Apple Confidential

iPad
User Guide

For iOS 8.4 Software

Apple Confidential

Contents

8 **Chapter 1: iPad at a glance**
8 iPad overview
9 Accessories
10 Multi-Touch screen
10 Sleep/Wake button
11 Home button
11 Volume buttons and the Side Switch
12 SIM card tray
13 Status icons

15 **Chapter 2: Get started**
15 Set up iPad
15 Sign up for cellular service
16 Connect to Wi-Fi
16 Connect to the Internet
16 Apple ID
17 iCloud
18 Set up other mail, contacts, and calendar accounts
19 Manage content on your iOS devices
19 Connect iPad to your computer
20 Sync with iTunes
20 Date and time
21 International settings
21 Your iPad name
21 View this user guide on iPad
21 Tips for using iOS 8

22 **Chapter 3: Basics**
22 Use apps
25 Continuity
27 Customize iPad
28 Type text
32 Dictate
33 Search
34 Control Center
34 Alerts and Notification Center
36 Sounds and silence
36 Do Not Disturb
36 Sharing
39 iCloud Drive
39 Transfer files
40 Personal Hotspot

Apple Confidential

40 AirPlay
40 AirPrint
41 Apple Pay
41 Bluetooth devices
42 Restrictions
42 Privacy
43 Security
46 Charge and monitor the battery
47 Travel with iPad

48 Chapter 4: Siri
48 Use Siri
49 Siri and apps
49 Tell Siri about yourself
49 Make corrections
49 Siri settings

51 Chapter 5: Messages
51 iMessage service
52 Send and receive messages
53 Manage conversations
53 Share photos, videos, your location, and more
54 Messages settings

55 Chapter 6: Mail
55 Write messages
56 Get a sneak peek
56 Finish a message later
57 See important messages
58 Attachments
58 Work with multiple messages
58 See and save addresses
59 Print messages
59 Mail settings

60 Chapter 7: Safari
60 Safari at a glance
60 Search the web
61 Browse the web
62 Keep bookmarks
63 Save a reading list for later
63 Shared links and subscriptions
64 Fill in forms
65 Avoid clutter with Reader
65 Privacy and security
65 Safari settings

67 Chapter 8: Music
67 Music at a glance
67 Get music
67 Apple Music

Apple Confidential

68 Tune your tastes
68 For you
68 Search for music
69 Add Apple Music
69 Play music
70 New
70 Radio
71 Connect
72 Playlists
72 iCloud and iTunes Match
73 My Music
74 Siri
74 Home Sharing [TK]
74 Music settings

76 Chapter 9: FaceTime
76 FaceTime at a glance
77 Make and answer calls
77 Manage calls
78 Settings

79 Chapter 10: Calendar
79 Calendar at a glance
80 Invitations
80 Use multiple calendars
81 Share iCloud calendars
81 Calendar settings

82 Chapter 11: Photos
82 View photos and videos
83 Organize photos and videos
84 iCloud Photo Library
84 My Photo Stream
85 iCloud Photo Sharing
86 Other ways to share photos and videos
87 Edit photos and trim videos
88 Print photos
88 Import photos and videos
89 Photos settings

90 Chapter 12: Camera
90 Camera at a glance
91 Take photos and videos
93 HDR
93 View, share, and print
93 Camera settings

94 Chapter 13: Contacts
94 Contacts at a glance
95 Add contacts
95 Unify contacts

Apple Confidential

95 Contacts settings

97 Chapter 14: Clock
97 Clock at a glance
98 Alarms and timers

99 Chapter 15: Maps
99 Find places
100 Get more info
100 Get directions
101 3D and Flyover
101 Maps settings

102 Chapter 16: Videos
102 Videos at a glance
103 Add videos to your library
103 Control playback
104 Videos settings

105 Chapter 17: Notes
105 Notes at a glance
106 Use notes in multiple accounts

107 Chapter 18: Reminders
107 Reminders at a glance
108 Scheduled reminders
108 Location reminders
109 Reminders settings

110 Chapter 19: Photo Booth
110 Take photos
111 Manage photos

112 Chapter 20: Game Center
112 Game Center at a glance
113 Play games with friends
113 Game Center settings

114 Chapter 21: Newsstand

115 Chapter 22: iTunes Store
115 iTunes Store at a glance
116 Browse or search
117 Purchase, rent, or redeem
117 iTunes Store settings

119 Chapter 23: App Store
119 App Store at a glance
119 Find apps
120 Purchase, redeem, and download
121 App Store settings

Apple Confidential

122 Chapter 24: iBooks
122 Get books
122 Read a book
123 Interact with multimedia
124 Study notes and glossary terms
124 Listen to an audiobook
125 Organize books
125 Read PDFs
126 iBooks settings

127 Chapter 25: Podcasts
127 Podcasts at a glance
127 Get podcasts and episodes
129 Control playback
130 Organize your favorites into stations
130 Podcasts settings

131 Appendix A: Accessibility
131 Accessibility features
132 Accessibility Shortcut
132 VoiceOver
143 Zoom
144 Invert Colors and Grayscale
144 Speak Selection
144 Speak Screen
145 Speak Auto-Text
145 Large, bold, and high-contrast text
145 Button Shapes
145 Reduce screen motion
145 On/off switch labels
145 Assignable tones
146 Video Descriptions
146 Hearing aids
147 Mono audio and balance
147 Subtitles and closed captions
147 Siri
147 Widescreen keyboards
147 Guided Access
148 Switch Control
152 AssistiveTouch
153 Accessibility in OS X

154 Appendix B: iPad in Business
154 iPad in the enterprise
154 Mail, Contacts, and Calendar
154 Network access
154 Apps

156 Appendix C: International Keyboards
156 Use international keyboards
157 Special input methods

Apple Confidential

159 Appendix D: Safety, handling, and support
159 Important safety information
161 Important handling information
162 iPad Support site
162 Restart or reset iPad
163 Reset iPad settings
163 An app doesn't fill the screen
163 Onscreen keyboard doesn't appear
163 Get information about your iPad
164 Usage information
164 Disabled iPad
164 VPN settings
165 Profiles settings
165 Back up iPad
166 Update and restore iPad software
166 Cellular settings
167 Sell or give away iPad
167 Learn more, service, and support
168 FCC compliance statement
168 Canadian regulatory statement
169 Disposal and recycling information
170 ENERGY STAR® compliance statement
170 Apple and the environment

iPad at a glance

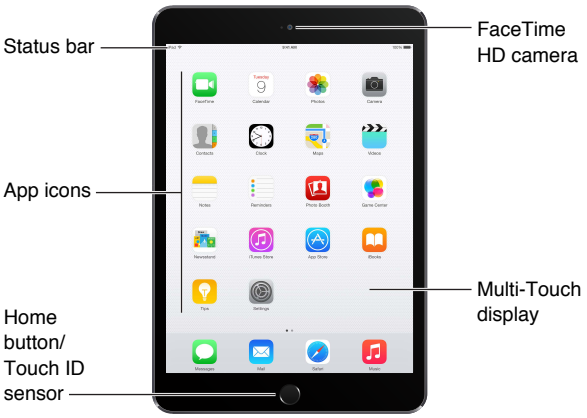
1

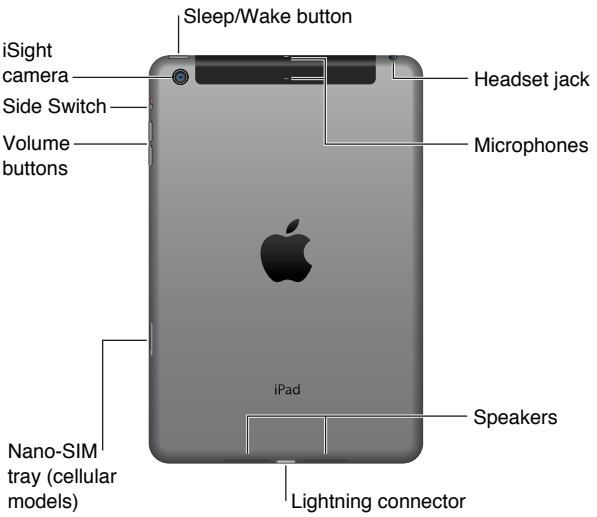
iPad overview

This guide describes iOS 8 for:

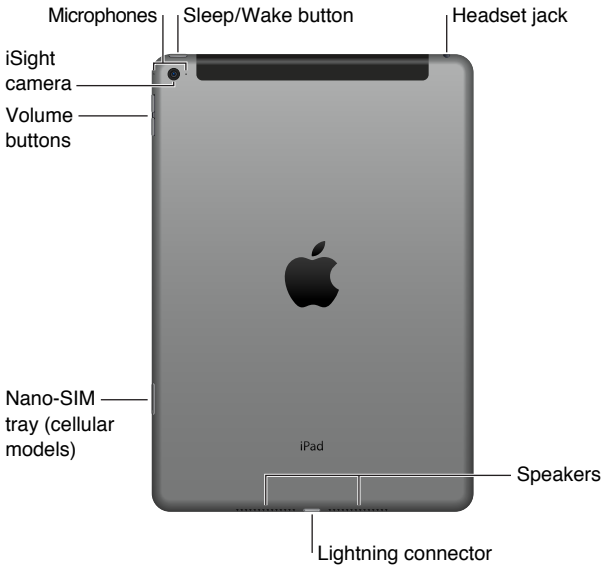
- iPad mini (all models)
- iPad Air (all models)
- iPad (3rd generation and 4th generation)
- iPad 2

iPad mini 3





iPad Air 2



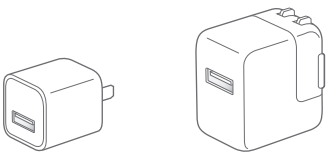
Your features and apps may vary depending on the model of iPad you have, and on your location, language, and carrier. To find out which features are supported in your area, see www.apple.com/ios/feature-availability/.

Note: Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your iPad service plan and fees.

Accessories

The following accessories are included with iPad:

USB power adapter. Use with the Lightning to USB Cable or the 30-pin to USB Cable to charge the iPad battery. The size of your adapter depends on the iPad model and your region.

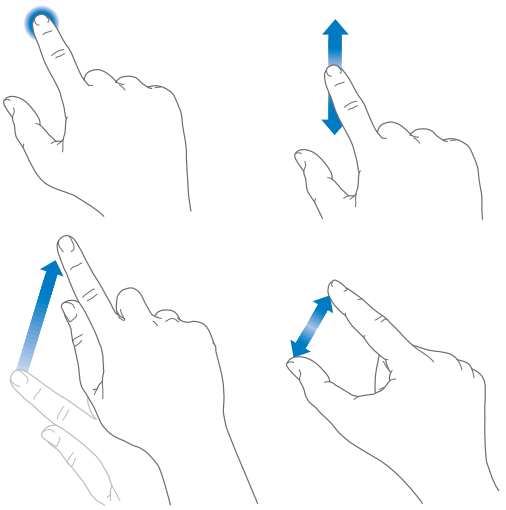


Apple Confidential

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. Earlier iPad models use a 30-pin to USB Cable.

Multi-Touch screen

A few simple gestures—tap, drag, swipe, and pinch—are all you need to use iPad and its apps.



Sleep/Wake button

You can lock iPad and put it to sleep when you're not using it. Locking iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You still get FaceTime calls, text messages, alarms, and notifications, and can listen to music and adjust the volume.

Lock iPad. Press the Sleep/Wake button.

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

For additional security, you can require a passcode to unlock iPad. Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). See Use a passcode with data protection on page 43.

Turn iPad on. Hold down the Sleep/Wake button until the Apple logo appears.

Turn iPad off. Hold down the Sleep/Wake button for a few seconds until the slider appears onscreen, then drag the slider.

If you don't touch the screen for two minutes, iPad locks itself. You can change how long iPad waits to lock itself, or set a passcode to unlock iPad.

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

Set a passcode. Go to Settings > Passcode.

An iPad Smart Cover or iPad Smart Case, sold separately, can lock or unlock iPad for you (iPad 2 or later).

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

Home button

The Home button takes you 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 22.

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 Use Siri on page 48.

You can also use the Home button to turn accessibility features on or off. See Accessibility Shortcut on page 132.

On iPad models with Touch ID, you can use the sensor in the Home button, instead of using your passcode or Apple ID password, to unlock iPad or make purchases in the iTunes Store, App Store, and iBooks Store. See Touch ID on page 44. You can also use the Touch ID sensor for authentication when using Apple Pay to make a purchase from within an app. See Apple Pay on page 41.

Volume buttons and the Side Switch

Use the Volume buttons to adjust the volume of songs and other media, and of alerts and sound effects. Use the Side Switch to silence audio alerts and notifications or to prevent iPad from switching between portrait and landscape orientation. (On iPad models without a side switch, use Control Center.)

WARNING: For important information about avoiding hearing loss, see Important safety information on page 159.

Lock the ringer and alert volumes. Go to Settings > Sounds, then turn off Change with Buttons. To limit the volume for music and videos, go to Settings > Music > Volume Limit.

Note: In some European Union (EU) countries, iPad may warn that you're setting the volume above the EU recommended level for hearing safety. To increase the volume beyond this level, you may need to briefly release the volume control. To limit the maximum headset volume to this level, go to Settings > Music > Volume Limit, then turn on EU Volume Limit. To prevent changes to the volume limit, go to Settings > General > Restrictions.

Use Control Center to adjust the volume. When iPad is locked or when you're using another app, swipe up from the bottom edge of the screen to open Control Center.

Do Not Disturb, also available in Control Center, is an easy way to keep iPad silent. See Do Not Disturb on page 36.

Mute the sound. Press and hold the Volume Down button.

You can also use either volume button to take a picture or record a video. See Take photos and videos on page 91.

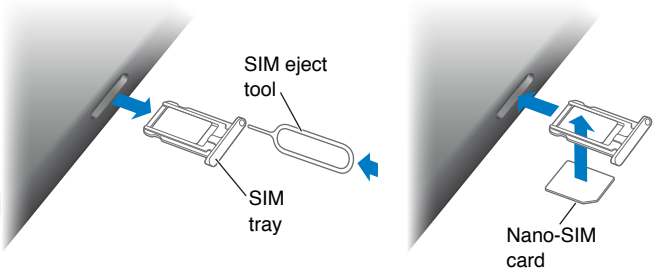
Mute notifications, alerts, and sound effects. Slide the Side Switch toward the Volume buttons.

The Side Switch doesn't mute the audio from music, podcasts, movies, and TV shows.

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

SIM card tray

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



Open the SIM tray. Insert a SIM eject tool (sold separately) 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.

Important: A SIM card is required to use cellular services when connecting to GSM networks and some CDMA networks. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after conclusion of any required minimum service contract. Contact your wireless service provider for more details. Availability of cellular capabilities depends on the wireless network.

For more information, see Cellular settings on page 166.

Apple Confidential

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 16.
	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 47.
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 36.
	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices. See Personal Hotspot on page 40.
	Syncing	iPad is syncing with iTunes. See Sync with iTunes on page 20.
	Activity	There is network or other activity. Some third-party apps use this icon to show app activity.
VPN	**VPN**	iPad is connected to a network using VPN. See Network access on page 154.
	Lock	iPad is locked. See Sleep/Wake button on page 10.
	Alarm	An alarm is set. See Chapter 14, Clock, on page 97.
	Orientation lock	Screen orientation is locked. See Change the screen orientation on page 24.
	Location Services	An app is using Location Services. See Privacy on page 42.
	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 41.
	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 46.

Apple Confidential

Apple Confidential

Get started

2

Set up iPad

WARNING: To avoid injury, read Important safety information on page 159 before using iPad.

With only a Wi-Fi connection, you can easily set up iPad. You can also set up iPad by connecting it to a computer and using iTunes (see Connect iPad to your computer on page 19).

Set up iPad. Turn on iPad, then 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 (needed for many features, including iCloud, FaceTime, the iTunes Store, the App Store, and more)
- Entering a passcode
- Setting up iCloud and iCloud Keychain
- Turning on recommended features, such as Location Services
- Activating iPad with your carrier (cellular models)

You can also restore iPad from an iCloud or iTunes backup during setup. See Back up iPad on page 165.

Note: Find My iPad is turned on when you sign in to iCloud. Activation Lock is engaged to help prevent anyone else from setting up your iPad, even if it is completely restored. Before you sell or give away your iPad, you should reset it to erase your personal content and turn off Activation Lock. See Sell or give away iPad on page 167.

Sign up for cellular service

If your iPad has an Apple SIM card (available on iPad models with cellular and Touch ID), you can choose a carrier and sign up for cellular service right on iPad. Depending on your home carrier and your destination, you may also be able to travel abroad with iPad and sign up for cellular service with a carrier in the country you're visiting. This isn't available in all areas and not all carriers are supported; contact your carrier for more information.

Sign up for cellular service. Go to Settings > Cellular Data, then tap Set Up Cellular Data and follow the onscreen instructions.

Set up cellular service in another country. When traveling to another country, you can choose a local carrier rather than roaming. Go to Settings > Cellular Data, tap Choose a Data Plan, then select the plan you want to use.

Apple SIM card kits are available for purchase at Apple Retail locations in countries with participating carriers.

Apple Confidential

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.

Configure Wi-Fi. Go to Settings > Wi-Fi, then turn Wi-Fi on or off. (You can also turn Wi-Fi on or off in Control Center.)

- *Choose a network:* Tap one of the listed networks, then 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.
- *Join a closed network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.
- *Adjust the settings for a Wi-Fi network:* Tap ⓘ next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings provided by a DHCP server.
- *Forget a network:* Tap ⓘ next to a network you've joined before, then tap Forget this Network.

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

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, then download it (this requires an Internet connection).

Connect to the Internet

iPad connects to the Internet whenever necessary, using a Wi-Fi connection (if available) or your carrier's cellular network. For information about connecting to a Wi-Fi network, see Connect to Wi-Fi, above.

When an app needs to use the Internet, iPad does the following, in order:

- Connects over the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range, and connects using the one you choose
- Connects over the cellular data network, if available

Note: If a Wi-Fi connection to the Internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see Cellular settings on page 166.

Apple ID

Your Apple ID is the account you use for just about everything you do with Apple, including storing your content in iCloud, downloading apps from the App Store, and buying music, movies, and TV shows from the iTunes Store.

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

For more information, see appleid.apple.com.

Apple Confidential

iCloud

iCloud offers free mail, contacts, calendar, and other features that you can set up simply by signing in to iCloud with your Apple ID, then making sure that the features you want to use are turned on.

Set up iCloud. Go to Settings > iCloud. Create an Apple ID if needed, or use your existing one.

iCloud stores your photos and videos, documents, music, calendars, contacts, and more. Content stored in iCloud is pushed wirelessly to your other iOS devices and computers signed in to iCloud with the same Apple ID.

iCloud is available on devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.5 or later, and on PCs with iCloud for Windows 4.0 (Windows 7 or Windows 8 is required). You can also sign in to iCloud.com from any Mac or PC to access your iCloud information and features like Photos, Find My iPhone, Mail, Calendar, Contacts, iWork for iCloud, and more.

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:

- *Music, Movies, TV Shows, Apps, and Books:* Automatically get iTunes purchases on all your devices set up with iCloud, or download previous iTunes music and TV show purchases for free, anytime. With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than the iTunes Store, can also be stored in iCloud and played on demand. See iCloud and iTunes Match on page 72. Download previous App Store and iBooks Store purchases to iPad for free, anytime.
- *Photos:* Use iCloud Photo Library to store all your photos and videos in iCloud, and access them from any iOS 8.1 or later device, Mac with OS X Yosemite v10.10.3 or later, and on iCloud.com using the same Apple ID. 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 Library on page 84. See iCloud Photo Sharing on page 85.
- *Family Sharing:* Up to six family members can share their purchases from the iTunes Store, App Store, and iBooks Store. Pay for family purchases with the same credit card and approve kids' spending right from a parent's device. Plus, share photos, a family calendar, and more. See Family Sharing on page 37.
- *iCloud Drive:* Safely store your presentations, spreadsheets, PDFs, images, and other documents in iCloud, and access them from your iPad, iPhone, iPod touch, Mac, or PC. See About iCloud Drive on page 39.
- *Documents in the Cloud:* For iCloud-enabled apps, keep documents and app data up to date across all your devices set up with iCloud.
- *Mail, Contacts, Calendars:* Keep your mail, contacts, calendars, notes, and reminders up to date across all your devices.
- *Safari Tabs:* See the tabs you have open on your other iOS devices and OS X computers. See Browse the web on page 61.
- *Backup:* Back up iPad to iCloud automatically when connected to power and Wi-Fi. iCloud data and backups sent over the Internet are encrypted. See Back up iPad on page 165.

- *Find My iPad:* Locate your iPad on a map, display a message, play a sound, lock the screen, temporarily suspend or permanently remove your credit and debit cards in Passbook & Apple Pay settings used for Apple Pay, or remotely wipe your iPad data. Find My iPad includes Activation Lock, which requires your Apple ID and password in order to turn off Find My iPad or erase your device. Your Apple ID and password are also required before anyone can reactivate your iPad. See Find My iPad on page 45.
- *Find My Friends:* Share your location with people who are important to you. Download the free app from the App Store.
- *iCloud Keychain:* Keep your passwords and credit card information up to date across all your designated devices. See iCloud Keychain on page 44.

You must have an iCloud account and be signed in to iCloud to use Apple Pay. See Apple Pay on page 41.

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

Upgrade your iCloud storage. Go to Settings > iCloud > Storage, then tap Change Storage Plan. For information about upgrading your iCloud storage, see help.apple.com/icloud/.

View and download previous purchases, or get purchases shared by your family.

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

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

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

Set up other mail, contacts, and calendar accounts

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

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

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See Add contacts on page 95.

You can add calendars using a CalDAV calendar account, and you can subscribe to iCalendar (.ics) calendars or import them from Mail. See Use multiple calendars on page 80.

For information about setting up a Microsoft Exchange account in a corporate environment, see Mail, Contacts, and Calendar on page 154.

Apple Confidential

Manage 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 your photos and videos, documents, music, calendars, contacts, and more. It all gets pushed wirelessly to your other iOS devices and computers, keeping everything up to date. See iCloud on page 17.
- *iTunes* syncs music, videos, 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 20, next.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically keep your contacts and calendars up to date on all your devices, and use iTunes to sync music from your computer to iPad.

Important: To avoid duplicates, keep contacts, calendars, and notes in sync using iCloud or iTunes, but not both.

You can also choose to manually manage content from iTunes by selecting that option in the iPad Summary pane. Then you can drag songs or videos from your iTunes library to iPad in iTunes. This is useful if your iTunes library contains more items than can fit on your iPad.

Note: If you use iTunes Match, you can manually manage only video.

Connect iPad to your computer

Connecting iPad to your computer lets you sync content using iTunes. You can also sync with iTunes wirelessly. See Sync with iTunes, above.

To use iPad with your computer, you need:

- An Internet connection for your computer (broadband is recommended)
- 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:
  - OS X version 10.6.8 or later
  - Windows 8, Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes, available at www.itunes.com/download/

Connect iPad to your computer. Use the included Lightning to USB Cable or 30-pin to USB Cable.

Unless iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPad to see if syncing is in progress. If you disconnect iPad while it's syncing, 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, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, videos, apps, photos, and more. For help syncing iPad, open iTunes on your computer, choose Help > iTunes Help, then select Sync your iPod, iPhone, or iPad. iTunes is available at www.itunes.com/download/.

Set up wireless syncing. Connect iPad to your computer. In iTunes on your computer, select your iPad, click Summary, then select Sync with this iPad over Wi-Fi.

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

Tips for syncing with iTunes on your computer

Connect iPad to your computer, select it in iTunes, then set options in the different panes.

- If iPad doesn't appear in iTunes, make sure you're using the latest version of iTunes, check that the included cable is correctly connected, then try restarting your computer.
- In the Summary pane, you can set iTunes to sync iPad automatically when it's attached to your computer. To temporarily prevent syncing when you attach the device, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.
- If you want to encrypt the information stored on your computer when iTunes makes a backup, select "Encrypt iPad backup" in the Summary pane. Encrypted backups are indicated by a lock icon 🔒, and a password is required 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 an account on iPad don't sync to 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 Music pane, you can sync music using your playlists.
- In the Photos pane, you can sync photos and videos from a supported app or folder on your computer.
- If you use iCloud to store your contacts, calendars, and bookmarks, don't also sync them to iPad using iTunes.
- If you turn on iCloud Photo Library, you can't use iTunes to sync photos and videos to iPad.

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.

Apple Confidential

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 > Language & Region to set:

- The language for iPad
- The preferred language order for apps and websites
- The region format
- The calendar format
- Advanced settings for dates, times, and numbers

To add a keyboard for another language, go to Settings > General > Keyboard > Keyboards. For more information, see Use international keyboards on page 156.

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.

View this user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, and in the 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 guide to the Home screen:* Tap ⬆, then tap Add to Home Screen.
- *View the guide in a different language:* Tap Change Language at the bottom of the home page.

View the user guide in iBooks. Open iBooks, then search for "iPad user" in the iBooks Store.

For more information about iBooks, see Chapter 24, iBooks, on page 122.

Tips for using iOS 8

The Tips app helps you get the most from iPad.

Get Tips. Open the Tips app. New tips are added weekly.

Get notified when new tips arrive. Go to Settings > Notifications > Tips.

Apple Confidential

Basics

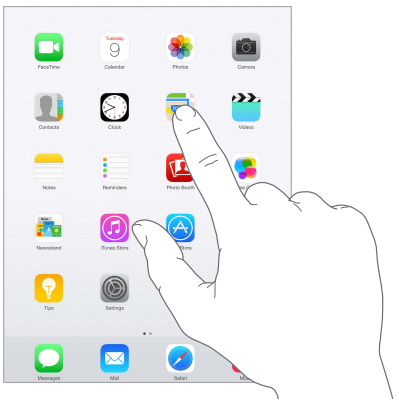
3

Use 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.

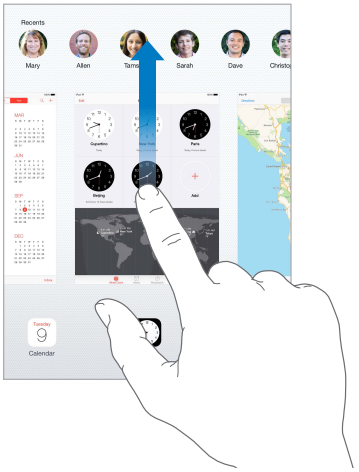


Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

Multitasking

iPad helps you manage several tasks at the same time.

View contacts and open apps. Double-click the Home button to reveal the multitasking screen. Swipe left or right to see more. To switch to another app, tap it. To connect with a recent or favorite contact, tap the contact's picture or name, then tap your preferred method of communication.

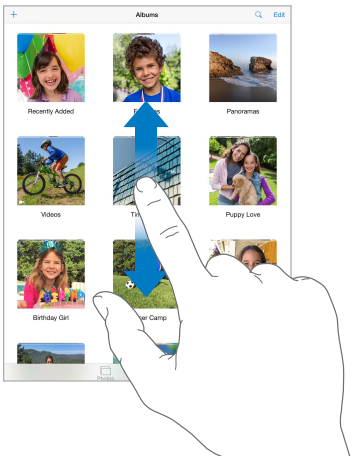


Close an app. If an app isn't working properly, you can force it to quit. Drag the app up from the multitasking screen. Then try opening the app again.

If you have lots of apps, you can use Spotlight to find and open them. Drag down the center of the Home screen to see the search field. See Spotlight Search on page 33.

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.

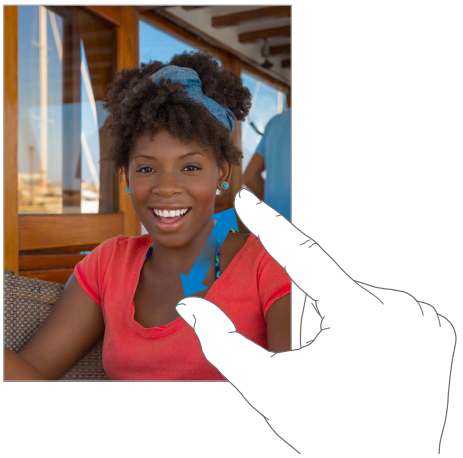


Drag a photo, map, or webpage in any direction to see more.

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

Zoom in or out

Pinch open on a photo, webpage, or map for a close-up—then pinch closed 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, then double-tap again to zoom out. In Maps, double-tap to zoom in, then 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 display, or switch to another app.

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

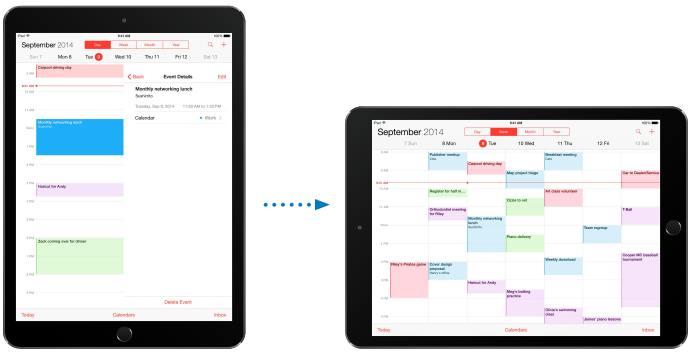
Reveal the multitasking display. Swipe up with four or five fingers.

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

Turn multitasking gestures on or off. Go to Settings > General > Multitasking Gestures.

Change the screen orientation

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



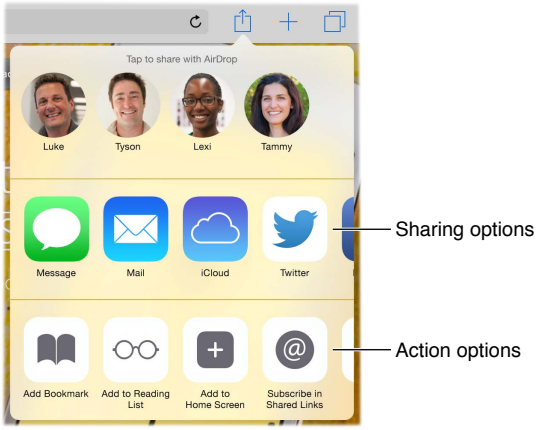
Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap .

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 then, under "Use Side Switch to," tap Lock Rotation.

App extensions

Some apps let you extend the functionality of your apps on iPad. An app extension may appear as a sharing option, action option, a widget in Notification Center, a file provider, or a custom keyboard. For example, if you download Pinterest to iPad, Pinterest becomes another option for sharing when you click ⬆.



App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app that lets you apply filters to photos from your Photos app.

Install app extensions. Download the app from the App Store, open the app, then follow the onscreen instructions.

Turn sharing or action options on or off. Tap ⬆, then tap More (drag options to the left if necessary). Turn off third-party sharing or action options (they are on by default).

Organize sharing and action options. Tap ⬆, then tap More (drag icons to the left if necessary). Touch and drag ☰ to rearrange your options.

For more information about Notification Center widgets, see Notification Center on page 35. For more information about Sharing options, see Share from apps on page 36.

Continuity

About Continuity features

Continuity features connect iPad with your iPhone, iPod touch, and Mac so they can work together as one. You can start an email or document on iPad, for example, then pick up where you left off on your iPod touch or Mac. Or let iPad use iPhone to make phone calls or send SMS or MMS text messages.

Continuity features require iOS 8 or OS X Yosemite, and work with iPhone 5 or later, iPod touch (5th generation) or later, iPad (4th generation) or later, and supported Mac computers. For more information, see support.apple.com/kb/HT6337.

Handoff

Pick up on one device where you left off on another. You can use Handoff with Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, Contacts, and even some third-party apps. For Handoff to work, your devices must be signed in to iCloud using the same Apple ID, and they must be within Bluetooth range of one another (about 33 feet or 10 meters).

Apple Confidential

Switch devices. Swipe up from the bottom-left edge of the Lock screen (where you see the app's activity icon), or go to the multitasking screen, then tap the app. On your Mac, open the app you were using on your iOS device.

Disable Handoff on your devices. Go to Settings > General > Handoff & Suggested Apps.

Disable Handoff on your Mac. Go to System Preferences > General, then turn off Allow Handoff between this Mac and your devices set up with iCloud.

Phone calls

With Continuity, you can make and receive phone calls on your other iOS devices and Mac computers. Calls are relayed through your iPhone, which must be turned on and connected to a cellular network. All devices must be on the same Wi-Fi network, and signed in to FaceTime and iCloud using the same Apple ID. (On iPhone, make sure Allow Wi-Fi Calls, if that setting appears, is turned off. Go to Settings > Phone > Wi-Fi Calls.)

Make a phone call on iPad. Tap a phone number in Contacts, Calendar, FaceTime, Messages, Spotlight, or Safari. You can also tap a recent contact in the multitasking screen.

Disable iPhone Cellular Calls. On your iPhone, go to Settings > FaceTime, then turn off iPhone Cellular Calls.

Messages

If your iPhone (with iOS 8) is signed into iMessage using the same Apple ID as your iPad, you can also send and receive SMS and MMS messages on your iPad. Charges may apply to the text messaging service for your iPhone.

Instant Hotspot

You can use Instant Hotspot on your iPhone (with iOS 8) or iPad (cellular models with iOS 8) to provide Internet access to your other iOS devices and Mac computers (with iOS 8 or OS X Yosemite) that are signed into iCloud using the same Apple ID. Instant Hotspot uses your iPhone or iPad Personal Hotspot, without you having to enter a password or even turn on Personal Hotspot.

Use Instant Hotspot. Go to Settings > Wi-Fi on your iOS device without cellular capabilities, then simply choose your iPhone or iPad network under Personal Hotspots. On your Mac, choose your iPhone or iPad network from your Wi-Fi settings.

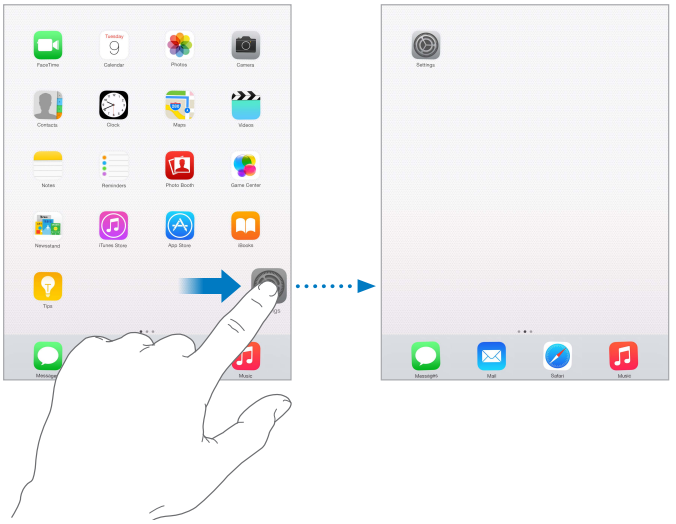
When you're not using using the hotspot, your devices disconnect to save battery life. For more information about ways to set up a Personal Hotspot see Personal Hotspot on page 40.

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

Customize 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.



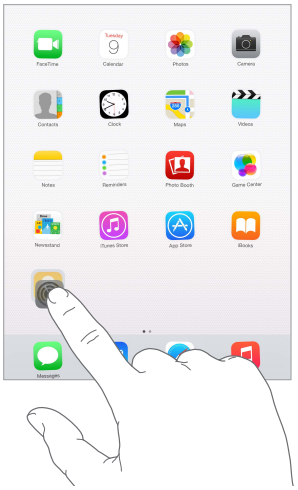
Create a new Home screen. While arranging apps, drag an app to the right edge of the last Home screen. The dots above the Dock show which of your Home screens you're viewing.

When iPad is connected to your computer, you can customize the Home screen using iTunes. In iTunes, select iPad, then click Apps.

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.

Organize with folders

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.



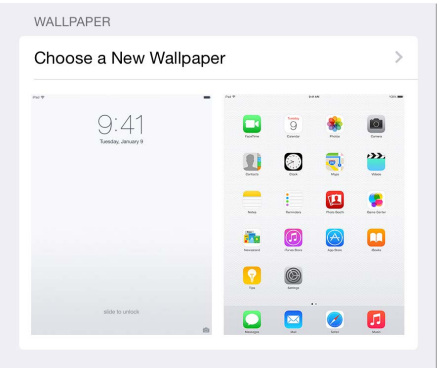
You can have multiple pages of apps in a folder.

Delete a folder. Drag out all the apps—the folder is deleted automatically.

Change the wallpaper

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. You can choose from dynamic and still images.

Change the wallpaper. Go to Settings > Wallpaper > Choose a New Wallpaper.

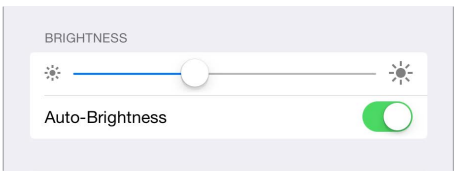


When choosing an image for new wallpaper, the Perspective Zoom button determines whether your selected wallpaper is zoomed. For wallpaper you already set, go to the Wallpaper setting, then tap the image of the Lock screen or Home screen to see the Perspective Zoom button.

Note: The Perspective Zoom button doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See Reduce screen motion on page 145.

Adjust the screen brightness

Dim the screen to extend battery life, or use Auto-Brightness.



Adjust the screen brightness. Go to Settings > Display & Brightness, then drag the slider. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor. You can also adjust the brightness in Control Center.

Type text

The onscreen keyboard lets you enter text when needed.