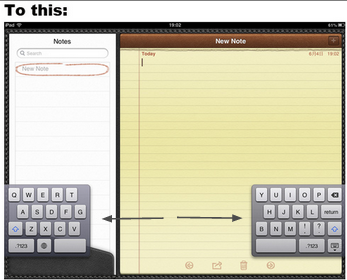
**iPad Tips, Tricks, and Problems**

Resource Sheet

**1. Thumb Mode with the iPad Keyboard**

-Take two fingers and place in the middle of the keyboard and swipe out to change to Thumb Mode

-Push the keyboard back together to exit Thumb mode.





**2. Type Special Characters with the Keyboard** (try it in Notes)

- Single quotation mark: touch and hold the comma key

- Turn caps lock on/off: double tap the Shift Key to lock, single tap to unlock

- Need an extra space? Push the spacebar with two fingers, it will give you two spaces. Works up to 5 fingers, giving up to 5 spaces.

- Push and hold any key in keyboard.

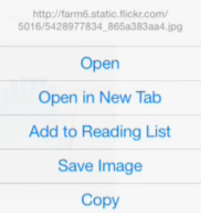


**3. Copy and Paste Text** (try it in Notes)

-Touch and hold the text you want to copy.

-Drag the handles to adjust the area if needed, then select Cut or Copy.

-Tap the area you want to paste, then select paste.



**4. Copy and Save an Image** (Open up Safari and search for an image you want to copy)

-Select and hold the image until a box of options appears

-Choose save image to save to camera roll or choose copy and paste it into a note or program.



**5. Invert Colors** (good for low light)

-Go to settings ---> General ---> Accessibility ---> Turn on/Off

“Invert Colors”



**6. A “frozen” or slow iPad: Reboot!**

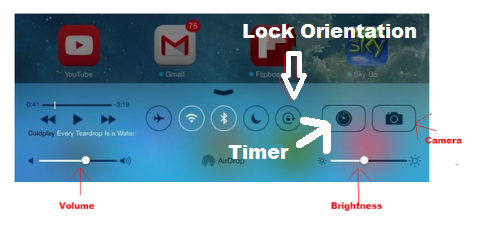
-Hold down the sleep/wake button for several seconds. The iPad will prompt you to slide to power off.

- If that doesn’t work, hold down the sleep/wake button AND the home button for several seconds. This will force the iPad to power down.

-After the screen is blank for a minute, hold the sleep/wake button to turn back on.

**7.Access Control Center** (fast way to get to music, timer, airplay, camera and brightness)

-Swipe up from bottom of iPad screen (on IOS 7 updated iPads only).



**8. Remove/Move apps**

-Push and hold any app until it starts to wiggle.

-Any app that has a small x can be deleted by pushing that x.

-You can push and hold a wiggly app and move it to any screen or the dock.

**9. Side Switch: Lock Rotation or Mute?**

You can choose what function the side switch serves, to lock the rotation of the app, or to mute the volume

-Go to Settings ---> General ---> Find “Use Side Switch to” area and select which option you prefer.

**10. Check browsing history in Safari**

-When in Safari, in the toolbar, click the bookmark button.

-Select History.