

Making a FaceTime call

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

When you open FaceTime, you may be prompted to sign in using your Apple ID, or to create a new account.

Call a contact: Tap Contacts, choose a name, then tap the phone number or email address the person uses for FaceTime. FaceTime must be turned on in Settings > FaceTime.

Restart a recent call	Tap Recents, then choose the call from the list.
Add a favorite	Tap Favorites, then tap + , choose a contact and select the phone number or email address that the person uses for FaceTime.
Call a favorite	Tap Favorites, then tap a name in the list.
Add a contact	Tap Contacts, then tap + . For a contact outside your region, be sure to enter the complete number, including country code and area code.
Set options for FaceTime	Go to Settings > FaceTime.

While on a FaceTime call

While talking to someone using FaceTime, you can switch cameras, change the orientation of iPad, mute your microphone, move your picture-in-picture display, open another app, and finally, end your call.

Switch between the front and back cameras	Tap  .
Change the orientation of iPad	Rotate iPad. The image your friend sees changes to match. To avoid unwanted orientation changes as you move, lock the iPad orientation. See "Viewing in portrait or landscape" on page 15.
Mute the call	Tap  . Your friend can still see you, and you can still see and hear your friend.
Move your picture-in-picture display	Drag the inset window to any corner.
Use another app during a call	Press the Home button  , then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the call, tap the green bar at the top of the screen.
End the call	Tap  End.

Photo Booth

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About Photo Booth

If you have an iPad 2 or later, it's easy to take a photo using Photo Booth. Make your photo more interesting by applying an effect when you take it. Photo Booth works with both the front and back cameras.

Selecting an effect

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

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

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



Taking a photo

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

Take a photo: Aim iPad and tap .

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

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

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

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

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

Delete a photo: Select a thumbnail, then tap .

Manage photos: Tap one or more thumbnails. Tap , then tap Email, Copy, or Delete.

Viewing and sharing photos

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

View photos in your Camera Roll album: In Photos, tap your Camera Roll album. To flip through the photos, tap the left or right button, or swipe left or right. See "Viewing photos and videos" on page 59.

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

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

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

Uploading photos to your computer

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

Upload photos to your computer: Connect iPad to your computer using the Dock Connector to USB cable.

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

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



Viewing photos and videos

Photos lets you view photos, and videos that you capture on or sync to iPad, in your:

- Camera Roll album—photos and videos you take with the built-in camera, or save from an email, text message, webpage, or screenshot
- Photo Stream album—photos streamed from iCloud (see “Photo Stream” on page 54)
- Last Import album—photos and videos imported from a digital camera, iOS device, or SD memory card (see “Importing photos and videos” on page 62)
- Photo Library and other albums synced from your computer (see “Syncing with iTunes” on page 20)

Note: On an iPad without a camera, the Camera Roll album is named Saved Photos.



View photos and videos: Tap one of the buttons at the top of the screen. For example, tap Album, then tap an album to see its thumbnails. Tap a thumbnail to see the photo or video full-screen.

You can also pinch to open or close an album, view a photo or video full-screen, or return to thumbnail view.

Albums you sync with iPhoto 8.0 (iLife '09) or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. You can also view photos by location, if they were taken with a camera that supports geotagging.

Show or hide the controls	Tap the full-screen photo or video.
See the next or previous photo or video	Flick left or right.
Zoom in or out	Double-tap or pinch.
Pan a photo	Drag the photo.
Play a video	Tap ▶ in the center of the screen.
Stream a video to an HDTV	See "Using AirPlay" on page 37.
Edit photos or trim videos	See "Editing photos" or "Trimming videos" on page 53.

Viewing slideshows

View a slideshow: Tap Slideshow. Select slideshow options, then tap Start Slideshow.

Stream a slideshow to an HDTV	See "Using AirPlay" on page 37.
Stop a slideshow	Tap the screen.
Set additional options	Go to Settings > Photos.

Organizing photos and videos

You can create, rename, and delete albums on iPad to help you organize your photos and videos.

Create an album: When viewing albums, tap Edit, then tap Add. Select photos to add to the new album, then tap Done.

Note: Albums created on iPad aren't synced back to your computer.

Rename an album	Tap Edit, then select an album.
Rearrange albums	Tap Edit, then drag ≡ up or down.
Delete an album	Tap Edit, then tap ⓧ.

Sharing photos and videos

Send a photo or video in an email, text message, or Tweet: Choose a photo or video, then tap . If you don't see , tap the screen to show the controls.

To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

Send multiple photos or videos	While viewing thumbnails, tap  , select the photos or videos, then tap Share.
Copy a photo or video	Tap  , then tap Copy.
Copy multiple photos or videos	Tap  , select the photos and videos, then tap Copy.
Paste a photo or video in an email or text message	Touch and hold where you want to place the photo or video, then tap Paste.
Save a photo or video from an email message	Tap to download the item if necessary, tap the photo or touch and hold the video, then tap Save.
Save a photo or video from a text message	Tap the image in the conversation, tap  , then tap Save.
Save a photo from a webpage	Touch and hold the photo, then tap Save Image.

Photos and videos that you receive, or that you save from a webpage, are saved to your Camera Roll album (or to Saved Photos, on an iPad with no camera).

Printing photos

Print a photo: Tap , then tap Print.

Print multiple photos: While viewing a photo album, tap . Select the photos you want to print, then tap Print.

For more information, see "Printing" on page 33.

Using Picture Frame

When iPad is locked, you can display a slideshow of all, or selected albums, of your photos.

Start Picture Frame: Press the Sleep/Wake button to lock iPad, press the button again to turn the screen on, then tap .

Pause the slideshow	Tap the screen.
Stop the slideshow	Pause the slideshow, then tap  .
Set options for Picture Frame	Go to Settings > Picture Frame.
Turn off Picture Frame	Go to Settings > General > Passcode Lock.

Importing photos and videos

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

Import photos:

- 1 Insert the SD Card Reader or Camera Connector, included in the iPad Camera Connection Kit, into the iPad dock connector.
 - *To connect a camera or iOS device:* Use the USB cable that came with the camera or iOS device, and connect it to the USB port on the Camera Connector. If you're using an iOS device, make sure it's turned on and unlocked. To connect a camera, make sure the camera is turned on and in transfer mode. For more information, see the documentation that came with the camera.
 - *To use an SD memory card:* Insert the card in the slot on the SD Card Reader. Don't force the card into the slot; it fits only one way.

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

- 2 Unlock iPad.
- 3 The Photos app opens and displays the photos and videos that are available for importing.
- 4 Select the photos and videos you want to import.
 - *To import all the items:* Tap Import All.
 - *To import just some of the items:* Tap the ones you want to include (a checkmark appears on each), tap Import, then select Import Selected.

- 5 After the photos are imported, keep or delete the photos and videos on the card, camera, or iOS device.

- 6 Disconnect the SD Card Reader or Camera Connector.

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

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



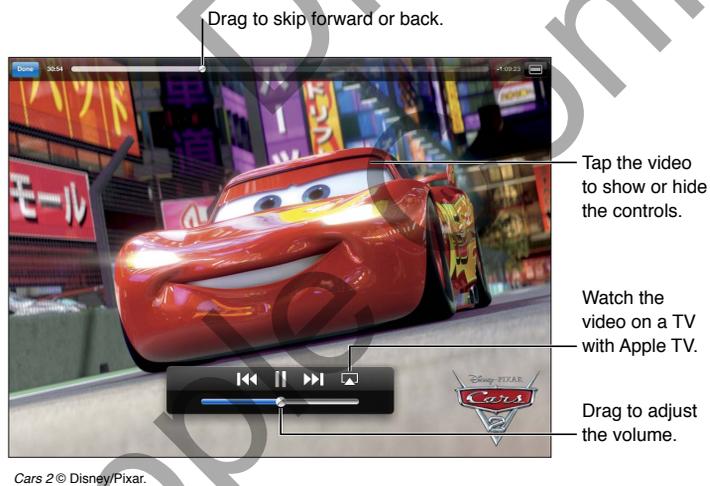
About Videos

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

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

Playing videos

Play a video: Tap Videos, then tap a category of videos, such as Movies. Tap the video you want to watch. If the video has chapters, tap Chapters, and then tap a chapter title, or just tap ▶.



Show or hide the playback controls	While a video is playing, tap the screen.
Adjust the volume	Drag the volume slider, or use the volume buttons on the side of iPad or the buttons on a compatible headset.
Watch widescreen	Rotate iPad.
Scale a video to fill the screen or fit to the screen	Double-tap the screen. Or, tap  to make the video fill the screen, or tap  to make it fit the screen.

Pause or resume playback	Tap ⏸ or ▶ , or press the center button (or equivalent button) on a compatible headset.
Start over from the beginning	If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏮ . If you're less than 5 seconds into the video, the previous video in your library opens.
Skip to a specific chapter	Tap Done, tap Chapters, then choose a chapter. (Not always available.)
Skip to the next chapter	Tap ⏭ or press the center button (or equivalent button) on a compatible headset twice quickly. (Not always available.)
Skip to the previous chapter	Tap ⏪ or press the center button (or equivalent button) on a compatible headset three times quickly. If you're less than 5 seconds into the video, the previous video in your library opens. (Not always available.)
Rewind or fast-forward	Touch and hold ⏮ or ⏭ .
Skip to any point in a video	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Stop watching a video	Tap Done.
Play a video on Apple TV using AirPlay	Tap 📺 and choose an Apple TV. See "Watching videos on a TV" on page 64.
Select a different audio language	Tap 🗣 , then choose a language from the Audio list. (Not always available.)
Show or hide subtitles	Tap 🗣 , then choose a language, or Off, from the Subtitles list. (Not always available.)
Show or hide closed captioning	Go to Settings > Video. (Not always available.)

Watching rented movies

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

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

View a rented movie: Tap Movies, tap the video you want to watch, then select a chapter or just tap **▶**. If you don't see the video in your list, it might still be downloading.

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

Watching videos on a TV

You can stream videos wirelessly to your TV using AirPlay and Apple TV, or connect iPad to your TV using one of the following cables:

- Apple Digital AV Adapter and an HDMI cable
- Apple Component AV Cable
- Apple Composite AV Cable
- Apple VGA Adapter and a VGA cable

Apple cables are available for purchase in many countries. Go to www.apple.com/store or check with your local Apple retailer.

Stream videos using AirPlay: Start video playback, then tap  and choose your Apple TV from the list of AirPlay devices. If  doesn't appear or if you don't see Apple TV in the list of AirPlay devices, make sure it's on the same wireless network as iPad. For more information, see "Using AirPlay" on page 37.

While video is playing, you can exit Videos and use other apps. To return playback to iPad, tap  and choose iPad.

Stream videos using a cable: Use the cable to connect iPad to your TV or AV receiver and select the corresponding input.

Connect using an Apple Digital AV Adapter	Attach the Apple Digital AV Adapter to the iPad Dock connector. Use an HDMI cable to connect the HDMI port of the adapter to your TV or receiver. To keep iPad charged while watching videos, use an Apple Dock Connector to USB Cable to connect the 30-pin port of the adapter to your iPad 10W USB Power Adapter.
Connect using an AV cable	Use the Apple Component AV Cable, Apple Composite AV Cable, or other authorized iPad-compatible cable. You can also use these cables with the Apple Universal Dock to connect iPad to your TV. You can use the dock's remote to control playback.
Connect using a VGA Adapter	Attach the VGA Adapter to the iPad Dock connector. Connect the VGA Adapter with a VGA cable to a compatible TV, projector, or VGA display.

With iPad 2 or later, when the cable is connected to a TV or projector, the iPad screen is automatically mirrored on the external display at a resolution of up to 1080p, and videos play at a resolution of up to 1080p. Some apps such as Keynote may use the external display as a second video monitor. With previous iPad models, only certain apps (including YouTube, Videos, and Photos) can use the external display.

With iPad 2 or later, you can also mirror the screen on a TV wirelessly, using AirPlay Mirroring and Apple TV. See "Using AirPlay" on page 37.

If you use the Apple Digital AV Adapter or the Apple Component AV Cable, high-resolution videos are shown in HD quality.

Deleting videos from iPad

To save space, you can delete videos from iPad.

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

When you delete a video (other than rented movies) from iPad, it isn't deleted from your iTunes library on your computer, and you can sync the video back to iPad later. If you don't want to sync the video back to iPad, set iTunes to not sync the video. See "Syncing with iTunes" on page 20.

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

Using Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPad from the iTunes library on your Mac or PC. See "Home Sharing" on page 89.



About YouTube

YouTube lets you watch short videos submitted by people from around the world. Some YouTube features require a YouTube account. To set up an account, go to www.youtube.com.

To use YouTube, iPad must have an Internet connection. See “Network” on page 125.

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

Browsing and searching for videos

Browse videos: Tap any browse button at the bottom of the screen.

Search for a video

Tap the search field, type a word or phrase, and tap Search.

See more videos from this YouTube user

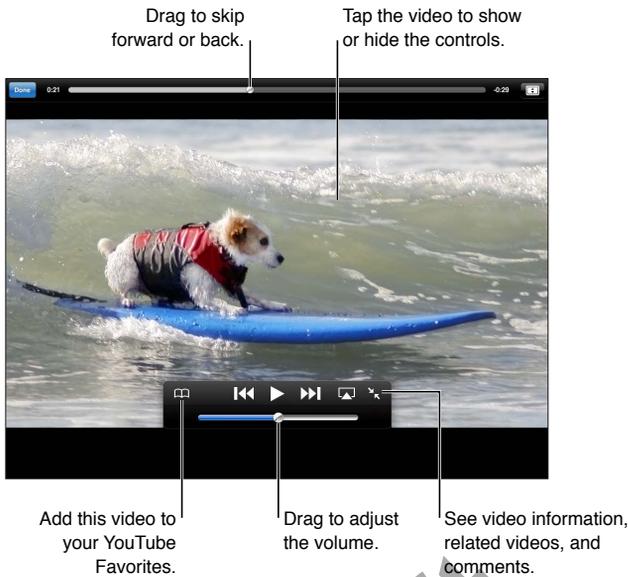
While watching full-screen, tap the screen to see the controls, and then tap . In the sidebar, tap “More From.” You must be signed in to a YouTube account.

See videos similar to this one

In the sidebar, tap “Related.”

Playing videos

Watch a video: Tap any video as you browse. Playback starts when enough of the video is downloaded to iPad. Tap ► to start the video sooner.



Show or hide the video controls	Tap the screen.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Watch full-screen	Rotate iPad to landscape orientation. If you still see video information, tap  .
Switch between filling the screen and fitting the screen width	While watching full-screen, double-tap the video. You can also tap  to make the video fill the screen, or  to make it fit the screen. If you don't see these controls, the video already fits the screen perfectly.
Pause or resume playback	Tap  or  . You can also press the center button (or equivalent button) on a compatible headset.
Start over from the beginning	Tap  while the video is playing. If you've watched less than five seconds of the video, you'll skip instead to the previous video in the list.
Scan forward or back	Touch and hold  or  .
Skip to any point	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Skip to the next or previous video in a list	Tap  to skip to the next video. Tap  twice to skip to the previous video. If you've watched less than five seconds of the video, tap only once.
Stop watching a video	Tap Done.
Play a video on Apple TV using AirPlay	Tap  and choose Apple TV. For information, see "Using AirPlay" on page 37.

Keeping track of videos you like

Show the controls for managing videos: While watching a full-screen video, tap to display the playback controls, then tap .

Add a video to Favorites	Tap Add, then select Favorites. If you're watching the video, tap  .
Add a video to a playlist	Tap Add, then select the playlist. If you don't see your playlists, sign in.
Subscribe to videos by this YouTube user	Tap More From, then tap Subscribe. You must be signed in to a YouTube account.
Delete a favorite	Tap Favorites, then tap Edit.
Delete a video from a playlist or an entire playlist	Tap Playlists, then tap Edit.
Flag a video	Tap  .

Sharing videos, comments, and ratings

Show the controls for sharing, rating, and commenting: While watching a full-screen video, tap to display the controller, then tap .

Rate a video	Tap Like or Dislike. You must be signed in to a YouTube account.
Add a comment	Tap Comments, then tap the comment field. You must be signed in to a YouTube account.
Add a video to Favorites or a playlist	Tap Add, then select Favorites or a playlist.
Email a link to a video	Tap Share.
Flag a video	Tap the movie to display the toolbar, then tap  .
Send your own video to YouTube	Open the Photos app, select the video, then tap  .

Watching YouTube on a TV

If you have an Apple TV, you can use AirPlay to watch YouTube videos on a TV. See "Playing videos" on page 67.

You can also use a cable to connect iPad to your TV or a projector. See "Watching videos on a TV" on page 64.



About Calendar

Calendar makes it easy to stay on schedule. You can view individual calendars, or several calendars at once. You can view your events by day, by month, or in a list. You can search the titles, invitees, locations, and notes of events. If you enter birthdays for your contacts, you can view those birthdays in Calendar.

You can also make, edit, or cancel events on iPad, and sync them back to your computer. You can subscribe to iCloud, Google, Yahoo!, or iCal calendars. If you have a Microsoft Exchange or iCloud account, you can receive and respond to meeting invitations.

Viewing your calendars

You can view calendars individually or as a combined calendar, making it easy to manage work and family calendars at the same time.



Change views: Tap List, Day, Year, or Month.

View the Birthdays calendar	Tap Calendars, then tap Birthdays to include birthdays from your Contacts with your events.
See the details of an event	Tap the event. You can tap information about the event to get more details. For example, if an address for the location is specified, tap it to open Maps.
Edit or delete a calendar	Tap Calendars, then tap Edit.
Select calendars to view	Tap Calendars, then tap to select the calendars you want to view. The events for all selected calendars appear in a single calendar on iPad.

Adding events

You can add and update calendar events directly on iPad.

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

You can also touch and hold to add a new event to an empty spot on a calendar. Drag the grab points to adjust the event's duration.

Set an alert	Tap Alert, then set an alert for 5 minutes to two days before the event.
Set a default alert for events	Go to Settings > Mail, Contacts, Calendar > Default Alert Times.
Update an event	Tap Edit, then change event information. To adjust an event's time or duration, touch and hold the event to select it. Then drag it to a new time, or drag the grab points to change its duration.
Delete an event	Tap the event, tap Edit, then scroll down and tap Delete Event.
Invite others to an event	Tap Invitees to select people from Contacts. Requires an iCloud, Microsoft Exchange, or CalDAV account.

Responding to invitations

If you have an iCloud, Microsoft Exchange, or a supported CalDAV account you can receive and respond to meeting invitations from people in your organization. When you receive an invitation, the meeting appears in your calendar with a dotted line around it, and  appears in the lower-right corner of the screen.

Respond to an invitation: Tap a meeting invitation in the calendar, or tap  to display the Event screen and tap the invitation.

See the organizer's contact information	Tap "invitation from."
See other invitees	Tap Invitees. Tap a name to see the person's contact information.
Add comments in reply	Tap Add Comments. Your comments are visible to the organizer but not to other attendees. Comments may not be available, depending on the calendar service you're using.
Set your availability	Tap Availability and select "busy" or "free." Busy identifies the time as reserved when someone invites you to a meeting.

Searching calendars

In List view, you can search the titles, invitees, locations, and notes fields of the events in your calendars. Calendar searches the events for the calendars you're currently viewing.

Search for events: Tap List, then enter text in the search field.

Calendar events can also be included in searches from the Home screen. See "Searching" on page 32.

Subscribing to calendars

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

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

Subscribe to a calendar: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar.

You can also subscribe to an iCal (or other .ics) calendar published on the web by tapping a link to the calendar.

Importing calendar events from Mail

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

Import events from a calendar file: In Mail, open the message and tap the calendar file.

Syncing calendars

You can sync Calendar in these ways:

- *In iTunes:* Use the device settings panes to sync with iCal or Microsoft Entourage on a Mac, or with Microsoft Outlook 2003, 2007, or 2010 on a PC, when you connect iPad to your computer.
- *In Settings:* Turn on Calendars in your iCloud, Microsoft Exchange, Google, or Yahoo! accounts to sync your calendar information over the Internet, or to set up a CalDAV account if your company or organization supports it. See "Setting up mail and other accounts" on page 18.

Calendar accounts and settings

There are several settings available for Calendar and your calendar accounts. Go to Settings > Mail, Contacts, Calendars.

Calendar accounts are also used to sync to-do items for Reminders.

Add a CalDAV account: Go to Settings > Mail, Contacts, Calendars, tap Add an Account, then tap Other. Under Calendars, tap Add CalDAV Account.

These options apply to all of your calendars:

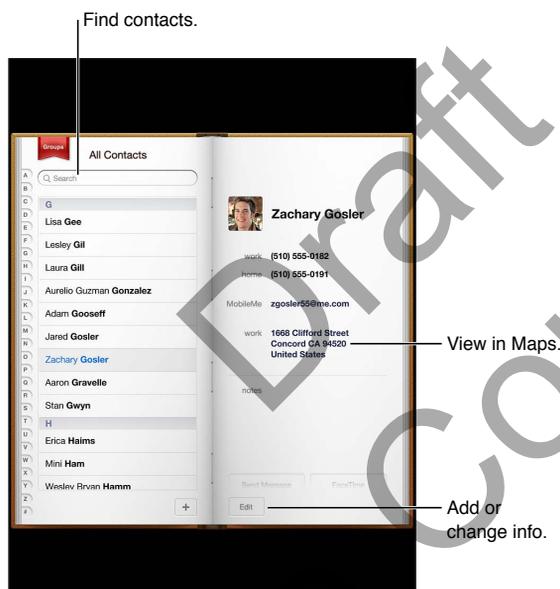
Set calendar alert tones	Go to Settings > Sounds > Calendar Alerts.
Sync past events	Go to Settings > Mail, Contacts, Calendars > Sync, then choose a time period. Future events are always synced.
Set alerts to sound when you receive a meeting invitation	Go to Settings > Mail, Contacts, Calendars, and tap “New Invitation Alerts.”
Turn on Calendar time zone support	Go to Settings > Mail, Contacts, Calendars > Time Zone Support, then turn on Time Zone Support.
Set a default calendar	Go to Settings > Mail, Contacts, Calendars > Default Calendar.
Use iCloud to keep Calendar up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Calendar. See “Using iCloud” on page 19.

Important: When Time Zone Support is on, Calendar displays event dates and times in the time zone of the city you selected. When Time Zone Support is off, Calendar displays events in the time zone of your current location as determined by your Internet connection. When you travel, iPad may not display events or sound alerts at the correct local time. To manually set the correct time, see “Date & Time” on page 128.



About Contacts

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



Syncing contacts

You can add contacts in the following ways:

- Use your iCloud contacts. See “Using iCloud” on page 19.
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer. See “Syncing with iTunes” on page 20.
- Set up a Microsoft Exchange account on iPad, with Contacts enabled. See “Contacts accounts and settings” on page 75.
- Set up an LDAP or CardDAV account to access business or school directories. See “Contacts accounts and settings” on page 75.
- Enter contacts directly on iPad. See “Adding and editing contacts” on page 74.