

## iPad Gestures and Keyboard

### Gestures

<b>Tap:</b> Is the most basic gesture. Tap finger on what is wanted to interact with. Tap to open an app, issue a command, or follow a hyperlink. To enter text, tap a text field to begin editing, a keyboard appears then tap keys to type.	<b>Drag:</b> Place finger on the iPad's screen, then drag it across the screen. Drag to scroll up, down, left, or right. Drag to move between screens. Tap and drag to use sliders to unlock or power off iPad.	<b>Flick:</b> Place finger on the iPad's screen then drag it across the screen quickly and release. Flick finger across screen to scroll.
<b>Multitasking Gestures:</b> It is used to reveal the multitasking display, switch to another app, or return to Home Screen.	<b>Switch apps:</b> Use 4 or 5 fingers and swipe left or right	<b>Return to Home Screen:</b> Pinch 4 or 5 fingers together.
<b>Reveal multitasking display:</b> Swipe up with 4 or 5 fingers	<b>Turn multitasking gestures on or off:</b> Go to: Settings > General > Multitasking Gestures	<b>To Zoom:</b> Place two fingers on iPad's screen and pinch apart to zoom in, and pinch together to zoom out.

### The On-Screen Keyboard



<b>Insert Numbers &amp; Punctuation:</b> Tap the Numbers & Punctuation key (.?123) to change the on-screen keyboard to the Numbers & Punctuation keyboard, which displays numbers as well as commonly-used punctuation such as : ; ( ). Tap the Symbols key (#+=) to change the keyboard to the Symbols keyboard, with more options such as # % < >.	<b>Split Keyboard:</b> Tap and drag the Hide Keyboard key upwards to undock the keyboard from the bottom of the screen and split it into two parts. This makes it easier to type with thumbs while holding the iPad with two hands. Tap and drag the Hide Keyboard key back down to the bottom of the screen to dock and merge the keyboard.
<b>Insert Accented Characters:</b> Tap and hold a letter to display a popup of accented or alternate versions of that character.	<b>Hide Keyboard:</b> Tap the Hide Keyboard key to hide the on-screen keyboard.
<b>Enable International Keyboards:</b> Tap the Settings app icon, then tap the International button in the General setting pane. Tap the Keyboards button, and then tap the Add New Keyboard button. Select a language from the list to add that keyboard.	<b>View International Keyboards:</b> Tap the International key to switch between any international keyboards set up. Tap and hold the International key to display a popup menu to allow a switch directly to the desired international keyboard.