iPad
User Guide
For iOS 4.3 Software

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At a Glance

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Micro-SIM tray (on some models)

iPad

Speaker   Dock connector

Accessories

10W USB Power Adapter   Dock Connector to USB Cable

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

Buttons

A few simple buttons make it easy to turn iPad on and off and adjust the volume.

Sleep/Wake Button

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

Sleep/Wake button

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

If you don't touch the screen for a minute or two, iPad locks automatically. To change this, see "Auto-Lock" on page 157. If you want to require a passcode to unlock iPad, see "Passcode Lock" on page 157.

You can use the iPad Smart Cover, available separately, to automatically unlock iPad 2 when you open the cover and lock iPad 2 when you close it. See "iPad Cover Lock/Unlock" on page 158.

Volume Buttons

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

Side Switch

Volume buttons

Increase the volume	Press the Volume Up button. To set a volume limit for music and other media, in Settings, choose iPod > Volume Limit.
Decrease the volume	Press the Volume Down button.
Mute the sound	Press and hold the Volume Down button to mute audio or video playback.
Suppress notifications and sound effects	Slide the Side Switch down to mute notifications and sound effects. This switch doesn't mute audio or video playback. See "Sounds" on page 156.

You can also use the Side Switch to lock the screen rotation. In Settings, choose General > Use Side Switch…, then tap Lock Rotation. See "Side Switch" on page 160.

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

Micro-SIM Card Tray

The micro-SIM card in some iPad Wi-Fi + 3G models is used for cellular data. It's also known as a third form factor (or 3FF) SIM. If your micro-SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the micro-SIM card.
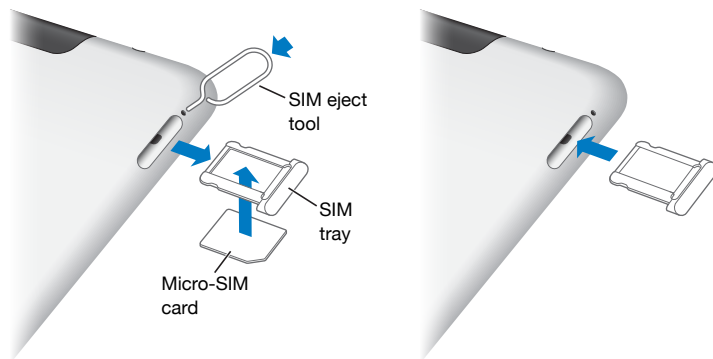
Open the SIM tray:

1 Insert the tip of the SIM eject tool into the hole on the SIM tray.

 Press firmly and push the tool straight in until the tray pops out. If you don't have a SIM eject tool, you can use the end of a paper clip.

2 Pull out the SIM tray to install or replace the micro-SIM card.

 For more information, see "Joining a Cellular Data Network " on page 30.

Home Screen

Press the Home ◯ button at any time to go to the Home screen, which contains your iPad apps. Tap any icon to open the app.

Status Icons

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

Status icon		What it means
✈	Airplane mode	Shows that airplane mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See "Airplane Mode" on page 151.
3G	3G	Shows that your carrier's 3G network (iPad Wi-Fi + 3G) is available, and you can connect to the Internet over 3G. See "Connecting to the Internet" on page 29.
E	EDGE	Shows that your carrier's EDGE network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over EDGE. See "Connecting to the Internet" on page 29.
○	GPRS	Shows that your carrier's GPRS network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over GPRS. See "Connecting to the Internet" on page 29.
📶	Wi-Fi	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See "Connecting to the Internet" on page 29.
✳	Activity	Shows network and other activity. Some third-party apps may also use this icon to indicate an active process.
VPN	VPN	Shows that you're connected to a network using VPN. See "VPN" on page 152.
🔒	Lock	Shows that iPad is locked. See "Sleep/Wake Button" on page 10.
⟳	Screen orientation lock	Shows that the screen orientation is locked. See "Viewing in Portrait or Landscape" on page 16.
▶	Play	Shows that a song, audiobook, or podcast is playing. See "Playing Songs" on page 105.
✳	Bluetooth	*White icon:* Bluetooth is on and a device, such as a headset or keyboard, is connected. *Gray icon:* Bluetooth is on, but no device is connected. *No icon:* Bluetooth is turned off.
🔋	Battery	Shows the battery level or charging status. See "Charging the Battery" on page 33.

iPad Apps

The following apps are included with iPad:

Safari	Browse websites on the Internet. Rotate iPad sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the screen. Open multiple pages. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library. Print webpages using AirPrint. See Chapter 4, "Safari," on page 47.
Mail	Send and receive mail using many of the most popular email services, Microsoft Exchange, or most industry-standard POP3 and IMAP mail services. Send and save photos. View PDF files and other attachments, or open them in other apps. Print messages and attachments using AirPrint. See Chapter 5, "Mail," on page 53.
Photos	Organize your favorite photos and videos into albums. Watch a slideshow. Zoom in for a closer look. Share photos and videos using mail or MobileMe (sold separately), or print photos using AirPrint. See Chapter 9, "Photos," on page 69.
iPod	Sync with your iTunes library and listen to your songs, audiobooks, and podcasts on iPad. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library. Use Home Sharing to play music from your computer. Stream your music or videos wirelessly to an Apple TV or compatible audio system using AirPlay. See Chapter 16, "iPod," on page 105.
Calendar	Keep your calendar current on iPad, or sync it with your Mac OS X or Windows calendar. Subscribe to others' calendars. Sync over the Internet with Microsoft Exchange or CalDAV servers. See Chapter 12, "Calendar," on page 85.
Contacts	Organize your address book and keep it up to date on iPad, or sync it with your Mac OS X or Windows address book. Sync wirelessly with MobileMe (sold separately), Google Contacts, Yahoo! Address Book, and Microsoft Exchange. See Chapter 13, "Contacts," on page 91.
Notes	Jot notes on the go—reminders, grocery lists, brilliant ideas. Send them in email. Sync notes to Mail or Microsoft Outlook or Outlook Express. See Chapter 14, "Notes," on page 95.
Maps	See a classic, satellite, hybrid, or terrain view of locations around the world. Zoom in for a closer look, or check out Google Street View. Find your current location. Get detailed driving, public transit, or walking directions and see current highway traffic conditions. Find businesses in the area. See Chapter 15, "Maps," on page 97.
Videos	Play movies, TV shows, podcasts, videos from your iTunes library or your movie collection. Buy or rent movies on iPad using the iTunes Store. Download video podcasts. See Chapter 10, "Videos," on page 77.
YouTube	Play videos from YouTube's online collection. Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. Set up and log in to your YouTube account—then rate videos, sync your favorites, show subscriptions, and more. See Chapter 11, "YouTube," on page 81.

iTunes	Search the iTunes Store for music, audiobooks, TV shows, music videos, and movies. Browse, preview, purchase, and download new releases, top items, and more. Buy or rent movies and TV shows to view on iPad. Download podcasts. Read reviews, or write your own reviews for your favorite store items. See Chapter 17, "iTunes Store," on page 113.
App Store	Search the App Store for apps you can purchase or download. Read reviews, or write your own reviews for your favorite apps. Download and install the apps on your Home screen. See Chapter 18, "App Store," on page 119.
Game Center	Discover new games and share your game experiences with friends. Invite a friend, or request a match with an opponent. Check player rankings on the leaderboards. Gain achievements for extra points. See Chapter 20, "Game Center," on page 130.
FaceTime	Make video calls to other FaceTime users over Wi-Fi. Use the front camera to talk face to face, or the back camera to share what you see. See Chapter 7, "FaceTime," on page 63.
Camera	Take photos and record videos. View them on iPad, email them, or upload them to your computer or the Internet. Tap to set the exposure. Trim and save video clips. Upload videos directly to YouTube or MobileMe. See Chapter 6, "Camera," on page 60.
Photo Booth	Use the front or back camera to take a snapshot. Add a special effect, such as twirl or stretch, before you take a snapshot. Snapshots are saved in an album in the Photo app. See Chapter 8, "Photo Booth," on page 66.
Settings	Personalize your iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set up Picture Frame, mail accounts, contacts, and calendars. Manage your cellular data account (iPad Wi-Fi + 3G). Set auto-lock and a passcode for security. See Chapter 22, "Settings," on page 151.

Additionally, you can get the following apps from the App Store on iPad:

iBooks	Download the free iBooks app from the App Store. Tap the store button and browse tens of thousands of ePub and PDF books—many of them free. Print PDFs using AirPrint. Use bookmarks and highlights to save your place and note your favorite passages. See Chapter 19, "iBooks," on page 124.
Pages	Use Multi-Touch gestures to create and share documents on iPad. Develop letters, flyers, brochures, reports, and more. Begin a document on iPad and finish it on your computer. You can purchase the Pages app from the App Store.
Numbers	Develop spreadsheets with tables, charts, photos, and text. With a few taps, you can organize data, perform calculations, and manage lists. Numbers offers many templates or you can choose the Blank template to create a unique spreadsheet. You can purchase the Numbers app from the App Store.
Keynote	Choose from Keynote themes to create a presentation. Add photos and videos from the Photos app; organize data with tables and charts; and when your presentation is ready, use full-screen view to play it on iPad. Import Keynote presentations you create on your computer. You can purchase the Keynote app from the App Store.

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

Viewing in Portrait or Landscape

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

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

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

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General.

Multi-Touch Screen

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

Adjusting Brightness

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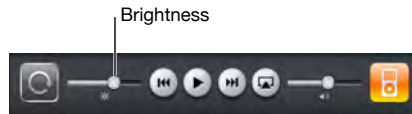
Brightness

You can use Auto-Brightness to automatically adjust the screen's brightness. In Settings, choose Brightness & Wallpaper, then turn Auto-Brightness on or off. See "Brightness & Wallpaper" on page 154.

Using Lists

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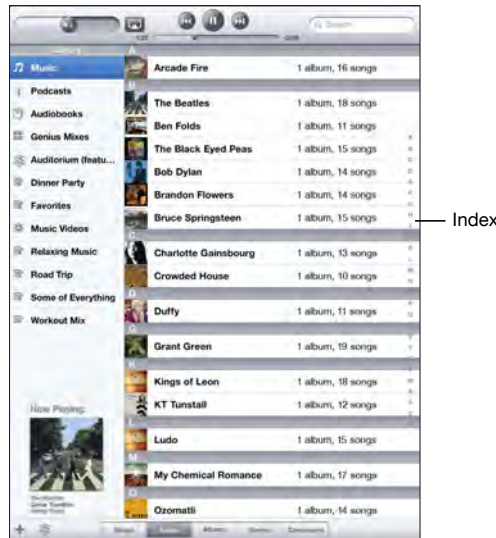
Index

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

Choose an item: Tap an item in the list.

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

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

Zooming In or Out

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

Zoom is also an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See "Zoom" on page 148.

Onscreen Keyboard

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, email, 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 20.

Typing

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

Enter text:

1 Tap a text field, such as in a note or new contact, to bring up the keyboard.

2 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.

Backspace to delete the previous character	Tap ⌫.
Quickly type a period and space	Double-tap the space bar. You can turn this feature on or off in 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. You can turn this feature on or off in Settings > General > Keyboard.
Show numbers, punctuation, or symbols	Tap the Number 123 key. Tap the Symbol key to see additional punctuation and symbols.
Use an international keyboard	Touch and hold the Next Keyboard 🌐 key to display a menu of languages, then tap the language. See Appendix B, "International Keyboards," on page 174. You can add or remove international keyboards in Settings > General > Keyboard.
Type letters or symbols that aren't on the keyboard	Touch and hold the related letter or symbol, then slide to choose a variation.
Hide the onscreen keyboard	Tap the Keyboard ⌨ key to hide the onscreen keyboard.

Using an Apple Wireless Keyboard

For ease of typing, you can 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 43.

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, choose 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 174 and "Keyboard Layouts" on page 22.

Dictionary

For many languages, iPad has dictionaries to help you type. The appropriate dictionary is activated automatically when you select a supported keyboard.

To see a list of supported languages, from Settings, choose General > International > Keyboards.

iPad uses the active dictionary to suggest corrections or complete the word you're typing. You don't need to interrupt your typing to accept the suggested word.
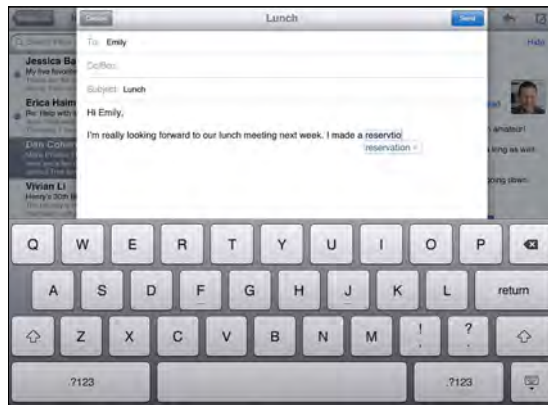
Accept or reject dictionary suggestions:

- *To reject the suggested word,* finish typing the word as you want it, then tap the suggestion to dismiss it before typing anything else. Each time you reject a suggestion for the same word, iPad becomes more likely to accept your word.
- *To use the suggested word,* type a space, punctuation mark, or return character.

Reset dictionary suggestions: In Settings, choose General > Reset > Reset Keyboard Dictionary. This resets all the suggestions you've made to the dictionary.

Turn Auto-Correction on or off: In Settings, choose General > Keyboard, then turn Auto-Correction on or off. Auto-Correction is normally on.

Turn Speak Auto-text on or off: In Settings, choose General > Accessibility, then turn Speak Auto-text on or off. Speak Auto-text speaks the text suggestions.

Note: If you're entering Chinese or Japanese characters, tap one of the alternatives the dictionary suggests.

Editing—Cut, Copy, and Paste

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

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

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

Drag the grab points to select more or less text.

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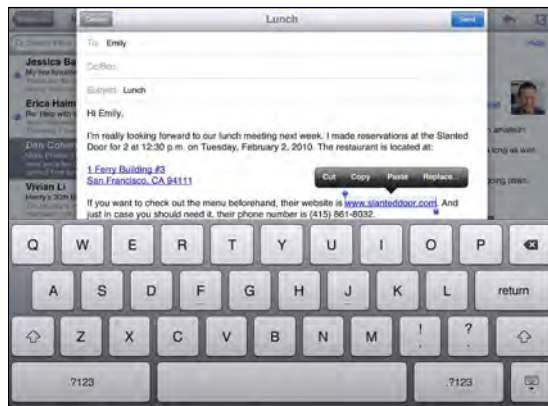
Paste text: Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.

Undo the last edit: Shake iPad, or tap undo on the keyboard.

Keyboard Layouts

You can use Settings to set the layouts for the onscreen software keyboard and for any hardware keyboards. Available layouts depend on the keyboard language.

Select a keyboard layout: In Settings, choose General > Keyboard > International Keyboards, then select a keyboard. For each language, you can make separate selections for both the onscreen software keyboard and 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.

Getting Started
2

Connect iPad to your computer and use iTunes to set up, register, and sync content.

What You Need

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

To use iPad, you need:

- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
  - Mac OS X version 10.5.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 10.2 or later, available at www.itunes.com/download
- An Apple ID
- Broadband Internet access

Setting Up iPad

Before you can use iPad, you must use iTunes to set it up. You can also register iPad and create an Apple ID (not available in some countries) if you don't already have one.

Set up iPad:

1 Download and install the latest version of iTunes from www.itunes.com/download.

2 Connect iPad to a USB 2.0 port on your Mac or PC using the cable that came with iPad.

3 Follow the onscreen instructions in iTunes to register iPad and sync iPad with music, video, and other content from your iTunes library, and with your contacts, calendars, and bookmarks on your computer.

In the Set Up Your iPad screen, select "Automatically sync contacts, calendars and bookmarks" to have those items sync automatically when you connect iPad to your computer.

Syncing with iTunes

Use iTunes to sync your music, videos, downloaded apps, and other iTunes library content from your computer. You can also sync your contacts, calendars, and your browser bookmarks. iTunes lets you choose the content and information that you want to sync with iPad. By default, iTunes syncs automatically whenever you connect iPad to your computer. When you sync, you can also transfer information you create or purchase on iPad to your computer.

Setting Up Syncing

You can set iTunes to sync the following:

- Music
- Movies
- TV Shows
- Games and apps downloaded from the App Store
- Music videos
- Podcasts

- Books and audiobooks
- iTunes U collections
- Photos and videos (in your computer's photo app or folder)
- Contacts—names, phone numbers, addresses, email addresses, and more
- Calendars—appointments and events
- Notes
- Email account settings
- Webpage bookmarks

You can adjust sync settings whenever you connect iPad to your computer.

Sync your music, audiobooks, podcasts, iTunes U collections, videos, books, and apps from your iTunes library. If you don't already have content in iTunes, go to the iTunes Store (available in some countries) to preview and download content to iTunes. You can also add music to your iTunes library from your CDs. To learn about iTunes and the iTunes Store, open iTunes and choose Help > iTunes Help.

Contacts, calendars, notes, and webpage bookmarks are synced with applications on your computer. New entries or changes you make on iPad are synced to your computer, and vice versa.

iTunes also lets you sync photos and videos, either from an application or from a folder.

Email account settings are synced only one direction, from your computer's email app to iPad. This allows you to customize your email accounts on iPad without affecting email account settings on your computer.

Note: You can also set up email accounts directly on iPad. See "Adding Mail, Contacts, and Calendar Accounts" on page 31.

iTunes Store and App Store purchases you make on iPad are synced with the iTunes library on your computer when you connect. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad.

You can set iPad to sync only a portion of what's on your computer. For example, you might want to sync only certain music playlists, or only unwatched video podcasts.

Important: You should log in to your own user account on your computer before connecting iPad.

**Set up iTunes syncing:**

1 Connect iPad to your computer, and open iTunes (if it doesn't open automatically).

2 In iTunes, select iPad in the sidebar.

3 Configure the sync settings in each of the settings panes.

   See the following section for a description of each pane.

4 Click Apply in the lower-right corner of the screen.

   By default, "Open iTunes when this iPad is connected" is selected.

iPad Settings Panes in iTunes

The following sections provide an overview of each of the iPad settings panes. For more information, open iTunes and choose Help > iTunes Help.

Summary	Apps	Music	Movies	TV Shows	Podcasts	iTunes U	Books	Info	Photos
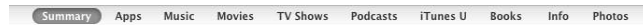
Summary Pane

Select "Open iTunes when this iPad is attached" to have iTunes open and sync iPad automatically whenever you connect it to your computer. Deselect this option if you want to sync only by clicking the Sync button in iTunes. For more information about preventing automatic syncing, see "Preventing Automatic Syncing" on page 29.

Select "Sync only checked songs and videos" if you want iTunes to skip unchecked items in your iTunes library when syncing.

Select "Manually manage music and videos" to turn off automatic syncing in the Music and Video settings panes.

Select "Encrypt iPad backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are shown with a lock 🔒 icon, and require a password to restore the information to iPad. See "Updating and Restoring iPad Software" on page 182.

To turn on accessibility features, click Configure Universal Access. For more information, see "Universal Access Features" on page 137.

Info Pane

The Info pane lets you configure the sync settings for your contacts, calendars, email accounts, and web browser.

- Contacts

  You can sync contacts with applications such as Mac OS X Address Book, Yahoo! Address Book, and Google Contacts on a Mac, or with Yahoo! Address Book, Google Contacts, Windows Address Book (Microsoft Outlook Express), Windows Vista Contacts, or Microsoft Outlook 2003, 2007, or 2010 on a PC. (On a Mac, you can sync contacts with multiple applications. On a PC, you can sync contacts with only one application at a time.)

  If you sync with Yahoo! Address Book, you only need to click Configure to enter your new login information when you change your Yahoo! ID or password after you've set up syncing.

- Calendars

  You can sync calendars from applications such as iCal on a Mac, or from Microsoft Outlook 2003, 2007, or 2010 on a PC. (On a Mac, you can sync calendars with multiple applications. On a PC, you can sync calendars with only one application at a time.)

- Mail Accounts

  You can sync email account settings from Mail on a Mac, and from Microsoft Outlook 2003, 2007, or 2010 or Microsoft Outlook Express on a PC. Account settings are only transferred from your computer to iPad. Changes you make to an email account on iPad don't affect the account on your computer.

  Note: The password for your Yahoo! email account isn't saved on your computer, so it can't be synced and must be entered on iPad. In Settings, choose "Mail, Contacts, Calendars," tap your Yahoo! account, and enter the password.

- Other

  Sync bookmarks from Safari on a Mac, or from Safari or Microsoft Internet Explorer on a PC.

  Sync notes in the Notes app on iPad with notes in Mail on a Mac or with Microsoft Outlook 2003 or 2007 on a PC.

- Advanced

  Select one or more of these options if your want to replace the information on iPad with the information on your computer during the next sync.

Apps Pane
Use the Apps pane to sync App Store apps, arrange apps on the iPad Home screen, or copy documents between iPad and your computer.

Select "Automatically sync new apps" to sync new apps to iPad that you downloaded or synced from another device. If you delete an app on iPad, you can reinstall it from the Apps pane if it was previously synced.

You can create documents on iPad, and then copy them to your computer. You can also copy documents from your computer to iPad, and use them with apps that support file sharing. Apps that support file sharing are shown in the File Sharing Apps list. For more information about file sharing, see "File Sharing" on page 44.

Music, Movies, TV Shows, Podcasts, and iTunes U Panes
Use these panes to specify the media you want to sync. You can sync all music, movies, TV shows, podcasts, and iTunes U collections, or select the content you want on iPad.

To watch rented movies in your iTunes library on iPad, transfer them to iPad using the Movies pane.

Books Pane
You can sync books you've downloaded from the iBookstore, and many free ePub books from other sources. You can also sync audiobooks, and if the book has more than one part, just the portions you want.

Photos Pane

You can sync photos and videos with iPhoto 6.0.6 or later, or Aperture 3.0.2 or later on a Mac; or with Adobe Photoshop Elements 8.0 or later on a PC. You can also sync photos and videos in any folder on your computer that contains images or videos.

Preventing Automatic Syncing

You can prevent iPad from syncing automatically when you connect iPad to a different computer.

Prevent automatic syncing for all iPads: In iTunes choose iTunes > Preferences (on a Mac) or Edit > Preferences (on a PC), click Devices, then select "Prevent iPods, iPhones, and iPads from syncing automatically."

If this checkbox is selected, iPad won't sync automatically, even if "Open iTunes when this iPad is connected" is selected in the Summary pane.

Prevent automatic syncing one time, without changing settings: Open iTunes, connect iPad to your computer, then press and hold Command-Option (on a Mac) or Shift-Control (on a PC) until iPad appears in the sidebar.

Sync manually: In iTunes, select iPad in the sidebar, then click Sync in the lower-right corner of the window. Or, if you've changed any sync settings, click Apply.

Connecting to the Internet

iPad can join AirPort and other Wi-Fi networks at home, at work, or at Wi-Fi hotspots around the world. When joined to a Wi-Fi network that's connected to the Internet, iPad connects to the Internet automatically whenever you use Mail, Safari, YouTube, the App Store, or the iTunes Store. iPad connects to the Internet using a Wi-Fi network. iPad Wi-Fi + 3G can also connect to the Internet using a cellular data network. Data service is sold separately.

Joining a Wi-Fi Network

Use Wi-Fi settings to turn on Wi-Fi and join Wi-Fi networks.

Turn on Wi-Fi: Choose Settings > Wi-Fi and turn Wi-Fi on.

Join a Wi-Fi network: Choose Settings > Wi-Fi, wait a moment as iPad detects networks in range, then select a network (fees may apply to join some Wi-Fi networks). If necessary, enter a password and tap Join (networks that require a password appear with a lock 🔒 icon).

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

When iPad has a Wi-Fi connection, the Wi-Fi 📶 icon in the status bar shows the connection strength. The more bars you see, the stronger the connection.

For information about configuring Wi-Fi settings, see "Wi-Fi" on page 152.

Joining a Cellular Data Network

Before you can join a cellular data network on iPad Wi-Fi + 3G, you must sign up for a cellular data plan with an iPad service carrier in your area. With some carriers, you can choose a data plan, track your data usage, and change or cancel your plan on iPad.

On some models, 3G, EDGE, and GPRS provide Internet connectivity over the cellular network available through your carrier's wireless service. Check the carrier's network coverage in your area for availability.

If iPad is connected to the Internet using the cellular data network, you see the 3G (**3G**), EDGE (**E**), or GPRS (**○**) icon in the status bar.

Turn Data Roaming on: If you're outside your carrier's network, you may be able to use a cellular data network from another carrier. In Settings, choose Cellular Data and turn Data Roaming on.

Important: Roaming charges may apply. To avoid data roaming charges, make sure Data Roaming is turned off.

Monitor your cellular data network usage: In Settings, choose Cellular Data > View Account.

Set up a cellular data plan on iPad: From the iPad Home screen, tap Settings and choose Cellular Data. Tap View Account, then follow the onscreen instructions.

Cellular data settings may vary depending on the carrier.

iPad is unlocked, so you can choose your preferred carrier. Cellular data settings vary, depending on the carrier. If your iPad Wi-Fi + 3G didn't come with a micro-SIM card, contact your carrier to set up an account and obtain a compatible micro-SIM card. Not all carriers offer 3G data plans.

Internet Access on an Airplane

Airplane mode on iPad Wi-Fi + 3G turns off the iPad radio transmitters to comply with airline regulations. In some regions, where allowed by the aircraft operator and applicable laws and regulations, you can turn on Wi-Fi while airplane mode is on, to:

• Send and receive email

• Browse the Internet

• Sync your contacts and calendars over the air

• Stream YouTube videos

• Purchase music and apps

For more information, see "Airplane Mode" on page 151.

Adding Mail, Contacts, and Calendar Accounts

iPad works with MobileMe, Microsoft Exchange, and many of the most popular Internet-based email, contacts, and calendar service providers. If you don't already have an email account, you can get a free account online at www.yahoo.com, www.google.com, or www.aol.com. To try a free MobileMe trial, go to www.apple.com/mobileme.

For information about setting up a Microsoft Exchange account in a corporate environment, see "Setting Up Microsoft Exchange Accounts" on page 172.

Setting Up MobileMe Accounts

To use MobileMe on iPad, you can set up a MobileMe Free Account or a MobileMe Paid Subscription.

A MobileMe Free Account lets you use Find My iPad—a feature that helps you locate iPad if it's been lost or stolen, and protect the information on it (not available in all countries or regions). See "Security Features" on page 46.

A MobileMe Free Account is available to any customer who has an iPad with iOS 4.2 or later. If you've already created an Apple ID for the App Store or Game Center, you can use the same Apple ID to set up your MobileMe account. Create a new account if you don't already have one.

Set up a MobileMe Free Account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap MobileMe.

3 Enter your Apple ID and password, or tap Create Free Apple ID.

4 Follow the onscreen instructions.

   Verify your email address if required.

5 Confirm that Find My iPad is turned on.

Set up a MobileMe Paid Subscription:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap MobileMe.

3 Enter your Apple ID and password, or chose to create a new account.

4 Turn on the services you want to use on iPad.

   A MobileMe Paid Subscription lets you use Find My iPad, plus the following features:

   • Mail account at me.com

   • Over-the-air contacts, calendars, bookmarks, and notes syncing

   • MobileMe Gallery for sharing photos and videos

   • MobileMe iDisk for storing and sharing files

You can try out these features with a 60-day free trial at www.apple.com/mobileme.

Services you turn on are synced automatically over the air without having to connect iPad to your computer. See "Syncing with iTunes" on page 24.

You can set up multiple MobileMe accounts; however, only one MobileMe account at a time can be used for Find My iPad and for syncing contacts, calendars, bookmarks, and notes.

To use Gallery, iDisk, and Find My iPad on iPad, download the free MobileMe Gallery, MobileMe iDisk, and Find My iPhone apps from the App Store.

Setting Up Google, Yahoo!, and AOL Accounts

For many popular accounts (Google, Yahoo!, AOL), iPad enters most of the settings for you. When setting up the account, you can choose which account services you want to use with iPad. Services you turn on are synced automatically over the air. See "Syncing with iTunes" on page 24.

Set up an account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap Google, Yahoo!, or AOL.

3 Enter your name, email address, password, and a description.

4 Tap the items you want to use on iPad. Available items depend on the service provider.

Setting Up Other Accounts

Choose Other Accounts to set up other accounts for mail (such as POP), contacts (such as LDAP or CardDAV), or calendars (such as CalDAV). Contact your service provider or system administrator to get the account settings you need.

Set up an account:

1 In Settings, tap "Mail, Contacts, Calendars."

2 Tap Add Account, then tap Other.

3 Choose the account type you want to add (Mail, Contacts, or Calendars).

4 Enter your account information and tap Save.

Disconnecting iPad from Your Computer

Unless iPad is syncing with your computer, you can disconnect it at any time.

When iPad is syncing with your computer, the iPad Home screen shows "Sync in progress." If you disconnect iPad before it finishes syncing, some data might not transfer. When iPad finishes syncing, iTunes shows "iPad sync is complete."

Cancel a sync: Drag the slider on iPad.

Viewing the User Guide on iPad

The *iPad User Guide* can be viewed on iPad in Safari, or by installing the free iBooks app and downloading the guide from the iBookstore.

View the user guide in Safari: In Safari, tap , then tap the *iPad User Guide* bookmark. Or go to http://help.apple.com/ipad.

Add an icon for the user guide to the Home screen: Tap , then tap "Add to Home Screen."

View the user guide in iBooks

1 If you haven't installed iBooks, open App Store, search for "iBooks," then tap it in the results list. Tap Free, then tap Install.

2 Open iBooks and tap Store.

3 Search for "iPad User Guide" and tap the user guide in the results list.

4 Tap Free, then tap Get Book.

For more information about iBooks, see Chapter 19, "iBooks," on page 124.

Battery

iPad has an internal rechargeable battery. The battery isn't user accessible and should only be replaced by an Apple Authorized Service Provider. For more information about iPad batteries, go to www.apple.com/batteries/ipad.html.

Charging the Battery

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

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

Charging   Charged

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

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

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

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

or
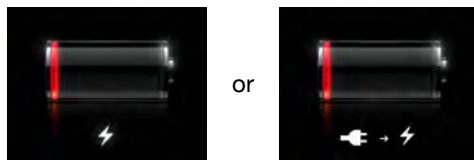
Maximizing Battery Life
iPad uses a lithium-ion battery. For information about maximizing the battery life of iPad, go to www.apple.com/batteries/ipad.html.

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

Using and Cleaning iPad

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.

Using iPad Comfortably

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.

Cleaning iPad

To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/ Wake button, 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.

Basics

Read this chapter to learn how to use apps on iPad, and 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 into folders.

Opening and Switching Apps

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

Return to the Home screen: Press the Home ☐ button.

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 recents list at the bottom of the screen. Flick left to see more apps.

Remove an app from the recents list: 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 iPod controls: Double-click the Home button, then flick the bottom of the screen from left to right.

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

Brightness

Screen
orientation lock

iPod
controls
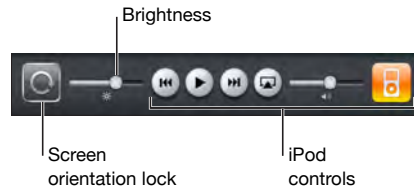
Delete an app from the Home screen: Touch and hold the icon until it jiggles and an ⊗ appears. Tap ⊗ to delete the app.

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 email message, tap the status bar at the top of the screen.

Rearranging App Icons

You can customize the layout of app icons on the Home screen—including the icons in the Dock along the bottom of the screen. If you want, arrange them over multiple Home screens.

Rearrange icons:

1 Touch and hold any icon until the icons jiggle.

2 Arrange the icons by dragging them.

3 Press the Home ☐ button to save your arrangement.

You can also rearrange the icons on the Home screen, as well as the order of the screens, when you connect iPad to your computer. Select iPad in the iTunes sidebar, then click the Apps tab.

Create additional Home screens: 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.

You can have up to 11 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: Choose Settings > General > Reset, then tap Reset Home Screen Layout.

Organizing with Folders

Folders let you 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.

You can also create iPad folders using iTunes.

Create a folder using iTunes: With iPad connected to your computer, select iPad in the Devices list in iTunes. Click Apps at the top of the screen, and on the Home screen near the top of the window, drag an app onto another.

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

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 a 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 email messages and updated apps to download. An alert badge indicates a problem with the app.

Printing

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

- Mail—email messages and viewable attachments
- Photos—photos
- Safari—webpages, PDF files, and viewable attachments
- iBooks—PDF files

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

AirPrint-enabled printers don't require printer software; they just need 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, go to support.apple.com/kb/HT4356.

Printing a Document

AirPrint uses your Wi-Fi network to send print jobs wirelessly to your printer. iPad must be connected to the same wireless network as the AirPrint printer.

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.

Get 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.

Searching

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

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

Search iPad: On the Spotlight 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.

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, and locations
iPod	Music (names of songs, artists, and albums) and the titles of podcasts and audiobooks
Notes	Text of notes

Spotlight 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 Spotlight: Enter the app name, then tap to open the app.

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

Using Bluetooth Devices

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

Pairing Bluetooth Devices

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

Pair a Bluetooth device with iPad:

1 Follow the instructions that came with the device to make it discoverable.

2 In Settings, choose General > Bluetooth, and turn Bluetooth on.

3   Select the device and, if prompted, enter the passkey or PIN number. See the instructions about the passkey or PIN that came with the device.

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

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

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

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

Bluetooth Status

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

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

Unpairing a Bluetooth Device from iPad

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

Unpair a Bluetooth device:

1   In Settings, choose General > Bluetooth, then turn Bluetooth on.

2   Choose the device, then tap "Forget this Device."

File Sharing

File Sharing lets you transfer files between iPad and your computer. 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:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the Devices list, then click Apps at the top of the screen.

3 In the File Sharing section, select an app from the list on the left.

4 On the right, select the file you want to transfer, then click "Save to" and choose a destination on your computer.

Transfer a file from your computer to iPad:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the Devices list, then click Apps at the top of the screen.

3 In the File Sharing section, click Add.

4 Select a file, then click Choose (Mac) or OK (PC).

The file is transferred to your device and can be opened using an app that supports that file type. To transfer more than one file, select each additional file.

Delete a file from iPad: Select the file in the Files list, then tap Delete.

Using AirPlay

You can wirelessly stream music, photos, and video to your HDTV and speakers using AirPlay and Apple TV.

You can also use AirPlay to stream audio to an Airport Express or AirPort Extreme base station. Other AirPlay-enabled receivers are available from third-parties, see the Apple Store for details.

Start streaming to an AirPlay-enabled device:

1 Make sure iPad and the device (such as an Apple TV) are connected to the same Wi-Fi network.

2 Start the video, slideshow, or music, then tap and choose the AirPlay device you want to use. Some devices may ask for a passcode.

Once streaming starts, you can exit the app.

Stop steaming to an AirPlay-enabled device:

1 Open the app (such as Videos) that you're streaming from.

2 Tap and choose iPad from the list.

For troubleshooting help, see "No Video or Sound when Using AirPlay" on page 186.

Security Features

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

Passcodes and Data Protection

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

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

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

To increase security, turn off Simple Passcode (a four-digit number) and use a more robust passcode that has a combination of numbers, letters, punctuation, and special characters. For more information, see "Passcode Lock" on page 157.

Find My iPad

Find My iPad may help you locate a lost or misplaced iPad using another iPhone, iPad, or iPod touch with the free Find My iPhone app, or a Mac or PC with a web browser. Find My iPad includes:

- **Find:** Locates your iPad on a full-screen map on your computer
- **Display a Message or Play a Sound:** Lets you specify a message to display or a sound to play on your iPad
- **Remote Passcode Lock:** Lets you remotely lock your iPad and create a 4-digit passcode, if you haven't set one previously
- **Remote Wipe:** Erases all the information and media on your iPad and restores iPad to its original factory settings

Use Find My iPad: Turn on Find My iPad in your MobileMe account settings. See "Setting Up MobileMe Accounts" on page 31.

Locate your missing iPad: Download and use the free Find My iPhone app from the App Store on a different iOS device, or sign in to me.com in a web browser on a Mac or PC.

Note: Find My iPad requires a MobileMe account. MobileMe is an online service that provides Find My iPad free to iPad, iPhone, and iPod touch 4th generation customers. MobileMe provides additional features with a paid subscription. MobileMe may not be available in all countries or regions. For more information, go to www.apple.com/mobileme.

Safari

4

About Safari

Use Safari on iPad to browse the web and visit your favorite sites. Use AirPrint to print webpages and PDFs. Open multiple pages and add web clips to the Home screen for quick access. Create bookmarks on iPad and sync them with your computer.

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

Viewing Webpages

You can view webpages in portrait or landscape orientation. Rotate iPad and the webpage rotates, automatically adjusting to fit the page.

Opening Webpages

Open a webpage: Tap the address field (in the title bar) to bring up the onscreen keyboard, type the web address, then tap Go. If the address field isn't visible, tap the status bar at the top of the screen to quickly scroll up to the address field.

As you type, web addresses that start with those letters appear. These are bookmarked pages or recent pages you've opened. Tap an address to go to that page. Keep typing if you want to enter a web address that's not in the list.

Erase the text in the address field: Tap the address field, then tap ⊗.

Zooming and Scrolling

Zoom in or out: Double-tap a column on a webpage to expand the column. Double-tap again to zoom out.

You can also pinch to zoom in or out.

Scroll around a webpage	Drag up, down, or sideways. When scrolling, you can touch and drag anywhere on the page without activating any links.
Scroll within a frame on a webpage	Use two fingers to scroll within a frame on a webpage. Use one finger to scroll the entire webpage.
Scroll quickly to the top of a webpage	Tap the status bar at the top of the iPad screen.

Navigating Webpages

Links on webpages typically take you to a different place on the web.

Follow a link on a webpage: Tap the link.

Links on iPad can also display a location in Maps or create a preaddressed Mail message. To return to Safari after a link opens another app, double-click the Home ⬜ button and tap Safari.

See a link's destination address	Touch and hold the link. The address appears in a window next to your finger. You can open the link in the active page, open it in a new page, or copy the address.
Stop a webpage from loading	Tap ✖.
Reload a webpage	Tap ⟳.
Return to the previous or next page	Tap ◀ or ▶ at the top of the screen.
Bookmark a page	Tap 📷 and tap Bookmark.
Add a web clip of a page to the Home screen	Tap 📷 and tap "Add to Home Screen."
Return to a recently viewed page	Tap 📖 and tap History. To clear the history list, tap Clear.
Send a webpage address in email	Tap 📷 and tap "Mail Link to this Page."
Save an image or photo to your Photo Library	Touch and hold the image, then tap Save Image.

Opening Multiple Pages

You can open up to nine pages at a time. Some links automatically open a new page instead of replacing the current one.

Open a new page: Tap ⬚, then tap New Page.

Go to a different page: Tap ⬚, then tap the page you want to view.

Close a page: Tap ⬚ and tap ⊗.

Entering Text and Filling Out Forms

Some webpages have text fields and forms to fill out. You can set Safari to remember names and passwords of websites you visit and fill out text fields automatically with information from Contacts.

Bring up the keyboard	Tap inside a text field.
Move to another text field	Tap another text field, or tap the Next or Previous buttons above the onscreen keyboard.
Submit a form	After filling out a form, tap Go or Search. Most pages also have a link you can tap to submit the form.
Close the keyboard without submitting the form	Tap the Keyboard ⌨ key to hide the onscreen keyboard.

Enable AutoFill to help you fill out web forms: In Settings, choose Safari > AutoFill, then do one of the following:

• *To use information from contacts,* turn Use Contact Info on, then choose My Info and select the contact you want to use.

 Safari uses information from Contacts to fill in contact fields on web forms.

• *To use information from names and passwords,* turn Names & Passwords on.

 When this feature is on, Safari remembers names and passwords of websites you visit and automatically fills in the information when you revisit the website.

• *To remove all AutoFill information,* tap Clear All.

Printing Webpages and PDF files

Use AirPrint to print webpages and PDFs from Safari.

Print a webpage or PDF: Tap ⤴ at the top of the screen, then tap Print. Tap Select Printer to select a printer and set the printer options. Then tap Print.

For more information about printing from iPad, see "Printing" on page 40.

Searching the Web

Enter words or phrases in the search field to search the web and the current webpage. As you type, suggested and recent searches appear.

Search the web:

1 Tap the search field (on the right side of the title bar).

2 Type a word or phrase that describes what you're looking for, and then tap Search.

3 Tap a link in the list of search results to open a webpage.

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

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

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

Bookmarks

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

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

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

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

Sync bookmarks with your computer:

1 Connect iPad to your computer.

2 In iTunes, select iPad in the sidebar.

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

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

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

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

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

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

When you finish, tap Done.

Web Clips

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

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

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

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

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

Delete a web clip:

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

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

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

Mail 5

About Mail

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

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

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

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

Setting Up Email Accounts

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

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

Sending Email

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

Compose and send a message:

1 Tap ✒ at the top of the screen.

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

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

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

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

4 Enter a subject, then your message.

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

5 Tap Send.

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

Checking and Reading Email

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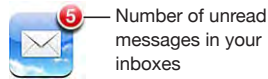
 Number of unread messages in your inboxes

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

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

If you have more than one mail account, tap Mailboxes to switch between accounts. To view all of your messages in a unified inbox, tap All Inboxes.

Number of unread messages

Unread messages

Related messages are grouped together in a *thread*. Only the first message is displayed in the inbox, and the number of related messages is indicated. To view the thread, tap it. To turn message threads off, go to Settings > "Mail, Contacts, Calendars" and turn off "Organize by Thread."
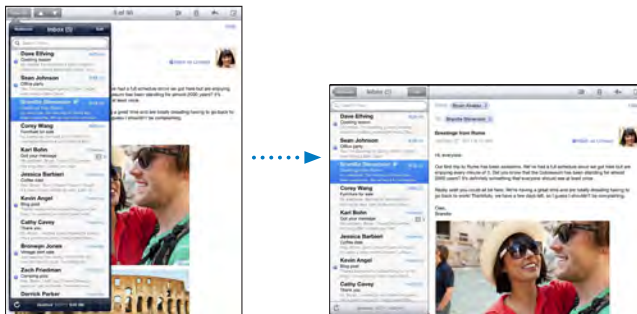
When you open a mailbox, Mail loads the number of most recent messages specified in your Mail settings, if the messages haven't already been loaded automatically. See "Mail, Contacts, Calendars" on page 163.
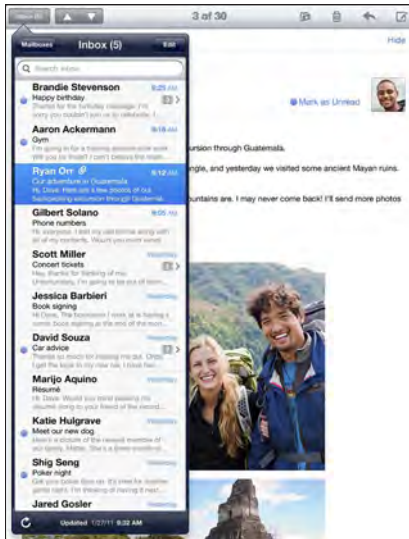
Load additional messages: Scroll to the bottom of the list of messages and tap Load More Messages.

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

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

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

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

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

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

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

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

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

**Open a meeting invitation:** Tap the invitation.

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

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

Searching Email

You can search the To, From, and Subject fields of email messages. Mail searches the downloaded messages in the currently open mailbox. For MobileMe, Exchange, and some IMAP mail accounts, you can also search messages on the server.
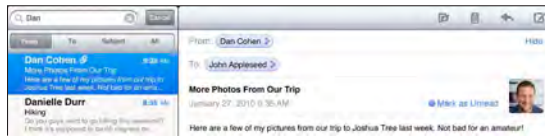
Search email messages: Open a mailbox, scroll to the top, and enter text in the Search field. Tap From, To, Subject, or All (From, To, and Subject) to choose which fields you want to search. (Tap the status bar to scroll quickly to the top of the list and reveal the search field.)

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

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

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

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

Printing Messages and Attachments

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

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

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

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

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

Organizing Email

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

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

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

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

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

Camera

6

About Camera

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

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

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

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