



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for APPLE IPAD MINI. You'll find the answers to all your questions on the APPLE IPAD MINI in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual APPLE IPAD MINI**  
**User guide APPLE IPAD MINI**  
**Operating instructions APPLE IPAD MINI**  
**Instructions for use APPLE IPAD MINI**  
**Instruction manual APPLE IPAD MINI**



**iPad**  
**User Guide**  
For iOS 6 Software



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### Manual abstract:

**Buttons** A few buttons make it easy to lock iPad and adjust the volume. **Sleep/Wake button** You can lock iPad by putting it to sleep when you're not using it. When you lock iPad, nothing happens if you touch the screen, but music continues playing and you can use the volume button. **Sleep/Wake button Lock iPad:** Press the Sleep/Wake button. **Unlock iPad:** Press the Home button or the Sleep/Wake button, then drag the slider. **Turn iPad off:** Hold down the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider. **Turn iPad on:** Hold down the Sleep/Wake button until the Apple logo appears. If you don't touch the screen for a minute or two, iPad locks automatically. You can change how long it takes the screen to lock, or set a passcode to unlock iPad. **Set the auto-lock time:** Go to Settings > General > Auto-Lock.

**Chapter 1 iPad at a Glance 9 Set a passcode:** Go to Settings > General > Passcode Lock. You can use an iPad Smart Cover or iPad Smart Case, sold separately, to automatically lock or unlock an iPad 2 or later. **Use an iPad Smart Cover or iPad Smart Case:** Go to Settings > General > iPad Cover Lock/Unlock. **Home button** The Home button lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

**Go to the Home screen:** Press the Home button. **On the Home screen, tap an app to open it.** See Opening and switching between apps on page 18. **Display recently used apps:** When iPad is unlocked, double-click the Home button. The multitasking bar appears at the bottom of the screen, showing the most recently used apps.

**Swipe the bar to the left to see more apps.** **Display audio playback controls:** ••• When iPad is locked: Double-click the Home button. See Playing music on page 78. , then flick the multitasking bar from . See Chapter 4, Siri, When using another app: Double-click the Home button left to right. **Use Siri (iPad 3rd generation or later):** Press and hold the Home button on page 35. **Volume button and Side Switch** Use the Side Switch to disable audio alerts and notifications. You can also use it to lock the screen rotation and prevent the iPad display from switching between portrait and landscape mode. **Adjust the volume:** Press the Volume button up or down to increase or decrease the volume. ••• **Mute the sound:** Press and hold the bottom end of the Volume button.

**Set a volume limit:** Go to Settings > Music > Volume Limit. **Mute notifications, alerts, and sound effects:** Slide the Side Switch down. The Side Switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows. See Side Switch on page 116. **Lock the screen rotation:** Go to Settings > General > "Use Side Switch to...", then tap Lock Rotation. Use the Volume button to adjust the volume of songs and other media, and of alerts and sound effects. **Side Switch Volume up/down** WARNING: For important information about avoiding hearing loss, see Important safety information on page 124.

**Chapter 1 iPad at a Glance 10** You can also use the Do Not Disturb setting to silence FaceTime calls, alerts, and notifications. **Set iPad to Do Not Disturb:** Go to Settings and turn on Do Not Disturb. Do Not Disturb keeps alerts and notifications from making any sounds or lighting up the screen when the screen is locked. Alarms, however, still sound, and if the screen is unlocked, Do Not Disturb has no effect. To schedule quiet hours, allow specific people to call, or allow repeated FaceTime calls to ring through, go to Settings > Notifications > Do Not Disturb.

**See Do Not Disturb & Notifications on page 112.** **SIM card tray** The SIM card in iPad Wi-Fi + cellular models is used for cellular data. If your SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the SIM card. **iPad mini Wi-Fi + cellular SIM eject tool Nano SIM card SIM tray iPad Wi-Fi + cellular SIM eject tool SIM tray Micro SIM card** **Open the SIM tray:** Insert the tip of the SIM eject tool into the hole on the SIM tray. Press firmly and push the tool straight in until the tray pops out.

**Pull out the SIM tray to install or replace the SIM card.** If you don't have a SIM eject tool, you may be able to use the end of a small paper clip. For more information, see Cellular Data on page 111. **Chapter 1 iPad at a Glance 11 Status icons** **Status icon** The icons in the status bar at the top of the screen give information about iPad: **What it means** **Airplane mode** Shows that airplane mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See Airplane mode on page 109. **Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 4G LTE network.** Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 4G network. Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a 3G network. Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over an EDGE network.

Shows that iPad (Wi-Fi + cellular models) is connected to the Internet over a GPRS network. Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Joining a Wi-Fi network on page 109. Shows that "Do Not Disturb" is turned on. See Do Not Disturb & Notifications on page 112. Shows that iPad is providing a Personal Hotspot to another iPad, iPhone, or iPod touch. See Personal Hotspot on page 110.

Shows that iPad is syncing with iTunes. See Syncing with iTunes on page 16.

Shows network and other activity. Some third-party apps use this icon to show an active process. Shows that you're connected to a network using VPN. See VPN on page 110. Shows that iPad is locked.

See Sleep/Wake button on page 9. Shows that an alarm is set. See Chapter 17, Clock, on page 74. Shows that the screen orientation is locked. See Portrait and landscape orientation on page 20.

Shows that an app is using Location Services. See Privacy on page 118. Shows that a song, audiobook, or podcast is playing. See Playing music on page 78. **White icon:** Bluetooth is on and paired with a device, such as a headset or keyboard. **Gray icon:** Bluetooth is on and paired with a device, but the device is out of range or turned off. **No icon:** Bluetooth is not paired with a device. See Bluetooth devices on page 32. **Bluetooth battery** Battery Shown iPad to your computer. See Syncing with iTunes on page 16.

•• You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically push photos you take on iPad to your other devices, and use iTunes to sync photo albums from your computer to iPad.



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*Note: Don't sync items in the Info pane of iTunes (such as contacts, calendars, and notes) and also use iCloud to keep that information up to date on your devices. Otherwise, you may see duplicated data on iPad. Chapter 2 Getting Started 14 Using iCloud iCloud stores your content, including music, photos, contacts, calendars, and supported documents. Content stored in iCloud is pushed wirelessly to your other iOS devices and computers set up with the same iCloud account. iCloud is available on iOS devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.2 or later, and on PCs with the iCloud Control Panel for Windows (Windows Vista Service Pack 2 or Windows 7 required). iCloud features include:*

- iTunes in the Cloud—Download previous iTunes music and TV show purchases to iPad for free, anytime.

*Apps and Books—Download previous App Store and iBookstore purchases for free, anytime. Photo Stream—Photos you take on one device appear automatically on all your devices. See Photo Stream on page 57. Documents in the Cloud—For iCloud-enabled apps, keep documents and app data up to date across all your devices. Mail, Contacts, Calendars—Keep your mail contacts, calendars, notes, and reminders up to date across all your devices.*

*Backup—Back up iPad to iCloud automatically when connected to power and Wi-Fi. See Backing up with iCloud on page 128. Find My iPad—Locate your iPad on a map, display a message, play a sound, lock the screen, or remotely wipe the data. See Find My iPad on page 33. Find My Friends—Keep track of your family and friends (when connected to a Wi-Fi or cellular network) using the Find My Friends app.*

*Download the free app from the App Store. iTunes Match—With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than iTunes, appears on all your devices and can be downloaded and played on demand. See iTunes Match on page 81. iCloud*

*Tabs—See the webpages you have open on your other iOS devices or computers with OS X Mountain Lion or later installed. See Chapter 5, Safari, on page 41. •••••••••••••••• With iCloud, you get a free mail account and 5 GB of storage for your mail, documents, and backups. Your purchased music, apps, TV shows, and books, as well as your Photo Stream, don't count against your free space. Note: iCloud is not available in all areas, and iCloud features may vary by area. For more information, go to [www.apple.com/icloud](http://www.apple.com/icloud).*

*Sign in or create an iCloud account: Go to Settings > iCloud. Manage iCloud: Go to Settings > iCloud. •• Enable or disable services: Go to Settings > iCloud, then turn on services such as Photo Stream and Documents & Data. Enable iCloud backups: Go to Settings > iCloud > Storage & Backup. Buy more iCloud storage: Go to Settings > iCloud > Storage & Backup > Manage Storage > Change Storage Plan, then choose an upgrade. •••• For information about buying iCloud storage, go to [help.apple.com/icloud](http://help.apple.com/icloud). Turn on Automatic Downloads for music, apps, or books: Go to Settings > Store.*

*Chapter 2 Getting Started 15 View and download previous purchases: ••••• iTunes Store purchases: Go to iTunes, then tap Purchased App Store purchases: Go to App Store, then tap Purchased . . . iBookstore purchases: Go to iBooks, tap Store, then tap Purchased Find your iPad: Go to [www.icloud.com](http://www.icloud.com), sign in with your Apple ID, then choose Find My iPad. Important: On your iPad, Find My iPad must be turned on in Settings > iCloud in order for iPad to be located. For more information about iCloud, go to [www.apple.com/icloud](http://www.apple.com/icloud).*

*For support information, go to [www.apple.com/support/icloud](http://www.apple.com/support/icloud). Connecting iPad to your computer Use the included USB cable to connect iPad to your computer. Connecting iPad to your computer lets you sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See Syncing with iTunes on page 16. Unless iPad is syncing with your computer, you can disconnect it at any time. If you disconnect while a sync is in progress, some data may not get synced until the next time you connect iPad to your computer. Syncing with iTunes Syncing with iTunes copies information from your computer to iPad, and vice versa.*

*You can sync by connecting iPad to your computer with the included USB cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, photos, videos, podcasts, apps, and more. For information about syncing iPad, open iTunes on your computer, then select iTunes Help from the Help menu. Set up wireless iTunes syncing: Connect iPad to your computer using the included USB cable. In iTunes on your computer, select iPad (under Devices), click Summary, then turn on "Sync over Wi-Fi connection." When Wi-Fi syncing is turned on, iPad automatically syncs every day. iPad must be connected to a power source, both iPad and your computer must be on the same wireless network, and iTunes must be open on the computer. For more information, see iTunes Wi-Fi Sync on page 114. Chapter 2 Getting Started 16 Tips for syncing with iTunes •• If you use iCloud to store your contacts, calendars, bookmarks, and notes, don't also sync them to iPad using iTunes. •• Purchases you make from the iTunes Store or the App Store on iPad are synced back to your iTunes library.*

*You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad. In the device's Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily override this, hold down Command and Option (Mac) or Shift and Control (PC) until you see your iPad appear in the sidebar. In the device's Summary pane, select "Encrypt iPad backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon, and a password is required to restore the backup.*

*If you don't select this option, other passwords (such as those for mail accounts) aren't included in the backup and will have to be reentered if you use the backup to restore iPad. In the device's Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to a mail account on iPad don't affect the account on your computer. In the device's Info pane, click Advanced to select options that let you replace the information on iPad with the information from your computer during the next sync.*



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If you listen to part of a podcast or audiobook, your stopping point is included if you sync the content with iTunes.

If you started listening on iPad, you can pick up where you left off in iTunes on your computer—or vice versa. In the device's Photo pane, you can sync photos and videos from a folder on your computer. ••••• Viewing this user guide on iPad View the user guide in Safari: In Safari, tap help.apple.com/ipad. You can view the iPad User Guide on iPad in Safari, and in the free iBooks app. , then tap the iPad User Guide bookmark. Or go to , then tap "Add to Home Screen." Add an icon for the user guide to the Home screen: Tap View the user guide in iBooks: If you haven't installed iBooks, open the App Store, then search for and install "iBooks." Open iBooks and tap Store.

Search for "iPad User Guide," then select and download the user guide. For more information about iBooks, see Chapter 23, iBooks, on page 88. Chapter 2 Getting Started 17 Basics 3 . Using apps You interact with iPad using your fingers to tap, double-tap, swipe, and pinch objects on the touchscreen. Opening and switching between apps To go to the Home screen, press the Home button Open an app: Tap it. To return to the Home screen, press the Home button Tap an app to use it again. Swipe left to see more apps. again. to reveal the multitasking bar. View recently used apps: Double-click the Home button If you have a lot of apps, you might want to use Spotlight to locate and open them. See Searching on page 27. 18 Scrolling Drag up or down to scroll. On some screens such as webpages, you can also scroll side to side. Dragging your finger to scroll doesn't choose or activate anything on the screen. Flick to scroll quickly. You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately. To quickly go to the top of a page, tap the status bar at the top of the screen. Lists Depending on the list, choosing an item can do different things—for example, it may open another list, play a song, open an email, or show someone's contact information. Choose an item in a list: Tap it. Some lists have an index along the side to help you navigate quickly. Find items in an indexed list: Tap a letter to jump to items starting with that letter. Or, drag your finger along the index to scroll quickly through the list. Return to a previous list or screen: Tap the back button in the upper-left corner. Chapter 3 Basics 19 Zooming in or out Depending on the app, you may be able to zoom in to enlarge, or zoom out to reduce the image on the screen. When viewing photos, webpages, mail, or maps, for example, pinch two fingers together to zoom out or spread them apart to zoom in. For photos and webpages, you can also double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out. Zoom is also an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See Zoom on page 105. Multitasking gestures You can use multitasking gestures on iPad to return to the Home screen, reveal the multitasking bar, or switch to another app.

Return to the Home screen: Pinch four or five fingers together. Reveal the multitasking bar: Swipe up with four or five fingers. Switch apps: Swipe left or right with four or five fingers. Turn multitasking gestures on or off: Go to Settings > General > Multitasking Gestures. Portrait and landscape orientation You can view many iPad apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting to fit the new orientation. Lock the screen orientation: Double-click the Home button left to right, then tap . , swipe the multitasking bar from Chapter 3 Basics 20 The orientation lock icon appears in the status bar when the screen orientation is locked. You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General, and under "Use Side Switch to," tap Lock Rotation. See Side Switch on page 116. Adjusting the screen brightness You can manually adjust the brightness of the screen, or turn on Auto-Brightness to have iPad use the built-in ambient light sensor to automatically adjust the brightness. Adjust the screen brightness: Double-click the Home button left to right, then drag the brightness slider. Brightness , swipe the multitasking bar from Turn Auto-Brightness on or off: Go to Settings > Brightness & Wallpaper. See Brightness & Wallpaper on page 117.

Customizing iPad You can customize the layout of your apps on the Home screen, organize them in folders, and change the wallpaper. Rearranging apps Customize your Home screen by rearranging apps, moving apps to the Dock along the bottom of the screen, and creating additional Home screens. Rearrange apps: Touch and hold any app on the Home screen until it jiggles, then move apps around by dragging them. Press the Home button to save your arrangement. Create a new Home screen: While arranging apps, drag an app to the right edge of the rightmost screen until a new screen appears. You can create up to 11 Home screens. The dots above the Dock show the number of screens you have, and which screen you're viewing. ••• Switch between Home screens: Swipe left or right. Go to the first Home screen: Press the Home button . Chapter 3 Basics 21 Move an app to another screen: While it's jiggling, drag an app to the side of the screen. Customize the Home screen using iTunes: Connect iPad to your computer. In iTunes on your computer, select iPad, then click the Apps button to see the image of the iPad Home screen. Reset the Home screen to its original layout: Go to Settings > General > Reset, then tap Reset Home Screen Layout. Resetting the Home screen removes any folders you've created and applies the default wallpaper to your Home screen. Organizing with folders You can use folders to organize the apps on your Home screens.

Rearrange folders—just as you do apps—by dragging them around your Home screens or to the Dock. Create a folder: Touch and hold an app until the Home screen icons begin to jiggle, then drag an app onto another. iPad creates a new folder that includes the two apps, and names the folder based on the type of apps. To enter a different name, tap the name field. Open a folder: Tap the folder. To close a folder, tap outside the folder, or press the Home button . Organize with folders: While arranging apps (the icons are jiggling): ••••• Add an app to a folder: Drag the app onto the folder.



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*Remove an app from a folder: Open the folder if necessary, then drag the app out. Delete a folder: Move all apps out of the folder. The folder is automatically deleted.*

*Rename a folder: Tap to open the folder, then tap the name and enter a new one. . When you finish, press the Home button Changing the wallpaper You can customize both the Lock screen and the Home screen by choosing an image or photo to use as wallpaper. Choose one of the supplied images, or a photo from your Camera Roll or another album on iPad. Change the wallpaper: Go to Settings > Brightness & Wallpaper.*

*Typing The onscreen keyboard lets you type when you need to enter text. Entering text Use the onscreen keyboard to enter text, such as contact information, mail, and web addresses. Depending on the app and the language you're using, the keyboard may correct misspellings, predict what you're typing, and even learn as you use it. You can also use an Apple Wireless Keyboard to type. See Apple Wireless Keyboard on page 25.*

*To use dictation instead of typing, see Dictation on page 26. Enter text: Tap a text field to bring up the keyboard, then tap keys on the keyboard. Chapter 3 Basics 22 As you type, each letter appears above your thumb or finger. 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. •• Type uppercase: Tap the Shift key then slide to a letter. before tapping a letter. Or touch and hold the Shift key, •••• Quickly type a period and space: Double-tap the space bar. Turn on caps lock: Double-tap the Shift key . To turn caps lock off, tap the Shift key.*

*Enter numbers, punctuation, or symbols: Tap the Number key and symbols, tap the Symbol key . . To see additional punctuation •• Enter accented letters or other alternate characters: Touch and hold a key, then slide to choose one of the options. . Hide the onscreen keyboard: Tap the Keyboard key Set options for typing: Go to Settings > General > Keyboard. Editing text If you need to edit text, an onscreen magnifying glass lets you position the insertion point where you need it. You can select text, and cut, copy, and paste text. In some apps, you can also cut, copy, and paste photos and videos. Position the insertion point: Touch and hold to bring up the magnifying glass, then drag to position the insertion point. Select text: Tap the insertion point to display the selection buttons.*

*Tap Select to select the adjacent word, or tap Select All to select all text. Chapter 3 Basics 23 You can also double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word. Grab points 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. To replace text, select it before tapping Paste. Undo the last edit: Shake iPad, then tap Undo. Make text bold, italic, or underlined: Select text, tap , then tap B/I/U (not always available). Get the definition of a word: Select the word, then tap Define (not always available).*

*Get alternative words: Select a word, then tap Suggest (not always available). Justify text: Select the text, then tap the left or right arrow (not always available). Auto-correction and spell checking For many languages, iPad uses the active dictionary to correct misspellings or make suggestions as you type.*

*When iPad suggests a word, you can accept the suggestion without interrupting your typing. For a list of supported languages, see [www.apple.com/ipad/specs](http://www.apple.com/ipad/specs). Accept the suggestion: Type a space, punctuation mark, or return character. Reject a suggestion: Tap the "x" next to the suggestion. Each time you reject a suggestion for the same word, iPad becomes more likely to accept the word.*

*iPad may also underline words you've already typed that might be misspelled. Chapter 3 Basics 24 Replace a misspelled word: Tap the underlined word, then tap the correct spelling. 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. Shortcuts and your personal dictionary Shortcuts lets you type just a few characters instead of a longer word or phrase. The expanded text appears whenever you type the shortcut. For example, the shortcut "omw" expands to "On my way!" Create a shortcut: Go to Settings > General > Keyboard, then tap Add New Shortcut. Prevent iPad from trying to correct a word or phrase: Create a shortcut, but leave the Shortcut field blank. Edit a shortcut: Go to Settings > General > Keyboard, then tap the shortcut. Use iCloud to keep your personal dictionary up to date on your other iOS devices: Go to Settings > iCloud and turn on "Documents & Data."*

*"Keyboard layouts On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen. Adjust the keyboard: Touch and hold •••••, then: Use a split keyboard: Slide your finger to Split, then release. Move the keyboard to the middle of the screen: Slide your finger to Undock, then release. Return to a full keyboard: Slide your finger to Dock and Merge, then release. Return a full keyboard to the bottom of the screen: Slide your finger to Dock, then release.*

*Turn Split Keyboard on or off: Go to Settings > General > Keyboard > Split Keyboard. You can use Settings to set the layouts for the onscreen keyboard or for an Apple Wireless Keyboard that you use with iPad. The available layouts depend on the keyboard language. See Apple Wireless Keyboard below and Appendix B, International Keyboards, on page 121. Select keyboard layouts: Go to Settings > General > International > Keyboards, select a language, then choose the layouts.*

*Apple Wireless Keyboard You can use an Apple Wireless Keyboard (available separately) for typing on iPad. The Apple Wireless Keyboard connects via Bluetooth, so you must first pair it with iPad. See Pairing Bluetooth devices on page 32. Once the keyboard is paired with iPad, it connects whenever the keyboard is within range—up to about 33 feet (10 meters). When a wireless keyboard is connected, the onscreen keyboard doesn't appear when you tap a text field. To save the battery, turn off the keyboard when not in use. Switch the language when using a hardware keyboard: Press Command–Space bar to display a list of available languages. Press the Space bar again to choose a language. Chapter 3 Basics 25 Turn off a wireless keyboard: Hold down the power button on the keyboard until the green light goes off.*



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iPad disconnects the keyboard when the keyboard is turned off or out of range.

*Unpair a wireless keyboard:* Go to Settings > Bluetooth, tap then tap “Forget this Device.” next to the keyboard name, Dictation On an iPad that supports it, you can dictate text instead of typing. To use dictation, Siri must be turned on and iPad must be connected to the Internet. You can include punctuation and give commands to format your text. Note: Dictation may not be available in all languages or in all areas, and features may vary. Cellular data charges may apply. Turn on dictation: Go to Settings > General > Siri, then turn on Siri. Dictate text: From the onscreen keyboard, tap , then speak. When you finish, tap . Tap to begin dictation.

*To add text, tap again and continuing dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating. Add punctuation or format text:* Say the punctuation or formatting command. For example, “Dear Mary comma the check is in the mail exclamation mark” results in “Dear Mary, the check is in the mail!” Punctuation and formatting commands include: •••••••••••••••• quote ... end quote new paragraph cap—to capitalize the next word caps on ... caps off—to capitalize the first character of each word all caps—to make the next word all uppercase all caps on ... all caps off—to make the enclosed words all uppercase no caps on ... no caps off—to make the enclosed words all lowercase no space on ... no space off—to run a series of words together smiley—to insert :) frowny—to insert :( winky—to insert ;-) Chapter 3 Basics 26 Searching You can search many of the apps on iPad, as well as Wikipedia and the web.

*Search an individual app, or search all the apps at once using Spotlight. Spotlight also searches the names of apps on iPad—if you have a lot of apps, you might want to use Spotlight to locate and open them. Search an individual app:* Enter text in the search field. Search iPad using Spotlight: Swipe right from your first Home screen, or press the Home button from any Home screen. Enter text in the search field.

*Search results appear as you type. To dismiss the keyboard and see more results, tap Search. Tap an item in the list to open it. The icons let you know which apps the results are from. iPad may display a top hit for you, based on previous searches. Spotlight searches the following:* ••••••••••••••••

*Contacts—All content Apps—Titles Music—Names of songs, artists, and albums, and the titles of podcasts and videos Podcasts—Titles Videos—Titles Audiobooks—Titles Notes—Text of notes Calendar (Events)—Event titles, invitees, locations, and notes Mail—To, From, and Subject fields of all accounts (the text of messages isn’t searched) Reminders—Titles Messages—Names and text of messages Search the web or Wikipedia from Spotlight:* Scroll to the bottom of the search results, then tap Search Web or Search Wikipedia. Open an app from Search: Enter all or part of the app name, then tap the app.

*Choose which items are searched, and the order they’re searched:* Go to Settings > General > Spotlight Search. Chapter 3 Basics 27 Notifications To help make sure you don’t miss important events, many iPad apps can provide alerts. An alert can appear briefly as a banner at the top of the screen, which goes away if you don’t respond to it, or as a notice in the center of the screen that remains until you acknowledge it.

*Some apps can also display badges on their icons on the Home screen, to let you know how many new items await—for example, how many new email messages you have. If there’s a problem—such as a message that couldn’t be sent—an exclamation mark appears on the badge. A numbered badge on a folder shows the total number of alerts for all the apps in the folder. Alerts can also appear on the Lock screen. Respond to an alert when iPad is locked:* Swipe it from left to right. Notification Center displays all your alerts in one place. So if you weren’t able to respond when you first received an alert, you can use Notification Center to respond when you’re ready. Alerts can include: •••••••• Missed FaceTime calls New email New text messages Reminders Calendar events Friend requests (Game Center) You can also get the local weather, and display your personal stock ticker. If you’ve signed in to your Twitter and your Facebook accounts, you can post and tweet to those accounts from Notification Center. View Notification Center: Swipe down from the top of the screen.

*•• Respond to an alert: Tap it. Remove an alert: Tap , then tap Clear. Chapter 3 Basics 28 Manage alerts for your apps: Go to Settings > Notifications. See Do Not Disturb & Notifications on page 112. Choose alert sounds, adjust the alert volume, or turn vibrate on or off: Go to Settings > Sounds.*

*Sharing iPad gives you lots of way to share with other people. Sharing within apps In many apps, tapping displays options for sharing, as well as other actions such as printing or copying. The options vary depending on the app you’re using. Facebook Sign in to your Facebook account (or create a new account) in Settings to enable posting directly from many of the apps on iPad. Sign in to or create a Facebook account: Go to Settings > Facebook.*

*Post from Notification Center: Tap “Tap to Post.” To turn this feature on, go to Settings > Notifications > Share Widget. Post using Siri: Say “Post to Facebook ....” Post an item from an app: In most apps, tap tap Facebook. In Maps, tap , tap Share Location, then Set options for Facebook: Go to Settings > Facebook to: •• Update Contacts on iPad with Facebook names and photos Allow App Store, Calendar, Contacts, or iTunes to use your account Install the Facebook app: Go to Settings > Facebook, then tap Install. Twitter Sign in to your Twitter account (or create a new account) in Settings to enable Tweets with attachments from many of the apps on iPad. Sign in to or create a Twitter account: Go to Settings > Twitter. Tweet from Notification Center: Tap “Tap to Tweet.” To turn this feature on, go to Settings > Notifications > Share Widget.*

*Tweet using Siri: Say “Tweet ....”*



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Chapter 3 Basics 29 Tweet an item from an app: View the item, tap , then tap Twitter. If screen. To include your location, tap Add Location. Tweet a location in Maps: Tap the location pin, tap isn't showing, tap the , tap Share Location, then tap Twitter. When you're composing a Tweet, the number in the lower-right corner of the Tweet screen shows the number of characters remaining that you can enter. Attachments use some of a Tweet's 140 characters. Add Twitter user names and photos to your contacts: Go to Settings > Twitter, then tap Update Contacts. Set options for Twitter: Go to Settings > Twitter. Install the Twitter app: Go to Settings > Twitter, then tap Install.

Connecting iPad to a TV or other device You can use AirPlay with Apple TV to stream content to an HDTV, or connect iPad to your TV using cables. AirPlay With AirPlay, you can stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices. The AirPlay controls appear when an AirPlay-enabled device is available on the same Wi-Fi network that iPad is connected to. You can also mirror the contents of your iPad screen on a TV.

Stream content to an AirPlay-enabled device: Tap and choose the device.

Access the AirPlay and volume controls while using any app: When the screen is on, double-click the Home button and scroll to the left end of the multitasking bar. AirPlay Volume Switch playback back to iPad: Tap and choose iPad. Mirror the iPad screen on a TV: Tap at the left end of the multitasking bar, choose an Apple TV, and tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on. Everything on the iPad screen appears on the TV.

Connecting iPad to a TV using a cable Apple cables and adapters (available separately) may be used to connect iPad to a TV, projector, or other external display. For more information, go to support.apple.com/kb/HT4108. Printing with AirPrint ••••• AirPrint lets you print wirelessly to AirPrint-enabled printers from the following iOS apps: Mail—email messages and attachments that can be viewed in Quick Look Photos and Camera—photos Safari—webpages, PDFs, and other attachments that can be viewed in Quick Look iBooks—PDFs Chapter 3 Basics 30 ••••• Maps—the portion of the map showing on the screen Notes—the currently displayed note Other apps available from the App Store may also support AirPrint. iPad and the printer must be on the same Wi-Fi network. For more information about AirPrint, go to support.apple.com/kb/HT4356. Print a document: Tap or (depending on the app you're using), then tap Print.

See the status of a print job: Double-click the Home button , then tap Print Center in the multitasking bar. The badge on the icon shows how many documents are ready to print, including the current one. Cancel a print job: In Print Center, select the print job, if necessary, then tap Cancel Printing. Chapter 3 Basics 31 Bluetooth devices You can use iPad with the Apple Wireless Keyboard and other Bluetooth devices, such as a Bluetooth headset. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647. Pairing Bluetooth devices Before you can use a Bluetooth device with iPad, you must first pair it with iPad. Pair a Bluetooth device with iPad: 1 Make the device discoverable. See the documentation that came with the device.

For an Apple Wireless Keyboard, press the power button. 2 Go to Settings > Bluetooth and turn Bluetooth on. 3 Select the device and, if prompted, enter the passkey or PIN. See the instructions about the passkey or PIN that came with the device. For information about using an Apple Wireless Keyboard, see Apple Wireless Keyboard on page 25.

To use a Bluetooth headset with iPad, see the documentation that came with the device. Return audio output to iPad when a Bluetooth headset is connected: Turn off or unpair the device, or turn off Bluetooth in Settings > Bluetooth. Audio output returns to iPad whenever the device is out of range. You can also use AirPlay to switch audio output to iPad. See AirPlay on page 30.

Bluetooth status After you pair a device with iPad, the Bluetooth icon appears in the status bar at the top of the screen: ••••• (white): Bluetooth is on and paired with a device. (gray): Bluetooth is on and paired with a device, but the device is out of range or turned off. No Bluetooth icon: Bluetooth is not paired with a device. Unpairing a Bluetooth device from iPad You can unpair a Bluetooth device if you don't want to use it with iPad any more. Unpair a Bluetooth device: Go to Settings > Bluetooth and turn on Bluetooth. Tap the device name, then tap Forget This Device. next to You can use iTunes to transfer files between iPad and your computer. You can also view files received as email attachments on iPad. See Reading mail on page 44. If you have the same iCloud-enabled apps on more than one device, you can use iCloud to automatically keep your documents up to date across all your devices.

See Using iCloud on page 15. Transfer files using iTunes: Connect iPad to your computer using the included cable. In iTunes on your computer, select iPad, then click the Apps button. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the File Sharing Apps list in iTunes. To delete a file, select the file in the Files list, then press the Delete key. File sharing Chapter 3 Basics 32 Security features Security features help protect the information on iPad from being accessed by others. Passcodes and data protection For security, you can set up a passcode that you must enter each time you turn on or wake up iPad, or when you access the passcode lock settings. Setting a passcode turns on data protection, which uses your passcode as the key for encrypting mail messages and attachments stored on iPad. (Some apps available from the App Store may also use data protection.

) A notice at the bottom of the Passcode Lock screen in Settings shows that data protection is enabled. Set a passcode: Go to Settings > General > Passcode Lock, then tap Turn Passcode On and enter a 4-digit passcode. Use a more secure passcode: To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters. To unlock iPad when it's protected by a combination passcode, you enter the passcode using the keyboard. If you prefer to unlock iPad using the numeric keypad, you can set up a longer passcode using numbers only. See Passcode Lock on page 114. Find My iPad Find My iPad can help you locate and secure your iPad using the free Find My iPhone app on another iPad, iPhone, or iPod touch, or using a Mac or PC web browser signed in to www.



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icloud.com. Find My iPad includes: •••• Play Sound: Play a sound for two minutes.

*Lost mode: You can immediately lock your missing iPad with a passcode and send it a message displaying a contact number. iPad also tracks and reports its location, so you can see where it's been when you check the Find My iPhone app. Erase iPad: Protects your privacy by erasing all the information and media on your iPad and restoring iPad to its original factory settings. •• Important: To use these features, Find My iPad must have been turned on in iCloud settings on your iPad, and iPad must be connected to the Internet. Turn on Find My iPad: Go to Settings > iCloud, then turn on Find My iPad. Battery iPad has an internal, lithium-ion rechargeable battery. For more information about the battery—including tips for maximizing battery life—go to [www.apple.com/batteries](http://www.apple.com/batteries). WARNING: For important safety information about the battery and charging iPad, see Important safety information on page 124.*

*Chapter 3 Basics 33 Charge the battery: The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter. iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar. Important: The iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard. The battery icon in the upper-right corner of the status bar shows the battery level or charging status. Not Charging Charging Charged Display the percentage of battery charge: Go to Settings > General > Usage and turn on the setting under Battery Usage. Important: If iPad is very low on power, it may display one of the following images, indicating that iPad needs to charge for up to twenty minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears. or Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced.*

*Replace the battery: The battery isn't user accessible; it can be replaced only by an Apple Authorized Service Provider. See [www.apple.com/batteries/replacements.html](http://www.apple.com/batteries/replacements.html).*

*Chapter 3 Basics 34 Siri 4 What is Siri? Siri is the intelligent personal assistant that helps you get things done just by talking. Siri understands natural speech, so you don't have to learn specific commands or remember keywords. You can ask things in different ways. For example, you can say "Set the alarm for 6:30 a.m.*

*" or "Wake me at 6:30 in the morning." Either way, Siri gets it. WARNING: For important information about avoiding distraction while driving, see Important safety information on page 124. Siri lets you write and send a message, schedule a meeting, place a FaceTime call, get directions, set a reminder, search the web, and much more—simply by talking naturally. Siri asks a question if it needs clarification or more information. Siri also uses information from your contacts, music library, calendars, reminders, and so forth to know what you're talking about. Siri works seamlessly with most of the built-in apps on iPad, and uses Search and Location Services when needed. You can also ask Siri to open an app for you. There's so much you can say to Siri—here are some more examples, for starters: •••••••• FaceTime Joe Set the timer for 30 minutes Directions to the nearest Apple Store Is it going to rain tomorrow? Post to Facebook Tweet Note: Siri is available on iPad 3rd generation or later, and requires Internet access. Siri may not be available in all languages or in all areas, and features may vary by area.*

*Cellular data charges may apply. Using Siri Starting Siri Siri comes to life with the press of a button. Start Siri: Press the Home button until Siri appears. If you didn't turn Siri on when you set up iPad, go to Settings > General > Siri. 35 You'll hear two quick beeps and see "What can I help you with?" on the screen. Just start speaking. The microphone icon lights up to let you know that Siri hears you talking. Once you've started a dialogue with Siri, tap the microphone icon to talk to it again. Siri waits for you to stop speaking, but you can also tap the microphone icon to tell Siri you're done. This is useful when there's a lot of background noise.*

*It can also speed up your conversation with Siri, since Siri won't have to wait for your pause. When you stop speaking, Siri displays what it heard and provides a response. Siri often includes related info that might be useful. If the info is related to an app—for example, a text message you've composed, or a location you asked for—just tap the display to open the app for details and further action. What Siri heard you say Siri's response Related info—tap to open the app.*

*Tap to speak to Siri. Siri may ask you for clarification in order to complete a request. For example, tell Siri to "Remind me to call mom," and Siri may ask "What time would you like me to remind you?" Cancel a request: Say "cancel," tap , or press the Home button . Telling Siri about yourself The more Siri knows about you, the more it can use your information to help you. Siri gets your information from your personal info card ("My Info") in Contacts. Tell Siri who you are: Go to Settings > General > Siri > My Info, then tap your name. Put your home and work addresses on your card, so you can say things like "Tell me how to get home." Siri also wants to know about the important people in your life, so put those relationships on your personal info card—Siri can help you. For example, if you tell Siri to text your sister, Siri asks you who your sister is (if you don't already have that info on your card). Siri adds that relationship to your personal info card so it doesn't have to ask next time. Create cards in Contacts for all your important relationships, and include information such as phone numbers, email addresses, home and work addresses, and nicknames you like to use. Chapter 4 Siri 36 Onscreen guide Siri prompts you with examples of things you can say, right on screen. Ask Siri "what can you do" or tap when Siri first appears. Siri displays a list of the apps it supports, with an example request. Tap an item in the list to see more examples.*

*Handsfree Siri You can use Siri with a compatible headset, such as the Apple EarPods with Remote & Mic (available separately), and other wired or Bluetooth headsets.*



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*Talk to Siri using a headset: Press and hold the center button (or the call button on a Bluetooth headset). To continue a conversation with Siri, press and hold the button each time you want to talk. When you use a headset, Siri speaks its responses to you. Siri reads back text messages and email messages that you've dictated before sending them. This gives you a chance to change the message if you want. Siri also reads back the subjects of reminders before creating them. Location Services Because Siri knows locations like "current," "home," and "work" (if your iPad Wi-Fi + cellular model supports this feature), it can remind you to do a certain task when you leave a location or arrive at a location. Tell Siri "Remind me to call my daughter when I leave the office," and Siri does just that. Location information isn't tracked or stored outside iPad.*

*You can still use Siri if you turn Location Services off, but Siri won't do anything that requires location information. Turn off Location Services for Siri: Go to Settings > Privacy > Location Services. Accessibility Siri is accessible to blind and visually impaired users through VoiceOver, the screen reader built into iOS. VoiceOver describes aloud what's onscreen—including any text in Siri's responses—so you can use iPad without seeing it. Turn on VoiceOver: Go to Settings > General > Accessibility.*

*Turning on VoiceOver causes even your notifications to be read aloud for you. For more information, see VoiceOver on page 96. Chapter 4 Siri 37 Setting options for Siri Turn Siri on or off: Go to Settings > General > Siri. Note: Turning Siri off resets Siri, and Siri forgets what it's learned about your voice. Set options for Siri: Go to Settings > General > Siri.*

*••• Language: Select the language you want to use with Siri. Voice Feedback: By default, Siri speaks its responses only when you use Siri with a headset. If you want Siri to always speak its responses, set this option to Always. My Info: Let Siri know which card in Contacts contains your personal info. See Telling Siri about yourself on page 36. •• Allow or prevent access to Siri when iPad is locked with a passcode: Go to Settings > General > Passcode Lock. You can also disable Siri by turning on restrictions. See Restrictions on page 115. Restaurants Siri works with Yelp, OpenTable, and others to provide information about restaurants and help you make reservations. Ask to find restaurants by cuisine, price, location, outdoor seating, or a combination of options.*

*Siri can show you available photos, Yelp stars, price range, and reviews. Get more information by using the Yelp and OpenTable apps—iPad prompts you to download them if you don't already have them installed. See detailed info about a restaurant: Tap a restaurant that Siri suggests. See Yelp reviews. Make a reservation through OpenTable. Call the restaurant. Visit the website. Chapter 4 Siri 38 Movies Ask Siri about what movies are playing, or where you can see a specific movie. Find out when a film premiered, who directed it and what awards it won. Siri gives theater locations, show times, and Rotten Tomato reviews.*

*See detailed info about a movie: Tap a movie that Siri suggests. Read Rotten Tomato reviews. Watch the trailer. Sports Siri knows a lot about sports—including baseball, basketball, football, soccer, and hockey. Ask Siri for game schedules, scores from the current season's games, or up-to-the minute scores from live games.*

*Tell Siri to show you player stats and compare them against other players' stats. Siri tracks team records, too. Here are some things you might ask: •••• What was the score of the last Giants game? What are the National League standings? When is the Chicago Cubs first game of the season? Dictation When Siri is turned on, you can also dictate text. See Dictation on page 26. Although you can compose email, text messages, and other text by talking directly with Siri, you might prefer dictation.*

*Dictation lets you edit a message instead of replacing the entire text. Dictation also gives you more time to think while composing. Siri understands a pause to mean you finished talking for the moment, and takes that opportunity to respond. While this lets you have a natural conversation with Siri, Siri might interrupt you before you're really done if you pause too long. With dictation, you can pause as much as you like, and resume talking when you're ready. You can also start composing text using Siri, then continue using dictation. For example, you can create an email with Siri, then tap the draft to open the message in Mail. In Mail, you can complete or edit the message and make other changes, such as adding or removing recipients, revising the subject, or changing the account you're sending the email from. Chapter 4 Siri 39 Correcting Siri If Siri is having trouble Siri may sometimes have trouble understanding you—in a noisy environment, for example. If you speak with an accent, it can take Siri some time to get used to your voice.*

*If Siri doesn't hear you exactly right, you can make corrections. Siri shows what it heard you say, along with its response. Correct what Siri hears you say: Tap the bubble showing what Siri heard you say. Edit your request by typing, or tap on the keyboard to dictate. For information about using dictation, see Dictation on page 26. If some of the text is underlined in blue, tap it and Siri suggests some alternatives. Tap one of the suggestions, or replace the text by typing or dictating. Correct Siri by voice: Tap , then restate or clarify your request. For example, "I meant Boston." When correcting Siri, don't say what you don't want—just tell Siri what you do want.*

*Correct a mail or text message: If Siri asks if you want to send the message, say something like: •••••• Change it to: Call me tomorrow. Add: See you there question mark. No, send it to Bob. No. (to keep the message without sending it) Cancel.*

*To have Siri read the message to you, say "Read it back to me" or "Read me the message." If it's correct, say something like "Yes, send it." Noisy environments In a noisy environment, hold iPad close to your mouth, but don't talk directly into the bottom edge. Continue to speak clearly and naturally. Tap when you finish speaking.*

*Network connection Siri might tell you it's having trouble connecting to the network. Because Siri relies on Apple servers for voice recognition and other services, you need to have a good 3G, 4G, or LTE cellular connection or a Wi-Fi connection to the Internet.*



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Chapter 4 Siri 40 Safari 5 Safari features include: ••••• Reader—view articles without ads or clutter Reading list—collect articles to read later Full-screen mode—when viewing webpages in landscape orientation Use iCloud to see pages you have open on other devices, and to keep your bookmarks and reading list up to date on your other devices. View your bookmarks, history, or Reading List. Enter a web address (URL). Search the web and the current page. Open a new page. Double-tap an item or pinch to zoom in or out. View a webpage: Tap the address field (in the title bar), enter the URL, then tap Go. ••••• Scroll a webpage: Drag up, down, or sideways.

Scroll within a frame: Drag two fingers inside the frame. Reload a webpage: Tap in the address field, on the page's tab. Close a webpage: Tap View another webpage you've opened: Tap a tab at the top of the page. Reopen a recently closed webpage: Touch and hold , then tap an item in the list. 41 See webpages you have open on your other devices: Tap . To share webpages you have open on iPad with your other devices using iCloud Tabs, go to Settings > iCloud and turn on Safari. Follow a link on a webpage: Tap the link. ••••• See a link's destination: Touch and hold the link. Open a link in a new tab: Touch and hold the link, then tap "Open in New Tab.

" Detected data—such as phone numbers and email addresses—may also appear as links in webpages. Touch and hold a link to see the available options. View an article in Reader: Tap the Reader button, if it appears in the address field. ••••• Adjust the font size: Tap Share the article: Tap . . Note: When you email an article from Reader, the full text of the article is sent, in addition to the link. •• Return to normal view: Tap Reader. Add the current webpage: Tap , then tap "Add to Reading List." With iPad 2 or later, the webpage is saved as well as the link, so you can read it even when you can't connect to the Internet. Add the destination of a link: Touch and hold the link, then tap "Add to Reading List. " View your reading list: Tap , then tap . Delete an item from your reading list: Swipe the item, then tap Delete. Move to a different text field: Tap the text field, or tap Next or Previous. Submit a form: Tap Go, Search, or the link on the webpage to submit the form. Enable AutoFill: Go to Settings > Safari > AutoFill. Search the web: Tap one of the suggestions that appear, or tap Search. Find the search text on the current webpage or PDF: Scroll to the bottom of the screen, then tap the entry below On This Page. The first instance is highlighted. To find later instances, tap . , then tap Bookmark.

Use Reading List to collect webpages and read them later: ••••• Fill out a form: Tap a text field to bring up the keyboard. ••••• Search the web, the current webpage, or a searchable PDF: Enter text in the search field. ••••• Bookmark the current webpage: Tap When you save a bookmark, you can edit its title. By default, bookmarks are saved at the top level of Bookmarks. To choose a different folder, tap Bookmarks. Display the bookmarks bar: Tap the address field. To always show the bookmarks bar, go to Settings > Safari, under General. Create an icon on the Home screen: Tap , then tap "Add to Home Screen." Safari adds an icon for the current webpage to your Home Screen. Unless the webpage has a custom icon, that image is also used for the web clip icon on the Home screen.

Web clips are backed up by iCloud and iTunes, but they aren't pushed to other devices by iCloud or synced by iTunes. Use iCloud to keep your bookmarks and reading list up to date on your other devices: Go to Settings > iCloud and turn on Safari. See Using iCloud on page 15. Chapter 5 Safari 42 Set options for Safari: Go to Settings > Safari. Options include: ••••• Search engine AutoFill for filling out forms Opening links in a new page or in the background Private browsing to help protect private information and block some websites from tracking your behavior Clearing history, cookies, and data Cellular data for Reading List Fraud warning ••••• Chapter 5 Safari 43 Mail 6 Search this mailbox.

Delete, move, or mark multiple messages. Compose a message. Reading mail Change mailboxes or accounts. Change the preview length in Settings > Mail, Contacts, Calendars. Flag a message or mark it as unread: Tap . To mark multiple messages at once, tap Edit while viewing the message list. Identify messages addressed specifically to you: Go to Settings > Mail, Contacts, Calendars, then turn Show To/Cc Label on or off. Messages with your address in the To or Cc field are indicated with an icon in the message list. See all the recipients of a message: Tap the word Details in the From field. Tap a recipient's name or email address to view the recipient's contact information or add them to Contacts or your VIP list. Prevent downloading remote images: Go to Settings > Mail, Contacts, Calendars, then turn Load Remote Images on or off. Open a link: Tap the link to use its default action, or touch and hold to see other actions. For example, for an address, you can show its location in Maps or add it to Contacts. For a web link, you can add it to Reading List. 44 Open a meeting invitation or attachment: Tap the item.

If the attachment can be used by multiple apps, touch and hold to choose an app that works with the file. Save an attached photo or video: Touch and hold the photo or video, then tap Save Image or Video. It's saved to your Camera Roll in the Photos app. Load new messages: Pull the message list or mailbox list down to refresh the list. •• Set the number of older messages retrieved: Go to Settings > Mail, Contacts, Calendars > Show. Turn off new message notifications for an account: Go to Settings > Notifications > Mail > account name, then turn Notification Center off. Change the tones played by Mail: Go to Settings > Sounds. •• Change the tone played for new mail in each account: Go to Settings > Notifications > Mail > account name > New Mail Sound. Change the tone played for new mail from VIPs: Go to Settings > Notifications > Mail > VIP > New Mail Sound. •• Sending mail Tap to change From, Cc, or Bcc.

Change your signature in Settings > Mail, Contacts, Calendars. Compose a message: Tap , then type a name or email address. After you enter recipients, you can drag to move them between fields, such as from To to Cc.



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