

Contacts

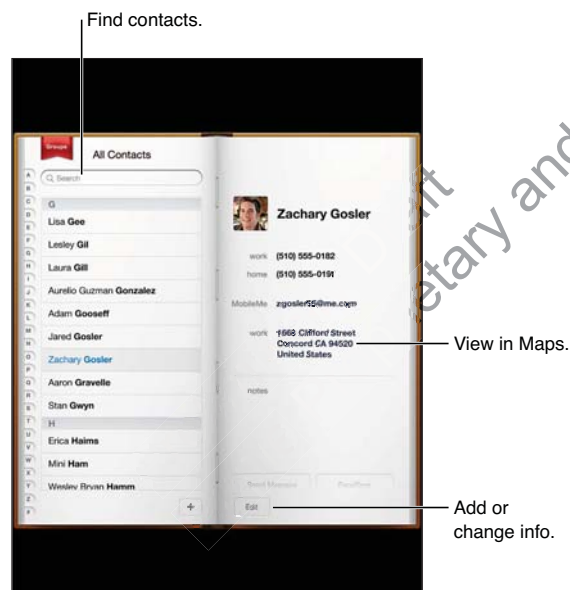
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iPad lets you easily access and edit your contact lists from personal, business, and organizational accounts.



About Contacts

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



Syncing contacts

You can add contacts in the following ways:

- Access your iCloud contacts. See "Using iCloud" on page 18.
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer. See "Syncing with iTunes" on page 19.
- Set up a Microsoft Exchange account on iPad, with Contacts enabled. See "Setting up mail and other accounts" on page 17.
- Set up an LDAP or CardDAV account to access business or school directories. See "Setting up mail and other accounts" on page 17.
- Enter contacts directly on iPad. See "Adding and editing contacts" on page 72.

Searching contacts

You can search titles and first, last, and company names in your contacts on iPad. If you have a Microsoft Exchange account, an LDAP account, or a CardDAV account you can also search those contacts.

Search contacts: In Contacts, tap the search field and enter your search.




Search a GAL	Tap Groups, tap Directories at the bottom of the list, then enter your search.
Search an LDAP server	Tap Groups, tap the LDAP server name, then enter your search.
Search a CardDAV server	Tap Groups, tap the searchable CardDAV group at the bottom of the list, then enter your search.
Save contact information from a GAL, LDAP, or CardDAV server	Search for the contact you want to add, then tap Add Contact.

Contacts can also be found through searches from the Home screen. See “Searching” on page 30.

Adding and editing contacts

Add a contact on iPad: Tap Contacts and tap **+**. If **+** isn't visible, make sure you're not viewing an LDAP, CalDAV, or GAL contacts list; you can't add contacts to those.

Edit contact information: Choose a contact, then tap Edit.

Add a new field	Tap  Add Field.
Add a contact's Twitter username	Tap  Add Field, then tap Twitter.
Change a field label	Tap the label and choose a different one. To add a new label, scroll to the bottom of the list and tap Add Custom Label.
Change the ringtone or text tone for the contact	Tap the ringtone or text tone field, then choose a new sound in Settings > Sounds.
Delete an item	Tap  , then tap Delete.
Assign a photo to a contact	In edit mode, tap Add Photo or tap the existing photo. You can choose to take a photo with the camera, or use an existing photo. To import photos from your contacts' Twitter profiles, go to Settings > Twitter. Sign in to your Twitter account, then tap Update Contacts.
Delete a contact	In Contacts, choose a contact, then tap Edit. Scroll down and tap Delete Contact.

Contacts accounts and settings

You can add additional Contacts accounts and adjust the way contact names are sorted and displayed.

Add a Contact account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account.

To change Contact settings, go to Settings > Mail, Contacts, Calendars for these options:

Set how contacts are sorted	Tap Sort Order and choose to sort by first or last name.
Set how contacts are displayed	Tap Display Order and choose to display by first or last name.
Setting your My Info card	Tap My Info, then select the contact card with your name and information from the list. The My Info card is used by Safari and other apps.
Set a default Contacts account	Tap Default Account, then select an account. New contacts you create without specifying another account are stored here.
Use iCloud to keep Contacts up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Contacts. See “Using iCloud” on page 18.

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Notes

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About Notes

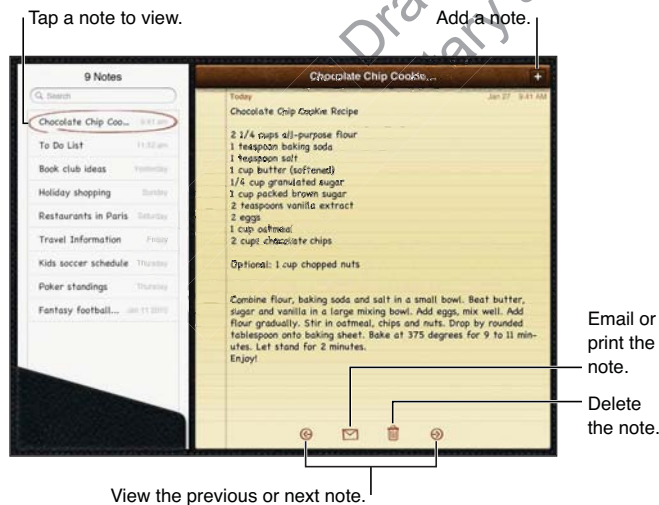
With its large display and onscreen keyboard, iPad makes jotting notes easy. iCloud makes notes you type on iPad available on all your other iOS devices and computers.

You can read and write notes in landscape or portrait orientation. In portrait orientation, tap Notes to view a list of your notes. In landscape orientation, the list of notes appears on the left, and the current note is circled in red.

Writing and reading notes

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

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



Read a note: Tap the note in the list, or tap **➡** or **⬅** to see the next or previous note.

Edit a note	Tap anywhere on the note to bring up the keyboard. Edit the note, then tap Done.
Change the font	Go to Settings > Notes.
Delete a note	Tap at the bottom of the note.
Use iCloud to keep your notes up to date on your devices and computers	Go to Settings > iCloud and turn on Notes (it's on by default). See "Using iCloud" on page 18.

Searching notes

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

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

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

Printing or emailing notes

Print or email a note: Tap the note, then tap .

To email a note, iPad must be set up for email. See “Sending mail” on page 42.

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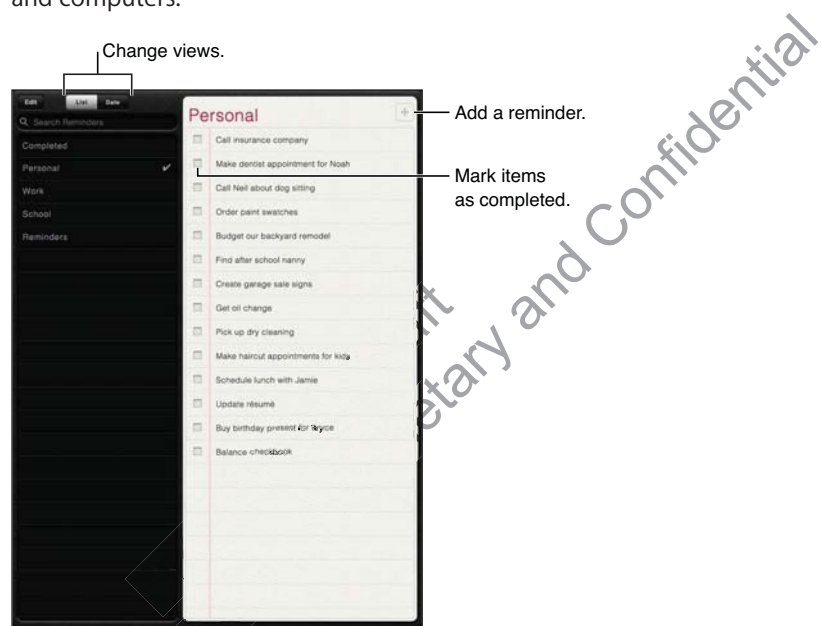
Reminders

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About Reminders

Reminders lets you organize your life—complete with due dates and lists. Reminders works with your calendar accounts, so changes you make update automatically on all your iOS devices and computers.



Switch between list view and date view: At the top of the screen, tap List or Date.

Setting a reminder

Add a reminder: In Reminders, tap **+**, then enter a description and tap Done.



After you add a reminder, you can fine-tune its settings:

Set a day or time for a reminder	Tap the reminder, then tap Remind Me. Turn on “On a Day” then set the date and time you want to be reminded. Reminders that are due are displayed in Notification Center.
Add notes to a reminder	Tap the reminder, then tap Show More. Tap Notes.
Move a reminder to another list	Tap the reminder, then tap Show More. Tap List and choose a new list. To create or edit lists, see “Managing reminders in list view” on page 77.
Delete a reminder	Tap a reminder, tap Show More, then tap Delete.
Edit a reminder	Tap a reminder, then tap its name.
Mark a reminder as completed	Tap the box next to the reminder so that a checkmark appears. Completed reminders are shown in the Completed list. See “Managing completed reminders” on page 78.
Set the tone played for reminders	Go to Settings > Sound.
Use iCloud to keep Reminders up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Reminders. See “Using iCloud” on page 18.

Managing reminders in list view

Organizing reminders in to lists makes it easy to keep your work, personal, and other to-dos separate from each other. Reminders comes with one list for active reminders, plus a built-in list of completed items. You can add other lists of your own.

Create a list: At the top of the screen, tap List, then tap Edit.

Switch between lists	In list view, tap the list you want to view.
View completed items	In list view, tap Completed.
Change the order of lists	In list view, tap Edit. Drag  next to a list to change the order. You can't move a list to a different account, and you can't change the order of reminders in a list.
Delete a list	In list view, tap Edit. Tap  for each list you want to delete. When you delete a list, all the items in the list are deleted.
Change the name of a list	In list view, tap Edit. Tap the name you want to change, then type a new name. Tap Done.
Set a default list for new reminders	Go to Settings > Mail, Contacts, Calendars, then under the Reminders heading, tap Default List.

Managing reminders in date view

Use date view to view and manage reminders that have a due date.

View reminders for a date: At the top of the screen, tap Date to view today's reminders and uncompleted items from previous days.

Managing completed reminders

Reminders keeps track of the items you mark as completed. You can see them in list or date view, and also in the Completed list.

View completed items: Tap the List button at the top of the screen, then tap Completed.

Mark a completed item as uncompleted	Tap to remove the checkmark. The item automatically moves back to its original list.
Sync previous reminders	Go to Settings > Mail, Contacts, Calendars. Then under Reminders, tap Sync. This setting applies to all your reminder accounts. For best performance, don't sync more previous items than you need to.

Searching reminders

Search reminders: Tap the search field, then enter a search phrase.

Reminders are searched by name.

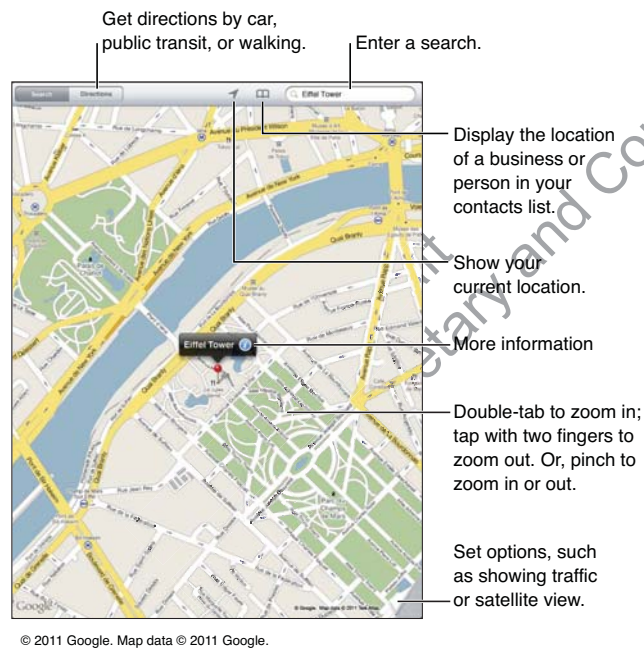
You can also search Reminders from the Home screen. See “Spotlight Search” on page 123.

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Finding locations


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








Find a location: Tap Search, then tap the search field to bring up the keyboard. Type an address or other information, then tap Search.

You can search for information such as:

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

You can also tap  to find the location of a contact.







See the name or description of a location	Tap the pin.
See a list of the businesses found in a search	Tap  Tap a business to see its location.
Find your current location	Tap  Your current location is shown by a blue marker. If your location can't be determined precisely, a circle appears around the marker. The smaller the circle, the greater the precision.
Use the digital compass	Tap  again. The icon changes to  and a small compass  appears onscreen.
Mark a location	Touch and hold the map until the drop pin appears.


Important: Maps, directions, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided on iPad to your surroundings, and defer to posted signs to resolve any discrepancies.


If Location Services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without Location Services. See "Location Services" on page 120.

Getting directions

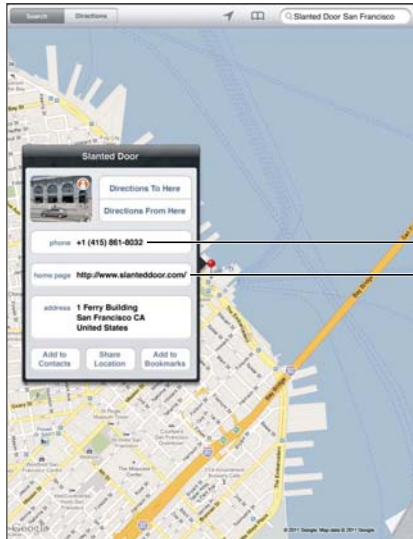
Get directions:

- 1 Tap Directions.
- 2 Enter starting and ending locations.
Tap  to choose a location in Bookmarks (including your current location or the dropped pin), a recent location, or a contact.
- 3 Tap Route, then select directions for driving () , public transit () , or walking () .
- 4 Do one of the following:
 - To view directions one step at a time, tap Start, then tap  to see the next leg of the trip.
 - To view all the directions in a list, tap Start, then tap  .
Tap any item in the list to see a map showing that leg of the trip.
- 5 If multiple routes appear, choose the one you want to use.

If you're taking public transit, tap  to set your departure or arrival time, and to choose a schedule for the trip. Tap the icon at a stop to see the departure time for that bus or train, and to get a link to the transit provider's website or contact info (when available).

Get directions from a location on the map	Tap the pin, tap  , then tap Directions To Here or Directions From Here.
Bookmark a location	Tap "Add to Bookmarks."

Getting and sharing info about a location



Make a FaceTime call (when available).

Visit the website.

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Get or share info about a location: Tap the pin, then tap .

Add a business to your contacts Tap "Add to Contacts."

Tweet, text, or email your location Tap Share Location.
To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

Showing traffic conditions

You can show traffic conditions for major streets and highways on the map.

Show traffic conditions: Tap or drag the bottom-right corner of the screen, then turn on Traffic.

Streets and highways are color-coded to indicate the flow of traffic:

- Gray—no data is available
- Green—posted speed limit
- Yellow—slower than the posted speed limit
- Red—stop and go


Traffic conditions aren't available in all areas.

Map views



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See a standard, satellite, hybrid, or terrain view: Tap or drag the bottom-right corner of the screen, then select the view you want.

See the Google Street View of a location: Tap . Flick left or right to pan through the 360° panoramic view (the inset shows your current view). Tap an arrow to move down the street. To return to map view, tap the map inset.



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Street view may not be available in all areas.



Adding music and audio

To get music and other audio content onto iPad:

- Purchase and download content from the iTunes Store on iPad. In Music, tap Store when browsing. See Chapter 19, “iTunes Store,” on page 88.
- Use Automatic Download to automatically download new music purchased on your other iOS devices and computers. See “Using iCloud” on page 18.
- Sync with iTunes on your computer. You can sync all of your media, or selected songs and other items. See “Syncing with iTunes” on page 19.

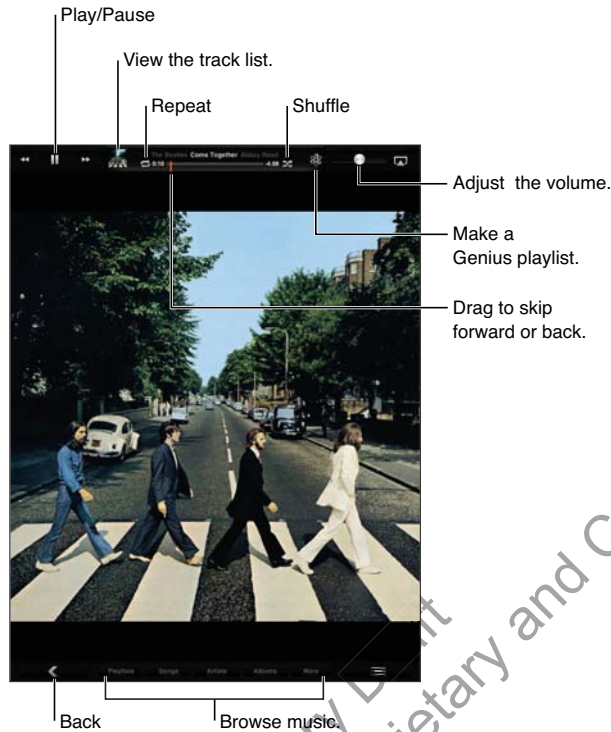
You can also use iTunes Match to access your music library in iCloud. See “iTunes Match” on page 86.

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Playing songs and other audio

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

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





Browse your collection: Tap one of the buttons along the bottom of the screen. You can browse by playlist, song, artist, or album. Tap More to browse by genre or composer, or to see your podcasts.

Play a song or other item: Tap the item.

Use the controls at the top of the screen to control playback.


Repeat songs	Tap . = Repeat all songs in the album or list. = Repeat the current song only. = No repeat.
Shuffle songs	Tap . Tap again to play songs in order. = Songs are shuffled. = Songs are playing in order.
Skip to any point in a song	Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.
Browse songs in a list using the cover art	Display the album cover by tapping the thumbnail at the top of the screen. Flick left to right. Songs start playing automatically.

Display a song's lyrics	Display the album cover by tapping the thumbnail at the top of the screen. Lyrics appear if you've added them to the song using the song's Info window in iTunes.
Use Ping	See "Following artists and friends" on page 90.
Play music on AirPlay speakers or Apple TV	Tap  . See "Using AirPlay" on page 35.
Set options for Music	Go to Settings > Music.

When using another app, you can display audio playback controls double-clicking the Home button , then flicking from left to right along the bottom of the screen.



The controls operate the currently playing app, or—if the music is paused—the most recent app that played. The icon for the app appears on the right. Tap it to open the app.

Double-clicking the Home button  also displays audio playback controls when the screen is locked.

Viewing tracks on an album

See all the tracks on the album that contains the current song: Tap the thumbnail to view the album cover for the song, then double-tab the album cover. Tap a track to play it.

In track list view, you can assign ratings to songs. You can use ratings when creating smart playlists in iTunes.

Return to browsing: Tap the thumbnail again. Tap the album cover if the controls aren't showing.

Searching audio content

You can search the titles, artists, albums, and composers of songs, podcasts, and other audio content on iPad.

Search music: When browsing, enter text in the search field at the bottom-right corner of the screen.

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

iTunes Match

iTunes Match stores your music library in iCloud—even songs imported from CDs—and lets you enjoy your collection on iPad and other iOS devices and computers. iTunes Match is available as a paid subscription.

Note: iTunes Match is available starting in the U.S.

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

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

Turn on iTunes Match	Go to Settings > Music. Your iCloud library appears automatically in Music. Any songs already on iPad will be removed once you turn on iTunes Match. Turning on iTunes Match also disables Genius Mixes and Genius Playlists on iPad.
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Genius


A Genius playlist is a collection of songs from your library that go great together. You can create Genius playlists in iTunes and sync them to iPad. You can also create and save Genius playlists directly on iPad.

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

To use Genius on iPad, first turn on Genius in iTunes, then sync iPad with iTunes. Genius Mixes are synced automatically, unless you manually manage your music and choose which mixes you want to sync in iTunes. Genius is a free service, but it requires an Apple ID.

When you sync a Genius Mix, iTunes may select and sync songs from your library that you haven't specifically chosen to sync.


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

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

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

Save a Genius playlist	View your Playlists, tap Genius Playlist, then tap Save. The playlist is renamed with the title of the song you picked.
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Refresh a Genius playlist	In the playlist, tap Refresh.
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Make a Genius playlist using a different song	Play a song, then tap  .
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Delete a saved Genius playlist	Tap the playlist, then tap  .
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Genius playlists created on iPad are copied to your computer when you sync with iTunes.

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

Playlists

You can create and edit your own playlists on iPad, or edit playlists synced from iTunes on your computer.


Create a playlist: View Playlists, then tap New near the top of the screen. Enter and save a title, select songs and videos to include, then tap Done.

When you make a playlist and then sync iPad to your computer, the playlist is synced to your iTunes library.


Edit a playlist: View Playlists and select the playlist. Tap Edit, then:

To add more songs: Tap Add Songs.

To delete a song: Tap . Deleting a song from a playlist doesn't delete it from iPad.

To move a song higher or lower in the list: Drag .

Your edits are copied to the playlist in your iTunes library the next time you sync iPad with your computer.

Delete a playlist	In Playlists, touch and hold the playlist, then tap  .
Delete a song from iPad	In Songs, swipe the song, then tap Delete. The song is deleted from iPad, but not from your iTunes library on your Mac or PC.

Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPad from the iTunes library on your Mac or PC. iPad and your computer must be on the same Wi-Fi network. On your computer, iTunes must be open, with Home Sharing turned on and logged in using the same Apple ID as Home Sharing on iPad.

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

Play music from your computer iTunes library on iPad:

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

Return to content on iPad	Tap Shared and choose My iPad.
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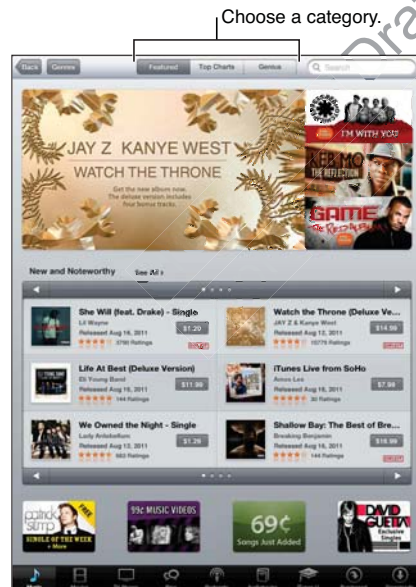
About the iTunes Store

Use the iTunes Store to add content to iPad. You can browse and purchase music, TV shows, audiobooks, and alert tones. You can also buy and rent movies, or download and play podcasts or iTunes U collections. You need an Apple ID in order to purchase content. See “Store settings” on page 94.

Note: The iTunes Store may not be available in all regions, and iTunes Store content may vary across regions. Features are subject to change.

To access the iTunes Store, iPad must have an Internet connection. See “Network” on page 122.

Finding music, videos, and more



Browse content: Tap one of the content categories, such as Music or Videos.

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

Buy, review, or tell a friend about an item Tap an item in a list to see more details on its Info screen.

Explore artist and friend recommendations Tap Ping. See “Following artists and friends” on page 90.

Purchasing music, audiobooks, and tones

When you find a song, album, tone, or audiobook you like in the iTunes Store, you can purchase and download it. You can preview an item before you purchase it, to make sure it's what you want.

Preview a song, tone, or audiobook: Tap the item and follow the onscreen instructions.


Redeem a gift card or code	Tap Music, then tap Redeem at the bottom of the screen and follow the onscreen instructions. While you're signed in, your remaining store credit appears with your Apple ID information at the bottom of most iTunes Store screens.
Complete an album	While viewing any album, tap the discounted price for the remaining songs, below Complete My Album (not available in all areas). To see offers for completing other albums, tap Music, then tap Complete My Album Offers.
Download a previously purchased item	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Purchasing or renting videos

The iTunes Store lets you purchase and download movies, TV shows, and music videos. Some movies can also be rented for a limited time. Video content may be available in standard-definition (SD, or 480p) format, high-definition (HD, or 720p) format, or both.

Purchase or rent a video: Tap Buy or Rent.

Once you purchase an item, it begins downloading and appears on the Downloads screen. See "Checking download status" on page 91.

Preview a video	Tap Preview.
View the preview on a TV with AirPlay and Apple TV	When the preview starts, tap  and choose Apple TV. See "Using AirPlay" on page 35.

Following artists and friends

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

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

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

Follow an artist	Tap Follow on the artist's profile page.
Follow a friend	Tap People, enter your friend's name in the search field, then tap Follow. When you follow someone, they don't automatically follow you. In your profile, you can choose to approve or decline requests to be followed as they arrive, or simply accept all new followers without review (the default).
Share your thoughts	As you browse albums and songs, tap Post to comment on a piece of music, or tap Like just to say you like it. Your friends will see your thoughts in their Ping Activity feed.
Share concert plans	Tap Concerts on your profile page to see upcoming concerts by the artists you follow, and see which of your friends are going to a concert. Tap Tickets to buy your own ticket, or tap I'm Going to let others know you'll be there too. (Not available in all areas.)
Specify Ping notifications	Go to Settings > Notifications > Ping. Ping can send a text alert, play a sound, or add an alert badge to the iTunes app icon on iPad when someone starts following you or comments on your activities.

Streaming or downloading podcasts

You can listen to audio podcasts or watch video podcasts streamed over the Internet from the iTunes Store. You can also download audio and video podcasts.

Stream a podcast: Tap Podcasts to browse podcasts in the iTunes Store.

Video podcasts are marked with a video icon .

Download a podcast	Tap the Free button, then tap Download. Downloaded podcasts appear in the Podcasts playlist.
Listen to or watch a podcast you've downloaded	In Music, tap Podcasts, then tap the podcast. Video podcasts also appear in your list of videos.

Checking download status

You can check the Downloads screen to see the status of in-progress and scheduled downloads, including purchases you pre-order.

See the status of items being downloaded: Tap Downloads.

Pre-ordered items don't download automatically when they're released. Return to the Downloads screen to begin the download.

Download a pre-ordered item Tap the item, then tap .

If a download is interrupted, the download resumes when there's an Internet connection. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in using the same Apple ID).

Viewing account information

To view iTunes Store information for your Apple ID on iPad, tap your Apple ID (at the bottom of most iTunes Store screens). Or go to Settings > Store and tap View Apple ID. You must be signed in to view your account information. See "Store settings" on page 94.

Verifying downloads

You can use iTunes on your computer to verify that all the music, videos, apps, and other items you bought from the iTunes Store or App Store are in your iTunes library. You might want to do this if a download was interrupted.

Verify your downloads: In iTunes on your computer, choose Store > Check for Available Downloads.

To see all of your purchases, sign in using your Apple ID, choose Store > View My Account, and click Purchase History.

App Store

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About the App Store

You can search for, browse, review, purchase, and download apps from the App Store directly to iPad.

Note: The App Store may not be available in all countries or regions, and App Store content may vary by country or region. Features are subject to change.

To browse the App Store, iPad must be connected to the Internet. See “Wi-Fi” on page 118. To purchase apps, you need an Apple ID. See “Store settings” on page 94.



Check for app updates.

Finding and downloading apps



Browse the featured selections to see new, notable, or recommended apps, or browse Top 25 to see the most popular apps. If you're looking for a specific app, use Search.

Browse the App Store: Tap Featured, Categories, or Top Charts.

Browse using Genius	Tap Genius to see a list of recommended apps based on what's already in your app collection. To turn Genius on, follow the onscreen instructions. Genius is a free service, but you need an Apple ID.
Search for apps	Tap Search, tap the search field and enter one or more words, then tap Search.
Email a link to an app's Info page in iTunes	Tap "Tell a Friend."
Send an app to someone as a gift	Tap "Gift This App," then follow the onscreen instructions.
Report a problem	Tap "Report a Problem." Select a problem from the list or type optional comments, then tap Report.
Purchase and download an app	Tap the price (or tap Free), then tap Buy Now. If you already purchased the app, "Install" appears instead of the price on the Info screen. You won't be charged if you download it again.
Redeem a gift card or code	Tap Redeem near the bottom of the Featured screen, then follow the onscreen instructions.
See the status of downloads	After you begin downloading an app, its icon appears on the Home screen and shows a progress indicator.
Download a previously purchased app	Tap Purchased, find the app in the list, then tap Download. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Deleting apps

You can delete apps you install from the App Store. If you delete an app, data associated with the app is also deleted.

Delete an App Store app: Touch and hold the app icon on the Home screen, until the icons start to jiggle, then tap . Press the Home button  when you finish deleting apps.

For information about resetting iPad to erase every app and all of your data and settings, see "Reset" on page 126.

Store settings

Use Store settings to sign in using an Apple ID, create a new Apple ID, or edit an existing one. If you have more than one Apple ID, you can use Store settings to sign out and sign in using another Apple ID.

For iTunes Store terms and conditions, go to www.apple.com/legal/itunes/ww/.

Sign in using an Apple ID: Choose Store, tap Sign In, then tap Use Existing Apple ID and enter your Apple ID and password.

View and edit your account information	Go to Settings > Store, tap your Apple ID, then tap View Apple ID. Tap an item to edit it. To change your password, tap the Apple ID field.
Sign in using a different Apple ID	Go to Settings > Store, tap your account name, then tap Sign Out.
Create a new Apple ID	Go to Settings > Store, tap Sign In, then tap Create New Apple ID and follow the onscreen instructions.
Automatically download purchases	Go to Settings > Store, then turn on the types of purchases, such as Music or Books, that you want to automatically download to iPad. You can also turn off automatic updating of Newsstand apps.
Download purchases using the cellular network (iPad Wi-Fi + 3G)	Go to Settings > Store, then turn Use Cellular Data on or off. Downloading purchases over the cellular network may incur charges from your carrier. Newsstand apps update only when iPad is connected to a Wi-Fi network. See Chapter 21, "Newsstand," on page 95.

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Newsstand

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About Newsstand

Newsstand organizes your magazine and newspaper app subscriptions with a shelf that lets you access your publications quickly and easily. Newsstand apps appear on the shelf, and as new issues become available, a badge lets you know they're ready for reading. They're delivered to iPad automatically.



Find Newsstand apps: Tap Newsstand to reveal the shelf, then tap Store.

When you purchase a newsstand app, it's added to your shelf for easy access. After the app is downloaded, open it to view its issues and subscription options.

Subscriptions are In-App purchases, billed to your Apple ID account. See "Store settings" on page 94.

Pricing varies and Newsstand apps may not be available in all regions or countries.

Reading the latest issues

When a newspaper or magazine has a new issue, Newsstand automatically downloads it when connected to Wi-Fi and notifies you by displaying a badge on the app icon. To start reading, open Newsstand and look for apps with a “New” banner.

Each app has its own method of managing issues. For information about how to delete, find, or work with individual issues, see the app’s help information or App Store listing.

Turn off automatic downloads: Go to Settings > Store and turn automatic downloads off for the publication.

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About iBooks

iBooks is a great way to read and buy books. Download the free iBooks app from the App Store, and then get everything from classics to best sellers from the built-in iBookstore. Once you download a book, it's displayed on your bookshelf.

To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple ID. If you don't have an Apple ID, or if you want to make purchases using another Apple ID, go to Settings > Store. See "Store settings" on page 94.

Note: The iBooks app and the iBookstore may not be available in all languages or areas.

Using the iBookstore

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

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

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

Get more information about a book	In the iBookstore, you can read a summary of the book, read or write a review, and download a sample of the book before buying it.
Download a previous purchase	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Syncing books and PDFs

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

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

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

To add a PDF to iBooks without syncing, email the PDF to yourself from your computer. Open the email message on iPad, then tap the PDF attachment and choose “Open in iBooks” from the menu that appears.


Reading books

Reading a book is easy. Go to the bookshelf and tap the book you want to read. If you don’t see the book you’re looking for, tap the name of the current collection at the top of the screen to go to other collections.



Read a book while lying down: Use the portrait orientation lock to prevent iPad from rotating the screen when you rotate iPad. See “Viewing in portrait or landscape” on page 15.


Turn the page	Tap near the right or left margin of the page, or flick left or right. To change the direction the page turns when you tap the left margin, go to Settings > iBooks.
Go to the table of contents	Tap near the center of the page to show the controls, then tap . Tap an entry to jump to that location, or tap Resume to return to the current page.
Add or remove a bookmark	Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don’t need to set a bookmark when you close a book, because iBooks remembers where you left off and returns there when you open the book again.
Add, remove, or edit a highlight	Touch and hold any word until it’s selected. Drag the grab points to adjust the selection, then tap Highlight. <i>To remove a highlight,</i> tap the highlighted text, then tap Remove Highlight. <i>To change the color of a highlight,</i> tap the highlighted text, then tap Colors and select a color from the menu.

Add, remove, or edit a note	Touch and hold any word until it's selected. Drag the grab points to adjust the selection, then tap Note. Type some text, then tap Done. <i>To view a note</i> , tap the indicator in the margin near the highlighted text. <i>To remove a note</i> , tap the highlighted text, then tap Delete Note. <i>To change the color of a note</i> , tap the highlighted text, then tap Colors and select a color from the menu.
See all your bookmarks, highlights, and notes	Tap  , then tap Bookmarks. To view a note, tap its indicator.
Enlarge an image	Double-tap the image.
Go to a specific page	Tap near the center of the current page to show the controls, then drag the page navigation control at the bottom of the screen to page you want.
Return to reading after viewing the table of contents or a footnote	Tap "Back to Page number."

Reading PDFs


You can use iBooks to read PDFs. Go to the bookshelf and tap the current collection (the button in the top middle), select the PDFs collection or another collection, then tap the PDF you want to read.

Go to a specific page: Tap near the center of the current page to show the controls, then drag the page navigation control at the bottom of the screen to the page you want, or tap a thumbnail to jump to that page.



Enlarge a page	Pinch to zoom in on the page, then scroll to see the portion you want.
Turn the page	Flick left or right.
Add or remove a bookmark	Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to set a bookmark when you close a PDF, because iBooks remembers where you left off and returns there when you open it again.
Go to the table of contents	Tap near the center of the current page to show the controls, then tap  . Tap an entry to jump to that location, or tap Resume to return to the current page. If there's no table of contents, you can tap a page icon instead to go to that page.

Changing a book's appearance

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

Change the font or type size: tap .

Changing the font and size also changes text formatting.

Change the brightness	Tap  , then adjust the brightness.
Change the page and type color	Tap  , then turn the Sepia option on to change the color of the page and type. This setting applies to all books.
Turn justification and hyphenation on or off	Go to Settings > iBooks.

These settings apply only to books. You can't change the appearance of PDFs.

Searching books and PDFs

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

Search in a book: Tap near the center of the page to show the controls, then tap the magnifying glass.

Search for a book	Go to the bookshelf. Tap the status bar to scroll to the top of the screen, then tap the magnifying glass. Searching looks at the title and author's name.
Search Wikipedia or Google	Tap Search Google or Search Wikipedia. Safari opens and displays the result.
Search for a word in a book	Touch and hold the word, then tap Search.


Looking up the definition of a word


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

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

Having a book read to you

Some books have a recording of the book being read and can automatically turn pages as they're read. Some books also highlight each word as it's spoken by the narrator.

Listen to a book: Tap near the center of the page to show the controls, then tap .

If you don't see , the book can't be read aloud.


Stop the narration: Tap to show the controls, then tap  and tap Stop Reading.


If you have a visual impairment, you can also use VoiceOver to have the text of almost any book spoken. See "About VoiceOver" on page 105.

Printing or emailing a PDF

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

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

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

Print a PDF	Open the PDF, then tap  and choose Print. Select a printer and the page range and number of copies, then tap Print. See "Printing" on page 31.
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Organizing the bookshelf

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




Touch and hold a book to rearrange.

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

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

When you add a book or PDF to your bookshelf, it appears in the Books or PDF collection. From there, you can move it to a different collection. You might want to create collections for work and school, for example, or for reference and leisure reading.

View a collection	Tap Collections, then pick a new collection from the list that appears.
Manage collections	Tap Collections to display the collections list. To edit the name of a collection, tap its name. You can't edit or remove the built-in Books and PDFs collections.
Sort the bookshelf	Tap the status bar to scroll to the top of the screen, then tap  and select a sort method from the choices at the bottom of the screen.
Delete an item from the bookshelf	Tap Edit, then tap each book or PDF that you want to delete so that a checkmark appears. Tap Delete. When you finish deleting, tap Done. If you delete a book you purchased, you can download it again from Purchases in the iBookstore.

Sync bookmarks and notes

iBooks saves your bookmarks, notes, and current page information with your Apple ID account, so they're always up to date and you can read a book seamlessly across multiple iOS devices. For PDFs, the bookmarks and current page information are synced.

Turn bookmark syncing on or off: Go to Settings > iBooks.

You must have an Internet connection to sync your settings. iBooks syncs information for all of your books when you open or quit the app. Information for individual books is also synced when you open or close the book.

Game Center

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About Game Center

Discover new games and share your game experiences with friends around the world in Game Center. Invite your friends to play, or use auto-match to find other equally-matched opponents. Earn bonus points by achieving specific accomplishments in a game, see what your friends have achieved, and check leaderboards to see who the best players are.

Note: Game Center may not be available in all areas, and game availability may vary.

To use Game Center, you need an Internet connection and an Apple ID. If you have an iCloud account, you can use that Apple ID with Game Center. If you don't have an Apple ID, or if you want a separate ID for gaming, you can create one in Game Center, as described below.



Declare your status, change your photo, or sign out.

Invite friends to play.

Choose a game to play.

Respond to friend requests.

Signing in to Game Center

Sign in: Open Game Center. If you see your nickname and photo at the top of the Me screen, you're already signed in. If not, enter your Apple ID and password, then tap Sign In. Or, tap Create New Account to create a new Apple ID.

Add your photo	Tap the photo next to your name.
Declare your status	Tap Me, tap the status bar, then enter your status.
View your account settings	Tap Me, tap the account banner, then choose View Account.
Sign out	Tap Me, tap the Account banner, then tap Sign Out. You don't need to sign out each time you quit Game Center.

Purchasing and downloading games

Games for the Game Center are available from the App Store.

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

The Game Center section of App Store displays games that work with Game Center. You can browse this section, and purchase and download games from it. See Chapter 20, "App Store," on page 92.

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

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



See a list of top scorers	Tap Games, then choose the game and tap Leaderboard.
See the achievements you can try for	Tap Games, choose a game, then tap Achievements.
Return to Game Center after playing	Press the Home button, then tap Game Center on the Home screen.

Playing with friends

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

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

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

Send a friend request	Tap Friends or Requests, tap  , then enter your friend's email address or Game Center nickname. Tap  to browse your contacts. To add several friends in one request, type Return after each address.
Respond to a friend request	Tap Requests, tap the request, then tap Accept or Ignore. To report a problem with the request, flick up and tap "Report a Problem."
See the games a friend plays and check your friend's scores	Tap Friends, tap your friend's name, then tap Games or Points.
Search for someone in your list of friends	Tap the status bar to scroll to the top of the screen, then tap the search field and start typing.
Prevent game invitations from others	Turn off Game Invites in your Game Center account settings. See "Game Center settings" on page 104.
Keep your email address private	Turn off Find Me By Email in your Game Center account settings. See "Game Center settings" on page 104.
Disable all multiplayer activity	Go to Settings > General > Restrictions > Game Center and turn off Multiplayer Games.
Disallow friend requests	Go to Settings > General > Restrictions > Game Center and turn off Adding Friends.
See a list of a friend's friends	Tap Friends, tap the friend's name, then tap Friends just below their picture.
Remove a friend	Tap Friends, tap a name, then tap Unfriend.
Report offensive or inappropriate behavior	Tap Friends, tap the person's name, then tap "Report a Problem."

Game Center settings

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

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

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

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

Universal Access features

iPad incorporates numerous accessibility features, including:

- VoiceOver screen reader
- Zoom magnification
- Large Text
- White on Black
- Speak Selection
- Speak Auto-text
- Mono Audio and balance
- AssistiveTouch
- Support for braille displays
- Playback of closed-captioned content

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

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

You can turn individual accessibility features on or off in Accessibility settings on iPad. You can also turn some features on or off in iTunes when you connect iPad to your computer.

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

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

About VoiceOver

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

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

Touch the screen or drag your fingers to hear different items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions for you—for example, “double-tap to open.” To interact with items on the screen, such as buttons and links, use the gestures described in “Learning VoiceOver gestures” on page 108.

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

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

Setting up VoiceOver

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

Note: You can't use VoiceOver and Zoom at the same time.

Turn VoiceOver on or off: Go to Settings > General > Accessibility > VoiceOver. You can also set Triple-click Home to turn VoiceOver on or off. See “Triple-Click Home” on page 115.



Turn spoken hints on or off	Go to Settings > General > Accessibility > VoiceOver. When Speak Hints is turned on, VoiceOver may tell you the action of the item or provide instructions for you—for example, “double-tap to open.” You can also add Hints to the rotor, then swipe up or down to adjust. See “Using the VoiceOver rotor control” on page 110.
Set the VoiceOver speaking rate	Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust. See “Using the VoiceOver rotor control” on page 110.
Change typing feedback	Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.
Use phonetics in typing feedback	Go to Settings > General > Accessibility > VoiceOver > Use Phonetics. Text is read character-by-character. Voiceover first speaks the character, then its phonetic equivalent—for example, “f” and then “foxtrot.”
Use pitch change	Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change. VoiceOver uses a higher pitch when entering a letter, and a lower pitch when deleting a letter. VoiceOver also uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group.
Set the rotor options for web browsing	Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag  up to reposition an item.
Change VoiceOver pronunciation	Set the rotor to Language and then swipe up or down. The Language rotor position is available when you select more than one pronunciation.
Select the pronunciations available in the language rotor	Go to Settings > General > Accessibility > VoiceOver > Language Rotor. To change the position of a language in the list, drag  up or down.
Change the language for iPad	Go to Settings > General > International > Language. Some languages may be affected by the Region Local setting in Settings > General > International > Region Format.
Skip images while navigating	Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.
Speak notifications when you unlock iPad	Go to Settings > General > Accessibility > VoiceOver > Speak Notifications. If this is off, iPad speaks only the time when you unlock it.

Using VoiceOver

Select items on the screen: Drag your finger over the screen. VoiceOver identifies each element as you touch it. You can move systematically from one element to the next by flicking left or right with a single finger. Elements are selected from left to right, top to bottom. Flick right to go to the next element, or flick left to go to the previous element.

Enable vertical navigation	Add Vertical Navigation to the rotor, use the rotor to select it, then swipe up or down to move to the item above or below. See “Using the VoiceOver rotor control” on page 110.
Select the first or last element on the screen	Flick up or down with four fingers.
Unlock iPad	Select the Unlock button, then double-tap the screen.
Select an item by name	Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or flick right or left to move through the list alphabetically, or tap the table index to the right of the list and flick up or down to move quickly through the list of items.
Change the name of a screen item so it’s easier to find	Tap and hold with two fingers anywhere on the screen.
Speak the text of the selected element: Flick down or up with one finger to read the next or previous word or character (twist the rotor control to choose characters or words). You can include the phonetic spelling. See “Setting up VoiceOver” on page 106.	
Stop speaking an item	Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.
Change the speaking volume	Use the volume buttons on iPad, or add volume to the rotor and swipe up and down to adjust. See “Using the VoiceOver rotor control” on page 110.
Mute VoiceOver	Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the Side Switch to Mute. If an external keyboard is connected, you can also press the Control key on the keyboard to mute or unmute VoiceOver.
Use the compact reading voice	iOS 5 includes a new reading voice that’s automatically downloaded to iPad. If you prefer the original voice, go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.
Speak the entire screen from the top	Flick up with two fingers.
Speak from the current item to the bottom of the screen	Flick down with two fingers.
Speak the iPad status information	Tap the top of the screen to hear such information as the time, battery life, Wi-Fi signal strength, and more.

“Tap” the selected item when VoiceOver is on: Double-tap anywhere on the screen.

“Double-tap” the selected item when VoiceOver is on	Triple-tap anywhere on the screen.
Adjust a slider	With a single finger, flick up to increase the setting or down to decrease the setting.
Scroll a list or area of the screen	Flick up or down with three fingers. Flick down to page down through the list or screen, or flick up to page up. When paging through a list, VoiceOver speaks the range of items displayed (for example, “showing rows 5 through 10”). You can also scroll continuously through a list, instead of paging through it. Double-tap and hold. When you hear a series of tones, you can move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.
Use a list index	Some lists have an alphabetical index along the right side. The index can’t be selected by flicking between elements; you must touch the index directly to select it. With the index selected, flick up or down to move along the index. You can also double-tap, then slide your finger up or down.
Reorder a list	Some lists, such as the Rotor and Language Rotor in Accessibility settings can be reordered. Select  on the right side of an item, double-tap and hold until you hear a sound, then drag up or down. VoiceOver speaks the item you’ve moved above or below, depending on the direction you’re dragging.
Rearrange the Home screen	On the Home screen, select the icon you want to move. Double-tap and hold the icon, then drag it. VoiceOver speaks the row and column position as you drag the icon. Release the icon when it’s in the location you want. You can drag additional icons. Drag an item to the left or right edge of the screen to move it to a different page of the Home screen. When you finish, press the Home button  .
Turn the screen curtain on or off	Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.
Unlock iPad	Select the Unlock switch, then double-tap the screen.

Learning VoiceOver gestures

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

You can use standard gestures when VoiceOver is turned on, by double-tapping and holding your finger on the screen. A series of tones indicates that normal gestures are in force. They remain in effect until you lift your finger. Then VoiceOver gestures resume.

You can use different techniques to enter VoiceOver gestures. For example, you can enter a two-finger tap using two fingers from one hand, or one finger from each hand. You can also use your thumbs. Many find the “split-tap” gesture especially effective: instead of selecting an item and double-tapping, you can touch and hold an item with one finger, then tap the screen with another finger. Try different techniques to discover which works best for you.

If your gestures don’t work, try quicker movements, especially for double-tapping and flicking gestures. To flick, try quickly brushing the screen with your finger or fingers. When VoiceOver is turned on, the VoiceOver Practice button appears, which gives you a chance to practice VoiceOver gestures before proceeding.

Practice gestures: Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done.

If you don't see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here's a summary of key VoiceOver gestures:

Navigate and Read

- *Tap:* Speak item.
- *Flick right or left:* Select the next or previous item.
- *Flick up or down:* Depends on the Rotor Control setting. See "Using the VoiceOver rotor control" on page 110.
- *Two-finger tap:* Stop speaking the current item.
- *Two-finger flick up:* Read all from the top of the screen.
- *Two-finger flick down:* Read all from the current position.
- *Two-finger "scrub":* Move two fingers back and forth three times quickly (making a "z") to dismiss an alert or go back to the previous screen.
- *Two-finger triple tap:* Open the Item Chooser.
- *Three-finger flick up or down:* Scroll one page at a time.
- *Three-finger flick right or left:* Go to the next or previous page (such as the Home screen, Stocks, or Safari).
- *Three-finger tap:* Speak additional information, such as position within a list or whether text is selected.
- *Four-finger tap at top of screen:* Select the first item on the page.
- *Four-finger tap at bottom of screen:* Select the last item on the page.

Activate

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

Using the VoiceOver rotor control

The rotor control is a virtual dial that you can use to change the results of up and down flick gestures when VoiceOver is turned on.

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



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

The effect of the rotor depends on what you're doing. When you read text in an email, you can use the rotor to switch between hearing text spoken word-by-word, character-by-character, or line-by-line when you flick up or down. When you browse a webpage, you can use the rotor setting to hear all the text (either word-by-word or character-by-character), or to jump from one element to another of a certain type, such as headers or links.

Reading text

Select and hear text by:

- Character, word, or line

Speaking

Adjust VoiceOver speaking by:

- Volume or rate
- Use of typing echo, pitch change, or phonetics (using Apple Wireless Keyboard)

See "Controlling VoiceOver Using an Apple Wireless Keyboard" on page 112.

Navigating

Select and hear text by:

- Character, word, or line
- Heading
- Link, visited link, non-visited link, or in-page link
- Form control
- Table or row (when navigating a table)
- List
- Landmark
- Image
- Static text
- Items of the same type
- Buttons
- Text fields
- Search fields
- Containers (screen regions such as the dock)

Zoom in or out

Entering text

Move insertion point and hear text by:

- Character, word, or line

Select edit function

Select language

Using a control

Select and hear values by:

- Character, word, or line

Adjust the value of the control object

Entering and editing text with VoiceOver

When you select a text field with VoiceOver, you can use the onscreen keyboard or an external keyboard connected to iPad to enter text. You can use the editing features of iPad to cut, copy, or paste in the text field.

There are two ways to enter text in VoiceOver—*standard* typing and *touch* typing. With standard typing, you select a key, then double-tap the screen to enter the character. With touch typing, you touch to select a key and the character is entered automatically when you lift your finger. Touch typing can be quicker, but may require more practice than standard typing.

VoiceOver also lets you use the editing features of iPad to cut, copy, or paste in a text field.


Enter text: Select an editable text field, double-tap to display the insertion point and the onscreen keyboard, and type characters.

- *Standard typing:* Select a key on the keyboard by flicking left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.
- *Touch typing:* Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, move your finger on the keyboard until you select the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.

Note: Touch typing works only for the keys that enter text. Use standard typing for other keys such as Shift, Delete, and Return.

Move the insertion point: Flick up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line. VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across.

When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it. To move the insertion point past the punctuation at the end of a word or sentence, use the rotor to switch back to character mode. When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

Choose standard or touch typing	With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then flick up or down.
Delete a character	Select the  , then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character you want to delete. VoiceOver speaks the character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.
Select text	Set the rotor to Edit, flick up or down to choose Select or Select All, then double-tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. If you chose Select All, the entire text is selected. Pinch apart or together to increase or decrease the selection.
Cut, copy, or paste	Make sure the rotor is set to edit. With text selected, flick up or down to choose Cut, Copy, or Paste, then double-tap.
Undo	Shake iPad, flick left or right to choose the action to undo, then double-tap.
Enter an accented character	In standard typing mode, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.
Change the language you're typing in	Set the rotor to Language, then flick up or down. Choose "default language" to use the language specified in International settings. The Language rotor appears only if you select more than one language in the VoiceOver Language Rotor setting. See "Setting up VoiceOver" on page 106.

Using VoiceOver with Safari

When you search the web in Safari with VoiceOver on, the Search Results rotor items lets you hear the list of suggested search phrases.

Search the web: Select the search field, enter your search, then select Search Results using the rotor. Flick right or left to move down or up the list, then double-tap the screen to search the web using the current search phrase.

Using VoiceOver with Maps

You can use VoiceOver to zoom in or out, select pins, and get information about locations.

Zoom in or out: Select the map, use the rotor to choose zoom mode, then flick up or down to zoom in or out.

Select a pin: Touch a pin, or flick left or right to move from one item to another.

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

Controlling VoiceOver Using an Apple Wireless Keyboard

You can control VoiceOver on iPad using an Apple Wireless Keyboard. See "Using Bluetooth devices" on page 35.

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

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

VoiceOver Keyboard Commands

VO = Control-Option

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

Quick Nav

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

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

Single Letter Quick Nav for the Web

When you view a web page with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. Hold the Shift key as you type the letter to move to the previous item.

H	Heading
L	Link
R	Text field
B	Button

C	Form control
I	Image
T	Table
S	Static text
W	ARIA landmark
X	List
M	Element of the same type
1	Level 1 heading
2	Level 2 heading
3	Level 3 heading
4	Level 4 heading
5	Level 5 heading
6	Level 6 heading

Using a braille display with VoiceOver

Setting up a braille display

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

Set up a braille display: Turn on the display, then go to Settings > General > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

Turn contracted braille on or off Go to Settings > General > Accessibility > VoiceOver > Braille.

Turn eight-dot braille on or off Go to Settings > General > Accessibility > VoiceOver > Braille.

Choosing a language

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

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

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

Controlling VoiceOver with your braille display

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


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

- The current line contains additional text to the left
- The current line contains additional text to the right

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

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

Triple-Click Home

Triple-click Home is an easy way to turn some accessibility features on or off by quickly pressing the Home button  three times. You can set Triple-click Home to turn VoiceOver on or off, turn White on Black on or off, or ask if you would like to triple-click the Home button to:

- Turn VoiceOver on or off
- Turn White on Black on or off
- Turn Zoom on or off

Triple-click Home is normally turned off.

Set the Triple-click Home function: Go to Settings > General > Accessibility > Triple-click Home, then choose the function you want.

Zoom

The Zoom accessibility feature lets you magnify the entire screen to help you see what's on the display.

Turn Zoom on or off: Go to Settings > General > Accessibility > Zoom, then tap the Zoom On/Off switch. Or, use Triple-click Home. See "Triple-Click Home" on page 115.

Zoom in or out	Double-tap the screen with three fingers. By default, the screen is magnified 200 percent. If you manually change the magnification (by using the tap-and-drag gesture, described below), iPad automatically returns to that magnification when you zoom in by double-tapping with three fingers.
Increase magnification	With three fingers, tap and drag toward the top of the screen (to increase magnification) or toward the bottom of the screen (to decrease magnification). The tap-and-drag gesture is similar to a double-tap, except you don't lift your fingers on the second tap—instead, drag your fingers on the screen. Once you start dragging, you can drag with a single finger.
Move around the screen	When zoomed in, drag or flick the screen with three fingers. Once you start dragging, you can drag with a single finger so that you can see more of the screen. Hold a single finger near the edge of the display to pan to that side of the screen image. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom always goes to the top-middle of the screen.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See "Using an Apple Wireless Keyboard" on page 30.

Large Text

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

Set the text size: Go to Settings > General > Accessibility > Large Text.

White on Black

Use White on Black to invert the colors on the iPad display, which may make it easier to read the screen. When White on Black is turned on, the screen looks like a photographic negative.

Invert the screen's colors: Go to Settings > General > Accessibility > White on Black.

Speak Selection

Even with VoiceOver turned off, you can have iPad read aloud any text you can select.

Turn on Speak Selection and adjust speaking rate: Go to Settings > General > Accessibility > Speak Selection.

Have text read to you	Select the text, then tap Speak.
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Speak Auto-Text

Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

Turn Speak Auto-text on or off: Go to Settings > General > Accessibility > Speak Auto-text.

Speak Auto-text also works with VoiceOver or Zoom.

Mono Audio

Mono Audio combines the sound of the left and right channels into a mono signal played on both sides. This lets users with hearing impairment in one ear hear the entire sound signal with the other ear.

Turn Mono Audio on or off: Go to Settings > General > Accessibility > Mono Audio.

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. You can also use AssistiveTouch without an accessory to perform gestures that are difficult for you.

Turn on AssistiveTouch: Go to Settings > General > Accessibility > AssistiveTouch. You can also set Triple-click Home to turn AssistiveTouch on or off; go to Settings > General > Accessibility > Triple-click Home.

Adjust the tracking speed	Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.
Show or hide the AssistiveTouch menu	Click the secondary button on your accessory.
Hide the menu button	Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.
Perform a flick or drag that uses 2, 3, 4, or 5 fingers	Tap the menu button, tap Gestures, and then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, flick or drag in the direction required by the gesture. When you're finished, tap the menu button.

Perform a pinch gesture	Tap the menu button, tap Favorites, and then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.
Create your own gesture	Tap the menu button, tap Favorites, and then tap an empty gesture placeholder. You can also go to Settings > General > Accessibility > AssistiveTouch > "Create custom gesture."
Lock or rotate the screen, adjust iPad volume, toggle the Side Switch, or simulate shaking iPad	Tap the menu button, then tap Device.
Simulate pressing the Home button	Tap the menu button, then tap Home.
Move the menu button	Drag it to any location on the screen.
Exit a menu without performing a gesture	Tap anywhere outside the menu.

Universal Access in Mac OS X

Take advantage of the Universal Access features in Mac OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Mac Help, then search for "universal access."

For more information about iPad and Mac OS X accessibility features, go to www.apple.com/accessibility.

Minimum font size for mail messages

To increase readability, set the minimum font size for Mail message text to Large, Extra Large, or Giant.

Set the minimum mail message font size: Go to Settings > Mail, Contacts, Calendars > Minimum Font Size.

The Large Text setting overrides this minimum font size.

Widescreen keyboards

All built-in iPad apps show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard.

Closed captioning

Turn on closed captioning for videos: Go to Settings > Video > Closed Captioning.

Not all video content includes closed captions.



Airplane Mode

Airplane mode disables the wireless features in order to reduce potential interference with aircraft operation and other electrical equipment.

Turn on airplane mode: Tap Settings and turn airplane mode on.


When airplane mode is on, ✈ appears in the status bar at the top of the screen. No Wi-Fi, cellular (for iPad Wi-Fi + 3G) or Bluetooth signals are emitted from iPad, disabling any feature that uses the Internet.

If allowed by the aircraft operator and applicable laws and regulations, you can continue to listen to music, watch videos, browse email, calendar, and other data you've previously received, and use apps that don't require an Internet connection.

If Wi-Fi is available and allowed by the aircraft operator and applicable laws and regulations, go to Settings > Wi-Fi to turn it on. Similarly, you can turn on Bluetooth in Settings > General > Bluetooth.

Wi-Fi

Joining a Wi-Fi network



Wi-Fi settings determine whether iPad uses local Wi-Fi networks to connect to the Internet. When iPad is joined to a Wi-Fi network, the Wi-Fi icon  in the status bar at the top of the screen shows signal strength. The more bars you see, the stronger the signal.

Once you join a Wi-Fi network, iPad automatically connects to it whenever the network is in range. If more than one previous used network is in range, iPad joins the one last used.

If no Wi-Fi networks are available, iPad Wi-Fi + 3G connects over your cellular network, if possible.

You can also use iPad to set up a new AirPort base station that provides Wi-Fi services to your home or office. See "Setting up an AirPort base station" on page 119.

Turn Wi-Fi on or off: Go to Settings > Wi-Fi.

Set iPad to ask if you want to join a new network	Go to Settings > Wi-Fi and turn “Ask to Join Networks” on or off. If “Ask to Join Networks” is turned off, you must manually join a network to connect to the Internet when a previously used network isn’t available.
Forget a network, so iPad doesn’t join it	Go to Settings > Wi-Fi and tap  next to a network you’ve joined before. Then tap “Forget this Network.”
Join a closed Wi-Fi network	To join a Wi-Fi network that isn’t shown in the list of scanned networks, go to Settings > Wi-Fi > Other, then enter the network name. You must already know the network name, password, and security type to connect to a closed network.
Adjust settings for connecting to a Wi-Fi network	Go to Settings > Wi-Fi, then tap  next to a network.

Setting up an AirPort base station

An AirPort base station provides a Wi-Fi connection to your home, school, or small business network. You can use iPad to set up a new AirPort Express base station, AirPort Extreme base station, or Time Capsule.

Use the AirPort Setup Assistant: Go to Settings > Wi-Fi. Under the “Set up an AirPort base station” heading, tap the name of the base station you want to set up. Then follow the onscreen instructions.

Some older AirPort base stations cannot be set up using an iOS device. For setup instructions, see the documentation that came with the base station.

If the base station you want to set up isn’t listed, make sure it has power, that you’re within range, and that it hasn’t already been configured. You can only set up base stations that are new or have been reset.

If your AirPort base station is already configured, the AirPort Utility app from the App Store lets you change the base station’s settings and monitor its status.

Notifications

Push notifications appear in Notification Center and alert you to new information, even when an app isn’t running. Notifications vary by app, but may include text or sound alerts, and a numbered badge on the app icon on the Home screen.

You can turn notifications off if you don’t want to be notified, and you can change the order notifications appear in.

Turn notifications on or off: Go to Settings > Notifications. Tap an item in the list, then turn notifications on or off for that item.

Apps that have notifications turned off are shown in the Not In Notification Center list.

Change the number of notifications	Tap Notifications, then choose an item from the In Notification Center list. Tap Show to select how many notifications of this type appear in Notification Center.
Change the alert styles	Tap Notifications, then choose an item from the In Notification Center list. Select None to turn off alerts for new notifications.
Change the order of notifications	Tap Notifications, then tap Edit. Drag the notifications to reorder them. To turn off a notification, drag it to the Not In Notification Center list.

Display numbered badges on apps with notifications	Tap Notifications, then choose an item from the In Notification Center list. Turn off Badge App Icon.
Prevent alerts when iPad is locked	Tap Notifications, then choose an app from the In Notification Center list. Turn off “View in Lock Screen” to hide alerts from the app when iPad is locked.

Some apps have additional options. For example, Messages lets you specify how many times the alert sound is repeated and if message previews are included in the notification.

Location Services

Location Services lets apps such as Reminders, Maps, Camera, and third-party location-based apps gather and use data showing your location. The location data collected by Apple is not collected in a form that personally identifies you. Your approximate location is determined using available information from cellular network data (on iPad Wi-Fi + 3G), and from local Wi-Fi networks (if you have Wi-Fi turned on). To conserve battery life, turn Location Services off when you’re not using it.

When an app is using Location Services,  appears in the status bar.

Every app and system service that uses Location Services appears in the Location Services settings screen, showing whether Location Services is turned on or off for that app or service. You can turn Location Services off for some or for all apps and services, if you don’t want to use this feature. If you turn Location Services off, you’re prompted to turn it on again the next time an app or service tries to use it.

If you have third-party apps on iPad that use Location Services, review the third party’s terms and privacy policy for each app to understand how it uses your location data.

Turn Location Services on or off: Go to Settings > Location Services.

Carrier

This setting appears on iPad Wi-Fi + 3G when you’re outside of your carrier’s network and other local carrier data networks are available to use for cellular network Internet connections.

Select a carrier: Choose Carrier and select the network you want to use.

Cellular Data

Use Cellular Data settings (on iPad Wi-Fi + 3G only) to activate cellular data service, change your data plan, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the micro-SIM card.

Activate, view, or change your cellular data account: Go to Settings > Cellular Data, then tap View Account. Follow the onscreen instructions.

Turn Cellular Data on or off	Go to Settings > Cellular Data. If Cellular Data is turned off, all data services will use only Wi-Fi, including email, web browsing, push notifications and other services. If Cellular Data is turned on, carrier charges may apply. For example, certain features and services such as Messages transfer data, and your use of these features and services could impact charges to your data plan.
Turn Data Roaming on or off	Go to Settings > Cellular Data. Turning off Data Roaming avoids carrier charges that may arise when using a network provided by a different carrier.

VPN

VPNs used within organizations lets you communicate private information securely over a non-private network. You may need to configure VPN, for example, in order to access your work email. This setting appears when you have VPN configured on iPad, and lets you turn VPN on or off. See “Network” on page 122.

Brightness & Wallpaper

Use Brightness settings to adjust the screen to a comfortable level.

Adjust the screen brightness: Go to Settings > Brightness & Wallpaper and drag the slider.


Set whether iPad adjusts screen brightness automatically	Go to Settings > Brightness & Wallpaper and turn Auto-Brightness on or off. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.
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Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. See “Changing the wallpaper” on page 26.

Picture Frame

Picture Frame mode turns iPad into an animated picture frame. Choose which transitions and photos to display. Choose whether to zoom in on faces and whether to shuffle photos.

Activate Picture Frame: Tap  on the Lock screen.

Turn off Picture Frame	Go to Settings > General > Passcode Lock. Turn off Picture Frame to remove  from the Lock screen.
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General

General settings include network, sharing, security, and other iOS settings. You can also find information about your iPad, and reset various iPad settings.

About

Go to Settings > General > About to get information about your iPad, including available storage space, serial numbers, network addresses, and legal and regulatory information.

Change the name of your iPad: Go to Settings > General > About, then tap Name.

The name appears in the sidebar when iPad is connected to iTunes, and it’s used by iCloud.

Software Update

Software Update lets you download and install iOS updates from Apple.

Update to the latest iOS version: Go to Settings > General > Software Update.

If a newer version of iOS is available, follow the onscreen instructions to download and install the update.

Note: Make sure iPad is connected to a power source so that the installation, which can take several minutes, completes successfully.

Usage

You can view available storage space, display battery power remaining, and, on iPad Wi-Fi + 3G, cellular usage.

View available storage: Go to Settings > General > Usage.

Manage iCloud storage	Go to Settings > General > Usage > Manage Storage.
View app storage	Go to Settings > General > Usage. Each installed app's total storage space is shown. For more details, tap the app's name.
See your cellular usage	Go to Settings > General > Usage > Cellular Usage. Available on iPad Wi-Fi + 3G.
Reset your usage statistics	Go to Settings > General > Usage > Cellular Usage, then tap Reset Statistics to clear the data and cumulative time statistics.
Show battery percentage	Go to Settings > General > Usage and turn Battery Percentage on.

Sounds

You can set iPad to play a sound whenever you get a new message, email, or reminder. Sounds can also play for appointments, sending an email, keyboard clicks, and when you lock iPad.

When set to silent, iPad doesn't play any alert, or effects sounds. It does, however, play alarms set using Clock.

Adjust the alerts volume: Go to Settings > General > Sounds and drag the slider. Or, if "Change with Buttons" is turned on, use the volume buttons on the side of iPad.

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

Allow the volume buttons to change alerts volume	Go to Settings > General > Sounds and turn on "Change with Buttons."
Set the alert and other sounds	Go to Settings > General > Sounds and select tones for the items in the list.

Network

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

Add a new VPN configuration	Go to Settings > General > Network > VPN > Add VPN Configuration. Ask your network administrator which settings to use. In most cases, if you've set up VPN on your computer, you can use the same VPN settings for iPad. See "VPN" on page 121.
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For information about Wi-Fi settings, see "Wi-Fi" on page 118.

Bluetooth

iPad can connect wirelessly to Bluetooth devices such as headphones. You can also connect the Apple Wireless Keyboard using Bluetooth. See "Using an Apple Wireless Keyboard" on page 30.

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

iTunes Wi-Fi Sync

You can sync iPad with iTunes on a computer that's connected to the same Wi-Fi network.

Enable iTunes Wi-Fi Sync: 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. See "Syncing with iTunes" on page 19.

After you configure Wi-Fi Sync, iPad syncs with iTunes automatically, once a day, when it is connected to a power source and:


- iPad and your computer are both connected to the same Wi-Fi network.
- iTunes on your computer is running.

See Wi-Fi Sync status	Go to Settings > General > iTunes Wi-Fi Sync.
Immediately sync with iTunes	Go to Settings > General > iTunes Wi-Fi Sync, then tap Sync Now.

Spotlight Search

The Spotlight Search setting lets you specify the content areas searched by Search, and rearrange the order of the results.

Set which content areas are searched by Search: Go to Settings > General > Spotlight Search, then select the items to search.

Set the order of search result categories	Go to Settings > General > Spotlight Search. Touch  next to an item and drag to move the item in the list.
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Auto-Lock

Locking iPad turns off the display, saves your battery, and prevents unintended operation of iPad. You can still adjust the volume while listening to music.

Set the amount of time before iPad locks: Go to Settings > General > Auto-Lock, then choose a time.

Passcode Lock

By default, iPad doesn't require a passcode to unlock it.

Setting a passcode enables data protection. See "Security features" on page 36.

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

If you forget your passcode, you must restore the iPad software. See "Updating iPad" on page 136.

Turn passcode lock off or change your passcode	Go to Settings > General > Passcode Lock.
Set how long before your passcode is required	Go to Settings > General > Passcode Lock and enter your passcode. Tap Require Passcode, then select how long iPad can be locked before you need to enter a passcode to unlock it.
Turn Simple Passcode on or off	Go to Settings > General > Passcode Lock. A simple passcode is a four-digit number. To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters.
Erase data after ten failed passcode attempts	Go to Settings > General > Passcode Lock and tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.
Turn Picture Frame on or off	Go to Settings > General > Passcode Lock and turn off Picture Frame. See "Picture Frame" on page 121.

iPad Cover Lock / Unlock

You can automatically lock or unlock iPad 2 when you use it with the iPad Smart Cover (available separately). When this is turned on, iPad automatically locks and goes to sleep when you close the cover, and then wakes and when you open it.

Restrictions

You can set restrictions for the use of some apps and for purchased content. For example, parents can restrict explicit music from being seen on playlists, or turn off YouTube access.

Turn on restrictions: Go to Settings > General > Restrictions, then tap Enable Restrictions.

Important: If you forget your passcode, you must restore the iPad software from iTunes. See “Restoring iPad” on page 136.

You can set the following restrictions:

Safari	Safari is disabled and its icon is removed from the Home screen. You cannot use Safari to browse the web or access web clips.
YouTube	YouTube is disabled and its icon is removed from the Home screen.
Camera	Camera is disabled and its icon is removed from the Home screen. You cannot take photos.
FaceTime	You cannot make or receive FaceTime video calls. The FaceTime icon is removed from the Home screen.
iTunes	The iTunes Store is disabled and its icon is removed from the Home screen. You cannot preview, purchase, or download content.
Ping	You cannot access Ping or any of its features.
Installing Apps	The App Store is disabled and its icon is removed from the Home screen. You cannot install apps on iPad.
Deleting Apps	You cannot delete apps from iPad. ❌ doesn't appear on app icons when you're customizing the Home screen.
Location	Turn Location Services off for individual apps. You can also lock Location Services so that changes to the settings can't be made, including authorizing additional apps to use the services.
Accounts	The current Mail, Contacts, Calendar settings are locked and you cannot add, modify, or delete accounts.
In-app Purchases	Turn off In-App Purchases. When enabled, this feature allows you to purchase additional content or functionality within apps downloaded from the App Store.
Require Password for In-App Purchases	Requires you to enter your Apple ID for in-app purchases after the time period you specify.
Set content restrictions	Tap Ratings For, then select a country from the list. You can then set restrictions using a country's ratings system for music, podcasts, movies, TV show, and apps. Content that doesn't meet the rating you select won't appear on iPad.
Restrict multiplayer games	When Multiplayer Games is turned off, you can't request a match, send or receive invitations to play games, or add friends in Game Center.
Restrict adding friends	When Adding Friends is off, you can't make or receive friend requests in Game Center. If Multiplayer Games is turned on, you can continue to play with existing friends.

Side Switch

You can use the Side Switch to lock screen orientation or to silence notifications and sound effects.

Lock the screen in portrait or landscape orientation: Go to Settings > General > “Use the Side Switch to...,” then tap Lock Rotation.

Mute notifications and other sound effects: Go to Settings > General > “Use the Side Switch to...,” then tap Mute.

The Side Switch doesn’t mute audio or video playback.

Multitasking Gestures

Multitasking gestures let you quickly switch between apps, reveal the multitasking bar, and go the Home screen. See “Using multitasking gestures” on page 15.

Date & Time

These settings apply to the time shown in the status bar at the top of the screen, and in world clocks and calendars.

Set whether iPad shows 24-hour time or 12-hour time: Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all countries or regions.)

Set whether iPad updates the date and time automatically	Go to Settings > General > Date & Time. If iPad is set to update the time automatically, it determines your time zone based on your Internet connection and updates it for the time zone you’re in. If you’re traveling, iPad may not be able to automatically set the local time.
---	---

Set the date and time manually	Go to Settings > General > Date & Time, then turn Set Automatically off. Tap Time Zone to set your time zone. Tap Date & Time, then tap “Set Date & Time” and enter the date and time.
---------------------------------------	--

Keyboard

You can turn on keyboards for writing in different languages, and you can turn typing features, such as spell-checking, on or off. For information about keyboard options, see “Typing” on page 26.

For information about using international keyboards, see Appendix B, “International Keyboards,” on page 129.

International

Use International settings to set the language for iPad, turn keyboards for different languages on or off, and set the date, time, and telephone number formats for your country or region.

Set the language for iPad: Go to Settings > General > International > Language, choose the language you want to use, then tap Done.

Set the calendar format	Go to Settings > General > International > Calendar, and choose the format.
--------------------------------	---

Set the date, time, and telephone number formats	Go to Settings > General > International > Region Format, then choose your region. The Region Format also determines the language used for the days and months that appear in apps.
---	--

Accessibility

To turn on accessibility features, choose Accessibility and choose the features you want. See Chapter 24, “Accessibility,” on page 105.

Profiles

This setting appears if you install one or more profiles on iPad. Tap Profiles to see information about the profiles you install. For more information about profiles see Appendix A, “iPad in Business,” on page 127.

Reset

You can reset the word dictionary, network settings, home screen layout, and location warnings. You can also erase all of your content and settings.

Erase all content and settings: Go to Settings > General > Reset, then tap Erase All Content and Settings.

After confirming that you want to reset iPad, all content, your personal information, and settings are removed. It cannot be used until it’s set up again.

Reset all settings	Go to Settings > General > Reset and tap Reset All Settings. All your preferences and settings are reset.
Reset network settings	Go to Settings > General > Reset and tap Reset Network Settings. When you reset network settings, your list of previously used networks and VPN settings not installed by a configuration profile are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you’re on. The Wi-Fi and “Ask to Join Networks” settings are left turned on. To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, then select the profile and tap Remove. This also removes other settings and accounts provided by the profile.
Reset the keyboard dictionary	Go to Settings > General > Reset and tap Reset Keyboard Dictionary. You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Tap a word to reject the correction and add the word to the keyboard dictionary. Resetting the keyboard dictionary erases all words you’ve added.
Reset the Home screen layout	Go to Settings > General > Reset and tap Reset Home Screen Layout.
Reset location warnings	Go to Settings > General > Reset and tap Reset Location Warnings. Location warnings are requests made by apps to use Location Services. iPad presents a location warning for an app the first time the app makes a request to use Location Services. If you tap Cancel in response, the request isn’t shown again. To reset the location warnings so that you get a request for each app, tap Reset Location Warnings.

Settings for apps

See other chapters for information about settings for apps. For example, for Safari settings, see Chapter 4, “Safari,” on page 38.

iPad in the enterprise

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

Using configuration profiles

If you're in an enterprise environment, you may be able to set up accounts and other items on iPad by installing a configuration profile. Configuration profiles let your administrator set up your iPad to use the information systems at your company, school, or organization. For example, a configuration profile might set up your iPad to access the Microsoft Exchange servers at work, so iPad can access your Exchange email, calendars, and contacts.

A configuration profile can configure many different settings on iPad. For example, a configuration profile can set up your Microsoft Exchange account, VPN account, and certificates for secure access to your company's network and information. A configuration profile can also turn on Passcode Lock, which requires you to create and enter a passcode in order to use iPad.

Your administrator may distribute configuration profiles by email, by putting them on a secure webpage, or by installing them directly on iPad for you. Your administrator may have you install a profile that ties your iPad to a mobile device management server, which allows your administrator to configure your settings remotely.

Install configuration profiles: On iPad, open the email message or download the configuration profiles from the website your administrator provides. When you open the configuration profile, installation begins.

Important: You may be asked whether a configuration profile is trusted. If in doubt, ask your administrator before installing the configuration profile.

You can't change the settings in a configuration profile. If you want to change settings, you must first remove the configuration profile, or install a new configuration profile with the new settings.

Remove a configuration profile: Go to Settings > General > Profile, then select the configuration profile and tap Remove.

Removing a configuration profile deletes the settings and all other information installed by the profile.

Setting up Microsoft Exchange accounts

Microsoft Exchange provides email, contact, tasks, and calendar information that you can automatically sync wirelessly to iPad. You can set up an Exchange account directly on iPad.

Set up an Exchange account on iPad: Go to Settings > Mail, Contacts, Calendars. Tap Add Account, then tap Microsoft Exchange.

Your service provider or administrator can provide the account settings you need.

VPN access

VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your company or school. Use Network settings on iPad to configure and turn on VPN. Ask your administrator what settings you should use.

VPN can also be set up automatically by a configuration profile. When VPN is set up by a configuration profile, iPad may turn VPN on automatically whenever it's needed. For more information, contact your administrator.

LDAP and CardDAV accounts

When you set up an LDAP account, you can view and search for contacts on your company or organization's LDAP server. The server appears as a new group in Contacts. Because LDAP contacts aren't downloaded to iPad, you must have an Internet connection to view them. Check with your administrator for account settings and other requirements (such as VPN).

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

Set up an LDAP or CardDAV account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other.

Your service provider or administrator can provide the account settings you need.

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International Keyboards

B


Appendix


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

Adding and removing keyboards

To type text in different languages on iPad, you use different keyboards. By default, only the keyboard for the language you've set is available. To make keyboards for other languages available, use Keyboard settings. For a list of keyboards supported by iPad, go to www.apple.com/ipad/specs.



Add a keyboard: Go to Settings > General > International > Keyboards > Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.



Remove a keyboard: Go to Settings > General > International > Keyboards, then tap Edit. Tap  next to the keyboard you want to remove, then tap Delete.

Edit your keyboard list: Go to Settings > General > International > Keyboards. Tap Edit, then drag  next to a keyboard to a new place in the list.

Switching keyboards

To enter text in a different language, switch keyboards.

Switch keyboards while typing: Touch and hold the Globe key  to show all enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard, then release. The Globe key  appears when you enable more than one keyboard.

You can also tap . When you tap , the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren't visible on the keyboard.

Enter accented letters or other alternate characters: Touch and hold the related letter, number, or symbol, then slide to choose a variant. On a Thai keyboard, for example, you can choose native numbers by touching and holding the related Arabic number.

Chinese

You can use keyboards to enter Chinese in several different ways, including Pinyin, Cangjie, Wubihua, and Zhuyin. You can also use your finger to write Chinese characters on the screen.

Typing using Pinyin

Use the QWERTY keyboard to type Simplified or Traditional Pinyin. As you type, suggested characters appear. Tap a suggestion to choose it, continue typing Pinyin to see more options.

If you keep entering Pinyin without spaces, sentence suggestions appear.

Typing using Cangjie

Build Chinese characters from the component Cangjie keys. As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

Typing using Stroke (Wubihua)

Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圈 (circle) should begin with the vertical stroke 丨.

As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.

If you're not sure of the correct stroke, enter an asterisk (*). To see more character options, type another stroke, or scroll through the character list.

Tap the match key (匹配) to show only characters that match exactly what you typed.

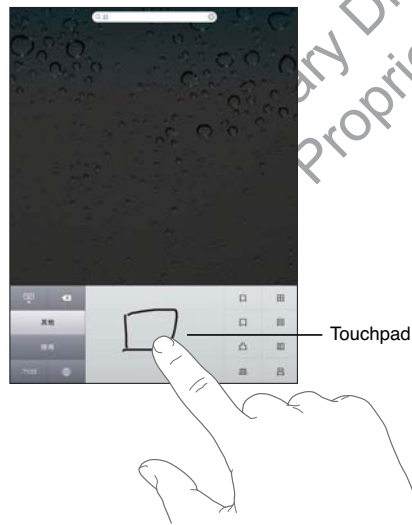
Typing using Zhuyin

Use the keyboard to enter Zhuyin letters. As you type, suggested Chinese characters appear. Tap a suggestion to choose it, or continue entering Zhuyin letters to see more options. After you type an initial letter, the keyboard changes to show more letters.

If you keep entering Zhuyin without spaces, sentence suggestions appear.

Drawing Chinese characters

When Simplified or Traditional Chinese handwriting formats are turned on, you can draw or write Chinese characters directly on the screen with your finger. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.



Some complex characters, such as 鱻 (part of the name for the Hong Kong International Airport), 𨋖 (elevator), and 𨋖 (particle used in Cantonese), can be typed by writing two or more component characters in sequence. Tap the character to replace the characters you typed.

Roman characters are also recognized.

Converting between Simplified and Traditional Chinese

Select the character or characters you want to convert, then tap Replace.

Japanese

You can type Japanese using the Kana or Romaji keyboards. You can also type facemarks.

Typing Japanese Kana

Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.

Typing Japanese Romaji

Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard, tap one to type it. For more syllable options, tap the arrow key and select another syllable or word from the window.

Typing Facemarks or Emoticons

Using the Japanese Kana keyboard, tap the ^_^ key.

Using the Japanese Romaji keyboard (QWERTY-Japanese layout), tap the Number key **123**, then tap the ^_^ key.

Using the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboards, tap the Symbols key **#+=**, then tap the ^_^ key.

Typing Emoji characters

Use the Emoji keyboard to add picture characters. You also can type Emoji characters using a Japanese keyboard. For example, type はーと to get 🍷.

Using the candidate list

As you type on Chinese, Japanese, or Arabic keyboards, suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or flick to the left to see more candidates.

Use the extended candidate list: Tap the up arrow at the right to view the full candidate list. Flick up or down to scroll the list. Tap the down arrow to go back to the short list.

Using shortcuts

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to the personal dictionary. When you type a shortcut while using a supported keyboard, the associated word or input pair is substituted for the shortcut. Shortcuts are available for the following keyboards:

- Chinese - Simplified (Pinyin)
- Chinese - Traditional (Pinyin)
- Chinese - Traditional (Zhuyin)
- Japanese (Romaji)
- Japanese (50 Key)

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

Vietnamese

Touch and hold a character to see the available diacritical marks, then slide to choose the one you want.

You can also type the following key sequences to enter characters with diacritical marks:

- aa—â (a circumflex)
- aw—ă (a caron)
- ee—ê (e circumflex)
- oo—ô (o circumflex)
- ow—ơ (o hook)
- w—ư (u hook)
- dd—đ (d dash)
- as—á (a acute)
- af—à (a grave)
- ar—à (a question mark)
- ax—ã (a rising accent)
- aj—ạ (a drop tone)

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Support and Other Information

iPad Support site

Comprehensive support information is available online at www.apple.com/support/ipad. You can also use Express Lane for personalized support (not available in all areas). See expresslane.apple.com.

Low-battery image or “Not Charging” message appears

iPad is low on power and needs to charge for up to ten minutes before you can use it. For information about charging iPad, see “Charging the battery” on page 21.



- When charging, make sure you’re using the 10W USB power adapter that came with iPad or the USB port on a recent Mac. The fastest way to charge is to use the power adapter. See “Charging the battery” on page 21.
- For faster charging, turn iPad off.
- iPad may not charge when connected to the USB port on an older Mac, a PC, a keyboard, or to a USB hub.

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

iPad doesn’t respond

- iPad may be low on power. Connect iPad to the 10W USB power adapter to charge. See “Charging the battery” on page 21.
- Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then press and hold the Home button to force the app you were using to close.
- If that doesn’t work, turn iPad off, and then turn it on again. Press and hold the Sleep/Wake button until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If that doesn’t work, reset iPad. Press and hold both the Sleep/Wake button and the Home button \square for at least ten seconds, until the Apple logo appears.
- If the screen doesn’t rotate when you turn iPad, hold iPad upright, and make sure that the screen rotation lock is not engaged.

Restarting and resetting iPad

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

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

Force an app to close: Hold down the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then hold down the Home button until the app closes.

If you can't turn off iPad or if the problem continues, you may need to reset iPad. This should be done only if turning iPad off and on doesn't resolve the problem.

Reset iPad: Hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

iPad doesn't respond after reset

- Reset iPad settings. Go to Settings > General > Reset > Reset All Settings. All your settings are reset, but your data and media aren't deleted.
- If that doesn't work, erase all content on iPad. See "Restarting and resetting iPad" on page 134.
- If that doesn't work, restore the iPad software. See "Updating iPad" on page 136.

"This accessory is not supported by iPad" appears

The accessory you attached may not work with iPad. Make sure the Dock Connector to USB Cable is free of debris, and refer to the documentation that came with the accessory.

An app doesn't fill the screen

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap **2x** to zoom in on the app. Tap **1x** to return to the original size.

Look in the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

Onscreen keyboard doesn't appear

If iPad is paired with a Bluetooth keyboard, the onscreen keyboard doesn't appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

Backing up iPad

You can use iCloud or iTunes to automatically back up iPad. If you choose to automatically back up using iCloud, you can't also automatically backup to your computer using iTunes, but you can use iTunes to back up manually to your computer.

Backing up with iCloud

iCloud automatically backs up iPad daily over Wi-Fi when it's connected to a power source and iPad is locked. The date and time of the last backup is listed at the bottom of the Storage & Backup screen. iCloud backs up your:

- Purchased music, TV shows, apps, and books
- Photos in your Camera Roll album
- iPad settings and app data
- Home screen and app organization
- Messages

Note: Purchased music isn't backed up in all areas and TV shows aren't available in all areas.

If you didn't enable iCloud backups when you first set up your iPad, you can turn it on in iCloud settings. When you turn on iCloud backup, iPad no longer backs up to your computer automatically when you sync with iTunes.

Turn on iCloud backups	Go to Settings > iCloud, then log in using your Apple ID and password, if required. Go to Storage & Backup, then turn on iCloud Backup on.
Back up immediately	Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.
Manage your backups	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad.
Turn Camera Roll backup on or off	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad, then turn Camera Roll backup on or off.
View the devices being backed up	Go to Settings > iCloud > Storage & Backup > Manage Storage.
Stop iCloud automatic backups	Go to Settings > iCloud > Storage & Backup, then turn off iCloud Backup.

Music that isn't purchased in iTunes isn't backed up in iCloud. You have to use iTunes to back up and restore that content. See "Syncing with iTunes" on page 19.

Important: Backups for music or TV show purchases are not available in all areas. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBookstore.

Purchased content, as well as Photo Stream content, doesn't count against your 5 GB of free iCloud storage.

Backing up with iTunes

iTunes creates a backup of photos in Camera Roll or in Saved Photos, text messages, notes, contact favorites, sound settings, and more. Media files, such as songs, and some photos, aren't backed up, but can be restored by syncing with iTunes.

When you connect iPad to the computer you normally sync with, iTunes creates a backup each time you:

- *Sync with iTunes:* iTunes syncs iPad each time you connect iPad to your computer. iTunes won't automatically back up an iPad that isn't configured to sync with that computer. See "Syncing with iTunes" on page 19.
- *Update or restore iPad:* iTunes automatically backs up iPad before updating and restoring.

iTunes can also encrypt iPad backups to secure your data.

Encrypt iPad backups: Select "Encrypt iPad backup" in the iTunes Summary screen.

Restore iPad files and settings: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

Removing an iTunes backup

You can remove an iPad backup from the list of backups in iTunes. You may want to do this, for example, if a backup was created on someone else's computer.

Remove a backup:

- 1 In iTunes, open iTunes Preferences.
 - *Mac:* Choose iTunes > Preferences.
 - *Windows:* Choose Edit > Preferences
- 2 Click Devices (iPad doesn't need to be connected).
- 3 Select the backup you want to remove, then click Delete Backup.
- 4 Click Delete, to confirm you wish to remove the selected backup, then click OK.

Updating and restoring iPad software

You can update iPad software in Settings or by using iTunes. Use iCloud or iTunes to restore iPad from a backup.

Deleted data is no longer accessible via the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see "Reset" on page 126.

For more information about updating and restoring iPad software, go to support.apple.com/kb/HT1414.

Updating iPad

You can update iPad software in Settings, or by using iTunes.

Update wirelessly on iPad: Go to Settings > General > Software Update. iPad checks for available software updates.

Update software in iTunes: iTunes checks for available software updates each time you sync iPad using iTunes. See "Syncing with iTunes" on page 19.

Restoring iPad

You can use iCloud or iTunes to restore iPad from a backup.

Restore from an iCloud backup: Reset iPad to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See "Reset" on page 126.

Restore from an iTunes backup: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

Safari, Mail, and Contacts

If iPad can't send or receive email, try these steps.

Can't send email

- In Settings, choose Mail, Contacts, Calendars, then select the account you're trying to use. Tap Account Info, then tap SMTP under Outgoing Mail Server. You can set up additional SMTP servers, or select one from another mail account on iPad. Contact your Internet service provider for configuration information.
- Set up your mail account directly on iPad, instead of syncing it from iTunes. In Settings, choose Mail, Contacts, Calendars, tap Add Account and enter your account information. If iPad is unable to locate your service provider's settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.

For additional troubleshooting information, go to www.apple.com/support/ipad. If you still can't send email, you can use Express Lane (not available in all areas). Go to expresslane.apple.com.

Can't receive email

- If you use one or more computers to check the same email account, it may create a lock-out. For more information, go to support.apple.com/kb/TS2621.
- Set up your email account directly on iPad instead of syncing it from iTunes. Go to Settings > Mail, Contacts, Calendars, tap Add Account, then enter your account information. If iPad is unable to locate your service provider's settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If your iPad Wi-Fi + 3G uses a cellular data network, turn off Wi-Fi so iPad connects to the Internet through the cellular data network. In Settings, choose Wi-Fi and turn off Wi-Fi.


For additional troubleshooting information, go to www.apple.com/support/ipad. If you still can't send email, you can use Express Lane (not available in all countries). Go to expresslane.apple.com.

Sound, music, and video

If iPad doesn't have sound or if video won't play, try these steps.

No sound

- Make sure the iPad speaker isn't covered.
- Make sure the Side Switch isn't set to silent. See "Volume buttons" on page 11.
- If you're using a headset, unplug it, then plug it in again. Make sure you push the plug all the way in.
- Make sure the volume isn't turned all the way down.
- Music on iPad might be paused. If you're using a headset with a play button, try pressing the play button to resume playback. Or from the Home screen, tap Music, then tap ►.
- Check to see if a volume limit is set. In Settings, go to Music > Volume Limit.


- If you're using the line out port on the optional iPad Dock, make sure that you turn on the external speakers or stereo, and that they're plugged in correctly and working properly. Use the volume controls on the the external speakers or stereo, not on iPad.
- If you're using an app that works with AirPlay, check to see if the AirPlay device you're sending the sound to is turned on and the volume is turned up. If you want to hear sound through iPad's speaker, tap  and select it from the list.


A song, video, or other item won't play

The song, video, audiobook, or podcast may be encoded in a format that iPad doesn't support. For information about the audio and video file formats iPad supports, go to www.apple.com/ipad/specs.

If a song or video in your iTunes library isn't supported by iPad, you may be able to convert it to a format iPad supports. For example, you can use iTunes for Windows to convert nonprotected WMA files to a format iPad supports. For more information, open iTunes and choose Help > iTunes Help.

No video or sound when using AirPlay

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

- When sound or video is being sent to an AirPlay device, iPad doesn't display video or play audio. To direct the content to iPad and disconnect iPad from the AirPlay device, tap  and select iPad in the list.
- Some applications play only audio over AirPlay. If video isn't working, make sure that the app you're using supports both audio and video.
- If the Apple TV has been set up to require a passcode, you must enter it on iPad when asked, in order to use AirPlay.
- Make sure the speakers on the AirPlay device are turned on and turned up. If you're using an Apple TV, make sure the TV's input source is set to Apple TV. Make sure the volume control on iPad is turned up.
- When iPad is streaming with AirPlay, it must remain connected to the Wi-Fi network. If you take iPad out of range, playback stops.
- Depending on the speed of your network, it may take 30 seconds or more for playback to begin when using AirPlay.

For more information about AirPlay, go to support.apple.com/kb/HT4437.

No image on TV or projector connected to iPad

When you connect iPad to a TV or projector using a USB cable, the attached display automatically mirrors the iPad screen. Some apps may support using the attached display as a second monitor. Check the app's settings and documentation.

- To view HD videos in high resolution, use the Apple Digital AV Adapter or a component video cable.
- Make sure the video cable is firmly connected at both ends, and that it's a supported cable. If iPad is connected to an A/V switchbox or receiver, try connecting it directly to the TV or projector instead.
 - Make sure that your TV has the proper video input selected, such as HDMI or component video.
- If no video appears, press the Home button, disconnect and reconnect the cable, and try again.

iTunes Store and App Store

To use the iTunes Store or the App Store, iPad must have an Internet connection. See “Network” on page 122.

iTunes or App Store isn’t available

To purchase content from the iTunes Store or the App Store, you need an Apple ID. You can set up an Apple ID on iPad. Go to Settings > Store > Create New Apple ID.

You can also set up an Apple ID on your computer by opening iTunes and choosing Store > Create Account.

Note: The iTunes Store and the App Store aren’t available in some countries.

Safety, service, and support information

The following table describes where to get more iPad-related safety, software, and service information.

To learn about	Do this
Using iPad safely	See the <i>iPad Important Product Information Guide</i> at support.apple.com/manuals/ipad for the latest safety and regulatory information.
iPad service and support, tips, forums, and Apple software downloads	Go to www.apple.com/support/ipad .
The latest information about iPad	Go to www.apple.com/ipad .
Managing your Apple ID account	Go to appleid.apple.com .
Using iCloud	Go to www.apple.com/support/icloud .
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (not available in all areas), go to www.apple.com/support/itunes .
Using iPhoto on Mac OS X	Open iPhoto and choose Help > iPhoto Help.
Using Address Book on Mac OS X	Open Address Book and choose Help > Address Book Help.
Using iCal on Mac OS X	Open iCal and choose Help > iCal Help.
Microsoft Outlook, Windows Address Book, Adobe Photoshop Album, and Adobe Photoshop Elements	See the documentation that came with those apps.
Obtaining warranty service	First follow the advice in this guide. Then go to www.apple.com/support/ipad or see the <i>iPad Important Product Information Guide</i> at support.apple.com/manuals/ipad .
Battery replacement service	Go to www.apple.com/batteries/replacements.html .
Using iPad in an enterprise environment	Go to www.apple.com/ipad/business .

Disposal and recycling information

Your iPad must be disposed of properly according to local laws and regulations. Because it contains a battery, iPad must be disposed of separately from household waste. When your iPad reaches its end of life, contact Apple or your local authorities to learn about recycling options.

For information about Apple's recycling program, go to www.apple.com/recycling.

Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, go to www.apple.com/environment.

iPad operating temperature

If the interior temperature of iPad exceeds normal operating temperatures, you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.

Important: You can't use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location and wait a few minutes before trying to use iPad again.

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