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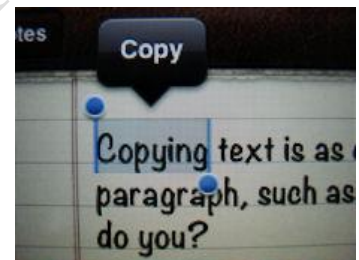
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Mastering the iPad

There is never an end to the tasks that you can perform on your Apple iPad and I have found so many that you will be reading about them in many future issues of this newsletter.

Copying text is as easy as double tapping a word. But when you want to copy a whole paragraph you can stretch the little blue knobs or tap any editable text four times. This will highlight the whole paragraph.



Did you know that you can set your mail to preview more than two lines? The iPhone has this option as well and it's easy to delete the unwanted emails without opening them; same applies to the iPad.

To make this feature work, click on *Settings, Mail, Contacts and Calendars* and select "5 lines" under *Preview*.

Did you know that every time you open an APP it stays running in the background?

While it is running it is using your battery power so tap twice on the *Home Button*, located in the center of the bottom of the screen and a extra line of icons will appear at the bottom of your screen. These are the APPs that you have recently opened. They will stay open until you close them but hidden from view until you tap twice on the Home Button.



Press down on one on the icons and all the icons will begin to shake. Then click on the minus sign that appears on the top left top corner of each icon and it will close. Press the *Home Button* again to return to your desktop.




If you are working on several APPs at the same time, you can jump from one to the other using the same method above. This time you will just access the open APPs and tap each one that you wish to work on. (*You will notice that the Mail Icon shows how many emails are waiting to be opened.*) Don't forget to close them, using the method above, after you have completed your work.

Make sure that you activate MobileMe on your iPad as well as your computer. If you ever forget where you left your iPad, iPhone or iPod you can locate it, disable it, wipe it, leave a message on it or make it sound for two minutes. Of course the device needs to be on for this to work. Never lose your device again with this very handy APP. I have tried it and it works perfectly on both my iPad and iPhone. If you need more information or a tutorial for this feature contact me at: http://computertutorinc.net/pge/computer_questions.htm and I will send you a FREE tutorial.

Want to know how to create "speech marks" without having to change keypad views?

Just press on the  Key and it will appear.

To create an apostrophe with speed just press on the  Key and it will appear.

For *CAP LOCK* tap twice on the Shift Key and it will turn bright blue. This will lock the caps. To turn off the *CAP LOCK* tap once.



Don't worry about adding a period to the end of a sentence. Just tap the *Space Bar* twice and a period will be inserted and automatically a capital letter will be formed at the beginning of the next sentence.

How easy is this? It's easier than working on a computer! Portable and light to carry anywhere and it even corrects your spelling or typos and suggests frequently used words as you type!

I wrote this article on the *Notes App* while flying home to Toronto. Then I copied and pasted it from this App into an email on my iPad and sent it to myself so that I could forward it to your editor for publication. Of course I took the pictures with my camera to add later so that it makes it easier for you to understand.

Let me know what you think about these tips and if you have any tips to share with other users. I look forward to hearing from you.

TO GET HANDS ON HELP NOW WITH A COMPUTER PROBLEM visit:

<http://tinyurl.com/help-now>

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