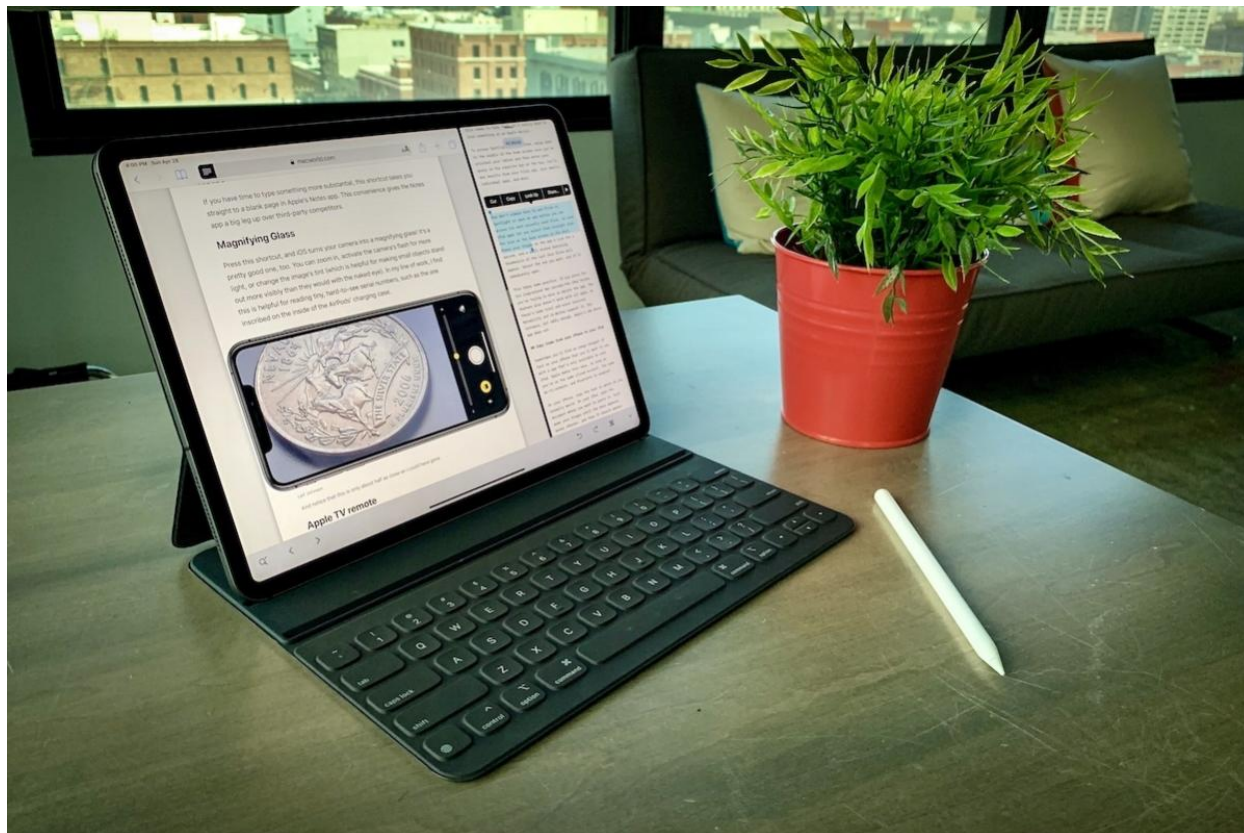


The iPad is a lot more than just a big iPhone. Features like Split View and split keyboards help transform it into a productivity workhorse.




The iPad isn't really the laptop replacement Apple wants us to think it is, but anyone who outright dismisses it as a productivity device shouldn't be taken too seriously, either. The iPad can feel magical when you have the knowledge of the right tricks at hand. Once you've mastered them, works sometimes feels *fun*. It may not be a MacBook, but you'd be wrong to dismiss it as giant iPhone.

Here's a little introduction to the wizardry Apple conceals beneath the familiar facade of iOS. Some tips basically amount to refreshers of the tutorials, but other bits may make you whisper, "Wow." (I'm speaking from my own experience.) Once you've got these tools at your disposal, you'll understand why Apple has such a ridiculous lead in the tablet market.

Use Split View for better multitasking

Split View multitasking is one of the iPad's biggest advantages over the iPhone. Whenever you want to see two apps side-by-side—such as a Safari webpage alongside a Pages doc—open one app the normal way, and then drag up the second app's icon from the dock all the way to the left or right edge of the display. (And yep, the app needs to already be in the dock for this to work.) If all goes well, the screen will split into two halves with an adjustable divider down the middle.

Press this shortcut, and iOS turns your camera into a magnifying glass! It's a pretty good one, too. You can zoom in, activate the camera's flash for more light, or change the image's tint (which is helpful for making small objects stand out more visibly than they would with the naked eye). In my line of work, I find this is helpful for reading tiny, hard-to-see serial numbers, such as the one inscribed on the inside of the AirPods' charging case.



Leif Johnson
And notice that this is only about half as close as I could have gone.

Apple TV remote

This shortcut lets you jump to the Apple TV's remote control app. Considering how long many of us spend looking for a normal remote, this is a good way to make sure you've always got one on you—and only a swipe away, at that.

Alarm

If you use your iPhone as an alarm clock like I do, you'll find this especially helpful. With a tap of a button, you can add new alarms, deactivate others, or set multiple alarms at once. Why isn't this one higher? Honestly, I usually set alarms with Siri. Saying, "Hey, Siri, wake me up at 6 a.m." beats even this for simplicity.

iCloud iPad Tips and Tricks

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Tap the screen with the Apple Pencil to activate the Notes app

It's super easy to jot down a quick note if you've got an Apple Pencil in your hand. Just tap the display with your Apple Pencil while your iPad's still locked, and an empty page in Notes will immediately pop up on the screen.

Use split-screen for better multitasking

Split-screen multitasking is one of the iPad's biggest advantages over the iPhone. Whenever you want to see two apps side-by-side—such as a Safari webpage alongside a Pages doc—open one app the normal way, and then drag up the second app's icon from the dock all the way to the left or right edge of the display. (And yep, the app needs to already be in the dock for this to work.) If all goes well, the screen will split into two halves with an adjustable divider down the middle.

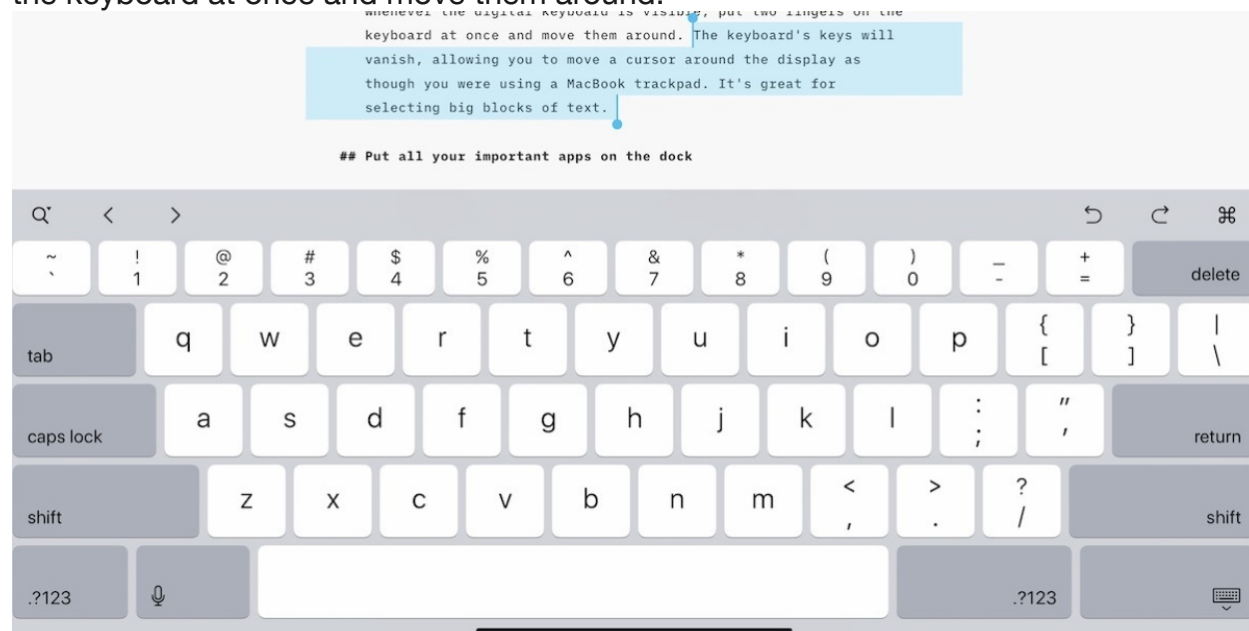
If you just want to use the second app for a quick reference, you can make it a thin window that floats "above" the primary app. Just follow the steps above, but

I sometimes wish Apple could figure out a way to make Split View work on the larger iPhones.

If you just want to use the second app for a quick reference, you can make it a thin window that floats "above" the primary app. Just follow the steps above, but don't drag the second app *all* the way to the edge. Instead, drop it somewhere around the middle. When you want to get rid of it, swipe the thin white bar at the top of the app to the left or right to make it disappear.

Turn the iPad keyboard into a trackpad

The iPad currently doesn't support wired or Bluetooth mice, but to Apple's credit, it has a cool (if limited) substitute. Whenever the digital keyboard is visible, put two fingers on the keyboard at once and move them around.



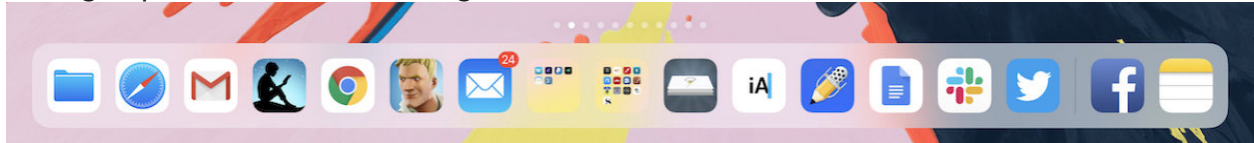
It works best if you select a single word first and *then* switch on the virtual trackpad. Selecting the rest of the text in a paragraph will then be much easier than it would be with your finger.

The keyboard's keys will vanish, allowing you to move a cursor around the display as though you were using a MacBook trackpad. It's great for selecting big blocks of text.

Put all your important apps on the dock

The iPad makes it super easy to open commonly used apps by letting you put a ton of them on the dock. The iPhone, by contrast, only lets you put four apps or folders down there.

I suggest putting as many commonly used apps on the dock as you can. Not only will this speed up your productivity since you can always see the dock when you swipe up from the bottom of the display, but it's also essential when you need to access an app through split-screen multitasking.

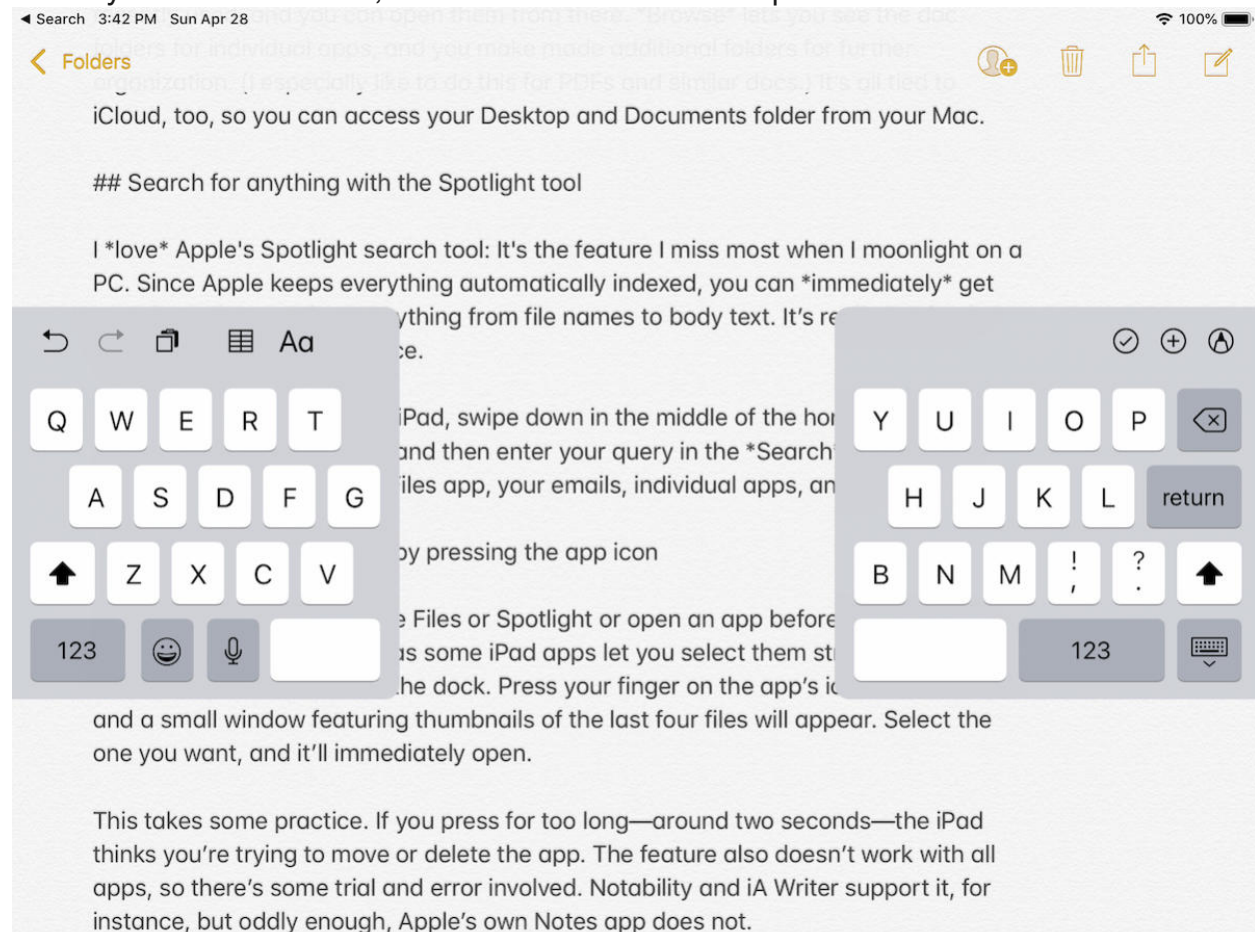


On the 12.9-inch iPad Pro, you can fit 15 permanent apps or folders on the dock. The remain three spaces are for recently used apps.

To add an app or folder to the dock, press down on its icon on the home screen until it starts to wobble. Then drag it down to the dock and plop it into place. That's all there is to it.

Split the keyboard in half for easier typing

Tired of hunting and pecking with one finger when you're holding the iPad like a clipboard? Apple lets you split the keyboard in two so that its two halves go to either side of the display. If you're a decent typist, it makes typing a heck of a lot faster. Bizarrely, this doesn't work on the 11- or 12-inch iPad Pro, perhaps because Apple figures the digital keyboard on those models is wide enough to feel more or less like a real keyboard. That's true, but it doesn't solve the "clipboard" issue.



It looks a little weird at first, but the middle of the screen frankly seems like the best place to use it.

When the digital keyboard is visible, press down on the keyboard button in the lower right. Press *Split* in the menu that pops up, and the keyboard will split. If the keyboard is in the way, quickly press the keyboard button and then slide the keyboard up or down. Don't press down for too long, though, or the *Split* menu will pop up again. To return the keyboard to normal, press down on the keyboard icon again and tap *Dock and Merge*.

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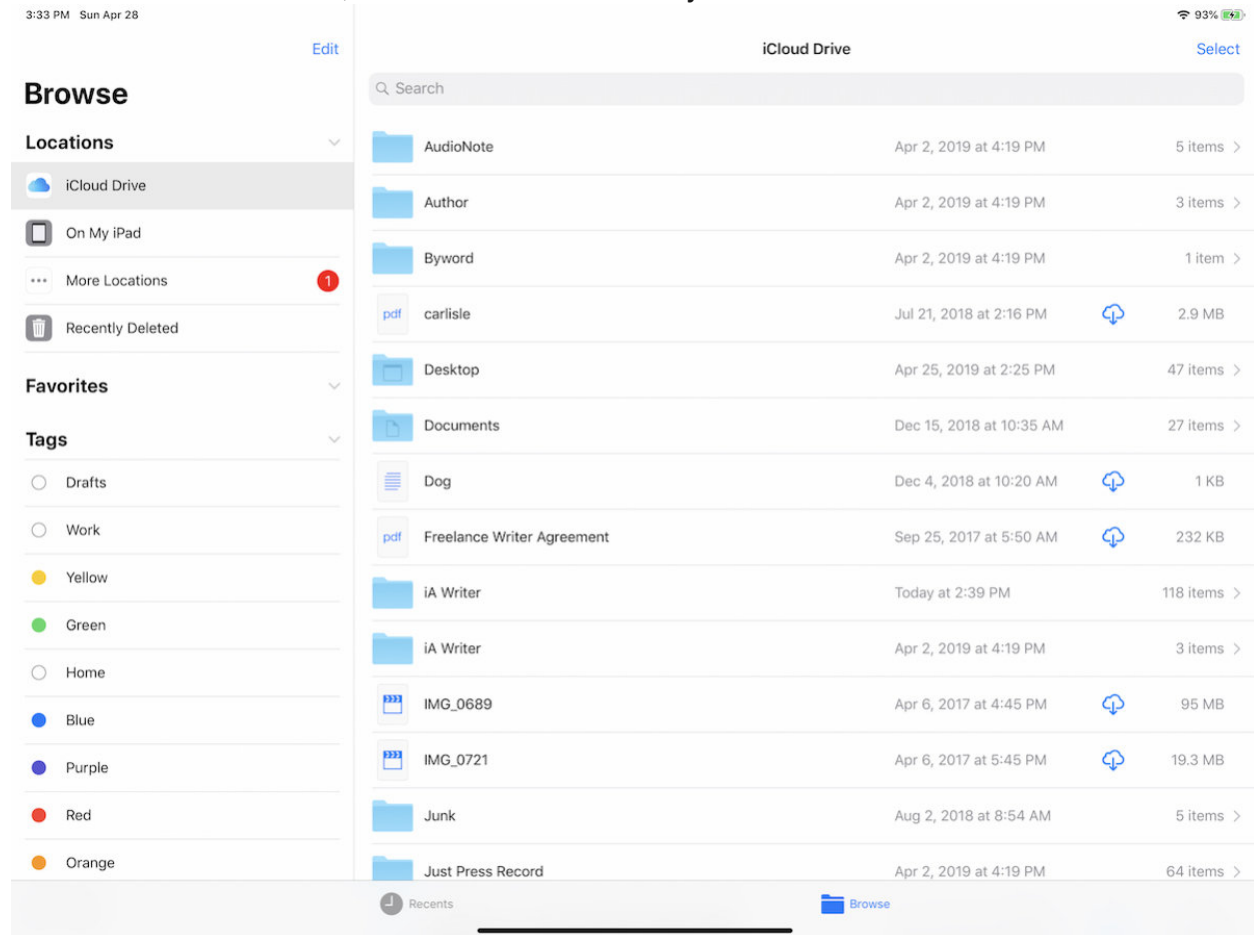
Use the Notes app as a built-in scanner

I admire third-party scanner apps like Scannerly, but they're not really necessary. After all, Apple lets you scan documents and makes PDFs from those scans straight from the Notes app.

Once you've got the document you want to scan in front of you, open a new document in the Notes app and press the plus sign at the bottom. Then press *Scan Documents*. After that, you'll have a chance to sign the document using the Markup tool (with either your finger or the Apple Pencil), and from there you can save it as a PDF. For a more thorough rundown, check out our [dedicated how-to](#).

Use the Files app for better organization

Back in the dark ages of, oh, 2017, the only convenient way of finding files you made on your iPad was to open them from the app you made them in. And that's why we should all praise the arrival of the new Files app. It's not exactly like sifting through doc folders on a Mac or PC, but it comes reasonably close.

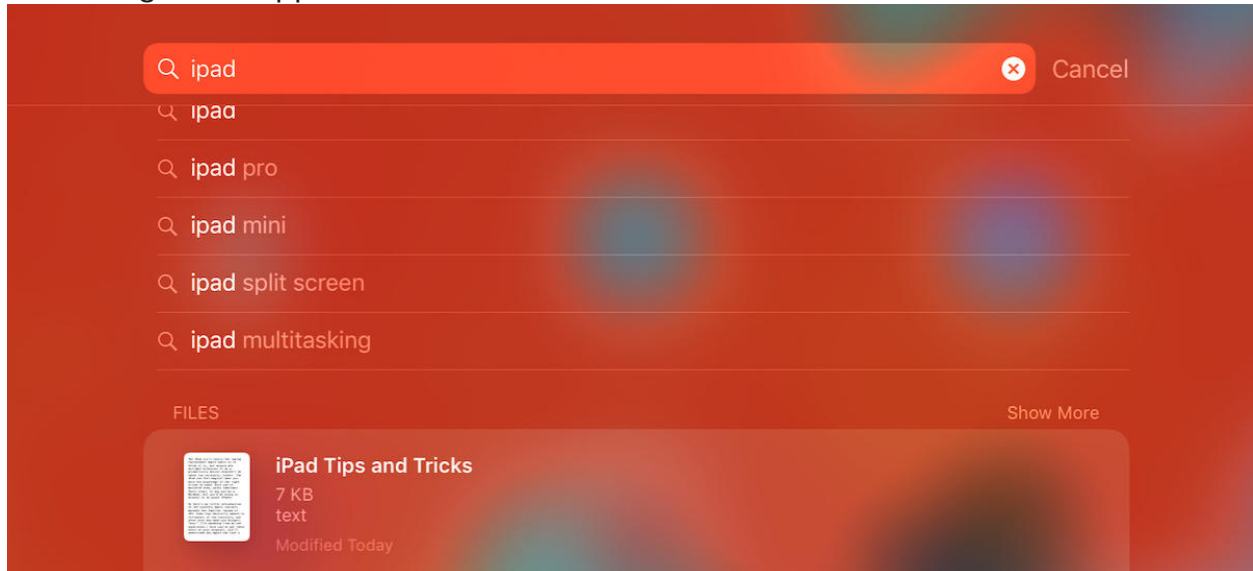


It may not be super pretty, but it's super useful.

At the most basic, you'll use two tabs. *Recent* lets you see all the documents you've recently used, and you can open them from there. *Browse* lets you see the doc folders for individual apps, and you make made additional folders for further organization. (I especially like to do this for PDFs and similar docs.) It's all tied to iCloud, too, so you can access your Desktop and Documents folder from your Mac.

Search for anything with the Spotlight tool

I love Apple's Spotlight search tool: It's the feature I miss most when I moonlight on a PC. Since Apple keeps everything automatically indexed, you can immediately get search results covering everything from file names to body text. It's really hard to lose something on an Apple device.

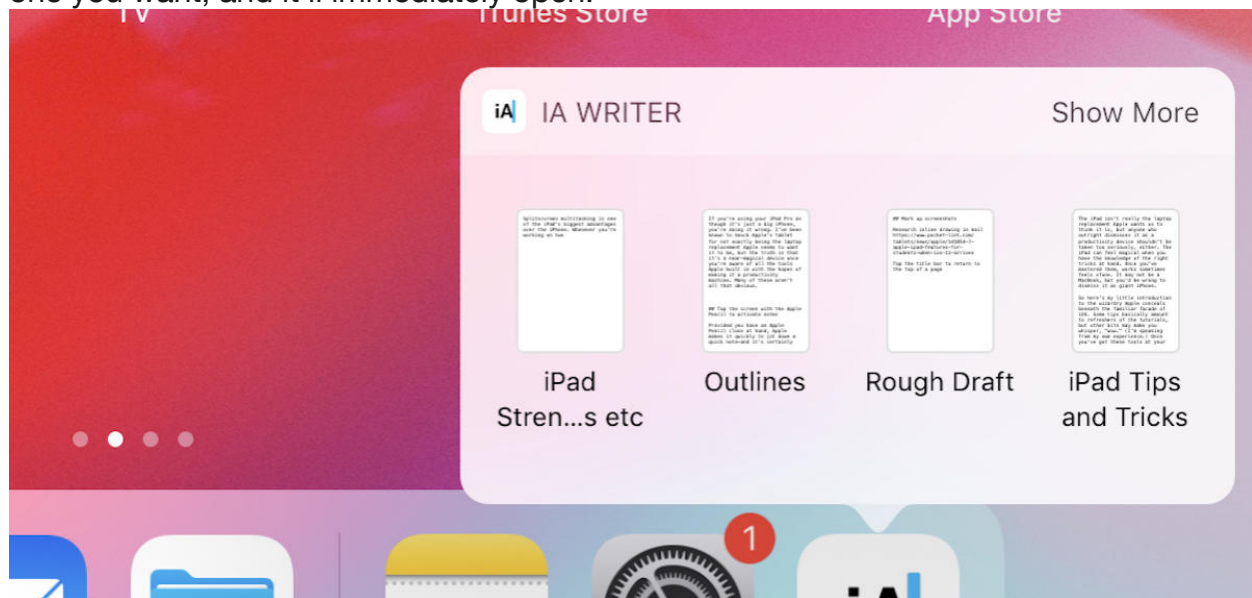


Spotlight is also on the iPhone, but I find I use it far more on my iPad.

To access Spotlight on your iPad, swipe down in the middle of the home screen once you've unlocked your tablet and then enter your query in the *Search* bar at the top. You'll see results from your Files app, your emails, individual apps, and more.

Open recent documents by pressing the app icon

You don't always have to use Files or Spotlight or open an app before you can access its most recently used files, as some iPad apps let you select them straight from the icon on the home screen or the dock. Press your finger on the app's icon for a second, and a small window featuring thumbnails of the last four files will appear. Select the one you want, and it'll immediately open.



If mouse support ever comes to the iPad, this would be a great “right click” option. This takes some practice. If you press for too long—around two seconds—the iPad thinks you're trying to move or delete the app. The feature also doesn't work with all apps, so there's some trial and error involved. Notability and iA Writer support it, for example, but oddly enough, Apple's own Notes app does not.

Copy items from your iPhone to your iPad

Sometimes you'll find an image snippet of text on your iPhone that you'll want to use with an app that's only available on your iPad. Apple makes this easy, so long as you're on the same iCloud account, the same Wi-Fi-network, and Bluetooth is enabled. On your iPhone, copy the text or photo as you normally would. On your iPad, open the document where you want to paste it, hold down your finger until the menu appears, press *Paste*, and then it should appear.

And yes, you can send text and images to the iPhone from the iPad as well.

Now Click Your Browser Back Button to go back to the blog and leave a comment. Thanks