

Useful tips and tricks for iPad

Settings Menu

Airplane Mode: when set this switches off WiFi and telephone so no signals are radiated

Wi-Fi: this allows you to select the WiFi service you wish to connect to and to turn it on and off

Bluetooth: allows you to switch it on and off and displays connectable devices

Notifications: (To view Notifications swipe down from the top of the screen) within the settings menu you can select how you wish to be notified for each app and set different warning sounds

Control Centre: the settings menu allows you to choose whether Control Centre can be accessed from the Lock Screen or when in an app. To access Control Centre, swipe up from the bottom of the screen. Control Centre allows you to start and stop music and skip tracks; adjust volume; set Airplane mode; switch WiFi and Bluetooth on and off; adjust screen brightness; set the Timer; open the Camera

Do Not Disturb: you can set this manually or can set up time periods when you wish it to be set on

General Settings:

About:

Name; set a name for your iPad

Songs: tells you how many

Videos: tells you how many

Photos: tells you how many

Applications: tells you how many

Capacity: states storage capacity of device

Available: states how much storage capacity is available

Version: states software version number

Model: states iPad model number

Serial Number: states individual serial of device

WiFi address: states address

Bluetooth: states address

Software Update: tap on this and if online iPad will check to see if current software is latest version

Accessibility: tap here for a huge range of options like larger text or greyscale or speak screen/selection, etc

Gestures; switch on or off to allow 4 or 5 fingers to:

Swipe up to the App switcher

Swipe left or right between apps

Pinch to the home screen

Side switch: use to either lock rotation or mute

Storage & iCloud usage: Shows used and Available storage in Gbytes

Manage Storage: Tap to bring up a list of all your apps and the storage used by the app and its datafiles. Tap an app and it will show the amount of data file storage used and the option to delete the app

Background App Refresh: tap here and it displays a list of all apps that can run in the background. Switch off individual apps to save on battery life

Auto-Lock: will lock the iPad after 2,5,10,15 minutes or never

Restrictions: Allows you to set a password for individual apps

Lock/Unlock: If you have an iPod cover this allows lock/unlock when you open or close it

Date & Time: select either 12 or 24 hour time. Select "Set Automatically" for your iPod to set the time automatically

Keyboard: Tap on Keyboards to select English, Querty or add new keyboard eg French, German etc

Language and Region: Choose your language and geographical region

iTunes WiFi sync: Connect your PC to the iPad by cable and synchronises the music tracks

VPN: allows you to connect to a Virtual Private Network

Regulatory: shows the regulations complied with by country

Reset: Allows Reset all Settings

- Erase all Content and Settings

- Reset Network Settings

- Reset Keyboard Dictionary

- Reset Home screen Layout

- Reset Location and Privacy

Display & Brightness: Set slider control to screen brightness level required or tap on Auto-Brightness and iPad will adjust automatically depending on ambient light levels. Text size allows you to set type size automatically in apps that support Dynamic Type. Tap on Bold Text and all type will be displayed in bold

Wallpaper: Tap on "Choose a New Wallpaper and choose from your photos. Set separate photos for the Home and Lock Screens

Sounds: set the slider to adjust sounds volume. Set different sounds for various alerts, eg New Mail, Calendar Alerts, etc

Passcode: set a 4 digit passcode to unlock your iPad

Battery: set/Unset Battery Percentage indicator on status bar. See which apps have used most battery in last 24 hours or 7 days

Privacy: Shows list of your data items. Tap on an item to see which apps have requested access to that data

iCloud: Allows you to set the parameters to access your iCloud files

iTunes & App Store: Allows you to set your Apple ID and Password and allow automatic updates

Mail, Contacts, Calendars: Comprehensive settings for your email account(s), Contacts, Calendars

Notes: Various settings

Reminders

Messages: allows you to use iMessage facility

Facetime: Allows you to set various parameters

Maps: set Miles/Kilometres; English labels

Safari: lots of settings to control web browsing.

News: Set notifications preferences, previews

Music: Various settings

Videos: set to start playing from beginning or where you left off

Photos: set “Summarise Photos” for compact summarised views for Collections and Years; Set video to 720 or 1080 – 1 minute of video will use 60Mb or 130Mb. HDR Keep normal photo – HDR blends 3 separate exposures into a single HDR image. Keep retains a standard image as well

iBooks: Various settings to control the way text appears; eg justification, auto-hyphenation, etc

Podcasts: Various settings to control when and how podcasts are downloaded, refreshed and deleted

Game Center: sign in with your Apple ID

Twitter: set your Twitter username and password

Facebook: set your Facebook username and password

Flickr: set your Flickr username and password

There then follows a list of all your downloaded apps. Tap on each one to allow/disallow what personal data the app is allowed to access

Tips:

When typing text:

- If you hold the cursor on a letter, it will pop up a menu of characters with accents
- Tapping the space bar twice will give you a full stop
- Adding an extra letter at the end of certain words will auto-correct to contractions. (for example “weree” will be “we’re”)
- To undo something just tap the number button then tap “UNDO”

- Swipe up on the comma/exclamation mark key to get an apostrophe and on the full stop/question mark key for a quotation mark
- Manipulating blocks of text:
 - Double tap next to the text
 - Drag the selection handles to select the text
 - Choose from the menu options: Cut Copy Paste B/U
 - To paste previously cut text, double tap the location where you want it to be pasted and tap "Paste"

Grouping Apps into folders: You can create a new folder by tapping on an app, holding your finger down and then dragging it over on top of another app.

Check what Apps are running: Double-click the home button will show you everything that's currently running. To close an app that's misbehaving or that you no longer want to use, just flick it upwards to close it.

Control Center: Swiping up from the very bottom of the screen brings up Control Center, which gives you easy access to key features such as mute, orientation lock, Airplane Mode and so on.

Secret Trackpad: If you touch the on-screen keyboard with two fingers in an app where you are entering text it becomes a trackpad: As your fingers move so does the cursor It can be useful for editing documents.

Text Shortcuts: If you tend to use the same blocks of text again and again, set them up as Text Replacement items in Settings > General > Keyboard > Text Replacement. This enables you to create shortcuts, so for example you could set up your address to be called up by "*add"

Split the Keyboard: Apple's keyboard can split in two so you can use it with your thumbs. To split the keyboard just drag it apart (to the left and right) with two fingers; to put it back again just drag it back together.

Take a Screenshot: Press the Home and Sleep/Wake buttons simultaneously and you'll hear a click. The screenshot is automatically added to your Photos library.

Use Gestures for Multi-Tasking: You can quickly access the home screen by pinching with four or five fingers; bring up the app switcher by swiping up with those fingers or switch between apps by swiping left or right.

Enable Caps Lock: EASY! JUST DOUBLE-TAP THE SHIFT KEY! TAP AGAIN to turn it off.

Attaching things in Mail Items: To insert things into Mail messages, press and hold in an empty bit of the message and a toolbar appears. To add photo or video from your Photos library, choose Insert Photo or Video; to add files from iCloud Drive, Dropbox or other installed storage apps tap on Add Attachment.

Locking an App: Guided Access mode is useful if you're letting kids use the iPad: it locks down the current app and even allows you to disable specific bits of the screen,

such as the settings button or the upgrade banner. Enable it in Settings > General > Accessibility > Guided Access and then start it by triple-tapping the Home button.

Create PDFs automatically: If you've found something you'd like to save or share as a PDF, all you need to do is bring up the Share menu in Safari: it includes a Save PDF to iBooks option. It's handy for online articles that might not stay available, such as things you're reading as part of a subscription.

Camera Control: If the camera focusses on the wrong thing or meters light from the wrong area of the image? Just tap the correct object or area and the camera will refocus and re-meter. You can also switch HDR mode on or off for high dynamic range shots: they're good for dramatic shots such as foul weather on bright days.

How to Delete a Favourite Bookmark: Tap and hold your finger on the favourite and slide to the left. A red square with the word "Delete" will appear. Tap on that to delete the bookmark

Gather your best photos in one album: Tap the heart icon to select pictures you love, and they're automatically gathered into the Favourites album.

Reboot the iPad: To recover from a freeze do a reboot. To do this just hold down both the power button and Home button

Save Images while Browsing the Web: Just tap and hold on an image on any web page, and you'll be prompted to save the image