**Ipad workshop Term 1 2014**

**Shut down Programmes**

Double Click Swipe up

**Re arrange icons**

****Hold down until x appears

**Categorise a folder**

Move two together

**Move/Delete icons**

Click x

**Add icons to dock**

Drag x to bottom

**Five finger pinch**

Pull five fingers toward center

**Change Print Size**

Settings\General- Text size

**Highlight - Copy paste**

Double click on word and drag to select

**Set up email**

See Lessons\Curriculum\ICT\How to\How to set up mail on your ipad

**Send to email**

Pictures and files

**Quick tool bar buttons**

Swipe up from the bottom

**Screen Shot**

Sleep button +Home

**Save images**

**Slide show**

Tap on first slide Press play

**Add internet shortcut to home screen**

Add to home screen

**Apps v Sites**

An app is a small programme. A site is linked from a browser.

**Open a PDF file**

Tap on the file. Tap the top of the screen Open in iBooks.

**Unfreeze your ipad**

Press sleep to nod off. Press again to wake up.

**Hard Reset**

Hold the sleep button for 3 secs. Drag the slide to power off.

**Use Help**

Safari Bookmarks or help.apple.com