

**Your iPad Hardware**



**Buttons**

**Home Button**

- **Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- **Open Search:** From the Home Screen, press the **Home** button to open the Search screen.
- **Multitask:** Press the **Home** button twice quickly to open the Multitask Bar.

**Sleep/Wake Button**

- **Lock your iPad:** Press the **Sleep/Wake** button once to lock your iPad.
- **Unlock your iPad:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- **Power Off your iPad:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- **Power On your iPad:** Press and hold the **Sleep/Wake** button until the Apple logo appears.
- **Force Restart your iPad:** Press and hold both the **Sleep/Wake** button and the **Home** button until the screen turns black and the Apple logo appears.

**Home Screen Apps**

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|---|---|
| <b>Safari:</b> Browse pages on the internet. Use tabs to open multiple pages at a time. | <b>Mail:</b> Send, receive, and manage email from one or more of your email accounts. |
| <b>Photos:</b> View and manage your photo collection, and create slideshows.            | <b>Music:</b> Play music on your iPad and create playlists.                           |
| <b>iMessage:</b> Send and receive messages from other iPad, iPhone, and iPod users.     | <b>Calendar:</b> Create events, manage your schedule, and set event reminders.        |
| <b>Contacts:</b> Manage your contacts and their contact information.                    | <b>Notes:</b> Take quick notes on your iPad that can be synced to an email account.   |
| <b>Maps:</b> Find nearby locations and get directions.                                  | <b>Videos:</b> Watch movies, TV shows, and video podcasts on your iPad.               |
| <b>YouTube:</b> Browse, view, and rate YouTube videos.                                  | <b>iTunes Store:</b> Find, buy, and download new music and videos.                    |
| <b>App Store:</b> Find, buy, and download new apps for your iPad.                       | <b>Game Center:</b> Connect with other iOS device users for multiplayer gaming.       |
| <b>FaceTime:</b> Place video calls with your contacts with compatible devices.          | <b>Camera:</b> Take photos on your iPad front and rear cameras. (iPad 2 only)         |
| <b>Photo Booth:</b> Take photos with fun photo booth effects. (iPad 2 only)             | <b>Settings:</b> Manage all the settings on your iPad in one place.                   |
| <b>Reminders:</b> Create a to-do list with notifications.                               | <b>Newsstand:</b> Collects magazine and newspaper apps into one place.                |

**Volume Button**

- **Adjust Volume:** Press the **Volume Up** button to increase volume, and press the **Volume Down** button to decrease volume.
- **Mute Volume:** Press and hold the **Volume Down** button.

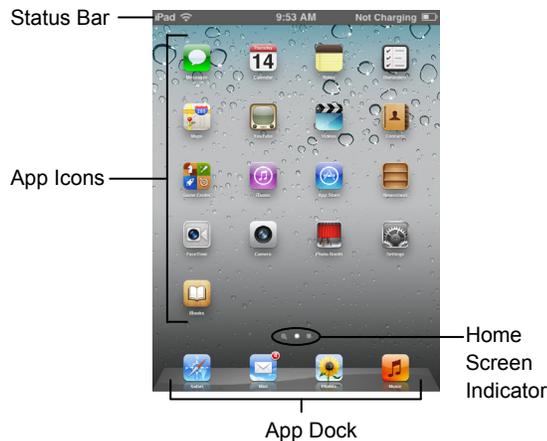
**Side Switch**

- **Mute Volume:** Toggle the **Side Switch** to On. Toggle the **Side Switch** to Off to disable mute.
- **Change Function:** Configure the Side Switch to by opening the Settings app, accessing the General settings, and selecting Lock Rotation under the **Use Side Switch to:** heading.

**Gestures**

- Tap:** The most basic gesture, simply tap your finger on what you want to interact with.
- **Open an app:** Tap an app icon on the Home Screen.
  - **Issue a command:** Tap a button.
  - **Follow a hyperlink:** Tap a link in Safari.
  - **Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.
- Drag:** Place your finger on the iPad's screen, then drag it across the screen.
- **Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
  - **Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
  - **Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.
- Flick:** Place your finger on the iPad's screen, then drag it across the screen quickly and release.
- **Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.
- Pinch Zoom:** Place two fingers on your iPad's screen and pinch them *apart* to zoom in, and pinch them *together* to zoom out.

## The Home Screen



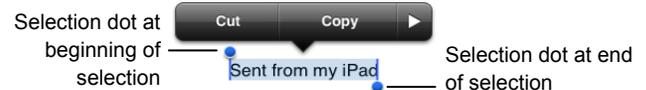
- **View Status Information:** The Status Bar displays status information for your iPad, visible in all apps and on the Home Screen.
  - **3G:** The iPad is currently connected to a 3G network.
  - **Wi-Fi:** The iPad is currently connected to a Wi-Fi network.
  - **Battery:** Displays the iPad's battery status, accompanied by the percentage of battery charge remaining.
  - **Lock:** The iPad is currently locked.
  - **Location:** The iPad is using location services to determine your location.
  - **Audio:** The iPad is currently playing audio.
  - **Bluetooth:** The iPad is connected to a bluetooth device.
  - **Airplane Mode:** The iPad is in Airplane Mode, disabling all of the wireless radios.
  - **Orientation Lock:** The iPad's screen orientation is locked.
- **Open an App:** Each app is represented by its icon. Simply tap an app icon with your finger to open the app.
- **Navigate Between Home Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between Home Screens.
- **Rearrange the Home Screen:** Tap and hold your finger on an app icon until app the icons begin to wiggle. Drag the app icon to a new location on the Home Screen, or to the side of the Home Screen to move it to another Home Screen, then release it. Press the **Home** button when you're finished moving app icons around.
- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The dock can hold up to six apps and/or folders. Drag an app or folder icon onto the dock while rearranging to add it to the dock.
- **Create an App Folder:** Folders can hold up to 20 apps each. To create a folder, drag one app icon onto another and hold until a folder is created. Then, drag the app icon into the folder and release.
- **Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete** button (⊗) that appears in the upper-left corner of the icon to delete an app from your iPad. Apps that are included as part of iOS cannot be deleted.
- **Switch Between Apps Quickly:** Press the **Home** button twice quickly to reveal the Multitask Bar. Recently-used apps will be displayed here. Tap an app icon in the Multitask Bar to go back to that app.
- **Close Apps:** Returning to the Home Screen from an app doesn't close the app, just suspended in memory. To completely close an app, bring up the Multitask Bar, tap and hold an app icon until the icons begin to wiggle, then tap the **Quit** button (⊖) that appears in the upper-left corner of the icon.

## The On-Screen Keyboard



- **Insert Numbers & Punctuation:** Tap the **Numbers & Punctuation** key (123) to change the on-screen keyboard to the Numbers & Punctuation keyboard, which displays numbers as well as commonly-used punctuation such as : ; ( ) . Tap the **Symbols** key (#+=) to change the keyboard to the Symbols keyboard, with more options such as # % < > .
- **Hide Keyboard:** Tap the **Hide Keyboard** key (⌨) to hide the on-screen keyboard.
- **Split Keyboard:** Tap and drag the **Hide Keyboard** key (⌨) upwards to undock the keyboard from the bottom of the screen and split it into two parts, making it easier to type with your thumbs while holding your iPad with two hands. Tap and drag the **Hide Keyboard** key (⌨) back down to the bottom of the screen to dock and merge the keyboard.
- **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character.
- **Enable International Keyboards:** Tap the Settings app icon, then tap the **International** button in the General settings pane. Tap the **Keyboards** button, then tap the **Add New Keyboard** button. Select a language from the list to add that keyboard.
- **View International Keyboards:** Tap the **International** key (⌘) to switch between any international keyboards you have set up. Tap and hold the **International** key (⌘) to display a popup menu so that you can switch directly to your desired international keyboard.

## Copy and Paste



- **Select Text:** Tap and hold your finger over a word until it is highlighted. If you want to select multiple words, drag the blue selection dots (●) to the beginning and end of the text you want to select.
- **Copy Text:** Select the text you want to copy, then tap the **Copy** button in the popup that appears.
- **Paste Text:** Tap and hold where you want to paste text, then release after a second and tap the **Paste** button.

## Networking your iPad

- **Join a Wi-Fi Network:** Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.
- **Join a 3G Network:** Tap the Settings app icon, then tap the **Cellular Data** button in the left pane. Turn the **Cellular Data** switch to On. If you haven't set up a 3G data account yet, you will need to enter your personal information, select a data plan, enter your billing information, and agree to a purchase and license agreement.
- **Enable Airplane Mode:** Tap the Settings app icon, then turn the **Airplane Mode** switch in the left pane to On. While Airplane Mode is enabled, wireless radios (Wi-Fi, 3G, GPS, and Bluetooth) are disabled. Turn the **Airplane Mode** switch to Off to turn the wireless radios back on.