

## iPad Tips and Tricks

- 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, 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. Settings - Safari - Clear History. You can also clear Cookies or your Cache there also.
- 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, 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. 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 top of the iPad's screen. This will quickly scroll the page to the top.

- 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. 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, 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 and 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 choose 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:
  - Assuming you have Synced your iPad since you downloaded the App, then you can get it back through iTunes. Open iTunes and open the Apps tab. Then recheck the box for that App.
  - 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's 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. 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. 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. Settings - General - Mail, Contacts, Calendars - Signature. Then change it there.
- To change the font size on your iPad: Settings - General - Accessibility. Then select Large text.
- When you buy an iPad you are not provided with manual but a 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 this 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, 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.