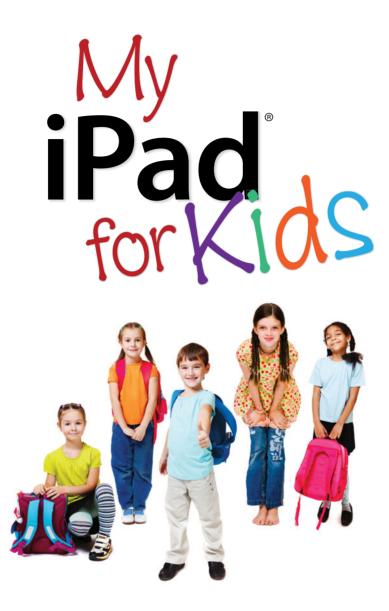


APTER



SHARE WITH OTHERS



#### Sam Costello



800 East 96th Street, Indianapolis, Indiana 46240 USA

## My iPad<sup>®</sup> for Kids, Second Edition

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## Contents at a Glance

| Chapter 1  | Please Touch: How the iPad Works                  |     |
|------------|---|-----|
| Chapter 2  | Getting Started: Set Up and Sync Your iPad        |     |
| Chapter 3  | It's All Yours! Customizing Your iPad             |     |
| Chapter 4  | Surf's Up! Using the Internet                     |     |
| Chapter 5  | Talk to Me: Texting, Chatting, and Email          | 85  |
| Chapter 6  | Get Ready for Your Close-Up! It's FaceTime!       | 115 |
| Chapter 7  | Using Your iPad for School                        | 127 |
| Chapter 8  | Get Organized with Calendar, Reminders, and Clock | 155 |
| Chapter 9  | E-books and iBooks                                | 173 |
| Chapter 10 | Using Your iPad in Fourth Grade                   |     |
| Chapter 11 | Using Your iPad in Fifth Grade                    | 223 |
| Chapter 12 | Using Your iPad in Sixth Grade                    |     |
| Chapter 13 | Using Your iPad in Seventh Grade                  |     |
| Chapter 14 | Rock Out: Music on the iPad                       |     |
| Chapter 15 | Lights, Camera, Action: Videos and Photos         | 305 |
| Chapter 16 | It's Play Time: Gaming on the iPad                | 335 |
| Chapter 17 | Fixing Problems Yourself                          | 353 |
| Chapter 18 | Taking Care of Your iPad                          | 373 |
|            | Index   |     |

## **Table of Contents**

| 1 | Please Touch: How the iPad Works                  | 3 |
|---|---|---|
|   | The On/Off/Sleep/Wake Button                      | 4 |
|   | Turning an iPad On and Off                        | 4 |
|   | Naptime for the iPad: Putting It to Sleep         | 4 |
|   | Nice to Meet You: How to Know Which iPad You Have | 5 |
|   | Understanding the Buttons and Ports               | 6 |
|   | Side Switch for Screen Lock or Mute               | 8 |
|   | Controlling by Touch                              | 9 |
|   | Using the Home Screen1                            | 0 |
|   | Know Your OS1                                     | 2 |
|   |   |   |

#### Getting Started: Set Up and Sync Your iPad 2 15

| Setting Up and Syncing Your iPad                  | 16 |
|---|----|
| Syncing with iTunes                               | 24 |
| Getting Music, Apps, and More at the iTunes Store | 38 |
| Downloading Using the iTunes App                  | 38 |
| Downloading Using the App Store App               | 41 |
| iTunes Allowance: What It Is and Why Your Parents |    |
| Should Give You One                               | 44 |
| Lost and Found: Find My iPad                      | 46 |
| Spotlight Search                                  | 48 |
| Meet Your Digital Sidekick: Siri                  | 49 |
| Getting Answers with Siri                         | 51 |

#### It's All Yours! Customizing Your iPad 3

| Changing the Wallpaper and Lock Screen | .55 |
|--|-----|
| Putting Pictures on Your iPad          | .57 |
| Arranging Your Apps and Making Folders | .58 |
| Editing and Deleting Folders           | .61 |
| Customizing Your iPad's Sounds         | .63 |
| Choosing Your Sounds                   | .63 |
| Screen Brightness                      | .64 |

#### Surf's Up! Using the Internet 4

| The Two Kinds of iPads                         | 67 |
|--|----|
| Wi-Fi iPads                                    | 69 |
| Wi-Fi + 4G iPads                               | 71 |
| Let's Go on Safari: Using the iPad Web Browser | 71 |
| Zooming In and Out                             | 73 |
| Why Some Sites and Videos Don't Work           | 78 |
| Save Your Favorite Pages with Reading List     | 79 |
| Be Safe: On the Internet                       | 81 |
| Awesome Apps                                   | 82 |
|  |    |

#### Talk to Me: Texting, Chatting, and Email

| Using Contacts                           | 86  |
|--|-----|
| Awesome Apps                             | 92  |
| Using Messages                           | 93  |
| Managing Multiple Messages Conversations | 97  |
| Finding Great Texting Apps               | 99  |
| Awesome Chat and Instant Messaging Apps  | 100 |
| Talk to Friends with Social Media        | 101 |
| Email                                    |     |
| Reading, Saving, and Deleting Email      | 110 |
| Be Safe: Texting, Chatting, and Emailing | 113 |

#### Get Ready for Your Close-Up! It's FaceTime! 115 Who You Can Call and Who You Can't...... 118 Answering FaceTime Calls......118

| Hold All Your Calls with Do Not Disturb     | .119  |
|---|-------|
| Skype: FaceTime for People without FaceTime | .121  |
| Be Safe: On FaceTime and Skype              | . 125 |

#### 67

85

| Using Your iPad for School 127      |
|-------------------------------------|
| Writing and Printing on the iPad127 |
| Which Keyboards You Can Use 128     |
| Using the Onscreen Keyboard130      |
| Enabling the Caps Lock132           |
| Copying and Pasting Text132         |
| AirPrint and Compatible Printers135 |
| How to Print136                     |
| Writing Apps: Notes 136             |
| Printing and Deleting Notes137      |
| Viewing the Notes List137           |
| Writing Apps: Pages138              |
| Formatting a Document140            |
| Advanced Formatting Options141      |
| Formatting Images and Shapes        |
| Formatting Tables145                |
| Awesome Apps148                     |
| Using the Internet for Homework150  |
| How to Do Research Online150        |
| Choosing Good Sources151            |
| Using Research in Your Papers152    |

## 8 Get Organized with Calendar, Reminders, and Clock

| Using Calendar                            | 155 |
|---|-----|
| Using Reminders                           | 162 |
| Awesome Apps                              | 166 |
| Always Wake Up on Time: Using Alarm Clock | 168 |

155

173

#### E-books and iBooks

| Where to Find and Buy E-books                  | 174 |
|--|-----|
| Getting E-books from Amazon and Barnes & Noble | 184 |
| Getting E-books from the Library               | 187 |
| Awesome Apps                                   | 190 |

| Getting Magazines and Newspapers with Newsstand |     |
|---|-----|
| Buying Individual Issues or Subscriptions       | 192 |
| Reading Magazines and Newspapers                | 193 |
| Awesome Apps                                    | 194 |

## 10 Using Your iPad in Fourth Grade

| English/Language Arts   | 200 |
|---|-----|
| Show Off That Fancy Vocabulary with Boggle                              | 200 |
| Perfect Your Handwriting with Cursive Practice                          | 200 |
| Make Grammar Fun with Grammar Games                                     | 201 |
| Write Better Sentences with SentenceBuilder<br>for iPad                 | 201 |
| Improve Your Spelling with Simplex Spelling<br>Phonics 1                | 202 |
| Master New Words with Dictionary.com                                    | 202 |
| Math  | 204 |
| Your Smarts Get Rewarded in MathGirl Addition<br>House                  | 205 |
| Kung Fu Learning! Math Ninja HD   | 205 |
| Save a Falling Star Using Motion Math HD                                | 205 |
| Build Spaceships by Solving Problems in Rocket<br>Math                  | 206 |
| Solve Equations in Many Ways with Math Mago                             | 206 |
| Science   | 208 |
| Travel to Other Planets Using Britannica Kids: Solar<br>System          | 208 |
| Learning Gets Your Hands Dirty in Kid Science:<br>Gross Science         | 208 |
| Discover the History of the Stars with Solar Walk                       | 209 |
| History/Social Studies  | 211 |
| History in the Right Order: American History<br>Time Line               | 211 |
| A Roadtrip, 1800s Style: The Oregon Trail                               | 211 |
| Fit the Country Together in Stack the States                            | 212 |
| Learn the Lay of the Land with U.S. Geography by<br>Discovery Education | 212 |
|   |     |

| Music  | 214 |
|--|-----|
| Play or Create Your Own Songs with DoReMi 1-2-3. | 215 |
| Get Funky in Easy Beats 2 Pro Drum Machine       | 215 |
| Tickle the Ivories with Learn Piano HD           | 216 |
| Start Reading Sheet Music in Treble Clef Kids    | 216 |
| Art  | 216 |
| Finger Paint on Your iPad with Doodle Buddy      |     |
| for iPad   | 217 |
| Create Fun Scenes with Kid Art for iPad          | 217 |
| Draw and Color Your Favorite Animals in iLuv     |     |
| Drawing Animals                                  | 217 |
| Foreign Language                                 | 220 |
| Feed Your Brain with MindSnacks Apps             | 220 |
|  |     |

#### 11 Using Your iPad in Fifth Grade

| English/Language Arts  | 223 |
|--|-----|
| Build a Bigger Vocabulary with 5th Grade<br>Vocabulary Prep                          | 224 |
| Object Meets Action in GrammarPrep: Subjects<br>and Verbs                            | 224 |
| Smooth Out Your Sentences with GrammarPrep:<br>Fragments, Run-Ons, and Comma Splices | 224 |
| Write Your Own Book with Storybuddy 2  | 225 |
| Verbs and Vocab: iTooch ENGLISH Grade 5  | 225 |
| Math   | 227 |
| Prepare for Standardized Tests with 5th Grade<br>Math Testing Prep                   | 227 |
| Learning Games in Epic Math HD   | 227 |
| A Whole New Kind of Math: Fractions App by<br>Tap to Learn                           | 228 |
| Geometry, Graphs, and Game Center: iTooch<br>MATH Grade 5                            | 228 |
| Solve Equations Under the Sea with Lobster<br>Diver HD                               | 229 |
| Show Your Work on the Virtual Chalkboard in MathBoard                                | 229 |

247

| Science  |
|--|
| Discover the Secrets of DNA in Cell and Cell<br>Structure                |
| Find Out How Lasers Work in Bobo Explores Light 232                      |
| History/Social Studies   |
| Relive the War with The Civil War Today                                  |
| See How the Country Developed with History:<br>Maps of the United States |
| LineTime: World History Timeline HD                                      |
| Meet Our Leaders in American Presidents for iPad 236                     |
| Music  |
| Fine-Tune Your Ear for Music with EarMan HD                              |
| Make Beautiful Music without a Piano in Magic<br>Piano238                |
| Drag and Drop Composing: PatternMusic MXXIV                              |
| Start Your Path to Superstardom with<br>Rock Prodigy: Guitar239          |
| Art  |
| Your Art Comes Alive in Dolnk Animation & Drawing                        |
| Discover an Important Artist by Visiting<br>Frida's World241             |
| Draw Your Favorite Characters with Manga<br>Art Academy HD242            |
| Create More Than Art Using Sketches 2                                    |
| How to Make Origami242   |
| Foreign Language   |
| Living Language—French for iPad and Spanish<br>for iPad243               |
| Ana Lomba's French/Spanish for Kids:<br>The Red Hen243                   |
|  |

## 12 Using Your iPad in Sixth Grade

| English/Language Arts                    | 247 |
|--|-----|
| Augment Your Terminology Using 6th Grade |     |
| Vocabulary Prep                          | 248 |
| Cite Your Sources with EasyBib for iPad  | 248 |

| Meet a Small Mark with a Big Role in GrammarPrep:<br>Using Commas |
|---|
| Train Your Fingers in TapTyping                                   |
| Sink Language Errors with Zombie Grammar Force 250                |
| Math  |
| Prepare for Your State Tests Using 6th Grade Math                 |
| Testing Prep  |
| Real-Life Math: Math Snacks HD                                    |
| Find the Math in Stories with Math Word Problems                  |
| Grade 6252  |
| Do Better Math in Your Head in Mathemagics                        |
| Solve Problems with Logic Using MathLands252                      |
| Science   |
| Get Close Without Getting Burned: 3D Sun                          |
| Learn About Walking on the Moon from Buzz Aldrin                  |
| Portal to Science and Space Exploration HD                        |
| Discover the Stars Right Above You in Distant<br>Suns 3           |
| Shake Things Up with iQuakeMini                                   |
| Find Where the Nearest Volcano Is in                              |
| Britannica Kids: Volcanoes  |
| History/Social Studies  |
| From Gladiators to Emperors in Britannica Kids:                   |
| Ancient Rome  |
| Track Thousands of Years with Chinese<br>History Timeline         |
| Discover the Foundation of Our Country in                         |
| Constitution and Federalist Papers                                |
| America's Founding Document: Declaration for iPad 258             |
| Thrilling Tales in the Myths and Legends of Ancient               |
| Greece and Rome—AudioBook   |
| Find Fun in the Past with World History Games                     |
| Much More Than Mummies—Britannica Kids:                           |
| Ancient Egypt259  |
| Music   |
| Learn at Your Speed with Amazing Slow                             |
| Downer Lite260<br>Make Music and Podcasts in GarageBand           |
| wake wusic and roucasts in Galageband                             |

| Improve Your Playing with Pianist Pro           |  |
|---|--|
| Play the Classics in Virtual Sheet Music        |  |
| Art   |  |
| Step Up to the Art Table in Drawing Pad         |  |
| Create Dazzling Designs with Meritum Paint Pro. |  |
| Professional-Level Art Tools Using SketchBook   |  |
| Pro for iPad                                    |  |
| Foreign Language                                |  |
| Spanish/French in a Month HD                    |  |
|   |  |

#### 13 Using Your iPad in Seventh Grade

| English/Language Arts   |
|---|
| Level Up Your English Skills in Grammar Up  |
| Understand How Stories Work Using Literary<br>Analysis Guide270                     |
| Organize Your Thoughts with Outliner for iPad                                       |
| Crossword-Style Competition: Scrabble   |
| Take Better Notes with Evernote   |
| Math  |
| From Algebra to Statistics: 7th Grade Math Testing<br>Prep                          |
| Find Out When You'll Use This Stuff with Elevated<br>Math                           |
| Monkey Math: Middle School Math Pro 7th Grade 275                                   |
| Multitouch Math: Algebra Touch 275  |
| Science   |
| See Cells How Scientists Do in 3D Cell Simulation<br>and Stain Tool                 |
| Go from Egg to Adult in a Life Cycle App  |
| Get Under Your Skin Using Powers of Minus Ten—<br>Cells and Genetics278             |
| Meet the Beautiful Building Blocks of Life in<br>the Elements: A Visual Exploration |
| History/Social Studies  |
| Discover Mexico's Ancient Rulers in Britannica Kids:<br>Aztec Empire                |

|   | Discover the Power of Reason in the Enlightenment<br>101: The TextVook           | . 280 |
|---|--|-------|
|   | Sail Uncharted Seas in European Exploration:<br>The Age of Discovery             | . 280 |
|   | Encounter the Lost Mayan Civilization  | . 281 |
|   | Experience Europe's Rebirth in Renaissance History<br>101: The Animated TextVook | . 281 |
|   | Tour the Globe Using the World by National Geographic                            | . 282 |
| I | Music  | . 282 |
|   | Learn Songs at Your Own Speed with Capo  | . 282 |
|   | Become the Life of the Party Using djay  | . 283 |
|   | Compose Electronic Masterpieces Using<br>Looptastic HD                           | . 283 |
|   | A Comprehensive Tune-Up: Guitar Toolkit  | . 284 |
|   | Art  | . 285 |
|   | Get Painting Using ArtStudio for iPad  | . 285 |
|   | A Bucket of Paintbrushes in One App: Brushes 3                                   | . 285 |
|   | Meet the Masters in Monet HD and Other Apps                                      | . 286 |
| I | Foreign Language   | . 287 |
|   | Veni, Vidi, Vici: Latin Phrases  | . 288 |
|   | Living Language Apps   | . 288 |
|   | Learn Up to 30 Languages with Language Coach                                     | . 289 |

#### 14 Rock Out: Music on the iPad

| iTunes and Other Online Music Stores          | Getting Music for Your iPad              |
|---|--|
| Using the Music App                           | iTunes and Other Online Music Stores     |
| Music App Options and Controls                | Apps                                     |
| Making and Using Playlists                    | Jsing the Music App 295                  |
| 5 5 7   | Music App Options and Controls           |
| Listen Carefully: Protecting Your Hearing 302 | Aaking and Using Playlists               |
| Listen carefully. Hotecting four flearing     | isten Carefully: Protecting Your Hearing |
| Awesome Apps                                  | wesome Apps                              |

| 15 | Lights, Camera, Action: Videos and Photos 305 | ; |
|----|---|---|
|    | Watching Videos from YouTube or iTunes        | 5 |
|    | Finding Videos at YouTube                     | ò |
|    | Getting Movies from iTunes                    | ) |
|    | Using the iPad's Cameras and Apps             | ł |
|    | Using the Photos App 320                      | ) |
|    | Working with Photo Albums                     | ł |
|    | Sharing Pictures and Video                    | 3 |
|    | Be Safe: With Photos and Videos               | ) |
|    | Awesome Apps                                  |   |
|    | For Photography                               |   |
|    | For Making Videos                             | 2 |
|    | For Watching Videos                           | 2 |

#### 16 It's Play Time: Gaming on the iPad

| Getting Games           | 335 |
|-------------------------|-----|
| Using Game Center       | 339 |
| Be Safe: On Game Center | 348 |
| Awesome Apps            | 349 |

## 17 Fixing Problems Yourself

#### 353

| Restarting a Frozen iPad         | 354 |
|----------------------------------|-----|
| Restarting Your iPad             | 354 |
| Make Your Battery Last Longer    | 355 |
| Finding a Lost iPad              | 358 |
| What to Do If Your iPad Gets Wet | 362 |
| Backing Up Your iPad             | 363 |
| Backup by Syncing                | 365 |
| Restoring Your Data from Backup  | 365 |
| Redownloading from iCloud        | 369 |

# Taking Care of Your iPad373Keeping Your iPad Safe373Protecting Your Data374Protecting Your Privacy377Caring for Your iPad379Keep It Away from Water and Food379

#### Index

## **Online Extras**

Visit www.informit.com/title/9780789748645 where you'll find all sorts of additional content we weren't able to squeeze into this book, including content on everything from building slideshows in the Photos app to a slew of other handy educational apps you can download to help you with coursework!

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**Sam Costello** is a writer and web marketer living in Providence, Rhode Island. He has written about technology, movies, books, comics, food, and more for magazines and websites large and small, including *PC World*, CNN.com, *Rue Morgue, Cape Cod Magazine*, and *InfoWorld*. His writing has been published on five continents.

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## Dedication

To my parents, David and Stephanie. Thank you for supporting my love of reading and books, and for encouraging me to write. I wouldn't be here without you—literally.

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Thanks to Jenn, my parents, and my brother Jeff for your support. Thanks to my friends for being understanding of my disappearance from our social calendars for the months I've been working on this book. I'll see you all soon.

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Write school papers on your iPad using Pages.

In this chapter, you learn about some of the many ways the iPad can help you do your schoolwork, including:

- ➔ Writing and printing on the iPad
- ➔ Using Notes
- ➔ Using Pages
- ➔ Using your iPad in class
- → How to use the Internet for homework



# Using Your iPad for School

Your iPad isn't just an awesome gadget for games, music, movies, and the Internet. It's also a powerful tool for doing your schoolwork. That might seem like less fun than some of the other stuff in this book, but if your parents bought your iPad, they'll be glad they did if you use it for school, too. From writing papers to keeping track of your schedule to doing research online, you can use your iPad in almost every part of your academic life.

## Writing and Printing on the iPad

Writing on the iPad involves a lot more than just tapping on the screen when the keyboard appears. It can include wireless keyboards, hidden special symbols, and, of course, lots of useful apps.

To start writing, though, you need to decide what kind of keyboard you want to use. Two kinds of keyboards can be used with the iPad: the onscreen keyboard that pops up in lots of apps or an external keyboard. Some external keyboards connect using the Dock Connector; wireless keyboards use Bluetooth to link to the iPad.

#### Which Keyboards You Can Use

Even though it would be nice—and a lot easier—you can't just use any keyboard with your iPad. Most computer keyboards connect to the computer with a type of cable/connector called USB. Your iPad doesn't have a USB port. Therefore, instead of plugging your computer keyboard into the iPad, you have to get a separate one.

Remember the Dock Connector, the port on the bottom of the iPad that you plug the cable into to sync? A few keyboards plug into that and then prop the iPad up for easy typing.



Apple makes the most popular one of these keyboards. It's pretty nice, but because it's a regular keyboard—and one with a very awkward shape—it doesn't fold or bend and isn't as portable as some other options.

The other option is a Bluetooth keyboard.



Bluetooth is a kind of wireless technology that lets your iPad connect to accessories such as speakers, headphones, and keyboards. Bluetooth keyboards are cool because they're wireless, so the iPad doesn't have to be right next to the keyboard. Some of them fold up, making them easier to carry, and others come with carrying cases and mount the iPad like a laptop.

Which kind of keyboard is best for you depends on what you like, what you can afford, and where you're using the keyboard (the Dock Connector version might be better on a table, while the Bluetooth version could be better in bed or in your lap).

#### Connecting a Bluetooth Keyboard to Your iPad

If you choose a Bluetooth keyboard, you need to follow a few steps to connect it. Before you begin, make sure your keyboard is near the iPad; Bluetooth can only connect devices that are within a few feet of each other. Also, make sure the keyboard has charged batteries in it. Now you can follow these steps:

- 1. Open the Settings app on your iPad.
- 2. Tap Bluetooth from the options available and then, on the Bluetooth screen, move the slider to On.
- **3.** Your keyboard (make sure it's powered on) will appear in the devices menu. Tap it.

#### Pairing a Keyboard

Some Bluetooth keyboards have to be put in what's called "pairing mode." This means they're ready to connect to the iPad. Check your keyboard's instructions to find out if you need to, and to learn how to, put it in pairing mode.

**4.** A window appears on the iPad with four numbers in it. Type them on your keyboard and then press Enter on the keyboard.







 If everything worked, the Devices menu should now show your keyboard and read "Connected." If not, check the instructions that came with your keyboard and try again (or ask a parent for a little help).

| Bluetooth                                 | ON O        |
|---|-------------|
| Devices $\hat{s}_{i,\hat{c}}^{i,\hat{c}}$ |             |
| jdharper's keyboard                       | Connected 📀 |
| Now Discove                               | rable       |

#### Using the Onscreen Keyboard

External keyboards aren't your only option, though. The iPad has an onscreen keyboard that can be a great option for writing. The iPad's onscreen keyboard appears in any app where you can enter text, such as Mail, Notes, or Safari. There are a few tricks about using the onscreen keyboard you should know.



#### Entering Numbers or Symbols

To enter a number or symbol using the onscreen keyboard, follow these steps:

 Tap the number button. The keyboard changes to show numbers and some basic punctuation marks.



- Here you can enter numbers along with a variety of symbols, such as parentheses, question mark, and so on. To access more uncommon symbols, tap the symbols button on the number keyboard.
- To go back to the regular keyboard, tap the letters button.
   To go back to the numbers and punctuation marks, tap the numbers button (which button you see depends on which keyboard screen you're on).

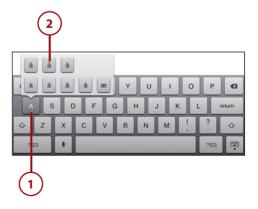
#### Entering Accent Marks and Alternate Symbols

To write words in other languages, or use some really unusual and fun symbols, you have to tap and hold certain letters and punctuation marks. When you do this, you see lots of alternate versions. The letters that have these alternate versions are *a*, *e*, *i*, *o*, *u*, *c*, and *n*. The punctuation marks that have alternative versions are *-*, *\$*, *&*, *"*, *.*, *?*, *!*, *'*, and *%*.

To use an alternate version of a letter or punctuation mark, follow these steps:

- Tap and hold one of the keys that has alternate versions. Options pop up above it.
- To select an alternate version, don't take your finger off the screen (if you do, the options disappear). Instead, slide your finger to the option you want, and when the option turns blue, take your finger off the screen. The alternate version appears where you were typing.





## Enabling the Caps Lock

If you want to type something all in uppercase letters, the fastest and easiest way is to use Caps Lock.

- To do this, double tap the Shift (up-arrow) button on the keyboard. It turns blue. This means Caps Lock is on.
- When you want to turn Caps Lock off and start using lowercase letters again, single-tap the up-arrow button.

When the Shift key is blue, Caps-Lock is enabled.

| Q   | w  | E     | R | т   | Y | U | 1 | 0 | Р     | G      |
|-----|----|-------|---|-----|---|---|---|---|-------|--------|
| A   |    | s [ [ |   | = ( | 3 | н | J | < | L     | return |
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## It's Not All Good

## WHEN CAPS LOCK DOESN'T WORK

If Caps Lock isn't working for you, it might not be turned on in your settings. To turn it on, tap Settings and then General. Scroll down and tap Keyboard. On that screen, move the Enable Caps Lock slider to On.

## Copying and Pasting Text

Copying and pasting text on a desktop computer is pretty easy: Select the text you want, click the necessary menus or keyboard shortcuts, and paste the text where you want it to go. But the iPad doesn't have menus or the same keyboard keys as your desktop, so how do you do it?

Not every iPad app handles copying and pasting exactly the same way, so there's no single way to show you how to do it. These steps show you one way. If the app you're trying to copy and paste in handles it differently, use what you learn here and try to apply it to that different process.

Begin by finding the text you want to copy (nearly every app on your iPad that lets you write, read articles, or browse the Web offers copy-and-paste functionality). After you've done that, follow these steps:

- Tap and hold on the text you want to copy until the magnifying glass pops up. Then let go.
- 2. To select just one section of the text, tap Select.

#### Select All

If you tap Select All, all the text on the page will be selected.

- 3. When you tap Select, the text you tapped gets highlighted in blue. The blue highlight tells you what text is selected to be cut or copied. You can change the selection by dragging the blue dot on either side of the selected text.
- 4. Most apps let you choose to cut or copy the text. Cut means you'll delete the text and then paste it somewhere else. Copy means you'll make a copy to paste elsewhere, but not delete the original text. As mentioned earlier, different apps have slightly different options, but they should all at least offer copy.
- Find the place where you want to paste the text—this could be in the same app or another app; it doesn't matter. Tap and hold until the magnifying glass appears. Then let go.
- **6.** Tap Paste in the menu that appears.





>>>Go Further

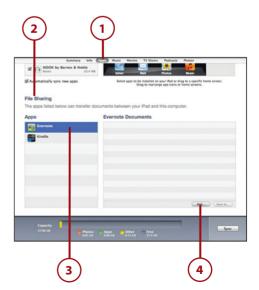
## AUTOCORRECT

Not a great speller? Don't worry. The iPad has a feature called Autocorrect that automatically fixes any spelling mistakes you make. When you type a word the iPad thinks is misspelled, a little box pops up beneath it with a suggested change. To use the suggestion, tap the spacebar to make the change. If you don't want the change, tap the X next to the suggestion and then keep typing. Keep an eye on the screen when you type: Because tapping the spacebar accepts Autocorrect changes automatically, sometimes you might accept suggestions that you don't mean to and mess up what you're writing.

## Syncing Documents to Your iPad with iTunes

It's easy to move documents such as school papers and e-books from your computer onto your iPad. To do that, you first have to sync your iPad and computer. After you've done that, follow these steps:

- In iTunes, click the Apps tab to access the document-sharing options.
- **2.** Scroll to the bottom of that screen and find File Sharing.
- You see a list of all the apps on your iPad that can sync documents with your computer. Click the app you want to sync the document to.
- 4. Click Add.



- Browse through the window until you find the document you want to sync. Click once on the document.
- Click Open. Repeat this for as many documents as you want to sync to that app. You can also choose other apps and repeat these steps to sync documents to them.
- 7. When you've added all the documents you want to sync, click the Sync (or Apply) button in iTunes. When the sync is complete, the documents will be on your iPad. Just tap the apps you synced them to and you can start reading them.

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#### AirPrint and Compatible Printers

Just like with keyboards, printing from the iPad is a little tricky because there's no connector for printers to plug into. You can always sync or send files from your iPad to your computer to print there, but if you don't have a computer or want to print right from your iPad, you need something else: AirPrint.

AirPrint is an Apple technology that lets you print wirelessly from your iPad to certain printers. For this to work, you can't use just any old printer; you need one that's AirPrint compatible.

Because not all printers support AirPrint—not even all printers that have Wi-Fi—you and your parents need to do some research if you're thinking of getting one. The list of printers that support AirPrint is always changing, but big companies such as Hewlett-Packard, Epson, Canon, and Lexmark all make AirPrint-compatible printers.

#### How to Print

Just like different apps handle copy and paste differently, there's no single way to print using iPad apps. That's because apps are so different in what they do and how they look. There are a few common ways to print—such as by tapping the Action box (the square with the arrow curving out of it)—but you won't find that in every app. (Not even every app that can print works this way.) This chapter includes tips on how to print in two writing apps, Notes and Pages. Many other apps that can print work in similar ways.

## Writing Apps: Notes

If you want to write something besides an email—a school paper, for instance—the only writing app that comes with your iPad is Notes. Notes is far from the only writing app available for the iPad (check out the "Writing Apps: Pages" or "Awesome Apps" sections later in this chapter for others), but it's a good tool for quickly writing down your ideas or keeping track of things. If you want to write papers for school, it might not be the best tool, but for writing short things, it's a good choice.



## **Creating a New Note**

To write something new using Notes, begin by tapping the app to open it and then follow these steps:

- 1. Tap the + button to create a new note.
- 2. A blank note and the keyboard appears. Begin typing.

#### **Saving Your Note**

Your note is automatically saved as you type, so there's no Save button to tap.

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## Printing and Deleting Notes

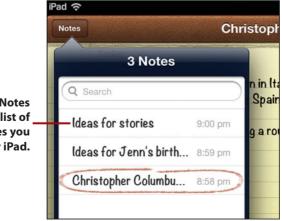
After you've created a few notes, you can do several other things with the app. First, hide the keyboard by tapping the down-keyboard button. Then you have options such as the following:



- To email, text, or print a note, tap the Action box at the bottom of the page and tap Mail or Print. When you tap Mail, a new, blank email will be created with the text of the note in it. When you tap Message, a new message with the text of the note in it is created. When you tap Print, you'll have to select your printer and the number of copies you want to print.
- To delete a note, tap the trash can icon and then tap Delete Note.
- To move between notes, tap the left and right arrows.

## Viewing the Notes List

If you've created more than one note, you have two ways to see a list of all your notes so you can choose the one you want:



Tapping Notes brings up a list of all the notes you have on your iPad.  If your iPad is in Portrait mode, tap Notes and then tap the note you want from the list.

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| tap it in the sidebar. | Ideas for Jenn's birth 8:59 pm |  |  |
|                        | Christopher Columbu 858 pm     |  |  |

In Landscape mode, the list of notes appears automatically in the sidebar. Simply tap the note you want to read or edit.

## Writing Apps: Pages

If you want to create a document with images or charts in it, or that uses different fonts and colors, you need a more powerful app. There are a lot of good choices, but Apple makes one of the best. It's called Pages, and you can buy it at the App Store.

If you're planning to use your iPad to write papers for school, you'll probably want Pages. Not only does it offer the features you're probably used to from using programs like Microsoft Word, it has some special ones, too. For instance, it comes with document templates that allow you to write your own text while using the template's layout to create a cooler-looking paper. It can also help you drag and drop pictures, charts, and graphs. With Pages, you have the tools to create homework that really wows your teachers.

# Creating a Basic Document

To create a basic document in Pages, such as a short paper, note, or story, start by tapping the Pages icon on your iPad's home screen to open the app and then follow these steps:

- 1. Tap +.
- 2. Tap Create Document to open a new document.



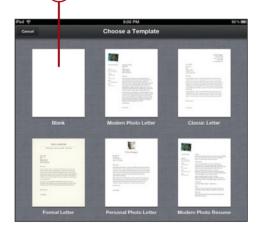
#### Documents Save Automatically

Just like in Notes, you won't find a Save button in Pages. That's because your changes get saved automatically every 30 seconds when you make them.

3. You see a selection of templates, pre-built documents designed for different uses (there are templates for letters, papers, reports, and much more). Tap the template you want to use to create your document. If you choose any template other than "Blank," there will be some text and images in it already that show you how to use it; replace those with your own writing or pictures. For a plain document, tap Blank. From here you can immediately begin typing into the new document.

#### **Other Templates**

Pages comes with lots of different templates designed for various uses. They include different styles of letters, flyers, and school papers. Experiment with the templates when you have different kinds of documents to create. They'll make it easier to create great-looking papers.



## Formatting a Document

When you've begun writing a document, you'll probably want to format your text—for instance, make it bigger or smaller or change the font. Formatting can be a lot of fun and a good way to make your papers more interesting and creative looking. Be careful, though: If you're creating a paper for school, check with your teachers about what kind of formatting they like. Some teachers have very specific rules about that.

To format your documents, you need to select the text—which was already covered in the section "Copying and Pasting Text"—and then choose from the following options:



- **Font**—Tap the font button to see a list of all your font choices (the preview shows what each font looks like). Tap the arrow next to the font name to see different versions of the font. Tap the one you want to use in your document.
- Font Size—There are two options here: Tap the number button and then select a new font size, or tap the small A to make the font smaller and the large A to make it bigger. Tap the correct A until the font is the size you want.
- Style—Choices are bold (the B button), italic (the I button), and underlined (the U button).

• **Alignment**—This controls whether the text lines up on the left, right, or center of the page. Tap the button to make your choice. You can also choose Justify if you want the edges of the text to be even on both sides.

## **Advanced Formatting Options**

When you get to be a pro with basic formatting, you might want to try some more advanced options. To access them, tap the Paintbrush button. The menu that appears offers several options spread across three tabs:

- Style—The default tab is Style and contains basic formatting options as well as additional styles such as strikethrough (to make text look crossed out) and pre-made styles such as title, heading, and bullet.
- List—The List tab contains the controls for making bulleted and numbered lists. The arrow buttons control what level of the list the selected text is on, and the buttons below control whether numbers or letters are used for each item in the list.
- Layout—The Layout tab changes how many columns your document has and how much space appears between lines (important when your teachers want a double-spaced paper).

#### Get a Word Count

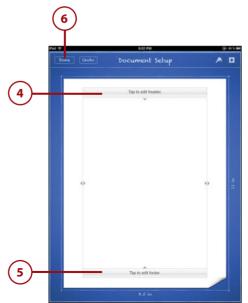
If you're writing a paper for class or for your school newspaper, you'll need to know how many words your document has. To turn on Pages' word count feature, tap the wrench icon, then Settings, and then move the Word Count slider to On. The word count displays at the bottom of the page. It updates as you add or delete words.

# Adding Headers and Footers

You might want to add headers and footers to the documents you create. A header is a section at the top of the page. A footer is the same thing, but at the bottom of the page. Headers are commonly used for your name or the paper's title, and footers often show page numbers. After you've set them up, they're automatically added to each page.

- Open the document you want to add the header or footer to. It could either be a new document or one you've already been working on.
- 2. Tap the wrench icon.
- 3. Tap Document Setup.
- 4. The paper goes into Setup mode. To add a header, tap the Tap to Edit Header button and then type in the text you want to have in the header. Automatically insert a page number on every page by tapping Page Numbers and choosing the format you prefer. When you've created the header you want, tap the page.
- To add a footer, tap the Tap to Edit Footer button and add the text or page number you want in the footer. When you've added what you want, tap the page.
- When you've added a header or footer, tap the Done button to go back to writing your document with the new header or footer in it.





#### **Changing Margins**

Document Setup mode also lets you change the amount of empty space at the sides and top and bottom of your document. These spaces are called margins. It's always safe to use the built-in margins (1 inch at the edges, 0.88 inches at the top and bottom) because they're pretty standard. But if your teachers want you to use a different margin, this is where you do it. Tap the arrows at the edge of the page and drag in or out to change the side margins. Tap the arrow at the top or bottom of the page and drag up or down to change those margins. When you have them where you want them, tap Done.

# Adding Images to a Document

One of the really cool things about Pages is that it's easy to add images to make your document look extra good. To do that, start by tapping the document you want to add an image to and then follow these steps:

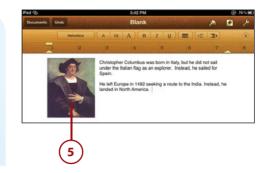
- 1. Tap the Plus icon.
- The first time you do this, you have to tap OK to give Pages access to your photos (not pictured).
- **3.** To add a photo, tap Media from the menu.
- Tap Camera Roll (or if the photo is located elsewhere in your Photos app, choose that location). You can select any image already saved on your iPad.



5. Tap the image you want and it is added to your document.

#### **Add Other Options**

You can also add tables, charts, and shapes to your documents by choosing those options in step 3.



## Formatting Images and Shapes

When you add an image or shape to your document, you can change how it looks by tweaking its size and location. To do that, first tap the image or shape and then follow these steps:



- To change the size of the image or shape, tap and hold one of the blue dots at its edge. Drag in to make the image or shape smaller; drag out to make it larger. When it's the right size, take your finger off the screen.
- To change the place where the image or shape is located in your document, tap its center and drag the image or shape to a new location. The text flows around it.
- To delete the image or shape, tap it and then tap Delete from the pop-up menu.

## **Formatting Tables**

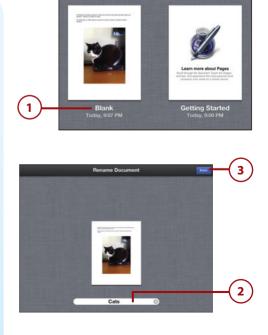
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- Add or remove rows (the horizontal strips that make up part of the table) by tapping the rows button and then tapping the up or down arrow to choose the number of rows the table should have. Adding or removing columns (the vertical strips in the table) works the same way.
- To move the table, tap and hold it, then drag the table to a new location. Let it go when the table is where you want it.
- To delete the table, tap it and then tap Delete.

## Naming a Document

The documents you create in Pages are automatically given a name based on the text in them. But you can also give them names you want so it's easier to identify them from the main Pages screen.

- Find the document you want to rename and tap its current name underneath its icon.
- 2. Type in a new name.
- **3.** Tap Done and the new name is saved.



After you've inserted and selected a table, choose from these options:

#### Printing a Document

To print a document in Pages, you first have to tap the document you want to print to open it. Then follow these steps:

- 1. Tap the wrench icon.
- 2. Tap Share and Print.
- 3. Tap Print.
- Tap Printer to select your printer. Remember, your iPad and printer both have to be on the same Wi-Fi network for AirPrint to work—and your printer has to be AirPrint compatible.
- Tap the + or button to choose the number of copies you want to print.
- **6.** Tap the Print button to start printing.

#### If You Don't Have an AirPrint-Compatible Printer

There's a good chance you don't have an AirPrint-compatible printer. That's okay; not that many people do yet. If that's the case, and you can't print from your iPad, you have some options, including emailing your document to someone who has a printer (more on emailing using Pages in a minute) or syncing it to iTunes if your computer has a printer connected.





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#### **Emailing a Document**

If you want to email a document you've created in Pages (for instance, to send your homework to your teacher), start by tapping the document you want to email to open it. Then follow these steps:

- 1. Tap the wrench icon.
- 2. Tap Share and Print.
- 3. Tap Email Document.
- 4. Choose what format you want to send the document in: Pages, PDF, or Word. For school papers, ask your teachers what format they want before you send. Different teachers will want you to send different formats.
- A blank email will open with the paper attached to it. Fill out the email like you normally would and tap Send to send it.

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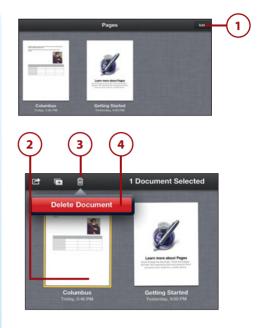




#### **Deleting Documents**

If you want to delete a Pages document, you first have to open Pages by tapping it on your home screen. When you see the list of all your documents, follow these steps:

- 1. Tap Edit.
- 2. Tap the document you want to delete. Pages highlights it with a yellow border.
- 3. Tap the trash can icon.
- Tap Delete Document. This erases the document—permanently from your iPad and, if the document is synced using iCloud, from all other devices where it's synced (so be sure you really want it gone).



## Awesome Apps

The only app for writing that comes with the iPad—Notes—is okay for writing, well, notes. But if you need to write anything longer or more complicated—and if you use your iPad for school, you definitely will—you'll want a more powerful writing app. Pages is one good choice, but it's far from the only one. Here are some other suggestions:



 Daedalus Touch—A cool word processor designed just for the iPad. It lets you create papers, but also helps you make and email PDFs and e-books. \$4.99

148



 iA writer—Not only does this word processor let you focus on what you're writing—and not all the buttons and options that other word processors have—it also lets you touch the screen to perform actions (such as undoing your typing with a swipe). It's really only for writing, though; if you need even basic formatting, you should use a different app. \$0.99

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|---------------|---|
| DOCUMENTS     | COLUMBUS -  |
| Columbus      | Christopher Columbus was born in Italy, but he did not<br>sail under the Italian flag as an explorer. Instead, he |
| Hello         | sailed for Spain.   |
| Tips & Tricks | He left Europe in 1492 seeking a route to the India.<br>Instead, he landed in North America.                      |
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PlainText—A very simple program that is like writing on paper. Not only does each document look like a piece of paper, you store them in folders. You can even use it to back up your documents online. Free (\$1.99 to remove ads)

# It's Not All Good USING YOUR IPAD IN SCHOOL

If using your iPad for school is helpful, using it *in* school should be pretty good, too, right? It probably is, but that doesn't mean you should or can use it in class.

Some schools have programs in which they have kids use laptops or iPads in class as part of their work; other schools don't. If your school doesn't have one of those programs, you should ask your teachers' permission before you start using your iPad in class. Some teachers may not mind—some might even encourage it!—but others might find it distracting or not want you to use it if other students don't have one, too.

The iPad can be a great tool to help you do homework, but ask permission before you bring it to school.

# Using the Internet for Homework

If you're using your iPad for schoolwork, you'll probably use the Internet to do research for your papers. If you're going to do that, though, there are a few things you need to know.

### How to Do Research Online

It might seem obvious, but doing research for your schoolwork online works pretty much the same way that finding any other information does. If you don't know where to find what you're looking for, begin by searching for it at a search engine such as Google and tapping the sites that come up in the search results. If you know of websites that have the information you want, you can also go directly to them.

Of course, online isn't the only place to do research. Your school or neighborhood library is packed full of helpful books and magazines. Ask your parents to take you there and then get help from the librarian to find what you're looking for. Libraries are full of things you can't get online at all. You never know what you'll find at them—and that's pretty cool!

# Choosing Good Sources

The places you find information for your school papers are called *sources*. Books, encyclopedias, and even websites can all be sources.

Creating a website or blog is pretty easy. But because it's so easy, that means just about anybody can do it—and not everyone is an expert on the things they're writing about. When you're writing papers for school, you should use only the best and most expert sources, not just the first ones you find.

But with so many websites online, how can you figure out who's an expert? Here are some tips:

• **Be skeptical**—This means you shouldn't automatically believe everything you read. A smart way to try to figure out if something is true is to check to see whether other websites are saying the same thing about the same topic. If they are, that means it's more likely to be true.



- Use established sources—If you're writing about a news story, going to a big-name news website such as CNN, CBS, or NPR is good idea. They'll usually have more accurate information than the blog of a person who isn't directly involved with what they're writing about.
- Use primary sources—A primary source is someone with first-hand experience of a situation. For instance, if you're writing about the Declaration of Independence, quoting writing by someone who helped write it or the Declaration itself are both great primary sources. If you're writing about a person, quoting their own words is a terrific primary source.
- Consider the source—When deciding whose information to use in your paper, figure out who's saying it. If you're writing about biology, quoting

a college biology professor is a better idea than quoting some random person with a blog but no expertise in biology.



 Watch out for Wikipedia—Wikipedia seems like an easy place to get all the information you need, but it's not always accurate. That's because almost anyone can change articles on Wikipedia, even if the changes they make are wrong. When using Wikipedia, find the information you're looking for and then click the little number after the sentence or paragraph you want to use. This shows you where that information came from. Go to that site to confirm the information for yourself. If there's no link, try finding the same information somewhere else to make sure it's correct.

## Using Research in Your Papers

When you find something that you want to use in your paper, don't just copy and paste it. It's important to give credit to the person who wrote what you want to use. If you don't, and act like their words are your own, you're committing plagiarism, which is a form of lying. If you wrote something and someone else used it, you'd want them to give you credit, right? You should do the same for others. When you find something you want to add to your paper, do the following:

- Always make sure to put the text you're copying and pasting into your paper in quotes.
- Make sure to accurately write down who wrote the text you're quoting and where they wrote it or where you found it.
- After the quotes, put the writer and the name of their work in parentheses. Italicize the name of the work.

"American history is interesting" (Ben Franklin, Ben Franklin Writes About American History).

If you're getting the quote from a website, try this:

"American history is interesting" (Ben Franklin, www.benfranklin.com).

 Even if you're not directly copying and pasting something from another document, it's a good idea to give the writer credit for their ideas, as in the following example:

Ben Franklin wrote that American history is interesting (www.benfranklin.com).

• Your teachers might have another way they want you to credit the sources you're quoting. If they do, use their guidelines instead.

If you always follow these rules when you're writing your papers, you won't run the risk of getting in trouble for plagiarism and will establish writing habits that can help you succeed in school for years to come.

# Index

### **Symbols**

2Do app, 166
3D Sun, 253
3G connections, 4G connections versus, 68
4G connections versus, 68 turning off, 356
4G signal strength icon, 11
5th Grade Math Testing Prep, 227
6th Grade Vocabulary Prep, 248
7th Grade Math Testing Prep, 274
8mm HD app, 332

#### A

accent marks, typing, 131 accepting friend requests in Game Center, 343 accessories for protecting iPad from damage, 380-381 accidentally deleting apps, 59 accounts. See also Apple IDs Adobe account, signing up, 187 email accounts choosing when sending messages, 106 deleting, 105 setting up, 103-105 syncing, 27 achievement challenges, issuing, 346 achievements, checking in Game Center, 344 activating. See turning on adding apps to Dock, 62 email accounts, 104 events to calendar. 156 friends in Skype, 122 headers and footers, 142 images to documents, 143-144 notes in iBooks, 183 people to Contacts app, 87-88 photos to Contacts app, 89 to Game Center, 341-342 to photo albums, 326 reminders, 163-165 repeating events to calendar, 157 web pages to Reading List, 79 Address Book, syncing contacts, 26 Address Book Duplicate Cleaner app, 92 addresses (email) creating iCloud addresses, 22 signing up, 105 adjusting. See changing; editing Adobe account, signing up, 187 Adobe Photoshop Express app, 331 ads, reading web pages without, 81 age limitations for social media, 102 Agile Messenger HD Pro app, 100 AIM for iPad app, 100 Airplane Mode, turning on, 358 AirPlav, 296

AirPrint, 135 printing documents in Pages, 146 alarm clocks, 168-171 deleting alarm, 171 editing alarm, 171 setting alarm, 169 turning alarm off, 170 album art, 297 albums creating, 324-325 deleting, 327 moving photos to, 326 Aldrin, Buzz, 253 alerts, creating, 157 alert sounds choosing, 63-64 svncina, 29 Algebra Touch, 275-276 A Life Cycle App, 277-278 allowances (iTunes) advantages to parents, 46 described, 44 setup, 45 alternate symbols, typing, 131 Amazon, 184-185, 293 American History Time Line, 211 American Presidents for iPad, 236-237 Ana Lomba's French/ Spanish for Kids: The Red Hen, 243-244 Angry Birds HD, 349 animals, drawing, 217-219 answering FaceTime calls, 118 questions with Siri, 51 antonyms, looking up, 203-204 Apple IDs creating, 21-23 for Messages app, 79 uses for, 16 applying changes when syncing, 37 appointments. See events apps accidentally deleting, 59 adding to Dock, 62 arranging, 28, 59

art apps fourth grade, 216-219 fifth grade, 240-242 sixth grade, 264-266 seventh grade, 285-287 automatically syncing, 29 chat and instant messaging, 100-101 contact management, 92 copying and pasting text, 132-133 cutting text, 133 Dock, 58 downloading from App Store app, 41-43 with iTunes app, 38-41 e-book apps, 174-176 English/language arts apps fourth grade, 200-204 fifth grade, 223-226 sixth grade, 247-250 seventh grade, 269-274 foreign language apps fourth grade, 220-221 fifth grade, 243-244 sixth grade, 266-267 seventh grade, 287-289 game apps downloading, 336-337 in-app purchases, 338-339 list of, 349-351 games, 335 history/social studies apps fourth grade, 211-214 fifth grade, 234-237 sixth grade, 256-259 seventh grade, 279-282 on home screen, 10-12 installing, 28 Internet Explorer 10. See Internet launching, 12 magazine apps, 194-196 math apps fourth grade, 204-207 fifth grade, 227-231 sixth grade, 251-252 seventh grade, 274-276

movina between screens, 60 into folders, 61 Music app, 295 buttons and controls. 297-299 creating playlists, 300-301 deleting playlists, 301 playing music, 296 music apps fourth grade, 214-216 fifth grade, 237-240 listening to music, 303 sixth grade, 260-264 seventh grade, 282-284 photo apps, 331-332 pictures from, 57 printing from, 136 privacy settings, changing, 377-379 reading apps, 190 redownloading, 371 science apps fourth grade, 208-210 fifth grade, 232-233 sixth grade, 253-256 seventh grade, 277-278 selecting text, 133 streaming music apps, 294 syncing, 28 text messaging apps, 99 to-do list apps, 166-167 video apps, 332-333 for web browser, 82-83 writing apps list of, 148-149 Notes, 136-138 Pages, 138-148 Apps tab (syncing with iTunes), 28-29 App Store app downloading from, 41-43 game apps, downloading, 336-337 redownloading apps, 371 arranging apps, 28, 59 Dock, 62 art apps fourth grade, 216-219

fifth grade, 240-242 sixth grade, 264-266 seventh grade, 285-287 ArtStudio for iPad, 285 astronomy, 209 audiobooks, syncing, 35 Auto-Brightness, 65, 355 autocorrect feature, 134 automatically syncing apps, 29 automatic backups, 20 Awesome Note HD (+ToDo) app, 167

### В

back camera, 6, 314 backing up, 25 automatic backups, 20 iPad data, 363 to iCloud, 363-364 restoring backed up data, 365-368 by syncing, 365 music, 364 Barnes & Noble, buving e-books, 186-187 battery life, increasing, 355-358 battery meter icon, 12 BCC: line (email messages), 106 biology. See science apps blue names in Messages app, 95 Bluetooth keyboards, 128-130 turning off, 356 Bobo Explores Light, 232-233 Boggle, 200 bookmarks creating, 77-78, 181 syncing, 27 books adding notes in iBooks, 183 buying from Amazon, 184-185 from Barnes & Noble, 186-187 at iBookstore, 176-177 creating bookmarks in iBooks, 181 deleting from iBooks, 177

finding, 174-176 highlighting text in iBooks, 182 iBooks app, downloading, 173 from library, 187-190 checking out, 189 finding library with OverDrive app, 188 reading in iBooks, 178-179 returning to library, 190 searching within, 180 Books tab (syncing with iTunes), 35 brightness level auto-brightness, 355 changing, 64-65, 179 Britannica Kids: Ancient Egypt, 259 Britannica Kids: Ancient Rome, 256 Britannica Kids: Aztec Empire, 279-280 Britannica Kids: Solar System, 208 Britannica Kids: Volcanoes, 255-256 browsers. See web browsers brushes, 265-266, 285 buttons list of, 6-8 Music app, 297-299 On button, 4 in Safari, 71-73 buying with App Store app, 41-43 e-books from Amazon, 184-185 from Barnes & Noble, 186-187 at iBookstore, 176-177 in-app purchases, 338-339 with iTunes Allowance advantages to parents, 46 described, 44 setup, 45 with iTunes app, 38-41 movies from iTunes, 310-311 in Newsstand app, 191-192

TV shows from iTunes, 312-313 Buzz Aldrin Portal to Science and Space Exploration HD, 253

#### С

Calendar app, 155-162 adding events, 156 creating alerts, 157 deletina calendars, 161-162 events, 158 repeating events, 157 editing events, 158 multiple calendars, 159-160 repeating events, 157 syncing calendars, 161 calendars deleting, 161-162 multiple, 159-160 syncing, 26 calls. See FaceTime; Skype Camera app focusing cameras, 317 recording video, 318 taking photos, 315 zooming photos, 316 Camera Roll, 324 cameras back camera, 6, 314 focusing, 317 front camera, 6, 314 switching in FaceTime, 117 in Skype, 124 taking pictures, 57 capacity bar, 25 Capo, 282 caps lock, enabling, 132 caring for your iPad, 379-381 Cartoon Network app, 332 cases, 380 cats, drawing, 218-219 CC: line (email messages), 106 CDs, ripping, 292-293 Cell and Cell Structure, 232 cell staining, 277

cellular connections for FaceTime, 118 challenges, issuing achievement challenges, 346 score challenges, 345 changing. See also editing alarm, 171 e-book appearance, 179 events in calendar, 158 margins, 143 passcodes, 376 phone number type, 88 privacy settings, 377-379 screen brightness, 64-65, 179 side switch function, 8 sleep mode timing, 358 sounds, 63-64 text color (in e-books), 179 wallpaper and lock screen, 55-56 chat. See also Messages app apps for, 100-101 safety issues, 113 in Skype, 124 checking out e-books from library, 189 checking scores and achievements in Game Center, 344 chemistry. See science apps Chinese History Timeline, 257 choosing email accounts when sending messages, 106 passwords, 23 pencil, brush, marker in SketchBook Pro, 265-266 photos for photo albums, 325 ringtones for contacts, 87 side switch function, 8 sounds, 63-64 sources, 151-152 text tones for contacts, 87 The Civil War Today, 234 classes via iTunes U, 34-35 cleaning iPad screen, 381 Clock app, 168-171 deleting alarm, 171 editing alarm, 171

setting alarm, 169 turning alarm off, 170 clock icon, 11 color of text (in e-books), changing, 179 colors of names in Messages app, 95 Color Splash for iPad app, 331 comic book apps, 190 Comic Heroes magazine, 195 compatibility with Game Center, 340 computers backing up via syncing, 365 buying from iTunes Store on, 43 ejecting iPad from, 37 Game Center on, 340 iPad compared to, 3 pictures from, 57 syncing with. See syncing with iTunes connecting Bluetooth keyboards to iPad, 129-130 with friends in Game Center, 342-343 to Wi-Fi networks, 17 connections 3G versus 4G, 68 4G connections, 71 finding Wi-Fi networks, 69-70 Internet connections for Find My iPad feature, 361 Constitution and Federalist Papers, 257 contact management apps, 92 contacts adding in Skype, 122 connecting in Game Center, 342-343 deleting, 91 editing, 90 grouping, 92 syncing, 26 Contacts app, 86-92 adding people to, 87-88 photos, 89 deleting contacts, 91

editing contacts, 90 grouping contacts, 92 controllers for games, 338 controls in Music app, 297-299 conversations deleting, 98 managing, 97 copvina CDs, 292-293 text, 132-133 copyright issues file-sharing services, 295 ripping CDs, 293 creating accent marks and alternate symbols (on keyboard), 131 Apple IDs, 21-23 bookmarks, 77-78 documents, 138-139 folders. 61 headers and footers, 142 iCloud email addresses, 22 notes, 136 numbers and symbols (on keyboard), 130-131 playlists, 300-301 screens, 29 crediting sources, 152-153 Cursive Practice, 200-201 customizing iPad adding apps to Dock, 62 arranging apps, 59 choosing sounds, 63-64 creating folders, 61 editing folders, 61-62 moving apps between screens, 60 pictures, where to get, 57 screen brightness, 64-65 wallpaper and lock screen, 55-56 MathBoard questions, 230-231 Cut the Rope HD, 349 cutting text, 133

Index

#### D

Daedalus Touch, 148 damage, protecting iPad from, 379-381 data push, turning off, 355 DC Comics app, 190 Declaration for iPad, 258 definitions of words, looking up, 203 deleting. See removing Dictionary.com, 202-204 disabling. See turning off Distant Suns 3, 254 djay, 283 Dock, 12, 58, 62 Dock Connector port, 6, 128 documents adding images to, 143-144 creating, 138-139 deleting, 148 emailing, 147 formatting, 140-141 headers and footers, 142 margins, 143 naming, 145 printing in Pages, 146 saving, 139 syncing with iTunes, 134-135 word counts, 141 DoInk Animation & Drawing, 241 Dolls' House Magazine, 195 Dolphin Browser HD, 82 Do Not Disturb enabling, 119 scheduling, 120-121 Doodle Buddy for iPad, 217 DoReMi 1-2-3, 215 dots (screens) icon, 12 double tap gesture, 9 downloading from App Store app, 41-43 game apps, 336-337 iBooks app, 173 with iTunes app, 38-41 sheet music, 262-264 drawing animals, 217-219 Drawing Pad, 264-265 dropping your iPad, avoiding, 379 drying out iPad, 362

#### Ε

earbuds, headphones versus, 302 EarMan HD, 237 earthquakes, iQuakeMini, 254 Easy Beats 2 Pro Drum Machine, 215 EasyBib for iPad, 248 e-books adding notes in iBooks, 183 buving from Amazon, 184-185 from Barnes & Noble, 186-187 at iBookstore, 176-177 creating bookmarks in iBooks, 181 deleting from iBooks, 177 finding, 174-176 highlighting text in iBooks, 182 iBooks app, downloading, 173 from library, 187-190 checking out, 189 finding library with OverDrive app, 188 returnina, 190 reading in iBooks, 178-179 searching within, 180 svncina, 35 eD Cell Simulation and Stain Tool, 277 editing. See also changing contacts, 90 photos, 277 reminders, 165 educational apps. See types of apps (art apps, math apps, etc.) ejecting iPad from computer, 37 The Elements: A Visual Exploration, 278 Elevated Math, 275 email, 102-112 accounts choosing when sending messages, 106 deleting, 105

setting up, 103-105 syncing, 27 addresses creating iCloud addresses, 22 sianina up, 105 deleting messages, 112 errors, 104 fetching less often, 356 moving messages, 112 printing from, 77 reading messages, 110-111 replying to email messages, 108 safety issues, 113 sending, 105-106 documents, 147 photos/videos, 108-110, 328-329 with Siri, 107-108 web pages, 75 size limits on messages, 329 enabling. See turning on English/language arts apps fourth grade, 200-204 fifth grade, 223-226 sixth grade, 247-250 seventh grade, 269-274 Enlightenment 101: The TextVook, 280 Envelope app, 78 Epic Math HD, 227-228 Equalizer, turning off, 357 erasing data with wrong passcode entry, 377 errors, email, 104 European Exploration: The Age of Discovery, 280 events adding to calendar, 156 repeating events, 157 creating alerts for, 157 deleting in calendar, 158 repeating events, 157 editing in calendar, 158 Evernote, 272-274 extending battery life, 355-358

### F

Facebook, 101, 288 FaceTime answering calls, 118 cellular connections, 118 Do Not Disturb feature. 119-121 making calls, 116-117 with Siri, 117 requirements for using, 118 safety issues, 125 setup, 115-116 FamilyFun Magazine, 195 Famous Monsters magazine, 195 fetching email, how often to fetch, 356 fifth grade art apps, 240-242 English/language arts apps, 223-226 foreign language apps, 243-244 history/social studies apps, 234-237 math apps, 227-231 music apps, 237-240 science apps, 232-233 Fifth Grade Vocabulary Prep, 224 file-sharing services, 295 finding. See also searching e-books, 174-176 library with OverDrive app, 188 lost/stolen iPad, 358-361 Wi-Fi networks, 69-70 YouTube videos, 306-307 Find My iPad feature, 359-360 enabling, 20, 46-47 five-finger pinch gesture, 10 five-finger swipe gesture, 9 fixing email errors, 104 your iPad increasing battery life, 355-358 restarting frozen iPad, 354 water/liquid spills, 362

Flash, 78-79 online games, 336 focusing cameras, 317 folders creating, 61 deleting, 62 moving, 62 renaming, 61 font size in e-books, 179 food, protecting iPad from, 379 footers in Pages, 142 foreign language apps fourth grade, 220-221 fifth grade, 243-244 sixth grade, 266-267 seventh grade, 287-289 forgotten passcodes, restoring, 377 formatting documents, 140-141 of e-books, changing, 179 images and shapes in Pages, 144 tables in Pages, 145 forwarding text messages, 98 four-finger pinch gesture, 10 four-finger swipe gesture, 9 fourth grade art apps, 216-219 English/language arts apps, 200-204 foreign language apps, 220-221 history/social studies apps, 211-214 math apps, 204-207 music apps, 214-216 science apps, 208-210 Fractions App by Tap to Learn, 228 French for iPad, 243 French in a Month HD, 266-267 Frida's World, 241 friends adding to Contacts app, 73-74 in Skype, 122 connecting in Game Center, 342-343 inviting in multiplayer games, 347-348

From: line (email messages), 106 front camera, 6, 314 frozen iPad, restarting, 354 Fruit Ninja HD, 349 full screen mode reading e-books, 179 watching videos, 309 FX Photo Studio HD app, 331

### G

Game Center, 339-348 accepting friend requests, 343 achievement challenges, 346 adding photos, 341-342 checking scores and achievements, 344 connecting with friends, 342-343 game compatibility, 340 on Macs, 340 safety issues, 348 score challenges, 345 games. See also Game Center downloading, 336-337 from App Store app, 41-43 with iTunes app, 38-41 hotseat games, 348 in-app purchases, 338-339 joysticks and controllers, 338 kinds of, 335 list of, 349-351 multiplayer games, inviting friends, 347-348 online games, Flash, 336 GarageBand, 261 generations of iPads, 5 Genius playlists, 297 geography, 212 gestures, list of, 9-10 Good Reader app, 190 Google Play, 293 grammar. See English/ language arts apps Grammar Games, 201

iPad

GrammarPrep: Fragments, Run-ons, and Comma Splices, 224-225 GrammarPrep: Subjects and Verbs, 224 GrammarPrep: Using Commas, 249 Grammar Up, 270 GroupEmail app, 92 grouping contacts, 92 guitars, tuning, 284. *See also* music apps Guitar Toolkit, 284 Guitar World magazine, 195

## Η

hard resets, 354 headers in Pages, 142 headphone jack, 6 headphones, earbuds versus, 302 hearing, protecting, 302 HeyWire app, 99 highlighting text in iBooks, 182 History: Maps of the United States, 235 history/social studies apps fourth grade, 211-214 fifth grade, 234-237 sixth grade, 256-259 seventh grade, 279-282 Home button, 6 home screen, icons and apps on, 10-12 homework art apps fourth grade, 216-219 fifth grade, 240-242 sixth grade, 264-266 seventh grade, 285-287 English/language arts apps fourth grade, 200-204 *fifth grade, 223-226* sixth grade, 247-250 seventh grade, 269-274 foreign language apps fourth grade, 220-221 *fifth grade, 243-244* sixth grade, 266-267 seventh grade, 287-289

history/social studies apps fourth grade, 211-214 fifth arade, 234-237 sixth grade, 256-259 seventh grade, 279-282 math apps fourth grade, 204-207 fifth grade, 227-231 sixth grade, 251-252 seventh grade, 274-276 music apps fourth arade, 214-216 fifth grade, 237-240 sixth arade, 260-264 seventh grade, 282-284 online research, 150 avoiding plagiarism, 152-153 choosina sources, 151-152 science apps fourth grade, 208-210 fifth grade, 232-233 sixth grade, 253-256 seventh grade, 277-278 writing apps list of, 148-149 Notes, 136-138 Pages, 138-148 hotseat games, 348 How It Works magazine, 196 How to Make Origami, 242

### 

iA writer, 149 iBooks app, 174 creating bookmarks, 181 deleting e-books, 177 downloading, 173 highlighting text, 182 reading e-books, 178-179 searching in e-books, 180 writing notes in e-books, 183 iBookstore, buying e-books, 176-177 iCloud backing up to, 363-364 creating email addresses, 22

enabling, 19 redownloading from, 369-371 requirements for using, 361 restoring data from, 366-367 icons on home screen, 10-12 IDs. See Apple IDs ignoring friend requests in Game Center, 343 iHeartRadio, 303 iLuv Drawing Animals, 217-219 images. See also photos adding to documents, 143-144 formatting in Pages, 144 IM (instant messaging) apps, 100-101 imo app, 101 iMovie app, 332 in-app purchases, 338-339 increasing battery life, 355-358 Info tab (syncing with iTunes), 26-27 installing apps, 28 instant messaging apps, 100-101 Internet. See also networking connections for Find My iPad feature, 361 Flash, 78-79 pictures from, 57-58 Safari. See Safari safety issues, 81 searching with Siri, 73 inviting friends in multiplayer games, 347-348 iOS, versions of, 12-13 iOS 6, YouTube on, 306 iPad backing up, 363 to iCloud, 363-364 restoring backed up data, 365-368 by syncing, 365 buttons list of, 6-8 On button, 4 cleaning, 381

computer compared to, 3 customizing adding apps to Dock, 62 arranging apps, 59 choosing sounds, 63-64 creatina folders, 61 editing folders, 61-62 moving apps between screens, 60 pictures, where to get, 57 screen brightness, 64-65 wallpaper and lock screen, 55-56 ejecting from computer, 37 finding lost/stolen iPad, 358-361 fixina increasing battery life, 355-358 restarting frozen iPad, 354 water/liquid spills, 362 gestures on, 9-10 home screen, icons and apps on, 10-12 models of, 5, 67 printing from AirPrint, 135 protecting from damage, 379-381 data on. 374-377 from theft, 373-374 restoring, 25 searching on, 48 setup, 17-21 sleeping/waking, 4 speaking to. See Siri syncing with iTunes. See iTunes, syncing with turning on/off, 4 using at school, 150 iQuakeMini, 254 iTooch ENGLISH Grade 5. 225-226 iTooch MATH Grade 5, 228 iTunes, 263, 293 arranging apps in, 62 buying TV shows, 312-313 downloading with, 38-41 movies from, 309-310 redownloading purchases, 369-371

restoring data from, 367-368 syncing with, 24-38 applying changes, 37 Apps tab, 28-29 Books tab. 35 documents, 134-135 Info tab, 26-27 iTunes U tab, 34-35 Movies tab, 31 Music tab, 30-31 Photos tab, 36 Podcasts tab, 33-34 Summary tab, 25-26 Tones tab, 29 TV Shows tab, 32-33 via Wi-Fi, 38 iTunes Allowance advantages to parents, 46 described, 44 setup, 45 iTunes Match service, 364 iTunes U tab (syncing with iTunes), 34-35

#### J–K

joysticks for games, 338 Kahlo, Frida, 241, 286 keyboards Bluetooth keyboards, connecting to iPad, 129-130 kinds of, 128 onscreen keyboard, 130 accent marks and alternate symbols, 131 autocorrect, 134 caps lock, 132 copying and pasting text, 132-133 numbers and symbols, 130-131 Kid Art for iPad, 217 Kid Science: Gross Science, 208 Kindle app, 174, 187

landscape mode locking screen in, 8 reading email messages, 110-111 watching fullscreen videos, 309 language arts apps. See also foreign language apps fourth grade, 200-204 fifth grade, 223-226 sixth grade, 247-250 seventh grade, 269-274 Language Coach, 289 Last.fm, 303 Latin Phrases, 288 launching apps, 12 learning Siri usage, 50 Learn Piano HD, 216 legal issues file-sharing services, 295 ripping CDs, 293 librarv e-books from, 187-190 finding with OverDrive app, 188 logging in, 188 A Life Cycle App, 277-278 limitations of Siri, 52 LineTime: World History Timeline HD, 235 links emailing, 75 opening in tabs, 74 liquid spills on iPad, fixing, 362 listening to music AirPlay, 296 apps for, 303 Literary Analysis Guide, 270 Living Language, 243, 288-289 Lobster Diver HD. 229 Location Services disabling, 357, 378 enabling, 18 lockina

with passcodes, 374-377 remotely, 360 screen, 8 lock or mute icon, 11 lock screen, customizing, 55-56

music

logging into library, 188 logic problems, solving in math, 252 looking up definitions of words, 203 synonyms and antonyms, 203-204 Looptastic HD, 283 lost iPad, finding, 46-47, 358-361

#### Μ

Lost Mayan Civilization, 281

Macs, Game Center on, 340 magazines apps for, 195-196 Newsstand app, 191-194 buying in, 191-192 deleting from, 193-194 readina in, 193 Magic Piano, 238 Mail app, 102-112. See also email deletina email accounts, 105 messages, 112 moving messages, 112 reading messages, 110-111 replying to messages, 108 safety issues, 113 sending messages, 105-106 photos/videos, 108-110 with Siri, 107-108 setting up email account, 103-105 making. See also creating phone calls with FaceTime, 116-117 in Skype, 123-124 playlists, 300-301 Manga Art Academy HD, 242 maps in Find My iPad feature, 359 History: Maps of the United States, 235 margins in Pages, 143 markers, choosing in SketchBook Pro, 265-266

Marvel Comics app, 190 math apps fourth grade, 204-207 fifth grade, 227-231 sixth grade, 251-252 seventh grade, 274-276 MathBoard, 229-231 Mathemagics, 252 MathGirl Addition House, 205 MathLands, 252 Math Mago, 206-207 Math Ninja HD, 205 Math Snacks HD, 251 Math Testing Prep, 227 Math Word Problems Grade 6, 252 memory. See storage space, 26 Mercury Web Browser Pro, 82 Meritum Paint Pro, 265 Messages app, 93-98 deletina conversations, 98 messages, 97-98 forwarding messages, 98 managing conversations, 97 safety issues, 113 sending messages, 94-95 photos/videos, 287-288 with Siri, 81-82 undelivered messages, 83 messages (email) deleting, 98 moving, 98 reading, 96-97 replying to, 94 sendina, 91-92 documents, 147 photos/videos, 94-96, 329-330 with Siri, 95-96 web pages, 75 size limits, 287 MicroSIM card port, 8 Middle School Math Pro 7th Grade, 275 MindSnacks apps, 220-221 Minecraft – Pocket Edition, 349 Mobicip Safe Browser, 82 models of iPads, 5 Monet HD, 286-287

Motion Math HD, 205-206 movies from iTunes, 309-310. See also videos buvina/rentina, 309-310 downloading, 38-41 watching, 314 Movies tab (syncing with iTunes), 31 movina apps between screens, 60 into folders, 61 between notes, 137 email messages, 112 folders, 62 photos to photo albums, 326 tables in Pages, 145 within songs, 297 multi-finger pinch gesture, 10 multi-finger swipe gesture, 9 multiplayer games, inviting friends, 347-348 multiple calendars creating, 159-160 deleting, 161-162 syncing, 161 multiple photos, sharing via email, 328 via text messaging, 330 multitasking gestures, turning on, 10 music. See also Music app AirPlay, 296 apps fourth grade, 214-216 fifth grade, 237-240 listening to music, 303 sixth grade, 260-264 seventh grade, 282-284 backing up, 364 downloading with iTunes app, 38-41 file-sharing services, 295 online music stores. 293-294 playing, 296 playlists creating, 300-301 deleting, 301 syncing, 301

protecting your hearing, 302 redownloading, 370 restoring from backup, 368 ripping CDs, 292-293 streaming music apps, 294 volume, 297 Music app, 295 buttons and controls, 297-299 creating playlists, 300-301 deleting playlists, 301 Equalizer, turning off, 357 playing music, 296 Music tab (syncing with iTunes), 30-31 mute or lock icon, 11 mutina FaceTime calls, 117 Skype calls, 124 sounds, 64 Myths and Legends of Ancient Greece and Rome, 258

#### Ν

naming documents, 145 folders, 61 National Geographic Kids magazine, 196 Netflix app, 332-333 networking 3G connections, 68 4G connections, 71 connecting to Wi-Fi networks, 17 finding Wi-Fi networks, 69-70 Newsstand app, 191-194 buying in, 191-192 deleting from, 193-194 reading in, 193 Nook app, 175 notes, 136-138 creating, 136 in iBooks, 183 deleting, 137 moving between, 137

printing, 137 viewing list of, 137-138 note-taking with Evernote, 272-274 NPR for iPad, 303 NPR Music, 303 numbers, typing, 130-131

#### 0

On button, 4-6 online games, 335 Flash, 336 online music stores, 293-294 online research, 150 avoiding plagiarism, 152-153 choosing sources, 151-152 onscreen keyboard, 130 accent marks and alternate symbols. entering, 131 autocorrect, 134 caps lock, 132 copying and pasting text, 132-133 numbers and symbols, entering, 130-131 opening links in tabs, 74 operating system, 12 options in Reminders app, 164-165 order of operations, 276 Oregon Trail, 211-212 organizing apps, 59 Dock, 62 email messages, 112 to-do lists, 166 origami, 242 Outliner for iPad, 271 OverDrive app, 175, 187-190 checking out e-books from library, 189 finding library, 188 returning e-books to library, 190

#### Ρ

pages, turning in e-books, 178 Pages app, 138-148 documents adding images to, 143-144 creatina, 138-139 deleting, 148 emailina, 147 formatting, 140-141 naming, 145 printina, 146 formatting images and shapes, 144 tables, 145 headers and footers, 142 margins, 143 word counts, 141 pairing mode (Bluetooth keyboards), 129 Pandora, 303 Papercraft Inspirations magazine, 196 parents, advantages of iTunes Allowance, 46 passcodes, 374-377 choosing, 23 pasting text, 132-133 PatternMusic MXXIV, 238 pausing music, 297 pencils, choosing in SketchBook Pro, 265-266 people. See friends personal data, protecting, 377-379 phone calls. See FaceTime; Skype phone numbers changing type of, 88 with free texting apps, 99 phonics, 202 photo albums creating, 324-325 deleting, 327 moving photos to, 326 Photo Booth app, 319 deleting photos, 320

photos. See also Photos app adding to Contacts app. 89 to documents, 143-144 to Game Center, 341-342 apps for, 331-332 deleting, 323 from Internet, saving, 58 moving to photo albums, 326 Photo Booth app, 319 deleting photos, 320 Picture Frame app, turning off, 376 screenshots, 317 sharing via email, 108-110, 328-329 safetv issues, 330-331 via text messaging, 329-330 taking, 315 viewing, 315, 321 wallpaper and lock screen, customizing, 55-56 where to get, 57 zooming, 316 Photos app, 320-327 deleting photos/ videos, 323 photo albums creating, 324-325 deleting, 327 moving photos to, 326 sharing photos via email, 328-329 viewing photos, 321 watching videos, 322 Photos tab (syncing with iTunes), 36 Photo Stream, 57 physics. See science apps Pianist Pro, 261 piano, learning to play. See music apps Picture Frame app, turning off, 376 pictures. See photos pinch gesture, 10 plagiarism, 152-153

PlainText, 149 Plants versus Zombies HD, 350 plaving music, 296 protecting your hearing, 302 sheet music, 262-264 plavlists creating, 300-301 deleting, 301 Genius playlists, 297 syncing, 301 plugging in keyboards with Dock Connector, 128 Pocket Booth app, 332 Podcasts tab (syncing with iTunes), 33-34 Popular Science+ magazine, 196 portrait mode, 4 locking screen in, 8 reading email messages, 110-111 watching fullscreen videos, 309 ports Dock Connector port, 6 MicroSIM card port, 8 Powers of Minus Ten—Cells and Genetics, 278 presidential history, 236-237 primary documents, 256 primary sources, 151, 257 printing with AirPrint, 135 from apps, 136 documents in Pages, 146 from email, 77 notes, 137 web pages, 76 priorities, setting for reminders, 165 privacy issues changing privacy settings, 377-379 sharing photos/videos, 330-331 turning off Location Services, 357 problem solving in math, 252 Project Gutenberg, 175

protecting iPad from damage, 379-381 data, 374-377 from theft, 373-374 privacy, 377-379 your hearing, 302 public usage of iPad, avoiding theft, 374 purchases, redownloading, 369-371 purchasing. See buying push, turning off, 355

#### Q-R

questions, answering with

Siri. 51 radio stations, streaming music apps, 294 Reader, 81 reading apps for, 190 e-books in iBooks, 178-179 email messages, 110-111 in Newsstand app, 193 Reading List articles, 80 web pages without ads, 81 Reading List, 79-81 Real Racing 2 HD, 350 rearranging apps, 59 Dock, 62 recording videos, 318 The Red Hen, 243-244 red names in Messages app, 95 redownloading from iCloud, 369-371 Reminders app, 162-166 creating reminders, 163 to-do lists, 166 deleting reminders, 165 editing reminders, 165 options in, 164-165 remote locking your iPad, 360 remote wiping your iPad, 360 removing alarm, 171 apps accidentally, 59

bookmarks in e-books, 183 in iBooks, 181 calendars, 161-162 contacts, 91 conversations, 98 data with wrong passcode entry, 377 documents, 148 e-books from iBooks, 177 email accounts, 105 email messages, 112 events in calendar, 158 everything on your iPad, 360 folders, 62 highlighted text in e-books, 183 in iBooks, 182 images and shapes in Pages, 144 iPad from computer, 37 items from iPad, 26 from Newsstand app. 193-194 notes, 137 in e-books, 183 photo albums, 327 photos, 323 Photo Booth app, 320 playlists, 301 reminders, 165 repeating events in calendar, 159 tables in Pages, 145 text, 133 text messages, 97-98 videos, 323 Renaissance History 101: The Animated TextVook, 281 renaming folders, 61 renting movies from iTunes, 310-311 TV shows, 313 repeating events adding to calendar, 157 deleting in calendar, 159 songs, 297

replying to email messages, 108 requests, accepting in Game Center, 343 requirements for FaceTime, 118 for iCloud.com, 361 requiring passcode, changing settings for, 376 researching online, 150 avoiding plagiarism, 152-153 choosing sources, 151-152 resending undelivered messages, 97 resizing images and shapes in Pages, 144 restarting frozen iPad, 354 restoring backed up data, 365-368 forgotten passcodes, 377 iPad, 25 music from backup, 368 returning e-books to library, 190 rice, drying out iPad with, 362 ringtones, selecting for contacts, 87 ripping CDs, 292-293 Rocket Math, 206 Rock Prodigy: Guitar, 239-240 rotate gesture, 10

### S

Safari buttons, 71-73 creating bookmarks, 77-78 emailing web pages, 75 opening links in tabs, 74 pictures from, 57-58 printing web pages, 76 Reader, 81 saving web pages with Reading List, 79-81 why Flash doesn't work, 78-79 zooming in and out, 73-74 safety issues. See also privacy issues in FaceTime or Skype, 125 Game Center, 348 on Internet, 81 sharing photos/videos, 330-331 social media, 102 saving documents, 139 notes, 136 pictures from Internet, 58 web pages with Reading List, 79-81 scheduling Do Not Disturb, 120-121 school iPad usage at, 150 via iTunes U, 34-35 schoolwork. See homework science apps fourth grade, 208-210 fifth grade, 232-233 sixth grade, 253-256 seventh grade, 277-278 score challenges, issuing, 345 scores, checking in Game Center, 344 Scrabble, 271 screen lock, 8 screen protectors, 380 screens brightness, adjusting, 64-65, 179 cleaning, 381 creating, 29 moving apps between, 60 screenshots, 317 screens icon, 12 searching. See also finding Internet with Siri, 73 on iPad, 48 songs, 298 within e-books, 180 security passcodes, 374-377 choosing, 23 selecting text, 133. See also choosing

spills

sendina email messages, 105-106 documents, 147 photos/videos, 108-110, 328-329 with Siri, 95-96 web pages, 75 photos/videos via email, 108-110 text messages via Messages app, 94-95 with Siri, 95-96 SentenceBuilder for iPad, 201 Settings app, passcode locks, 375 setting up email accounts, 103-105 FaceTime, 115-116 Find My iPad, 46-47 Game Center, 339 iPad, 17-21 iTunes Allowance, 45 seventh grade art apps, 285-287 English/language arts apps, 269-274 foreign language apps, 287-289 history/social studies apps, 279-282 math apps, 274-276 music apps, 282-284 science apps, 277-278 shake gesture, 10 shapes, formatting in Pages, 144 sharing with file-sharing services, 295 photos/videos via email, 328-329 safety issues, 330-331 via text messaging, 329-330 Shazam, 303 sheet music, downloading, 262-264 shuffling songs, 297-299 shutting down iPad, 4

side switch, purpose of, 6-8 signal strength icon, 11 sianina up for Adobe account, 187 for email address, 105 silencing sounds, 64 Simplex Spelling Phonics 1, 202 Siri, 49-52 adding events to calendar. 156 reminders, 163 answering questions with, 51 deleting alarms, 171 determining iPad model with, 5 disabling, 51 enabling, 20 making FaceTime calls, 117 searching Internet, 73 sending email messages, 107-108 text messages, 95-96 setting alarm, 169 tutorial, 50 using with passcode locks. 376 what it can do, 49 what it cannot do, 52 sixth grade art apps, 264-266 English/language arts apps, 247-250 foreign language apps, 266-267 history/social studies apps, 256-259 math apps, 251-252 music apps, 260-264 science apps, 253-256 size limits on email messages, 329 size of text in e-books, 179 sizing images and shapes in Pages, 144 SketchBook Pro for iPad, 265-266 Sketches 2, 242 skipping songs, 297

Skype, 121 adding friends, 122 making calls, 123-124 safetv issues, 125 sleep mode, 4 changing time for, 358 Slow Downer Lite, 260-261 Smart Covers, 4, 381 Smart Group app, 92 snooze button (on alarm clock), enabling, 169 social media, 101-102 social studies apps fourth grade, 211-214 fifth grade, 234-237 sixth grade, 256-259 seventh grade, 279-282 solar system, 208 3D Sun, 253 Buzz Aldrin Portal to Science and Space Exploration HD, 253 Solar Walk, 209-210 songs. See also music moving within, 297 repeating, 297 searching, 298 shuffling, 297-299 skipping, 297 sorting, 298 syncing, 30-31 sorting songs, 298 SoundHound, 303 sounds choosing, 63-64 syncing, 29 sources choosing, 151-152 crediting, 152-153 Spanish for iPad, 243 Spanish in a Month HD, 266-267 speaker, location of, 6 speaking to iPad. See Siri special effects, Photo Booth app, 319 spelling, autocorrect feature, 134. See also English/ language arts apps spills fixing, 362 protecting iPad from, 379

395

Spotify, 293-294 Spotlight, 12, 48 Stack the States, 212 starting apps, 12 iPad, 4 stolen iPad avoiding theft, 373-374 finding, 46-47, 358-361 storage space, 26 Store button (Music app), 297 Storybuddy 2, 225 streaming music apps, 294 subscribing in Newsstand app, 192 Summary tab (syncing with iTunes), 25-26 swipe gesture, 9 switch, purpose of, 6-8 switching cameras in FaceTime, 117 in Skype, 124 symbols, typing, 130-131 syncing backing up via, 365 calendars, 161 with iTunes, 24-38 applying changes, 37 Apps tab, 28-29 Books tab. 35 documents, 134-135 Info tab, 26-27 iTunes U tab, 34-35 Movies tab, 31 Music tab, 30-31 Photos tab, 36 Podcasts tab, 33-34 Summary tab, 25-26 Tones tab. 29 TV Shows tab, 32-33 via Wi-Fi, 38 music from backup, 368 playlists, 301 synonyms, looking up, 203-204

#### T

Table of Contents (in e-books), 178 tables, formatting in Pages, 145

tabs, opening links in, 74 taking notes with Evernote, 272-274 taking photos, 315 tap and drag gesture, 9 tap and hold gesture, 9 tap gesture, 9 TapTyping, 249 telephone calls. See FaceTime; Skype templates in Pages, 139 testing passcodes, 375 text copying and pasting, 132-133 cutting, 133 formatting, 140-141 highlighting in iBooks, 182 selectina, 133 text color (in e-books), changing, 179 Textfree app, 99 text messaging. See also Messages app apps for, 99 safety issues, 113 TextNow app, 99 text size in e-books, 179 text tones, selecting for contacts, 87 theft, protecting iPad from, 373-374 thesaurus in Dictionary.com, 203-204 Ticket to Ride, 350 tilt gesture, 10 to-do lists adding reminders, 165 apps for, 166-167 creating, 166 togaling side switch function, 8 Tones tab (syncing with iTunes), 29 ToodleDo app, 167 touch gestures, list of, 9-10 Touch Pets Cats, 351 Touch Pets Dogs 2, 351 Treble Clef Kids, 216 troubleshooting. See fixing tuning guitars, 284

turning off 4G, 356 alarm clock, 170 Bluetooth, 356 data push, 355 Equalizer, 357 iPad, 4 Location Services, 357, 378 Picture Frame app, 376 Siri, 51 sounds, 64 Wi-Fi, 356 turning on Airplane Mode, 358 caps lock, 132 Do Not Disturb, 119 Find My iPad, 20, 46-47 iCloud, 19 iPad, 4 Location Services, 18 multitasking gestures, 10 Siri, 20 snooze button (on alarm clock), 169 turning pages in e-books, 178 tutorials, Siri, 50 TV shows from iTunes buying, 312-313 watching, 314 redownloading, 370 TV Shows tab (syncing with iTunes), 32-33 Twitter, 102, 330 types of phone numbers, changing, 88 typing accent marks and alternate symbols, 131 autocorrect feature, 134 instruction, TapTyping, 249 numbers and symbols, 130-131

### U–V

undelivered messages, resending, 97 unlocked Wi-Fi networks, 70 updates, checking for, 25 U.S. Geography by Discovery Education, 212-214 versions of iOS, 12-13 videoconferencing. See FaceTime: Skype videos apps for, 332-333 deletina, 323 from iTunes, 309-322 buvina/rentina, 310-311 downloading, 38-41 watching, 322 recording, 318 sharing via email, 108-110, 328-329 safety issues, 330-331 via text messaging, 329-330 syncing, 31 watching in Photos app, 322 YouTube findina, 306-307 on iOS 6, 306 watching, 308-309 Videos app, watching movies/TV shows from iTunes, 314 viewing list of notes, 137-138 photos, 315, 321 movies/TV shows from iTunes, 309 videos apps for, 332-333 in Photos app, 320 YouTube videos, 308-309 Virtual Sheet Music, 262-264 vocabulary. See English/ language arts apps volcanoes, Britannica Kids: Volcanoes, 255-256 Volume button, 6 Volume Control, 302 volume on music, 297

#### W

waking up iPad, 4 wallpaper, 12, 55-56 Washington, George, 236-237 watching. *See* viewing

water, protecting iPad from, 379 water lily paintings (Monet), 286-287 web-based games. See online games, 335-336 web browsers. See also Internet apps for, 82-83 buttons, 71-73 creating bookmarks, 77-78 emailing web pages, 75 opening links in tabs, 74 pictures from, 57-58 printing web pages, 76 Reader, 81 saving web pages with Reading List, 79-81 syncing bookmarks, 27 why Flash doesn't work, 78-79 zooming in and out, 73-74 web pages emailing, 75 opening in tabs, 74 printing, 76 reading without ads, 81 saving with Reading List, 79-81 why Flash doesn't work, 78-79 wet iPad, fixing, 362 Wi-Fi connecting to networks, 17 defined. 68 finding networks, 69-70 syncing via, 38 turning off, 356 Wi-Fi + 4G iPads, 68, 71 Wi-Fi/4G signal strength icon, 11 Wi-Fi Finder, 82 Wikipedia, 152 wiping your iPad remotely, 360 wireless keyboards. See Bluetooth keyboards, 128-130 word counts in Pages, 141

word problems, 252 word processors. See writing apps words, looking up definitions, 203 The World by National Geographic, 282 World History Games, 259 writing documents, 138-139 email messages, 105-106 notes, 136, 183 writing apps list of, 148-149 Notes, 136-138 Pages, 138-148 Writing Magazine, 196

#### X-Y-Z

Yahoo! Messenger app, 101 YouTube, 305 finding videos, 306-307 on iOS 6, 306 sharing photos, 330 watching videos, 308-309

Zombie Grammar Force, 250 zooming, 73-74, 316

#### 397