

# Contents in Detail

<b>Introduction</b> .....	xix
How This Book Is Organized .....	xx

## Part 1: Basic Training

<b>Chapter 1: Turning Your iPad On and Off</b> .....	3
What You'll Be Using .....	4
Turning On Your iPad .....	4
Turning Off Your iPad .....	5
Putting Your iPad to Sleep .....	5
Putting Your iPad to Sleep Automatically .....	6
Waking Up Your iPad from Sleep Mode .....	7
Turning Airplane Mode On and Off (3G iPad Models Only) .....	8
Additional Ideas for Turning Your iPad On and Off .....	9
<b>Chapter 2: Charging and Conserving iPad Battery Power</b> .....	11
What You'll Be Using .....	12
Recharging an iPad .....	12
Turning Off Wi-Fi and 3G .....	12
Turning Off Push Accounts .....	14
Turning Off Location Services .....	15
Monitoring Battery Life .....	16
Turning Off Bluetooth .....	17
Additional Ideas for Conserving Power .....	18
<b>Chapter 3: Using Your iPad's Physical Controls</b> .....	19
What You'll Be Using .....	20
Viewing the Home Screen .....	20
Modifying the Home Button .....	21
Adjusting the Volume .....	22
Rotating the iPad .....	22
Additional Ideas for Controlling Your iPad .....	23
<b>Chapter 4: Controlling the iPad User Interface</b> .....	25
What You'll Be Using .....	26
Using the Multi-Touch Screen .....	26
Using the Select Command .....	26
Using the Scroll Command .....	26
Using the Zoom Command .....	29
Additional Ideas for Controlling Your iPad .....	30

<b>Chapter 5: Using and Customizing the Virtual Keyboard</b> .....	31
What You'll Be Using.....	32
Displaying Different Virtual Keyboards.....	32
Typing on a Virtual Keyboard.....	34
Typing Text.....	34
Moving the Cursor.....	35
Selecting, Copying, and Cutting Text.....	37
Selecting a Single Word.....	37
Selecting Part of Your Text.....	38
Pasting Text.....	39
Spellchecking.....	40
Customizing the Virtual Keyboard.....	41
Adding Auditory Keyboard Clicks.....	42
Typing Foreign Characters.....	43
Additional Ideas for Using the Virtual Keyboard.....	44

## **Part 2: Customizing Your iPad**

<b>Chapter 6: Customizing the Home Screen</b> .....	47
What You'll Be Using.....	48
Rearranging Icons on the Home Screen.....	48
Rearranging Icons on the iPad.....	48
Rearranging Icons Through iTunes.....	48
Putting Apps on the Dock.....	49
Adding App Icons to the Dock.....	50
Taking App Icons off the Dock.....	50
Resetting Your Home Screen.....	50
Modifying the Wallpaper.....	51
Adjusting the Wallpaper Brightness.....	51
Changing the Wallpaper.....	52
Additional Ideas for Customizing Your Home Screen.....	54

<b>Chapter 7: Using Parental Controls</b> .....	55
What You'll Be Using.....	56
Blocking iPad Features.....	56
Filtering Content.....	59
Disabling Restrictions.....	59
Additional Ideas for Using Restrictions on Your iPad.....	60

<b>Chapter 8: Protecting Your Privacy</b> .....	61
What You'll Be Using.....	62
Setting (or Removing) a Passcode.....	62
Setting a Passcode.....	62
Changing a Passcode.....	63
Removing a Passcode.....	63

Defining When to Ask for a Passcode.....	64
Erasing Data After 10 Incorrect Passcodes.....	65
Additional Ideas for Protecting Your iPad.....	66
<b>Chapter 9: Setting the Date and Time</b> .....	67
What You'll Be Using.....	68
Picking a Time Zone.....	68
Setting the Date and Time.....	69
Setting (or Turning Off) 24-Hour Time.....	71
Additional Ideas for Modifying the Date and Time on Your iPad.....	71
<b>Chapter 10: Restoring and Resetting Your iPad</b> .....	73
What You'll Be Using.....	74
Restoring an iPad.....	74
Restoring from a Backup.....	74
Encrypting Your Backup.....	75
Deleting a Backup.....	76
Resetting Everything.....	77
Saving Your Data While Resetting the iPad.....	77
Resetting and Erasing Your iPad.....	78
Resetting the Network Settings.....	78
Resetting the Keyboard Dictionary.....	78
Resetting Location Services.....	79
Additional Ideas for Resetting Your iPad.....	79
<b>Chapter 11: Setting Up an Internet Connection</b> .....	81
What You'll Be Using.....	82
Setting Up a Wi-Fi Connection.....	82
Forgetting a Wi-Fi Network.....	83
Connecting to a 3G Cellular Network.....	84
Canceling (or Switching) a Cellular Data Plan.....	86
Additional Ideas for Connecting to the Internet.....	86
<b>Chapter 12: Installing (and Uninstalling) Apps</b> .....	87
What You'll Be Using.....	88
Finding Apps on Your iPad.....	88
Installing an App.....	90
Finding Apps in iTunes.....	91
Updating Apps on the iPad.....	91
Deleting Apps from the iPad.....	92
Deleting an App from the iPad.....	92
Deleting an App Using iTunes.....	93
Running iPhone Apps on the iPad.....	93
Additional Ideas for Installing and Uninstalling Apps.....	94

## Part 3: Getting on the Internet

<b>Chapter 13: Browsing with Safari</b> .....	97
What You'll Be Using.....	98
Navigating Safari .....	98
Searching in Safari.....	99
Opening Multiple Web Pages .....	99
Opening a Blank Web Page .....	100
Opening a Link in Another Web Page .....	102
Emailing a Web Page Link.....	103
Copying a Graphic Image from a Web Page.....	104
Additional Ideas for Browsing the Internet.....	105
<b>Chapter 14: Using Bookmarks with Safari</b> .....	107
What You'll Be Using.....	108
Using the History Window.....	108
Revisiting a Website Stored in the History Window.....	108
Clearing the History Window .....	108
Adding and Managing Bookmarks .....	110
Adding a Bookmark in the Bookmarks Window or Bookmarks Bar .....	110
Showing (or Hiding) the Bookmarks Bar .....	112
Deleting and Rearranging Your Bookmarks.....	113
Saving a Website as a Home Screen Icon .....	114
Creating Folders in the Bookmarks Window .....	115
Additional Ideas for Bookmarking Favorite Websites.....	116
<b>Chapter 15: Filling Out Forms Automatically in Safari</b> .....	117
What You'll Be Using.....	118
Turning On the Autofill Feature.....	118
Using AutoFill in Safari.....	119
Additional Ideas for Using AutoFill .....	120
<b>Chapter 16: Setting Up and Customizing an Email Account</b> .....	121
What You'll Be Using.....	122
Setting Up an Email Account Automatically.....	122
Setting Up an Email Account Manually .....	124
Customizing Mail Accounts .....	126
Additional Ideas for Setting Up and Customizing Email Accounts .....	127
<b>Chapter 17: Reading, Writing, and Organizing Email</b> .....	129
What You'll Be Using.....	130
Reading Email .....	130
Moving a Message to Another Folder.....	131
Moving a Single Message.....	131
Moving (or Deleting) Multiple Messages .....	132

Replying to or Forwarding a Email Message .....	133
Replying to a Message.....	133
Forwarding a Message.....	134
Writing a New Message .....	136
Deleting Messages .....	136
Searching Email.....	136
Additional Ideas for Reading, Writing, and Organizing Messages.....	138

## **Part 4: Sharing Data with Your iPad**

<b>Chapter 18: Transferring Photos, Movies, Music, TV Shows, and Podcasts to Your iPad</b> .....	141
What You'll Be Using.....	142
Importing Files to iTunes on Your Computer .....	142
Synchronizing Photos.....	143
Transferring Music to Your iPad.....	145
Synchronizing Podcasts.....	146
Transferring Movies and TV Shows to Your iPad.....	148
Additional Ideas for Transferring Audio and Video .....	150

<b>Chapter 19: Transferring Ebooks and Audiobooks to Your iPad</b> .....	151
What You'll Be Using.....	152
Importing Ebooks into Your iPad .....	152
Installing the Free iBooks App.....	152
Importing Audiobooks and EPUB Files into iTunes .....	153
Transferring Ebooks and Audiobooks from iTunes to an iPad.....	153
Converting Files to EPUB Format.....	154
Reading PDF and Microsoft Word Files on an iPad.....	155
Additional Ideas for Transferring Ebooks to Your iPad .....	156

<b>Chapter 20: Transferring Contacts, Appointments, Mail, Notes, and Bookmarks</b> .....	157
What You'll Be Using.....	158
Synchronizing Contacts.....	158
Synchronizing Appointments .....	159
Synchronizing Mail, Notes, and Bookmarks.....	160
Additional Ideas for Synchronizing Personal Information.....	162

<b>Chapter 21: Transferring iTunes University Courses from a Computer to Your iPad</b> .....	163
What You'll Be Using.....	164
Downloading iTunes University Courses to Your iPad.....	164
Transferring iTunes University Courses to Your iPad from Your Computer .....	165
Playing iTunes University Courses on Your iPad.....	166
Additional Ideas for Transferring iTunes University Classes to Your iPad.....	168

## Part 5: Video, Music, and Ebooks

<b>Chapter 22: Shopping on iTunes and the iBook Store</b> .....	171
What You'll Be Using .....	172
Shopping for Music, Movies, TV Shows, and Audiobooks .....	172
Shopping for iBooks .....	176
Additional Ideas for Shopping Online .....	178
<b>Chapter 23: Listening to Music and Other Audio Files</b> .....	179
What You'll Be Using .....	180
Playing a Song in Different iPod Modes .....	180
Choosing a Song .....	182
Controlling Your Music .....	186
Finding a Podcast, Audiobook, or iTunes U Course .....	188
Searching for Any Audio File .....	189
Controlling Your iPod While Using Other Apps .....	190
Tagging Audio Files .....	190
Additional Ideas for Listening to Audio Files .....	192
<b>Chapter 24: Watching Videos</b> .....	193
What You'll Be Using .....	194
Choosing a Video File .....	194
Viewing a Video .....	195
Additional Ideas for Watching Video .....	197
<b>Chapter 25: Watching YouTube Videos</b> .....	199
What You'll Be Using .....	200
Choosing a YouTube Video .....	200
Viewing a Video .....	201
Searching for a YouTube Video .....	203
Additional Ideas for Watching YouTube Videos .....	203
<b>Chapter 26: Reading Ebooks</b> .....	205
What You'll Be Using .....	206
Opening (and Closing) an Ebook .....	206
Turning the Pages of an Ebook .....	207
Turning One Page at a Time .....	207
Jumping to Specific Chapters .....	208
Jumping to Any Page in an Ebook .....	209
Searching for Text .....	210
Using Bookmarks .....	213
Creating a Bookmark .....	213
Jumping to, Coloring, and Deleting a Bookmark .....	214
Making Ebooks Easier to Read .....	215
Additional Ideas for Reading Ebooks .....	217

<b>Chapter 27: Viewing Photographs</b> .....	219
What You'll Be Using.....	220
Viewing Pictures.....	220
Navigating Through Pictures.....	223
Creating a Slideshow.....	224
Making a Slideshow Within the Photos App.....	224
Turning Your iPad into an Electronic Picture Frame.....	224
Additional Ideas for Viewing Pictures.....	227
<b>Chapter 28: Using and Sharing Photographs</b> .....	229
What You'll Be Using.....	230
Sending Pictures by Email.....	230
Sending a Single Picture by Email.....	230
Sending Multiple Pictures by Email.....	232
Assigning a Picture to a Contact.....	233
Additional Ideas for Using Your Pictures.....	234
<b>Part 6: Organizing Yourself</b>	
<b>Chapter 29: Jotting Down Notes</b> .....	237
What You'll Be Using.....	238
Typing a Note.....	238
Creating New Notes.....	240
Navigating Through Your Notes.....	240
Sending a Note by Email.....	241
Deleting a Note.....	241
Additional Ideas for Typing Notes.....	242
<b>Chapter 30: Viewing Contact Information</b> .....	243
What You'll Be Using.....	244
Viewing Contact Information.....	244
Adding a New Contact.....	246
Editing and Deleting a Contact.....	247
Sending Contact Information by Email.....	249
Sending Email to a Contact.....	250
Getting Directions to a Contact.....	251
Additional Ideas for Using Contacts.....	251
<b>Chapter 31: Tracking Appointments on a Calendar</b> .....	253
What You'll Be Using.....	254
Understanding the Different Calendar Views.....	254
Setting an Appointment.....	257
Editing (or Deleting) an Appointment.....	261
Searching for an Appointment.....	262
Viewing Calendars.....	263
Additional Ideas for Using Calendars.....	264

<b>Chapter 32: Viewing a Map</b> .....	265
What You'll Be Using .....	266
Viewing a Map .....	266
Manipulating a Map .....	266
Changing the Appearance of a Map .....	267
Finding Your Current Location .....	269
Using the Compass .....	269
Additional Ideas for Using Maps .....	270
<b>Chapter 33: Finding Places and Getting Directions with Maps</b> .....	271
What You'll Be Using .....	272
Finding Places on a Map .....	272
Searching for an Address .....	272
Searching for Certain Types of Places .....	275
Bookmarking Favorite Locations .....	276
Saving a Location as a Bookmark .....	276
Placing Your Own Bookmark .....	278
Finding an Address with Bookmarks and Contacts .....	279
Saving a Location in the Contacts App .....	280
Sending a Location to a Friend by Email .....	281
Getting Directions .....	282
Getting Directions to a Specific Address .....	282
Getting Directions from an Address Stored in the Contacts App .....	284
Getting Directions from the Information Icon .....	285
Additional Ideas for Finding Places and Getting Directions with Maps .....	286
<b>Chapter 34: Searching Your iPad with Spotlight</b> .....	287
What You'll Be Using .....	288
Searching with Spotlight .....	288
Customizing Spotlight .....	290
Additional Ideas for Searching with Spotlight .....	291
<b>Part 7: Additional Tips</b>	
<b>Chapter 35: Updating the iPad Operating System</b> .....	295
What You'll Be Using .....	296
Checking for Operating System Updates .....	296
Identifying Your Current Operating System .....	297
Additional Ideas for Updating Your Operating System .....	298
<b>Chapter 36: Making an iPad Accessible</b> .....	299
What You'll Be Using .....	300
Improving the Visual Quality of the Screen .....	300



Turning On VoiceOver .....	300
Turning On Closed Captioning and Mono Audio .....	304
Turning Accessibility Features On and Off Rapidly .....	305
Additional Ideas for Making Your iPad Accessible .....	306
<b>Chapter 37: Using Foreign Languages</b> .....	307
What You'll Be Using .....	308
Switching the iPad's Default Language .....	308
Defining a Foreign-Language Keyboard .....	310
Using a Foreign-Language Virtual Keyboard .....	311
Additional Ideas for Using Foreign Languages on your iPad .....	313
<b>Chapter 38: Transferring and Editing Microsoft Office Documents</b> .....	315
What You'll Be Using .....	316
Transferring Microsoft Office Files to Your iPad .....	316
Transferring Microsoft Office Files from Your iPad to Your Computer .....	319
Exporting a File out of iWork .....	319
Transferring a File to Your Computer .....	321
Managing Imported Files on Your iPad .....	321
Renaming a File .....	321
Deleting a File from an iWork App .....	322
Additional Ideas for Transferring Microsoft Office Files .....	323
<b>Chapter 39: The Best iPad Apps</b> .....	325
What You'll Be Using .....	326
Office Productivity Apps .....	326
Sorted and Things .....	326
GoodReader and SimplyPDF .....	327
PrintCentral for iPad .....	327
Remote Desktop .....	327
Bento .....	328
Penultimate and PaperDesk .....	328
Offline Pages .....	329
PCalc Lite .....	329
News and Information .....	330
ABC News, AP News, BBC News, Fox News, NPR News, and Reuters News Pro .....	330
The Weather Channel .....	330
Bloomberg for the iPad .....	331
Painting and Drawing Apps .....	332
SketchBook Pro .....	332
Adobe Ideas .....	332
Doodle Buddy .....	333

Entertainment Apps.....	334
iBooks, Kindle, and Kobo .....	334
Netflix.....	334
ABC Player .....	335
JamPad and Virtuoso .....	335
Pandora.....	336
Additional Ideas for Using Apps .....	336
<b>The Next Step</b> .....	337
<b>Index</b> .....	339