Taking Photos and Recording Videos

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

Take a photo: Aim iPad and tap 📷.

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

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

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

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

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

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

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

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

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

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

Viewing and Sharing Photos and Videos

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

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

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

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

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

Trimming Videos

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

Trim a video:

1 While viewing a video, tap the screen to display the controls.

2 Drag either end of the frame viewer at the top of the video, then tap Trim.

3 Tap Trim Original or "Save as New Clip."

Important: If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose "Save as New Clip," a new trimmed video clip is saved in the Camera Roll album and the original video is unaffected.

Uploading Photos and Videos to Your Computer

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

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

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

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

FaceTime 7

About FaceTime

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

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

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

Signing In

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

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

Sign in to FaceTime:

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

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

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

Create a new account:

1 Open FaceTime and tap Create New Account.

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

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

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

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

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

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

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

Making a FaceTime Call

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

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

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

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

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

While You're Talking

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

Switch between the front and back cameras: Tap 🔄.

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

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

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

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

Use another application during a call: Press the Home ⬜ button, then tap an application icon. You can still talk with your friend, but you can't see each other. To return to the video, tap the green bar at the top of the screen.

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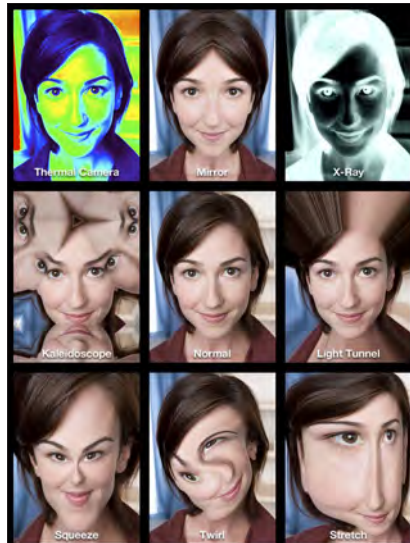
Photo Booth

8

About Photo Booth

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

Selecting an Effect

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

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

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

Taking a Photo

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

Take a photo: Aim iPad and tap 🔲.

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

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

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

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

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

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

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

Viewing and Sharing Photos

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

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

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

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

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

Uploading Photos to Your Computer

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

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

- *Mac:* Select the photos to upload, then click the Import or Download button in iPhoto or other supported photo application on your computer.

- *PC:* Follow the instructions that came with your photo application.

If you delete the photos from iPad when you upload them to your computer, they're removed from the Camera Roll album. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

Photos

9

About Photos

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

Syncing Photos and Videos with Your Computer

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

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

Importing Photos and Videos from iPhone or a Digital Camera

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

Import photos:

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

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

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

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

2 Unlock iPad.

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

4 Select the photos and videos you want to import.

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

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

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

6 Disconnect the SD Card Reader or Camera Connector.

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

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

Viewing Photos and Videos

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

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

View photos:

1 In Photos, tap Photo, Albums, Events, Faces, or Places.

To open a collection, tap it. Or, pinch the collection to spread out a preview of the photos it contains, then let go to open it. Photos are sorted by creation date.

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

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

You can also pinch to zoom in on the photo.

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

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

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

Pan a photo: Drag the photo.

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

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

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

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

Sharing Photos

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

Slideshows

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

View a slideshow:

1 Tap an album to open it.

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

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

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

   • Select a transition effect that plays between photos.

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

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

3 Tap Start Slideshow.

   To stop the slideshow, tap the screen.

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

Sending a Photo or Video in an Email Message

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

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

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

Copy a photo or video:

1 Tap ✉.

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

3 Tap Copy.

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

Adding a Photo or Video to a MobileMe Gallery

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

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

- Set up your MobileMe account on iPad. If you don't have a MobileMe account, go to www.apple.com/mobileme/setup/ipad.html.
- Publish a MobileMe Gallery and allow adding photos from email or iPad.

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

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

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

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

Saving Photos from Email Messages or Webpages

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

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

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

Assigning a Photo to a Contact

You can assign a photo to a contact.

Assign a photo to a contact:

1 Choose a photo on iPad, then tap ⬚.

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

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

4 Tap Set Photo.

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

Printing Photos

You can use AirPrint to print photos from iPad.

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

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

Wallpaper and Lock Screen Photos

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

Set a photo as screen wallpaper:

1 Choose any photo and tap ⬚, then tap Use As Wallpaper.

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

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

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

Using Picture Frame

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

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

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

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

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

Start or stop Picture Frame:

1 Press the Sleep/Wake button to lock iPad.

2 On the Lock screen, tap ▣.

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

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

Videos

About Videos

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

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

Playing Videos

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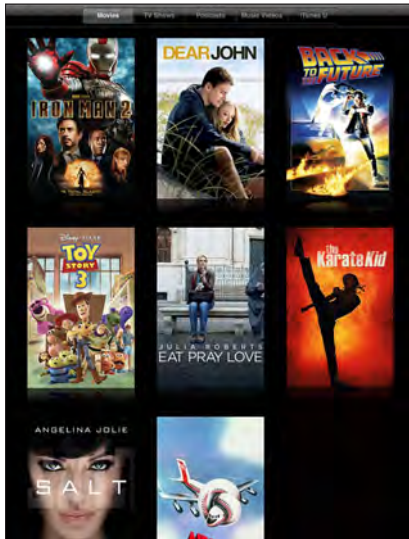
Display playback controls: While a video is playing, tap the screen to show the controls. Tap again to hide them.

Controlling Video Playback

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

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

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

Syncing Videos

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

Watching Rented Movies

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

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

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

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

Watching Videos on a TV

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

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

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

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

Deleting Videos from iPad

To save space, you can delete videos from iPad.

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

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

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

YouTube 11

Finding and Viewing Videos

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

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

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

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

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

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

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

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

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

Search for a video:

1 Tap the YouTube search field.

2 Type a word or phrase, then tap Search.

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

Play a video: Tap the video.

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

Controlling Video Playback

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

Show or hide the video controls: Tap the screen.

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

Managing Videos

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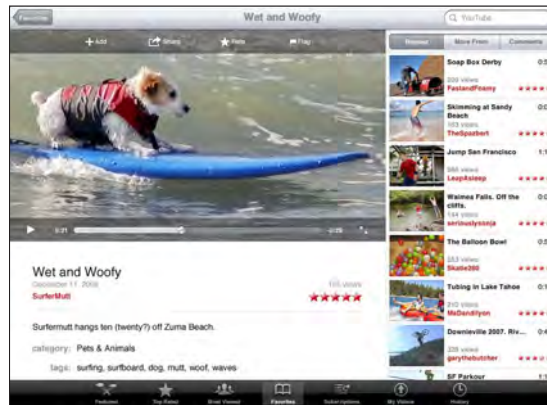
Rate a video or add a comment	Tap the video to display the toolbar, then tap Rate and select a rating. You must be signed in to a YouTube account.
See more videos from this YouTube user	In the sidebar, tap "More From." You must be signed in to a YouTube account.
See videos similar to this one	In the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

Watching YouTube on a TV

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

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

About Calendar

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

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

Syncing Calendars

You can sync your calendars in these ways:

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

Adding, Editing, and Deleting Calendar Events

You can create and edit calendar events directly on iPad.

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

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

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

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

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

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

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

Viewing Your Calendars

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

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

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

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

- *List view:* All your appointments and events appear in a scrollable list, next to the selected day. To view a different day, tap ◄ or ► or select a day from the timeline below the calendar.

- *Day view:* Scroll up or down to see the day's events. Tap ◄ or ► to see the previous or next day's events, or select a day from the timeline below the calendar.
- *Week view:* Scroll up or down to see the week's events. Tap ◄ or ► to see the previous or next week, or select a week from the timeline below the calendar.
- *Month view:* Tap a day to see its events. Tap ◄ or ► to see the previous or next month, or select a month from the timeline below the calendar.

See the details of an event: Tap the event.

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

Searching Calendars

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

Search for events: Enter text in the search field.

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

Subscribing to Calendars

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

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

Subscribe to a CalDAV or .ics calendar:

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

2 Choose Other, then choose Add Subscribed Calendar.

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

4 Tap Save.

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

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

Responding to Meeting Invitations

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

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

Respond to an invitation in Calendar:

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

  • Tap "Invitation from" to get contact information for the meeting organizer. Tap the email address to send the organizer a message.

  • Tap Invitees to see who is invited to the meeting. Tap a name to see the attendee's contact information. Tap an email address to send a message to the attendee.

  • Tap Alert to set iPad to sound an alert before the meeting.

  • Tap Add Comments to add comments for the meeting organizer. Your comments will also appear in the Info screen for the meeting.

    Notes are made by the meeting organizer.

2   Tap Accept, Maybe, or Decline.

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

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

Importing Calendar Files from Mail

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

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

Alerts

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

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

Contacts

About Contacts

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

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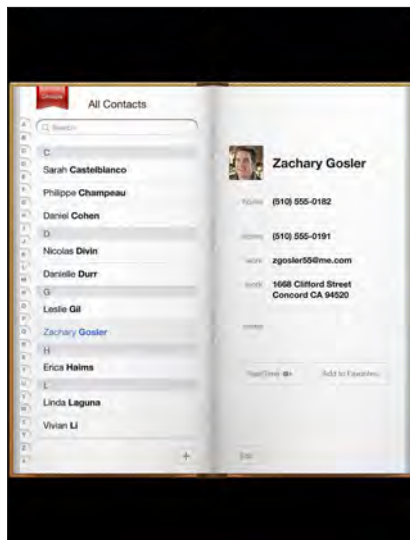
Syncing and Adding Contacts

You can add contacts to iPad in these ways:

- Enter contacts on iPad
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer (see "Syncing with iTunes" on page 24)
- Set up a MobileMe or Microsoft Exchange account on iPad with Contacts enabled (see "Adding Mail, Contacts, and Calendar Accounts" on page 31)
- Install a profile that sets up an Exchange account with Contacts enabled (see "Setting Up Microsoft Exchange Accounts" on page 172)
- Set up an LDAP or CardDAV account on iPad to access business or school directories (see "LDAP and CardDAV Accounts" on page 173)

Searching Contacts

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

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

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

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

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

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

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

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

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

Managing Contacts

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

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

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

Assign a photo to a contact:

1 Tap Contacts, then choose a contact.

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

3 Tap an album, then tap a photo.

4 Drag and scale the photo.

5 Tap Choose.

Using Contact Information

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

- Create an email message in Mail, addressed to the contact
- Open the contact's home page in Safari
- Find the location of the contact's address in Maps, and get directions
- Share the contact information with others
- Call a contact using FaceTime

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

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

Unified Contacts

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

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

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

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

Notes

Writing and Reading Notes

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

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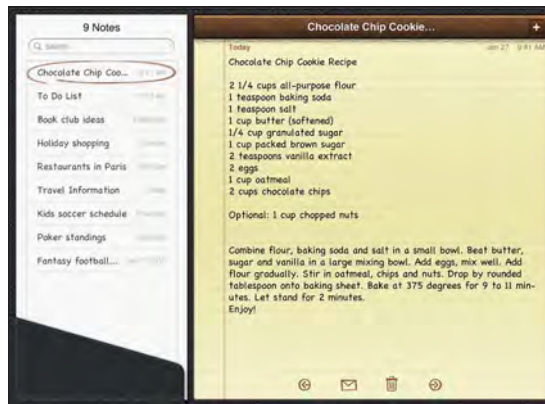
Notes are listed by last-modified date, with the most recent note at the top. The list shows the first few words of each note. Tap a note in the list to view or edit it.

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

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

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

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

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

Searching Notes

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

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

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

Emailing Notes

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

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

Syncing Notes

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

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

Maps

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About Maps

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

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

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

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

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

Finding and Viewing Locations

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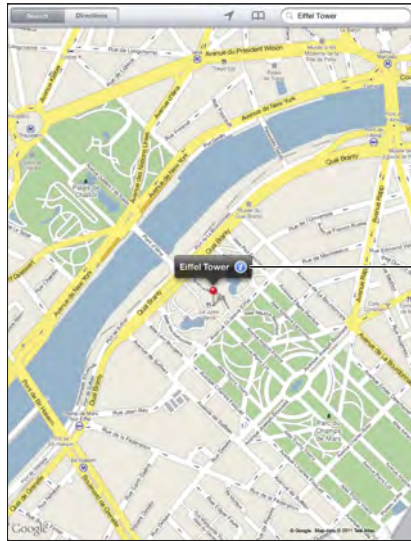
Searching for Locations

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

Find a location and see a map:

1 Tap the search field to bring up the keyboard.

2 Type an address or other search information.

3 Tap Search.

A pin marks the location.

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

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

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

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

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

Finding Your Current Location

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

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

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

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

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

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

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

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

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

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

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

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

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

• Get directions to or from this location

• Add the location to contacts

• Send the address in email

• Bookmark the location

• See a street view (when available)

Marking a Location with a Drop Pin

A drop pin lets you mark a location by hand.

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

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

Bookmarking Locations

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

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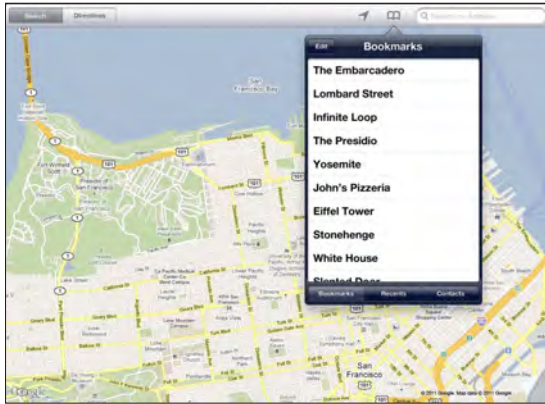
See a bookmarked or recently viewed location: Tap 🕮 at the top of the screen, then tap Bookmarks or Recents.

Clear the list of recents: Tap Clear.

Rearrange or delete a bookmark: Tap Edit.

Map Views

You can choose classic, satellite, hybrid, or terrain view. You can also see a location in street view, when available.

Change the view: Tap or drag the bottom-right corner of the screen, then tap Classic, Satellite, Hybrid, or Terrain.

See a street view: Tap a drop pin, then tap 🧍. You can flick up or down, or left or right, to pan through the 360° panoramic view. The inset in the lower-right corner shows your current view. Tap an arrow to move down the street. Street view isn't available in all areas.

To return to map view, tap the inset.
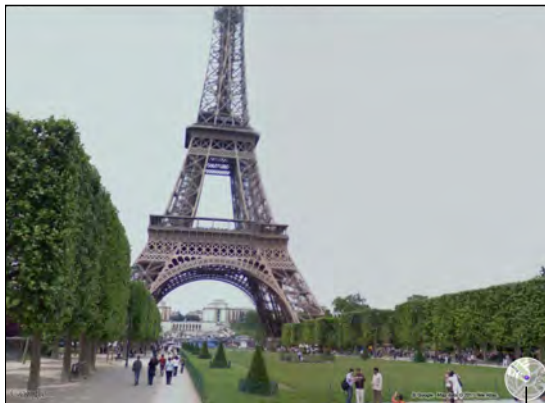
Tap to return to map view

Getting Directions

You can get step-by-step driving, public transit, or walking directions.

Get directions:

1 Tap Directions.

2 Tap the fields at the top of the screen to enter your starting and ending locations. Normally, iPad starts with your current location (if available).

   If an address is in your contacts list, tap ⌕, choose the contact, and tap Directions To Here or Directions From Here.

   Tap ⇄ to reverse the directions.

3 Select directions for driving (🚗), public transit (🚌), or walking (🚶) at the bottom of the screen.

   The available travel options depend on the route.

4 Do one of the following:

   • *To view directions one step at a time,* tap Start, and then tap ➡ to see the next leg of the trip. Tap ⬅ to go back.

   • *To view the directions in a list,* tap Start, and then tap ▤. Tap any item in the list to see a map showing that leg of the trip. Tap Route Overview to return to the overview screen.

   You can also get directions by finding a location on the map, tapping the pin that points to it, tapping ⓘ, then tapping Directions To Here or Directions From Here.

   Get reverse directions: Tap ⇄ to switch the start and end points.

   See recently viewed directions: Tap ⌕ in the search field, then tap Recents.

   See driving or walking directions: Tap 🚗 or 🚶.

   If you're driving or walking, the approximate distance and travel time appear onscreen. If traffic data is available, the driving time adjusts accordingly.

   See public transit directions: Tap 🚌.

   • Tap 🕐 to set your departure or arrival time, and to choose a schedule for the trip.

   • Tap Start, then tap ▤ to see the Route Overview screen. From there, you see the estimated arrival time, total fare, information about each leg of the trip, and the mode of transportation—including where you need to walk.

Showing Traffic Conditions

When available, you can show traffic conditions for major streets and highways on the map.

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

Green = posted speed limit

Yellow = slower than the posted speed limit

Red = stop and go
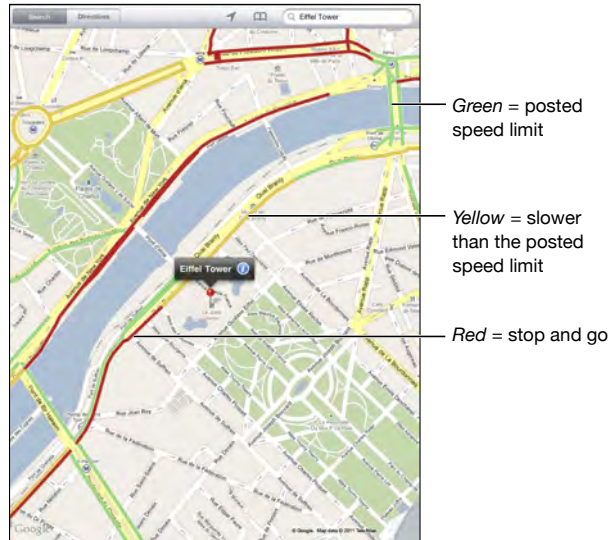
Streets and highways are color-coded according to the flow of traffic. If a street or highway is gray, traffic data isn't available.

If you don't see traffic conditions, zoom out to see major roads. Traffic conditions are not available in all areas.

Finding and Contacting Businesses

Find businesses in an area:

1 Find a location—for example, a city or a street address—or scroll to a location on the map.

2 Type the kind of business in the Search field and tap Search on the keyboard.

Pins appear for matching locations in the area. For example, if you locate your city and then type "movies" and tap Search, pins mark movie theaters in your city.

Tap the pin that marks a business to see its name or description.

Find businesses without first finding the location: Type things like:

- restaurants san francisco ca
- apple inc new york

Contact a business or get directions: Tap the pin that marks a business, then tap ⓘ next to the name.

From there, you can do the following:

- Tap Directions To Here or Directions From Here to find directions.
- Tap Home Page to visit the website, or Email to send an email.
- Tap "Add to Contacts," and then tap "Create New Contact" or "Add to Existing Contact."
- Share the location of the business by email.
- Tap 🧍 to see a street view.

See a list of businesses found in the search: Tap ▤ in the search field.

Choose a business from the Results list to see its location. Tap the pin that marks a business, then tap ⓘ next to the business to see its information.

Sharing Location Information

You can add a location to your contacts. You can also send links to a map location in email.

Add a location to your contacts list: Find a location, tap the pin that points to it, tap ⓘ next to the name or description, tap "Add to Contacts," and then tap "Create New Contact" or "Add to Existing Contact."

Email a link to a map location: Find a location, tap the pin that points to it, tap ⓘ, and then tap Share Location.

iPod

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Adding Music and More to iPad

Browse your music collection by song, artist, album, genre, or composer. Listen to your songs, audiobooks, and podcasts. Create and manage playlists, or use Genius to create playlists for you. Stream your music, podcasts, or audiobooks wirelessly to an Apple TV using AirPlay.

There are two ways to get music and other content onto iPad:

- Transfer content by syncing it from iTunes on your computer. You can sync all of your music, or you can select specific songs, podcasts, and iTunes U collections. See "Syncing with iTunes" on page 24.

- Use the iTunes Store on iPad to purchase and download songs, albums, TV shows, movies, music videos, and audiobooks. You can also stream and download audio and video podcasts, as well as iTunes U content. After listening to a podcast or watching a TV show, you can tap a link to get more episodes from the iTunes Store. See Chapter 17, "iTunes Store," on page 113.

Playing Music and Other Audio

Listen to audio using the built-in speaker. You can also attach wired headphones to the headphones port, or pair wireless Bluetooth headphones. Sound doesn't come out of the speaker when you attach or pair headphones.

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

Playing Songs

Browse your collection: Tap Music, Podcasts, Audiobooks, iTunes U, or Purchased. At the bottom of the screen, tap Songs, Artists, Albums, Genres, or Composers to browse.

Browse Genius playlists or Genius Mixes: Tap Genius or Genius Mixes. If Genius doesn't appear, you may need to turn on Genius in iTunes, then sync iPad. See "Making Genius Playlists" on page 110.

Play a song: Tap the song.

Controlling Song Playback

When you play a song, the Now Playing screen appears.

Pause a song	Tap ❚❚.
Resume playback	Tap ▶.
Raise or lower the volume	Drag the onscreen volume slider or use the iPad volume buttons.
Restart a song or a chapter in an audiobook or podcast	Tap ⏮.
Skip to the next song or chapter in an audiobook or podcast	Tap ⏭.
Go to the previous song or chapter in an audiobook or podcast	Tap ⏮ twice.
Rewind or fast-forward	Touch and hold ⏮ or ⏭—the longer you hold the control, the faster the song rewinds or fast-forwards.
View album art full-size	Tap the album cover when playing a song.

You can display playback controls when you're listening to music and using another app—or even when iPad is locked.

Display audio playback controls from another app or from the Lock screen: Double-click the Home ⃝ button, then flick from left to right along the bottom of the screen.

After using the controls, tap iPod to go your iPod library or click the Home ⃝ button to return to the app you were using.

If iPad is locked, the controls appear at the top of the screen and then disappear after you finish using them.

Additional Song Controls
From the Now Playing screen, tap the album cover to see the controls.

The repeat ⟲ and shuffle ⤬ controls appear along with the scrubber bar. You can see elapsed time, remaining time, and the song number.

Drag the playhead along the scrubber bar to skip to any point in the song. You can adjust the scrub rate from high-speed to fine by sliding your finger down as you drag the playhead along the scrubber bar. The scrub rate becomes slower the farther down you slide your finger.

Repeat   Playhead   Scrubber bar

Shuffle

Set iPad to repeat songs	Tap ⟲. Tap ⟲ again to set iPad to repeat only the current song. ⟲ = iPad is set to repeat all songs in the current album or list. ⟲ = iPad is set to repeat the current song over and over. ⟲ = iPad isn't set to repeat songs.
Skip to any point in a song	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate. The scrub rate becomes slower the farther down you slide your finger.
Set iPad to shuffle songs	Tap ⤬ to shuffle songs. Tap ⤬ again to set iPad to play songs in order. ⤬ = iPad is set to shuffle songs. ⤬ = iPad is set to play songs in order.

Shuffle the tracks in any playlist, album, or other list of songs	From the Now Playing screen, tap the album art to show the song controls onscreen. Tap ▤ at the bottom of the screen, then tap Shuffle ⤬ at the top of the list of songs.
	Whether or not iPad is set to shuffle, if you tap Shuffle at the top of a list of songs, iPad plays the songs from that list in random order.
Play music on an AirPlay sound system or Apple TV	Tap ▱ and choose a sound system. If ▱ doesn't appear or if you don't see the AirPlay system you're looking for, make sure it's on the same wireless network.
Switch from AirPlay back to iPad	Tap ▱ and choose iPad from the list.

Podcast and Audiobook Controls

From the Now Playing screen, tap the podcast or audiobook cover to see the controls.

The email control and playback speed control appear along with the scrubber bar. You can see elapsed time, remaining time, and the episode or chapter number. The scrubber bar lets you skip to any point in the podcast or audiobook.

Email   Playhead
Playback speed

Send an email link to this podcast: Tap ✉.

Skip to any point: Drag the playhead along the scrubber bar. Adjust the scrub rate from high-speed to fine by sliding your finger down as you drag the playhead along the scrubber bar. The scrub rate becomes slower the farther down you slide your finger.

Change the playback speed: Tap 1X to change the speed.

- 1X = Play at normal speed
- 2X = Play at double speed
- ½X = Play at half speed

30-second repeat   Track list
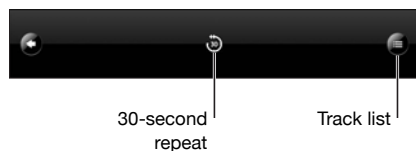
The 30-second repeat control and track list control appear at the bottom of the screen.

Play back the last 30 seconds: Tap ⟲.

See other podcasts in a series or chapters in an audiobook: Tap ▤. Tap the podcast or audiobook thumbnail to return to the Now Playing screen.

Viewing All Tracks on an Album

See all the tracks on the album that contains the current song: On the Now Playing screen, tap ▤. Tap a track to play it. Tap the album thumbnail to return to the Now Playing screen.

In track list view, you can assign ratings to songs. You can use ratings to create smart playlists in iTunes that dynamically update to include, for example, your highest rated songs.

Rate a song: Drag your thumb across the rating bar (the five dots under the playhead) to give the song zero to five stars.

Searching Music

You can search the titles, artists, albums, and composers of songs, podcasts, and other content you've synced to iPad.

Search music, podcasts, audiobooks, or other content in your library: Enter text in the search field at the top of a song list, playlist, artist list, or other view of your iPod content. (Tap the status bar to scroll quickly to the top of a list and reveal the search field.)

Search results appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

You can also use Spotlight to search for music. See "Spotlight Search" on page 157.

Using Playlists

A playlist is a custom compilation of songs. You might want to create a playlist for a specific mood or occasion or organize your music library. You can use three kinds of playlists on iPad—standard playlists, Genius playlists, and Genius Mixes.

Creating Playlists

You can make playlists from the music, podcasts, or audiobooks in your iPod library.

Make a standard playlist:

1 Tap iPod, then tap ✚ at the bottom of the screen.

2 Enter a name for the playlist, then tap Save.

3 Tap ⊕ next to your selections, then tap Done when you finish selecting. You can also tap Sources to browse for selections.

4 When you finish, tap Done.

You can also make playlists from other categories in your iPod library, such as podcasts or audiobooks.

When you make a playlist on iPad, the playlist is also saved in the iTunes library on your computer the next time you sync.

Edit a playlist: Tap the playlist, tap Edit, then do one of the following:

- *To move a selection higher or lower in the list,* drag ☰ next to the selection.
- *To delete a selection,* tap ⊖ next to the selection, then tap Delete. Deleting a song from a playlist doesn't delete it from iPad.
- *To add more songs,* tap Add Songs, tap ⊕ next to the selection, then tap Done.

Clear a playlist: Tap the playlist, tap Edit, then tap ⊖.

Making Genius Playlists

Genius finds songs in your iTunes library that go great together. A Genius playlist is a collection of songs that are picked for you to go with a song you choose from your library.

You can create Genius playlists in iTunes and sync them to iPad. You can also create and save Genius playlists on iPad.

To use Genius on iPad, first turn on Genius in iTunes, then sync iPad with iTunes. Genius is a free service, but requires an Apple ID.

Make a Genius playlist on iPad:

1 Tap ❅, then tap New.

2 Tap a song in the list. Genius creates a playlist of similar songs.

You can also make a Genius playlist of songs that go great with the song you're playing. From the Now Playing screen, tap the album cover to display additional controls, then tap ❅.

Save a Genius playlist: In the playlist, tap Save. The playlist is saved in Genius with the title of the song you picked.

You can make and save as many Genius playlists as you want. If you save a Genius playlist created on iPad, it syncs back to iTunes the next time you connect.

Refresh a Genius playlist: In the playlist, tap Refresh.

Refreshing a Genius playlist creates a Genius playlist of different songs that go great with the song you picked. You can refresh any Genius playlist, whether it was created in iTunes and synced to iPad, or created on iPad.

Create a Genius playlist from a new song: In the playlist, tap New, then pick a new song.

Delete a saved Genius playlist: Tap the Genius playlist, then tap Delete.

Once a Genius playlist is synced back to iTunes, you won't be able to delete it directly from iPad. You can use iTunes to edit the playlist name, stop syncing, or delete the playlist.

Playing Genius Mixes

Genius automatically searches your iPad library and finds songs from your library in that genre or format. Genius Mixes are recreated each time you listen to them, so they're always new and fresh.

Genius Mixes creates different mixes depending on the variety of music you have in your iPad library. For example, you may have Genius Mixes that highlight Classical, Jazz, or Alternative Rock songs.

Browse Genius Mixes: On the left side of the iPod window (below Genius), tap Genius Mixes.

Play a Genius Mix: Tap the mix.

Home Sharing

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

Note: Booklets, albums, LPs, and other bonus content can't be shared.

iPad and your computer must be on the same Wi-Fi network. iTunes on your computer must be open, with Home Sharing turned on and logged in to the same Apple account as Home Sharing on iPad.

Turn on Home Sharing in iTunes: On your computer, open iTunes and choose Advanced > Turn On Home Sharing. Enter your Apple ID and password, then click Create Home Share.

Play music or video on iPad from your iTunes library:

1 In Settings, choose iPod then, under Home Sharing, enter the same Apple ID and password you used when turning on Home Sharing in iTunes.

2 In iPod, tap More, then tap Shared and choose your iTunes library.

The Playlists, Artists, Songs, and other tabs in iPod now show the content of your iTunes library, instead of your iPad content.

Return to the content on your iPad: In iPod, tap More, then tap Shared and choose iPad at the top of the list.

Transferring Content

You can transfer purchases you make on iPad to a computer that's authorized to play content from your Apple ID. To authorize the computer, open iTunes on the computer and choose Store > Authorize This Computer.

Transfer purchased content: Connect iPad to your computer. iTunes asks if you want to transfer purchased content.

iTunes Store 17

About the iTunes Store

Use the iTunes Store to add content to your iPad. You can browse and purchase music and TV shows, buy and rent movies, or download and play podcasts or iTunes U collections.

Many movies and TV shows are available in both standard and high definition. To access the iTunes Store, iPad must have an Internet connection. See "Connecting to the Internet" on page 29.

Note: The iTunes Store is not available in all regions, and iTunes Store content may vary across regions.

Transferring Content

You can transfer purchases you make on iPad to a computer authorized to play content from your Apple ID.

Authorize a computer: Open iTunes on the computer, then choose Store > Authorize Computer.

Transfer purchased content: Connect iPad to your computer. iTunes verifies that you want to transfer purchased content.

Finding Music, Videos, and More

Browse content: At the top of the screen, browse by Genres, Featured, Top Charts, or Genius. At the bottom of the screen, tap Music, Movies, TV Shows, Podcasts, Audiobooks, iTunes U, or Downloads.
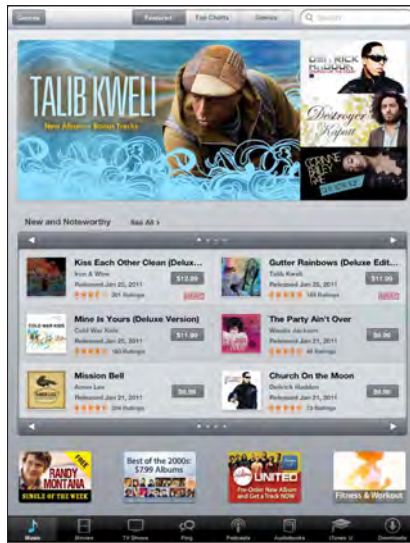
Search for content: Tap the search field at the top of the screen, then use the onscreen keyboard to enter one or more words. Tap Search on the keyboard. Search results are grouped by category, such as Movies, Albums, or Podcasts.

Tap an item to see more information. You can read reviews, write your own review, or email a link about the item to a friend. Depending on the item, you can also buy, download, or rent it.

Following Artists and Friends

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

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

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

Explore iTunes Ping on your iPad: Open the iTunes app, tap Ping (tap More first, if Ping isn't visible), and then:

- Tap Activity to see the latest from the people you follow. Updates include purchases, reviews, likes, comments, and posts.
- Tap People to see who you're following and who's following you, and to search for artists or friends.
- Tap My Profile to review your profile information.

Follow an artist: Tap Follow on the artist's profile page.

- *By searching:* Tap People, enter the artist's name in the search field at the top of the page, then tap Search. Tap the artist's name in the list of results, then tap Follow.
- *While browsing:* Tap Profile at the bottom of any album page, then tap Follow.

Follow a friend: Choose your starting group of friends when you set up your profile using iTunes on your Mac or PC. After that, you can follow friends using Ping on iPad.

- *By searching:* Tap People, enter your friend's name in the search field, then tap Search. Tap your friend's name in the list of matches, then tap Follow.
- *While exploring Ping:* Tap a person's name, then tap Follow.

When you follow someone, they don't automatically follow you. In your profile you can choose to approve or decline follow requests as they arrive, or simply accept all new followers without review.

Share your thoughts: As you browse albums and songs, tap Post to comment on a piece of music, or tap Like just to say you like it. Your friends will see your thoughts in their iTunes Ping Activity feed.

Share concert plans: Tap Concerts on your profile page to see upcoming performances by the artists you follow, and to see which of your friends are going to a show. Tap Tickets to buy your own ticket, or tap I'm Going to let others know you'll be there too. (Not available in all countries or regions.)

Purchasing Music or Audiobooks

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

To make purchases or write reviews, you need an Apple ID. iPad gets your account settings from iTunes when you sync. If you don't have an Apple ID, or if you want to make purchases from a different Apple ID, go to Settings > Store.

You don't need an Apple ID to play or download podcasts or iTunes U classes.

Preview a song: Tap the number in the column, then tap ▶.

Preview an audiobook: Tap the item.

Purchase and download a song, album, or audiobook:

1 Tap the price and tap Buy.

2 Sign in using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Purchases are charged to your Apple ID. If you make additional purchases within fifteen minutes, you don't have to enter your password again.

An alert appears if you previously purchased one or more songs from an album. Tap Buy if you want to purchase the entire album including the songs you already purchased, or tap Cancel if you want to purchase any remaining songs individually.

Once you purchase an item, it begins downloading. See "Checking Download Status" on page 117.

Purchased songs are added to the Purchased playlist on iPad (iPod > Purchased). If you delete the Purchased playlist, iTunes creates a new one when you buy an item from the iTunes Store.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you sign in to your account, your remaining store credit appears with your account information at the bottom of most iTunes Store screens.

Enter a redemption code: Tap Music, scroll to the bottom of the screen, tap Redeem, and follow the onscreen instructions.

Purchasing or Renting Videos

When you find a movie, TV show, or music video you like in the iTunes Store, you can purchase and download it to iPad. You can purchase movies and TV shows in standard (480p) or high definition (720p) format. If you purchase a high definition version, you also receive the standard definition version.

Preview a video: Tap Preview.

Purchase or rent a video:

1 Tap Buy or Rent.

2 Sign in using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Your purchase is charged to your Apple ID. For additional purchases made within the next fifteen minutes, you don't have to enter your password again.

Once you purchase an item it begins downloading. Rented movies won't begin playing until the download completes. See "Checking Download Status" on page 117.

Purchased videos are added to the Purchased playlist on iPad (iPod > Purchased). If you delete the Purchased playlist, iTunes creates a new one the next time you buy an item from the iTunes Store. Purchased videos also appear in the Video app.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you're signed in using your Apple ID, your remaining store credit appears with your account information at the bottom of most iTunes Store screens.

Enter a redemption code: Tap Music, then tap Redeem at the bottom of the screen and follow the onscreen instructions.

Listening to or Watching Podcasts

You can listen to audio podcasts or watch video podcasts on iPad. You can also download podcasts to iPad, and sync them to the iTunes library on your computer when you connect.

Tap Podcasts at the bottom of the iTunes Store screen. Browse by Featured or Top Charts. To see a list of episodes, tap a podcast. The 🖵 icon indicates video podcasts.

Listen to a podcast: Tap the podcast title.

Download a podcast: Tap the Free button, then tap Get Episode. Downloaded podcasts appear in the Podcasts list in iPod.

Listen to or watch a podcast you downloaded: In iPod, tap Podcasts, then tap the podcast. Video podcasts also appear in the Video app.

Get more episodes of the podcast you downloaded: In the Podcasts list in iPod, tap the podcast, then tap Get More Episodes.

Delete a podcast: In the Podcasts list in iPod, swipe left or right on the podcast, then tap Delete.

Checking Download Status

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

See the status of items being downloaded: Tap Downloads.

To pause a download, tap ⏸.

If a download is paused or interrupted, iPad starts the download again the next time it connects to the Internet. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer has an Internet connection and is signed in using the same Apple ID).

See the status of pre-ordered items: Tap Downloads.

Pre-ordered items appear in a list until the date the item is released. Tap the item for release date information. Once the item is available for download, a download 🔽 icon appears next to the download.

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

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

Some albums include bonus content, which is downloaded to your iTunes library on your computer. Not all bonus content is downloaded directly to iPad.

Download bonus content: Sign in using your Apple ID. In iTunes, choose Store > "Check for Available Downloads," then click Check.

Syncing Content

iTunes automatically syncs everything you download or purchase on iPad to your iTunes library when you connect iPad to your computer. This lets you access the downloads on your computer and provides a backup if you delete purchased content from iPad.

Purchased content is synced to the "Purchased on <name of your iPad>" playlist. iTunes creates the playlist if it doesn't exist. iTunes also syncs your purchases to the Purchased playlist that iTunes uses for purchases you make on your computer, if that playlist exists and is set to sync with iPad.

Podcasts you download sync to the Podcast list in your iTunes library.

Viewing Apple ID Information

To view iTunes Store information for your Apple ID on iPad, scroll to the bottom of the screen and tap Sign In. If you're already signed in, tap Account. Or, go to Settings > Store and tap View Apple ID. You must be signed in to view your account information.

Verifying Purchases

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

Verify your purchases:

1 Make sure your computer has an Internet connection.

2 In iTunes, choose Store > Check for Available Downloads.

3 Enter your Apple ID and password, then click Check.

Purchases not yet on your computer are downloaded.

The Purchased playlist displays your purchases. However, because you can add or remove items in this list, it might not be accurate. To see all of your purchases, sign in to your account, choose Store > View My Account, then click Purchase History.

App Store 18

About the App Store

Use the App Store to add apps to iPad. Browse, purchase, and download apps specifically designed for iPad, or for iPhone and iPod touch.

Apps you download from the App Store and install on iPad are backed up to your iTunes library the next time you sync. When you sync, you can also install apps on iPad that you purchase through iTunes on your computer. iPad works with most iPhone and iPod touch apps, so if you already have apps for your iPhone or iPod touch, you can sync them to iPad from your Mac or PC. Use them at their original size, or tap **2x** in the lower-right corner of the screen to expand them.

Note: The App Store and some apps are not available in all areas. App availability and pricing are subject to change.

To use the App Store, iPad must have an Internet connection. See "Connecting to the Internet" on page 29. You also need an Apple ID (not available in some countries) to download apps. iPad gets your Apple ID settings from iTunes. If you don't have an Apple ID, or if you want to make purchases using a different Apple ID, go to Settings > Store. See "Store" on page 170.

Browsing and Searching

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

Browse apps: Tap Featured, Top Charts, or Categories at the bottom of the screen.

Browse using Genius: Tap Genius to see a list of recommended apps, based on what's already in your app collection. To turn Genius on, follow the onscreen instructions. Genius is a free service, but it requires an Apple ID.

Search for apps: Tap the search field at the top of the screen and enter one or more words. Choose from the list of suggestions, or tap Search on the keyboard.

Getting More Information

Tap any app in a list to see the Info screen, which shows the app's price, screenshots, and ratings.

Email a link to the app's Info page: Tap "Tell a Friend" at the top of the screen.

Report a problem: Tap "Report a Problem" at the top of the Info screen. Select a problem from the list or type your comments, then tap Report.

View screenshots: Scroll down to the screenshots, then flick left or right to see additional screenshots.

Get ratings and read reviews: Scroll down to "Customer Ratings and Reviews."

Buying Apps

When you find an app you want in the App Store, you can purchase and download it to iPad. If the app is free, you can download it without charge.

Once you download an app, it's immediately installed on iPad.

Purchase and download an app:

1 Tap the price, then tap Buy App (or tap Free, then tap Install App).

2 Sign in using your Apple ID if requested, then tap OK.

If you don't have an Apple ID, tap Create New Apple ID to set one up.

Purchases are charged to your Apple ID. If you make additional purchases within fifteen minutes, you don't have to enter your password again.

You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you sign in using your Apple ID, your remaining store credit appears with your account information at the bottom of most App Store screens.

Enter a redemption code: Tap Featured or Top Charts, scroll to the bottom of the screen, tap Redeem, then follow the onscreen instructions.

See the status of app downloads: After you begin downloading an app, its icon appears on the Home screen with a progress indicator.

If a download is interrupted, iPad starts the download again the next time it connects to the Internet. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in using the same Apple ID).

Using Apps

Apps designed for iPad work in any orientation—portrait or landscape. When you use an app in landscape orientation, it fills the screen.

On iPad, you can use apps designed for iPhone or iPod touch at their original size, or expand them.

Expand an app: Tap ⓿ in the lower-right corner.

Return an app to its original size: Tap ⓿ in the lower-right corner.

Some apps let you make purchases within the app. You can restrict in-app purchases in Settings. See "Restrictions" on page 158.

Some apps use push notifications to alert you of new information, even when the app isn't running. Notifications vary by app, but may include text or sound alerts, or a number on the app icon on the Home screen.

Updating Apps

The App Store checks for updates to apps you install. The App Store icon shows the total number of app updates available.

If an update is available when you access the App Store, the Updates screen appears immediately. App updates are downloaded and installed when you choose to update them.

Note: App upgrades are new releases, which you can purchase or download.

Update an app:

1 At the bottom of the screen, tap Updates.

2 Tap an app to see more information about the update.

3 Tap Update.

Update all apps: At the bottom of the screen, tap Updates, then tap Update All.

If you try to update an app purchased with a different Apple ID, you're prompted for that Apple ID and password.

Writing Reviews

You can write and submit app reviews on iPad.

Write a review:

1 On the Info screen, scroll down to "Customer Ratings and Reviews."

2 Tap "Write a Review."

3 Set the rating (1–5 stars), enter a title for the review, and add optional review comments.

4 Tap Submit.

Before submitting a review, you must be signed in with your Apple ID and have purchased or downloaded the app.

Deleting Apps

You can delete iPad apps that you've installed from the App Store. You can't delete built-in iPad apps.

When you sync, iTunes automatically backs up any apps you download to iPad. If you delete an app on iPad, you can reinstall it if it was previously synced.

Important: If you delete an app, the documents associated with the app are deleted from iPad, unless you reinstall the app and restore its data from a backup using iTunes.

Delete an App Store app:

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

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

3 Tap Delete.

Press the Home ◻ button to cancel.

When you delete an app, its data is no longer accessible, but it isn't erased from iPad. For information about erasing all content and settings, see "Resetting iPad" on page 162.

Syncing Purchases

When you connect iPad to your computer, iTunes automatically syncs apps you download or purchase on iPad to your iTunes library. This lets you access the downloaded apps on your computer and provides a backup if you delete apps from iPad.

Downloaded apps are backed up the next time you sync with iTunes. Afterwards, only app data is backed up when you sync with iTunes.

Apps are synced to the Apps list in your iTunes library.

iBooks

About iBooks

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

Add ePub books and PDFs to your bookshelf using iTunes. Then tap a book to start reading. iBooks remembers your location, so you can easily return to where you left off. A wide range of display options makes the books easy to read.

iBooks and the iBookstore aren't available in all languages and locations.
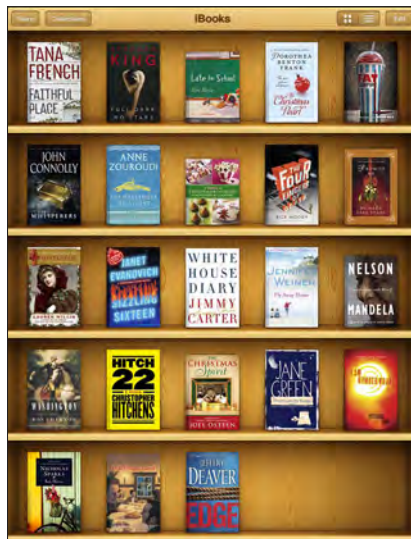
Available on the iBookstore. Title availability is subject to change.

To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple account. If you don't have an Apple account, or if you want to make purchases using a different Apple ID, go to Settings > Store.

Syncing Books and PDFs

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

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

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

If a PDF doesn't appear in the Books pane, you need to change its type in iTunes. Search your iTunes library to find the PDF file, select it, then choose File > Get Info. In the Options section of the file information window, choose Book from the Media Kind pop-up menu, then click OK.

Using the iBookstore

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

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

Get more information: In the iBookstore, you can read a summary of the book, read or write a review, and download a sample of the book before buying it.

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

The purchase is charged to your Apple account. If you make additional purchases within the next fifteen minutes, you don't have to enter your password again.

If you've already purchased a book and want to download it again, tap Purchases in the iBookstore and find the book in the list. Then tap Redownload.

Books that you purchase are synced to your iTunes library the next time you sync iPad with your computer. This provides a backup in case you delete the book from iPad.

Reading Books

Reading a book is easy. Go to the bookshelf and tap the book you want to read. If you don't see the book you're looking for, tap Collections to view other groups of books.
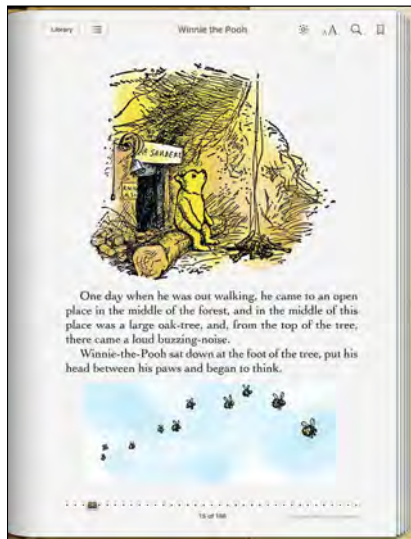
Turn pages: Tap near the right or left margin of a page, or flick left or right. To change the direction the page turns when you tap the left margin, go to Settings > iBooks.

Go to a specific page: Tap near the center of the current page to show the controls. Drag the page navigation control at the bottom of the screen to the desired page, then let go.

Go to the table of contents: Tap near the center of the current page to show the controls, then tap ☰. Tap an entry to jump to that location, or tap Resume to return to the current page.

Add or remove a bookmark: Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to add a bookmark when you close a book, because iBooks remembers where you left off and returns there when you open the book again.

Add, remove, or edit a highlight: Touch and hold any word until it's selected. Use the grab points to adjust the selection, then tap Highlight. To remove a highlight, tap the highlighted text, then tap Remove Highlight. To change the color of a highlight, tap the highlighted text, then tap Colors and select a color from the menu.

Add, view, or remove a note: Touch and hold any word until it's selected. Use the grab points to adjust the selection, then tap Note. Type some text, then tap Done. To view a note, tap the indicator in the margin near the highlighted text. To remove a note, tap the highlighted text, then choose Delete Note. To change the color of a note, tap the highlighted text, then tap Colors and select a color from the menu.

See all your bookmarks, highlights and notes: To see the bookmarks, highlights, and notes you've added, tap ☰, then tap Bookmarks. To view a note, tap its indicator.

Enlarge an image: Double-tap an image.

To read a book while lying down, use the screen rotation lock to prevent iPad from rotating the display when you tilt iPad. For information, see "Viewing in Portrait or Landscape" on page 16.

Reading PDFs

You can use iBooks to read PDFs. Go to the bookshelf and tap Collections, select a collection, then tap the PDF you want to read.

Turn pages: Flick left or right.

Enlarge a page: Pinch to zoom in on the page, then scroll to see the portion you want.

Go to a specific page: Tap near the center of the current page to show the controls. Then, in the page navigation controls at the bottom of the page, drag until the desired page number appears, or tap a thumbnail to jump to that page.

Add or remove a bookmark: To add a bookmark, tap the ribbon button. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to set a bookmark when you close a PDF, because iBooks remembers where you left off and returns there when you open the PDF again.

Go to the table of contents: Tap near the center of the current page to show the controls, then tap ☰. Tap an entry to jump to that location, or tap Resume to return to the current page. If the author hasn't defined a table of contents, you can tap a page icon instead.

Changing a Book's Appearance

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

Change the font or type size: Tap $_A$A, then in the list that appears, tap $_A$ or A to reduce or enlarge the type size. To change the font, tap Fonts, then select one from the list. Changing the font and size also changes text formatting.

Change the brightness: Tap ☀, then adjust the brightness.

Change the page and type color: Tap $_A$A, then turn the Sepia option on to change the color of the page and type. This setting applies to all books.

You can change the way that iBooks justifies the text of paragraphs in Settings > iBooks.

Searching Books and PDFs

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

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