

CHAPTER 1

Getting Started with Your iPad

The iPad Air and iPad mini are powerful and extremely popular touch-screen tablet computers created by Apple. You can use an iPad either as a full-powered computing device on its own or as a companion device to your Mac or PC. In this chapter, you set up your iPad Air or iPad mini, sync data to it, and learn to use the user interface.



Take a Look at the iPad Air and iPad mini	.4
Unbox Your iPad and Charge It	.6
Turn On Your iPad and Meet Its Controls.	.8
Download, Install, and Set Up iTunes	10
Begin Setup and Activate Your iPad	12
Set Up Your iPad as New Using iCloud.	14
Set Up Your iPad from an iCloud Backup.	18
Set Up Your iPad Using iTunes	20
Choose Which Items to Sync from Your Computer	22
Sync Your iPad with Your Computer via Wi-Fi	30
Transfer Files Using iTunes File Sharing	32
Explore the User Interface and Launch Apps.	34
Use Notification Center	36
Use Control Center	38

Take a Look at the iPad Air and iPad mini

The Apple iPad is the most popular tablet computer on the market. Powerful, elegantly designed, and easy to use, the iPad can take over many of the tasks you normally perform on your desktop or laptop computer, such as surfing the web, exchanging e-mail messages, desktop publishing, and playing video games.

The iPad comes in two sizes: full-size and mini. The latest version of the full-size iPad is the iPad Air. The latest version of the mini iPad is the iPad mini with Retina display.

The Difference between iPad Air and iPad mini

The iPad Air has a 9.7-inch screen with 2048×1536 pixels at a resolution of 264 pixels per inch, or ppi. The iPad mini has a 7.9-inch screen with 2048×1536 pixels at a resolution of 326 ppi.

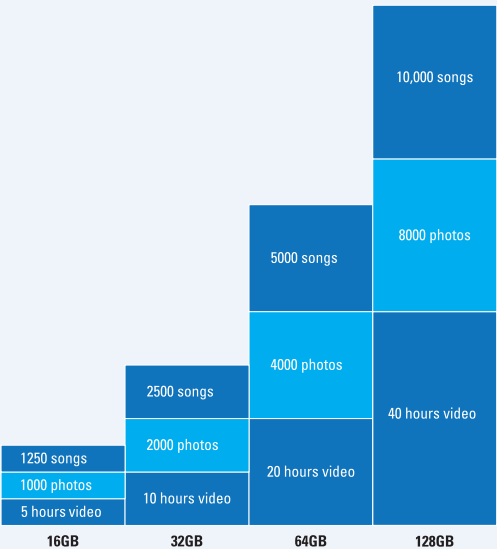
Although the difference in diagonal measurements is less than 2 inches, the iPad mini screen is only just over half the size of the iPad Air screen, making the iPad mini much smaller and even more easily portable. The iPad Air measures 9.4 inches tall $\times$ 6.6 inches wide, whereas the iPad mini is 7.87 inches tall $\times$ 5.3 inches wide. The iPad Air weighs around one pound. The iPad mini weighs less than three-quarters of a pound.



iPad Storage Capacity

Both the iPad Air and iPad mini come in four capacities: 16GB, 32GB, 64GB, and 128GB. Having more storage enables you to install more apps and carry more music, movies, and other files with you. The nearby diagram shows sample amounts of contents.

Higher capacities command substantially higher prices, so you must decide how much you are prepared to spend. Generally speaking, higher-capacity devices get more use in the long run and are worth the extra cost.



Wi-Fi Only or Cellular and Wi-Fi

Both the iPad Air and the iPad mini come in Wi-Fi-only and cellular-and-Wi-Fi models.

With a Wi-Fi-only iPad, you can connect to the Internet only through wireless networks, such as those at your home or workplace, or wireless hotspots that are open to the public or to customers of the establishments that host them.

With a cellular-and-Wi-Fi iPad, you can connect both through the cellular network and through wireless networks, giving you Internet access no matter where you go. This option costs more both in the price of the iPad and in paying cellular service fees on either a monthly plan or a pay-as-you-go plan.



Touch Screen

Each iPad model has a touch screen that takes up most of the space on the front of the tablet. You use the touch screen to access everything on the iPad with your fingers and to view content. The iPad software uses gestures to scroll, rotate, and zoom in on objects on-screen.

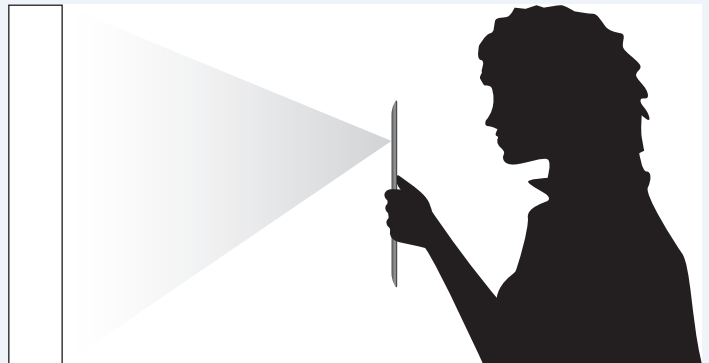


Cameras

Each iPad has a camera on the front — the screen side — and another on the back.

The front camera is for FaceTime video calling and self-portraits. It can capture 1.2-megapixel photos and high-definition video at the 720p standard (meaning 720 vertical lines using progressive scan), which gives a good-quality video picture.

The back camera is for taking photos and videos of other subjects, much as you would use a stand-alone digital camera. The back camera can capture 5-megapixel photos and high-definition video at the 1080p standard.



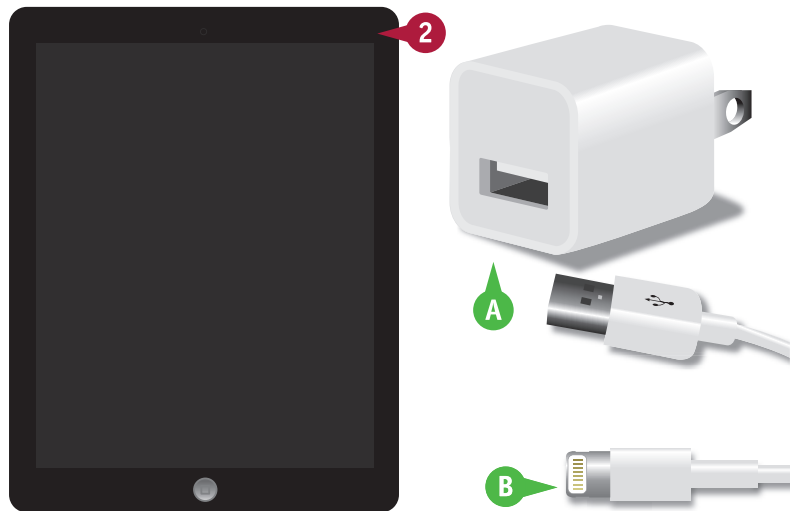
Unbox Your iPad and Charge It

Once you have your iPad, your first move is to unbox it, identify the components, and set the iPad to charge.

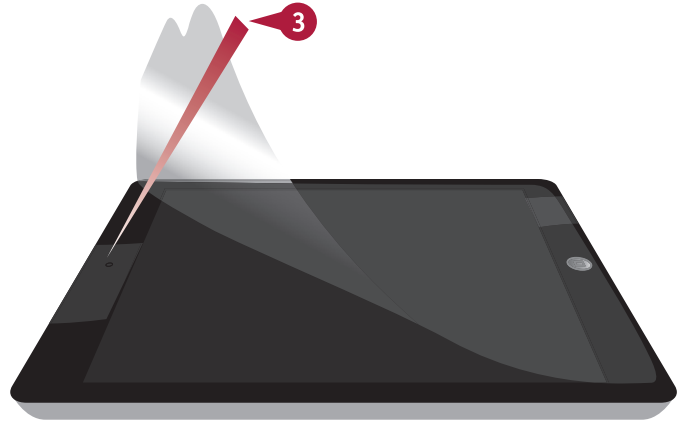
To get the best battery life out of your iPad, you should first fully charge the battery, even if it came partly charged. So no matter how eager you are to set up your iPad, sync it with iTunes or iCloud, and start using it, take a few hours to charge it fully.

Unbox Your iPad and Charge It

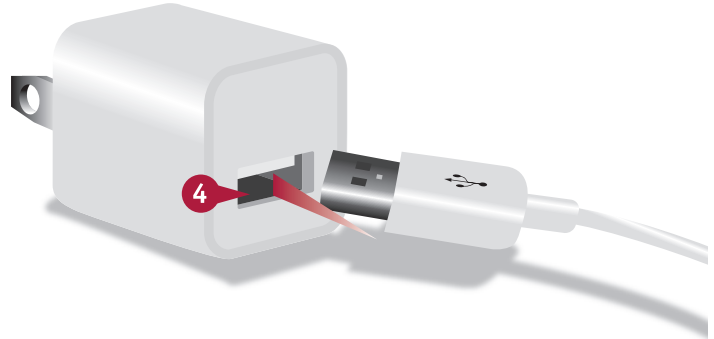
- 1 Open the iPad box and remove its contents.
- 2 Make sure you have the iPad itself and the following components:
 - A The power adapter.
 - B The USB-to-Lightning cable.



- 3 Peel the protective film off the front and back of the iPad.



- 4 Connect the USB end of the USB cable to the power adapter.
- 5 Plug the power adapter into a power socket.



- 6 Connect the Lightning end of the USB cable to the iPad.

Note: The Lightning connector is reversible, so it does not matter which way you plug in the connector.

A Charging readout appears on-screen.

- 7 Leave the iPad to charge until the battery readout shows that the battery is fully charged.



TIP

Can I charge the iPad from my computer's USB port instead of using the power adapter?

Yes, you can. Charging from the USB port offers the convenience of charging the iPad at the same time as syncing data with it. You must make sure that the USB port provides enough power to the iPad; some USB ports on keyboards, other external devices, and even some computers do not provide enough power.

For the first charge, using the power adapter is better than charging from a USB port. This is because the power adapter delivers a more consistent power feed, which charges the iPad as fast as possible.

Turn On Your iPad and Meet Its Controls

After charging your iPad, turn it on and meet its hardware controls. For essential actions, such as turning on and controlling volume, the iPad has a Sleep/Wake button, a Volume Up button and a Volume Down button, and a Side Switch, together with the Home button below the screen.

If your iPad has cellular connectivity, it needs a SIM card. If the store or carrier that sold you the iPad has not inserted a suitable SIM card, you need to insert one yourself before you can connect to the cellular network.

Turn On Your iPad and Meet Its Controls

- 1** Press and hold the Sleep/Wake button on top of the iPad for a couple of seconds.

The top of the iPad also contains:

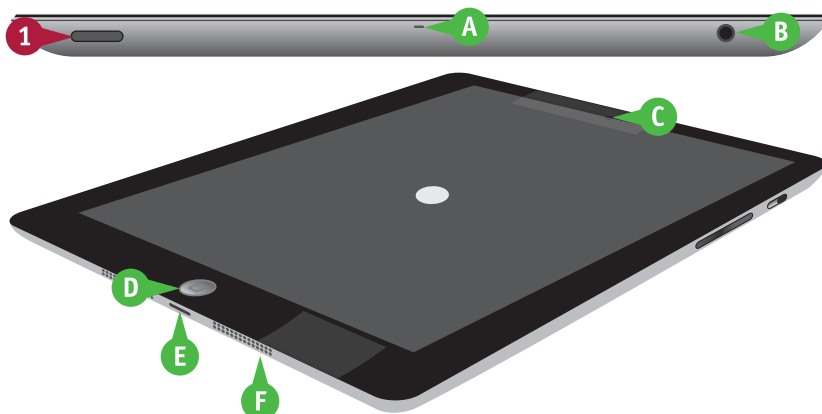
- A** The microphone.
- B** The headphone socket.

As the iPad starts, the Apple logo appears on the screen.

- C** Above the iPad screen is the front-facing camera.
- D** Below the iPad screen is the Home button, which you press to display the Home screen.

At the bottom of the iPad are:

- E** The Lightning Connector.
- F** The speakers.



- 2 Turn the iPad so that you can see its right side.
- 3 Move the Side Switch down, so that an orange dot appears, when you want to mute the iPad notifications, alerts, and sound effects.

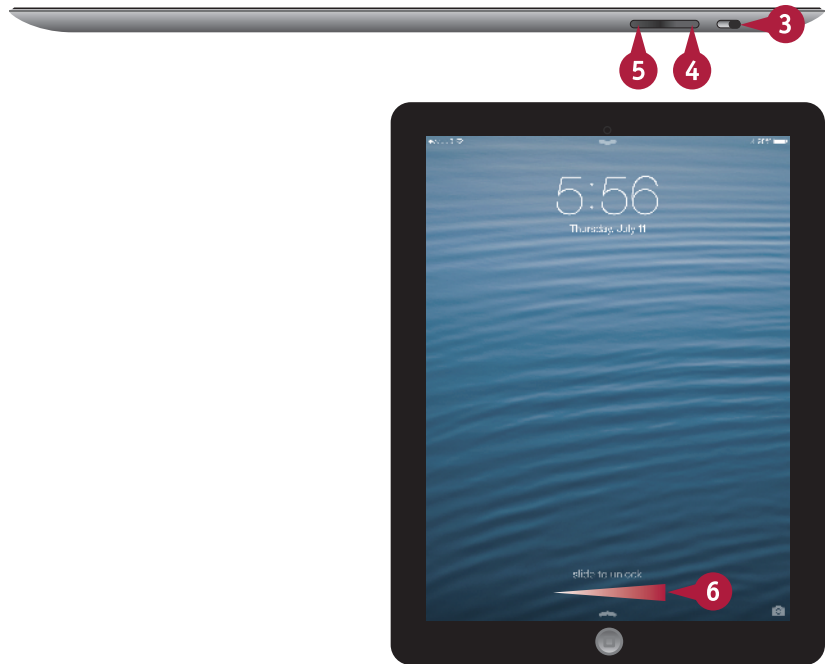
Note: You can configure the Side Switch to lock the screen rotation. To do so, tap **Settings**, tap **General**, and then tap **Lock Rotation** in the Use Side Switch To area.

- 4 Press the Volume Up (+) button to increase the sound volume.

Note: When the Camera app is active, you can press the Volume Up (+) button to take a picture with the camera.

- 5 Press the Volume Down (-) button to decrease the volume.
- 6 When the lock screen appears, tap near the **slide to unlock** prompt, and then drag your finger to the right.

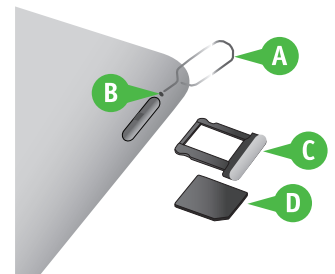
The iPad unlocks, and the Home screen appears.



TIP

How do I insert a SIM card in my iPad?

If you have a cellular iPad that does not yet contain a SIM card, get a suitable nano-SIM. Then insert the SIM removal tool (A) in the SIM hole (B) at the top of the left side of the iPad. Push gently straight in until the tray (C) pops out, and then pull it with your fingernails. Insert the SIM in the tray (D), and then push the tray in fully.



Download, Install, and Set Up iTunes

To sync your iPad with your computer, you use Apple's iTunes application. iTunes comes preinstalled on every Mac but not on PCs; to get iTunes for Windows, you download it from the Apple website and then install it on your PC.

If you do not have a computer, or you do not want to sync your iPad with your computer, you can set up and sync your iPad using Apple's iCloud service, as described later in this chapter.

Download, Install, and Set Up iTunes

- 1 On your PC, open the web browser (Internet Explorer in this example).
- 2 Click the Address box, type **www.apple.com/itunes/download**, and then press **Enter**.
- 3 Click the check boxes (☒ changes to ☐) unless you want to receive e-mail from Apple.
- 4 Click **Download Now**.

The Download iTunes Now web page appears.

- 4 Click **Download Now**.

The download bar appears.

- 5 Click .

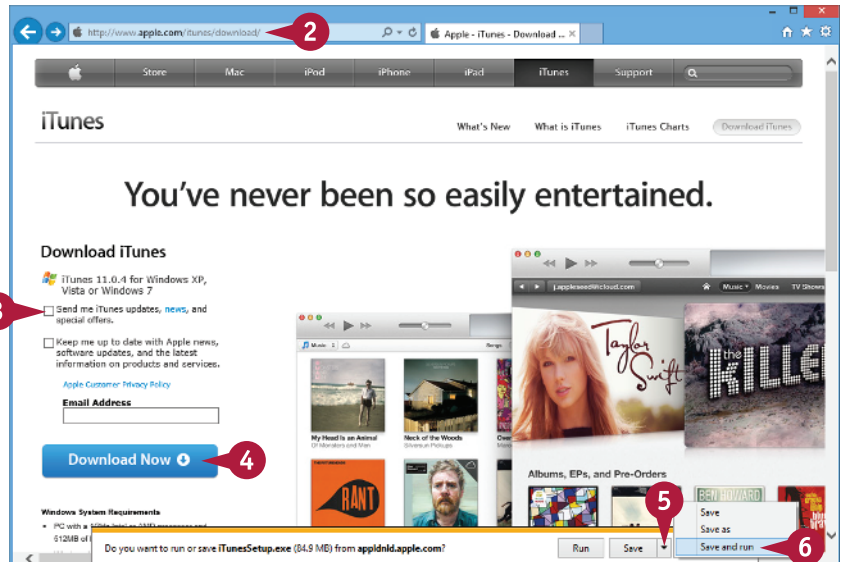
The Save pop-up menu opens.

- 6 Click **Save and run**.

Internet Explorer downloads the file, and then starts running it.

The iTunes installation begins, and the Welcome to iTunes dialog opens.

- 7 Click **Next**, and then follow the steps of the installer.

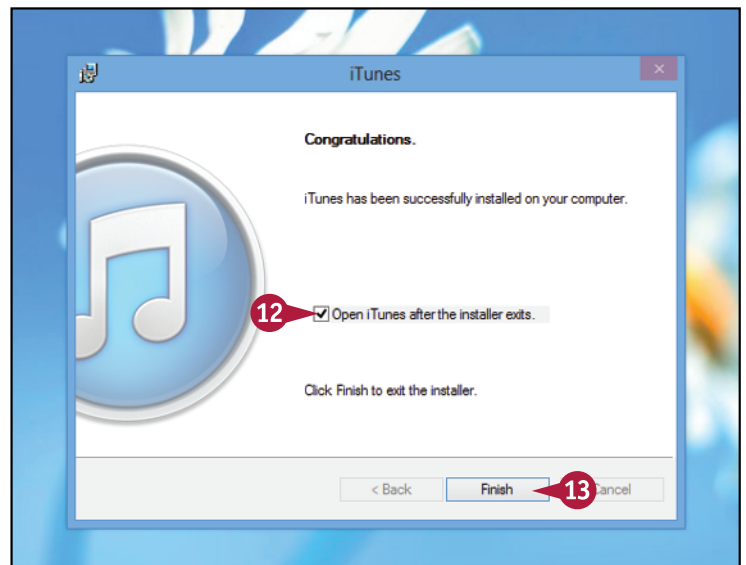
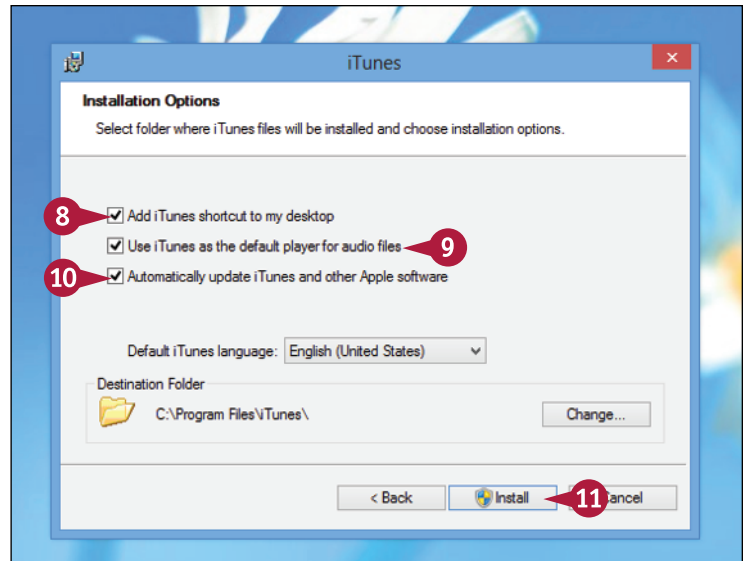


Note: You must accept the license agreement to install iTunes.

- 8 In the Installation Options dialog, click the **Add iTunes shortcut to my desktop** check box (☒ changes to ☐) unless you need this shortcut.
- 9 Select (☒) or deselect (☐) the **Use iTunes as the default player for audio files** check box, as needed.
- 10 Select (☒) or deselect (☐) the **Automatically update iTunes and other Apple software** check box, as needed. This feature is usually helpful.
- 11 Click **Install**.
- 12 Click **Open iTunes after the installer exits** (☒ changes to ☐) if you do not want iTunes to launch automatically when you close the installer.
- 13 Click **Finish**.

The installer closes.

Unless you chose not to open iTunes automatically, iTunes opens.



TIP

How do I set up iTunes on a Mac?

If you have not run iTunes already, click the **iTunes** icon (🎵) that appears on the Dock by default. If the Dock contains no iTunes icon, click **Launchpad** (📱) on the Dock, and then click **iTunes** (🎵) on the Launchpad screen. The iTunes Setup Assistant launches. Follow the steps to set up iTunes.

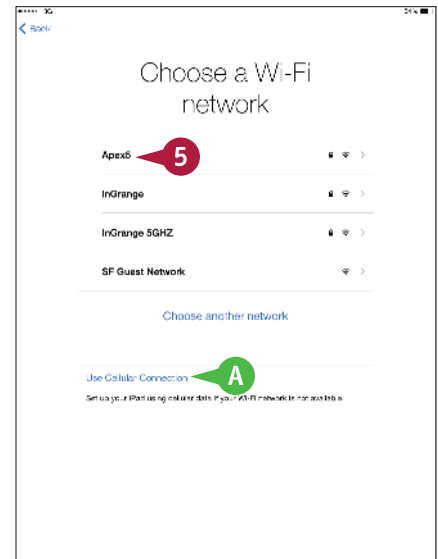
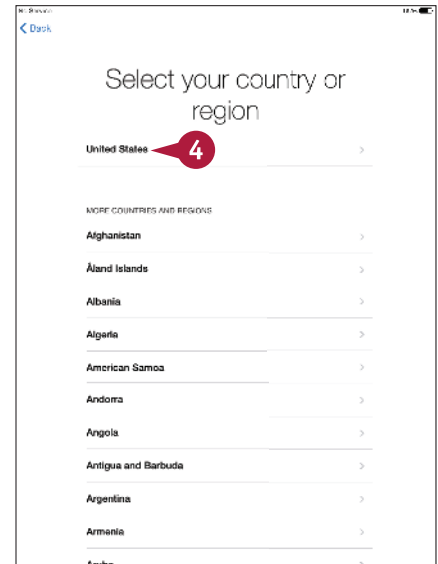
Begin Setup and Activate Your iPad

Before you can use your iPad, you must set up and activate the device. The first stage of setup involves choosing the language to use, specifying your country or region, connecting to the Internet through either a Wi-Fi network or the cellular network, and choosing whether to use Location Services. You then activate the iPad, registering it with the Apple servers.

At the end of the first stage of setup, you choose whether to set up the iPad as a new iPad, restore it from an iCloud backup, or restore it from an iTunes backup.

Begin Setup and Activate Your iPad

- 1 Turn on the iPad by pressing and holding the power switch for a couple of seconds until the Apple logo appears.
- 2 When the Hello screen appears, tap near the **slide to set up** prompt at the bottom and drag your finger to the right.
- 3 On the Language screen, tap the language you want to use for the interface.
- 4 On the Select Your Country or Region screen, tap your country.



The Choose a Wi-Fi Network screen appears.

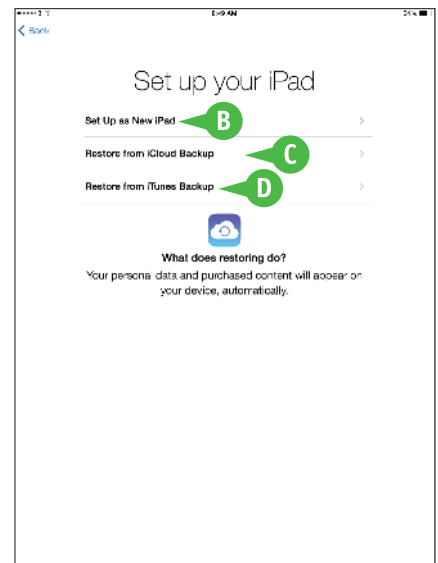
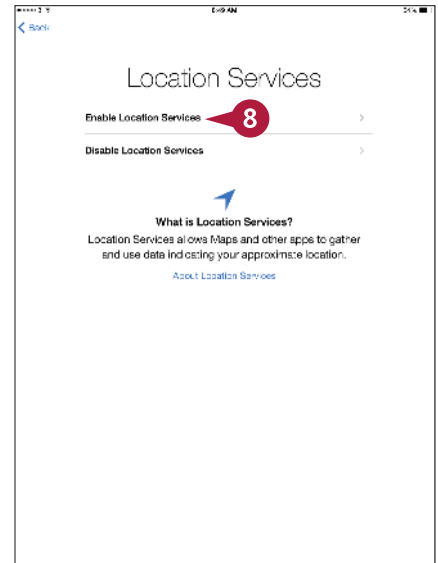
- 5 Tap the wireless network you want to use.
 - A Tap **Use Cellular Connection** to connect to the Internet via the cellular network and set up your iPad. This button appears only on cellular-capable iPads.

Note: If the Connect to iTunes button appears, tap it to stop the setup process here. You can then continue as explained in the task “Set Up Your iPad Using iTunes,” later in this chapter.

- 6 On the Enter Password screen, type the password.
- 7 Tap **Join**.
Your iPad joins the wireless network and connects to the Internet.
- 8 On the Location Services screen, tap **Enable Location Services** or **Disable Location Services**, as needed.

Note: Enabling Location Services is usually helpful, because it lets apps such as Maps determine your exact location.

- 9 On the Set Up Your iPad screen, tap the appropriate button:
 - B You can tap **Set Up as New iPad** to set up your iPad from scratch using iCloud. See the next task, “Set Up Your iPad as New Using iCloud,” for details.
 - C You can tap **Restore from iCloud Backup** to set up your iPad using a backup stored in iCloud. See the task “Set Up Your iPad from an iCloud Backup” for details.
 - D You can tap **Restore from iTunes Backup** to set up your iPad using a backup stored on your computer. See the task “Set Up Your iPad from iTunes” for details.



TIP

Why does my network's name not appear on the Choose a Wi-Fi Network screen?

If the network is within range of your iPad, the most likely reason is that the network does not broadcast its network name. Tap **Choose another network**. You can then type the network's name, choose the security type, enter the security information — such as a password — and connect to the network.

Set Up Your iPad as New Using iCloud

If you want to set up and use your iPad without syncing it to your computer, you can set it up using Apple's iCloud online service. With this approach, you sync your data to your account on iCloud, from which you can access it using other iOS devices, a Mac or a Windows PC, or a web browser on any computer.

To set up a new iPad to use iCloud, follow the instructions in the previous task to begin setup, and then continue with the instructions in this task. If you have backed up your iPad to iCloud, and want to restore it from that backup, turn to the next task instead.

Set Up Your iPad as New Using iCloud

- 1 Begin setup as explained in the previous task, "Begin Setup and Activate Your iPad."
- 2 On the Set Up Your iPad screen, tap **Set Up as New iPad**.

The Apple ID screen appears.

- 3 Tap **Sign In with Your Apple ID**.

Note: If you do not yet have an Apple ID, tap **Create a Free Apple ID** and follow through the screens that appear.

Another Apple ID screen appears.

- 4 Type your Apple ID.
- 5 Type your password.

Note: If the Apple ID Security screen appears, prompting you to create new security questions, tap **Add Security Questions**, tap **Next**, and then create the questions.

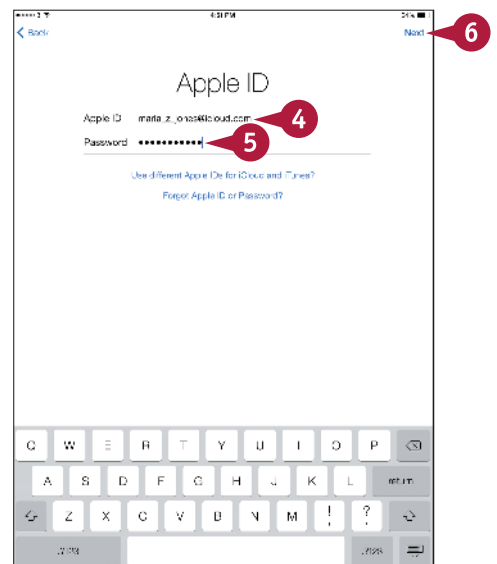
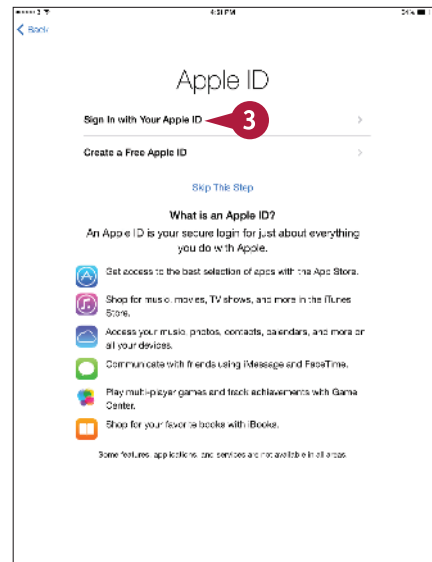
- 6 Tap **Next**.

The Terms and Conditions screen appears.

- 7 Tap **Agree**.

The Terms and Conditions dialog opens.

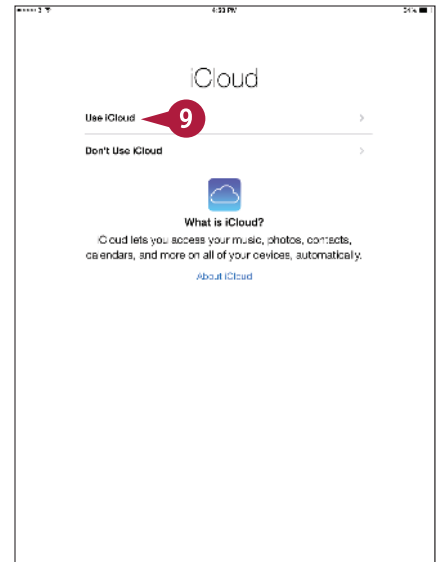
- 8 Tap **Agree**.



The iCloud screen appears.

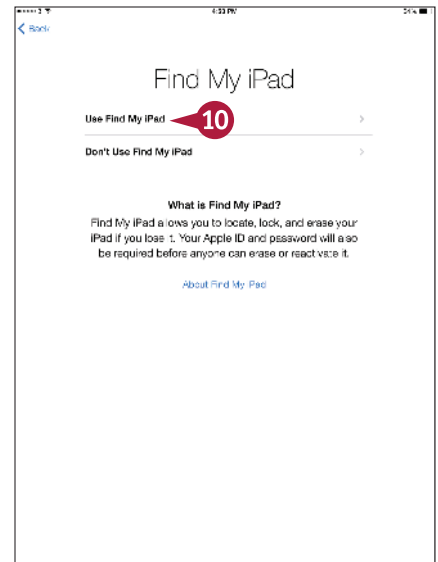
- 9 Tap **Use iCloud** if you want to use iCloud.

Note: Normally, you will be able to get more out of your iPad by using iCloud.



The Find My iPad screen appears.

- 10 Tap **Use Find My iPad** or **Don't Use Find My iPad**, as needed.



TIP

What is the Find My iPad service, and should I use it?

The Find My iPad service enables you to track your iPad if you mislay it or someone takes it. You can play a tone on your iPad to help you locate it, lock your iPad with a passcode, or erase its contents remotely. See Chapter 13 for instructions on using Find My iPad.

continued ►

Set Up Your iPad as New Using iCloud (continued)

When you set up your iPad using iCloud, use an e-mail address that you intend to keep for the long term. This is especially important if you use the same e-mail address for the Apple ID that you use for the App Store; each app you buy is tied to that e-mail address, so if you change the address, you will need to authenticate again for each app update.

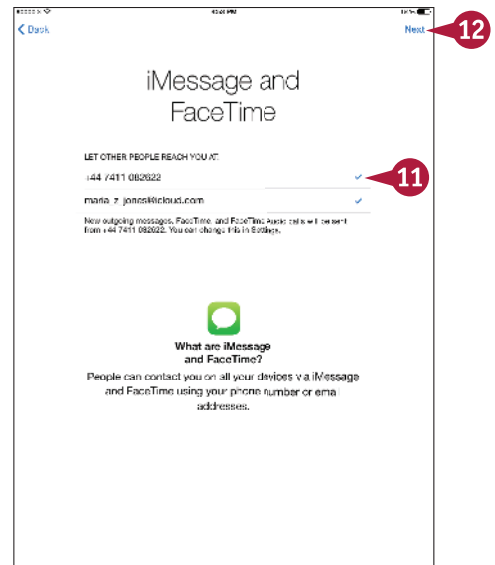
When setting up your iPad using iCloud, you can apply a passcode lock to protect your iPad, use iCloud Keychain to protect your passwords and credit-card data, and enable the Siri voice-controlled assistant.

Set Up Your iPad as New Using iCloud (continued)

The iMessage and FaceTime screen appears.

11 If necessary, tap to remove the check mark from the contact number or e-mail address.

12 Tap **Next**.



Note: For security, it is important to use a passcode to protect your iPad against intrusion.

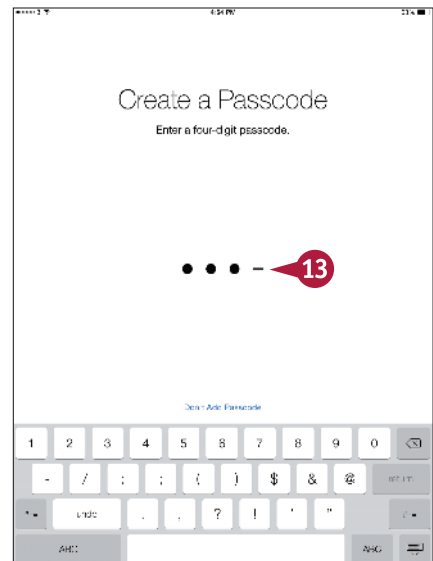
The Create a Passcode screen appears.

13 Tap the keys to create a four-digit passcode.

Note: If you use a weak passcode, such as 1111, your iPad displays a warning dialog prompting you to try again.

The Create a Passcode screen prompts you to re-enter your passcode.

14 Type your passcode again to confirm the number.



The iCloud Keychain screen appears.

- 15** Tap **Set Up iCloud Keychain**.

Note: Tap **Set Up Later** on the iCloud Keychain screen if you want to set up iCloud Keychain later. See the tip for information on iCloud Keychain.

The Use iPad Passcode as iCloud Security Code? dialog opens.

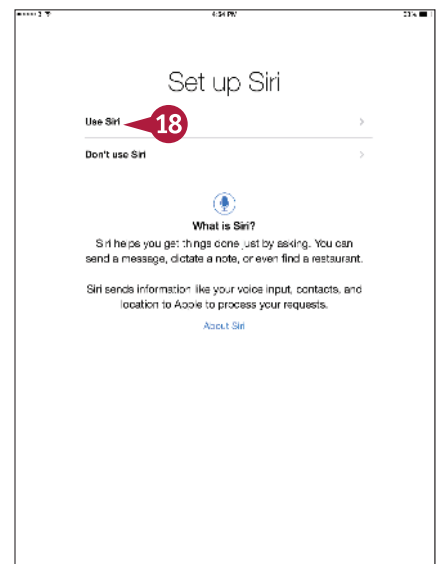
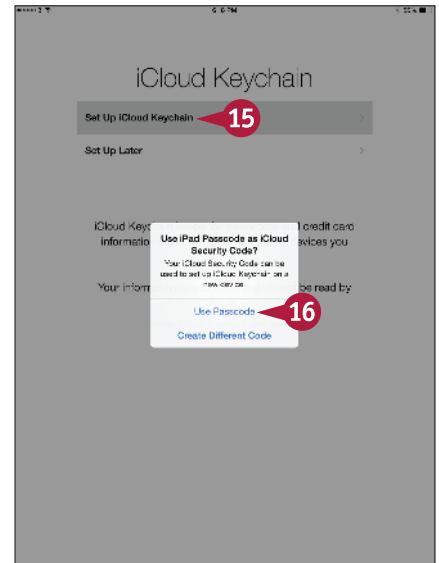
- 16** Tap **Use Passcode** or **Create Different Code**, as you prefer.
- 17** Follow the prompts to set up your iCloud Keychain. For security, you must enter a phone number at which you can receive text messages.

- 18** On the Set Up Siri screen, tap **Use Siri** or **Don't use Siri**, as appropriate.

Note: You can turn Siri on or off at any point after setup.

- 19** On the Diagnostics screen, tap **Automatically Send** or **Don't Send**, as needed.
- 20** On the Welcome to iPad screen, tap **Get Started**.

The Home screen appears, and you can begin using your iPad.



TIP

What is iCloud Keychain?

iCloud Keychain gives you an easy way to store your passwords and credit-card information securely on your iPad, other iOS devices, and Mac. Instead of having to remember the password for each website, or look at a credit card when you need to enter its details, you can have iCloud Keychain automatically provide the details.

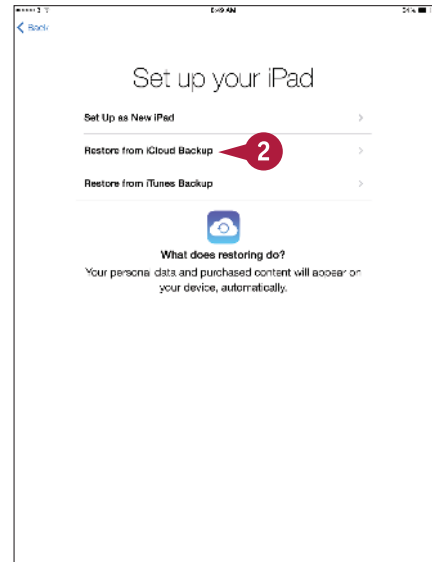
Set Up Your iPad from an iCloud Backup

Instead of setting up your iPad as new using iCloud, you can set it up by restoring it from an iCloud backup. This backup can be from either another iPad or iOS device or the same iPad. For example, if you are upgrading to a new iPad, you can restore the backup of your previous iPad.

When you restore your iPad from an iCloud backup, you choose which backup to use — normally, the most recent one. iOS automatically restores your settings, downloads your apps from the App Store, and then installs them on the iPad.

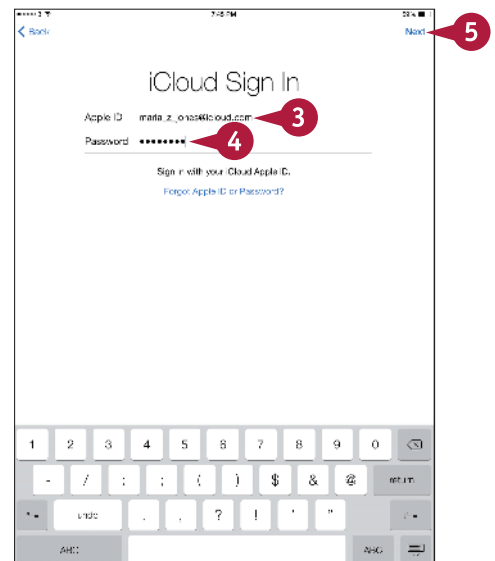
Set Up Your iPad from an iCloud Backup

- 1 Begin setup as explained in the task “Begin Setup and Activate Your iPad,” earlier in this chapter.
- 2 On the Set Up Your iPad screen, tap **Restore from iCloud Backup**.



The iCloud Sign In screen appears.

- 3 Type your Apple ID.
- 4 Type your password.
- 5 Tap **Next**.



The Terms and Conditions screen appears.

- 6 Tap **Agree**.

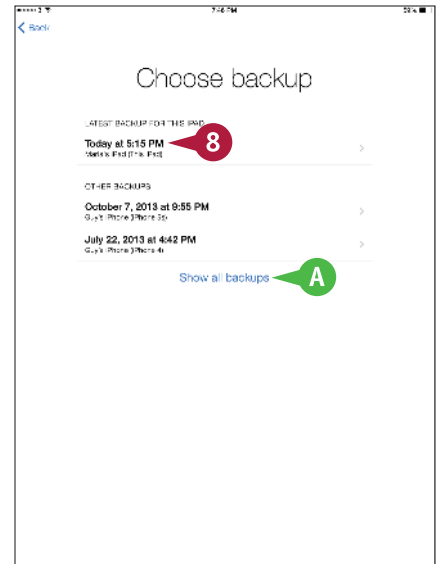
The Terms and Conditions dialog opens.

- 7 Tap **Agree**.

iOS verifies your Apple ID.

The Choose Backup screen appears.

- 8** Tap the backup you want to use.
- A** If the backup you want to use does not appear, tap **Show all backups** to display other backups, and then tap the appropriate backup.

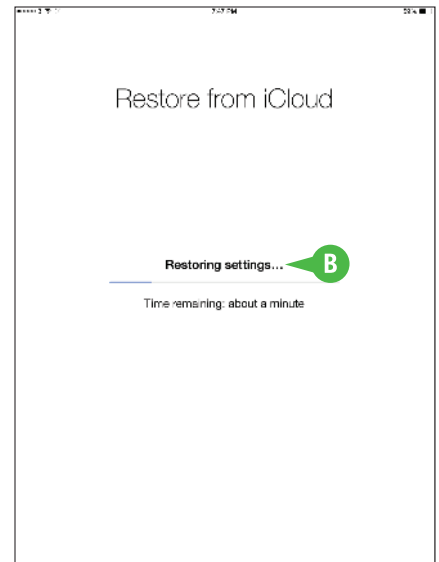


- B** The Restore from iCloud screen appears while iOS restores the backup to your iPad.

After iOS completes the restoration, your iPad restarts.

The lock screen appears.

- 9** Swipe to unlock your iPad. You can then start using it.



TIP

Which iPad backup should I use?

Normally, it is best to use the most recent backup available for this iPad or for the iPad whose backups you are using. But sometimes you may find there is a problem with the latest backup. If this happens, try the previous backup.

Set Up Your iPad Using iTunes

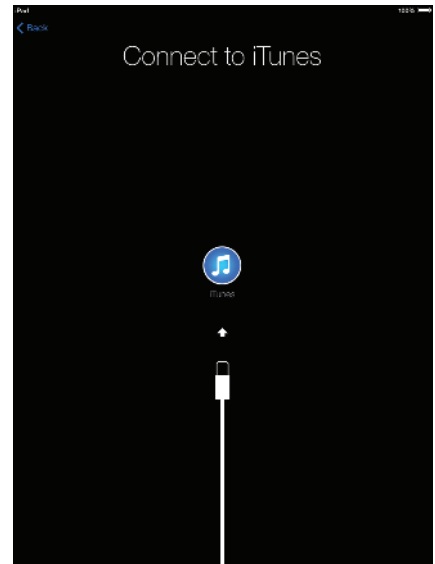
Instead of setting up your iPad using iCloud, as described in the previous two tasks, you can set it up using iTunes. You can either restore an iTunes backup to the device or set up the iPad from scratch using iTunes.

When setting up your iPad for the first time, you can restore it from an iTunes backup of another iPad — for example, your previous iPad — or another iOS device. If you have already set up this iPad, you can restore it from its own backup.

Set Up Your iPad Using iTunes

- 1 Begin setup as explained in the task “Begin Setup and Activate Your iPad,” earlier in this chapter.
- 2 On the Set Up Your iPad screen, tap **Restore from iTunes Backup**.

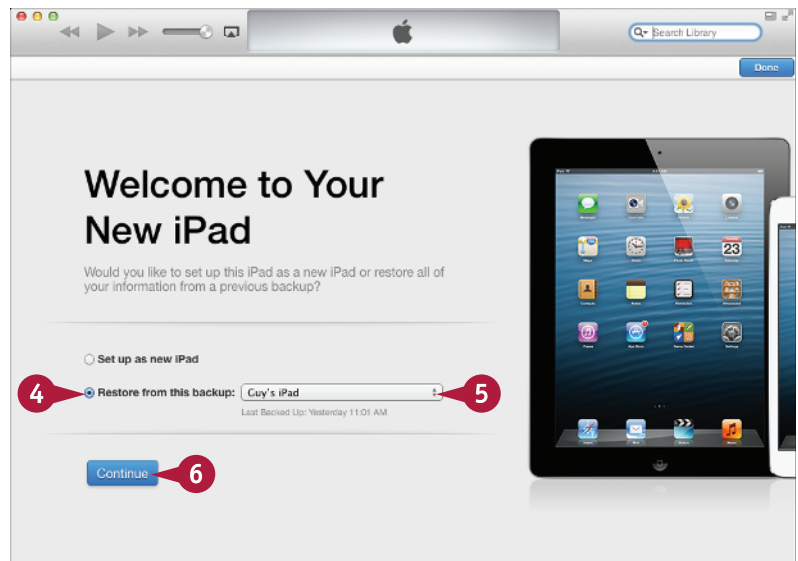
The Connect to iTunes screen appears.
- 3 Connect your iPad to your computer via the USB cable.



On your computer, iTunes opens or becomes active.

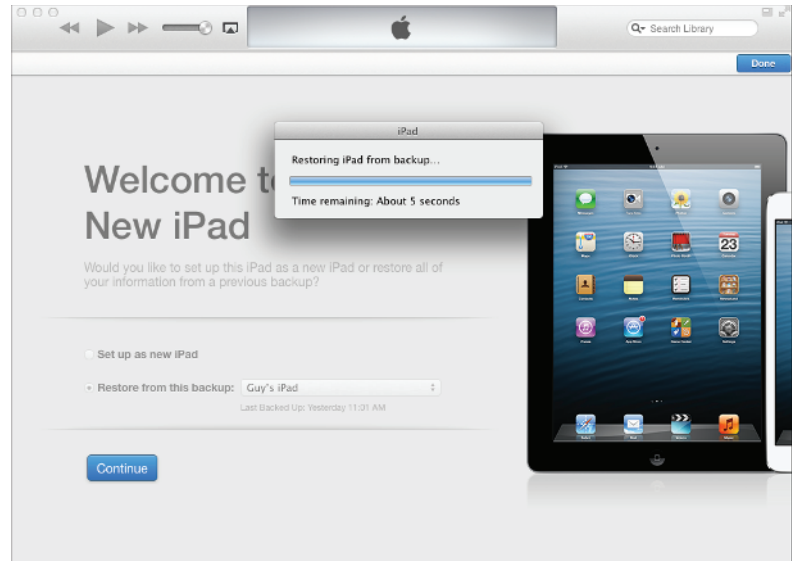
The Welcome to Your New iPad screen appears.

- 4 Make sure the **Restore from this backup** radio button is selected (●).
- 5 Click ▾ and select the appropriate iPad.
- 6 Click **Continue**.



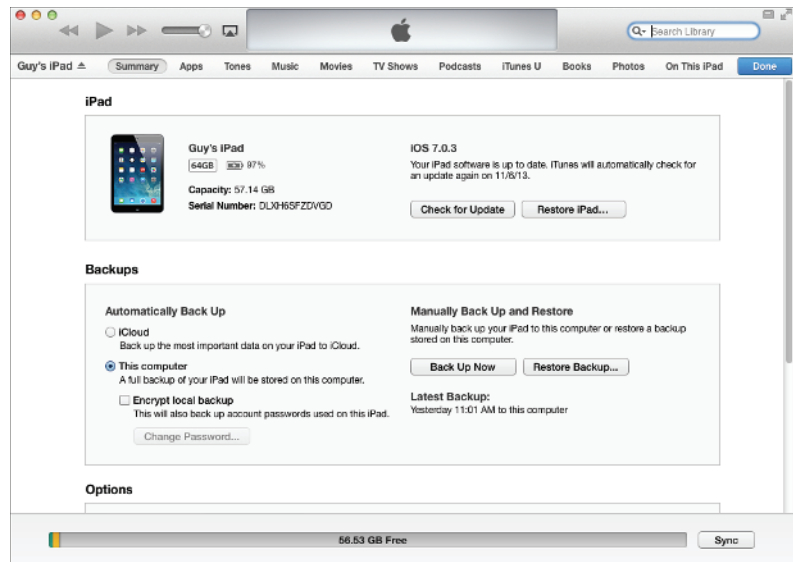
iTunes restores your iPad from the backup.

When the restore is complete, your iPad restarts.



The control screens for your iPad appear in the iTunes window.

You can now choose sync settings for the iPad as explained in the following task.



TIP

How do I set up my iPad from scratch using iTunes?

On the Set Up Your iPad screen, tap **Restore from iTunes Backup**, and then connect your iPad to your computer via the USB cable. When the Welcome to Your New iPad screen appears in iTunes on your computer, click **Set up as new iPad** (○ changes to ●). Click **Continue**. On the Sync with iTunes screen that appears, click **Get Started**. The iPad control screens appear, and you can set up sync as described in the next task, “Choose Which Items to Sync from Your Computer.”

Choose Which Items to Sync from Your Computer

After specifying that you will use iTunes to sync your iPad, as explained in the previous task, “Set Up Your iPad Using iTunes,” you use the iPad control screens in iTunes to choose which items to sync between your computer and your iPad.

When setting your sync preferences, the best place to start is the Summary tab. Here, you can change the name of your iPad, choose whether to back up the iPad to iCloud or to your computer, decide whether to encrypt the backup, and set general options for controlling syncing.

Choose Which Items to Sync from Your Computer

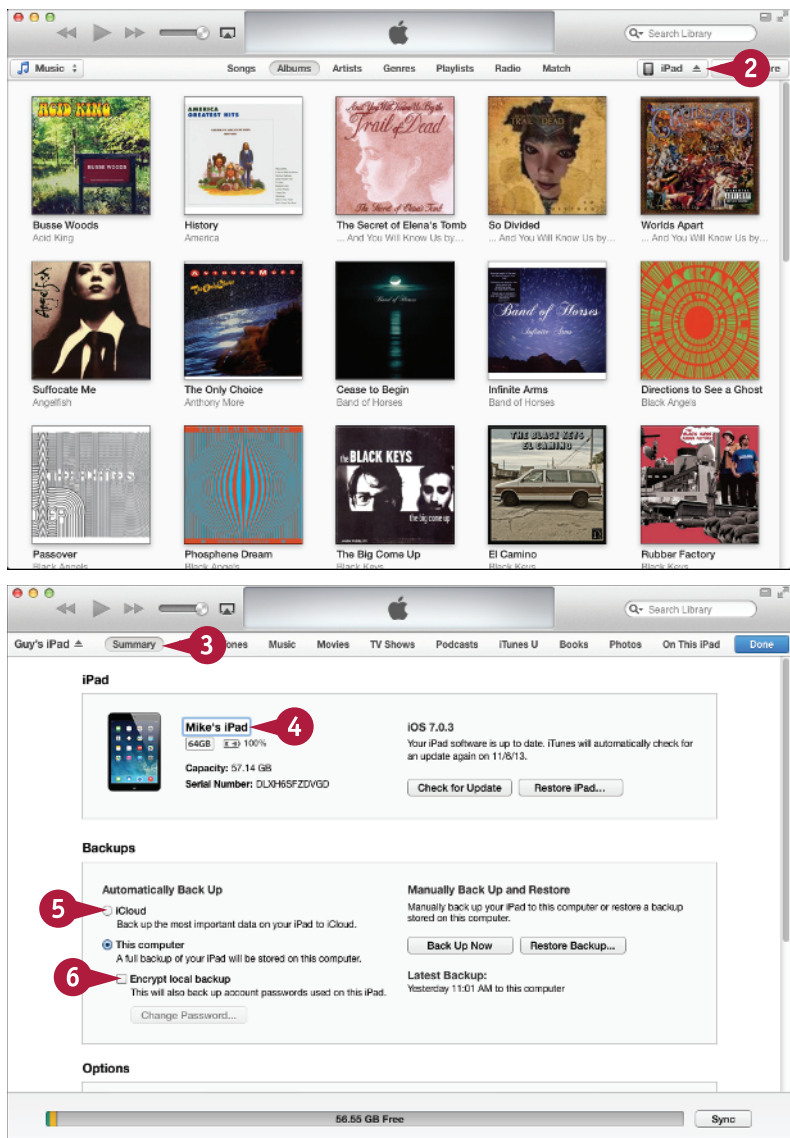
Connect Your iPad and Choose Options on the Summary Tab

- 1 Connect your iPad to your computer via the USB cable.
The iTunes window appears.
- 2 If your iPad control screens do not automatically appear, click the iPad button on the navigation bar at the top of the screen.

Note: Your iPad appears in iTunes with either a default name or the name you have given it.

The iPad control screens appear.

- 3 Click **Summary** if the Summary tab is not already displayed.
The Summary tab appears.
- 4 To change the name of your iPad, click the existing name, type the new name, and press **Enter** or **Return**.
- 5 In the Automatically Back Up area, click **iCloud** (○ changes to ●) or **This computer** (○ changes to ●) to specify where to back up your iPad.
- 6 If you choose to back up to this computer, click **Encrypt local backup** (□ changes to ☒)



- 7 In the Set Password dialog, type a password twice.
- 8 On a Mac, click **Remember this password in my keychain** (☐ changes to ☒) if you want to save the password in your keychain.
- 9 Click **Set Password**, and the dialog closes.
- 10 Scroll down the iTunes window.
The Options area appears.
- 11 Click **Open iTunes when this iPad is connected** (☐ changes to ☒) if you want iTunes to open automatically when you connect the iPad.
- 12 Click **Sync only checked songs and videos** (☐ changes to ☒) if you want syncing to omit any song or video whose check box you have deselected (☐)
- 13 Select **Convert higher bit rate songs to AAC** (☐ changes to ☒) if you want to compress high-quality song files to fit more on your iPad. In the pop-up menu, choose the bit rate.



TIP

Should I back up my iPad to my computer or to iCloud?

If you plan to use your iPad mostly with your computer, back up the iPad to the computer. Doing so makes iTunes store a full backup of the iPad on the computer, so you can restore all the data to your iPad, or to a replacement iPad, if necessary. You can also encrypt the backup. To keep your data safe, you must back up your computer as well. For example, you can use Time Machine to back up a Mac.

continued ►

Choose Which Items to Sync from Your Computer (continued)

When syncing your iPad with your computer using iTunes, you can quickly set up the communications accounts you want the iPad to use.

On the Info tab of the iPad control screens in iTunes, you can set your contacts, calendars, e-mail accounts, bookmarks, and notes to sync to your iPad. When you need to resolve problems such as data corruption on the iPad, you can also set iTunes to overwrite particular items on the iPad during the next sync.

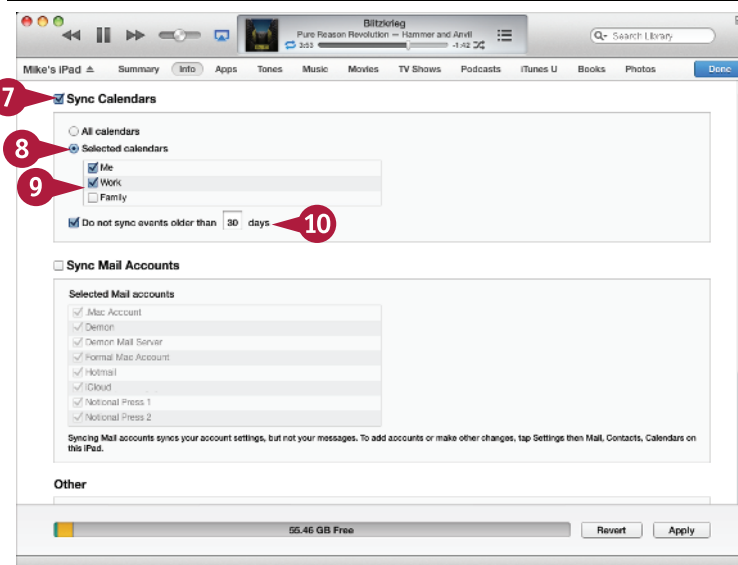
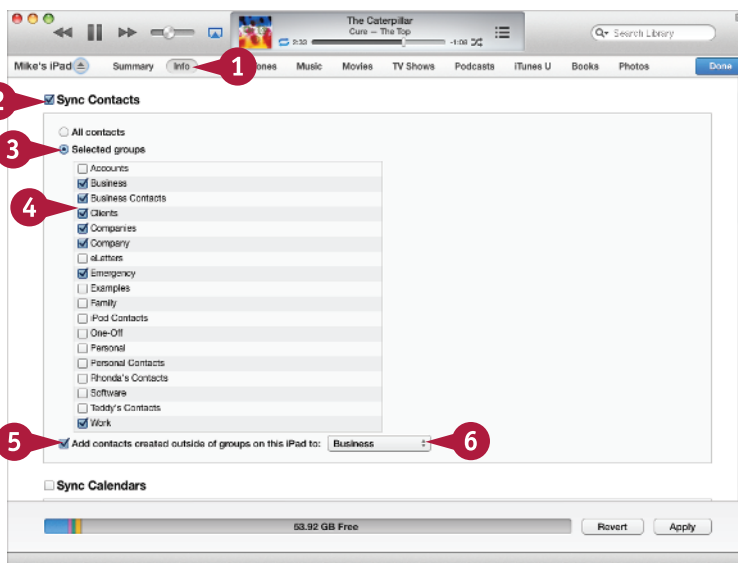
Choose Which Items to Sync from Your Computer (continued)

Sync Your Communications Information to Your iPad

- 1 Click **Info**.
- 2 Click **Sync Contacts** (☐ changes to ☒.

Note: In Windows, click **Sync contacts with** (☐ changes to ☒). Then select the program that contains the contacts — for example, Outlook.

- 3 To sync only some contacts, click **Selected groups** (☐ changes to ☒.
- 4 Click each contacts group you want to sync (☐ changes to ☒.
- 5 Click **Add contacts created outside of groups on this iPad to** (☐ changes to ☒.
- 6 Click and then click the contacts group to which you want to add contacts created outside the iPad.
- 7 Click **Sync Calendars** (☐ changes to ☒.
- 8 To sync only some calendars, click **Selected calendars** (☐ changes to ☒.
- 9 Click each calendar to sync (☐ changes to ☒.
- 10 To limit the number of days of calendar data, click **Do not sync events older than 30 days** (☐ changes to ☒.



- 11 Click **Sync Mail Accounts** (☐ changes to ☒).

Note: In Windows, click **Sync selected mail accounts from** (☐ changes to ☒). Click the drop-down menu, and then click the program.

- 12 Click each mail account you want to sync (☐ changes to ☒.
- 13 Click **Sync Safari bookmarks** (☐ changes to ☒) if you want to sync your Safari bookmarks.
- 14 Click **Sync notes** (☐ changes to ☒) if you want to sync your notes.

- 15 In the Advanced area, click any item you want to overwrite on the iPad (☐ changes to ☒.

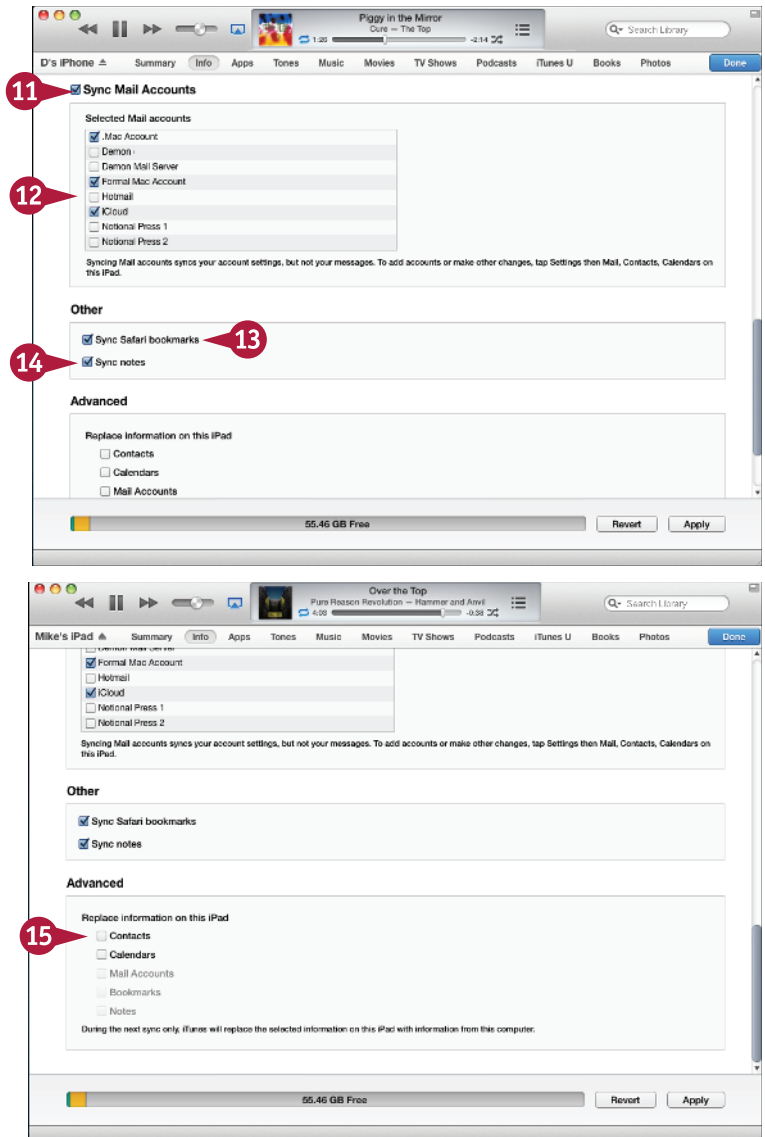
Note: Normally, when you first set up an iPad to sync items such as notes, bookmarks, or e-mail accounts, you do not need to overwrite the data on the iPad. You need to overwrite the data on the iPad only if it becomes corrupted.

TIP

Why does the Info tab not appear on the iPad control screens?

If your Mac is running OS X Mavericks, the Info tab does not appear on the iPad control screens. This is because OS X Mavericks is designed to sync data through iCloud and similar online services.

To sync your e-mail, contacts, calendars, reminders, and notes, set up your Internet accounts on your iPad as explained in Chapter 4.



Choose Which Items to Sync from Your Computer (continued)

When syncing your iPad with your computer using iTunes, you can choose which apps to install on your iPad from those you have purchased from the App Store.

Similarly, you can choose which music to sync by choosing playlists, artists, genres, and albums on the Albums tab. And if you have ringtones on your computer, you can sync them to your iPad by using the Tones tab.

Choose Which Items to Sync from Your Computer (continued)

Choose Which Apps to Sync

1 Click **Apps**.

A You can click  and choose how to sort the apps: Click **Sort by Name**, **Sort by Kind**, **Sort by Category**, **Sort by Date**, or **Sort by Size**, as needed. You can click  again and click **Show Only iPad Apps** to restrict the display to iPad apps.

2 Click **Install** for each app you want to sync to the iPad.

Note: You can also drag an app to where you want it to appear on a Home screen.

3 Scroll down and click **Automatically sync new apps** (☐ changes to ☒) if you want to sync new apps automatically.

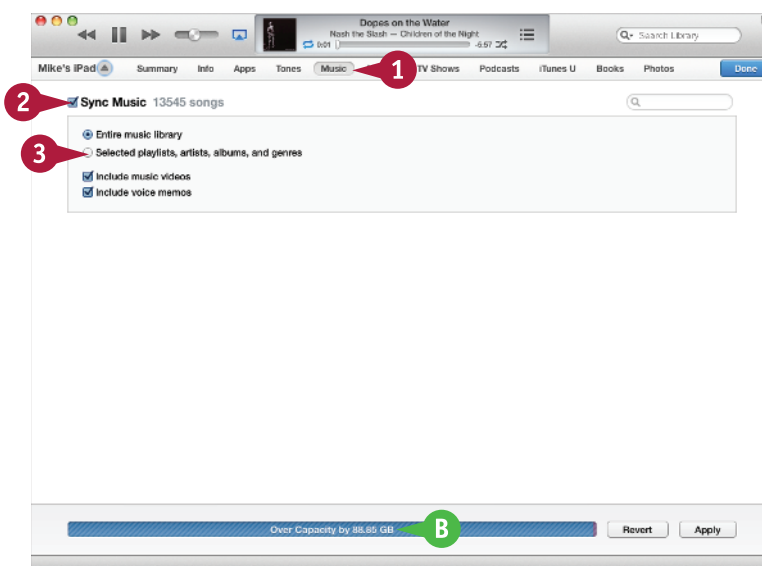
Choose Which Music and Tones to Sync

1 Click **Music**.

2 Click **Sync Music** (☐ changes to ☒.

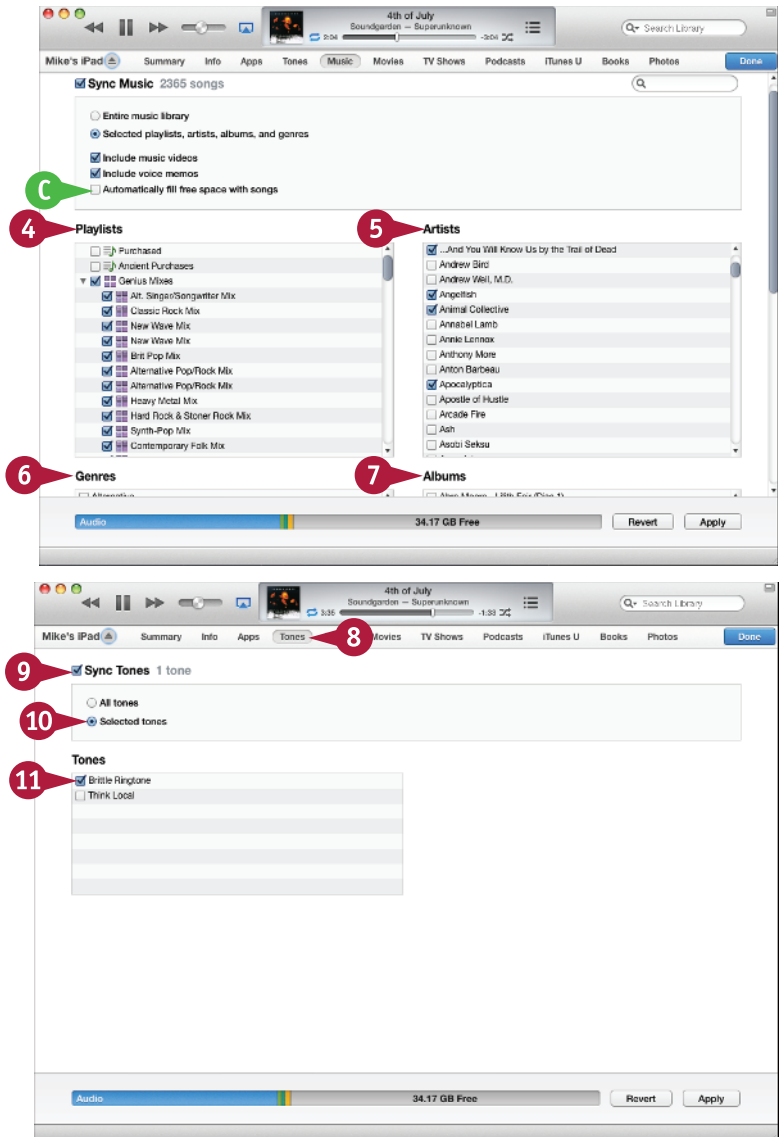
B If the amount of music selected is too much to fit on your iPad, the Over Capacity warning appears.

3 To load a selection of music instead of your entire music library, click **Selected playlists, artists, albums, and genres** (☐ changes to ☒) instead of **Entire music library**.



The controls in the lower part of the tab appear.

- C** You can click **Automatically fill free space with songs** (☐ changes to ☒) if you want to put as much music as possible on your iPad.
- 4** In the Playlists area, click each playlist to include (☐ changes to ☒)
- 5** In the Artists area, click each artist to include (☐ changes to ☒)
- 6** In the Genres area, click each genre to include (☐ changes to ☒)
- 7** In the Albums area, click each album to include (☐ changes to ☒)
- 8** Click **Tones**.
The Tones tab appears.
- 9** Click **Sync Tones** (☐ changes to ☒)
- 10** Click **All tones** or **Selected tones**, as needed (☐ changes to ☒)
- 11** If you choose Selected Tones, click each tone to include (☐ changes to ☒)



TIP

Should I sync my entire music library to my iPad?

This depends on how big your music library is, how high your iPad's capacity is, and how much other data you need to put on the iPad. Normally, it is best to put a selection of your favorite music, and perhaps your newest music, on your iPad and leave plenty of space for other content.

continued ►

Choose Which Items to Sync from Your Computer (continued)

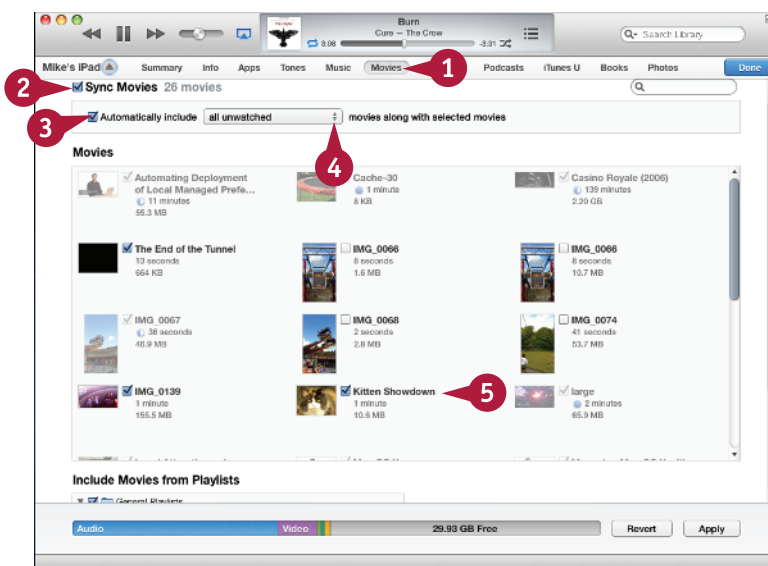
The wide range of content you can sync to your iPad using iTunes includes movies, TV shows, podcasts, iTunes U lessons, books, and photos. To choose which items to sync, you click the appropriate tab, and then make your selection using the controls that appear on it. For each category of content, you can choose between syncing all the items and only selected ones.

After choosing all the content you want to sync to your iPad, you click the Apply button or the Sync button. iTunes then syncs all the content to your iPad across the USB connection.

Choose Which Items to Sync from Your Computer (continued)

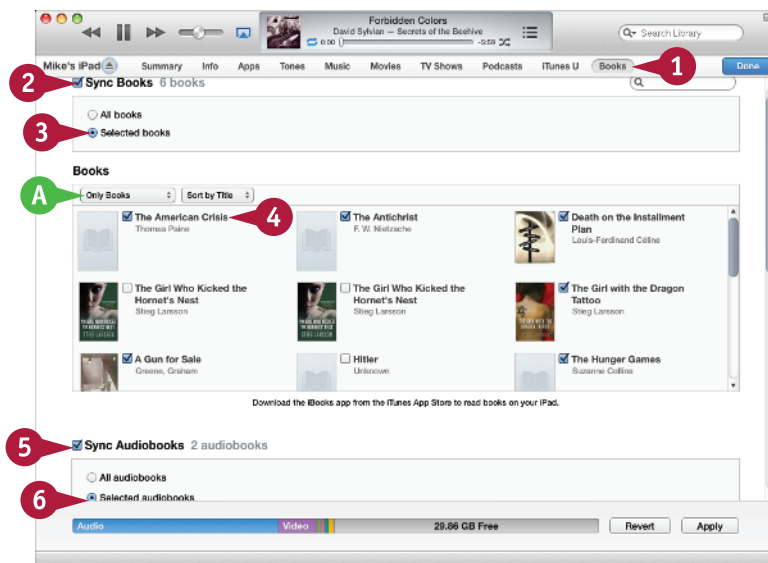
Sync Movies, TV Shows, Podcasts, and iTunes U Lessons

- 1 Click a tab (**Movies** in this example).
- 2 Click **Sync Movies** (☐ changes to ☒.
- 3 Click **Automatically include** (☐ changes to ☒) to have iTunes load some movies automatically.
- 4 Click $\updownarrow$ and choose what to include — for example, click **All unwatched** or **10 most recent**.
- 5 Specify other items to sync (☐ changes to ☒.



Sync Books

- 1 Click **Books**.
- 2 Click **Sync Books** (☐ changes to ☒.
- 3 To sync only some books, click **Selected books** (☐ changes to ☒.
- 4 Click each book or PDF file to sync (☐ changes to ☒.
- A You can click $\updownarrow$ and click **Only Books** or **Only PDF Files** to shorten the list.
- 5 Click **Sync Audiobooks** (☐ changes to ☒.
- 6 Choose which audiobooks to sync.



Sync Photos

- 1 Click **Photos**.
- 2 Click **Sync Photos from** (☐ changes to ☒).

Note: In Windows, click **Sync Photos with** (☐ changes to ☒), and then choose the folder in the drop-down list.

- 3 In the pop-up menu, choose the source of the photos — for example, **iPhoto**.
- 4 Choose which photos to sync. For example, click **Selected albums, Events, and Faces, and automatically include** (☐ changes to ☒), and then choose which albums, Events, and Faces to include.

Apply Your Changes and Sync

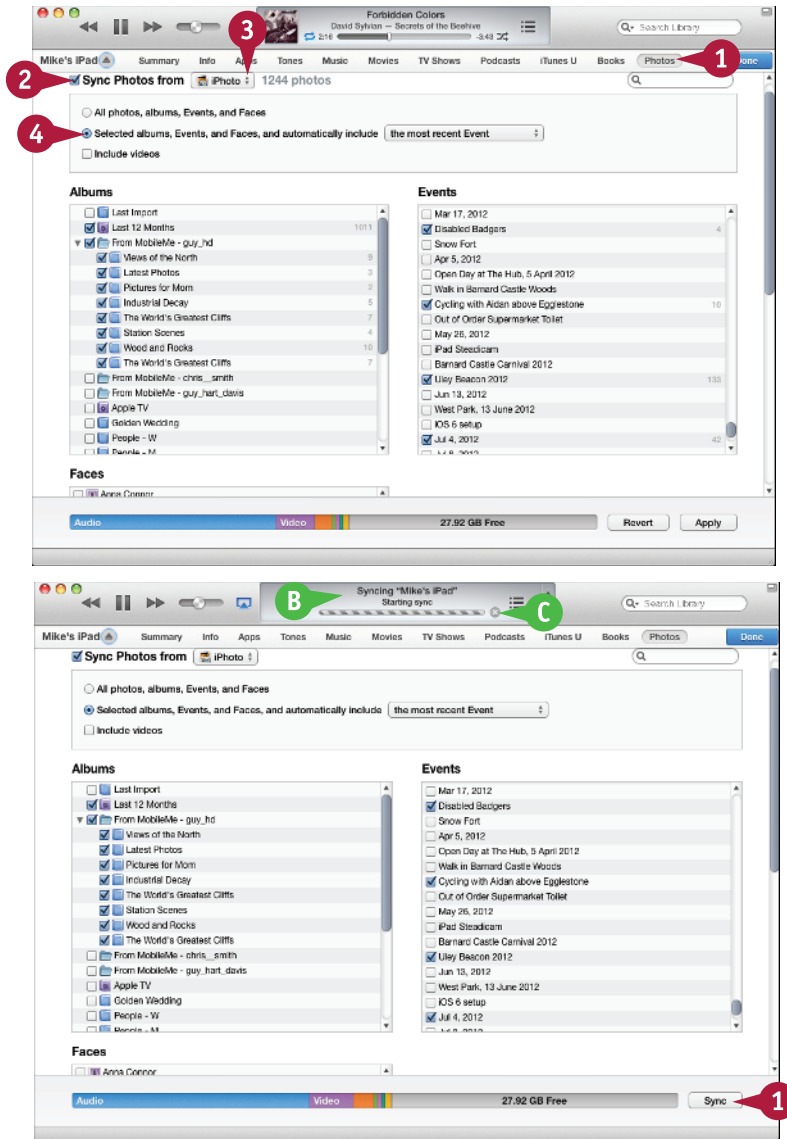
- 1 Click **Apply** or **Sync**.
iTunes syncs the items to your iPad.
- B The readout shows you the sync progress.
- C If you need to stop the sync, click **X**.
- 2 When the sync finishes, disconnect your iPad.

TIP

How can I fit more content on my iPad?

You cannot increase the storage capacity of your iPad by installing a memory card, as you can on some other tablets, so the way to fit more content on it is to prune and compress the existing content.

Video and music files tend to take the most space. For video, your only option is to remove files you do not need on your iPad. For music, click the **Convert higher bit rate songs to** check box (☒) on the Summary tab and choose a low bit rate, such as 128 Kbps, to reduce the size of music files while retaining acceptable audio quality.



Sync Your iPad with Your Computer via Wi-Fi

The normal way to sync your iPad with iTunes is by using the USB-to-Lightning cable to connect the iPad to your computer. But if you connect both your computer and your iPad to the same network, you can sync the iPad with iTunes wirelessly. This is called syncing “over the air.”

To use wireless sync, you must first enable it in iTunes. You can then have the iPad sync automatically when it is connected to a power source and to the same wireless network as the computer. You can also start a sync manually from the iPad even if it is not connected to a power source.

Sync Your iPad with Your Computer via Wi-Fi

Set Your iPad to Sync with iTunes via Wi-Fi

- 1 Connect your iPad to your computer with the USB cable.

The iTunes window appears.

- 2 Click the **iPad** button on the navigation bar.

The iPad control screens appear.

- 3 Click **Summary**.

The Summary tab appears.

- 4 Click **Sync with this iPad over Wi-Fi** (☐ changes to ☒).

- 5 Click **Apply**.

iTunes applies the change.

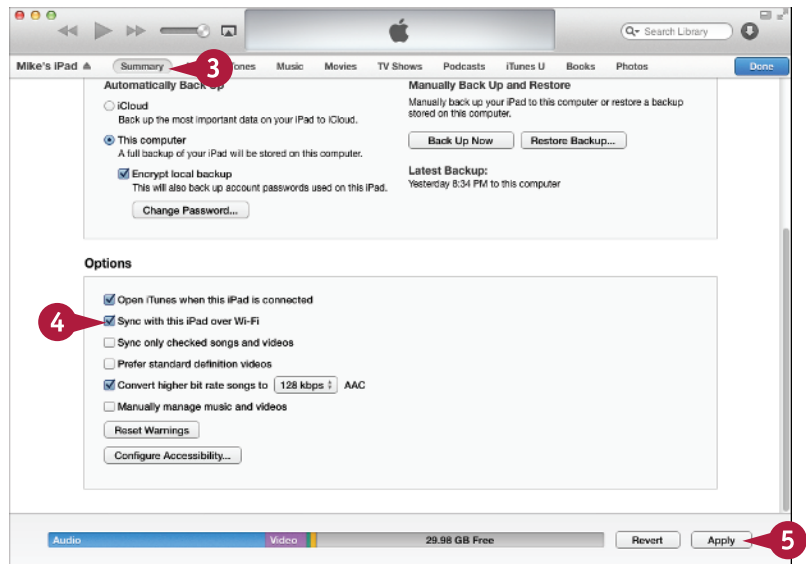
- 6 Disconnect your iPad from your computer.

Perform a Manual Sync via Wi-Fi

- 1 Press the Home button.

The Home screen appears.

- 2 Tap **Settings**.



The Settings screen appears.

3 Tap General.

The General screen appears.

4 Tap iTunes Wi-Fi Sync.

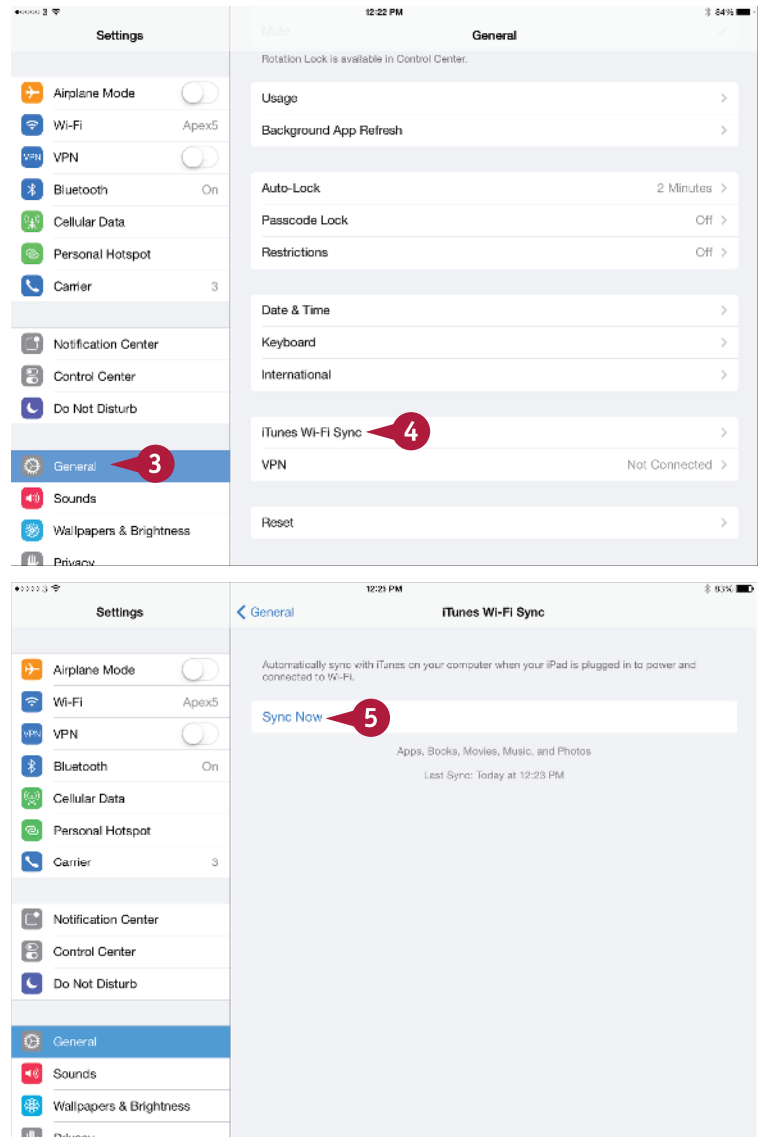
The iTunes Wi-Fi Sync screen appears.

5 Tap Sync Now.

The sync runs.

The Sync symbol (🔄) appears in the iPad status bar.

The readout shows which part of the sync is currently running.



TIP

Can I sync my iPad automatically via Wi-Fi?

Yes. To sync your iPad automatically via Wi-Fi, connect your iPad to a power source — for example, the USB power adapter. Make sure your computer is on and connected to your network, and that iTunes is running. Your iPad automatically connects to your computer across the wireless network. iTunes syncs the latest songs, videos, and data once a day if these conditions are met, but not at a set time. You can run a sync manually any time you want.

Transfer Files Using iTunes File Sharing

When you need to transfer files to the iPad, you can use the File Sharing feature built in to iTunes. This feature enables you to transfer files to the iPad storage area that is devoted to a particular app. For example, when you need to use a file with the DocsToGo app on the iPad, you transfer it to the DocsToGo area using File Sharing.

Only some apps can transfer files, and you must install an app capable of transferring files via File Sharing before you can use File Sharing, as described on these pages.

Transfer Files Using iTunes File Sharing

- 1 Connect the iPad to your Mac or PC.

iTunes launches or becomes active, and the iPad button appears at the right end of the navigation bar.

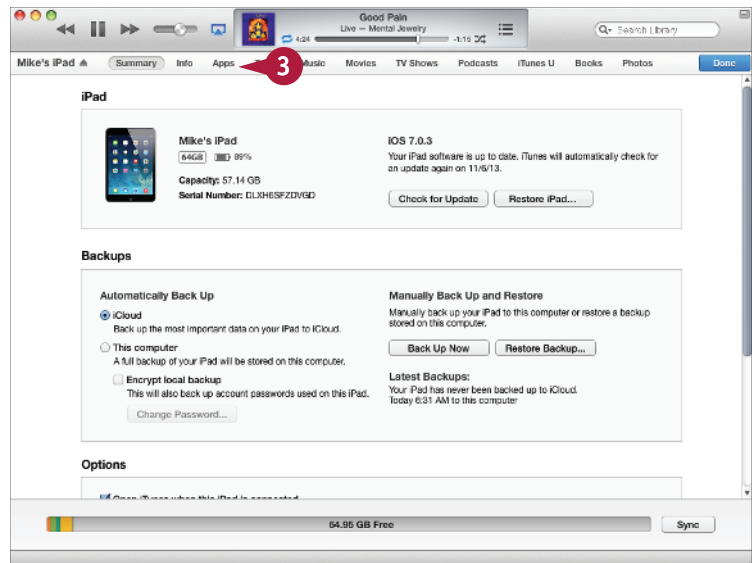
- 2 Click **iPad**.

The iPad control screens appear, with the Summary tab at the front.

- 3 Click **Apps**.

The Apps tab appears.

- 4 Scroll down.



Getting Started with Your iPad

The File Sharing area appears.

- 5 Click the app to which you want to add the file.
- 6 Click **Add**.



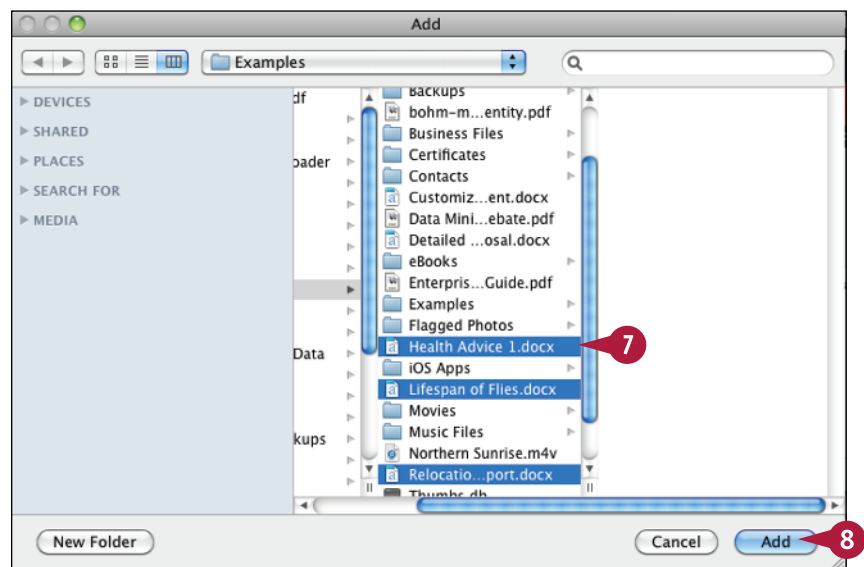
The Add dialog appears on a Mac (the Open dialog appears in Windows).

- 7 Click the file you want to copy to the iPad.

Note: You can copy multiple files at once by selecting them. For example, click the first file, and then +click each other file.

- 8 Click **Add** on a Mac (**Open** in Windows).

iTunes copies the file or files to the iPad.



TIP

How do I copy a file from the iPad to my computer?

- 1 Open File Sharing as discussed in this task.
- 2 In the Apps area, click the app that contains the file.
- 3 In the Documents area, click the file.
- 4 Click **Save to**. The Save dialog appears.
- 5 Click the folder to save the file in.
- 6 Click **Save To** on a Mac (**Select Folder** in Windows). iTunes copies the file.

Explore the User Interface and Launch Apps

After you sync the iPad with your computer or set it up with iCloud, you are ready to start using the iPad. When you press the Sleep/Wake button or open the Smart Cover, the iPad displays the lock screen. You then unlock the iPad to reach the Home screen, which contains icons for running the apps installed on the iPad.

You can quickly launch an app by tapping its icon on the Home screen. From the app, you can return to the Home screen by pressing the Home button. You can then launch another app as needed.

Explore the User Interface and Launch Apps

1 Press the Sleep/Wake button.

The iPad screen lights up and shows the lock screen.

2 Tap near the **slide to unlock** prompt and drag your finger to the right.

The iPad unlocks, and the Home screen appears.

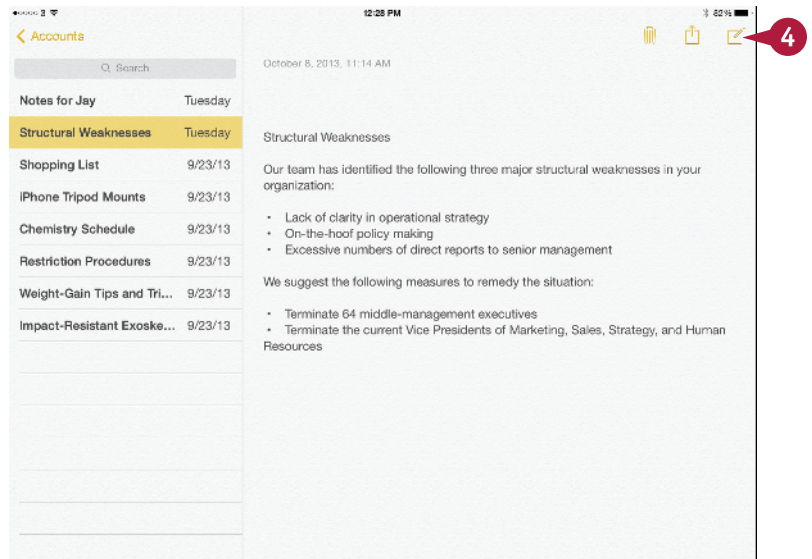
A The iPad has two or more Home screens, depending on how many apps are installed. The gray dots at the bottom of the Home screen show how many Home screens you have. The white dot shows the current Home screen.

3 Tap **Notes**.

The Notes app opens.

Note: If you chose to sync notes with your iPad, the synced notes appear in the Notes app. Otherwise, the list is empty until you create a note.

4 Tap **New** (✎).



A new note opens, and the on-screen keyboard appears.

- 5 Type a short note by tapping the keys.
- B The note appears in the Notes list on the left. The first line of the note becomes the title.
- C If a pop-up bubble suggests a correction, tap **space** to accept it. Tap **x** on the bubble to reject it.
- D If you need to hide the keyboard, tap .
- E If you want to delete the note, tap  and then tap **Delete Note** on the pop-up panel.

The on-screen keyboard closes.

- 6 Press the Home button.
- The Home screen appears.
- 7 Tap and drag to the left to display the second Home screen.
- You can now launch another app by tapping its icon.
- 8 Press the Sleep/Wake button or close the Smart Cover.

Your iPad goes to sleep.



TIP

Where do I get more apps to perform other tasks?

You can find an amazingly wide selection of apps — both free and ones you must pay for — on the Apple App Store. See Chapter 6 for instructions on finding and downloading the apps you need.

Use Notification Center

As your communications hub, your iPad handles many types of alerts for you: e-mail messages, text messages, reminders, meetings, and so on.

To help you keep on top of all these alerts, your iPad integrates them into Notification Center. You can quickly access Notification Center from the Home screen or any other screen. After you display Notification Center, you can respond to an alert, view your upcoming appointments, or check on the weather.

Use Notification Center

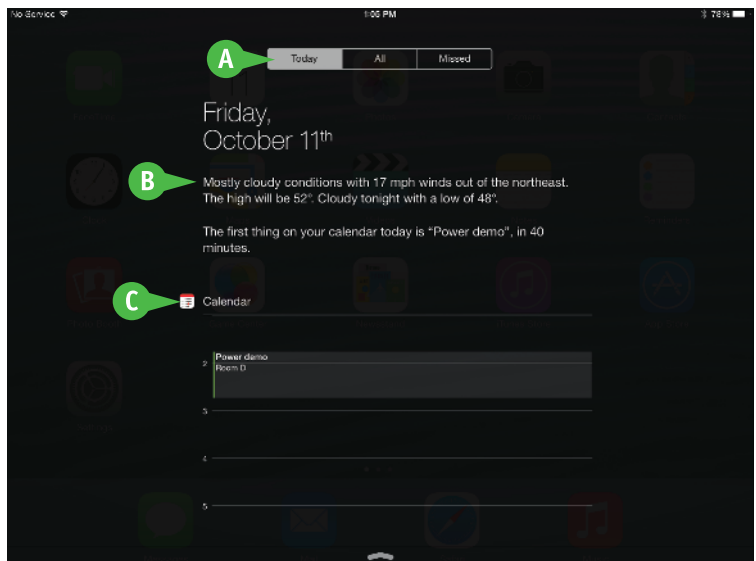
- 1 Tap at the top of the screen and swipe your finger down.



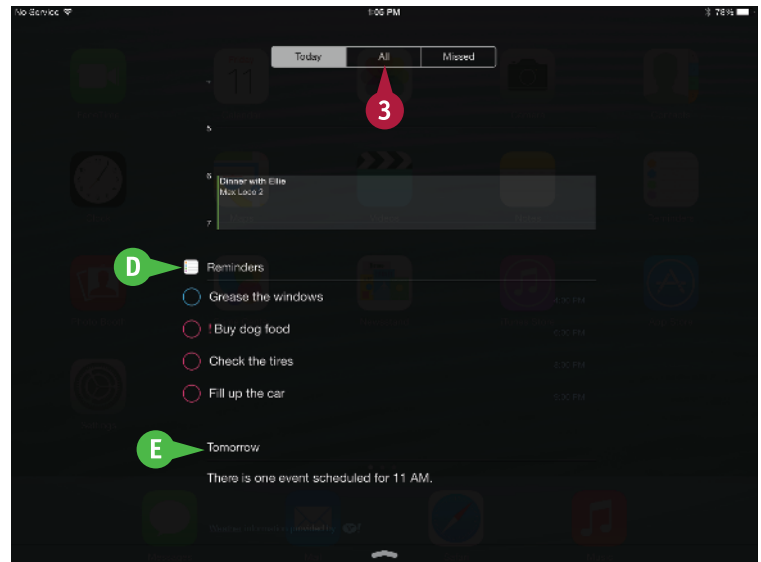
Notification Center appears.

- A The Today tab shows you a list of today's commitments.
- B A summary of the weather and your appointments appears at the top of the screen.
- C Your calendar for today appears below that.

Note: Tap an event in the Calendar area of Notification Center to go to the Calendar app and display that event.



- 2 Scroll down the screen.
- D Your current time-based reminders appear.
- E A summary of your commitments for tomorrow appears at the bottom of the screen.
- 3 Tap **All**.



The full list of notifications appears.

- F Tap a notification to access the app to which it belongs.
- G You can tap **Missed** to display your list of missed items.
- 4 Tap the handle at the bottom of Notification Center and drag upward. Notification Center closes.



TIP

What happens if I receive a notification when my iPad is locked?

What happens when you receive a notification while the screen is locked depends on the type of notification. For most types of notifications, your iPad displays an alert on the lock screen to alert you to the notification. Unlocking your iPad while the alert is displayed takes you directly to the notification in whatever app it belongs to — for example, to an instant message in the Messages app. If there are multiple alerts, drag across the one you want to open.

Use Control Center

Control Center puts the iPad's most essential controls right where you need them. From Control Center, you can turn Airplane mode, Wi-Fi, Bluetooth, Do Not Disturb mode, and Orientation Lock on or off; control music playback and volume, and direct the audio output to AirPlay devices; change the setting for the AirDrop sharing feature; and quickly access the Clock and Camera apps.

Control Center appears as a pane that you open by swiping upward from the bottom of the screen. After using Control Center, you can drag the pane closed or simply tap the screen above it.

Use Control Center

Open Control Center

- 1 Tap and swipe up from the very bottom of the screen.

Control Center opens.

Note: You can open Control Center from most apps and screens. You may find some exceptions — for example, where iOS interprets an upward swipe as an action within the app.



Control Essential Settings

- 1 Tap **Airplane Mode** (✈️) to turn Airplane mode on or off.
- 2 Tap **Wi-Fi** (📶) to turn Wi-Fi on or off.
- 3 Tap **Bluetooth** (📶) to turn Bluetooth on or off.
- 4 Tap **Do Not Disturb** (🌙) to turn Do Not Disturb mode on or off.
- 5 Tap **Orientation Lock** (🔒) to turn Orientation Lock on or off.



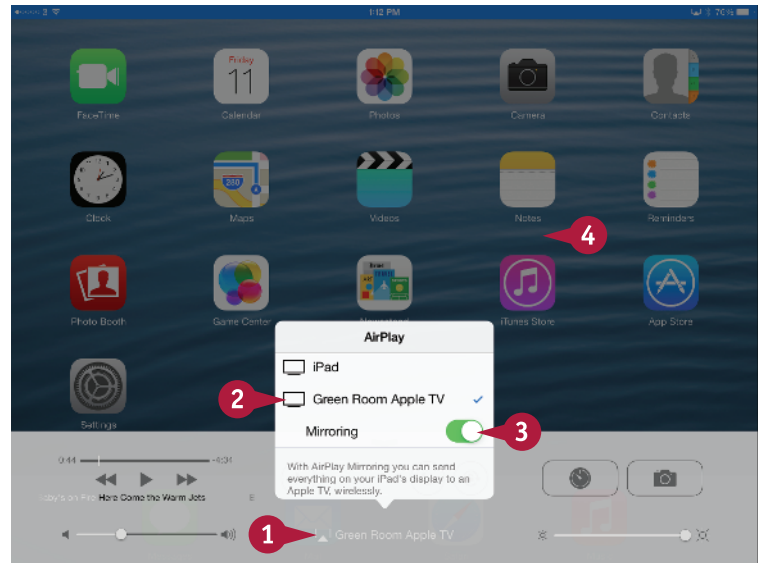
Choose an AirPlay Device

- 1 In Control Center, tap **AirPlay**.
The AirPlay dialog opens.
- 2 Tap the AirPlay speaker or Apple TV you want to use.
- 3 If you choose an AirPlay TV, set the **Mirroring** switch to On (🟢) or Off (🟡), as needed.
- 4 Tap outside the AirPlay dialog.
The AirPlay dialog closes.

Note: To close Control Center, either tap the screen above it or drag its handle down to the bottom of the screen.

Open Clock or Camera

- 1 In Control Center, tap **Clock** (🕒) or **Camera** (📷).
The Clock app or the Camera app appears.



TIP

Can I use Control Center from the lock screen?

Yes, provided this capability is enabled. To turn it on or off, press the Home button, tap **Settings**, tap **Control Center**, and then set the **Access on Lock Screen** switch to On (🟢) or Off (🟡), as needed.