

Division of Information Technology

**Training and Communication**

# iPad Tips

Material and images adapted from [Apple Support](#)

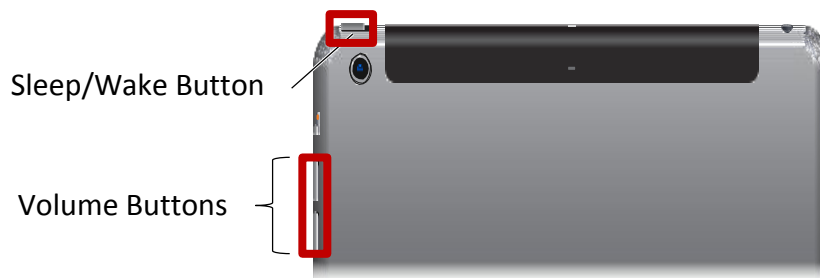
*Technology-related learning opportunities and support for VSU Faculty and Staff*



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## DEVICE PHYSICAL LAYOUT



## APPLICATION MANAGEMENT

### To Open an App:

Tap an app to open it

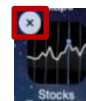
### To Pause the Installation of an App:

As the app is installing, tap the icon to pause it.



### To Remove an Installed App:

1. Tap and hold the app you wish to remove.
2. Select the **X** that appears on the upper left corner of the app.



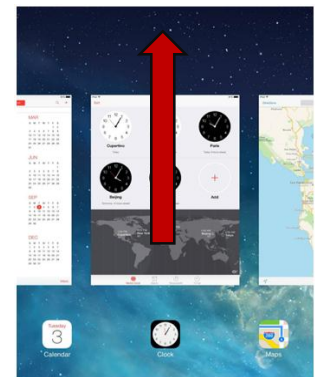
### To Switch Between Apps:

1. Double-click the Home button to reveal the multitasking screen.
2. Swipe left or right to see more. To switch to another app, tap it.

*If an application freezes or fails to respond, you can force it to shut down.*

### To Force an App to End:

1. Drag the app up from the multitasking screen.



### To Search for an App:

1. Select the Home button and swipe down in the center
2. Type the name of the app you wish to launch in the **Search iPad** field.
3. Tap the **Search** button on the keyboard.



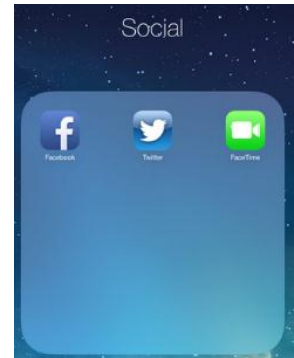
## To Quickly Mute App Sound:

Press down the volume button for two seconds.

## To Create an App Folder

1. Tap and hold the app you wish to place in a folder.
2. Drag the app over another app you wish to also have placed in the folder.
3. After the one app has been dragged over another app, a folder appears as well as the option to name it.
4. To rename a folder after it has been created, tap the name of the folder.

*To remove an app from a folder, drag and drop the app to a location outside of the folder. To delete a folder, remove all of its contents.*



## SETTINGS

The settings are used to adjust iPad features and application functions.

## To open Settings:

Tap the **Settings** icon





## SAFARI AND WEB BROWSING

### To Clear the Safari Browsing History:

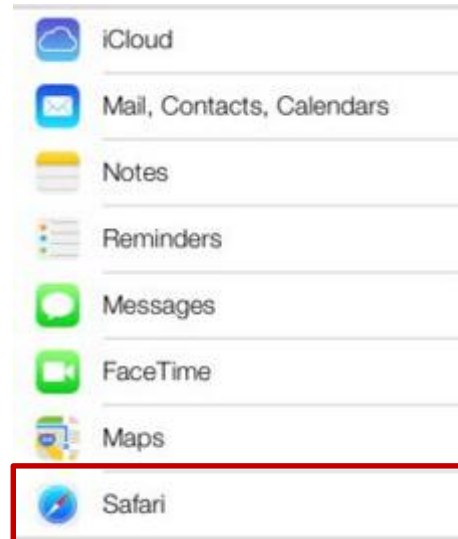
Select **Settings** → **Safari** → **Clear History**

### To Clear the Safari Cookies and Data:

Select **Settings** → **Safari** → **Clear Cookies and Data**

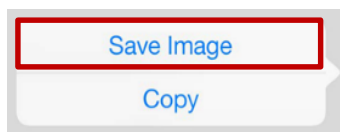
### To Show Favorite Bookmarks:

1. Select **Settings** → **Safari**
2. Use the slider next to **Show Favorites Bar**



### To Save Images from the Web:

1. Browse to an image
2. Select and hold the image
3. Select the **Save Image** option that appears. The image will then be stored in your Photos App.



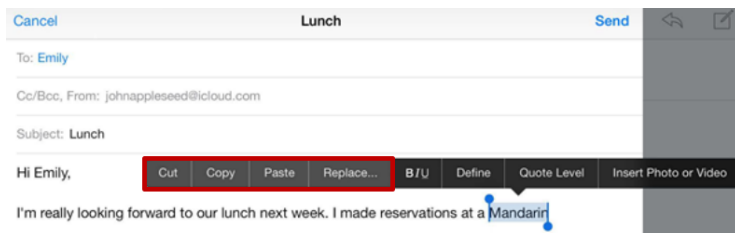
### To Scroll Quickly to the Top of a Webpage:

After scrolling down a page, tap the title bar to return to the top.

## TEXT EDITING

## To Cut, Copy, Paste, or Replace Text:

1. Double-click on a word within the text to be cut or copied.
2. Drag finger with handle to select the appropriate text.
3. Select either **Cut** or **Copy** when the option menu appears.
4. Move the insertion point by clicking in the area you wish to place the cut/copied text.
5. Select the **Paste** or **Replace** option that appears after clicking in the appropriate text field or area.



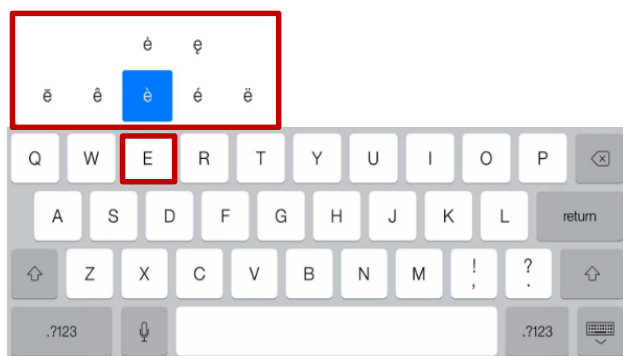
### To Use the Magnifying Glass:

1. Tap and hold down an area to prompt the Magnifying Glass.
2. Move the Magnifying Glass to the location to be magnified.



### To Use Hidden or Alternate Keys:

Tap and hold down a key to see its related letters and symbols.





## MAIL, CONTACTS, AND CALENDARS

### To change your email signature:

1. Select **Settings** → **Mail, Contacts, Calendars** → **Signature**
2. Edit the signature field

### To Adjust Mail Preview:

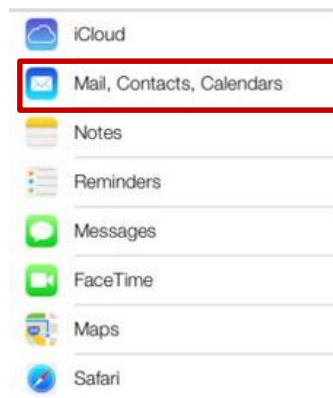
1. Select **Settings** → **Mail, Contacts, Calendars** → **Preview**
2. Select the number of lines to appear during mail previews.

### To Email an Attachment:

1. Open the Mail App
2. Select Camera icon and choose an item to attach.
3. Enter the email address and subject fields accordingly.
4. Select **Send**



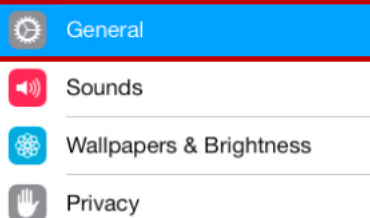
Send



## SECURITY AND BACKUP

### To Password Protect or Lock iPad:

Select **Settings** → **General** → **Passcode Lock**



### To Adjust the Auto-Lock Setting:

Select **Settings** → **General** → **Auto-Lock**

### To Backup iPad Content and Data:

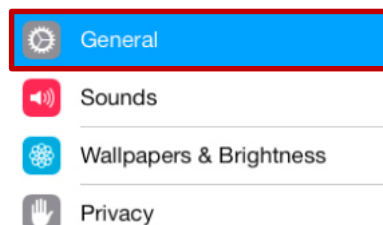
1. Connect iPad to a computer
2. Open iTunes
3. Select **File** → **Device** → **Backup**



## SIRI

### To Enable Siri Usage:

1. Select **Settings** → **General** → **Siri**
2. Move the slider left to enable the Siri function



### To Use Siri:

1. Press down and hold the Home button
2. Tap the microphone icon
3. State your desired query



### To Improve or Correct Query:

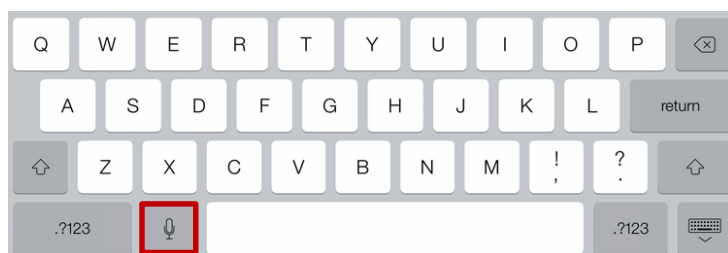
1. Tap the Speech bubble
2. Using the virtual keyboard, retype query.

## DICTION

In order to utilize diction, Siri must be enabled.

### To Use Diction:

3. Select the microphone icon on the virtual keyboard.
4. Speak aloud to dictate.
5. When finished, select **Done**.





**To extend the battery life of your device:**

- ✓ Exit apps and disable functions that are not utilized.
- ✓ Only use live streaming content when the device is plugged in.
- ✓ Turn down the screen brightness.
- ✓ Avoid games 😊
- ✓ Use your computer for web browsing and emails when possible.

By reserving iPad for tasks that can be done on the computer only when a computer is unavailable and ending unnecessary applications- the length of its battery life can be prolonged considerably.