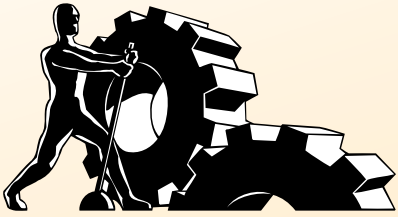


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# Read Me First

Welcome to *Take Control of Your iPad*, version 1.0, published in December 2011 by TidBITS Publishing Inc. This ebook was written by Tonya Engst and edited by Michael E. Cohen.

Read this ebook to stay in control of your original iPad or iPad 2, whether you've only recently begun using an iPad or you're a power user exploring everything that the iPad makes possible. You'll find many real-world tips that will help you optimize your iPad experience and avoid problems.

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## Updates and More

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You can access extras related to this book on the Web (use the link in [Ebook Extras](#), near the end; it's available only to purchasers). On the ebook's Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
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- Get a discount when you order a print copy of the ebook.

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## Basics

---

In reading this book, you may get stuck if you don't understand a few "rules of the road":

- **Links:** All blue text in this ebook is hot, meaning you can tap (or click) it, just like a link on the Web. If you click a link to switch to a

different part of the ebook, you can return to where you were with a shortcut, if your ebook reader has a “back” feature. For example, in iBooks on the iPad, tap the “Back to” link in the lower left (you may have to tap the page once to activate the navigation controls). Or, in Preview in 10.7 Lion, choose Go > Back (or press Command-[ ).

- **iOS:** iOS is the name of the iPad’s operating system.
- **iPad navigation:** I often use a shortcut to describe moving around in the iPad’s interface. For example, to tell you to open the Settings app, tap General at the left, and then—at the right—tap Keyboard, and then tap omw, I might write “tap Settings > General > Keyboard > omw” (**Figure 1** and **Figure 2**).



**Figure 1:** The Settings app icon.



**Figure 2:** In the Settings app, tap an item to configure it. You can drag down on the General view shown here to see more, including the Keyboard option mentioned above.

---

## What's New

---

This ebook is effectively the second edition of *Take Control of iPad Basics*, a book that I wrote (and updated thrice!) during the lifespan of iOS 3 and iOS 4 for the iPad.

This ebook is all about iOS 5, the version of the iPad's operating system that Apple released in October 2011. iOS 5 has nifty changes that are worth learning about—more gestures, the Notification Center, Find My Friends, a split keyboard, and the wireless iTunes sync. Also in this ebook, since many readers will have read the first edition—or already have iOS experience, I focus less on the basics to make room for more advanced topics.

If you're trying to get a handle on new iOS 5 capabilities, start with [What's New in iOS 5](#), a few pages ahead.

# Introduction

This ebook is for you if you're on the cusp of buying an iPad, if you've just bought an iPad and aren't sure what to do with it, or if you've had an iPad for a while but want to become more expert with its features and possibilities.

I don't want to waste your time with loads of trivia or obscure facts, so I have done considerable legwork to present you with the most important information about using an iPad. I look at the hardware itself, talk about key accessories, explore core aspects of setting up and customizing an iPad, and look at several noteworthy iOS 5 apps from Apple. All the while, I point out helpful tips and habits that will help you work productively and entertain yourself more fully with your iPad.

I talk about all models of the original iPad and the iPad 2, running iOS 5, the version of the iPad operating system that Apple released in October 2011. Unlike with previous versions of iOS, with iOS 5, your iPad does not need to connect to a conventional computer for tasks like upgrading the operating system. Even so, you may wish to connect your iPad to a computer, and to that end, I discuss Macintosh and Windows PC connections in iTunes.

Let's begin!

# iPad Basics Quick Start

This ebook first looks at how to buy an iPad and related accessories. After that, if you read from start to finish with a new iPad in hand, by the end of the ebook your iPad will be fully operational, your Home screen will be customized, you'll know how to get around, and you'll be using lots of apps. You'll also know how to handle an iTunes sync.

You can jump in and start reading anywhere—just tap a link below. If you want to learn about the iPad through the lens of what's new in iOS 5, read [What's New in iOS 5](#).

## **Decide what to buy:**

- Whether you've not yet bought an iPad or you're thinking of buying one for someone else, see [Which iPad Is Right for You?](#).
- Learn about [AppleCare](#) and [Accessories](#) for your iPad.

## **Learn iPad fundamentals:**

- For help with the Set Up Assistant that runs when you turn on a new iPad, read [Basic Setup](#).
- Learn how to [Turn Your iPad Off and On](#).
- If you're not sure what all those buttons and ports around the edge of your iPad are for, read [Know Your Hardware](#).
- Flip to [Learn the Interface](#) to discover simple (and complex) gestures, learn how to type faster, manage the multitasking bar, find a lost app, copy and paste text, and more.

## **Take your setup beyond the options in the Setup Assistant:**


- Foil thieves and snoops in [Lock Screen](#), [Security Measures](#), and [Secure Safari](#).
- Make your iPad play a sound or show a message when something important happens. Read [Notifications](#).
- Get networking help in [Wi-Fi Network Connections](#), [3G Network Connections](#) and [Bluetooth Connections](#).
- Install the latest version of iOS in [Updating the Operating System](#).

- [Customize the Home Screen](#) with a special photo and folders.
- Learn how to [Find Great Apps](#) and to [Shop for Apps](#).
- Get directions for setting up a wired or wireless iTunes sync in [Manage an iTunes Sync](#).

### **Use apps on your iPad:**

- Find out how to [Start Using a New App](#), and learn how to [Update Apps](#), [Share Apps](#), and [Delete Apps](#).
- Employ your iPad as a personal information manager by reading [Work with Calendars, Reminders, and Contacts](#) and [Send and Receive Email](#). Also learn how to send text messages in [Messages](#) and place video calls in [FaceTime](#).
- Use your iPad as an ebook reader extraordinaire! In [Read Ebooks, Magazines, and More](#), you'll discover the difference between a PDF and an EPUB, plus locate reading material and learn how to put it on your iPad. Also, get tips for how to [Read in iBooks](#).
- Learn to take photos (and videos) with an iPad 2, and how to load and view photos and videos on any iPad in [Take and Enjoy Photos and Videos](#).
- Make your iPad sing (and talk) in [Listen to Music, Podcasts, and Audiobooks](#).
- Get advice on how to use some of Apple's map-related apps in [Find Yourself, Your Friends, and Your iPad](#).
- Fill in forms faster, take advantage of tabs, and use the Read Later list and bookmarks, with the tips in [Surf the Web with Safari](#).

### **The iPad Manual**

Apple's iPad manual describes basic iPad operations, and it has information about the individual Apple apps. You can find it online at [http://manuals.info.apple.com/en\\_US/ipad\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/ipad_user_guide.pdf) or directly in the Safari Web browser on your iPad. To view it in Safari, tap the Bookmarks  button in the Safari toolbar and then choose iPad User Guide from the popover, way at the bottom.

# What's New in iOS 5

iOS 5 is packed with juicy new features, and many of them are worth the time to explore and integrate into your iPad know-how. Let's take a look! (If you are new to the iPad and some of this doesn't make sense, skim it for now and come back later if you like, after you feel more oriented.)

---

## New Gestures

---

iOS 5 brings a few new gestures that work with four or five fingers down:

- Reveal the multitasking bar: Swipe up.
- Switch between apps: Swipe left or right.
- Return to the Home screen: Pinch in toward the center.

I found these gestures fun to learn and easy to use. To turn them on, tap Settings > General, and then swipe down to locate and turn on the Multitasking Gestures option.

**Note:** You must be running iOS 5.0.1 or later for these gestures to work on an original iPad.

Also, with just one finger, you can swipe down from the top of the screen to pull open the new Notification Center, which I discuss next.

---

## New Notification Options

---

A striking new aspect of iOS 5 is the Notification Center, which you open by swiping down from the tippy top of the screen with one finger. *Notifications* are short messages about timely happenings, such as alarms on calendar events, incoming text messages, and your turn in a game (**Figure 3**). You can control which notifications appear in the Notification Center, as well as which show ephemerally in banners and which show in alerts and require a tap from you before they disappear. Flip ahead to [Notifications](#) to learn more.



**Figure 3:** The new Notification Center shows timely information, including incoming text messages and current calendar items.

---

## Many New iCloud Services

---

A key component of iOS 5 is the way it works with Apple's new iCloud online service. Unlike iCloud's predecessor, MobileMe, iCloud is free, though you may wish to pay for additional storage space.

New features in iCloud include automatic downloads of (some) media that you purchase from Apple, wireless backups of your iPad to iCloud, and Photo Stream sharing of your recently taken photos among various devices and computers. I talk more about [iCloud](#) later.

---

## New Apple Apps and Options

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iOS 5 installs a few new apps: [Messages](#) enables even Wi-Fi-only iPads to send and receive text messages, [Reminders](#) is a new way to handle certain to-do items, and [Newsstand](#) is for reading magazines on your iPad, usually magazines where some content is free but most content requires a paid subscription. One other change is that the iPod audio-playing app is now called [Music](#).

In addition to the preinstalled apps, iOS 5 brings two additional Apple apps that you can download from the iTunes Store—[Find My Friends](#) and [Cards](#) ([Cards](#) is an iPhone app that helps you make customized greeting cards).

The icons for these new and changed apps are shown in **Figure 4**.



**Figure 4:** The icons for Apple’s new (and renamed) apps in iOS 5.

Some older apps also have new features. A few of the more important changes are these: Safari has tabs (see [More Safari Tips](#), first bullet item), Photos integrates with iCloud’s Photo Stream (read [Turn On Photo Stream on Your iPad](#)), and Calendar can issue invitations (for help with this potentially tricky topic, read [Take Control of iCloud](#)).

---

## Easier Typing

---

iOS 5 brings two keyboard-related changes. First, there’s now a split keyboard option that should make it much easier for thumb typists to type rapidly—if you need to type on your iPad while holding the iPad in both hands, you may wish to become a thumb typist. Second, you can set up the new Shortcut feature so that when you type something short, the iPad replaces it with a longer expansion. For example, I made a shortcut that replaces `ttt` with `Tonya Engst`. You can control these options in Settings > General > Keyboard, and I talk about them more in [Type On the Virtual Keyboard](#).

---

## AirPlay Mirrors through Apple TV to HDTV

---


Apple’s AirPlay technology lets you stream media from your iPad to another device, like stereo speakers or an Apple TV, instead of listening to the audio or viewing the video on the iPad itself. In iOS 5, Apple added the capability to stream a mirror image of whatever is on the screen of an iPad 2 to a second-generation Apple TV, which then

displays it on an HDTV. You can read more about AirPlay ahead, in [Play Media with AirPlay](#).

---

## Twitter Integration

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You can now set up your Twitter account in Settings > Twitter so that any Twitter apps that you might have installed can automatically pull in your Twitter feed. Plus, once you've set up your Twitter account, you can share photos via Twitter using the arrow  button in the Photos app. You can choose which apps have access to your Twitter account.

**Tip:** If you tap Settings > Twitter > Update Contacts, your iPad will compare your contacts against the list of people who you follow on Twitter, and the people who follow you. If it finds a match, it will add that person's Twitter avatar photo and Twitter ID to the appropriate entry in Contacts.

---

## Wi-Fi Sync

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And... the feature we've all been waiting for... Wi-Fi syncing via iTunes! Somewhat overshadowed by all the hoopla around iCloud, Wi-Fi syncing works much like a normal USB-cabled iTunes sync, except that you don't connect the iPad to a computer using a cable. Instead, you connect it through a local Wi-Fi network. I explain how to set up Wi-Fi syncing, along with the pros and cons of syncing data with iTunes, in [Manage an iTunes Sync](#).

---

## Setup Assistant

---

Setting up and activating a new iPad no longer requires that you connect the iPad to a computer running iTunes. Instead, when you turn on a brand-new iPad for the first time, you'll be walked through a series of screens that ask for basic information and let you configure a few fundamental features. You'll also run through this new Setup Assistant after resetting or restoring an iPad. I cover the Setup Assistant and the features that it asks you about in [Basic Setup](#).

# Decide What to Buy

Whether you're buying an iPad for yourself or a family member, or recommending one to a friend, this chapter helps you make an informed decision. It also notes other items you might want to purchase for your iPad, such as [AppleCare](#) and [Accessories](#).

---

## Which iPad Is Right for You?

---

You can buy an iPad from various venues, including an Apple store, AT&T store, Verizon Wireless store, Best Buy, Target, Walmart, or the Apple Online Store ([http://store.apple.com/us/browse/home/shop\\_ipad/family/ipad](http://store.apple.com/us/browse/home/shop_ipad/family/ipad)). Your shopping trip may be more effective, however, if you've considered your options first.

**Timing?** The iPad is pretty fabulous. But the next major model of the iPad could be even more fabulous. For example, Apple may add more storage space while holding the price at the same level. Or Apple might improve the camera or integrate the new Siri voice assistant found in the iPhone 4S. I predict that Apple will change the iPad lineup in early 2012.

---

***If you want a small laptop:*** *If you know how to run a Mac and want a smallish portable device for checking email, writing, spreadsheet work, database entry, and other typing or mousing intensive tasks, what you want instead is the 11-inch MacBook Air because of its far superior keyboard and better precision "mousing" on its trackpad or with an attached mouse (<http://www.apple.com/macbookair/>).*

---

## iPad or iPad 2?

If immediate cost is a big concern and you feel comfortable buying a used or refurbished iPad, by all means buy an original iPad. You'll get an enjoyable device that does nearly everything the iPad 2 does, and you'll save some money. On the other hand, once you hold a lighter, thinner iPad 2, I can almost guarantee that you'll want it instead. The original iPad feels clunky in comparison.

# Know Your Hardware

Some people can look at the iPad and instantly know what the buttons and cable-connection ports are for. If that's you, please skip this chapter and move on to a more advanced topic! However, in case you need help, this chapter aims to clarify matters.

---

## Which iPad Do You Have?

---

Your son-in-law gave you an iPad for your birthday and, really, you've been so busy playing [Word with Friends](#) with your grandson and watching streaming sports, you haven't paid attention to which iPad you have, but now you need to know. The trick? Look for the camera lens.

Orient your iPad so the Apple logo on the back is right side up. Now look in the upper-left corner of the back face of the iPad. If you see a small round hole, that hole is one of the cameras—you have an iPad 2. If you don't see a hole, then you have an original iPad.

**Note:** To learn more about the differences between the original iPad and the iPad 2, see [iPad or iPad 2](#), earlier.

---

## Original iPad

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**Figures 5–8** show the original iPad in an upright, “portrait” position, with the docking port and the round Home button at the bottom. The figures begin at the upper left and work their way 'round from there.

# Basic Setup

This chapter looks at the topics that come up in the iPad's iOS 5 Setup Assistant—Location Services, Wi-Fi Network Connections, Backing Up and Restoring, Apple ID, and iCloud.

This chapter is for you if:

- You are turning on a new iPad for the first time.
- You are rebuilding an iPad for a new owner or because your iPad had a serious error and needed to be reset or restored.
- You want to understand or adjust the choices you made in the Setup Assistant.

The next chapter, [Advanced Setup](#), looks at setup options not currently handled by the assistant, but that I think you should also pay attention to.

---

## About the Setup Assistant

---

Unlike in the past, when you would set up an iPad using iTunes on a computer, setup happens on the iPad's screen with iOS 5.

Working with the iPad's Setup Assistant is like checking in before you board a cruise ship: you have to answer a few questions before you can cross the gangplank. There are two ways to start the Setup Assistant: turn on a new iPad that's not been set up (see [Turn Your iPad Off and On](#)), or reset or restore an old iPad.

The topics in this chapter correspond to the typical order of the major questions that the assistant will ask you.

**Setup tip:** If you are running the Setup Assistant, look for a few blue-backed boxes like this one—they were written for you!

# Advanced Setup

In the previous chapter, [Basic Setup](#), I covered options that come up in the iPad's Setup Assistant. The Setup Assistant gets you up and running, but to fully furnish your iPad, there are more important options to configure.

In this chapter, I first look briefly at profiles, because if a profile is installed on your iPad, it's possible that some aspects of this chapter won't work exactly as described. After that, I talk about a few key topics that nearly every iPad owner should pay attention to—how to operate the [Lock Screen](#), set [Security Measures](#), and handle [Notifications](#).

With those key topics out of the way, I then move on to additional important options. These will matter a great deal to some people, but others may find them esoteric or unrelated to their current iPad use. That's fine—just flip through and follow the directions as needed in [3G Network Connections](#), [Updating the Operating System](#), [iTunes Sync](#), and [Bluetooth Connections](#).

---

## Do You Have a Profile?

---

If you received your iPad from your employer, or if you are student and your school gave you an iPad, your device may have a profile stored on it. This profile was created by your organization's IT department. And, if your iPad doesn't have a profile, you may be asked to install one through a link provided on the Web or in email.

A *profile* contains certain customizations and limitations that come part and parcel with your use of the iPad. For example, special apps might be pre-installed on your Home screen; you might have accounts pre-configured for you in Settings > Mail, Contacts, Calendars, like a calendar- or contact-related account for your place of work, or an email account; a VPN (virtual private network) might be set up to ensure that you use the Internet more securely; or you might be not be allowed to use some apps. Also, a profile may require that you have a passcode set at all times, or it may require you to have a more elaborate passcode than the four-digit option shown in **Figure 21**, slightly later in this chapter.

# Power Up (and Down)

How many people does it take to charge and turn on an iPad? If your answer is “more than one,” then you need to read this chapter. We’ll look at the basics of charging the battery and keeping it happy, and make sure you know how to [Turn Your iPad Off and On](#). You should get comfortable with the power switch just in case your iPad freezes with an unfortunate error or crash.

---

## Handle the Battery

---

For those accustomed to short laptop and iPhone battery life, the iPad is a revelation—Apple claims a 10-hour battery life, and depending on how you use it, that might even be a conservative estimate. You can check the battery’s charge by looking at the indicator in the status bar on the iPad screen (top right).

To ensure that your iPad will work unplugged whenever you want it to, establish a charging location where you can easily place the iPad when nobody is using it. For example:

- Set up a spot for the iPad on your night table, and plug it into a wall outlet while you sleep.
- If you work at a desktop or laptop computer for several hours most days, plug it into the computer’s USB port while you work. (But read [Pick a Powerful Port](#), just ahead, if you do this!)
- Buy an iPad car charger, and charge the iPad during your commute.
- Set up a plugged-in dock on your kitchen counter, and put your iPad there when you’re not using it. For more enjoyment, you can also use your iPad in that location to play music or podcasts, show recipes, or display photos in Picture Frame mode. (If necessary, put your iPad in a plastic food storage bag to protect it from kitchen splatter. You can run the touchscreen through the bag.)

# Learn the Interface

Interacting with an iPad is more direct than interacting with many other electronic devices. For example, shaking it (like a salt shaker) is not only permitted, it's expected!

In this chapter, I walk you through basics like using the Home screen and making *gestures* (movements with your fingers). After that, I discuss various interface-related activities: typing, copying and pasting, multitasking, and more. (For help with the physical buttons on the iPad, see [Know Your Hardware](#), earlier.)

---

## Go Home

---

The Home screen has a series of *pages* that contain icons for your apps (**Figure 31**). If you are not on the Home screen, you go there by pressing the round Home button.



**Figure 31:** Here is a default iPad Home screen, with the apps that are installed with iOS 5 on an original iPad. The default installation on an iPad 2 also includes the FaceTime and Camera apps. Notice the dark status bar at the top and the Dock at the bottom.

# Customize the Home Screen

Whether your Home screen has just one page with mostly the default apps from Apple or several pages loaded with third-party apps, you have several options for making it more fun to look at and more efficient to use. You can:

- [Change the Background Image](#)
- [Move App Icons](#)
- [Make Folders](#)

In this chapter, I explain each option.

---

## Change the Background Image

---

A universe of options is available for the background “wallpaper” image on your iPad’s Home screen, and I am referring to far more choices than just the earth-from-space image in Apple’s Wallpaper collection. You can use any photo in Apple’s Wallpaper collection, as well as any image that you’ve added to the Photos app or to your iCloud Photo Stream.

Follow these steps to change your Home screen’s background image:

1. Tap Settings > Brightness & Wallpaper, tap the Wallpaper well, and then tap your way to the thumbnail-sized representation of the photo you want to use for your background image.

**Tip:** If you want to use your own image, and need help adding it to the Photos app or your Photo Stream, consult [Add Photos to the Photos App](#), much later.

2. Tap the thumbnail of the image that you want to use.

The iPad screen shows this image at fullscreen size.

3. At the top right, tap Set Home Screen or Set Both (**Figure 44**).

# Work with Calendars, Reminders, and Contacts


Your iPad came with three Apple apps for handling organization: [Calendar](#), [Reminders](#), and [Contacts](#). In this chapter, I look briefly at each app in turn, and then I look at how you can share and sync the data in these apps with other devices or people.

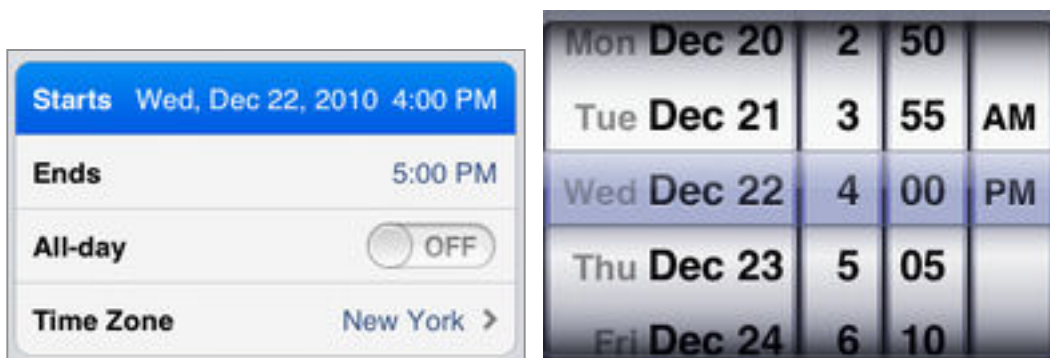
---

## Calendar

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The Calendar app has many views, and you can navigate easily with the controls at the top and bottom of the screen.

To add an event, tap the plus  button at the lower right and fill in the requested info, noting that you need only fill in the fields that are helpful to you. To fill in the start and end times for an event, tap Starts Ends; then, in the Start & End screen (**Figure 47**), tap Starts and “turn” the wheels below to show the time and date the event starts. Tap Ends to show the time and date the event ends. (Or turn on the All-day switch). Tap Done when you finish.



**Figure 47:** To enter the time when an event begins, tap Starts (left) and then drag the wheel controls (right).

**Tip:** To add an event quickly, touch and hold on the date of the event until the Add Event popover appears. (This won't work in Year view.)

You can overlay events from more than one calendar in the Calendars app. To see what calendars are available, tap Calendars at the upper

# Send and Receive Email

If you want to read email on the iPad and you have a webmail account, you can use Safari to access your email, just as you would in any other Web browser. However, you can also read your email with the Mail app that comes with iOS 5, or even in a third-party email app. In this chapter, I talk about using the Mail app.

For fun, at the end of this chapter, I look at two modern alternatives to email—sending text messages in the [Messages](#) app and having video conversations in [FaceTime](#).

---

## Set Up Your Email Account

---

To configure Mail so that it can send and receive email, you have a few options:

- Sync your email account settings from your desktop computer to your iPad with an [iTunes Sync](#). This “sync” is not a sync, as it transfers settings only one way, from your computer to your iPad. It does not transfer any messages; all it does is transfer settings.
- Configure an iCloud, Exchange, or Google account, as I described in the previous chapter. If you’ve already set up one of those accounts, all need to do is turn on the Email switch in Settings > Mail, Contacts, Calendars > *name of your account*.
- Set up a new email account by tapping Settings > Mail, Contacts, Calendars > Add Account.

After you’ve set up an email account, be sure to look over and customize the options found at Settings > Mail, Contacts, Calendars, under the “Mail” heading. Also, [Set Up Push or Fetch](#) for your email.

**Tip:** If you need help, or are interested in the myriad details of how mobile email can be best configured, please read the amazingly detailed [Take Control of Mail on the iPad, iPhone, and iPod touch](#).

# Read Ebooks, Magazines, and More

Given that I'm co-publisher of the Take Control series, it would be an understatement to say that I'm fairly interested in reading on the iPad. In this chapter, I've tried to boil down everything that I know into just a few pages. I begin with some general pointers, continue with a look at Apple's iBooks ebook-reading app, and then look at magazine reading options, including the new-in-iOS-5 [Newsstand](#).

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## Get Started with Reading Ebooks

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If you're new to reading ebooks on the iPad, here are some ideas for how to get started:

- Read *this* ebook on your iPad! For example, you can read it in the Safari app by logging in to your Take Control Ebooks account at <http://www.takecontrolbooks.com/account>, or you can load the PDF into iBooks as described in [Read in iBooks](#), later in this chapter.
- If you aren't sure how to begin or you want to use Apple's iBooks ebook app, skip ahead to [Read in iBooks](#).
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# Listen to Music, Podcasts, and Audiobooks

Like the Walkmans and boom-boxes of yore, the iPad is a great music player. It's also handy for listening to podcasts and iTunes U lectures. In this chapter, I first look at the Music app with a focus on putting music into it. I then provide pointers on acquiring [Podcasts and iTunes U Lectures](#) and [Audiobooks](#), which you listen to in the Music app.

I also talk about the [Audio Playback Controls](#).

## Audio File Formats That Play in the Music App

You get a wide range of options for the file types that will work in the Music app:

- ◆ General music files: AAC, MP3, AIFF, WAV and Apple Lossless.
- ◆ Podcasts: AAC and MP3
- ◆ Audiobooks: Any of the above formats, so long as the audiobook file is DRM-free *or* purchased from Audible.

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## Music

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The Music app is your headquarters for playing audio on your iPad, especially audio from Apple and/or synced with an iTunes Sync.

In most cases, one of these options will work nicely for moving your tunes into Music.

- Copy the file from your desktop computer with an iTunes sync, as detailed in [Manage an iTunes Sync](#), later.
- From within the iTunes app on the iPad, buy music.
- Download purchased iTunes songs using iCloud's redownload option: In the Music app, tap Store at the lower left. In the iTunes Store, tap the Purchased button in the lower right. Tap Not On This

# Take and Enjoy Photos and Videos

If you have an iPad 2, you can take photos and videos using the built-in cameras. And, no matter which iPad you have, you can view photos in the Photos app, in Picture Frame mode, and in the Videos app, and that's just the beginning of your options. In this chapter, I discuss taking photos with the iPad 2 and how to copy photos on and off an iPad. I also talk about watching video in Apple's Videos app and mention a few third-party alternatives.

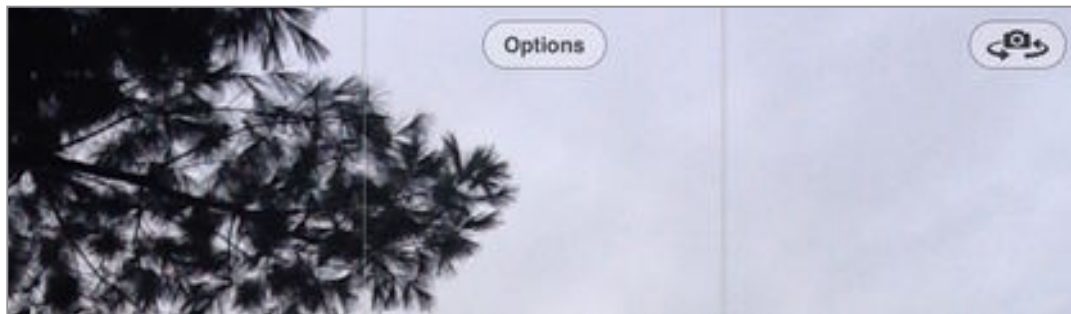
(To learn about Picture Frame mode, see [Lock Screen](#), earlier. )

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## Use the Camera

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If you have an iPad 2, to take a photo or video, open the Camera app. Once you have the app open, you'll see the image that's coming in through the currently active camera. You'll also see one or two buttons overlaid on the top of the screen (**Figure 67**).



**Figure 67:** When you use the rear-facing camera, you can tap the Options button at the top of the screen to turn on the grid and you can tap the Camera Swap button (upper right) to switch to the front-facing camera. The three-by-three grid is turned on here—you can see two vertical lines dividing the cropped image into thirds.

Refer to **Figure 67** above and **Figure 68** below as you read these notes on using the Camera app:

- The rear-facing camera on the back of the iPad boasts a higher resolution than the front-facing one, so use the rear-facing camera

# Find Yourself, Your Friends, and Your iPad


In this chapter, you can find an introduction to three of Apple's apps that you can use, respectively, to find yourself, find your family and friends, and find a missing iPad.

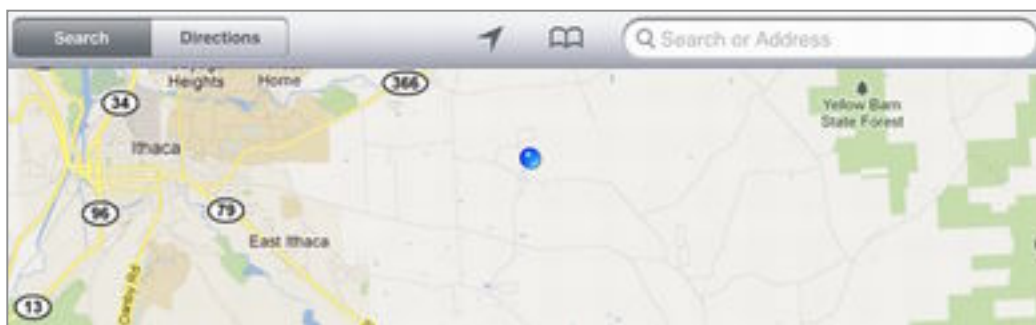
Each of these apps uses the iPad's Location Services feature. Flip back to [Location Services](#), much earlier, if you want a refresher on how it works.

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## Maps

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In the Maps app, to figure out where you are, you can tap the Locator  button on the toolbar to get a blue "pin" on the map, indicating your current location (**Figure 73**).



**Figure 73:** Working in the Search view, I tapped the Locator button in the toolbar to find my location on the map.

Here are some mapping tips:

- You can search for somewhere else in the search field at the upper right. In **Figure 74**, I've found McGraw Tower, which is the source of beautiful bell concerts at Cornell University.

# Surf the Web with Safari

The Safari app on the iPad is the mobile version of the same Safari Web browser that you may be using on your computer. Because it must fit on the iPad's smaller screen, some important aspects of using Safari may not be immediately obvious. In this chapter, I assume that you are already in control of the basics of Web use and instead focus on more advanced aspects of using Safari on the iPad.

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## Secure Safari

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Safari's AutoFill feature is a wonderful amenity. It can automatically enter your contact info when a Web site asks for it, such as in a shopping cart. It can also store usernames and passwords, and thus help you breeze through site logins.

To turn on AutoFill:

1. Tap Settings > Safari > AutoFill.
2. If you want Safari to try to fill in your contact info automatically, turn on the Use Contact Info switch. Then, then tap My Info and choose yourself from your contacts list (if you don't have an entry, create one in the Contacts app).
3. If you want Safari to autofill login information, turn on the Names and Passwords switch. (If you turn it on, as you log in to Web sites in the future, you'll be asked if you want to store the login info.)

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***Don't make it too easy!*** For many people, Safari's AutoFill is a must-have convenience. However, you don't want to extend that convenience to any random passerby who might pick up your iPad. If you use AutoFill, you should set up a Lock Screen passcode (see [Security Measures](#), earlier.)

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Safari's AutoFill can't be linked to other password-keeping systems, so if you change a password on your desktop computer or smartphone, Safari on your iPad won't know about it. To work around this problem, you can install a third-party app that works not only on your iPad but also on other devices that you own, allowing you to store all your

# Download and Manage Apps

The iPad's pre-installed apps do many things, but they do not come close to unlocking the full potential of your iPad. Through Apple's App Store, you can download a treasure trove additional apps from Apple and from third-party developers, many of which are free or cost less than \$5.

In this chapter, I introduce you to the App Store, and describe how to download, update, share, and deleting, apps.

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## Find Great Apps

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Whatever your hobby, interest, or goal, there's likely an app (or more likely, ten apps) related to it. Further, some programs on your regular computer likely have iPad counterparts. For example, the popular [Dropbox](#) file-sharing service has an iPad app, as does the voice-over-IP service [Skype](#).

You can see ratings and read reviews in the App Store, but it can be hard to find what you want among the many choices or to determine if a new version of an app has addressed reviewer comments. Here are some ideas for pondering prospective purchases:

- Browse in *Macworld's* AppGuide, at <http://www.macworld.com/appguide/>.
- Try the App Store Genius feature: Open the App Store app, and tap Genius in the tab bar at the bottom of the screen.

# Manage an iTunes Sync

iTunes got its start as a program that could manage audio files. When Apple first released the iPod, Apple modified iTunes so that you could transfer music from iTunes to the iPod. Since then, iTunes has been enhanced to transfer not just music, but also contacts, calendars, photos, and more. If you are a control freak with time to spare, you'll love the many options for synchronizing data in iTunes.

When you sync your iPad with iTunes, you connect the iPad to a specific computer, usually one that you use regularly, in order to transfer files and data between the computer and the iPad, and (optionally) to back up your iPad. You can make the connection with the Dock Connector to USB cable that came with your iPad, or through a local Wi-Fi network.

**Note:** If you've read this ebook straight through so far, you've already found specific information about many types of data that you can sync through iTunes. For example, [Sync Calendars, Reminders, and Contacts](#) has a topic about iTunes syncing and [Set Up Your Email Account](#) talks about syncing email settings through iTunes.

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## Decide If You Should Set Up an iTunes Sync

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Here are some reasons why you would set up a wired or wireless iTunes sync:

- You need to move files and data to and from your iPad, and you don't have a reliable, affordable, or available Internet connection.
- An iTunes sync is a convenient or obvious way to transfer something between your computer and your iPad. For instance, you may want to transfer media that you've stored in iTunes, but that you did not purchase from Apple—this could be music that you've ripped from your own CDs or an ebook bought from the Take Control Web site. Also, for some iPad apps, iTunes may be the only supported method of syncing data.

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## About the Author

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Tonya Engst is best known for co-founding the *TidBITS* (<http://tidbits.com/>) online publication in 1990 with her now-husband Adam Engst. Tonya also co-founded and is Editor in Chief of the Take Control series, published by TidBITS Publishing Inc. When she's not working at her computer, using her iPad, or hanging out with family and friends, you can probably find her outside, riding a bicycle or cross-country skiing.

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Thanks to Apple for making amazing technology that's (usually) fun to spend time with.

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## About the Publisher

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Publishers Adam and Tonya Engst have been creating Apple-related content since they started the online newsletter *TidBITS*, in 1990. In *TidBITS*, you can find the latest Apple news, plus read reviews, opinions, and more (<http://tidbits.com/>). Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

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