

Tips for iPad and iPhone Users

General

Device will charge faster if you turn on *Airplane Mode* (from Settings app).

Note: Don't forget to turn off Airplane Mode when done charging otherwise all calls will continue to go to voicemail and there will be no WIFI capability.

Close all open apps. Double tap the Home button and swipe up all open programs to save battery life.

Software updates: Contains the latest release of patches that repair glitches in the iOS system.

Safety & Security

Protect location privacy of photos taken with your Device. The GPS coordinates are saved on every photo you take and share and can identify exact location where you are or where picture was taken.

To disable this:

1. Open up the Settings app.
2. Navigate to Privacy > Location Services.
3. You'll see a list of apps. Tap on Camera and then select Never

Productivity

Create a shortcut for phrases you type often: Go to Settings app > General > Keyboard Tap on Shortcuts. Tap on the + sign. Create a shortcut that will automatically expand into that word/phrase when you type. Tap *Save*. Can be used in a text message, email, reminders or notes.

Great Apps for Business

GoodReader (\$4.99) File Viewer. Wonderful for annotating PDFs. Ability to create folders and manage files. Email annotated files to others.

Evernote An app to help organize digital files. Very useful for snapping picture of a business card and saving the information into your Contacts with minimal typing.