iPad
User Guide

For iOS 7 (October 2013)

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iPad at a Glance

1

This guide describes iOS 7 for iPad 2, iPad (3rd generation and 4th generation), iPad Air, iPad mini, and iPad mini with Retina display.

iPad Overview

iPad mini with Retina display

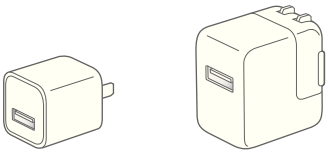
iPad Air

Your features and apps may vary depending on the model of iPad you have, and on your location, language, and carrier. To find out which features are supported in your area, see www.apple.com/ios/feature-availability.

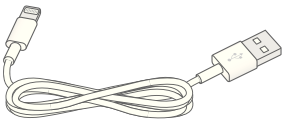
Accessories

The following accessories are included with iPad:

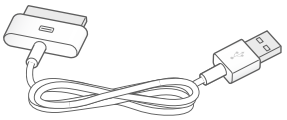
USB power adapter. Use the included adapter to power iPad and charge the battery. Your adapter looks like one shown below, depending on the iPad model and your region.



Lightning to USB Cable. Use this to connect iPad (4th generation or later) or iPad mini to the USB power adapter or to your computer.

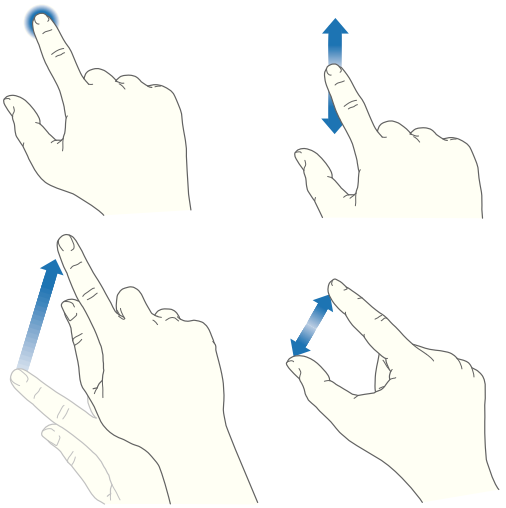


30-pin to USB Cable. Use this to connect iPad 2 or iPad (3rd generation) to the USB power adapter or to your computer. Use the cable with the optional iPad Dock, or plug it directly into iPad.



Multi-Touch screen

A few simple gestures—tap, drag, swipe, and pinch—are all you need to use iPad and its apps.



Sleep/Wake button

You can lock iPad and put it to sleep when you're not using it. When iPad is locked, nothing happens if you touch the screen, but music continues playing and you can use the volume buttons.

Lock iPad. Press the Sleep/Wake button.

Unlock iPad. Press the Home button or the Sleep/Wake button, then drag the slider that appears onscreen.

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

Turn iPad off. Hold down the Sleep/Wake button for a few seconds until the red slider appears onscreen, then drag the slider.

If you don't touch the screen for two minutes, iPad locks itself. You can change how long iPad waits to lock itself, 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.

An iPad Smart Cover or iPad Smart Case, sold separately, can lock or unlock iPad for you (iPad 2 or later).

Set your iPad Smart Cover or iPad Smart Case to lock and unlock iPad. Go to Settings > General, then turn on Lock/Unlock.

Home button

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

Go to the Home screen. Press the Home button.

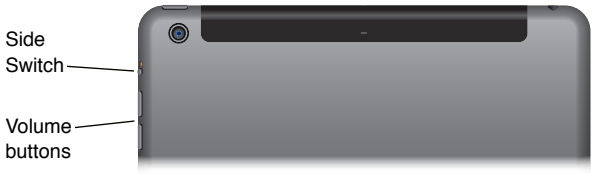
On the Home screen, tap an app to open it. See Start from home on page 19.

See apps you've opened. Double-click the Home button when iPad is unlocked, then swipe left or right.

Use Siri (iPad 3rd generation or later). Press and hold the Home button. See Use Siri on page 37.

Volume buttons and the Side Switch

Use the Volume buttons to adjust the volume of songs and other media, and of alerts and sound effects. Use the Side Switch to silence audio alerts and notifications. Or, set it to prevent iPad from switching between portrait and landscape orientation.



Adjust the volume. Press the Volume buttons.

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

> ***WARNING:*** For important information about avoiding hearing loss, see Important safety information on page 123.

Mute notifications, alerts, and sound effects. Slide the Side Switch toward the Volume buttons.

The Side Switch doesn't mute the audio from music, podcasts, movies, and TV shows.

Use the Side Switch to lock the screen orientation. Go to Settings > General, then tap Lock Rotation.

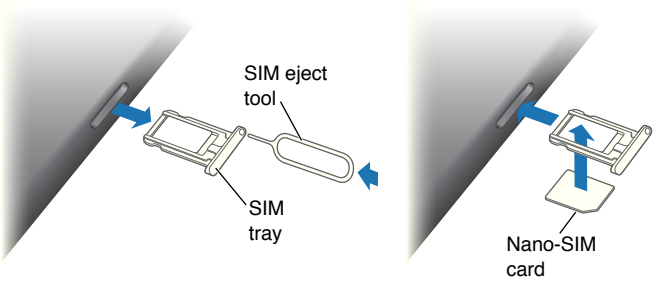
You can also use Do Not Disturb to silence FaceTime calls, alerts, and notifications.

Set iPad to Do Not Disturb: Swipe up from the bottom edge of the screen to open Control Center, then tap . 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. If the screen is unlocked, Do Not Disturb has no effect.

To schedule quiet hours, allow FaceTime calls from specific people, or allow repeated FaceTime calls to ring through, go to Settings > Do Not Disturb. See Do Not Disturb on page 29.

SIM card tray

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



Open the SIM tray. Insert the SIM eject tool into the hole on the SIM tray, then 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, try the end of a small paper clip.

For more information, see Cellular settings on page 129.

Status icons

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

Status icon		What it means
	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect to Wi-Fi on page 13.
●●●●●	**Cell signal**	iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	Airplane Mode	Airplane Mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See Travel with iPad on page 36.
LTE	**LTE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network.
4G	**4G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network.
3G	**3G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network.
E	**EDGE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network.
GPRS	**GPRS**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network.
	Do Not Disturb	Do Not Disturb is turned on. See Do Not Disturb on page 29.
	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices. See Personal Hotspot on page 31.
	Syncing	iPad is syncing with iTunes. See Sync with iTunes on page 17.
	Activity	There is network or other activity. Some third-party apps use this icon to show app activity.
VPN	**VPN**	iPad is connected to a network using VPN. See Network access on page 118.
	Lock	iPad is locked. See Sleep/Wake button on page 10.
	Alarm	An alarm is set. See Chapter 14, Clock, on page 74.
	Screen orientation lock	Screen orientation is locked. See Change the screen orientation on page 21.
	Location Services	An app is using Location Services. See Privacy on page 33.
	Bluetooth®	*Blue or 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 Charge and monitor the battery on page 35.

Getting Started 2

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

⚠ *WARNING:* To avoid injury, read Important safety information on page 123 before using iPad.

Set up iPad

Set up iPad. Turn on iPad and follow the Setup Assistant.

The Setup Assistant guides you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in with or creating a free Apple ID
- Entering a passcode
- Setting up iCloud and iCloud Keychain
- 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 Back up iPad on page 128.

If you don't have access to a Wi-Fi Internet connection during setup, you can use your computer's Internet connection—just connect iPad to your computer when prompted by the Setup Assistant. For help connecting iPad to your computer, see Connect iPad to your computer on page 16.

Connect to Wi-Fi

If Wi-Fi appears at the top of the screen, you're connected to a Wi-Fi network, and iPad reconnects anytime you return to the same location.

Join a Wi-Fi network or adjust Wi-Fi settings. Go to Settings > Wi-Fi.

- *Choose a network:* Tap one of the listed networks and enter the password, if asked.
- *Ask to join networks:* Turn on Ask to Join Networks to be prompted when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- *Forget a network:* Tap ⓘ next to a network you've joined before. Then tap Forget this Network.
- *Join other network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.

Set up your own Wi-Fi network. If you have a new or unconfigured AirPort base station turned on and within range, you can use iPad to set it up. Go to Settings > Wi-Fi and look for "Set up an AirPort base station." Tap your base station and the Setup Assistant does the rest.

Manage your AirPort network. If iPad is connected to an AirPort base station, go to Settings > Wi-Fi, tap ⓘ next to the network name, then tap Manage this Network. If you haven't yet downloaded AirPort Utility, tap OK to open the App Store and download it (this requires an Internet connection).

Apple ID

Your 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 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.

Set up mail and other accounts

iPad works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contact, and calendar services.

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 iCloud on page 15.

Set up an iCloud mail 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 Add contacts on page 72.

For information about setting up a Microsoft Exchange account in a corporate environment, see Mail, Contacts, and Calendar on page 118.

Manage content on your iOS devices

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 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 Sync with iTunes on page 17.

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.

Important: 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.

You can also choose to manually manage content from iTunes by selecting that option in the iPad Summary pane. Then you can drag songs or videos from your iTunes library to iPad in iTunes. This is useful if your iTunes library contains more items than can fit on your iPad.

Note: If you use iTunes Match, you can manually manage only video.

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
- Mac computers with OS X Lion v10.7.2 or later
- PCs with the iCloud Control Panel for Windows (Windows 7 or Windows 8 is required)

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

iCloud features include:

- *Apps and Books*—Download previous App Store and iBooks Store purchases for free, anytime.
- *Mail, Contacts, Calendars*—Keep your mail contacts, calendars, notes, and reminders up to date across all your devices.
- *Documents in the Cloud*—For iCloud-enabled apps, keep documents and app data up to date across all your devices.
- *iTunes in the Cloud*—Download previous iTunes music and TV show purchases to iPad for free, anytime.
- *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 35.
- *Photos*—Use My Photo Stream to send photos you take with your iPad to your other devices, automatically. Use iCloud Photo Sharing to share photos and videos with just the people you choose, and let them add photos, videos, and comments. See iCloud Photo Sharing on page 64 and My Photo Stream on page 65.
- *Backup*—Back up iPad to iCloud automatically when connected to power and Wi-Fi. See Back up iPad on page 128.
- *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 56.
- *iCloud Tabs*—See the webpages you have open on your other iOS devices and OS X computers. See Chapter 7, Safari, on page 46.
- *iCloud Keychain*—Keep your saved passwords and credit card information up to date on your devices. See iCloud Keychain on page 34.

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.

Sign in, create an iCloud account, or set iCloud options. Go to Settings > iCloud.

Buy more iCloud storage. Go to Settings > iCloud > Storage & Backup, then tap Buy More Storage or Change Storage Plan. For information about purchasing iCloud storage, see help.apple.com/icloud.

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

View and download previous purchases.

- *iTunes Store:* You can access your purchased songs and videos in the Music and Videos apps. Or, in iTunes Store, tap Purchased.
- *App Store:* Go to App Store, then tap Purchased.
- *iBooks Store:* Go to iBooks, tap Store, then tap Purchased.

Find your iPad. Go to www.icloud.com, sign in with your Apple ID, then open Find My iPhone. Use it to find an iPad or iPod touch, too.

Important: Find My iPad must first be turned on in Settings > iCloud.

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

Connect 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 Sync with iTunes on page 17. 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:
  - OS X version 10.6.8 or later
  - Windows 8, Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes, available at www.itunes.com/download

Unless iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPad to see if syncing is in progress. If you disconnect iPad while it's syncing, some data may not get synced until the next time you connect iPad to your computer.

Sync 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.

Sync wirelessly. 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 syncs when it's connected to a power source, both iPad and your computer are connected to the same wireless network, and iTunes is open on the computer.

Tips for syncing with iTunes on your computer

Connect iPad to your computer, select it in iTunes, and set options in the different panes.

- In the Summary pane, you can set iTunes to sync iPad automatically when it's attached to your computer. To temporarily override this setting, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.
- If you want to encrypt the information stored on your computer when iTunes makes a backup, select "Encrypt iPad backup" in the Summary pane. Encrypted backups are indicated by a lock icon, and a password is required in order 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 you'll have to reenter them if you use the backup to restore iPad.
- When you sync mail accounts in the Info pane, only the settings are transferred from your computer to iPad. Changes you make to an account on iPad don't sync to your computer.
- In the 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.
- In the Photo pane, you can sync photos and videos from a folder on your computer.

Your iPad name

The name of your iPad is used by iTunes and iCloud.

Change the name of your iPad. Go to Settings > General > About > Name.

Date and time

The date and time are usually set for you based on your location—take a look at the Lock screen to see if they're correct.

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 over the network and updates it for the time zone you're in. Some networks don't support network time, so in some areas 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 off Set Automatically.

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.)

International settings

Go to Settings > General > International to set:

- The language for iPad
- The keyboards you use
- The region format (for dates, times, and telephone numbers)
- The calendar format

View 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.

Basics

3

Use apps

All the apps that come with iPad—as well as the apps you download from the App Store—are on the Home screen.

Start from home

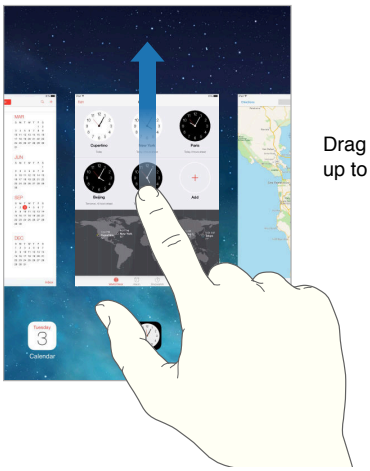
Tap an app to open it.

Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

Multitasking

iPad lets you run many apps at the same time.

View running apps. Double-click the Home button to reveal the multitasking screen. Swipe left or right to see more. To switch to another app, tap it.



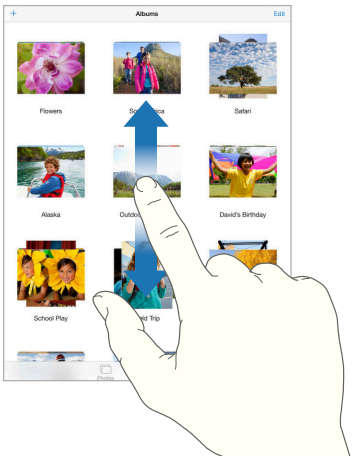
Drag an app
up to close it.

Close an app. If an app isn't working properly, you can force it to quit. Drag the app up from the multitasking screen. Then try opening the app again.

If you have lots of apps, you can use Spotlight to find and open them. Pull down the center of the Home screen to see the search field. See Search on page 27.

Look around

Drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop it. Some lists have an index—tap a letter to jump ahead.

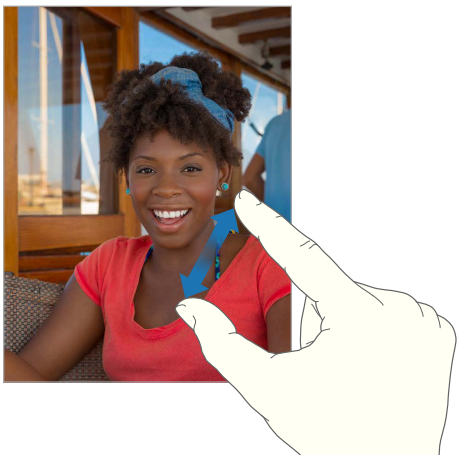


Drag a photo, map, or webpage in any direction to see more.

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

Zoom in or out

Stretch a photo, webpage, or map for a close-up—then pinch to zoom back out. In Photos, keep pinching to see the collection or album the photo's in.



Or double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap to zoom in and tap once with two fingers to zoom out.

Multitasking gestures

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

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

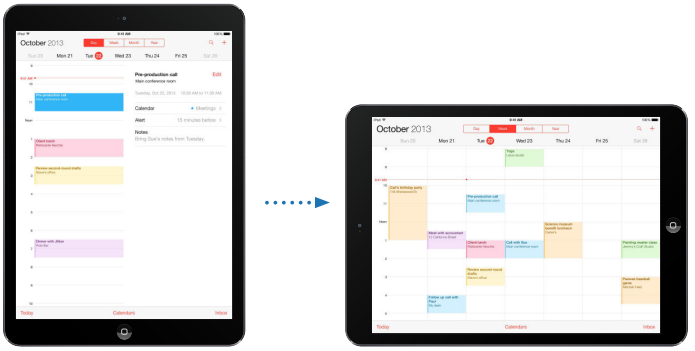
Reveal the multitasking display. Swipe up with four or five fingers.

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

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

Change the screen orientation

Many apps give you a different view when you rotate iPad.



Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap .

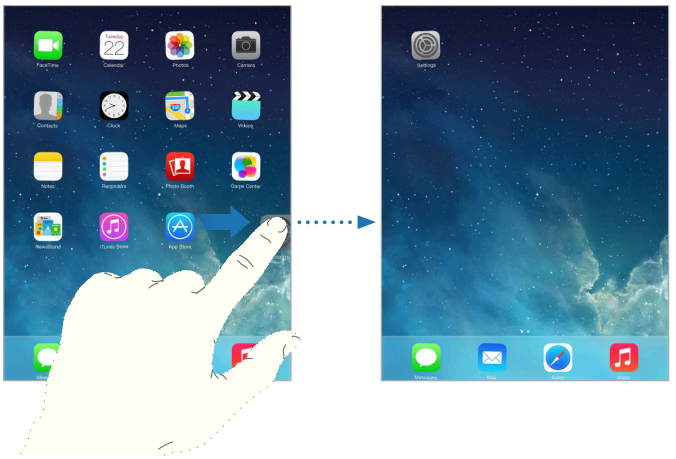
The orientation lock icon appears in the status bar when the screen orientation is locked.

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.

Customize iPad

Arrange your apps

Arrange apps. Touch and hold any app on the Home screen until it jiggles, then drag apps around. Drag an app to the edge of the screen to move it to a different Home screen, or to the Dock at the bottom of the screen. Press the Home button to save your arrangement.

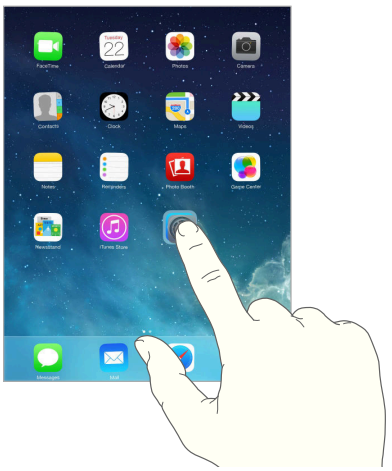


Create a new Home screen. While arranging apps, drag an app to the right edge of the rightmost Home screen. The dots above the Dock show which of your Home screens you're viewing.

When iPad is connected to your computer, you can customize the Home screen using iTunes. In iTunes, select iPad, then click Apps.

Start over. Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Folders are removed and the original wallpaper is restored.

Organize with folders



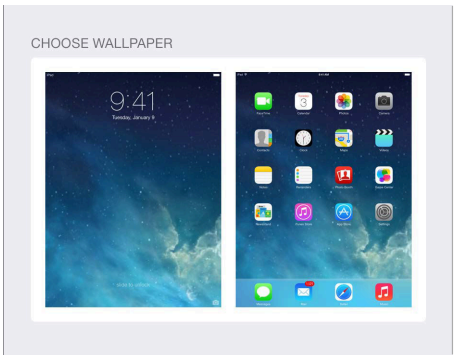
Create a folder. While arranging apps, drag one app onto another. Tap the name of the folder to rename it. Drag apps to add or remove them. Press the Home button when you finish.

You can have multiple pages of apps in a folder.

Delete a folder. Drag out all the apps—the folder is deleted automatically.

Change the wallpaper

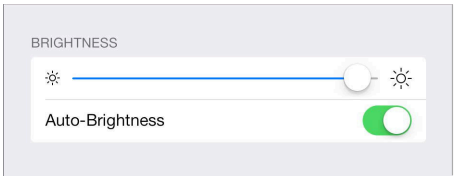
Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen.



Change the wallpaper. Go to Settings > Wallpapers & Brightness.

Adjust the screen brightness

Adjust the screen brightness. Go to Settings > Wallpapers & Brightness and drag the slider. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.



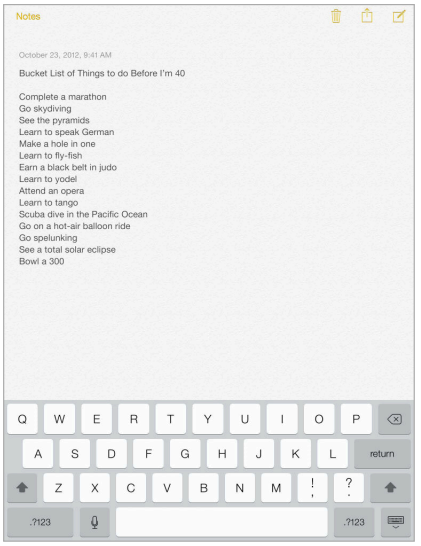
You can also adjust the screen brightness in Control Center.

Type text

The onscreen keyboard lets you enter text when needed.

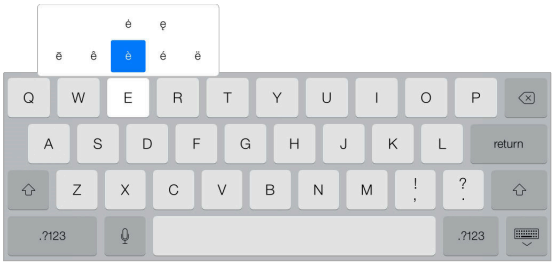
Enter text

Tap a text field to see the onscreen keyboard, then tap letters to type. 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.



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

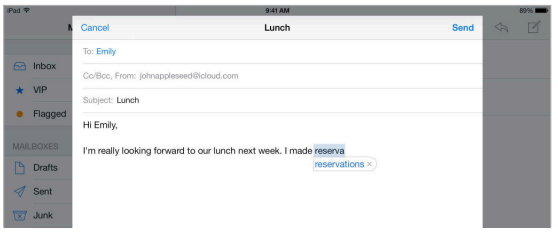
Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock. To enter numbers, punctuation, or symbols, tap the Number key .?123 or the Symbol key + ✳ #. To quickly end a sentence with a period and a space, just double-tap the space bar.



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 .

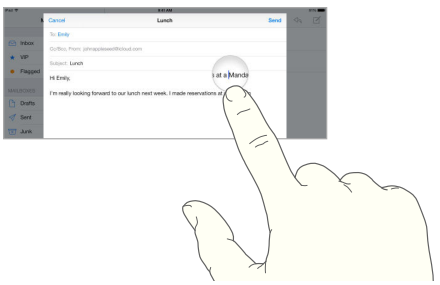
Depending on the app and language you're using, iPad may correct misspellings and anticipate what you're typing. Accept a suggestion by entering a space or punctuation, or by tapping return. To reject a suggestion, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it. If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.



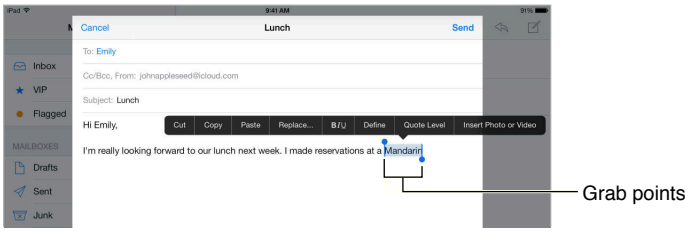
Set options for typing. Go to Settings > General > Keyboard.

Edit text

Revise text. Touch and hold the text to show the magnifying glass, then drag to position the insertion point.



Select text. Tap the insertion point to display the selection options. Or 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.



You can cut, copy, or paste over selected text. With some apps, you can also get bold, italic, or underlined text (tap B/I/U); get the definition of a word; or have iPad suggest an alternative. You may need to tap ▶ to see all the options.

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

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

Save keystrokes

A shortcut lets you enter a word or phrase by typing just a few characters. For example, type "omw" to enter "On my way!" That one's already set up for you—to add more, go to Settings > General > Keyboard.

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

Have a word or phrase you use and don't want it corrected? Create a shortcut, but leave the Shortcut field blank.

Use iCloud to keep your personal dictionary up to date on your other devices. Go to Settings > iCloud, then turn on Documents & Data.

Use an Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately) to enter text on your iPad. The keyboard connects via Bluetooth, so you must first pair it with iPad.

Pair an Apple Wireless Keyboard with iPad. Turn on the keyboard, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

Once it's paired, the keyboard reconnects to iPad whenever it's in range—up to about 30 feet (10 meters). When it's connected, the onscreen keyboard doesn't appear.

Save your batteries. Turn off Bluetooth and the wireless keyboard when not in use. You can turn off Bluetooth ᛒ in Control Center. To turn off the keyboard, hold down the On/off switch until the green light goes off.

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

See Bluetooth devices on page 32.

Add or change keyboards

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

Set typing features. Go to Settings > General > Keyboard.

Add a keyboard for another language. Go to Settings > General > Keyboard > Keyboards > Add New Keyboard.

Switch keyboards. If you've set up keyboards for other languages in Settings > General > International > Keyboards, you can switch among them by pressing Command-Space.

For information about international keyboards, see Use international keyboards on page 120.

Change the keyboard layout. Go to Settings > General > Keyboard > Keyboards, select a keyboard, then choose a layout.

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. Or spread the keyboard apart from the middle.
- *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.

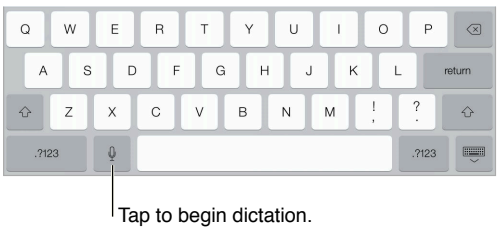
Turn Split Keyboard on or off. Go to Settings > General > Keyboard > Split Keyboard.

Dictation

On an iPad that supports it, you can dictate instead of typing. Make sure Siri is turned on (in Settings > General > Siri) and iPad is connected to the Internet.

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

Dictate text. Tap on the iPad keyboard, then speak. When you finish, tap Done.



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 format. For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include:

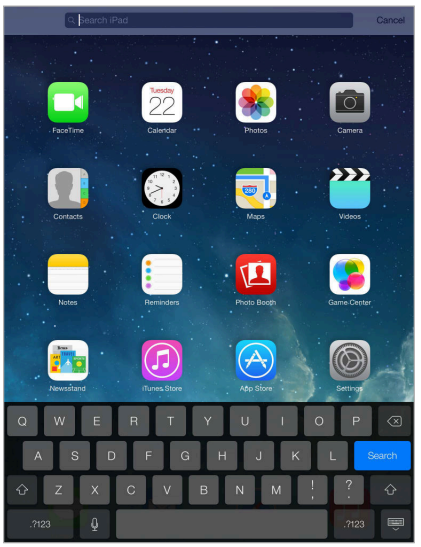
- quote … end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on … caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on … all caps off—to make the enclosed words all uppercase
- no caps on … no caps off—to make 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 ;-)

Search

Many apps include a search field you can type in to find something that the app knows about. With Spotlight Search, you can search all your apps at once.

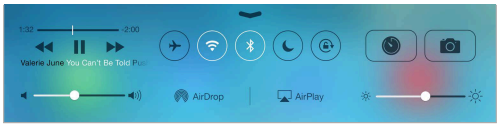
Search iPad. Drag down the middle of any Home screen to reveal the search field. Results occur as you type; to hide the keyboard and see more results on the screen, tap Search. Tap an item in the list to open it.

You can use Spotlight Search to find and open apps, too.



Choose which apps and content are searched. Go to Settings > General > Spotlight Search. You can also change the search order.

Control Center



Control Center gives you instant access to the camera, AirDrop, AirPlay, timer, audio playback controls, and other handy features. You can adjust the brightness, lock the screen orientation, turn wireless services on or off, and turn on AirDrop to exchange photos and other items with nearby iOS 7 devices that support AirPlay. See AirDrop, iCloud, and other ways to share on page 30.

Open Control Center. Swipe up from the bottom edge of any screen (even the Lock screen).

Open the currently playing audio app. Tap the song title.

Close Control Center. Swipe down, tap the top of the screen, or press the Home button.

Turn off access to Control Center in apps or on the Lock screen. Go to Settings > Control Center.

Alerts and Notification Center

Alerts

Alerts let you know about important events. They can appear briefly at the top of the screen, or remain in the center of the screen until you acknowledge them.

Some apps may include a badge on their Home screen icon, to let you know how many new items await—for example, the number of new email messages. If there's a problem—such as a message that couldn't be sent—an exclamation mark ⓘ appears on the badge. On a folder, a numbered badge indicates the total number of notifications for all the apps inside.

Alerts can also appear on the Lock screen.

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

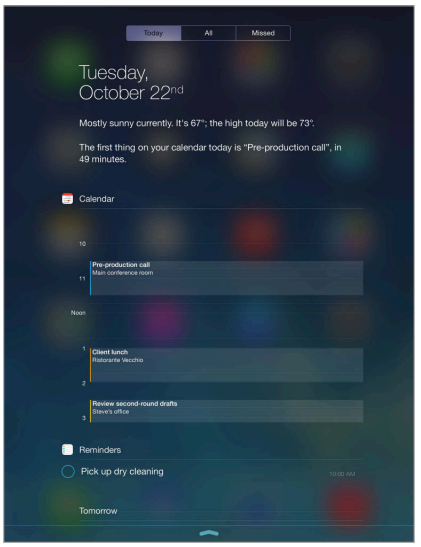
Silence your alerts. Go to Settings > Do Not Disturb.

Set sounds. Go to Settings > Sounds.

Notification Center

Notification Center collects your notifications in one place, so you can review them whenever you're ready. Review all your alerts, or just the ones you missed. Or tap the Today tab for a summary of the day's events—such as the weather forecast, appointments, birthdays, stock quotes, and even a quick summary of what's coming up tomorrow.

Open Notification Center. Swipe down from the top edge of the screen.



Set notification options. Go to Settings > Notification Center. Tap an app to set its notification options. You can also tap Edit to arrange the order of app notifications. Touch ☰ and drag it to a new position.

Close Notification Center. Swipe up.

Sounds and silence

You can change or turn off the sounds iPad plays when you get a FaceTime call, text message, email, tweet, Facebook post, reminder, or other event.

Set sound options. Go to Settings > Sounds for options such as alert tones and ringtones, and ringer and alert volumes.

If you want to temporarily silence incoming FaceTime calls, alerts, and sound effects, see the following section.

Do Not Disturb

Do Not Disturb is an easy way to silence iPad, whether you're going to dinner or to sleep. It keeps FaceTime calls and alerts from making any sounds or lighting up the screen.

Turn on Do Not Disturb. Swipe up from the bottom edge of the screen to open Control Center, then tap ☾. When Do Not Disturb is on, ☾ appears in the status bar.

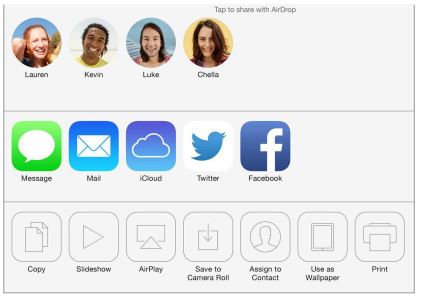
Note: Alarms still sound, even when Do Not Disturb is on. To make sure iPad stays silent, turn it off.

Configure Do Not Disturb. Go to Settings > Do Not Disturb.

You can schedule quiet hours, allow FaceTime calls from your Favorites or groups of contacts, and allow repeated FaceTime calls to ring through for those emergency situations. You can also set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

AirDrop, iCloud, and other ways to share

In many apps, you can tap Share or to see sharing and other options. The options vary depending on the app you're using.



AirDrop lets you share your photos, videos, websites, locations, and other items wirelessly with other nearby iOS 7 devices that support AirDrop. AirDrop requires an iCloud account, and transfers info using Wi-Fi and Bluetooth. You must be on the same Wi-Fi network, or within approximately 30 feet (10 meters) of the other device. Transfers are encrypted for security.

Share an item using AirDrop. Tap Share or , then tap AirDrop and tap the name of a nearby AirDrop user. AirDrop is also available in Control Center—just swipe up from the bottom edge of the screen.

Receive AirDrop items from others. Swipe up from the bottom edge of the screen to open Control Center. Tap AirDrop, then choose to receive items from Contacts only or from Everyone. You can accept or decline each request as it arrives.

Add photo or video to a shared stream. Tap iCloud (a sharing option in the Photos app), choose a stream (or create a new one), then tap Post.

Use Twitter, Facebook, Flickr, or Vimeo. Sign in to your account in Settings. The Twitter, Facebook, Flickr, and Vimeo sharing buttons take you to the appropriate setting if you're not yet signed in.

Note: While you're composing a tweet, the number in the lower-right corner shows the number of characters remaining. Attachments use some of a tweet's 140 characters.

Transfer files

There are several ways to transfer files between iPad and your computer or other iOS device. If you have an app that works with iCloud on multiple devices, you can use iCloud to automatically keep the app's documents up to date across your devices. See 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 Apps. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the Apps list. To delete a file, select it in the Documents list, then press the Delete key.

You can also view files received as email attachments on iPad.

Some apps may share content using AirDrop. See AirDrop, iCloud, and other ways to share on page 30.

Personal Hotspot

Use Personal Hotspot to share your iPad (Wi-Fi + Cellular models) Internet connection. Computers can share your Internet connection using Wi-Fi, Bluetooth, or a USB cable. Other iOS devices can share the connection using Wi-Fi. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

Note: This feature may not be available with all carriers. Additional fees may apply. Contact your carrier for more information.

Share an Internet connection. Go to Settings > 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 in the list of available Wi-Fi networks.
- *USB:* Connect your iPad to your computer 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 Personal Hotspot.

Change the Wi-Fi password for iPad. Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least eight characters.

Monitor your cellular data network usage. Go to Settings > Cellular. See Cellular settings on page 129.

AirPlay

Use AirPlay to stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices on the same Wi-Fi network as iPad.

Display the AirPlay controls. Swipe up from the bottom edge of the screen to open Control Center, then tap .

Stream content. Tap , then choose the device you want to stream to.

Switch back to iPad. Tap , then choose iPad.

Mirror the iPad screen on a TV. Tap , choose an Apple TV, then tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on.

You can also connect iPad to a TV, projector, or other external display using the appropriate Apple cable or adapter. See support.apple.com/kb/HT4108.

AirPrint

Use AirPrint to print wirelessly to an AirPrint-enabled printer, from apps such as Mail, Photos, and Safari. Many apps available on the App Store also support AirPrint.

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

Print a document. Tap or (depending on the app you're using).

See the status of a print job. Double-click the Home button, then tap Print Center. The badge on the icon shows how many documents are in the queue.

Cancel a job. Select it in the Print Center, then tap Cancel Printing.

Bluetooth devices

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

WARNING: For important information about avoiding hearing loss and avoiding distraction while driving, see Important safety information on page 123.

Note: The use of certain accessories with iPad may affect wireless performance. Not all iPhone and iPod touch accessories are fully compatible with iPad. Turning on airplane mode may eliminate audio interference between iPad and an accessory. Reorienting or relocating iPad and the connected accessory may improve wireless performance.

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

iPad must be within about 30 feet (10 meters) of the Bluetooth device.

Return audio output to iPad. Turn off or unpair the device, turn off Bluetooth in Settings > Bluetooth, or use AirPlay to switch audio output to iPad. See AirPlay on page 31. Audio output returns to iPad if the Bluetooth device moves out of range.

Unpair a device. Go to Settings > Bluetooth, tap ⓘ next to the device, then tap "Forget this Device." If you don't see the Devices list, make sure Bluetooth is on.

Restrictions

You can set restrictions for some apps, and for purchased content. For example, parents can restrict explicit music from appearing in playlists, or disallow changes to certain settings. Use restrictions to prevent the use of certain apps, the installation of new apps, or changes to accounts or the volume limit.

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 can be different than the passcode for unlocking iPad.

Important: If you forget your restrictions passcode, you must restore the iPad software. See Restore iPad on page 129.

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 Maps, Weather, and Camera gather and use data indicating your location. Your approximate location is determined using available information from local Wi-Fi networks, if you have Wi-Fi turned on. 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 and features have requested and been granted access to the following information:

- Contacts
- Calendar
- Reminders
- Photos
- Bluetooth Sharing
- Microphone
- 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.

Security

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

Use a passcode with data protection

Initially, iPad doesn't require you to enter a passcode to unlock it. You can set a passcode that must be entered each time you turn on or wake up iPad.

Set a passcode. Go to Settings > General > Passcode Lock and set a 4-digit passcode.

Setting a passcode turns on data protection, using your passcode as a key to encrypt Mail messages and attachments stored on iPad, using 256-bit AES encryption. (Other apps may also use data protection.)

Increase security. Turn off Simple Passcode and use a longer passcode. To enter a passcode that's a combination of numbers and letters, you use the keyboard. If you prefer to unlock iPad using the numeric keypad, set up a longer passcode using numbers only.

Allow access to features when iPad is locked. Go to Settings > General > Passcode Lock. Optional features include:

- Siri (if enabled; see Siri settings on page 38)

Allow access to Control Center when iPad is locked. Go to Settings > Control Center. See Control Center on page 28.

Erase data after ten failed passcode attempts. Go to Settings > General > Passcode Lock and 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.

If you forget your passcode, you must restore the iPad software. See Restore iPad on page 129.

iCloud Keychain

iCloud Keychain keeps your website user names and passwords, and credit card information that you set up with Safari, up to date on iPad and your other iOS devices and Macs running OS X Mavericks.

iCloud Keychain works with Safari Password Generator and AutoFill. When you're setting up a new account, Safari Password Generator suggests unique, hard-to-guess passwords. You can use AutoFill to have iPad enter your user name and password info, making login easy. See Fill in forms on page 49.

Note: Some websites do not support AutoFill.

iCloud Keychain works on all your approved iOS 7 devices and Macs running OS X Mavericks. iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and cannot be read by Apple.

Set up iCloud Keychain. Go to Settings > iCloud > Keychain. Turn on iCloud Keychain and follow the onscreen instructions. If you've set up iCloud Keychain on other devices, you need to approve use of iCloud Keychain from one of those devices, or use your iCloud Security Code.

Important: Your iCloud Security Code cannot be retrieved by Apple. If you forget your security code, you'll have to start over and set up your iCloud Keychain again.

Set up AutoFill. Go to Settings > Safari > Passwords & AutoFill. Make sure Names and Passwords, and Credit Cards, are turned on (they're on by default). To add credit card info, tap Saved Credit Cards.

The security code for your credit card is not saved—you have to enter that manually.

To automatically fill in names, passwords, or credit card info on sites that support it, tap a text field, then tap AutoFill.

Limit Ad Tracking

Restrict or reset Ad Tracking. Go to Settings > Privacy > Advertising. Turn on Limit Ad Tracking to prevent apps from accessing your iPad advertising identifier. For more information, tap Learn More.

Find My iPad

Find My iPad can help you locate and secure your iPad using the free Find My iPhone app (available in the App Store) on another iPad, iPhone, or iPad, or using a Mac or PC web browser signed in to www.icloud.com/find. Find My iPhone includes Activation Lock, which makes it more difficult for anyone else to use or sell your iPad if you ever lose it. Your Apple ID and password are required in order to turn off Find My iPad or to erase and reactivate your iPad.

Turn on Find My iPad. Go to Settings > iCloud.

Important: To use these features, Find My iPad must be turned on *before* your iPad is lost. iPad must be able to connect to the Internet for you to locate and secure the device.

Use Find My iPhone. Open the Find My iPhone app on an iOS device, or go to www.icloud.com/find on your computer. Sign in and select your device.

- *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:* Erase all the information and media on your iPad and restore it to its original factory settings.

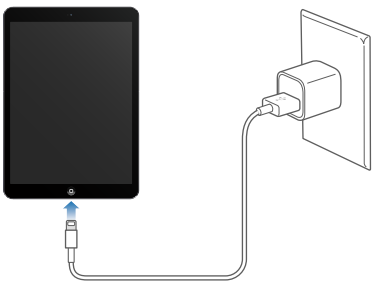
Note: Before selling or giving away your iPad, you should erase it completely to remove all of your personal data and turn off Find My iPad Activation Lock. Go to Settings > General > Reset > Erase All Content and Settings. See Sell or give away iPad? on page 131.

Charge and monitor the battery

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

WARNING: For important safety information about the battery and charging iPad, see Important safety information on page 123.

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 Battery Percentage.

Important: If iPad is very low on power, it may display an image of a nearly depleted battery, 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 the low-battery image appears.

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPad battery isn't user replaceable; it can be replaced only by an authorized service provider. See www.apple.com/batteries/replacements.html.

Travel with iPad

Your airline carrier may let you keep your iPad turned on if you switch to Airplane Mode—listen for an announcement after boarding, or ask a member of the crew. Wi-Fi and Bluetooth are turned off in Airplane Mode, so you can't make or receive FaceTime calls or use features that require wireless communication. You can listen to music, play games, watch videos, or use other apps that don't require Internet access. If your airline allows it, you can turn Wi-Fi or Bluetooth back on, even while in Airplane Mode.

Turn on Airplane Mode. Swipe up from the bottom edge of the screen to open Control Center, then tap ✈. You can also turn Airplane Mode on or off in Settings. When airplane mode is on, ✈ appears in the status bar at the top of the screen.

You can also turn Wi-Fi and Bluetooth on or off in Control Center. See Control Center on page 28.

Siri

4

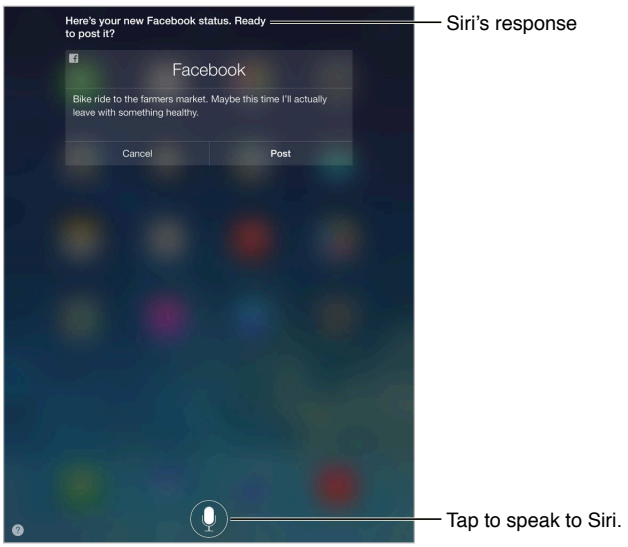
Use Siri

The power of Siri is yours for the asking.

Summon Siri. Press and hold the Home button, until Siri beeps.

Note: To use Siri, iPad must be connected to the Internet. See Connect to Wi-Fi on page 13. Cellular charges may apply.

Ask Siri anything, from "set the timer for 3 minutes" to "what movies are showing tonight?" Open apps, and turn features on or off, like Bluetooth, Do Not Disturb, and Accessibility. Siri understands natural speech, so you don't have to learn special commands or keywords.



For hints, ask Siri "what can you do," or tap ?.

Siri often displays helpful info on your screen. Tap the info to open a related app or get more details.

Change Siri's voice gender. Go to Settings > General > Siri (may not be available in all areas).

Talk to Siri using a headset. Connect the headset, then press and hold the center or call button.

Tell Siri about yourself

If you let Siri know who you are, you can get personalized service—like, "tell me how to get home."

Tell Siri who you are. Fill out your contact card in Contacts, then go to Settings > General > Siri > My Info and tap your contact card.

Be sure to include your home and work addresses, and your relationships.

Note: Location information isn't tracked or stored outside iPad. If you don't want to use Location Services, go to Settings > Privacy > Location Services to turn it off. You can still use Siri, but Siri won't be able to do anything that requires knowing your location.

Make corrections

Want to cancel that last command? Say "cancel," tap the Siri icon, or press the Home button.

If Siri doesn't get something right, you can tap to edit your request.

Or tap again and clarify your request. For example, "I meant Boston." Don't bother saying what you *didn't* mean.

Siri settings

To set options for Siri, go to Settings > General > Siri. Options include:

- Turning Siri on or off
- Language
- Voice gender (may not be available in all areas)
- Voice feedback
- My Info card

Prevent access to Siri when iPad is locked. Go to Settings > General > Passcode Lock. You can also disable Siri by turning on restrictions. See Restrictions on page 32.

Messages

5

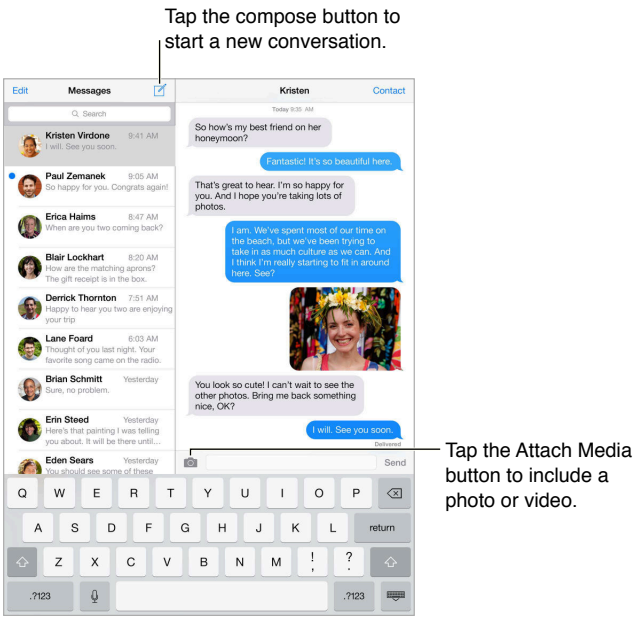
iMessage service

With the Messages app and the built-in iMessage service, you can send unlimited text messages over Wi-Fi using iOS 5 or later, or using OS X Mountain Lion or later. Messages can include photos, videos, and other info. You can see when people are typing, and let them know 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 device and continue it on another. For security, iMessages are encrypted before they're sent.

> *WARNING:* For important information about avoiding distractions while driving, see Important safety information on page 123.

Note: Cellular data charges or additional fees may apply for you, and for the iPhone and iPad users you exchange messages with over their cellular data network.

Send and receive messages



Start a text conversation. Tap , then enter a phone number or email address, or tap and choose a contact.

Note: An alert appears if a message can't be sent. Tap the alert in a conversation to try sending 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 121.

See what time a message was sent or received. Drag any bubble to the left.

Make a FaceTime call to the person you're texting. Tap Contact at the top of the screen, then tap .

See a person's contact info. Tap Contact at the top of the screen, then tap . Tap info items to perform actions, such as making a FaceTime call.

See earlier messages in the conversation. Tap the status bar to scroll to the top. Tap Load Earlier Messages, if necessary.

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

Block unwanted messages. On a contact card, tap Block this Caller. To see someone's contact card while viewing a message, tap Contact, then tap . You can also block callers in Settings > FaceTime > Blocked. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see support.apple.com/kb/HT5845.

Manage conversations

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

View the Messages list. Swipe to the right.

Forward a conversation. Select the conversation, touch and hold a message, tap More, select the parts to include, then tap .

Delete a message. Touch and hold a message or attachment, tap More, select more if desired, then tap . To delete all text and attachments without deleting the conversation, tap Delete All.

Delete a conversation. In the Messages list, swipe the conversation from right to left, then tap Delete.

Search conversations. In the Messages list, tap the top of the screen to display the search field, then enter the text you're looking for. You can also search conversations from the Home screen. See Search on page 27.

Share photos, videos, and more

You can send photos, videos, locations, contact info, and voice memos. The size limit of attachments is determined by your service provider—iPad compresses photo and video attachments if necessary.

Send a photo or video. Tap . You can choose an existing photo or video on iPad, or take a new one.

See full-size photos or video. Tap the photo or video. To see other photos and videos in the conversation, tap . Tap to return to the conversation.

Send items from another app. In the other app, tap Share or , then tap Message.

Share, save, or print an attachment. Tap the attachment, then tap .

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

Add someone to your contacts. In a conversation, tap Contact, then tap Create New Contact.

Save contact info. Tap Contact at the top of the screen, tap , then tap Create New Contact or Add to Existing Contact.

Messages settings

Go to Settings > Messages, where you can:

- Turn iMessage on or off
- Notify others when you've read their messages
- Specify a phone number, Apple ID, or email address to use with Messages
- Show the Subject field
- Block unwanted messages

Manage notifications for messages. See Notification Center on page 28.

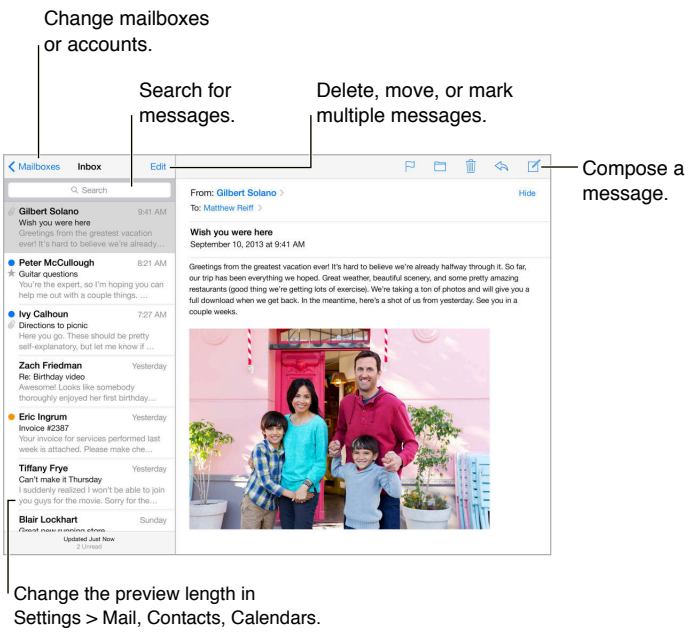
Set the alert sound for incoming text messages. See Sounds and silence on page 29.

Mail

6

Write messages

Mail lets you access your email accounts, on the go.



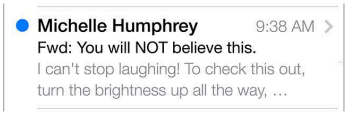
Insert a photo or video. Tap the insertion point, then tap Insert Photo or Video. Also see Edit text on page 24.

Quote some text when you reply. Tap the insertion point, then select the text you want to include. Tap ↩, then tap Reply. You can turn off the indentation of the quoted text in Settings > Mail, Contacts, Calendars > Increase Quote Level.

Send a message from a different account. Tap the From field to choose an account.

Change a recipient from Cc to Bcc. After you enter recipients, you can drag them from one field to another or change their order.

Get a sneak peek



See a longer preview. Go to Settings > Mail, Contacts, Calendars > Preview. You can show up to five lines.

Is this message for me? Turn on Settings > Mail, Contacts, Calendars > Show To/Cc Label. If the label says Cc instead of To, you were just copied. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show it, tap Edit while viewing the Mailboxes list.

Finish a message later

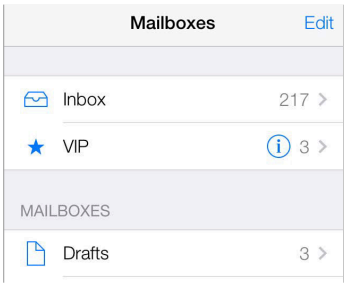
Save it, don't send it. If you're writing a message and want to finish it later, tap Cancel, then tap Save Draft.

Finish a saved draft. Touch and hold Compose. Pick the draft from the list, then finish it up and send, or save it again as a draft.

Show draft messages from all of your accounts. While viewing the Mailboxes list, tap Edit, tap Add Mailbox, then turn on the All Drafts mailbox.

Delete a draft. In the Previous Drafts list, swipe left across a draft, then tap Delete.

See important messages



Gather important messages. Add important people to your VIP list, and their messages all appear in the VIP mailbox. Tap the sender's name in a message, then tap Add to VIP. To show the VIP mailbox, tap Edit while viewing the Mailboxes list.

Get notified of important messages. Notification Center lets you know when you receive messages in favorite mailboxes or messages from your VIPs. Go to Settings > Notification Center > Mail.

Flag a message so you can find it later. Tap ⚐ while reading the message. You can change the appearance of the flagged message indicator in Settings > Mail, Contacts, Calendars > Flag Style. To see the Flagged smart mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

Search for a message. Scroll to or tap the top of the message list to reveal the search field. Searching looks at the address fields, the subject, and the message body. To search multiple accounts at once, search from a smart mailbox, such as All Sent.

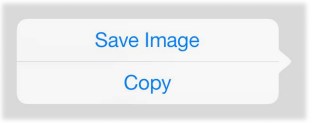
Search by timeframe. Scroll to or tap the top of the message list to reveal the search field, then type something like "February meeting" to find all messages from February with word "meeting."

Search by message state. To find all flagged, unread messages from people in your VIP list, type "flag unread vip." You can also search for other message attributes, such as "attachment."

Junk be gone! Tap ⚐ while you're reading a message, then tap Move to Junk to file it in the Junk folder. If you accidentally move a message, shake iPad immediately to undo.

Make a favorite mailbox. Favorite mailboxes appear at the top of the Mailboxes list. To add a favorite, view the Mailboxes list and tap Edit. Tap Add Mailbox, then select the mailbox to add. You'll also get push notifications for your favorite mailboxes.

Attachments

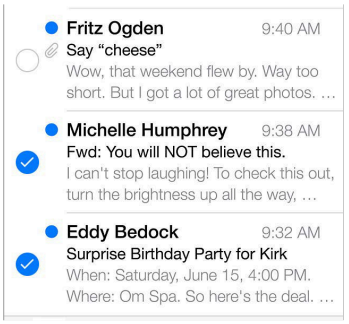


Save a photo or video to your Camera Roll. Touch and hold the photo or video until a menu appears, then tap Save Image.

Use an attachment with another app. Touch and hold the attachment until a menu appears, then tap the app you want to open the attachment with.

See messages with attachments. The Attachments mailbox shows messages with attachments from all accounts. To add it, view the Mailboxes list and tap Edit.

Work with multiple messages



Delete, move, or mark multiple messages. While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you make a mistake, shake iPad immediately to undo.

Organize your mail with mailboxes. Tap Edit in the mailboxes list to create a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

Recover a deleted message. Open the message in the account's Trash mailbox, then tap and move the message. Or, if you just deleted it, shake iPad to undo. To see deleted messages in all your accounts, add the Trash smart mailbox. To add it, tap Edit in the mailboxes list and select it from the list.

Archive instead of delete. Instead of deleting messages, you can archive them so they're still around if you need them. Select Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of archiving it, touch and hold , then tap Delete.

Deal with a message without opening it. Swipe left on a message, then tap Trash or Archive. Or tap More to move, forward, reply, flag, mark as read, or move it to the Junk folder.

Stash your trash. You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced.

See and save addresses

See who received a message. While viewing the message, tap More in the To field.

Add someone to Contacts or make them a VIP. Tap the person's name or email address.

Print messages

Print a message. Tap , then tap Print.

Print an attachment or picture. Tap to view it, then tap and choose Print.

See AirPrint on page 32.

Mail settings

Go to Settings > Mail, Contacts, Calendars, where you can:

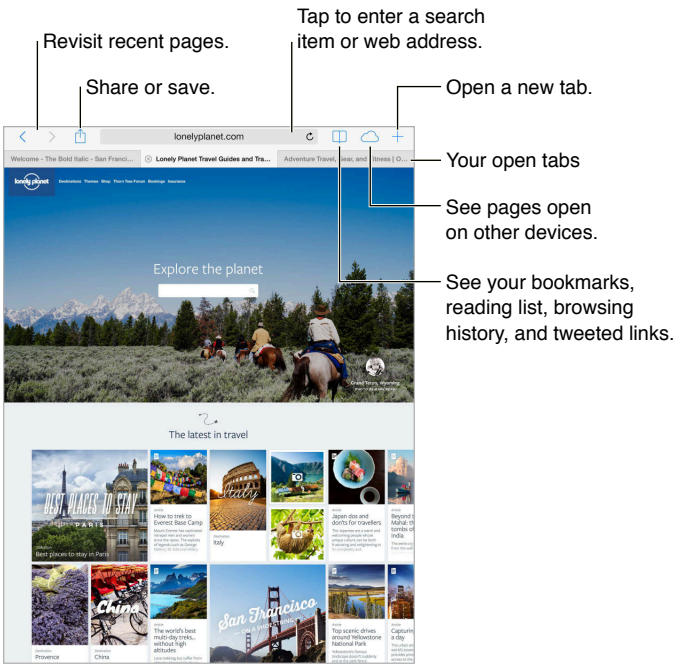
- Create a different mail signature for each account
- Add mail accounts
- Bcc yourself on every message you send
- Turn on Organize by Thread to group related messages together
- Turn off confirmation for deleting a message
- Turn off Push delivery of new messages, to save on battery power
- Temporarily turn off an account

Safari

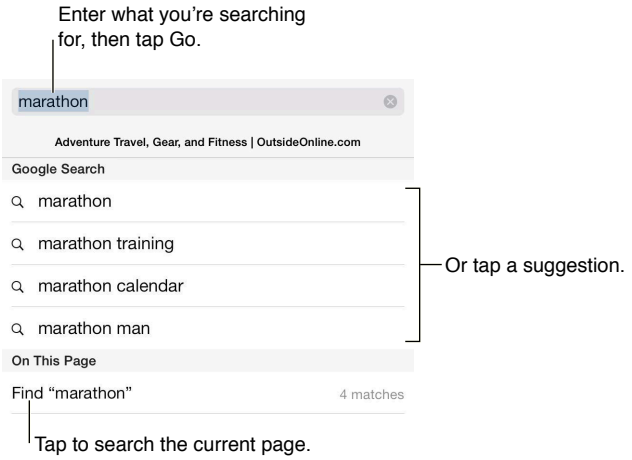
7

Safari at a glance

Use Safari on iPad to browse the web. Add web clips to the Home screen for quick access. Use Reading List to collect sites to read later. 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.



Search the web



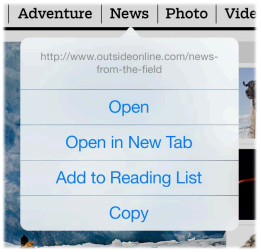
Search the web. Enter a URL or search term in the smart search field at the top of the page. Then tap a suggested term, or tap Go on the keyboard to search for exactly what you typed. If you don't want to see suggested search terms, go to Settings > Safari > Smart Search Field and turn off Search Engine Suggestions.

Have your favorites top the list. Select them at Settings > Safari > Favorites.

Search the page. Scroll to the bottom of the suggested results list and tap the entry under On This Page. Tap ⟩ in the bottom left to see the next occurrence on the page. To search the page for a different term, enter it in the field at the bottom of the page. To continue browsing, tap Done.

Choose your search tool. Go to Settings > Safari > Search Engine.

Browse the web



Touch and hold a link to see these options.

Look before you leap. To see the URL of a link before you go there, touch and hold the link.

Open a link in a new tab. Touch and hold the link, then tap Open in New Tab. If you'd like to switch to a new tab when you open it, go to Settings > Safari and turn off Open New Tabs in Background.

Switch tabs. Tap a tab at the top of the page.

Close a tab. Tap ⊗ on the tab.

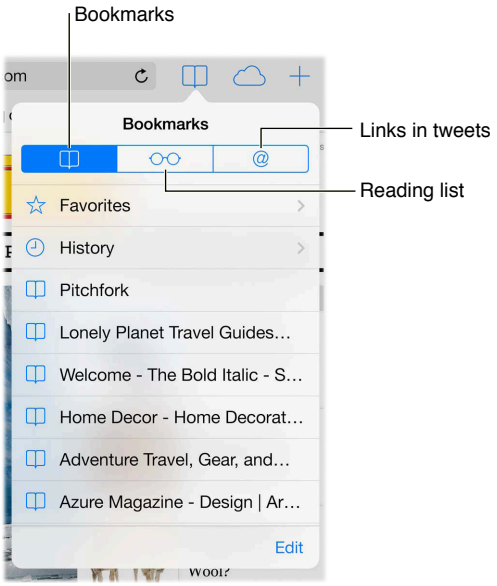
Pick up where you left off. If you turn on Settings > iCloud > Safari, you can Tap ☁ to view a page that your left open on one of your other devices.

Get back to the top. Tap the top edge of the screen to quickly return to the top of a long page.

See more. Turn iPad to landscape orientation.

See the latest. Tap ↻ next to the address in the search field to update the page.

Keep bookmarks



Bookmark the current page. Tap, then tap Bookmark. To revisit the page, tap, then tap the bookmark.

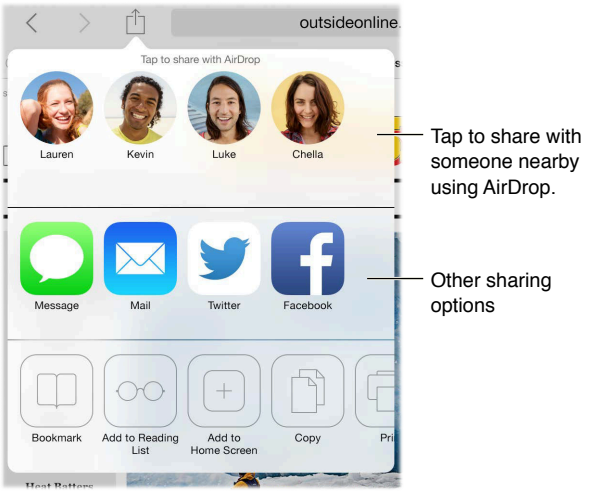
Get organized. To create a folder for bookmarks, tap, then tap Edit.

Choose which favorites appear when you tap the search field. Go to Settings > Safari > Favorites.

Bookmarks bar on your Mac? Turn on Settings > iCloud > Safari if you want items from the bookmarks bar in Safari on your Mac to appear in Favorites on iPad.

Save a webclip shortcut on your Home screen. Tap, then tap Add to Home Screen. The webclip appears only on the device where you create it.

Share what you discover

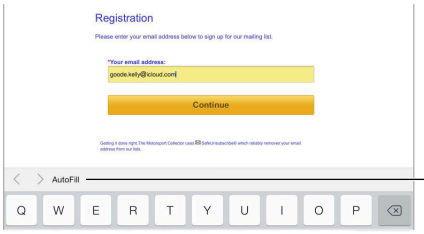


Spread the news. Tap.

See who's tweeting what. Go to Settings > Twitter and sign in, then tap and look under @ to see links tweeted by your friends and others you follow.

Fill in forms

Whether you're logging in to a website, signing up for a service, or making a purchase, you can fill in a web form using the onscreen keyboard or have Safari fill it in for you using AutoFill.



Tired of always having to log in? When you're asked if you want to save the password for the site, tap Yes. The next time you visit, your user name and password will be filled in for you.

Fill in a form. Tap any field to bring up the onscreen keyboard. Tap ‹ or › above the keyboard to move from field to field.

Fill it in automatically. Go to Settings > Safari > Passwords & Autofill and turn on Use Contact Info. Then, tap AutoFill above the onscreen keyboard when you're filling in the form. Not all websites support AutoFill.

Enter your credit card information. Go to Settings > Safari > Autofill and save your credit card information, then look for the AutoFill Credit Card button above the onscreen keyboard whenever you're in a credit card field. Your card's security code is not stored, so you still enter that yourself.

Submit the form. Tap Go, Search, or the link on the webpage.

Avoid clutter with Reader

Use Safari Reader to focus on a page's primary content.

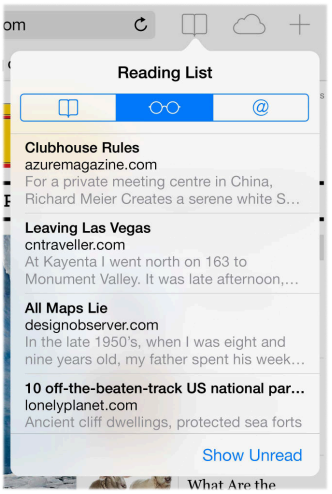
Focus on content. Tap ☰ at the left end of the address field. If you don't see the icon, reader isn't available for the page you're looking at.

Share just the good stuff. To share just the article text and a link to it, tap ⎙ while viewing the page in Reader.

Return to the full page. Tap the reader icon in the address field again.

Save a reading list for later

Save interesting items in your reading list so you can return to them later. You can read pages in your reading list even when you're not connected to the Internet.



Add the current page to your reading list. Tap, then tap Add to Reading List.

Add a linked page without opening it. Touch and hold the link, then tap Add to Reading List.

View your reading list. Tap, then tap.

Delete something from your reading list. Swipe left on the item in your reading list.

Don't want to use cellular data to download reading list items? Turn off Settings > Safari > Use Cellular Data.

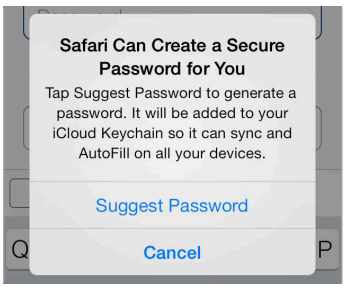
Privacy and security

You can adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.

Want to keep a low profile? Turn on Settings > Safari > Do Not Track. Safari will ask websites you visit to not track your browsing, but beware—a website can choose not to honor the request.

Control cookies. Go to Settings > Safari > Block Cookies. To remove cookies already on iPad, go to Settings > Safari > Clear Cookies and Data.

Let Safari create secure passwords and store them for you. Tap the password field when creating a new account and Safari will offer to create a password for you.



Erase your browsing history and data from iPad. Go to Settings > Safari > Clear History, and Settings > Safari > Clear Cookies and Data.

Visit sites without making history. Tap Private while viewing your open pages or bookmarks. Sites you visit will no longer be added to History on your iPad.

Watch for suspicious websites. Turn on Settings > Safari > Fraudulent Website Warning.

Safari settings

Go to Settings > Safari, where you can:

- Choose your search engine
- Provide AutoFill information
- Choose which favorites are displayed when you search
- Have new tabs open in the background
- Display your Favorites at the top of the page
- Block pop-ups
- Tighten privacy and security
- Clear your history, cookies, and data

Music

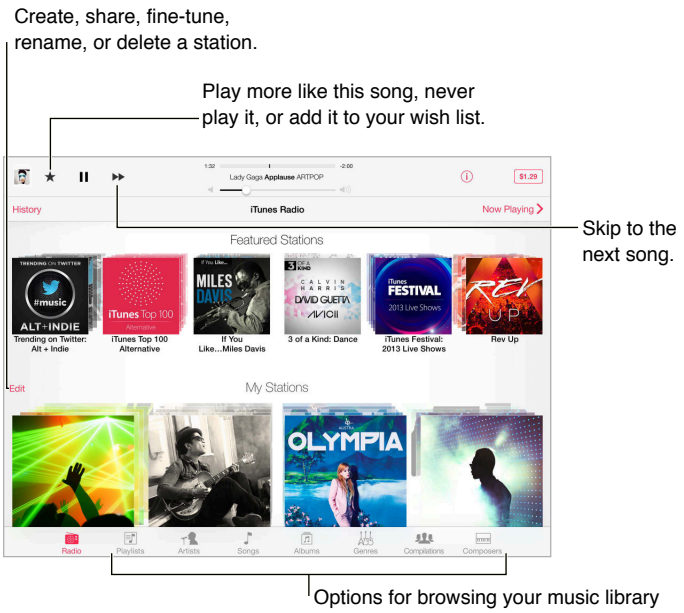
8

iTunes Radio

Featured stations provide a great way to explore and enjoy new music in a variety of genres. You can also create your own custom stations, based on your pick of artist, song, or genre. See iTunes Match on page 56.

> *WARNING:* For important information about avoiding hearing loss, see Important safety information on page 123.

Note: iTunes Radio may not be available in all areas. For more information about iTunes Radio, see support.apple.com/kb/HT5848.



When you pick a station and play a song, the Now Playing screen shows the album art and the playback controls. Tap ⓘ to find out more, create a new station, fine-tune the station, or share it. See AirDrop, iCloud, and other ways to share on page 30.

Create a station based on an artist, genre, or song. Tap New Station on the iTunes Radio screen. Choose a genre, or do a search for your favorite artist, song, or genre.

Create your own station. On the Now Playing screen, tap ⓘ, then tap one of the New Station options.

Influence upcoming song selections. Tap ★, then tap Play More Like This or Never Play This Song. You can also add the song to your iTunes Wish List.

Skip to the next song. Tap ▸▸. You can skip a limited number of songs per hour.

Edit your stations. Tap Edit. You can include or exclude other artists, songs, or genres, or delete a station.

See the songs you've heard, or view your wishlist. Tap History, then tap Played or Wishlist. You can purchase songs for your library. Tap a song to preview it.

Purchase songs for your personal library. Tap the price button.

Share a station you created. While playing the station, tap ⓘ, then tap Share Station.

Listen to iTunes Radio ad free. Subscribe to iTunes Match and turn it on. See iTunes Match on page 56.

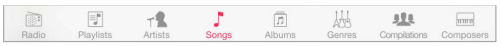
Get music

Get music and other audio content onto iPad:

- *Purchase and download from the iTunes Store:* In Music, tap Store. See Chapter 22, iTunes Store, on page 91.
- *iTunes in the Cloud:* When you're signed in to the iTunes Store, all of your previous purchases automatically appear in Music. See iCloud on page 15.
- *Sync content with iTunes on your computer:* See Sync with iTunes on page 17.
- *Use iTunes Match to store your music library in iCloud:* See iTunes Match on page 56.

Browse and play

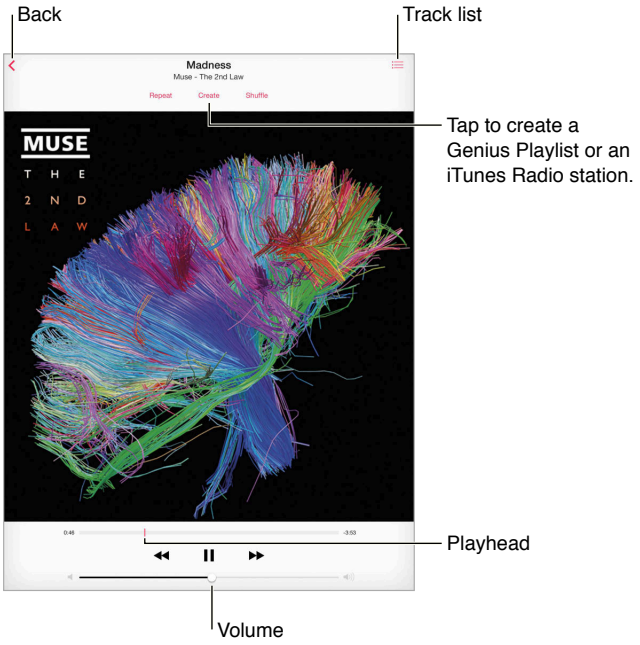
Browse your music by playlist, artist, song, or other category. For additional browse options, tap More, if it appears in the lower-right corner. Tap any song to play it.



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

Rearrange the browse buttons. Tap More (if it's visible), then tap Edit and drag a button onto the one you want to replace.

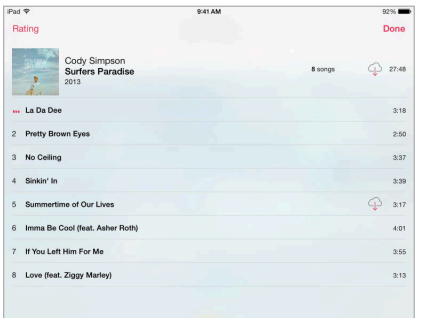
The Now Playing screen provides playback controls and shows you what's playing.



Skip to any point in a song. Drag the playhead. Slow down the scrub rate by sliding your finger down the screen.

Shuffle. Tap Shuffle on the Now Playing screen to play your tunes in random order.

See all tracks from the album containing the current song. Tap ☰. To play a track, tap it.



Search music. While browsing, tap the status bar to reveal the search field at the top of the screen, then enter your search text. You can also search audio content from the Home screen. See Search on page 27.

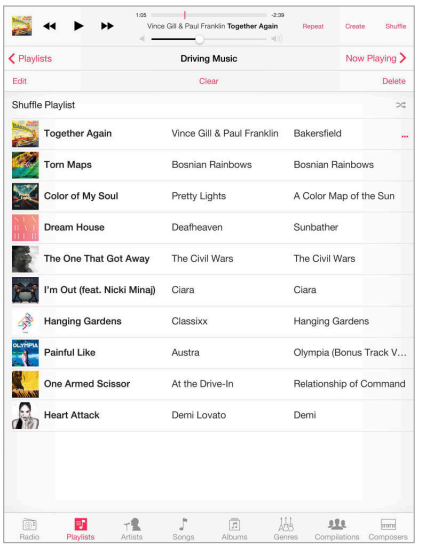
Rate a song for smart playlists in iTunes. Tap the screen to reveal the rating dots, then tap a dot to assign a rating.

Get audio controls from the Lock screen or when using another app. Swipe up from the bottom edge of the screen to open Control Center. See Control Center on page 28.

Play music on AirPlay speakers or Apple TV. Open Control Center, then tap ⎚. See AirPlay on page 31.

Playlists

Create playlists to organize your music. View Playlists, tap New Playlist near the top of the list, then enter a title. Tap + to add songs or videos.



Edit a playlist. Select the playlist, then tap Edit.

- *Add more songs:* Tap +.
- *Delete a song:* Tap −, then tap Remove. 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 through iCloud if you've subscribed to iTunes Match.

Clear or delete a playlist you created on iPad. Select the playlist, then tap Clear or Delete.

Remove a song from iPad. Tap 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—made for you

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. 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.

Browse and play Genius Mixes. Tap Genius (tap More first, if Genius isn't visible). Swipe to view additional mixes. To play a mix, tap ▶.

Make a Genius playlist. View Playlists, then tap Genius Playlist and choose a song. Or from the Now Playing screen, tap Create, then tap Genius Playlist.

- *Replace the playlist using a different song:* Tap New and pick a song.
- *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 ⚛.

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.

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

Siri

You can use Siri (iPad 3rd generation or later) to control music playback. See Use Siri on page 37.

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 play your collection on iPad and your other iOS devices and computers. iTunes Match also lets you listen to iTunes Radio ad-free (see iTunes Radio on page 52). iTunes Match is offered as a paid subscription.

Note: iTunes Match may not be available in all areas. See support.apple.com/kb/HT5085.

Subscribe to iTunes Match in iTunes on your computer. Choose Store > Turn On iTunes Match, then click the Subscribe button.

Once you subscribe, iTunes adds your music, playlists, and Genius Mixes to iCloud. For more information, see www.apple.com/itunes/itunes-match.

Turn on iTunes Match. Go to Settings > Music. Turning on iTunes Match removes synced music from iPad.

Songs are downloaded to iPad when you play them. You can also download songs and albums manually—while browsing, tap ☁.

Note: When iTunes Match is on, downloaded music is automatically removed from iPad as space is needed, starting with the oldest and least-played songs. An iCloud icon (☁) appears next to removed songs and albums, indicating that the songs and albums are still available through iCloud but not stored locally on iPad.

Remove a song that's been downloaded. Swipe left, then tap Delete.

Just show music that's been downloaded from iCloud. Go to Settings > Music, then turn off Show All Music.

Remove iPad from your list of "iTunes in the Cloud" devices. In iTunes on your computer, choose Store > View Account. Sign in, then click Manage Devices in the "iTunes in the Cloud" section.

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 settings affect all sound output, including the headset jack and AirPlay. These settings generally apply only to music played from the Music app.

  The Late Night setting 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. The Late Night setting applies to all audio output—video as well as music.
- Grouping by album artist

Set the volume limit. Go Settings > Music > Volume Limit.

Note: In some European Union (EU) countries, iPad may indicate when you're setting the volume above the EU recommended level for hearing safety. To increase the volume beyond this level, you may need to briefly release the volume control. To limit the maximum headset volume to this level, go to Settings > Music > Volume Limit and turn on EU Volume Limit. To prevent changes to the volume limit, go to Settings > General > Restrictions.

Prevent changes to the volume limit. Go to Settings > General > Restrictions > Volume Limit and tap Don't Allow Changes.

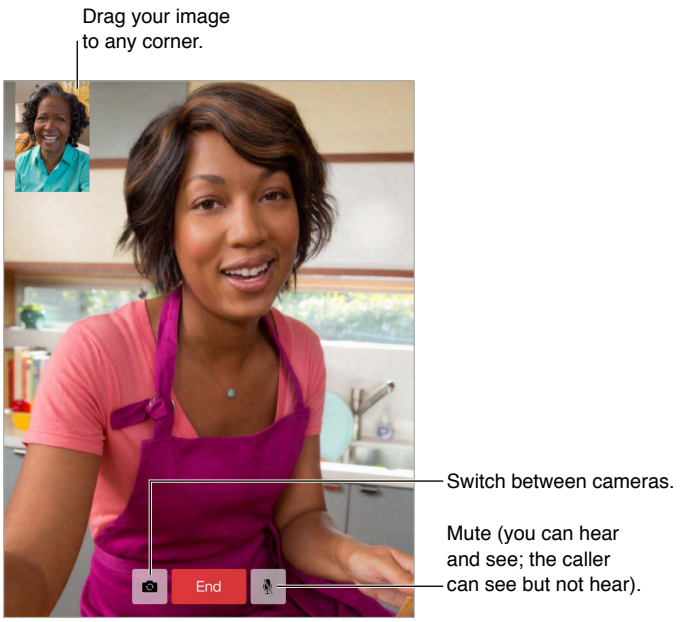
FaceTime

9

FaceTime at a glance

Use FaceTime to make video or audio calls to other iOS devices or computers that support FaceTime. The FaceTime camera lets you talk face-to-face; switch to the rear iSight camera to share what you see around you.

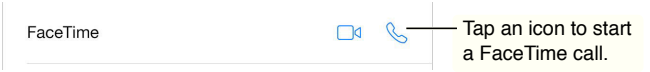
Note: FaceTime may not be available in all areas. On iPad Wi-Fi + Cellular models, you can make FaceTime calls over a cellular data connection. Cellular data charges may apply. See Cellular settings on page 129.



With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account).

Make and answer calls

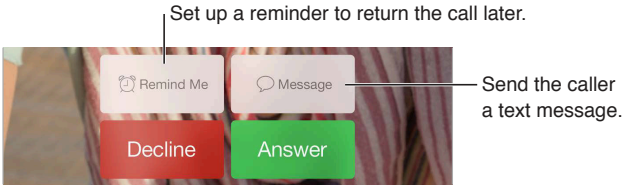
Make a FaceTime call. Make sure FaceTime is turned on in Settings > FaceTime, then in FaceTime, tap Contacts and choose a contact. Tap to make a video call, or tap to make an audio call.



Use your voice to start the call. Press and hold the Home button, then say "FaceTime," followed by the name of the person to call.

Want to call again? Tap Recents, then choose a name or number.

Can't take a call right now? When a FaceTime call comes in, you can answer, decline, or choose another option.



See the whole gang. Rotate iPad to use FaceTime in landscape orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See Change the screen orientation on page 21.

Manage calls

Multitask 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.

Take advantage of Favorites. Tap Favorites. To add a favorite, Tap +, then choose a contact and add to Favorites as FaceTime Audio or FaceTime. To call a favorite, tap a name in the list. Make sure phone numbers for contacts outside your region include the country code and area code.

Juggle calls. FaceTime calls aren't forwarded. If another call comes in while you're on a FaceTime call, you can either end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message.

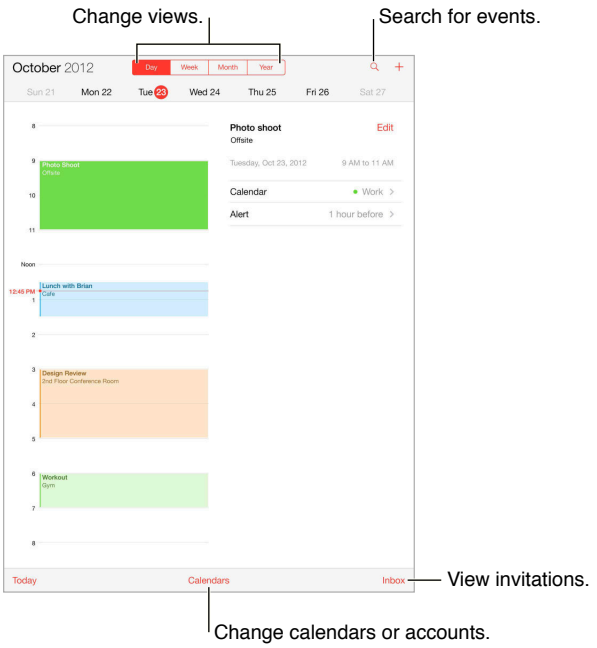
Block unwanted callers. Go to Settings > FaceTime > Blocked > Add New. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see support.apple.com/kb/HT5845.

Other options in Settings let you turn FaceTime on or off, specify a phone number, Apple ID, or email address to use with FaceTime, and set your caller ID.

Calendar

10

Calendar at a glance



Search for events. Tap , then enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched.

Change your view. Tap Day, Week, Month, or Year. Tap to view upcoming events as a list.

Change the color of a calendar. Tap Calendars, then tap ⓘ next to the calendar and choose a color from the list. For some calendar accounts, such as Google, the color is set by the server.

Adjust an event. Touch and hold the event, then adjust the grab points, or drag it to a new time.

Invitations

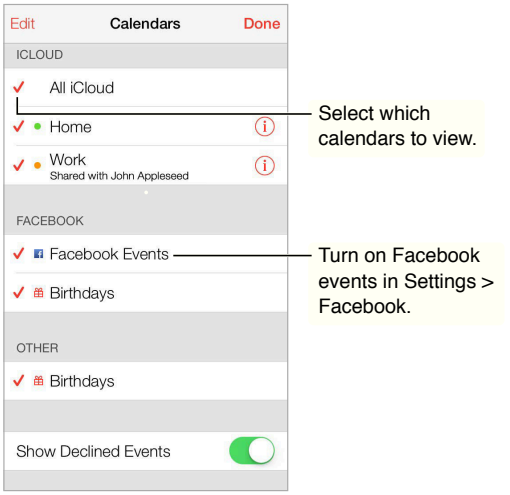
If you have an iCloud account, a Microsoft Exchange account, or a supported CalDAV account, you can send and receive meeting invitations.

Invite others to an event. Tap an event, tap Edit, then tap Invitees. Type names, or tap ⊕ to pick people from Contacts.

RSVP. Tap an event you've been invited to, or tap Inbox and tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you've declined, tap Calendars, then turn on Show Declined Events.

Schedule a meeting without blocking your schedule. Tap the event, then tap Availability and tap "free." If it's an event you created, tap "Show As" and then tap "free." The event stays on your calendar, but it doesn't appear as busy to others who send you invitations.

Use multiple calendars



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.

See multiple calendars at once. Tap Calendars, then select the calendars you want to view.

Move an event to another calendar. Tap the event, tap Edit, then select a calendar to move it to.

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 URL of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

Share iCloud calendars

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

Create an iCloud calendar. Tap Calendars, tap Edit, then tap Add Calendar in the iCloud section.

Share an iCloud calendar. Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Tap Add Person and enter a name, or tap ⊕ to browse your Contacts. Those you invite receive an email invitation to join the calendar, but they need an iCloud account in order to accept.

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

Turn off notifications for shared calendars. When someone modifies a shared calendar, you're notified of the change. To turn off notifications for shared calendars, go to Settings > Mail, Contacts, Calendars > Shared Calendar Alerts.

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.

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
- Default calendar for new events
- Default time for alerts
- Time zone support, to show dates and times using a different time zone
- Which day starts the week

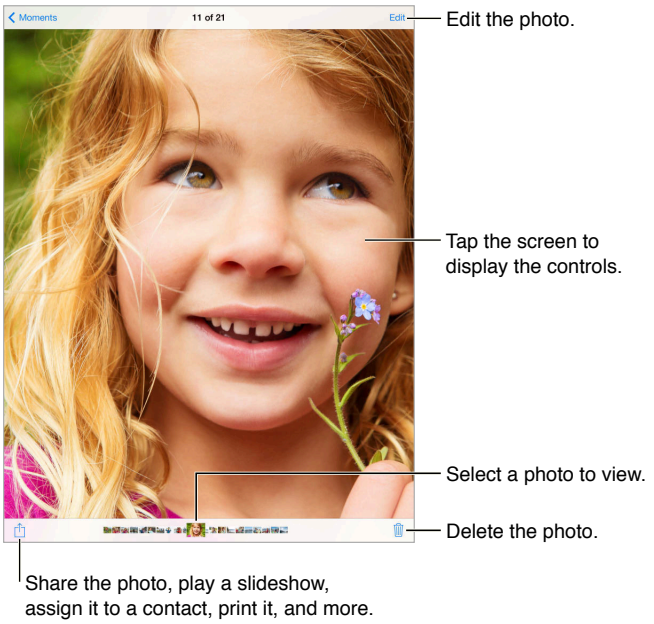
Photos

11

View photos and videos

Photos lets you view your:

- Camera Roll—photos and videos you took on iPad, or saved from an email, text message, webpage, or screenshot
- Shared photos and videos—Photos and videos that you've shared with iCloud Photo Sharing or that other have shared with you (see iCloud Photo Sharing on page 64)
- Photos and videos synced from your computer (see Sync with iTunes on page 17)



View your photos and videos. Tap Photos. Photos automatically organizes your photos and videos by year, by collection, and by moment. To quickly browse the photos in a collection or year, touch and hold for a moment, then drag.

By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos & Camera and turn off Summarize Photos.

View by events or by faces. Albums you sync with iPhoto 8.0 or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. Tap Albums, then scroll to find Events or Faces.

View by location. While viewing by year or by collection, tap ›. Photos and videos that include location information appear on a map, showing where they were taken.

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

Zoom in or out. Double-tap, or pinch and stretch a photo. When you zoom in, you can drag to see other parts of the photo.

Play a video. Tap ▶. To toggle between full-screen and fit-to-screen, double-tap the display.

Play a slideshow. While viewing a photo, tap ⎙, then tap Slideshow. Select options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other slideshow options, go to Settings > Photos & Camera.

To stream a slideshow or video to a TV, see AirPlay on page 31.

Organize your photos and videos

Create a new album. Tap Albums, tap +, enter a name, then tap Save. Select photos and videos to add to the album, then tap Done.

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

Add items to an existing album. While viewing thumbnails, tap Select, select items, tap Add To, then select the album.

Manage albums. While viewing your album list, tap Edit.

- *Rename an album:* Select the album, then enter a new name.
- *Rearrange albums:* Touch, then drag the album to another location.
- *Delete an album:* Tap ⊗.

Only albums created on iPad can be renamed or deleted.

iCloud Photo Sharing

Share streams of photos and videos with people you choose. Friends you've chosen who have an iCloud account—and iOS 6 or later or OS X Mountain Lion or later—can join your stream, view the photos you add, and leave comments. If they have iOS 7 or OS X Mavericks, they can add their own photos and videos to the stream. You can also publish your stream to a website for anyone to view.

Note: To use iCloud Photo Sharing, iPad must be connected to the Internet.

Turn on iCloud Photo Sharing. Go to Settings > iCloud > Photos.

Create a shared stream. While viewing a photo or video, or when you've selected multiple photos or videos, tap ⎙, tap iCloud, tap Stream, then tap New Shared Stream. You can invite people to view your stream using their email address or the mobile phone number they use for iMessage.

Enable a public website. Select the shared stream, tap People, then turn on Public Website. Tap Share Link to announce the site, if desired.

Add items to a shared stream. View a shared stream, tap +, select items, then tap Done. You can add a comment, then tap Post. You can also add items to a shared stream when you're viewing photos or albums. Tap, tap iCloud, tap Stream, then select the shared stream or create a new one. Add a comment if you like, then tap Post.

Delete photos from a shared stream. Select the photo stream, tap Select, select the photos or videos you want to delete, then tap. You must be the owner of the stream, or the owner of the photo.

Delete comments from a shared stream. Select the photo or video that contains the comment. Touch and hold the comment, then tap Delete. You must be the owner of the stream, or the owner of the comment.

Rename a photo stream. While viewing Shared Streams, tap Edit, then tap the name and enter a new one.

Add or remove subscribers, or turn Notifications on or off. Select the photo stream, then tap People.

Subscribe to a shared stream. When you receive an invitation, tap the Shared tab (), then tap Accept. You can also accept an invitation in an email.

Add items to a shared stream you subscribed to. View the shared stream, then tap +, select items, then tap Done. You can add a comment, then tap Post.

My Photo Stream

View the photos you take with iPad on your other devices, automatically. Turn on My Photo Stream in Settings > Photos & Camera. You can also turn on My Photo Stream in Settings > iCloud > Photos.

Photos you take are automatically added to My Photo Stream when you leave the Camera app and iPad is connected to the Internet via Wi-Fi. All photos added to your Camera Roll—including screen shots and photos saved from email, for example—appear in My Photo Stream.

Photos added to My Photo Stream on your other devices also appear in My Photo Stream on iPad. iOS devices can keep up to 1000 of your most recent photos in My Photo Stream; your computers can keep all My Photo Stream photos permanently.

Note: Photos uploaded to My Photo Stream don't count against your iCloud storage.

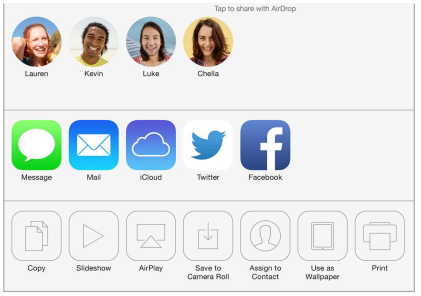
Manage My Photo Stream contents. In your My Photo Stream album, tap Select.

- *Save your best shots to an album on iPad:* Select the photos, then tap Add To.
- *Share, print, copy, or save photos to your Camera Roll album:* Select the photos, then tap.
- *Delete photos:* Select the photos, then tap.

Note: Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in the Camera Roll on the device where they were originally taken. Photos that you save to another album on a device or computer are also not deleted. To delete photos from My Photo Stream, you need iOS 5.1 or later on iPad and on your other iOS devices. See support.apple.com/kb/HT4486.

Share photos and videos

You can share photos and videos in email, text messages, and tweets, and on Facebook and Flickr. Videos can be shared in email and text messages, and on YouTube, Facebook, and Vimeo. You can also share photos and videos using Photo Sharing, described above.



Share or copy a photo or video. View 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 a photo or video, and then paste it into an email or text message.

Share or copy multiple photos and videos. While viewing by moment, tap Share.

Save or share a photo or video you receive.

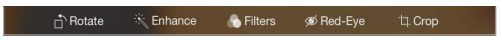
- *Email:* Tap to download it if necessary, then touch and hold the item to see sharing and other options.
- *Text message:* Tap the item in the conversation, then tap .

Photos and videos that you receive in messages or save from a webpage are saved to your Camera Roll album.

Edit photos and trim videos

You can edit photos right on iPad. While viewing a photo full-screen, tap Edit, then tap one of the tools.

- Auto-enhance improves a photo's exposure, contrast, saturation, and other qualities.
- Photo filters lets you apply different color effects, including black & white.
- With the Remove Red-eye tool, tap each eye that needs correcting.
- Crop by dragging the corners of the grid.



Don't like the results? Tap the tool again to return to the original.

Trim a video. Tap the screen to display the controls, drag either end of the frame viewer, 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.

Print photos

Print to an AirPrint-enabled printer:

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

See AirPrint on page 32.

Import 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 later) 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.
   - *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.
   - *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.
   - *Import all items:* Tap Import All.
   - *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.

Photos settings

Settings for Photos are in Settings > Photos & Camera. These include:

- My Photo Stream and Photo Sharing
- Photos tab
- Slideshow

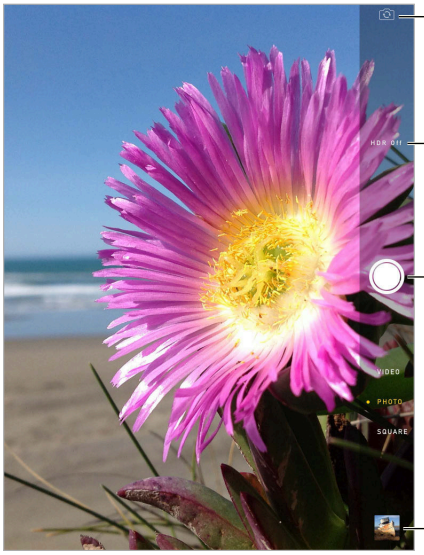
Camera

12

Camera at a glance

Quick! Get the camera! Swipe up from the bottom edge of the screen to open Control Center, then tap .

With iPad, you can take both still photos and videos using the front FaceTime camera or the back camera.



A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected. With the iSight camera, the focus is set in addition to the exposure.

Take photos and videos

Drag up or down to choose the Camera mode for still photos, square-format photos, or videos.

Take a photo. Choose Photo, then tap the shutter button or press either volume button.

A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected.

Exposure is automatic, but you can set the exposure manually for the next shot by tapping an object or area on the screen. With an iSight camera, tapping the screen sets the focus as well as the exposure. Face detection is temporarily turned off. To lock the exposure and focus until you tap the screen again, touch and hold until the rectangle pulses.

Zoom in or out. (iSight camera) Stretch or pinch the image on the screen. With iPad Air and iPad mini with Retina display, zooming works in video mode as well as photo mode.

Shoot some video. Choose Video, then tap the Shutter button or press either volume button to start and stop recording.

If Location Services is turned on, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See Privacy on page 33.

Make it better. You can edit photos (to rotate, auto-enhance, apply a filter, remove red-eye, or crop) and trim videos, right on iPad. See Edit photos and trim videos on page 66.

Want to capture what's displayed on your screen? Simultaneously press and release the Sleep/Wake and Home buttons. The screenshot is added to your Camera Roll.

HDR

HDR (high dynamic range) helps you get great shots, even in high-contrast situations. The best parts of three quick shots, taken at different exposures (long, normal, and short), are blended together into a single photo.

Use HDR. (iPad 3rd generation or later) Tap HDR. For best results, keep both iPad and the subject still.

Keep the normal photo in addition to the HDR version. Go to Settings > Photos and Camera.

HDR versions of photos in your Camera Roll are marked with "HDR" in the corner.

View, share, and print

Photos and videos you take are saved in your Camera Roll. With Photo Stream, new photos also appear in My Photo Stream on iPad and your other iOS devices and computers. See My Photo Stream on page 65.

View your Camera Roll. Tap the thumbnail image, then swipe left or right. You can also view your Camera Roll in the Photos app.

Tap the screen to show or hide the controls.

Get sharing and printing options. Tap . See AirDrop, iCloud, and other ways to share.

Upload photos and videos to your computer. Connect iPad to your computer to upload items to iPhoto or another supported application on your Mac or PC. If you delete photos or videos in the process, they're removed from your Camera Roll album.

Sync photos and videos to iPad from your Mac. Use the Photos settings pane in iTunes. See Sync with iTunes on page 17.

Camera settings

Go to Settings > Photos & Camera for camera options, which include:

- Photo streams
- Slideshow
- Grid

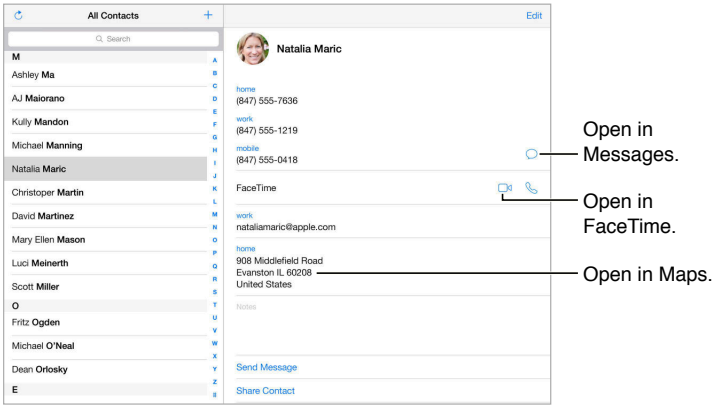
Adjust the volume of the shutter sound with the Ringer and Alerts settings in Settings > Sounds. Or mute the sound using the Ring/Silent switch. (In some countries muting is disabled.)

Contacts

13

Contacts at a glance

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

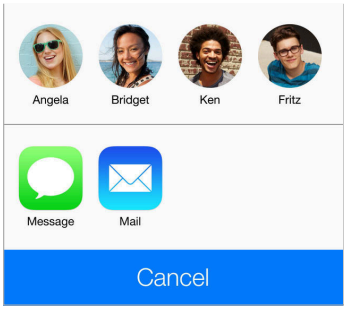


Set your My Info card for Safari, Siri, and other apps. Go to Settings > Mail, Contacts, Calendars, then tap My Info and select the contact card with your name and information.

Let Siri know who's who. While editing your My Info card, tap Add Related Name to define relationships you want Siri to know about, so you can say things like "send a message to my sister." You can also add relationships using Siri. Say, for example, "John Appleseed is my brother."

Find a contact. Use the search field at the top of the contacts list. You can also search your contacts using Spotlight Search (see Search on page 27).

Share a contact. Tap a contact, then tap Share Contact. See AirDrop, iCloud, and other ways to share on page 30.



Change a label. If a field has the wrong label, such as Home instead of Work, tap Edit. Then tap the label and choose one from the list, or tap Custom Field to create one of your own.

Delete a contact. Go to the contact's card, then tap Edit. Scroll down, then tap Delete Contact.

Add contacts

Besides 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.
- *Use your Google contacts:* Go to Settings > Mail, Contacts, Calendars, then tap your Google account and turn on 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.

Search a directory. Tap Groups, tap the GAL, CardDAV, or LDAP directory you want to search, then enter your search. To save the info to your contacts, tap Add Contact.

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

Update your contacts with Twitter. Go to Settings > Twitter, then tap Update Contacts. Twitter matches email addresses and phone numbers in order to add Twitter user names and photos to your contact cards.

When you have contacts from multiple sources, you might have multiple entries for the same person. To keep redundant contacts from appearing in your 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.

Unify contacts. If two entries for the same person aren't linked automatically, you can unify them manually. Edit one of the contacts, then tap Link Contact and choose the other contact to link to.

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 Edit, tap the linked card with the name you prefer, then tap Use This Name For Unified Card.

Contacts settings

To change Contacts settings, go to Settings > Mail, Contacts, Calendars, where you can:

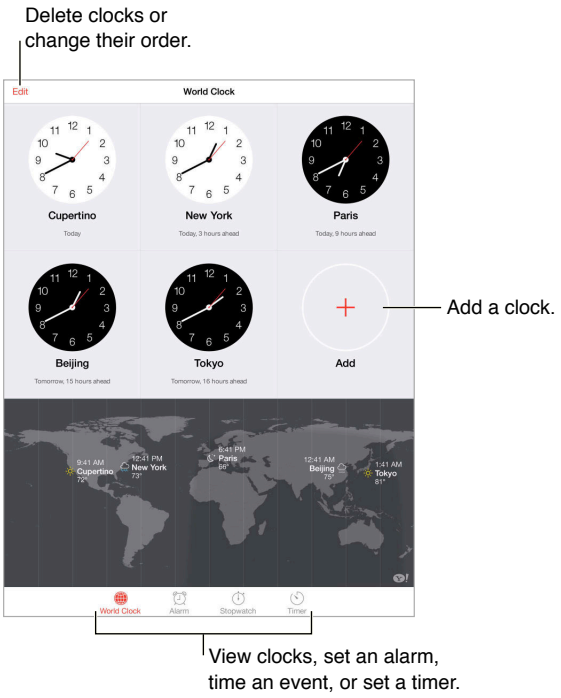
- Change how contacts are sorted
- Display contacts by first or last name
- Change how long names are shortened in lists
- Set a default account for new contacts
- Set your My Info card

Clock

14

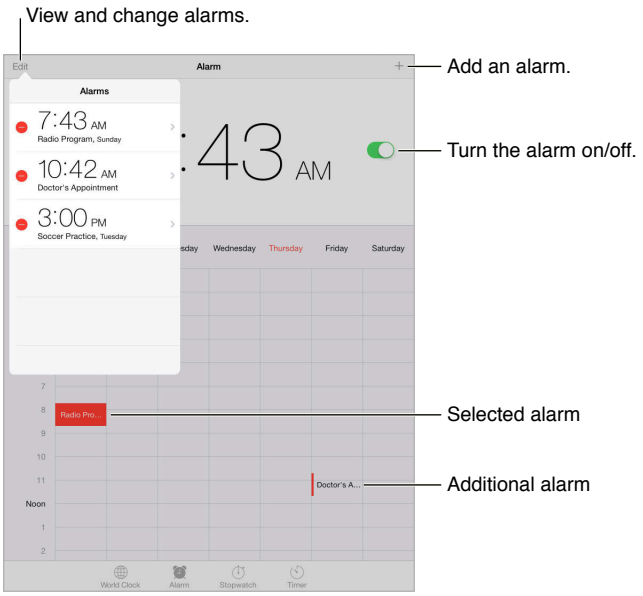
Clock at a glance

The first clock displays the time based on your location when you set up iPad. Add other clocks to show the time in other major cities and time zones.



Alarms and timers

Want iPad to wake you? Tap Alarm, then tap +. Set your wake-up time and other options, then give the alarm a name (like "Soccer practice").



Keep track of time. Use the stopwatch to keep time, record lap times, or set a timer to alert you when time's up. If you're boiling an egg, just tell Siri to "Set the timer for 3 minutes."

Want to fall asleep to music or a podcast? Tap Timer, then tap When Timer Ends and choose Stop Playing at the bottom.

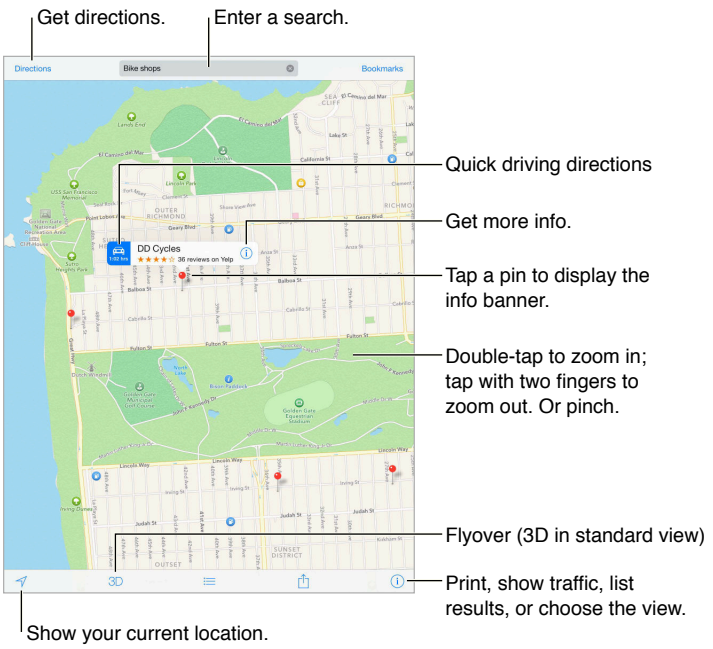
Get quick access to clock features. Swipe up from the bottom edge of the screen to open Control Center, then tap . You can access alarms in Control Center even when iPad is locked.

Maps

15

Find places

WARNING: For important information about navigating safely and avoiding distraction while driving, see Important safety information on page 123.



Important: 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. Some Maps features require Location Services. See Privacy on page 33.

Move around Maps by dragging the screen. To face a different direction, rotate with two fingers. To return to north, tap the compass in the upper right.

Zoom in or out. Double-tap with one finger to zoom in and tap with two fingers to zoom out—or just pinch and stretch. The scale appears in the upper-left while zooming. To change how distance is shown (miles or kilometers), go to Settings > Maps.

You can search for a location in different ways:

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

If Maps guesses where you’re headed while you’re entering a search, tap that location in the list below the search field.

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

Choose your view. Tap ⓘ, then choose Standard, Hybrid, or Satellite.

Manually mark a location. Touch and hold the map until the dropped pin appears.

Get more info

Get info about a location. Tap a pin to display its banner, then tap ⓘ. Info might include Yelp reviews and photos, a webpage link, directions, and more.

Tap Share to share the location. See AirDrop, iCloud, and other ways to share on page 30.

Get directions

Note: To get directions, iPad must be connected to the Internet. To get directions involving your current location, Location Services must also be on.

Get driving directions. Tap Directions, enter the starting and ending locations, then tap Route. Or, choose a location or a route from the list, if 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.

  With turn-by-turn directions, night mode automatically adjusts the screen image for easier viewing at night.
- *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 ☰.
- *Stop turn-by-turn directions:* Tap End.

Get driving directions from your current location. Tap 🚗 on the banner of your destination. If you’re a walker, set your directions preference to Walking in Settings > Maps.

Get walking directions. Tap Directions, then tap 🚶. Enter the starting and ending locations, then tap Route. Or choose a location or a route from the list, if available. Tap Start, then swipe left to see the next instruction.

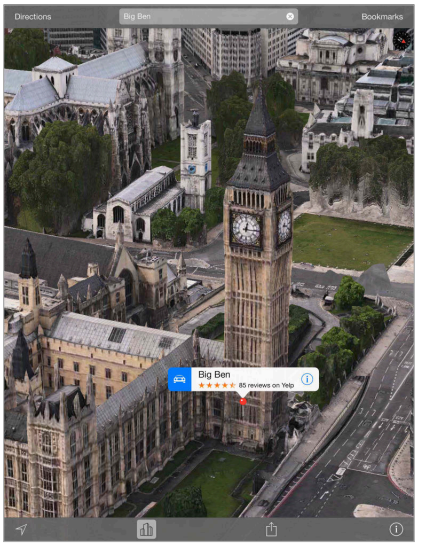
Get public transit directions. Tap Directions, then tap . Enter the starting and ending locations, then tap Route. Or choose a location or a route from the list, if available. Download and open the routing apps for the transit services you want to use.

Find out about traffic conditions. Tap ⓘ, then tap Show Traffic. Orange dots show slowdowns, and red dots show stop-and-go traffic. To see an incident report, tap a marker.

Report a problem. Tap ⓘ, then tap Report a Problem.

3D and Flyover

On iPad 3rd generation or later, you can see three-dimensional views and even fly over many of the world's major cities.



Use 3D or Flyover. Zoom in until 3D or becomes active, then tap the button. Or, drag two fingers up. To switch between 3D and Flyover, tap the lower-right corner and change views.

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

Maps settings

Go to Settings > Map. Settings include:

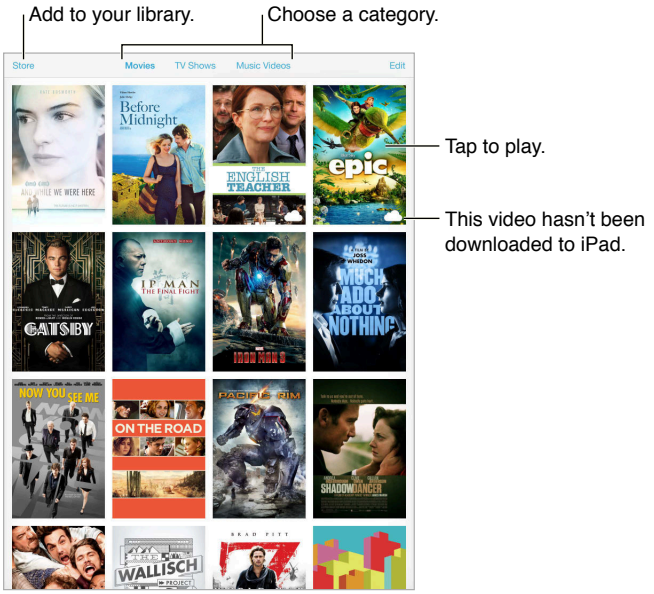
- Navigation voice volume (iPad Wi-Fi + Cellular)
- Distances in mile or kilometers
- Map labels always appear in the language specified in Settings > General > International > Language
- Preferred directions by driving or walking

Videos

16

Videos at a glance

Open 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 Podcasts at a glance on page 97. To watch videos you record using Camera on iPad, open the Photos app.



WARNING: For important information about avoiding hearing loss, see Important safety information on page 123.

Add videos to your library

Buy or rent videos on the iTunes Store. Tap Store in the Videos app, or open the iTunes Store app on iPad and tap Movies or TV Shows. Videos you purchase are available on iPad and on your other iOS devices or computers using the same Apple ID. The iTunes Store is not available in all areas. See Chapter 22, iTunes Store, on page 91.

Transfer videos from your computer. Connect iPad, then sync videos from iTunes on your computer. See Sync with iTunes on page 17.

Stream videos from your computer to iPad. Turn on Home Sharing in iTunes on your computer. Then, on iPad, go to Settings > Videos and enter the Apple ID and password you use for Home Sharing on your computer. Then open Videos on iPad and tap Shared at the top of the list of videos.

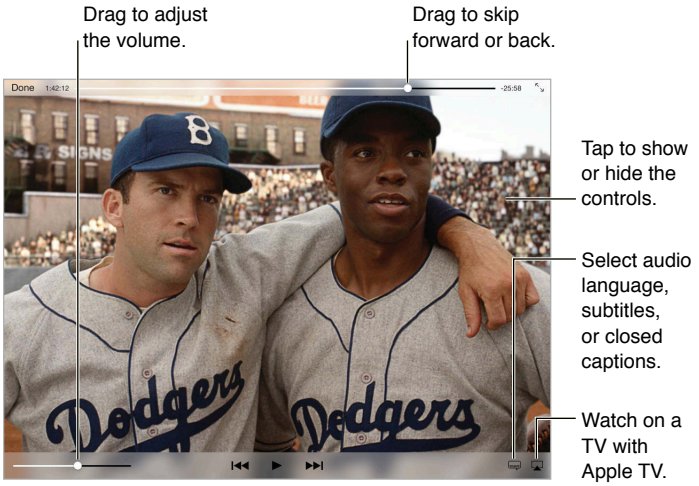
Convert a video to work with iPad. If you try to sync a video from iTunes and a message says the video can't play on iPad, try converting the video. Select the video in iTunes on your computer and choose File > Create New Version > Create iPad or Apple TV Version. Then sync the converted video to iPad.

Delete a video from iPad. Tap Edit in the upper right of your collection, then tap ⊗ on the video thumbnail. If you don't see the Edit button, look for ☁ on your video thumbnails—those videos haven't been downloaded to iPad, so you can't delete them. To delete an individual episode of a series, tap the series, then swipe left on the episode in the Episodes list.

Deleting a video (other than a rented movie) from iPad doesn't delete it from the iTunes library on your computer of from your purchased videos in iCloud, and you can sync the video or download it to iPad again later. If you don't want to sync a deleted video back to iPad, set iTunes to not sync the video. See Sync with iTunes on page 17.

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

Control playback



42 is available on iTunes.
42 © 2013 Legendary Pictures Funding, LLC.

Scale the video to fill the screen or fit to the screen. Tap ⤡ or ⤢. Or double-tap the video. If you don't see the scaling controls, your video already fits the screen perfectly.

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. 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 ⏭. Or drag the playhead left or right. Move your finger toward the bottom of the screen as you drag for finer control.

Select a different audio language. If the video offers other languages, tap , then choose a language from the Audio list.

Show subtitles or closed captions. Tap . Not all videos offer subtitles or closed captions.

Customize the appearance of closed captions. Go to Settings > General > Accessibility > Subtitles & Captioning.

Want to see closed captions and subtitles for the deaf and hard of hearing? Go to Settings > General > Accessibility > Subtitles & Captioning and turn on Closed Captions + SDH.

Watch the video on a TV. Tap . For more about AirPlay and other ways to connect, see AirPlay on page 31.

Videos settings

Go to Settings > Videos, where you can:

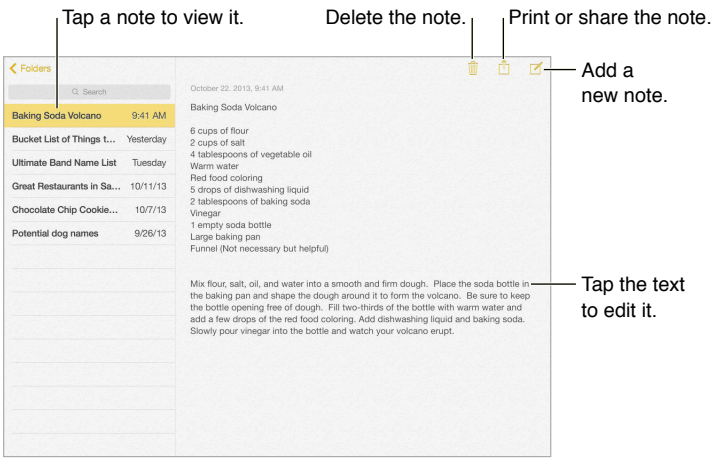
- Choose where to resume playback the next time you open a video
- Choose to show only videos on iPad
- Log in to Home Sharing

Notes

17

Notes at a glance

Type notes on iPad, and iCloud makes them available on your other iOS devices and Mac computers. You can also read and create notes in other accounts, such as Gmail or Yahoo!.



See your notes on your other devices. If you use icloud.com, me.com, or mac.com for iCloud, go to Settings > iCloud and turn on Notes. If you use Gmail or another IMAP account for iCloud, go to Settings > Mail, Contacts, Calendars and turn on Notes for the account. Your notes appear on all your iOS devices and Mac computers that use the same Apple ID.

See just the note. Use iPad in portrait orientation. To see the notes list again in portrait orientation, swipe from left to right.

Search for a note. Tap the Search field at the top of the notes list and type what you're looking for. You can also search for notes from the Home screen—just drag down in the middle of the screen.

Share or print a note. Tap at the bottom of the note. You can share via Messages, Mail, or AirDrop.

Delete a note. Tap , or swipe left over the note in the notes list.

Share notes in multiple accounts

Share notes with other accounts. You can share notes with other accounts, such as Google, Yahoo!, or AOL. Go to Settings > Mail, Contacts, Calendars, add the account if it's not already there, and turn on Notes for the account.

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

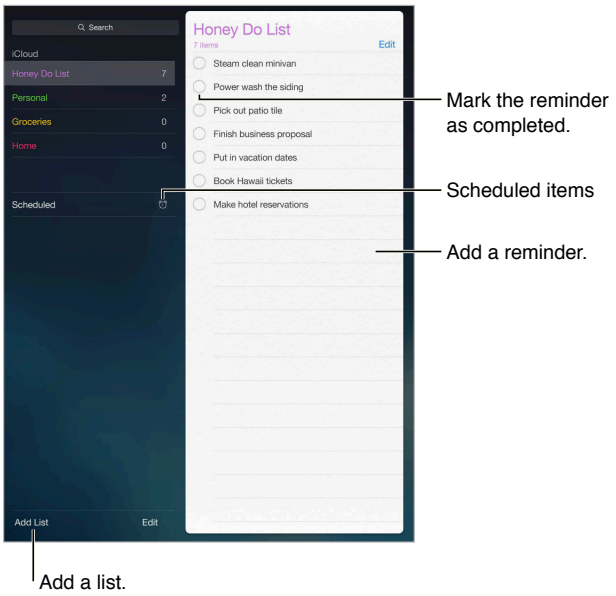
Choose the default account for new notes. Go to Settings > Notes.

See all the notes in an account. Tap Accounts at the top of the notes list, then choose the account.

Reminders

18

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



Add a reminder. Tap a list, then tap a blank line.

Delete a list. While viewing a list, tap Edit, then tap Delete List.

Delete a reminder. Swipe the reminder left, then tap Delete.

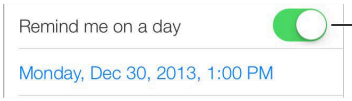
Change the order of lists or reminders. Tap Edit, then touch ☰ and move the item.

What list was that in? When you enter text in the search field, reminders in all lists are searched by the reminder name. You can also use Siri to search reminders. For example say, "Find the reminder about milk."

Don't bother me now. You can turn off Reminder notifications in Settings > Notification Center. To silence them temporarily, turn on Do Not Disturb.

Scheduled reminders

Scheduled reminders notify you when they're due.

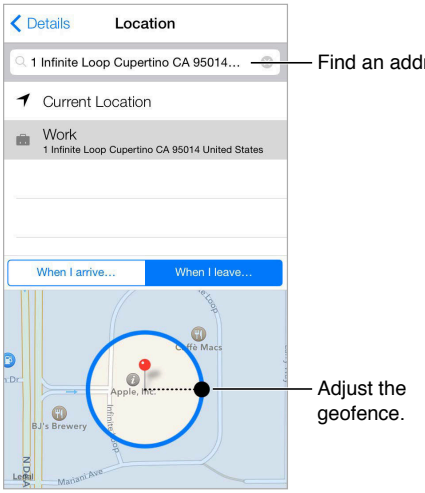


See all scheduled reminders. Tap Scheduled to show the list of reminders that have a due date.

Don't bother me now. You can turn off Reminder notifications in Settings > Notification Center. To silence notifications temporarily, turn on Do Not Disturb.

Location reminders

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



Be reminded when you arrive at or leave a location. While editing a reminder, tap ⓘ, then turn on "Remind me at a location." Tap Location, then choose a location from the list or enter an address. After you define a location, you can drag to change the size of the geofence on the map, which sets the approximate distance at which you're reminded. You can't save a location reminder in Outlook or Microsoft Exchange calendars.

Add common locations to your My Info card. When you set a location reminder, locations in the list include addresses from your My Info card in Contacts. Add your work, home, and other favorite addresses to your card for easy access in Reminders.

Reminders settings

Go to Settings > Reminders, where you can:

- Set the tone played for notifications
- Set a default list for new reminders
- Sync past reminders

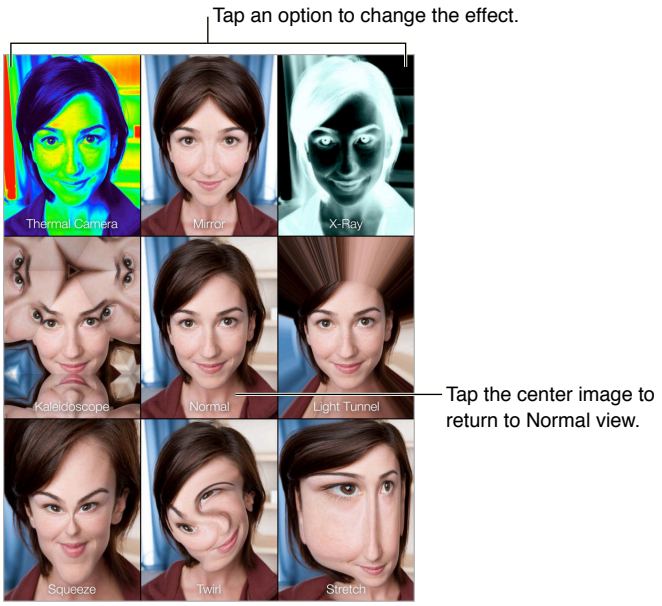
Keep your reminders up to date on other devices. Go to Settings > iCloud and turn on Reminders. To keep up to date with Reminders on OS X, turn on iCloud on your Mac too. Some other types of accounts, such as Exchange, also support Reminders. Go to Settings > Mail, Contacts, Calendars and turn on Reminders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

Photo Booth

19

Take photos

It's easy to take a photo with Photo Booth and spice it up with effects.



When you take a photo, iPad makes a shutter sound. You can use the Volume buttons on the side of iPad to control the volume of the shutter sound, or mute it by setting the Side Switch to silent. See Volume buttons and the Side Switch on page 11.

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

Take a photo. Aim iPad and tap the shutter button.

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.

What have you done? Tap the thumbnail of your last shot. To display the controls again, tap the screen.

Switch between cameras. Tap at the bottom of the screen.

Manage 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 .

Share or copy a photo. Tap a thumbnail, tap , then tap a share option (Message, Mail, iCloud, Twitter, Facetime) 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 View photos and videos on page 63.

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.

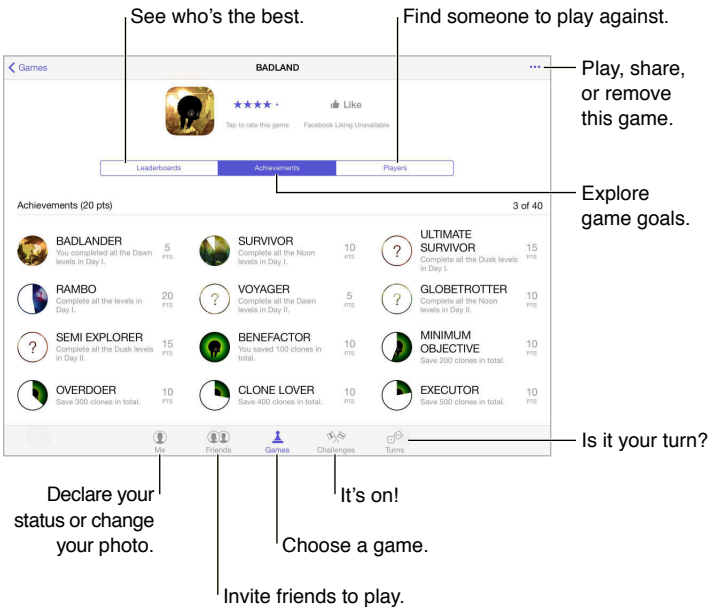
Game Center

20

Game Center at a glance

Game Center lets you play your favorite games with friends who have an iOS device or a Mac (OS X Mountain Lion or later). 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 123.



Get started. Open Game Center. If you see your nickname at the top of the screen, you're already signed in. Otherwise, you'll be asked for your Apple ID and password.

Get some games. Tap Games, then tap a recommended game. Or browse for games in the App Store (look for Supports Game Center in the game details). Or get a game one of your friends has; see Play games with friends on page 89.

Play! Tap Games, choose a game, tap ••• in the upper right, then tap Play.

Sign out? No need to sign out when you quit Game Center, but if you want to, go to Settings > Game Center and tap your Apple ID.

Play games with friends

Invite friends to a multiplayer game. Tap Friends, choose a friend, choose a game, then tap ••• in the upper right. If the game allows or requires additional players, choose the 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 invite someone else.

Send a friend request. Tap Friends, tap +, then enter your friend's email address or Game Center nickname. To browse your contacts, tap ⊕. (To add several friends with one request, type Return after each address.) Or, tap any player you see anywhere in Game Center.

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

What are your friends playing and how are they doing? Tap Friends, tap your friend's name, then tap the Games or Points bubble.

Want to purchase a game your friend has? Tap Friends, then tap your friend's name. Tap their Games bubble, tap the game in the list, then tap ••• in the upper right.

Make new friends. To see a list of your friend's friends, tap Friends, tap your friend's name, then tap their Friends bubble.

Unfriend a friend. Tap Friends, tap the friend's name, then tap ••• in the upper right.

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

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

Keep it friendly. To report offensive or inappropriate behavior, tap Friends, tap the person's name, tap ••• in the upper right, then tap Report a Problem.

Game Center settings

Go to Settings > Game Center, where you can:

- Sign out (tap your Apple ID)
- Allow invites
- Let nearby players find you
- Edit your Game Center profile (tap your nickname)
- Get friend recommendations from Contacts or Facebook

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

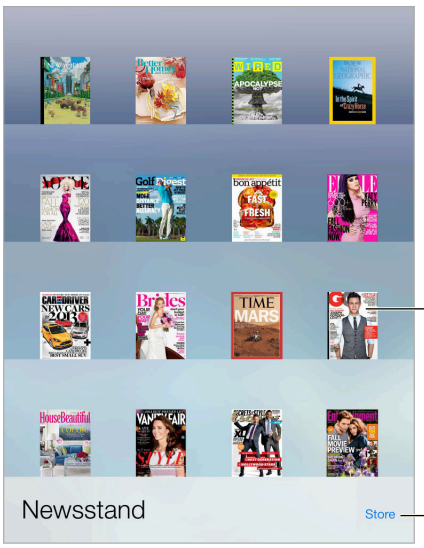
Change restrictions for Game Center. Go to Settings > General > Restrictions.

Newsstand

21

Newsstand at a glance

Newsstand organizes your magazine and newspaper apps, and automatically updates them when iPad is connected to Wi-Fi.



Note: You need an Internet connection and an Apple ID to download Newsstand apps, but you can read downloaded content without an Internet connection. Newsstand is not available in all areas.

Find Newsstand apps. While viewing the shelf, tap Store. When you purchase a Newsstand app, it's added to the 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.

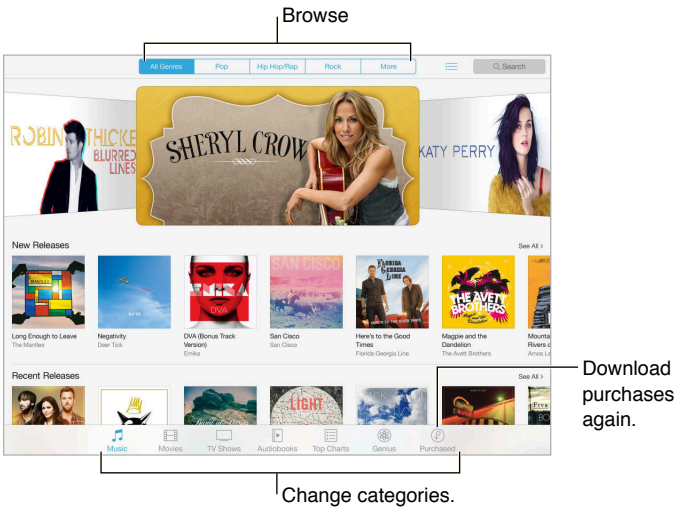
Turn off automatic updates. Apps update automatically over Wi-Fi, unless you turn off the option in Settings > iTunes & App Store > Automatic Downloads.

iTunes Store

22

iTunes Store at a glance

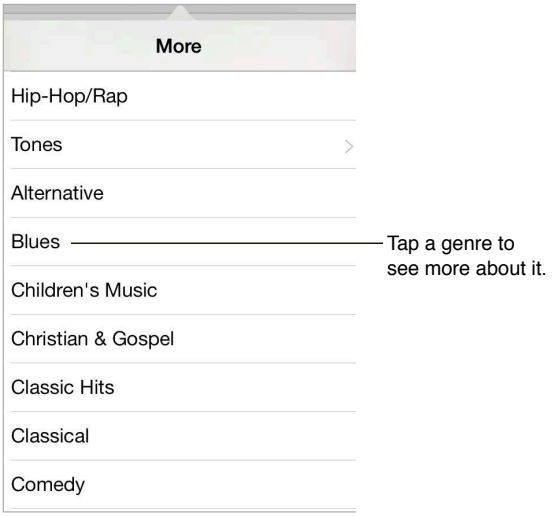
Use the iTunes Store to browse and add music, movies, TV shows, and audiobooks to iPad.



Note: You need an Internet connection and an Apple ID to use the iTunes Store. The iTunes Store is not available in all areas.

Browse or search

Browse by category or genre. Tap one of the categories (Music, Movies, TV, or Audiobooks). Tap a genre (for example, Comedy) to refine the list. Tap More to see a list of genres to choose from.



View your browse history. Tap ☰ to see items you've viewed.

If you know what you're looking for, tap Search. Enter info in the search field, then tap Search on the keyboard.

Discover great new music on iTunes Radio. When you listen to iTunes Radio and hear a song you like, you can connect to the iTunes Store to purchase it, add it to your wish list, or discover similar music. See iTunes Radio on page 52.

Preview a song or video. Tap it.

Purchase, rent, or redeem

Tap an item's price (or tap Free), then tap again to buy it. If you see ☁ instead of a price, you've already purchased the item and you can download it again without a charge.

Use a gift card or code. Tap a category (like Music), scroll to the bottom, then tap Redeem. To send a gift, view the item you want to give, then tap ⬆ and Gift.

Bought something on another device? Go to Settings > iTunes & App Store to set up automatic downloads to your iPad. To see your purchased music, movies, and TV shows, in iTunes Store, tap Purchased.

Watch your time with rentals. In some areas, you can rent movies. You have 30 days to begin watching a rented movie. After you start watching it, you can play it as many times as you want in the allotted time (24 hours within the U.S. iTunes Store; 48 hours in other countries). Once your time's up, the movie is deleted. Rentals can't be transferred to another device; however, you can use AirPlay and Apple TV to view a rental on your television.

iTunes Store settings

To set options for iTunes Store, go to Settings > iTunes & App Store. You can:

View or edit your account. Tap your Apple ID, then tap View Apple ID and log in. To change your password, tap the Apple ID field, then tap the Password field.

Sign in with a different Apple ID. Tap your account name, then tap Sign Out. You can then enter a different Apple ID.

Turn on iTunes Match. If you're a subscriber, tap iTunes Match to access your music on iPad from anywhere. Tap "Learn more" for more information about iTunes Match.

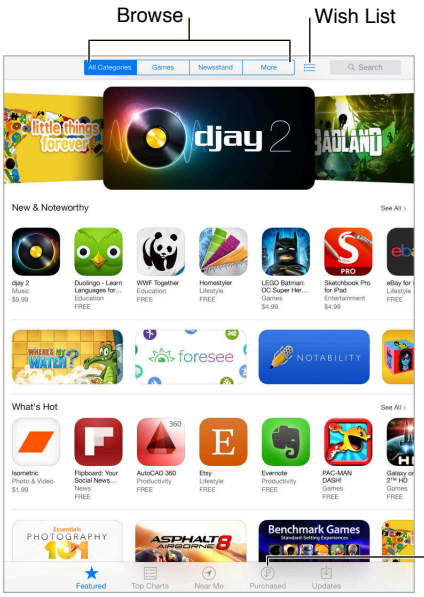
Turn off automatic downloads. Tap Music, Books, or Updates. Content updates automatically over Wi-Fi, unless you turn off the option in Automatic Downloads.

App Store

23

App Store at a glance

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



Note: You need an Internet connection and an Apple ID to use the App Store. The App Store is not available in all areas.

Find apps

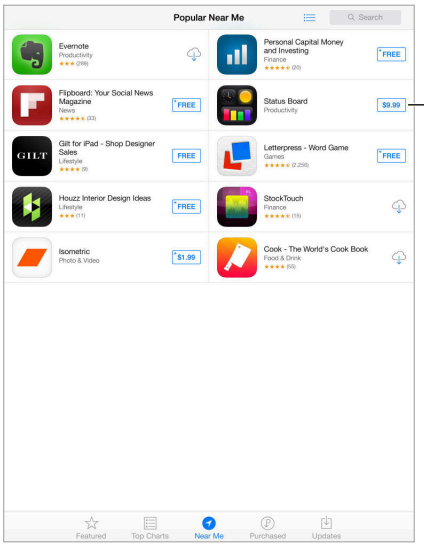
If you know what you're looking for, tap Search. Or tap Categories to browse by type of app.

Want to tell a friend about an app? Find the app, tap , then choose the method. See AirDrop, iCloud, and other ways to share on page 30.

Add an app to your Wish List. To track an app you might want to purchase later, tap on the app page, then tap Add to Wish List.

See your Wish List. After you add items to your Wish List, tap on the App Store screen. You can purchase an app or edit your Wish List.

What apps are being used nearby? Tap Near Me to find out the most popular apps others around you are using (Location Services must be on in Settings > Privacy > Location Services). Try this at a museum, sporting event, or when you're traveling, to dig deeper into your experience.



Purchase, redeem, and download

Tap the app's price (or tap Free), then tap Buy to purchase it. If it's free, tap .

If you see instead of a price, you've already purchased the app and you can download it again without charge. While the app is downloading or updating, its icon appears on the Home screen with a progress indicator.

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

Send a gift. View the item you want to give, then tap and Gift.

Restrict in-app purchases. Many apps provide extra content or enhancements for a fee. To limit purchases that can be made from within an app, go to Settings > General > Restrictions (make sure Restrictions is enabled), then turn off In-App Purchases. See Restrictions on page 32.

Delete an app. Touch and hold the app icon on the Home screen until the icon jiggles, then tap . When you finish, press the Home button. You can't delete built-in apps. Deleting an app also deletes its data. You can download any app you've purchased on the App Store again, free of charge.

For information about erasing all of your apps, data, and settings, see Reset iPad settings on page 126.

App Store settings

To set options for App Store, go to Settings > iTunes & App Store. You can:

View or edit your account. Tap your Apple ID, then tap View Apple ID and log in. To change your password, tap the Apple ID field, then tap the Password field.

Sign in using a different Apple ID. Tap your account name, then tap Sign Out. Then enter the other Apple ID.

Turn off automatic downloads. Tap Apps in Automatic Downloads. Apps update automatically over Wi-Fi, unless you turn off the option.

Download apps using the cellular network (Wi-Fi + Cellular models). Turn on Use Cellular Data. Downloading apps over the cellular network may incur carrier charges. See Cellular settings on page 129. Newsstand apps update only over Wi-Fi.

Podcasts

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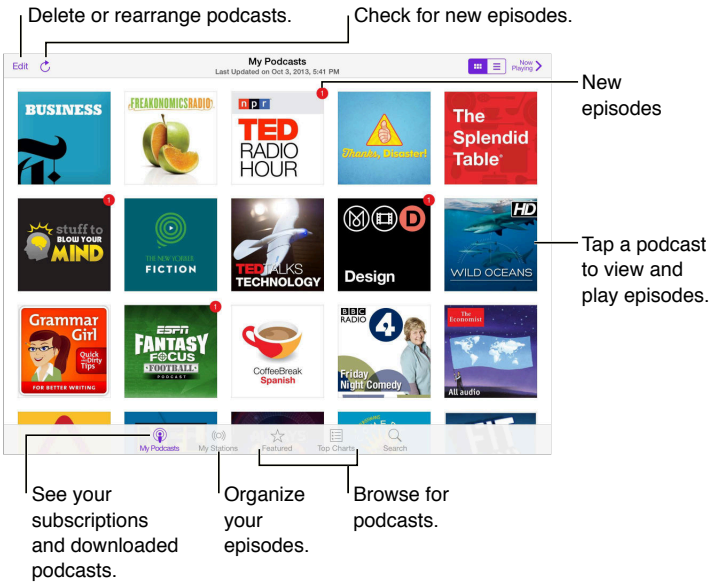
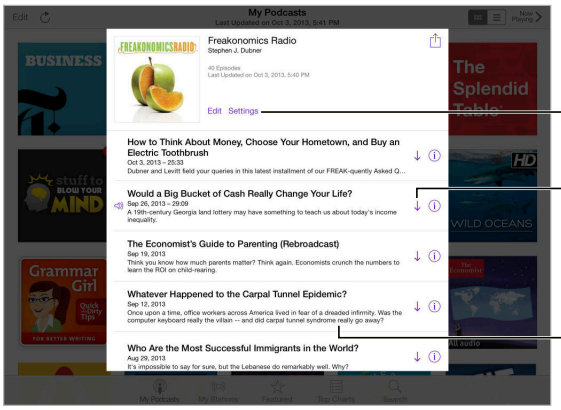
Podcasts at a glance

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



Get podcasts



Browse for podcasts. Tap Featured or Top Charts at the bottom of the screen.

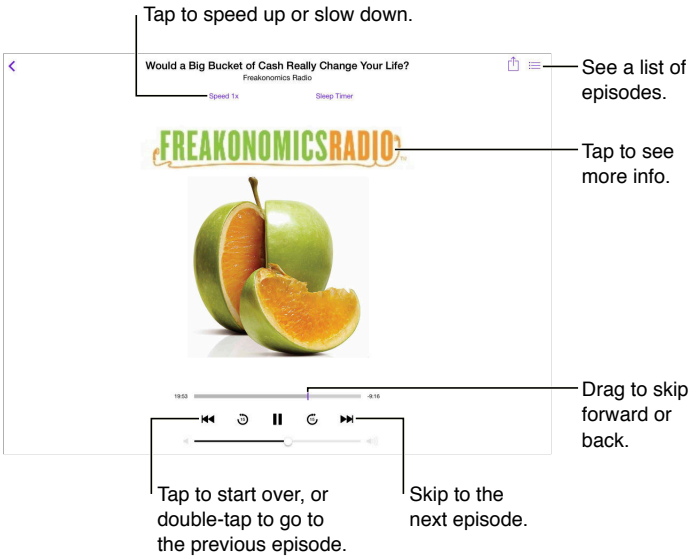
Preview or stream an episode. Tap the podcast, then tap an episode.

Search the store. Tap Search at the bottom of the screen.

Download an episode to iPad. Tap ↓ next to the episode.

Get new episodes as they are released. Subscribe to the podcast. If you're browsing Featured podcasts or Top Charts, tap the podcast, then tap Subscribe. If you've already downloaded episodes, tap My Podcasts, tap the podcast, tap Settings at the top of the episode list, then turn on Subscription.

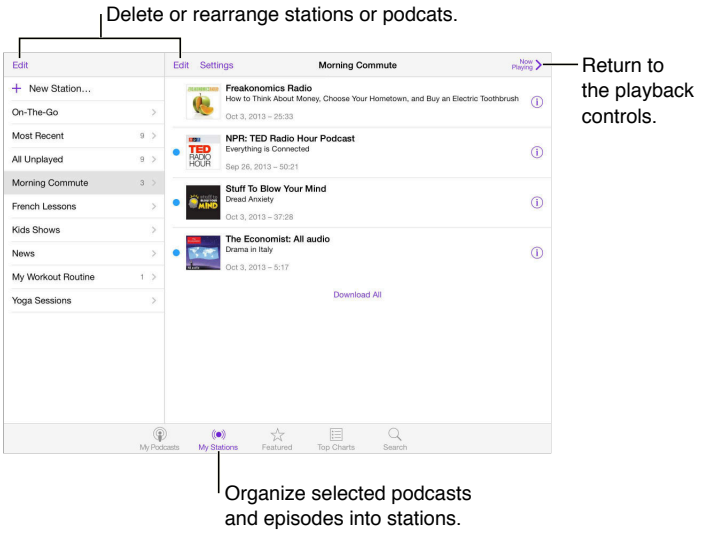
Control playback



See podcast info while you listen. Tap the podcast image on the Now Playing screen.

Skip forward or back with greater accuracy. Move your finger toward the top of the screen as you drag the playhead left or right. When you're close to the playback controls, you can scan quickly through the entire episode. When you're close to the top of the screen, you can scan one second at a time.

Organize your podcasts



Pull together episodes from different podcasts. Add episodes to your On-The-Go station. Tap My Stations, tap On-The-Go, then tap Add. Or tap ⓘ next to any episode in your library. You can also touch and hold any episode, then tap Add to On-The-Go.

Create a station. Tap My Stations, then tap +.

Change the order of the station list or the podcasts in a station. Tap My Stations, tap Edit above the station list or the episode list, then drag ☰ up or down.

Change the playback order for episodes in a station. Tap the station, then tap Settings.

Rearrange your podcast library. Tap My Podcasts, tap list view in the upper right, tap Edit, then drag ☰ up or down.

List oldest episodes first. Tap My Podcasts, tap a podcast, then tap Settings.

Podcasts settings

Go to Settings > Podcasts, where you can:

- Choose to keep your podcast subscriptions up to date on all your devices.
- Choose how frequently Podcasts checks your subscriptions for new episodes.
- Have episodes downloaded automatically.
- Choose whether to keep episodes after you finish them.

Accessibility

A Appendix

Accessibility features

iPad incorporates these accessibility features:

- VoiceOver
- Support for braille displays
- Siri
- Zoom
- Invert Colors
- Speak Selection
- Speak Auto-Text
- Large, bold, and high-contrast text
- Reduced screen motion
- On/off switch labels
- Subtitles and closed captions
- Mono audio and balance
- Assignable tones
- Guided Access
- Switch Control
- AssistiveTouch
- Widescreen keyboards

Turn on accessibility features. Go to Settings > General > Accessibility, or use the Accessibility Shortcut. See Accessibility Shortcut below.

Use iTunes to configure accessibility. You can choose some accessibility options in iTunes on your computer. Connect iPad to your computer and select iPad in the iTunes device list. Click Summary, then click Configure Accessibility at the bottom of the Summary screen.

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

Accessibility Shortcut

Choose the features you want to control. Go to Settings > General > Accessibility > Accessibility Shortcut and select the accessibility features you use.

Use the Accessibility Shortcut. Press the Home button quickly three times to turn any of these features on or off:

- VoiceOver
- Invert Colors
- Zoom

- Guided Access (The shortcut starts Guided Access if it's already turned on. See Guided Access on page 113.)
- Switch Control
- AssistiveTouch

Not so fast. To slow down the triple-click speed, go to Settings > General > Accessibility > Home-click Speed.

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. The VoiceOver cursor (a rectangle) encloses the item and VoiceOver speaks its name or describes it.

Touch the screen or drag your finger over it to hear the 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, such as buttons and links, use the gestures described in Learn VoiceOver gestures on page 103.

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 dimmed or locked.

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. When VoiceOver is on, you must use VoiceOver gestures—even to turn VoiceOver off.

Turn VoiceOver on or off. Go to Settings > General > Accessibility > VoiceOver, or use the Accessibility Shortcut. See Accessibility Shortcut on page 100.

Explore. 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:* Swipe right or left with one finger. Item order is left-to-right, top-to-bottom.
- *Select the item above or below:* Set the rotor to Vertical Navigation, then swipe up or down with one finger. For more about the rotor, see Use the VoiceOver rotor on page 105.
- *Select the first or last item on the screen:* Tap with four fingers at the top or bottom of the screen.
- *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 swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down to move quickly through the list of items. Or use handwriting to select an item by writing its name; see Write with your finger on page 106.
- *Change an item's name so it's easier to find:* Select the item, then double-tap and hold with two fingers anywhere on the screen.

- *Speak the text of the selected item:* Set the rotor to characters or words, then swipe down or up with one finger.
- *Turn spoken hints on or off:* Go to Settings > General > Accessibility > VoiceOver > Speak Hints.
- *Use phonetic spelling:* Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback.
- *Speak the entire screen from the top:* Swipe up with two fingers.
- *Speak from the current item to the bottom of the screen:* Swipe down with two fingers.
- *Pause speaking:* Tap once with two fingers. Tap again with two fingers to resume. Speaking resumes when you select another item.
- *Mute VoiceOver:* Double-tap with three fingers. Repeat to unmute. If you're using an external keyboard, press the Control key.
- *Silence sound effects:* Turn off Settings > General > Accessibility > VoiceOver > Use Sound Effects.

Use a larger VoiceOver cursor. Turn on Settings > General > Accessibility > VoiceOver > Large Cursor.

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 Use the VoiceOver rotor on page 105.
- *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.
- *Speak punctuation:* Set the rotor to Punctuation, then swipe up or down to to select how much you want to hear.
- *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 at Settings > General > Accessibility > VoiceOver > Languages & Dialects.
- *Choose which pronunciations are available in the rotor:* Go to Settings > General > Accessibility > VoiceOver > Languages & Dialects. To adjust the voice quality or speaking rate for each language, tap ⓘ next to the language. To change the order of the languages, drag ☰ up or down. To delete a language, tap Edit.
- *Set the default dialect for the current iPad language:* Go to Settings > General > Accessibility > VoiceOver > Languages & Dialects.
- *Change the basic reading voice:* Go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.

Use iPad with VoiceOver

Unlock iPad. Press either the Home button or the Sleep/Wake button, swipe to select the Unlock slide, then double-tap the screen.

Enter your passcode silently. To avoid having your passcode spoken as you enter it, use handwriting to enter it; see Write with your finger on page 106.

Open an app, toggle a switch, or tap an item. Select the item, then double-tap the screen.

Double-tap the selected item. Triple-tap the screen.

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

Use a standard gesture. Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume.

Scroll a list or area of the screen. Swipe up or down with three fingers.

- *Scroll continuously through a list:* Double-tap and hold until you hear three rising tones, then drag up or down.
- *Use the list index:* Some lists have an alphabetical index along the right side. You can't select the index by swiping between items—you must touch the index directly to select it. With the index selected, swipe up or down to move through 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 items in Accessibility settings. Select ☰ to the right side of an item, double-tap and hold until you hear three rising tones, then drag up or down.

Open Notification Center. Select any item in the status bar, then swipe down with three fingers. To dismiss, do a two-finger scrub (move two fingers back and forth three times quickly, making a "z").

Open Control Center. Select any item in the status bar, then swipe up with three fingers. To dismiss Control Center, do a two-finger scrub.

Switch apps. Press the Home button twice to see what's running, then swipe left or right with one finger to select and double-tap to open. You can also set the rotor to Actions while viewing open apps, and swipe up or down.

Rearrange your Home screen. Select an icon on the Home screen, double-tap and hold, then drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

Speak iPad status information. Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, 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.

Learn VoiceOver gestures

When VoiceOver is on, standard touchscreen gestures have different effects, and additional gestures let you move around the screen and control individual items. VoiceOver gestures include two-, three-, and four-finger taps and swipes. For best results using multi-finger gestures, relax and let your fingers touch the screen with some space between them.

You can use different techniques to enter a particular VoiceOver gesture. For example, you can perform a two-finger tap using two fingers from one hand, or one finger from each hand. You can even use your thumbs. Many use a split-tap gesture: instead of selecting an item and double-tapping, 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 a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers.

In VoiceOver settings, you can enter a special area where you can practice VoiceOver gestures without affecting iPad or its settings.

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:* Select and speak the item.
- *Swipe right or left:* Select the next or previous item.
- *Swipe up or down:* Depends on the rotor setting. See Use the VoiceOver rotor on page 105.
- *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 Stocks).
- *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 and hold 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.

Use the VoiceOver rotor

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

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

Choose your rotor options. Go to Settings > General > Accessibility > VoiceOver > Rotor, then select the options you want to be available in 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 swipe 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, the rotor lets you adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation. See Use VoiceOver with an Apple Wireless Keyboard on page 108.

Use the onscreen keyboard

When you activate an editable text field, the onscreen keyboard appears (unless you have an Apple Wireless Keyboard attached).

Activate a text field. Select the text field, then double-tap. The insertion point and the onscreen keyboard appear.

Enter text. Type characters using the onscreen keyboard:

- *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 > Phonetic Feedback. 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. To increase or decrease the selection, do a two-finger scrub to dismiss the pop-up menu, then pinch.

Cut, copy, or paste. Set the rotor to Edit, select the text, swipe up or down to choose Cut, Copy, or Paste, then double-tap.

Undo. Shake iPad, swipe 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 item appears only if you select more than one language in Settings > General > Accessibility > VoiceOver > Language Rotor.

Write with your finger

Enter handwriting mode. Use the rotor to select Handwriting. If Handwriting isn't in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor and add it.

Choose a character type. Swipe up or down with three fingers to choose lowercase, numbers, uppercase, or punctuation.

Hear the currently selected character type. Tap with three fingers.

Enter a character. Trace the character on the screen with your finger.

Enter a space. Swipe right with two fingers.

Go to a new line. Swipe right with three fingers.

Delete the character before the insertion point. Swipe left with two fingers.

Select an item on the Home screen. Start writing the name of the item. If there are multiple matches, continue to spell the name until it is unique, or swipe up or down with two fingers to select a match candidate.

Enter your passcode silently. Set the rotor to Handwriting on the passcode screen, then write the characters of your passcode.

Use a table index to skip through a long list. Select the table index to the right of the table (for example, next to your Contacts list or in the VoiceOver Item Chooser), then write the letter.

Set the rotor to a web browsing element type. Write the first letter of a page element type. For example, write "l" to have up or down swipes skip to links, or "h" to skip to headings.

Exit handwriting mode. Turn the rotor to a different selection.

Read math equations

VoiceOver can read aloud math equations encoded using:

- MathML on the web
- MathML or LaTeX in iBooks Author

Hear an equation. Have VoiceOver read the text as usual. VoiceOver says "math" before it starts reading an equation.

Explore the equation. Double tap the selected equation to display it full screen and move through it one element at a time. Swipe left or right to read elements of the equation. Use the rotor to select Symbols, Small Expressions, Medium Expressions, or Large Expressions, then swipe up or down to hear the next element of that size. You can continue to double-tap the selected element to "drill down" into the equation to focus on the selected element, then swipe left or right, up or down to read one part at a time.

Equations read by VoiceOver can also be output to a braille device using Nemeth code, as well as the codes used by Unified English Braille, British English, French, and Greek. See Support for braille displays on page 110.

Use VoiceOver with Safari

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.

Skip to the next page element of a particular type. Set the rotor to the element type, then swipe up or down.

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).

If you pair an Apple Wireless Keyboard with iPad, you can use single-key Quick Nav commands to navigate webpages. See Use VoiceOver with an Apple Wireless Keyboard on page 108.

Use 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 down or up 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.

Hear location cues as you move about. Turn on Tracking With Heading to hear street names and points of interest as you approach them.

Edit 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 swipe up to drag to the right, or swipe 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.

Use VoiceOver with an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See Bluetooth devices on page 32.

Use VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. Most commands use the Control-Option key combination, abbreviated in the table that follow as "VO."

You can use VoiceOver Help to learn the keyboard layout and the actions associated with various key combinations. VoiceOver Help speaks keys and keyboard commands as you type them, without performing the associated action.

VoiceOver keyboard commands

VO = Control-Option

- *Turn on VoiceOver help:* VO–K
- *Turn off VoiceOver help:* Escape
- *Select the next or previous item:* VO–Right Arrow or VO–Left Arrow
- *Double-tap to activate the selected item:* VO–Space bar
- *Press the Home button:* VO–H
- *Move to the status bar:* VO–M
- *Read from the current position:* VO–A
- *Read from the top:* VO–B
- *Pause or resume reading:* Control
- *Mute or unmute VoiceOver:* VO–S
- *Open Notification Center:* Fn–VO–Up Arrow
- *Open Control Center:* Fn–VO–Down Arrow
- *Open the Item Chooser:* VO–I
- *Double-tap with two fingers:* VO–"-"
- *Adjust the rotor:* Use Quick Nav (see below)
- *Swipe up or down:* 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
- *Turn the screen curtain on or off:* VO–Shift–S
- *Return to the previous screen:* Escape
- *Switch apps:* Command–Tab or Command–Shift–Tab

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

Text editing

Use these commands (with Quick Nav turned off) to work with text. VoiceOver reads the text as you move the insertion point.

- *Go forward or back one character:* Right Arrow or Left Arrow
- *Go forward or back one word:* Option–Right Arrow or Option–Left Arrow

- *Go up or down one line:* Up Arrow or Down Arrow
- *Go to the beginning or end of the line:* Command–Left Arrow or Command–Down Arrow
- *Go to the beginning or end of the paragraph:* Option–Up Arrow or Option–Down Arrow
- *Go to the previous or next paragraph:* Option–Up Arrow or Option–Down Arrow
- *Go to the top or bottom of the text field:* Command–Up Arrow or Command–Down Arrow
- *Select text as you move:* Shift + any of the insertion point movement commands above
- *Select all text:* Command–A
- *Copy, cut, or paste the selected text:* Command–C, Command–X, or Command–V
- *Undo or redo last change:* Command–Z or Shift–Command–Z

Support for braille displays

You can use a Bluetooth braille display to read VoiceOver output, and you can use a braille display with input keys and other controls to control iPad when VoiceOver is turned on. For a list of supported braille displays, go to www.apple.com/accessibility/ios/braille-display.html.

Connect 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.

Adjust Braille settings. Go to Settings > General > Accessibility > VoiceOver > Braille, where you can:

- Turn on contracted braille
- Turn off automatic braille translation
- Turn off eight-dot braille
- Turn on the status cell and choose its location
- Turn on Nemeth code for equations
- Display the onscreen keyboard
- Change the braille translation from Unified English

For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to support.apple.com/kb/HT4400.

Set the language for VoiceOver. Go to Settings > General > International > 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 such as opening apps just by asking, and VoiceOver can read Siri responses to you. For information, see Use Siri on page 37.

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 feature that lets you magnify the entire screen, no matter what you're doing. And, you can use Zoom together with VoiceOver.

Turn Zoom on or off. Go to Settings > General > Accessibility > Zoom. Or use the Accessibility Shortcut—see Accessibility Shortcut on page 100.

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 continue with just one finger. Or, hold a single finger near the edge of the screen 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 Use an Apple Wireless Keyboard on page 25.

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.

Large, bold, and high-contrast text

Display larger text in apps such as Calendar, Contacts, Mail, Messages, and Notes. Go to Settings > General > Accessibility > Larger Type, where you can turn on Larger Dynamic Type and adjust the font size.

Display bolder text for items on iPad. Go to Settings > General > Accessibility and turn on Bold Text.

Increase the contrast of text where possible. Go to Settings > General > Accessibility and turn on Increase Contrast.

Reduced screen motion

You can stop the motion of some screen elements, such as the parallax effect of icons and alerts.

Reduce motion. Go to Settings > General > Accessibility and turn on Reduce Motion.

On/off switch labels

To make it easier to see whether a setting is on or off, you can have iPad show an additional label on on/off switches.

Add switch-setting labels. Go to Settings > General > Accessibility and turn on On/Off Labels.

Subtitles and closed captions

The Videos app includes an Alternate Track button you can tap to choose subtitles and captions offered by the video you're watching. Standard subtitles and captions are usually listed, but if you prefer special accessible captions, such as subtitles for the deaf and hard of hearing (SDH), you can set iPad to list them instead if they're available.

Prefer accessible subtitles and closed captions for the hard of hearing in the list of available subtitles and captions. Turn on Settings > General > Accessibility > Subtitles & Captioning > Closed Captions + SDH. This also turns on subtitles and captions in the Videos app.

Choose from available subtitles and captions. In Videos, tap while watching a video.

Customize your subtitles and captions. Go to Settings > General > Accessibility > Subtitles & Captioning > Style, where you can choose an existing caption style or create a new style based on your choice of:

- Font, size, and color
- Background color and opacity
- Text opacity, edge style, and highlight

Not all video content includes closed captions.

Mono audio and balance

Mono Audio combines the sound from the left and right channels into a mono signal played on both channels. This way you can hear everything with either ear, or through both ears with one channel set louder.

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 and silence on page 29.

You can purchase ringtones from the iTunes Store on iPad. See Chapter 22, iTunes Store, on page 91.

Guided Access

Guided Access helps someone using iPad to stay focused on a 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 other accessibility shortcuts are available 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. Use the handles to adjust the area.
- *Enable the Sleep/Wake or Volume buttons:* Tap Options below Hardware Buttons.
- *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.

Switch Control

Switch Control lets you control iPad using a single switch, or multiple switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, and even free-hand drawing. The basic technique is to use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- *Item scanning (default),* which highlights different items on the screen until you select one.
- *Point scanning,* which lets you use scanning crosshairs to pick a screen location.
- *Manual selection,* which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.

Add a switch and turn on Switch Control

You can use any of these as a switch:

- *An external adaptive switch.* Choose from a variety of popular USB or Bluetooth switches.
- *The iPad screen.* Tap on the screen to trigger the switch.
- *The iPad FaceTime camera.* Move your head to trigger the switch. You can use the camera as two switches; one when you move your head to the left, and the other when you move your head to the right.

Add a switch and choose its action. Go to Settings > General > Accessibility > Switch Control > Switches.

Turn on Switch Control. Go to Settings > General > Accessibility > Switch Control, or use the Accessibility Shortcut—see Accessibility Shortcut on page 100.

Turn off Switch Control. Use any scanning method to select Settings > General > Accessibility > Switch Control.

Bail out! Triple-click the Home button at any time to exit from Switch Control.

Basic techniques

These techniques work whether you're scanning by item or by point.

Select an item. While the item is highlighted, trigger the switch you've set up as your Select Item switch. If you are using a single switch, it is your Select Item switch by default.

Display available actions. Select an item using the Select Item switch. Available actions appear in the control menu that is displayed when you select the item.

Tap an item. Use your selection method to choose Tap from the control menu that appears when you select the item. Or turn on Settings > General > Accessibility > Switch Control > Auto Tap, then just select an item and do nothing for the Auto Tap interval (0.75 seconds if you haven't adjusted it). Or set up a switch specifically to perform the tap gesture at Settings > General > Accessibility > Switch Control > Switches.

Perform other gestures or actions. Select the gesture or action from the control menu that appears when you select the item. If you have Auto Tap turned on, trigger your switch within the Auto Tap interval, then select the gesture. If there is more than one page of actions available, tap the dots at the bottom of the menu to go to another page.

Dismiss the control menu. Tap while all the icons in the menu are dimmed.

Scroll the screen to see more items. Select any item on the screen, then choose Scroll from the control menu.

Perform a hardware action. Select any item, then select Device from the menu that appears. You can use the menu to mimic these actions:

- Click the Home button
- Double-click the Home button for multitasking
- Open Notification Center or Control Center
- Press the Sleep/Wake button to lock iPad
- Rotate iPad
- Flip the Side Switch
- Press the Volume buttons
- Hold down the Home button to open Siri
- Triple-click the Home button
- Shake iPad
- Press the Home and Sleep/Wake buttons simultaneously to take a screenshot

Item scanning

Item scanning alternately highlights each item or group of items on the screen until you trigger your Select Item switch. When you select a group, highlighting continues with the items in the group. When you select a unique item, scanning stops and a menu of actions appears. Item scanning is the default when you first turn on Switch Control.

Select an item or enter a group. Watch (or listen) as items are highlighted. When the item you want to control (or the group containing the item) is highlighted, trigger your Select Item switch. Work your way down the hierarchy of items until you select the individual item you want to control.

Back out of a group. Trigger your Select Item switch when the dashed highlight around the group or item appears.

Tap the selected item. Choose Tap from the menu that appears when you select the item. Or, if you have Auto Tap enabled, just do nothing for three-quarters of a second.

Perform another action. Select any item, then select the action from the menu that appears. If you have Auto Tap turned on, act on your switch within three quarters of a second of selecting an item in order to display a menu of available gestures.

Point scanning

Point scanning lets you select an item on the screen by pinpointing it with scanning crosshairs.

Turn on point scanning. Use item scanning to select Settings from the control menu, then select Item Mode to toggle it to Point Mode. The vertical crosshair appears when you close the menu.

Return to item scanning. Select Settings from the control menu, then select Point Mode to toggle it to Item Mode.

Settings and adjustments

Adjust basic settings. Go to Settings > General > Accessibility > Switch Control, where you can:

- Add switches
- Turn off auto scanning (if you've added a "Move to Next Item" switch)
- Adjust the scanning interval
- Set scanning to pause on the first item in a group
- Choose how many times to cycle through the screen before hiding Switch Control
- Turn Auto Tap on or off and set the interval for performing a second switch action to show the control menu
- Set whether a movement action is repeated when you hold down a switch, and how long to wait before repeating
- Set whether and how long you need to hold a switch down before it's accepted as a switch action
- Have Switch Control ignore accidental repeated switch triggers
- Adjust the point scanning speed
- Turn on sound effects or speech
- Select the items you want to see in the menu
- Make the selection cursor larger or a different color
- Set whether items should be grouped while item scanning
- Save custom gestures that you can choose from the Action portion of the control menu

Fine-tune Switch Control. Choose Settings from the control menu to:

- Adjust scanning speed
- Change the location of the control menu
- Switch between item scan mode and point scan mode
- Choose whether point scan mode displays crosshairs or a grid
- Reverse the scanning direction
- Turn sound or speech accompaniment on or off
- Turn off groups to scan items one at a time

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, or use the Accessibility Shortcut. See Accessibility Shortcut on page 100.

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 multi-finger swipe or drag. Tap the menu button, then tap Device, More, then Gestures. Tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe 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. You can add your own favorite gestures to the control menu (for example, tap and hold or two-finger rotation). Tap the menu button, tap Favorites, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Example 1: To create the rotation gesture, go to Settings > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that prompts you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. If it doesn't turn out quite right, tap Cancel and try again. When it looks right, tap Save and give the gesture a name—maybe "Rotate 90." Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Favorites. When the blue circles representing the starting finger positions appear, drag them to point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

Example 2: Let's create the touch and hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, hold down your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger during recording, or the gesture will be recorded as a drag. Tap Save and name the gesture. To use the gesture, tap the AssistiveTouch menu botton and choose your gesture from Favorites. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

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 anywhere along the edge of the screen.

Exit a menu without performing a gesture. Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of 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.

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.

iPad in Business

B 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.

Mail, Contacts, and Calendar

To use iPad with your work accounts, you need to know the settings your organization requires. If you received your iPad from your organization, the settings and apps you need might already be installed. If it's your own iPad, your system administrator may provide you with the settings for you to enter, or they may have you connect to a *mobile device management* server that installs the settings and apps you should have.

Organizational settings and accounts are typically in *configuration profiles*. You might be asked to install a configuration profile that was sent to you in an email, or one that you need to download from a webpage. When you open the file, iPad asks for your permission to install the profile, and displays information about what it contains.

In most cases, when you install a configuration profile that sets up an account for you, some iPad settings can't be changed. For example, your organization might turn on Auto-Lock and require you to set a passcode in order to protect the information in the accounts you access.

You can see your profiles in Settings > General > Profiles. If you delete a profile, all of the settings and accounts associated with the profile are also removed, including any custom apps your organization provided or had you download. If you need a passcode to remove a profile, contact your system administrator.

Network access

A VPN (virtual private network) provides secure access over the Internet to private resources, such as your organization's network. You may need to install a VPN app from the App Store that configures your iPad to access a particular network. Contact your system administrator for information about any apps and settings you need.

Apps

In addition to the built-in apps and the ones you get from the App Store, your organization may want you to have certain other apps. They might provide you with a pre-paid *redemption code* for the App Store. When you download an app using a redemption code, you own it, even though your organization purchased it for you.

Your organization can also purchase App Store app licenses that are assigned to you for a period of time, but which the organization retains. You'll be invited to participate in your organization's program in order to access these apps. After you enroll with your iTunes account, you're prompted to install these apps as they're assigned to you. You can also find them in your Purchased list in the App Store. An app you receive this way is removed if the organization assigns it to someone else.

Your organization might also develop custom apps that aren't in the App Store. You install them from a webpage or, if your organization uses mobile device management, you receive a notification asking you to install them over the air. These apps belong to your organization, and they may be removed or stop working if you delete a configuration profile or dissociate iPad from the mobile device management server.

International Keyboards

Appendix C

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left.

Use 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 swipe left to see more candidates.

Use the extended suggested candidate list. Tap the up arrow on the right to view the full candidate list.

- *Scroll the list:* Swipe 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

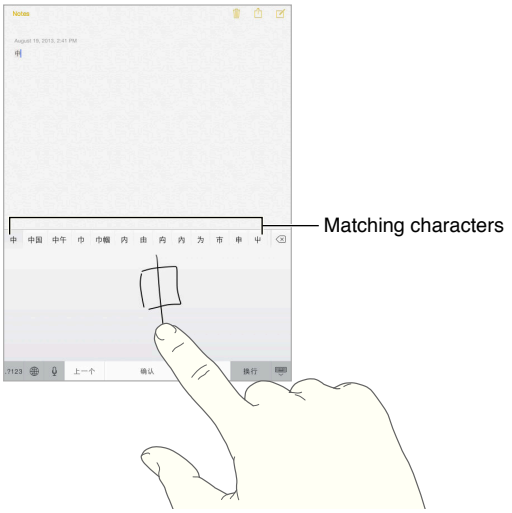
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

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 input is turned on. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match first. When you choose a character, its likely follow-on characters appear in the list as additional choices.



You can type some complex characters, such as 鱲 (part of the name for the Hong Kong International Airport), 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, drag the list to the left or tap the arrow key.

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 123, then tap the ^_^ key.
- *Use the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard:* Tap #+=, then tap the ^_^ key.

Safety, Handling, & Support

Appendix D

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 or cover.

Repairing Don't open iPad and don't attempt to repair iPad by yourself. Disassembling iPad may damage it or may cause injury to you. 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 may distract you and might 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.

Charging Charge iPad with the included cable and power adapter or other third-party "Made for iPad" cables and power adapters that are compatible with USB 2.0 or later. 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.

Prolonged heat exposure iPad and its power adapter comply with applicable surface temperature standards and limits. However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury. Use common sense to avoid situations where your skin is in contact with a device or its power adapter when it's operating or plugged into a power source for long periods of time. For example, don't sleep or place a device or power adapter under a blanket, pillow, or your body when it's plugged into a power source. It's important to keep iPad and its power adapter in a well-ventilated area when using or charging them. Take special care if you have a physical condition that affects your ability to detect heat against the body.

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 57.

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.

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 cable 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, see support.apple.com/kb/HT2101.

iPad Support site

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.

Restart or reset iPad

If something isn't working right, try restarting iPad, forcing an app to quit, or resetting iPad.

Restart iPad. Hold down the Sleep/Wake button until the red slider appears. Slide your finger across the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake button until the Apple logo appears.

iPad may be low on power. Connect iPad to the USB power adapter to charge. See Charge and monitor the battery on page 35.

Force an app to quit. 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. Do this only if you're unable to restart iPad.

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.

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 settings

Reset iPad settings. 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, previously used networks and VPN settings that weren't installed by a configuration profile are removed. (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.) 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.
- *Reset 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 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.

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.

Get information about your iPad

See information about iPad. Go to Settings > General > About. The items you can view include:

- Number of songs, videos, photos, and applications
- Capacity and available storage space
- iOS version
- Model number
- Serial number
- Wi-Fi and Bluetooth addresses
- Diagnostics & Usage and Legal (including legal notices, license, warranty, regulatory marks and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To help Apple improve products and services, iPad 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.

Usage information

View usage information. Go to Settings > General > Usage to:

- View each app's storage
- View and manage iCloud storage
- See the elapsed time since iPad has been charged

Disabled iPad

If iPad is disabled because you forgot your passcode or entered an incorrect passcode too many times, you can restore iPad from an iTunes or iCloud backup and reset the passcode. For more information, see Restore iPad on page 129.

If you get a message in iTunes that your iPad is locked and you must enter a passcode, see support.apple.com/kb/HT1212.

VPN settings

A VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your organization. You may need to install a VPN app from the App Store that configures your iPad to access a network. Contact your system administrator for information about the app and settings you need.

Profiles settings

Configuration profiles define settings for using iPad with corporate or school networks or accounts. You might be asked to install a configuration profile that was sent to you in an email, or one that is downloaded from a webpage. iPad asks for your permission to install the profile, and displays information about what it contains, when you open the file. You can see the profiles you have installed in Settings > General > Profiles. If you delete a profile, all of the settings, apps, and data associated with the profile are also deleted.

Back up iPad

You can use iCloud or iTunes to automatically back up iPad (in iTunes, use File > Device > Back Up). If you choose to 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. iCloud backs up 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, movies, TV shows, apps, and books
- Photos and videos in your Camera Roll
- iPad settings
- App data
- Home screen, folders, and app layout
- Messages
- Ringtones

Note: Purchased content is not backed up in all areas.

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. To turn on backups in iTunes, go to File > Device > Back Up.

Back up immediately. Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.

Encrypt your backup. iCloud backups are encrypted automatically so that your data is protected from unauthorized access both while it's transmitted to your devices and when it's stored in iCloud. If you're using iTunes for your backup, select "Encrypt iPad backup" in the iTunes Summary pane.

Manage your backups. Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad. You can manage which apps are backed up to iCloud, and remove existing backups. In iTunes, remove backups in iTunes Preferences.

View the devices being backed up. Go to Settings > iCloud > Storage & Backup > Manage Storage.

Stop iCloud backups. Go to Settings > iCloud > Storage & Backup, then turn off iCloud Backup.

Music not purchased in iTunes isn't backed up in iCloud. Use iTunes to back up and restore that content. See Sync with iTunes on page 17.

Important: Backups for music, movies, or TV show purchases are not available in all countries. Previous purchases may not be restored if they are no longer in the iTunes Store, App Store, or iBooks Store.

Purchased content and Photo Sharing content don't count against your 5 GB of free iCloud storage.

For more information about backing up iPad, see support.apple.com/kb/HT5262.

Update and restore 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 Restart or reset iPad on page 126.

Update 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 Sync with iTunes on page 17.

For more information about updating iPad software, see support.apple.com/kb/HT4623.

Restore 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 Restart or reset iPad on page 126.

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, see support.apple.com/kb/HT1414.

Cellular settings

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.

For the following options, go to Settings > Cellular Data and turn the options on or off, or follow the onscreen instructions.

Turn Cellular Data on or off. 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.

Monitor and manage your cellular data network usage. Go to Settings > Cellular. You can see which apps use cellular data and turn off the option, if you want.

Turn LTE on or off. Turning on LTE loads data faster.

Turn Data Roaming on or off. Turning off Data Roaming avoids carrier charges when using a network provided by a different carrier.

Set up Personal Hotspot. Personal Hotspot shares iPad's Internet connection with your computer and other iOS devices. See Personal Hotspot on page 31.

Set whether cellular data is used for apps and services. Turn cellular data on or off for any app that can use cellular data. 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. Tap View Account, then follow the onscreen instructions.

Lock the SIM card. Locking the SIM card with a PIN means you need to enter the PIN to use a cellular connection on 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 buttons and the Side Switch on page 11.
- 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, see 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.

Sell or give away iPad?

Before you sell or give away your iPad, be sure to erase all content and your personal information. If you've enabled Find My iPad (see Find My iPad on page 35), Activation Lock is on. You need to turn off Activation Lock before the new owner can activate iPad under his or her own account.

Erase iPad and remove Activation Lock. Go to Settings > General > Reset > Erase All Content and Settings.

See support.apple.com/kb/HT5661.

Learning more, service, and support

Refer to the following resources 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 123.
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 help.apple.com/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.

FCC compliance statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Important: Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product. This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, televisions, and other electronic devices.

Canadian regulatory statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

CAN ICES-3 (B)/NMB-3(B)

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.

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.

For information about Apple's recycling program, go to www.apple.com/recycling.

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.

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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