

1. Switch On/Off monthly

Switching aTV off via the remote control does not switch it off completely. So with the iPad, pressing the side button only puts it to sleep. Hold the side button until the screen asks you, 'Do you want to shut down?'. Slide to say **Yes** and it shuts down completely. This helps to clear its short term memory (cache). Wait a few minutes before waking it up by pressing and holding the same side button until the Apple logo appears. It will be followed eventually by your usual login screen. Ideally do a full shutdown approximately once a month.

2. Keep an eye on

- **Battery.** The iPad's current battery level is shown in top right of screen. If you press this corner the info is shown more legibly mid-screen. The ideal battery range is 40% to 80%. To see how much the apps you are using are draining the battery tap **Settings > Battery**.
- **Updates.** Apple often updates the iPad Operating System (iPadOS) to include safety patches and new functionality. The latest iPadOS is 17.6.1. To check your iPad's current OS, and update if necessary, **Settings > General > Software Update**. It is a good idea to switch **Automatic Updates** to **ON**.

3. Gestures

- **Taps** can be tricky. Sometimes the screen responds to finger down and sometimes to finger up. If tapping has no effect, check you are not also touching the screen elsewhere (e.g. with your other hand).
Ways of tapping: (a) **short taps** may open an app, select an item, place the cursor or jump to top of a list. 2 short taps on a word will select the sentence; 3 short taps select the paragraph.
(b) **long taps** (press & hold) may show pop-up menu. Options vary with item selected.
(c) **invisible buttons:** tap top of screen > top of doc; tap top left > Go Back; etc
- **Pinch and Spread** with finger and thumb usually shrink and zoom text or photo.
- **Dragging, Scrolling and Swiping:** To **drag**, keep your finger in contact with the screen while moving an object. **Scrolling** can be vertical or horizontal and shows information (e.g. in a menu) not visible on screen. Apps may add new items to top or foot of a list. A row of circles at the foot of a window shows there is more. A **swipe up** from bottom of screen and pause with finger on screen shows recently used apps; tap one to go there. Swipe down on a keyboard key to type the dimmed character.
- **Corner swipes:** **Settings > Multitasking and Gestures** **Swipe from Corner** must be ON to enable Screenshot or QuickNotes from L/R bottom corner. Swiping down from top right shows the **Control Centre** where you can adjust screen brightness and loudness of audio, among any other things.

4. Email suggestions - also see Icons sheet

- **Addresses.** The information in **Contacts** can save you typing the full email address. When you start typing in the TO box the iPad will offer suggestions from your Contacts and you can tap the one you want, OR after tapping the pen on paper icon, and tapping in TO, you can tap the **+** to scroll through your contacts.
- **To email a group:** (a) For safety always put multiple addresses in the BCC slot not the TO slot. (BCC = Blind Carbon Copy) (b) For convenience having group members' email addresses listed (e.g. in Notes) with a comma after each address, lets you Copy and Paste the list into the BCC slot.
- **To Use Voice** tap the microphone icon on left of keyboard spacebar and the iPad will type what you say. The iPad will soon learn your voice and special words (e.g. place names) from the corrections you make to its text. If dictation is not working check **Settings > General > Keyboard** then scroll down and turn on **Enable Dictation**.
- **Check the Junk folder** by scrolling down the sidebar on the left of screen and tapping **Junk**. Mail from mailing lists may sometimes go there even though it previously went to the Inbox.
- **Send Delay** is useful for allowing last minute second thoughts. **Settings > Mail > Sending** at bottom of list.
- **Adding a Signature:** **Settings > Mail > Signature** near bottom of list and type.
- **Split screen** is useful when replying to emails. Open the email, tap the **New email** icon (pen on paper), tap the **3 dots** in top centre of screen. Tap **Split View** and choose **Right split**, then you can see the original email on the left while replying on the right. OR before selecting New Email you can tap the **3 dots** and **Split View** then choose another app (e.g. Photos or Contacts). Then drag info from this app into the email you are writing. The New Email icon is now at foot of screen. To remove a window, drag the dividing bar to side of screen.
- **Saving attachments:** Tap the attachment to open it. If it is a photo, tap it again for a pop-up menu.
- **Be alert** for scams and phishes. NEVER click a link in an email unless you are very certain it is safe.

5. Organise the Home screen

- **Jiggle the Home screen** by tapping in space between icons. You can then move apps (drag the app) or remove apps (tap the minus). Tap the screen to stop the jiggling.
- **Folders** are made by dragging one jiggling app onto another and giving the folder a name. You can have many apps in the same folder. To remove an app from a folder just drag it out while it is jiggling.
- **Dock** at foot of screen is available in many apps by swiping up from foot of screen. Good for apps often used (e.g. Contacts, Mail, Photos). Just drag a jiggling app in or out of the Dock. At end of the Dock is the **Apps library** icon. Tap it and scroll through the apps or type in the search slot to find an app. If the Library icon is missing: **Settings > Home Screen & App Library > Show App Library in Dock** and slide to ON.

- **6. Google & YouTube** can answer many iPad queries but you need to compare several answers in case some are out of date. Always specify **iPad** in queries otherwise the answers may apply to a different device.