

iPad Tips and Tricks



Which way do I hold my iPad?



Landscape!

Because....

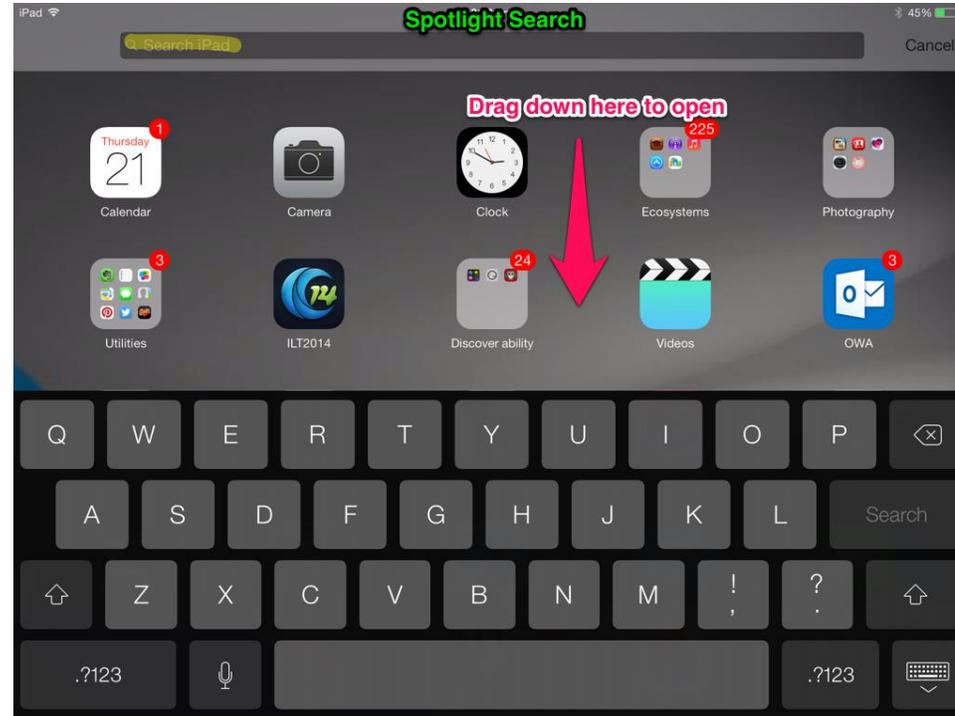
1. You can see more on the screen.
2. That is why the iPad rests are designed for the iPad to be rested Landscape.

Finding an App



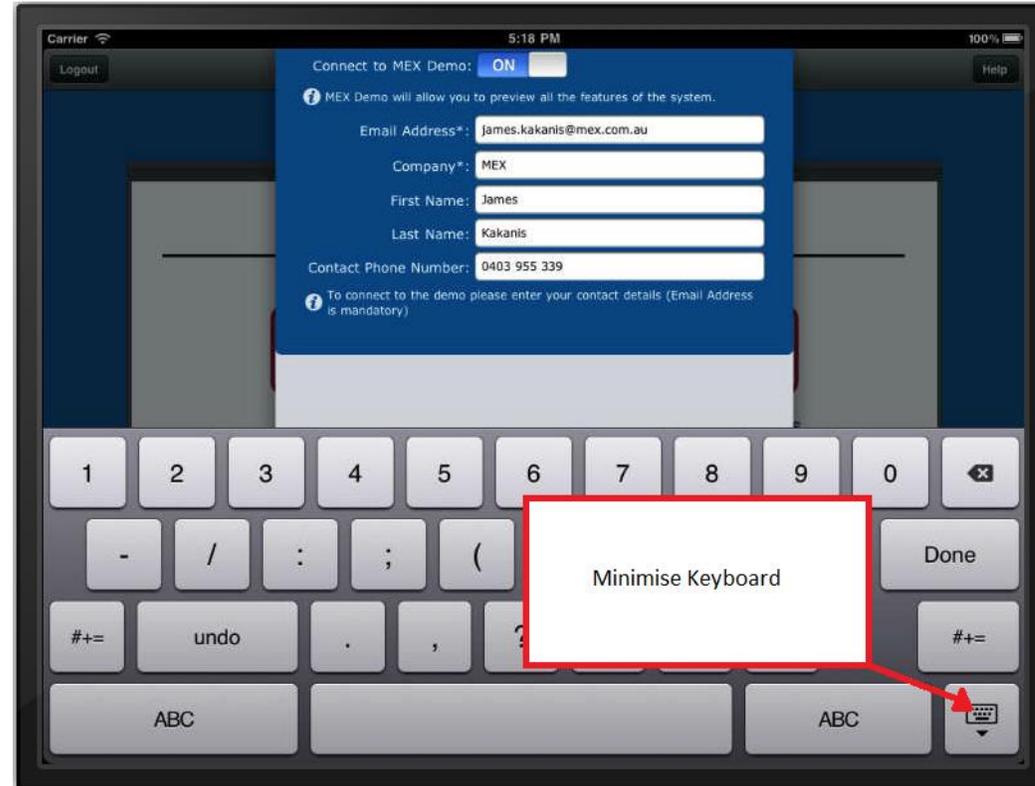
1. Swipe with 1 finger across the home screen pages until you find the App you need.
2. Tap on the App to open it.

Spotlight Search



1. On a home screen, place one finger-tip in the middle of the screen and drag down.
2. The search bar will appear at the top and down the bottom the key board will pop up.
3. Type the app you are looking for in the search bar.

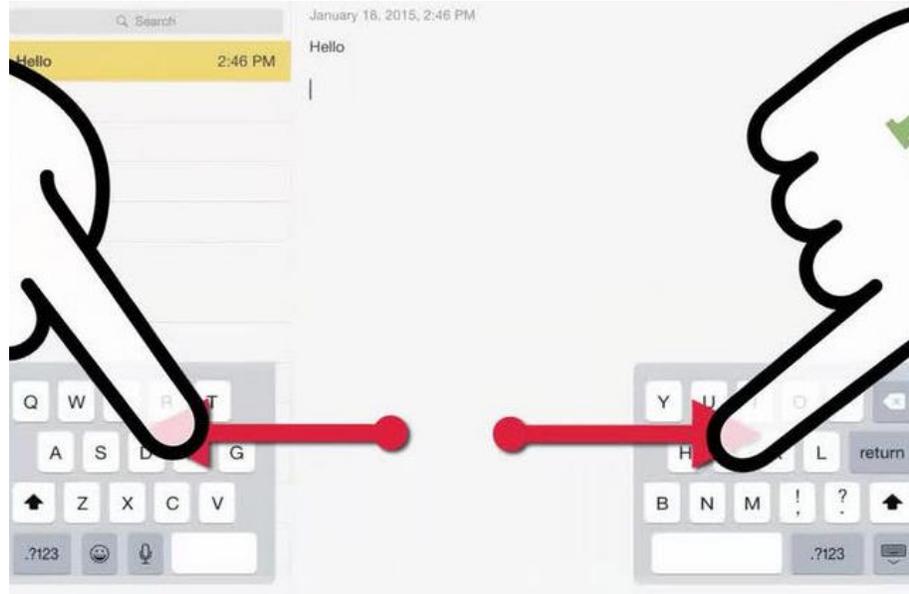
Minimising the keyboard



The button on the bottom right side of the keyboard is the minimise button.

1. Tap the minimise button to make the keyboard go away.

Splitting The Keyboard



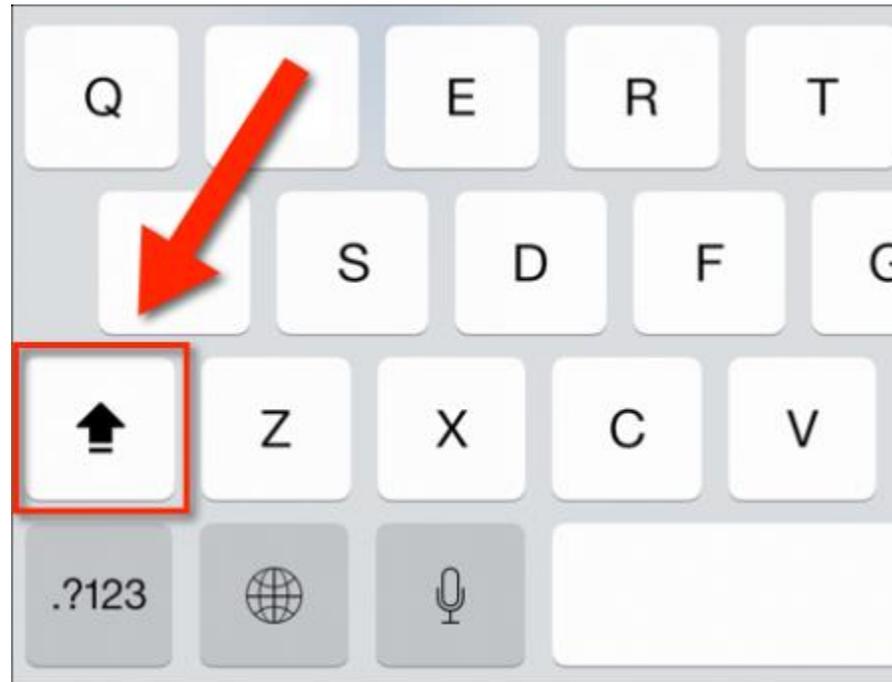
1. Place your two pointer fingers in the middle of the keyboard
2. Swipe them apart, towards the sides of the iPad.
3. Keyboard is now split.
4. Reverse this procedure to bring keyboard together again.

Keyboard Tips - capitals



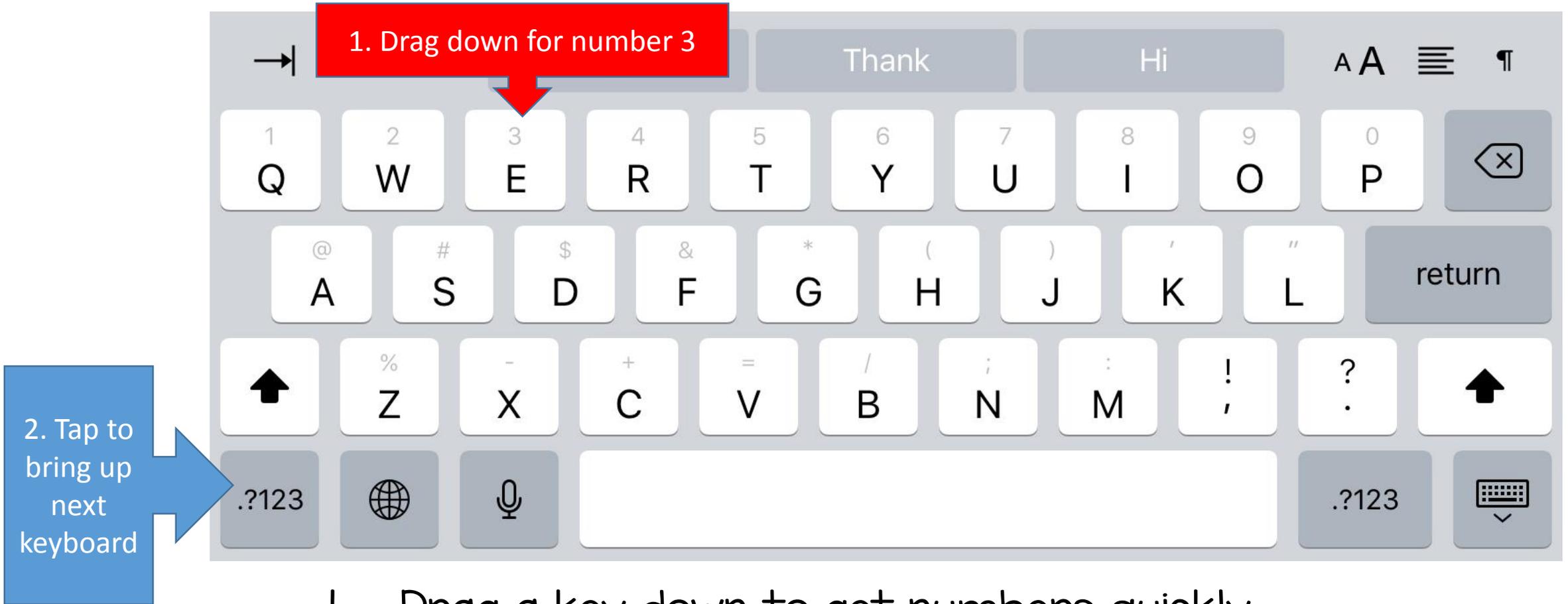
Tap the ↑ once = single capital letter

Keyboard Tips - Caps Lock



Double tap the ↑ = caps lock

Keyboard Tips - numbers



1. Drag a key down to get numbers quickly
2. Tap the .?123 key to go to secondary keyboard

Minimising an App (The Claw)



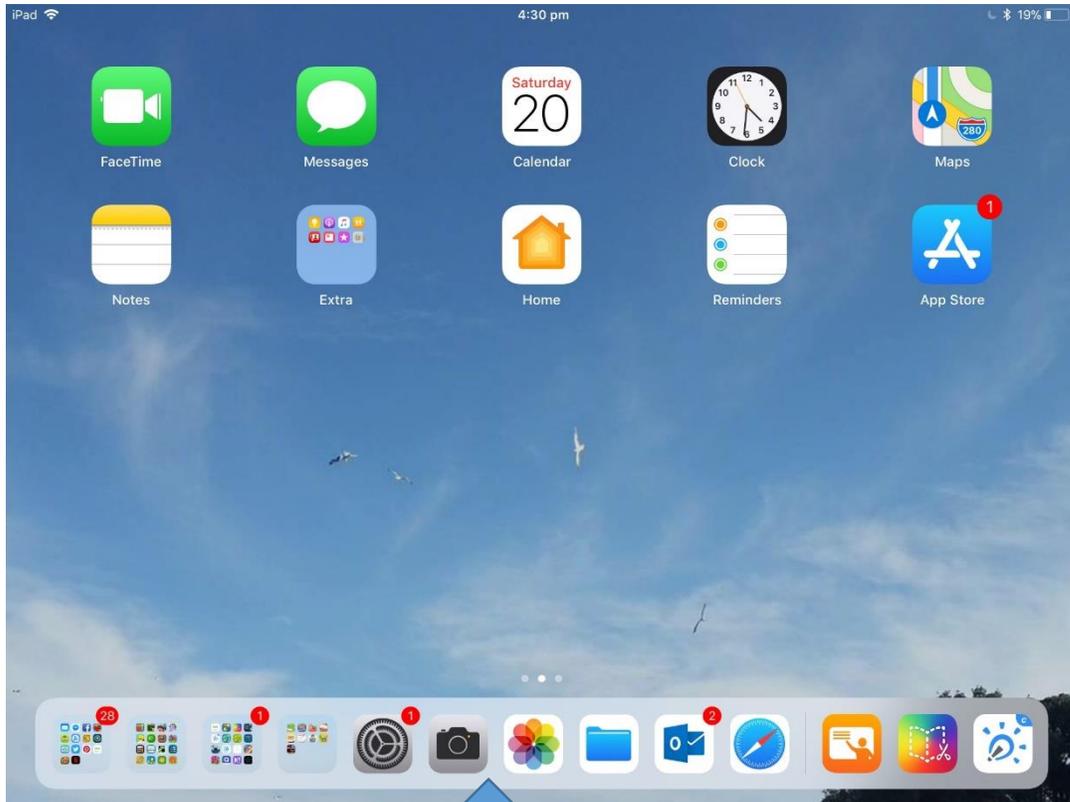
1. Place 5-finger tips in the middle of the screen.
2. Slide all 5-finger tips together until the App has closed and you can see the home screen.

Multitasking View



1. Place 4-finger tips in the middle of the screen.
2. Slide all 4-finger tips towards the top of the iPad.
3. You have now accessed the multi-tasking view.
4. Flick the Apps with one finger up to the top of the iPad to close.

Docking Station



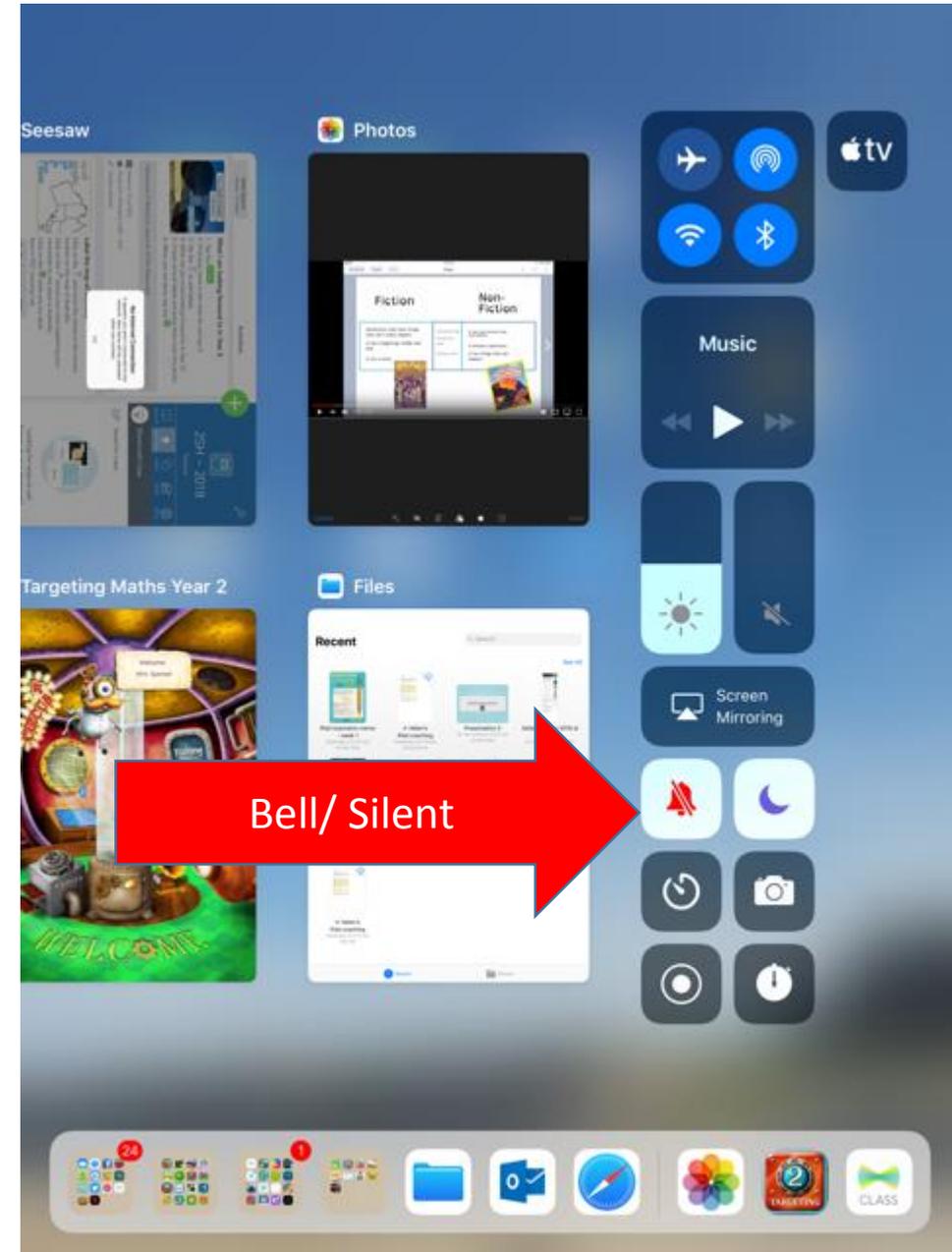
Docking Station

1. One finger-swipe up from bottom of iPad = docking station
2. Long tap and slide any App to add it to the Docking Station
3. Unlimited amount of Apps - I place the Apps I use the most here and FOLDERS too
4. Right side are the 3 most recent Apps you have used

Control Centre - Mute/ Silent

1. Activate Docking Station
2. Again, one-finger swipe up from the Docking Station will activate CONTROL CENTRE
3. IF SILENT icon (bell) is RED - iPad has been set to mute. Tap Silent Icon and bell will be white = sound

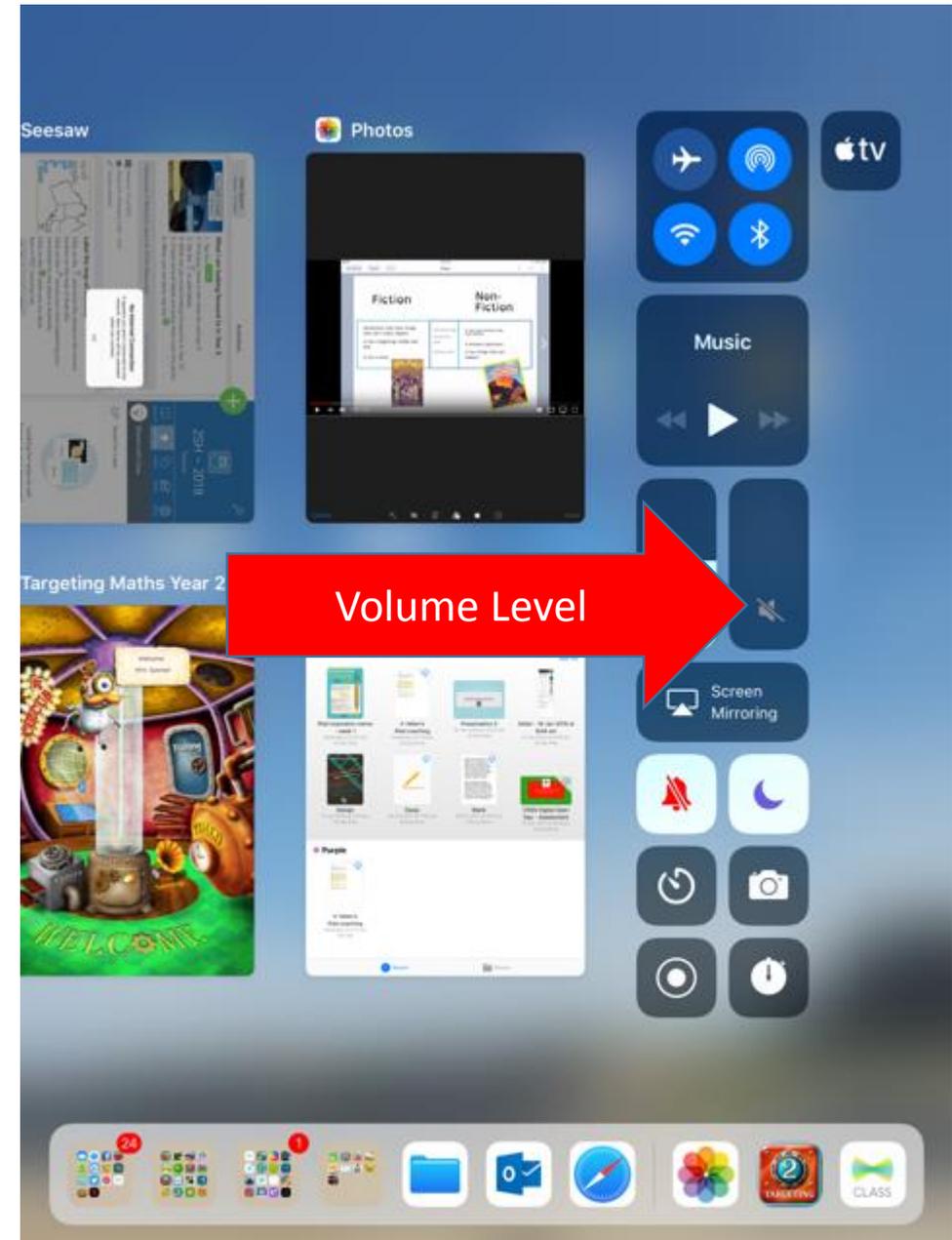
ALWAYS START THE DAY ON SILENT



Control Centre - Volume

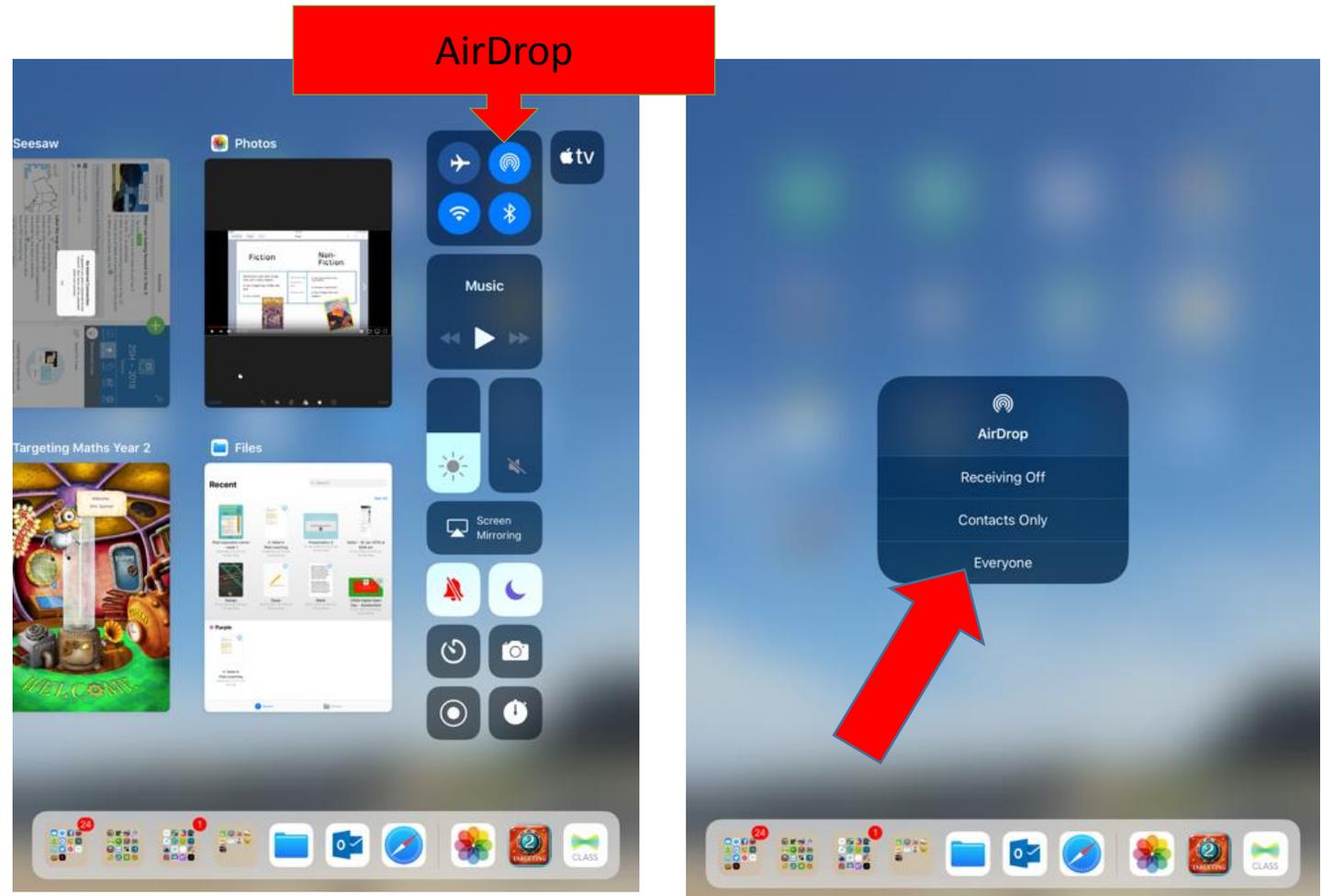
1. Slide the volume bar up to half way.
2. Tap the centre of the screen to leave Control Centre.

STILL LEAVE THE BELL RED



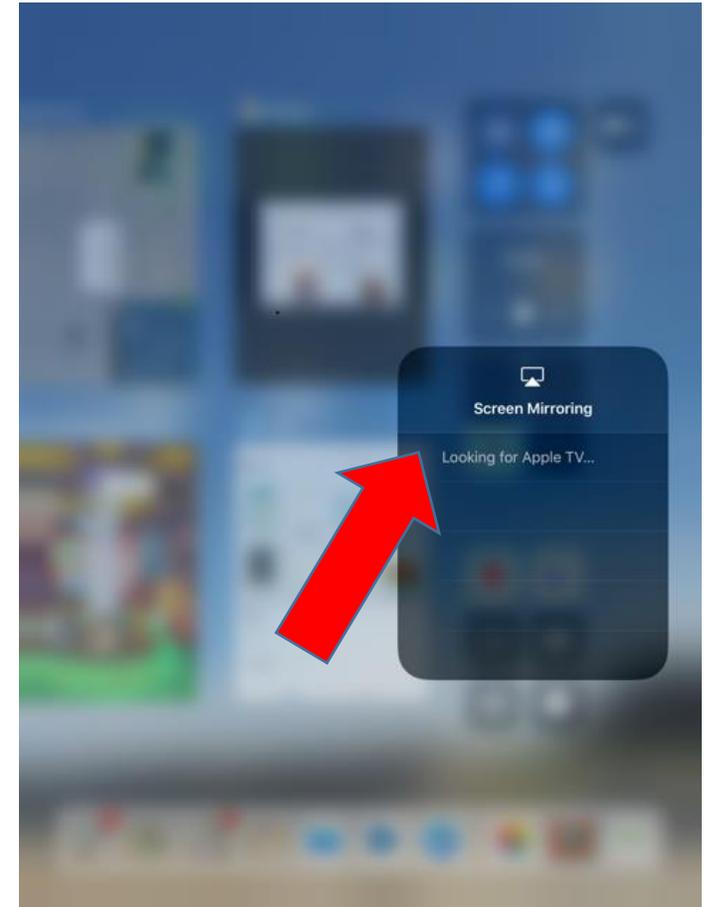
AirDrop

1. Activate CONTROL CENTRE
2. Tap on AirDrop Icon
3. Always leave on EVERYONE



Screen Mirroring

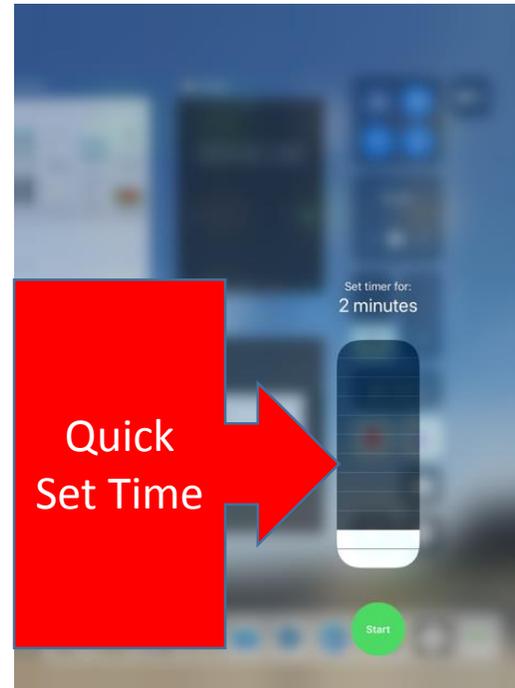
1. Activate CONTROL CENTRE
2. Tap on Screen Mirroring
3. Select the name your teacher will instruct you to connect to



Setting a Timer



1. Activate CONTROL CENTRE



2. Long hold on Timer Icon will activate Quick Timer
3. Slide finger up and down to select time.



4. Short tap will activate CLOCK App

Settings - permission



- When you open an App for the first time, it will ask you for permission:
 - Access Photos
 - Access Microphone
 - Enable Location
 - Send notifications
- If you don't, when you want to use an App, you will need to go into Settings and enable all the above in Privacy. (See image)

Settings - updates



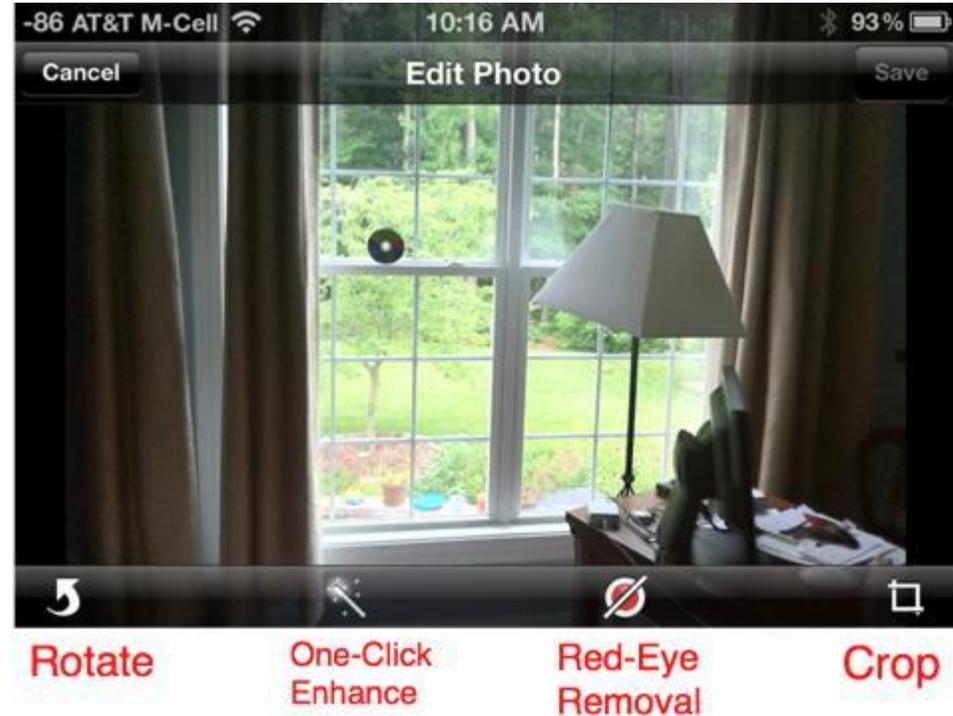
- Ensure your iPad is up to date all the time.
Install all new updates when they come out as:
- ✓ It has 'bug fixes'
 - ✓ ensure your iPad is safe
 - ✓ Can use the new features of the App

Screen shot



1. Press the power button and the home screen button at the same time.
2. Release the buttons and you will get a brief white background and clicking sound if not on Silent.
3. Your screenshot will be saved to your camera roll and you can then access it from there.

Crop a Photo



1. Open your Photo App
2. Select the Photo you wish to edit
3. Tap the EDIT button on the top right of the screen
4. Select the crop button and a white grid will appear over your photo.
5. Move the grid pointers to crop your photo.
6. When done, click DONE.
7. Access your cropped photo in your Photo App.

Zoom in - Zoom out



1. Place 2 fingers on the photo or text you want to zoom in/out
 - Pinch in to make smaller
 - Pinch out to make bigger

OR

1. Double tap to make bigger, double tap to make smaller

Wi-Fi - Troubleshooting - 1

1. IF Wi-Fi icon is BLUE = Off...

Tap to turn Wi-Fi on WHITE

- If prompted for Proxy credentials - always enter these in

2. Completely close the open App

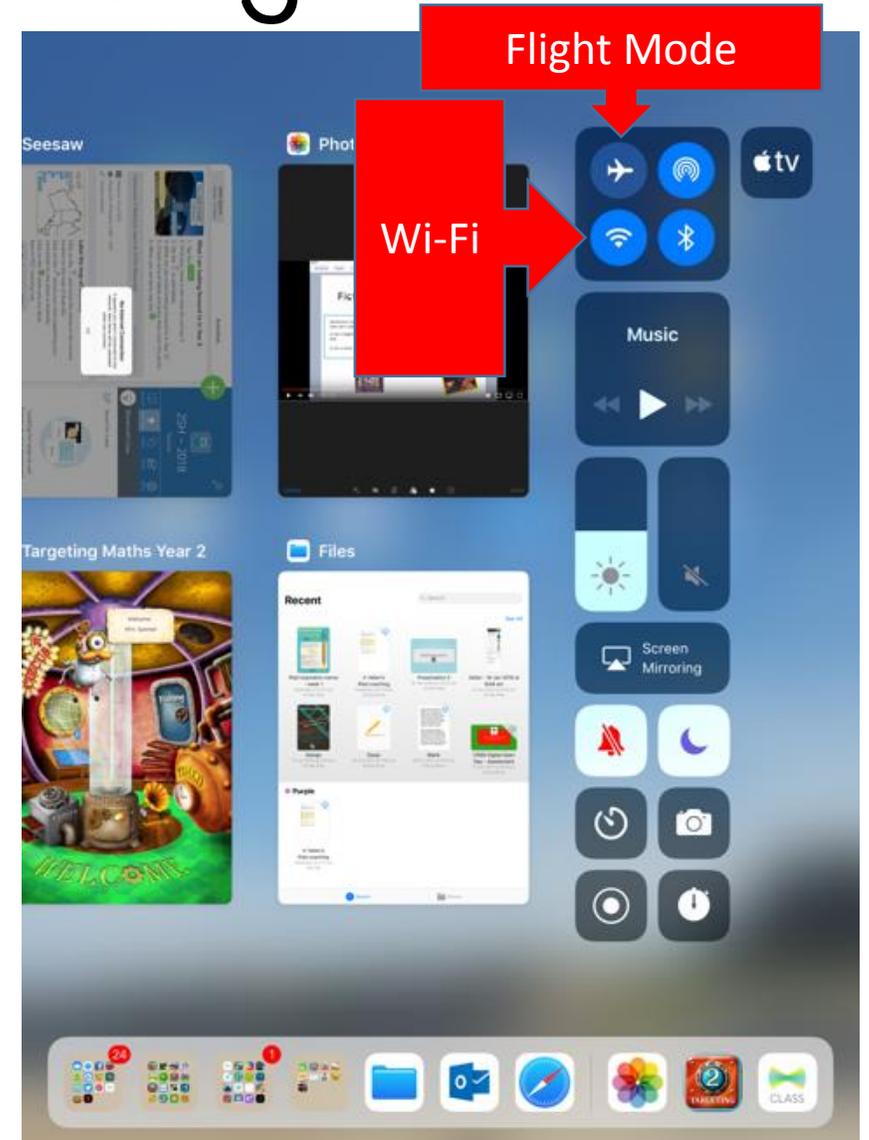
3. Place iPad on Flight Mode

4. Put iPad to sleep and then turn on again

5. Turn off flight mode.

6. Reopen App and try again

If still not working, close APP again, then continue to next step



Wi-Fi - Troubleshooting - 2

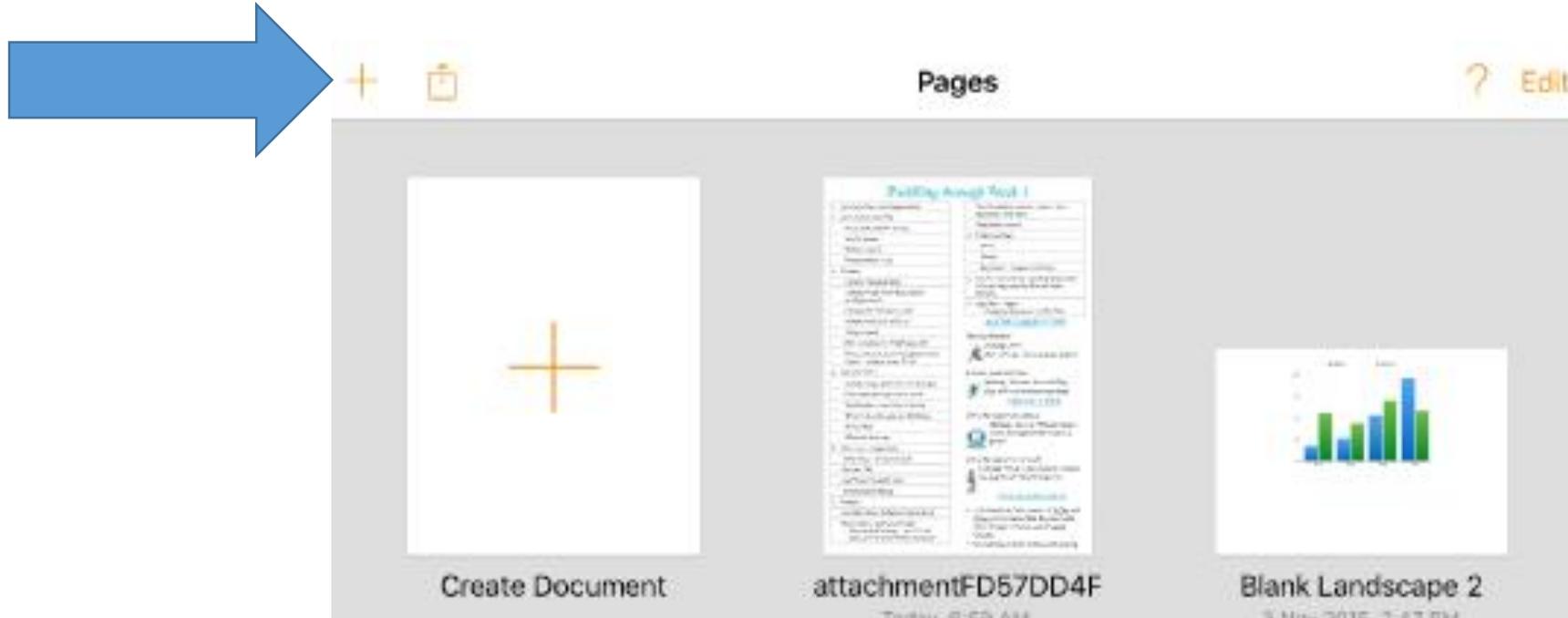
7. Open Settings > check Wi-Fi is on iDET (normally better) but could be QDETA-X depending on location

8. Reopen App and try again

If still not working, then completely shut down iPad and restart



App Basics - Where do I start?

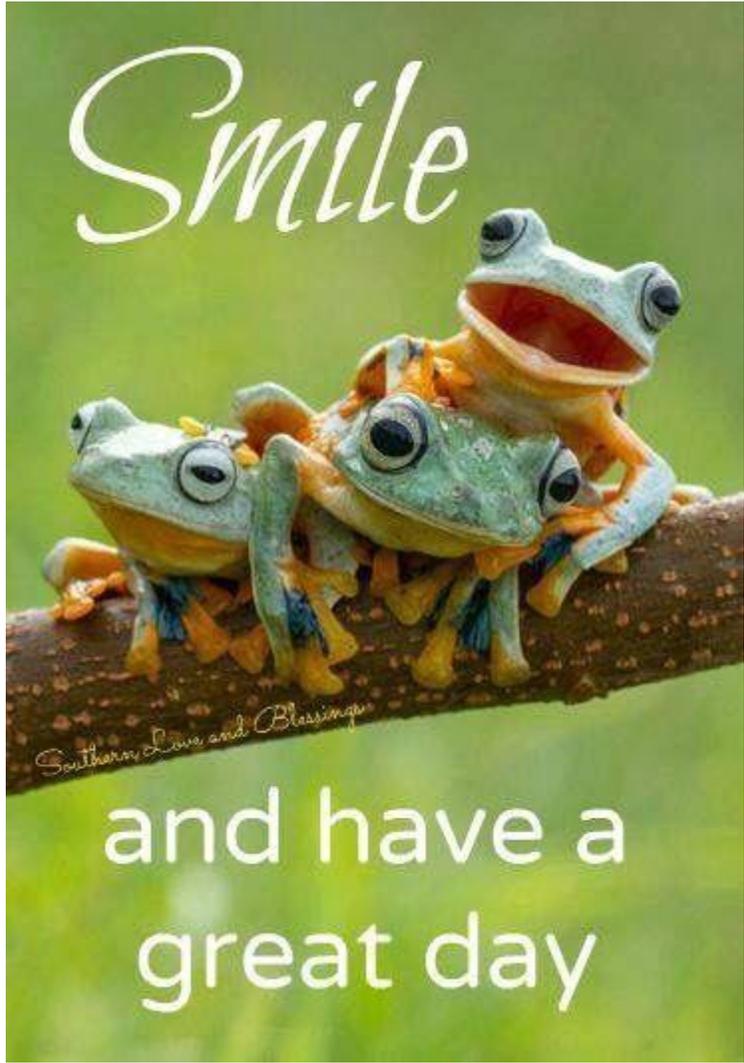


Look for a + sign or a settings wheel to open and start a new document.

App Basics – export button



Tap to send or export into another App.



Smile

Southern Love and Blessings

and have a
great day