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Photos

View photos and videos
Photos lets you view your:

• Camera Roll—photos and videos you took on iPad, or saved from an email, text message, webpage, or screenshot

• Shared photos and videos—Photos and videos that you’ve shared with iCloud Photo Sharing or that other have shared with you (see iCloud Photo Sharing on page 64)

• Photos and videos synced from your computer (see Sync with iTunes on page 17)

View your photos and videos. Tap Photos. Photos automatically organizes your photos and videos by year, by collection, and by moment. To quickly browse the photos in a collection or year, touch and hold for a moment, then drag.

By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos & Camera and turn off Summarize Photos.

View by events or by faces. Albums you sync with iPhoto 8.0 or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. Tap Albums, then scroll to find Events or Faces.
View by location. While viewing by year or by collection, tap ➤. Photos and videos that include location information appear on a map, showing where they were taken.

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

Zoom in or out. Double-tap, or pinch and stretch a photo. When you zoom in, you can drag to see other parts of the photo.

Play a video. Tap ➤. To toggle between full-screen and fit-to-screen, double-tap the display.

Play a slideshow. While viewing a photo, tap , then tap Slideshow. Select options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other slideshow options, go to Settings > Photos & Camera.

To stream a slideshow or video to a TV, see AirPlay on page 31.

Organize your photos and videos

Create a new album. Tap Albums, tap ➤, enter a name, then tap Save. Select photos and videos to add to the album, then tap Done.

Note: Albums created on iPad aren’t synced back to your computer.

Add items to an existing album. While viewing thumbnails, tap Select, select items, tap Add To, then select the album.

Manage albums. While viewing your album list, tap Edit.

• Rename an album: Select the album, then enter a new name.

• Rearrange albums: Touch, then drag the album to another location.

• Delete an album: Tap ❌.

Only albums created on iPad can be renamed or deleted.

iCloud Photo Sharing

Share streams of photos and videos with people you choose. Friends you’ve chosen who have an iCloud account—and iOS 6 or later or OS X Mountain Lion or later—can join your stream, view the photos you add, and leave comments. If they have iOS 7 or OS X Mavericks, they can add their own photos and videos to the stream. You can also publish your stream to a website for anyone to view.

Note: To use iCloud Photo Sharing, iPad must be connected to the Internet.

Turn on iCloud Photo Sharing. Go to Settings > iCloud > Photos.

Create a shared stream. While viewing a photo or video, or when you’ve selected multiple photos or videos, tap , tap iCloud, tap Stream, then tap New Shared Stream. You can invite people to view your stream using their email address or the mobile phone number they use for iMessage.

Enable a public website. Select the shared stream, tap People, then turn on Public Website. Tap Share Link to announce the site, if desired.
Add items to a shared stream. View a shared stream, tap +, select items, then tap Done. You can add a comment, then tap Post. You can also add items to a shared stream when you’re viewing photos or albums. Tap 📸, tap iCloud, tap Stream, then select the shared stream or create a new one. Add a comment if you like, then tap Post.

Delete photos from a shared stream. Select the photo stream, tap Select, select the photos or videos you want to delete, then tap 🗑️. You must be the owner of the stream, or the owner of the photo.

Delete comments from a shared stream. Select the photo or video that contains the comment. Touch and hold the comment, then tap Delete. You must be the owner of the stream, or the owner of the comment.

Rename a photo stream. While viewing Shared Streams, tap Edit, then tap the name and enter a new one.

Add or remove subscribers, or turn Notifications on or off. Select the photo stream, then tap People.

Subscribe to a shared stream. When you receive an invitation, tap the Shared tab (⊙), then tap Accept. You can also accept an invitation in an email.

Add items to a shared stream you subscribed to. View the shared stream, then tap +, select items, then tap Done. You can add a comment, then tap Post.

**My Photo Stream**

View the photos you take with iPad on your other devices, automatically. Turn on My Photo Stream in Settings > Photos & Camera. You can also turn on My Photo Stream in Settings > iCloud > Photos.

Photos you take are automatically added to My Photo Stream when you leave the Camera app and iPad is connected to the Internet via Wi-Fi. All photos added to your Camera Roll—including screen shots and photos saved from email, for example—appear in My Photo Stream.

Photos added to My Photo Stream on your other devices also appear in My Photo Stream on iPad. iOS devices can keep up to 1000 of your most recent photos in My Photo Stream; your computers can keep all My Photo Stream photos permanently.

**Note:** Photos uploaded to My Photo Stream don’t count against your iCloud storage.

**Manage My Photo Stream contents.** In your My Photo Stream album, tap Select.

- **Save your best shots to an album on iPad:** Select the photos, then tap Add To.
- **Share, print, copy, or save photos to your Camera Roll album:** Select the photos, then tap 📺.
- **Delete photos:** Select the photos, then tap 🗑️.

**Note:** Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in the Camera Roll on the device where they were originally taken. Photos that you save to another album on a device or computer are also not deleted. To delete photos from My Photo Stream, you need iOS 5.1 or later on iPad and on your other iOS devices. See support.apple.com/kb/HT4486.
Share photos and videos
You can share photos and videos in email, text messages, and tweets, and on Facebook and Flickr. Videos can be shared in email and text messages, and on YouTube, Facebook, and Vimeo. You can also share photos and videos using Photo Sharing, described above.

Share or copy a photo or video. View a photo or video, then tap 📷. If you don’t see 📷, tap the screen to show the controls.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

You can also copy a photo or video, and then paste it into an email or text message.

Share or copy multiple photos and videos. While viewing by moment, tap Share.

Save or share a photo or video you receive.

• Email: Tap to download it if necessary, then touch and hold the item to see sharing and other options.
• Text message: Tap the item in the conversation, then tap 📷.

Photos and videos that you receive in messages or save from a webpage are saved to your Camera Roll album.

Edit photos and trim videos
You can edit photos right on iPad. While viewing a photo full-screen, tap Edit, then tap one of the tools.

• Auto-enhance improves a photo’s exposure, contrast, saturation, and other qualities.
• Photo filters lets you apply different color effects, including black & white.
• With the Remove Red-eye tool, tap each eye that needs correcting.
• Crop by dragging the corners of the grid.

Don’t like the results? Tap the tool again to return to the original.

Trim a video. Tap the screen to display the controls, drag either end of the frame viewer, then tap Trim.

Important: If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose “Save as New Clip,” a new trimmed video clip is saved in your Camera Roll album and the original video is unaffected.
Print photos
Print to an AirPrint-enabled printer:
• Print a single photo: Tap ‡, then tap Print.
• Print multiple photos: While viewing a photo album, tap Select, select the photos, tap ‡, then tap Print.
See AirPrint on page 32.

Import photos and videos
You can import photos and videos directly from a digital camera, from another iOS device with a camera, or from an SD memory card. For iPad (4th generation or later) or iPad mini, use the Lightning to SD Card Camera Reader or the Lightning to USB Camera Adapter (both sold separately). For earlier iPad models, use the iPad Camera Connection Kit (sold separately), which includes both an SD card reader and a camera connector.

Import photos:
1 Insert the SD card reader or camera connector into the iPad Lightning connector or 30-pin dock connector.
   • Use an SD memory card: Insert the card in the slot on the SD card reader. Don't force the card into the slot; it fits only one way.
   • Connect a camera or iOS device: Use the USB cable that came with the camera or iOS device, and connect it to the USB port on the camera connector. If you're using an iOS device, make sure it's turned on and unlocked. To connect a camera, make sure the camera is turned on and in transfer mode. For more information, see the documentation that came with the camera.
2 Unlock iPad.
3 The Photos app opens and displays the photos and videos available for importing.
4 Select the photos and videos to import.
   • Import all items: Tap Import All.
   • Import just some items: Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
5 After the photos are imported, keep or delete the photos and videos on the card, camera, or iOS device.
6 Disconnect the SD card reader or camera connector.
   A new event in the Last Import album contains all the photos you just imported.
   To transfer the photos to your computer, connect iPad to your computer and import the images with a photo application such as iPhoto or Adobe Elements.

Photos settings
Settings for Photos are in Settings > Photos & Camera. These include:
• My Photo Stream and Photo Sharing
• Photos tab
• Slideshow
Camera

Camera at a glance

Quick! Get the camera! Swipe up from the bottom edge of the screen to open Control Center, then tap 📸.

With iPad, you can take both still photos and videos using the front FaceTime camera or the back camera.

A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected. With the iSight camera, the focus is set in addition to the exposure.
Take photos and videos
Drag up or down to choose the Camera mode for still photos, square-format photos, or videos.

Take a photo. Choose Photo, then tap the shutter button or press either volume button.

A rectangle briefly appears where the exposure is set. When you photograph people, face detection (iPad 3rd generation or later) balances the exposure across up to 10 faces. A rectangle appears for each face detected.

Exposure is automatic, but you can set the exposure manually for the next shot by tapping an object or area on the screen. With an iSight camera, tapping the screen sets the focus as well as the exposure. Face detection is temporarily turned off. To lock the exposure and focus until you tap the screen again, touch and hold until the rectangle pulses.

Zoom in or out. (iSight camera) Stretch or pinch the image on the screen. With iPad Air and iPad mini with Retina display, zooming works in video mode as well as photo mode.

Shoot some video. Choose Video, then tap the Shutter button or press either volume button to start and stop recording.

If Location Services is turned on, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See Privacy on page 33.

Make it better. You can edit photos (to rotate, auto-enhance, apply a filter, remove red-eye, or crop) and trim videos, right on iPad. See Edit photos and trim videos on page 66.

Want to capture what’s displayed on your screen? Simultaneously press and release the Sleep/Wake and Home buttons. The screenshot is added to your Camera Roll.

HDR
HDR (high dynamic range) helps you get great shots, even in high-contrast situations. The best parts of three quick shots, taken at different exposures (long, normal, and short), are blended together into a single photo.

Use HDR. (iPad 3rd generation or later) Tap HDR. For best results, keep both iPad and the subject still.

Keep the normal photo in addition to the HDR version. Go to Settings > Photos and Camera. HDR versions of photos in your Camera Roll are marked with “HDR” in the corner.

View, share, and print
Photos and videos you take are saved in your Camera Roll. With Photo Stream, new photos also appear in My Photo Stream on iPad and your other iOS devices and computers. See My Photo Stream on page 65.

View your Camera Roll. Tap the thumbnail image, then swipe left or right. You can also view your Camera Roll in the Photos app.

Tap the screen to show or hide the controls.

Get sharing and printing options. Tap  . See AirDrop, iCloud, and other ways to share.
Upload photos and videos to your computer. Connect iPad to your computer to upload items to iPhoto or another supported application on your Mac or PC. If you delete photos or videos in the process, they’re removed from your Camera Roll album.

Sync photos and videos to iPad from your Mac. Use the Photos settings pane in iTunes. See Sync with iTunes on page 17.

Camera settings
Go to Settings > Photos & Camera for camera options, which include:

- Photo streams
- Slideshow
- Grid

Adjust the volume of the shutter sound with the Ringer and Alerts settings in Settings > Sounds. Or mute the sound using the Ring/Silent switch. (In some countries muting is disabled.)
Contacts

Contacts at a glance
iPad lets you access and edit your contact lists from personal, business, and other accounts.

Set your My Info card for Safari, Siri, and other apps. Go to Settings > Mail, Contacts, Calendars, then tap My Info and select the contact card with your name and information.

Let Siri know who’s who. While editing your My Info card, tap Add Related Name to define relationships you want Siri to know about, so you can say things like “send a message to my sister.” You can also add relationships using Siri. Say, for example, “John Appleseed is my brother.”

Find a contact. Use the search field at the top of the contacts list. You can also search your contacts using Spotlight Search (see Search on page 27).

Share a contact. Tap a contact, then tap Share Contact. See AirDrop, iCloud, and other ways to share on page 30.
Change a label. If a field has the wrong label, such as Home instead of Work, tap Edit. Then tap the label and choose one from the list, or tap Custom Field to create one of your own.

Delete a contact. Go to the contact’s card, then tap Edit. Scroll down, then tap Delete Contact.

Add contacts
Besides entering contacts, you can:

• **Use your iCloud contacts:** Go to Settings > iCloud, then turn on Contacts.

• **Import your Facebook Friends:** Go to Settings > Facebook, then turn on Contacts in the “Allow These Apps to Use Your Accounts” list. This creates a Facebook group in Contacts.

• **Use your Google contacts:** Go to Settings > Mail, Contacts, Calendars, then tap your Google account and turn on Contacts.

• **Access a Microsoft Exchange Global Address List:** Go to Settings > Mail, Contacts, Calendars, then tap your Exchange account and turn on Contacts.

• **Set up an LDAP or CardDAV account to access business or school directories:** Go to Settings > Mail, Contacts, Calendars > Add Account > Other. Then tap “Add LDAP Account” or “Add CardDAV Account” and enter the account information.

• **Sync contacts from your computer, Yahoo!, or Google:** In iTunes on your computer, turn on contact syncing in the device info pane. For information, see iTunes Help.

• **Import contacts from a vCard:** Tap a .vcf attachment in an email or message.

Search a directory. Tap Groups, tap the GAL, CardDAV, or LDAP directory you want to search, then enter your search. To save the info to your contacts, tap Add Contact.

Show or hide a group. Tap Groups, then select the groups you want to see. This button appears only if you have more than one source of contacts.

Update your contacts with Twitter. Go to Settings > Twitter, then tap Update Contacts. Twitter matches email addresses and phone numbers in order to add Twitter user names and photos to your contact cards.

When you have contacts from multiple sources, you might have multiple entries for the same person. To keep redundant contacts from appearing in your All Contacts list, contacts from different sources that have the same name are linked and displayed as a single unified contact.

When you view a unified contact, the title Unified Info appears.

Unify contacts. If two entries for the same person aren’t linked automatically, you can unify them manually. Edit one of the contacts, then tap Link Contact and choose the other contact to link to.

Linked contacts aren’t merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

If you link contacts with different first or last names, the names on the individual cards won’t change, but only one name appears on the unified card. To choose which name appears when you view the unified card, tap Edit, tap the linked card with the name you prefer, then tap Use This Name For Unified Card.
Contacts settings
To change Contacts settings, go to Settings > Mail, Contacts, Calendars, where you can:

- Change how contacts are sorted
- Display contacts by first or last name
- Change how long names are shortened in lists
- Set a default account for new contacts
- Set your My Info card
Clock at a glance

The first clock displays the time based on your location when you set up iPad. Add other clocks to show the time in other major cities and time zones.
Alarms and timers

Want iPad to wake you? Tap Alarm, then tap +. Set your wake-up time and other options, then give the alarm a name (like “Soccer practice”).

Keep track of time. Use the stopwatch to keep time, record lap times, or set a timer to alert you when time’s up. If you’re boiling an egg, just tell Siri to “Set the timer for 3 minutes.”

Want to fall asleep to music or a podcast? Tap Timer, then tap When Timer Ends and choose Stop Playing at the bottom.

Get quick access to clock features. Swipe up from the bottom edge of the screen to open Control Center, then tap 🕒. You can access alarms in Control Center even when iPad is locked.
Maps

Find places

**WARNING:** For important information about navigating safely and avoiding distraction while driving, see Important safety information on page 123.

**Important:** Maps, directions, Flyover, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, Flyover, or location-based information that may be unavailable, inaccurate, or incomplete. Some Maps features require Location Services. See Privacy on page 33.

Move around Maps by dragging the screen. To face a different direction, rotate with two fingers. To return to north, tap the compass in the upper right.

**Zoom in or out.** Double-tap with one finger to zoom in and tap with two fingers to zoom out—or just pinch and stretch. The scale appears in the upper-left while zooming. To change how distance is shown (miles or kilometers), go to Settings > Maps.
You can search for a location in different ways:

- Intersection ("8th and market")
- Area ("greenwich village")
- Landmark ("guggenheim")
- Zip code
- Business ("movies," "restaurants san francisco ca," "apple inc new york")

If Maps guesses where you’re headed while you’re entering a search, tap that location in the list below the search field.

Find the location of a contact, or of a bookmarked or recent search. Tap Bookmarks.

Choose your view. Tap 🗺️, then choose Standard, Hybrid, or Satellite.

Manually mark a location. Touch and hold the map until the dropped pin appears.

Get more info

Get info about a location. Tap a pin to display its banner, then tap 📖. Info might include Yelp reviews and photos, a webpage link, directions, and more.

Tap Share to share the location. See AirDrop, iCloud, and other ways to share on page 30.

Get directions

Note: To get directions, iPad must be connected to the Internet. To get directions involving your current location, Location Services must also be on.

Get driving directions. Tap Directions, enter the starting and ending locations, then tap Route.

Or, choose a location or a route from the list, if available. If multiple routes appear, tap the one you want to take.

- Hear turn-by-turn directions (iPad Wi-Fi + Cellular): Tap Start.
  Maps follows your progress and speaks turn-by-turn directions to your destination. To show or hide the controls, tap the screen.
  If iPad auto-locks, Maps stays onscreen and continues to announce instructions. You can also open another app and continue to get turn-by-turn directions. To return to Maps, tap the banner across the top of the screen.
  With turn-by-turn directions, night mode automatically adjusts the screen image for easier viewing at night.
  - View turn-by-turn directions (iPad Wi-Fi only): Tap Start, then swipe left to see the next instruction.
  - Return to the route overview: Tap Overview.
  - View the directions as a list: Tap 📚.
  - Stop turn-by-turn directions: Tap End.

Get driving directions from your current location. Tap 📍 on the banner of your destination. If you’re a walker, set your directions preference to Walking in Settings > Maps.

Get walking directions. Tap Directions, then tap 🚶️. Enter the starting and ending locations, then tap Route. Or choose a location or a route from the list, if available. Tap Start, then swipe left to see the next instruction.
Get public transit directions. Tap Directions, then tap 🗺️. Enter the starting and ending locations, then tap Route. Or choose a location or a route from the list, if available. Download and open the routing apps for the transit services you want to use.

Find out about traffic conditions. Tap 📈, then tap Show Traffic. Orange dots show slowdowns, and red dots show stop-and-go traffic. To see an incident report, tap a marker.

Report a problem. Tap 🏷️, then tap Report a Problem.

3D and Flyover
On iPad 3rd generation or later, you can see three-dimensional views and even fly over many of the world’s major cities.

Use 3D or Flyover. Zoom in until 3D or 🚀 becomes active, then tap the button. Or, drag two fingers up. To switch between 3D and Flyover, tap the lower-right corner and change views.

Adjust the camera angle. Drag two fingers up or down.

Maps settings
Go to Settings > Map. Settings include:
- Navigation voice volume (iPad Wi-Fi + Cellular)
- Distances in mile or kilometers
- Map labels always appear in the language specified in Settings > General > International > Language
- Preferred directions by driving or walking
Videos at a glance
Open the Videos app to watch movies, TV shows, and music videos. To watch video podcasts, install the free Podcasts app from the App Store—see Podcasts at a glance on page 97. To watch videos you record using Camera on iPad, open the Photos app.

WARNING: For important information about avoiding hearing loss, see Important safety information on page 123.
Add videos to your library

Buy or rent videos on the iTunes Store. Tap Store in the Videos app, or open the iTunes Store app on iPad and tap Movies or TV Shows. Videos you purchase are available on iPad and on your other iOS devices or computers using the same Apple ID. The iTunes Store is not available in all areas. See Chapter 22, iTunes Store, on page 91.

Transfer videos from your computer. Connect iPad, then sync videos from iTunes on your computer. See Sync with iTunes on page 17.

Stream videos from your computer to iPad. Turn on Home Sharing in iTunes on your computer. Then, on iPad, go to Settings > Videos and enter the Apple ID and password you use for Home Sharing on your computer. Then open Videos on iPad and tap Shared at the top of the list of videos.

Convert a video to work with iPad. If you try to sync a video from iTunes and a message says the video can’t play on iPad, try converting the video. Select the video in iTunes on your computer and choose File > Create New Version > Create iPad or Apple TV Version. Then sync the converted video to iPad.

Delete a video from iPad. Tap Edit in the upper right of your collection, then tap on the video thumbnail. If you don’t see the Edit button, look for on your video thumbnails—those videos haven’t been downloaded to iPad, so you can’t delete them. To delete an individual episode of a series, tap the series, then swipe left on the episode in the Episodes list.

Deleting a video (other than a rented movie) from iPad doesn’t delete it from the iTunes library on your computer or from your purchased videos in iCloud, and you can sync the video or download it to iPad again later. If you don’t want to sync a deleted video back to iPad, set iTunes to not sync the video. See Sync with iTunes on page 17.

Important: If you delete a rented movie from iPad, it’s deleted permanently and cannot be transferred back to your computer.

Control playback

Drag to adjust the volume. Drag to skip forward or back.

Tap to show or hide the controls. Select audio language, subtitles, or closed captions.

Watch on a TV with Apple TV.

Scale the video to fill the screen or fit to the screen. Tap or . Or double-tap the video. If you don’t see the scaling controls, your video already fits the screen perfectly.

42 is available on iTunes. 42 © 2013 Legendary Pictures Funding, LLC.
Start over from the beginning. If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏯️.

Skip to the next or previous chapter. Tap ➔ or ▶️. You can also press the center button or equivalent on a compatible headset two times (skip to next) or three times (skip to previous).

Rewind or fast-forward. Touch and hold ▶️ or ➔. Or drag the playhead left or right. Move your finger toward the bottom of the screen as you drag for finer control.

Select a different audio language. If the video offers other languages, tap 🎨, then choose a language from the Audio list.

Show subtitles or closed captions. Tap 🎨. Not all videos offer subtitles or closed captions.

Customize the appearance of closed captions. Go to Settings > General > Accessibility > Subtitles & Captioning.

Want to see closed captions and subtitles for the deaf and hard of hearing? Go to Settings > General > Accessibility > Subtitles & Captioning and turn on Closed Captions + SDH.

Watch the video on a TV. Tap 📺. For more about AirPlay and other ways to connect, see AirPlay on page 31.

Videos settings
Go to Settings > Videos, where you can:
• Choose where to resume playback the next time you open a video
• Choose to show only videos on iPad
• Log in to Home Sharing
Notes

Notes at a glance
Type notes on iPad, and iCloud makes them available on your other iOS devices and Mac computers. You can also read and create notes in other accounts, such as Gmail or Yahoo!.

Tap a note to view it. Delete the note. Print or share the note. Add a new note. Tap the text to edit it.

See your notes on your other devices. If you use icloud.com, me.com, or mac.com for iCloud, go to Settings > iCloud and turn on Notes. If you use Gmail or another IMAP account for iCloud, go to Settings > Mail, Contacts, Calendars and turn on Notes for the account. Your notes appear on all your iOS devices and Mac computers that use the same Apple ID.

See just the note. Use iPad in portrait orientation. To see the notes list again in portrait orientation, swipe from left to right.

Search for a note. Tap the Search field at the top of the notes list and type what you're looking for. You can also search for notes from the Home screen—just drag down in the middle of the screen.

Share or print a note. Tap ![ at the bottom of the note. You can share via Messages, Mail, or AirDrop.

Delete a note. Tap ![, or swipe left over the note in the notes list.
Share notes in multiple accounts

Share notes with other accounts. You can share notes with other accounts, such as Google, Yahoo!, or AOL. Go to Settings > Mail, Contacts, Calendars, add the account if it’s not already there, and turn on Notes for the account.

Create a note in a specific account. Tap Accounts and select the account, then tap ✎. If you don’t see the Accounts button, tap the Notes button first.

Choose the default account for new notes. Go to Settings > Notes.

See all the notes in an account. Tap Accounts at the top of the notes list, then choose the account.
Reminders

Reminders lets you keep track of all the things you need to do.

**Add a reminder.** Tap a list, then tap a blank line.

**Delete a list.** While viewing a list, tap Edit, then tap Delete List.

**Delete a reminder.** Swipe the reminder left, then tap Delete.

**Change the order of lists or reminders.** Tap Edit, then touch ▪️ and move the item.

**What list was that in?** When you enter text in the search field, reminders in all lists are searched by the reminder name. You can also use Siri to search reminders. For example say, “Find the reminder about milk.”

**Don’t bother me now.** You can turn off Reminder notifications in Settings > Notification Center. To silence them temporarily, turn on Do Not Disturb.
Scheduled reminders
Scheduled reminders notify you when they’re due.

See all scheduled reminders. Tap Scheduled to show the list of reminders that have a due date.

Don’t bother me now. You can turn off Reminder notifications in Settings > Notification Center. To silence notifications temporarily, turn on Do Not Disturb.

Location reminders
On iPad Wi-Fi + Cellular models, Reminders can alert you when you arrive at or leave a location.

Be reminded when you arrive at or leave a location. While editing a reminder, tap ☑️, then turn on “Remind me at a location.” Tap Location, then choose a location from the list or enter an address. After you define a location, you can drag to change the size of the geofence on the map, which sets the approximate distance at which you’re reminded. You can’t save a location reminder in Outlook or Microsoft Exchange calendars.

Add common locations to your My Info card. When you set a location reminder, locations in the list include addresses from your My Info card in Contacts. Add your work, home, and other favorite addresses to your card for easy access in Reminders.

Reminders settings
Go to Settings > Reminders, where you can:

• Set the tone played for notifications
• Set a default list for new reminders
• Sync past reminders

Keep your reminders up to date on other devices. Go to Settings > iCloud and turn on Reminders. To keep up to date with Reminders on OS X, turn on iCloud on your Mac too. Some other types of accounts, such as Exchange, also support Reminders. Go to Settings > Mail, Contacts, Calendars and turn on Reminders for the accounts you want to use.
Photo Booth

Take photos
It's easy to take a photo with Photo Booth and spice it up with effects.

When you take a photo, iPad makes a shutter sound. You can use the Volume buttons on the side of iPad to control the volume of the shutter sound, or mute it by setting the Side Switch to silent. See Volume buttons and the Side Switch on page 11.

Note: In some regions, sound effects are played even if the Side Switch is set to silent.

Take a photo. Aim iPad and tap the shutter button.

Select an effect. Tap ☰, then tap the effect you want.

• Change a distortion effect: Drag your finger across the screen.
• Alter a distortion: Pinch, swipe, or rotate the image.

What have you done? Tap the thumbnail of your last shot. To display the controls again, tap the screen.

Switch between cameras. Tap 📹 at the bottom of the screen.
Manage photos
The photos you take with Photo Booth are saved in your Camera Roll album in the Photos app on iPad.

Delete a photo. Select a thumbnail, then tap 🗑️.

Share or copy a photo. Tap a thumbnail, tap 🎨, then tap a share option (Message, Mail, iCloud, Twitter, Facetime) or Copy.

View photos in your Camera Roll album. In Photos, tap an album, then tap a thumbnail. To see the next or previous photo, swipe left or right. See View photos and videos on page 63.

Upload photos to your computer. Connect iPad to your computer using the Lightning to USB cable.

  • Mac: Select the photos to upload, then click the Import or Download button in iPhoto or other supported photo application on your computer.
  • PC: Follow the instructions that came with your photo application.

If you delete the photos from iPad when you upload them to your computer, they’re removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.
Game Center

Game Center at a glance
Game Center lets you play your favorite games with friends who have an iOS device or a Mac (OS X Mountain Lion or later). You must be connected to the Internet to use Game Center.

WARNING: For important information about avoiding repetitive motion injuries, see Important safety information on page 123.

Get started. Open Game Center. If you see your nickname at the top of the screen, you’re already signed in. Otherwise, you’ll be asked for your Apple ID and password.

Get some games. Tap Games, then tap a recommended game. Or browse for games in the App Store (look for Supports Game Center in the game details). Or get a game one of your friends has; see Play games with friends on page 89.

Play! Tap Games, choose a game, tap ••• in the upper right, then tap Play.

Sign out? No need to sign out when you quit Game Center, but if you want to, go to Settings > Game Center and tap your Apple ID.
Play games with friends

Invite friends to a multiplayer game. Tap Friends, choose a friend, choose a game, then tap ••• in the upper right. If the game allows or requires additional players, choose the players to invite, then tap Next. Send your invitation, then wait for the others to accept. When everyone is ready, start the game. If a friend isn't available or doesn't respond to your invitation, you can tap Auto-Match to have Game Center find another player for you, or tap Invite Friend to invite someone else.

Send a friend request. Tap Friends, tap +, then enter your friend’s email address or Game Center nickname. To browse your contacts, tap +. (To add several friends with one request, type Return after each address.) Or, tap any player you see anywhere in Game Center.

Challenge someone to outdo you. Tap one of your scores or achievements, then tap Challenge Friends.

What are your friends playing and how are they doing? Tap Friends, tap your friend’s name, then tap the Games or Points bubble.

Want to purchase a game your friend has? Tap Friends, then tap your friend’s name. Tap their Games bubble, tap the game in the list, then tap ••• in the upper right.

Make new friends. To see a list of your friend’s friends, tap Friends, tap your friend’s name, then tap their Friends bubble.

Unfriend a friend. Tap Friends, tap the friend’s name, then tap ••• in the upper right.

Keep your email address private. Turn off Public Profile in your Game Center account settings. See “Game Center settings” below.

Turn off multiplayer activity or friend requests. Go to Settings > General > Restrictions and turn off Multiplayer Games or Adding Friends. If the switches are grayed, tap Enable Restrictions at the top first.

Keep it friendly. To report offensive or inappropriate behavior, tap Friends, tap the person’s name, tap ••• in the upper right, then tap Report a Problem.

Game Center settings

Go to Settings > Game Center, where you can:
• Sign out (tap your Apple ID)
• Allow invites
• Let nearby players find you
• Edit your Game Center profile (tap your nickname)
• Get friend recommendations from Contacts or Facebook

Specify which notifications you want for Game Center. Go to Settings > Notifications > Game Center. If Game Center doesn’t appear, turn on Notifications.

Change restrictions for Game Center. Go to Settings > General > Restrictions.
Newsstand at a glance
Newsstand organizes your magazine and newspaper apps, and automatically updates them when iPad is connected to Wi-Fi.

Touch and hold a publication to rearrange.

Find Newsstand apps.

Note: You need an Internet connection and an Apple ID to download Newsstand apps, but you can read downloaded content without an Internet connection. Newsstand is not available in all areas.

Find Newsstand apps. While viewing the shelf, tap Store. When you purchase a Newsstand app, it’s added to the shelf. After the app is downloaded, open it to view its issues and subscription options. Subscriptions are In-App purchases, billed to your Apple ID account.

Turn off automatic updates. Apps update automatically over Wi-Fi, unless you turn off the option in Settings > iTunes & App Store > Automatic Downloads.
iTunes Store at a glance
Use the iTunes Store to browse and add music, movies, TV shows, and audiobooks to iPad.

Note: You need an Internet connection and an Apple ID to use the iTunes Store. The iTunes Store is not available in all areas.
Browse or search

**Browse by category or genre.** Tap one of the categories (Music, Movies, TV, or Audiobooks). Tap a genre (for example, Comedy) to refine the list. Tap More to see a list of genres to choose from.

![Genre list](image)

Tap a genre to see more about it.

**View your browse history.** Tap £ to see items you’ve viewed.

**If you know what you’re looking for, tap Search.** Enter info in the search field, then tap Search on the keyboard.

**Discover great new music on iTunes Radio.** When you listen to iTunes Radio and hear a song you like, you can connect to the iTunes Store to purchase it, add it to your wish list, or discover similar music. See *iTunes Radio* on page 52.

**Preview a song or video.** Tap it.

**Purchase, rent, or redeem**

Tap an item's price (or tap Free), then tap again to buy it. If you see 🎁 instead of a price, you've already purchased the item and you can download it again without a charge.

**Use a gift card or code.** Tap a category (like Music), scroll to the bottom, then tap Redeem. To send a gift, view the item you want to give, then tap 🎁 and Gift.

**Bought something on another device?** Go to Settings > iTunes & App Store to set up automatic downloads to your iPad. To see your purchased music, movies, and TV shows, in iTunes Store, tap Purchased.

**Watch your time with rentals.** In some areas, you can rent movies. You have 30 days to begin watching a rented movie. After you start watching it, you can play it as many times as you want in the allotted time (24 hours within the U.S. iTunes Store; 48 hours in other countries). Once your time’s up, the movie is deleted. Rentals can’t be transferred to another device; however, you can use AirPlay and Apple TV to view a rental on your television.
iTunes Store settings
To set options for iTunes Store, go to Settings > iTunes & App Store. You can:

View or edit your account. Tap your Apple ID, then tap View Apple ID and log in. To change your password, tap the Apple ID field, then tap the Password field.

Sign in with a different Apple ID. Tap your account name, then tap Sign Out. You can then enter a different Apple ID.

Turn on iTunes Match. If you’re a subscriber, tap iTunes Match to access your music on iPad from anywhere. Tap “Learn more” for more information about iTunes Match.

Turn off automatic downloads. Tap Music, Books, or Updates. Content updates automatically over Wi-Fi, unless you turn off the option in Automatic Downloads.
App Store

App Store at a glance
Use the App Store to browse, purchase, and download apps specifically designed for iPad, or for iPhone and iPod touch.

Note: You need an Internet connection and an Apple ID to use the App Store. The App Store is not available in all areas.
Find apps

If you know what you’re looking for, tap Search. Or tap Categories to browse by type of app.

Want to tell a friend about an app? Find the app, tap 📨, then choose the method. See AirDrop, iCloud, and other ways to share on page 30.

Add an app to your Wish List. To track an app you might want to purchase later, tap ⬇️ on the app page, then tap Add to Wish List.

See your Wish List. After you add items to your Wish List, tap ⬇️ on the App Store screen. You can purchase an app or edit your Wish List.

What apps are being used nearby? Tap Near Me to find out the most popular apps others around you are using (Location Services must be on in Settings > Privacy > Location Services). Try this at a museum, sporting event, or when you’re traveling, to dig deeper into your experience.

Purchase, redeem, and download

Tap the app’s price (or tap Free), then tap Buy to purchase it. If it’s free, tap 🎁.

If you see 🎁 instead of a price, you’ve already purchased the app and you can download it again without charge. While the app is downloading or updating, its icon appears on the Home screen with a progress indicator.

Use a gift card or code. Tap Featured, scroll to the bottom, then tap Redeem.

Send a gift. View the item you want to give, then tap ⬇️ and Gift.

Restrict in-app purchases. Many apps provide extra content or enhancements for a fee. To limit purchases that can be made from within an app, go to Settings > General > Restrictions (make sure Restrictions is enabled), then turn off In-App Purchases. See Restrictions on page 32.

Delete an app. Touch and hold the app icon on the Home screen until the icon jiggles, then tap 🗑️. When you finish, press the Home button. You can’t delete built-in apps. Deleting an app also deletes its data. You can download any app you’ve purchased on the App Store again, free of charge.

For information about erasing all of your apps, data, and settings, see Reset iPad settings on page 126.
App Store settings
To set options for App Store, go to Settings > iTunes & App Store. You can:

**View or edit your account.** Tap your Apple ID, then tap View Apple ID and log in. To change your password, tap the Apple ID field, then tap the Password field.

**Sign in using a different Apple ID.** Tap your account name, then tap Sign Out. Then enter the other Apple ID.

**Turn off automatic downloads.** Tap Apps in Automatic Downloads. Apps update automatically over Wi-Fi, unless you turn off the option.

**Download apps using the cellular network (Wi-Fi + Cellular models).** Turn on Use Cellular Data. Downloading apps over the cellular network may incur carrier charges. See Cellular settings on page 129. Newsstand apps update only over Wi-Fi.
Podcasts at a glance

Download the free Podcasts app from the App Store, then browse, subscribe to, and play your favorite audio or video podcasts on iPad.

- Delete or rearrange podcasts.
- Check for new episodes.
- See your subscriptions and downloaded podcasts.
- Organize your episodes.
- Browse for podcasts.
- Tap a podcast to view and play episodes.
- New episodes
Get podcasts

Browse for podcasts. Tap Featured or Top Charts at the bottom of the screen.

Preview or stream an episode. Tap the podcast, then tap an episode.

Search the store. Tap Search at the bottom of the screen.

Download an episode to iPad. Tap ▼ next to the episode.

Get new episodes as they are released. Subscribe to the podcast. If you’re browsing Featured podcasts or Top Charts, tap the podcast, then tap Subscribe. If you’ve already downloaded episodes, tap My Podcasts, tap the podcast, tap Settings at the top of the episode list, then turn on Subscription.

Control playback

Tap to speed up or slow down.

See a list of episodes.

Tap to see more info.

Drag to skip forward or back.

Tap to start over, or double-tap to go to the previous episode.

Skip to the next episode.

See podcast info while you listen. Tap the podcast image on the Now Playing screen.

Skip forward or back with greater accuracy. Move your finger toward the top of the screen as you drag the playhead left or right. When you’re close to the playback controls, you can scan quickly through the entire episode. When you’re close to the top of the screen, you can scan one second at a time.
Organize your podcasts

Delete or rearrange stations or podcasts. Return to the playback controls.

Organize selected podcasts and episodes into stations.

Pull together episodes from different podcasts. Add episodes to your On-The-Go station. Tap My Stations, tap On-The-Go, then tap Add. Or tap next to any episode in your library. You can also touch and hold any episode, then tap Add to On-The-Go.

Create a station. Tap My Stations, then tap +.

Change the order of the station list or the podcasts in a station. Tap My Stations, tap Edit above the station list or the episode list, then drag up or down.

Change the playback order for episodes in a station. Tap the station, then tap Settings.

Rearrange your podcast library. Tap My Podcasts, tap list view in the upper right, tap Edit, then drag up or down.

List oldest episodes first. Tap My Podcasts, tap a podcast, then tap Settings.

Podcasts settings
Go to Settings > Podcasts, where you can:

• Choose to keep your podcast subscriptions up to date on all your devices.
• Choose how frequently Podcasts checks your subscriptions for new episodes.
• Have episodes downloaded automatically.
• Choose whether to keep episodes after you finish them.
Accessibility

Accessibility features
iPad incorporates these accessibility features:

• VoiceOver
• Support for braille displays
• Siri
• Zoom
• Invert Colors
• Speak Selection
• Speak Auto-Text
• Large, bold, and high-contrast text
• Reduced screen motion
• On/off switch labels
• Subtitles and closed captions
• Mono audio and balance
• Assignable tones
• Guided Access
• Switch Control
• AssistiveTouch
• Widescreen keyboards

Turn on accessibility features. Go to Settings > General > Accessibility, or use the Accessibility Shortcut. See Accessibility Shortcut below.

Use iTunes to configure accessibility. You can choose some accessibility options in iTunes on your computer. Connect iPad to your computer and select iPad in the iTunes device list. Click Summary, then click Configure Accessibility at the bottom of the Summary screen.

For more information about iPad accessibility features, go to www.apple.com/accessibility.

Accessibility Shortcut

Choose the features you want to control. Go to Settings > General > Accessibility > Accessibility Shortcut and select the accessibility features you use.

Use the Accessibility Shortcut. Press the Home button quickly three times to turn any of these features on or off:

• VoiceOver
• Invert Colors
• Zoom
• Guided Access (The shortcut starts Guided Access if it’s already turned on. See Guided Access on page 113.)

• Switch Control

• AssistiveTouch

**Not so fast.** To slow down the triple-click speed, go to Settings > General > Accessibility > Home-click Speed.

**VoiceOver**

VoiceOver describes aloud what appears onscreen, so you can use iPad without seeing it.

VoiceOver tells you about each item on the screen as you select it. The VoiceOver cursor (a rectangle) encloses the item and VoiceOver speaks its name or describes it.

Touch the screen or drag your finger over it to hear the items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions—for example, “double-tap to open.” To interact with items, such as buttons and links, use the gestures described in Learn VoiceOver gestures on page 103.

When you go to a new screen, VoiceOver plays a sound, then selects and speaks the first item on the screen (typically in the upper-left corner). VoiceOver also lets you know when the display changes to landscape or portrait orientation, and when the screen becomes dimmed or locked.

**Note:** VoiceOver speaks in the language specified in International settings, which may be influenced by the Region Format setting in Settings > General > International. VoiceOver is available in many languages, but not all.

**VoiceOver basics**

**Important:** VoiceOver changes the gestures you use to control iPad. When VoiceOver is on, you must use VoiceOver gestures—even to turn VoiceOver off.

**Turn VoiceOver on or off.** Go to Settings > General > Accessibility > VoiceOver, or use the Accessibility Shortcut. See Accessibility Shortcut on page 100.

**Explore.** Drag your finger over the screen. VoiceOver speaks each item you touch. Lift your finger to leave an item selected.

• **Select an item:** Tap it, or lift your finger while dragging over it.

• **Select the next or previous item:** Swipe right or left with one finger. Item order is left-to-right, top-to-bottom.

• **Select the item above or below:** Set the rotor to Vertical Navigation, then swipe up or down with one finger. For more about the rotor, see Use the VoiceOver rotor on page 105.

• **Select the first or last item on the screen:** Tap with four fingers at the top or bottom of the screen.

• **Select an item by name:** Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down to move quickly through the list of items. Or use handwriting to select an item by writing its name; see Write with your finger on page 106.

• **Change an item’s name so it’s easier to find:** Select the item, then double-tap and hold with two fingers anywhere on the screen.
• **Speak the text of the selected item:** Set the rotor to characters or words, then swipe down or up with one finger.

• **Turn spoken hints on or off:** Go to Settings > General > Accessibility > VoiceOver > Speak Hints.

• **Use phonetic spelling:** Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback.

• **Speak the entire screen from the top:** Swipe up with two fingers.

• **Speak from the current item to the bottom of the screen:** Swipe down with two fingers.

• **Pause speaking:** Tap once with two fingers. Tap again with two fingers to resume. Speaking resumes when you select another item.

• **Mute VoiceOver:** Double-tap with three fingers. Repeat to unmute. If you’re using an external keyboard, press the Control key.

• **Silence sound effects:** Turn off Settings > General > Accessibility > VoiceOver > Use Sound Effects.

**Use a larger VoiceOver cursor.** Turn on Settings > General > Accessibility > VoiceOver > Large Cursor.

**Adjust the speaking voice.** You can adjust the characteristics of the VoiceOver speaking voice to make it easier for you to understand:

• **Change the speaking volume:** Use the volume buttons on iPad. You can also add volume to the rotor and swipe up and down to adjust; see Use the VoiceOver rotor on page 105.

• **Change the speaking rate:** Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust.

• **Use pitch change:** VoiceOver uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group. Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change.

• **Speak punctuation:** Set the rotor to Punctuation, then swipe up or down to select how much you want to hear.

• **Change the language for iPad:** Go to Settings > General > International > Language. VoiceOver pronunciation of some languages is affected by Settings > General > International > Region Format.

• **Change pronunciation:** Set the rotor to Language, then swipe up or down. Language is available in the rotor only if you select more than one pronunciation at Settings > General > Accessibility > VoiceOver > Languages & Dialects.

• **Choose which pronunciations are available in the rotor:** Go to Settings > General > Accessibility > VoiceOver > Languages & Dialects. To adjust the voice quality or speaking rate for each language, tap 📈 next to the language. To change the order of the languages, drag ↑↑ up or down. To delete a language, tap Edit.

• **Set the default dialect for the current iPad language:** Go to Settings > General > Accessibility > VoiceOver > Languages & Dialects.

• **Change the basic reading voice:** Go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.
Use iPad with VoiceOver

Unlock iPad. Press either the Home button or the Sleep/Wake button, swipe to select the Unlock slide, then double-tap the screen.

Enter your passcode silently. To avoid having your passcode spoken as you enter it, use handwriting to enter it; see Write with your finger on page 106.

Open an app, toggle a switch, or tap an item. Select the item, then double-tap the screen.

Double-tap the selected item. Triple-tap the screen.

Adjust a slider. Select the slider, then swipe up or down with one finger.

Use a standard gesture. Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume.

Scroll a list or area of the screen. Swipe up or down with three fingers.
  • Scroll continuously through a list: Double-tap and hold until you hear three rising tones, then drag up or down.
  • Use the list index: Some lists have an alphabetical index along the right side. You can’t select the index by swiping between items—you must touch the index directly to select it. With the index selected, swipe up or down to move through the index. You can also double-tap, then slide your finger up or down.
  • Reorder a list: You can change the order of items in some lists, such as the Rotor items in Accessibility settings. Select ☐️ to the right side of an item, double-tap and hold until you hear three rising tones, then drag up or down.

Open Notification Center. Select any item in the status bar, then swipe down with three fingers. To dismiss, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”).

Open Control Center. Select any item in the status bar, then swipe up with three fingers. To dismiss Control Center, do a two-finger scrub.

Switch apps. Press the Home button twice to see what’s running, then swipe left or right with one finger to select and double-tap to open. You can also set the rotor to Actions while viewing open apps, and swipe up or down.

Rearrange your Home screen. Select an icon on the Home screen, double-tap and hold, then drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

Speak iPad status information. Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, Wi-Fi signal strength, and more.

Speak notifications. Go to Settings > General > Accessibility > VoiceOver and turn on Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

Turn the screen curtain on or off. Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

Learn VoiceOver gestures
When VoiceOver is on, standard touchscreen gestures have different effects, and additional gestures let you move around the screen and control individual items. VoiceOver gestures include two-, three-, and four-finger taps and swipes. For best results using multi-finger gestures, relax and let your fingers touch the screen with some space between them.
You can use different techniques to enter a particular VoiceOver gesture. For example, you can perform a two-finger tap using two fingers from one hand, or one finger from each hand. You can even use your thumbs. Many use a split-tap gesture: instead of selecting an item and double-tapping, touch and hold an item with one finger, then tap the screen with another finger. Try different techniques to discover which works best for you.

If a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers.

In VoiceOver settings, you can enter a special area where you can practice VoiceOver gestures without affecting iPad or its settings.

**Practice VoiceOver gestures.** Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done. If you don’t see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here's a summary of key VoiceOver gestures:

**Navigate and read**
- **Tap:** Select and speak the item.
- **Swipe right or left:** Select the next or previous item.
- **Swipe up or down:** Depends on the rotor setting. See Use the VoiceOver rotor on page 105.
- **Two-finger tap:** Stop speaking the current item.
- **Two-finger swipe up:** Read all from the top of the screen.
- **Two-finger swipe down:** Read all from the current position.
- **Two-finger scrub:** Move two fingers back and forth three times quickly (making a “z”) to dismiss an alert or go back to the previous screen.
- **Three-finger swipe up or down:** Scroll one page at a time.
- **Three-finger swipe right or left:** Go to the next or previous page (such as the Home screen or Stocks).
- **Three-finger tap:** Speak additional information, such as position within a list or whether text is selected.
- **Four-finger tap at top of screen:** Select the first item on the page.
- **Four-finger tap at bottom of screen:** Select the last item on the page.

**Activate**
- **Double-tap:** Activate the selected item.
- **Triple-tap:** Double-tap an item.
- **Split-tap:** As an alternative to selecting an item and double-tapping to activate it, touch and hold an item with one finger, and then tap the screen with another.
- **Double-tap and hold (1 second) + standard gesture:** Use a standard gesture. The double-tap and hold gesture tells iPad to interpret the next gesture as standard. For example, you can double-tap and hold, and then without lifting your finger, drag your finger to slide a switch.
- **Two-finger double-tap:** Play or pause in Music, Videos, or Photos. Take a photo in Camera. Start or pause recording in Camera. Start or stop the stopwatch.
- **Two-finger double-tap and hold:** Relabel the selected item.
- **Two-finger triple-tap:** Open the Item Chooser.
- **Three-finger double-tap:** Mute or unmute VoiceOver.
- **Three-finger triple-tap:** Turn the screen curtain on or off.
Use the VoiceOver rotor
Use the rotor to choose what happens when you swipe up or down with VoiceOver turned on.

Operate the rotor. Rotate two fingers on the iPad screen around a point between them.

Choose your rotor options. Go to Settings > General > Accessibility > VoiceOver > Rotor, then select the options you want to be available in the rotor.

The available rotor positions and their effects depend on what you’re doing. For example, if you’re reading an email, you can use the rotor to switch between hearing text spoken word-by-word or character-by-character when you swipe up or down. If you’re browsing a webpage, you can set the rotor to speak all the text (either word-by-word or character-by-character), or to jump from one item to another of a certain type, such as headers or links.

When you use an Apple Wireless Keyboard to control VoiceOver, the rotor lets you adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation. See Use VoiceOver with an Apple Wireless Keyboard on page 108.

Use the onscreen keyboard
When you activate an editable text field, the onscreen keyboard appears (unless you have an Apple Wireless Keyboard attached).

Activate a text field. Select the text field, then double-tap. The insertion point and the onscreen keyboard appear.

Enter text. Type characters using the onscreen keyboard:

- Standard typing: Select a key on the keyboard by swiping left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it’s selected, and again when the character is entered.

- Touch typing: Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, slide your finger to the key you want. VoiceOver speaks the character for each key as you touch it, but doesn’t enter a character until you lift your finger.

- Choose standard or touch typing: With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then swipe up or down.

Move the insertion point. Swipe up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line.

VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across. When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it.

Move the insertion point past the punctuation at the end of a word or sentence. Use the rotor to switch back to character mode.
When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

**Change typing feedback.** Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.

**Use phonetics in typing feedback.** Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback. Text is read character by character. VoiceOver first speaks the character, then its phonetic equivalent—for example, “f” and then “foxtrot.”

**Delete a character.** Select ✗, then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character you want to delete. VoiceOver speaks the character as it’s deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.

**Select text.** Set the rotor to Edit, swipe up or down to choose Select or Select All, then double-tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. To increase or decrease the selection, do a two-finger scrub to dismiss the pop-up menu, then pinch.

**Cut, copy, or paste.** Set the rotor to Edit, select the text, swipe up or down to choose Cut, Copy, or Paste, then double-tap.

**Undo.** Shake iPad, swipe left or right to choose the action to undo, then double-tap.

**Enter an accented character.** In standard typing mode, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.

**Change the keyboard language.** Set the rotor to Language, then swipe up or down. Choose “default language” to use the language specified in International settings. The Language rotor item appears only if you select more than one language in Settings > General > Accessibility > VoiceOver > Language Rotor.

**Write with your finger**

**Enter handwriting mode.** Use the rotor to select Handwriting. If Handwriting isn’t in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor and add it.

**Choose a character type.** Swipe up or down with three fingers to choose lowercase, numbers, uppercase, or punctuation.

**Hear the currently selected character type.** Tap with three fingers.

**Enter a character.** Trace the character on the screen with your finger.

**Enter a space.** Swipe right with two fingers.

**Go to a new line.** Swipe right with three fingers.

**Delete the character before the insertion point.** Swipe left with two fingers.

**Select an item on the Home screen.** Start writing the name of the item. If there are multiple matches, continue to spell the name until it is unique, or swipe up or down with two fingers to select a match candidate.

**Enter your passcode silently.** Set the rotor to Handwriting on the passcode screen, then write the characters of your passcode.
Use a table index to skip through a long list. Select the table index to the right of the table (for example, next to your Contacts list or in the VoiceOver Item Chooser), then write the letter.

Set the rotor to a web browsing element type. Write the first letter of a page element type. For example, write “l” to have up or down swipes skip to links, or “h” to skip to headings.

Exit handwriting mode. Turn the rotor to a different selection.

Read math equations
VoiceOver can read aloud math equations encoded using:
• MathML on the web
• MathML or LaTeX in iBooks Author

Hear an equation. Have VoiceOver read the text as usual. VoiceOver says “math” before it starts reading an equation.

Explore the equation. Double tap the selected equation to display it full screen and move through it one element at a time. Swipe left or right to read elements of the equation. Use the rotor to select Symbols, Small Expressions, Medium Expressions, or Large Expressions, then swipe up or down to hear the next element of that size. You can continue to double-tap the selected element to “drill down” into the equation to focus on the selected element, then swipe left or right, up or down to read one part at a time.

Equations read by VoiceOver can also be output to a braille device using Nemeth code, as well as the codes used by Unified English Braille, British English, French, and Greek. See Support for braille displays on page 110.

Use VoiceOver with Safari

Search the web. Select the search field, enter your search, then swipe right or left to move down or up the list of suggested search phrases. Then double-tap the screen to search the web using the selected phrase.

Skip to the next page element of a particular type. Set the rotor to the element type, then swipe up or down.

Set the rotor options for web browsing. Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag ⌣ up to reposition an item.

Skip images while navigating. Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.

Reduce page clutter for easier reading and navigation. Select the Reader item in the Safari address field (not available for all pages).

If you pair an Apple Wireless Keyboard with iPad, you can use single-key Quick Nav commands to navigate webpages. See Use VoiceOver with an Apple Wireless Keyboard on page 108.

Use VoiceOver with Maps

With VoiceOver, you can zoom in or out, select a pin, or get information about a location.

Explore the map. Drag your finger around the screen, or swipe left or right to move to another item.

Zoom in or out. Select the map, set the rotor to Zoom, then swipe down or up with one finger.

Pan the map. Swipe with three fingers.

Browse visible points of interest. Set the rotor to Points of Interest, then swipe up or down with one finger.
**Follow a road.** Hold your finger down on the road, wait until you hear “pause to follow,” then move your finger along the road while listening to the guide tone. The pitch increases when you stray from the road.

**Select a pin.** Touch a pin, or swipe left or right to select the pin.

**Get information about a location.** With a pin selected, double-tap to display the information flag. Swipe left or right to select the More Info button, then double-tap to display the information page.

**Hear location cues as you move about.** Turn on Tracking With Heading to hear street names and points of interest as you approach them.

**Edit videos with VoiceOver**
You can use VoiceOver gestures to trim Camera videos.

**Trim a video.** While viewing a video, double-tap the screen to display the video controls. Select the beginning or end of the trim tool. Then swipe up to drag to the right, or swipe down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To complete the trim, select Trim and double-tap.

**Use VoiceOver with an Apple Wireless Keyboard**
You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See Bluetooth devices on page 32.

Use VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. Most commands use the Control-Option key combination, abbreviated in the table that follow as "VO."

You can use VoiceOver Help to learn the keyboard layout and the actions associated with various key combinations. VoiceOver Help speaks keys and keyboard commands as you type them, without performing the associated action.

**VoiceOver keyboard commands**
VO = Control-Option

- Turn on VoiceOver help: VO–K
- Turn off VoiceOver help: Escape
- Select the next or previous item: VO–Right Arrow or VO–Left Arrow
- Double-tap to activate the selected item: VO–Space bar
- Press the Home button: VO–H
- Move to the status bar: VO–M
- Read from the current position: VO–A
- Read from the top: VO–B
- Pause or resume reading: Control
- Mute or unmute VoiceOver: VO–S
- Open Notification Center: Fn–VO–Up Arrow
- Open Control Center: Fn–VO–Down Arrow
- Open the Item Chooser: VO–I
- Double-tap with two fingers: VO–“.”
- Adjust the rotor: Use Quick Nav (see below)
- Swipe up or down: VO–Up Arrow or VO–Down Arrow
Adjust the speech rotor: VO–Command–Left Arrow or VO–Command–Right Arrow
Adjust the setting specified by the speech rotor: VO–Command–Up Arrow or VO–Command–Down Arrow
Turn the screen curtain on or off: VO–Shift–S
Return to the previous screen: Escape
Switch apps: Command–Tab or Command–Shift–Tab

Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys.

Turn Quick Nav on or off: Left Arrow–Right Arrow
Select the next or previous item: Right Arrow or Left Arrow
Select the next or previous item specified by the rotor: Up Arrow or Down Arrow
Select the first or last item: Control–Up Arrow or Control–Down Arrow
Tap an item: Up Arrow–Down Arrow
Scroll up, down, left, or right: Option–Up Arrow, Option–Down Arrow, Option–Left Arrow, or Option–Right Arrow
Adjust the rotor: Up Arrow–Left Arrow or Up Arrow–Right Arrow

Single-letter Quick Nav for the web

When you view a webpage with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. To move to the previous item, hold the Shift key as you type the letter.

Heading: H
Link: L
Text field: R
Button: B
Form control: C
Image: I
Table: T
Static text: S
ARIA landmark: W
List: X
Item of the same type: M
Level 1 heading: 1
Level 2 heading: 2
Level 3 heading: 3
Level 4 heading: 4
Level 5 heading: 5
Level 6 heading: 6

Text editing

Use these commands (with Quick Nav turned off) to work with text. VoiceOver reads the text as you move the insertion point.

Go forward or back one character: Right Arrow or Left Arrow
Go forward or back one word: Option–Right Arrow or Option–Left Arrow
• Go up or down one line: Up Arrow or Down Arrow
• Go to the beginning or end of the line: Command–Left Arrow or Command–Down Arrow
• Go to the beginning or end of the paragraph: Option–Up Arrow or Option–Down Arrow
• Go to the previous or next paragraph: Option–Up Arrow or Option–Down Arrow
• Go to the top or bottom of the text field: Command–Up Arrow or Command–Down Arrow
• Select text as you move: Shift + any of the insertion point movement commands above
• Select all text: Command–A
• Copy, cut, or paste the selected text: Command–C, Command–X, or Command–V
• Undo or redo last change: Command–Z or Shift–Command–Z

Support for braille displays
You can use a Bluetooth braille display to read VoiceOver output, and you can use a braille display with input keys and other controls to control iPad when VoiceOver is turned on. For a list of supported braille displays, go to www.apple.com/accessibility/ios/braille-display.html.

Connect a braille display. Turn on the display, then go to Settings > General > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

Adjust Braille settings. Go to Settings > General > Accessibility > VoiceOver > Braille, where you can:
• Turn on contracted braille
• Turn off automatic braille translation
• Turn off eight-dot braille
• Turn on the status cell and choose its location
• Turn on Nemeth code for equations
• Display the onscreen keyboard
• Change the braille translation from Unified English

For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to support.apple.com/kb/HT4400.

Set the language for VoiceOver. Go to Settings > General > International > Language.

If you change the language for iPad, you may need to reset the language for VoiceOver and your braille display.

You can set the leftmost or rightmost cell of your braille display to provide system status and other information:
• Announcement History contains an unread message
• The current Announcement History message hasn’t been read
• VoiceOver speech is muted
• The iPad battery is low (less than 20% charge)
• iPad is in landscape orientation
• The screen display is turned off
• The current line contains additional text to the left
• The current line contains additional text to the right
Set the leftmost or rightmost cell to display status information. Go to Settings > General > Accessibility > VoiceOver > Braille > Status Cell, then tap Left or Right.

See an expanded description of the status cell. On your braille display, press the status cell’s router button.

**Siri**
With Siri, you can do things such as opening apps just by asking, and VoiceOver can read Siri responses to you. For information, see Use Siri on page 37.

**Zoom**
Many apps let you zoom in or out on specific items. For example, you can double-tap or pinch to expand webpage columns in Safari. But, there’s also a Zoom feature that lets you magnify the entire screen, no matter what you’re doing. And, you can use Zoom together with VoiceOver.

Turn Zoom on or off. Go to Settings > General > Accessibility > Zoom. Or use the Accessibility Shortcut—see Accessibility Shortcut on page 100.

Zoom in or out. Double-tap the screen with three fingers.

Vary the magnification. With three fingers, tap and drag up or down. The tap-and-drag gesture is similar to a double-tap, except you don’t lift your fingers on the second tap—instead, drag your fingers on the screen. Once you start dragging, you can drag with a single finger. iPad returns to the adjusted magnification when you zoom out and in again using the three-finger double-tap.

Pan around the screen. While zoomed in, drag the screen with three fingers. Once you start dragging, you can continue with just one finger. Or, hold a single finger near the edge of the screen to pan to that side. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom goes to the top-middle of the screen.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See Use an Apple Wireless Keyboard on page 25.

**Invert Colors**
Sometimes, inverting the colors on the iPad screen may make it easier to read. When Invert Colors is turned on, the screen looks like a photographic negative.

Invert the screen’s colors. Go to Settings > General > Accessibility > Invert Colors.

**Speak Selection**
Even with VoiceOver turned off, you can have iPad read aloud any text you select.

Turn on Speak Selection. Go to Settings > General > Accessibility > Speak Selection. There you can also:

- Adjust the speaking rate
- Choose to have individual words highlighted as they’re read

Have text read to you. Select the text, then tap Speak.
Speak Auto-Text
Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

Turn Speak Auto-text on or off. Go to Settings > General > Accessibility > Speak Auto-text.

Speak Auto-text also works with VoiceOver and Zoom.

Large, bold, and high-contrast text
Display larger text in apps such as Calendar, Contacts, Mail, Messages, and Notes. Go to Settings > General > Accessibility > Larger Type, where you can turn on Larger Dynamic Type and adjust the font size.

Display bolder text for items on iPad. Go to Settings > General > Accessibility and turn on Bold Text.

Increase the contrast of text where possible. Go to Settings > General > Accessibility and turn on Increase Contrast.

Reduced screen motion
You can stop the motion of some screen elements, such as the parallax effect of icons and alerts.

Reduce motion. Go to Settings > General > Accessibility and turn on Reduce Motion.

On/off switch labels
To make it easier to see whether a setting is on or off, you can have iPad show an additional label on on/off switches.

Add switch-setting labels. Go to Settings > General > Accessibility and turn on On/Off Labels.

Subtitles and closed captions
The Videos app includes an Alternate Track button you can tap to choose subtitles and captions offered by the video you’re watching. Standard subtitles and captions are usually listed, but if you prefer special accessible captions, such as subtitles for the deaf and hard of hearing (SDH), you can set iPad to list them instead if they’re available.

Prefer accessible subtitles and closed captions for the hard of hearing in the list of available subtitles and captions. Turn on Settings > General > Accessibility > Subtitles & Captioning > Closed Captions + SDH. This also turns on subtitles and captions in the Videos app.

Choose from available subtitles and captions. In Videos, tap while watching a video.

Customize your subtitles and captions. Go to Settings > General > Accessibility > Subtitles & Captioning > Style, where you can choose an existing caption style or create a new style based on your choice of:

- Font, size, and color
- Background color and opacity
- Text opacity, edge style, and highlight

Not all video content includes closed captions.
Mono audio and balance
Mono Audio combines the sound from the left and right channels into a mono signal played on both channels. This way you can hear everything with either ear, or through both ears with one channel set louder.

Turn Mono Audio on or off and adjust the balance. Go to Settings > General > Accessibility > Mono Audio.

Assignable tones
You can assign distinctive ringtones to people in your contacts list for audible FaceTime caller ID. You can also assign distinct tones to alert you of a variety of other events, including new voicemail, new mail, sent mail, Tweet, Facebook Post, and reminders. See Sounds and silence on page 29.

You can purchase ringtones from the iTunes Store on iPad. See Chapter 22, iTunes Store, on page 91.

Guided Access
Guided Access helps someone using iPad to stay focused on a task. Guided Access limits iPad to a single app, and lets you control which app features are available. Use Guided Access to:

• Temporarily restrict iPad to a particular app
• Disable areas of the screen that aren’t relevant to a task, or areas where an accidental gesture might cause a distraction
• Disable the iPad hardware buttons

Use Guided Access. Go to Settings > General > Accessibility > Guided Access, where you can:

• Turn Guided Access on or off
• Set a passcode that controls the use of Guided Access and prevents someone from leaving an active session
• Set whether other accessibility shortcuts are available during a session

Start a Guided Access session. Open the app you want to run, then triple-click the Home button. Adjust settings for the session, then click Start.

• Disable app controls and areas of the app screen: Circle any part of the screen you want to disable. Use the handles to adjust the area.
• Enable the Sleep/Wake or Volume buttons: Tap Options below Hardware Buttons.
• Ignore all screen touches: Turn off Touch.
• Keep iPad from switching from portrait to landscape or from responding to any other motions: Turn off Motion.

End a Guided Access session. Triple-click the Home button and enter the Guided Access passcode.
Switch Control

Switch Control lets you control iPad using a single switch, or multiple switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, and even free-hand drawing. The basic technique is to use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- **Item scanning (default)**, which highlights different items on the screen until you select one.
- **Point scanning**, which lets you use scanning crosshairs to pick a screen location.
- **Manual selection**, which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.

**Add a switch and turn on Switch Control**

You can use any of these as a switch:

- **An external adaptive switch.** Choose from a variety of popular USB or Bluetooth switches.
- **The iPad screen.** Tap on the screen to trigger the switch.
- **The iPad FaceTime camera.** Move your head to trigger the switch. You can use the camera as two switches; one when you move your head to the left, and the other when you move your head to the right.

**Add a switch and choose its action.** Go to Settings > General > Accessibility > Switch Control > Switches.

**Turn on Switch Control.** Go to Settings > General > Accessibility > Switch Control, or use the Accessibility Shortcut—see Accessibility Shortcut on page 100.

**Turn off Switch Control.** Use any scanning method to select Settings > General > Accessibility > Switch Control.

**Bail out!** Triple-click the Home button at any time to exit from Switch Control.

**Basic techniques**

These techniques work whether you’re scanning by item or by point.

- **Select an item.** While the item is highlighted, trigger the switch you’ve set up as your Select Item switch. If you are using a single switch, it is your Select Item switch by default.

- **Display available actions.** Select an item using the Select Item switch. Available actions appear in the control menu that is displayed when you select the item.

- **Tap an item.** Use your selection method to choose Tap from the control menu that appears when you select the item. Or turn on Settings > General > Accessibility > Switch Control > Auto Tap, then just select an item and do nothing for the Auto Tap interval (0.75 seconds if you haven't adjusted it). Or set up a switch specifically to perform the tap gesture at Settings > General > Accessibility > Switch Control > Switches.
Perform other gestures or actions. Select the gesture or action from the control menu that appears when you select the item. If you have Auto Tap turned on, trigger your switch within the Auto Tap interval, then select the gesture. If there is more than one page of actions available, tap the dots at the bottom of the menu to go to another page.

Dismiss the control menu. Tap while all the icons in the menu are dimmed.

Scroll the screen to see more items. Select any item on the screen, then choose Scroll from the control menu.

Perform a hardware action. Select any item, then select Device from the menu that appears. You can use the menu to mimic these actions:
- Click the Home button
- Double-click the Home button for multitasking
- Open Notification Center or Control Center
- Press the Sleep/Wake button to lock iPad
- Rotate iPad
- Flip the Side Switch
- Press the Volume buttons
- Hold down the Home button to open Siri
- Triple-click the Home button
- Shake iPad
- Press the Home and Sleep/Wake buttons simultaneously to take a screenshot

Item scanning
Item scanning alternately highlights each item or group of items on the screen until you trigger your Select Item switch. When you select a group, highlighting continues with the items in the group. When you select a unique item, scanning stops and a menu of actions appears. Item scanning is the default when you first turn on Switch Control.

Select an item or enter a group. Watch (or listen) as items are highlighted. When the item you want to control (or the group containing the item) is highlighted, trigger your Select Item switch. Work your way down the hierarchy of items until you select the individual item you want to control.

Back out of a group. Trigger your Select Item switch when the dashed highlight around the group or item appears.

Tap the selected item. Choose Tap from the menu that appears when you select the item. Or, if you have Auto Tap enabled, just do nothing for three-quarters of a second.

Perform another action. Select any item, then select the action from the menu that appears. If you have Auto Tap turned on, act on your switch within three quarters of a second of selecting an item in order to display a menu of available gestures.

Point scanning
Point scanning lets you select an item on the screen by pinpointing it with scanning crosshairs.

Turn on point scanning. Use item scanning to select Settings from the control menu, then select Item Mode to toggle it to Point Mode. The vertical crosshair appears when you close the menu.

Return to item scanning. Select Settings from the control menu, then select Point Mode to toggle it to Item Mode.
Settings and adjustments

Adjust basic settings. Go to Settings > General > Accessibility > Switch Control, where you can:

- Add switches
- Turn off auto scanning (if you’ve added a “Move to Next Item” switch)
- Adjust the scanning interval
- Set scanning to pause on the first item in a group
- Choose how many times to cycle through the screen before hiding Switch Control
- Turn Auto Tap on or off and set the interval for performing a second switch action to show the control menu
- Set whether a movement action is repeated when you hold down a switch, and how long to wait before repeating
- Set whether and how long you need to hold a switch down before it’s accepted as a switch action
- Have Switch Control ignore accidental repeated switch triggers
- Adjust the point scanning speed
- Turn on sound effects or speech
- Select the items you want to see in the menu
- Make the selection cursor larger or a different color
- Set whether items should be grouped while item scanning
- Save custom gestures that you can choose from the Action portion of the control menu

Fine-tune Switch Control. Choose Settings from the control menu to:

- Adjust scanning speed
- Change the location of the control menu
- Switch between item scan mode and point scan mode
- Choose whether point scan mode displays crosshairs or a grid
- Reverse the scanning direction
- Turn sound or speech accompaniment on or off
- Turn off groups to scan items one at a time

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. You can also use AssistiveTouch without an accessory to perform gestures that are difficult for you.

Turn on AssistiveTouch. Go to Settings > General > Accessibility > AssistiveTouch, or use the Accessibility Shortcut. See Accessibility Shortcut on page 100.

Adjust the tracking speed (with accessory attached). Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.

Show or hide the AssistiveTouch menu. Click the secondary button on your accessory.

Hide the menu button (with accessory attached). Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.
Perform a multi-finger swipe or drag. Tap the menu button, then tap Device, More, then Gestures. Tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

Perform a pinch gesture. Tap the menu button, tap Favorites, and then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.

Create your own gesture. You can add your own favorite gestures to the control menu (for example, tap and hold or two-finger rotation). Tap the menu button, tap Favorites, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Example 1: To create the rotation gesture, go to Settings > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that prompts you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. If it doesn’t turn out quite right, tap Cancel and try again. When it looks right, tap Save and give the gesture a name—maybe “Rotate 90.” Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Favorites. When the blue circles representing the starting finger positions appear, drag them to point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

Example 2: Let’s create the touch and hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, hold down your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger during recording, or the gesture will be recorded as a drag. Tap Save and name the gesture. To use the gesture, tap the AssistiveTouch menu button and choose your gesture from Favorites. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad. Tap the menu button, then tap Device.

Simulate pressing the Home button. Tap the menu button, then tap Home.

Move the menu button. Drag it anywhere along the edge of the screen.

Exit a menu without performing a gesture. Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of the menu.

Widescreen keyboards
All built-in iPad apps show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard.

Accessibility in OS X
Take advantage of the accessibility features in OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Help Center, then search for “accessibility.”

For more information about iPad and OS X accessibility features, go to www.apple.com/accessibility.
iPad in Business

iPad in the enterprise
With support for secure access to corporate networks, directories, and Microsoft Exchange, iPad is ready to go to work. For detailed information about using iPad in business, go to www.apple.com/ipad/business.

Mail, Contacts, and Calendar
To use iPad with your work accounts, you need to know the settings your organization requires. If you received your iPad from your organization, the settings and apps you need might already be installed. If it's your own iPad, your system administrator may provide you with the settings for you to enter, or they may have you connect to a mobile device management server that installs the settings and apps you should have.

Organizational settings and accounts are typically in configuration profiles. You might be asked to install a configuration profile that was sent to you in an email, or one that you need to download from a webpage. When you open the file, iPad asks for your permission to install the profile, and displays information about what it contains.

In most cases, when you install a configuration profile that sets up an account for you, some iPad settings can't be changed. For example, your organization might turn on Auto-Lock and require you to set a passcode in order to protect the information in the accounts you access.

You can see your profiles in Settings > General > Profiles. If you delete a profile, all of the settings and accounts associated with the profile are also removed, including any custom apps your organization provided or had you download. If you need a passcode to remove a profile, contact your system administrator.

Network access
A VPN (virtual private network) provides secure access over the Internet to private resources, such as your organization's network. You may need to install a VPN app from the App Store that configures your iPad to access a particular network. Contact your system administrator for information about any apps and settings you need.

Apps
In addition to the built-in apps and the ones you get from the App Store, your organization may want you to have certain other apps. They might provide you with a pre-paid redemption code for the App Store. When you download an app using a redemption code, you own it, even though your organization purchased it for you.
Your organization can also purchase App Store app licenses that are assigned to you for a period of time, but which the organization retains. You'll be invited to participate in your organization's program in order to access these apps. After you enroll with your iTunes account, you're prompted to install these apps as they're assigned to you. You can also find them in your Purchased list in the App Store. An app you receive this way is removed if the organization assigns it to someone else.

Your organization might also develop custom apps that aren't in the App Store. You install them from a webpage or, if your organization uses mobile device management, you receive a notification asking you to install them over the air. These apps belong to your organization, and they may be removed or stop working if you delete a configuration profile or dissociate iPad from the mobile device management server.
International Keyboards

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left.

Use international keyboards
International keyboards let you type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to www.apple.com/ipad/specs.

Manage keyboards. Go to Settings > General > International > Keyboards.
- Add a keyboard: Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
- Remove a keyboard: Tap Edit, tap next to the keyboard you want to remove, then tap Delete.
- Edit your keyboard list: Tap Edit, then drag next to a keyboard to a new place in the list.

To enter text in a different language, switch keyboards.

Switch keyboards while typing. Touch and hold the Globe key to show all your enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard, then release. The Globe key appears only if you enable more than one keyboard.

You can also just tap . When you tap , the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren’t visible on the keyboard.

Enter accented letters or other characters. Touch and hold the related letter, number, or symbol, then slide to choose a variant. For example:
- On a Thai keyboard: Choose native numbers by touching and holding the related Arabic number.
- On a Chinese, Japanese, or Arabic keyboard: Suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or swipe left to see more candidates.

Use the extended suggested candidate list. Tap the up arrow on the right to view the full candidate list.
- Scroll the list: Swipe up or down.
- Return to the short list: Tap the down arrow.

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to your personal dictionary. When you type a shortcut while using a supported keyboard, the paired word or input is substituted for the shortcut.
**Turn shortcuts on or off.** Go to Settings > General > Keyboard > Shortcuts. Shortcuts are available for:

- **Simplified Chinese:** Pinyin
- **Traditional Chinese:** Pinyin and Zhuyin
- **Japanese:** Romaji and 50 Key

**Special input methods**

You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

**Build Chinese characters from the component Cangjie keys.** As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

**Build Chinese Wubihua (stroke) characters.** Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圆 (circle) should begin with the vertical stroke 丨.

- As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
- If you’re not sure of the correct stroke, enter an asterisk (*). To see more character options, type another stroke, or scroll through the character list.
- Tap the match key (匹配) to show only characters that match exactly what you typed.

**Write Chinese characters.** Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match first. When you choose a character, its likely follow-on characters appear in the list as additional choices.

You can type some complex characters, such as 鰕 (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

**Type Japanese kana.** Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.
**Type Japanese romaji.** Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard; tap one to type it. For more syllable options, drag the list to the left or tap the arrow key.

**Type facemarks or emoticons.** Use the Japanese Kana keyboard and tap the `^^` key. Or you can:

- **Use the Japanese Romaji keyboard (QWERTY-Japanese layout):** Tap 123, then tap the `^^` key.
- **Use the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard:** Tap `#+=`, then tap the `^^` key.
Safety, Handling, & Support

Important safety information

**WARNING:** Failure to follow these safety instructions could result in fire, electric shock, or other injuries, or damage to iPad or other property. Read all the safety information below before using iPad.

**Handling** Handle iPad with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. iPad can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. Don’t use a damaged iPad, such as one with a cracked screen, as it may cause injury. If you’re concerned about scratching, consider using a case or cover.

**Repairing** Don’t open iPad and don’t attempt to repair iPad by yourself. Disassembling iPad may damage it or may cause injury to you. If iPad is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider. You can find more information about getting service at [www.apple.com/support/ipad/service/faq](http://www.apple.com/support/ipad/service/faq).

**Battery** Don’t attempt to replace the iPad battery yourself—you may damage the battery, which could cause overheating and injury. The lithium-ion battery in iPad should be replaced only by Apple or an Apple Authorized Service Provider, and must be recycled or disposed of separately from household waste. Don’t incinerate the battery. For information about battery recycling and replacement, go to [www.apple.com/batteries](http://www.apple.com/batteries).

**Distraction** Using iPad in some circumstances may distract you and might cause a dangerous situation. Observe rules that prohibit or restrict the use of mobile devices or headphones (for example, avoid texting while driving a car or using headphones while riding a bicycle).

**Navigation** Maps, directions, Flyover, and location-based apps depend on data services.

**Charging** Charge iPad with the included cable and power adapter or other third-party “Made for iPad” cables and power adapters that are compatible with USB 2.0 or later. Using damaged cables or chargers, or charging when moisture is present, can cause electric shock. When you use the Apple USB Power Adapter to charge iPad, make sure that the AC plug or AC power cord is fully inserted into the adapter before you plug it into a power outlet.

**Prolonged heat exposure** iPad and its power adapter comply with applicable surface temperature standards and limits. However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury. Use common sense to avoid situations where your skin is in contact with a device or its power adapter when it’s operating or plugged into a power source for long periods of time. For example, don’t sleep or place a device or power adapter under a blanket, pillow, or your body when it’s plugged into a power source. It’s important to keep iPad and its power adapter in a well-ventilated area when using or charging them. Take special care if you have a physical condition that affects your ability to detect heat against the body.
Hearing loss  Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Turn on the audio and check the volume before inserting anything in your ear. For more information about hearing loss, see www.apple.com/sound. For information about how to set a maximum volume limit on iPad, see Music settings on page 57.

⚠️ **WARNING:** To prevent possible hearing damage, do not listen at high volume levels for long periods.

**Apple headsets**  The headsets sold with iPhone 4s or later in China (identifiable by dark insulating rings on the plug) are designed to comply with Chinese standards and are compatible with iPhone 4s or later, iPad 2 or later, and iPod touch 5th generation. Use only compatible headsets with your device.

**Radio signals**  iPad uses radio signals to connect to wireless networks. For information about the amount of power used to transmit these signals, and about steps you can take to minimize exposure, see Settings > General > About > Legal > RF Exposure.

**Radio frequency interference**  Observe signs and notices that prohibit or restrict the use of mobile devices (for example, in healthcare facilities or blasting areas). Although iPad is designed, tested, and manufactured to comply with regulations governing radio frequency emissions, such emissions from iPad can negatively affect the operation of other electronic equipment, causing them to malfunction. Turn off iPad or use Airplane Mode to turn off the iPad wireless transmitters when use is prohibited, such as while traveling in aircraft, or when asked to do so by authorities.

**Medical devices**  iPad contains radios that emit electromagnetic fields. These electromagnetic fields may interfere with pacemakers or other medical devices. If you wear a pacemaker, maintain at least 6 inches (approximately 15 cm) of separation between your pacemaker and iPad. If you suspect iPad is interfering with your pacemaker or any other medical device, stop using iPad and consult your physician for information specific to your medical device. iPad has magnets along the left edge of the device and on the right side of the front glass, which may interfere with pacemakers, defibrillators, or other medical devices. The iPad Smart Cover and iPad Smart Case also contain magnets. Maintain at least 6 inches (approximately 15 cm) of separation between your pacemaker or defibrillator and iPad, the iPad Smart Cover, or the iPad Smart Case.

**Medical conditions**  If you have any medical condition that you believe could be affected by iPad (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using iPad.

**Explosive atmospheres**  Do not charge or use iPad in any area with a potentially explosive atmosphere, such as at a fueling area, or in areas where the air contains chemicals or particles (such as grain, dust, or metal powders). Obey all signs and instructions.

**Repetitive motion**  When you perform repetitive activities such as typing or playing games on iPad, you may experience occasional discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using iPad and consult a physician.

**High-consequence activities**  This device is not intended for use where the failure of the device could lead to death, personal injury, or severe environmental damage.

**Choking hazard**  Some iPad accessories may present a choking hazard to small children. Keep these accessories away from small children.
Important handling information

Cleaning  Clean iPad immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. To clean:

- Disconnect all cables and turn iPad off (press and hold the Sleep/Wake button, then slide the onscreen slider).
- Use a soft, lint-free cloth.
- Avoid getting moisture in openings.
- Don’t use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil repellant) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass.

Using connectors, ports, and buttons  Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don’t join with reasonable ease, they probably don’t match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

Lightning cable  Discoloration of the Lightning plug after regular use is normal. Dirt, debris, and exposure to liquids may cause discoloration. To remove the discoloration or if the cable becomes warm during use or won’t charge or sync your iPad, disconnect the Lightning cable from your computer or power adapter and clean it with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Operating temperature  iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you’re using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

Important:  You may not be able to use iPad while the temperature warning screen is displayed. If iPad can’t regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

For more information, see support.apple.com/kb/HT2101.

iPad Support site  Comprehensive support information is available online at www.apple.com/support/ipad. To contact Apple for personalized support (not available in all areas), see www.apple.com/support/contact.
Restart or reset iPad
If something isn't working right, try restarting iPad, forcing an app to quit, or resetting iPad.

Restart iPad. Hold down the Sleep/Wake button until the red slider appears. Slide your finger across the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake button until the Apple logo appears.

iPad may be low on power. Connect iPad to the USB power adapter to charge. See Charge and monitor the battery on page 35.

Force an app to quit. Hold down the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then hold down the Home button until the app closes.

If you can’t turn off iPad or if the problem continues, you may need to reset iPad. Do this only if you’re unable to restart iPad.

Reset iPad. Hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

You can reset the word dictionary, network settings, home screen layout, and location warnings. You can also erase all of your content and settings.

Reset iPad settings
Reset iPad settings. Go to Settings > General > Reset, then choose an option:

- Reset All Settings: All your preferences and settings are reset.
- Erase All Content and Settings: Your information, and settings are removed. iPad cannot be used until it’s set up again.
- Reset Network Settings: When you reset network settings, previously used networks and VPN settings that weren’t installed by a configuration profile are removed. (To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, then select the profile and tap Remove. This also removes other settings or accounts provided by the profile.) Wi-Fi is turned off and then back on, disconnecting you from any network you’re on. The Wi-Fi and “Ask to Join Networks” settings remain turned on.
- Reset Keyboard Dictionary: You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Resetting the keyboard dictionary erases all words you’ve added.
- Reset Home Screen Layout: Returns the built-in apps to their original layout on the Home screen.
- Reset Location & Privacy: Resets the location services and privacy settings to their factory defaults.

An app doesn’t fill the screen
Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap ↪ to zoom in on the app. Tap ⬅️ to return to the original size.

Check the App Store to see if there’s a version of the app that’s optimized for iPad, or a universal version that’s optimized for iPhone, iPod touch, and iPad.
Onscreen keyboard doesn’t appear
If iPad is paired with a Bluetooth keyboard, the onscreen keyboard doesn’t appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

Get information about your iPad
See information about iPad. Go to Settings > General > About. The items you can view include:

- Number of songs, videos, photos, and applications
- Capacity and available storage space
- iOS version
- Model number
- Serial number
- Wi-Fi and Bluetooth addresses
- Diagnostics & Usage and Legal (including legal notices, license, warranty, regulatory marks and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data does not personally identify you, but may include location information.

View or turn off diagnostic information. Go to Settings > General > About > Diagnostics & Usage.

Usage information
View usage information. Go to Settings > General > Usage to:

- View each app’s storage
- View and manage iCloud storage
- See the elapsed time since iPad has been charged

Disabled iPad
If iPad is disabled because you forgot your passcode or entered an incorrect passcode too many times, you can restore iPad from an iTunes or iCloud backup and reset the passcode. For more information, see Restore iPad on page 129.

If you get a message in iTunes that your iPad is locked and you must enter a passcode, see support.apple.com/kb/HT1212.

VPN settings
A VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your organization. You may need to install a VPN app from the App Store that configures your iPad to access a network. Contact your system administrator for information about the app and settings you need.
Profiles settings
Configuration profiles define settings for using iPad with corporate or school networks or accounts. You might be asked to install a configuration profile that was sent to you in an email, or one that is downloaded from a webpage. iPad asks for your permission to install the profile, and displays information about what it contains, when you open the file. You can see the profiles you have installed in Settings > General > Profiles. If you delete a profile, all of the settings, apps, and data associated with the profile are also deleted.

Back up iPad
You can use iCloud or iTunes to automatically back up iPad (in iTunes, use File > Device > Back Up). If you choose to back up using iCloud, you can’t also use iTunes to automatically back up to your computer, but you can use iTunes to manually back up to your computer. iCloud backs up iPad daily over Wi-Fi, when it’s connected to a power source and is locked. The date and time of the last backup is listed at the bottom of the Storage & Backup screen.

iCloud backs up your:
- Purchased music, movies, TV shows, apps, and books
- Photos and videos in your Camera Roll
- iPad settings
- App data
- Home screen, folders, and app layout
- Messages
- Ringtones

Note: Purchased content is not backed up in all areas.

Turn on iCloud backups. Go to Settings > iCloud, then log in with your Apple ID and password, if required. Go to Storage & Backup, then turn on iCloud Backup. To turn on backups in iTunes, go to File > Device > Back Up.

Back up immediately. Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.

Encrypt your backup. iCloud backups are encrypted automatically so that your data is protected from unauthorized access both while it’s transmitted to your devices and when it’s stored in iCloud. If you’re using iTunes for your backup, select “Encrypt iPad backup” in the iTunes Summary pane.

Manage your backups. Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad. You can manage which apps are backed up to iCloud, and remove existing backups. In iTunes, remove backups in iTunes Preferences.

View the devices being backed up. Go to Settings > iCloud > Storage & Backup > Manage Storage.

Stop iCloud backups. Go to Settings > iCloud > Storage & Backup, then turn off iCloud Backup.

Music not purchased in iTunes isn’t backed up in iCloud. Use iTunes to back up and restore that content. See Sync with iTunes on page 17.

Important: Backups for music, movies, or TV show purchases are not available in all countries. Previous purchases may not be restored if they are no longer in the iTunes Store, App Store, or iBooks Store.
Purchased content and Photo Sharing content don't count against your 5 GB of free iCloud storage. For more information about backing up iPad, see support.apple.com/kb/HT5262.

**Update and restore iPad software**
You can update iPad software in Settings, or by using iTunes. You can also erase iPad, and then use iCloud or iTunes to restore a backup.

Deleted data is no longer accessible through the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see Restart or reset iPad on page 126.

**Update iPad**
You can update iPad software in Settings or by using iTunes.

**Update wirelessly on iPad.** Go to Settings > General > Software Update. iPad checks for available software updates.

**Update software in iTunes.** iTunes checks for available software updates each time you sync iPad using iTunes. See Sync with iTunes on page 17.

For more information about updating iPad software, see support.apple.com/kb/HT4623.

**Restore iPad**
You can use iCloud or iTunes to restore iPad from a backup.

**Restore from an iCloud backup.** Reset iPad to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See Restart or reset iPad on page 126.

**Restore from an iTunes backup.** Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

For more information about restoring iPad software, see support.apple.com/kb/HT1414.

**Cellular settings**
Use Cellular Data settings on iPad (Wi-Fi + Cellular models) to activate cellular data service, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the SIM card. With some carriers, you can also change your data plan.

For the following options, go to Settings > Cellular Data and turn the options on or off, or follow the onscreen instructions.

**Turn Cellular Data on or off.** If Cellular Data is off, all data services will use only Wi-Fi—including email, web browsing, push notifications, and other services. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

**Monitor and manage your cellular data network usage.** Go to Settings > Cellular. You can see which apps use cellular data and turn off the option, if you want.

**Turn LTE on or off.** Turning on LTE loads data faster.
Turn Data Roaming on or off. Turning off Data Roaming avoids carrier charges when using a network provided by a different carrier.

Set up Personal Hotspot. Personal Hotspot shares iPad’s Internet connection with your computer and other iOS devices. See Personal Hotspot on page 31.

Set whether cellular data is used for apps and services. Turn cellular data on or off for any app that can use cellular data. If a setting is off, iPad uses only Wi-Fi for that service. The iTunes setting includes both iTunes Match and automatic downloads from the iTunes Store and the App Store.

Activate, view, or change your cellular data account. Tap View Account, then follow the onscreen instructions.

Lock the SIM card. Locking the SIM card with a PIN means you need to enter the PIN to use a cellular connection on iPad.

Sound, music, and video
If iPad doesn’t have sound or if video doesn’t play, try these steps.

No sound
• Make sure the iPad speaker isn’t covered.
• Make sure the Side Switch isn’t set to silent. See Volume buttons and the Side Switch on page 11.
• If you’re using a headset, unplug it, then plug it in again. Make sure you push the plug all the way in.
• Make sure the volume isn’t turned all the way down.
• Music on iPad might be paused. If you’re using a headset with a play button, try pressing the play button to resume playback. Or from the Home screen, tap Music, then tap ⏯.
• Check to see if a volume limit is set. In Settings, go to Music > Volume Limit.
• If you’re using the line out port on the optional iPad Dock, make sure that you turn on the external speakers or stereo, and that they’re plugged in correctly and working properly. Use the volume controls on the the external speakers or stereo, not on iPad.
• If you’re using an app that works with AirPlay, check to see if the AirPlay device you’re sending the sound to is turned on and the volume is turned up. If you want to hear sound through iPad’s speaker, tap ⏯ and select it from the list.

A song, video, or other item won’t play
The song, video, audiobook, or podcast may be encoded in a format that iPad doesn’t support. For information about the audio and video file formats iPad supports, go to www.apple.com/ipad/specs.

If a song or video in your iTunes library isn’t supported by iPad, you may be able to convert it to a format iPad supports. For example, you can use iTunes for Windows to convert nonprotected WMA files to a format iPad supports. For more information, open iTunes and choose Help > iTunes Help.
**No video or sound when using AirPlay**

To send video or audio to an AirPlay device such as an Apple TV, iPad and the AirPlay device must be connected to the same wireless network. If you don’t see the button, iPad isn’t connected to the same Wi-Fi network as an AirPlay device, or the app you’re using doesn’t support AirPlay.

- When sound or video is being sent to an AirPlay device, iPad doesn’t display video or play audio. To direct the content to iPad and disconnect iPad from the AirPlay device, tap and select iPad in the list.
- Some apps play only audio over AirPlay. If video isn’t working, make sure that the app you’re using supports both audio and video.
- If the Apple TV has been set up to require a passcode, you must enter it on iPad when asked, in order to use AirPlay.
- Make sure the speakers on the AirPlay device are turned on and turned up. If you’re using an Apple TV, make sure the TV’s input source is set to Apple TV. Make sure the volume control on iPad is turned up.
- When iPad is streaming with AirPlay, it must remain connected to the Wi-Fi network. If you take iPad out of range, playback stops.
- Depending on the speed of your network, it may take 30 seconds or more for playback to begin when using AirPlay.

For more information about AirPlay, see support.apple.com/kb/HT4437.

**No image on TV or projector connected to iPad**

When you connect iPad to a TV or projector using a USB cable, the attached display automatically mirrors the iPad screen. Some apps may support using the attached display as a second monitor. Check the app’s settings and documentation.

- To view HD videos in high resolution, use the Apple Digital AV Adapter or a component video cable.
- Make sure the video cable is firmly connected at both ends, and that it’s a supported cable. If iPad is connected to an A/V switchbox or receiver, try connecting it directly to the TV or projector instead.
- Make sure that your TV has the proper video input selected, such as HDMI or component video.
- If no video appears, press the Home button, disconnect and reconnect the cable, and try again.

**Sell or give away iPad?**

Before you sell or give away your iPad, be sure to erase all content and your personal information. If you’ve enabled Find My iPad (see Find My iPad on page 35), Activation Lock is on. You need to turn off Activation Lock before the new owner can activate iPad under his or her own account.

**Erase iPad and remove Activation Lock.** Go to Settings > General > Reset > Erase All Content and Settings.

See support.apple.com/kb/HT5661.
**Learning more, service, and support**
Refer to the following resources to get more iPad-related safety, software, service, and support information.

<table>
<thead>
<tr>
<th>To learn about</th>
<th>Do this</th>
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</thead>
<tbody>
<tr>
<td>Using iPad safely</td>
<td>See Important safety information on page 123.</td>
</tr>
<tr>
<td>iPad service and support, tips, forums, and Apple software downloads</td>
<td>Go to <a href="http://www.apple.com/support/ipad">www.apple.com/support/ipad</a>.</td>
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<tr>
<td>The latest information about iPad</td>
<td>Go to <a href="http://www.apple.com/ipad">www.apple.com/ipad</a>.</td>
</tr>
<tr>
<td>Managing your Apple ID account</td>
<td>Go to appleid.apple.com.</td>
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<tr>
<td>Using iCloud</td>
<td>Go to help.apple.com/icloud.</td>
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<tr>
<td>Using iTunes</td>
<td>Open iTunes and choose Help &gt; iTunes Help. For an online iTunes tutorial (not available in all areas), go to <a href="http://www.apple.com/support/itunes">www.apple.com/support/itunes</a>.</td>
</tr>
<tr>
<td>Using other Apple iOS apps</td>
<td>Go to <a href="http://www.apple.com/support/ios">www.apple.com/support/ios</a>.</td>
</tr>
<tr>
<td>Obtaining warranty service</td>
<td>First follow the advice in this guide. Then go to <a href="http://www.apple.com/support/ipad">www.apple.com/support/ipad</a>.</td>
</tr>
<tr>
<td>Viewing iPad regulatory information</td>
<td>On iPad, go to Settings &gt; General &gt; About &gt; Legal &gt; Regulatory.</td>
</tr>
<tr>
<td>Battery replacement service</td>
<td>Go to <a href="http://www.apple.com/batteries/replacements.html">www.apple.com/batteries/replacements.html</a>.</td>
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</table>

**FCC compliance statement**
This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

*Note:* This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
Important: Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product. This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, televisions, and other electronic devices.

Canadian regulatory statement
This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d’Industrie Canada applicables aux appareils radio exempts de licence. L’exploitation est autorisée aux deux conditions suivantes : (1) l’appareil ne doit pas produire de brouillage, et (2) l’utilisateur de l’appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d’en compromettre le fonctionnement.

CAN ICES-3 (B)/NMB-3(B)

Disposal and recycling information
Your iPad must be disposed of properly according to local laws and regulations. Because it contains a battery, iPad must be disposed of separately from household waste. When your iPad reaches its end of life, contact Apple or your local authorities to learn about recycling options.

Battery replacement: The lithium-ion battery in iPad should be replaced only by Apple or an Apple Authorized Service Provider, and must be recycled or disposed of separately from household waste. For information about battery recycling and replacement, go to www.apple.com/batteries/replacements.html.

For information about Apple's recycling program, go to www.apple.com/recycling.

Battery Charger Efficiency

Türkiye
Türkiye Cumhuriyeti: EEE Yönetmeliğine Uygundur.

台湾
廢電池請回收
**European Union—Disposal Information**

The symbol above means that according to local laws and regulations your product and/or its battery shall be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. The separate collection and recycling of your product and/or its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

**Brasil—Informações sobre descarte e reciclagem**

O símbolo indica que este produto e/ou sua bateria não devem ser descartadas no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite www.apple.com/br/environment.

**Apple and the environment**

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, go to www.apple.com/environment.