



# VCS APPLE LEARNING PROGRAM

Instruction Technology Services

Title I Tech Team

## iPad Multitasking Screen Options

### **SPLIT VIEW:** *Use 2 apps at the same time*

- 🍏 Tap and open the **FIRST** app you want to use in split view
- 🍏 Tap the **HOME BUTTON** one time to close the app, making the app icon appear on the iPad dock, located at the bottom of the iPad screen
- 🍏 Tap and open the **SECOND** app you want to use in split view
- 🍏 With the app open, place your finger on the bottom of the iPad home screen and slide your finger up **SLOWLY** revealing the iPad dock
- 🍏 Locate the icon of the **FIRST** app you opened on the dock
- 🍏 **TAP, HOLD, and SLIDE** the app up onto either the **FAR** left or right side of the home screen before releasing your finger (*Note: If you receive an app menu when you tap, hold, and slide from the dock, release your finger, tap the home screen, and try again*)
- 🍏 Drag the **DIVIDER** located in the center of both screens to adjust the size of each app window
- 🍏 Tap **BACK** and **FORTH** between each app to access (*Note: If you want to replace an app on either side of the screen, make sure the new app of choice is located on the dock, then tap, hold, and slide new app choice over the top of the app window you want to replace*)

### **SLIDE OVER:** *Use one app on the screen and open another app to slide over the first app.*

- 🍏 Tap and open the **FIRST** app you want to use in slide over
- 🍏 Tap the **HOME BUTTON** one time to close the app, making the app icon appear on the iPad dock, located at the bottom of the iPad screen
- 🍏 Tap and open the **MAIN** app you want to be on the home screen.
- 🍏 With the app open, place your finger on the bottom of the iPad home screen and slide your finger up **SLOWLY** revealing the iPad dock
- 🍏 Locate the icon of the **FIRST** app you opened on the dock
- 🍏 **TAP, HOLD, and SLIDE** the app up onto the **CENTER** of the home screen before releasing your finger (*Note: If you receive an app menu when you tap, hold, and slide from the dock, release your finger, tap the home screen, and try again*)
- 🍏 Drag the **GRAY HANDLE** located on the top of the slide panel and move panel to the right or left side of the screen (*Note: Placing the slide over panel on the **extreme** left or right of the iPad screen will switch it from slide over to split view*)
- 🍏 **SWIPE** the slide panel to the right or left of the screen to hide it, swiping back to view panel again
- 🍏 To **DELETE** slide panel, place finger on the bottom gray bar of the panel, slide panel up, place finger on the center of the slide panel, and swipe up on iPad home screen