



iPad

User Guide

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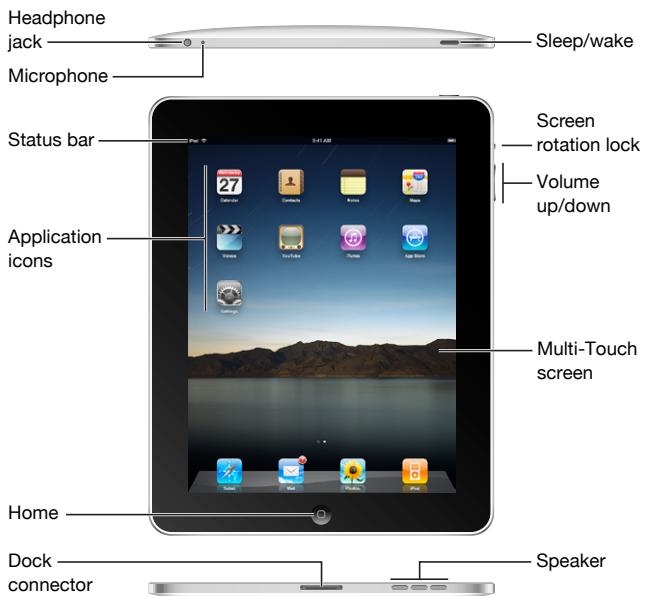
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At a Glance

Read this chapter to learn about iPad features, how to use the controls, and more.

Overview



Your Home screen may look different if you rearrange its icons.

Accessories



10W USB Power Adapter



Dock Connector to USB Cable

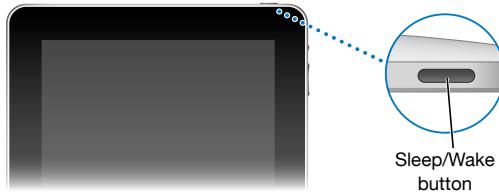
Item	What you can do with it
10W USB power adapter	Use the 10W USB power adapter to provide power to iPad and charge the battery.
Dock Connector to USB Cable	Use this cable to connect iPad to your computer to sync, or to the 10W USB power adapter to charge. Use the cable with the optional iPad Dock or iPad Keyboard Dock, or plug it directly into iPad.

Buttons

A few simple buttons make it easy to turn iPad on and off, lock the screen orientation, and adjust the volume.

Sleep/Wake Button

You can lock iPad when you're not using it. When you lock iPad, nothing happens if you touch the screen, but you can still listen to music and use the volume buttons.

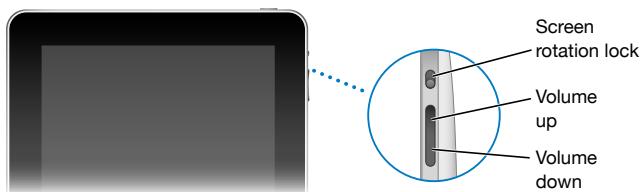


Lock iPad	Press the Sleep/Wake button.
Unlock iPad	Press the Home □ button or the Sleep/Wake button, then drag the slider.
Turn iPad on	Press and hold the Sleep/Wake button until the Apple logo appears.
Turn iPad off	Press and hold the Sleep/Wake button for a few seconds until the red slider appears, then drag the slider.

If you don't touch the screen for a minute or two, iPad locks automatically. To change this, see "Auto-Lock" on page 121. If you want to require a passcode to unlock iPad, see "Passcode Lock" on page 121.

Screen Rotation Lock and Volume Buttons

Use the screen rotation lock to keep the iPad screen in portrait or landscape orientation. Use the volume buttons to adjust the sound volume of songs and other media, and of alerts and sound effects.



Lock the screen orientation

Rotate the screen to an orientation you like. Slide the screen rotation lock down to lock iPad in that orientation. When the screen is locked, the  icon appears in the status bar. Slide the switch up to unlock the screen orientation.

Increase the volume

Press the Volume Up button. To set a volume limit for music and other media, in Settings, choose iPod > Volume Limit.

Decrease the volume

Press the Volume Down button.

Mute the sound

Press the Volume Down button until the sound is completely off.

WARNING: For important information about avoiding hearing loss, see the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad.

Home Screen

Press the Home □ button at any time to go to the Home screen, which contains your iPad applications. Tap any application icon to open the application.

Status Icons

The icons in the status bar at the top of the screen give information about iPad:

Status icon	What it means	
	Airplane mode	Shows that airplane mode (available on iPad Wi-Fi + 3G) is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See "Airplane Mode" on page 116.
	3G	Shows that your carrier's 3G network (available on iPad Wi-Fi + 3G) is available, and you can connect to the Internet over 3G. See "Connecting to the Internet" on page 33.
	EDGE	Shows that your carrier's EDGE network (available on iPad Wi-Fi + 3G) is available, and you can connect to the Internet over EDGE. See "Connecting to the Internet" on page 33.
	GPRS	Shows that your carrier's GPRS network (available on iPad Wi-Fi + 3G) is available, and you can connect to the Internet over GPRS. See "Connecting to the Internet" on page 33.
	Wi-Fi	Shows that iPad has a WiFi Internet connection. The more bars, the stronger the connection. See "Joining a Wi-Fi Network" on page 33.
	Activity	Shows network and other activity. Some third-party applications may also use this icon to indicate an active process.
	VPN	Shows that you're connected to a network using VPN. See "VPN" on page 117.
	Lock	Shows that iPad is locked. See "Sleep/Wake Button" on page 8.
	Screen rotation lock	Shows that the screen orientation is locked. See "Screen Rotation Lock and Volume Buttons" on page 9.
	Play	Shows that a song, audiobook, or podcast is playing. See "Playing Songs" on page 82.
	Bluetooth	White icon: Bluetooth is on and a device, such as a headset or keyboard, is connected. Gray icon: Bluetooth is on, but no device is connected. No icon: Bluetooth is turned off.
	Battery	Shows the battery level or charging status. See "Charging the Battery" on page 23.

Applications

The following applications are included with iPad:

 Safari	Browse websites on the Internet. Rotate iPad sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the screen for easy reading. Open multiple pages. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library.
 Mail	View PDFs and other attachments within Mail. Save attached photos and graphics to your Photo Library. iPad works with MobileMe, Microsoft Exchange, and many of the most popular email services—including Yahoo! Mail, Google email, and AOL—as well as most industry-standard POP3 and IMAP email services.
 Photos	View photos and videos received in Mail messages or synced from your computer's photo application. View them in portrait or landscape orientation. Zoom in for a closer look. Watch a slideshow. Email photos and videos, or publish them to MobileMe (sold separately). Assign images to contacts, and use them as wallpaper.
 iPod	Sync with your iTunes library so you can listen to your songs, audiobooks, and podcasts. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library.
 Calendar	View and search your MobileMe, iCal, Microsoft Entourage, Microsoft Outlook, or Microsoft Exchange calendars. Enter events on iPad and sync them to the calendar on your computer. Subscribe to calendars. Set alerts to remind you of events, appointments, and deadlines.
 Contacts	Sync contact information from MobileMe, Mac OS X Address Book, Yahoo! Address Book, Google Contacts, Windows Address Book (Outlook Express), Microsoft Outlook, or Microsoft Exchange. Search, add, change, or delete contacts, and sync them back to your computer.
 Notes	Jot notes on the go—reminders, grocery lists, brilliant ideas. Send them in email. Sync notes to Mail or Microsoft Outlook or Outlook Express.
 Maps	See a classic, satellite, hybrid, or terrain view of locations around the world. Zoom in for a closer look, or check out Google Street View. Find your current location. Get detailed driving, public transit, or walking directions and see current highway traffic conditions. Find businesses in the area.
 Videos	Play movies, TV shows, podcasts, videos from your iTunes library or your movie collection. Buy or rent movies on iPad using the iTunes Store. Download video podcasts.
 YouTube	Play videos from YouTube's online collection. Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. Set up and log in to your YouTube account—then rate videos, sync your favorites, show subscriptions, and more.
 iTunes	Search the iTunes Store for music, audiobooks, TV shows, music videos, and movies. Browse, preview, purchase, and download new releases, top items, and more. Buy or rent movies to view on iPad. Download podcasts. Read reviews or write your own reviews for your favorite store items.



App Store

Search the App Store for applications you can purchase or download. Read reviews or write your own reviews for your favorite apps. Download and install the applications on your Home screen.



Settings

Adjust all iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set your wallpaper, screen brightness, and a volume limit for listening comfort. Set auto-lock and a passcode for security. Restrict access to explicit iTunes content and certain applications. Reset iPad.

Note: Application functionality and availability may vary depending on where you purchase and use iPad.

Viewing in Portrait or Landscape

You can view iPad's built-in applications in any orientation—portrait or landscape.

Rotate iPad and the screen rotates too, adjusting automatically to fit the new orientation. Use the screen rotation lock to keep the screen from rotating to a different orientation. See "Screen Rotation Lock and Volume Buttons" on page 9.



You may prefer landscape orientation for viewing webpages in Safari, for example, or when entering text. Webpages automatically scale to the wider screen, making the text and images larger. The onscreen keyboard also becomes larger, which may help increase your typing speed and accuracy.

Customizing the Home Screen

You can customize the layout of application icons on the Home screen—including the icons in the Dock along the bottom of the screen. If you want, arrange them over multiple Home screens.

Rearrange application icons:

- 1 Touch and hold any application icon until the icons wiggle.
- 2 Arrange the icons by dragging them.
- 3 Press the Home □ button to save your arrangement.

You can also rearrange the application icons on the Home screen, as well as the order of the screens, when you connect iPad to your computer. Select iPad in the iTunes sidebar, then click the Applications tab.

Create additional Home screens: While arranging application icons, drag an icon to the right edge of the screen until a new screen appears. You can flick to return to a previous screen and drag more icons to the new screen.



You can create up to 11 screens. The dots above the Dock show the number of screens you have, and which screen you're viewing.

Go to another Home screen: Flick left or right, or tap to the left or right of the row of dots.

Go to the first Home screen: Press the Home □ button.

Reset the Home screen to its original layout: Choose Settings > General > Reset, then tap Reset Home Screen Layout.

Multi-Touch Screen

The controls on the Multi-Touch screen change dynamically, depending on the task you're performing.

Opening Applications

Open an application: Tap its icon on the Home screen.



Close an application and return to the Home screen: Press the Home □ button.

Delete an application from the Home screen: Touch and hold the application icon until it wiggles and an ✘ appears. Tap ✘ to delete the application.

Important: Deleting an application from iPad also deletes the documents and data created by the application.

Scrolling

Drag up or down to scroll. You can also scroll side to side in applications such as Safari, Photos, and Maps.



Dragging your finger to scroll doesn't choose or activate anything on the screen.

Flick to scroll quickly.

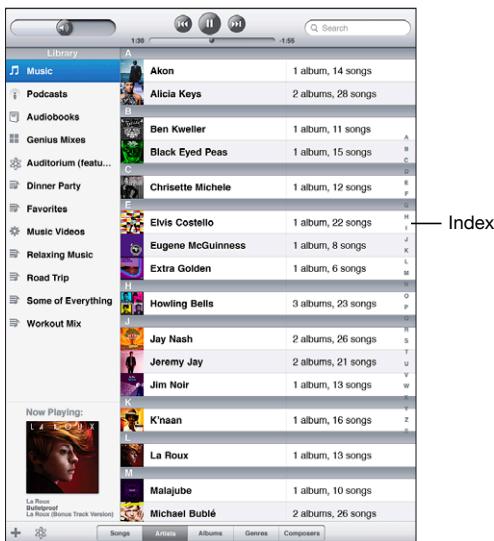


You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately. Touching the screen to stop scrolling doesn't choose or activate anything on the screen.

To quickly scroll to the top of a list, webpage, or email message, tap the status bar at the top of the screen.

Lists

Some lists have an index along the right or left side, which helps you navigate quickly.



Find items in an index list: Tap a letter to jump to items starting with that letter. Drag your finger along the index to scroll quickly through the list.

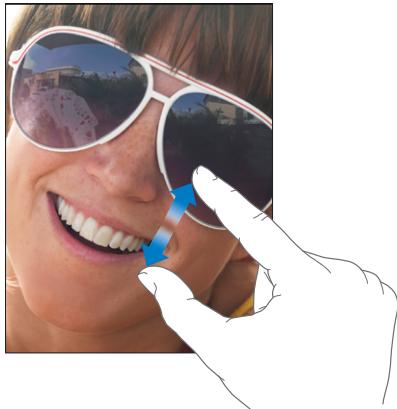
Choose an item: Tap an item in the list.

Depending on the list, tapping an item can do different things—for example, it may open a new list, play a song, open an email message, or show someone's contact information.

Return to a previous list: Tap the back button in the upper-left corner.

Zooming In or Out

When viewing photos, webpages, email, or maps, you can zoom in and out. Pinch your fingers together or apart. For photos and webpages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.



Zoom is also a special accessibility feature that lets you magnify the entire screen of any application you're using, to help you see what's on the display. See "Zoom" on page 113.

Onscreen Keyboard

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, email, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it.

You can also use an iPad Keyboard Dock or an Apple Wireless Keyboard to type. When you use an external keyboard, the onscreen keyboard doesn't appear.

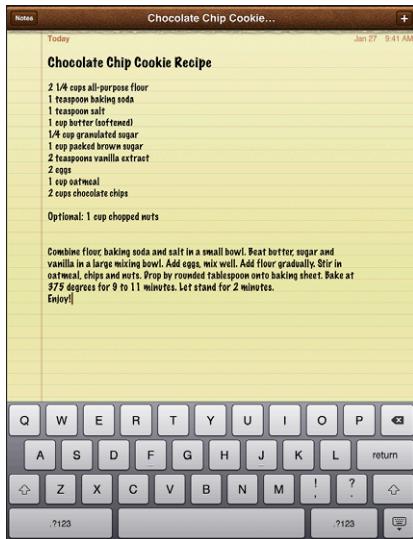
Typing

Depending on the application you're using, the intelligent keyboard may automatically suggest corrections as you type, to help prevent mistyped words.

Enter text:

- 1 Tap a text field, such as in a note or new contact, to bring up the keyboard.
- 2 Tap keys on the keyboard.

If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.



Backspace to delete the previous character: Tap .

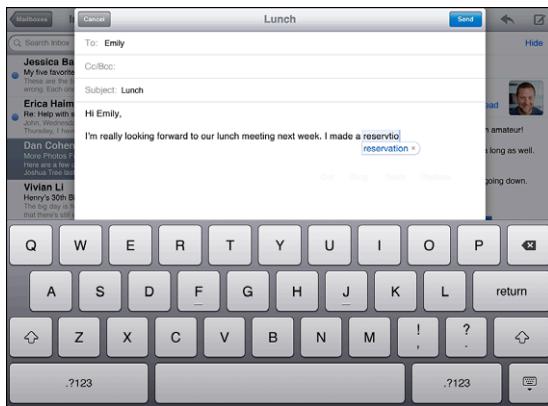
Type uppercase	Tap the Shift  key before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
Quickly type a period and space	Double-tap the space bar. You can turn this feature on or off in Settings > General > Keyboard.
Turn caps lock on	Double-tap the Shift  key. The Shift key turns blue, and all letters you type are uppercase. Tap the Shift key to turn caps lock off. You can turn this feature on or off in Settings > General > Keyboard.
Show numbers, punctuation, or symbols	Tap the Number  key. Tap the Symbol  key to see additional punctuation and symbols.
Use an international keyboard	Touch and hold the Next Keyboard  key to display a menu of languages, then tap the language. See "International Keyboards" on page 19. You can add or remove international keyboards in Settings > General > Keyboard.
Type letters or symbols that aren't on the keyboard	Touch and hold the related letter or symbol, then slide to choose a variation.
Hide the onscreen keyboard	Tap the Keyboard  key to hide the onscreen keyboard.

Dictionary

For many languages, iPad has dictionaries to help you type. The appropriate dictionary is activated automatically when you select a supported keyboard.

To see a list of supported languages, from Settings, choose General > International > Keyboards.

iPad uses the active dictionary to suggest corrections or complete the word you're typing. You don't need to interrupt your typing to accept the suggested word.



Accept or reject dictionary suggestions:

- To *reject the suggested word*, finish typing the word as you want it, then tap the suggestion to dismiss it before typing anything else. Each time you reject a suggestion for the same word, iPad becomes more likely to accept your word.
- To *use the suggested word*, type a space, punctuation mark, or return character.

Reset dictionary suggestions: In Settings, choose General > Reset > Reset Keyboard Dictionary.

Turn Auto-Correction on or off: In Settings, choose General > Keyboard, then turn Auto-Correction on or off. Auto-Correction is normally on.

Turn Speak Auto-text on or off: In Settings, choose General > Accessibility, then turn Speak Auto-text on or off. Speak Auto-text speaks the text suggestions.

Note: If you're entering Chinese or Japanese characters, tap one of the alternatives the dictionary suggests.

Editing—Cut, Copy, and Paste

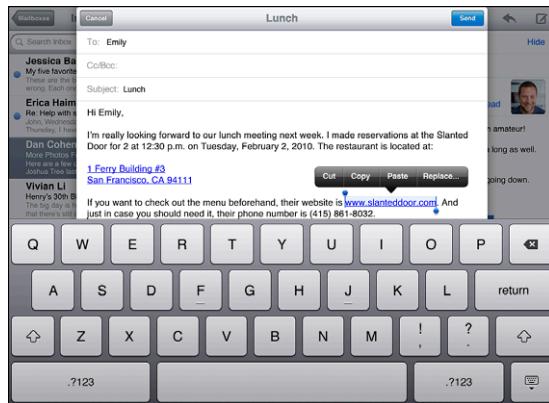
The Multi-Touch screen makes it easy to make changes to text you've entered. An onscreen magnifying glass helps you position the insertion point precisely where you need it. Grab points on selected text let you quickly select more or less text. You can also cut, copy, and paste text and photos within applications, or across multiple applications.

Position the insertion point: Touch and hold to bring up the magnifying glass, then drag to position the insertion point.

Select text: Tap the insertion point to display the selection buttons. Tap Select to select the adjacent word, or tap Select All to select all text. You can also double-tap a word to select it. In read-only documents such as webpages, touch and hold a word to select it.

Drag the grab points to select more or less text.

Cut or copy text: Select text, then tap Cut or Copy.



Paste text: Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.

Undo the last edit: Shake iPad, or tap undo on the keyboard.

International Keyboards

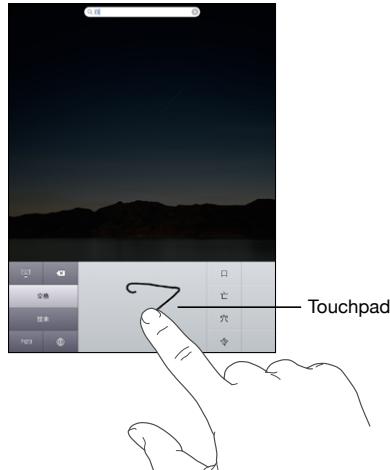
iPad has keyboards for entering text in many languages, including some languages written from right to left. To see the list of supported keyboards, in Settings, choose General > International > Keyboards.

Turn international keyboards on:

- 1 In Settings, choose General > International > Keyboards > Add New Keyboard.
- 2 Turn on the keyboards you want, then tap the language and choose a keyboard for that language.

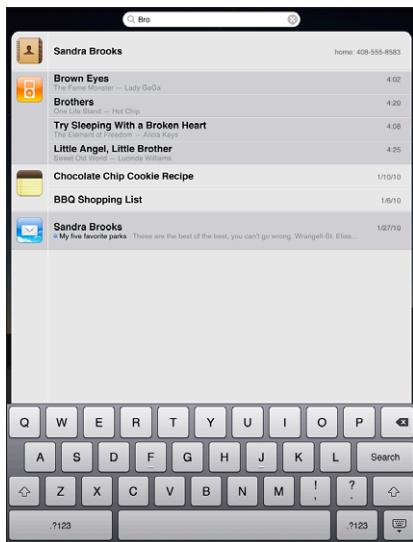
Switch keyboards, if more than one keyboard is turned on	Touch and hold the Next Keyboard  key, then slide your finger to choose a new keyboard. The name of the newly activated keyboard appears briefly.
Type letters, numbers, or symbols that aren't on the keyboard	Touch and hold the related letter, number, or symbol, then slide to choose a variation.
Enter Japanese	You can choose a QWERTY-Japanese, QWERTY, AZERTY, or QWERTZ keyboard to input code for Japanese syllables. As you type, suggested syllables appear. Tap a syllable to choose it.
Enter Chinese (Simplified) Pinyin	You can choose a Pinyin or AZERTY keyboard to enter Pinyin for Chinese characters. As you type, suggested Chinese characters appear. Tap a character to choose it, or continue entering Pinyin to see more character options.
Enter Chinese (Simplified) Handwriting	Use the touchpad to enter Chinese characters with your finger. As you write character strokes, iPad shows matching characters in a list, with the closest match at the top. When you choose a character, likely follow-on characters appear in the list as additional choices.

When Chinese (Simplified) Handwriting is turned on, you can enter Chinese characters with your finger, as shown:



Searching

You can search iPad's built-in applications, including Mail, Calendar, iPod, Video, Notes, and Contacts. Search an individual application, or search all the applications at once using Spotlight.



Go to Spotlight: On the main page of the Home screen, flick right or press the Home button. On the Spotlight page, you can press the Home button to return to the main Home screen.

To set iPad to go to the Spotlight when you double-click the Home button, choose Settings > General > Home.

Search iPad: On the Spotlight page, enter text in the Search field. Search results appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

Tap an item in the results list to open it. Icons to the left of the search results let you know which application the results are from.

Application	What's searched
Contacts	First, last, and company names
Mail	To, From, and Subject fields of all accounts (the text of messages isn't searched)
Calendar	Event titles, invitees, and locations (notes aren't searched)
iPod	Music (names of songs, artists, and albums) and the titles of podcasts and audiobooks
Notes	Text of notes

Spotlight also searches the names of built-in and installed applications on iPad. If you have a lot of applications, you can use Spotlight to locate and open them.

Open an application from Spotlight: Enter the application name, then tap to open the application.

You can choose which applications are searched and the order in which they're searched. In Settings, choose General > Home > Search Results.

Bluetooth

You can use iPad with a Bluetooth keyboard for wireless typing, or Bluetooth headphones for wireless listening.

Pairing Bluetooth Devices

You must first pair the keyboard or headphones with iPad before you can use them.

Pair a Bluetooth device with iPad:

- 1 Follow the instructions that came with the keyboard or headphones to make it discoverable.
- 2 In Settings, choose General > Bluetooth, and turn Bluetooth on.
- 3 Select the keyboard or headphones and if prompted, enter the passkey or PIN number. See the instructions about the passkey or PIN that came with your keyboard or headphones.

After you pair the keyboard with iPad, the product name and a Bluetooth  icon appear on the screen.

After you pair headphones with iPad, the product name and a Bluetooth audio  icon appear on the screen when you're viewing audio or video playback controls. Tap  to switch to a different audio output, such as the internal speaker.

To use the onscreen keyboard again, turn off Bluetooth (Settings > General > Bluetooth), or press the Eject key on the Bluetooth keyboard.

Bluetooth Status

The Bluetooth icon appears in the iPad status bar at the top of the screen:

-  (white): Bluetooth is on and a device is connected to iPad.
-  (gray): Bluetooth is on but no device is connected. If you've paired a device with iPad, it may be out of range or turned off.
- No Bluetooth icon: Bluetooth is turned off.

Unpairing a Bluetooth Device from iPad

If you pair iPad with one Bluetooth device and then want to use a different device of the same type instead, you must unpair the first device.

Unpair a Bluetooth device:

- 1 In Settings, choose General > Bluetooth, then turn Bluetooth on.
- 2 Choose the device, then tap “Forget this Device.”

Battery

iPad has an internal rechargeable battery. The battery isn't user accessible and should only be replaced by an Apple Authorized Service Provider.

Charging the Battery

WARNING: For important safety information about charging iPad, see the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad.

The battery icon in the upper-right corner of the status bar shows the battery level or charging status.



Charge the battery: The best way to charge the iPad battery is to connect iPad to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter. When you connect iPad to a USB 2.0 port on a Mac with the Dock Connector to USB Cable, iPad may charge slowly while syncing.



Important: The iPad battery may drain instead of charge if iPad is connected to a PC, to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

Important: If iPad is very low on power, it may display one of the following images, indicating that iPad needs to charge for up to ten minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears.



Maximizing Battery Life

iPad uses lithium-ion battery. For information about maximizing the lifespan and battery life of your iPad, go to www.apple.com/batteries.

Replacing the Battery

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPad battery isn't user replaceable; it can be replaced only by an Apple Authorized Service Provider (AASP). AASPs also recycle iPad batteries according to local laws and regulations. For information, go to www.apple.com/batteries/replacements.html.

Security Features

Security features help protect the information on iPad from being accessed by others. For example:

- You can set up a passcode that you must enter each time you turn on or wake up iPad.
- The Find My iPad feature helps you locate iPad if you lose or misplace it, and lets you display a message on your iPad to help someone return it to you. It includes Remote Wipe, which lets you erase all your information.
- The Remote Passcode Lock feature lets you remotely lock your iPad and create a new or replacement 4-digit passcode.

Set a passcode: Choose Settings > General > Passcode Lock. Enter a 4-digit passcode, then enter the passcode again to verify it. iPad then requires you to enter the passcode to unlock it or to display the passcode lock settings.

For more information, see "Passcode Lock" on page 121.

Note: Find My iPad, including Remote Wipe and Remote Passcode Lock, requires a MobileMe account and is not available in all regions. MobileMe is an online service, available by subscription. For more information, go to www.apple.com/mobileme.

To enable this feature, turn on Find My iPad in your MobileMe account settings. See "Setting Up Accounts" on page 35.

Find your iPad: On your computer, log in to MobileMe at www.me.com/find. Follow the onscreen instructions to locate your iPad on a map or to display a message on its screen along with an optional sound to help you find it.

Remotely lock your iPad: On your computer, log in to MobileMe at www.me.com/find. Click Remote Lock, then follow the onscreen instructions.

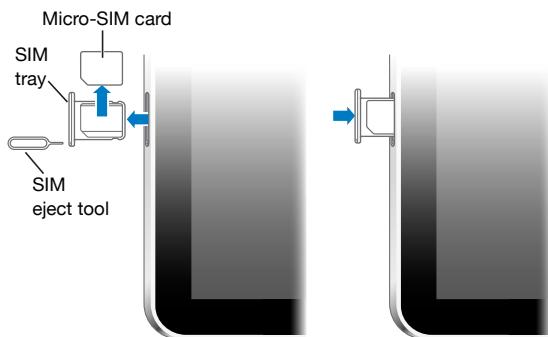
Remotely wipe information on your iPad: On your computer, log in to MobileMe at www.me.com/find. Click "Remote Wipe...," then follow the onscreen instructions.

A remote wipe is like the "Erase all content and settings" feature in Settings.

It resets all settings to their original value and erases all your information and media. See "Resetting iPad" on page 125.

Removing the Micro-SIM Card

For cellular data, iPad Wi-Fi + 3G uses a micro-SIM card, also known as a third form factor (or 3FF) SIM. If you change cellular data carriers, you may have to remove the micro-SIM card.



Remove the micro-SIM card:

- 1 Insert the end of the SIM eject tool into the hole on the SIM tray.
Press firmly and push the tool straight in until the tray pops out. If you don't have a SIM eject tool, you can use the end of a paper clip.
- 2 Pull out the SIM tray and remove the micro-SIM card from the tray.

Using and Cleaning iPad

Using iPad Comfortably

It's important to find a comfortable posture when using iPad and to take frequent breaks. Let your lap, a table, case, or dock accessory support iPad during use.

Cleaning iPad

Handle your iPad with care to maintain its appearance. If you are concerned about scratching or abrasion, you can use one of the many cases sold separately. To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/ Wake button, and then slide the onscreen slider). Then use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. iPad has an oleophobic coating on the screen; simply wipe the iPad screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

For additional information about handling iPad, see the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad.

Getting Started

2

Connect iPad to your computer and use iTunes to set up, register, and sync content.

What You Need



WARNING: To avoid injury, read all operating instructions in this guide and safety information in the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad before using iPad.

To use iPad, you need:

- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
 - Mac OS X version 10.5.8 or later
 - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 9.1 or later, available at www.itunes.com/download
- An iTunes Store account
- Internet access

Setting Up iPad

Before you can use iPad, you must use iTunes to set it up. You can also register iPad and create an iTunes Store account (not available in some countries) if you don't already have one.

Set up iPad:

- 1** Download and install the latest version of iTunes from www.itunes.com/download.
- 2** Connect iPad to a USB 2.0 port on your Mac or PC using the cable that came with iPad.



- 3** Follow the onscreen instructions in iTunes to register iPad and sync iPad with music, video, and other content from your iTunes library, and with your contacts, calendars, and bookmarks on your computer.

In the Set Up Your iPad screen, select “Automatically sync contacts, calendars and bookmarks” to have those items sync automatically when you connect iPad to your computer.

Syncing

About Syncing

Use iTunes to sync your music, videos, downloaded applications, and other iTunes library content from your computer. You can also sync your contacts, calendars, and your browser bookmarks.

iTunes lets you choose the information and content that you want to sync with iPad. By default, iTunes syncs automatically whenever you connect iPad to your computer. When you sync, you can also transfer information you create or purchase on your iPad to your computer.

Syncing with iTunes

You can set iTunes to sync the following:

- Music
- Movies
- TV Shows
- Games and applications downloaded from the App Store
- Music videos
- Podcasts
- iTunes U collections

- Photos (in your computer’s photo application or folder)
- Videos (in your computer’s movie application or folder)
- Contacts—names, phone numbers, addresses, email addresses, and more
- Calendars—appointments and events
- Notes
- Email account settings
- Webpage bookmarks
- Audiobooks and books

You can adjust sync settings whenever you connect iPad to your computer.

Sync your music, audiobooks, podcasts, iTunes U collections, videos, books, and applications from your iTunes library. If you don’t already have content in iTunes, go to the iTunes Store (available in some countries) to preview and download content to iTunes. You can also add music to your iTunes library from your CDs. To learn about iTunes and the iTunes Store, open iTunes and choose Help > iTunes Help.

Contacts, calendars, notes, and webpage bookmarks are synced with applications on your computer. Contacts and calendars are synced both ways between your computer and iPad. New entries or changes you make on iPad are synced to your computer, and vice versa. Notes and webpage bookmarks are also synced both ways. Photos and videos can be synced from an application or from a folder.

Email account settings are synced only from your computer’s email application to iPad. This allows you to customize your email accounts on iPad without affecting email account settings on your computer.

Note: You can also set up email accounts directly on iPad. See “Mail, Contacts, and Calendar Accounts.”

iTunes Store or App Store purchases you make on iPad are synced with the iTunes library on your computer when you connect. You can also purchase or download content and applications from the iTunes Store on your computer, and then sync them to iPad.

You can set iPad to sync only a portion of what’s on your computer. For example, you might want to sync only certain music playlists, or only unwatched video podcasts.

Important: Log in to your computer user account before connecting iPad.

Set up iTunes syncing:

- 1 Connect iPad to your computer, and open iTunes (if it doesn’t open automatically).
- 2 In iTunes, select iPad in the sidebar.

- 3** Configure the sync settings in each of the settings panes.

See the following section for a description of each pane.

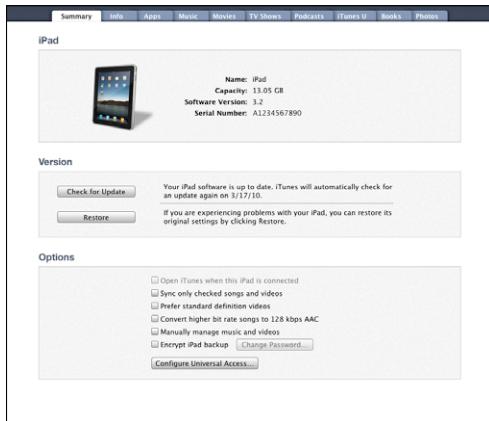
- 4** Click **Apply** in the lower-right corner of the screen.

By default, “Open iTunes when this iPad is connected” is selected.

iPad Settings Panes in iTunes

The following sections provide an overview of each of the iPad settings panes.

For more information, open iTunes and choose **Help > iTunes Help**.



Summary Pane

Select “Open iTunes when this iPad is attached” to have iTunes open and sync iPad automatically whenever you connect it to your computer. Deselect this option if you want to sync only by clicking the Sync button in iTunes. For more information about preventing automatic syncing, see “Preventing Automatic Syncing” on page 33.

Select “Sync only checked songs and videos” if you want iTunes to skip unchecked items in your iTunes library when syncing.

Select “Manually manage music and videos” to turn off automatic syncing in the Music and Video settings panes.

Select “Encrypt iPad backup” if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are shown with a lock icon, and require a password to restore the information to iPad. See “Backing Up iPad” on page 138.

To turn on Accessibility features, click **Configure Universal Access**. See “VoiceOver” on page 106.

Info Pane

The Info pane lets you configure the sync settings for your contacts, calendars, email accounts, and web browser.

- MobileMe

You can use MobileMe to sync your email, calendars, contacts, and bookmarks wirelessly with iPad. Click Learn More to create a MobileMe account, or get a free trial.

- Contacts

You can sync contacts with applications such as Mac OS X Address Book, Yahoo! Address Book, and Google Contacts on a Mac, or with Yahoo! Address Book, Google Contacts, Windows Address Book (Microsoft Outlook Express), Windows Vista Contacts, or Microsoft Outlook 2003 or 2007 on a PC. (On a Mac, you can sync contacts with multiple applications. On a PC, you can sync contacts with only one application at a time.)

If you sync with Yahoo! Address Book, you only need to click Configure to enter your new login information when you change your Yahoo! ID or password after you've set up syncing.

- Calendars

You can sync calendars from applications such as iCal on a Mac, or from Microsoft Outlook 2003 or 2007 on a PC. (On a Mac, you can sync calendars with multiple applications. On a PC, you can sync calendars with only one application at a time.)

- Mail Accounts

You can sync email account settings from Mail on a Mac, and from Microsoft Outlook 2003 or 2007 or Outlook Express on a PC. Account settings are only transferred from your computer to iPad. Changes you make to an email account on iPad don't affect the account on your computer.

Note: The password for your Yahoo! email account isn't saved on your computer, so it can't be synced and must be entered on iPad. In Settings, choose "Mail, Contacts, Calendars," tap your Yahoo! account, and enter the password.

- Other

Sync bookmarks from Safari on a Mac, or from Safari or Microsoft Internet Explorer on a PC.

Sync notes in the Notes application on iPad with notes in Mail on a Mac or with Microsoft Outlook 2003 or 2007 on a PC.

- Advanced

Select one or more of these options if you want to replace the information on iPad with the information on your computer during the next sync.

Apps Pane

Use the Apps pane to sync App Store applications, arrange applications on the iPad Home screen, or copy documents between iPad and your computer.

When you sync iPad, iTunes automatically adds applications you downloaded on iPad to the iTunes Library. If you delete an application on iPad, you can reinstall it from the Apps pane as long as it was previously synced.

Documents that you create on iPad with applications that support file sharing can be copied to your computer. You can also copy documents from your computer to iPad, for use with an application that supports file sharing. For example, if you have the Pages application for iPad, you can work on a document on iPad, then copy it to your Mac and finish it in Pages on Mac OS X.

Applications that support file sharing are shown in the File Sharing Apps list. For each application, the Files list shows the documents that are on iPad. See the application's documentation for how it shares files; not all applications support this feature.

To copy a file from iPad to your computer, select it in the Files list, then click Save To and choose a destination on your computer. To delete a file from iPad, select it in the Files list, then press Delete.

To copy a file from your computer to iPad, select an application in the File Sharing Apps list, click Add, then select the file. Make sure the file is one the application supports. To copy more than one file, select each file individually. Each file is immediately copied to iPad for use with the application.

Music, Movies, TV Shows, Podcasts, iTunes U, and Books Panes

Use these panes to specify the media you want to sync. You can sync all music, movies, TV shows, podcasts, iTunes U collections, and Books, or select the content you want on iPad.

To watch rented movies in your iTunes library on iPad, transfer them to iPad using the Movies pane.

Books Pane

You can sync books you've downloaded from the iBookstore, and many free ePub books from other sources. You can also sync audiobooks, and if the book has more than one part, just the portions you want.

Photos Pane

You can sync photos and videos with iPhoto 4.0.3 or later, or Aperture 3.0.2 or later on a Mac; or with Adobe Photoshop Elements 3.0 or later on a PC. You can also sync photos and videos in any folder on your computer that contains images or videos.

Preventing Automatic Syncing

You can prevent iPad from syncing automatically when you connect iPad to a different computer.

Prevent automatic syncing for all iPads: In iTunes choose iTunes > Preferences (on a Mac) or Edit > Preferences (on a PC), click Devices, then select “Prevent iPods, iPhones, and iPads from syncing automatically.”

If this checkbox is selected, iPad won’t sync automatically, even if “Open iTunes when this iPad is connected” is selected in the Summary pane.

Prevent automatic syncing one time, without changing settings: Open iTunes, connect iPad to your computer, then press and hold Command-Option (on a Mac) or Shift-Control (on a PC) until iPad appears in the sidebar.

Sync manually: In iTunes, select iPad in the sidebar, then click Sync in the bottom-right corner of the window. Or, if you’ve changed any sync settings, click Apply.

Connecting to the Internet

iPad connects to the Internet automatically whenever you use Mail, Safari, YouTube, the App Store, or the iTunes Store. iPad connects to the Internet using a Wi-Fi network. iPad Wi-Fi + 3G can also connect to the Internet using a cellular data network.

Joining a Wi-Fi Network

Wi-Fi settings let you turn on Wi-Fi and join Wi-Fi networks.

Turn on Wi-Fi: Choose Settings > Wi-Fi and turn Wi-Fi on.

Join a Wi-Fi network: Choose Settings > Wi-Fi, wait a moment as iPad detects networks in range, then select a network (fees may apply to join some Wi-Fi networks). If necessary, enter a password and tap Join (networks that require a password appear with a lock  icon).

Once you join a Wi-Fi network, iPad automatically connects to it whenever the network is in range. If more than one previously used network is in range, iPad joins the one last used.

When iPad has a Wi-Fi connection, the Wi-Fi  icon in the status bar at the top of the screen shows the connection strength. The more bars you see, the stronger the connection.

For information about configuring Wi-Fi settings, see “Wi-Fi” on page 117.

Joining a Cellular Data Network

Before you can join a cellular data network on iPad Wi-Fi + 3G, you need to sign up for a cellular data plan. Using AT&T data plans for iPad, you can choose a data plan, track your data usage, and change or cancel your plan on iPad at any time.

3G, EDGE, and GPRS allow Internet connectivity over the cellular network available through your iPad carrier's wireless service. Check the carrier's network coverage in your area for availability.

When iPad connects to the Internet using the cellular data network, you see the 3G (**3G**), EDGE (**E**), or GPRS (**o**) icon in the status bar at the top of the screen.

Turn Data Roaming on: If you're outside your carrier's network, you may be able to use a cellular data network from another carrier. In Settings, choose Cellular Data and turn Data Roaming on.

Important: Roaming charges may apply. To avoid data roaming charges, make sure Data Roaming is turned off.

Monitor your cellular data network usage: In Settings, choose Cellular Data > View Account.

Set up a cellular data plan on iPad: From the iPad Home screen, tap Settings and choose Cellular Data. Tap Cellular Data Plan, then follow the onscreen instructions.

Cellular data settings vary depending on the carrier.

iPad is unlocked, so you can choose your preferred carrier. Cellular data settings vary depending on the carrier. If you choose a carrier other than AT&T (U.S. only), contact them to set up an account and to obtain a compatible micro-SIM card.

Internet Access on an Airplane

Airplane mode on iPad Wi-Fi + 3G turns off the iPad radio transmitters to comply with airline regulations. In some regions, where allowed by the aircraft operator and applicable laws and regulations, you can turn on Wi-Fi while airplane mode is on, to:

- Send and receive email
- Browse the Internet
- Sync your contacts and calendars over the air
- Stream YouTube videos
- Purchase music and applications

For more information, see "Airplane Mode" on page 116.

Mail, Contacts, and Calendar Accounts

iPad works with MobileMe, Microsoft Exchange, Gmail, Yahoo! Mail, AOL, and other popular email services.

Setting Up Accounts

MobileMe and Microsoft Exchange provide not only email, but contact and calendar information that you can sync to iPad automatically, over the air. MobileMe can also sync your bookmarks on iPad with Safari on a Mac. You set up MobileMe, Exchange, and other email accounts directly on iPad. You can use multiple accounts at the same time on iPad.

For more information about setting up a Microsoft Exchange account in a corporate environment, see “Setting Up Microsoft Exchange Accounts” on page 134.

For many popular email services, iPad automatically enters most of the settings for you.

Set up an account on iPad:

- 1 From the iPad Home screen, tap Settings.
- 2 Tap “Mail, Contacts, Calendars,” then tap Add Account.
- 3 Tap an account type:
 - Microsoft Exchange
 - MobileMe
 - Gmail
 - Yahoo! Mail
 - AOL
 - Other
- 4 Enter your account information and tap Save.

Your service provider or system administrator can provide the account settings you need.

- 5 If you’re setting up a MobileMe or Microsoft Exchange account, tap the items you want to use on iPad—mail, contacts, calendars, and bookmarks (MobileMe only).

MobileMe includes the Find My iPad feature (not available in all regions) that helps you locate iPad if it’s been lost or stolen, and lets you remotely lock, or erase the information on iPad if necessary.

If you enable Find My iPad for your MobileMe account, make sure Push is turned on for Fetch New Data. In Settings, choose “Mail, Contacts, Calendars” > Fetch New Data. If Push is off, tap to turn it on.

For Exchange accounts, you can set how many days of email you want to sync to iPad.

If you already have contact or calendar information on iPad when you enable the account, iPad asks what you want to do with existing information on iPad. You can merge the existing data into your MobileMe or Exchange account, keep it in a separate account on iPad (the account is labeled “On My iPad”), or delete it. Existing bookmarks can only be merged or deleted.

When you disable contacts or calendars in an MobileMe or Exchange account, or if you delete an account, iPad asks if you want to keep information or delete it.

Push Accounts

MobileMe, Microsoft Exchange, and Yahoo! Mail are “push” accounts. When new information is available, such as the arrival of an email message, the information is automatically delivered (pushed) to iPad. (In contrast, “fetch” services require your email software to periodically check with your service provider to see if new messages have arrived, and then request them to be delivered.) MobileMe and Exchange also use push to sync your contacts, calendars, and bookmarks (MobileMe only) if you select those items in the account settings.

Synced information is transferred automatically over your Internet connection; you don’t need to connect iPad to your computer to sync. iPad can receive pushed data over an Internet connection only when iPad is awake (the screen is on, or you connect iPad to your computer or a 10W USB power adapter).

If you enable Find My iPad for your MobileMe account, make sure Push is turned on for Fetch New Data. In Settings, choose “Mail, Contacts, Calendars” > Fetch New Data. If Push is off, tap to turn it on.

Disconnecting iPad from Your Computer

Unless iPad is syncing with your computer, you can disconnect it at any time.

When iPad is syncing with your computer, the iPad Home screen shows “Sync in progress.” If you disconnect iPad before it finishes syncing, some data might not transfer. When iPad finishes syncing, iTunes shows “iPad sync is complete.”

Cancel a sync: Drag the slider on iPad.

Viewing the User Guide on iPad

The *iPad User Guide*, optimized for viewing on iPad, is available at help.apple.com/ipad.

View the guide on iPad: In Safari, tap , then tap the *iPad User Guide* bookmark.

Add an icon to the Home screen for convenience: When viewing the guide, tap , then tap “Add to Home Screen.”

View the guide in a different language: Tap Languages below the name of the guide, then tap the language you want.



About Safari

Use Safari on iPad to surf the web. Add web clips to the Home screen for quick access to your favorite sites. Create bookmarks on iPad and sync them with your computer.

To use Safari, iPad must have an Internet connection. See “Connecting to the Internet” on page 33.

Viewing Webpages

You can view webpages in portrait or landscape orientation. Rotate iPad and the webpage rotates, automatically adjusting to fit the page.



Opening Webpages

Open a webpage: Tap the address field (in the title bar) to bring up the onscreen keyboard, type the web address, then tap Go. If the address field isn't visible, tap the status bar at the top of the screen to quickly scroll up to the address field.

As you type, web addresses that start with those letters appear. These are bookmarked pages or recent pages you've opened. Tap an address to go to that page. Keep typing if you want to enter a web address that's not in the list.

Erase the text in the address field: Tap the address field, then tap .

Zooming and Scrolling

Zoom in or out: Double-tap a column on a webpage to expand the column.

Double-tap again to zoom out.



You can also pinch to zoom in or out.

Scroll around a webpage

Drag up, down, or sideways. When scrolling, you can touch and drag anywhere on the page without activating any links.

Scroll within a frame on a webpage

Use two fingers to scroll within a frame on a webpage. Use one finger to scroll the entire webpage.

Scroll quickly to the top of a webpage

Tap the status bar at the top of the iPad screen.

Navigating Webpages

Links on webpages typically take you to another place on the web.

Follow a link on a webpage: Tap the link.

Links on iPad can also display a location in Maps or create a preaddressed Mail message. To return to Safari after a link opens another application, press the Home □ button and tap Safari.

See a link's destination address	Touch and hold the link. The address appears in a window next to your finger. You can open the link in the active page, open it in a new page, or copy the address.
Stop a webpage from loading	Tap  .
Reload a webpage	Tap  .
Return to the previous or next page	Tap  or  at the top of the screen.
Bookmark a page	Tap  and tap Bookmark.
Add a web clip of a page to the Home screen	Tap  and tap "Add to Home Screen."
Return to a recently viewed page	Tap  and tap History. To clear the history list, tap Clear.
Send a webpage address in email	Tap  and tap "Mail Link to this Page."
Save an image or photo to your Photo Library	Touch and hold the image, then tap Save Image.

Opening Multiple Pages

You can have up to nine pages open at a time. Some links automatically open a new page instead of replacing the current one.

Open a new page: Tap  and tap New Page.

Go to another page: Tap  and tap the page you want to view.



Close a page: Tap  and tap .

Entering Text and Filling Out Forms

Some webpages have text fields and forms to fill out. You can set Safari to remember names and passwords of websites you visit and fill out text fields automatically with information from Contacts.

Bring up the keyboard	Tap inside a text field.
Move to another text field	Tap another text field, or tap the Next or Previous buttons above the onscreen keyboard.
Submit a form	After filling out a form, tap Go or Search. Most pages also have a link you can tap to submit the form.
Close the keyboard without submitting the form	Tap the Keyboard  key to hide the onscreen keyboard.

Enable AutoFill to help you fill out web forms: In Settings, choose Safari > AutoFill, then do one of the following:

- *To use information from contacts*, turn Use Contact Info on, then choose My Info and select the contact you want to use.
Safari uses information from Contacts to fill in contact fields on web forms.
- *To use information from names and passwords*, turn Names & Passwords on.
When this feature is on, Safari remembers names and passwords of websites you visit and automatically fills in the information when you revisit the website.
- *To remove all AutoFill information*, tap Clear All.

Searching the Web

By default, Safari searches using Google. To change the default to Yahoo!, in Settings, choose Safari > Search Engine, and tap Yahoo!

Search the web:

- 1 Tap the search field (on the right side of the title bar).
- 2 Type a word or phrase that describes what you're looking for, and then tap Search.
- 3 Tap a link in the list of search results to open a webpage.

For tips about searching the Internet effectively, visit www.google.com/help/features.html or help.yahoo.com/us/yahoo/search/basics.

Bookmarks

You can bookmark a webpage you want to return to later.

Bookmark a webpage: Open the page and tap . Then tap Add Bookmark.

When you save a bookmark, you can edit its title. By default, bookmarks are saved at the top level of Bookmarks. Tap Bookmarks to choose a different folder.

If you use Safari on a Mac, or Safari or Microsoft Internet Explorer on a PC, you can sync bookmarks with the web browser on your computer.

Sync bookmarks with your computer:

- 1 Connect iPad to your computer.
- 2 In iTunes, select iPad in the sidebar.
- 3 Click the Info tab, select "Sync Safari bookmarks" under Other, then click Apply.

For more information, see "Syncing" on page 28.

Sync bookmarks with MobileMe: In Settings on iPad, select Bookmarks in your MobileMe account. See "Setting Up Accounts" on page 35.

Open a bookmarked webpage: Tap , then choose a bookmark or tap a folder to see the bookmarks inside.

Edit a bookmark or bookmark folder: Tap , choose the folder that has the bookmark or folder you want to edit, then tap Edit. Then do one of the following:

- *To make a new folder, tap New Folder.*
- *To delete a bookmark or folder, tap , then tap Delete.*
- *To reposition a bookmark or folder, drag .*
- *To edit the name or address, or to put it in a different folder, tap the bookmark or folder.*

When you finish, tap Done.

Web Clips

Add web clips to the Home screen for fast access to your favorite webpages. Web clips appear as icons on the Home screen, and you can arrange your web clips along with the other application icons. See "Customizing the Home Screen" on page 13.

Add a web clip: Open the webpage and tap . Then tap "Add to Home Screen."

When you open a web clip, Safari automatically zooms and scrolls to the area of the webpage that was displayed when you saved the web clip. The displayed area is also used to create the icon for the web clip on your Home screen, unless the webpage comes with its own custom icon.

When you add a web clip, you can edit its name. If the name is too long (more than about 10 characters), it may appear abbreviated on the Home screen.

Web clips aren't synced by MobileMe or iTunes, but they are backed up by iTunes.

Delete a web clip:

- 1 Touch and hold any icon on the Home screen until the icons start to wiggle.
- 2 Tap  in the corner of the web clip you want to delete.
- 3 Tap Delete, then press the Home  button to save your arrangement.



About Mail

Use Mail to read your email messages, and compose new messages using the onscreen keyboard.

Mail works with MobileMe, Microsoft Exchange, and many of the most popular email services—including Yahoo! Mail, Google email, and AOL—as well as other industry-standard POP3 and IMAP email services. You can send or receive embedded photos and graphics, and view PDFs and other attachments. To send or receive messages in Mail, iPad must have an Internet connection. See “Connecting to the Internet” on page 33.

Setting Up Email Accounts

You can set up email accounts on iPad in either of the following ways:

- Set up an account directly on iPad. See “Setting Up Accounts” on page 35.
- In iTunes, use the iPad preference panes to sync email accounts settings from your computer. See “Syncing” on page 28.

Sending Email

You can send an email message to anyone who has an email address.

Compose and send a message:

- 1 Tap at the top of the screen.
- 2 Type a name or email address in the To field, or tap to add a name from your contacts.

As you type an email address, matching email addresses from your contacts list appear. Tap an address to add it. To add more names, tap .

Note: If you're composing a message from your Microsoft Exchange account and have access to your enterprise Global Address List (GAL), matching addresses from the contacts on iPad appear first, followed by matching GAL addresses.

- 3 Tap Cc/Bcc/From if you want to copy or blind copy the message to others, or change the account you send the message from. If you have more than one email account, you can tap the From field to change the account you're sending from.
- 4 Enter a subject, then your message.

You can tap Return to move from the Subject field to the message field.

- 5 Tap Send.

Send a photo in an email message

In Photos, choose a photo, tap , then tap Email Photo. You can also copy and paste photos. The photo is sent using your default email account. See "Mail, Contacts, Calendars" on page 125).

Save a draft of a message to complete later

Tap Cancel, then tap Save. The message is saved in the Drafts mailbox.

Reply to a message

Open a message and tap . Tap Reply to reply only to the sender or Reply All to reply to the sender and all recipients. Type your return message, then tap Send.

Files or images attached to the initial message aren't sent back.

Forward a message

Open a message and tap , and then tap Forward. Add one or more email addresses, type your message, and then tap Send. When you forward a message, you can include the files or images attached to the original message.

Share contact information

In Contacts, choose a contact, then tap Share. Add one or more email addresses, type your message, then tap Send.

Checking and Reading Email

The Mail icon shows the total number of unread messages in all your inboxes. You may have other unread messages in other mailboxes.



— Number of unread messages in your inboxes

Check for new messages: Choose a mailbox, tap Inbox, or  at any time.

On each account screen, you can see the number of unread messages in each mailbox.

Number of unread messages

Unread messages

Tap a mailbox to see its messages. Unread messages have a blue dot  next to them.

When you open a mailbox, Mail loads the number of most recent messages specified in your Mail settings, if the messages haven't already been loaded automatically. (See "Mail, Contacts, Calendars" on page 125.)

3 of 30

Inbox (3)

Mailboxes

Search Inbox

Jessica Barbieri 9:41 AM My five favorite parks These are the best of the best, you can't go wrong. Each one is amazing in its own way... 9:41 AM

Erica Hains 9:41 AM Re: Help with something John, Wednesday would work for me. On Thursday, I have to take my mother to a doctor's appointment.

Dan Cohen 9:35 AM More Photos From Our Trip Here are a few of my pictures from our trip to Joshua Tree last week. Not bad for an amateur!

Jessica Barbieri 9:41 AM My five favorite parks These are the best of the best, you can't go wrong. Each one is amazing in its own way... 9:41 AM

Erica Hains 9:41 AM Re: Help with something John, Wednesday would work for me. On Thursday, I have to take my mother to a doctor's appointment.

Dan Cohen 9:35 AM More Photos From Our Trip Here are a few of my pictures from our trip to Joshua Tree last week. Not bad for an amateur!

Vivian Li 9:05 AM Henry's Birthday The big day is here! We want to show Henry that there's still excitement to be had past...

Corey Wang Yesterday Our Beach Bash Hey everyone! You're invited to a day at the beach next Saturday. We'll suds a location...

Bhavini Shah Yesterday Welcome to Ottawa A warm welcome to Ottawa, and thank you for inviting us to your city.

Nicolas Divin Yesterday Vector Photo Hi everyone. I'm back from Mexico and can't wait to share some incredible photo...

Natalia Marcic Yesterday Hello! Please say hello to the newest member of the Foss family. Born January 26, 2015, at...

Dave Becker Yesterday Our City Hey folks, it was a great meeting we all last weekend. If you're ever up in the city, drop...

Allison Ritter Yesterday Ice Cream Sales Here are the results for September. Allison

David Martinez Yesterday

Updated 1/27/10 9:41 AM

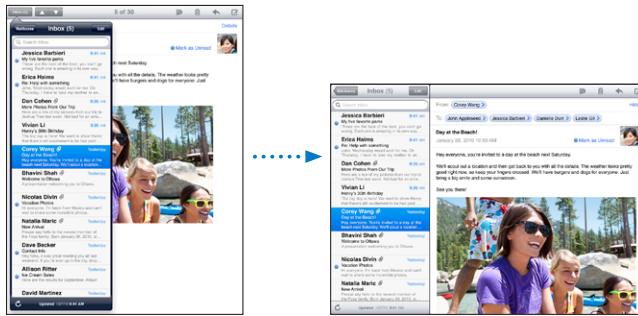
Load additional messages: Scroll to the bottom of the list of messages and tap Load More Messages.

Read a message: Tap a mailbox, then tap a message. Within a message, tap ▲ or ▼ to see the next or previous message.

Zoom in on part of a message	Double-tap the area to zoom in. Double-tap again to zoom out.
Resize any column of text to fit the screen	Double-tap the text.
Resize a message	Pinch to zoom in or out.
Follow a link	Tap the link. Text links are typically underlined and blue. Many images are also links. A link can take you to a webpage, open a map, or open a new preaddressed email message. Web and map links open Safari or Maps on iPad. To return to Mail, press the Home button and tap Mail.
See a link's destination address	Touch and hold the link. You can open the link in Safari or copy the link address to the clipboard.

iPad displays picture attachments in many commonly used formats (JPEG, GIF, and TIFF) inline with the text in email messages. iPad can play many audio attachments (such as MP3, AAC, WAV, and AIFF). You can download and view files (such as PDF, webpage, text, Pages, Keynote, Numbers, and Microsoft Word, Excel, and PowerPoint documents) attached to messages you receive.

Open an attached file: Tap the attachment. It downloads to iPad and then opens.



You can view attachments in portrait or landscape orientation. If iPad doesn't support the format of an attached file, you can see the name of the file but you can't open it. For a list of document formats that iPad supports, see "Email Attachment Won't Open" on page 142.

Save an attached photo to your Saved Photos album: Tap the photo, then tap Save Image.

See all the recipients of a message

Tap Details at the top of the screen.

Tap a name or email address to see the recipient's contact information. Tap the email address to contact the person. Tap Hide to hide the recipients.

Add an email recipient to your contacts list

Tap the message and tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact."

Mark a message as unread

Open the message and tap "Mark as Unread" next to the subject line.

A blue dot  appears next to the message in the mailbox list until you open it again.

Open a meeting invitation: Tap the invitation.



You can get contact information for the organizer and other invitees, set an alert, add notes to the event, and add comments that are included in your response emailed to the organizer. You can accept or decline the invitation. See "Responding to Meeting Invitations" on page 68.

Searching Email

You can search the To, From, and Subject fields of email messages. Mail searches the downloaded messages in the currently open mailbox. For MobileMe, Exchange, and some IMAP mail accounts, you can also search messages on the server.



Search email messages: Open a mailbox, scroll to the top, and enter text in the Search field. Tap From, To, Subject, or All (From, To, and Subject) to choose which fields you want to search. (Tap the status bar to scroll quickly to the top of the list and reveal the search field.)

Search results for the messages already downloaded to iPad appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

Search messages on the server: Tap “Continue Search on Server” at the end of the search results.

Note: Search results of messages on servers may vary depending on the type of account. Some servers may search only whole words.

Organizing Email

You can delete messages one at a time, or select a group to delete all at once. You can also move messages from one mailbox or folder to another.

Delete a message: Open the message and tap . Or, swipe left or right over the message title in the message list, then tap Delete.

Delete multiple messages: When viewing a list of messages, tap Edit, select the messages you want to delete, then tap Delete.

Move a message to a different mailbox or folder: When viewing a message, tap , then choose a mailbox or folder.

Move multiple messages: When viewing a list of messages, tap Edit, select the messages you want to move, tap Move, then select a mailbox or folder.



About Photos

iPad lets you carry photos with you, so you can enjoy them on the crisp, vibrant display wherever you are, and share them with family and friends. You can sync photos from your computer, import them from a digital camera or iPhone, or save them from email or the web. Use them in applications like Keynote, Numbers, and Pages, or send them in email messages, use them as wallpaper, or upload them to your MobileMe Gallery. You can use iPad as a photo frame that displays an animated slideshow of your images.

Syncing Photos with Your Computer

iPad supports standard photo formats such as JPEG, TIFF, GIF, and PNG. You use iTunes to sync photos to iPad. When syncing photos to iPad, iTunes automatically creates a size optimized for iPad, if necessary. See “Syncing with iTunes” on page 28.

Importing Photos from iPhone or a Digital Camera

With the iPad Camera Connection Kit (sold separately), you can import photos directly from a digital camera or iPhone, or from an SD memory card that contains digital photos.

To import photos:

- 1 Insert the SD Card Reader or USB Camera Connector, included in the iPad Camera Connection Kit, into the iPad dock connector port.
 - To connect a camera or iPhone, use the USB cable that came with the camera or iPhone, and connect it to the USB port on the Camera Connector. If you're using iPhone, make sure it's turned on. To connect a camera, make sure the camera is turned on and in transfer mode. For help, see the documentation that came with the camera. The USB port on the Camera Connector is only for cameras; other USB devices aren't supported.
 - To use an SD memory card, insert it in the slot on the SD Card Reader. Don't force the card into the slot; it fits only one way.

For more information about the connectors, see the iPad Camera Connection Kit documentation.

- 2 Unlock iPad.
- 3 The Photos application opens automatically and displays the photos that are available for importing.
- 4 Select the photos that you want to import.
 - To import all of the photos, tap Import All.
 - To import just some of the photos, tap the ones you want to include (a checkmark should appear on each), then tap Import, and select Import or Import All.
- 5 After the photos are imported, you can choose to keep or delete the photos on the card, camera, or iPhone.

To view the photos, look in the Last Import album. A new Event is also created, containing all the photos that were selected for import.

To transfer the photos from iPad to your computer, connect iPad to your computer and import the images with a photo program such as iPhoto or Adobe Elements.
- 6 Disconnect the card reader or camera connector.

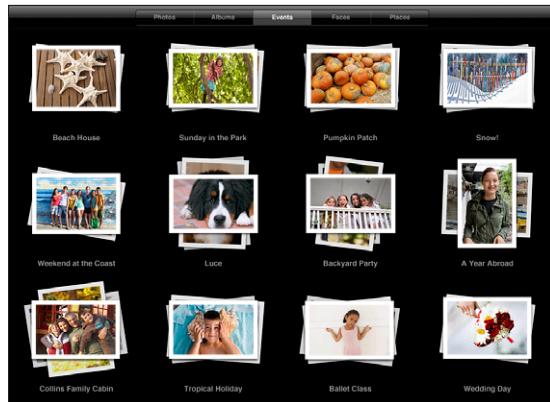
Viewing Photos

Photos lets you view photos synced from your computer's photo application, imported from a digital camera or iPhone, or saved from an email message or web page.

Photos organizes collections by Albums, Events, Faces, and Places. Places uses the location information encoded within each photo, and not all photos may have this information. Events and Faces must first be configured in iPhoto or Aperture on a Mac, then synced to iPad.

View photos:

- 1 In Photos, tap Photo Albums, Events, Faces, or Places.



To open a collection, tap it. Or, pinch the collection to spread out a preview of the photos it contains, then let go to open it.

When you're viewing Places, tap a pin on the map to display the location, then pinch to zoom and show all photos taken at this location.



- 2 Tap a thumbnail to view a photo in full screen.

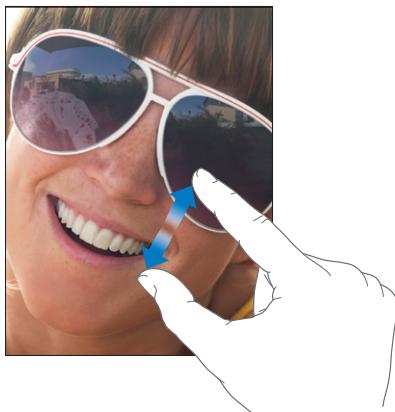
You can also pinch to zoom in on the photo.

Show or hide the controls: Tap the photo to show the controls. Tap again to hide the controls.



View a photo in landscape orientation: Rotate iPad sideways. The photo or video resizes automatically to fit the screen.

Zoom in on part of a photo: Double-tap where you want to zoom in. Double-tap again to zoom out. You can also pinch to zoom in or out.



Pan a photo: Drag the photo.

See the next or previous photo: Flick left or right. Or tap the screen to show the thumbnails across the bottom, then tap or drag to view a different photo.

Delete a photo: You can delete photos from the Saved Photos album, which contains photos you save from email or the web. For photos synced from your computer, you need to delete the photo from the album on your computer, then sync iPad again.

Sharing Photos

You can share your photos as slideshows, complete with music and transitions. If you connect iPad to a television or projector, you can share your slideshows with a large audience. You can send photos and videos in email messages, and add photos to your MobileMe Gallery. You can also copy and paste photos, save photos from email messages to Photos, and save images from webpages to Photos.

Slideshows

You can create and view a slideshow that shows off your photos with transitions and music. You can connect iPad to an external display, such as a TV or projector, and share your slideshow with others.

View a slideshow:

- 1 Tap an album to open it.
- 2 Tap the Slideshow button and, in the list that appears, select slideshow options.
You can:
 - Select a song from your music library to play music during the slideshow.
 - Select a transition effect that plays between photos.To set how long each photo is displayed, go to General > Settings > Photos. You can also set whether the slideshow repeats, or plays in a random sequence.
If you connect iPad to a TV or projector, choose the Dissolve transition.
For information about connecting to an external display, see “Photos” on page 132.
- 3 Tap Start Slideshow.

To stop the slideshow, tap the screen.

Sending a Photo in an Email Message

Send a photo: Choose a photo and tap , then tap Email Photo.

If you don’t see , tap the screen to show the controls.

Send multiple photos: Tap an album, then tap . Tap each of the photos you want to send (a checkmark appears on each thumbnail), then tap Share.

Paste a photo in an email message or another application:

- 1 Touch and hold a photo until the Copy command appears, then tap Copy.
- 2 In Mail, create a new message.
- 3 Tap where you want to place the photo, then tap the insertion point to display the edit commands.
- 4 Tap Paste.

Adding a Photo to a MobileMe Gallery

If you have a MobileMe account, you can add photos directly from iPad to your MobileMe Gallery. You can also add photos to someone else's MobileMe Gallery if they allow email contributions.

Before you can add photos to a gallery in your MobileMe account, you must:

- Set up your MobileMe account on iPad. If you don't have a MobileMe account, go to www.me.com.
- Publish a MobileMe Gallery, and allow adding photos from email or iPad.
- Join a Wi-Fi network connected to the Internet.

For more information, see MobileMe Help at www.me.com.

Add a photo to your gallery: Choose a photo and tap , then tap "Send to MobileMe." Enter a title and description if you like, then select the album to add the photo to, then tap Publish.

If you don't see , tap the screen to show the controls.

iPad tells you when the photo has been published, and gives you options to view it on MobileMe or email a link to a friend.

Adding a photo to someone else's gallery: Choose a photo and tap , then tap "Email Photo." Enter the album's email address, then click Send.

Saving Photos from Email Messages or Webpages

Save a photo from an email message to your Saved Photos album: Tap the photo, then tap Save Image. If the photo hasn't been downloaded, tap the download icon first.

Save a photo from a webpage to your Saved Photos album: Touch and hold the photo, then tap Save Image.

Copy photos from the Saved Photos album to your computer: Connect iPad to your computer's USB port, then use a photo application, such as iPhoto on a Mac, to copy the images.

Assigning a Photo to a Contact

You can assign a photo to a contact.

Assign a photo to a contact:

- 1 Choose a photo on iPad, then tap .
- 2 Tap "Assign to Contact," then choose a contact.
- 3 Drag the photo to pan, and pinch to zoom in or out, until the photo looks the way you want.
- 4 Tap Set Photo.

In Contacts, you can assign a photo to a contact by tapping Edit and then tapping the picture icon.

Wallpaper and Lock Screen Photos

You can display a photo in the wallpaper background of the Lock screen and Home screen. You can choose from several wallpaper pictures included with iPad, or you can use a photo of your own.

Set a photo as screen wallpaper:

- 1 Choose any photo and tap , then tap Use As Wallpaper.
- 2 Drag to pan the photo, or pinch the photo to zoom in or out, until it looks the way you want. Keep in mind that the image will be displayed in both portrait and landscape orientations but won't rotate.
- 3 Tap Set Wallpaper. Then tap to use the image as wallpaper for the Home screen, on the Lock screen, or both.

To choose from several wallpaper pictures included with iPad, go to Settings > Brightness & Wallpaper.

Using Picture Frame

When iPad is locked, you can display an album of photos. This is a great way to enjoy iPad while charging it in an iPad Dock.

To change Picture Frame settings, go to Settings > Picture Frame, then set any of the following options:

- The transition you select is played between photos. The duration of the slideshow can't be changed.
- Picture Frame can zoom the image to focus on faces in the image. It can also randomly select one of the faces as the center of focus, if more than one face is present in the image. Picture Frame uses the face identification information in photos imported from iPhoto or Aperture on a Mac. Zooming in on faces isn't an option with the Origami transition.
- Picture Frame can display all photos, or just those in a specific Album, Faces, or Event category. Select an option, then refine your selection in the list that appears. The Faces, Albums, and Event selections are the same as those in the Photos application.

Start or stop Picture Frame:

- 1 Press the Sleep/Wake button to lock iPad.
- 2 On the Lock screen, tap .



- 3 Tap the screen to pause the slideshow, then tap  to return to the Lock screen, or slide the slider to unlock iPad.

To disable the picture frame feature, go to Settings > Passcode Lock.



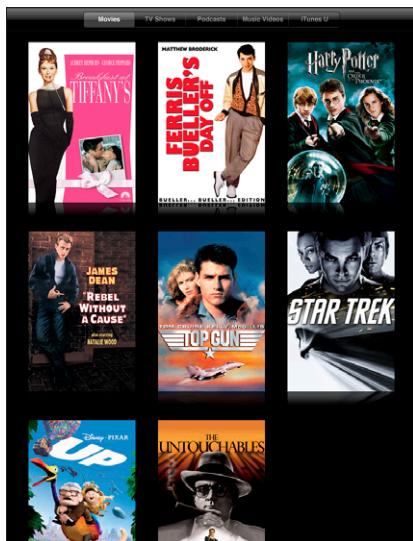
About Videos

You can use iPad to view movies, music videos, video podcasts, and, if they're available in your area, TV shows. iPad also supports special features such as chapters, subtitles, alternate audio, and closed captioning.

You can rent or purchase videos from the iTunes Store, and you can use a video adapter cable to watch videos on a TV or projector.

Playing Videos

Play a video: Tap Videos, then tap a category of videos, such as Movies. Tap the video you want to watch. If the video has chapters, tap a chapter title, or just tap ►.

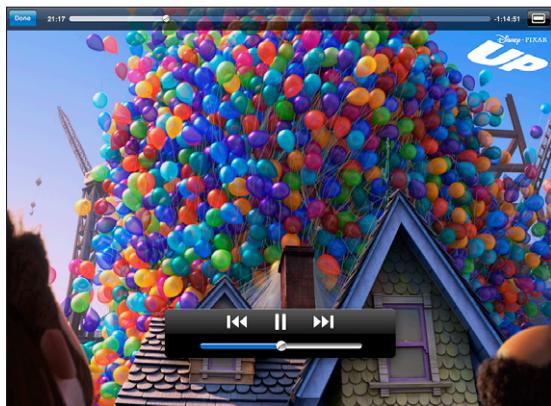


Display playback controls: While a video is playing, tap the screen to show the controls. Tap again to hide them.

Controlling Video Playback

Rotate iPad to play videos play in widescreen orientation and take full advantage of the display.

Drag the playhead along the scrubber bar to skip to any point in the video. To adjust the scrub rate from fast to slow, slide your finger down as you drag the playhead along the scrubber bar.



Up is available on iTunes. *Up* © Disney/Pixar. All rights reserved.

Pause a video

Tap **II** or press the center button (or equivalent button) on a compatible headset.

Resume playback

Tap **▶** or press the center button (or equivalent button) on a compatible headset.

Raise or lower the volume

Drag the volume slider or use the volume buttons on a compatible headset.

Start a video over

Drag the playhead on the scrubber bar all the way to the left, or tap **◀◀** if the video doesn't contain chapters.

Skip to the next chapter (if available)

Tap **▶▶** or press the center button (or equivalent button) on a compatible headset twice quickly.

Go to the previous chapter (if available)

Tap **◀◀** or press the center button (or equivalent button) on a compatible headset three times quickly.

Start playing at a specific chapter (if available)

Tap **⋮**, then choose a chapter from the list.

Rewind or fast-forward

Touch and hold **◀◀** or **▶▶**.

Skip to any point in a video	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Stop watching a video before it finishes playing	Tap Done, or press the Home □ button.
Scale a video to fill the screen or fit to the screen	Tap  to make the video fill the screen, or tap  to make it fit the screen. You can also double-tap the video to switch views. When you scale a video to fill the screen, the sides or top may be cropped. When you scale it to fit the screen, you may see black bars on the sides or above and below the video.
Select a different audio language (if available)	Tap  , then choose a language from the Audio list.
Show or hide subtitles (if available)	Tap  , then choose a language, or Off, from the Subtitles list.
Show or hide closed captioning (if available)	Tap  to show or hide captions, if the movie has them.

Syncing Videos

Use iTunes to sync videos to iPad. When iPad is connected to your computer, use the Movies, TV Shows, Podcasts, and iTunes U panes to select which videos to sync.

You can also sync videos from iPhoto on a Mac or from a folder on your hard disk. You make these settings in the Photos pane in iTunes. If iTunes can't sync a video because it's in the wrong format, try converting it for use with iPad using the options in the advanced menu in iTunes. For details, open iTunes and choose Help > iTunes Help.

Watching Rented Movies

You can rent movies in standard or high definition format from the iTunes Store and watch them on iPad. You can download rented movies on iPad, or transfer them from iTunes on your computer to iPad. (Rented movies aren't available in all regions.)

A movie must be completely downloaded before you can watch it. You can pause a download and continue it later. Rented movies expire after a certain number of days, and once you start a movie, you have a limited amount of time to finish watching it. Movies are automatically deleted when they expire. Before renting a movie, check the iTunes Store for the expiration time.

View a rented movie: Choose Videos, tap the Movies category, then tap the movie you want to watch. Select a chapter, or just tap ►.

Transfer rented movies to iPad: Connect iPad to your computer. Then select iPad in the iTunes sidebar, click Movies, and select the rented movies you want to transfer. Your computer must be connected to the Internet. Movies rented on iPad cannot be transferred to a computer.

Watching Videos on a TV

You can connect iPad to your TV or a projector, and watch your videos on the large screen. Use the Apple Component AV Cable, Apple Composite AV Cable, Apple iPad Dock Connector to VGA Adapter, or other iPad-compatible cable. Apple cables and docks are available for purchase separately in many countries. Go to www.apple.com/store.

For information about using iPad with a TV or projector, see "Video" on page 131.

Deleting Videos from iPad

To save space you can delete videos from iPad.

Delete a video: In the videos list, tap and hold a movie until the delete button appears, then tap . Tap Cancel or Home when you finish deleting videos.

When you delete a video (other than rented movies) from iPad, it isn't deleted from your iTunes library on your computer, and you can sync the video back to iPad later. If you don't want to sync the video back to iPad, set iTunes to not sync the video. See "Syncing" on page 28.

Important: If you delete a rented movie from iPad, it's deleted permanently and can't be transferred back to your computer.



Finding and Viewing Videos

YouTube features short videos submitted by people from around the world. You can watch the latest, most popular videos, search for videos about topics of interest, flag your favorites, and quickly access videos that you upload to YouTube from your computer.

To use some YouTube features on iPad, you need to sign in to a YouTube account when prompted. For information about requirements and how to get a YouTube account, go to www.youtube.com.

Note: YouTube isn't available in all languages and locations.

To use YouTube, iPad must have an Internet connection. See "Connecting to the Internet" on page 33.

Browse videos: Tap a button in the toolbar to select a category.

- *Featured:* Videos reviewed and featured by YouTube staff.
- *Most Viewed:* Videos most seen by YouTube viewers. Tap All for all-time most viewed videos, or Today or This Week for most-viewed videos of the day or week.
- *Favorites:* Videos you added to Favorites. When you sign in to a YouTube account, account favorites appear.
- *Most Recent:* Videos most recently submitted to YouTube.
- *Top Rated:* Videos most highly rated by YouTube viewers. You can rate videos on iPad, if you have a YouTube account.
- *History:* Videos you've viewed most recently.
- *Subscriptions:* Videos from YouTube accounts you subscribe to. You must be signed in to a YouTube account to use this feature.

- *Playlists*: Videos you add to playlists. You must be signed in to a YouTube account to use this feature.
- *My Videos*: Videos that you've upload to YouTube. You must be signed in to a YouTube account to use this feature.

Search for a video:

- 1 Tap the YouTube search field.
- 2 Type a word or phrase, then tap Search.

YouTube shows results based on searching video titles, descriptions, tags, and user names. Each search result shows the title, rating, number of views, length, and the name of the account the video was posted from.

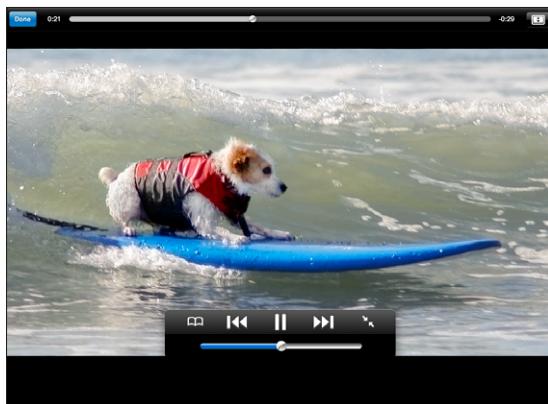
Play a video:

Tap the video. The video begins downloading to iPad, and a progress bar appears. When enough of the video has downloaded, it begins to play. You can also tap ► to start the video.

Controlling Video Playback

Rotate iPad to landscape orientation to view the video at its maximum size. When a video is playing, the controls disappear so they don't obscure the video.

Show or hide the video controls: Tap the screen.



Play or pause a video

Tap ► or ▶. You can also press the center button (or equivalent button) on a compatible headset.

Adjust the volume

Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.

Start a video over

Tap ▶.

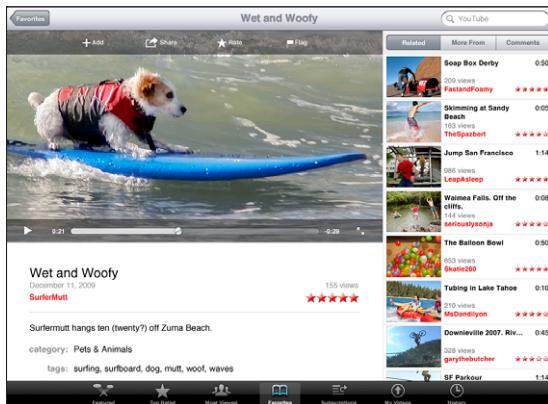
Skip to the next or previous video in a list

Tap ▶ twice to skip to the previous video.
Tap ▶▶ to skip to the next video.

Rewind or fast-forward	Touch and hold ◀◀ or ▶▶ .
Skip to any point in a video	Drag the playhead along the scrubber bar.
Stop watching a video	Tap Done, or press the Home □ button.
Toggle between full-screen and standard mode	Double-tap the video. You can also tap [■] to make the video fill the screen, or [□] to make it fit the screen.
Add a video to Favorites	Start playing a video, then tap [F] .
Email a link to the video	Start playing a video, then tap [✉] .
View information about a video	Tap [✖] to exit full-screen mode and view related videos, comments, and more controls.

Managing Videos

While watching a full-screen video, tap to display the controller, then tap **[✖]** to see related videos and options for managing videos.



Rate a video or add a comment

Tap the video to display the toolbar, then tap Rate and select a rating. You must be signed in to a YouTube account.

See more videos from this YouTube user

In the sidebar, tap "More From." You must be signed in to a YouTube account.

See videos similar to this one

In the sidebar, tap "Related."

Subscribe to videos by this YouTube user

On the More Info screen, tap More Videos, then tap "Subscribe to <account>" at the bottom of the video list. You must be signed in to a YouTube account.

Add a video to Favorites or a playlist	Tap Add, then select Favorites or a playlist.
Email a link to a video	Tap Share.
Flag a video	Tap the movie to display the toolbar, then tap  .

Watching YouTube on a TV

You can connect iPad to your TV or a projector, and watch YouTube on the large screen. Use the Apple Component AV Cable, Apple Composite AV Cable, Apple iPad Dock Connector to VGA Adapter, or other iPad-compatible cable.

Apple cables and docks are available for purchase separately in many countries. Go to www.apple.com/store.

For more information about using iPad with a TV or projector, see “Video” on page 131.

Calendar



About Calendar

iPad makes it easy to stay on schedule. You can view calendars individually, or several calendars at once. You can view your events by day, week, or month, or in a list. You can also search events by title, invitee, or location.

You can sync iPad with the calendars on your computer. You can also make, edit, or cancel events on iPad, and sync them back to your computer. You can subscribe to Google, Yahoo!, or iCal calendars. If you have a Microsoft Exchange account, you can receive and respond to meeting invitations.

Syncing Calendars

You can sync your calendars in these ways:

- In iTunes, use the iPad preferences panes to sync with iCal or Microsoft Entourage on a Mac, or Microsoft Outlook on a PC. See “Syncing” on page 28.
- In Settings on iPad, turn on Calendars in your MobileMe or Microsoft Exchange accounts to sync your calendar information over the air. See “Setting Up Accounts” on page 35.

Adding Calendar Events to iPad

You can create and edit calendar events directly on iPad.

Add an event: Tap  and enter event information, then tap Done.

You can enter the following:

- Title
- Location
- Starting and ending times (or turn on All-day, if it's an all-day event)
- Repeat times—none, or every day, week, two weeks, month, or year
- Alert time—from five minutes to two days before the event

When you set an alert, the option to set a second alert appears. When an alert occurs, iPad displays a message. To set iPad to play a sound, see "Alerts" on page 68.

Important: When you travel, iPad may not alert you at the correct local time.

To manually set the correct time, see "Date and Time" on page 123.

- Notes

To select which calendar to add the event to, tap Calendar. Read-only calendars don't appear in the list.

Edit an event

Tap the event, then tap Edit.

Delete an event

Tap the event, tap Edit, then scroll down and tap Delete Event.

Viewing Your Calendar

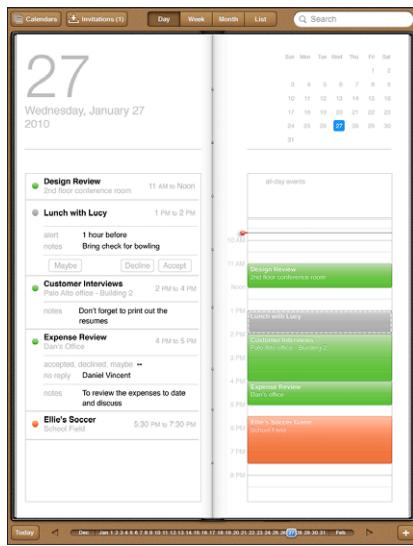
You can view calendars individually or as a combined calendar, making it easy to manage work and family calendars at the same time.

View a different calendar: Tap Calendars, then select a calendar. Tap All Calendars to select all calendars, or tap again to deselect all calendars.

You can view calendar events in a list, or by day, week, or month. The events for all of your selected calendars appear on iPad.

Switch views: Tap List, Day, Week, or Month.

- List view:* All your appointments and events appear in a scrollable list, next to the selected day. To view a different day, tap ▲ or ▼ or select a day from the timeline below the calendar.



To see a list of events along with the day's calendar, rotate iPad to landscape orientation.

- Day view:* Scroll up or down to see the day's events. Tap ▲ or ▼ to see the previous or next day's events, or select a day from the timeline below the calendar.
- Week view:* Scroll up or down to see the week's events. Tap ▲ or ▼ to see the previous or next week, or select a week from the timeline below the calendar.
- Month view:* Tap a day to see its events. Tap ▲ or ▼ to see the previous or next month, or select a month from the timeline below the calendar.



See the details of an event: Tap the event.

Searching Calendars

You can search the titles, invitees, and locations of the events in your calendars.

Calendar searches the calendar or calendars you're currently viewing.

Search for events: Enter text in the search field.

Search results appear as you type. Tap a result to view the event. Tap the calendar to close the list of search results.

Subscribing to and Sharing Calendars

You can subscribe to calendars that use the CalDAV or iCalendar (.ics) formats. Many calendar-based services, including Yahoo!, Google, and iCal on the Mac, support both formats.

Subscribed calendars are read-only. You can read events from subscribed calendars on iPad, but you can't edit them or create new events. You also can't accept invitations from CalDAV accounts.

Subscribe to a CalDAV or .ics calendar:

- 1 In Settings, choose “Mail, Contacts, Calendars,” then tap Add Account.
- 2 Choose Other, then choose either Add CalDAV Account or Add Subscribed Calendar.
- 3 Enter your account information, then tap Next to verify the account.
- 4 Tap Save.

Apple provides links to a number of free iCal calendars—for national holidays or sports events, for example—that you may want to subscribe to. The calendars are automatically added to iCal on your Mac when you download them.

You can also subscribe to an iCal (or other .ics) calendar published on the web, by tapping a calendar link you receive in an email message on iPad.

Responding to Meeting Invitations

If you have a Microsoft Exchange account on iPad with Calendars enabled, you can receive and respond to meeting invitations from people in your organization. When you receive an invitation, the meeting appears in your calendar with a dotted line around it. The  icon in the lower-right corner of the screen shows the number of new invitations you have. To receive and respond to meeting invitations, iPad must have an Internet connection.

Respond to an invitation in Calendar:

- 1 Tap a meeting invitation in the calendar, or tap  to display the Event screen and then tap an invitation.
 - Tap “Invitation from” to get contact information for the meeting organizer. Tap the email address to send the organizer a message.
 - Tap Invitees to see who is invited to the meeting. Tap a name to see the attendee’s contact information. Tap an email address to send a message to the attendee.
 - Tap Alert to set iPad to sound an alert before the meeting.
 - Tap Add Comments to add comments for the meeting organizer. Your comments will also appear in the Info screen for the meeting.

Notes are made by the meeting organizer.

- 2 Tap Accept, Maybe, or Decline.

When you accept, tentatively accept, or decline the invitation, the organizer is sent a response that includes any comments you add.

You can change your response later, unless you decline. Tap Add Comments to change or add comments.

Open a meeting invitation in an email message: Tap the invitation.



Alerts

Set calendar alerts: In Settings, choose General > Sounds, then turn Calendar Alerts on. If Calendar Alerts is off when an event occurs, iPad displays a message but makes no sound.

Sound alerts for invitations: In Settings, choose “Mail, Contacts, Calendar.” Under Calendars, tap New Invitation Alert to turn it on.

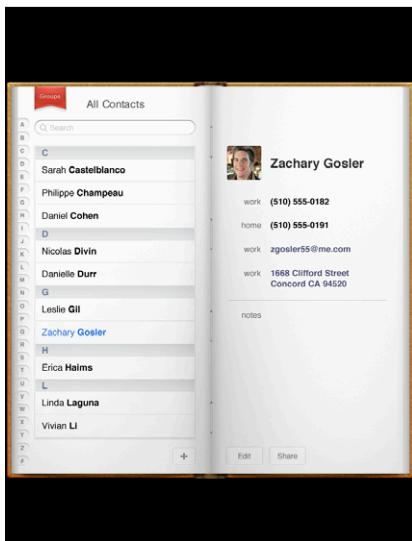
Contacts

9



About Contacts

iPad lets you easily access and edit your contact lists from personal, business, and organizational accounts. You can search across all of your groups, and the information in Contacts is automatically accessed to make addressing emails quick and easy.



Syncing and Adding Contacts

You can add contacts to iPad in these ways:

- Enter contacts on iPad
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer (see "Syncing" on page 28)
- Set up a MobileMe or Microsoft Exchange account on iPad with Contacts enabled (see "Setting Up Accounts" on page 35)
- Install a profile that sets up an Exchange account with Contacts enabled (see "Setting Up Microsoft Exchange Accounts" on page 134)
- Set up an LDAP account on iPad to access business or school directories (see "LDAP Accounts" on page 135)

Searching Contacts

You can search first, last, and company names in your contacts on iPad. If you have a Microsoft Exchange account on iPad, you may also be able to search your enterprise Global Address List (GAL) for contacts in your organization. If you have an LDAP account on iPad, you can search contacts on your organization's LDAP server.

When you enter search information, contacts with matching information appear as you type.

Search contacts: In Contacts, tap the search field at the top of the screen and enter a first, last, or company name. To scroll quickly to the top of the list, tap the status bar.

Search a GAL: Tap Groups, tap the Exchange server name, then enter a first, last, or company name.

You can't edit GAL contacts or save them to iPad.

Search an LDAP server: Tap Groups, tap the LDAP server name, then enter a first, last, or company name.

You can't edit LDAP contacts or save them to iPad.

Managing Contacts on iPad

Add a contact on iPad: Tap Contacts, then tap .

Delete a contact	In Contacts, choose a contact, then tap Edit. Scroll down, then tap Delete Contact.
Edit contact information	In Contacts, choose a contact, then tap Edit. To add an item, tap  . To delete an item, tap  .
Enter a pause in a number	Enter a comma in the number where you want the pause to occur. For a longer pause, enter more commas.

Assign a photo to a contact:

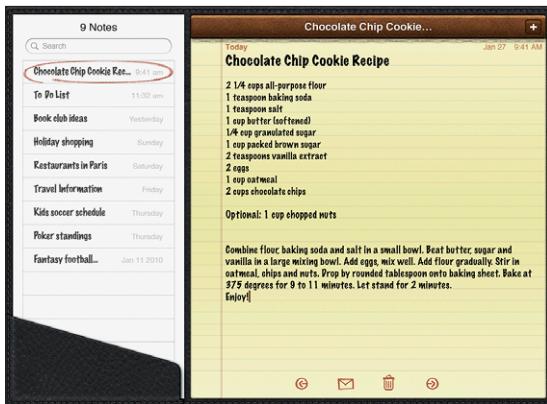
- 1 Tap Contacts, then choose a contact.
- 2 Tap Edit and tap Add Photo, or tap the existing photo.
- 3 Tap an album, then tap a photo.
- 4 Drag and scale the photo.
- 5 Tap Choose.



Writing and Reading Notes

With its large display and onscreen keyboard, iPad makes jotting notes easy.

You can view notes in landscape or portrait orientation. In portrait orientation, tap Notes to view a list of your notes. In landscape orientation, the list of notes appears on the left, and the current note is circled in red.



Notes are listed by the last-modified date, with the most recent note at the top. The list shows the first few words of each note. Tap a note in the list to view or edit it.

Add a note: Tap **+**, type the note, then tap Done.

Read a note: Tap the note. Tap **→** or **←** to see the next or previous note.

Edit a note: Tap anywhere on the note to bring up the keyboard. Edit the note, then tap Done.

Delete a note: Tap the note, then tap **⌫**.

Email a note: Tap the note, then tap **✉**.

Searching Notes

You can search the text of notes to find a particular note.

Search for notes: Enter text in the search field that appears at the top of the notes list.
(In portrait orientation, tap Notes to display the notes list.)

Search results appear automatically as you type. Tap the keyboard button to dismiss the keyboard and see more results. To view a note, tap it in the search results list.

Emailing Notes

Email a note: Tap the note, then tap ✉.

To email a note, iPad must be set up for email. See “Setting Up Email Accounts” on page 42.

Syncing Notes

You can set iTunes to automatically sync your notes with some email applications. See “Syncing with iTunes” on page 28.



About Maps

Maps provides classic, satellite, hybrid, and terrain views of locations in many countries. Search for a location, then get detailed driving, public transit, or walking directions, as well as traffic information.

WARNING: For important information about driving and navigating safely, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipad.

To use Maps, iPad must have an Internet connection. See “Connecting to the Internet” on page 33.

Important: Maps, directions, and location-based applications provided by Apple depend on data services provided by third parties. These data services are subject to change and may not be available in all geographic areas, resulting in maps, directions, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided on iPad to your surroundings, and defer to posted signs to resolve any discrepancies. To provide your location, data is collected which doesn’t personally identify you. If you don’t want this data collected, don’t use the feature. Not using this feature won’t impact the non-location-based functionality of your iPad.

Finding and Viewing Locations

You can search for locations, find your current location, drop a pin to mark a location, and get different map views, including Google Street Views.

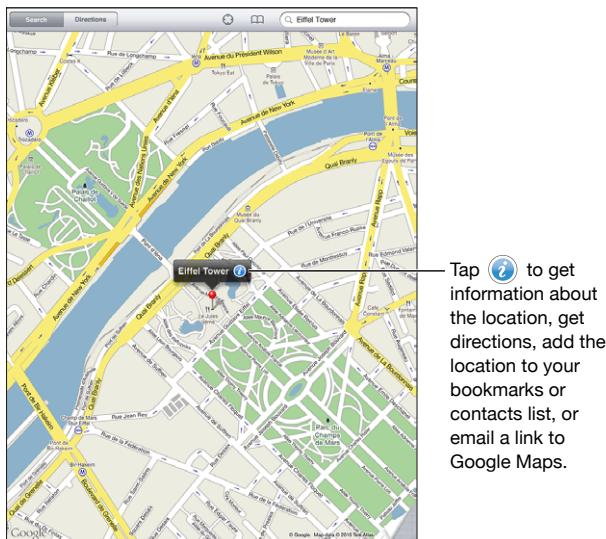
Searching for Locations

You can search for locations in many ways—by address, intersection, area, landmark, bookmark, contact, or zip code.

Find a location and see a map:

- 1 Tap the search field to bring up the keyboard.
- 2 Type an address or other search information.
- 3 Tap Search.

A pin marks the location.



A location can include places of interest added by Google My Maps users (“User-created content”), and sponsored links that appear as special icons (for example,).

Zoom in

Pinch the map with two fingers. Or double-tap the part you want to zoom in on. Double-tap again to zoom in even closer.

Zoom out

Pinch the map. Or tap the map with two fingers. Tap with two fingers again to zoom out further.

Pan or scroll

Drag up, down, left, or right to view to another part of the map.

See the location of an entry in your Contacts list: Tap at the top of the screen and choose a contact.

The contact must include at least one address. If the contact has more than one address, choose the one to locate. You can also tap an address in Contacts to find a location.

Finding Your Current Location

A quick tap finds your current location. The onscreen digital compass shows which direction you're facing.

Find your current location: Tap ⓘ in the status bar at the top of the screen.

A blue marker shows your current location. If Maps can't determine your exact location, a blue circle appears around the marker. The size of the circle depends on how precisely your location can be determined—the smaller the circle, the greater the precision.

If you drag the map, then tap ⓘ again, iPad centers the map back to your current location.

Use the digital compass: Tap ⓘ a second time. ⓘ changes to 🌡 and a small digital compass 🌡 appears onscreen. Use the digital compass to find which direction you're heading.

Note: You need to calibrate the compass the first time you use it, and you may need to calibrate it occasionally after that.

Calibrate the compass: When the calibrate ⓘ symbol appears, wave iPad in a figure eight. You may be asked to move away from a source of interference.

See which way you're facing: Hold iPad level to the ground. The compass rotates to point north.

Return to map view: Tap 🌡 to go back to the map view.

iPad uses Location Services to determine your location. Location Services uses available information from local Wi-Fi networks if you have Wi-Fi turned on. This feature isn't available in all areas.

Your current location can't be found if Location Services is turned off, so you may be prompted to turn it on. See "Location Services" on page 121.

When you're not using Location Services, you can turn it off to conserve battery power. In Settings, choose General > Location Services.

Get information about your current location: Tap the blue marker, then tap ⓘ.

iPad displays the address of your current location, if available. You can use this information to:

- Get directions to or from this location
- Add the location to contacts
- Send the address in email
- Bookmark the location
- See a street view (when available)

Marking a Location with a Drop Pin

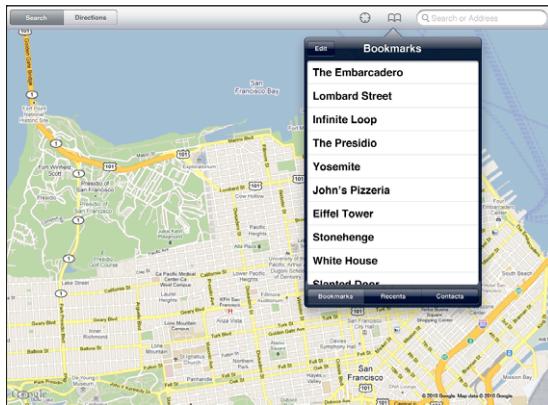
A drop pin lets you mark a location by hand.

Use a dropped pin: Touch and hold any location on the map to drop a pin. Or, you can drag or tap the bottom-right corner of the screen, then tap Drop Pin. A pin drops on the map. Touch and hold the pin, then drag it to any location you choose.

Bookmarking Locations

You can bookmark any location that you want to find later.

Bookmark a location: Find a location, tap the pin, tap  next to the name or description, then tap “Add to Bookmarks.”



See a bookmarked or recently viewed location: Tap  at the top of the screen, then tap Bookmarks or Recents.

Clear the list of recents: Tap Clear.

Rearrange or delete a bookmark: Tap Edit.

Map Views

You can choose classic, satellite, hybrid, or terrain view. You can also see a location in street view, when available.

Change the view: Tap or drag the bottom-right corner of the screen, then tap Classic, Satellite, Hybrid, or Terrain.



See the street view: Tap a drop pin, then tap . You can flick up or down, or left or right, to pan through the 360° panoramic view. The inset in the lower-right corner shows your current view. Tap an arrow to move down the street. Street view isn't available in all areas.

To return to map view, tap the inset.



Getting Directions

You can get step-by-step driving, public transit, or walking directions.

Get directions:

- 1 Tap Directions.
- 2 Tap the fields at the top of the screen to enter your starting and ending locations. Normally, iPad starts with your current location (if available). If an address is in your contacts list, tap  choose the contact, and tap Directions To Here or Directions From Here. Tap  to reverse the directions.
- 3 Select directions for driving () public transit () or walking () at the bottom of the screen. The available travel options depend on the route.
- 4 Do one of the following:
 - *To view directions one step at a time*, tap Start, and then tap  to see the next leg of the trip. Tap  to go back.
 - *To view the directions in a list*, tap Start, and then tap  Tap any item in the list to see a map showing that leg of the trip. Tap Route Overview to return to the overview screen.

You can also get directions by finding a location on the map, tapping the pin that points to it, tapping , then tapping Directions To Here or Directions From Here.

Get reverse directions: Tap  to switch the start and end points.

See recently viewed directions: Tap  in the search field, then tap Recents.

See driving or walking directions: Tap  or .

If you're driving or walking, the approximate distance and travel time appear onscreen. If traffic data is available, the driving time adjusts accordingly.

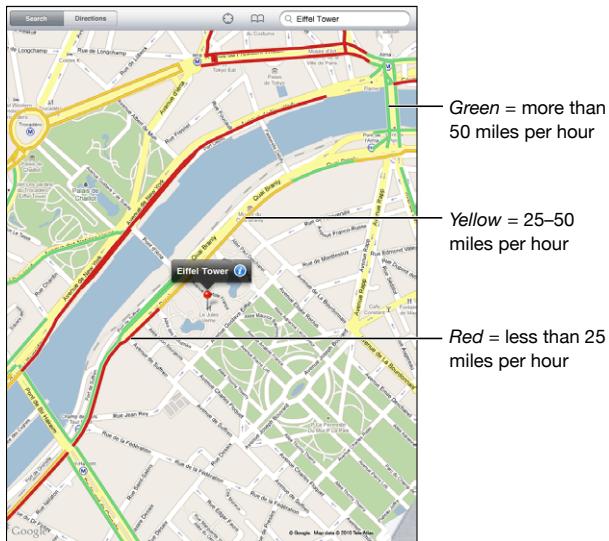
See public transit directions: Tap .

- Tap  to set your departure or arrival time, and to choose a schedule for the trip.
- Tap Start, then tap  to see the Route Overview screen. From there, you see the estimated arrival time, total fare, information about each leg of the trip, and the mode of transportation—including where you need to walk.

Showing Traffic Conditions

When available, you can show traffic conditions for major streets and highways on the map.

Show or hide traffic conditions: Tap or drag the bottom-right corner of the screen, then turn Traffic on or off.



Streets and highways are color-coded according to the flow of traffic. If a street or highway is gray, traffic data isn't available.

If you don't see traffic conditions, zoom out to see major roads. Traffic conditions are not available in all areas.

Finding and Contacting Businesses

Find businesses in an area:

- 1 Find a location—for example, a city or a street address—or scroll to a location on the map.
- 2 Type the kind of business in the Search field and tap Search on the keyboard.

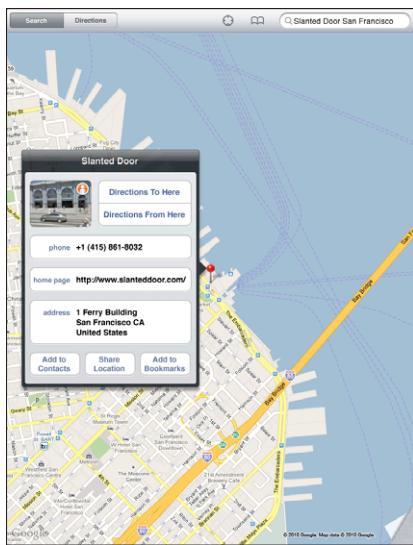
Pins appear for matching locations in the area. For example, if you locate your city and then type “movies” and tap Search, pins mark movie theaters in your city.

Tap the pin that marks a business to see its name or description.

Find businesses without first finding the location: Type things like:

- restaurants san francisco ca
- apple inc new york

Contact a business or get directions: Tap the pin that marks a business, then tap  next to the name.



From there, you can do the following:

- Tap Directions To Here or Directions From Here to find directions.
- Tap Home Page to visit the website, or Email to send an email.
- Tap “Add to Contacts,” and then tap “Create New Contact” or “Add to Existing Contact.”
- Share the location of the business by email.
- Tap  to see a street view.

See a list of businesses found in the search: Tap  in the search field.

Choose a business from the Results list to see its location. Tap the pin that marks a business, then tap  next to the business to see its information.

Sharing Location Information

You can add a location to your contacts. You can also send links to a map location in email.

Add a location to your contacts list: Find a location, tap the pin that points to it, tap  next to the name or description, tap “Add to Contacts,” and then tap “Create New Contact” or “Add to Existing Contact.”

Email a link to a map location: Find a location, tap the pin that points to it, tap , and then tap Share Location.



Playing Music and Other Audio

Browse your music collection by song, artist, album, genre, or composer. Listen to your songs, audiobooks, and podcasts. Create and manage playlists, or use Genius to create playlists for you.

Listen to audio using the built-in speaker. You can also attach wired headphones to the headphones port, or pair wireless Bluetooth headphones. Sound doesn't come out of the speaker when you attach or pair headphones.

WARNING: For important information about avoiding hearing loss, see the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad.

Playing Songs

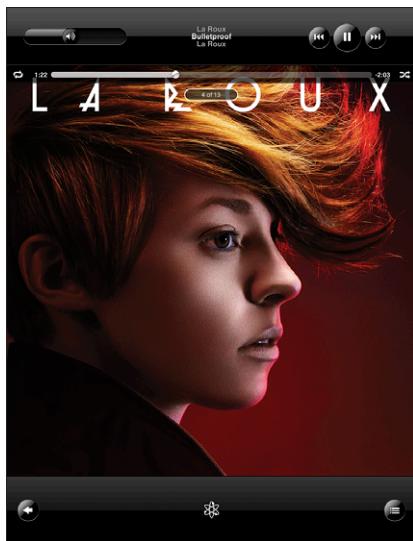
Browse your collection: Tap Music, Podcasts, Audiobooks, iTunes U, or Purchased. At the bottom of the screen, tap Songs, Artists, Albums, Genres, or Composers to browse.

Browse Genius playlists or Genius Mixes: Tap Genius or Genius Mixes. If Genius doesn't appear, you may need to turn on Genius in iTunes, then sync iPad. See "Making Genius Playlists" on page 88.

Play a song: Tap the song.

Controlling Song Playback

When you play a song, the Now Playing screen appears.



Pause a song	Tap II .
Resume playback	Tap > .
Raise or lower the volume	Drag the onscreen volume slider or use the buttons on the side of iPad.
Restart a song or a chapter in an audiobook or podcast	Tap ◀◀ .
Skip to the next song or chapter in an audiobook or podcast	Tap ▶▶ .
Go to the previous song or chapter in an audiobook or podcast	Tap ◀◀ twice.
Rewind or fast-forward	Touch and hold ◀◀ or ▶▶ —the longer you hold the control, the faster the song rewinds or fast-forwards.
View album art full-size	Tap the album cover when playing a song.

You can display playback controls at any time when you're listening to music and using another application—or even when iPad is locked—by double-clicking the Home □ button.



If you're using an application, the playback controls appear in front of the application. After using the controls, tap Close to remove them, or tap iPod to go your iPod library. If iPad is locked, the controls appear onscreen, then disappear after you finish using them.

Additional Song Controls

From the Now Playing screen, tap the album cover to see the controls.

The repeat  and shuffle  controls appear along with the scrubber bar. You can see elapsed time, remaining time, and the song number.

Drag the playhead along the scrubber bar to skip to any point in the song. You can adjust the scrub rate from high-speed to fine by sliding your finger down as you drag the playhead along the scrubber bar. The scrub rate becomes slower the farther down you slide your finger.



Set iPad to repeat songs

Tap . Tap again to set iPad to repeat only the current song.

= iPad is set to repeat all songs in the current album or list.

= iPad is set to repeat the current song over and over.

= iPad isn't set to repeat songs.

Skip to any point in a song

Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate. The scrub rate becomes slower the farther down you slide your finger.

Set iPad to shuffle songs

Tap to shuffle songs. Tap again to set iPad to play songs in order.

= iPad is set to shuffle songs.

= iPad is set to play songs in order.

Shuffle the tracks in any playlist, album, or other list of songs

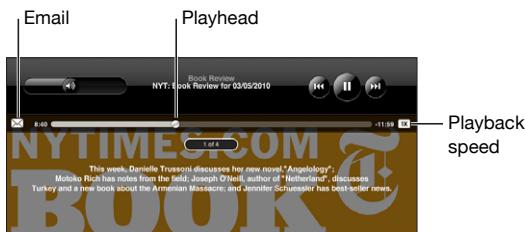
From the Now Playing screen, tap the album art to show the song controls onscreen. Tap at the bottom of the screen, then tap Shuffle at the top of the list of songs.

Whether or not iPad is set to shuffle, if you tap Shuffle at the top of a list of songs, iPad plays the songs from that list in random order.

Podcast and Audiobook Controls

From the Now Playing screen, tap the podcast or audiobook cover to see the controls.

The email control and playback speed control appear along with the scrubber bar. You can see elapsed time, remaining time, and the episode or chapter number. The scrubber bar lets you skip to any point in the podcast or audiobook.

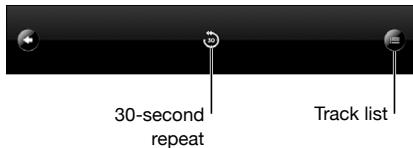


Send an email link to this podcast: Tap .

Skip to any point: Drag the playhead along the scrubber bar. Adjust the scrub rate from high-speed to fine by sliding your finger down as you drag the playhead along the scrubber bar. The scrub rate becomes slower the farther down you slide your finger.

Change the playback speed: Tap to change the speed.

- = Play at normal speed
- = Play at double speed
- = Play at half speed



The 30-second repeat control and track list control appear at the bottom of the screen.

Play back the last 30 seconds: Tap .

See other podcasts in a series or chapters in an audiobook: Tap . Tap the podcast or audiobook thumbnail to return to the Now Playing screen.

Viewing All Tracks on an Album

See all the tracks on the album that contains the current song: On the Now Playing screen, tap . Tap a track to play it. Tap the album thumbnail to return to the Now Playing screen.

In track list view, you can assign ratings to songs. You can use ratings to create smart playlists in iTunes that dynamically update to include, for example, your highest rated songs.

Rate a song: Drag your thumb across the rating bar (the five dots under the playhead) to give the song zero to five stars.

Searching Music

You can search the titles, artists, albums, and composers of songs, podcasts, and other content you've synced to iPad.



Search music, podcasts, audiobooks, or other content in your library: Enter text in the search field at the top of a song list, playlist, artist list, or other view of your iPod content. (Tap the status bar to scroll quickly to the top of a list and reveal the search field.)

Search results appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

You can also use Spotlight to search for music. See "Searching" on page 21.

Using Playlists

A playlist is a custom compilation of songs. You might want to create a playlist for a specific mood or occasion, to share with others on your local network, or organize your music library. You can use three kinds of playlists on iPad—standard playlists, Genius playlists, and Genius Mixes.

Creating Playlists

You can make playlists from the music, podcasts, or audiobooks in your iPod library.

Make a standard playlist:

- 1 Tap iPod, then tap + at the bottom of the screen.
- 2 Enter a name for the playlist, then tap Save.
- 3 Tap  next to your selections, then tap Done when you finish selecting. You can also tap Sources to browse for selections.
- 4 When you finish, tap Done.

You can also make playlists from other categories in your iPod library, such as podcasts or audiobooks.

When you make a playlist on iPad, the playlist is also saved in the iTunes library on your computer the next time you sync.

Edit a playlist: Tap the playlist, tap Edit, then do one of the following:

- *To move a selection higher or lower in the list,* drag  next to the selection.
- *To delete a selection,* tap  next to the selection, then tap Delete. Deleting a song from a playlist doesn't delete it from iPad.
- *To add more songs,* tap Add Songs, tap  next to the selection, then tap Done.

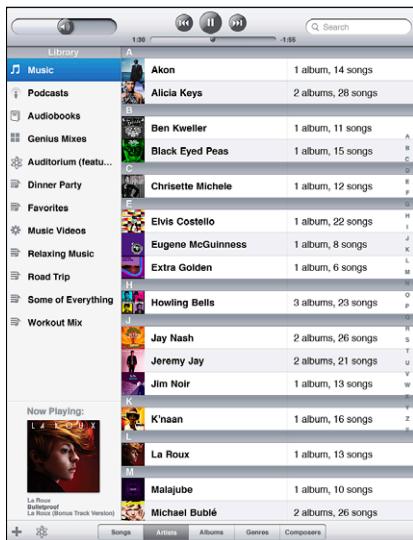
Clear a playlist: Tap the playlist, tap Edit, then tap .

Making Genius Playlists

Genius finds songs in your iTunes library that go great together. A Genius playlist is a collection of songs that are picked for you to go with a song you choose from your library.

You can create Genius playlists in iTunes and sync them to iPad. You can also create and save Genius playlists on iPad.

To use Genius on iPad, first turn on Genius in iTunes, then sync iPad with iTunes. Genius is a free service, but requires an iTunes Store account.



Make a Genius playlist on iPad:

- 1 Tap then tap New.
- 2 Tap a song in the list. Genius creates a playlist of similar songs.

You can also make a Genius playlist of songs that go great with the song you're playing. From the Now Playing screen, tap the album cover to display additional controls, then tap .

Save a Genius playlist: In the playlist, tap Save. The playlist is saved in Genius with the title of the song you picked.

You can make and save as many Genius playlists as you want. If you save a Genius playlist created on iPad, it syncs back to iTunes the next time you connect.

Refresh a Genius playlist: In the playlist, tap Refresh.

Refreshing a Genius playlist creates a Genius playlist of different songs that go great with the song you picked. You can refresh any Genius playlist, whether it was created in iTunes and synced to iPad, or created on iPad.

Create a Genius playlist from a new song: In the playlist, tap New, then pick a new song.

Delete a saved Genius playlist: Tap the Genius playlist, then tap Delete.

Once a Genius playlist is synced back to iTunes, you won't be able to delete it directly from iPad. You can use iTunes to edit the playlist name, stop syncing, or delete the playlist.

Playing Genius Mixes

Genius automatically searches your iPad library and finds songs from your library in that genre or format. Genius Mixes are recreated each time you listen to them, so they're always new and fresh.

Genius Mixes creates different mixes depending on the variety of music you have in your iPad library. For example, you may have Genius Mixes that highlight Classical, Jazz, or Alternative Rock songs.

Browse Genius Mixes: On the left side of the iPod window (below Genius), tap Genius Mixes.

Play a Genius Mix: Tap the mix.

Transferring Content

You can transfer purchases you make on iPad to a computer that's authorized to play content from your iTunes Store account. To authorize the computer, open iTunes on the computer and choose Store > Authorize Computer.

Transfer purchased content: Connect iPad to your computer. iTunes asks if you want to transfer purchased content.



About the iTunes Store

Use the iTunes Store to add content to your iPad. You can browse and purchase music and TV shows, buy and rent movies, or download and play podcasts or iTunes U collections.

Many movies and TV shows are available in both standard and high definition.

To access the iTunes Store, iPad must have an Internet connection. See “Connecting to the Internet” on page 33.

Note: The iTunes Store is not available in all regions, and iTunes Store content may vary across regions.

Transferring Content

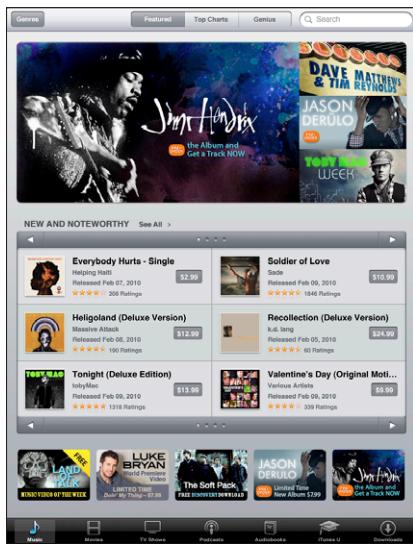
You can transfer purchases you make on iPad to a computer authorized to play content from your iTunes Store account.

Authorize a computer: Open iTunes on the computer, then choose Store > Authorize Computer.

Transfer purchased content: Connect iPad to your computer. iTunes verifies that you want to transfer purchased content.

Finding Music, Videos, and More

Browse content: At the top of the screen, browse by Genres, Featured, Top Charts, or Genius. At the bottom of the screen, tap Music, Movies, TV Shows, Podcasts, Audiobooks, iTunes U, or Downloads.



Search for content: Tap the search field at the top of the screen, then use the onscreen keyboard to enter one or more words. Tap Search on the keyboard. Search results are grouped by category, such as Movies, Albums, or Podcasts.

Tap an item to see more information. You can read reviews, write your own review, or email a link about the item to a friend. Depending on the item, you can also buy, download, or rent it.

Purchasing Music or Audiobooks

When you find a song, album, or audiobook you like in the iTunes Store, you can purchase and download it to iPad. You can also preview it to make sure it's what you want.

To make purchases or write reviews, you need an iTunes Store account. iPad gets your iTunes Store account settings from iTunes when you sync. If you don't have an iTunes Store account or if you want to make purchases from another iTunes Store account, go to Settings > Store.

You don't need an iTunes Store account to play or download podcasts or iTunes U classes.

Preview a song: Tap the number in the column, then tap ►.

Preview a song or audiobook: Tap the item.

Purchase and download a song, album, or audiobook:

- 1 Tap the price and tap Buy.
- 2 Sign in to your account if requested, then tap OK.

If you don't have an iTunes Store account, tap Create New Account to set one up.

Purchases are charged to your iTunes Store account. If you make additional purchases within fifteen minutes, you don't have to enter your password again.

An alert appears if you previously purchased one or more songs from an album.

Tap Buy if you want to purchase the entire album including the songs you already purchased, or tap Cancel if you want to purchase any remaining songs individually.

Once you purchase an item, it begins downloading. See "Checking Download Status" on page 94.

Purchased songs are added to the Purchased playlist on iPad (iPod > Purchased). If you delete the Purchased playlist, iTunes creates a new one when you buy an item from the iTunes Store.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you sign in to your account, your remaining store credit appears with your account information at the bottom of most iTunes Store screens.

Enter a redemption code: Tap Music, scroll to the bottom of the screen, tap Redeem, and follow the onscreen instructions.

Purchasing or Renting Videos

When you find a movie, TV show, or music video you like in the iTunes Store, you can purchase and download it to iPad. You can purchase movies and TV shows in standard (480p) or high definition (720p) format. If you purchase a high definition version, you also receive the standard definition version.

Preview a video: Tap Preview.

Purchase or rent a video:

- 1 Tap Buy or Rent.
- 2 Sign in to your account if requested, then tap OK.

If you don't have an iTunes Store account, tap Create New Account to set one up.

Your purchase is charged to your iTunes Store account. For additional purchases made within the next fifteen minutes, you don't have to enter your password again.

Once you purchase an item it begins downloading. Rented movies won't begin playing until the download completes. See "Checking Download Status" on page 94.

Purchased videos are added to the Purchased playlist on iPad (iPod > Purchased). If you delete the Purchased playlist, iTunes creates a new one the next time you buy an item from the iTunes Store.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you're signed in to your account, your remaining store credit appears with your account information at the bottom of most iTunes Store screens.

Enter a redemption code: Tap Music, then tap Redeem at the bottom of the screen and follow the onscreen instructions.

Listening to or Watching Podcasts

You can listen to audio podcasts or watch video podcasts on iPad. You can also download podcasts to iPad, and sync them to the iTunes library on your computer when you connect.

Tap Podcasts at the bottom of the iTunes Store screen. Browse by Featured or Top Charts. To see a list of episodes, tap a podcast. The  icon indicates video podcasts.

Listen to a podcast: Tap the podcast title.

Download a podcast: Tap the Free button, then tap Get Episode. Downloaded podcasts appear in the Podcasts list in iPod.

Listen to or watch a podcast you downloaded: In iPod, tap Podcasts, then tap the podcast. Video podcasts also appear in the Video application.

Get more episodes of the podcast you downloaded: In the Podcasts list in iPod, tap the podcast, then tap Get More Episodes.

Delete a podcast: In the Podcasts list in iPod, swipe left or right on the podcast, then tap Delete.

Checking Download Status

You can check the Downloads screen to see the status of in-progress and scheduled downloads, including purchases you've pre-ordered.

See the status of items being downloaded: Tap Downloads.

To pause a download, tap .

If a download is paused or interrupted, iPad starts the download again the next time it connects to the Internet. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer has an Internet connection and is signed in to the same iTunes account).

See the status of pre-ordered items: Tap Downloads.

Pre-ordered items appear in a list until the date the item is released. Tap the item for release date information. Once the item is available for download, a download  icon appears next to the download.

Download a pre-ordered item: Tap the item, then tap .

Pre-ordered items aren't downloaded automatically when they're released. Return to the Downloads screen to begin the download.

Some albums include bonus content, which is downloaded to your iTunes library on your computer. Not all bonus content is downloaded directly to iPad.

Download bonus content: Sign in to your iTunes Store account. In iTunes, choose Store > "Check for Available Downloads," then click Check.

Syncing Content

iTunes automatically syncs everything you download or purchase on iPad to your iTunes library when you connect iPad to your computer. This lets you access the downloads on your computer and provides a backup if you delete purchased content from iPad.

Purchased content is synced to the “Purchased on <name of your iPad>” playlist. iTunes creates the playlist if it doesn’t exist. iTunes also syncs your purchases to the Purchased playlist that iTunes uses for purchases you make on your computer, if that playlist exists and is set to sync with iPad.

Podcasts you download sync to the Podcast list in your iTunes library.

Viewing Account Information

To view your iTunes Store account information on iPad, scroll to the bottom of the screen and tap Sign In. If you’re already signed in, tap Account. Or, go to Settings > Store and tap View Account. You must be signed in to view your account information.

Verifying Purchases

You can use iTunes on your computer to verify that all the music, videos, applications, and other items you bought from the iTunes Store or App Store are in your iTunes library. You might want to do this if a download was interrupted.

Verify your purchases:

- 1 Make sure your computer has an Internet connection.
- 2 In iTunes, choose Store > Check for Available Downloads.
- 3 Enter your iTunes Store account ID and password, and click Check.

Purchases not yet on your computer are downloaded.

The Purchased playlist displays your purchases. However, because you can add or remove items in this list, it might not be accurate. To see all of your purchases, sign in to your account, choose Store > View My Account, then click Purchase History.

App Store



About the App Store

Use the App Store to add applications to iPad. Browse, purchase, and download applications specifically designed for iPad, or for iPhone and iPod touch.

Applications you download from the App Store and install on iPad are backed up to your iTunes library the next time you sync. When you sync, you can also install applications on iPad that you purchase through iTunes on your computer. iPad works with virtually all iPhone and iPod touch applications, so if you already have applications for your iPhone or iPod touch, you can sync them to iPad from your Mac or PC. Use them at their original size, or tap $\times 2$ in the bottom-right corner of the screen to expand them.

Note: The App Store and some applications are not available in all areas. Application availability and pricing are subject to change.

To use the App Store, iPad must have an Internet connection. See “Connecting to the Internet” on page 33. You also need an iTunes Store account (not available in some countries) to download applications. iPad gets your iTunes Store account settings from iTunes. If you don’t have an iTunes Store account, or if you want to make purchases from another iTunes Store account, go to Settings > Store. See “Store” on page 132.

Browsing and Searching

Browse Featured to see new, notable, or recommended applications, or browse Top Charts to see the most popular applications. If you’re looking for a specific application, use Search.

Browse applications: Tap Featured, Top Charts, or Categories at the bottom of the screen.

Search for applications: Tap the search field at the top of the screen and enter one or more words. Choose from the list of suggestions, or tap Search on the keyboard.

Getting More Information

Tap any application in a list to see the Info screen, which shows the application's price, screenshots, and ratings.



Email a link to the application's Info page: Tap "Tell a Friend" at the top of the screen.

Report a problem: Tap "Report a Problem" at the top of the Info screen. Select a problem from the list or type your comments, then tap Report.

View screenshots: Scroll down to the screenshots, then flick left or right to see additional screenshots.

Get ratings and read reviews: Scroll down to "Customer Ratings & Reviews."

Buying Applications

When you find an application you want in the App Store, you can purchase and download it to iPad. If the application is free, you can download it without charge after providing your iTunes account information.

Once you download an application, it's installed immediately.

Purchase and download an application:

- 1 Tap the price, then tap Buy App (or tap Free, then tap Install App).
- 2 Sign in to your account if requested, then tap OK.

If you don't have an iTunes Store account, tap Create New Account to set one up.

Purchases are charged to your iTunes Store account. If you make additional purchases within fifteen minutes, you don't have to enter your password again.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you sign in to your account, your remaining store credit appears with your account information at the bottom of most App Store screens.

Enter a redemption code: Tap Featured or Top Charts, scroll to the bottom the screen, tap Redeem, then follow the onscreen instructions.

See the status of application downloads: After you begin downloading an application, its icon appears on the Home screen and shows a progress indicator.



If a download is interrupted, iPad starts the download again the next time it connects to the Internet. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in to the same iTunes account).

Using Applications

Applications designed for iPad work in any orientation—portrait or landscape. When you use an application in landscape orientation, it fills the screen.

On iPad, you can use applications designed for iPhone or iPod touch at their original size, or expand them.

Expand an application: Tap  in the bottom-right corner.

Return an application to its original size: Tap  in the bottom-right corner.

Some applications let you make purchases within the application. You can restrict in-app purchases in Settings. See “Restrictions” on page 122.

Some applications use push notifications to alert you of new information, even when the application isn’t running. Notifications vary by the application, but may include text or sound alerts, or a number on the application icon on the Home screen.

Updating Applications

The App Store checks for updates to applications you install. The App Store icon shows the total number of application updates available.



If an update is available when you access the App Store, the Updates screen appears immediately. Application updates are downloaded and installed when you choose to update them.

Note: Application upgrades are new releases, which you can purchase or download.

Update an application:

- 1 At the bottom of the screen, tap Updates.
- 2 Tap an application to see more information about the update.
- 3 Tap Update.

Update all applications: At the bottom of the screen, tap Updates, then tap Update All.

If you try to update an application purchased from a different iTunes Store account, you're prompted for that account's ID and password in order to download the update.

Writing Reviews

You can write and submit application reviews on iPad.

Write a review:

- 1 On the Info screen, scroll down to "Customer Ratings and Reviews."
- 2 Tap "Write a Review."
- 3 Set the rating (1–5 stars), enter a title for the review, and add optional review comments.
- 4 Tap Submit.

Before submitting reviews, you must sign in to your iTunes Store account and purchase or download the application.

Deleting Applications

You can delete iPad applications that you've installed from the App Store. You can't delete built-in iPad applications.

iTunes automatically backs up any applications you download to iPad when you sync. If you delete an application on iPad, you can reinstall it if it was previously synced.

Important: If you delete an application, documents and data associated with the application are deleted from iPad, unless you reinstall the application and restore its data from a backup using iTunes.

Delete an App Store application:

- 1 Touch and hold any application icon on the Home screen until the icons start to wiggle.
- 2 Tap  in the corner of the application you want to delete.
- 3 Tap Delete.

Press the Home  button to cancel.

When you delete an application, its data is no longer accessible, but it isn't erased from iPad. For information about erasing all content and settings, see "Resetting iPad" on page 125.

Syncing Purchases

iTunes automatically syncs applications you download or purchase on iPad to your iTunes library when you connect iPad to your computer. This lets you access the downloaded applications on your computer and provides a backup if you delete applications from iPad.

Downloaded applications are backed up the next time you sync with iTunes. Afterwards, only application data is backed up when you sync with iTunes.

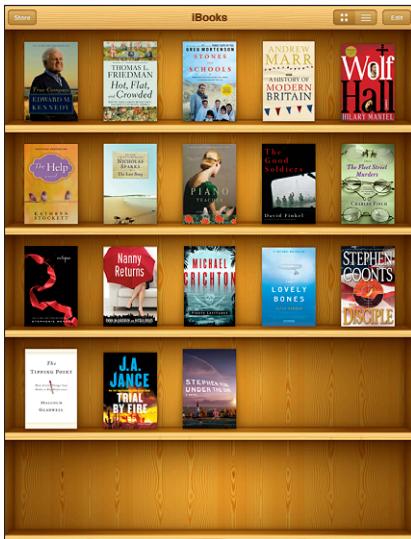
Applications are synced to the Applications list in your iTunes library. iTunes creates the list if it doesn't exist.



About iBooks

The iBooks application is a great way to read and buy books. Download the free application from the App Store, and then get everything from classics to best sellers from the built-in iBookstore. Once you download a book, it's displayed on your bookshelf. Just tap it to start reading. iBooks automatically remembers your location, so you can easily return to where you left off. A wide range of display options make the book easy to read, even in low light.

iBooks and the iBookstore are not available in all languages and locations.



Available on the iBookstore. Title availability is subject to change.

To download the iBooks application and use the iBookstore, iPad must have an Internet connection. You also need an iTunes Store account. iPad normally gets your iTunes Store account settings when you sync with iTunes—if you don't have an iTunes Store account, or if you want to make purchases using another iTunes Store account, go to Settings > Store.

Syncing Books

Use iTunes to sync your books with iPad. When iPad is connected to your computer, the Books pane lets you choose which books to sync.

In addition to books that you download from iBookstore, iBooks works with books that are in ePub format and DRM-free. There are several websites that offer ePub books, and many of these books can be used with iBooks.

Add an ePub book: Download the book using your computer, then add it to your iTunes library. Connect iPad to your computer, select the book in the Books pane in iTunes, then sync iPad.

Finding Books

iBooks comes with some books for you to enjoy. To download more books, use the built-in iBookstore.

Browse books: In the iBooks application, tap Store to open the iBookstore. From there you can browse featured books, top-selling books, or the New York Times Best-Seller lists, and browse for books by author or topic.

Get more information: Tap a book cover to see more information about the book. Tap Get Sample to download a sample portion of the book. You can also read reviews, write reviews for books you purchase, or email a link about the book to a friend.

Purchasing Books

When you find a book you like, you can purchase it and download it to iPad. Some books may be free for downloading.

Purchase a book: Find a book you want, tap the price, then tap Buy Now. Sign in to your iTunes Store account, then tap OK.

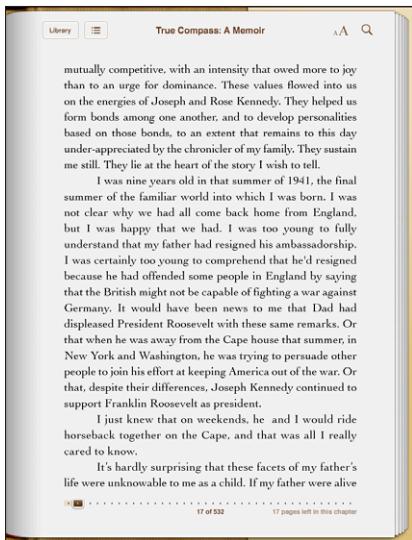
Your purchase is charged to your iTunes Store account. For additional purchases made within the next fifteen minutes, you don't have to enter your password again.

If you've already purchased a book and want to download it again, tap Purchases and find the book in the list. Then tap the Download button to download the book to iPad.

Books that you purchase are automatically synced to your iTunes library the next time you sync iPad with your computer. This provides a backup in case you delete the book from iPad. To view a deleted book, you must sync it back to iPad.

Reading Books

Reading a book is easy. Find the book you want to read, then tap to open it.



Turn pages: Tap or flick near the right or left margin of a page.

When you close a book, either by tapping Library or by pressing the Home □ button, iBooks automatically remembers the page and returns to it the next time you open the book.

Go to a specific page: Tap near the center of the current page to show the controls. In the page navigator controls at the bottom of the page, drag until the desired page number or chapter name appears, then let go to jump to that location.

Go to the table of contents: Tap near the center of the current page to show the controls, then tap the Contents button. Tap an entry in the Contents to jump to that location, or tap Resume to return to the current page.

Set or remove a bookmark: When you close a book, iBooks automatically remembers where you left off and returns to it when you open the book again.

You can also insert a bookmark. Touch and hold any word on the page, then tap Bookmark. To remove the bookmark, touch and hold the bookmarked word, then tap Delete.

To read a book while lying down, use the screen rotation lock to prevent iPad from rotating the display when you tilt iPad. For information, "Applications" on page 11.

Changing the Type Size and Font

You can change the appearance of books. To make changes, access the controls by tapping near the center of a page.

Change the typeface or type size: Tap , then in the list that appears, tap A or  to reduce or enlarge the type size. To switch to a different typeface, select one from the list. Changing the typeface and size also changes text formatting to best fit the page.

Change the brightness: Tap , then adjust the brightness. This setting is only in effect in iBooks.

Searching in a Book

You can quickly search the contents of a book to find a favorite passage, or all of the references to a word or phrase you're interested in. You can also send a search to Wikipedia or Google to see other related resources.

Search in a book: Open a book and tap near the center of the page to show the controls. Tap the magnifying glass, then enter a search phrase and tap Search. Tap a result in the list to see that page in the book.

To send your search to Google or Wikipedia, tap Search Google or Search Wikipedia. Safari opens and displays the result.

To quickly access information about a word, touch and hold the word.

Having a Book Read to You

If you have a visual impairment, you can use VoiceOver to have iPad read a book aloud. Some books may not be compatible with VoiceOver. For information, see "VoiceOver" on page 106.

Using the Bookshelf

Use the bookshelf to browse your books or delete a book.

Sort your books: Tap , then select a sorting criteria.

View your books in a list: Tap . To switch back to viewing the bookshelf, tap .

Delete a book from the bookshelf: Tap Edit, or press and hold on the cover of any book until the books shake. Then tap  for each book you want to delete. When you're finished deleting books, tap Edit or press Home.

If you've synced iPad to your computer, deleted books remain in your iTunes library. If you delete a book you purchased, you can also download it again from the Purchases tab in iBookstore.

In addition to the many features that make iPad easy to use for everyone, iPad includes universal access features.

Universal Access Features

Universal access features make iPad easy to use for people who have a vision impairment, are deaf or hard of hearing, or have a physical or learning disability.

The accessibility features on iPad include:

- Support for playback of closed-captioned content
- VoiceOver screen reader
- Full-screen zoom magnification
- White on Black
- Mono Audio

Zoom, White on Black, and Mono Audio work with all applications. VoiceOver works with the built-in iPad applications, and some third-party applications you can download from the App Store. Closed-captioning works with movies and podcasts that include it.

For more information about the iPad accessibility features, go to www.apple.com/accessibility.

You can turn individual accessibility features on or off in Accessibility settings on iPad.

You can also turn some accessibility features on or off in iTunes when you connect iPad to your computer.

Turn accessibility features on or off in iTunes:

- 1 Connect iPad to your computer.
- 2 In iTunes, select iPad in the sidebar.
- 3 In the Summary pane, click Configure Universal Access in the Options section.
- 4 Select the accessibility features you want to use, then click OK.

The features you select are available immediately on iPad when you click OK.



VoiceOver

VoiceOver describes aloud what appears onscreen, so that you can use iPad without seeing it.

VoiceOver tells you about each element on the screen as you select it. When you select an element, a black rectangle encloses it (for the benefit of those who can see the screen) and VoiceOver speaks the name or describes the item. The enclosing rectangle is referred to as the VoiceOver cursor.

Touch the screen or drag your fingers to hear different items on the screen. To interact with items on the screen, such as buttons and links, use the gestures described in “VoiceOver Gestures” on page 108. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item. When you select a control (such as a button or switch), VoiceOver provides instructions for you—for example, “double-tap to open.”

When you go to a new screen, VoiceOver plays a sound and automatically selects and speaks the first element of the screen (typically, the item in the upper-left corner). VoiceOver also lets you know when the display changes to landscape or portrait orientation, and when the screen is locked or unlocked.

Note: VoiceOver speaks in the language specified in International settings, which may be influenced by the Region Locale setting. VoiceOver is available in many languages, but not all.

Setting Up VoiceOver

VoiceOver changes the gestures you use to control iPad. Once you turn VoiceOver on, you must use VoiceOver gestures to operate iPad—even to turn VoiceOver off again and resume standard operation.

Turn VoiceOver on or off on iPad: In Settings, choose General > Accessibility > VoiceOver, then tap the VoiceOver On/Off switch.

Turn VoiceOver on or off in iTunes: Select iPad in the iTunes sidebar. In the Options section of the Summary pane, click Configure Universal Access. Select VoiceOver, then click OK.

You can also set Triple-click Home to turn VoiceOver on or off. See “Triple-Click Home” on page 115.

Note: You cannot use VoiceOver and Full-screen Zoom at the same time.

VoiceOver Settings

You can set VoiceOver to give spoken hints, increase or decrease the speaking rate, or give typing feedback.

Turn spoken hints on or off: In Settings, choose General > Accessibility > VoiceOver, then tap the Speak Hints On/Off switch. Spoken hints are turned on by default.

Set the VoiceOver speaking rate: In Settings, choose General > Accessibility > VoiceOver, then adjust the Speaking Rate slider.

You can choose what kind of feedback you get when you type. You can set VoiceOver to speak characters, words, both, or nothing. If you choose to hear both characters and words, VoiceOver speaks each character as you type it, then speaks the whole word when you enter a space or punctuation.

Choose typing feedback: In Settings, choose General > Accessibility > VoiceOver > Typing Feedback, then choose Characters, Words, Characters and Words, or Nothing.

You can also change the language spoken by VoiceOver.

Change the language spoken by VoiceOver: In Settings, choose General > International > Language, then select a language and tap OK.

Some languages may be influenced by the Region Local setting. In Settings, choose General > International > Region Format, then select the format.

VoiceOver Gestures

When VoiceOver is turned on, it changes the gestures you use to control iPad, so that you can hear descriptions without activating buttons. These VoiceOver gestures let you move around the screen and control the individual elements that you select. Some VoiceOver gestures use two, three, or four fingers to tap or flick. For best results when using more than one finger, relax and let your fingers touch the screen with some space between them.

There are many ways to enter VoiceOver gestures. For example, you can two-finger tap by using either two fingers on one hand, or one finger on each hand. You can also use your thumbs. Try different techniques to discover what works best for you.

If your gestures don't work, try quicker movements, especially for double-tapping and flicking gestures. To flick, try quickly brushing the screen with your finger or fingers.

Practice gestures: In Settings, choose General > Accessibility > VoiceOver > Practice Gestures, then tap the Practice VoiceOver Gestures button. Practice the gestures described in "VoiceOver Settings," below. When you finish practicing, tap Done.

Make single-finger flicking gestures quickly, to distinguish them from dragging gestures.

Here's a summary of VoiceOver gestures:

Navigate and Read

- *Tap:* Speak item.
- *Flick right or left:* Select the next or previous item.
- *Flick up or down:* The effect varies depending on the Rotor Control setting. See "Using VoiceOver" on page 110.
- *Two-finger tap:* Stop speaking the current item.
- *Two-finger flick up:* Read all, from the top of the screen.
- *Two-finger flick down:* Read all, from the current position.
- *Three-finger flick up or down:* Scroll one page at a time.
- *Three-finger flick right or left:* Go to the next or previous page (such as the Home screen or Safari).
- *Three-finger tap:* Speak the scroll status (which page or rows are visible).
- *Four-finger flick up or down:* Go to the first or last element on a page.
- *Four-finger flick right or left:* Go to the next or previous section (for example, on a webpage).

Select and Activate

- *Double-tap:* Activate selected item.
- *Touch an item with one finger, tap the screen with another finger (“split-tapping”):* Activate item.
- *Double-tap and hold (1 second) + standard gesture:* Use a standard gesture.

The double-tap and hold gesture tells iPad to interpret the subsequent gesture as standard. For example, you can double-tap and hold, and then without lifting your finger, drag your finger to slide a switch.

You can use standard gestures when VoiceOver is turned on, by double-tapping and holding your finger on the screen. A series of tones indicates that normal gestures are in force. They remain in effect until you lift your finger, then VoiceOver gestures resume.

- *Two-finger double tap:* Play or pause in iPod, YouTube, Voice Memos, or Photos. Start or pause recording in Voice Memos. Start or stop the stopwatch.
- *Three-finger double tap:* Mute or unmute VoiceOver.
- *Three-finger triple tap:* Turn the display on or off.

Rotor Control

The rotor is a virtual control that acts like a physical dial when VoiceOver is turned on. Use the rotor to change VoiceOver settings and to access additional commands and features.

Operate the rotor: Rotate two fingers on the iPad screen to “turn” the dial and choose items on the rotor. Flick up and down to use the selected item.

The effect of the rotor depends on what you’re doing. For example, if you’re reading text in an email, you can use the rotor to switch between hearing text spoken word-by-word, character-by-character, or line-by-line when you flick up or down. When you browse a webpage, use the rotor to choose whether you hear text word-by-word or character-by-character, hear just the headers, hear just the links (all of them, visited links, or links not yet visited), hear form elements, or hear descriptions of images.

You can use the rotor setting to hear all of the text, or to jump from one element of a certain type (such as headers or links) to another.

Change the language voice: Select the language voice you want in the rotor, then use the rotor to quickly switch language voices.

- In Settings, choose General > Accessibility > VoiceOver > Language Rotor.
- Tap the language voices you want in the language rotor.
- Turn the rotor to “languages,” then flick up or down to select the language voice you want to use.

You can also re-order the language voices in Settings. Rotor options depend on the context of what you’re doing.

Reading text

- Select and hear text character-by-character
- Select and hear text word-by-word
- Select and hear text line-by-line

Browsing a webpage

- Select and hear text character-by-character
- Select and hear text word-by-word
- Select and hear text line-by-line
- Select and hear headers
- Select and hear links
- Select and hear form controls
- Select and hear visited links
- Select and hear links not visited
- Select and hear images
- Select and hear static text
- Zoom in or out

Entering text

- Move the insertion point and hear text, character-by-character
- Move the insertion point and hear text, word-by-word
- Move the insertion point and hear text, line-by-line
- Text editing functions
- Auto-text

Using a control

- Select and hear the value, character-by-character
- Select and hear the value, word-by-word
- Select and hear the value, line-by-line
- Adjust the value of the control object

Using VoiceOver

Unlock iPad: Select the Unlock button, then double-tap the screen.

Select items on the screen: Drag your finger across the screen. VoiceOver identifies each element as you touch it. You can also move systematically from one element to the next by flicking left or right with one finger. Elements are selected from left to right, top to bottom. Flick right to go to the next element, or flick left to go to the previous element.

“Tap” a selected item when VoiceOver is turned on: Double-tap anywhere on the screen.

Speak the text of an element, character-by-character, word-by-word, or line-by-line: With the element selected, flick up or down with one finger. Flick down to read the next character, or flick up to read the previous character. Twist the rotor control to read word-by-word or line-by-line.

Adjust a slider: With one finger, flick up to increase the setting or down to decrease the setting. VoiceOver speaks the setting as you adjust it.

Scroll a list or area of the screen: Flick up or down with three fingers. Flick down to page down, or flick up to page up. When paging through a list, VoiceOver speaks the range of items displayed (for example, “showing rows 5 through 10”).

Scroll continuously through a list: Double-tap and hold. When you hear a series of tones, you can move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.

Use an index: Some lists have an alphabetical index along the right side. The index can't be selected by flicking between elements; you must tap the index to select it. With the index selected, flick up or down to move along the index. You can also double-tap, then slide your finger up or down.

Rearrange the Home screen: On the Home screen, select the icon you want to move. Double-tap and hold, then drag the icon. VoiceOver speaks the row and column position as you drag the icon. Release the icon when it's in the location you want. You can drag additional icons. Drag an item to the left or right edge of the screen to move it to another page of the Home screen. When you finish rearranging the icons, press the Home □ button.

You can turn speaking off, stop speaking an item, turn the display off, or have VoiceOver speak the entire screen.

Mute VoiceOver

Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the screen rotation lock to Lock.

Stop speaking an item

Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.

Turn off the display while you use VoiceOver

Triple-tap with three fingers. Repeat to turn the display on again.

Speak the entire screen from the top

Flick up with two fingers.

Speak from the current item to the bottom of screen

Flick down with two fingers.

You can hear iPad status information by tapping the status bar at the top of the screen. This includes the time, battery life, Wi-Fi signal strength, and more.

Entering and Editing Text

When you select a text field with VoiceOver, you can use the onscreen keyboard to enter text. You can use the editing features of iPad to cut, copy, or paste in the text field.

Note: Safari doesn't support copying webpage content. The editing features work only in editable text fields.

Enter text:

- 1 Use VoiceOver to select an editable text field, then double-tap to display the insertion point and bring up the onscreen keyboard. If the field already contains text, the insertion point is placed at the beginning or at the end of the text. Double-tap again to place the insertion point at the opposite end. VoiceOver tells you the position of the insertion point.

The insertion point and onscreen keyboard may appear automatically when you select a text field. VoiceOver announces when you're in editing mode—based on the rotor setting.

- 2 To type, do one of the following:
 - “Touch-type” by dragging your finger to select a key, then lifting your finger to enter the character.
 - “Standard-type” by flicking left or right to select a key on the keyboard, then double-tapping to enter the character.
 - Enter a character by dragging your finger around the keyboard to select a key, and, while holding the key with one finger, tapping the screen with another finger.

VoiceOver speaks the key when it's selected, and again when it's entered.

Enter an accented character: Double-tap and hold, until you hear a sound indicating that the alternate characters have appeared, then drag left or right to select and hear the choices. Release your finger to enter the current selection.

Move the insertion point: Flick up or down to move the insertion point forward or backward in the text. VoiceOver makes a sound when the insertion point moves, and speaks the character that the insertion point moved across. Use the rotor to choose whether you want to move the insertion point by characters, words, or lines.

Select text: Use the rotor to choose edit. Flick up or down to choose between the Select and Select All functions, then double-tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. If you chose Select All, all the text is selected.

Pinch to increase or decrease the selection.

Cut, copy, or paste: Make sure the rotor is set to edit. With text selected, flick up or down to choose Cut, Copy, or Paste, then double-tap.

Undo: Shake iPad, or flick left or right to choose the action to undo, then double-tap.

Change the pitch: In Settings, choose General > Accessibility > VoiceOver, then tap the Use Pitch Change button. Then, when you delete a letter, it's spoken with a lower pitch.

Speak keys phonetically: In Settings, choose General > Accessibility > VoiceOver, then tap the Use Phonetics button. Then, when you pause on a key, VoiceOver speaks the letter of that key phonetically (for example, alpha for a, bravo for b, charlie for c, and so on).

Using Maps

Use VoiceOver to zoom in or out, select pins, and get information about locations.

Zoom in or out: Use the rotor to choose zoom mode, then flick up or down to zoom in or out.

Select a pin: Touch a pin, or flick left or right to move from one item to another.

Zoom

The Zoom accessibility feature lets you magnify the entire screen to help you see what's on the display.

Turn Zoom on or off: In Settings, choose General > Accessibility > Zoom, then tap the Zoom On/Off switch. Or, use Triple-click Home, (see "Triple-Click Home" on page 115).

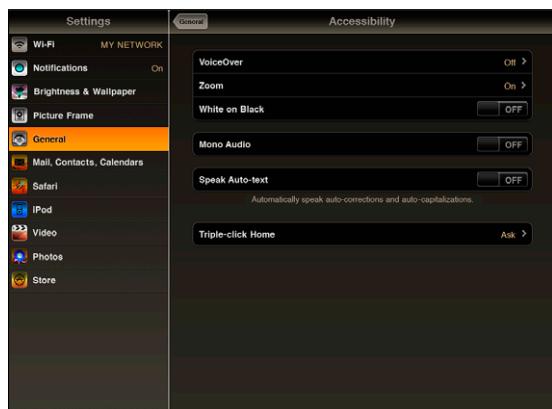
Zoom in or out: Double-tap the screen with three fingers. By default, the screen is magnified 200 percent. If you manually change the magnification (by using the tap-and-drag gesture, described below), iPad automatically returns to that magnification when you zoom in by double-tapping with three fingers.

Increase magnification: With three fingers, tap and drag up to increase magnification or down to decrease magnification. The tap-and-drag gesture is similar to a double-tap, except you don't lift your fingers on the second tap—instead, drag your fingers on the screen.

Move around the screen: While zoomed in, drag the screen with three fingers. Hold one finger near the edge of the display to pan to that side of the screen image. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom always goes to the upper-center of the screen.

White on Black

Use White on Black to invert the colors on the iPad display, which may make it easier to read the screen. When White on Black is turned on, the screen looks like a photographic negative.



Invert the screen's colors: In Settings, choose General > Accessibility, then tap "White on Black."

Mono Audio

Mono Audio combines the sound of the left and right channels into a mono signal played on both sides. This lets users with hearing impairment in one ear hear the entire sound signal with the other ear.

Turn Mono Audio on or off: In Settings, choose General > Accessibility, then tap the Mono Audio button.

Speak Auto-Text

Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

Turn Speak Auto-text on or off: In Settings, choose General > Accessibility, then tap the Speak Auto-text button.

Speak Auto-text also works with VoiceOver or Zoom.

Triple-Click Home

Triple-click Home is an easy way to turn some Accessibility features on or off by quickly press the Home □ button three times. You can set Triple-click Home to turn VoiceOver on or off, turn White on Black on or off, or ask if you would like to triple-click the Home button to:

- Turn VoiceOver on or off
- Turn Zoom on or off
- Turn White on Black on or off

Triple-click Home is normally turned off.

Set the Triple-click Home function: In Settings, choose General > Accessibility > Triple-click Home, then choose the function you want.

Closed Captioning and Other Helpful Features

Many standard features available on iPad help make it accessible to all users, including those with disabilities.

Closed Captioning

You can turn on closed captioning for videos in iPod settings. See “iPod” on page 130.

Widescreen Keyboards

All the built-in iPad applications show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard or the iPad Keyboard Dock.

Minimum Font Size for Mail Messages

To increase readability, set the minimum font size for Mail message text to Large, Extra Large, or Giant. See “Mail” on page 127.

Universal Access in Mac OS X

Take advantage of the Universal Access features in Mac OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Mac Help, then search for “universal access.”

For more information about iPad and Mac OS X accessibility features, go to www.apple.com/accessibility.



About Settings

Settings lets you customize iPad applications, set the date and time, configure your network connection, and enter other iPad preferences.

Notifications

Notifications settings appear when you install an application from the App Store that uses the Apple Push Notification service. Applications use push notifications to alert you about new information, even when the application isn't running. Notifications differ depending on the application, but may include text or sound alerts, and a numbered badge on the application's icon on the Home screen. You can turn notifications off if you don't want to be notified or want to conserve battery life.

Turn all notifications on or off: In Settings, tap Notifications, then turn Notifications on or off.

Turn sounds, alerts, or badges on or off for an application: In Settings, tap Notifications, choose an application from the list, then choose the types of notifications you want to turn on or off.

Airplane Mode

Airplane Mode (on iPad Wi-Fi + 3G only) disables the wireless features of iPad to comply with airline regulations.

Turn Airplane Mode on or off: In Settings, tap Airplane Mode to turn it on or off.

When airplane mode is on, a small airplane appears in the status bar at the top of the screen. Wi-Fi and Bluetooth signals aren't emitted, and GPS reception is turned off, disabling many iPad features. You won't be able to:

- Send or receive email

- Browse the Internet
- Sync your contacts, calendars, or bookmarks
- Stream YouTube videos
- Get map locations
- Use the iTunes Store or the App Store

If allowed by the aircraft operator and applicable laws and regulations, you can continue to use iPad to:

- Listen to music and watch video
- Check your calendar
- View photos
- Take notes
- Read email messages stored on iPad
- Use Bluetooth devices

Where allowed by the aircraft operator and applicable laws and regulations, you can turn Wi-Fi back on, so you can:

- Send and receive email
- Browse the Internet
- Sync your contacts, calendars, and bookmarks
- Stream YouTube videos
- Use the iTunes Store or the App Store

VPN

This setting appears when you configure a Virtual Private Network (VPN). See “VPN Access” on page 135.

Turn VPN on or off: Tap VPN to turn it on or off.

Set up a VPN configuration: Choose General > Network > VPN.

Wi-Fi

Wi-Fi settings determine whether iPad uses local Wi-Fi networks to connect to the Internet. If no Wi-Fi networks are available, or you turn Wi-Fi off, then iPad connects to the Internet over your cellular data network (on iPad Wi-Fi + 3G only), if available. You can use Mail, Safari, YouTube, the iTunes Store, and the App Store over a cellular data network connection.

Turn Wi-Fi on or off: Choose Wi-Fi, then turn Wi-Fi on or off.

Join a Wi-Fi network: Choose Wi-Fi, wait a moment as iPad detects networks in range, then select a network. If necessary, enter a password and tap Join. (Networks that require a password appear with a lock  icon.)

Once you join a Wi-Fi network, iPad automatically joins it whenever the network is in range. If more than one previous network is in range, iPad joins the one most recently used.

When iPad joins a Wi-Fi network, the Wi-Fi  icon in the status bar at the top of the screen shows signal strength. The more bars you see, the stronger the signal.

Set iPad to ask if you want to join a new network: Choose Wi-Fi, then turn “Ask to Join Networks” on or off.

When you try to access the Internet (using Safari or Mail, for example) and you aren’t in range of a Wi-Fi network you previously used, iPad looks for another network. iPad displays a list of all the available Wi-Fi networks that you can choose from. Networks that require a password show a lock  icon. If “Ask to Join Networks” is off, you must manually join a network to connect to the Internet when a previously used network or a cellular data network isn’t available.

Forget a network, so iPad doesn’t join it automatically: Choose Wi-Fi, then tap  next to a network you’ve joined before. Then tap “Forget this Network.”

Join a closed Wi-Fi network: To join a Wi-Fi network that isn’t shown in the list of networks, choose Wi-Fi > Other, then enter the network name. If the network requires a password, tap Security, tap the type of security the network uses, and enter the password.

To connect to a closed network, you must know the network name, password, and security type.

Some Wi-Fi networks may require you to provide additional information, such as a client ID or static IP address. Ask your network administrator what to use.

Adjust settings to connect to a Wi-Fi network: Choose Wi-Fi, then tap  next to a network.

Cellular Data

Use Cellular Data settings (on iPad Wi-Fi + 3G only) to turn Data Roaming on or off, change your account information, or add a Personal Identification Number (PIN) to lock the micro-SIM card.

Turn the cellular data network on or off: Choose Cellular Data, then turn Cellular Data on or off.

Turn data roaming on or off: Choose Data Roaming, then turn data roaming on or off.

View your account information: To see or change your account information, tap View Account.

Add a SIM PIN: To add a PIN to lock your micro-SIM card, tap SIM PIN.

Brightness & Wallpaper

Use Brightness settings to adjust the screen brightness to a comfortable level. Use Wallpaper settings to personalize your iPad.

Adjust the screen brightness: Choose Brightness, then drag the slider.

Set whether iPad adjusts screen brightness automatically: Choose Brightness, then turn Auto-Brightness on or off. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

A wallpaper background picture is displayed when you unlock iPad and on Home screens. You can select one of the images that came with iPad, an image you've saved to iPad, or a photo from the Photo Library.

Set wallpaper: Choose Wallpaper, choose an image, then do one of the following:

- *To use the image as the background for the Lock screen, tap Set Lock Screen.*
- *To use the image as the background for the Home screen, tap Set Home Screen.*
- *To use the image as the background for both the Lock screen and Home screen, tap Set Both.*

Picture Frame

Picture Frame mode turns iPad into an animated picture frame. Choose which transitions and photos to display. Choose whether to zoom in on faces and whether to shuffle photos.

Activate Picture Frame: Tap  on the Lock screen.

General

General settings include date and time, security, network, and other settings that affect more than one application. This is also where you can find information about your iPad, or reset iPad to its original state.

About

Choose General > About to get information about iPad, including:

- Network information
- Number of songs, videos, photos, and applications
- Total storage capacity
- Space available
- Software version
- Serial and model numbers

- Addresses for Cellular Data (iPad Wi-Fi + 3G only), Wi-Fi, and Bluetooth
- Legal and Regulatory information

Usage

Show battery percentage: Turn Battery Percentage on to display the percentage of battery charge next to the battery icon in the upper-right corner.

See cellular network data: See the amount of data sent and received over the cellular data network (on iPad Wi-Fi + 3G only).

Reset your usage statistics: Tap Reset Statistics to clear accumulated data and statistics.

Sounds

Adjust alerts volume: Choose General > Sounds, then drag the slider. Or, if no song or video is playing, use the volume buttons on the side of iPad.

Set alert and effects sounds: Choose General > Sounds, then turn items on or off.

You can set iPad to play a sound whenever you:

- Get an email message
- Send an email message
- Have an event that you've set to alert you
- Lock iPad
- Type using the keyboard

Network

Use Network settings to access Wi-Fi settings or configure a VPN (virtual private network) connection.

Add a new VPN configuration: Choose General > Network > VPN > Add VPN Configuration.

VPNs used within organizations allow you to communicate private information securely over a non-private network. You may need to configure VPN, for example, to access your work email on iPad.

iPad can connect to VPNs that use the L2TP, PPTP, or Cisco IPSec protocols. VPN works over both Wi-Fi and cellular data network (iPad Wi-Fi + 3G only) connections.

Ask your network administrator which settings to use. In most cases, if you've set up VPN on your computer, you can use the same VPN settings for iPad.

Once you enter VPN settings, a VPN switch appears in the Settings menu, which you can use to turn VPN on or off.

VPN may also be automatically set up by a configuration profile. See “Using Configuration Profiles” on page 133.

Change a VPN configuration: Choose General > Network > VPN, then tap the configuration you want to update.

Turn VPN on or off: Tap Settings, then turn VPN on or off. When VPN is on, you see the **VPN** icon in the status bar at the top of the screen.

Delete a VPN configuration: Choose General > Network > VPN, tap the blue arrow to the right of the configuration name, then tap Delete VPN at the bottom of the configuration screen.

Bluetooth

iPad can connect to Bluetooth headphones or keyboards for wireless listening or typing. See “Bluetooth” on page 22.

Turn Bluetooth on or off: Choose General > Bluetooth, then turn Bluetooth on or off. When Bluetooth is on, you see the Bluetooth \mathbb{B} icon in the status bar at the top of the screen.

Location Services

Location Services allows applications such as Maps to gather and use data based on your location. Location Services doesn’t correlate the data it collects with your personally identifiable information. Your approximate location is determined using available information from local Wi-Fi networks (if you have Wi-Fi turned on). iPad Wi-Fi + 3G also uses cellular networks and GPS to determine your location.

You can turn Location Services off if you don’t want to use this feature. If you turn Location Services off, you’ll be prompted to turn it on again whenever an application tries to use this feature.

Turn Location Services on or off: Choose General > Location Services, then turn location services on or off.

To conserve battery life, you can turn Location Services off when you’re not using it.

Auto-Lock

Locking iPad turns off the display to save your battery and to prevent unintended operation of iPad.

Set the amount of time before iPad locks: Choose General > Auto-Lock, then choose a time.

Passcode Lock

Initially, iPad doesn’t require you to enter a passcode to unlock it. For additional security, you can create a passcode.

Set a passcode: Choose General > Passcode Lock and enter a 4-digit passcode, then enter the passcode again to verify it. iPad then requires you to enter the passcode to unlock it or to display the passcode lock settings.

Turn passcode lock off: Choose General > Passcode Lock, enter your passcode, tap Turn Passcode Off, then enter your passcode again.

Change the passcode: Choose General > Passcode Lock, enter your passcode, then tap Change Passcode. Enter your passcode again, then enter and reenter your new passcode.

If you forget your passcode, you must restore the iPad software. See “Updating and Restoring iPad Software” on page 139.

Set how long before your passcode is required: Choose General > Passcode Lock, then enter your passcode. Tap Require Passcode, then select how long iPad can be idle before you need to enter a passcode to unlock it.

Erase data after ten failed passcode attempts: Choose General > Passcode Lock, enter your passcode, then tap Erase Data to turn it on.

After ten failed passcode attempts, your settings are reset to their original values and all your information and media are erased by removing the encryption key to the data, which is encrypted using 256-bit AES encryption.

Restrictions

You can set restrictions for the use of some applications and for iPod content on iPad. For example, parents can restrict explicit music from being seen on playlists, or turn off YouTube access entirely.

Turn on restrictions:

- 1 Choose General > Restrictions, then tap Enable Restrictions.
- 2 Enter a four-digit passcode.
- 3 Reenter the passcode.

Turn off restrictions: Choose General > Restrictions, then enter the passcode. Tap Disable Restrictions, then reenter the passcode.

If you forget your passcode, you must restore the iPad software using iTunes. See “Updating and Restoring iPad Software” on page 139.

Set application restrictions: Set the restrictions you want by tapping individual controls on or off. Initially, all controls are on (unrestricted). Tap an item to turn it off and restrict its use.



Safari is disabled and its icon is removed from the Home screen. You cannot use Safari to browse the web or access web clips. Other third-party applications may allow web browsing even if Safari is disabled.



YouTube is disabled and its icon is removed from the Home screen.



The iTunes Store is disabled and its icon is removed from the Home screen. You cannot preview, purchase, or download content.



The App Store is disabled and its icon is removed from the Home screen. You cannot install applications on iPad.



Location data isn't provided to applications.

Restrict purchases within applications: Turn In-App Purchases off. When enabled, this feature allows you to purchase additional content or features within applications downloaded from the App Store.

Set content restrictions: Tap Ratings For, then select a country in the list. You can set restrictions using that country's ratings system for the following categories of content:

- Music & Podcasts
- Movies
- TV Shows
- Apps

In the United States, for example, to allow only movies rated PG or below, tap Movies, then select PG from the list.

Note: Not all countries have a rating system.

Home

You can set preferences for double-clicking the Home button and for searching categories on the Spotlight page. You can set iPad so that double-clicking the Home button goes to the Home screen, Search, or iPod.

Set whether double-clicking the Home button shows iPod controls: Choose General > Home, then turn iPod Controls on or off to display iPod controls when you're playing music and double-click the Home button. This feature works even when the display is off or iPad is locked.

Set what categories appear in search results: Choose General > Home, then tap Search Results. Initially, all search categories in the list are selected. Tap an item to deselect it.

Set the order of search result categories: Choose General > Home, then tap Search Results, then drag next to a search category to a new place in the list.

Date and Time

These settings apply to the time shown in the status bar at the top of the screen, and in world clocks and calendars.

Set whether iPad shows 24-hour time or 12-hour time: Choose General > Date & Time, then turn 24-Hour Time on or off. (Not available in all countries.)

Set the date and time: Choose General > Date & Time. Tap Time Zone, then enter the name of a major city in your time zone. Tap the “Date & Time” return button, then tap “Set Date & Time” and enter the date and time.

Keyboard

Turn Auto-Correction on or off: Choose General > Keyboard, then turn Auto-Correction on or off.

Normally, if the default keyboard for the language you select has a dictionary, iPad automatically suggests corrections or completed words as you type.

Turn Auto-Capitalization on or off: Choose General > Keyboard, then turn Auto-Capitalization on or off.

Normally, iPad automatically capitalizes words after you type sentence-ending punctuation or a return character.

Set whether caps lock is enabled: Choose General > Keyboard, then turn Enable Caps Lock on or off.

If caps lock is enabled and you double-tap the Shift ⇤ key on the keyboard, all letters you type are uppercase. The Shift key turns blue when caps lock is on.

Turn the “.” shortcut on or off: Choose General > Keyboard and turn “.” Shortcut on or off.

The “.” shortcut lets you double-tap the space bar to enter a period followed by a space when you’re typing. It’s initially on.

Turn international keyboards on or off: Choose General > Keyboards > International Keyboards and turn on the keyboards you want.

International

Use International settings to set the language for iPad, turn keyboards for different languages on or off, and set the date, time, and telephone number formats for your region.

Set the language for iPad: Choose General > International > Language, choose the language you want to use, then tap Done.

Turn international keyboards on or off: Choose General > International > Keyboards, then turn on the keyboards you want.

If more than one keyboard is turned on, press and hold ⓘ to see a menu of keyboards. See “International Keyboards” on page 19.

Set date, time, and telephone number formats: Choose General > International > Region Format, and choose your region.

The Region Format also determines the language used for the days and months that appear in built-in iPad applications.

Accessibility

To turn on accessibility features, go to Accessibility settings and choose the features you want. See Chapter 16, “Accessibility,” on page 105.

Resetting iPad

Reset all settings: Choose General > Reset, then tap Reset All Settings.

All your preferences and settings are reset. Information, such as your contacts and calendars, and media, such as your songs and videos, aren’t deleted.

Erase all content and settings: Choose General > Reset, then tap “Erase All Content and Settings.”

This resets all settings to their original values and erases all your information and media.

Reset network settings: Choose General > Reset, then tap Reset Network Settings.

When you reset network settings, your list of previously used networks and VPN settings not installed by a configuration profile are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you’re on. The Wi-Fi and “Ask to Join Networks” settings remain turned on.

To remove VPN settings installed by a configuration profile, choose Settings > General > Profile, then select the profile and tap Remove.

Reset the keyboard dictionary: Choose General > Reset, then tap Reset Keyboard Dictionary.

You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Tap a word to reject the correction and add the word to the keyboard dictionary. Resetting the keyboard dictionary erases all words you’ve added.

Reset the Home screen layout: Choose General > Reset, then tap Reset Home Screen Layout.

Reset the location warnings: Choose General > Reset, then tap Reset Location Warnings.

Location warnings are the requests made by applications (such as Maps) to use Location Services with those applications. iPad stops presenting the warning for an application the second time you tap OK. Tap Reset Location Warnings to resume the warnings.

Mail, Contacts, Calendars

Use Mail, Contacts, Calendars settings to set up and customize accounts for iPad:

- Microsoft Exchange
- MobileMe
- Google email
- Yahoo! Mail

- AOL
- Other POP and IMAP mail systems
- LDAP accounts for Contacts
- CalDAV or iCalendar (.ics) accounts for Calendars

Accounts

The Accounts section lets you set up accounts on iPad. The specific settings that appear depend on the type of account you’re setting up. Your service provider or system administrator should be able to provide the information you need to enter.

For more information, see:

- “Setting Up Accounts” on page 35
- “Syncing and Adding Contacts” on page 70
- “Subscribing to and Sharing Calendars” on page 67

Change an account’s settings: Choose “Mail, Contacts, Calendars,” choose an account, then make the changes you want.

Changes you make to an account’s settings on iPad are *not* synced to your computer, so you can configure your accounts to work with iPad without affecting the account settings on your computer.

Stop using an account: Choose “Mail, Contacts, Calendars,” choose an account, then turn Account off.

If an account is off, iPad doesn’t display the account and doesn’t send or check email from or sync other information with that account, until you turn it back on.

Adjust advanced settings: Choose “Mail, Contacts, Calendars,” choose an account, tap Advanced, then do one of the following:

- *To set whether drafts and deleted messages are stored on iPad or remotely on your email server (IMAP accounts only),* tap Drafts Mailbox or Deleted Mailbox.
If you store messages on iPad, you can see them even when iPad isn’t connected to the Internet.
- *To adjust SSL and password settings,* tap Advanced. Ask your network administrator or Internet service provider for the correct settings.

Delete an account from iPad: Choose “Mail, Contacts, Calendars,” choose an account, then scroll down and tap Delete Account.

Deleting an account means you can no longer access the account on iPad. All email and the contacts, calendar, and bookmark information synced with the account are removed from iPad. However, deleting an account doesn’t remove the account or its associated information from your computer.

Fetch New Data

This setting lets you turn Push on or off for MobileMe, Microsoft Exchange, Yahoo! Mail, and any other push accounts on iPad. Push accounts automatically deliver new information to iPad when new information appears on the server (delays may occur). To fetch or sync pushed data, iPad must have an Internet connection. Turn Push off to suspend delivery of email and other information, or to conserve battery life.

When Push is off, and with accounts that don't support push, iPad can still check the server to see if new information is available. Use the Fetch New Data setting to determine how often data is requested. For optimal battery life, don't fetch too frequently.

Turn Push on: Choose "Mail, Contacts, Calendars" > Fetch New Data, then tap to turn Push on.

Set the interval to fetch data: Choose "Mail, Contacts, Calendars" > Fetch New Data, then choose how often you want to fetch data. To conserve battery life, fetch less frequently.

Setting Push to OFF or setting Fetch to Manually in the Fetch New Data screen overrides individual account settings.

When you set Push to OFF, Find My iPad doesn't work.

Mail

The Mail settings, except where noted, apply to all accounts you've set up on iPad.

To turn alerts sounds for new or sent mail on or off, use the General > Sounds settings.

Set the number of messages shown on iPad: Choose "Mail, Contacts, Calendars" > Show, then choose a setting.

Choose to see the most recent 25, 50, 75, 100, or 200 messages. To download additional messages when you're in Mail, scroll to the bottom of your inbox and tap Load More Messages.

Note: For Microsoft Exchange accounts, choose "Mail, Contacts, Calendars," then choose the Exchange account. Tap "Mail days to sync" and choose the number of days of mail you want to sync with the server.

Set how many lines of each message are previewed in the message list: Choose "Mail, Contacts, Calendars" > Preview, then choose a setting.

You can choose to see up to five lines of each message. That way, you can scan a list of messages in a mailbox and get an idea of what each message is about.

Set a minimum font size for messages: Choose "Mail, Contacts, Calendars" > Minimum Font Size, then choose Small, Medium, Large, Extra Large, or Giant.

Set whether iPad shows To and Cc labels in message lists: Choose "Mail, Contacts, Calendars," then turn Show To/Cc Label on or off.

If Show To/Cc Label is on, **To** or **Cc** next to each message in a list indicates whether the message was sent directly to you or you received a copy.

Set whether iPad confirms that you want to delete a message: Choose “Mail, Contacts, Calendars,” then in Mail settings, turn Ask Before Deleting on or off.

Set whether iPad automatically loads remote images: Choose “Mail, Contacts, Calendars,” then turn Load Remote Images on or off.

If Load Remote Images is off, you can load images manually when reading a message.

Set whether iPad sends you a copy of every message you send: Choose “Mail, Contacts, Calendars,” then turn Always Bcc Myself on or off.

Add a signature to your messages: Choose “Mail, Contacts, Calendars” > Signature, then type a signature.

You can set iPad to add a signature—your favorite quote, or your name, title, and phone number, for example—to the bottom of every message you send.

Set the default email account: Choose “Mail, Contacts, Calendars” > Default Account, then choose an account.

This setting determines which of your accounts a message is sent from when you create a message from another iPad application—for example, sending a photo from Photos or tapping the email address of a business in Maps. To send the message from a different account, tap the From field in the message and choose another account.

Contacts

Set how contacts are sorted: Choose “Mail Contacts, Calendars,” then under Contacts tap Sort Order and do one of the following:

- *To sort by first name first*, tap First, Last.
- *To sort by last name first*, tap Last, First.

Set how contacts are displayed: Choose “Mail Contacts, Calendars,” then under Contacts tap Display Order and do one of the following:

- *To show first name first*, tap First, Last.
- *To show last name first*, tap Last, First.

Calendar

Set alerts to sound when you receive meeting invitation: Choose “Mail, Contacts, Calendars,” then under Calendar tap “New Invitation Alerts” to turn it on.

Set how far back in the past to show your calendar events on iPad: Choose “Mail, Contacts, Calendars” > Sync, then choose a period of time.

Turn on Calendar time zone support: Choose “Mail, Contacts, Calendars” > Time Zone Support, then turn Time Zone Support on. Select a time zone for calendars by tapping Time Zone and entering the name of a major city.

When Time Zone Support is on, Calendar displays event dates and times in the time zone of the city you selected. When Time Zone Support is off, Calendar displays events in the time zone of your current location as determined by the network time.

Important: If you're traveling, iPad may not display events or sound alerts at the correct local time. To manually set the correct time, see "Date and Time" on page 123.

Set alerts to sound when you receive meeting invitations: Choose "Mail, Contacts, Calendars," then under Calendar tap "New Invitation Alerts" to turn it on.

Safari

Safari settings let you select your Internet search engine, set security options, and for developers, turn on debugging.

General

To perform Internet searches, you can set the default search engine to Google or Yahoo!

Select a search engine: Choose Safari > Search Engine, then select the search engine you want to use.

You can set Safari to automatically fill out web forms using contact information, names and passwords you previously entered, or both.

Enable AutoFill: Choose Safari > AutoFill, then do one of the following:

- *To use information from contacts*, turn Use Contact Info on, then choose My Info and select the contact you want to use.

Safari uses information from Contacts to fill in contact fields on web forms.

- *To use information from names and passwords*, turn Names & Passwords on.

When this feature is on, Safari remembers names and passwords of websites you visit and automatically fills in the information when you revisit the website.

- *To remove all AutoFill information*, tap Clear All.

Security

By default, Safari is set to show features of the web, such as some movies, animation, and web applications. You may wish to change security settings to help protect iPad from possible security risks on the Internet.

Change security settings: Choose Safari, then do one of the following:

- *To set whether you're warned when visiting potentially fraudulent websites*, turn Fraud Warning on or off.

Fraud warning protects you from potentially fraudulent Internet sites. When you visit a suspicious site, Safari warns you about its suspect nature and doesn't load the page.

- To enable or disable JavaScript, turn JavaScript on or off.

JavaScript lets web programmers control elements of the page—for example, a page that uses JavaScript might display the current date and time or cause a linked page to appear in a new pop-up page.

- To block or allow pop-ups, turn Block Pop-ups on or off. Blocking pop-ups stops only pop-ups that appear when you close a page or open a page by typing its address. It doesn't block pop-ups that open when you tap a link.
- To set whether Safari accepts cookies, tap Accept Cookies and choose Never, "From visited," or Always.

A cookie is a piece of information that a website puts on iPad so the website can remember you when you visit again. This way, webpages can be customized for you based on information you may have provided.

Some webpages won't work correctly unless iPad accepts cookies.

- To clear the history of webpages you've visited, tap Clear History.
- To clear all cookies from Safari, tap Clear Cookies.
- To clear the browser cache, tap Clear Cache.

The browser cache stores the content of pages so the pages open faster the next time you visit them. If a page you open doesn't show new content, clearing the cache may help.

Developer

The debug console can help you resolve webpage errors. If it's turned on, the console appears automatically when a webpage error occurs.

Turn the debug console on or off: Choose Safari > Developer, then turn Debug Console on or off.

iPod

Use iPod Settings to adjust settings for audio playback on your iPod.

Set iTunes to play songs at the same sound level: In iTunes, choose iTunes > Preferences if you're using a Mac, or Edit > Preferences if you're using a PC. Then click Playback and select Sound Check.

Set iPad to use the iTunes volume settings (Sound Check): Choose Music, then turn Sound Check on.

Use EQ to customize the sound: Choose Music > EQ, then choose an equalizer setting.

Set a volume limit: Choose Music > Volume Limit, then drag the slider to adjust the maximum volume.

Tap Lock Volume Limit to assign a code to prevent the setting from being changed.

Get song lyrics and information about podcasts: Choose Music > Lyrics & Podcast Info, then turn Lyrics & Podcast Info on or off.

WARNING: For important information about avoiding hearing loss, see the *iPad Important Product Information Guide* at www.apple.com/support/manuals/ipad.

Video

Video settings apply to video content, including rented movies. You can set where to resume playing videos that you previously started, turn closed captioning on or off, and set up iPad to play videos on your TV.

Set where to resume playing: Choose Video > Start Playing, then select whether you want videos that you previously started watching to resume playing from the beginning or where you left off.

Turn closed captioning on or off: Choose Video, then turn Closed Captioning on or off.

Set the TV signal to NTSC or PAL: Choose Video > TV Signal and select NTSC or PAL. NTSC and PAL are TV broadcast standards, used in different regions. If you're in the Americas, NTSC is probably the correct choice. Elsewhere, try PAL. If you're not sure, check the documentation that came with your TV or projector.

Turn widescreen on or off: Choose Video and turn Widescreen on or off. If the video you're playing is in widescreen format, turning this on preserves the widescreen aspect ratio.

Use TV Out settings to set up how iPad plays videos on your TV.

Use the Apple Composite AV Cable, the Apple Component AV Cable, or the iPad Dock Connector to VGA Adapter to connect iPad to a TV or projector. If you're using the Apple Component AV Cable, high resolution videos will be shown in HD quality.

When the cable is connected to a TV or projector, an application that supports playing video to an external display will automatically use it when playing video. Of the built-in applications, Videos, Photos, and YouTube support external video display.

Photos

Use Photos settings to specify how slideshows display your photos.

Set the length of time each slide is shown: Choose Photos > Play Each Slide For, then select the length of time.

Set a transition effect: Choose Photos > Transition, then select a transition effect. If iPad is connected to an external display, choose Dissolve.

Set whether to repeat slideshows: Choose Photos, then turn Repeat on or off.

Set photos to appear randomly or in order: Choose Photos, then turn Shuffle on or off.

Store

Use Store settings to change or create an iTunes Store account. By default, the iTunes account you're signed in to when you sync iPad with your computer appears in Store settings. You can change accounts on iPad to purchase music or applications from a different account. If you don't have an iTunes account, you can create one in Store settings. Go to www.apple.com/legal/itunes/ww/.

Sign in to an account: Choose Store and tap Sign in, then enter your user name and password.

View your iTunes Store account information: Choose Store and tap View Account, then type your password and follow the onscreen instructions.

Sign in to a different account: Choose Store and tap Sign out, then tap Sign in and enter your username and password.

Create a new account: Choose Store and tap Create New Account, then follow the onscreen instructions.

iPad at Work

With support for secure access to corporate networks, directories, and Microsoft Exchange, iPad is ready to go to work.

Using Configuration Profiles

If you're in an enterprise environment, you may be able to set up accounts and other items on iPad by installing a configuration profile. Configuration profiles let your administrator set up your iPad to use the information systems at your company, school, or organization. For example, a configuration profile might set up your iPad to access the Microsoft Exchange servers at work, so iPad can access your Exchange email, calendars, and contacts.

A simple configuration profile can configure many different settings on iPad. For example, a configuration profile can set up your Microsoft Exchange account, VPN account, and certificates for secure access to your company's network and information. A configuration profile may also turn on Passcode Lock, which requires you to create and enter a passcode for using iPad.

Your administrator may distribute configuration profiles either by email, by putting them on a secure webpage, or by installing them directly on iPad for you.

Installing configuration profiles:

- 1 On iPad, open the email message or download the configuration profiles from the website your administrator provides.
- 2 Tap each configuration profile, then tap Install.
- 3 Enter passwords and other information that's requested.

Important: You may be asked whether a configuration profile is trusted. If in doubt, ask your administrator before installing the configuration profile.

You can't change the settings in a configuration profile. If you want to change settings, you must first remove the configuration profile or install a new configuration profile with the new settings.

Remove a profile: In Settings, choose General > Profile, then select the configuration profile and tap Remove.

Removing a configuration profile deletes the settings and all other information installed by the profile.

Setting Up Microsoft Exchange Accounts

Microsoft Exchange provides email, contact, and calendar information that you can automatically sync wirelessly to iPad. You can set up an Exchange account directly on iPad.

Set up an Exchange account on iPad:

- 1 On the iPad Home screen, tap Settings.
- 2 Tap “Mail, Contacts, Calendars,” then tap Add Account.
- 3 Tap Microsoft Exchange.
- 4 Enter your account information, then tap Save.

Your service provider or administrator can provide the account settings you need.

Exchange accounts: Enter your email address, domain (optional), user name, password, and a description.

iPad supports Microsoft’s Autodiscovery service, which uses your user name and password to determine the address of the Exchange server. If the server address can’t be determined, you’re asked to enter it. Once you connect to the Exchange server, you may be prompted to change your passcode to meet server requirements.

- 5 When setting up a Microsoft Exchange account, tap the items you want to use on iPad—mail, contacts, and calendars.

You can set how many days of email you want to sync to iPad.

If you already have contact or calendar information on iPad when you enable the account, iPad asks what you want to do with existing information on iPad. You can choose to merge the existing information into your Exchange account. If you don’t merge the information, you can choose to keep it in a separate account on iPad (the account is labeled “On My iPad”), or delete it. Bookmarks can only be merged or deleted.

If you disable contacts or calendars in an Exchange account, or if you delete an account, iPad asks if you want to keep information or delete it.

VPN Access

VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your company or school. Use Network settings on iPad to configure and turn on VPN. Ask your administrator what settings you should use.

VPN can also be set up automatically by a configuration profile. When VPN is set up by a configuration profile, iPad may turn VPN on automatically whenever it's needed. For more information, see "Using Configuration Profiles" on page 133 or contact your administrator.

LDAP Accounts

When you set up an LDAP account, you can view and search for contacts on your company or organization's LDAP server. The server appears as a new group in Contacts. Because LDAP contacts aren't downloaded to iPad, you must have an Internet connection to view them. Check with your administrator for account settings and other requirements (such as VPN).

Set up an LDAP account:

- 1 In Settings, tap "Mail Contacts, Calendars," then tap Add Account.
- 2 Tap Other, then tap Add LDAP Account.
- 3 Enter your LDAP account information, then tap Next to verify the account.
- 4 Tap Save.

Tips and Troubleshooting

Tips and Troubleshooting

Apple iPad Support Site

Comprehensive support information is available online at www.apple.com/support/ipad.

Low-Battery Image or “Not Charging” Message Appears

iPad is low on power and needs to charge for up to ten minutes before you can use it. For information about charging iPad, see “Charging the Battery” on page 23.



or



- When charging, make sure you’re using the 10W USB power adapter that came with iPad (fastest) or the USB port on a recent Mac. See “Charging the Battery” on page 23.
- For faster charging, turn iPad off.
- iPad may not charge when connected to the USB port on an older Mac, a PC, a keyboard, or to a USB hub.

iPad Doesn’t Respond

- iPad may be low on power. Connect iPad to the 10W USB power adapter to charge. See “Charging the Battery” on page 23.
- Press and hold the Sleep/Wake for a few seconds until a red slider appears, then press and hold the Home button until the application you were using quits.
- If that doesn’t work, turn iPad off, and then turn it on again. Press and hold the Sleep/Wake button until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If that doesn’t work, reset iPad. Press and hold both the Sleep/Wake button and the Home □ button for at least ten seconds, until the Apple logo appears.

- If the screen doesn't rotate when you turn iPad, hold iPad upright, and make sure that the screen rotation lock is not engaged.

“This accessory is not supported by iPad” Appears

The accessory you attached may not work with iPad , refer to the documentation that came with the accessory. Make sure the dock connector cable is free of debris.

Connect-to-iTunes Screen Appears

To use iPad, you have to first set it up in iTunes. Connect iPad to your computer, open iTunes if it doesn't open automatically, then follow the onscreen instructions.

An Application Appears Too Small

Most applications for iPhone and iPod touch can be used with iPad, but they won't take advantage of the large screen. Tap  to zoom in on the application. Tap  to return to the original size.

Look in the App Store to see if there's a version of the application that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

Onscreen Keyboard Doesn't Appear

If iPad is paired with a Bluetooth keyboard, or if it's connected to the iPad Keyboard Dock, the onscreen keyboard does not appear. To cause the keyboard to appear, press the Keyboard  key on the Keyboard Dock, or press the Eject key on a Bluetooth keyboard. Disconnecting the iPad Keyboard Dock, or moving the Bluetooth keyboard out of range or turning it off, will also allow the onscreen keyboard to appear.

iTunes and Syncing

iPad Doesn't Appear or Syncing Doesn't Work

If iPad doesn't appear in iTunes on your computer or is unable to sync content, contacts, calendars, or bookmarks, try the following:

- Recharge the battery if iPad is low on power. See “Charging the Battery” on page 23.
- Disconnect other USB devices from your computer and connect iPad to a different USB 2.0 port on your computer (not on your keyboard or a USB hub).
- Unlock iPad if it's locked with a passcode.
- Restart your computer and reconnect iPad to your computer.
- Restart iPad.
- Download and install (or reinstall) the latest version of iTunes from www.apple.com/itunes.
- For push accounts, make sure iPad has an Internet connection. See “Connecting to the Internet” on page 33.

Backing Up iPad

Backing Up

iTunes creates a backup of settings, application data, and other information on iPad when you:

- Sync iPad with iTunes on your computer
- Update iPad using iTunes
- Restore iPad using iTunes, if you choose to back up when asked

You can restore backup information to iPad after updating or restoring iPad software, or you can use a backup to transfer your current iPad information to another iPad.

See “Updating and Restoring iPad Software” on page 139.

Backups don’t include synced items, such as songs and videos from your iTunes library, or information such as contacts and calendars from your computer. To restore synced items, you must sync iPad after restoring backup information. If iPad is set to sync automatically, synced items are restored immediately after a software restore or update. See “Syncing” on page 28.

Applications from the App Store are included in the first backup after the applications are downloaded. Subsequent backups include just the application data.

For extra security, you can set iTunes to encrypt your backups.

Encrypt iPad backups:

- 1 Connect iPad to your computer.
- 2 In iTunes, select iPad in the sidebar.
- 3 In the Summary pane, select “Encrypt backups.”
- 4 Select a password, then click Set Password.

If the backup is encrypted, you’ll need to enter your password before restoring your backup information to iPad. Encrypted backups are shown with a lock  icon in the list of backups in iTunes Devices preferences.

For more information about backups, including details about what information is included in a backup, go to support.apple.com/kb/HT1766.

Removing a Backup

You can remove an iPad backup from the list of backups in iTunes. You may want to do this, for example, if a backup was created on someone else’s computer.

Remove a backup:

- 1 In iTunes, open iTunes Preferences.
 - *Windows:* Choose Edit > Preferences.

- Mac: Choose iTunes > Preferences.
- 2 Click Devices (iPad does not need to be connected).
 - 3 Select the backup you want to remove, then click Delete Backup.
 - 4 Click Delete Backup, to confirm you wish to remove the selected backup.
 - 5 Click OK.

Updating and Restoring iPad Software

About Updating and Restoring Software

You can use iTunes to update or restore iPad software.

- If you update, the iPad software is updated. Your downloaded applications, settings, and data aren't affected.

Note: In some cases, an update may also include restoring iPad.

- If you restore, the latest version of iPad software is reinstalled, settings are restored to their defaults, and all data stored on iPad is deleted, including downloaded applications, songs, videos, contacts, photos, calendar information, and any other data. If you've backed up iPad with iTunes on your computer, you can restore data from the backup at the end of the restore process.

Deleted data is no longer accessible through the iPad user interface, but isn't erased from your iPad. For information about erasing all content and settings, see "Resetting iPad" on page 125.

If you use a Bluetooth headset or keyboard with iPad and you restore settings, you must pair the Bluetooth device with iPad again to use it.

For more information about updating and restoring iPad software, go to support.apple.com/kb/HT1414.

Updating iPad

Make sure your computer has an Internet connection and that you've installed the latest version of iTunes from www.apple.com/itunes.

Update iPad:

- 1 Connect iPad to your computer.
- 2 Select iPad in the iTunes sidebar, then click the Summary tab.
- 3 Click "Check for Update." iTunes tells you if there's a new version of the iPad software available.
- 4 Click Update to install the latest version of the software.

Restoring iPad

Make sure your computer has an Internet connection and that you've installed the latest version of iTunes from www.apple.com/itunes.

Restore iPad:

- 1 Connect iPad to your computer.
- 2 Select iPad in the iTunes sidebar, then click the Summary tab.
- 3 Click "Check for Update." iTunes tells you if there's a new version of the iPad software available.
- 4 Click Restore. Follow the onscreen instructions to complete the restore process.
When restoring, it is recommended that you back up iPad when prompted.

When the iPad software has been restored, you can choose to set up iPad as a new iPad, or restore your music, video, application data, and other content from a backup.

After restoring from a backup, previous data is no longer accessible through the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see "Resetting iPad" on page 125.

Restoring from a Backup

You can restore the settings, application data, and other information from a backup, or use this feature to transfer these items to another iPad. Make sure your computer has an Internet connection and that you've installed the latest version of iTunes from www.apple.com/itunes.

Important: Restoring from a backup is not the same as restoring iPad from the Summary pane in iTunes. Restoring from a backup doesn't fully restore iPad software. Also, restoring iPad from a backup restores all data in the backup, including data for applications. If you choose an old backup, restoring it could replace the application data with data that isn't current. For more information, see "Resetting iPad" on page 125.

Restore iPad from a backup:

- 1 Connect iPad to the computer you normally sync with.
- 2 In iTunes, Control-click iPad in the sidebar, then choose "Restore from Backup" from the menu that appears.
- 3 Choose the backup that you want to restore from the pop-up menu, then click Restore.
If the backup is encrypted, you'll need to enter your password.

After restoring from a backup, previous data is no longer accessible through the iPad user interface, but it isn't erased from your iPad. For information about erasing all content and settings, see "Resetting iPad" on page 125.

Safari, Mail, and Contacts

Can't Send Email

If iPad is unable to send email, try the following:

- In Settings, choose “Mail, Contacts, Calendars,” then select the account you’re trying to use. Tap Account Info, then tap SMTP under Outgoing Mail Server. You can set up additional SMTP servers, or select one from another mail account on iPad. Contact your Internet service provider for configuration information.
- Set up your email account directly on iPad instead of syncing it from iTunes. In Settings, choose “Mail, Contacts, Calendars,” tap Add Account and enter your account information. If iPad is unable to locate your service provider’s settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.

For additional troubleshooting information, go to www.apple.com/support/ipad.

If you still can’t send email, you can call an Apple Expert (not available in all countries). For information, go to www.apple.com/support/expert.

Can't Receive Email

If iPad can’t receive email, try the following:

- If you use one or more computers to check the same email account, it may create a lock-out. For more information, go to support.apple.com/kb/TS2621.
- Set up your email account directly on iPad instead of syncing it from iTunes. In Settings, choose “Mail, Contacts, Calendars,” tap Add Account, then enter your account information. If iPad is unable to locate your service provider’s settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If your iPad uses a cellular data network (iPad Wi-Fi + 3G only), turn off Wi-Fi so iPad Wi-Fi + 3G connects to the Internet through the cellular data network. In Settings, choose Wi-Fi and turn off Wi-Fi.

For additional troubleshooting information, go to www.apple.com/support/ipad.

If you still can’t send email, you can call an Apple Expert (not available in all countries). For information, go to www.apple.com/support/expert.

Email Attachment Won't Open

iPad may not support the attachment file type. iPad supports the following types of email attachments:

.doc	Microsoft Word
.docx	Microsoft Word (XML)
.htm	webpage
.html	webpage
.key	Keynote
.numbers	Numbers
.pages	Pages
.pdf	Preview, Adobe Acrobat
.ppt	Microsoft PowerPoint
.pptx	Microsoft PowerPoint (XML)
.rtf	Rich Text Format
.txt	text
.vcf	contact information
.xls	Microsoft Excel
.xlsx	Microsoft Excel (XML)

Sound, Music, and Video

No Sound

- Make sure the iPad speaker isn't covered.
- Unplug the headset, then plug it in again. Make sure you push the connector all the way in.
- Make sure the volume isn't turned down all the way.
- Music on iPad might be paused. If you're using a headset with a play button, try pressing the play button to resume playback. Or from the Home screen, tap iPod, then tap ►.
- Check to see if a volume limit is set. From the Home screen, choose Settings > iPod > Volume Limit. For more information, see "iPod" on page 130.
- If you're using the line out port on the optional iPad Dock or Keyboard Dock, make sure that you turn on the external speakers or stereo, and that they're plugged in correctly and working properly. Use the volume controls on the the external speakers or stereo, not on iPad.

A Song, Video, or Other Item Won't Play

The song, video, audiobook, or podcast may be encoded in a format that iPad doesn't support. For information about the audio and video file formats iPad supports, go to www.apple.com/ipad/specs.

If a song or video in your iTunes library isn't supported by iPad, you may be able to convert it to a format iPad supports. For example, you can use iTunes for Windows to convert nonprotected WMA files to a format iPad supports. For more information, see iTunes Help.

No Image on TV or Projector

Not all applications support sending video to a TV or projector. Of the built-in applications, Photos, Video and YouTube do support this.

- In Photos, you must start a slideshow, and you must use the Dissolve transition.
- Go to Settings > Video and make sure the selections are correct for your TV or projector. To view HD videos in high resolution, you must use a component video cable.
- External video is only active when the video is playing. The video does not play on iPad and the TV or projector at the same time.
- Make sure the video cable is firmly connected at both ends, and that it's a supported cable.
- If no video appears, press the Home button and then disconnect and reconnect the cable and try again.

iTunes Store and App Store

iTunes or App Store Isn't Available

To use the iTunes Store or the App Store, iPad must have an Internet connection. See "Connecting to the Internet" on page 33.

To purchase content from the iTunes Store or the App Store, you need an iTunes Store account. You can set up an account on iPad. From the Home screen, choose Settings > Store. See "Store" on page 132.

You can also set up an account on your computer by opening iTunes and choosing Store > Create Account.

Note: The iTunes Store and the App Store are available only in some countries.

Restarting and Resetting iPad

If something isn't working right, try restarting iPad, force quitting an application, or resetting iPad.

Restart iPad: Press and hold the Sleep/Wake button until the red slider appears.

Slide your finger across the slider to turn off iPad. To turn iPad back on, press and hold the Sleep/Wake until the Apple logo appears.

Force quit an application: Press and hold the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then press and hold the Home button until the application quits.

If you can't turn off iPad or if the problem continues, you may need to reset iPad. This should be done only if turning iPad off and on doesn't resolve the problem.

Reset iPad: Press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

iPad Still Doesn't Respond After Reset

- Reset iPad settings. From the Home screen choose Settings > General > Reset > Reset All Settings. All your preferences are reset, but your data and media aren't deleted.
- If that doesn't work, erase all content on iPad. See "Resetting iPad" on page 125.
- If that doesn't work, restore the iPad software. See "Updating and Restoring iPad Software" on page 139.

Safety, Service, and Support Information

The following table describes where to get more iPad-related safety, software, and service information.

To learn about	Do this
Using iPad safely	See the <i>iPad Important Product Information Guide</i> at www.apple.com/support/manuals/ipad for the latest safety and regulatory information.
iPad service and support, tips, forums, and Apple software downloads	Go to www.apple.com/support/ipad .
The latest information about iPad	Go to www.apple.com/ipad .
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (available in some areas only), go to www.apple.com/support/itunes .
MobileMe	Go to www.me.com .
Using iPhoto on Mac OS X	Open iPhoto and choose Help > iPhoto Help.

To learn about	Do this
Using Address Book on Mac OS X	Open Address Book and choose Help > Address Book Help.
Using iCal on Mac OS X	Open iCal and choose Help > iCal Help.
Microsoft Outlook, Windows Address Book, Adobe Photoshop Album, and Adobe Photoshop Elements	See the documentation that came with those applications.
Obtaining warranty service	First follow the advice in this guide and online resources. Then go to www.apple.com/support/ipad or see the <i>iPad Important Product Information Guide</i> at www.apple.com/support/manuals/ipad .
Battery replacement service	Go to www.apple.com/batteries/replacements.html .
Using iPad in an enterprise environment	Go to www.apple.com/enterprise .

Disposal and Recycling Information

Your iPad must be disposed of properly according to local laws and regulations. Because it contains a battery, iPad must be disposed of separately from household waste. When your iPad reaches its end of life, contact Apple or your local authorities to learn about recycling options.

For information about Apple's recycling program, go to:
www.apple.com/environment/recycling

Deutschland: Dieses Gerät enthält Batterien. Bitte nicht in den Hausmüll werfen. Entsorgen Sie dieses Gerätes am Ende seines Lebenszyklus entsprechend der maßgeblichen gesetzlichen Regelungen.

Nederland: Gebruikte batterijen kunnen worden ingeleverd bij de chemokar of in een speciale batterijcontainer voor klein chemisch afval (kca) worden gedeponeerd.

Türkiye: EEE yönetmeliğine (Elektrikli ve Elektronik Eşyalarda Bazı Zararlı Maddelerin Kullanımının Sınırlandırılmasına Dair Yönetmelik) uygundur.

Taiwan: 警告：請勿戳刺或焚燒。此電池不含汞。



廢電池請回收

Battery Replacement: The rechargeable battery in iPad should be replaced only by an Apple Authorized Service Provider. For battery replacement services, go to: www.apple.com/batteries/replacements.html



European Union—Disposal Information: This symbol means that according to local laws and regulations your product should be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. Some collection points accept products for free. The separate collection and recycling of your product at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.



Brasil—Informações sobre descarte e reciclagem: O símbolo indica que este produto e/ou sua bateria não devem ser descartadas no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite www.apple.com/br/environment.

Apple and the Environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information go to: www.apple.com/environment

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