iPad

User Guide

For iOS x.x Software

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At a Glance

1

Read this chapter to learn about iPad features, how to use the controls, and more.

Overview

Your iPad features and the Home screen may be different, depending on the model of iPad you have.

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Accessories

The following accessories are included with iPad:

10W USB Power Adapter

Dock Connector to USB Cable

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

Buttons

A few buttons make it easy to lock iPad and adjust the volume.

Sleep/Wake button

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

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

If you don't touch the screen for a minute or two, iPad locks automatically. You can change how long it takes the screen to lock, or set a passcode to unlock iPad.

Set the Auto-Lock time: In Settings, go to General > Auto-Lock, then set a time for iPad to lock automatically.

Set a passcode: In Settings, go to General > Passcode Lock, then tap On or Off.

Use an iPad Smart Cover, sold separately, with iPad 2 or later to automatically unlock iPad when you open the cover and lock iPad when you close it.

Use an iPad Smart Cover: In Settings, go to General > iPad Cover Lock/Unlock, then tap On.

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Home button

The Home button ▢ lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

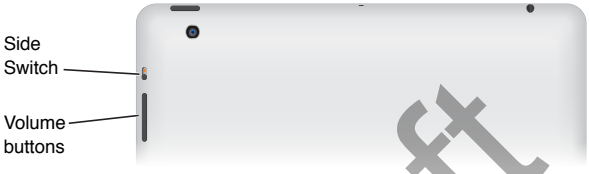
Go to the Home screen: Press the Home button ▢.

On the Home screen, tap an app to open it. See "Opening and switching apps" on page 24.

Display the multitasking bar to see recently used apps	When iPad is unlocked, double-click the Home button ▢.
Display audio playback controls	*When iPad is locked:* Double-click the Home button ▢. See "Playing songs and other audio" on page 85. *When using another app:* Double-click the Home button ▢, then flick the multitasking bar from left to right.

Volume buttons

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



Increase the volume	Press the Volume Up button.
Decrease the volume	Press the Volume Down button.
Set a volume limit	In Settings, go to Music > Volume Limit.
Mute the sound	Hold down the Volume Down button.

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

Side Switch

You can use the Side Switch to disable audio alerts and notifications. You can also use it to lock the screen rotation and prevent the iPad display from switching between portrait and landscape mode.

Mute notifications, alerts, and sound effects	Slide the Side Switch down to mute notifications, alerts, and sound effects. This switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows. See "Side Switch" on page 127.
Lock the screen rotation	In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See "Side Switch" on page 127.

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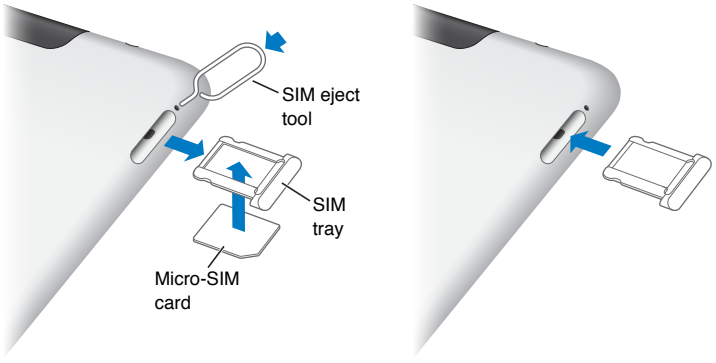
Micro-SIM card tray

The micro-SIM card in some 4G and 3G models is used for cellular data. If your micro-SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the micro-SIM card.



Open the SIM tray: Insert the tip of the SIM eject tool into the hole on the SIM tray. Press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the micro-SIM card. If you don't have a SIM eject tool, you may be able to use the end of a small paper clip.

For more information, see "Cellular Data" on page 122.

Home screen

Press the Home button ▢ at any time to go to the Home screen, which displays your iPad apps. Tap any icon to open the app. See "Using apps" on page 24.

Status icons

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

Status icon		What it means
✈	Airplane mode	Shows that airplane mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See "Airplane Mode" on page 120.
LTE	LTE	Shows that your carrier's 4G LTE network (iPad Wi-Fi + 4G) is available, and you can connect to the Internet over 4G LTE.
4G	4G	Shows that your carrier's 4G network (some iPad Wi-Fi + 4G models) is available, and you can connect to the Internet over 4G.
3G	3G	Shows that your carrier's 3G network (4G or 3G models) is available, and you can connect to the Internet over 3G.
E	EDGE	Shows that your carrier's EDGE network (some 4G or 3G models) is available, and you can connect to the Internet over EDGE.
o	GPRS	Shows that your carrier's GPRS network (some 4G or 3G models) is available, and you can connect to the Internet over GPRS.

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Status icon		What it means
	Wi-Fi	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See "Joining a Wi-Fi network" on page 120.
	Personal Hotspot	Shows that iPad is providing a Personal Hotspot to another iPad, iPhone, or iPod touch. See "Personal Hotspot" on page 123.
	Syncing	Shows that iPad is syncing with iTunes. See "Syncing with iTunes" on page 20.
	Activity	Shows network and other activity. Some third-party apps use this icon to show an active process.
VPN	**VPN**	Shows that you're connected to a network using VPN. See "VPN" on page 123.
	Lock	Shows that iPad is locked. See "Sleep/Wake button" on page 10.
	Screen orientation lock	Shows that the screen orientation is locked. See "Viewing in portrait or landscape" on page 15.
	Location Services	Shows that an item is using Location Services. See "Location Services" on page 122.
	Play	Shows that a song, audiobook, or podcast is playing. See "Playing songs and other audio" on page 85.
	Bluetooth	*White icon:* Bluetooth is on and paired with a device, such as a headset or keyboard. *Gray icon:* Bluetooth is on and paired with a device, but the device is out of range or turned off. *No icon:* Bluetooth is turned off or not paired. See "Using Bluetooth devices" on page 37.
	Battery	Shows the battery level or charging status. See "Charging the battery" on page 22.

iPad apps

iPad comes with the following apps:

Safari	Browse websites on the Internet. Rotate iPad sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the screen. Open multiple pages using tabs. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library. Print webpages using AirPrint. See Chapter 4, "Safari," on page 40.
Mail	Send and receive mail using many of the most popular mail services, Microsoft Exchange, or most industry-standard POP3 and IMAP mail services. Send and save photos. View PDF files and other attachments, or open them in other apps. Print messages and attachments using AirPrint. See Chapter 5, "Mail," on page 43.
Photos	Organize your favorite photos and videos into albums. Watch a slideshow. Zoom in for a closer look. Edit photos and print them using AirPrint. Use Photo Stream to push the photos you take on iPad to your devices. See Chapter 10, "Photos," on page 59.

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Music	Sync with your iTunes library and listen to your songs, audiobooks, and podcasts on iPad. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library. Use Home Sharing to play music from your computer. Stream your music or videos wirelessly to an Apple TV or compatible audio system using AirPlay. See Chapter 18, "Music," on page 85.
Messages	Send messages over Wi-Fi to other iOS 5 users, and include photos, videos, and other information. Your messages are encrypted. See Chapter 6, "Messages," on page 48.
Calendar	Keep your calendar current on iPad, or sync it with your Mac OS X or Windows calendar. Subscribe to others' calendars. Sync over the Internet with Microsoft Exchange or CalDAV servers. See Chapter 13, "Calendar," on page 69.
Notes	Take notes on the go—grocery lists, brilliant ideas. Send them in mail. Sync notes to Mail or Microsoft Outlook or Outlook Express. See Chapter 15, "Notes," on page 76.
Reminders	Organize your life with due dates and lists. Reminders work with iCal and Microsoft Outlook on your computer. You can keep your reminders up to date across all your devices using iCloud or a Microsoft Exchange account. See Chapter 16, "Reminders," on page 78.
Maps	See a standard, satellite, hybrid, or terrain view of locations around the world. Zoom in for a closer look, or check out Google Street View. Find your current location. Get detailed driving, public transit, or walking directions and see current highway traffic conditions. Find businesses in the area. See Chapter 17, "Maps," on page 81.
YouTube	Play videos from YouTube's online collection. Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. Set up and log in to your YouTube account—then rate videos, sync your favorites, show subscriptions, and more. See Chapter 12, "YouTube," on page 66.
Videos	Play movies, TV shows, podcasts, videos from your iTunes library or your movie collection. Buy or rent movies on iPad using the iTunes Store. Download video podcasts. See Chapter 11, "Videos," on page 63.
Contacts	Organize your address book on iPad and keep it up to date on all of your iOS devices with iCloud. See Chapter 14, "Contacts," on page 73.
Game Center	Discover new games and share your game experiences with friends. Invite a friend, or request a match with an opponent. Check player rankings on the leaderboards. Gain achievements for extra points. See Chapter 23, "Game Center," on page 104.
iTunes Store	Search the iTunes Store for music, audiobooks, TV shows, music videos, and movies. Browse, preview, purchase, and download new releases, top items, and more. Buy or rent movies and buy TV shows to view on iPad. Download podcasts. Read reviews, or write your own reviews for your favorite store items. See Chapter 19, "iTunes Store," on page 90.
App Store	Search the App Store for apps you can purchase or download. Read reviews, or write your own reviews for your favorite apps. Download and install the apps on your Home screen. See Chapter 20, "App Store," on page 94.
Newsstand	Keep all your app subscriptions in one convenient place. Newsstand automatically downloads whatever's new for each of your app subscriptions. It all happens in the background, so you never have to interrupt what you're doing. See Chapter 21, "Newsstand," on page 97.
FaceTime	Make video calls to other FaceTime users over Wi-Fi. Use the front camera to talk face to face, or the back camera to share what you see. See Chapter 8, "FaceTime," on page 55.

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Camera	Take photos and record HD videos. View them on iPad, mail them, or upload them to your computer or the Internet. Tap to set the exposure. Trim and save video clips. Upload videos directly to YouTube. See Chapter 7, "Camera," on page 51.
Photo Booth	Use the front or back camera to take a snapshot. Add a special effect, such as twirl or stretch, before you take a snapshot. Snapshots are saved in an album in the Photo app. See Chapter 9, "Photo Booth," on page 57.
Settings	Personalize your iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set up Picture Frame, mail accounts, contacts, and calendars. Manage your cellular data account. Set an auto-lock and a passcode for security. See Chapter 25, "Settings," on page 120.

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

Viewing in portrait or landscape

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

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

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

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See "Side Switch" on page 127.

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Using the Multi-Touch screen

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

Using multitasking gestures

You can use multitasking gestures on iPad to return to the home screen, reveal the multitasking bar, or switch to another app.

Return to the Home screen: Pinch four or five fingers together.

Reveal the multitasking bar: Swipe up with four or five fingers.

Switch apps: Swipe left or right with four or five fingers.

Turn multitasking gestures on or off: In Settings, go to > General > Multitasking Gestures, then tap On or Off.

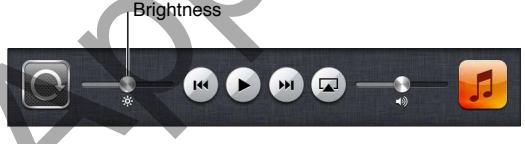
Zooming in or out

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

Zoom is also an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See "Zoom" on page 117.

Adjusting brightness

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



Use Auto-Brightness to automatically adjust the screen's brightness: In Settings, go to Brightness & Wallpaper.

See "Brightness & Wallpaper" on page 123.

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Using the onscreen keyboard

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it. See "Typing" on page 28.

Using lists

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

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

Choose an item: Tap an item in the list.

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

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

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Getting Started 2

Read this chapter to learn how to set up iPad, set up mail accounts, use iCloud, and more.

What you need

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

To use iPad, you need:

- An Apple ID for some features, including iCloud, the App Store and iTunes Store, and online purchases
- An Internet connection (broadband is recommended)

To use iPad with your computer, you need:

- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
  - Mac OS X version 10.5.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 10.6 or later, available at www.itunes.com/download

Setting up iPad

To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including connecting to a Wi-Fi network, signing in with or creating a free Apple ID, setting up iCloud, and turning on recommended features, such as Location Services and Find My iPad.

During setup, you can copy your apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes. See "Backing up iPad" on page 137.

Setting up mail and other accounts

iPad works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar service providers.

If you don't already have a mail account, you can set up a free iCloud account when you set up iPad, or set one up later in Settings > iCloud. See "Using iCloud" on page 19.

Set up an iCloud account: Go to Settings > iCloud.

Set up another account: Go to Settings > Mail, Contacts, Calendars.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See "Syncing contacts" on page 73.

For information about setting up a Microsoft Exchange account in a corporate environment, see "Setting up Microsoft Exchange accounts" on page 130.

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Managing content on iPad

You can transfer information and files between iPad and your other iOS devices and computers, using either iCloud or iTunes.

- *iCloud* stores content such as music, photos, and more, and wirelessly pushes it to your other iOS devices and computers, keeping everything up to date. See "Using iCloud," below.
- *iTunes* syncs music, video, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you've created on iPad to your computer. See "Syncing with iTunes" on page 20.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically push photos you take on iPad to your other devices, and use iTunes to sync photo albums from your computer to iPad.

Note: Don't sync items in the Info pane of iTunes (such as contacts, calendars, and notes) and also use iCloud to keep that information up to date on your devices. Otherwise, you may see duplicated data on iPad.

Using iCloud

iCloud stores your content, including music, photos, contacts, calendars, and supported documents. Content stored in iCloud is pushed wirelessly to your other iOS devices and computers set up with the same iCloud account.

iCloud is available on iOS 5 devices, on Macs running OS X Lion v10.7.2 or later, and on PCs with the iCloud Control Panel for Windows (Windows Vista Service Pack 2 or Windows 7 required).

iCloud features include:

- *iTunes in the Cloud*—Download previous iTunes music and TV show purchases to iPad for free, anytime you like.
- *Apps and Books*—Download previous App Store and iBookstore purchases for free, anytime you like.
- *Photo Stream*—Photos you take on one device appear automatically on all your devices. See "Photo Stream" on page 54.
- *Documents in the Cloud*—For iCloud-enabled apps, keep documents and app data up to date across all your devices.
- *Mail, Contacts, Calendars*—Keep your mail contacts, calendars, notes, and reminders up to date across all your devices.
- *Backup*—Back up iPad to iCloud automatically when connected to power and Wi-Fi. See "Backing up with iCloud" on page 137.
- *Find My iPad*—Locate your iPad on a map, display a message, play a sound, lock the screen, or remotely wipe the data. See "Find My iPad" on page 38.
- *Find My Friends*—Keep track of your family and friends (when connected to a Wi-Fi or cellular network) using the Find My Friends app. Download the free app from the App Store.
- *iTunes Match*—With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than iTunes, appears on all of your devices and can be downloaded and played on demand. See "iTunes Match" on page 87.

With iCloud, you get a free mail account and 5 GB of storage for your mail, documents, and backups. Your purchased music, apps, TV shows, and books, as well as your Photo Stream, don't count against your free space.

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Note: iCloud is not available in all areas, and iCloud features may vary by area. For information about iCloud, go to www.apple.com/icloud.

Sign in or create an iCloud account: Go to Settings > iCloud.

If you have a MobileMe subscription, you can move it to iCloud from a Mac or PC at www.me.com/move until June 30, 2012.

Enable or disable iCloud services	Go to Settings > iCloud.
Enable iCloud backups	Go to Settings > iCloud > Storage & Backup.
Find your iPad	Visit www.icloud.com, sign in with your Apple ID, then choose Find My iPad. ***Important:*** On your iPad, Find My iPad must be turned on in Settings > iCloud in order for iPad to be located.
But more iCloud storage	Go to Settings > iCloud > Storage & Backup, then tap Buy More Storage. For information about buying iCloud storage, go to help.apple.com/icloud.
View and download previous iTunes Store purchases	Go to the iTunes Store, then tap Purchased.
View and download previous App Store purchases	Go to the App Store, then tap Purchased.
View and download previous iBookstore purchases	Go to iBooks, tap Store, then tap Purchased.
Turn Photo Stream on or off	Go to Settings > iCloud > Photo Stream.
Turn on Automatic Downloads for music, apps, or books	Go to Settings > Store.

For more information about iCloud, go to www.apple.com/icloud. For support information, go to www.apple.com/support/icloud.

Syncing with iTunes

Syncing with iTunes copies information from a computer to iPad, and vice versa. You can sync by connecting iPad to your computer using the Dock Connector to USB Cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, photos, video, podcasts, apps, and more. For detailed information about syncing iPad with a computer, open iTunes then select iTunes Help from the Help menu.

Set up wireless iTunes syncing: 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.

When Wi-Fi syncing is turned on, iPad automatically syncs every day. iPad must be connected to a power source, both iPad and your computer must be on the same wireless network, and iTunes must be open on the computer. For more information, see "iTunes Wi-Fi Sync."

Tips for syncing with iTunes

- If you're using iCloud to store your contacts, calendars, bookmarks, and notes, don't also sync them to iPad using iTunes.
- Purchases you make from the iTunes Store or the App Store on iPad are synced back to your iTunes library. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad.
- In the device's Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily override this, hold down Command and Option (Mac) or Shift and Control (PC) until you see your iPad appear in the sidebar.

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- In the device's Summary pane, select "Encrypt backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon, and you need a password to restore the backup. If you don't select this option, passwords (such as those for mail accounts) aren't included in the backup and have to be reentered if you use the backup to restore iPad.
- In the device's Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to a mail account on iPad don't affect the account on your computer.
- In the device's Info pane, click Advanced to select options that let you *replace* the information on iPad with the information from your computer during the next sync.
- If you listen to part of a podcast or audiobook, your stopping point is included if you sync the content with iTunes. If you started listening on iPad, you can pick up where you left off in iTunes on your computer—or vice versa.
- In the device's Photo pane, you can sync photos and videos from a folder on your computer.

Connecting iPad to your computer

Use the included Dock Connector to USB Cable to connect iPad to your computer. Connecting iPad to your computer allows you to sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See "Syncing with iTunes."

Unless iPad is syncing with your computer, you can disconnect it at any time. If you disconnect while a sync is in progress, some data may not get synced until the next time you connect iPad to your computer.

Cancel a sync: Drag the slider on iPad.

Viewing the user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, or you can install the free iBooks app and download the guide from the iBookstore.

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

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

View the user guide in iBooks: If you haven't installed iBooks, open the App Store, then search for and install "iBooks." Open iBooks and tap Store. Search for "iPad User Guide," then select and download the user guide.

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Battery

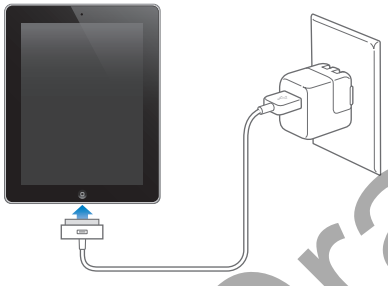
iPad has an internal rechargeable battery. For more information about iPad batteries, go to www.apple.com/batteries/ipad.html.

Charging the battery

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

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

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



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

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

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

Maximizing battery life

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

Replacing the battery

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

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