

iPad 4 idiots

Table of Contents:

[Chapter 1](#). iPad - a quick overview

[Chapter 2](#). Getting connected with the world: Safari Internet Browser

[Chapter 3](#). Emails? Don't worry, iPad has it all

[Chapter 4](#). YouTube Addict? iPad loves YouTube!

[Chapter 5](#). If you're on the go, never get lost with iPad's Maps

[Chapter 6](#). iPad Multimedia - photos, videos, music

[Chapter 7](#). Business functions: Contacts, Notes, Calendar

[Chapter 8](#). Apple Connectivity: iTunes, App Store, iBooks

[Chapter 9](#). Customizing your iPad - Your guide through Settings menu

[Chapter 10](#). Accessibility options

[Chapter 11](#). iPad tips and tricks

[Chapter 12](#). iPad Resources

1. iPad - a quick overview

Congratulations on purchasing and iPad! Now, let's take a closer look at it and the way its outside look and how you can benefit from its functionality. In the figure below, you have a detailed view of the iPad, and all of its buttons their uses. Get acquainted to them, and we can work our way to the inner workings of the device, aka how to have fun with it.



As you can see, your iPad is easy to use, as it features handy buttons and a full tactile screen. If you want something, you simply touch the icon that represents your choice, and you're there! It's that easy!

2. Getting connected with the world: Safari Internet Browser

As a tablet computer, Apple designed the iPad to be a powerful platform for all web content, besides audio and visual media, so let's take a look at how the iPad connects you to your world via the internet.

So, if you want to go online, simply click the Safari icon, and you'll be connected to the internet!

The Safari Icon:






You can view your web pages in portrait or landscape mode, depending on your personal preferences and the webpage you're viewing. To change from landscape to portrait mode, simply rotate your iPad!

Rotate your iPad to switch between portrait and landscape mode:



Now, Safari Internet Browser is pretty much like any other browser, aka Mozilla Firefox, Internet Explorer and Opera. So, you shouldn't have any problems using it. However, here's how you open a webpage and let's take a look at the various icons Safari uses:

- To open a webpage, tap the Address Bar. This will open the keyboard, where you will be able to input your search. Once you wrote the address type GO. If you want to delete or you misspelled, then simply tap  .
- To Zoom in or out, you just need to double tap a column.
- To scroll, simply drag up or down, depending on where you want to scroll
- Following a link is done by simply double-tapping it
- If you need to open multiple page tap  and then tap New Page. To go to that new page tap  and then tap the page you want to go to.
- If you need to complete forms or enter information (like when you want to log in to your facebook profile or your email) you simply tap the text field, and the keyboard will pop up on your screen. Then you simply tap in your info and hit enter!
- If you want to:

See a link's destination address

Touch and hold the link. The address appears in a window next to your finger. You can open the link in the active page, open it in a new page, or copy the address.



Stop a webpage from loading

Tap .

Reload a webpage

Tap .

Return to the previous or next page

Tap  or  at the top of the screen.


Bookmark a page

Tap  and tap Bookmark.

Add a web clip of a page to the Home screen

Tap  and tap "Add to Home Screen."

Return to a recently viewed page

Tap  and tap History. To clear the history list, tap Clear.

Send a webpage address in email

Tap  and tap "Mail Link to this Page."

Save an image or photo to your Photo Library

Touch and hold the image, then tap Save Image.

3. Emails? Don't worry, iPad has it all




If you want to set up your email much like you would if you were to use Microsoft Exchange or Microsoft Outlook application – meaning without having to access your email by always opening a new browser window to connect to your email accounts. iPad supports all, no matter if you use Microsoft Exchange, MobileMe, Gmail, Yahoo!, AOL, or other email service. So, here's how you set up your email account on your iPad:

1. You tap Settings from the Home screen
2. You then tap “ Mail, Contacts, Calendars” and the “Add Account”
3. You tap your account type (Microsoft Exchange, MobileMe, Gmail, Yahoo!, AOL, or other)
4. You enter your account's contact information and login information and then tap Save. That's it!




If you don't know the requested information required for you to complete adding your account, then don't worry, since your email provider can provide them to you (on most email provider web pages like Google or Yahoo!, you simply click “help” and then “how to set up my email with Outlook or other”)

How to send emails

1. You simply tap the  icon on the screen

2. You then type in the address of the person you want to send the email to or you tap  to add a contact you already have saved.
3. You write your message
4. You type send. That's it!

Here are other things you can do:


Send a photo in an email message	In Photos, choose a photo, tap  , then tap Email Photo. You can also copy and paste photos. The photo is sent using your default email account. See "Mail, Contacts, Calendars" on page 125).
Save a draft of a message to complete later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox.
Reply to a message	Open a message and tap  . Tap Reply to reply only to the sender or Reply All to reply to the sender and all recipients. Type your return message, then tap Send. Files or images attached to the initial message aren't sent back.
Forward a message	Open a message and tap  , and then tap Forward. Add one or more email addresses, type your message, and then tap Send. When you forward a message, you can include the files or images attached to the original message.
Share contact information	In Contacts, choose a contact, then tap Share. Add one or more email addresses, type your message, then tap Send.

How to check and read your emails

When you have a new email you'll see the mail icon showing you the number of unread emails you have:



In this example there are 5 un-read email messages

Once you tap on the icon, you will be taken to your inbox, where you'll be able to see your messages. The un-read messages have a blue dot .

You can read your messages by simply tapping you mailbox and then tapping on a message. If you are reading a message and want to go to the next or the previous one, you can simply tap ▲ or ▼ within the message.

Other mail functions include:

Zoom in on part of a message	Double-tap the area to zoom in. Double-tap again to zoom out.
Resize any column of text to fit the screen	Double-tap the text.
Resize a message	Pinch to zoom in or out.
Follow a link	Tap the link. Text links are typically underlined and blue. Many images are also links. A link can take you to a webpage, open a map, or open a new preaddressed email message. Web and map links open Safari or Maps on iPad. To return to Mail, press the Home button and tap Mail.
See a link's destination address	Touch and hold the link. You can open the link in Safari or copy the link address to the clipboard.

4. YouTube Addict? iPad loves YouTube!
















Simply click the above icon and you can instantly watch all of your favorite videos, at a push of a button – tap of a button, that is. It's pretty much useless to make an YouTube presentation, so we'll skip to controlling video playback and iPad's video player.

With iPad's accelerometer is easy to view videos in landscape or portrait mode – you simple need to rotate your iPad - it's as simple as that!

iPad's Video player:



Now, if the viewable controls bother you, simply tap on those to hide them, and tap back to make them visible again. The controls you can use are:

Play or pause a video	Tap  or  . You can also press the center button (or equivalent button) on a compatible headset.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Start a video over	Tap  .
Skip to the next or previous video in a list	Tap  twice to skip to the previous video. Tap  to skip to the next video.
Rewind or fast-forward	Touch and hold  or  .
Skip to any point in a video	Drag the playhead along the scrubber bar.
Stop watching a video	Tap Done, or press the Home  button.
Toggle between full-screen and standard mode	Double-tap the video. You can also tap  to make the video fill the screen, or  to make it fit the screen.
Add a video to Favorites	Start playing a video, then tap  .
Email a link to the video	Start playing a video, then tap  .
View information about a video	Tap  to exit full-screen mode and view related videos, comments, and more controls.

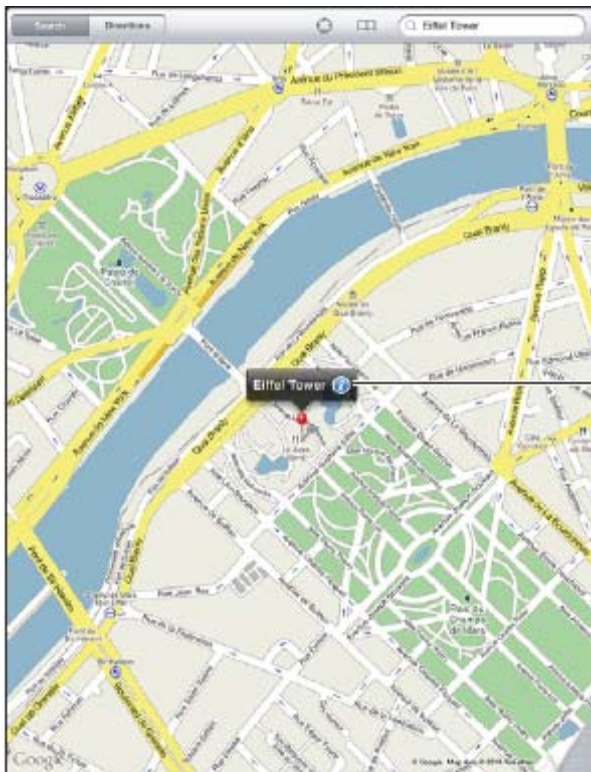
There is good news for iPad users! You can watch YouTube on a TV! You simply need to connect your iPad to your project or TV to watch YouTube videos on larger screens. All you need is the Apple Component AV cable or the Apple iPad Dock Connector to VGA Adapter, Apple Composite AV Cable or another iPad-compatible cable. You will need to buy these separately, but its well worth the money invested. Plus, you don't need to buy an original cable, as you'll find on the market cheaper cables of the same quality that do exactly the same thing.


5. If you're on the go, then you can be sure you'll never get lost with iPad's Maps





iPad maps allows you to see hybrid, satellite and terrain views of locations in a great number of countries. However, the application relies on third parties, so it might not be available in your location. iPad Maps allow you to get detailed walking, driving, public transit and other traffic information, besides searching for locations and finding the best routes.

Finding a location is simple, as you need to tap the text field, input the location and then tap search. The location will be pinned down (literally) as it can be seen in the image below:







Tap  to get information about the location, get directions, add the location to your bookmarks or contacts list, or email a link to Google Maps.

If you're lost, it's really easy **finding you current location**. All you need to do is to tap , which is found on the top of your screen, in the status bar, and then a blue marker will show you your current location. Furthermore, if you want to get additional information about your current location, tap the blue marker and then tap . You can also use your location to get directions to another location from that location, you can add your location to contacts, you can send the location's address in an email, you can bookmark it, and when available, you can see a street view.

Let's talk about **Map Views**. As the name so gently suggests, these are ways through which you can see locations on the map. iPad's Maps allows you to use satellite, terrain or hybrid view, and when available street view. To **change the view** you only need to tap on the bottom right corner of the screen, then choose your preferred view mode (you can also drag the bottom-right corner of the screen).

You can also **get directions** – you can think of Maps as a really smart GPS with a cool, user friendly and easy to use interface.

Now, you can get directions in a number of ways, depending on what you're doing – driving, using public transportation or walking. So, here's how you do it:

- Tap directions
- Select where you want to go by tapping the fields at the top of your screen – you can enter your start and end location there (normally, the start point is your current location). Note: you can also add an address from your contacts and use “Directions to here or Directions from here) or tap reverse  to reverse directions.
- You will then need to select if you're driving () walking () or you're in public transit ()
- Then you have two options: view directions one step at a time or view directions in a list.

6. iPad Multimedia - photos, videos, music

Photos



As any reputable piece of technology that offers hightech solutions and software, you can view photos on your iPad, so, no matter where you go, you'll have all the precious memories from precious moments with you. Syncing photos with your computer, importing them from your iPhone or digital camera, save them from emails you received, it's all possible with iPad. You can also use photos in applications like Pages, Numbers and Keynote, send them in emails, use them as your wallpaper and upload them over the internet. iPad can also be used as an animated photoframe that displays an animated slideshow of your favorite pictures and images.


So, let's talk about **syncing with your computer**. iPad supports all standard photo formats like JPEG, JPG, PNG, TIFF, etc. You can sync it by using iTunes. More on that in a later chapter.

Importing your images and photos from a digital camera or your iPhone is easy. You will need to:

1. Connect the device to your iPad (you can insert your camera's SD card into iPad appropriate slot or use your iPhone's connector and insert into the appropriate iPad slot)
2. Unlock your iPad.
3. Wait for the photo application to open (it does this automatically). The photo application will display only the photos which can be imported.
4. Select the photos you want to import then select import

5. After you selected what photos you wanted to import, you can either keep or delete the photos from your SD card or iPhone.
6. Once you completed the above steps, disconnect the cable connector or SD card from your iPad.

To **view photos** is really easy with iPad. All you need to do is to tap the photo icon on the home menu, and then you can see your Photo Album, Faces, Places and Events. To open, simply tap what you want to open. You'll see all your photos as thumbnails. To open and view full screen you simply need to tap on the photo you want to open. You can zoom in or out by double tapping or pinching.

Let's talk about the  button. This allows you to send photos via email, add them to a MobileMe Gallery and assigning a photo to a contact, besides using the photo as a wallpaper.

Videos

















iPad allows you to view music videos, video podcasts, movies, and TV shows if available in your area. Also, iPod supports extras like subtitles, chapters, closed captioning and alternate audio.

You can also purchase or rent videos from iTunes Store, and the iPad allows you to watch video on your TV or projector.

To play videos all you need to do is to tap the videos icon, then choose a video you want to play and tap on it. You can easily watch videos in landscape or portrait mode, by rotating your iPad for the desired view.

Controlling video playback is easy, as the video interface is very friendly and intuitive, so you shouldn't have problems adjust to it. So, how can you...:

Pause a video	Tap  or press the center button (or equivalent button) on a compatible headset.
Resume playback	Tap  or press the center button (or equivalent button) on a compatible headset.
Raise or lower the volume	Drag the volume slider or use the volume buttons on a compatible headset.
Start a video over	Drag the playhead on the scrubber bar all the way to the left, or tap  if the video doesn't contain chapters.
Skip to the next chapter (if available)	Tap  or press the center button (or equivalent button) on a compatible headset twice quickly.
Go to the previous chapter (if available)	Tap  or press the center button (or equivalent button) on a compatible headset three times quickly.
Start playing at a specific chapter (if available)	Tap  , then choose a chapter from the list.
Rewind or fast-forward	Touch and hold  or  .
Skip to any point in a video	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Stop watching a video before it finishes playing	Tap Done, or press the Home  button.
Scale a video to fill the screen or fit to the screen	Tap  to make the video fill the screen, or tap  to make it fit the screen. You can also double-tap the video to switch views. When you scale a video to fill the screen, the sides or top may be cropped. When you scale it to fit the screen, you may see black bars on the sides or above and below the video.
Select a different audio language (if available)	Tap  , then choose a language from the Audio list.
Show or hide subtitles (if available)	Tap  , then choose a language, or Off, from the Subtitles list.
Show or hide closed captioning (if available)	Tap  to show or hide captions, if the movie has them.

Music



With iPad is easy to listen to your music collection by artists, song, composer or genre, as it is easy to listen to your favorite songs, audiobooks and podcasts. You can also create an manage playlists and use headsets if you want to keep it to yourself.

It's easy to play music. Simply tap the music icon, select either podcasts, tap music, audiobooks, iTunes, select the song/playlist you want to listen to, and tap it.

Controlling song playback

As soon as a song starts playing, the Now Playing screen appears.






If you want to:


Pause a song	Tap ⏸ .
Resume playback	Tap ▶ .
Raise or lower the volume	Drag the onscreen volume slider or use the buttons on the side of iPad.
Restart a song or a chapter in an audiobook or podcast	Tap ⏮ .
Skip to the next song or chapter in an audiobook or podcast	Tap ⏭ .
Go to the previous song or chapter in an audiobook or podcast	Tap ⏮ twice.
Rewind or fast-forward	Touch and hold ⏮ or ⏭ —the longer you hold the control, the faster the song rewinds or fast-forwards.
View album art full-size	Tap the album cover when playing a song.


There are also a number of additional controls which you can use:

Set iPad to repeat songs

Tap . Tap  again to set iPad to repeat only the current song.

 = iPad is set to repeat all songs in the current album or list.



 = iPad is set to repeat the current song over and over.


 = iPad isn't set to repeat songs.


Skip to any point in a song

Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate. The scrub rate becomes slower the farther down you slide your finger.



Set iPad to shuffle songs

Tap  to shuffle songs. Tap  again to set iPad to play songs in order.

 = iPad is set to shuffle songs.

 = iPad is set to play songs in order.

Shuffle the tracks in any playlist, album, or other list of songs

From the Now Playing screen, tap the album art to show the song controls onscreen. Tap  at the bottom of the screen, then tap Shuffle  at the top of the list of songs.

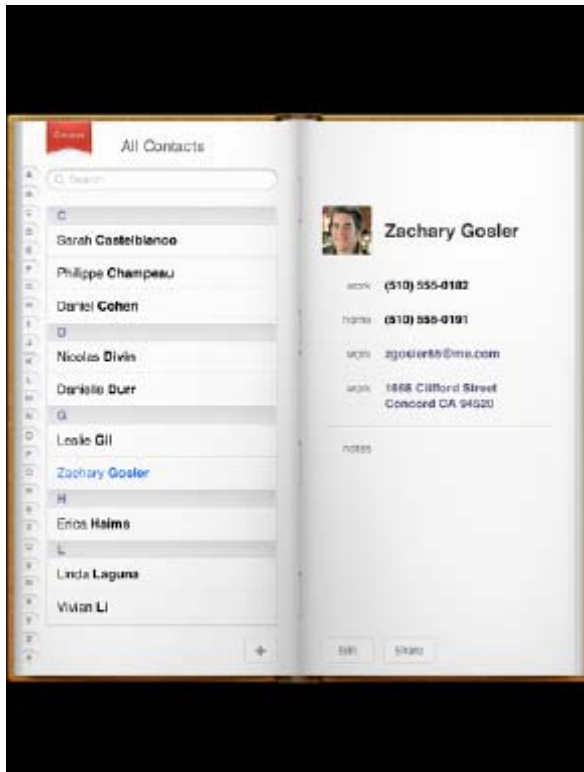
Whether or not iPad is set to shuffle, if you tap Shuffle at the top of a list of songs, iPad plays the songs from that list in random order.

7. Business functions: Contacts, Notes, Calendar

Contacts



With iPad you can easily edit and access your contacts lists from your business, organizational and personal accounts. Contacts is designed to make it easy for you to email your contacts.



You can **add a contact** easily and in various ways:

- You can enter them directly on iPad
- You can sync your Google or Yahoo! Contacts with iTunes or you can sync with other applications you use on your computer
- You can add a contact through MobileMe or Microsoft Exchange account
- And more...

To add contacts on iPad you simply need to tap Contacts and then tap the + sign.

To delete contacts, choose a contact tap edit and then scroll down to Delete Contact and tap it.

To edit a contact you simply choose a contact then tap Edit. To add an item tap +, to delete one tap -.

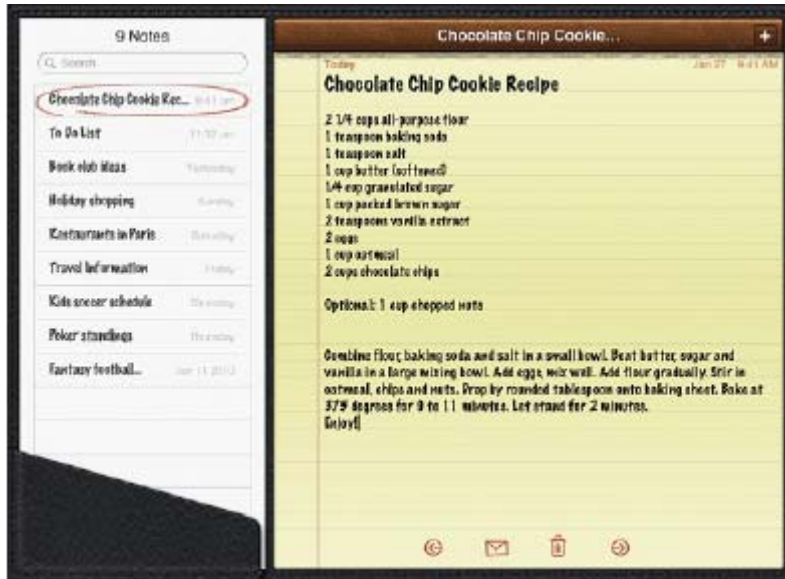
You can also **assign photos to your contacts**. This is done by:

- Tapping contacts and choosing a contact
- Tapping on edit and then Add photo
- Tap an album then the person's photo
- Scale and drag the photo
- Tap choose.

Notes




With iPad it's easy to write and read notes because of its onscreen keyboard and large display. Notes can be seen in landscape or portrait, where the notes appear on the left and the currently opened note is circled in red, as it can be seen in the image below:




To see a note, you need to tap on it.

If you want to add a note tap + then Done

If you want to edit a note type on it, as this will bring up the keyboard. Make the desired modifications and tap done

To delete a note tap 

To email a note tap 

Calendar



iPad's calendar is a very powerful tool that helps you stay on schedule no matter what. Calendars can be seen individually or several at once. Events you need to attend can be seen in a list, by day, week or month, and you can search your calendar by location, invitee or title, and sync them on your computer. Needless to say, you can edit, add,

delete and cancel events. With Microsoft Exchange it's easy to receive and respond to meeting invitations.

Adding an event directly on your iPad is easy, you just need to tap + then tap done. You can enter the event's title, location, start and end dates, repeat times, necessary alerts and event notes.

You can view your calendar in several different ways. You can view it as a list, by day, week or month, all that you need to do is tap the desired choice. You can also view more than one calendar at once. For this you need to tap calendars, then select the desired calendar. To select all calendar tap All calendars.

Calendars in list view:



Calendar in month view:



Searching calendars is easy, and you can search by title, invitee and location. You just need to tap on the search field and start writing; the results will appear as you type.

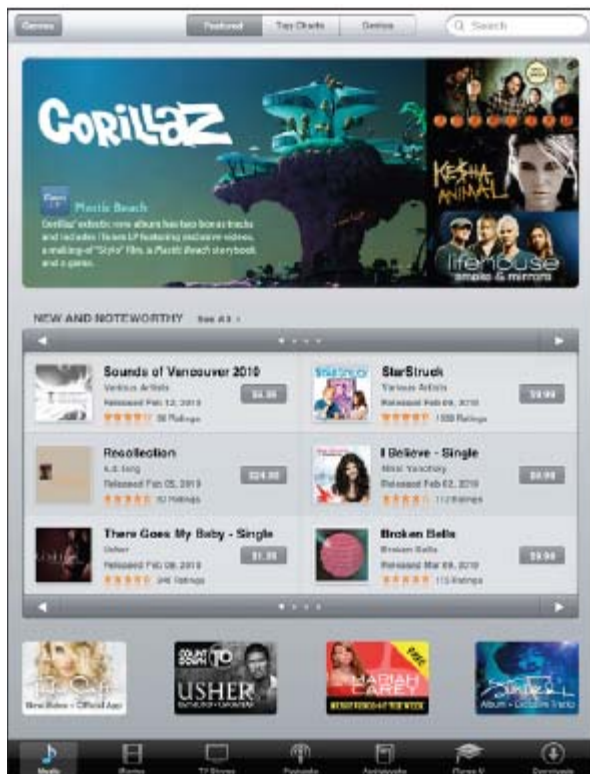
8. Apple Connectivity: iTunes, App Store, iBooks

iTunes



What would an Apple product be without iTunes access? Not an Apple product. This is why, iPad allows its owners full access to iTunes. On iTunes users can add content to their iPad. Users can browse and purchase music and TV shows, rent or buy movies, download and play podcasts, and more.

It's easy to find what you're looking for on iTunes. Once you opened the iTunes Store, you will be able to browse through all the content Apple has to offer by Featured, Top Charts, Genres or Genius. You can also browse by Movies, Music, TV Shows, Podcasts, iTunes U, Audiobooks or Downloads.




To **search for content**, you simply need to tap on the search field located at the top of iPad's screen, then type in using the onscreen keyboard what you're looking for. Once you completed inputting your query, tap Search. To see more information about an item you simply need to tap on it, and you'll be able to read reviews, write your review and email a link of the item to one of your friends. Depending on what you searched for, you can also rent, download or buy the item. Note that to purchase an item from iTunes you need to open and iTunes account.

App Store





It's needless to say, that as any Apple product iPad is fully App Store compatible, and users can access it at a push of a button – aka the App Store icon.

App Store allows users to download and browse applications developed for iPod, iPhone and iPad, and published through Apple. The apps users can download can either be purchased or downloaded for free.

The applications downloaded from App Store and downloaded to your iPad are automatically backed up to the user's iTunes library for the next time they sync. When users sync their iPad, users can also install other applications that they purchased through iTunes and are located to their computer. iPad is compatible with iPhone and iPod touch applications, so if you own and iPhone or iPod touch and want to use the applications you have installed on it on your iPad, then you can sync your iPad from your Mac or PC. Applications can be used in their original size, or expanded (you can do this by tapping  located on the bottom-right corner of the screen).

Applications can also be updated, the icon  appearing for applications that have updates ready to be installed. The updates can either be free or for a cost (usually free apps have free updates, and paid apps have paid updates).

To delete an application you need to touch and hold the application you want to delete (you need to be on the home screen). The icon will start to wiggle. You then need to tap on the  button located in the corner of the app you want to delete, then tap delete and you're done. If you want to cancel, you simply need to press the home button (.

iBooks

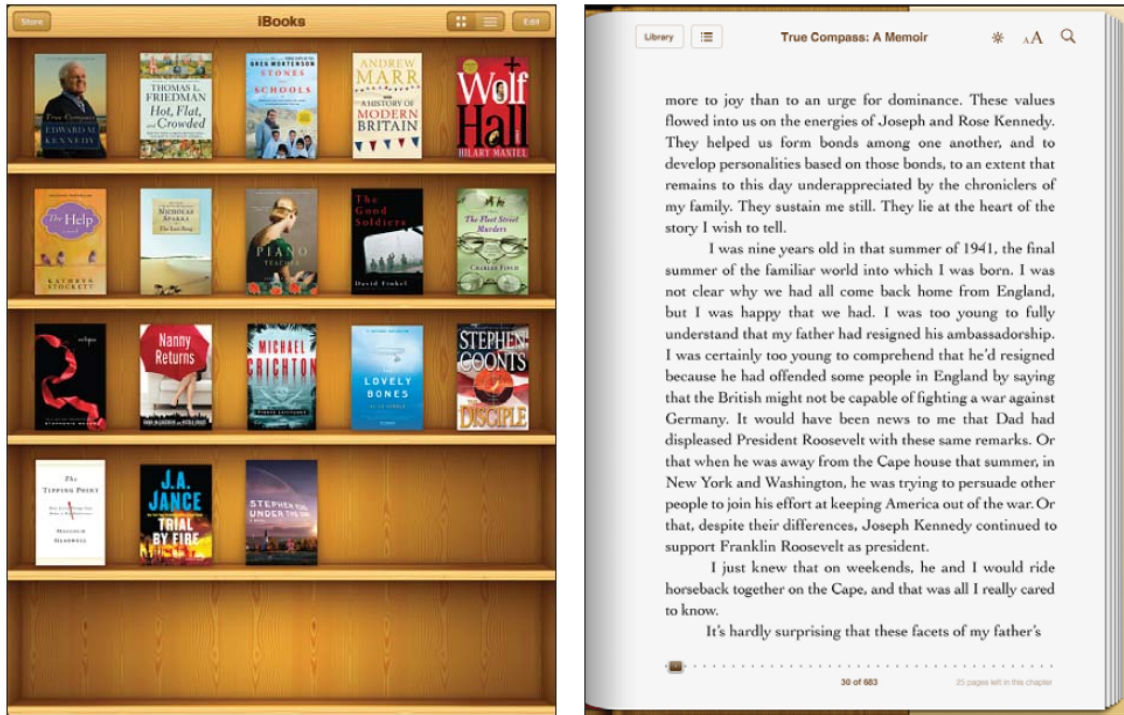


iBooks is a perfect application for those that like to read, and iPad is the perfect device to do so in a green way. To read books, the app needs to be downloaded from AppStore (it's a free app) and after the application was downloaded, every little piece of literature classic or other can be read on your iPad. The books you downloaded are displayed on your bookshelf. All you need to do is to tap a book and you can start reading – iBooks is a clever app, and automatically remembers where you left off, so you can continue reading without having to wonder on what page you were on.

Finding the books you want is easy. In the application you just need to tap on Store and iBookstore will open. You can then browse books by topic or author, or you can check out featured books, top selling books, or the New-Yorker's top best selling lists.

It's also easy to purchase a book you like. Some books are free, but some are not. To purchase a book you need to tap on the price and then tap Buy Now. You need to have an iTunes account, sign in to it, and then tap OK – your purchase will be credited to your iTunes account.

Reading books is easy. All you need to do is to tap on a book that you have in your bookshelf, and the book will automatically open, and you can start reading where you left off.



To **turn pages** you simply need to flick or tap near the right or left margin of the page (depending if you want to go back or read on).

To **go to a specific page** you need to tap on the center of the current page. This will bring up the controls. You'll see the page navigator controls at the bottom of the page, and you can drag until you reach your desired page (number or chapter). To jump to the location, let go.

Finding the **table of contents** is also easy, as all you need to do is to tap on the center of the page to bring up the controls, then tap the Contents button. You can either jump to a location by tapping on an entry in the Contents, or you can tap Resume to return to the current page.

You can also add **bookmarks**. You can insert a bookmark by touching and holding any word in the page and tapping Bookmark. To remove a bookmark all you need to do is to touch and hold the bookmarked word and tap DELETE.

9. Customizing your iPad - Your guide through Settings menu



The settings menu allows users to customize iPad apps, configure iPad's network connection, set the time and date, besides entering other iPad preferences.

Wi-Fi

iPad connects to the internet either through Wi-Fi or 3G. It's always good to turn the Wi-Fi off if no networks are available, since this will allow you iPad to connect to the internet through 3G, if available. To turn on or off the Wi-Fi you simply need to access Wi-Fi in the settings menu, then turn it off or on.

Cellular Data

You can use Cellular Data settings to change your account information add a PIN number to lock your SIM card and to turn Data Roaming on or off.

To turn data roaming on or off, choose Data Roaming, then turn it on or off.

To turn cellular data network on or off simply tap Cellular data and turn on or off


To view account information tap View Account

Brightness and Wallpaper

To adjust brightness settings, you simply need to tap on Brightness and drag the slider to a level you're comfortable with.

To set a wallpaper, choose wallpaper and then you will be able to pick an image and use it either as a wallpaper for the Lock Screen or Home Screen or both. Just tap the desired action.

Picture frame

You iPad can be used as an animated picture frame. To activate it you need to tap  on the Lock Screen. You can also choose which photos you want to use, the transition mode and if you want to shuffle the photos or zoom in on faces.

General

General settings are security, network, date and time, along with settings that affect applications.

About

In the about menu you will find information about your iPad, including network information, storage capacity, available space, software version, number of videos, songs, photos and application and serial and model number.

Usage

In the Usage menu you can see your **battery percentage** (you can turn Batter Percentage on to see how much batter you have left in the upper right corner next to your battery icon), **cellular network data** (the amount of data sent and received over a cellular data network) and you can also **reset your usage statistics** (you just need to tap on Reset Statistics to clear the statistics and accumulated data).

Sounds

Here you can adjust your alerts volume, and set alert and effect sounds for when you send and receive an email, have an event alarm set to alert you, lock the iPad, type, et cetera.

Location Services

These services allow applications like Maps to gather and use data based on your location. These use iPad's Wi-Fi, 3G and GPS features and consume battery. So, if you're not using them it's recommended you turn them off. Do to that, tap General , tap Location Services and then tap On or Off.

Auto Lock

This is a very useful feature, as locking your iPad will save power and prevent unintended operations. To set the time before Auto Lock you just need to go to General then tap Auto Lock and choose a locking time.

Passcode Lock

You can set a passcode to unlock your iPad, by tapping on General then Passcode Lock and entering a 4 digit code (twice). However, this is not recommended because if you forget your passcode you won't be able to access your iPad, and you'll have to take it to a service to unlock – which will void your warranty.

Restrictions

Again, you can restrict application or content. However, this is not recommended because again, if you forget the passcode, you'll won't be able to lift up the restrictions unless you take your iPad to a service.

Home

You can go for double tapping the home buttons and for search options in this menu. Basically, you can make your iPad go to HomeScreen, Search or iPod if you tap Home twice. The menu is very intuitive so there shouldn't be any problems with it.

Date and Time

You can set here the local date and time displayed in the status bar at the top of the screen. This also affects the world clock and calendars.

International

Here you can set up your iPad's language, change keyboard language, set date and time and telephone numberformats.

To change the language go to general-international-language and choose your language then tap Done.

To turn international keyboards on or off go to general-international-keyboard and choose which keyboards you want to be activated

To set time, date and telephone number formats go to general-international-region format and choose the region you want.

10. Accessibility options

iPad was built user friendly, and its friendliness is taken a step further with its accessibility options, which include support for the playback of closed-captioned content, screen reader, along with other useful features. With iPad's accessibility you have it all in one place, so you don't have to install or buy new software.

VoiceOver

VoiceOver is a screen reader that's gesture-based, and it's designed especially for people with vision impairments. When you activate VoiceOver (General-Accessibility-VoiceOver) you can touch the screen and you'll hear a description of the item under your fingers. You can then tap, drag or flick to control your iPad. With 21 different languages, VoiceOver is easy to be used by anybody with a vision impairment.

Mono Audio

For those with hearing difficulties, iPad made it easy to route either channels into one, so they can hear both channels in one ear.

Zoom

With Zoom users can magnify the entire screen of any application up to five times. The zoomed screen can be moved around to take a better look at the text, image or file you need to see better.

Closed Captioning

When playing movies or podcasts users can use iPad's Closed Captioning if they have hard time hearing or are deaf.

White on Black

For users who prefer higher contrast, iPad made it easy to change the display to white on black. This works with any application, including the Unlock, Home, Spotlight screens and works equally well with Voice Over and Zoom.

Triple-click Home

For those that use from time to time White on Black, VoiceOver or Zoom, iPad made it fast to turn them on or off with the enabling of Triple-click Home feature. You can triple click home to activate Zoom, VoiceOver or White on Black. If you're unsure which ones you want to use, you can set triple-click home to ask you each time you triple click home.

11. iPad tips and tricks

The Soft Reset

Even iPad's operating system freezes from time to time. So, if there's no Ctrl+Alt+Delete, what can you do to reset/reboot it? It's simple! Hold the power button and the home button for a few seconds. This will restart your iPad. If you want to force-close an application, simply hold the home button pressed for a couple of seconds.

Cut, Copy and Paste for Experts

Now, you can copy a word by double tapping it. But how do you copy more, like an address? Well, you will want to stretch out those blue dots, right? That also works, but you could as easily tap the editable text four times – this will copy the whole paragraph.

Import Your Own (Free) Books

Now, you can get lots of eBooks on iTunes. Some are free, some are not. But, iPad doesn't only read the books you download from iTunes. However, it reads books in ePub format. The good news is that you can get lots of free ePub books at your local library, and also at Project Gutenberg (over 30,000 of them).

Easy Mute

If you forgot to mute your iPad and you need to do it fast, there's no shortcut. Or is it? Yes there is. You just need to hold down the volume down button for two seconds – you iPad will go silent instantly (after the two seconds passed, of course).

Take Giant Screenshots

Most users don't realize that iPad also has a PrtScr (print screen button) which allows you to take screenshots of everything you're looking at. To do so, you simply need to push the top button (power button) and the home button at the same time for half of second. The screenshot will be saved automatically in your photo library.

Super Fast Webpage Scrolling

Now, scrolling is sometimes boring, especially if you're at the end of the page and you want to go back to the top. Normally, you'd drag your finger up repeatedly till you reach the top. But, you can do this lots faster simply by tapping the title bar once!

Preview More Of Your Mail

Normally, you see only two lines of your email. To view more, you simply need to go to Settings-Calendar-Mail, Contacts and Calendars. Select "5 lines" which is under preview.

Downrez 1080P HD Videos...Or You Can't Watch Them

If you have videos that are bigger than 720P you can't see them on your iPad. The solution? Use an app like Handbrake to downrez them!

Put 6 Apps In the Bottom Tray

Normally, you only get 4 apps in the Bottom tray. However, you can add more – up to 6. So, what you want to do is to tap and hold any icon. This will unlock them. If you drag two additional apps into the bottom tray they'll stay there.

12. iPad Resources

Here are some links you might find useful:

www.apple.com

<http://support.apple.com/manuals>

<http://www.tuaw.com/2010/04/04/ipad-101-user-guide/>

<http://www.ipadforums.net/>

<http://www.ipad88.com/>

<http://www.ipadforum.org/>

<http://www.ipadownersforum.com/>

Disclaimer

We are not responsible for any actions that are taken with the information within "How to use an iPad", use this information at your own risk.

Images and graphics in this book courtesy of Apple©. Apple holds the copyrights to all the used images.