

iPad Tips & Tricks

1. Email signatures

Your iPad is pre-set to sign all emails with “sent from my iPad”. You can choose this by going to General Settings – Mail, Contacts, Calendars, and selecting Signatures. You can create a new signature for every account you receive mail from, or have the same signature for all.



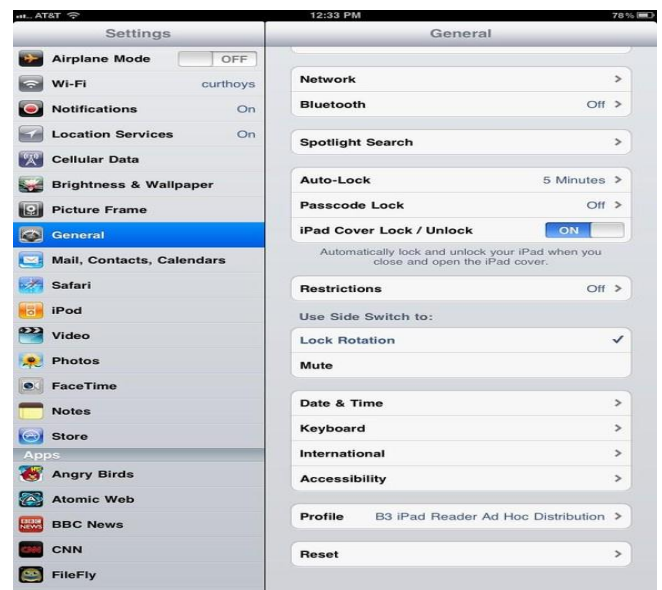
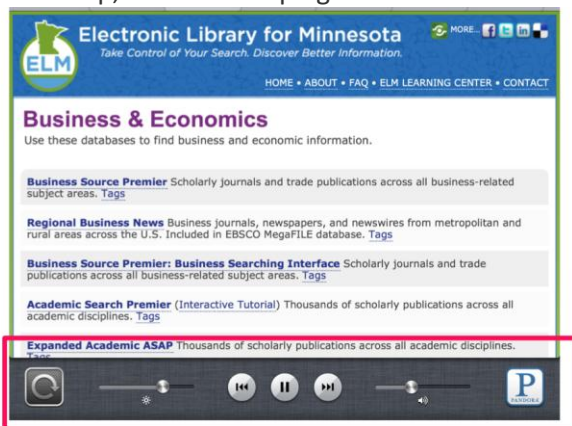
2. Access all running apps

Double-clicking the Home button shows you all the apps that are running on your iPad in a bar along the bottom of the screen. To switch to a running app just tap on it here in this bar. Just swipe the screen downwards to remove this bar.

3. Orientation Lock or Mute?

The internet got mightily upset when Orientation Lock was replaced with Mute on the iPad during the last iOS update. Apple listened, and now you can head to Settings > General to choose between Lock Rotation and Mute.

You can also lock the orientation, adjust volume and adjust brightness by double-clicking the home key so that the open app raises up, and then swiping to the left on the bottom.

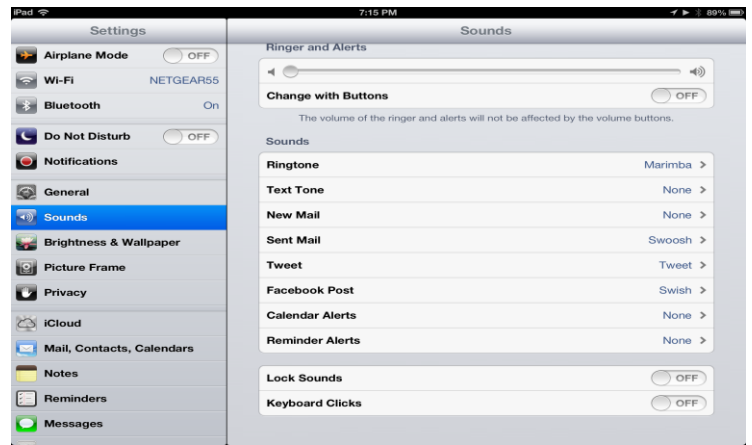


4. Auto-Lock

In that same area you can adjust the amount of time before Auto-lock kicks in. This will be helpful when you are using your iPad to demonstrate and don't want it to go to sleep while you have something you're showing on the screen.

5. Turn off keyboard clicks

Hate those annoying keyboard clicking sounds? Turn them off in Sounds – last options “Keyboard clicks”. You can also adjust the sounds that play whenever you have an alert (or silence them completely).



6. Control iPad notifications

By going to Settings > Notifications, you can decide which apps can pop up alerts, which have notifications at the top of the screen, and which appear in Notification Center. This means you can make sure that noisy apps don't clog things up for you, and you notice the important things.

7. Speak Text

Hearing a word read aloud can be very helpful, even if the voice is computer-generated. Allow your iPad to speak text by select: General Settings – Accessibility. I turn speak Selection and Speak Auto-text on.



8. Use an Apple keyboard

Missing a real keyboard? Any Apple Wireless Keyboard will work with the iPad. In fact, your iPad will work with any Bluetooth keyboard. Some iPad cases have a keyboard built in, which can be handy.

9. Take an iPad screenshot

You can take a screenshot on your iPad by pressing Home and then the Sleep/Wake button. The screen will flash and you'll hear a click, indicating that a photo has been taken. Your screen shots are saved automatically in your Photos gallery. Here, you can view or email them as you see fit.



10. Use Multitasking Gestures

Multitasking Gestures, which utilize four and five finger gestures to let you switch between apps, to bring up the multitasking bar, and to close an app and go back to the Home screen. You can turn them on in Settings > General, but be warned that they clash with some apps.

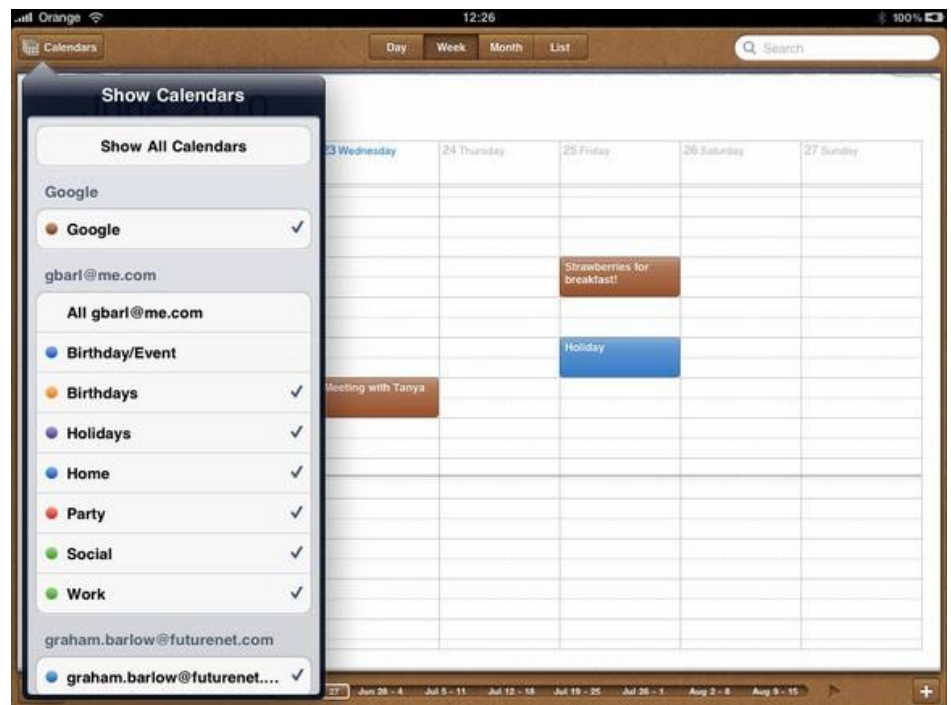
11. Restrict your Spotlight searches

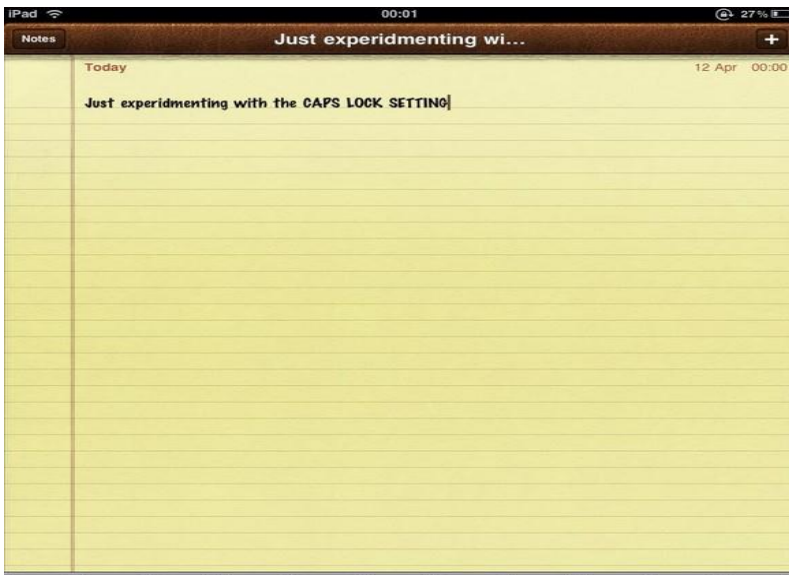
Swipe left on the Home screen to reveal the Spotlight search. By default it searches everything including songs in your iPod, podcasts, apps and events. To restrict the areas it searches, since you may not want all these categories included, look in Settings > General > Spotlight Search.



12. Add a Google Calendar

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.





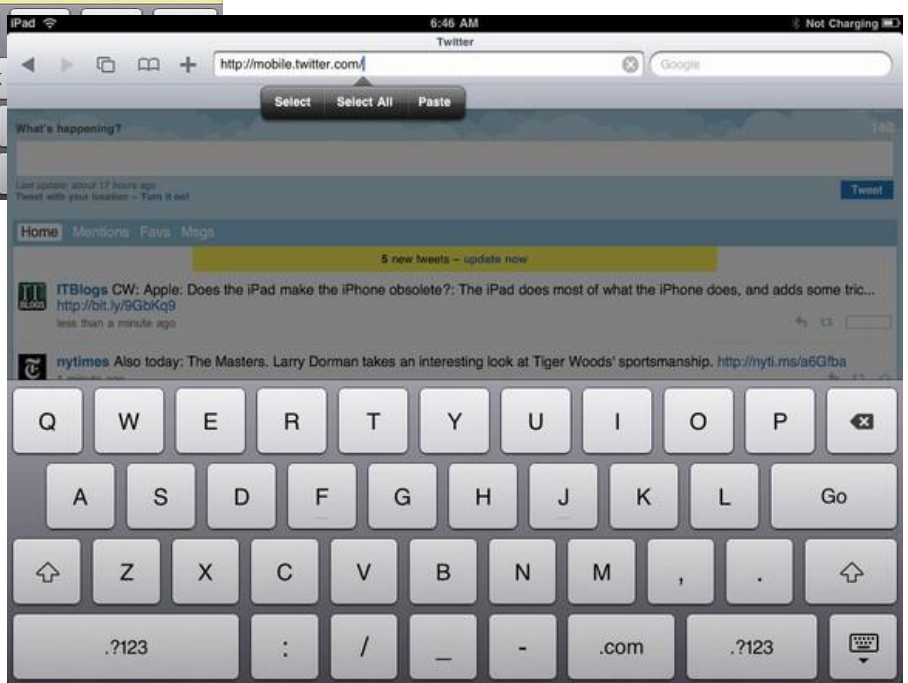
13. Turn iPad caps lock on

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.



14. Copy and paste

You can quickly copy and paste text by tapping and holding down, and then choosing Select to select the exact portion of text you'd like to copy. Next tap Copy, then go to a different app, and tap and hold down again, then tap Paste from the menu that appears. Top tip: To select an entire paragraph of text you need to tap four times.



15. Replace a word

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.



16. Hidden apostrophe key on the keyboard

This is a great tip for any app, such as Notes, Pages or Mail, that you type into using the iPad's virtual keyboard. Rather than having to go to the second screen of the keyboard every time you want to type an apostrophe (which is a real pain) just tap and hold on the ! key and a hidden apostrophe option will appear - then just slide your finger up to access it.



17. Quick quotes

You don't have to move the iPad's second keyboard screen to enter a quotation mark either. Simply tap and hold over the ? key and a quotation symbol appears, which you can select by moving your finger upwards.



When you are typing, doing a double tap on the space bar will add a full stop.

18. Add a full stop

Another great keyboard tip for typing in apps such as Pages, Notes or Mail is to doubletap the space bar at the end of a sentence. This adds a full stop and a space for you, which can be enormously time-saving when you're writing long articles.

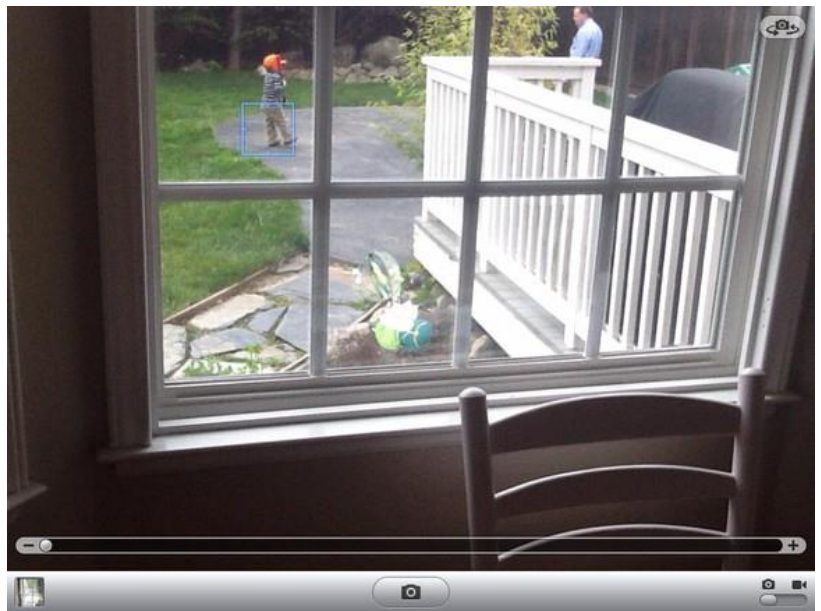


19. Camera focus and meter

In the Camera app, tap on your subject to both focus on and meter the light properly. In this shot, notice how the chair is dark and the boy outside is properly metered. You can reverse that by simply tapping on the chair.

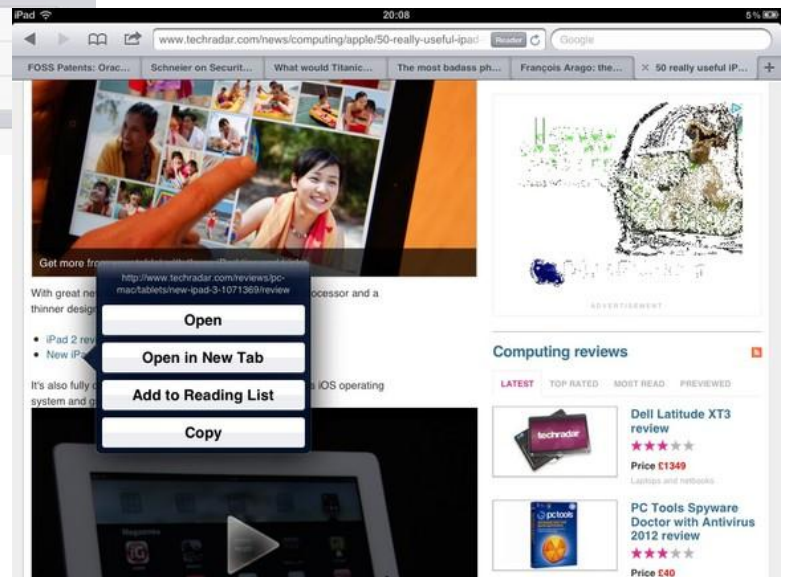
20. Quick Safari scroll

You can jump up to the top of any web site - indeed any list - by tapping on the top of the title window. It's much faster than scrolling by hand.



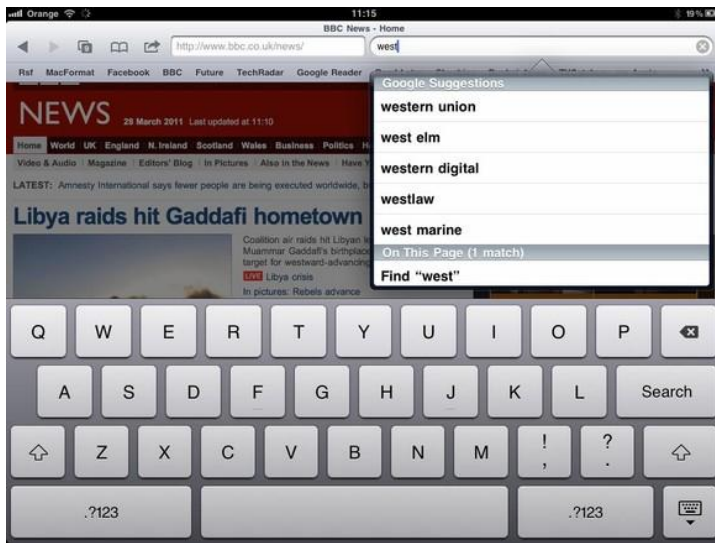
21. Turn on Bookmarks bar in Safari

We all know you can tap the bookmarks icon in the Safari toolbar to access your bookmarks, but you can significantly cut down the number of taps it takes to get to them by turning on your Safari Bookmarks Bar permanently. In the Settings app, tap Safari, then turn Always Show Bookmarks Bar to ON.



22. Open Safari links in a new tab

You can open links in a new Safari tab, rather than always opening them in the current one. Just tap and hold on the link and a pop-over menu appears giving you the option to open the link in a new tab.



24. Turn off iPad email alert chimes

You can turn off the chime for new emails. Go to Settings, then General, then Sounds and turn off the New Mail sound. You can also adjust sound levels here.



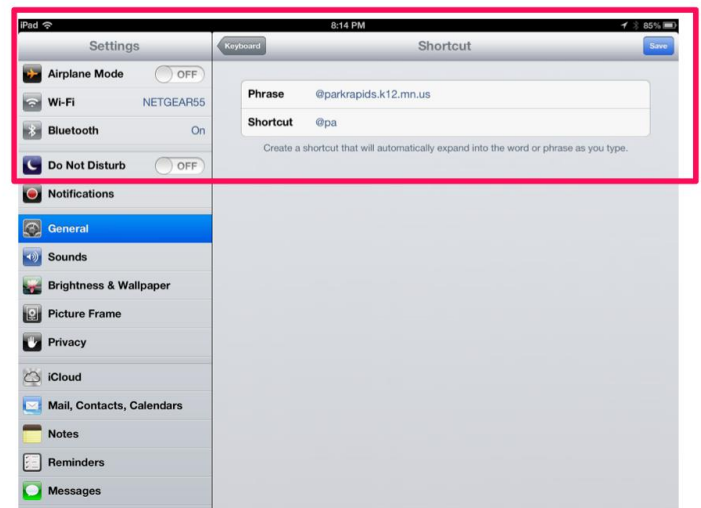
25. Preview more of your emails

The iPad's Mail app defaults to previewing two lines of each email before you tap on it. Sometimes however it would be handier to be able to see more of an email before loading the whole thing in, especially if you are on a slow connection. To do this open the Settings app, then tap on Mail, Contacts, Calendars and change the Preview options to add more lines.

27. Keyboard Shortcuts

When adding a new keyboard shortcut on the iPad, first type in the complete phrase and then the shortcut or abbreviation you want to use for the phrase. Once you have the phrase and the shortcut typed into the appropriate spots, tap the save button in the upper-right corner. Go to General – Keyboard – Shortcuts.

Here's my favorite – because who can type @parkrapids.k12.mn.us??



A few more helpful tips...

Dictionary App: Download Merriam Webster's free dictionary. You can say a word into the dictionary and it will locate the word for you.

Highlight – Define: Hold your finger down and select a word. You can then choose to have the word defined for you.

Close open apps: Your apps continue to run after you close them. Quit those apps by double-clicking the Home button. Then hold your finger on an app until it "jiggles". You will see a little red minus sign. Click each minus sign to close every application.

Create folders

iOS now supports folders. To create a folder all you need to do is tap and hold on an app until they all start to jiggle, then drag the app over another icon and release.

Your iPad will create a folder with both the apps in. The folder will be named according to the category of the apps it contains, but you can rename it as you like.