

## Searching contacts

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

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




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

Contacts can also be found through searches from the Home screen. See “Searching” on page 32.

## Adding and editing contacts

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

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

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

## Contacts accounts and settings

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

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

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

Set how contacts are sorted	Tap Sort Order and choose to sort by first or last name.
Set how contacts are displayed	Tap Display Order and choose to display by first or last name.
Setting your My Info card	Tap My Info, then select the contact card with your name and information from the list. The My Info card is used by Safari and other apps.
Set a default Contacts account	Tap Default Account, then select an account. New contacts you create without specifying another account are stored here.
Use iCloud to keep Contacts up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Contacts. See “Using iCloud” on page 19.

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## About Notes

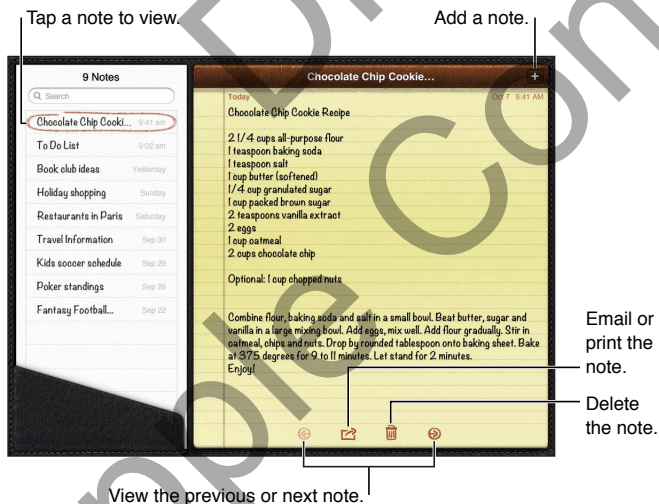
With its large display and onscreen keyboard, iPad makes jotting notes easy. iCloud makes notes you type on iPad available on all your other iOS devices and Mac computers.

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

## Writing and reading notes

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

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



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

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

**Change the font** Go to Settings > Notes.

**Delete a note** Tap at the bottom of the note.

**Use iCloud to keep your notes up to date on your iOS devices and Mac computers** Go to Settings > iCloud and turn on Notes (it's on by default). See "Using iCloud" on page 19.

## Searching notes

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

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

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

## Printing or emailing notes

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

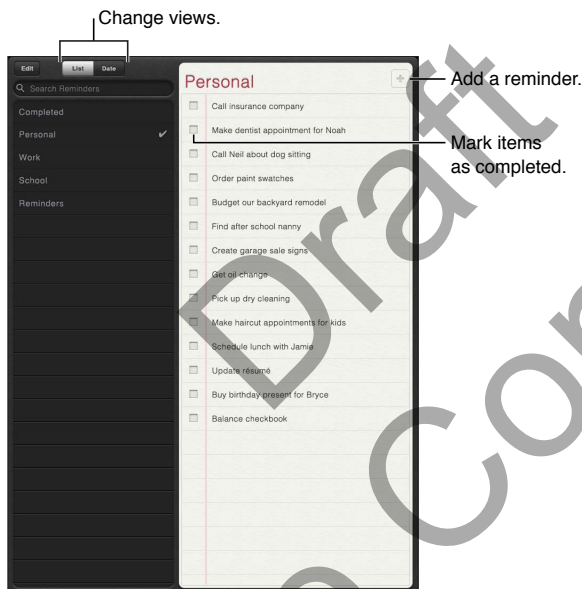
To email a note, iPad must be set up for email. See “Sending mail” on page 44.

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## About Reminders

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



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

## Setting a reminder

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



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

Set a day or time for a reminder	Tap the reminder, then tap Remind Me. Turn on "On a Day" then set the date and time you want to be reminded. Reminders that are due are displayed in Notification Center.
Add notes to a reminder	Tap the reminder, then tap Show More. Tap Notes.
Move a reminder to another list	Tap the reminder, then tap Show More. Tap List and choose a new list. To create or edit lists, see "Managing reminders in list view" on page 79.
Delete a reminder	Tap a reminder, tap Show More, then tap Delete.
Edit a reminder	Tap a reminder, then tap its name.
Mark a reminder as completed	Tap the box next to the reminder so that a checkmark appears. Completed reminders are shown in the Completed list. See "Managing completed reminders" on page 80.
Set the tone played for reminders	Go to Settings > Sound.
Use iCloud to keep Reminders up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Reminders. See "Using iCloud" on page 19.

## Managing reminders in list view

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

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

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

## Managing reminders in date view

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

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

## Managing completed reminders

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

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

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**Mark a completed item as uncompleted**

Tap to remove the checkmark. The item automatically moves back to its original list.

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**Sync previous reminders**

Go to Settings > Mail, Contacts, Calendars. Then under Reminders, tap Sync. This setting applies to all your reminder accounts. For best performance, don't sync more previous items than you need to.

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## Searching reminders

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

Reminders are searched by name.

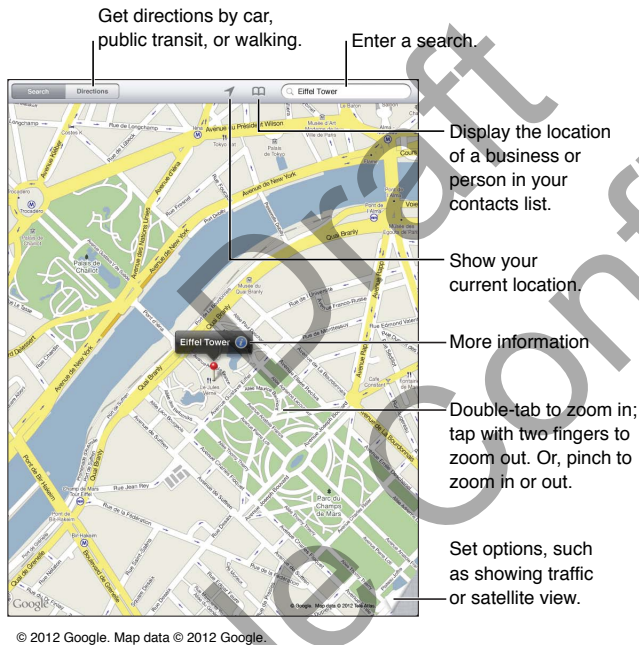
You can also search Reminders from the Home screen. See “Spotlight Search” on page 126.

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## Finding locations

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








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

You can search for information such as:

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

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










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


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

If Location Services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without Location Services. See “Location Services” on page 122.

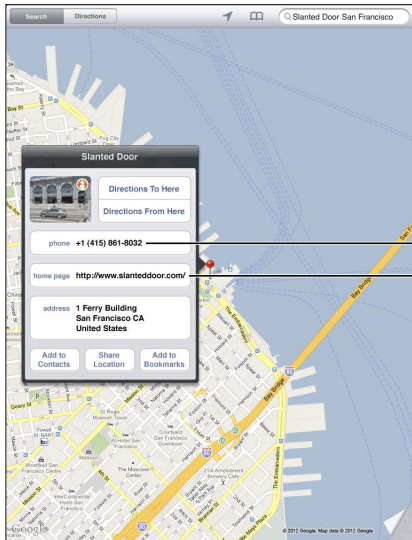
## Getting directions

### Get directions:

- 1 Tap Directions.
- 2 Enter starting and ending locations.  
Tap  to choose a location in Bookmarks (including your current location or the dropped pin), a recent location, or a contact.
- 3 Tap Route, then select directions for driving () , public transit () , or walking () .
- 4 Do one of the following:
  - To view directions one step at a time, tap Start, then tap  to see the next leg of the trip.
  - To view all the directions in a list, tap Start, then tap  .  
Tap any item in the list to see a map showing that leg of the trip.
- 5 If multiple routes appear, choose the one you want to use.  
If you're taking public transit, tap  to set your departure or arrival time, and to choose a schedule for the trip. Tap the icon at a stop to see the departure time for that bus or train, and to get a link to the transit provider's website or contact info (when available).

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

## Getting and sharing info about a location



Make a FaceTime call (when available).

Visit the website.

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

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

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

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## Showing traffic conditions

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

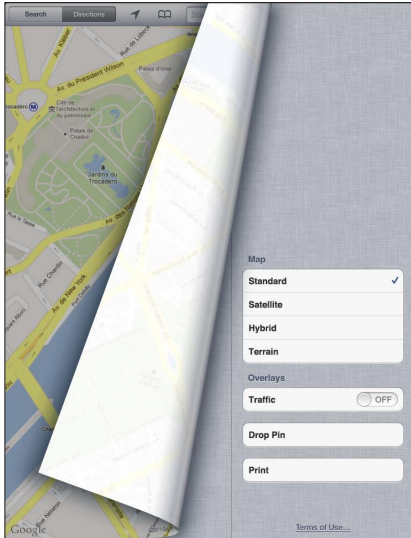
**Show traffic conditions:** Tap or drag the bottom-right corner of the screen, then turn on Traffic.

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

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


Traffic conditions aren't available in all areas.

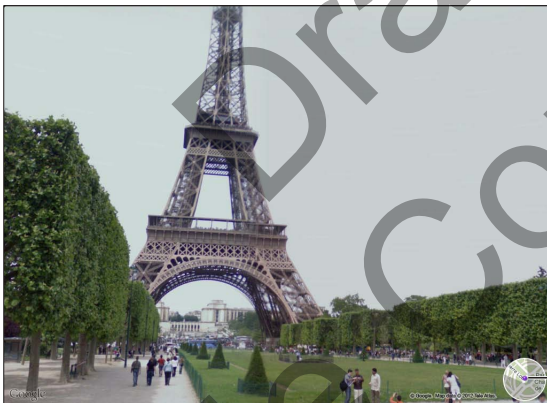
## Map views



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

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



Tap to return to map view.

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Street View may not be available in all areas.



## Adding music and audio

To get music and other audio content onto iPad:

- Purchase and download content from the iTunes Store on iPad. In Music, tap Store when browsing. See Chapter 19, “iTunes Store,” on page 90.
- Use Automatic Download to automatically download new music purchased on your other iOS devices and computers. See “Using iCloud” on page 19.
- Sync with iTunes on your computer. You can sync all of your media, or selected songs and other items. See “Syncing with iTunes” on page 20.
- Use iTunes Match to store your music library in iCloud and access it on all your iOS devices and computers. See “iTunes Match” on page 87.

## Playing songs and other audio

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

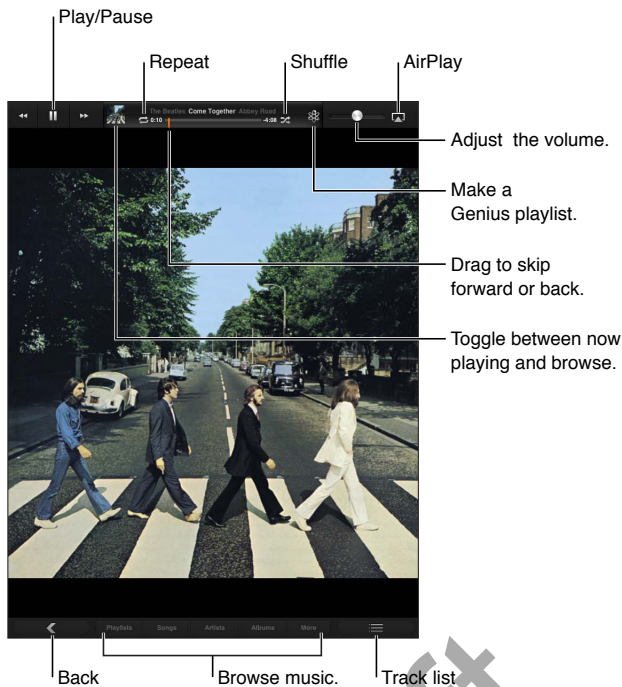
You can listen to audio from the built-in speaker, headphones attached to the headphones port, or wireless Bluetooth stereo headphones paired with iPad. When headphones are attached or paired, no sound comes out of the speaker.

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

**Play a song or other item:** Tap the item.

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

View the Now Playing screen: Tap the thumbnail of the album cover at the top of the screen.



#### Repeat songs

Tap

= Repeat all songs in the album or list.

= Repeat the current song only.

= No repeat.

#### Shuffle songs

Tap

= Songs are shuffled.

= Songs are playing in order.

#### Skip to any point in a song

Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.

#### Set podcast playback speed

Tap . Tap again to change the speed.

= Play at double speed.

= Play at half speed.

= Play at normal speed.

#### Repeat last 30 seconds of podcast

Tap

#### Browse songs in a list using the cover art

From the Now Playing screen, flick left to right. Songs start playing automatically.

#### Use Ping

See "Following artists and friends" on page 91.

#### Play music on AirPlay speakers or Apple TV

Tap . See "Using AirPlay" on page 37.


#### Set options for Music

Go to Settings > Music.



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



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

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

## Viewing tracks on an album

**See all the tracks on the album that contains the current song:** From the Now Playing screen, tap . (Tap the screen first if the controls aren't showing.) Tap a track to play it. Tap  again to return to the Now Playing screen.

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

## Searching audio content

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

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

You can also search audio content from the Home screen. See “Searching” on page 32.

## iTunes Match

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

**Note:** iTunes Match is not available in all areas. Cellular data charges may apply if Settings > Music > Use Cellular Data is turned on.

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

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

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### Turn on iTunes Match

Go to Settings > Music.

Turning on iTunes Match removes synced music from iPad, and disables Genius Mixes and Genius Playlists.

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## Genius


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

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



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

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

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

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

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

Save a Genius playlist	View your Playlists, tap Genius Playlist, then tap Save. The playlist is renamed with the title of the song you picked.
Refresh a Genius playlist	In the playlist, tap Refresh.
Make a Genius playlist using a different song	Play a song, then tap  .
Delete a saved Genius playlist	Tap the playlist, then tap  .

Genius playlists created on iPad are copied to your computer when you sync with iTunes.

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

## Playlists

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

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

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


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

*To add more songs:* Tap Add Songs.

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

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

Your edits are copied to the playlist in your iTunes library, either the next time you sync iPad with your computer, or wirelessly via iCloud if you've subscribed to iTunes Match.

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

## Home Sharing

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

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

### Play music from your computer iTunes library on iPad:

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

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Return to content on iPad

Tap Shared and choose My iPad.

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