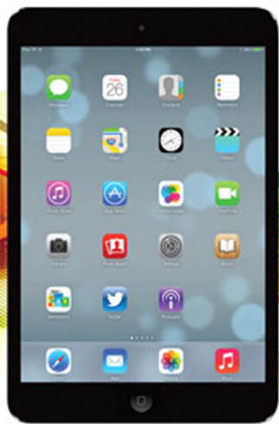


# My iPad® mini

SECOND EDITION



COVERS  
iOS 7

QUE®

Gary Rosenzweig

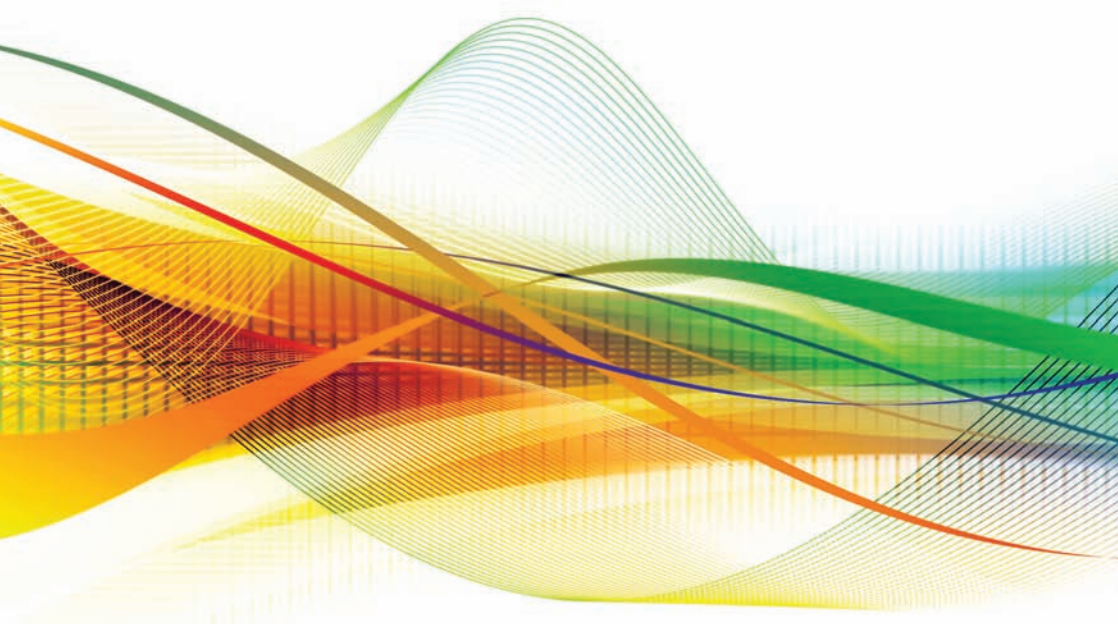
FREE SAMPLE CHAPTER



SHARE WITH OTHERS

# My iPad<sup>®</sup> mini

SECOND EDITION



**que<sup>®</sup>**

800 East 96th Street,  
Indianapolis, Indiana 46240 USA

# My iPad® mini, Second Edition

Copyright © 2014 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: 978-0-7897-5215-4

ISBN-10: 0-7897-5215-8

Library of Congress Control Number: 2013950389

Printed in the United States of America

Second Printing: February 2014

## 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.

## Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at [corpsales@pearsoned.com](mailto:corpsales@pearsoned.com) or (800) 382-3419.

For government sales inquiries, please contact [governmentsales@pearsoned.com](mailto:governmentsales@pearsoned.com).

For questions about sales outside the U.S., please contact [international@pearsoned.com](mailto:international@pearsoned.com).

### Editor-in-chief

Greg Wiegand

### Senior Acquisitions Editor and Development Editor

Laura Norman

### Managing Editor

Kristy Hart

### Project Editor

Lori Lyons

### Proofreader

Kathy Ruiz

### Indexer

Erika Millen

### Editorial Assistant

Cindy Teeters

### Cover Designer

Mark Shirar

### Compositor

Bronkella Publishing

### Technical Editor

James Floyd Kelly

### Graphics Technician

Tammy Graham

# Contents at a Glance

<b>Chapter 1</b>	Getting Started .....	3
<b>Chapter 2</b>	Customizing Your iPad .....	31
<b>Chapter 3</b>	Networking and Syncing .....	55
<b>Chapter 4</b>	Playing Music and Video .....	79
<b>Chapter 5</b>	Reading Books .....	101
<b>Chapter 6</b>	Organizing Your Life .....	115
<b>Chapter 7</b>	Surfing the Web .....	139
<b>Chapter 8</b>	Communicating with Email, Messaging, and Twitter .....	163
<b>Chapter 9</b>	Taking and Editing Photos .....	187
<b>Chapter 10</b>	Recording Video .....	223
<b>Chapter 11</b>	Writing with Pages .....	243
<b>Chapter 12</b>	Spreadsheets with Numbers .....	267
<b>Chapter 13</b>	Presentations with Keynote .....	295
<b>Chapter 14</b>	Navigating with Maps .....	313
<b>Chapter 15</b>	The World of Apps .....	327
<b>Chapter 16</b>	Using Popular and Critical Apps .....	343
<b>Chapter 17</b>	Games and Entertainment .....	381
<b>Chapter 18</b>	iPad Accessories .....	403
	Index .....	423

# Table of Contents

## 1

### Getting Started

3

Generations of iPads .....	3
Identifying Your iPad .....	3
iOS 7 .....	5
The iPad Buttons and Switches .....	6
The Home Button .....	6
The Wake/Sleep Button .....	7
The Volume Control .....	8
The Side Switch .....	8
Orientation and Movement .....	9
Screen Gestures .....	9
Tapping and Touching .....	10
Pinching .....	10
Dragging and Flicking .....	10
Pull Down and Release to Update .....	11
Four-Finger Gestures .....	11
iPad Screens .....	11
The Lock Screen .....	12
The Home Screen .....	12
An App Screen .....	13
Home Screen Searching .....	13
The Settings Screen .....	15
Interacting with Your iPad .....	15
Common Interface Elements .....	16
Using the On-Screen Keyboard .....	17
Dictating Text .....	19
Editing Text .....	20
Copy and Paste .....	21
Using Siri .....	22
Using Notifications Center .....	25
Using Control Center .....	27

## 2 Customizing Your iPad 31

Changing Your Wallpaper .....	32
Getting Details About Your iPad .....	34
Setting Alert Sounds .....	36
Password Protecting Your iPad .....	38
Setting Parental Restrictions .....	40
Setting Side Switch Functionality .....	44
Setting Your Date and Time .....	45
Modifying Keyboard Settings .....	46
Do Not Disturb Settings .....	48
Privacy Settings .....	49
Notification Center Settings .....	51

## 3 Networking and Syncing 55

Setting Up Your Wi-Fi Network Connection .....	55
Setting Up Your 3G/4G Connection .....	57
Syncing with iCloud .....	60
Syncing with iTunes .....	64
Syncing Options .....	65
Syncing Music .....	67
Syncing Photos .....	69
Syncing Apps .....	70
Syncing Documents .....	73
Keeping Your iPad Up-to-Date .....	74
Sharing with AirDrop .....	76

## 4 Playing Music and Video 79

Playing a Song .....	80
Building a Playlist .....	83
Making iTunes Purchases .....	85
Downloading Podcasts .....	89
Playing Video .....	91
Using AirPlay to Play Music and Video on Other Devices .....	93
Home Sharing .....	94
Listening to iTunes Radio .....	95

**5 Reading Books 101**

Buying a Book from Apple .....	102
Reading a Book .....	104
Using Reading Aids .....	106
Adding Notes and Highlights .....	107
Adding Bookmarks .....	109
Organizing Your Books .....	110
Using iBooks Alternatives .....	112

**6 Organizing Your Life 115**

Adding a Contact .....	115
Searching for a Contact .....	118
Working with Contacts .....	120
Creating a Calendar Event .....	121
Using Calendar Views .....	122
Exploring Day View .....	123
Exploring Week View .....	125
Exploring Month View .....	126
Creating Calendars .....	127
Creating Notes .....	129
Setting Reminders .....	131
Setting Clock Alarms .....	134

**7 Surfing the Web 139**

Browsing to a URL and Searching .....	139
Viewing Web Pages .....	143
Bookmarks, History, and Reading List .....	145
Using Bookmarks and Favorites .....	145
Using History .....	147
Deleting Your Bookmarks .....	148
Delete a Single Bookmark .....	148
Creating Home Screen Bookmarks .....	149
Building a Reading List .....	151
Filling in Web Forms .....	152
Opening Multiple Web Pages with Tabs .....	154

Copying Text from a Web Page .....	155
Copying Images from Web Pages .....	156
Viewing Articles with Safari Reader .....	156
Saving Time with AutoFill .....	157
Setting Up AutoFill .....	158
Using AutoFill .....	160

## 8 Communicating with Email, Messaging, and Twitter 163

Configuring Your iPad for Email .....	164
Reading Your Email .....	167
Composing a New Message .....	170
Creating a Signature .....	171
Deleting and Moving Messages .....	172
Searching Email .....	174
Configuring How Email Is Received .....	174
More Email Settings .....	176
Setting Up Messaging .....	178
Conversing with Messages .....	179
Setting Up Twitter .....	181
Following People on Twitter .....	182
How to Tweet .....	184

## 9 Taking and Editing Photos 187

Taking and Editing Photos .....	187
Using Photo Booth .....	191
Browsing Your Photos .....	193
Sharing Photos .....	195
Using Photo Stream .....	198
Setting Up Photo Stream .....	198
Sharing Photos with Photo Stream .....	199
Viewing Photo Collections .....	202
Viewing Albums .....	206
Creating Albums .....	207
Creating a Slideshow .....	208
Capturing the Screen .....	209



Deleting Photos .....	210
Adjusting Photos in iPhoto .....	212
Using Brushed Effects on Photos in iPhoto .....	215
Applying Special Effects to Photos in iPhoto .....	216
Ordering Prints with iPhoto .....	217
Making Photo Books with iPhoto .....	219

**10****Recording Video****223**

Shooting Video .....	224
Trimming Video Clips .....	226
Combining Clips in iMovie .....	227
Editing Transitions in iMovie .....	231
Adding Photos to Your Video in iMovie .....	233
Adding Video Titles in iMovie .....	235
Setting Up FaceTime .....	236
Placing Video Calls with FaceTime .....	238
Receiving Video Calls with FaceTime .....	240

**11****Writing with Pages****243**

Creating a New Document .....	244
Styling Text .....	246
Reusing Styles .....	249
Formatting Text .....	250
Creating Lists .....	252
Column Layouts .....	254
Inserting Images .....	255
Using Shapes in Documents .....	258
Creating Tables .....	259
Creating Charts .....	261
Document Setup .....	263
Sharing and Printing Documents .....	264

**12****Spreadsheets with Numbers****267**

Creating a New Spreadsheet .....	268
Totaling Columns .....	272
Averaging Columns .....	273

Performing Calculations .....	277
Formatting Tables .....	278
Formatting Cells .....	278
Formatting Whole Tables .....	281
Using Headers and Footers .....	282
Creating Forms .....	283
Creating Charts .....	286
Using Multiple Tables .....	288

**13****Presentations with Keynote****295**

Building a Simple Presentation .....	296
Building Your Own Slide .....	298
Adding Transitions .....	302
Magic Move .....	303
Object Transitions .....	305
Organizing Slides .....	307
Playing Your Presentation .....	309
Presenting on an External Display .....	310

**14****Navigating with Maps****313**

Finding a Location .....	313
Searching for Places and Things .....	315
Getting Directions .....	317
Setting Bookmarks .....	319
Using Views .....	321
Using Satellite View .....	321
Using 3D View .....	322
Getting Traffic Reports .....	324

**15****The World of Apps****327**

Purchasing an App .....	327
Arranging Apps on Your iPad .....	332
Creating App Folders .....	333
Viewing Currently Running Apps .....	335

Quitting Apps .....	336
Finding Good Apps .....	338
Using iPhone/iPod touch Apps .....	339
Getting Help with Apps .....	340

## 16 Using Popular and Critical Apps **343**

Connecting with Friends on Facebook .....	344
Controlling Your Computer with iTeleport .....	346
Reading Documents with GoodReader .....	349
Reading the News with Flipboard .....	352
Adding a Dictionary .....	355
Making Phone Calls with Skype .....	356
Putting Notes on Your Home/Lock Screen .....	358
Creating Multimedia Cloud Notes with Evernote .....	361
Handwriting Notes with WritePad .....	365
Sketching Ideas with Paper .....	366
Solving Math Problems with MyScript Calculator .....	369
Finding Recipes with Epicurious .....	371
Checking the Weather with AccuWeather .....	372
Learning New Things with iTunes U .....	375
Other Useful Apps .....	377

## 17 Games and Entertainment **381**

Composing Music with GarageBand .....	381
Watching Videos with YouTube .....	385
Watching Movies and TV Shows with Netflix .....	387
Subscribing to Magazines with Newsstand .....	389
Using Game Center .....	391
iPad Games and Entertainment .....	394
Where's My Water .....	394
Cut the Rope .....	395
Harbor Master HD .....	395
Angry Birds HD .....	396
Galcon .....	396

Plants vs. Zombies HD .....	397
Monkey Island 2 Special Edition .....	397
Scrabble for iPad .....	398
Fieldrunners for iPad .....	398
Temple Run 2 .....	399
The Room .....	399
Gold Strike .....	400
Just Jigsaw Puzzles .....	400
iTunes Radio Alternatives .....	401

**18****iPad Accessories****403**

Printing from Your iPad .....	403
AirPlay Mirroring with Apple TV .....	407
Video Output Adapters .....	409
Using Wireless Keyboards .....	411
Importing Photos with SD Card and USB Adapters .....	413
Charging Your iPad with Power Accessories .....	415
Listening with EarPods .....	417
Protecting Your iPad .....	419
iPad Smart Cover and Smart Case .....	419
Protective Covers .....	420
Protective Cases .....	420

**Index****423**

## About the Author

**Gary Rosenzweig** is an Internet entrepreneur, software developer, and technology writer. He runs CleverMedia, Inc., which produces websites, computer games, apps, 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, Special Edition Using Director MX*, and *My Pages (for Mac)*.

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/>

# 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.

Thanks to everyone at Pearson Education who worked on this book: Laura Norman, Lori Lyons, Tricia Bronkella, Kathy Ruiz, Kristy Hart, Cindy Teeters, Mark Shirar, 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.

We welcome your comments. You can email or write to let us 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 we cannot help you with technical problems related to the topic of this 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. We will carefully review your comments and share them with the author and editors who worked on the book.

Email:      [feedback@quepublishing.com](mailto:feedback@quepublishing.com)

Mail:        Que Publishing  
              ATTN: Reader Feedback  
              800 East 96th Street  
              Indianapolis, IN 46240 USA

## Reader Services

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

*This page intentionally left blank*

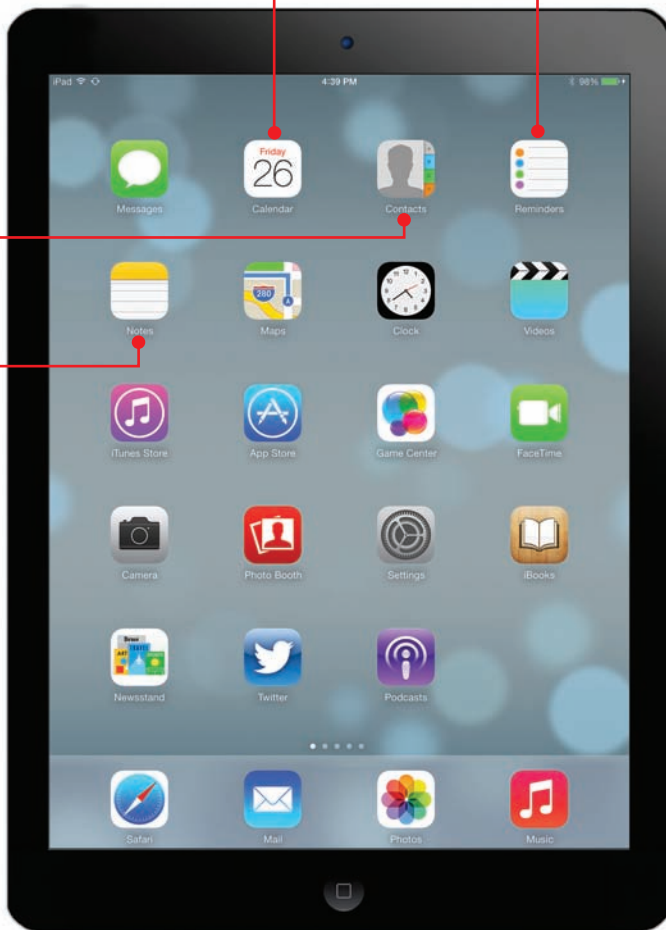


Track your appointments and events.

Set reminders.

Store and search all your contacts.

Take notes and create lists.



In this chapter, we learn how to add and look up contacts and calendar events. We also look at the Notes app.

---

- Adding a Contact
- Searching for a Contact
- Working with Contacts
- Creating a Calendar Event
- Using Calendar Views
- Creating Calendars
- Creating Notes
- Setting Reminders
- Setting Clock Alarms

# 6

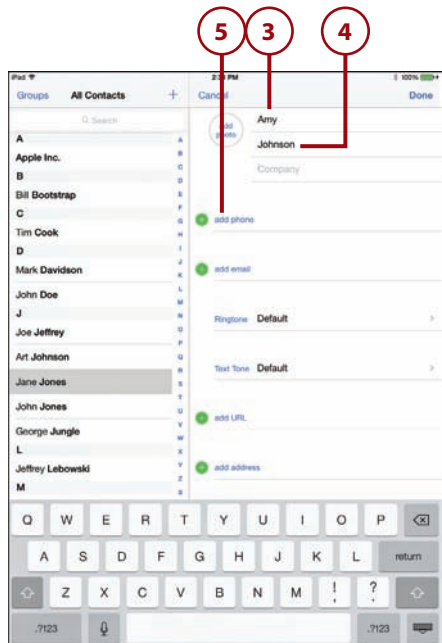
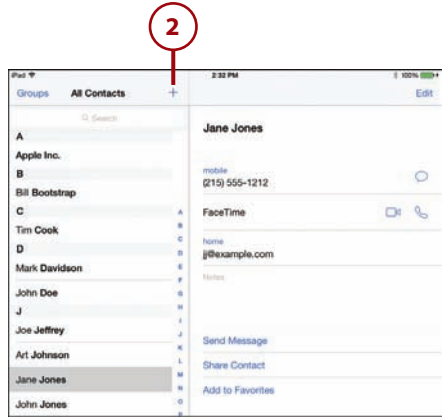
## Organizing Your Life

Whether you are a well-connected businessperson or just someone who has lots of friends, you can use the iPad to organize your life with the default Contacts, Calendar, Reminders, and Clock apps. Let's take a close look at some of the things you can do with these apps.

### Adding a Contact

If you use Contacts on your Mac or a contact management application on Windows, all your contacts can transfer to your iPad the first time you sync. If you have been using iCloud on your Mac or another iOS device, then your contacts will automatically appear on your iPad when you sign in to iCloud. You can also add new contacts directly on your iPad.

1. Tap the Contacts app icon to launch the app.
2. Press the + button near the top of the screen. A New Contact form and keyboard appear.
3. Type the first name of the contact. No need to use Shift to capitalize the name because that happens automatically.
4. Tap the return key on the keyboard to advance to the next field and type the last name for the contact.
5. To add more information, like a phone number, tap the green + button next to the field name.



6. Type the phone number.
7. If you ever want to remove some information from the contact, you can use the red – buttons.
8. You can add more than one phone number per contact. Some contacts may have many: home, work, mobile, and so on.
9. Tap Add Photo to add a photo from one of your photo albums.

## Don't Worry About Formatting

You don't need to type phone numbers with parentheses or dashes. Your iPad formats the number for you.

10. You can add one or more email addresses to the contact as well. These will be used in your Mail app when you compose a new message. You will only need to type the person's name, or choose them from a list, instead of typing their email address.
11. You can add one or more physical addresses for the contact.
12. You can select a specific ringtone for the contact that is used when they call you via FaceTime. You can also set a specific Text tone.
13. You can swipe up to see more fields. You can even add custom fields and notes to a contact.
14. Tap the Done button to complete the new contact.



---

## Contacts Sync

Contacts that you add to your iPad sync back to your iCloud account right away, as long as you have a connection. They will then also sync right away to your other iCloud-enabled devices. If you are not using iCloud, they will sync to your computer the next time you connect and sync using iTunes.

---

---

## Siri: Call Me Ray

You can set a nickname field in a contact. When you do this, and the contact happens to be yours, Siri will call you by that name. You can always tell Siri: “Call me *name*” and it will change your nickname field even if you are not in the Contacts app at the moment.

You can also set relationships in your contacts by saying things like “Debby is my wife.”

---

# Searching for a Contact

If you didn’t have a lot of friends before, I’m sure you gained quite a few since you got a new iPad. So how do you search through all those contacts to find the one you want?

1. Tap the Contacts app icon to launch the app.



2. Tap in the Search field. A keyboard appears at the bottom of the screen.

## Other Ways to Find Contacts

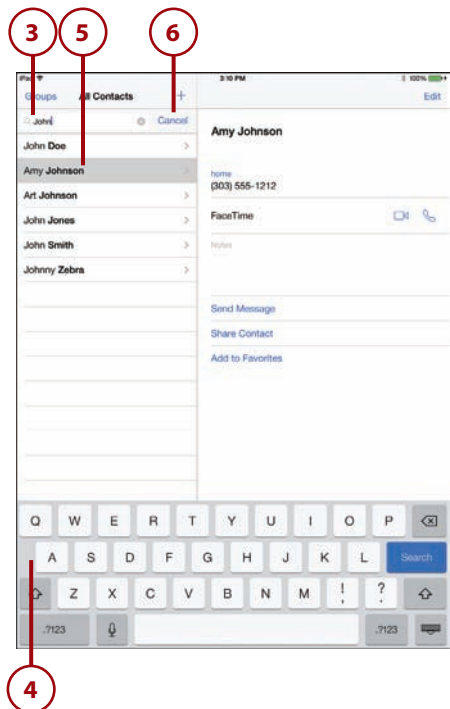
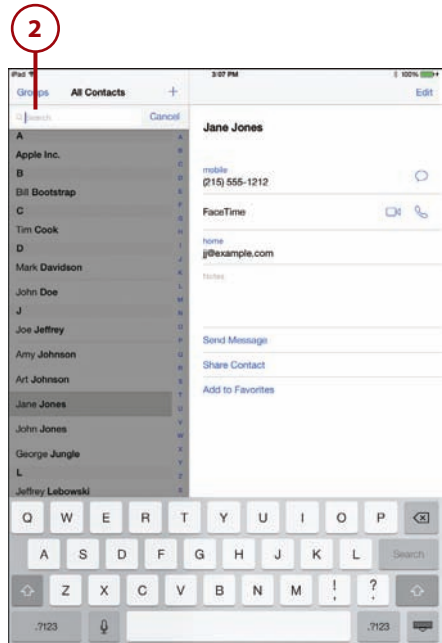
You can also drag (or flick to move quickly) through the contact list to find a name. In addition, the list of letters on the left side of the Contacts app enables you to jump right to that letter in your contacts list.

## Siri: Show Me

You can also use Siri to find a contact. Try these phrases:

- “Show me John Smith.”
- “Show me my contact.”
- “Show me my wife.”

3. Start typing the name of the person you are looking for. As soon as you start typing, the app starts making a list of contacts that contain the letters you’ve typed.
4. Keep typing until you narrow down the list of names and spot the one you are looking for.
5. Tap the name to bring up the contact.
6. Tap the Cancel button to dismiss the search.



## Working with Contacts

After you have contacts in your iPad, you can do a few things from a contact in the Contacts app.

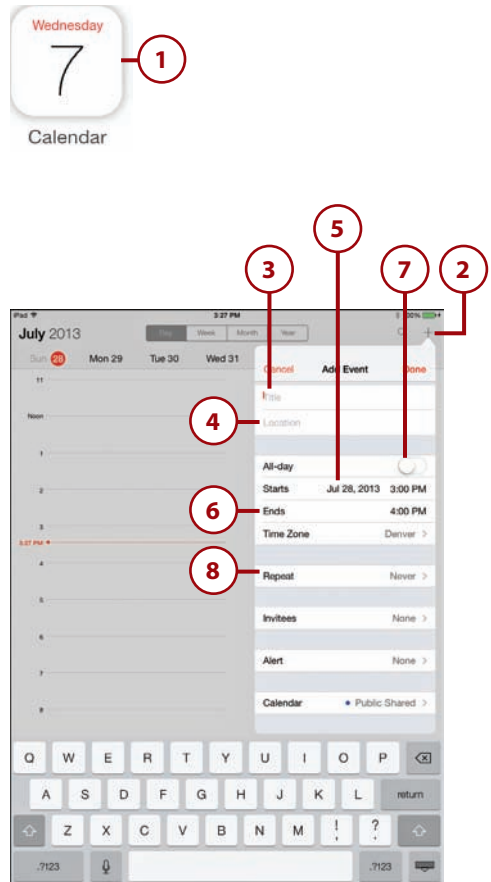
1. Tap and hold the name to copy it to the clipboard buffer.
2. Tap and hold the phone number to copy it to the clipboard buffer.
3. Tap the message button to send a text message to the user using that phone number. This uses Apple's iMessage system, so it will only work for other Apple users, not those who use mobile carrier's SMS systems.
4. Tap the FaceTime button to start a video chat with the user, providing they are also on an iOS device (or a Mac) and have set up FaceTime. You can start a FaceTime video call, or tap the phone-like button for an audio-only call.
5. Tap the email address to start composing a new email in the Mail app.
6. Tap to the right of Notes to add more information without entering Edit mode.
7. Tap Share Contact to send the contact information via a text message, email, or using AirDrop.
8. Tap Add to Favorites to add this contact to your Favorites group for easier access.
9. Tap Edit to enter Edit mode, which gives you the same basic functionality as entering a new contact.



# Creating a Calendar Event

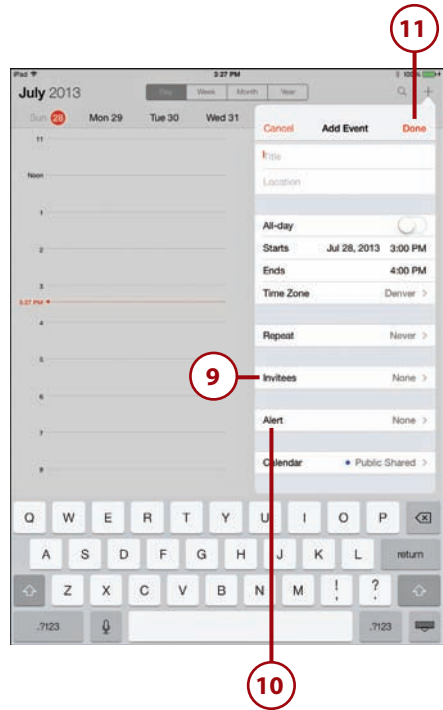
Now that you have people in your Contacts app, you need to schedule some things to do with them. Let's look at the Calendar app.

1. Tap the Calendar app icon on the Home screen.
2. Tap the + button at the upper right.
3. Enter a title for the event.
4. Enter a Location for the event, or skip this field.
5. Tap the Starts field to bring up a control for setting the starting time.
6. Tap the Ends field to bring up a control for setting the ending time for the event.
7. If the event covers the entire day, or a series of days, then slide the All-day switch on. The Starts and Ends fields will now be dates only, and won't include a specific time.
8. Tap Repeat to set an event to repeat every day, week, 2 weeks, month, or year.





9. Tap Invitees to send an email invitation to another person for this event, if your calendar system allows this. If you and the other person are both using iCloud, they will get a notification of the event and have the option to accept or decline. If they accept, the event will be added to their calendar. You will then be able to look at your event's invitation list in this same location and see if they have accepted or declined.
10. Tap Alert to set the time for a notification alert to appear. This can be at the time of the event, or before the event, such as 5 minutes, 15 minutes, or even as much as a week before.
11. Tap Done to complete the event.



### Siri: Creating Events

You can use Siri to create new events even when the Calendar app is not on your screen.

"Schedule a doctor appointment for 3 PM next Wednesday."

"Set up a meeting with John tomorrow at noon."

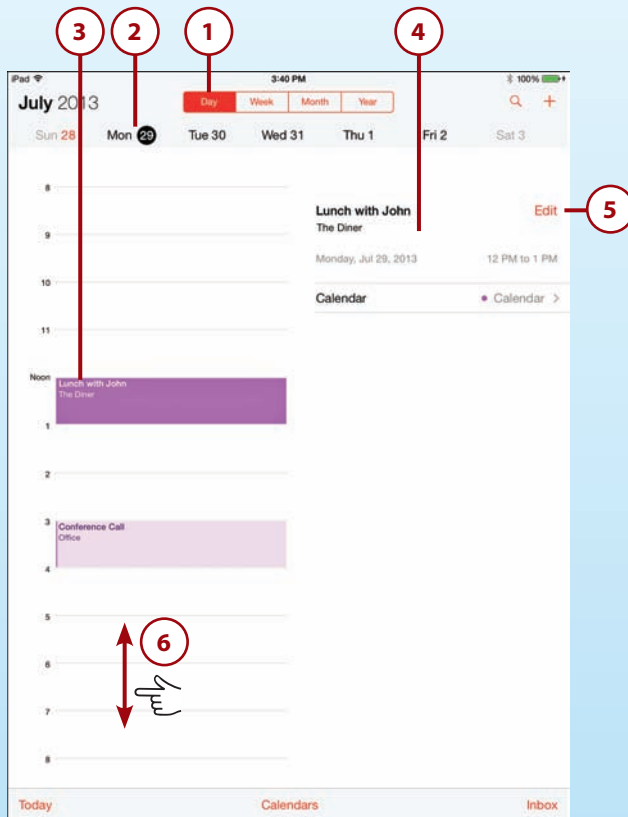
"Cancel my dentist appointment."

## Using Calendar Views

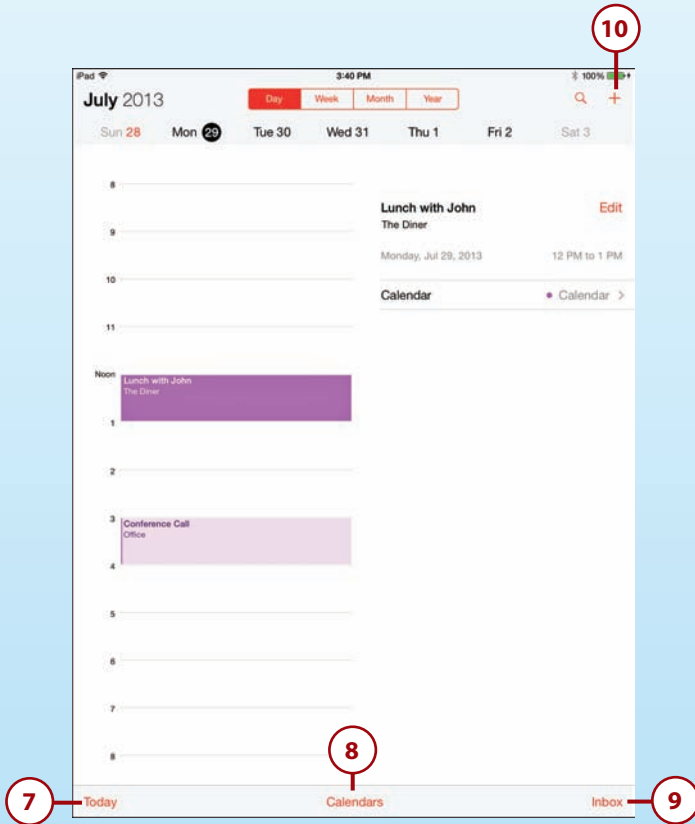
There are three main ways to view your calendar: Day, Week, and Month. Let's take a look at each.

## Exploring Day View

The Day view is broken into two halves: the left side shows a timeline from morning until evening. Events are shown as blocks of color in this vertical timeline. The right side shows information for the event selected, if any.



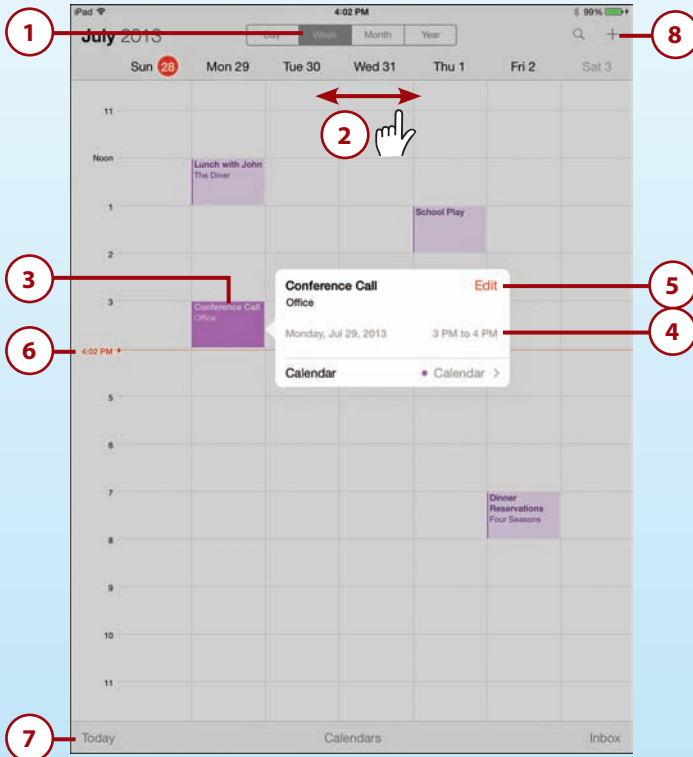
1. Tap Day to enter Day view mode.
2. You can tap any day shown at the top to jump to the list of events for that day. You can also drag left and right here to see previous days and upcoming ones.
3. Tap any event shown to view information about that event.
4. The information appears on the right.
5. You can tap Edit to edit that event and change any aspect of it, or delete it.
6. You can drag up and down to view the entire day.



7. Tap Today to jump to the current day, in case you have moved to another day and want to return quickly.
8. Tap Calendars to select which calendars are shown. This is useful if you have set up multiple calendars in iCloud, or have subscribed to public calendars.
9. Tap Inbox to view any invitations you may have received via email or messages. You can accept or reject them. Accepted invitations will be added to your calendar.
10. Tap + to add a new event.

## Exploring Week View

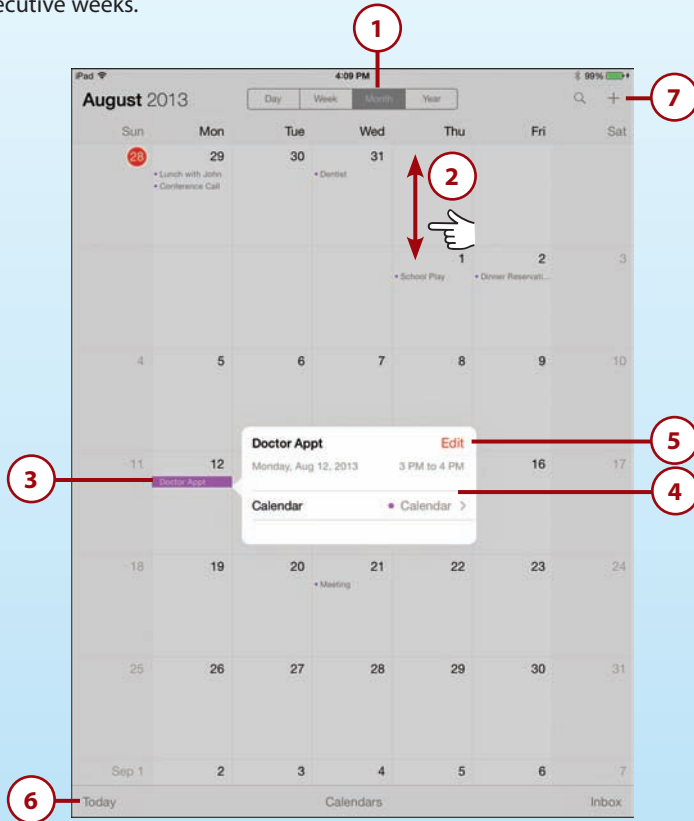
To get a view of all the events for the week, switch to Week view. This gives you seven days across, but less space to preview each event. You can still select and edit events.



1. Tap Week to go to the Week view.
2. You can move to the previous week or the next by tapping and dragging in any blank part of the calendar. You can also drag vertically to see earlier in the morning or late in the evening.
3. Tap an event to view more information about it.
4. The information appears in a box to the left or right of the event.
5. You can tap Edit to edit the event right here. The familiar editing interface will appear in an expanded box while you remain in the Week view.
6. You can see the current time represented by a red line.
7. Tap Today if you have navigated away from the current week and want to get back.
8. Tap + to add a new event while remaining in Week view.

## Exploring Month View

To see the “big picture,” you may want to use Month view. This gives you a grid of seven days across and six or more weeks vertically. While this view is similar to a monthly calendar, it doesn’t necessarily have to show a single month. It can be used to show any group of six consecutive weeks.



1. Tap Month to enter Month view.
2. While in Month view, you can tap and drag in blank areas to scroll up and down.
3. Tap an event to view more information.
4. The information appears in a box, like in Week view.
5. Tap Edit to edit the information right here in Month view. The editing interface will appear inside an enlarged box.
6. Tap Today to return to the current day if you have scrolled away from it.
7. Tap + to add a new event right here in Month view.

## Siri: Checking Your Schedule

You can use Siri to see what events you have coming up.

“What do I have going on tomorrow?”

“What is on my calendar for this week?”

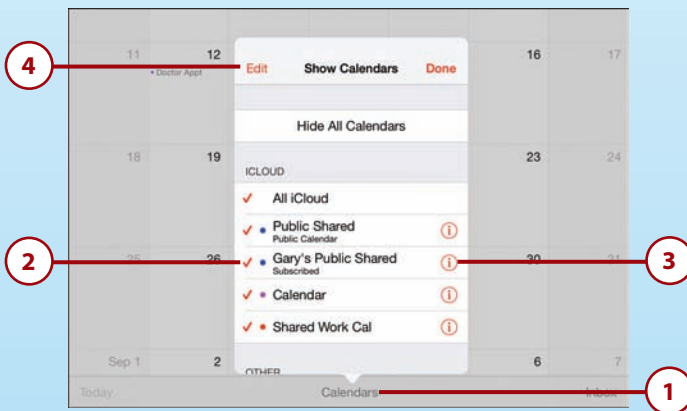
“When is my dentist appointment?”

## Year View

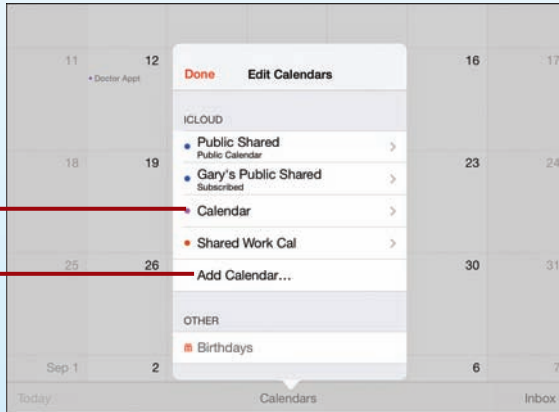
There is also a Year view, as you may have already noticed since there is a Year button at the top of the screen. This shows you 12 very small monthly calendars, with colored-in spaces on days where you have events. You can use this view to quickly navigate to an event in a different week or month. Or, you can use it to see when the days fall in the week.

# Creating Calendars

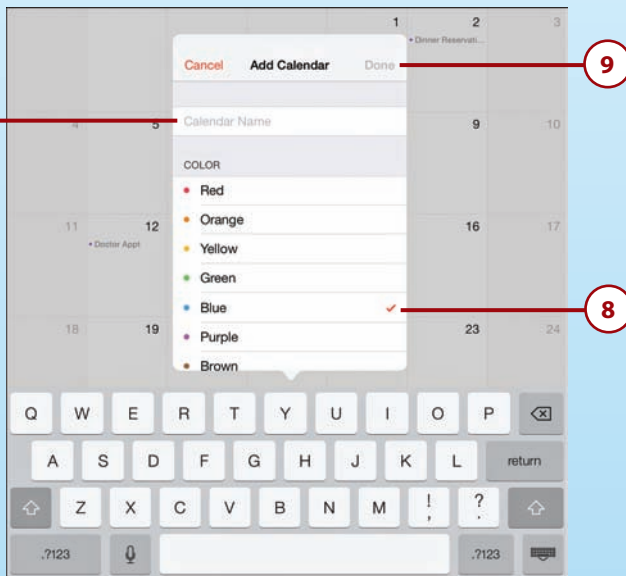
You may have noticed in the previous tasks that you can select a calendar when you create an event. You can create multiple calendars to organize your events. For instance, you may want to have one for work and one for home.



1. From any calendar view, tap the Calendars button at the bottom center.
2. You can scroll up and down this list and disable or enable calendars by tapping on the checkmarks. A calendar without a checkmark is hidden and won't appear in your views.
3. You can also view and change information about a calendar, such as changing the color used as a background for events. You can also share calendars with other iCloud users.
4. Tap Edit to go into editing mode.



5. In Editing mode, you can also select calendars to change their color and who they are shared with.
6. Tap Add Calendar to create a new calendar.



7. Give the new Calendar a name.
8. Set the color for the calendar.
9. Tap Done.

---

## Deleting a Calendar

You can delete a calendar by following the previous steps 1–4 and then selecting a calendar to edit. Scroll to the bottom below the list of colors and choose Delete Calendar.

---

---

## Default Calendar

Which calendar will be used when you create a new event? The default calendar is a setting you can find in the Settings app, under Mail, Contacts, Calendars, way near the bottom of the list of preferences on the right.

---

>>> Go Further

## SHARING CALENDARS

When you edit a calendar's information, you can also use the Add Person button that appears above the list of colors to share a calendar with a specific iCloud user. Below the colors list you can choose to set the calendar to "public" and then share an Internet link that others can use to subscribe. For instance, you can create a schedule for your softball team and make it public, and then put a link to the calendar on the team's website. Anyone can subscribe to this calendar, but only to view it. By default, others can edit it, but you can turn off Allow Editing by tapping the *i* button for the calendar, and then View & Edit next to the person's name with whom you are sharing it.

## Creating Notes

Another organization app that comes with your iPad is the Notes app. Although this one is much more free-form than a Contacts or Calendar app, it can be useful for keeping quick notes or to-do lists.

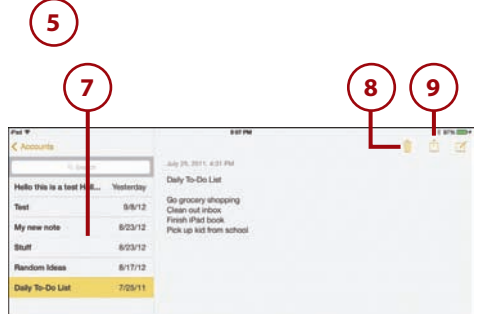
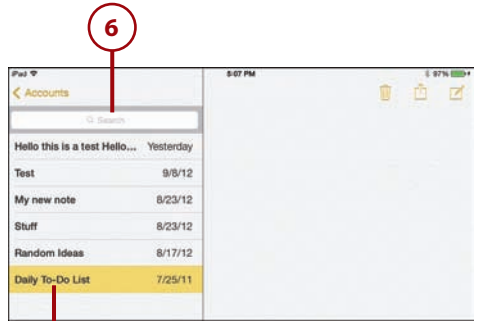
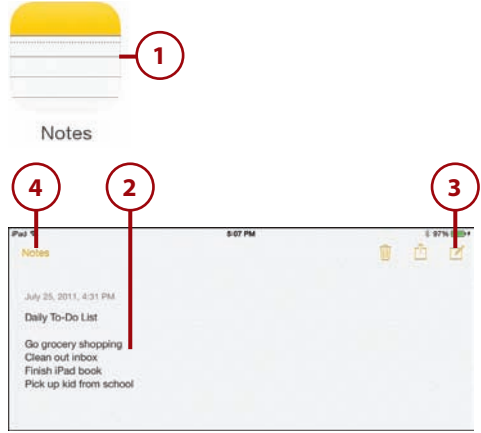


1. Tap the Notes icon on your Home screen.
2. Notes opens up the note you were previously working on. To type, tap on the screen where you want the insertion point, and a keyboard appears.

## What's in a Name

The filename for a note is just the first line of the note, so get in the habit of putting the title of a note as the first line of text to make finding the note easier.

3. To start a new note, tap the Compose button at the upper right.
4. To view a list of all your notes, and to jump to another note, tap the Notes button.
5. Tap the name of the note you want to switch to.
6. Tap and type in the Search field to find text inside of notes.
7. Turn your iPad to horizontal orientation, and you'll have a permanent list of notes on the left, you don't need to tap Notes as you did in step 4 to see the list.
8. Tap the Trash button at the top-right of the screen to delete notes.
9. Tap the Share button at the top-right of the screen to share the note in a number of ways. For instance, you can start a new email message in the Mail app using the contents of the note, or print the note using AirPrint.



---

## Notes Isn't a Word Processor

You can't actually use Notes for any serious writing. There aren't any styles or formatting choices. You can't even change the display font to make it larger. If you need to use your iPad for writing, consider Pages or a third-party word processing app.

---

---

## Notes in the Cloud

What happens to notes after you create them can be confusing. Notes usually are attached to cloud services accounts like iCloud in the same way email messages are. If you are using the same cloud account on your Mac, for instance, you should see the notes appear almost instantly on your Mac, synced through iCloud. They will also appear on your other iOS devices.

---

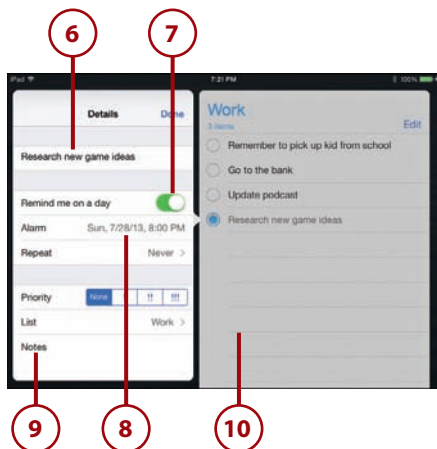
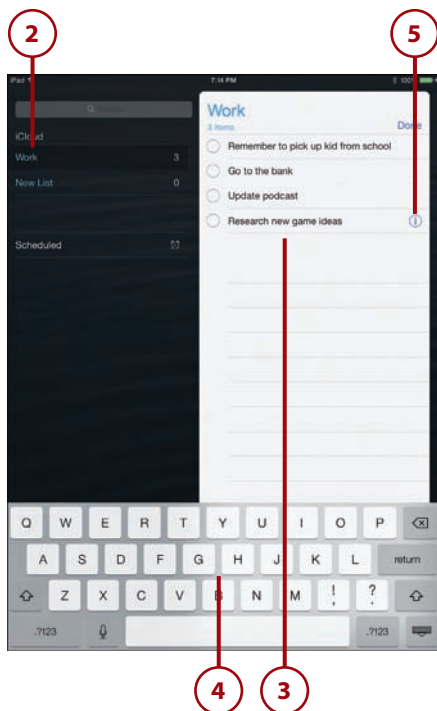
# Setting Reminders

Reminders is a to-do list application available on iPad, iPod touch, iPhone, and Macs running OS X 10.8 Mountain Lion or newer. This app is for creating an ongoing list of tasks you need to accomplish or things you need to remember. These reminders can be similar to calendar events with times and alarms. Or, they can be simple items in a list with no time attached to them.

1. Tap the Reminders icon on your Home screen.



2. Select the list you want to add a new Reminder to.
3. Tap in a new line to create a new reminder.
4. Type the reminder and close the keyboard when done.
5. Tap the *i* button next to the reminder to bring up the Details dialog. If you don't see an *i* button, then tap any reminder item first.
6. Tap here to edit the reminder.
7. Slide the Remind me on a day switch to on to set a reminder alert.
8. Set a time for the alert to occur.
9. Add a note to the reminder if you want to include more details.
10. Tap outside of the Details box when you are finished editing the reminder.



11. Tap the button next to the reminder when you have completed the task. It will remain in the list temporarily.
12. Tap Add List to add a new reminders list.
13. Tap Show Completed to see completed reminders.
14. You can also search for reminders by typing the title or something from the content.
15. Tap Edit to remove reminders.
16. Tap the red button next to a reminder to delete it.
17. Tap and drag the right side of the reminders to re-order them.
18. Tap Done when you are finished deleting and re-ordering the reminders.
19. You can also delete the entire list.

Reminders sync by using the iCloud service from Apple. So, they are automatically backed up and should also appear on your Mac in the Reminders app, if you have OS X 10.8 Mountain Lion or newer. And if you use an iPhone, they should appear there as well.

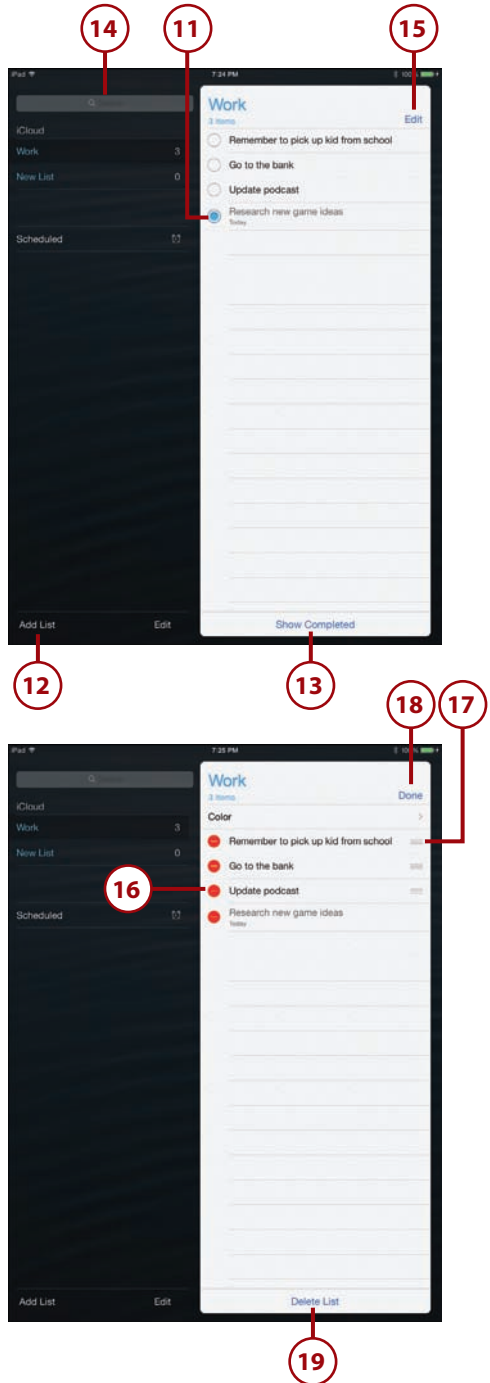
## Siri: Remind Me

You can create new reminders using Siri like this:

“Remind me to watch Doctor Who tonight at 8 PM.”

“Remind me to pick up milk when I leave work.”

“Remind me to check my stocks every day at 9 AM.”



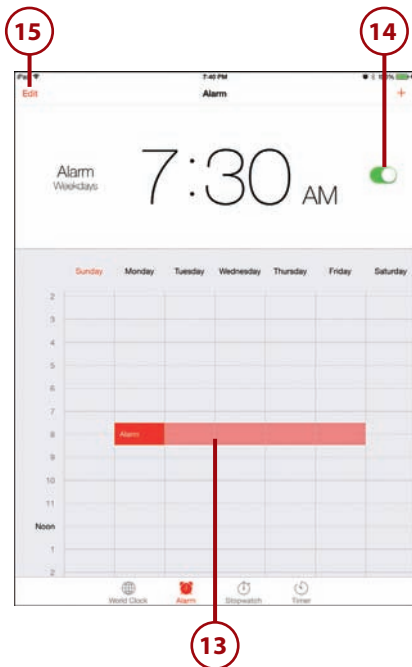
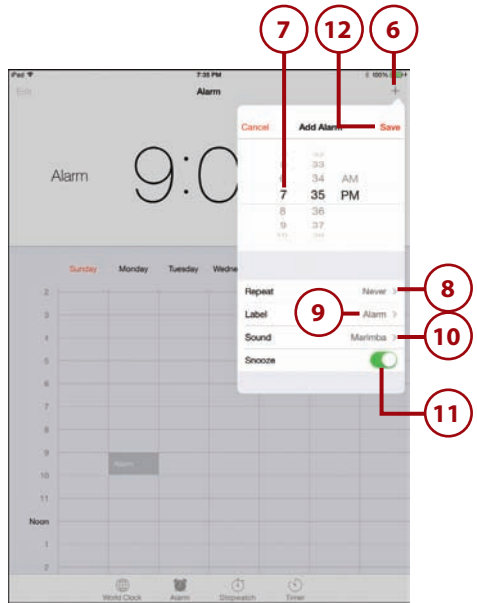
## Setting Clock Alarms

The advantage of using an alarm rather than a reminder is that an often-recurring alarm, like your morning wake-up call, or a reminder on when to pick up your child at school, won't clutter up your Reminders list or calendar.

1. Tap the Clock app.
2. The main screen shows up to six clocks in any time zone you want. Tap a clock to have it fill the screen.
3. Tap an empty clock to add a new city.
4. Tap Edit to remove or rearrange the clocks.
5. Tap Alarm to view and edit alarms.



6. To add a new alarm, tap the + button.
7. Select a time for the alarm.
8. Select the days of the week for the alarm. Leaving it set to Never means you just want the alarm to be used once, as you might do if setting an alarm to wake you up early so you can catch a plane the next day. Otherwise, you can select from seven days of the week. So, you can set an alarm for Monday through Friday and leave out the weekend.
9. Tap Label to give the alarm a custom name.
10. Select a sound for the alarm. You can choose from preset sounds or your ringtone collection.
11. Leave the Snooze switch on if you want the ability to use snooze when the alarm goes off.
12. Tap Save to save all your settings and add the alarm.
13. The alarm now appears in the special Clock calendar.
14. You can switch off the alarm, while leaving it in the calendar for future use.
15. Tap Edit on an alarm to edit or delete it.



16. The alarm will sound and a message will appear when it is time. Even if your iPad is sleeping, it will wake up.
17. If you've enabled snooze, tapping here will silence the alarm and try again in 9 minutes.
18. To silence the alarm normally, assuming it has sounded while the iPad is asleep and locked, you need to swipe the lock switch. If the iPad was awake when the alarm went off, you simply get a button to tap.

---

## Wake Up!

When you set an alarm, it will sound even if you lower your volume to nothing, mute the sound with the side switch or Control Center, and switch into Do Not Disturb mode. This way, you can't accidentally turn off an alarm just because you wanted to avoid other distractions.

---

---

## Siri: Create Alarms

You can use Siri to create and delete alarms. Try these phrases:

"Set an alarm for weekdays at 9 AM."

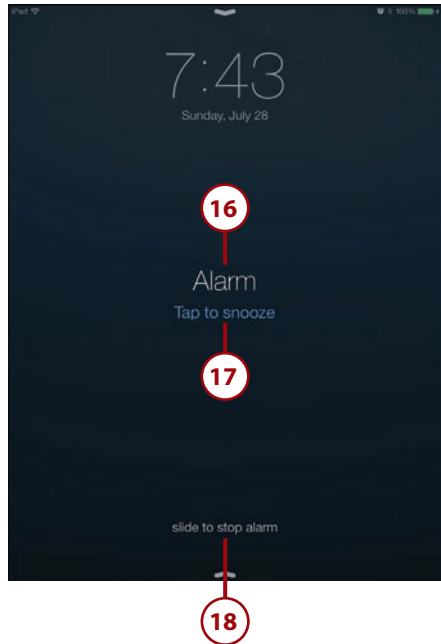
"Create an alarm for tomorrow at 10 AM."

"Cancel my 9 AM alarm."

"Turn on my 9 AM alarm."

"Turn off my 9 AM alarm."

---



*This page intentionally left blank*



*This page intentionally left blank*

# Index

## Symbols

---

() (parentheses), 277  
1Password, 377  
3D view (Maps), 322-324  
3G/4G connections, 57-60

## A

---

About section, 34  
accessories, 403  
    Apple TV, 407-409  
    Apple wireless keyboard, 411-413  
    cases, 420-421  
    docks, 415  
    EarPods, 417-419  
    power accessories, 415-417  
    printers, 403-407  
    Smart Case, 419-420

    Smart Cover, 419-420  
    video output adapters, 409-410  
accounts, authorizing multiple, 341  
AccuWeather, 372-374  
adapters  
    AirPlay mirroring with  
        Apple TV, 407  
    Lightning connectors, 410  
        *Lightning digital AV adapter*, 409  
        *Lightning to SD Card Camera  
        Reader*, 413-415  
        *Lightning to USB Camera  
        Adapter*, 413-415  
        *Lightning to VGA adapter*, 409  
    video output adapters, 409-410  
adjusting  
    Air Display, 349  
    photos in iPhoto, 212-214  
    wallpaper image, 34  
AirDrop, 42, 76-77

- AirPlay, 93
- AirPlay Mirroring with Apple TV, 407-409
- AirPrint
  - bypassing, 407
  - printers, 403
- alarms, 134-136
- albums
  - creating, 207-208
  - viewing, 206
- alert sounds setting, 36-37
- Allowed Content settings, 42
- Amazon Instant Video, 389
- Angry Birds HD, 396
- Apple ID, 61
- Apple iPad 12W USB power adapter, 416
- Apple iPad Smart Cover, 7
- Apple TV, AirPlay Mirroring with, 407-409
- Apple wireless keyboard, 411-413
- apps
  - 1Password, 377
  - AccuWeather, 372-374
  - Air Display, 349
  - AirPlay, 93
  - Amazon Instant Video, 389
  - Angry Birds HD, 396
  - app folders, 333-335
  - arranging on iPad, 332-333
  - BBC News, 378
  - Calendar
    - creating calendars, 127-129*
    - Day view, 123-124*
    - default calendar, 129*
    - deleting calendars, 129*
    - events, creating, 121-122*
    - Month view, 126-127*
    - sharing, 129*
    - Week view, 125*
    - Year view, 127*
  - Camera, 187-191
    - recording video, 224-226*
    - trimming video, 226*
  - Clock, 134-136
  - Contacts
    - adding contacts, 115-118*
    - adding contacts to favorites, 120*
    - composing email to contacts, 120*
    - copying contacts, 120*
    - editing contacts, 120*
    - searching for contacts, 118-119*
    - sharing contacts, 120*
  - Cut the Rope, 395
  - deleting, 332
  - Desktop Connect, 349
  - downloading automatically, 329
  - The Early Edition, 355
  - Epicurious, 371-372
  - Evernote, 361-364
  - Facebook, 344-346
  - FaceTime
    - placing video calls, 238-239*
    - receiving video calls, 240-241*
    - setting up, 236-237*
  - Fieldrunners for iPad, 398
  - finding in App Store, 338-339
  - free apps, 331
  - freemium apps, 331
  - Galcon Fusion, 396
  - GarageBand, 381-384
  - Gold Strike, 400
  - GoodReader, 349-351
  - Google Play Books, 113

Harbor Master HD, 395

help, 340-341

Hulu Plus, 389

iBooks, 101

*alternatives to, 112*

*buying books, 102-103*

*customizing display, 106-107*

*organizing books, 110-111*

*reading books, 104-109*

iMovie, 235

*adding photos to video, 233-235*

*combining video clips, 227-230*

*editing transitions, 231-232*

in-app purchases, 331

iPhone/iPod touch apps, 339-340

iPhoto

*adjusting photos in, 212-214*

*brushed effects, 215*

*ordering prints, 217*

*Photo Books, creating, 219*

*special effects, 216*

iTap VNC, 346

iTeleport for iPad, 347

iTunes. *See* iTunes

iTunes U, 375-377

Just Jigsaw Puzzles, 400

Keynote. *See* Keynote

Kindle, 112

Living Earth, 374

LogMeIn Ignition, 349

Mail

*composing email, 170-171*

*configuring account, 164-166*

*configuring how email is received,  
174-175*

*creating signatures, 171-172*

*deleting email, 172-173*

*email settings, 176-177*

*moving email, 172-173*

*reading email, 167-169*

*searching email, 174*

*spam filters, 173*

Maps

*finding locations, 313-315*

*getting directions, 317-319*

*searching for places/things, 315-316*

*setting bookmarks, 319-320, 324-325*

*views, 321-324*

Merriam-Webster Dictionary HD,  
355-356

Messages

*sending/receiving text messages,  
179-181*

*setting up, 178-179*

MindNode, 378

Mocha VNC Lite, 349

Monkey Island 2 Special Edition, 397

Music

*building playlists, 83-84*

*playing songs, 80-82*

MyScript Calculator, 369-370

Netflix, 91, 387-389

Newsstand, 389-391

Nook, 112

Notes, 129-131

Numbers. *See* Numbers

OmniGraffle, 378

Pages. *See* Pages

paid apps, 331

Pandora, 401

Paper by FiftyThree, 366-369

Penultimate, 369

Photo Booth, 191-192

## Photos

- browsing photos, 193-195*
- capturing screen, 210*
- creating photo albums, 207-208*
- creating slideshows, 208*
- deleting photos, 210-212*
- rotating photos, 195*
- sharing photos, 195-197*
- stopping slideshows, 209*
- viewing photo albums, 206*
- viewing photo collections, 202-205*
- zooming photos, 195*

Plants vs. Zombies HD, 397

Podcasts, 89-90

Printer Center, 405

purchasing, 327-331

quitting, 336-337

redownloading, 330

Reminders, 131-133

The Room, 399

Safari. *See* web surfing with Safari

Scrabble for iPad, 398

Screens VNC, 349

sharing with family, 341

SketchBook Pro, 377

Skype, 356-358

Spotify, 401

StarWalk, 378

Sticky Notes HD, 358-361

switching between, 336

syncing

- with iCloud, 60-63*

- with iTunes, 70-71*

Temple Run 2, 399

Things, 377

## Twitter

- following people on, 182-183*

- sending tweets, 184*

- setting up, 181-182*

USA Today, 378

Videos, 91-92

viewing currently running apps,  
335-336

VNC Viewer, 349

Weather+, 374

WeatherBug, 374

The Weather Channel, 374

Weather Live, 374

Where's My Water, 394

Wolfram Alpha, 378

WordPress, 378

WritePad, 365-366

YouTube, 385-387

YouTube app, 92

Zinio, 391

app screens, 13

App Store, 327

- finding apps in, 338-339

- purchasing apps from, 327-331

arranging apps, 332-333

audio

- alert sounds, 36-37

- music

  - adding to video, 236*

  - buying on iTunes, 85-88*

  - composing with GarageBand, 381-384*

  - Home Sharing, 94-95*

  - listening to, 401*

  - playing, 80-82, 93-98*

  - playlists, 83-84*

  - syncing, 67-68, 86*

- muting, 8

- podcasts, downloading, 89-90
- voiceovers, 236
- volume control, 8
- Authorize This Computer menu, 341
- authorizing multiple accounts, 341
- Auto-Capitalization, 47
- Auto-Correction, 47
- Auto-enhance button (iPhoto), 213
- AutoFill, 157
  - example, 160-161
  - security, 159
  - setting up, 158-161
- Auto-Lock, 38
- automatic downloads, 329
- automatic updates, 75-76
- averaging columns, 273-276

## B

---

- Background App Refresh, 43
- background images, adding to documents, 263
- backing up data, 66
- Badge App Icon, 52
- bandwidth requirements for iTunes Radio, 98
- Banners, 52
- batteries, external, 416
- BBC News app, 378
- Blinds transition, 302-303
- bookmarks
  - creating
    - in Safari, 145-147*
    - in iBooks, 109*
  - deleting, 148-149
  - saving to Home screen, 149-152

- setting in Maps, 319-320
- syncing, 149
- books, 101
  - buying from iBooks, 102-103
  - finding, 104
  - reading in iBooks, 104-105
    - bookmarks, 109*
    - highlights, 107-108*
    - notes, 107-108*
    - organizing books, 110-111*
    - reading aids, 106-107*
  - reading in Kindle/Nook apps, 112
  - syncing with iTunes, 68
- brightness in iBooks, 106
- browsing
  - photos, 193-195
  - to URLs, 139-143
- brushed effects, applying to photos, 215
- Brushes button (iPhoto), 215
- Buy App button (App Store), 330
- buying
  - apps, 327-331
  - books 102-103
  - in-app purchases, 331
  - music, 85-88
  - video, 88
- bypassing AirPrint, 407

## C

---

- calculations, performing, 277
- calculators, MyScript Calculator, 369-370
- Calendar
  - calendars
    - creating, 127-129*
    - deleting, 129*

- sharing*, 129
  - syncing with iCloud*, 60-63
- Day view, 123-124
- default calendar, 129
- events, creating, 121-122
- Month view, 126-127
- Week view, 125
- Year view, 127
- calls, placing with Skype, 356-358
- Camera app
  - Camera Roll, 188
  - recording video, 224-226
  - taking photos, 187-191
  - trimming video, 226
- cameras, importing photos from, 413-415
- capitalizing words, 18
- Caps Lock, 47
- capturing screen, 209
- car chargers, 416
- cases, 420-421
- cells, formatting, 278-280
- Cellular Data, turning on, 57
- changing wallpaper, 32-34
- charts, creating, 261-262, 286-288
- clipart, importing, 257
- clips (video)
  - combining clips in iMovie, 227-230
  - trimming, 226
- Clock app, 134-136
- closing apps, 336-337
- Collections button (iBooks), 104, 110
- collections (photo), viewing, 202-205
- columns
  - averaging, 273-276
  - layouts, 254
  - totaling, 272
- commercials on iTunes Radio, removing, 98
- composing
  - email, 170-171
  - music, 381-384
- configuring
  - 3G/4G connections, 57
  - bookmarks in Maps, 319-320
  - documents, 263-264
  - email, 164-166, 174
  - Facetime, 236
  - Messages app, 178-179
  - Photo Stream, 198-199
  - reminders, 131
  - Twitter, 181-182
  - Wi-Fi network connections, 55-57
- connecting
  - to 3G/4G networks, 57-60
  - to Wi-Fi networks, 55-57
- contacts
  - adding, 115-118
  - composing email to, 120
  - copying, 120
  - editing, 120
  - favorites, 120
  - nicknames, 118
  - searching for, 118-119
  - sharing, 76-77, 120
  - syncing, 60-63, 118
- Contacts app
  - adding contacts, 115-118
  - adding contacts to favorites, 120
  - composing email to contacts, 120
  - copying contacts, 120
  - editing contacts, 120

- searching for contacts, 118-119
  - sharing contacts, 120
- Control Center, 27-28
- cooking apps, Epicurious, 371-372
- copying
  - contacts, 120
  - copy and paste, 21-22
  - images from web pages, 156
  - text, 21-22, 155
- covers, 420
- cropping photos, 214
- Crop & Straighten button (iPhoto), 214
- Cross Dissolve (iMovie), 232
- currently running apps, viewing, 335-336
- customizing iPad, 31
  - alert sounds, 36-37
  - date/time, 45-46
  - Do Not Disturb settings, 48-49
  - iBooks display, 106-107
  - keyboard settings, 46-48
  - Notification Center settings, 51-53
  - parental restrictions, 40-44
  - password, 38-40
  - privacy settings, 44
  - side switch functionality, 44-45
  - wallpaper, 32-34
- Cut the Rope, 395

## D

---

- Data Roaming, 60
- date/time, setting, 45-46
- Day view (Calendar), 123-124
- default calendar, 129
- Define button (iBooks), 107

- Delete button (iBooks), 111
- deleting
  - apps, 332
  - bookmarks, 148-149
  - calendars, 129
  - email, 172-173
  - photos, 210-212
- Desktop Connect, 349
- details about your iPad, viewing, 34-36
- detecting orientation, 9
- dictating text, 19-20
- dictionaries, Merriam-Webster Dictionary HD app, 355-356
- directions, getting in Maps, 317-319
- Disney's Where's My Water, 394
- docks, 415
- documents
  - background images, 263
  - charts, creating, 261-262
  - column layouts, 254
  - creating, 244-245
  - document setup, 263-264
  - dragging and dropping, 74
  - images, inserting, 255-257
  - line spacing, 254
  - lists, creating, 252-253
  - printing, 248, 264-265
  - reading with GoodReader, 349-351
  - shapes, 258-259
  - sharing, 76-77, 264-265
  - syncing
    - with iCloud*, 60-63, 74
    - with iTunes*, 73-74



## tables

- creating*, 259-261

- moving*, 261

- text formatting, 250-251

## text styles

- applying*, 246-248

- reusing*, 249

- undoing mistakes, 246

- Do Not Disturb settings, 48-49

- .doc/.docx files, importing into Pages, 265

## downloading

- apps automatically, 329

- podcasts, 89-90

- dragging, 10-11, 74

## drawing apps

- Paper by FiftyThree, 366-369

- SketchBook Pro, 377

- driving directions, 317-319

- DVDs, importing into iTunes, 87

## E

---

- The Early Edition, 355

- EarPods, 417-419

## editing

- contacts, 120

- text, 20-21

- video transitions in iMovie, 231-232

- Effects button (iPhoto), 216

## email

- composing, 170-171

- configuring, 164-166, 174-175

- deleting, 172-173

- folders, 169

- moving, 172-173

- reading, 167-169

- searching, 174

- sending, 170-171

- settings, 176-177

- signatures, 171-172

- spam filters, 173

- syncing with iCloud, 60-63

- video attachments, 226

- Enable Caps Lock, 47

- Enable Restrictions button, 41

- entertainment apps. *See also* Game Center

- Amazon Instant Video, 389

- Angry Birds HD, 396

- Cut the Rope, 395

- Fieldrunners for iPad, 398

- Galcon Fusion, 396

- GarageBand, 381-384

- Gold Strike, 400

- Harbor Master HD, 395

- Hulu Plus, 389

- Just Jigsaw Puzzles, 400

- Monkey Island 2 Special Edition, 397

- Netflix, 387-389

- Pandora, 401

- Plants vs. Zombies HD, 397

- Scrabble for iPad, 398

- Spotify, 401

- Temple Run 2, 399

- The Room, 399

- Where's My Water, 394

- YouTube, 385-387

- Epicurious, 371-372

- events, creating in Calendar, 121-122

- Evernote, 361-364

Exposure button (iPhoto), 214  
 external battery, 416  
 external displays, presenting Keynote presentations on, 310-311  
 Eye-Fi card, 415

## F

---

Facebook, 344-346  
 FaceTime  
   placing video calls, 238-239  
   receiving video calls, 240-241  
   setting up, 236-237  
   troubleshooting, 241  
 favorites. *See* bookmarks  
 fetch delivery, 174  
 Fieldrunners for iPad, 398  
 fill color (cells), 278-280  
 filling in web forms  
   AutoFill, 157-161  
   manually, 152-153  
 finding  
   apps in App Store, 338-339  
   books, 104  
   contacts, 118-119  
   locations with Maps, 313-315  
   places/things in Maps, 315-316  
 Find My iPad, 63  
 flicking, 10-11  
 Flipboard, 352-355  
 folders  
   app folders, 333-335  
   email folders, 169  
 following people on Twitter, 182-183  
 Font button (Kindle app), 112  
 Fonts button (iBooks), 106  
 footers, 282

force closing apps, 336  
 formatting  
   tables  
     *cells*, 278-280  
     *headers/footers*, 282  
     *tables*, 281-282  
   text, 250-251  
 forms  
   AutoFill, 157  
     *example*, 160-161  
     *security*, 159  
     *setting up*, 158-161  
   creating, 283-285  
   filling in manually, 152-153  
 four-finger gestures, 11  
 free apps, 331  
 freemium apps, 331

## G

---

Galcon Fusion, 396  
 Game Center, 391-393  
 games  
   Angry Birds HD, 396  
   Cut the Rope, 395  
   Fieldrunners for iPad, 398  
   Galcon Fusion, 396  
   Game Center, 391-393  
   Gold Strike, 400  
   Harbor Master HD, 395  
   Just Jigsaw Puzzles, 400  
   Monkey Island 2 Special Edition, 397  
   Plants vs. Zombies HD, 397  
   Scrabble for iPad, 398  
   Temple Run 2, 399

The Room, 399  
 Where's My Water, 394  
 GarageBand, 381-384  
 generations (iPad), 4-5  
 Genius feature, 84  
 gestures  
   dragging, 10-11  
   flicking, 10-11  
   four-finger gestures, 11  
   pinching, 10  
   pulling down and releasing, 11  
   tapping, 10  
   touching, 10  
 Get Sample button (iBooks), 103  
 Gold Strike, 400  
 GoodReader, 349-351  
 Google Play Books app, 113  
 grouping slides, 307

## H

handwriting notes with WritePad, 365-366  
 Harbor Master HD, 395  
 HD (high definition), 88  
 HDMI adapters, 309  
 headers, 282  
 headphones, EarPods, 417-419  
 help for apps, 340-341  
 high definition (HD), 88  
 High Dynamic Range Imaging, 188-189  
 highlighting books, 107-108  
 history list (Safari), 147-148  
 History (Safari), 147  
 Home button, 6  
 Home screen, 12-14  
   notes, 358-361  
   bookmarks, 149-152  
   searching, 13-14  
 Home Sharing, 94-95  
 home video, importing into iTunes, 87  
 Hulu Plus, 389

## I

iBooks, 101  
   alternatives to, 112  
   buying books, 102-103  
   customizing display, 106-107  
   organizing books, 110-111  
   reading books, 104-105  
     *bookmarks, 109*  
     *notes and highlights, 107-108*  
     *page-turning effect, turning off, 105*  
 iCloud  
   backing up data to, 66  
   Photo Stream, 198  
     *setting up, 198-199*  
     *sharing photos with, 199-201*  
   syncing with, 60-63, 74  
 identifying iPad versions, 3-5  
 IDs, Apple ID, 61  
 images  
   adding to email, 171  
   background images, adding to documents, 263  
   clipart, importing, 257  
   copying from web pages, 155, 156  
   inserting into documents, 255-257  
   setting as wallpaper, 32-34  
 IMAP (Internet Message Access Protocol), 164  
 iMovie  
   adding photos to video, 233-235  
   adding video titles, 235

- combining video clips, 227-230
- editing video transitions, 231-232
- video titles, 235
- importing
  - clipart, 257
  - DVDs, 87
  - home video, 87
  - photos from camera or SD card, 413-415
- in-app purchases, 331
- interface elements. *See also* gestures; Siri
  - Control Center, 27-28
  - copy and paste, 21-22
  - dictating text, 19-20
  - editing text, 20-21
  - menus, 16
  - Notifications Center, 25-26
  - on-screen keyboard, 17-19
  - switches, 16
  - tab bars, 17
  - toolbars, 16
- Internet Message Access Protocol (IMAP), 164
- iOS updates, 74-76
- iPad comparison chart, 4-5
- iPhone apps, 339-340
- iPhoto
  - adjusting photos in, 212-214
  - brushed effects, 215
  - creating Photo Books, 219
  - ordering prints, 217
  - special effects, 216
- iPod touch apps, 339-340
- iTap VNC, 346
- iTeleport for iPad, 347
- iTunes
  - arranging apps with, 333
  - buying music, 85-88

- Genius feature, 84
- Home Sharing, 94-95
- home video, 87
- importing DVDs into, 87
- iTunes Match, 68, 80
- iTunes Radio, 95-98
- iTunes U, 375-377
- syncing with
  - apps*, 70-71
  - documents*, 73-74
  - iTunes Match*, 68
  - music*, 67-68
  - overview*, 64
  - photos*, 69-70
  - syncing options*, 65-66
- iTunes Match, 68, 80
- iTunes U, 375-377

## J

---

- jigsaw puzzle app, 400
- Just Jigsaw Puzzles, 400

## K

---

- keyboards, 245
  - Apple wireless keyboard, 411-413
  - on-screen keyboard, 17-19
  - settings, 46-48, 269
- Keyboards button, 47
- Keychain function (Safari), 157
- Keynote presentations, 295
  - building, 296-298
  - playing, 309
  - presenting on external display, 310-311

## slides

*building, 298-301*

*organizing, 307-308*

## transitions

*adding, 302-306*

*Blinds transition, 302-303*

*Magic Move transition, 303-304*

*object transitions, 305-306*

Kindle app, 112

## L

---

layouts, column layouts, 254

Legal button, 36

Library button (iBooks), 105

Lightning connectors, 410

Lightning Digital AV adapter, 409

Lightning to SD Card Camera Reader,  
413-415

Lightning to USB cable, 416

Lightning to USB Camera Adapter, 413-415

Lightning to VGA adapter, 409

line spacing, 254

listening. *See* playing

lists, creating, 252-253

List View button (iBooks), 111

Living Earth, 374

locations, finding with Maps, 313-315

locking orientation, 8

Lock Rotation, 45

Lock screen, 12

adding notes to, 358-361

LogMeIn Ignition, 349

## M

---

magazines, subscribing to, 389-391

Magic Move transition, 303-304

## Mail app

composing email, 170-171

configuring account, 164-166

configuring how email is received,  
174-175

creating signatures, 171-172

deleting email, 172-173

email settings, 176-177

moving email, 172-173

reading email, 167-169

searching email, 174

spam filters, 173

## Maps

bookmarks, 319-320

directions, 317-319

locations, finding, 313-315

places/things, searching for, 315-316

traffic reports, 324-325

views

*3D View, 322-324*

*Satellite view, 321-322*

math problems, solving with MyScript  
Calculator, 369-370

menus, 16

Merriam-Webster Dictionary HD app,  
355-356

messages. *See* email; text messages

## Messages app

sending/receiving text messages,  
179-181

setting up, 178-179

Microsoft Word documents, importing into  
Pages, 265

mind mapping software, 378

MindNode, 378

mistakes, undoing in Pages, 246

Mocha VNC Lite, 349  
 model numbers, 35-36  
 Monkey Island 2 Special Edition, 397  
 Month view (Calendar), 126-127  
 Move button (iBooks), 103, 111  
 movies  
     syncing with iTunes, 68  
     watching with Netflix, 387-389  
 moving  
     email, 172-173  
     tables, 261  
 multimedia cloud notes, 361-364  
 Multi-Pass, 88  
 multiple accounts, authorizing, 341  
 multiple email inboxes, 169  
 multiple notes accounts, 131  
 multiple tables, 288-293  
 multiple web pages, opening, 154  
 music  
     adding to video, 236  
     buying on iTunes, 85-88  
     composing with GarageBand, 381-384  
     Home Sharing, 94-95  
     listening to  
         playing  
             *AirPlay*, 93  
             *iTunes Radio*, 95-98  
             *Music app*, 80-82  
             *Pandora*, 401  
             *Spotify*, 401  
     playlists, 83-84  
     syncing, 67-68, 86  
 Music app  
     building playlists, 83-84  
     playing songs, 80-82

Mute, 45  
 mute switch, 8  
 MyScript Calculator, 369-370

## N

---

Netflix, 91, 387-389  
 networks  
     3G/4G connections, 57-60  
     syncing with iCloud, 60-63, 74  
     syncing with iTunes  
         *documents*, 73-74  
         *iTunes Match*, 68  
         *music*, 67-68  
         *overview*, 64  
         *photos*, 69-70  
         *syncing options*, 65-66  
     Wi-Fi network connections, 55-57  
 New and Noteworthy section  
     (App Store), 328  
 New Contact form, 116  
 New Playlist button (Music app), 83  
 news apps  
     BBC News, 378  
     The Early Edition, 355  
     Flipboard, 352-355  
     USA Today, 378  
 newspapers  
     reading, 355  
         *The Early Edition*, 355  
         *Flipboard*, 352-355  
         *Safari Reader*, 156-157  
     USA Today, 378  
 Newsstand, 389-391  
 nickname field (contacts), 118  
 None alert style, 52

Nook app, 112

notebooks, creating with Paper by FiftyThree, 366-369

notes

- adding to books, 107-108
- adding to Home/Lock screen, 358-361
- creating, 129-131
- handwriting, 365
- multimedia cloud notes, 361-364

Notes app, 129-131

Notifications Center, 25-26, 51-53

Now Playing button (Music app), 81

Numbers, 267

- calculations, performing, 277
- charts, 286-288
- columns
  - averaging*, 273-276
  - totaling*, 272
- forms, 283-285
- keyboard options, 269
- spreadsheets, 268-271
- tables
  - cell formatting*, 278-280
  - definition of*, 268
  - headers/footers*, 282
  - multiple tables*, 288-293
  - selecting*, 289
  - whole table formatting*, 281-282
- terminology, 268

---

## O

object transitions, 305-306

OmniGraffle, 378

On/Off (Wake/Sleep) button, 7

on-screen keyboard, 17-19

opening multiple web pages, 154

organizing
 

- books in iBooks, 110-111
- slides, 307-308

orientation
 

- detecting, 9
- in iBooks, 106
- locking, 8

---

## P

Pages, 243

- documents
  - background images*, 263
  - charts*, 261-262
  - column layouts*, 254
  - creating*, 244-245
  - document setup*, 263-264
  - images*, 255-257
  - line spacing*, 254
  - lists*, 252-253
  - printing*, 248, 264-265
  - shapes*, 258-259
  - sharing*, 264-265
  - tables*, 259-261
  - text formatting*, 250-251
- styles
  - applying*, 246-248
  - reusing*, 249
- undoing mistakes, 246

page-turning special effect (iBooks), 105

paid apps, 331

Pandora, 401

Paper by FiftyThree, 366-369

- parental restrictions, 40-44
- parentheses (), 277
- Passcode Lock, 38
- password protection, 38-40
- pasting text, 21-22
- Penultimate, 369
- performing calculations, 277
- personalizing. *See* customizing
- phone calls, placing with Skype, 356-358
- Photo Books, 219
- Photo Booth, 191-192
- photos, 187
  - adding to video, 233-235
  - adjusting in iPhoto, 212-214
  - albums
    - creating*, 207-208
    - viewing*, 206
  - browsing, 193-195
  - brushed effects, 215
  - collections, viewing, 202-205
  - cropping, 214
  - deleting, 210-212
  - High Dynamic Range Imaging, 188-189
  - importing from camera or SD card, 413
  - inserting into documents, 255-257
  - ordering prints, 217
  - Photo Stream, 198
    - setting up*, 198-199
    - sharing photos with*, 199-201
  - rotating, 195
  - screen captures, 209
  - setting as wallpaper, 32-34
  - sharing
    - with AirDrop*, 76-77
    - from Photos app*, 195-197
    - with Photo Stream*, 199-201
  - slideshows, 208-209
  - special effects, 216
  - straightening, 214
  - syncing with iTunes, 69-70
  - taking
    - Camera app*, 187-191
    - Photo Booth*, 191-192
  - zooming, 195
- Photos app
  - albums
    - creating*, 207-208
    - viewing*, 206
  - capturing screen, 210
  - photo collections, viewing, 202-205
  - photos
    - browsing*, 193-195
    - deleting*, 210-212
    - rotating*, 195
    - sharing*, 195-197
    - zooming*, 195
  - slideshows
    - creating*, 208
    - stopping*, 209
- Photo Stream
  - setting up, 198-199
  - sharing photos with, 199-201
- pinching, 10
- places, finding in Maps, 315-316
- placing video calls, 238-239
- Plants vs. Zombies HD, 397
- playing
  - Keynote presentations, 309
  - music
    - Home Sharing*, 94-95
    - iTunes Radio*, 95-98



- with AirPlay*, 93
  - with Music app*, 80-82
- podcasts, 89-90
- video
  - with AirPlay*, 93
  - with Netflix app*, 91
  - with Videos app*, 91-92
- playlist, building, 83-84
- Playlists button (Music app), 83
- podcasts
  - downloading, 89-90
  - syncing with iTunes, 68
- Podcasts app, 89-90
- POP (Post Office Protocol), 164
- Post Office Protocol (POP), 164
- power accessories, 415-417
- presentations (Keynote), 295
  - building, 296-298
  - playing, 309
  - presenting on external display, 310-311
  - slides
    - building*, 298-301
    - organizing*, 307-308
  - transitions
    - adding*, 302-306
    - Blinds transition*, 302-303
    - Magic Move transition*, 303-304
    - object transitions*, 305-306
- Printer Center app, 405
- printers, 403-407
- printing, 248, 264-265, 403-407
- privacy settings, 44, 49-50
- protecting your iPad, 420-421
- protocols
  - IMAP (Internet Message Access Protocol), 164
  - POP (Post Office Protocol), 164

- pulling down and releasing, 11
- purchasing
  - apps, 327-331
  - in-app purchases, 331
- push delivery, 174

## Q-R

---

- quitting apps, 336-337
- radio
  - iTunes Radio, 95-98
  - Pandora, 401
- Reader (Safari), 156-157
- reading
  - books
    - in iBooks*. *See iBooks*
    - in Kindle/Nook apps*, 112-113
    - reading aids*, 106-107
  - documents with GoodReader, 349-351
  - email, 167-169
  - magazines, 389-391
  - newspapers, 355
    - The Early Edition*, 355
    - Flipboard*, 352-355
- reading lists, 151-152
- rearranging images in documents, 257
- receiving
  - email, 174-175
  - text messages, 179-181
  - video calls, 240-241
- recipes, Epicurious app, 371-372
- recording video, 224-226
- redeeming codes in App Store, 329
- redownloading apps, 330
- Regulatory button, 36

reminders, setting, 131-133  
 Reminders app, 131-133  
 removing commercials on iTunes Radio, 98  
 renting video, 88  
 Repeat Alerts, 53  
 Require Passcode button, 39  
 Resume button (iBooks), 105  
 reusing styles, 249  
 The Room, 399  
 rotating photos, 195

## S

Safari browser. *See* web surfing with Safari  
 Safari Reader, 156  
 Satellite view (Maps), 321-322  
 Saturation control (iPhoto), 214  
 saving bookmarks to Home screen, 149-152  
 Scrabble for iPad, 398  
 screen captures, 209  
 screen gestures. *See* gestures  
 screens
 

- app screens, 13
- Home screen, 12-14
- Lock screen, 12
- searching, 13-14
- Settings screen, 15

 Screens VNC, 349  
 SD cards, importing photos from, 413-415  
 SD (standard definition), 88  
 searching
 

- for contacts, 118-119
- email, 174
- from Home screen, 13-14
- for places/things in Maps, 315-316
- web, 142

 security
 

- AutoFill, 159
- parental restrictions, 40-44
- password protection, 38-40
- privacy settings, 49-50
- wireless networks, 57

 selecting tables, 289  
 sending
 

- email, 170-171
- text messages, 179-181
- tweets, 184

 Set Home Screen, 34  
 Set Lock Screen, 34  
 settings
 

- About section, 34
- alert sounds, 36-37
- Cellular Data, 57
- Do Not Disturb settings, 48-49
- email settings, 176-177
- keyboard settings, 46-48
- Notification Center settings, 51-53
- parental restrictions, 40-44
- password protection, 38-40
- privacy settings, 44, 49-50
- side switch functionality, 44-45
- software updates, 74
- time/date, 45-46
- wallpaper, 32-34
- Wi-Fi, 56-57

 Settings screen, 15  
 setting up. *See* configuring  
 shake, 9  
 shapes, adding to documents, 258-259  
 Share button (iBooks), 107

## sharing

- with AirDrop, 76-77

- apps, 341

- calendars, 129

- contacts, 120

- documents, 264-265

- from iBooks, 107

- photos

  - from Photos app, 195-197*

  - with Photo Stream, 199-201*

- video, 230

- shortcut keys, 412

- Show Alerts from My Contacts, 53

- Shuffle button (Music app), 81

- side switch, 8, 44-45

- signatures (email), creating, 171-172

- Siri, 22-24

  - asking Siri to call you by a  
nickname, 118

  - calendar events, creating, 122

  - clock alarms, creating, 136

  - contacts, finding, 119

  - directions, getting, 319

  - email

    - checking, 175*

    - sending, 170, 177, 181*

  - Map locators, finding, 316

  - music, playing, 82

  - schedule, checking, 127

  - traffic reports, getting, 325

  - tweeting, 184

  - web searches, 143

- SketchBook Pro, 377

- sketching apps

  - Paper by FiftyThree, 366-369

  - SketchBook Pro, 377

- Skype, 356

- slides

  - building, 298-301

  - grouping, 307

  - organizing, 307-308

- Slideshow button, 209

- slideshows

  - creating, 208

  - stopping, 209

- Smart Case, 419-420

- Smart Cover, 7, 419-420

- Software Update, 74-75

- songs. *See* music

- sound. *See* audio

- spacing (line), 254

- spam filters, 173

- special effects, applying to photos, 216

- special keys, 412-413

- spoken turn-by-turn directions, 319

- Spotify, 401

- spreadsheets, 267

  - calculations, performing, 277

  - charts, 286-288

  - columns

    - averaging, 273-276*

    - totaling, 272*

  - creating, 268-271

  - forms, 283-285

  - keyboard options, 269

  - tables

    - cell formatting, 278-280*

    - definition of, 268*

    - headers/footers, 282*

    - multiple tables, 288-293*

    - selecting, 289*

    - whole table formatting, 281-282*

standard definition (SD), 88

Start Listening button (Music app), 96

StarWalk, 378

stations, creating on iTunes Radio, 96-98

Sticky Notes HD, 358-361

stopping slideshows, 209

straightening photos, 214

streaming video
 

- with Netflix, 387-389
- with YouTube, 385-387

styles
 

- applying to text, 246-248
- reusing, 249

subscribing to magazines, 389-391

surfing the web. *See* web surfing with Safari

switches, 16

switching between apps, 336

syncing
 

- bookmarks, 149
- contacts, 118
- with iCloud, 60-63, 74
- with iTunes
  - apps, 70-71*
  - documents, 73-74*
  - iTunes Match, 68*
  - music, 67-68*
  - overview, 64*
  - photos, 69-70*
  - syncing options, 65-66*

music, 86

## T

---

tab bars, 17

Table of Contents button (iBooks), 105

tables
 

- creating, 259-261
- definition of, 268
- formatting
  - cells, 278-280*
  - headers/footers, 282*
  - whole tables, 281-282*
- moving, 261
- multiple tables, 288-293
- selecting, 289

taking photos
 

- Camera app, 187-191
- Photo Booth, 191-192

tapping, 10

Temple Run 2, 399

text
 

- capitalizing, 18
- copying and pasting, 21-22
- copying from web pages, 155
- dictating, 19-20
- editing, 20-21
- formatting, 250-251
- styles
  - applying, 246-248*
  - reusing, 249*

text messages
 

- sending/receiving, 179-181
- setting up, 178-179

text size in iBooks, 106

Themes button (iBooks), 106

Things app, 377

Thumbnail Grid button (iPhoto), 213

time, setting, 45-46

time-delayed video rentals, 88

titles, adding to video, 235

toolbars, 16

Top Charts

App Store, 328

iBooks, 103

totaling columns, 272

touching, 10

traffic reports, 324-325

transitions

adding to Keynote presentations,  
302-306

*Blinds transition, 302-303*

*Magic Move transition, 303-304*

*object transitions, 305-306*

editing in iMovie, 231-232

trimming video clips, 226

troubleshooting

apps, 340-341

FaceTime, 241

VNC connections, 349

turn-by-turn directions, 317-319

turning on/off

Auto-Capitalization, 47

Auto-Correction, 47

Caps Lock, 47

Cellular Data, 57

iBooks page-turning effect, 105

iPad, 8

iTunes Match, 68

parental restrictions, 40-44

Turn Passcode On button, 39

TV shows

season passes, 88

syncing with iTunes, 68

watching with Netflix, 387-389

tweets, sending, 184

Twitter

following people on, 182-183

sending tweets, 184

setting up, 181-182

typing URLs, 141

## U

---

undoing mistakes in Pages, 246

updates, 74-76

URLs, browsing to, 139-143

USA Today app, 378

## V

---

version numbers, 35

versions of iPad, 4-5

VGA adapters, 309

video, 223

adding photos to, 233-235

buying versus renting, 88

DVDs, 87

emailing, 226

Home Sharing, 94-95

home videos, 87

music, 236

playing

*with AirPlay, 93*

*with Netflix app, 91, 387-389*

*with Videos app, 91-92*

*with YouTube, 385-387*

recording, 224-241

sharing, 230

transitions, 231-232

video calls, 241

*placing, 238-239*

*receiving, 240-241*

- setting up*, 236-237
- troubleshooting*, 241
- video clips
  - combining in iMovie*, 227-230
  - trimming*, 226
- video output adapters, 409-410
- video titles, 235
- voiceovers, 236
- video calls
  - placing, 238-239
  - receiving, 240-241
  - setting up, 236-237
  - troubleshooting, 241
- video output adapters, 409-410
- Videos app, 91-92
- viewing
  - currently running apps, 335-336
  - details about your iPad, 34-36
  - news articles with Safari Reader, 156-157
  - photo albums, 206
  - photo collections, 202-205
  - web pages, 143-145
- views
  - Calendar
    - Day view*, 123-124
    - Month view*, 126-127
    - Week view*, 125
    - Year view*, 127
  - Maps
    - 3D View*, 322-324
    - Satellite view*, 321-322
- VNC (Virtual Network Computing)
  - iTap VNC, 346
  - iTeleport, 346-349
  - VNC Viewer, 349

- voiceovers, adding to video, 236
- VoIP (voice over IP), Skype, 356
- volume control, 8
- Volume Limit settings, 43

## W

---

- Wake/Sleep button, 7, 39
- wallpaper, changing, 32-34
- watching video
  - with Netflix, 387-389
  - with YouTube, 385-387
- Weather+, 374
- weather apps
  - AccuWeather, 372-374
  - Living Earth, 374
  - Weather+, 374
  - WeatherBug, 374
  - The Weather Channel, 374
  - Weather Live, 374
- WeatherBug, 374
- The Weather Channel, 374
- Weather Live, 374
- web forms
  - AutoFill, 157
    - example*, 160-161
    - security*, 159
    - setting up*, 158-161
  - filling in manually, 152-153
- web pages
  - bookmarks
    - creating*, 145-147
    - deleting*, 148-149
    - saving to Home screen*, 149-152
    - syncing*, 149

- copying images from, 156
  - copying text from, 155
  - history list, 147-148
  - opening multiple, 154
  - reading lists, 151-152
  - searching, 142
  - viewing, 143-145
- web surfing with Safari, 139
- bookmarks, 149
    - creating, 148*
    - deleting, 148-149*
    - saving to Home screen, 149-152*
    - syncing, 149*
  - history list, 147-148
  - news articles, 156-157
  - reading lists, 151-152
  - Safari Reader, 156-157
  - URLs, browsing to, 139-143
  - web forms
    - AutoFill, 157-161*
    - filling in manually, 152-153*
  - web pages, 154-156
    - copying images from, 156*
    - copying text from, 155*
    - opening multiple, 154*
    - viewing, 143-145*
  - web searches, 142
- Week view (Calendar), 125
- Where's My Water, 394
- Wi-Fi network connections, 55-57
- wireless keyboards, 411-413
- wireless network connections, 55-57
- Wolfram Alpha, 378
- Word documents, importing into Pages, 265
- WordPress, 378
- WritePad, 365-366

## Y-Z

---

- Year view (Calendar), 127
- YouTube app, 92, 385-387
- Zinio, 391
- zooming photos, 195

*This page intentionally left blank*