

## How to Type Special Characters

If you often need to switch between the on-screen Alphabet and Number keyboards just to type quotation marks in a sentence, then why not check out below to find out more?

### While on the Alphabet keyboard:

- ' (single quotation mark) => touch and hold the Comma key (,)
- " (double quotation mark) => touch and hold the Full-stop key (.)
- Turn caps lock on/off => double-tap the Shift key to lock, single-tap to unlock.
- Special letters not on the keyboard? => touch and hold a key, then slide to choose a variation. (*See the screenshot*).
- Need just a digit or symbol from the Number keyboard? => touch the .?123 key and slide to a digit or symbol key, and you're back to the Alphabet keyboard automatically.



### While on the Number keyboard:

- Symbols not on the keyboard? => touch and hold a key, then slide to choose a variation, or tap the #+= key to find out more.
- Often type an equation? => touch and hold the #+= key, tap a sign and you're back to the Number keyboard when you release the #+= key.
- Need just a letter from the Alphabet keyboard? => touch the ABC key and slide to a letter key, and you're back to the Number keyboard automatically.

## How to Type Smiley or Emoji Characters (iOS 5 only)

Now you don't need to rely on third party software to type smiley or emoji characters as the iOS 5 includes a built-in Emoji keyboard, which you can enable.



1. Go to Settings > General > Keyboard.
2. Tap "International Keyboards" and "Add New Keyboard..."
3. Select "Emoji".

To type a smiley or emoji character, tap the "International" key on the keyboard (or touch and hold the key, then slide to Emoji), a plethora of emoji characters are then at your fingertips.

## How to Use a Keyboard Shortcut (iOS 5 only)

Need to type and re-type certain phrases over and over again? Then why not use a keyboard shortcut so that you type faster and it saves your time. This feature is available in iOS 5 and you can set a keyboard shortcut easily.

1. Go to Settings > General > Keyboard.
2. Tap "Add New Shortcut..."
3. Enter a phrase, e.g. [in my opinion](#)
4. Enter a shortcut, e.g. [imo](#)
5. Tap "Save".

The next time you type a shortcut, e.g. [imo](#), the system will suggest to expand it to a phrase that you've set.

## How to Cut, Copy and Paste

This looks simple but can be tricky sometimes when you use different apps. In general, these steps can be used in Mail or some other apps:

1. Double-tap to select a word, or tap once with two fingers to select a paragraph. (Note)
2. Drag the handles to adjust the area if needed, then select Cut or Copy.
3. Tap an insert point then tap the cursor, or more directly, touch and hold an insert point.
4. Select Paste.

**Note:** Step 1 doesn't work in a browser like Safari since "double-tap" has been used to enlarge a webpage. Instead, use "touch and hold" to copy text or an image. If "touch and hold" shows a block on a certain webpage, try "tap and touch-and-hold".

## How to Undo and Redo by Shaking

When you accidentally cut away some text and need to undo your last action using such apps as Mail or Notes, you can tap the Undo key on the Number keyboard. To redo, switch to the Symbol keyboard, then tap the Redo key. As an alternative, you can also shake your device to undo and redo, like this:

1. After deleting some text, hold your iPad firmly with your both hands and give it a quick shake, and the Undo button (*like the screenshot*) slides in for you to undo.
2. To redo, shake it again, but don't drop your iPad!

## How to Turn Off Auto-Correction

When you're typing through, the system checks your spelling and suggests a word. Unless you've rejected it by tapping the x button, the suggested word overwrites your word when you finish typing it followed by a space, punctuation mark or return character. If you feel that's annoying, you can turn off Auto-Correction.

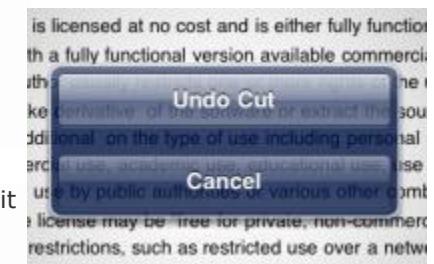
1. Open the app Settings and select "General" on the left panel.
2. Select "Keyboard" on the right panel.
3. Turn off "Auto-Correction".

**Note:** As an alternative, you can opt for an audio alert whenever the system suggests a word using the "Auto-Correction". To do so, go to Settings > General > Accessibility, and turn on "Speak Auto-text".

## How to Split, Merge, Dock and Undock a Keyboard (iOS 5 only)

If you're holding your iPad with both hands and you know how hard it is to thumb type either in a portrait or landscape view. The good news is now the iOS 5 gives you an option to split and undock a keyboard.

- Touch and hold the "Keyboard" key, choose an option to split or undock a keyboard, and do the same to merge or dock it.
- Or use two fingers to unpinch the keyboard to split it, and pinch to merge it.



The term *freeware* was coined by Andrew

Fluegel when he wanted Fluegelhorn publications

program named PC-Talk that



## How to Lock Screen Orientation

The iPad screen switches to either the portrait or landscape view in response to the way you hold the device. What if I want to lock the screen orientation to one view so that the screen doesn't rotate to another? Easy.

1. Double-click your iPad's Home button to see a row of icons at the bottom of the screen.
2. Flick right until you see the Orientation icon (*see the screenshot*).
3. Hold the device to the orientation you want and tap the icon to lock it.



To unlock it, tap the Orientation icon again.

## How to Print Screen

Where's the PrintScreen button when you need to take a screen shot of your iPad? Instead of using one button, try a combination of two:

1. Press and hold down the Sleep/Wake button at the top right corner of your iPad, and click the Home button.
2. Open the app Photos, and you can see your screenshot already saved in the Camera Roll album.

## How to Add a Web Clip Icon to Home Screen

If you frequently visit a web page, you can tap a web clip icon on your home screen and quickly access the page without the need to touch the Safari icon. This web clip icon can be added to your home screen easily:

1. On the page you often visit, tap the Action button  in Safari.
2. Select "Add to Home Screen" and a web clip icon appears.
3. Edit the page title if necessary, then tap the "Add" button.



Next time you visit the same web page, just tap the web clip icon on your home screen. Some websites including Gizmo's Freeware have a web clip icon which has been customized for you (see the screenshot).

## How to Setup Mail Accounts and Sync Options

The iPad allows for adding multiple mail accounts including GMail, iCloud (in iOS 5), Exchange, Yahoo, Hotmail and others. To set up a mail account is straightforward especially for this example, GMail.

1. Open the app Settings and select "Mail, Contacts, Calendars" on the left panel.
2. Tap "Add Account...", select GMail, then enter name, address and password.
3. Tap "Next" for verifying.
4. Leave the sync settings "On" for Mail, Calendars and Notes, tap "Save" to finish.

After this setting, you can then open the app Mail to send emails and read incoming mails, check and edit entries in the apps Notes and Calendar, which are automatically synced with your GMail account over the air.

## How to Change a Mail Signature

Each time you send out an email using the Mail app, it adds a signature "Sent from my iPad". If you dislike this signature, clear or replace it with your own.

1. Open Settings, select "Mail, Contacts, Calendars", and tap "Signature" on the right panel.
2. Clear the signature "Sent from my iPad", or replace it with your signature or name.
3. Tap the "Mail, Contacts..." button when done.

To: \_\_\_\_\_

Cc/Bcc: \_\_\_\_\_

Subject: \_\_\_\_\_

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Sent from my iPad