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1

Welcome to your new iPad!

The iPad is a multimedia tablet like no other. Its rich graphics and seamless integration with iTunes makes it perfect for work and play. Most tasks requiring a laptop can be carried out on the iPad which is light, power-efficient, instantly-on and incredibly intuitive to use. It also has an huge number of third-party apps to expand its already impressive capabilities.

Hot tip

Although intended for Apple's third and fourth generation iPad*, most of the content of this book is relevant to iPad 2 as long as you are running iOS 6. The main differences between iPad 2 and the later versions are: camera resolution, screen resolution and processor speed.

Beware

Depending on your needs, the iPad may not be a laptop replacement. Assess your needs carefully before buying one!

Don't forget

Apple's website has Q&As and lots of helpful tips on using the iPad.

Welcome to the iPad!

Congratulations on buying an iPad, a sophisticated multimedia tablet computer capable of playing music, dealing with emails, browsing the web, organizing your calendar and thousands of other applications! Or maybe you haven't bought an iPad yet but are considering doing so. Let's look at what you can use the iPad for:

- Listening to music
- Recording and watching videos
- Taking photos
- Reading ebooks
- Browsing the web
- Emails, contacts and calendars
- FaceTime video chats, playing games, and much more



Will it replace my laptop?

Probably not, although for many functions it can be used instead of a laptop. It depends on what you use your laptop for. If you mainly do web browsing, check emails and use social networking apps then the iPad can easily replace your laptop. If, on the other hand, you use your laptop to generate PowerPoint slides or create complex documents then the iPad may not be ideal, since some functions are missing from the iPad.

What's missing from the iPad?

There are features found on laptops and desktops that are missing from the iPad. At present there is no:

- SD card slot
- USB slots (though the Apple Camera Kit does have a 30-pin plug which has a USB socket at one end, but this is to connect your camera rather than attach other devices)
- The ability to access files and drag them around or drop into folders is not available on the iPad. You can get files on there but it's clunky and not very intuitive.

*The term *iPad* is used throughout the book to refer to the "third generation iPad" (originally called "the new iPad") and the "fourth generation iPad" released October 2012.

iPad Specifications

Screen	2048 x 1536 pixels, high resolution, 264 pixels/inch
Weight	652g Wi-Fi model, 662g Wi-Fi + 4G model
Height	241.2 mm
Width	185.7 mm
Depth	9.4 mm
Capacity	16, 32 or 64 GB flash memory
Processor	Dual-core Apple A6X with quad core graphics
Sensors	Three-axis gyro, Accelerometer, Ambient light sensor
TV & Video	AirPlay Mirroring to Apple TV at 720p AirPlay video streaming to Apple TV at up to 1080p at up to 720p Video mirroring and video out support: Up to 720p through Lightning Digital AV Adapter and Lightning to VGA Adapter Video playback up to 1080p
Cameras	iSight (back): 5 megapixels. FaceTime/HD (front): video VGA and VGA still camera
Battery	Built-in 42.5 watt-hour rechargeable. 10 hours web surfing on Wi-Fi 9 hours web surfing using 3G/4G data network
Inputs & Outputs	Lightning Connector port 3.5 mm stereo headphone mini-jack
Built-in speaker	
Microphone	
Micro-SIM card tray (Wi-Fi + 4G models only)	

Hot tip



The table on the left applies to the fourth generation iPad.

You can find the specs of iPad 2 on our website:

<http://ineasysteps.com/resource-centre/ipad2spec>

Beware



If you have a fourth generation iPad then it'll come with the new lightning connector. You'll need to buy adapters to connect it to your "old" 30-pin accessories, such as TV, iPod dock, etc.



Lightning Connector Adapter

Lightning Connector

30-pin dock Connector



What's New in iOS 6?

iOS 6 brings in many new features and apps. The YouTube app has gone but a couple of new apps have arrived — *Find Friends* and *Podcasts*. One major weakness at the time of writing is *Maps*. Previously, mapping data was supplied by Google but the new *Maps* app uses TomTom and the data is currently not up to Apple's usual high standards to say the least!



A quick round-up of the features of iOS 6 is shown below:

Maps

Apple-designed vector-based maps, Turn-by-turn navigation with spoken directions on iPad Wi-Fi + Cellular, Real-time traffic information, Flyover for photo-realistic, interactive 3D views of major metro areas, Siri integration for requesting directions and finding places along a route.

Siri improvements

Sports: scores, player stats, game schedules, team rosters, and league standings for baseball, basketball, football, soccer and hockey, *Movies*: trailers, showtimes, reviews and facts, *Restaurants*: reservations, reviews, photos and information, Send a Tweet, Post on Facebook, App launch.

Facebook integration

Single sign-on from Settings, Post from Photos, Safari, Maps, App Store, iTunes, Game Center, Notification Center and Siri.

Mail improvements

VIP mailbox to access mail from important people quickly, Flagged email mailbox, Insert photos and videos when composing email, Open password protected Office docs, Pull down to refresh mailboxes, Per account signatures.

...cont'd

Safari improvements

iCloud tabs to see open pages on all your devices, Offline Reading List, Photo upload support, Full screen landscape view on iPhone and iPod touch, Smart app banners, JavaScript performance improvements.

App Store and iTunes Store improvements

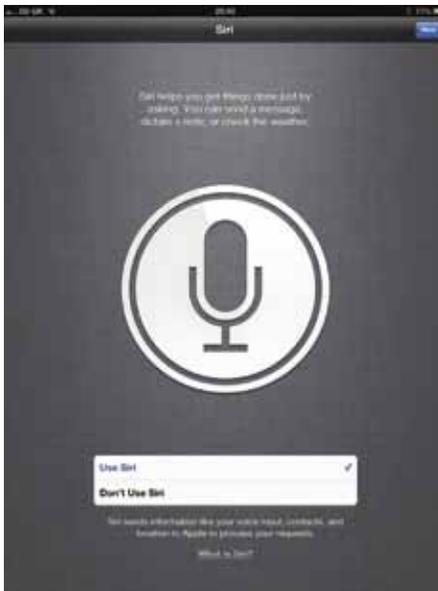
Updated store design, iTunes Preview history, Complete my season, Complete my album.

Accessibility improvements

Guided Access to limit device to one app or restrict touch input on certain areas of the screen, VoiceOver integration with Maps, AssistiveTouch and Zoom.

Other improvements

- Improved privacy controls for Contacts, Calendars, Reminders, Photos and data shared over Bluetooth
- Reminders can be reordered in the Reminders app
- Custom vibrations for alerts on iPhone
- Clock app for iPad
- Clock alarm with song
- Search all fields in Contacts
- Automatic movie mode for improved video sound quality
- Keyboard shortcuts shared across devices via iCloud



Finding Your Way Around

The physical buttons and controls on the iPad are very simple. Additional functions such as screen brightness are software-controlled.



Hot tip



The Multitasking bar is where you will find software controls for Screen Lock, brightness and the Music app

Double-click the Home Button to bring up the Multitasking bar. Slide the Multitasking bar to the right and the software controls for brightness, volume, mirroring, and other functions will appear.



...cont'd

The **network data icons** at the top of the screen are pretty much like those found on the iPhone.



Beware



You must switch off the iPad radios during the flight (see page 64).

The fastest data connection is Wi-Fi. If no Wi-Fi is available you will need to use 3G/4G which is fairly fast. Unfortunately, as you move around, the 3G/4G signal will come and go so you may see the 3G/4G disappear and be replaced by the EDGE symbol (E). EDGE is slower than 3G/4G.

If you're *really* unlucky the EDGE signal may vanish and you may see the GPRS symbol. GPRS is *very* slow!

	GPRS (slowest)		Location services
	EDGE		Lock
	3G		LTE
	4G		Personal Hotspot
	Wi-Fi		Play
	Bluetooth		Screen lock
	Airplane mode		Syncing
	iPad is busy		

The GPRS, EDGE and 3G/4G icons are seen on the Wi-Fi + 3G/4G models only.

Home Button & Screen

There are very few actual physical buttons on the iPad but the Home Button is an important one. The Home Button functions changed since the arrival of iOS 4.2, allowing you to see active apps in the Multitasking bar.

You can now quit active multitasking apps (previously this was not possible with the iPad).

- If you're on the Home Screen (the first screen) it takes you to Search
- If you're on any other screen it takes you right back to the Home Screen and saves you having to flick the screens to the left
- When using the Music application with Home Button it minimizes the Music window allowing you to use other applications while listening to music
- Pressing the Home Button quickly twice brings up the Multitasking bar (shows your active apps) and if you push the Multitasking bar to the right you can see controls for Screen Lock, Brightness, Music, and Volume. AirPlay will only show if you have the latest version of Apple TV (Apple TV 2)

Hot tip



You can see your active apps by bringing up the Multitasking bar. If an app is misbehaving, quit it using the Multitasking bar.

Hot tip



Another hot tip! To see the Multitasking bar without having to press the Home Button twice, drag four fingers up the screen.

You can also drag four fingers right or left across the screen to switch between running apps.

Beware



What you see when you slide the Multitasking bar to the right (**Mute** or **Screen Lock**) depends on what you have chosen under **Settings > General > Use Side Switch to:**. This iPad has the Side Switch set to lock the screen so the iPad needs to be muted using the software.



Multitasking bar

The Multitasking bar



Mute Brightness Music Volume Controls

Slide to right for controls

...cont'd

The **Home Screen** is the first screen you see when you start up the iPad. It contains the apps installed by Apple (and these cannot be deleted). In all, there are 20 of these – 4 will be on the dock.

The dock comes with 4 apps attached. You can move these off, add other apps (the dock can hold a maximum of 6 apps or folders), or you can put your favorite apps there and remove those placed on the dock by Apple.

You can move these apps to other screens if you want to but it's a good idea to keep the most important or most frequently-used apps on this screen.

You might expect iBooks to be a preinstalled app but in fact you have to go to the App Store and download this free app if you want to use the iPad as an ebook reader.



Hot tip



By default there are four apps on the dock at the bottom of the screen. You can add two more if needed.

You can even drag folders to the Dock.

Default Applications

These are the built-in apps.

Hot tip



iBooks is Apple's ebook reader which, in our opinion, should have come preinstalled but for some reason you need to go to the App Store and download it (free).

Two other new apps include Podcasts



and Find Friends



If you don't want these they can be deleted.



Calendar: keeps your appointments in sync with your PC or Mac using wired or wireless sync



Contacts: list of all contacts including phone numbers, email, postal addresses and notes



Notes: for jotting things down. Sync with your computer or you can email them to yourself



Maps: GPS-enabled maps help you get from A to B, current position, and other information



Videos: play movies and other video content, purchased or from your own collection



iTunes Store: browse and buy music, movies, TV shows and more



App Store: your central store for paid and free apps



Reminders: to-do lists, sync with Apple Mail and Outlook Tasks



Messages: send SMS-type messages free with Wi-Fi



Settings: this is where you make changes to personalize your iPad



Safari: Apple's home-grown web browser



Mail: handles IMAP and POP3 email, and syncs to your main accounts on your computer



Photos: show your photos with slideshows or print off photos



Music: controls music, podcasts, etc.



Game Center: social gaming, lets you play games and interact with friends



Camera: shoot stills or movies using front or back cameras similar to iPhone functionality



FaceTime: video chat to others using iPad, iPhone 4 and 5 or Mac



Photo Booth: take still images and select from a series of special effects



Newsstand: stores your newspaper and magazine subscriptions

The Display & Keyboard

What's all the excitement about the screen? What makes it so special?

The technology behind the multi-touch screen is ingenious. Using one, two, three or four fingers you can do lots of different things on the iPad depending on the app you're using and what you want to do. The main actions are tap, flick, pinch/spread and drag.

The screen is designed to be used with fingers – the skin on glass contact is required (if you tap using your nail you will find it won't work). There are styluses you can buy for the iPad but for full functionality, fingers on screen give the best results.

Tap	Apps open when you tap their icons. Within apps you can select photos, music, web links and many other functions. The tap is similar to a single click with a mouse on the computer
Flick	You can flick through lists like Contacts, Songs, or anywhere there's a long list. Place your finger on the screen and quickly flick up and down and the list scrolls rapidly up and down
Pinch/spread	The iPad screen responds to two fingers placed on its surface. To reduce the size of a photo or web page in Safari place two fingers on the screen and bring them together. To enlarge the image or web page spread your fingers apart and the image grows in size
Drag	You can drag web pages and maps around if you are unable to see the edges. Simply place your finger on the screen and keep it there but move the image or web page around until you can see the hidden areas

Beware



The screen responds best to skin contact. Avoid using pens or other items to tap the screen.

Hot tip



Use four fingers to bring up the Multitasking bar (drag four fingers up the screen), or flick right or left using four fingers to switch between running apps.

Hot tip



If you have Wi-Fi, try using your voice to dictate emails and other text using the Dictate option (its icon is on the left of the spacebar).

...cont'd

The iPad is different to a laptop since there is no physical keyboard. Instead you type by tapping the **virtual keyboard** on the iPad screen itself. You can use the keyboard in portrait or landscape modes. The landscape version provides much wider keys.

The keyboard seems to change in different apps

The keyboard is smart – and should match the app you're in. For example, if you are word processing or entering regular text you will see a standard keyboard. But if you are using a browser or are prompted to enter an email address you will see a modified keyboard with *.com* and *@* symbols prominently displayed.



Top left: portrait keyboard in Mail

Top right: portrait keyboard in Pages



Bottom left: portrait keyboard in Safari – note the **Return** key has now changed to **Go**. Tap this to search the web or go to a specific URL

...cont'd



Mail with iPad in the landscape position. Notice how wide the keys have become, making it easier to type without hitting two keys at once! Also notice the Dictation icon to the left of the spacebar (you get this when on Wi-Fi).



Pages with landscape keyboard. Again, the keyboard is large but the downside is that you lose real estate for work – the effective area for viewing content is quite small. Dictation is active – you can tell because the icon has enlarged and shows the volume level as you dictate your text.

Hot tip



If you find you are making lots of typing errors, try switching the iPad to landscape mode (keys are larger).

Caps Lock & Auto-Correct

It's annoying when you want to type something entirely in upper case letters since you have to press Shift for every letter – or do you? Actually, there's a setting which will activate Caps Lock but you need to activate this in settings:

- Go to **Settings**
- Select **General**
- Select **Keyboard**
- Make sure the **Caps Lock** slider is set to **ON**
- While you are there, make sure the other settings are on, for example **." Shortcut** – this helps you add a period by tapping the spacebar twice (much like the BlackBerry)



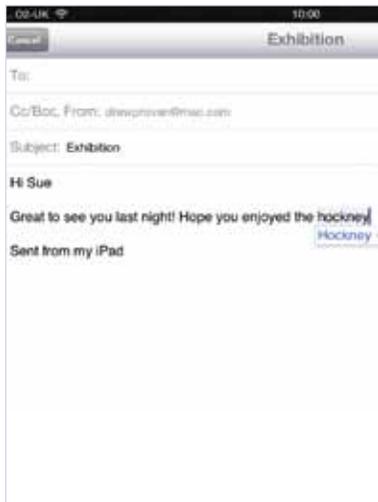
Other settings for the keyboard

- **Auto-Correction** suggests the correct word. If it annoys you, switch it off
- **Auto-Capitalization** is great for putting capitals in names
- The **." Shortcut** types a period every time you hit the spacebar twice. This saves time when typing long emails but if you prefer not to use this, switch it off. Here's another neat trick – you can also insert a period by tapping the spacebar with two fingers simultaneously

...cont'd

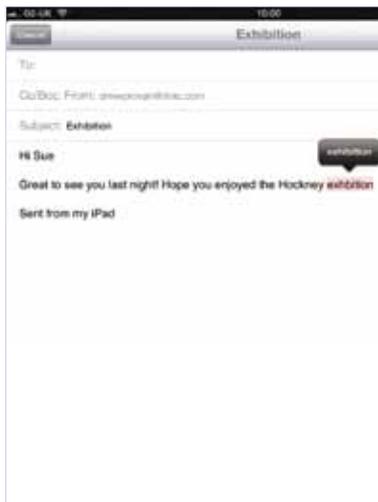
As you type words the iPad **Auto-Correct** will suggest words intelligently which will speed up your typing.

To accept iPad suggestion



When the suggested word pops up, simply tap the space bar and it will be inserted. The suggested word may not be what you want, in which case you can reject it by tapping the 'x'

To reject suggestion



Above left: iPad will suggest a word but if you don't want to use the suggestion tap the 'x'. The word you type will be added to your user dictionary. Above right: You can look up the dictionary: tap word twice, tap the right arrow and choose Define

All contact names are automatically added to your user dictionary.

Can I Use a Real Keyboard?

There are times when you need real physical keys, for example if you are typing a longer document you might find tapping out your text on the glass screen annoying. Apple has designed a dock with an integrated keyboard, which is great for holding your iPad at the correct angle, and allowing your iPad to be charged while you type using the keyboard.



Original Apple iPad Keyboard and dock (works with the new iPad)

Hot tip



If you need to type long documents consider using a physical keyboard.



ZAGGmate keyboard for iPad 2 (works with the new iPad)

Can I use a Bluetooth keyboard?

Absolutely! The iPad has Bluetooth built-in so you can hook up an Apple Bluetooth keyboard and type away. Alternatively, there are third-party keyboards such as the ZAGGmate Bluetooth keyboard (www.zagg.com) which acts as a case when not in use (protects the front of the iPad but not the back).

Keyboard Tricks

Although it's not immediately obvious, the keyboard can generate accents, acutes, and many other foreign characters and symbols.

Holding the letter “u” or “e” generates lots of variants. Just slide your finger along till you reach the one you want and it will be inserted into the document.



Also, when you use Safari you don't have to enter “.co.uk” in URLs — the “.com” key will produce other endings if you touch and hold the key.



Hot tip



For accents and other additional characters, touch the key then slide your finger to the character you want to use.

Select, Copy & Paste Text

Rather than retype text, you can select text (or pictures) and paste these into other documents or the URL field in Safari. Touch and hold text, images or URL (links) to open, save or copy them.

To select text



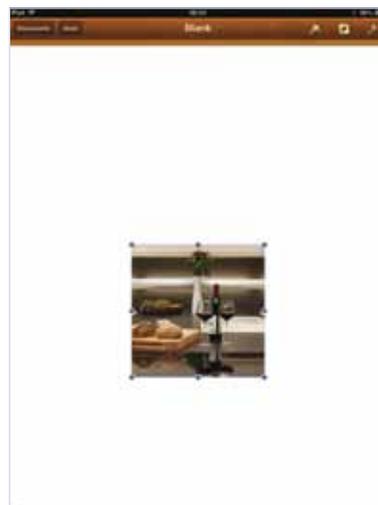
Touch and hold a paragraph of text to select. Drag the blue handles to enclose the text you want to copy then tap **Copy**



Copy web links by tapping and selecting **Copy**. If you just want to go to the site click **Open** in New Tab



Use the built-in dictionary by tapping a word then Define



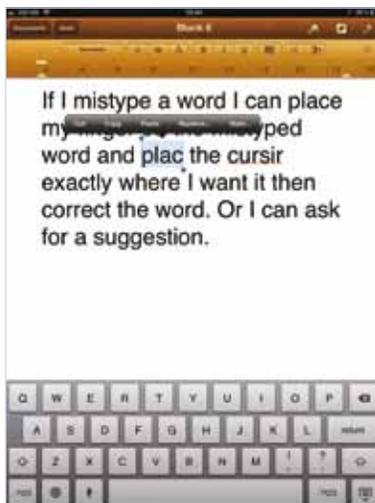
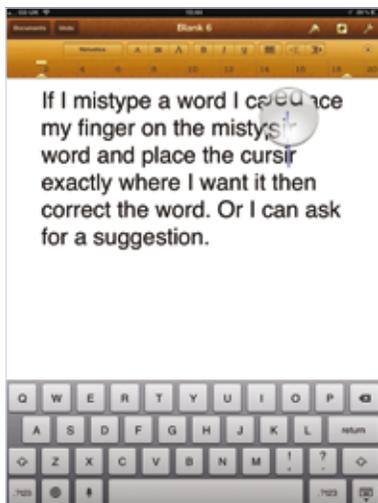
Paste copied text or images by tapping screen in e.g., Pages

Making Corrections

Sometimes words get mistyped. You could retype the whole word but it's easier to correct. Since the iPad isn't a laptop there is no mouse and pointer so you need to get the cursor next to the incorrect character. You can then delete that character and replace it with the correct character.

To position the cursor where you want it

- 1 Put your finger onto the incorrect word (you may need to tap and hold)
- 2 Keep your finger on the screen and slide your finger along the word until the cursor is just ahead of the incorrect letter(s)
- 3 Backspace (delete from right to left) and delete the incorrect character
- 4 Insert the correct character(s) then locate the end of your text and tap the screen to position the cursor at the end so you can start typing again
- 5 The iPad can help you if you don't know how to spell the word (tap **Replace...** and it will suggest some words



Hot tip



You can also correct by double-tapping the incorrectly spelled word and choosing **Replace** then selecting the correct word.

Finding Things on the iPad

Sometimes you haven't got time to look through your entire calendar for an appointment, or to scroll through iTunes for one track. You can use Spotlight (Apple's indexing and search facility) to find specific apps, contacts, emails, appointments and Music content.

Hot tip



Search using Spotlight to avoid spending ages looking for emails, music tracks and other data.

Start search

- 1 From the Home Screen press the Home Button (if you are away from the Home Screen, press the Home Button twice)
- 2 You will be taken to the Spotlight search screen (this is one screen to the *left* of the Home Screen)
- 3 Enter your search word or string into the search box
- 4 Your results will show up below. The results are grouped according to their type, i.e. Calendar appointment, email, etc.

Hot tip



To reach Spotlight from the Home Screen press the Home Button once. To get to Spotlight from any other screen press the Home Button twice.

The word "Design" shows up in

Enter search term here

- Contacts —
- One app —
- An iPod track —
- One email —
- One appointment —
- You can choose to search the web or Wikipedia —



Making Folders

You will accumulate lots of free and paid apps which will occupy several iPad screens. When you have many apps it can be difficult finding the one you want since you have to flick across several screens to find the right one.

Apple has made it easier to organize your apps by providing the option of creating folders. You might want a folder for games, one for social networking, serious work, and other activities.

Creating a folder

- 1 Hold an app** until all the apps start jiggling on the screen (you will see a small circle on the top left with an **x** – tap the **x** to delete the app)
- 2 To create a games folder, touch and hold** a games app and **drag it** onto another games app. One will disappear into the other and a folder will be created with the name *Games*. Rename it if you want to
- 3 Do this for all the folders you want to create** then tap the Home Button. This stops the apps jiggling



Dragging one app onto another has created a folder called Lifestyle



Here are the contents of the Games folder. To close the folder, tap outside the folder

Don't forget



You don't need to accept the folder name chosen by the iPad – rename it to whatever you want.

Multitasking

The iPad can run several programs at once. To see the apps that are loaded you need to reveal the Multitasking bar at the bottom of the screen. If you want to, you can quit one or more apps and free up some memory (whether this is needed is debatable, but the opportunity is there if you want to use it).

How to quit running apps

- 1 Tap the **Home Button** twice – the Multitasking bar will appear at the bottom of the screen
- 2 Touch and hold **one app** until they start jiggling – you will see a red icon with a white line in the center at the top left of each running app
- 3 To quit the app, tap the **red icon**
- 4 When finished, tap the **Home Button** twice



Tapping the Home Button twice brings up the Multitasking bar. There are 5 apps running



Touch and hold then quit any of the running apps