

iPad Tip # 1

Basic Tip: Button Actions





Home button:

Press this button when you want to exit an app and return to your home screen.


Press it twice to see what apps are open.

Sleep/wake. This button locks the iPad 2's screen and puts the device to sleep.

Hold this button down until you see .

Swipe that and you can power off the device. You will see the white flower  spinning

while it is shutting down. In order to power it back on, press and hold the sleep/wake button

until you see the Apple icon . Release the button and the device will power on.

Volume Controls. Use this button to raise or lower the volume of the audio played through the speakers at the bottom of the iPad 2.

Advanced Tip: Keystroke Shortcuts



A shortcut lets you enter a word or phrase by typing just a few characters.

For example, instead of typing your complete WCPS email address,

type "gm" (or something you don't normally see in words)

to enter your email address.

Go to **Settings** > **General** > **Keyboard**. Scroll down to **Add New Shortcut**.

Enter the phrase you want to use and then add your email address.