

Tech Tips

iPad FAQs Spring 2013

1. **How do I email a photo I have taken using the iPad?**

Open your photos app on your iPad (Looks like a sunflower)

Select the photo you would like to send

In the top right corner, tap the button that has an arrow on it pointing to the right.

Then tap the envelope over the word mail.

2. **How do I make a link to a webpage on the desktop of my iPad?**

When in Safari, with your chosen website open, press the arrow on the top bar and then click ADD TO HOME SCREEN. An automatic link to that internet page will now be added to your home screen so you can click and open the website quickly and easily.

3. **How can I move a date/time from an email into my Calendar?**

When a friend emails you with a date, day or time in the message underlined in blue, press down on the highlighted text. The Create Event box pops up, letting you easily schedule the date right in the iPad's calendar program. You can also add names and addresses to the Contacts app by pressing down on the information displayed on the iPad screen.

4. **How can I get the spell checker to work?**

The iPad has a built-in spell-checker that underlines suspicious words in red when you're typing in Mail, Notes or other text- apps. You can disable or enable the feature by tapping Settings > General > Keyboard > Check Spelling and tapping the On or Off button

5. **How do I take a screen shot of the display on my iPad?**

Press the home button and the sleep / wake button at the top of the iPad to take a screenshot of whatever is currently on the display.

6. **How do I set a passcode for my iPad? What if I forget the code?**

To set up / change a passcode go to settings and then general. Locate the passcode lock options and set up a 4 digit pin that you'll need to use the iPad. If you forget this code the only way to recover your iPad is to wipe out the software so make sure it's something you will absolutely not forget.

7. **How do I set up a signature in my mail on the iPad?**

To set up a mail signature on iPad go to Settings > Mail, Contacts, Calendars and tap on signature.

8. **How do I change the font style in Notes?**

To change the sometimes hard to read font in notes: Go to settings > Go to notes > Select one of the other two choices. Easiest to read is Helvetica.

9. **How can I put apps into folders?**

While your apps are in edit mode drag and drop one over the other to put them into a folder. You can also name the folder in the white field above the apps when you are inside the folder. Again, press the home button to exit edit mode when complete.

10. **How to copy and paste on the iPad?**

You can quickly copy and paste text by tapping and holding down, and then choosing Select to select the exact portion of text you'd like the copy. Next tap Copy, then go to a different app, and tap and hold down again, then tap Paste from the menu that appears. Top tip: To select an entire paragraph of text you need to tap four times.