

# Research Imaging Solutions

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**iPad tips**

# iPad tips

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First, it should be mentioned that the iPad is not a 'production' device. It is, however, a great tool for taking notes, reviewing documents, browsing web sites, viewing videos & photos, listening to music, game playing and reading books, magazines and online news. At a very basic level it can be used to produce all kinds of things, but not without some difficulty. The iPad will never replace the computer as a tool for creating documents, content or images. Computers are just easier to use for production. iPads are easier, lighter and more convenient as content viewers.

Rather than create a How-To for all the commonly used apps or obvious tricks, I have collected tips and tricks that may lurk just below what most users have discovered. Also included in this document are tips that may be of particular interest to Quad-based iPad users. Many of these tips are also applicable to iPhone and iPod Touch users.

For instructions on how to set up *FaceTime*, for example, or how to add a *Contact*, a simple Google or YouTube search will yield a quick answer! This guide is meant to show you things that you didn't know could be done with your iPad.

## How to connect wirelessly

- Go into *Settings* > *Wi-Fi* > *Choose a Network*
- If signing into HMS Public or some other guest or public account, accept the terms when asked
- If signing into HMS Private\*, it will remember you during future log ins and automatically connect you
  - when prompted, in the user name field, log in using **MED\YourEcommonsID** and password
  - Example: If your eCommons ID is ABC4, you would log in as: MED\ABC4, then enter your eCommons password
- Troubleshooting: open *Settings* > *Wi-Fi* > *Choose a Network* to confirm you are on an unlocked Network, or if on Locked Network, confirm user name and password (have you recently changed your eCommons password?)

## How to connect to HMS Exchange email server\*

- [http://it.hms.harvard.edu/pg.asp?pn=email\\_wireless](http://it.hms.harvard.edu/pg.asp?pn=email_wireless)

*\* If you change your eCommons password, you may need to reset the stored password for signing in on the HMS Private wireless access points, email passwords for the HMS Exchange email server and other linked services that use your eCommons credentials*

## Managing applications

- Download, install and update Apps at *App Store*
  - Must set up iCloud account
- **Delete** Apps by pressing and holding any icon on any Home screen, then press "X" in upper left corner
- **Quit** App within any app, or from the Home Screen, 4 finger swipe upwards to reveal Multitask app controls, or within any app, or from the Home Screen, double-click Home Button to reveal Multitask app controls, then, swipe up card to force quit app. Launch it again. If that doesn't fix the issue, try the next step.
- **Organize** Drag Apps on top of each other to create 'folders' of similar Apps
- **Customize Home screens** by pressing and holding any icon, then drag the App icon to desired location
- **Customize Launch Dock** up to 6 Apps can be placed in Launch Dock for quick access. Simply press and hold any icon, then drag App icon to desired location on the Launch Dock
  - Click the Home Button to exit Customize Mode

## Web browsing

- Navigating websites
  - If using *Safari* and typing in URL window, press and hold '.com' on keyboard to quickly access '.org , .edu , .biz ' etc.
  - Quickly return to the top of the web page, tap the title bar once- no need to scroll & scroll your way to the top.
- Consider using other browsers (*Chrome*)

## Writing & editing tips

- If you prefer typing with your thumbs on a split keyboard, 'unpinch' the keyboard. Unify the keyboard by pinching
  - for this feature to work, you will need to enable it in the Settings > Keyboard > Split Keyboard
- Auto Correct... sometimes good, sometimes not so much... But mostly it is good. Pay attention to what you're writing, and as soon as the word you want appears, hit the space bar and begin typing the next word. Tapping the "X" next to the Auto Correct suggestion dismisses it
- Double space after a word to add a period
- Some punctuation keys have more options
  - Press & hold to reveal more
- Editing, Copying and Pasting email, notes and other text
  - Press & hold to get magnifying glass to place cursor without selecting text
  - Double-press to select word
  - Quad-press to select line (tricky!)
  - Change size of selection by pressing and dragging on blue-dot handles
  - Undo & redo by giving the iPad good shake!

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## Business tips

- *Find My iPad* (free) JUST DO IT. It's easy. It's free. You won't regret it
  - o *Go into Settings > iCloud*
  - o *Add Account*
  - o *iCloud*
  - o Enter your apple ID & password
  - o Enable *Find My iPad* & allow it to use Location Features
  - o Find your lost iPad at <https://icloud.com>
- *PubMed On Tap*
  - o searches PubMed and easily accesses full text through the Harvard proxy server
- *PDF Expert*
  - o not only a great app for reading, annotating, and organizing PDF files, but has easy SFTP access to the Harvard servers as well as Dropbox sync
- *iBook* (free)
  - o PDFs can be stored & read within
- Remote Desktop Control of your computer
  - o Great concept, but not really useful at this point
  - o Good for checking on progress of task your computer is doing, but not for actually controlling, browsing or producing documents
  - o Many applications will do this, including *iTeleport*, *LogMeIn Ignition*, *splashtop remote* and *RDP Lite*
- *Evernote* (free)
  - o Useful for taking notes and syncing across multiple devices (iPad, desktop computer, laptop computer, so you don't have to keep emailing yourself *Notes*)
  - o Also capable of recording audio, including pictures and capturing web pages
- *Printer Pro* and *Printer Pro Desktop* by Readdle
- *iCan-Print*
  - o Print documents to non AirPrint compatible printers directly from your iPad
- *SlideShark* (free)
  - o very good app for using iPad to project PowerPoint presentations
- *iCan-Print*
  - o Print documents to non AirPrint compatibl
- *Sketch* (free)
  - o Sketch: draw with you finger tip. Integrates with your Evernote account
- Accessing files on the HMS servers
  - o connect through <https://secure.med.harvard.edu> and browse through the *Files* section on that web page
  - o *iBook* will enable you to view PDF files, but you will need something like *Documents to Go* to modify any Office Documents
- *Drop box* (free)
  - o Store, access and view files
- *GoogleDrive* (free)
  - o Store, access and view files using your Google account

## Other tricks & issues

**Control Center** for easy access to common tasks. **No need to unlock iPad**, just swipe up from the bottom of the iPad to view Control Center.

- **Screen Brightness**- insomniacs! keep the peace in the bedroom! Adjust screen brightness quickly before unlocking your iPad
- **Music**- play, control volume & mute
- **Connectivity**- wireless, Bluetooth, airplane mode
- **Camera**
- **Clock**, timer, alarm, stopwatch & world clock

**faster charging** Putting iPad/iPhone in Airplane mode will allow it to charge 2x faster (all connectivity will be turned off)

**off-line GoogleMaps** (great when abroad or for Wi-Fi Only iPads) while connected, type "ok maps" in search bar to cache map for off-line use

**Search, don't hunt** by using *Spotlight* to search for emails, contacts, notes, events, websites or Apps. From the Home Screen, flip screens left to right to the Spotlight window, which is before your first Home Screen. Type into the field and any matches will be listed.

**Screenshot of iPad screen** Tap the Power Button (if in portrait position, upper right edge of iPad) and Home Button for about a half a second. The image is then stored in your Photo library.

**Customize your email signature** Go into *Settings > WiFi > Mail, Contacts, Calendars > Signature* and modify your personalized signature.

**Video Playback** It's often better to let it buffer before playing (let some of the content download)

## Dreadful Weirdness

When an App or the entire device is just not functioning correctly, try this:

1. **Quit App** within any app, or from the Home Screen, 4 finger swipe upwards to reveal Multitask app controls, or within any app, or from the Home Screen, double-click Home Button to reveal Multitask app controls, then, swipe up card to force quit app. Launch it again. If that doesn't fix the issue, try the next step.
2. **Restart iPad** Hold down the Power Button (if in portrait position, upper right edge of iPad) until the red slider with the *Slide to Power Off* option appears. Press the Power Button again to turn the device on and launch the App again. If that doesn't work, try the next step.
3. **Hard Reboot** Do a hard reboot by holding the Power Button (if in portrait position, upper right edge of iPad) and the Home Button for 5 seconds until iPad shuts down. Give it a minute and then you can restart it by pressing the Power Button again. It seems to take a few seconds before it responds so be patient.
4. **Uninstall Offending App** If all the above fail, try uninstalling the App by pressing it's icon until it wiggles, then press the minus button to uninstall. You can then download the App again from the App Store.

## b2's favorite Apps (mostly free & not necessarily work-related)

### Moderately useful

*Dropbox*- good way to store, access and view files

*Doodle Buddy*- sketch pad- can share sketches so 2 users can sketch at same time on same drawing

*WeatherBug*- faster than weather channel, great maps and camera views

*BBC News*

*NYTimes*

*iDesk*- creates org charts

*Skype*- video chat with non-mac users

*Bump*- share resources with another handheld device user

*Lose It!*- Great app for tracking calories and exercise

*Epicurious*- fantastic and huge recipe database. Creates shopping lists. A must for any cook.

### Fun

*Pandora*- streams music

*Netflix*- streams movies

*PaperToss*- super fun game

*CatPhysics*- way more fun than *Angry Birds*

*Face Melter*- fun photo manipulation App

*Flixter*-view movie trailers, find movies and theatres, buy movie tix

*Talking Tom*- silly, funny cat that purrs and mimics everything you say

### Interesting

*iBird Yard+*- ID birds

*Zillow*- Real Estate map

*NYCWAY*- Don't go to NYC without it! Find galleries, museums, theater listings. Locate bathrooms, subways, parking. Live street cams for every neighborhood. And much, much more.

## Phenomenal Resource for Other iPad Tips, Tricks & Shortcuts

<http://www.techsupportalert.com/content/ipad-tips-and-tricks.htm>

