iPad Tips, Tricks, and Timesavers Quick Start Guide

Introduction
This document is designed to introduce and explore the iPad interface including physical device buttons, touch-screen gestures, the on-screen keyboard, and the control center.

Physical Device
The iPad has several buttons and other external features important to its operation; these are labeled in the image below:

- **Status bar**
- **App icons**
- **Home button**
- **Sleep/Wake button**
- **Volume buttons**
- **Headset jack**
- **Charging port**
- **Camera**
- **Touch screen**

**Figure 1:** Labeled physical features and buttons of the iPad

Common Touch-Screen Gestures
The gestures shown and described below are some of the most common ways you will interact with the surface (touch-screen) of your iPad.

- **Tap:** Tap with one finger on surface.
- **Touch and Hold:** Touch surface and hold for given time period.
- **Flick:** Quickly swipe one finger horizontally or vertically on the surface, lifting your finger at the end of the movement.
- **Scroll:** Touch surface and smoothly move one finger up or down.
- **Pan or Drag:** Touch surface and smoothly move one finger in any direction.
- **Pinch:** Touch surface and smoothly drag two fingers together.
- **Expand:** Touch surface and smoothly drag two fingers away from each other.

**Figure 2:** iPad gestures for manipulating images and items
Gestures in Action

Explore some of these common gestures by attempting the following simple steps with your iPad:

1. Move an app icon to another screen: **Touch and hold** any app on the home screen until it jiggles, then drag the icon to the edge of the screen to move it to a different screen. Press the home button on the front of the device to save your arrangement.

2. Open multiple apps: **Tap** any app icon to open it, and return to the home screen by pressing the home button. Then, open at least one other app, and return to the home screen again.

3. Manage open apps: Double-click the home button to show the multitasking display. This will show you all of your open apps. Then, **flick** upward on any open app to close it.

Multitasking Gestures

Multitasking gestures make use of multiple touch-points on the device; usually four or five fingers contact the screen at the same time.

**NOTE:** To turn multitasking gestures on or off, go to Settings > General > Multitasking Gestures.

The following helpful multitasking gestures can replace other navigation options and can increase your speed and efficiency when using your iPad:

- Return to the home screen: From any screen, make contact with four or five fingers and pinch them together.
- Reveal the multitasking display: From the bottom edge of the screen, flick upward with four or five fingers.
- Move back and forth between active apps: From any open app, flick left or right with four or five fingers.

Keyboard Tips & Tricks

There are several tips and tricks to keep in mind when using the on-screen keyboard for note-taking, writing emails, and other purposes:

- Locate the cursor: Touch and hold the text, then drag to position the cursor in a new location.
- Use Caps Lock: Double-tap the shift key.
- Cut/copy and paste text: Double-tap a word to select it; then tap “copy” or “cut.” Double-tap another part of the text area, then tap “paste.”
- Use spell check: Misspelled words will appear with a red underline; tap on the word to see alternate spelling options.
- Insert alternate characters (e.g. accented letters): Touch and hold a letter key; then slide to choose one of the options displayed over the key.
- Change the keyboard language: Go to Settings > General > International > Keyboards. Tap “Add New Keyboard,” and choose a keyboard from the list.
- Quickly move to a new sentence: Instead of tapping the period key and then the spacebar, simply double-tap the spacebar to instantly add a period and a space before beginning your next sentence.
- Split the keyboard: From the center of the keyboard, make the “expand” gesture horizontally toward the edges of the screen. Some people prefer this keyboard configuration for typing with their thumbs while holding the device upright.

Control Center

Find the iPad control center by flicking upward with one finger from the bottom edge of the touch screen. From this panel, you can easily navigate to tools like the camera and clock; you can also control features such as volume, brightness, and Wi-Fi or Bluetooth connectivity.

Hard Reset

If your iPad stops working or responding correctly, you can try to correct the problem with a hard reset of the device. To do this, press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds (until the Apple logo appears).