

# My iPad®

FIFTH EDITION



**COVERS**

iOS 6 on  
iPad 2 and  
iPad 3rd  
generation

**que**

Gary Rosenzweig

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

# My iPad®

FIFTH EDITION

Gary Rosenzweig



**que®**

800 East 96th Street,  
Indianapolis, Indiana 46240 USA

# My iPad®, Fifth Edition

Copyright © 2013 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: 978-0-7897-5033-4

ISBN-10: 0-7897-5033-3

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

Printed in the United States of America

First Printing: October 2012

## Trademarks

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

## Warning and Disclaimer

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

## Bulk Sales

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

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

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

**International Sales**  
**international@pearsoned.com**

### EDITOR-IN-CHIEF

Greg Wiegand

### ACQUISITIONS EDITOR

Laura Norman

### MANAGING EDITOR

Kristy Hart

### PROJECT EDITOR

Lori Lyons

### PROOFREADER

Kathy Ruiz

### SENIOR INDEXER

Cheryl Lenser

### EDITORIAL ASSISTANT

Cindy Teeters

### BOOK DESIGNER

Anne Jones

### COMPOSITOR

Bronkella Publishing

### TECHNICAL EDITOR

Greg Kettell

# Contents at a Glance

<b>Chapter 1</b>	Getting Started .....	3
<b>Chapter 2</b>	Customizing Your iPad .....	27
<b>Chapter 3</b>	Networking and Syncing .....	49
<b>Chapter 4</b>	Playing Music and Video .....	71
<b>Chapter 5</b>	Reading Books .....	89
<b>Chapter 6</b>	Organizing Your Life .....	103
<b>Chapter 7</b>	Surfing the Web .....	123
<b>Chapter 8</b>	Communicating with Email, Messaging, and Twitter .....	145
<b>Chapter 9</b>	Taking and Editing Photos .....	165
<b>Chapter 10</b>	Recording Video .....	195
<b>Chapter 11</b>	Writing with Pages .....	215
<b>Chapter 12</b>	Spreadsheets with Numbers .....	239
<b>Chapter 13</b>	Presentations with Keynote .....	267
<b>Chapter 14</b>	Navigating with Maps .....	285
<b>Chapter 15</b>	The World of Apps .....	301
<b>Chapter 16</b>	Using Popular and Critical Apps .....	317
<b>Chapter 17</b>	Games and Entertainment .....	349
<b>Chapter 18</b>	iPad Accessories .....	369
	Index .....	387



# Table of Contents

<b>1</b>	<b>Getting Started</b>	<b>3</b>
	Three Generations of iPads .....	4
	Identifying Your iPad .....	4
	iOS 6 .....	5
	The iPad Buttons and Switches .....	6
	The Home Button .....	6
	The Wake/Sleep Button .....	7
	The Volume Control .....	8
	The Side Switch .....	8
	Orientation and Movement .....	9
	Screen Gestures .....	9
	Tapping and Touching .....	10
	Pinching .....	10
	Dragging and Flicking .....	10
	Pull Down and Release Update .....	11
	Four-Finger Gestures .....	11
	iPad Screens .....	11
	The Lock Screen .....	11
	The Home Screen .....	12
	An App Screen .....	13
	The Search Screen .....	13
	The Settings Screen .....	14
	Interacting with Your iPad .....	15
	Common Interface Elements .....	15
	Using the On-Screen Keyboard .....	17
	Dictating Text .....	18
	Editing Text .....	19
	Copy and Paste .....	21
	Using Siri .....	22
<b>2</b>	<b>Customizing Your iPad</b>	<b>27</b>
	Changing Your Wallpaper .....	28
	Getting Details About Your iPad .....	30
	Setting Alert Sounds .....	32

Password Protecting Your iPad .....	34
Setting Parental Restrictions .....	36
Setting Side Switch Functionality .....	38
Setting Your Date and Time .....	39
Modifying Keyboard Settings .....	40
Changing Safari Settings .....	42
Changing Music Settings .....	43
Notification Center Settings .....	44
More Settings .....	46

### **3 Networking and Syncing 49**

Setting Up Your Wi-Fi Network Connection .....	50
Setting Up Your 3G/4G Connection .....	52
Syncing with iTunes .....	54
Syncing Contacts, Calendars, and Other Information .....	57
Syncing Apps .....	59
Syncing Documents .....	60
Syncing Music .....	62
Syncing Photos .....	64
Syncing Using iCloud .....	66
Keeping Your iPad Up-to-Date .....	68

### **4 Playing Music and Video 71**

Playing a Song .....	72
Building a Playlist .....	75
Making iTunes Purchases .....	77
Downloading Podcasts .....	81
Playing Video .....	83
Using AirPlay to Play Music and Video on Other Devices .....	85
Home Sharing .....	86

### **5 Reading Books 89**

Buying a Book from Apple .....	90
Reading a Book .....	92
Using Reading Aids .....	94
Adding Notes and Highlights .....	95
Adding Bookmarks .....	97

Organizing Your Books .....	98
Using iBooks Alternatives .....	100

## **6 Organizing Your Life 103**

Adding a Contact .....	104
Searching for a Contact .....	106
Working with Contacts .....	107
Creating a Calendar Event .....	108
Using Calendar Views .....	111
Day View .....	111
Week View .....	112
Month View .....	113
List View .....	114
Creating Notes .....	115
Setting Reminders .....	117
Setting Clock Alarms .....	119

## **7 Surfing the Web 123**

Browsing to a URL .....	124
Searching the Web .....	125
Viewing Web Pages .....	128
Returning to Previously Visited Websites .....	130
Bookmarking Websites .....	132
Deleting Your Bookmarks .....	133
Delete a Single Bookmark .....	134
Another Way to Delete Bookmarks .....	134
Creating Home Screen Bookmarks .....	135
Building a Reading List .....	136
Filling in Web Forms .....	138
Opening Multiple Web Pages .....	140
Copying Text and Images from Web Pages .....	141
Using Images from Web Pages .....	142
Viewing News Articles with Safari Reader .....	143

## **8 Communicating with Email, Messaging, and Twitter 145**

Configuring Your Email .....	146
Reading Your Email .....	149

Composing a New Message .....	150
Creating a Signature .....	152
Deleting and Moving Messages .....	153
Searching Email .....	154
Configuring How Email Is Received .....	154
More Email Settings .....	156
Setting Up Messaging .....	157
Conversing with Messages .....	158
Setting Up Twitter .....	160
Following People on Twitter .....	161
How to Tweet .....	162

**9****Taking and Editing Photos****165**

Taking Photos .....	166
Using Photo Booth .....	168
Browsing Your Photos .....	170
Editing Photos .....	171
Sharing Photos .....	173
Viewing Albums .....	175
Creating Albums .....	176
Creating a Slideshow .....	177
Turning Your iPad into a Picture Frame .....	178
Capturing the Screen .....	180
Deleting Photos .....	181
Adjusting Photos in iPhoto .....	183
Using Brushed Effects on Photos in iPhoto .....	186
Applying Special Effects to Photos in iPhoto .....	187
Sharing Photos with iPhoto .....	188
Creating Online Journals with iPhoto .....	189

**10****Recording Video****195**

Shooting Video .....	196
Trimming Video Clips .....	198
Combining Clips in iMovie .....	199
Editing Transitions in iMovie .....	203
Adding Photos to Your Video in iMovie .....	205

Adding Video Titles in iMovie.....	208
Setting Up FaceTime .....	209
Placing Video Calls with FaceTime.....	211
Receiving Video Calls with FaceTime.....	212

## 11 Writing with Pages 215

Creating a New Document.....	216
Styling Text .....	218
Reusing Styles.....	221
Formatting Text .....	222
Creating Lists.....	224
Column Layouts .....	226
Inserting Images.....	227
Using Shapes in Documents .....	230
Creating Tables .....	231
Creating Charts.....	233
Document Setup.....	235
Sharing and Printing Documents.....	236

## 12 Spreadsheets with Numbers 239

Creating a New Spreadsheet.....	240
Totaling Columns.....	244
Averaging Columns.....	245
Performing Calculations.....	249
Formatting Tables.....	250
Formatting Cells.....	250
Formatting Whole Tables.....	253
Using Headers and Footers.....	254
Creating Forms.....	255
Creating Charts.....	258
Using Multiple Tables.....	260

## 13 Presentations with Keynote 267

Building a Simple Presentation .....	268
Building Your Own Slide.....	270
Adding Transitions.....	274

Magic Move .....	275
Object Transitions .....	277
Organizing Slides .....	279
Playing Your Presentation .....	281
Presenting on an External Display .....	282

## **14 Navigating with Maps 285**

Finding a Location .....	286
Searching for Places and Things .....	288
Getting Directions .....	289
Setting Bookmarks .....	292
Using Views .....	294
Using Satellite View .....	294
Using 3D View .....	296
Getting Traffic Reports .....	298

## **15 The World of Apps 301**

Purchasing an App .....	302
Arranging Apps on Your iPad .....	305
Creating App Folders .....	306
Viewing Currently Running Apps .....	307
Quitting Apps .....	308
Finding Good Apps .....	309
Using iPhone/iPod touch Apps .....	311
Getting Help with Apps .....	313

## **16 Using Popular and Critical Apps 317**

Using Facebook .....	318
Using iTap VNC .....	320
Using GoodReader .....	322
Using NewsRack .....	325
Using Flipboard .....	328
Adding a Dictionary .....	331
Using Skype for iPad .....	332
Putting Notes on Your Home/Lock Screen .....	334
Creating Multimedia Cloud Notes with Evernote .....	338
Handwriting Notes .....	341

Using Epicurious .....	343
Other Useful Apps .....	345

## 17 Games and Entertainment **349**

Composing Music with GarageBand .....	350
Watching Movies and TV Shows with Netflix .....	353
Listening to Music with Pandora Radio .....	355
Using Game Center .....	356
iPad Games and Entertainment .....	358
Air Hockey .....	358
Highborn HD .....	359
Harbor Master HD .....	360
Angry Birds HD .....	360
Galcon Fusion .....	361
Plants vs. Zombies HD .....	362
Monkey Island 2 Special Edition .....	362
Scrabble for iPad .....	363
Fieldrunners for iPad .....	363
Real Racing 2 HD .....	364
Gold Strike .....	364
Word Spy .....	365
Comics .....	366
Subscribing to Magazines with Newsstand .....	366

## 18 iPad Accessories **369**

Printing from Your iPad .....	370
iPad Smart Cover and Smart Case .....	372
Power Accessories and Docks .....	373
Video Output Adapters .....	375
Apple VGA Adapter .....	375
Apple Digital AV Adapter .....	376
AirPlay Mirroring with Apple TV .....	377
Apple Wireless Keyboard .....	378
Protecting Your iPad .....	381
Apple iPad Camera Connection Kit .....	383

## 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](http://MacMost.com), features video tutorials for Apple enthusiasts. It includes many videos on using Macs, iPhones, and iPads.

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

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

Website: <http://garyrosenzweig.com>

Twitter: <http://twitter.com/rosenz>

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



## Acknowledgments

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

Thanks to all the people who watch the show and participate at the MacMost website.

Thanks to everyone at Pearson Education who worked on this book: Laura Norman, Lori Lyons, Tricia Bronkella, Kathy Ruiz, Kristy Hart, Cindy Teeters, Anne Jones, and Greg Wiegand.

## We Want to Hear from You!

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

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

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

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

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

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

## Reader Services

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

Sync your music and  
information with your Mac  
or PC computer.



Put your favorite  
photos on your iPad.

In this chapter, you find out how to connect your iPad to your local Wi-Fi network. You also see how to sync your iPad with your Mac or Windows computer.

---

- Setting Up Your Wi-Fi Network Connection
- Setting Up Your 3G/4G Connection
- Syncing with iTunes
- Syncing Using iCloud

# 3

## Networking and Syncing

Now that you have a new iPad, why not introduce it to your old friend—your computer? They have a lot in common. And they are both good at sharing—particularly information such as your contacts, calendar, music, video, and documents.

Syncing your iPad to your Mac or PC is something you want to do right away and continue to do on a regular basis. This way you get all your data from your computer onto your iPad, and as you add new information and media to either device, they can share it so it is always at your fingertips.

## Setting Up Your Wi-Fi Network Connection

One of the first things you need to do with your iPad, even before you sync it to your computer, is to establish an Internet connection.

Chances are that you did this when you started your iPad for the first time. It should have prompted you to choose from a list of nearby Wi-Fi networks. But you do this again if you first used your iPad away from home or need to switch to use another Wi-Fi network.

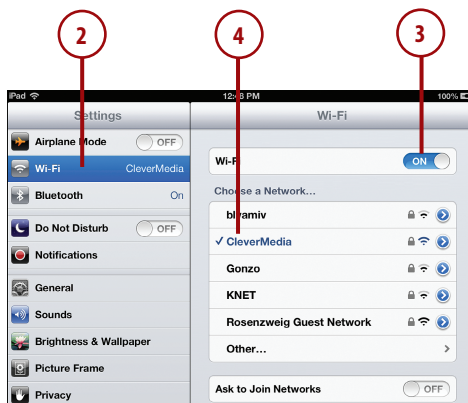
To connect your iPad to a wireless network, follow these steps.

1. Tap the Settings icon on the Home screen.
2. Choose Wi-Fi from the list of settings on the left.
3. Make sure that Wi-Fi is turned on.
4. Tap the item that represents your network. (If you tap on the blue-circled right arrow next to each network, you can further customize your network settings.)

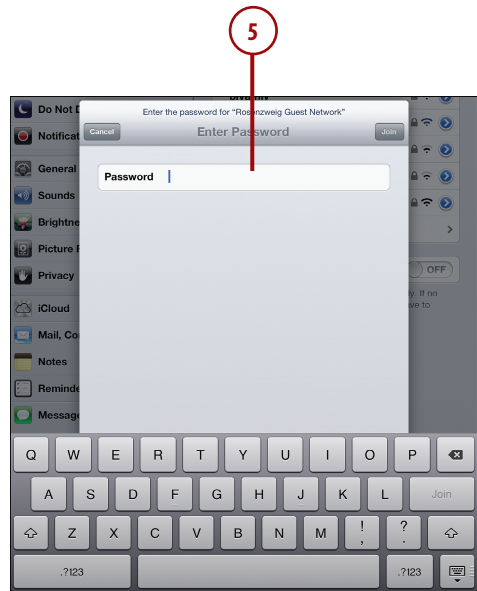
### I Don't Have a Wireless Network

If you don't have a Wi-Fi network but do have high-speed Internet through a telephone or cable provider, you have several options. The first is to call your provider and ask for a new network modem that enables wireless connections. Some providers might upgrade your box for free or a small cost.

Another option is to keep your current box and add a wireless base station of your own, such as the Apple Airport Extreme base station.



5. If the network is protected by a password, you will be asked to enter the password. Once you enter the password, your iPad will remember it. So if you switch between two locations, like work and home, you will be asked to enter the password for each the first time you use that connection. From that point on, your iPad will automatically log on to each connection as you move around.



## >>> Go Further

### SECURITY? YES!

Your wireless network at home should have security turned on. This means that you should see a padlock next to it in the list of Wi-Fi networks on your iPad.

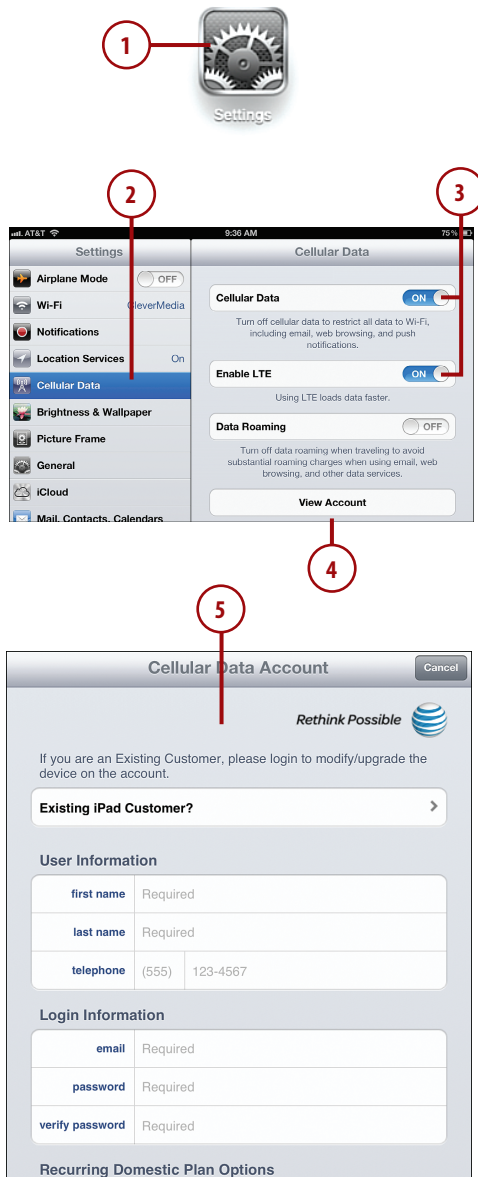
When you select it for the first time, you should be asked to supply a password.

If you don't require a password, seriously consider changing your Wi-Fi network box's settings to add security. The issue isn't simply about requiring a password to use your Internet connection. It is about the fact that a secure network will send encrypted data through the air. Otherwise, anyone can simply "sniff" your wireless connection and see what you are doing online—such as using credit cards and logging on to membership sites. See your network equipment's documentation to set up security.

## Setting Up Your 3G/4G Connection

If you have an iPad with 3G/4G capabilities, you can set it up to use AT&T, Verizon, or any other compatible network. You can purchase a monthly data plan or purchase service in shorter increments.

1. Tap the Settings icon on the Home screen.
2. Tap Cellular Data on the left.
3. Turn on Cellular Data. In addition, if you have a 3rd generation iPad, turn on Enable LTE for the faster 4G connection.
4. Tap View Account.
5. Next, you are prompted to create an account with a service. The service will be either AT&T or Verizon in the U.S., depending on which iPad model you own. You'll need to enter all your basic information and specify an email address for your account and a password.



6. Choose a data plan.
7. Enter your credit card information. When you are done, you have to approve the service agreement and confirm your purchase. Still, it beats going to the mall and dealing with a salesperson at a mobile phone store, right?
8. Tap OK. It may take a few more minutes for your 4G service to activate.
9. After establishing 4G service you can view your usage and renew your plan at any time by following steps 1, 2, and 4 again. Then you can see your plan details and status. Tap Add Data or Change Plan to renew or increase your data plan.

**Cellular Data Account** Cancel

**Recurring Domestic Plan Options**

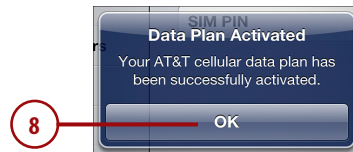
The selected plan will start immediately. Your credit card will automatically be billed every 30 days, on the date your current plan ends.

Use the [www.att.com/datacalculator](http://www.att.com/datacalculator) to determine which plan is right for you.

250 MB of data for 30 days - LTE for \$14.99	✓
3GB of data for 30 days - LTE for \$30.00	
5GB of data for 30 days - LTE for \$50.00	

**Payment & Billing Information**

Visa	✓	MasterCard	Discover	Amex
credit card	Number			
name	as it appears on the card			
expiration date	MM	YYYY		
security code	3 or 4 digits printed on front or back of card			



**Cellular Data Account** Cancel

*Rethink Possible*

**Account Overview**

Cellular Data Number: 303-333-3333

data plan	3GB of data for 30 days - LTE of domestic dat...
status	1 MB used / 3071 MB left for 29 days
billing period	03/17/12 to 04/16/12

**Add Data or Change Plan** >

**Add International Plan** >

**Edit User & Payment Information** >

[View Full Account Overview...](#)

**OK**



## Working with Wi-Fi and 3G/4G

After you establish a 3G/4G plan, your iPad should still connect to your Wi-Fi networks when it is in range and use 3G when it cannot find a Wi-Fi network. You can also return to Settings and turn on or off Cellular Data to specifically prevent your iPad from using the 3G network. This is handy when you are completely out of mobile data range but have local Wi-Fi; for instance, you might be on an airplane flight. Of course, for take-off and landing, you will most likely be asked to use the Airplane Mode available in the Settings as well. That mode comes in handy when you want to quickly take your iPad “off the grid” and have it connected to absolutely nothing.

Looking at the top-left corner of your iPad’s screen, you can tell which sort of connection you are currently using. The first image shows an iPad with no 3G/4G connection at all, only Wi-Fi. The second shows an iPad with a 3G/4G connection, but currently a Wi-Fi connection is being used for data. In this case, all data is coming from Wi-Fi and you are not using your mobile data bandwidth at all. The third image shows an iPad that is using the 3G/4G connection for data at the moment.



## *It's Not All Good*

### WATCH FOR DATA ROAMING

In the Cellular Data settings, you can turn Data Roaming on or off. This is what enables your iPad to connect to wireless data networks that are outside of your data plan, such as networks in other countries. If you leave Data Roaming on and your iPad connects to such a network, you may find a surprise bill in the mail. You can avoid extra charges by leaving Data Roaming off or by purchasing a plan from AT&T for International data roaming.

## Syncing with iTunes

Whether you are on a Mac or PC, you need iTunes to sync your iPad with your computer. If you are on a Mac, you already have iTunes. All you need to do is run Software Update to make sure you have the latest version. If you run Windows, you can get the Windows version of iTunes from Apple’s site: <http://www.apple.com/itunes/download/>.

There are many advantages to syncing your iPad with a computer.

- Each day you sync your iPad, iTunes stores a backup of its content. You can restore all your data from these backups if you lose your iPad.

- Syncing with a computer is the only way to get a large number of photos from your collection on your iPad.
- Syncing is how you get your music stored in iTunes onto your iPad. If you have a large collection of music, you can opt to copy only a selection of it to your iPad at any one time.
- It can be easier to arrange your app icons on the Home screen pages using iTunes, rather than doing it on your iPad.
- On a Mac in the Calendar app, you have far greater control over setting recurring and special events, which appear on your iPad in the Calendar app, even though you cannot create them there.

You might get a message on your computer the first time you connect your iPad and open iTunes, asking if it is okay to sync your iPad to this computer. The message won't reappear.

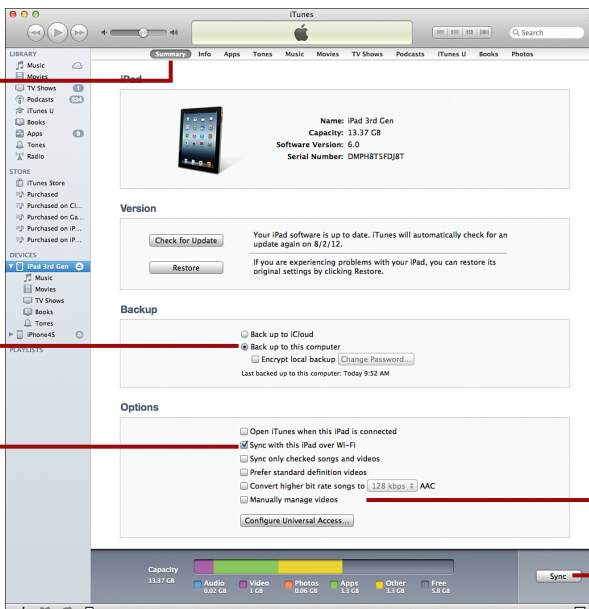
After connecting the first time, iTunes should automatically open when you connect your iPad. While connected, you can always resync to apply changes by clicking the Sync button in iTunes.

You can also check Sync over Wi-Fi connection in your iPad's options in iTunes. This allows you to sync when your iPad isn't connected by the cable. It only needs to be on the same network as your Mac or PC that is running iTunes.

## Summary button

## Backup options

## Sync over Wi-Fi connection



## Manually manage music and videos

## Sync button

After your device is in sync, you can change some general options for your iPad from the Summary screen in iTunes. Most of the options are self-explanatory, such as Open iTunes When this iPad Is Connected.

One option that dramatically changes how your iPad syncs is Manually Manage Music and Videos, which turns off automatic syncing of music and videos and enables you to simply drag and drop songs and movies from your iTunes library onto the iPad icon on the left. (You might need to scroll down the Summary page to locate this checkbox if your screen size is too small to show the entire page at once.)

As we look at some of the syncing options for the iPad, the Mac version of iTunes is used as an example. The Windows version of iTunes is similar but not exactly the same. One difference is that on a Mac, iTunes syncs data with Mac applications such as Address Book, iCal, and iPhoto. On Windows, iTunes must find this data elsewhere.

## >>> Go Further

### BACK IT UP!

Perhaps the most important part of syncing with your computer is backing up your data. Everything you create with apps, every preference you carefully set, and every photo you take could be gone in a second if you drop your iPad or someone swipes it. Even a hardware failure is possible—the iPad isn't perfect.

Choosing Back up to this computer is your best option. This saves all your data on your computer in a backup file. Try to do it once per day. With a good backup you can replace a lost iPad and restore all your data from the backup. It works incredibly well.

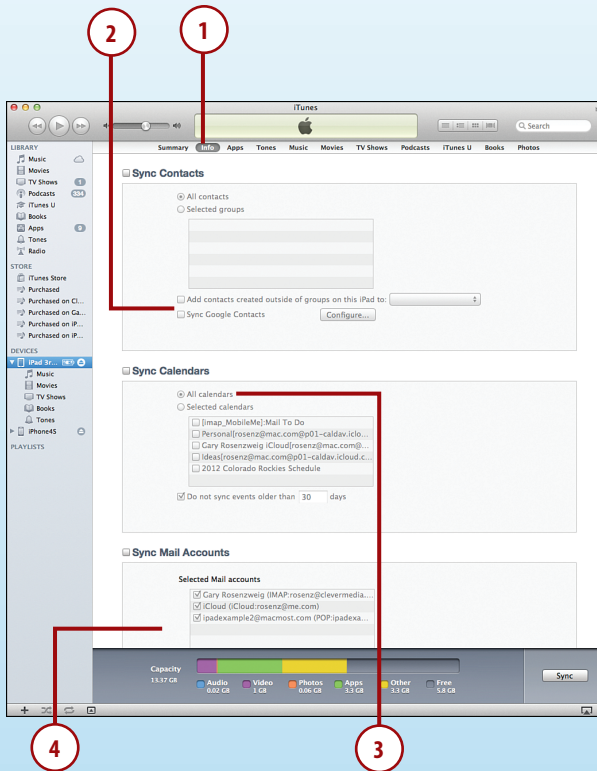
You can always plug your iPad into your Mac or PC, launch iTunes, and Control+click (right-click on Windows) your iPad in the left sidebar and select Backup. But it also happens automatically once per day if you sync.

Your other option is Back up to iCloud. This will back up your data wirelessly to iCloud. It is your only option if you are not going to sync your iPad with a computer. But it does use up your data storage allotment in your iCloud account, so you may need to upgrade your iCloud account to allow for more data.

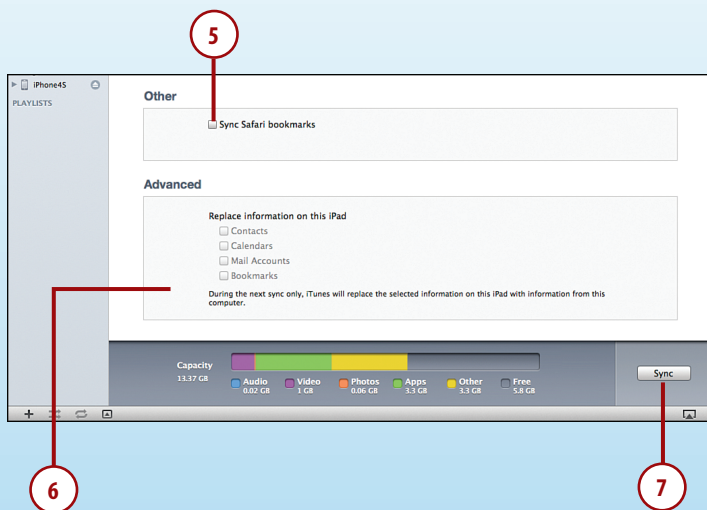
Even so, Back up to iCloud is a great alternative, especially if you travel often and use your iPad for critical tasks.

## Syncing Contacts, Calendars, and Other Information

Use the Info page in iTunes to sync your contacts, calendars, and a few other things to your iPad.



1. Click the Info button in iTunes to see options for choosing how to sync your contacts. You can sync all your contacts from Address Book or sync only selected groups.
2. You can also sync with contacts you have stored with either Yahoo! or Google. You need to enter your login information so that iTunes can access the contacts on that service.
3. Choose to sync all the calendars in iCal or just selected ones. In addition, you can choose not to sync old events.
4. Next, you can sync email accounts with Apple's Mail program, which syncs the settings between your computer and your iPad, not the mail messages. See Chapter 8, "Communicating with Email, Messaging, and Twitter," for more on getting mail on your iPad.



5. To transfer your Mac's bookmarks to your iPad and keep the bookmarks synced between the iPad and the Mac, check the Sync Safari Bookmarks check box.
6. Use the Advanced options (Contacts, Calendars, Mail Accounts, and Bookmarks) to indicate that during the next sync the information should be erased from your iPad and replaced with the corresponding information from your Mac or PC.
7. Click the Sync button to sync.

## *It's Not All Good*

### DUPLICATE CALENDARS

If you are already using iCloud to sync your calendar, don't also add it using iTunes. Doing so may give you two copies of all those events: one copy synced over the Internet, and one synced each time you connect to iTunes. Just use iCloud syncing and leave Sync iCal Calendars unchecked. Same for contacts.

## Syncing Apps

iTunes keeps your apps on your computer and your iPad in sync and helps you organize them.

Note that you cannot run apps on your computer, just store them. You can store all of the apps you have downloaded and purchased on your computer and only have a subset of those set to sync on to your iPad.



1. Click the Apps button of your iPad's settings in iTunes.
2. Use the list on the left to check or uncheck apps to determine which ones to sync with your iPad.
3. Drag the app icons around on the representation of the Home screen page.

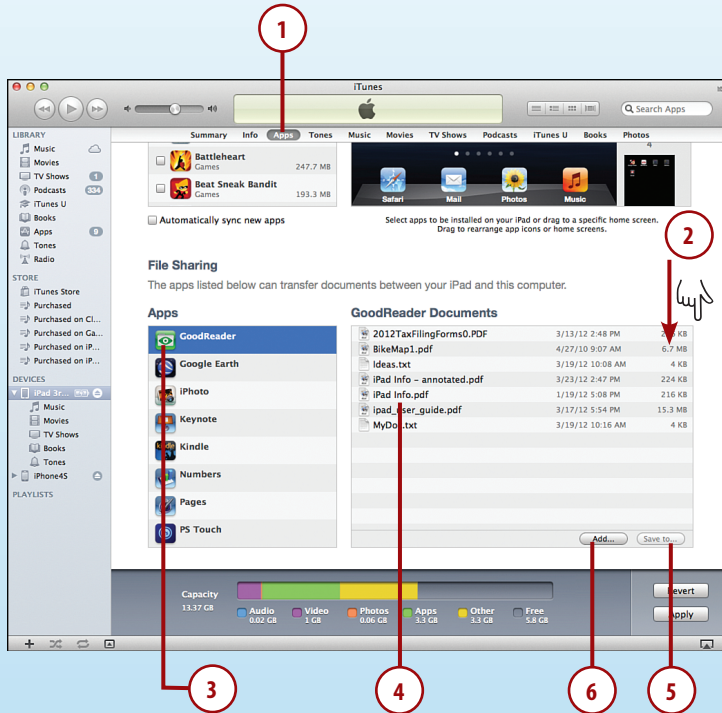
### Go Ahead—Select More Than One

You can click more than one app icon in iTunes and then drag them around as groups. This makes it easy to rearrange your apps in iTunes and is the reason many people do it here, rather than on the iPad itself.

4. Select another Home screen page by clicking a page on the right.
5. You can drag an app from the main representation to another page on the right to move it to another page.
6. You can also drag apps in and out of the iPad's dock area at the bottom.
7. Click the Apply button if you want to apply the changes now.

## Syncing Documents

Apps sometimes have documents. For example, Pages is a word processor, so it would naturally have word-processing documents. Documents are stored on your iPad, but you might want to access them on your Mac or PC as well.



1. Click the Apps button of your iPad's settings in iTunes.
2. Scroll down to the bottom of the Apps page.
3. In the File Sharing section, choose an app.

### No File Sharing Section?

The File Sharing section on the Apps screen will only appear if you have at least one app that is capable of sharing files through iTunes. Examples would be Pages, Numbers, Keynote, iMovie, GarageBand, Voice Memos, and GoodReader.

4. Select a document from the right.
5. Click the Save To button to save the document as a file on your computer.
6. Click the Add button to import a file from your computer to your iPad. Each app has its own document space on your iPad. So if you have two PDF readers, and you want the PDF document available to both, you need to add it to each app's documents.

---

## Drag and Drop

You can also use drag and drop to pull documents out of, and import them into, the app's document space.

---

---

## Sync with iCloud

If you are using iCloud and the app supports it, then documents can sync automatically and wirelessly. For instance, if you are using Pages on your Mac with OS X Mountain Lion, and you save a Pages document to iCloud, you will see that document appear in your list of Pages documents on your iPad as well. Both your Mac and your iPad must be using the same iCloud account to enable you to work on the same document, while switching between your Mac and your iPad, with no need to sync in between.

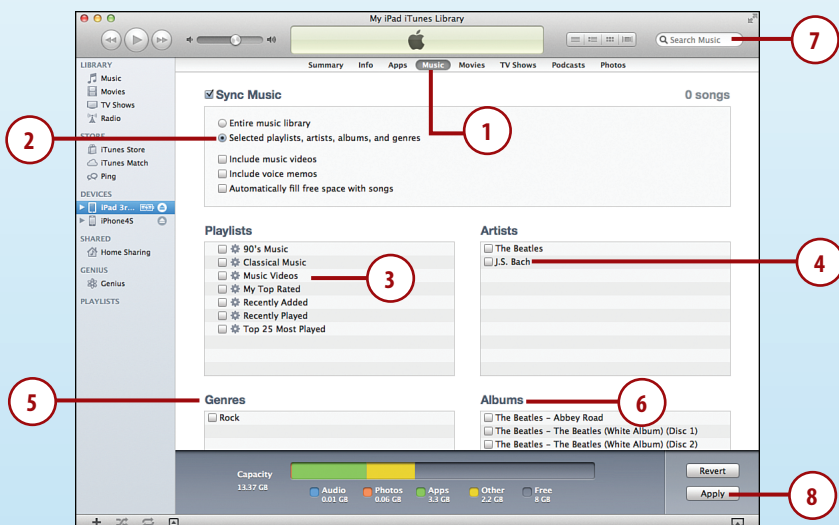
Other apps may not support iCloud, so using iTunes to sync may be your only choice to move documents back and forth. See the section, "Syncing Using iCloud," later in this chapter to set up iCloud.

---



## Syncing Music

The easy way to sync music is to select Entire Music Library In iTunes on your computer. If you have more music than can fit on your iPad, though, you must make some choices. Syncing Movies, TV Shows, Podcasts, Tones (ringtones for messaging and FaceTime), iTunes U, and Books all work in a similar way to syncing music, so you can apply what you learn in these steps to those items as well.



1. Click the Music button of your iPad's settings in iTunes.
2. Click the Selected Playlists, Artists, and Genres button.
3. Check off any playlists in the Playlists section that you want to include.
4. Check off any artists for which you want to include every song by that artist.
5. Check off any genres to include in their entirety.
6. Check off any albums you want to include.
7. Use the search box to quickly find specific artists.
8. Click the Apply button if you want to apply the changes now.

---

## One Copy Only

Note that songs are never duplicated on your iPad. So for instance, if the same song appears in two playlists and is also by an artist that you have selected to sync, the song only has one copy on your iPad. But it appears in both of the playlists and under that artist, album, and alphabetical list of all songs.

---

## Go Further

### CHECK IT OFF

Another way to select songs to sync with your iPad is to use the Entire Music Library option but also choose Sync Only Checked Songs and Videos from the Summary tab. Then you can pick and choose each song that syncs.

Another option is to strictly use playlists to sync without checking off any artists or genres. Then, in addition to your normal playlists, create one called For iPad and put every song in there that you want on your iPad. Then set that playlist to sync.

---

## Or Use iTunes Match

iTunes Match is a service from Apple. For an annual fee, you can sync your music collection with Apple's servers. Then you can access all your music on your iPad by turning iTunes Match on in the Music settings in the Settings app. When you do this, you no longer need to sync your music. Instead, you see all your music on your iPad, and it will download from Apple's servers when you want to listen to a particular song.

Visit <http://www.apple.com/itunes/itunes-match/> to find out more about Apple's iTunes Match service.

---

---

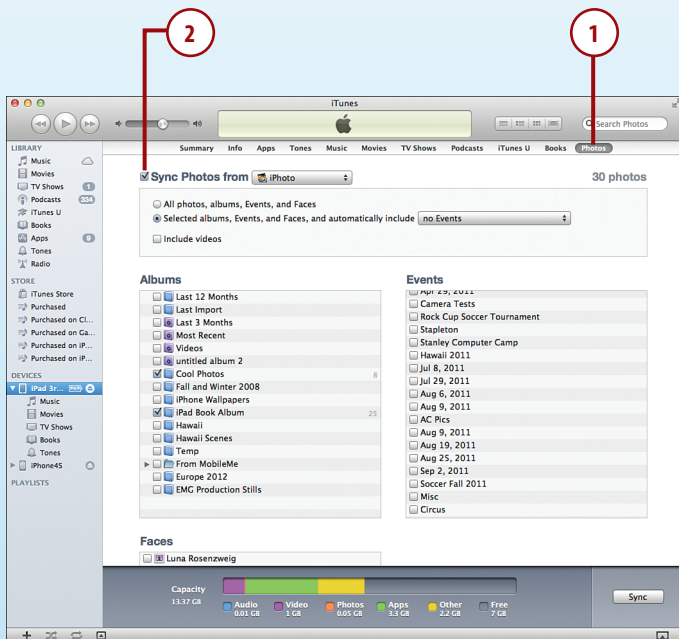
## The Kitchen Sync

In addition to Music, you can also sync your Tones, Movies, TV Shows, Podcasts, iTunes U, and Books in a similar way. Each type of media has its own way of syncing, but they are all similar to music. For instance, Tones lets you sync all tones or selected tones, and then you select them individually. There are no playlists for Tones. Movies, TV Shows, and Podcasts can be included in playlists, so syncing options there let you sync by playlist if you like. Explore each page of your syncing settings to see which options you have.

---

## Syncing Photos

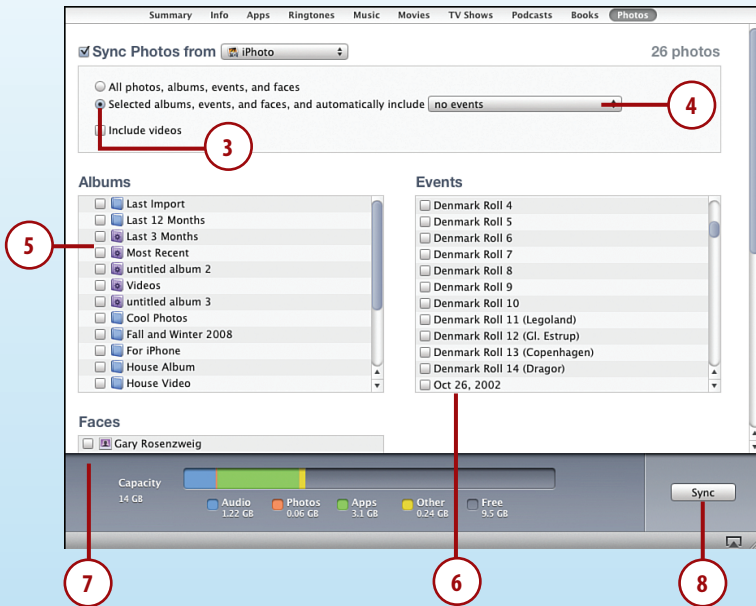
Syncing your photos actually isn't that much different than syncing music. You can choose to have all your photos transferred to your iPad, or choose them by albums, events, or faces.



1. Click the Photos button of your iPad's settings in iTunes.
2. Click the Sync Photos From check box. If you use iPhoto, you should choose iPhoto from the drop-down menu. Other choices for Mac users include choosing any folder or the Pictures folder.

If you use Windows, you can choose your My Pictures folder or another folder. Any subfolders are treated as albums, and you can select or deselect any of them.

You might sync photos to your iPad by selecting a photo tool, such as Photoshop Elements, as your sync companion. If you choose that program, you can use the groupings in that program as albums.



3. Choose whether to sync all photos or only selected ones.
4. If you choose selected photos, you can also choose a number of recent events or all events from a recent period of time.
5. Select any albums that you want to sync.
6. Select specific events you want to sync.
7. You can also select to sync all photos tagged for a specific person in iPhoto.
8. Click the Sync button to apply the changes.

## No Duplicates

Like with music, you get only one copy of each photo, no matter how many times the photo appears in albums, events, and faces. The photos appear in all the right places but take up only one spot in memory on your iPad.

## *It's Not All Good*

### ONE WAY ONLY

Like with the iPhone and iPod touch, syncing photo albums works only one way. For the photos you sync from your computer to your iPad, you cannot pull photos from your iPad back to your computer. Syncing photos from your computer to your iPad works only one way. The original is on your computer, and there is merely a smaller copy on your iPad. So, it is important that you maintain your real photo library on your computer and remember to back it up.

## Syncing Using iCloud

If you have an iCloud account from Apple, you can sync parts of your iPad's data wirelessly even if you are not in the same location. If you do not yet have an iCloud account, it is easy to sign up for a free one. You may have already set one up while going through the initial welcome screens when you first turned on your iPad.

1. Tap the Settings icon on the Home screen and then tap iCloud.
2. If you already have an iCloud account, enter your Apple ID and password and then tap the Sign In button.
3. Tap the Get a Free Apple ID button to create a new Apple ID if you have never used one before. If you already have an account with iTunes, iBooks, the iOS App Store, or the Mac App Store, then you already have an Apple ID and should use that in step 2.



4. Choose which pieces of data you want to sync with your iCloud account.
5. You can turn on iCloud mail to use an @icloud.com email account. The first time you turn this on, you will be asked to create a new @icloud.com email address. Even if you don't plan on switching to that new address for your personal correspondence, it doesn't hurt to create this email address now, as it is free.
6. Enable Photo Stream to use iCloud's Photo Stream feature. See the sidebar "What Is Photo Stream?" in Chapter 9.
7. Turn on Documents & Data to allow some apps to store documents on the iCloud servers instead of your local iPad's memory. This makes that data available to your other iOS devices as well. Not all apps have this functionality, however.
8. Enabling Find My iPad lets you use this feature to locate your iPad if you have lost it or it has been stolen.



## Creating a New Apple ID

If you choose, in step 3, to create a new Apple ID because you have never had an account before, the process is pretty simple. You'll be asked for information in a short series of screens: your birthday, name, email address, and a security question. The email address you give will become your Apple ID, so it must be an email address that you already use. You'll be given the chance to create a new @icloud.com email address later on. A verification email will be sent to the email address you provide, and you must open that email and click a link in it to activate your account before you proceed.

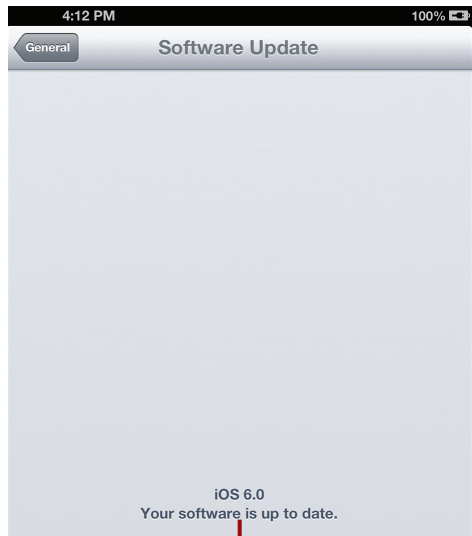
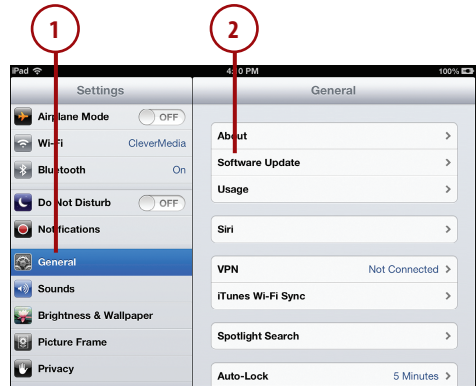
## No Email Please

If you do not use your iCloud email account, you can just switch off Mail in your iCloud settings. You can still sync the other data and use Find My iPad. Many people choose to use iCloud for features like bookmark and calendar syncing and don't use their @icloud.com email addresses for anything.

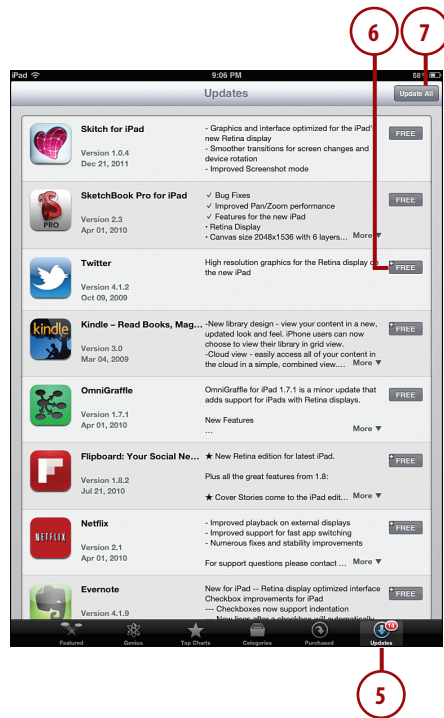
## Keeping Your iPad Up-to-Date

Apple periodically comes out with updates to iOS. And Apple and other developers come out with updates to apps all the time. Usually all these updates are free and contain useful and important new features. So, there is no reason not to keep your iPad up-to-date. In fact, updates sometimes include important security patches, so you should pay careful attention when an update is available.

1. Tap the Settings icon on the Home screen and then tap General.
2. Tap Software Update.
3. If you have the latest version of iOS, you will see a message like this one. Otherwise, follow the instructions provided to update your iPad.



4. On the Home screen, find and tap the App Store app. You may also notice a number in a red circle attached to the icon. This tells you how many apps you have that have updates available.
5. Tap the Updates button. This takes you to a screen with a list of all available app updates.
6. Tap any app's Free button to immediately download the updated version of that app.
7. Tap Update All instead to download and install all updates.





# Index

## Symbols

- 1Password, 345
- 3D view (Maps), 296-298
- 3G/4G connections, setting up, 52-54
- 4G connections, setting up, 52-54
- 10W USB power adapter, 374
- () (parentheses), 249

## A

- About section, 30-32
- accessories, 369
  - Apple iPad Camera Connection Kit, 383-385
  - Apple TV, AirPlay mirroring with, 377-378
  - Apple wireless keyboard, 378-381
  - cases, 381-383
  - docks, 373-374
  - printers, 369-372
  - Smart Case, 372-373
  - Smart Cover, 372-373
- accounts, authorizing, 314
- adapters
  - AirPlay mirroring with Apple TV, 377-378
  - Apple Digital AV Adapter, 376-377
  - Apple VGA Adapter, 375-376
  - adjusting
    - photos in iPhoto, 183-185
    - wallpaper images, 30
  - Air Display, 321
  - Air Hockey, 358-359
  - AirPlay, 85, 197, 377-378
  - AirPrint
    - bypassing, 372
    - printers, 370-372
  - alarms, setting, 119-121
  - albums
    - creating, 176-177
    - viewing, 175-176
  - alert sounds, setting, 32-33
  - Amazon Instant Video, 354
  - Angry Birds HD, 360-361
  - Apple Component AV Cable, 376
  - Apple Digital AV Adapter, 376-377
  - Apple ID, creating, 67
  - Apple iPad 10W USB power adapter, 374
  - Apple iPad Camera Connection Kit, 383-385
  - Apple iPad Smart Cover, 7
  - Apple TV, AirPlay mirroring with, 377-378
  - Apple VGA Adapter, 375-376
  - Apple wireless keyboard, 378-381

## apps, 301

1Password, 345

Air Display, 321

Air Hockey, 358-359

AirPlay, 85

Amazon Instant

Video, 354

Angry Birds HD, 360-361

app folders, creating,  
306-307arranging on iPad,  
305-306

Bento 4 for iPad, 345

Calendar

*Day view, 111**events, creating,  
108-110**List view, 114**Month view, 113**Week view, 112**Year view, 114*

Camera

*taking photos, 166-167**recording video,  
196-197*

Clock, 119-121

Comics, 366

Contacts

*adding contacts to  
favorites, 108**adding images to  
contacts, 108**composing email to  
contacts, 107**copying contacts, 107**creating contacts,  
104-105**editing contacts, 107**searching for contacts,  
106-107**sending messages to  
contacts, 108**sharing contacts, 108*

deleting, 305

Desktop Connect, 321

downloading

automatically, 303

Epicurious, 343-344

Evernote, 338-341

Facebook, 318-320

FaceTime

*placing video calls,  
211-212**setting up, 209-210*

Fieldrunners for iPad, 363

finding in App Store,  
309-311

Flipboard, 328-330

Galcon Fusion, 361

GarageBand, 350-352

Gold Strike, 364-366

GoodReader, 322-324

Google Play Books, 100

GoReader Pro, 326

Harbor Master HD, 360

help, 313-314

Highborn HD, 359-360

Hulu Plus, 354

iBooks

*buying books, 90-91**reading books, 92-93*

iMovie

*adding photos to  
video, 205-207**adding video titles,  
208-209**combining video clips,  
199-202**editing video transi-  
tions, 203-205*iPhone/iPod touch apps,  
311-313

iTap VNC, 320-322

iTeleport for iPad, 321

Kindle, 100

LogMeIn Ignition, 321

Mail

*composing email,  
150-151**configuring account,  
146-148**configuring how email  
is received, 154-155**creating**signatures, 152**deleting email, 153**email settings, 156-157**moving email, 153**reading email, 149-150**searching email, 154**spam filters, 153*

Maps, 285

*bookmarks, 292-293**directions, 289-291**locations, finding,  
285-287**places/things, search-  
ing for, 288-289**traffic reports, 298-299**views, 294-298*

Merriam-Webster

Dictionary HD app, 331

Messages app

*sending/receiving text  
messages, 158-159**setting up, 157-158*

MindNode, 345

Monkey Island 2 Special  
Edition, 362

Music, 72-74

Netflix, 353-354

NetNewsWire, 326

NewsRack, 325-328

Newsstand, 366-367

Nook app, 100

Notes, 115-117

OmniGraffle, 345

Pandora, 355-356

Penultimate, 342

Photo Booth, 168-169

Photos. *See* Photos appPlants vs. Zombies  
HD, 362

Printer Center, 371-372  
 Pulse News Reader, 326  
 purchasing, 302-304  
 quitting, 308-309  
 Real Racing 2 HD, 364  
 redownloading, 304  
 Reminders, 117-119  
 Safari. *See* web surfing with Safari  
 Scrabble for iPad, 363  
 sharing with family, 314  
 SketchBook Pro, 345  
 Skype, 332-333  
 Spotify, 356  
 StarWalk, 345  
 Stick It, 334-337  
 switching between, 308  
 syncing with iTunes, 59  
 Things, 345  
 USA Today, 346  
 Videos, 83-84  
 viewing currently running apps, 307-308  
 The Weather Channel Max+, 346  
 Wolfram Alpha, 345  
 WordPress, 345  
 Word Spy, 365  
 WritePad, 341-342  
 YouTube app, 84  
 Zinio, 367  
 App Store, 301  
   finding apps in, 309-311  
   purchasing apps from, 302-304  
 arranging apps, 305-306  
 audio  
   clock alarms, setting, 119-121  
   music  
     *adding to video*, 209  
     *buying on iTunes*, 77-80

*composing with GarageBand*, 350-352  
*Home Sharing*, 86  
*listening to with Pandora*, 355-356  
*playing with AirPlay*, 85  
*playing with Music app*, 72-74  
*playlists*, 75-76  
 muting, 8-9  
 podcasts, downloading, 81-82  
 voiceovers, adding to video, 209  
 volume control, 8  
 Authorize This Computer menu, 314  
 authorizing multiple accounts, 314  
 Auto-Capitalization, 41  
 Auto-Correction, 41  
 Auto-enhance button (iPhoto), 184  
 AutoFill settings, 42  
 Auto-Lock setting, 34  
 automatic downloads, 303  
 averaging columns, 245-248

## B

background images, adding to documents, 235  
 backing up data, 56  
 Bento 4 for iPad, 345  
 Blinds transition, 274-275  
 Bluetooth settings, 379  
 Book Jacket Select case (InCase), 381  
 bookmarks  
   adding, 97, 132-136  
   deleting, 133-135  
   setting in Maps, 292-293  
   syncing, 135

books, 89  
   bookmarks  
     *adding*, 97, 132-136  
     *deleting*, 133-135  
     *syncing*, 135  
   buying from iBooks, 90-91  
   finding, 92  
   highlights, 95-96  
   notes, 95-96  
   organizing, 98-99  
   reading  
     *in iBooks*, 92-93  
     *in Kindle/Nook apps*, 100  
     *reading aids*, 94-95  
   brightness in iBooks, 94  
   browsing  
     photos, 170-171  
     to URLs, 124-125  
   brushed effects, applying to photos, 186  
   Brushes button (iPhoto), 186  
   buttons  
     Home button, 6  
     Wake/Sleep button, 7-8  
   Buy App button (App Store), 304  
   buying  
     apps, 302-304  
     books from iBooks, 90-91  
     music from iTunes Store, 77-80  
     video, 80  
   bypassing AirPrint, 372

## C

cables. *See also* adapters  
 calculations, performing, 249  
 Calendar  
   Day view, 111  
   events, creating, 108-110

- List view, 114
- Month view, 113
- Week view, 112
- syncing with iTunes, 57-58
- Year view, 114
- calls, placing with Skype, 332-333
- Camera app
  - recording video, 196-197
  - taking photos, 166-167
- Camera Connection Kit, 383-385
- Camera Roll, 166-167
- cameras, digital
  - Apple iPad Camera Connection Kit, 383-385
  - importing photos from, 384-385
- capitalizing words, 17
- Caps Lock, turning on/off, 41
- capturing screen, 180
- car chargers, 374
- Case Logic 10-inch Tablet Sleeve, 382
- cases, 381-383
- cells, formatting, 250-252
- changing wallpaper, 28-30
- charts, creating, 233-234, 258-260
- clipart, importing, 229
- clips (video)
  - combining clips in iMovie, 199-202
  - trimming, 198
- clock alarms, setting, 119-121
- Clock app, 119-121
- Closed Captioning, 46
- closing apps, 308-309
- cloud. *See* iCloud

- columns
  - averaging, 245-248
  - layouts, 226
  - totaling, 244
- comics, reading with Comics app, 366
- Comics app, 366
- composing
  - email, 150-151
  - music with GarageBand, 350-352
- computers, syncing with. *See* syncing
- configuring. *See* setting up
- connecting
  - to 3G/4G networks, 52-54
  - to Wi-Fi networks, 50-51
- contacts
  - adding images to, 108
  - adding to favorites, 108
  - composing email to, 107
  - copying, 107
  - creating, 104-105
  - editing, 107
  - nicknames, 105
  - searching for, 106-107
  - sending messages to, 108
  - sharing, 108
  - syncing, 57-58, 105
  - VIPs, 150
- Contacts app
  - adding contacts to favorites, 108
  - adding images to contacts, 108
  - composing email to contacts, 107
  - copying contacts, 107
  - creating contacts, 104-105
  - editing contacts, 107
  - searching for contacts, 106-107

- sending messages to contacts, 108
- sharing contacts, 108
- copy and paste, 21
- copying
  - contacts, 107
  - images, 141-142
  - text, 21, 141
- cropping photos, 172, 185
- Crop & Straighten button (iPhoto), 185
- Cross Dissolve (iMovie), 204
- currently running apps, viewing, 307-308
- customizing, 27
  - alert sounds, 32-33
  - date/time, 39-40
  - iBooks display, 94-95
  - keyboard settings, 40-41
  - label settings, 46
  - music settings, 43
  - Notification Center settings, 44-45
  - parental restrictions, 36-38
  - password, 34-35
  - privacy settings, 38
  - Safari settings, 42
  - side switch functionality, 38
  - video settings, 46
  - wallpaper, 28-30

## D

- Data Roaming, 54
- date/time, setting, 39-40
- Day view (Calendar), 111
- deleting
  - apps, 305
  - bookmarks, 133-135
  - email, 153
  - photos, 181-182
- Desktop Connect, 321

details about your iPad,  
   viewing, 30-32  
 detecting orientation, 9  
 dictating text, 18-19  
 dictionaries, Merriam-  
   Webster Dictionary HD  
   app, 331  
 directions, getting in Maps,  
   289-291  
 disabling. *See* turning on/off  
 displaying slideshows,  
   178-179  
 .doc/.docx files, importing  
   into Pages, 237  
 docks, 373-374  
 documents  
   background images, 235  
   charts, 233-234  
   column layouts, 226  
   creating, 216-217  
   document setup,  
     235-236  
   images, inserting,  
     227-229  
   line spacing, 226  
   lists, 224-225  
   printing, 220, 236-237  
   reading with  
     GoodReader, 322-324  
   shapes, 230-231  
   sharing, 236-237  
   syncing with iTunes,  
     60-61  
   tables  
     *creating*, 231-233  
     *moving*, 233  
   text formatting, 222-223  
   text styles  
     *applying*, 218-220  
     *reusing*, 221  
   undoing mistakes, 218  
 Do Not Disturb mode, 44  
 downloading  
   apps automatically, 303  
   podcasts, 81-82

dragging, 10-11  
 drawing with SketchBook  
   Pro, 345  
 driving directions, 289-291  
 DVDs, importing into  
   iTunes, 79

## E

editing  
   contacts, 107  
   photos, 171-172  
   text, 19-24  
   video transitions in  
     iMovie, 203-205  
 Effects button (iPhoto), 187  
 email  
   composing, 150-151  
   configuring  
     *accounts*, 146-148  
     *how email is received*,  
       154-155  
   deleting, 153  
   folders, creating, 150  
   moving, 153  
   reading, 149-150  
   searching, 154  
   sending, 150-151  
   settings, 156-157  
   signatures, creating, 152  
   spam filters, 153  
 emailing video, 197  
 enabling. *See* turning on/off  
 enhancing photos, 172  
 entertainment apps. *See*  
   *also* Game Center  
   Air Hockey, 358-359  
   Amazon Instant  
     Video, 354  
   Angry Birds HD, 360-361  
   Comics app, 366  
   Fieldrunners for iPad, 363  
   Galcon Fusion, 361  
   GarageBand, 350-352

Gold Strike, 364-366  
 Harbor Master HD, 360  
 Highborn HD, 359-360  
 Hulu Plus, 354  
 Monkey Island 2 Special  
   Edition, 362  
 Netflix, 353-354  
 Pandora, 355-356  
 Plants vs. Zombies  
   HD, 362  
 Real Racing 2 HD, 364  
 Scrabble for iPad, 363  
 Spotify, 356  
 Word Spy, 365  
 Epicurious, 343-344  
 events, creating, 108-110  
 Evernote, 338-341  
 Exposure button  
   (iPhoto), 184  
 external displays, presenting  
   Keynote presentations on,  
     282-283  
 Eye-Fi card, 385

## F

Facebook, 318-320  
 FaceTime  
   placing video calls,  
     211-212  
   receiving video calls,  
     212-213  
   setting up, 209-210  
   troubleshooting, 213  
 Favorites, adding contacts  
   to, 108  
 fetch delivery, 154  
 Fieldrunners for iPad, 363  
 fill color (cells), 250-252  
 filling in web forms, 138-139  
 finding  
   apps in App Store,  
     309-311  
   books, 92

- contacts, 106-107
- locations with Maps app, 285-287
- RSS feeds, 326
- flicking, 10-11
- Flipboard, 328-330
- folders, creating, 150, 306-307
- following people on Twitter, 161
- footers, 254
- force closing apps, 308-309
- formatting
  - tables
    - cells*, 250-252
    - headers/footers*, 254
    - tables*, 253-254
  - text, 222-223
- forms
  - creating, 255-257
  - filling in, 138-139
- formulas, not updating, 257
- four-finger gestures, 11
- Fraud Warning, 42

## G

- Galcon Fusion, 361
- Game Center, 356-358
- games
  - Air Hockey, 358-359
  - Angry Birds HD, 360-361
  - Fieldrunners for iPad, 363
  - Galcon Fusion, 361
  - Game Center, 356-358
  - Gold Strike, 364-366
  - Harbor Master HD, 360
  - Highborn HD, 359-360
  - Monkey Island 2 Special Edition, 362
  - Plants vs. Zombies HD, 362
  - Real Racing 2 HD, 364

- Scrabble for iPad, 363
- Word Spy, 365
- GarageBand, 350-352
- generations (iPad), 4-5
- Genius feature, 76
- gestures
  - dragging, 10-11
  - finger gestures, 11
  - flicking, 10-11
  - pinching, 10
  - tapping, 10
  - touching, 10
- Gold Strike, 364-366
- GoodReader, 322-324
- Google Play Books app, 100
- GoReader Pro, 326
- Griffin PowerJolt Car Charge, 374
- grouping slides, 279

## H

- handwriting notes, 341-342
- Harbor Master HD, 360
- HD (high definition), 80
- HDMI adapters, 281
- HDMI connectors, 376
- headers, 254
- help for apps, 313-314
- Highborn HD, 359-360
- high definition (HD), 80
- highlighting books, 95-96
- History (Safari), 130-131
- Home button, 6
- Home screen, 12-13
  - bookmarks, 135-136
  - notes, 334-337
- Home Sharing, 86
- home video, importing into iTunes, 79
- Hulu Plus, 354

## I

- iBooks, 89
  - adding bookmarks, 97
  - adding notes and highlights, 95-96
  - alternatives to, 100
  - buying books, 90-91
  - customizing display, 94-95
  - organizing books, 98-99
  - page-turning effect, turning off, 93
  - reading books, 92-93
- iCloud, syncing with, 66-67
- identifying iPad versions, 4-5
- IDs, Apple IDs, 67
- images
  - adding to contacts, 108
  - adding to email, 151
  - background images, 235
  - clipart, 229
  - copying from web pages, 141-142
  - inserting into documents, 227-229
  - photos. *See* photos
  - setting as wallpaper, 28-30
- IMAP (Internet Message Access Protocol), 146
- iMovie
  - adding photos to video, 205-207
  - adding video titles, 208-209
  - combining video clips, 199-202
  - editing video transitions, 203-205
- importing
  - clipart, 229
  - DVDs into iTunes, 79
  - home video into iTunes, 79

- photos from camera or SD card, 384-385
- InCase Book Jacket Select case, 381
- Incase Car Charger, 374
- interface elements
  - copy and paste, 21
  - dictating text, 18-19
  - editing text, 19-24
  - menus, 16
  - on-screen keyboard, 17-18
  - sliders, 15
  - switches, 15
  - tab bars, 16
  - toolbars, 16
- Internet Wi-Fi connections, setting up, 50-51
- Internet Message Access Protocol (IMAP), 146
- iOS 5, 5
- iOS 6, 5
- iPad comparison chart, 4
- iPhone apps, 311-313
- iPhoto
  - photos
    - adjusting*, 183-185
    - brushed effects*, 186
    - sharing*, 188
    - special effects*, 187
  - online journals, 189-193
- iPod touch apps, 311-313
- iTap VNC, 320-322
- iTeleport for iPad, 321
- iTunes
  - buying music, 77-80
  - Genius feature, 76
  - Home Sharing, 86
  - home video, importing, 79
  - importing DVDs into, 79
  - Match, 43, 63, 72

- syncing with
  - advantages*, 54-56
  - apps*, 59
  - calendars*, 57-58
  - contracts*, 57-58
  - documents*, 60-61
  - music*, 62-63
  - photos*, 64-67

## J-K

- journals, creating, 189-193
- Kensington KeyFolio Pro Keyboard Case, 382
- Kensington PowerBolt Micro Car Charger, 374
- keyboards
  - Apple wireless keyboard, 378-381
  - on-screen keyboard, 17-18
  - settings, 40-41
- Keyboards button, 41
- KeyFolio Pro Keyboard Case (Kensington), 382
- Keynote presentations, 267
  - building, 268-270
  - playing, 281
  - presenting on external display, 282-283
- slides
  - building*, 270-273
  - organizing*, 279-280
- transitions
  - adding*, 274-278
  - Blinds transition*, 274-275
  - Magic Move transition*, 275-276
- Kindle app, 100

## L

- label settings, 46
- layouts, column layouts, 226
- line spacing, 226
- listening to music
  - with AirPlay, 85
  - with Music app, 72-74
  - with Pandora, 355-356
- lists, creating, 224-225
- List view (Calendar), 114
- locations, finding with Maps, 285-287
- locking orientation, 8-9
- Lock screen, 11-12, 334-337
- LogMeIn Ignition, 321

## M

- magazines, subscribing to with Newsstand, 366-367
- Magic Move transition, 275-276
- Mail app
  - composing email, 150-151
  - configuring account, 146-148
  - configuring how email is received, 154-155
  - creating signatures, 152
  - deleting email, 153
  - email settings, 156-157
  - moving email, 153
  - reading email, 149-150
  - searching email, 154
  - spam filters, 153
- Maps, 285
  - bookmarks, 292-293
  - directions, 289-291
  - locations, finding, 286-287
  - places/things, searching for, 288-289

traffic reports, 298-299  
views  
    *3D view*, 296-298  
    *Satellite view*, 294-296

menus, 16

Merriam-Webster Dictionary  
HD app, 331

messages. *See* email; text messages

Messages app  
    sending/receiving text messages, 158-159  
    setting up, 157-158

Microsoft Word documents, importing into Pages, 237

mind mapping software, 345

MindNode, 345

mistakes, undoing in Pages, 218

model numbers, 31, 32

Monkey Island 2 Special Edition, 362

Month view (Calendar), 113

movies, watching with Netflix, 353-354

moving  
    email, 153  
    tables, 233

multimedia cloud notes, 338-341

Multi-Pass, 80

multiple accounts  
    authorizing, 314  
    multiple notes accounts, 117

multiple email inboxes, 150

multiple web pages, opening, 140-142

music  
    adding to video, 209  
    buying on iTunes, 77-80  
    composing with GarageBand, 350-352  
    Home Sharing, 86

playing  
    *with AirPlay*, 85  
    *with Music app*, 72-74  
    *with Pandora*, 355-356

playlists, 75-76

settings, 43

syncing, 62-63, 78

Music app, 72-74

mute switch, 8-9

muting sound, 8-9

## N

Netflix, 353-354

NetNewsWire, 326

networks, 49  
    3G/4G connections, setting up, 52-54  
    syncing with iCloud, 66-67  
    syncing with iTunes  
        *advantages*, 54-56  
        *apps*, 59  
        *calendars*, 57-58  
        *contacts*, 57-58  
        *documents*, 60-61  
        *music*, 62-63  
        *photos*, 64-67  
    Wi-Fi network connections, setting up, 50-51

New Album button, 177

New and Noteworthy section (App Store), 302

New Contact form, 104-105

news articles, reading, 328  
    *with NewsRack*, 325-328  
    *with Safari Reader*, 143

NewsRack, 325-328

Newsstand, 366-367

nickname field (contacts), 105

Nook app, 100

notes  
    adding to books, 95-96  
    adding to Home/Lock screen, 334-337  
    creating, 115-117  
    media cloud notes, 338-341  
    writing notes, 341-342

Notes app, 115-117

Notification Center, 44-45

Numbers spreadsheets, 239  
    calculations, performing, 249  
    charts, creating, 258-260  
    columns  
        *averaging*, 245-248  
        *totaling*, 244  
    creating, 240-243  
    forms, creating, 255-257  
    keyboard options, 241  
    tables, 260-265  
        *cell formatting*, 250-252  
        *formatting*, 253-254  
        *headers/footers*, 254  
        *selecting*, 261

## O

object transitions, 277-278

OmniGraffle, 345

online journals, creating, 189-193

On/Off (Wake/Sleep) button, 7-8

on-screen keyboard, 17-18

opening multiple web pages, 140-142

organizing  
    books, 98-99  
    slides, 279-280

orientation  
    detecting, 9  
    in iBooks, 94  
    locking, 8-9



## P

### Pages, 215

#### documents

*background  
images, 235*

*charts, creating,  
233-234*

*column layouts, 226  
creating, 216-217*

*document setup,  
235-236*

*images, inserting,  
227-229*

*line spacing, 226*

*lists, creating, 224-225*

*printing, 220, 236-237*

*shapes, 230-231*

*sharing, 236-237*

*tables, creating,  
231-233*

*text formatting,  
222-223*

#### styles

*applying, 218-220*

*reusing, 221*

*undoing mistakes, 218*

*page-turning special effect  
(iBooks), 93*

Pandora, 355-356

parental restrictions, 36-38

parentheses (), 249

Passcode Lock, 34-35

password protection, 34-35

pasting text, 21

Penultimate, 342

performing calculations, 249

personalizing.

*See* customizing

phone calls, placing with  
Skype, 332-333

Photo Booth, 168-169

photos, 165

adding to video, 205-207

adjusting in iPhoto,  
183-185

#### albums

*creating, 176-177*

*viewing, 175-176*

browsing, 170-171

brushed effects, 186

cropping, 172, 185

deleting, 181-182

editing, 171-172

enhancing, 172

importing from camera  
or SD card, 384-385

inserting into  
documents, 227-229

online journals, creating,  
189-193

Photo Stream, 170

rotating, 171

screen captures, 180

setting as wallpaper,  
28-30

#### sharing

*with iPhoto, 188*

*with Photos app,  
173-174*

#### slideshows

*creating, 177-178*

*displaying, 178-179*

*stopping, 178*

special effects, 187

straightening, 185

syncing with iTunes,  
64-67

#### taking

*with Camera app,  
166-167*

*with Photo Booth,  
168-169*

zooming, 171

### Photos app

#### albums

*creating, 176-177*

*viewing, 175-176*

#### photos

*browsing, 170-171*

*deleting, 181-182*

*editing, 171-172*

*enhancing, 172*

*rotating, 171*

*screen captures, 180*

*sharing, 173-174*

*zooming, 171*

#### slideshows

*creating, 177-178*

*displaying, 178-179*

*stopping, 178*

Photo Stream, 170

Picture Frame function,  
178-179

pictures. *See* photos

pinching, 10

places, finding in Maps,  
288-289

placing video calls, 211-212

Plants vs. Zombies HD, 362

#### playing

##### Keynote

presentations, 281

##### music

*with AirPlay, 85*

*with Home Sharing, 86*

*with Music app, 72-74*

podcasts, 81-82

##### video

*with AirPlay, 85*

*with Videos app, 83-84*

playlists, creating, 75-76

podcasts, downloading,  
81-82

POP (Post Office  
Protocol), 146

power accessories, 373-374

presentations (Keynote), 267  
 building, 268-270  
 playing, 281  
 presenting on external display, 282-283  
 slides  
   *building, 270-273*  
   *organizing, 279-280*  
 transitions  
   *adding, 274-278*  
   *Blinds transition, 274-275*  
   *Magic Move transition, 275-276*  
 previously visited websites, returning to, 130-131  
 Printer Center app, 371-372  
 printing, 220, 236-237, 370-372  
 privacy settings, 38  
 protecting your iPad, 381-383  
 protocols  
   IMAP (Internet Message Access Protocol), 146  
   POP (Post Office Protocol), 146  
 Pulse News Reader, 326  
 purchasing apps, 302-304  
 push delivery, 154

## Q-R

Quit button, 6  
 quitting apps, 308-309

radio, Pandora, 355-356  
 reading  
   books  
     *in iBooks, 92-93*  
     *in Kindle/Nook apps, 100*  
     *reading aids, 94-95*  
   comics with Comics app, 366

documents with  
   GoodReader, 322-324  
 email, 149-150  
 magazines with  
   Newsstand, 366-367  
 news articles, 328  
   *with NewsRack, 325-328*  
   *with Safari Reader, 143*  
 reading list, building, 136-137  
 RSS feeds with  
   NewsRack, 325-328  
 Real Racing 2 HD, 364  
 rearranging images in documents, 229  
 receiving  
   text messages, 158-159  
   video calls, 212-213  
 recipes, Epicurious app, 343-344  
 recording video with  
   Camera app, 196-197  
 redeeming codes in App Store, 303  
 red eye, fixing, 172  
 redownloading apps, 304  
 reminders, setting, 117-119  
 Reminders app, 117-119  
 renting video, 80  
 reusing styles, 221  
 rotating photos, 171  
 RSS feeds  
   finding, 326  
   reading with NewsRack, 325-328

## S

Safari browser. *See* web surfing with Safari  
 Safari Reader, 143  
 Satellite view (Maps), 294-296

Saturation control (iPhoto), 185  
 Scrabble for iPad, 363  
 screen captures, 180  
 screen gestures  
   dragging, 10-11  
   flicking, 10-11  
   four-finger gestures, 11  
   pinching, 10  
   tapping, 10  
   touching, 10  
 screens  
   Home screen, 12-13  
   Lock screen, 11-12  
   Search screen, 13-14  
   Settings screen, 14-15  
 SD cards, importing photos from, 384-385  
 SD (standard definition), 80  
 searching  
   email, 154  
   contacts, 106-107  
   places/things in Maps, 288-289  
   Search screen, 13-14  
   web, 125-127  
 Search screen, 13-14  
 security  
   parental restrictions, 36-38  
   password protection, 34-35  
   wireless networks, 51  
 selecting tables, 261  
 sending  
   email, 150-151  
   text messages, 108, 158-159  
   tweets, 162  
 settings  
   About section, 30-32  
   alert sounds, 32-33  
   Bluetooth, 379  
   Cellular Data, 52

- Closed Captioning, 46
- email, 156-157
- keyboard, 40-41
- music, 43
- Notification Center, 44-45
- parental restrictions, 36-38
- password protection, 34-35
- privacy, 38
- Safari, 42
- side switch
  - functionality, 38
- software updates, 68
- time/date, 39-40
- wallpaper, 28-30
- Wi-Fi, 50-51
- Settings screen, 14-15
- setting up
  - 3G/4G connections, 52-54
  - bookmarks in Maps, 292-293
  - clock alarms, 119-121
  - documents, 235-236
  - email
    - accounts*, 146-148
    - how email is received*, 154-155
  - FaceTime, 209-210
  - Messages app, 157-158
  - reminders, 117-119
  - Twitter, 160
  - Wi-Fi network
    - connections, 50-51
- shake, 9
- shapes, adding to documents, 230-231
- Share button (iPhoto), 188
- sharing
  - apps with family, 314
  - contacts, 108
  - documents, 236-237
  - photos
    - with iPhoto*, 188
    - with Photos app*, 173-174
  - video, 202
- shooting
  - photos
    - with Camera app*, 166-167
    - with Photo Booth*, 168-169
  - video, 196-197
- shortcut keys, 380
- side switch, 8-9, 38
- signatures (email), creating, 152
- Siri, 22-24
  - asking Siri to call you by nickname, 105
  - checking schedule, 113
  - creating calendar events, 110
  - creating clock alarms, 121
  - checking email, 155
  - directions, 291
  - finding contacts, 106
  - finding Map locators, 289
  - playing music, 74
  - sending email, 151, 159
  - traffic reports, 299
  - tweeting, 162
  - web searches, 127
- SketchBook Pro, 345
- Skype, 332-333
- sliders, 15
- slides
  - building, 270-273
  - grouping, 279
  - organizing, 279-280
- Slideshow button, 178
- slideshows
  - creating, 177-178
  - displaying, 178-179
  - stopping, 178
- Smart Case, 372-373
- Smart Cover, 7, 372-373
- SmartShell case (Spect), 382
- software updates, 68
- songs
  - buying on iTunes, 77-80
  - Home Sharing, 86
  - playing
    - with AirPlay*, 85
    - with Music app*, 72-74
    - with Pandora*, 355-356
  - playlists, creating, 75-76
- sound
  - clock alarms, setting, 119-121
  - music
    - adding to video*, 209
    - buying on iTunes*, 77-80
    - composing with GarageBand*, 350-352
    - Home Sharing*, 86
    - listening to with Pandora*, 355-356
    - playing with AirPlay*, 85
    - playing with Music app*, 72-74
    - playing with Pandora*, 355-356
    - playlists*, 75-76
  - muting, 8-9
  - settings, 32-33
  - voiceovers, adding to video, 209
  - volume control, 8
- Sound Check, 43
- spacing, line spacing, 226
- spam filters, 153

special effects, applying to photos, 187

special keys, 380

Speck SmartShell case, 382

spoken turn-by-turn directions, 291

Spotify, 356

spreadsheets, 239

- calculations, performing, 249
- charts, creating, 258-260
- columns
  - averaging*, 245-248
  - totaling*, 244
- creating, 240-243
- forms, creating, 255-257
- keyboard options, 241
- tables, 260-265
  - cell formatting*, 250-252
  - formatting*, 253-254
  - headers/footers*, 254
  - selecting*, 261

standard definition (SD), 80

StarWalk, 345

Stick It, 334-337

stopping slideshows, 178

straightening photos, 185

streaming video with Netflix, 353-354

styles
 

- applying to text, 218-220
- reusing, 221

subscribing to magazines with Newsstand, 366-367

surfing the web. *See* web surfing with Safari

switches, 15

switching between apps, 308

syncing
 

- bookmarks, 135
- contacts, 105
- music, 78

with iCloud, 66-67

with iTunes
 

- advantages*, 54-56
- apps*, 59
- calendars*, 57-58
- contacts*, 57-58
- documents*, 60-61
- music*, 62-63
- photos*, 64-67

## T

tab bars, 16

tables, 260-265
 

- creating, 231-233
- formatting
  - cells*, 250-252
  - headers/footers*, 254
  - whole tables*, 253-254
- moving, 233
- selecting, 261

taking photos
 

- with Camera app, 166-167
- with Photo Booth, 168-169

tapping, 10

text
 

- capitalizing, 17
- copying and pasting, 21
- copying from web pages, 141
- dictating, 18-19
- editing, 19-24
- formatting, 222-223
- styles
  - applying*, 218-220
  - reusing*, 221

text messages
 

- sending/receiving, 108, 158-159
- setting up, 157-158

text size in iBooks, 94

themes in iBooks, 94

Things app, 345

Thumbnail Grid button (iPhoto), 184

time, setting, 39-40

time-delayed video rentals, 80

titles, adding to video, 208-209

toolbars, 16

Top Charts (App Store), 302

totaling columns, 244

touching, 10

traffic reports, 298-299

transitions
 

- adding to Keynote presentations, 274-278
  - Blinds transition*, 274-275
  - Magic Move transition*, 275-276
  - object transitions*, 277-278
- editing in iMovie, 203-205

trimming video clips, 198

troubleshooting
 

- apps, 313-314
- FaceTime, 213
- VNC connections, 322

turn-by-turn directions, 289-291

turning on/off. *See also* settings
 

- Auto-Capitalization, 41
- Auto-Correction, 41
- AutoFill, 42
- Caps Lock, 41
- Closed Captioning, 46
- Do Not Disturb mode, 44
- Fraud Warning, 42
- iBooks page-turning effect, 93
- iPad, 8
- iTunes Match, 43, 63

- parental restrictions, 36-38
- Sound Check, 43
- TV shows
  - season passes, 80
  - watching with Netflix, 353-354
- tweets, sending, 162
- Twitter
  - following people on, 161
  - sending tweets, 162
  - setting up, 160

## U

- undoing mistakes in
  - Pages, 218
- updates, 68
- URLs (Universal Resource Locators), browsing to, 124-125
- USA Today app, 346

## V

- version numbers, 31
- versions of iPad, 4-5
- VGA adapters, 281
- video output adapters
  - AirPlay mirroring with Apple TV, 377-378
  - Apple Digital AV Adapter, 376-377
  - Apple VGA Adapter, 375-376
- videos, 195
  - adding photos to, 205-207
  - AirPlay, 197
  - buying versus renting, 80
  - DVDs, importing into iTunes, 79
  - emailing, 197
  - importing into iTunes, 79
  - music, adding, 209

- playing
  - with AirPlay, 85
  - with Videos app, 83-84
- recording with Camera app, 196-197
- settings, 46
- sharing, 202
- transitions, editing, 203-205
- video calls
  - placing, 211-212
  - receiving, 212-213
  - setting up FaceTime, 209-210
  - troubleshooting, 213
- video clips
  - combining clips in iMovie, 199-202
  - trimming, 198
- video titles, adding, 208-209
- voiceovers, adding, 209
- watching with Netflix, 353-354
- Videos app, 83-84
- viewing. *See also* reading
  - albums, 175-176
  - currently running apps, 307-308
  - details about your iPad, 30-32
  - web pages, 128-129
- views
  - Calendar
    - Day view, 111
    - List view, 114
    - Week view, 112
    - Year view, 114
  - Maps
    - 3D view, 296-298
    - Satellite view, 294-296
- VIPs, 150

- VNC (Virtual Network Computing) technology, iTap VNC, 320-322
- voiceovers, adding to video, 209
- VoIP (voice over IP), Skype, 332-333
- volume control, 8
- Volume Limit, 43

## W

- Wake/Sleep button, 7-8
- wallpaper, changing, 28-30
- watching movies/TV shows with Netflix, 353-354
- The Weather Channel Max+, 346
- web forms, filling in, 138-139
- web pages
  - bookmarking, 132-133
  - copying images/text from, 141-142
  - opening multiple, 140-142
  - returning to previously visited pages, 130-131
  - viewing, 128-129
- web surfing with Safari, 123
  - bookmarks
    - adding, 132-133
    - deleting, 133-135
    - home screen bookmarks, 135-136
  - news articles, viewing with Safari Reader, 143
  - reading lists, building, 136-137
  - Safari settings, 42
  - URLs, browsing to, 124-125
  - web forms, filling in, 138-139

**web pages**

*bookmarking, 132-133*

*copying images/text  
from, 141-142*

*opening multiple,  
140-142*

*returning to previously  
visited pages,  
130-131*

*viewing, 128-129*

web searches, 125-127

Week view (Calendar), 112

Wi-Fi network connections,  
setting up, 50-51

wireless keyboards, 378-381

wireless network connec-  
tions, setting up, 50-51

wireless printing, 369-372

Wolfram Alpha, 345

Word documents, importing  
into Pages, 237

WordPress, 345

Word Spy, 365

WritePad, 341-342

## **Y-Z**

---

Year view (Calendar), 114

YouTube app, 84

Zinio, 367

zooming photos, 171