



Preliminary Draft

**iPad**  
User Guide

For iOS 5.1 Software

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# At a Glance

# 1

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

## Overview



## Accessories

The following accessories are included with iPad:



10W USB Power Adapter



Dock Connector to USB Cable

Item	What you can do with it
10W USB power adapter	Use the 10W USB power adapter to provide power to iPad and charge the battery.
Dock Connector to USB Cable	Use this cable to connect iPad to the 10W USB power adapter to charge or to your computer to sync. Use the cable with the optional iPad Dock, or plug it directly into iPad.


## Buttons

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

### Sleep/Wake button

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



Lock iPad	Press the Sleep/Wake button.
Unlock iPad	Click the Home button  or the Sleep/Wake button, then drag the slider.
Turn iPad off	Hold down the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider.
Turn iPad on	Hold down the Sleep/Wake button until the Apple logo appears.

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


**Set the Auto-Lock time:** In Settings, go to General > Auto-Lock, then set a time for iPad to lock automatically.

**Set a passcode:** In Settings, go to General > Passcode Lock, then tap On or Off.

You can use the iPad Smart Cover, available separately, to automatically unlock iPad 2 when you open the cover and lock iPad 2 when you close it.

**Use the Smart Cover with iPad 2:** In Settings, go to General > iPad Cover Lock/Unlock, then tap On or Off.




## Home button

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

**Go to the Home screen:** Click the Home button .

On the Home screen, just a tap opens an app. See “Opening and switching apps” on page 23.

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<b>Display the multitasking bar to see recently used apps</b>	When iPad is unlocked, double-click the Home button  .
<b>Display audio playback controls</b>	<i>When iPad is locked:</i> Double-click the Home button  . See “Playing songs and other audio” on page 84. <i>When using another app:</i> Double-click the Home button  , then flick the multitasking bar from left to right.

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## Volume buttons

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



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<b>Increase the volume</b>	Press the Volume Up button.
<b>Decrease the volume</b>	Press the Volume Down button.
<b>Set a volume limit</b>	In Settings, go to Music > Volume Limit.
<b>Mute the sound</b>	Hold down the Volume Down button.

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

## Side Switch

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

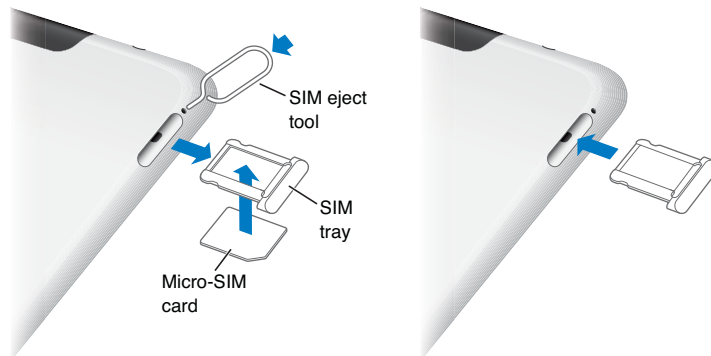
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<b>Suppress notifications and sound effects</b>	Slide the Side Switch down to mute notifications and sound effects. This switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows. See “Side Switch” on page 125.
<b>Lock the screen rotation</b>	In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See “Side Switch” on page 125.

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## Micro-SIM card tray


The micro-SIM card in some iPad Wi-Fi + 3G models is used for cellular data. If your micro-SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the micro-SIM card.



**Open the SIM tray:** Insert the tip of the SIM eject tool into the hole on the SIM tray. Press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the micro-SIM card. If you don't have a SIM eject tool, you may be able to use the end of a small paper clip.







For more information, see "Cellular Data" on page 120.








## Home screen

Click the Home button  at any time to go to the Home screen, which displays your iPad apps. Tap any icon to open the app. See "Using apps" on page 23.

## Status icons








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

Status icon	What it means
 Airplane mode	Shows that airplane mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See "Airplane Mode" on page 118.
 3G	Shows that your carrier's 3G network (iPad Wi-Fi + 3G) is available, and you can connect to the Internet over 3G. See "Joining a Wi-Fi network" on page 118.
 EDGE	Shows that your carrier's EDGE network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over EDGE. See "Joining a Wi-Fi network" on page 118.
 GPRS	Shows that your carrier's GPRS network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over GPRS. See "Joining a Wi-Fi network" on page 118.
 Wi-Fi	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See "Wi-Fi" on page 118.
 Activity	Shows network and other activity. Some third-party apps use this icon to show an active process.

Status icon		What it means
	VPN	Shows that you're connected to a network using VPN. See "VPN" on page 121.
	Lock	Shows that iPad is locked. See "Sleep/Wake button" on page 10.
	Screen orientation lock	Shows that the screen orientation is locked. See "Viewing in portrait or landscape" on page 15.
	Location Services	Shows that an item is using Location Services. See "Location Services" on page 120.
	Play	Shows that a song, audiobook, or podcast is playing. See "Playing songs and other audio" on page 84.
	Bluetooth	<i>White icon:</i> Bluetooth is on and a device, such as a headset or keyboard, is connected. <i>Gray icon:</i> Bluetooth is on, but no device is connected.
	Battery	Shows the battery level or charging status. See "Charging the battery" on page 21.

## iPad apps

iPad comes with the following apps:

 Safari	Browse websites on the Internet. Rotate iPad sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the screen. Open multiple pages using tabs. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library. Print webpages using AirPrint. See Chapter 4, "Safari," on page 38.
 Mail	Send and receive mail using many of the most popular mail services, Microsoft Exchange, or most industry-standard POP3 and IMAP mail services. Send and save photos. View PDF files and other attachments, or open them in other apps. Print messages and attachments using AirPrint. See Chapter 5, "Mail," on page 41.
 Photos	Organize your favorite photos and videos into albums. Watch a slideshow. Zoom in for a closer look. Edit photos and print them using AirPrint. Use Photo Stream to push the photos you take on iPad to your devices. See Chapter 10, "Photos," on page 57.
 Music	Sync with your iTunes library and listen to your songs, audiobooks, and podcasts on iPad. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library. Use Home Sharing to play music from your computer. Stream your music or videos wirelessly to an Apple TV or compatible audio system using AirPlay. See Chapter 18, "Music," on page 83.
 Messages	Send messages over Wi-Fi to other iOS 5 users, and include photos, videos, and other information. Your messages are encrypted. See Chapter 6, "Messages," on page 47.
 Calendar	Keep your calendar current on iPad, or sync it with your Mac OS X or Windows calendar. Subscribe to others' calendars. Sync over the Internet with Microsoft Exchange or CalDAV servers. See Chapter 13, "Calendar," on page 67.
 Notes	Take notes on the go—grocery lists, brilliant ideas. Send them in mail. Sync notes to Mail or Microsoft Outlook or Outlook Express. See Chapter 15, "Notes," on page 74.



#### Reminders

Organize your life with due dates and lists. Reminders works with iCloud, iCal, Microsoft Exchange, and Outlook so changes you make update automatically on all your devices and calendars. See Chapter 16, “Reminders,” on page 76.



#### Maps

See a standard, satellite, hybrid, or terrain view of locations around the world. Zoom in for a closer look, or check out Google Street View. Find your current location. Get detailed driving, public transit, or walking directions and see current highway traffic conditions. Find businesses in the area. See Chapter 17, “Maps,” on page 79.



#### YouTube

Play videos from YouTube’s online collection. Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. Set up and log in to your YouTube account—then rate videos, sync your favorites, show subscriptions, and more. See Chapter 12, “YouTube,” on page 64.



#### Videos

Play movies, TV shows, podcasts, videos from your iTunes library or your movie collection. Buy or rent movies on iPad using the iTunes Store. Download video podcasts. See Chapter 11, “Videos,” on page 61.



#### Contacts

Organize your address book on iPad and keep it up to date on all of your iOS devices with iCloud. See Chapter 14, “Contacts,” on page 71.



#### Game Center

Discover new games and share your game experiences with friends. Invite a friend, or request a match with an opponent. Check player rankings on the leaderboards. Gain achievements for extra points. See Chapter 23, “Game Center,” on page 102.



#### iTunes

Search the iTunes Store for music, audiobooks, TV shows, music videos, and movies. Browse, preview, purchase, and download new releases, top items, and more. Buy or rent movies and buy TV shows to view on iPad. Download podcasts. Read reviews, or write your own reviews for your favorite store items. See Chapter 19, “iTunes Store,” on page 88.



#### App Store

Search the App Store for apps you can purchase or download. Read reviews, or write your own reviews for your favorite apps. Download and install the apps on your Home screen. See Chapter 20, “App Store,” on page 92.



#### Newsstand

Keep all your app subscriptions in one convenient place. Newsstand automatically downloads whatever’s new for each of your app subscriptions. It all happens in the background, so you never have to interrupt what you’re doing. See Chapter 21, “Newsstand,” on page 95.



#### FaceTime

Make video calls to other FaceTime users over Wi-Fi. Use the front camera to talk face to face, or the back camera to share what you see. See Chapter 8, “FaceTime,” on page 53.



#### Camera

Take photos and record HD videos. View them on iPad, mail them, or upload them to your computer or the Internet. Tap to set the exposure. Trim and save video clips. Upload videos directly to YouTube. See Chapter 7, “Camera,” on page 50.



#### Photo Booth

Use the front or back camera to take a snapshot. Add a special effect, such as twirl or stretch, before you take a snapshot. Snapshots are saved in an album in the Photo app. See Chapter 9, “Photo Booth,” on page 55.



#### Settings

Personalize your iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set up Picture Frame, mail accounts, contacts, and calendars. Manage your cellular data account (iPad Wi-Fi + 3G). Set an auto-lock and a passcode for security. See Chapter 25, “Settings,” on page 118.



**Note:** App functionality and availability may vary depending on where you purchase and use iPad.

## Viewing in portrait or landscape

You can view iPad's built-in apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting automatically to fit the new orientation.



You may prefer landscape orientation for viewing webpages in Safari, for example, or when entering text. Webpages automatically scale to the wider screen, making the text and images larger. The onscreen keyboard also becomes larger, which may help increase your typing speed and accuracy. Lock the screen orientation if you want to keep the screen from rotating.

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

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See "Side Switch" on page 125.

## Using the Multi-Touch screen

The controls on the Multi-Touch screen change, depending on the task you're performing. To control iPad, use your fingers to pinch, swipe, tap, and double-tap.

### Using multitasking gestures

You can use multitasking gestures on iPad 2 to return to the home screen, reveal the multitasking bar, or switch to another app.

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

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

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

**Turn multitasking gestures on or off:** In Settings, go to > General > Multitasking Gestures, then tap On or Off.


## Zooming in or out

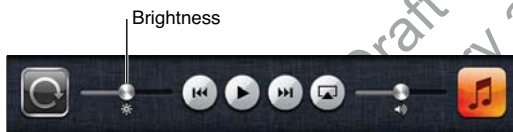
While viewing photos, webpages, mail, or maps, you can zoom in and out. Pinch two fingers together or apart. For photos and webpages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.



Zoom is also an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See "Zoom" on page 115.

## Adjusting brightness

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



You can use Auto-Brightness to automatically adjust the screen's brightness. In Settings, go to Brightness & Wallpaper, then turn Auto-Brightness on or off. See "Brightness & Wallpaper" on page 121.

## Using the onscreen keyboard

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it. See "Typing" on page 26.

## Using lists

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

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

**Choose an item:** Tap an item in the list.

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

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



# Getting Started

# 2

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

## What you need



**WARNING:** To avoid injury, read all operating instructions in this guide and safety information in the *iPad Important Product Information Guide* at [support.apple.com/manuals/ipad](http://support.apple.com/manuals/ipad) before using iPad.

To use iPad, you need:

- An Apple ID for some features, including iCloud, the App Store and iTunes Store, and online purchases
- An Internet connection (broadband is recommended)

To use iPad with your computer, you need:

- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
  - Mac OS X version 10.5.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 10.5 or later (for some features), available at [www.itunes.com/download](http://www.itunes.com/download)

## Setting up iPad

To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including connecting to a Wi-Fi network, signing in with or creating a free Apple ID, setting up iCloud, and turning on recommended features, such as Location Services and Find My iPad.

During setup, you can copy your apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes. See “Backing up iPad” on page 134.

## Setting up mail and other accounts

iPad works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar service providers. If you don't already have a mail account, you can set up a free iCloud account when you set up iPad, or later in Settings > iCloud.

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

For information about iCloud, see “Using iCloud” on page 18.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See “Syncing contacts” on page 71.

For information about setting up a Microsoft Exchange account in a corporate environment, see “Setting up Microsoft Exchange accounts” on page 127.

## Managing content on iPad

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

- *iCloud* stores your photos, apps, contacts, calendars, and more, and wirelessly pushes them to your devices. When something changes on one of your devices, your other devices are automatically updated. See “Using iCloud,” below.
- *iTunes* syncs music, video, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you’ve created on iPad to your computer. See “Syncing with iTunes” on page 19.

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

**Note:** You shouldn’t sync items on 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. If you do both, you may see duplicated data on iPad.

## Using iCloud

iCloud is a service that stores your content—mail, contacts, calendars, reminders, bookmarks, notes, photos, and documents—and wirelessly pushes it to your devices and computers, automatically keeping everything up to date.

iCloud features include:

- Automatic Downloads—Automatically download new music, app, and book purchases to your devices.
- Download Previous Purchases—View previous iTunes Store and App Store purchases and download them again if needed.
- Photo Stream—When you take a photo on one device, automatically get it on your other devices. See “Photo Stream” on page 52.
- Documents & Data—Store documents and data for apps that work with iCloud.
- 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 36.

You can also back up iPad to iCloud. See “Backing up with iCloud” on page 135.

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

**Note:** iCloud is not available in all areas, and iCloud features may vary by area. For more information about iCloud, go to [www.apple.com/icloud](http://www.apple.com/icloud).

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

If you have a MobileMe subscription, you can migrate it to iCloud at [me.com/move](http://me.com/move).

<b>Choose info to store in iCloud</b>	Go to Settings > iCloud.
<b>Turn Automatic Downloads on or off</b>	Go to Settings > Store, then tap On or Off.
<b>View and download previous iTunes Store purchases</b>	Go to the iTunes Store, then tap Purchased.
<b>View and download previous App Store purchases</b>	Go to the App Store, then tap Purchased.
<b>Turn Photo Stream on or off</b>	Go to Settings > iCloud > Photo Stream, then tap On or Off.
<b>Find your iPad</b>	Visit <a href="http://www.icloud.com">www.icloud.com</a> . Find My iPad must be turned on in Settings > iCloud.
<b>Purchase additional iCloud storage</b>	Go to Settings > iCloud > Storage & Backup, then tap Buy More Storage.

For more information about iCloud, go to [www.apple.com/icloud](http://www.apple.com/icloud). For support information, go to [www.apple.com/support/icloud](http://www.apple.com/support/icloud).


## Syncing with iTunes

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

**Set up wireless iTunes syncing:** Connect iPad to your computer using the Dock Connector to USB Cable. In iTunes, turn on “Sync over Wi-Fi connection” in the device’s Summary pane.

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

### Tips for syncing with iTunes

- If you’re using iCloud to store your contacts, calendars, bookmarks, and notes, don’t also sync them to iPad using iTunes.
- Purchases you make on iPad in the iTunes Store or the App Store are synced back to your iTunes library. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad.
- In the device’s Summary pane, you can set iTunes to automatically sync iPad when it’s attached to your computer. To temporarily override this, hold down Command and Option (Mac) or Shift and Control (PC) until you see your iPad appear in the sidebar.
- In the device’s Summary pane, select “Encrypt backup” if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon , and you need a password to restore the backup. If you don’t select this option, passwords (such as those for mail accounts) aren’t included in the backup and have to be reentered if you use the backup to restore iPad.
- In the device’s Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to a mail account on iPad don’t affect the account on your computer.
- In the device’s Info pane, click Advanced to select options that let you *replace* the information on iPad with the information from your computer during the next sync.

- If you listen to part of a podcast or audiobook, your stopping point is included if you sync the content with iTunes. If you started listening on iPad, you can pick up where you left off in iTunes on your computer—or vice versa.
- In the device's Photo pane, you can sync photos and videos from a folder on your computer.

## Connecting iPad to your computer

Use the included Dock Connector to USB Cable to connect iPad to your computer. Connecting iPad to your computer allows you to sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See “Syncing with iTunes.”





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

**Cancel a sync:** Drag the slider on iPad.

## Viewing the user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, or you can install the free iBooks app and download the guide from the iBookstore.

**View the user guide in Safari:** In Safari, tap , then tap the *iPad User Guide* bookmark. Or go to <http://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 App Store, search for and install “iBooks.” Open iBooks and tap Store. Search for “iPad User Guide,” then select and download the user guide.

## Battery

iPad has an internal rechargeable battery. For more information about iPad batteries, go to [www.apple.com/batteries/ipad.html](http://www.apple.com/batteries/ipad.html).

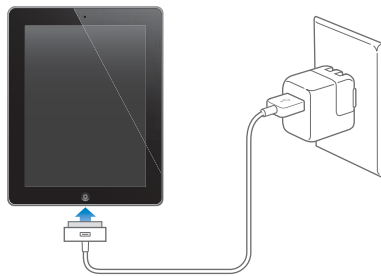
## Charging the battery

**WARNING:** For important safety information about charging iPad, see the *iPad Important Product Information Guide* at [support.apple.com/manuals/ipad](http://support.apple.com/manuals/ipad).

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



**Charge the battery:** The best way to charge the iPad battery is to connect iPad to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter. When you connect iPad to a USB 2.0 port on a Mac with the Dock Connector to USB Cable, iPad may charge slowly while syncing.



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

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

**Important:** If iPad is very low on power, it may display one of the following images, indicating that iPad needs to charge for up to ten minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears.



## Maximizing battery life

iPad uses a lithium-ion battery. For information about maximizing the battery life of iPad, go to [www.apple.com/batteries/ipad.html](http://www.apple.com/batteries/ipad.html).

## Replacing the battery

The iPad battery isn't user replaceable; it can be replaced only by an Apple Authorized Service Provider (AASP). Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. AASPs also recycle iPad batteries according to local laws and regulations. For information, go to [www.apple.com/batteries/replacements.html](http://www.apple.com/batteries/replacements.html).

## Using and cleaning iPad

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

Handle iPad with care, to maintain its appearance. If you're concerned about scratching or abrasion of the screen, you can use a case or a cover, sold separately.

To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button until the red slider appears, then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. The iPad screen has an oleophobic coating; simply wipe the screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

For more information about handling iPad, see the *iPad Important Product Information Guide* at [support.apple.com/manuals/ipad](http://support.apple.com/manuals/ipad).

Preliminary Draft  
Apple Proprietary and Confidential

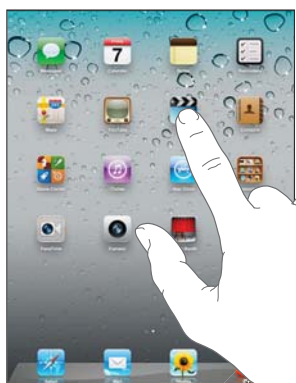
Read this chapter to learn how to use apps on iPad. You'll also learn how to search, print, share files, and more.


## Using apps

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


## Opening and switching apps

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




**Return to the Home screen:** Click the Home button  or pinch four or five finger together on the screen.

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


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

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

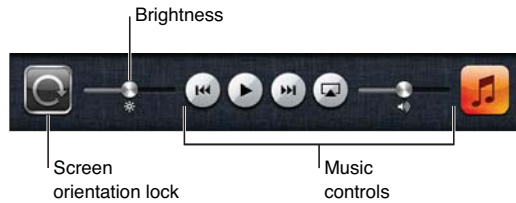





**Force an app to close:** Touch and hold the app icon until it begins to jiggle, then tap .

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

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

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



**Delete an app from the Home screen:** Touch and hold the app icon until it jiggles and an  appears. Tap  to delete the app, then click the Home button .

**Important:** Deleting an app from iPad also deletes the documents and data created by the app.

## Scrolling

Drag up or down to scroll. You can also scroll sideways in apps such as Safari, Photos, and Maps.



Dragging your finger to scroll doesn't choose or activate anything on the screen.

Swipe to scroll quickly.



You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately. Touching the screen to stop scrolling doesn't choose or activate anything on the screen.

To quickly scroll to the top of a list, webpage, or mail message, tap the status bar at the top of the screen.




## Customizing the Home screen

You can customize the layout of app icons on the Home screen—including the icons in the Dock along the bottom of the screen.

### Rearranging icons

You can create additional Home screens and arrange your apps over multiple Home screens.

#### Rearrange icons:

- 1 Touch and hold any app on the Home screen until it jiggles.
- 2 Arrange the apps by dragging them.
- 3 Click the Home button  to save your arrangement.



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#### Move an icon to another screen

While arranging icons, drag an icon to the right edge of the screen until a new screen appears. You can return to a previous screen and drag more icons to the new screen.

---

#### Create additional Home screens

While arranging icons, swipe to the rightmost Home screen, then drag an icon to the right edge of the screen. You can create up to 11 Home screens. The dots above the Dock show the number of screens you have, and which screen you're viewing.


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#### Go to a different Home screen

Flick left or right, or tap to the left or right of the row of dots.

---

#### Go to the first Home screen

Click the Home button .

---

#### Reset the Home screen to its original layout

In Settings, go to General > Reset, then tap Reset Home Screen Layout. Resetting the Home screen removes any folders you've created and applies the default wallpaper to your Home screen.

---

When you connect iPad to your computer using the Dock Connector to USB Cable, you can rearrange the icons on the Home screen, as well as the order of the screens, in iTunes. Select iPad in the iTunes sidebar, then click the Apps tab.

### Organizing with folders


You can use folders to organize icons on the Home screen. You can put up to 20 icons in a folder. iPad automatically names a folder when you create it, based on the icons you use to create the folder, but you can change the name. Rearrange folders by dragging them on the Home screen or by moving them to a new Home screen or to the Dock.

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

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

<b>Add an icon to a folder</b>	When the icons are jiggling, drag the icon onto the folder.
<b>Remove an icon from a folder</b>	While arranging icons, tap to open the folder, then drag the icon out of the folder.
<b>Open a folder</b>	Tap the folder. You can then tap an app icon to open that app.
<b>Close a folder</b>	Tap outside the folder, or click the Home button.
<b>Delete a folder</b>	Remove all icons from the folder. The folder is deleted automatically when empty.
<b>Rename a folder</b>	While arranging icons, tap to open the folder, then tap the name at the top and use the keyboard to enter a new name.

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

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



## Changing the wallpaper

You can choose the images or photos you want to use as wallpaper for your Lock screen and your Home screen. Choose an image that came with iPad, or a photo from your Camera Roll album or another album on iPad.

### Set wallpaper:

- 1 In Settings, go to Brightness & Wallpaper, tap the image of the Lock and Home screens, then tap Wallpaper or Saved Photos.
- 2 Tap to choose an image or photo. If you choose a photo, drag or pinch it to position or resize it, until it looks the way you want.
- 3 Tap Set Lock Screen, Set Home Screen, or Set Both.

## Typing

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it.

You can also use an Apple Wireless Keyboard to type. When you use an external keyboard, the onscreen keyboard doesn't appear. See "Using an Apple Wireless Keyboard" on page 30.







## Entering text

Depending on the app you're using, the intelligent keyboard may automatically suggest corrections as you type, to help prevent mistyped words.

**Enter text:** Tap a text field, such as in a note or new contact, to bring up the keyboard, then tap keys on the keyboard.

If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.



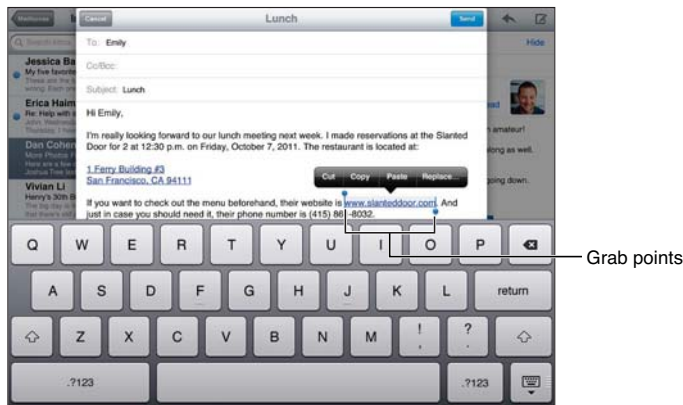
Delete the previous character	Tap  .
Quickly type a period and space	Double-tap the space bar. To turn this feature off, go to Settings > General > Keyboard.
Type uppercase	Tap the Shift key  before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
Turn caps lock on	Double-tap the Shift key  . The Shift key turns blue, and all letters you type are uppercase. Tap the Shift key to turn caps lock off. To turn this feature off, go to Settings > General > Keyboard.
Enter numbers, punctuation, or symbols	Tap the Number key  . Tap the Symbol key  to see additional punctuation and symbols.
Enter accented letters or other alternate characters	Touch and hold the related key, then slide to choose a variant.
Set options for typing	Go to Settings > General > Keyboard.
Hide the onscreen keyboard	Tap the Keyboard key  .

## Editing text

The Multi-Touch screen makes it easy to make changes to text you've entered. An onscreen magnifying glass helps you position the insertion point. The grab points on selected text let you select more or less text. You can also cut, copy, and paste text and photos within apps, or across multiple apps.

**Position the insertion point:** Touch and hold to bring up the magnifying glass, then drag to position the insertion point.

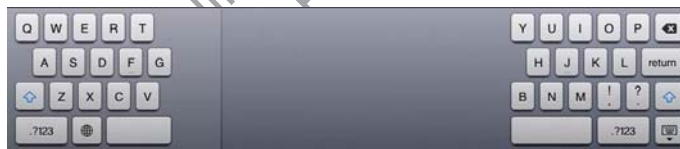
**Select text:** Tap the insertion point to display the selection buttons. Tap Select to select the adjacent word, or tap Select All to select all text. You can also double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, or messages you receive, touch and hold to select a word.







<b>Cut or copy text</b>	Select text, then tap Cut or Copy.
<b>Paste text</b>	Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.
<b>Undo the last edit</b>	Shake iPad, or tap undo on the keyboard.
<b>Make text bold, italic, or underlined</b>	When available, tap <b>B</b> , then tap <b>I</b> / <b>U</b> .
<b>Find a definition for a word</b>	Tap a word to select it, then tap Dictionary.
<b>Find alternative words</b>	Tap a word to select it, then tap Suggest, then tap a suggested word.
<b>Justify text</b>	When available, select the text you want to justify, then tap the left arrow or the right arrow.

## 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.



<b>Use a split keyboard</b>	Touch and hold the Keyboard key  , slide your finger to Split, then release.
<b>Move the keyboard</b>	Touch and hold  , slide your finger to Undock to move the keyboard to the middle of the screen, then release.
<b>Return to a full keyboard</b>	Touch and hold the Keyboard key  , slide your finger to Dock and Merge, then release.
<b>Return a full keyboard to the bottom of the screen</b>	Touch and hold the Keyboard key  , slide your finger to Dock, then release.
<b>Turn Split Keyboard on or off</b>	Go to Settings > General > Keyboard > Split Keyboard, then tap On or Off.

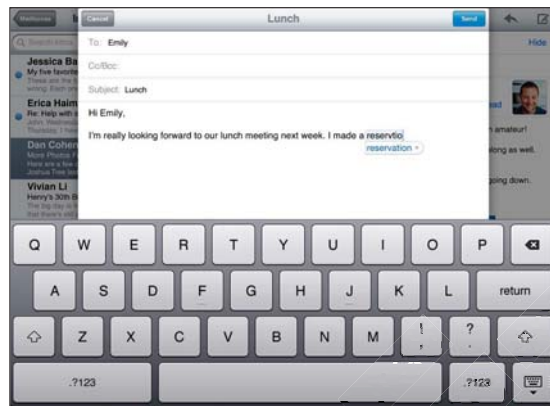
You can use Settings to set the layouts for the onscreen software keyboard and for any hardware keyboards. The available layouts depend on the keyboard language. See Appendix B, "International Keyboards," on page 129.

For each language, you can choose different layouts for the onscreen software keyboard and for any external hardware keyboards. The software keyboard layout determines the layout of the keyboard on the iPad screen. The hardware keyboard layout determines the layout of an Apple Wireless Keyboard connected to iPad. See “Using an Apple Wireless Keyboard” on page 30.

<b>Select a hardware or software keyboard layout</b>	Go to Settings > General > International > Keyboards, tap a language, then choose a software or hardware keyboard layout.
<b>Add or remove an international keyboard</b>	Go to Settings > General > International > Keyboards.
<b>Use an international keyboard</b>	Touch and hold the Globe key  on the onscreen keyboard to display a list of enabled languages, then slide your finger to choose a language. See Appendix B, “International Keyboards,” on page 129.

## Auto-correction and spell checking

For many languages, iPad automatically corrects misspellings or makes suggestions as you type. When iPad suggests a word, you can accept the suggestion without interrupting your typing.



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

**Reject a suggestion:** Finish typing the word as you want it, then tap the “x” next to the suggestion. Each time you reject a suggestion for the same word, iPad becomes more likely to accept the word.

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

<b>Replace a misspelled word</b>	Tap the word, then tap one of the alternate spellings. If the word you want doesn’t appear, correct the word by retyping it.
<b>Turn auto-correction or spell checking on or off</b>	Go to Settings > General > Keyboard.
<b>Add a word to the dictionary</b>	Go to Settings > General > Keyboard. Tap Add New Shortcut. Enter the word in the Phrase field, but leave the Shortcut field blank. This adds the word to your personal dictionary and it won’t be identified as being misspelled when you type it.

## Shortcuts and personal dictionary

Shortcuts lets you type just a few characters in place of a longer word or phrase. The expanded text appears whenever you type the shortcut. For example, the shortcut “omw” is expanded to “On my way!”

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

To add a word or phrase to your personal dictionary so that iPad doesn't try to correct or replace it, leave the Shortcut field blank.

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

## Using an Apple Wireless Keyboard

In addition to the onscreen keyboard, you can also use an Apple Wireless Keyboard with iPad.


The Apple Wireless Keyboard connects using Bluetooth, so you must pair the keyboard with iPad. See “Pairing Bluetooth devices” on page 35.

Once the keyboard is paired with iPad, it connects whenever the keyboard is within range (up to 33 feet or 10 meters). You can tell that the keyboard is connected if the onscreen keyboard doesn't appear when you tap in a text field.

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

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

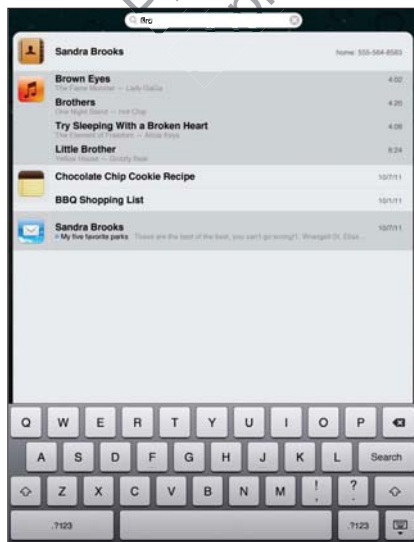
iPad disconnects the keyboard when it's out of range.



**Unpair a wireless keyboard from iPad:** In Settings, go to General > Bluetooth, tap  next to the keyboard name, then tap “Forget this Device.”

You can apply different layouts to a wireless keyboard. See Appendix B, “International Keyboards,” on page 129 and “Keyboard layouts” on page 28.

## Searching

You can search iPad's built-in apps, including Mail, Calendar, Music, Video, Notes, and Contacts. Search an individual app, or search all the apps at once using Spotlight.



**Go to Search:** On the main page of the Home screen, flick right or click the Home button . On the Search page, you can click the Home button  to return to the main Home screen.

**Search iPad:** On the Search page, enter text in the Search field. Search results appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

Tap an item in the results list to open it. Icons to the left of the search results let you know which app the results are from.

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

Here's a list of the apps searched and what information is searched within each app:

App	What's searched
Contacts	First, last, and company names
Mail	To, From, and Subject fields of all accounts (the text of messages isn't searched)
Calendar	Event titles, invitees, locations, and notes
Music	Music (names of songs, artists, and albums) and the titles of podcasts, videos, and audiobooks
Notes	Text of notes
Messages	Names and text of messages
Reminders	Titles

Search also searches the names of built-in and installed apps on iPad. If you have a lot of apps, you can use Spotlight to locate and open them.

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

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

## Printing

iPad can print wirelessly to AirPrint-enabled printers. You can print from the following iPad built-in apps:

- Mail—email messages and viewable attachments
- Photos and Camera—photos
- Safari—webpages, PDF files, and viewable attachments
- iBooks—PDF files
- Notes—currently displayed note
- Maps—view of map showing on the screen

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



An AirPrint-enabled printer doesn't require printer software; it just needs to be connected to the same Wi-Fi network as iPad. If you're not sure whether your printer is AirPrint-enabled, refer to its documentation.

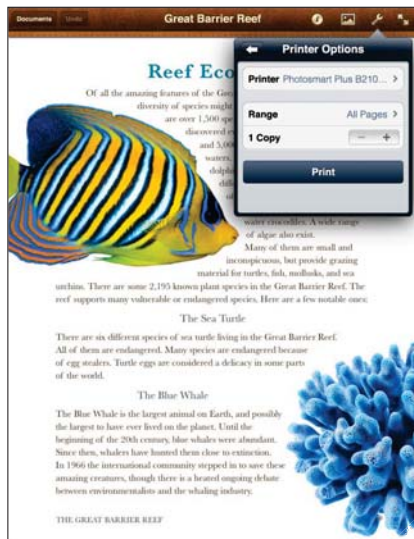
For more information about AirPrint, go to [support.apple.com/kb/HT4356](https://support.apple.com/kb/HT4356).


## Printing a document

AirPrint uses your Wi-Fi network to send print jobs wirelessly to your printer. iPad and the printer must be on the same Wi-Fi network.


### Print a document:

- 1 Tap  or  (depending on the app you're using), then tap Print.
- 2 Tap Select Printer to select a printer.
- 3 Set printer options, such as number of copies and double-sided output (if the printer supports it). Some apps also let you set a range of pages to print.
- 4 Tap Print.



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

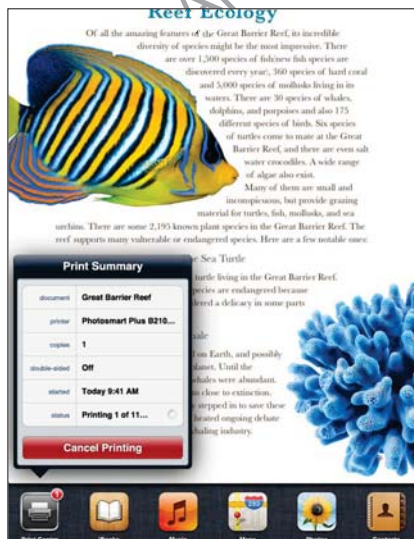
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**See the status of a print job** Double-click the Home button , tap the Print Center icon, then select a print job.

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

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## File Sharing

File Sharing lets you transfer files with the Dock Connector to USB Cable between iPad and your computer, using iTunes. You can share files created with a compatible app and saved in a supported format.

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

**Transfer a file from iPad to your computer:** In iTunes, go to your device's Apps pane. In the File Sharing section, select an app from the list. On the right, select the file you want to transfer, then click "Save to."

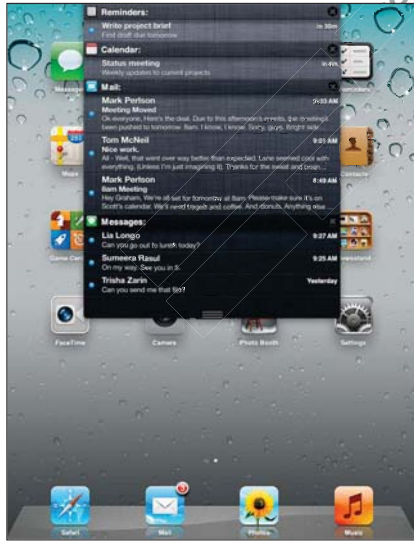
**Transfer a file from your computer to iPad:** In iTunes, go to your device's Apps pane. In the File Sharing section, select an app, then click Add. The file is immediately transferred to your device for use with the app you selected.

**Delete a file from iPad:** In iTunes, go to your device's Apps pane. Select the file in the Files list in the File Sharing section of the Apps pane, then press the Delete key.


## Notifications

Notification Center displays all your alerts in one place, including alerts about:

- Reminders
- Calendar events
- New mail
- New messages
- Friend requests (Game Center)



Alerts also appear on the lock screen, or briefly at the top of the screen when you're using iPad. You can see all current alerts in Notification Center.

Show Notification Center	Swipe down from the top of the screen.
Respond to an alert in Notification Center	Tap the alert.
Respond to an alert on the lock screen	Swipe the alert from left to right.
Remove an alert from Notification Center	Tap  , then tap Clear.
Set options for notifications	Go to Settings > Notifications.

## Twitter




Sign in to your Twitter account (or create a new account) in Settings to enable Tweets with attachments from the following apps:

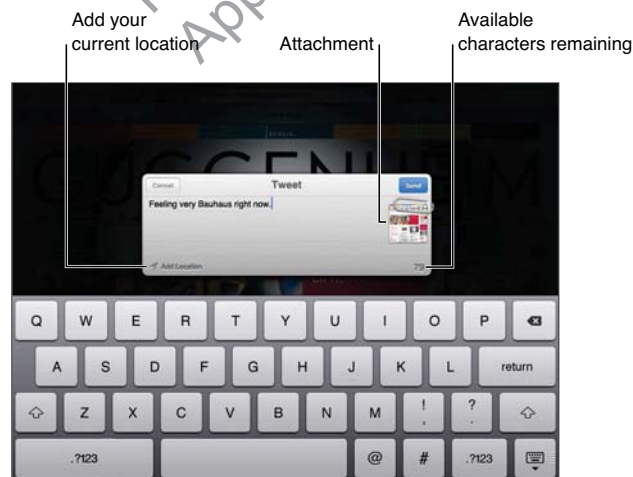
- Camera or Photos—with a photo from your Camera Roll album
- Safari—with a webpage
- Maps—with a location
- YouTube—with a video

**Sign in to (or create) a Twitter account:**

- 1 Go to Settings > Twitter.
- 2 Enter the user name and password for an existing account, or tap Create New Account.

To add another account, tap Add Account.

Tweet a photo, video, or webpage	View the item, tap  , then tap Tweet. If  isn't showing, tap the screen. To include your location, tap Add Location. Location Services must be on. Go to Settings > Location Services.
Tweet a location in Maps	Tap the location pin, tap  , tap Share Location, then tap Tweet.
Add Twitter user names and photos to your contacts	Go to Settings > Twitter, then tap Update Contacts.
Turn Twitter on or off for Photos or Safari	Go to Settings > Twitter.




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



You can install and use the Twitter app to post a Tweet, view your timeline, search for trending topics, and more. In Settings, go to Twitter, then tap Install. To learn how to use the Twitter app, open the app, tap the More button (...), tap Accounts & Settings, tap Settings, then tap Manual.

## Using AirPlay


You can stream music, photos, and video wirelessly to your HDTV or speakers using AirPlay and Apple TV. You can also use AirPlay to stream audio to an Airport Express or AirPort Extreme base station. Other AirPlay-enabled receivers are available from third-parties. Visit the online Apple Store for details.

iPad and the AirPlay-enabled device must be on the same Wi-Fi network.

**Stream content to an AirPlay-enabled device:** Start the video, slideshow, or music, then tap  and choose the AirPlay device. Once streaming starts, you can exit the app that's playing the content.

Get quick access to the AirPlay controls	When the screen is on, double-click the Home button  and scroll to the left end of the multitasking bar.
Switch playback back to iPad	Tap  and choose iPad.

You can mirror the iPad 2 screen on a TV with Apple TV. Everything on the iPad screen appears on the TV.

**Mirror the iPad 2 screen on a TV:** Tap  at the left end of the multitasking bar, choose an Apple TV, and tap the Mirroring button that appears.

A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on. You can also mirror the iPad screen on a TV using a cable. See "Watching videos on a TV" on page 62.

## Using Bluetooth devices

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


### Pairing Bluetooth devices



You must first pair a Bluetooth device (such as a keyboard or headphones) with iPad before you can use it.

#### Pair a Bluetooth device with iPad:

- 1 Follow the instructions that came with the device to make it discoverable.
- 2 In Settings, choose General > Bluetooth, and turn Bluetooth on.
- 3 Select the device and, if prompted, enter the passkey or PIN number. See the instructions about the passkey or PIN that came with the device.

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



After you pair the keyboard with iPad, the product name and a Bluetooth icon  appear on the screen.

After you pair headphones with iPad, the product name and a Bluetooth audio icon  appear on the screen along with the audio or video playback controls. Tap  to switch to a different audio output, such as the internal speaker.

To use the onscreen keyboard again, turn off Bluetooth in Settings > General > Bluetooth, or press the Eject key on the Bluetooth keyboard.

## Bluetooth status

The Bluetooth icon appears in the iPad status bar at the top of the screen:

-  (*white*): Bluetooth is on and a device is connected to iPad.
-  (*gray*): Bluetooth is on but no device is connected. If you've paired a device with iPad, it may be out of range or turned off.
- *No Bluetooth icon*: Bluetooth is turned off.

## Unpairing a Bluetooth device from iPad

If you pair iPad with one Bluetooth device and then want to use a different device of the same type instead, you must unpair the first device.

**Unpair a Bluetooth device:** Go to Settings > General > Bluetooth, then turn Bluetooth on. Choose the device, then tap "Forget this Device."

## Security features

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

### Passcodes and data protection

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

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

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

To increase security, turn off Simple Passcode (a four-digit number) and use a more robust passcode that has a combination of numbers, letters, punctuation, and special characters. See "Auto-Lock" on page 123.

### Find My iPad

Find My iPad can help you locate a lost or misplaced iPad using an iPhone, iPod touch, or another iPad. You can also use Find My iPad using a Mac or PC with a web browser signed in to [www.icloud.com](http://www.icloud.com) or [www.me.com](http://www.me.com). Find My iPad includes:

- **Find on a map:** View the approximate location of your iPad on a full-screen map.
- **Display a Message or Play a Sound:** Compose a message that appears on your iPad, or play sound for two minutes.
- **Remote Passcode Lock:** Remotely lock your iPad and create a 4-digit passcode, if you haven't set one previously.
- **Remote Wipe:** Protects your privacy by erasing all the information and media on your iPad and restoring iPad to its original factory settings.

**Important:** Before you can use these features, you must turn on Find My iPad either in iCloud or in MobileMe settings on your iPad. Find My iPad can be turned on in only one account.

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<b>Turn on Find My iPad using iCloud</b>	Go to Settings > iCloud and turn on Find My iPad.
<b>Turn on Find My iPad using MobileMe</b>	Go to Settings > Mail, Contacts, Calendars, tap your MobileMe account, then turn on Find My iPad.

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Find My iPad uses Wi-Fi to locate your iPad. If Wi-Fi is turned off or if your iPad isn't connected to a Wi-Fi network, Find My iPad can't find it. See "Using iCloud" on page 18.

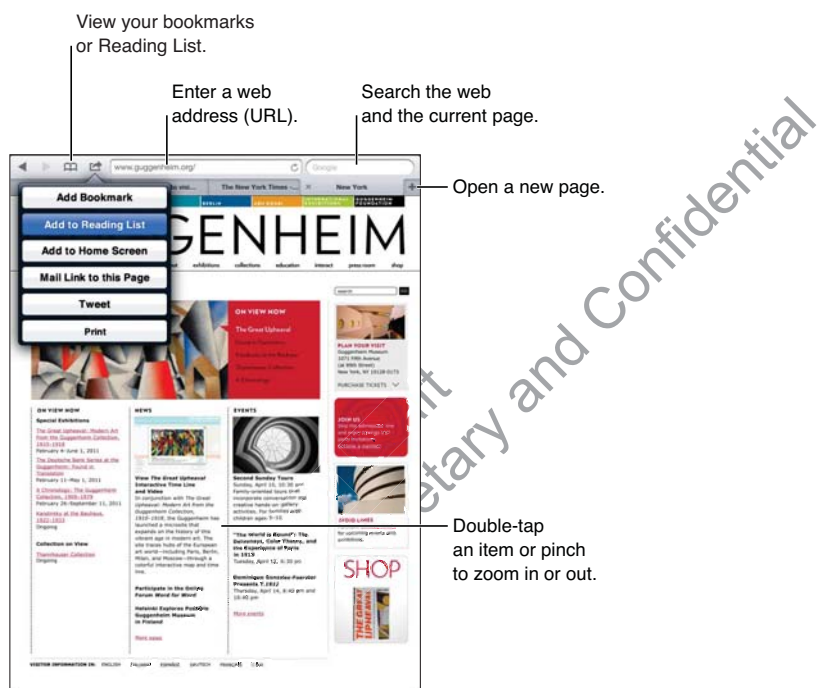
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# Safari

# 4



## Viewing webpages



View a webpage. Tap the address field (in the title bar), type the web address, then tap Go.

You can view webpages in portrait or landscape orientation.

Erase the text in the address field	Tap <b>X</b> .
Scroll around a webpage	Drag up, down, or sideways.
Scroll within a frame on a webpage	Scroll with two fingers inside the frame.
Open a new page	Tap <b>+</b> . You can have up to nine pages open at a time.
Go to another page	Tap a tab at the top of the page.
Stop a webpage from loading	Tap <b>X</b> in the address field.
Reload a webpage	Tap <b>C</b> in the address field.
Close a page	Tap <b>X</b> on the page's tab.

Protect private information and block some websites from tracking your behavior	Go to Settings > Safari and turn on Private Browsing.
Set options for Safari	Go to Settings > Safari.

## Links

**Follow a link on a webpage:** Tap the link.

Open a link in a new tab	Touch and hold the link, then tap “Open in New Tab.”
See a link’s destination address	Touch and hold the link.


Detected data—such as phone numbers and email addresses—may also appear as links in webpages. Touch and hold a link to see the available options. See “Using links and detected data” on page 43.

## Reading List

Reading List lets you collect links to webpages to read later.

**Add a link to the current page to your reading list:** Tap , then tap “Add to Reading List.”

**Add a link to your reading list:** Touch and hold the link, then choose “Add to Reading List.”



View your reading list	Tap  , then tap Reading List.
Use iCloud to keep your Reading List up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Documents & Data. See “Using iCloud” on page 18.

## Reader

Reader displays web articles without ads or clutter so you can read without distractions.

On a webpage with an article, you can use Reader to view the text of the entire article in a continuous window.

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

Adjust font size	Tap  .
Bookmark, add to Reading List or Home Screen, share, or print the article	Tap  .
Return to normal view	Tap Done.

## Entering text and filling out forms

**Enter text:** Tap a text field to bring up the keyboard.

Move to another text field	Tap the text field, or tap Next or Previous.
Submit a form	Tap Go or Search, or the link on the page to submit the form, if available.

To enable AutoFill to help fill out forms, go to Settings > Safari > AutoFill.

## Searching

The search field in the upper-right corner lets you search the web, and the current page or PDF.

**Search the web, and the current page or searchable PDF:** Enter text in the search field.

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

The first instance is highlighted. To find later occurrences, tap ►.

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Change the search engine	Go to Settings > Safari > Search Engine.
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## Bookmarks and history

When you save a bookmark, you can edit its title. Bookmarks are normally saved at the top level of Bookmarks. Tap Bookmarks to choose another folder.

**Bookmark a webpage:** Open the page, tap , then tap Add Bookmark.

**View previous web pages (history):** Tap , then tap History. To clear the history, tap Clear.

---

Open a bookmarked webpage	Tap  .
Display the bookmarks bar	Tap the address field. To always show the bookmarks bar, go to Settings > Safari, under General.
Edit a bookmark or bookmark folder	Tap  , choose the folder that has the bookmark or folder you want to edit, then tap Edit.
Use iCloud to keep bookmarks up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Bookmarks. See “Using iCloud” on page 18.
Sync bookmarks with the web browser on your computer	See “Syncing with iTunes” on page 19.

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## Printing webpages, PDFs, and other documents

**Print a webpage, PDF, or Quick Look document:** Tap , then tap Print.

For more information, see “Printing a document” on page 32.

## Web clips

You can create web clips, which appear as icons on the Home screen. When you open a web clip, Safari automatically zooms to the part of the webpage that was showing at the time you saved the web clip.

**Add a web clip:** Open the webpage and tap . Then tap “Add to Home Screen.”

Unless the webpage has a custom icon, that image is also used for the web clip icon on the Home screen.

Web clips aren’t synced by iTunes, but they’re backed up by iTunes.



# Mail

# 5



## Checking and reading email

In Mail, the Mailboxes screen provides quick access to all your inboxes and other mailboxes.

When you open a mailbox, Mail retrieves and displays the most recent messages. You can set the number of messages retrieved, in Mail settings. See “Mail accounts and settings” on page 45.



Fetch new mail.

Reveal the message list	In portrait mode, swipe from left to right to show the message list for the current mailbox. Then tap Mailboxes to go to the mailboxes list.
Organize messages by thread	Go to Settings > Mail, Contacts, Calendars. If you organize messages by thread, related messages appear as a single entry in the mailbox. See “Mail accounts and settings” on page 45.
Check for new messages	Choose a mailbox, or tap  at any time.
Load more messages	Scroll to the bottom of the message list and tap Load More Messages.
Zoom in on part of a message	Double-tap an area of the message. Double-tap again to zoom out. Or pinch apart or together to zoom in or out.
Resize a column of text to fit the screen	Double-tap the text.

See all the recipients of a message	Tap Details. Tap a name or email address to see the recipient's contact information. Then tap a phone number or email address to contact the person.
Add an email recipient to your contacts list	Tap the message and, if necessary, tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact."
Flag or mark a message as unread	Open the message and, if necessary, tap Details. Then tap Mark. To mark multiple messages as unread, see "Organizing mail" on page 44.
Open a meeting invitation	Tap the invitation. See "Responding to invitations" on page 68.

## Working with multiple accounts










If you set up more than one account, the Accounts section of the Mailboxes screen lets you access those accounts. You can also tap All Inboxes to see all of your incoming messages in a single list. For information about adding accounts, see "Mail accounts and settings" on page 45.

When you compose a new message, tap the From field and select the account to send the message from.

## Sending mail

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

Compose a message: Tap .

Add a recipient from Contacts	Type a name or email address in the To field, or tap  .
Rearrange recipients	To move a recipient from one field to another, such as from To to Cc, drag the recipient's name to the new location.
Make text bold, italic, or underlined	Tap the insertion point to display the selection buttons, then tap Select. Drag the points to select the text that you want to style. Tap  , then tap B/I/U. Tap Bold, Italic, or Underline to apply the style.
Send a photo or video in an email message	In Photos, choose a photo or video, tap  , then tap Email Photo or Email Video. You can also copy and paste photos and videos. To send multiple photos or videos, tap  while viewing thumbnails in an album. Tap to select the photos and videos, tap Share, then tap Email.
Save a draft of a message to finish later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox. Touch and hold  to quickly access it.
Reply to a message	Tap  , then tap Reply. Files or images attached to the initial message aren't sent back. To include the attachments, forward it instead of replying.
Quote a portion of the message you're replying to or forwarding	Touch and hold to select text. Drag the grab points to select the text you want to include in your reply, then tap  . To change the indentation of quoted text, touch and hold to select text, then tap  . Tap Quote Level, then tap Increase or Decrease.
Forward a message	Open a message and tap  , then tap Forward.
Share contact information	In Contacts, choose a contact, tap Share Contact at the bottom of the Info screen.

## Using links and detected data

iPad detects web links, phone numbers, email addresses, dates, and other types of information that you can use to open a webpage, create a pre-addressed email message, create or add information to a contact, or perform some other useful action. Detected data appears as blue underlined text.

Tap the data to use its default action, or touch and hold to see other actions. For example, for an address, you can display the location in Maps, or add it to Contacts.

## Viewing attachments

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

**View an attached file:** Tap the attachment to open it in Quick Look. You may need to wait while it downloads before viewing.

<b>Open an attached file</b>	Touch and hold the attachment, then choose an app to open it. If none of your apps support the file, and it isn't one that Quick Look supports, you can see the name of the file but you can't open it.
<b>Save an attached photo or video</b>	Touch and hold the photo or video, then tap Save Image or Video. The item is saved to your Camera Roll album in the Photos app.


Quick Look supports the following document types:

<b>.doc, .docx</b>	Microsoft Word
<b>.htm, .html</b>	webpage
<b>.key</b>	Keynote
<b>.numbers</b>	Numbers
<b>.pages</b>	Pages
<b>.pdf</b>	Preview, Adobe Acrobat
<b>.ppt, .pptx</b>	Microsoft PowerPoint
<b>.rtf</b>	Rich Text Format
<b>.txt</b>	text
<b>.vcf</b>	contact information
<b>.xls, .xlsx</b>	Microsoft Excel

## Printing messages and attachments

You can print email messages, and attachments that can be viewed in Quick Look.

**Print an email message:** Tap , then tap Print.

<b>Print an inline image</b>	Touch and hold the image, then tap Save Image. Then open Photos and print the image from your Camera Roll album.
<b>Print an attachment</b>	Tap the attachment to view it in Quick Look, then tap  and tap Print.

For more information, see “Printing” on page 31.


## Organizing mail

You can organize messages in any mailbox, folder, or search results window. You can delete or mark messages as read. You can also move messages from one mailbox or folder to another in the same account or between different accounts. You can add, delete, or rename mailboxes and folders.

**Delete a message:** Open the message and tap .

You can also delete a message directly from the mailbox message list by swiping left or right over the message title, then tapping Delete.

Some mail accounts support archiving messages instead of deleting them. When you archive a message, it’s moved from your Inbox to All Mail. Turn archiving on or off in Settings > Mail, Contacts, Calendars.

<b>Recover a message</b>	Deleted messages are moved to the Trash mailbox. To change how long a message stays in the Trash before being deleted permanently, go to Settings > Mail, Contacts, Calendars. Then tap Advanced.
<b>Delete or move multiple messages</b>	While viewing a list of messages, tap Edit, select the messages you want to delete, then tap Move or Delete.
<b>Move a message to another mailbox or folder</b>	While viewing a message, tap  , then choose a mailbox or folder.
<b>Add a mailbox</b>	Go to the mailboxes list, tap Edit, then tap New Mailbox.
<b>Delete or rename a mailbox</b>	Go to the mailboxes list, tap Edit, then tap a mailbox. Enter a new name or location for the mailbox. Tap Delete Mailbox to delete it and all its contents.
<b>Flag and mark multiple messages as read</b>	While viewing a list of messages, tap Edit, select the messages you want, then tap Mark. Choose either Flag or Mark as Read.

## Searching mail

You can search the To, From, Subject and body text of email messages. Mail searches the downloaded messages in the current mailbox. For iCloud, 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 to choose which fields you want to search. If your mail account supports it, messages on the server are also searched.

Mail messages can also be included in searches from the Home screen. See “Searching” on page 30.

## Mail accounts and settings

### Accounts

For Mail and for your mail account account settings, go to Settings > Mail, Contacts, Calendars.

You can set up:

- Microsoft Exchange
- iCloud
- MobileMe
- Google
- Yahoo!
- AOL
- Microsoft Hotmail
- Other POP and IMAP mail systems

Some settings depend on the type of account you're setting up. Your service provider or system administrator can provide the information you need to enter.

**Change an account's settings:** Go to Settings > Mail, Contacts, Calendars, choose an account, then make the changes you want.

<b>Stop using an account</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then turn off an account service (such as Mail, Calendars, or Notes). If an account service is off, iPad doesn't display or sync information with the account service until you turn it back on. This is a good way to stop receiving work email while on vacation, for example.
<b>Store drafts, sent messages, and deleted messages on iPad</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Choose a location for Draft Mailbox, Sent Mailbox, or Deleted Mailbox.
<b>Set how long before messages are removed permanently from Mail</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Tap Remove, then choose a time: Never, or after one day, one week, or one month.
<b>Adjust email server settings</b>	Go to Settings > Mail, Contacts, Calendars, then choose an account. Ask your network administrator or Internet service provider for the correct settings.
<b>Adjust SSL and password settings</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Ask your network administrator or Internet service provider for the correct settings.
<b>Turn Archive Messages on or off</b>	Go to Settings > Mail, Contacts, Calendars, then choose an account. See "Organizing mail" on page 44.
<b>Delete an account</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then scroll down and tap Delete Account. All email and the contacts, calendar, and bookmark information synced with the account are removed from iPad.
<b>Send signed and encrypted messages</b>	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Turn on S/MIME, then select certificates for signing and encrypting outgoing messages. To install certificates, obtain a configuration profile from your system administrator, download the certificates from the issuer's website using Safari, or receive them in Mail attachments.

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<b>Set other options for Mail</b>	For settings that apply to all of your accounts, go to Settings > Mail, Contacts, Calendars.
<b>Set Push settings</b>	Go to Settings > Mail, Contacts, Calendars > Fetch New Data. Push delivers new information when iPad is connected to the Internet (some delays may occur). You might want to turn Push off to suspend delivery of email and other information, or to conserve battery life. When Push is off, use the Fetch New Data setting to determine how often data is requested. For optimal battery life, don't fetch too often.

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## Mail Settings

Mail settings, except where noted, apply to all your accounts on iPad.

**Set options for mail:** Go to Settings > Mail, Contacts, Calendars.

To change the tones played when mail is sent or received, go to Settings > Sounds.

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# Messages



# 6





## Sending and receiving messages

Using the Messages app and the built-in iMessage service, you can send text messages over Wi-Fi or cellular data connections to other iOS 5 users. Messages can include photos, videos, and other info, let you see when the other person is typing, and let others be notified when you've read their messages. Because iMessages are displayed on all of your iOS 5 devices logged in to the same account, you can start a conversation on one of your devices, then continue it on another device. iMessages are also encrypted.

**Note:** Cellular data charges or additional fees may apply.

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

**Note:** An alert badge  appears if a message can't be sent. If the alert appears in the address field, make sure you enter the name, phone number, or email address of another iOS 5 user. In a conversation, tap the alert to try sending the message again.





Conversations are saved in the Messages list. A blue dot  indicates unread messages. Tap a conversation to view or continue it. In an iMessage conversation, your outgoing messages are highlighted in blue.

Tap the edit button to edit or forward a conversation.

Tap the compose button to start a new conversation.



Tap the attach media button to include a photo or video.

<b>Use Emoji characters</b>	Go to Settings > General > Keyboard > International Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. To enter Emoji characters when typing a message, tap  to bring up the Emoji keyboard. See “Switching keyboards” on page 129.
<b>Hide keyboard</b>	Tap  in the lower-right corner.
<b>Resume a previous conversation</b>	Tap the conversation in the Messages list, then enter a message and tap Send.
<b>Display earlier messages in the conversation</b>	Tap the status bar to scroll to the top, then tap Load Earlier Messages.
<b>Receive iMessages using another email address</b>	Go to Settings > Messages > Receive At > Add Another Email.
<b>Follow a link in a message</b>	Tap the link. A link may open a webpage in Safari, or let you add a phone number to your contacts, for example.
<b>Forward a conversation</b>	Select a conversation, then tap  . Select parts to include, then tap Forward.
<b>Add someone to your contacts list, or share a contact</b>	Tap a phone number or email address in the Messages list, then tap  .
<b>Notify others when you’ve read their messages, and set other options for Messages</b>	Go to Settings > Messages.
<b>Manage notifications for messages</b>	See “Notifications” on page 119.
<b>Set the alert sound for incoming text messages</b>	See “Side Switch” on page 125.

## Sending messages to a group

Group messaging lets you send a message to multiple recipients.



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

## Sending photos, videos, and more

You can send photos, videos, locations, contact info, and voice memos.

**Send a photo or video:** Tap .

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

<b>Send a location</b>	In Maps, tap  , for a location, tap Share Location, then tap Message.
<b>Send contact info</b>	In Contacts, choose a contact, tap Share Contact (below Notes), then tap Send Message.
<b>Save a photo or video you receive to your Camera Roll album</b>	Tap the photo or video, tap  , then tap Save Image.
<b>Copy a photo or video</b>	Touch and hold the attachment, then tap Copy.
<b>Save contact info you receive</b>	Tap the contact bubble, then tap Create New Contact or “Add to Existing Contact.”



## Editing conversations

If you want to keep just part of a conversation, you can delete the parts you don't want. You can also delete entire conversations from the Messages list.

**Edit a conversation:** Tap Edit, select the parts to delete, then tap Delete.

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Clear all text and attachments, without deleting the conversation	Tap Edit, then tap Clear All.
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Delete a conversation	Swipe the conversation, then tap Delete.
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## Searching messages

You can search the content of conversations in the Messages list.

**Search a conversation:** Tap the search field, then enter the text you're looking for.

You can also search conversations from the Home screen. See "Searching" on page 30.

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# Camera

# 7



## About Camera

With iPad 2, the built-in camera lets you take both still photos and videos. In addition to the back camera, there's also a front camera for FaceTime and self-portraits.



View the photos and videos you've taken.



Start and stop video recording.



Camera/Video switch

If Location Services is turned on, photos and videos are tagged with location data that can be used by some apps and photo-sharing websites. See "Location Services" on page 120.

**Note:** If Location Services is turned off when you open Camera, you may be asked to turn it on. You can use Camera without Location Services.


## Taking photos and videos

**Take a photo:** Make sure the Camera/Video switch is set to , then aim iPad and tap . You can also take a photo by pressing the Volume Up button.

**Record a video:** Slide the Camera/Video switch to , then tap  to start or stop recording, or press the Volume Up button.

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

**Note:** In some areas, the shutter sound isn't silenced by the Side Switch.

Zoom in or out	Pinch the screen (back camera, in camera mode only).
Turn on the grid	Tap Options.
Set the exposure	Tap the person or object on the screen.
Lock the exposure	Touch and hold the screen until the rectangle pulses. AE Lock appears on the screen, and the exposure remains locked until you tap the screen again.
Take a screenshot	Press and release the Sleep/Wake button and the Home button  at the same time. The screenshot is added to your Camera Roll album. <b>Note:</b> On an iPad without a camera, screenshots are added to the Saved Photos album.

## Viewing, sharing, and printing





The photos and videos you take with Camera are saved in your Camera Roll album.

**View your Camera Roll album:** Flick from left to right, or tap the thumbnail image in the lower-left corner of the screen. You can also view your Camera Roll album in the Photos app.

To take more photos or videos, tap Done.

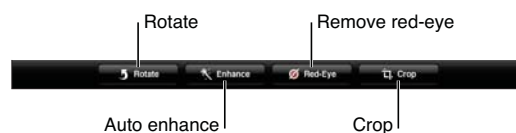
If you have iCloud Photo Stream turned on in Settings > iCloud, new photos also appear in your Photo Stream album, and are streamed to your other iOS devices and computers. See “Using iCloud” on page 18.

For more information about viewing and sharing photos and videos, see “Sharing photos and videos” on page 59 and “Uploading photos and videos to your computer” on page 52.

Show or hide the controls while viewing a full-screen photo or video	Tap the screen.
Email or text a photo or video	Tap  .
Tweet a photo	View the photo full-screen, tap  , then tap Tweet. To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter. To include your location, tap Add Location.
Print a photo	Tap  . See “Printing a document” on page 32.
Delete a photo or video	Tap  .

## Editing photos

You can rotate, enhance, remove red-eye, and crop photos. Enhancing improves a photo’s overall darkness or lightness, color saturation, and other qualities.



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

With the red-eye tool, tap each eye to correct it. To crop, drag the corners of the grid, drag the photo to reposition it, then tap Crop. You can also tap Constrain when cropping, to set a specific ratio.

## Trimming videos

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

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

**Important:** If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose “Save as New Clip,” a new trimmed video clip is saved in your Camera Roll album, leaving the original video 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 using the Dock Connector to USB Cable.

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

If you delete the photos and videos from iPad when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos and videos to the Photos app on iPad (videos can be synced only with a Mac). See “Syncing with iTunes” on page 19.

## Photo Stream

Photo Stream—a feature of iCloud—automatically sends copies of photos that you take on iPad to your other iOS devices and computers that are set up with iCloud and have Photo Stream turned on. Photos taken with your other devices that use Photo Stream automatically appear on iPad, in the Photo Stream album in Photos. See “Using iCloud” on page 18.

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

Photos are sent when you leave the Camera app, once iPad is connected to the Internet via Wi-Fi. Photos sent from iPad include all photos added to your Camera Roll album, including photos downloaded from email and text messages, images saved from webpages, and screenshots. Photo Stream can share up to 1000 of your most recent photos across your iOS devices and computers.

# FaceTime

# 8

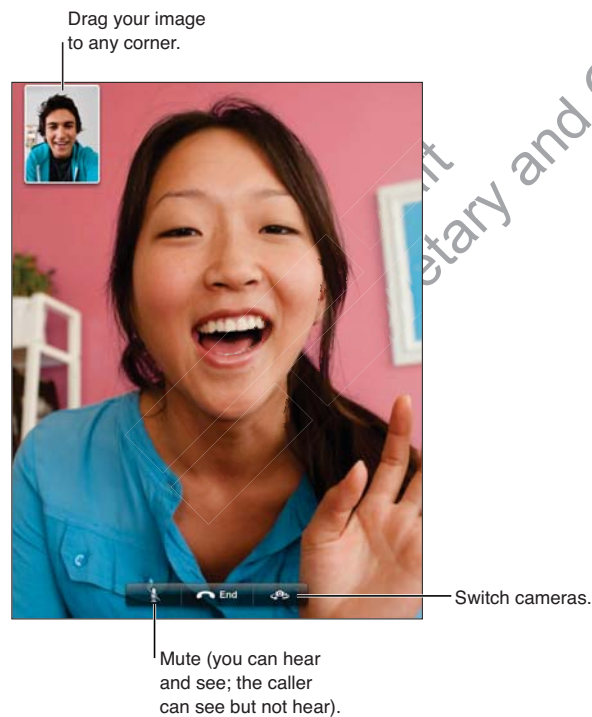


## About FaceTime

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. See “Network” on page 122. The person you call must also have an iOS device or computer that works with FaceTime.

**Note:** FaceTime may not be available in all areas.



## Making a FaceTime call

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





When you open FaceTime, you may be prompted to sign in using your Apple ID, or to create a new account.

**Call a contact:** Tap Contacts, choose a name, then tap the phone number or email address the person uses for FaceTime. FaceTime must be turned on in Settings > FaceTime.

Restart a recent call	Tap Recents, then choose the call from the list.
Add a favorite	Tap Favorites, then tap <b>+</b> , choose a contact and select the phone number or email address that the person uses for FaceTime.
Call a favorite	Tap Favorites, then tap a name in the list.
Add a contact	Tap Contacts, then tap <b>+</b> . For a contact outside your region, be sure to enter the complete number, including country code and area code.
Set options for FaceTime	Go to Settings > FaceTime.

## While on a FaceTime call

While talking to someone using FaceTime, you can switch cameras, change the orientation of iPad, 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 the orientation of iPad	Rotate iPad. The image your friend sees changes to match. To avoid unwanted orientation changes as you move, lock the iPad orientation. See "Viewing in portrait or landscape" on page 15.
Mute the call	Tap  . your friend can still see you, and you can still see and hear your friend.
Move your picture-in-picture display	Drag the inset window to any corner.
Use another app during a call	Press the Home button  , then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the call, tap the green bar at the top of the screen.
End the call	Tap  <b>End</b> .

# Photo Booth

# 9



## About Photo Booth

If your iPad has a camera, 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.

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

**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, just 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, 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 one or more thumbnails. Tap , then tap Email, Copy, or Delete.

## Viewing and sharing photos

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

**View photos in your Camera Roll album:** In Photos, tap your Camera Roll album. To flip through the photos, tap the left or right button, or swipe left or right. See "Viewing photos and videos" on page 57.

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

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





## Viewing photos and videos

Photos lets you view photos, and videos that you capture on or sync to iPad, in your:

- Camera Roll album—shots you take with the built-in camera, or save from an email, text message, or webpage
- Photo Stream album—photos streamed from iCloud
- Last Import album—photos and videos imported from a digital camera, iOS device, or SD memory card (see “Importing photos and videos” on page 60)
- Photo Library and other albums synced from your computer

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



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

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

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

Show or hide the controls	Tap the full-screen photo or video.
See the next or previous photo or video	Flick left or right.
Zoom in or out	Double-tap or pinch.
Pan a photo	Drag the photo.
Play a video	Tap ► in the center of the screen.
Stream a video to an HDTV	See "Using AirPlay" on page 35.
Edit photos or trim videos	See "Editing photos" or "Trimming videos" on page 52.

## Viewing slideshows

**View a slideshow:** Tap Slideshow. Select slideshow options, then tap Start Slideshow.


Stream a slideshow to an HDTV	See "Using AirPlay" on page 35.
Stop a slideshow	Tap the screen.
Set additional options	Go to Settings > Photos.

## Organizing photos and videos



You can create, rename, and delete albums on iPad to help you organize your photos and videos.

**Create an album:** When viewing albums, tap Edit, then tap Add. Select photos to add to the new album, then tap Done.

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





Rename an album	Tap Edit, then select an album.
Rearrange albums	Tap Edit, then drag ≡ up or down.
Delete an album	Tap Edit, then tap  .

## Sharing photos and videos

**Send a photo or video in an email, text message, or Tweet:** Choose a photo or video, then tap . If you don't see , tap the screen to show the controls.

To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.


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

Send multiple photos or videos	While viewing thumbnails, tap  , select the photos or videos, then tap Share.
Copy a photo or video	Tap  , then tap Copy.
Copy multiple photos or videos	Tap  , select the photos and videos, then tap Copy.
Paste a photo or video in an email or text message	Touch and hold where you want to place the photo or video, then tap Paste.
Save a photo or video from an email message	Tap to download the item if necessary, tap the photo or touch and hold the video, then tap Save.
Save a photo or video from a text message	Tap the image in the conversation, tap  , then tap Save.
Save a photo from a webpage	Touch and hold the photo, then tap Save Image.

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

## Printing photos


**Print a photo:** Tap , then tap Print.


**Print multiple photos:** While viewing a photo album, tap . Select the photos you want to print, then tap Print.

For more information, see "Printing" on page 31.

## Using Picture Frame

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

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

Pause the slideshow	Tap the screen.
Stop the slideshow	Pause the slideshow, then tap  .
Set options for Picture Frame	Go to Settings > Picture Frame.
Turn off Picture Frame	Go to Settings > General > Passcode Lock.

## Importing photos and videos

With the iPad Camera Connection Kit (sold separately), you can import photos and videos directly from a digital camera, another iOS device with a camera, 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 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.
  - *To use an SD memory card:* Insert the card in the slot on the SD Card Reader. Don't force the card into the slot; it fits only one way.

For more information, 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 the items:* Tap Import All.
  - *To import just some of the items:* Tap the ones you want to include (a checkmark appears on each), tap Import, then select 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.

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.

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# Videos

# 11



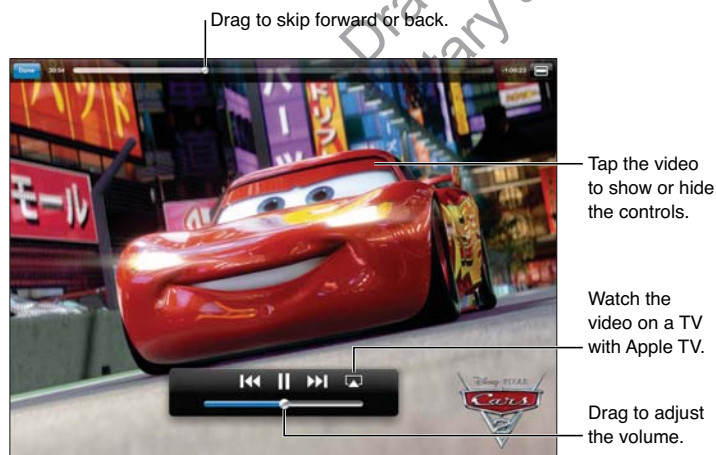
## About Videos

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 Chapters, and then tap a chapter title, or just tap ►.



Cars 2 will be available on iTunes beginning November 1, 2011. Cars 2 © Disney/Pixar.

<b>Show or hide the playback controls</b>	While a video is playing, tap the screen.
<b>Adjust the volume</b>	Drag the volume slider, or use the volume buttons on the side of iPad or the buttons on a compatible headset.
<b>Watch widescreen</b>	Rotate iPad.
<b>Scale a video to fill the screen or fit to the screen</b>	Double-tap the screen. Or, tap  to make the video fill the screen, or tap  to make it fit the screen.

Pause or resume playback	Tap <b>⏸</b> or <b>▶</b> , or press the center button (or equivalent button) on a compatible headset.
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 <b>⏮</b> . If you're less than 5 seconds into the video, the previous video in your library opens.
Skip to a specific chapter	Tap Done, tap Chapters, then choose a chapter. (Not always available.)
Skip to the next chapter	Tap <b>⏭</b> or press the center button (or equivalent button) on a compatible headset twice quickly. (Not always available.)
Skip to the previous chapter	Tap <b>⏪</b> or press the center button (or equivalent button) on a compatible headset three times quickly. If you're less than 5 seconds into the video, the previous video in your library opens. (Not always available.)
Rewind or fast-forward	Touch and hold <b>⏮</b> or <b>⏭</b> .
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	Tap Done.
Play a video on Apple TV using AirPlay	Tap <b>📺</b> and choose an Apple TV. See "Watching videos on a TV" on page 62.
Select a different audio language	Tap <b>🗣</b> , then choose a language from the Audio list. (Not always available.)
Show or hide subtitles	Tap <b>🗣</b> , then choose a language, or Off, from the Subtitles list. (Not always available.)
Show or hide closed captioning	Go to Settings > Video. (Not always available.)

## Watching rented movies

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

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:** Tap Movies, tap the video you want to watch, then select a chapter or just tap **▶**. If you don't see the video in your list, it might still be downloading.



**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

You can stream videos wirelessly to your TV using AirPlay and Apple TV, or connect iPad to your TV using one of the following cables:

- Apple Digital AV Adapter and an HDMI cable
- Apple Component AV Cable
- Apple Composite AV Cable
- Apple VGA Adapter and a VGA cable

Apple cables are available for purchase in many countries. Go to [www.apple.com/store](http://www.apple.com/store) or check with your local Apple retailer.

**Stream videos using AirPlay:** Start video playback, then tap  and choose your Apple TV from the list of AirPlay devices. If  doesn't appear or if you don't see Apple TV in the list of AirPlay devices, make sure it's on the same wireless network as iPad. For more information, see "Using AirPlay" on page 35.

While video is playing, you can exit Videos and use other apps. To return playback to iPad, tap  and choose iPad.

**Stream videos using a cable:** Use the cable to connect iPad to your TV or AV receiver and select the corresponding input.

<b>Connect using an Apple Digital AV Adapter</b>	Attach the Apple Digital AV Adapter to the iPad Dock connector. Use an HDMI cable to connect the HDMI port of the adapter to your TV or receiver. To keep iPad charged while watching videos, use an Apple Dock Connector to USB Cable to connect the 30-pin port of the adapter to your iPad USB Power Adapter.
<b>Connect using an AV cable</b>	Use the Apple Component AV Cable, Apple Composite AV Cable, or other authorized iPad-compatible cable. You can also use these cables with the Apple Universal Dock to connect iPad to your TV. You can use the dock's remote to control playback.
<b>Connect using a VGA Adapter</b>	Attach the VGA Adapter to the iPad Dock connector. Connect the VGA Adapter with a VGA cable to a compatible TV, projector, or VGA display.


With iPad 2, when the cable is connected to a TV or projector, the iPad screen is automatically mirrored on the external display in up to 1080p resolution, and videos play at a maximum resolution of 720p. Some apps such as Keynote may use the external display as a second video monitor. With previous iPad models, only certain applications (including YouTube, Videos, and Photos) use the external display.

You can also mirror the iPad 2 screen on a TV wirelessly, using AirPlay Mirroring and Apple TV. See "Using AirPlay" on page 35.

If you use the Apple Digital AV Adapter or the Apple Component AV Cable, high-resolution videos are shown in HD quality.

## 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 19.

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

## Using Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPad from the iTunes library on your Mac or PC. See "Home Sharing" on page 87.



## About YouTube


YouTube lets you watch short videos submitted by people from around the world. Some YouTube features require a YouTube account. To set up an account, go to [www.youtube.com](http://www.youtube.com).

To use YouTube, iPad must have an Internet connection. See “Network” on page 122.

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

## Browsing and searching for videos

**Browse videos:** Tap any browse button at the bottom of the screen.

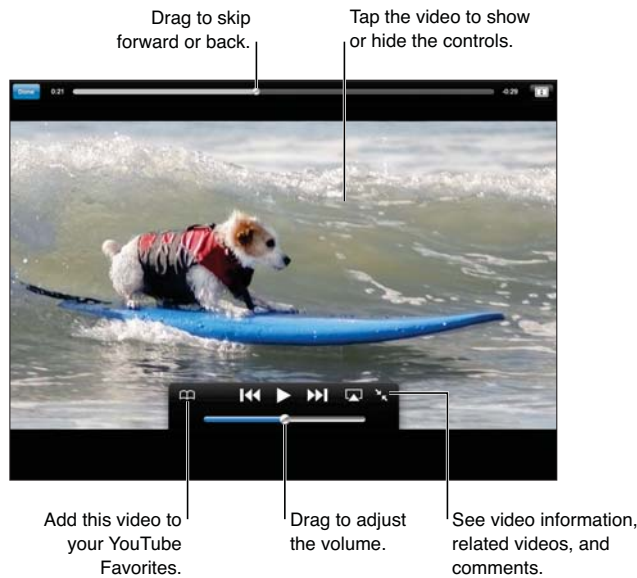
Search for a video	Tap the search field, type a word or phrase, and tap Search.
See more videos from this YouTube user	While watching full-screen, tap the screen to see the controls, and then tap  . In the sidebar, tap “More From.” You must be signed in to a YouTube account.
See videos similar to this one	In the sidebar, tap “Related.”












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## Playing videos



**Watch a video:** Tap any video as you browse. Playback starts when enough of the video is downloaded to iPad. Tap ► to start the video sooner.



Show or hide the video controls	Tap the screen.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Watch full-screen	Rotate iPad to landscape orientation. If you still see video information, tap  .
Switch between filling the screen and fitting the screen width	While watching full-screen, double-tap the video. You can also tap  to make the video fill the screen, or  to make it fit the screen. If you don't see these controls, the video already fits the screen perfectly.
Pause or resume playback	Tap  or  . You can also press the center button (or equivalent button) on a compatible headset.
Start over from the beginning	Tap  while the video is playing. If you've watched less than five seconds of the video, you'll skip instead to the previous video in the list.
Scan forward or back	Touch and hold  or  .
Skip to any point	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Skip to the next or previous video in a list	Tap  to skip to the next video. Tap  twice to skip to the previous video. If you've watched less than five seconds of the video, tap only once.
Stop watching a video	Tap Done.
Play a video on Apple TV using AirPlay	Tap  and choose Apple TV. For information, see "Using AirPlay" on page 35.



## Keeping track of videos you like

**Show the controls for managing videos:** While watching a full-screen video, tap to display the playback controls, then tap .

Add a video to Favorites	Tap Add, then select Favorites. If you're watching the video, tap  .
Add a video to a playlist	Tap Add, then select the playlist. If you don't see your playlists, sign in.
Subscribe to videos by this YouTube user	Tap More From, then tap Subscribe. You must be signed in to a YouTube account.
Delete a favorite	Tap Favorites, then tap Edit.
Delete a video from a playlist or an entire playlist	Tap Playlists, then tap Edit.
Flag a video	Tap  .

## Sharing videos, comments, and ratings

**Show the controls for sharing, rating, and commenting:** While watching a full-screen video, tap to display the controller, then tap .

Rate a video	Tap Like or Dislike. You must be signed in to a YouTube account.
Add a comment	Tap Comments, then tap the comment field. 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  .
Send your own video to YouTube	Open the Photos app, select the video, 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 "Playing videos" on page 65.

You can also use a cable to connect iPad to your TV or a projector. See "Watching videos on a TV" on page 62.

# Calendar

# 13



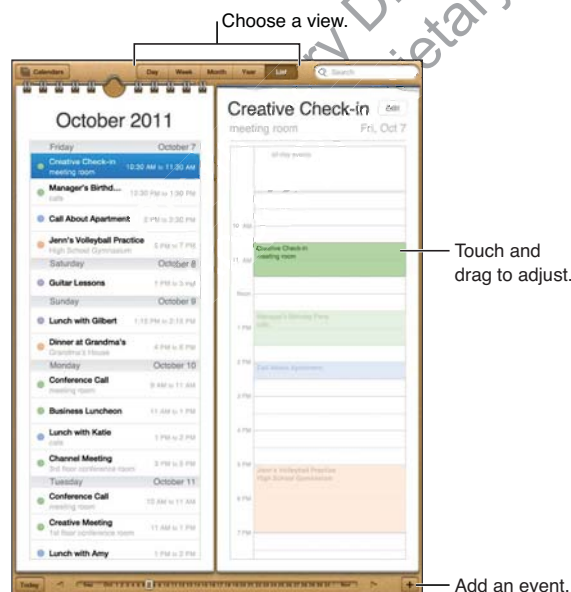
## About Calendar

Calendar makes it easy to stay on schedule. You can view individual calendars, or several calendars at once. You can view your events by day, by month, or in a list. You can search the titles, invitees, locations, and notes of events. If you enter birthdays for your contacts, you can view those birthdays in Calendar.

You can also make, edit, or cancel events on iPad, and sync them back to your computer. You can subscribe to iCloud, Google, Yahoo!, or iCal calendars. If you have a Microsoft Exchange or iCloud account, you can receive and respond to meeting invitations.

## Viewing your calendars

You can view calendars individually or as a combined calendar, making it easy to manage work and family calendars at the same time.



Change views: Tap List, Day, Year, or Month.

<b>View the Birthdays calendar</b>	Tap Calendars, then tap Birthdays to include birthdays from your Contacts with your events.
<b>See the details of an event</b>	Tap the event. You can tap information about the event to get more details. For example, if an address for the location is specified, tap it to open Maps.
<b>Edit or delete a calendar</b>	Tap Calendars, then tap Edit.
<b>Select calendars to view</b>	Tap Calendars, then tap to select the calendars you want to view. The events for all selected calendars appear in a single calendar on iPad.

## Adding events


You can add and update calendar events directly on iPad.


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

You can also touch and hold to add a new event to an empty spot on a calendar. Drag the grab points to adjust the event's duration.

<b>Set an alert</b>	Tap Alert, then set an alert for 5 minutes to two days before the event.
<b>Set a default alert for events</b>	Go to Settings > Mail, Contacts, Calendar > Default Alert Times.
<b>Update an event</b>	Tap Edit, then change event information. To adjust an event's time or duration, touch and hold the event to select it. Then drag it to a new time, or drag the grab points to change its duration.
<b>Delete an event</b>	Tap the event, tap Edit, then scroll down and tap Delete Event.
<b>Invite others to an event</b>	Tap Invitees to select people from Contacts. Requires an iCloud, Microsoft Exchange, or CalDAV account.

## Responding to invitations

If you have an iCloud, Microsoft Exchange, or a supported CalDAV account 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, and  appears in the lower-right corner of the screen.

**Respond to an invitation:** Tap a meeting invitation in the calendar, or tap  to display the Event screen and tap the invitation.

<b>See the organizer's contact information</b>	Tap "invitation from."
<b>See other invitees</b>	Tap Invitees. Tap a name to see the person's contact information.
<b>Add comments in reply</b>	Tap Add Comments. Your comments are visible to the organizer but not to other attendees. Comments may not be available, depending on the calendar service you're using.
<b>Set your availability</b>	Tap Availability and select "busy" or "free." Busy identifies the time as reserved when someone invites you to a meeting.

## Searching calendars

In List view, you can search the titles, invitees, locations, and notes fields of the events in your calendars. Calendar searches the events for the calendars you're currently viewing.

**Search for events:** Tap List, then enter text in the search field.

Calendar events can also be included in searches from the Home screen. See "Searching" on page 30.

## Subscribing to calendars

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

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 calendar:** Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar.

You can also subscribe to an iCal (or other .ics) calendar published on the web by tapping a link to the calendar.

## Importing calendar events from Mail

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

**Import events from a calendar file:** In Mail, open the message and tap the calendar file.

## Syncing calendars

You can sync Calendar in these ways:

- *In iTunes:* Use the device settings panes to sync with iCal or Microsoft Entourage on a Mac, or with Microsoft Outlook 2003, 2007, or 2010 on a PC, when you connect iPad to your computer.
- *In Settings:* Turn on Calendars in your iCloud, Microsoft Exchange, Google, or Yahoo! accounts to sync your calendar information over the Internet, or to set up a CalDAV account if your company or organization supports it. See "Setting up mail and other accounts" on page 17.

## Calendar accounts and settings

There are several settings available for Calendar and your calendar accounts. Go to Settings > Mail, Contacts, Calendars.

Calendar accounts are also used to sync to-do items for Reminders.

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

These options apply to all of your calendars:

Set calendar alert tones	Go to Settings > Sounds > Calendar Alerts.
Sync past events	Go to Settings > Mail, Contacts, Calendars > Sync, then choose a time period. Future events are always synced.
Set alerts to sound when you receive a meeting invitation	Go to Settings > Mail, Contacts, Calendars, and tap "New Invitation Alerts."
Turn on Calendar time zone support	Go to Settings > Mail, Contacts, Calendars > Time Zone Support, then turn on Time Zone Support.
Set a default calendar	Go to Settings > Mail, Contacts, Calendars > Default Calendar.
Use iCloud to keep Calendar up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Calendar. See "Using iCloud" on page 18.

**Important:** When Time Zone Support is on, Calendar displays event dates and times in the time zone of the city you selected. When Time Zone Support is off, Calendar displays events in the time zone of your current location as determined by your Internet connection. When you travel, iPad may not display events or sound alerts at the correct local time. To manually set the correct time, see "Date & Time" on page 125.

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