



minute help guides

iPad:  
The Unofficial Handbook

*when you only  
have minutes  
to spare*

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**iPad:**

**The Unofficial Handbook**

**Minute Help Press**

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## **Table of Contents:**

Introduction

Basic Features

Advanced Features

iTunes and iPod on the iPad

Safari

Battery Saving Tips

Finding and Installing Free Books

Pages, Numbers, and Keynote Overview

Getting the Most from Your iPad

About Minute Help



## Introduction

As many people are discovering, the iPad is a powerful tool for business professionals. Part computer, part iPod, part eBook reader, and all new, the iPad is a device unlike any other, and there are many ways to leverage it. With your busy schedule, though, how can you find the time to learn everything you need to know about it?

This eBook is intended to give you, the professional who is new to the iPad, a tailored and timesaving introduction. It provides you with step-by-step directions for how to use basic features; yet at the same time, it also gets quickly into the “good stuff.” There are many lesser-known tasks you can do with an iPad — tasks like getting free books, organizing your apps from your computer, and even connecting to your computer screen remotely from your iPad — and you don’t need to be an expert to learn them.

Our aim is to provide enough of the basics, and enough step-by-step instructions, that first-time users will feel completely comfortable following along and learning about the gems of productivity while they learn the fundamentals. This eBook will take you on a personally guided tour through the iPad’s apps, menus, and settings, and show you exactly where these gems of productivity are.

We hope you find the information and instruction sets here helpful, and we encourage you to continue exploring far beyond them, too.

In the following section, we will discuss some of the basic iPad functions. You will learn how to use the Home Screen, rearrange apps, get new apps, and change your wallpaper picture.

## Basic Features

The iPad allows for a great deal of flexibility in how it is used, but there are some essentials every user needs to know.

### The Home Screen and the Home Button

When you first turn on your iPad, you will see a screen with a background photograph and several app icons. This is the Home Screen, the basic “desktop” of your iPad. You will return to it whenever you need to launch an app, buy a new app, or organize your apps.



Apple iPad Home Screen. Note the dots at the bottom.

To launch an app from the Home Screen, tap once on its icon.

To return to the Home Screen, press the single, round button on the front of the iPad. This is the Home Button. When you press it, you will always return to the Home Screen, no matter what app you were in before.

The Home Screen has more than one page. The dots on the bottom of the screen show you which page you are on. To flip to another page, touch anywhere on the background and swipe your finger to the right or left.

The leftmost page is a search page called Spotlight: type in a word, and Spotlight will search your entire iPad for items containing that word. A hidden way of getting to Spotlight is to press the Home Button while you are already on the Home Screen.

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