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STATION 1: SCREEN CAPTURE

1. Screen capture your favorite website, app, or map.

2. Quickly press and release the sleep/wake switch and home button at the same time.

3. Find it in photos 🌻 and show someone near you.

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STATION 2: SHUT DOWN

1. Hard shut down

Hold the Sleep/Wake button for 5-seconds and slide to power off

2. Hard restart

Press and hold the Sleep/Wake button and the Home button together for at least ten seconds, until the Apple logo appears.

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STATION 3: MOVING ICONS

1. Press and hold on an icon to make it wiggle.
2. Rearrange your icons by dragging to a new location.
3. Move an icon to a different page.

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STATION 5: MULTITASKING GESTURES

1. View multi-tasking bar by sliding 4 fingers up.

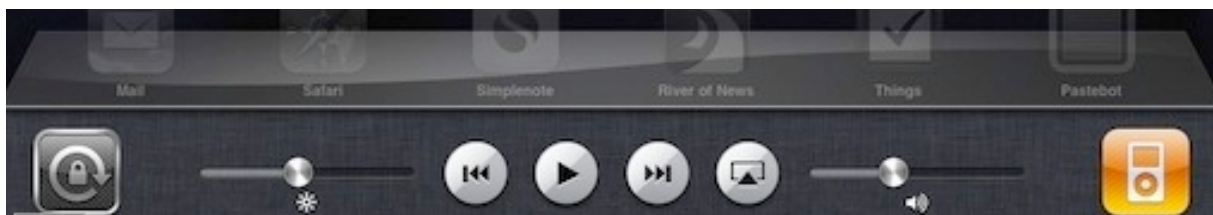2. Navigate between apps by sliding 4 fingers Right or Left.

3. Close app and go back to home screen by swiping 4 fingers into center.

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STATION 6: LOCK AND MUTE

1. Go into settings, select General
2. Choose whether to use the Side Switch for Lock Rotation or Mute.
3. Try out the side switches to see effect.
4. Double click on home button and swipe from left to right. Change Mute or Lock using far left icon.
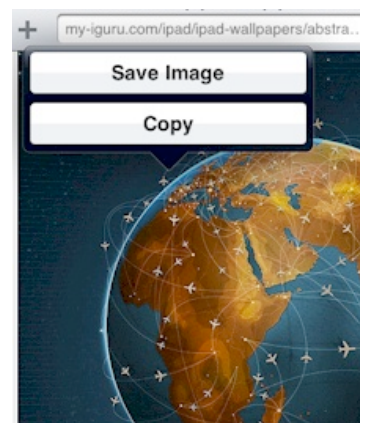5. BONUS: Change brightness and volume from this screen too.

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STATION 7: CHANGE YOUR WALLPAPER

1. Use the camera 📷 to take a picture of something cool OR

2. Open Safari and search for an image. Click and hold on the image to Save Image into photos.

3. Set as wallpaper either from photos or settings.

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STATION 4: MAKING FOLDERS

1. Press and hold on an icon to make them wiggle.

2. Drag one app on top of another to put them in a folder.

3. Change the name of the folder.

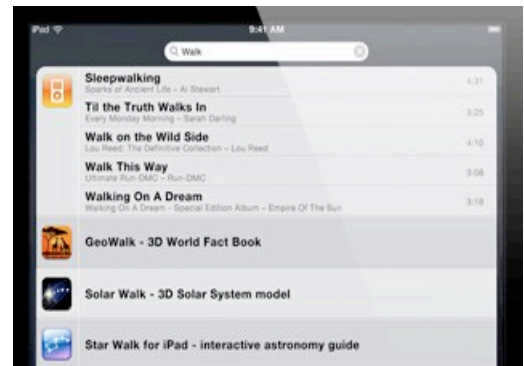4. Make the apps wiggle again if necessary to drag them out of a folder.

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STATION 8: SEARCHING THE IPAD

1. From the home screen drag from left to right to get to the search screen.

2. Type in the name of an app or web site.
3. Click on the app to launch it or click on Search Web/Wikipedia.
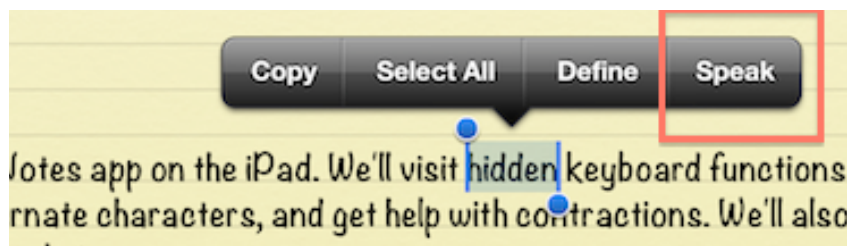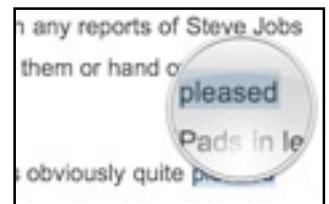4. Your email, contacts, and music will also display results for this keyword.

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STATION 9: MAGNIFYING TEXT

1. Go to a web page that contains text. (Hint: Try Wikipedia)

2. Press and hold on a word to see the magnifying bubble and drag to select a word.

3. You may choose to copy or define the word.

4. Click and drag on the ends of the selection to include more text.

5. Copy the selected text.

6. Open Notes, and place the cursor in a new spot. Click and hold to paste the copied text.

7. BONUS: In Settings> General> Accessibility, turn Speak Selection "On" to include this feature when selecting text.

8. SUPER BONUS: In Settings> General> Keyboard, turn Dictation "On" to include this feature on your keyboard.

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STATION 10: SAFARI HOMESCREEN

1. Open up Safari to a web page that you visit often or want to refer to later.

2. Click on the Share Button 📤 and select Add to Homescreen

3. Rename the Homescreen button if desired.

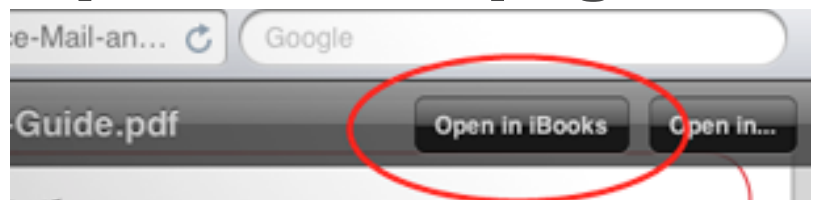4. Test the new button. Move or put into a folder if desired.

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STATION 11: Save PDFs to iBOOKS

1. Go to My iPad Handouts
   http://tinyurl.com/creationstations

2. Open one of the pdfs on the page.

3. Click on Open in iBooks to save.

4. Find an email that contains an attached document (PDF).

5. Press and hold on the attached document and select Open in iBooks.

6. Go to iBooks and select PDFs under Collections.

7. View the saved PDFs in your Library.