

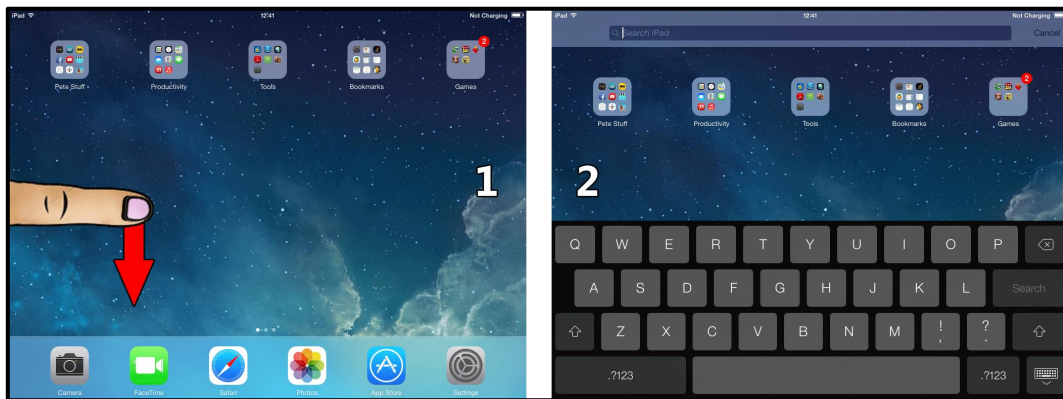
## HOW TO SEARCH FOR APPS (SPOTLIGHT SEARCH)

THE FOLLOWING SHOWS HOW YOU CAN EASILY LOCATE DOWNLOADED APPS. ESPECIALLY HELPFUL IF YOU HAVE LOTS OF FOLDERS AND APPS SPREAD ACROSS MULTIPLE HOME SCREENS

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### STEP 1: SEARCHING

TO BRING UP THE **SEARCH SCREEN**, SIMPLY SWIPE DOWNWARDS ANYWHERE ON THE **HOME SCREEN (1)**. THE SEARCH PAGE WILL NOW BE VISIBLE **(2)**.

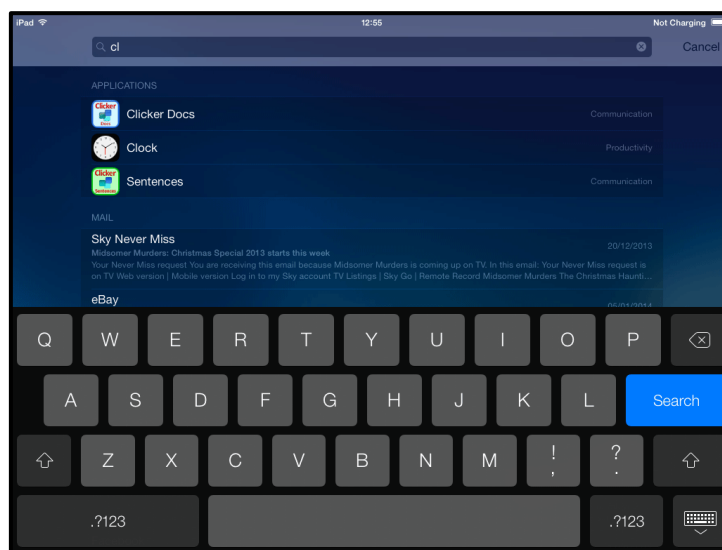


**Note:** IF OPENED BY MISTAKE THE SEARCH SCREEN CAN BE CLOSED BY A SMALL **UPWARD** SWIPE IN THE SPACE ABOVE THE KEYBOARD.

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### STEP 1.1:

TO SEARCH FOR AN APP, TYPE THE NAME OF IT IN THE **SEARCH BAR** AT THE TOP OF THE SCREEN BY USING THE KEYBOARD. APPS WILL BE LISTED AS YOU TYPE, SO YOU MAY NOT HAVE TO TYPE THE NAME IN FULL BEFORE IT IS SHOWN.

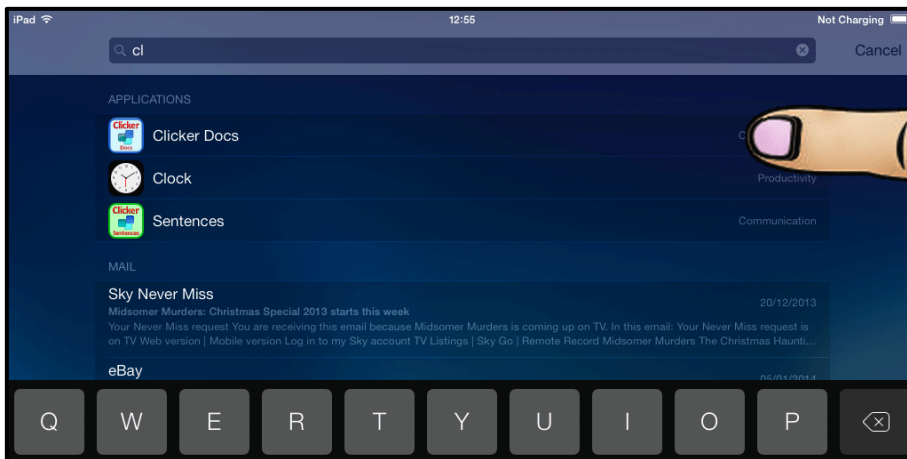


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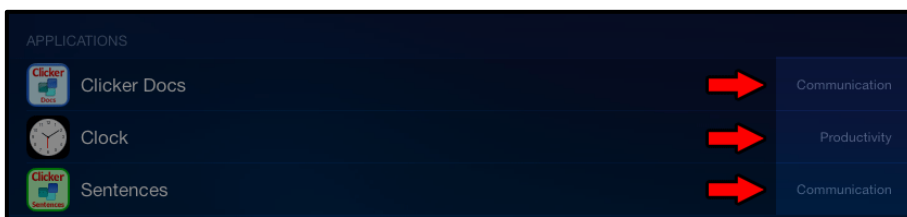
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## STEP 1.2:

TO OPEN THE APP SIMPLY SELECT IT FROM THE SEARCH RESULTS



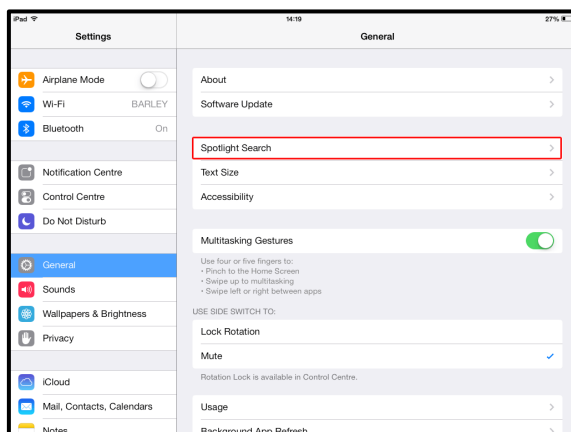
THE SEARCH RESULTS ALSO DETAIL THE LOCATION OF THE APP IF HELD WITHIN A FOLDER.



**Note:** THE SPOTLIGHT SEARCH, AS DEFAULT, IS SET UP TO SEARCH EVERYWHERE ON THE IPAD, SO YOU MAY FIND THAT SEARCH RESULTS MAY INCLUDE MESSAGES, EMAILS, PODCASTS, CONTACTS ETC ETC. THIS CAN BE AMENDED AS FOLLOWS...

## STEP 2: AMENDING SEARCH OPTIONS

GO TO **SETTINGS** . FROM HERE SELECT **GENERAL**  FROM THE MENU ON THE LEFT, AND THE **SPOTLIGHT SEARCH** FROM THE MENU ON THE RIGHT



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### STEP 2.1:

FROM THE SUBSEQUENT PAGE YOU CAN SEE THAT ALL OPTIONS ARE TICKED AND AS SUCH THE SEARCH RESULTS WILL COME BACK WITH ITEMS FROM ALL THESE AREAS (IF RELEVANT). TO REMOVE CATEGORIES FROM THE SEARCH SIMPLE TOUCH TO 'UNTICK'.

ONCE FINISHED PUSH THE **HOME BUTTON**  TO RETURN TO THE HOME SCREEN

