

Hot tip

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

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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.

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.

Enter search term here

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

The screenshot shows the Spotlight search interface on an iPad. At the top, there is a search bar with the text "Design" and a magnifying glass icon. Below the search bar, the results are grouped into categories: Contacts (Clinton Gomer), Apps (Big Calculator, Designer Skyline), Email (Twitter message from IXX-Design, REEVE, Elizabeth), and Calendar (Design meeting). At the bottom, there are options to "Search Web" and "Search Wikipedia". A keyboard is visible at the bottom of the screen.