iPad
User Guide

For iOS 6.1 Software

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iPad at a Glance

1

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

iPad Overview

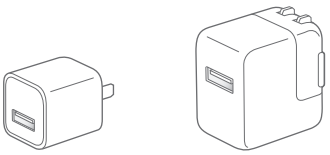
iPad mini

iPad

Your iPad features and the Home screen may be different, depending on the model of iPad you have.

Accessories

The following accessories are included with iPad:



USB power adapter: Use the included power adapter to power iPad and charge the battery.

Note: The power adapter included with iPad may vary by model and region.

Lightning to USB Cable: Use this to connect iPad 4th generation or iPad mini to the USB power adapter to charge, or to your computer to sync.

30-pin to USB Cable: Use this to connect iPad 2 or iPad 3rd generation to the USB power adapter to charge, or to your computer to sync. Use the cable with the optional iPad Dock, or plug it directly into iPad.

Buttons

A few buttons make it easy to lock iPad and adjust the volume.

Sleep/Wake button

You can lock iPad by putting it to sleep when you're not using it. When you lock iPad, nothing happens if you touch the screen, but music continues playing and you can use the volume 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 off: Hold down the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider.

Turn iPad on: Hold down the Sleep/Wake button until the Apple logo appears.

If you don't touch the screen for a minute or two, iPad locks automatically. You can change how long it takes the screen to lock, or set a passcode to unlock iPad.

Set the auto-lock time: Go to Settings > General > Auto-Lock.

Set a passcode: Go to Settings > General > Passcode Lock.

You can use an iPad Smart Cover or iPad Smart Case, sold separately, to automatically lock or unlock an iPad 2 or later.

Use an iPad Smart Cover or iPad Smart Case: Go to Settings > General > iPad Cover Lock/Unlock.

Home button

The Home button ▢ lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

Go to the Home screen: Press the Home button ▢.

On the Home screen, tap an app to open it. See Opening and switching between apps on page 18.

Display recently used apps: When iPad is unlocked, double-click the Home button ▢. The multitasking bar appears at the bottom of the screen, showing the most recently used apps. Swipe the bar to the left to see more apps.

Display audio playback controls:

- *When iPad is locked:* Double-click the Home button ▢. See Playing music on page 78.
- *When using another app:* Double-click the Home button ▢, then flick the multitasking bar from left to right.

Use Siri (iPad 3rd generation or later): Press and hold the Home button ▢. See Chapter 4, Siri, on page 35.

Volume button and Side Switch

Use the Side Switch to disable audio alerts and notifications. You can also use it to lock the screen rotation and prevent the iPad display from switching between portrait and landscape mode.

Adjust the volume: Press the Volume button up or down to increase or decrease the volume.

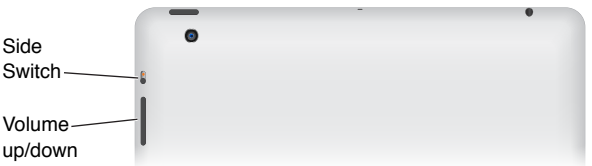
- *Mute the sound:* Press and hold the bottom end of the Volume button.
- *Set a volume limit:* Go to Settings > Music > Volume Limit.

Mute notifications, alerts, and sound effects: Slide the Side Switch down.

The Side Switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows. See Side Switch on page 117.

Lock the screen rotation: Go to Settings > General > "Use the Side Switch to…," then tap Lock Rotation.

Use the Volume button to adjust the volume of songs and other media, and of alerts and sound effects.



WARNING: For important information about avoiding hearing loss, see Important safety information on page 125.

You can also use the Do Not Disturb setting to silence FaceTime calls, alerts, and notifications.

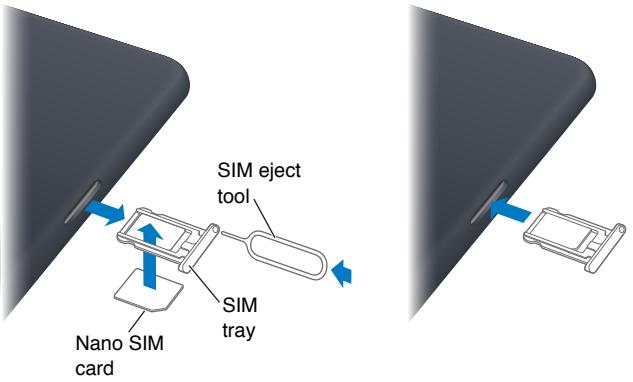
Set iPad to Do Not Disturb: Go to Settings and turn on Do No Disturb. Do Not Disturb keeps alerts and notifications from making any sounds or lighting up the screen when the screen is locked. Alarms, however, still sound, and if the screen is unlocked, Do Not Disturb has no effect.

To schedule quiet hours, allow specific people to call, or allow repeated FaceTime calls to ring through, go to Settings > Notifications > Do Not Disturb. See Do Not Disturb & Notifications on page 113.

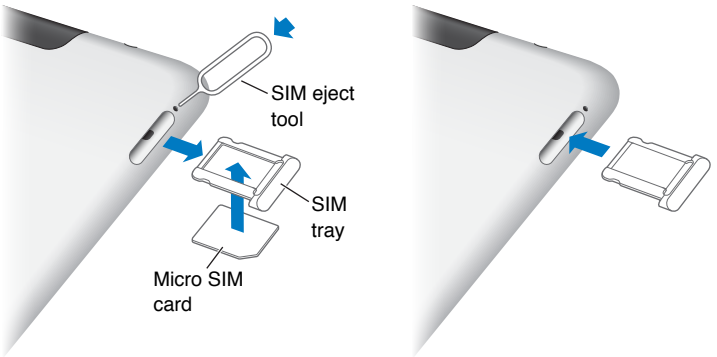
SIM card tray

The SIM card in iPad Wi-Fi + cellular models is used for cellular data. If your SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the SIM card.

iPad mini Wi-Fi + cellular



iPad Wi-Fi + cellular



Open the SIM tray: 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. Pull out the SIM tray to install or replace the SIM card. If you don't have a SIM eject tool, you may be able to use the end of a small paper clip.

For more information, see Cellular Data on page 112.

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 is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See Airplane mode on page 110.
LTE	**LTE**	Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 4G LTE network.
4G	**4G**	Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 4G network.
3G	**3G**	Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 3G network.
E	**EDGE**	Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over an EDGE network.
	GPRS	Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a GPRS network.
	Wi-Fi	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Joining a Wi-Fi network on page 110.
	Do Not Disturb	Shows that "Do Not Disturb" is turned on. See Do Not Disturb & Notifications on page 113.
	Personal Hotspot	Shows that iPad is providing a Personal Hotspot to another iPad, iPhone, or iPod touch. See Personal Hotspot on page 111.
	Syncing	Shows that iPad is syncing with iTunes. See Syncing with iTunes on page 16.
	Activity	Shows network and other activity. Some third-party apps use this icon to show an active process.
VPN	**VPN**	Shows that you're connected to a network using VPN. See VPN on page 111.
	Lock	Shows that iPad is locked. See Sleep/Wake button on page 9.
	Alarm	Shows that an alarm is set. See Chapter 17, Clock, on page 74.
	Screen orientation lock	Shows that the screen orientation is locked. See Portrait and landscape orientation on page 20.
	Location Services	Shows that an app is using Location Services. See Privacy on page 119.
	Play	Shows that a song, audiobook, or podcast is playing. See Playing music on page 78.
	Bluetooth	*White icon:* Bluetooth is on and paired with a device, such as a headset or keyboard. *Gray icon:* Bluetooth is on and paired with a device, but the device is out of range or turned off. *No icon:* Bluetooth is not paired with a device. See Bluetooth devices on page 32.
	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
	Battery	Shows the battery level or charging status. See Battery on page 34.

Getting Started

2

Read this chapter to learn how to set up iPad, set up mail accounts, use iCloud, and more.

What you need

WARNING: To avoid injury, read Important safety information on page 125 before using iPad.

To use iPad, you need:

- An Internet connection (broadband is recommended)
- An Apple ID for some features, including iCloud, the App Store and iTunes Store, and online purchases. You can create an Apple ID during setup.

To use iPad with your computer, you need:

- A Mac with a USB 2.0 or 3.0 port, or a PC with a USB 2.0 port, and one of the following operating systems:
  - Mac OS X version 10.6.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 2 or later
- iTunes, available at www.itunes.com/download

Setting up iPad

To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in with or creating a free Apple ID
- Setting up iCloud
- Turning on recommended features, such as Location Services and Find My iPad

During setup, you can copy your apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes. See Backing up iPad on page 129.

Apple ID

An Apple ID is the user name for a free account that lets you access Apple services, such as the iTunes Store, the App Store, and iCloud. You need only one Apple ID for everything you do with Apple. There may be charges for services and products that you use, purchase, or rent.

If you have an Apple ID, use it when you first set up iPad, and whenever you need to sign in to an Apple service. If you don't already have an Apple ID, you can create one now, or later when you're asked to sign in.

Create an Apple ID: Go to Settings > iTunes & App Stores and tap Sign In. (If you're already signed in and want to create another Apple ID, first tap your Apple ID, then tap Sign Out.)

For more information, see support.apple.com/kb/he37.

Setting up mail and other accounts

iPad works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar service providers.

If you don't already have a mail account, you can set up a free iCloud account when you set up iPad, or set one up later in Settings > iCloud. See Using iCloud on page 15.

Set up an iCloud account: Go to Settings > iCloud.

Set up another account: Go to Settings > Mail, Contacts, Calendars.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See Adding contacts on page 69.

For information about setting up a Microsoft Exchange account in a corporate environment, see Setting up Microsoft Exchange accounts on page 120.

Managing content on iPad

You can transfer information and files between iPad and your other iOS devices and computers, using either iCloud or iTunes.

- *iCloud* stores content such as music, photos, calendars, contacts, documents, and more, and wirelessly pushes it to your other iOS devices and computers, keeping everything up to date. See Using iCloud, below.
- *iTunes* syncs music, video, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you've created on iPad to your computer. See Syncing with iTunes on page 16.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically push photos you take on iPad to your other devices, and use iTunes to sync photo albums from your computer to iPad.

Note: Don't sync items in the Info pane of iTunes (such as contacts, calendars, and notes) and also use iCloud to keep that information up to date on your devices. Otherwise, you may see duplicated data on iPad.

Using iCloud

iCloud stores your content, including music, photos, contacts, calendars, and supported documents. Content stored in iCloud is pushed wirelessly to your other iOS devices and computers set up with the same iCloud account.

iCloud is available on iOS devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.2 or later, and on PCs with the iCloud Control Panel for Windows (Windows Vista Service Pack 2 or Windows 7 required).

iCloud features include:

- *iTunes in the Cloud*—Download previous iTunes music and TV show purchases to iPad for free, anytime.
- *Apps and Books*—Download previous App Store and iBookstore purchases for free, anytime.
- *Photo Stream*—Photos you take on one device appear automatically on all your devices. See Photo Stream on page 57.
- *Documents in the Cloud*—For iCloud-enabled apps, keep documents and app data up to date across all your devices.
- *Mail, Contacts, Calendars*—Keep your mail contacts, calendars, notes, and reminders up to date across all your devices.
- *Backup*—Back up iPad to iCloud automatically when connected to power and Wi-Fi. See Backing up with iCloud on page 129.
- *Find My iPad*—Locate your iPad on a map, display a message, play a sound, lock the screen, or remotely wipe the data. See Find My iPad on page 33.
- *Find My Friends*—Keep track of your family and friends (when connected to a Wi-Fi or cellular network) using the Find My Friends app. Download the free app from the App Store.
- *iTunes Match*—With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than iTunes, appears on all your devices and can be downloaded and played on demand. See iTunes Match on page 81.
- *iCloud Tabs*—See the webpages you have open on your other iOS devices or computers with OS X Mountain Lion or later installed. See Chapter 5, Safari, on page 41.

With iCloud, you get a free mail account and 5 GB of storage for your mail, documents, and backups. Your purchased music, apps, TV shows, and books, as well as your Photo Stream, don't count against your free space.

Note: iCloud is not available in all areas, and iCloud features may vary by area. For more information, go to www.apple.com/icloud.

Sign in or create an iCloud account: Go to Settings > iCloud.

Manage iCloud: Go to Settings > iCloud.

- *Enable or disable services:* Go to Settings > iCloud, then turn on services such as Photo Stream and Documents & Data.
- *Enable iCloud backups:* Go to Settings > iCloud > Storage & Backup.
- *Buy more iCloud storage:* Go to Settings > iCloud > Storage & Backup > Manage Storage > Change Storage Plan, then choose an upgrade.

For information about buying iCloud storage, go to help.apple.com/icloud.

Turn on Automatic Downloads for music, apps, or books: Go to Settings > Store.

View and download previous purchases:

- *iTunes Store purchases:* Go to iTunes, then tap Purchased.
- *App Store purchases:* Go to App Store, then tap Purchased.
- *iBookstore purchases:* Go to iBooks, tap Store, then tap Purchased.

Find your iPad: Go to www.icloud.com, sign in with your Apple ID, then choose Find My iPad.

Important: On your iPad, Find My iPad must be turned on in Settings > iCloud in order for iPad to be located.

For more information about iCloud, go to www.apple.com/icloud. For support information, go to www.apple.com/support/icloud.

Connecting iPad to your computer

Use the included USB cable to connect iPad to your computer. Connecting iPad to your computer lets you sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See Syncing with iTunes on page 16.

Unless iPad is syncing with your computer, you can disconnect it at any time. If you disconnect while a sync is in progress, some data may not get synced until the next time you connect iPad to your computer.

Syncing with iTunes

Syncing with iTunes copies information from your computer to iPad, and vice versa. You can sync by connecting iPad to your computer with the included USB cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, photos, videos, podcasts, apps, and more. For information about syncing iPad, open iTunes on your computer, then select iTunes Help from the Help menu.

Set up wireless iTunes syncing: Connect iPad to your computer using the included USB cable. In iTunes on your computer, select iPad, click Summary, then turn on "Sync with this iPad over Wi-Fi."

When Wi-Fi syncing is turned on, iPad automatically syncs every day. iPad must be connected to a power source, both iPad and your computer must be on the same wireless network, and iTunes must be open on the computer. For more information, see iTunes Wi-Fi Sync on page 115.

Tips for syncing with iTunes

- If you use iCloud to store your contacts, calendars, bookmarks, and notes, don't also sync them to iPad using iTunes.
- Purchases you make from the iTunes Store or the App Store on iPad are synced back to your iTunes library. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad.
- In the device's Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily override this, hold down Command and Option (Mac) or Shift and Control (PC) until you see your iPad appear in the iTunes window.
- In the device's Summary pane, select "Encrypt iPad backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon 🔒, and a password is required to restore the backup. If you don't select this option, other passwords (such as those for mail accounts) aren't included in the backup and will have to be reentered if you use the backup to restore iPad.
- In the device's Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to a mail account on iPad don't affect the account on your computer.
- In the device's Info pane, click Advanced to select options that let you *replace* the information on iPad with the information from your computer during the next sync.
- If you listen to part of a podcast or audiobook, your stopping point is included if you sync the content with iTunes. If you started listening on iPad, you can pick up where you left off in iTunes on your computer—or vice versa.
- In the device's Photo pane, you can sync photos and videos from a folder on your computer.

Viewing this user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, and in the free iBooks app.

View the user guide in Safari: In Safari, tap 📖, then tap the iPad User Guide bookmark. Or go to help.apple.com/ipad.

Add an icon for the user guide to the Home screen: Tap ⬆, then tap "Add to Home Screen."

View the user guide in iBooks: If you haven't installed iBooks, open the App Store, then search for and install "iBooks." Open iBooks and tap Store. Search for "iPad User Guide," then select and download the user guide.

For more information about iBooks, see Chapter 23, iBooks, on page 88.

Basics

3

Using apps

You interact with iPad using your fingers to tap, double-tap, swipe, and pinch objects on the touchscreen.

Opening and switching between apps

To go to the Home screen, press the Home button ▢.

Open an app: Tap it.

To return to the Home screen, press the Home button ▢ again.

View recently used apps: Double-click the Home button ▢ to reveal the multitasking bar.

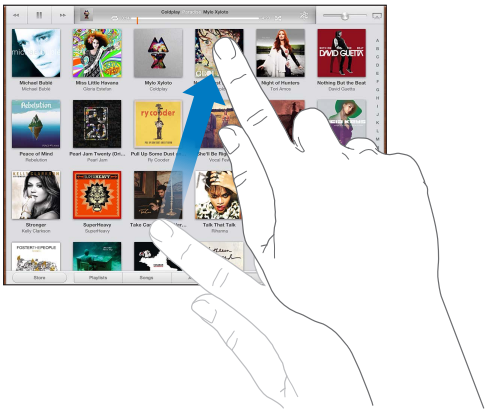
Tap an app to use it again. Swipe left to see more apps.

If you have a lot of apps, you might want to use Spotlight to locate and open them. See Searching on page 27.

Scrolling

Drag up or down to scroll. On some screens such as webpages, you can also scroll side to side. 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.

To quickly go to the top of a page, tap the status bar at the top of the screen.

Lists

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

Choose an item in a list: Tap it.

Some lists have an index along the side to help you navigate quickly.

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

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

Zooming in or out

Depending on the app, you may be able to zoom in to enlarge, or zoom out to reduce the image on the screen. When viewing photos, webpages, mail, or maps, for example, pinch two fingers together to zoom out or spread them apart to zoom in. For photos and webpages, you can also 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 an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See Zoom on page 106.

Multitasking gestures

You can use multitasking gestures on iPad to return to the Home screen, reveal the multitasking bar, or switch to another app.

Return to the Home screen: Pinch four or five fingers together.

Reveal the multitasking bar: Swipe up with four or five fingers.

Switch apps: Swipe left or right with four or five fingers.

Turn multitasking gestures on or off: Go to Settings > General > Multitasking Gestures.

Portrait and landscape orientation

You can view many iPad apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting to fit the new orientation.

Lock the screen orientation: Double-click the Home button ▢, swipe the multitasking bar from left to right, then tap 🔒.

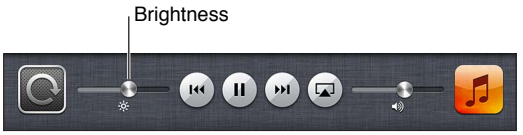
The orientation lock icon appears in the status bar when the screen orientation is locked.

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General, and under "Use Side Switch to," tap Lock Rotation. See Side Switch on page 117.

Adjusting the screen brightness

You can manually adjust the brightness of the screen, or turn on Auto-Brightness to have iPad use the built-in ambient light sensor to automatically adjust the brightness.

Adjust the screen brightness: Double-click the Home button, swipe the multitasking bar from left to right, then drag the brightness slider.



Turn Auto-Brightness on or off: Go to Settings > Brightness & Wallpaper.

See Brightness & Wallpaper on page 118.

Customizing iPad

You can customize the layout of your apps on the Home screen, organize them in folders, and change the wallpaper.

Rearranging apps

Customize your Home screen by rearranging apps, moving apps to the Dock along the bottom of the screen, and creating additional Home screens.

Rearrange apps: Touch and hold any app on the Home screen until it jiggles, then move apps around by dragging them. Press the Home button to save your arrangement.

Create a new Home screen: While arranging apps, drag an app to the right edge of the rightmost screen until a new screen appears.

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

- *Switch between Home screens:* Swipe left or right.
- *Go to the first Home screen:* Press the Home button.

Move an app to another screen: While it's jiggling, drag an app to the side of the screen.

Customize the Home screen using iTunes: Connect iPad to your computer. In iTunes on your computer, select iPad, then click the Apps button to see the image of the iPad Home screen.

Reset the Home screen to its original layout: Go to Settings > General > Reset, then tap Reset Home Screen Layout. Resetting the Home screen removes any folders you've created and applies the default wallpaper to your Home screen.

Organizing with folders

You can use folders to organize the apps on your Home screens. Rearrange folders—just as you do apps—by dragging them around your Home screens or to the Dock.

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

iPad creates a new folder that includes the two apps, and names the folder based on the type of apps. To enter a different name, tap the name field.

Open a folder: Tap the folder. To close a folder, tap outside the folder or press the Home button ▢.

Organize with folders: While arranging apps (the icons are jiggling):

- *Add an app to a folder:* Drag the app onto the folder.
- *Remove an app from a folder:* Open the folder if necessary, then drag the app out.
- *Delete a folder:* Move all apps out of the folder. The folder is automatically deleted.
- *Rename a folder:* Tap to open the folder, then tap the name and enter a new one.

When you finish, press the Home button ▢.

Changing the wallpaper

You can customize both the Lock screen and the Home screen by choosing an image or photo to use as wallpaper. Choose one of the supplied images, or a photo from your Camera Roll or another album on iPad.

Change the wallpaper: Go to Settings > Brightness & Wallpaper.

Typing

The onscreen keyboard lets you type when you need to enter text.

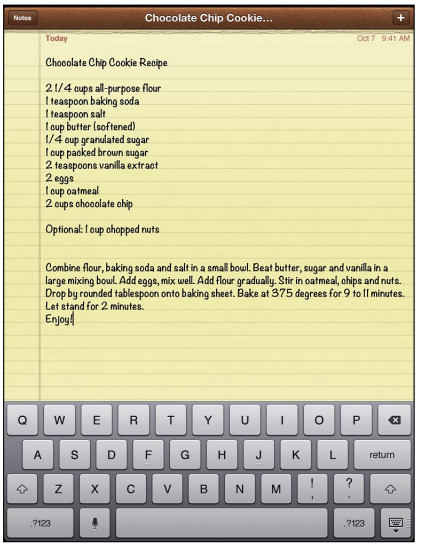
Entering text

Use the onscreen keyboard to enter text, such as contact information, mail, and web addresses. Depending on the app and the language you're using, the keyboard may correct misspellings, predict what you're typing, and even learn as you use it.

You can also use an Apple Wireless Keyboard to type. See Apple Wireless Keyboard on page 25. To use dictation instead of typing, see Dictation on page 26.

Enter text: Tap a text field to bring up the keyboard, then tap keys on the keyboard.

As you type, each letter appears above your thumb or finger. 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.



- *Type uppercase:* Tap the Shift key ⇧ before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
- *Quickly type a period and space:* Double-tap the space bar.
- *Turn on caps lock:* Double-tap the Shift key ⇧. To turn caps lock off, tap the Shift key.
- *Enter numbers, punctuation, or symbols:* Tap the Number key .?123. To see additional punctuation and symbols, tap the Symbol key #+=.
- *Enter accented letters or other alternate characters:* Touch and hold a key, then slide to choose one of the options.

Hide the onscreen keyboard: Tap the Keyboard key ⌨.

Set options for typing: Go to Settings > General > Keyboard.

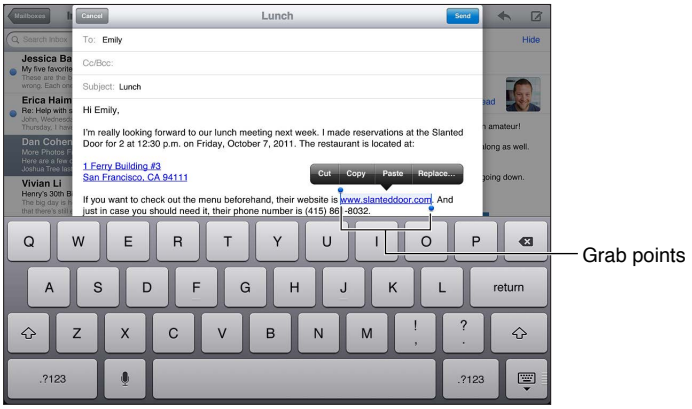
Editing text

If you need to edit text, an onscreen magnifying glass lets you position the insertion point where you need it. You can select text, and cut, copy, and paste text. In some apps, you can also cut, copy, and paste photos and videos.

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. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.



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. To replace text, select it before tapping Paste.

Undo the last edit: Shake iPad, then tap Undo.

Make text bold, italic, or underlined: Select text, tap ▶, then tap B/I/U (not always available).

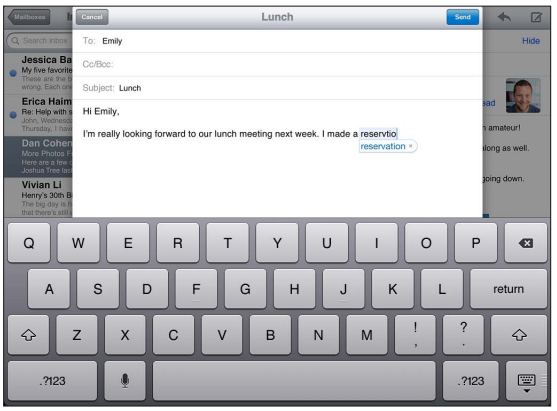
Get the definition of a word: Select the word, then tap Define (not always available).

Get alternative words: Select a word, then tap Suggest (not always available).

Justify text: Select the text, then tap the left or right arrow (not always available).

Auto-correction and spell checking

For many languages, iPad uses the active dictionary to correct misspellings or make suggestions as you type. When iPad suggests a word, you can accept the suggestion without interrupting your typing. For a list of supported languages, see www.apple.com/ipad/specs.



Accept the suggestion: Type a space, punctuation mark, or return character.

Reject a suggestion: Tap the "x" next to the suggestion.

Each time you reject a suggestion for the same word, iPad becomes more likely to accept the word.

iPad may also underline words you've already typed that might be misspelled.

Replace a misspelled word: Tap the underlined word, then tap the correct spelling. If the word you want doesn't appear, just retype it.

Turn auto-correction or spell checking on or off: Go to Settings > General > Keyboard.

Shortcuts and your personal dictionary

Shortcuts lets you type just a few characters instead of a longer word or phrase. The expanded text appears whenever you type the shortcut. For example, the shortcut "omw" expands to "On my way!"

Create a shortcut: Go to Settings > General > Keyboard, then tap Add New Shortcut.

Prevent iPad from trying to correct a word or phrase: Create a shortcut, but leave the Shortcut field blank.

Edit a shortcut: Go to Settings > General > Keyboard, then tap the shortcut.

Use iCloud to keep your personal dictionary up to date on your other iOS devices: Go to Settings > iCloud and turn on "Documents & Data."

Keyboard layouts

On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.

Adjust the keyboard: Touch and hold ⌨, then:

- *Use a split keyboard:* Slide your finger to Split, then release.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

Turn Split Keyboard on or off: Go to Settings > General > Keyboard > Split Keyboard.

You can use Settings to set the layouts for the onscreen keyboard or for an Apple Wireless Keyboard that you use with iPad. The available layouts depend on the keyboard language. See Apple Wireless Keyboard below and Appendix B, International Keyboards, on page 122.

Select keyboard layouts: Go to Settings > General > International > Keyboards, select a language, then choose the layouts.

Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately) for typing on iPad. The Apple Wireless Keyboard connects via Bluetooth, so you must first pair it with iPad. See Pairing Bluetooth devices on page 32.

Once the keyboard is paired with iPad, it connects whenever the keyboard is within range—up to about 33 feet (10 meters). When a wireless keyboard is connected, the onscreen keyboard doesn't appear when you tap a text field. To save the battery, turn off the keyboard when not in use.

Switch the language when using a hardware keyboard: Press Command–Space bar to display a list of available languages. Press the Space bar again to choose a language.

Turn off a wireless keyboard: Hold down the On/off switch on the keyboard until the green light goes off.

iPad disconnects the keyboard when the keyboard is turned off or out of range.

Unpair a wireless keyboard: Go to Settings > Bluetooth, tap ⓘ next to the keyboard name, then tap "Forget this Device."

Dictation

On an iPad that supports it, you can dictate text instead of typing. To use dictation, Siri must be turned on and iPad must be connected to the Internet. You can include punctuation and give commands to format your text.

Note: Dictation may not be available in all languages or in all areas, and features may vary. Cellular data charges may apply.

Turn on dictation: Go to Settings > General > Siri, then turn on Siri.

Dictate text: From the onscreen keyboard, tap 🎤, then speak. When you finish, tap 🎤.

To add text, tap 🎤 again and continuing dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

Add punctuation or format text: Say the punctuation or formatting command.

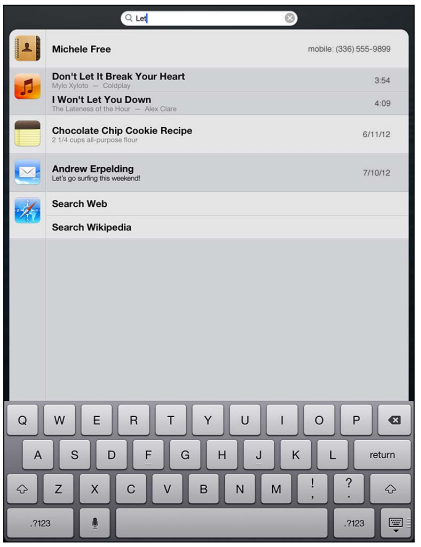
For example, "Dear Mary comma the check is in the mail exclamation mark" results in "Dear Mary, the check is in the mail!"

Punctuation and formatting commands include:

- quote … end quote
- new paragraph
- cap—to capitalize the next word
- caps on … caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on … all caps off—to make the enclosed words all uppercase
- no caps on … no caps off—to make the enclosed words all lowercase
- no space on … no space off—to run a series of words together
- smiley—to insert :-)
- frowny—to insert :-(
- winky—to insert ;-)

Searching

You can search many of the apps on iPad, as well as Wikipedia and the web. Search an individual app, or search all the apps at once using Spotlight. Spotlight also searches the names of apps on iPad—if you have a lot of apps, you might want to use Spotlight to locate and open them.



Search an individual app: Enter text in the search field.

Search iPad using Spotlight: Swipe right from the first Home screen, or press the Home button ▢ from any Home screen. Enter text in the search field.

Search results appear as you type. To dismiss the keyboard and see more results, tap Search. Tap an item in the list to open it. The icons let you know which apps the results are from.

iPad may display a top hit for you, based on previous searches.

Spotlight searches the following:

- Contacts—All content
- Apps—Titles
- Music—Names of songs, artists, and albums, and the titles of podcasts and videos
- Podcasts—Titles
- Videos—Titles
- Audiobooks—Titles
- Notes—Text of notes
- Calendar (Events)—Event titles, invitees, locations, and notes
- Mail—To, From, and Subject fields of all accounts (the text of messages isn't searched)
- Reminders—Titles
- Messages—Names and text of messages

Search the web or Wikipedia from Spotlight: Scroll to the bottom of the search results, then tap Search Web or Search Wikipedia.

Open an app from Search: Enter all or part of the app name, then tap the app.

Choose which items are searched, and the order they're searched: Go to Settings > General > Spotlight Search.

Notifications

To help make sure you don't miss important events, many iPad apps can provide alerts. An alert can appear briefly as a banner at the top of the screen, which goes away if you don't respond to it, or as a notice in the center of the screen that remains until you acknowledge it. Some apps can also display badges on their icons on the Home screen, to let you know how many new items await—for example, how many new email messages you have. If there's a problem—such as a message that couldn't be sent—an exclamation mark appears on the badge. A numbered badge on a folder shows the total number of alerts for all the apps in the folder.

Alerts can also appear on the Lock screen.

Respond to an alert when iPad is locked: Swipe it from left to right.

Notification Center displays all your alerts in one place. So if you weren't able to respond when you first received an alert, you can use Notification Center to respond when you're ready. Alerts can include:

- Missed FaceTime calls
- New email
- New text messages
- Reminders
- Calendar events
- Friend requests (Game Center)

If you're signed in to your Twitter or Facebook account, you can post or tweet to your account from Notification Center.

View Notification Center: Swipe down from the top of the screen.

- *Respond to an alert:* Tap it.
- *Remove an alert:* Tap , then tap Clear.

Manage alerts for your apps: Go to Settings > Notifications. See Do Not Disturb & Notifications on page 113.

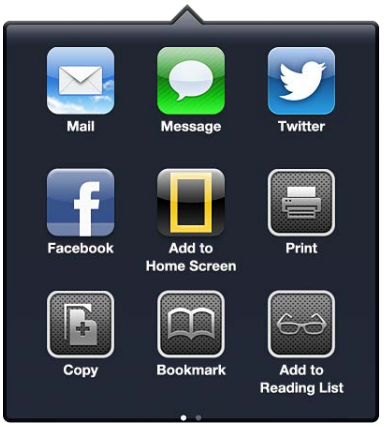
Choose alert sounds, adjust the alert volume, or turn vibrate on or off: Go to Settings > Sounds.

Sharing

iPad gives you lots of ways to share with other people.

Sharing within apps

In many apps, tapping displays options for sharing, as well as other actions such as printing or copying. The options vary depending on the app you're using.



Facebook

Sign in to your Facebook account (or create a new account) in Settings to enable posting directly from many of the apps on iPad.

Sign in to or create a Facebook account: Go to Settings > Facebook.

Post from Notification Center: Tap "Tap to Post." To turn this feature on, go to Settings > Notifications > Share Widget.

Post using Siri: Say "Post to Facebook …."

Post an item from an app: In most apps, tap . In Maps, tap , tap Share Location, then tap Facebook.

Set options for Facebook: Go to Settings > Facebook to:

- Update Contacts on iPad with Facebook names and photos
- Allow apps (such as Calendar and Contacts) to use your account

Install the Facebook app: Go to Settings > Facebook, then tap Install.

Twitter

Sign in to your Twitter account (or create a new account) in Settings to enable Tweets with attachments from many of the apps on iPad.

Sign in to or create a Twitter account: Go to Settings > Twitter.

Tweet from Notification Center: Tap "Tap to Tweet." To turn this feature on, go to Settings > Notifications > Share Widget.

Tweet using Siri: Say "Tweet …."

Tweet an item from an app: View the item, tap , then tap Twitter. If isn't showing, tap the screen. To include your location, tap Add Location.

Tweet a location in Maps: Tap the location pin, tap , tap Share Location, then tap Twitter.

When you're composing a Tweet, the number in the lower-right corner of the Tweet screen shows the number of characters remaining that you can enter. Attachments use some of a Tweet's 140 characters.

Add Twitter user names and photos to your contacts: Go to Settings > Twitter, then tap Update Contacts.

Set options for Twitter: Go to Settings > Twitter.

Install the Twitter app: Go to Settings > Twitter, then tap Install.

Connecting iPad to a TV or other device

You can use AirPlay with Apple TV to stream content to an HDTV, or connect iPad to your TV using cables.

AirPlay

With AirPlay, you can stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices. The AirPlay controls appear when an AirPlay-enabled device is available on the same Wi-Fi network that iPad is connected to. You can also mirror the contents of your iPad screen on a TV.

Stream content to an AirPlay-enabled device: Tap and choose the device.

Access the AirPlay and volume controls while using any app: When the screen is on, double-click the Home button and scroll to the left end of the multitasking bar.

Switch playback back to iPad: Tap and choose iPad.

Mirror the iPad screen on a TV: Tap at the left end of the multitasking bar, choose an Apple TV, and tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on. Everything on the iPad screen appears on the TV.

Connecting iPad to a TV using a cable

Apple cables and adapters (available separately) may be used to connect iPad to a TV, projector, or other external display. For more information, go to support.apple.com/kb/HT4108.

Printing with AirPrint

AirPrint lets you print wirelessly to AirPrint-enabled printers from the following iOS apps:

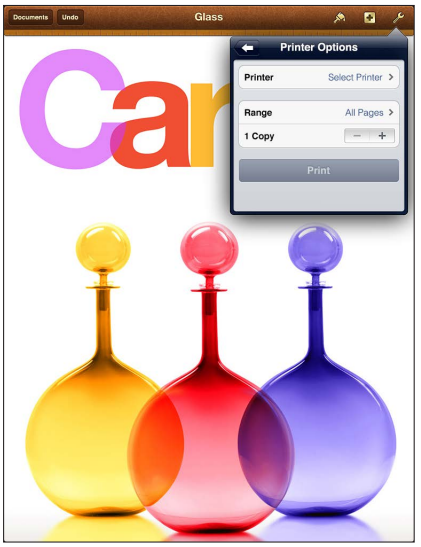
- Mail—email messages and attachments that can be viewed in Quick Look
- Photos and Camera—photos
- Safari—webpages, PDFs, and other attachments that can be viewed in Quick Look
- iBooks—PDFs

- Maps—the portion of the map showing on the screen
- Notes—the currently displayed note

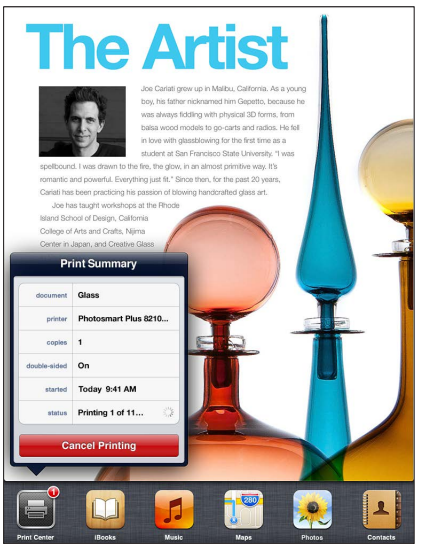
Other apps available from the App Store may also support AirPrint.

iPad and the printer must be on the same Wi-Fi network. For more information about AirPrint, go to support.apple.com/kb/HT4356.

Print a document: Tap ↩ or ⬆ (depending on the app you're using), then tap Print.



See the status of a print job: Double-click the Home button ▢, then tap Print Center in the multitasking bar. The badge on the icon shows how many documents are ready to print, including the current one.



Cancel a print job: In Print Center, select the print job, if necessary, then tap Cancel Printing.

Bluetooth devices

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

Pairing Bluetooth devices

Before you can use a Bluetooth device with iPad, you must first pair it with iPad.

Pair a Bluetooth device with iPad:

1. Make the device discoverable.

   See the documentation that came with the device. For an Apple Wireless Keyboard, press the On/off switch.

2. Go to Settings > Bluetooth and turn Bluetooth on.

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

For information about using an Apple Wireless Keyboard, see Apple Wireless Keyboard on page 25.

To use a Bluetooth headset with iPad, see the documentation that came with the device.

Return audio output to iPad when a Bluetooth headset is connected: Turn off or unpair the device, or turn off Bluetooth in Settings > Bluetooth. Audio output returns to iPad whenever the device is out of range. You can also use AirPlay to switch audio output to iPad. See AirPlay on page 30.

Bluetooth status

After you pair a device with iPad, the Bluetooth icon appears in the status bar at the top of the screen:

- *(white):* Bluetooth is on and paired with a device.
- *(gray):* Bluetooth is on and paired with a device, but the device is out of range or turned off.
- *No Bluetooth icon:* Bluetooth is not paired with a device.

Unpairing a Bluetooth device from iPad

You can unpair a Bluetooth device if you don't want to use it with iPad any more.

Unpair a Bluetooth device: Go to Settings > Bluetooth and turn on Bluetooth. Tap next to the device name, then tap Forget This Device.

File sharing

You can use iTunes to transfer files between iPad and your computer. You can also view files received as email attachments on iPad. See Reading mail on page 44. If you have the same iCloud-enabled apps on more than one device, you can use iCloud to automatically keep your documents up to date across all your devices. See Using iCloud on page 15.

Transfer files using iTunes: Connect iPad to your computer using the included cable. In iTunes on your computer, select iPad, then click the Apps button. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the File Sharing Apps list in iTunes. To delete a file, select the file in the Files list, then press the Delete key.

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, or when you access the passcode lock settings.

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

Set a passcode: Go to Settings > General > Passcode Lock, then tap Turn Passcode On and enter a 4-digit passcode.

Use a more secure passcode: To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters.

To unlock iPad when it's protected by a combination passcode, you enter the passcode using the keyboard. If you prefer to unlock iPad using the numeric keypad, you can set up a longer passcode using numbers only.

See Passcode Lock on page 115.

Find My iPad

Find My iPad can help you locate and secure your iPad using the free Find My iPhone app on another iPad, iPhone, or iPod touch, or using a Mac or PC web browser signed in to www.icloud.com.

Find My iPad includes:

- *Play Sound:* Play a sound for two minutes.
- *Lost Mode:* You can immediately lock your missing iPad with a passcode and send it a message displaying a contact number. iPad also tracks and reports its location, so you can see where it's been when you check the Find My iPhone app.
- *Erase iPad:* Protects your privacy by erasing all the information and media on your iPad and restoring iPad to its original factory settings.

Important: To use these features, Find My iPad must have been turned on in iCloud settings on your iPad, and iPad must be connected to the Internet.

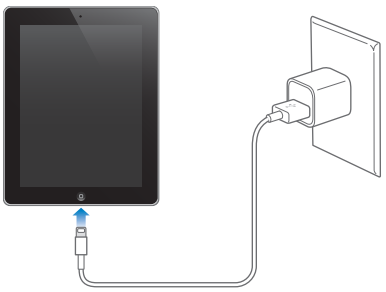
Turn on Find My iPad: Go to Settings > iCloud, then turn on Find My iPad.

Battery

iPad has an internal, lithium-ion rechargeable battery. For more information about the battery—including tips for maximizing battery life—go to www.apple.com/batteries.

> ***WARNING:*** For important safety information about the battery and charging iPad, see Important safety information on page 125.

Charge the battery: The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.



iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar.

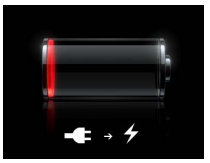
Important: The iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

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

Display the percentage of battery charge: Go to Settings > General > Usage and turn on the setting under Battery Usage.

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 twenty 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.

or



Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced.

Replace the battery: The battery isn't user accessible; it can be replaced only by an Apple Authorized Service Provider. See www.apple.com/batteries/replacements.html.

Siri

4

What is Siri?

Siri is the intelligent personal assistant that helps you get things done just by talking. Siri understands natural speech, so you don't have to learn specific commands or remember keywords. You can ask things in different ways. For example, you can say "Set the alarm for 6:30 a.m." or "Wake me at 6:30 in the morning." Either way, Siri gets it.

WARNING: For important information about avoiding distraction while driving, see Important safety information on page 125.

Siri lets you write and send a message, schedule a meeting, place a FaceTime call, get directions, set a reminder, search the web, and much more—simply by talking naturally. Siri asks a question if it needs clarification or more information. Siri also uses information from your contacts, music library, calendars, reminders, and so forth to know what you're talking about.

Siri works seamlessly with most of the built-in apps on iPad, and uses Search and Location Services when needed. You can also ask Siri to open an app for you.

There's so much you can say to Siri—here are some more examples, for starters:

- FaceTime Joe
- Set the timer for 30 minutes
- Directions to the nearest Apple Store
- Is it going to rain tomorrow?
- Post to Facebook
- Tweet

Note: Siri is available on iPad 3rd generation or later, and requires Internet access. Siri may not be available in all languages or in all areas, and features may vary by area. Cellular data charges may apply.

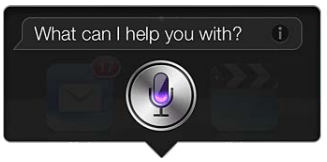
Using Siri

Starting Siri

Siri comes to life with the press of a button.

Start Siri: Press the Home button ▢ until Siri appears. If you didn't turn Siri on when you set up iPad, go to Settings > General > Siri.

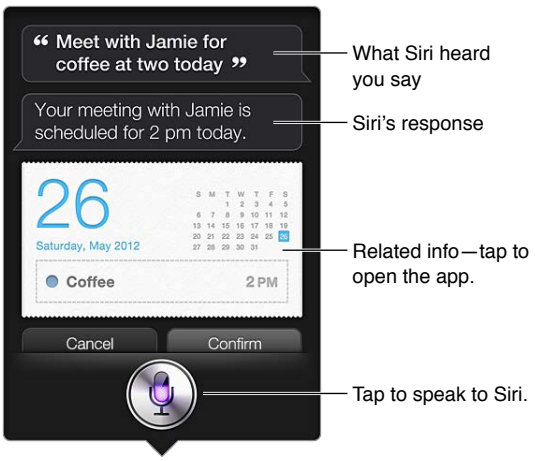
You'll hear two quick beeps and see "What can I help you with?" on the screen.



Just start speaking. The microphone icon lights up to let you know that Siri hears you talking. Once you've started a dialogue with Siri, tap the microphone icon to talk to it again.

Siri waits for you to stop speaking, but you can also tap the microphone icon to tell Siri you're done. This is useful when there's a lot of background noise. It can also speed up your conversation with Siri, since Siri won't have to wait for your pause.

When you stop speaking, Siri displays what it heard and provides a response. Siri often includes related info that might be useful. If the info is related to an app—for example, a text message you've composed, or a location you asked for—just tap the display to open the app for details and further action.



Siri may ask you for clarification in order to complete a request. For example, tell Siri to "Remind me to call mom," and Siri may ask "What time would you like me to remind you?"

Cancel a request: Say "cancel," tap 🎙, or press the Home button ▢.

Telling Siri about yourself

The more Siri knows about you, the more it can use your information to help you. Siri gets your information from your personal info card ("My Info") in Contacts.

Tell Siri who you are: Go to Settings > General > Siri > My Info, then tap your name.

Put your home and work addresses on your card, so you can say things like "Tell me how to get home."

Siri also wants to know about the important people in your life, so put those relationships on your personal info card—Siri can help you. For example, if you tell Siri to text your sister, Siri asks you who your sister is (if you don't already have that info on your card). Siri adds that relationship to your personal info card so it doesn't have to ask next time.

Create cards in Contacts for all your important relationships, and include information such as phone numbers, email addresses, home and work addresses, and nicknames you like to use.

Onscreen guide

Siri prompts you with examples of things you can say, right on screen. Ask Siri "what can you do" or tap ⓘ when Siri first appears. Siri displays a list of the apps it supports, with an example request. Tap an item in the list to see more examples.

Handsfree Siri

You can use Siri with a compatible headset, such as the Apple EarPods with Remote & Mic (available separately), and other wired or Bluetooth headsets.

Talk to Siri using a headset: Press and hold the center button (or the call button on a Bluetooth headset).

To continue a conversation with Siri, press and hold the button each time you want to talk.

When you use a headset, Siri speaks its responses to you. Siri reads back text messages and email messages that you've dictated before sending them. This gives you a chance to change the message if you want. Siri also reads back the subjects of reminders before creating them.

Location Services

Because Siri knows locations like "current," "home," and "work" (if your iPad Wi-Fi + cellular model supports this feature), it can remind you to do a certain task when you leave a location or arrive at a location. Tell Siri "Remind me to call my daughter when I leave the office," and Siri does just that.

Location information isn't tracked or stored outside iPad. You can still use Siri if you turn Location Services off, but Siri won't do anything that requires location information.

Turn off Location Services for Siri: Go to Settings > Privacy > Location Services.

Accessibility

Siri is accessible to blind and visually impaired users through VoiceOver, the screen reader built into iOS. VoiceOver describes aloud what's onscreen—including any text in Siri's responses—so you can use iPad without seeing it.

Turn on VoiceOver: Go to Settings > General > Accessibility.

Turning on VoiceOver causes even your notifications to be read aloud for you. For more information, see VoiceOver on page 97.

Setting options for Siri

Turn Siri on or off: Go to Settings > General > Siri.

Note: Turning Siri off resets Siri, and Siri forgets what it's learned about your voice.

Set options for Siri: Go to Settings > General > Siri.

- *Language:* Select the language you want to use with Siri.
- *Voice Feedback:* By default, Siri speaks its responses only when you use Siri with a headset. If you want Siri to always speak its responses, set this option to Always.
- *My Info:* Let Siri know which card in Contacts contains your personal info. See Telling Siri about yourself on page 36.

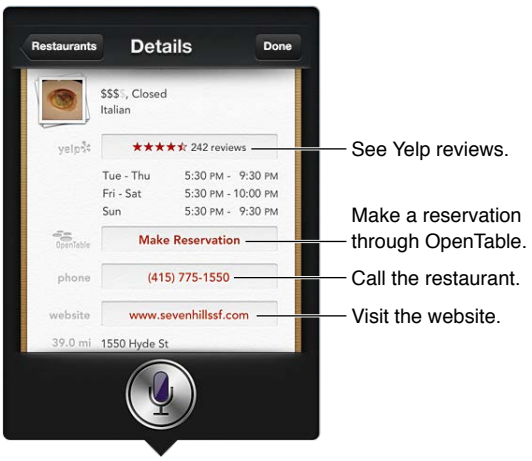
Allow or prevent access to Siri when iPad is locked with a passcode: Go to Settings > General > Passcode Lock.

You can also disable Siri by turning on restrictions. See Restrictions on page 116.

Restaurants

Siri works with Yelp, OpenTable, and others to provide information about restaurants and help you make reservations. Ask to find restaurants by cuisine, price, location, outdoor seating, or a combination of options. Siri can show you available photos, Yelp stars, price range, and reviews. Get more information by using the Yelp and OpenTable apps—iPad prompts you to download them if you don't already have them installed.

See detailed info about a restaurant: Tap a restaurant that Siri suggests.

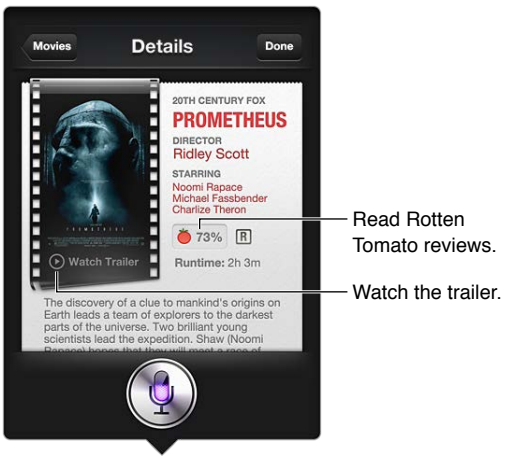


Movies

Ask Siri about what movies are playing, or where you can see a specific movie. Find out when a film premiered, who directed it and what awards it won. Siri gives theater locations, show times, and Rotten Tomato reviews.

Siri works with Fandango to help you purchase tickets (for theaters that support it). Ask about showtimes for a movie, or tell Siri you want to buy tickets. When you tap Buy Tickets, Fandango opens if it's installed, or you'll be prompted to install the app from the App Store.

See detailed info about a movie: Tap a movie that Siri suggests.



Sports

Siri knows a lot about sports—including baseball, basketball, football, soccer, and hockey. Ask Siri for game schedules, scores from the current season's games, or up-to-the minute scores from live games. Tell Siri to show you player stats and compare them against other players' stats. Siri tracks team records, too. Here are some things you might ask:

- What was the score of the last Giants game?
- What are the National League standings?
- When is the Chicago Cubs first game of the season?

Dictation

When Siri is turned on, you can also dictate text. See Dictation on page 26.

Although you can compose email, text messages, and other text by talking directly with Siri, you might prefer dictation. Dictation lets you edit a message instead of replacing the entire text. Dictation also gives you more time to think while composing.

Siri understands a pause to mean you finished talking for the moment, and takes that opportunity to respond. While this lets you have a natural conversation with Siri, Siri might interrupt you before you're really done if you pause too long. With dictation, you can pause as much as you like, and resume talking when you're ready.

You can also start composing text using Siri, then continue using dictation. For example, you can create an email with Siri, then tap the draft to open the message in Mail. In Mail, you can complete or edit the message and make other changes, such as adding or removing recipients, revising the subject, or changing the account you're sending the email from.

Correcting Siri

If Siri is having trouble

Siri may sometimes have trouble understanding you—in a noisy environment, for example. If you speak with an accent, it can take Siri some time to get used to your voice. If Siri doesn't hear you exactly right, you can make corrections.

Siri shows what it heard you say, along with its response.

Correct what Siri hears you say: Tap the bubble showing what Siri heard you say. Edit your request by typing, or tap 🎙 on the keyboard to dictate.

For information about using dictation, see Dictation on page 26.

If some of the text is underlined in blue, tap it and Siri suggests some alternatives. Tap one of the suggestions, or replace the text by typing or dictating.

Correct Siri by voice: Tap 🎙, then restate or clarify your request. For example, "I meant Boston."

When correcting Siri, don't say what you *don't* want—just tell Siri what you *do* want.

Correct a mail or text message: If Siri asks if you want to send the message, say something like:

- Change it to: Call me tomorrow.
- Add: See you there question mark.
- No, send it to Bob.
- No. (to keep the message without sending it)
- Cancel.

To have Siri read the message to you, say "Read it back to me" or "Read me the message." If it's correct, say something like "Yes, send it."

Noisy environments

In a noisy environment, hold iPad close to your mouth, but don't talk directly into the bottom edge. Continue to speak clearly and naturally. Tap 🎙 when you finish speaking.

Network connection

Siri might tell you it's having trouble connecting to the network. Because Siri relies on Apple servers for voice recognition and other services, you need to have a good 3G, 4G, or LTE cellular connection or a Wi-Fi connection to the Internet.

Safari

5

Safari features include:

- Reader—view articles without ads or clutter
- Reading list—collect articles to read later
- Full-screen mode—when viewing webpages in landscape orientation

Use iCloud to see pages you have open on other devices, and to keep your bookmarks and reading list up to date on your other devices.

View a webpage: Tap the address field (in the title bar), enter the URL, then tap Go.

- *Scroll a webpage:* Drag up, down, or sideways.
- *Scroll within a frame:* Drag two fingers inside the frame.
- *Reload a webpage:* Tap ↻ in the address field.

Close a webpage: Tap ✕ on the page's tab.

View another webpage you've opened: Tap a tab at the top of the page.

Reopen a recently closed webpage: Touch and hold +, then tap an item in the list.

See webpages you have open on your other devices: Tap ☁. To share webpages you have open on iPad with your other devices using iCloud Tabs, go to Settings > iCloud and turn on Safari.

Follow a link on a webpage: Tap the link.

- *See a link's destination:* Touch and hold the link.
- *Open a link in a new tab:* Touch and hold the link, then tap "Open in New Tab."

Detected data—such as phone numbers and email addresses—may also appear as links in webpages. Touch and hold a link to see the available options.

View an article in Reader: Tap the Reader button, if it appears in the address field.

- *Adjust the font size:* Tap AA.
- *Share the article:* Tap ⬆.

  Note: When you email an article from Reader, the full text of the article is sent, in addition to the link.

- *Return to normal view:* Tap Reader.

Use Reading List to collect webpages and read them later:

- *Add the current webpage:* Tap ⬆, then tap "Add to Reading List." With iPad 2 or later, the webpage is saved as well as the link, so you can read it even when you can't connect to the Internet.
- *Add the destination of a link:* Touch and hold the link, then tap "Add to Reading List."
- *View your reading list:* Tap 📖, then tap 👓.
- *Delete an item from your reading list:* Swipe the item, then tap Delete.

Fill out a form: Tap a text field to bring up the keyboard.

- *Move to a different text field:* Tap the text field, or tap Next or Previous.
- *Submit a form:* Tap Go, Search, or the link on the webpage to submit the form.
- *Enable AutoFill:* Go to Settings > Safari > AutoFill.

Search the web, the current webpage, or a searchable PDF: Enter text in the search field.

- *Search the web:* Tap one of the suggestions that appear, or tap Search.
- *Find the search text on the current webpage or PDF:* Scroll to the bottom of the screen, then tap the entry below On This Page.

  The first instance is highlighted. To find later instances, tap ▶.

Bookmark the current webpage: Tap ⬆, then tap Bookmark.

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

Display the bookmarks bar: Tap the address field. To always show the bookmarks bar, go to Settings > Safari, under General.

Create an icon on the Home screen: Tap ⬆, then tap "Add to Home Screen." Safari adds an icon for the current webpage to your Home Screen. Unless the webpage has a custom icon, that image is also used for the web clip icon on the Home screen. Web clips are backed up by iCloud and iTunes, but they aren't pushed to other devices by iCloud or synced by iTunes.

Use iCloud to keep your bookmarks and reading list up to date on your other devices: Go to Settings > iCloud and turn on Safari. See Using iCloud on page 15.

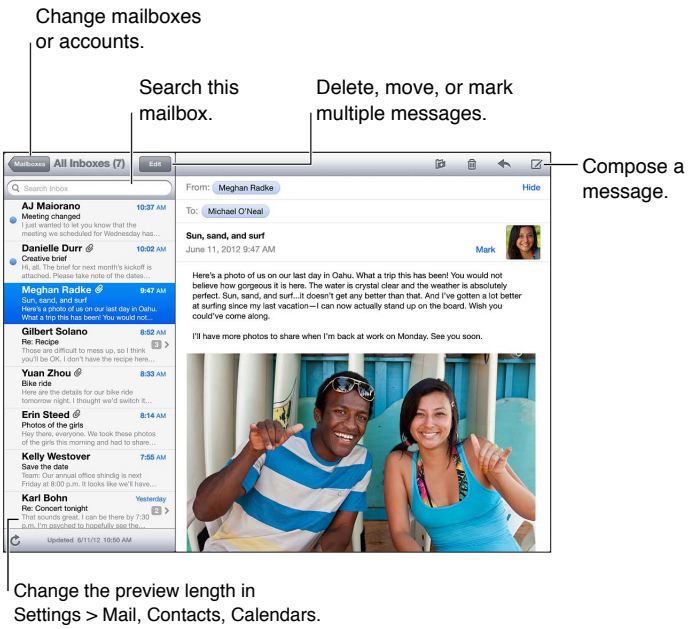
Set options for Safari: Go to Settings > Safari. Options include:

- Search engine
- AutoFill for filling out forms
- Opening links in a new page or in the background
- Private browsing to help protect private information and block some websites from tracking your behavior
- Clearing history, cookies, and data
- Cellular data for Reading List
- Fraud warning

Mail

6

Reading mail



Flag a message or mark it as unread: Tap ⚑. To mark multiple messages at once, tap Edit while viewing the message list.

Identify messages addressed specifically to you: Go to Settings > Mail, Contacts, Calendars, then turn Show To/Cc Label on or off. Messages with your address in the To or Cc field are indicated with an icon in the message list.

See all the recipients of a message: Tap the word Details in the From field. Tap a recipient's name or email address to view the recipient's contact information or add them to Contacts or your VIP list.

Prevent downloading remote images: Go to Settings > Mail, Contacts, Calendars, then turn Load Remote Images off.

Open a link: Tap the link to use its default action, or touch and hold to see other actions. For example, for an address, you can show its location in Maps or add it to Contacts. For a web link, you can add it to Reading List.

Open a meeting invitation or attachment: Tap the item. If the attachment can be used by multiple apps, touch and hold to choose an app that works with the file.

Save an attached photo or video: Touch and hold the photo or video, then tap Save Image or Video. It's saved to your Camera Roll in the Photos app.

Load new messages: Pull the message list or mailbox list down to refresh the list.

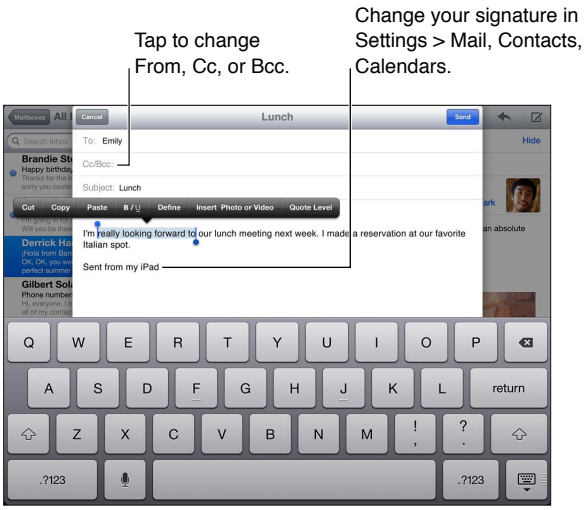
- *Set the number of older messages retrieved:* Go to Settings > Mail, Contacts, Calendars > Show.

Turn off new message notifications for an account: Go to Settings > Notifications > Mail > *account name*, then turn Notification Center off.

Change the tones played by Mail: Go to Settings > Sounds.

- *Change the tone played for new mail in each account:* Go to Settings > Notifications > Mail > *account name* > New Mail Sound.
- *Change the tone played for new mail from VIPs:* Go to Settings > Notifications > Mail > VIP > New Mail Sound.

Sending mail



Compose a message: Tap ✎, then type a name or email address. After you enter recipients, you can drag to move them between fields, such as from To to Cc. If you have multiple mail accounts, tap From to change the account you're sending from.

Automatically Bcc yourself on outgoing messages: Go to Settings > Mail, Contacts, Calendars > Always Bcc Myself.

Save a draft of a message: Tap Cancel, then tap Save Draft. Touch and hold ✎ to see your saved drafts.

Reply to a message: Tap ↩, then tap Reply. Files or images attached to the initial message aren't sent back. To include the attachments, forward the message instead of replying.

Forward a message: Open a message and tap ↩, then tap Forward. This also forwards the message's attachments.

Quote a portion of the message you're replying to or forwarding: Touch and hold to select text. Drag the grab points to select the text you want to include in your reply, then tap ↩.

- *Change the quote level:* Select the text to indent, then tap Quote Level.
- *Automatically increase the quote level when replying:* Go to Settings > Mail, Contacts, Calendars, then turn on Increase Quote Level.

Send a photo or video in a message: Tap the insertion point to display the selection buttons, then tap Insert Photo or Video and choose a photo or video from an album. You can also email multiple photos using Photos. See Sharing photos and videos on page 59.

Change your email signature: Go to Settings > Mail, Contacts, Calendars > Signature. If you have more than one mail account, tap Per Account to specify a different signature for each account.

Organizing mail

See messages from VIPs: Go to the mailbox list (tap Mailboxes to get there), then tap VIP.

- *Add a person to the VIP list:* Tap the person's name or address in a From, To, or Cc/Bcc field, then tap Add to VIP.

Group related messages together: Go to Settings > Mail, Contacts, Calendars, then turn Organize by Thread on or off.

Search messages: Open a mailbox then enter text in the Search field. You can search the From, To, or the Subject field in the mailbox that's currently open. For mail accounts that support searching messages on the server, tap All to search From, To, Subject, and the message body.

Delete a message: If the message is open, Tap 🗑.

- *Delete a message without opening it:* Swipe over the message title, then tap Delete.
- *Delete multiple messages:* While viewing the message list, tap Edit.
- *Turn off deletion confirmation:* Go to Settings > Mail, Contacts, Calendars > Ask Before Deleting.

Recover a message: Go to the account's Trash mailbox, open the message, tap 📁, then move the message to the account's InBox or other folder.

- *Set how long your messages stay in Trash before being permanently deleted:* Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced.

Turn archiving on or off: Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. Not all mail accounts support archiving. When you archive a message, it moves to the All Mail mailbox. To delete the message instead of archiving it, touch and hold Archive, then tap Delete.

Move a message to a different mailbox: While viewing the message, tap 📁, then choose a destination. To move multiple messages at once, tap Edit while viewing the message list.

Add, rename, or delete a mailbox: In the mailbox list, tap Edit. Some mailboxes can't be changed or deleted.

Printing messages and attachments

Print a message: Tap ⬆, then tap Print.

Print an inline image: Touch and hold the image, then tap Save Image. Go to Photos and print the image from your Camera Roll album.

Print an attachment: Tap the attachment to open it in Quick Look, tap ⬆, and tap Print.

For more information, see Printing with AirPrint on page 30.

Mail accounts and settings

Change Mail and mail account settings: Go to Settings > Mail, Contacts, Calendars. You can set up:

- iCloud
- Microsoft Exchange and Outlook
- Google
- Yahoo!
- AOL
- Microsoft Hotmail
- Other POP and IMAP accounts

Settings vary based on the type of account you're setting up. Your Internet service provider or system administrator can provide the information you need to enter.

Temporarily stop using an account: Go to Settings > Mail, Contacts, Calendars, choose an account, then turn off mail service for the account. When the service is turned off, iPad doesn't display or sync that information until you turn it back on. This is a good way to stop receiving work email while on vacation, for example.

Delete an account: Go to Settings > Mail, Contacts, Calendars, choose an account, then scroll down and tap Delete Account. All information synced with that account, such as bookmarks, mail, and notes, is removed.

Set Push settings: Go to Settings > Mail, Contacts, Calendars > Fetch New Data. Push delivers new information whenever it appears on the server and there's an Internet connection (some delays may occur). When Push is turned off, use the Fetch New Data setting to determine how often data is requested. The setting you choose here overrides individual account settings. For optimal battery life, don't fetch too often. Not all accounts support push.

Send signed and encrypted messages: Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Turn on S/MIME, then select certificates for signing and encrypting outgoing messages. To install certificates, you may get a configuration profile from your system administrator, download the certs from the issuer's website using Safari, or receive them as mail attachments.

Set advanced options: Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. Options vary depending on the account, and may include:

- Store drafts, sent messages, and deleted messages on iPad
- Set how long deleted messages are kept before being permanently removed
- Adjust mail server settings
- Adjust SSL and password settings

Ask your Internet service provider or system administrator if you're not sure what the appropriate settings are for your account.

Messages

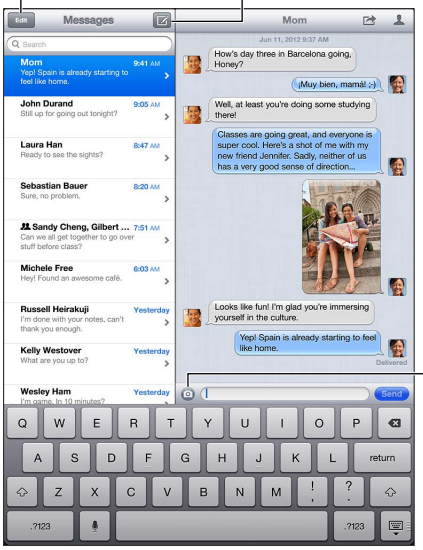
7

Sending and receiving messages

WARNING: For important information about avoiding distraction while driving, see Important safety information on page 125.

Using the Messages app and the built-in iMessage service, you can send unlimited text messages over Wi-Fi or cellular data connections to other iOS and OS X Mountain Lion users. Messages can include photos, videos, and other info. You can see when other people are typing, and notify them when you've read their messages. iMessages are displayed on all of your iOS devices logged in to the same account, so you can start a conversation on one of your devices, and continue it on another device. iMessages are encrypted for security.

Note: Cellular data charges may apply.



Start a text conversation: Tap ✎, then tap ⊕ and choose a contact, search your contacts by entering a name, or enter a phone number or email address manually. Enter a message, then tap Send.

Note: An alert appears if a message can't be sent. Tap the alert for more info or to try to send the message again.

Resume a conversation: Tap the conversation in the Messages list.

Hide the keyboard: Tap in the lower-right corner.

Use picture characters: Go to Settings > General > Keyboard > Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. Then while typing a message, tap to bring up the Emoji keyboard. See Special input methods on page 123.

See a person's contact info: Tap . Scroll to the bottom of the Info pane to see actions you can perform, such as making a FaceTime call.

See earlier messages in the conversation: Scroll to the top (tap the status bar). Tap Load Earlier Messages, if needed.

Send messages to a group: Tap , then enter multiple recipients.

Managing conversations

Conversations are saved in the Messages list. A blue dot indicates unread messages. Tap a conversation to view or continue it.

Forward a conversation: Select the conversation, tap , select parts to include, then tap Forward.

Edit a conversation: Select the conversation, tap , select parts to include, then tap Delete. To clear all text and attachments without deleting the conversation, tap Clear All.

Delete a conversation: In the Messages list, swipe the conversation, then tap Delete.

Search a conversation: Scroll to the top of the Messages list to reveal the search field, then enter your search. You can also search conversations from the Home screen. See Searching on page 27.

Add someone to your contacts list, or share a contact: Tap a phone number or email address in the Messages list, then tap .

Sending photos, videos, and more

You can send photos, videos, locations, and contact info. The size limit of attachments is determined by your service provider—iPad may compress photo and video attachments when needed.

Send a photo or video: Tap .

Send a location: In Maps, tap for a location, tap Share Location, then tap Message.

Send contact info: In Contacts, choose a contact, tap Share Contact (below Notes), then tap Message.

Save a photo or video you receive to your Camera Roll album: Tap the photo or video, tap , then tap Save Image.

Copy a photo or video: Touch and hold the attachment, then tap Copy.

Save contact info you receive: Tap the contact bubble, then tap Create New Contact or "Add to Existing Contact."

Add someone to your contacts from the Messages list: Tap the phone number or email address, then tap "Add to Contacts."

Messages settings

Go to Settings > Messages to set options for Messages, including:

- Turning iMessage on or off
- Notifying others when you've read their messages
- Specifying a phone number, Apple ID, or email address to use with Messages
- Showing the Subject field

Manage notifications for messages: See Do Not Disturb & Notifications on page 113.

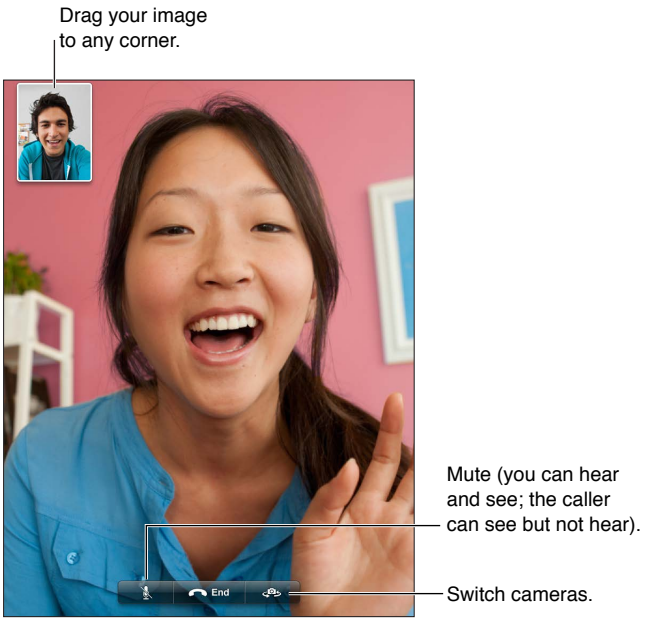
Set the alert sound for incoming text messages: See Sounds on page 118.

FaceTime

8

On an iPad 2 or later, you can use FaceTime to make video calls to other iOS devices or computers that support FaceTime. The FaceTime camera lets you to talk face-to-face; switch to the iSight camera on the back to share what you see around you.

Note: FaceTime may not be available in all areas. On iPad Wi-Fi + cellular models, FaceTime calls can be made over a cellular data connection. Cellular data charges may apply.



To use FaceTime, you need an Apple ID and a Wi-Fi connection to the Internet. When you open FaceTime, you may be prompted to sign in using your Apple ID, or to create a new account.

Make a FaceTime call: Tap Contacts, choose a name, then tap the phone number or email address the person uses for FaceTime.

You can also make a FaceTime call from the Contacts app.

Rotate iPad to use FaceTime in either landscape or portrait orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See Portrait and landscape orientation on page 20.

Restart a recent call: Tap Recents, then choose a name or number.

Use Favorites: Tap Favorites.

- *Add a favorite:* Tap + and choose a contact.
- *Call a favorite:* Tap a name in the list.

Add a contact: Tap Contacts, tap +, then enter the person's name and the email address or phone number that they use for FaceTime. For a contact outside your region, be sure to enter the complete number, including country code and area code.

Use another app during a call: Press the Home button ▢, then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the video, tap the green bar at the top of the screen.

Set options for FaceTime: Go to Settings > FaceTime.

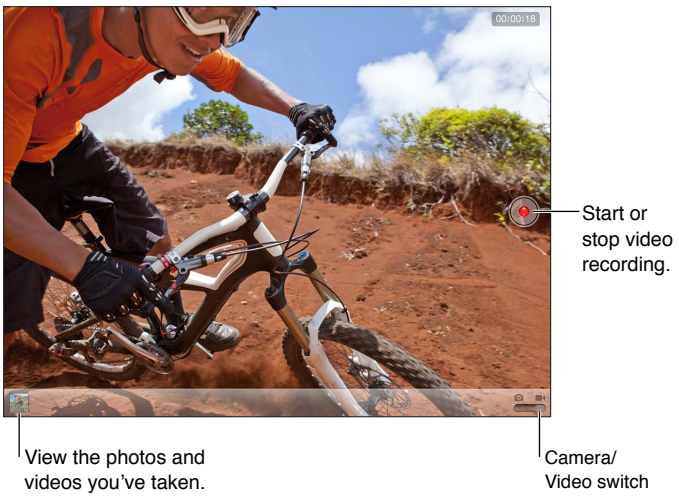
Options include specifying a phone number, Apple ID, or email address to use with FaceTime.

Camera

9

At a glance

If you have an iPad 2 or later, you can take both still photos and videos. In addition to the iSight camera on the back, there's a FaceTime camera on the front for FaceTime calls and self-portraits.



A rectangle briefly appears where the camera is focused and setting the exposure. When you photograph people, iPad (3rd generation or later) uses face detection to automatically focus on and balance the exposure across up to 10 faces. A rectangle appears over each detected face.

Take a photo: Tap or press either volume button. To display a grid on the screen, tap Options.

- *Zoom in or out:* Pinch the screen (iSight camera only).

Record a video: Switch to , then tap or press either volume button to start or stop recording.

When you take a photo or start a video recording, iPad makes a shutter sound. You can control the volume with the volume buttons or the Side Switch.

Note: In some countries, muting iPad does not prevent the shutter sound.

If Location Services is turned on, photos and videos are tagged with location data that can be used by other apps and photo-sharing websites. See Privacy on page 119.

Set the focus and exposure:

- *Set the focus and exposure for the next shot:* Tap the object on the screen. Face detection is temporarily turned off.
- *Lock the focus and exposure:* Touch and hold the screen until the rectangle pulses. AE/AF Lock is displayed at the bottom of the screen, and the focus and exposure remain locked until you tap the screen again.

Take a screenshot: Press and release the Sleep/Wake button and the Home button ▢ at the same time. The screenshot is added to your Camera Roll album.

Note: On an iPad without a camera, screenshots are added to the Saved Photos album.

Viewing, sharing, and printing

The photos and videos you take with Camera are saved in your Camera Roll album. If you have Photo Stream turned on in Settings > iCloud, new photos also appear in your Photo Stream album, and are streamed to your other iOS devices and computers. See Using iCloud on page 15 and Photo Stream on page 57.

View your Camera Roll album: Swipe to the right, or tap the thumbnail image. You can also view your Camera Roll album in the Photos app.

- *Show or hide the controls while viewing a photo or video:* Tap the screen.
- *Share a photo or video:* Tap ⬆. To send multiple photos or videos, tap ⬆ while viewing thumbnails, select the items, then tap Share.
- *Print a photo:* Tap ⬆. See Printing with AirPrint on page 30.
- *Delete a photo or video:* Tap 🗑.

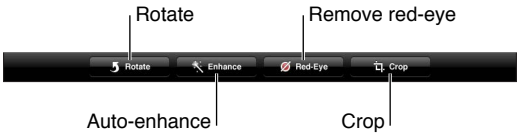
Return to the camera: Tap Done.

Upload photos and videos to your computer: Connect iPad to your computer.

- *Mac:* Select the photos and videos you want, then click the Import or Download button in iPhoto or other supported photo application on your computer.
- *PC:* Follow the instructions that came with your photo application.

If you delete photos or videos from iPad when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos and videos to the Photos app on iPad (videos can be synced only with a Mac). See Syncing with iTunes on page 16.

Editing photos and trimming videos



Edit a photo: While viewing a photo full-screen, tap Edit, then tap a tool.

- *Auto-enhance:* Enhancing improves a photo's overall darkness or lightness, color saturation, and other qualities. If you decide against the enhancement, tap the tool again (even if you saved the changes).
- *Remove red-eye:* Tap each eye that needs correcting.
- *Crop:* Drag the corners of the grid, drag the photo to reposition it, then tap Crop. To set a specific ratio, tap Constrain.

Trim a video: While viewing a video, tap the screen to display the controls. Drag either end of the frame viewer at the top of the video, then tap Trim.

Important: If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose "Save as New Clip," a new trimmed video clip is saved in your Camera Roll album and the original video is unaffected.

Photos

10

Viewing photos and videos

Photos lets you view photos and videos on iPad, in your:

- Camera Roll album—photos and videos you took on iPad, or saved from an email, text message, webpage, or screenshot
- Photo Stream albums—photos in My Photo Stream and your shared photo streams (see Photo Stream on page 57)
- Last Import album—photos and videos imported from a digital camera, iOS device, or SD memory card (see Importing photos and videos on page 60)
- Photo Library and other albums synced from your computer (see Syncing with iTunes on page 16)

Note: On an iPad without a camera, Saved Photos replaces the Camera Roll album.

View photos and videos: Tap one of the buttons at the top of the screen. For example, tap Album, then tap an album to see its thumbnails. Tap a thumbnail to see the photo or video full-screen.

- *See the next or previous photo or video:* Swipe left or right.
- *Zoom in or out:* Double-tap or pinch.
- *Pan a photo:* Drag it.
- *Play a video:* Tap ▶ in the center of the screen.

You can also pinch to open or close an album, view a photo or video full-screen, or return to thumbnail view.

Albums you sync with iPhoto 8.0 (iLife '09) or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. You can also view photos by location, if they were taken with a camera that supports geotagging.

View a slideshow: Tap Slideshow. Select slideshow options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other options, go to Settings > Photos & Camera.

Stream a video or slideshow to a TV: See AirPlay on page 30.

Organizing photos and videos

Create an album: Tap Albums, tap +, enter a name, then tap Save. Select items to add to the new album, then tap Done.

Note: Albums created on iPad aren't synced back to your computer.

Add items to an album: When viewing thumbnails, tap ⬈, select items, then tap Done.

Manage albums: Tap Edit.

- *Rename an album:* Tap the album name, then enter a new name.
- *Rearrange albums:* Drag an album.
- *Delete an album:* Tap ⊗.

Only albums created on iPad can be renamed or deleted.

Photo Stream

With Photo Stream, a feature of iCloud (see Using iCloud on page 15), photos you take on iPad automatically appear on your other devices set up with Photo Stream, including your Mac or PC. Photo Stream also lets you share select photos with friends and family, directly to their devices or on the web.

About Photo Stream

When Photo Stream is turned on, photos you take on iPad (as well as any other photos added to your Camera Roll) are uploaded to your photo stream after you leave the Camera app and iPad is connected to the Internet via Wi-Fi. These photos appear in the My Photo Stream album on iPad and on your other devices set up with Photo Stream.

Turn on Photo Stream: Go to Settings > iCloud > Photo Stream.

Photos added to your photo stream from your other iCloud devices also appear in My Photo Stream. iPad and other iOS devices can keep up to 1000 of your most recent photos in My Photo Stream. Your computers can keep all your Photo Stream photos permanently.

Note: Photo Stream photos don't count against your iCloud storage.

Manage photo stream contents: In a photo stream album, tap Edit.

- *Save photos to iPad:* Select the photos, then tap Save.
- *Share, print, copy, or save photos to your Camera Roll album:* Select the photos, then tap Share.
- *Delete photos:* Select the photos, then tap Delete.

Note: Although deleted photos are removed from photo streams on your devices, the original photos remain in the Camera Roll album on the device they originated from. Photos saved to a device or computer from a photo stream are also not deleted. To delete photos from Photo Stream, you need iOS 5.1 or later on iPad and your other iOS devices. See support.apple.com/kb/HT4486.

Shared photo streams

Shared photo streams let you share selected photos with just the people you choose. iOS 6 and OS X Mountain Lion users can subscribe to your shared photo streams, view the latest photos you've added, "like" individual photos, and leave comments—right from their devices. You can also create a public website for a shared photo stream, to share your photos with others over the web.

Note: Shared photo streams work over both Wi-Fi and cellular networks (iPad Wi-Fi + cellular). Cellular data charges may apply.

Turn on Shared Photo Streams: Go to Settings > iCloud > Photo Stream.

Create a shared photo stream: Tap Photo Stream, then tap +. To invite other iOS 6 or OS X Mountain Lion users to subscribe to your shared photo stream, enter their email addresses. To post the photo stream on icloud.com, turn on Public Website. Name the album, then tap Create.

Add photos to a shared photo stream: Select a photo, tap ⬈, tap Photo Stream, then select the shared photo stream. To add several photos from an album, tap Edit, select the photos, then tap Share.

Delete photos from a shared photo stream: Tap the shared photo stream, tap Edit, select the photos, then tap Delete.

Edit a shared photo stream: Tap Photo Stream, tap Edit, then tap the shared photo stream. You can:

- Rename the photo stream
- Add or remove subscribers, and resend an invitation
- Create a public website, and share the link
- Delete the photo stream

Sharing photos and videos

You can share photos in email, text messages, photo streams, Twitter posts, and Facebook. Videos can be shared in email and text messages, and on YouTube.

Share or copy a photo or video: Choose a photo or video, then tap . If you don't see , tap the screen to show the controls.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

You can also copy photos and videos, and then paste them into an email or text message.

Share or copy multiple photos and videos: While viewing thumbnails, tap Edit, select the photos or videos, then tap Share.

Save a photo or video from:

- *Email:* Tap to download it if necessary, tap the photo or touch and hold the video, then tap Save.
- *Text message:* Tap the item in the conversation, tap , then tap Save.
- *Webpage (photo only):* Touch and hold the photo, then tap Save Image.

Photos and videos that you receive, or that you save from a webpage, are saved to your Camera Roll album (or to Saved Photos, on an iPad with no camera).

Printing photos

Print to AirPrint-enabled printers:

- *Print a single photo:* Tap , then tap Print.
- *Print multiple photos:* While viewing a photo album, tap Edit, select the photos, tap Share, then tap Print.

See Printing with AirPrint on page 30.

Picture Frame

When iPad is locked, you can display a slideshow of all, or selected albums, of your photos.

Start Picture Frame: Press the Sleep/Wake button to lock iPad, press the button again to turn the screen on, then tap .

- *Pause the slideshow:* Tap the screen.
- *Stop the slideshow:* Pause the slideshow, then tap .

Select which albums to display: Go to Settings > Picture Frame.

Set other options for Picture Frame: Go to Settings > Picture Frame.

Turn off Picture Frame: Go to Settings > General > Passcode Lock.

Importing photos and videos

You can import photos and videos directly from a digital camera, from another iOS device with a camera, or from an SD memory card. For iPad 4th generation or iPad mini, use the Lightning to SD Card Camera Reader or the Lightning to USB Camera Adapter (both sold separately). For earlier iPad models, use the iPad Camera Connection Kit (sold separately), which includes both an SD card reader and a camera connector.

Import photos:

1. Insert the SD card reader or camera connector into the iPad Lightning connector or 30-pin dock connector.
   - *To use an SD memory card:* Insert the card in the slot on the SD card reader. Don't force the card into the slot; it fits only one way.
   - *To connect a camera or iOS device:* Use the USB cable that came with the camera or iOS device, and connect it to the USB port on the camera connector. If you're using an iOS device, make sure it's turned on and unlocked. To connect a camera, make sure the camera is turned on and in transfer mode. For more information, see the documentation that came with the camera.
2. Unlock iPad.
3. The Photos app opens and displays the photos and videos available for importing.
4. Select the photos and videos to import.
   - *To import all items:* Tap Import All.
   - *To import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
5. After the photos are imported, keep or delete the photos and videos on the card, camera, or iOS device.
6. Disconnect the SD card reader or camera connector.

   A new event in the Last Import album contains all the photos you just imported.

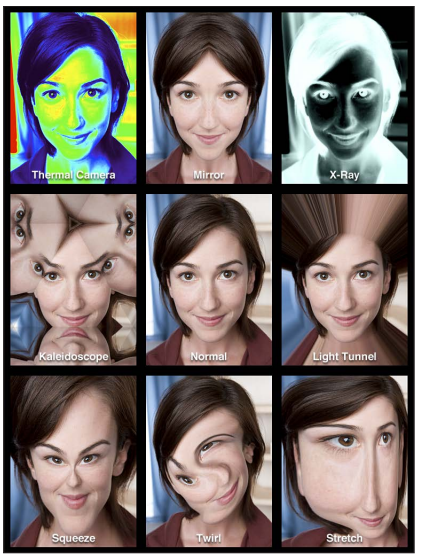
   To transfer the photos to your computer, connect iPad to your computer and import the images with a photo application such as iPhoto or Adobe Elements.

Photo Booth

11

Taking photos

If you have an iPad 2 or later, it's easy to take a photo with Photo Booth and make your photo interesting by applying an effect.



When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of the iPad to control the volume of the shutter sound. You won't hear a sound if you set the Side Switch to silent. See Buttons on page 9.

Note: In some regions, sound effects are played even if the Side Switch is set to silent.

Take a photo: Aim iPad and tap .

Select an effect: Tap , then tap the effect you want.

- *Change a distortion effect:* Drag your finger across the screen.
- *Alter a distortion:* Pinch, swipe, or rotate the image.

Review the photo you've just taken: Tap the thumbnail of your last shot. To display the controls again, tap the screen.

Switch between the front and back cameras: Tap at the bottom of the screen.

Managing photos

The photos you take with Photo Booth are saved in your Camera Roll album in the Photos app on iPad.

Delete a photo: Select a thumbnail, then tap ⊗.

Delete multiple photos: Tap ⇧, tap one or more thumbnails, then tap Delete.

Email or copy photos: Tap ⇧, tap one or more thumbnails, then tap Email or Copy.

View photos in your Camera Roll album: In Photos, tap an album, then tap a thumbnail. To see the next or previous photo, swipe left or right. See Viewing photos and videos on page 56.

Upload photos to your computer: Connect iPad to your computer using the Lightning to USB cable.

- *Mac:* Select the photos to upload, then click the Import or Download button in iPhoto or other supported photo application on your computer.
- *PC:* Follow the instructions that came with your photo application.

If you delete the photos from iPad when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

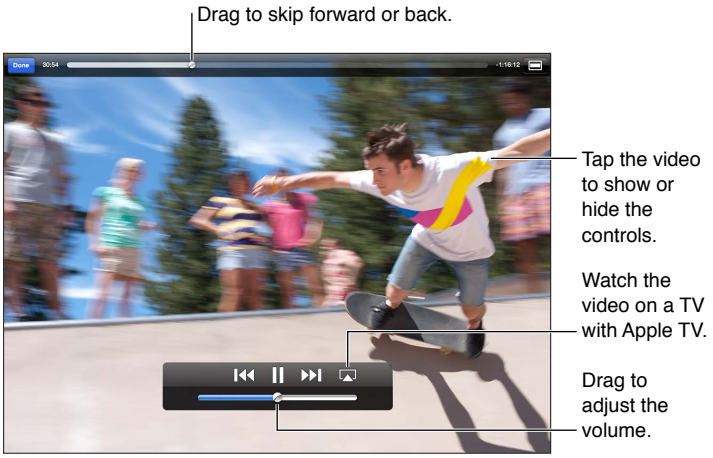
Videos

12

Use the Videos app to watch movies, TV shows, and music videos. To watch video podcasts, install the free Podcasts app from the App Store. See Chapter 24, Podcasts, on page 93. To watch videos you record using Camera on iPad, open the Photos app.

Get videos:

- *Buy or rent videos from the iTunes store (not available in all areas):* Open the iTunes app on iPad and tap Videos. See Chapter 20, iTunes Store, on page 83.
- *Transfer videos from your computer:* Connect iPad, then sync videos in iTunes on your computer. See Syncing with iTunes on page 16.
- *Stream videos from your computer:* Turn on Home Sharing in iTunes on your computer. Then, on iPad, go to Settings > Videos and enter the Apple ID and password you used to set up Home Sharing on your computer. Then, open Videos on iPad and tap Shared at the top of the list of videos.



WARNING: For important information about avoiding hearing loss, see Important safety information on page 125.

Watch a video: Tap Movies or TV Shows, then tap the video you want to watch.

- *Scale a video to fill the screen or fit to the screen:* Tap ⊞ or ⊟. Or, double-tap the screen to scale without showing the controls.
- *Start over from the beginning:* If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏮.
- *Skip to the next or previous chapter (if available):* Tap ⏭ or ⏮. You can also press the center button or equivalent on a compatible headset two times (skip to next) or three times (skip to previous).
- *Rewind or fast-forward:* Touch and hold ⏮ or ⏭.
- *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):* Go to Settings > Videos.
- *Watch the video on a TV:* See Connecting iPad to a TV or other device on page 30.

Delete a video: In your Library, tap and hold a video until the delete button appears, then tap ⊗. If you want to delete several videos, tap Edit.

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

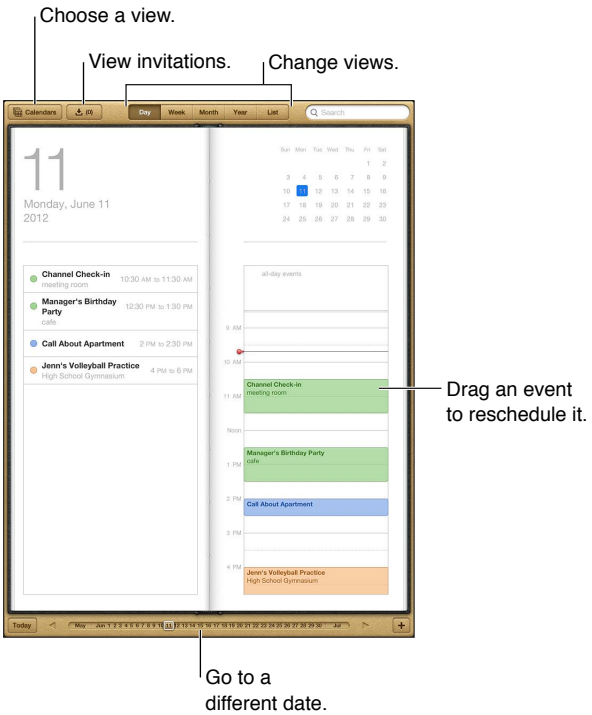
When you delete a video (other than a rented movie) from iPad, it isn't deleted from your iTunes library on your computer, and you can sync the video back to iPad later. If you don't want to sync the video back to iPad, set iTunes to not sync the video. See Syncing with iTunes on page 16.

Calendar

13

At a glance

iPad makes it easy to stay on schedule. You can view calendars individually, or several calendars at once.



View or edit an event: Tap the event. You can:

- Set a primary and secondary alert
- Change the event's date, time, or duration
- Move an event to a different calendar
- Invite others to attend events on iCloud, Microsoft Exchange, and CalDAV calendars
- Delete the event

You can also move an event by holding it down and dragging it to a new time, or by adjusting the grab points.

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

- *Set the default calendar for new events:* Go to Settings > Mail, Contacts, Calendars > Default Calendar.
- *Set default alert times for birthdays and events:* Go to Settings > Mail, Contacts, Calendars > Default Alert Times.

Search for events: Enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched. You can also search calendar events from the Home screen. See Searching on page 27.

Set the calendar alert tone: Go to Settings > Sounds > Calendar Alerts.

Import events from a calendar file: If you receive an .ics calendar file in Mail, open the message and tap the calendar file to import all of the events it contains. You can also import an .ics file published on the web by tapping a link to the file. Some .ics files subscribe you to a calendar instead of adding events to your calendar. See Working with multiple calendars below.

If you have an iCloud account, a Microsoft Exchange account, or a supported CalDAV account, you can send and receive meeting invitations.

Invite others to an event: Tap an event, tap Edit, then tap Invitees to select people from Contacts.

Respond to an invitation: Tap an event in the calendar. Or tap to display the Event screen, then tap an invitation. You can view information about the organizer and other invitees. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not other attendees.

Accept an event without marking the time as reserved: Tap the event, then tap Availability and select "free." The event stays on your calendar, but doesn't appear as busy to others who send you invitations.

Working with multiple calendars

You can view individual calendars, or several calendars at once. You can subscribe to iCloud, Google, Yahoo!, or iCalendar calendars, as well as your Facebook events and birthdays.

Turn on iCloud, Google, Exchange, or Yahoo! calendars: Go to Settings > Mail, Contacts, Calendars, tap an account, then turn on Calendar.

Add a CalDAV account: Go to Settings > Mail, Contacts, Calendars, tap Add an Account, then tap Other. Under Calendars, tap Add CalDAV Account.

View Facebook events: Go to Settings > Facebook, then sign in to your Facebook account and turn on access to Calendar.

Select calendars to view: Tap Calendars, then tap to select the calendars you want to view. The events for all selected calendars appear in one view.

View the Birthdays calendar: Tap Calendars, then tap Birthdays to include birthdays from your Contacts with your events. If you've set up a Facebook account, you can also include your Facebook friends' birthdays.

You can subscribe to any calendar that uses the iCalendar (.ics) format. Supported calendar-based services include iCloud, Yahoo!, Google, and the Calendar application in OS X. You can read events from a subscribed calendar on iPad, but you can't edit events or create new ones.

Subscribe to a calendar: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar. Enter the server and filename of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar published on the web, by tapping a link to the calendar.

Sharing iCloud calendars

You can share an iCloud calendar with other iCloud users. When you share a calendar, others can view it, and you can let them add or change events, too. You can also share a read-only version that anyone can view.

Create an iCloud calendar: Tap Calendars, tap Edit, then tap Add Calendar.

Share an iCloud calendar: Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Tap Add Person, then choose someone from Contacts. The person will receive an email invitation to join the calendar, but they need an Apple ID and iCloud account in order to accept.

Turn off notifications for shared calendars: Go to Settings > Mail, Contacts, Calendars, then turn off Shared Calendar Alerts.

Change a person's access to a shared calendar: Tap Calendars, tap Edit, tap the shared calendar, then tap a person you're sharing with. You can turn off their ability to edit the calendar, resend the invitation to join the calendar, or stop sharing the calendar with them.

Share a read-only calendar with anyone: Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for the calendar. Anyone can use the URL to subscribe to your calendar using a compatible app, such as Calendar for iOS or OS X.

Calendar settings

There are several settings in Settings > Mail, Contacts, Calendars that affect Calendar and your calendar accounts. These include:

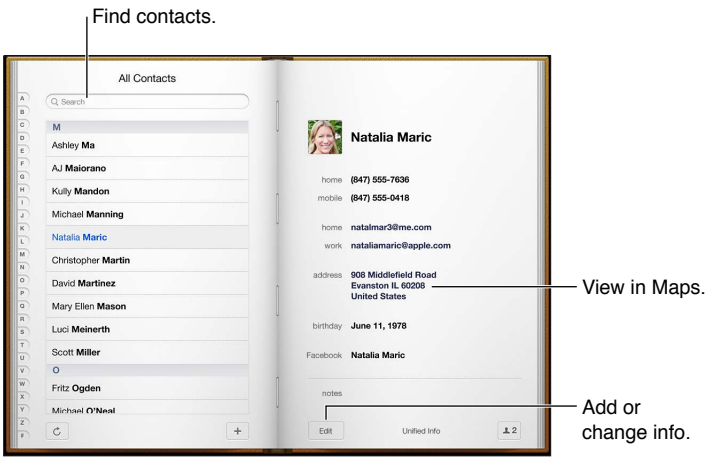
- Syncing of past events (future events are always synced)
- Alert tone played for new meeting invitations
- Calendar time zone support, to show dates and times using a different time zone

Contacts

14

At a glance

iPad lets you access and edit your contact lists from personal, business, and organizational accounts.



Set your My Info card: Go to Settings > Mail, Contacts, Calendars, then tap My Info and select the contact card with your name and information. The My Info card is used by Siri and other apps. Use the related persons fields to define relationships you want Siri to know about, so you can say things like "find my sister."

Search contacts: Tap the search field at the top of the contact list and enter your search. You can also search your contacts from the Home screen. See Searching on page 27.

Share a contact: Tap a contact, then tap Share Contact. You can send the contact info by email or message.

Add a contact: Tap +. You can't add contacts to a directory you're only viewing, such as a Microsoft Exchange Global Address List.

Add a contact to your Favorites list: Choose a contact, then scroll down and tap the Add to Favorites button. The Favorites list is used by Do Not Disturb. See Do Not Disturb & Notifications on page 113. You can view and edit your Favorites list in the FaceTime app.

Delete a contact: Choose a contact, than tap Edit. Scroll down and tap Delete Contact.

Edit a contact: Choose a contact, then tap Edit. You can:

- *Add a new field:* Tap ⊕, then choose or enter a label for the field.
- *Change a field label:* Tap the label and choose a different one. To add a new field, tap Add Custom Label.
- *Change the ringtone or text tone for the contact:* Tap the ringtone or text tone field, then choose a new sound. To change the default tone for contacts, go to Settings > Sounds.
- *Assign a photo to the contact:* Tap Add Photo. You can take a photo with the camera or use an existing photo.
- *Update contact info using Twitter:* Go to Settings > Twitter > Update Contacts. Contacts are matched using email addresses. For friends that you're following, their contact card is updated with their Twitter user name and photo.
- *Update contact info using Facebook:* Go to Settings > Facebook > Update Contacts. Contacts are matched using email addresses. For each match in your friend list, their contact card is updated with their Facebook user name and photo.

Adding contacts

In addition to entering contacts, you can:

- *Use your iCloud contacts:* Go to Settings > iCloud, then turn on Contacts.
- *Import your Facebook Friends:* Go to Settings > Facebook, then turn on Contacts in the "Allow These Apps to Use Your Accounts" list. This creates a Facebook group in Contacts.
- *Access a Microsoft Exchange Global Address List:* Go to Settings > Mail, Contacts, Calendars, then tap your Exchange account and turn on Contacts.
- *Set up an LDAP or CardDAV account to access business or school directories:* Go to Settings > Mail, Contacts, Calendars > Add Account > Other. Then tap "Add LDAP Account" or "Add CardDAV Account" and enter the account information.
- *Sync contacts from your computer, Yahoo!, or Google:* In iTunes on your computer, turn on contact syncing in the device info pane. For information, see iTunes Help.
- *Import contacts from a vCard:* Tap a .vcf attachment in an email or message, or on a webpage.

Search a GAL, CardDAV, or LDAP server: Tap Groups, tap the directory you want to search, then enter your search.

Save contact information from a GAL, LDAP, or CardDAV server: Search for the contact you want to add, then tap Add Contact.

Show or hide a group: Tap Groups, then select the groups you want to see. This button only appears if you have more than one source of contacts.

When you have contacts from multiple sources, you might have multiple entries for the same person. To keep redundant contacts from appearing in the All Contacts list, contacts from different sources that have the same name are linked and displayed as a single *unified contact*. When you view a unified contact, the title Unified Info appears at the top of the screen.

Link a contact: Edit a contact, tap Edit, then tap Link Contact and choose a contact.

Linked contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

If you link contacts with different first or last names, the names on the individual cards won't change, but only one name appears on the unified card. To choose which name appears when you view the unified card, tap 👤, tap the linked card with the name you prefer, then tap Use This Name For Unified Card.

View contact information from a source account: Tap one of the source accounts.

Unlink a contact: Tap Edit, tap 👤, then tap Unlink.

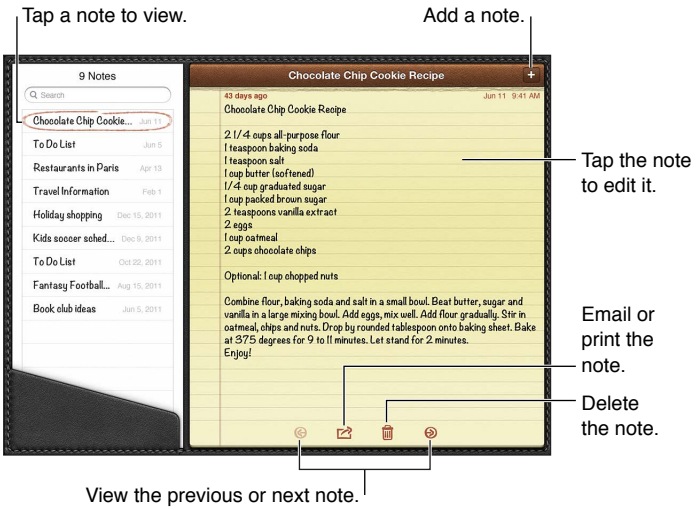
Contacts settings

To change Contacts settings, go to Settings > Mail, Contacts, Calendars. Available options let you:

- Change how contacts are sorted
- Display contacts by first or last name
- Set a default account for new contacts
- Set your My Info card

Notes

15



Use iCloud to keep your notes up to date on your iOS devices and Mac computers:

- *If you use an icloud.com, me.com, or mac.com email address for iCloud:* Go to Settings > iCloud and turn on Notes.
- *If you use a Gmail or other IMAP account for iCloud:* Go to Settings > Mail, Contacts, Calendars, then turn on Notes for the account.

Choose the default account for new notes: Go to Settings > Notes.

Create a note in a specific account: Tap Accounts and select the account, then tap + to create the note. If you don't see the Accounts button, tap the Notes button first.

See only notes in a specific account: Tap Accounts and choose the account. If you don't see the Accounts button, tap Notes first.

Delete a note while viewing the list of notes: Swipe left or right across the note in the list.

Search for notes: While viewing the list of notes, scroll to the top of the list to reveal the search field. Tap in the field and type what you're looking for. You can also search for notes from the Home screen. See Searching on page 27.

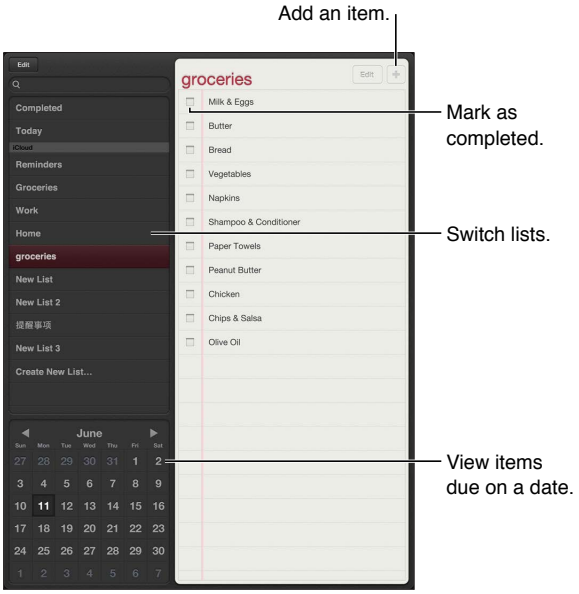
Print or email a note: While reading the note, tap ⇧. To email the note, iPad must be set up for email. See Setting up mail and other accounts on page 14.

Change the font: Go to Settings > Notes.

Reminders

16

Reminders lets you keep track of all the things you need to do.



See reminder details: Tap a reminder. You can:

- Change or delete it
- Set a due date
- Set a priority
- Add notes
- Move it to a different list

On some iPad Wi-Fi + cellular models, Reminders can alert you when you arrive at or leave a location.

Add a location alert: While entering a reminder, tap ›, then turn on "Remind Me At a Location."

To use a different location, tap your current location. Locations in the list include addresses from your personal info card in Contacts, such as the home and work addresses you've added. To use a different address, tap Enter an Address.

Note: Location reminders are only available on new iPad Wi-Fi + cellular models. You cannot set locations for reminders in Microsoft Exchange and Outlook accounts.

Search your reminders: Enter a word or phrase in the search field. Reminders are searched by name. You can also use Siri to find or add reminders.

Turn off reminder notifications: Go to Settings > Notifications. For information, see Do Not Disturb & Notifications on page 113.

Set the tone played for notifications: Go to Settings > Sounds.

Keep your reminders up to date on other devices: Go to Settings > iCloud, then turn on Reminders. To keep up to date with Reminders on OS X Mountain Lion, turn on iCloud on your Mac, too. Some other types of accounts, such as Exchange, also support Reminders. Go to Settings > Mail, Contacts, Calendars, then turn on Reminders for the accounts you want to use.

Set a default list for new reminders: Go to Settings > Mail, Contacts, Calendars, then under Reminders, tap Default List.

Clock

17

You can add clocks to show the time in other major cities and time zones around the world.

Add a clock: Tap Add, then type the name of a city or choose a city from the list. If you don't see the city you're looking for, try a major city in the same time zone.

Show a clock full screen: Tap a clock and it fills the screen. Tap World Clock to view all of your clocks.

Organize clocks: Tap Edit, then drag ☰ to move or tap ⊖ to delete.

Set an alarm: Tap Alarm, then tap +.

Change an alarm: Tap Edit, then tap › to change settings or tap ⊖ to delete.

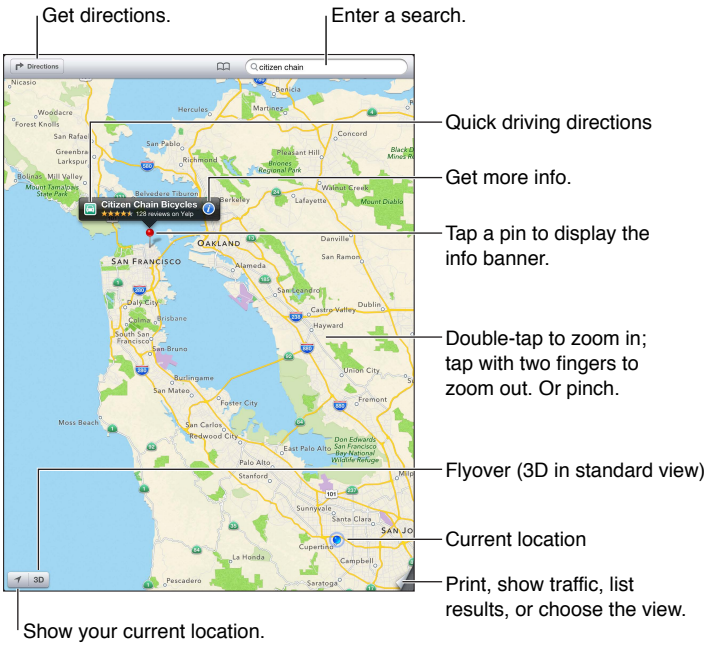
Set a sleep timer: Tap Timer, choose a time, tap Sounds, choose Stop Playing, tap Set, then tap Start.

Maps

18

Finding locations

WARNING: For important information about navigating safely and avoiding distraction while driving, see Important safety information on page 125.



Important: Maps, directions, 3D, Flyover, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, 3D, Flyover, 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. Some Maps features require Location Services. See Privacy on page 119.

Find a location: Tap the search field, then type an address or other information, such as:

- Intersection ("8th and market")
- Area ("greenwich village")
- Landmark ("guggenheim")
- Zip code
- Business ("movies,""restaurants san francisco ca,""apple inc new york")

Or, tap one of the suggestions in the list below the search field.

Navigate maps:

- *Move up or down, left or right:* Drag the screen.
- *Rotate the map:* Rotate two fingers on the screen. A compass appears in the upper-right corner to show the map's orientation.
- *Return to the north-facing orientation:* Tap .

Find the location of a contact, or of a bookmarked or recent search: Tap .

Get and share info about a location: Tap the pin to display the info banner, then tap . When available, you can get reviews and photos from Yelp. You can also get directions, contact the business, visit the home page, add the business to your contacts, share the location, or bookmark the location.

- *Read reviews:* Tap Reviews. To use other Yelp features, tap the buttons beneath the reviews.
- *See photos:* Tap Photos.
- *Email, text, tweet, or post a location to Facebook:* Tap Share Location. To tweet or post to Facebook, you must be signed in to your accounts. See Sharing on page 29.

Use the drop pin to mark a location: Touch and hold the map until the drop pin appears.

Choose standard, hybrid, or satellite view: Tap the lower-right corner.

Report a problem: Tap the lower-right corner.

Getting directions

Get driving directions: Tap , tap , enter the starting and ending locations, then tap Route. Or, choose a location or a route from the list, when available. If multiple routes appear, tap the one you want to take.

- *Hear turn-by-turn directions (iPad Wi-Fi + cellular):* Tap Start.

  Maps follows your progress and speaks turn-by-turn directions to your destination. To show or hide the controls, tap the screen.

  If iPad auto-locks, Maps stays onscreen and continues to announce instructions. You can also open another app and continue to get turn-by-turn directions. To return to Maps, tap the banner across the top of the screen.
- *View turn-by-turn directions (iPad Wi-Fi only):* Tap Start, then swipe left to see the next instruction.
- *Return to the route overview:* Tap Overview.
- *View the directions as a list:* Tap on the Overview screen.
- *Stop turn-by-turn directions:* Tap End.

Get quick driving directions from your current location: Tap on the banner of your destination, then tap Directions To Here.

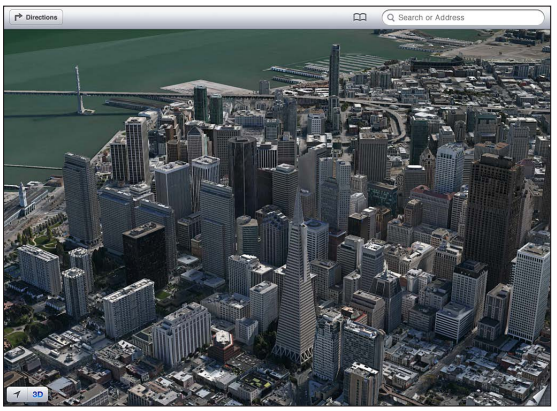
Get walking directions: Tap ↱, tap 🚶, enter the starting and ending locations, then tap Start. Or, choose a location or a route from the list, when available. Tap Start, then swipe left to see the next instruction.

Get public transit directions: Tap ↱, enter the starting and ending locations, tap 🚌, then tap Start. Or, choose a location or a route from the list, when available. Download and open the routing apps for the transit services you want to use.

Show traffic conditions: Tap the bottom-right corner of the screen, then tap Show Traffic. Orange dots show slowdowns, and red dots show stop and-go-traffic. To see an incident report, tap a marker.

3D and Flyover

On iPad 3rd generation or later, use 3D (standard view) or Flyover (satellite or hybrid views) for three-dimensional views of many cities around the world. You can navigate in the usual ways, and zoom in to see buildings. You can also adjust the camera angle.



The Transamerica Pyramid Building is a registered service mark of Transamerica Corporation.

Use 3D or Flyover: Zoom in until **3D** or 🏙 becomes active, then tap the button. Or, drag two fingers up. You can switch between 3D and Flyover by tapping the lower-right corner and changing views.

Adjust the camera angle: Drag two fingers up or down.

Maps settings

Set options for Maps: Go to Settings > Maps. Settings include:

- Navigation voice volume (iPad Wi-Fi + cellular)
- Miles or kilometers for distance
- Language and size of labels

Music

19

Getting music

Get music and other audio content onto iPad:

- *Purchase and download from the iTunes Store:* In Music, tap Store. See Chapter 20, iTunes Store, on page 83.
- *Automatically download music purchased on your other iOS devices and computers:* See Using iCloud on page 15.
- *Sync content with iTunes on your computer:* See Syncing with iTunes on page 16.
- *Use iTunes Match to store your music library in iCloud:* See iTunes Match on page 81.

Playing music

WARNING: For important information about avoiding hearing loss, see Important safety information on page 125.

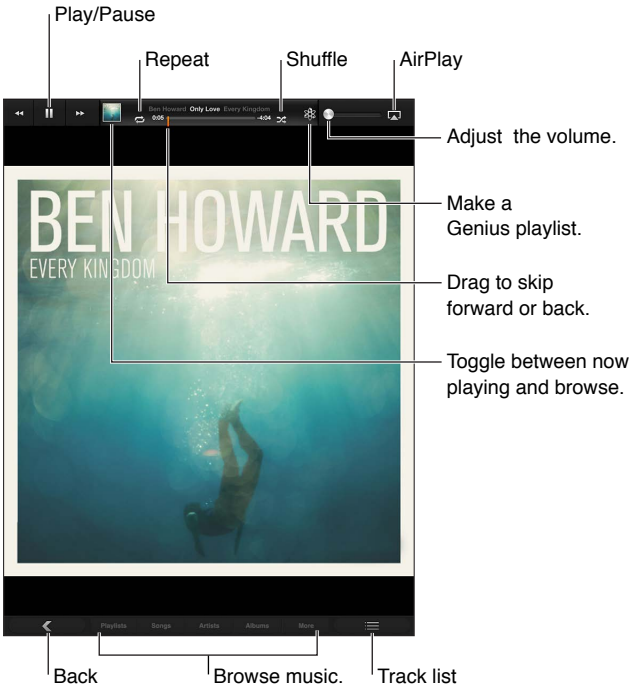
You can listen to audio from the built-in speaker, headphones attached to the headphone jack, or wireless Bluetooth stereo headphones paired with iPad. When headphones are attached or paired, no sound comes from the speaker.

Play a track: Browse by playlist, song, artist, or other category, then tap the track. Playback controls appear at the top of the screen.

- *See additional browse buttons:* Tap More.
- *Skip to any point in a song:* Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.

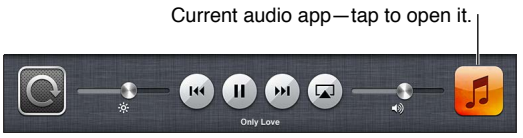
View the Now Playing screen: Tap the thumbnail of the album cover at the top of the screen.

- *Display controls:* Tap the screen.
- *Browse songs using the cover art:* Swipe left or right. Songs start playing automatically.
- *See all the tracks on the album that contains the current song:* Tap ☰. Tap a track to play it. To return to the Now Playing screen, tap ☰ again.
- *Assign ratings to songs:* In track list view, tap the row of dots above the list to set the number of stars. You can use ratings when creating smart playlists in iTunes.



Search music (titles, artists, albums, and composers): While browsing, enter text in the search field at the bottom-right corner of the screen. You can also search audio content from the Home screen. See Searching on page 27.

Display audio controls while in another app: Double-click the Home button ▢, then swipe to the right along the bottom of the screen.



Display audio controls while the screen is locked: Double-click the Home button ▢.

Play music on AirPlay speakers or Apple TV: Tap ⎙. See AirPlay on page 30.

Podcasts and audiobooks

Podcast and audiobook controls appear on the Now Playing screen when you begin playback.

Note: The Podcasts app is available for free in the App Store. See Chapter 24, Podcasts, on page 93. If you install the Podcasts app, podcast content and controls are removed from Music.

Set podcast playback speed: Tap 1X. Tap again to change the speed.

- 2X = Play at double speed.
- ½X = Play at half speed.
- 1X = Play at normal speed.

Repeat last 15 seconds of podcast: Tap ↺15.

Get more podcast episodes: Tap Podcasts (tap More first, if Podcasts isn't visible), then tap a podcast to see available episodes.

Playlists

Create a playlist: View Playlists, tap New near the top of the screen, then enter and save a name. Select songs and videos to include, then tap Done.

Edit a playlist: View Playlists, select the playlist, then tap Edit.

- *Add more songs:* Tap Add Songs.
- *Delete a song:* Tap ⊖. Deleting a song from a playlist doesn't delete it from iPad.
- *Change the song order:* Drag ☰.

New and changed playlists are copied to your iTunes library the next time you sync iPad with your computer, or via iCloud if you've subscribed to iTunes Match.

Delete a playlist: In Playlists, touch and hold the playlist, then tap ⊗.

Delete a song from iPad: In Songs, swipe the song, then tap Delete.

The song is deleted from iPad, but not from your iTunes library on your Mac or PC, or from iCloud.

Genius

A Genius playlist is a collection of songs from your library that go together. Genius is a free service, but it requires an Apple ID.

A Genius Mix is a selection of songs of the same kind of music, recreated from your library each time you listen to the mix.

Use Genius on iPad: Turn on Genius in iTunes on your computer, then sync iPad with iTunes. Genius Mixes are synced automatically, unless you manually manage your music. You can also sync Genius playlists.

Play a Genius Mix: Tap Playlists, then tap one of the Genius Mixes at the top of the playlists.

Make a Genius playlist: Play a song, then tap ⚛ at the top of the screen.

The Genius Playlist is added to your playlists, following the Genius Mixes.

Play a Genius playlist: Tap the playlist.

- *Refresh the playlist:* Tap Refresh.
- *Save the playlist:* Tap Save. The playlist is saved with the title of the song you picked and marked by ⚛.

Replace the Genius playlist using a different song: Play a song, then tap ⚛.

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

- *Delete a song:* Tap ⊖.
- *Change the song order:* Drag ☰.

Delete a saved Genius playlist: Touch and hold the playlist, then tap ⊗.

Genius playlists created on iPad are copied to your computer when you sync with iTunes.

Note: Once a Genius playlist is synced to iTunes, you can't delete it directly from iPad. Use iTunes to edit the playlist name, stop syncing, or delete the playlist.

Siri

You can use Siri (iPad 3rd generation or later) to control music playback. See Chapter 4, Siri, on page 35.

Use Siri to play music: Press and hold the Home button ▢.

- *Play or pause music:* Say "play" or "play music." To pause, say "pause," "pause music," or "stop." You can also say "next song" or "previous song."
- *Play an album, artist, or playlist:* Say "play," then say "album," "artist," or "playlist" and the name.
- *Shuffle the current playlist:* Say "shuffle."
- *Find out more about the current song:* Say "what's playing," "who sings this song," or "who is this song by."
- *Use Genius to play similar songs:* Say "Genius" or "play more songs like this."

iTunes Match

iTunes Match stores your music library in iCloud—including songs imported from CDs—and lets you enjoy your collection on iPad and other iOS devices and computers. iTunes Match is offered as a paid subscription. To find out where it's available, see support.apple.com/kb/HT5085.

Subscribe to iTunes Match: In iTunes on your computer, go to Store > Turn On iTunes Match, then click the Subscribe button.

Once you subscribe, iTunes adds your music, playlists, and Genius Mixes to iCloud. Your songs that match music already in the iTunes Store are automatically available in iCloud. Other songs are uploaded. You can download and play matched songs at up to iTunes Plus quality (256 kbps DRM-free AAC), even if your original was of lower quality. For more information, go to www.apple.com/icloud/features.

Turn on iTunes Match: Go to Settings > Music.

Turning on iTunes Match removes synced music from iPad, and disables Genius Mixes and Genius Playlists.

Note: If "Use Cellular Data for iTunes" in Settings > General > Cellular is on, cellular data charges may apply.

Songs are downloaded to iPad when you play them. You can also download songs and albums manually.

Download a song or album to iPad: While browsing, tap ☁.

Note: When iTunes Match is on, downloaded music is automatically removed from iPad when space is needed, starting with the oldest and least played songs. iCloud icons (☁) reappear for removed songs and albums, showing that the songs and albums are still available through iCloud, but not stored locally on iPad.

Manually remove a song or album: Swipe sideways across the song or album, then tap Delete.

Show only music that's been downloaded from iCloud: Go to Settings > Music, then turn off Show All Music (available only when iTunes Match is turned on).

Manage your devices using iTunes Match or Automatic Downloads: In iTunes on your computer, go to Store > View My Apple ID. Sign in, then click Manage Devices in the "iTunes in the Cloud" section.

Home Sharing

Home Sharing lets you play music, movies, and TV shows from the iTunes library on your Mac or PC. iPad and your computer must be on the same Wi-Fi network.

Note: Home Sharing requires iTunes 10.2 or later, available at www.itunes.com/download. Bonus content, such as digital booklets and iTunes Extras, can't be shared.

Play music from your computer iTunes library on iPad:

1. In iTunes on your computer, go to File > Home Sharing > Turn On Home Sharing. Log in, then click Create Home Share.
2. On iPad, go to Settings > Music, then log in to Home Sharing using the same Apple ID and password.
3. In Music, tap More, then tap Shared and choose your computer's library.

Return to content on iPad: Tap Shared and choose My iPad.

Music settings

Go to Settings > Music to set options for Music, including:

- Sound Check (to normalize the volume level of your audio content)
- Equalization (EQ)

  Note: EQ affects all sound output, including the headset jack and AirPlay. EQ settings generally apply only to music played from the Music app.

  The Late Night setting, however, applies to all audio output—video as well as music. Late Night compresses the dynamic range of the audio output, reducing the volume of loud passages and increasing the volume of quiet passages. You might want to use this setting when listening to music on an airplane or in some other noisy environment, for example.
- Grouping by album artist
- iTunes Match
- Home Sharing

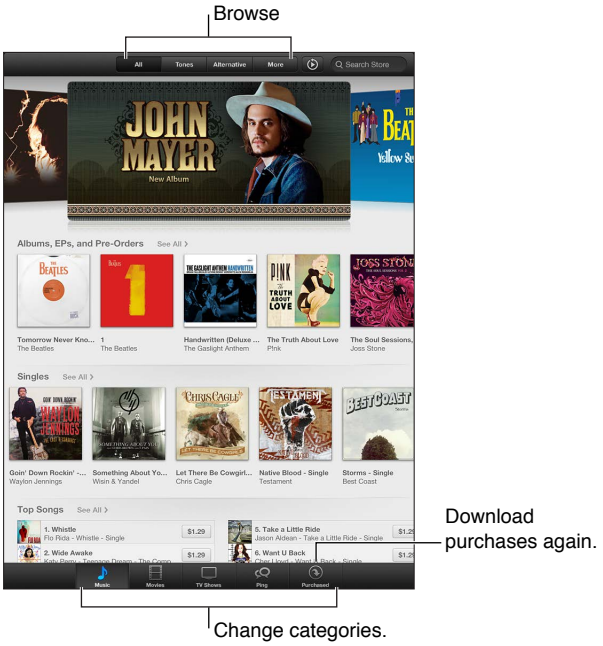
Set the volume limit: Go to Settings > Music > Volume Limit, then adjust the volume slider.

Restrict changes to the volume limit: Go to Settings > General > Restrictions > Volume Limit, then tap Don't Allow Changes.

iTunes Store

20

Use the iTunes Store to add music and TV shows, music, and podcasts to iPad.



Use iTunes Store to:

- Find music, TV shows, movies, tones, and more, by browsing or searching
- Download previous purchases

Note: You need an Internet connection and an Apple ID to use the iTunes Store.

Browse content: Tap one of the categories. Tap Genres to refine the listings. To see more information about an item, tap it.

Search for content: Tap Search, then tap the search field and enter one or more words, then tap Search.

Preview an item: Tap a song or video to play a sample.

Purchase an item: Tap the item's price (or tap Free), then tap again to buy it. If you already purchased the item, "Download" appears instead of the price and you won't be charged again. To see the progress of items being downloaded, tap Downloads at the bottom of the screen.

Rent a movie: In some areas, certain movies are available to rent. You have 30 days to begin viewing a rented movie. Once you've started playing it, you can watch it as many times as you want in 24 hours. After these time limits, the movie is deleted automatically.

Download a previous purchase: Tap Purchased. To automatically download purchases made on other devices, go to Settings > iTunes & App Stores.

Redeem a gift card or code: Tap any category (such as music), scroll to the bottom, then tap Redeem.

Send a gift: While viewing the item you want to give as a gift, tap ⎙, then tap Gift.

View or edit your account: Go to Settings > iTunes & App Stores, tap your Apple ID, then tap View Apple ID. Tap an item to edit it. To change your password, tap the Apple ID field.

Turn iTunes Match on or off: Go to Settings > iTunes & App Stores. iTunes Match is a subscription service that stores all of your music in iCloud so you can access it from wherever you are.

Sign in using a different Apple ID: Go to Settings > iTunes & App Stores, tap your account name, then tap Sign Out. The next time you download an app, you can enter a different Apple ID.

Download purchases using the cellular network (Wi-Fi + cellular models): Go to Settings > iTunes & App Stores > Use Cellular Data. This also turns on playing songs from iTunes Match. Downloading purchases and using iTunes Match over the cellular network may incur charges from your carrier.

App Store

21

At a glance

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

Use the App Store to:

- Find new free or purchased apps by browsing or searching
- Download updates and previous purchases
- Redeem a gift card or download code
- Recommend an app to a friend
- Manage your App Store account

Note: You need an Internet connection and an Apple ID to use the App Store.

Purchase an app: Tap the app's price (or tap Free), then tap Buy Now. If you already purchased the app, "install" appears instead of the price. You won't be charged to download it again. While an app is being downloaded, its icon appears on the Home screen with a progress indicator.

Download a previous purchase: Tap Purchased. To automatically download new purchases made on other devices, go to Settings > iTunes & App Stores.

Download updated apps: Tap Updates. You can read about the new version, then tap Update to download it. Or tap Update All to download all the apps in the list.

Redeem a gift card or download code: Tap Featured, scroll to the bottom, then tap Redeem.

Tell a friend about an app: Find the app, then tap and select how you want to share it.

View and edit your account: Go to Settings > iTunes & App Stores, tap your Apple ID, then tap View Apple ID. You can subscribe to iTunes newsletters, and view Apple's privacy policy. To change your password, tap the Apple ID field.

Sign in using a different Apple ID: Go to Settings > iTunes & App Stores, tap your account name, then tap Sign Out. The next time you download an app, you can enter a different Apple ID.

Create a new Apple ID: Go to Settings > iTunes & App Stores, then tap Create New Apple ID and follow the onscreen instructions.

Download purchases using the cellular network (Wi-Fi + cellular models): Go to Settings > iTunes & App Stores > Use Cellular Data. Downloading purchases over the cellular network may incur charges from your carrier. Newsstand apps update only over Wi-Fi.

Deleting apps

Delete an App Store app: Touch and hold its icon on the Home screen until the icon starts to jiggle, then tap . You can't delete built-in apps. When you finish, press the Home button .

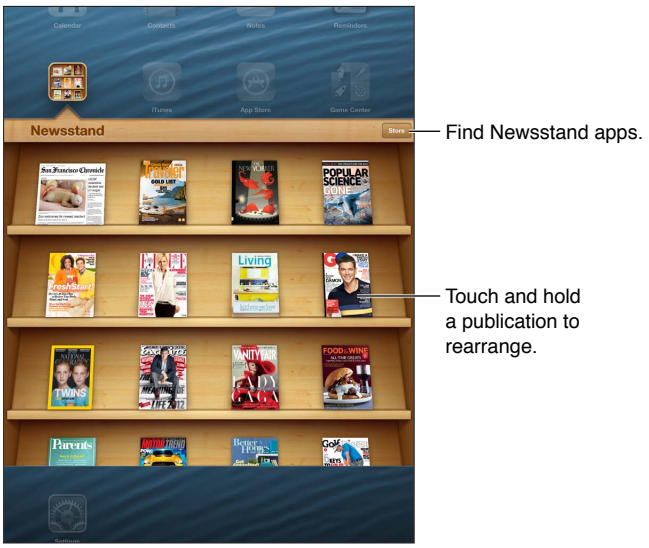
Deleting an app also deletes all of its data. You can re-download any app you've purchased from the App Store, free of charge.

For information about erasing all of your apps, data, and settings, see Reset on page 118.

Newsstand

22

Newsstand organizes your magazine and newspaper apps and lets you know when new issues are ready for reading.



Newsstand organizes magazine and newspaper apps with a shelf for easy access.

Find Newsstand apps: Tap Newsstand to reveal the shelf, then tap Store. When you purchase a newsstand app, it's automatically added to your shelf. After the app is downloaded, open it to view its issues and subscription options. Subscriptions are In-App purchases, billed to your Apple ID account.

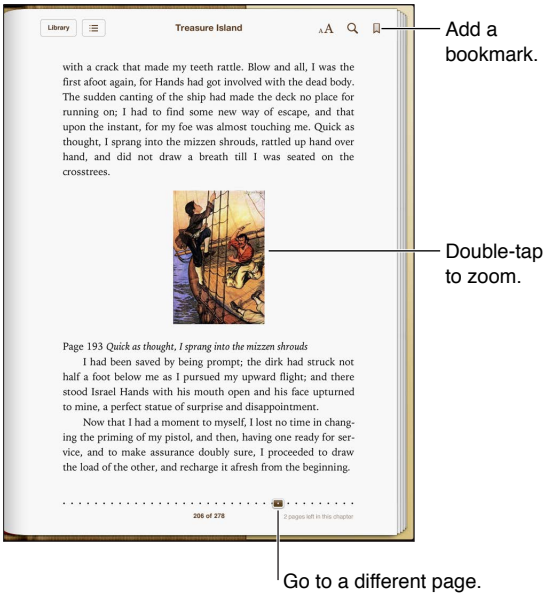
Turn off automatically downloading new issues: Go to Settings > Newsstand. If an app supports it, Newsstand downloads new issues automatically when connected to Wi-Fi.

iBooks

23

At a glance

iBooks is a great way to read and buy books. Download the free iBooks app from the App Store, and then enjoy everything from classics to bestsellers.



To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple ID.

Visit the iBookstore: In iBooks, tap Store to:

- Find books by browsing or searching
- Get a sample of a book to see if you like it
- Read and write reviews, and see current bestsellers
- Tell a friend about a book via Facebook, Twitter, iMessage, or email

Purchase a book: Find one you want, tap the price, then tap again to get it.

Get information about a book: You can read a summary of the book, read reviews, and try a sample of the book before buying it. After buying a book, you can write a review of your own.

Download a previous purchase: If you download a book you've previously purchased, you won't be charged again. To automatically download items purchased on other devices, go to Settings > iTunes & App Store. For information about purchased books and iCloud, see Organizing the bookshelf on page 91.

Update a book: If there's an update to a book you've downloaded, a badge notifies you of the new version. To see and download the updated book, tap Purchased, then tap Updates.

Reading books

Each book has a particular set of features, based on its contents and format. Some of the features described below might not be available in the book you're reading.

Open a book: Tap the book you want to read. If you don't see it, swipe the shelf left or right to see other collections.

- *Show the controls:* Tap near the center of the page.
- *Enlarge an image:* Double-tap the image. In some books, touch and hold to display a magnifying glass you can use to view an image.
- *Go to a specific page:* Use the page navigation controls at the bottom of the screen. Or, tap 🔍 and enter a page number, then tap the page number in the search results.
- *Look up a word:* Double-tap a word, then tap Define in the menu that appears. Definitions aren't available for all languages.
- *View the table of contents:* Tap ☰. With some books, you can also pinch to see the the table of contents.
- *Add or remove a bookmark:* Tap 🔖. Tap again to remove the bookmark. You don't need to add a bookmark when you close the book, because iBooks remembers where you left off. You can have multiple bookmarks—to see them all, tap ☰, then tap Bookmarks.

Annotate a book: You can add notes and highlights to a book.

- *Add a highlight:* Double-tap a word, use the grab points to adjust the selection, then tap Highlight and choose a style.
- *Share highlighted text:* Tap the highlighted text, then tap ⬆ or Share. If the book you're reading is from the iBookstore, a link to the book is included.
- *Remove a highlight:* Tap the highlighted text, then tap ⊘.
- *Add a note:* Double-tap a word, then tap Note.
- *Remove a note:* Delete its text. To remove the note and its highlight, tap the highlighted text, then tap ⊘.
- *See all your notes:* Tap the center of the screen to display the controls, tap ☰, then tap Notes.
- *Delete notes:* Tap the center of the screen to display the controls, tap ☰, then tap Notes. Tap ⬆, then tap Edit Notes. Select the notes you want to delete, then tap Delete.
- *Share your notes:* Tap the center of the screen to display the controls, tap ☰, then tap Notes. Tap ⬆, then tap Edit Notes. Select the notes you want to share, then tap Share.
- *Share a link to a book:* Tap the center of the screen to display the controls, then tap ☰. Tap ⬆, then tap Share Book.

Change a book's appearance: Many books let you change the font, font size, and page color.

- *Change the font or font size:* Tap the center of the screen to display the controls, then tap AA. Some books allow you to change the font size only when iPad is in portrait orientation.
- *Change the color of the page and text:* Tap the center of the screen to display the controls, tap AA, then tap Themes and choose White, Sepia, or Night. This setting applies to all books that support it.
- *Change how pages are displayed:* Tap the center of the screen to display the controls, tap AA, then tap Themes and choose Book, Full Screen, or Scroll.
- *Change the brightness:* Tap the center of the screen to display the controls, then tap ☼. If you don't see ☼, tap AA first.
- *Turn justification and hyphenation on or off:* Go to Settings > iBooks. PDFs and some books can't be justified or hyphenated.

Interacting with multimedia

Some books have interactive elements, such as movies, diagrams, presentations, galleries, 3D objects, and chapter reviews. To interact with a multimedia object, tap, swipe, or pinch it. For example, with a presentation, you can tap ▶ to start it, then tap to see each screen. To view an element full-screen, spread two fingers apart. When you finish, pinch to close it.

Studying notes and vocabulary lists

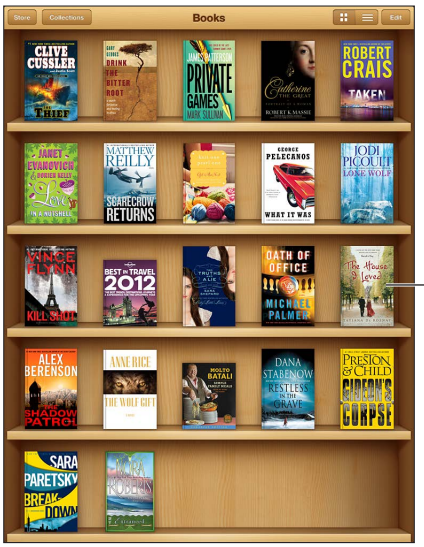
In books that support it, you can use notes view to review all of your highlights and notes as cards.

View your notes: Tap ☰. You can also:

- *View notes by chapter:* Tap a chapter to see its notes. Badges in the chapter list indicate the number of notes and highlights you've added to each chapter. If you don't see the chapter list, tap the Chapter button.
- *Search all notes:* Enter a word or phrase in the search field. If you don't see the search field, tap the Chapters button. Tap a chapter to see its notes.
- *Review notes and vocabulary as study cards:* Tap Study Cards. Swipe to move between cards. If a card has notes, indicated by ↺, tap the card to turn it over. Tap ⚙ to select which highlights are displayed, or to shuffle the cards. If the chapter includes a vocabulary list, you can also include it in your cards.
- *Email your notes:* Tap ⇧. Select the notes that you want to share, then tap Email.
- *Delete notes:* Tap ⇧. Select the notes that you want to delete, then tap Delete.

Organizing the bookshelf

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



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

Move a book or PDF to a collection: Go to the bookshelf and tap Edit. Select the items you want to move, then tap Move and select a collection.

View and manage collections: Tap Collections. To edit the name of a collection, tap Edit. You can't edit or remove the built-in collections.

Sort the bookshelf: Tap ☰, then select a sort method at the bottom of the screen.

Delete items from the bookshelf: Tap Edit, then tap each item that you want to delete, so that a checkmark appears. Tap Delete, then tap Done.

- *Delete this copy:* Removes the item from iPad, but it still appears on the bookshelf and can be downloaded again.
- *Delete from all devices:* Removes the item from all of your iOS devices and from the bookshelf. You can download it again from Purchases in the iBookstore. See At a glance on page 88.

Search for a book: Go to the bookshelf. Tap the status bar to scroll to the top of the screen, then tap 🔍. Searching looks for the title and the author's name.

Download a book from iCloud: Books you've purchased that aren't on iPad appear with an iCloud badge. To download the book, tap its cover. To automatically download items purchased on other devices, go to Settings > iTunes & App Store.

- *Hide purchases on the bookshelf:* To show or hide purchased books that aren't on iPad, go to Settings > iBooks > Show All Purchases. You can download purchases from the iBookstore. See At a glance on page 88.

Syncing books and PDFs

Use iTunes to sync your books and PDFs between iPad and your computer, and to buy books from the iTunes Store. When iPad is connected to your computer, the Books pane lets you select which items to sync. You can also find DRM-free ePub books and PDFs on the web and add them to your iTunes library.

Sync a book or PDF to iPad: In iTunes on your computer, choose File > Add to Library and select the file. Then sync.

Add a book or PDF to iBooks without syncing: If the book or PDF isn't too large, email it to yourself from your computer. Open the email message on iPad, then touch and hold the attachment and choose "Open in iBooks."

Printing or emailing a PDF

You can use iBooks to email a copy of a PDF, or to print all or part of the PDF to an AirPrint printer.

Email a PDF: Open the PDF, tap ⎙, then choose Email.

Print a PDF: Open the PDF, tap ⎙, then choose Print. For more information, see Printing with AirPrint on page 30.

iBooks settings

iBooks stores your purchases, collections, bookmarks, notes, and current page information in iCloud, so you can read books seamlessly across all your iOS devices. iBooks saves information about all of your books when you open or quit the app. Information about individual books is also saved when you open or close the book.

Turn syncing on or off: Go to Settings > iBooks. You can sync bookmarks and collections.

Some books might access video or audio that's stored on the web. If iPad has a cellular data connection, playing these files may incur carrier charges.

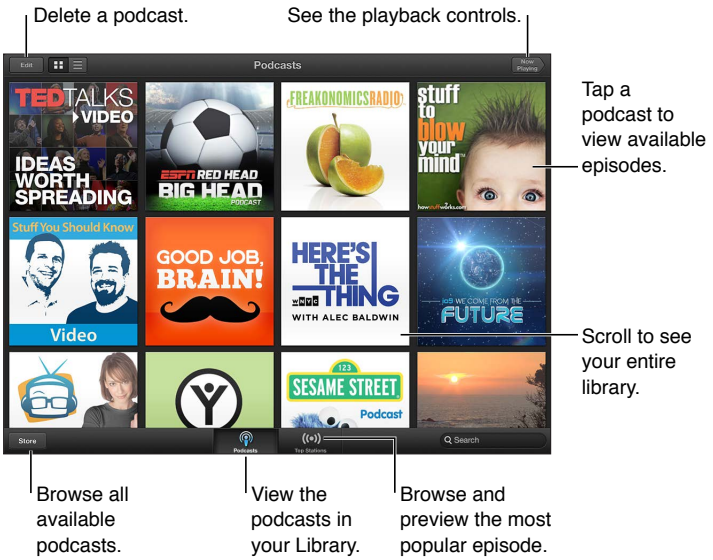
Turn online content access on or off: Go to Settings > iBooks > Online Content.

Change the direction the page turns when you tap the left margin: Go to Settings > iBooks > Both Margins Advance.

Podcasts

24

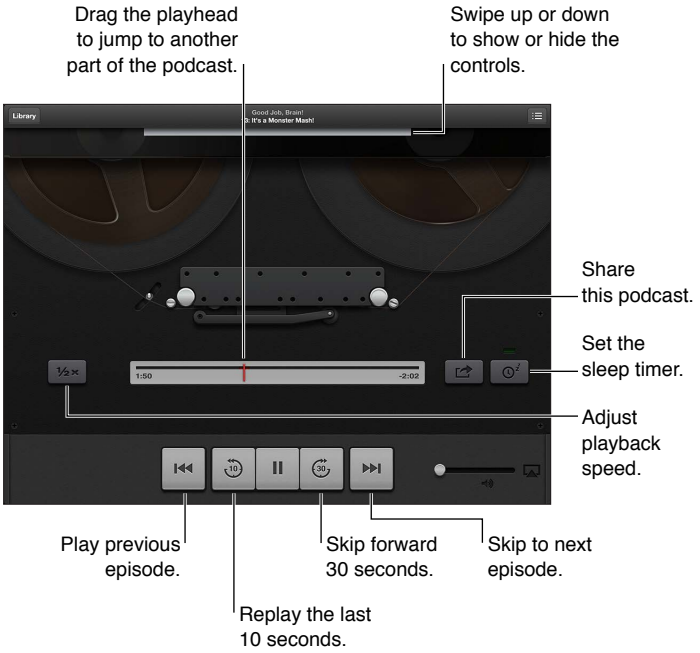
Download the free Podcasts app from the App Store, then browse, subscribe to, and play your favorite podcasts on iPad.



Get podcasts:

- *Browse the full catalog:* Tap Catalog, then tap any podcast that interests you.
- *Browse the most popular podcasts:* Tap Top Stations (if you don't see it, tap Library first). Swipe left or right to change the category, or swipe up or down to browse the current category. Tap a podcast to preview the latest episode, or tap ⓘ to see a list of episodes.
- *Stream an episode:* Tap any episode.
- *Download an episode so you can listen to it when you're not connected to Wi-Fi:* Tap the download button next to any episode.
- *Subscribe to a podcast to always get the latest episode:* If you're browsing the catalog, tap a podcast to see the list of episodes, then tap Subscribe. If you've already downloaded an episode, tap the podcast in your library, tap ⚙, then turn on Subscription.
- *Automatically get the latest episode of a subscribed podcast:* Tap the podcast in your library, tap ⚙, then turn on Auto-Download. If you don't see the Auto-Download switch, make sure you've turned on Subscription first.

Control audio playback: To see all of the playback controls, swipe the artwork upward.



Control video playback: Tap the screen while you're watching a video podcast.

Game Center

25

At a glance

Game Center lets you play your favorite games with friends who have an iPhone, iPad, iPod touch, or a Mac with OS X Mountain Lion. You must be connected to the Internet to use Game Center.

> ***WARNING:*** For important information about avoiding repetitive motion injuries, see Important safety information on page 125.

Sign in: Open Game Center. If you see your nickname and photo at the top of the Me screen, you're already signed in. If not, enter your Apple ID and password, then tap Sign In. You can use the same Apple ID you use for iCloud, App Store, or iTunes Store purchases, or tap Create New Account if you want a separate Apple ID for gaming.

Purchase a game: Tap Games, then tap a recommended game or tap Find Game Center Games.

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

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

Sign out: Tap Me, tap the Account banner, then tap Sign Out. You don't need to sign out each time you quit Game Center.

Playing with friends

Invite friends to a multiplayer game: Tap Friends, choose a friend, choose a game, then tap Play. If the game allows or requires additional players, choose additional players to invite, then tap Next. Send your invitation, then wait for the others to accept. When everyone is ready, 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.

Send a friend request: Tap Friends or Requests, tap Add Friends, then enter your friend's email address or Game Center nickname. To browse your contacts, tap ⊕. To add several friends in one request, type Return after each address.

Challenge someone to outdo you: Tap one of your scores or achievements, then tap Challenge Friends.

See the games a friend plays and check your friend's scores: Tap Friends, tap your friend's name, then tap Games or Points.

Purchase a game your friend has: Tap Friends, then tap the name of your friend. Tap the game in your friend's list of games, then tap the price at the top of the screen.

See a list of a friend's friends: Tap Friends, tap the friend's name, then tap Friends just below their picture.

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

Keep your email address private: Turn off Public Profile in your Game Center account settings. See "Game Center settings" below.

Disable multiplayer activity or friend requests: Go to Settings > General > Restrictions and turn off Multiplayer Games or Adding Friends. If the switches are disabled, tap Enable Restrictions (at the top) first.

Report offensive or inappropriate behavior: Tap Friends, tap the person's name, then tap "Report a Problem."

Game Center settings

Some Game Center settings are associated with the Apple ID you use to sign in. Others are in the Settings app on iPad.

Change Game Center settings for your Apple ID: Sign in using your Apple ID, tap Me, tap the Account banner, then choose View Account.

Specify which notifications you want for Game Center: Go to Settings > Notifications > Game Center. If Game Center doesn't appear, turn on Notifications.

Change restrictions for Game Center: Go to Settings > General > Restrictions.

Accessibility 26

Accessibility features

iPad incorporates these accessibility features:

- VoiceOver screen reader
- Siri voice assistant
- Zoom magnification
- Large Text
- Invert Colors
- Speak Selection
- Speak Auto-text
- Mono Audio and balance
- Assignable tones
- Guided Access
- AssistiveTouch
- Support for braille displays
- Playback of closed-captioned content

Turn on accessibility features using iPad: Go to Settings > General > Accessibility.

Turn on accessibility features using iTunes: Connect iPad to your computer and select iPad in the iTunes device list. Click Summary, then click Configure Universal Access at the bottom of the Summary screen.

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

VoiceOver

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

VoiceOver tells you about each item on the screen as you select it. When you select an item, the VoiceOver cursor (a black rectangle) encloses it and VoiceOver speaks the name or describes the item.

Touch the screen or drag your fingers to hear different items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions—for example, "double-tap to open." To interact with items on the screen, such as buttons and links, use the gestures described in Learning VoiceOver gestures on page 100.

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

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

VoiceOver basics

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

Turn VoiceOver on or off: Go to Settings > General > Accessibility > VoiceOver. You can also set Triple-click Home to turn VoiceOver on or off. See Triple-click Home on page 106.

Explore the screen: Drag your finger over the screen. VoiceOver speaks each item you touch. Lift your finger to leave an item selected.

- *Select an item:* Tap it, or lift your finger while dragging over it.
- *Select the next or previous item:* Flick right or left with one finger. Item order is left-to-right, top-to-bottom.
- *Select the item above or below:* Use the rotor to turn on Vertical Navigation, then flick up or down with one finger.
- *Select the first or last item on the screen:* Flick up or down with four fingers.
- *Select an item by name:* Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or flick right or left to move through the list alphabetically, or tap the table index to the right of the list and flick up or down to move quickly through the list of items.
- *Change the name of the selected item so it's easier to find:* Double-tap and hold with two fingers anywhere on the screen.
- *Speak the text of the selected item:* Set the rotor control to characters or words, then flick down or up with one finger.
- *Turn spoken hints on or off:* Go to Settings > General > Accessibility > VoiceOver.
- *Include phonetic spelling:* Go to Settings > General > Accessibility > VoiceOver > Use Phonetics.
- *Speak the entire screen from the top:* Flick up with two fingers.
- *Speak from the current item to the bottom of the screen:* Flick down with two fingers.
- *Stop speaking:* Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.
- *Mute VoiceOver:* Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the Ring/Silent switch to Silent. If an external keyboard is connected, you can also press the Control key on the keyboard to mute or unmute VoiceOver.

Adjust the speaking voice: You can adjust the characteristics of the VoiceOver speaking voice to make it easier for you to understand:

- *Change the speaking volume:* Use the volume buttons on iPad. You can also add volume to the rotor and swipe up and down to adjust; see Using the VoiceOver rotor control on page 101.
- *Change the speaking rate:* Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust.

- *Use pitch change:* VoiceOver 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. Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change.
- *Change the language for iPad:* Go to Settings > General > International > Language. VoiceOver pronunciation of some languages is affected by Settings > General > International > Region Format.
- *Change pronunciation:* Set the rotor to Language, then swipe up or down. Language is available in the rotor only if you select more than one pronunciation.
- *Select the pronunciations available in the language rotor:* Go to Settings > General > Accessibility > VoiceOver > Language Rotor. To change the position of a language in the list, drag ☰ up or down.
- *Change the basic reading voice:* Go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.

Using iPad with VoiceOver

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

"Tap" to activate the selected item: Double-tap anywhere on the screen.

"Double-tap" the selected item: Triple-tap anywhere on the screen.

Adjust a slider: Select the slider, then flick up or down with one finger.

Use a standard gesture when VoiceOver is turned on: Double-tap and hold 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, when VoiceOver gestures resume.

Scroll a list or area of the screen: Flick up or down with three fingers. When paging through a list, VoiceOver speaks the range of items displayed (for example, "showing rows 5 through 10"). You can also scroll continuously through a list, instead of paging through it. Double-tap and hold. When you hear a series of tones, move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.

- *Scroll continuously through a list:* Double-tap and hold. When you hear a series of tones, move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.
- *Use a list index:* Some lists have an alphabetical index along the right side. The index can't be selected by flicking between items; you must touch the index directly 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.
- *Reorder a list:* You can change the order of items in some lists, such as the Rotor and Language Rotor settings in Accessibility settings. Select ☰ on the right side of an item, double-tap and hold until you hear a sound, then drag up or down. VoiceOver speaks the item you've moved above or below, depending on the direction you're dragging.

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

Speak the iPad status information: Tap the top of the screen to hear information about the time, battery life, Wi-Fi signal strength, and more.

Speak notifications: Go to Settings > General > Accessibility > VoiceOver and turn on Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

Turn the screen curtain on or off: Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

Learning VoiceOver gestures

When VoiceOver is turned on, the standard touchscreen gestures have different effects. These and some additional gestures let you move around the screen and control individual items when they're selected. VoiceOver gestures include two- and three-finger gestures to tap or flick. For best results when using two- and three-finger gestures, relax and let your fingers touch the screen with some space between them.

You can use different techniques to enter VoiceOver gestures. For example, you can enter a two-finger tap using two fingers from one hand, or one finger from each hand. You can also use your thumbs. Many find the "split-tap" gesture especially effective: instead of selecting an item and double-tapping, you can touch and hold an item with one finger, then tap the screen with another finger. Try different techniques to discover which 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. When VoiceOver is turned on, the VoiceOver Practice button appears, which gives you a chance to practice VoiceOver gestures before proceeding.

Practice VoiceOver gestures: Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done. If you don't see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here's a summary of key VoiceOver gestures:

Navigate and read

- *Tap:* Speak the item.
- *Swipe right or left:* Select the next or previous item.
- *Swipe up or down:* Depends on the Rotor Control setting. See Using the VoiceOver rotor control on page 101.
- *Two-finger tap:* Stop speaking the current item.
- *Two-finger swipe up:* Read all from the top of the screen.
- *Two-finger swipe down:* Read all from the current position.
- *Two-finger "scrub":* Move two fingers back and forth three times quickly (making a "z") to dismiss an alert or go back to the previous screen.
- *Three-finger swipe up or down:* Scroll one page at a time.
- *Three-finger swipe right or left:* Go to the next or previous page (such as the Home screen or Safari).
- *Three-finger tap:* Speak additional information, such as position within a list or whether text is selected.
- *Four-finger tap at top of screen:* Select the first item on the page.
- *Four-finger tap at bottom of screen:* Select the last item on the page.

Activate

- *Double-tap:* Activate the selected item.
- *Triple-tap:* Double-tap an item.
- *Split-tap:* As an alternative to selecting an item and double-tapping to activate it, touch an item with one finger, and then tap the screen with another.
- *Double-tap and hold (1 second) + standard gesture:* Use a standard gesture. The double-tap and hold gesture tells iPad to interpret the next gesture as standard. For example, you can double-tap and hold, and then without lifting your finger, drag your finger to slide a switch.
- *Two-finger double-tap:* Play or pause in Music, Videos, or Photos. Take a photo in Camera. Start or pause recording in Camera. Start or stop the stopwatch.
- *Two-finger double-tap and hold:* Relabel the selected item.
- *Two-finger triple-tap:* Open the Item Chooser.
- *Three-finger double-tap:* Mute or unmute VoiceOver.
- *Three-finger triple-tap:* Turn the screen curtain on or off.

Using the VoiceOver rotor control

Use the rotor to choose what happens when you flick up or down with VoiceOver turned on.

Operate the rotor: Rotate two fingers on the iPad screen around a point between them.

Change the options included in the rotor: Go to Settings > General > Accessibility > VoiceOver > Rotor, then select the options you want to be available using the rotor.

The available rotor positions and their effects depend on what you're doing. For example, if you're reading an email, you can use the rotor to switch between hearing text spoken word-by-word or character-by-character when you flick up or down. If you're browsing a webpage, you can set the rotor to speak all the text (either word-by-word or character-by-character), or to jump from one item to another of a certain type, such as headers or links.

When you use an Apple Wireless Keyboard to control VoiceOver, a speech rotor lets you adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation. See Controlling VoiceOver using an Apple Wireless Keyboard on page 103.

Entering and editing text with VoiceOver

When you enter an editable text field, you can use the onscreen keyboard or an external keyboard connected to iPad to enter text.

Enter text: Select an editable text field, double-tap to display the insertion point and the onscreen keyboard, then type characters.

- *Standard typing:* Select a key on the keyboard by swiping left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.

- *Touch typing:* Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, slide your finger to the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.
- *Choose standard or touch typing:* With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then swipe up or down.

Move the insertion point: Swipe up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line.

VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across. When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it.

Move the insertion point past the punctuation at the end of a word or sentence: Use the rotor to switch back to character mode.

When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

Change typing feedback: Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.

Use phonetics in typing feedback: Go to Settings > General > Accessibility > VoiceOver > Use Phonetics. Text is read character by character. VoiceOver first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."

Delete a character: Select ⌫, then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character you want to delete. VoiceOver speaks the character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.

Select text: Set the rotor to Edit, swipe up or down to choose Select or Select All, 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 text is selected. Pinch to increase or decrease the selection.

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

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

Enter an accented character: In standard typing mode, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.

Change the keyboard language: Set the rotor to Language, then swipe up or down. Choose "default language" to use the language specified in International settings. The Language rotor appears if you select more than one language in Settings > General > Accessibility > VoiceOver > Language Rotor.

Using VoiceOver with Safari

When you search the web in Safari with VoiceOver on, the Search Results rotor items lets you hear the list of suggested search phrases.

Search the web: Select the search field, enter your search, then swipe right or left to move down or up the list of suggested search phrases. Then double-tap the screen to search the web using the selected phrase.

Set the rotor options for web browsing: Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag ☰ up to reposition an item.

Skip images while navigating: Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.

Reduce page clutter for easier reading and navigation: Select the Reader item in the Safari address field (not available for all pages).

Using VoiceOver with Maps

With VoiceOver, you can zoom in or out, select a pin, or get information about a location.

Explore the map: Drag your finger around the screen, or swipe left or right to move to another item.

Zoom in or out: Select the map, set the rotor to Zoom, then swipe up or down with one finger.

Pan the map: Swipe with three fingers.

Browse visible points of interest: Set the rotor to Points of Interest, then swipe up or down with one finger.

Follow a road: Hold your finger down on the road, wait until you hear "pause to follow," then move your finger along the road while listening to the guide tone. The pitch increases when you stray from the road.

Select a pin: Touch a pin, or swipe left or right to select the pin.

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

Editing videos with VoiceOver

You can use VoiceOver gestures to trim Camera videos.

Trim a video: While viewing a video, double-tap the screen to display the video controls. Select the beginning or end of the trim tool. Then flick up to drag to the right, or flick down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To complete the trim, select Trim and double-tap.

Controlling VoiceOver using an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See Bluetooth devices on page 32.

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.

Use VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. Most keyboard commands use the Control-Option key combination, abbreviated in the table below as "VO."

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
- *Open the Item Chooser:* VO–I
- *Double-tap with two fingers:* VO–"-"
- *Select the next or previous item specified by the rotor:* VO–Up Arrow or VO–Down Arrow
- *Adjust the speech rotor:* VO–Command–Left Arrow or VO–Command–Right Arrow
- *Adjust the setting specified by the speech rotor:* VO–Command–Up Arrow or VO–Command–Down Arrow
- *Mute or unmute VoiceOver:* VO–S
- *Switch apps:* Command–Tab or Command–Shift–Tab
- *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.

- *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:* 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
- *Adjust the rotor:* Up Arrow–Left Arrow or Up Arrow–Right Arrow

Single-letter Quick Nav for the web

When you view a webpage with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. To move to the previous item, hold the Shift key as you type the letter.

- *Heading:* H
- *Link:* L
- *Text field:* R
- *Button:* B
- *Form control:* C
- *Image:* I
- *Table:* T
- *Static text:* S
- *ARIA landmark:* W

- *List:* X
- *Item of the same type:* M
- *Level 1 heading:* 1
- *Level 2 heading:* 2
- *Level 3 heading:* 3
- *Level 4 heading:* 4
- *Level 5 heading:* 5
- *Level 6 heading:* 6

Using a braille display with VoiceOver

You can use a refreshable Bluetooth braille display to read VoiceOver output in braille, and you can use a braille display with input keys and other controls 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, go to www.apple.com/accessibility/iphone/braille-display.html.

Set up a braille display: Turn on the display, then go to Settings > General > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

Turn contracted or eight-dot braille on or off: Go to Settings > General > Accessibility > VoiceOver > Braille.

For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to support.apple.com/kb/HT4400.

The braille display uses the language that's set for Voice Control. This is normally 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: Go to Settings > 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.

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 hasn't 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: Go to Settings > 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.

Siri

With Siri, you can do things with your iPad, such as opening apps, just by asking, and VoiceOver can read Siri responses to you. For information, see What is Siri? on page 35.

Triple-click Home

Triple-click Home lets you turn some Accessibility features on or off by pressing the Home button ▢ quickly three times. You can use Triple-click Home for:

- VoiceOver
- Invert Colors
- Zoom
- AssistiveTouch
- Guided Access (Triple-click Home starts Guided Access if it's already turned on. See Guided Access on page 107.)

Set the Triple-click Home function: Go to Settings > General > Accessibility > Triple-click Home. If you select more than one, you're asked which one you want to control whenever you triple-click the Home button.

Slow down the click speed: Go to Settings > General > Accessibility > Home-click Speed.

Zoom

Many apps let you zoom in or out on specific items. For example, you can double-tap or pinch to expand webpage columns in Safari. But, there's also a Zoom accessibility feature that lets you magnify the entire screen of any app you're using. And, you can use Zoom together with VoiceOver.

Turn Zoom on or off: Go to Settings > General > Accessibility > Zoom. Or, use Triple-click Home. See Triple-click Home on page 106.

Zoom in or out: Double-tap the screen with three fingers.

Vary the magnification: With three fingers, tap and drag up or down. 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. Once you start dragging, you can drag with a single finger. iPad returns to the adjusted magnification when you zoom out and in again using the three-finger double-tap.

Pan around the screen: While zoomed in, drag the screen with three fingers. Once you start dragging, you can drag with a single finger so that you can see more of the screen. Or, hold a single finger near the edge of the display to pan to that side. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom goes to the top-middle of the screen.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See Apple Wireless Keyboard on page 25.

Large Text

Large Text lets you increase the text size in alerts, and in Calendar, Contacts, Mail, Messages, and Notes.

Set the text size: Go to Settings > General > Accessibility > Large Text.

Invert Colors

Sometimes, inverting the colors on the iPad screen may make it easier to read. When Invert Colors is turned on, the screen looks like a photographic negative.

Invert the screen's colors: Go to Settings > General > Accessibility > Invert Colors.

Speak Selection

Even with VoiceOver turned off, you can have iPad read aloud any text you select.

Turn on Speak Selection: Go to Settings > General > Accessibility > Speak Selection. There you can also:

- Adjust the speaking rate
- Choose to have individual words highlighted as they're read

Have text read to you: Select the text, then tap Speak.

Speak Auto-Text

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

Turn Speak Auto-text on or off: Go to Settings > General > Accessibility > Speak Auto-text.

Speak Auto-text also works with VoiceOver and Zoom.

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 and adjust the balance: Go to Settings > General > Accessibility > Mono Audio.

Assignable tones

You can assign distinctive ringtones to people in your contacts list for audible FaceTime caller ID. You can also assign distinct tones to alert you of a variety of other events, including new voicemail, new mail, sent mail, Tweet, Facebook Post, and reminders. See Sounds on page 118.

You can purchase ringtones from the iTunes Store on iPad. See Chapter 20, iTunes Store, on page 83.

Guided Access

Guided Access helps someone using iPad to stay focused on a particular task. Guided Access limits iPad to a single app, and lets you control which app features are available. Use Guided Access to:

- Temporarily restrict iPad to a particular app
- Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
- Disable the iPad hardware buttons

Use Guided Access: Go to Settings > General > Accessibility > Guided Access, where you can:

- Turn Guided Access on or off
- Set a passcode that controls the use of Guided Access and prevents someone from leaving an active session
- Set whether iPad can go to sleep during a session

Start a Guided Access session: Open the app you want to run, then triple-click the Home button. Adjust settings for the session, then click Start.

- *Disable app controls and areas of the app screen:* Circle any part of the screen you want to disable. You can use the handles to adjust the area.
- *Ignore all screen touches:* Turn off Touch.
- *Keep iPad from switching from portrait to landscape or from responding to any other motions:* Turn off Motion.

End a Guided Access session: Triple-click the Home button and enter the Guided Access passcode.

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. You can also use AssistiveTouch without an accessory to perform gestures that are difficult for you.

Turn on AssistiveTouch: Go to Settings > General > Accessibility > AssistiveTouch. To set Triple-click Home to turn AssistiveTouch on or off, go to Settings > General > Accessibility > Triple-click Home.

Adjust the tracking speed (with accessory attached): Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.

Show or hide the AssistiveTouch menu: Click the secondary button on your accessory.

Hide the menu button (with accessory attached): Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.

Perform a swipe or drag that uses 2, 3, 4, or 5 fingers: Tap the menu button, tap Gestures, and then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, flick or drag in the direction required by the gesture. When you finish, tap the menu button.

Perform a pinch gesture: Tap the menu button, tap Favorites, and then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.

Create your own gesture: Tap the menu button, tap Favorites, and then tap an empty gesture placeholder. Or, go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad: Tap the menu button, then tap Device.

Simulate pressing the Home button: Tap the menu button, then tap Home.

Move the menu button: Drag it to any location on the screen.

Exit a menu without performing a gesture: Tap anywhere outside the menu.

Widescreen keyboards

All 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.

Closed captioning

Turn on closed captioning for videos: Go to Settings > Videos > Closed Captioning.

Not all video content includes closed captions.

Accessibility in OS X

Take advantage of the accessibility features in OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Help Center, then search for "accessibility."

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

Settings

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Settings lets you configure iPad, set app options, add accounts, and change other preferences. See other chapters for information about settings for the built-in apps. For example, for Safari settings, see Chapter 5, Safari, on page 41.

Airplane mode

Airplane mode disables the wireless features in order to reduce potential interference with aircraft operation and other electrical equipment.

Turn on airplane mode: Go to Settings and turn on airplane mode.

When airplane mode is on, ✈ appears in the status bar at the top of the screen. No Wi-Fi, Bluetooth, or cellular signals (on Wi-Fi + cellular models) are emitted from iPad. You won't be able to use apps or features that depend on these signals, such as connecting to the Internet. If allowed by the aircraft operator and applicable laws and regulations, you can use iPad and apps that don't require these signals.

If Wi-Fi is available and allowed by the aircraft operator and applicable laws and regulations, go to Settings > Wi-Fi to turn it on. You can also turn on Bluetooth in Settings > Bluetooth.

Wi-Fi

Joining a Wi-Fi network

Wi-Fi settings determine whether iPad uses local Wi-Fi networks to connect to the Internet. When iPad is joined to 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.

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.

You can also use iPad to set up a new AirPort base station that provides Wi-Fi services to your home or office. See Setting up an AirPort base station on page 111.

Turn Wi-Fi on or off: Go to Settings > Wi-Fi. You can:

- *Set iPad to ask if you want to join a new network:* Turn "Ask to Join Networks" on or off. If "Ask to Join Networks" is off, you must manually join a network to connect to the Internet when a previously used network isn't available.
- *Forget a network, so iPad doesn't join it:* Tap next to a network you've joined before. Then tap "Forget this Network."

- *Join a closed Wi-Fi network:* In the list of network names, tap Other, then enter the name of the closed network. You must already know the network name, password, and security type to connect to a closed network.
- *Adjust the settings for connecting to a Wi-Fi network:* Tap ⓘ next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings provided by a DHCP server.

Setting up an AirPort base station

An AirPort base station provides a Wi-Fi connection to your home, school, or small business network. You can use iPad to set up a new AirPort Express, AirPort Extreme, or Time Capsule base station.

Use the AirPort Setup Assistant: Go to Settings > Wi-Fi. Under "Set up an AirPort base station," tap the name of the base station you want to set up. Then follow the onscreen instructions.

If the base station you want to set up isn't listed, make sure that it has power, that you're within range, and that it hasn't already been configured. You can only set up base stations that are new or have been reset. Some older AirPort base stations cannot be set up using an iOS device. For setup instructions, see the documentation that came with the base station.

Manage an AirPort network: If iPad is connected to an AirPort base station, tap ⓘ next to the network name. If you haven't already downloaded AirPort Utility, the App Store opens so you can get it.

VPN

Your organization may use a VPN to communicate private information securely over a non-private network. You may need to configure VPN, for example, to access your work email. This setting appears when you have VPN configured on iPad, allowing you to turn VPN on or off. See VPN on page 115.

Personal Hotspot

You can use Personal Hotspot (on Wi-Fi + cellular models) to share an Internet connection with a computer or other device—such as an iPod touch or iPhone—connected to your iPad via Wi-Fi. You can also use Personal Hotspot to share an Internet connection with a computer connected to iPad via Bluetooth or USB. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

Note: This feature may not be available in all areas. Additional fees may apply. Contact your carrier for more information.

Share an Internet connection: Go to Settings > General > Cellular and tap Set Up Personal Hotspot—if it appears—to set up the service with your carrier.

After you turn on Personal Hotspot, other devices can connect in the following ways:

- *Wi-Fi:* On the device, choose your iPad from the list of available Wi-Fi networks.
- *USB:* Connect your computer to iPad using the cable that came with it. In your computer's Network preferences, choose iPad and configure the network settings.
- *Bluetooth:* On iPad, go to Settings > Bluetooth and turn on Bluetooth. To pair and connect iPad with your device, refer to the documentation that came with your computer.

Note: When a device is connected, a blue band appears at the top of the iPad screen. The Personal Hotspot icon appears in the status bar of iOS devices using the Personal Hotspot.

Change the Wi-Fi password for iPad: Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least 8 characters.

Monitor your cellular data network usage: Go to Settings > General > Usage > Cellular Usage.

Bluetooth

iPad can connect wirelessly to Bluetooth devices such as headsets, headphones, and car kits for music listening and and hands-free talking. You can also connect the Apple Wireless Keyboard with Bluetooth. See Apple Wireless Keyboard on page 25.

Turn Bluetooth on or off: Go to Settings > Bluetooth.

Connect to a Bluetooth device: Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for information about Bluetooth pairing.

Cellular Data

Use Cellular Data settings on iPad (Wi-Fi + cellular models) to activate cellular data service, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the SIM card. With some carriers, you can also change your data plan.

Turn Cellular Data on or off: Go to Settings > Cellular Data. If Cellular Data is off, all data services will use only Wi-Fi, including email, web browsing, push notifications, and other services. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

Turn LTE on or off: Go to Settings > Cellular Data. Turning on LTE will load data faster.

Turn Data Roaming on or off: Go to Settings > Cellular Data. Turning off Data Roaming avoids carrier charges that may arise when using a network provided by a different carrier.

Set up Personal Hotspot: Go to Settings > Cellular Data > Set Up Personal Hotspot. Personal Hotspot shares iPad's Internet connection with your computer and other iOS devices. See Personal Hotspot on page 111.

Set when cellular data is used: Go to Settings > Cellular Data, then turn cellular data on or off for iCloud Documents, iTunes, FaceTime, Passbook Updates, or Reading List. If a setting is off, iPad uses only Wi-Fi for that service. The iTunes setting includes both iTunes Match and automatic downloads from the iTunes Store and the App Store.

Activate, view, or change your cellular data account: Go to Settings > Cellular Data, then tap View Account. Follow the onscreen instructions.

Lock the SIM: Go to Settings > Cellular Data, > SIM PIN. Locking the SIM means you'll need the PIN in order to use iPad's cellular connection.

Do Not Disturb & Notifications

Push notifications appear in Notification Center and alert you to new information, even when the associated app isn't running. Notifications vary by app, but may include text or sound alerts, and a numbered badge on the app icon on the Home screen.

Turn off all notifications: Go to Settings and turn on Do Not Disturb. If it's on and iPad is locked, all notifications are silenced, but alarms will still sound. You can set the following options in Settings > Notifications > Do Not Disturb:

- *Automatically turn on Do Not Disturb:* Turn on Scheduled, then set the time when you don't want to be disturbed. iPad automatically turns on Do Not Disturb during this period.
- *Allow some FaceTime calls during Do Not Disturb:* When Do Not Disturb is on, FaceTime calls are are silenced. To allow some callers to ring through, tap Allow Calls From. You can allow calls from your Favorites list or other Contacts groups you define. For information about Favorites, see Chapter 14, Contacts, on page 68.
- *Allow persistant callers to ring through:* Turn on Repeated Calls. If the same caller (based on their FaceTime ID) calls you twice within three minutes, iPad will ring.

Turn an app's notifications on or off: Go to Settings > Notifications. Tap an item in the list, then turn notifications on or off for that item. Apps that have notifications turned off appear in the Not In Notification Center list.

Change how notifications appear: Go to Settings > Notifications. You can:

- *Change the number of notifications:* Choose an item in the In Notification Center list. To set how many notifications of this type appear in Notification Center, tap Show.
- *Change the alert styles:* Choose an item in the In Notification Center list. Choose an alert style, or select None to turn off alerts and banners. Notifications will still appear in Notification Center.
- *Change the order of notifications:* Tap Edit. Drag the notifications into the order you want. To turn off a notification, drag it to the Not In Notification Center list.
- *Display numbered badges on apps with notifications:* Choose an item in the In Notification Center list and turn on Badge App Icon.
- *Hide alerts from an app when iPad is locked:* Choose the app in the In Notification Center list, then turn off "View in Lock Screen."

Some apps have additional options. For example, Messages lets you specify whether to include message previews in the notification, or whether to display iMessage notifications only from senders who are in Contacts.

Remove Post and Tweet from Notification Center: These sharing options appear only if you have Facebook or Twitter accounts configured. To remove these buttons, go to Settings > Notifications, then turn off the Share Widget.

General

General settings include network, sharing, security, and other settings. You can also find information about your iPad, and reset various settings.

About

Display information about iPad: Go to Settings > General > About. The items you can view include:

- Available storage space
- Serial number
- iOS version
- Network addresses
- Cellular Data Number (on Wi-Fi + cellular models)
- IMEI (International Mobile Equipment Identity) on Wi-Fi + cellular models
- ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks (on Wi-Fi + cellular models)
- MEID (Mobile Equipment Identifier) for CDMA networks (on Wi-Fi + cellular models)
- Legal notices, license, and regulatory marks

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

Change the device name: Go to Settings > General > About, then tap Name. The device name is used by both iTunes and iCloud.

To help Apple improve products and services, iPad automatically sends diagnostic and usage data. This data does not personally identify you but may include location information.

View or turn off diagnostic information: Go to Settings > General > About > Diagnostics & Usage.

Restrict or reset Ad Tracking: Go to Settings > General > About > Advertising. Turn on Limit Ad Tracking to prevent apps from accessing your iPad's advertising identifier for the purpose of displaying targeted ads. For more information, tap Learn More.

Software Update

Software Update lets you download and install iOS updates from Apple.

Update to the latest iOS version: Go to Settings > General > Software Update. If a newer version of iOS is available, follow the onscreen instructions to download and install it.

Usage

View usage information: Go to Settings > General > Usage. You can:

- See your cellular data usage and reset statistics (Wi-Fi + cellular models)
- View and delete iCloud backups, turn off backing up the Camera Roll, and buy additional storage
- View each app's storage
- Display battery level as a percentage
- See the elapsed time since iPad has been charged

Siri

Enable Siri: Go to Settings > General > Siri.

For information about using Siri and changing Siri settings, see Setting options for Siri on page 38.

VPN

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. Ask the network's administrator for the settings necessary to configure VPN for your network. After one or more VPN settings are defined you can:

- *Turn VPN on or off:* Go to Settings > VPN.
- *Switch between VPNs:* Go to Settings > General > VPN, then choose a configuration.

iTunes Wi-Fi Sync

You can sync iPad with iTunes on a computer that's connected to the same Wi-Fi network.

Enable iTunes Wi-Fi Sync: To set up Wi-Fi syncing for the first time, connect iPad to the computer that you want to sync with. For instructions see Syncing with iTunes on page 16.

After you configure Wi-Fi Sync, iPad automatically syncs with iTunes once a day, when:

- iPad is connected to a power source,
- iPad and your computer are both connected to the same Wi-Fi network, and
- iTunes on your computer is running.

Spotlight Search

The Spotlight Search setting lets you specify the content areas searched by Search, and rearrange the order of the results.

Set which content areas are searched by Search: Go to Settings > General > Spotlight Search, then select the items to search. You can also change the order of the result categories.

Auto-Lock

Locking iPad turns off the display in order to save the battery and prevent unintended operation of iPad. You can still receive messages and listen to music.

Set the amount of time before iPad locks: Go to Settings > General > Auto-Lock, then choose a time.

Passcode Lock

By default, iPad doesn't require you to enter a passcode to unlock it.

Set a passcode: Go to Settings > General > Passcode Lock, then set a 4-digit passcode. To increase security, turn off Simple Passcode and use a longer passcode.

If you forget your passcode, you must restore the iPad software. See Updating and restoring iPad software on page 131.

Allow access when iPad is locked: Go to Settings > General > Passcode Lock. You can use Siri without unlocking iPad. See Setting options for Siri on page 38.

Erase data after ten failed passcode attempts: Go to Settings > General > Passcode Lock, then tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data (which is encrypted using 256-bit AES encryption).

iPad Cover Lock/Unlock

You can automatically lock or unlock iPad when you use it with the iPad Smart Cover or iPad Smart Case (available separately). When this feature is turned on, iPad automatically locks and goes to sleep when you close the cover, and wakes when you open it. This setting appears when you attach an iPad Smart Cover or iPad Smart Case.

Restrictions

You can set restrictions for some apps and for purchased content. For example, parents can restrict explicit music from being seen on playlists, or prevent the installation of apps.

Turn on restrictions: Go to Settings > General > Restrictions, then tap Enable Restrictions. You'll be asked to define a restrictions passcode that's necessary in order to change the settings you make. This is distinct from the passcode for unlocking iPad.

Important: If you forget your restrictions passcode, you must restore the iPad software. See Updating and restoring iPad software on page 131.

You can set restrictions for the following apps:

- Safari
- Camera (and apps that use the camera)
- FaceTime
- iTunes Store
- iBookstore
- Siri

You can also restrict the following:

- *Installing Apps:* The App Store is disabled and its icon is removed from the Home screen. You cannot install apps on iPad.
- *Deleting Apps:* You cannot delete apps from iPad. ⊗ doesn't appear on app icons when you're customizing the Home screen.
- *Explicit Language:* Siri attempts to replace explicit words you speak by replacing them with asterisks and beep sounds
- *Privacy:* The privacy settings for Location Services, Contacts, Calendars, Reminders, Photos, Bluetooth Sharing, Twitter, and Facebook can each be locked. For information about privacy settings, see Privacy on page 119.
- *Accounts:* The current Mail, Contacts, Calendar settings are locked. You cannot add, modify, or delete accounts. You also cannot modify iCloud settings.
- *Find My Friends:* The current Find My Friends settings are locked. This option is available when the Find My Friends app is installed.
- *Volume Limit:* The current sound volume limit setting is locked.
- *In-App Purchases:* When In-App Purchases is turned off, you can't purchase additional content or functionality for apps you download from the App Store.
- *Require Passwords:* Requires you to enter your Apple ID for in-app purchases after the time period you specify.
- *Content Restrictions:* Tap Ratings For, then select a country from the list. Then set restrictions for music and podcasts, books, movies, TV shows, and apps. Content that doesn't meet the rating you select won't appear on iPad.

- *Multiplayer Games:* When Multiplayer Games is off, you can't request a match, send or receive invitations to play games, or add friends in Game Center.
- *Adding Friends:* When Adding Friends is off, you can't make or receive friend requests in Game Center. If Multiplayer Games is turned on, you can continue to play with existing friends.

Side Switch

You can use the Side Switch to lock screen orientation or to silence notifications and sound effects.

Lock the screen in portrait or landscape orientation: Go to Settings > General > "Use the Side Switch to…," then tap Lock Rotation.

Mute notifications and other sound effects: Go to Settings > General > "Use the Side Switch to…," then tap Mute. The Side Switch doesn't mute audio or video playback. Use the volume buttons on the side to silence these sounds.

Multitasking Gestures

Multitasking gestures let you quickly switch between apps, reveal the multitasking bar, and go to the Home screen. See Multitasking gestures on page 20.

Date & Time

These settings affect 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: Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all areas.)

Set whether iPad updates the date and time automatically: Go to Settings > General > Date & Time, then turn Set Automatically on or off. If you set iPad to update the time automatically, it gets the correct time based on your cellular (on Wi-Fi + cellular models) or Wi-Fi connection. In some cases, iPad may not be able to automatically determine the local time.

Set the date and time manually: Go to Settings > General > Date & Time, then turn Set Automatically off. Tap Time Zone to set your time zone. Tap the Date & Time button, then tap Set Date & Time.

Keyboard

You can turn on keyboards for writing in different languages, and you can turn typing features, such as spell-checking, on or off. For information about keyboard options, see Typing on page 22.

For information about using international keyboards, see Appendix B, International Keyboards, on page 122.

International

Go to Settings > General > International to set the following:

- The language for iPad
- The calendar format
- The keyboards you use
- The date, time, and telephone number formats

Accessibility

Go to Settings > General > Accessibility and turn on the features you want. See Chapter 26, Accessibility, on page 97.

Profiles

This setting appears if you install one or more profiles on iPad. Tap Profiles to see information about the profiles you install. For more information about profiles, see Appendix A, iPad in Business, on page 120.

Reset

You can reset the word dictionary, network settings, home screen layout, and location warnings. You can also erase all of your content and settings.

Reset iPad: Go to Settings > General > Reset, then choose an option:

- *Reset all settings:* All your preferences and settings are reset.
- *Erase all content and settings:* Your information, and settings are removed. iPad cannot be used until it's set up again.
- *Reset network settings:* When you reset network settings, your list of previously used networks and VPN settings not installed by a configuration profile are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you're on. The Wi-Fi and "Ask to Join Networks" settings remain turned on. To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, then select the profile and tap Remove. This also removes other settings or accounts provided by the profile.
- *Reset the keyboard dictionary:* You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Resetting the keyboard dictionary erases all words you've added.
- *Reset the Home screen layout:* Returns the built-in apps to their original layout on the Home screen.
- *Reset location & privacy:* Resets the location services and privacy settings to their factory defaults.

Sounds

You can set iPad to play a sound whenever you get a new message, email, Tweet, Facebook post, FaceTime call, Calendar alert, or reminder. You can also set sounds for sending mail, pressing keys, and locking iPad.

Change sound settings: Go to Settings > Sounds. Available options include:

- Adjust the ringer and alerts volume
- Set whether pressing the side buttons adjusts the ringer and alerts volume
- Set alerts and other tones

Brightness & Wallpaper

Screen brightness affects battery life. Dim the screen to extend the time before you need to recharge iPad, or use Auto-Brightness.

Adjust the screen brightness: Go to Settings > Brightness, then drag the slider. If Auto-Brightness is turned on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. See Changing the wallpaper on page 22.

Picture Frame

Picture Frame mode turns iPad into an animated picture frame. Choose which transition to use, the duration of each photo, and which album to display. Choose whether to zoom in on faces and whether to shuffle photos.

Start Picture Frame: Tap on the Lock screen.

Remove the Picture Frame button from the lock screen: Go to Settings > General > Passcode Lock.

Privacy

Privacy settings let you see and control which apps and system services have access to Location Services, and to contacts, calendars, reminders, and photos.

Location Services lets location-based apps such as Reminders, Maps, and Camera gather and use data indicating your location. Your approximate location is determined using available information from the cellular network data (on Wi-Fi + cellular models), local Wi-Fi networks (if you have Wi-Fi turned on), and GPS (may not be available in all areas). The location data collected by Apple isn't collected in a form that personally identifies you. When an app is using Location Services, appears in the menu bar.

Turn Location Services on or off: Go to Settings > Privacy > Location Services. You can turn it off for some or for all apps and services. If you turn off Location Services, you're prompted to turn it on again the next time an app or service tries to use it.

Turn Location Services off for system services: Several system services, such as location-based iAds, use Location Services. To see their status, turn them on or off, or show in the menu bar when these services use your location, go to Settings > Privacy > Location Services > System Services.

Turn off access to private information: Go to Settings > Privacy. You can see which apps have requested and been granted access to the following information:

- Contacts
- Calendars
- Reminders
- Photos
- Bluetooth Sharing
- Twitter
- Facebook

You can turn off each app's access to each category of information. Review the terms and privacy policy for each third-party app to understand how it uses the data it's requesting.

iPad in Business

A Appendix

iPad in the enterprise

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, and it may turn on Passcode Lock to help keep the information secure.

Your administrator may distribute configuration profiles 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.

Install configuration profiles: On iPad, open the email message or download the configuration profiles from the website your administrator provides. When you open a configuration profile, installation begins.

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 defined by 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 configuration profile: Go to Settings > 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, tasks, 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: Go to Settings > Mail, Contacts, Calendars. Tap Add Account, then tap Microsoft Exchange. Ask your service provider or administrator what settings you should use.

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, contact your administrator.

LDAP and CardDAV accounts

When you set up an LDAP account, you can view and search for contacts on your 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 organization's CardDAV server.

Set up an LDAP or CardDAV account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other. Ask your service provider or administrator what settings you should use.

International Keyboards

B Appendix

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left.

Using international keyboards

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to www.apple.com/ipad/specs.

Manage keyboards: Go to Settings > General > International > Keyboards.

- *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
- *Remove a keyboard:* Tap Edit, tap ⊖ next to the keyboard you want to remove, then tap Delete.
- *Edit your keyboard list:* Tap Edit, then drag ☰ next to a keyboard to a new place in the list.

To enter text in a different language, switch keyboards.

Switch keyboards while typing: Touch and hold the Globe key 🌐 to show all your enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard, then release. The Globe key 🌐 appears only if you enable more than one keyboard.

You can also just tap 🌐. When you tap 🌐, the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren't visible on the keyboard.

Enter accented letters or other characters: Touch and hold the related letter, number, or symbol, then slide to choose a variant. For example:

- *On a Thai keyboard:* Choose native numbers by touching and holding the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or flick left to see more candidates.

Use the extended candidate list: Tap the up arrow on the right to view the full candidate list.

- *Scroll the list:* Flick up or down.
- *Return to the short list:* Tap the down arrow.

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to your personal dictionary. When you type a shortcut while using a supported keyboard, the paired word or input is substituted for the shortcut.

Turn shortcuts on or off: Go to Settings > General > Keyboard > Shortcuts. Shortcuts are available for:

- Simplified Chinese: Pinyin
- Traditional Chinese: Pinyin and Zhuyin
- Japanese: Romaji and 50 Key

Special input methods

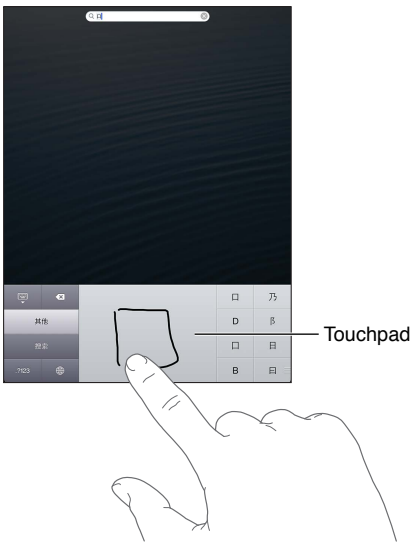
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

Build Chinese characters from the component Cangjie keys: As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

Build Chinese Wubihua (stroke) characters: Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圈 (circle) 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 match key (匹配) to show only characters that match exactly what you typed.

Write Chinese characters: Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting formats are turned on. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices



Some complex characters, such as 鱲 (part of the name for the Hong Kong International Airport), 軠 (elevator), and 㗎 (particle used in Cantonese), can be typed by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

Type 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.

Type Japanese romaji: Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard, tap one to type it. For more syllable options, tap the arrow key and select another syllable or word from the window.

Type facemarks or emoticons: Use the Japanese Kana keyboard and tap the ^_^ key. Or you can:

- *Use the Japanese Romaji keyboard (QWERTY-Japanese layout):* Tap the Number key 123, then tap the ^_^ key.
- *Use the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard:* Tap the Symbols key #+=, then tap the ^_^ key.

Safety, Handling, & Support

C Appendix

Important safety information

WARNING: Failure to follow these safety instructions could result in fire, electric shock, or other injuries, or damage to iPad or other property. Read all the safety information below before using iPad.

Handling Handle iPad with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. iPad can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. Don't use a damaged iPad, such as one with a cracked screen, as it may cause injury. If you're concerned about scratching, consider using a case.

Repairing Don't open iPad and don't attempt to repair iPad by yourself. Disassembling iPad may cause injury to you or damage to iPad. If iPad is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider. You can find more information about getting service at www.apple.com/support/ipad/service/faq.

Battery Don't attempt to replace the iPad battery yourself—you may damage the battery, which could cause overheating and injury. The lithium-ion battery in iPad should be replaced only by Apple or an Apple Authorized Service Provider, and must be recycled or disposed of separately from household waste. Don't incinerate the battery. For information about battery recycling and replacement, go to www.apple.com/batteries.

Distraction Using iPad in some circumstances can distract you and may cause a dangerous situation. Observe rules that prohibit or restrict the use of mobile devices or headphones (for example, avoid texting while driving a car or using headphones while riding a bicycle).

Navigation Maps, directions, Flyover, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, Flyover, 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. Some Maps features require Location Services. See Privacy on page 119. Use common sense when navigating.

Charging Charge iPad with the included USB cable and power adapter or other third-party "Made for iPad" cables and power adapters that are compatible with USB 2.0. Using damaged cables or chargers, or charging when moisture is present, can cause electric shock. When you use the Apple USB Power Adapter to charge iPad, make sure that the AC plug or AC power cord is fully inserted into the adapter before you plug it into a power outlet. Power adapters may become warm during normal use, and prolonged contact may cause injury. Always allow adequate ventilation around power adapters when using them.

Hearing loss Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Turn on the audio and check the volume before inserting anything in your ear. For more information about hearing loss, see www.apple.com/sound. For information about how to set a maximum volume limit on iPad, see Music settings on page 82.

WARNING: To prevent possible hearing damage, do not listen at high volume levels for long periods.

Apple headsets The headsets sold with iPhone 4S or later in China (identifiable by dark insulating rings on the plug) are designed to comply with Chinese standards and are compatible with iPhone 4S or later, iPad 2 or later, and iPod touch 5th generation. Use only compatible headsets with your device.

Radio signals iPad uses radio signals to connect to wireless networks. For information about the amount of power used to transmit these signals, and about steps you can take to minimize exposure, see Settings > General > About > Legal > RF Exposure.

Radio frequency interference Observe signs and notices that prohibit or restrict the use of mobile devices (for example, in healthcare facilities or blasting areas). Although iPad is designed, tested, and manufactured to comply with regulations governing radio frequency emissions, such emissions from iPad can negatively affect the operation of other electronic equipment, causing them to malfunction. Turn off iPad or use Airplane Mode to turn off the iPad wireless transmitters when use is prohibited, such as while traveling in aircraft, or when asked to do so by authorities.

Medical devices iPad contains radios that emit electromagnetic fields. These electromagnetic fields may interfere with pacemakers or other medical devices. If you wear a pacemaker, maintain at least 6 inches (approximately 15 cm) of separation between your pacemaker and iPad. If you suspect iPad is interfering with your pacemaker or any other medical device, stop using iPad and consult your physician for information specific to your medical device. iPad has magnets along the left edge of the device and on the right side of the front glass, which may interfere with pacemakers, defibrillators, or other medical devices. The iPad Smart Cover and iPad Smart Case also contain magnets. Maintain at least 6 inches (approximately 15 cm) of separation between your pacemaker or defibrillator and iPad, the iPad Smart Cover, or the iPad Smart Case.

Medical conditions If you have any medical condition that you believe could be affected by iPad (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using iPad.

Explosive atmospheres Do not charge or use iPad in any area with a potentially explosive atmosphere, such as at a fueling area, or in areas where the air contains chemicals or particles (such as grain, dust, or metal powders). Obey all signs and instructions.

Repetitive motion When you perform repetitive activities such as typing or playing games on iPad, you may experience occasional discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using iPad and consult a physician.

High-consequence activities This device is not intended for use where the failure of the device could lead to death, personal injury, or severe environmental damage.

Choking hazard Some iPad accessories may present a choking hazard to small children. Keep these accessories away from small children.

Important handling information

Cleaning Clean iPad immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. To clean:

- Disconnect all cables and turn iPad off (press and hold the Sleep/Wake button, then slide the onscreen slider).
- Use a soft, lint-free cloth.
- Avoid getting moisture in openings.
- Don't use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil repellant) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass. Abrasive media may also scratch iPad.

Using connectors, ports, and buttons Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don't join with reasonable ease, they probably don't match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

Lightning Discoloration of the Lightning plug after regular use is normal. Dirt, debris, and exposure to liquids may cause discoloration. To remove the discoloration or if the cable becomes warm during use or won't charge or sync your iPad, disconnect the Lightning cable from your computer or power adapter and clean it with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Operating temperature iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you're using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

Important: You may not be able to use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

For more information, go to support.apple.com/kb/HT2101.

iPad Support

Comprehensive support information is available online at www.apple.com/support/ipad. To contact Apple for personalized support (not available in all areas), see www.apple.com/support/contact.

Low-battery image or "Not Charging" message appears

iPad is low on power and needs to charge for up to twenty minutes before you can use it. For information about charging iPad, see Battery on page 34.

or

- When charging, make sure you're using the 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 Battery on page 34.
- 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 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 USB cable and USB power adapter.

iPad doesn't respond

- iPad may be low on power. Connect iPad to the USB power adapter to charge. See Battery on page 34.
- Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then press and hold the Home button ▢ to force the app you were using to close.
- 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.

Restarting and resetting iPad

If something isn't working right, try restarting iPad, forcing an app to close, or resetting iPad.

Restart iPad: Hold down the Sleep/Wake button until the red slider appears. Drag the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake button until the Apple logo appears.

Force an app to close: Hold down the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then hold down the Home button until the app closes.

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: Hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

“Wrong Passcode” or “iPad is disabled” appears

If you forget your passcode or iPad displays an alert that it is disabled, see “iOS: Wrong passcode results in red disabled screen” at support.apple.com/kb/HT1212.

“This accessory is not supported by iPad” appears

The accessory you attached may not work with iPad. Make sure the USB cable and connectors are free of debris, and refer to the documentation that came with the accessory.

An app doesn’t fill the screen

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 2x to zoom in on the app. Tap 1x to return to the original size.

Check 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, the onscreen keyboard doesn’t appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

Backing up iPad

You can use iCloud or iTunes to automatically back up iPad. If you choose to automatically back up using iCloud, you can’t also use iTunes to automatically back up to your computer, but you can use iTunes to manually back up to your computer.

Backing up with iCloud

iCloud automatically backs up to iPad daily over Wi-Fi, when it’s connected to a power source and is locked. The date and time of the last backup is listed at the bottom of the Storage & Backup screen. iCloud backs up your:

- Purchased music, TV shows, apps, and books
- Photos and videos in your Camera Roll
- iPad settings
- App data
- Home screen and app organization
- Messages

Note: Purchased music isn’t backed up in all areas and TV shows aren’t available in all areas.

If you didn’t enable iCloud backups when you first set up your iPad, you can turn it on in iCloud settings. When you turn on iCloud backup, iPad no longer backs up to your computer automatically when you sync with iTunes.

Turn on iCloud backups: Go to Settings > iCloud, then log in with your Apple ID and password, if required. Go to Storage & Backup, then turn on iCloud Backup.

Back up immediately: Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.

Manage your backups: Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad.

Turn Camera Roll backup on or off: Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad, then turn Camera Roll backup on or off.

View the devices being backed up: Go to Settings > iCloud > Storage & Backup > Manage Storage.

Stop iCloud backups: Go to Settings > iCloud > Storage & Backup > Backup, then turn off iCloud Backup.

Music that isn't purchased in iTunes isn't backed up in iCloud. You have to use iTunes to back up and restore that content. See Syncing with iTunes on page 16.

Important: Backups for music or TV show purchases are not available in all areas. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBookstore.

Purchased content, as well as Photo Stream content, doesn't count against your 5 GB of free iCloud storage.

Backing up with iTunes

iTunes creates a backup of photos in Camera Roll or in Saved Photos, and backups of text messages, notes, your Favorites list, sound settings, and more. Media files, such as songs, and some photos, aren't backed up, but can be restored by syncing with iTunes.

When you connect iPad to the computer you normally sync with, iTunes creates a backup each time you:

- *Sync with iTunes:* iTunes syncs iPad each time you connect iPad to your computer. iTunes won't automatically back up an iPad that isn't configured to sync with that computer. See Syncing with iTunes on page 16.
- *Update or restore iPad:* iTunes automatically backs up iPad before updating and restoring.

iTunes can also encrypt iPad backups to secure your data.

Encrypt iPad backups: Select "Encrypt iPad backup" in the iTunes Summary pane.

Restore iPad files and settings: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

For more information about backups, go to support.apple.com/kb/HT1766.

Removing an iTunes 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 doesn't need to be connected).
3. Select the backup you want to remove, then click Delete Backup.
4. Click Delete to confirm you wish to remove the selected backup, then click OK.

Updating and restoring iPad software

You can update iPad software in Settings, or by using iTunes. You can also erase iPad, and then use iCloud or iTunes to restore a backup.

Deleted 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 Reset on page 118.

Updating iPad

You can update iPad software in Settings, or by using iTunes.

Update wirelessly on iPad: Go to Settings > General > Software Update. iPad checks for available software updates.

Update software in iTunes: iTunes checks for available software updates each time you sync iPad using iTunes. See Syncing with iTunes on page 16.

For more information about updating iPad software, go to support.apple.com/kb/HT4623.

Restoring iPad

You can use iCloud or iTunes to restore iPad from a backup.

Restore from an iCloud backup: Reset iPad to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See Reset on page 118.

Restore from an iTunes backup: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

For more information about restoring iPad software, go to support.apple.com/kb/HT1414.

Sending, receiving, or viewing email

If iPad can't send or receive email, or view email attachments, try these steps.

Can't send email

- 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.
- In Settings, go to 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 mail account directly on iPad, instead of syncing it from iTunes. Go to Settings > 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/HT4810 for help setting up your account.

For additional troubleshooting information, go to www.apple.com/support/ipad.

Can't receive email

- 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 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. Go to Settings > 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/HT4810 for help setting up your account.
- If you have an iPad Wi-Fi + cellular model, turn off Wi-Fi so iPad connects to the Internet through the cellular data network. Go to Settings > Wi-Fi, then turn off Wi-Fi.

For additional troubleshooting information, go to www.apple.com/support/ipad.

Can't view email attachments

- *View an attached file:* Tap the attachment to open it in Quick Look. You may need to wait while it downloads before viewing.
- *Save an attached photo or video:* Tap the attachment to open it in Quick Look. You may need to wait while it downloads before viewing.

Quick Look supports the following document types:

- *.doc, .docx*—Microsoft Word
- *.htm, .html*—webpage
- *.key*—Keynote
- *.numbers*—Numbers
- *.pages*—Pages
- *.pdf*—Preview, Adobe Acrobat
- *.ppt, .pptx*—Microsoft PowerPoint
- *.rtf*—Rich Text Format
- *.txt*—text
- *.vcf*—contact information
- *.xls, .xlsx*—Microsoft Excel

For additional troubleshooting information, go to www.apple.com/support/ipad.

Sound, music, and video

If iPad doesn't have sound or if video doesn't play, try these steps.

No sound

- Make sure the iPad speaker isn't covered.
- Make sure the Side Switch isn't set to silent. See Volume button and Side Switch on page 10.
- 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 Music, then tap ▶.

- Check to see if a volume limit is set. In Settings, go to Music > Volume Limit.
- If you're using the line out port on the optional iPad 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 an AirPlay device, or the app you're using doesn't support AirPlay.

- 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 iPad from the AirPlay device, tap ⎚ and select iPad in the list.
- Some apps play only audio over AirPlay. If video isn't working, make sure that the app you're using supports both audio and video.
- 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.

For more information about AirPlay, go to support.apple.com/kb/HT4437.

No image on TV or projector connected to iPad

When you connect iPad to a TV or projector using a USB cable, the attached display automatically mirrors the iPad screen. Some apps may support using the attached display as a second monitor. Check the app's settings and documentation.

- To view HD videos in high resolution, use the Apple Digital AV Adapter or a component video cable.
- Make sure the video cable is firmly connected at both ends, and that it's a supported cable. If iPad is connected to an A/V switchbox or receiver, try connecting it directly to the TV or projector instead.

- Make sure that your TV has the proper video input selected, such as HDMI or component video.
- If no video appears, press the Home button, disconnect and reconnect the cable, and try again.

iTunes Store and App Store

To use the iTunes Store or the App Store, iPad must have an Internet connection. See Joining a Wi-Fi network on page 110.

iTunes Store or App Store isn't available

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. Go to Settings > iTunes & App Stores, then tap Sign In.

You can also set up an Apple ID on your computer by opening iTunes and choosing Store > Create Account.

Note: The iTunes Store and the App Store aren't available in some countries.

Learning more, service, and support

The following table describes where to get more iPad-related safety, software, service, and support information.

To learn about	Do this
Using iPad safely	See Important safety information on page 125.
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 iCloud	Go to www.apple.com/support/icloud.
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (not available in all areas), go to www.apple.com/support/itunes.
Using other Apple iOS apps	Go to www.apple.com/support/ios.
Obtaining warranty service	First follow the advice in this guide. Then go to www.apple.com/support/ipad.
Viewing iPad regulatory information	On iPad, go to Settings > General > About > Legal > Regulatory.
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.

Battery replacement: The lithium-ion battery in iPad should be replaced only by Apple or an Apple Authorized Service Provider, and must be recycled or disposed of separately from household waste. For information about battery recycling and replacement, go to www.apple.com/batteries/replacements.html.

Battery Charger Efficiency

BC

Türkiye

Türkiye Cumhuriyeti: EEE Yönetmeliğine Uygundur.

台灣

廢電池請回收

European Union—Disposal Information

The symbol above means that according to local laws and regulations your product and/or its battery shall 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. The separate collection and recycling of your product and/or its battery 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.

Union Européenne—informations sur l'élimination: Le symbole ci-dessus signifie que, conformément aux lois et réglementations locales, vous devez jeter votre produit et/ou sa batterie séparément des ordures ménagères. Lorsque ce produit arrive en fin de vie, apportez-le à un point de collecte désigné par les autorités locales. La collecte séparée et le recyclage de votre produit et/ou de sa batterie lors de sa mise au rebut aideront à préserver les ressources naturelles et à s'assurer qu'il est recyclé de manière à protéger la santé humaine et l'environnement.

Europäische Union—Informationen zur Entsorgung: Das oben aufgeführte Symbol weist darauf hin, dass dieses Produkt und/oder die damit verwendete Batterie den geltenden gesetzlichen Vorschriften entsprechend und vom Hausmüll getrennt entsorgt werden muss. Geben Sie dieses Produkt zur Entsorgung bei einer offiziellen Sammelstelle ab. Durch getrenntes Sammeln und Recycling werden die Rohstoffreserven geschont und es ist sichergestellt, dass beim Recycling des Produkts und/oder der Batterie alle Bestimmungen zum Schutz von Gesundheit und Umwelt eingehalten werden.

Unione Europea—informazioni per lo smaltimento: Il simbolo qui sopra significa che, in base alle leggi e alle normative locali, il prodotto e/o la sua batteria dovrebbero essere riciclati separatamente dai rifiuti domestici. Quando il prodotto diventa inutilizzabile, portalo nel punto di raccolta stabilito dalle autorità locali. La raccolta separata e il riciclaggio del prodotto e/o della sua batteria al momento dello smaltimento aiutano a conservare le risorse naturali e assicurano che il riciclaggio avvenga nel rispetto della salute umana e dell'ambiente.

Europeiska unionen—information om kassering: Symbolen ovan betyder att produkten och/eller dess batteri enligt lokala lagar och bestämmelser inte får kastas tillsammans med hushållsavfallet. När produkten har tjänat ut måste den tas till en återvinningsstation som utsetts av lokala myndigheter. Genom att låta den uttjänta produkten och/eller dess batteri tas om hand för återvinning hjälper du till att spara naturresurser och skydda hälsa och miljö.

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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