iPad
User Guide

For iOS 9.0 Software

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iPad at a glance

iPad overview

This guide describes iOS 9.0 for:

- iPad mini (all models)
- iPad Air (all models)

- iPad (3rd generation and 4th generation)
- iPad 2

iPad mini 4

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iPad Air 2

Status bar
FaceTime HD camera
App icons
Multi-Touch display
Home button/ Touch ID sensor
Microphones
Sleep/Wake button
Headset jack
iSight camera
Volume buttons
Nano-SIM tray (cellular models)
iPad
Speakers
Lightning connector

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

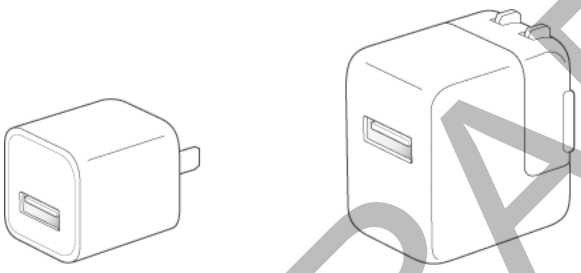
Note: Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your iPad service plan and fees.

Accessories

The following accessories are included with iPad:

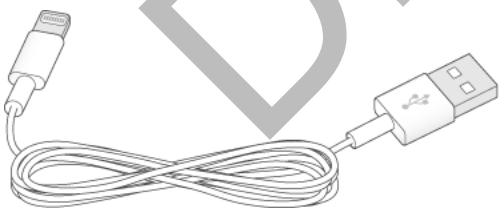
USB power adapter.

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.



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.



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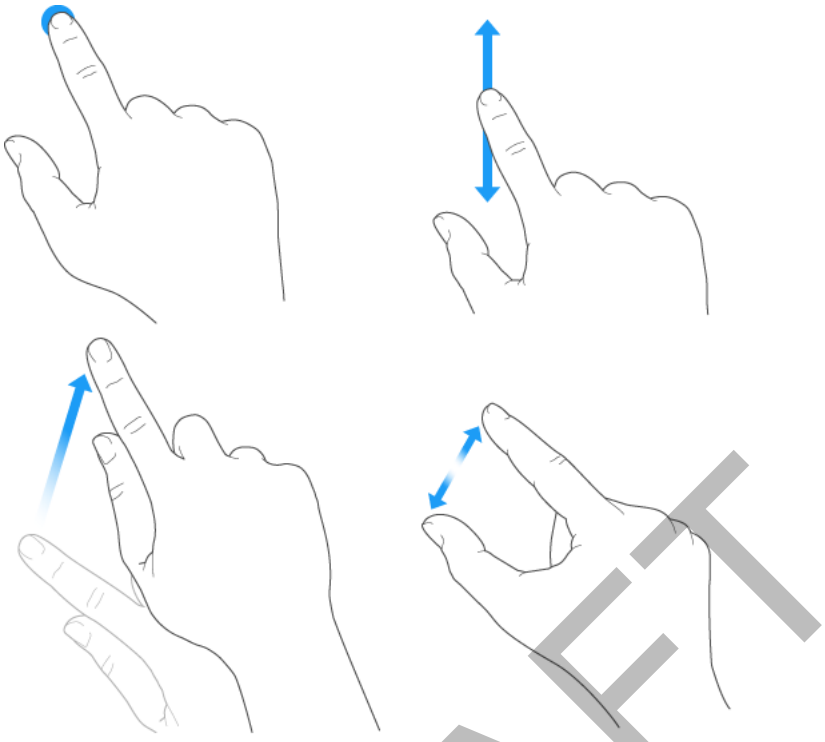
Multi-Touch screen

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



You can also use additional gestures when editing text or navigating between apps and the Home screen. See Edit text (on page) and Gestures (on page) .

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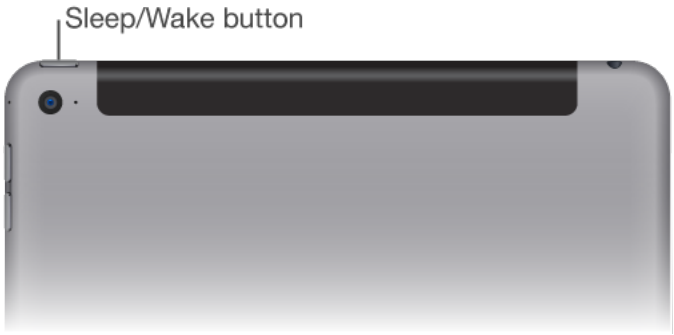
Sleep/Wake button

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.



Turn iPad on.

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

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) .

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.

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Home button

The Home button takes you back to the Home screen. 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) .

See apps you've opened.

Double-click the Home button when iPad is unlocked.

Use Siri (iPad 3rd generation or later).

Press and hold the Home button. See Use Siri (on page) .

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

On iPad models with Touch ID, you can use the sensor in the Home button to unlock iPad or make purchases in the iTunes Store, App Store, and iBooks Store (instead of using your passcode or Apple ID password). See Touch ID (on page) . 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) .

Volume buttons

Use the Volume buttons to adjust the volume of songs and other media, and of alerts and sound effects. Use Control Center (or on some iPad models, the Side Switch) to silence audio alerts and notifications or to prevent iPad from switching between landscape and portrait orientation.

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

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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) .

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) .

Mute notifications, alerts, and sound effects.

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

. For more information, see Do Not Disturb. Or on iPad models with a side switch, slide the Side Switch toward the volume buttons.

The Side Switch and Do Not Disturb don't mute the audio from music, podcasts, movies, and TV shows.

Use Control Center to lock the screen orientation.

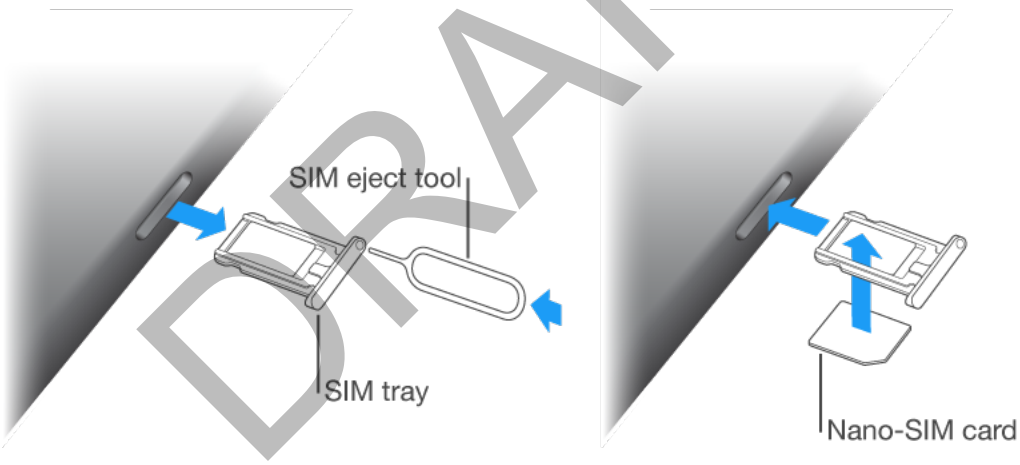
Swipe up from the bottom edge of the screen to open Control Center, then tap . For more information, see Change the screen orientation.

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.



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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) .

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) .
	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) .
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

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		on. See Do Not Disturb (on page) .
	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices. See Personal Hotspot (on page) .
	Syncing	iPad is syncing with iTunes. See Sync with iTunes (on page) .
	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) .
	Lock	iPad is locked. See Sleep/Wake button (on page) .
	Alarm	An alarm is set. See Clock at a glance (on page) .
	Orientation lock	Screen orientation is locked. See Change the screen orientation (on page) .
	Location Services	An app is using Location Services. See Privacy (on page) .
	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.

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		See Bluetooth devices (on page) .
	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) .

Get started

What's new

Apps and app enhancements

Get the news.

News makes it easy to follow stories from your favorite newspapers, magazines, and blogs. Pick your favorite topics and sources, and News collects the best stories, personalized just for you. (Not available in all areas.) See News at a glance.

Richer notes.

Create drawings, make checklists, take and import pictures, add files and links to your notes, and share them with others. See Notes at a glance.

More ways to get around.

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In select cities, Maps provides public transportation information and details your entire journey, from walking to the bus stop to hopping off at your destination. See Find places.

Edit more easily with the QuickType keyboard.

Use two fingers on the keyboard to place the insertion point and make selections. The shortcut bar provides convenient editing tools. See Edit text.

Find your friends (and a misplaced iPad).

Find My Friends and Find My iPhone are now included with every iPad. See Find My Friends and Find My iPad.

Enhanced multitasking

- *Slide Over:* (iPad Air, iPad Air 2, iPad mini 2, iPad mini 3, and iPad mini 4) When you're working in one app, swipe from the right side of the screen to view and work with a second app. Swipe down to pick a different app. See Slide Over.
- *Split View:* (iPad Air 2 and iPad mini 4) Tap the app divider to keep two apps open and active at the same time. Drag the divider to resize the app pane. See Split View.
- *Picture in Picture:* As a video plays (or during a FaceTime video call), press the Home button and the video scales down to a corner of your display. See Picture in Picture.

Assistance—when and where you need it

A more understanding Siri.

While looking at a webpage, tell Siri, "Remind me about this when I get home." Or "play more songs like this" when you listen to music. See Use Siri.

Smarter search.

Type "weather" and get up-to-date forecasts. Enter your favorite team to see sports scores and schedules. Search can even suggest contacts, apps, nearby places, and more that you might find useful, with no typing required. See Search.

Answers before you ask for them.

Based on the apps you commonly use and the time of day you use them, proactive assistant suggests things you might want to do next, before you ask. For example, opening the News app first thing in the morning or playing your "Chill Out" playlist before you go to bed. See Proactive assistant.

Under-the-hood improvements

Get your home under control.

iPad communicates with your home's smart technology. Use iPad to set up your HomeKit accessories, and control them even when you're away from home. See HomeKit basics.

Greater security.

With two-factor authentication, you can make your iPad more secure. See Use a passcode with data protection.

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Set up iPad

WARNING: To avoid injury, read Important safety information 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).

Set up iPad.

Turn on iPad, then follow Setup Assistant.

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, Apple Music, the App Store, and more)
- Entering a passcode
- Setting up iCloud and iCloud Keychain
- Enrolling in two-factor authentication
- Turning on recommended features, such as Location Services and Siri
- Adding a credit or debit card to Wallet to use with Apple Pay (some models)
- Setting up Touch ID (some models)
- Activating iPad with your carrier (cellular models)

You can also restore iPad from an iCloud or iTunes backup or migrate from an Android device during setup. See Back up iPad.

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.

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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.

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

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a Wi-Fi network, see Connect to Wi-Fi.

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.

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, streaming Apple Music content, 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.

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, News favorites and saved stories, 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:

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- *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 imported from CDs or purchased somewhere other than the iTunes Store, can also be stored in iCloud and played on demand. With an Apple Music membership, any music you added from Apple Music is accessible from iPad. See Apple Music. 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 and iCloud Photo Sharing.
- *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.
- *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. iCloud Drive is available on any iOS 8 or later device and on any Mac with OS X Yosemite v10.10.0 or later. If you're using an earlier version of iOS, see Set up iCloud Drive.
- *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.
- *News:* Access your favorite News sources and topics as well as the saved stories on all your iOS 9 devices set up with iCloud (not available in all areas). See Get started with News.
- *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.
- *Find My iPad:* Locate your iPad on a map, display a message, play a sound, lock the screen, 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.
- *Find My Friends:* Share your location with people who are important to you. See Find My Friends.
- *iCloud Keychain:* Keep your passwords and credit card information up to date across all your designated devices. See iCloud Keychain.

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.

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Go to Settings > iCloud > Storage, then tap Change Storage Plan. For information about upgrading your iCloud storage, see iCloud Help.

View and download previous or shared purchases.

- *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.

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.

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

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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.
- *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.

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 or have iCloud Music Library turned on, 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.

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

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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 Add items to 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.

Ways to sync 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, 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 your entire music library or just selected playlists, artists, albums, and genres.

  Note: If you turn on iCloud Music Library, you can't use iTunes to sync music to iPad.
- In the Photos pane, you can sync photos and videos from a supported app or folder on your computer.

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- 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.

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.)

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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.

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.

Tips for using iOS 9

The Tips app helps you get the most from iPad.

Get Tips.

Open the Tips app (found inside the Extras folder). New tips are added weekly.

Get notified when new tips arrive.

Go to Settings > Notifications > Tips.

Basics

Use iPad to search, print, share files, and more.

Use apps

Start at home

Tap an app to open it.

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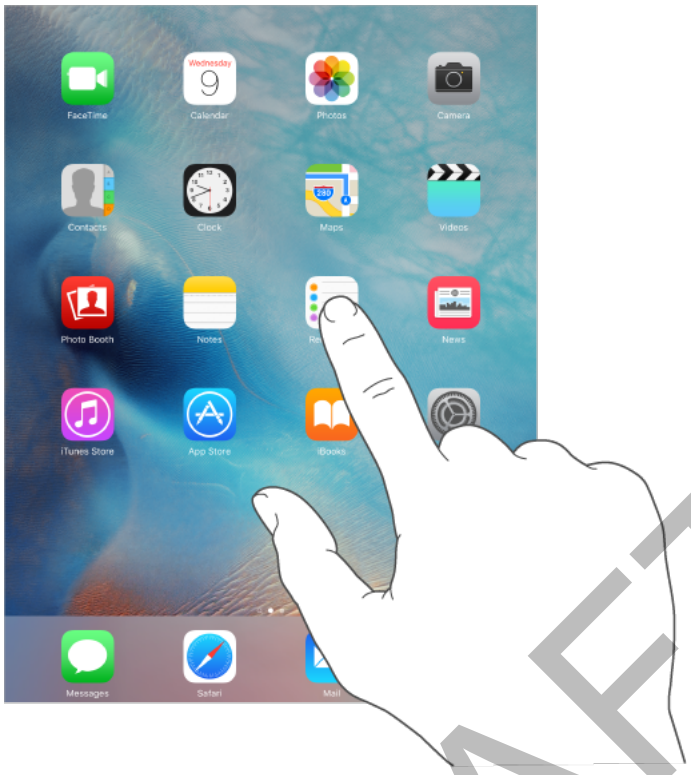

Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

Switch between apps

You can easily switch between the apps you're using.

View open apps.

Double-click the Home button to reveal your open apps. Swipe sideways to see more. To switch to another app, tap it.

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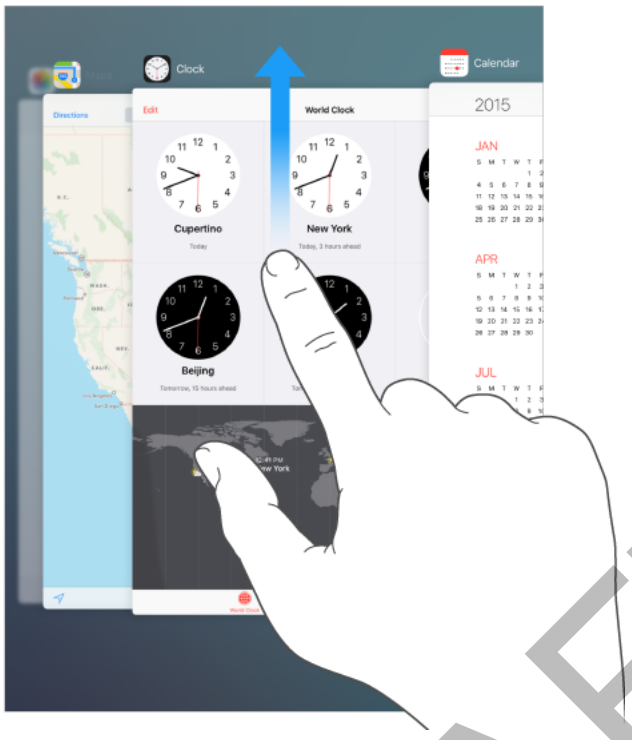

Close an app.

If an app isn't working properly, you can force it to quit. Drag the app up from the app switcher display, then try opening the app again.

Search for apps.

If you have lots of apps, you can use Search to find and open them. Drag right from the Home screen to see the Search screen, or drag the center of the Home screen down to see the search field. See Search (on page) .

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.

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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.

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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.

Gestures

Use multitasking gestures on iPad to return to the Home screen, reveal the app switcher display, or switch to another app.

Return to the Home screen.

Pinch four or five fingers together.

Reveal the app switcher.

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.

Change the screen orientation

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

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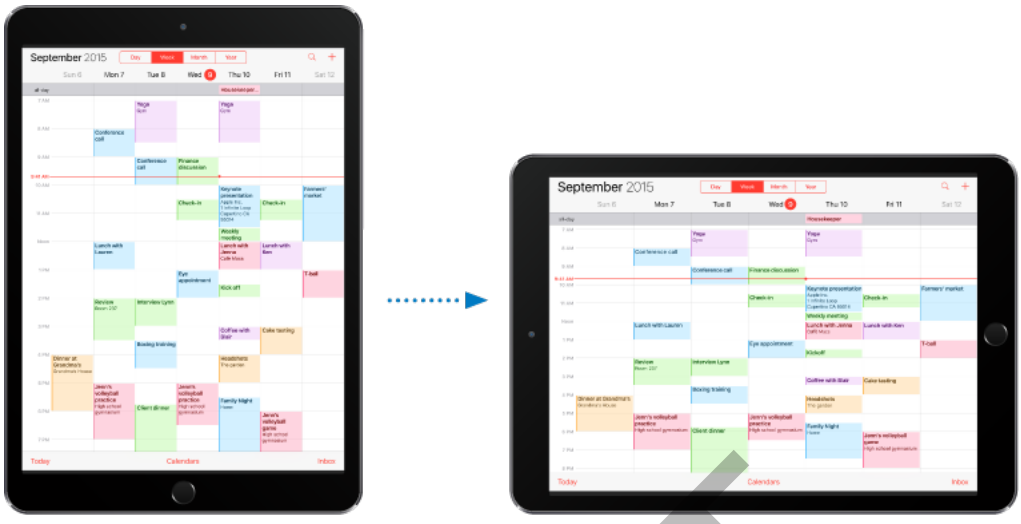

Lock the screen orientation.

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 .

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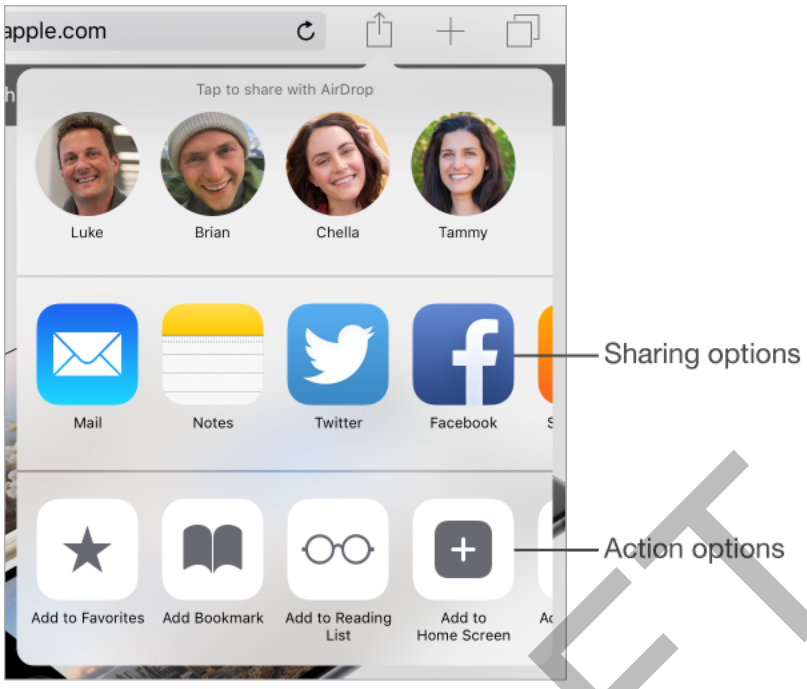

App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app that lets you apply filters to photos from your Photos app.

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 options to the left if necessary). Touch and drag to rearrange your options.

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

Proactive assistant

Based on how you use your iPad, proactive assistant gives you suggestions for what you might want to do next. Proactive assistant might help when you:

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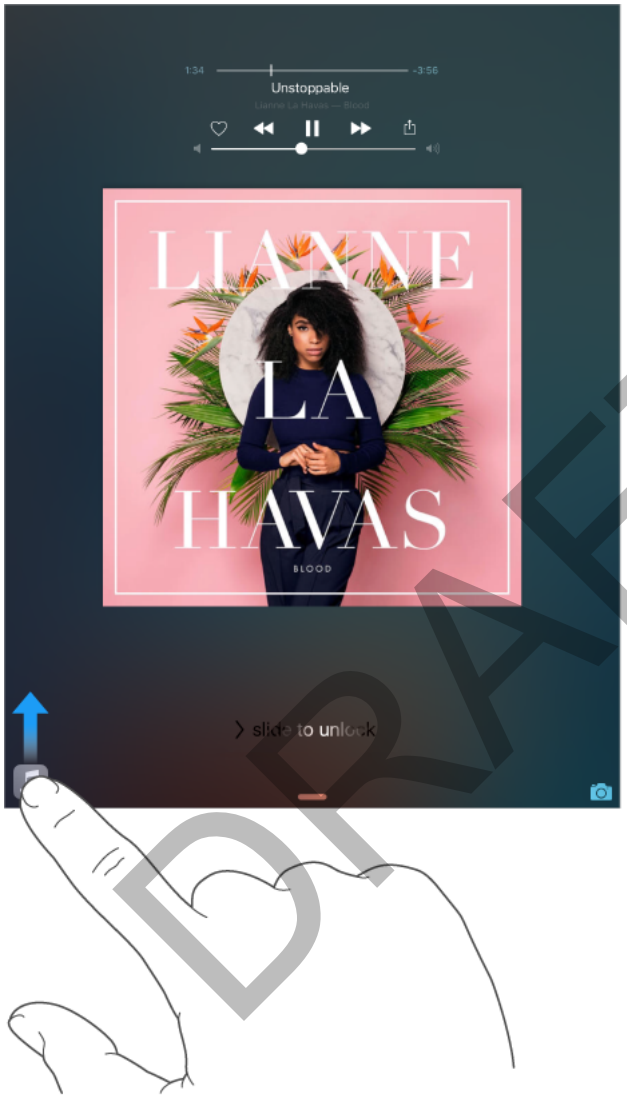
- *Listen to music:* Plug in your headphones, and proactive assistant recognizes that you might want play an album you started earlier. Your music is ready to play from the Lock screen—or swipe the Music icon up from the lower left and it opens the Music app after you unlock iPad.



- *Create email and events:* When you start adding people to an email or calendar event, proactive assistant suggests the people you included in previous emails or events.
- *Leave for an event:* If your calendar event includes a location, proactive assistant assesses traffic conditions and notifies you when to leave.

Turn off contact suggestions.

Go to Settings > Mail, Contacts, Calendars, then turn off Contacts Found in Mail.

Turn off event suggestions.

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Go to Settings > Mail, Contacts, Calendars, then turn off Events Found in Mail.

Multitasking

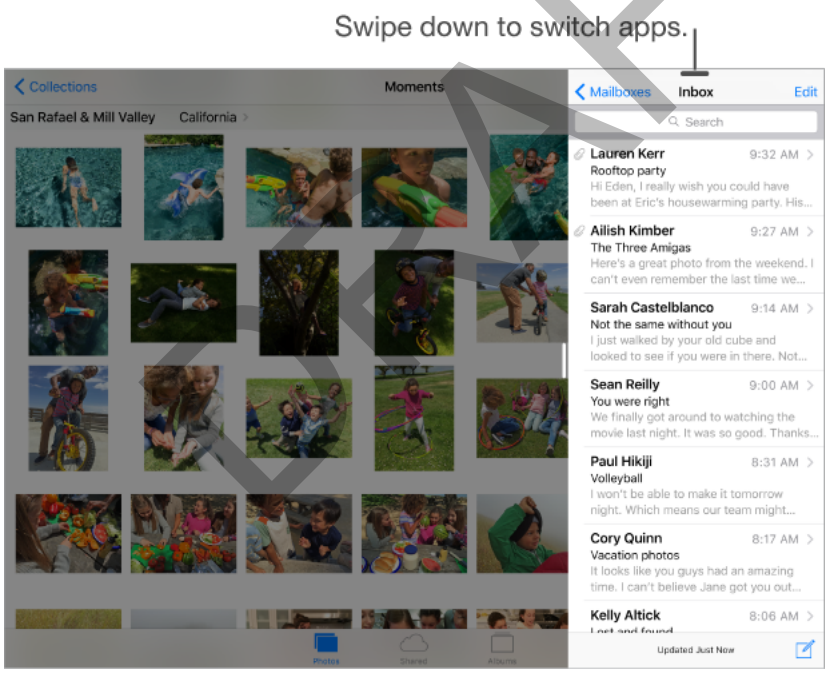
Multitasking at a glance

Work with more than one app at the same time with Slide Over, Split View, and Picture in Picture.

You can use Slide Over and Split View with many apps including Safari, Notes, Photos, Calendar, and more. You can use Picture in Picture with FaceTime, Videos, and more.

Slide Over

With Slide Over, you can open a second app without closing the one you're in. The second app (side app) slides in from the right.



Open a side app.

When using an app, swipe left from the right-edge of the screen.

Switch to a different side app.

Swipe down from the top edge of the screen.

Close the side app.

Tap the app on the left, or swipe right from the app divider.

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Turn Slide Over off.

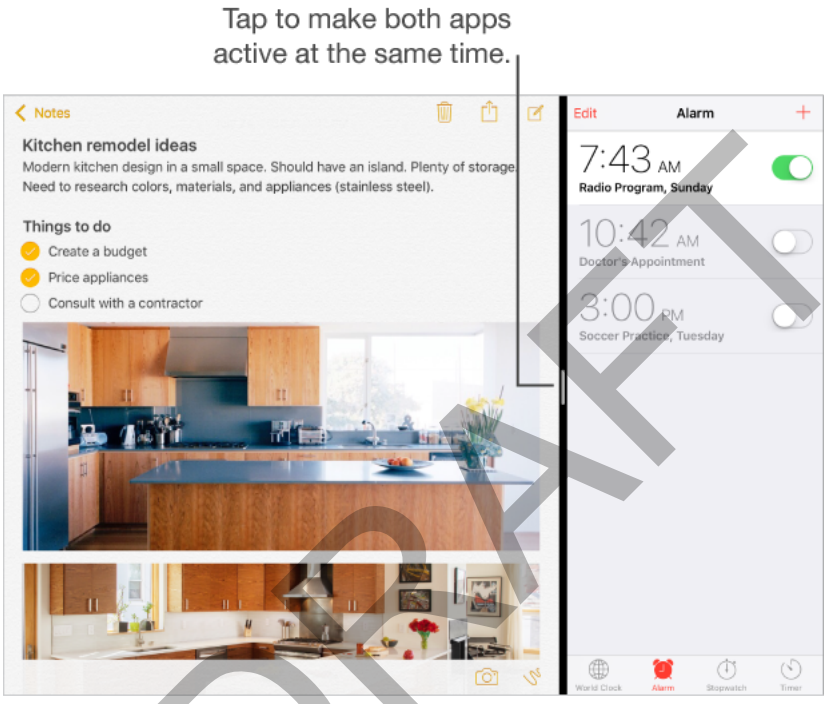
Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.

Split View

Keep two apps open and active at the same time (iPad Air 2, iPad mini 4).

Make both apps active.

When using an app, swipe left from the right edge of the screen, then tap the middle of the app divider.



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Give both apps equal space.

Drag the app divider to the center of the screen.

Close Split View.

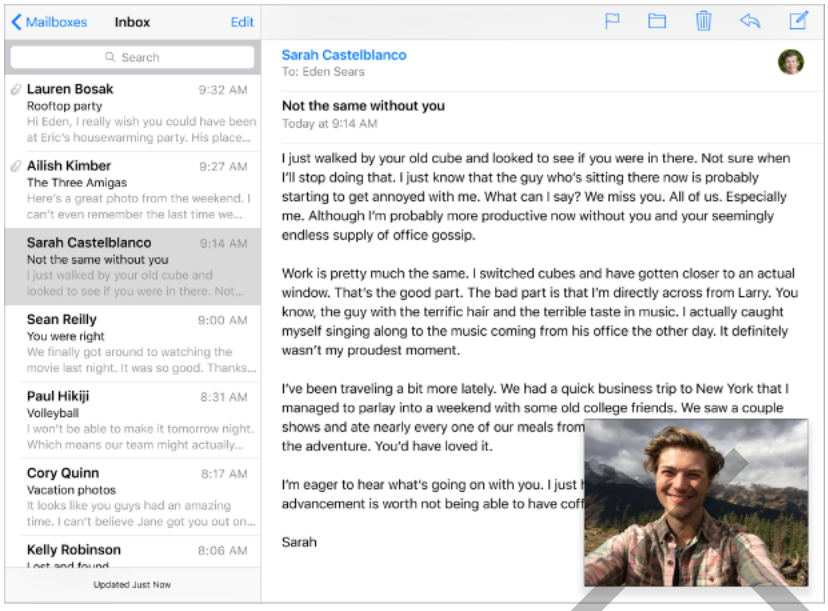
Drag the app divider to the left or right, depending on which app you want to close.

Turn Split View off.

Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.

Picture in Picture

Open and use other apps as you watch a movie or use FaceTime.



Use Picture in Picture.

When watching a video or using FaceTime, press the Home button or tap . Your video screen scales down to a corner of your display so you can see the Home screen and open other apps.

Resize the video window.

Pinch open the small video window to make it larger. Then pinch closed to shrink it again.

Move the video window.

Drag the small video window to a different corner of the screen. Drag it off the left or right edge of the screen if you need it out of the way for a bit.

Return FaceTime or video to full screen.

Tap in the small video window.

Turn Picture in Picture off.

Go to Settings > General > Multitasking, then turn off Persistent Video Overlay.

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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 later, or OS X Yosemite or later, 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/HT204681.

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).

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 iCloud devices."

Phone calls

Make and receive phone calls on your iPad, iPod touch, or Mac, as long as your iPhone and other devices are signed into iCloud and FaceTime with the same Apple ID. With iOS 8 or OS X Yosemite, your iPhone needs to be on the same Wi-Fi network as your other devices. With iOS 9 or OS X El Capitan, it may not need to be on the Wi-Fi network (services may vary according to your carrier).

Make a phone call on iPad.

Tap a phone number in Contacts, Calendar, FaceTime, Messages, Spotlight, or Safari.

Messages

If your iPhone (with iOS 8 or later) 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 later) or iPad (cellular models with iOS 8 or later) to provide Internet access to your other iOS devices (iOS 8 or later) and Mac computers (OS X Yosemite or later) that are signed in to 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 (models without cellular capabilities). Under

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Personal Hotspots, choose your iPhone or iPad network. 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) .

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 you see the app icons jiggle, 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 (you may need to remove another app first). Press the Home button to save your arrangement.

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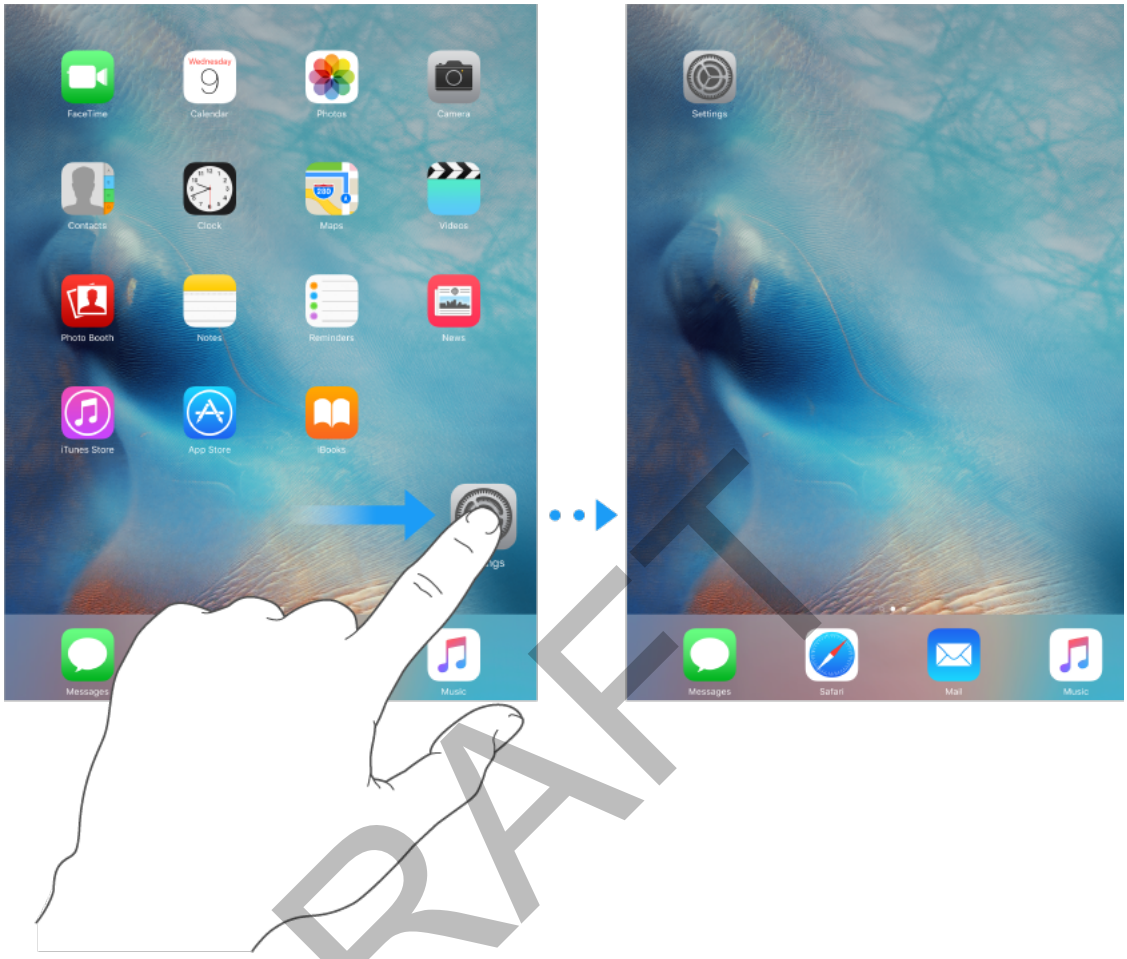

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Create a new Home screen.

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.