Apple Confidential

iPad
User Guide

For iOS 7.0.1 Software

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iPad at a Glance

1

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

iPad Overview

iPad mini 2nd generation

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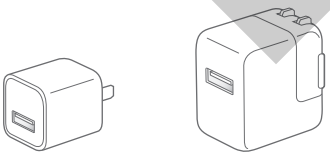
iPad 5th generation

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

Accessories

The following accessories are included with iPad:



USB power adapter. Use the included power adapter to power iPad and charge the battery.

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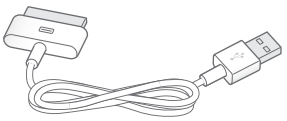
Note: The power adapter included with iPad may vary by model and region.

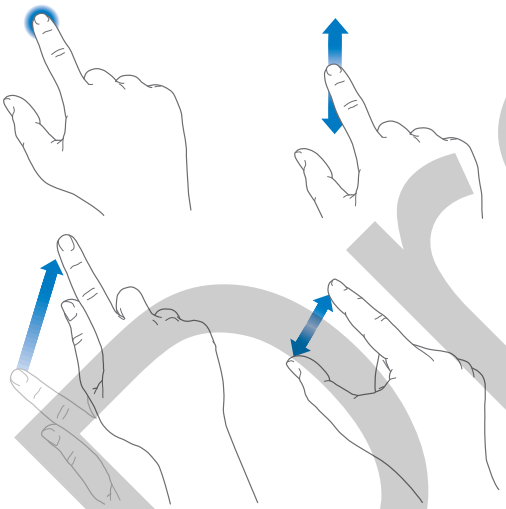
Lightning to USB Cable. Use this to connect iPad (4th generation or later) or iPad mini to the USB power adapter or to your computer.



30-pin to USB Cable. Use this to connect iPad 2 or iPad 3rd generation to the USB power adapter or to your computer. Use the cable with the optional iPad Dock, or plug it directly into iPad.

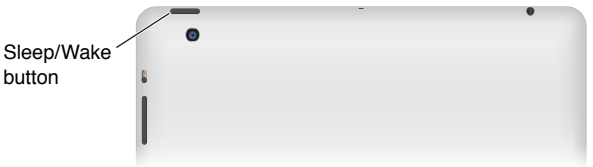
Multi-Touch screen

The Multi-Touch screen displays a wealth of info, entertainment, and creativity, all at your fingertips. A few simple gestures—tap, drag, swipe, and pinch and stretch—are all you need to explore and use iPad apps.



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 button.



Lock iPad. Press the Sleep/Wake button.

Unlock iPad. Press the Home button or the Sleep/Wake button, then drag the slider.

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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 itself. You can change how long iPad waits to lock the screen, or set a passcode to unlock iPad.

Set the auto-lock time. Go to Settings > General > Auto-Lock.

Set a passcode. Go to Settings > General > Passcode Lock.

You can use an iPad Smart Cover or iPad Smart Case, sold separately, to automatically lock or unlock an iPad 2 or later.

Set your iPad Smart Cover or iPad Smart Case to lock and unlock iPad. Go to Settings > General > Lock/Unlock.

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 Start at home on page 19.

See apps you've opened. Double-click the Home button when iPad is unlocked, then swipe left or right.

Use Siri (iPad 3rd generation or later). Press and hold the Home button. See Chapter 4, Siri, on page 36.

Volume button and Side Switch

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

Adjust the volume. Press the Volume button up or down.

- *Mute the sound:* Press and hold the bottom end of the Volume button.
- *Set a volume limit:* Go to Settings > Music > Volume Limit.

> *WARNING:* For important information about avoiding hearing loss, see Important safety information on page 125.

Mute notifications, alerts, and sound effects. Slide the Side Switch down.

The Side Switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows.

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Use the Side Switch to lock the screen rotation. Go to Settings > General > "Use the Side Switch to…," then tap Lock Rotation.

You can also use the Do Not Disturb setting to silence FaceTime calls, alerts, and notifications.

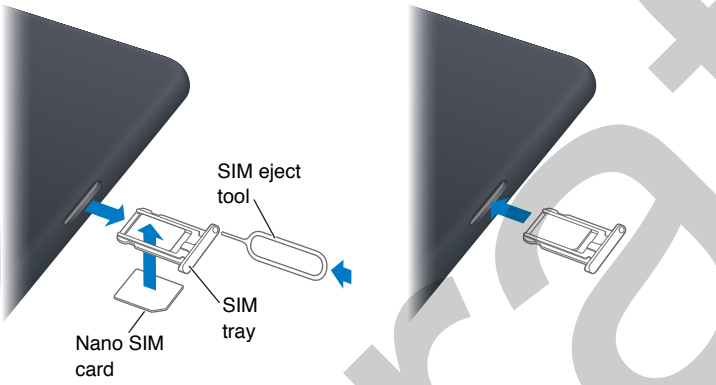
Set iPad to Do Not Disturb: Swipe up from the bottom edge of the screen to open Control Center, then tap ☾. Do Not Disturb keeps alerts and notifications from making any sounds or lighting up the screen when the screen is locked. Alarms, however, still sound, and if the screen is unlocked, Do Not Disturb has no effect.

To schedule quiet hours, allow specific people to call, or allow repeated FaceTime calls to ring through, go to Settings > Notifications > Do Not Disturb. See Do Not Disturb on page 28.

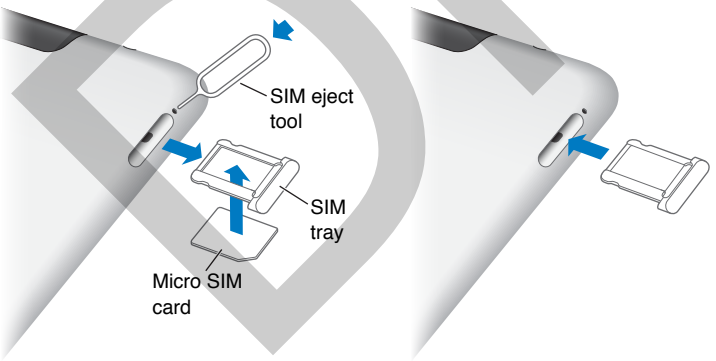
SIM card tray

The SIM card in iPad Wi-Fi + Cellular models is used for cellular data. If your SIM card isn't installed or if you change cellular data carriers, you may need to install or replace the SIM card.

iPad mini Wi-Fi + Cellular



iPad Wi-Fi + Cellular



Open the SIM tray. Insert the SIM eject tool into the hole on the SIM tray, then press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the SIM card. If you don't have a SIM eject tool, try the end of a small paper clip.

For more information, see Cellular settings on page 131.

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Status icons

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

Status icon		What it means
	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect to Wi-Fi on page 13.
	Cell signal	iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	Airplane Mode	Airplane Mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See Travel with iPad on page 35.
LTE	**LTE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network.
4G	**4G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network.
3G	**3G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network.
E	**EDGE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network.
GPRS	**GPRS**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network.
	Do Not Disturb	Do Not Disturb" is turned on. See Do Not Disturb on page 28.
	Personal Hotspot	iPad is providing a Personal Hotspot to another iPad, iPhone, or iPod touch. See Personal Hotspot on page 29.
	Syncing	iPad is syncing with iTunes. See Sync with iTunes on page 16.
	Activity	There is network or other activity. Some third-party apps use this icon to show activity.
VPN	**VPN**	iPad is connected to a network using VPN. See Network access on page 120.
	Lock	iPad is locked. See Sleep/Wake button on page 9.
	Alarm	An alarm is set. See Chapter 17, Clock, on page 78.
	Screen orientation lock	Screen orientation is locked. See Change the screen orientation on page 21.
	Location Services	An app is using Location Services. See Privacy on page 31.
	TTY	iPad is set to work with a TTY machine. See Speak Auto-Text on page 116.
	Bluetooth	*Blue or 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 not paired with a device. See Bluetooth devices on page 31.
	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
	Battery	Shows the battery level or charging status. See Charge and monitor the battery on page 34.

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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.

WARNING: To avoid injury, read Important safety information on page 125 before using iPad.

Set up iPad

Set up iPad. Turn on iPad and follow the Setup Assistant.

The Setup Assistant guides you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in with or creating a free Apple ID
- Entering a Passcode
- Setting up iCloud and iCloud Keychain
- 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 Back up iPad on page 130.

If you can't connect to a Wi-Fi network during setup, you can connect iPad to your computer to complete the process. See Connect iPad to your computer on page 16.

Connect to Wi-Fi

If appears at the top of the screen, you're connected to a Wi-Fi network. iPad reconnects anytime you return to the same location.

Join a Wi-Fi network or adjust Wi-Fi settings. Go to Settings > Wi-Fi.

- *Choose a network:* Tap one of the listed networks and enter the password, if asked.
- *Ask to join networks:* Turn on "Ask to Join Networks" to be prompted when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- *Forget a network:* Tap ⓘ next to a network you've joined before. Then tap "Forget this Network."
- *Join a closed Wi-Fi network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.

Set up your own Wi-Fi network. If you have an unconfigured AirPort base station turned on and within range, you can use iPad to set it up. Go to Settings > Wi-Fi and look for "Set up an AirPort base station." Tap your base station and the Setup Assistant will do the rest.

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Manage your AirPort network. If iPad is connected to an AirPort base station, go to Settings > Wi-Fi, tap ⓘ next to the network name, then tap Manage this Network. If you haven't yet downloaded AirPort Utility, tap OK to open the App Store and download it.

Apple ID

Your Apple ID is the user name for a free account that lets you access Apple services, such as the iTunes Store, the App Store, and iCloud. You need only one Apple ID for everything you do with Apple. There may be charges for services and products that you use, purchase, or rent.

If you have an Apple ID, use it when you first set up iPad, and whenever you need to sign in to an Apple service. If you don't already have an Apple ID, you can create one when you're asked to sign in.

Create an Apple ID. Go to Settings > iTunes & App Stores and tap Sign In. (If you're already signed in and want to create another Apple ID, first tap your Apple ID, then tap Sign Out.)

For more information, see support.apple.com/kb/he37.

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 iCloud on page 15.

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 Add contacts on page 72.

For information about setting up a Microsoft Exchange account in a corporate environment, see Mail, Contacts, and Calendar on page 120.

Managing content on your iOS devices

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, calendars, contacts, documents, and more, and wirelessly pushes it to your other iOS devices and computers, keeping everything up to date. See 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 Sync with iTunes on page 16.

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.

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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.

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 devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.2 or later, and on PCs with the iCloud Control Panel for Windows (Windows 7 or Windows 8 is required).

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

iCloud features include:

- *iTunes in the Cloud*—Download previous iTunes music and TV show purchases to iPad for free, anytime.
- *Apps and Books*—Download previous App Store and iBookstore purchases for free, anytime.
- *Photos*—Use My Photo Stream to send photos you take with your iPad to your other devices, automatically. Use iCloud Photo Sharing to share photos and videos with just the people you choose, and let them add photos, videos, and comments. See iCloud Photo Sharing on page 58 and My Photo Stream on page 59.
- *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 Back up iPad on page 130.
- *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 33.
- *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 your devices and can be downloaded and played on demand. See iTunes Match on page 86.
- *iCloud Keychain*—Keep your passwords and credit card information up to date across all your approved devices. See iCloud Keychain.
- *iCloud Tabs*—See the webpages you have open on your other iOS devices and OS X computers. See Chapter 5, Safari, on page 38.

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.

Sign in, create an iCloud account, or set iCloud options. Go to Settings > iCloud.

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Buy more iCloud storage. Go to Settings > iCloud > Storage & Backup, then tap Buy More Storage or Change Storage Plan. For information about purchasing iCloud storage, see help.apple.com/icloud.

Turn on Automatic Downloads for music, apps, or books. Go to Settings > Store.

View and download previous purchases.

- *iTunes Store purchases:* You can access your purchased songs and videos in the Music and Videos apps. Or, in iTunes Store, tap Purchased.
- *App Store purchases:* Go to App Store, then tap Purchased.
- *iBooks Store purchases:* Go to iBooks, tap Store, then tap Purchased.

Find your iPad. Go to 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.

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

Connect iPad to your computer

Use the included USB cable to connect iPad to your computer. Connecting iPad to your computer lets you sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See Sync with iTunes on page 16. To use iPad with your computer, you need:

- A Mac with a USB 2.0 or 3.0 port, or a PC with a USB 2.0 port, and one of the following operating systems:
  - Mac OS X version 10.6.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 2 or later
- iTunes, available at www.itunes.com/download

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.

Sync with iTunes

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

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Sync wirelessly. Connect iPad to your computer using the included USB cable. In iTunes on your computer, select iPad, click Summary, then turn on "Sync with this iPad over Wi-Fi."

When Wi-Fi syncing is turned on, iPad syncs when it's connected to a power source, both iPad and your computer are connected to the same wireless network, and iTunes is open on the computer.

Tips for syncing with iTunes on your computer
Connect iPad to your computer, select it in iTunes, and set options in the different panes.

- In the Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily override this setting, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.
- In the Summary pane, select "Encrypt iPad 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 a password is required in order to restore the backup. If you don't select this option, other passwords (such as those for mail accounts) aren't included in the backup and you'll have to reenter them if you use the backup to restore iPad.
- In the 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 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.
- In the Photo pane, you can sync photos and videos from a folder on your computer.

Your iPad name

The name of your iPad is used by iTunes and iCloud.

Change the name of your iPad. Go to Settings > General > About > Name.

Date and time

The date and time are usually set for you based on your location—take a look at the Lock screen to see if they're correct.

Set whether iPad updates the date and time automatically. Go to Settings > General > Date & Time, then turn Set Automatically on or off. If you set iPad to update the time automatically, it gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some areas iPad may not be able to automatically determine the local time.

Set the date and time manually. Go to Settings > General > Date & Time, then turn off Set Automatically.

Set whether iPad shows 24-hour time or 12-hour time. Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all areas.)

International settings

Go to Settings > General > International to set:

- The language for iPad
- The keyboards you use

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- The region format (for dates, times, and telephone numbers)
- The calendar format

Viewing this user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, and in the free iBooks app.

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.

For more information about iBooks, see Chapter 24, iBooks, on page 97.

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Basics

3

Using apps

All the apps that come with iPad—as well as the apps you download from the App Store—are on the Home screen.

Start at home

Tap an app to open it.

Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

iPad lets you run many apps at the same time.

View recently used apps. Double-click the Home button. Swipe left or right to see more. To switch to another app, tap it.

Image
"file:///svn/apd-projectfiles/Sweet/iPad/content/branches/Innsbruck/LL//Art/BSC_appSwitch_P3.ai"
not found.

Quit an app. If an app isn't working properly, you can force it to quit in the multi-tasking display by swiping up. Then try opening it again.

If you have lots of apps, you can use Spotlight to find and open them. Pull down the center of the Home screen to get the search field. See Search on page 26.

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Look around

Drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop it. Some lists have an index—tap a letter to jump ahead.

Drag a photo, map, or webpage in any direction to see more.

To quickly jump to the top of a page, tap the status bar at the top of the screen.

Zooming in or out

Stretch a photo, webpage, or map for a close-up—then pinch to zoom back out. In Photos, keep pinching to see the collection or album the photo's in.

Or double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap to zoom in and tap once with two fingers to zoom out.

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. Go to Settings > General > Multitasking Gestures.

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Change the screen orientation

Many apps give you a different view when you rotate iPad.

Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap ⊕.

The orientation lock icon ⊕ appears in the status bar when the screen orientation is locked.

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General, and under "Use Side Switch to," tap Lock Rotation.

Customizing iPad

Arrange your apps

Arrange apps. Touch and hold any app on the Home screen until it jiggles, then drag apps around. Drag an app to the edge of the screen to move it to a different Home screen, or to the Dock at the bottom of the screen. Press the Home button to save your arrangement.

Create a new Home screen. While arranging apps, drag an app to the right edge of the last Home screen. The dots above the Dock show how many Home screens you have, and which one you're viewing.

You can also customize the Home screen using iTunes when iPad is connected to your computer. In iTunes, select iPad, then click the Apps button.

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Start over. Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Folders are removed and the original wallpaper is restored.

Organizing with folders

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Create a folder. While arranging apps, drag one app onto another. Tap the name of the folder to rename it. Drag apps to add or remove them. Press the Home button when you finish.

You can have multiple pages of apps in a folder.

Delete a folder. Drag out all the apps—the folder deletes automatically.

Changing the wallpaper

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen.

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Change the wallpaper. Go to Settings > Brightness & Wallpaper.

Adjusting the screen brightness

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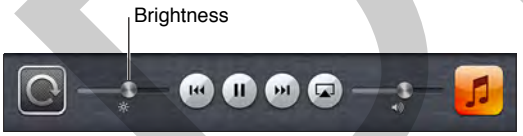
Adjust the screen brightness. Swipe up from the bottom edge of the screen to open Control Center, then drag the slider.



Turn Auto-Brightness on or off. Go to Settings > Brightness & Wallpaper. You can also adjust the brightness in Control Center.

Type text

The onscreen keyboard lets you enter text when needed.

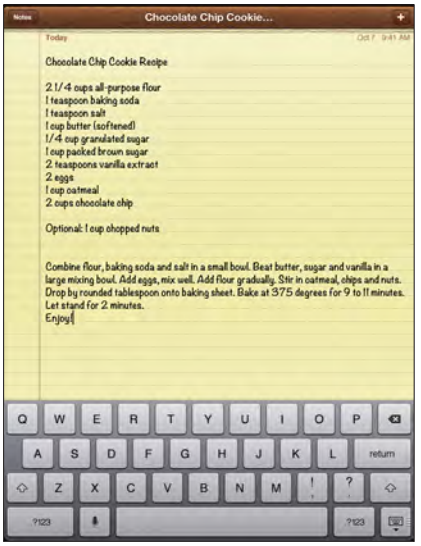
Enter text

Tap a text field to see the onscreen keyboard, then tap letters to type. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.

Draft

You can also use an Apple Wireless Keyboard to type. See Use an Apple Wireless Keyboard on page 24. To use dictation instead of typing, see Dictation on page 25.

Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock. To enter numbers, punctuation, or symbols, tap the Number key .?123 or the Symbol key + * #. To quickly end a sentence with a period and a space, just double-tap the space bar.



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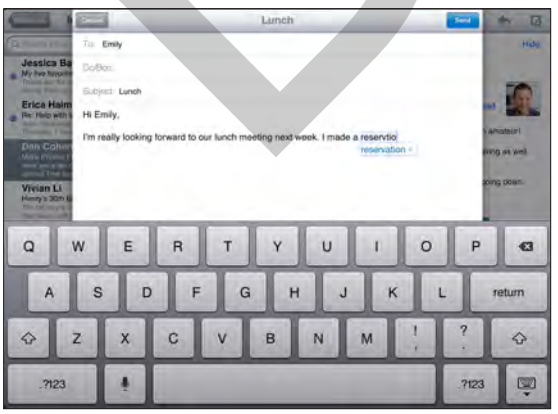
Enter accented letters or other alternate characters. Touch and hold a key, then slide to choose one of the options.

Hide the onscreen keyboard. Tap the Keyboard key ⌨.

Depending on the app and language you're using, iPad may correct misspellings and anticipate what you're typing. Accept a suggestion by entering a space or punctuation, or by tapping return. To reject a suggestion, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it. If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.



Set options for typing. Go to Settings > General > Keyboard.

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Edit text

Revise text. Touch and hold the text to show the magnifying glass, then drag to position the insertion point.

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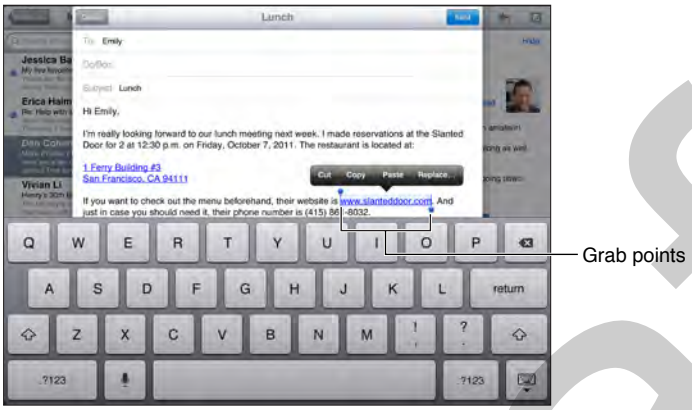
Select text. Tap the insertion point to display the selection options. Or double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.



You can cut, copy, or paste over selected text. With some apps, you can also get bold, italic, or underlined text (tap B/I/U); get the definition of a word; or have iPad suggest an alternative. Tap ▶ to see all the options.

Undo the last edit. Shake iPad, then tap Undo.

Justify text. Select the text, then tap the left or right arrow (not always available).

Save keystrokes

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A shortcut lets you enter a word or phrase by typing just a few characters. For example, type "omw" to enter "On my way!" That one's already set up for you—to add more, go to Settings > General > Keyboard.

Create a shortcut. Go to Settings > General > Keyboard, then tap Add New Shortcut.

Have a word or phrase you use and don't want it corrected? Create a shortcut, but leave the Shortcut field blank.

Use iCloud to keep your personal dictionary up to date on your other devices. Go to Settings > iCloud, then turn on Documents & Data.

Use an Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately) to enter text on your iPad. The keyboard connects via Bluetooth, so you must first pair it with iPad.

Draft

Pair an Apple Wireless Keyboard with iPad. Turn on the keyboard, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

Once it's paired, the keyboard reconnects to iPad whenever it's in range—up to about 30 feet (10 meters). When it's connected, the onscreen keyboard doesn't appear.

Save your batteries. Turn off Bluetooth and the wireless keyboard when not in use. To turn off the keyboard, hold down the On/off switch until the green light goes off.

To unpair a wireless keyboard, go to Settings > Bluetooth, tap ⓘ next to the keyboard name, then tap "Forget this Device."

See Bluetooth devices on page 31.

Add or change keyboards

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

Set typing features. Go to Settings > General > Keyboard.

Add a keyboard for another language. Go to Settings > General > Keyboard > Keyboards > Add New Keyboard.

Switch keyboards. If you've set up keyboards for other languages in Settings > General > International > Keyboards, you can switch among them by pressing Command-Space.

For information about international keyboards, see Use international keyboards on page 122.

Change the keyboard layout. Go to Settings > General > Keyboard > Keyboards, select a keyboard, then choose a layout.

Keyboard layouts

On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.

Adjust the keyboard. Touch and hold ⌨, then:

- *Use a split keyboard:* Slide your finger to Split, then release.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

Turn Split Keyboard on or off. Go to Settings > General > Keyboard > Split Keyboard.

Dictation

On an iPad that supports it, you can dictate instead of typing. Make sure Siri is turned on (in Settings > General > Siri) and iPad is connected to the Internet.

Note: Dictation may not be available in all languages or in all areas, and features may vary. Cellular data charges may apply.

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Dictate text. Tap 🎙 in the onscreen keyboard, then speak. Tap Done when you finish.

To add text, tap 🎙 again and continuing dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

Add text. Tap 🎙 again and continuing dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

Add punctuation or format text. Say the punctuation or format. For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include:

- quote … end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on … caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on … all caps off—to make the enclosed words all uppercase
- no caps on … no caps off—to make the enclosed words all lowercase
- no space on … no space off—to run a series of words together
- smiley—to insert :-)
- frowny—to insert :-(
- winky—to insert ;-)

Search

Many apps include a search field where you can type to find something that the app knows about. With Spotlight Search, you can search all the apps at once.

Search iPad. Drag down the middle of any Home screen to reveal the search field. Results occur as you type; to hide the keyboard and see more results on the screen, tap Search. Tap an item in the list to open it.

You can also use Spotlight Search to find and open apps.

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Choose which apps and content are searched. Go to Settings > General > Spotlight Search. You can also change the search order.

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Control Center

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Control Center gives you instant access to the camera, flashlight, AirDrop, AirPlay, timer, audio playback controls, and many other handy features.

Open Control Center. Swipe up from the bottom edge of any screen (even the Lock screen).

Note: The flashlight button is available only on models with an iSight camera.

You can adjust the brightness, lock the screen in portrait orientation, turn wireless services on or off, and turn on AirDrop to exchange photos and other items with nearby iOS 7 devices that support AirPlay. See AirDrop, iCloud, and other ways to share on page 29.

Open the currently playing audio app. Tap the song title.

Close Control Center. Swipe down, tap the top or the screen, or press the Home button.

Alerts and Notification Center

Alerts

Alerts let you know about important events. They can appear briefly at the top of the screen, or remain in the center of the screen until you acknowledge them.

Some apps may include a badge on their Home screen icon, to let you know how many new items await—for example, the number of new email messages. If there's a problem—such as a message that couldn't be sent—an exclamation mark ⓘ appears on the badge. On a folder, a numbered badge indicates the total number of notifications for all the apps inside.

Alerts can also appear on the Lock screen.

Respond to an alert when iPad is locked. Swipe the alert from left to right.

Silence your alerts. Go to Settings > Do Not Disturb.

Set sounds. Go to Settings > Sounds.

Notification Center

Notification Center collects your notifications in one place, so you can review them whenever you're ready. Review all your alerts, or just the ones you missed. Or tap the Today tab for a summary of the day's events—such as the weather forecast, appointments, birthdays, stock quotes, and even a quick summary of what's coming up tomorrow.

Draft

Open Notification Center. Swipe down from the top edge of the screen.

Set notification options. Go to Settings > Notification Center. Tap an app to set its notification options. You can also tap Edit to arrange the order of app notifications. Touch ≡, then drag it to a new position.

Close Notification Center. Swipe up.

Sounds and silence

You can change or turn off the sounds iPad plays when you get a FaceTime call, text, email, tweet, Facebook post, reminder, or other event.

Set sound options. Go to Settings > Sounds for options such as alert tones and ringtones, and ringer and alert volumes.

If you want to temporarily silence incoming FaceTime calls, alerts, and sound effects, see the following section.

Do Not Disturb

Do Not Disturb is an easy way to silence iPad, whether you're going to dinner or to sleep. It keeps FaceTime calls and alerts from making any sounds or lighting up the screen.

Turn on Do Not Disturb. Swipe up from the bottom edge of the screen to open Control Center, then tap ☾. When Do Not Disturb is on, ☾ appears in the status bar.

Note: Alarms still sound, even when Do Not Disturb is on. To make sure iPad stays silent, turn it off.

Configure Do Not Disturb. Go to Settings > Do Not Disturb.

You can schedule quiet hours, allow calls from your Favorites or groups of contacts, and allow repeated calls to ring through for those emergency situations. You can also set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

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AirDrop, iCloud, and other ways to share

In many apps, you can tap Share or ⬆ to see sharing and other options. The options vary depending on the app you're using.

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AirDrop lets you share your photos, videos, interesting websites, locations, and other items wirelessly with other nearby iOS 7 devices that support AirDrop. AirDrop requires an iCloud account, and transfers info using Wi-Fi and Bluetooth. You must be on the same Wi-Fi network, or within approximately 30 feet (10 meters) of the other device. Transfers are encrypted for security.

Share an item using AirDrop. Tap Share or ⬆, then tap AirDrop and tap the name of a nearby AirDrop user. AirDrop is also available in Control Center—just swipe up from the bottom edge of the screen.

Receive AirDrop items from others. Swipe up from the bottom edge of the screen to open Control Center. Tap AirDrop, then choose to receive items from Contacts only or from Everyone. You can accept or decline.

Add photo or video to a shared stream. Tap iCloud (a sharing option in the Photos app), choose a stream (or create a new one), then tap Post.

Use Twitter, Facebook, Flickr, or Vimeo. Sign in to your account in Settings. The Twitter, Facebook, Flickr, and Vimeo sharing buttons take you to the appropriate setting if you're not yet signed in.

Note: While you're composing a tweet, the number in the lower-right corner shows the number of characters remaining. Attachments use some of a tweet's 140 characters.

Transfer files

There are several ways to transfer files between iPad and your computer or other iOS device. If you have an app that works with iCloud on multiple devices, you can use iCloud to automatically keep the app's documents up to date across your devices. See iCloud on page 15.

You can transfer files using iTunes. Connect iPad to your computer using the included cable. In iTunes on your computer, select iPad, then click the Apps button. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the File Sharing Apps list in iTunes. To delete a file, select the file in the Files list, then press the Delete key.

You can also view files received as email attachments on iPad.

Some apps may share content using AirDrop. See AirDrop, iCloud, and other ways to share on page 29.

Personal Hotspot

Use Personal Hotspot to share your iPad (Wi-Fi + Cellular models) Internet connection. Computers can share your Internet connection using Wi-Fi, Bluetooth, or a USB cable. Other iOS devices can share the connection using Wi-Fi. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

Draft

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

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

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

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

Note: When a device is connected, a blue band appears at the top of the iPad screen. The Personal Hotspot icon appears in the status bar of iOS devices using Personal Hotspot.

Change the Wi-Fi password for iPad. Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least 8 characters.

Monitor your cellular data network usage. Go to Settings > Cellular. See Cellular settings on page 131.

AirPlay

Use AirPlay to stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices on the same Wi-Fi network as iPad.

Display the AirPlay controls. Swipe up from the bottom edge of the screen to open Control Center, then tap .

Stream content. Tap , then choose the device you want to stream to.

Switch back to iPad. Tap , then choose iPad.

Mirror the iPad screen on a TV. Tap , choose an Apple TV, then tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on.

You can also connect iPad to a TV, projector, or other external display using the appropriate Apple cable or adapter. See support.apple.com/kb/HT4108.

AirPrint

Use AirPrint to print wirelessly to an AirPrint-enabled printer, from apps such as Mail, Photos, and Safari. Many apps available on the App Store also support AirPrint.

iPad and the printer must be on the same Wi-Fi network. For more information about AirPrint, see support.apple.com/kb/HT4356.

Print a document. Tap or (depending on the app you're using).

See the status of a print job. Double-click the Home button, then tap Print Center. The badge on the icon shows how many documents are in the queue.

Cancel a job. Select it in the Print Center, then tap Cancel Printing.

Draft

Bluetooth devices

You can use Bluetooth devices with iPad, such as stereo headphones or an Apple Wireless Keyboard. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647.

WARNING: For important information about avoiding hearing loss and avoiding distraction while driving, see Important safety information on page 125.

Note: The use of certain accessories with iPad may affect wireless performance. Not all iPhone and iPad accessories are fully compatible with iPad. Turning on airplane mode may eliminate audio interference between iPad and an accessory. Reorienting or relocating iPad and the connected accessory may improve wireless performance.

Turn on Bluetooth. Go to Settings > Bluetooth.

Connect to a Bluetooth device. Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for information about Bluetooth pairing. For information about using an Apple Wireless Keyboard, see Use an Apple Wireless Keyboard on page 24.

iPad must be within about 30 feet (10 meters) of the Bluetooth device.

Return audio output to iPad. Turn off or unpair the device, turn off Bluetooth in Settings > Bluetooth, or use AirPlay to switch audio output to iPad. See AirPlay on page 30. Audio output returns to iPad whenever the Bluetooth device is out of range.

Unpair a device. In Settings > Bluetooth, tap ⓘ next to the device, then tap "Forget this Device." If you don't see the Devices list, make sure Bluetooth is on.

Restrictions

You can set restrictions for some apps, and for purchased content. For example, parents can restrict explicit music from appearing in playlists, or disallow changes to certain settings. Use restrictions to prevent the use of certain apps, the installation of new apps, or changes to accounts or the volume limit.

Turn on restrictions. Go to Settings > General > Restrictions, then tap Enable Restrictions. You'll be asked to define a restrictions passcode that's necessary in order to change the settings you make. This can be different than the passcode for unlocking iPad.

Important: If you forget your restrictions passcode, you must restore the iPad software. See Restore iPad on page 131.

Privacy

Privacy settings let you see and control which apps and system services have access to Location Services, and to contacts, calendars, reminders, and photos.

Location Services lets location-based apps such as Maps, Camera, and Passbook gather and use data indicating your location. Your approximate location is determined using available information from local Wi-Fi networks (if you have Wi-Fi turned on). The location data collected by Apple isn't collected in a form that personally identifies you. When an app is using Location Services, appears in the menu bar.

Draft

Turn Location Services on or off. Go to Settings > Privacy > Location Services. You can turn it off for some or for all apps and services. If you turn off Location Services, you're prompted to turn it on again the next time an app or service tries to use it.

Turn Location Services off for system services. Several system services, such as location-based iAds, use Location Services. To see their status, turn them on or off, or show ⌃ in the menu bar when these services use your location, go to Settings > Privacy > Location Services > System Services.

Turn off access to private information. Go to Settings > Privacy. You can see which apps and features have requested and been granted access to the following information:

- Contacts
- Calendar
- Reminders
- Photos
- Bluetooth Sharing
- Microphone
- Twitter
- Facebook

You can turn off each app's access to each category of information. Review the terms and privacy policy for each third-party app to understand how it uses the data it's requesting.

Security

Security features help protect the information on your iPad from being accessed by others.

Use a passcode with data protection

Initially, iPad doesn't require you to enter a passcode to unlock it. You can set a passcode that must be entered each time you turn on or wake up iPad.

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

Setting a passcode turns on data protection, using your passcode as a key to encrypt Mail messages and attachments stored on iPad, using 256-bit AES encryption. (Other apps may also use data protection.)

Increase security. Turn off Simple Passcode and use a longer passcode. To enter a passcode that's a combination of numbers and letters, you use the keyboard. If you prefer to unlock iPad using the numeric keypad, set up a longer passcode using numbers only.

Allow access to features when iPad is locked. Go to Settings > General > Passcode Lock. Optional features include:

- Siri (if enabled; see Siri settings on page 37)

Allow access to Control Center when iPad is locked. Go to Settings > Control Center. See Control Center on page 27.

Erase data after ten failed passcode attempts. Go to Settings > General > Passcode Lock and tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.

If you forget your passcode, you must restore the iPad software. See Restore iPad on page 131.

Draft

iCloud Keychain

iCloud Keychain keeps your website usernames and passwords, and credit card information that you set up with Safari, up to date on iPad and your other designated iOS devices and Mac computers.

iCloud Keychain works with Safari Password Generator and AutoFill. When you're setting up a new account, Safari Password Generator suggests unique, hard-to-guess passwords for better account security. You can use AutoFill to have iPad enter your user name and password info, making login easy. See Fill in forms on page 41.

Note: Some web sites do not support AutoFill.

iCloud Keychain works on all your approved iOS 7 devices<<and Macs running OS X Mavericks>>|. iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and cannot be read by Apple.

Set up iCloud Keychain. Go to Settings > iCloud > Keychain. Turn on iCloud Keychain and follow the onscreen instructions. If you've set up iCloud Keychain on other devices, you need to approve use of iCloud Keychain from one of those devices, or use your iCloud Security Code.

Important: Your iCloud Keychain security code is encrypted, and cannot be retrieved by Apple. If you forget your security code, you'll have to start over and set up your iCloud Keychain again.

Set up AutoFill. Go to Settings > Safari > Passwords & AutoFill. Make sure Names and Passwords and Credit Cards are turned on (they're on by default). To add credit card info, tap Saved Credit Cards.

The security code for your credit card is not saved—you have to enter that manually.

To automatically fill in names, passwords, or credit card info on sites that support it, tap a text-entry field, then tap AutoFill.

Limit Ad Tracking

Restrict or reset Ad Tracking. Go to Settings > General > Privacy > Advertising. Turn on Limit Ad Tracking to prevent apps from accessing your iPad advertising identifier. For more information, tap Learn More.

Find My iPad

Find My iPad can help you locate and secure your iPad using the free Find My iPhone app (available in the App Store) on another iPad, iPhone, or iPad, or using a Mac or PC web browser signed in to www.icloud.com. Activation Lock is enabled automatically when you turn on Find My iPad. It can help deter theft by requiring your Apple ID and password before anyone can erase or reactivate your iPad.

Turn on Find My iPad. Go to Settings > iCloud.

Important: To use these features, Find My iPad must be turned on *before* your iPad is lost. iPad must be able to connect to the Internet for you to locate and secure the device.

Use Find My iPhone. Open the Find My iPhone app on an iOS device, or go to www.icloud.com on your computer. Sign in and select your device.

- *Play Sound:* Play a sound for two minutes.
- *Lost Mode:* You can immediately lock your missing iPad with a passcode and send it a message displaying a contact number. iPad also tracks and reports its location, so you can see where it's been when you check the Find My iPhone app.

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- *Erase iPad:* Protects your privacy by erasing all the information and media on your iPad and restoring iPad to its original factory settings.

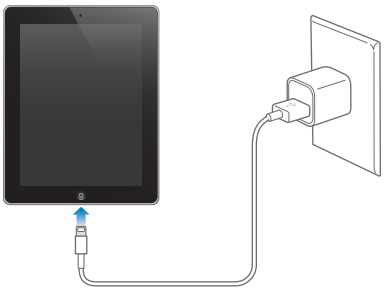
Note: To turn off Activation Lock and erase your personal information, you should erase your iPad before selling or giving it away. Go to Settings > General > Reset > Erase All Content and Settings. See Sell or give away iPad? on page 134.

Charge and monitor the battery

iPad has an internal, lithium-ion rechargeable battery. For more information about the battery—including tips for maximizing battery life—go to www.apple.com/batteries.

WARNING: For important safety information about the battery and charging iPad, see Important safety information on page 125.

Charge the battery. The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.



iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar.

Important: The iPad battery may drain instead of charge if iPad is connected 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.

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

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Display the percentage of battery charge. Go to Settings > General > Usage and turn on the setting under Battery Usage.

Important: If iPad is very low on power, it may display an image of a nearly depleted battery, 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.

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPad battery isn't user replaceable; it can be replaced only by an authorized service provider. See www.apple.com/batteries/replacements.html.

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Travel with iPad

Some airlines let you keep your iPad turned on if you switch to Airplane Mode. Wi-Fi and Bluetooth are disabled so you can't make or receive FaceTime calls or use features that require wireless communication, but you can listen to music, play games, watch videos, or use other apps that don't require Internet access. If the airline allows it, you can turn Wi-Fi or Bluetooth back on to enable those services, even while in Airplane Mode.

Turn on Airplane Mode. Swipe up from the bottom edge of the screen to open Control Center, then tap ✈. You can also turn Airplane Mode on or off in Settings. When airplane mode is on, ✈ appears in the status bar at the top of the screen.

Wi-Fi and Bluetooth can also be turned on or off in Control Center.

Draft

Siri

4

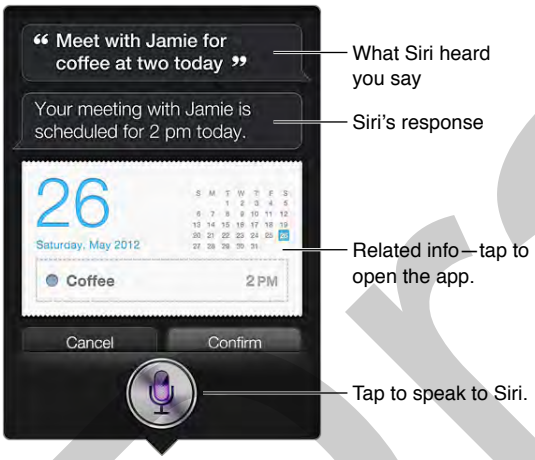
Using Siri

The power of Siri is yours for the asking.

Summon Siri. Press and hold the Home button, until Siri beeps.

Note: To use Siri, iPad must be connected to the Internet. See Connect iPad to your computer on page 16. Cellular charges may apply.

Ask Siri anything, from "set the timer for 3 minutes" to "what movies are showing tonight?" Open apps, and turn features on or off, like Airplane Mode, Bluetooth, Do Not Disturb, and Accessibility. Siri understands natural speech, so you don't have to learn special commands or keywords.



For hints, ask Siri "what can you do," or tap ?.

Siri often displays helpful info on your screen. Tap the info to open a related app or get more details.

Change Siri's voice gender. Go to Settings > General > Siri (may not be available in all areas).

Talk to Siri using a headset. Connect the headset, then press and hold the center or call button.

Tell Siri about yourself

If you let Siri know who you are, you can get personalized service—like, "tell me how to get home."

Tell Siri who you are. Fill out your info card in Contacts, then go to Settings > General > Siri > My Info and tap your name.

Be sure to include your home and work addresses, and your relationships.

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