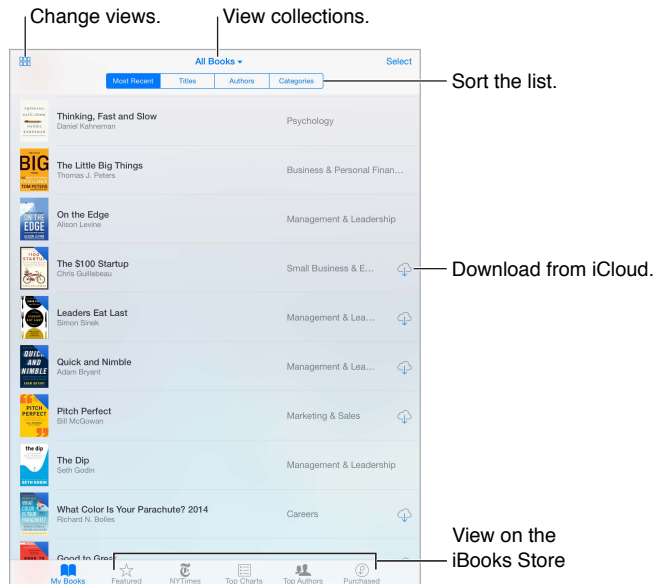


## Organize books



View books by title or cover. Tap or .

**Organize your books with collections.** Tap Select, then select some books to move them into a collection. To edit or create collections, tap the name of the current collection (at the top of the screen). Some built-in collections, such as PDFs, can't be renamed or deleted.

**Rearrange books.** While viewing books by cover, touch and hold a cover then drag it to a new location. While viewing books by title, sort the list using the buttons at the top of the screen. The All Books collection is automatically arranged for you; switch to another collection if you want to manually arrange your books.

**Search for a book.** Pull down to reveal the Search field at the top of the screen. Searching looks for the title and the author's name.

**Hide purchased books you haven't downloaded.** Tap the name of the current collection (at the top of the screen), then turn on Hide iCloud Books.

## Read PDFs

**Sync a PDF.** On a Mac, add the PDF to iBooks for OS X, open iTunes, select the PDF, then sync. In iTunes on your Windows computer, choose File > Add to Library, select the PDF, then sync. See iTunes Help for more info about syncing.

**Add a PDF email attachment to iBooks.** Open the email message, then touch and hold its PDF attachment. Choose Open in iBooks from the menu that appears.

**Print a PDF.** With the PDF open, tap then choose Print. You'll need an AirPrint-compatible printer. For more about AirPrint, see [AirPrint](#) on page 40.

**Email a PDF.** With the PDF open, tap , then choose Email.

## iBooks settings

Go to Settings > iBooks, where you can:

- Sync collections and bookmarks (including notes and current page information) with your other devices.
- Display online content within a book. Some books might access video or audio that's stored on the web.
- Change the direction pages turn when you tap in the left margin.

# Podcasts

# 25



## Podcasts at a glance

Open the Podcasts app, then browse, subscribe to, and play your favorite audio or video podcasts on iPad.

Delete or rearrange podcasts.

New episodes

Tap a podcast to view and play episodes.

Swipe down to update or search.

See your subscriptions and downloaded podcasts.

Organize and automatically update your favorites.

Browse for podcasts.

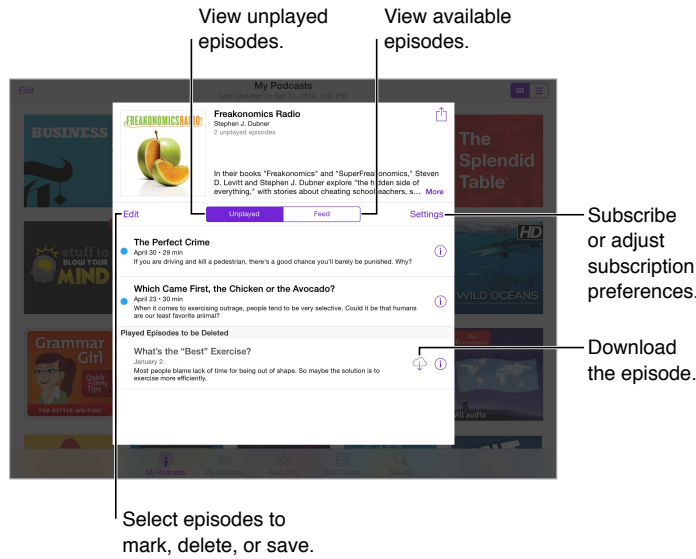
## Get podcasts and episodes

Discover more podcasts. Tap Featured or Top Charts at the bottom of the screen.

Search for new podcasts. Tap Search at the bottom of the screen.

Search your library. Tap My Podcasts, then drag down the center of the screen to reveal the Search field.

Preview or stream an episode. Tap the podcast, then tap an episode.



**Get more info.** Tap ⓘ to get episode details. Tap any link in podcast or episode descriptions to open them in Safari.

**Find new episodes.** Tap Unplayed to find episodes you haven't yet heard.

**Browse episodes.** Tap Feed to see episodes available to download or stream.

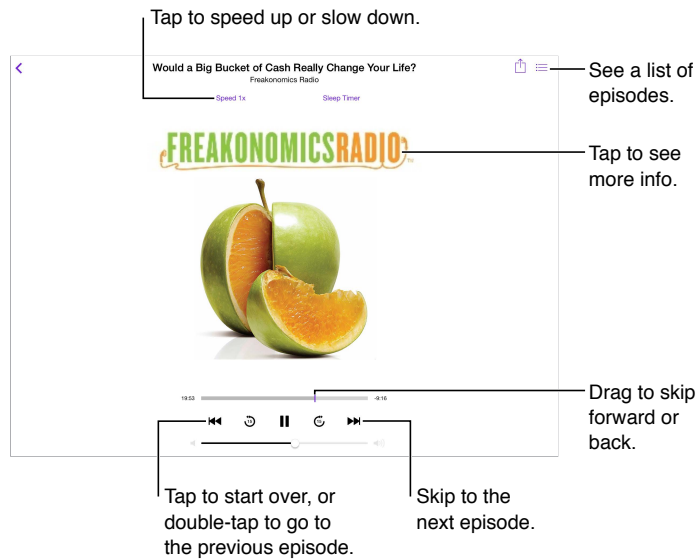
**Download an episode to iPad.** Tap ⬇️ next to the episode.

**Get new episodes as they're released.** Subscribe to the podcast. If you're browsing Featured podcasts or Top Charts, tap the podcast, then tap Subscribe. If you've already downloaded episodes, tap My Podcasts, tap the podcast, tap Settings at the top of the episode list, then turn on Subscription.

**Save episodes.** Tap ⓘ next to an episode, then tap Save Episode. Tap Delete Download to delete a saved episode.

## Control playback

Use the playback controls to go forward and back in a podcast, set the speed, skip episodes, and more.



**See podcast info while you listen.** Tap the podcast image on the Now Playing screen.

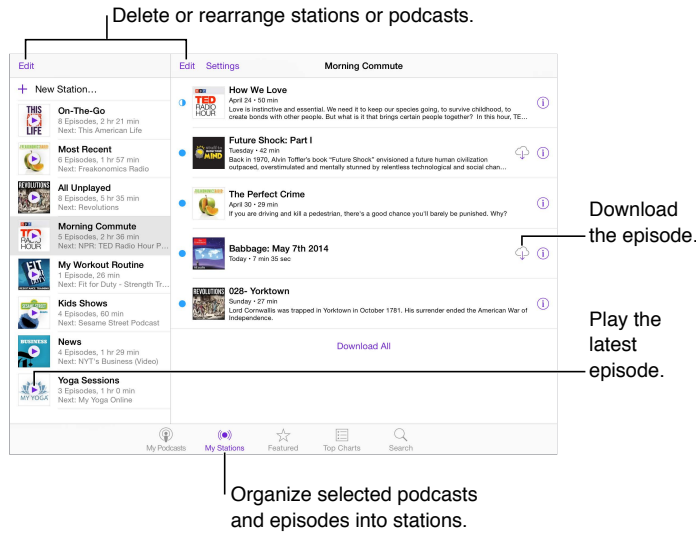
**Skip forward or back with greater accuracy.** Move your finger toward the top of the screen as you drag the playhead left or right. When you're close to the playback controls, you can scan quickly through the entire episode. When you're close to the top of the screen, you can scan one second at a time.

**Use Siri.** Say something like:

- "Play podcasts"
- "Play it twice as fast"
- "Skip ahead 10 seconds"

## Organize your favorites into stations

Organize your favorite podcasts into custom stations, and update episodes automatically across all your devices.



**Pull together episodes from different podcasts.** To add episodes to your On-The-Go station, tap My Stations, tap On-The-Go, then tap Add. Or tap ⓘ next to any episode in your library. You can also touch and hold any episode, then tap Add to On-The-Go.

**Create a station.** Tap My Stations, then tap +.

**Change the order of the station list or the podcasts in a station.** Tap My Stations, tap Edit above the station list or the episode list, then drag ≡ up or down.

**Change the playback order for episodes in a station.** Tap the station, then tap Settings.

**Rearrange your podcast library.** Tap My Podcasts, tap list view in the upper right, tap Edit, then drag ≡ up or down.

**List oldest episodes first.** Tap My Podcasts, tap a podcast, then tap Settings.

**Play podcasts from the station list.** Tap ▶ next to the station name.

## Podcasts settings

Go to Settings > Podcasts, where you can:

- Choose to keep your podcast subscriptions up to date on all your devices
- Choose how frequently Podcasts checks your subscriptions for new episodes
- Have episodes downloaded automatically
- Choose whether to keep episodes after you finish them

# Accessibility

## A Appendix

### Accessibility features

iPad offers many accessibility features:

#### Vision

- [VoiceOver](#)
- [Support for braille displays](#)
- [Zoom](#)
- [Invert Colors and Grayscale](#)
- [Speak Selection](#)
- [Speak Screen](#)
- [Speak Auto-Text](#)
- [Large, bold, and high-contrast text](#)
- [Button Shapes](#)
- [Reduce screen motion](#)
- [On/off switch labels](#)
- [Assignable tones](#)
- [Video Descriptions](#)

#### Hearing

- [Hearing aids](#)
- [Mono audio and balance](#)
- [Subtitles and closed captions](#)

#### Interaction

- [Siri](#)
- [Widescreen keyboards](#)
- [Guided Access](#)
- [Switch Control](#)
- [AssistiveTouch](#)

**Turn on accessibility features.** Go to Settings > General > Accessibility, or use the Accessibility Shortcut. See [Accessibility Shortcut](#) on page 132.

With your voice, you can also use Siri to open apps, invert colors, read the screen in some apps, and work with VoiceOver. For information, see [Use Siri](#) on page 48.

**Use iTunes on your computer to configure accessibility on iPad.** You can choose some accessibility options in iTunes on your computer. Connect iPad to your computer, then select iPad in the iTunes device list. Click Summary, then click Configure Accessibility at the bottom of the Summary screen.

For more information about iPad accessibility features, go to [www.apple.com/accessibility/](http://www.apple.com/accessibility/).

## Accessibility Shortcut

**Use the Accessibility Shortcut.** Press the Home button quickly three times to turn any of these features on or off:

- VoiceOver
- Invert Colors
- Grayscale
- Zoom
- Switch Control
- AssistiveTouch
- Guided Access (The shortcut starts Guided Access if it's already turned on. See [Guided Access](#) on page 147.)
- Hearing Aid Control (if you have paired Made for iPhone hearing aids)

**Choose the features you want to control.** Go to Settings > General > Accessibility > Accessibility Shortcut, then select the accessibility features you use.

**Not so fast.** To slow down the triple-click speed, go to Settings > General > Accessibility > Home-click Speed. (This also slows down double-clicks.)

## VoiceOver

VoiceOver describes aloud what appears onscreen, so you can use iPad without seeing it.

VoiceOver tells you about each item on the screen as you select it. The VoiceOver cursor (a rectangle) encloses the item and VoiceOver speaks its name or describes it.

Touch the screen or drag your finger over it to hear the items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions—for example, “double-tap to open.” To interact with items, such as buttons and links, use the gestures described in [Learn VoiceOver gestures](#) on page 135.

When you go to a new screen, VoiceOver plays a sound, then selects and speaks the first item on the screen (typically in the upper-left corner). VoiceOver also lets you know when the display changes to landscape or portrait orientation, and when the screen becomes dimmed or locked.

**Note:** VoiceOver speaks in the language specified in Settings > General > Language & Region. VoiceOver is available in many languages, but not all.

### VoiceOver basics

**Important:** VoiceOver changes the gestures you use to control iPad. When VoiceOver is on, you must use VoiceOver gestures—even to turn VoiceOver off.

**Turn VoiceOver on or off.** Go to Settings > General > Accessibility > VoiceOver, or use the Accessibility Shortcut. See [Accessibility Shortcut](#) above.

**Use Siri.** Say:

- “Turn VoiceOver on”
- “Turn VoiceOver off”



**Explore.** Drag your finger over the screen. VoiceOver speaks each item you touch. Lift your finger to leave an item selected.

- *Select an item:* Tap it, or lift your finger while dragging over it.
- *Select the next or previous item:* Swipe right or left with one finger. Item order is left-to-right, top-to-bottom.
- *Select the item above or below:* Set the rotor to Vertical Navigation, then swipe up or down with one finger. If you don't find Vertical Navigation in the rotor, you can add it; see [Use the VoiceOver rotor](#) on page 136.
- *Select the first or last item on the screen:* Tap with four fingers at the top or bottom of the screen.
- *Select an item by name:* Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down to move quickly through the list of items. You can also use handwriting to select an item by writing its name; see [Write with your finger](#) on page 138. To dismiss the Item Chooser without making a selection, do a two-finger scrub (move two fingers back and forth three times quickly, making a "z").
- *Change an item's name so it's easier to find:* Select the item, then double-tap and hold with two fingers anywhere on the screen.
- *Speak the text of the selected item:* Set the rotor to characters or words, then swipe down or up with one finger.
- *Turn spoken hints on or off:* Go to Settings > General > Accessibility > VoiceOver > Speak Hints.
- *Use phonetic spelling:* Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback.
- *Speak the entire screen, from the top:* Swipe up with two fingers.
- *Speak from the current item to the bottom of the screen:* Swipe down with two fingers.
- *Pause speaking:* Tap once with two fingers. Tap again with two fingers to resume, or select another item.
- *Mute VoiceOver:* Double-tap with three fingers; repeat to unmute. If you're using an external keyboard, press the Control key.
- *Silence sound effects:* Go to Settings > General > Accessibility > VoiceOver, then turn off Use Sound Effects.

**Use a larger VoiceOver cursor.** Go to Settings > General > Accessibility > VoiceOver, then turn on Large Cursor.

**Adjust the speaking voice.** You can adjust the VoiceOver speaking voice:

- *Change the volume:* Use the volume buttons on iPad. You can also add volume to the rotor, then swipe up and down to adjust; see [Use the VoiceOver rotor](#) on page 136.
- *Change the speech rate:* Go to Settings > General > Accessibility > VoiceOver, then drag the Speaking Rate slider. You can also set the rotor to Speech Rate, then swipe up or down to adjust.
- *Use pitch change:* VoiceOver uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group. Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change.
- *Speak punctuation:* Set the rotor to Punctuation, then swipe up or down to select how much you want to hear.

- *Control audio ducking:* To choose whether audio that's playing is turned down while VoiceOver speaks, set the rotor to Audio Ducking, then swipe up or down.
- *Change the language for iPad:* Go to Settings > General > Language & Region. VoiceOver pronunciation of some languages is affected by the Region Format you choose there.
- *Change pronunciation:* Set the rotor to Language, then swipe up or down. Language is available in the rotor only if you add a language at Settings > General > Accessibility > VoiceOver > Speech > Rotor Languages.
- *Choose which dialects are available in the rotor:* Go to Settings > General > Accessibility > VoiceOver > Speech > Rotor Languages. To adjust voice quality or speaking rate, tap ⓘ next to the language. To remove languages from the rotor or change their order, tap Edit, tap the delete button or drag ≡ up or down, then tap Done.
- *Set the default dialect for the current iPad language:* Go to Settings > General > Accessibility > VoiceOver > Speech.
- *Download an enhanced quality reading voice:* Go to Settings > General > Accessibility > VoiceOver > Speech, tap a language, then tap Enhanced Quality. If you're using English, you can choose to download Alex (869 MB), the same high-quality U.S. English voice used for VoiceOver on Mac computers.

## Use iPad with VoiceOver

**Unlock iPad.** Press either the Home button or the Sleep/Wake button, swipe to select the Unlock button, then double-tap the screen.

**Enter your passcode silently.** To avoid having your passcode spoken as you enter it, use handwriting; see [Write with your finger](#) on page 138.

**Open an app, toggle a switch, or tap an item.** Select the item, then double-tap the screen.

**Double-tap the selected item.** Triple-tap the screen.

**Adjust a slider.** Select the slider, then swipe up or down with one finger.

**Use a standard gesture.** Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume. For example, to drag a volume slider with your finger instead of swiping up and down, select the slider, double-tap and hold, wait for the three tones, then slide left or right.

**Scroll a list or area of the screen.** Swipe up or down with three fingers.

- *Scroll continuously through a list:* Double-tap and hold until you hear three rising tones, then drag up or down.
- *Use the list index:* Some lists have an alphabetical table index along the right side. Select the index, then swipe up or down to move through the index. You can also double-tap, hold, then slide your finger up or down.
- *Reorder a list:* You can change the order of items in some lists, such as the Rotor items in Accessibility settings. Select ≡ to the right of an item, double-tap and hold until you hear three rising tones, then drag up or down.

**Open Notification Center.** Select any item in the status bar, then swipe down with three fingers. To dismiss Notification Center, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”).

**Open Control Center.** Select any item in the status bar, then swipe up with three fingers. To dismiss Control Center, do a two-finger scrub.

**Switch apps.** Double-click the Home button to see open apps, swipe left or right with one finger to select an app, then double-tap to switch to it. Or, set the rotor to Actions while viewing open apps, then swipe up or down.

**Rearrange your Home screen.** Select an icon on the Home screen, double-tap and hold, then drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

**Speak iPad status information.** Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, Wi-Fi signal strength, and more.

**Speak notifications.** Go to Settings > General > Accessibility > VoiceOver, then turn on Always Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

**Turn the screen curtain on or off.** Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

## Learn VoiceOver gestures

When VoiceOver is on, standard touchscreen gestures have different effects, and additional gestures let you move around the screen and control individual items. VoiceOver gestures include two-, three-, and four-finger taps and swipes. For best results using multi-finger gestures, relax and let your fingers touch the screen with some space between them.

You can use different techniques to enter a particular VoiceOver gesture. For example, you can perform a two-finger tap using two fingers on one hand, or one finger on each hand. You can even use your thumbs. Some people use a split-tap gesture: instead of selecting an item and double-tapping, touch and hold an item with one finger, then tap the screen with another finger.

Try different techniques to discover which works best for you. If a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers.

In VoiceOver settings, you can enter a special area where you can practice VoiceOver gestures without affecting iPad or its settings.

**Practice VoiceOver gestures.** Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done. If you don't see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here are some key VoiceOver gestures:

### Navigate and read

- *Tap:* Select and speak the item.
- *Swipe right or left:* Select the next or previous item.
- *Swipe up or down:* Depends on the rotor setting. See [Use the VoiceOver rotor](#) on page 136.
- *Two-finger swipe up:* Read all from the top of the screen.
- *Two-finger swipe down:* Read all from the current position.
- *Two-finger tap:* Stop or resume speaking.
- *Two-finger scrub:* Move two fingers back and forth three times quickly (making a “z”) to dismiss an alert or go back to the previous screen.
- *Three-finger swipe up or down:* Scroll one page at a time.

- *Three-finger swipe right or left*: Go to the next or previous page (on the Home screen, for example).
- *Three-finger tap*: Speak additional information, such as position within a list or whether text is selected.
- *Four-finger tap at top of screen*: Select the first item on the page.
- *Four-finger tap at bottom of screen*: Select the last item on the page.

### Activate

- *Double-tap*: Activate the selected item.
- *Triple-tap*: Double-tap an item.
- *Split-tap*: As an alternative to selecting an item and double-tapping to activate it, touch and hold an item with one finger, then tap the screen with another.
- *Double-tap and hold (1 second) + standard gesture*: Use a standard gesture. The double-tap and hold gesture tells iPad to interpret the next gesture as standard. For example, you can double-tap and hold, then without lifting your finger, drag your finger to slide a switch.
- *Two-finger double-tap*: Play or pause in Music, Videos, or Photos. Take a photo or start or pause recording in Camera. Start or stop the stopwatch.
- *Two-finger double-tap and hold*: Change an item's label to make it easier to find.
- *Two-finger triple-tap*: Open the Item Chooser.
- *Three-finger double-tap*: Mute or unmute VoiceOver.
- *Three-finger triple-tap*: Turn the screen curtain on or off.

### Use the VoiceOver rotor

Use the rotor to choose what happens when you swipe up or down with VoiceOver turned on, or to select special input methods such as Braille Screen Input or Handwriting.

**Operate the rotor.** Rotate two fingers on the screen around a point between them.



**Choose your rotor options.** Go to Settings > General > Accessibility > VoiceOver > Rotor, then select the options you want to include in the rotor.

The available rotor options and their effects depend on what you're doing. For example, if you're reading an email, you can use the rotor to switch between hearing text spoken word-by-word or character-by-character when you swipe up or down. If you're browsing a webpage, you can set the rotor to speak all the text (either word-by-word or character-by-character), or to jump from one item to another of a certain type, such as headers or links.

When you use an Apple Wireless Keyboard to control VoiceOver, the rotor lets you adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation. See [Use VoiceOver with an Apple Wireless Keyboard](#) on page 139.

### Use the onscreen keyboard

When you activate an editable text field, the onscreen keyboard appears (unless you have an Apple Wireless Keyboard attached).

**Activate a text field.** Select the text field, then double-tap. The insertion point and the onscreen keyboard appear.

**Enter text.** Type characters using the onscreen keyboard:

- *Standard typing:* Select a key on the keyboard by swiping left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.
- *Touch typing:* Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, slide your finger to the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.
- *Direct Touch typing:* VoiceOver is disabled for the keyboard only, so you can type just as you do when VoiceOver is off.
- *Choose typing style:* Go to Settings > General > Accessibility > VoiceOver > Typing Style. Or, set the rotor to Typing Mode, then swipe up or down.

**Move the insertion point.** Swipe up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line. To jump to the beginning or end, double-tap the text.


VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across. When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it.

**Move the insertion point past the punctuation at the end of a word or sentence.** Use the rotor to switch back to character mode.

When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

**Change typing feedback.** Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.

**Use phonetics in typing feedback.** Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback. Text is read character by character. VoiceOver first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."

**Delete a character.** Use  with any of the VoiceOver typing styles. VoiceOver speaks each character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.

**Select text.** Set the rotor to Edit, swipe up or down to choose Select or Select All, then double-tap. If you choose Select, the word closest to the insertion point is selected when you double-tap. To increase or decrease the selection, do a two-finger scrub to dismiss the pop-up menu, then pinch.

**Cut, copy, or paste.** Set the rotor to Edit, select the text, swipe up or down to choose Cut, Copy, or Paste, then double-tap.

**Undo.** Shake iPad, swipe left or right to choose the action to undo, then double-tap.

**Enter an accented character.** In standard typing style, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection. In touch typing style, touch and hold a character until the alternate characters appear.

**Change the keyboard language.** Set the rotor to Language, then swipe up or down. Choose “default language” to use the language specified in Language & Region settings. The Language rotor item appears only if you select more than one language in Settings > General > Accessibility > VoiceOver > Speech.

## Write with your finger

Handwriting mode lets you enter text by writing characters on the screen with your finger. In addition to normal text entry, use handwriting mode to enter your iPad passcode silently or open apps from the Home screen.

**Enter handwriting mode.** Use the rotor to select Handwriting. If Handwriting isn’t in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor, then add it.

**Choose a character type.** Swipe up or down with three fingers to choose lowercase, numbers, uppercase, or punctuation.

**Hear the currently selected character type.** Tap with three fingers.

**Enter a character.** Trace the character on the screen with your finger.

**Enter a space.** Swipe right with two fingers.

**Go to a new line.** Swipe right with three fingers.

**Delete the character before the insertion point.** Swipe left with two fingers.

**Select an item on the Home screen.** Start writing the name of the item. If there are multiple matches, continue to spell the name until it’s unique, or swipe up or down with two fingers to choose from the current matches.

**Enter your passcode silently.** Set the rotor to Handwriting on the passcode screen, then write the characters of your passcode.

**Use a table index to skip through a long list.** Select the table index to the right of the table (for example, next to your Contacts list or in the VoiceOver Item Chooser), then write the letter.

**Set the rotor to a web browsing element type.** Write the first letter of a page element type. For example, write “l” to have up or down swipes skip to links, or “h” to skip to headings.

**Exit handwriting mode.** Do a two-finger scrub, or turn the rotor to a different selection.

## Type onscreen braille

With Braille Screen Input enabled, you can use your fingers to enter 6-dot, 8-dot, or contracted braille codes directly on the iPad screen. Tap codes with iPad laying flat in front of you (tabletop mode), or hold iPad with the screen facing away so your fingers curl back to tap the screen (screen away mode).

**Turn on Braille Screen Input.** Use the rotor to select Braille Screen Input. If you don’t find it in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor, then add it.

**Enter braille codes.** Place iPad flat in front of you or hold it with the screen facing away, then tap the screen with one or several fingers at the same time.

**Adjust entry dot positions.** To move the entry dots to match your natural finger positions, double-tap six or eight fingers at the same time.

**Switch between 6-dot, 8-dot, and contracted braille.** Swipe to the right with three fingers. To set the default, go to Settings > General > Accessibility > VoiceOver > Braille > Braille Screen Input.

**Enter a space.** Swipe right with one finger. (In screen away mode, swipe to *your* right.)

**Delete the previous character.** Swipe left with one finger.

**Move to a new line (typing).** Swipe right with two fingers.

**Cycle through spelling suggestions.** Swipe up or down with one finger.

**Select an item on the Home screen.** Start entering the name of the item. If there are multiple matches, continue to spell the name until it is unique, or swipe up or down with one finger to select a partial match.

**Open the selected app.** Swipe right with two fingers.

**Turn braille contractions on or off.** Swipe to the right with three fingers.

**Translate immediately (when contractions are enabled).** Swipe down with two fingers.

**Stop entering braille.** Do a two-finger scrub, or set the rotor to another setting.

## Use VoiceOver with an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See [Bluetooth devices](#) on page 41.

Use VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. Most commands use the Control-Option key combination, abbreviated in the list that follows as “VO.”

You can use VoiceOver Help to learn the keyboard layout and the actions associated with various key combinations. VoiceOver Help speaks keys and keyboard commands as you type them, without performing the associated action.

### VoiceOver keyboard commands

VO = Control-Option

- *Turn on VoiceOver Help:* VO-K
- *Turn off VoiceOver Help:* Escape
- *Select the next or previous item:* VO-Right Arrow or VO-Left Arrow
- *Double-tap to activate the selected item:* VO-Space bar
- *Press the Home button:* VO-H
- *Touch and hold the selected item:* VO-Shift-M
- *Move to the status bar:* VO-M
- *Read from the current position:* VO-A
- *Read from the top:* VO-B
- *Pause or resume reading:* Control
- *Copy the last spoken text to the clipboard:* VO-Shift-C
- *Search for text:* VO-F
- *Mute or unmute VoiceOver:* VO-S
- *Open Notification Center:* Fn-VO-Up Arrow
- *Open Control Center:* Fn-VO-Down Arrow
- *Open the Item Chooser:* VO-I

- *Change the label of the selected item:* VO-/
- *Double-tap with two fingers:* VO-"-"
- *Adjust the rotor:* Use Quick Nav (see below)
- *Swipe up or down:* VO-Up Arrow or VO-Down Arrow
- *Adjust the speech rotor:* VO-Command-Left Arrow or VO-Command-Right Arrow
- *Adjust the setting specified by the speech rotor:* VO-Command-Up Arrow or VO-Command-Down Arrow
- *Turn the screen curtain on or off:* VO-Shift-S
- *Return to the previous screen:* Escape
- *Switch apps:* Command-Tab or Command-Shift-Tab

### Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys.

- *Turn Quick Nav on or off:* Left Arrow-Right Arrow
- *Select the next or previous item:* Right Arrow or Left Arrow
- *Select the next or previous item specified by the rotor:* Up Arrow or Down Arrow
- *Select the first or last item:* Control-Up Arrow or Control-Down Arrow
- *Tap an item:* Up Arrow-Down Arrow
- *Scroll up, down, left, or right:* Option-Up Arrow, Option-Down Arrow, Option-Left Arrow, or Option-Right Arrow
- *Adjust the rotor:* Up Arrow-Left Arrow or Up Arrow-Right Arrow

### Single-key Quick Nav for web browsing

When you view a webpage with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. To move to the previous item, hold the Shift key as you type the letter.

- *Turn on Single-key Quick Nav:* VO-Q
- *Heading:* H
- *Link:* L
- *Text field:* R
- *Button:* B
- *Form control:* C
- *Image:* I
- *Table:* T
- *Static text:* S
- *ARIA landmark:* W
- *List:* X
- *Item of the same type:* M
- *Level 1 heading:* 1
- *Level 2 heading:* 2
- *Level 3 heading:* 3
- *Level 4 heading:* 4
- *Level 5 heading:* 5
- *Level 6 heading:* 6



## Text editing

Use these commands (with Quick Nav turned off) to work with text. VoiceOver reads the text as you move the insertion point.

- *Go forward or back one character:* Right Arrow or Left Arrow
- *Go forward or back one word:* Option–Right Arrow or Option–Left Arrow
- *Go up or down one line:* Up Arrow or Down Arrow
- *Go to the beginning or end of the line:* Command–Left Arrow or Command–Down Arrow
- *Go to the beginning or end of the paragraph:* Option–Up Arrow or Option–Down Arrow
- *Go to the previous or next paragraph:* Option–Up Arrow or Option–Down Arrow
- *Go to the top or bottom of the text field:* Command–Up Arrow or Command–Down Arrow
- *Select text as you move:* Shift + any of the insertion point movement commands above
- *Select all text:* Command–A
- *Copy, cut, or paste the selected text:* Command–C, Command–X, or Command–V
- *Undo or redo last change:* Command–Z or Shift–Command–Z

## Support for braille displays

You can use a Bluetooth braille display to read VoiceOver output, and you can use a braille display with input keys and other controls to control iPad when VoiceOver is turned on. For a list of supported braille displays, go to [www.apple.com/accessibility/ios/braille-display.html](http://www.apple.com/accessibility/ios/braille-display.html).

**Connect a braille display.** Turn on the display, then go to Settings > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

**Adjust Braille settings.** Go to Settings > General > Accessibility > VoiceOver > Braille, where you can:

- Choose contracted, uncontracted 8-dot, or uncontracted 6-dot braille input or output
- Turn on the status cell and choose its location
- Turn on Nemeth code for equations
- Display the onscreen keyboard
- Choose to have the page turned automatically when panning
- Change the braille translation from Unified English

For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to [support.apple.com/kb/HT4400](http://support.apple.com/kb/HT4400).

**Set the language for VoiceOver.** Go to Settings > General > Language & Region.

If you change the language for iPad, you may need to reset the language for VoiceOver and your braille display.

You can set the leftmost or rightmost cell of your braille display to provide system status and other information:

- Announcement History contains an unread message
- The current Announcement History message hasn't been read
- VoiceOver speech is muted
- The iPad battery is low (less than 20% charge)
- iPad is in landscape orientation

- The screen display is turned off
- The current line contains additional text to the left
- The current line contains additional text to the right

**Set the leftmost or rightmost cell to display status information.** Go to Settings > General > Accessibility > VoiceOver > Braille > Status Cell, then tap Left or Right.

**See an expanded description of the status cell.** On your braille display, press the status cell's router button.

## Read math equations

VoiceOver can read aloud math equations encoded using:

- MathML on the web
- MathML or LaTeX in iBooks Author

**Hear an equation.** Have VoiceOver read the text as usual. VoiceOver says “math” before it starts reading an equation.


**Explore the equation.** Double-tap the selected equation to display it full screen and move through it one element at a time. Swipe left or right to read elements of the equation. Use the rotor to select Symbols, Small Expressions, Medium Expressions, or Large Expressions, then swipe up or down to hear the next element of that size. You can continue to double-tap the selected element to “drill down” into the equation to focus on the selected element, then swipe left or right, up or down to read one part at a time.

Equations read by VoiceOver can also be output to a braille device using Nemeth code, as well as the codes used by Unified English Braille, British English, French, and Greek. See [Support for braille displays](#) on page 141.

## Use VoiceOver with Safari

**Search the web.** Select the search field, enter your search, then swipe right or left to move down or up the list of suggested search phrases. Then double-tap the screen to search the web using the selected phrase.

**Skip to the next page element of a particular type.** Set the rotor to the element type, then swipe up or down.

**Set the rotor options for web browsing.** Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag  up to reposition an item.

**Skip images while navigating.** Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.

**Reduce page clutter for easier reading and navigation.** Select the Reader item in the Safari address field (not available for all pages).

If you pair an Apple Wireless Keyboard with iPad, you can use single-key Quick Nav commands to navigate webpages. See [Use VoiceOver with an Apple Wireless Keyboard](#) on page 139.

## Use VoiceOver with Maps

With VoiceOver, you can zoom in or out, select a pin, or get information about a location.

**Explore the map.** Drag your finger around the screen, or swipe left or right to move to another item.

**Zoom in or out.** Select the map, set the rotor to Zoom, then swipe down or up with one finger.

**Pan the map.** Swipe with three fingers.

**Browse visible points of interest.** Set the rotor to Points of Interest, then swipe up or down with one finger.

**Follow a road.** Hold your finger down on the road, wait until you hear “pause to follow,” then move your finger along the road while listening to the guide tone. The pitch increases when you stray from the road.

**Select a pin.** Touch a pin, or swipe left or right to select the pin.

**Get information about a location.** With a pin selected, double-tap to display the information flag. Swipe left or right to select the More Info button, then double-tap to display the information page.

**Hear location cues as you move about.** Turn on Tracking With Heading in Maps to hear street names and points of interest as you approach them.

## Edit videos with VoiceOver

You can use VoiceOver gestures to trim Camera videos.

**Trim a video.** While viewing a video in Photos, double-tap the screen to display the video controls, then select the beginning or end of the trim tool. Then swipe up to drag to the right, or swipe down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To complete the trim, select Trim, then double-tap.

## Zoom

Many apps let you zoom in or out on specific items. For example, you can double-tap or pinch to look closer in Photos or expand webpage columns in Safari. There’s also a general Zoom feature that lets you magnify the screen no matter what you’re doing. You can zoom the entire screen (Full Screen Zoom) or zoom part of the screen in a resizable window and leave the rest of the screen unmagnified (Window Zoom). And, you can use Zoom together with VoiceOver.

**Turn Zoom on or off.** Go to Settings > General > Accessibility > Zoom. Or use the Accessibility Shortcut. See [Accessibility Shortcut](#) on page 132.

**Zoom in or out.** With Zoom turned on, double-tap the screen with three fingers.

**Adjust the magnification.** Double-tap with three fingers, then drag up or down. This gesture is similar to a double-tap, except you don’t lift your fingers after the second tap—instead, drag your fingers on the screen. You can also triple-tap with three fingers, then drag the Zoom Level slider in the zoom controls that appear. To limit the maximum magnification, go to Settings > General > Accessibility > Zoom > Maximum Zoom Level.

**Pan to see more.** Drag the screen with three fingers. Or hold your finger near the edge of the screen to pan to that side. Move your finger closer to the edge to pan more quickly. Or, if you have detached the Zoom Controller, drag it.

**Switch between Full Screen Zoom and Window Zoom.** Triple-tap with three fingers, then tap Window Zoom or Full Screen Zoom in the zoom controls that appear. To choose the mode that’s used when you turn on Zoom, go to Settings > General > Accessibility > Zoom > Zoom Region.

**Resize the zoom window (Window Zoom).** Triple-tap with three fingers, tap Resize Lens, then drag any of the round handles that appear.

**Move the zoom window (Window Zoom).** Drag the handle at the bottom of the zoom window.

**Show the zoom controller.** Go to Settings > General > Accessibility > Zoom, then turn on Show Controller, or triple-tap with three fingers, then choose Show Controller. Then you can double-tap the floating Zoom Controls button to zoom in or out, single-tap the button to display the zoom controls, or drag it to pan. To move the Zoom Controls button, tap and hold the button, then drag it to a new location. To adjust the transparency of the zoom controller, go to Settings > General > Accessibility > Zoom > Idle Visibility.

**Have Zoom track your selections or the text insertion point.** Go to Settings > General > Accessibility > Zoom > Follow Focus. Then, for example, if you use VoiceOver, turning on this option causes the zoom window to magnify each element on the screen as you select it using a swipe in VoiceOver.

**Zoom in on your typing without magnifying the keyboard.** Go to Settings > General > Accessibility > Zoom, then turn on Follow Focus and turn off Zoom Keyboard. Now when you zoom in while typing (in Messages or Notes, for example), the text you type is magnified but all of the keyboard remains visible.

**Display the magnified part of the screen in grayscale or inverted color.** Triple-tap with three fingers, then tap the Filters button in the controls that appear.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See [Use an Apple Wireless Keyboard](#) on page 31.

## Invert Colors and Grayscale

Sometimes, inverting the colors or changing to grayscale on the iPad screen makes it easier to read.

**Invert the screen colors.** Go to Settings > General > Accessibility > Invert Colors.

**See the screen in grayscale.** Go to Settings > General > Accessibility > Grayscale.

Turn on both effects to see inverted grayscale. You can also apply these effects to just the contents of the zoom window—see [Zoom](#) on page 143.

## Speak Selection

Even with VoiceOver turned off, you can have iPad read aloud any text you select.

**Turn on Speak Selection.** Go to Settings > General > Accessibility > Speech. There you can also:

- Adjust the speaking rate
- Choose to have individual words highlighted as they're read

**Have text read to you.** Select the text, then tap Speak.

You can also have iPad read the entire screen to you. See [Speak Screen](#), next.

## Speak Screen

iPad can read the contents of the screen to you, even if you don't use VoiceOver.

**Turn on Speak Screen.** Go to Settings > General > Accessibility > Speech.

**Have iPad speak the screen.** Swipe down from the top of the screen with two fingers. Use the controls that appear to pause speaking or adjust the rate.

**Highlight what's being spoken.** Turn on Highlight Content, below the Speak Screen switch when it's turned on.

**Use Siri.** Say “speak screen.”

You can also have iPad read just text you select—see [Speak Selection](#), above.

## Speak Auto-Text

Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

**Turn Speak Auto-text on or off.** Go to Settings > General > Accessibility > Speech.

Speak Auto-text also works with VoiceOver and Zoom.

## Large, bold, and high-contrast text

**Display larger text in apps such as Settings, Calendar, Contacts, Mail, Messages, and Notes.**

Go to Settings > General > Text Size, then adjust the slider. For even larger text, go to Settings > General > Accessibility > Larger Text, then turn on Larger Accessibility Sizes.

**Display bolder text on iPad.** Go to Settings > General > Accessibility, then turn on Bold Text.

**Increase text contrast where possible.** Go to Settings > General > Accessibility, then turn on Increase Contrast.

## Button Shapes

iPad can add a colored background shape or an underline to buttons so they’re easier to see.

**Emphasize buttons.** Go to Settings > General > Accessibility, then turn on Button Shapes.

## Reduce screen motion

You can stop the movement of some screen elements, for example, the parallax effect of icons and alerts against the wallpaper, or motion transitions.

**Reduce motion.** Go to Settings > General > Accessibility, then turn on Reduce Motion.

## On/off switch labels

To make it easier to see whether a setting is on or off, you can have iPad show an additional label on on/off switches.

**Add switch-setting labels.** Go to Settings > General > Accessibility, then turn on On/Off Labels.

## Assignable tones

You can assign distinctive ringtones to people in your contacts list for audible FaceTime caller ID. You can also assign distinct tones to alert you of a variety of other events, including new voicemail, new mail, sent mail, Tweet, Facebook Post, and reminders. See [Sounds and silence](#) on page 36.

You can purchase ringtones from the iTunes Store on iPad. See Chapter 22, [iTunes Store](#), on page 115.

## Video Descriptions

Video descriptions provide an audible description of video scenes. If you have a video that includes video descriptions, iPad can play them for you.

**Turn on Video Descriptions.** Go to Settings > General > Accessibility > Video Descriptions.

## Hearing aids

If you have Made for iPhone hearing aids (compatible with iPad 4th generation or later and iPad mini), you can use iPad to adjust their settings, stream audio, or use iPad as a remote mic.

**Pair with iPad.** If your hearing aids aren't listed in Settings > General > Accessibility > Hearing Aids, you need to pair them with iPad. To start, open the battery door on each hearing aid. Next, on iPad, go to Settings > Bluetooth and make sure Bluetooth is turned on. Then go to Settings > General > Accessibility > Hearing Aids. Close the battery doors on your hearing aids and wait until their name appears in the list of devices (this could take a minute). When the name appears, tap it and respond to the pairing request.


When pairing is finished, you hear a series of beeps and a tone, and a checkmark appears next to the hearing aids in the Devices list. Pairing can take as long as 60 seconds—don't try to stream audio or otherwise use the hearing aids until pairing is finished.

You should only need to pair once (and your audiologist might do it for you). After that, each time you turn your hearing aids back on, they reconnect to iPad.

**Adjust hearing aid settings and view status.** Go to Settings > General > Accessibility > Hearing Aids, or choose Hearing Aids from the Accessibility Shortcut. See [Accessibility Shortcut](#) on page 132. Hearing aid settings appear only after you pair your hearing aids with iPad.

For shortcut access from the Lock screen, go to Settings > General > Accessibility > Hearing Aids, then turn on Control on Lock Screen. Use the settings to:

- Check hearing aid battery status.
- Adjust ambient microphone volume and equalization.
- Choose which hearing aids (left, right, or both) receive streaming audio.
- Control Live Listen.

**Stream audio to your hearing aids.** Stream audio from Siri, Music, Videos, and more by choosing your hearing aids from the AirPlay menu .

**Use iPad as a remote microphone.** You can use Live Listen to stream sound from the microphone in iPad to your hearing aids. This can help you hear better in some situations by positioning iPad nearer the sound source. Triple-click the Home button, choose Hearing Aids, then tap Start Live Listen.

**Use your hearing aids with more than one iOS device.** If you pair your hearing aids with more than one iOS device (both an iPhone and iPad, for example), the connection for your hearing aids automatically switches from one to the other when you do something that generates audio on the other device, or when you receive a phone call on iPhone. Changes you make to hearing aid settings on one device are automatically sent to your other iOS devices. To take advantage of this, all of the devices must be on the same Wi-Fi network and signed in to iCloud using the same Apple ID.


## Mono audio and balance

Mono Audio combines the sound from the left and right channels into a mono signal played on both channels. This way you can hear everything with either ear, or through both ears with one channel set louder.

**Turn Mono Audio on or off.** Go to Settings > General > Accessibility > Mono Audio.

**Adjust the balance.** Go to Settings > General > Accessibility, then drag the Left Right Stereo Balance slider.

## Subtitles and closed captions

The Videos app includes an Alternate Track button  you can tap to choose subtitles and captions offered by the video you're watching. Standard subtitles and captions are usually listed, but if you prefer special accessible captions, such as subtitles for the deaf and hard of hearing (SDH), you can set iPad to list them instead, if they're available.

**Prefer accessible subtitles and closed captions for the hard of hearing in the list of available subtitles and captions.** Go to Settings > General > Accessibility > Subtitles & Captioning, then turn on Closed Captions + SDH. This also turns on subtitles and captions in the Videos app.

**Choose from available subtitles and captions.** Tap  while watching a video.

**Customize your subtitles and captions.** Go to Settings > General > Accessibility > Subtitles & Captioning > Style, where you can choose an existing caption style or create a new style based on your choice of:

- Font, size, and color
- Background color and opacity
- Text opacity, edge style, and highlight

Not all videos include closed captions.

## Siri

With Siri, you can do things like opening apps just by asking, and VoiceOver can read Siri responses to you. For information, see [Use Siri](#) on page 48.

## Widescreen keyboards

All built-in iPad apps show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard.

## Guided Access

Guided Access helps an iPad user stay focused on a task. Guided Access dedicates iPad to a single app, and lets you control which app features are available. Use Guided Access to:

- Temporarily restrict iPad to a particular app
- Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
- Limit how long someone can use an app
- Disable the iPad hardware buttons

**Use Guided Access.** Go to Settings > General > Accessibility > Guided Access, where you can:

- Turn Guided Access on or off
- Tap Passcode Settings to set a passcode that controls the use of Guided Access (preventing someone from leaving a session), and turn on Touch ID (as a way to end Guided Access)
- Tap Time Limits to set a sound or have the remaining Guided Access time spoken before time ends
- Set whether other accessibility shortcuts are available during a session

**Start a Guided Access session.** After turning on Guided Access, open the app, then triple-click the Home button. Adjust settings for the session, then tap Start.

- *Disable app controls and areas of the app screen:* Draw a circle or rectangle around any part of the screen you want to disable. Drag the mask into position or use the handles to adjust its size.
- *Enable the Sleep/Wake button and Volume buttons:* Tap Options below Hardware Buttons.
- *Keep iPad from switching from portrait to landscape or from responding to other motions:* Tap Options, then turn off Motion.
- *Prevent typing:* Tap Options, then turn off Keyboards.
- *Ignore all screen touches:* Turn off Touch at the bottom of the screen.
- *Set a session time limit:* Tap Time Limit Options at the bottom of the screen.

**End the session.** Triple-click the Home button, then enter the Guided Access passcode, or use Touch ID (if enabled).

## Switch Control

Switch Control lets you control iPad using a single switch or multiple switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, and even free-hand drawing. The basic technique is to use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- *Item scanning (default),* which highlights different items on the screen until you select one.
- *Point scanning,* which lets you use scanning crosshairs to pick a screen location.
- *Manual selection,* which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.

### Add a switch and turn on Switch Control

You can use any of these as a switch:

- *An external adaptive switch:* Choose from a variety of popular USB or Bluetooth switches.
- *The iPad screen:* Tap the screen to trigger the switch.



- *The iPad FaceTime camera:* Move your head to trigger the switch. You can use the camera as two switches: one when you move your head to the left, and the other when you move your head to the right.

**Add a switch and choose its action.** Go to Settings > General > Accessibility > Switch Control > Switches. If you use only one switch, it is your Select Item switch by default.

If you're adding an external switch, you need to connect it to iPad before it will appear in the list of available switches. Follow the instructions that came with the switch. If it connects using Bluetooth, you need to pair it with iPad—turn on the switch, go to Settings > Bluetooth, tap the switch, then follow the onscreen instructions. For more information, see [Bluetooth devices](#) on page 41.

**Turn on Switch Control.** Go to Settings > General > Accessibility > Switch Control, or use the Accessibility Shortcut. See [Accessibility Shortcut](#) on page 132.

**Turn off Switch Control.** Use any scanning method to select and tap Settings > General > Accessibility > Switch Control. Or triple-click the Home button.

## Basic techniques

Whether you use item scanning or point scanning, the Switch Control basics are the same.

**Select an item.** Trigger your Select Item switch when the item is highlighted (item scanning) or under the crosshairs (point scanning).

**Perform an action on the selected item.** Choose a command from the control menu that appears when you select the item. The layout of the menu depends on whether you use Auto Tap.

- *With Auto Tap off:* The control menu includes only the Tap button and the More button (two dots at the bottom). If you're in a scrollable area of the screen, a Scroll button also appears. To tap the highlighted item, trigger your Select Item button when Tap is highlighted. To see additional action buttons, choose More at the bottom of the menu. If you have multiple switches, you can set one up specifically for tapping.
- *With Auto Tap on:* To tap the item, do nothing—the item is automatically tapped when the Auto Tap interval expires (0.75 seconds if you haven't changed it). To see the control menu, trigger your Select Item button before the Auto Tap interval expires. The control menu skips the Tap button and goes right to the full set of action buttons.

**Turn on Auto Tap.** Go to Settings > General > Accessibility > Switch Control > Auto Tap. To tap an item with Auto Tap on, just wait for the Auto Tap interval to pass.

**Dismiss the control menu without choosing an action.** Tap while the original item is highlighted and all the icons in the control menu are dimmed. Or choose Escape from the control menu. The menu goes away after cycling the number of times you specify at Settings > General > Accessibility > Switch Control > Loops.

**Perform screen gestures.** Choose Gestures from the control menu.

**Scroll the screen.** Select an item in a scrollable part of the screen, then:

- *With Auto Tap off:* Choose the Scroll Down button (next to the Tap button) in the control menu. Or, for more scrolling options, choose More, then choose Scroll.
- *With Auto Tap on:* Choose Scroll from the control menu. If many actions are available, you might have to choose More first.

**Tap the Home button.** Choose Home in the control menu.

**Perform other hardware actions.** Select any item, then choose Device from the menu that appears. Use the menu to mimic these actions:

- Double-click the Home button for multitasking
- Open Notification Center or Control Center
- Press the Sleep/Wake button to lock iPad
- Rotate iPad
- Flip the Side Switch to mute iPad volume
- Press the volume buttons
- Hold down the Home button to open Siri
- Triple-click the Home button
- Shake iPad
- Press the Home and Sleep/Wake buttons simultaneously to take a screenshot
- Swipe down from the top with two fingers to speak the screen (if you have Speak Screen turned on)

### Item scanning

Item scanning alternately highlights each item or group of items on the entire screen until you trigger your Select Item switch. If there are many items, Switch Control highlights them in groups. When you select a group, highlighting continues with the items in the group. When you select a unique item, scanning stops and the control menu appears. Item scanning is the default when you first turn on Switch Control.

**Select an item or enter a group.** Watch (or listen) as items are highlighted. When the item you want to control (or the group containing the item) is highlighted, trigger your Select Item switch. Work your way down the hierarchy of items until you select the individual item you want to control.

**Back out of a group.** Trigger your Select Item switch when the dashed highlight around the group or item appears.

**Dismiss the control menu without performing an action.** Trigger your Select Item switch when the item itself is highlighted. Or choose Escape from the control menu.

**Hear the names of items as they are highlighted.** Go to Settings > General > Accessibility > Switch Control, then turn on Speech. Or choose Settings from the control menu, then choose Speech On.

**Slow down the scanning.** Go to Settings > General > Accessibility > Switch Control > Auto Scanning Time.

### Point scanning

Point scanning lets you select an item on the screen by pinpointing it with scanning crosshairs.

**Switch to point scanning.** Use item scanning to choose Point Mode from the control menu. The vertical crosshair appears when you close the menu.

**Select an item.** Trigger your Select Item switch when the item you want is within the broad, horizontal scanning band, then trigger again when the fine scanning line is on the item. Repeat for vertical scanning.

**Refine your selection point.** Choose Refine Selection from the control menu.

**Return to item scanning.** Choose Item Mode from the control menu.

## Manual selection

You can select a screen item directly using dedicated switches instead of having iPad alternately highlight every item.

**Stop scanning and highlight items yourself.** Add switches *in addition to your Select Item switch* to perform the Move To Next Item and Move To Previous Item actions. (You can use the iPad FaceTime camera with head-left and head-right movements for these switches.) When you've added the switches, turn off Settings > General > Accessibility > Switch Control > Auto Scanning.

**Important:** Don't turn off Auto Scanning if you use only one switch. You need at least two: one to move to an item and a second to select the item.

## Settings and adjustments

**Adjust basic settings.** Go to Settings > General > Accessibility > Switch Control, where you can:

- Add switches and specify their function
- Turn off auto scanning (only if you've added a Move to Next Item switch)
- Adjust how rapidly items are scanned
- Set scanning to pause on the first item in a group
- Choose how many times to cycle through the screen before hiding Switch Control
- Turn Auto Tap on or off and set the interval for performing a second switch action to show the control menu
- Set whether a movement action is repeated when you hold down a switch, and how long to wait before repeating
- Set whether and how long you need to hold a switch down before it's accepted as a switch action
- Have Switch Control ignore accidental repeated switch triggers
- Adjust the point scanning speed
- Turn on sound effects or have items read aloud as they are scanned
- Choose what to include in the Switch Control menu
- Set whether items should be grouped while item scanning
- Make the selection cursor larger or a different color
- Save custom gestures to the control menu (in Gestures > Saved)

**Fine-tune Switch Control.** Choose Settings from the control menu to:

- Adjust scanning speed
- Change the location of the control menu
- Switch between item scan mode and point scan mode
- Choose whether point scan mode displays crosshairs or a grid
- Reverse the scanning direction
- Turn sound or speech accompaniment on or off
- Turn off groups to scan items one at a time

## AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use AssistiveTouch without any accessory to perform gestures that are difficult for you. You also can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad.

The AssistiveTouch menu lets you perform actions such as these by just tapping (or the equivalent on your accessory):

- Press the Home button
- Summon Siri
- Perform multi-finger gestures
- Access Control Center or Notification Center
- Adjust iPad volume
- Shake iPad
- Capture a screenshot

**Turn on AssistiveTouch.** Go to Settings > General > Accessibility > AssistiveTouch, or use the Accessibility Shortcut. See [Accessibility Shortcut](#) on page 132. When AssistiveTouch is on, the floating menu button appears on the screen.

**Show or hide the menu.** Tap the floating menu button, or click the secondary button on your accessory.

**Simulate pressing the Home button.** Tap the menu button, then tap Home.

**Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad.** Tap the menu button, then tap Device.

**Perform a swipe or drag that uses 2, 3, 4, or 5 fingers.** Tap the menu button, tap Device > More > Gestures, then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

**Perform a pinch gesture.** Tap the menu button, tap Favorites, then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.

**Create your own gesture.** You can add your own favorite gestures to the control menu (for example, tap and hold or two-finger rotation). Tap the menu button, tap Favorites, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

*Example 1:* To create the rotation gesture, go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that prompts you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. (You can do this with a single finger or stylus—just create each arc separately, one after the other.) If it doesn't turn out quite right, tap Cancel, then try again. When it looks right, tap Save, then give the gesture a name—maybe "Rotate 90." Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Favorites. When the blue circles representing the starting finger positions appear, drag them to the point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

*Example 2:* Let's create the touch-and-hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, hold down your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger while recording, or the gesture will be recorded as a drag. Tap Save, then name the gesture. To use the gesture, tap the AssistiveTouch menu button, then choose your gesture from Favorites. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

If you record a sequence of taps or drags, they're all played back at the same time. For example, using one finger or a stylus to record four separate, sequential taps at four locations on the screen creates a simultaneous four-finger tap.

**Exit a menu without performing a gesture.** Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of the menu.

**Move the menu button.** Drag it anywhere along the edge of the screen.

**Adjust your accessory tracking speed.** Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.

**Hide the menu button (with accessory attached).** Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.

## Accessibility in OS X

Take advantage of the accessibility features in OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Help Center (or Help > Mac Help in OS X Yosemite), then search for "accessibility."

For more information about iPad and OS X accessibility features, go to [www.apple.com/accessibility/](http://www.apple.com/accessibility/).

# iPad in Business

## B Appendix

### iPad in the enterprise

With support for secure access to corporate networks, directories, and Microsoft Exchange, iPad is ready to go to work. For detailed information about using iPad in business, go to [www.apple.com/ipad/business/](http://www.apple.com/ipad/business/).

### Mail, Contacts, and Calendar

To use iPad with your work accounts, you need to know the settings your organization requires. If you received your iPad from your organization, the settings and apps you need might already be installed. If it's your own iPad, your system administrator may provide you with the settings for you to enter, or have you connect to a *mobile device management* server that installs the settings and apps you should have.

Organizational settings and accounts are typically in *configuration profiles*. You might be asked to install a configuration profile that was sent to you in an email, or one that you need to download from a webpage. When you open the file, iPad asks for your permission to install the profile, and displays information about what it contains.

In most cases, when you install a configuration profile that sets up an account for you, some iPad settings can't be changed. For example, your organization might turn on Auto-Lock and require you to set a passcode in order to protect the information in the accounts you access.

You can see your profiles in Settings > General > Profiles. If you delete a profile, all of the settings and accounts associated with the profile are also removed, including any custom apps your organization provided or had you download. If you need a passcode to remove a profile, contact your system administrator.

### Network access

A VPN (virtual private network) provides secure access over the Internet to private resources, such as your organization's network. You may need to install a VPN app from the App Store that configures your iPad to access a particular network. Contact your system administrator for information about any apps and settings you need.

### Apps

In addition to the built-in apps and the ones you get from the App Store, your organization may want you to have certain other apps. They might provide you with a pre-paid redemption code for the App Store. When you download an app using a redemption code, you own it, even though your organization purchased it for you.

Your organization can also purchase App Store app licenses that are assigned to you for a period of time, but that the organization retains. You'll be invited to participate in your organization's program in order to access these apps. After you enroll with your Apple ID, you're prompted to install these apps as they're assigned to you. You can also find them in your Purchased list in the App Store. An app you receive this way is removed if the organization assigns it to someone else.

Your organization might also develop custom apps that aren't in the App Store. You install them from a webpage or, if your organization uses mobile device management, you receive a notification asking you to install them over the air. These apps belong to your organization, and they may be removed or stop working if you delete a configuration profile or dissociate iPad from the mobile device management server.



# International Keyboards





## Use international keyboards



International keyboards let you type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to [www.apple.com/ipad/](http://www.apple.com/ipad/), choose your iPad, click Tech Specs, then scroll to Languages.

**Manage keyboards.** Go to Settings > General > Keyboard > Keyboards.

- *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
- *Remove a keyboard:* Tap Edit, tap  next to the keyboard you want to remove, tap Delete, then tap Done.
- *Edit your keyboard list:* Tap Edit, drag  next to a keyboard to a new place in the list, then tap Done.

To enter text in a different language, switch keyboards.

**Switch keyboards while typing.** Touch and hold the Globe key  to show all your enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard, then release. The Globe key  appears only if you enable more than one keyboard.

You can also just tap . When you tap , the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren't visible on the keyboard.

**Enter accented letters or other characters.** Touch and hold the related letter, number, or symbol, then slide to choose a variant. For example:

- *On a Thai keyboard:* Choose native numbers by touching and holding the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or swipe left to see more candidates.

**Use the extended suggested candidate list.** Tap the up arrow on the right to view the full candidate list.

- *Scroll the list:* Swipe up or down.
- *Return to the short list:* Tap the down arrow.

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to your personal dictionary. When you type a shortcut while using a supported keyboard, the paired word or input is substituted for the shortcut.

**Turn shortcuts on or off.** Go to Settings > General > Keyboard > Shortcuts. Shortcuts are available for:

- *Simplified Chinese:* Pinyin
- *Traditional Chinese:* Pinyin and Zhuyin



- *Japanese*: Romaji and 50 Key

**Reset your personal dictionary.** Go to Settings > General > Reset > Reset Keyboard Dictionary. All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

## Special input methods

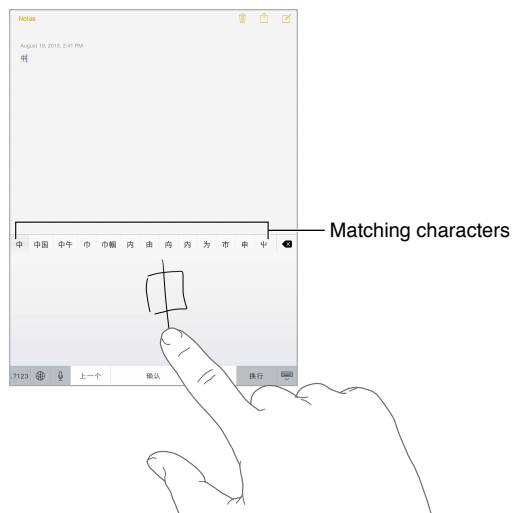
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

**Build Chinese characters from the component Cangjie keys.** As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

**Build Chinese Wubihua (stroke) characters.** Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圈 (circle) should begin with the vertical stroke | .

- As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
- If you're not sure of the correct stroke, enter an asterisk (\*). To see more character options, type another stroke, or scroll through the character list.
- Tap the match key (匹配) to show only characters that match exactly what you typed.

**Write Chinese characters.** Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.







You can type some complex characters, such as 鱻 (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

**Type Japanese kana.** Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.

**Type Japanese romaji.** Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard; tap one to type it. For more syllable options, drag the list to the left or tap the arrow key.

**Type facemarks or emoticons.** Use the Japanese Kana keyboard and tap the  key. Or you can:

- *Use the Japanese Romaji keyboard (QWERTY-Japanese layout):* Tap , then tap the  key.
- *Use the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard:* Tap , then tap the  key.

# Safety, handling, and support

## D Appendix

### Important safety information



**WARNING:** Failure to follow these safety instructions could result in fire, electric shock, injury, or damage to iPad or other property. Read all the safety information below before using iPad.

**Handling** Handle iPad with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. iPad can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. Don't use a damaged iPad, such as one with a cracked screen, as it may cause injury. If you're concerned about scratching, consider using a case or cover.

**Repairing** Don't open iPad and don't attempt to repair iPad yourself. Disassembling iPad may damage it or may cause injury to you. If iPad is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider. You can find more information about getting service at [www.apple.com/support/ipad/repair/](http://www.apple.com/support/ipad/repair/).

**Battery** Don't attempt to replace the iPad battery yourself—you may damage the battery, which could cause overheating and injury. The lithium-ion battery in iPad should be replaced only by Apple or an authorized service provider, and must be recycled or disposed of separately from household waste. Don't incinerate the battery. For information about battery services and recycling, go to [www.apple.com/batteries/service-and-recycling/](http://www.apple.com/batteries/service-and-recycling/).

**Distraction** Using iPad in some circumstances may distract you and might cause a dangerous situation (for example, avoid using headphones while riding a bicycle and avoid texting while driving a car). Observe rules that prohibit or restrict the use of mobile devices or headphones.

**Navigation** Maps, directions, Flyover, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, Flyover, or location-based information that may be unavailable, inaccurate, or incomplete. Some Maps features require Location Services. Compare the information provided on iPad to your surroundings and defer to posted signs to resolve any discrepancies. Do not use these services while performing activities that require your full attention. Always comply with posted signs and the laws and regulations in the areas where you are using iPad and always use common sense.

**Charging** Charge iPad with the included USB cable and power adapter, or with other third-party “Made for iPad” cables and power adapters that are compatible with USB 2.0 or later, or power adapters compliant with applicable country regulations and with one or more of the following standards: EN 301489-34, IEC 62684, YD/T 1591-2009, CNS 15285, ITU L.1000, or another applicable mobile phone power adapter interoperability standard. An iPad Micro USB Adapter (available separately in some areas) or other adapter may be needed to connect iPad to some compatible power adapters. Only micro USB power adapters in certain regions that comply with applicable mobile device power adapter interoperability standards are compatible. Please contact the power adapter manufacturer to find out if your micro USB power adapter complies with these standards.

Using damaged cables or chargers, or charging when moisture is present, can cause fire, electric shock, injury, or damage to iPad or other property. When you use the Apple USB Power Adapter to charge iPad, make sure the USB cable is fully inserted into the power adapter before you plug the adapter into a power outlet.

**Lightning cable and connector** Avoid prolonged skin contact with the connector when the Lightning to USB Cable is plugged into a power source because it may cause discomfort or injury. Sleeping or sitting on the Lightning connector should be avoided.

**Prolonged heat exposure** iPad and its power adapter comply with applicable surface temperature standards and limits. However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury. Use common sense to avoid situations where your skin is in contact with a device or its power adapter when it’s operating or plugged into a power source for long periods of time. For example, don’t sleep on a device or power adapter, or place them under a blanket, pillow, or your body, when it’s plugged into a power source. It’s important to keep iPad and its power adapter in a well-ventilated area when in use or charging. Take special care if you have a physical condition that affects your ability to detect heat against the body.

**Hearing loss** Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Turn on audio playback and check the volume before inserting anything in your ear. For more information about hearing loss, see [www.apple.com/sound/](http://www.apple.com/sound/). For information about how to set a maximum volume limit on iPad, see [Music settings](#) on page 74.

To avoid hearing damage, use only compatible receivers, earbuds, headphones, speakerphones, or earpieces with iPad. The headsets sold with iPhone 4s or later in China (identifiable by dark insulating rings on the plug) are designed to comply with Chinese standards and are only compatible with iPhone 4s or later, iPad 2 or later, and iPod touch 5th generation.

**WARNING:** To prevent possible hearing damage, do not listen at high volume levels for long periods.

**Radio frequency exposure** iPad uses radio signals to connect to wireless networks. For information about radio frequency (RF) energy resulting from radio signals and steps you can take to minimize exposure, go to Settings > General > About > Legal > RF Exposure or visit [www.apple.com/legal/rfexposure/](http://www.apple.com/legal/rfexposure/).

**Radio frequency interference** Observe signs and notices that prohibit or restrict the use of mobile devices (for example, in healthcare facilities or blasting areas). Although iPad is designed, tested, and manufactured to comply with regulations governing radio frequency emissions, such emissions from iPad can negatively affect the operation of other electronic equipment, causing them to malfunction. Turn off iPad or use Airplane Mode to turn off the iPad wireless transmitters when use is prohibited, such as while traveling in aircraft, or when asked to do so by authorities.

**Medical device interference** iPad contains components and radios that emit electromagnetic fields. iPad also contains magnets along the left edge of the device and on the right side of the front glass, which may interfere with pacemakers, defibrillators, or other medical devices. The iPad Smart Cover and iPad Smart Case also contain magnets. These electromagnetic fields and magnets may interfere with pacemakers, defibrillators, or other medical devices. Maintain a safe distance of separation between your medical device and iPad, the iPad Smart Cover, and the iPad Smart Case. Consult your physician and medical device manufacturer for information specific to your medical device. If you suspect iPad is interfering with your pacemaker, defibrillator, or any other medical device, stop using iPad.

**Not a medical device** iPad is not designed or intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment, or prevention of disease.

**Medical conditions** If you have any medical condition that you believe could be affected by iPad (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using iPad.

**Explosive atmospheres** Charging or using iPad in any area with a potentially explosive atmosphere, such as areas where the air contains high levels of flammable chemicals, vapors, or particles (such as grain, dust, or metal powders), may be hazardous. Obey all signs and instructions.

**Repetitive motion** When you perform repetitive activities such as typing or playing games on iPad, you may experience discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using iPad and consult a physician.

**High-consequence activities** This device is not intended for use where the failure of the device could lead to death, personal injury, or severe environmental damage.

**Choking hazard** Some iPad accessories may present a choking hazard to small children. Keep these accessories away from small children.

## Important handling information

**Cleaning** Clean iPad immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. To clean:

- Disconnect all cables and turn iPad off (press and hold the Sleep/Wake button, then slide the onscreen slider).
- Use a soft, lint-free cloth.
- Avoid getting moisture in openings.
- Don't use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil repellent) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass.

**Using connectors, ports, and buttons** Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don't join with reasonable ease, they probably don't match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

**Lightning to USB Cable** Discoloration of the Lightning connector after regular use is normal. Dirt, debris, and exposure to moisture may cause discoloration. If your Lightning cable or connector become warm during use or your iPad won't charge or sync, disconnect it from your computer or power adapter and clean the Lightning connector with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Certain usage patterns can contribute to the fraying or breaking of cables. The Lightning to USB Cable, like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connector for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the Lightning to USB Cable.

**Operating temperature** iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you're using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

**Important:** You may not be able to use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

For more information, see [support.apple.com/kb/HT2101](https://support.apple.com/kb/HT2101).

## iPad Support site

Comprehensive support information is available online at [www.apple.com/support/ipad/](https://www.apple.com/support/ipad/). To contact Apple for personalized support (not available in all areas), see [www.apple.com/support/contact/](https://www.apple.com/support/contact/).

## Restart or reset iPad

If something isn't working right, try restarting iPad, forcing an app to quit, or resetting iPad.

**Restart iPad.** Hold down the Sleep/Wake button until the slider appears. Slide your finger across the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake button until the Apple logo appears.

**Force an app to quit.** Hold down the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then hold down the Home button until the app closes.

If you can't turn off iPad or if the problem continues, you may need to reset iPad. Do this only if you're unable to restart iPad.

**Reset iPad.** Hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

You can reset the word dictionary, network settings, home screen layout, and location warnings. You can also erase all of your content and settings.

## Reset iPad settings

**Reset iPad settings.** Go to Settings > General > Reset, then choose an option:

- *Reset All Settings:* All your preferences and settings are reset.
- *Erase All Content and Settings:* Your information and settings are removed. iPad cannot be used until it's set up again.
- *Reset Network Settings:* When you reset network settings, previously used networks and VPN settings that weren't installed by a configuration profile are removed. (To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, select the profile, then tap Remove. This also removes other settings or accounts provided by the profile.) Wi-Fi is turned off and then back on, disconnecting you from any network you're on. The Wi-Fi and "Ask to Join Networks" settings remain turned on.
- *Reset Keyboard Dictionary:* You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Resetting the keyboard dictionary erases all words you've added.
- *Reset Home Screen Layout:* Returns the built-in apps to their original layout on the Home screen.
- *Reset Location & Privacy:* Resets the location services and privacy settings to their defaults.

## An app doesn't fill the screen

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap **2x** to zoom in on the app. Tap **1x** to return to the original size.

Check the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

## Onscreen keyboard doesn't appear

If iPad is paired with a Bluetooth keyboard, the onscreen keyboard doesn't appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

## Get information about your iPad

**See information about iPad.** Go to Settings > General > About. The items you can view include:

- Name
- Network
- Number of songs, videos, photos, and apps

- Capacity and available storage space
- iOS version
- (Cellular models) Carrier
- Model number
- Serial number
- (Cellular models) Cellular Data Number
- Wi-Fi and Bluetooth addresses
- (Cellular models) IMEI (International Mobile Equipment Identity)
- (Cellular models) ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks
- (Cellular models) MEID (Mobile Equipment Identifier) for CDMA networks
- Modem firmware
- Legal (including legal notices, and license, warranty, regulatory marks, and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data doesn't personally identify you, but may include location information.

**View or turn off diagnostic information.** Go to Settings > Privacy > Diagnostics & Usage.

## Usage information

**View cellular usage.** Go to Settings > Cellular Data. See [Cellular settings](#) on page 166.

**View other usage information.** Go to Settings > General > Usage to:

- See Battery Usage, including the elapsed time since iPad has been charged and usage by app
- Display battery level as a percentage
- View overall storage availability and storage used per app
- View and manage iCloud storage

## Disabled iPad

If iPad is disabled because you forgot your passcode or entered an incorrect passcode too many times, you can restore iPad from an iTunes or iCloud backup and reset the passcode. For more information, see [Restore iPad](#) on page 166.

If you get a message in iTunes that your iPad is locked and you must enter a passcode, see [support.apple.com/kb/HT1212](http://support.apple.com/kb/HT1212).

## VPN settings

A VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your organization. You may need to install a VPN app from the App Store that configures iPad to access a network. Contact your system administrator for information about the app and settings you need.



## Profiles settings

Configuration profiles define settings for using iPad with corporate or school networks or accounts. You might be asked to install a configuration profile that was sent to you in an email, or one that is downloaded from a webpage. iPad asks for your permission to install the profile, and displays information about what it contains, when you open the file. You can see the profiles you have installed in Settings > General > Profiles. If you delete a profile, all of the settings, apps, and data associated with the profile are also deleted.

## Back up iPad

You can use iCloud or iTunes to automatically back up iPad. If you choose to back up using iCloud, you can't also use iTunes to automatically back up to your computer, but you can use iTunes to manually back up to your computer. iCloud backs up iPad daily over Wi-Fi, when it's connected to a power source and is locked. The date and time of the last backup is listed at the bottom of the Backup screen.

iCloud backs up your:

- Purchased music, movies, TV shows, apps, and books
- Photos and videos taken with iPad (if you use iCloud Photo Library, your photos and videos are already stored in iCloud, so they won't also be part of an iCloud backup)
- iPad settings
- App data
- Home screen, folders, and app layout
- Messages
- Ringtones

**Note:** Purchased content is not backed up in all areas.

**Turn on iCloud backups.** Go to Settings > iCloud, then log in with your Apple ID and password if required. Go to Backup, then turn on iCloud Backup. To turn on backups in iTunes on your computer, go to File > Devices > Back Up.

**Back up immediately.** Go to Settings > iCloud > Backup, then tap Back Up Now.

**Encrypt your backup.** iCloud backups are encrypted automatically so that your data is protected from unauthorized access both while it's transmitted to your devices and when it's stored in iCloud. If you're using iTunes for your backup, select "Encrypt iPad backup" in the iTunes Summary pane.

**Manage your backups.** Go to Settings > iCloud. You can manage which apps are backed up to iCloud by tapping them on or off. Go to Settings > iCloud > Storage > Manage Storage to remove existing backups and manage iCloud Drive or Documents & Data. In iTunes, remove backups in iTunes Preferences.

**View the devices being backed up.** Go to Settings > iCloud > Storage > Manage Storage.

**Stop iCloud backups.** Go to Settings > iCloud > Backup, then turn off iCloud Backup.

Music not purchased in iTunes isn't backed up in iCloud. Use iTunes to back up and restore that content. See [Sync with iTunes](#) on page 20.

**Important:** Backups for music, movies, or TV show purchases are not available in all countries. Previous purchases may not be restored if they are no longer in the iTunes Store, App Store, or iBooks Store.

Purchased content, iCloud Photo Sharing, and My Photo Stream content don't count against your 5 GB of free iCloud storage.

For more information about backing up iPad, see [support.apple.com/kb/HT5262](https://support.apple.com/kb/HT5262).

## Update and restore iPad software

You can update iPad software in Settings, or by using iTunes. You can also erase or restore iPad, and then use iCloud or iTunes to restore from a backup.

Deleted data is no longer accessible through the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see [Restart or reset iPad](#) on page 162.

### Update iPad

You can update iPad software in Settings or by using iTunes.

**Update wirelessly on iPad.** Go to Settings > General > Software Update. iPad checks for available software updates.

**Update software in iTunes.** iTunes checks for available software updates each time you sync iPad using iTunes. See [Sync with iTunes](#) on page 20.

For more information about updating iPad software, see [support.apple.com/kb/HT4623](https://support.apple.com/kb/HT4623).

### Restore iPad

You can use iCloud or iTunes to restore iPad from a backup.

**Restore from an iCloud backup.** Reset iPad to erase all content and settings, then choose Restore from a Backup and sign in to iCloud in Setup Assistant. See [Restart or reset iPad](#) on page 162.

**Restore from an iTunes backup.** Connect iPad to the computer you normally sync with, select iPad in the iTunes window, then click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

For more information about restoring iPad software, see [support.apple.com/kb/HT1414](https://support.apple.com/kb/HT1414).

## Cellular settings

Use Cellular Data settings on iPad (Wi-Fi + Cellular models) to activate cellular data service, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the SIM card. With some carriers, you can also change your data plan.

For the following options, go to Settings > Cellular Data, then turn the options on or off, or follow the onscreen instructions.

**Turn Cellular Data on or off.** If Cellular Data is off, all data services will use only Wi-Fi—including email, web browsing, push notifications, and other services. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

**Monitor and manage your cellular data network usage.** You can see which apps use cellular data and turn off the option, if you want.

**Turn LTE on or off.** Turning on LTE loads data faster.

**Turn Data Roaming on or off.** Turning off Data Roaming avoids carrier charges when using a network provided by a different carrier.

**Set up Personal Hotspot.** Personal Hotspot shares iPad's Internet connection with your computer and other iOS devices. See [Personal Hotspot](#) on page 40.

**Set whether cellular data is used for apps and services.** Go to Settings > Cellular, then turn cellular data on or off for any app that can use cellular data. If a setting is off, iPad uses only Wi-Fi for that service. The iTunes setting includes both iTunes Match and automatic downloads from the iTunes Store and the App Store.

**Activate, view, or change your cellular data account.** Tap View Account, then follow the onscreen instructions.

**Lock the SIM card.** Locking the SIM card with a PIN means you need to enter the PIN to use a cellular connection on iPad.

## Sell or give away iPad

Before you sell or give away your iPad, be sure to erase all content and your personal information. If you enabled Find My iPad (see [Find My iPad](#) on page 45), Activation Lock is on. You need to turn off Activation Lock before the new owner can activate iPad under his or her own account.

**Erase iPad and remove Activation Lock.** Go to Settings > General > Reset > Erase All Content and Settings.

See [support.apple.com/kb/HT5661](http://support.apple.com/kb/HT5661).

## Learn more, service, and support

Refer to the following resources to get more iPad-related safety, software, service, and support information.

To learn about	Do this
Using iPad safely	See <a href="#">Important safety information</a> on page 159.
iPad service and support, tips, forums, and Apple software downloads	Go to <a href="http://www.apple.com/support/ipad/">www.apple.com/support/ipad/</a> .
The latest information about iPad	Go to <a href="http://www.apple.com/ipad/">www.apple.com/ipad/</a> .
Managing your Apple ID account	Go to <a href="http://appleid.apple.com">appleid.apple.com</a> .
Using iCloud	Go to <a href="http://help.apple.com/icloud/">help.apple.com/icloud/</a> .
Using iTunes	Open iTunes, then choose Help > iTunes Help. For an online iTunes tutorial (not available in all areas), go to <a href="http://www.apple.com/support/itunes/">www.apple.com/support/itunes/</a> .
Using other Apple iOS apps	Go to <a href="http://www.apple.com/support/ios/">www.apple.com/support/ios/</a> .
Obtaining warranty service	First follow the advice in this guide. Then go to <a href="http://www.apple.com/support/ipad/">www.apple.com/support/ipad/</a> .
Viewing iPad regulatory information	On iPad, go to Settings > General > About > Legal > Regulatory.
Battery service	Go to <a href="http://www.apple.com/batteries/service-and-recycling/">www.apple.com/batteries/service-and-recycling/</a> .
Using iPad in an enterprise environment	Go to <a href="http://www.apple.com/ipad/business/">www.apple.com/ipad/business/</a> .

## FCC compliance statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Important:** Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product. This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, televisions, and other electronic devices.

## Canadian regulatory statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Operation in the band 5150-5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Users are advised that high-power radars are allocated as primary users (i.e., priority users) of the bands 5250-5350 MHz and 5650-5850 MHz and that these radars could cause interference and/or damage to LE-LAN devices.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

La bande 5 150-5 250 MHz est réservés uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

Les utilisateurs êtes avisés que les utilisateurs de radars de haute puissance sont désignés utilisateurs principaux (c.-à-d., qu'ils ont la priorité) pour les bandes 5 250-5 350 MHz et 5 650-5 850 MHz et que ces radars pourraient causer du brouillage et/ou des dommages aux dispositifs LAN-EL.

CAN ICES-3 (B)/NMB-3(B)

## Disposal and recycling information

Your iPad and/or battery should not be disposed of with household waste. Dispose of your iPad and/or battery in accordance with local environmental laws and guidelines. For information about the recycling program at Apple and recycling collection points, visit [www.apple.com/recycling](http://www.apple.com/recycling). For information about restricted substances and other environmental initiatives at Apple, visit [www.apple.com/environment/](http://www.apple.com/environment/).

**Battery replacement:** The lithium-ion battery in iPad should be replaced by Apple or an authorized service provider. For more information about battery services and recycling, go to [www.apple.com/batteries/service-and-recycling/](http://www.apple.com/batteries/service-and-recycling/).

### California Battery Charger Energy Efficiency



### Türkiye

Türkiye Cumhuriyeti: AEEE Yönetmeliğine Uygundur.

### 台灣



廢電池請回收

### Taiwan Battery Statement

警告：請勿戳刺或焚燒。此電池不含汞。

### China Battery Statement

警告：不要刺破或焚燒。該電池不含水銀。

### European Union—Disposal Information



The symbol above means that according to local laws and regulations your product and/or its battery shall be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. The separate collection and recycling of your product and/or its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

### Brasil—Informações sobre descarte e reciclagem



O símbolo indica que este produto e/ou sua bateria não devem ser descartadas no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite [www.apple.com/br/environment/](http://www.apple.com/br/environment/).

### Información sobre eliminación de residuos y reciclaje



El símbolo indica que este producto y/o su batería no debe desecharse con los residuos domésticos. Cuando decida desechar este producto y/o su batería, hágalo de conformidad con las leyes y directrices ambientales locales. Para obtener información sobre el programa de reciclaje de Apple, puntos de recolección para reciclaje, sustancias restringidas y otras iniciativas ambientales, visite [www.apple.com/la/environment/](http://www.apple.com/la/environment/).

## ENERGY STAR® compliance statement



To save energy, iPad is set to lock after two minutes of user inactivity. To change this setting, go to Settings > General > Auto-Lock. To unlock iPad, press the Sleep/Wake button or the Home button.

iPad meets the ENERGY STAR guidelines for energy efficiency. Reducing energy consumption saves money and helps conserve valuable resources. For more information about ENERGY STAR, go to [www.energystar.gov](http://www.energystar.gov).

## Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, go to [www.apple.com/environment/](http://www.apple.com/environment/).



Apple Inc.

© 2015 Apple Inc. All rights reserved.

Apple, the Apple logo, AirDrop, AirPlay, AirPort, Apple TV, FaceTime, Finder, GarageBand, Guided Access, iBooks, iCloud Keychain, iMessage, iPad, iPad Air, iPhone, iPhoto, iPod, iPod touch, iSight, iTunes, iTunes U, Keychain, Keynote, Mac, Numbers, OS X, Pages, Passbook, Photo Booth, the Podcast logo, Safari, Siri, Smart Cover, and Spotlight are trademarks of Apple Inc., registered in the U.S. and other countries.

AirPrint, Apple Pay, EarPods, Flyover, Handoff, iPad mini, Lightning, Multi-Touch, and Touch ID are trademarks of Apple Inc.

Apple Store, Genius, iCloud, iTunes Extras, iTunes Match, iTunes Plus, and iTunes Store are service marks of Apple Inc., registered in the U.S. and other countries.

Apple  
1 Infinite Loop  
Cupertino, CA 95014-2084  
408-996-1010  
[www.apple.com](http://www.apple.com)

App Store, iBooks Store, and iTunes Radio are service marks of Apple Inc.

iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.

The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such marks by Apple Inc. is under license.

ENERGY STAR® is a U.S. registered trademark.

Adobe and Photoshop are trademarks or registered trademarks of Adobe Systems Incorporated in the U.S. and/or other countries.

Other company and product names mentioned herein may be trademarks of their respective companies.

Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

Some apps are not available in all areas. App availability is subject to change.

019-00159/2015-06