



Gary Rosenzweig





Gary Rosenzweig





800 East 96th Street, Indianapolis, Indiana 46240 USA

#### My iPad<sup>®</sup> 2, Third Edition

#### Copyright © 2012 by Pearson Education, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-4911-6 ISBN-10: 0-7897-4911-4

Library of Congress Cataloging-in-Publication Data is on file and available upon request.

Printed in the United States of America

First Printing: October 2011

#### Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

#### Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author(s) and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

#### **Bulk Sales**

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

U.S. Corporate and Government Sales 1-800-382-3419 corpsales@pearsontechgroup.com

For sales outside of the U.S., please contact

International Sales international@pearson.com EDITOR-IN-CHIEF Greg Wiegand

Acquisitions Editor Laura Norman

MANAGING EDITOR Kristy Hart

PROJECT EDITOR Lori Lyons

PROOFREADER Language Logistics, LLC

SENIOR INDEXER Cheryl Lenser

PUBLISHING COORDINATOR Cindy Teeters

BOOK DESIGNER Anne Jones

Сомрозитоя Bronkella Publishing

# **Contents at a Glance**

Chapter 1	Getting Started 3
Chapter 2	Customizing Your iPad21
Chapter 3	Networking and Syncing41
Chapter 4	Playing Music and Video59
Chapter 5	Reading Books81
Chapter 6	Organizing Your Life97
Chapter 7	Surfing the Web115
Chapter 8	Communicating with Email, Messaging, and Twitter 137
Chapter 9	Taking and Viewing Photos155
Chapter 10	Recording Video175
Chapter 11	Writing with Pages197
Chapter 12	Spreadsheets with Numbers221
Chapter 13	Presentations with Keynote249
Chapter 14	Navigating with Maps
Chapter 15	The World of Apps283
Chapter 16	Using Popular and Critical Apps
Chapter 17	Games and Entertainment
Chapter 18	iPad Accessories
	Index

# **Table of Contents**

	Getting Started	
	The iPad Buttons and Switches	4
	The Home Button	4
	The Wake/Sleep Button	5
	The Volume Control	6
	The Side Switch	6
	Orientation and Movement	7
	Screen Gestures	7
	Tapping and Touching	
	Pinching	
	Dragging and Flicking	
	Four-Finger Gestures	9
	iPad Screens	9
	The Lock Screen	9
	The Home Screen	10
	An App Screen	11
	The Search Screen	11
	The Settings Screen	12
	Interacting with Your iPad	13
	Common Interface Elements	13
	Using the On-Screen Keyboard	15
	Editing Text	16
	Copy and Paste	17
2	Customizing Your iPad	
	Changing Your Wallpaper	
	Getting Details About Your iPad	
	Setting Alert Sounds	
	Password Protecting Your iPad	

Setting Parental Restrictions.30Setting Side Switch Functionality.32Setting Your Date and Time.33

Modifying Keyboard Settings	34
Changing Safari Settings	36
Changing Music Settings	37
Notification Center Settings	38
More Settings	39

Networking and Syncing
Setting Up Your Wi-Fi Network Connection
Setting Up Your 3G Connection
Syncing with iTunes
Syncing Contacts, Calendars, and Other Information48
Syncing Apps50
Syncing Documents
Syncing Music
Syncing Photos
Syncing Using iCloud55

aying Music and Video	
Playing a Song	
Building a Playlist	
Making iTunes Purchases	65
Downloading Podcasts	69
Playing Video	
Viewing YouTube Videos	74
Using AirPlay to Play Music and Video onOther Dev	/ices 76
Home Sharing	

5	Reading Books	81
	Buying a Book from Apple	
	Reading a Book	
	Using Reading Aids	
	Adding Notes and Highlights	
	Adding Bookmarks	
	Organizing Your Books	
	Using iBooks Alternatives	

#### 6

Organizing Your Life	
Adding a Contact	
Searching for a Contact	
Working with Contacts	
Creating a Calendar Event	
Using Calendar Views	
Day View	
Week View	
Month View	
List View	
Creating Notes	
Setting Reminders	

#### Surfing the Web 115

Browsing to a URL	116
Searching the Web	117
Viewing Web Pages	119
Returning to Previously Visited Websites	
Bookmarking Websites	124
Delete Your Bookmarks	
Delete a Single Bookmark	
Another Way to Delete Bookmarks	
Creating Home Screen Bookmarks	
Filling in Web Forms	
Opening Multiple Web Pages	131
Copying Text and Images from Web Pages	132
Using Images from Web Pages	
Viewing News Articles with Safari Reader	

#### 8 Communicating with Email, Messaging, and Twitter ... 137

Configuring Your Email	
Reading Your Email	
Composing a New Message	
Creating a Signature	

Deleting and Moving Messages	144
Searching Email	145
Configuring How Email Is Received	146
More Email Settings	
Setting Up Messaging	
Conversing with Messages	
Setting Up Twitter	
Following People on Twitter	
How to Tweet	

#### 9

Taking and Viewing Photos	
Taking Photos	
Using Photo Booth	
Browsing Your Photos	
Editing Photos	
Sharing Photos	
Viewing Albums	
Creating Albums	
Creating a Slideshow	
Turning Your iPad into a Picture Frame	
Capturing the Screen	
Deleting Photos	

### Recording Video 175 Combining Clips in iMovie 179 Editing Transitions in iMovie 183

Writing with Pages	
Creating a New Document	
Styling Text	
Reusing Styles	
Formatting Text	
Creating Lists	
Column Layouts	
Inserting Images	
Using Shapes in Documents	
Creating Tables	
Creating Charts	
Document Setup	
Sharing and Printing Documents	

#### Spreadsheets with Numbers 221 12

Creating a New Spreadsheet
Totaling Columns
Averaging Columns
Performing Calculations
Formatting Tables
Formatting Cells
Formatting Whole Tables
Using Headers and Footers
Creating Forms 237
Creating Charts
Using Multiple Tables

#### Presentations with Keynote 249

Building a Simple Presentation	
Building Your Own Slide	
Adding Transitions	
Magic Move	
Object Transitions	
Organizing Slides	
Playing Your Presentation	
Presenting on an External Display	

14	Navigating with Maps	
	Finding a Location	
	Searching for Places and Things	
	Getting Directions	
	Setting Bookmarks	
	Using Views	
	Using Satellite View	
	Using Street View	
	Getting Traffic Reports	
15	The World of Apps	
	Purchasing an App	
	Arranging Apps on Your iPad	
	Creating App Folders	
	Viewing Currently Running Apps	
	Finding Good Apps	
	Using iPhone/iPod touch Apps	
	Getting Help with Apps	
	Telling Friends About Apps	
16	Using Popular and Critical Apps	
	Using iTap VNC	
	Using Bento	
	Using GoodReader	
	Using NewsRack	
	Using Flipboard	
	Using OmniGraffle	
	Adding a Dictionary and Thesaurus	
	Using MindNode	
	Using Skype for iPad	
	Putting Notes on Your Home/Lock Screen	
	Talking to Your iPad	
	Recording Voice Memos	

17	Games and Entertainment	
	Other Useful Apps	
	Using Epicurious	

Composing Music with GarageBand	8
Watching Movies and TV Shows with Netflix	1
Reading Comics	3
Listening to Music with Pandora Radio	4
Using Game Center	6
Playing iPad Games	8
Air Hockey	8
Highborn	9
Harbor Master	0
Angry Birds	0
Galcon Fusion	1
Plants vs. Zombies	2
Monkey Island 2 Special Edition	2
Scrabble	3
Field Runners	3
Real Racing 2 HD	4
Gold Strike	4

#### 18 iPad Accessories 357

- · · · · · · · ·	
Printing from Your iPad	
iPad Smart Cover	
Apple iPad 2 Dock	
Apple Video Output Adapters	
Dock to VGA Adapter	
Digital AV Adapters	
Apple Wireless Keyboard	
Apple iPad Keyboard Dock	
Power/Dock Accessories	
Protecting Your iPad	
Apple iPad Camera Connection Kit	
Index	

# About the Author

**Gary Rosenzweig** is an Internet entrepreneur, software developer, and technology writer. He runs CleverMedia, Inc., which produces websites, computer games, and podcasts.

CleverMedia's largest site, MacMost.com, features video tutorials for Apple enthusiasts. It includes many videos on using Macs, iPhones, and iPads.

Gary has written numerous computer books, including *ActionScript 3.0 Game Programming University, MacMost.com Guide to Switching to the Mac*, and *Special Edition Using Director MX*.

Gary lives in Denver, Colorado, with his wife, Debby, and daughter, Luna. He has a computer science degree from Drexel University and a master's degree in journalism from the University of North Carolina at Chapel Hill.

Website: http://garyrosenzweig.com

Twitter: http://twitter.com/rosenz

More iPad Tutorials and Book Updates: http://macmost.com/ipadguide/

# Dedication

To Randy Cassingham and the members of "The Cabal Of Which We Do Not Speak." Whether you run your own business, or just work on projects in your spare time, it is important to have a peer group of top-notch, smart, and generous individuals. I am so grateful that I have mine.

# Acknowledgments

Thanks, as always, to my wife, Debby, and my daughter, Luna. Also thanks to the rest of my family: Jacqueline Rosenzweig, Jerry Rosenzweig, Larry Rosenzweig, Tara Rosenzweig, Rebecca Jacob, Barbara Shifrin, Richard Shifrin, Barbara H. Shifrin, Tage Thomsen, Anne Thomsen, Andrea Thomsen, and Sami Balestri.

Thanks to all the people who watch the show and participate at the MacMost website. Special thanks to Valerie Lapcevich, Jim Lanford, Anne Mitchell, and all of my Twitter friends who helped during the writing of this book. Thanks to the Cherry Creek Apple Store in Denver, Colorado.

Thanks to everyone at Pearson Education who worked on this book: Laura Norman, Lori Lyons, Chrissy Andry, Nonie Ratcliff, Kristy Hart, Matthew David, Cindy Teeters, Anne Jones, and Greg Wiegand.

# We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an Editor-in-Chief for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Greg Wiegand Editor-in-Chief Que Publishing 800 East 96th Street Indianapolis, IN 46240 USA

## **Reader Services**

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.



The Web is at your fingertips with iPad's Safari Web browser.

In this chapter, you learn about Safari, the browser built-in to the iPad. You can use it to browse the Web, bookmark web pages, fill in forms, and search the Internet.

- ➔ Configuring Safari Settings
- ➔ Browsing the Web



# Surfing the Web

The iPad is a beautiful web surfing device. Its size is perfect for web pages, and your ability to touch the screen lets you interact with content in a way that even a computer typically cannot.

If you have been using the iPhone or the iPod touch to browse the Web, you immediately notice how you no longer have to pinch and rotate to read text or see links. The screen size is much more ideal for web pages than a mobile phone device.

# Browsing to a URL

Undoubtedly, you know how to get to web pages on a computer using a web browser. You use Safari on your iPad in the same way, but the interface is a little different.

At the top of the Safari browser is a toolbar with just a few buttons. In the middle, the largest interface element is the address field. This is where you can type the address of any web page on the Internet.

- Touch the Safari icon on your iPad to launch the browser. It might be located at the bottom of the screen, along with your other most commonly used applications.
- Tap in the address field at the top of the screen. This opens up the keyboard at the bottom of the screen. If you were already viewing a web page, the address of that page remains in the address field. Otherwise, it will be blank.

#### **Clear the Slate**

To clear the field at any time, tap the X button located inside the field all the way to the right.

- **3.** Start typing a URL such as apple.com or macmost.com.
- 4. As you type, suggestions based on previous pages you have visited appear. To go directly to one of these pages, tap the page's address in the list.
- **5.** Tap the Go button on the keyboard when you finish typing.



>>> Go Further

## **TIPS FOR TYPING A URL**

- A URL is a Universal Resource Locator. It can be a website name or a specific page in a website.
- For most websites, you don't need to type the "www." at the beginning. For instance, you can type www.apple.com or apple.com and both take you to Apple's home page. You never need to type "http://" either, though occasionally you need to type "https://" to specify that you want to go to a secure web page.
- Instead of typing ".com." you can tap the .com button on the iPad keyboard. If you tap and hold the .com button, you can select .edu, .org, .us, or .net as well.

#### Nothing Special, Please

Some websites present you with a special iPad version of the site. This is not as common as the special iPhone or iPod touch versions that many sites offer. If a website does not look the same on your iPad as it does on your computer, you might want to check to see if a switch is on the web page provided by the site to view the standard web version, instead of a special iPad version. This is especially useful if a site has lumped the iPad together with the iPhone and provided a needlessly simplified version.

# Searching the Web

The Web wouldn't be useful if you had to already know the exact location of every web page to view it. The iPad's Safari web browser has search built into it, as a field right at the top of the screen.

As you type, Safari suggests search terms based on previous searches that others have performed starting with the same characters. This list, which changes as you type, can save you a lot of time and even help you better define what you are looking for.

- 1. Open Safari and tap in the search field at the upper-right portion. It expands, shrinking the address field to give it more room. The keyboard pops up at the bottom of the screen.
- 2. Start typing your search term.
- 3. As you type, a pop-up list appears with suggestions. You can stop typing at any time and tap one of these suggestions to select it and start the search.
- Tap the X button to the right of 4. the search field at any time to clear the field. If you previously searched for something, it might have appeared in the field when you started your search, and you can use the X button to clear that text.
- 5. Tap the Search button on the keyboard to finish the text entry and start the search.
- 6. The results display in a typical Google search results page, provided you have Google selected as your search engine. Tap any link to go to a page, or use the links at the bottom of the screen to view more results.

#### Search This Page

Below Google Suggestions in the search suggestions drop-down menu is a list of recent searches and the occurrences of the phrase on the web page you are viewing. Use the latter to find the phrase on the page.





## **TIPS FOR SEARCHING THE WEB**

You can go deeper than just typing some words. For instance, you can put a + in front of a word to require it and a - in front to avoid that word in the results.

You can use special search terms to look for things such as movie times, weather, flight tracking, and more. See http://www.google.com/landing/ searchtips/ for all sorts of things you can do with a Google search.

Using iPad's Settings app, you can choose the search engine that Safari uses as its default. Tap the Settings icon and choose Safari on the left, and then look for the Search Engine setting. You can choose Bing or Yahoo! instead of Google, for instance.

Using Google, you can search for much more than text on web pages. Look at the top of the search results, and you see links such as Images, Videos, Maps, News, and Shopping. Tap "more" and you can also search for things such as Blogs and Books.

To explore the search results without moving away from the page listing the results, tap and hold over a link to see a button that enables you to open a link in a new page, leaving the results open in the current page.

You can use many search settings with Google. These are not specific to the iPad but work on your computer as well when performing searches. Tap the Search Settings link in the upper-right corner of the search results page to choose a language, filters, and other settings. Set up a Google account (same as a gmail account) and log in to save these search preferences and use them between different devices.

# **Viewing Web Pages**

Whether you typed in a URL or searched for a web page, after you have one open on your iPad screen, you can control what you view in several ways. You need to know these techniques to view the complete contents of a web page and navigate among web pages.

- Navigate to any web page using either of the two techniques in the previous step-by-step instructions.
- When you are viewing a page, you can touch and drag the page up and down with your finger. As you do so, notice the bar on the right side that gives you an indication of how much of the complete web page you are viewing at one time.

#### Flick It

If you release your finger from the iPad screen to stop scrolling while dragging, the screen will continue to scroll with a decelerating affect and then come to a stop quickly.

- 3. To zoom in on an area in the page, touch the screen with two fingers and move your fingers apart. This is called an unpinch. You can also move them closer together (pinch) to zoom back out. A double-tap restores the page to normal scaling.
- You can also double-tap images and paragraphs of text to zoom in to those elements in the web page. A second double-tap zooms back out.

	Apple - IPad - View the technical speci	ifications for iPad.
<b>1</b> 2004 1	No. Per Prov	And Hann Suspert Q
id re	stores . But (1) the App Dark	054 Guided Tours Tech Speca
Technical Specific	cations	
130	Fottanes O	ostBacktanina634"
	i Berther	
······································		Ś
and the second	and the second se	
		2
	-	
Models	Rene C	
Models	Wi-Fi	Wi-Fi + 3G
Models	Wi-Fi	Wi-Fi + 3G
Models Size and Weight1	Wil-Fi	Wi-Fi + 3G
Models Size and Weight <sup>1</sup>	Nore WI-FI • Reget 3.50 scoles (34.2 mm 9000): 12 scoles (34.2 mm 9000): 12 scoles (34.2 mm 9000): 12 scoles (34.2 mm) • Weight 1.30 scoles (34.2 mm)	WI-FI+3G 
Models Size and Weight1	Nov Wi-FI Ingle 338 should give 2 and Should also also also Should	WH-FI+3G 
Models Size and Weight 1	New Wi-Fi • Ingle 33thole (10 S and • Devis 34thole (10 S and • Devis	Wi-Fi + 3G 
Models Size and Weight*	Νοκ       WI-Fi       • mest 310 shot (20) mest       • Denis 310 shot (20) mest	WI-FI + 3G - MI-FI + 3G - MI
Models Size and Weight: Storage <sup>2</sup> Wireless and Collular	New       WI-Fi       • might 3 Binden (br 2 mig)       • Might 3 Binden (br 2 might 3 might	WI-FI + 3G 



- 5. While zoomed in, you can also touch and drag left and right to view different parts of the web page. You see a bar at the bottom of the screen when you do this, just like the bar on the right side in step 2.
- To move to another web page from a link in the current web page, just tap the link. Links are usually an underlined or colored piece of text; however, they can also be pictures or button-like images.

Environmental Requirements	Operating temperature: 32" to 95" F (0" to 35" C) Nonoperating temperature: -4" to 113" F (-20" to 45" C) Relative humidity: 5% to 95% noncondensing Maximum operating alltude: 10,000 leet (2000 m)
Mac System Requirements	Mac computer velti USB 2.0 port Mac OR XV10.5.8 or hater Trunes 10.2 or hater recommended (here download from twws Junes considewnload) or Trunes Boxes account internet access.
Windows System Requirements	PC with USB 2.0 port Whodew SXP Home or Profession fifuse 12 or later recommended (the download from www.hunst.com/download) fifuse Store account infune Store account infune Store account
In the Box	IPad DockConnector to UBB Cable Dock Dennector to UBB Cable TOV UBB Power Adapter Documentation
Environmental Status Report	Pad embodies Apple's continuing environmental progress. It is designation features to reduce any incomental impact:

# It's Not All Good

## WHERE'S THE LINK?

Unfortunately, it isn't always easy to figure out which words on a page are links. Years ago, these were all blue and underlined. But today, links can be any color and may not be underlined.

On the iPad, it is even more difficult to figure out which words are links. This is because many web pages highlight links when the cursor moves over the word. But with the touch interface of the iPad, there is no cursor.

# **Returning to Previously Visited Websites**

Returning to the last page you visited is easy. Just tap the Back button, which is the left-facing triangle at the top-left corner of the Safari screen. You can continue to tap the Back button to go to pages you visited previously.

Likewise, you can tap the button next to it, the Forward button, to reverse your direction and move forward, returning to your more recently viewed pages.

A more precise way to view previous pages is to use the History button.

- After using Safari to view several pages, tap the Bookmarks/History button at the top of the screen.
- 2. A list of pages that you visited today appears. If this list is long, you can tap and drag up and down to scroll through the results. If you don't see your history, tap on History to go there. Or, tap the button to the left of the menu title to return to the topmost menu and then press History.
- **3.** Tap any item in the list to jump to that web page.
- If you visited many sites today, Earlier Today appears and below that, previous days may also appear. Tap to dig down into the history for that date.



- When you are into the history for a specific date, you can tap and drag to scroll up and down on longer lists, or tap an item to jump to that page.
- You can move back up from a specific date to the main History menu by tapping the History button at the top-left part of the History pop-up menu.

#### History/Bookmarks

Safari treats both History and Bookmarks the same. They are both just lists of web pages. Think of your history as a bookmark list of every site you have visited recently.



# >>> Go Further

# **TIPS FOR USING HISTORY**

- You can clear your history at any time by tapping the Clear History button at the top of the History pop-up menu.
- You can close the History pop-up menu by tapping the History button again or tapping anywhere else on the screen away from the History pop-up menu.
- If you have many items in your history for today, you get an Earlier Today item listed just above previous date items. Tap this to view all the web pages you visited today.
- If you tap the Bookmarks button at the top of the History pop-up menu, you can go up a level and see both Bookmarks and a menu item to take you back to your history.

# **Bookmarking Websites**

While using Safari on the iPad, you need to bookmark some of the sites you visit most often. This can give you quick access to the information you need the most.

- Use Safari to navigate to any web page.
- 2. Tap the boxed arrow button at the top of the screen.
- 3. Choose Add Bookmark.
- Edit the title of the bookmark. The official title of the web page is prefilled, but you can use the keyboard to change it. You can tap the X to clear the text and start fresh.

#### Print It

You'll also notice the Print button when you tap the same button you use to create bookmarks. If you are using a printer compatible with Apple's AirPlay technology in your iPad, you can send the current page to a printer attached to your network. See "Printing from Your iPad" in Chapter 18 for details.





 Tap the Bookmarks folder name to select a folder to place the bookmark.

Add Bookmark Bookmarks	
<b>Bookmarks</b>	<b>v-</b> 5
Bookmarks Bar	m m

# TIPS FOR BOOKMARKING WEBSITES

- You can save bookmarks to a folder called the Bookmarks Bar. These appear as buttons at the top of your browser. Only save the most important bookmarks to the Bookmarks Bar folder. These always show up at the top of your Safari screen.
- The titles of web pages are often long and descriptive. It is a good idea to shorten the title to something you can easily recognize, especially if it is a web page that you plan to visit often. Shorter names also save space in the bookmarks bar.
- You can create folders of bookmarks in your Bookmarks Bar folder. These appear as their own pop-up menu when you tap them, giving you direct access to a subset of your bookmarks.

#### **Reading Lists**

You can also put bookmarks into a special Reading List using the Add to Reading List button. This is a good way to temporarily bookmark a page you want to revisit one more time. The Reading List is like your Bookmarks, and you can get to it in the same place. But it is just a simple list of pages without subfolders. It is also possible to view All or only Unread items in the list. So after checking out the page a second time from your Reading List, it will no longer appear as Unread.

# **Delete Your Bookmarks**

Adding and using bookmarks is just the start. You eventually need to delete ones you don't use. You might find that over time you no longer need some bookmarks. Some might even link to missing or obsolete pages. There are two ways to delete a bookmark. The results of the two methods are the same; however, you might find the second method gives you a little more control.

## **Delete a Single Bookmark**

The first method uses the Bookmarks list to locate and delete a single bookmark.

- Tap the Bookmarks/History button at the top of the Safari screen. This brings up a list of bookmarks.
- 2. Swipe across a bookmark, from left to right, with your finger. This brings up a red Delete button.
- **3.** Tap the Delete button to remove the bookmark. The bookmark is instantly deleted.

## Another Way to Delete Bookmarks

This method for deleting bookmarks lets you unlock and delete bookmarks from the Bookmarks list.

- Tap the Bookmarks/History button at the top of the Safari screen. This brings up a list of bookmarks.
- Tap the Edit button at the upperright corner. (It becomes the Done button.) Now each bookmark has a red circle with a line through it to its left.
- Tap one of the red circles to unlock it. A Delete button appears to the right.
- **4.** Tap the Delete button to remove the bookmark.





126

#### Sync Your Bookmarks

If you want to go to town and really organize your bookmarks, you might be better off doing so on your Mac or PC with the Safari browser. Syncing your iPad to your computer should sync your bookmarks as well. Safari on your computer gives you greater control over moving and deleting bookmarks. So just do your wholesale editing on your computer and resync.

## **Creating Home Screen Bookmarks**

If a web page is somewhat important, you might want to create a bookmark for it. If it is extremely important and you need to go to it often, you might want to make sure that bookmark is saved to your Bookmarks Bar so that it is easily accessible.

However, if a web page is even more important to you than that, you can save it as an icon on your iPad's Home screen.

- 1. Use Safari to navigate to any web page.
- **2.** Tap the boxed arrow button at the top of the screen.
- 3. Choose Add to Home Screen.

#### Managing Home Screen Bookmarks

You can arrange and delete Home screen bookmarks just like icons that represent apps. See "Arranging Apps on Your iPad" in Chapter 15 for details.



- You can now edit the name of the 4. page. Most web page titles are too long to display under an icon on the Home screen of the iPad. so edit the name down to as short a title as possible.
- 5. You can tap Cancel to leave this interface without sending the bookmark to the Home screen.
- 6. Tap Add to complete adding the icon to the Home screen.

#### Website Icons

The icon for this type of bookmark can come from one of two sources. Web page owners can provide a special iPhone/iPad icon that would be used whenever someone tries to bookmark her page.

However, if no such icon has been provided, your iPad can take a screen shot of the web page and shrink it down to make an icon.



## Filling in Web Forms

The Web isn't a one-way street. Often you need to interact with web pages, filling in forms or text fields. Doing this on the iPad is similar to doing it on a computer, but with notable differences.

The keyboard shares screen space with the web page, so when you tap on a field, you bring up the keyboard at the bottom of the screen.

Also pull-down menus behave differently. On the iPad, you get a special menu showing you all the options.

- Use Safari to navigate to a web page with a form. For demonstration purposes, try one of the pages at http://apple.com/ feedback/.
- **2.** To type in a text field, tap that field.
- 3. The keyboard appears at the bottom of the screen. Use it to type text into the field.
- **4.** Tap the Go button when you finish.
- To select a check box or radio button, tap it just as you would click on it on your computer using the mouse.

200 €	Nunesapp.hts C Google	920% <b>C</b>
Kee He datase Hans Hans Hans hals Hans hals Hans hals Hans hals Hans Hans Hans Hans Hans Hans Hans Han		e media liku gen 2 liku Shanandi Mara D
Must speed any part sample Meet De traves: Meet De traves: Meet De traves: Meet De traves: De tra		
Protocol     Note       Q     W     E     R     T       A     S     D     F     G       ↔     Z     X     C     V     I	YUIO HJKL BNM!	P 43
	3	4

- 6. To select an item in a pull-down menu, tap the menu.
- The special iPad pull-down menu reacts like any other iPad interface. You can tap an item to select it. You can touch and drag up and down to view more selections if the list is long.
- A check mark appears next to the currently selected item. Tap that item or any other one to select it and dismiss the menu.

#### **Special Menus**

Some websites may use special menus that they build from scratch, rather than these default HTML menus. When this is the case, you get a menu that looks exactly like the one you get when viewing the web page on a computer. If the web page is well coded, it should work fine on the iPad, though it might be slightly more difficult to make a selection.



>>> Go Further

## **TIPS FOR FILLING IN FORMS**

- You can use the AutoFill button just above the keyboard to fill in your name, address, and other contact info instead of typing on the keyboard. To enable AutoFill, go into your iPad Settings and look for the AutoFill preferences under Safari. Also make sure your own information is correct and complete in your card in the Contacts application.
- To move between fields in a form, use the Previous and Next buttons just above the keyboard. You can quickly fill in an entire form this way without having to tap on the web page to select the next item.

# **Opening Multiple Web Pages**

Safari on the iPad enables you to open multiple web pages at the same time. You can view only one at a time, but you can hold your place on a page while you look at something on another page.

Previously on the iPad, you used a complex system of pages to do this. But in iOS version 5, you can use tabbed browsing just as you can on Mac and PC browsers.

- While browsing the Web using Safari on the iPad, tap the + button at the top of the screen to the right.
- You see two tabs at the top of the screen now. The one on the right is in front of the one on the left and is labeled Untitled since no page has yet been loaded. You can see that no web page is displayed below the tabs.
- **3.** You can return to the previous tab by tapping it.
- You can enter a web address to load a page in this tab. Alternatively, you can enter a search term or use a bookmark to navigate to a web page.
- You can close the current tab by tapping the X button to the right of the tab's name.

<b>₽</b>		\$:34 PM	,
	www.apple.com/feed	back/itunesapp.html	C Googte
	Apple	- iTunes - Feedback	
Name			Top Despect Topics
			Parameter Mindows New Internet
Email Address			Paras Dava About result optiming
			0
Bulgeth			
		-	
I Have Feedback Alread:			
Select Feedback Tope:			



## TIPS FOR USING MULTIPLE WEB PAGES

- Another way to open up a second page is to tap and hold a link. Then you get a pop-up menu with the option to open the link in a new tab.
- Using multiple pages is yet another way, besides bookmarks, to quickly access the same web page over and over again. Simply start a new tab instead of navigating away from the current page altogether. Then switch tabs to quickly revisit the original page.

# Copying Text and Images from Web Pages

You can select text from web pages to copy and paste into your own documents or email messages.

- 1. Use Safari to navigate to a web page.
- Tap and hold over a piece of text. You don't need to be exact because you can adjust the selection later. The word Copy appears above the selected area that is highlighted in light blue.
- You can tap and drag one of the four blue dots to change the selection area. When your selection gets small enough, it changes to only two blue dots indicating the first and last character of the selection.
- **4.** Tap outside the selection to cancel at any time.
- 5. Tap the Copy button over the selection to copy the text.
- 6. You can now go to another application such as Mail or Pages and tap in a text area to choose Paste and paste the text into the area. You can also do this in a form on a page in Safari, such as a web-based email form.



# **Using Images from Web Pages**

Along with copying and pasting text from Safari, you can copy images and save them to your photo collection.

- Use Safari to navigate to a web page that has an image you want to save.
- 2. Tap and hold your finger on that image.
- Select Save Image. This saves your image to your Saved Images folder in the Photos app. You can then use this image in any app where you select images from your photo albums.
- 4. Select Copy to copy the image to the Clipboard. You can then go to a program such as Mail or Pages and paste that image into the document you are composing.



# Viewing News Articles with Safari Reader

Web pages on the iPad can be vibrant and pretty. But sometimes the website tries to cram so much text and other junk onto a page that it can be painful to read. You can clear away all the clutter to reveal the text of a news article or blog post using the Reader feature.

- Look for the Reader button in the address field. It will only appear on some news articles and blog posts. Tap it to enter the Reader mode.
- In Reader mode, only the text and inline images of the article appear.
- Tap the font size button to increase or decrease the size of the text.
- **4.** Tap Reader again to return to the regular view of the page.



Revenue was \$28.6 billion, up 82 percent from \$15.7 billion a year ago.

The results were lifted by the sale of 20.3 million iPhones, millions more than analysts had expected. The phone's popularity in Asia, particularly in China, is helping. So is the fact that Apple keeps expanding the number of carriers that self the phone. It was the first full quarter in which the phone was sold by Verizon Wireless, the largest carrier in the U.S. Bérore, only

Apple usually has the year's new iPhone model out by early July. That hasn't happened this year, and analysts expect the new model to come in September instead. Apple executives didn't provide any specifics on a call

Executives also resisted questions on whether Apple will produce a cheaper iPhone to compete against phones powered by Google Inc.'s Android software. Asian competitors like Samsung Electronics, LG Electron-

Analysts were expecting \$24.8 billion.

AT&T sold the phone in the U.S.

with analysts.

# Index

## **Numbers**

1Password app, 333 3G connections Data Roaming, 45 setting up, 44-45

## Α

About section (Settings screen), 24-25 accessories AirPrint, 358-360 Apple Component AV Cable, 364 Apple Composite AV Cable, 364 Apple Digital AV Adapter, 364-365 Apple iPad 2 Dock, 362 Apple iPad Camera Connection Kit, 372-373 Apple iPad Dock to VGA Adapter, 363-364 Apple iPad Keyboard Dock, 368-369 Apple Wireless Keyboard, 365-367 iPad Smart Cover, 361 power chargers, 369-370 protective cases, 370-372 accounts (Twitter), setting up, 151 adapters Apple Digital AV Adapter, 364-365 Apple iPad Dock Connector to VGA Adapter, 264-266

Apple iPad Dock to VGA Adapter, 363-364 Air Hockey app, 348-349 AirPlay, 76 AirPrint, 358-360 albums organizing photos into, 160, 167-168 viewina, 166-167 alert sounds, 26-27 aligning text in documents, 204-205 Angry Birds app, 350-351 app screens, 11 App Store finding apps, 290-291 purchasing apps, 284-286 Apple Component AV Cable, 364 Apple Composite AV Cable, 364 Apple Digital AV Adapter, 364-365 Apple Dock Connector to USB Cable, 369 Apple iPad 10W USB Power Adapter, 369 Apple iPad 2 Dock, 362 Apple iPad Camera Connection Kit, 372-373 Apple iPad Dock Connector to VGA Adapter, 264-266, 363-364 Apple iPad Keyboard Dock, 368-369 Apple Wireless Keyboard, 365-367 appointments, 102-104

apps. See also specific apps deleting, 287 finding, 290-291 aroupina, 50, 288-289 for newspapers, 310 purchasing, 284-286 quitting, 4, 290 rearranging, 287-288 recommending, 295-296 in Settings list, 39 sharing, 296 switching between, 290 synchronization, 50 troubleshooting, 294 viewing running, 289-290 artwork, drawing, 333 audio, 69 adding to video, 189 alert sounds, 26-27 music adding to video, 189 composina, 338-340 listening to, 344-345 playing, 76-78 playlists, 63-64 purchasing from iTunes, 65-67 sonas, 60-62 synchronization, 52-53 podcasts downloadina, 69-71 subscribing to, 71 average function in spreadsheets, 227-230 averaging columns in spreadsheets, 227-230

## B

background images inserting in documents, 217 photos as, 165 sticky notes on, 321-324 battery, charging, 362, 369-370 Bento app, 302-305 Bluetooth address of iPad, 25 Bluetooth keyboards, 365-367 bookmarks inserting in books, 91 setting in Maps app, 275-276

synchronization, 48-49 web page bookmarks. 124-125 deleting, 125-126 savina to home screen. 127-128 syncing, 127 books bookmarks, 91 ePub format, 82 highlighting, 89-90 inserting notes into, 89-90 organizing, 92-93 purchasing, 82-84 reading, 85-87 customizing view, 87-88 on Kindle app, 94 with GoodReader app. 305-307 browsing photos, 160-162 with Safari, 116-117 bulleted lists, 206-207 button lists, 14

buttons. See controls

buying. See purchasing

## С

calculations in spreadsheets, 231,239 Calendar events, 102-104 synchronization, 48-49 views, 105-108 Camera app recording video, 176-177 taking photos, 155-157 camera connections, 372-373 Camera Roll, 160, 178 capacity of iPad, determining, 25 capitalizing letters, 15-16 capturing screen, 171 car chargers, 370 cells in spreadsheets, formatting, 232-234 centering map on current location, 271 charging battery, 362, 369-370

in documents, 215-216 with OmniGraffle app. 313-315 in spreadsheets, 240-242 clip art, importing, 211 clipboard, copying photos to, 165 columns in documents, 208 in spreadsheets averaging, 227-230 totalina, 226 .com button, 117 comic books, reading, 343-344 Comics + app, 343-344 composing email messages, 142-143 music, 338-340 compressing video, 177 computer, synchronization with. See synchronization with iTunes configuring email, 138-140, 146-148 messaging, 148-149 Twitter accounts, 151 connections 3G connections, 44-45 Wi-Fi network connections security, 43 setting up, 42-43 contacts adding, 98-99 assigning photos to, 164 editing, 101-102 searching, 100-101 synchronizing, 48-49, 99 controls. See also interface Home button, 4 music playback, 62 side switch, 6-7 volume control, 6, 26-27 Wake/Sleep button, 5 copy protection for videos, 68 copvina photos to clipboard, 165 text, 17-18 text styles, 203 text/images from web pages, 132

charts, creating

covers iPad Smart Cover, 361 protective cases, 370-372 cropping photos, 163 current location, centering map on, 271 customization alert sounds, 26-27 date/time, 33-34 iBooks settings, 87-88 iPod settings, 37 keyboard settings, 34-35 Notification Center settings, 38 parental restrictions, 30-31 password protection, 28-30 Safari settings, 36 side switch, 32 slideshow settings, 39 Video settings, 39 wallpaper, 22-24

## D

daily view (Calendar), 105 Data Roaming with 3G connections, 45 databases, Bento app, 302-305 date/time formatting in spreadsheets, 244 setting, 33-34 deleting apps, 287 bookmarks (Safari), 125-126 email messages, 144 photos, 172-173 diagrams, creating, 313-315 dictation apps, 325-326 Dictionary (iBooks), 89 dictionary apps, 315-316 Dictionary.com app, 315-316 Digital AV Adapter, 364-365 digital camera connections, 372-373 directions (Maps app), 273-274 disabling MobileMe email account, 57 remote image viewing, 148

docking iPad. 362 keyboards, 368-369 **Document Setup options** (Pages app), 217-218 documents. See also spreadsheets background images, 217 charts, 215-216 column layouts, 208 creating, 198-199 Document Setup options, 217-218 images inserting, 209-211 moving, 211 line spacing, 208 lists, 206-207 printing, 202 shapes inserting, 212 stvlina, 213 sharing on iCloud, 198, 218-219 synchronization, 51 tables creating, 213-215 moving, 215 text aligning, 204-205 copving styles, 203 entering, 198-199 styling, 200-202 double-tapping, 8 downloading podcasts, 69-71 dragging, 8 Dragon Dictation app, 325-326 draw-to-direct games, 350 drawing artwork, 333 DVDs, importing video from, 67

## E

editing contacts, 101-102 photos, 162-163 text, 16-17 video, 179-185

email accounts MobileMe, disabling, 57 synchronization, 48-49

compressing video, 177 configuring, 138-140, 147-148 folders, 142 inbox, notes in, 111 messages composing, 142-143 deleting, 144 movina, 144 reading, 141 receiving, 146 searchina, 145 signatures, creating, 143 multiple inboxes, 142 photos, emailing, 164 spam filtering, 144 emergency contact info on Lock and Home screens, 324 enhancing photos, 163 Epicurious app, 331 ePub format, 82 equations in spreadsheets, 231

events, creating in Calendar, 102-104

Evernote app, 333

external displays, Apple iPad Dock Connector to VBA Adapter, 264-266

## F

FaceTime accounts creating, 189-191 placing calls with, 191-192 receiving calls with, 193-194 troubleshooting, 194 fetch delivery (email), 146 Field Runners app, 353-354 file sharing, 51 filenames, 109 finding apps, 290-291 locations, 270-272 flash (camera), 159 flicking, 9 Flipboard app, 311-312

folders creating, 142 grouping apps into, 288-289 following people on Twitter, 152 footers in documents, 217 in spreadsheets, 236 forgotten passcode, restoring, 30 formatting. See also styling cells, 232-234 date/time formatting, 244 headers/footers, 236 notes, 111 tables, 235-236 text in documents, 204-205 forms creating in spreadsheets, 237-239 filling in, 128-130

formulas, 231-239 four-finger gestures, 9

## G

Galcon Fusion app, 351 Game Center app, 346-348 games Air Hockey app, 348-349 Angry Birds app, 350-351 Field Runners app, 353-354 Galcon Fusion app, 351 Game Center app, 346-348 Gold Strike app, 354-355 Harbor Master app, 350 Highborn app, 349-350 Monkey Island 2 Special Edition app, 352 Plants vs. Zombies app, 352 Real Racing HD app, 354 Scrabble app, 353 GarageBand app, 338-340 Genius playlists, 64 gestures dragging, 8 flicking, 9 four-finger gestures, 9

pinching, 8

tapping, 8

Gold Strike app, 354-355 GoodReader app, 305-307 Google Maps, 274 grouping apps, 50 apps into folders, 288-289 slides, 261 GUI. *See* interface guitar connection cables, 370

## Η

Handbrake, 67 handwriting recognition, 329-330 Harbor Master app, 350 HD (high definition) video, 68 HDMI adapter, 266, 364-365 headers in documents, 217 in spreadsheets, 236 headsets, 373 help. See troubleshooting Highborn app, 349-350 highlights, inserting in books, 89-90 History button (Safari), 122-123 Home button, 4 Home screen, 10 saving bookmarks to, 127-128 sticky notes on, 321-324 Home Sharing, 77-78 home video, 67

iBooks bookmarks, 91 highlights, 89-90 notes, 89-90 organizing books, 92-93 purchasing books from, 82-84 reading books, 85-88 troubleshooting, 89 iCloud sharing documents on, 198, 218-219 synchronization with, 55-57 icons for home screen bookmarks, 128 images background images, inserting in documents, 217 clip art, importing, 211 copying from web pages, 132 including in email messages, 143 inserting in documents, 209-211 moving in documents, 211 photos adding to video, 185-187 browsing, 160-162 croppina, 163 deleting, 172-173 editing, 162-163 emailing, 164 enhancing, 163 in Picture Frame, 169-170 oraanizina into albums, 160.166-168 originals, 164 Photo Stream, 161 removing red eye, 163 rotating, 163 Saved Photos, 160 screen captures, 171 sharing, 164 slideshows, 168-169 synchronization, 53-54 taking, 155-159 types of photos, 160 usage examples, 165 zooming, 162 remote images, disabling viewing of, 148 saving from web pages, 133 slideshow settings, 39 wallpaper, 22-24 IMAP (Internet Message Access Protocol), 138 iMovie app adding photos to video, 185-187 adding sound to video, 189

#### 378

adding video titles, 188-189 editing video, 179-182 editing video transitions, 183-185 importina clip art, 211 video from DVDs. 67 inboxes (email), 142 insertina background images in documents, 217 bookmarks in books, 91 highlights in books, 89-90 images in documents, 209-211 notes in books, 89-90 shapes in documents, 212 interface. See also controls: customization button lists, 14 dragging, 8 flicking, 9 four-finger gestures, 9 on-screen keyboard, 15-16 pinching, 8 screens app screens, 11 Home screen, 10 lock screen, 9-10 Search screen, 11 Settings screen, 12, 24-25, 39 sliders, 13 switches, 13 tab bars, 14 tapping, 8 text copying/pasting, 17-18 editing, 16-17 toolbars, 14 Internet connections 3G connections, 44-45 Wi-Fi network connections security, 43 setting up, 42-43 Internet Message Access Protocol (IMAP), 138 iPad OS version number, 25 iPad Smart Cover, 361 iPad version of web pages, 117 iPhone apps, 292-293

iPod settings, customizing, 37

iPod touch apps, 292-293 iTap VNC app, 300-301

iTunes arranging apps with, 288 purchasing from, 65-67 sharing accounts, 296 synchronization with, 46-47 apps, 50 contacts/calendars/ bookmarks/ email accounts, 48-49 documents, 51 music, 52-53 photos, 53-54

## J-K

keyboard settings, customizing, 34-35 keyboard shortcuts on Apple iPad Keyboard Dock, 368 on Apple Wireless Keyboard, 367 keyboards, 199, 365-367 Apple iPad Keyboard Dock, 368-369

Numbers app options, 223 on-screen keyboard, 15-16, 34-35 USB keyboards, 369, 373 Keynote. *See* presentations Kindle app, 94

## L

letters, capitalizing, 15-16 line spacing in documents, 208 links in web pages, 121 List view (Calendar), 108 listening to music, 60-62, 344-345 lists, creating in documents, 206-207 locations, finding, 270-272 lock screen, 9-10, 321-324 locking iPad, 28

## Μ

magazine apps, 334 Magic Move transition in presentations, 257-258

Mail. See email

Maps app, 269 bookmarks, 275-276 centering on current location, 271 directions, 273-274 locations, finding, 270-272 Satellite View, 277-278 Street View, 279-280 traffic reports, 281

meetings, 102-104

messages email messages composing, 142-143 deletina, 144 moving, 144 reading, 141 receivina, 146 searching, 145 signatures, creating, 143 text messages. See also Twitter sending/receiving, 153 setting up, 151 mind mapping, 317-318 MindNode app, 317-318 MobileMe email account, disabling, 57 calendar synchronization, 49 model numbers, 25-26 Monkey Island 2 Special Edition app, 352 Month view (Calendar), 107 movies. See video moving. See also rearranging apps email messages, 144 images in documents, 211 tables in documents, 215 MP4 format, 72 Multi-Pass, 68 multiple inboxes (email), 142 multiple locations, finding, 272

multiple tables in spreadsheets, 242-243, 246-247 multiple web pages, opening, 131-132 music adding to video, 189 composing, 338-340 listening to, 344-345 playing via AirPlav, 76 via Home Sharing, 77-78 playlists buildina, 63-64 Genius playlists, 64 purchasing from iTunes, 65-67 songs pausing, 62 plavina, 60-62 synchronization, 52-53 mute switch, 6-7, 32

## Ν

navigation. See Maps app Netflix, 72, 341-342 network connections 3G connections, 44-45 Wi-Fi network connections security, 43 setting up, 42-43 news articles, viewing with Safari Reader, 134 newspapers apps for, 310, 334 Flipboard app, 311-312 NewsRack app, 307-310 notes creating, 109-110 filenames for, 109 formatting, lack of, 111 handwriting, 329-330 in email inbox, 111 inserting in books, 89-90 recording, 327-328 Notification Center, 38 numbered lists, creating in documents, 206-207

numbers and punctuation, typing, 15-16

Numbers app, 223. See also spreadsheets

## 0

object transitions in presentations, 259-260 OmniGraffle app, 313-315 on-screen keyboard, 15-16, 34-35 On/Off button, 5 opening multiple web pages, 131-132 organizing apps, 287-288 books, 92-93 photos into albums, 160, 166-168 slides, 261-262 orientation of iPad, 7 of video, 73 orientation lock, 6-7, 32 original photos, 164

## Ρ

Pages app. See also documents Document Setup options, 217-218 Undo button, 200 Pandora app, 344-345 paper size, changing for documents, 217 parentheses in spreadsheet calculations, 231 parental restrictions, 30-31 passcode, restoring, 30 passwords setting, 28-30 storing, 333 pasting text, 17-18 pausing songs, 62 PDF files, reading, 305-307

phone calls, video phone calls creating FaceTime accounts, 189-191 placing, 191-192 receiving, 193-194

#### Photo Booth app, 158-159

Photo Stream, 161

photos adding to video, 185-187 browsing, 160-162 cropping, 163 deleting, 172-173 editina, 162-163 emailing, 164 enhancing, 163 in Picture Frame, 169-170 organizing into albums, 160, 166-168 originals, 164 Photo Stream, 161 removing red eye, 163 rotating, 163 Saved Photos, 160 screen captures, 171 sharing, 164 slideshows creating, 168-169 stopping, 169 synchronization, 53-54 taking with Camera app, 155-157 with Photo Booth app, 158-159 types of photos, 160 usage examples, 165 zooming, 162 Photos app. See photos physics games, 350-351 Picture Frame, viewing photos in, 169-170 pinching, 8 placing video phone calls, 191-192 Plants vs. Zombies app, 352 plaving music/video, 60-62 via AirPlay, 76 via Home Sharing, 77-78 presentations, 263-266 video, 72-73 YouTube video, 74-75

#### 380

sharing

playlists. See also music building, 63-64 Genius playlists, 64 podcasts downloading, 69-71 subscribing to, 71 POP (Post Office Protocol), 138 power supplies, 362, 369-370 presentations building, 250-251 playing, 263-266 slides building, 252-255 organizing, 261-262 transitions, 256-260 themes, 252 previewing video transitions, 185 printing with AirPrint, 358-360 documents, 202, 206 web pages, 124 protective cases, 370-372 punctuation, typing, 15-16 purchasing apps, 284-286 books, 82-84 from iTunes, 65-67 video, 68 push delivery (email), 146

## Q-R

quitting apps, 4, 290 racing games, 354 radio, 344-345 Reader (Safari), 134 reading books, 85-87 customizing view, 87-88 with GoodReader app, 305-307 on Kindle app, 94 comic books, 343-344 email messages, 141 text messages, 149-150 reading lists (Safari), 125 Real Racing HD app, 354 rearranging apps, 287-288

receiving email messages, 146 video phone calls, 193-194 recipes, Epicurious app, 331 recommending apps, 295-296 recordina notes, 327-328 video, 176-177 red eye, removing, 163 reminders, setting, 111-113 remote images, disabling viewing of, 148 rented video, 68 resolution of photos, 157 restoring passcode, 30 restrictions, 30-31 roaming, data, 45 rotating photos, 163 routes, mapping, 273-274 RSS feeds, 307-310 running apps, viewing, 289-290

## S

Safari bookmarking web pages, 124-125 browsing with, 116-117 copying text/images from web pages, 132 customizing settings, 36 deleting bookmarks, 125-126 filling in web forms, 128-130 Google Maps in, 274 links in, 121 opening multiple web pages, 131-132 printing web pages, 124 saving bookmarks to home screen, 127-128 saving images from web pages, 133 searching with, 117-119 syncing bookmarks, 127 viewing news articles with Safari Reader, 134 viewing web pages, 119-123

Safari Reader, 134 Satellite View (Maps app), 277-278 Saved Photos, 160, 172-173 saving bookmarks, 127-128 images from web pages, 133 Scrabble app, 353 screen captures, 171 screen gestures. See gestures screens app screens, 11 Home screen, 10 lock screen, 9-10 Search screen, 11 Settings screen, 12, 24-25.39 SD (standard definition) video. 68 SD card connections, 372-373 Search (iBooks), 89 Search screen, 11 searching contacts, 100-101 email messages, 145 for places, 272 with Safari, 117-119 season passes for TV shows, 68 security for Wi-Fi network connections, 43 password protection, 28-30 sending text messages, 149-150 tweets, 153 serial numbers, 25 Settings screen, 12 About section, 24-25 apps in, 39 shaking iPad, 7 shapes, inserting in documents, 212-213 sharing apps, 296 documents on iCloud, 198, 218-219 photos, 164 troubleshooting, 51 video, 182

#### 381

sheets in spreadsheets, 222 shooting video. See recording video shutting down iPad, 5 side switch, 6-7, 32 signatures (email), 143 SketchBook Pro app, 333 Skype app, 319-320 sleep mode, 5 sliders, 13 slideshows building, 252-255 creating, 168-169 customizing, 39 organizing, 261-262 stopping, 169 transitions, 256-260 Magic Move transition, 257-258 object transitions, 259-260 viewing, 169-170, 252 smart covers, 361 songs. See music sound. See audio spam filters, 144 special keys on Apple iPad Keyboard Dock, 368 on Apple Wireless Keyboard, 367 spreadsheets calculations, 231, 239 cells, 232-234 charts, 240-242 columns averaging, 227-230 totaling, 226 creating, 222-225 date/time formatting, 244 forms, 237-239 headers/footers, 236 tables formatting, 235-236 multiple tables in, 242-243, 246-247 selecting, 243 starting iPad, 5 StarWalk app, 333 Stick It app, 321-324

sticky notes, 321-324 stopping slideshows, 169 storage space for video, 68 storing passwords, 333 strategy games, 349-352 Street View (Maps app), 279-280 styling shapes, 213 text, 200-203 subscribing to podcasts, 71 sum function (spreadsheets), 226 switches, 13 switching between apps, 290 synchronization bookmarks (Safari), 127 contacts, 99 with iCloud, 55, 57 with iTunes, 46-47 apps, 50 contacts/calendars/ bookmarks/ email accounts, 48-49 documents, 51 music, 52-53 photos, 53-54

## Т

tab bars, 14 tables in documents creating, 213-215 moving, 215 in spreadsheets, 222 formatting, 235-236 multiple tables, 242-243, 246-247 selecting, 243 tabs in documents, 205 taking photos with Camera app, 155-157 with Photo Booth app, 158-159 tapping, 8 text copying from web pages, 132 copying/pasting, 17-18

editing, 16-17 in documents alianina. 204-205 column lavouts, 208 copying styles, 203 entering, 198-199 line spacing, 208 lists, creating, 206-207 styling, 200, 202 typing, 15-16 text messages. See also Twitter sendina/receivina, 149-150 setting up, 148-149 themes in presentations, 252 thesaurus apps, 315-316 Things app, 333 thumbnail images, assigning to contacts, 164 time-delayed rentals (video), 68 time/date setting, 33-34 formatting in spreadsheets, 244 titles, adding to video, 188-189 to-do lists, 109-110 toolbars, 14 totaling columns in spreadsheets, 226 tower defense games, 353-354 traffic reports, 281 transitions, 256-260 editina, 183-185 Magic Move transition, 257-258 object transitions, 259-260 trimming video, 178 troubleshooting apps, 294 calculations in spreadsheets, 239 calendar synchronization, 49 FaceTime, 194 file sharing, 51 forgotten passcode, 30 iBooks, 89 notes in email inbox, 111 viewing presentations with VGA Adapter, 266 VNC connections, 301

turn-based strategy games, 349-350

turning off iPad, 5

TV hookups, Apple iPad Dock Connector to VGA Adapter, 264-266

TV shows Multi-Pass, 68 season passes, 68 watching with Netflix app, 341-342

tweets, sending, 153

Twitter following people on, 152 sending tweets, 153 setting up, 151

typing capital letters, 15-16 with on-screen keyboard, 15-16 text, 15-16 URLs, 117

## U

UI. See interface Undo button (Pages app), 200 Universal Resource Locator (URL), 117 updating calculations in spreadsheets, 239 URL (Universal Resource Locator), 117 USA Today app, 334 USB headset connections, 373 USB keyboards, 369, 373 user interface. See interface

## V

version number of iPad OS, 25 VGA adapters, Apple iPad Dock to VGA Adapter, 264-266, 363-364 video

alternatives to Apple, 72 compressing, 177

editing in iMovie, 179-182 photos, 185-187 sound, 189 titles. 188-189 transitions, 183-185 HD versus SD. 68 home video, 67 importing from DVDs, 67 MP4 format, 72 orientation, 73 playing, 72-73 via AirPlav, 76 via Home Sharing, 77-78 YouTube video, 74-75 podcasts downloading, 69-71 subscribing to, 71 purchasing, 68 recording, 176-177 sharing, 182 space constraints, 68 trimming, 178 watching with Netflix app, 341-342 video phone calls FaceTime accounts, creating, 189-191

placing, 191-192 receiving, 193-194 Video settings, 39 viewing. See also playing albums, 166-167 maps Satellite View, 277-278 Street View, 279-280 photos, 160-162 as slideshow. 168-169 in Picture Frame, 169-170 remote images, disabling, 148 running apps, 289-290 slides, 252 web pages, 119-123

Virtual Network Computing (VNC), 300-301 VNC (Virtual Network

Computing), 300-301

Voice Memos app, 327-328 VOIP (voice over IP) apps, 319-320

volume control, 6, 26-27

## W

Wake/Sleep button, 5 wallpaper, 22-24 watching movies with Netflix app, 341-342 The Weather Channel Max+ app, 334 web pages bookmarks, 124-125 deleting, 125-126 saving to home screen, 127-128 syncing, 127 browsing, 116-117 copying text/images, 132 filling in forms, 128-130 iPad versions, 117 links in, 121 opening multiple, 131-132 printing, 124 saving images, 133 searching for, 117-119 viewing, 119-123 weekly view (Calendar), 106 Wi-Fi address of iPad, 25 Wi-Fi network connections security, 43 setting up, 42-43 wireless keyboards, 365-367 Wolfram Alpha app, 333 word processing. See documents WritePad app, 329-330 writing email messages, 142-143

## Y-Z

Year view (Calendar), 108 YouTube videos, playing, 74-75

Zinio app, 334 zooming photos, 162