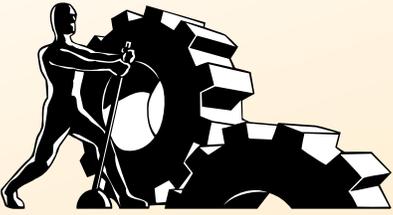


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Read Me First

Welcome to *Take Control of Your iPad, Second Edition*, version 2.0, published in February 2013 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 iPad in iOS 6. You'll find many real-world tips that will help you optimize your iPad experience and avoid problems.

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Updates & More

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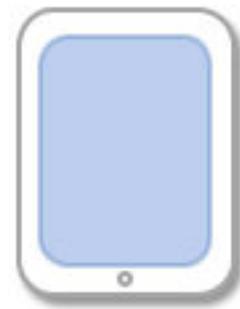
Links

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Where’s the Top?

Because the iPad works no matter how you rotate it—sideways and upside down are okay—it’s hard to know what’s meant by a direction like “look at the top.” My top right may be your lower left.

When I write a direction like “top right” or “bottom center,” I am referring to an iPad in *portrait* orientation, as shown in the image adjacent to this paragraph, with the round Home button at the bottom.



Siri

Siri is a voice-recognition feature wherein the iPad responds to spoken commands, such as “Play music” or “Search the Web.” Although Siri doesn’t work with the iPad 2, it does work with newer iPads covered in this ebook, the mini and 3rd- and 4th-generation iPad. (I say more about Siri in [Speak Commands with Siri](#), later.)

Siri Tip: This ebook is sprinkled with tip boxes like this one that help you run your iPad by talking to it. Note that you can open the Settings app described next by saying “Open Settings.”

iPad Navigation

I often use a shortcut to describe tapping a sequence of buttons or icons in the iPad's interface. For example, I might write “tap Settings > Sounds > Text Tone” to tell you to open the Settings app (**Figure 1**), tap Sounds at the left (**Figure 2**), and then tap Text Tone at the right.



Figure 1: Tap the icon for the Settings app.



Figure 2: Tap Sounds at left to open the Sounds pane at the right.

What's New in the Second Edition

This second edition is about taking control of an iPad that's running Apple's iOS 6 operating system. The first edition talked about iPads with iOS 5, and before that this ebook had a different name—*Take Control of iPad Basics*—that discussed the iPad with iOS 3 and iOS 4.

To talk about iOS 6, I kept the same basic outline, but I rewrote huge swaths of text due to the many changes that Apple has introduced with iOS 6.

You can quickly jump to the most important of the modified topics by clicking a link in the list below:

- In [Understand Your iPad](#), I've removed most of the content about the original iPad, since it can't be upgraded to iOS 6. The chapter now focuses on the iPads that can run iOS 6: the mini, iPad 2, and 3rd- and 4th-generation iPads. (If you have an original iPad, visit [Ebook Extras](#) to access this ebook's blog, where you can download the previous edition—it covers the original iPad with iOS 5.)
- I've revised all discussion of iTunes to cover iTunes 11, which Apple released in late 2012. If you are using iTunes 10, broadly speaking, this ebook will work for you, but some details may not match.
- In [Storage Capacity](#), I added a more complete explanation of why your iPad's self-reported capacity in the Settings app is lower than its advertised capacity.
- In [Notifications](#), I now explain how send a quick tweet or Facebook posting directly from the Notification Center.
- [Speak Commands with Siri](#) now discusses how to tell your iPad what to do, or ask it questions, using your voice. The [Dictate](#) topic is slightly expanded, since I now find it to be less of a novelty and more of a useful feature. Blue tip boxes scattered throughout the text alert you to commands you can issue with Siri.
- In [Type on the Virtual Keyboard](#), I added information about including an Emoji keyboard in the onscreen keyboard's repertoire, so that you can spice up your iMessages and other writing with amusing icons.
- Apple has finally added the Clock app to the iPad. I explain the basics and show you how to set an alarm for every day of the week in a new chapter, [Be On Time](#).
- In the chapter that's now called [Get Organized](#), I added a [Notes](#) topic and expanded the [Reminders](#) topic. An important update is an explanation of how [Google Sync](#) has changed.
- The [Stay in Touch](#) chapter has a new bullet item about attaching a photo or video to a message from within the Mail app.
- The topics about the various apps are longer than they used to be, with more depth and tips, plus an overall update for iOS 6.

Introduction

This ebook is for you 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 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, explore core aspects of setting up and customizing an iPad, and look at several noteworthy apps from Apple. All the while, I point out helpful tips and habits that will help you work more productively and entertain yourself more fully with your iPad.

I have repeatedly spoken with friends and family who have an iPad but have become frustrated due to missing some key instruction for how to operate it. They typically feel upset, and perhaps that's because the iPad gets so much good press—they worry that there might be something wrong with *them* if they don't love the iPad.

I tell them not to worry, and I'll say that to you, too. The iPad is a fabulous device, but anything that has batteries and an operating system is bound to be frustrating some of the time. In this ebook, I aim to help you feel more confident and comfortable when using your iPad, and to explain many of the more baffling aspects of iPad use.

I talk about the models of the iPad that operate with Apple's iOS 6, the iPad 2 and the mini, and the 3rd- and 4th-generation iPads. (If you aren't sure which iPad you have, skip ahead a few pages to [Which iPad Do You Have?](#))

Because you may wish to connect your iPad to a computer in order to sync it with iTunes, I discuss Macintosh and Windows PC connections in iTunes.

Let's begin!

Note: In this ebook, I assume that your iPad is running at least version 6 of Apple's iOS operating system. If that's not the case, or if you aren't sure, please see [iOS Updates](#).

iPad Quick Start

If you follow the advice in this book from start to finish with a new iPad in hand, by the end, 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.

Set up your iPad:

- For help with the Set Up Assistant that runs when you turn on a new iPad, read [Run the Setup Assistant](#).
- Go beyond the tasks in the Setup Assistant and find expanded advice on questions asked by the Setup Assistant in [Handle More Setup](#).
- [Customize the Home Screen](#) with a “wallpaper” photo and folders.
- Get directions for how to [Manage an iTunes Sync](#).

Learn iPad fundamentals:

- Be sure you know the answer to [Which iPad Do You Have?](#)
- Learn how to [Turn Your iPad On & Off](#), and get tips for smart ways to [Charge the Battery](#).
- If you're not sure what all those controls and slots around the edge of your iPad are for, read [Ports & Buttons](#).
- Read [Learn the Interface](#) to get going with gestures, start speaking to Siri, learn typing tricks, manage the multitasking bar, find a lost app, copy and paste text, adjust the volume, and more.

Use apps on your iPad:

- Learn how to [Shop for Apps](#).
- 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 [Be On Time](#) and [Get Organized](#).

- [Stay in Touch](#), whether you want to send email with Apple's [Mail](#) app, send short [Messages](#), chat in [FaceTime](#) with video, or start using [Twitter & Facebook](#).
- Use your iPad as an ebook reader extraordinaire! In [Read Ebooks & Magazines](#), you'll discover the difference between a PDF and an EPUB, plus locate reading material and put it on your iPad. Also, get tips for how to read in [iBooks](#) and use Apple's [Newsstand](#) app.
- Make your iPad sing (and talk) in [Listen to Music & More](#).
- Learn to take photos (and videos) with your iPad in [Camera](#).
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- Interested in watching a movie? Read [Videos](#).
- Get advice on how to use some of Apple's map-related apps in [Find Yourself, Your Friends & Your iPad](#).
- Fill in forms faster, take advantage of [Tabs & iCloud Tabs](#), use the [Bookmarks & Reading List](#), and more 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 on the Web at http://manuals.info.apple.com/en_US/ipad_user_guide.pdf or in the Safari Web browser on your iPad. To view it in Safari, tap the Bookmarks  button in the toolbar and—from the top level of the Bookmarks category—choose iPad User Guide, way at the bottom.

Understand Your iPad

We won't psychoanalyze your iPad in this chapter, but we will consider the different hardware components inside the iPad, particularly those that are optional, so that you understand what your particular iPad can do. This chapter covers several topics:

- First, I help you figure out which iPad you have.
- After that, I explain a few important hardware components, particularly those that differ amongst the iPad models—the [Processor](#), [Storage Capacity](#), [Touchscreen](#), and [Radios](#).
- I wrap up with a tour of the iPad's physical parts and ports—the [Cameras](#), [Headphone Jack](#), [Microphone](#), [Sleep/Wake \(Power\) Button](#), [Side Switch](#), [Volume Rocker](#), [SIM Card Slot](#), [Connector Port](#), and [Home Button](#).

Which iPad Do You Have?

If you bought your iPad long ago or received it as a hand-me-down, you might not be sure which model you have. Fortunately, it's easy to figure out which one you have. Once you know, you'll get more mileage out of this ebook. Also, you can impress your friends and wow your local iPad expert.

Here are three resources where you can look up the model:

- **Apple:** For this approach, first find the model number, supplied in tiny type on the back of your iPad. It will begin with an A. Consult <http://support.apple.com/kb/HT5452> to match the number to the model name. (This general model number relates to the physical iPad, but not to anything it shipped in or alongside.)
- **Web:** On the iPad, tap Settings > General > About and look for the Model entry. Enter this model number in a Web search engine, and scan the first page of results. Most of the summaries on this page should mention the model number and name. (This model number indicates the entire package the iPad came in—which box, which accessories or brochures were included, and so on.)

- **Mactracker:** This well-regarded, free app can be installed on an iOS device or a Mac (<http://www.mactracker.ca/>). It provides detailed specs for iPads and many other Apple products (**Figure 3**). In Mactracker, you can search using the model number from the back of the iPad *or* from the Settings > General > About screen.



Figure 3: To research your iPad in Mactracker on a Mac, select the iPad category at the left and then enter the model number in the Search field at the upper right. An entry for the iPad model should appear. To learn more about it, double-click the entry.

Note: If you have an original iPad, called “iPad (Wi-Fi)” or “iPad (Wi-Fi + 3G,” this ebook isn’t aimed at you, since your iPad cannot run iOS 6. However, you can download an earlier edition; see [Ebook Extras](#) and look on the Blog tab.

Power Up & Down

If you can't find the power switch, you may not be able to start using your iPad, so I've put this chapter up front, just in case you are stuck on this small point.

Beyond helping you with the power switch, I also talk briefly about what to do if your iPad won't turn on or off, and offer some tips on how to [Charge the Battery](#).

Turn Your iPad On & Off

Most of the time, you won't power your iPad down—your iPad will either be awake or asleep. To wake your iPad from sleep, press the round Home button on the front face of the iPad, or press the Sleep/Wake button on the top, right edge (see [Where's the Top?](#), earlier).

To turn on the iPad, hold the Sleep/Wake button down for a few seconds until the Apple logo appears on the screen.

If you want to turn your iPad off—perhaps because it is behaving weirdly and you want a fresh start, or because you don't plan on using it for a while and want to preserve as much battery charge as possible—hold the physical Sleep/Wake button down until the screen darkens. Then, slide the “slide to power off” slider that pops into view.

If Your iPad Won't Turn Off

If the above directions for turning an iPad off don't work, try resetting the iPad: press and hold the Sleep/Wake button and the Home button at the same time for about 10 seconds until an Apple logo appears. When you see the Apple logo, release the buttons. Your iPad should reboot and return to normal operations, similar to what happens if you restart a desktop computer.

Note: Although this procedure is called “resetting,” it is different from the resetting troubleshooting technique described later, in [Starting the Setup Assistant to Reset an iPad](#).

If Your iPad Won't Turn On

Most likely, the problem is extremely low power. Plug your iPad into a good source of power, ideally a wall outlet, and wait for 20 minutes before you try turning it on again. If waiting doesn't help, try resetting the iPad, as described just above. (And if you are wearing polarized sunglasses, take them off—they can make the screen look black.)

Charge the Battery

Apple says that you can look forward to 9–10 hours of battery life while surfing the Web, watching video, or listening to music. And, if you undertake less power-intensive tasks like reading ebooks or taking notes you may get more hours from a single charge. 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](#), later in this chapter, 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. A benefit of this approach is that you can also listen to music or podcasts while you cook, or consult recipes. Or, you can display photos in Picture Frame mode. (If necessary, put your iPad in a plastic food storage bag to protect it from splatter. You can operate the touchscreen through the bag.)

The original iPad and the iPad 2 come with a 10-watt USB power adapter. You can charge a 3rd- or 4th-generation iPad with one of those older adapters, but your charge may go quite slowly. For a faster charge, power up with the 12-watt power adapter that came with the device. It's okay to charge an original iPad or iPad 2 with a newer 12-watt adapter.

Run the Setup Assistant

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.

Few people have the patience to carefully consider their answers as they work through the short Setup Assistant, and, fortunately, very few of your answers have long-lasting consequences if you later change your mind. In this chapter, we'll go through the Setup Assistant quickly. However, in case you want to reflect on your answers more fully, I provide links to expanded information later in the book.

Start the Setup Assistant

Before you start the Setup Assistant, consider if either of these special cases apply to you:

- **You can't connect to the Internet:** This would be the case if you aren't in a location where you can conveniently join a Wi-Fi network that's connected to the Internet *and* your iPad doesn't have a cellular data radio (see [Radios](#), earlier) or if your iPad does have a data radio, but you aren't willing (or able) to activate it. You can still set up your iPad, but you'll need a desktop computer (Mac or Windows) that has an up-to-date copy of iTunes installed on it. (See [Handle Syncing Preliminaries](#), near the end of this book, for pointers on deciding which computer to use and installing iTunes.)
- **You want to copy a backup from an old iPad to your iPad:** Back up that old iPad (or other iOS device) before you start the Setup Assistant on the new iPad. See [Backing Up and Restoring](#), ahead, if you need extended directions.

***Using an iCloud backup?** To copy an iCloud backup, you must be able to make a Wi-Fi Internet connection.*

There are two approaches to launching the Setup Assistant. In the first approach, just ahead, you're starting from a brand-new iPad. In the second one, you're setting up an old iPad as though it were new,

in order to give it to someone else or to troubleshoot a problem—skip ahead a page or so to [Starting the Setup Assistant to Reset an iPad](#).

Starting the Setup Assistant on a New iPad

If you have a new iPad, turn it on by pressing the [Sleep/Wake \(Power\) Button](#) firmly but briefly. Your iPad may need to boot up, so if you see nothing but an Apple logo on the screen for a minute or so, rest assured that nothing is wrong.

It is possible that your iPad is already set up. If the iPad screen shows a bunch of icons, then it's already set up and you don't need to read this chapter. More likely, the iPad will show the first screen of the Setup Assistant (**Figure 11**).

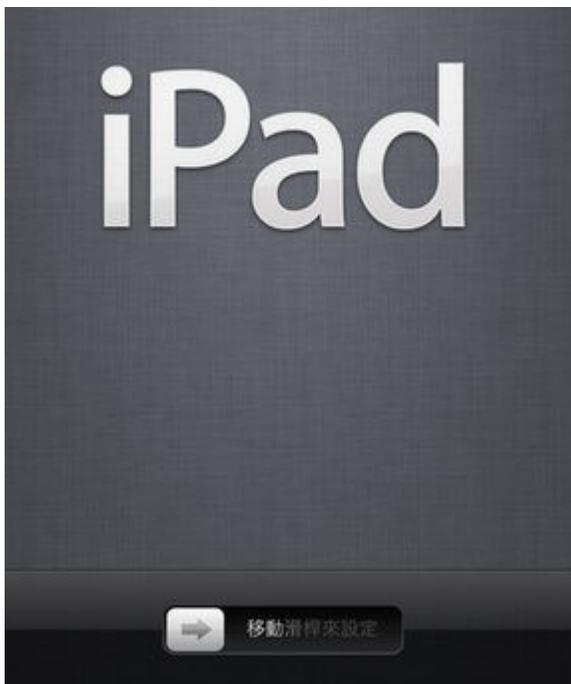


Figure 11: With your finger, slide the gray arrow to the right.

Put your finger on the arrow and slide it to the right. (If the screen dims before you get a chance to slide your finger, press the round Home button.) To continue, jump ahead a page or so to [Answer Questions in the Setup Assistant](#).

Starting the Setup Assistant to Reset an iPad

Although the sort-of reset that I described in [If Your iPad Won't Turn Off](#) will solve some iPad problems, it won't solve them all. The full reset described here is more drastic, because it completely erases the iPad.

Handle More Setup

In the previous chapter, [Run the Setup Assistant](#), I briefly covered the options that come up in the iPad's Setup Assistant. To fully furnish your iPad, you may want to learn more about what you chose in the Setup Assistant, plus you should set up additional important options.

I first look 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 [Important Security Measures](#), take care of [Backing Up and Restoring](#), and handle [Notifications](#).

With those key topics out of the way, I 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 [Apple ID](#), [Networking](#), [iOS Updates](#), [iTunes Sync](#), [Printing](#), and [Accessibility](#).

Do You Have a Profile?

If your iPad came from your employer, or if you are a 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.

A *profile* contains certain customizations and restrictions that come part and parcel with your use of the iPad. For example, special apps might be pre-installed; accounts might be pre-configured in Settings > Mail, Contacts, Calendars; a VPN (virtual private network) might be set up to ensure that you use the Internet more securely; or you might 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 a more elaborate passcode than the default four-digit option.

To see if your iPad has a profile installed, tap Settings > General, and look for a Profiles option. You can tap the option to learn more about what the profile controls.

Tip: If you receive a configuration profile in email or via the Web on your iPad, tap it to begin installing it.

Note: For more about profiles, look in [The iPad Manual](#) or visit Apple's "iPad in Business - IT Center" page at <http://www.apple.com/ipad/business/it-center/>.

Lock Screen

The first screen that you'll see after turning on (or waking up) an iPad is the Lock screen (**Figure 14**).

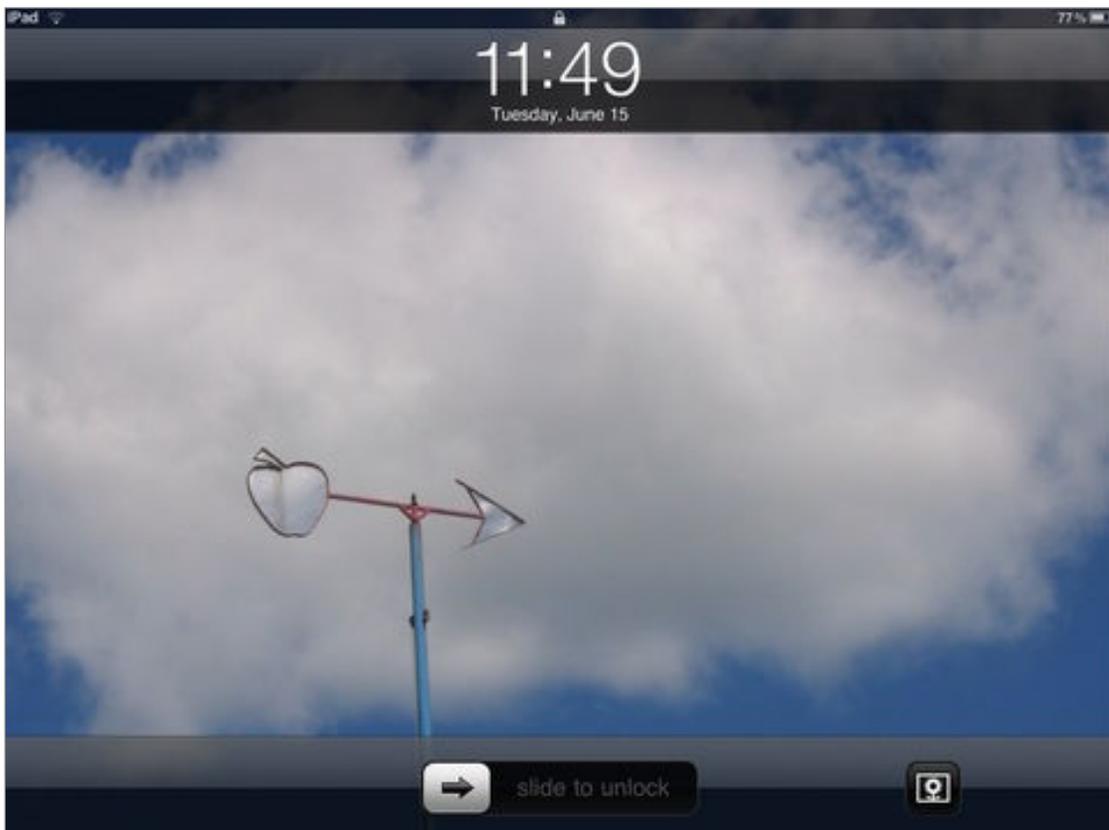


Figure 14: Here is my Lock screen, customized with a photo taken at an orchard near my house. Notice the "slide to unlock" slider (bottom, center) and the Picture Frame button (lower right).

You can customize the Lock screen in several ways:

- **Change the image:** Tap Settings > Brightness & Wallpaper, tap the Wallpaper well, and select an image. In the preview that appears, at the top right, tap Set Lock Screen.

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 many interface-related activities: typing, copying, multitasking, and more.

Go Home

The Home screen has a series of *pages* that contain icons for your apps (**Figure 38**). If you are not on the Home screen, you go there by pressing the round Home button.



Figure 38: The default Home screen in iOS 6. Notice the Clock icon for Apple's new-in-iOS 6 Clock app (left column). Also, the Maps icon has a new look to go with the fact that the Maps app was entirely re-done for iOS 6 (upper right). Apple has discontinued its YouTube app, so that icon is gone.

The Home screen has several areas, each with a different purpose:

- **Status bar:** Located at the top of the Home screen, the status bar shows the time, as well various indicators, such as the iPad's current network connection, if any. For instance, if you are connected to a Wi-Fi network, you'll see a Wi-Fi  icon near the upper left.
- **App icons:** Most of the Home screen is for icons of installed apps. Tap an icon once to open that app (press the Home button to return to the Home screen).
- **Dots:** A subtle set of dots above the Dock indicates which page you're viewing.
- **Dock:** Sitting at the bottom of the Home screen, the Dock provides a place where you can “tie down” commonly used apps and thus find them without combing through the entire “sea” of your Home screen (see [Customize the Dock](#)).

Stay in One App and Don't Go Home with Guided Access

If you'd like to limit your iPad to showing just one app and nothing more, with no option to return to the Home screen, you can turn on Guided Access. For example, perhaps you'd like your toddler to enjoy a certain app in the backseat of the car, but you don't want to risk anything being reconfigured while you negotiate freeway traffic.

You can switch on Guided Access in Settings > General > Accessibility. After tapping in a 4-digit passcode and indicating whether you want to permit sleep, open the app you want to allow and triple-click the Home button. Follow the instructions onscreen, noting that you can disable access to certain areas of the screen (such as, for example, a volume slider) and the hardware controls (so the physical Volume Rocker won't work).

To return to the Home screen, triple-click the Home button and enter the passcode.

Find & Launch Apps

If your Home screen has too many pages—it can have as many as 11 pages—or if your brain has temporarily locked up, you may have

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](#), and [Make Folders](#). In this chapter, I explain each option.

Change the Background Image

The options available for the background “wallpaper” image on your iPad’s Home screen range from ocean waves to denim, and you can use any photo in Apple’s Wallpaper collection, as well as any image in the Photos app.

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. Apple’s offerings appear under the Wallpaper item; your own pictures are organized by the albums and other collections in the Photos app.

Tip: If you want to use your own image, and need help adding it to the Photos app or your Photo Stream, consult [Adding Photos](#), 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 to apply the image to both the Home and Lock screens (**Figure 55**).

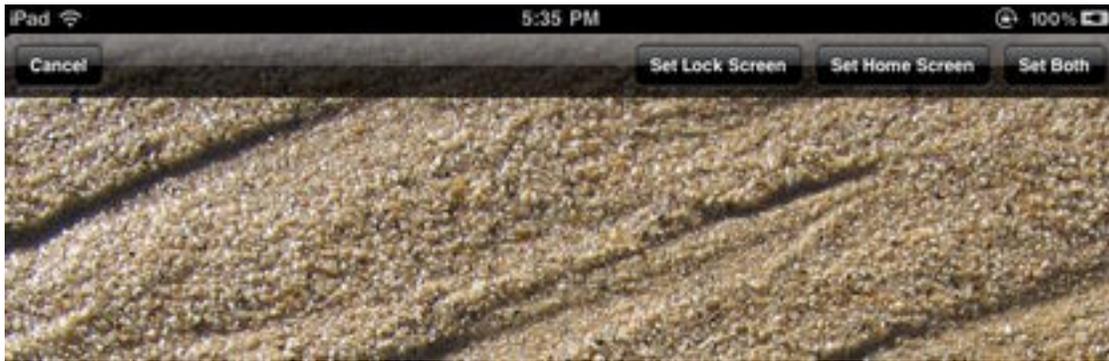


Figure 55: Because my Home screen is typically covered with icons, I find that a simple backdrop without a lot of detail works best. In this image, I'm just about to tap Set Home Screen to give myself a sandy beach backdrop, based on a photo that I took a few years ago.

The image now serves as a backdrop to your Home screen. You can change it again any time you like.

Adjusting the Brightness

To change the overall screen brightness, double-press the Home button to reveal the multitasking bar. Swipe from left to right to see more options, and then drag the control on the brightness  slider.

Move App Icons

It's easy to adjust the positions of the apps on the Home screen to make it simpler to locate those you use often or to categorize apps by putting them on different pages, or even into folders. For example, I keep a separate page for apps that my son enjoys and a special folder for software that's related to reading ebooks.

To start moving app icons, first touch any app on your Home screen until all the icons begin to wiggle. Next, make your changes—I give details below—and finally press the Home button to save your changes.

Customize the Home Screen

Once you have the icons wiggling, you can drag an icon to a new location on the same page or between pages. When you move an icon between pages, drag it gently to the left or right edge of the current page. Hold the icon at the edge of the page briefly as the iPad switches to the next screen. Place your finger where you want to drop the icon and then lift up. (Or, keep dragging to the next screen.)

Be On Time

The Clock app has been ticking since the first iPhone, but it arrived on the iPad in 2012 with iOS 6.

The Four Clock Faces

The Clocks app has four major screens that correspond to four major functions; to switch screens, tap an option in the tab bar at the bottom of the screen (**Figure 58**). Let's look briefly at each screen.



Figure 58: Tap a button on the tab bar to open its screen.

World Clock

To learn your local time, of course, you can simply glance at the center of the status bar at the top of the iPad's screen. To find out what time it is someplace else, however, you can check the World Clock screen. Tap any clock on this screen to enlarge it.

***Wrong time?** To correct the local time reported on the iPad, tap **Settings > General > Date & Time** and adjust your time zone. If that doesn't work, turn off the **Set Automatically** switch, tap **Set Date & Time** and manually fix the time.*

Alarm

To set an alarm, tap the plus **+** button at the top right. Tap any item in the Add Alarm popover to customize it:

- **Repeat:** To set a one-time alarm, leave Repeat at Never. But, for an alarm that you'll use time and time again, tap Repeat to pick a day (or days) when it will go off (**Figure 59**).

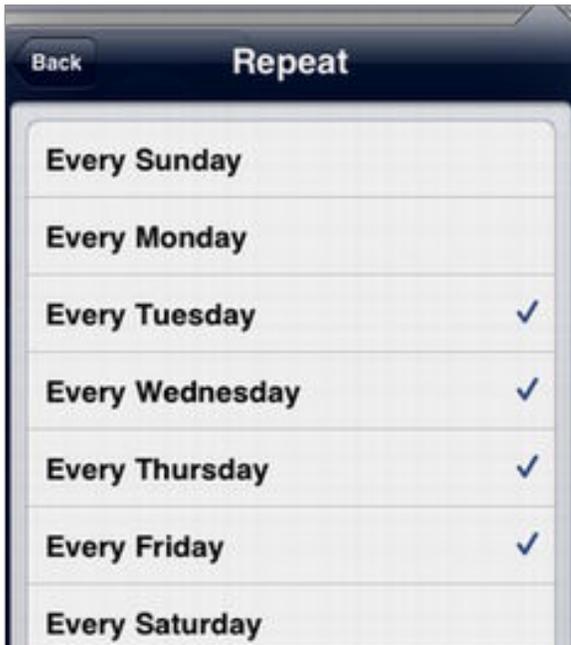


Figure 59: A single alarm can go off on more than one day.

- **Sound:** The sound that plays when the alarm goes off can be any tone on your iPad or any tune stored in the Music app. To open the song-choosing interface, tap Sound > Pick a Song.
- **Label:** This label is what you'll see for your alarm in the timeline. Tap the X to delete the default name and then type a different one.
- **Snooze:** To have the option of not just shutting the alarm off but also putting it into a 5-minute snooze, keep Snooze on.
- **Time:** Slide your finger on the roller wheels to pick the time.

When you finish, tap the Save button. The iPad displays the alarm's label in the schedule on the Alarm screen (**Figure 60**).



Figure 60: My Monday alarm goes off a little early. I've set the same alarm for the remaining weekdays—the label of the alarm shows only on the first day. On Saturday, I get up a bit later and on Sunday I sleep in.

Get Organized

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

Notes

Notes is nothing fancy, but it gets the job done for basic note taking.

Set Up Notes

To make Notes work in the most notable way possible, take a moment to consider the options available in the Settings app.

After you tap Settings > Notes, you can do two things:

- **Change the font:** Tap to pick a default font (**Figure 61**).
- **Set a default save location:** If you see only Font settings, the iPad will store new notes only within the Notes app. If you've turned on the Notes switch for an account, you can tap Default Account (**Figure 61**) to set where new Notes will go, whether in an account or on the iPad (I say more about accounts later in this chapter).

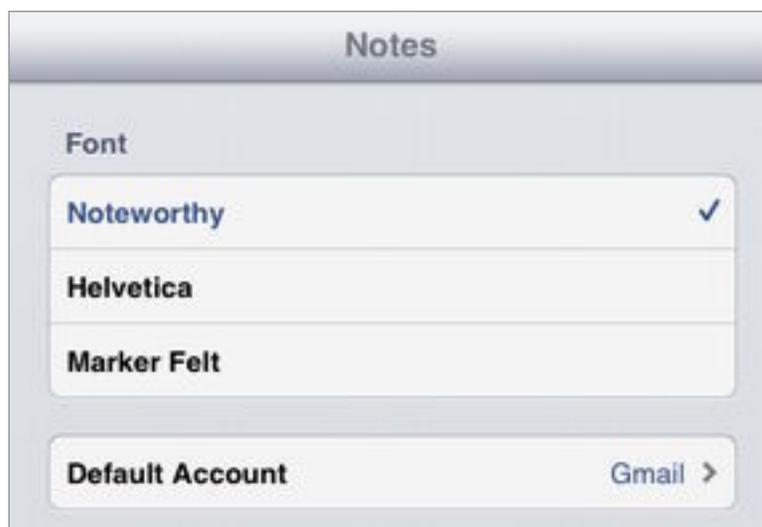


Figure 61: In the Notes pane, you can tap to select a default font, as well as the default storage location for Notes.

If you save a note in an account, you can view it on other devices. An IMAP email account displays notes in a Notes mailbox. iCloud shows notes in your iCloud.com account on the Web and within the Notes app on other iOS devices (running iOS 6 or later) and on Macs (running OS X 10.8 or later).

Warning! *The default storage location can be overridden by viewing a different account in Notes. In Notes, tap Notes (upper left) and then tap Accounts. In fact, it is so easy to override the default that you may want to verify which account you are in before creating a new note. Moving a note to another account isn't especially convenient—you must copy its contents, then make a new note in the desired account and paste into the new note.*

Take Notes

Take a moment to look at (and perhaps tap) the icons presented around the edge of the screen in Notes. Most of these icons are self-explanatory. Here's a list of the least obvious options, along with a few especially noteworthy features:

- **Make a new note:** At the top right, tap the plus  button (**Figure 62**).

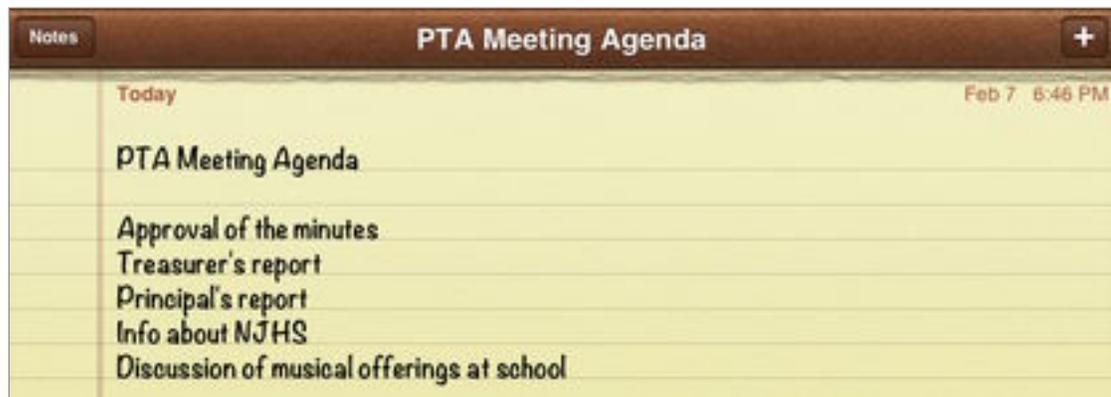


Figure 62: After tapping the plus button to start a note, you can type your note. This note appears in the Noteworthy font.

Siri Tip: Say something like, "Make a note saying the internal link on page 22 is going to the wrong topic."

- **Email a note:** At the bottom of the screen, tap the Share  button. Tap Mail. A new email message pops up, with the text of the note in the body of the message.

Stay in Touch

In this chapter, I talk about sending and receiving email in Apple's Mail app. I also look at alternatives to email—exchanging “text” messages in the [Messages](#) app, conducting video chats in [FaceTime](#), and zapping short missives to others with [Twitter & Facebook](#).

Mail

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 Apple's built-in Mail app, or in a third-party email app. In this topic, I talk about the Mail app.

Set Up Mail

To start receiving email on your iPad, you need to tell your iPad how to connect to your receiving and sending mail servers. You can do this by transferring that information from your desktop computer with an iTunes sync or by adding the account in the Settings app:

- iTunes can sync settings from Apple Mail on a Mac, or, in Windows, from Outlook 2003, 2007, or 2010, or Outlook Express. 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. For directions on conducting an iTunes sync, see [Manage an iTunes Sync](#), ahead.
- In the Settings app, tap Settings > Mail, Contacts, Calendars. You may have already added your account. For example, you may have set up iCloud for some other reason, such as to sync calendars. In that case, in the Accounts section, tap the name of your account and then turn on the Mail switch.

If you need to add your email account, at the bottom of the Accounts section tap Add Account. If you have an email account from a major mail provider, such as Google or Yahoo, you can tap through setup easily. In other cases, you must know specific details, such as the host name of your incoming and outgoing server.

After you've set up an email account, for an ideal Mail experience, work through these additional set up tasks:

1. Adjust the options in Settings > Mail, Contacts, Calendars, under the "Mail" heading—I discuss some of these options later in this chapter.
2. [Set Up Push or Fetch](#) for your email.
3. Configure the Mail [Notifications](#) as desired.
4. Adjust the New Mail and Sent Mail alert sounds: tap Settings > Sounds and then tap New Mail or Sent Mail.

Tip: If you need help with 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](#).

Send Email

In Mail, to write and send a message, tap the New Message  button at the upper right. (Or, to reply to a message, tap the Share  button near the upper right.) Fill in the various header fields (such as To and Subject), type your message, and then tap the Send button at the upper right.

Here are a few tips for composing an email message:

- As you type an email address in the To field, the iPad will present a popover of possible matches from the Contacts app. You can tap one of those options or keep typing. Alternatively, to add an address from Contacts, tap the plus  button that appears at the right.

To access the Cc and Bcc fields, tap those items in the second row of the header. You can drag inserted email addresses from one field to another.

More than one "From" address? *If more than one email address is set up on your iPad, you can pick which one will be used to send email by default: tap Settings > Mail, Contacts, Calendars, and then under "Mail," tap Default Account. To send a message from a non-default email address, in the email message itself, tap the "Cc/Bcc, From" field label, tap From, and then tap an email address on the list that appears.*

Read Ebooks & Magazines

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

Many newspapers and magazines have iPad options. If you'd like to move to a digital version of a favorite periodical, ask the publisher or check the publisher's Web site to see if there is a digital option. Some publishers expect you to read on the Web or have developed their own app, but in this chapter I look briefly at Apple's [Newsstand](#) magazine-reading system.

Get Started with Reading Ebooks

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

- Read *this* ebook on your iPad! You can find details about that ahead, in [Download a PDF or EPUB with Open In](#).
- If you aren't sure how to begin or you want to use Apple's iBooks ebook app, skip ahead to [iBooks](#).
- If you have a Kindle, or if shopping for ebooks from Amazon appeals to you, that's no problem. Amazon's free [Kindle](#) app works well, even if you don't own a Kindle. There's also a [NOOK for iPad](#) app, as well as zillions of other special ebook-reading apps.
- Read comics! To find out what apps to use and how to download or buy them, read the *Ars Technica* article "Hands-on: iPad apps to consume the big (and not so big) comics," at <http://arstechnica.com/apple/2012/09/hands-on-ipad-apps-to-consume-the-big-and-not-so-big-comics/>.
- Ask your library if it offers ebook loans. You may be able to use the free [Kindle](#) app or, for Adobe Digital Editions, the free [OverDrive](#) app, or, even better, the free [Bluefire Reader](#). (*GigaOm* has a nice article describing how you'll likely check out ebooks, magazines,

and audiobooks from your public library at <http://gigaom.com/2013/01/26/how-to-use-your-iphone-ipad-or-mac-to-borrow-ebooks-from-the-library/>. Also, see <http://tidbits.com/article/11980> for more about Bluefire and the challenges of reading DRM-protected library ebooks.)

When you read on the iPad, you'll probably encounter several different file formats:

- **EPUB:** EPUB is short for electronic publication. An EPUB is *reflowable*, so the text can display reasonably well on a variety of screen sizes (such as an iPad, Android tablet, or iPod touch) and accommodate changes that you make in font size or screen orientation while you read. You can read EPUBs in many iPad apps. EPUB is one of the two ebook file formats that Apple requires for all books sold in the iBookstore.

Tip: The non-profit Project Gutenberg Web site has a huge collection of out-of-copyright ebooks, available in various text formats and sometimes as audiobooks. On an iPad, visit Project Gutenberg at <http://m.gutenberg.org/>. If you find an ebook that you like, download it in EPUB format. After the download, tap a button to open it.

- **.ibooks, Multi-touch:** Introduced by Apple in early 2012, the .ibooks format works in the iBooks app only (version 2 or later), and only on the iPad, so you can't read a .ibooks ebook on an iPhone or iPod touch. Its primary purpose is textbooks, and a .ibooks ebook can include special elements such as glossaries, in-book flashcards, zoomable illustrations, and movies. Apple's marketing term for this format is "Multi-Touch."

Note: To create a .ibooks ebook, you work in Apple's iBooks Author software on a Macintosh. For thorough guidance to making an ebook with iBooks Author, read [Take Control of iBooks Author](#).

- **PDF:** PDF stands for Portable Document Format. Generally speaking, PDF documents have static "pages" where the text and graphics don't adjust for screen size or orientation, and you can't choose the font or font size, though you can often change the zoom level. The PDF format lends itself to visually attractive reading material that includes photos, tables, and other visual elements.

Listen to Music & More

The iPad is a great audio player. In this chapter, I first explore the Music app. I then provide pointers on listening to [Podcasts](#) and I talk about [iTunes U](#), a bountiful source of audio and video lectures—and even complete courses.

Music

The Music app is the Apple-centric headquarters for playing music and audiobooks on your iPad. The methods available for loading audio files into Music depend on the type of content—music, audiobook, or podcast episode:

- To copy music, audiobooks, or other audio files from a desktop computer with an iTunes sync, read the directions in [Manage an iTunes Sync](#), later.
- From Music app on the iPad, tap Store and then buy music or audiobooks.
- If you've subscribed to Apple's iTunes Match, enable it on your iPad. Tap Settings > Music and then turn on the iTunes Match switch. The names of your music files appear automatically in the Music app, and you can download songs by tapping the iCloud  icons. (To learn more, see [Sign In to iCloud](#).)
- If you are not using iTunes Match, you can download purchased iTunes songs using iCloud's redownload option:
 - a. In the Settings app, tap iTunes & App Stores and confirm that you are signed in with the appropriate Apple ID.
 - b. In the Music app, tap Store at the bottom (usually at lower left).
 - c. Tap the Purchased button (lower right).
 - d. Tap Not on This iPad (near the top) to see a list of any music that you've bought that's not downloaded to your iPad. You can filter the list by tapping an option at the left and sort it with the popover at the right (**Figure 90**).



Figure 90: To sort the download list, pick an option from the popover at the right.

- e. To download, tap the iCloud  button by any song or album name. To download a lot of music quickly, tap Download All Songs or Download All Albums at the top of the right-hand list.

Listings for your music appear immediately in Music (**Figure 91**).

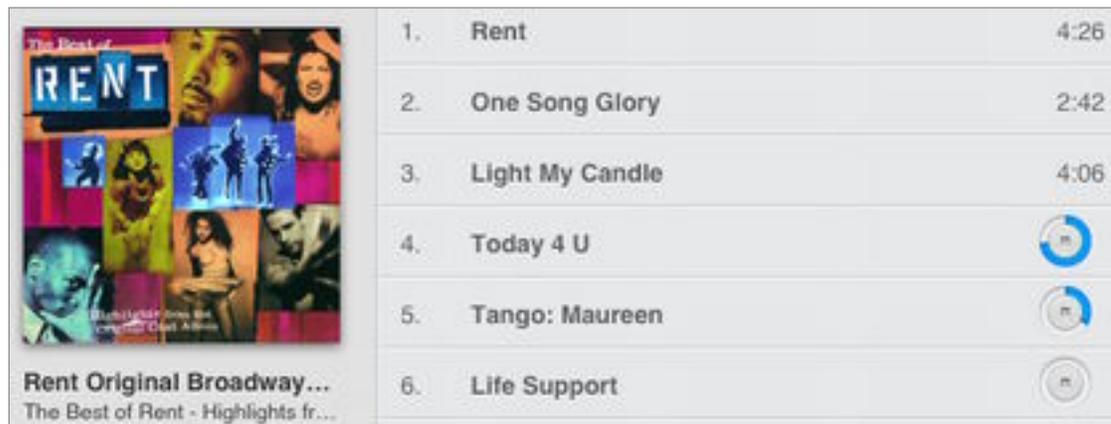


Figure 91: In Music, I tapped Albums and then I tapped the album cover for Rent. In the Rent song list, the times and images at the right indicate that the first three songs have downloaded, songs 4 and 5 are downloading, and song 6 is queued to download.

To make a particular track download now, tap it. The track will start playing it shortly.

Streaming? Although you can, in effect, stream music that you've bought from the iTunes Store with Apple's iTunes Match or the steps just earlier, some people prefer a non-Apple solution. If that describes you, whatever your favorite streaming service—[Pandora](#) or [Spotify](#), for instance—should work well through the iPad.

Take & View Photos & Videos

In this chapter, I discuss taking photos and videos with the iPad's camera and copying photos and videos on and off an iPad. I also give you pointers for using the Photos app to organize photos and videos and to edit photos, for setting up [Picture Frame Mode](#), and for how to watch [Videos](#).

Camera

Once you've opened the Camera app, you'll see the image that's coming in through the currently active camera. To switch between taking a photo and recording a video, use the slider at the lower right.

While you compose a photograph, keep these tips in mind:

- **Orientation:** You can take a photo with the iPad held horizontally or vertically. For instance, if a photo of a sunset will look more sensational in “landscape” view, rotate the iPad to that orientation.
- **Front or rear?** 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 if possible. You can tap the Camera Swap button at the lower right to change the active camera.
- **Grid:** If you are using the rear-facing lens, you can add a three-by-three grid overlay as a guide. To turn on the grid, tap Options near the lower left, and toggle the grid.
- **Face detection:** If the image includes a person's face, the camera will “perceive” the face, or up to ten faces. The iPad displays a green rectangle around each detected face briefly (you may have to wait a moment—or move the iPad slightly—to get the rectangle.) The camera focuses on a detected face and sets up the exposure to suit the face. If you tap to set the focus, next bullet item, you'll override face detection.

- **Focus and exposure:** To focus the camera on a portion of the image, tap that spot. The camera will also expose the entire image based on what it “sees” at that spot. A blue box displays over this spot (shown near the center in **Figure 99**). If you touch until the box pulses, the exposure and focus locks and an AE/AF lock label appears near the bottom of the screen (AE means “auto-exposure”; AF means “auto-focus”). Tap the screen again to release the lock.
- **Zoom:** If you are shooting with the rear-facing lens, you can make a pinching gesture to activate the Zoom slider (**Figure 99**). You can move the slider with your finger, or you can pinch and pull on the image—the slider will move as you pinch or pull.

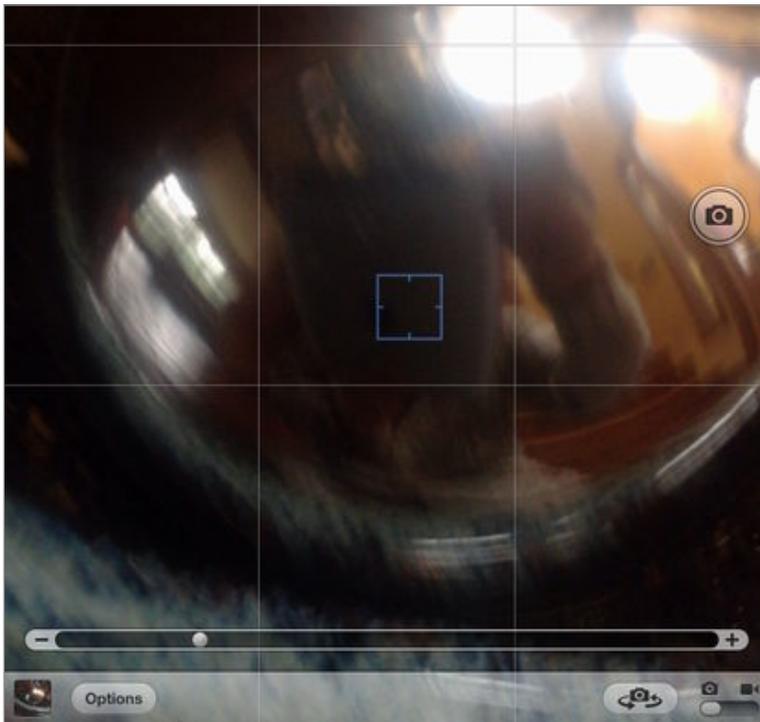


Figure 99: Here I am, photographing a reflecting ball. The 3x3 grid is on, but I’ve cropped most of the top row out of this screenshot to save space. Notice the blue exposure box near the center and the round Shutter button at the right, as well as the Zoom slider below. At the bottom, on the toolbar, from left to right, you can see the photo well, Options button, Camera Swap button, and photo/video slider.

To take a photo, tap the round Shutter button at the right—or press the upper portion of the [Volume Rocker](#).

To record a video, adjust the photo/video slider to video and then tap the red Record button. Tap the Record button again to stop recording.

Find Yourself, Your Friends & Your iPad

In this chapter, I introduce you to three of Apple’s apps that you can use, respectively, to find yourself, find your family and friends, and find a missing iPad—or other Apple device.

Each of these apps relies on Location Services. Flip back to [Location Services](#), much earlier, if you want a refresher on how it works.

Maps

In the Maps app, to determine where you are, tap the Locator  button (lower left) to get a blue “pin” on the map, indicating your current location (**Figure 108**).



Figure 108: Tap the Locator button to put a blue pin on the map in your current position.

Here are some mapping tips:

- **Change between miles and kilometers:** Tap Settings > Maps and then in the Distances section, tap your desired measurement method.
- **Find a location:** Enter search terms in the Search field at the upper right. Maps puts a red pin at a found location. In **Figure 109**, Maps has found the Syracuse airport in upstate New York.

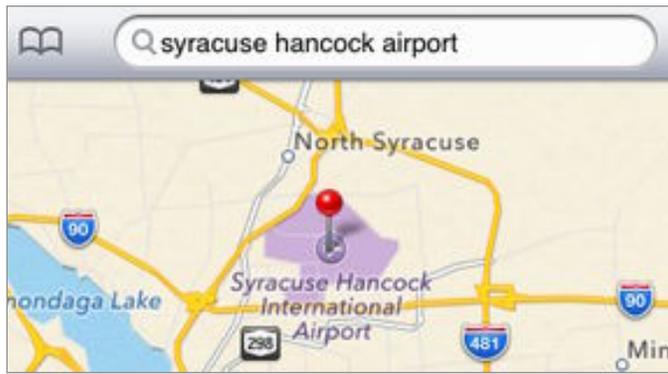


Figure 109: A red pin marks the found location.

- **Get the address of a found location:** Tap the location's red pin to show a label, and then tap the info  button to see the address in the location's popover (**Figure 110**).

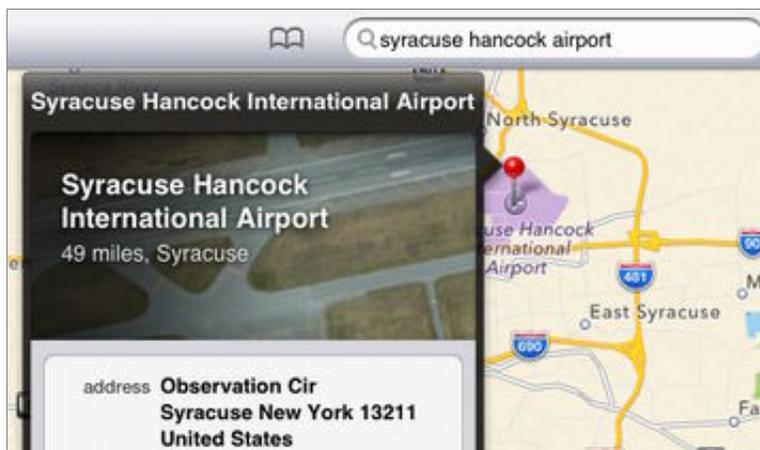


Figure 110: A basic popover like this one shows the address. Some popovers include additional information, such as Yelp reviews.

- **Find a contact's location:** Start typing the contact's name in the Search field. A popover of suggestions from the Contacts app drops down. Tap the desired contact/address. If the address is found and a red pin drops, you can tap—as described in the previous bullet item—to view data from the contact's "card," including any phone numbers.
- **Share a location:** Open the location's popover as described above in this list. Tap Share Location. If the recipient of your message reads it on an iOS device, he can tap the attachment to reveal the map URL and then tap the map URL to see the pin in Maps. (Other receiving devices may be able to map the location; for example, I can click from Messages on my Mac to view locations in Google Maps in my Web browser!)

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.

Autofill Contact Info & Passwords

Safari's AutoFill feature 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 logins.

To turn on AutoFill:

1. Tap Settings > Safari > AutoFill to open the AutoFill pane.
2. If you want Safari to try to fill in your contact info, turn on the Use Contact Info switch. Then, if My Info doesn't show your name, tap My Info and choose yourself from your contacts list. (If you don't appear, you can add a new contact "card" for yourself; see [Contacts](#) for steps.)
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.)

Don't make it too easy! You don't want to extend the convenience of AutoFill logins to anyone who might pick up your iPad. If you turn on Names and Passwords, you should set up a Lock screen passcode (see [Important Security Measures](#), earlier).

With Use Contact Info on, next time you need to enter personal information in a Web form, tap in the first field of the form.

The onscreen keyboard emerges with a “helper” bar at the top (**Figure 117**). In the helper bar, tap AutoFill. If all goes well, AutoFill fills in the form with your contact information.



Figure 117: Don’t want to type your name and email address? Tap the AutoFill button instead. After tapping AutoFill, you may find it helpful to tap the Next button to view the filled-in fields in order. You can look for any errors and make any necessary corrections.

Why can’t the Web site just fill in my name and address?

Large companies or companies with simple cart/account setups can often do this, but sometimes for a smaller company with a complex cart, it’s intractably difficult. That’s what makes AutoFill so helpful.

AutoFill can’t link to other password-keeping systems, so if you change a password on your computer or smartphone, AutoFill won’t know about it. To handle this problem, you can install a password manager.

A password manager can store passwords securely, and it typically can operate across a variety of Web browsers and even devices. If you change a password in one location, it changes everywhere. These apps can also usually fill in credit-card info, making it easier to check out from online shopping carts. Another bonus is that a password manager can generate highly secure passwords. These passwords would be tricky to memorize, but you don’t have to because the password manager “types” them for you.

Download & 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 of additional apps from Apple and from third-party developers, many of which are free or cost less than \$5—though the best ones often cost more.

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

Know the App Types

Apps come in a few different varieties. To make sure you buy what you want on the first try, keep these pointers in mind:

- **Universal is a plus if you also have an iPhone or iPod touch:** Some apps come in a Universal format that scales to any iOS screen size. A Universal app has a plus badge in its price tag (**Figure 124**). You can buy the app once and install it on more than one device.



Figure 124: Readdle's Shakespeare app is Universal, so you can read sonnets no matter which iOS device you have handy.

Tip: For an app that isn't free, if you don't have another iOS device, look for an iPad-specific version, because it might cost less than a Universal version.

- **Checking hardware requirements:** To learn which devices an app is designed for, tap the app's icon in its listing and then tap Details. The Information section has the hardware requirements (**Figure 125**).



Figure 125: Tap the Details button to see the requirements. An app may well be compatible with all three iOS devices, but it will scale nicely to the iPad screen only if it has a Universal designation, as noted in the previous bullet item.

- **iPhone apps on an iPad are iffy:** If an app's compatibility information lists the iPhone (or iPod touch) *and* iPad and the app is not Universal, it will work okay on your iPad, but the display will either be iPhone-sized or you'll tap a 2x button to make it bigger—but the bigger size will have a chunky resolution.
- **Game Center is for social gaming:** An app with a Game Center  designation in its Details is integrated with Apple's Game Center, a service that connects signed-in users for multi-player games (**Figure 125**, earlier in this list).
- **HD means iPad:** Some iPad-only apps have HD in their names. For a television, *HD* means the screen is *high-definition* and thus can display many pixels at once. For an app, HD informally means the app was designed for an iPad screen.
- **Freemium is for trying without paying:** A *freemium* app costs nothing, but it offers in-app purchases of additional features. A feature could be the removal of ads.

Shop for Apps

You can buy an app on any computer in iTunes or on any iOS device—just make sure you sign in with the Apple ID that you want associated with your purchase. No matter where you shop, the steps are similar. In this topic, I describe shopping on the iPad.

Manage an iTunes Sync

iTunes got its start as a program that could manage audio files. When Apple released the first 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.

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 cable that came with your iPad, or through a local Wi-Fi network.

This chapter begins with a look at why you might (or might not) sync with iTunes. It then gives detailed directions for how to initiate your first sync. Look later in the chapter for specifics on how certain types of media sync.

Why Sync with iTunes?

Here are some reasons why you would set up an iTunes sync:

- To update iOS if your iPad is still running iOS 4.2.1 or earlier. Also to update iOS any time you want to install a completely fresh copy, instead of an over-the-air delta update of just what's changed between iOS versions. (Consult [iOS Updates](#), earlier, for advice.)
- To move files or data to an iPad, but you don't have a reliable, affordable, or available Internet connection.
- To efficiently transfer already-purchased Apple apps or media from your iTunes library to your iPad. This sync method is especially efficient when you are setting up a new iPad.
- To move media between your computer and your iPad. For instance, you may want to transfer music that you've ripped from your own CDs or an ebook bought from the Take Control Web site.

- To avoid future delays. If you have a reliable computer and your iPad is frequently near it, I recommend that you sync regularly with iTunes. So long as your computer is nearby, if you should ever need to restore, replace, or otherwise rebuild your iPad, the fastest way to get fully operational with your apps, settings, and media will be an iTunes sync, ideally over a USB cable for maximum speed.

Note: You can sync multiple iPads, iPhones, and iPod touches to the same copy of iTunes. You can even connect several of them to the same copy of iTunes at the same time.

All those above reasons notwithstanding, if your iPad doesn't have a mothership computer or if you travel often, you should sync your data over the Internet, not with iTunes. That way, the data on your iPad stays in sync with any data kept in the cloud, even when you are on the go. And, if you lose your iPad and need to restore your stuff to a new iPad, you'll likely be able to download recent copies of everything.

And if, for example, entering appointments on your iPad and having them materialize on a calendar on a different device nearly instantly sounds thrilling, then you want to sync calendar items over the Internet.

Handle Syncing Preliminaries

Before you start syncing, you should do some prep work:

1. Decide which computer to use. Broadly speaking, this computer must be Macintosh running Mac OS X 10.6.8 Snow Leopard or later or a Windows PC running Windows XP, Vista, 7, or 8.

To review all the picky Mac hardware requirements, read <http://support.apple.com/kb/SP663>. For Windows requirements, see <http://support.apple.com/kb/SP664>.

(If you have more than one computer that you could reasonably connect to, and if charging your iPad through USB while it syncs is important to you, read [Pick a Powerful Port](#) before you decide which computer to use.)

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About the Author

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. She enjoys running, cycling, and cross-country skiing.

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About the Publisher

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 has reached the age where he can read, understand, and find mistakes in the Take Control series.



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