

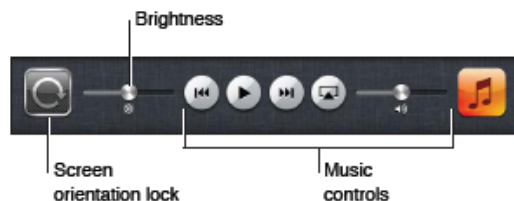
iPad Tips



- Click on any app icon once to open it.
- Double-click the 'Home' button to access all the open apps.
 - *Press one of the icons in the bottom row and hold until it jiggles.
 - *Hit the minus sign on each app to close them.

(this will help to save your battery, as well as stopping your iPad from running too slow)

- To stop your display from rotating all the time, double-click the 'Home' button
 - *Swipe your finger across the bottom strip (to the right). This opens up your volume controls, etc.



*Click on the 'Screen orientation lock' button to lock your desktop in

whichever direction you are currently holding the iPad.

- To make a folder to organize your apps, hold down an app until it starts to jiggle.
 - *Hold onto the app and drag it onto another app that you want to put into the same folder.
 - *Change the folder name to help identify it.
- To delete a program, hold onto the app until it jiggles; hit the X to delete it.
- To save your arrangements, hit the “Home” button.
- If you want to move a folder or app to a new display screen, hold down the app until it jiggles, then drag it to the right of the screen until it moves to a new display.
- To take a screen shot of what is on the display, hold the ‘Home’ button down and double-click the on/off button.
- To minimize an app, hit the “Home” button.
- To move from one open app to another, slide your fingers across the display screen, left to right (and back).
- Using the keyboard:
 - *Hold down a key on the keyboard to access other symbols
For ex., hold the ‘e’ to find French and other e’s
Hold the ! to find the ‘, or the ? for the “
 - *To use cap locks, double-click the shift button (the arrow).
 - *Double-click the space bar for a shortcut to insert a period and single space at the end of a sentence.
 - *To easily move between the number and letter keyboard, hold down the number switch button and slide to the key that you want; when you release (at the key you want), you will automatically go back to the letter keyboard.
- Digital Picture Frame – to use your iPad for a slideshow of your pictures, click on the picture button (the flower) beside the ‘Slide to Unlock’ button.
- Bookmarks – To save a bookmark on Safari, click on the  then on ‘Add Bookmark’.

- To open a bookmarked page, tap on the .
- To easily read text on a website, click on the 'Reader' button at the top, in the URL bar; this will often get rid of the excess ads, etc.
- Camera app – to focus and adjust the light, click on your main subject for the picture. You will then be able to make these changes.
- To do a search on your iPad, go to your Home display screen (where the App store, Calendar, Notes, etc. apps are).
 - *Hit either the "Home" button, or swipe your fingers across the display, to the right.
 - *Type in your search for the app, etc. that you are looking for. If you find what you are looking for, click on it.