

## **iPad Tips & Tricks**

### **Managing your Home Screen**

Touch and hold on any icon on the home screen for about 3 seconds and the icons will all start wobbling. In this mode, each icon has an X in the corner, to quickly and easily delete icons from your home screens. Apps deleted like this will still be stored in your iTunes library. You can also drag the icons around to re-arrange them into folders – dragging to the edge of the screen will push you onto the next home screen – drop the app you are dragging onto another app and a folder is automatically created. Name the folder.

### **Searching for specific items**

The easiest way to find something instantly is through the Spotlight search tool. To access it, press the home button and scroll across to the furthest home screen on the left. Just start typing in the file, song, app name, contact or email that you wish to find, and the search results are displayed instantaneously.

### **Multitasking**

If you're running version 4.2 or higher, your iPad is equipped for multitasking. Double click HOME button to bring up the multitasking bar. This allows you to quickly swap between recently opened apps without having to return to the home screen. The multitasking menu can also be used to change screen brightness, sound and control iPad functionality. To close opened apps, press on an opened app until it wobbles. A red circle with a dash through it appears on each opened app. Press the red button to close the app or apps. Press on HOME to restore.

### **Screen Rotation Lock**

Locking the screen orientation of your iPad is essential for reading in bed and lazing on the sofa, but Apple can't quite decide how to do it. In 3.x versions of iOS, the switch on the side of the iPad - next to the volume rocker – could be used to do this quickly and easily. In version 4.2 of iOS, Apple changed the switch so it behaved as a mute button instead, choosing to move the screen rotation lock to a touch button on the multitask menu.

Understandably, users were distraught. In version 4.3, you can choose the behaviour of this switch from the Settings screen.

## **TYPING**

### **Quick Symbols**

For most people, the occasional accented letter is more than sufficient. For languages based on the Roman alphabet, just hold down the base letter, ie: e, or “, and variants will appear. The same also applies to quotations and other symbols.

### **Copy and Paste**

Triple-tap a block of text to select all of it - this will grab the entire paragraph. Double-tap to select a single word. From here, you can adjust the selection by dragging the blue tags to expand or contract it.

To paste, hold your finger on the screen until the magnifying area appears. Carefully drag into the desired position, and simply hit paste. Also note that by default the first letter of any sentence is automatically capitalised, so don't bother pressing the shift key (even though your typing instinct tells you to!)

### **Adding Gmail, Yahoo, Hotmail Email Accounts:**

By default there are built in settings for Gmail and Yahoo to easily add your webmail account to your iPad. From the settings screen, select **Mail, Contacts, Calendar** then **Add Account**, select the account provider, and fill in your name and password.

For some reason, Hotmail isn't listed by default, but it's just as easy to add. Choose Other as your account type, then simply select Add Mail Account. You'll need to fill in the same details, but there are no complicated settings or server addresses. If your password and username were correct, just click save on the next screen and you're done!

### **Syncing Your Google Calendar and Contacts:**

Setting up your iPad to sync calendar and contact data with your Google account is a little more difficult, but not impossible. Follow these steps:

1. From **Settings**, select -> **Mail, Contacts, Calendar** -> **Add Account** -> **Microsoft Exchange**
2. Type in your full Google email address for email, as well as the same again for username.
3. Leave the domain field blank, and fill in your password.
4. Press Next. A box labelled **Server** will magically appear.
5. Enter **m.google.com**

6. Select the services you want to sync.

**Manage your storage space**

You actually have a high degree of control over precisely what gets synced onto your device. With the default settings, you often get a little of everything – some music, the latest podcasts, some videos, all of your apps - but with a little micromanagement of the storage area you set your iPad up to be even more useful to you.

With your iPad connected and recognised in iTunes, take some time to go through each tab and personalise the content you really want on your iPad.