

iPad Tips, Tricks and Strategies



How do I Organize my iPad?

- Put apps in folders
- Place a favorite app in the tray so that it is accessible from any screen. Press and hold a the app icon on the screen until it starts to wobble and then drag it to the tray. (The tray can hold up to 6 icons)

How do I quickly find an app on my iPad?

- Use the Spotlight feature to look for an app

How do you take a screenshot?

Take a screenshot of your iPad to use in documentation.

- Take a screenshot by holding the power button and hitting the home button
- Images will be automatically saved in the Photo Gallery.

How do you project iPad apps?

- Use a document camera to project the iPad's interface and most apps. (**original iPad**)
- Use an HDMI cable connected to your iPad 2 and connect to VGA cable connected to projector

Virtual keyboard tricks!

- Hit spacebar twice to add period.
- Hold comma key to reveal apostrophe. 'Slide finger over to select the apostrophe.'
- Hold the period key to reveal quote mark. "Slide finger over to select the quote mark."

Number pad shortcuts:

- Hold dash key to reveal dash, underscore and bullet.
- Hold quote key to reveal smart quotes. «smart quotes»

View and close active apps:

- Quickly hit the home button twice to view the apps at the bottom of the screen.
- Press and hold an icon until they all start shaking. Click the small red minus sign to close the app. Hit the Home button again to stop the shaking.

Safari search engine options

- Select google, yahoo or bing search engine
- Make changes in settings window - safari > search engine > your search engine choice

Add your favorite web site as a shortcut to the home screen

- Open a web site in Safari
- Tap the arrow at the top of the screen
- Select Add to Home Screen from the drop-down menu

Access your favorite app from any screen.

- Press and hold the icon until it begins to shake.
- Drag the icon to the tray.
- Hit the Home button to stop the shaking.