



## Using Gestures

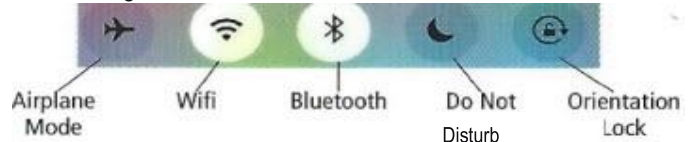
Gesture	Description
<b>Tap</b>	Opens an application or starts an action in an app.
<b>Pinch Open/Pinch Closed</b>	Zooms in and out of a screen to make it easier to see.
<b>Double-tap</b>	Auto-zoom in and out
<b>Slide (Drag)</b>	Move your finger up or down the screen slowly to scroll through lists and websites. If the full screen isn't visible, you can slide left and write to move around.
<b>Long Tap (Hold)</b>	Similar to a right-click on a mouse, it opens a short-cut menu of suggested actions.
<b>Swipe left/right</b>	To move through the home screens to see all your apps and also to move within most apps.
<b>Swipe up from the bottom</b>	Opens the Control Centre for quick access to Volume Control, Brightness, Airplane Mode, Bluetooth, etc.
<b>Swipe down from the top</b>	Opens the Notifications screen – for your daily calendar, etc. Also opens Spotlight Search.
<b>Swipe 4/5 fingers up</b>	Opens the multi-tasking view so you can quickly switch to another app. This is the same as double-tapping the Home button.
<b>Swipe down 4/5 fingers</b>	Opens Spotlight Search
<b>Pinch 4/5 fingers</b>	This returns you to the Home Screen.
<b>Drag through text</b>	Selects text to make changes
<b>Twist/turn</b>	Using two or more fingers, turn the screen image. This is very handy in the Maps application to orient the map in your current visual direction.

## Powering Off and On

When the **Sleep/Wake** button is pressed, the iOS device turns off its screen and goes into a low power mode. To completely power off the device: Press and hold the **Sleep/Wake** button until SLIDE TO POWER OFF appears, then Slide to the right. To power on again, Press the **Sleep/Wake** button.

## Using Control Center

Access Control Center at any time from the Home screen, any app, or the lock screen, by [Swiping] upward from the bottom edge of the screen.



Control Center contains buttons to operate:

- Playback controls (Play/Pause, etc.)
- Volume slider
- Brightness control
- AirPlay® (sends audio or video to Apple TV® or other AirPlay enabled hardware)
- AirDrop® (to share content with other Apple devices)
- Quick access to the Timer and Camera

**Note:** The Media Controls affect whatever media app is running at the time. The available options will vary, based on your set-up.

## Accessing the Camera from the Lock Screen

The Camera App can be accessed quickly from the lock screen without unlocking the device. This does not unlock the iPad, and only gives access for taking photos.

1. When the device is locked, Swipe from the right edge to reveal the Camera app screen. You can also Swipe up to open the Control Centre and then tap the Camera icon.

## Multitasking

To switch between running apps, from any app or Home screen

1. Press the Home button twice quickly, or
  - Swipe up with 4/5 fingers to reveal running apps or
  - Slide left or right to scroll through running apps.
2. Tap an app to switch to it.
3. To completely quit an app, swipe it up from the multitasking view.
4. Press the Home button to finish.

## Saving an Image from a Website or an Email

- **Long tap** the image until options appear, then **Tap SAVE IMAGE**. The image is saved to the PHOTOS app.


## Using Spotlight Search

Easily search across every app on the device, including calendars, contacts, and emails. Also Wikipedia, the App Store, movie times, and much more.

1. [Slide] down from a blank space in the middle of any page of the Home screen for a search field and app suggestions. Or **Swipe** right on the left-most Home page for a search field and additional suggestions, like contacts, nearby businesses, or news.
2. **Tap** a suggestion to open it. Or, enter your query, then **Tap** a result in the list.


## Purchasing Apps

To find and purchase apps:

1. **Tap** the APP STORE  icon.
2. Choose a browse option at the bottom, such as FEATURED, TOP CHARTS, EXPLORE, or enter a SEARCH.
3. **Tap** an app to view a description, ratings, and other information on that app.
4. To purchase that app, **Tap** the price.  
**Note:** the price box says GET if the app is free. The icon then changes to INSTALL (if free) or BUY.
5. **Tap** it again. Enter your Apple ID and password.
6. **Tap** OK. When the download is complete, the icon will change to OPEN.

## Updating Purchased Apps

As free app updates are released, the updates appear for download in the App Store.

1. **Tap** the APP STORE  icon, then **Tap** UPDATES.
2. **Tap** UPDATE next to each app or **Tap** UPDATE ALL.

## Organizing Apps

1. **Long tap** any app until all apps start to wiggle.
2. **Drag** the apps to reorder.
  - Any app can be dragged onto the Dock (the translucent bar at the bottom of the screen), making it accessible from any Home screen. The Dock can hold up to six apps.
3. To move an app to the previous/next Home screen, **Drag** the app to the left or right edge of the screen.
4. **Press** the Home button to finish.

## Deleting an App

1. **Long tap** any app until all apps start to wiggle.
2. **Tap** the X on the app you wish to delete.
3. **Tap** DELETE. Deleting an app removes the app as well as any user data contained within the app.

**Note:** Built-in apps, like Mail or Calendar, cannot be deleted.

## Making Folders

Apps can be grouped into folders on the Home screen for better organization.

1. **Long tap** any app until all apps start to wiggle.
2. **Drag** an app onto another app to group them in a folder.
3. **Tap** in the name field near the top of the screen to edit the name of the folder.
4. **Tap** near edge of screen to collapse the folder.
5. **Drag** any additional apps into the folder.
6. **Press** the Home button to finish.

## Slide Over

Slide over quickly shows a secondary app to the right of the primary app, allowing for quick actions without leaving the primary app, e.g., check your calendar while browsing the Internet. The primary app is paused while the secondary app is open.

1. **Swipe** left from the right edge of the screen. A panel of available apps appears to the right. **Tap** an app to choose it.
2. **Swipe** down from the top of the panel of apps to see available apps. **Tap** one to make it active.
3. **Tap** the primary app on the left to close Slide Over.

## Placing the Cursor within Text

1. **Tap** in editable text. For more precision,
  - a. **Long tap** near where you wish the cursor to be placed.
  - b. A magnifier appears above your finger, showing the precise location of the cursor in the text. Move the cursor to the desired location, and release.

## Cut, Copy, Paste

1. **Long tap** the text you wish to cut or copy until the magnifier appears, then release. An options box appears.
2. **Tap** SELECT to select one word, then Drag the selection edges to extend the selection until it contains the text you wish to cut/copy, or **Tap** SELECT ALL to select all available text.
3. **Tap** CUT or COPY.
4. Place the cursor in the desired paste location of the current, or another app.
5. **Long tap** until the magnifier appears, then release.
6. **Tap** PASTE.

**Note:** You can copy from one app and paste to another.

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