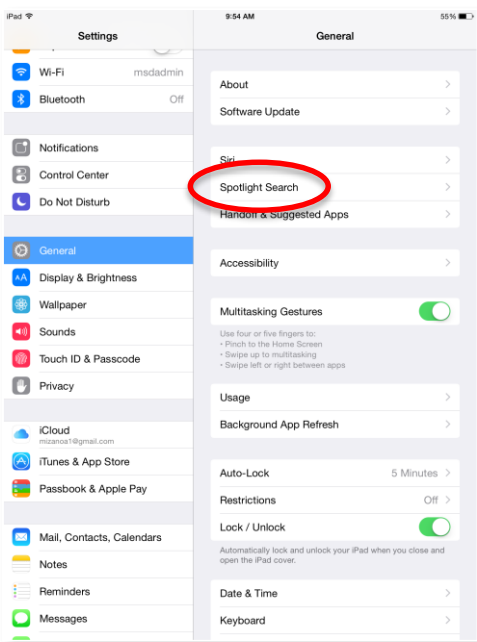


## iPad: Spotlight

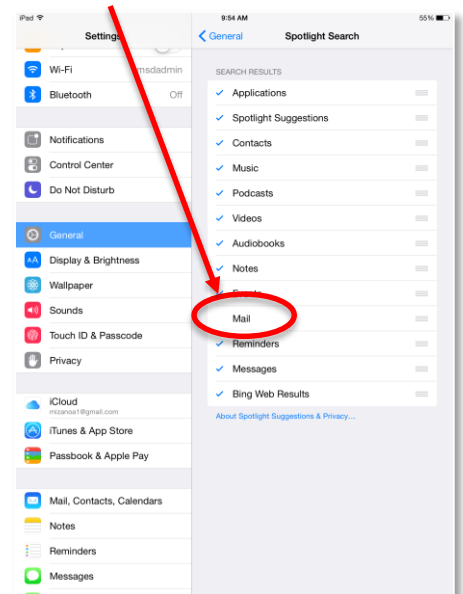
Have you ever wondered if there was an easy way to search for apps, emails or other items on your iPad? Well, look no further – for here is your answer! YES!! Using Spotlight, you can easily locate a plethora of information by typing in a few letters of the item you are looking for.

### Settings → General → Spotlight Search



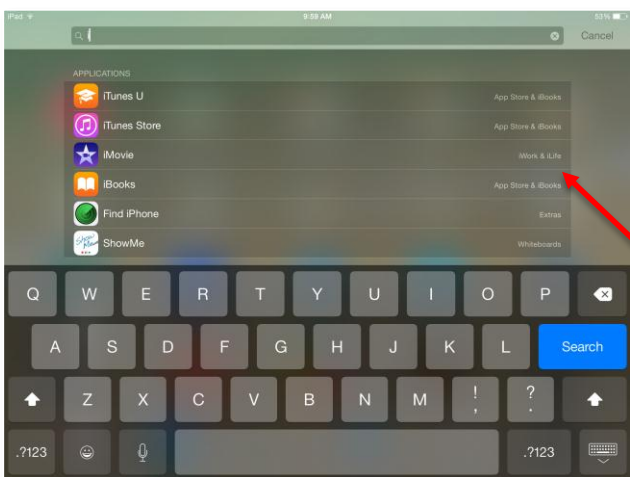
Customize what you want spotlight to search for when you use it

Notice there is no check mark next to mail – spotlight will not search mail when looking for search terms.



Type what you want to find in the search bar, and the search results will appear

Access spotlight by swiping down with 4 fingers



If your items are in folders, the folder names will appear to the right of the search results.