**iPad Gee-Wiz/Shortcuts**

**iPad User Guide**

Locate last bookmark in Safari**, or**,

Browse to <http://help.apple.com/ipad/6>

See Figure 1.

**Icon Management**

 Press and Hold icon to cause icon to “jiggle”

 Drag icon to new location

Touch black **X** to delete from iPad but not from App Store

Figure 1

Drag one icon on top of another to create **folder** - drag additional icons onto the new folder

Delete folder by dragging each icon out of folder

Press Home Button to turn off jiggle

**Multitask with icons**

Double click home button to view recently used apps.

Tap apps to alternate back and forth

To turn off an app running in background

In the multitasking bar, press and hold that icon until it jiggles, then touch the red circle with the white dash.

**Position Curser -** In a typed document, to insert curser at a specific point:

 With *keyboard showing*, in the position at which you want to insert the curser, press and hold until a bubble shows. Slide the bubble and or wobble your finger tip until curser is at proper point. Release finger. See Figure 2.

**Close Extra Windows** in Safari by tapping the “X” in the “Tabbed Browsing Bar” (under the bookmark bar).

Figure 2

**Shut down//Reboot**

Press and hold down sleep button until red slide arrow appears.

Slide arrow to right - iPad shuts off.

Turn back on - press and hold the sleep button again until the apple logo appears - wait.