### iPad Information

- **Status bar**
- **App icons**
- **Home**
- **FaceTime HD camera**
- **iSight camera**
- **Side Switch**
- **Volume buttons**
- **Microphones**
- **Headsset jack**
- **Lightning connector**
- **Speakers**
- **Apple logo**

### iPad Home Button

- The Home Button takes you back to the home screen at anytime.
- Double-click the Home Button to enter multitasking mode and see previously opened apps.
- Press the Home Button to “Wake up” your iPad.

### iPad Quick Reference Sheet

#### Home Screen Apps

- **Safari:** Browse pages on the internet. Use tabs to open multiple pages.
- **Mail:** Send, receive, and manage email from one or more accounts.
- **App Store:** Find, buy and download new apps for your iPad.
- **Music:** Play music on your iPad and create playlists.
- **iTunes:** Find, buy and download new music and videos for your iPad.
- **FaceTime:** Place video calls with your contacts with compatible devices.
- **Settings:** Manage all the Settings on your iPad in one place.
- **Clock:** Displays the time and can be used for timers and alarms.
- **Newsstand:** Organizes your magazine Newspaper apps. Auto Updates.
- **Calendar:** Create events, manage your schedule, and set reminders.
- **Game Center:** Connect with other iOS users for multiplayer gaming.
- **Photos:** View and manage your photo collections, and create slideshows.
- **Photo Booth:** Take photos with fun photo booth effects.
- **Camera:** Take photos on your iPad from front and rear facing cameras.
- **iMessage:** Send and receive messages from other iOS devices.
- **Contacts:** Manage your contacts and their information.
- **Notes:** Take notes that can be saved and synced to an email account.
- **Maps:** Find nearby locations and get directions.
- **Reminders:** Create a to-do-list with notifications.
- **Videos:** Watch movies, TV shows, and video podcasts on your iPad.

#### Sleep/Wake Button

- Lock your iPad: Press the Sleep/Wake Button once to lock your iPad.
- Unlock your iPad: Press the Sleep/Wake or Home Button to wake your iPad.
- Power Off Your iPad: Press and hold the Sleep/Wake Button until the option “Slide to Power Off” appears.

#### Volume Button

- Adjust Volume: Press the Volume up button to increase volume, and press the Volume Down button to decrease volume.
- Mute Volume: Press and hole the Volume Down button.

#### Side Switch

- Mute Volume: To Mute your iPad, Toggle the Side Switch to On. To Unmute your iPad, toggle the Side Switch to Off.
- Change Function: The Side Switch can be changed to lock the screen orientation in the Settings. Under General Settings press the lock rotation option under “Use Side Switch To:”
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Control Center

Open Control Center: Swipe up from the bottom edge of the screen. This feature will also work from the iPad Lock screen.
Close Control Center: Swipe down, tap the top of the screen, or press the Home button.

- Media Playback: Play, pause, fast forward, and rewind media.
- Airplane mode: Wi-Fi and Bluetooth are turned off in Airplane Mode.
- WiFi: Toggles the WiFi Antenna off and on.
- AirDrop: Lets you share your photos, videos, websites, locations, and other items wirelessly with other nearby iOS 7 devices that support AirDrop.
- AirPlay: Use AirPlay to stream music, photos, and video wirelessly to AirPlay-enabled devices on the same Wi-Fi network as iPad.
- Bluetooth: You can use Bluetooth devices with iPad, such as stereo headphones or Bluetooth keyboard.
- Do Not Disturb: Do Not Disturb is an easy way to silence iPad.
- Orientation Lock: Lock the screen to the current orientation.

Multitasking and Closing apps

Your iPad lets you run many apps at the same time. To view running apps, double-click the Home button to reveal the multitasking screen. Swipe left or right to see more Apps. To switch to another app, tap it. Swipe up to close an app.

- Zoom In or Out: Stretch a photo, webpage, or map for a close-up then pinch to zoom back out. In Photos, keep pinching to see the collection or album the photo's in.
- You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap to zoom in and tap once with two fingers to zoom out.

The On-Screen Keyboard

- Backspace: Use this key to remove a letter, number, or symbol that has been typed.
- Dictation: Dictate text. Tap on the iPad keyboard, then speak. When you finish, tap Done.
- Number/Symbol Key: To enter numbers, punctuation, or symbols, tap the Number key.
- Shift Key: Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock.
- Hide Keyboard: If you want to hide the On-Screen Keyboard tap this button.