Apple®
iPod Touch
Quick Reference Card

Your iPod Touch Hardware

Front-Facing Camera
Sleep/Wake Button
Rear-Facing Camera
Microphone
Volume Buttons
Multi-Touch Screen
Home Screen
Home Button
Headphone Jack
Dock Connector
Speaker

Home Screen Apps

Safari: Browse pages on the internet. Use tabs to open multiple pages at a time.

Photos: View and manage your photo collection, and create slideshows.

iMessage: Send and receive messages from other iPod, iPhone, and iPad users.

Contacts: Manage your contacts and their contact information.

Maps: Find nearby locations and get directions.

YouTube: Browse, view, and rate YouTube videos.

App Store: Find, buy, and download new apps for your iPod Touch.

FaceTime: Place video calls with your contacts with compatible devices.

Newsstand: Collects magazine and newspaper apps into one place.

Reminders: Create a to-do list with notifications .

Mail: Send, receive, and manage email from one or more of your email accounts.

Music: Play music on your iPod Touch and create playlists.

Calendar: Create events, manage your schedule, and set event reminders.

Notes: Take quick notes on your iPod that can be synced to an email account.

Videos: Watch movies, TV shows, and video podcasts on your iPod Touch.

iTunes Store: Find, buy, and download new music and videos.

Game Center: Connect with other iOS device users for multiplayer gaming.

Camera: Take photos on your iPod front and rear cameras.

Settings: Manage all the settings on your iPod Touch in one place.

Buttons

Home Button

- **Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- **Open Search:** From the Home Screen, press the **Home** button to open the Search screen.
- **Multitask:** Press the **Home** button twice quickly to open the Multitask Bar.

Sleep/Wake Button

- **Lock your iPod Touch:** Press the **Sleep/Wake** button once to lock your iPod Touch.
- **Unlock your iPod Touch:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- **Power Off your iPod Touch:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- **Power On your iPod Touch:** Press and hold the **Sleep/Wake** Button until the Apple logo appears.
- **Force Restart your iPod Touch:** Press and hold both the **Sleep/Wake** button and the **Home** button until the screen turns black and the Apple logo appears.
- **Screen Capture:** Press and hold the **Sleep/Wake** Button then press the **Home** button once to save a screenshot to the Camera Roll.

Volume Button

- **Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
- **Mute Volume:** Press and hold the **Volume Down** button.
- **Snap a Photo:** Press the **Volume Up** button to snap a photo when using the camera in either portrait or landscape position.

Gestures

Tap: The most basic gesture, simply tap your finger on what you want to interact with.

- **Open an app:** Tap an app icon on the Home Screen.
- **Issue a command:** Tap a button.
- **Follow a hyperlink:** Tap a link in Safari.
- **Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.

Drag: Place your finger on the iPod's screen, then drag it across the screen.

- **Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
- **Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
- **Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.

Flick: Place your finger on the iPod's screen, then drag it across the screen quickly and release.

- **Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.

Pinch Zoom: Place two fingers on your iPod's screen and pinch them *apart* to zoom in, and pinch them *together* to zoom out.

The Home Screen

- Status Bar
- App Icons
- Home Screen Indicator
- App Dock
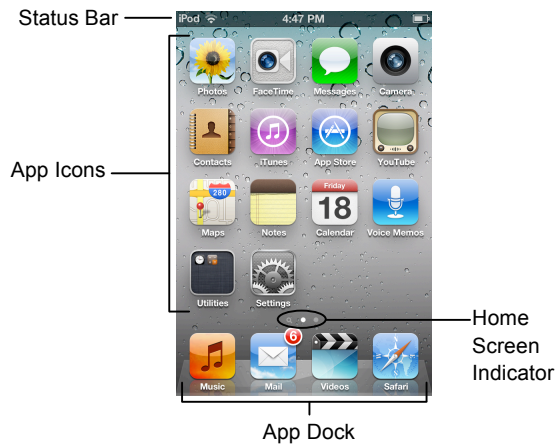
- **View Status Information:** The Status Bar displays status information for your iPod Touch, visible in all apps and on the Home Screen.
    - ○ 📶: The iPod is currently connected to a Wi-Fi network.
    - ○ 🔋: Displays the iPod's battery status, accompanied by the percentage of battery charge remaining.
    - ○ 🔒: The iPod is currently locked.
    - ○ ➤: The iPod is using location services to determine your location.
    - ○ ▶: The iPod is currently playing audio.
    - ○ ✳: The iPod is connected to a bluetooth device.
    - ○ ✈: The iPod is in Airplane Mode, disabling all of the wireless radios.
- **Open an App:** Each app is represented by its icon. Simply tap an app icon with your finger to open the app.
- **Navigate Between Home Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between Home Screens.
- **Rearrange the Home Screen:** Tap and hold your finger on an app icon until app the icons begin to wiggle. Drag the app icon to a new location on the Home Screen, or to the side of the Home Screen to move it to another Home Screen, than release it. Press the **Home** button when you're finished moving app icons around.
- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The dock can hold up to four apps and/or folders. Drag an app or folder icon onto the dock while rearranging to add it to the dock.
- **Create an App Folder:** Folders can hold up to 12 apps each. To create a folder, drag one app icon onto another and hold until a folder is created. Then, drag the app icon into the folder and release.
- **Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete** button (⊗) that appears in the upper-left corner of the icon to delete an app from your iPod Touch. Apps which are included as part of iOS cannot be deleted.
- **Switch Between Apps Quickly:** Press the **Home** button twice quickly to reveal the Multitask Bar. Recently-used apps will be displayed here. Tap an app icon in the Multitask Bar to go back to that app.
- **Close Apps:** Returning to the Home Screen from an app doesn't close the app, just suspended in memory. To completely close an app, bring up the Multitask Bar, tap and hold an app icon until the icons begin to wiggle, then tap the **Quit** button (⊖) that appears in the upper-left corner of the icon.

The On-Screen Keyboard

- Shift
- Numbers & Punctuation
- International
- Delete
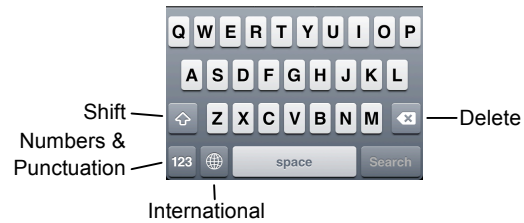
- **Insert Numbers & Punctuation:** Tap the **Numbers & Punctuation** key (123) to change the on-screen keyboard to the Numbers & Punctuation keyboard, which displays numbers as well as commonly-used punctuation such as : ; ( ). Tap the **Symbols** key (#+=) to change the keyboard to the Symbols keyboard, with more options such as # % < > .
- **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character.
- **Enable International Keyboards:** Tap the Settings app icon, then tap the **General** button to open the General settings pane, then tap the **International** button in the General settings pane. Tap the **Keyboards** button, then tap the **Add New Keyboard** button. Select a language from the list to add that keyboard.
- **View International Keyboards:** Tap the **International** key (🌐) to switch between any international keyboards you have set up. Tap and hold the **International** key (🌐) to display a popup menu so that you can switch directly to your desired international keyboard.

Copy and Paste

- Selection dot at beginning of selection
- Selection dot at end of selection
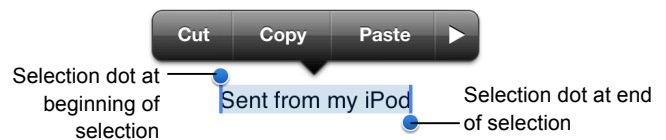
- **Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Select** or **Select All** button in the popup that appears. If you want to select multiple words, drag the blue selection dots (●) to the beginning and end of the text you want to select.
- **Copy Text:** Select the text you want to copy, then tap the **Copy** button in the popup that appears.
- **Paste Text:** Tap and hold where you want to paste text, then release after a second and tap the **Paste** button.

Networking your iPod Touch

- **Join a Wi-Fi Network:** Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.
- **Enable Airplane Mode:** Tap the Settings app icon, then tap the **Airplane Mode** switch to On. While Airplane Mode is enabled, wireless radios (Wi-Fi and Bluetooth) are disabled. Tap the **Airplane Mode** switch again to Off to turn the wireless radios back on.