

You Got Your iPad, What's Next?

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Access all running apps & quickly switch between them

Double-clicking the Home button shows you all the apps that are running on your iPad in a bar along the bottom of the screen. To switch to a running app just tap on it here in this bar. Just swipe the screen downwards to remove this bar.

To Force Quit an App double tap your home button, then press and hold one of the apps along the bottom until they start to jiggle, then click the red minus sign that appears. This will help your iPad run more smoothly! Quit Apps often! Also helps conserve your battery!

How to Delete or just Rearrange your Apps

If you want to delete an app or move them around, just press and hold any App's icon for a few seconds until it starts to jiggle. You can now move them around on the screen, or click the 'X' in the upper left corner to delete an App.

Note: Once you have bought an App you own it forever and can re-download it at any time.

Control iPad notifications

Have you ever played Words with Friends on the iPhone? Good, then you know how annoying notifications can be. These messages pop up on the iPad as well. but you can control them. Go to Settings > Notifications, and configure which alerts (and accompanying sounds) will appear.

Create folders

iOS now supports folders. To create a folder all you need to do is tap and hold on an app until they all start to jiggle, then drag the app over another icon and release. Your iPad will create a folder with both the apps in. The folder will be named according to the category of the apps it contains, but you can rename it as you like.

Orientation Lock

Go to **Settings > General** to change between Lock Rotation and Mute for the button above the volume control. I keep mine on the Lock Rotation setting as the volume control is right there.

Find My iPhone (or iPad)

Apple's Find My iPad works for all iCloud users. In Settings > iCloud, enter your Apple ID and then turn Find My iPad on near the bottom of the screen. Now if you lose your iPad, you can go to icloud.com or use Find My iPhone on another device to locate the iPad. If you have a Wi-Fi-only model, it will need to be connected to a Wi-Fi network for this to work.



Want to read a Book?

It is easy to read books on your iPad. Just download the free **iBooks** App and then you can shop for books easily and quickly! You can also get Kindle and Nook apps that will sync with those devices.



Visit the App Store for Updates

When you see a small red number on your App Store icon, you have updates! Open and download to keep your iPad happy! *You will need your Apple ID and password to install updates*



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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.

Quick Safari scroll

You can jump up to the top of any web site - indeed any page or list - by tapping on the top of the title bar (where the time appears). It's much faster than scrolling by hand.

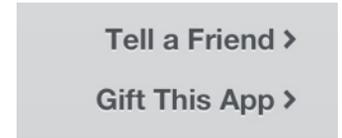
The MultiTask Bar

To reveal the multi-task bar, tap you home button twice, then swipe to the right in the task bar at the bottom. This will reveal controls for mute or screen orientation lock, screen brightness, music controls and access to your music library



Want Give an App as a Gift?

Like an App and want to pass it on? Look for the [Gift This App](#) choice in the App Store on the App's info page, you can send it to a friend as a gift!



Take a screen shot

If you want to capture the contents of any screen on your iPad or iPhone, simply press the home and power/reset button at the same time, then let go. You will hear a camera click, and the photo will be saved on your camera roll to email, print or post to Facebook!

Search Your iPad

To search the contents of your iPad: A small swipe right or pressing the Home button once. Not on the first screen of apps? Pressing the Home button will take you there.

Tap the Search field and begin typing the app name. Spotlight starts listing everything similar to your typing including videos, song titles, mail messages, and that elusive app you're looking for. Tap the app to launch it.

Mail: Access Drafts Quickly

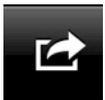
In the Mail app, press and hold the "New Message" button, and a list of your most recent drafts will appear!

Email pictures straight from a Mail message

Email pictures from Mail, without going to the Camera Roll, by composing a new message, tapping the body of the email and holding. When options appear (copy, paste, etc.), tap the arrow and hit "Insert Photo or Video," which will take you to the Camera Roll.

Safari: Shortcut to view browser history

Tap and hold the back button to view your most recently visited webpages.



The Share Button

You will see this button while in Photos, Safari, Mail and some other Apps.

Clicking it will bring up a menu that will allow you to email, print, send to Facebook or Twitter, copy, send in a message & more



Some of my favorite Apps



Zite

a custom magazine that generates new articles based on any of your interests



Cards

Create and mail your own custom cards using your iPad or iPhone