

My iPad[®] for Kids



COVERS
iOS 5.1 and
iPad 3rd gen

My iPad[®] for Kids

Sam Costello



que[®]

800 East 96th Street,
Indianapolis, Indiana 46240 USA

My iPad® for Kids

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Contents at a Glance

Chapter 1	Please Touch: How the iPad Works	3
Chapter 2	Getting Started: Set Up and Sync Your iPad	13
Chapter 3	It's All Yours! Customizing Your iPad	45
Chapter 4	Surf's Up! Using the Internet	57
Chapter 5	Talk to Me: Texting, Chatting, and Email	71
Chapter 6	Get Ready for Your Close Up! It's FaceTime!	95
Chapter 7	Using Your iPad for School	103
Chapter 8	Get Organized with Calendar and Reminders	129
Chapter 9	E-books and iBooks	141
Chapter 10	Using Your iPad in Fourth Grade	165
Chapter 11	Using Your iPad in Fifth Grade	187
Chapter 12	Using Your iPad in Sixth Grade	209
Chapter 13	Using Your iPad in Seventh Grade	231
Chapter 14	Rock Out: Music on the iPad	253
Chapter 15	Lights, Camera, Action: Videos and Photos	265
Chapter 16	It's Play Time: Gaming on the iPad	293
Chapter 17	Fixing Problems Yourself	307
Chapter 18	Taking Care of Your iPad	325
	Index	333

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
	Understanding the Buttons and Ports	5
	Side Switch for Screen Lock or Mute	7
	Changing How the Side Switch Works	7
	Controlling by Touch	8
	Using the Home Screen	9
2	Getting Started: Set Up and Sync Your iPad	13
	Setting Up and Syncing Your iPad	14
	Setting Up the iPad	15
	Creating an Apple ID on the iPad	19
	Syncing with iTunes	21
	Getting Music, Apps, and More at the iTunes Store	34
	Downloading Using the iTunes App	35
	Downloading Using the App Store App	37
	iTunes Allowance: What It Is and Why Your Parents Should Give You One	40
	Setting Up an iTunes Allowance	40
	Lost and Found: Find My iPad	41
	Setting Up Find My iPad	42
	Spotlight Search	43
	Using Spotlight	43
3	It's All Yours! Customizing Your iPad	45
	Changing the Wallpaper and Lock Screen	45
	Setting Your Wallpaper and Lock Screen	46
	Putting Pictures on Your iPad	47
	Saving Pictures from the Internet	48

Arranging Your Apps and Making Folders	48
Arranging Apps	49
Moving Apps to New Screens	50
Making Folders	51
Editing and Deleting Folders	51
Adding Extra Apps to Your Dock	52
Customizing Your iPad's Sounds	53
Choosing Your Sounds	53
Screen Brightness	54
Changing Screen Brightness	55

4 Surf's Up! Using the Internet **57**

The Two Kinds of iPads	57
Wi-Fi iPads	58
Finding and Using Wi-Fi Networks	59
Wi-Fi + 4G iPads	60
Let's Go on Safari: Using the iPad Web Browser	61
Zooming In and Out	62
Opening a Link in a New Tab	63
Emailing a Web Page	64
Printing a Web Page	65
Making Bookmarks	66
Why Some Sites and Videos Don't Work	66
Be Safe: On the Internet	67
Awesome Apps	68

5 Talk to Me: Texting, Chatting, and Email **71**

Using Contacts	72
Adding People to Your Contacts	73
Add Photos to Contacts	75
Editing Contacts	76
Deleting a Contact	77
Awesome Apps	78
Using Messages	79
Sending Messages Using Messages	80
Undelivered Messages	81

Managing Multiple Messages Conversations	81
Deleting Messages	82
Deleting a Conversation	83
Finding Great Texting Apps	83
Awesome Chat and Instant Messaging Apps	84
Talk to Friends with Social Media	85
Email	86
Setting Up Your First Email Account on Your iPad	87
Writing and Sending Email	89
Reading, Saving, and Deleting Email	91
Deleting Email	92
Moving Email	92
Be Safe: Texting, Chatting, and Emailing	93

6 Get Ready for Your Close Up! It's FaceTime! 95

Setting Up FaceTime	95
Making FaceTime Calls	96
Who You Can Call and Who You Can't	97
Answering FaceTime Calls	97
Skype: FaceTime for People Without FaceTime	98
Adding Friends in Skype	98
Making Video Calls Using Skype	99
Be Safe: On FaceTime and Skype	101

7 Using Your iPad for School 103

Writing and Printing on the iPad	103
Which Keyboards You Can Use	104
Connecting a Bluetooth Keyboard to Your iPad	105
Using the Onscreen Keyboard	106
Entering Numbers or Symbols	106
Entering Accent Marks and Alternate Symbols	107
Enabling the Caps Lock	107
Copying and Pasting Text	108
Syncing Documents to Your iPad with iTunes	110
AirPrint and Compatible Printers	111
How to Print	111

Writing Apps: Notes	111
Creating a New Note	112
Printing and Deleting Notes	112
Viewing the Notes List	113
Writing Apps: Pages	113
Creating a Basic Document	114
Formatting a Document	115
Advanced Formatting Options	115
Adding Headers and Footers	116
Adding Images to a Document	117
Formatting Images and Shapes	118
Formatting Tables	118
Naming a Document	119
Printing a Document	119
Emailing a Document	121
Deleting Documents	122
Awesome Apps	122
Using the Internet for Homework	124
How to Do Research Online	124
Choosing Good Sources	124
Using Research in Your Papers	126

8**Get Organized with Calendar and Reminders** **129**

Using Calendar	129
Adding Events	130
Creating Alerts	131
Deleting Events	132
Using Multiple Calendars	133
Deleting a Calendar	135
Using Reminders	135
Creating Reminders	136
More Reminder Options	136
Deleting Reminders	138
Creating To-Do Lists	138
Awesome Apps	139

9 E-books and iBooks 141

Where to Find and Buy E-books	142
Buying E-books at the iBookstore	144
Deleting Books	145
Reading Your iBook	146
Searching in iBooks	148
Making Bookmarks	149
Highlighting Text	150
Adding Notes to iBooks	151
Getting E-books from Amazon and Barnes & Noble	152
Buying an E-book at Amazon	152
Buying an E-book at Barnes & Noble	154
Getting E-books from the Library	155
Finding Your Library with OverDrive	156
Checking Out a Book with OverDrive	157
Awesome Apps	158
Getting Magazines and Newspapers with Newsstand	159
Buying at Newsstand	159
Buying Individual Issues or Subscriptions	160
Reading Magazines and Newspapers	160
Deleting Magazines and Newspapers from Newsstand	161
Awesome Apps	162

10 Using Your iPad in Fourth Grade 165

English/Language Arts	166
Show Off That Fancy Vocabulary with Boggle	166
Perfect Your Handwriting with Cursive Practice	166
Make Grammar Fun with Grammar Games	167
Write Better Sentences with SentenceBuilder for iPad	167
Improve Your Spelling with Simplex Spelling Phonics 1	167
Master New Words with Dictionary.com	168
Looking Up Definitions with Dictionary.com	168
Discovering Synonyms and Antonyms Using the Thesaurus	169

Math	170
Your Smarts Get Rewarded in MathGirl Addition House	170
Kung Fu Learning! Math Ninja HD	170
Save a Falling Star Using Motion Math HD	171
Build Spaceships by Solving Problems in Rocket Math	171
Solve Equations in Many Ways with Math Mago	171
Testing Your Math Skills with Math Mago	172
Science	173
Travel to Other Planets Using Britannica Kids: Solar System	173
Learning Gets Your Hands Dirty in Kid Science: Gross Science	173
Discover the History of the Stars with Solar Walk	174
Investigate the Solar System Using Solar Walk	174
Watch Videos About Space	175
History/Social Studies	175
History in the Right Order: American History Time Line	175
A Roadtrip, 1800s Style: The Oregon Trail	176
Fit the Country Together in Stack the States	176
Learn the Lay of the Land with U.S. Geography by Discovery Education	177
Meet Each Region in U.S. Geography by Discovery Education	177
Music	179
Play or Create Your Own Songs with DoReMi 1-2-3	179
Get Funky in Easy Beats 2 Pro Drum Machine	179
Tickle the Ivories with Learn Piano HD	180
Start Reading Sheet Music in Treble Clef Kids	180
Art	180
Finger Paint on Your iPad with Doodle Buddy for iPad	181
Create Fun Scenes with Kid Art for iPad	181
Draw and Color Your Favorite Animals in iLuv Drawing Animals	181
Draw a Cat with iLuv Drawing Animals	182
Foreign Language	184
Feed Your Brain with MindSnacks Apps	184
Learn Basic Vocabulary	185

11	Using Your iPad in Fifth Grade	187
	English/Language Arts	187
	Build a Bigger Vocabulary with 5th Grade Vocabulary Prep	188
	Object Meets Action in GrammarPrep: Subjects and Verbs	188
	Smooth Out Your Sentences with GrammarPrep:	
	Fragments, Run-ons, and Comma Splices	188
	Write Your Own Book with Storybuddy 2	189
	Verbs and Vocab: iTooch ENGLISH Grade 5	189
	Test Your Grammar Skills	190
	Math	191
	Prepare for Standardized Tests with 5th Grade	
	Math Testing Prep	191
	Learning Games in Epic Math HD	191
	A Whole New Kind of Math: Fractions App by Tap to Learn	192
	Geometry, Graphs, and Game Center: iTooch MATH Grade 5	192
	Solve Equations Under the Sea with Lobster Diver HD	193
	Show Your Work on the Virtual Chalkboard in MathBoard	193
	Customizing Your Questions	194
	Testing Your Skills with MathBoard	195
	Science	196
	Discover the Secrets of DNA in Cell and Cell Structure	196
	Find Out How Lasers Work in Bobo Explores Light	196
	Learn About Lightning	197
	History/Social Studies	198
	Relive the War with The Civil War Today	198
	See How the Country Developed with History:	
	Maps of the United States	199
	LineTime: World History Timeline HD	199
	Meet Our Leaders in American Presidents for iPad	200
	Meeting a President	200
	Music	201
	Fine-Tune Your Ear for Music with EarMan HD	201
	Make Beautiful Music Without a Piano in Magic Piano HD	202
	Drag and Drop Composing: PatternMusic MXXIV	202
	Start Your Path to Superstardom with Rock Prodigy: Guitar	203
	Playing Your First Tune	204

Art	204
Your Art Comes Alive in Dolnk Animation & Drawing	204
Discover an Important Artist by Visiting Frida's World	205
Draw Your Favorite Characters with Manga Art Academy HD	205
Create More Than Art Using Sketches 2	206
How to Make Origami	206
Foreign Language	206
Living Language—French for iPad and Spanish for iPad	206
Ana Lomba's French/Spanish for Kids: The Red Hen	207
Reading the Red Hen in French	207

12 Using Your iPad in Sixth Grade 209

English/Language Arts	209
Augment Your Terminology Using 6th Grade Vocabulary Prep	210
Cite Your Sources with EasyBib for iPad	210
Meet a Small Mark with a Big Role in GrammarPrep: Using Commas	211
Train Your Fingers in TapTyping	211
Sink Language Errors with Zombie Grammar Force	212
Reviewing Parts of Speech	212
Math	213
Prepare for Your State Tests Using 6th Grade Math Testing Prep	213
Real-Life Math: Math Snacks HD	213
Find the Math in Stories with Math Word Problems Grade 6	214
Do Better Math in Your Head in Mathemagics	214
Solve Problems with Logic Using MathLands	214
Science	215
Get Close Without Getting Burned: 3D Sun	215
Learn About Walking on the Moon from Buzz Aldrin Portal to Science and Space Exploration HD	216
Discover the Stars Right Above You in Distant Suns 3	216
Shake Things Up with iQuakeMini	216
Find Where the Nearest Volcano Is in Britannica Kids: Volcanoes	217
Discovering Individual Volcanoes	217

History/Social Studies	218
From Gladiators to Emperors in Britannica Kids: Ancient Rome	218
Track Thousands of Years with Chinese History Timeline	219
Discover the Foundation of Our Country in Constitution and Federalist Papers	219
America's Founding Document: Declaration for iPad	220
Thrilling Tales in the Myths and Legends of Ancient Greece and Rome—AudioBook	220
Find Fun in the Past with World History Games	221
Much More Than Mummies—Britannica Kids: Ancient Egypt	221
Music	222
Learn at Your Speed with Amazing Slow Downer Lite	222
Make Music and Podcasts in GarageBand	223
Improve Your Playing with Pianist Pro	223
Play the Classics in Virtual Sheet Music	223
Downloading and Playing Sheet Music	224
Art	226
Step Up to the Art Table in Drawing Pad	226
Create Dazzling Designs with Meritum Paint Pro	226
Professional-Level Art Tools Using SketchBook Pro for iPad	227
Foreign Language	228
Spanish/French in a Month HD	228
Learning Basic Vocabulary	229

13 Using Your iPad in Seventh Grade 231

English/Language Arts	232
Level Up Your English Skills in Grammar Up	232
Understand How Stories Work Using Literary Analysis Guide	232
Organize Your Thoughts with Outliner for iPad	233
Crossword-Style Competition: Scrabble	233
Take Better Notes with Evernote	234
Taking Notes with Evernote	235
Math	237
From Algebra to Statistics: 7th Grade Math Testing Prep	237
Find Out When You'll Use This Stuff with Elevated Math	237
Monkey Math: Middle School Math Pro 7th Grade	238

Multitouch Math: Algebra Touch	238
Learn Order of Operations	239
Science	240
See Cells How Scientists Do in 3D Cell Simulation and Stain Tool	240
Go from Egg to Adult in A Life Cycle App	240
Get Under Your Skin Using Powers of Minus Ten— Cells and Genetics	241
Meet the Beautiful Building Blocks of Life in The Elements: A Visual Exploration	241
History/Social Studies	242
Discover Mexico's Ancient Rulers in Britannica Kids: Aztec Empire	242
Discover the Power of Reason in the Enlightenment 101: The TextVook	243
Sail Uncharted Seas in European Exploration: The Age of Discovery	243
Encounter the Lost Maya Civilization	244
Experience Europe's Rebirth in Renaissance History 101: The Animated TextVook	244
Tour the Globe Using The World by National Geographic	244
Music	245
Learn Songs at Your Speed with Capo	245
Become the Life of the Party Using djay	245
Compose Electronic Masterpieces Using Looptastic HD	246
A Comprehensive Tune-Up: Guitar Toolkit	246
Tune Your Guitar Using Guitar Toolkit	247
Art	247
Get Painting Using ArtStudio for iPad	248
A Bucket of Paintbrushes in One App: Brushes	248
Meet the Masters in Monet HD and Other Apps	248
Discovering Monet's Water Lilies	249
Foreign Language	250
Veni, Vidi, Vici: Latin Phrases	250
Living Language Apps	251
Learn up to 30 Languages with Language Coach	251

14	Rock Out: Music on the iPad	253
	Getting Music for Your iPad	253
	Ripping CDs	254
	iTunes and Other Online Music Stores	255
	Apps	256
	Using the Music App	257
	Playing Music	257
	Music App Options and Controls	258
	Making and Using Playlists	260
	Making a Playlist	260
	Deleting a Playlist	262
	Listen Carefully: Protecting Your Hearing	262
	Awesome Apps	263
15	Lights, Camera, Action: Videos and Photos	265
	Watching Videos from YouTube or iTunes	265
	Finding Videos at YouTube	266
	Watching Videos at YouTube	267
	Movies from iTunes	268
	Buying or Renting Movies	269
	Buying TV Shows from iTunes	270
	Watching the Movies and TV Shows You Got from iTunes	272
	Using the iPad's Cameras and Apps	273
	Taking Photos	273
	Zooming In for Photos	274
	Focusing the iPad's Cameras	275
	Recording Video	276
	Using Photo Booth	277
	Deleting Photo Booth Photos	278
	Using the Photos App	278
	Viewing Your Photos	279
	Watching Your Videos	280
	Deleting Photos	281
	Working with Photo Albums	282
	Creating a New Album	282

Moving Photos to Photo Albums	284
Deleting Photo Albums	285
Sharing Pictures and Video	286
Sharing by Email	286
Sharing with Messages	287
Be Safe: With Photos and Videos	288
Awesome Apps	289
For Photography	289
For Making Videos	290
For Watching Videos	290

16 It's Play Time: Gaming on the iPad 293

Getting Games	294
Downloading Games at the App Store	295
Using Game Center	297
Adding an Existing Photo to Your Game Center Account	298
Connecting with Friends	300
Checking Your Scores and Achievements	301
Challenging People to Games	302
Be Safe: On Game Center	303
Awesome Apps	303

17 Fixing Problems Yourself 307

Restarting a Frozen iPad	308
Restarting Your iPad	308
Hard Resetting Your iPad	308
Make Your Battery Last Longer	309
Finding a Lost iPad	312
Using Find My iPad	313
What to Do If Your iPad Gets Wet	315
Backing Up Your iPad	316
Backup Using iCloud	317
Backup by Syncing	318
Restoring Your Data from Backup	319

Restoring from iCloud	319
Restoring from iTunes	321
Redownloading from iCloud	322
How to Redownload Purchases	322

18 Taking Care of Your iPad 325

Keeping Your iPad Safe	326
Setting a Passcode Lock	327
Passcode Options	328
Caring for Your iPad	329
Keep It Away from Water and Food	329
Don't Drop It	329
Cases and Screen Protectors	330
What to Use—and Not Use—for Cleaning	331

Index 333

Online Extras

Visit **www.informit.com/title/9780789749512** 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!

About the Author

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.

Sam has been the About.com Guide to iPhone and iPod since 2007. At that site—<http://ipod.about.com>—he writes reviews, how-to's, and tech support articles about the iPhone, iPod, iTunes, and other Apple technologies.

In addition to nonfiction writing, he also writes comics and short stories.

By day, Sam is a technology manager at the Boston office of Digitas, a leading digital marketing agency.

Sam lives with his girlfriend Jenn and their two cats, Oni and Clarence. He holds a Media Studies degree from Ithaca College.

Website: <http://www.samcostello.net>

Twitter: @samcostello

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.

Acknowledgments

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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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.

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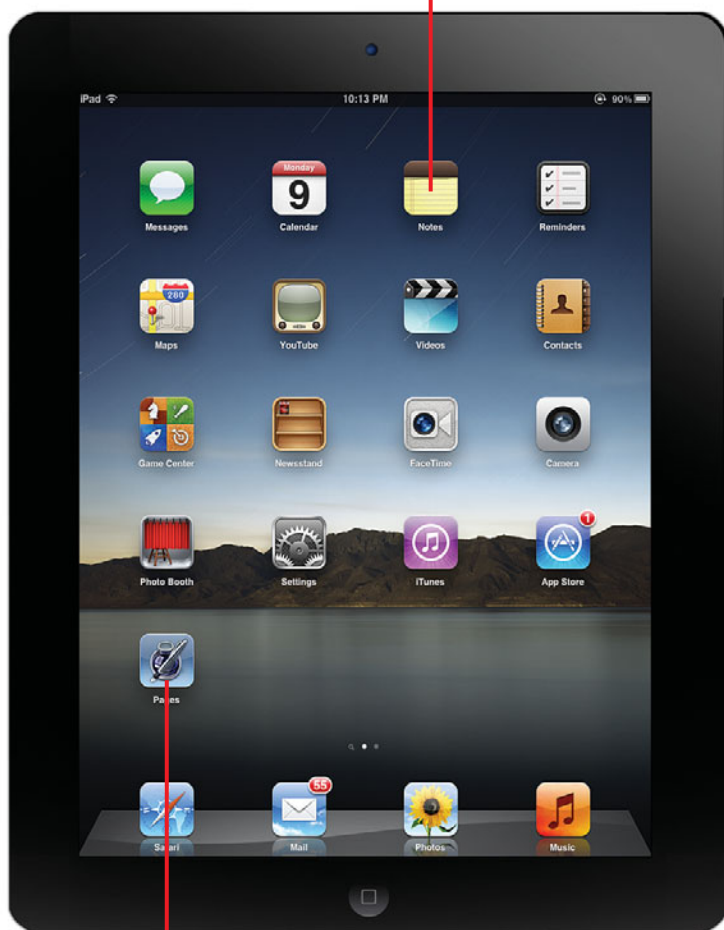
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You'll learn advanced tips on how to get the most out of ringtones, email, and Pages. Discover where to get free e-books, suggestions for more learning apps for school, and how to play games from your iPad on an HDTV.

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Write shorter documents
with Notes.



Write school papers on
your iPad using Pages.

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

- 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 may 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'll 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, while 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 one could be better in bed or in your lap).

>>> *step-by-step*

Connecting a Bluetooth Keyboard to Your iPad

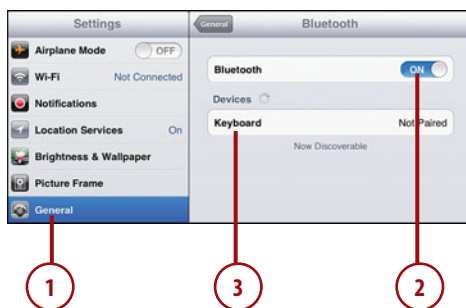
If you choose a Bluetooth keyboard, a few steps need to be followed to connect it. Before you begin, make sure your keyboard is near the iPad; Bluetooth can only connect devices that are within a few feet of each other. Also, make sure the keyboard has charged batteries in it. Now you can follow these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

1. Open the Settings app on your iPad and tap General.
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 will appear on the iPad with four numbers in it. Type them on your keyboard and then press Enter on the keyboard.
5. 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).



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.

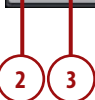
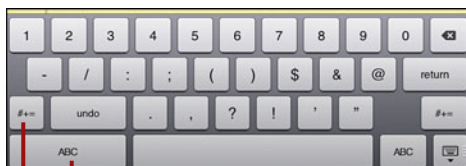
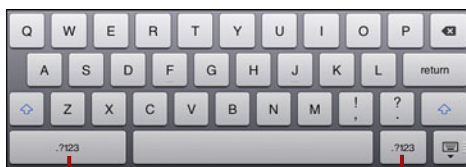


>>>step-by-step

Entering Numbers or Symbols

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

1. Tap the number button. The keyboard changes to show numbers and some basic punctuation marks.
2. 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.
3. 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).



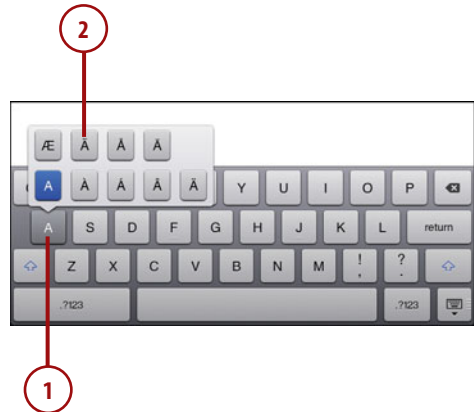
>>> *step-by-step*

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'll 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:

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

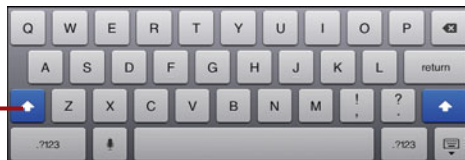


Enabling the Caps Lock

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 will turn 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.



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 use 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). Once you've done that, follow these steps:

>>>step-by-step

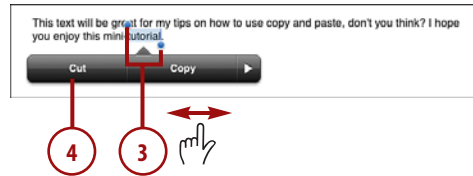
1. Tap and hold on the text you want to copy until the magnifying glass pops up. Then let go.
2. To select just one section of the text, tap Select.

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 will be highlighted in blue. The blue 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.
5. 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.



AUTOCORRECT

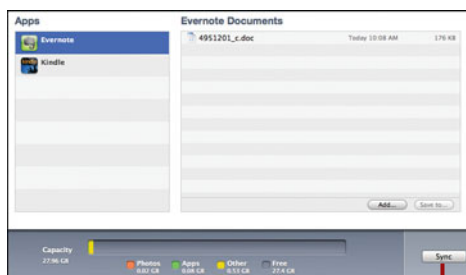
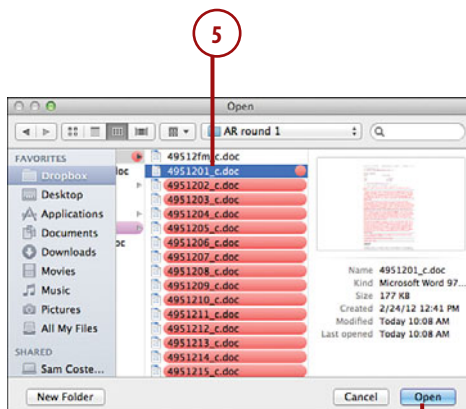
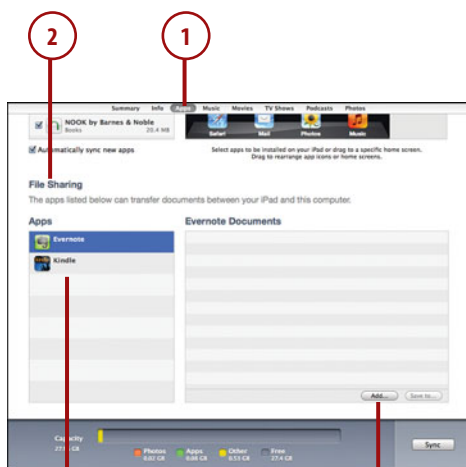
Not a great speller? Don't worry. The iPad has a feature called Autocorrect that automatically fixes any spelling mistakes you make. When you type a word the iPad thinks is misspelled, a little box pops up beneath it with a suggested change. To use the suggestion, tap the spacebar to make the change. 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 makes Autocorrect changes automatically, sometimes you'll accept suggestions that you don't mean to and mess up what you're writing.

>>> *step-by-step*

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. Once you've done that, follow these steps:

1. In iTunes, click the Apps tab to access the document-sharing options.
2. Scroll to the bottom of that screen and find File Sharing.
3. You'll 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.
5. Browse through the window until you find the document you want to sync. Click once on the document.
6. 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'll be able to start reading them.



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 will 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—like 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. This chapter includes tips on how to print in two writing apps, Notes and Pages. Many other apps that can print will 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 next section on Pages, or the Awesome Apps recommendations 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.



Notes is a free app that comes with your iPad.

>>> *step-by-step*

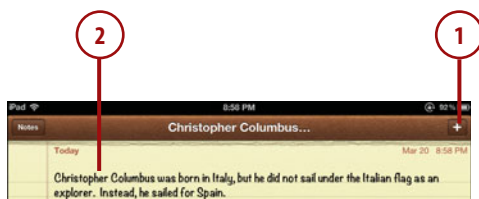
Creating a New Note

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 will appear. Begin writing.

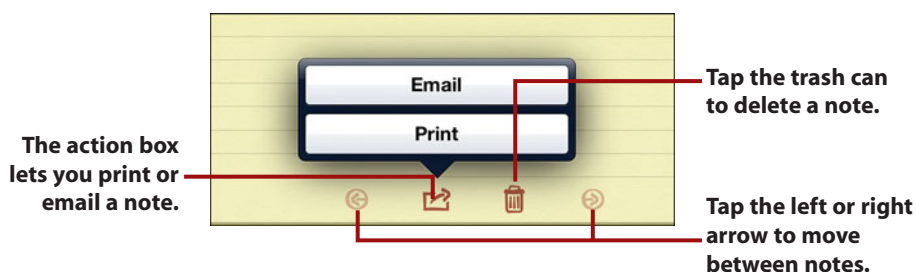
Saving Your Note

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



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'll have options such as:

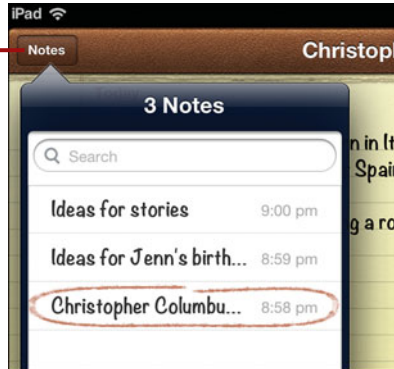


- To email or print a note, tap the Action box at the bottom of the page and tap Email or Print. When you tap Email, a new, blank email will be created with the text of the note in it. When you tap Print, you'll have to select your printer and the number of copies you want to print.
- To delete a note,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

Viewing the Notes List

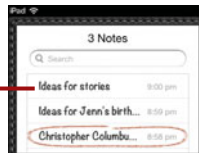
If you've created more than one note, you have two ways to see a list of all your notes so you can choose the one you want:

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.

To see a note, just tap it in the sidebar.



- 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've got the tools to create homework that really wows your teachers.

>>> *step-by-step*

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.

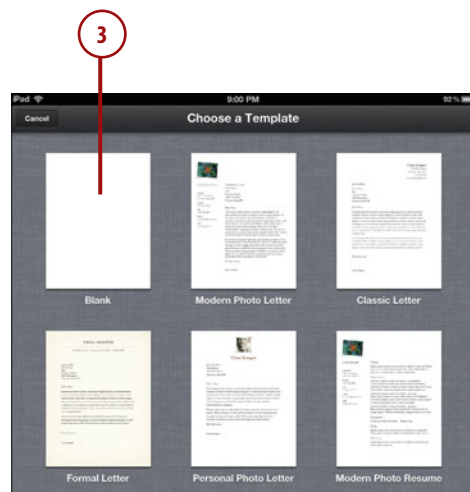
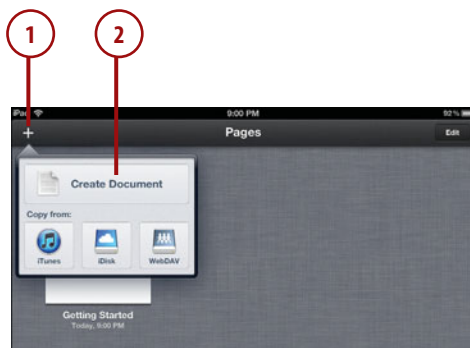
Documents Save Automatically

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'll 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

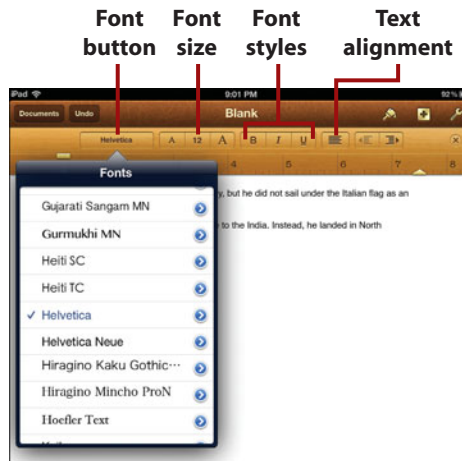
Pages comes with lots of different templates designed for various uses. They include different styles of letters, flyers, and school papers. Experiment with the templates when you have different kinds of documents to create. They'll make it easier to create great-looking papers.



Formatting a Document

Once 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 may 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:

- **Styles**—The default tab is Styles 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, while 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, then Settings, and then move the Word Count slider to On. You'll see the word count at the bottom of the page. It updates as you add or delete words.

>>>step-by-step

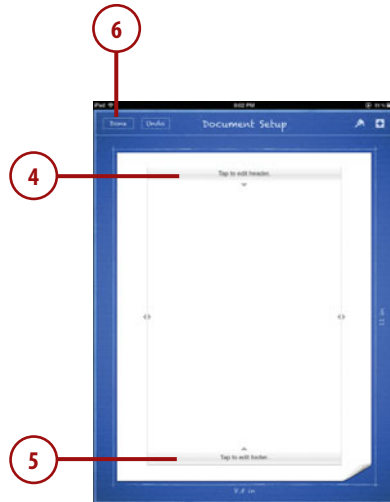
Adding Headers and Footers

You may 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, while footers often show page numbers. Once you've set them up, they automatically get added to each page. Here's how to add them:

1. 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. When you've created the header you want, tap the page.
5. 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.
6. 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.

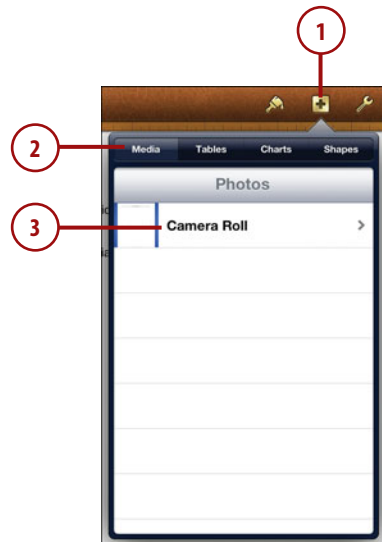


>>>step-by-step

Adding Images to a Document

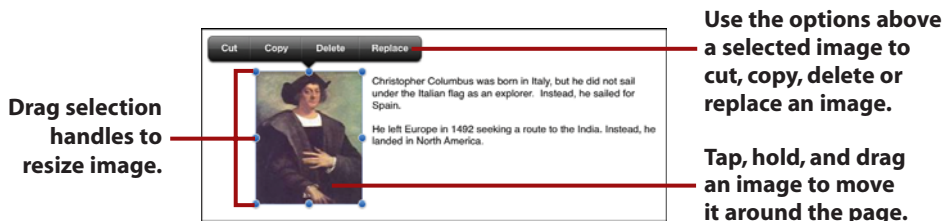
One of the really cool things about Pages is that it's easy to add images to make your document look extra good. To do that, start by tapping the document you want to add an image to and then follow these steps:

1. Tap the Plus icon.
2. To add a photo, tap Media from the drop-down menu.
3. 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.
4. Tap the image you want and it will be added to your document.



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 will flow around it.
- To delete the image or shape, tap it and then tap Delete from the pop-up menu.

Formatting Tables

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



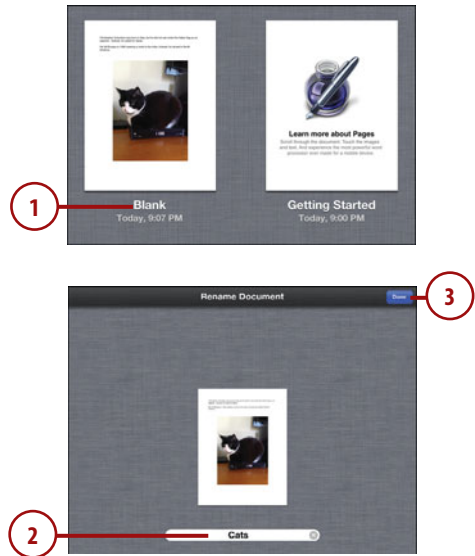
- Add or remove rows (the horizontal strips that make up part of the table) by tapping the rows button and then tapping the up or down arrow to choose the number of rows the table should have. Adding or removing columns (the vertical strips in the table) works the same way.
- To move the table, tap and 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.

>>>step-by-step

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. To do that:

1. Find the document you want to rename and tap on its current name underneath its icon.
2. Tap the X in the box to delete the current name and type in a new one.
3. Tap Done and the new name will be saved.



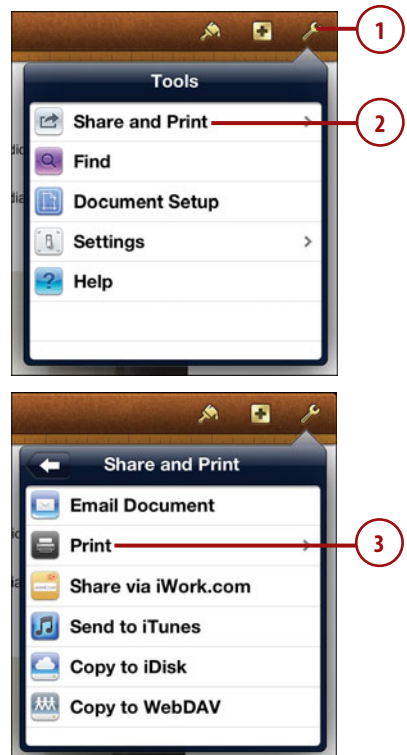
>>>step-by-step

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.

Continues...



4. 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.
5. 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.

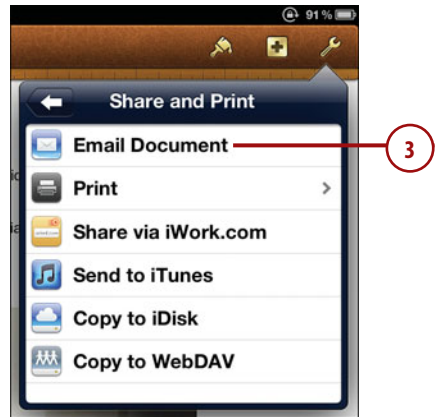


>>> *step-by-step*

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 teacher what format they want before you send. Different teachers will want you to send different formats.
5. 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.

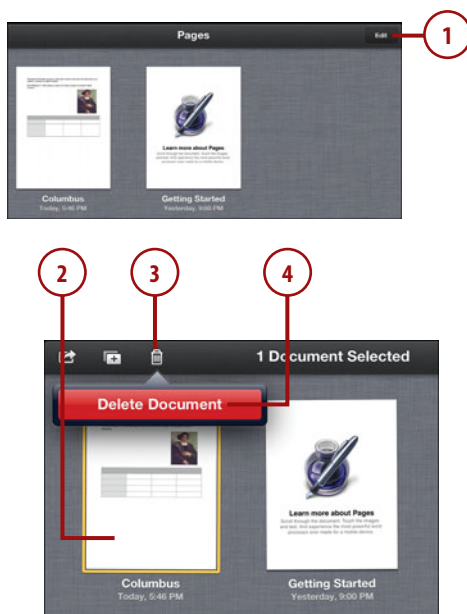


>>> *step-by-step*

Deleting Documents

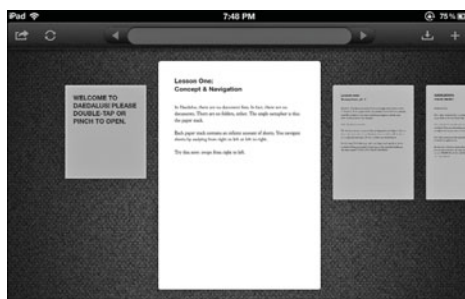
If you want to delete a Pages document, you first have to open Pages by tapping it your home screen. When you see the list of all your documents, follow these steps:

1. Tap Edit.
2. Tap the document you want to delete. It will be highlighted with a yellow border.
3. Tap the trash can icon.
4. Tap Delete Document. This erases the document—permanently (so be sure you really want it gone).

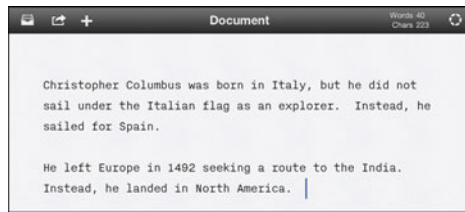


Awesome Apps

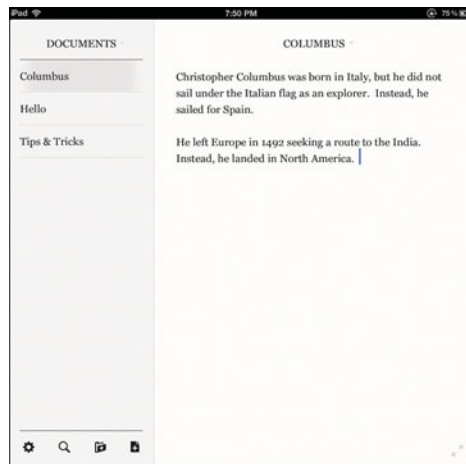
The only app for writing that comes with the iPad—Notes—is okay for writing, well, notes. But if you need to write anything longer or more complicated—and if you use your iPad for school, you definitely will—you'll want a more powerful writing app. Pages is one good choice, but it's far from the only 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. **\$2.99**



- **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. **\$1.99**



- **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.

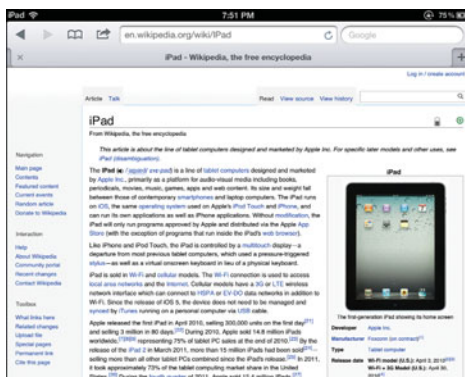
Creating a website or blog is pretty easy. But because it's so easy, that means just about anybody can do it—and not everyone is an expert on the things they're writing about. When you're writing papers for school, you should use only the best and most expert sources, not just the first ones you find.

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, 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 will show 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'll be 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.

For example, if you're quoting something written by Ben Franklin in a book called *Ben Franklin Writes About American History* (which I made up), and the quote is "American history is interesting," you should write the following:

"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 may 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

Numbers

2Do, 139
3D Cell Simulation and Stain Tool, 240
3D Sun, 215
3G versus 4G, 58
4G versus 3G, 58
4G charges, 60
5th Grade Math Testing Prep, 191
5th Grade Vocabulary Prep, 188
6th Grade Math Testing Prep, 213
6th Grade Vocabulary Prep, 210
7th Grade Math Testing Prep, 237
8mm HD, 290

A

accent marks, 107
accounts, logging into Apple
accounts, 37
achievements, checking at Game
Center, 301
adding
apps to Dock, 52
events to Calendar app, 130

friends in Skype, 98
images, Pages app, 117
notes to iBooks, 151
people to Contacts, 73-74
photos
to Contacts, 75
to Game Center accounts,
298-299

Address Book, syncing with Calendar
app, 134
address book, syncing contacts, 23
Address Book Duplicate Cleaner, 78
adjusting brightness, 47
Adobe Photoshop Express, 289
age limits, social media, 86
Agile Messenger HD Pro, 84
AIM for iPad, 85
Airplane mode, 312
AirPlay, 258
AirPrint, 111
alerts creating in Calendar app, 131
alternate symbols, 107
Amazing Slow Downer Lite, 222
Amazon
buying e-books, 152-153
music, 255

American History Time Line, 175

American Presidents for iPad, 200

Ana Lomba's French/Spanish for Kids, 207

Angry Birds HD, 303

answering FaceTime calls, 97

App Store, downloading games, 295-297

App Store app, downloading with, 37

App tab, syncing with iTunes, 25-26

Apple accounts, logging into, 37

Apple IDs, 14
creating, 19-20
messages, 79

apps, 11
adding to Dock, 52
arranging, 48-49
deleting accidentally, 49
moving to new screens, 50
redownloading, 323

arranging
apps, 48-49
Dock, 52

art
fifth grade, 204
Dolnk Animation & Drawing, 204
Frida's World, 205
How to Make Origami, 206
MagnaArt Academy HD, 205
Sketches 2, 206
fourth grade, 180
seventh grade, 247
The ArtStudio, 248
Brushes, 248
Monet HD, 248-249
sixth grade, 226
Drawing Pad, 226
Meritum, 226

SketchBook Pro for iPad, 227

The ArtStudio, 248

Auto-Brightness, 55

Autocorrect, 109

Awesome Note HD (+ToDo), 139

B

back camera, 5

backing up your iPad, 316-317
syncing, 318

backups, restoring data, 319

Barnes & Noble, buying e-books, 154-155

batteries, making them last longer, 309-312

battery meter, 11

Bluetooth, keyboards, 104
connecting to your iPad, 105

Bobo Explores Light, 196-197

Boggle, 166

bookmarks, 149
creating, 66
deleting, 151
removing, 149
syncing, 24

Books tab, syncing with iTunes, 31

brightness, 54
adjusting, 47
changing, 55

Britannica Kids: Ancient Egypt, 221

Britannica Kids: Ancient Rome, 218

Britannica Kids: Aztec Empire, 242

Britannica Kids: Solar System, 173

Britannica Kids: Volcanoes, 217-218

Brushes, 248

buttons
Home, 5
Volume, 5

buying
at iTunes, 38
at Newstand, 159
e-books
at iBookstore, 144-145
from Amazon, 152-153
from Barnes & Noble, 154-155
movies, 269-270
TV shows from iTunes, 270-272

Buzz Aldrin Portal to Science and Space Exploration HD, 216

C

Calendar app, 129
adding events, 130
alerts, creating, 131
deleting
calendars, 135
events, 132
repeating events, 133
editing events, 132
repeating events, 131
syncing with Address Book, 134
using multiple
calendars, 133

calendars
deleting, 135
syncing, 24

calls
answering FaceTime calls, 97
making FaceTime calls, 96
video calls, Skype, 99-100

cameras, 273
back camera, 5
focusing, 275

front camera, 5
 Photo Booth, 277
 deleting photos, 278
 photos
 taking, 273
 zooming in, 274
 Photos app. *See* Photos app
 video, recording 276

Capo, 245

Caps Lock, 107

caring for your iPad, 329
 cases and screen
 protectors, 330
 dropping, 329
 keeping away food and
 water, 329

Cartoon Network, 290

cases, 330

CDs, ripping, 254

Cell and Cell Structure, 196

challenging people to
 games, 302

chatting safely, 93

Chinese History Timeline, 219

choosing sounds, 53-54

The Civil War Today, 198

cleaning your iPad, 331

clock, 11

Color Splash for iPad, 289

Comic Heroes, 162

connecting
 keyboards via
 Bluetooth, 105
 with friends through Game
 Center, 300

Constitution and Federalist
 Papers, 219

Contacts, 72
 adding
 people to, 73-74
 photos, 75
 deleting, 77
 editing, 76
 groups, 78

controllers, games, 296

controlling by touch, 8-9

controls, Music app, 258-260

conversations, Messages, 81
 deleting, 83

copying text, 108-109

Cursive Practice, 166

customizing sounds, 53

Cut the Rope HD, 303

D

Daedalus Touch, 122

data restoring from
 backups, 319

DC Comics, 158

Declaration for iPad, 220

deleting
 apps, accidentally, 49
 bookmarks, 151
 calendars, 135
 Contacts, 77
 conversations,
 Messages, 83
 documents, Pages app, 122
 e-books, 145, 161
 email, 92
 events in Calendar app, 132
 folders, 51
 highlights from
 e-books, 151
 messages in Messages
 app, 82
 notes, 112
 from e-books, 151
 photo albums, 285
 photos
 Photo Booth, 278
 Photos app, 281
 playlists, 262
 reminders, 138
 repeating events in
 Calendar app, 133

Diction feature, 18

Dictionary.com, 168
 looking up definitions,
 168-169

Discovery Education, U.S.
 Geography, 177-178

Disney FamilyFun
 Magazine, 162

Distant Suns 3, 216

djay, 245

Dock, 11
 adding apps to, 52
 arranging, 52

dock connector, 5

documents
 deleting in Pages app, 122
 emailing in Pages app, 121
 formatting with Pages app,
 115-116
 naming in Pages app, 119
 printing in Pages app,
 119-120
 syncing to your iPad with
 iTunes, 110

Doll's House, 162

Dolnk Animation & Art, 204

Dolphin Browser HD, 68

Doodle Buddy, 181

DoReMi 1-2-3, 179

double taps, 8

downloading
 with App Store app, 37
 games at App Store,
 295-297
 with iTunes app, 35

Drawing Pad, 226

E

e-book apps, 141
 iBooks app, 142
 Kindle, 142
 Nook, 143
 OverDrive, 143, 155
libraries, 156-158
 Project Gutenberg, 143

e-books, 142-143. *See also*
 iBooks
 bookmarks, 149
 deleting, 151
 buying
 from Amazon, 152-153
 from Barnes & Noble,
 154-155
 at iBookstore, 144-145
 checking out, 157
 deleting, 145, 161
 highlights, 151
 libraries, 155
 notes, deleting, 151
 returning, 158
 text, highlighting, 150

EarMan HD, 201

EasyBib for iPad, 210

editing
 Contacts, 76
 events in Calendar app, 132
 folders, 51
 reminders, 137

effects, modifying, 278

The Elements: A Visual
 Exploration, 241

Elevated Math, 237

email, 86
 deleting, 92
 losing, 88
 moving, 92
 printing from, 65
 reading, 91
 replying to, 90
 sending, 89
 setting up on your iPad, 87
 sharing videos and photos,
 286-287
 writing, 89

emailing
 documents, Pages app, 121
 on your iPad, 64
 safety, 93
 web pages, 64

English/Language Arts
 Dictionary.com, looking up
 definitions, 168-169
 fifth grade, 187
 *5th Grade Vocabulary
 Prep*, 188
 *GrammarPrep:
 Fragments, Run-ons,
 and Comma
 Splices*, 188
 *GrammarPrep: Subjects
 and Verbs*, 188
 iTooch ENGLISH Grade 5,
 189-190
 Storybuddy 2, 189

fourth grade, 166
 Boggle, 166
 Cursive Practice, 166
 Dictionary.com, 168
 Grammar Games, 167
 SentenceBuilder, 167
 *Simplex Spelling
 Phonics 1*, 167
 Thesaurus, 169

seventh grade, 232
 Evernote, 234-236
 Grammar Up, 232
 *Literary Analysis
 Guide*, 232
 Outliner for iPad, 233
 Scrabble, 233

sixth grade, 209
 *6th Grade Vocabulary
 Prep*, 210
 EasyBib for iPad, 210
 *GrammarPrep: Using
 Commas*, 211
 TapTyping, 211
 *Zombie Grammar
 Force*, 212

Enlightenment 101: The
 Textbook, 243

Envelope, 78

Epic Math HD, 191

European Exploration: The Age
 of Discovery, 243

events
 adding to Calendar
 app, 130
 deleting in Calendar
 app, 132-133
 editing in Calendar
 app, 132
 repeating in Calendar
 app, 131

Evernote, 234-236

F

Facebook, 85

FaceTime
 calls
 answering, 97
 making calls, 96
 safety, 101
 setting up, 95-96
 Skype, 98
 who you can call, 97

Famous Monsters, 162

fifth grade
 art, 204
 *Dolink Animation &
 Drawing*, 204
 Frida's World, 205
 *How to Make
 Origami*, 206
 *MagnaArt Academy
 HD*, 205
 Sketches 2, 206

English/Language Arts, 187
 *5th Grade Vocabulary
 Prep*, 188
 *GrammarPrep:
 Fragments, Run-ons,
 and Comma
 Splices*, 188
 *GrammarPrep: Subjects
 and Verbs*, 188
 iTooch ENGLISH Grade 5,
 189-190
 Storybuddy 2, 189

- foreign language, 206
 - Ana Lomba's French/Spanish for Kids*, 207
 - French for iPad*, 206
 - Spanish for iPad*, 206
- history/social studies, 198
 - American Presidents for iPad*, 200
 - The Civil War Today*, 198
 - History: Maps of the United States*, 199
 - World History Timeline HD*, 199
- math, 191
 - 5th Grade Math Testing Prep*, 191
 - Epic Math HD*, 191
 - Fractions app*, 192
 - iTooch MATH Grade 5*, 192
 - Lobster Diver HD*, 193
 - MathBoard*, 193-195
- music, 201
 - EarMan HD*, 201
 - Magic Piano HD*, 202
 - PatternMusic MXXIV*, 202
 - Rock Prodigy Guitar*, 203-204
- science, 196
 - Bobo Explores Light*, 196-197
 - Cell and Cell Structure*, 196
- file sharing services, 256
- Find My iPad, 17, 41, 313-314
 - setting up, 42
- finding
 - lost iPads, 312
 - Find My iPad*, 313-314
 - videos on YouTube, 266
 - Wi-Fi networks, 59-60
- five-finger pinch, 9
- five-finger swipes, 8
- Flash, 66-67
- focusing cameras, 275
- folders, 51
- footers, Pages app, 116-117
- foreign language
 - fifth grade, 206
 - Ana Lomba's French/Spanish for Kids*, 207
 - French for iPad*, 206
 - Spanish for iPad*, 206
 - fourth grade, 184
 - MindSnacks Apps*, 184-185
 - seventh grade, 250
 - Language Coach*, 251
 - Living Language apps*, 251
 - Veni, Vidi, Vici: Latin Phrases*, 250
 - sixth grade, 228
 - Spanish/French in a Month HD*, 228-229
- forgetting passcode, 329
- formatting
 - documents, Pages app, 115-116
 - images and shapes, Pages app, 118
- forwarding messages in Messages app, 82
- four-finger pinch, 9
- four-finger swipes, 8
- fourth grade
 - art, 180
 - English/Language Arts, 166
 - Boggle*, 166
 - Cursive Practice*, 166
 - Dictionary.com*, 168
 - Grammar Games*, 167
 - SentenceBuilder*, 167
 - Simplex Spelling Phonics 1*, 167
 - Thesaurus*, 169
 - foreign language, 184
 - MindSnacks apps*, 184-185
 - history/social studies, 175
 - American History Time Line*, 175
 - The Oregon Trail*, 176
 - Stack the States*, 176
 - U.S. Geography*, 177-178
- math, 170
 - Math Mago*, 171-172
 - Math Ninja HD*, 170
 - MathGirl Addition House*, 170
 - Motion Math HD*, 171
 - Rocket Math*, 171
- music, 179
 - Doodle Buddy*, 181
 - DoReMi 1-2-3*, 179
 - Easy Beats 2 Pro Drum Machine*, 179
 - iLuv Drawing Animals*, 181-183
 - KidArt*, 181
 - Learn Piano HD*, 180
 - Treble Clef Kids*, 180
- science, 173
 - Gross Science*, 173
 - Solar System*, 173
 - Solar Walk*, 174-175
- Fractions app, 192
- French for iPad, 206
- Frida's World, 205
- friends
 - adding in Skype, 98
 - connecting through Game Center, 300
- front camera, 5
- frozen iPad, restarting, 308
- FruitNinja HD, 304
- full-screen, 268
- FX Photo Studio HD, 289

G

- Game Center, 297-298
 - adding existing photos to, 298-299
 - challenging people to games, 302

checking your scores and achievement, 301
 connecting with friends, 300
 safety, 303

games, 294
 challenging people to, 302
 downloading at App Store, 295-297
 hot seat games, 302

GarageBand, 223

gestures, multitasking
 gestures, 9

Good Reader, 158

Grammar Games, 167

Grammar Up, 232

GrammarPrep: Fragments, Run-
 ons, and Comma Splices, 188

GrammarPrep: Subjects and
 Verbs, 188

GrammarPrep: Using
 Commas, 211

Gross Science, 173

GroupEmail, 78

groups, Contacts, 78

Guitar Toolkit, 246-247

Guitar World, 162

H

hard resetting your iPad, 308

headers, Pages app, 116-117

headphone jack, 5

hearing, protecting, 262-263

HeyWire, 83

highlighting
 deleting from e-books, 151
 text in e-books, 150

History: Maps of the United
 States, 199

history/social studies
 fifth grade, 198
*American Presidents for
 iPad*, 200
The Civil War Today, 198

*History: Maps of the
 United States*, 199
*World History Timeline
 HD*, 199

fourth grade, 175
*American History Time
 Line*, 175
The Oregon Trail, 176
Stack the States, 176
U.S. Geography, 177-178

seventh grade, 242
*Britannica Kids: Aztec
 Empire*, 242
*Enlightenment 101: The
 Textbook*, 243
*European Exploration:
 The Age of
 Discovery*, 243
*Lost Maya
 Civilization*, 244
*Renaissance History 101:
 The Animated
 Textbook*, 244
*The World by National
 Geographic*, 244

sixth grade, 218
*Britannica Kids: Ancient
 Egypt*, 221
*Britannica Kids: Ancient
 Rome*, 218
*Chinese History
 Timeline*, 219
*Constitution and
 Federalist Papers*, 219
*Declaration for
 iPad*, 220
*Myths and Legends of
 Ancient Greece and
 Rome*, 220
World History Games, 221

Home button, 5

Home screen, 9-11

hot seat games, 302

How It Works, 163

How to Make Origami, 206

iA writer, 123

iBooks
 notes, adding, 151
 reading, 146-147
 searching, 148

iBooks app, 141

iBookstore, buying e-books,
 144-145

iCloud
 backing up your iPad, 317
 restoring data from,
 319-320
 restoring music, 322-323

iCloud email, 20

iCloud.com, requirements, 315

iGoogle Music, 255

iHeartRadio, 263

iLuv Drawing Animals, 181-183

IM (instant messaging), 84-85

images
 adding in Pages app, 117
 formatting, Pages app, 118
 putting on your iPad, 47

imo, 85

iMovie, 290

Info tab, syncing with iTunes,
 23-24

Internet
 safety, 67-68
 saving pictures from, 48
 using for homework, 124
choosing good sources,
 124-126
research, 124
*using online research in
 papers*, 126-127

iTooch ENGLISH Grade 5,
 189-190

iTooch MATH Grade 5, 192

iTunes

- buying at your computer, 38
- movies, buying or renting, 270
- music, 255
- restoring data from, 321
- syncing documents to your iPad, 110
- syncing with, 21-22
 - App tab*, 25-26
 - Books tab*, 31
 - Info tab*, 23-24
 - iTunes U tab*, 31
 - Movies tab*, 28
 - Music tab*, 27-28
 - Photos tab*, 32
 - Podcasts tab*, 30
 - Summary tab*, 22
 - Tones tab*, 26
 - TV Shows tab*, 29
- TV shows, buying, 270-272
- watching
 - movies and TV shows*, 272
 - videos*, 268
- iTunes Allowance, 40
 - convincing your parents you need it, 41
 - setting up, 40
- iTunes app, downloading with, 35
- iTunes Store, 34
- iTunes U tab, syncing with iTunes, 31

J-K

joysticks, 296

keyboards, 104

- accent marks, 107
- alternate symbols, 107
- Caps Lock, 107
- connecting via Bluetooth, 105

- copying and pasting text, 108-109
- numbers, 106
- onscreen keyboards, 106
- pairing mode, 105
- symbols, 106

Kid Science: Gross Science, 173

KidArt, 181

Kindle, 142

- libraries, 155

L

Language Coach, 251

Last.fm, 263

Learn Piano HD, 180

libraries

- e-books, 155
- logging into, 156
- OverDrive, 156
 - checking out books*, 157
 - returning books*, 158

A Life Cycle App, 240

links, opening in Safari, 63

liquid, protecting from, 315-316

Literary Analysis Guide, 232

Living Language, 207, 251

Lobster Diver HD, 193

lock, 11

lock screen

- changing, 45
- setting up, 46
- side switch, 7

logging

- into Apple accounts, 37
- into libraries, 156

Looptastic HD, 246

losing email, 88

lost iPads, finding, 312

- Find My iPad, 313-314

Lost Maya Civilization, 244

M

magazines, deleting, 161

Magic Piano HD, 202

MagnaArt Academy HD, 205

mail accounts, syncing, 24

map, Find My iPad, 313

Marvel Comics, 158

math

fifth grade, 191

*5th Grade Math Testing**Prep*, 191*Epic Math HD*, 191*fractions app*, 192*iTooch MATH**Grade 5*, 192*Lobster Diver HD*, 193*MathBoard*, 193-195

fourth grade, 170

Math Mago, 171-172*Math Ninja HD*, 170*MathGirl Addition**House*, 170*Motion Math HD*, 171*Rocket Math*, 171

order of operations, 239

seventh grade, 237

*7th Grade Math Testing**Prep*, 237*Elevated Math*, 237*Monkey Math: Middle**School Math Pro 7th**Grade*, 238*Multitouch Math:**Algebra Touch*, 238-239

sixth grade, 213

*6th Grade Math Testing**Prep*, 213*Math Snacks HD*, 213*Math Word Problems*, 214*Mathemagics*, 214*MathLands*, 214

Math Mago, 171-172

Math Ninja HD, 170

Math Snacks HD, 213

Math Word Problems, 214

MathBoard, 193-195

Mathemagics, 214
 MathGirl Addition House, 170
 MathLands, 214
 Mercury Web Browser Pro, 68
 Meritum, 226
 Messages, 79
 Apple IDs, 79
 conversations, 81
 deleting, 83
 deleting, 82
 forwarding, 82
 sending, 80
 undelivered messages, 81
 MicroSIM card port, 7
 MindSnacks apps, 184-185
 Minecraft, 304
 Mobicip Safe Browser, 69
 modifying effects, 278
 Monet HD, 248-249
 Monkey Math: Middle School
 Math Pro 7th Grade, 238
 Motion Math HD, 171
 movies
 buying or renting, 269-270
 watching from iTunes, 272
 Movies tab, syncing with
 iTunes, 28
 moving
 apps to new screens, 50
 email, 92
 photos in photo
 albums, 284
 multitasking gestures, 9
 Multitouch Math, Algebra
 Touch, 238-239
 music, 253
 Amazon, 255
 apps, 256
 fifth grade, 201
 EarMan HD, 201
 Magic Piano HD, 202
 PatternMusic MXXIV, 202
 Rock Prodigy Guitar,
 203-204

file sharing services, 256
 fourth grade, 179
 Doodle Buddy, 181
 DoReMi 1-2-3, 179
 *Easy Beats 2 Pro Drum
 Machine*, 179
 iLuv Drawing Animals,
 181-183
 KidArt, 181
 Learn Piano HD, 180
 Treble Clef Kids, 180
 Google Music, 255
 iTunes, 255
 playing with Music
 app, 257
 protecting your hearing,
 262-263
 restoring, 322
 *redownloading from
 iCloud*, 322-323
 ripping CDs, 254
 seventh grade, 245
 Capo, 245
 djay, 245
 Guitar Toolkit, 246-247
 Looptastic HD, 246
 sixth grade, 222
 *Amazing Slow Downer
 Lite*, 222
 GarageBand, 223
 Pianist Pro, 223
 Virtual Sheet Music,
 223-224
 Spotify, 255
 Music app, 257
 AirPlay, 258
 options and controls,
 258-260
 playing music, 257
 shuffling songs, 260
 Music tab, syncing with iTunes,
 27-28
 mute, 11
 side switch, 7
 Myths and Legends of Ancient
 Greece and Rome, 220

N

naming documents, Pages
 app, 119
 National Geographic, The
 Word, 244
 National Geographic Kids, 163
 Netflix, 290
 newspapers
 deleting, 161
 reading, 160
 Newsstand, 159
 buying at, 159
 buying individual issues or
 subscriptions, 160
 deleting magazines and
 newspapers, 161
 Nook, 143
 Notes, 111
 adding to iBooks, 151
 creating new, 112
 deleting, 112
 from e-books, 151
 printing, 112
 printing and deleting
 notes, 112
 saving, 112
 viewing notes list, 113
 notes list, viewing, 113
 NPR for iPad and Music, 263
 numbers, keyboards, 106

O

On button, 4
 On/Off/Sleep/Wake button, 5
 online games. *See* games
 onscreen keyboards, 106
 opening links, Safari, 63
 order of operations, 239
 The Oregon Trail, 176
 Outliner for iPad, 233

OverDrive, 143, 155
 libraries, 156
checking out books, 157
returning books, 158

P

- Pages app, 113
 adding headers and footers, 116-117
 adding images, 117
 creating documents, 114
 deleting documents, 122
 emailing documents, 121
 formatting documents, 115-116
 formatting images and shapes, 118
 naming documents, 119
 printing documents, 119-120
 Word Count, 116
- pairing mode, keyboards, 105
- Pandora, 263
- PaperCraft Inspiration, 163
- passcode
 forgetting, 329
 options for, 328
 testing, 327
- passcode lock, 326
 setting, 327
- passwords, good passwords, 21
- pasting text, 108-109
- PatternMusic MXXIV, 202
- people, adding to Contacts, 73-74
- photo albums
 deleting, 285
 Photos app, 282
creating, 282-283
moving photos, 284
- Photo Booth, 277
 deleting photos, 278
- photos
 adding
to Contacts, 75
to Game Center accounts, 298-299
 deleting
from Photo Booth, 278
with Photos app, 281
 moving in photo albums, 284
 putting on your iPad, 47
 safety, 288-289
 sharing by email, 286-287
 taking, 273
 zooming in, 274
- Photos app
 deleting photos, 281
 photo albums, 282
creating, 282-283
deleting, 285
moving photos, 284
 viewing photos, 279
 watching videos, 280
- Photos tab, syncing with iTunes, 32
- Pianist Pro, 223
- pictures
 putting on your iPad, 47
 saving from the Internet, 48
- pinch, 9
 four-or five-finger pinch, 9
- Plain Text, 123
- Plants vs. Zombies HD, 304
- playing music with Music app, 257
- playlists
 deleting, 262
 making, 260-261
 syncing, 261
- Pocket Booth, 289
- Podcasts tab, syncing with iTunes, 30
- Popular Sciences, 163
- Powers of Minus Ten—Cells and Genetics, 241
- printers, 111
- printing, 111
 documents, Pages app, 119-120
 from email, 65
 notes, 112
 web pages, 65
- Project Gutenberg, 143
- protecting your hearing, 262-263
- protecting your iPad, 326
 from liquid, 315-316
 passcode lock, 327

Q-R

- QuakeMini, 216
- reading
 email, 91
 iBooks, 146-147
 magazines and newspapers, 160
- Real Racing 2 HD, 304
- recording video, 276
- redownloading apps, 323
- reminders
 creating, 136
 deleting, 138
 editing, 137
- Reminders app, 135
 creating reminders, 136
 deleting reminders, 138
 editing reminders, 137
 options, 136-137
 to-do-lists, creating, 138
- Remote Lock, 314
- Remote Wipe, 314
- removing bookmarks, 149
- Renaissance History 101: The Animated Textbook, 244
- renting movies, 269-270

repeating events, Calendar app, 131
 replying to email, 90
 requirements, iCloud.com, 315
 restarting iPad, 308
 restoring
 data
 from iCloud, 319-320
 from iTunes, 321
 data from backups, 319
 music, 322
 redownloading from iCloud, 322-323
 ripping CDs, 254
 Rock Prodigy Guitar, 203-204
 Rocket Math, 171
 rotate, 9

S

Safari, 61-62
 bookmarks, 66
 emailing web pages, 64
 opening links in new tabs, 63
 printing web pages, 65
 zooming in and out, 62
 safety
 chatting, 93
 emailing, 93
 FaceTime, 101
 Game Center, 303
 Internet and, 67-68
 photos, 288-289
 Skype, 101
 texting, 93
 video, 288-289
 saving
 changes after syncing, 33
 documents in Pages app, 114
 notes, 112
 pictures from the Internet, 48
 schools, sing iPad, 124

science
 fifth grade, 196
 Bobo Explores Light, 196-197
 Cell and Cell Structure, 196
 fourth grade, 173
 Gross Science, 173
 Solar System, 173
 Solar Walk, 174-175
 seventh grade, 240
 3D Cell Simulation and Stain Tool, 240
 A Life Cycle App, 240
 Power of Minus Ten—Cells and Genetics, 241
 The Elements: A Visual Exploration, 241
 sixth grade, 215
 3D Sun, 215
 Britannica Kids, *Volcanoes*, 217-218
 Buzz Aldrin Portal to Science and Space Exploration HD, 216
 Distant Suns 3, 216
 QuakeMini, 216
 scores, checking at Game Center, 301
 Scrabble, 233
 screen, locking with side switch, 7
 screen protectors, 330
 screens, 11
 brightness, 54
 changing, 55
 moving apps to, 50
 screenshots, taking, 275
 searching iBooks, 148
 sending
 email, 89
 messages with Messages app, 80
 SentenceBuilder, 167
 setting up the iPad, 14-18

seventh grade
 art, 247
 The ArtStudio, 248
 Brushes, 248
 Monet HD, 248-249
 English/language arts, 232
 Evernote, 234-236
 Grammar Up, 232
 Literary Analysis Guide, 232
 Outliner for iPad, 233
 Scrabble, 233
 foreign language, 250
 Language Coach, 251
 Living Language apps, 251
 Veni, Vidi, Vici: Latin Phrases, 250
 history/social studies, 242
 Britannica Kids: Aztec Empire, 242
 Enlightenment 101: The TextVok, 243
 European Exploration: The Age of Discovery, 243
 Lost Maya Civilization, 244
 Renaissance History 101: The Animated Textbook, 244
 The World by National Geographic, 244
 math, 237
 7th Grade Math Testing Prep, 237
 Elevated Math, 237
 Monkey Math: Middle School Math Pro 7th Grade, 238
 Multitouch Math: Algebra Touch, 238-239
 music, 245
 Capo, 245
 djay, 245
 Guitar Toolkit, 246-247
 Looptastic HD, 246
 science, 240
 3D Cell Simulation and Stain Tool, 240
 A Life Cycle App, 240

- Powers of Minus Ten—Cells and Genetics*, 241
- The Elements: A Visual Exploration*, 241
- shake and tilt, 9
- shapes, formatting in Pages app, 118
- sharing
 - photos by email, 286-287
 - video by email, 286-287
- Shazam, 263
- shuffling songs, 260
- side switch, changing how it works, 7
- Simplex Spelling
 - Phonics 1, 167
- sixth grade
 - art, 226
 - Drawing Pad*, 226
 - Meritum*, 226
 - SketchBook Pro for iPad*, 227
 - English/Language Arts, 209
 - 6th Grade Vocabulary Prep*, 210
 - EasyBib for iPad*, 210
 - GrammarPrep: Using Commas*, 211
 - TapTyping*, 211
 - Zombie Grammar Force*, 212
 - foreign language, 228
 - Spanish/French in a Month HD*, 228-229
 - history/social studies, 218
 - Britannica Kids: Ancient Egypt*, 221
 - Britannica Kids: Ancient Rome*, 218
 - Chinese History Timeline*, 219
 - Constitution and Federalist Papers*, 219
 - Declaration for iPad*, 220
 - Myths and Legends of Ancient Greece and Rome*, 220
 - World History Games*, 221
 - math, 213
 - 6th Grade Math Testing Prep*, 213
 - Math Snacks HD*, 213
 - Math Word Problems*, 214
 - Mathmagics*, 214
 - MathLands*, 214
 - music, 222
 - Amazing Slow Downer Lite*, 222
 - GarageBand*, 223
 - Pianist Pro*, 223
 - Virtual Sheet Music*, 223-224
 - science, 215
 - 3D Sun*, 215
 - Britannica Kids: Volcanoes*, 217-218
 - Buzz Aldrin Portal to Science and Space Exploration*, 216
 - Distant Suns 3*, 216
 - QuakeMini*, 216
- SketchBook Pro for iPad*, 227
- Sketches 2, 206
- Skype
 - adding friends, 98
 - FaceTime, 98
 - safety, 101
 - video calls, 99-100
- sleep mode, 4
- Smart Covers, 4, 331
- SmartGroup, 79
- social media, 85
 - age limits, 86
 - Facebook, 85
 - Twitter, 86
- Solar System, 173
- Solar Walk, 174-175
- songs, shuffling, 260
- SoundHound, 263
- sounds
 - choosing, 53-54
 - customizing, 53
- Spanish for iPad, 206
- Spanish/French in a Month HD, 228-229
- speakers, 5
- Spotify, music, 255
- Spotlight, 43
- Stack the States, 176
- storage space, 23
- Storybuddy 2, 189
- subscriptions, buying, 160
- Summary tab, syncing with iTunes, 22
- swipes, 8
 - four- or five-finger swipes, 8
- switch, 5
 - changing how it works, 7
 - locking screen or mute, 7
- symbols
 - accent marks, 107
 - alternate symbols, 107
 - keyboards, 106
- syncing
 - address book contacts, 23
 - backing up iPads, 318
 - bookmarks, 24
 - Calendar app with Address Book, 134
 - calendars, 24
 - documents to your iPad with iTunes, 110
 - mail accounts, 24
 - playlists, 261
 - saving changes, 33
 - via Wi-Fi, 34
- syncing your iPad, 14
 - with iTunes, 21-22
 - App tab*, 25-26
 - Books tab*, 31
 - Info tab*, 23-24
 - iTunes U tab*, 31
 - Movies tab*, 28
 - Music tab*, 27-28
 - Photos tab*, 32
 - Podcasts tab*, 30
 - Summary tab*, 22
 - Tones tab*, 26
 - TV Shows tab*, 29

T

tap and drag, 8
 tap and hold, 8
 Tap to Learn, Fractions app, 192
 taps, 8
 TapTyping, 211
 templates, Pages app, 114
 testing passcode, 327
 text, copying and pasting, 108-109
 Textfree, 83
 texting
 highlighting in e-books, 150
 safety, 93
 TextNow, 84
 Thesaurus, 169
 Ticket to Ride, 305
 to-do lists, creating, 138
 Tones tab, syncing with iTunes, 26
 ToodleDo, 139
 touch, controlling by, 8-9
 Touch Pets Cats, 305
 Touch Pets Dogs 2, 305
 Treble Clef Kids, 180
 troubleshooting videos and websites that don't work, 66-67
 turning on/off, 4
 TV shows
 buying from iTunes, 270-272
 watching from iTunes, 272
 TV Shows tab, syncing with iTunes, 29
 Twitter, 86

U

U.S. Geography, 177-178
 undelivered messages, Messages app, 81

V

Veni, Vidi, Vici: Latin Phrases, 250
 video
 recording, 276
 safety, 288-289
 sharing by email, 286-287
 video calls, Skype, 99-100
 videos
 finding at YouTube, 266
 troubleshooting, 66-67
 watching, 265
 at iTunes, 268
 at YouTube, 267
 with Photos app, 280
 viewing
 notes list, Notes, 113
 photos in Photos app, 279
 Virtual Sheet Music, 223-224
 Volcanoes, 217
 Volume button, 5

W-X

wallpaper, 11
 changing, 45
 setting up, 46
 watching
 movies from iTunes, 272
 TV shows from iTunes, 272
 videos, 265
 at iTunes, 268
 at YouTube, 267
 with Photos app, 280
 water, protecting from, 315-316
 web browsers, Safari, 61-62
 emailing web pages, 64
 opening links in new tabs, 63
 printing web pages, 65
 zooming in and out, 62
 web pages
 emailing, 64
 printing, 65
 Safari, bookmarks, 66
 websites, troubleshooting, 66-67

Wi-Fi, 58
 lack of, 16
 syncing via, 34
 Wi-Fi Finder, 69
 Wi-Fi iPads, 58
 Wi-Fi networks, finding, 59-60
 Wi-Fi+4G, 58
 Wi-Fi+4G iPads, 60
 Wi-Fi/4G Signal Strength, 11
 Wikipedia, 126
 Word Count, Pages app, 116
 The World by National Geographic, 244
 World History Games, 221
 World History Timeline HD, 199
 writing apps
 Notes, 111
 creating new, 112
 printing and deleting notes, 112
 saving, 112
 viewing notes list, 113
 Pages, 113
 adding headers and footers, 116-117
 adding images, 117
 creating documents, 114
 deleting documents, 122
 emailing documents, 121
 formatting documents, 115-116
 formatting images and shapes, 118
 naming documents, 119
 printing documents, 119-120
 writing email, 89
 Writing Magazine, 163
 writing on iPad, 103

Y

Yahoo! Messenger, 85
 YouTube
 finding videos, 266
 watching videos, 267

Z

Zombie Grammar Force, 212
zooming in for photos, 274
zooming in and out, Safari, 62