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

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

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

Bookmarks

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

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

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

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

Sync bookmarks with your computer:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the sidebar.

3 Click the Info tab, select "Sync Safari bookmarks" under Other, then click Apply.

For more information, see "Syncing with iTunes" on page 24.

Sync bookmarks with MobileMe: In Settings on iPad, select Bookmarks in your MobileMe account. See "Setting Up MobileMe Accounts" on page 31.

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

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

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

When you finish, tap Done.

Web Clips

Add web clips to the Home screen for fast access to your favorite webpages. Web clips appear as icons on the Home screen, and you can arrange them along with the app icons. See "Rearranging App Icons" on page 38.

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

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

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

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

Delete a web clip:

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

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

3 Tap Delete, then press the Home ▢ button to save your arrangement.

Mail

5

About Mail

Read this chapter to learn how to use Mail to read your email messages and compose new messages.

You can view messages from all your email accounts at once, and Mail displays message threads so it's easy to follow a conversation. You can send or receive embedded photos and graphics, and view PDFs and other attachments. Use AirPrint to print messages and their attachments.

Mail works with MobileMe, Microsoft Exchange, and many of the most popular email services—including Yahoo! Mail, Google email, and AOL—as well as other industry-standard POP3 and IMAP email services.

To send or receive messages in Mail, iPad must have an Internet connection. See "Connecting to the Internet" on page 29.

Setting Up Email Accounts

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

- Set up an account directly on iPad. See "Adding Mail, Contacts, and Calendar Accounts" on page 31.
- In iTunes, use the iPad settings panes to sync email accounts settings from your computer. See "Syncing with iTunes" on page 24.

Sending Email

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

Compose and send a message:

1 Tap ✉ at the top of the screen.

2 Type a name or email address in the To field, or tap ⊕ to add a name from your contacts.

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

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

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

4 Enter a subject, then your message.

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

5 Tap Send.

|	
Send a photo in an email message	In Photos, choose a photo, tap 📤, then tap Email Photo. To send multiple photos in the same message, tap 📤 when viewing thumbnails in an album. You can also copy and paste photos. The photo is sent using your default email account. To change your default sending account, see "Mail, Contacts, Calendars" on page 163.
Save a draft of a message to complete later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox. To quickly open the most recently saved draft, touch and hold ✉.
Reply to a message	Open a message and tap ↩. Tap Reply to reply only to the sender or Reply All to reply to the sender and all recipients. Type your return message, then tap Send. Files or images attached to the initial message aren't sent back.
Forward a message	Open a message and tap ↩, then tap Forward. Add one or more email addresses, type your message, and then tap Send. When you forward a message, you can include the files or images attached to the original message.
Share contact information	In Contacts, choose a contact, then tap Share. Add one or more email addresses, type your message, then tap Send.

Checking and Reading Email

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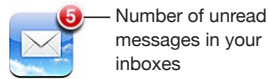

Number of unread messages in your inboxes

Check for new messages: Choose a mailbox, tap Inbox, or tap ↻.

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

If you have more than one mail account, tap Mailboxes to switch between accounts. To view all of your messages in a unified inbox, tap All Inboxes.
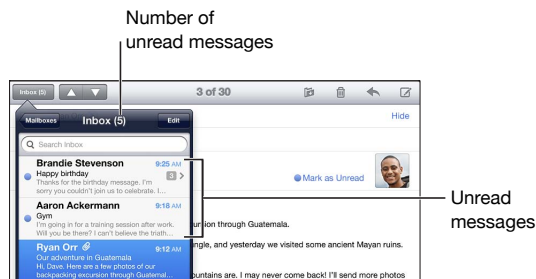
Related messages are grouped together in a *thread*. Only the first message is displayed in the inbox, and the number of related messages is indicated. To view the thread, tap it. To turn message threads off, go to Settings > "Mail, Contacts, Calendars" and turn off "Organize by Thread."

When you open a mailbox, Mail loads the number of most recent messages specified in your Mail settings, if the messages haven't already been loaded automatically. See "Mail, Contacts, Calendars" on page 163.
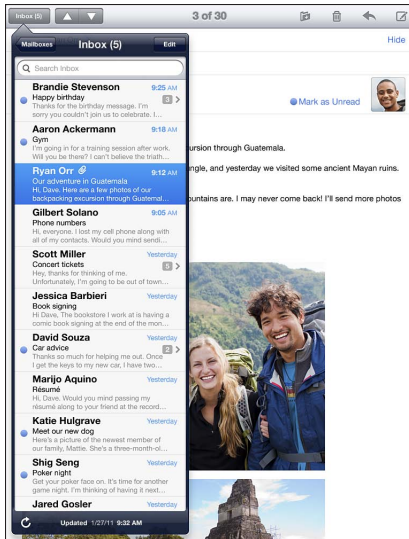
Load additional messages: Scroll to the bottom of the list of messages and tap Load More Messages.

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

Rotating iPad between portrait and landscape orientation lets you focus on a single message, or see all the messages so you can quickly scan and view the ones you're most interested in.

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

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

Open an attached file: Tap the attachment to download it to iPad and then open it. If iPad doesn't support the format of an attached file, you can see the name of the file but you can't open it.

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

For a list of supported document formats, see "Email Attachment Won't Open" on page 185.

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

See all the recipients of a message	Tap Details at the top of the screen.
	Tap a name or email address to see the recipient's contact information. Tap the email address to contact the person. Tap Hide to hide the recipients.
Add an email recipient to your contacts list	Tap the message and tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact."
Mark a message as unread	Open the message and tap "Mark as Unread" next to the subject line.
	A blue dot ● appears next to the message in the mailbox list until you open it again.

Open a meeting invitation: Tap the invitation.

You can get contact information for the organizer and other invitees, set an alert, add notes to the event, and add comments that are included in your response emailed to the organizer. You can accept, tentatively accept, or decline the invitation. See "Responding to Meeting Invitations" on page 89.

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

Searching Email

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

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

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

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

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

Note: Search results of messages on servers may vary, because some servers search only whole words.

Printing Messages and Attachments

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

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

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

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

For information about using AirPrint printers see "Printing" on page 40.

Organizing Email

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

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

Delete multiple messages: When viewing a list of messages, tap Edit, select the messages you want to delete, then tap Delete. You can also search for messages and choose the ones you want to delete. See "Searching Email" on page 58.

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

Move multiple messages: When viewing a list of messages, tap Edit, select the messages you want to move, then tap Move and select a mailbox or folder. You can also search for messages and choose the ones you want to move. See "Searching Email" on page 58.

Camera

6

About Camera

With iPad, you have a great still camera and video camera wherever you go. iPad has a back camera that takes photos and high-definition video, and a front camera that lets you make FaceTime video calls and take photos and videos of yourself.

Use the screen to control the back camera and to see the photo or video you're taking. You can tap anywhere on the screen to select a specific object or area, and automatically adjust the exposure based on that part of the image. Autofocus (up to about 4 inches or 10 cm) and a 5x digital zoom let you take great close-ups.

If you have an Internet connection and location services is turned on, photos and videos are tagged with location data. You can use location data with some apps and photo-sharing websites to track and post where you took the photos. For example, the Photos app organizes photos by location.

Note: If location services is turned off when you open Camera, you may be asked to turn it on. If you don't want to include location data with your photos and videos, you can use Camera without turning on location services. See "Location Services" on page 153.

Taking Photos and Recording Videos

Taking photos and recording videos with iPad is as easy as pointing and tapping. Make sure the Camera/Video switch is set to 📷.

Take a photo: Aim iPad and tap 📷.

When you take a photo or start a video recording, iPad makes a shutter sound. You can use the volume buttons to control the volume of the shutter sound. You don't hear a sound if you set the Side Switch to silent. See "Buttons" on page 10.

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

Record a video: Slide the Camera/Video switch to 🎥, then tap 🔴 to start recording. The record button blinks while you record. Tap 🔴 again to stop recording.

Change the focus area and set the exposure: Tap where you want to focus or set the exposure. Camera adjusts the exposure for the selected area of the image.

Zoom in or out: Tap the screen, then drag the slider at the bottom to zoom in or out (back camera, in camera mode only).

Switch between the front camera and back camera: Tap 🔄 in the upper-right corner of the screen.

Review a photo or video you've just taken: Tap the thumbnail of your last shot, in the lower-left corner of the screen.

Use the left and right arrows at the bottom of the screen to review other photos and videos in the Camera Roll, or just flick left or right. Tap Done to return to camera or video mode. If you don't see the controls, tap the screen to display them.

Delete a photo or video: Tap 🗑. If you don't see 🗑, tap the screen to display the controls.

Take a screenshot: Quickly press and release both the Sleep/Wake button and the Home button. The screen flashes when the screenshot is taken, and the screenshot is added to the Camera Roll album.

Viewing and Sharing Photos and Videos

The photos and videos you take with Camera are saved in the Camera Roll album on iPad. You can view the Camera Roll album from either Camera or Photos.

View photos and videos in the Camera Roll album: In Camera, tap the thumbnail image in the lower-left corner of the screen. In Photos, tap the Camera Roll album. Tap the left or right button, or flick left or right to flip through the photos and videos.

When viewing a photo or video in the Camera Roll album, tap the screen to display the controls.

For more information about viewing and sharing photos and videos, see:

* "Viewing Photos and Videos" on page 70
* "Sharing Photos" on page 73

Trimming Videos

You can trim the frames from the beginning and end of a video that you just recorded, or any other video in the Camera Roll album. You can replace the original video or save the trimmed version as a new video clip.

Trim a video:

1 While viewing a video, tap the screen to display the controls.
2 Drag either end of the frame viewer at the top of the video, then tap Trim.
3 Tap Trim Original or "Save as New Clip."

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 the Camera Roll album and the original video is unaffected.

Uploading Photos and Videos to Your Computer

You can upload the photos and videos you take with Camera to photo applications on your computer, such as iPhoto on a Mac.

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

* *Mac:* Select the photos and videos you want and 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 and videos from iPad when you upload them to your computer, they're removed from the Camera Roll album. You can use the Photos settings pane in iTunes to sync photos and videos (videos can be synced with Macs only) to the Photos app on iPad.

FaceTime

<div style="text-align: right; font-size: 3em;">7</div>

About FaceTime

FaceTime lets you make video calls over Wi-Fi. Use the front camera to talk face-to-face, or the back camera to share what you see around you.

To use FaceTime, you need iPad 2 and a Wi-Fi connection to the Internet. The person you call must also have a device or computer that works with FaceTime. For more information, see "FaceTime" on page 169.

Note: FaceTime may not be available in all countries or regions.

Signing In

To use FaceTime, you need an Apple ID. If you have an iTunes Store account, MobileMe account, or other Apple account, you can use that Apple ID with FaceTime. If you don't have an Apple ID, you can create one when you open FaceTime.

You don't need to sign in or out every time you use FaceTime. Once you sign in, you can start a FaceTime call right away.

Sign in to FaceTime:

1 Open FaceTime, enter your Apple ID and password, then tap Sign In. If you don't already have an Apple account, you can tap Create New Account and set one up now.

2 On the FaceTime screen, enter the email address others should use to call you in FaceTime, then tap Next. If this is the first time you've used this address for FaceTime, you may need to check for new email in that account and reply to the confirmation message from Apple. (If you've already added the account to Mail on iPad, verification is automatic.)

Now you can choose a contact and start a FaceTime call, and others can call you using the email address you provided. If you use more than one email address, you can add the others as described below.

Create a new account:

1 Open FaceTime and tap Create New Account.

2 Follow the onscreen instructions. The email address you enter will be the Apple ID for the new account.

3 On the FaceTime screen, enter the email address you want others to use to call you. This address doesn't need to be the same as the address you entered for your Apple ID, but it must be a working email address.

4 Reply to the confirmation email sent from Apple to the email address you entered in the previous step.

If you have more than one email address, you can let people call you using any of them.

Add email addresses: Choose Settings > FaceTime, then tap Add Another Email.

Sign out: You don't normally need to sign out of FaceTime—just sign in once, and open FaceTime later without being asked to sign in again. You can't receive FaceTime calls while you're signed out. But if you do need to sign out, choose Settings > FaceTime, then tap Account.

Turn off FaceTime: If you don't want to receive FaceTime calls, choose Settings > FaceTime and turn off FaceTime.

Making a FaceTime Call

To make a FaceTime call, open the FaceTime app, then choose someone from your contacts, favorites, or list of recent calls.

Call a contact: Tap Contacts, choose a name, then tap the email address or phone number they use with FaceTime.

Add a contact: Tap Contacts, tap ✚, then enter the person's name and their email address or phone number. For a contact outside your region, be sure to enter the complete number, including country code and area code—for example, +1 (408) 555-1234 in the United States.

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

Call a favorite: Tap Favorites, then tap a name in the list.

While You're Talking

While talking to someone in FaceTime, you can switch cameras, change camera orientation, mute your microphone, move your picture-in-picture display, open another application, and finally, end your call.

Switch between the front and back cameras: Tap ⟳.

Change camera orientation: Rotate iPad. The image your friend sees changes to match.

To avoid rotating the screen as you move the camera around, turn on the orientation lock. See "Viewing in Portrait or Landscape" on page 16.

Mute your microphone: Tap 🎤. Your friend can still see you, and you can still see and hear your friend.

Move your picture-in-picture display: Drag the small window to any corner.

Use another application during a call: Press the Home ☐ button, then tap an application 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.

End the call: Tap ☎ **End**.
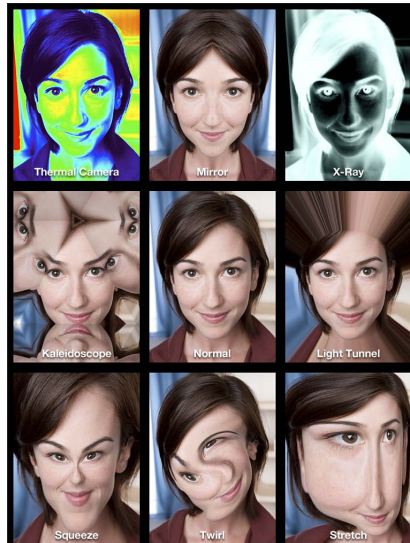
Photo Booth

8

About Photo Booth

It's easy to take a photo using Photo Booth. Make your photo more interesting by applying an effect when you take it. Photo Booth works with both the front and back cameras.

Selecting an Effect

Before you take a picture, you can select an effect to apply to the picture.

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

Distort an image: If you select a distortion effect, drag your finger across the screen to change the distortion. You can also pinch, swipe, or rotate the image to change the distortion.

Taking a Photo

To take a Photo Booth photo, simply aim iPad and tap.

Take a photo: Aim iPad and tap ⬛.

When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of the iPad to control the volume of the shutter sound. You won't hear a sound if you set the Side Switch to silent. See "Buttons" on page 10

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

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

Review the photo you've just taken: Tap the thumbnail of your last shot. Swipe left or right to view more thumbnails.

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

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

Manage photos: Tap the thumbnail of the photo—you can select more than one. Tap ⬛, then tap Email, Copy, or Delete.

Viewing and Sharing Photos

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

View photos in the Camera Roll album: In Photos, tap the Camera Roll album. To flip through the photos, tap the left or right button, or swipe left or right.

You can use Mail to send a Photo Booth photo in an email message.

Send a photo: Tap a thumbnail to select the photo, or tap again to select more than one photo. Tap ⬛, then tap the Email button at the bottom of the screen.

Mail opens and creates a new message with the photo attached.

Uploading Photos to Your Computer

Upload the photos you take with Photo Booth to photo applications on your computer, such as iPhoto on a Mac.

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

- *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 the Camera Roll album. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

Photos

<div align="right">9</div>

About Photos

iPad lets you carry photos and videos with you so you can enjoy them wherever you are. You can easily share them with family and friends, either directly on iPad, or on an HDTV using AirPlay and Apple TV. You can even print photos from iPad using AirPrint. If your iPad has a camera, you can view photos and videos as you take them. You can sync photos and videos from your computer, import them from a digital camera or iPhone, or save them from email or the web. Use them in apps, send them in email messages, or upload them to your MobileMe Gallery. You can use iPad as a photo frame that displays an animated slideshow of your images.

Syncing Photos and Videos with Your Computer

iPad supports standard photo formats such as JPEG, TIFF, GIF, and PNG. You use iTunes to sync photos to iPad. When syncing photos to iPad, iTunes automatically creates a size optimized for iPad, if necessary. See "Setting Up Syncing" on page 24.

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

Importing Photos and Videos from iPhone or a Digital Camera

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

Import photos:

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

   • To connect a camera or iPhone, use the USB cable that came with the camera or iPhone, and connect it to the USB port on the Camera Connector. If you're using iPhone, make sure it's turned on and unlocked. To connect a camera, make the sure the camera is turned on and in transfer mode. For help, see the documentation that came with the camera.

   • To use an SD memory card, insert it in the slot on the SD Card Reader. Don't force the card into the slot; it fits only one way.

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

2 Unlock iPad.

3 The Photos app opens and displays the photos and videos that are available for importing.

4 Select the photos and videos you want to import.

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

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

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

6 Disconnect the SD Card Reader or Camera Connector.

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

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

Viewing Photos and Videos

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

Photos organizes collections by Albums, Events, Faces, and Places. Places uses the location information encoded in photos, but not all photos may have this information—it requires a camera that supports geotagging. Events and Faces must first be configured in iPhoto or Aperture on a Mac, then synced to iPad.

View photos:

1 In Photos, tap Photo, Albums, Events, Faces, or Places.
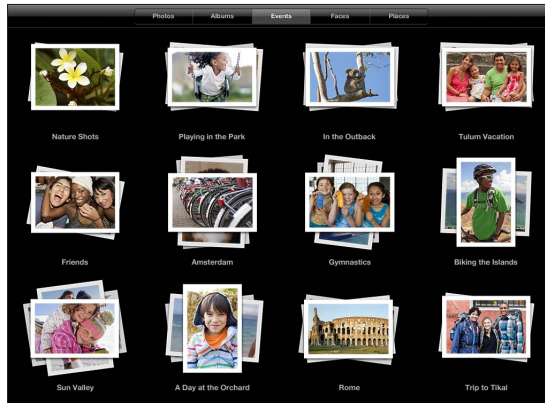
To open a collection, tap it. Or, pinch the collection to spread out a preview of the photos it contains, then let go to open it. Photos are sorted by creation date.

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

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

You can also pinch to zoom in on the photo.

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

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

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

Pan a photo: Drag the photo.

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

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

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

View photos or videos on a TV using AirPlay and Apple TV: Make sure iPad is on the same wireless network as Apple TV, then tap ⬛ and choose Apple TV from the list. When you flick through photos on iPad, the video on the TV updates as you pause. See "Using AirPlay" on page 45 for more information.

Sharing Photos

You can share your photos as slideshows, complete with music and transitions. With AirPlay and Apple TV, you can wirelessly stream your photos to a TV. You can send photos and videos in email messages, and add photos to your MobileMe Gallery. You can also copy and paste photos, save photos from email messages to Photos, and save images from webpages to a photo album.

Slideshows

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

View a slideshow:

1 Tap an album to open it.

   You can select an album that contains photos, videos, or both. If your iPad has a camera, photos and videos you've shot appear in the Camera Roll album.

2 Tap the Slideshow button and, in the list that appears, select slideshow options. You can:

   • Select a song from your music library to play music during the slideshow.

   • Select a transition effect that plays between photos.

      To set how long each photo is displayed, go to General > Settings > Photos. You can also set whether the slideshow repeats, or plays in a random sequence.

      Available transitions are determined by how you view the slideshow. If you're connected to an Apple TV, choose one of the available transitions. If iPad is connected to a TV or projector using a video cable, choose the Dissolve transition. For information about connecting to an external display, see Chapter 10, "Videos," on page 77.

3 Tap Start Slideshow.

   To stop the slideshow, tap the screen.

   If you're using AirPlay to stream the photos to an Apple TV, tap ⬛ and select the Apple TV from the list. See "Using AirPlay" on page 45 for more information.

Sending a Photo or Video in an Email Message

Send a photo or video: Tap a photo or video, tap ✎, then tap Email Photo.

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

Send multiple photos or videos: Tap an album, then tap ✑. Tap each of the photos or videos you want to send (a checkmark appears on each thumbnail), then tap Email. If the Email button is unavailable, select fewer items.

Copy a photo or video:

1 Tap ✑.

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

3 Tap Copy.

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

Adding a Photo or Video to a MobileMe Gallery

If you're a MobileMe subscriber, you can add photos and videos from iPad to your MobileMe Gallery. You can also add items to someone else's MobileMe Gallery if they allow email contributions.

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

• Set up your MobileMe account on iPad. If you don't have a MobileMe account, go to www.apple.com/mobileme/setup/ipad.html.

• Publish a MobileMe Gallery and allow adding photos from email or iPad.

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

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

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

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

Saving Photos from Email Messages or Webpages

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

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

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

Assigning a Photo to a Contact

You can assign a photo to a contact.

Assign a photo to a contact:

1   Choose a photo on iPad, then tap ![icon].

2   Tap "Assign to Contact," then choose a contact.

3   Drag the photo to pan, and pinch to zoom in or out, until the photo looks the way you want.

4   Tap Set Photo.

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

Printing Photos

You can use AirPrint to print photos from iPad.

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

For more information, see "Printing" on page 40.

Wallpaper and Lock Screen Photos

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

Set a photo as screen wallpaper:

1   Choose any photo and tap ![icon], then tap Use As Wallpaper.

2   Drag to pan the photo, or pinch the photo to zoom in or out, until it looks the way you want. A photo that's at least 1024 x 1024 pixels fills the screen when iPad is rotated.

3   Tap Set Wallpaper. Then tap to use the image as wallpaper for the Home screen, on the Lock screen, or both.

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

Using Picture Frame

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

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

- The transition you select is played between photos. The duration of the slideshow can't be changed.

- Picture Frame can zoom the image to focus on faces in the image. It can also randomly select one of the faces as the center of focus, if more than one face is present in the image. Picture Frame uses the face identification information in photos imported from iPhoto or Aperture on a Mac. Zooming in on faces isn't an option with the Origami transition.

- Picture Frame can display all photos, or just those in an Album, Faces, or Event category. Select an option, then refine your selection in the list that appears. The Faces, Albums, and Event selections are the same as those in the Photos app.

Start or stop Picture Frame:

1 Press the Sleep/Wake button to lock iPad.

2 On the Lock screen, tap ⊡.

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

To turn off Picture Frame, go to Settings > General > Passcode Lock.

Videos

About Videos

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

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

Playing Videos

Play a video: Tap Videos, then tap a category of videos, such as Movies. Tap the video you want to watch. If the video has chapters, tap a chapter title, or just tap ▶.
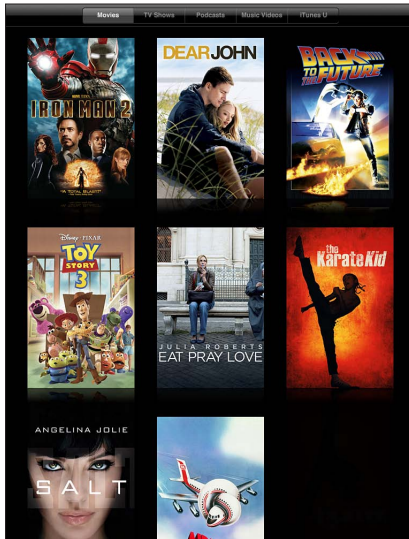
Display playback controls: While a video is playing, tap the screen to show the controls. Tap again to hide them.

Controlling Video Playback

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

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

Pause a video	Tap ❙❙ or press the center button (or equivalent button) on a compatible headset.
Resume playback	Tap ▶ or press the center button (or equivalent button) on a compatible headset.
Raise or lower the volume	Drag the volume slider, or use the iPad volume buttons or the buttons on a compatible headset.
Start a video over	Drag the playhead on the scrubber bar all the way to the left, or tap ◀◀ if the video doesn't contain chapters.
Skip to the next chapter (if available)	Tap ▶▶❙ or press the center button (or equivalent button) on a compatible headset twice quickly.
Go to the previous chapter (if available)	Tap ❙◀◀ or press the center button (or equivalent button) on a compatible headset three times quickly.
Start playing at a specific chapter (if available)	Tap ☰, then choose a chapter from the list.
Rewind or fast-forward	Touch and hold ❙◀◀ or ▶▶❙.
Skip to any point in a video	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Stop watching a video before it finishes playing	Tap Done, or press the Home ◯ button.
Scale a video to fill the screen or fit to the screen	Tap ▣ to make the video fill the screen, or tap ▭ to make it fit the screen. You can also double-tap the video to switch views.
	When you scale a video to fill the screen, the sides or top may be cropped. When you scale it to fit the screen, you may see black bars on the sides or above and below the video.
Play a video on Apple TV using AirPlay	Tap ◻︎ and choose an Apple TV. See "Watching Videos on a TV" on page 80.
Select a different audio language (if available)	Tap 💬, then choose a language from the Audio list.
Show or hide subtitles (if available)	Tap 💬, then choose a language, or Off, from the Subtitles list.
Show or hide closed captioning (if available)	Tap 💬 to show or hide captions, if the movie has them.

Syncing Videos

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

Watching Rented Movies

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

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

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

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

Watching Videos on a TV

To watch videos on a TV, you can connect iPad using AirPlay and Apple TV, or use a cable to connect iPad directly to your TV or AV receiver. For more information about connecting iPad to a TV or projector, see "Video" on page 168.

Connect using AirPlay: Start video playback, then tap ◻ and choose your Apple TV from the list of AirPlay devices. See "Using AirPlay" on page 45 for more information.

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

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

Deleting Videos from iPad

To save space, you can delete videos from iPad.

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

When you delete a video (other than rented movies) from iPad, it isn't deleted from your iTunes library on your computer, and you can sync the video back to iPad later. If you don't want to sync the video back to iPad, set iTunes to not sync the video. See "Syncing with iTunes" on page 24.

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

YouTube 11

Finding and Viewing Videos

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

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

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

To use YouTube, iPad must have an Internet connection. See "Connecting to the Internet" on page 29.

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

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

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

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

- *History:* Videos you've viewed most recently.

Search for a video:

1 Tap the YouTube search field.

2 Type a word or phrase, then tap Search.

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

Play a video: Tap the video.

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

Controlling Video Playback

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

Show or hide the video controls: Tap the screen.

Play or pause a video	Tap ▶ or ❚❚. You can also press the center button (or equivalent button) on a compatible headset.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Start a video over	Tap ◄◄.
Skip to the next or previous video in a list	Tap ◄◄ twice to skip to the previous video. Tap ►► to skip to the next video.
Rewind or fast-forward	Touch and hold ◄◄ or ►►.
Skip to any point in a video	Drag the playhead along the scrubber bar.
Stop watching a video	Tap Done, or press the Home ◯ button.
Toggle between full-screen and standard mode	Double-tap the video. You can also tap ▣ to make the video fill the screen, or ▭ to make it fit the screen.
Add a video to Favorites	Start playing a video, then tap ▣▣.
Email a link to the video	Start playing a video, then tap ✉.
Play a video on Apple TV using AirPlay	Tap ◻ and choose Apple TV. For information, see "Using AirPlay" on page 45.
View information about a video	Tap ▣ to exit full-screen mode and view related videos, comments, and more controls.

Managing Videos

While watching a full-screen video, tap to display the controller, then tap ⊠ to see related videos and options for managing videos.
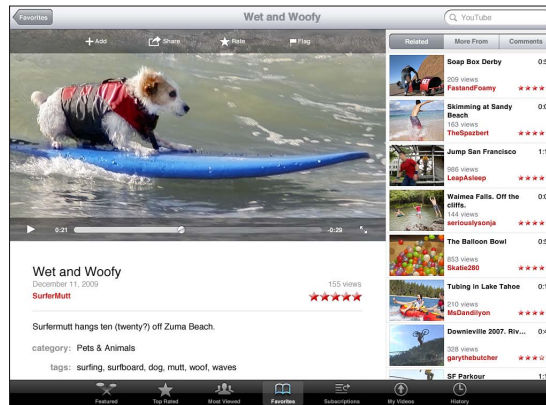
Rate a video or add a comment	Tap the video to display the toolbar, then tap Rate and select a rating. You must be signed in to a YouTube account.
See more videos from this YouTube user	In the sidebar, tap "More From." You must be signed in to a YouTube account.
See videos similar to this one	In the sidebar, tap "Related."
Subscribe to videos by this YouTube user	On the More Info screen, tap More Videos, then tap "Subscribe to <*account*>" at the bottom of the video list. You must be signed in to a YouTube account.
Add a video to Favorites or a playlist	Tap Add, then select Favorites or a playlist.
Email a link to a video	Tap Share.
Flag a video	Tap the movie to display the toolbar, then tap ⚑.

Watching YouTube on a TV

If you have an Apple TV, you can use AirPlay to watch YouTube videos on a TV. See "Controlling Video Playback" on page 83.

You can also connect iPad directly to your TV or a projector, and watch YouTube on the large screen. For more information about using iPad with a TV or projector, see "Video" on page 168.

Calendar 12

About Calendar

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

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

Syncing Calendars

You can sync your calendars in these ways:

- In iTunes, use the iPad settings panes to sync with iCal or Microsoft Entourage on a Mac, or with Microsoft Outlook on a PC, when you connect iPad to your computer. See "Syncing with iTunes" on page 24.
- In Settings on iPad, turn on Calendars in your MobileMe, Google, Yahoo!, or Microsoft Exchange account to sync your calendar information over the air. If your company or organization supports it, you can also set up a CalDAV account. See "Adding Mail, Contacts, and Calendar Accounts" on page 31. To sync calendars over the air, iPad must be connected to the Internet.

Adding, Editing, and Deleting Calendar Events

You can create and edit calendar events directly on iPad.

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

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

You can enter the following:

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

  When you set an alert, the option to set a second alert appears. When an alert occurs, iPad displays a message. To set iPad to play a sound, see "Alerts" on page 90.

  Important: When you travel, iPad may not alert you at the correct local time. To manually set the correct time, see "Date and Time" on page 160. For information about adjusting the calendar time zone, see "Viewing Your Calendars" on page 86.

- Notes

If you have more than one calendar, you can select which calendar to add the event to. Read-only calendars don't appear in the list.

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

Viewing Your Calendars

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

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

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

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

- *List view:* All your appointments and events appear in a scrollable list, next to the selected day. To view a different day, tap ◄ or ► or select a day from the timeline below the calendar.
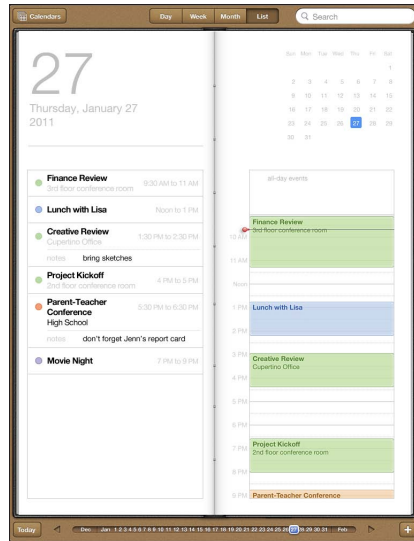
- *Day view:* Scroll up or down to see the day's events. Tap ◄ or ► to see the previous or next day's events, or select a day from the timeline below the calendar.
- *Week view:* Scroll up or down to see the week's events. Tap ◄ or ► to see the previous or next week, or select a week from the timeline below the calendar.
- *Month view:* Tap a day to see its events. Tap ◄ or ► to see the previous or next month, or select a month from the timeline below the calendar.
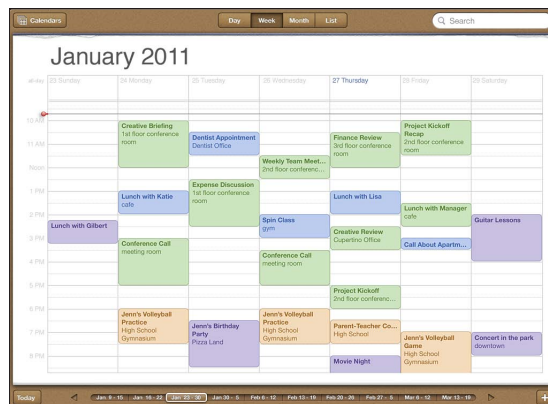
See the details of an event: Tap the event.

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

Searching Calendars

You can search the titles, invitees, notes, and locations of the events in your calendars. Calendar searches just the calendar or calendars you're currently viewing.

Search for events: Enter text in the search field.

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

Subscribing to Calendars

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

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

Subscribe to a CalDAV or .ics calendar:

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

2 Choose Other, then choose Add Subscribed Calendar.

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

4 Tap Save.

Apple provides links to a number of free iCal calendars—for national holidays or sports events, for example—that you may want to subscribe to.

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

Responding to Meeting Invitations

If you have a Microsoft Exchange account on iPad with Calendars enabled, a supported CalDAV account, or a MobileMe calendar, you can receive and respond to meeting invitations from people in your organization.

When you receive an invitation, the meeting appears in your calendar with a dotted line around it. The ⬇ icon in the lower-right corner of the screen shows the number of new invitations you have. To receive and respond to meeting invitations, iPad must have an Internet connection.

Respond to an invitation in Calendar:

1 Tap a meeting invitation in the calendar, or tap ⬇ to display the Event screen and then tap an invitation.

- Tap "Invitation from" to get contact information for the meeting organizer. Tap the email address to send the organizer a message.
- Tap Invitees to see who is invited to the meeting. Tap a name to see the attendee's contact information. Tap an email address to send a message to the attendee.
- Tap Alert to set iPad to sound an alert before the meeting.
- Tap Add Comments to add comments for the meeting organizer. Your comments will also appear in the Info screen for the meeting.

Notes are made by the meeting organizer.

2 Tap Accept, Maybe, or Decline.

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

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

Importing Calendar Files from Mail

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

Sales Meeting.ics
0.9 KB

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

Alerts

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

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

Contacts

About Contacts

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

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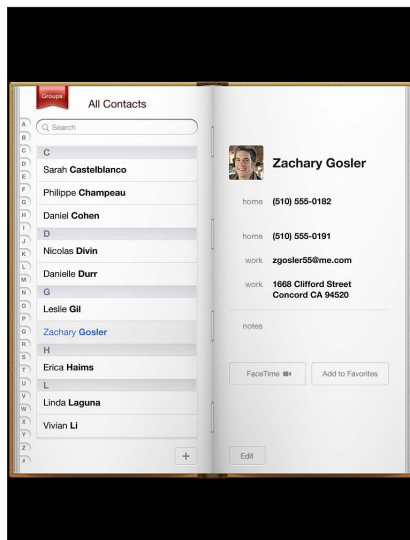
Syncing and Adding Contacts

You can add contacts to iPad in these ways:

- Enter contacts on iPad

- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer (see "Syncing with iTunes" on page 24)

- Set up a MobileMe or Microsoft Exchange account on iPad with Contacts enabled (see "Adding Mail, Contacts, and Calendar Accounts" on page 31)

- Install a profile that sets up an Exchange account with Contacts enabled (see "Setting Up Microsoft Exchange Accounts" on page 172)

- Set up an LDAP or CardDAV account on iPad to access business or school directories (see "LDAP and CardDAV Accounts" on page 173)

Searching Contacts

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

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

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

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

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

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

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

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

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

Managing Contacts

You can edit your contacts and mark as favorites the ones you use frequently with FaceTime.

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

Delete a contact	In Contacts, choose a contact, then tap Edit. Scroll down, then tap Delete Contact.
Add a contact to FaceTime Favorites	In Contacts, choose a contact, then tap Favorites.
Edit FaceTime Favorites	In FaceTime, tap Favorites, then tap Edit. To delete an item, tap ⊖.
Edit contact information	In Contacts, choose a contact, then tap Edit. To add an item, tap ⊕. To delete an item, tap ⊖.

Assign a photo to a contact:

1 Tap Contacts, then choose a contact.

2 Tap Edit and tap Add Photo, or tap the existing photo.

3 Tap an album, then tap a photo.

4 Drag and scale the photo.

5 Tap Choose.

Using Contact Information

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

• Create an email message in Mail, addressed to the contact

• Open the contact's home page in Safari

• Find the location of the contact's address in Maps, and get directions

• Share the contact information with others

• Call a contact using FaceTime

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

Placing a FaceTime call: Tap Contacts and choose a contact, then tap FaceTime and choose an email address or phone number to use for the call. If you don't see the FaceTime button, turn on FaceTime in Settings > FaceTime.

Unified Contacts

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

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

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

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

Notes

<div align="right">

14

</div>

Writing and Reading Notes

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

You can view notes in landscape or portrait orientation. In portrait orientation, tap Notes to view a list of your notes. In landscape orientation, the list of notes appears on the left, and the current note is circled in red.
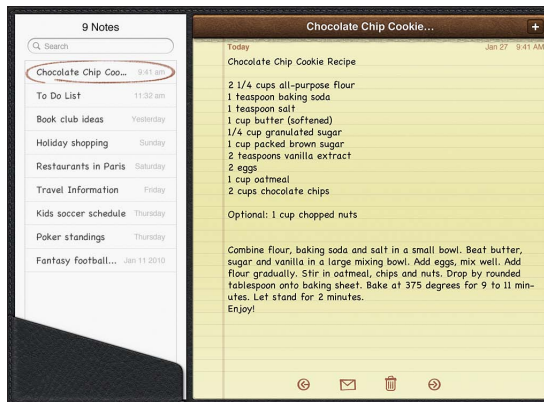
Notes are listed by last-modified date, with the most recent note at the top. The list shows the first few words of each note. Tap a note in the list to view or edit it.

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

Read a note: Tap the note. Tap ➡ or ⬅ to see the next or previous note.

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

Delete a note: Tap the note, then tap 🗑.

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

Searching Notes

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

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

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

Emailing Notes

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

To email a note, iPad must be set up for email. See "Setting Up Email Accounts" on page 53.

Syncing Notes

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

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

Maps

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About Maps

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

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

To use Maps, iPad must have an Internet connection. See "Connecting to the Internet" on page 29.

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

If location services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without turning on location services. See "Location Services" on page 153.

Finding and Viewing Locations

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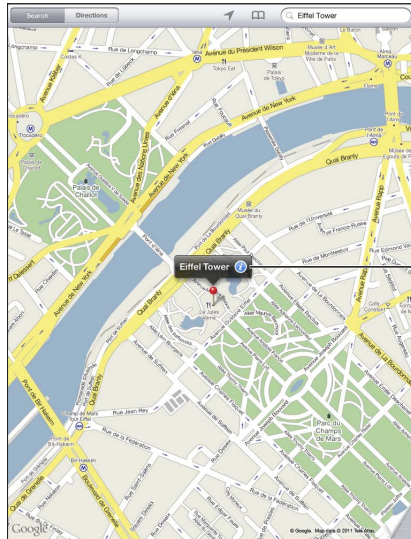
Searching for Locations

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

Find a location and see a map:

1 Tap the search field to bring up the keyboard.

2 Type an address or other search information.

3 Tap Search.

   A pin marks the location.

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

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

Zoom in	Pinch the map with two fingers. Or double-tap the part you want to zoom in on. Double-tap again to zoom in even closer.
Zoom out	Pinch your fingers apart on the map. Or tap the map with two fingers. Tap with two fingers again to zoom out further.
Pan or scroll	Drag up, down, left, or right to view a different part of the map.

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

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

Finding Your Current Location

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

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

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

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

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

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

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

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

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

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

Your current location can't be found if Location Services is turned off, so you may be prompted to turn it on. See "Location Services" on page 153.

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

Get information about your current location: Tap the blue marker, then tap ⓘ. iPad displays the address of your current location, if available. You can use this information to:

• Get directions to or from this location

• Add the location to contacts

• Send the address in email

• Bookmark the location

• See a street view (when available)

Marking a Location with a Drop Pin

A drop pin lets you mark a location by hand.

Drop a pin: Touch and hold any location on the map. Or, you can drag or tap the lower-right corner of the screen, then tap Drop Pin.

A pin drops on the map. Touch and hold the pin, then drag it to any location you choose.

Bookmarking Locations

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

Bookmark a location: Find a location, tap the pin, tap ⓘ next to the name or description, then tap "Add to Bookmarks."
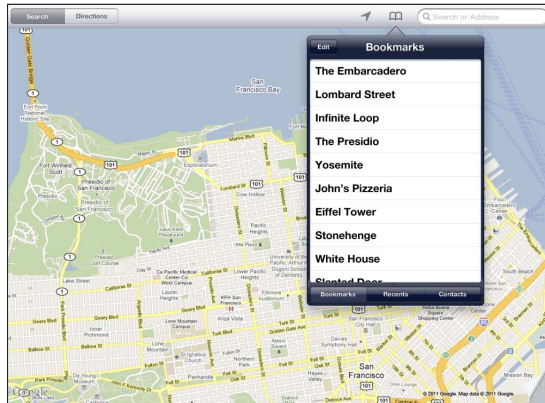
See a bookmarked or recently viewed location: Tap 📖 at the top of the screen, then tap Bookmarks or Recents.

Clear the list of recents: Tap Clear.

Rearrange or delete a bookmark: Tap Edit.