

Division of Information Technology
Training and Communication

iPad Tips

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

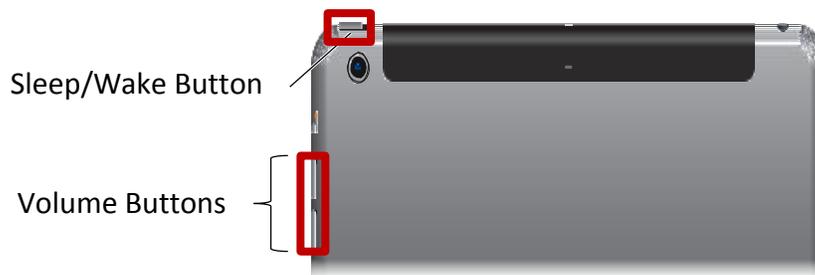
Technology-related learning opportunities and support for VSU Faculty and Staff



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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.



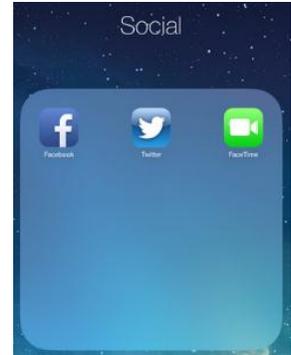
To Quickly Mute App Sound:

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:

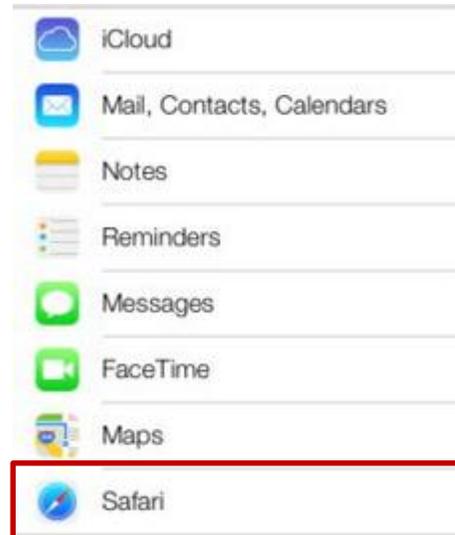
Select **Settings** → **Safari** → **Clear History**

To Clear the Safari Cookies and Data:

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

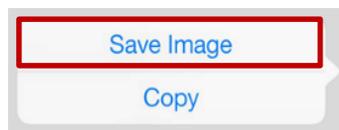
To Show Favorite Bookmarks:

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.



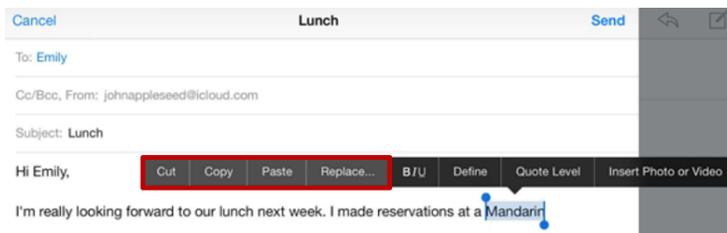
To Scroll Quickly to the Top of a Webpage:

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:

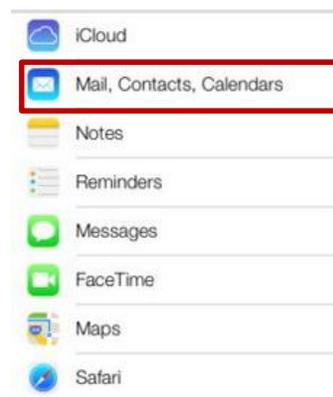
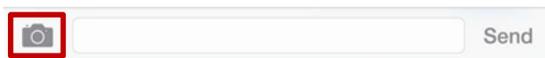
1. Select **Settings** → **Mail, Contacts, Calendars** → **Signature**
2. Edit the signature field

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:

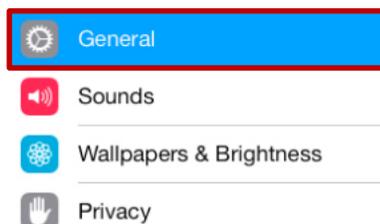
1. Open the Mail App
2. Select Camera icon and choose an item to attach.
3. Enter the email address and subject fields accordingly.
4. Select **Send**



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**

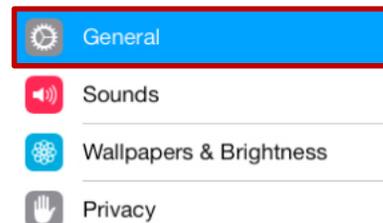
To Backup iPad Content and Data:

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:

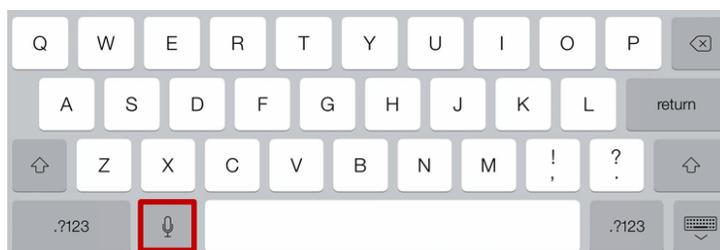
1. Tap the Speech bubble
2. Using the virtual keyboard, retype query.

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.