# iPad Quick Reference Guide

## Your iPad Hardware

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## Home Button
- **Return to the Home Screen:** From any app, press the Home button once to return to the Home Screen.
- **Open Search:** From the Home Screen, press the Home button to open the Search screen.
- **Multitask:** Press the Home button twice quickly to open the Multitask Bar.

## 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). Slide your finger across the Slide To Unlock slider that appears.
- **Power Off your iPad:** Press and hold the Sleep/Wake button until the Slide To Power Off slider appears, then slide your finger across the slider.
- **Power On your iPad:** Press and hold both the Sleep/Wake button and the Home button until the screen turns black and the Apple logo appears.

## Volume Button
- **Adjust Volume:** Press the Volume Up button to increase volume, and press the Volume Down button to decrease volume.
- **Mute Volume:** Press and hold the Volume Down button.

## Side Switch
- **Mute Volume:** Toggle the Side Switch to On. Toggle the Side Switch to Off to disable mute.
- **Change Function:** Configure the Side Switch to by opening the Settings app, accessing the General settings, and selecting Lock Rotation under the Use Side Switch to: heading.

## Home Screen Apps

- **Safari:** Browse pages on the internet. Use tabs to open multiple pages at a time.
- **Photos:** View and manage your photo collection, and create slideshows.
- **iMessage:** Send and receive messages from other iPad, iPhone, and iPod users.
- **Contacts:** Manage your contacts and their contact information.
- **Maps:** Find nearby locations and get directions.
- **YouTube:** Browse, view, and rate YouTube videos.
- **App Store:** Find, buy, and download new apps for your iPad.
- **FaceTime:** Place video calls with your contacts with compatible devices.
- **Photo Booth:** Take photos with fun photo booth effects. (iPad 2 only)
- **Reminders:** Create a to-do list with notifications.

## Gestures

- **Tap:** The most basic gesture, simply tap your finger on what you want to interact with.
  - Open an app: Tap an app icon on the Home Screen.
  - Issue a command: Tap a button.
  - Follow a hyperlink: Tap a link in Safari.
  - Enter text: Tap a text field to begin editing text, then tap the keys on the keyboard to type.

- **Drag:** Place your finger on the iPad’s screen, then drag it across the screen.
  - Scroll: Tap and drag to scroll up, down, left, or right wherever you can scroll.
  - Move Between Screens: Tap and drag the Home Screen to move between Home Screens.
  - Use Sliders: Tap and drag across the Slide To Unlock and Slide To Power Off sliders.

- **Flick:** Place your finger on the iPad’s screen, then drag it across the screen quickly and release.
  - Scroll: Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.
  - Pinch Zoom: Place two fingers on your iPad’s screen and pinch them apart to zoom in, and pinch them together to zoom out.
View Status Information: The Status Bar displays status information for your iPad, visible in all apps and on the Home Screen.
- 3G: The iPad is currently connected to a 3G network.
- Wi-Fi: The iPad is currently connected to a Wi-Fi network.
- Displays the iPad's battery status, accompanied by the percentage of battery charge remaining.
- : The iPad is currently connected to a Bluetooth device.
- : The iPad is in Airplane Mode, disabling all of the wireless radios.
- : The iPad's screen orientation is locked.

Open an App: Each app is represented by its icon. Simply tap an app icon with your finger to open the app.

Navigate Between Home 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 Home Screens.

Rearrange the Home Screen: Tap and hold your finger on an app icon until app the icons begin to wiggle. Drag the app icon to a new location on the Home Screen, or to the side of the Home Screen to move it to another Home Screen, than release it. Press the Home button when you're finished moving app icons around.

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 six apps and/or folders. Drag an app or folder icon onto the dock while rearranging to add it to the dock.

Create an App Folder: Folders can hold up to 20 apps each. To create a folder, drag one app icon onto another and hold until a folder is created. Then, drag the app icon into the folder and release.

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 to delete an app from your iPad. Apps that are included as part of iOS cannot be deleted.

Switch Between Apps Quickly: Press the Home button twice quickly to reveal the Multitask Bar. Recently-used apps will be displayed here. Tap an app icon in the Multitask Bar to go back to that app.

Close Apps: Returning to the Home Screen from an app doesn’t close the app, just suspended in memory. To completely close an app, bring up the Multitask Bar, tap and hold an app icon until the icons begin to wiggle, then tap the Quit button ( ) that appears in the upper-left corner of the icon.

Copy and Paste
- Select Text: Tap and hold your finger over a word until it is highlighted. If you want to select multiple words, drag the blue selection dots ( ) to the beginning and end of the text you want to select.
- Copy Text: Select the text you want to copy, then tap the Copy button in the popup that appears.
- Paste Text: Tap and hold where you want to paste text, then release after a second and tap the Paste button.

Join a Wi-Fi Network: Tap the Settings app icon, then tap the Wi-Fi button in the left pane. Make sure that the Wi-Fi switch is set to On, then tap the name of the Wi-Fi network you want to join. If the network is secure, enter the secret key or password, then tap the Join key.

Join a 3G Network: Tap the Settings app icon, then tap the Cellular Data button in the left pane. Turn the Cellular Data switch to On. If you haven’t set up a 3G data account yet, you will need to enter your personal information, select a data plan, enter your billing information, and agree to a purchase and license agreement.

Enable Airplane Mode: Tap the Settings app icon, then turn the Airplane Mode switch in the left pane to On. While Airplane Mode is enabled, wireless radios (Wi-Fi, 3G, GPS, and Bluetooth) are disabled. Turn the Airplane Mode switch to Off to turn the wireless radios back on.