

iPad Tips & Tricks

Reset - This is probably one of the first things an iPad user needs to know. You can reset your iPad without having to turn it all the way off and on again. To do this, just hold down the power button and home button for a few seconds and the iPad will reset.

Force Quit - Use this tip if a program gets frozen or you want to exit right away. Just click on the home button to return to the main screen.

Screen Shot - Screen shots are important when you want to capture a screen. (good for if you are creating tutorials or professional development). Hold down the power button and home button for a second then release. A camera sound will go off as the screen turns white. The screen shot is stored in photos.

Dock - You can manage the dock of your iPad the same way you do it on a Mac. Click down on a app until it wiggles and then drag and drop it in the dock. There are 6 dock spaces.

Create Folders - Tap and hold on an app until all the apps start to jiggle. Then drag one app over another icon and release. A folder is created with both apps in it. The folder renames itself with the category of the apps it contains, but you can rename it.

Passcode Denied – 10 tries and everything is deleted.

Sensitive data on your iPad? Enable a feature on your iPad that will erase all the data on your device if someone puts in the incorrect passcode 10 times. Settings, General, passcode lock, erase data.

Stop asking to join networks - If you don't want to be bothered by the pop up asking you to join the networks, go to settings, WiFi, and turn off Ask to Join Networks.

Multitasking - Double tap on the home button when you want to switch to another app and then tap on the one that you want.

Orientation lock or mute - Settings, general to choose between lock rotation and mute. Slide side button.

Quick Volume mute - To mute your iPad, press and hold the volume DOWN button.

Need to write in Caps (Caps lock on) - Double click on the shift key.

Copy and Paste - Tap and hold down, and then choose select to select the exact portion of text you'd like to copy. Next, tap copy. Go to different app, tap and hold down again, then tap pastes from the menu that appears. Top Tip: to select an entire paragraph, tap four times.

Please a word - Hold down on the word to copy it. Choose select, then you will see a new option: Replace. Tap this and you can see suggestions for alternative words.

Hidden apostrophe key on the keyboard - Tap and hold on the “!” key and a hidden apostrophe will appear – then just slide our finger up to access it.

Quick Quotes - Simply tap and hold over the ? key and the quotation symbol appears, when you can select by moving your finger upwards.

Define a word - Tap three times on the word. The bar comes up with an arrow at the end.. The word define appears. Tap on define and the definition appears.

Full stop at the end of a sentence - Doubletap the space bar at the end of a sentence. This adds a full stop and a space for you. This can be a great time saving feature when writing long articles.