

Ten Tips and Tricks Every iPhone and iPad User Should Know

From a Wall Street Journal article dated 8/22/12 written by Katherine Boehret

If you prefer a video of this content,

http://m.wsj.net/video/20120821/082112dsolutionApple/082112dsolutionApple_320k.mp4

1. Access Apps from Pop-up Notifications


If you have notifications such as text messages or Facebook notifications set to show even when the screen is locked or asleep, you don't have to first swipe to open the device and then the app. As long as the device doesn't require a 4 digit passcode to open, just swipe left to right on the notification to open the app in which the message appeared. If you use a code, you will get a prompt to input it then.

2. Scroll Up Quickly

If you've scrolled way to the bottom of a multi-page document, such as a PDF or webpage, and you want to return to the top quickly, just tap in the status bar (where the time and battery life are located.)



3. Keyboard Shortcuts

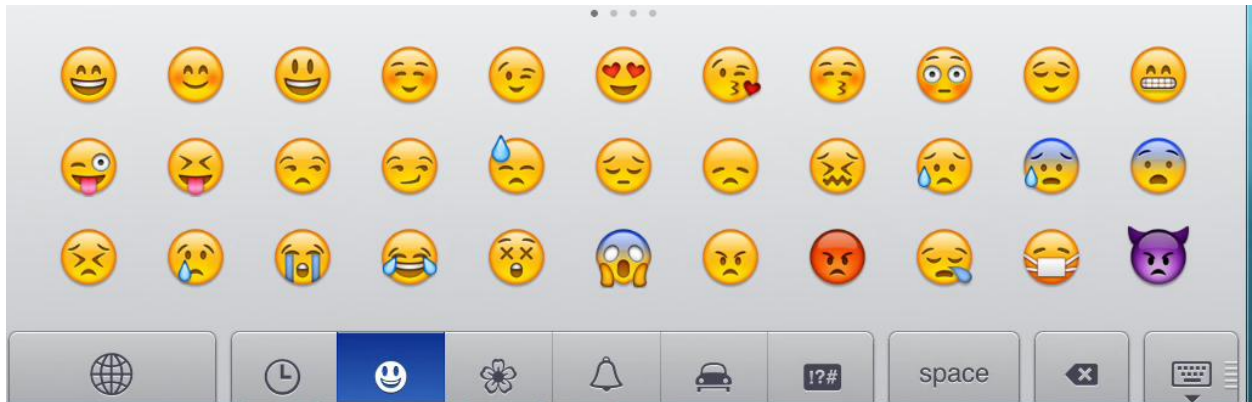
- To move easily between the alphabet keyboard and the number keyboard, tap and hold the .?123 key,  and drag your finger to a number to select it. When you lift from the number, the alphabet keyboard returns.

- When typing the period in an email address, hold the period key and you will see a selection of



email endings to use: Slide your finger to choose.

- Add emoticons to your keyboard by choosing: Settings – General – Keyboard – International Keyboards – Add New Keyboards – Emoji.



- Split the keyboard to enable typing with your thumbs: Settings – General – Keyboard – Split Keyboard



Hold your thumbs in the center of the keyboard and move out to split. Hold thumbs over the split keyboard sections and move toward center to return to a standard keyboard.

- Undock to reposition your keyboard or split your keyboard by tapping and holding the keyboard icon in the lower right corner:



4. Switching from App to App

Double tap the home button to view apps recently used. You can move quickly between apps this way. Alternatively, hold all 4 fingers on the screen and swipe up to reveal this row of apps. This multi-tasking gesture is on by default on the iPad 2 and the newest iPad. Turn it on with the original iPad : Settings, General, Multitask Gestures.

Close these apps by holding down on one till they wiggle and look like this:



Tap the red circle to close.

5. Screenshots

Press the home button simultaneously with the on/off button to capture an image on your screen. You will find screenshots in your Camera Roll. Share via email or social networking as you do regular photos.

6. Searching

If you forget where an app is located, click the home button, then swipe right to pull up the Search feature. Begin typing the app name and select the app when offered. The search also finds contacts, emails, calendar items and texts.



7. Read Websites More Easily

Tap the Reader button found in the URL bar at the top of a webpage to see a clearer, predominantly text version of a webpage. You can also choose the font size you prefer. (You must be running iOS 5.0 to view this on the iPad.)



8. Camera (iPhone) Tricks

- Use the phone's volume up + button as a physical shutter button.
- Slide up the camera icon found at the bottom right of the screen to open Camera without unlocking the phone.

9. Photo Slide Show (iPad)

Select the Picture Frame icon (to the right of the Slide to Unlock) to share a photo slide show. Determine which pictures you wish to share in Settings – Picture Frame.



10. Mute or Screen Lock (iPad)

Change the button on the right edge of the screen from its default lock function to a mute button. Go to Settings – General – Use side switch to Lock Rotation or Mute.