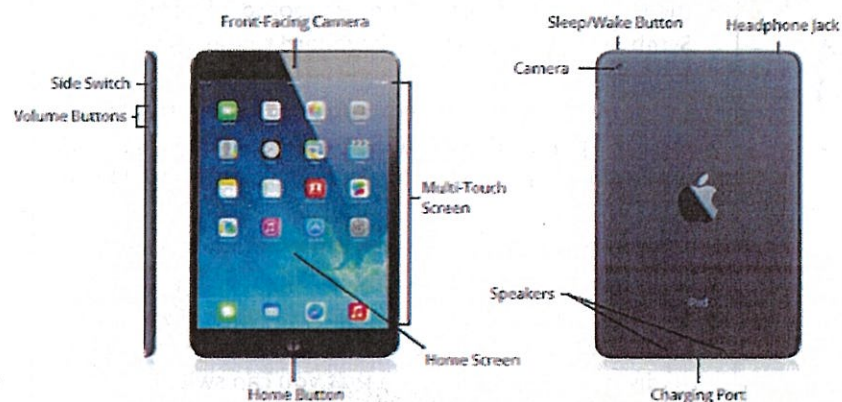


# iPad

# Quick Reference Card

## 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, the 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 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.

## Built-in Apps



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



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



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



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



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



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



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



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



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



**Contacts:** An address book.



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



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



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



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



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



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



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



**Photo Booth:** Create a variety of images with your camera.



**FaceTime:** Talk to people through the iPad.



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

### 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 (options in setting)

- **Mute Volume:** Flip the Side Switch down
- **Unmute Volume:** Flip the Side Switch up
- **Lock Screen Rotation:** Flip the Side Switch up to lock and down to unlock

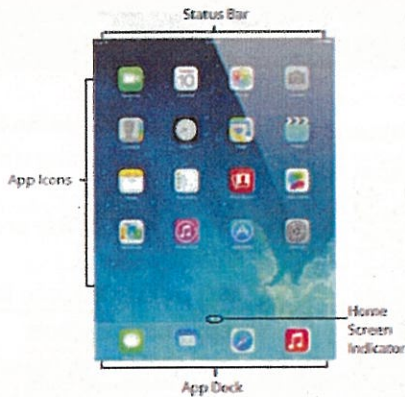
## Home Screen

- **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 Home Screen:** 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.

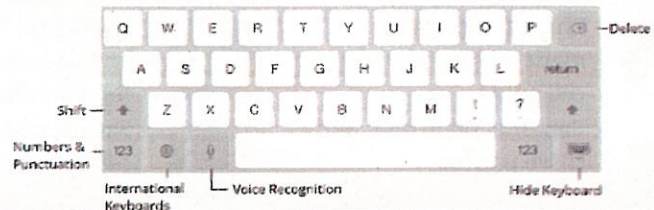
## Status Bar

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

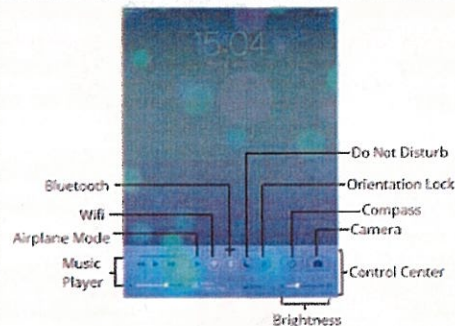


## Keyboard

- **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.



## 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.