

Basic Configuration



Locking and Unlocking Your iPad

The iPad automatically locks if you do not touch it for a minute or two. You can adjust how long it takes to lock by going to **Settings > General > Auto-Lock**.

You can set a passcode to unlock by going to **Settings > General > Passcode Lock**.


If using a Smart Cover, you can set the iPad to automatically lock when the cover is closed and unlock when the cover is opened by going to **Settings > General > iPad Cover Lock/Unlock**.



To Lock iPad	Press the Sleep/Wake button.
To Unlock iPad	Press the Home button or the Sleep/Wake button, then drag the slider
To Turn iPad off	Press the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider
To Turn iPad on	Press the Sleep/Wake button until the Apple logo appears

Home Button

The Home button at the front gets you back to the Home screen at any time and also provides other shortcuts.

To go to the Home screen	Press the Home button 
To open an app from Home	Tap the app
To display multitasking bar to see recently used apps	Double-click Home button when the iPad is locked
To display audio playback controls	When iPad is locked: Double-click Home button. When using another app: Double-click the Home button, then flick multitasking bar from left to right.

Side Switch

You can use the Side Switch to disable audio alerts and notifications.



The Side Switch can also be used to lock the screen rotation to prevent the display from switching between portrait and landscape

To mute notifications, alerts, and sound effects	Slide the Side Switch down. This switch does not mute audio playback, such as music, podcasts and movies.
To lock the screen rotation	Go to Settings > General > Use Side Switch to , then tap Lock Rotation

Portrait or Landscape View



iPad's built-in apps can be viewed in portrait or landscape orientation. The screen rotates when you rotate the iPad, adjusting contents to fit.

In landscape view, webpages scale to the wider screen, making text and images larger. The onscreen keyboard also becomes larger.

To keep the screen from rotating, lock the screen in portrait or landscape view:

- Double-click the Home button to view the multitasking bar, then flick from left to right. Tap to lock the screen orientation
- Or set the Side Switch to lock the screen orientation by going to **Settings > General > Use Side Switch to**, then tap **Lock Rotation**

Status icons

The icons in the status bar at the top of the screen give information about iPad:

Status icon	What it means
Airplane mode	Airplane mode is on—no Internet or Bluetooth access. Non-wireless features available.
LTE LTE	Your carrier's 4G LTE network is available; you can connect to the Internet over 4G LTE.
4G 4G	Your carrier's 4G network is available; you can connect to the Internet over 4G.
3G 3G	Your carrier's 3G network is available; you can connect to the Internet over 3G.
E EDGE	Your carrier's EDGE network is available; you can connect to the Internet over EDGE.
o GPRS	Your carrier's GPRS network is available; you can connect to the Internet over GPRS.
Wi-Fi	Shows iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection.
Personal Hotspot	Shows iPad is providing a Personal Hotspot to another iPad, iPhone, or iPod touch.
Syncing	Shows iPad is syncing with iTunes.
Activity	Shows network and other activity. Some 3rd-party apps use this to show an active process.
VPN	Shows you are connected to a VPN network.
Lock	Shows iPad is locked.
Screen orientation lock	Shows the screen orientation is locked.
Location Services	Shows an item is using Location Services.
Play	Shows a song, audiobook, or podcast is playing.
Bluetooth	White icon: Bluetooth is on and paired with a device (e.g., headset or keyboard). Gray icon: Bluetooth is on, but the device is out of range or turned off. No icon: Bluetooth is off or not paired.
Battery	Shows battery level or charging status.

The Onscreen Keyboard

The onscreen keyboard appears automatically when you need to enter text (e.g., contacts, mail, and web addresses). The keyboard can correct misspellings, predict what you're typing, and learn as you use it.







Note: You can also use an external or wireless keyboard to type. When you use an external keyboard, the onscreen keyboard doesn't appear.

Keyboard Layouts

You can type with a split keyboard at the bottom of the screen, or undocked and in the middle of the screen.



Use a split keyboard	Touch and hold the Keyboard key  , slide your finger to Split, then release.
Move the keyboard	Touch and hold  , slide your finger to Undock to move the keyboard, then release.
Return to a full keyboard	Touch and hold the Keyboard key  , slide your finger to Dock and Merge, then release.
Return a full keyboard to bottom of the screen	Touch and hold the Keyboard key  , slide your finger to Dock, then release.
Turn Split Keyboard on or off	Go to Settings > General > Keyboard > Split Keyboard , then tap On or Off.

You can use **Settings** to set layouts for the onscreen keyboard and any hardware keyboards. Available layouts depend on the keyboard language.

Entering and Selecting Text

To enter text: Tap a text field (such as in a note or new contact) to bring up the keyboard, then tap keys on the keyboard.

If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.

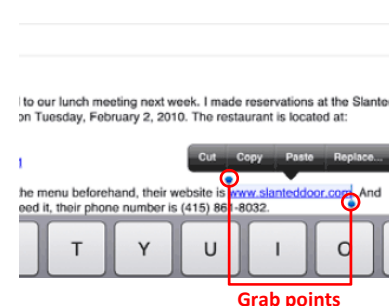
To delete the previous character: Tap .

Selecting text

An onscreen magnifying glass helps you position the insertion point.

Grab points let you select text you want.


To position the insertion point: Touch and hold to bring up the magnifying glass, then drag to position the insertion point.



To select text: Drag the grab points. In read-only documents, such as webpages, or messages you receive, touch and hold to select a word.

You can also tap the insertion point to display selection buttons. Tap **Select** to select the adjacent word, or **Select All** to select all text. You can also double-tap a word to select it.

More Text Tools


Cut or copy text	Select text, then tap Cut or Copy.
Paste text	Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.
Undo the last edit	Shake iPad.
Make text bold, italic, or underlined	When available, tap  , then tap B/I/U.
Find a word definition	Tap a word to select it, then tap Define.
Find alternative words	Tap a word, tap Select, then tap Suggest.
Justify text	When available, select the text you want to justify, then tap the left or right arrow.

Auto-correction and spell checking

iPad can automatically correct misspellings or make suggestions as you type. iPad may underline misspelled words. When iPad suggests a word, you can accept the suggestion without interrupting your typing.

To accept the suggestion: Type a space, punctuation mark, or return.

To reject a suggestion: Finish typing the word as you want it, then tap the “x” next to the suggestion.

 **Note:** Each time a suggestion is rejected for the same word, iPad is more likely to accept the word.


Replace a misspelled word	Tap the word, then tap one of the alternate spellings. If the word you want doesn’t appear, just retype it.
Turn auto-correction or spell checking on or off	Go to Settings > General > Keyboard .
Add a word to the keyboard dictionary	Go to Settings > General > Keyboard , then tap Add New Shortcut . Enter the word in the Phrase field, but leave the Shortcut field blank. The word will get added to the keyboard dictionary but will not be identified as being misspelled when typed.

Shortcuts

Shortcuts let you type a few characters in place of a longer word or phrase and expands to the full phrase whenever you type the shortcut. For example, the shortcut “omw” expands to “On my way!”


To create a shortcut: Go to **Settings > General > Keyboard**, then tap **Add New Shortcut**.

Type the complete phrase, then the shortcut or abbreviation you want to use for the phrase. Once both are entered, tap the save button in the upper-right corner.

 **Note:** To add a word or phrase to the keyboard dictionary so that iPad doesn’t try to correct or replace it, leave the Shortcut field blank.

To edit a shortcut: Go to **Settings > General > Keyboard**, then tap the shortcut.

Quick typing tips:

Quickly type a period and space	Double-tap the space bar. A period will be entered and the next letter capitalized to start a new sentence. To turn this feature off, go to Settings > General > Keyboard .
Type uppercase	Tap the Shift key before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
Turn caps lock on	Double-tap the Shift key. The Shift key turns blue, and all letters are uppercase. Tap the Shift key to turn caps lock off. To turn this feature off, go to Settings > General > Keyboard .
Enter numbers, symbols or punctuation	Tap the Number key  . Tap the Symbol key  to see additional punctuation and symbols.
Enter accented letters	Touch and hold the related key, then slide to choose a variant.
Automatic contractions	There is no need to type an apostrophe for common contractions. You can type "Im" for "I'm" and "cant" for "can't" and iPad will add the apostrophe.
Add a quick number	For numbers tap  to see number keys and again to return to the regular keyboard. To enter a number quickly, instead of tapping  , hold your finger down on it and then slide your finger to the key you need. When you lift your finger, the iPad inserts your character and returns to the original keyboard layout.
Set typing options	Go to Settings > General > Keyboard .
Hide onscreen keyboard	Tap the Keyboard key  .
Custom shortcuts	Remember to save shortcuts for frequently typed phrases

