

Universal Access features

iPad incorporates numerous accessibility features, including:

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

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

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

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

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

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

About VoiceOver

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

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

Touch the screen or drag your fingers to hear different items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions for you—for example, “double-tap to open.” To interact with items on the screen, such as buttons and links, use the gestures described in “Learning VoiceOver gestures” on page 110.

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



Note: VoiceOver speaks in the language specified in International settings, which may be influenced by the Region Format setting (Settings > General > International > Region Format). VoiceOver is available in many languages, but not all.

Setting up VoiceOver

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

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



Turn VoiceOver on or off: Go to Settings > General > Accessibility > VoiceOver. You can also set Triple-click Home to turn VoiceOver on or off. See "Triple-click Home" on page 116.

Turn spoken hints on or off	Go to Settings > General > Accessibility > VoiceOver. When Speak Hints is turned on, VoiceOver may tell you the action of the item or provide instructions for you—for example, "double-tap to open." You can also add Hints to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 111.
Set the VoiceOver speaking rate	Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 111.
Change typing feedback	Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.
Use phonetics in typing feedback	Go to Settings > General > Accessibility > VoiceOver > Use Phonetics. Text is read character-by-character. Voiceover first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."
Use pitch change	Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change. VoiceOver uses a higher pitch when entering a letter, and a lower pitch when deleting a letter. VoiceOver also uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group.
Set the rotor options for web browsing	Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag  up to reposition an item.
Change VoiceOver pronunciation	Set the rotor to Language and then swipe up or down. The Language rotor position is available when you select more than one pronunciation.
Select the pronunciations available in the language rotor	Go to Settings > General > Accessibility > VoiceOver > Language Rotor. To change the position of a language in the list, drag  up or down.
Change the language for iPad	Go to Settings > General > International > Language. Some languages may be affected by the Region Format setting in Settings > General > International > Region Format.
Skip images while navigating	Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.
Speak notifications when you unlock iPad	Go to Settings > General > Accessibility > VoiceOver > Speak Notifications. If this is off, iPad speaks only the time when you unlock it.

Using VoiceOver

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

Enable vertical navigation	Add Vertical Navigation to the rotor, use the rotor to select it, then swipe up or down to move to the item above or below. See “Using the VoiceOver rotor control” on page 111.
Select the first or last element on the screen	Flick up or down with four fingers.
Unlock iPad	Select the Unlock button, then double-tap the screen.
Select an item by name	Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or flick right or left to move through the list alphabetically, or tap the table index to the right of the list and flick up or down to move quickly through the list of items.
Change the name of a screen item so it’s easier to find	Tap and hold with two fingers anywhere on the screen.
Speak the text of the selected element: Flick down or up with one finger to read the next or previous word or character (twist the rotor control to choose characters or words). You can include the phonetic spelling. See “Setting up VoiceOver” on page 108.	
Stop speaking an item	Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.
Change the speaking volume	Use the volume buttons on iPad, or add volume to the rotor and swipe up and down to adjust. See “Using the VoiceOver rotor control” on page 111.
Mute VoiceOver	Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the Side Switch to Mute. If an external keyboard is connected, you can also press the Control key on the keyboard to mute or unmute VoiceOver.
Change the reading voice	Go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.
Speak the entire screen from the top	Flick up with two fingers.
Speak from the current item to the bottom of the screen	Flick down with two fingers.
Speak the iPad status information	Tap the top of the screen to hear such information as the time, battery life, Wi-Fi signal strength, and more.
“Tap” the selected item when VoiceOver is on: Double-tap anywhere on the screen.	
“Double-tap” the selected item when VoiceOver is on	Triple-tap anywhere on the screen.
Adjust a slider	With a single finger, flick up to increase the setting or down to decrease the setting.
Scroll a list or area of the screen	Flick up or down with three fingers. Flick down to page down through the list or screen, or flick up to page up. When paging through a list, VoiceOver speaks the range of items displayed (for example, “showing rows 5 through 10”). You can also scroll continuously through a list, instead of paging through it. Double-tap and hold. When you hear a series of tones, you can move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.

Use a list index	Some lists have an alphabetical index along the right side. The index can't be selected by flicking between elements; you must touch the index directly to select it. With the index selected, flick up or down to move along the index. You can also double-tap, then slide your finger up or down.
Reorder a list	Some lists, such as Rotor and Language Rotor in Accessibility settings can be reordered. Select  on the right side of an item, double-tap and hold until you hear a sound, then drag up or down. VoiceOver speaks the item you've moved above or below, depending on the direction you're dragging.
Rearrange the Home screen	On the Home screen, select the icon you want to move. Double-tap and hold the icon, then drag it. VoiceOver speaks the row and column position as you drag the icon. Release the icon when it's in the location you want. You can drag additional icons. Drag an item to the left or right edge of the screen to move it to a different page of the Home screen. When you finish, press the Home button  .
Turn the screen curtain on or off	Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.
Unlock iPad	Select the Unlock switch, then double-tap the screen.

Learning VoiceOver gestures

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

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

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

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

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

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

Here's a summary of key VoiceOver gestures:

Navigate and read

- *Tap:* Speak item.
- *Flick right or left:* Select the next or previous item.
- *Flick up or down:* Depends on the Rotor Control setting. See "Using the VoiceOver rotor control" on page 111.
- *Two-finger tap:* Stop speaking the current item.
- *Two-finger flick up:* Read all from the top of the screen.

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

Activate

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

Using the VoiceOver rotor control

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

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



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

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

Reading text

Select and hear text by:

- Character, word, or line

Speaking

Adjust VoiceOver speaking by:

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

See “Controlling VoiceOver using an Apple Wireless Keyboard” on page 114.

Navigating

Select and hear text by:

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

Zoom in or out

Entering text

Move insertion point and hear text by:

- Character, word, or line

Select edit function

Select language

Using a control

Select and hear values by:

- Character, word, or line

Adjust the value of the control object

Entering and editing text with VoiceOver

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

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

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


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

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

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

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

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

Choose standard or touch typing	With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then flick up or down.
Delete a character	Select  , then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character you want to delete. VoiceOver speaks the character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.
Select text	Set the rotor to Edit, flick up or down to choose Select or Select All, then double-tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. If you chose Select All, the entire text is selected. Pinch apart or together to increase or decrease the selection.
Cut, copy, or paste	Make sure the rotor is set to edit. With text selected, flick up or down to choose Cut, Copy, or Paste, then double-tap.

Undo	Shake iPad, flick left or right to choose the action to undo, then double-tap.
Enter an accented character	In standard typing mode, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.
Change the language you're typing in	Set the rotor to Language, then flick up or down. Choose "default language" to use the language specified in International settings. The Language rotor appears only if you select more than one language in the VoiceOver Language Rotor setting. See "Setting up VoiceOver" on page 108.

Using VoiceOver with Safari

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

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

Using VoiceOver with Maps

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

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

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

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

Controlling VoiceOver using an Apple Wireless Keyboard

You can control VoiceOver on iPad using an Apple Wireless Keyboard. See "Using Bluetooth devices" on page 37.

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

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

VoiceOver keyboard commands

VO = Control-Option

Read all, starting from the current position	VO-A
Read from the top	VO-B
Move to the status bar	VO-M
Press the Home button	VO-H
Select the next or previous item	VO-Right Arrow or VO-Left Arrow
Tap an item	VO-Space bar
Double-tap with two fingers	VO-"-"
Choose the next or previous rotor item	VO-Up Arrow or VO-Down Arrow

Choose the next or previous speech rotor item	VO–Command–Left Arrow or VO–Command–Right Arrow
Adjust speech rotor item	VO–Command–Up Arrow or VO–Command–Down Arrow
Mute or unmute VoiceOver	VO–S
Turn the screen curtain on or off	VO–Shift–S
Turn on VoiceOver help	VO–K
Return to the previous screen, or turn off VoiceOver help	Escape

Quick Nav

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

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

Single-letter Quick Nav for the web

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

H	Heading
L	Link
R	Text field
B	Button
C	Form control
I	Image
T	Table
S	Static text
W	ARIA landmark
X	List
M	Element of the same type
1	Level 1 heading
2	Level 2 heading
3	Level 3 heading
4	Level 4 heading
5	Level 5 heading
6	Level 6 heading

Using a braille display with VoiceOver

You can use a refreshable Bluetooth braille display to read VoiceOver output in braille, and you can use a braille display with input keys and other controls to control iPad when VoiceOver is turned on. iPad works with many of the most popular wireless braille displays. For a list of supported braille displays, go to www.apple.com/accessibility/iphone/braille-display.html.

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

Turn contracted braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.
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Turn eight-dot braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.
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For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to support.apple.com/kb/HT4400.

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

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

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


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

- Announcement History contains an unread message
- The current Announcement History message hasn't been read
- VoiceOver speech is muted
- The iPad battery is low (less than 20% charge)
- iPad is in landscape orientation
- The screen display is turned off
- The current line contains additional text to the left
- The current line contains additional text to the right

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

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

Triple-click Home

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

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

Triple-click Home is normally turned off.

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

Zoom

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

Turn Zoom on or off: Go to Settings > General > Accessibility > Zoom. Or, use Triple-click Home. See "Triple-click Home" on page 116.

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

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See "Using an Apple Wireless Keyboard" on page 31.

Large Text

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

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

White on Black

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

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

Speak Selection

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

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

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

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

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

Speak Auto-text also works with VoiceOver or Zoom.

Mono Audio

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

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

AssistiveTouch

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

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

Adjust the tracking speed	Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.
Show or hide the AssistiveTouch menu	Click the secondary button on your accessory.
Hide the menu button	Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.
Perform a flick or drag that uses 2, 3, 4, or 5 fingers	Tap the menu button, tap Gestures, and then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, flick or drag in the direction required by the gesture. When you're finished, tap the menu button.
Perform a pinch gesture	Tap the menu button, tap Favorites, and then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.
Create your own gesture	Tap the menu button, tap Favorites, and then tap an empty gesture placeholder. You can also go to Settings > General > Accessibility > AssistiveTouch > "Create custom gesture."
Lock or rotate the screen, adjust iPad volume, toggle the Side Switch, or simulate shaking iPad	Tap the menu button, then tap Device.
Simulate pressing the Home button	Tap the menu button, then tap Home.
Move the menu button	Drag it to any location on the screen.
Exit a menu without performing a gesture	Tap anywhere outside the menu.

Universal Access in OS X

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

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

Minimum font size for mail messages

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

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

The Large Text setting overrides this minimum font size.

Widescreen keyboards

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

Closed captioning

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

Not all video content includes closed captions.

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Airplane Mode

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

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


When airplane mode is on, ✈ appears in the status bar at the top of the screen, and iPad emits no Wi-Fi, cellular (4G or 3G models), or Bluetooth signals. You won't be able to use apps or features that depend on these connections.

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

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

Wi-Fi

Joining a Wi-Fi network



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

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

If no Wi-Fi networks are available, iPad (4G or 3G models) connect over your cellular network, if possible.

You can also use iPad to set up a new AirPort base station that provides Wi-Fi services to your home or office. See "Setting up an AirPort base station" on page 121.

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

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

Setting up an AirPort base station

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

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

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

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

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

Notifications

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

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

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

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

Change the number of recent notifications shown	Go to Settings > Notifications, then choose an item from the In Notification Center list. Tap Show to select how many notifications of this type appear in Notification Center.
Change the alert styles	Go to Settings > Notifications, then choose an item from the In Notification Center list. Choose an alert style, or select None to turn off alerts and banners. Notifications will still appear in Notification Center.
Change the order of notifications	Go to Settings > Notifications, then tap Edit. Drag the notifications to reorder them. To turn off a notification, drag it to the Not In Notification Center list.

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

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

Location Services

Location Services lets apps such as Reminders, Maps, Camera, and third-party location-based apps gather and use data showing your location. Your approximate location is determined using available information from cellular network data (4G or 3G models), and from local Wi-Fi networks (if you have Wi-Fi turned on). To conserve battery life, turn Location Services off when you're not using it.

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

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

The location data collected by Apple doesn't personally identify you. If you have third-party apps on iPad that use Location Services, review the third party's terms and privacy policy for each app to understand how it uses your location data.

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

Cellular Data

Use Cellular Data settings (on models that support cellular connections) to activate cellular data service, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the micro-SIM card. With some carriers, you can also change your data plan.

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

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

VPN

VPNs used within organizations let you communicate private information securely over a non-private network. You may need to configure VPN, for example, in order to access your work email. This setting appears when you have VPN configured on iPad, and lets you turn VPN on or off. See “Network” on page 125.

Personal Hotspot

With iPad Wi-Fi + 4G models, you can use Personal Hotspot to share an Internet connection with a computer or other device—such as an iPod touch, iPhone, or other iPad—connected to your iPad via Wi-Fi. You can also use Personal Hotspot to share an Internet connection with a computer connected to iPad via Bluetooth or USB. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

Note: This feature may not be available in all areas. Additional fees may apply. Contact your carrier for more information.

Share an Internet connection: Go to Settings > General > Network and tap Set Up Personal Hotspot—if it appears—to set up the service with your carrier.

After you turn on Personal Hotspot, other devices can connect in the following ways:

- *Wi-Fi:* On the device, choose your iPad from the list of available Wi-Fi networks.
- *USB:* Connect your computer to iPad using the Dock Connector to USB Cable. In your computer’s Network preferences, choose iPad and configure the network settings.
- *Bluetooth:* On iPad, go to Settings > General > Bluetooth and turn on Bluetooth. To pair and connect iPad with your device, refer to the documentation that came with your computer.

When a device is connected, a blue band appears at the top of the iPad screen. Personal Hotspot remains on when you connect with USB, even when you aren’t actively using the Internet connection.

Note: The Personal Hotspot icon  appears in the status bar of iOS devices using the Personal Hotspot.

Change the Wi-Fi password for iPad	Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least 8 characters.
Monitor your cellular data network usage	Go to Settings > General > Usage > Cellular Usage.

Brightness & Wallpaper

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

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

Set whether iPad adjusts screen brightness automatically	Go to Settings > Brightness & Wallpaper and turn Auto-Brightness on or off. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.
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Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. See “Changing the wallpaper” on page 27.

Picture Frame

Picture Frame mode turns iPad into an animated picture frame. Choose which transition to use, the duration of each photo, and which album to display. Choose whether to zoom in on faces and whether to shuffle photos.

Start Picture Frame: Tap  on the Lock screen.

Remove the Picture Frame button from the lock screen Go to Settings > General > Passcode Lock.

General

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

About

Go to Settings > General > About to get information about your iPad, including available storage space, serial numbers, network addresses, and legal and regulatory information. You can also view and turn off diagnostic information that's sent to Apple.

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

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

Software Update

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

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

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

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

Usage

You can view available storage space, the percentage of battery power remaining, and, on 4G or 3G models, cellular usage.

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

Manage iCloud storage	Go to Settings > General > Usage > Manage Storage. You can view or delete backups, and turn off backing up your Camera Roll. You can also buy additional iCloud storage space.
View app storage	Go to Settings > General > Usage. Each installed app's total storage space is shown. For more details, tap the app's name.
See your cellular usage	Go to Settings > General > Usage > Cellular Usage. Available on 4G or 3G models.
Reset your usage statistics	Go to Settings > General > Usage > Cellular Usage, then tap Reset Statistics to clear the data and cumulative time statistics.
Show battery percentage	Go to Settings > General > Usage and turn Battery Percentage on.

Sounds

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

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

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

Allow the volume buttons to change the alerts volume	Go to Settings > General > Sounds and turn on “Change with Buttons.”
Change the alert and other sounds	Go to Settings > General > Sounds and select tones for the items in the list.
Change the volume of other sounds	Use the volume buttons on the side of iPad.

Network

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

Add a new VPN configuration	Go to Settings > General > Network > VPN > Add VPN Configuration. Ask your network administrator which settings to use. In most cases, if you’ve set up VPN on your computer, you can use the same VPN settings for iPad. See “VPN” on page 123.
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For information about Wi-Fi settings, see “Wi-Fi” on page 120.

Bluetooth

iPad can connect wirelessly to Bluetooth devices such as headphones. You can also connect the Apple Wireless Keyboard using Bluetooth. See “Using an Apple Wireless Keyboard” on page 31.

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

Connect to a Bluetooth device	Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for instructions about Bluetooth pairing.
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iTunes Wi-Fi Sync

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

Enable iTunes Wi-Fi Sync: Connect iPad to your computer using the Dock Connector to USB Cable. In iTunes, turn on “Sync over Wi-Fi connection” in the device’s Summary pane. See “Syncing with iTunes” on page 20.

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

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


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

Spotlight Search

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

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

Set the order of search result categories

Go to Settings > General > Spotlight Search. Touch  next to an item and drag to move the item in the list.

Auto-Lock

Locking iPad turns off the display, preserves battery power, and prevents unintended operation of iPad.

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

If you're listening to music while the screen is locked, use the volume buttons to adjust the volume.

Passcode Lock

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

Setting a passcode enables data protection. See "Security features" on page 38.

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

If you forget your passcode, you must restore the iPad software. See "Updating iPad" on page 139.

Turn passcode lock off or change your passcode

Go to Settings > General > Passcode Lock.

Set how long before your passcode is required

Go to Settings > General > Passcode Lock and enter your passcode. Tap Require Passcode, then select how long iPad will wait after being locked before it requires your passcode in order to be unlocked again.

Turn Simple Passcode on or off

Go to Settings > General > Passcode Lock.

A simple passcode is a four-digit number. To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters.

Erase data after ten failed passcode attempts

Go to Settings > General > Passcode Lock and tap Erase Data.

After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.

Turn Picture Frame on or off

Go to Settings > General > Passcode Lock. See "Picture Frame" on page 124.

iPad Cover Lock / Unlock

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

Restrictions

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

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

Important: If you forget your restrictions passcode, you must restore the iPad software. See "Restoring iPad" on page 139.

You can set the following restrictions:

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

Side Switch

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

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

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

The Side Switch doesn't mute audio or video playback. Use the volume buttons on the side to silence these sounds.

Multitasking Gestures

Multitasking gestures let you quickly switch between apps, reveal the multitasking bar, and go the Home screen. See "Using multitasking gestures" on page 16.

Date & Time

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

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

Set whether iPad updates the date and time automatically

Go to Settings > General > Date & Time.

If iPad is set to update the time automatically, it determines your time zone based on your Internet connection and updates it for the time zone you're in. If you're traveling, iPad may not be able to automatically set the local time.

Set the date and time manually

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

Keyboard

You can turn on keyboards for writing in different languages, and you can turn typing features, such as spell-checking, on or off. For information about keyboard options, see "Typing" on page 28. To reset the keyboard dictionary, see "Reset" on page 129.

For information about using international keyboards, see Appendix B, "International Keyboards," on page 132.

International

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

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

Set the calendar format

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

Set the date, time, and telephone number formats

Go to Settings > General > International > Region Format, then choose your region.

The Region Format also determines the language used for the days and months that appear in apps.

Accessibility

To turn on accessibility features, choose Accessibility and choose the features you want. See Chapter 24, "Accessibility," on page 107.

Profiles

This setting appears if you install one or more profiles on iPad. Tap Profiles to see information about the profiles you install. For more information about profiles, see Appendix A, "iPad in Business," on page 130.

Reset

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

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

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

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

Settings for apps

See other chapters for information about settings for apps. For example, for Safari settings, see Chapter 4, "Safari," on page 40.

iPad in the enterprise

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

Using configuration profiles

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

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

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

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

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

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

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

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

Setting up Microsoft Exchange accounts

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

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

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

VPN access

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

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

LDAP and CardDAV accounts

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

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

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

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

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International Keyboards


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

Adding and removing keyboards

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



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

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

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

Switching keyboards

To enter text in a different language, switch keyboards.

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

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

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

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

Chinese

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

Typing using Pinyin

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

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

Typing using Cangjie

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

Typing using Stroke (Wubihua)

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

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

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

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

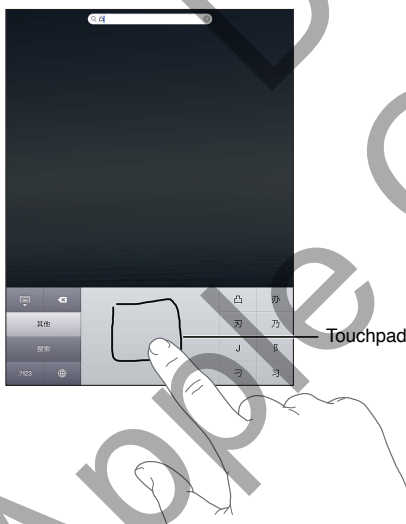
Typing using Zhuyin

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

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

Drawing Chinese characters

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



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

Roman characters are also recognized.

Converting between Simplified and Traditional Chinese

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

Japanese

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

Typing Japanese kana

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

Typing Japanese romaji

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

Typing facemarks or emoticons

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

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

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

Typing emoji characters

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

Using the candidate list

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

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

Using shortcuts

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

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

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

Vietnamese

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

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

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

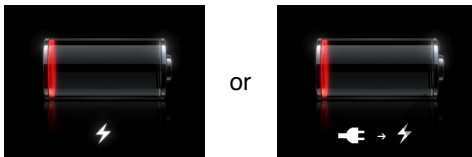
Apple Draft Confidential

iPad Support site

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

Low-battery image or “Not Charging” message appears



iPad is low on power and needs to charge for up to twenty minutes before you can use it. For information about charging iPad, see “Charging the battery” on page 22.



- When charging, make sure you’re using the 10W USB power adapter that came with iPad or the USB port on a recent Mac. The fastest way to charge is to use the power adapter. See “Charging the battery” on page 22.
- For faster charging, turn iPad off.
- iPad may not charge when connected to the USB port on an older Mac, a PC, a keyboard, or to a USB hub.

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

iPad doesn’t respond

- iPad may be low on power. Connect iPad to the 10W USB power adapter to charge. See “Charging the battery” on page 22.
- Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then press and hold the Home button  to force the app you were using to close.
- If that doesn’t work, turn iPad off, and then turn it on again. Press and hold the Sleep/Wake button until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If that doesn’t work, reset iPad. Press and hold both the Sleep/Wake button and the Home button  for at least ten seconds, until the Apple logo appears.
- If the screen doesn’t rotate when you turn iPad, hold iPad upright, and make sure that the screen rotation lock is not engaged.

Restarting and resetting iPad

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

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

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

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

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

"This accessory is not supported by iPad" appears

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

An app doesn't fill the screen

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

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

Onscreen keyboard doesn't appear

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

Backing up iPad

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

Backing up with iCloud

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

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

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

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

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

Music that isn't purchased in iTunes isn't backed up in iCloud. You have to use iTunes to back up and restore that content. See "Syncing with iTunes" on page 20.

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

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

Backing up with iTunes

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

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

- *Sync with iTunes:* iTunes syncs iPad each time you connect iPad to your computer. iTunes won't automatically back up an iPad that isn't configured to sync with that computer. See "Syncing with iTunes" on page 20.
- *Update or restore iPad:* iTunes automatically backs up iPad before updating and restoring.

iTunes can also encrypt iPad backups to secure your data.

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

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

Removing an iTunes backup

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

Remove a backup:

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

Updating and restoring iPad software

You can update iPad software in Settings, or by using iTunes. You can also erase iPad, and then use iCloud or iTunes to restore a backup.

Deleted data is no longer accessible through the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see "Reset" on page 129.

Updating iPad

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

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

Update software in iTunes: iTunes checks for available software updates each time you sync iPad using iTunes. See "Syncing with iTunes" on page 20.

For more information about updating iPad software, go to support.apple.com/kb/HT4623.

Restoring iPad

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

Restore from an iCloud backup: Reset iPad to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See "Reset" on page 129.

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

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

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

Can't send or receive email

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

Can't send email

- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- In Settings, go to Mail, Contacts, Calendars, then select the account you're trying to use. Tap Account Info, then tap SMTP under Outgoing Mail Server. You can set up additional SMTP servers, or select one from another mail account on iPad. Contact your Internet service provider for configuration information.
- Set up your mail account directly on iPad, instead of syncing it from iTunes. Go to Settings > Mail, Contacts, Calendars, tap Add Account and enter your account information. If iPad is unable to locate your service provider's settings when you enter your email address, go to support.apple.com/kb/HT4810 for help setting up your account.

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