iPad

Made Simple

Martin Trautschold | Gary Mazo

MadeSimple™ LEARNING

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iPad Made Simple

Martin Trautschold
and
Gary Mazo

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iPad Made Simple

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This book is dedicated to our families—to our wives, Julie and Gloria, and to our kids, Sophie, Livvie and Cece, and Ari, Dan, Sara, Billy, Elise and Jonah.

Without their love, support, and understanding, we could never take on projects like this one. Now that the book is done, we will gladly share our iPads with them – for a little while!

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About the Technical Reviewer

Rene Ritchie is editor of TiPb.com, the iPhone and iPad blog, which covers the full range of news, how-tos and app, game, and accessory reviews. Part of the Smartphone Experts network, TiPb also provides a full range of help and community forums and has a thriving YouTube channel (http://www.youtube.com/theiphoneblog/), Facebook page (http://www.facebook.com/tipbcom/) and Twitter following (http://twitter.com/tipb). A graphic designer, web developer, and author, Rene lives and works in Montreal. He can be reached via rene@tipb.com or @reneritchie on Twitter.

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Part

Quick Start Guide

In your hands is one of the most exciting devices to hit the market in quite some time: the iPad. This Quick Start Guide will help get you and your new iPad up and running in a hurry. You'll learn all about the buttons, switches, and ports, and how to use the innovative and responsive touch screen. Our App Reference Tables introduce you to the apps on your iPad—and serve as a quick way to find out how to accomplish a task. We finish up with some cool accessories to make your iPad even more useful.

Quick Start Guide

This Quick Start Guide is meant to be just that—a tool that can help you jump right in and find information in this book—and learn the basics of how to get around and enjoy your iPad right away.

We start with the nuts and bolts in our "Learning Your Way Around" section—what all the keys, buttons, switches, and symbols mean and do on your iPad. You'll see some handy features like the screen rotation lock and learn how to interact with the menus, submenus, and set switches—which you do in almost every application on your iPad. You'll also find out how to read your connectivity status and what to do when you travel on an airplane.

> **TIP:** Check out Chapter 2, "Typing Tips, Copy/Paste & Search" for great typing tips and more.

In "Touch Screen Basics," we help you learn how to touch, swipe, flick, zoom, and more.

In "App Reference Tables," we've organized the app icons into general categories so you can quickly browse the icons and jump to a section in the book to learn more about the app a particular icon represents. Here are the tables:

- Getting Started (Table 2)
- Stay Organized (Table 3)
- Be Entertained (Table 4)
- Stay Informed (Table 5)
- Network Socially (Table 6)
- Be Productive (Table 7)

In "Other Fun Stuff," we show you the electronic Picture Frame and how to enjoy videos on your iPad.

In “iPad Accessories,” we give you a brief overview of some of the more common accessories you might find interesting.

So let’s get started!

Learning Your Way Around

To help you get comfortable with your iPad, we start with the basics—what the buttons, keys, and switches do—then we move into how you start apps and navigate the menus. Probably the most important status indicator on your iPad, besides the battery, is the one that shows network status in the upper right corner. You’ll see how to quickly read the network status icons.

Keys, Buttons, and Switches

Figure 1 shows all the things you can do with the buttons, keys, switches, ports on your iPad. Go ahead and try out a few things to see what happens. Try pressing the **Volume Down** key for 2 seconds, double-click the **Home** button, try the **Screen Rotation Lock** switch, and press and hold the **Power/Sleep** key. Have some fun getting acquainted with your device.

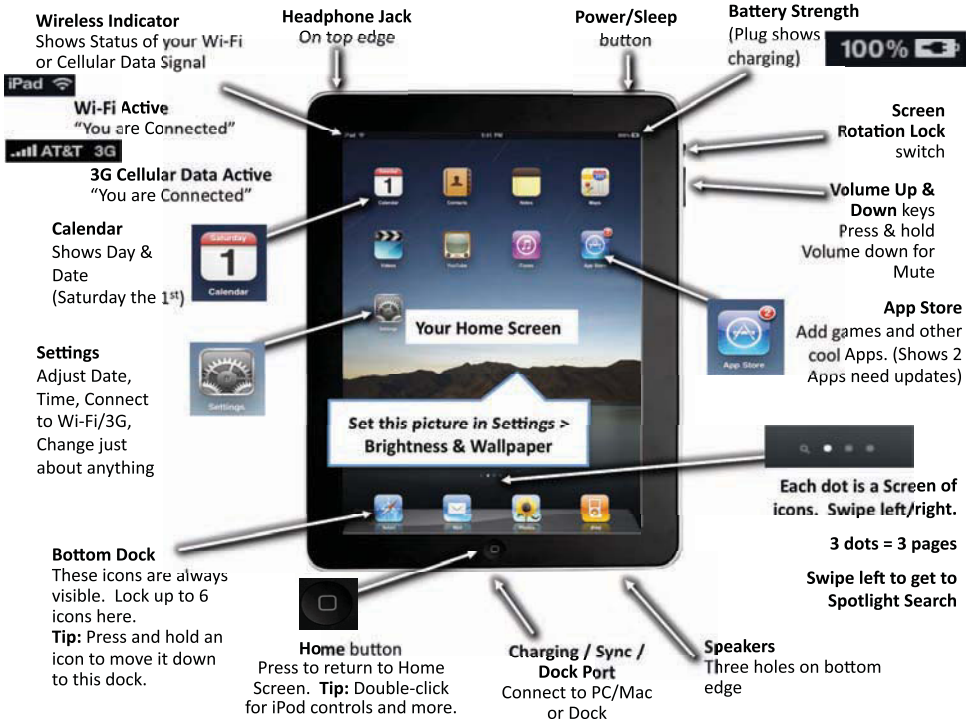

Figure 1. *iPad buttons, ports, switches and keys*

Locking the Screen

As soon as you start touching the iPad, you'll notice the screen rotates amazingly fast. There are times when you don't want it to rotate—for example, when you have it in your lap or on the table. In such cases, you need to move the **Screen Rotation Lock** switch (just above the volume keys on the right side) down to lock the screen. See Figure 2.

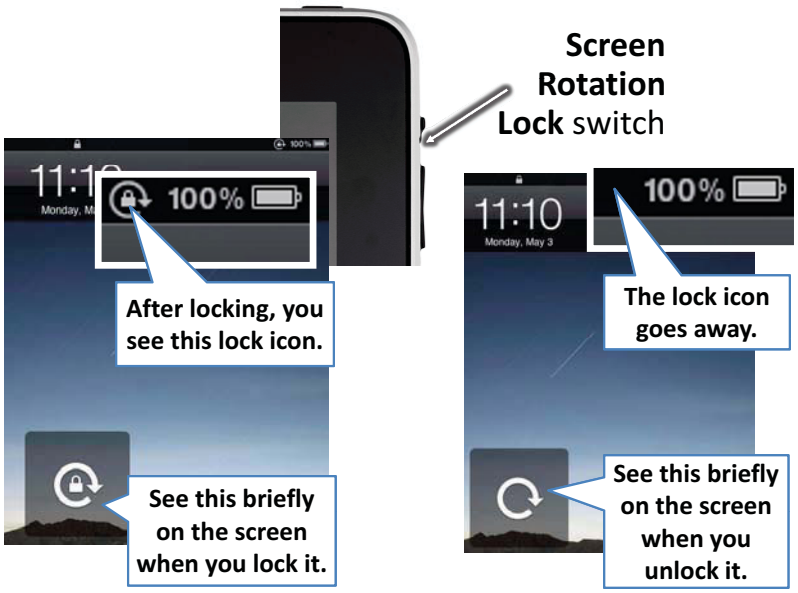

Figure 2. *Locking or unlocking the screen*

Starting Apps and Using Soft Keys

Some apps have soft keys at the bottom of the screen, such as the **iPod** app shown in Figure 3.

For the soft keys to work in the **iPod** app, you must have some content (music, videos, podcasts, etc.) on your iPad. See Chapter 3, "Sync with iTunes," for help syncing your music, videos, and more.

1. Tap the **iPod** icon to start the **iPod** app.
2. Touch the **Albums** soft key at the bottom to view your albums.
3. Touch the **Artists** soft key to view a list of your artists.
4. Try all the soft keys in **iPod** and other apps.

TIP: You know which soft key is selected because it is highlighted—usually with a color. The other soft keys are gray but can still be touched.

Figure 3. *Working with soft keys in apps*

Menus, Submenus, and Switches

Once you are in a program, you can select any menu item by simply touching it. Just tap on the menu name, such as **Auto-Lock**, as shown in Figure 4.

Submenus are any menus below the main menu.

> **TIP:** You know there is a submenu or another screen if you see the greater than symbol next to the menu item (**>**).

How do you get back up to the previous screen or menu? Tap the button in the top of the menu. If you're in the **Auto-Lock** menu, for example, you'd touch the **General** button.

You'll see a number of switches on the iPad, such as the one next to **Battery Percentage** shown in Figure 4. To set a switch (e.g., from **ON** to **OFF**), just touch it.

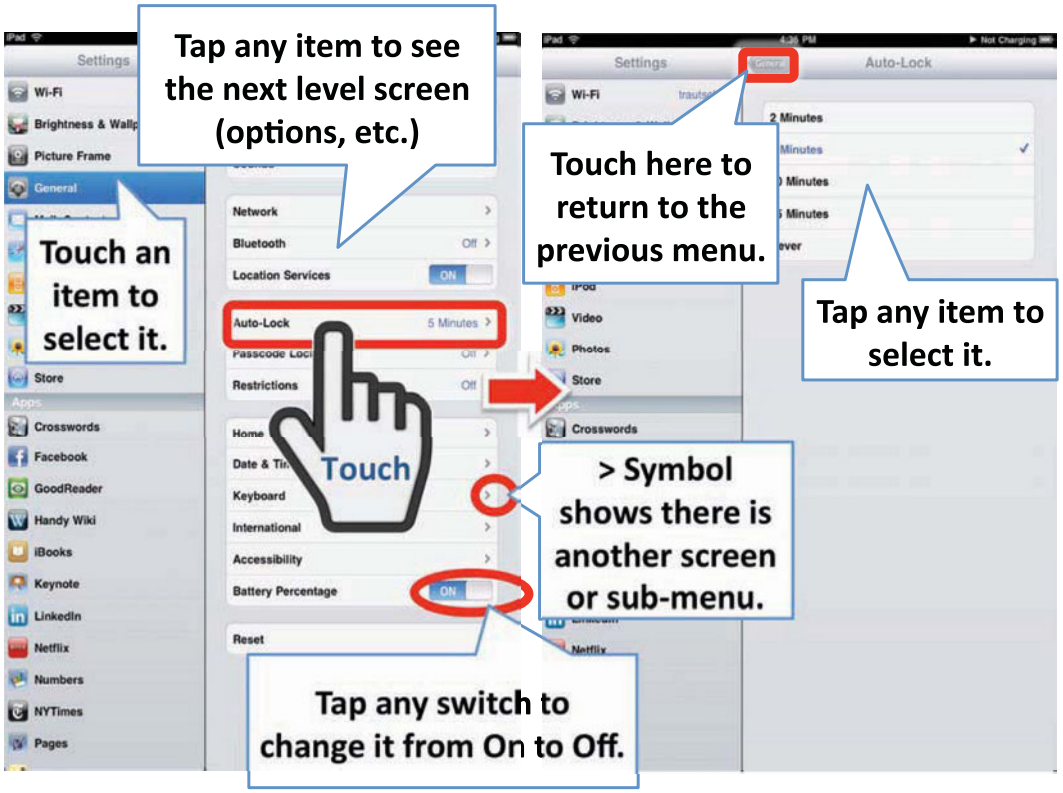

Figure 4. *Selecting menu items, navigating submenus, and setting switches*

Reading the Connectivity Status Icons

Since most of the functions on your iPad work only when you are connected to the Internet (e-mail, Web, App Store, iTunes, etc.), you need to know when you're connected. Understanding how to read the status bar can save you time and frustration.

Cellular Data Signal Strength (1-5 bars):

Strong Weak Radio Off – Airplane Mode

Wi-Fi Network Signal Strength (1-3 symbols):

Strong **Weak** **Off**

You can tell if you are connected to a network, and the general speed of the connection, by looking at the left end of your iPad top status bar. Table 1 shows what you may see.