

# MASTERING YOUR NEW IPAD: TIPS & TRICKS

Unlocking the Full Potential of Your iPad

# OVERVIEW



## Introduction

The role of the iPad to streamline and enhance the way you work.



## Basic Navigation

Gesture controls are at the core of iPad navigation: swipe, pinch, tap.



## Customise Home Screen

Personalise your home screen for top organisation and efficiency.



## Multitasking Features

Split view and slide over.



## Keyboard Shortcuts

Learn keyboard shortcuts to improve your typing and navigation.



## Apple Pencil Tips

The apple pencil is not just for drawing. Use it to annotate documents, take notes and capture screenshots.



# INTRODUCTION



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## In this session...

- **Learn** practical tips and tricks to transform your iPad so it becomes an essential part of your daily work life. The iPad has transitioned from a personal device to a powerful tool in the workplace.
- **Discover** how your iPad can become a powerful tool for boosting your productivity and efficiency. Your iPad can be a game-changer if you make it an indispensable part of your workday toolkit.
- **Learn** how to make navigating your iPad easy, making everyday tasks smoother and more efficient.
- **Spend time:** These tips aren't about flashy functions; they're about making your iPad an efficient tool for your everyday work. Invest time familiarising yourself with these tips to make them second nature. A small investment will pay off in increased speed and efficiency and reduce frustrations!





# BASIC NAVIGATION

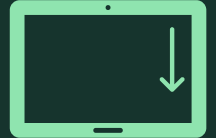


# BASIC GESTURES

Swipe across the screen to move between apps or pages



Swipe down from top right to get to control centre



Tap to open applications



Swipe down from top middle to get notifications



Pinch to zoom in or out



Swipe right  
On the home page to edit widgets



Swipe up from bottom to close apps or five finger pinch



Swipe up from bottom left corner to screenshot



Tap and hold to move apps



Swipe up from bottom right corner to quick notes



# CUSTOMISE HOME SCREEN

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Personalise your iPad by moving apps and editing widgets. Create folders to organise your apps and reduce clutter on your home screen.



## Move Apps

Tap and hold apps until they wiggle to move them around the home screen.



## Edit Widgets

Widgets offer quick access to specific information or functions without fully opening an app. This contributes to a more efficient and user-friendly experience on your iPad.



## Create Folders

Create folders to organise your apps based on categories such as productivity, communication, or entertainment.



# PERSONAL TIP

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Spend a few minutes each week reviewing and updating your Home Screen layout. This ensures your iPad remains organised and aligned with your evolving work needs.

## Organise with Folders:

- Create folders to organise your apps based on categories e.g. productivity, communication, entertainment etc. To do this, tap and hold an app until it jiggles, then drag it onto another app to create a folder.

## Widget Placement:

- Utilise widgets for at-a-glance information. Press and hold on the Home Screen, tap the '+' button in the top-left corner, and add widgets that can display calendar events, weather, or other relevant information.

## Prioritise Productivity:

- Place productivity apps prominently on the Home Screen to streamline your workflow. Having essential tools at your fingertips enhances efficiency throughout the workday.

## Dock Customisation:

- The Dock at the bottom of the screen provides quick access to frequently used apps. Customise it by dragging your most-used apps into the Dock for easy accessibility from any Home Screen page.

# PERSONAL TIP

Spend a few minutes each week reviewing and updating your Home Screen layout. This ensures your iPad remains organised and aligned with your evolving work needs.

## Reduce Clutter:

- Remove unnecessary apps from the Home Screen to reduce visual clutter. Move less frequently used apps within folders, keeping the main screen clean and focused.

## App Library:

- For a minimalist approach, use the App Library by swiping left on the last Home Screen page. It automatically categorises apps, reducing the need for you to manually organise.

## Consistency Across Devices:

- If you use multiple Apple devices, such as an iPhone, consider maintaining a consistent app layout and wallpaper theme. This creates a seamless experience as you transition between devices.



# MULTITASKING FEATURES

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## Application Switching

To quickly switch between open applications, swipe up from the bottom and pause midway. This allows you to see all currently open apps and easily switch between them or double click home button.



## Application Switching

When in an app, scroll back and forth to change which app you are using by using the scroll bar at the bottom.



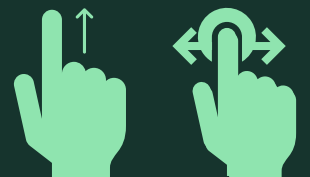
## Viewing the dock from within an app

Slowly slide finger up from bottom middle until dock appears.



## Multitasking with Split Screen

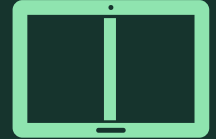
Tap 3 dots at the top middle when in app or slowly slide finger up from bottom middle to show dock, tap and hold app and move left or right to create split screen.



# MULTITASKING FEATURES

## Multitasking with Slide Over

Create a floating window by tapping on the 3 dots at the top middle of the screen within an app and select slide over.



## Split screen within one app

Best example of this is in the email app when creating a new email use split screen to still see inbox for referencing or calendar.



## Customise and Explore:

Customise your gestures further in the Settings app under "Multitasking & Gestures" and "Accessibility" to suit your preferences and explore their applications in different apps.

Customise your Control Centre by including the most relevant shortcuts for your way of working. Head to "Settings" > "Control Centre" to add or remove functions based on your preferences.



# GENERAL TIPS



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## Keep Software Updated:

Regularly update your iPad to ensure you have the latest features and security updates. Go to [Settings > General > Software Update](#).



## Set Up Focus Modes:

Customise Focus modes for different situations like work, personal time, or sleep by going to [Settings > Focus](#). This will help you filter notifications and customise your Home Screen accordingly.



## Voice Control:

Enable Voice Control to navigate and control your iPad using just your voice via [Settings > Accessibility > Voice Control](#).

# MAXIMISE BATTERY LIFE

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## Lower Screen Brightness:

Reduce screen brightness from the Control Centre or [Settings > Display & Brightness](#).



## Enable Low Power Mode:

Go to [Settings > Battery](#) and turn on Low Power Mode to extend battery life.



## Background App Refresh:

Disable background app refresh for apps that don't need it via [Settings > General > Background App Refresh](#).



## Manage Location Services:

Adjust location settings for apps by going to [Settings > Privacy & Security > Location Services](#).





# KEYBOARD SHORTCUTS

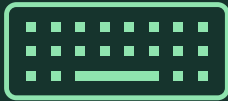


# KEYBOARD SHORTCUTS



## Quick Typing Tip:

- ❑ When typing tap the space bar twice after a word to add a full stop and a space streamlining punctuation.



## Access Special Characters:

- ❑ Swipe down on keys to access character above the letter.
- ❑ Press bottom shift and then a key to get one capital letter. Hold top shift to change to all CAPS.
- ❑ Hold down certain keys to reveal special characters. For example, holding down the "e" key provides options for accented variations of the letter "e," which can be useful in multilingual communication.



## Text Selection

- ❑ Two taps selects word.
- ❑ Three taps selects sentence.



## Three-Finger Swipe for Undo/Redo:

- ❑ While typing or editing, a three-finger swipe to the left acts as an "Undo," and a swipe to the right serves as "Redo."

This is a quick way to correct or revert changes in documents or emails.

# KEYBOARD SHORTCUTS

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## Split Keyboard:

- ❑ When typing, pinch the on-screen keyboard with two fingers to split the keyboard and make it smaller. If you prefer typing with your thumbs this can make it more comfortable, especially in a standing or walking position.



## Swipe keyboard:

- ❑ When keyboard is smaller you can then swipe the letters to type instead of tapping.



## Dictation:

- ❑ Tap microphone to convert spoken words into text to save time typing.



## Keyboard Settings:

- ❑ Hold down emoji to get keyboard settings to customise your preferences.

# APPLE PENCIL TIPS

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# APPLE PENCIL TIPS

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Spend time to experiment and explore the capabilities of the apple pencil in different apps.

## Screenshot:

- Swipe up from bottom left corner to take a screenshot and edit with your apple pencil.

## Use the Markup Tools:

- When viewing images, screenshots, or documents. Access these tools by tapping the pencil icon in the top-right corner after taking a screenshot or opening a document.

## Pressure Sensitivity for Varied Strokes:

- Create varied strokes in drawing or writing applications. Apply light pressure for thin lines and increase pressure for thicker ones.

## Instant Notes with Tap on Locked Screen:

- Tap the locked iPad screen to quickly open a new note using the Instant Notes feature. It's a fast way to jot down ideas without unlocking the device.

## Turn handwriting to text:

- Use the scribble function (turn it on in settings) to turn handwriting into text. If conversion isn't perfect tap on the text to edit it.