

Create

iPad Button Cheat Sheet

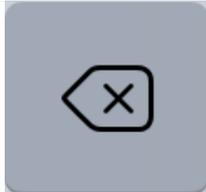
All Apple tablets and phones have single button at the bottom of the screen that you can use to navigate around your device and get back to where you want to be if you get lost. Let's look at it in detail:

	<p><u>The "Home" button</u></p> <p>No matter what you're doing on your device, pressing this button will take you to your home screen immediately without any fuss.</p>
	<p><u>Accessing "Running Apps" view</u></p> <p>If you want to move between apps that you're using at any time you can quickly double press this button and it will display them all in a list. Tapping on the app you want to use will immediately bring it up. If you find that you have too many apps running you can tap this button, press and hold your finger on any app and then swipe to the left or right to shut it down</p>
	<p><u>The "Back" button</u></p> <p>When you are using an app look up at the top left of the screen and there should normally be a backward facing arrow that looks like this that will take you back one step. If you find yourself lost while using an app look around for this.</p> <p>Note: The arrow should also have the name of the section you're going back to beside it</p>

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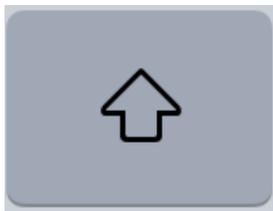
Common Keyboard Buttons

Your keyboard will appear when you tap into a box or page that can accept (e.g. when you're writing a letter or filling in an online form). Aside from the obvious letters and numbers there are a few buttons that you may need a bit of extra information



The "Backspace" button

When you tap into any box that you can type into the keyboard will appear. If you make a mistake when you're typing, this button will delete the mistake. It's at the top right of the keyboard



The "Shift" button

If you want to make the first letter of a word uppercase then tap this button once and then start typing. If you want to type all capitals tap it twice (so it turns all blue) and start typing, tapping it once again to go back to lower case. There are two shift buttons on the left and right of the keyboard.



The "Symbols" Button

If you want to add a special character or symbol and can't see it on the keyboard, pressing this will access the additional symbols. When you want to go back to the standard keys press the "En" button



The "Go" Button

Also sometimes known as the "Enter" button. This is most commonly used when you've finished typing the address of a website into an internet browser - tapping this will tell your tablet that you want to go to that address. It can also be used to move to the next line when you're writing a letter or email.

On occasion the "Go" button may look like a magnifying glass and should be in the same position



The Space Bar

This should always be at the bottom centre of the keyboard and when pressed will create a space after you've typed in a word