

## Using and cleaning iPad

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

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

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

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

Apple Draft Confidential

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

## Using apps

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

## Opening and switching apps

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




**Return to the Home screen:** Press the Home button , or pinch four or five fingers together on the screen.

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


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

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

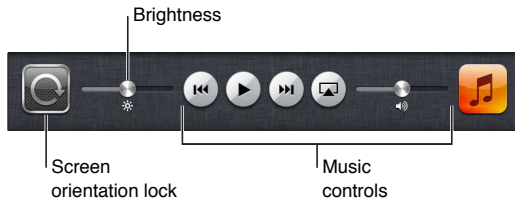





**Force an app to close:** Touch and hold the app icon until it begins to jiggle, then tap .

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

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

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

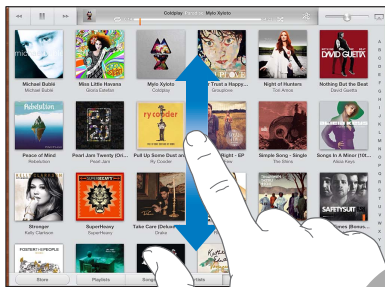


**Delete an app from the Home screen:** Touch and hold the app icon until it jiggles and an  appears. Tap  to delete the app, then press the Home button .

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

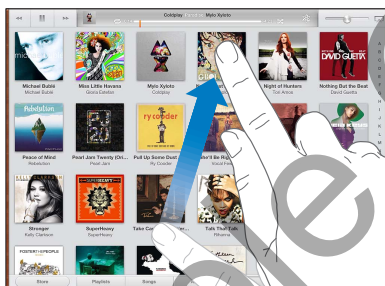
## Scrolling

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



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

Swipe to scroll quickly.



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

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


## Customizing the Home screen

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

### Rearranging icons

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

#### Rearrange icons:

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



---

#### Move an icon to another screen

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

---

#### Create additional Home screens

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

---

#### Go to a different Home screen

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

---

#### Go to the first Home screen

Press the Home button .

---

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

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

---

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

## Organizing with folders


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

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

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

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

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

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



## Changing the wallpaper

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

### Set wallpaper:

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

## Typing

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

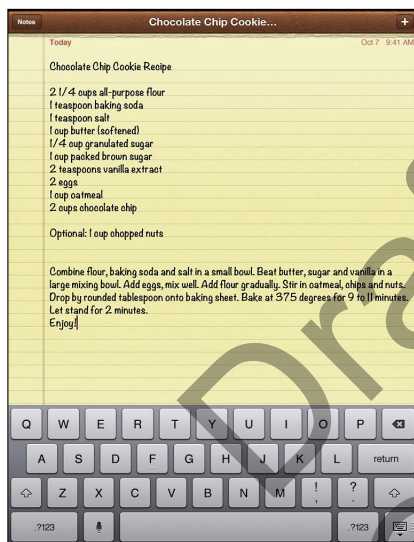
You can also use an Apple Wireless Keyboard to type. When you use an external keyboard, the onscreen keyboard doesn't appear. See "Using an Apple Wireless Keyboard" on page 31.







## Entering text

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

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

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



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

## Dictation

On an iPad that supports dictation, you can dictate text instead of typing it on the onscreen keyboard. For example, you can dictate a message in Mail or a note in Notes. To use Dictation, iPad must be connected to the Internet.

**Turn on Dictation:** Go to, Settings > General > Keyboard > Dictation.



Tap to begin dictation.

**Dictate text:** From the onscreen keyboard, tap , then dictate. When you finish, tap  again.

**Add to a message:** Tap  again and continue dictating.

**Enter punctuation:** Say the punctuation mark.

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

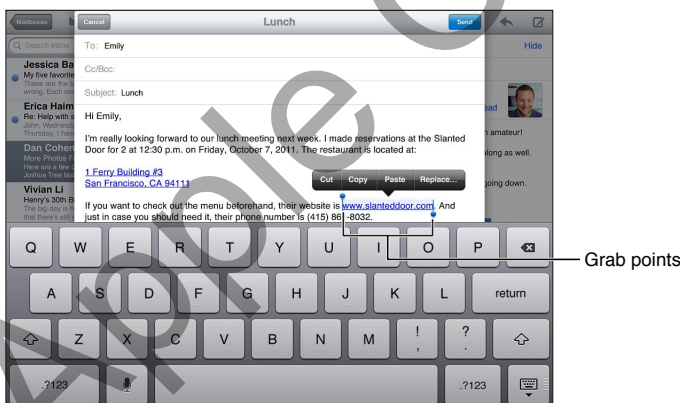
## Editing text

The Multi-Touch screen makes it easy to change the text you've entered. An onscreen magnifying glass helps you position the insertion point right where you need it. Grab points let you select more or less text. You can also cut, copy, and paste text and photos within apps, or across apps.

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

**Select text:** Tap the insertion point to display the selection buttons. Tap Select to select the adjacent word, or tap Select All to select all text. You can also double-tap a word to select it.

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



---

**Cut or copy text**

Select text, then tap Cut or Copy.

---

**Paste text**

Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.

---

**Undo the last edit**

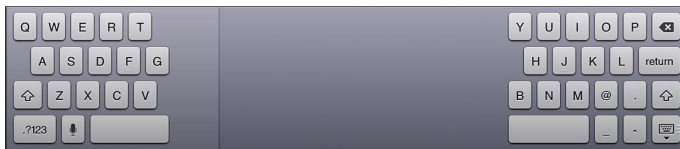
Shake iPad.





---

<b>Make text bold, italic, or underlined</b>	When available, tap ►, then tap B/I/U.
<b>Find a definition for a word</b>	Tap a word to select it, then tap Define.
<b>Find alternative words</b>	Tap a word, tap Select, then tap Suggest, and tap a suggested word.
<b>Justify text</b>	When available, select the text you want to justify, then tap the left arrow or the right arrow.

## Keyboard layouts


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



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

You can use Settings to set the layouts for the onscreen software keyboard and for any hardware keyboards. The available layouts depend on the keyboard language. See Appendix B, "International Keyboards," on page 132.

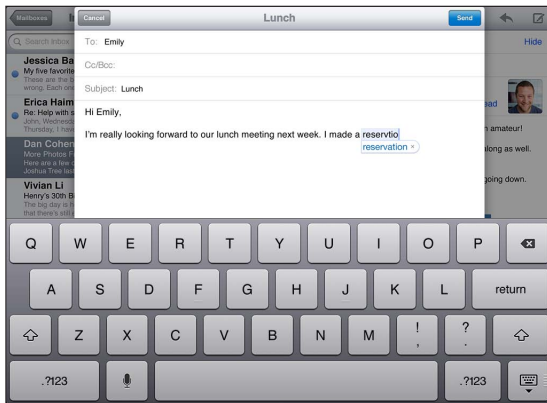
For each language, you can choose different layouts for the onscreen software keyboard and for any external hardware keyboards. The software keyboard layout determines the layout of the keyboard on the iPad screen. The hardware keyboard layout determines the layout of an Apple Wireless Keyboard connected to iPad. See "Using an Apple Wireless Keyboard" on page 31.

<b>Select a hardware or software keyboard layout</b>	Go to Settings > General > International > Keyboards, tap a language, then choose a software or hardware keyboard layout.
<b>Add or remove an international keyboard</b>	Go to Settings > General > International > Keyboards.
<b>Use an international keyboard</b>	Touch and hold the Globe key  on the onscreen keyboard to display a list of enabled languages, then slide your finger to choose a language. See Appendix B, "International Keyboards," on page 132.



## Auto-correction and spell checking

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



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

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

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

---

### Replace a misspelled word

Tap the word, then tap one of the alternate spellings. If the word you want doesn't appear, just retype it.

---

### Turn auto-correction or spell checking on or off

Go to Settings > General > Keyboard.

---

### Add a word to the keyboard dictionary

Go to Settings > General > Keyboard. Tap Add New Shortcut. Enter the word in the Phrase field, but leave the Shortcut field blank. This adds the word to the keyboard dictionary and it won't be identified as being misspelled when you type it.

---

## Shortcuts

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

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

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

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

## Using an Apple Wireless Keyboard

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


The Apple Wireless Keyboard connects using Bluetooth, so you must pair the keyboard with iPad. See "Pairing Bluetooth devices" on page 37.

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

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

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

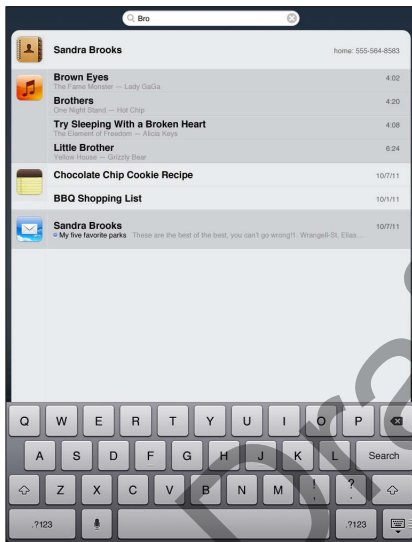
iPad disconnects the keyboard when it's out of range.

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

You can apply different layouts to a wireless keyboard. See Appendix B, "International Keyboards," on page 132 and "Keyboard layouts" on page 30.

## Searching

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



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

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

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

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

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

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

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

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

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

## Printing

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

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

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



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

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


### Printing a document

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

**Print a document:**


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



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


---

**See the status of a print job**

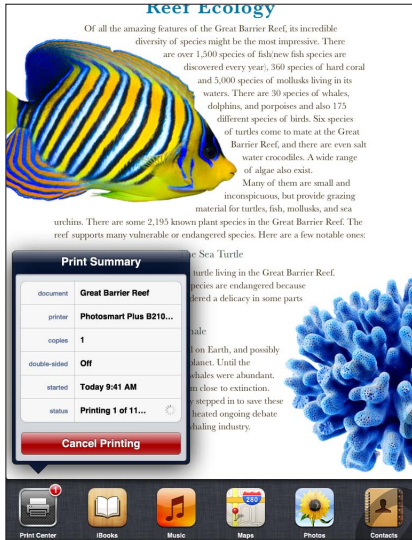
Double-click the Home button , tap the Print Center icon, then select a print job.

---

**Cancel a print job**

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

---



## File Sharing

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

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

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

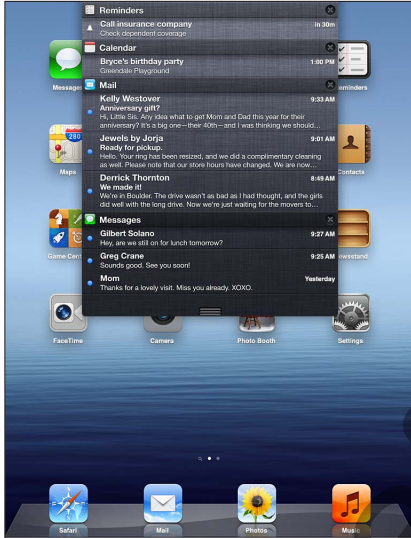
**Transfer a file from your computer to iPad:** In iTunes, go to your device's Apps pane. In the File Sharing section, select an app, then click Add. The file is immediately transferred to your device for use with the app you selected.

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


## Notifications

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

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



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

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

## Twitter




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

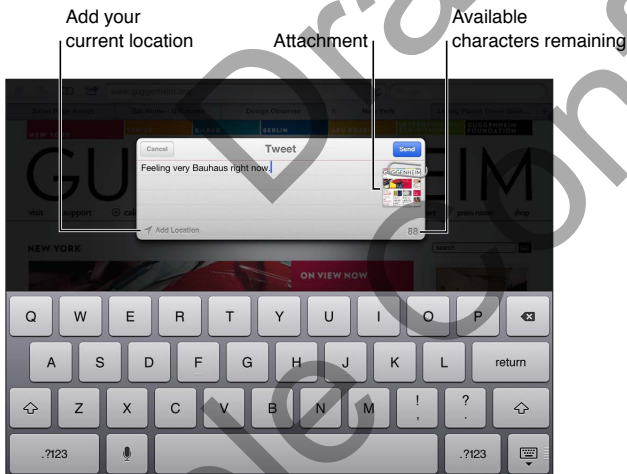
- Camera or Photos—with a photo from your Camera Roll album
- Safari—with a webpage
- Maps—with a location
- YouTube—with a video

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

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

To add another account, tap Add Account.

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



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

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