

iPad TIPS



iPad tips

The quickest way to see which iOS version you are currently running:

Go to the Settings app and to General > About. On the About screen the 9th item down the page is Version. This will list the current version of iOS – at the time of writing this post that is 5.1.1.

Updating iOS If you're running iOS 5 or later on your iPad:

iOS 5 was released in October of 2011. If you are running that version or later on your iPad then you can simply go to the Settings app and then tap on General on the left-hand sidebar – you'll then see an item titled 'Software Update' in the right-hand window, just below the 'About' item. Tap on that and you'll either get a verification that your software is up to date, or a box showing that an update is available. If there's an update available, you can choose to install right from this same screen.

* The only exception to the above is when a full new version (for instance the next major update to iOS, iOS 6, which is due for release this fall) is released. These generally require a full restore via iTunes to apply rather than an over-the-air update on the iPad itself.

Updating iOS If you're running an earlier version than iOS 5 on your iPad:

If you never got round to updating to iOS 5 you really should – it boasts a great number of impressive new features and had been updated a few times since with further enhancements and security patches.

If you are on any of the iOS 4.x versions you will need to connect to iTunes on a PC to update iOS on your iPad. As long as you have iTunes installed on your Mac or Windows PC it should open automatically when you connect your iPad to it via USB port and your sync/charge cable.

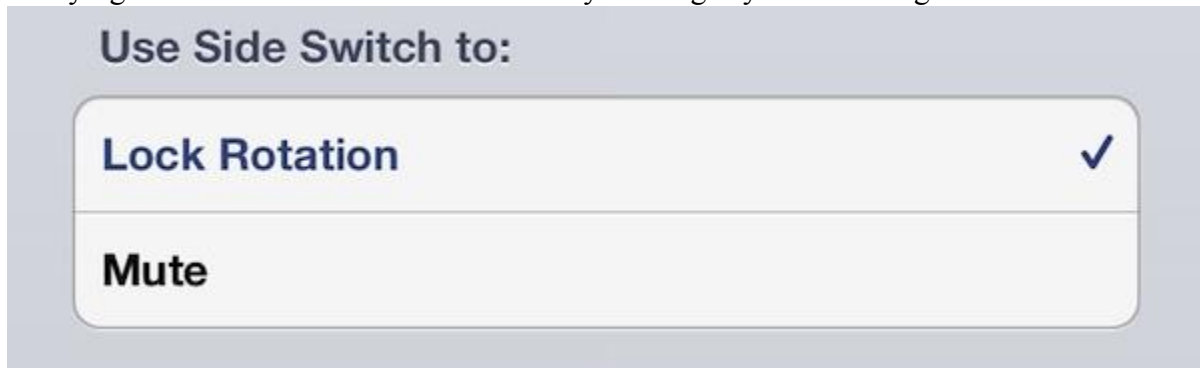
When iTunes opens it should immediately recognize that your iPad's iOS version is out of date and it will prompt you to update to the current version. You can then just choose to download and install the latest version and follow the on-screen prompts to get the installation done. The whole process generally takes just 10-15 minutes depending on your connection speeds and the general performance of your PC.

Of course, once you update to iOS 5 you'll be able to use the simpler update method described above.

Whether you're new to the iPad or a longtime user, here are some great tips to help you get the most out of the device. A few of these are intended for using on the new iPad, but most of them will be relevant to all iPad models of all ages.

Switch the Mute Button to Orientation Lock

Tap on Settings > General > Use Side Switch to: Lock Orientation. The [side switch](#) defaults to mute, but with volume buttons right underneath it this makes no sense, and there's nothing more annoying than an iPad screen that's constantly rotating if you're reading in bed.



Double-Tap Home Button to Access Brightness

The iPad screen is extraordinarily bright, this is wonderful for daytime use but give your eyes some rest in dimmer environments and at night time by manually adjusting the brightness, just double-tap the Home button and swipe right until you see the brightness indicator, and adjust manually as the lighting fits.



Use the Split Keyboard

Typing while holding the iPad is made much easier by [using the split keyboard](#). Just pull apart the keyboard by swiping with both thumbs from the center outward, or tap the little keyboard icon in the lower right corner and pull it up, the keyboard will split in two and be much easier to type on using your thumbs while holding the device.



Use Speech Dictation

Speaking of typing, why type when you don't have to? The dictation feature works really well, just tap the little microphone icon and speak, tap it again when you're finished for your words to be translated into text



Remember the Multitasking Gestures

You have three basic multitasking gestures which are enabled by default, remember these and use them. Arguably the most useful is the four-fingered app switcher, but learn them all.

- Four finger swipe to return to Home screen
- Four finger swipe up to reveal multitasking bar
- Four finger swipe left or right to switch between open apps

Add 6 Items to the Dock

By default the dock contains four items, but it can hold up to six on the iPad. Just tap and hold on an icon until it jiggles, then drag a couple more apps, folders, or website that you use frequently into the dock.



Move Unused Apps into a Folder

Everyone has a handful of default apps they don't use at all but that can't be deleted, for me that's Game Center, iTunes, YouTube, Contacts, and iBooks. Move them all into a folder and put it on another screen to get them out of the way. Unfortunately you can't move Newsstand into another folder, so just throw that onto a second page if you don't use it.

Bookmark Favorite Websites to Home Screen

While in Safari, load up your favorite websites ([like this one](#)) and tap on the box with an arrow in it, alongside the URL Bar. Select “Add to Home Screen” and give each site a short name so it doesn’t abbreviate itself. Better yet, make a whole folder full of your favorite websites bookmarks.



Don’t Use Black or Dark Wallpaper

The darker the wallpaper, the more you’ll see screen smudges and glare. Try to use a lighter wallpaper image and you won’t see all the oils and fingerprints nearly as much

Disable In-App Purchases

This is mostly for those who share an iPad with other people or with kids, but the last thing you want is someone accidentally charging up your iTunes account with nonsensical or accidental in-app purchases. [Disable these](#) easily by tapping on Settings > General > Restrictions > Enable Restrictions, then scroll down to “Allowed Content” and swipe In-App Purchases to OFF.

Take Screen Shots

Want to show off your iPad home screen or a cool app? [Take a screen shot!](#) Hold down the Home button and tap the Power button briefly, you’ll hear the familiar screenshot sound and the screen flashes white. Screen shots are stored within the Photos library, and can be messaged, emailed, or just preserved for posterity.

Set Up Mail and iMessage

The iPad makes a great communication device, [be sure to set up iMessage](#) and Mail so you can talk to people easily and for free.

Use iCloud

iCloud syncs messages, mail, reminders, bookmarks, enables Find My iPad, and provides for the most painless backup solution there is. It's easy to configure and free, [here is how to set it up](#) if you haven't done so already

Enable Find My iPad

Find My iPad lets you locate your iPad (or iPhone, Mac, or iPod touch) on a map, allowing you to see exactly where it is, and even letting you send messages and remotely wipe your data. This goes along with setting up iCloud, but if you don't have it enabled you can turn it on after configuring iCloud by tapping on Settings > iCloud > Find My iPad > ON. Hopefully you won't need this, if you ever lose your iPad you'll be happy to have it enabled.



26. Hidden apostrophe key on the keyboard

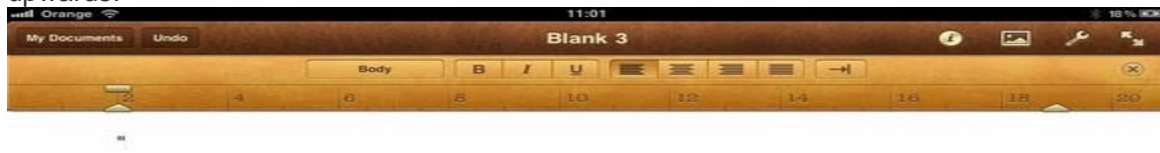
This is a great tip for any app, such as Notes, Pages or Mail, that you type into using the iPad's virtual keyboard. Rather than having to go to the second screen of the keyboard every time you want to type an apostrophe (which is a real pain) just tap and hold on the ! key and a hidden apostrophe option will appear - then just slide your finger up to access it.



27. Quick quotes

You don't have to move the iPad's second keyboard screen to enter a quotation mark either. Simply tap and hold over the ? key and a quotation symbol appears, which you can select by moving your finger

upwards.



28. Add a full stop

Another great keyboard tip for typing in apps such as Pages, Notes or Mail is to doubletap the space bar at the end of a sentence. This adds a full stop and a space for you, which can be enormously time-saving when you're writing long articles.

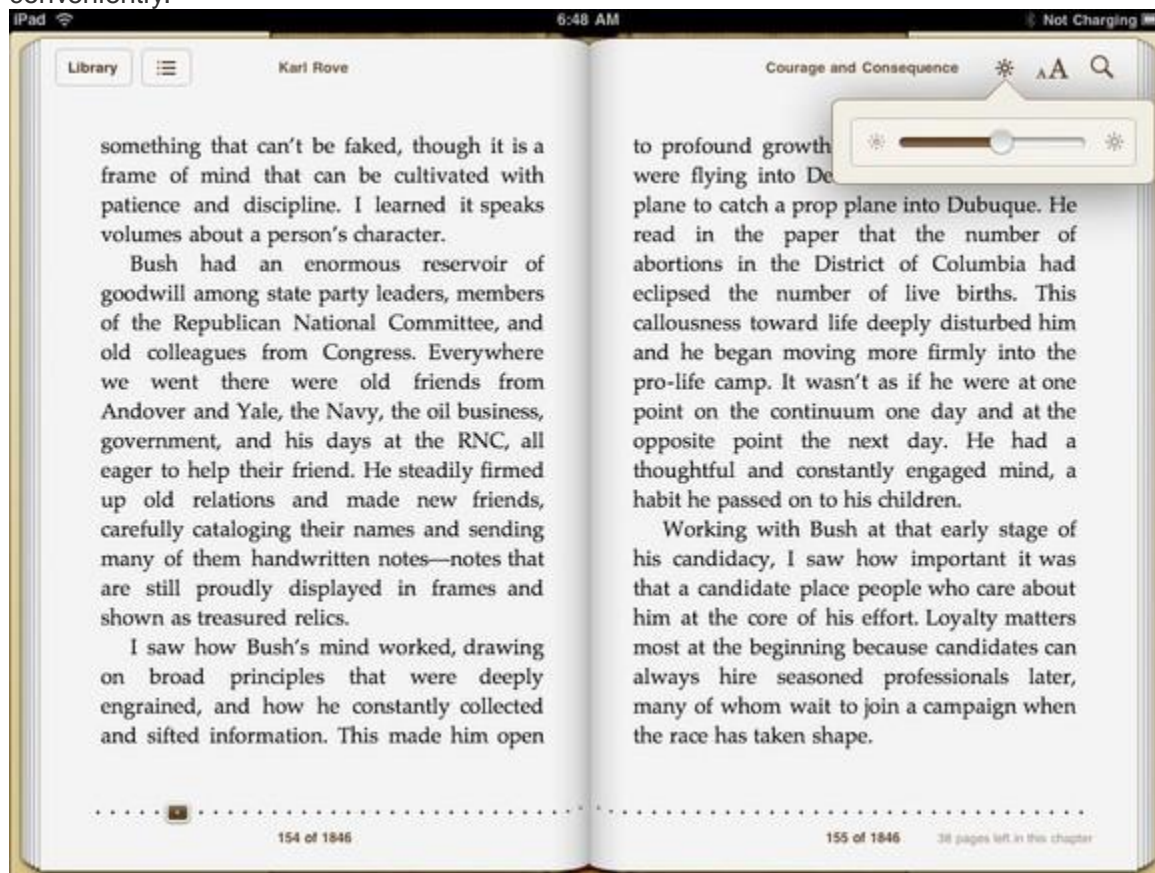


When you are typing, doing a double tap on the space bar will add a full stop.



29. Dim your iBooks

You can lower the brightness setting down to a low level using the Brightness option under Settings. But the iBooks app has its own brightness slider, which you can use to lower the level down more conveniently.



30. Change days

There's no way to swipe to change between days in the Calendar app, but don't forget the navigation bar along the bottom of the screen - this can be used to switch to different days (or weeks/months, depending on the view you've chosen). The current day is always shown in blue, or you can just tap the Today button to return to the current day.



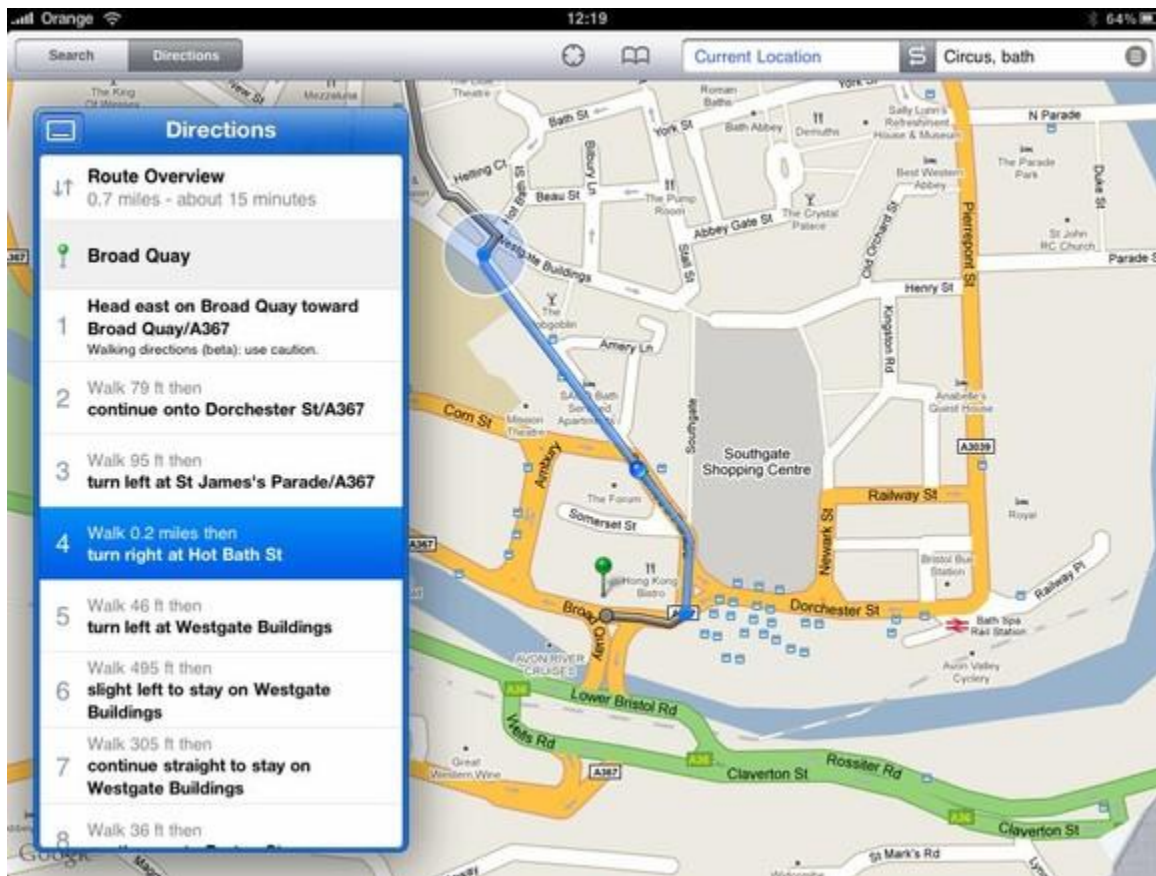
31. Street View in Maps

The Maps app running Google's Street View is one of the coolest features of the iPad, yet accessing it is so confusing few people even know it's there. To access Street View you need to have dropped a red pin on the map (which happens when you do a search). You then tap the red and white icon of a person to enter Street View.



32. Directions in Maps

There's no free sat nav for the iPad, but directions in Maps are a substitute if you're walking, driving or taking the bus. Just tap Directions on the top left of Maps and the iPad even works out where you are right now, then takes you step-by-step through each stage of your journey. It will even suggest more than one route, so you can take or avoid motorways if you want, for example.



33. Display PDFs

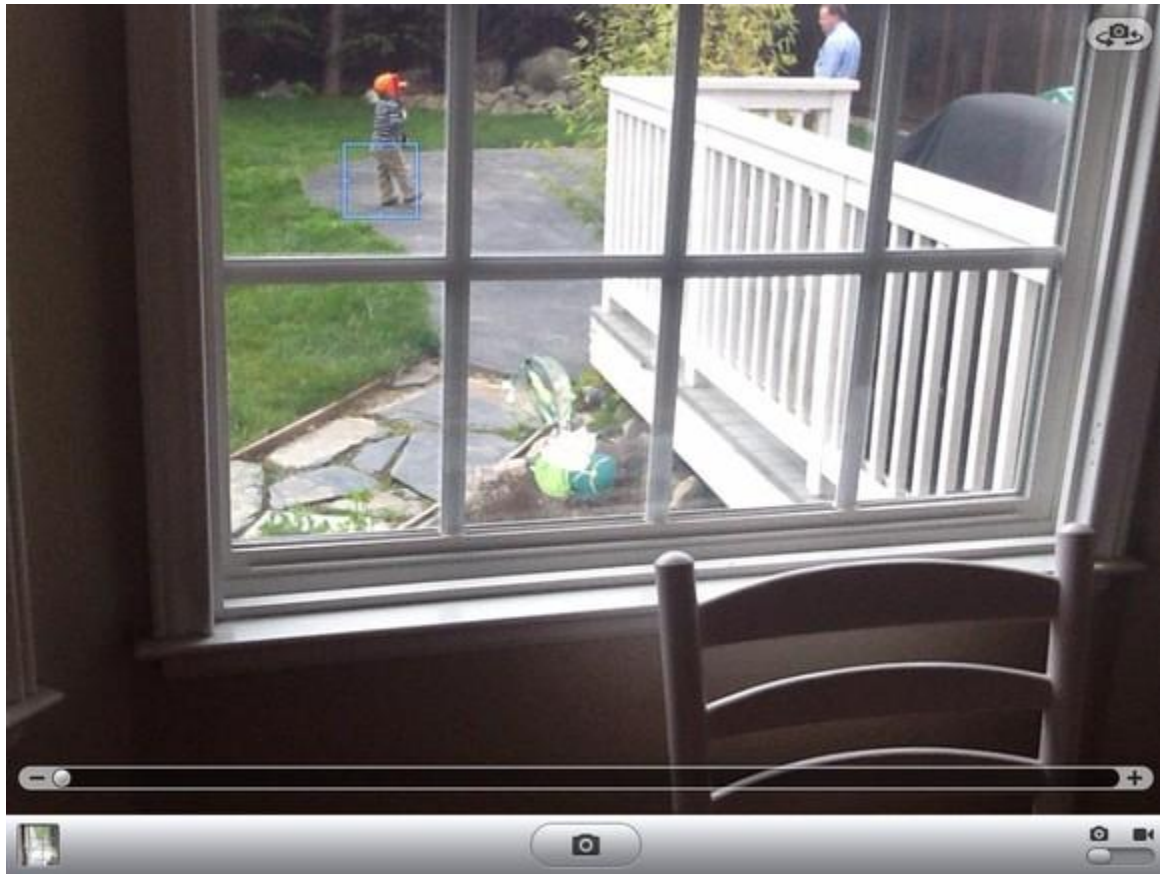
There are two ways to display PDFs on your iPad: you can either email them to your iPad, in which case you get an Open in iBooks button appear, or you can sync PDFs from your Mac or PC via the Books tab in iTunes.

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.



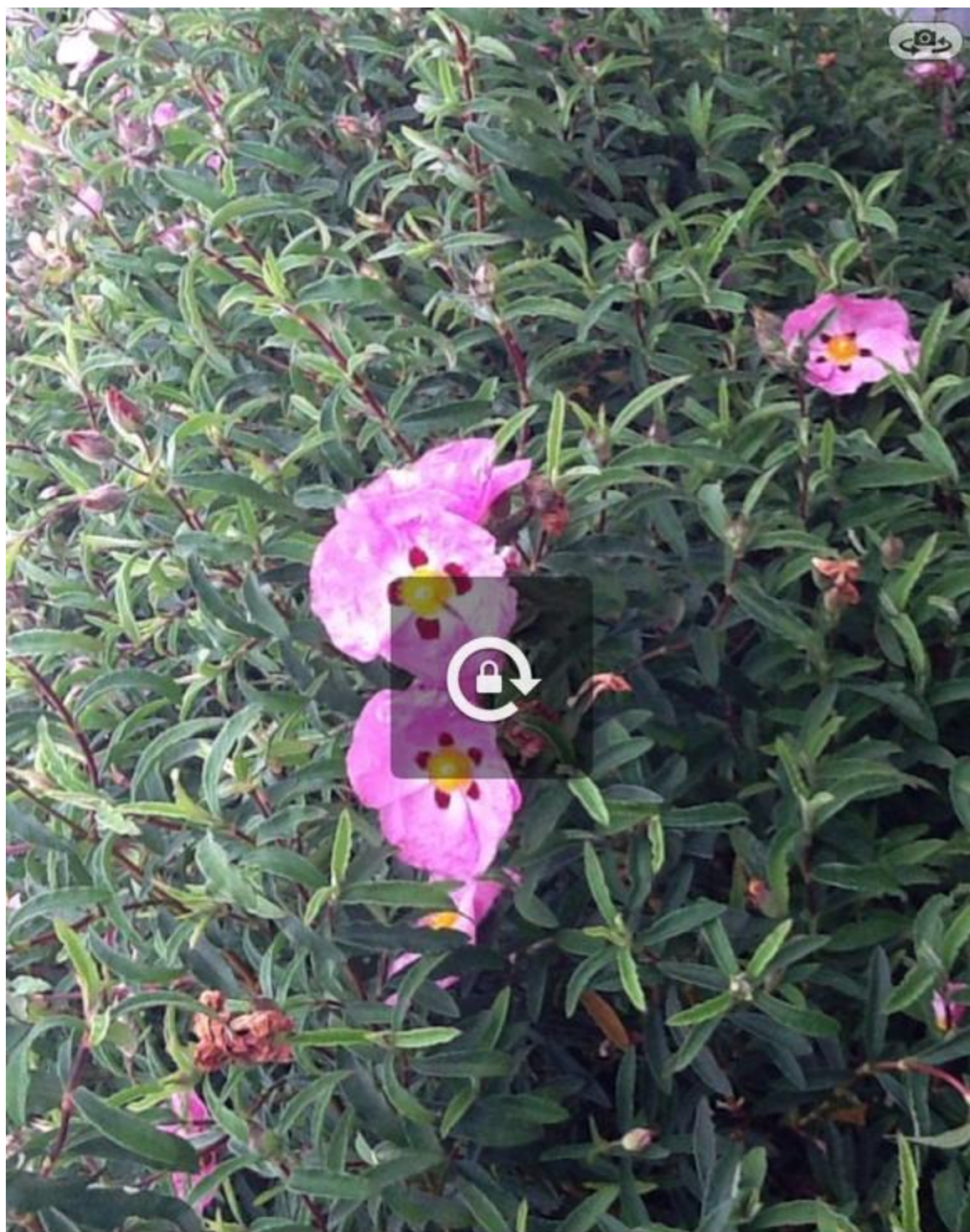
34. Camera focus and meter

In the Camera app, tap on your subject to both focus on and meter the light properly. In this shot, notice how the chair is dark and the boy outside is properly metered. You can reverse that by simply tapping on the chair.



35. Get a grip

You'll probably hold the iPad by its sides, but it'll rotate to put the shutter button at the bottom, making you wobble when you reach for it. So use the orientation lock to put the shutter where you can easily thumb it, then just rotate your images or videos afterward in an image editor.



36. Take charge in FaceTime

Once you've started a video call, you can move the picture-in-picture window that shows you by simply dragging it around with your finger.



37. Photo Booth fun

Sure, you're great, but Photo Booth is even more fun if you point it at friends or family. Simply tap the 'twirly camera' icon in the bottom right. to use the camera on the back You can also snap stills by hitting the shutter button, but Photo Booth doesn't do video.

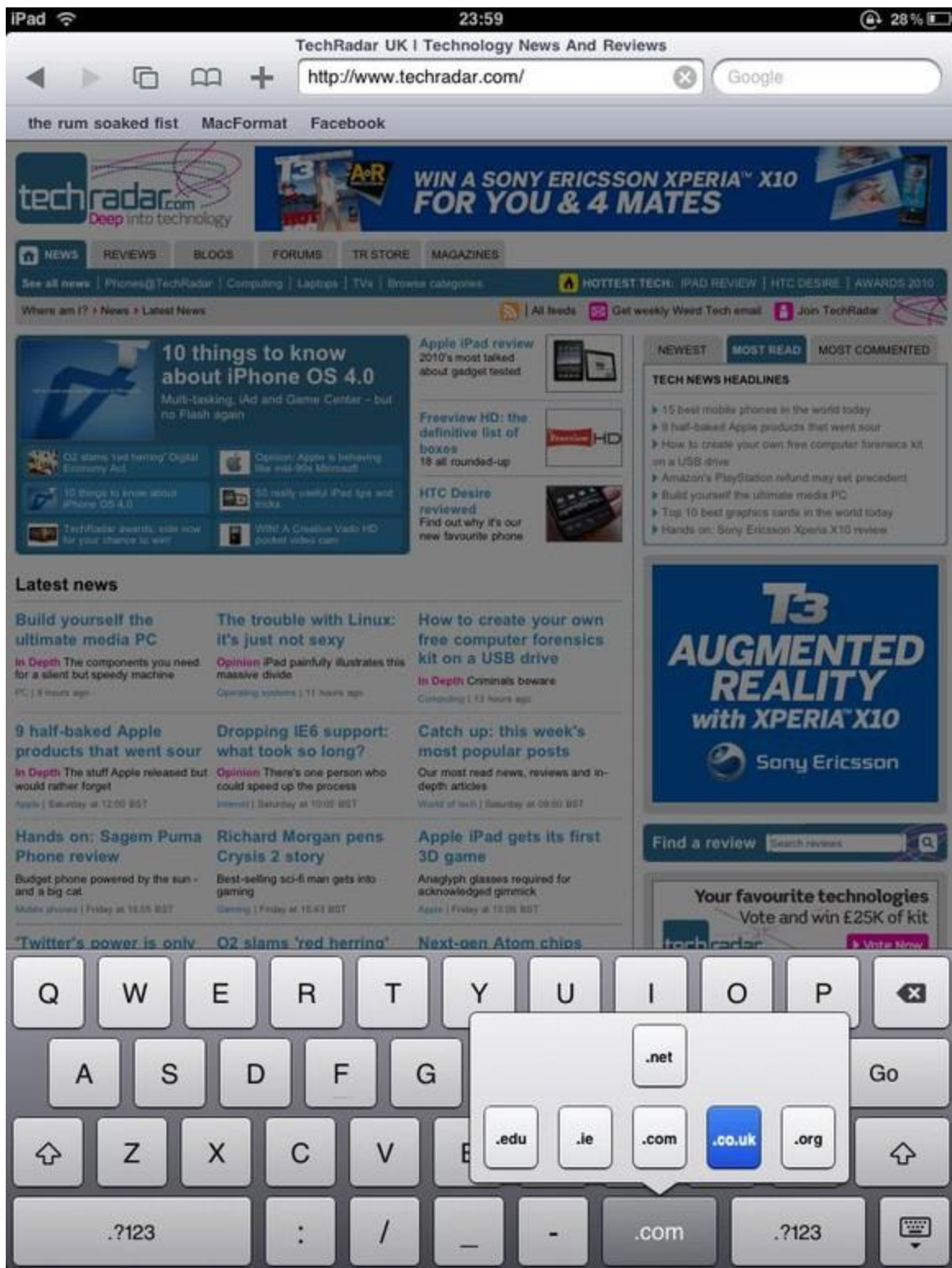


38. Download photos straight from your camera to your iPad

You can't plug an SD card from a digital camera straight into your iPad to view the photos, but you can purchase the iPad Camera Connection kit from Apple. With this device attached you can transfer photos straight from your camera's memory card. Get it from the Apple Store online.

39. Quicker websites

Save time typing web addresses in Safari by using the iPad's ".com" key when typing in a URL. A little-known timesaver is that if you hold down the .com key you get access to a menu that offers a .co.uk and other options too.



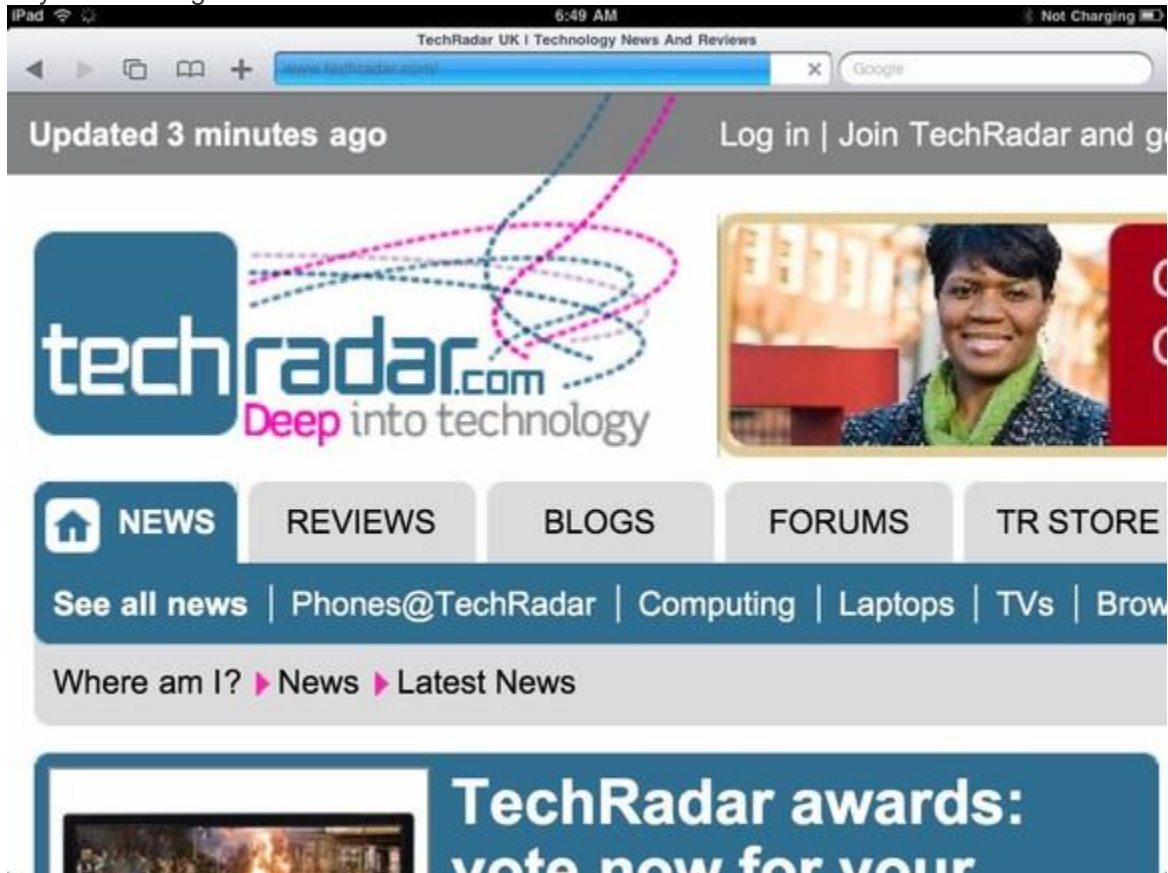
40. Quick Safari scroll

You can jump up to the top of any web site - indeed any list - by tapping on the top of the title window. It's much faster than scrolling by hand.



41. Zoom in on websites

You can zoom in on any website by pinching out with two fingers on the screen. This also makes it easier to select words and tap links. To zoom out again, just pinch in with two fingers. Double-tap on any text or image to auto-zoom so it fills the screen.



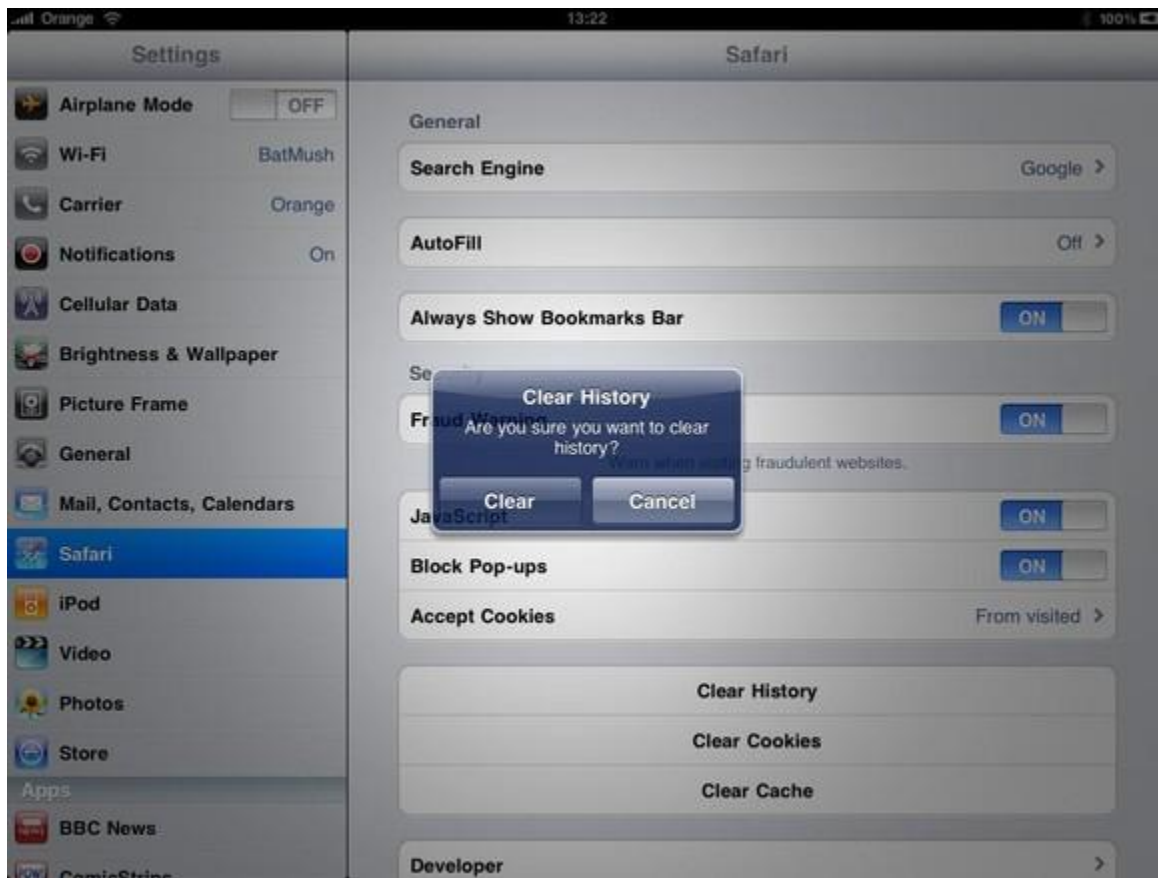
42. Turn on Bookmarks bar in Safari

We all know you can tap the bookmarks icon in the Safari toolbar to access your bookmarks, but you can significantly cut down the number of taps it takes to get to them by turning on your Safari Bookmarks Bar permanently. In the Settings app, tap Safari, then turn Always Show Bookmarks Bar to ON.



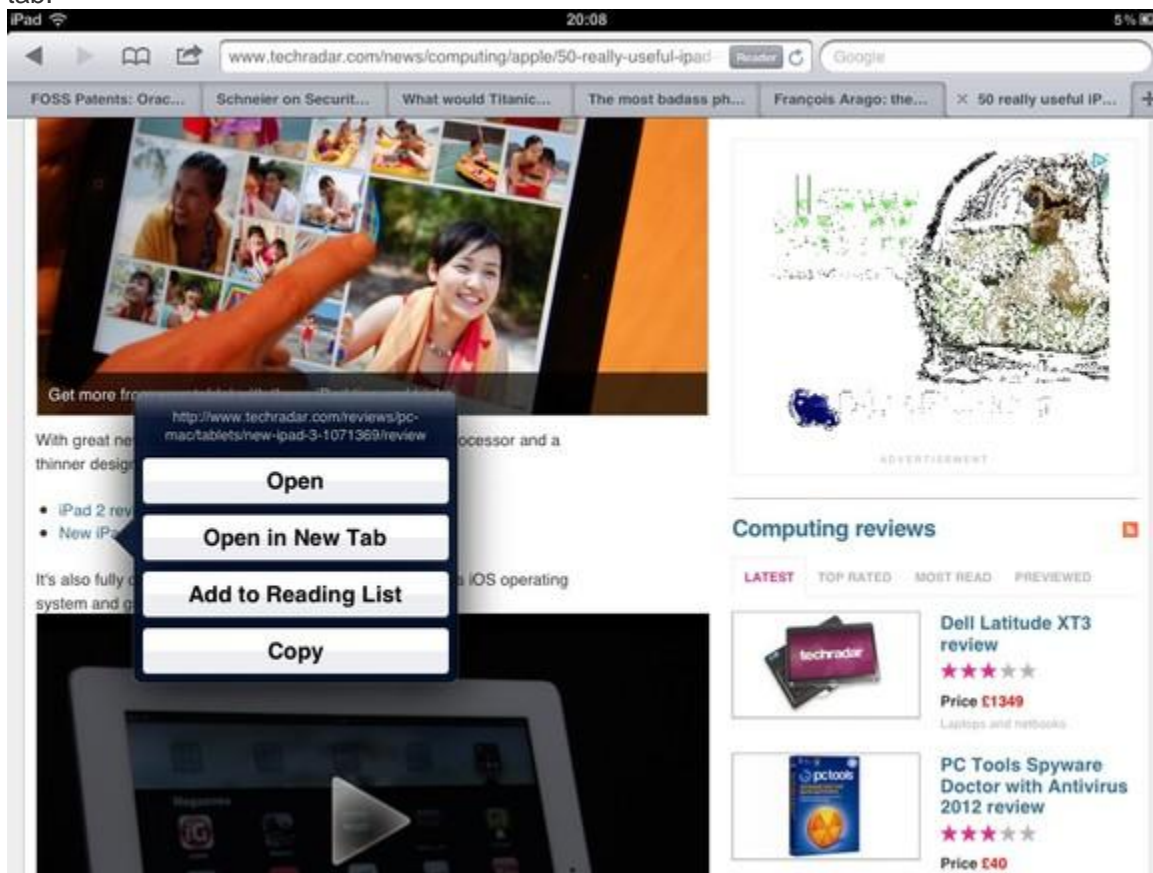
43. Clear browsing history in Safari

Need to cover your tracks online? You can delete your Safari browser history in a flash. Just open the Settings app, then tap Safari and tap on Clear History. Note you can also wipe your Cookies and clear your Cache here too. There's also a Private Browsing mode you can turn on, so your history won't be tracked. Turn this on in Settings > Safari.



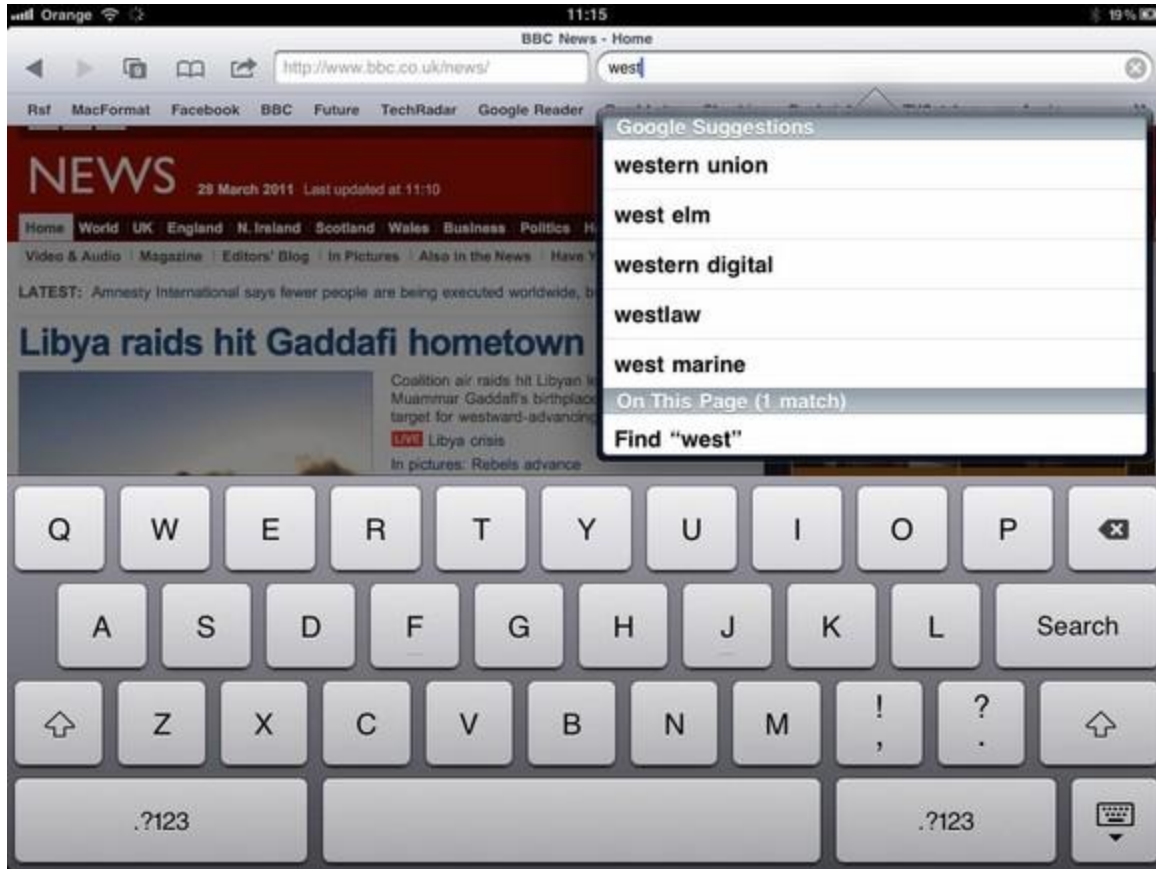
44. Open Safari links in a new tab

You can open links in a new Safari tab, rather than always opening them in the current one. Just tap and hold on the link and a pop-over menu appears giving you the option to open the link in a new tab.



45. Find text on a page

You can search for a particular word on an open page in Safari. Type your word into the Google search box. You'll see a list of suggestions appear, and near the bottom you'll see "On This Page", showing how many times that word appears on the page. Tap the Find option to go to the first instance of the word.



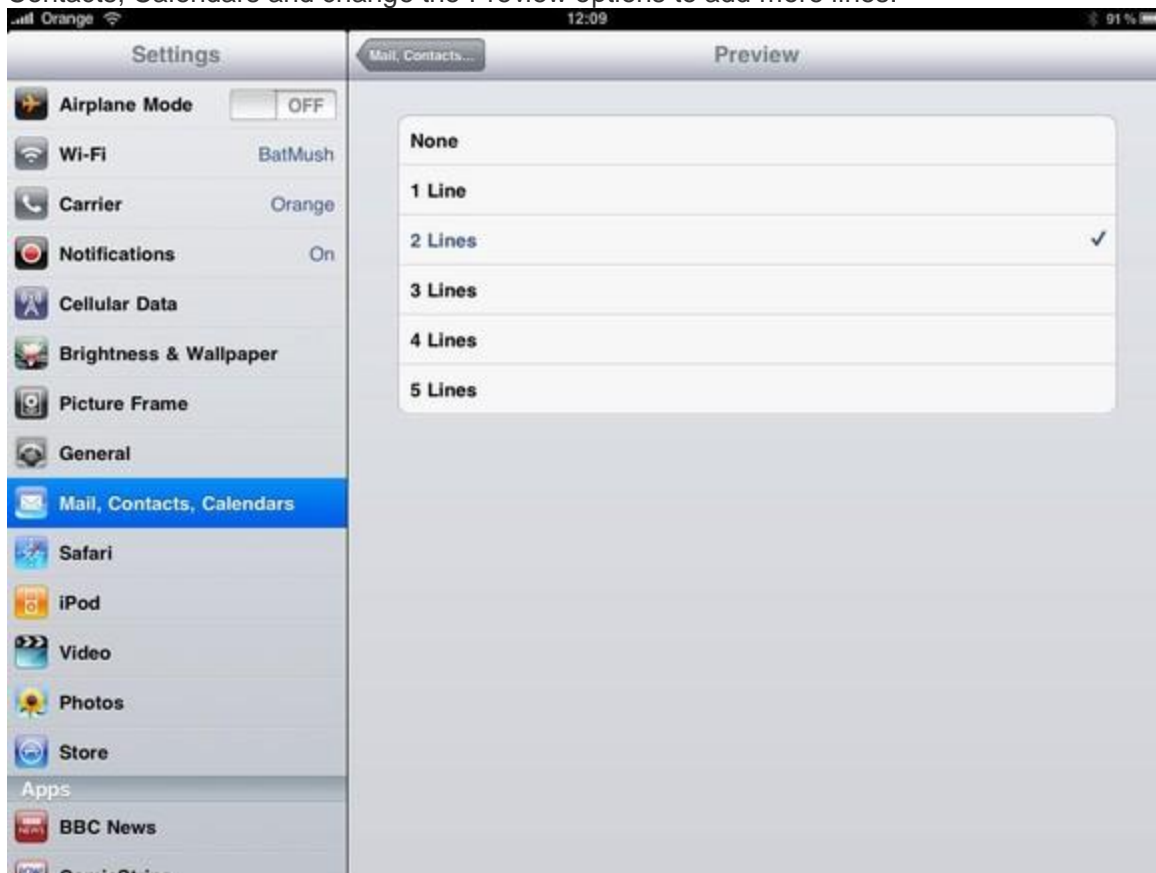
46. Turn off iPad email alert chimes

You can turn off the chime for new emails. Go to Settings, then General, then Sounds and turn off the New Mail sound. You can also adjust sound levels here.



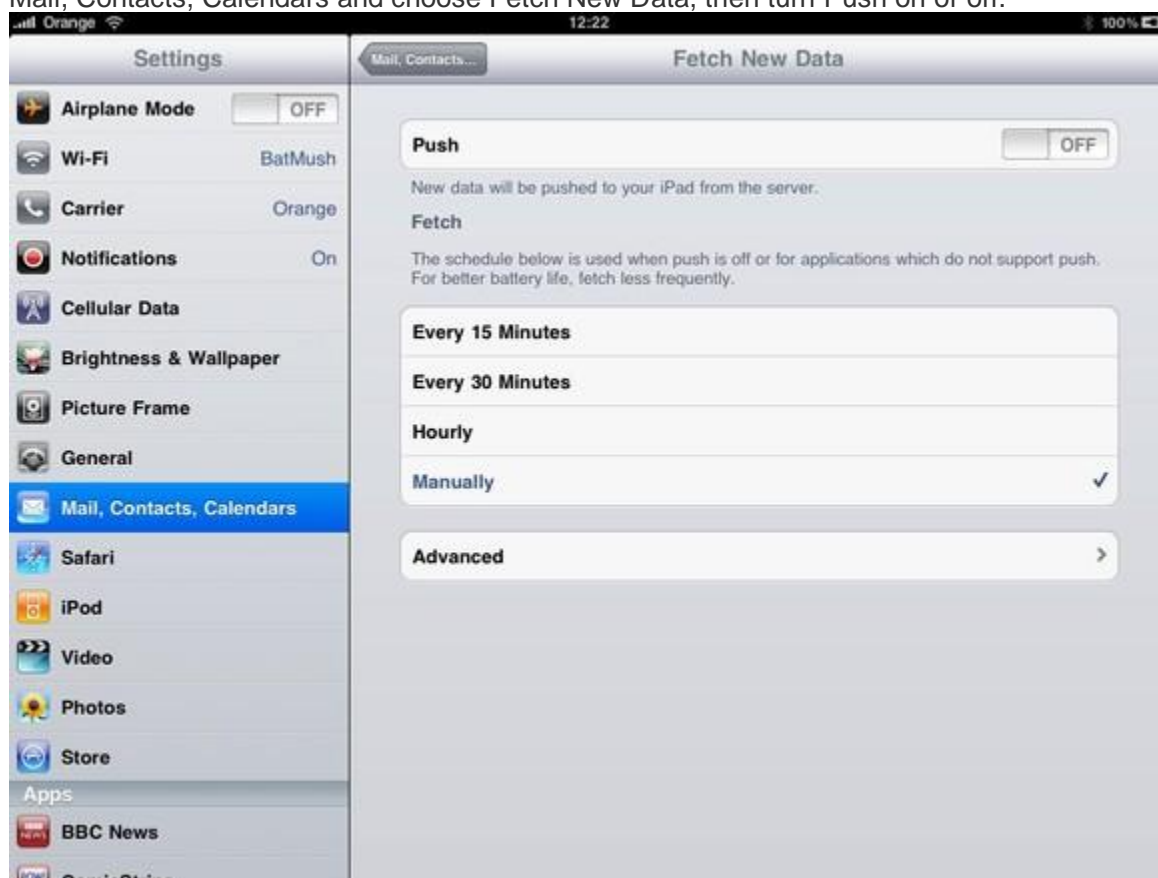
47. Preview more of your emails

The iPad's Mail app defaults to previewing two lines of each email before you tap on it. Sometimes however it would be handier to be able to see more of an email before loading the whole thing in, especially if you are on a slow connection. To do this open the Settings app, then tap on Mail, Contacts, Calendars and change the Preview options to add more lines.



48. Turn off iPad push mail

Most mail accounts default to Push as a delivery mechanism, if available. This automatically 'pushes' any new emails your way as soon as they are available. If you find this annoying or distracting you can set your Mail accounts to check for new messages at intervals, or manually so they only check for new messages when you tap the Refresh button. To turn off Push, select the Settings app and Mail, Contacts, Calendars and choose Fetch New Data, then turn Push on or off.



49. Make an iPad backup

If you want to make sure your iPad's data is properly backed up then you can force iTunes to back it up. When you're connected to your Mac or PC, open up iTunes and right-click on your iPad in the Devices list and select Back up. However, you can also use iCloud to back up. Turn this on in Settings > iCloud. When you do so, your iPad will stop automatically backing up to your PC.



50. iPad is flat and won't charge

If your iPad battery is completely flat then it can take a while for the red battery symbol to appear when you plug it in to charge, indicating that it is charging. Don't panic, just leave it plugged in and wait - the charging symbol will appear eventually.

