



iPad Training Manual

Introduction



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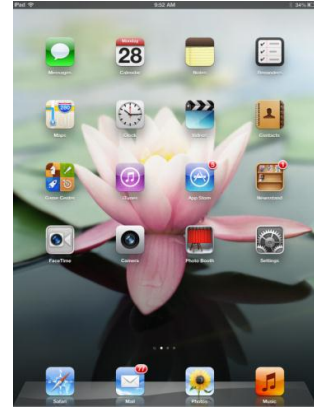
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iPad Introduction

The iPad is one of the most amazing hand held devices available on the market today. Its flexibility and range of functionality makes it an incredibly useful tool for both work and play. Listed below are some of the uses for your iPad:

Use it:

- as an internet communications device. Send email and surf the internet.
- as your online calendar
- as your note taker
- to take photos
- to record videos
- as an e-book reader
- as a hand-held gaming device
- to listen to your music and other audio recordings
- to download from an amazing selection of apps whether for business or pleasure



Learning Outcomes

By the end of this course you will be:

- ✓ Familiar with the external area of your iPad
- ✓ Comfortable with navigating around the home screen
- ✓ Able to identify key indicators on the status bar
- ✓ Confident with using the built in keypad and aware of shortcuts
- ✓ Able to browse the internet using Safari
- ✓ Able to use standards apps such as notes and calendar
- ✓ Able to download apps to your iPad
- ✓ Open to having a fun and informative session

Touring the iPad Exterior



TERM	DESCRIPTION
Cameras	The iPad has both a front and back camera. Because of its size it can be difficult to keep still while taking a picture. However it takes great photos and videos. The front camera is useful for video and video chats.
Home Button	Press this button at any time to display the Home screen. No matter what application you are in.
Multi-touch display	The iPad is designed to use with your fingers. You can access and move around your iPad using 'gestures'.
Sleep / Wake button	This button is used to turn your iPad on and off and also to put it to sleep or wake it up. To put it to sleep or wake it up, just press the button. To turn it off or on, press and hold the button
Microphone	A good quality microphone
Headphone jack	Use this to plug in a headset.
Speaker	The speaker plays audio (music or video soundtracks) as long as a headset is not plugged in.

TERM	DESCRIPTION
Dock Connector	<p>The dock connector has three uses:</p> <ol style="list-style-type: none"> 1. To recharge your iPad's battery. 2. To synchronise your iPad to your Mac or PC 3. To connect your iPad to other devices such as cameras, televisions and data shows. Note you will need to purchase special adapters.
Side switch	<p>Depending on how your iPad is set up this is either the mute button, or the Screen orientation lock. This can be adjusted in Settings</p>
Volume buttons	<p>The upper part of the button increases volume, whilst the lower part of the button decreases volume.</p>

Learn to identify your iPad model

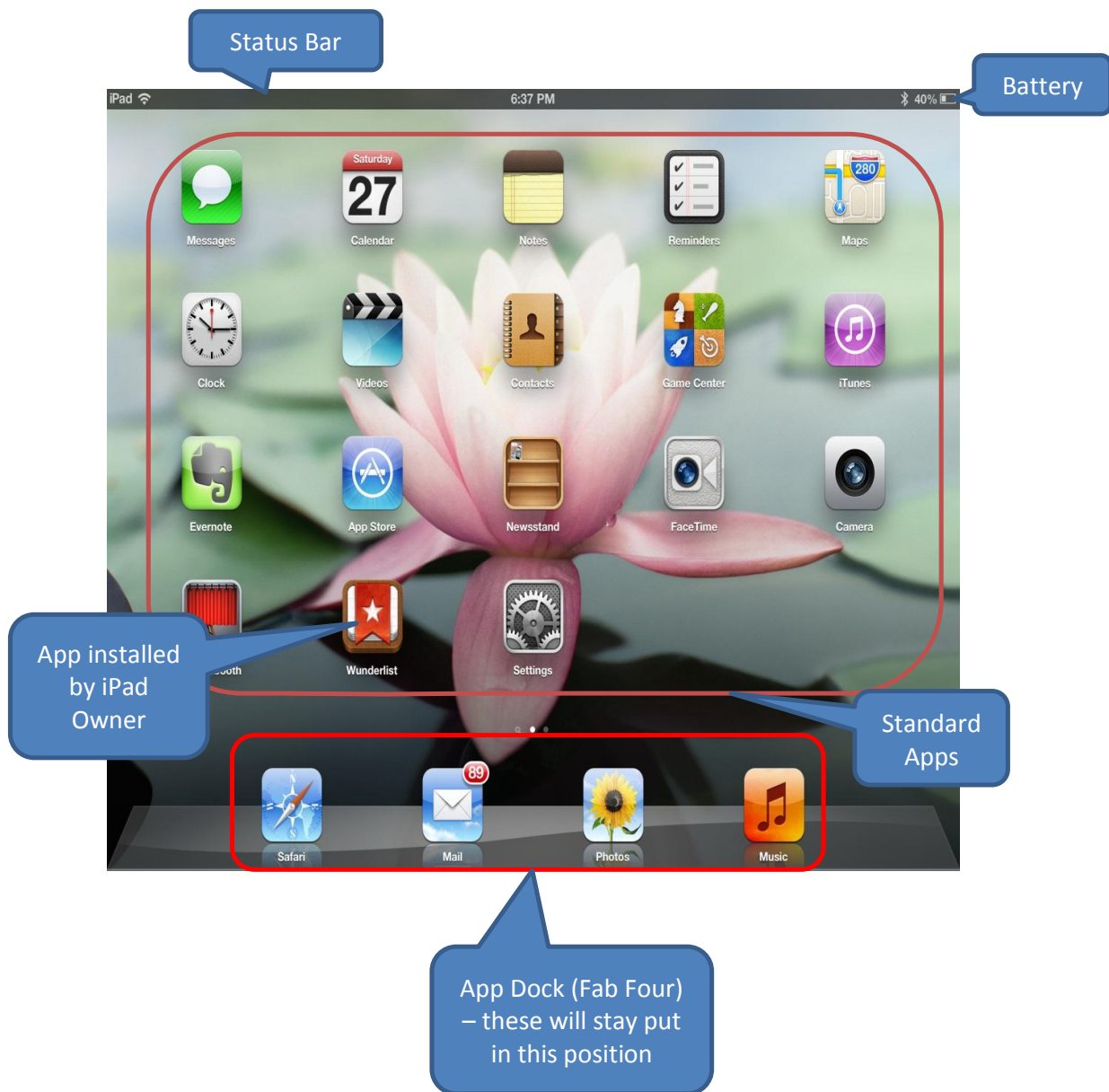
Be sure you have the [latest version of iTunes software](#). To check your iTunes version on a Mac, choose **iTunes > Check for Updates**. In Windows, choose **Help > Check for Updates**.

You can find your model number on the iPads back cover. Write it here

Image	Model	Year Introduced	Model Number*	Capacity
	iPad mini Wi-Fi	Late 2012	A1432	16, 32, and 64 GB
	iPad mini Wi-Fi + Cellular	Late 2012	A1454	16, 32, and 64 GB
	iPad mini Wi-Fi + Cellular (MM)	Late 2012	A1455	16, 32, and 64 GB
	iPad (4th generation) Wi-Fi	Late 2012	A1458	16, 32, and 64 GB
	iPad (4th generation) Wi-Fi + Cellular	Late 2012	A1459	16, 32, and 64 GB
	iPad (4th generation) Wi-Fi + Cellular (MM)	Late 2012	A1460	16, 32, and 64 GB
	iPad (3rd generation) Wi-Fi	Early 2012	A1416	16, 32, and 64 GB
	iPad (3rd generation) Wi-Fi + Cellular (VZ)	Early 2012	A1403	16, 32, and 64 GB







	iPad (3rd generation) Wi-Fi + Cellular	Early 2012	A1430	16, 32, and 64 GB
	iPad 2	2011	A1395	16, 32, and 64 GB
	iPad 2 (CDMA model)	2011	A1397	16, 32, and 64 GB
	iPad 2 (GSM model)	2011	A1396	16, 32, and 64 GB
	iPad (Wi-Fi)	2010	A1219	16, 32, and 64 GB
	iPad (Wi-Fi + 3G)	2010	A1337	16, 32, and 64 GB

The Home Screen



Status Information

The status bar displays information about what is going on currently on your iPad. It's visible on all apps and on the Home Screen. It's useful to know what the symbols mean.

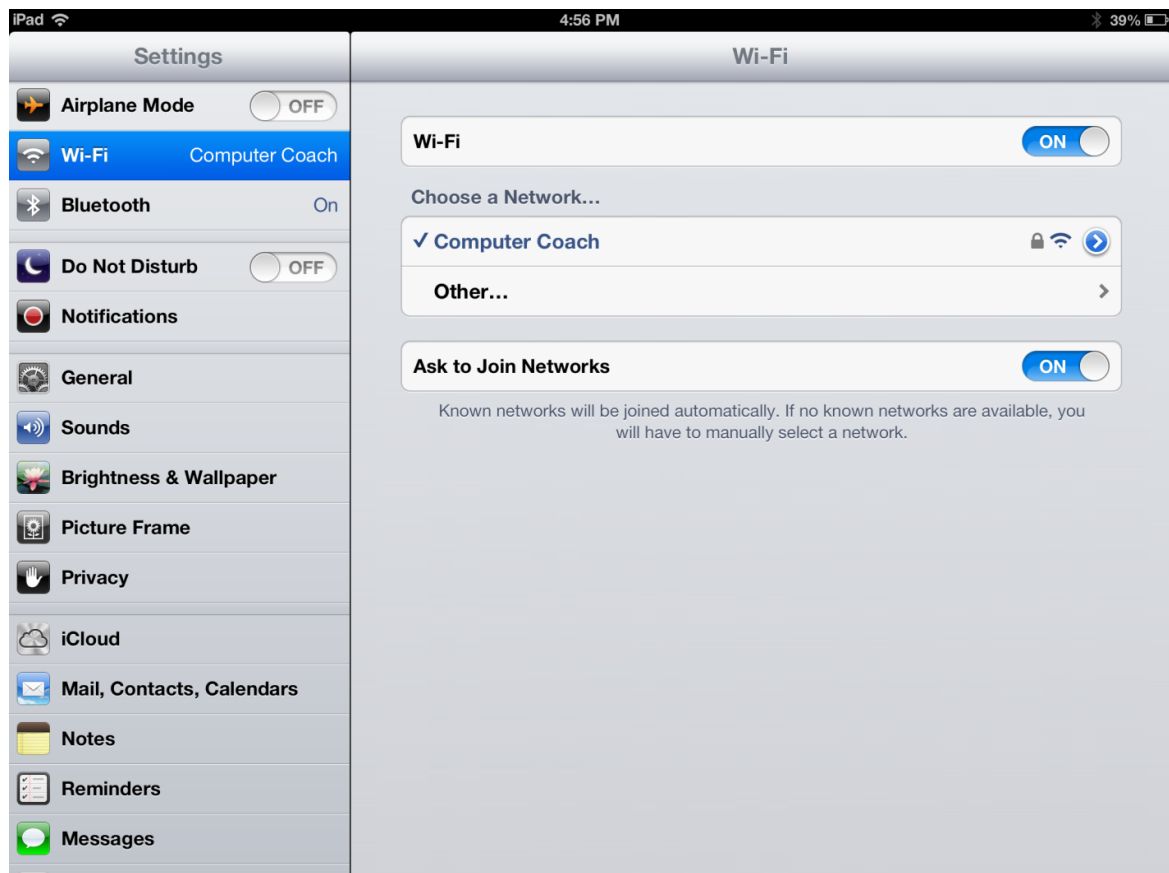
Battery		This icon is located at the top right of the screen and reflects the level of your battery's charge. The icon shows when you're connected to a power source, and when the battery is fully charged or is currently charging. An on-screen message is displayed when the charge drops to 20 percent or below and another when it reaches 10 percent.
Bluetooth		This icon is displayed at the top right of the screen and shows the current state of your iPad's Bluetooth connection. If you see this icon on the status bar, Bluetooth is on and a device (such as a wireless headset or keyboard) is connected.
Wi-Fi		When this icon is displayed on the top left of the screen, your iPad is connected to the Internet over a Wi-Fi network. The more semicircular lines you see (up to three), the stronger the Wi-Fi signal.
3G (Wi-Fi + 3G models only)		This icon informs you that the high-speed 3G data network from your wireless carrier is available and that your iPad can connect to the Internet via 3G.
Airplane mode:		When in Airplane mode your iPad turns off all wireless features— the cellular networks; Wi-Fi; and Bluetooth — and makes it possible to enjoy music or video during your flight. Some flights now offer on-board Wi-Fi. If you're on one, you can turn Airplane mode off and use your iPad's Wi-Fi (but not without the permission of the captain).
Personal Hotspot:		You'll see this icon (on third-generation Wi-Fi + 4G iPads only) when you're sharing your Internet connection with computers or other devices over Wi-Fi.

Connecting to a WiFi Network

The iPad has two ways that you can get an internet connection. If your iPad has a 3G or 4G connection then it will happen automatically. If your iPad is WiFi only then you will need to establish an internet connection while at home or out and about. This could be a local coffee shop, the library or a work area.

Steps:

1. Tap the **Settings** app on the Home Screen. (The Wi-Fi status appears near the top of the left pane. If you're connected to a network, its name will appear here.)
2. Tap the WiFi button in the left pane of your iPad. A list of available networks will appear.
3. Tap the name of the network you want to connect to. You will generally have to enter a security key or password to access the network. E.g. If you are at a coffee shop, just ask them for the password for WiFi.
4. Enter the security key or password and tap the **Join** key. Once your iPad is connected to a network it will remember it for next time and automatically connect in the future.



Basic Training



Mail



Calendar



Contacts



Siri


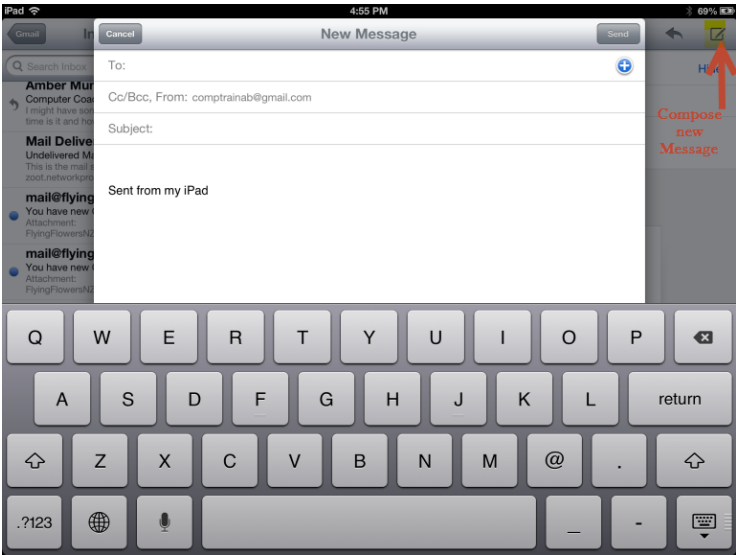



Reminders

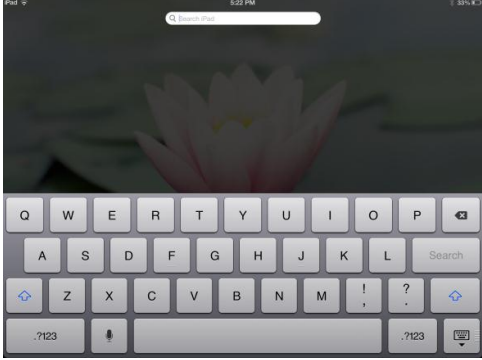






Notes




ACTION	METHOD
Turning your iPad on	Hold down the Sleep/Wake button at the top of your iPad until the Apple logo appears. Wait for it to load. Slide to unlock to take you to the home screen.
Turning Off your iPad	Hold down the Sleep/Wake button until the slide to power off arrow appears. Slide, or if you change your mind, cancel.
Putting your iPad to Sleep and waking it up	Tap the Sleep / Wake button at the top of your iPad. To wake it up tap it again.
Putting your iPad to Sleep Automatically	<p>If you leave an iPad on, it will put itself into sleep mode after a fixed period of time. This is useful to conserve battery. If you want to change this fixed period of time, follow these steps:</p> <ul style="list-style-type: none"> • From the Home screen, tap Settings. The Settings screen appears. • Tap General. • Tap Auto-Lock. Tap one of the available options: 2 Minutes, 5 Minutes, 10 Minutes, 15 Minutes, or Never. • Press the Home button to return to the Home screen.
Restart your iPad	<p>If your iPad freezes, and won't allow you to do anything at all you will need to force a restart.</p> <p>Press and hold the Sleep / Wake button and the Home button until the screen turns black and the Apple logo appears.</p>
Open an App	Locate the app you want to open and tap its icon on the Home Screen
Return to the Home Screen	<p>Press the Home button.</p> <p>Note: apps for the iPad are designed to be used full-screen and one at a time. When you've finished using an app, return to the home screen. This doesn't totally close it – it's just suspended in your iPad's memory. Opening it again resumes the app from where you left off.</p>
Orientation	<p>Your iPad will orient to the way you hold the device.</p> <ul style="list-style-type: none"> • You can head to Settings General to choose between <i>Lock Rotation</i> and <i>Mute</i>. • Orientation in the landscape mode is helpful for multi-finger typing.

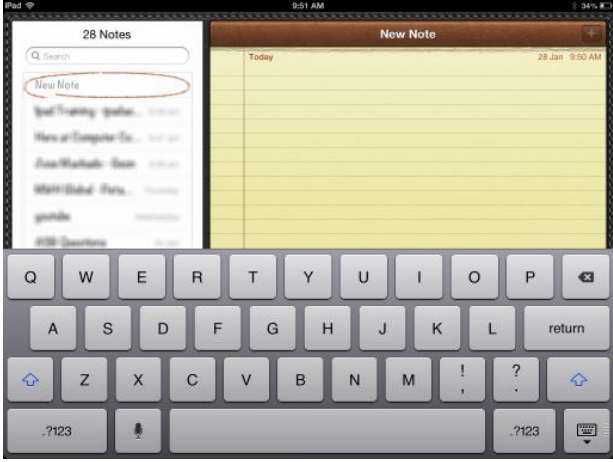
ACTION	METHOD
<p><i>Create an Apple ID</i></p>	<p>Create an Apple ID if you haven't got one.</p> <ul style="list-style-type: none"> • Settings iTunes & App Stores Sign In • Tap <i>Create new account</i>. <p>If you're already signed in and want to create another account, tap your Apple ID and select Sign Out.</p>
<p><i>Setting up your Mail Account</i></p>	<p>Before you can start sending and receiving emails you need to set up your account. This can be done through Settings</p> <ul style="list-style-type: none"> • Tap the Settings icon • Tap <i>Mail, Contacts, Calendars</i> • Tap Add Account. A list appears (iCloud, Microsoft Exchange, Gmail, Yahoo, Hotmail) • Tap the appropriate account. • Type your account information in the appropriate fields • Tap the Save button to complete the process <p>Or, if no accounts have been set up, you can also tap the Mail icon on the home screen to display the <i>Add Account</i> Screen.</p>
<p><i>Mail</i></p> 	<p>Load New Messages:</p> <ul style="list-style-type: none"> • Tap and hold to pull the message list down from the top to refresh the list. Any new emails will then be displayed. <p>Send a Message:</p> <p>Tap the 'compose new message' icon at the top right of the screen, then type a name or email address</p> 


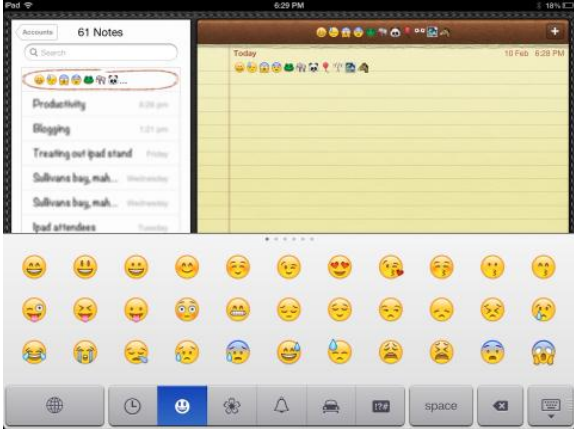

ACTION	METHOD
	<p>To Delete an Email:</p> <ul style="list-style-type: none"> • While looking at your messages, swipe your finger across the message preview. A Delete button will appear. Tap this to remove the message <p>To Delete Multiple Emails:</p> <ul style="list-style-type: none"> • Tap the Edit button on the Inbox sidebar and tap the clear circles next to each email to make your selection • Tap Delete at the bottom of your screen to remove them from your inbox. <p>To Delete an Email if you are using a Gmail Account</p> <ul style="list-style-type: none"> • Tap and hold the  icon until the Delete Message appears. • If you would always prefer to delete messages, go to Settings Mail, Contacts, Calendars. • Tap your Gmail account name and turn off Archive Messages



ACTION	METHOD
<p><i>Search using spotlight</i></p>	<p>Ensure that you are positioned at the Home screen. Press the Home button and the search screen will appear. Eg. This could be a built-in app including mail, calendar, iPod, Video, Notes and Contacts.</p> 
<p><i>View the most recently used apps</i></p>	<p>Double-click the Home button. This opens the multitask bar. The most recently used apps appear in the recents list at the bottom of the screen. Flick left to see more apps.</p> 
<p><i>Close any open apps</i></p>	<ul style="list-style-type: none"> • Tap the home button twice to view the multitask area. • Press down on one of the visible apps until the red circle with a dash in it appears. • Click the dash symbol on the top left of the icons displayed. This will close them. 

ACTION	METHOD
<i>Use the iPad controls</i>	<p>Tap the home button twice, then flick the bottom of the screen from left to right.</p> <p>The screen orientation lock (or mute button), brightness slider, and iPad controls appear.</p> 
<i>Using Gestures</i>	<p>Use four or five fingers to:</p> <ul style="list-style-type: none"> • Pinch to the Home Screen • Swipe up to reveal multitasking bar • Swipe left or right between apps <p>If they are not working, check under Settings, General and turn from Off to On.</p>
<i>Rearrange icons</i>	<ul style="list-style-type: none"> • Press and hold any icon until all the icons begin to wiggle • Drag the icons around until you're happy with their positions • Press the Home button to save your arrangement and stop the wiggling.
<i>Add an App to the App Dock</i>	<p>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 6 apps or folders. Simply drag the desired app onto the dock.</p>
<i>Delete an App</i>	<ul style="list-style-type: none"> • Press and hold any icon until all the icons begin to jiggle • Press the X on the top right corner of the app. • The app will be deleted  <p>Note: you can't delete built in apps.</p>
<i>Create a Folder</i>	<ul style="list-style-type: none"> • Touch and hold an icon until the Home screen icons begin to jiggle. • Drag the icon onto another icon. <p>A new folder is created that includes the two icons, and shows the folders name. You can tap the name field to enter a different name.</p>
<i>Delete a Folder</i>	<ul style="list-style-type: none"> • Remove all icons from the folder. The folder is deleted automatically when empty.

ACTION	METHOD
<p><i>Browse the web using Safari</i></p> 	<ul style="list-style-type: none"> • Tap the Safari icon. This will take you to the internet. • Type the website address that you want to go to in the <i>address field</i> at the top of the screen. <p>Note: if you already have a web site open, that address will be there, otherwise it will be blank. Tap the clear x button at the far right of the address field to delete its contents.</p> <ul style="list-style-type: none"> • Once the address is entered, tap the GO button on the keyboard. • To browse a web page, drag your finger up and down the screen, or left and right across the screen. • To zoom in and out place two fingers on the screen and pinch them in and out, or: • Double tap your finger where you want to zoom in to. • Use the back and forward buttons in the top left corner of the screen to go back and forth between previously visited sites.
<p>Ask <i>Siri</i> to take you to Safari</p>  <p>Siri</p>	<ul style="list-style-type: none"> • Press and hold the Home button. Siri will ask what he can help you with. • “Please open Safari”
<p><i>Create a Web Clip</i></p>	<p>Safari does not allow you to set a home page. Instead when you visit Safari you are taken to the last web page you went to. A work around for this is to create web clips.</p> <ul style="list-style-type: none"> • Open the web page that you want to save as a clip • Tap the Add to Home Screen button <p>An icon appears on your home screen. Simply tap this to go directly there.</p> 

ACTION	METHOD
<p>Type a To Do list Using Notes</p>	<ul style="list-style-type: none"> • Press the Notes app • Click + on the top right corner of the screen • Start typing your list using the inbuilt keypad. Note the top line of text will become the name of the note • Click Notes on the top left of the screen when completed • Click the Home button to go back to the Home screen 
<p>Use shortcuts to Enter text</p>	<ul style="list-style-type: none"> • Go to Settings, General, Keyboard • Tap Add New Shortcut and type in the phrase • Type the shortcut you wish to use to trigger it • Tap Save
<p>Quickly type a period</p>	<ul style="list-style-type: none"> • Double-tap the spacebar once text is inserted.
<p>Comma key</p>	<ul style="list-style-type: none"> • Swipe up quickly on the 'comma' key and it will insert an apostrophe. • Swiping up on the period key inserts a quotation mark.
<p>Type an apostrophe</p>	<ul style="list-style-type: none"> • Press the Exclamation Mark/Comma key for at least one second. An apostrophe will appear. • Slide your finger onto it and then lift your finger. You have an apostrophe without having to visit the punctuation and numeric keyboard.

ACTION	METHOD
<p>Virtual keys as you type</p>	<ul style="list-style-type: none"> • Hold down a key to see other key options. • Drag your finger over to select 
<p>Insert Smiley / Emoji Characters</p>	<p>Use built-in Emoji keyboard, to type smiley or emoji characters</p> <ul style="list-style-type: none"> • Go to Settings General Keyboard. • Tap <i>Add New Keyboard...</i> • Select <i>Emoji</i>. • Tap <i>International key</i> on the keyboard (or touch and hold the key, then slide to Emoji) • Find your symbol and tap to insert. 
<p><i>Use Siri's speech-to-text function to type a note</i></p>  <p>Siri</p>	<ul style="list-style-type: none"> • Press the Notes app • Click + on the top right corner of the screen to start a new note • Click on the first line • On the built in keypad, tap the microphone to the left of the spacebar. • Dictate your message. (Speak clearly) • Press the microphone when finished. Your text should be on the screen.

ACTION	METHOD
<p>Use the calendar to Add an Event</p> 	<ul style="list-style-type: none"> • Press the Calendar app • Tap Today on the bottom left of the screen to ensure you are on the current date. • Navigate to the date that you want • Select the time that you want with your finger. Press and hold whilst looking at the time on the left and adjusting accordingly. • Release your finger when you are at the appropriate time. The Start and End dialog box will open. • Enter the details using the keypad. Click on Ends and use the scrolling dates to select the end time. • Click Done when complete
<p>Change the appointment start and end times</p>	<ul style="list-style-type: none"> • Tap the appointment and Select Edit. • Change the Start and End times <p>Or</p> <ul style="list-style-type: none"> • Tap and hold the appointment until circles appear on the edge. Use these circles to drag to make changes • Tap outside when complete
<p>Delete an Appointment</p>	<ul style="list-style-type: none"> • Locate and tap the appointment. The Edit dialogue box will open. • Tap Delete Event at the very bottom of the box. Scroll down if necessary. The event will be removed from your calendar.
<p>Use Maps to get directions</p> 	<ul style="list-style-type: none"> • Tap the maps icon • Tap Directions on the top left hand side • Use 'Current Location' or type in your starting point • Click on End: type in your destination <p>NB:</p> <p>Apple users who have upgraded to iOS 6 have been expressing their dissatisfaction with the performance of Apple Maps.</p> <p>The first edition of the service has been beset with glitches, inaccurate data</p> <p>I suggest you get Google Maps back on your homescreen in these easy steps:</p> <ol style="list-style-type: none"> 1) Go to Settings > Privacy > Location. Turn Location Services "On" and also make sure the tab next to Safari is "On". 2) Open Safari webpage and go to maps.google.com 3) Click on the "share button" to the left of the address bar and then "add to the homescreen".

ACTION	METHOD
<i>Find My iPad</i>	<ul style="list-style-type: none"> • Allows you to locate your iPad on a map and remotely lock or erase it from another PC or device. • iPad will track and report its location, so that you can find it using the Find My iPhone app. <p>NB: To use this feature iPad must have been turned on in iCloud settings on your iPad and connected to the internet.</p>
<i>How to find Apps</i>	<ul style="list-style-type: none"> • Tap the App Store icon on the Home Screen. There are different sections to the App Store listed at the bottom of the screen. (Featured Top charts Genius Purchased). You can choose to browse this way, or: • Use the Search field located at the upper right corner of the iPad screen. Simply type a word or phrase then tap the search key on the keyboard.
Finding Details about an App	<ul style="list-style-type: none"> • Before you commit to downloading your new app, you might want to just take a closer look to ensure it is what you're looking for. Just tap the app for the details screen to be displayed. • It is a good idea to read the Reviews section as well. I have been stopped more than once having read the reviews on apps.
Download an App from your iPad	<ul style="list-style-type: none"> • Tap the <i>Free or Price</i> button to the right of the app. • Tap the <i>Install App</i> button • Enter your Apple ID and Password and tap OK

iPad Apps

Below are some suggestions for apps that you might like to try.

Category	App	What it's for:
Office applications	<ul style="list-style-type: none"> • Pages • Quick Office Pro • CloudOn 	Apps like these let you quickly edit Microsoft Office documents such as Word, Excel, or PowerPoint files. Or you can generate a new document or spreadsheet right on your iPad. When you're finished, you can share your files with colleagues via email or print. I use CloudOn as it works well with Dropbox for a complete filing and Microsoft Office experience.
File Sharing	Dropbox	Complete filing system that can store all your data. Text and photos. Shareable too when synced with other computers, devices.
Presentations	Keynote Prezi	Easy to use presentation apps designed specifically for the iPad.
Organisation	Wunderlist Evernote	Keep track of and prioritise things that need to get done.
Security	Password Security: Lastpass eWallet 1password Find My iphone	Keep passwords secure. Also ensures that you don't forget them. There are so many these days!
Entertainment	Youtube	
News	NZ Herald One news Three news	New Zealand sources of current affairs.
Banking	ANZ Kiwibank BNZ	Most banks now have their own custom made apps to make it easier to check accounts on the go.
Social Media	Facebook LinkedIn Twitter	Specific apps designed for the iPad
Miscellaneous	Calculator Dictionary	

Jargon Explained

TERM	DESCRIPTION
Apps	Short for "applications." They are the programs you download and run on your iPad. Can be free, or for sale. Most apps come from Apple's iTunes App Store but some can be made specifically by and for businesses or schools. Similar to software on your computer, they allow you to get things done, whether it be for business or pleasure.
Apple ID	An Apple ID is a simple username and password. It doesn't cost any money to create one, but it's a very important part of the iPad experience. Not only is it your identity on your device; it's also your gateway to other Apple services like the App Store, iCloud, select built-in apps, and much, much more. The more you use your iPad, the more you'll understand how prevalent the Apple ID is.
App Store	Part of iTunes on Windows and Mac and a built-in app on iPhone, iPod touch, and iPad, App Store is the only place to buy 3rd party apps and games for iOS. Introduced in 2008 alongside iOS 2 and iPhone 3G.
Bluetooth	Named after a Danish King (seriously), Bluetooth is a wireless technology used for exchanging short-range (under 30-feet) data between electronic devices. iPhone, iPod touch, and iPad support Bluetooth.
Downloading	Copying data from one computer system to another.
iCloud	iCloud is a complete wireless storage and data synchronisation solution. It stores all your digital data (music, photos, events, contacts, etc) and ensures that it keeps everything up to date on all devices and computers. Your free iPad account gives you 5GB of data which is enough for most users.
Home Button	The iPad home button is the small, circular button decorated with a small box and located at the bottom of the iPad. Apple's design philosophy revolves around the idea that less is better, which makes the home button one of the few ways to control the iPad outside of the onscreen controls. The home button has many uses, including waking up the iPad when you are ready to use it, exiting out of applications and navigating to the first page of icons. The home button can also be used in combination with the suspend button at the top of the iPad to take a screenshot of the display, and if you double click the home button, you will be greeted with a list of recently opened applications at the bottom of the screen.

TERM	DESCRIPTION
iOS	iOS is a mobile operating system developed by Apple. It was originally named the iPhone OS, but was renamed to the iOS in June, 2009. The iOS currently runs on the iPhone, iPod touch, and iPad.
iTunes	Mac and Windows software used to activate and sync iPhone, iPod touch, and iPad. Also used to manage music, movies, TV shows, apps, books, and other media.
Jailbreak	Jailbreak: Breaking open the root jail Apple uses to secure iOS, allowing a user to customize the device and install apps outside of the App Store.
Jiggly Mode	Tap and hold an app and it will begin to "jiggle", indicating you can move it around the Home Screen, from screen to screen, put it into folders, delete it by tapping it's X badge (App Store apps only), or Force Quit it if it's in the Fast App Switcher.
Jobs, Steve	Co-founder and CEO of Apple and product visionary behind iPod, iTunes, iPhone, iPad, etc.
Personal Hotspot	Allows you to share cellular data over a Wi-Fi connection with up to 5 additional devices.
Photo stream	The photo stream feature stores up to 1,000 photos from the last 30 days on iCloud and automatically downloads them to all your devices that have Photo stream. See Settings, iCloud, Photostream.
Safari	Apple's web browser. Allows you to surf the internet.
Streaming	Viewing information, as opposed to downloading it on your computer. Ie your stream podcasts, videos, etc.
Siri	Apple's intelligent virtual assistant. Responds to your voice and attempts to action your commands. Also used to talk and type.
Sync	Short for synchronise. Allows different devices and computers to work together without having to copy and paste or re insert information. Ie. You synchronise your iPad with your PC through iTunes.
YouTube	Google's web-based streaming video service. Accessible from iPhone or iPod touch via the YouTube app, or over the internet.
YouTube app	One of Apple's built-in iOS apps that allows searching, browsing, and playback YouTube videos.