# My iPad®

SEVENTH EDITION

COVERS

iOS 8 for all models of iPad Air and iPad mini, iPad 3rd/4th generation, and iPad 2

que®

Gary Rosenzweig

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

# My iPad®

SEVENTH EDITION

Gary Rosenzweig

que®

800 East 96th Street,
Indianapolis, Indiana 46240 USA

# My iPad®, Seventh Edition


## Copyright © 2015 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: 978-0-7897-5346-5
ISBN-10: 0-7897-5346-4

Library of Congress Control Number: 2014950817

Printed in the United States of America

First Printing: November 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 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 or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the U.S., please contact international@pearsoned.com.



**Editor-in-Chief**
Greg Wiegand

**Senior Acquisitions Editor and Development Editor**
Laura Norman

**Managing Editor**
Kristy Hart

**Senior Project Editor**
Lori Lyons

**Indexer**
Erika Millen

**Proofreader**
Sarah Kearns

**Technical Editor**
Paul Sihvonen-Binder

**Editorial Assistant**
Kristen Watterson

**Cover Designer**
Mark Shirar

**Compositor**
Bumpy Design

**Graphics Technician**
Tammy Graham

**Manufacturing Buyer**
Dan Uhrig

# Contents at a Glance


| | | |
|---|---|---|
| Chapter 1 | Getting Started | 3 |
| Chapter 2 | Customizing Your iPad | 35 |
| Chapter 3 | Networking and Syncing | 57 |
| Chapter 4 | Playing Music and Video | 77 |
| Chapter 5 | Reading Books | 103 |
| Chapter 6 | Organizing Your Life | 119 |
| Chapter 7 | Surfing the Web | 143 |
| Chapter 8 | Communicating with Email, Messaging, and Twitter | 169 |
| Chapter 9 | Taking and Editing Photos | 197 |
| Chapter 10 | Recording Video | 225 |
| Chapter 11 | Writing with Pages | 247 |
| Chapter 12 | Spreadsheets with Numbers | 265 |
| Chapter 13 | Presentations with Keynote | 285 |
| Chapter 14 | Navigating with Maps | 303 |
| Chapter 15 | The World of Apps | 319 |
| Chapter 16 | Must-Have Apps | 345 |
| Chapter 17 | Games and Entertainment | 383 |
| Chapter 18 | iPad Accessories | 409 |
| Chapter 19 | Maintaining Your iPad and Solving Problems | 429 |
| | Index | 449 |

# Table of Contents


**1 Getting Started 3**

Generations of iPads 3
Identifying Your iPad 4
iOS 8 5
The iPad Buttons and Switches 6
The Home Button 6
The Wake/Sleep Button 7
The Volume Control 8
The Side Switch 9
Orientation and Movement 9
Screen Gestures 10
Tapping and Touching 10
Pinching 10
Dragging and Flicking 10
Pull Down and Release to Update 11
Four-Finger Gestures 12
Learning Your Way Around 12
The Lock Screen 12
The Home Screen 13
An App Screen 14
Home Screen Searching 14
Virtual Buttons and Switches 16
Switches 16
Toolbars 16
Menus 17
Tab Bars 17
Entering Text 17
Using the On-Screen Keyboard 18
Keyboard Modes 18
Undocking and Splitting the Keyboard 20
Using Predictive Text **New!** 21
Dictating Text 22
Editing Text 23

Copy and Paste 24
Talking to Your iPad with Siri 25
Using Notifications Center 29
Using Control Center 32

2 **Customizing Your iPad** 35

Changing Your Wallpaper 36
Setting Alert Sounds 39
Password Protecting Your iPad 41
Setting Side Switch Functionality 45
Setting Your Date and Time 45
Modifying Keyboard Settings 46
Do Not Disturb Settings 48
Setting Parental Restrictions 50
Making Text Easier to Read 52
Controlling Automatic Downloads 53
Other Useful Settings 54

3 **Networking and Syncing** 57

Setting Up Your Wi-Fi Network Connection 57
Setting Up Your Cellular Data Connection 59
Syncing with iCloud 61
Syncing with iTunes 65
Syncing Options 66
Syncing Music 68
Syncing Photos 70
Syncing Everything Else 71
Sharing with AirDrop 73

4 **Playing Music and Video** 77

Playing a Song 78
Building a Playlist 81
Making iTunes Purchases 83
Sharing Purchases with Your Family **New!** 86

Downloading Podcasts 90
Playing Video 92
Using AirPlay to Play Music and Video on Other Devices 96
Home Sharing 97
Listening to iTunes Radio 99

5 **Reading Books** **103**

Buying a Book from Apple 103
Reading a Book 106
Using Reading Aids 107
Adding Notes and Highlights 109
Adding Bookmarks 111
Organizing Your Books 111
Using iBooks Alternatives 115

6 **Organizing Your Life** **119**

Adding a Contact 119
Searching for a Contact 122
Working with Contacts 124
Creating a Calendar Event 125
Using Calendar Views 127
Exploring Day View 127
Exploring Week View 129
Exploring Month View 130
Creating Calendars 131
Creating Notes 133
Setting Reminders 135
Setting Clock Alarms 138

7 **Surfing the Web** **143**

Browsing to a URL and Searching 143
Viewing Web Pages 147
Bookmarks, History, and Reading List 149
Using Bookmarks and Favorites 149
Using History 151

Deleting Your Bookmarks 153
Creating Home Screen Bookmarks 154
Building a Reading List 155
Filling in Web Forms 157
Opening Multiple Web Pages with Tabs 159
Copying Text from a Web Page 161
Copying Images from Web Pages 162
Viewing Articles with Safari Reader 162
Saving Time with AutoFill 163
Setting Up AutoFill 164
Using AutoFill 166

8 **Communicating with Email, Messaging, and Twitter 169**

Configuring Your iPad for Email 170
Set Up Your Email Account 170
Reading Your Email 173
Composing a New Message 176
Creating a Signature 178
Deleting and Moving Messages 180
Searching Email 182
Configuring How Email Is Received 182
More Email Settings 184
Setting Up Messaging 187
Conversing with Messages 188
Setting Up Twitter 191
Following People on Twitter 193
How to Tweet 194

9 **Taking and Editing Photos 197**

Taking Photos 197
Editing and Adjusting Photos 200
Taking Panoramic Photos **New!** 204
Using Photo Booth 206
Photo Sources 208
Browsing Your Photos 209

Viewing Your Photos ... 213
Sharing Your Photos ... 214
Viewing Albums ... 218
Creating Albums ... 220
Creating a Slideshow ... 221
Capturing the Screen ... 223

10 **Recording Video** **225**

Shooting Video ... 226
Trimming Video Clips ... 229
Combining Clips in iMovie ... 230
Editing Transitions in iMovie ... 234
Adding Photos to Your Video in iMovie ... 236
Adding Video Titles in iMovie ... 239
Setting Up FaceTime ... 240
Placing Video Calls with FaceTime ... 242
Receiving Video Calls with FaceTime ... 244

11 **Writing with Pages** **247**

Creating a New Document ... 248
Styling and Formatting Text ... 250
Creating Lists ... 254
Inserting Images ... 256
Document Setup ... 259
Sharing and Printing Documents ... 261

12 **Spreadsheets with Numbers** **265**

Creating a New Spreadsheet ... 265
Calculating Totals and Averages ... 269
Styling Tables and Cells ... 273
Creating Forms ... 275
Using Multiple Tables ... 277
Creating Charts ... 281

13 **Presentations with Keynote** 285

Building a Simple Presentation 285
Building Your Own Slide 288
Adding Transitions 292
Magic Move 293
Object Transitions 295
Organizing Slides 297
Playing Your Presentation 299

14 **Navigating with Maps** 303

Finding a Location 303
Searching for Places and Things 307
Getting Directions 308
Using Views 310
Using Satellite View 311
Using 3D View 312
Getting Traffic Reports 314

15 **The World of Apps** 319

Purchasing an App 319
Arranging Apps on Your iPad 324
Creating App Folders 325
Viewing Currently Running Apps 327
Quitting Apps 329
Finding Good Apps 330
Using iPhone/iPod touch Apps 331
Getting Help with Apps 332
Monitoring and Managing Your Apps 334
Viewing App Storage Information 334
Viewing Battery Usage 336
Viewing Location Usage 337
Viewing Information Sharing Permissions 339
Modifying Notifications Settings 340

16 **Must-Have Apps** 345

Connecting with Friends on Facebook 346
Reading and Collecting Documents 349
Reading the News with Flipboard 352
Adding a Dictionary 357
Making Phone Calls with Skype 359
Creating Multimedia Cloud Notes with Evernote 362
Handwriting Notes with WritePad 365
Sketching Ideas with Paper 368
Adding a Calculator with PCalc Lite 371
Finding Recipes with Epicurious 373
Checking the Weather 375
Learning New Things with iTunes U 378
Other Useful Apps 380

17 **Games and Entertainment** 383

Composing Music with GarageBand 383
Watching Videos with YouTube 387
Watching Movies and TV Shows with Netflix 391
Subscribing to Magazines with Newsstand 394
Using Game Center 396
iPad Games and Entertainment 398
- Kingdom Rush 399
- Blockheads 399
- Machinarium 400
- Where's My Water 400
- Cut the Rope 401
- Harbor Master HD 401
- Angry Birds HD 402
- Plants vs. Zombies HD 402
- Scrabble for iPad 403
- Temple Run 2 403
- The Room 404
- Gold Strike 404

Just Mah Jongg Solitaire 405
iTunes Radio Alternatives 406

18 iPad Accessories 409

Printing from Your iPad 409
AirPlay Mirroring with Apple TV 413
Video Output Adapters 415
Using Wireless Keyboards 417
Importing Photos with an SD Card and USB Adapters 419
Charging Your iPad with Power Accessories 421
Listening with EarPods 423
Protecting Your iPad 425
iPad Smart Cover and Smart Case 425
Protective Covers 426
Protective Cases 426

19 Maintaining Your iPad and Solving Problems 429

Getting Help on Your iPad **New!** 429
Using the Tips App 430
Getting Help Inside Apps 431
Getting Help from Apple 433
Visiting the Genius Bar 433
Asking a Question Online 438
Keeping Your iPad Up-To-Date 441
Updating iOS 441
Updating Apps 442
Securing Your iPad 443
Basic Security Measures 443
Using Find My iPad 444
Setting Up Find My iPad 444
Locating a Lost iPad 444

Index 449

# 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*, and *Special Edition Using Director MX*.

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

Website: http://garyrosenzweig.com

Twitter: http://twitter.com/rosenz

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

# 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, Kim Scott, Sarah Kearns, Kristy Hart, Kristen Watterson, 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 and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: 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 for convenient access to any updates, downloads, or errata that might be available for this book.

*This page intentionally left blank*

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

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

7

- Browsing to a URL and Searching
- Viewing Web Pages
- Bookmarks, History, and Reading List
- Deleting Your Bookmarks
- Creating Home Screen Bookmarks
- Filling in Web Forms
- Opening Multiple Web Pages with Tabs
- Copying Text from a Web Page
- Copying Images from Web Pages
- Viewing Articles with Safari Reader
- Saving Time with AutoFill

# Surfing the Web

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

## Browsing to a URL and Searching

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

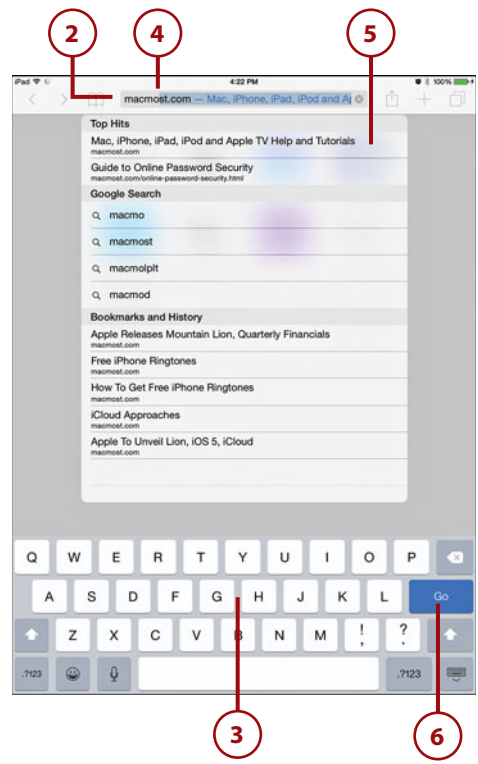
At the top of the Safari browser is a toolbar with just a few buttons. In the middle, the largest interface element is the address field. This is where you can type the address of any web page on the Internet, or enter a search query.

1. Tap the Safari icon on your iPad to launch the browser. Unless you have rearranged your icons, it is located at the bottom of the screen, along with your other most commonly used applications.

2. Tap in the field at the top of the screen. This opens up the keyboard at the bottom of the screen. If you were already viewing a web page, the address of that page remains in the address field. Otervise, it will be blank.

## Clear the Slate

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




3. Start typing a search term or a URL such as apple.com or macmost.com.

4. The area to the right of where you are typing will fill with a complete address and description, trying to predict the URL you want. You can ignore this and keep typing until you have completed the URL. You can then skip to step 6.

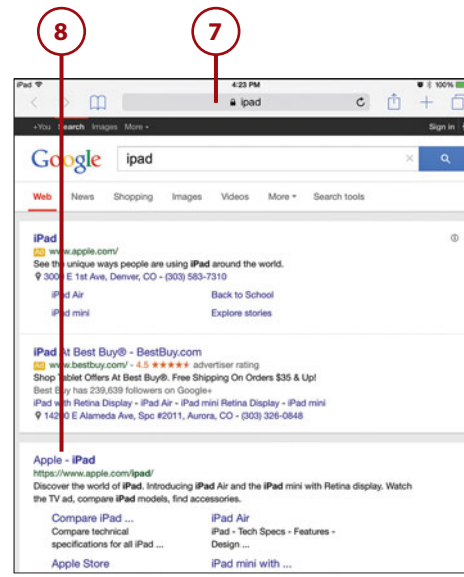
5. As you type, suggestions based on previous pages you have visited and past web searches from other users appear. To go directly to one of these pages, tap the page in the list.

6. Otherwise, tap the Go button on the keyboard when you finish typing. If you typed or selected a URL, you will be taken to that web page.

7. Notice that the address field at the top of the screen shows you the domain name for the website you are visiting, but doesn't display the complete URL of the specific page of that site you are on.

   If you typed a search term, or selected a search from the list, the term will remain at the top and you will get a page of search results.

8. Tap on any result to jump to that page.




## Tips for Typing a URL

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

## Nothing Special, Please

Some websites present you with a special iPad version of the site. This is not as common as the special iPhone or iPod touch versions that many sites offer. If a website does not look the same on your iPad as it does on your computer, you might want to check to see if a switch is on the web page provided by the site to view the standard web version, instead of a special iPad version. You can also tap in the address field in Safari, and then drag down on the list of Favorites that appears to reveal a Request Desktop Site option. This is especially useful if a site has lumped the iPad together with the iPhone and provided a needlessly simplified version.

## Search This Page

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

# >>>Go Further

## TIPS FOR SEARCHING THE WEB

- You can go deeper than just typing some words. For instance, you can put a + in front of a word to require it and a – in front to avoid that word in the results.
- You can use special search terms to look for things such as movie times, weather, flight tracking, and more. See http://www.google.com/insidesearch/tipstricks/ for all sorts of things you can do with a Google search.
- Using iPad's Settings app, you can choose the search engine that Safari uses as its default. Tap the Settings icon and choose Safari on the left, and then look for the Search Engine setting. You can choose Bing, Yahoo!, or Duck Duck Go instead of Google, for instance.
- Using Google, you can search for much more than text on web pages. Look at the top of the search results, and you see links such as Images, Videos, Maps, News, and Shopping. Tap More and you can also search for things such as Blogs and Books.
- To explore the search results without moving away from the page listing the results, tap and hold over a link to see a button that enables you to open a link in a new tab, leaving the results open in the current tab.
- You can use many search settings with Bing or Google. These are not specific to the iPad but work on your computer as well when performing searches. Tap the settings button (looks like a small gear) in the upper-right corner of the search results page to choose a language, filters, and other settings. Set up a Bing or Google account and log in to save these search preferences and use them between different devices.

## Siri: Search the Web

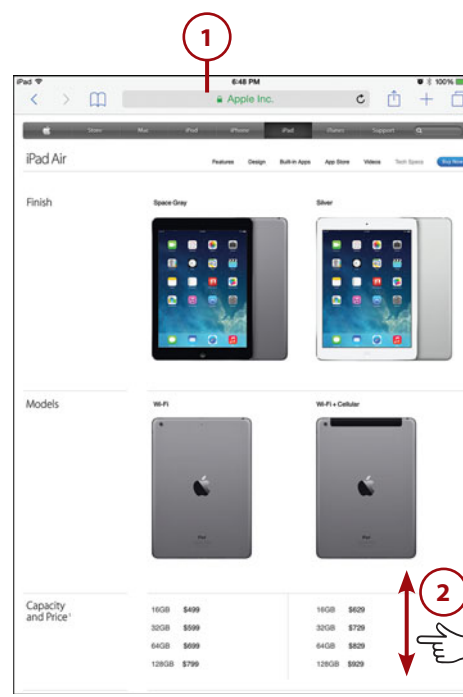
You can use Siri to search the web, even if you are not currently looking at the Safari screen. Sometimes Siri will also answer general questions by suggesting a web search:

"Search the web for iPad tutorials."
"Search for local plumbers."
"Search for MacMost.com."
"Search Wikipedia for Paris."
"Show me some websites about geology."
"Google Denver news."
"Search for iPad tutorials on MacMost.com."

# Viewing Web Pages

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

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

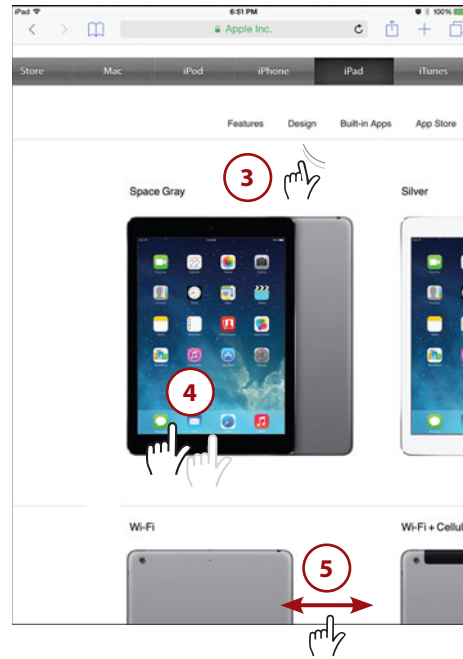


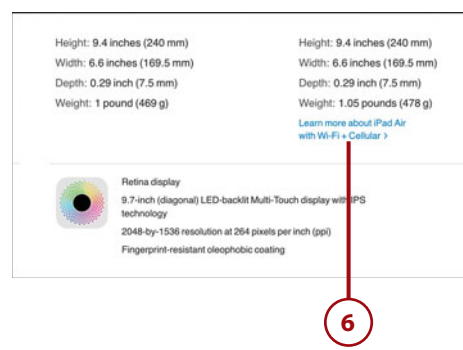
3. To zoom in on an area in the page, touch the screen with two fingers and move your fingers apart. This is called an unpinch. You can also move them closer together (pinch) to zoom back out. A double-tap restores the page to normal scaling. This works well on websites made for desktop computers, but mobile sites usually are set to already fit the screen at optimal resolution.

4. You can also double-tap images and paragraphs of text to zoom in to those elements in the web page. A second double-tap zooms back out.

5. While zoomed in, you can also touch and drag left and right to view different parts of the web page. You see a bar at the bottom of the screen when you do this, just like the bar on the right side in step 2.

6. To move to another web page from a link in the current web page, just tap the link. Links are usually an underlined or colored piece of text; however, they can also be pictures or button-like images.



## *It's Not All Good*

**Where's the Link?**

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

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

# Bookmarks, History, and Reading List

You can always visit a web page by typing its address in the field at the top of Safari. But the app also has a way for you to get to your most frequently visited sites easily, find a page you recently visited, or save a page to read later.

## Using Bookmarks and Favorites

Bookmarks allow you to save the web pages you visit most often and then access them with just a few taps. Favorites are bookmarks that appear at the top of the Safari browser for easier access.

1. Use Safari to navigate to any web page.
2. Tap the Share button at the top of the screen.
3. Tap Add Bookmark.

4. Edit the title of the bookmark. The official title of the web page is prefilled, but you can use the keyboard to change it. You can tap the X to clear the text and start fresh.

5. Tap Location to place the bookmark in a bookmarks folder.

6. You can choose to place the bookmark in Favorites, so it will appear at the top of the Safari window where you can easily find it.

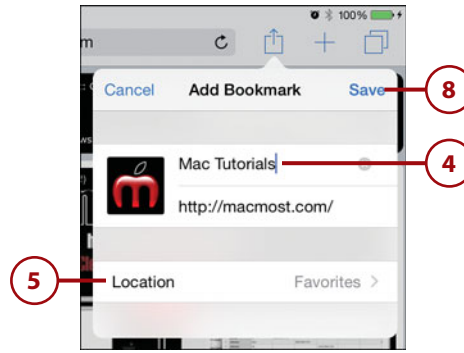
7. Or you can put it in Bookmarks, where you can select it from the Bookmarks menu.

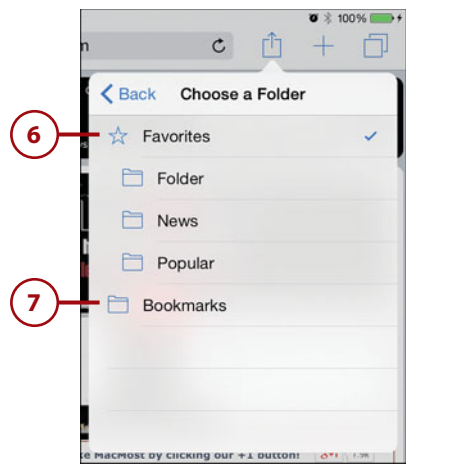
8. Tap Save to finish creating the bookmark.

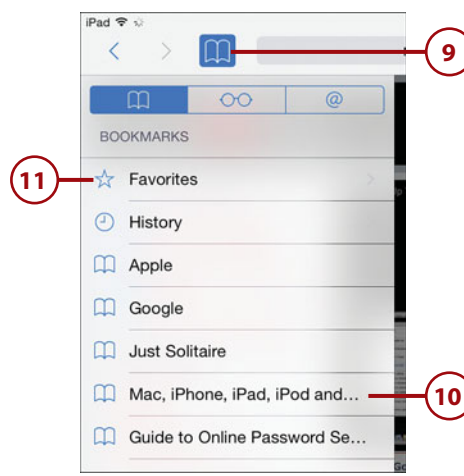
9. To use a bookmark, first tap the Bookmarks button. This opens up a sidebar on the left. In vertical orientation, this sidebar closes when you choose a web page to view. In horizontal orientation, the sidebar stays until you tap the Bookmarks button again.

10. Find the bookmark in the list and tap it to go to that web page. These would be any bookmarks you saved by using step 7.

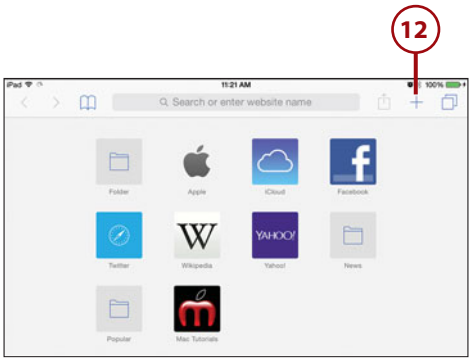
11. If you put the bookmark in Favorites or another folder, such as in step 6, you have to tap that folder name first to dig down to find the bookmark.



12. When you create a new tab, the bookmarks you put in your Favorites folder will appear as icons for quick access to those pages. For more about tabs, see "Opening Multiple Web Pages with Tabs" later in this chapter.




## >>>Go Further

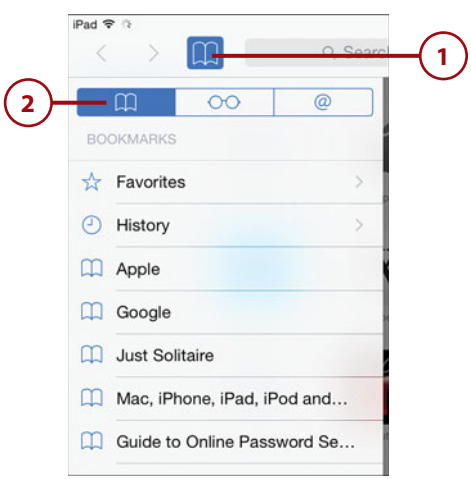
### TIPS FOR BOOKMARKING WEBSITES

- The titles of web pages are often long and descriptive. It is a good idea to shorten the title to something you can easily recognize, especially if it is a web page that you plan to visit often.
- To create folders inside the Bookmarks folder, tap the Bookmarks button at the top of the Safari screen. Then choose the Bookmarks button at the top. At the bottom of that menu, tap Edit and then tap New Folder.
- You can create folders of bookmarks under Favorites. These appear as their own pop-up menu when you tap them, giving access to a subset of your bookmarks.

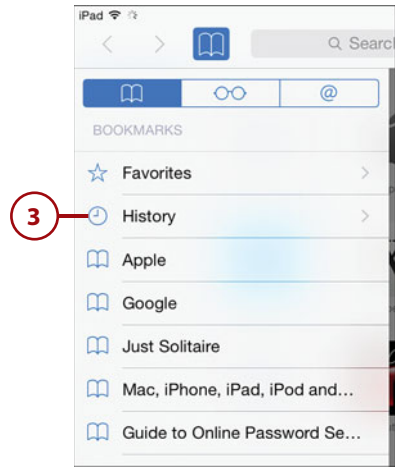
## Using History

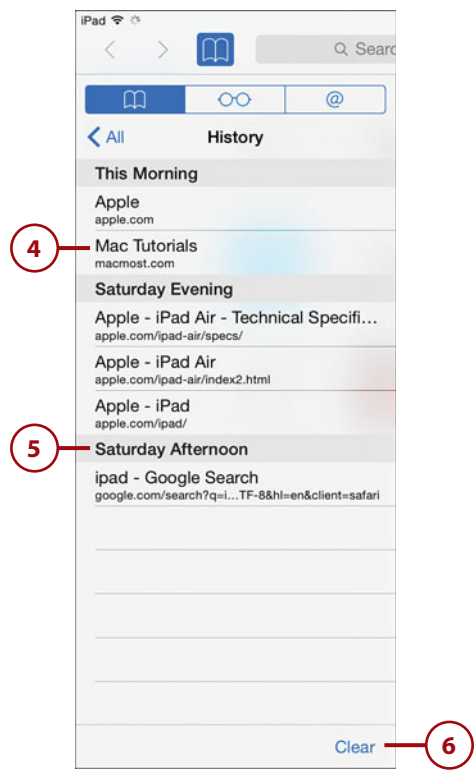
Safari keeps track of which web pages you have visited. You can use this history to find a page you went to earlier today, yesterday, or even several days back.

1. After using Safari to view several pages, tap the Bookmarks button at the top of the screen.
2. Tap the first tab at the top of this menu to view your bookmarks and history folders.



3. You may already be viewing your history at this point. If the top of this menu reads History instead of Bookmarks, then you are. Otherwise, tap the History item to go into your history. It is also possible that you have dug down into a bookmarks subfolder. If you see a label with a left-facing blue arrow at the top of the list, tap it to move up a level until you get to the main bookmarks list that includes Favorites and History.
4. Tap any item in the list to jump to that web page.
5. Previous pages you have visited are broken into groups by date.
6. Tap the Clear button if you want to clear out your browsing history. For instance, are you about to hand your iPad to your spouse right after shopping for their birthday present?



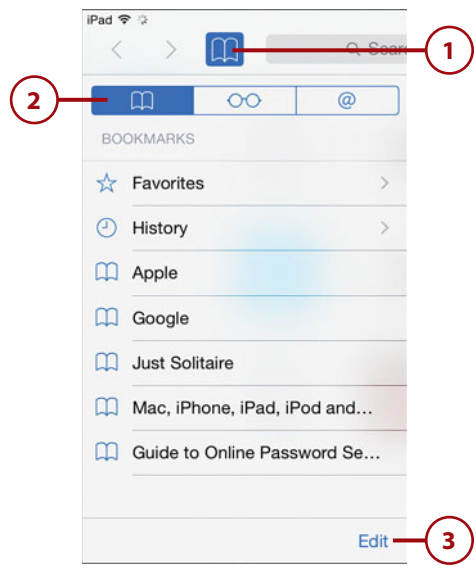

## History/Bookmarks

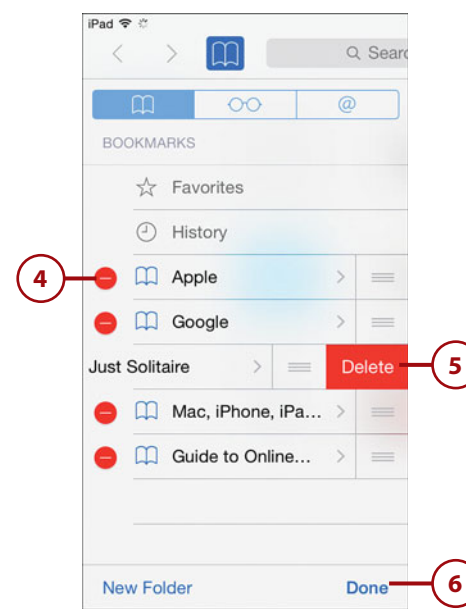
Safari treats both history and bookmarks the same. They are both just lists of web pages. Think of your history as a bookmark list of every site you have visited recently. If you think you may need to go to a web page later the same day or this week, you can always use your History instead of creating a new bookmark. Use bookmarks only for truly important pages that you know you'll need often or later on.

# Deleting Your Bookmarks

Adding and using bookmarks is just the start. You eventually need to delete ones you don't use. Some might link to missing or obsolete pages, or some you simply no longer use.

1. Tap the Bookmarks button at the top of the Safari screen.
2. Navigate to the Bookmarks section of that menu. If the bookmark you want to delete is in a folder, tap that folder to navigate into it so you can see the bookmark.
3. Tap Edit.
4. Tap the red button next to a bookmark.
5. Tap the Delete button to remove the bookmark. The bookmark is instantly deleted.
6. Tap Done when you finish deleting bookmarks.




## Sync Your Bookmarks

If you are using iCloud, your bookmarks should sync between all your iOS and Mac devices. Safari on your computer gives you greater control over moving and deleting bookmarks. So just do your wholesale editing on your computer and those changes should be reflected in your iPad's bookmarks as well.

# Creating Home Screen Bookmarks

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

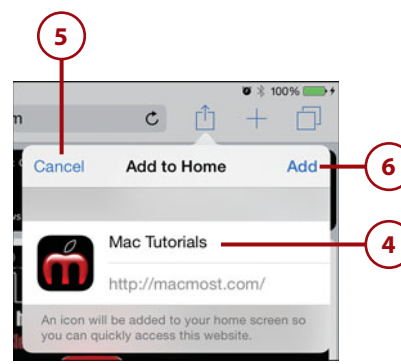
However, if a web page is even more important to you than that, you can save it as an icon on your iPad's Home screen.

1. Use Safari to navigate to any web page.
2. Tap the Share button at the top of the screen.
3. Tap Add to Home Screen. Note that the icon shown here will change to use the icon for that website or to a small screen capture of the site.

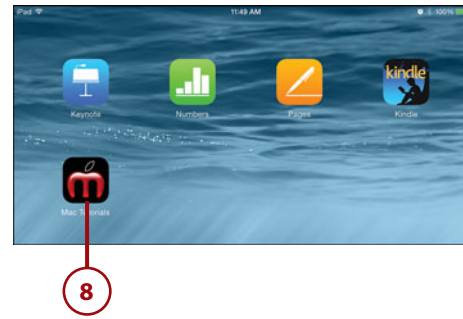
## Managing Home Screen Bookmarks

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

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



7. Press the Home button to return to your Home screen.
8. Look for the new icon on your Home screen that represents this bookmark. You may need to swipe through the pages of your Home screens to find it. Then, you can move it to any page or into a folder. The icon acts just like the app icons on your Home screen. See "Arranging Apps on Your iPad" in Chapter 14.




## Website Icons

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

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

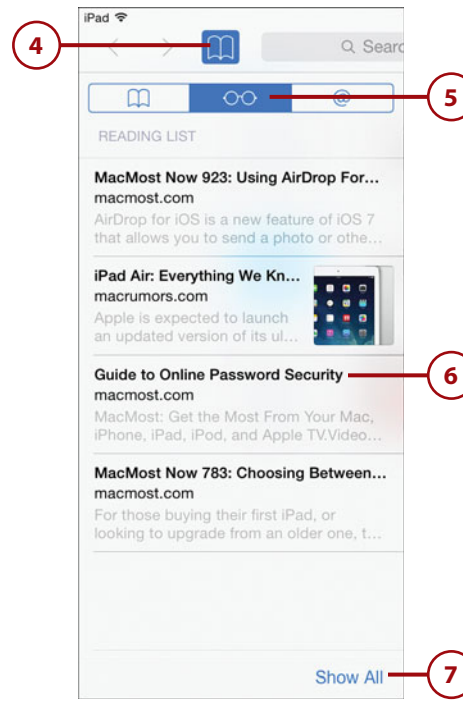
## Building a Reading List

Your reading list is similar to bookmarks. You can add a page to your reading list to remember to return to that page later. When you do, it will be removed from the Unread section of your reading list, but still appear in the All section.

In addition, pages you add to your reading list are downloaded to your iPad so that you can read them later while not connected to the Internet.

1. Find an article you want to read later.
2. Tap the Share button.
3. Tap Add to Reading List.

4. To see your reading list, tap the Bookmarks button.
5. Tap the Reading List button.
6. Tap any item to view the page. Even if you are not connected to the Internet, the page will show because Safari stored the content when you added the page to the Reading List.
7. At the bottom you see either Show All or Show Unread. This lets you switch between the two lists. Show All shows everything in your Reading List. Show Unread does not show items you have already opened from the Reading List.




## Reading List Syncing

The Reading List also syncs across your iOS devices and Macs using iCloud. So you can add it on your Mac and then see it appear in your Reading List on your iPad.

## Shared Links

In addition to Bookmarks and Reading List, there is a third button that looks like an @ symbol that appears only if you are signed into social media networks like Twitter or Facebook in the Settings app. Here you find shared links. Recently shared links from those networks appear in this list.

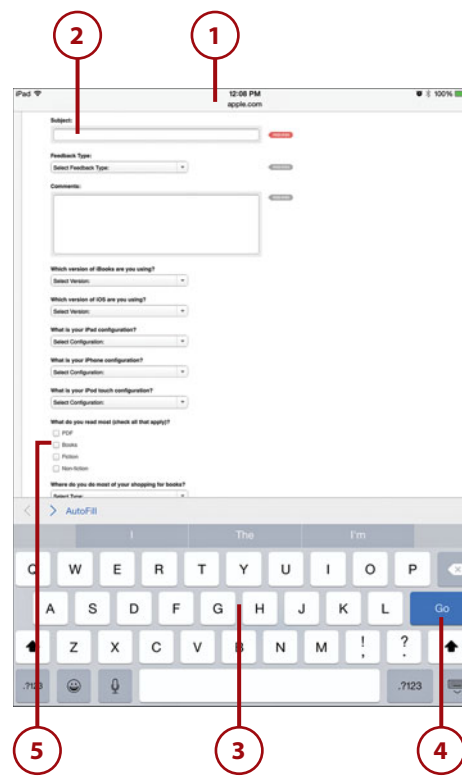
# Filling in Web Forms

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

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

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

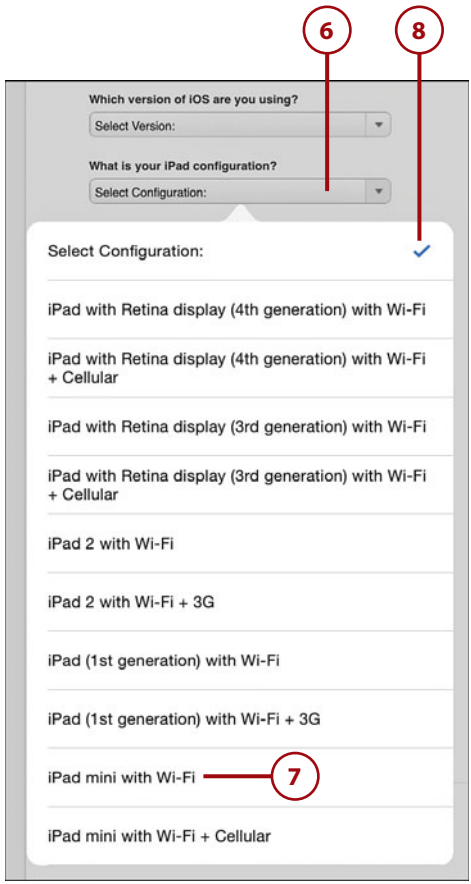
1. Use Safari to navigate to a web page with a form. For demonstration purposes, try one of the pages at http://apple.com/feedback/.
2. To type in a text field, tap that field.
3. The keyboard appears at the bottom of the screen. Use it to type text into the field. The features of the keyboard will depend on queues from the website. For instance, a site can set a text field to only accept numbers, so you'll see a numeric keyboard instead of a full keyboard.
4. Tap the Go button when you finish filling in all the required fields.
5. To select a check box or radio button, tap it just as you would click on it on your computer using the mouse.



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

### Special Menus

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




## >>>Go Further

### SCANNING YOUR CREDIT CARD **New!**

When encounter a web form that asks you to enter a credit card number, it can be a pain to have to enter all those digits. Instead, you can have your iPad read the number right from the card using your iPad's camera. Just tap in the credit card number field, and you see a Scan Credit Card button appear above the keyboard. Tap that and you are instructed to hold your card up to the camera. If the lighting is good and your number is clearly visible, it will be read by the camera and inserted into the field. If you don't see the Scan Credit card button, it could be because the web page isn't labeling its fields in a way that Safari can recognize. In that case, you need to enter the number manually.

# >>>Go Further

## TIPS FOR FILLING IN FORMS

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

# Opening Multiple Web Pages with Tabs

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

1. View a web page in Safari that has links to other pages, such as MacMost.com. Instead of tapping on a link, tap down and hold your finger there until a contextual menu pops up above your finger.
2. Tap Open in New Tab.
3. Alternatively, you can tap the + button at the top of the screen to open a new tab that shows icons linking to the websites you have put in your Favorites.

4. You see two tabs at the top of the screen now. The one on the right is in front of the one on the left and represents the page you are looking at below. You can tell which tab is the active one—it is in a lighter shade of gray than the others, and the Close Tab button (shown as an X) is visible.

5. You can switch tabs by tapping on the other tab; that tab now appears front of the one on the right, and the screen area below shows that page.

6. When you enter a new web address, search, or use a bookmark, it changes the page of the current tab, but doesn't affect the other tab.

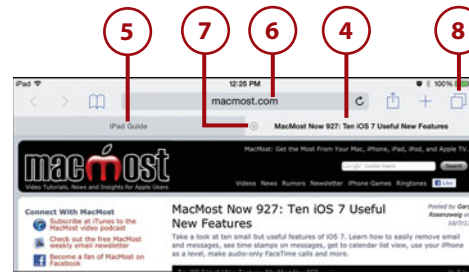
7. You can close the current tab by tapping the X button to the left of the tab's name.

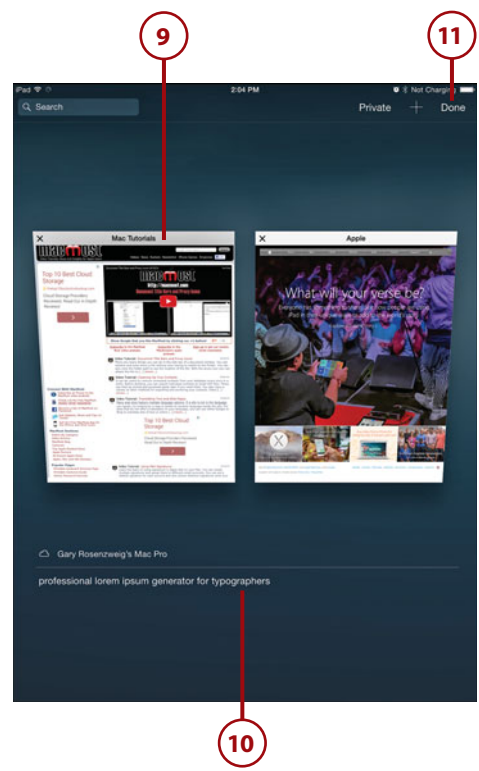
8. Tap the Tabs button at the upper right to see all your tabs presented on one screen.

9. Each tab will appear. You can now tap any tab to jump to it.

10. In addition, you'll also see the titles of tabs open on other devices that are using the same iCloud account. The size of these previews will shrink depending on how many tabs are open. You can tap these to open their pages on your iPad.

11. Tap Done to return to the tab you were viewing previously.



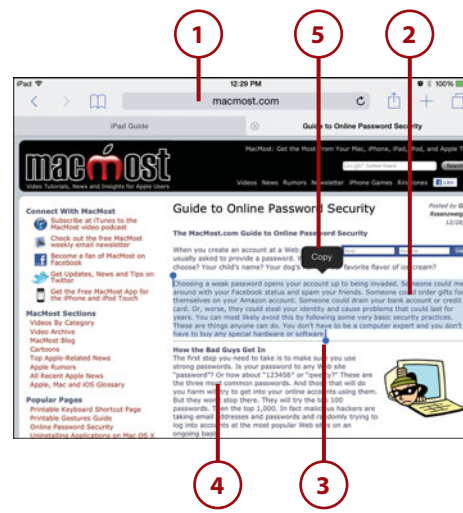
## Private Browsing

When you use the tabs screen to select which tab to view, you also see a Private button at the top. Tap that and a new tab opens in private browsing mode. Web pages you view in this tab are not stored in your history. In addition, browser cookies are deleted after you close the tab. This does not hide your browsing behavior from your ISP or employer, but it could help you keep the surprise when buying a birthday present for someone who uses the same iPad.

# Copying Text from a Web Page

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

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



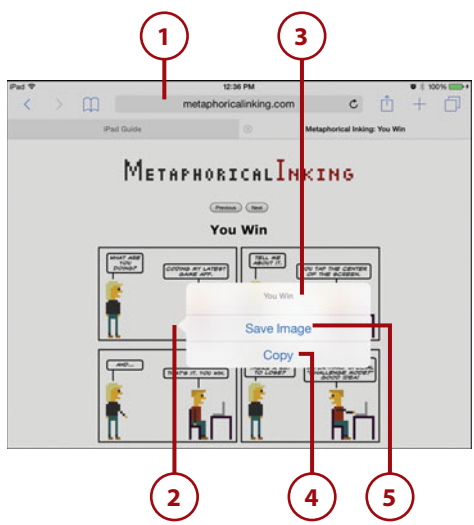
### What Does That Mean?

If you select only a single word in Safari, or just tap and hold any word in the text of a web page, you get the menu with Copy as an option as well as a second option: Define. Use this to get a quick definition of a word in a little window that appears over top of the web page.

# Copying Images from Web Pages

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

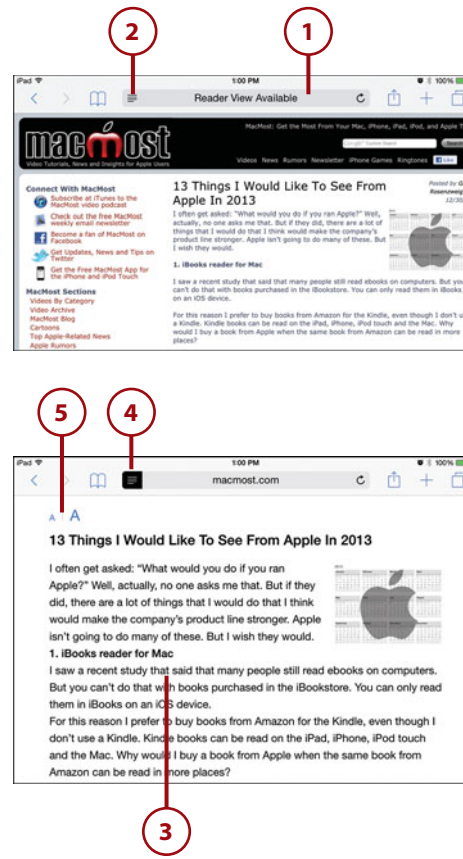
1. Use Safari to navigate to a web page that has an image you want to save.
2. Tap and hold your finger on that image until the contextual menu appears.
3. The menu shows you the title of the image and some options. If the image is also a link to another web page, you might see options to Open that page here as well.
4. Select Copy to copy the image to the Clipboard. You can then go to a program such as Mail or Pages and paste that image into the document you are composing.
5. Alternatively, you can tap Save Image and put a copy of the image in your Camera Roll. This may be a good option because many apps use the Camera Roll to allow you to import, edit, share, and do other things to images.




# Viewing Articles with Safari Reader

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

1. When a page first loads, the text Reader View Available appears in the address field for a few seconds if Safari Reader is available on that page.
2. Look for the Reader button in the address field. Tap it to enter the Reader mode.
3. In Reader mode, only the text and inline images of the article appear.
4. Tap Reader again to return to the regular view of the page.
5. You can use the font size buttons to make the text larger or smaller.




# Saving Time with AutoFill

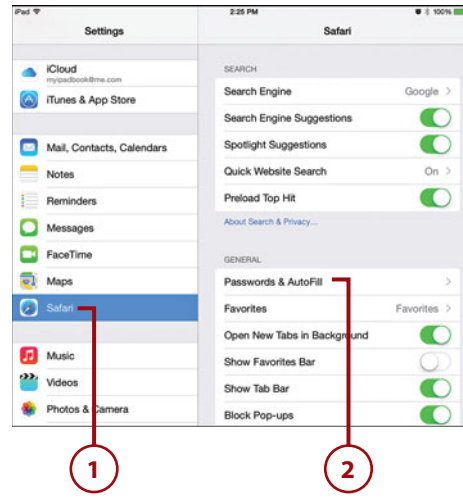
When you go to websites and fill out forms, it can be annoying to type out basic information like your name and address, or your user ID and password. Furthermore, if you have to type your password every time you visit a site, or even on a daily or weekly basis, this encourages you to use simple, easy-to-guess passwords so you don't have to type long complex strings of characters.

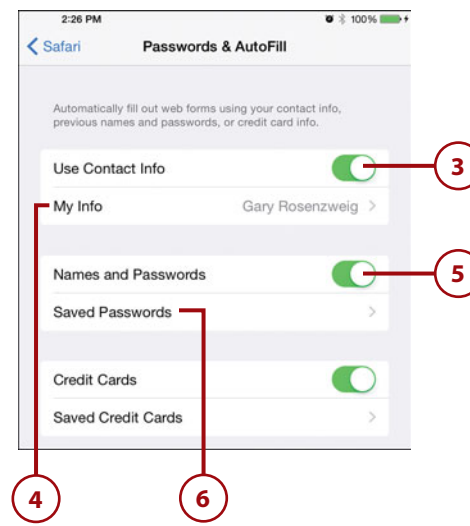
The Keychain function built into Safari allows you to automatically fill in forms and login prompts. After you enter your information the first time, you never have to do it again for that website.

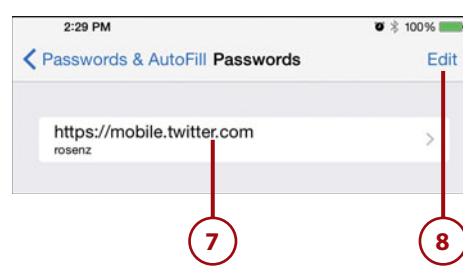
## Setting Up AutoFill

To set up AutoFill in Safari, start by going to the Settings app.

1. Tap Safari in the Settings app.
2. Tap Passwords & AutoFill.
3. Slide the Use Contact Info switch on, if it's not. Now any time you go to a web page with a form that asks for basics like name, address, or telephone number, AutoFill uses your contact information in the Contacts app to fill those fields automatically.
4. Tap My Info to tell Safari which contact in the Contacts app is you.
5. Slide the Names and Passwords switch on to have Safari remember user IDs and passwords when you log on to websites. As you will see in the next section, Safari prompts you each time you enter a new User ID and Password so you can decide the passwords that are saved.
6. After you have visited some sites and saved some passwords, you can access the list of saved passwords by tapping Saved Passwords.
7. Tap on any entry to view the ID, password, and the website it belongs to. This can come in handy if you need to view or copy and paste a password. For instance, you can grab your Amazon password to paste it into the Kindle app.
8. You can enter Edit mode to delete entries.

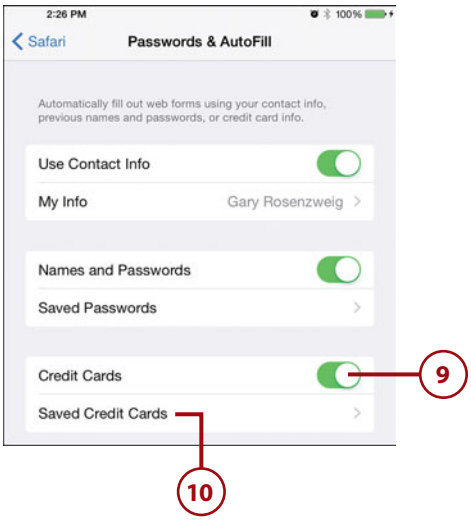


9. Safari can also remember credit card information. Slide the Credit Cards switch to on for this information to be saved.

10. Tap Saved Credit Cards to see a list of your saved credit cards and to add new ones. When you add a credit card, include your name, the card number, the expiration date, and a short description. However, the security code for the card is not saved. Most websites will ask you for this even after Safari has autofilled in the information it has saved.




# >>>Go Further

## SAFETY AND SECURITY

If you add your passwords and credit card information for Safari to automatically fill in, isn't that incredibly insecure? Well, it is if you have not set a passcode for your iPad. The Settings app recommends this when you turn these options on.

You should set a passcode under Settings, General, Passcode Lock. Then, you should set the Require Passcode option to Immediately so as soon as you lock your iPad by closing the Smart Cover or pressing the sleep button, the passcode is required to use it.

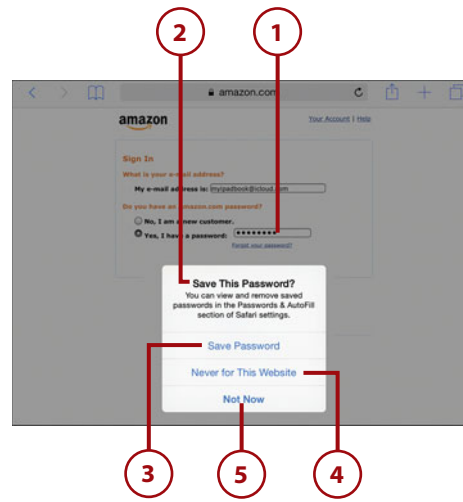
Even with the security enabled, using a simple passcode like 1234 or letting it sit around unlocked still presents a problem. You don't need to use AutoFill on every website. You could use it for unimportant sites like games and forums, and avoid using it for bank accounts and social media sites.

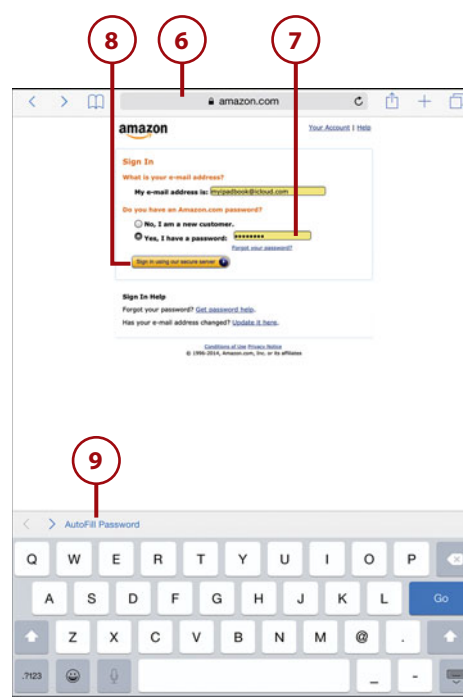
The advantage to using AutoFill for passwords is that you can use a long, random password for an account rather than a short, memorable one. It is more likely that your account will be broken into remotely when you use a short, common password than someone stealing your iPad and using it to gain access to that website. And even if they do, you can simply change your important passwords if your iPad is stolen.

## Using AutoFill

After you have AutoFill set up, using it is relatively simple. You can use it with a form that asks for basic contact information, or for a login form. The process is the same. Let's look at using it with a simple login form.

1. Enter an ID or password at a website.
2. If AutoFill is enabled, you may be prompted by Safari to save the password.
3. Tap Save Password to save the user ID and password.
4. Alternatively, you can tell Safari that you don't want to save the password for this site, and not to ask again.
5. You can also skip this for now. This is useful if you have multiple logons for a site and don't want to save the one you are using at this moment.
6. Log out and then return to the same website.
7. You'll notice that the ID and password are already filled in. The fields turn yellow to show that AutoFill has been used to fill them in.
8. Tap the button used by the site to complete the login.
9. On some websites, the information might not fill in automatically. You can try tapping the AutoFill Password button to force it.



## Changing Passwords

So what happens if you change passwords for a site? Simply use the keyboard to erase and retype the password when logging into that site the next time. AutoFill will prompt you, asking if you want to save the new password, replacing the old one in its database.

# *It's Not All Good*

**AutoFill Not Working?**

AutoFill works because forms use typical names for fields: id, password, name, firstname, lastname, zip, and so on. If a website wants to get creative, or intentionally block AutoFill functions of browsers, then the site may obfuscate the names of fields to make it impossible for AutoFill to tell which field is which. Therefore, some websites might not work with AutoFill, while others do.

# >>>*Go Further*

## SAFARI EXTENSIONS **New!**

You can add new functionality to Safari with third-party extensions. For instance, you can use the popular 1Password app to insert passwords into login pages. You can use the Pinterest extension to pin web pages without leaving Safari.

To install an extension, first install the app from the App Store as you would any other app. (See Chapter 15 to learn how to find and install apps.) After you have installed an app that offers a Safari extension, tap the Share button at the top of Safari to start the process of activating it. This is the same button used to add a bookmark.

In the menu that appears, you see a list of ways to Share the page you are viewing, such as Message and Mail. You also have a list of more actions you can take with the page, such as Add Bookmark and Copy. Swipe either of these lists from right to left, and you see a More button as the rightmost item in the list. If the extension adds a way to share a web page, you find it by using the More button in the first list. Other extensions are behind the More button in the second list. Either way, switch the extension on to activate it.

After that, you'll find the extension along with the other items in either of these two lists as a button. For instance, with the Pinterest extension, you can tap the Share button, and then tap the Pinterest button to quickly add an image on the current page to one of your boards.

# Index

## Symbols


1Password, 380

3D view (Maps), 312-314

12W USB power adapters, 422

24-Hour Time switch, 46


## A


accessories
- AirPrint printers, 409-413
- Apple TV, 413-415
- Apple wireless keyboard, 417-419
- cases, 426-427
- docks, 421
- EarPods, 423-425
- headphones, 424
- power accessories, 421-423
- Smart Case, 425-426
- Smart Cover, 425-426
- video output adapters, 415-416

accounts (email), setting up, 170-173

Activation Lock, 447

adapters
- Lightning digital AV adapter, 415-416
- Lightning to SD Card Camera Reader, 419-421
- Lightning to USB cable, 422
- Lightning to USB Camera Adapter, 419-421
- Lightning to VGA adapter, 415-416
- USB adapters, importing photos with, 419-421
- video output adapters, 415-416

Add Bookmark option (Safari), 149

Add Family Member option (Family Sharing), 88

Add List option (Reminders), 137

Add to Existing Contact command (Mail), 174

Add to Home Screen command (Safari), 154

Add to Reading List command (Safari), 155

Adobe Ideas, 370

Adobe Reader, 352

AE/AF Lock, 199

AirDrop, 33, 73-74
- enabling, 73
- sharing photos with, 214

AirPlay, 33, 96-97, 214, 300, 413-415

AirPrint, 262
- bypassing, 413
- printing with, 409-413

Alarm button (Clock), 138

alarms
- deleting, 139
- editing, 139
- setting, 138-140

albums
- Camera Roll album, 221
- creating, 220-221
- Recently Deleted album, 221
- viewing, 218

alerts, 341
- alert sounds, 39-41
- setting, 126

alignment options (Pages), 253

All Recipes, 375

Always Bcc Myself option (Mail), 186

Amazon Instant Video, 393

Angry Birds HD, 402

Animate button (Keynote), 295

AppleCare+, 440

Apple IDs, 62-63

Apple Maps. *See* Maps

Apple password, resetting, 62
Apple support
  AppleCare, 440
  discussion forums, 438-440
  Genius Bar
    *visiting, 433-438*
    *workshops, 437*
Apple TV, 300
  AirPlay Mirroring with, 413-415
  viewing photos on, 214
appointments at Genius Bar, booking, 433-438
apps. *See also specific apps (for example,* Calendar*)*
  app folders, 325-327
  app screens, 14
  arranging on iPad, 324-325
  deleting, 324
  downloading automatically, 321
  external documentation, 432
  finding, 330-331
  free apps, 323
  fremium apps, 323
  help, 332-333, 431-432
  in-app purchases, 323
  monitoring
    *app storage information, 334-336*
    *battery usage, 336-337*
    *information sharing permissions, 339*
    *location usage, 337-338*
    *notification settings, 340-342*
  notification settings, 340-342
  paid apps, 323
  purchasing, 319-323
  quitting, 329
  redownloading, 322
  sharing with family, 333
  switching between, 328
  syncing, 61-65, 72
  updating, 442
  viewing currently running apps, 327-328
App Store
  finding apps in, 330-331
  purchasing apps from, 319-323
arranging apps, 324-325
articles, viewing with Safari Reader, 162-163
ArtStudio, 370
Ask Before Deleting option (Mail), 185
asking questions on Apple discussion forums, 438-440
Ask to Join Networks option, 55
attaching documents to email/messages, 261
audio. *See* sound
Auto-Capitalization, 47
Auto-Correction, 47
AutoFill, 163
  example, 166-167
  security, 165
  setting up, 164-167
  troubleshooting, 167
Auto-Lock, 42
automatic downloads, 53-54, 321
Auto-Night Theme switch (iBooks), 108
AVERAGE function, 271-272
averaging columns, 269-272

## B

Back button
  Music app, 81
  Videos app, 94
backing up data, 64, 67-68, 443
Back Up Now button, 67
Badge App Icon, 341
bandwidth requirements for iTunes Radio, 101
Banners, 341
batteries
  battery usage, viewing, 336-337
  external battery, 422
Battery Usage settings, 336-337
Bing, 146
Blocked option (Messages), 188
Blockheads, 399
blocking users, 188
Bloomberg, 381
booking Genius Bar appointments, 433-438
Bookmarks button
  iBooks, 111
  Safari, 150-151
bookmarks
  iBooks bookmarks, 111
  Safari bookmarks
    *adding to Favorites, 150*
    *adding to Home screen, 154-156*
    *creating, 149-151*
    *deleting, 153*
    *opening, 150*
    *saving, 150*
    *syncing, 153-154*
books
  buying, 103-105
  buying from different sellers, 104
  deleting, 114
  finding, 106
  iCloud, 112
  organizing, 111-114
  reading
    *iBooks app, 106-111*
    *Kindle app, 115-116*
    *Google Play Books app, 116*
    *Nook app, 116*
  syncing, 72-73
brightness
  display settings, 52-53
  iBooks settings, 107

browsing
photos, 209-212
URLs, 143-147

Brushes 3, 370

bulleted lists, creating, 254

Buy App button (App Store), 322

buying
apps, 319-323
books, 103-105
in-app purchases, 323
music, 83-86
video, 95

bypassing AirPrint, 413

## C

Calculator app, 372

Calculator HD, 372

calculators
Calculator, 372
Calculator HD, 372
MyScript Calculator, 372
PCalc Lite, 371-372

Calendars
creating, 131-133
default calendar, 133
deleting, 133
events
*creating, 125-126*
*deleting, 126*
sharing, 133
syncing with iCloud, 61-65
views
*Day, 127-128*
*Month, 130-131*
*Week, 129*
*Year, 128*

calls
placing
*Fring, 361*
*Google Voice, 361*
*HeyTell, 361*
*Skype, 359-361*
video calls
*EarPods with, 425*
*placing, 242-243*
*receiving, 244-245*
*setting up, 240-241*
*troubleshooting, 245*

Camera app
AE/AF Lock, 199
Camera Roll, 199, 221
focus and exposure area, 199
modes, 198
photos
*editing, 200-204*
*panoramic photos, 204-206*
*sharing, 214-218*
*taking, 197-200*
*viewing, 213-214*
video
*recording, 226-228*
*trimming, 229-230*

Camera+ app, 204

Camera Roll, 199, 221

cameras (digital), importing photos from, 419-421

Cancel button (Mail), 180

capitalizing words, 18

Caps Lock, 47

capturing screen, 223

car chargers, 422

cases, 426-427

cell styles, 273-274

Cellular Data, turning on/off, 59-61

changing
clock alarms, 139
contacts, 124
fonts, 252-253
notification settings, 340-342
photos
*with Camera app, 200-204*
*with Photo Booth, 206-207*
text, 23-24
video transitions in iMovie, 234-236
wallpaper, 36-39

charging iPad, 421-423

Chart Options (Numbers app), 282

charts
creating, 281-283
inserting into documents, 259

checking
storage space, 54, 65
version of iOS, 54

Choose a New Wallpaper option, 36

choosing
email providers, 173
wireless keyboards, 417

Circus Ponies NoteBook, 365

Clear button (Safari), 152

clips (video)
combining clips in iMovie, 230-234
trimming, 229-230

Clock app, 138-140

closing apps, 329

cloud storage
DropBox, 352
iCloud, 64-65
*backing up to, 68*
*contacts, 119*
*iCloud Drive, 63*
*notes, 135*
*Photo Sharing, 214*
*purchased books, 112*
*signing in, 62*
*syncing with, 61-65*

Codecademy, 380

Collections button (iBooks), 106

Collections level (Photos), 210

collections of books, creating, 112-114

color
applying to text, 251
iBooks color themes, 108

columns, averaging/totaling, 269-272

commercials on iTunes Radio, removing, 101
communications apps
Circus Ponies NoteBook, 365
Dragon Dictation, 368
Evernote, 362-365
Fring, 361
Google Voice, 361
HeyTell, 361
MyScript Memo, 368
Paper by FiftyThree, 368-370
Penultimate, 365
Skype, 359-361
SoundNote, 365
Wunderlist, 365
Compose button
Mail, 176
Notes, 134
composing
email, 176-178
music, 383-386
text messages, 188-191
configuring your iPad. *See* setting up your iPad
connections (network)
to Wi-Fi networks, 57-59
with Cellular Data, 59-61
Contacts
adding, 119-122
composing email to, 124
copying, 124
editing, 124
iCloud, 119
nicknames, 122
searching for, 122-123
sharing, 73-74, 124
syncing with iCloud, 61
VIPs, 176
Control Center, 32-33, 55
cooking apps
All Recipes, 375
Epicurious, 373-375
Food Network In the Kitchen, 375
Yummly, 375
copy and paste, 24-25
Copy button (Safari), 161
Copy command, 25
copying
contacts, 124
images, 162
text, 24, 161-162
copy protection (video), 95
covers, 426-427
Craftsy, 380
Create a New Apple ID option, 62
Create Document command (Pages), 249
Create Movie command (iMovie), 231
Create New Contact command (Mail), 174
Create Presentation command (Keynote), 286
Create Spreadsheet command (Numbers), 266
creating
Apple IDs, 62
bookmarks, 149-151
calendar events, 125-126
charts, 281-283
contacts, 119-122
documents, 248-249
email folders, 176
forms, 275-277
Home screen bookmarks, 154-155
lists, 254-255
notes
*Circus Ponies NoteBook, 365*
*Evernote, 362-365*
*MyScript Memo, 368*
*Penultimate, 365*
*SoundNote, 365*
*WritePad, 365-368*
*Wunderlist, 365*
photo albums, 220-221
spreadsheets, 265-269
credit cards, scanning, 158
Crop button (Camera), 201
cropping photos, 202
cross dissolve transition (iMovie), 235
customizing iPad, 35. *See also* setting up iPad
alert sounds, 39-41
date/time, 45-46
display and brightness, 52-53
Do Not Disturb settings, 48-49
iBooks display, 107-108
keyboard settings, 46-48
parental restrictions, 50-51
password, 41-44
ringtones, 41
side switch functionality, 45
wallpaper, 36-39
Cut the Rope, 401

## D

Data Roaming, 61
date/time settings, 45-46
Day One, 381
Day view (Calendar), 127-128
Default Account option (Mail), 186
default calendar, 133
Define button (iBooks), 109
Delete All button (Photos), 420
Delete button
Keynote, 298
Safari, 153
deleting
apps, 324
bookmarks, 153
books, 114
calendars, 133
clock alarms, 139
commercials on iTunes Radio, 101
email, 180-181
events, 126
photos, 201

podcasts, 92
reminders, 137
slides, 298
Delivery button (Keynote), 296
Details button (Messages), 190
detecting orientation, 9
dictation
Dragon Dictation, 368
entering text with, 22-24
dictionaries
Dictionary.com, 358
Merriam-Webster Dictionary HD, 357-358
Urban Dictionary, 358
Wikipedia Mobile, 358
Dictionary.com, 358
digital cameras, importing photos from, 419-421
directions, getting, 308-310
Directions button (Maps), 308
Directions to Here option (Maps), 305
discussion forums (Apple), 438-440
dismissing notifications, 31
Disney's Where's My Water, 400
Display & Brightness settings, 52-53
displays
external displays, presenting Keynote presentations on, 300-301
display settings, 52-53
.doc/.docx files, importing into Pages, 262
Dock command, 20
docks, 421
Docs (Google), 263
documentation (apps), 432
documents
charts, 259
creating, 248-249
document setup, 259-260
images
*inserting, 256-259*
*rearranging, 258*
lists, 254-255
paragraph styles, 254
printing, 261-262
reading
*Adobe Reader, 352*
*Documents app, 349-352*
*DropBox, 352*
*GoodReader, 349*
*iBooks. See iBooks*
shapes, 259
sharing, 73-74, 261-262
syncing with iCloud, 61
tables, 259
text
*formatting, 250-254*
*styling, 250-254*
undoing mistakes, 253
Documents app, 349-352
Done button
Contacts 121
Keynote, 293, 300
Numbers, 268
Pages, 257
Reminders, 137
Videos, 94
Do Not Disturb, 33, 48-49
Download button (Podcasts app), 91
downloads
automatic downloads, 53-54, 321
podcasts, 90-92
dragging, 10-11
Dragon Dictation, 368
drawing apps
Adobe Ideas, 370
ArtStudio, 370
Brushes 3, 370
Paper by FiftyThree, 368-370
SketchBook Pro, 370
DropBox, 352
DVDs, importing into iTunes, 94
Dvorak keyboard, 47
Dynamic wallpapers, 37


## E


EarPods, 423-425
Edit button
Camera, 201
Clock, 138
Podcasts, 92
editing. *See* changing
educational apps
Codecademy, 380
Craftsy, 380
iTunes U, 378-380
TED, 380
email
attachments
*documents, 261*
*video, 228*
composing, 176-178
configuring how email is received, 182-184
deleting, 180-181
email accounts, setting up, 170-173
folders, 176
images, 177
moving, 180-181
previewing, 185
providers, 173
reading, 173-176
recovering, 181
searching, 182
sending, 176
settings, 184-186
signatures, 178-180
spam filters, 181
syncing with iCloud, 61-65
Enable Caps Lock, 47
Enable LTE option, 59
Enable Restrictions button, 50

enabling features. *See* setting up your iPad
Ends field (Calendar), 125
Enhance button (Camera), 201
enhancing photos, 201
entering text, 17
  dictation, 22-23
  keyboard modes, 18-19
  on-screen keyboard, 18
  predictive text, 21
  undocking and splitting keyboard, 20
entertainment apps
  Amazon Instant Video, 393
  Angry Birds HD, 402
  Blockheads, 399
  Cut the Rope, 401
  Game Center, 396-398
  GarageBand, 383-386
  Gold Strike, 404
  Harbor Master HD, 401
  Hulu Plus, 393
  Just Mah Jongg Solitaire, 405
  Kingdom Rush, 399
  Machinarium, 400
  Netflix, 391-393
  Pandora, 406
  Plants vs. Zombies HD, 402
  Scrabble for iPad, 403
  Spotify, 406
  Temple Run 2, 403
  The Room, 404
  Where's My Water, 400
  YouTube, 387-390
Entire Music Library option (iTunes), 68
Epicurious, 373-375
Erase Data feature, 43
events
  creating, 125-126
  deleting, 126
Evernote, 362-365
extending warranty, 440
extensions (Safari), 167
external battery, 422
external displays, presenting Keynote presentations on, 300-301
external documentation (apps), 432
Eye-Fi card, 421

## F

Facebook, 214, 346-349
FaceTime
  EarPods with, 425
  placing calls, 242-243
  receiving calls, 244-245
  setting up, 240-241
  troubleshooting, 245
Family Sharing
  parental controls, 90
  sharing music with, 86-90
Favorites
  adding bookmarks to, 150
  marking photos as, 201
Favorites button (Camera), 201
Featured option (Podcasts), 91
feedback for Apple, submitting, 440
fetch delivery, 182
Fill Color (Numbers app), 274
filling in web forms
  AutoFill, 163-167
  manually, 157-159
filtering photos, 203, 206-207
finding
  apps in App Store, 330-331
  books, 106-107
  contacts, 122-123
  email, 182
  locations in Maps, 303-306
  missing iPads, 444-447
  model number, 55
  movies in Netflix, 392
  places/things in Maps, 307-308
  recipes
    *All Recipes, 375*
    *Epicurious, 373-375*
    *Food Network In the Kitchen, 375*
    *Yummly, 375*
  Spotlight Search, 14-15, 55
  web content, 146
Find My iPad, 65, 443-447
  locating missing iPads, 444-447
  setting up, 444
flicking, 10-11
Flipboard, 352-357
focus and exposure area (Camera), 199
folders
  app folders, 325-327
  email folders, 176
  Favorites folder, adding bookmarks to, 150
Follow button (Twitter), 193
following people on Twitter, 193
fonts, changing
  iBooks, 108
  Kindle app, 116
  Numbers, 273
  Pages, 252-253
Food Network In the Kitchen, 375
footer rows (Numbers app), 270
force closing apps, 329
Forgot Apple ID or Password option, 62
forgotten passcodes, 44
Format option (Numbers), 274

formatting
cells, 274
text, 250-254
forms
AutoFill, 163
*example, 166-167*
*security, 165*
*setting up, 164-167*
creating, 275-277
filling in manually, 157-159
forums, Apple discussion forums, 438-440
Forward button
Music, 81
Videos, 94
four-finger gestures, 12
Fragment Prismatic Effects, 204
free apps, 323
fremium apps, 323
Friends option (Game Center), 397
Fring, 361

## G

Game Center, 396-398
games
Angry Birds HD, 402
Blockheads, 399
Cut the Rope, 401
Gold Strike, 404
Harbor Master HD, 401
Just Mah Jongg Solitaire, 405
Kingdom Rush, 399
Machinarium, 400
Plants vs. Zombies HD, 402
Scrabble for iPad, 403
Temple Run 2, 403
The Room, 404
Where's My Water, 400
Games option (Game Center), 397
GarageBand, 383-386
General Settings
Handoff, 178
Siri, 25, 26
Software Update, 441
Usage
*Battery Usage, 336-337*
*Manage Storage option, 334-336*
generations of iPads, 3-5
identifying, 4
iOS 8, 5
Genius playlists, 82
Genius Bar, 433-440
Geofence, 338
gestures
dragging, 10-11
flicking, 10-11
four-finger gestures, 12
pinching, 10, 148
pulling down and releasing, 11
tapping, 10
touching, 10
unpinching, 148
Get Sample button (iBooks), 105
getting
directions, 308-310
traffic reports, 314-315
Gold Strike, 404
GoodReader, 349
Google
Google+, 349
Google Docs, 263
Google Maps, 316
Google Play Books app, 116
Google Voice, 361
searching with, 146
GPS button (Maps), 306
Grid Options (Numbers), 273
grouping slides, 297

## H

Handbrake, 94
Handoff, 75, 178
handwriting notes
MyScript Memo, 368
WritePad, 365-368
Harbor Master HD, 401
HD (high definition), 95
HDMI adapters, 299
HDR button (Camera), 198
HDR (High Dynamic Range Imaging), 198-199
Headers tools (Numbers app), 269
headphones, 423-425
help
app help, 332-333, 431-432
Apple discussion forums, 438-440
AppleCare+, 440
Genius Bar
*visiting, 433-440*
*workshops, 437*
Tips app, 429
Hey Siri feature, 28
HeyTell, 361
high definition (HD), 95
High Dynamic Range Imaging (HDR), 198-199
Highlight button (iBooks), 109
highlighting books, 109-110
history list (Safari), 151-152
Home button, 6
Home screen, 13
bookmarks, saving to, 154-156
searching from, 14-15
Home Sharing, 97-98
home video, importing into iTunes, 94
horizontal orientation, 200
Hulu Plus, 393

## I


iA Writer, 263

iBooks
- bookmarks, 111
- buying books, 103-105
- customizing display, 107
- deleting books, 114
- library, adding PDFs to, 104
- organizing books, 111-114
- reading books
  - *bookmarks, 111*
  - *highlights, 109-110*
  - *notes, 109-110*
  - *reading aids, 107-108*
  - *viewing and turning pages, 106-107*

iCloud, 64-65
- backing up to, 68
- contacts, 119
- iCloud Drive, 63
- notes, 135
- Photo Sharing, 214
- purchased books, 112
- signing in, 62
- syncing with, 61-65

identifying iPad versions, 4

images
- copying from web pages, 161-162
- inserting
  - *into documents, 256-259*
  - *into email messages, 177*
  - *into email signatures, 179*
  - *into text messages, 189*
- photos. *See* photos
- rearranging in documents, 258
- setting as wallpaper, 36-39

iMessage, 187

iMovie
- adding photos to video, 236-238
- adding video titles, 239-240
- combining video clips, 230-234
- editing video transitions, 234-236

Import All command (Photos), 420

importing
- DVDs into iTunes, 94
- home video into iTunes, 94
- photos from camera or SD card, 419-421

Import Selected command (Photos app), 420

in-app purchases, 323

inboxes, multiple, 176

information sharing permissions, viewing, 339

Instagram, 349

installing Safari extensions, 167

Instrument option (GarageBand), 386

interface elements. *See* also Siri
- Control Center, 32
- copy and paste, 24
- dictation, 22
- menus, 17
- Notifications Center, 29
- on-screen keyboard, 18
- tab bars, 17
- text editing, 23
- toolbars, 16

Internet connections
- Cellular Data, 59-61
- Data Roaming, 61
- Wi-Fi network connections, 57-59

iOS updates, 441

iOS 8, 5

iPhone apps, 331-332

iPod touch apps, 331-332

iTeleport, 381

iTunes
- buying music, 83-86
- Family Sharing, 86
- Home Sharing, 97-98
- home video, 94
- importing DVDs into, 94
- importing home video into, 94
- iTunes Match, 69, 72, 79, 86
- iTunes Radio, 99-101, 406
- iTunes U, 378-380
- syncing with, 65-70
  - *capabilities, 71-73*
  - *iTunes Match, 69*
  - *music, 68-69, 85*
  - *syncing options, 66-68*


## J-K


Just Mah Jongg Solitaire, 405

Keyboard Clicks setting, 40

keyboards, 249
- Apple wireless keyboard, 417-419
- dictation, 22-23
- Dvorak keyboard, 47
- keyboard modes, 18-19
- Numbers options, 267
- predictive text, 21
- QWERTY keyboard, 47
- settings, 46-48
- splitting, 20
- third-party keyboards, 48
- undocking, 20

Keyboards button, 47

Keychain function (Safari), 163

Keynote presentations, 285
- building, 285-288
- playing, 299
- presenting on external display, 300-301
- slides
  - *building, 288-291*
  - *deleting, 298*
  - *organizing, 297-298*
  - *selecting, 298*
  - *skipping, 298*

transitions
*adding, 292-296*
*Magic Move transition, 293-294*
*object transitions, 295-296*
Kingdom Rush, 399

## L

Label option (Clock app), 139
library (iBooks), adding PDFs to, 104
Library button (iBooks), 107
Lightning digital AV adapter, 415-416
Lightning to SD Card Camera Reader, 419-421
Lightning to USB cable, 422
Lightning to USB Camera Adapter, 419-421
Lightning to VGA adapter, 415-416
LinkedIn, 349
links, sharing, 156
listening to music
AirPlay, 96-97
controlling playback, 81
Home Sharing, 97-98
iTunes Match, 79
iTunes Radio, 99-101
Music app, 78-81
Pandora, 406
playlists, 81-83
Spotify, 406
Siri, 80
lists, creating, 254-255
Living Earth, 377
Load Remote Images option (Mail), 185
location information in photos, 212
locations, finding with Maps, 303-306
Location Services, 338
location usage, viewing, 337-338
locking orientation, 9
Lock Rotation, 45
Lock screen, 12-13
Lock Sounds, 40
Lock/Unlock settings, 55
Loop button (GarageBand), 386
lost iPads
Activation Lock, 447
finding, 444-447
LTE, enabling, 59-61

## M

Machinarium, 400
magazines, subscribing to
Newsstand, 394-395
Zinio, 395
Magic Move transition, 293-294
Mah Jongg Solitaire, 405
Mail (email)
attachments
*documents, 261*
*video, 228*
composing, 176-178
configuring how email is received, 182-184
deleting, 180-181
email accounts, setting up, 170-173
folders, 176
images, 177
moving, 180-181
previewing, 185
providers, 173
reading, 173-176
recovering, 181
searching, 182
sending, 176
settings, 184-186
signatures, 178-180
spam filters, 181
syncing with iCloud, 61-65
maintenance
security
*basic security measure, 443*
*Find My iPad feature, 444-447*
updates
*apps, 442*
*iOS, 441*
Make a Genius Bar Reservation link, 433-434
making reservations at Genius Bar, 433-438
Manually Manage Music and Videos option, 67-69
Manual setting (Mail), 184
Maps
directions, getting, 308-310
Google Maps, 316
locations, finding, 303-306
places/things, searching for, 307-308
traffic reports, 314-315
views
*3D view, 312-314*
*Satellite view, 311-312*
menus, 17
Merge command, 20
Merriam-Webster Dictionary HD app, 357-358
Messages
attaching documents, 261
blocking users, 188
sending/receiving text messages, 188-191
setting up, 187-188
microphone button, 22
Microsoft Word, 262-263
mind mapping software, 380
MindNode, 380
missing iPads
Activation Lock, 447
finding, 444-447
mistakes, undoing in Pages, 253

Mocha VNC Lite, 381
model number, finding, 55
modes
  Camera modes, 198
  keyboard modes, 18-19
modifying. *See* changing
Moments (Camera), 212-213
monitoring apps
  app storage information, 334-336
  battery usage, 336-337
  information sharing permissions, 339
  location usage, 337-338
  notification settings, 340-342
Month view (Calendar), 130-131
More button (Messages), 190
Move button
  iBooks, 105
  Mail, 180
movies
  syncing, 72
  watching
    *Amazon Instant Video, 393*
    *Hulu Plus, 393*
    *Netflix, 391-393*
    *YouTube, 387-390*
moving email, 180-181
multimedia cloud notes, 362-365
Multi-Pass, 95
multiple email inboxes, 176
multiple tables, 277-280
multiple web pages, opening, 159-161
music
  adding to slideshows, 222
  adding to video, 240
  buying, 83-86
  composing, 383-386
  Home Sharing, 97-98
  iTunes Match, 79
  playing
    *AirPlay, 96-97*
    *controlling playback, 81*
    *iTunes Match, 79*
    *iTunes Radio, 99-101*
    *Music app, 78-81*
    *Pandora, 406*
    *playlists, 81-83*
    *Siri, 80*
    *Spotify, 406*
  playlists
    *building, 81-83*
    *Genius playlists, 82*
  sharing, 86-90
    *Family Sharing, 86-90*
    *Home Sharing, 97-98*
  syncing, 68-69, 85
Music app
  building playlists, 81-83
  playing songs, 78-81
Mute, 45
mute switch, 9
muting sound, 9
My Books (iBooks), 112
My Podcasts button (Podcasts), 91, 92
MyScript Calculator, 372
MyScript Memo, 368

## N

Netflix, 93, 391-393
networks
  Cellular Data, 59-61
  Data Roaming, 61
  syncing manually, 69
  syncing with iCloud, 61-65
  syncing with iTunes, 65-66
    *capabilities, 71-73*
    *iTunes Match, 69*
    *music, 68-69*
    *photos, 70-71*
  Wi-Fi network connections
    *Ask to Join Networks option, 55*
    *security, 59*
    *setting up, 57-59*
Never Play This Song option (iTunes Radio), 101
New Collection button (iBooks), 112
New Contact form, 120
New Form command (Numbers), 275
New Message button (Messages), 189
New Playlist button (Music), 81
news apps
  Flipboard, 352-357
  Pulse, 357
  USA Today, 356
  Zite, 356
newspapers, reading
  Flipboard, 352-357
  NYTimes, 356
  Pulse, 357
  Safari Reader, 162-163
  USA Today, 356
  Zite, 356
Newsstand, 394-395
New Station box (iTunes Radio), 99
nicknames, adding to contacts, 122
None alert style, 341
Nook app, 116
notebooks, creating with Paper by FiftyThree, 368
Note button (iBooks), 110
notes
  adding to books, 109-110
  creating, 133-135
    *Circus Ponies NoteBook, 365*
    *EverNote, 362*

*MyScript Memo, 368*
*Notes, 133-135*
*Penultimate, 365*
*SoundNote, 365*
*WritePad, 365-368*
*Wunderlist, 365*

Notes app, 133-135

notification
Notifications Center, 29-31, 340
settings, modifying, 340-342

Notifications Center, 29-31, 340

Now Playing button (Music), 78

numbered lists, creating, 255

Numbers, 265
cell styles, 273-274
charts, 281-283
columns
*averaging, 269-272*
*totaling, 269-272*
forms, 275-277
keyboard options, 267
sheets, 266
spreadsheets, 265-269
tables
*definition of, 266*
*multiple tables, 277-280*
*selecting, 277*
*styles, 273-274*
terminology, 266

NYTimes, 356

## O

object transitions, 295-296

On/Off (Wake/Sleep) button, 7

on-screen keyboard
dictation, 22
keyboard modes, 18-19
predictive text, 21
splitting, 20
undocking, 20

opening
bookmarks, 150
multiple web pages, 159-161

Open iTunes When This iPad Is Connected option, 66

organizing
books in iBooks, 111-114
slides, 297-298

orientation
detecting, 9
iBooks, 108
locking, 9
video, 94

orientation lock, 9

## P

Pages documents, 247
alternatives to, 263
charts, 259
creating, 248-249
document setup, 259-260
images
*inserting, 256-259*
*rearranging, 258*
lists, 254-255
mistakes, undoing, 253
paragraph styles, 254
printing, 261-262
shapes, 259
sharing, 261-262
tables, 259
text
*formatting, 250-254*
*styling, 250-254*

paid apps, 323

Pandora, 406

Pano mode (Camera), 198, 204-206

panoramic photos, 204-206

Paper by FiftyThree, 368-370

paragraph styles, 254

parental restrictions, 50-51, 90

passcodes, 443
forgotten passcodes, 44
setting, 41-44

password protection, 62, 41-44, 443

Paste command, 25

pasting text, 24-25

Pause button, 81, 94

pausing video, 94

PCalc Lite, 371-372

PDFs, adding to iBooks library, 104

Penultimate, 365

Perspective Zoom, 38

phone calls
placing
*Fring, 361*
*Google Voice, 361*
*HeyTell, 361*
*Skype, 359-361*
video calls
*EarPods with, 425*
*placing, 242-243*
*receiving, 244-245*
*setting up, 240-241*
*troubleshooting, 245*

Photo Booth, 206-207

Photo mode (Camera), 198

photos
albums
*Camera Roll album, 221*
*creating, 220-221*
*Recently Deleted album, 221*
*viewing, 220-221*
browsing, 209-212
cropping, 202
deleting, 201
editing
*Camera app, 200-204*
*Photo Booth, 206-207*
enhancing, 201
filtering, 203, 206-207
High Dynamic Range Imaging, 198

importing from camera or SD card, 419-421
inserting
*into contacts, 121*
*into documents, 256-259*
*into Keynote presentations, 287*
*into video, 236-238*
location information, 212
marking as favorite, 201
panoramic photos, 204-206
photo sources, 208-209
rotating, 202, 214
screen captures, 223
setting as wallpaper, 36-39
sharing, 73-74, 201, 214-218
slideshows
*creating, 221-222*
*stopping, 222*
syncing, 70-73
taking
*Camera app, 197-200*
*Photo Booth app, 206-207*
viewing, 213-214
zooming, 202, 214

Photos app
importing photos into, 419-421
movie editing, 234
photo albums, 218
photos, 214
*browsing, 209-212*
*photo sources, 208-209*
screen captures, 223
slideshows, 221-222

Photo Stream, 208

pinching, 10, 148

Pinterest, 349

places, finding in Maps, 307-308

Plants vs. Zombies HD, 402

Play button
Keynote, 299
Videos, 93

playing
Keynote presentations, 299
music
*AirPlay, 96-97*
*controlling playback, 81*
*Home Sharing, 97-98*
*iTunes Match, 79*
*iTunes Radio, 99-101*
*Music app, 78-81*
*Pandora, 406*
*playlists, 81-83*
*Siri, 80*
*Spotify, 406*
podcasts, 90
video
*AirPlay, 96-97*
*Amazon Instant Video, 393*
*Home Sharing, 97-98*
*Hulu Plus, 393*
*Netflix, 93, 391-393*
*Videos app, 92-95*
*YouTube, 387-390*

playlists
building, 81-83
Genius playlists, 82

Playlists button (Music), 81

Play More Like This option (iTunes Radio), 101

Play Music button (Photos), 222

podcasts
deleting, 92
downloading, 90-92
subscribing to, 91
syncing, 72

Podcasts app, 90-92

police, contacting for stolen iPads, 448

power accessories, 421-423

Predictive Text, 21, 47

presentations (Keynote)
building, 285-288
playing, 299
presenting on external display, 300-301
slides
*building, 288-291*
*deleting, 298*
*organizing, 297-298*
*selecting, 298*
*skipping, 298*
transitions
*adding, 292-296*
*Magic Move transition, 293-294*
*object transitions, 295-296*

previewing email, 185

Preview option (Mail), 185

Print Center, 412

Print command, 410

Printer Center app, 411

printers (AirPrint), 409-413

printing
AirPrint, 262
documents, 261-262
Print Center, 412
with AirPrint, 409-413

Privacy settings
information sharing permissions, 339
Location Services, 338

private browsing, 161

Private button (Safari), 161

problem solving
Apple discussion forums, 438-440
Apple warranty, extending, 440
Genius Bar
*visiting, 433-440*
*workshops, 437*
help inside apps, 431-432
Tips app, 429

processors, 5

protecting your iPad, 426-427

Public Website option (Photos), 217

pulling down and releasing, 11

Pulse, 357
purchasing
apps, 319-323
books, 103-105
in-app purchases, 323
music, 83-86
video, 95
push delivery, 182

## Q

questions, asking on Apple discussion forums, 438-440
quitting apps, 329
QWERTY keyboard, 47

## R

radio
iTunes Radio, 99-101
Pandora, 406
Spotify, 406
Reader (Safari), 162-163
reading
books
*Google Play Books app, 116*
*iBooks, 106-111*
*Kindle app, 115-116*
*Nook app, 116*
documents
*Adobe Reader, 352*
*Documents app, 349-352*
*DropBox, 352*
*GoodReader, 349*
*iBooks. See iBooks*
email, 173-176
magazines
*Newsstand, 394-395*
*Zinio, 395*
newspapers, 352-357
*NYTimes, 356*
*Pulse, 357*
*USA Today, 356*
*Zite, 356*
reading list (Safari)
building, 155-156
syncing, 156
Reading List button (Safari), 156
rearranging images in documents, 258
receiving
email, 182-184
text messages, 188-191
video calls, 244-245
Recently Deleted album, 221
recipes, finding
All Recipes, 375
Epicurious, 373-375
Food Network In the Kitchen, 375
Yummly, 375
recording video, 226-228
recovering deleted email, 181
Redeem button (App Store), 321
redeeming codes in App Store, 321
redownloading apps, 322
reminders, setting, 135-137
Reminders app, 135-137
removing. *See* deleting
renting video, 95
re-ordering reminders, 137
Repeat Alerts, 342
Repeat button, 79
Require Passcode button, 43
reservations at Genius Bar, making, 433-438
Reset button (Camera), 202
Reset options, 55
resetting
Apple password, 62
iPad, 55
Restrictions (Settings app), 50-51
Resume button (iBooks), 107
Reviews option (Podcasts app), 91
ringtones
custom ringtones, 41
setting, 245
syncing, 72
The Room, 404
Rotate button (Camera), 202
rotating photos, 202, 214
Route button (Maps), 309

## S

Safari browser
bookmarks, 154
*adding to Favorites, 150*
*creating, 153-155*
*opening, 150*
*saving, 150*
*saving to Home screen, 154-156*
*syncing, 153*
extensions, 167
history list, 151-152
news articles, 162-163
private browsing, 161
reading lists, 155-156
Safari extensions, 167
Safari Reader, 162-163
URLs, browsing to, 143-147
web forms
*AutoFill, 163-167*
*filling in manually, 157-159*
web pages
*copying images from, 162*
*copying text from, 161-162*
*opening multiple, 159-161*
*viewing, 147-149*
web searches, 146
Safari Reader, 162
Sample button (iBooks), 105

Satellite view (Maps), 311-312
Save as New Clip option (iMovie), 230
Save button (Clock), 139
saving
  bookmarks
    *new bookmarks, 150*
    *to Home screen, 154-156*
  clock settings, 139
Scan Credit Card button, 158
scanning credit cards, 158
Scrabble for iPad, 403
screen captures, 223
Scrolling View (iBooks), 108
SD cards, importing photos from, 419-421
SD (standard definition), 95
Search button (Kindle app), 116
searching
  apps in App Store, 330-331
  books, 106-107
  contacts, 122-123
  email, 182
  locations in Maps, 303-306
  missing iPads, 444-447
  model number, 55
  movies in Netflix, 392
  places/things in Maps, 307-308
  recipes
    *All Recipes, 375*
    *Epicurious, 373-375*
    *Food Network In the Kitchen, 375*
    *Yummly, 375*
  Spotlight Search, 14-15, 55
  web content, 146
security
  AutoFill, 165
  basic security measure, 443
  Find My iPad
    *locating missing iPads, 444-447*
    *setting up, 444*
  parental restrictions, 50-51
  password protection, 41-44, 165
  Touch ID, 44
  Wi-Fi network connections, 59
  wireless networks, 59
selecting
  slides, 298
  tables, 277
Send a Copy button (Pages), 261
Send an Invitation option (Family Sharing), 89
Send button (Mail), 177
sending
  email, 176-178
  text messages, 188-191
  tweets, 194
Set Both option (wallpaper), 38
Set Home Screen, 38
Set Lock Screen, 38
Settings app, 54-55
  automatic downloads, 53-54
  Cellular Data, 59-61
  Display & Brightness, 52-53
  Do Not Disturb, 48-49
  FaceTime, 240-241
  General Settings
    *Battery Usage, 336-337*
    *Data/Time, 45-46*
    *Handoff, 178*
    *Keyboard, 46-48*
    *Manage Storage option, 334-336*
    *Siri, 25-26*
    *Software Update, 441*
  iCloud, 62-65
  Location Services, 338
  Lock Rotation, 45
  Mail
    *configuring how email is received, 182-184*
    *signatures, 178-180*
  Messages, 187-188
  Mute, 45
  Notifications, 340-342
  Passcode, 41-44
  Privacy, 339
  Restrictions, 50-51
  Sounds, 39-41
  Touch ID, 44
  Wallpaper, 36-39
setting up your iPad. *See also* customizing iPad; Settings app
  3G/4G connections, 59
  AirDrop, 73
  alert sounds, 39-41
  automatic downloads, 53-54
  date/time, 45-46
  display and brightness, 52-53
  Do Not Disturb, 48-49
  documents, 259-260
  email
    *email accounts, 170-173*
    *email settings, 184*
    *how email is received, 182*
  FaceTime, 240
  Family Sharing, 86-90
  Find My iPad, 444
  Handoff, 178
  keyboard settings, 46-48
  iMessage, 187
  LTE, 59-61
  Messages, 187-188
  parental restrictions, 50-51
  password protection, 41-44
  reminders, 135
  side switch functionality, 45
  Siri, 25
  time zone, 46
  Touch ID, 44

Twitter, 191-192
wallpaper, 36-39
Wi-Fi network connections, 57-59

Set Up Family Sharing option, 87

shake, 9

shapes, inserting into documents, 259

Share button
Camera app, 227
iMovie, 233
Pages app, 261

Share button
iBooks, 109
Notes, 135

sharing
AirDrop, 73-74
apps with family, 333
calendars, 133
contacts, 124
documents, 261-262
iBooks, 109
information sharing permissions, 339
links, 156
music
*Family Sharing, 86-90*
*Home Sharing, 97-98*
photos, 201, 214-218
video, 234
*Family Sharing, 86-90*
*Home Sharing, 97-98*

sheets, 266

shooting
photos, 197-200
video, 226-228

shortcut keys, 418

Short Message Service (SMS), 191

Show 3D Map button (Maps), 312

Show Alerts from My Contacts, 342

Show Completed option (Reminders), 137

Show in Notifications Center option, 341

Show on Lock Screen option, 341

Show Preview option, 341

Show To/Cc Label option (Mail), 185

Show Traffic button (Maps), 315

Shuffle button (Music app), 79

side switch, 9, 45

Signature option (Mail), 179

signatures (email), 178-180

silencing clock alarms, 140

Simple Passcode option, 43

Siri, 25-28
calendar events, creating, 126
clock alarms, creating, 140
contacts, finding, 123
directions, getting, 310
email
*checking, 184*
*sending, 177*
Hey Siri feature, 28
Map locators, finding, 308
music, playing, 80
nicknames, adding, 122
schedule, checking, 131
text messages, sending, 191
traffic reports, getting, 315
tweeting, 194
web searches, 147

sizing text, 52, 55, 273

SketchBook Pro, 370

sketching apps
Adobe Ideas, 370
ArtStudio, 370
Brushes 3, 370
Paper by FiftyThree, 368-370
SketchBook Pro, 370

Skip button (Keynote), 298

skipping slides, 298

Skype, 359

Sleep/Wake button, 7

slides
adding, 287
building, 288-291
deleting, 298
grouping, 297
organizing, 297-298
selecting, 298
skipping, 298

Slideshow button (Photos), 222

slideshows
creating, 221-222
stopping, 222

slide transition (iMovie), 235

Smart Case, 425-426

Smart Cover, 7, 425-426

SMS Relay, 191

SMS (Short Message Service), 191

snooze, 140

social media apps
Facebook, 346-349
Google+, 349
Instagram, 349
LinkedIn, 349
Pinterest, 349

solving problems
Apple discussion forums, 438-440
Apple warranty, extending, 440
Genius Bar
*visiting, 433-440*
*workshops, 437*
help inside apps, 431-432
Tips app, 429

songs. *See* music

sound
alert sounds, 39-55
clock alarms, 138-140
music. *See* music

Mute option, 45
muting, 9
podcasts
*deleting, 92*
*downloading, 90-92*
*subscribing to, 91*
ringtones, 245
voiceovers, 240
volume control, 8
SoundNote, 365
Sounds settings (Settings app), 39-41
spam filters, 181
special keys, 418-419
Split command, 20
splitting keyboards, 20
spoken turn-by-turn directions, 310
Spotify, 406
Spotlight Search, 14-15, 55
spreadsheets, 265
cell styles, 273-274
charts, 281-283
columns
*averaging, 269-272*
*totaling, 269-272*
creating, 265-269
forms, 275-277
keyboard options, 267
sheets, 266
tables, 266, 273-274, 277
Square mode (Camera), 198
standard definition (SD), 95
Start Learning button (Tips), 430
Start Listening button (Music), 99
Starts field (Calendar app), 125
StarWalk 2, 381
stations, creating on iTunes Radio, 99
Sticky Notes, 39
Stills, 37
stolen iPads
Activation Lock, 447
calling police, 448
finding, 444-447
Stop button (GarageBand), 385
stopping slideshows, 222
storage information, viewing for apps, 334-336
storage space, checking, 54, 65
streaming
music. *See* music
video
*Amazon Instant Video, 393*
*Hulu Plus, 393*
*Netflix, 391-393*
*YouTube, 387-390*
styles
cells, 273-274
email signatures, 179
tables, 273-274
text in Pages, 250-254
sublists, creating, 255
submitting feedback for Apple, 440
Subscribe option (Podcasts app), 91
subscribing
to magazines
*Newsstand, 394-395*
*Zinio, 395*
to podcasts, 91
subtitles, adding to Keynote presentations, 286
surfing web. *See* web surfing
switches, 16
switching between apps, 328
Swype, 48
syncing
bookmarks, 153
Handoff, 75
iCloud, 61-65
iTunes, 65
*capabilities, 71-73*
*iTunes Match, 69*
*music, 68-69*
*photos, 70-71*
*syncing options, 66-68*
manually, 69
music, 85
reading list, 156
Sync Music command (iTunes), 68


## T


tab bars, 17
Table of Contents button (iBooks), 106
tables
definition of, 266
inserting into documents, 259
multiple tables, 277-280
selecting, 277
styles, 273-274
taking photos
Camera app, 197-200
panoramic photos, 204-206
Photo Booth app, 206-207
TapFactory Sticky Notes, 39
tapping, 10
TED app, 380
Temple Run 2, 403
text
adding to Keynote presentations, 291
capitalizing, 18
copying and pasting, 24-25
copying from web pages, 161-162
dictating, 22-23
editing, 23-24
entering, 17
*dictation, 22-23*
*keyboard modes, 18-19*
*on-screen keyboard, 18*
*predictive text, 21*
*undocking and splitting keyboard, 20*

formatting in Pages, 250-254
making text easier to read, 52-53
Predictive Text, 21, 47
sizing, 52, 55, 108, 273
TextExpander 3, 48
text messages
blocking, 188
composing, 188-191
sending/receiving, 188-191
setting up, 187-188
SMS (Short Message Service), 191
themes, choosing for Keynote presentations, 286
third-party keyboards, 48
time settings, 45-46
time delay (Camera), 199
time-delayed video rentals, 95
Time-Lapse mode (Camera), 198
time-lapse photography, 228
time zones, 46
Time Zone button, 46
Tips app, 429
titles, adding
Keynote presentations, 286
video, 239-240
toolbars, 16
Top Charts
App Store, 320
iBooks, 105
totaling columns, 269-272
Touch ID, 44
touching, 10
TouchPal, 48
Tracks view (GarageBand), 385
traffic reports, 314-315
Transfer Service From Another iPad option, 60
Transition button (Keynote), 292
transitions
adding to Keynote presentations, 292-296
*Magic Move transition, 293-294*
*object transitions, 295-296*
adding to slideshows, 222
editing in iMovie, 234-236
Transitions button (Photos), 222
Trash button (Notes app), 135
Trash (Mail), 175, 180-181
Trim button (iMovie), 230
trimming video clips, 229-230
Trim Original option (iMovie), 230
troubleshooting
Apple discussion forums, 438-440
Apple warranty, extending, 440
apps, 332-333, 431-432
AutoFill, 167
FaceTime, 245
Genius Bar
*visiting, 433-440*
*workshops, 437*
Tips app, 430
wireless keyboards, 417
turn-by-turn directions, 308-310
turning book pages
iBooks, 106-107
Kindle app, 116
turning on/off
Auto-Capitalization, 47
Auto-Correction, 47
Caps Lock, 47
Cellular Data, 59
iMessage, 187
iPad, 8
iTunes Match, 69
parental restrictions, 50-51
Turn Passcode On button, 43
Turn Passcode On option, 43
TV, sending Keynote presentations to, 300
TV shows
season passes, 95
syncing, 72
watching
*Amazon Instant Video, 393*
*Hulu Plus, 393*
*Netflix, 391-393*
*YouTube, 387-390*
tweets, sending, 194
Twitter
following people on, 193
sending tweets, 194
setting up, 191-192
typing URLs, 145


## U


Undo button (Pages app), 253
Undock command, 20
undocking keyboards, 20
undoing mistakes in Pages, 253
Unlock setting, 55
unpinching, 148
Update button (App Store), 442
updating
apps, 442
iOS, 441
Urban Dictionary, 358
URLs, browsing to, 143-147
Usage settings
Battery Usage, 336-337
Manage Storage, 334-336
USA Today, 356

USB adapters, importing photos with, 419-421
users
  blocking in Messages, 188
  following on Twitter, 193

## V

version of iOS, checking, 54
versions of iPads, 4
VGA adapters, 299
video, 225
  adding photos to, 236-238
  buying versus renting, 95
  copy protection, 95
  DVDs, importing into iTunes, 94
  emailing, 228
  Home Sharing, 97-98
  home videos, importing into iTunes, 94
  music, 240
  orientation, 94
  pausing, 94
  recording, 226-228
  sharing, 234
    *Family Sharing, 86-90*
    *Home Sharing, 97-98*
  time-lapse video, 228
  transitions, 234-236
  video calls, 245
    *receiving, 244-245*
    *setting up, 240-241*
  video clips
    *combining in iMovie, 230-234*
    *trimming, 229-230*
  video output adapters, 415-416
  video titles, 239-240
  voiceovers, 240
  watching
    *AirPlay, 96-97*
    *Amazon Instant Video, 393*
    *Hulu Plus, 393*
    *Netflix, 93, 391-393*
    *Videos, 92-95*
    *YouTube, 387-390*
video adapters, 299
video calls
  EarPods with, 425
  placing, 242-243
  receiving, 244-245
  setting up, 240-241
  troubleshooting, 245
Video mode (Camera), 198
video output adapters, 415-416
Videos app, 92-95
views
  Calendar
    *Day view, 127-128*
    *Month view, 130-131*
    *Week view, 129*
    *Year view, 128*
  Maps
    *3D view, 312-314*
    *Satellite view, 311-312*
VIPs, 176
visiting Genius Bar, 433-440
VNC Viewer, 381
voiceovers, adding to video, 240
voice recognition
  dictation
    *Dragon Dictation, 368*
    *entering text with, 22-23*
  Siri, 25-28
VoIP (voice over IP), 359
volume control, 8

## W

Wake/Sleep button, 7, 43
wallpaper, 36-39
warranty (AppleCare), 440
watching video
  AirPlay, 96-97
  Amazon Instant Video, 393
  Home Sharing, 97-98
  Hulu Plus, 393
  Netflix, 93, 391-393
  Videos app, 92-95
  YouTube, 387-390
Weather+, 377
weather apps
  Living Earth, 377
  The Weather Channel, 377
  Weather+, 377
  WeatherBug, 377
  Weather Underground, 377
  Yahoo Weather, 375-377
The Weather Channel, 377
WeatherBug, 377
Weather Underground, 377
web forms
  AutoFill, 163
    *example, 166-167*
    *security, 165*
    *setting up, 164-167*
  filling in manually, 157-159
web pages
  bookmarks
    *adding to Favorites, 150*
    *creating, 153-155*
    *opening, 150*
    *saving, 150*
    *saving to Home screen, 154-156*
    *syncing, 153*
  copying images from, 162
  copying text from, 161-162
  history list, 151-152
  opening multiple, 159-161
  reading lists, 155-156
  searching, 146
  viewing, 147-149
  zooming, 148
web surfing
  bookmarks, 154
    *adding to Favorites, 150*
    *creating, 153-155*

*opening, 150*
*saving, 150*
*saving to Home screen, 154-156*
*syncing, 153*
history list, 151-152
news articles, 162-163
private browsing, 161
reading lists, 155-156
Safari extensions, 167
Safari Reader, 162-163
URLs, browsing to, 143-147
web forms
*AutoFill, 163-167*
*filling in manually, 157-159*
web pages
*bookmarks, 150-156*
*copying images from, 162*
*copying text from, 161-162*
*history list, 151-152*
*opening multiple, 159-161*
*reading lists, 155-156*
*searching, 146*
*viewing, 147-149*
*zooming, 148*
web searches, 146
Week view (Calendar), 129
Where's My Water, 400
Wi-Fi network connections
Ask to Join Networks option, 55
Data Roaming, 61
security, 59
setting up, 57-59
Wikipedia Mobile, 358
wipe transition (iMovie), 235
wireless keyboards, 417-419
special keys, 418-419
wireless network connections
Ask to Join Networks option, 55
Cellular Data, 59-61
Data Roaming, 61
security, 59
setting up, 57-59
Wolfram Alpha, 381
Word, 263
Word documents, importing into Pages, 262
WordPress, 381
word processing alternatives, 263
workshops (Genius Bar), 437
Wrench button (Pages), 259
WritePad, 365-368
Wunderlist, 365


## X-Y


Yahoo Weather, 375-377
Year view (Calendar), 128
Years level (Photos), 210
YouTube, 387-390
Yummly, 375


## Z


Zinio, 395
Zite, 356
zooming
Perspective Zoom, 38
photos, 202, 214
web pages, 148