

Key Features on your iPad or iPhone

Turn Your Favorite Sites into Links on the Home Screen:

Using Safari, open a website and choose the icon next to the URL field.



The drop down list has an item that says Add to Home Screen. It now shows up like any other icon for an app. To go a step further, place all of your webpage “icons” on the same screen for easy reference.

Keyboard shortcuts:

- double tap the “Shift” key to activate Caps Lock
- To get an apostrophe - tap and hold the exclamation point key, sliding your finger up to access it
- double tap the space bar to place a period followed by a space



Fast web address entry:

use the keyboard's .com key or hold it down to find other URL endings (.us, .edu, .org....)



To copy and paste

- a single word: double tap it
- a paragraph: tap 4 times

Then tap Copy, then go to a different window, or location in the text. Hold down and tap Paste.

Take a screen shot of your ipad:

Push the top power button (on the iPad's edge) and the Home button simultaneously for a second - the screenshot will be saved to your picture gallery



Group your icons

group icons according to categories - business apps, video and music, games, etc. It is easier to get lost in app confusion. You can even group icons in their own screen. Press and hold any icon, so that they all wiggle. Then, press and hold one icon, while dragging it on top of another. This creates a 'group' that you can name.



Search for an App: Swipe down from the middle of the home screen

Recently Used App Menu: Double tap the “home” button to bring up recently used apps.

Lock the Orientation: Go to Settings > General > Lock Rotation. Now the side button on the device will activate the lock rotation option.

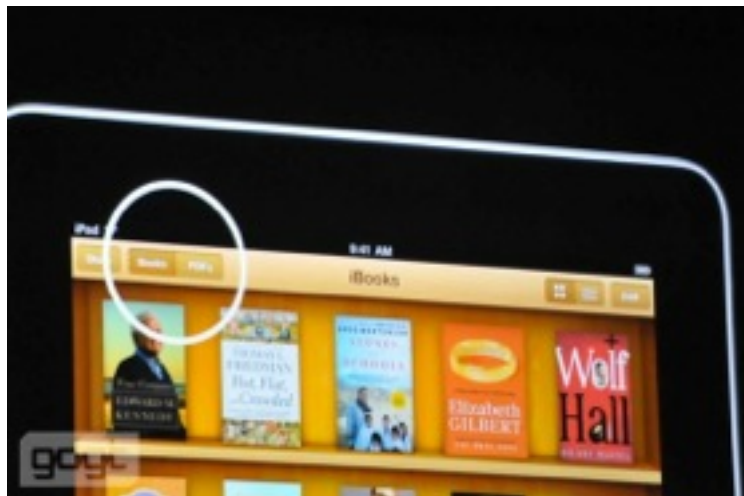
Increase iPad battery life

The iPad battery can last for up to 10 hours, but you can squeak out a bit more usage. Drag the brightness slider (under Settings, Brightness) as low as you can stand, turn off both Wi-Fi and Bluetooth (under Settings), don't play and videos or music, and avoid gaming apps.

Display PDFs

Your iPad can now display PDFs natively, without any third party apps thanks to an update to iBooks. After you've updated your iBooks app to the latest version (via the App Store) there are two ways to display PDFs on your iPad - you can either email them to your iPad, in which case you get a new Open in iBooks button appear, or you can sync PDFs from your Mac or PC via the Books tab in iTunes.

To do this just drag and drop the PDF into iTunes, then when you sync your iPad click on the Books tab and select the PDFs you'd like to sync. In iBooks you click on PDFs in your library to see the PDFs you have ready to display.



Saving images in Safari

Click and hold the image
(some are copyrighted and will not work) then
push “Save Image” or “Copy”