Finding things on the iPad

Sometimes you haven’t got time to look through your entire calendar for an appointment, or to scroll through iTunes for one track. You can use Spotlight (Apple’s indexing and search facility) to find specific apps, contacts, emails, appointments and iPod content.

Start search

1. From the Home Screen press the Home Button (if you are away from the Home Screen, press the Home Button twice)

2. You will be taken to the Spotlight search screen (this is one screen to the left of the Home Screen)

3. Enter your search word or string into the search box

4. Your results will show up below. The results are grouped according to their type i.e., Calendar appointment, email, etc.

The word “Design” shows up in

Contacts
One app
An iPod track
One email
One appointment

You can choose to search the web or Wikipedia

To reach Spotlight from the Home Screen press the Home Button once. To get to Spotlight from any other screen press the Home Button twice.

Hot tip
Search using Spotlight to avoid spending ages looking for emails, music tracks and other data.