THE USEFUL TECH

The iPad *Cheat Sheet*

Every gesture you forgot your iPad had. Set this as your lock screen and let muscle memory do the rest, then delete it once you stop needing it.

MOVE AROUND

- **Pinch with five fingers**
  Jumps straight to the Home screen from any app
- **Swipe four or five fingers left or right**
  Flicks between your recent apps instantly
- **Swipe up with five fingers and hold**
  Opens the app switcher

THE KEYBOARD

- **Rest two fingers on the keyboard**
  Turns the whole thing into a trackpad for the cursor
- **Swipe down on a key**
  Types the small number or symbol on it
- **Pinch the keyboard inward**
  Shrinks it into a floating keyboard you can move

TEXT & EDITING

- **Pinch in with three fingers**
  Copies the selected text
- **Pinch out with three fingers**
  Pastes it, no menus needed
- **Double tap with three fingers**
  Undo
- **Swipe three fingers left or right**
  Sweeps through undo and redo

APPLE PENCIL

- **Tap the locked screen**
  Opens a note instantly, no unlocking
- **Draw a shape and hold the tip down**
  Snaps your messy sketch into a perfect shape
- **Scribble in any text field**
  Your handwriting becomes typed text
- **Scratch out a word**
  Deletes it
- **Swipe in from a bottom corner**
  Grabs a screenshot straight into markup

TWO SETTINGS WORTH FLIPPING TONIGHT

- **A single running notebook**
  Notes › Access Notes from Lock Screen › Resume Last Note
  Pencil tap always lands in the same note instead of making endless new files
- **Lock down a lost iPad**
  Face ID & Passcode › Control Center: off
  A thief cannot kill its tracking from the lock screen