

## **Basic Gestures**

TAP to perform an action

DOUBLE TAP to zoom in, again to zoom out

SWIPE up or down and left and right to scroll, usually swipe left to delete in a list

PINCH in with two fingers to shrink, pinch out to enlarge

**Multitasking Gestures** if necessary turn on at Settings>General>Multitasking & Dock

PINCH IN WITH 4 FINGERS to return to the home screen

LONG PRESS to call up an action menu

SWIPE WITH 4 FINGERS to move between open applications

## **General Use Tips**

1. Use your iPad as an iPhone extension to receive and make calls. On the pad, go to Settings>Facetime>Calls from iPhone and turn it on. Then on your iPhone go to Settings>Phone>Calls on Other Devices>Allow Calls on Other Devices and turn on.
2. After scrolling down a page, tap at the very top of the screen to return to the top quickly
3. When keyboard is visible, long press on the keyboard key (bottom right) to get a menu to undock it (move it around on the screen) or split the keyboard to enable two thumb typing. On the menu slide your finger to your choice without lifting it from the screen. Tap the same key to undo.
4. Triple click the home button to open the magnifier. If your device has no home button triple click the power button. Turn this feature on at Settings>General>Accessibility>Magnifier

## **Today View**

1. Swipe right from Home Screen to see a search bar and your Widgets. Scroll down to find the Edit button and tap it. Now delete or add (using the plus and minus signs) the widgets you wish to see.
2. The top of the list is what is visible on your Today View and you can rearrange them by pressing on the three lines at the right and dragging them up or down to customize your view. Be sure to tap DONE at the top of the screen when finished.
3. NOTE: the search bar will help you find anything on your iPad that you type in.

## **Safari Tips**

1. When reading an article on a website, look in the left end of the search bar for three lines. Tap them and you will get READER VIEW which removes all ads, and extraneous clutter and gives you a clean, easily readable article. Tap them again to return to the website view. When in READER VIEW note the two "A"s at the right end of the search bar. Tap them to get a menu to allow you to enlarge or shrink the font, change the background and text color, and change the font. Tap again to remove.
2. When reading text, long press on a word and get a menu with an option to "look up". Tap it and you will get a dictionary entry for that word.