

iPad Tips and Tricks

Save Images while Browsing the Web

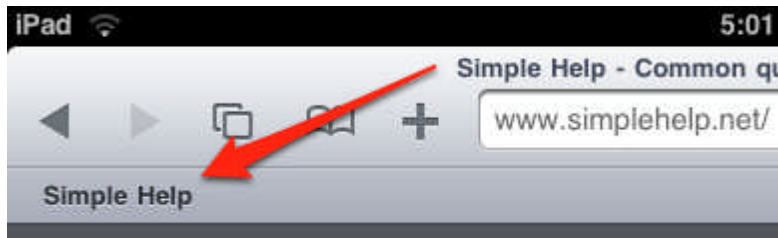
Want to save an image that you find somewhere? Just tap and hold on an image on any web page, and you'll be prompted to save the image

Quick Scroll to the Top of Any Page

If you've scrolled down a long page of content, it can be annoying to scroll all the way back up to the top. Thankfully, all you need to do is tap the title bar at the top of the screen, and you'll scroll back up to the top.

Enable and add bookmarks to the Safari Bookmarks Bar on your iPad

By default, Safari doesn't display the Bookmarks Bar. This tip shows you how to change that.



[How to enable and add bookmarks to the Safari Bookmarks Bar on your iPad](#)

Copy and Paste Text from One App to Another

Just tap and hold a word, then use your finger to drag to select more text, and then Copy it. Go to the other application, tap and hold in the input box, and then use Paste. Easy!

Want to select a whole paragraph the easy way? Just tap it 4 times to highlight the entire paragraph, then use Copy.

Quickly Mute the Sound

If you want a quick and easy way to mute the sound, all you need to do is hold down the volume down button for 2 seconds.

Rearrange Your Application Icons

Just tap and hold the icon, and you'll be able to move it around to a different spot.

<http://www.howtogeek.com/howto/14529/the-complete-list-of-ipad-tips-tricks-and-tutorials/>

iPad Tips and Tricks

How to Force Your Ipad to Restart

Just to ease your mind – forcing your **iPad** to restart will not cause any loss of data – with the possible exception of any work you were doing at the time the iPad and/or **App** froze, forcing you to reboot it.

1. It's actually very easy, once you know how to do it. Click and hold down the **Sleep/Wake** button (located on the upper-right corner of your iPad). While you're holding down the Sleep/Wake button, hold down the **Home** button as well (located on the front of your iPad at the bottom).
2. Hold down both buttons until your iPad powers off. It will reboot and start again with a small silver **Apple** image on the screen. It takes about 30 seconds for the iPad completely start up.



Type Faster with Double Spaces

Instead of typing a period at the end of each sentence, just double-tap the space bar. It will enter a period followed by a space. The same trick works on the iPhone, and even Android devices.

How to Lock Your Ipad

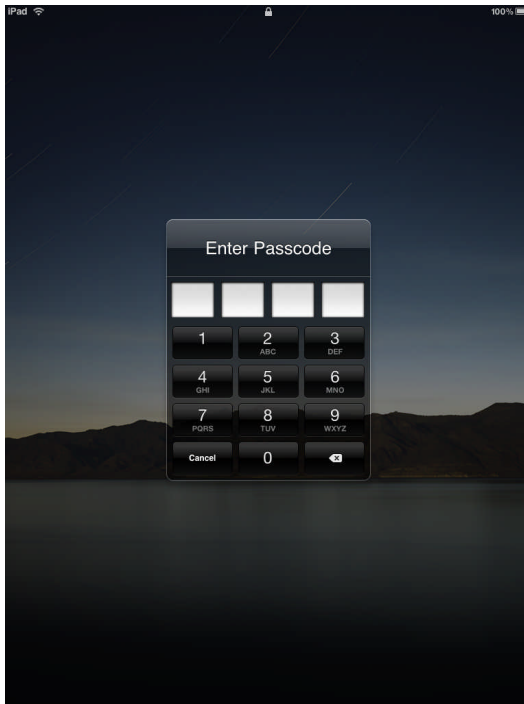
Adding a 4 digit pin code to your **iPad** will help you keep it secure – especially if it's lost or stolen. It would be bad enough to lose **your iPad** – but it would be much worse for the

<http://www.howtogeek.com/howto/14529/the-complete-list-of-ipad-tips-tricks-and-tutorials/>

iPad Tips and Tricks

person who finds your iPad to be able to access your personal information (photos, notes, email, calendar etc). This brief [tutorial](#) will show you how to secure your iPad by requiring a pin-code to be entered before you can use it.

1. Start out by selecting **Settings** from your [home screen](#)
2. Select **General** from the left column of the Settings screen, and then **Passcode Lock** from the right column.
3. Tap the **Turn Passcode On** button.
4. You'll be prompted to enter a 4 digit numerical pin, and then again for confirmation.
5. If you want an *extra* level of security, you can turn **Erase Data** on. **Warning:** if you enable this feature, all of the [data](#) on your iPad will be completely wiped if the incorrect pin is entered 10 times in a row. By default, this setting is disabled.
6. Now each time your iPad is turned on, you'll have to enter the 4 digit pin in order to access any of your content.



How to take a screenshot of your iPad

Do you need to take a screenshot of your iPad? Just push the Power and Home buttons together for a quick second. The photo will be stored in your picture library.

The process is actually exactly the same as it is with an iPhone or iPod Touch.

<http://www.howtogeek.com/howto/14529/the-complete-list-of-ipad-tips-tricks-and-tutorials/>

iPad Tips and Tricks

1. **Click** the Power button on the top right corner of your iPad, and while holding it down, click the “iPad Button”.
2. You’ll see the screen ‘flash’ white and hear a camera ‘clicking’ sound. Now open the **Photos app** on your iPad.
3. You’ll see the screenshot you just took as a **thumbnail**. Tap that photo to view the screenshot.
4. The easiest way to transfer a screenshot to your PC or **Mac** is to email it to yourself. To do so, tap the “arrow” button on the upper-right corner of the screen while you’re viewing the screenshot.
5. Select **Email Photo**
6. Mail will automatically open with the image attached to a message. Just fill out the address you want to send it to, give the email a subject and enter any info you want in the body of the message. Then click **Send**.

Create Folders on your iPad

Folders are a feature first introduced to the iPad with the release of iOS 4.2. This guide will show you exactly how to create and use them.

1. Start out by deciding which Apps you want to put into your new folder. I decided to group all of the Twitter apps on my iPad into one folder, so that’s what I’ll use in this example. Tap and **hold down** the first **App** you want to add to the folder, then drag-and-drop it onto another App you want in the same folder.
2. A new window will pop up with a “name” section for your new folder (see image below). If you want to change the default name of the folder, tap the small x in the Name field.
3. The **keyboard** will pop up and you can now give your folder a custom name.
4. Tap anywhere on the **screen** to complete the naming process. Now continue to drag other Apps onto this new folder to add them to it.
5. Once you’re done, click the Home button on **your iPad/iPhone/iPod Touch**. Now you’ll have a new folder icon. Tap it.
6. The folder will expand and display each of the Apps you placed into it. That’s it – you’re done!