know)
10. Split the Keyboard - swipe two fingers to the outer edges of the keyboard to split the keyboard for typing with your thumbs. Swipe two fingers towards the center of the keyboards to rejoin.
11. Dock/Undock the Keyboard - Tap and hold the keyboard button to dock/undock the keyboard and move to a different location on the screen.
12. Add the Emoji keyboard - Enable this emoticon keyboard by going to settings/general/keyboard/international and tap "Add new keyboard" and select Emjoi from the list.

## Email Tips

1. Format Text - select text then use the arrow to select **BiU** to format with bold, italic or underline.
2. Search your inbox for messages.
3. Turn off Mail & Message Previews - in Settings/Notifications, you can turn off previews if you no longer wish for the alerts to show on your screen when you receive an alert.
4. Insert media (photos/video) directly into email - Tap and hold in the body of an email then select "Insert Photo or Video" then browse for the file and tap "Use".
5. Mail VIPs - To define a sender as a VIP, in the mailbox, tap the blue dot to the right of "VIP" then "Add VIP...", select a contact.
6. Flag messages for follow-up or mark as Unread
7. Can now have separate signatures for each account – look for "per account" button. Can now have HTML signatures
8. To refresh your inbox, drag down in your inbox to refresh.
9. Send more photos – You can now send more than one photo at a time in a message or email. Go to photos then tap "Edit". Select photos you want to share and tap "Share" then and select the app (email, messages, etc.)
10. Annotate Images in Email – Insert an image then hold your finger on the image then select "Markup". Use the tools at the bottom to annotate the image. (Draw, sign, add text, zoom in on an area)

## Surf the Web (Safari)

1. Change Default Search Engine – Go to “Settings” then “Safari”. Next to “Search Engine”, make selection.
2. Clear the Cache, History and Cookies in Safari - Go to ‘Settings’ icon, select ‘Safari’, ‘Clear History and Website Data’.
3. Bookmarks Bar – To enable the bookmarks bar, tap the ‘Settings’ icon from the home screen, then select ‘Safari’ and activate the ‘Show Tab Bar’ switch to on.
4. Sharing – tap the Sharing icon  to send a link via email or text message, post to Facebook or Twitter, add page to home screen, print, copy the URL, bookmark or add to Reading List.
5. Custom Sharing Options – swipe to ... More, turn activities off or on and re-order them.
6. History & Bookmarks – Tap “” to view browsing history, bookmarks or reading lists. Tap “Edit” to manage bookmarks.
7. Tabbed Browsing – Now has tabbed browsing. Tap the “x” on a tab to close it.
8. When you are reading an article, tap "Reader" in the address bar to view the article without ads, etc. Use the action icon “” to save an article in a reading list to view later offline. Reading lists are stored with bookmarks and history.
9. Private Browsing - Enable “Private Browsing” to keep no history of browsing.
10. Website Extension Quick-fill - When entering a web or email address in Safari, tap the “.com” button to quickly complete the address. You can also tap and hold the “.com” icon for more extensions such as “.org” and “.edu”.
11. Clear the Web Address - Tap the “x” located at the right side of the text box.
12. Save Images from the Web - Tap on an image and hold the tap until you are prompted to save the image.
13. Take Screenshots - Push the top (power) and home buttons at once for half a second. The photo will be stored in your photo library.
14. Super Fast Webpage Scrolling - If you’ve scrolled a long way down a web page, just tap the title bar once jump back up to the top of the page.
15. Fit to Screen - Double tap a paragraph or picture to zoom in to fit the width of the screen.
16. Tap and hold on the browser forward and back button to view history.
17. To copy a URL, tap the Share button then Copy
18. Search for a word on a webpage – (Like using CTRL+F on a computer) Type the word(s) in the search field at the top of the page and at the bottom of the dropdown list, below “On this page”, tap the term you are searching for. Each place the term is found on the page will be highlighted.
19. View Desktop Version of Website – If you need to view the full desktop site, hold your finger on the refresh button of a website and select “Request Desktop Site”.
20. Save a PDF version of a Webpage – Tap the “Share” icon then scroll and tap the “Save PDF to iBooks” icon.
21. Reader Options – You can now change the font (size/color) and background color of the reader page. When in the “Reader” view, tap the “AA” icon located to the rights of the web address for options

## Notifications

1. Swipe down from top of screen to reveal notifications and swipe up to hide.

2. Added buttons to directly post a Tweet or Facebook update.
3. Tap the “X” to the right of a heading then “Clear” to clear a group of notifications.
4. Can add widgets to notifications.

## **App Store**

1. Tap the “Purchased” icon to view/install apps previously purchased on another device. (Can view “All” or “Not on this Device”)

## **Photos**

1. Advanced editing tools
2. Focus & exposure
3. Added time lapse, and panorama photos and a timer.
4. Send more photos – You can now send more than one photo at a time in a message or email. Go to photos then tap “Edit”. Select photos you want to share and tap “Share” then and select the app (email, messages, etc.)
5. Edit – to rotate, enhance, red eye or crop
6. Organize Selfies & Screenshots – All photos taken with forward facing camera will be stored in a “Selfies” album and all screenshots taken by holding the home and sleep/wake button will be stored in a “Screenshots” album. This make them easier to find and also easier to manage (delete).
7. Deleting Photos – In the Album, tap “Select” then tap and drag your finger across all the photos you want to delete then tap the Trash Can icon located at the top left of the screen.
8. Scroll through Photos – Select a photo in an album or Camera Roll then slide your finger back and forth on the thumbnail at the bottom of the screen to scroll through photos. Swipe down on the photo to go back to the grid view.
9. Hide Photos – Select the photo in the camera roll then tap the “Share” icon. Tap the “Hide” icon. This will hide the photo in “Moments”, “Collections” and “Years” but will still be visible in “Albums”. Go to “Albums” and tap the “Hidden” icon to select photos to “Unhide” (“Share” icon, “Unhide” icon)
10. Video Recording Rates – To save space on your iPad, you can change the quality or the video recording from 1080p to 720p.
  - Settings > Photos & Camera > Record Video
11. Share directly from camera roll – tap the Share icon to send via email, messages, photo stream or post to Twitter or Facebook, adding as contact’s photo, print, copy or set as wallpaper.

## **Start from Scratch (Resetting)**

1. Soft Reset - Hold the top (power) and bottom front (home) button for a few seconds. Your iPad will restart. To force quit an application, just hold the home button by itself in a similar fashion. If your iPad won’t wake up, perform a Soft Reset.
2. Hard Reset - To erase all data and restore all factory settings, go to Settings > General > Reset > Erase All Content & Settings. Be aware this will wipe out all of your content and settings,

essentially restoring it back to factory settings. This is handy if you have a device you are giving away or selling.

## Cleaning the Screen

The iPad screen has a coating on it that will diminish over time and with the use of window cleaners, household cleaners, etc. To clean, simply wipe the screen with a soft, lint-free cloth to remove oil left by your hands.

## Extras

- Digital Photo Frame - The iPad doubles as a digital picture frame. You can access this function a few ways, but the easiest way? When you wake the iPad, look to the right of Slide to Unlock. You'll see a flower. Click it. The slideshow will begin after a moment. You can change the settings. (Note: If using a passcode lock, you need to make sure "Picture Frame" is turned on under the "Passcode Lock" settings.)
- Updating Apps – at times, you will notice a red number on your App Store icon. This means you have apps that have updates available for them. These updates may be bug fixes, additional functionality, designs upgrades, etc. To update an app, go to the App store and tap the "Updates" icon located at the bottom right side of the screen. All fixes, changes, etc. will be listed on the update screen for each app. It is good practice to read these update details so you will know what changes to expect in the app. You can update one app at a time or tap the "Update All" button to do all updates at once.
- Backup your iPad – when you sync your iPad to a computer, a backup will be made of your iPad in iTunes. With iOS 5 you can also choose to sync to the iCloud wirelessly. If your iPad has to be erased, has become corrupt or you receive a new iPad, you will be able to restore the iPad from this backup using iTunes. It will restore all settings, apps, data, etc. to the iPad. It is good practice to sync your iPad regularly.
- iTunes Account – Launch the App Store app, search for any FREE app. Tap "Install App" then select "Use an Existing Apple ID" if you already have an iTunes account or select "Create New Apple ID" if you want to create a new iTunes account. (In the credit card section, there will be an option to select NONE).
- **iPhone:** Share Voicemail – Open the Phone app and tap the voicemail icon. Tap the voicemail you want to share. Tap the "Share" button. You can send via text message, email notes or voice memos and even save to various apps or cloud locations.
- **iPhone: Low Power Mode** – (iPhone) can turn it on or you will be prompted at 20% and 10% battery. This setting will turn off mail fetch, background app refresh, automatic downloads and some visual effects in order to lengthen battery life. Also, dims brightness and shortens time for auto-lock and turn off display will automatically turn Low Battery Mode off when the iPhone is charged to 80%. (Additionally, to save battery, always place your phone face down so the screen won't light up when it receives notifications.)
  - Settings > Battery > Low Power Mode
- **Screen Curtain** – If screen is black but you can hear the iPad "talking", you may have accidentally turned on the screen curtain. To turn ON/OFF the screen curtain, use three fingers to triple tap the screen.