iPad and iPhone shortcuts

The following tips are just a few shortcuts that you can use to make navigating around your iPad or iPhone quicker and easier.

Directly access Apps
If you receive pop up notifications i.e. new message or Facebook comment, there is a quicker way of viewing these instead of unlocking the device and starting up the application. To open these messages, swipe from left to right on the notification to open the app in which the message appeared.

Quickly scroll up page
To save scrolling up the screen on a long document or webpage, tap once on the status bar (where the time and battery level are displayed) and you will move to the top of the page.

Access draft emails
Tap and hold the "Compose new message" button to automatically bring up all your saved drafts.

Use emoticons ☺
Want to add a smiley face to an email? Go to Settings, General, Keyboard, Add new keyboard and choose Emoji. When the keyboard is open you can see all the emoticons when you press the globe like sign on the keyboard.

Split keyboard
To enable you to type with your thumbs, you can split the keypad by spreading your two thumbs from the centre of the keyboard (this is reversible). Alternatively, hold the keyboard icon and select Split. An undock option will also appear enabling you to move the keyboard up or down.

Take a screen shot
Press the Home button and the On/Off button at the same time to take a screen shot of whatever you see on the device. The screen shots will be saved in the camera roll.

Swipe to search
A quick way to search for apps, contacts, calendar entries etc. is to swipe from left to right on the home page. This will bring up a search box for you to type in what you are looking for.

Write in CAPITALS
Turn on Caps Lock by double-tapping the shift key (vertical arrow). Turn it off again by tapping the shift key once.

Make websites easier to read
Find it hard to read cluttered webpages, especially on your iPhone? Press the Reader button in the URL bar and you will see the text in a clear box with no advertising.

Smarter iPhone camera
If you find it a bit fiddly snapping photos via touch screen on you phone, you can alternatively use the phones volume up (+) button as a shutter button whenever the Camera app is open.