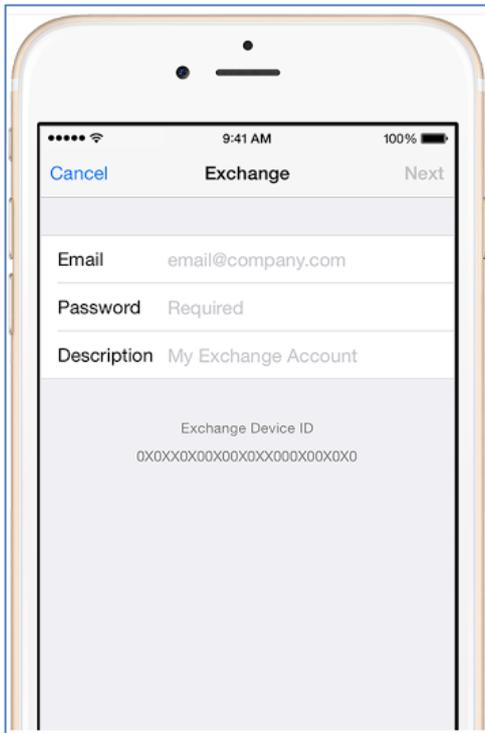


10+ iPad Tips for Incredibly Busy People (iOS 8)

Please also see the associated [10+ IT Tips for Incredibly Busy People Google+ Community](#) and [Lynda.com iOS8: iPhone and iPad Essential Training](#).

1. Set up your work email



As well as your UN work email you can also set up any other email address too

Here are instructions on how to set up your UN email on an iPad or iPhone. It's really easy, but if you have any problems (for example generic team accounts can cause issues) then contact IT on Ex.3333.

1. Add your Exchange account. Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.
2. Enter your email address and password. If you want to, you can also enter an account description.
3. Connect to the Exchange Server. Your iOS device will try to find your Exchange Server. You might have to enter additional server information. If you need help, contact your Exchange Server administrator.
4. Sync your content. You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.
5. Edit your Exchange settings. Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).

2. Turn off notifications



If you use your iPad to deliver presentations with, you'll need to turn off notifications

One thing that can easily drive you barmy, especially with the large number of apps you may start to collect on your iPad, is all the notifications and pings you may start to receive from such apps.

Switch these off by going to Settings > Notifications > then select each app to disallow notifications or simply switch off sounds. If you use your iPad for presentations, you'll especially need to turn off notifications.

For more guidance see the [Lynda.com iOS8 training](#) > 1. The Basics > Using the Notification Center.

3. Access and manage all running apps



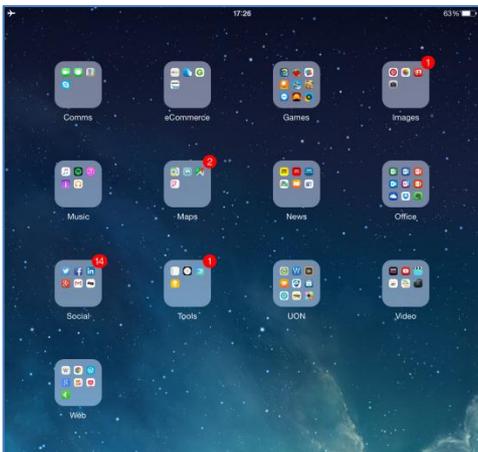
Easily switch to another open app or close an app using the multitasking screen

The Home button (situated on the front at the bottom of the iPad) operates a number of functions.

- Press it once to return to your desktop.
- If you long-press it, Siri appears.
- If you double press it quickly, it brings up the multitasking screen which shows windows of all currently-running apps and their icons below. Use it to quickly access another open app by swiping side-ways OR force close an app by holding your finger down on the app window you wish to close and then swiping upwards.

For more guidance see the [Lynda.com iOS8 training](#) > 1. The Basics > Multitasking.

4. Group apps together into folders



Organise apps into folders to locate what you need quickly and easily

Organise the apps on your desktop into folders containing similarly themed apps - for instance 'Office' or 'Social' or 'News'.

To begin, long press on an app on your desktop until all apps start to jiggle. Then drag an app so it's on top of another similarly themed app and let go. These combine into a folder which you can then rename.

Likewise, drag apps across into existing folders using the same method.

Should you need to, you can also drag apps out of folders using the same method.

To escape the jigging apps, press the home key once.

5. Add apps to the dock at the bottom of the screen



The dock is a great place to easily access frequently used apps

The dock at the bottom of your screen will already contain apps like your Mail, Safari and possibly Photos.

Amend these by long pressing on an app on your desktop until all apps start to jiggle.

Then drag apps into your dock, and get rid of those that aren't any use. Calendar, App Store and Settings are especially useful to add into your dock.

To escape the jiggling apps, press the home key.

6. Use the Control Centre



The control centre provides quick access to lots of iPad services

To access the control centre **swipe up** from the bottom of your screen.

There are lots of handy options in there such as quickly turning your Bluetooth or Wi-Fi on and off, accessing the camera, accessing the clock for handy things like your stop watch and timer, rotate lock, volume, brightness, AirDrop, AirPlay and a host of other features.

For more guidance see the [Lynda.com iOS8 training](#) > 1. The Basics > Accessing and using Control Center.

7. Today and the Notifications area



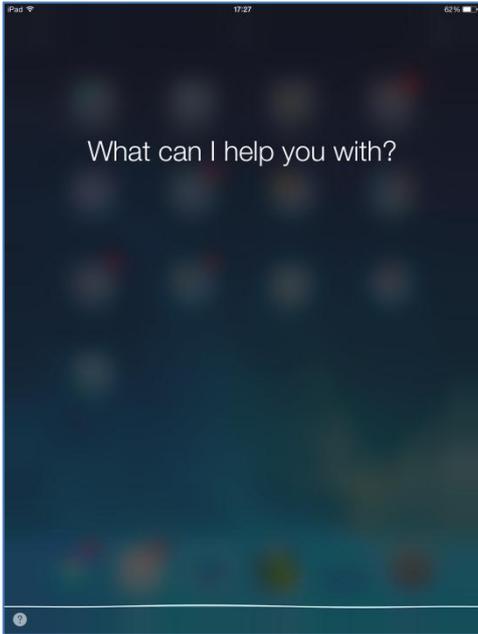
See what's on that day and other important notifications

Similar to the above tip, if you **swipe down** you can access a useful overview of what's on that day plus if you then swipe to the left, see all notifications.

Edit and add widgets to the Today screen by using the Edit button at the bottom. For example, you may wish to add news or any other available notifications from apps on your iPad.

For more guidance see the [Lynda.com iOS8 training](#) > 1. The Basics > Using the Notification Center.

8. Get to know and use Siri



Have a play and see what Siri can do for you to aid your productivity

Use Siri to make your life easier. To access Siri long-press the Home Button.

Try simple commands such as, 'Remind me to pick up biscuits for tomorrow's meeting at 4pm', or set an alarm by saying, 'Set an alarm for 6am tomorrow'. Even try saying 'make a note' and give Siri the note and it will make a note for you.

Siri isn't just for telling him you love him, or asking him to divide zero by zero. Siri is a serious productivity tool.

Like with most things with technology, have a play, work it out and see what Siri can do for you.

For more guidance see the [Lynda.com iOS8 training](#) > 16. Siri and Voice Controlling Your Device.

9. The hard reset



Use the hard reset if you encounter any iPad difficulties such as freezing

Sometimes you'll need to restart your iPad, for example if an app crashes.

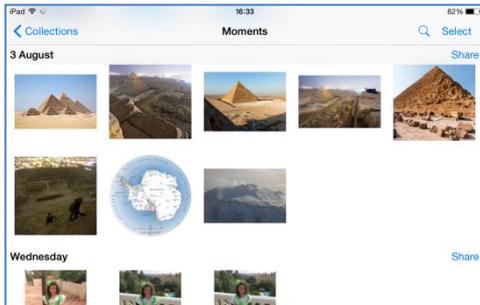
Don't just turn it off, press and hold the standby (on top of the device to the right) and the home buttons together and don't let go.

The screen will go dark and then the Apple logo will appear. Still don't let go. The screen will then go dark again, then let go.

That is a hard reset and will hopefully counter any issues you may be having.

To restart the iPad, press the standby and home key together again.

10. Screenshots



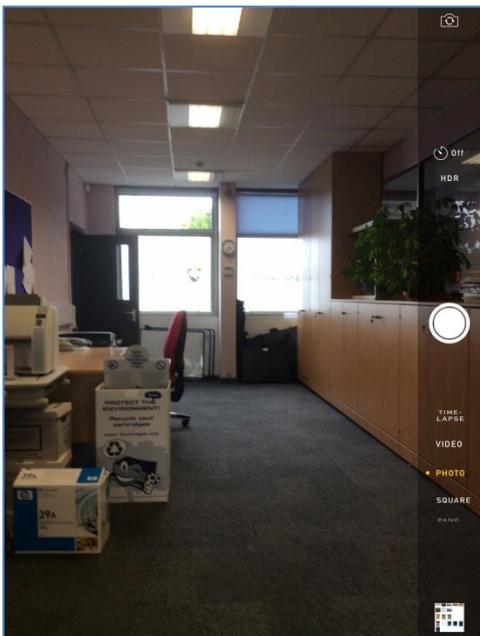
Screenshots can be very useful to explain what you're seeing on your iPad to another user (i.e. email it to them instead!)

Pressing the home button (big button on the bottom of the iPad at the front) and the standby button (on the top edge of the iPad) will take a screen shot and add it to your camera roll.

You can then access and share your photos with others by uploading to your iCloud.

Access your iCloud account on a PC by going to www.icloud.com and signing in using the same username and password that you set your iPad up with.

11. Taking photos



The camera on the iPad features a number of useful functions

When taking a photo in the Camera App, don't fumble around trying to press the button on the screen, press the volume button and that will take the photo for you.

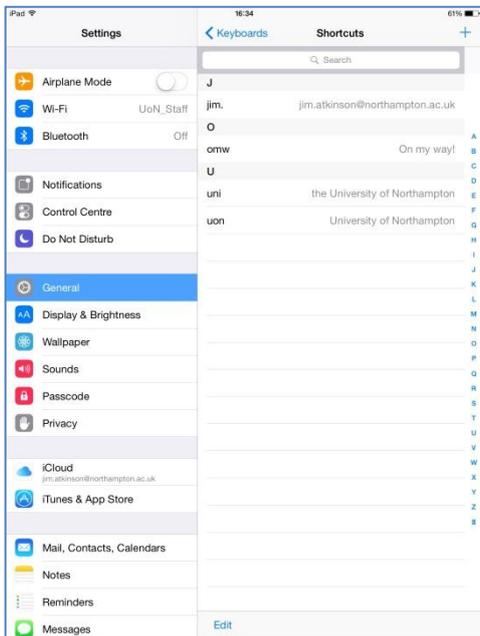
When taking a photograph, if the sunlight is too bright or too dark, simply tap on the screen and then press and slide up the sunlight icon and it will allow you to adjust the exposure as needed.

The settings to the side can switch to video, time-lapse photos, square, panoramic, timer, or even use the forward facing camera.

The bottom right thumbnail is the last image in your camera roll. Click to see the photo and to navigate through the rest of your camera roll.

For more guidance see the [Lynda.com iOS8 training](http://Lynda.com) > 8. Shooting Photos and Video, and Managing Your Photo Library.

12. Set up short-cuts



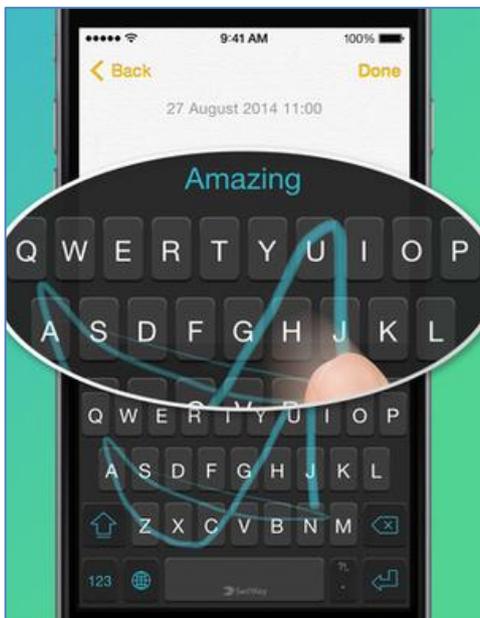
Short-cuts allow you to partially write something and then auto-complete the remaining text

Set up keyboard short-cuts in the Settings App so that you only have to type the first 3 letters of a word or phrase (for example your email address) and your iPad will give you the option of typing out and completing the rest of it for you.

To add a keyboard shortcut, just go to:

1. Settings > General > Keyboard > Shortcuts
2. Tap the + icon in the top right hand corner.
3. Next to 'Phrase', type the long word you'd like to shorten eg. "University of Northampton"
4. Then, next to the word 'Shortcut', type 'uon', then tap 'save' in the top right hand corner.
5. If you go into any App, whenever you type your shortcut 'uon', the longer phrase will appear. To engage it, simply press Space and the full phrase will drop into place, or depending on your keyboard, select from the predictive text options.

13. Use a swifter, smarter keyboard



Push boundaries for how quickly you can type using a smarter keyboard

SwiftKey and Swype (Android, iOS) both offer silky-smooth, responsive swipe typing, as well as accurate predictive typing system that quickly learn your personal typing habits and vocabulary quirks. These together really push boundaries for how quickly you can type.

A few of these keyboard apps include free and paid versions, but start with the free versions, test them out and see how they feel. After that, feel free to purchase the paid versions.

After installing, use the keyboard key or globe in the bottom left (when your normal keyboard pops-up) to access and use the new keyboard. If you want it to be the default keyboard go to settings > general > keyboard to select.

14. Dictate into your iPad



Trial the use of dictation to see where and when it's most useful

There are two ways to capture dictation on your iPad, one by using siri, the other is through the microphone button on your iPad keyboard (please note if you have switched to another keyboard (see tip above), then you'll need to switch back to the default Apple one by using the Globe symbol on the keyboard).

First of all though switch on dictation by going to Settings > General > keyboard > Enable Dictation > and tap the slider to on.

You can then speak into your iPad to edit Notes, Word, or any other app that captures text.

See ipadinsight.com/ipad-tips-tricks/how-to-dictate-more-effectively-on-your-ipad/ for more details on adding punctuation and using other general commands.

15. Use finger gestures and controls



There are many different gestures that can be used across your iPad

You've already seen tips for using different gestures to call up menus etc. However there are a few more to be aware of. We'll recap them all below:

- One finger swipe down from top - opens the notification centre.
- Two finger swipe down from top - reads out all text on the page (needs to be switched on in Settings > General > Accessibility > Speech).
- Double tap with three fingers and a pop up lets you zoom in and out (needs to be switched on via Settings > General > Accessibility > Zoom)
- Hand-clench - close an app by 'clenching' all fingers on the screen.
- Open all running apps by 'splaying' all fingers outwards.

There are also various different gestures for use within specific apps, such as Mail where you can swipe to delete emails. Have a play to discover what they are.

16. Using your iPad for presentations



On the bottom edge of your iPad will either be an input for the new 'Lightning' connector or the original '30-pin VGA and HDMI' connector.



A VGA input on a projector



A HDMI input on a projector

If you've got the right hardware*, the iPad can be very easy from which to run presentations. Simply connect to any projector using the correct adapter and you can easily swipe through a presentation in Keynote, PowerPoint, Prezi, Haiku Deck or whatever other presentation program you use. *If there is an Apple TV connected there will be separate guidelines.

However there are pitfalls to be aware of!

Firstly, turn off notifications on your iPad (see top tip 3 in this document) otherwise your audience will enjoy seeing friend request from Facebook, notifications of new emails and more. All which will distract from your presentation.

Also it's really important that you understand and have the correct adapters so that you're not left stranded on the day, unable to connect to a projector.

On the bottom edge of your iPad will either be an input for the new 'Lightning' connector or the old/original '30-pin VGA and HDMI' connector. This will determine the first half of what type of adapter you need.

For the second half of the adapter, you'll also need to find out in advance what input the projector will have so that you can use (you may have to buy beforehand) the correct adapter to convert the signal over. Projectors will often either be a VGA or HDMI (AV adapter) input, but could also be a DVI-D cable, USB, RCA cable or even S-Video or Y/C Cables. You wouldn't be alone in thinking how ridiculously over-complicated it can be!

See www.projectorpeople.com/accessories/dec-cable for more help.