iPad Keyboard Shortcuts

Now that you’ve grown accustomed to using your iPad, we would like to introduce you to a few tips and shortcuts that may enhance your iPad experience.

1. Quick mute- Press and hold the down volume button to quickly silence the device.
2. To highlight larger sections of text, tap any editable text four times to highlight an entire paragraph.
3. To perform a soft reset just press the power and home button for a few seconds and the iPad will restart. To locate these buttons please refer to this post.
4. To watch a video in slow motion simply pause the video then hold your finger on the forward or back button.
5. To rearrange icons simply tap and hold the icon and move it around to a different location on your screen. Once you have moved the icon to the desired location, remove your finger and hit the home button.
6. If you have scrolled down a lengthy page and you now wish to scroll back to the top of the page, tap the title bar at the top of the screen.
7. For security purposes if you would like to lock your iPad go to settings, then select “general” located on the left side of the screen. Next, select “passcode lock” in the right column and press the button with the text “turn passcode on”. A prompt will appear asking you to enter a four digit numerical pin. For more advanced security feature, you can choose the “erase data feature” as well. However, if you choose this option, all data will be erased off of the iPad if the pin is typed incorrectly 10 times consecutively.
8. Spacebar trick- the iPad spacebar will create spaces based on the number of fingers touching the spacebar. For example, if three fingers are placed on the spacebar you will receive three spaces.

10 most useful typing shortcuts for your iDevice:.

Tip #1: If you want to type special characters with accent marks (like the letter à or è), simply tap and hold the corresponding alphabet key for a while and it will pop-up a list of related accented characters for you to choose from. Don’t release the key before making a selection else the choice will disappear.
Tip #2: If you are typing a line of text in, say, an email message, simple tap the space bar on the keyboard twice and it will automatically insert a dot (or period) followed by a space. The next alphabet that you type will be written in uppercase without you having to press the Shift key.

Tip #3: The iPhone keyboard is pretty smart at adding apostrophes. For instance, if you need to type “doesn’t”, just forget the apostrophe and quickly type “doesn’t” – the keyboard will automatically insert the apostrophe at the appropriate place.

Tip #4: The numeric keyboard shows the dollar ($) symbol by default. However, if you need to type the Pound or the Euro currency symbol, just hold the $ key and you’ll see a list of alternative symbols in a pop-up.

Tip #5: There are two ways in which you can insert the degree symbol in your text. Either switch to the numeric keyboard or hold the ‘0’ key or, if you using the regular ABC keyboard, hold the ‘O’ key (that’s the alphabet O).
Tip #6: If you want to change the style of quotation marks or if you need to use a longer dash punctuation mark instead of the default hyphen, hold the corresponding key as show in the above screenshot.

Tip #7: Typing everything in all caps is often considered rude but there can be instances where you may have to type two or more consecutive characters in uppercase (e.g., UNESCO or QWERTY).

In the default setting, you’ll have to tap the Shift key after typing every single character or you can “Enable Caps Lock” under Settings → General → Keyboard and then double-tap the shift key to turn it into a Caps lock key. They will stay blue until you press one of them again.

Tip #8: When you are typing a website URL in the address bar of the Safari browser, there’s a special “.com” key in the keyboard that you can tap to quickly complete the web address.

However, if the website that you are trying to reach doesn’t end with a .com, you can still use that key. Just hold it for a while and it will give you an option to choose other popular TLDs including .edu, .org and .net.
Tip #9: Just like the .com key in Safari lets you type domain URLs quickly, there’s something similar in the Mail program of the iPhone/iPad that will help you complete email addresses quickly.

When typing an email address in the To: or CC/BCC field of the Mail program, press and hold the dot (.) key and you’ll get a list of domain shortcuts in a pop-up to auto-complete the email address (you’ll essentially save 3 key strokes).

Tip #10: This is another useful but undocumented keyboard trick that will help you quickly switch between numerical and alphabetical keyboards (video demo).

Let’s say you are typing a document and need to insert an email address in your text. Now the “@” symbol is not available on the default “ABC” keyboard so you’ll first have to switch to the numeric keyboard (?123), tap “@” and then again switch to ABC mode.

That’s like making three keystrokes for typing one key. To simplify, just press the ?123 key, slide the finger to reach the “@” key and then lift the finger up to release the key.
You can use the trick to type numbers, punctuations marks, currency symbols and all other characters that’re found only on the numerical keypad of your iPhone or iPad.

From Pace University iPad User Blog http://ipad.blogs.pace.edu/category/ipad-in-action/

10 Indispensable iPad 2 Tips and Tricks

March 9th, 2011 by Doing Leave a reply »

Since the rumors of the release of iPad 2, it has already attracted many people’s eyeballs. It’s officially announced by Apple that it will be available on March 11 in the US through the Apple Online Store, Apple Retail Stores, and select Apple Authorized Resellers. There is no doubt that it’s a piece of good news to the lovers of iPad 2. If you are or will be a new iPad users, here I have 10 indispensable iPad 2 tips and tricks to help you get the most out of your new iPad. Once you master these cool iPad tips, I’m sure you’ll impress others as a past master at iPad 2.
1. Pressing And Hold Virtual Keys

Holding down on certain virtual keys will bring you to some additional options. This kind of function applies to vowels, consonants like C and S etc., even some punctuation marks. You’ll get some extra helpful options by pressing and hold these virtual keys. It’s best to try them all in order to get a feel for your options.

2. Common Keyboard Shortcuts

If you connect your iPad to the Apple Bluetooth keyboard or the Apple iPad Keyboard Dock, you can actually use some of the same keyboard shortcuts that you are used to using on your Mac. Here are some great keyboard shortcuts you can use:

- Command–C, X, and V for Copy, Cut and Paste
- Command–Shift–Arrow key–based text selection
- Option–key shortcuts for typing diacritical characters
- Command–Z and Shift–Command–Z for Undo and Redo

3. Avoiding Application Exits

If you press the Home button by mistake in an app so that you’re forced to quit this app, there is a useful method for you to avoid application exit. Just keep holding down on the Home button without letting go of it. It means to tell the iPad that you really didn’t want to close down that app.
4. Closing Background Apps

It is a great iPad 2 tip you definitely want to know about. It is a great iPad 2 tip you definitely want to know about. In fact, some apps chew up data and resources while running, and more or less bring some affect to the speed of other running apps. So you’d better to close apps that are still running in the background.

To force an app to close completely, you can follow the below simple steps.

a) Double-tap the Home button to bring up the multitasking bar.
b) Then press and hold on any one of the apps you see until them start dancing around.
c) Now tap the red circle on the running apps in your multitasking bar that you’d like to quit.

5. Hidden Music Playback Controls

Here is a great little tip that brings us back to that multitasking bar. To find the music controls, just double-tap the Home button, then swipe to the left and you will finally see the music controls. Coincidentally, you will also see this is where the screen orientation lock and brightness controls are.

6. Spotlight search

We all know Mac has a Spotlight search, so does iPad 2. You can tell Spotlight to launch apps, find emails, or look up contacts. Just double-tap the Home button again or swipe to left of your home screen to get you into Spotlight search.

Other ability Spotlight search gives you is to rearrange the search
order to your liking. That’s how: tap on Settings, tap General, and then tap the Spotlight Search.

7. Launch Apps Quickly
If you have a lot of apps and a lot of pages of them then you might want to launch one quickly instead of swiping through screen after screen. In this case, you can use Spotlight (from tip #6) to help you launch apps a lot quicker. Tap the Home button to get to your first home screen, and then either tap it again or swipe to reveal the Spotlight. Now, start typing the first few letters of the App’s name and then tap the result to launch it. The best part is that as you use this, Spotlight will remember your frequently used apps and thus they are right there for you just a tap away.

8. Add More Apps into Your Dock
The app dock has 4 apps by default but in fact you can have 6. All you have to do is hold down on any of your apps on the home screen (or any of your screens) until they are dancing around. Then just drag an app to your dock and it will stay right there.

9. Different Touch Gestures on Virtual Keys
For tablets, we all know that different touch gestures on certain virtual keys will sometimes display different options. For example, swipe up quickly on the “comma” key and it will insert an apostrophe, while swipe up on the period key inserts a quotation mark. But apparently, if you tap the two keys, you will get totally different options.

10. Great Auto-correction Function
iPad 2 has a great function, auto-correction algorithm, which can give you cool experience when you’re typing using the on-screen keyboard. Incredibly, the faster you allow yourself to type, the better the algorithm will become and it will soon learn the words you
actually meant to type. You don’t have to look and check everything during typing. You only need to see how close it comes after you finish typing. Of course, if it’s an important email, definitely check before tapping “send”.

Note: The 10 iPad 2 tips and tricks apply to the first generation iPad as well.


**Save an Image from the web and email it:**

This iPad tip is all about saving images. If you need to save an image in an email message or from a web page in Safari, just tap and hold on the image concerned and you will get the following pop up:

![Image Pop Up](image)

The pop up illustrated above is what you will see in Safari - in Mail you don't get the first two "Open" options.

You can then either select 'Copy', which copies the image to the clipboard, or 'Save Image' which saves the image to the Photos app on your iPad.


**How to Restore a deleted App:**

If you delete an app - either by accident or by design and then change your mind - you can get it back in one of two ways:

1) If you have synced the iPad since you have purchased and downloaded the app, you just need to open up iTunes on your computer. When you connect the iPad you will see the app listed if you click on the Apps tab. Simply recheck the box next to the app and sync the iPad. Your app will be restored to the iPad.
2) If you are unable or unwilling to connect your iPad to your computer you can get the app back this way. You need to make sure that you are signed in with the same iTunes account used when you bought or downloaded the app first time around. Find the app in the App Store and tap Buy App. You will then see a pop up box appear similar to the example above. Tap OK to continue with the download. Your app will then reappear in the next available space on your iPad.

From: http://www.knowipad.com/top-tips/

Take a Screenshot on your iPad:

This iPad tip is useful if you want to take a snapshot of your iPad's screen just as it is at that moment - be it that transaction receipt from your favourite web site or recording your high score in Angry Birds.

- All you need to do is click the Power button on the top right corner of your iPad, and while holding it down press the Home button at the same time.
• The screen should briefly turn white accompanied by a camera shutter noise.
• You can then access your screenshot in the Photos app.


Add / Remove Apps on the Dock:

Did you know that the iPad can actually add up to six apps to the dock? When you first get started by default there are four apps (Safari, Mail, Photos and iPod), but you can add up to two more.
• Just tap on the app you want to add and hold until it starts 'wiggling'.
• Drag it down until it is hovering over the dock and let go - you will see it added in between the other apps. You can then drag it left or right until you have the apps in the right order on your dock.
• If you want to remove an app then you reverse the process - just press and hold down on the app in question and then drag it away from the dock and let go. It will then be added to your home screen with the other apps.
• To stop your apps wiggling simply press the 'Home' button at the bottom of your iPad below the screen.

From: http://www.knowipad.com/top-tips/
Using a wireless keyboard with an iPad: top tip

If you don't fancy using the iPad's keyboard dock accessory then there are of course alternatives. Like that Apple wireless keyboard you have for your Mac.

In order to use your keyboard with the iPad you will need to 'pair' them together. You can do this by following this iPad tip:

1) Open the Settings app

2) General

3) Bluetooth

4) Select Bluetooth On

5) Ensure your keyboard is turned on. It then be listed on the iPad as "Not Connected"

6) Tap connect on the iPad.

7) The devices will pair and you will get a request to type out the sequence of letters and numbers shown on the iPad screen. You'll need to type these in.

8) You now have a wireless keyboard for your iPad!

From http://www.knowipad.com/top-tips/page/2/