iPad
User Guide

For iOS 4.2 Software

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At a Glance

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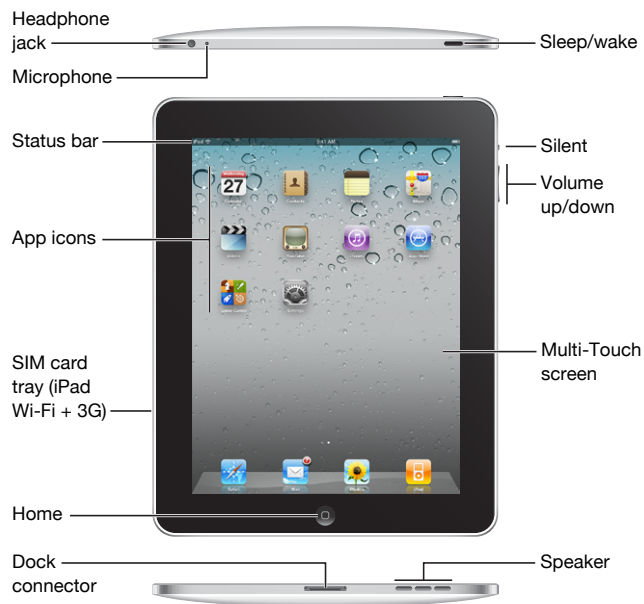
Your Home screen may look different if you rearrange its icons.

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 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.

Sleep/Wake button

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 146. If you want to require a passcode to unlock iPad, see "Passcode Lock" on page 146.

Volume Buttons

Use the volume buttons to adjust the audio volume of songs and other media, and of alerts and sound effects.

Silent
Volume up
Volume down
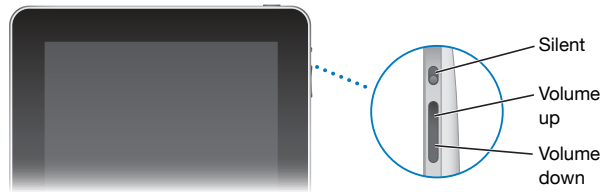
Increase the volume	Press the Volume Up button. To set a volume limit for music and other media, in Settings, choose iPod > Volume Limit.
Decrease the volume	Press the Volume Down button.
Mute the sound	Slide the Silent button up to mute the sound; slide it down to unmute the sound.

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

Micro-SIM Card Tray

The micro-SIM card, located on the side of iPad Wi-Fi + 3G, is used for cellular data. It's also known as a third form factor (or 3FF) SIM. If your micro-SIM card wasn't preinstalled or if you change cellular data carriers, you may have to install or replace the micro-SIM card.

Micro-SIM card
SIM tray
SIM eject tool
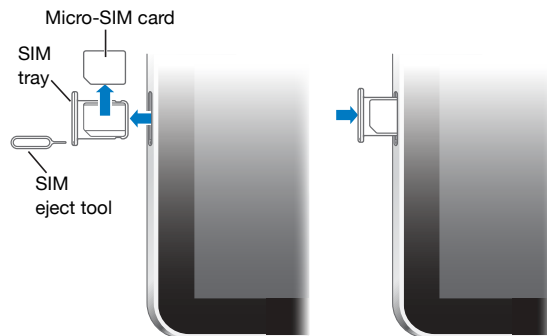
Open the SIM tray:

1 Insert the tip 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 to install or replace the micro-SIM card.

Home Screen

Press the Home ⃝ button at any time to go to the Home screen, which contains your iPad apps. Tap any icon to open the app.

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 140.
3G	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 28.
E	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 28.
o	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 28.
📶	Wi-Fi	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See "Connecting to the Internet" on page 28.
✳	Activity	Shows network and other activity. Some third-party apps may also use this icon to indicate an active process.
VPN	VPN	Shows that you're connected to a network using VPN. See "VPN" on page 141.
🔒	Lock	Shows that iPad is locked. See "Sleep/Wake Button" on page 8.
@	Screen orientation lock	Shows that the screen orientation is locked. See "Viewing in Portrait or Landscape" on page 12.
▶	Play	Shows that a song, audiobook, or podcast is playing. See "Playing Songs" on page 96.
⁎	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 32.

iPad Apps

The following apps 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. 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. Print webpages using AirPrint.
Mail	Send and receive mail using many of the most popular email services, Microsoft Exchange, or most industry-standard POP3 and IMAP mail services. Send and save photos. View PDF files and other attachments, or open them in other apps. Print messages and attachments using AirPrint.
Photos	Organize you favorite photos and videos into albums. Watch a slideshow. Zoom in for a closer look. Share photos and videos using mail or MobileMe (sold separately), or print photos using AirPrint.
iPod	Sync with your iTunes library and listen to your songs, audiobooks, and podcasts on iPad. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library. Stream your music or videos wirelessly to an Apple TV or compatible audio system using AirPlay.
Calendar	Keep your calendar current on iPad, or sync it with your Mac OS X or Windows calendar. Subscribe to others' calendars. Sync over the Internet with Microsoft Exchange or CalDAV servers.
Contacts	Organize your address book and keep it up to date on iPad, or with sync it with your Mac OS X or Windows address book. Sync over the Internet with MobileMe (sold separately), Google Contacts, Yahoo! Address Book, and Microsoft Exchange.
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 and TV shows 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 apps you can purchase or download. Read reviews, or write your own reviews for your favorite apps. Download and install the apps on your Home screen.
Settings	Personalize your iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set up PictureFrame, mail accounts, contacts, and calendars. Manage your cellular data account (iPad Wi-Fi + 3G). Set auto-lock and a passcode for security.
Game Center	Discover new games and share your game experiences with friends. Invite a friend, or request a match with an opponent. Check player rankings on the leaderboards. Gain achievements for extra points.
iBooks	Download the free iBooks app from the App Store. Tap the store button and browse tens of thousands of books—many of them free. Print PDFs using AirPrint. Use bookmarks and highlights to save your place and note your favorite passages.

Note: App 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 apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting automatically to fit the new orientation.

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. Lock the screen orientation to keep the screen from rotating.

Lock the screen in portrait or landscape orientation: Double-click the Home ☐ button to view the Multitasking status bar, then flick from left to right. Tap ⟳ to lock the screen orientation.

Multi-Touch Screen

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

Adjusting Brightness

To adjust the screen's brightness, double-click the Home ⬡ button to view the Multitasking status bar. Flick from left to right, then drag the brightness slider.

Brightness
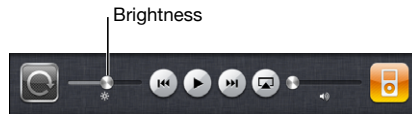
Using Lists

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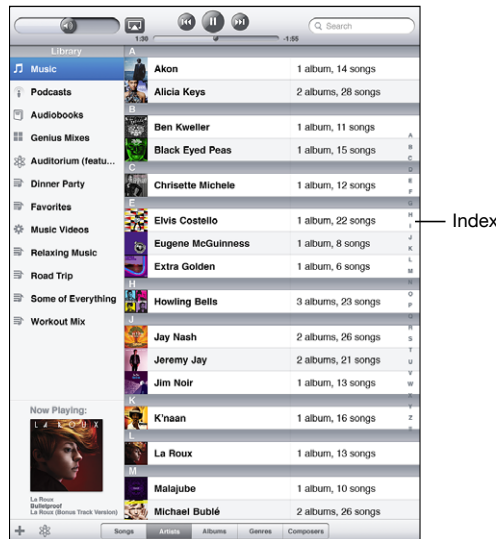
Index

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 app you're using, to help you see what's on the display. See "Zoom" on page 137.

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. See "Using an Apple Wireless Keyboard" on page 16.

Typing

Depending on the app 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.
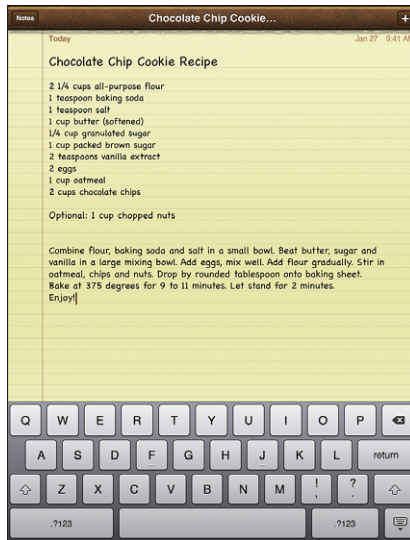
Backspace to delete the previous character	Tap ⌫.
Quickly type a period and space	Double-tap the space bar. You can turn this feature on or off in Settings > General > Keyboard.
Type uppercase	Tap the Shift ⇧ key before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
Turn caps 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 ⌨123 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 18. 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.

Using an Apple Wireless Keyboard

For ease of typing, you can use an Apple Wireless Keyboard with iPad.

The Apple Wireless Keyboard connects via Bluetooth, so you must pair the keyboard with iPad. See "Pairing Bluetooth Devices" on page 43.

Once the keyboard is paired with iPad, it connects whenever the keyboard is within range (up to 30 feet). You can tell that the keyboard is connected if the onscreen keyboard doesn't appear when you tap in a text field.

Switch the language when using a hardware keyboard: Hold down the Command key and tap the space bar to display a list of available languages. Tap the space bar again to choose a language.

Disconnect a wireless keyboard from iPad: Hold down the power button on the keyboard until the green light goes off.

iPad disconnects the keyboard when it's out of range.

Unpair a wireless keyboard from iPad: In Settings, choose General > Bluetooth, tap ⊙ next to the keyboard name, then tap "Forget this Device."

You can apply different layouts to a wireless keyboard. See "International Keyboards" on page 18 and "Keyboard Layouts" on page 21.

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.
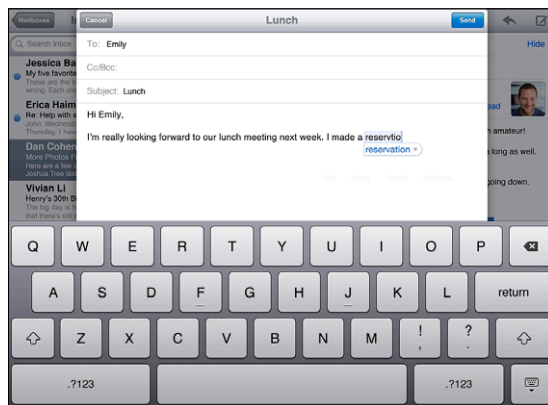
Accept or reject dictionary suggestions:

- *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. This resets all the suggestions you've made to the 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 apps, or across multiple apps.

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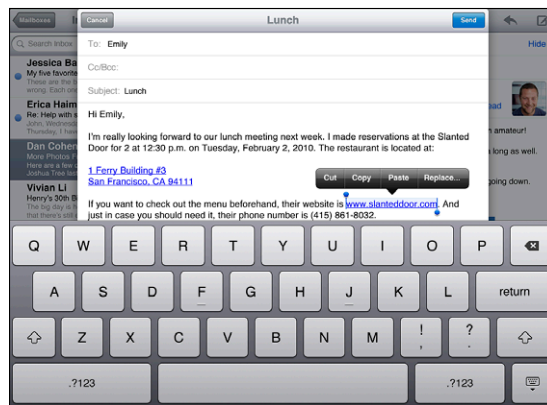
Paste text: Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.

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. If you want to enter text in other languages, use Settings to make additional keyboards available when you type.

Turn international keyboards on:

1 In Settings, choose General > Keyboards > International Keyboards > Add New Keyboard.

2 Tap a language to choose a keyboard for that language.

Repeat to add more keyboards. Some languages have multiple keyboards available.

To see the list of keyboards you've turned on, in Settings, choose General > International > Keyboards.

Switch keyboards, if more than one keyboard is turned on	Tap the Next Keyboard ⊕ key to choose a new keyboard. The name of the newly activated keyboard appears briefly. You can also touch and hold the Next Keyboard ⊕ key, then slide to choose a new keyboard.
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 Kana	Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.
Enter Japanese QWERTY	Use the QWERTY keyboard to input code for Japanese syllables. As you type, suggested syllables appear. Tap the syllable to choose it.
Enter facemarks	Using the Japanese Kana keyboard, tap the "^_^" key. Using the Japanese Romaji keyboard (QWERTY-Japanese layout), tap the Number 123 key, then tap the "^_^" key. Using the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboards, tap the Symbols ⊞ key, then tap the "^_^" key.
Enter Korean	Use the 2-Set Korean keyboard to type Hangul letters. To type double consonants or compound vowels, touch and hold the letter, then slide to choose the double letter.

Enter Simplified or Traditional Chinese Pinyin	Use the QWERTY keyboard to enter Pinyin for Chinese characters. As you type, suggested Chinese characters appear. Tap a suggestion to choose it, or continue entering Pinyin to see more options.
	If you keep entering Pinyin without spaces, sentence suggestions appear.
Enter Chinese Cangjie	Use the keyboard to build Chinese characters from the component Cangjie keys. As you type, suggested Chinese characters appear. Tap a character to choose it, or continue typing up to five total components to see more character options.
Enter Simplified Chinese Stroke (Wubi Hua)	Use the keypad to build Chinese characters using up to five strokes in the correct writing sequence: from left to right, top to bottom, outside to inside, and from inside to the closing stroke (for example, the Chinese character 圈 should begin with the vertical stroke 丨).
	As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
	If you're not sure of the correct stroke, enter an asterisk (*). To see more character options, type another stroke, or scroll through the character list.
	Tap the 匹配 key to show only characters that match exactly what you typed. For example, if you type 一一 and tap 匹配, the less commonly used 二 appears as an exact match.
Enter Traditional Chinese Zhuyin	Use the keyboard to enter Zhuyin letters. As you type, suggested Chinese characters appear. Tap a suggestion to choose it, or continue entering Zhuyin letters to see more options. After you type an initial letter, the keyboard changes to show more letters.
	If you keep entering Zhuyin without spaces, sentence suggestions appear.
Enter handwritten Simplified or Traditional Chinese	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.
	You can get some complex characters by writing two or more component characters. For example, enter 魚 (fish), then 巤 (bristle), to get 鱲 (partial name of Hong Kong International Airport), which appears in the character list with an arrow next to it. Tap the character to replace the characters you entered.
	With Simplified Chinese handwriting, Roman characters are also recognized.
Convert between Simplified and Traditional Chinese	Select the character or characters you want to convert, then tap Replace.

Enter Vietnamese	Touch and hold a character to see the available diacritical marks, then slide to choose the one you want.
	You can also type the following key sequences to enter characters with diacritical marks:
	• aa—â
	• aw—ă
	• ee—ê
	• oo—ô
	• ow—ơ
	• w—ư
	• dd—đ
	• as—á
	• af—à
	• ar—ả
	• ax—ã
	• aj—ạ

When Simplified or Traditional Chinese handwriting formats are turned on, you can enter Chinese characters with your finger, as shown:

Touchpad
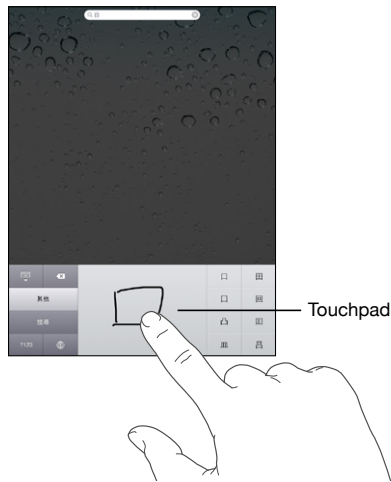
When using certain Chinese or Japanese keyboards, you can create a dictionary of word and input pairs. When you type a word from the dictionary while using a supported keyboard, the associated input is substituted for of the word. The dictionary is available for the following keyboards:

• Chinese - Simplified (Pinyin)

• Chinese - Traditional (Pinyin)

• Chinese - Traditional (Zhuyin)

• Japanese (Romaji)

• Japanese (50 Key)

Add a word to the dictionary: In Settings, choose General > Keyboard > Edit User Dictionary. Tap +, tap the Word field and enter the word, then tap the Yomi, Pinyin, or Zhuyin field and enter the input.

You can have a separate input for each, depending on the keyboards you've turned on.

Delete a word from the dictionary: Tap the word in the User Dictionary list, then tap Delete Word.

Keyboard Layouts

You can use Settings to set the keyboard layouts for software and hardware keyboards. The available layouts depend on the keyboard language.

Select a keyboard layout: In Settings, choose General > Keyboard > International Keyboards, then select a keyboard. For each language, you can make separate selections for both the onscreen software and any external hardware keyboards.

The software keyboard layout determines the layout of the keyboard on the iPad screen. The hardware keyboard layout determines the layout of an Apple Wireless Keyboard connected to 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 support.apple.com/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 10.1 or later, available at www.itunes.com/download
- An Apple ID
- Broadband 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 Apple ID (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 with iTunes

Use iTunes to sync your music, videos, downloaded apps, 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.

Setting Up Syncing

You can set iTunes to sync the following:

- Music
- Movies
- TV Shows
- Games and apps downloaded from the App Store
- Music videos
- Podcasts
- Books and audiobooks
- iTunes U collections
- Photos and videos (in your computer's photo app or folder)
- Contacts—names, phone numbers, addresses, email addresses, and more
- Calendars—appointments and events
- Notes
- Email account settings
- Webpage bookmarks

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

Sync your music, audiobooks, podcasts, iTunes U collections, videos, books, and apps 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. New entries or changes you make on iPad are synced to your computer, and vice versa.

iTunes also lets you sync photos and videos, either from an application or from a folder.

Email account settings are synced only one direction, from your computer's email app 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 "Adding Mail, Contacts, and Calendar Accounts" on page 30.

iTunes Store and 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 apps 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.
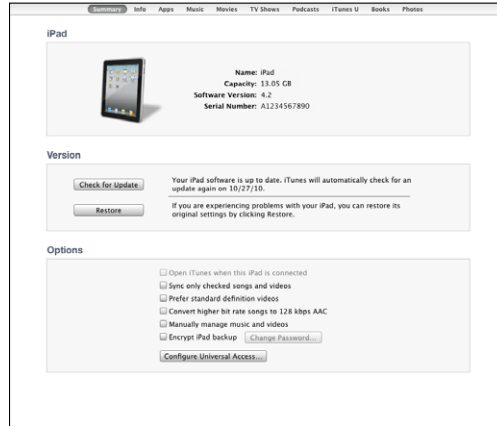
Important: You should log in to your own user account on your computer before connecting iPad.

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 28.

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 "Updating and Restoring iPad Software" on page 164.

To turn on Accessibility features, click Configure Universal Access. For more information, see "Universal Access Features" on page 126.

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

- 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, 2007, or 2010 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, 2007, or 2010 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, 2007, or 2010 or Microsoft 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 app 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 your 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 apps, arrange apps on the iPad Home screen, or copy documents between iPad and your computer.

Select "Automatically sync new apps" to sync new apps to iPad that you downloaded or synced from another device. If you delete an app on iPad, you can reinstall it from the Apps pane if it was previously synced.

You can create documents on iPad, and then copy them to your computer. You can also copy documents from your computer to iPad, and use them with apps that support file sharing. Apps that support file sharing are shown in the File Sharing Apps list. For more information about file sharing, see "File Sharing" on page 44.

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

Use these panes to specify the media you want to sync. You can sync all music, movies, TV shows, podcasts, and iTunes U collections, 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 6.0.6 or later, or Aperture 3.0.2 or later on a Mac; or with Adobe Photoshop Elements 8.0 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 lower-right corner of the window. Or, if you've changed any sync settings, click Apply.

Connecting to the Internet

iPad can join AirPort and other Wi-Fi networks at home, at work, or at Wi-Fi hotspots around the world. When joined to a Wi-Fi network that's connected 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. Data service is sold separately.

Joining a Wi-Fi Network

Use Wi-Fi settings to 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 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 141.

Joining a Cellular Data Network

Before you can join a cellular data network on iPad Wi-Fi + 3G, you must sign up for a cellular data plan with an iPad service carrier in your area. With some carriers, you can choose a data plan, track your data usage, and change or cancel your plan on iPad.

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.

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 View Account, then follow the onscreen instructions.

Cellular data settings may vary depending on the carrier.

iPad is unlocked, so you can choose your preferred carrier. Cellular data settings vary, depending on the carrier. If your iPad Wi-Fi + 3G didn't come with a micro-SIM card, contact your carrier to set up an account and obtain a compatible micro-SIM card. Not all carriers offer 3G data plans.

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 apps

For more information, see "Airplane Mode" on page 140.

Adding Mail, Contacts, and Calendar Accounts

iPad works with MobileMe, Microsoft Exchange, and many of the most popular Internet-based email, contacts, and calendar service providers. If you don't already have an email account, you can get a free account online at www.yahoo.com, www.google.com, or www.aol.com. To try a free MobileMe trial, go to www.apple.com/mobileme.

For information about setting up a Microsoft Exchange account in a corporate environment, see "Setting Up Microsoft Exchange Accounts" on page 159.

Setting Up MobileMe Accounts

To use MobileMe on iPad, you can set up a MobileMe Free Account or a MobileMe Paid Subscription.

A MobileMe Free Account lets you use Find My iPad—a feature that helps you locate your iPad if it's been lost or stolen, and protect the information on it (not available in all countries or regions). See "Security Features" on page 44.

A MobileMe Paid Subscription lets you use Find My iPad, plus the following features:

- Mail account at me.com
- Over-the-air contacts, calendars, bookmarks, and notes syncing
- MobileMe Gallery for sharing photos and videos
- MobileMe iDisk for storing and sharing files

You can get a free MobileMe trial account at www.apple.com/mobileme.

A MobileMe Free Account is available to any customer with an iPad running iOS 4.2 or later. If you've already created an Apple ID for the App Store or Game Center, you can use the same Apple ID to set up your MobileMe account. You can create a new account if you don't already have one.

Set up a MobileMe Free Account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap MobileMe.

3 Enter your Apple ID and password, or tap Create Free Apple ID.

4 Follow the onscreen instructions.

   Verify your email address if required.

5 Confirm that Find My iPad is turned on.

Set up a MobileMe Paid Subscription:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap MobileMe.

3 Enter your Apple ID and password, or chose to create a new account.

4 Turn on the services you want to use on iPad:

- Mail
- Contacts
- Calendars
- Bookmarks
- Notes
- Find My iPad

Services you turn on are synced automatically over the air without having to connect iPad to your computer. See "Syncing with iTunes" on page 23.

You can set up multiple MobileMe accounts; however, only one MobileMe account at a time can be used for Find My iPad and for syncing contacts, calendars, bookmarks, and notes.

To use Gallery, iDisk, and Find My iPad on iPad, download the free MobileMe Gallery, MobileMe iDisk, and Find My iPhone apps from the App Store.

Setting Up Google, Yahoo!, and AOL Accounts

For many popular accounts (Google, Yahoo!, AOL), iPad enters most of the settings for you. When setting up the account, you can choose which account services you want to use with iPad. Services you turn on are synced automatically over the air. See "Syncing with iTunes" on page 23.

Set up an account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap Google, Yahoo!, or AOL.

3 Enter your name, email address, password, and a description.

4 Tap the items you want to use on iPad. Available items depend on the service provider.

Setting Up Other Accounts

Choose Other Accounts to set up other accounts for mail (such as POP), contacts (such as LDAP or CardDAV), or calendars (such as CalDAV). Contact your service provider or system administrator to get the account settings you need.

Set up an account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap Other.

3 Choose the account type you want to add (Mail, Contacts, or Calendars).

4 Enter your account information and tap Save.

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 𝔐, then tap the *iPad User Guide* bookmark.

View the guide as an ePub book on iPad: Download the free iBooks app from the App store, then download the *iPad User Guide* from the iBookstore. See Chapter 16, "iBooks," on page 113.

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.

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 support.apple.com/manuals/ipad.

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

Charging   Charged

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.

If your Mac or PC doesn't provide enough power to charge your iPad, a Not Charging message appears in the status bar. To charge iPad, disconnect it from your computer and connect it to a power outlet using the included Dock Connector to USB Cable and 10W USB Power Adapter.

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.
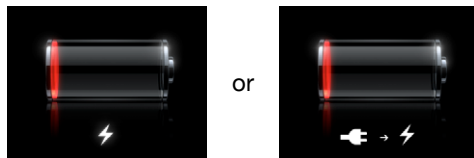
Maximizing Battery Life

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

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.

Using and Cleaning iPad

Handle your iPad with care to maintain its appearance. If you're concerned about scratching or abrasion, you can use one of the many cases sold separately.

Using iPad Comfortably

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

Cleaning iPad

To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/ Wake button, then slide the onscreen slider). 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 more information about handling iPad, see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.

Basics

<div style="text-align:right">

3

</div>

Read this chapter to learn how to use apps on iPad, and to search, print, share files, and more.

Using Apps

The high-resolution Multi-Touch screen and simple finger gestures make it easy to use iPad apps. Open an app by tapping its icon. You can switch between apps, rearrange apps, and organize them into folders.

Opening and Switching Apps

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

Return to the Home screen: Press the Home ☐ button.

Multitasking allows certain apps to run in the background, so you can quickly switch between the apps you're using.

View the most recently used apps: Double-click the Home button.

The most recently used apps appear in the recents list at the bottom of the screen. Flick left to see more apps.

Remove an app from the recents list: Touch and hold the app icon until it begins to jiggle, then tap ⊖.

The app is added to the recents list again the next time you open it.

Lock the screen orientation or use the iPod controls: Double-click the Home button, then flick the bottom of the screen from left to right.

The screen orientation lock, brightness slider, and iPod controls appear.

Brightness

Screen
orientation lock

iPod
controls
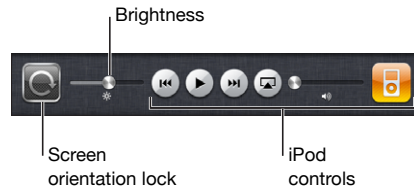
Delete an app from the Home screen: Touch and hold the icon until it jiggles and an ⊗ appears. Tap ⊗ to delete the app.

Important: Deleting an app from iPad also deletes the documents and data created by the app.
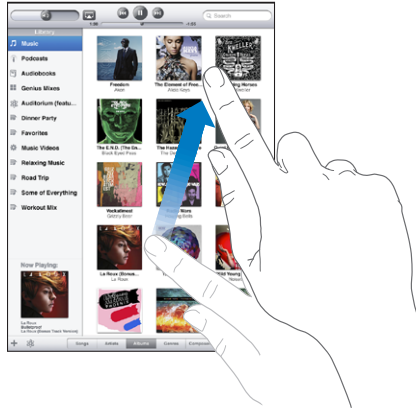
Scrolling
Drag up or down to scroll. You can also scroll sideways in apps such as Safari, Photos, and Maps.

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.

Rearranging App Icons

You can customize the layout of app 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 icons:

1 Touch and hold any icon until the icons jiggle.

2 Arrange the icons by dragging them.

3 Press the Home ⃞ button to save your arrangement.

You can also rearrange the 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 Apps tab.

Create additional Home screens: While arranging icons, drag an icon to the right edge of the screen until a new screen appears. You can return to a previous screen and drag more icons to the new screen.
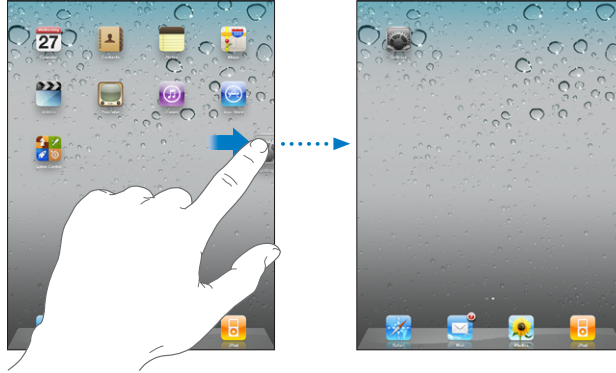
You can have up to 11 screens. The dots above the Dock show the number of screens you have, and which screen you're viewing.

Go to a different 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.

Organizing with Folders

Folders let you organize icons on the Home screen. You can put up to 12 icons in a folder. iPad automatically names a folder when you create it, based on the icons you use to create the folder, but you can change the name. Rearrange folders by dragging them on the Home screen or by moving them to a new Home screen or to the Dock.

Create a folder: Touch and hold an icon until the Home screen icons begin to jiggle, then drag the icon onto another icon.

iPad creates a new folder that includes the two icons, and shows the folder's name. You can tap the name field to enter a different name.

You can also create iPad folders using iTunes.

Create a folder using iTunes: With iPad connected to your computer, select iPad in the Devices list in iTunes. Click Apps at the top of the screen, and on the Home screen near the top of the window, drag an app onto another.

Add an icon to a folder	While arranging icons, drag the icon onto the folder.
Remove an icon from a folder	While arranging icons, tap to open the folder, then drag the icon out of the folder.
Open a folder	Tap the folder. You can then tap an app icon to open that app.
Close a folder	Tap outside the folder, or press the Home button.
Delete a folder	Remove all icons from the folder. The folder is deleted automatically when empty.
Rename a folder	While arranging icons, tap to open the folder, then tap the name at the top and use the keyboard to enter a new name. Press the Home button to save your changes.

When you finish organizing your Home screen, press the Home ▢ button to save your changes.

Many apps, such as Mail and the App Store, display a badge on their Home screen icon with a number (to indicate incoming items) or an exclamation mark (to indicate a problem). If the app is in a folder, the badge appears on the folder as well. A numbered badge shows the total number of items you haven't attended to, such as incoming email messages and updated apps to download. An alert badge indicates a problem with the app.

Printing

AirPrint lets you print wirelessly to AirPrint-capable printers. You can print from the following iPad apps:

- Mail—email messages and viewable attachments
- Photos—photos
- Safari—webpages, PDF files, and other viewable attachments
- iBooks—PDF files

Other apps available from the App Store may also support AirPrint.

AirPrint-capable printers don't require printer software; they just need to be connected to the same Wi-Fi network as iPad. If you're not sure whether your printer is AirPrint-capable, refer to its documentation.

For more information, go to support.apple.com/kb/HT4356.

Printing a Document

AirPrint uses your Wi-Fi network to send print jobs wirelessly to your printer. iPad must be connected to the same wireless network as the AirPrint printer.

Print a document:

1 Tap ← or ➦ (depending on the app you're using), then tap Print.

2 Tap Select Printer to select a printer.

3 Set printer options, such as number of copies and double-sided output (if the printer supports it). Some apps also let you set a range of pages to print.

4 Tap Print.

If you double-click the Home button while a document is printing, the Print Center app appears as the most recent app. A badge on the icon shows how many documents are ready to print, including the currently printing document.

Get the status of a print job: Double-click the Home button, tap the Print Center icon, then select a print job.

Cancel a print job: Double-click the Home button, tap the Print Center icon, select the print job, then tap Cancel Printing.

Searching

You can search iPad's built-in apps, including Mail, Calendar, iPod, Video, Notes, and Contacts. Search an individual app, or search all the apps at once using Spotlight.
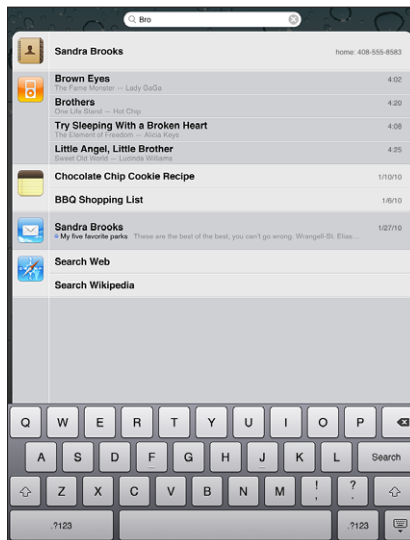
Go to Spotlight: On the main page of the Home screen, flick right or press the Home button. On the Spotlight page, you can press the Home button to return to the main Home screen.

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 app the results are from.

At the top of the list, iPad shows your top hits based on previous searches. At the bottom of the list, the search results also include options to search the web or search Wikipedia.

App	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
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 apps on iPad. If you have a lot of apps, you can use Spotlight to locate and open them.

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

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

Using Bluetooth Devices

You can use iPad with the Apple Wireless Keyboard and other Bluetooth devices, such as Bluetooth headphones. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647.

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 device to make it discoverable.

2 In Settings, choose General > Bluetooth, and turn Bluetooth on.

3 Select the device and, if prompted, enter the passkey or PIN number. See the instructions about the passkey or PIN that came with the device.

Note: Before you pair an Apple Wireless Keyboard, press the power button to turn the keyboard on. You can pair only one Apple Wireless Keyboard with iPad at a time. To pair a different keyboard, you must first unpair the current one.

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."

File Sharing

File Sharing lets you transfer files between iPad and your computer. You can share files created with a compatible app and saved in a supported format.

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

Transfer a file from iPad to your computer:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the Devices list, then click Apps at the top of the screen.

3 In the File Sharing section, select an app from the list on the left.

4 On the right, select the file you want to transfer, then click "Save to" and choose a destination on your computer.

Transfer a file from your computer to iPad:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the Devices list, then click Apps at the top of the screen.

3 In the File Sharing section, click Add.

4 Select a file, then click Choose (Mac) or OK (PC).

The file is transferred to your device and can be opened using an app that supports that file type. To transfer more than one file, select each additional file.

Delete a file from iPad: Select the file in the Files list, then tap Delete.

Security Features

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

Passcodes and Data Protection

For security, you can set up a passcode that you must enter each time you turn on or wake up iPad.

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

Setting a passcode turns on data protection, which uses your passcode as the key for encrypting mail messages and their attachments stored on iPad. (Data protection may also be used by some apps available in the App Store.) A notice at the bottom of the Passcode Lock screen in Settings indicates that data protection is enabled.

To increase security, turn off Simple Passcode (a four-digit number) and use a passcode that has a combination of numbers, letters, punctuation and special characters. For more information, see "Passcode Lock" on page 146.

Find My iPad

Find My iPad helps you locate a lost or misplaced iPad using another iPhone, iPad, or iPod touch with the free Find My iPhone app, or a Mac or PC with a web browser. Find My iPad includes:

- **Find:** Locates your iPad on a full-screen map on your computer
- **Display a Message or Play a Sound:** Lets you compose a message to display on your iPad screen or play a sound
- **Remote Passcode Lock:** Lets you remotely lock your iPad and create a 4-digit passcode, if you haven't set one previously
- **Remote Wipe:** Erases all the information and media on your iPad and restores it to its original factory settings

Use Find My iPad: Turn on Find My iPad in your MobileMe account settings. See "Setting Up MobileMe Accounts" on page 30.

Locate your missing iPad: Download and use the free Find My iPhone app from the App Store on a different iOS device, or sign in to me.com in a web browser on a Mac or PC.

Note: Find My iPad requires a MobileMe account. MobileMe is an online service, which provides Find My iPad for free to iPad, iPhone, and iPod touch 4th generation customers. MobileMe provides additional features with a paid subscription. MobileMe may not be available in all countries or regions. For more information, go to www.apple.com/mobileme.

Safari

4

About Safari

Use Safari on iPad to browse the web and visit your favorite sites. Use AirPrint to print webpages and PDFs. Open multiple pages and add web clips to the Home screen for quick access. 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 28.

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.
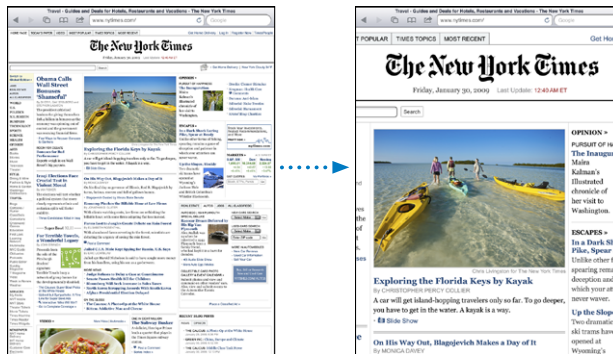
You can also pinch to zoom in or out.

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 a different 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 app, double-click 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 a different 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.

Printing Webpages and PDF files

Use AirPrint to print webpages and PDFs from Safari.

Print a webpage or PDF: Tap ↗ at the top of the screen, then tap Print. Tap Select Printer to select a printer and set the printer options. Then tap Print.

For more information about printing from iPad, see "Printing" on page 39.

Searching the Web

Enter words or phrases in the search field to search the web and the current webpage. As you type, suggested and recent searches appear.

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.

Find the search word or phrase on the current webpage: At the bottom of the results list, tap the entry below On This Page to find the first occurrence of a word or phrase. To find subsequent occurrences, tap Next at the bottom of the screen.

By default, Safari searches using Google. To change the default to a different search engine, in Settings, choose Safari > Search Engine, and choose a search engine.

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 with iTunes" on page 23.

Sync bookmarks with MobileMe: In Settings on iPad, select Bookmarks in your MobileMe account. See "Setting Up MobileMe Accounts" on page 30.

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 them along with the app icons. See "Rearranging App Icons" on page 37.

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 jiggle.

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.

Mail 5

About Mail

Use Mail to read your email messages, and to 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 view messages from all your accounts at once, and Mail displays message threads so it's easy to follow a conversation. Send or receive embedded photos and graphics, and view PDFs and other attachments. Use AirPrint to print messages and their attachments. To send or receive messages in Mail, iPad must have an Internet connection. See "Connecting to the Internet" on page 28.

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 "Adding Mail, Contacts, and Calendar Accounts" on page 30.
- In iTunes, use the iPad settings panes to sync email accounts settings from your computer. See "Syncing with iTunes" on page 23.

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. To send multiple photos in the same message, tap ⤴ when viewing thumbnails in an album. You can also copy and paste photos. The photo is sent using your default email account. To change your default sending account, see "Mail, Contacts, Calendars" on page 151.
Save a draft of a message to complete later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox. To quickly open the most recently saved draft, touch and hold ✏.
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
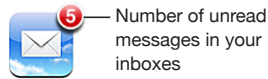
Check for new messages: Choose a mailbox, tap Inbox, or ⟳ at any time.

On each account screen, you can see the number of unread messages in each mailbox. Tap a mailbox to see its messages. Unread messages have a blue dot ● next to them.

If you have more than one mail account, tap Mailboxes to switch between accounts. To view all of your messages in a unified inbox, tap All Inboxes.

Number of unread messages

Unread messages

Messages that are in reply to each other are grouped together in a *thread*. Only the first message is displayed in the inbox and the number of related messages is indicated. To view the thread, tap it. To turn message threading off, go to Settings > "Mail, Contacts, Calendars" and turn off "Organize by Thread."

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 151.
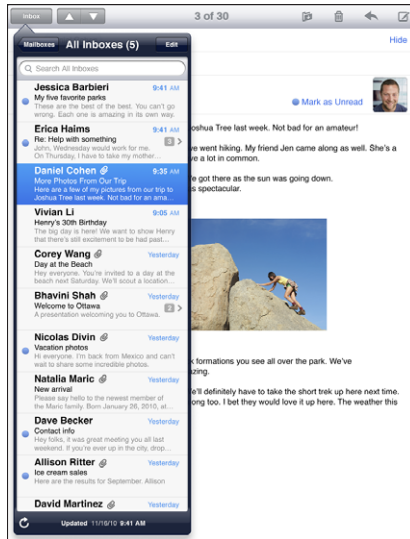
Load additional messages: Scroll to the bottom of the list of messages and tap Load More Messages.

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

Rotating iPad between portrait and landscape orientation lets you focus on a single message, or see all the messages so you can quickly scan and view the ones you're most interested in.
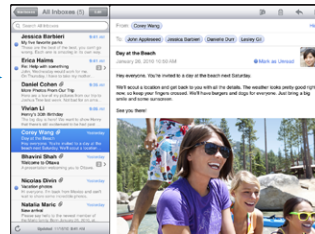
Zoom in on part of a message	Double-tap the area to zoom in. Double-tap again to zoom out.
Resize any column of text to fit the screen	Double-tap the text.
Resize a message	Pinch to zoom in or out.

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 to download it to iPad and then open it. 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.

Open an attached file with a different app: Touch and hold the attachment, then choose an app. If you don't have any apps that can open the attachment, you can view it, provided it's a file type that iPad supports.

For a list of supported document formats, see "Email Attachment Won't Open" on page 167.

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.

Sales Meeting.ics
0.9 KB

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, tentatively accept, or decline the invitation. See "Responding to Meeting Invitations" on page 80.

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

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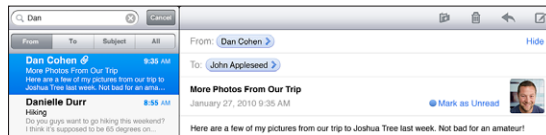
Search email messages: Open a mailbox, scroll to the top, and enter text in the Search field. Tap From, To, Subject, or All (From, To, and Subject) to choose which fields you want to search. (Tap the status bar to scroll quickly to the top of the list and reveal the search field.)

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.

Delete or move found messages: After completing a search, tap Edit, then select the messages you want to delete or move. A checkmark appears next to each message you select. To delete the messages, tap Delete. To move the messages, tap Move, then tap a destination folder.

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.

Printing Messages and Attachments

You can use AirPrint to print email messages, and attachments that iPad can view.

Print an email message: Tap ◀, then tap Print. Select the print options you want, then tap Print.

To print an image without the rest of the email message, save the image (tap the image and tap Save Image), then open Photos and print the image from your Saved Photos album.

Print an attachment: Tap the attachment to view it, then tap 🖅 and tap Print. Select the options you want, then tap Print.

For information about using AirPrint printers see "Printing" on page 39.

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. You can also search for messages and choose the ones you want to delete. See "Searching Email" on page 57.

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, then tap Move and select a mailbox or folder. You can also search for messages and choose the ones you want to move. See "Searching Email" on page 57.

Photos

6

About Photos

iPad lets you carry photos and videos with you so you can enjoy them wherever you are. You can also easily share them with family and friends, either directly on iPad, or on an HDTV using AirPlay and Apple TV. You can even print photos from iPad using AirPrint. You can sync photos and videos from your computer, import them from a digital camera or iPhone, or save them from email or the web. Use them in apps, send them in email messages, 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 and Videos 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 "Setting Up Syncing" on page 24.

iPad supports H.264 and MPEG-4 video formats, with AAC audio. You use iTunes to sync videos taken with a digital camera, iPhone, or iPod touch (4th generation) to iPad.

Importing Photos and Videos from iPhone or a Digital Camera

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

To Import photos:

1 Insert the SD Card Reader or Camera Connector, included in the iPad Camera Connection Kit, into the iPad dock connector.

- 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 and unlocked. To connect a camera, make the 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 app opens and displays the photos and videos that are available for importing.

4 Select the photos and videos you want to import.

- To import all of the items, tap Import All.

- To import just some of the items, tap the ones you want to include (a checkmark appears on each), then tap Import, and select Import Selected.

5 After the photos are imported, you can choose to keep or delete the photos and videos on the card, camera, or iPhone.

6 Disconnect the SD Card Reader or Camera Connector.

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 to your computer, connect iPad to your computer and import the images with a photo application such as iPhoto or Adobe Elements.

Viewing Photos and Videos

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 webpage.

Photos organizes collections by Albums, Events, Faces, and Places. Places uses the location information encoded in photos, but not all photos may have this information—it requires a camera that supports geotagging. 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.
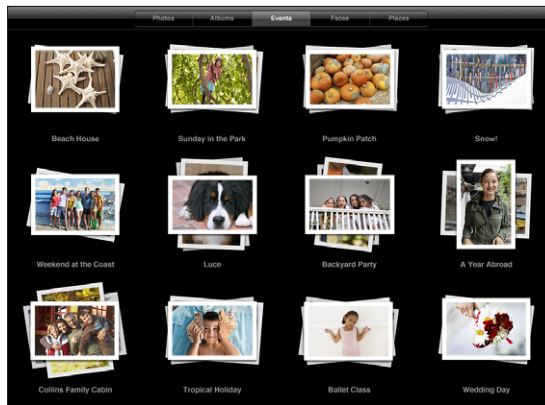
To open a collection, tap it. Or, pinch the collection to spread out a preview of the photos it contains, then let go to open it. Photos are sorted by creation date.

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.

Rotate a photo: Tap ↻. To rotate it more, tap again.

View photos or videos on a TV using AirPlay: Make sure iPad is on the same wireless network as the Apple TV, then tap ⏏ and choose the Apple TV from the list. If the owner of the Apple TV has set an AirPlay password, enter it when prompted. When you flick through photos on your iPad, the video on the TV updates as you pause. To return to viewing on your iPad, tap ⏏ again and choose your iPad from the list.

Sharing Photos

You can share your photos as slideshows, complete with music and transitions. With AirPlay and an Apple TV, you can wirelessly stream your photos to a TV. 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 a photo album.

Slideshows

You can create and view a slideshow that shows your photos with transitions and music. You can view a slideshow on iPad, or stream it wirelessly to an Apple TV. You can also use iPad to view a slideshow on an external display, such as a projector.

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 using a video cable, choose the Dissolve transition. For information about connecting to an external display, see "Photos" on page 157.

3 Tap Start Slideshow.

 To stop the slideshow, tap the screen.

 If you're using AirPlay to wirelessly stream the photos to an Apple TV, tap ⏏ and select the Apple TV from the list. If you don't see the ⏏ button, make sure your iPad and Apple TV are connected to the same Wi-Fi network.

Sending a Photo or Video in an Email Message

Send a photo or video: Choose a photo or video and tap ✍, then tap Email Photo. If you don't see ✍, tap the screen to show the controls.

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

Copy a photo or video:

1 Tap ✍.

2 Tap to select the photo or video you want to copy.

3 Tap Copy.

Paste a photo or video: Tap to place the insertion point where you want to paste the photo or video, then tap the insertion point and tap Paste.

Adding a Photo or Video to a MobileMe Gallery

If you're a MobileMe subscriber, you can add photos and videos from iPad to your MobileMe Gallery. You can also add items 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.

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

Add a photo or video to your gallery: Choose a photo or video and tap ✍, then tap "Send to MobileMe." Enter a title and description if you like, 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.

Add 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.

Printing Photos

You can use AirPrint to print photos from iPad.

Print a photo: Tap ⬚, then tap Print. Tap Select Printer to select a printer and set printer options such as the number of copies, then tap Print. If your printer has a tray for photo paper, it may automatically switch to that tray when you print a photo.

For more information, see "Printing" on page 39.

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 orientation 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 an 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 app.

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.

Videos

7

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. If you have an Apple TV, you can use AirPlay to watch the videos on a TV.

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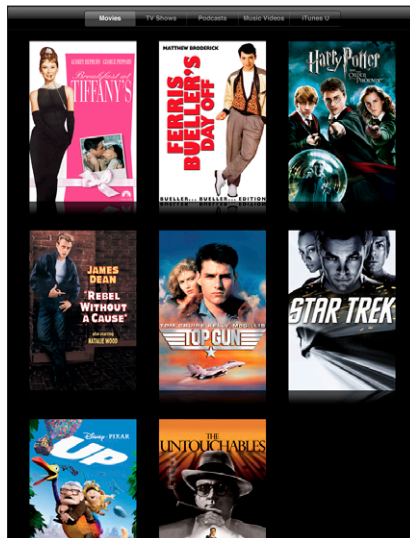
Display playback controls: While a video is playing, tap the screen to show the controls. Tap again to hide them.

Controlling Video Playback

Rotate iPad to play videos 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 ❚❚ 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.
Play a video on Apple TV using AirPlay	Tap ⬛ and choose an Apple TV. See "Watching Videos on a TV" on page 70.
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.

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

To watch videos on the large screen, you can connect to your TV using AirPlay and Apple TV, or use a cable to connect iPad directly to your TV or AV receiver. 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.

Connect using AirPlay: Start video playback, then tap ⬓ and choose your Apple TV from the list of AirPlay devices. If you don't see your Apple TV, make sure iPad and Apple TV are connected to the same wireless network. If the Apple TV requires a passcode, you'll be asked to enter it.

While video is playing, you can exit Video and use other apps.

To return playback to iPad: Open Videos, then tap ⬓ and choose your iPad from the list.

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 with iTunes" on page 23.

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

YouTube 8

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 certain 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 28.

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

- *Featured:* Videos reviewed and featured by YouTube staff.
- *Top Rated:* Videos most highly rated by YouTube viewers. You can rate videos on iPad, if you have a YouTube account.
- *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.
- *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.
- *History:* Videos you've viewed most recently.

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.
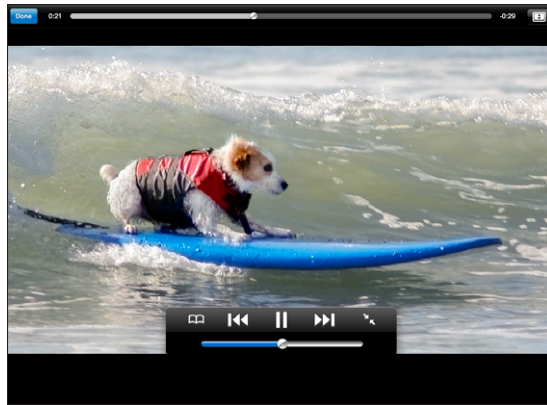
Play or pause a video	Tap ▶ or ❙❙. You can also press the center button (or equivalent button) on a compatible headset.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Start a video over	Tap ❙◀◀.
Skip to the next or previous video 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 📖.
Email a link to the video	Start playing a video, then tap ✉.
Play a video on Apple TV using AirPlay	Tap 📺 and choose an Apple TV. If you don't see the Apple TV you're looking for, make sure it's on the same wireless network.
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 ![icon] to see related videos and options for managing videos.
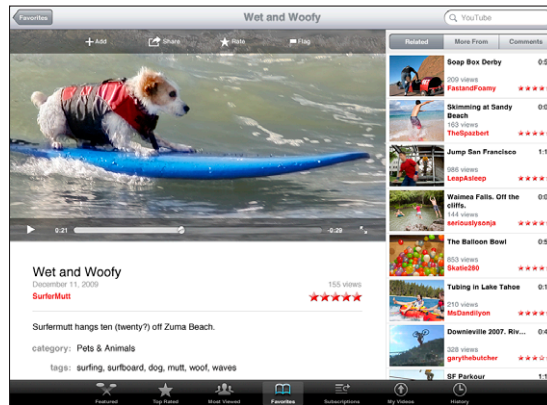
Rate a video or add a comment	Tap the video to display the toolbar, then tap Rate and select a rating. You must be signed in to a YouTube account.
See more videos from this YouTube user	In the sidebar, tap "More From." You must be signed in to a YouTube account.
See videos similar to this one	In the 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 ![icon].

Watching YouTube on a TV

If you have an Apple TV, you can use AirPlay to watch YouTube videos on a TV. See "Controlling Video Playback" on page 74.

You can also connect iPad directly 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 156.

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 create, edit, or cancel events on iPad, and sync them back to your computer. You can subscribe to Google, Yahoo!, or iCal calendars. You can subscribe to read-only iCalendar (.ics) calendars or import .ics files from email. If you have a Microsoft Exchange account or a supported CalDAV account, you can receive and respond to meeting invitations from others, and invite people to events you've scheduled.

Syncing Calendars

You can sync your calendars in these ways:

- In iTunes, use the iPad settings panes to sync with iCal or Microsoft Entourage on a Mac, or with Microsoft Outlook on a PC, when you connect iPad to your computer. See "Syncing with iTunes" on page 23.

- In Settings on iPad, turn on Calendars in your MobileMe, Google, Yahoo!, or Microsoft Exchange account to sync your calendar information over the air. If your company or organization supports it, you can also set up a CalDAV account. See "Adding Mail, Contacts, and Calendar Accounts" on page 30. To sync calendars over the air, iPad must be connected to the Internet.

Adding, Editing, and Deleting Calendar Events

You can create and edit calendar events directly on iPad.

If you have a Microsoft Exchange account with calendars enabled, or a supported CalDAV account, you can invite other people to your event or meeting.

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 81.

  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 148. For information about adjusting the calendar time zone, see "Viewing Your Calendars" on page 77.
- Notes

If you have more than one calendar, you can select which calendar to add the event to. 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 Calendars

You can view a single calendar, selected calendars, or all calendars at once. This makes it easy to manage work and family calendars at the same time.

View a different calendar: Tap Calendars, then select the calendars you want to view. To view your contacts' birthdays, as defined in Contacts, select the Birthdays calendar.

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.
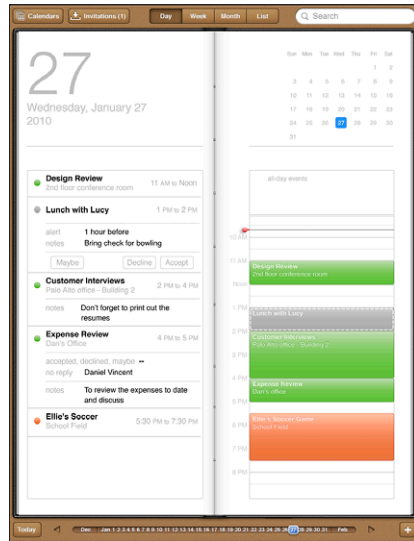
- *Day view:* Scroll up or down to see the day's events. Tap ◀ or ▶ to see the previous or next day's events, or select a day from the timeline below the calendar.
- *Week view:* Scroll up or down to see the week's events. Tap ◀ or ▶ to see the previous or next week, or select a week from the timeline 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.
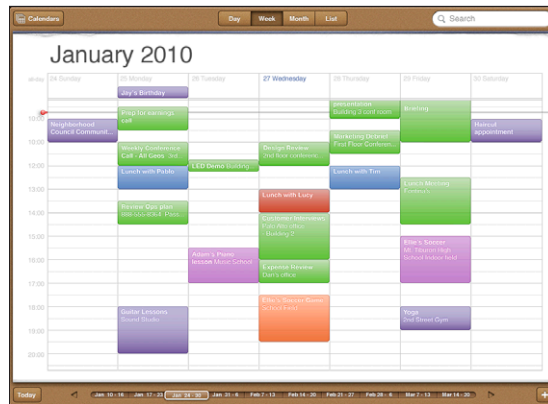
See the details of an event: Tap the event.

See events adjusted for a time zone: In Settings, go to "Mail, Contacts, Calendars." Under Calendars, tap Time Zone Support. Turn on Time Zone Support and select a major city for the time zone you want to use. When Time Zone Support is off, iPad Wi-Fi + 3G displays events in the time zone of your current location as determined by the cellular network time.

Searching Calendars

You can search the titles, invitees, notes, and locations of the events in your calendars. Calendar searches just 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 Calendars

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

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

Subscribe to a CalDAV or .ics calendar:

1 In Settings, choose "Mail, Contacts, Calendars," then tap Add Account.

2 Choose Other, then choose Add Subscribed Calendar.

3 Enter your account information, then tap Next to verify the subscription.

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.

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, a supported CalDAV account, or a MobileMe calendar, 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.

Importing Calendar Files from Mail

You can add events to a calendar by importing a calendar file from an email message. You can import any standard .ics calendar file.

Import events from a calendar file: In Mail, open the message and tap the calendar file. When the list of events appears, tap Add All, choose the calendar you want to add the events to, and tap Done.

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 10

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.

You can add contacts directly on iPad, or sync contacts from applications on your computer. If you have a MobileMe or Microsoft Exchange account with Contacts enabled, or a supported CardDAV account, you can sync your contacts over the air without connecting iPad to your computer.
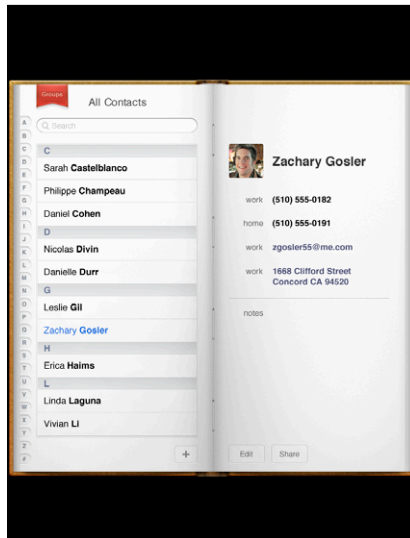
Syncing and Adding Contacts

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 with iTunes" on page 23)
- Set up a MobileMe or Microsoft Exchange account on iPad with Contacts enabled (see "Adding Mail, Contacts, and Calendar Accounts" on page 30)
- Install a profile that sets up an Exchange account with Contacts enabled (see "Setting Up Microsoft Exchange Accounts" on page 159)
- Set up an LDAP or CardDAV account on iPad to access business or school directories (see "LDAP and CardDAV Accounts" on page 160)

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. If you have a CardDAV account, you can search contacts synced to iPad, or searchable contacts on a supported CardDAV 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.

Search a CardDAV server: Tap Groups, tap the searchable CardDAV group at the bottom of the list, then enter your search.

You can't edit searchable CardDAV contacts from the server, but you can edit synced CardDAV contacts on iPad.

Managing Contacts

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 ⊖.

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.

Using Contact Information

You can use the information on a contact's Info screen to:

- Create an email message in Mail, addressed to the contact
- Open the contact's home page in Safari
- Find the location of the contact's address in Maps, and get directions
- Share the contact information with others

Use a contact's info screen: Tap Contacts and choose a contact, then tap an item.

Unified Contacts

When you sync contacts with multiple accounts, you might have entries for the same person in more than one account. To keep redundant contacts from appearing in the All Contacts list, you can link contacts that have the same first and last name (but not a different prefix, suffix, or middle name) and display them as a single *unified contact*. When you view a unified contact, the title Unified Info appears at the bottom of the contact's entry. Unified contacts appear only when you view the All Contacts list.

Link contacts: Find the first contact that you want to link, then tap Edit. Tap 👤✚ and select the other contact, then tap Link.

When a contact is linked, tap the silhouette icon to view, add, or delete linked entries.

Linked contacts aren't merged. Unless you edit a unified contact, the contact in each source account remains separate. If you change information in a unified contact, the changes are copied to each source account that information already exists in. If you add information to a unified contact, that information is added to the contact in each source account.

Notes

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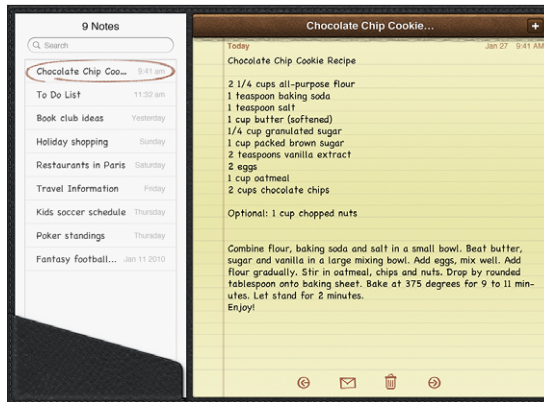
Notes are listed by the last-modified date, with the most recent note at the top. The list shows the first few words of each note. Tap a note in the list to view or edit it.

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 ✉.

Change the font used to display notes: In Settings, choose Notes and select a font from the list.

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 52.

Syncing Notes

You can set iTunes to automatically sync your notes with some email applications. See "Setting Up Syncing" on page 24.

You can also sync notes over the air, when iPad has an Internet connection. Go to Settings > Notes, then select the default mail account for syncing notes. New notes you create on iPad will be stored in the account you select. To view notes stored in a specific account, open Notes and tap Accounts.

Maps

<div style="text-align:right">

12

</div>

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 support.apple.com/manuals/ipad.

To use Maps, iPad must have an Internet connection. See "Connecting to the Internet" on page 28.

Important: Maps, directions, and location-based apps 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 identify you personally. If you don't want this data collected, don't use the feature. Not using this feature doesn't affect the non–location-based functionality of your iPad.

If location services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without turning on location services. See "Location Services" on page 145.

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.
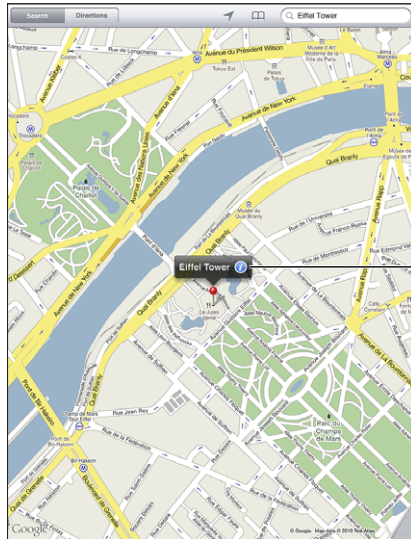
Searching for Locations

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.

Tap ⓘ to get information about the location, get directions, add the location to your bookmarks or contacts list, or email a link to Google Maps.

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 your fingers apart on 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 a different 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 145.

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.

Drop a pin: Touch and hold any location on the map. Or, you can drag or tap the lower-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."
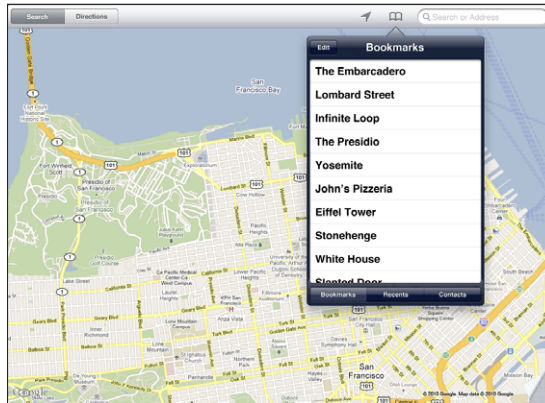
See a bookmarked or recently viewed location: Tap 🗺 at the top of the screen, then tap Bookmarks or Recents.

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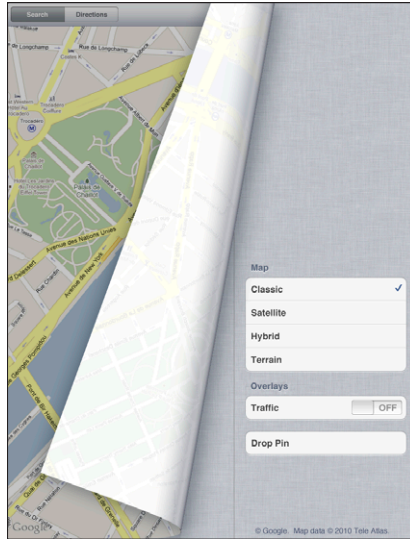
See the street view: Tap a drop pin, then tap 🟠. You can flick up or down, or left or right, to pan through the 360° panoramic view. The inset in the lower-right corner shows your current view. Tap an arrow to move down the street. Street view isn't available in all areas.

To return to map view, tap the inset.
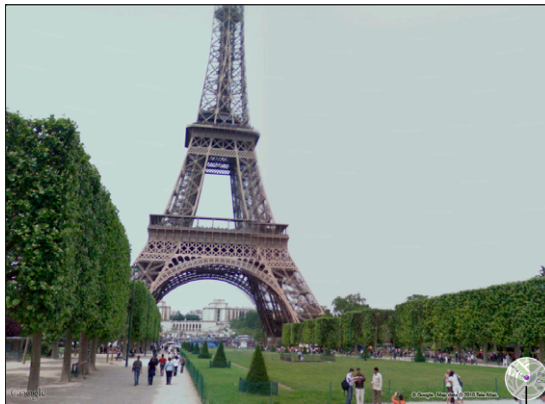
Tap to return to map view

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.

Green = more than 50 miles per hour

Yellow = 25 50 miles per hour

Red = less than 25 miles per hour
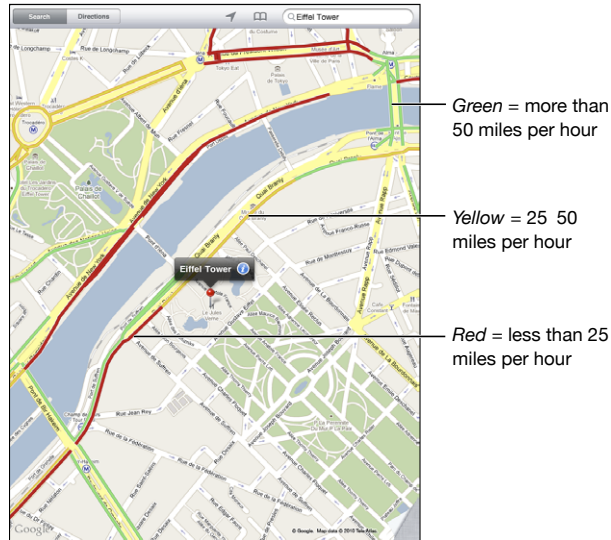
Streets and highways are color-coded according to the flow of traffic. If a street or highway is gray, traffic data isn't available.

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.
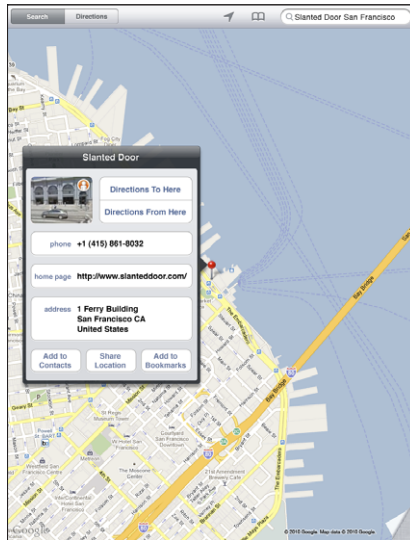
From there, you can do the following:

- 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.

iPod

Adding Music and More to iPad

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. Stream your music, podcasts, or audiobooks wirelessly to an Apple TV using AirPlay.

There are two ways to get music and other content onto iPad:

- Transfer content by syncing it from iTunes on your computer. You can sync all of your music, or you can select specific songs, podcasts, and iTunes U collections. See "Syncing with iTunes" on page 23.

- Use the iTunes Store on iPad to purchase and download songs, albums, TV shows, movies, music videos, and audiobooks. You can also stream and download audio and video podcasts, as well as iTunes U content. After listening to a podcast or watching a TV show, you can tap a link to get more episodes from the iTunes Store. See Chapter 14, "iTunes Store," on page 102.

Playing Music and Other Audio

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 support.apple.com/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 100.

Play a song: Tap the song.

Controlling Song Playback

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

Pause a song	Tap ‖.
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 when you're listening to music and using another app—or even when iPad is locked.

Display audio playback controls from another app or from the Lock screen: Double-click the Home ◯ button, then flick from left to right along the bottom of the screen.

After using the controls, tap iPod to go your iPod library or click the Home ◯ button to return to the app you were using.

If iPad is locked, the controls appear at the top of the screen and 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.

Repeat   Playhead   Scrubber bar
Shuffle
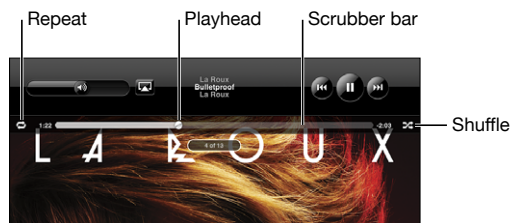
Set iPad to repeat songs	Tap ⟳. Tap ⟳ again to set iPad to repeat only the current song. ⟳ = iPad is set to repeat all songs in the current album or list. ⟳ = iPad is set to repeat the current song over and over. ⟳ = iPad isn't set to repeat songs.
Skip to any point in a song	Drag the playhead along 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.
Play music on an AirPlay sound system or Apple TV	Tap ◳ and choose a sound system. If ◳ doesn't appear or if you don't see the AirPlay system you're looking for, make it's on the same wireless network.
Switch from AirPlay back to iPad	Tap ◳ and choose your iPad from the list.

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.

Email Playhead Playback speed
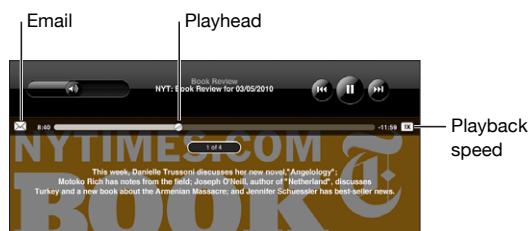
Send an email link to this podcast: Tap ✉.

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 ①x to change the speed.

- ①x = Play at normal speed
- ②x = Play at double speed
- ½x = Play at half speed

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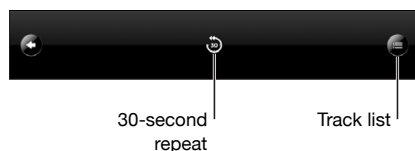
The 30-second repeat control and track list control appear at the bottom of the screen.

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 "Spotlight Search" on page 146.

Using Playlists

A playlist is a custom compilation of songs. You might want to create a playlist for a specific mood or occasion 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 Apple ID.
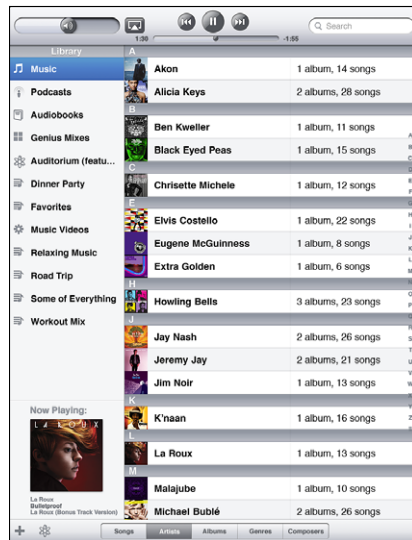
Make a Genius playlist on iPad:

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 Apple ID. To authorize the computer, open iTunes on the computer and choose Store > Authorize This Computer.

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

iTunes Store

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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 28.

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 Apple ID.

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.

Following Artists and Friends

Use iTunes Ping to connect with the world's music fans. Follow favorite artists to learn about new releases and upcoming concerts and tours, get an insider's perspective through their photos and videos, and learn about their musical influences. Read friends' comments about the music they're listening to, and see what they're buying and which concerts they plan to attend. Express your musical likes and post comments for your own followers.

To create and explore musical connections, you need to create a profile.

Create your iTunes Ping profile: Open the iTunes application on your Mac or PC, click Ping, and follow the onscreen instructions.

Explore iTunes Ping on your iPad: Open the iTunes app, tap Ping (tap More first, if Ping isn't visible), and then:

• Tap Activity to see the latest from the people you follow. Updates include purchases, reviews, likes, comments, and posts.

• Tap People to see who you're following and who's following you, and to search for artists or friends.

• Tap My Profile to review your profile information.

Follow an artist: Tap Follow on the artist's profile page.

• *By searching:* Tap People, enter the artist's name in the search field at the top of the page, then tap Search. Tap the artist's name in the list of results, then tap Follow.

• *While browsing:* Tap Profile at the bottom of any album page, then tap Follow.

Follow a friend: Choose your starting group of friends when you set up your profile using iTunes on your Mac or PC. After that, you can follow friends using Ping on iPad.

• *By searching:* Tap People, enter your friend's name in the search field, then tap Search. Tap your friend's name in the list of matches, then tap Follow.

• *While exploring Ping:* Tap a person's name, then tap Follow.

When you follow someone, they don't automatically follow you. In your profile you can choose to approve or decline follow requests as they arrive, or simply accept all new followers without review.

Share your thoughts: As you browse albums and songs, tap Post to comment on a piece of music, or tap Like just to say you like it. Your friends will see your thoughts in their iTunes Ping Activity feed.

Share concert plans: Tap Concerts on your profile page to see upcoming performances by the artists you follow, and to see which of your friends are going to a show. Tap Tickets to buy your own ticket, or tap I'm Going to let others know you'll be there too. (Not available in all countries or regions.)

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 Apple ID. iPad gets your account settings from iTunes when you sync. If you don't have an Apple ID, or if you want to make purchases from a different Apple ID, go to Settings > Store.

You don't need an Apple ID to play or download podcasts or iTunes U classes.

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

Preview an audiobook: Tap the item.

Purchase and download a song, album, or audiobook:

1 Tap the price and tap Buy.

2 Sign in using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Purchases are charged to your Apple ID. 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 106.

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 using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Your purchase is charged to your Apple ID. 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 106.

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. Purchased videos also appear in the Video app.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you're signed in using your Apple ID, 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 app.

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 using the same Apple ID).

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 using your Apple ID. 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 Apple ID Information

To view iTunes Store information for your Apple ID 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 Apple ID. 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, apps, 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 Apple ID and password, then 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 15

About the App Store

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

Apps 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 apps on iPad that you purchase through iTunes on your computer. iPad works with most iPhone and iPod touch apps, so if you already have apps 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 ② in the lower-right corner of the screen to expand them.

Note: The App Store and some apps are not available in all areas. App 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 28. You also need an Apple ID (not available in some countries) to download apps. iPad gets your Apple ID settings from iTunes. If you don't have an Apple ID, or if you want to make purchases using a different Apple ID, go to Settings > Store. See "Store" on page 157.

Browsing and Searching

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

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

Browse using Genius: Tap Genius to see a list of recommended apps, based on what's already in your app collection. To turn Genius on, follow the onscreen instructions. Genius is a free service, but it requires an Apple ID.

Search for apps: 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 app in a list to see the Info screen, which shows the app's price, screenshots, and ratings.

Email a link to the app'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 and Reviews."

Buying Apps

When you find an app you want in the App Store, you can purchase and download it to iPad. If the app is free, you can download it without charge.

Once you download an app, it's immediately installed on iPad.

Purchase and download an app:
1 Tap the price, then tap Buy App (or tap Free, then tap Install App).
2 Sign in using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Purchases are charged to your Apple ID. 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 using your Apple ID, 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 of the screen, tap Redeem, then follow the onscreen instructions.

See the status of app downloads: After you begin downloading an app, its icon appears on the Home screen with 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 using the same Apple ID).

Using Apps

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

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

Expand an app: Tap ⊕ in the lower-right corner.

Return an app to its original size: Tap ⊕ in the lower-right corner.

Some apps let you make purchases within the app. You can restrict in-app purchases in Settings. See "Restrictions" on page 147.

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

Updating Apps

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

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

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

Update an app:

1 At the bottom of the screen, tap Updates.

2 Tap an app to see more information about the update.

3 Tap Update.

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

If you try to update an app purchased with a different Apple ID, you're prompted for that Apple ID and password.

Writing Reviews

You can write and submit app 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 a review, you must be signed in with your Apple ID and have purchased or downloaded the app.

Deleting Apps

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

When you sync, iTunes automatically backs up any apps you download to iPad. If you delete an app on iPad, you can reinstall it if it was previously synced.

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

Delete an App Store app:

1 Touch and hold any app icon on the Home screen until the icons start to jiggle.

2 Tap ⊗ in the corner of the app you want to delete.

3 Tap Delete.

Press the Home ▢ button to cancel.

When you delete an app, 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 150.

Syncing Purchases

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

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

Apps are synced to the Apps list in your iTunes library.

iBooks

About iBooks

iBooks is a great way to read and buy books. Download the free iBooks app 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.

Add ePub books and PDFs to your bookshelf using iTunes. Then tap a book to start reading. iBooks remembers your location, so you can easily return to where you left off. A wide range of display options makes the books easy to read.

iBooks and the iBookstore are not available in all languages and locations.
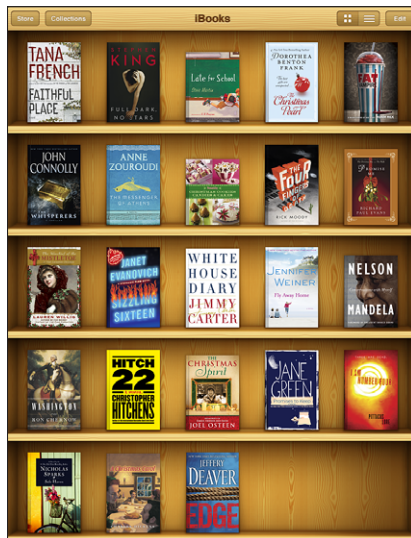
Available on the iBookstore. Title availability is subject to change.

To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple account. If you don't have an Apple account, or if you want to make purchases using a different Apple ID, go to Settings > Store.

Syncing Books and PDFs

You can download or purchase from the iBookstore. You can also add DRM-free ePub books and PDFs to your iTunes library. There are several websites that offer books in ePub and PDF format.

Use iTunes to sync your books and PDFs between iPad and your computer. When iPad is connected to your computer, the Books pane lets you select which items to sync.

Sync an ePub book or PDF to iPad: Download the book or PDF using your computer. Then, in iTunes, choose File > Add to Library and select the file. Connect iPad to your computer, select the book or PDF in the Books pane in iTunes, and then sync iPad.

If a PDF doesn't appear in the Books pane, you need to change its type in iTunes. Search your iTunes library to find the PDF file, select it, then choose File > Get Info. In the Options section of the file information window, choose Book from the Media Kind pop-up menu, then click OK.

Using the iBookstore

In the iBooks app, tap Store to open the iBookstore. From there, you can browse featured books or best sellers, and browse for books by author or topic. When you find a book you like, you can purchase and download it.

Note: Some features of the iBookstore may not be available in all locations.

Get more information: In the iBookstore, you can read a summary of the book, read or write a review, and download a sample of the book before buying it.

Purchase a book: Find a book you want, tap the price, then tap Buy Now. Sign in using your Apple ID, then tap OK. Some books may be free for downloading.

The purchase is charged to your Apple account. If you make additional purchases 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 in the iBookstore and find the book in the list. Then tap Redownload.

Books that you purchase are 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.

Reading Books

Reading a book is easy. Go to the bookshelf and tap the book you want to read. If you don't see the book you're looking for, tap Collections to view other groups of books.
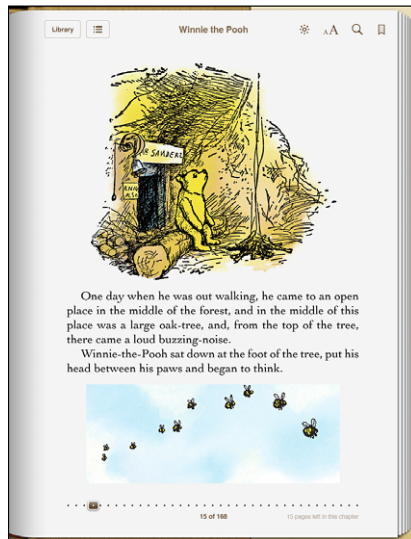
Turn pages: Tap near the right or left margin of a page, or flick left or right. To change the direction the page turns when you tap the left margin, go to Settings > iBooks.

Go to a specific page: Tap near the center of the current page to show the controls. Drag the page navigation control at the bottom of the screen to the desired page, then let go.

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

Add or remove a bookmark: Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to add a bookmark when you close a book, because iBooks remembers where you left off and returns there when you open the book again.

Add, remove, or edit a highlight: Touch and hold any word until it's selected. Use the grab points to adjust the selection, then tap Highlight. To remove a highlight, tap the highlighted text, then tap Remove Highlight. To change the color of a highlight, tap the highlighted text, then tap Colors and select a color from the menu.

Add, view, or remove a note: Touch and hold any word until it's selected. Use the grab points to adjust the selection, then tap Note. Type some text, then tap Done. To view a note, tap the indicator in the margin near the highlighted text. To remove a note, tap the highlighted text, then choose Delete Note. To change the color of a note, tap the highlighted text, then tap Colors and select a color from the menu.

See all your bookmarks, highlights and notes: To see the bookmarks, highlights, and notes you've added, tap ☰, then tap Bookmarks. To view a note, tap its indicator.

Enlarge an image: Double-tap an image.

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, see "Viewing in Portrait or Landscape" on page 12.

Reading PDFs

You can use iBooks to read PDFs. Go to the bookshelf and tap Collections, select a collection, then tap the PDF you want to read.

Turn pages: Flick left or right.

**Enlarge a page:** Pinch to zoom in on the page, then scroll to see the portion you want.

Go to a specific page: Tap near the center of the current page to show the controls. Then, in the page navigation controls at the bottom of the page, drag until the desired page number appears, or tap a thumbnail to jump to that page.

Add or remove a bookmark: To add a bookmark, tap the ribbon button. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to set a bookmark when you close a PDF, because iBooks remembers where you left off and returns there when you open the PDF again.

Go to the table of contents: Tap near the center of the current page to show the controls, then tap ☰. Tap an entry to jump to that location, or tap Resume to return to the current page. If the author hasn't defined a table of contents, you can tap a page icon instead.

Changing a Book's Appearance

To change the appearance of a book, access the controls by tapping near the center of a page.

Change the font or type size: Tap ₐA, then in the list that appears, tap ₐ or A to reduce or enlarge the type size. To change the font, tap Fonts, then select one from the list. Changing the font and size also changes text formatting.

Change the brightness: Tap ☼, then adjust the brightness. This setting applies only in iBooks.

Change the page and type color: Tap ₐA, then turn the Sepia option on to change the color of the page and type. This setting applies to all books.

You can change the way that iBooks justifies the text of paragraphs in Settings > iBooks.

Searching Books and PDFs

You can search for the title or author of a book to quickly locate it on the bookshelf. You can also search the contents of a book to find all the references to a word or phrase you're interested in. You can also send a search to Wikipedia or Google to find other related resources.

Search for a book: Go to the bookshelf. Tap the status bar to scroll to the top of the screen, then tap the magnifying glass. Enter a word that's in the title of a book, or the author's name, then tap Search. Matching books appear on the bookshelf.

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 search result to go to 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 search for a word in a book, touch and hold the word, then tap Search.

Looking up the Definition of a Word

You can look up the definition of a word using the dictionary.

Look up a word: Select a word in a book, then tap Dictionary in the menu that appears. Dictionaries may not be available for all languages.

Having a Book Read to You

If you have a visual impairment, you can use VoiceOver to read a book aloud. See "VoiceOver" on page 127.

Some books may not be compatible with VoiceOver.

Printing or Emailing a PDF

You can use iBooks to send a copy of a PDF via email, or to print all or a portion of the PDF to a supported printer.

Email a PDF: Open the PDF, then tap and choose Email Document. A new message appears with the PDF attached. Tap Send when you finish addressing and writing your message.

Print a PDF: Open the PDF, then tap and choose Print. Select a printer and the page range and number of copies, then tap Print. For information about supported printers, see "Printing" on page 39.

You can only email or print PDFs. These options aren't available for ePub books.

Organizing the Bookshelf

Use the bookshelf to browse your books and PDFs. You can also organize items into collections.

Sort the bookshelf: Go to the bookshelf and tap ☰, then select a sort method from the choices at the bottom of the screen.

Rearrange items: Touch and hold a book or PDF, then drag it to a new location on the bookshelf.

Delete an item from the bookshelf: Go to the bookshelf and tap Edit. Tap each book or PDF that you want to delete so that a checkmark appears, then tap Delete. When you finish deleting, tap Done. If you delete a book you purchased, you can download it again from Purchases in iBookstore. If you've synced your device with your computer, the book also remains in your iTunes Library.

Create, rename, or delete a collection: Tap Collections to display the collections list. Tap New to add a new collection. To delete a collection tap Edit, then tap ⊖ and tap Delete. You can't edit or remove the built-in Books and PDFs collections. To edit the name of a collection, tap its name. When you finish, tap Done.

Move a book or PDF to a collection: Go to the bookshelf and tap Edit. Tap each book or PDF that you want to move so that a checkmark appears, then tap Move and select a collection. An item can be in only one collection at a time. When you add a book or PDF to your bookshelf, it's put in the Books or PDF collection. From there, you can move it to a different collection. You might want to create collections for work and school, for example, or for reference and leisure reading.

View a collection: Tap Collections, then tap an item in the list that appears.

Game Center 17

About Game Center

You can discover new games and share your game experiences with friends around the world in Game Center.

Invite your friends to play, or use auto-match to find other equally-matched opponents. Check leaderboards to see who the best players are. Earn bonus points by achieving specific accomplishments in a game.

Note: Game Center may not be available in all countries or regions, and the available games may vary by country or region.

To use Game Center, you need an Internet connection and an Apple ID. If you already have an iTunes Store, MobileMe, or other Apple account, you can use that Apple ID with Game Center. If you don't already have an Apple ID, you can create one in Game Center, as described below.

Setting Up Game Center

When you first open Game Center, you're asked if you want to allow push notifications. Notifications include alerts, sounds, and icon badges that let you know about Game Center events, even if you're not using Game Center. For example, you might receive an alert that a friend has invited you to play a game.

Allow notifications: Tap OK.

If you tap Don't Allow, you won't receive notifications for Game Center. You can turn notifications on at a later time if you want, and you can specify what kinds of notifications you want to get.

Turn notifications on or off: In Settings, choose Notifications. Turning off Notifications disables all notifications for all apps.

Specify which notifications you want for Game Center: In Settings, choose Notifications > Game Center, then configure the Sounds, Alerts, and Badges settings. If Game Center doesn't appear, turn on Notifications.

Set up Game Center information for your Apple ID:

1 Enter your Apple ID and password, then tap Sign In.

   You may be asked to provide additional information. If you don't have an Apple ID, you can create one by tapping Create New Account.

2 Tap Agree to accept the Game Center Terms & Conditions.

3 Enter a nickname—the name others will see and know you by.

4 Configure your Game Center settings:

   • To allow other users to invite you to play a game, leave Allow Game Invites turned on. Otherwise, tap to turn it off.

   • To allow other users to find you by your email address, leave Find Me By Email turned on. Otherwise, tap to turn it off.

   • Verify your account email. You can enter a different address if you don't want to use the one for the Apple ID you used to sign in. To confirm this address as yours, you need to respond to the email that will be sent to that address.

   • To add other email addresses that people can use to contact you in Game Center, tap Add Another Email.

5 Tap Next when your account is configured.

Change Game Center settings for your Apple ID:

1 Tap Me, then tap your account banner.

2 Tap View Account.

3 Make your changes, then tap Done.

Sign in using a different Apple ID:

1 Tap Me, then tap the account banner.

2 Tap Sign Out.

3 Enter the new Apple ID and password, then tap Sign In.

Games

Purchasing and Downloading Games

Games for the Game Center are available from the App Store. If you haven't entered credit card information for your Apple ID, you'll be prompted to enter that information before you can purchase and download games.

Purchase and download games: Tap Games, then tap Find Game Center Games.

The Game Center section of App Store displays games that work with Game Center. You can browse this section, and purchase and download games from it. See Chapter 15, "App Store," on page 108.

If you want to purchase a game that a friend has, tap the game on your friend's info screen to go directly to that game in the App Store.

Playing Games

The Games screen displays the games you download from the App Store. For each of the games, your number of achievements and your ranking among all the game's players are displayed.

Get information about a game: Tap Games, then tap a game. If available, you can display the game's leaderboards, see your achievements for the game, and find out who's recently played the game.

Play a game: Tap Games, choose a game, then tap Play.

Depending on the game, the home screen may provide instructions or other information, and let you view leaderboards and achievements, set game options, and start a single or multiplayer game. To play against others, you can either invite a friend or use auto-match to have Game Center find other players for you. For information about making friends in Game Center, see "Friends" on page 123.

For multiplayer games, you can also send a game invitation from the Friends screen.

Invite a friend to a multiplayer game from the Friends screen:

1 Tap Friends at the bottom of the screen.

2 Choose a friend.

3 Choose a game and tap Play.

   If the game allows or requires additional players, you can choose players to invite, then tap Next.

4 Enter and send your invitation, then wait for the others to accept.

5 Start the game.

   If a friend isn't available or doesn't respond to your invitation, you can tap Auto-Match to have Game Center find another player for you, or tap Invite Friend to try inviting some other friend.

Other players may invite you to play the game.

Respond to an invitation to play a game: Tap Accept or Decline in the alert that appears.

You can disable multiplayer games in Restrictions. See "Restrictions" on page 147. You can prevent other players from inviting you to play games by turning off Allow Game Invites in Game Center settings. See "Your Status and Account Information" on page 124.

Return to Game Center: Press the Home button, then tap Game Center on the Home screen.

You can also press the Home button twice quickly and choose Game Center from your recent apps.

Leaderboards

Some games provide one or more leaderboards to show the ranking of the game's players, with their scores, times, or other measures of the players' success.

See a game's leaderboard: Tap Games, then choose the game and tap Leaderboard.

You may also be able to view leaderboards from within a game.

If a game has variations (such as Easy, Normal, and Hard), the Categories screen lets you choose the leaderboard for the game in general, or for one of the variations.

The leaderboard shows the ranking of your friends, and of all players. You may be able to view leaderboard stats for a specific time period, such as today, this week, or all time.

App shown is for illustration only and is not available from the App Store.

Rotate iPad to see a leaderboard in landscape orientation.

Start playing a game from the leaderboard: Tap Play in the upper-right corner.

Achievements

Some games reward you with bonus points for specific achievements.

See the possible achievements for a game: Tap Games, choose a game, then tap Achievements.

For each achievement, Game Center shows how many bonus points are awarded, and whether you've completed the achievement. The total points awarded for your achievements appear at the top. You can get bonus points for a specific achievement only once.

You may also be able to view achievements from within a game.

Recently Played

Some games let you see which of your friends have recently played the game.

See who's recently played a game: Tap Games, tap a game, then tap Recently Played.

Get information about a player: Tap a player's name in the list.

Friends

Game Center puts you in contact with players around the world. You add friends to Game Center by making a request, or by accepting a request from another player.

Add a friend to Game Center:

1 Tap Friends or Requests.

2 Tap +, then enter a friend's email address or Game Center nickname.

   Matching addresses and names from your contacts appear as you type. Tap a contact to include that person in your request. Tap ⊕ to browse your contacts.

   To add several friends at once, enter additional contacts.

3 Enter a message for your request, then tap Send.

   To become a friend, a person must accept your request.

   Other players might send you a request. If you receive an alert, you can accept the request from there, or close it and respond to the request later from the Request screen. A badge on the Requests button displays the number of outstanding friend requests.

Respond to a friend request: Tap Requests, tap the name of the person making the request, then tap Accept, Ignore, or Report a Problem.

When a player accepts another player's request, they each become the other's friend. Friends' names appear on the Friends screen.

Get information about a friend: Tap the friend's name.

Search for a friend: Tap the status bar to scroll to the top of the screen, then tap the search field and start typing. Friends who match your search appear as you type.

A friend's info page shows how many friends (including you) the person has, the number of different games your friend has played, and how many achievements your friend has completed. The info screen may also show:

- The games you've played together
- The games you have in common
- Other games your friend has

You can tap a game in any of the lists to see your position and your friend's position on the overall leaderboard, and your respective accomplishments for the game.

Invite a friend to play a game: Tap Friends, tap the friend's name, tap a game, then tap Play. See "Playing Games" on page 121.

Remove a friend: Tap Friends, tap a name, then tap Unfriend and tap Remove.

If a player is offensive or exhibits inappropriate behavior, you can report the problem.

Report a problem with a friend: Tap Friends, tap the friend's name, then tap "Report a Problem." Describe the problem, then tap Report to send the report.

If you turn off Multiplayer Games in Settings, you can't send or receive a invitations to play games. See "Restrictions" on page 147.

Your Status and Account Information

The Me screen summarizes information about your friends, your games, and your achievements.

The text field in the center of the screen lets you enter your current status message. Your status appears along with your nickname in other players' Friends screens.

Change your status: Tap the status field to enter or update your status.

View your account information: Tap the account banner, then tap View Account.

You can change or update the following settings:

- Nickname
- Allow game invites
- Find Me By Email
- Your email address for Game Center
- Additional email addresses

When you finish, tap Done.

You can also sign out and sign in to a different account, or create a new account.

Sign out: Tap the account banner, then tap Sign Out.

Sign in to a different account: Enter the username and password, then tap Sign In.

Create a new account: Tap Create New Account and follow the onscreen instructions.

Parental Controls

You can use parental controls to manage the way your family adds friends and joins multiplayer games in Game Center.

Set up Game Center parental controls: Choose Settings > General > Restrictions, then tap Enable Restrictions. Enter a four-digit passcode, then reenter the passcode.

You can enable restrictions for the following settings:

• Multiplayer games

• Adding friends

For more information, see "Restrictions" on page 147.

Accessibility 18

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
- Zoom magnification
- White on Black
- Large Text
- Mono Audio
- Speak Auto-text
- Support for braille displays

Zoom, White on Black, and Mono Audio work with all apps. Large Text works with Mail and Notes. VoiceOver works with the built-in iPad apps, and with some third-party apps you can download from the App Store. Closed-captioning works with videos and podcasts that support it.

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

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 and click OK.

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

```
┌──────────────────────────────────────────┐
│              Universal Access              │
│                                            │
│     Seeing: ○ VoiceOver                    │
│             ○ Zoom                         │
│             ⦿ Neither                      │
│                                            │
│             ☐ Use white-on-black display   │
│             ☐ Speak Auto-text              │
│                                            │
│    Hearing: ☐ Use mono audio               │
│                                            │
│                   ( Cancel )   ( OK )      │
└──────────────────────────────────────────┘
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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 129. 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 139.

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. You can choose Characters, Words, Characters and Words, or Nothing for software keyboards and for Apple Wireless Keyboards.

Use phonetics	In Settings, choose General > Accessibility > VoiceOver, then tap the Use Phonetics switch to turn it on.
	Use this feature when you type or read character-by-character, to help make clear which characters were spoken. When Use Phonetics is turned on, Voiceover first speaks the character, then speaks a word beginning with the character. For example, if you type the character "f," VoiceOver speaks "f," and then a moment later, "foxtrot."
Use pitch change	In Settings, choose General > Accessibility > VoiceOver, then tap the Use Pitch Change switch to turn it on.
	VoiceOver uses a higher pitch when entering a letter, and a lower pitch when deleting a letter. VoiceOver also uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group.

By default, VoiceOver uses the language that's set for iPad. You can set a different language for 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.

Set the rotor options for web browsing: In Settings, choose General > Accessibility > VoiceOver > Web Rotor. Tap to select or deselect options. To change the position of an item in the list, touch ☰ next to the item, then drag up or down.

Select the languages available in the Language rotor: In Settings, choose General > Accessibility > VoiceOver > Language Rotor and tap to select the language or languages you want to appear in the Language rotor. To change the position of a language in the list, touch ☰ next to the language and drag up or down.

The Language rotor is always available when you've selected more than one language.

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 132.
- *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 (for example, on the Home screen or in 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, or Photos. 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.

Reading text
Select and hear text by:

- Character

- Word

- Line

Browsing a webpage
Select and hear text by:

- Character

- Word

- Line

- Heading

- Link

- Visited link

- Non-visited link

- In-page link

- Form control

- Table

- Row (when navigating a table)

- List

- Landmark

- Image

- Static text

Zoom in or out

Entering text

Move insertion point and hear text by:

- Character
- Word
- Line

Select edit function

Select language

Using a control

Select and hear values by:

- Character
- Word
- 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 your 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 a different 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 with three fingers again to turn speaking back on. To mute only VoiceOver sounds, slide the Silent button down.
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).

Controlling VoiceOver Using an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See "Using Bluetooth Devices" on page 43.

The VoiceOver keyboard commands let you navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. All the keyboard commands (except one) include Control-Option, abbreviated in the table below as "VO."

VoiceOver Help speaks keys or keyboard commands as you type them. You can use VoiceOver Help to learn the keyboard layout and the actions associated with key combinations.

VoiceOver Keyboard Commands

VO = Control-Option

Read all, starting from the current position	VO–A
Read from the top	VO–B
Move to the status bar	VO–M
Press the Home button	VO–H
Select the next or previous item	VO–Right Arrow or VO–Left Arrow
Tap an item	VO–Space bar
Double-tap with two fingers	VO–"-"
Choose the next or previous rotor item	VO–Up Arrow or VO–Down Arrow
Choose the next or previous speech rotor item	VO–Command–Left Arrow or VO–Command–Right Arrow
Adjust speech rotor item	VO–Command–Up Arrow or VO–Command–Down Arrow
Mute or unmute VoiceOver	VO–S
Turn the screen curtain on or off	VO–Shift-S
Turn on VoiceOver help	VO–K
Return to the previous screen, or turn off VoiceOver help	Escape

Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys. Quick Nav is off by default.

Turn Quick Nav on or off	Left Arrow–Right Arrow
Select the next or previous item	Right Arrow or Left Arrow
Select the next or previous item specified by the rotor setting	Up Arrow or Down Arrow
Select the first or last item	Control–Up Arrow or Control–Down Arrow
"Tap" an item	Up Arrow–Down Arrow
Scroll up, down, left, or right	Option–Up Arrow, Option–Down Arrow, Option–Left Arrow, or Option–Right Arrow
Change the rotor	Up Arrow–Left Arrow or Up Arrow–Right Arrow

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.

Get information about a location: With a pin selected, double-tap to display the information flag. Flick left or right to select the flag, then double-tap to display the information page.

Using a Braille Display with VoiceOver

Setting Up a Braille Display

You can use a refreshable Bluetooth braille display to read VoiceOver output in braille. In addition, braille displays with input keys and other controls can be used to control iPad when VoiceOver is turned on. iPad works with many of the most popular wireless braille displays. For a list of supported braille displays, see www.apple.com/accessibility/voiceover/devicesupport.

Set up a braille display:

1 Turn on the braille display.

2 On iPad, turn on Bluetooth.

   In Settings, choose General > Bluetooth, then tap the Bluetooth switch.

3 In Settings, choose General > Accessibility > VoiceOver > Braille, then choose the braille display.

Turn contracted braille on or off: In Settings, choose General > Accessibility > VoiceOver > Braille, then tap the Contracted Braille switch.

Choosing a Language

The braille display uses the language that's set for Voice Control. By default, this is the language that's set for iPad in Settings > International > Language. You can use the VoiceOver language setting to set a different language for VoiceOver and braille displays.

Set the language for VoiceOver: In Settings, choose General > International > Voice Control, then choose the language.

If you change the language for iPad, you may need to reset the language for VoiceOver and your braille display.

Controlling VoiceOver with Your Braille Display

You can set the leftmost or rightmost cell of your braille display to provide system status and other information:

- Announcement History contains an unread message
- The current Announcement History message has not been read
- VoiceOver speech is muted
- The iPad battery is low (less than 20% charge)
- iPad is in landscape orientation
- The screen display is turned off
- The current line contains additional text to the left
- The current line contains additional text to the right

Set the leftmost or rightmost cell to display status information: In Settings, choose General > Accessibility > VoiceOver > Braille > Status Cell, then tap Left or Right.

See an expanded description of the status cell: On your braille display, press the status cell's router button.

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 139).

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.

While using Zoom with an Apple Wireless Keyboard (see "Controlling VoiceOver Using an Apple Wireless Keyboard" on page 134), the screen image follows the insertion point, keeping it in the center of the display.

Large Text

Large Text lets you make the text larger in Mail and Notes. You can choose 20-point, 24-point, 32-point, 40-point, 48-point, or 56-point text.

Set the text size: In Settings, choose General > Accessibility, tap Large Text, then tap the text size you want.

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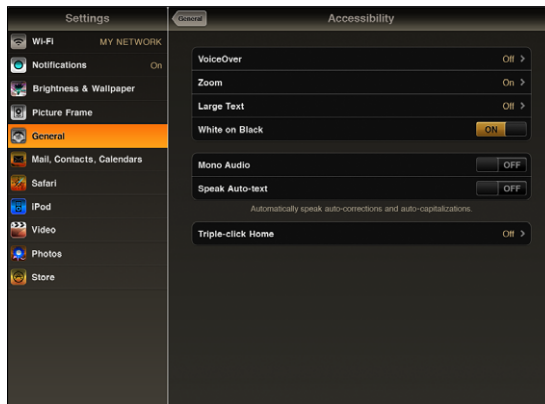
Invert the screen's colors: In Settings, choose General > Accessibility, then tap "White on Black."

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 also help make it accessible to all users, including those with disabilities.

Widescreen Keyboards

All the built-in iPad apps 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 152.

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.

Closed Captioning

You can turn on closed captioning for videos in Video settings. See "Video" on page 156.

Settings 19

About Settings

Use Settings to personalize iPad apps, set the date and time, configure your network connection, and change other iPad settings.

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: Tap Settings and turn Airplane Mode on or off.

When airplane mode is on, a small ✈ 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 weather reports
- Get map locations
- Use the iTunes Store, iBookstore, or the App Store
- Use Game Center

If allowed by the aircraft operator and applicable laws and regulations, you can continue to use iPad to:

- Listen to music or watch videos
- Check your calendar
- View photos

- Take notes

- Read email messages stored on iPad

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, iBookstore, or the App Store

- Use Game Center

You may also be allowed to turn on Bluetooth and use Bluetooth devices with iPad.

VPN

This setting appears when you configure a Virtual Private Network (VPN). See "VPN Access" on page 159.

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 a Wi-Fi network isn't available, or if you turn Wi-Fi off, then iPad connects to the Internet over your cellular data network (on iPad Wi-Fi + 3G only).

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—by using Safari or Mail for example—and you aren't in range of a Wi-Fi network you've previously used, this option tells iPad to look for another network. iPad displays a list of available Wi-Fi networks that you can choose from. Networks that require a password show a lock 🔒 icon. If "Ask to Join Networks" is turned off and a previously used Wi-Fi or cellular data network isn't available, you must manually join a network to connect to the Internet.

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 settings to use.

Adjust settings to connect to a Wi-Fi network: Choose Wi-Fi, then tap ⊙ next to a network.

Notifications

This setting appears the first time you open an app, such as Game Center, that uses the Apple Push Notification service. Apps use push notifications to alert you about new information, even when the app isn't running. Notifications vary by app, but may include text or sound alerts, and a numbered badge on the app's icon on the Home screen. You can turn notifications off if you don't want to be notified, or if you want to conserve battery life.

Turn all notifications on or off: Tap Notifications, then turn Notifications on or off.

Turn sounds, alerts, or badges on or off for an app: Tap Notifications, choose an app from the list, then choose the types of notifications you want to turn on or off.

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: Tap View Account to see or change your account information.

Add a SIM PIN: Tap SIM PIN to add a PIN to lock your micro-SIM card.

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 and drag the slider.

Set whether iPad adjusts screen brightness automatically: Choose Brightness and 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 your 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 app. 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 apps
- Total storage capacity
- Space available
- Software version
- Model and serial numbers
- Cellular Data (iPad Wi-Fi + 3G only), Wi-Fi, and Bluetooth addresses
- Modem firmware version of the cellular transmitter (iPad Wi-Fi + 3G only)
- IMEI (International Mobile Equipment Identity) and ICCID (Integrated Circuit Card Identifier, or Smart Card) numbers (iPad Wi-Fi + 3G only)
- Legal and Regulatory information

Usage (iPad Wi-Fi + 3G only)

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.

Reset your usage statistics: Tap Reset Statistics to clear accumulated data and statistics.

Sounds

Adjust the alerts volume: Choose General > Sounds and 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 a new email message
- Send an email message
- Have an Calendar event that you've set to alert you
- Lock iPad
- Type using the keyboard

Network

Use Network settings to configure a VPN (virtual private network) connection or access your Wi-Fi settings.

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 158.

Change a VPN configuration: Choose General > Network > VPN and 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 wirelessly to an Apple Wireless Keyboard for wireless typing or to Bluetooth headphones for wireless listening. See "Using Bluetooth Devices" on page 43.

Turn Bluetooth on or off: Choose General > Bluetooth and turn Bluetooth on or off. When Bluetooth is on, you see the Bluetooth ☀ icon in the status bar at the top of the screen.

Location Services

Location Services allows apps 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.

When an app is using location services, ↗ appears in the status bar.

Every app that uses location services appears in the Location Services settings screen, showing whether location services is turned on or off for that app. ⌁ appears for each app that has requested your location within the last 24 hours. You can turn location services off for some or for all apps, if you don't want to use this feature. If you turn location services off, you're prompted to turn it on again the next time an app tries to use this feature.

Turn Location Services on or off for all apps: Choose General > Location Services, then turn location services on or off.

Turn Location Services on or off for some apps: Choose General > Location Services, then turn location services on or off.

To conserve battery life, turn Location Services off when you're not using it.

Spotlight Search

You can specify the content areas you want to search on iPad using Spotlight.

Set the content areas Spotlight searches: Choose General > Spotlight Search and tap an item to select or deselect it.

Set the search result order: Choose General > Spotlight Search, touch ☰ next to an item, and drag it up or down to rearrange the search order.

Auto-Lock

Set Auto-Lock to turn off the display and prevent unintended operation of your iPad.

Set the amount of time before iPad locks: Choose General > Auto-Lock and choose a time.

Passcode Lock

Initially, iPad doesn't require you to enter a passcode to unlock it. For 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 the passcode off: Choose General > Passcode Lock > Turn Passcode Off, then enter your passcode.

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 "Removing a Backup" on page 164.

Set how long before your passcode is required: Choose General > Passcode Lock, then enter your passcode. Tap Require Passcode and select how long iPad can be idle before you need to enter a passcode to unlock it.

Turn Simple Passcode on or off: Choose General > Passcode Lock, then turn Simple Passcode on or off.

A simple passcode is a four-digit number. To increase security, turn off Simple Passcode and use a longer passcode that has a combination of numbers, letters, punctuation, and special characters.

Turn Picture Frame on or off: Choose General > Passcode Lock and turn Picture Frame on or off.

When Picture Frame is on, iPad displays your photos from the locked screen. See "Picture Frame" on page 143.

Erase all data after ten failed passcode attempts: Choose General > Passcode Lock, enter your passcode, and tap Erase Data to turn it on.

After ten failed passcode attempts, your settings are reset to their original values, all your information and media are erased, and data protection is enabled 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 apps and for iPod content on iPad. For example, parents can restrict explicit music from being seen, or turn off YouTube access.

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 "Removing a Backup" on page 164.

Set app 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 apps 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.

	Installing apps is disabled and the App Store icon is removed from the Home screen.
	Deleting apps from iPad is disabled. ⊗ doesn't appear on app icons when you're customizing the Home screen.
	Location Services settings cannot be changed.
	Mail account settings cannot be changed.

Restrict purchases within apps: Turn off In-App Purchases. When enabled, this feature allows you to purchase additional content or features within apps 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 or regions have a rating system.

Restrict multiplayer games: Turn off Multiplayer Games.

When Multiplayer Games is turned off, you can't request a match, or send or receive invitations to play games or add friends in Game Center.

Restrict adding friends: Turn off Adding Friends.

When Adding Friends is turned off, you can't make or receive friend requests in Game Center. You can continue to play with existing friends if Multiplayer Games is turned on.

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 and turn 24-Hour Time on or off. (24-Hour Time may not be available in all countries or regions.)

Set a time zone: Choose General > Date & Time > Time Zone. Enter a city in the search field.

Set the date and time: Choose General > Date > Set Date & Time.

Keyboard

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.

Turn Auto-Correction on or off: Choose General > Keyboard and 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.

Check spelling as you type: Choose General > Keyboard and turn Check Spelling on or off.

Enable caps lock: Choose General > Keyboard and 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.

Add international keyboards: Choose General > Keyboards > International Keyboards > Add New Keyboard, and tap the keyboards you want to add.

Change a keyboard layout: Choose General > Keyboards > International Keyboards and select a keyboard. For some languages, you can change the onscreen software keyboard layout and the external hardware keyboard layout.

International

Use International settings to set the language for iPad, add keyboards for different languages, and set the date, time, and telephone number formats for your region. You can also choose a calendar format.

Set the language for iPad: Choose General > International > Language, choose the language you want to use, and tap Done.

Turn international keyboards on or off: Choose General > International > Keyboards, and add the keyboards you want to use.

If more than one keyboard is turned on, press and hold ⊕ on the keyboard to see a menu of keyboards. See "International Keyboards" on page 18.

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 apps.

Set a calendar format: Choose General > International > Calendar and select the calendar format you want to use–for example Gregorian or Buddhist.

Accessibility

To turn on accessibility features, go to Accessibility settings and choose the features you want. See Chapter 18, "Accessibility," on page 126.

Resetting iPad

Reset all settings: Choose General > Reset > Reset All Settings.

Enter your passcode if you have one. All your 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 > Erase All Content and Settings.

Enter your passcode if you have one. This resets all iPad settings to their original values and erases all your information and media.

Reset network settings: Choose General > Reset > Reset Network Settings.

Enter your passcode if you have one. 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 > Reset Keyboard Dictionary.

Enter your passcode if you have one. 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 > Reset Home Screen Layout to reset your home screen to factory defaults.

Reset the location warnings: Choose General > Reset > Reset Location Warnings, and enter your passcode if you have one.

Location warnings are the requests made by an app (such as Maps) to use Location Services with that app. iPad stops presenting the warning for an app 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:

- "Adding Mail, Contacts, and Calendar Accounts" on page 30
- "Syncing and Adding Contacts" on page 83
- "Subscribing to Calendars" on page 79

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 Push is set 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 app—for example, by 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 the 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.

Calendars

Set alerts to sound when you receive meeting invitations: 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 148.

Set alerts to sound when your receive meeting invitation: 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, Yahoo!, or Bing.

Select a search engine: Choose Safari > Search Engine and 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, choose My Info, and select the contact you want to use.

  When this feature is on, Safari uses information from Contacts to fill in contact fields on web forms.

- *To use information from names and passwords,* turn Names and 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 apps. 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 the audio playback settings in the iPod app on iPad.

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 iPod and turn Sound Check on or off.

Use EQ to customize the sound: Choose iPod, tap EQ, and choose an equalizer setting.

Set a volume limit: Choose iPod, tap Volume Limit, and 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 iPod and turn Lyrics & Podcast Info on or off.

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

Video

Video settings apply to video content, including rented movies and TV shows. 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 and turn Closed Captioning on or off.

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.

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.

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, any app that supports playing video to an external display will automatically use it when playing video. Videos, Photos, and YouTube are built-in apps that 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, and select the length of time.

Set whether to repeat slideshows: Choose Photos and turn Repeat on or off.

Set photos to appear randomly or in order: Choose Photos and turn Shuffle on or off.

Notes

Use Notes settings to choose the font used to display your notes.

Choose a font: Choose Notes and select a font.

Store

Use Store settings to create or change an Apple ID. By default, the Apple ID 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 apps from a different account. If you don't have an Apple ID, you can create one in Store settings.

Create a new account: Choose Store and tap Create New Account, then follow the onscreen instructions.

Sign in to an account: Choose Store and tap Sign in, then enter your Apple ID and password.

View your Apple ID information: Choose Store, sign in using your Apple ID, and tap View Apple ID.

Sign in to a different account: Choose Store and tap Sign out, then tap Sign in and enter your username and password.

iPad in the Enterprise

iPad at Work

With support for secure access to corporate networks, directories, and Microsoft Exchange, iPad is ready to go to work. For detailed information about using iPad in business go to www.apple.com/ipad/business.

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. Your administrator may have you install a profile that ties your iPad to a mobile device management server, which allows your administrator to configure your settings remotely.

Installing configuration profiles:

1 On iPad, open the email message or download the configuration profiles from the website your administrator provides.

2 For each configuration profile, tap the 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.

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 158 or contact your administrator.

LDAP and CardDAV 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).

When you set up a CardDAV account, your account contacts are synced with iPad over the air. You may also be able to search for contacts on your company or organization's CardDAV server.

Set up an LDAP or CardDAV account:

1 In Settings, tap "Mail Contacts, Calendars," then tap Add Account.

2 Tap Other, then tap Add LDAP Account or Add CardDAV 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. You can also use Express Lane for personalized support (not available in all countries). See expresslane.apple.com.

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 32.

or
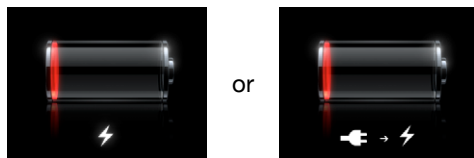
- When charging, make sure you're using the 10W USB power adapter that came with iPad or the USB port on a recent Mac. The fastest way to charge is to use the power adapter. See "Charging the Battery" on page 32.
- For faster charging, turn iPad off.
- iPad may not charge when connected to the USB port on an older Mac, a PC, a keyboard, or to a USB hub.

If your Mac or PC doesn't provide enough power to charge your iPad, a Not Charging message appears in the status bar. To charge iPad, disconnect it from your computer and connect it to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter.

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 32.
- Press and hold the Sleep/Wake for a few seconds until a red slider appears, then press and hold the Home button until the app 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 App Appears Too Small

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap ❷ˣ to zoom in on the app. Tap ❶ˣ to return to the original size.

Look in the App Store to see if there's a version of the app 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 32.
- 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 28.

Backing Up iPad

Backing Up

iTunes creates a backup of settings, app 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 copy your current iPad information to another iPad. See "Updating and Restoring iPad Software" on page 164.

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 with iTunes" on page 23.

Apps from the App Store are included in the first backup after the apps are downloaded. Subsequent backups include just the app 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 the Devices pane of iTunes preferences.

For more information about backups, including details about what information is included in a backup, go to support.apple.com/kb/HT4709.

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.

   - *Mac:* Choose iTunes > Preferences.
   - *Windows:* Choose Edit > 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 apps, 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 default, and all data stored on iPad is deleted, including downloaded apps, 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 150.

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, app 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 150.

Restoring from a Backup

You can restore the settings, app data, and other information from a backup, or use this feature to copy 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 apps. If you choose an old backup, restoring it could replace the app data with data that isn't current. For more information, see "Resetting iPad" on page 150.

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 150.

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 use Express Lane (not available in all countries). Go to expresslane.apple.com.

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
.ics	Calendar item
.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.
- Make sure the Silent button isn't in the up position. See "Volume Buttons" on page 9.
- If you're using a headset, unplug it, then plug it in again. Make sure you push the plug all the way in.
- Make sure the volume isn't turned all the way down.
- 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 156.
- 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.
- If you're using an app that works with AirPlay, check to see if the AirPlay device you're sending the sound to is turned on and the volume is turned up. If you want to hear sound through iPad's speaker, tap ⬚ and select it from the list.

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, open iTunes and choose Help > iTunes Help.

No Video or Sound when Using AirPlay

To send video or audio to an AirPlay device such as an Apple TV, iPad and the AirPlay device must be connected to the same wireless network. If you don't see the ⬚ button, iPad isn't connected to the same Wi-Fi network as Apple TV.

- When sound or video is being sent to an AirPlay device, iPad doesn't display video or play audio. To direct the content to iPad and disconnect from the AirPlay device, tap ⬚ and select your iPad from the list.
- If the Apple TV has been set up to require a passcode, you must enter it on iPad when asked, in order to use AirPlay.

- Make sure the speakers on the AirPlay device are turned on and turned up. If you're using an Apple TV, make sure the TV's input source is set to Apple TV. Make sure the volume control on iPad is turned up.

- When iPad is streaming with AirPlay, it must remain connected to the Wi-Fi network. If you take iPad out of range, playback stops.

- Depending on the speed of your network, it may take 30 seconds or more for playback to begin when using AirPlay.

No Image on TV or Projector Connected to iPad
Not all apps support using a video cable with a TV or projector. Photos, Video and YouTube are built-in apps that 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 28.

To purchase content from the iTunes Store or the App Store, you need an Apple ID. You can set up an Apple ID on iPad. From the Home screen, choose Settings > Store > Create New Apple ID. See "Store" on page 157.

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 app, 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 app: 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 app 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 settings 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 150.
- If that doesn't work, restore the iPad software. See "Removing a Backup" on page 164.

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 *iPad Important Product Information Guide* at support.apple.com/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.
Managing your Apple ID account	Go to appleid.apple.com.
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.

To learn about	Do this
Using iPhoto on Mac OS X	Open iPhoto and choose Help > iPhoto Help.
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 apps.
Obtaining warranty service	First follow the advice in this guide. Then go to www.apple.com/support/ipad or see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.
Battery replacement service	Go to www.apple.com/batteries/replacements.html.
Using iPad in an enterprise environment	Go to www.apple.com/ipad/business.

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/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.

Nederlands: 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.

Brazil—Disposal Information

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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