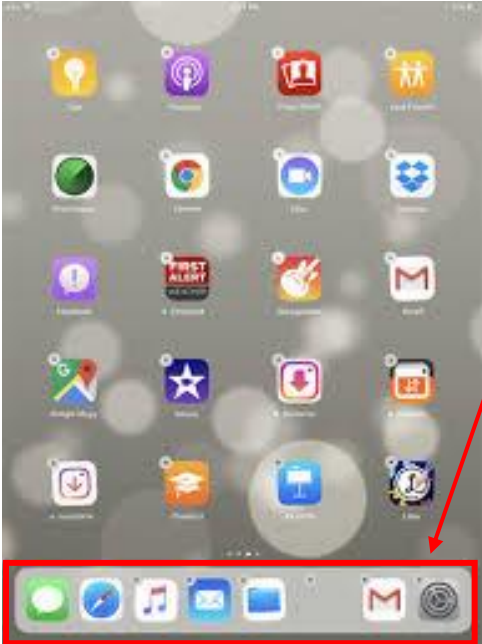


iPad Tips & Tricks for Students

Create Folders



You can create a new folder by clicking on an app, holding your finger down and then dragging it over another app. Let go and the two apps will now appear in a folder. Rather brilliantly you can put folders in the Dock for fast access to your favorite apps.

The *dock* refers to the final row of apps at the very bottom of the iPad's display (like the task bar on PCs). These apps are always present on the Home screen, which means you don't have to scroll through page after page of apps to find them. And the best part is that you can move any app you want to the dock.

See What's Running

Double-clicking the home button shows you everything that's currently running. To close an app that's misbehaving or that you no longer need, just flick it upwards to get rid of it.



Search for Anything with the Spotlight Tool

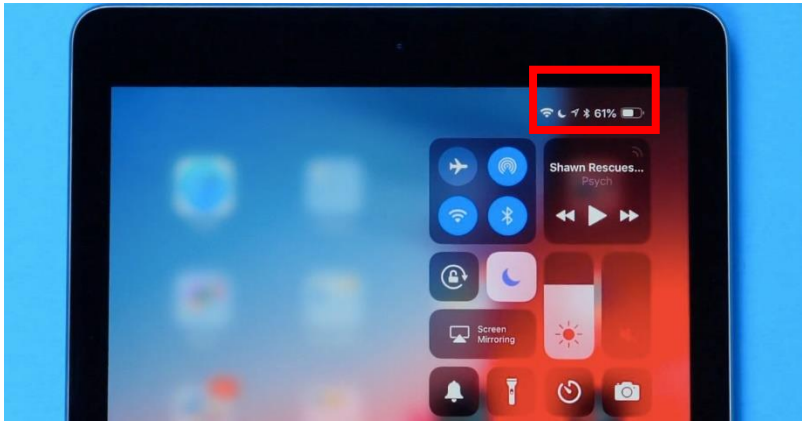
Apple keeps everything automatically indexed so you can immediately get search results covering everything from file names to body text.

To access Spotlight on your iPad, swipe down in the middle of the home screen once you've unlocked your tablet and then enter your query in the *Search* bar at the top. You'll see results from your Files app, your emails, individual apps, and more.

Swiping right can also get you to the search box

How to Access the Control Centre

Swipe down from the battery icon at the top right of your iPad screen to access Control Centre.



Pressing and holding icons within the Control Centre will also offer more options and settings. You can customize controls by opening Settings > Control Centre > Customize Controls.

Going Back to the Home Screen

To close the app you're using and go back to the Home screen:

- Swipe up from the bottom edge of the display until the app zooms out and you find yourself on the familiar Home screen
- You can also click the home button once
- Pinch four or five fingers together.

Use Gestures for Multitasking

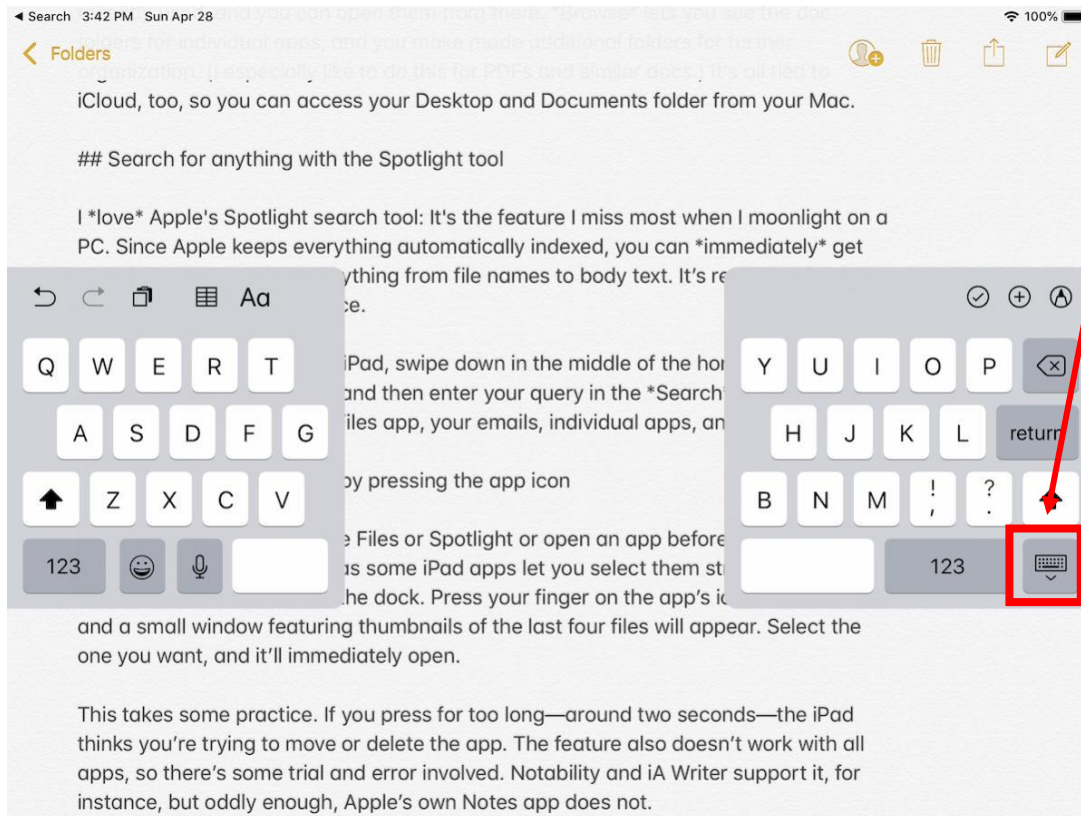
You can quickly access the home screen by pinching with four or five fingers, bring up the app switcher by swiping up with those fingers or switch between apps by swiping left or right. If you keep triggering these swipes by mistake you can turn them off in Settings > General > Multitasking.

The core iPad multitasking gestures have remained unchanged in iOS 13.1.3. Before taking advantage of the gestures outlined in this article, be sure to turn on iPad multitasking gesture support in **Settings > General > Multitasking & Dock**

- **Go to the Home screen:** Pinch four or five fingers together.
- **Cycle through open apps:** Swipe horizontally with four finger fingers at once.
- **Enter Picture-in-Picture mode:** Go to the Home screen while watching a video.
- **Invoke the app switcher:** Double-click the Home button.

Split the Keyboard in Half for Easier Typing

Tired of hunting and pecking with one finger when you're holding the iPad like a clipboard? Apple lets you split the keyboard in two so that its two halves go to either side of the display. If you're a decent typist, it makes typing a heck of a lot faster.



When the digital keyboard is visible, press down on the keyboard button in the lower right. Press *Split* in the menu that pops up, and the keyboard will split. If the keyboard is in the way, quickly press the keyboard button and then slide the keyboard up or down. Don't press down for too long, though, or the *Split* menu will pop up again.

To return the keyboard to normal, press down on the keyboard icon again and tap *Dock and Merge*.

Use the Secret Trackpad

If you touch & hold the on-screen keyboard spacebar with a finger in an app such as Mail, it becomes a trackpad: as your finger moves so does the cursor. It's a real boon for editing documents.

Enable Caps Lock

THIS ONE'S EASY! JUST DOUBLE-TAP THE SHIFT KEY! TAP AGAIN to turn it off.

Drag and drop

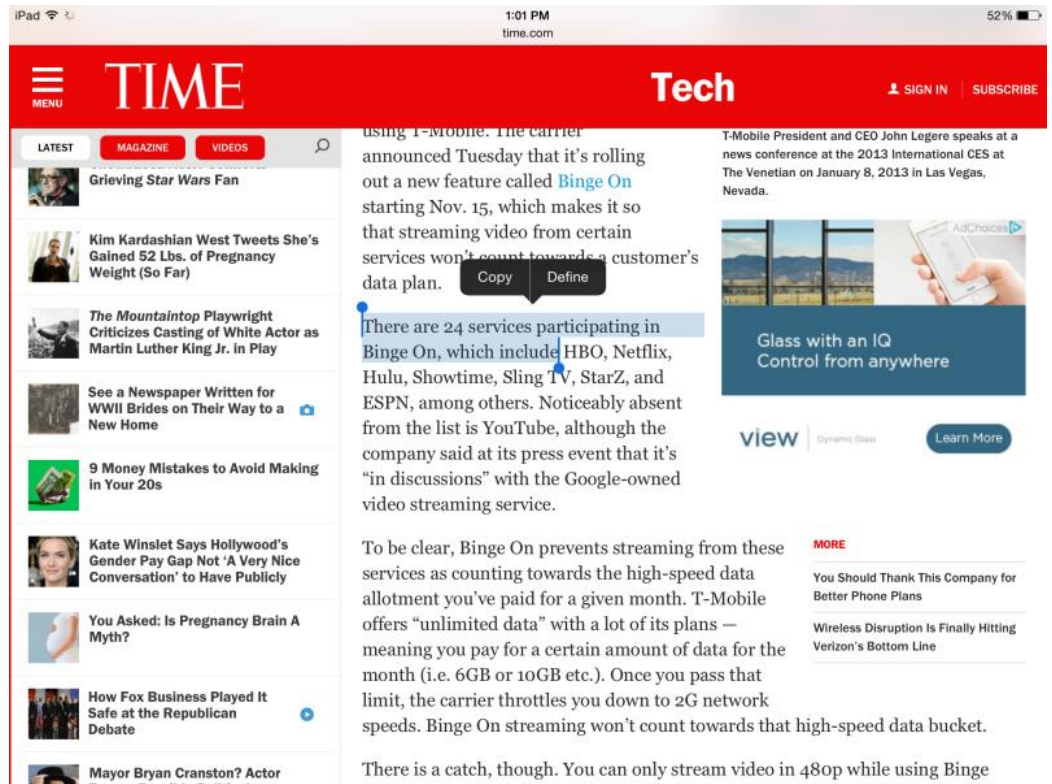
When working in split-screen and you want to move an image or text to another app, the iPad supports drag and drop, and it's pretty slick. To move images between apps, long-press on the image until it begins to hover and then drag it over to, for example, the Notes app. Highlight the text you want to move and then drag and drop it where you'd like it.

You can also use drag and drop in the Files app to move folders and files between cloud storage services

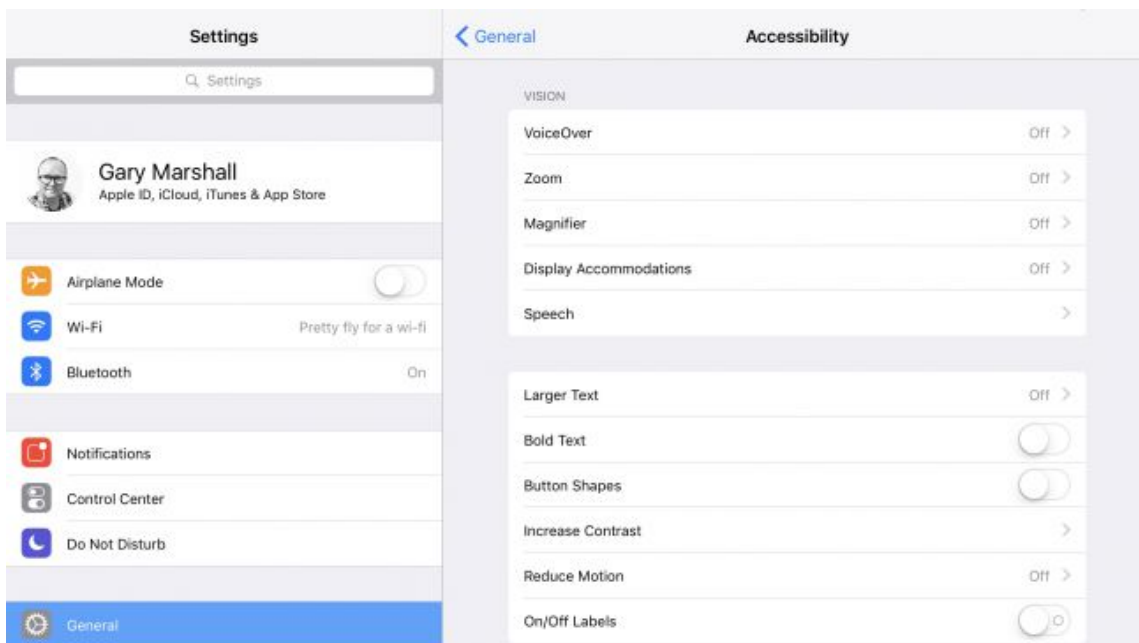
Copy and Paste Text or Pictures.

If you're going to be using the iPad for taking notes and sending emails, you'll probably have to copy and paste text between apps occasionally. It's easy to do this on the iPad — just press and hold on the first word of the text you'd like to copy. Then, a small bubble should appear, and that word should be

highlighted. Drag the cursor to highlight more text, and when all the text you'd like to copy has been selected tap the "Copy" button. When it's time to paste, just tap the blank space where you'd like to drop your text and press the "Paste" button.



Make the iPad More Accessible



Some features are a problem for some users. For example, animation can make some people feel ill, while other users may have motion difficulties or vision issues.

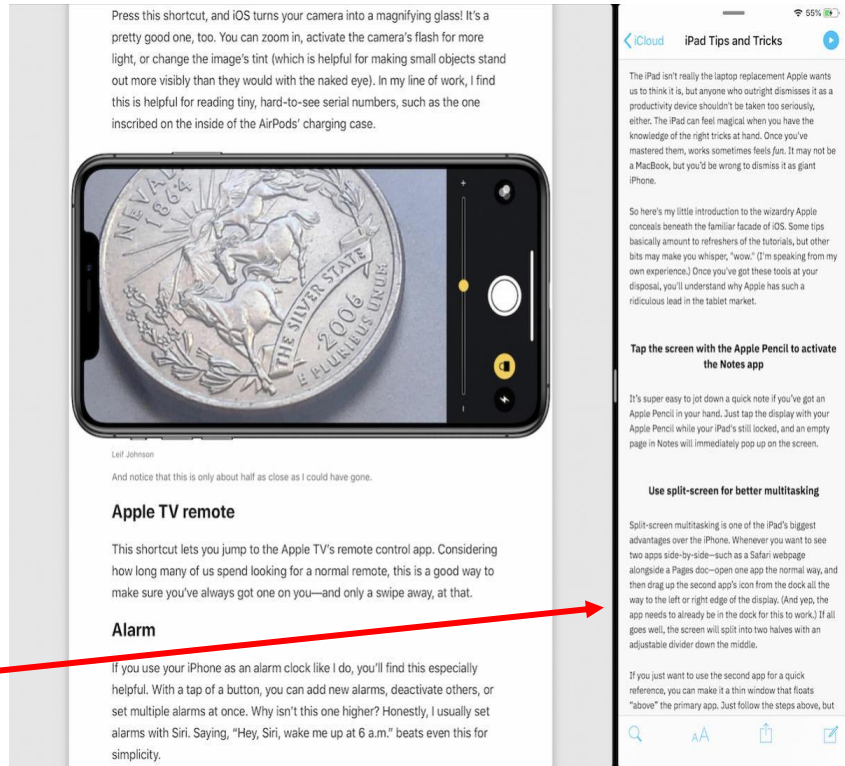
There are stacks of options in Settings > General > Accessibility to make the iPad more usable, including

changes to the way it displays text and its support for assistive devices.

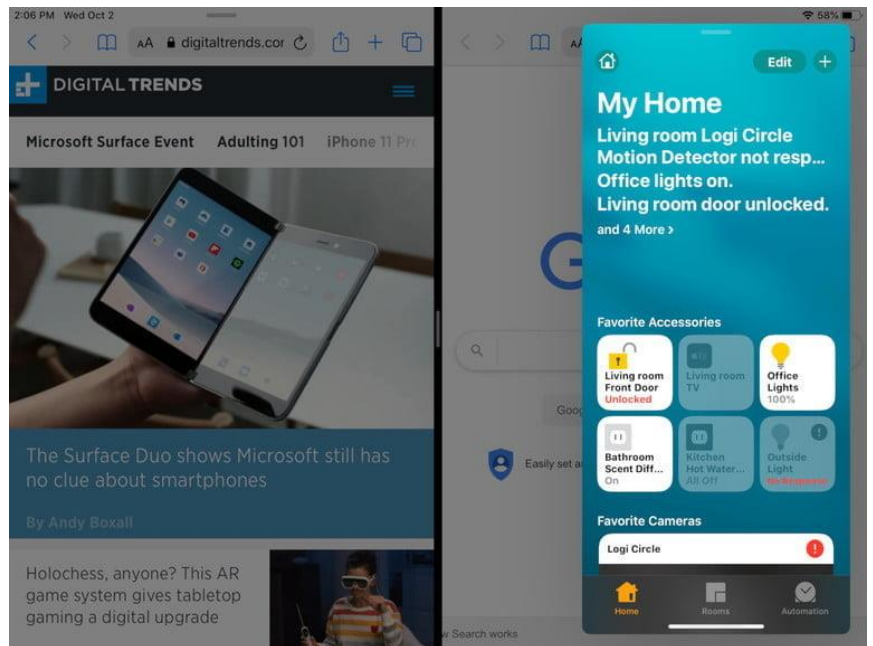
Use Split View for Better Multitasking

Split View multitasking is one of the iPad's biggest advantages. Whenever you want to see two apps side-by-side—such as a Safari webpage alongside a Pages doc—open one app the normal way, and then drag up the second app's icon from the dock all the way to the left or right edge of the display. (And yep, the app needs to already be in the dock for this to work). No matter what you are doing, you can swipe up on the bottom of the iPad screen and access the Dock, if all goes well, the screen will split into two halves with an adjustable divider down the middle.

Adjust the split point: By default, the secondary app takes up around 1/4 of the screen. If you want to make it the primary/larger app or make it 50/50 on screen, just move the dark split line left or right.



If you just want to use the second app for a quick reference, you can make it a thin window that floats "above" the primary app. Just follow the steps above, but don't drag the second app *all* the way to the edge. Instead, drop it somewhere around the middle. When you want to get rid of it, swipe the thin white bar at the top of the app to the left or right to make it disappear.



AirDrop


Use AirDrop to share and receive photos, documents, and more with other Apple devices that are nearby.

Before you Begin

- Make sure that the person you're sending to is nearby and within Bluetooth and Wi-Fi range.
- Check that you and the person you're sending to have Wi-Fi and Bluetooth turned on. If either of you have Personal Hotspot on, turn it off.
- Check if the person you're sending to has their AirDrop set to receive from Contacts Only. If they do, and you're in their Contacts, they need to have your email address or mobile number in your contact card for AirDrop to work.
- If you're not in their Contacts, have them set their AirDrop receiving setting to Everyone in order to receive the file.

You can put your AirDrop receiving setting to **Contacts Only** or **Receiving Off** at any time to control who can see your device and send you content in AirDrop.

How to use AirDrop

1. Open an app, tap Share or the Share button . If you share a photo from the Photos app, you can swipe left or right and select multiple photos.
2. Tap the AirDrop user* that you want to share with. Or you can use AirDrop between your own Apple devices.

* If the person you're sharing content with is in your Contacts, you'll see an image with their name. If they're not in your Contacts, you'll see just their name without an image.



How to accept AirDrop

When someone shares something with you using AirDrop, you see an alert with a preview. You can tap Accept or Decline.

If you tap Accept, the AirDrop will come through within the same app it was sent from. For example, photos appear in the Photos app and websites open in Safari. App links open in the App Store so you can download or purchase the app.

If you AirDrop something to yourself, like a photo from your iPhone to your Mac, you won't see an option to Accept or Decline — it'll automatically get sent to your device. Just make sure that both devices are signed in with the same Apple ID.




How to adjust AirDrop settings

To choose who can see your device and send you content in AirDrop:

1. Go to Settings, tap General.

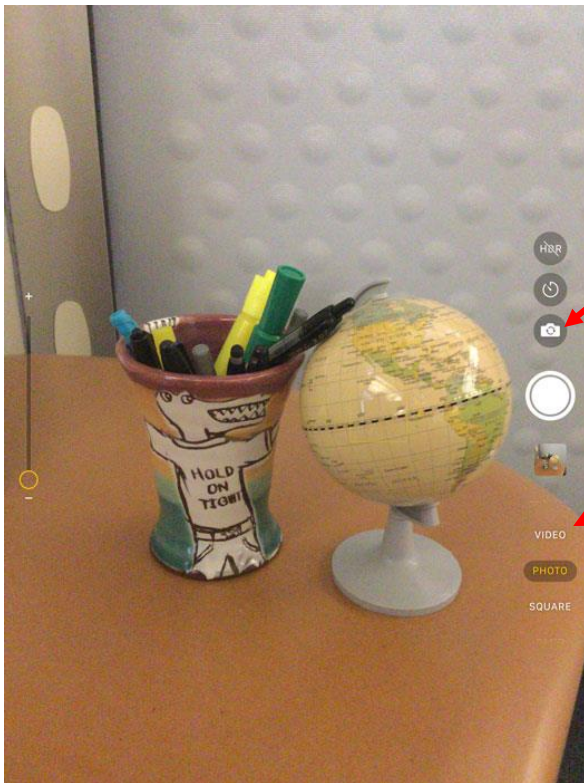
2. Tap AirDrop, then choose an option.

You can also set your AirDrop options in Control Center. Here's how:

1. On iPhone X or later, or an iPad with iOS 12 or later or iPadOS, swipe down from the upper-right corner of the screen to open Control Center. On iPhone 8 or earlier, swipe up from the bottom of the screen.
2. Press firmly or touch and hold the network settings card in the upper-left corner.
3. Touch and hold the AirDrop button , then choose one of these options:
 - Receiving Off: You won't receive AirDrop requests.
 - Contacts Only: Only your contacts can see your device.
 - Everyone: All nearby Apple devices using AirDrop can see your device.

How to Use Your iPad Camera

- On the Home screen, tap the Camera app icon.
- Drag Control Center up from the bottom of the screen and tap the Camera app icon.
- Ask Siri to open the Camera app for you.



Use the pinch gesture to zoom in and out when taking a photo.

Rotate the iPad to change the camera orientation from Landscape to Portrait.

Tap the Flip Camera button in the top-right corner to switch between the front- and rear-facing cameras.

You can also use the Camera app to record video. To do this, tap Video, then tap the Record button.

How to Quickly Scan Documents

With iPads growing more business-friendly with each generation, the ability to scan documents is increasingly useful. Here's how you do it: Open **Notes**, and then navigate to the Note that you want to attach a scanned document to or create a new Note for this purpose. Click on the + at the bottom right of the screen and tap the option that you need.



Take a Screenshot



This works on the iPhone too: press the Home and Sleep/Wake buttons simultaneously and you'll hear a click. The screenshot is automatically added to your Photos library on the iPad