iPad Peer Learning Community

Reference Guide
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iPad Visual Overview

Your Home screen may look different if you rearrange its icons.
How to view the iPad User Guide on iPad

The iPad User Guide can be viewed on iPad in Safari, or by installing the free iBooks app and downloading the guide from the iBookstore.

- **Add an icon for the user guide to the Home screen:** Tap , then tap “Add to Home Screen.”

Install and View the user guide in iBooks

1. If you haven’t installed iBooks, open App Store, search for “iBooks,” then tap it in the results list. Tap Free, then tap Install.
2. Open iBooks and tap Store.
3. Search for “iPad User Guide” and tap the user guide in the results list.
4. Tap Free, then tap Get Book.
iPad Tips & Tricks

Multi-Tasking or Close Running Applications

Double click the home button 2x to get the following App. view. To quickly go to the App. simply select it and go straight to the App. To close any App. select and hold one of the Apps. until they shake.

Next, click the upper left hand minus "." to close the application.
Moving / Deleting Apps.

Select and hold one App until it begins to shake. To delete the App, click on the upper left hand “x”. To move the App, select the App and drag it to your desired location.
Unlock / Lock Screen Rotation

Double click the home button 2x. This view shows the screen on free rotation.

Tap on the rotation button to lock the screen from rotating as shown.
Control Brightness

Double click on the home button 2x. Slide the bar to control brightness. Also available in Settings.
Creating Folders / Grouping Apps.

Select and hold an App until it begins to shake (as shown.)

With your finger, select the desired App you would like to group / create a folder for and drag it on top of another application you want to group it with. A new folder should have been created as shown. You can also name this folder by clicking on the title bar. To remove an application, open the folder, select the App and drag it out to the home screen.
Keyboard Tricks

Selecting different Web Address Extensions (.com, .net, .edu etc...)

Open Safari. At the address bar begin typing in your desired website and end just before it contains; .com, .net...etc.. Next, select and hold the .com key. A selection of web extensions should have come up (as shown.) Drag your finger to your desired selection and the extension will populate the remainder of your web address on the address bar.
Selecting a Different Language Keyboard

Tap and hold on the globe key. A selection of keyboards should have displayed. Note, to define keyboards you will need to go to the Settings menu to setup additional keyboards.
Additional Characters Available on Keyboard

If you want to type special characters with accent marks (like the letter à or è), simply tap and hold the corresponding alphabet key for a while and it will pop-up a list of related accented characters for you to choose from. Don’t release the key before making a selection else the choice will disappear.

The numeric keyboard shows the dollar ($) symbol by default. However, if you need to type the Pound or the Euro currency symbol, just hold the $ key and you’ll see a list of alternative symbols in a pop-up.

If you want to change the style of quotation marks or if you need to use a longer dash punctuation mark instead of the default hyphen, hold the corresponding key as shown.
Spotlight Search

The Spotlight Search goes through every app and gives you organized results.
Adjusting Spotlight Search settings

You can enable or disable Spotlight Search for specific types of content and change the order in which results are displayed by tapping Settings > General > Spotlight Search.
Searching the Web

If you’re looking for an exact word or phrase, do a quick text search within the page. Google, Yahoo!, or Bing will hunt down anything on the web for you. Tap the search field, type away, and suggestions start coming. Tap a link in the list of search results to open a webpage.
Navigating Webpages

Links on webpages typically take you to a different place on the web. **Follow a link on a webpage:** Tap the link. Links on iPad can also display a location in Maps or create a preaddressed Mail message. To return to Safari after a link opens another app, double-click the Home button and tap Safari.

<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>See a link’s destination address</td>
<td>Touch and hold the link. The address appears in a window next to your finger. You can open the link in the active page, open it in a new page, or copy the address.</td>
</tr>
<tr>
<td>Stop a webpage from loading</td>
<td>Tap ✗.</td>
</tr>
<tr>
<td>Reload a webpage</td>
<td>Tap ⏹️.</td>
</tr>
<tr>
<td>Return to the previous or next page</td>
<td>Tap ⬅️ or ➤️ at the top of the screen.</td>
</tr>
<tr>
<td>Bookmark a page</td>
<td>Tap 📁 and tap Bookmark.</td>
</tr>
<tr>
<td>Add a web clip of a page to the Home screen</td>
<td>Tap 📁 and tap “Add to Home Screen.”</td>
</tr>
<tr>
<td>Return to a recently viewed page</td>
<td>Tap 🌐️ and tap History. To clear the history list, tap Clear.</td>
</tr>
<tr>
<td>Send a webpage address in email</td>
<td>Tap 📧 and tap “Mail Link to this Page.”</td>
</tr>
<tr>
<td>Save an image or photo to your Photo Library</td>
<td>Touch and hold the image, then tap Save Image.</td>
</tr>
</tbody>
</table>
Opening Multiple Pages

You can open up to nine pages at a time. Some links automatically open a new page instead of replacing the current one.

Open a new page: Tap ☐, then tap New Page.

Go to a different page: Tap ☐, then tap the page you want to view.

Close a page: Tap ☐ and tap ☒.
To bookmark a webpage: Open the page and tap 📌. Then tap Add Bookmark. When you save a bookmark, you can edit its title. By default, bookmarks are saved at the top level of Bookmarks. Tap Bookmarks to choose a different folder.
Adding Webpage to Home Screen

To add webpage to home screen: Open the page and tap Add to Home Screen. A new Add to Home window will appear. Here, you can edit the page name as it will appear on your home screen.
Notice, the newly created shortcut to your website below.
Navigating through the App. Store

Browsing and Searching