

# 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.



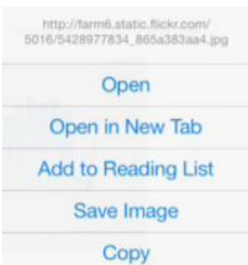
### 2. Type Special Characters with the Keyboard (try it in Notes)

- 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"



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## 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?

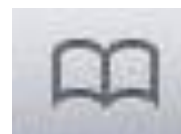
You can choose what function the side switch serves, to lock the rotation of the app, or to mute the volume



- 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
- Select History.



button.

