

iPad Quick Reference Guide

Everyday Shortcuts, Gestures & Home Screen Tips

GETTING AROUND YOUR iPad

Go Home

Swipe up from the bottom edge of the screen.

(If your iPad has a Home button, press it.)



Open App Switcher

Swipe up from the bottom and pause in the middle of the screen.



Switch Between Open Apps

Swipe left or right along the bottom edge.



Return to Previous Screen

Swipe from the left edge toward the right.



TOP CORNER SWIPES & PANELS



Notification Center

Swipe down from the top-left corner.



Control Center

Swipe down from the top-right corner.



Control Panel (Latest iPadOS)

Swipe diagonally from the top-right corner to the bottom-left.



Tip: The Control Panel gives you more options and controls than Control Center.

APPS & HOME SCREEN MANAGEMENT

Move an App

1. Touch and hold the app.
2. Tap Edit Home Screen (or continue holding).
3. Drag the app to its new location.
4. Tap Done or tap an empty area.



Move to First Home Screen

1. Hold the app.
2. Drag it to the left until you reach the first page.
3. Place it where you'd like.



Tip: Keep your most-used apps on the first page.

Create an App Folder

1. Hold one app.
2. Drag it on top of another app.
3. Release.
4. The iPad automatically creates a folder.

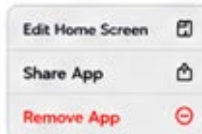


Examples:

Games • Travel
Photos • Finance

Remove an App from Home Screen

Touch and hold the app.



Choose:

- Remove from Home Screen (keeps the app installed)
- Delete App (removes it completely)

Add Apps from the App Library

1. Swipe left until you reach the App Library.
2. Find the app.
3. Touch and hold it.
4. Drag it back onto your Home Screen.

MULTITASKING

Split View

1. Open one app.
2. Swipe up slightly to reveal the Dock.
3. Drag another app from the Dock to the left or right side.
4. Now both apps appear together.



Slide Over

1. Drag an app from the Dock toward the center.
2. It opens in a floating window.



Screenshot

Press:
**Top Button
+ Volume Up**



The picture
saves
automatically.



Copy & Paste

Copy:

1. Touch and hold text.
2. Tap Copy.



Paste:

1. Touch and hold.
2. Tap Paste.



Undo & Redo

Undo:

1. Swipe left with three fingers.



Redo:

1. Swipe right with three fingers.



Zoom

Place two fingers
on the screen.

Spread them apart
to zoom in.



Pinch together
to zoom out.



MORE GESTURES



Tap
Open something.



Double Tap
Zoom or select
(varies by app).



Touch & Hold
Shows additional
options.



Swipe Left
Next page or delete
(varies by app).



Swipe Right
Previous page.



Swipe Up
Go Home or scroll.

QUICK SWIPE REMINDER



Siri

Say "Hey Siri..."
or press and hold
the top button.



Dock

Swipe up slightly to
reveal the Dock.
Drag apps here for
quick access.



Settings

Open Settings to
customize your iPad.



Beginner Tips

- ✓ Keep your favorite apps on the first Home Screen.
- ✓ Use folders to reduce clutter.
- ✓ Search is often faster than looking for an app.
- ✓ Explore Settings to personalize your iPad.