

# Apple Confidential


**Note:** Location information isn't tracked or stored outside iPad. If you don't want to use Location Services, go to Settings > Privacy > Location Services to turn it off. You can still use Siri, but Siri won't be able to do anything that requires knowing your location.

## Make corrections

**Want to cancel that last command?** Say "cancel," tap the Siri icon, or press the Home button.

If Siri doesn't get something right, you can tap to edit your request.

Image  
file:///var/app-projectfiles/Sweet/iPad/content/branches/  
Instructions/L1/Art/Siri\_edital  
not found.

Or tap  again and clarify your request. For example, "I meant Boston." Don't bother saying what you *didn't* mean.

## Siri settings

To set options for Siri, go to Settings > General > Siri. Options include:

- turning Siri on or off
- language
- voice gender (may not be available in all areas)
- voice feedback
- My Info card

**Prevent access to Siri when iPad is locked.** Go to Settings > General > Passcode Lock. You can also disable Siri by turning on restrictions. See [Restrictions](#) on page 31.

# Safari

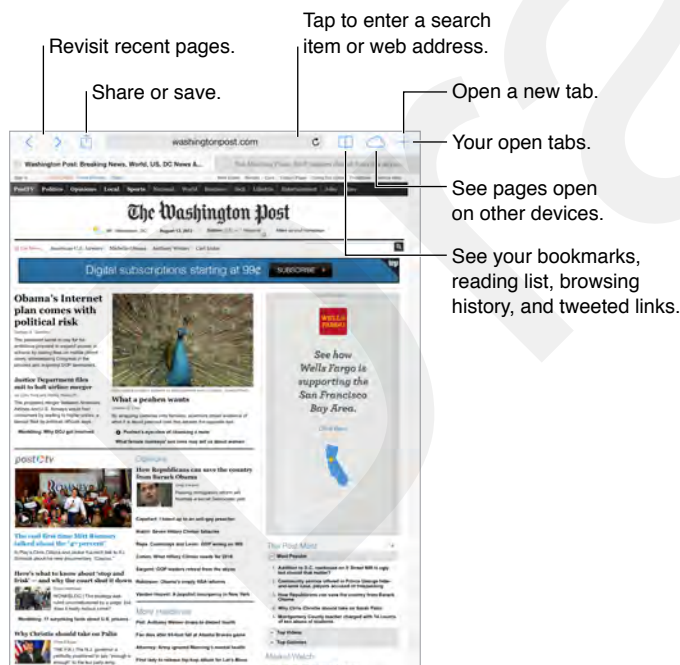
# 5



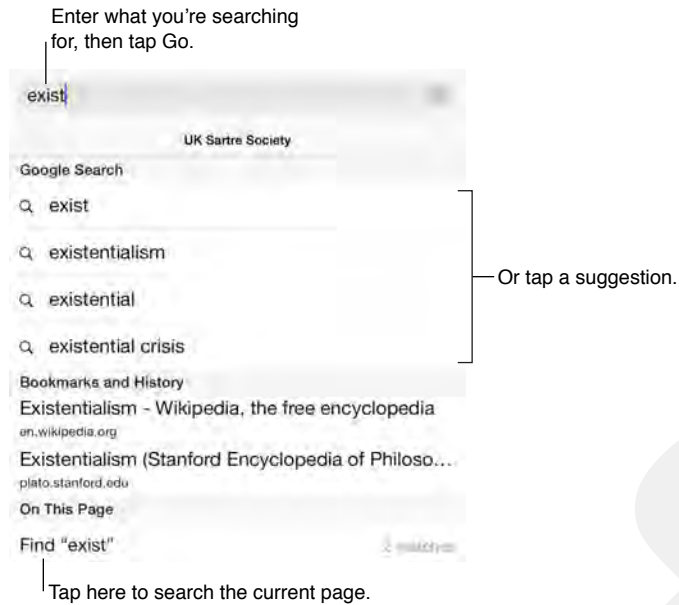
## Safari at a glance

Use Safari on iPad to browse the web. Add web clips to the Home screen for quick access. Use Reading List to collect sites to read later. Use iCloud to see pages you have open on other devices, and to keep your bookmarks and reading list up to date on your other devices. Safari features include:

- Reader—view articles without ads or clutter
- Reading list—collect articles to read later
- Full-screen mode—when viewing webpages in landscape orientation



## Search



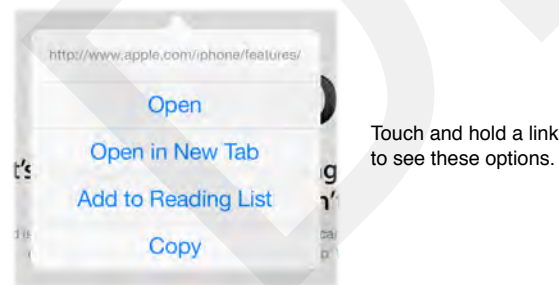
**Search the web.** Enter a URL or search term in the search field at the top of the page, then tap a suggested term or tap Go on the keyboard to search for exactly what you typed.

**Have your favorites top the list.** Select them at Settings > Safari > Favorites.

**Search the page.** Scroll to the bottom of the suggested results list and tap the entry under On This Page. Tap > in the bottom left to see the next occurrence on the page. To search the page for a different term, enter it in the field at the bottom of the page. To continue browsing, tap Done.

**Choose your search tool.** Go to Settings > Safari > Search Engine.

## Browse the web



**Look before you leap.** To see the URL of a link before you go there, touch and hold the link.

**Open a link in a new tab.** Touch and hold the link, then tap Open in New Tab. If you'd like new switch to new tabs when you open them, go to Settings > Safari and turn off Open New Tabs in Background.

**Switch tabs.** Tap a tab at the top of the page.

**Close a tab.** Tap ⊗ on the tab.

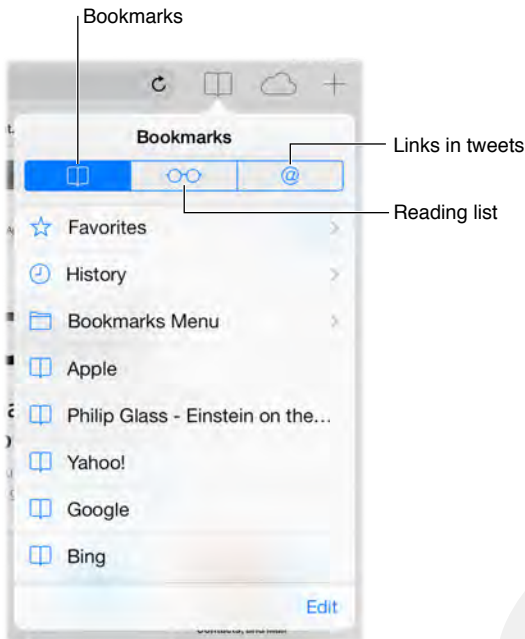
**Pick up where you left off.** If you turn on Settings > iCloud > Safari, you can Tap ☁ to view a page that's open on one of your other devices.



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**Get back to the top.** Tap the top edge of the screen to return to the top of a long page quickly.

**See the latest.** Tap  next to the address in the search field to update the page.

## Keep bookmarks




**Bookmark the current page.** Tap , then tap Bookmark. To revisit the page, tap , then tap the bookmark.

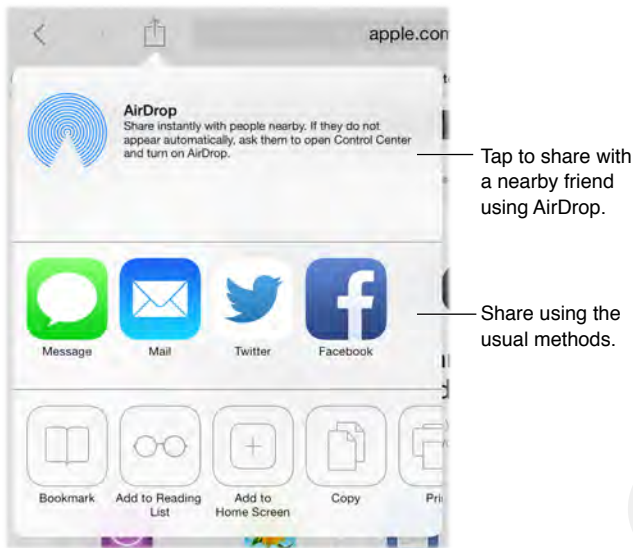
**Get organized.** To create a folder for bookmarks, tap , then tap Edit.

**Choose which favorites appear when you tap the search field.** Go to Settings > Safari > Favorites.


**Bookmarks bar on your Mac?** Turn on Settings > iCloud > Safari if you want items from the bookmarks bar in Safari on your Mac to appear in Favorites on iPad.

**Save a webclip shortcut on your Home screen.** Tap , then tap Add to Home Screen. The webclip appears only on the device where you create it.

## Share what you discover

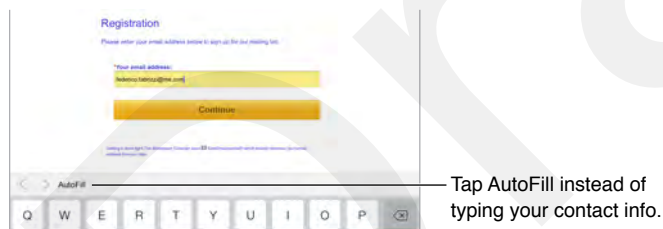


Spread the news. Tap .

See who's tweeting what. Go to Settings > Twitter and sign in, then tap  and look under @ to see links tweeted by your friends and others you follow.

## Fill in forms

Whether you're logging in to a website, signing up for a service, or making a purchase, you can fill in a web form using the onscreen keyboard or have Safari fill it in for you using AutoFill.



**Logging in to the same site frequently?** When you're asked if you want to save the password for the site, tap Yes. The next time you visit, your user name and password will be filled in for you.

**Fill in a form.** Tap any field to bring up the onscreen keyboard. Tap < or > above the keyboard to move from field to field.

**Fill it in automatically.** Go to Settings > Safari > Passwords & Autofill and turn on Use Contact Info. Then, tap AutoFill above the onscreen keyboard when you're filling in the form. Not all websites support AutoFill.

**Enter your credit card information.** Go to Settings > Safari > Autofill and save your credit card information, then look for the AutoFill Credit Card button above the onscreen keyboard whenever you're in a credit card field. Your card's security code is not stored, so you still enter that yourself.

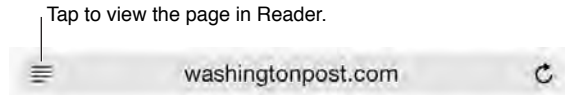
**Submit the form.** Tap Go, Search, or the link on the webpage.


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Use **AutoFill** on all your devices. Turn on Settings > iCloud > Keychain to make your AutoFill information available on all of your iOS devices. For more about iCloud Keychain, see [iCloud Keychain](#).

## Avoid clutter with Reader

Use Safari Reader to focus on a page's primary content.



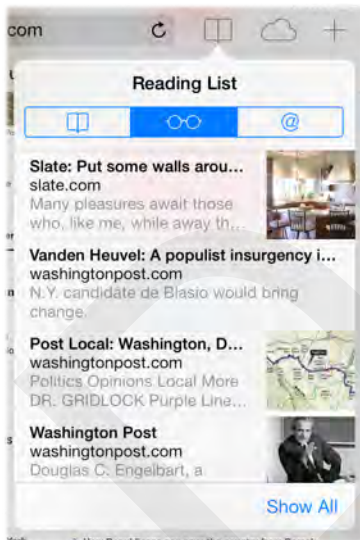
**Focus on content.** Tap  at the left end of the address field. If you don't see the icon, reader isn't available for the page you're looking at.

**Share only the good stuff.** Tap  while viewing the page in Reader to share just the article text and a link to it.

**Return to the full page.** Tap the reader icon in the address field again.

## Save a reading list for later

Save interesting items in your reading list so you can return to them later. You can read pages in your reading list even when you're not connected to the Internet.



**Add the current page to your reading list.** Tap , then tap Add to Reading List.

**Add a linked page without opening it.** Touch and hold the link, then tap Add to Reading List.

**View your reading list.** Tap , then tap .

**Delete something from your reading list.** Swipe left on the item in your reading list.

## Privacy and security

You can adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.

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**Ask for a little privacy.** Turn on Settings > Safari > Do Not Track. Safari will ask websites you visit to not track your browsing, but beware—a website can choose not to honor the request.

**Control cookies.** Go to Settings > Safari > Block Cookies. To remove cookies already on iPad, go to Settings > Safari > Clear Cookies and Data.

**Use secure passwords.** Tap the password field when you create a new account, and Safari will offer to create a secure password and store it in your iCloud Keychain.

**Erase your browsing history and data from iPad.** Go to Settings > Safari > Clear History, and Settings > Safari > Clear Cookies and Data.

**Visit sites without making history.** Tap Private on either the open pages screen or the bookmarks screen. Sites you visit will not be added to History on your iPad.

**Watch for suspicious websites!** Turn on Settings > Safari > Fraudulent Website Warning.

## Safari Settings

Go to Settings > Safari, where you can:

- Choose your search engine
- Provide AutoFill information
- Choose which favorites are displayed when you search
- Have new tabs open in the background
- Display your Favorites at the top of the page
- Block pop-ups
- Tighten privacy and security
- Clear your history, cookies, and data

# Mail

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## Write messages

Mail lets you access all of your email accounts, on the go.

Change mailboxes or accounts.

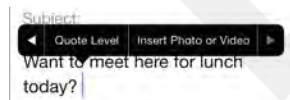
Search this mailbox.


Delete, move, or mark multiple messages.

Compose a message.

Change the preview length in Settings > Mail, Contacts, Calendars.

Insert a photo or video. Tap the insertion point. Tap the arrows to see more choices. Also see [Edit text](#) on page 24.



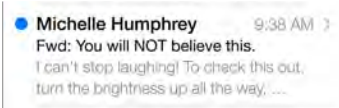
Quote some text when you reply. Tap the insertion point, then select the text you want to include. Tap , then tap Reply.

Send a message from a different account. Tap the From field to choose an account.

Change a recipient from Cc to Bcc. After you enter recipients, you can drag them from one field to another or change their order.



## Get a sneak peek



**See a longer preview.** Go to Settings > Mail, Contacts, Calendars > Preview. You can show up to five lines.

**Is the message for me?** Turn on Settings > Mail, Contacts, Calendars > Show To/Cc Label. If the label says Cc instead of To, you were just copied. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show it, tap Edit while viewing the Mailboxes list.

## Finish a message later



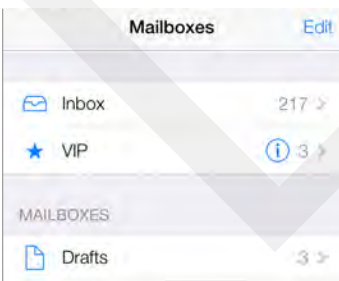
**Save it, don't send it.** If you're writing a message and want to finish it later, tap Cancel, then tap Save Draft.

**Finish a saved draft.** Touch and hold Compose. Pick the draft from the list, then finish it up and send, or save it again as a draft.

**Show draft messages from all of your accounts.** While viewing the Mailboxes list, tap Edit, tap Add Mailbox, then turn on the All Drafts mailbox.


**Delete a draft.** In the Drafts list, swipe left across a draft, then tap Delete.

## See important messages



**Gather important messages.** Add important people to your VIP list, and their messages all appear in the VIP mailbox. Tap the sender's name in a message, then tap Add to VIP. To show the VIP mailbox, tap Edit while viewing the Mailboxes list.


**Get notified of important messages.** Notification Center lets you know when you receive messages in favorite mailboxes or messages from your VIPs. Go to Settings > Notification Center > Mail.

**Flag a message so you can find it later.** Tap  while reading the message. You can change the appearance of the flagged message indicator in Settings > Mail, Contacts, Calendars > Flag Style. To see the Flagged mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

**Search for a message.** Scroll to or tap the top of the message list to reveal the search field. You can search the current mailbox, or all mailboxes at once. Searching looks at the address fields, the subject, and the message body.

**Search by timeframe.** Scroll to or tap the top of the message list to reveal the search field, then type something like “February meeting” to find all messages from February with word “meeting.”

**Search by message state.** To find all flagged, unread messages from people in your VIP list, type “flag unread vip.” You can also search for other message attributes, such as “attachment.”

**Junk, be gone!** Tap  while you’re reading a message, then tap Move to Junk to file it in the Junk folder. If you accidentally move a message, shake iPad immediately to undo.

**Make a favorite mailbox.** Favorite mailboxes appear at the top of the Mailboxes list. To add a favorite, view the Mailboxes list and tap Edit. Tap Add Mailbox, then select the mailbox to add. You’ll also get push notifications for your favorite mailboxes.

## Attachments



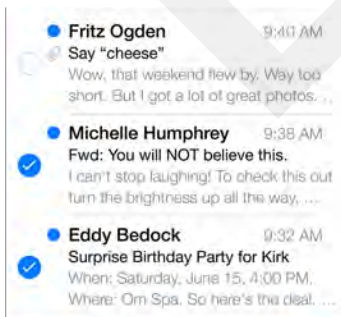
**Save a photo or video to your Camera Roll.** Touch and hold the photo or video until a menu appears, then tap Camera Roll.

**Use an attachment with another app.** Touch and hold the attachment until a menu appears, then tap the app you want to open the attachment with.

**Include attachments in your reply.** When you reply to a message, attachments aren’t included. To include them, forward the message instead.

**See messages with attachments.** The Attachments mailbox shows messages with attachments from all accounts. To add it, view the Mailboxes list and tap Edit.


## Work with multiple messages




**Delete, move, or mark multiple messages.** While viewing a list of messages, tap Edit. Select some messages or tap Mark All, then choose an action. If you make a mistake, shake iPad immediately to undo.

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**Organize your mail.** Create mailboxes to organize your mail. Go to the mailbox list (if necessary), then tap Edit to make a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

**Recover a deleted message.** Go to the account's Trash mailbox, open the message, then tap  and move the message. Or, if you just deleted it, shake iPad to undo. To see deleted messages across all your accounts, add the Trash mailbox. To add it, go to the mailbox list (if necessary), then tap Edit and select it from the list.

**Archive instead of delete.** Instead of deleting messages, you can archive them so they're still around if you need them. Turn on Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of archiving it, touch and hold , then tap Delete.

**Deal with a message without opening it.** Swipe left on a message, then tap Delete or Archive. Or tap More to move, forward, reply, flag, or move it to the Junk folder.

**Stash your trash.** You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced.

## See and save addresses



**See who received a message.** While viewing the message, tap More in the To field.

**Add someone to Contacts or make them a VIP.** Tap the person's name or email address.

## Print messages

**Print a message.** Tap , then tap Print.

**Print an attachment or picture.** Tap to view it, then tap  and choose Print.

See [AirPrint](#) on page 30.

## Mail settings

Go to Settings > Mail, Contacts, Calendars, where you can:

- Use a different mail signature for each account
- Add additional mail accounts
- Bcc yourself on every message you send
- Turn on Organize by Thread to group related messages together
- Turn off confirmation for deleting a message
- Turn off Push delivery of new messages, to save on battery power

- Temporarily turn off an account

Draft

# Messages

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## iMessage service

With the Messages app and the built-in iMessage service, you can send unlimited text messages over Wi-Fi to others using iOS 5 or later, or OS X Mountain Lion or later. Messages can include photos, videos, and other info. You can see when other people are typing, and let them know when you've read their messages. iMessages are displayed on all of your iOS devices logged in to the same account, so you can start a conversation on one of your devices and continue it on another device. For security, iMessages are encrypted before they're sent.

**WARNING:** For important information about avoiding distractions while driving, see [Important safety information](#) on page 125.

**Note:** Cellular data charges or additional fees may apply for your iPad, and for iPhone and iPad users who exchange messages with over their cellular data network.

## Send and receive messages



Tap the edit button to edit or forward a conversation.


Tap the compose button to start a new conversation.



Tap the Attach Media button to include a photo or video.


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**Start a text conversation.** Tap , then enter a phone number or email address, or tap  and choose a contact.

**Note:** An alert  appears if a message can't be sent. Tap the alert in a conversation to try sending the message again.


**Resume a conversation.** Tap the conversation in the Messages list.

**Hide the keyboard.** Tap  in the lower-right corner.

**Use picture characters.** Go to Settings > General > Keyboard > Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. Then while typing a message, tap  to bring up the Emoji keyboard. See [Special input methods](#) on page 123.


**See what time a message was sent or received.** Drag any bubble to the left.

**Make a FaceTime call to the person you're texting.** Tap Contact at the top of the screen, then tap .

**See a person's contact info.** Tap Contact at the top of the screen, then tap . Tap info items to perform actions, such as making a FaceTime call.

**See earlier messages in the conversation.** Tap the status bar to scroll to the top. Tap Load Earlier Messages, if necessary.

**Send messages to a group.** Tap , then enter multiple recipients.


**Block unwanted messages.** On a contact card, tap Block this Caller. You can see someone's contact card while viewing a message by tapping Contact, then tap . You can also block callers in Settings > FaceTime > Blocked. You will not receive FaceTime calls, or text messages from blocked callers. For more information about blocking calls, see [support.apple.com/kb/HT5845](https://support.apple.com/kb/HT5845).


## Managing conversations

Conversations are saved in the Messages list. A blue dot  indicates unread messages. Tap a conversation to view or continue it.

Image  
"file:///svn/apd-projectfiles/Sweet/iPad/content/branches/  
Innsbruck/LL/Art/MSG\_conversationList\_P3.ai"  
not found.

**View the Messages list.** Swipe to the right.

**Forward a conversation.** Select the conversation, tap , select parts to include, then tap Forward.


**Delete a message.** Touch and hold a message or attachment, tap More, select more if desired, then tap . To delete all text and attachments without deleting the conversation, tap Delete All.



**Delete a conversation.** In the Messages list, swipe the conversation from right to left, then tap Delete.

**Search conversations.** In the Messages list, tap the top of the screen to display the search field, then enter the text you're looking for. You can also search conversations from the Home screen. See [Search](#) on page 26.

## Share photos, videos, and more

You can send photos, videos, locations, contact info, and voice memos. The size limit of attachments is determined by your service provider—iPad may compress photo and video attachments when necessary.

**Send a photo or video.** Tap . You can choose an existing photo or video on iPad, or take a new one.


**See full-size photos or video.** Tap the photo or video. To see other photos and videos in the conversation, tap . Tap  to return to the conversation.

**Send items from another app.** In the other app, tap Share or , then tap Message.

**Share, save, or print an attachment.** Tap the attachment, then tap .

**Copy a photo or video.** Touch and hold the attachment, then tap Copy.

**Add someone to your contacts.** From a conversation, tap Contact, then tap Create New Contact.

**Save contact info.** Tap Contact at the top of the screen, tap , then tap Create New Contact or Add to Existing Contact.

## Messages settings

Go to Settings > Messages to set options for Messages, including:

- Turning iMessage on or off
- Notifying others when you've read their messages
- Specifying a phone number, Apple ID, or email address to use with Messages
- Turning group messaging on or off
- Showing the Subject field
- Showing the character count
- Blocking unwanted messages

**Manage notifications for messages.** See [Do Not Disturb](#) on page 28.

**Set the alert sound for incoming text messages.** See [Sounds and silence](#) on page 28.

# FaceTime

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## FaceTime at a glance

Use FaceTime to make video or audio calls to other iOS devices or computers that support FaceTime. The FaceTime camera lets you talk face-to-face; switch to the rear iSight camera to share what you see around you.



**Note:** FaceTime may not be available in all areas. On iPad Wi-Fi + cellular models, FaceTime calls can be made over a cellular data connection. Cellular data charges may apply.



With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account).



## Make and answer calls

**Make a FaceTime call.** Make sure FaceTime is turned on in Settings > FaceTime. Tap FaceTime, then tap Contacts and choose a name. Tap  to make a video call, or tap  to make an audio call.



**Use your voice to start the call.** Press and hold the Home button, then say “FaceTime,” followed by the name of the person to call.

**Want to call again?** Tap Recents, then choose a name or number.


**Can’t take a call right now?** When a FaceTime call comes in, you can answer, decline, or choose another option.



**See the whole gang.** Rotate iPad to use FaceTime in landscape orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See [Change the screen orientation](#) on page 21.

## Manage calls

**Multitask 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 video, tap the green bar at the top of the screen.

**Take advantage of Favorites.** Tap Favorites. To add a favorite, Tap , then choose a contact and add to Favorites as FaceTime Audio or FaceTime. To call a favorite, tap a name in the list. Make sure phone numbers for contacts outside your region include the country code and area code.

**Juggle calls.** FaceTime calls aren’t forwarded. If another call comes in while you’re on a FaceTime call, you can either end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message.

**Block unwanted callers.** Go to Settings > FaceTime > Blocked. You will not receive voice calls, FaceTime calls, or text messages from blocked callers. For more information about blocking calls, see [support.apple.com/kb/HT5845](http://support.apple.com/kb/HT5845).

Other options in Settings let you turn FaceTime on or off, specify a phone number, Apple ID, or email address to use with FaceTime, and set your caller ID.


# Camera

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iPad features two cameras—the iSight camera on the back, and the FaceTime camera on the front for FaceTime calls and self-portraits. You can take still photos and record videos with either camera.



## Camera at a glance

**Quick! Get the camera!** Swipe up from the bottom edge of the screen to open Control Center, then tap .

With iPad, you can take both still photos and videos using the FaceTime camera on the front or the iSight camera on the back. <<QUESTION: is the rear camera on iPad 2 an iSight camera?>>



Start or stop video recording.

View the photos and videos you've taken.



Camera/Video switch

A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected. With the iSight camera, the focus is set in addition to the exposure.

## Take photos and videos

Slide the screen up or down to choose the Camera mode for still photos, square-format photos, or videos. (<<QUESTION: Do any models support Panorama or any other mode?>>)

**Take a photo.** Choose Photo, then tap the shutter button or press either volume button.

**Apply a filter.** (<<QUESTION: do any models include filters when taking a photo?>>) Tap  to apply different color effects, such as black & white. To turn off a filter, tap , then tap None. You can also apply a filter later, when you edit the photo. See [Edit photos and trim videos](#) on page 60.

A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected.

Exposure is automatic, but you can set the exposure manually for the next shot by tapping an object or area on the screen. With an iSight camera, tapping the screen sets the focus as well as the exposure. Face detection is temporarily turned off. To lock the exposure and focus until you tap the screen again, touch and hold until the rectangle pulses.

**Shoot some video.** Choose Video, then tap the Shutter button or press either volume button to start and stop recording.

**Zoom in or out.** (iSight camera) Stretch or pinch the image on the screen. For <<QUESTION: any models? CONFIRMED: j76, NO SUPPORTED FOR: P101>>, zoom is available in video mode as well as for still photos.

If Location Services is turned on, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See [Privacy](#) on page 31.

**Want to capture what's displayed on your screen?** Simultaneously press and release the Sleep/Wake and Home buttons. The screenshot is added to your Camera Roll.

You can edit photos (to rotate, auto-enhance, apply a filter, remove red-eye, or crop) and trim videos, right on iPad. See [Edit photos and trim videos](#) on page 60.

## HDR

*HDR* (“high dynamic range”) helps you get great shots, even in high-contrast situations. The best parts of three quick shots, taken at different exposures (long, normal, and short), are blended together into a single photo.

**Use HDR.** (iSight camera)<<QUESTION: correct? all models supported by iOS 7?>> Tap HDR. The flash is temporarily turned off. For best results, keep both the camera and the subject still.

**Keep the normal photo in addition to the HDR version.** Go to Settings > Photos and Camera.


HDR versions of photos in your Camera Roll are marked with “HDR” in the corner.

## View, share, and print

Photos and videos you take are saved in your Camera Roll. With Photo Stream, new photos also appear in My Photo Stream on iPad and your other iOS devices and computers. See [My Photo Stream](#) on page 59.

**View your Camera Roll.** Tap the thumbnail image, then swipe left or right. You can also view your Camera Roll in the Photos app.

Tap the screen to show or hide the controls.

**Get sharing and printing options.** Tap . See [AirDrop, iCloud, and other ways to share](#).

**Upload photos and videos to your computer.** Connect iPad to your computer to upload items to iPhoto or another supported application on your Mac or PC. If you delete photos or videos in the process, they're removed from your Camera Roll album.

Sync photos and videos to iPad from your Mac. Use the Photos settings pane in iTunes. See [Sync with iTunes](#) on page 16.

## Camera settings

Go to Settings > Photos & Camera for camera options, which include:

- photo streams
- slideshow
- grid

Adjust the volume of the shutter sound with the Ringer and Alerts settings in Settings > Sounds. Or mute the sound using the Ring/Silent switch. (In some countries muting is disabled.)

# Photos

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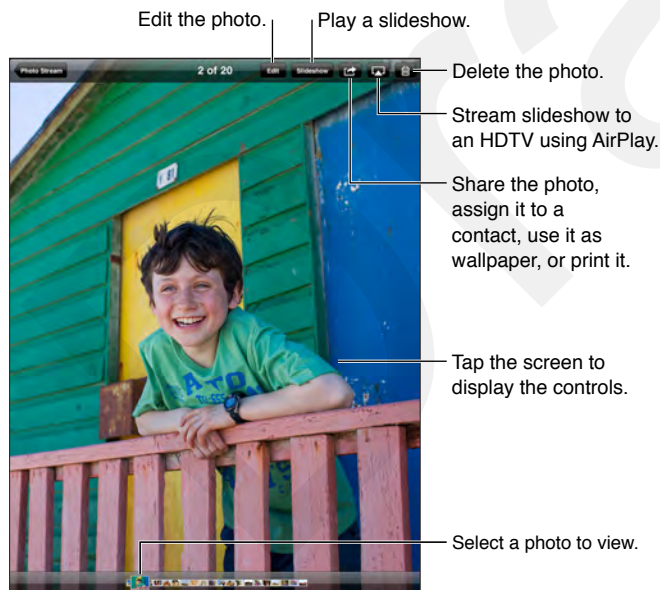
Carry photos and videos with you so you can enjoy them wherever you are, and share them with family and friends.



## View photos and videos

Photos lets you view your:

- Camera Roll—photos and videos you took on iPad, or saved from an email, text message, webpage, or screenshot
- Shared photos and videos—Photos and videos that you've shared with iCloud Photo Sharing or that other have shared with you (see [iCloud Photo Sharing](#) on page 58)
- Photos and videos synced from your computer (see [Sync with iTunes](#) on page 16)



**View your photos and videos.** Tap Photos. Photos automatically organizes your photos and videos by year, by collection, and by moment. To quickly browse the photos in a collection or year, touch and hold for a moment, then drag.

By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos & Camera and turn off Summarize Photos.

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**View by events or by faces.** Albums you sync with iPhoto 8.0 or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. Tap Albums, then scroll to find Events or Faces.

**View by location.** While viewing by year or by collection, tap >. Photos and videos that include location information appear on a map, showing where they were taken.

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

**Zoom in or out.** Double-tap, or pinch and stretch a photo. When you zoom in, you can drag to see other parts of the photo.

**Play a video.** Tap ▶. To toggle between full-screen and fit-to-screen, double-tap the display.

**Play a slideshow.** While viewing a photo, tap ⏮, then tap Slideshow. Select options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other slideshow options, go to Settings > Photos & Camera.

To stream a slideshow or video to a TV, see [AirPlay](#) on page 30.

## Organize your photos and videos

**Create a new album.** Tap Albums, tap +, enter a name, then tap Save. Select photos and videos to add to the album, then tap Done.

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

**Add items to an existing album.** While viewing thumbnails, tap Select, select items, tap Add To, then select the album.

**Manage albums.** While viewing your album list, tap Edit.

- *Rename an album:* Select the album, then enter a new name.
- *Rearrange albums:* Touch, then drag the album to another location.
- *Delete an album:* Tap ✕.

Only albums created on iPad can be renamed or deleted.

## iCloud Photo Sharing


Share streams of photos and videos with people you choose. Friends you've chosen who have an iCloud account—and iOS 6 or later or OS X Mountain Lion or later—can join your stream, view the photos you add, and leave comments. If they have iOS 7 or OS X Mavericks, they can add their own photos and videos to the stream. You can also publish your stream to a website for anyone to view.


**Note:** To use iCloud Photo Sharing, iPad must be connected to the Internet.

**Turn on iCloud Photo Sharing.** Go to Settings > iCloud > Photos.

**Create a shared stream.** While viewing a photo or video, or when you've selected multiple photos or videos, tap ⏮, tap iCloud, tap Stream, then tap New Shared Stream. You can send an invitation by text or email.

**Enable a public website.** Select the shared stream, tap People, then turn on Public Website. Tap Share Link to announce the site, if desired.


**Add items to a shared stream.** View a shared stream, tap **+**, select items, then tap Done. You can add a comment, then tap Post. You can also add items to a shared stream when you're viewing photos or albums. Tap , tap iCloud, tap Stream, then select the shared stream or create a new one. Add a comment if you like, then tap Post.

**Delete photos from a shared stream.** Select the photo stream, tap Select, select the photos or videos you want to delete, then tap . You must be the owner of the stream, or the owner of the photo.

**Delete comments from a shared stream.** Select the photo or video that contains the comment. Touch and hold the comment, then tap Delete. You must be the owner of the stream, or the owner of the comment.

**Rename a photo stream.** While viewing Shared Streams, tap Edit, then tap the name and enter a new one.

**Add or remove subscribers, or turn Notifications on or off.** Select the photo stream, then tap People.

**Subscribe to a shared stream.** When you receive an invitation, tap the Shared tab ()<sup>1</sup>, then tap Accept. You can also accept an invitation in an email.

**Add items to a shared stream you subscribed to.** View the shared stream, then tap **+**, select items, then tap Done. You can add a comment, then tap Post.

## My Photo Stream



**View the photos you take with iPad on your other devices, automatically.** Turn on My Photo Stream in Settings > Photos & Camera. You can also turn on My Photo Stream in Settings > iCloud > Photos.

Photos you take are automatically added to My Photo Stream when you leave the Camera app and iPad is connected to the Internet via Wi-Fi. All photos added to your Camera Roll—including screen shots and photos saved from email, for example—appear in My Photo Stream.

Photos added to My Photo Stream on your other devices also appear in My Photo Stream on iPad. iOS devices can keep up to 1000 of your most recent photos in My Photo Stream; your computers can keep all My Photo Stream photos permanently.

**Note:** Photo stream photos don't count against your iCloud storage.

**Manage My Photo Stream contents.** In your My Photo Stream album, tap Select.



- *Save your best shots to an album on iPad:* Select the photos, then tap Add To.
- *Share, print, copy, or save photos to your Camera Roll album:* Select the photos, then tap .
- *Delete photos:* Select the photos, then tap .

**Note:** Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in the Camera Roll on the device where they were originally taken. Photos that you save to another album on a device or computer are also not deleted. To delete photos from My Photo Stream, you need iOS 5.1 or later on iPad and on your other iOS devices. See [support.apple.com/kb/HT4486](https://support.apple.com/kb/HT4486).

## Share photos and videos

You can share photos and videos in email, text messages, and tweets, and on Facebook and Flickr. Videos can be shared in email and text messages, and on YouTube, Facebook, and Vimeo. You can also share photos and videos using Photo Sharing, described above.

Image  
"file:///svn/apd-projectfiles/Sweet/iPad/content/branches/  
lmsbruck/LL/Art/PHI\_share.ai"  
not found.


**Share or copy a photo or video.** View a photo or video, then tap . If you don't see , tap the screen to show the controls.

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

You can also copy a photo or video, and then paste it into an email or text message.

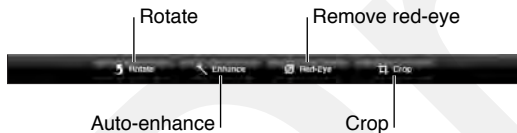
**Share or copy multiple photos and videos.** While viewing by moment, tap Share.

**Save or share a photo or video you receive.**

- *Email:* Tap to download it if necessary, then touch and hold the item to see sharing and other options.
- *Text message:* Tap the item in the conversation, then tap .

Photos and videos that you receive in messages or save from a webpage are saved to your Camera Roll album.

## Edit photos and trim videos



You can edit photos right on iPad. While viewing a photo full-screen, tap Edit, then tap one of the tools.

- Auto-enhance improves a photo's exposure, contrast, saturation, and other qualities.
- Photo filters lets you apply different color effects, including black & white.
- With the Remove Red-eye tool, tap each eye that needs correcting.
- Crop by dragging the corners of the grid.

**Don't like the results?** Tap the tool again to return to the original.

Image  
"file:///svn/apd-projectfiles/Sweet/iPad/content/branches/  
lmsbruck/LL/Art/PHI\_trimVideo\_P3.ai"  
not found.



**Trim a video.** Tap the screen to display the controls, drag either end of the frame viewer, then tap Trim.

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



## Print photos


**Print to AirPrint-enabled printers:**


- *Print a single photo:* Tap , then tap Print.
- *Print multiple photos:* While viewing a photo album, tap Select, select the photos, tap , then tap Print.

See [AirPrint](#) on page 30.

## Picture Frame

<<THIS FEATURE REMOVED?>> 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 .

**Select which albums to display:** Go to Settings > Picture Frame.

**Set other options for Picture Frame:** Go to Settings > Picture Frame.

**Turn off Picture Frame:** Go to Settings > General > Passcode Lock.

## Importing photos and videos

You can import photos and videos directly from a digital camera, from another iOS device with a camera, or from an SD memory card. For iPad 4th generation or iPad mini, use the Lightning to SD Card Camera Reader or the Lightning to USB Camera Adapter (both sold separately). For earlier iPad models, use the iPad Camera Connection Kit (sold separately), which includes both an SD card reader and a camera connector.

**Import photos:**

- 1 Insert the SD card reader or camera connector into the iPad Lightning connector or 30-pin dock connector.
  - *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.
  - *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.
- 2 Unlock iPad.
- 3 The Photos app opens and displays the photos and videos available for importing.
- 4 Select the photos and videos to import.
  - *To import all items:* Tap Import All.
  - *To import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap 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.

A new event in the Last Import album contains all the photos you just imported.

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.

### Photos settings

Settings for Photos are in Settings > Photos & Camera. These include:

- My Photo Stream and Photo Sharing
- slideshow