

VISUAL QUICKSTART GUIDE



Covers the
3rd-generation iPad

iPad

CHRIS FEHILY



© LEARN THE QUICK AND EASY WAY!

iPad

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Visual QuickStart Guide

iPad

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To report errors, please send a note to errata@peachpit.com.

Peachpit Press is a division of Pearson Education.

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Executive editor: Clifford Colby

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Cover design: RHDG / Riezebos Holzbaur Design Group, Peachpit Press

Interior design: Peachpit Press

Logo design: MINE™ www.minesf.com

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ISBN-13: 978-0-321-84259-6

ISBN-10: 0-321-84259-6

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

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Managing Your Data

You can use your iPad's data-management apps and services to:

- Use iCloud to sync your important data—contacts, Internet bookmarks, reminders, notes, and more—across your devices.
- Sync with iTunes to copy content from your iPad to your Mac or Windows PC, and vice versa.
- Back up your data with iCloud or iTunes, and restore it if necessary.
- Copy files between your iPad and computer.
- Update your iPad's operating system (iOS) when Apple releases a new version.
- Get technical, storage, data-use, and other information about your iPad.
- Get push notifications from apps that are trying to get your attention.

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Using iCloud

iCloud is an online storage and computing service that uploads (copies) your content to Apple's remote data center and pushes it wirelessly to your Mac, Windows PC, and iOS devices (iPad, iPhone, and iPod touch) **A**. Your music, photos, documents, and more are available on demand across all your computers and iDevices. iCloud is integrated with your apps and works in the background silently and automatically, without manual syncing or sending. You can also view and manage your content and settings by visiting <https://www.icloud.com> in a modern browser. Some iCloud features work across OS X, Windows, and iOS, whereas others are iOS-only.

iCloud identifies you by your Apple ID and provides unlimited free storage for purchased music, TV shows, iOS apps, and books. It also includes 5 GB of free storage for mail, documents, and backups. Higher storage capacities are available for an annual fee. You can manage your storage by controlling backups and choosing which documents to store in the cloud.

TIP iCloud secures your content by encrypting it. For details, see <http://support.apple.com/kb/HT4865>.

To set up iCloud:

1. Tap Settings > iCloud.
2. Sign in with your Apple ID and password.
3. Turn on the services that you want to enable **B**.




A Apple's graphical depiction of iCloud. Changes made on one device are pushed to the cloud (a remote data center) and then synced automatically with your other devices.



B iCloud settings include On/Off switches for the types of data that can be synced. Tapping Photo Stream or Documents & Data brings up additional options for those features.

Using iCloud services

The following iCloud services are available:

- **Mail, Contacts, Calendars, Reminders, and Notes.** Sync data from these apps to your other devices.
- **Bookmarks.** Sync your Safari bookmarks and Reading List to your other devices.
- **Photo Stream.** Photos that you take on one device appear automatically on all your devices that have Photo Stream enabled. Photo Stream keeps 1,000 photos, including the last 30 days' worth of new photos. To view your photos, delete them, share them, or move them to Camera Roll or to an album (before they're rotated out by new photos), open the Photos app, tap Photo Stream at the top of the screen, and then tap .
- **Documents & Data.** Sync Apple iWork (Pages, Keynote, and Numbers) documents for transfer between your computer and iOS devices. Open a Web browser, go to <https://www.icloud.com>, sign in to iCloud, and then click the iWork icon on the main page. All your iWork for iOS documents will be there, complete with your most recent edits. Turn on iCloud separately for each iWork app. If Pages is installed on your iPad, for example, tap Settings > Pages > Use iCloud > On. Third-party developers can make their apps work with Documents & Data too.

continues on next page

- **Find My iPad.** Locate a missing iPad. For details, see “Securing Your iPad” in Chapter 1.
- **Storage & Backup.** To make an iCloud backup, tap Storage & Backup and then turn on iCloud Backup **C**. iCloud automatically backs up important data on your iPad daily over Wi-Fi when your iPad is connected to a power source and is screen-locked. To back up manually, tap Back Up Now.

TIP If you’re using iCloud on a Mac or Windows PC, you must set it up separately on your computer. On OS X, choose Apple menu > System Preferences > iCloud. On Windows, download and install the iCloud Control Panel from <http://support.apple.com/kb/DL1455>, and then choose Control Panel > Network and Internet > iCloud.



C To select which apps back up their data and see how much storage space each application is using, tap Manage Storage. If you need more iCloud storage, tap Buy More Storage.

iCloud Backups

When you turn on Storage & Backup, iCloud backs up the following items:

- Purchased music, TV shows, apps, and books (to which the 5 GB storage limit doesn’t apply)
- Photos and video in the Camera Roll
- Device settings (such as those for Mail, Contacts, Calendars accounts)
- App data
- Home-screen and app organization
- Messages (iMessage, SMS, and MMS)
- Ringtones

When you set up a new iPad, Setup Assistant lets you restore from one of your recent iCloud backups (see “Setting Up Your iPad” in Chapter 1). You can also restore an iCloud backup when you erase your iPad. To do so, tap Settings > General > Reset > Erase All Content and Settings.

The following items are *not* backed up to iCloud but can be synced via using iTunes on a computer (see “Downloading your purchases” later in this chapter):

- Music and TV shows not purchased from the iTunes Store
- Movies, podcasts, and audiobooks
- Photos that were synced from your computer originally



D The Purchased screen lists all the items that you previously purchased from one of the Apple stores. You don't have to pay again for items that you delete and then download again or that you download on multiple devices.





E When these settings are turned on, if you buy an item on, say, your iPhone or iPod touch, that item appears automatically on your iPad (and vice versa).

Downloading your purchases

When iCloud is enabled, you don't have to do much. Changes to contacts, calendars, and reminders, for example, are updated automatically across your devices. Music, TV shows, apps, and books purchased on a different device, however, can be downloaded manually or automatically to your iPad.

To download purchased items manually:

1. On your iPad, open iTunes (for music and TV shows) or App Store (for apps), or tap iBooks > Store (for books).
2. Tap the Purchased button  at the bottom of the screen.
3. Tap the iCloud Download button  next to the item that you want to download **D**.

To download purchased items automatically:

1. Tap Settings > Store.
2. Turn on Automatic Downloads for music, apps, or books **E**.

Syncing with iTunes

Syncing with iTunes copies content from your iPad to your Mac or Windows PC, and vice versa. You can do all of the following:

- Sync by connecting your iPad to your computer, using the dock connector–to–USB cable that came with your iPad.
- Set up iTunes to sync wirelessly over Wi-Fi.
- Sync music, photos, video, podcasts, apps, and more.
- Change your sync options at any time.

Each time you sync, content is synced between your iPad and computer to reflect new, updated, or deleted content.

Before you sync, update to the latest versions of iOS on your iPad (tap Settings > General > Software Update) and iTunes on your computer (visit www.apple.com/itunes/download).

To sync with iTunes via USB cable:

1. Connect your iPad to your computer via USB cable.
2. Open iTunes on your computer.
3. In the iTunes sidebar (on the left side), click your iPad in the Devices list **A**.
4. In the main section of the iTunes window, click the content tabs **B** (Info, Apps, Music, Movies, and so on), and configure sync options for each one.

TIP Don't sync items (such as contacts, calendars, and notes) that you're already syncing with iCloud. If you do, those items may be duplicated on your iPad.



A It may take a moment for your iPad to appear in the iTunes sidebar.



B Some tabs may not appear if you don't have corresponding content in your iTunes library.



C When wireless sync is enabled, your iPad will appear in the iTunes sidebar whenever your computer and iPad are on the same Wi-Fi network.

5. To sync, click Apply or Sync in the bottom-right corner of the iTunes window.

Don't disconnect your iPad from the computer while the iPad screen says *Sync in Progress*. You can cancel the current sync by dragging the Cancel Sync slider on the iPad's screen.

To sync with iTunes via Wi-Fi:

1. Connect your iPad to your computer.
2. Open iTunes on your computer.
3. In the iTunes sidebar (on the left side), click your iPad in the Devices list **A**.
4. In the main section of the iTunes window, click the Summary tab and then select Sync with This iPad over Wi-Fi **C**.
5. To sync manually, tap Settings > General > iTunes Wi-Fi Sync > Sync Now.

Your iPad will also sync automatically at least once a day when your iPad is plugged in to power, iTunes is open on your computer, or your iPad and the computer are on the same Wi-Fi network.

6. When your iPad appears in the iTunes sidebar, click the content tabs **B** (Apps, Music, Movies, TV Shows, and so on), and configure sync options.
7. To sync, click Apply or Sync in the bottom-right corner of the iTunes window.

Don't disconnect your iPad from the computer while the iPad screen says *Sync in Progress*. You can cancel the current sync by dragging the Cancel Sync slider on the iPad's screen.

TIP To troubleshoot Wi-Fi syncing, see <http://support.apple.com/kb/TS4062>.

Backing up in iTunes

iTunes create backups of your iPad when you

- Sync with iTunes (disabled if you have iCloud backup turned on).
- Right-click your iPad in the iTunes sidebar (on the left) and then choose Back Up.


To restore a backup, connect your iPad to your computer via USB cable, right-click your iPad in the iTunes sidebar, and then choose Restore from Backup.

When you set up a new iPad, Setup Assistant lets you restore from one of your recent iTunes backups (see “Setting Up Your iPad” in Chapter 1). You can also restore an iTunes backup when you erase your iPad. To do so, tap Settings > General > Reset > Erase All Content and Settings.

To transfer a backup from your current iPad to a new iPad, see <http://support.apple.com/kb/HT2109>. This article applies to iPads as well as iPhones.

Managing content manually

By default, iTunes automatically syncs your entire iTunes library whenever you connect your iPad to your computer. You can also manage songs and videos on your iPad manually, choosing just the items that you want to have with you (handy if your entire iTunes library is too big to fit on your iPad).

To add an item to your iPad, drag it from your iTunes library to the iPad icon in the Devices list of the iTunes sidebar .

To configure your iPad to manage content manually:

1. Connect your iPad to your computer via USB cable.
2. Open iTunes on your computer.
3. In the Devices list of the iTunes sidebar, click your iPad **A**.
4. In the main section of the iTunes window, click the Summary tab and then select Manually Manage Music and Videos **C**.
5. Click Apply or Sync in the bottom-right corner of the iTunes window.

TIP When you connect your iPad, you can temporarily override the manual setting: Press Command+Option (Mac) or Shift+Ctrl (Windows) until your iPad appears in the iTunes sidebar.

TIP Even when manual management is turned on, you can still sync some content automatically. Select any content tab, such as Video, to enable automatic syncing for that type of content.

Copying Files Between Your iPad and Your Computer

The File Sharing feature lets you copy files between your iPad and computer, using iTunes as a conduit. You can share files created with a compatible app and saved in a supported format. Not all apps support this feature; see each app's documentation to find out how it shares files.

In iTunes on your computer, apps that support file sharing appear in the File Sharing section at the bottom of the Apps tab. For each app in the apps, the Files list shows the documents that are on your iPad.

To copy files between your iPad and your computer:

1. Connect your iPad to your computer via USB cable.
2. Open iTunes on your computer.
3. In the Devices list of the iTunes sidebar (on the left side), click your iPad.

It may take a moment for your iPad to appear in the sidebar.

4. In the main section of the iTunes window, click the Apps tab.

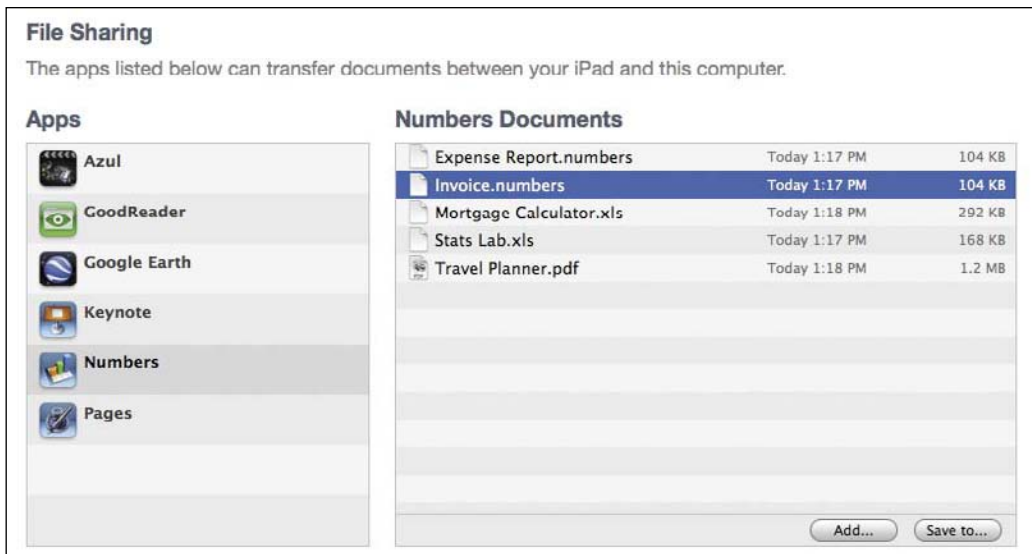
5. In the File Sharing section, click an app in the Apps list on the left **A**.

The files for the selected app appear in the documents list on the right.

6. Do any of the following:

- ▶ Copy a file from your iPad to your computer: Select it in the Files list and then click Save To.
- ▶ Drag files from the Files list to the computer's desktop or to a folder window (or vice versa).
- ▶ Delete a file from your iPad: Select it in the Files list and then press your computer's Delete key.
- ▶ Copy a file from your computer to your iPad: Click Add.

TIP To select multiple files in the Files list, hold down the Ctrl key (Windows) or the Command key (Mac) and then click the desired files. Click again to deselect a file. To select a range of adjacent files, hold down the Shift key, click the first file in the range, and then click the last file.



A File Sharing lets you copy files between your iPad and computer, and delete files from your iPad.

Updating iOS

iOS is Apple's mobile operating system, which runs on iPads, iPhones, iPod touches, and Apple TV. Apple regularly releases free updates and bug fixes for iOS. Some changes add features to iOS and the built-in apps, whereas others plug security holes or fix stability problems. You can update to the latest version of iOS over Wi-Fi.

To see your iOS version:

- Tap Settings > General > About.

The version number and the build number (in parentheses) are listed next to the Version label.

To update iOS:

1. Connect your iPad to a power source or fully charge the battery.
2. Connect to a Wi-Fi network by tapping Settings > Wi-Fi.

For details, see “Making Wi-Fi Connections” in Chapter 3.
3. Tap Settings > General > Software Update.
4. If a newer version of iOS is available, follow the onscreen instructions to download and install the update.

TIP If your iPad is connected to your computer, you can update iOS from the Summary tab of iTunes on your computer.



A If you're running low on space, use the Usage screen to finger the storage hogs.

Getting Information About Your iPad

The Settings app provides technical, storage, data-use, and other diagnostic information about your iPad.

To get general information:

- Tap Settings > General > About to get information about your iPad, including available storage space, serial numbers, and network addresses.

You can also view or turn off diagnostic information that's sent to Apple.

To see or change the name of your iPad:

- Tap Settings > General > About > Name.
The name appears in the iTunes sidebar when your iPad is connected to iTunes and it's being used by iCloud, Personal Hotspot, or other services.

To view storage, battery charge, and data use:

- Tap Settings > General > Usage to view available storage space, the percentage of battery power remaining, and (on 4G/3G models) cellular data use **A**.

TIP If your iPad is connected to your computer, you can also view information on the Summary tab of iTunes on your computer.

Getting Notifications

Certain apps can push notifications to you, even when you're not actively using the app. Notification Center is the central list of all the apps that are trying to get your attention. Apps that can send notifications include

- Calendar (for events and invitations)
- Reminders (for reminders coming due)
- Game Center (for friend requests and game invitations)
- Mail (for incoming email)
- Messages (for new messages)
- FaceTime (for missed calls)
- Twitter (for direct messages and mentions)
- Any third-party apps whose developers tap into Notification Center

Notifications come in two forms: banners and alerts. A banner slides into view from


the top of the screen and then disappears after 5 seconds **A**. An alert pops open center-screen and stays there until you acknowledge it by tapping Close, View, Snooze, or whatever. Tapping a banner opens the corresponding app to show the related item. (If you tap a Mail subject heading, for example, Mail opens and displays that message.) If a notification appears in the Lock screen, flick it from left to right to respond to it.

If a banner notification disappears before you can get to it, you can open Notification Center at any time to see a list of recent notifications.

To show Notification Center:

- Flick down from the top of the screen **B**.

To remove a notification:

1. Tap .
2. Tap Clear.



A A banner notification disappears by itself after a few seconds.




B Notification Center lists recent notifications. Flick up the screen or tap off Notification Center to dismiss it, or tap a notification to jump to the corresponding app.



C You can fine-tune how each app displays notifications. Some settings vary by app.

To configure Notification Center:

1. Tap Settings > Notifications.
Apps that can send notifications are listed **C**.
2. Tap an app to change any of the following settings:
 - ▶ Whether an app sends notifications
 - ▶ Whether you receive banner or alert notifications (or none at all)
 - ▶ The order in which notifications are listed (tap the Edit button and then drag  up or down to reorder the list)
 - ▶ How many recent notifications appear in Notification Center
 - ▶ Whether to display a badge (a number in a little red circle) on the notifying app's dock icon
 - ▶ Whether the notification appears when your iPad is locked
 - ▶ Whether to play a sound as part of the notification

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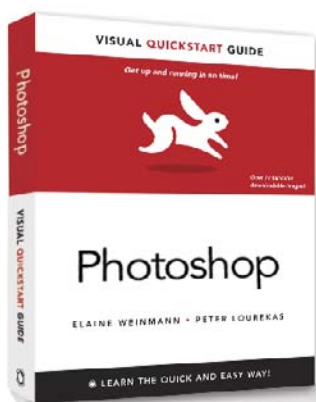
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