

### Your iPad Hardware



### Buttons

#### Home Button

- **Return to the Home Screen:** From any app, press the **Home button** once.
- **Multitask:** Quickly press the **Home button** twice.
- **Siri:** Hold the **Home button**.

#### Sleep/Wake Button

- **Lock your iPad:** Press the **Sleep/Wake button** once to lock your iPad.
- **Unlock your iPad:** Press the **Sleep/Wake button** (or the **Home button**). Swipe across the **Slide to Unlock slider** that appears.
- **Power Off your iPad:** Press and hold the **Sleep/Wake button**, then swipe across the **Slide to Power Off slider**.
- **Power On your iPad:** Press and hold the **Sleep/Wake button** until the Apple logo appears.
- **Force Restart your iPad:** Press and hold both the **Sleep/Wake button** and the **Home button** until the screen turns black and the Apple logo appears.
- **Screen Capture:** Press both the **Sleep/Wake button** and the **Home button** to save a screenshot to the Camera Roll.

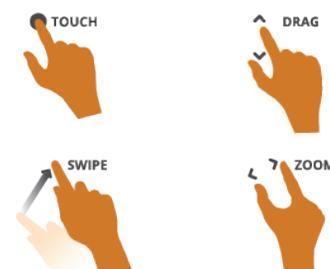
#### Volume Buttons

- **Adjust Volume:** Press the **Volume Up button** or the **Volume Down button** to increase or decrease the volume.
- **Snap a Photo:** Press either of the **Volume buttons** to snap a photo when using the camera.

#### Side Switch

- **Mute Volume:** Flip the **Side Switch** down.
- **Unmute Volume:** Flip the **Side Switch** up.

### Gestures



### Built-in Apps



**Messages:** Send and receive texts and iMessages.



**Game Center:** Access games and interact with other users.



**Calendar:** Manage your schedule, events, and reminders.



**Newsstand:** Collect magazine and newspaper apps.



**Photos:** View and manage your photo collection.



**iTunes Store:** Find, buy, and download new music and videos.



**Camera:** Take, edit, and share photos.



**App Store:** Find, buy, and download new apps for your iPad.



**Weather:** Check hourly and daily forecasts.



**Passbook:** Store boarding passes, coupons, and tickets.



**Clock:** Set Alarms, World Clock, Stopwatch, and Timer.



**Compass:** Use the Compass or Level tool.



**Maps:** Find nearby locations and get directions.



**Settings:** Manage all the settings on your iPad.



**Videos:** Watch movies, TV shows, and video podcasts.



**Phone:** Place phone calls, access contacts, and check voicemail.



**Notes:** Take, save, and access your notes.



**Mail:** Send, receive, and manage email.



**Reminders:** Create to-do lists with notifications.



**Safari:** Browse the internet on multiple tabs.



**Stocks:** Check the market and view charts and articles.



**Music:** Play music and create playlists.

## Home Screen

- **Open an App:** Simply tap an app icon with your finger to open the app.
- **Navigate Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between screens.
- **Rearrange the HomeScreen:** Tap and hold your finger on an app icon until the app icons begin to wiggle. Drag the app icon to a new location on the Home Screen (or to the side of the screen to move it to another screen), then release it. Press the **Home button** when you are done moving the icons.
- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The Dock can hold up to four apps and/or folders. To add an app or folder to the dock, simply drag it to the dock while rearranging.
- **Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete button** that appears in the upper-left corner of the icon (you cannot delete apps that came with the iOS).
- **Create an App Folder:** To create a folder, drag one app onto another and hold until a folder is created. Then, drag the app icon into the folder and release. Once a folder has been created you can add more apps to it and rename it.



## Keyboard

- **Insert Numbers and Punctuation:** Tap the **Numbers and Punctuation key** to change the on-screen keyboard to the Numbers and Punctuation keyboard, which displays numbers as well as commonly-used punctuation. From the Numbers and Punctuation keyboard, tap the **Symbols key** to change the keyboard to the Symbols keyboard.
- **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character, then swipe to the character you would like to add.
- **International Keyboards:** Tap the **International key** to switch between any international keyboards you have set up (**Settings > General > International > Keyboard > Add New Keyboard**). Tap and hold the **International key** to display a popup menu so that you can switch directly to your desired international keyboard.
- **Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Copy** or **Select all button** in the popup that appears. If you want to select multiple words, drag the blue selection dots to the beginning and end of the text you want to select. To paste text, tap and hold where you want to place the text then select **Paste** from the popup menu.



## Status Bar

The Status Bar displays status information for your iPad and is visible in all apps and on the Home Screen.

- |       |                           |                  |
|-------|---------------------------|------------------|
| ••••• | Cell Signal               | TTY              |
| 📶     | Wifi Signal               | VPN              |
| 🌞     | Network Activity          | GPRS             |
| ✈️    | Airplane Mode             | E                |
| 🔄     | Syncing                   | 3G               |
| 🕒     | Alarm                     | LTE              |
| 🌐     | Personal Hotspot          | 4G               |
| 📍     | Location Services         | Cellular Network |
| 🔒     | Portrait Orientation Lock |                  |
| 📶     | Bluetooth                 |                  |
| 🌙     | Do Not Disturb            |                  |
| 🔋     | Battery                   |                  |
| ➡     | Call Forwarding           |                  |

## iPad Management

- **Use the Control Center:** Swipe from the bottom of the screen up towards the top. The Control Center gives you quick access to common settings and apps. When you are finished, swipe downwards towards the bottom of the screen to close it.



- **Multitask:** Quickly press the **Home button** twice to open the Multitask view. Here you can scroll through all the open apps. To reopen an app, simply tap the app or its thumbnail. To close an app, swipe the thumbnail towards the top of the screen so that it disappears.
- **View the Notification Center:** Swipe down from the top of the screen. The Notification Center appears showing a summary of your day. Click the **All** or **Missed tabs** to view app notifications.

