iPod touch
User Guide
For iOS 5.1 Software

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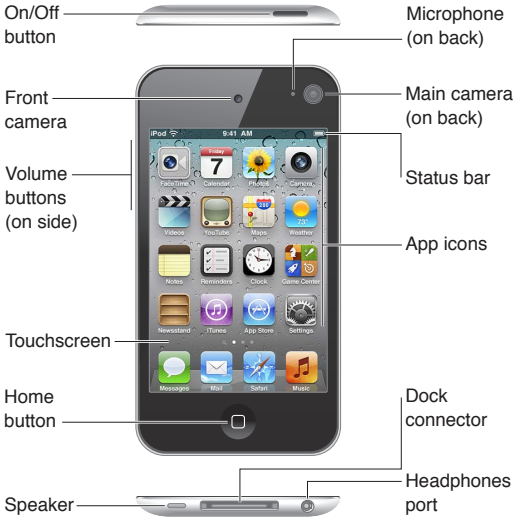
iPod touch at a Glance

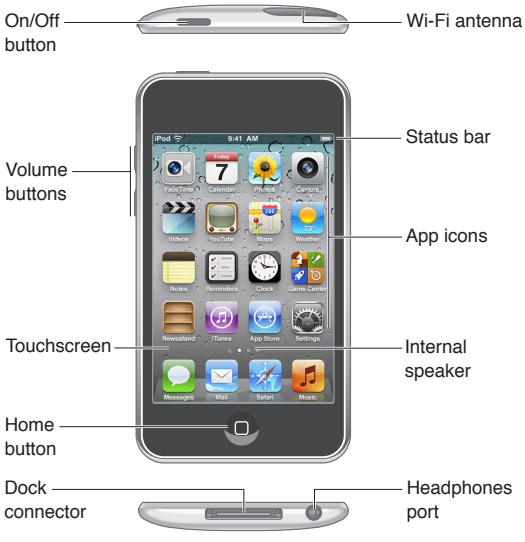
1

iPod touch overview

iPod touch 4th generation



iPod touch 3rd generation



Your Home screen may look different, depending on the model of iPod touch you have and whether you've rearranged its icons.

Accessories

The following accessories are included with iPod touch:

Apple Earphones

Dock Connector to USB Cable

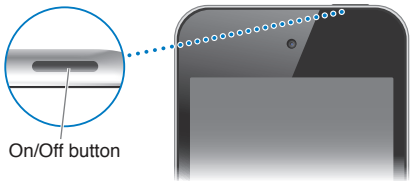
Item	What you can do with it
Apple Earphones	Listen to music and videos, FaceTime calls, audiobooks, podcasts, and games.
Dock Connector to USB Cable	Use this cable to connect iPod touch to your computer to sync and charge, or to the USB power adapter (sold separately) to charge. The cable can be used with the optional dock or plugged directly into iPod touch.

Buttons

On/Off button

When you're not using iPod touch, you can lock it to turn off the display and save the battery. When iPod touch is locked, nothing happens if you touch the screen. You can still listen to music and adjust the volume using the buttons on the side of iPod touch.

Lock iPod touch: Press the On/Off button.



Unlock iPod touch	Press the On/Off button or the Home button ▢, then drag the slider.
Open Camera when iPod touch is locked	Press the On/Off button or the Home button ▢, then drag 📷 up.
Access the audio controls when iPod touch is locked	Double-click the Home button ▢.
Turn off iPod touch	Press and hold the On/Off button until the red slider appears, then drag the slider.
Turn on iPod touch	Press and hold the On/Off button until the Apple logo appears.

iPod touch locks automatically if you don't touch the screen for a minute or two. To change this auto-lock time, go to Settings > General > Auto-Lock. If you want to require a passcode to unlock iPod touch, go to Settings > General > Passcode Lock.

Home button

The Home button ▢ takes you to the Home screen, no matter what you're doing. It also provides other shortcuts. On the Home screen, tap any app to open it. See "Opening and switching apps" on page 18.

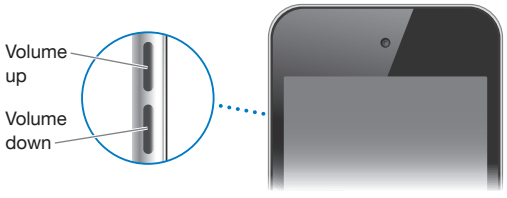
Go to the home screen: Press the Home button ▢.

See recently used apps (iPod touch 3rd generation or later)	With iPod touch unlocked, double-click the Home button ▢.
See the audio playback controls while iPod touch is locked	Double-click the Home button ▢. See "Playing songs and other audio" on page 35.
See the audio playback controls while using any app	Double-click the Home button ▢, then flick to the left end of the multitasking bar that appears at the bottom of the screen.

Volume buttons

When you listen to songs, movies, or other media, the buttons on the side of iPod touch adjust the audio volume. Otherwise, the buttons control the volume for alerts and other sound effects.

WARNING: For important information about avoiding hearing loss, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.



To set a volume limit for music and videos, go to Settings > Music.

You can also use the volume up button to take a picture or record a video. See "Taking photos and videos" on page 51.

Status icons

The icons in the status bar at the top of the screen give information about iPod touch:

Status icon		What it means
	Wi-Fi*	Shows that iPod touch is connected to the Internet over a Wi-Fi network. The more bars, the stronger the connection. See "Wi-Fi" on page 100.
	Network activity	Shows network activity. Some third-party apps may also use this icon to indicate an active process.
	Syncing	Shows that iPod touch is syncing with iTunes.
	Airplane mode	Shows that airplane mode is on—you cannot access the Internet or use Bluetooth® devices. Non-wireless features are available. See "Airplane mode" on page 100.
VPN	**VPN**	Shows that you are connected to a network using VPN. See "Network" on page 103.
	Lock	Shows that iPod touch is locked. See "On/Off button" on page 10.
	Play	Shows that a song, audiobook, or podcast is playing. See "Playing songs and other audio" on page 35.
	Portrait orientation lock	Shows that the iPod touch screen is locked in portrait orientation. See "Viewing in portrait or landscape orientation" on page 20.
	Alarm	Shows that an alarm is set. See "Setting alarms" on page 89.
	Location Services	Shows that an app is using Location Services. See "Location Services" on page 102.
	Bluetooth*	*Blue or white icon:* Bluetooth is on and paired with a device, such as a headset. *Gray icon:* Bluetooth is on and paired with a device, but the device is out of range or turned off. *No icon:* Bluetooth is turned off or not paired. See "Bluetooth devices" on page 31.
	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
	Battery	Shows battery level or charging status. See "Charging the battery" on page 32.

* The use of certain accessories with iPod touch may affect wireless performance.

Getting Started 2

⚠ *WARNING:* To avoid injury, read all operating instructions in this guide and safety information in the *iPod touch Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch before using iPod touch.

Viewing this user guide on iPod touch

You can view the *iPod touch User Guide* on iPod touch in Safari, and in the free iBooks app.

View the user guide in Safari: Tap 🕮, then tap the iPod touch User Guide bookmark.

To add an icon for the user guide to the Home screen, tap ⎋, then tap "Add to Home Screen." To view the user guide in a different language, tap "Change Language" at the bottom of the screen on the main contents page.

View the user guide in iBooks: If you haven't installed iBooks, open App Store, then search for and install "iBooks." Then you can open iBooks, tap Store, and download the free guide (search for "iPod touch User").

For more information about iBooks, see Chapter 29, "iBooks," on page 113.

What you need

To use iPod touch, you need:

- An Apple ID (for some features), which you can create during setup
- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
  - Mac OS X v10.5.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional (SP3)
- An Internet connection for your computer (broadband is recommended)
- iTunes 10.5 or later (for some features), available at www.itunes.com/download

Setting up iPod touch

To set up and activate iPod touch, just turn it on and follow the onscreen instructions that step you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in with or creating a free Apple ID
- Setting up iCloud
- Turning on recommended features such as Location Services and Find My iPod
- Activating iPod touch

You can also restore from an iCloud or iTunes backup during setup.

Activation can be done over a Wi-Fi network. If you don't have access to a Wi-Fi network, you can connect iPod touch to your computer and finish activation using iTunes.

Connecting iPod touch to your computer

If you don't have Wi-Fi access, you might need to connect iPod touch to your computer to complete setup. You can also connect iPod touch to your computer to sync music, videos, and other information with iTunes. You can also sync your content wirelessly. See "iCloud" on page 16 and "Syncing with iTunes" on page 17.

Connect iPod touch to your computer: Use the provided Dock Connector to USB Cable.

Disconnect iPod touch from your computer: Check to make sure a sync is not in progress, then disconnect the cable. If a sync is in progress, first drag the slider on iPod touch to cancel.

Connecting to the Internet

iPod touch connects to the Internet via Wi-Fi networks. When joined to a Wi-Fi network that is connected to the Internet, iPod touch connects to the Internet automatically whenever you use Mail, Safari, YouTube, FaceTime, Game Center, Stocks, Maps, Weather, the App Store, or the iTunes Store.

Joining a Wi-Fi network

iPod touch can join AirPort and other Wi-Fi networks at home, at work, or at Wi-Fi hotspots around the world.

See if you're already connected: If you see the Wi-Fi icon in the status bar at the top of the screen, you're already connected.

Join a Wi-Fi network: Go to Settings > Wi-Fi and select a network. It may take a moment for iPod touch to detect networks in range. The number of bars in the Wi-Fi icon shows the signal strength. Networks that require a password appear with a lock icon. When you join a Wi-Fi network in this way, iPod touch reconnects to it whenever the network is in range. If more than one previously used network is in range, iPod touch joins the one last used.

Turn on Wi-Fi	Go to Settings > Wi-Fi.
See a prompt before iPod touch joins a network	Go to Settings > Wi-Fi > Ask to Join Networks.
Checking connection details such as IP address	Go to Settings > Wi-Fi and tap next to the network.

Internet access on an airplane

Airplane mode turns off the iPod touch Wi-Fi, Bluetooth, and GPS transmitters and receivers to avoid interfering with aircraft operation. Airplane mode disables many of the iPod touch features. In some areas, where allowed by the aircraft operator and applicable laws and regulations, you can turn on Wi-Fi while airplane mode is on to use apps that require an Internet connection. You may also be allowed to turn on Bluetooth to use Bluetooth devices with iPod touch. For more information, see "Airplane mode" on page 100.

VPN access

VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your company or school. Use Network settings to configure and turn on VPN. See "Network" on page 103.

Setting up mail and other accounts

iPod touch works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar service providers. If you don't already have a mail account, you can set up a free iCloud account when you set up iPod touch, or in Settings > iCloud.

Set up an iCloud account: Go to Settings > iCloud.

Set up some other account: Go to Settings > Mail, Contacts, Calendars.

For information about iCloud, see "iCloud" on page 16.

You can add contacts using an LDAP or CardDAV account if your company or organization supports it. See "Syncing contacts" on page 108.

You can add a CalDAV calendar account. See "Calendar accounts and settings" on page 75.

You can subscribe to iCal (.ics) calendars or import them from Mail. See "Subscribing to calendars" and "Importing calendar events from Mail" on page 75.

Managing content on your iOS devices

You can transfer information and files between your iOS devices and computers using iCloud or iTunes.

- *iCloud* stores your photos, apps, contacts, calendars, and more, and wirelessly pushes them to your devices. When you make a change on one of your devices, your other devices are automatically updated. See "iCloud" on page 16.
- *iTunes* syncs music, video, photos, and more between your computer and iPod touch. You can connect iPod touch to your computer using USB, or set it up to sync wirelessly using Wi-Fi. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPod touch for use with an app, or to copy a document you've created on iPod touch to your computer. See "Syncing with iTunes" on page 17.

You can use iCloud, iTunes, or both, depending on your needs. For example, you can use Photo Stream to automatically put photos you take with iPod touch on all of your devices, and use iTunes to sync photo albums from your computer to iPod touch.

Note: Don't sync items in the Info pane of iTunes (such as contacts, calendars, and notes) if you use iCloud to keep that information up to date on your devices. Otherwise, you might see duplicate items.

iCloud

iCloud is a service that stores your content, including music, photos, contacts, calendars, and supported documents. Content stored in iCloud is wirelessly pushed to your other iOS devices and computers set up with the same iCloud account.

iCloud is available on iOS devices running iOS 5, on Macs running OS X Lion v10.7.2 or later, and on PCs with the iCloud Control Panel for Windows (Windows Vista Service Pack 2 or Windows 7 required).

iCloud features include:

- *iTunes in the Cloud*—Download your previous iTunes music and TV show purchases to iPod touch for free, anytime you like.
- *Apps and Books*—Download your previous App Store and iBookstore purchases to iPod touch for free, any time you like.
- *Photo Stream*—Photos you take on one device appear automatically on all your other devices. See "Photo Stream" on page 54.
- *Documents in the Cloud*—For iCloud-enabled apps, keep documents and app data up to date across all your devices.
- *Mail, Contacts, Calendars*—Keep your mail contacts, calendars, notes, and reminders up to date across all your devices.
- *Backup*—Back up iPod touch automatically when connected to power and Wi-Fi. See "Backing up iPod touch" on page 135.
- *Find My iPod*—Locate your iPod touch on a map, display a message, play a sound, lock the screen, or remotely wipe the data. See "Find My iPod" on page 33.
- *Find My Friends*—Share your location with people who are important to you. Download the free app from the App Store.
- *iTunes Match*—With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than iTunes, appears on all of your devices and can be downloaded and played on demand. See "iTunes Match" on page 39.

With iCloud, you get a free mail account and 5 GB of storage for your mail, documents, and backups. Your purchased music, apps, TV shows, and books don't count against your free space.

If you have a MobileMe subscription, you can move it to iCloud from a Mac or PC at www.me.com/move until June 30, 2012.

Note: iCloud is not available in all areas. For information, go to www.apple.com/icloud.

Sign in or create an iCloud account: In Settings, tap iCloud.

Enable or disable iCloud services	Go to Settings > iCloud.
Enable iCloud backups	Go to Settings > iCloud > Storage & Backup.
Find your iPod touch	Visit www.icloud.com. Find My iPod must be turned on in Settings > iCloud.
Purchase additional iCloud storage	Go to Settings > iCloud > Storage & Backup and tap Manage Storage. For information about purchasing iCloud storage, go to help.apple.com/icloud.

View and download previous iTunes Store purchases	Go to iTunes and tap Purchased.
View and download previous App Store purchases	Go to App Store, tap Updates, then tap Purchased.
View and download previous iBookstore purchases	Go to iBooks, tap Store, then tap Purchased.
Turn on Automatic Downloads for music, apps, or books	Go to Settings > Store.

For more information about iCloud, go to www.apple.com/icloud. For support, go to www.apple.com/support/icloud.

Syncing with iTunes

Syncing with iTunes copies information from a computer to iPod touch, and vice versa. You can sync by connecting iPod touch to your computer using the Dock Connector to USB Cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync photos, video, podcasts, apps, and much more. For detailed information about syncing iPod touch with a computer, open iTunes then select iTunes Help from the Help menu.

Set up wireless iTunes syncing: Connect iPod touch to your computer using the Dock Connector to USB Cable, and in iTunes turn on "Sync over Wi-Fi connection" in the device's Summary pane.

When Wi-Fi syncing is turned on, iPod touch automatically syncs when it's connected to a power source, both iPod touch and your computer are connected to the same wireless network, and iTunes is open on the computer. For more information, see "iTunes Wi-Fi Sync" on page 104.

Tips for syncing with iTunes

- If you're using iCloud to store your contacts, calendars, and bookmarks, don't also sync them to iPod touch using iTunes.
- Purchases you make from the iTunes Store or the App Store on iPod touch are synced back to your iTunes library. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPod touch.
- In the device's Summary pane, you can set iTunes to automatically sync iPod touch when it's attached to your computer. To temporarily override this setting, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPod touch appear in the sidebar.
- In the device's Summary pane, select "Encrypt iPod backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon, and a password is required to restore the backup. If you don't select this option, passwords (such as those for mail accounts) aren't included in the backup and will have to be reentered if you use the backup to restore iPod touch.
- In the device's Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPod touch. Changes you make to a mail account on iPod touch don't affect the account on your computer.
- In the device's Info pane, click Advanced to select options that let you *replace* the information on iPod touch with the information from your computer during the next sync.
- If you listen to part of a podcast or audiobook, your place in the story is included if you sync the content with iTunes. If you started listening to the story on iPod touch, you can pick up where you left off using iTunes on your computer—or vice versa.
- In the device's Photo pane, you can sync photos and videos from a folder on your computer.

Basics

3

Using apps

The high-resolution Multi-Touch screen and simple finger gestures make it easy to use iPod touch apps.

Opening and switching apps

Open an app: Tap it. Press the Home button ▢ to see apps on the Home screen.

Return to the Home screen: Press the Home button ▢.

See another Home screen: Flick left or right, or tap to the left or right of the row of dots.

Go to the first Home screen: Press the Home button ▢ again.

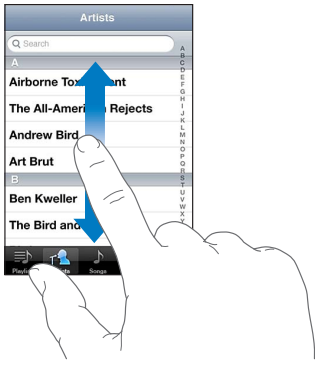
View recently used apps (iPod touch 3rd generation or later): Double-click the Home button ▢ to see the multitasking bar. Flick the bar left or right to see more apps.

Switch to a recent app: Tap it in the multitasking bar.

Force an app to close: Touch and hold the app icon until it begins to jiggle, then tap ⊖. Removing an app from the recents list forces it to quit.

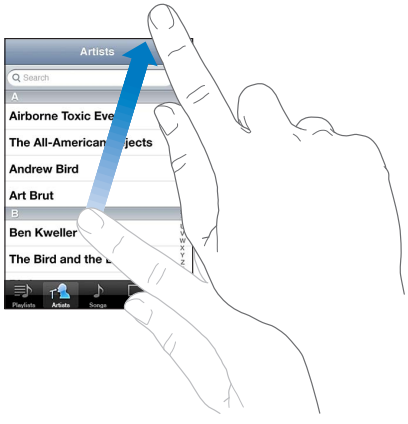
Scrolling

Drag up or down to scroll. On some screens such as webpages, you can also scroll side to side.



Dragging your finger to scroll won't choose or activate anything on the screen.

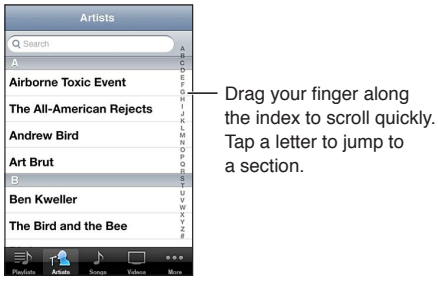
Flick to scroll quickly.



You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately. Touching the screen to stop scrolling won't choose or activate anything.

To quickly scroll to the top of a list, webpage, or email, just tap the status bar.

Find items in an indexed list: Tap a letter to jump to items starting with that letter. Drag your finger along the index to scroll quickly through the list.

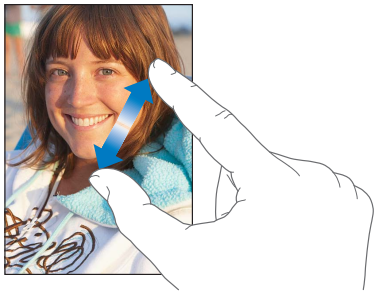


Choose an item: Tap an item in the list.

Depending on the list, tapping an item can do different things—for example, it may open a new list, play a song, open an email, or show someone's contact information.

Zooming in or out

When viewing photos, webpages, email, or maps, you can zoom in and out. Pinch your fingers together or apart. For photos and webpages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.



Zoom is also an accessibility feature that lets you magnify the screen with any app you're using, to help you see what's on the display. See "Zoom" on page 128.

Viewing in portrait or landscape orientation

Many iPod touch apps let you view the screen in either portrait or landscape orientation. Rotate iPod touch and the display rotates too, adjusting automatically to fit the new screen orientation.

You may prefer landscape orientation for viewing webpages in Safari, or when entering text, for example. Webpages scale to the wider screen, making the text and images larger. The onscreen keyboard is also larger, and may help your typing speed and accuracy.

Movies viewed in Videos and YouTube appear only in landscape orientation. Street views in Maps also appear only in landscape orientation.

Lock the screen in portrait orientation (iPod touch 3rd generation or later): Double-click the Home button ▢, flick the bottom of the screen from left to right, then tap 🔒.

The portrait orientation lock icon 🔒 appears in the status bar when the screen orientation is locked.

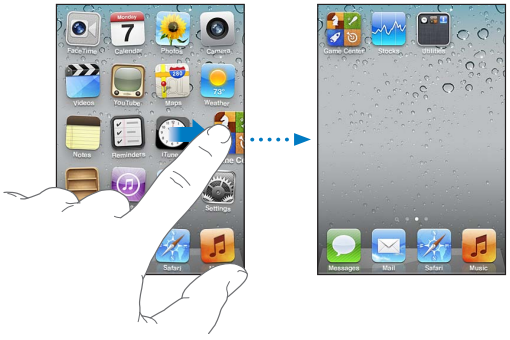
Customizing the Home screen

You can customize the layout of icons on the Home screen—including the Dock icons along the bottom of the screen. If you want, arrange them across multiple Home screens. You can also organize apps by grouping them in folders.

Rearranging icons

You can change the location of icons on the Home screen, change the items in the Dock, and group items in folders.

Rearrange the Home screen: Touch and hold any icon on the Home screen until it jiggles, then drag items to new locations. When you finish, press the Home button ▢.



Move an icon to another screen	While it's jiggling, drag an icon to the side of the screen.
Create additional Home screens	While the icons are jiggling, flick to the rightmost Home screen, then drag an icon to the right edge of the screen. You can create up to 11 Home screens.
Reset the Home screen to the default layout	Go to Settings > General > Reset, then tap Reset Home Screen Layout. Resetting the Home screen removes any folders you've created and applies the default wallpaper.
Rearrange your Home screens using iTunes	Connect iPod touch to your computer, select iPod touch in the iTunes Devices list, then click Apps at the top of the screen.

You can also add links to your favorite webpages on the Home screen. See "Web clips" on page 71.

Organizing with folders

You can use folders to organize items on your Home screens. You can put up to 12 items in a folder. iPod touch names a folder when you create it, based on the icons you use to create the folder, but you can change the name anytime you want. Like icons, folders can be rearranged by dragging them around the Home screen. You can move folders to a new Home screen or to the Dock.

Create a folder: Touch and hold an icon until the Home screen icons begin to jiggle, then drag an icon onto another icon and release.

The new folder contains the two icons, and shows the folder's name. You can tap the name field and enter a different name.

Put an item in a folder	While arranging icons, drag the icon onto the folder.
Remove an item from a folder	While arranging icons, tap to open the folder, then drag the icon out of the folder.
Open a folder	Tap the folder. You can then tap an app icon to open that app.
Close a folder	Tap outside the folder, or press the Home button.
Delete a folder	Move all items out of the folder. The folder is deleted automatically when empty.
Rename a folder	While arranging icons, tap to open the folder, then tap the name at the top and use the keyboard to enter a new name.

When you finish organizing your Home screens, press the Home button ▢.

Create a folder using iTunes: With iPod touch connected to your computer, select iPod touch in the Devices list in iTunes. Click Apps at the top of the screen, and on the Home screen near the top of the window, drag an app on top of another.

Changing the wallpaper

You can choose an image or photo to use as wallpaper for your Lock screen, and for the Home screen. Choose a supplied image, a photo from your Camera Roll album, or a photo synced to iPod touch from your computer.

Change the wallpaper (iPod touch 3rd generation or later): Go to Settings > Wallpaper, tap the image of your current Lock and Home screens, and choose from supplied images or your Camera Roll album.

Typing

The onscreen keyboard appears anytime you need to type.

Entering Text

The onscreen keyboard appears when you tap an area where you need to enter text. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it. Depending on the app, the intelligent keyboard may suggest corrections as you type.

Enter text: Tap any text field to bring up the keyboard, then tap keys on the keyboard. If you touch the wrong key, you can slide your finger to the correct key before you release your finger.

Delete the last character you typed	Tap ⌫.
Type uppercase	Tap the Shift key ⇧ before you tap a letter. Or touch and hold the Shift key, then slide to a letter.
Quickly type a period and space	Double-tap the space bar. To turn this feature off, go to Settings > General > Keyboard.
Use autocorrection to enter "'ll"	Type "lll." For example, type "youlll" to get "you'll."
Turn caps lock on	Double-tap the Shift key ⇧. Tap the Shift key again to turn off caps lock. To turn this feature off, go to Settings > General > Keyboard.
Enter numbers, punctuation, or symbols	Tap the Number key 123. Tap the Symbol key #+= to see additional punctuation and symbols.
Set options for typing	Go to Settings > General > Keyboard.

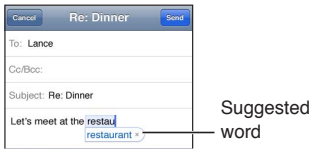
To type an alternate character, touch and hold a key, then slide to choose one of the options.

Auto-correction and spell checking

For many languages, iPod touch corrects misspellings or makes suggestions as you type. When iPod touch suggests a word, you can accept the suggestion without interrupting your typing.

For a list of supported languages, see www.apple.com/ipodtouch/specs.html.

iPod touch uses the active dictionary to suggest corrections or complete the word you're typing. You don't need to interrupt your typing to accept the suggested word.



Accept the suggested word: Type a space, punctuation mark, or return character.

Reject the suggested word: Finish typing the word as you want it, then tap the "x".

Each time you reject a suggestion for the same word, iPod touch becomes more likely to accept the word.

iPod touch also underlines words you type that might be misspelled.

Use spell checking to replace a misspelled word	Tap the underlined word, then tap a suggested correction. If none of the suggestions is correct, retype the word.
Turn auto-correction or spell checking on or off	Go to Settings > General > Keyboard.
Add a word to the dictionary	Go to Settings > General > Keyboard. Tap Add New Shortcut. Enter the word in the Phrase field, but leave the Shortcut field blank. This adds the word to your personal dictionary and it won't be identified as being misspelled when you type it.

Shortcuts and your personal dictionary

Shortcuts lets you type just a few characters in place of a longer word or phrase. The expanded text appears whenever you type the shortcut. For example, the shortcut "omw" is expanded to "On my way!"

Create a shortcut: Go to Settings > General > Keyboard, then tap Add New Shortcut.

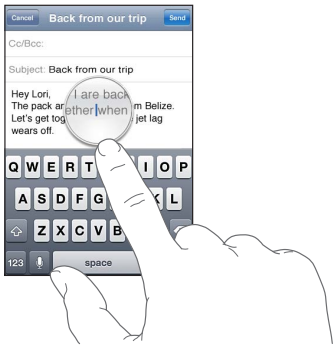
Add a word to your personal dictionary so iPod touch won't correct it: Create a shortcut, but leave the Shortcut field blank.

Edit a shortcut	In Keyboard settings, tap the shortcut.

Editing text

It's easy to make changes to text you enter. An onscreen magnifying glass helps you position the insertion point. Grab points on selected text let you select more or less text. You can also cut, copy, and paste text and photos, within an app or across apps.

Position the insertion point: Touch and hold to bring up the magnifying glass, then drag to position the insertion point.



Select text: Tap the insertion point to display the Select and Select All buttons. You can also double-tap to select a word. Drag the grab points to select more or less text. In read-only documents, such as webpages, or email or text messages you've received, touch and hold to select a word.

Cut or copy text	Select text, then tap Cut or Copy.
Paste text	Tap the insertion point and tap Paste. The last text that you cut or copied is inserted. Or select text and tap Paste to replace the text.
Undo the last edit	Shake iPod touch and tap Undo.
Make text bold, italic, or underlined	Tap ▶, then tap B/I/U. (Not always available.)
Get the definition of a word	Tap ▶, then tap Define. (Not always available.)
Get alternative words	Tap Suggest, then tap one of the words. (Not always available.)

Changing the keyboard layout

You can use Settings to set the keyboard layouts for software and hardware keyboards. The available layouts depend on the keyboard language.

Select a keyboard layout: Go to Settings > General > Keyboard > International Keyboards, select a keyboard, and choose a layout.

For each language, you can choose different layouts for the onscreen software and any external hardware keyboards. The software keyboard layout determines the layout of the keyboard on the iPod touch screen. The hardware keyboard layout determines the layout of an Apple Wireless Keyboard connected to iPod touch.

Using an Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately; iPod touch 3rd generation or later) for typing on iPod touch. The Apple Wireless Keyboard connects via Bluetooth, so you must pair the keyboard with iPod touch. See "Pairing a Bluetooth device with iPod touch" on page 31.

Once the keyboard is paired with iPod touch, it connects whenever the keyboard is within range (up to 30 feet). You can tell that the keyboard is connected if the onscreen keyboard doesn't appear when you tap in a text field. To save the battery, unpair the keyboard when not in use.

Switch the language when using a hardware keyboard	Press and hold the Command key, then tap the space bar to display a list of available languages. Tap the space bar again to choose a different language.
Disconnect a wireless keyboard from iPod touch	Press and hold the power button on the keyboard until the green light goes off. iPod touch disconnects the keyboard when it's out of range.
Unpair a wireless keyboard from iPod touch	In Settings, choose General > Bluetooth, tap next to the device name, then tap "Forget this Device."

You can apply different layouts to a wireless keyboard. See Appendix A, "International Keyboards," on page 131, and "Changing the keyboard layout" on page 25.

Printing

About AirPrint

AirPrint lets you print wirelessly to AirPrint-enabled printers. You can print from these iOS apps:

- Mail—email messages and attachments that can be viewed in Quick Look
- Photos—photos
- Safari—webpages, PDFs, and other attachments that can be viewed in Quick Look
- iBooks—PDFs
- Maps—view of map showing on the screen
- Notes—currently displayed note

Many apps available from the App Store also support AirPrint. If you're not sure whether your printer is AirPrint-enabled, refer to its documentation.

An AirPrint-enabled printer doesn't need setup—just connect it to the same Wi-Fi network as iPod touch. For information about AirPrint, go to support.apple.com/kb/HT4356.

Printing a Document

AirPrint uses your Wi-Fi network to send print jobs to your printer. iPod touch must be connected to the same wireless network as the AirPrint printer.

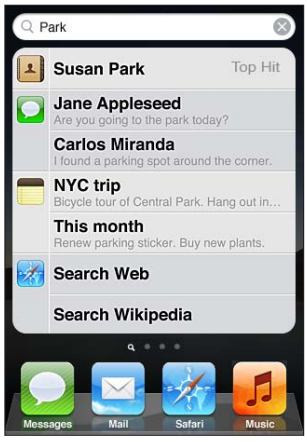
Print a document: Tap , , or (depending on the app you're using), then tap Print. Select a printer and printing options, then tap Print.

See the status of a print job	Double-click the Home button, then tap Print Center.

Cancel a print job	Double-click the Home button, tap Print Center, select the print job (if you're printing more than one document), then tap Cancel Printing.

Searching

You can search many apps on iPod touch, including Mail, Calendar, Music, Videos, Notes, Messages, and Contacts. You can search an individual app, or search all apps at once using Search.



Search iPod touch: From your first Home screen, flick right or press the Home button ▢, then tap the search field. From the Search screen, flick left or press the Home button ▢ to return to the main Home screen page.

iPod touch searches:

- Contacts—first, last, and company names
- Mail—to, from, and subject fields of all accounts (but not the text of messages)
- Calendar—event titles, invitees, and locations (but not notes)
- Music—names of songs, artists, and albums
- Videos—titles of podcasts, videos, and podcasts
- Messages—names and text of messages
- Notes—text of notes

Search also searches the names of the native and installed apps on iPod touch, so if you have a lot of apps, you may want to use Search to locate and open apps.

Open an app from Search	Enter the app name, then tap to open the app directly from the search results.

Use the Spotlight Search setting to specify which contents are searched and the order the results are presented in. See "Spotlight Search" on page 104.

Voice Control

Voice Control (iPod touch 3rd generation or later) lets you control music playback using voice commands. To use Voice Control with iPod touch 3rd generation, you need Apple Earphones with Remote and Mic, or a compatible accessory with a microphone.

Note: Voice Control may not be available in all languages.

Use Voice Control: Press and hold the Home button ▢ until the Voice Control screen appears and you hear a beep.

For best results:

- Speak clearly and naturally.
- Say only iPod touch commands and names.
- Pause slightly between commands.

For a list of available commands, see "Using Voice Control with Music" on page 38.

Voice Control normally expects you to speak voice commands in the language that's set for iPod touch (the setting in General > International > Language). Voice Control settings let you change the language for speaking voice commands. Some languages are available in different dialects or accents.

Change the language or country: In Settings, choose General > International > Voice Control and tap the language or country.

For more about using Voice Control, including information about using Voice Control in different languages, go to support.apple.com/kb/HT3597.

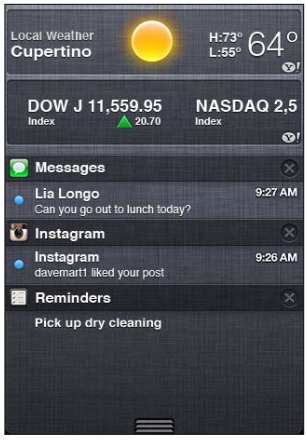
Notifications

Notification Center displays all your alerts in one place, including alerts about:

- New email
- New text messages
- Reminders
- Calendar events
- Friend requests (Game Center)
- Weather
- Stocks

Alerts appear on the lock screen, or briefly at the top of the screen when you're using iPod touch. You can see all current alerts by revealing Notification Center.

Reveal Notification Center: Swipe down from the top of the screen.



Many apps, such as Messages, Mail, and the App Store, can display an alert badge on their Home screen icon with a number (to indicate incoming items) or an exclamation mark (to indicate a problem). If these apps are in a folder, the badge appears on the folder. A badge with a number shows the total number of items you haven't attended to, such as email messages, text messages, and updated apps to download. A badge with an exclamation mark indicates a problem with an app.

Respond to an alert	*Lock screen:* Swipe the alert from left to right. *Notifications Center:* Tap the alert.
Remove an alert from Notification Center	Tap ⊗, then tap Clear.
Set options for notifications	Go to Settings > Notifications.

Twitter

Sign in to your Twitter account (or create a new account) in Settings to enable Tweets with attachments from the following apps:

- Camera—with a photo from your Camera Roll album
- Safari—with a webpage
- Maps—with a location
- YouTube—with a video

Sign in to (or create) a Twitter account: Go to Settings > Twitter and enter the user name and password for an existing account, or tap Create New Account.

To add another account, tap Add Account.

In Camera or Photos, tap the Action button to tweet a photo.

Tweet a photo.

Tweet a photo, video, or webpage	View the item, tap, then tap Tweet. If isn't showing, tap the screen. To include your location, tap Add Location. Location services must be turned on in Settings > Location Services.
Tweet a location in Maps	Tap the location pin, tap, tap Share Location, then tap Tweet.
Add your current location to a Tweet	Tap Add Location. Location Services must be turned on in Settings > Location Services.
Add Twitter user names and photos to your contacts	Go to Settings > Twitter, then tap Update Contacts.
Turn Twitter on or off for Photos or Safari	Go to Settings > Twitter.

When you're writing a Tweet, the number in the lower-right corner of the Tweet screen shows the number of available characters remaining. Attachments use some of a Tweet's 140 characters.

You can install and use the Twitter app to post a Tweet, view your timeline, search for trending topics, and more. Go to Settings > Twitter, then tap Install. To learn how to use the Twitter app, open the app, tap the More button (…), tap "Accounts & Settings," tap Settings, then tap Manual.

AirPlay

You can stream music, photos, and video wirelessly to your HDTV or speakers using AirPlay and Apple TV. You can also use AirPlay to stream audio to an Airport Express or AirPort Extreme base station. Other AirPlay-enabled receivers are available from third-parties. Visit the online Apple Store for details.

Stream content to an AirPlay-enabled device: Start the video, slideshow, or music, then tap and choose the AirPlay device. Once streaming starts, you can exit the app that's playing the content.

Get quick access to the AirPlay controls	When the screen is on, double-click the Home button and scroll to the left end of the multitasking bar.
Switch playback back to iPod touch	Tap and choose iPod touch.

Bluetooth devices

You can use iPod touch with the Apple Wireless Keyboard and other Bluetooth devices, such as Bluetooth stereo headphones. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647.

Pairing a Bluetooth device with iPod touch

WARNING: For important information about avoiding hearing loss and about driving safely, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.

Before you can use a Bluetooth device with iPod touch, you must first pair them.

Pair a Bluetooth headset, car kit, or other device with iPod touch:

1. Follow the instructions that came with the device to make it discoverable or to set it to search for other Bluetooth devices.
2. Go to Settings > General > Bluetooth and turn Bluetooth on.
3. Choose the device on iPod touch, and enter its passkey or PIN number. See the instructions about the passkey or PIN that came with the device.

   After you pair headphones with iPod touch, the product name and appear on the screen when you are viewing audio or video playback controls. Tap to switch to a different audio output, such as the internal speaker.

Pair an Apple Wireless Keyboard with iPod touch:

1. Go to Settings > General > Bluetooth and turn Bluetooth on.
2. Press the power button on the Apple Wireless Keyboard to turn it on.
3. On iPod touch, select the keyboard listed under Devices.
4. Type the passkey on the keyboard as instructed, then press Return.

Note: You can pair only one Apple Wireless Keyboard with iPod touch at a time. To pair a different keyboard, you must first unpair the current one.

For more information, see "Using an Apple Wireless Keyboard" on page 26.

Bluetooth status

The Bluetooth icon appears in the iPod touch status bar at the top of the screen:

- *or*: Bluetooth is on and paired with a device. (The color depends on the current color of the status bar.)
- : Bluetooth is on and paired with a device, but the device is out or range or turned off.
- *No Bluetooth icon:* Bluetooth is turned off or not paired.

Unpairing a Bluetooth device from iPod touch

You can unpair a Bluetooth device if you don't want to use it with iPod touch any more.

Unpair a Bluetooth device: Go to Settings > General > Bluetooth and turn on Bluetooth. Then tap next to the device name and tap "Forget this Device."

Battery

iPod touch has an internal rechargeable battery. The battery isn't user accessible and should be replaced only by Apple or an Apple Authorized Service Provider.

Charging the battery

WARNING: For important safety information about charging iPod touch, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.

The battery icon in the upper-right corner shows the battery level or charging status.

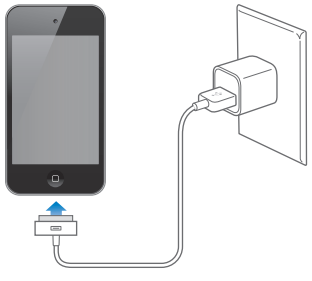
Charge the battery and sync iPod touch (using computer): Connect iPod touch to your computer using the included Dock Connector to USB Cable. Or connect iPod touch to your computer using the included cable and the Dock, available separately.

Unless your keyboard has a high-powered USB 2.0 port, you must connect iPod touch to a USB 2.0 port on your computer.

Important: The iPod touch battery may drain instead of charge if iPod touch is connected to a computer that's turned off or is in sleep or standby mode.

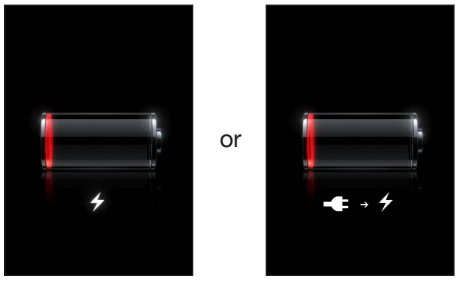
If you charge the battery while syncing or using iPod touch, it may take longer to charge. You can also charge iPod touch using the Apple USB Power Adapter, available separately.

Charge the battery and sync iPod touch (using a power adapter): Connect iPod touch to a power outlet using the included Dock Connector to USB Cable and a USB power adapter (available separately).



Note: Connecting iPod touch to a power outlet can initiate iCloud backup or wireless iTunes syncing. See "Backing up iPod touch" on page 135 and "Syncing with iTunes" on page 17.

Important: If iPod touch is very low on power, it may display one of the following images, indicating that iPod touch needs to charge for up to ten minutes before you can use it. If iPod touch is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears.



Maximizing battery life

iPod touch uses lithium-ion batteries. To learn more about how to maximize the battery life of iPod touch, go to www.apple.com/batteries.

Replacing the battery

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPod touch battery isn't user replaceable; it can be replaced only by an authorized service provider. For more information, go to www.apple.com/batteries/replacements.html.

Security features

Security features help protect the information on iPod touch from being accessed by others.

Passcodes and data protection

You can set a passcode that you must enter each time you turn on or wake up iPod touch.

Set a passcode: Choose Settings > General > Passcode Lock and enter a 4-digit passcode. iPod touch then requires you to enter the passcode to unlock it or to display the passcode lock settings.

Setting a passcode turns on data protection (iPod touch 3rd generation or later). Data protection uses your passcode as the key for encrypting mail messages and their attachments stored on iPod touch. (Some apps available from the App Store may also use data protection.) A notice at the bottom of the Passcode Lock screen in Settings shows whether data protection is enabled.

To increase iPod touch security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters. See "Passcode Lock" on page 104.

Important: On an iPod touch 3rd generation that didn't ship with iOS 4 or later, you must also restore iOS software to enable data protection. See "Updating iPod touch" on page 137.

Find My iPod

Find My iPod helps you locate your iPod touch using the free Find My iPhone app on another iPhone, iPad, or iPod touch, or using a Mac or PC with a web browser signed in to www.icloud.com or www.me.com. Find My iPod includes:

- **Locate iPod touch on a map:** View the approximate location of your iPod touch on a full-screen map.
- **Display a Message or Play a Sound:** Lets you compose a message that will appear on your iPod touch screen, or play a sound at full volume for two minutes.

- **Remote Passcode Lock:** Lets you remotely lock your iPod touch and create a 4-digit passcode, if you haven't set one previously.
- **Remote Wipe:** Lets you protect your privacy by erasing all media and data on iPod touch, restoring it to factory settings.

Important: Find My iPod must be turned on in either iCloud or MobileMe settings on your iPod touch. Find My iPod can be turned on only in one account.

Turn on Find My iPod using iCloud	Go to Settings > iCloud and turn on Find My iPod.
Turn on Find My iPod using MobileMe	Go to Settings > Mail, Contacts, Calendars, tap your MobileMe account, then turn on Find My iPod.

Find My iPod uses Wi-Fi to locate your iPod touch. If Wi-Fi is turned off or if your iPod touch isn't connected to a Wi-Fi network, Find My iPod can't find it.

See "iCloud" on page 16 or "Setting up mail and other accounts" on page 15.

Cleaning iPod touch

Clean iPod touch immediately if it comes in contact with any contaminants that may cause stains, such as ink, dyes, makeup, dirt, food, oils, or lotions. To clean iPod touch, disconnect all cables and turn off iPod touch (press and hold the On/Off button, then slide the onscreen slider). Then use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, compressed air, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPod touch. Rubbing the screen with an abrasive material may scratch the glass.

For more information about handling iPod touch, see the *iPod touch Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.

Restarting or resetting iPod touch

If something isn't working right, try restarting iPod touch, force quitting an app, or resetting iPod touch.

Restart iPod touch: Press and hold the On/Off button until the red slider appears. Slide your finger across the slider to turn off iPod touch. To turn iPod touch back on, press and hold the On/Off button until the Apple logo appears.

If you can't turn off iPod touch or if the problem continues, you may need to reset iPod touch. A reset should be done only if turning iPod touch off and on doesn't resolve the problem.

Force an app to quit: Press and hold the On/Off button for a few seconds until a red slider appears, then press and hold the Home button ▢ until the app quits.

You can also force an app to quit by removing it from the recents list. See "Opening and switching apps" on page 18.

Reset iPod touch: Press and hold both the On/Off button and the Home button ▢ for at least ten seconds, until the Apple logo appears.

For more troubleshooting suggestions, see Appendix B, "Support and Other Information," on page 135.

Music

4

Adding music and audio

To get music and other audio content onto iPod touch:

- Purchase and download content from the iTunes Store on iPod touch. See Chapter 24, "iTunes Store," on page 93. You can also go to the iTunes Store from Music by tapping the Store button when browsing.
- Use Automatic Download to automatically download new music purchased on your other iOS devices and computers. See "iCloud" on page 16.
- Sync with iTunes on your computer. You can sync all of your media, or you can select specific songs and other items. See "Syncing with iTunes" on page 17.
- Use iTunes Match to store your music library in iCloud and access it on all your iOS devices and computers. See "iTunes Match" on page 39.

Playing songs and other audio

WARNING: For important information about avoiding hearing loss, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.

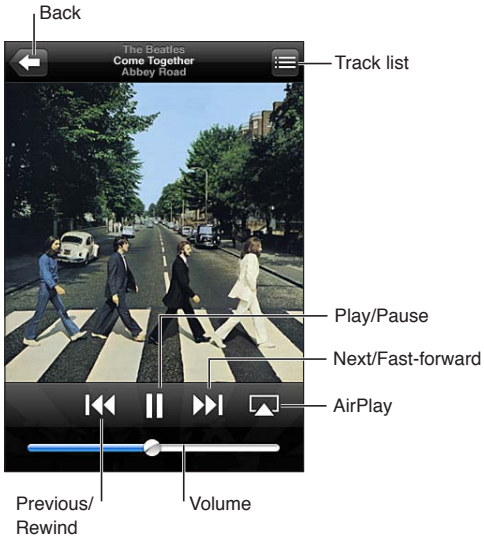
You can listen to audio from the internal speaker, headphones attached to the headphones port, or wireless Bluetooth stereo headphones paired with iPod touch. When headphones are connected, no sound comes out of the speaker.

The buttons along the bottom of the screen let you browse content on iPod touch by playlists, artists, songs, and other categories.

Play a song or other item: Tap the item.

Use the onscreen controls to control playback.

View the Now Playing screen: Tap Now Playing.



Customize the browse buttons	Tap More, tap Edit, then drag an icon over the button you want to replace.
Get more podcast episodes	Tap Podcasts (tap More first, if Podcasts isn't visible) then tap a podcast to see available episodes.
Shake to shuffle	Shake iPod touch to turn shuffle on and change songs. Shake again to change to another song. To turn Shake to Shuffle on or off, go to Settings > Music.
Play music on AirPlay speakers or Apple TV	Tap . See "AirPlay" on page 30.
Display a song's lyrics	Tap the album artwork while playing a song. (Lyrics appear if you've added them to the song using the song's Info window in iTunes and you've synced iPod touch with iTunes.)
Set options for Music	Go to Settings > Music.

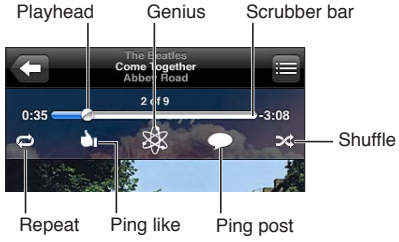
When using another app (iPod touch 3rd generation or later), you can display the audio playback controls by double-clicking the Home button ▢, then flicking from left to right along the bottom of the screen.

The controls operate the currently playing app, or—if the music is paused—the most recent app that played. The icon for the app appears on the right. Tap it to open the app. Flick right to display a volume control and the AirPlay button (while in range of an Apple TV or AirPlay speakers).

Double-clicking the Home button ▢ also displays audio playback controls when the screen is locked.

Additional audio controls

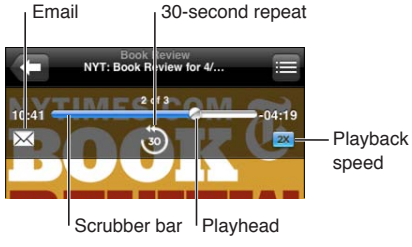
To display additional controls, tap the album artwork on the Now Playing screen. You can see elapsed time, remaining time, and the song number. The song's lyrics also appear, if you've added them to the song in iTunes.



Repeat songs	Tap ↻. ↻ = Repeat all songs in the album or list. ↻ = Repeat the current song only. ↻ = No repeat.
Shuffle songs	Tap ⤮. ⤮ = Shuffle songs. ⤮ = Play songs in order.
Skip to any point in a song	Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.
Make a Genius playlist	Tap ⚛. See "Genius" on page 40.
Use Ping	See "Following artists and friends" on page 95.

Podcast and audiobook controls

Podcast and audiobook controls and information appear on the Now Playing screen when you begin playback.



Set the playback speed	Tap 1X. Tap again to change the speed. 2X = Play at double speed. ½X = Play at half speed. 1X = Play at normal speed.
Skip to any point along the timeline	Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.
Show or hide the controls	Tap the center of the screen.
Hide podcast info	Go to Settings > Music.

Using Voice Control with Music

You can use Voice Control (iPod touch 3rd generation or later) to control music playback on iPod touch. See "Voice Control" on page 28.

Control music playback	Say "play" or "play music." To pause, say "pause" or "pause music." You can also say "next song" or "previous song."
Play an album, artist, or playlist	Say "play," then say "album," "artist," or "playlist" and the name.
Shuffle the current playlist	Say "shuffle."
Find out more about the currently playing song	Say "what's playing," "what song is this," "who sings this song," or "who is this song by."
Use Genius to play similar songs	Say "Genius," "play more like this," or "play more songs like this."
Cancel Voice Control	Say "cancel" or "stop."

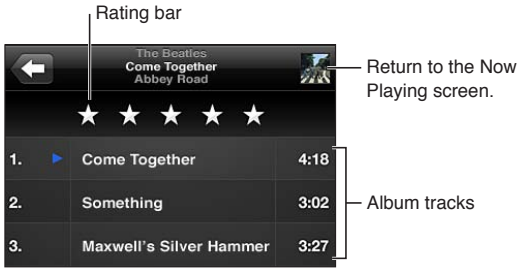
Browsing album artwork in Cover Flow

When you browse music, rotate iPod touch to see your iTunes content in Cover Flow and browse your music by album artwork.

Browse album artwork	Drag left or right.
See the tracks on an album	Tap the album artwork or ⓘ. Drag up or down to scroll; tap a track to play it.
Return to the artwork	Tap the title bar. Or tap ⓘ again.

Viewing tracks on an album

See all the tracks on the album that contains the current song: On the Now Playing screen, tap . Tap a track to play it. Tap the thumbnail to return to the Now Playing screen.



In track list view, you can assign ratings to songs. You can use ratings when creating smart playlists in iTunes.

Searching audio content

You can search the titles, artists, albums, and composers of songs, podcasts, and other audio content on iPod touch.

Search music: Enter text in the search field at the top of a song list, playlist, artist list, or other view of your Music content.

You can also search audio content from the Home screen. See "Searching" on page 27.

iTunes Match

iTunes Match stores your music library in iCloud—including songs imported from CDs—and lets you enjoy your collection anywhere, anytime on your iPod touch and other iOS devices and computers. iTunes Match is available as a paid subscription.

Note: iTunes Match is not available in all areas.

Subscribe to iTunes Match: In iTunes on your computer, choose Store > Turn On iTunes Match, then click the Subscribe button.

Once you subscribe, iTunes adds your music, playlists, and Genius Mixes to iCloud. Your songs that match music already in the iTunes Store are automatically available in iCloud. Any remaining songs are uploaded. You can download and play matched songs at iTunes Plus quality (256 kbps DRM-free AAC), even if your original was of lower quality. For more information, see www.apple.com/icloud/features.

Turn on iTunes Match	Go to Settings > Music. Turning on iTunes Match removes synced music from iPod touch, and disables Genius Mixes and Genius Playlists.

Genius

A Genius playlist is a collection of songs from your library that go great together. You can create Genius playlists in iTunes and sync them to iPod touch. You can also create and save Genius playlists directly on iPod touch.

A Genius Mix is a selection of songs of the same kind of music, recreated from your library each time you listen to the mix.

To use Genius on iPod touch, first turn on Genius in iTunes, then sync iPod touch with iTunes. Genius Mixes are synced automatically, unless you manually manage your music and choose which mixes you want to sync in iTunes. Genius is a free service, but it requires an Apple ID.

When you sync a Genius Mix, iTunes may select and sync songs from your library that you haven't specifically chosen to sync.

Browse Genius Mixes: Tap Genius (tap More first, if Genius isn't visible). Flick left or right to access your other mixes. To play a mix, tap ▶.

Make a Genius playlist: View Playlists, then tap Genius Playlist and choose a song in the list.

To make a Genius playlist from the Now Playing screen, tap to display the controls, then tap ⚛.

Save a Genius playlist	In the playlist, tap Save. The playlist is saved in Playlists with the title of the song you picked. Genius playlists created on iPod touch are synced with iTunes the next time you connect.
Refresh a Genius playlist	In the playlist, tap Refresh.
Make a Genius playlist using a different song	Tap Genius Playlist, then tap New and pick a song.
Delete a saved Genius playlist	Tap the Genius playlist, then tap Delete.

Note: Once a Genius playlist is synced to iTunes, you can't delete it directly from iPod touch. Use iTunes to edit the playlist name, stop syncing, or delete the playlist.

Playlists

You can create and edit your own playlists on iPod touch, or edit playlists synced from iTunes on your computer.

Create a playlist: View Playlists, then tap "Add Playlist" near the top of the list. Enter a title, tap to select songs and videos you want to include, then tap Done.

When you make a playlist and then sync iPod touch to your computer, the playlist is synced to your iTunes library.

Edit a playlist: View Playlists and select the playlist to edit. Tap Edit, then:

To add more songs: Tap +.

To delete a song: Tap . Deleting a song from a playlist doesn't delete it from iPod touch.

To move a song higher or lower in the list: Drag .

Your edits are copied to the playlist in your iTunes library, either the next time you sync iPod touch with your computer, or wirelessly via iCloud if you've subscribed to iTunes Match.

Delete a playlist	In Playlists, tap the playlist you want to delete, then tap Delete.
Clear a playlist	In Playlists, tap the playlist you want to clear, then tap Clear.
Delete a song from iPod touch	In Songs, swipe the song and tap Delete. The song is deleted from iPod touch, but not from your iTunes library on your Mac or PC.

Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPod touch from the iTunes library on your Mac or PC. iPod touch and your computer must be on the same Wi-Fi network. On your computer, iTunes must be open, with Home Sharing turned on and logged in using the same Apple ID as Home Sharing on iPod touch.

Note: Home Sharing requires iTunes 10.2 or later, available at www.itunes.com/download. Bonus content, such as digital booklets and iTunes Extras, can't be shared.

Play music from your iTunes library on iPod touch:

1. In iTunes on your computer, choose Advanced > Turn On Home Sharing.
2. Log in, then click Create Home Share.
3. On iPod touch, go to Settings > Music, then log in to Home Sharing using the same Apple ID and password.
4. In Music, tap More, then tap Shared and choose your computer's library.

Return to content on iPod touch	Tap Shared and choose My iPod touch.

Videos

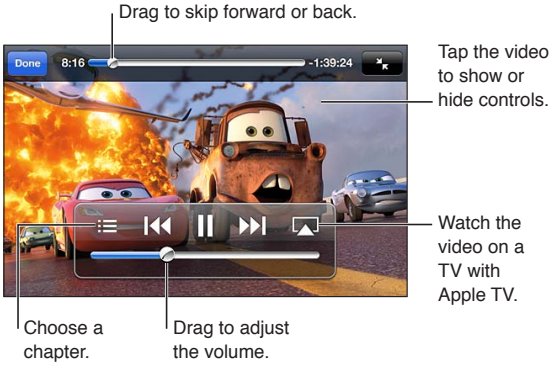
5

About Videos

With iPod touch, you can view movies, music videos, and video podcasts from iTunes, and, if they're available in your area, TV shows.

Playing videos

Play a video: Tap the video.



Cars 2 is available on iTunes. *Cars 2* © Disney/Pixar.

Show or hide the playback controls	While a video is playing, tap the screen.
Adjust the volume	Drag the volume slider, or use the iPod touch volume buttons.
Scale a video to fill the screen or fit to the screen	Tap ⛶ or ⛶. Or, double-tap the video.
Pause or resume playback	Tap ⏸ or ▶.
Start over from the beginning	If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏮. If you're less than 5 seconds into the video, the previous video in your library opens.
Skip to a specific chapter	Tap ☰, then choose a chapter. (Not always available.)
Skip to the next chapter	Tap ⏭. (Not always available.)
Skip to the previous chapter	Tap ⏮. If you're less than 5 seconds into the video, the previous video in your library opens. (Not always available.)

Rewind or fast-forward	Touch and hold ⏮ or ⏭.
Stop watching a video	Tap Done.
Select a different audio language (if available)	Tap 💬, then choose a language from the Audio list.
Show or hide subtitles (if available)	Tap 💬, then choose a language, or Off, from the Subtitles list.
Show or hide closed captioning (if available)	Go to Settings > Video.

Searching for videos

You can search the titles of movies, TV shows, and video podcasts on iPod touch.

Search your videos: Tap the status bar at the top of the screen to reveal the search field, then tap the field and enter text.

You can also search for videos from the Home screen. See "Searching" on page 27.

Watching rented movies

You can rent movies from the iTunes Store and watch them on iPod touch. You can download rented movies directly to iPod touch, or transfer them from iTunes on your computer to iPod touch. (Rented movies may not be available in all areas.)

Rented movies expire, and once you start watching, you have a limited amount of time to finish. The time remaining appears near the title. Rented items are deleted when they expire. Before renting a movie, check the iTunes Store for the rental period. For information, see "Purchasing or renting videos" on page 94.

View a rented movie: Tap the video you want to watch. If you don't see the video in your list, it might still be downloading.

Transfer rented movies to iPod touch: Connect iPod touch to your computer. Then select iPod touch in the iTunes sidebar, click Movies, and select the rented movies you want to transfer. Your computer must be connected to the Internet. Movies rented on iPod touch can't be transferred to a computer.

On iPod touch 3rd generation, you can transfer rented movies between iPod touch and your computer. On iPod touch 4th generation, you can transfer rented movies between iPod touch and your computer only if they were rented in iTunes on your computer. Movies rented on iPod touch 4th generation can't be transferred to your computer.

Watching videos on a TV

You can stream videos wirelessly to your TV using AirPlay and Apple TV, or connect iPod touch to your TV using any of the following:

- Apple Digital AV Adapter and an HDMI cable (iPod touch 4th generation)
- Apple Component AV Cable
- Apple Composite AV Cable
- Apple VGA Adapter and a VGA cable

Apple cables, adapters, and docks are available for purchase separately in many countries. Go to www.apple.com/ipodstore or check with your local Apple retailer.

Stream videos using AirPlay: Start video playback, then tap and choose your Apple TV from the list of AirPlay devices. If doesn't appear or if you don't see Apple TV in the list of AirPlay devices, make sure it's on the same wireless network as iPod touch.

While video is playing, you can exit Videos and use other apps. To return playback to iPod touch, tap and choose iPod touch.

Stream videos using a cable: Use the cable to connect iPod touch to your TV or AV receiver and select the corresponding input.

Connect using an Apple Digital AV Adapter (iPod touch 4th generation)	Attach the Apple Digital AV Adapter to the iPod touch Dock connector. Use an HDMI cable to connect the HDMI port of the adapter to your TV or receiver. To keep iPod touch charged while watching videos, use an Apple Dock Connector to USB Cable to connect the 30-pin port of the adapter to your computer, or to a USB Power Adapter plugged into a power outlet.
Connect using an AV cable	Use the Apple Component AV Cable, Apple Composite AV Cable, or other authorized iPod touch-compatible cable. You can also use these cables with the Apple Universal Dock to connect iPod touch to your TV. You can use the dock's remote to control playback.
Connect using a VGA Adapter	Attach the VGA Adapter to the iPod touch Dock connector. Connect the VGA Adapter with a VGA cable to a compatible TV, projector, or VGA display.

The Digital AV Adapter supports high-definition video up to 720p, with audio.

Deleting videos from iPod touch

You can delete videos from iPod touch to save space. Deleting a video from iPod touch (other than a rented movie) doesn't delete the video from your iTunes library. It may reappear on iPod touch if the video in iTunes is still set to sync.

Important: If you delete a rented movie from iPod touch, it's deleted permanently and cannot be transferred back to your computer.

Delete a video: In the videos list, swipe left or right over the video, then tap Delete.

Using Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPod touch from the iTunes library on your Mac or PC. For information, see "Home Sharing" on page 41.

Setting a sleep timer

You can set iPod touch to stop playing music or videos after a period of time.

Set a sleep timer: From the Home screen choose Clock > Timer, then flick to set the number of hours and minutes. Tap When Timer Ends and choose Sleep iPod, tap Set, then tap Start to start the timer.

When the timer ends, iPod touch stops playing music or video, closes any other open app, and then locks itself.

Converting videos for iPod touch

You can add videos other than those purchased from the iTunes Store to iPod touch, such as videos you create in iMovie on a Mac, or videos you download from the Internet and then add to iTunes. If you try to add a video from iTunes to iPod touch and a message says the video can't play on iPod touch, you can convert the video.

Convert a video to work with iPod touch: Select the video in your iTunes library and choose Advanced > "Create iPod or iPhone Version." Then add the converted video to iPod touch.

Messages

6

Sending and receiving messages

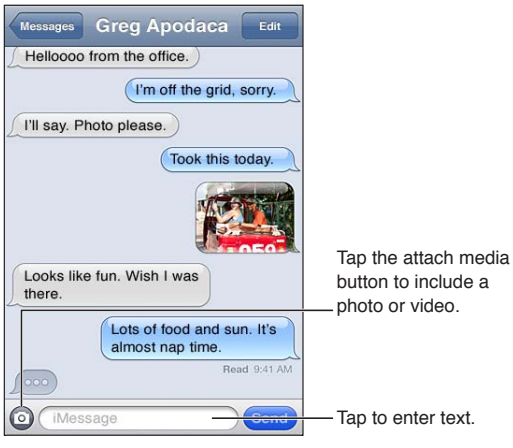
Using the Messages app and the built-in iMessage service, you can send free text messages over Wi-Fi to other iOS 5 users. Messages can include photos, videos, and other info. You can see when the other person is typing, and let others be notified when you've read their messages. Because iMessages are displayed on all of your iOS 5 devices logged in to the same account, you can start a conversation on one of your devices, then continue it on another device. Messages are also encrypted.

Note: Cellular data charges or additional fees may apply for iPhone and iPad users you exchange messages with over their cellular data network.

Send a text message: Tap, then tap and choose a contact, search your contacts by entering a name, or enter a phone number or email address manually. Enter the message, then tap Send.

Note: An alert badge appears if a message can't be sent. If the alert appears in the address field, make sure you enter the name, phone number, or email address of another iOS 5 user. In a conversation, tap the alert to try sending the message again.

Conversations are saved in the Messages list. A blue dot indicates unread messages. Tap a conversation to view or continue it. In an iMessage conversation, your outgoing messages appear in blue.



Use emoji characters	Go to Settings > General > Keyboard > International Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. To enter emoji characters when typing a message, tap to bring up the Emoji keyboard. See "Switching keyboards" on page 131.
Resume a previous conversation	Tap the conversation in the Messages list, then enter a message and tap Send.
Display earlier messages in the conversation	Scroll to the top (tap the status bar) and tap Load Earlier Messages.
Receive messages using another address	Go to Settings > Messages > Receive At > Add Another Email.
Follow a link in a message	Tap the link. A link may open a webpage in Safari, or add a phone number to your contacts, for example.
Forward a conversation	Select a conversation, then tap Edit. Select parts to include, then tap Forward.
Add someone to your contacts list	Tap a phone number in the Messages list, then tap "Add to Contacts."
Notify others when you've read their messages	Go to Settings > Messages and turn on Send Read Receipts.
Set other options for Messages	Go to Settings > Messages.
Manage notifications for messages	See "Notifications" on page 101.
Set the alert sound for incoming text messages	See "Sounds" on page 102.

Sending messages to a group

Group messaging lets you send a message to multiple recipients.

Send messages to a group: Tap , then enter multiple recipients.

Sending photos, videos, and more

You can send photos, videos, locations, contact info, and voice memos.

Send a photo or video: Tap .

The size limit of attachments is determined by your service provider. iPod touch may compress photo and video attachments, if necessary.

Send a location	In Maps, tap for a location, tap Share Location (bottom of screen), then tap Message.
Send contact info	In Contacts, choose a contact, tap Share Contact (bottom of screen), then tap Message.
Send a voice memo	In Voice Memos, tap , tap the voice memo, tap Share, then tap Message.
Save a photo or video you receive to your Camera Roll album	Tap the photo or video, then tap .
Copy a photo or video	Touch and hold the attachment, then tap Copy.
Save contact information you receive	Tap the contact bubble, then tap Create New Contact or "Add to Existing Contact."

Editing conversations

If you want to keep just part of a conversation, you can delete the parts you don't want. You can also delete entire conversations from the Messages list.

Edit a conversation: Tap Edit, select the parts to delete, then tap Delete.

Clear all text and attachments, without deleting the conversation	Tap Edit, then tap Clear All.
Delete a conversation	Swipe the conversation, then tap Delete.

Searching messages

You can search the content of conversations in the Messages list.

Search a conversation: Tap the top of the screen to display the search field, then enter the text you're looking for.

You can also search conversations from the Home screen. See "Searching" on page 27.

FaceTime

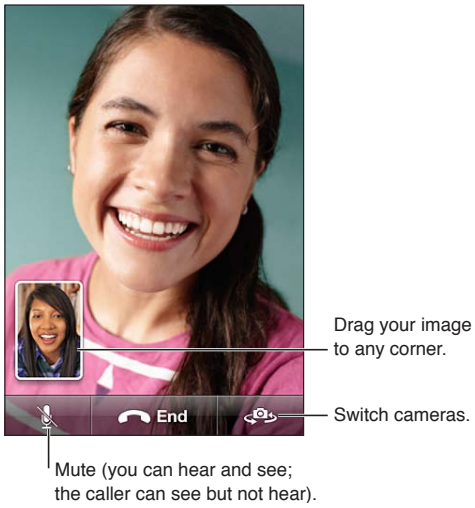
7

About FaceTime

FaceTime lets you make video calls over Wi-Fi. Use the front camera to talk face-to-face, or the main camera to share what you see around you.

To use FaceTime, you need iPod touch 4th generation and a Wi-Fi connection to the Internet. The person you call must also have an iOS device or computer that works with FaceTime.

Note: FaceTime may not be available in all areas.



Making a FaceTime call

To make a FaceTime call, choose someone from your contacts, favorites, or list of recent calls.

When you open FaceTime, you may be prompted to sign in using your Apple ID, or to create a new account.

Call a contact: Tap Contacts, choose a name, then tap FaceTime. If you don't see the FaceTime button, make sure FaceTime is turned on. Go to Settings > FaceTime.

Call using Voice Control	Press and hold the Home button until the Voice Control screen appears and you hear a beep. Then say "FaceTime," followed by the name of the person you want to call.
Restart a recent call	Tap Recents, then choose a name or number.
Call a favorite	Tap Favorites, then tap a name in the list.
Add a contact	Tap Contacts, tap +, then enter the person's name and their email address or phone number that they use for FaceTime. For a contact outside your region, be sure to enter the complete number, including country code and area code.
Set options for FaceTime	Go to Settings > FaceTime.

While on a FaceTime call

While talking to someone using FaceTime, you can switch cameras, change camera orientation, mute your microphone, move your picture-in-picture display, open another app, and finally, end your call.

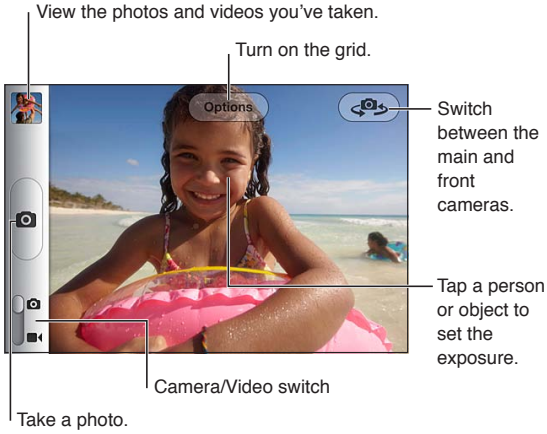
Switch between the front and main cameras	Tap .
Change the camera orientation	Rotate iPod touch. The image your friend sees changes to match. To avoid unwanted orientation changes as you move the camera around, lock iPod touch in portrait orientation. See "Viewing in portrait or landscape orientation" on page 20.
Mute the call	Tap . Your friend can still see you, and you can still see and hear your friend.
Move your picture-in-picture display	Drag the inset window to any corner.
Use another app during a call	Press the Home button , then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the video, tap the green bar at the top of the screen.
End the call	Tap **End**.

Camera

8

About Camera

With iPod touch 4th generation, the built-in camera lets you take both still photos and videos. There's a camera on the back, and a front camera for FaceTime and self-portraits.

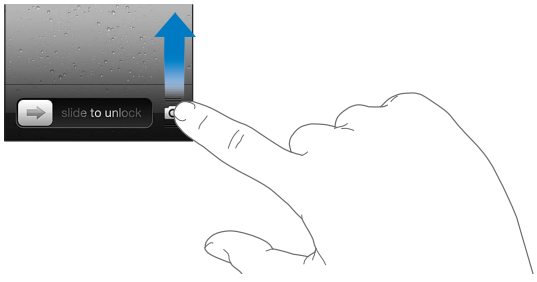


If Location Services is turned on, photos and videos are tagged with location data that can be used by some apps and photo-sharing websites. See "Location Services" on page 102.

Note: If Location Services is turned off when you open Camera, you may be asked to turn it on. You can use Camera without Location Services.

Taking photos and videos

To quickly open Camera when iPod touch is locked, press the Home button ▢ or the On/Off button, then drag 📷 up.



Take a photo: Make sure the Camera/Video switch is set to , then aim iPod touch and tap . You can also take a photo by pressing the volume up button.

Record a video: Slide the Camera/Video switch to , then tap to start or stop recording, or press the volume up button.

When you take a photo or start a video recording, iPod touch makes a shutter sound. You can control the volume with the volume buttons.

Note: In some areas, the shutter sound can't be silenced.

Zoom in or out	Pinch the screen (main camera, in camera mode only).
Turn on the grid	Tap Options.
Set the exposure	Tap a person or object on the screen.
Lock the exposure	Touch and hold the screen until the rectangle pulses. AE Lock appears on the screen, and the exposure remains locked until you tap the screen again.
Take a screenshot	Press and release the On/Off button and the Home button at the same time. The screenshot is added to your Camera Roll album. ***Note:*** On an iPod touch without a camera, screenshots are added to the Saved Photos album.

Viewing, sharing, and printing

The photos and videos you take with Camera are saved in your Camera Roll album.

View your Camera Roll album: Flick left-to-right, or tap the thumbnail image in the lower-left corner of the screen. You can also view your Camera Roll album in the Photos app.

To take more photos or videos, tap .

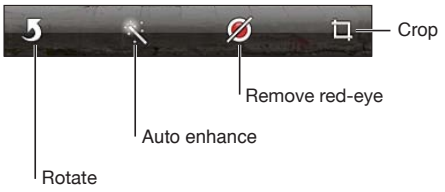
If you have Photo Stream turned on in Settings > iCloud, new photos also appear in your Photo Stream album, and are streamed to your other iOS devices and computers. See "iCloud" on page 16.

For more information about viewing and sharing photos and videos, see "Sharing photos and videos" on page 57 and "Uploading photos and videos to your computer" on page 53.

Show or hide the controls while viewing a full-screen photo or video	Tap the screen.
Email or text a photo or video	Tap .
Tweet a photo	View the photo in full screen, tap , then tap Tweet. You must be logged in to your Twitter account. Go to Settings > Twitter. To include your location, tap Add Location.
Print a photo	Tap . See "Printing" on page 26.
Delete a photo or video	Tap .

Editing photos

You can rotate, enhance, remove red-eye, and crop photos. Enhancing improves a photo's overall darkness or lightness, color saturation, and other qualities.



Edit a photo: While viewing a photo in full screen, tap Edit, then choose a tool.

With the red-eye tool, tap each eye to correct it. To crop, drag the corners of the grid, drag the photo to reposition it, then tap Crop. You can also tap Constrain when cropping, to set a specific ratio.

Trimming videos

You can trim the frames from the beginning and end of a video that you just recorded, or from any other video in your Camera Roll album. You can replace the original video, or save the trimmed version as a new video clip.

Trim a video: While viewing a video, tap the screen to display the controls. Drag either end of the frame viewer at the top of the video, then tap Trim.

Important: If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose "Save as New Clip," a new trimmed video clip is saved in your Camera Roll album and the original video is unaffected.

Uploading photos and videos to your computer

You can upload the photos and videos you take with Camera to photo applications on your computer, such as iPhoto on a Mac.

Upload photos and videos to your computer: Connect iPod touch to your computer using the Dock Connector to USB Cable.

- *Mac:* Select the photos and videos you want, then click the Import or Download button in iPhoto or other supported photo application on your computer.
- *PC:* Follow the instructions that came with your photo application.

If you delete the photos and videos from iPod touch when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos and videos to the Photos app on iPod touch (videos can be synced only with a Mac). See "Syncing with iTunes" on page 17.

Photo Stream

With Photo Stream—a feature of iCloud—photos you take on iPod touch are automatically uploaded to iCloud and pushed to all your other devices that have Photo Stream enabled. Photos uploaded to iCloud from your other devices and computers are also pushed to your Photo Stream album on iPod touch. See "iCloud" on page 16.

Turn on Photo Stream: Go to Settings > iCloud > Photo Stream.

New photos you've taken are uploaded to your Photo Stream when you leave the Camera app and iPod touch is connected to the Internet via Wi-Fi. Any other photos added to your Camera Roll—including photos downloaded from email and text messages, images saved from web pages, and screenshots—are also uploaded to your Photo Stream and pushed to your other devices. Photo Stream can share up to 1000 of your most recent photos across your iOS devices. Your computers can keep all your Photo Stream photos permanently.

Save photos to iPod touch from Photo Stream	In your Photo Stream album, tap , select the photos you want to save, then tap Save.
Delete a photo from iCloud	In your Photo Stream album, select the photo, then tap .
Delete multiple photos from iCloud	In your Photo Stream album, tap , select the photos you want to delete, then tap Delete.

Note: To delete photos from Photo Stream, you need iOS 5.1 or later on iPod touch and all of your other iOS devices. See support.apple.com/kb/HT4486.

Although deleted photos are removed from the Photo Stream on your devices, the original remains in the Camera Roll album on the device the photo originated from.

Photos

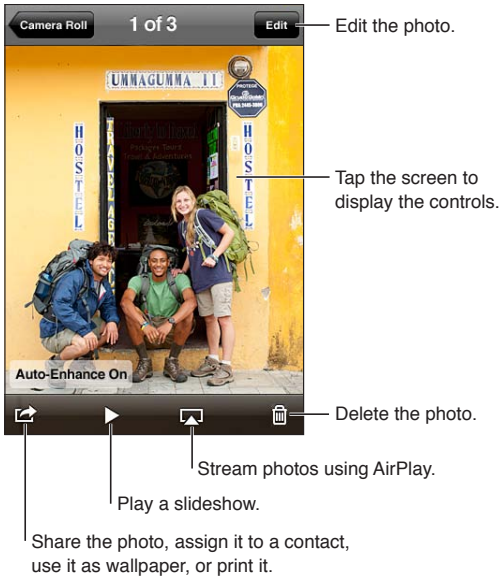
9

Viewing photos and videos

Photos lets you view photos and videos on iPod touch, in your:

- Camera Roll album—photos and videos you take with the built-in camera, or save from an email, text message, or webpage
- Photo Stream album—photos streamed from iCloud (see "Photo Stream" on page 54)
- Photo Library and other albums synced from your computer (see "Syncing with iTunes" on page 17)

Note: Camera and video features are available only on iPod touch 4th generation. On iPod touch 3rd generation or earlier, the Camera Roll album is named Saved Photos.



View photos and videos: Tap an album, then tap a thumbnail to see the photo or video in full screen.

Albums you sync with iPhoto 8.0 (iLife '09) or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. You can also view photos by location, if they were taken with a camera that supports geotagging.

Show or hide the controls	Tap the full-screen photo or video.
See the next or previous photo or video	Flick left or right.
Zoom in or out	Double-tap or pinch.
Pan a photo	Drag the photo.
Play a video	Tap ▶ in the center of the screen.
View a video in full screen, or fit to screen	Double-tap the video.
Stream a video to an HDTV	See "AirPlay" on page 30.
Edit photos or trim videos	See "Editing photos" or "Trimming videos" on page 53.

Viewing slideshows

View a slideshow: Tap an album to open it, then tap a photo and tap ▶. Select slideshow options, then tap Start Slideshow.

Stream a slideshow to an HDTV	See "AirPlay" on page 30.
Stop a slideshow	Tap the screen.
Set additional options	Go to Settings > Photos.

Organizing photos and videos

You can create, rename, and delete albums on iPod touch to help you organize your photos and videos.

Create an album: When viewing albums, tap Edit, then tap Add. Select photos to add to the new album, then tap Done.

Note: Albums created on iPod touch aren't synced back to your computer.

Rename an album	Tap Edit, then select an album.
Rearrange albums	Tap Edit, then drag ☰ up or down.
Delete an album	Tap Edit, then tap ⊖.

Sharing photos and videos

Send a photo or video in an email, text message, or Tweet: Choose a photo or video, then tap . If you don't see , tap the screen to show the controls.

Note: Video features are available only on iPod touch 4th generation. To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

The size limit of attachments is determined by your service provider. iPod touch may compress photo and video attachments, if necessary.

Send multiple photos or videos	While viewing thumbnails, tap , select the photos or videos, then tap Share.
Copy a photo or video	Touch and hold the photo or video, then tap Copy.
Copy multiple photos or videos	Tap in the upper-right corner of the screen. Select the photos and videos, then tap Copy.
Paste a photo or video in an email or text message	Touch and hold where you want to place the photo or video, then tap Paste.
Save a photo or video from an email message	Tap to download the item if necessary, tap the photo or touch and hold the video, then tap Save.
Save a photo or video from a text message	Tap the image in the conversation, tap , than tap Save.
Save a photo from a webpage	Touch and hold the photo, then tap Save Image.
Share a video on YouTube	While viewing a video, tap , then tap "Send to YouTube."

Photos and videos that you receive, or that you save from a webpage, are saved to your Camera Roll album (or to Saved Photos, on an iPod touch with no camera).

Printing photos

Print a photo: Tap , then tap Print.

Print multiple photos: While viewing a photo album, tap . Select the photos you want to print, then tap Print.

For more information, see "Printing" on page 26.

Game Center

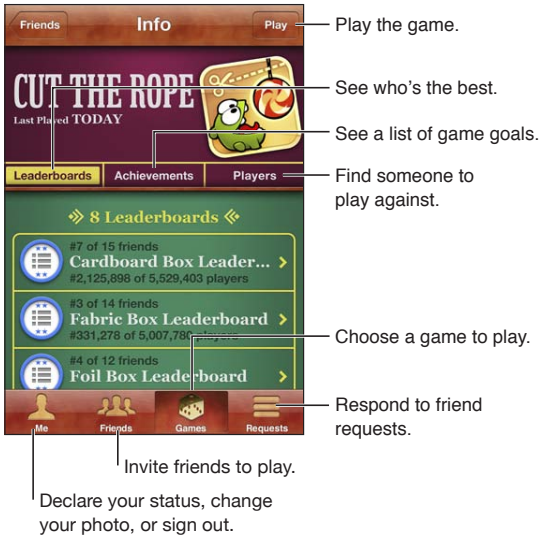
10

About Game Center

Discover new games and share your game experiences with friends around the world in Game Center (iPod touch 3rd generation or later). Invite friends to play, or use auto-match to find other worthy opponents. Earn bonus points by achieving specific accomplishments in a game, see what your friends have achieved, and check leaderboards to see who the best players are.

Note: Game Center may not be available in all areas, and game availability may vary.

To use Game Center, you need an Internet connection and an Apple ID. You can use the same Apple ID you use for iCloud or Store purchases, or create a new one if you want a separate Apple ID for gaming, as described below.



Signing in to Game Center

Sign in: Open Game Center. If you see your nickname and photo at the top of the screen, you're already signed in. If not, enter your Apple ID and password, then tap Sign In. Or, tap Create New Account to create a new Apple ID.

Add a photo	Tap the photo next to your name.
Declare your status	Tap Me, tap the status bar, then enter your status.
View your account settings	Tap Me, tap the Account banner, then tap View Account.
Sign out	Tap Me, tap the Account banner, then tap Sign Out. You don't need to sign out each time you quit Game Center.

Purchasing and downloading games

Games for the Game Center are available from the App Store.

Purchase and download a game: Tap Games, then tap a recommended game or tap Find Game Center Games.

Purchase a game your friend has	Tap Friends, then tap the name of your friend. Tap a game in your friend's list of games, then tap the price of the game below its name at the top of the screen.

Playing games

Play a game: Tap Games, choose a game, then tap Play.

See a list of top scorers	Tap Games, then choose the game and tap Leaderboard.
See the achievements you can try for	Tap Games, choose a game, then tap Achievements.
Return to Game Center after playing	Press the Home button, then tap Game Center on the Home screen.

Playing with friends

Game Center can put you in contact with players around the world. Add friends to Game Center by making a request, or by accepting a request from another player.

Invite friends to a multiplayer game: Tap Friends, choose a friend, choose a game, and tap Play. If the game allows or requires additional players, choose additional players to invite, then tap Next. Send your invitation, then wait for the others to accept. When everyone is ready, start the game.

If a friend isn't available or doesn't respond to your invitation, you can tap Auto-Match to have Game Center find another player for you, or tap Invite Friend to try inviting some other friend.

Send a friend request	Tap Friends or Requests, tap +, then enter your friend's email address or Game Center nickname. Tap ⊕ to browse your contacts. To add several friends in one request, type Return after each address.
Respond to a friend request	Tap Requests, tap the request, then tap Accept or Ignore. To report a problem with the request, flick up and tap "Report a Problem."
See the games a friend plays and check your friend's scores	Tap Friends, tap your friend's name, then tap Games or Points.

Search for someone in your list of friends	Tap the status bar to scroll to the top of the screen, then tap the search field and start typing.
Prevent game invitations from others	Turn off Game Invites in your Game Center account settings. See "Game Center settings" below.
Keep your email address private	Turn off Find Me By Email in your Game Center account settings. See "Game Center settings" below.
Disable all multiplayer activity	Go to Settings > General > Restrictions > Game Center and turn off Multiplayer Games.
Disallow friend requests	Go to Settings > General > Restrictions > Game Center and turn off Adding Friends.
See a list of a friend's friends	Tap Friends, tap the friend's name, then tap Friends just below their picture.
Remove a friend	Tap Friends, tap a name, then tap Unfriend.
Report offensive or inappropriate behavior	Tap Friends, tap the person's name, then tap "Report a Problem."

Game Center settings

Some Game Center settings are associated with the Apple ID you use to sign in. Others are in the Settings app on iPod touch.

Change Game Center settings for your Apple ID: Sign in with your Apple ID, tap Me, tap the Account banner, then choose View Account.

Specify which notifications you want for Game Center: Go to Settings > Notifications > Game Center. If Game Center doesn't appear, turn on Notifications.

Change restrictions affecting Game Center: Go to Settings > General > Restrictions > Game Center.

Mail

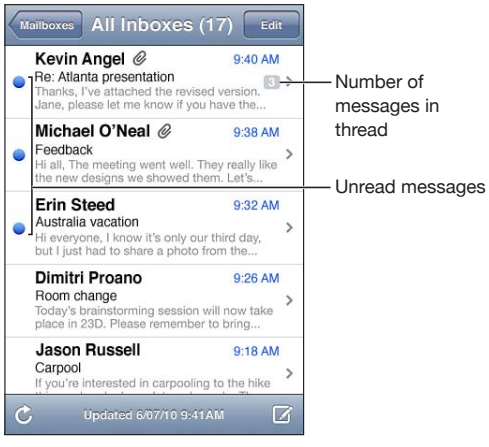
11

Mail works with iCloud, Microsoft Exchange, and many of the most popular email systems—including Yahoo!, Google, Hotmail, and AOL—as well as other industry-standard POP3 and IMAP email systems. You can send and receive photos, videos, and graphics, and view PDFs and other attachments. You can also print messages, and attachments that open in Quick Look.

Checking and reading email

In Mail, the Mailboxes screen provides quick access to all your inboxes and other mailboxes.

When you open a mailbox, Mail retrieves and displays the most recent messages. You can set the number of messages retrieved, in Mail settings. See "Mail accounts and settings" on page 64.



Organize messages by thread	Go to Settings > Mail, Contacts, Calendars and turn Organize By Thread on or off. If you organize messages by thread, related messages appear as a single entry in the mailbox.
Check for new messages	Choose a mailbox, or tap ↻ at any time.
Load more messages	Scroll to the bottom of the list of messages and tap Load More Messages.
Zoom in on part of a message	Double-tap an area of the message. Double-tap again to zoom out. Or pinch apart or together to zoom in or out.

Resize a column of text to fit the screen	Double-tap the text.
See all the recipients of a message	Tap Details. Tap a name or email address to see the recipient's contact information. Then tap a phone number or email address to contact the person.
Add an email recipient to your contacts list	Tap the message and, if necessary, tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact."
Flag or mark a message as unread	Open the message and, if necessary, tap Details. Then tap Mark. To mark multiple messages as unread, see "Organizing mail" on page 64.
Open a meeting invitation	Tap the invitation. See "Responding to invitations" on page 74.

Working with multiple accounts

If you set up more than one account, the Accounts section of the Mailboxes screen lets you access those accounts. You can also tap All Inboxes to see all of your incoming messages in a single list. For information about adding accounts, see "Mail accounts and settings" on page 64.

When you compose a new message, tap the From field and select the account to send the message from.

Sending mail

You can send an email message to anyone who has an email address.

Compose a message: Tap ✎

Add a recipient from Contacts	Type a name or email address in the To field, or tap ⊕.
Rearrange recipients	To move a recipient from one field to another, such as from To to Cc, drag the recipient's name to the new location.
Make text bold, italic, or underlined	Tap the insertion point to display the selection buttons, then tap Select. Drag the points to select the text that you want to style. Tap ▶, then tap B/I/U. Tap Bold, Italics, or Underline to apply the style.
Send a photo or video in an email message	In Photos, choose a photo or video, tap ⎋, then tap Email Photo or Email Video. You can also copy and paste photos and videos. To send multiple photos or videos, tap ⎋ while viewing thumbnails in an album. Tap to select the photos and videos, tap Share, then tap Email.
Save a draft of a message to finish later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox. Touch and hold ✎ to quickly access it.
Reply to a message	Tap ↩, then tap Reply. Files or images attached to the initial message aren't sent back. To include the attachments, forward it instead of replying.
Quote a portion of the message you're replying to or forwarding	Touch and hold to select text. Drag the grab points to select the text you want to include in your reply, then tap ↩. To change the indentation of quoted text, touch and hold to select text, then tap ▶. Tap Quote Level, then tap Increase or Decrease.
Forward a message	Open a message and tap ↩, then tap Forward.
Share contact information	In Contacts, choose a contact, tap Share Contact at the bottom of the Info screen.

Using links and detected data

iPod touch detects web links, phone numbers, email addresses, dates, and other types of information that you can use to open a webpage, create a preaddressed email message, create or add information to a contact, or perform some other useful action. Detected data appears as blue underlined text.

Tap the data to use its default action, or touch and hold to see other actions. For example, for an address, you can display its location in Maps, or add it to Contacts.

Viewing attachments

iPod touch displays image attachments in many commonly used formats (JPEG, GIF, and TIFF) inline with the text in email messages. iPod touch can play many types of audio attachments, such as MP3, AAC, WAV, and AIFF. You can download and view files (such as PDF, webpage, text, Pages, Keynote, Numbers, and Microsoft Word, Excel, and PowerPoint documents) that are attached to messages you receive.

View an attached file: Tap the attachment to open it in Quick Look. You may need to wait while it downloads before viewing.

Open an attached file	Touch and hold the attachment, then choose an app to open it. If neither Quick Look nor your apps support the file, you can see the name of the file but you can't open it.
Save an attached photo or video	Touch and hold the photo or video, then tap Save Image or Video. The item is saved to your Camera Roll album in the Photos app.

Quick Look supports the following document types:

.doc, .docx	Microsoft Word
.htm, .html	webpage
.key	Keynote
.numbers	Numbers
.pages	Pages
.pdf	Preview, Adobe Acrobat
.ppt, .pptx	Microsoft PowerPoint
.rtf	Rich Text Format
.txt	text
.vcf	contact information
.xls, .xlsx	Microsoft Excel

Printing messages and attachments

You can print email messages, and attachments that can be viewed in Quick Look.

Print an email message: Tap ↩, then tap Print.

Print an inline image	Touch and hold the image, then tap Save Image. Then open Photos and print the image from your Camera Roll album.
Print an attachment	Tap the attachment to view it in Quick Look, then tap ⬆ and tap Print.

For more information, see "Printing" on page 26.

Organizing mail

You can organize messages in any mailbox, folder, or search results window. You can delete or mark messages as read. You can also move messages from one mailbox or folder to another in the same account or between different accounts. You can add, delete, or rename mailboxes and folders.

Delete a message: Open the message and tap 🗑.

You can also delete a message directly from the mailbox message list by swiping left or right over the message title, then tapping Delete.

Some mail accounts support archiving messages instead of deleting them. When you archive a message, it's moved from your Inbox to All Mail. Turn archiving on or off in Settings > Mail, Contacts, Calendars.

Recover a message	Deleted messages are moved to the Trash mailbox. To change how long a message stays in the Trash before being deleted permanently, go to Settings > Mail, Contacts, Calendars. Then tap Advanced.
Delete or move multiple messages	While viewing a list of messages, tap Edit, select the messages you want to delete, then tap Move or Delete.
Move a message to another mailbox or folder	While viewing a message, tap 📁, then choose a mailbox or folder.
Add a mailbox	Go to the mailboxes list, tap Edit, then tap New Mailbox.
Delete or rename a mailbox	Go to the mailboxes list, tap Edit and then tap a mailbox. Enter a new name or location for the mailbox. Tap Delete Mailbox to delete it and its contents.
Flag and mark multiple messages as read	While viewing a list of messages, tap Edit, select the messages you want then tap Mark. Choose either Flag or Mark as Read.

Searching mail

You can search the To, From, Subject and body text of email messages. Mail searches the downloaded messages in the current mailbox. For iCloud, Exchange, and some IMAP mail accounts, you can also search messages on the server.

Search email messages: Open a mailbox, scroll to the top, and enter text in the Search field. Tap From, To, Subject, or All to choose which fields you want to search. If your mail account supports it, messages on the server are also searched.

Mail messages can also be included in searches from the Home screen. See "Searching" on page 27.

Mail accounts and settings

Accounts

Settings for Mail and your mail accounts are in Settings > Mail, Contacts, Calendars. You can set up:

- Microsoft Exchange
- iCloud
- MobileMe
- Google
- Yahoo!
- AOL
- Microsoft Hotmail
- Other POP and IMAP mail systems

Some settings depend on the type of account. Your service provider or system administrator can provide the information you need to enter.

Change an account's settings: Go to Settings > Mail, Contacts, Calendars, choose an account, then make the changes you want.

Stop using an account	Go to Settings > Mail, Contacts, Calendars, choose an account, then turn off an account service (such as Mail, Calendars, or Notes). If an account service is off, iPod touch doesn't display or sync information with that account service until you turn it back on. This is a good way to stop receiving work email while on vacation, for example.
Store drafts, sent messages, and deleted messages on iPod touch	For IMAP accounts, you can change the location of the Draft, Deleted, and Sent mailboxes. Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced.
Set how long before messages are removed permanently from Mail	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Tap Remove, then choose a time: Never, or after one day, one week, or one month.
Adjust email server settings	Go to Settings > Mail, Contacts, Calendars, then choose an account. Ask your network administrator or Internet service provider for the correct settings.
Adjust SSL and password settings	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Ask your network administrator or Internet service provider for the correct settings.
Turn Archive Messages on or off	Go to Settings > Mail, Contacts, Calendars, choose your account, then turn Archive Messages on or off. See "Organizing mail" on page 64.
Delete an account	Go to Settings > Mail, Contacts, Calendars, choose an account, then scroll down and tap Delete Account. All email and the contacts, calendar, and bookmark information synced with the account are removed from iPod touch.
Send signed and encrypted messages	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Turn on S/MIME, then select certificates for signing and encrypting outgoing messages. To install certificates, obtain a configuration profile from your system administrator, download the certificates from the issuer's website using Safari, or receive them in Mail attachments.
Set Push settings	Go to Settings > Mail, Contacts, Calendars > Fetch New Data. Push delivers new information when iPod touch is connected to a Wi-Fi network (some delays may occur). Turn Push off to suspend delivery of email and other information, or to conserve battery life. When Push is off, use the Fetch New Data setting to see how often data is requested.
Set other options for Mail	For settings that apply to all of your accounts, go to Settings > Mail, Contacts, Calendars.

Mail settings

Mail settings, except where noted, apply to all your accounts on iPod touch.

Set options for mail: Go to Settings > Mail, Contacts, Calendars.

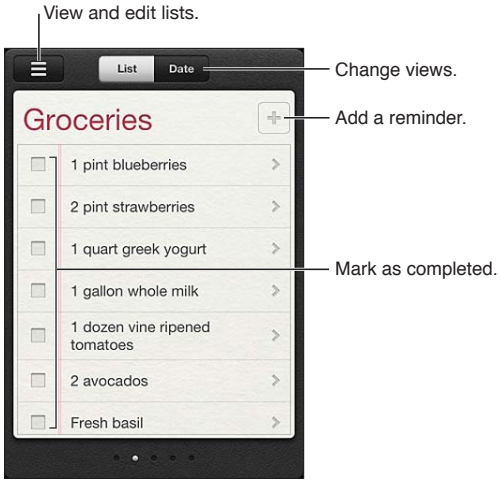
To change the tones played when mail is sent or received, go to Settings > Sounds.

Reminders

12

About Reminders

Reminders lets you organize your life—complete with reminders so you don't miss a due date. Reminders works with your calendar accounts, so changes you make are updated automatically on all your iOS devices and computers.



Switch between list view and date view: At the top of the screen, tap List or Date.

Setting a reminder

You can set a reminder for a date and time and have Reminders alert you when the item is due.

Add a reminder: In Reminders, tap +, then enter a description and tap Done.

After you add a reminder, you can fine-tune its settings:

Set a day or time for a reminder	Tap the reminder, then tap Remind Me. Turn on "On a Day" and then set the date and time you want to be reminded. Reminders that are due are displayed in Notification Center.
Add notes to a reminder	Tap the reminder, then tap Show More. Tap Notes.
Move a reminder to another list	Tap the reminder, then tap Show More. Tap List and choose a new list. To create or edit lists, see "Managing reminders in list view" on page 67.
Delete a reminder	Tap the reminder, tap Show More, then tap Delete.
Edit a reminder	Tap the reminder, then tap its name.
Mark a reminder as completed	Tap the box next to the reminder so that a checkmark appears. Completed reminders appear in the Completed list. See "Managing completed reminders" on page 68.
Set the tone played for reminders	Go to Settings > Sound.
Use iCloud to keep Reminders up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Reminders. See "iCloud" on page 16.

Managing reminders in list view

Organizing reminders into lists makes it easy to keep your work, personal, and other to-dos separate from each other. Reminders comes with one list for active reminders, plus a built-in list of completed items. You can add other lists of your own.

Create a list: At the top of the screen, tap List, then tap ☰. Tap Edit.

Switch between lists	Swipe across the screen to the left or right. You can also jump to a specific list. Tap ☰, then tap a list name.
View completed items	Swipe across the screen to the left until you reach the Completed list.
Change the order of lists	In list view, tap ☰, then tap Edit. Drag ☰ next to a list to change the order. You can't move a list to a different account, and you can't change the order of reminders in a list.
Delete a list	In list view, tap ☰, then tap Edit. Tap ⊖ for each list you want to delete. When you delete a list, all the items in the list are also deleted.
Change the name of a list	In list view, tap ☰, then tap Edit. Tap the name you want to change, then type a new name. Tap Done.
Set a default list for new reminders	Go to Settings > Mail, Contacts, Calendars, then under the Reminders heading, tap Default List.

Managing reminders in date view

Use date view to view and manage reminders that have a due date.

View reminders for a date: At the top of the screen, tap Date to view today's reminders and uncompleted items from previous days.

View a recent date	Drag the time slider, located under the list, to a new day.
View a specific day	Tap , then select a date to view.

Managing completed reminders

Reminders keeps track of the items you mark as completed. You can see them in list view or date view, and also in the Completed list.

View completed items: Tap the List button at the top of the screen, then swipe from left to right until the Completed list appears.

View the number of completed items	In list view or date view, scroll to the top of the reminder list then pull down on the list until Completed appears. Tap Completed to view all of the completed items.
Mark a completed item as uncompleted	Tap to remove the checkmark. The item automatically moves back to its original list.
Sync previous reminders	Go to Settings > Mail, Contacts, Calendars, then, under Reminders, tap Sync. This setting applies to all of your reminder accounts. For best performance, don't sync more previous items than you need to.

Searching reminders

You can quickly find pending or completed reminders. Reminders are searched by name.

Search reminders in date view: Tap , then tap Search Reminders and enter a search phrase.

Search reminders in list view: Tap , then tap Search Reminders and enter a search phrase.

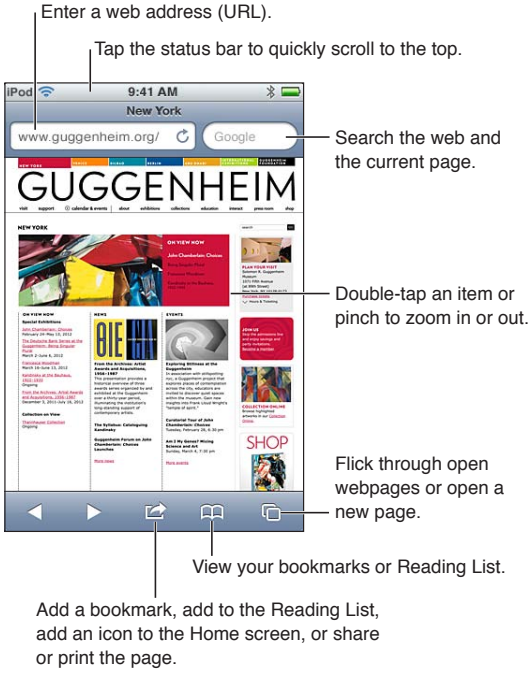
You can also search Reminders from the Home screen. See "Spotlight Search" on page 104.

Safari

13

Safari lets you surf the web and view webpages. Create bookmarks on iPod touch and sync them with your computer. Add web clips to the Home screen for quick access to your favorite sites. Print webpages, PDFs, and other documents. Use Reading List to collect sites to read later.

Viewing webpages



View a webpage: Tap the address field (in the title bar) to bring up the keyboard. Type the web address, then tap Go.

If the address field isn't visible, tap the status bar to quickly scroll to the top.

You can view webpages in portrait or landscape orientation.

Erase the text in the address field	Tap ⊗.
Scroll around a webpage	Drag up, down, or sideways.
Scroll within a frame on a webpage	Scroll with two fingers inside the frame.
Open a new page	Tap ⧉, then tap New Page. You can have up to eight pages open at a time. A number inside ⧉ indicates the number of open pages.

Go to another page	Tap , flick left or right, then tap the page.
Stop a webpage from loading	Tap ✕.
Reload a webpage	Tap ↻ in the address field.
Close a page	Tap , then tap ⊗ by the page.
Protect private information and block some websites from tracking your behavior	Go to Settings > Safari and turn on Private Browsing.
Set options for Safari	Go to Settings > Safari.

Links

Follow a link on a webpage: Tap the link.

See a link's destination address	Touch and hold the link.

Detected data—such as dates and email addresses—may also appear as links in webpages. Touch and hold a link to see the available options. See "Using links and detected data" on page 63.

Reading List

Reading List lets you collect links to webpages to read later.

Add a link to the current page to your reading list: Tap , then tap "Add to Reading List."

Add a link to your reading list: Touch and hold the link, then choose "Add to Reading List."

View your reading list	Tap , then tap Reading List.
Use iCloud to keep your reading list up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Bookmarks. See "iCloud" on page 16.

Reader

Reader displays web articles without ads or clutter, so you can read without distractions. On a webpage with an article, you can use Reader to view just the article.

View an article in Reader: Tap the Reader button, if it appears in the address field.

Adjust the font size	Tap AA.
Bookmark, save, share, or print the article	Tap .
Return to normal view	Tap Done.

Entering text and filling out forms

Enter text: Tap a text field to bring up the keyboard.

Move to another text field	Tap the text field, or tap Next or Previous.
Submit a form	Tap Go or Search, or the link on the page to submit the form, if available.

To enable AutoFill to help fill out forms, go to Settings > Safari > AutoFill.

Searching

The search field in the upper-right corner lets you search the web, and the current page or PDF.

Search the web, and the current page or searchable PDF: Enter text in the search field.

- *To search the web:* Tap one of the suggestions that appear, or tap Search.
- *To find the search text on the current page or PDF:* Scroll to the bottom of the screen, then tap the entry below On This Page.

  The first instance is highlighted. To find later occurrences, tap ▶.

Change the search engine	Go to Settings > Safari > Search Engine.

Bookmarks and history

Bookmark a webpage: Open the page, tap , then tap Add Bookmark.

When you save a bookmark, you can edit its title. By default, bookmarks are saved at the top level of Bookmarks. Tap Bookmarks to choose another folder.

View previous webpages (history): Tap , then tap History. To clear the history, tap Clear.

Open a bookmarked webpage	Tap .
Edit a bookmark or bookmark folder	Tap , choose the folder that has the bookmark or folder you want to edit, then tap Edit.
Use iCloud to keep bookmarks up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Bookmarks. See "iCloud" on page 16.
Sync bookmarks with the web browser on your computer	See "Syncing with iTunes" on page 17.

Printing webpages, PDFs, and other documents

Print a webpage, PDF, or Quick Look document: Tap , then tap Print.

For more information, see "Printing" on page 26.

Web clips

You can create web clips, which appear as icons on the Home screen.

Add a web clip: Open the webpage and tap . Then tap "Add to Home Screen."

When you open a web clip, Safari automatically zooms to the part of the webpage showing when you saved the web clip. Unless the webpage has a custom icon, that image is also used for the web clip icon on the Home screen.

Web clips are backed up by iCloud and by iTunes, but they aren't synced by iTunes or MobileMe. They also aren't pushed to other devices by iCloud.

Newsstand

14

About Newsstand

Newsstand organizes your magazine and newspaper app subscriptions with a shelf that lets you access your publications quickly and easily. Newsstand apps appear on the shelf, and as new issues become available, a badge lets you know they're ready for reading. They're delivered to iPod touch automatically.

Find Newsstand apps: Tap Newsstand to reveal the shelf, then tap Store.

When you purchase a newsstand app, it's added to your shelf for easy access. After the app is downloaded, open it to view its issues and subscription options.

Subscriptions are In-App purchases, billed to your store account. See "Store settings" on page 99.

Pricing varies, and Newsstand apps may not be available in all areas.

Reading the latest issues

When a newspaper or magazine has a new issue, Newsstand downloads it when connected to Wi-Fi and notifies you by displaying a badge on the app icon. To start reading, open Newsstand, and look for apps with a "New" banner.

Each app has its own method of managing issues. For information about how to delete, find, or work with individual issues, see the app's help information or App Store listing. You can't remove a Newsstand app from the shelf, or put other types of apps on the shelf.

Turn off automatic downloads: Go to Settings > Store and turn automatic downloads off for the publication.

Calendar

15

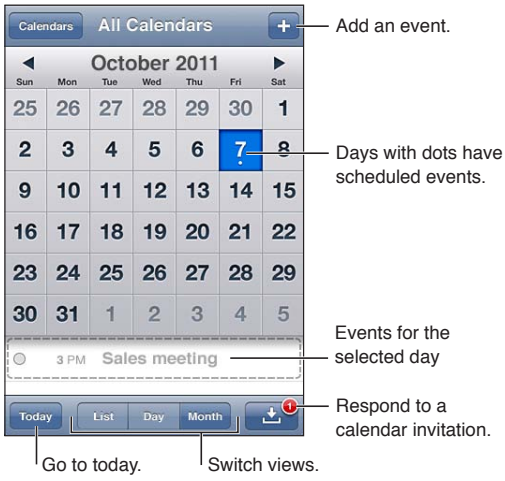
About Calendar

Calendar makes it easy to stay on schedule. You can view individual calendars, or several calendars at once. You can view your events by day, by month, or in a list. You can search the titles, invitees, locations, and notes of events. If you enter birthdays for your contacts, you can view those birthdays in Calendar.

You can also make, edit, or cancel events on iPod touch, and sync them back to your computer. You can subscribe to iCloud, Google, Yahoo!, or iCal calendars. If you have a Microsoft Exchange or iCloud account, you can receive and respond to meeting invitations.

Viewing your calendars

You can view calendars individually or as a combined calendar, making it easy to manage work and family calendars at the same time.



Change views: Tap List, Day, or Month. To view the week, rotate iPod touch sideways.

In day view, swipe left or right to move between dates.

View the Birthdays calendar	Tap Calendars, then tap Birthdays to include birthdays from your Contacts with your events.
See the details of an event	Tap the event. You can tap information about the event to get more details. If an address for the location is specified, for example, tap it to open Maps.
Edit or delete a calendar	Tap Calendars, then tap Edit.
Select calendars to view	Tap Calendars, then tap to select the calendars you want to view. The events for all selected calendars appear in a single calendar on iPod touch.

Adding events

You can add and update calendar events directly on iPod touch.

Add an event: Tap + and enter event information, then tap Done.

You can also touch and hold to add a new event to an empty spot on a calendar. Drag the grab points to adjust the event's duration.

Set an alert	Set an alert for 5 minutes to two days before the event.
Set a default alert for events	Go to Settings > Mail, Contacts, Calendar > Default Alert Times.
Update an event	Tap Edit, then change event information. To adjust an event's time or duration, touch and hold the event to select it. Then drag it to a new time, or drag the grab points to change its duration.
Delete an event	Tap the event, tap Edit, then scroll down and tap Delete Event.
Invite others to an event	Tap Invitees to select people from Contacts. Requires an iCloud, Microsoft Exchange, or CalDAV account.

Responding to invitations

If you have an iCloud, Microsoft Exchange, or a supported CalDAV account, you can receive and respond to meeting invitations from people in your organization. When you receive an invitation, the meeting appears in your calendar with a dotted line around it and appears in the lower-right corner of the screen.

Respond to an invitation: Tap an invitation in the calendar. Or, tap to display the Event screen and tap the invitation.

See the organizer's contact information	Tap "invitation from."
See other invitees	Tap Invitees. Tap a name to see the person's contact information.
Add comments in reply	Tap Add Comments. Your comments are visible to the organizer but not to other attendees. Comments may not be available, depending on the calendar service you're using.
Set your availability	Tap Availability and select "busy" or "free." Busy identifies the time as reserved when someone invites you to a meeting.

Searching calendars

In list view, you can search the titles, invitees, locations, and notes fields of the events in your calendars. Calendar searches the events for the calendars you're currently viewing.

Search for events: Tap List, then enter text in the search field.

Calendar events can also be included in searches from the Home screen. See "Searching" on page 27.

Subscribing to calendars

You can subscribe to calendars that use the iCalendar (.ics) format. Many calendar-based services support calendar subscriptions, including iCloud, Yahoo!, Google, and the iCal application in OS X.

Subscribed calendars are read-only. You can read events from subscribed calendars on iPod touch, but you can't edit them or create new events.

Subscribe to a calendar: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar.

You can also subscribe to an iCal (or other .ics) calendar published on the web by tapping a link to the calendar.

Importing calendar events from Mail

You can add events to a calendar by importing a calendar file from an email message. You can import any standard .ics calendar file.

Import events from a calendar file: In Mail, open the message and tap the calendar file.

Calendar accounts and settings

There are several available for Calendar and your calendar accounts. Calendar accounts are also used to sync to-do items for Reminders.

Add a CalDAV account: Go to Settings > Mail, Contacts, Calendars, tap Add an Account, then tap Other. Under Calendars, tap Add CalDAV Account.

These options apply to all of your calendars:

Set calendar alert tones	Go to Settings > Sounds > Calendar Alerts.
Sync past events	Go to Settings > Mail, Contacts, Calendars > Sync, then choose a time period. Future events are always synced.
Set alerts to sound when you receive a meeting invitation	Go to Settings > Mail, Contacts, Calendars> New Invitation Alerts.
Turn on Calendar time zone support	Go to Settings > Mail, Contacts, Calendars > Time Zone Support, then turn on Time Zone Support.
Set a default calendar	Go to Settings > Mail, Contacts, Calendars > Default Calendar.
Use iCloud to keep Calendar up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Calendar. See "iCloud" on page 16.

Important: When Time Zone Support is on, Calendar displays event dates and times in the time zone of the city you selected. When Time Zone Support is off, Calendar displays events in the time zone of your current location as can best be determined by your Internet connection. When you travel, iPod touch may not display events or sound alerts at the correct local time. To manually set the correct time, see "Date & Time" on page 106.

YouTube

16

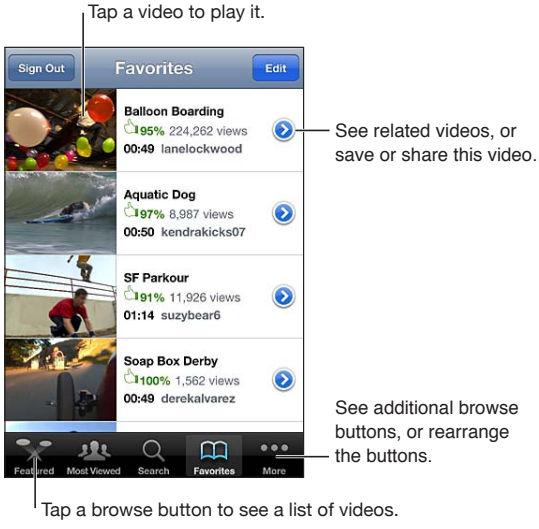
About YouTube

YouTube lets you watch short videos submitted by people from around the world. Some YouTube features require a YouTube account. To set up an account, go to www.youtube.com.

Note: YouTube may not be available in all languages and locations.

Browsing and searching for videos

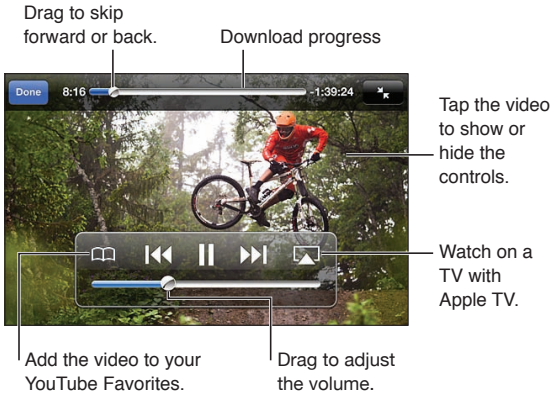
Browse videos: Tap any browse button at the bottom of the screen, or tap More to see additional browse buttons. If you're watching a video, tap Done to see the browse buttons.



Rearrange the browse buttons	Tap More, then tap Edit. Drag a button to the bottom of the screen, over the button you want to replace. Drag a button left or right to move it. When you're finished, tap Done.
Browse related videos	Tap ⓘ next to any video in a list.
Search for a video	Tap Search at the bottom of the screen, then tap the search field.
See more videos submitted by the same account	Tap ⓘ next to the current video on the video information screen, then tap More Videos.

Playing videos

Watch a video: Tap any video as you browse. Playback starts when enough of the video is downloaded to iPod touch. The shaded portion of the scrubber bar shows download progress.



Pause or resume playback	Tap ⏸ or ▶. You can also press the center button on the iPod touch earphones.
Start again from the beginning	Tap ⏮ while the video is playing. If you've watched less than five seconds of the video, you'll skip instead to the previous video in the list.
Scan back or forward	Touch and hold ⏮ or ⏭.
Skip to any point	Drag the playhead along the scrubber bar.
Skip to the next or previous video in a list	Tap ⏭ to skip to the next video. Tap ⏮ twice to skip to the previous video. If you've watched less than five seconds of the video, tap only once.
Switch between fill screen and fit screen	Double-tap the video while watching. You can also tap ⤢ to make the video fill the screen, or tap ⤡ to make it fit the screen.
Watch YouTube on a TV	Connect iPod touch to your TV or AV receiver using AirPlay or a cable. See "Watching videos on a TV" on page 44.
Stop watching a video	Tap Done.

Keeping track of videos you like

Add a video to your list of favorites or to a playlist: Tap ⓘ next to a video to see buttons for adding the video to a list.

Add a video to Favorites	Tap "Add to Favorites." If you're watching the video, tap 📖.
Add a video to a playlist	Tap "Add to Playlist" on the video information screen, then tap an existing playlist or tap ➕ to create a new playlist.
Delete a favorite	Tap Favorites, tap Edit, and then tap ⊖ next to the video.
Delete a video from a playlist	Tap Playlists, tap the playlist, tap Edit, then tap ⊖.
Delete an entire playlist	Tap Playlists, tap Edit, then tap ⊖.
Subscribe to an account	Tap ⓘ next to the current video (above the Related Videos list). Then tap More Videos, scroll to the bottom of the list, and tap "Subscribe to *account*."
Unsubscribe from an account	Tap Subscriptions (tap More first if you don't see it), tap an account in the list, then tap Unsubscribe.

Sharing videos, comments, and ratings

Show the controls for sharing, commenting, and rating: Tap next to the video.

Email a link to a video	Tap next to a video and tap Share Video. Or, if you're watching the video, just tap .
Rate or comment on a video	On the More Info screen, tap "Rate, Comment, or Flag," then choose "Rate or Comment."
Send a video to YouTube	Open the Photos app, select the video, then Tap .

Getting information about a video

View a description and viewer comments: Tap next to the video in a list, then tap again when it appears at the top of the screen.

Sending videos to YouTube

If you have a YouTube account, you can send videos directly to YouTube. See "Sharing photos and videos" on page 57.

Stocks

17

Viewing stock quotes

Stocks lets you see the latest available quotes for your selected stocks, funds, and indexes. To use Stocks, iPod touch must join a Wi-Fi network that's connected to the Internet. See "Connecting to the Internet" on page 14.

Quotes may be delayed up to 20 minutes or more, depending upon the reporting service.

Add a stock, fund, or index to the stock reader: Tap ⓘ, then tap +. Enter a symbol, company name, fund name, or index, then tap Search.

Show the change in value of a stock, fund, or index over time: Tap the stock, fund, or index in your list, then tap 1d, 1w, 1m, 3m, 6m, 1y, or 2y.

When you view a chart in landscape orientation, you can touch the chart to display the value for a specific point in time.

Use two fingers to see the change in value over a specific period of time.

You can also view your stock ticker in Notification Center. See "Notifications" on page 29.

Delete a stock	Tap and tap next to a stock, then tap Delete.
Change the order of the list	Tap . Then drag next to a stock or index to a new place in the list.
Switch the view to percentage change, price change, or market capitalization	Tap any of the values along the right side of the screen. Tap again to switch to another view.
Use iCloud to keep your stock list up to date on your iOS devices	Go to Setting > iCloud > Document & Data, then turn on Documents & Data (it's on by default). See "iCloud" on page 16.

Getting more information

See the summary, chart, or news page for a stock, fund, or index: Select the stock, fund, or index in your list, then flick the pages underneath the stock reader to view the summary, chart, or news page.

On the news page, you can scroll up or down to read headlines, or tap a headline to view the article in Safari.

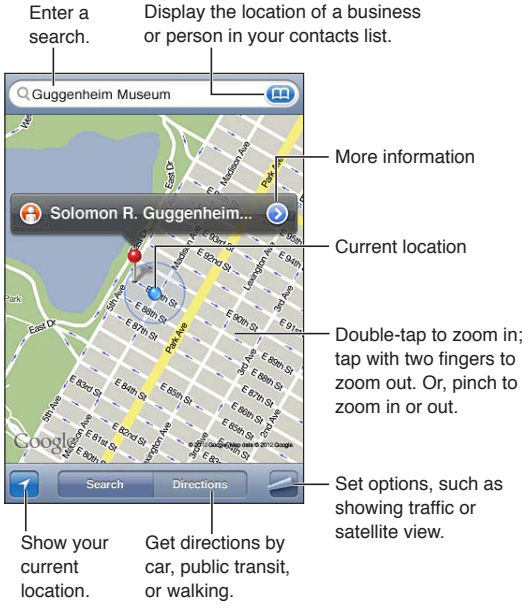
See more stock information at Yahoo.com: Select the stock, fund, or index in your list, then tap .

Maps

18

Finding locations

WARNING: For important information about driving and navigating safely, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.



Find a location: Tap the search field to bring up the keyboard. Type an address or other information, then tap Search.

You can search for information such as:

- Intersection (“8th and market”)
- Area (“greenwich village”)
- Landmark (“guggenheim”)
- Zip code
- Business (“movies,”“restaurants san francisco ca,”“apple inc new york”)

You can also tap to find the location of a contact.

See the name or description of a location	Tap the pin.
See a list of the businesses found in a search	Tap , then tap List. Tap a business to see its location.
Find your current location	Tap . Your current location is shown by a blue marker. If your location can't be determined precisely, a blue circle appears around the marker. The smaller the circle, the greater the precision.
Mark a location	Touch and hold the map until the dropped pin appears.

Important: Maps, directions, 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, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided on iPod touch to your surroundings, and defer to posted signs to resolve any discrepancies.

If Location Services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without Location Services. See "Location Services" on page 102.

Getting directions

Get directions:

1. Tap Directions.
2. Enter starting and ending locations.

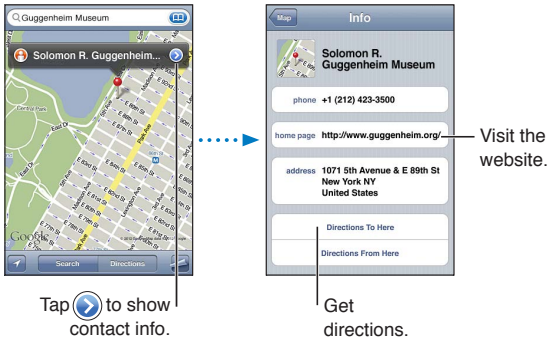
   Tap in either field to choose a location in Bookmarks (including your current location or the dropped pin), a recent location, or a contact. If isn't visible, tap to delete the contents of the field.
3. Tap Route, then select directions for driving (), public transit (), or walking ().
4. Do one of the following:
   - *To view directions one step at a time,* tap Start, then tap ➡ to see the next leg of the trip.
   - *To view all the directions in a list,* tap , then tap List.

     Tap any item in the list to see a map showing that leg of the trip. Tap Route Overview to return to the overview screen.
5. If multiple routes appear, choose the one you want to use.

If you're taking public transit, tap to set your departure or arrival time, and to choose a schedule for the trip. Tap the icon at a stop to see the departure time for that bus or train, and to get a link to the transit provider's website or contact info.

Get directions from a location on the map	Tap the pin, tap , then tap Directions To Here or Directions From Here.
Bookmark a location	Tap "Add to Bookmarks."

Getting and sharing info about a location



Get or share info about a location: Tap the pin, then tap .

Add a business to your contacts	Tap "Add to Contacts."
Tweet, text, or email your location	Tap Share Location. To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

Showing traffic conditions

You can show traffic conditions for major streets and highways on the map.

Show or hide traffic conditions: Tap , then tap Show Traffic or Hide Traffic.

Streets and highways are color-coded to indicate the flow of traffic:

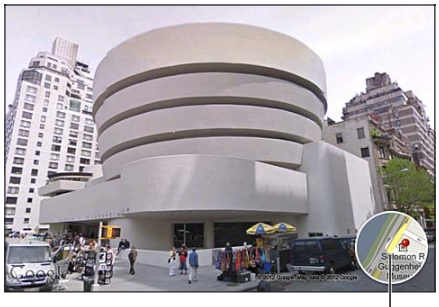
- Gray—no data is available
- Green—posted speed limit
- Yellow—slower than the posted speed limit
- Red—stop and go

Traffic conditions aren't available in all areas.

Map views

See a satellite view or hybrid view: Tap , then select the view you want.

See the Google Street View of a location: Tap . Flick left or right to pan through the 360° panoramic view (the inset shows your current view). Tap an arrow to move down the street. To return to map view, tap the map inset in the lower-right corner.



Street View may not be available in all areas.

Weather

19

Getting weather information

Tap Weather on the Home screen to get the current temperature and six-day forecast for one or more cities around the world. To use Weather, iPod touch must join a Wi-Fi network that's connected to the Internet. See "Connecting to the Internet" on page 14.

If the weather board is light blue, it's daytime in that city. If the board is dark purple, it's nighttime.

Add a city: Tap ⓘ, then tap +. Enter a city or zip code, then tap Search.

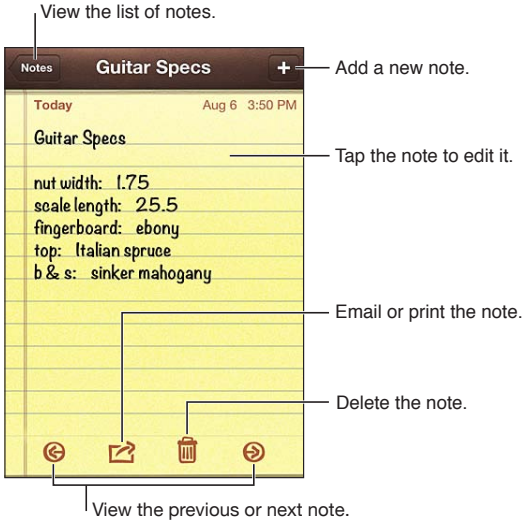
Switch to another city	Flick left or right.
Reorder cities	Tap ⓘ, then drag ☰ up or down.
Delete a city	Tap ⓘ and tap ⊖, then tap Delete.
Display the temperature in Fahrenheit or Celsius	Tap ⓘ, then tap °F or °C.
Use iCloud to push your list of cities to your other iOS devices	Go to Setting > iCloud > Document & Data, then turn on Documents & Data (it's on by default). See "iCloud" on page 16.
See information about a city at Yahoo.com	Tap Y!.

Notes

20

About Notes

Type notes on iPod touch, and iCloud makes them available on your other iOS devices and Mac computers. You can also read and create notes in other accounts, such as Gmail or Yahoo!.



Writing notes

Add a note: Tap +, then type your note and tap Done.

Use iCloud to keep your notes up to date on your iOS devices and Mac computers	If you use a me.com or mac.com email address for iCloud, go to Settings > iCloud and turn on Notes. If you use a Gmail or other IMAP account for iCloud, go to Settings > Mail, Contacts, Calendars and turn on Notes for the account. See "iCloud" on page 16.
Create a note in a specific account	Tap Accounts and select the account, before you tap + to create the note.
Set the default account for new notes	If you tap + while viewing All Notes, the note is created in the default account you select in Settings > Notes.

Reading and editing notes

Notes are listed with the most recent at the top. If you use more than one iOS device or computer with your iCloud account, notes from all devices are listed. If you share notes with an application on your computer or with other online accounts such as Yahoo! or Gmail, those notes are organized by account.

Read a note: Tap the note in the list. To see the next or previous note, tap ➡ or ⬅.

Change the font	Go to Settings > Notes.
See notes in a specific account	Tap Accounts and choose the account.
See notes in all accounts	Tap Accounts and choose All Notes.
Edit a note	Tap anywhere on the note to bring up the keyboard.
Delete a note	While looking at the list of notes, swipe left or right across the note. While reading a note, tap 🗑.

Searching notes

You can search the text of all your notes.

Search for notes: While viewing a list of notes, flick down to scroll to the top of the list and reveal the search field, then tap in the field and type what you're looking for.

You can also search for notes from the iPod touch Home screen. See "Searching" on page 27.

Printing or emailing notes

To email a note, iPod touch must be set up for email. See "Setting up mail and other accounts" on page 15.

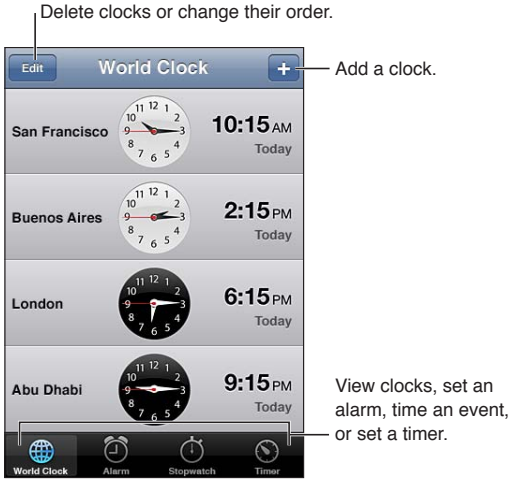
Print or email a note: While reading the note, tap ⎙.

Clock

21

About Clock

You can use Clock to check the time anywhere in the world, set an alarm, time an event, or set a timer.



Setting world clocks

You can add clocks to show the time in other major cities and time zones around the world.

Add a clock: Tap +, then type the name of a city. If you don't see the city you're looking for, try a major city in the same time zone.

Rearrange clocks	Tap Edit, then drag ☰.
Delete a clock	Tap Edit, then tap ⊖.

Setting alarms

You can set multiple alarms. Set each alarm to repeat on days you specify, or to sound only once.

Set an alarm: Tap Alarm and tap +.

Change settings for an alarm	Tap Edit, then tap .
Delete an alarm	Tap Edit, then tap .

If at least one alarm is set and turned on, appears in the iPod touch status bar at the top of the screen. If an alarm is set to sound only once, it turns off automatically after it sounds. You can turn it on again to reenable it.

Using the stopwatch

Time an event: Tap Stopwatch, then tap Start.

Stopwatch keeps timing if you switch to another app.

Setting a timer

You can set a timer that keeps running even while you use other apps.

Set a timer: Tap Timer, flick to set the duration, then tap Start.

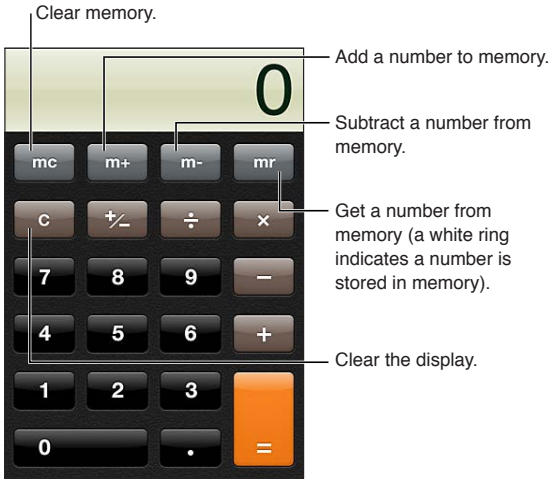
Choose the alert sound	Tap When Timer Ends.
Set a sleep timer for iPod touch	Set the timer, tap When Timer Ends, and choose Stop Playing. iPod touch stops playing music or video when the timer ends.

Calculator

22

Using the calculator

Tap numbers and functions in Calculator just as you would with a standard calculator. When you tap the add, subtract, multiply, or divide button, a white ring appears around the button to let you know the operation to be carried out.



Scientific calculator

Rotate iPod touch to landscape orientation to display the scientific calculator.

Voice Memos

23

About Voice Memos

Voice Memos lets you use iPod touch as a portable recording device using the built-in microphone, iPod touch or Bluetooth headset mic, or supported external microphone. Recordings using the built-in microphone are mono, but you can record stereo using an external stereo microphone.

Note: External microphones must be designed to work with the iPod touch headset jack or Dock Connector. Look for accessories marked with the Apple "Made for iPod" or "Works with iPod" logo.

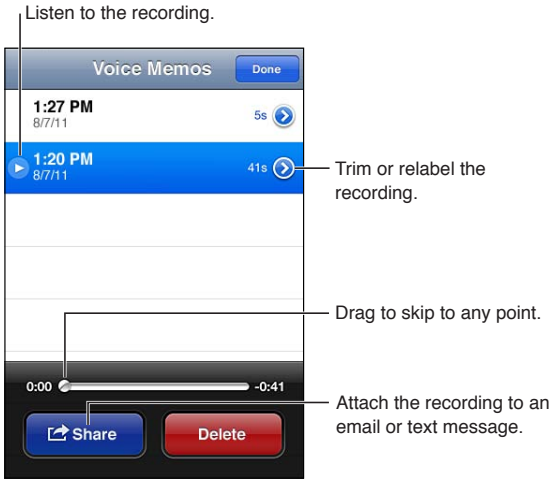
Recording

Make a recording: Tap ● or press the center button on the iPod touch earphones. Tap ❚❚ to pause or ■ to stop recording, or press the center button on the iPod touch earphones.

Adjust the recording level	Move the microphone closer to or further away from what you're recording. For better recording quality, the loudest level on the level meter should be between –3 dB and 0 dB.
Play or mute the start/stop tone	Use the iPod touch volume buttons to turn the volume all the way down.
Use another app while recording	Press the Home button ▢ and open an app. To return to Voice Memos, tap the red bar at the top of the screen.

Listening to a recording

Play a recording: Tap ☰, tap a memo, then tap ▶. Tap ❚❚ to pause.



Skip to any point in a recording	Drag the playhead along the scrubber bar.
Trim a recording	Tap ⓘ next to the recording, then tap Trim Memo. Drag the edges of the audio region, then tap ▶ to preview. Adjust if necessary, then tap Trim Voice Memo to save. The portions you trim can't be recovered.

Managing and sharing recordings

The default label for a recording is the time when it was recorded.

Label a recording: Tap ⓘ next to the recording, tap › on the Info screen, then choose a label or choose Custom.

Delete a recording	Tap a recording in the list, then tap Delete.
View recording details	Tap ⓘ next to the recording.
Email a recording or send it in a message	Tap a recording in the list, then tap Share.

Sharing voice memos with your computer

iTunes can sync voice memos with your iTunes library when you connect iPod touch to your computer.

When you sync voice memos to iTunes, they remain in the Voice Memos app until you delete them. If you delete a voice memo on iPod touch, it isn't deleted from the Voice Memos playlist in iTunes. However, if you delete a voice memo from iTunes, it *is* deleted from iPod touch the next time you sync with iTunes.

Sync voice memos with iTunes: Connect iPod touch to your computer and select iPod touch in the iTunes device list. Select Music at the top of the screen (between Apps and Movies), select Sync Music, select "Include voice memos," and click Apply.

The voice memos from iPod touch appear in the Voice Memos playlist in iTunes.

iTunes Store

24

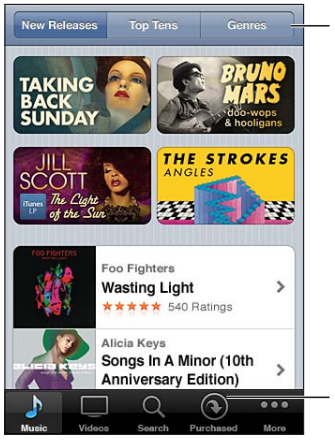
About the iTunes Store

Use the iTunes Store to add content to iPod touch. You can browse and purchase music, TV shows, and ringtones. You can also buy and rent movies, or download and play podcasts or iTunes U collections. An Apple ID is required to purchase content. See "Store settings" on page 99.

Note: The iTunes Store may not be available in all areas, and iTunes Store content may vary. Features are subject to change.

To access the iTunes Store, iPod touch must have an Internet connection. See "Connecting to the Internet" on page 14.

Finding music, videos, and more



Browse content: Tap one of the content categories, such as Music or Videos. Or tap More to browse other content.

Search for content	Tap Search (tap More first, if Search isn't visible), tap the search field and enter one or more words, then tap Search.
Buy, review, or tell a friend about an item	Tap an item in a list to see more details on its Info screen.
Explore artist and friend recommendations	Tap Ping (tap More first, if Ping isn't visible) to find out what's new from your favorite artists or see what music your friends are excited about. For information, see "Following artists and friends" on page 95.

Purchasing music, audiobooks, and tones

When you find a song, album, alert tone, or audiobook you like in the iTunes Store, you can purchase and download it. You can preview an item before you purchase it to make sure it's what you want.

Preview an item: Tap the item and follow the onscreen instructions.

Redeem a gift card or code	Tap Music (tap More first, if Music isn't visible), then tap Redeem at the bottom of the screen and follow the onscreen instructions. While you're signed in, your remaining store credit appears with your Apple ID information at the bottom of most iTunes Store screens.
Complete an album	While viewing any album, tap the discounted price for the remaining songs below Complete My Album (not available in all areas). To see offers for completing other albums, tap Music, then tap Complete My Album Offers.
Download a previous purchase	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	In Settings, choose Store, then turn on the kinds of purchases you want to automatically download.

Purchasing or renting videos

The iTunes Store lets you purchase and download movies, TV shows, and music videos (may not be available in all areas). Some movies can also be rented for a limited time. Video content may be available in standard-definition (SD, or 480p) format, high-definition (HD, or 720p) format, or both.

Purchase or rent a video: Tap Buy or Rent.

Once you purchase an item, it begins downloading and appears on the Downloads screen. See "Checking download status" on page 96.

Preview a video	Tap Preview.
View the preview on a TV with AirPlay and Apple TV	When the preview starts, tap and choose Apple TV. See "AirPlay" on page 30.

Note: If you purchase HD video on iPod touch, the video is downloaded in SD format.

Following artists and friends

Use Ping to connect with the world's most passionate music fans. Follow favorite artists to learn about new releases and upcoming concerts and tours, get an insider's perspective through their photos and videos, and learn about their musical influences. Read friends' comments about the music they're listening to, and see what they're buying and which concerts they plan to attend. Finally, express your musical likes and post comments for your own followers.

To create and explore musical connections, you need to create a profile.

Create your iTunes Ping profile: Open the iTunes application on your Mac or PC, click Ping, and follow the onscreen instructions.

Tap Ping (if Ping isn't visible, tap More first), then explore Ping. You can do the following:

Follow an artist	Tap Follow on their profile page.
Follow a friend	Tap People and enter your friend's name in the search field. Tap your friend, then tap Follow. When you follow someone, they don't automatically follow you. In your profile you can choose to approve or decline requests to be followed as they arrive, or simply accept all new followers without review (the default).
Share your thoughts	As you browse albums and songs, tap Post to comment on a piece of music, or tap Like just to say you like it. Your friends will see your thoughts in their Ping Activity feed.
Share concert plans	Tap Concerts on your profile page to see upcoming concerts by the artists you follow, and see which of your friends are going to a concert. Tap Tickets to buy your own ticket, or tap I'm Going to let others know you'll be there too. (Not available in all areas.)

Streaming or downloading podcasts

You can listen to audio podcasts or watch video podcasts streamed over the Internet from the iTunes Store. You can also download audio and video podcasts.

Stream a podcast: Tap Podcasts (tap More first, if Podcasts isn't visible) to browse podcasts in the iTunes Store.

Video podcasts are marked with a video icon .

Download a podcast	Tap the Free button, then tap Download. Downloaded podcasts appear in the Podcasts playlist in Music.
Listen to or watch a podcast you've downloaded	In Music, tap Podcasts (tap More first, if Podcasts isn't visible), then tap the podcast. Video podcasts also appear in your list of videos.

Checking download status

You can check the Downloads screen to see the status of in-progress and scheduled downloads, including purchases you pre-order.

See the status of items being downloaded: Tap Downloads (tap More first, if Downloads isn't visible).

Pre-ordered items don't download automatically when they're released. Return to the Downloads screen to begin the download.

Download a pre-ordered item	Tap the item, then tap .

If a download is interrupted, the download resumes when there's an Internet connection. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in using the same Apple ID).

Changing the browse buttons

You can replace the Music, Podcasts, Videos, and Search buttons at the bottom of the screen with ones you use more frequently. For example, if you download audiobooks often but don't watch many videos, you could replace the Videos button with Audiobooks.

Change the browse buttons: Tap More, tap Edit, then drag a button to the bottom of the screen, over the button you want to replace.

You can drag the buttons at the bottom of the screen left or right to rearrange them. When you finish, tap Done.

While you browse, tap More to access the browse buttons that aren't visible.

Viewing account information

To view iTunes Store information for your Apple ID on iPod touch, tap your Apple ID (at the bottom of most iTunes Store screens). Or go to Settings > Store and tap View Apple ID. You must be signed in to view your account information. See "Store settings" on page 99.

Verifying downloads

You can use iTunes on your computer to verify that all the music, videos, apps, and other items you bought from the iTunes Store or App Store are in your iTunes library. You might want to do this if a download was interrupted.

Verify your downloads: In iTunes on your computer, choose Store > Check for Available Downloads.

To see all of your purchases, sign in using your Apple ID, choose Store > View My Account, and click Purchase History.

App Store

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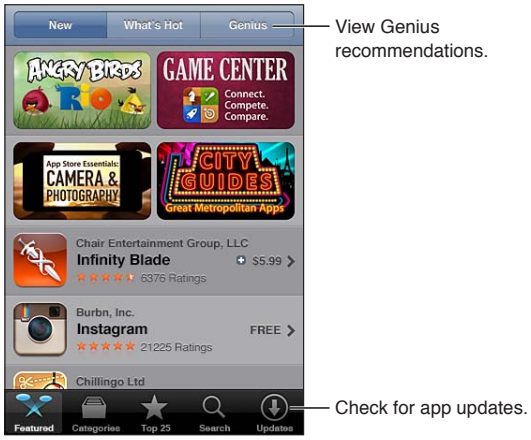
About the App Store

You can search for, browse, review, purchase, and download apps from the App Store directly to iPod touch.

Note: The App Store may not be available in all areas, and App Store content may vary. Features are subject to change.

To browse the App Store, iPod touch must be connected to the Internet. See "Connecting to the Internet" on page 14. To purchase apps, you also need an Apple ID. See "Store settings" on page 99.



Finding and downloading apps

Browse the featured selections to see new, notable, or recommended apps, or browse Top 25 to see the most popular apps. If you're looking for a specific app, use Search.

Browse the App Store: Tap Featured, Categories, or Top 25.

Browse using Genius	Tap Genius to see a list of recommended apps based on what's already in your app collection. To turn Genius on, follow the onscreen instructions. Genius is a free service, but it requires an Apple ID.
Search for apps	Tap Search, tap the search field and enter one or more words, then tap Search.
Get ratings and read reviews	Tap Ratings near the bottom of the app's Info screen. You can rate and review apps you've downloaded.
Email a link to an app's Info page in iTunes	Tap "Tell a Friend" near the bottom of the app's Info screen.
Send the app to someone as a gift	Tap "Gift This App" near the bottom of the app's Info screen, then follow the onscreen instructions.
Report a problem	Tap "Report a Problem" near the bottom of the app's Info screen. Select a problem from the list or type optional comments, then tap Report.
Purchase and download an app	Tap the price (or tap Free), then tap Buy Now. If you already purchased the app, "Install" appears instead of the price on the Info screen. You won't be charged if you download it again.
Redeem a gift card or code	Tap Redeem near the bottom of the Featured screen, then follow the onscreen instructions.
See the status of downloads	After you begin downloading an app, its icon appears on the Home screen with a progress indicator.
Download a previous purchase	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.
Update an app	At the bottom of the app's Info screen, tap Updates and follow the onscreen instructions.

Deleting apps

You can delete apps you install from the App Store. If you delete an app, data associated with the app is also deleted.

Delete an App Store app: Touch and hold the app icon on the Home screen, until the icons start to jiggle, then tap ⊗. Press the Home button ▢ when you finish deleting apps.

For information about erasing every app and all of your data and settings, see "Erase All Content and Settings" on page 107.

You can download any app that you've purchased from the App Store, free of charge.

Download a deleted app	In App Store, tap Updates, then tap Purchased. Tap the app, then tap Install.

Store settings

Use Store settings to sign in to an Apple ID, create a new Apple ID, or edit an existing one. If you have more than one Apple ID, you can use Store settings to sign out from one and in to another.

By default, the Apple ID that appears in Store settings is the one you're signed in to when you sync iPod touch with your computer.

For iTunes Store terms and conditions go to www.apple.com/legal/itunes/ww/.

Sign in using an Apple ID: Choose Store, tap Sign In, then tap Use Existing Apple ID and enter your Apple ID and password.

View and edit your account information	Go to Settings > Store, tap your Apple ID, then tap View Apple ID. Tap an item to edit it. To change your password, tap the Apple ID field.
Sign in using a different Apple ID	Go to Settings > Store, tap your account name, then tap Sign Out.
Create a new Apple ID	Go to Settings > Store, tap Sign In, then tap Create New Apple ID and follow the onscreen instructions.
Automatically download purchases	Go to Settings > Store, then turn on the types of purchases, such as Music or Books, that you want to automatically download to iPod touch. You can also turn off automatic updating of Newsstand apps. See Chapter 14, "Newsstand," on page 72.

Settings

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Settings lets you configure iPod touch, set app options, add accounts, and enter other preferences.

Airplane mode

Airplane mode disables the wireless features in order to reduce potential interference with aircraft operation and other electrical equipment.

Turn on airplane mode: Tap Settings and turn airplane mode on.

When airplane mode is on, appears in the status bar at the top of the screen. No Wi-Fi, or Bluetooth signals are emitted from iPod touch. You won't be able to use features or apps that depend on these connections.

If allowed by the aircraft operator and applicable laws and regulations, you can continue to listen to music, watch videos, browse email, calendar, and other data you've previously received, and use apps that don't require an Internet connection.

If Wi-Fi is available and allowed by the aircraft operator and applicable laws and regulations, go to Settings > Wi-Fi to turn it on. Similarly, you can turn on BlueTooth in Settings > General > BlueTooth.

Wi-Fi

Joining a Wi-Fi network

Wi-Fi settings determine whether iPod touch uses local Wi-Fi networks to connect to the Internet. When iPod touch is joined to a Wi-Fi network, the Wi-Fi icon in the status bar at the top of the screen shows signal strength. The more bars you see, the stronger the signal.

Once you join a Wi-Fi network, iPod touch automatically connects to it whenever the network is in range. If more than one previously used network is in range, iPod touch joins the one last used.

You can also use iPod touch to set up a new AirPort base station that provides Wi-Fi services to your home or office. See "Setting up an AirPort base station" on page 101.

Turn Wi-Fi on or off: Go to Settings > Wi-Fi.

Set iPod touch to ask if you want to join a new network	Go to Settings > Wi-Fi and turn "Ask to Join Networks" on or off. If "Ask to Join Networks" is turned off, you must manually join a network to connect to the Internet when a previously used network isn't available.
Forget a network, so iPod touch doesn't join it	Go to Settings > Wi-Fi and tap next to a network you've joined before. Then tap "Forget this Network."

Join a closed Wi-Fi network	To join a Wi-Fi network that isn't shown in the list of scanned networks, go to Settings > Wi-Fi > Other, then enter the network name. You must already know the network name, password, and security type to connect to a closed network.
Adjust settings for connecting to a Wi-Fi network	Go to Settings > Wi-Fi, then tap next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings from a DHCP server.

Setting up an AirPort base station

An AirPort base station provides a Wi-Fi connection to your home, school, or small business network. You can use iPod touch to set up a new AirPort Express base station, AirPort Extreme base station, or a Time Capsule.

Use the AirPort Setup Assistant: Go to Settings > Wi-Fi. Under "Set up an AirPort base station," tap the name of the base station you want to set up. Then follow the onscreen instructions.

Some older AirPort base stations cannot be set up using an iOS device. For setup instructions, see the documentation that came with the base station.

If the base station you want to set up isn't listed, make sure it has power, that you're within range, and that it hasn't already been configured. You can set up only base stations that are new or have been reset.

If your AirPort base station is already configured, the AirPort Utility app from the App Store lets you change the base station's settings and monitor its status.

Notifications

Push notifications appear in the Notification Center and alert you to new information, even when an app isn't running. Notifications vary by app, but may include text or sound alerts, and a numbered badge on the app icon on the Home screen.

You can turn notifications off if you don't want to be notified, and you can change the order in which notifications appear.

Turn notifications on or off: Go to Settings > Notifications. Tap an item in the list, then turn notifications on or off for that item.

Apps that have notifications turned off are shown in the Not In Notification Center list.

Change the number of notifications	Go to Settings > Notifications, then choose an item from the In Notification Center list. Tap Show to select how many notifications of this type appear in Notification Center.
Change the alert styles	Go to Settings > Notifications, then choose an item from the In Notification Center list. Choose an alert style, or select None to turn off alerts and banners. Notifications will still appear in Notification Center.
Change the order of notifications	Go to Settings > Notifications, then tap Edit. Drag the notifications to reorder them. To turn off a notification, drag it to the Not In Notification Center list.
Display numbered badges on apps with notifications	Go to Settings > Notifications, then choose an item from the In Notification Center list. Turn on Badge App Icon.
Prevent alerts when iPod touch is locked	Go to Settings > Notifications, then choose an app from the In Notification Center list. Turn off View in Lock Screen to hide alerts from the app when iPod touch is locked.

Some apps have additional options. For example, Messages lets you specify how many times the alert sound is repeated, and whether message previews are included in the notification.

Location Services

Location Services lets apps such as Reminders, Maps, Camera, and third-party location-based apps gather and use data showing your location. The location data collected by Apple isn't collected in a form that personally identifies you. Your approximate location is determined using local Wi-Fi networks (if you have Wi-Fi turned on). To conserve battery life, turn location services off when you're not using it.

When an app is using Location Services, appears in the status bar.

Every app and system service that uses Location Services appears in the Location Services settings screen, showing whether Location Services is turned on or off for that app or service. If you don't want to use Location Services, you can turn it off for some or for all apps and services. If you turn Location Services off, you're prompted to turn it on again the next time an app or service tries to use it.

The location data collected by Apple doesn't personally identify you. If you have third-party apps on iPod touch that use Location Services, review the third party's terms and privacy policy for each app to understand how it uses your location data.

Turn Location Services on or off: Go to Settings > Location Services.

VPN

VPNs used within organizations let you communicate private information securely over a non-private network. You may need to configure VPN, for example, in order to access your work email. This setting appears when you have VPN configured on iPod touch, lets you turn VPN on or off. See "Network" on page 103.

Sounds

You can set iPod touch to play a sound whenever you get a new message, email, or reminder. Sounds can also play for appointments, sending an email, keyboard clicks, and when you lock iPod touch.

Adjust the alerts volume: Go to Settings > Sounds and drag the slider. Or, if "Change with Buttons" is turned on, use the volume buttons on the side of iPod touch.

Note: In some countries or regions, the sound effects for Camera and Voice Memos are always played.

Allow the volume buttons to change the alerts volume	Go to Settings > Sounds and turn on "Change with Buttons."
Set the alert and other sounds	Go to Settings > Sounds and select tones for the items in the list.

Brightness

Screen brightness affects battery life. Dim the screen to extend the time before you need to recharge iPod touch, or use Auto-Brightness.

Adjust the screen brightness: Go to Settings > Brightness and drag the slider.

Set whether iPod touch adjusts screen brightness automatically	Go to Settings > Brightness and turn Auto-Brightness on or off. If Auto-Brightness is on, iPod touch adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

Wallpaper

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. See "Changing the wallpaper" on page 22.

General

General settings include network, sharing, security, and other iOS settings. You can also find information about your iPod touch, and reset various iPod touch settings.

About

Go to Settings > General > About to get information about iPod touch, including available storage space, serial numbers, network addresses, and legal and regulatory information. You can also view and turn off diagnostic information that's sent to Apple.

Change the name of your iPod touch: Go to Settings > General > About, then tap Name.

The name appears in the sidebar when iPod touch is connected to iTunes, and it's also used by iCloud.

Software Update

Software Update lets you download and install iOS updates from Apple.

Update to the latest iOS version: Go to Settings > General > Software Update.

If a newer version of iOS is available, follow the onscreen instructions to download and install the update.

Note: Make sure iPod touch is connected to a power source so that the installation, which can take several minutes, completes successfully.

Usage

View available storage: Go to Settings > General > Usage.

View app storage	Go to General > Usage. Each installed app's total storage space is shown. For more details, tap the app's name.

For information about managing iCloud storage, see "iCloud" on page 16.

Network

Use Network settings to configure a VPN (virtual private network) connection and access Wi-Fi settings.

Add a new VPN configuration	Go to Settings > General > Network > VPN > Add VPN Configuration. Ask your network administrator which settings to use. In most cases, if you've set up VPN on your computer, you can use the same VPN settings for iPod touch. See "VPN" on page 102.

Bluetooth

iPod touch can connect wirelessly to Bluetooth devices such as headphones. You can also connect the Apple Wireless Keyboard via Bluetooth. See "Using an Apple Wireless Keyboard" on page 26.

Turn Bluetooth on or off: Go to Settings > General > Bluetooth.

Connect to a Bluetooth device	Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for instructions about Bluetooth pairing.

iTunes Wi-Fi Sync

You can sync iPod touch with iTunes on a computer that's connected to the same Wi-Fi network.

Enable iTunes Wi-Fi Sync: To set up Wi-Fi syncing for the first time you have to connect iPod touch to the computer that you want to sync with. For more information, see "Syncing with iTunes" on page 17.

After you configure Wi-Fi Sync, iPod touch syncs with iTunes automatically, once a day, when it's connected to a power source and:

- iPod touch and your computer are both connected to the same Wi-Fi network.
- iTunes on your computer is running.

See Wi-Fi Sync status	Go to Settings > General > iTunes Wi-Fi Sync.
Immediately sync with iTunes	Go to Settings > General > iTunes Wi-Fi Sync, then tap Sync Now.

Spotlight Search

The Spotlight Search setting lets you specify the content areas searched by Search, and rearrange the order of the results.

Set which content areas are searched by Search: Go to Settings > General > Spotlight Search then select the items to search.

Set the order of search result categories	Go to Settings > General > Spotlight Search. Touch ☰ next to an item, then drag up or down.

Auto-Lock

Locking iPod touch turns off the display, saves your battery, and prevents unintended operation. You can still adjust the volume while listening to music.

Set the amount of time before iPod touch locks: Go to Settings > General > Auto-Lock, then choose a time.

Passcode Lock

Initially, iPod touch doesn't require you to enter a passcode to unlock it.

Setting a passcode enables data protection. See "Security features" on page 33.

Set a passcode: Go to Settings > General > Passcode Lock to set a 4-digit passcode.

If you forget your passcode, you must restore the iPod touch software. See "Updating and restoring iPod touch software" on page 137.

Turn passcode lock off or change your passcode	Go to Settings > General > Passcode Lock.
Set how long before your passcode is required	Go to Settings > General > Passcode Lock and enter your passcode. Tap Require Passcode, then set how long iPod touch will wait after being locked, before it requires your passcode in order to be unlocked again.
Turn Simple Passcode on or off	Go to Settings > General > Passcode Lock. A simple passcode is a four-digit number. To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters.
Erase data after ten failed passcode attempts	Go to Settings > General > Passcode Lock and tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data (which is encrypted using 256-bit AES encryption).

Restrictions

You can set restrictions for the use of some apps and for purchased content. For example, parents can restrict explicit music from being seen on playlists, or turn off YouTube access.

Turn on restrictions: Go to Settings > General > Restrictions, then tap Enable Restrictions.

Important: If you forget your passcode, you must restore iPod touch. See "Updating and restoring iPod touch software" on page 137.

You can set the following restrictions:

Safari	Safari is disabled and its icon is removed from the Home screen. You cannot use Safari to browse the web or access web clips.
YouTube	YouTube is disabled and its icon is removed from the Home screen.
Camera	Camera is disabled and its icon is removed from the Home screen. You cannot take photos.
FaceTime	You cannot make or receive FaceTime video calls. The FaceTime icon is removed from the Home screen.
iTunes	The iTunes Store is disabled and its icon is removed from the Home screen. You cannot preview, purchase, or download content.
Ping	You cannot access Ping or any of its features.
Installing Apps	The App Store is disabled and its icon is removed from the Home screen. You cannot install apps on iPod touch.
Deleting Apps	You cannot delete apps from iPod touch. ⊗ doesn't appear on app icons when you're customizing the Home screen.
Location	Turn Location Services off for individual apps. You can also lock Location Services so that changes to the settings can't be made, including authorizing additional apps to use the services.
Accounts	The current Mail, Contacts, Calendar settings are locked and you cannot add, modify, or delete accounts.
In-app Purchases	Turn off In-App Purchases. When enabled, this feature allows you to purchase additional content or functionality within apps downloaded from the App Store.
Require Password	Requires you to enter your Apple ID for in-app purchases after the time period you specify.
Set content restrictions	Tap Ratings For, then select a country from the list. You can then set restrictions using a country's ratings system for music, podcasts, movies, TV show, and apps. Content that doesn't meet the rating you select won't appear on iPod touch.

Multiplayer Games	When Multiplayer Games is turned off, you can't request a match, send or receive invitations to play games, or add friends in Game Center.
Adding Friends	When Adding Friends is off, you can't make or receive friend requests in Game Center. If Multiplayer Games is turned on, you can continue to play with existing friends.

Date & Time

These settings apply to the time shown in the status bar at the top of the screen, and in world clocks and calendars.

Set whether iPod touch shows 24-hour time or 12-hour time: Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all areas.)

Set whether iPod touch updates the date and time automatically	Go to Settings > General > Date & Time, then turn Set Automatically on or off. If iPod touch is set to update the time automatically, it determines your time zone based on your Internet connection and updates it for the time zone you're in. If you're traveling, iPod touch may not be able to automatically set the local time.
Set the date and time manually	Go to General > Date & Time, then turn Set Automatically off. Tap Time Zone to set your time zone. Tap the "Date & Time" button, then Set Date & Time and enter the date and time.

Keyboard

You can turn on keyboards for writing in different languages, and you can turn typing features, such as spell-checking, on or off. For information about typing, see "Typing" on page 23.

For information about using international keyboards, see Appendix A, "International Keyboards," on page 131.

International

Use International settings to set the language for iPod touch, turn keyboards for different languages on or off, and set the date, time, and telephone number formats for your country or region.

Set the language for iPod touch: Go to Settings > General > International > Language, choose the language you want to use, then tap Done.

Set the calendar format	Go to Settings > General > International > Calendar, and choose the format.
Set the Voice Control language for iPod touch	Go to Settings > General > International > Voice Control, then choose a language.
Set the date, time, and telephone number formats	Go to Settings > General > International > Region Format, then choose your region. The Region Format also determines the language used for the days and months that appear in apps.

Accessibility

To turn on accessibility features, go to Settings > General > Accessibility and choose the features you want. See Chapter 30, "Accessibility," on page 118.

Profiles

This setting appears if you install one or more profiles on iPod touch. Tap Profiles to see information about the profiles you install.

Reset

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

Erase all content and settings: Go to Settings > General > Reset, then tap Erase All Content and Settings.

After confirming that you want to reset iPod touch, all content, personal information, and settings are removed. It cannot be used until it's set up again.

Reset all settings	Go to Settings > General > Reset and tap Reset All Settings. All your preferences and settings are reset. Information (such as contacts and calendars) and media (such as songs and videos) aren't affected.
Reset network settings	Go to Settings > General > Reset and tap Reset Network Settings. When you reset network settings, your list of previously used networks and VPN settings not installed by a configuration profile are removed. 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 are left turned on. To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, then select the profile and tap Remove. This also removes other settings and accounts provided by the profile.
Reset the keyboard dictionary	Go to Settings > General > Reset and tap Reset Keyboard Dictionary. You add words to the keyboard dictionary by rejecting words iPod touch suggests as you type. Tap a word to reject the correction and add the word to the keyboard dictionary. Resetting the keyboard dictionary erases all words you've added.
Reset the Home screen layout	Go to Settings > General > Reset and tap Reset Home Screen Layout.
Reset location warnings	Go to Settings > General > Reset and tap Reset Location Warnings. Location warnings are requests made by apps to use Location Services. iPod touch presents a location warning for an app the first time the app makes a request to use Location Services. If you tap Cancel in response, the request isn't presented again. To reset location warnings so that you get a request for each app, tap Reset Location Warnings.

Settings for apps

See other chapters for information about settings for apps. For example, for Safari settings, see Chapter 13, "Safari," on page 69.

Contacts

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About Contacts

Contacts lets you easily access and edit your contact lists from personal, business, and organizational accounts. You can search across all of your groups, and the information in Contacts is automatically accessed to make addressing emails quick and easy.

Syncing contacts

You can add contacts in the following ways:

- Use your iCloud contacts. See "iCloud" on page 16.
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer. See "Syncing with iTunes" on page 17.
- Set up a Microsoft Exchange account on iPod touch, with Contacts enabled. See "Contacts accounts and settings" on page 110.
- Set up an LDAP or CardDAV account to access business or school directories. See "Contacts accounts and settings" on page 110.
- Enter contacts directly on iPod touch. See "Adding and editing contacts" on page 109.

Searching contacts

You can search titles, and first, last, and company names in your contacts on iPod touch. If you have a Microsoft Exchange account, an LDAP account, or a CardDAV account, you can also search those contacts.

Search contacts: In Contacts, tap the search field at the top of any list of contacts and enter your search.

Search a GAL	Tap Groups, tap Directories at the bottom of the list, then enter your search.
Search an LDAP server	Tap Groups, tap the LDAP server name, then enter your search.
Search a CardDAV server	Tap Groups, tap the searchable CardDAV group at the bottom of the list, then enter your search.
Save contact information from a GAL, LDAP, or CardDAV server	Search for the contact you want to add, then tap Add Contact.

Contacts can also be found through searches from the Home screen. See "Searching" on page 27.

Adding and editing contacts

Add a contact on iPod touch: Tap Contacts and tap +. If + isn't visible, make sure you're not viewing an LDAP, CalDAV, or GAL contacts list; you can't add contacts to those.

Edit contact information: Choose a contact, then tap Edit.

Add a new field	Tap Add Field.
Change a field label	Tap the label and choose a different one. To add a new label, scroll to the bottom of the list and tap Add Custom Label.
Add a contact's Twitter user name	Tap Add Field, then tap Twitter.
Change the ringtone or text tone for the contact	Tap the ringtone or text tone field, then choose a new sound. The default sound is set in Settings > Sounds.
Delete an item	Tap, then tap Delete.
Assign a photo to a contact	Tap Add Photo, or tap the existing photo. You can take a photo with the camera or use an existing photo. To import photos from your contacts' Twitter profiles, go to Settings > Twitter. Sign in to your Twitter account, then tap Update Contacts.
Delete a contact	In Contacts, choose a contact, than tap Edit. Scroll down and tap Delete Contact.

Unified contacts

When you sync contacts with multiple accounts, you might have entries for the same person in more than one account. To keep redundant contacts from appearing in the All Contacts list, contacts from different accounts that have the same name are linked and displayed as a single *unified contact*. When you view a unified contact, the title Unified Info appears at the top of the screen.

Link a contact: Tap Edit, the tap and choose a contact.

If you link contacts with different first or last names, the names on the individual contacts won't change, but only one name appears on the unified card. To choose which name appears when you view the unified card, tap the linked card with the name you prefer, then tap Use This Name For Unified Card.

View contact information from a source account	Tap one of the source accounts.
Unlink a contact	Tap Edit, tap , then tap Unlink.

Linked contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account in which that information already exists.

Contacts accounts and settings

You can add additional Contacts accounts and adjust the way contact names are sorted and displayed.

Add a Contact account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account.

To change Contact settings, go to Settings > Mail, Contacts, Calendars for these options:

Set how contacts are sorted	Tap Sort Order to sort by first or last name.
Set how contacts are displayed	Tap Display Order and choose to display by first or last name.
Setting your My Info card	Tap My Info and select the contact card with your name and information from the list. The My Info card is used by Reminders, Safari, and other apps.
Set a default Contacts account	Tap Default Account, then select an account. New contacts you create without specifying another account are stored here.
Use iCloud to keep Contacts up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Contacts. See "iCloud" on page 16.

Nike + iPod

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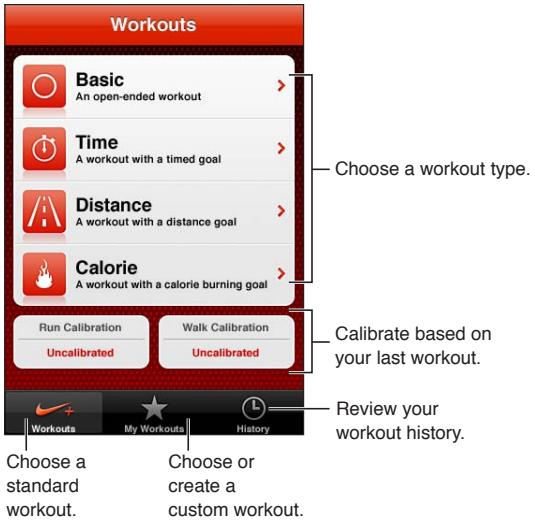
About Nike + iPod

With a Nike + iPod Sensor (sold separately), the Nike + iPod app provides audible feedback on your speed, distance, time elapsed, and calories burned during a run or walk. You can send your workout data to nikeplus.com, where you can track your progress, set goals, and participate in challenges.



Activating Nike + iPod

The Nike + iPod app doesn't appear on the Home screen until you turn it on.

For help setting up Nike + iPod, see the Nike + iPod documentation.

Turn on Nike + iPod: Go to Settings > Nike + iPod.

Linking a sensor

Nike + iPod bases its workout data on a signal from a sensor (sold separately) that you attach to your shoe. The first time you start a workout, you're prompted to activate your sensor, which automatically links the sensor to iPod touch. You can also use Nike + iPod settings to link a sensor to iPod touch.

Nike + iPod can link to only one sensor at a time. To use a different sensor, use Nike + iPod settings to link to the new sensor.

Link your sensor to iPod touch: Attach the sensor to your shoe, then go to Settings > Nike + iPod > Sensor.

Link iPod touch to a different sensor	Go to Settings > Nike + iPod > Sensor and tap Link New.

Working out with Nike + iPod

After activating Nike + iPod and inserting the Nike + iPod Sensor in your Nike+ ready shoe, you're ready to collect workout data.

Important: Before starting any exercise program, you should consult with a physician and have a complete physical examination. Do a warmup or stretching exercise before beginning any workout. Be careful and attentive while exercising. Slow down, if necessary, before adjusting your device while running. Stop exercising immediately if you feel pain, or feel faint, dizzy, exhausted, or short of breath. By exercising, you assume the risks inherent in physical exercise, including any injury that may result from such activity.

Work out using Nike + iPod: Open Nike + iPod, tap Workouts, and choose a workout. Data collection continues while iPod touch is asleep.

Pause or resume your workout:	If your workout is interrupted, wake iPod touch and tap ⏸ on the lock screen. Tap ▶ when you're ready to go.
End your workout	Wake iPod touch, tap ⏸, then tap End Workout.
Change workout settings	Go to Settings > Nike + iPod.

Calibrating Nike + iPod

To ensure accurate workout data, you can calibrate Nike + iPod to the length of your walking or running stride.

Calibrate Nike + iPod: Record a running or walking workout over a known distance of at least a quarter mile (400 meters). Then, after you tap End Workout, tap Calibrate on the workout summary screen and enter the actual distance you covered.

Reset to the default calibration	Go to Settings > Nike + iPod.

Sending workout data to nikeplus.com

At nikeplus.com you can track your progress over time, view a record of all of your past workouts, set and monitor goals, and compare your results with others. You can even compete with other Nike + iPod users in online workout challenges.

Send workout data wirelessly to nikeplus.com from iPod touch: With iPod touch connected to the Internet, open Nike + iPod, tap History, then tap "Send to Nike+."

See your workouts on nikeplus.com	In Safari, go to nikeplus.com, log in to your account, and follow the onscreen instructions.

iBooks

29

About iBooks

iBooks is a great way to read and buy books. Download the free iBooks app from the App Store, and then get everything from classics to best sellers from the built-in iBookstore. Once you download a book, it's displayed on your bookshelf.

To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple ID. If you don't have an Apple ID, or if you want to make purchases using another Apple ID, go to Settings > Store. See "Store settings" on page 99.

Note: The iBooks app and the iBookstore may not be available in all areas and languages.

Using the iBookstore

In the iBooks app, tap Store to open the iBookstore. From there, you can browse featured books or best sellers, and browse for books by author or topic. When you find a book you like, you can purchase and download it.

Note: Some features of the iBookstore may not be available in all locations.

Purchase a book: Find a book you want, tap the price, then tap Buy Book, or Get Book, if it's free.

Get more information about a book	You can read a summary of the book, read reviews, and download a sample of the book before buying it. After buying a book, you can write a review of your own.
Download a previous purchase	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	In Settings, choose Store, then turn on the kinds of purchases you want to automatically download.

Syncing books and PDFs

Use iTunes to sync your books and PDFs between iPod touch and your computer. When iPod touch is connected to your computer, the Books pane lets you select which items to sync.

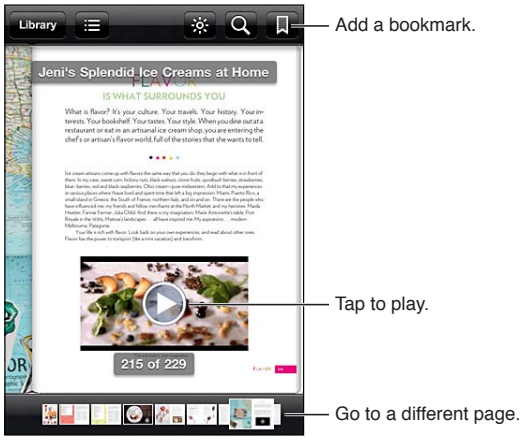
You can sync books that you download or purchase from the iBookstore. You can also add DRM-free ePub books and PDFs to your iTunes library. There are several websites that offer books in ePub and PDF format.

Sync an ePub book or PDF to iPod touch: In iTunes on your computer, choose File > Add to Library and select the file. Select the book or PDF in the Books pane in iTunes, and then sync.

To add a book or PDF to iBooks without syncing, email the file to yourself from your computer. Open the email message on iPod touch, then touch and hold the attachment and choose "Open in iBooks" from the menu that appears.

Reading books

Reading a book is easy. Go to the bookshelf and tap the book you want to read. If you don't see the book you're looking for, tap the name of the current collection at the top of the screen to go to other collections.



Read a book while lying down: Use the portrait orientation lock to prevent iPod touch from rotating the screen when you rotate iPod touch. See "Viewing in portrait or landscape orientation" on page 20.

Each book has a particular set of features, based on its contents and format. Some of the capabilities described below might not be available in the book you're reading. For example, printing is available only for PDFs, and if a book doesn't include a recorded narration, you won't see the read aloud icon.

Show the controls	Tap near the center of the page.
Turn the page	Tap near the right or left margin of the page, or flick left or right. To change the direction the page turns when you tap the left margin, go to Settings > iBooks > Tap Left Margin.
View the table of contents	Tap . With some books, you can also pinch to see the the table of contents.
Add or remove a bookmark	Tap . You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to add a bookmark when you close a book, because iBooks remembers where you left off.
Add or remove a highlight	Double-tap a word, use the grab points to adjust the selection, then tap Highlight and choose a color. *To remove a highlight,* tap the highlighted text, then tap . *To underline words,* tap . *To change the color,* tap the highlighted text, tap the current color, then select a new color from the menu.
Add, remove, or edit a note	Double-tap a word, tap Highlight, then choose from the menu that appears. *To view a note,* tap the indicator in the margin near the highlighted text. *To remove a note,* delete its text. To remove a note and its highlight, tap the highlighted text, then tap . *To change the color,* tap the highlighted text, then select a color from the menu. *To add a note to a highlight,* tap the highlighted text, then tap .
See all your bookmarks	Tap , then tap Bookmarks.
See all your notes	Tap , then tap Notes.
Enlarge an image	Double-tap the image to zoom in.
Go to a specific page	Use the page navigation controls at the bottom of the screen. Or, tap and enter a page number, then tap the page number in the search results.
Search in a book	Tap . *To search the web*, tap Search Web or Search Wikipedia. Safari opens and displays the results.
Search for other occurrences of a word or phrase	Double-tap a word, use the grab points to adjust the selection, then tap Search in the menu that appears.
Look up a word	Double-tap a word, use the grab points to adjust the selection, then tap Define in the menu that appears. Definitions are not available for all languages.
Listen to a book	Tap . This feature is not available for all books. If you have a visual impairment, you can also use VoiceOver to speak the text of almost any book. See "VoiceOver" on page 118.

iBooks stores your collections, bookmarks, notes, and current page information using your Apple ID, so you can read books seamlessly across all your iOS devices. iBooks saves information for all of your books when you open or quit the app. Information for individual books is also saved when you open or close the book.

Turn syncing on or off: Go to Settings > iBooks.

Some books might access video or audio that's stored on the web.

Turn online video and audio access on or off: Go to Settings > iBooks > Online Audio & Video.

Changing a book's appearance

Some books let you change the type size, font, and page color.

Change the brightness: Tap near the center of a page to display the controls, then tap ☼. If you don't see ☼, tap AA first.

Change the font or type size	Tap near the center of a page to display the controls, then tap AA. Tap Fonts to select a typeface. Not all books support changing the font. Some books allow you to change the type size only when iPod touch is in portrait orientation.
Change the color of the page and text	Tap near the center of a page to display the controls, tap AA, then tap Theme. This setting applies to all books that support it.
Turn justification and hyphenation on or off	Go to Settings > iBooks. Some books and PDFs can't be justified or hyphenated.

Printing or emailing a PDF

You can use iBooks to send a copy of a PDF via email, or to print all or a portion of the PDF to a supported printer.

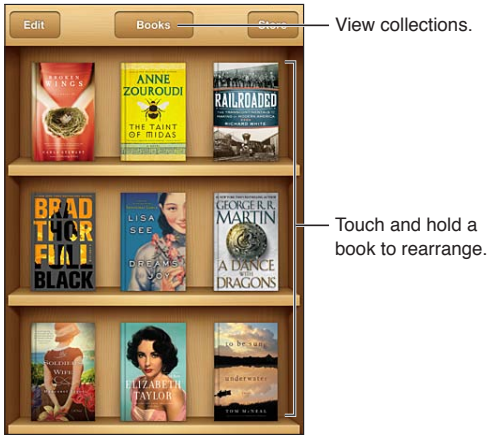
You can only email or print PDFs, not ePub books.

Email a PDF: Open the PDF, then tap ⎋ and choose Email Document. A new message appears with the PDF attached. When you finish your message, tap Send.

Print a PDF	Open the PDF, then tap ⎋ and choose Print. Select a printer, the page range, and number of copies, then tap Print. See "Printing" on page 26.

Organizing the bookshelf

Use the bookshelf to browse your books and PDFs. You can also organize items into collections.



Move a book or PDF to a collection: Go to the bookshelf and tap Edit. Select the items you want to move, then tap Move and select a collection.

When you add a book or PDF to your bookshelf, it appears in your Books or PDF collection. From there, you can move it to a different collection. You might want to create collections for work and school, for example, or for reference and leisure reading.

View a collection	Tap the name of the current collection at the top of the screen, then pick a new collection from the list that appears.
Manage collections	Tap the name of the current collection you're viewing, such as Books or PDFs, to display the collections list. You can't edit or remove the built-in Books and PDFs collections.
Sort the bookshelf	Tap the status bar to scroll to the top of the screen, then tap ☰ and select a sort method from the choices at the bottom of the screen.
Delete an item from the bookshelf	Tap Edit, then tap each book or PDF that you want to delete so that a checkmark appears. Tap Delete. When you finish deleting, tap Done. If you delete a book you purchased, you can download it again from Purchases in the iBookstore.
Search for a book	Go to the bookshelf. Tap the status bar to scroll to the top of the screen, then tap 🔍. Searching looks for the title and the author's name.

Accessibility

30

Universal Access features

iPod touch (3rd generation or later) incorporates a variety of accessibility features, including:

- VoiceOver screen reader
- Zoom magnification
- Large Text
- White on Black
- Speak Selection
- Speak Auto-text
- Mono Audio and balance
- AssistiveTouch
- Support for braille displays
- Playback of closed-captioned content

With the exception of VoiceOver, these accessibility features work with most iPod touch apps, including third-party apps you download from the App Store. VoiceOver works with all apps that come preinstalled on iPod touch, and with many third-party apps.

For more information about iPod touch accessibility features, go to www.apple.com/accessibility.

Each accessibility feature can be turned on or off in Accessibility settings on iPod touch. You can also turn some features on or off in iTunes when iPod touch is connected to your computer.

Turn on accessibility features using iPod touch: Go to Settings > General > Accessibility.

Turn on accessibility features using iTunes: Connect iPod touch to your computer and select iPod touch in the iTunes device list. Click Summary, then click Configure Universal Access at the bottom of the Summary screen.

Large Text can only be turned on or off in iPod touch settings. See "Large Text" on page 129.

VoiceOver

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

VoiceOver tells you about each element on the screen as you select it. When you select an element, a black rectangle (the VoiceOver cursor) encloses it and VoiceOver speaks the name or describes the item.

Touch the screen or drag your fingers to hear different 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 you—for example, "double-tap to open." To interact with items on the screen, such as buttons and links, use the gestures described in "Learning VoiceOver gestures" on page 121.

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

Note: VoiceOver speaks in the language specified in International settings, which may be influenced by the Region Format setting. VoiceOver is available in many languages, but not all.

Setting up VoiceOver

Important: VoiceOver changes the gestures used to control iPod touch. Once VoiceOver is turned on, you have to use VoiceOver gestures to operate iPod touch—even to turn VoiceOver off again to resume standard operation.

Note: You can't use VoiceOver and Zoom at the same time.

Turn VoiceOver on or off: Go to Settings > General > Accessibility > VoiceOver. You can also set Triple-click Home to turn VoiceOver on or off. See "Triple-click Home" on page 128.

Turn spoken hints on or off	Go to Settings > General > Accessibility > VoiceOver. When Speak Hints is turned on, VoiceOver may tell you the action of the item or provide instructions for you—for example, "double-tap to open." You can also add Hints to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 122.
Set the VoiceOver speaking rate	Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 122.
Change typing feedback	Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.
Use phonetics in typing feedback	Go to Settings > General > Accessibility > VoiceOver > Use Phonetics. Text is read character-by-character. Voiceover first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."
Use pitch change	Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change. VoiceOver uses a higher pitch when entering a letter, and a lower pitch when deleting a letter. VoiceOver also 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.
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.
Change VoiceOver pronunciation	Set the rotor to Language and then swipe up or down. The Language rotor position is available when you select more than one pronunciation.
Select the pronunciations available in the language rotor	Go to Settings > General > Accessibility > VoiceOver > Language Rotor. To change the position of a language in the list, drag ☰ up or down.
Change the language for iPod touch	Go to Settings > General > International > Language. Some languages may be affected by the Region Format setting in Settings > General > International.
Skip images while navigating	Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.
Speak notifications when you unlock iPod touch	Go to Settings > General > Accessibility > VoiceOver > Speak Notifications. If this is off, iPod touch speaks only the time when you unlock it.

Using VoiceOver

Select items on the screen: Drag your finger over the screen. VoiceOver identifies each element as you touch it. You can move systematically from one element to the next by flicking left or right with a single finger. Elements are selected from left-to-right, top-to-bottom. Flick right to go to the next element, or flick left to go to the previous element.

Enable vertical navigation	Add Vertical Navigation to the rotor, use the rotor to select it, then swipe up or down to move to the item above or below. See "Using the VoiceOver rotor control" on page 122.
Select the first or last element on the screen	Flick up or down with four fingers.
Unlock iPod touch	Select the Unlock button, then double-tap 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 flick right or left to move through the list alphabetically, or tap the table index to the right of the list and flick up or down to move quickly through the list of items.
Change the name of a screen item so it's easier to find	Tap and hold with two fingers anywhere on the screen.

Speak the text of the selected element: Flick down or up with one finger to read the next or previous word or character (twist the rotor control to choose characters or words). You can include the phonetic spelling. See "Setting up VoiceOver" on page 119.

Stop speaking an item	Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.
Change the speaking volume	Use the volume buttons on iPod touch, or add volume to the rotor and swipe up and down to adjust. See "Using the VoiceOver rotor control" on page 122.
Mute VoiceOver	Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the Ring/Silent switch to Silent. If an external keyboard is connected, you can also press the Control key on the keyboard to mute or unmute VoiceOver.
Change the reading voice	Go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.
Speak the entire screen from the top	Flick up with two fingers.
Speak from the current item to the bottom of the screen	Flick down with two fingers.
Speak the iPod touch status information	Tap the top of the screen to hear information about the time, battery life, Wi-Fi signal strength, and more.

"Tap" the selected item when VoiceOver is on: Double-tap anywhere on the screen.

"Double-tap" the selected item when VoiceOver is on	Triple-tap anywhere on the screen.
Adjust a slider	With a single finger, flick up to increase the setting or down to decrease the setting. VoiceOver announces the setting as you adjust it.
Scroll a list or area of the screen	Flick up or down with three fingers. Flick down to page down through the list or screen, or flick up to page up. When paging through a list, VoiceOver speaks the range of items displayed (for example, "showing rows 5 through 10"). You can also scroll continuously through a list, instead of paging through it. Double-tap and hold. When you hear a series of tones, you can move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.

Use a list index	Some lists have an alphabetical index along the right side. The index can't be selected by flicking between elements; you must touch the index directly to select it. With the index selected, flick up or down to move along the index. You can also double-tap, then slide your finger up or down.
Reorder a list	You can change the order of items in some lists, such as the Rotor and Language Rotor elements in Accessibility settings. Select ☰ on the right side of an item, double-tap and hold until you hear a sound, then drag up or down. VoiceOver speaks the item you've moved above or below, depending on the direction you're dragging.
Rearrange the Home screen	On the Home screen, select the icon you want to move. Double-tap and hold the icon, then drag it. VoiceOver speaks the row and column position as you drag the icon. Release the icon when it's in the location you want. You can drag additional icons. Drag an item to the left or right edge of the screen to move it to a different page of the Home screen. When you finish, press the Home button ▢.
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.
Unlock iPod touch	Select the Unlock switch, then double-tap the screen.

Learning VoiceOver gestures

When VoiceOver is turned on, the standard touchscreen gestures have different effects. These and some additional gestures let you move around the screen and control individual elements when they're selected. VoiceOver gestures include two- and three-finger gestures to tap or flick. For best results when using two- and three-finger gestures, relax and let your fingers touch the screen with some space between them.

You can use standard gestures when VoiceOver is turned on, by double-tapping and holding your finger on the screen. A series of tones indicates that normal gestures are in force. They remain in effect until you lift your finger. Then VoiceOver gestures resume.

You can use different techniques to enter VoiceOver gestures. For example, you can enter a two-finger tap using two fingers from one hand, or one finger from each hand. You can also use your thumbs. Many find the "split-tap" gesture especially effective: instead of selecting an item and double-tapping, you can 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 your gestures don't work, try quicker movements, especially for double-tapping and flicking gestures. To flick, try quickly brushing the screen with your finger or fingers. When VoiceOver is turned on, the VoiceOver Practice button appears, which gives you a chance to practice VoiceOver gestures before proceeding.

Practice 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's a summary of key VoiceOver gestures:

Navigate and read

- *Tap:* Speak item.
- *Flick right or left:* Select the next or previous item.
- *Flick up or down:* Depends on the Rotor Control setting. See "Using the VoiceOver rotor control" on page 122.
- *Two-finger tap:* Stop speaking the current item.

- *Two-finger flick up:* Read all from the top of the screen.
- *Two-finger flick down:* Read all from the current position.
- *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.
- *Two-finger triple tap:* Open the Item Chooser.
- *Three-finger flick up or down:* Scroll one page at a time.
- *Three-finger flick right or left:* Go to the next or previous page (such as the Home screen, Stocks, or Safari).
- *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:* An alternative to selecting an item and double-tapping is to touch an item with one finger, then tap the screen with another to activate an item.
- *Touch an item with one finger, tap the screen with another finger ("split-tapping"):* Activate the item.
- *Double-tap and hold (1 second) + standard gesture:* Use a standard gesture.

  The double-tap and hold gesture tells iPod touch to interpret the subsequent 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, YouTube, Voice Memos, or Photos. Take a photo (Camera). Start or pause recording in Camera or Voice Memos. Start or stop the stopwatch.
- *Two-finger double-tap and hold:* Open the element labeler.
- *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.

Using the VoiceOver rotor control

The rotor control is a virtual dial that you can use to change the results of up and down flick gestures when VoiceOver is turned on.

Operate the rotor: Rotate two fingers on the iPod touch screen around a point between them.

Change the options included in the rotor: Go to Settings > General > Accessibility > VoiceOver > Rotor and select the options you want to be available using the rotor.

The effect of the rotor setting depends on what you're doing. If you're reading text in an email you received, you can use the rotor to switch between hearing text spoken word-by-word or character-by-character when you flick up or down. If you're browsing a webpage, you can use the rotor setting to hear all the text (either word-by-word or character-by-character), or to jump from one element to another of a certain type, such as headers or links.

The following lists show the available rotor options, depending on what you're doing.

Reading text
Select and hear text by:

- Character, word, or line

Speaking
Adjust VoiceOver speaking by:

- Volume or rate
- Use of typing echo, pitch change, or phonetics (using Apple Wireless Keyboard)

See "Controlling VoiceOver using an Apple Wireless Keyboard" on page 125.

Navigating
Select and hear text by:

- Character, word, or line
- Heading
- Link, visited link, non-visited link, or in-page link
- Form control
- Table or row (when navigating a table)
- List
- Landmark
- Image
- Static text
- Items of the same type
- Buttons
- Text fields
- Search fields
- Containers (screen regions such as the dock)

Zoom in or out

Entering text
Move insertion point and hear text by:

- Character, word, or line

Select edit function

Select language

Using a control
Select and hear values by:

- Character, word, or line

Adjust the value of the control object

Entering and editing text with VoiceOver

When you enter an editable text field, you can use the onscreen keyboard or an external keyboard connected to iPod touch to enter text.

There are two ways to enter text in VoiceOver—*standard* typing and *touch* typing. With standard typing, you select a key, then double-tap the screen to enter the character. With touch typing, you touch to select a key and the character is entered automatically when you lift your finger. Touch typing can be quicker, but may require more practice than standard typing.

VoiceOver also lets you use the editing features of iPod touch to cut, copy, or paste in a text field.

Enter text: Select an editable text field, double-tap to display the insertion point and the onscreen keyboard, and type characters.

- *Standard typing:* Select a key on the keyboard by flicking left or right, then double-tap to enter the character. Or move you 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, move your finger on the keyboard until you select 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.

  Note: Touch typing works only for the keys that enter text. Use standard typing for other keys such as Shift, Delete, and Return.

Move the insertion point: Flick 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. 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. To 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.

Choose standard or touch typing	With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then flick up or down.
Delete a character	Select the ⌫, then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character you want to delete. VoiceOver speaks the 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, flick up or down to choose Select or Select All, then double tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. If you chose Select All, the entire text is selected. Pinch apart or together to increase or decrease the selection.
Cut, copy, or paste	Make sure the rotor is set to edit. With text selected, flick up or down to choose Cut, Copy, or Paste, then double-tap.

Undo	Shake iPod touch, flick left or right to choose the action to undo, then double-tap.
Enter an accented character	In standard typing mode, 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.
Change the language you're typing in	Set the rotor to Language, then flick up or down. Choose "default language" to use the language specified in International settings. The Language rotor appears only if you select more than one language in the VoiceOver Language Rotor setting. See "Setting up VoiceOver" on page 119.

Using VoiceOver with Safari

When you search the web in Safari with VoiceOver on, the Search Results rotor items lets you hear the list of suggested search phrases.

Search the web: Select the search field, enter your search, then select Search Results using the rotor. Flick right or left to move down or up the list, then double-tap the screen to search the web using the current search phrase.

Using VoiceOver with Maps

With VoiceOver, you can zoom in or out, select pins, and get information about locations.

Zoom in or out: Use the rotor to choose zoom mode, then flick up or down to zoom in or out.

Select a pin: Touch a pin, or flick left or right to move from one item to another.

Get information about a location: With a pin selected, double-tap to display the information flag. Flick left or right to select the flag, then double-tap to display the information page.

Editing videos and voice vemos with VoiceOver

You can use VoiceOver gestures to trim Camera videos and Voice Memo recordings.

Trim a voice memo: On the Voice Memos screen, select the button to the right of the memo you want to trim, then double-tap. Then select Trim Memo and double-tap. Select the beginning or end of the trim tool. Flick up to drag to the right, or flick down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To execute the trim, select Trim Voice Memo and double-tap.

Trim a video: While viewing a video, double-tap the screen to display the video controls. Select the beginning or end of the trim tool. Then flick up to drag to the right, or flick down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To execute the trim, select Trim and double-tap.

Controlling VoiceOver using an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPod touch. See "Using an Apple Wireless Keyboard" on page 26.

The VoiceOver keyboard commands let you navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. All the keyboard commands (except one) include Control-Option, abbreviated in the table below as "VO."

VoiceOver Help speaks keys or keyboard commands as you type them. You can use VoiceOver Help to learn the keyboard layout and the actions associated with key combinations.

VoiceOver keyboard commands

VO = Control-Option

Read all, starting from the current position	VO–A
Read from the top	VO–B
Move to the status bar	VO–M
Press the Home button	VO–H
Select the next or previous item	VO–Right Arrow or VO–Left Arrow
Tap an item	VO–Space bar
Double-tap with two fingers	VO–"-"
Choose the next or previous rotor item	VO–Up Arrow or VO–Down Arrow
Choose the next or previous speech rotor item	VO–Command–Left Arrow or VO–Command–Right Arrow
Adjust speech rotor item	VO–Command–Up Arrow or VO–Command–Down Arrow
Mute or unmute VoiceOver	VO–S
Turn the screen curtain on or off	VO–Shift-S
Turn on VoiceOver help	VO–K
Return to the previous screen, or turn off VoiceOver help	Escape

Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys. Quick Nav is off by default.

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 setting	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
Change the rotor	Up Arrow–Left Arrow or Up Arrow–Right Arrow

You can also use the number keys on an Apple Wireless Keyboard to enter numbers in Calculator.

Single-letter Quick Nav for the web

When you view a web page 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. Hold the Shift key as you type the letter to move to the previous item.

H	Heading
L	Link
R	Text field
B	Button

C	Form control
I	Image
T	Table
S	Static text
W	ARIA landmark
X	List
M	Element of the same type
1	Level 1 heading
2	Level 2 heading
3	Level 3 heading
4	Level 4 heading
5	Level 5 heading
6	Level 6 heading

Using a braille display with VoiceOver

You can use a refreshable Bluetooth braille display to read VoiceOver output in braille, and you can use a braille display with input keys and other controls to control iPod touch when VoiceOver is turned on. iPod touch works with many wireless braille displays. For a list of supported displays, go to www.apple.com/accessibility/iphone/braille-display.html.

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

Turn contracted braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.
Turn eight-dot braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.

For information about common braille commands for VoiceOver navigation and information specific to certain displays, go to support.apple.com/kb/HT4400.

The braille display uses the language that's set for Voice Control.This is normally the language set for iPod touch in Settings > International > Language. You can use the VoiceOver language setting to set a different language for VoiceOver and braille displays.

Set the language for VoiceOver: Go to Settings > General > International > Voice Control, then choose the language.

If you change the language for iPod touch, 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 iPod touch battery is low (less than 20% charge)
- iPod touch 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, and tap Left or Right.

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

Triple-click Home

Triple-click Home provides an easy way to turn some of the Accessibility features on or off when you press the Home button ▢ quickly three times. You can set Triple-click Home to turn VoiceOver on or off, turn White on Black on or off, or present the options to:

- Turn VoiceOver on or off
- Turn White on Black on or off
- Turn Zoom on or off

Triple-click Home is turned off by default.

Set the Triple-click Home function: Go to Settings > General > Accessibility > Triple-click Home and choose the function you want.

Zoom

Many iPod touch apps let you zoom in or out on specific elements. For example, you can double-tap or use the pinch gesture to expand webpage columns in Safari.

Zoom is also a special accessibility feature that lets you magnify the entire screen of any app you're using, to help you see what's on the display.

While using Zoom with an Apple Wireless Keyboard (see "Using an Apple Wireless Keyboard" on page 26), the screen image follows the insertion point, keeping it in the center of the display.

Turn Zoom on or off: Go to Settings > General > Accessibility > Zoom. Or, use Triple-click Home. See "Triple-click Home" on page 128.

Note: You can't use VoiceOver and Zoom at the same time.

Zoom in or out	Double-tap the screen with three fingers. By default, the screen is magnified 200 percent. If you manually change the magnification (by using the tap-and-drag gesture, described below), iPod touch automatically returns to that magnification when you zoom in by double-tapping with three fingers.
Increase magnification	With three fingers, tap and drag toward the top of the screen (to increase magnification) or toward the bottom of the screen (to decrease magnification). The tap-and-drag gesture is similar to a double-tap, except you don't lift your fingers on the second tap—instead, drag your fingers on the screen. Once you start dragging, you can drag with a single finger.
Move around the screen	When zoomed in, drag or flick the screen with three fingers. Once you start dragging, you can drag with a single finger so that you can see more of the screen. Hold a single finger near the edge of the display to pan to that side of the screen image. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom always goes to the top-middle of the screen.

Large Text

Large Text lets you make the text larger in alerts, and in Calendar, Contacts, Mail, Messages, and Notes.

Set the text size: Go to Settings > General > Accessibility > Large Text.

White on Black

Use White on Black to invert the colors on the iPod touch screen, which may make it easier to read the screen. When White on Black is turned on, the screen looks like a photographic negative.

Invert the screen's colors: Go to Settings > General > Accessibility > White on Black.

Speak Selection

Even with VoiceOver turned off, you can have your iPod touch read aloud any text you can select.

Turn on Speak Selection and adjust speaking rate: Go to Settings > General > Accessibility > Speak Selection.

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

Speak Auto-text

Speak Auto-text speaks the text corrections and suggestions iPod touch makes when you're typing.

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

Speak Auto-text also works with VoiceOver or Zoom.

Mono Audio

Mono Audio combines the left and right stereo channels into a mono signal played through both channels. You can adjust the balance of the mono signal for greater volume on the right or left.

Turn Mono Audio on or off and adjust the balance: Go to Settings > General > Accessibility > Mono Audio.

AssistiveTouch

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

Turn on AssistiveTouch: Go to Settings > General > Accessibility > AssistiveTouch. You can also set Triple-click Home to turn AssistiveTouch on or off; go to Settings > General > Accessibility > Triple-click Home.

Adjust the tracking speed	Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.
Show or hide the AssistiveTouch menu	Click the secondary button on your accessory.
Hide the menu button	Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.

Perform a flick or drag that uses 2, 3, 4, or 5 fingers	Tap the menu button, tap Gestures, and then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, flick 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, and 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	Tap the menu button, tap Favorites, and then tap an empty gesture placeholder. Or, go to Settings > General > Accessibility > AssistiveTouch > "Create custom gesture."
Lock or rotate the screen, adjust iPod touch volume, or simulate shaking iPod touch	Tap the menu button, then tap Device.
Simulate pressing the Home button	Tap the menu button, then tap Home.
Move the menu button	Drag it to any location on the screen.
Exit a menu without performing a gesture	Tap anywhere outside the menu.

Universal Access in OS X

Take advantage of the Universal Access features in OS X when you use iTunes to sync information and content from your iTunes library to iPod touch. In the Finder, choose Help > Mac Help, then search for "universal access."

For more information about iPod touch and OS X accessibility features, go to www.apple.com/accessibility.

Minimum font size for mail messages

To increase readability, you can set the minimum font size for Mail message text to Large, Extra Large, or Giant.

Set the minimum mail message font size: Go to Settings > Mail, Contacts, Calendars > Minimum Font Size.

The Large Text setting overrides this minimum font size.

Widescreen keyboards

Many apps, including Mail, Safari, Messages, Notes, and Contacts, let you rotate iPod touch when you're typing, so you can use a larger keyboard.

Voice Control

Voice Control (iPod touch 3rd generation or later) lets you control iPod music playback using voice commands. See "Using Voice Control with Music" on page 38.

Closed captioning

Turn on closed captioning for videos: Go to Settings > Video > Closed Captioning.

Note: Not all video content includes closed captions.

International Keyboards

A Appendix

International keyboards let you type text in many different languages, including Asian languages and languages that are written from right to left.

Adding and removing keyboards

To type text in different languages on iPod touch, you use different keyboards. By default, only the keyboard for the language you've set is available. To make keyboards for other languages available, use Keyboard settings. For a list of supported keyboards, go to www.apple.com/ipodtouch/specs.html.

Add a keyboard: Go to Settings > General > International > Keyboards > Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.

Remove a keyboard: Go to Settings > General > International > Keyboards, then tap Edit. Tap ⊖ next to the keyboard you want to remove, then tap Delete.

Edit your keyboard list: Go to Settings > General > International > Keyboards. Tap Edit, then drag ☰ next to a keyboard to a new place in the list.

Switching keyboards

To enter text in a different language, switch keyboards.

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

You can also 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 alternate characters: Touch and hold the related letter, number, or symbol, then slide to choose a variant. On a Thai keyboard, for example, you can choose native numbers by touching and holding the related Arabic number.

Chinese

You can use keyboards to type Chinese in several different ways, including Pinyin, Cangjie, Wubihua, and Zhuyin. You can also use your finger to write Chinese characters on the screen.

Typing using Pinyin

Use the QWERTY keyboard to type Simplified or Traditional Pinyin. As you type, suggested characters appear. Tap a suggestion to choose it, continue typing Pinyin to see more options.

If you keep typing Pinyin without spaces, sentence suggestions appear.

Typing using Cangjie

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.

Typing using Stroke (Wubihua)

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 丨.

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.

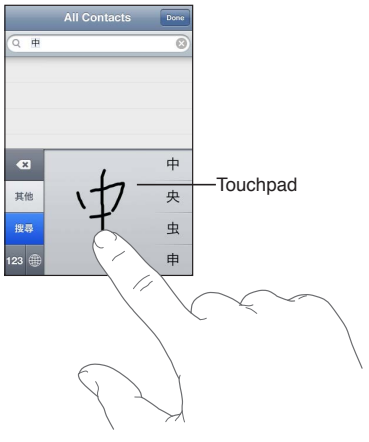
Typing using Zhuyin

Use the keyboard to enter Zhuyin letters. As you type, suggested Chinese characters appear. Tap a suggestion to choose it, or continue entering Zhuyin letters to see more options. After you type an initial letter, the keyboard changes to show more letters.

If you keep entering Zhuyin without spaces, sentence suggestions appear.

Drawing Chinese characters

When Simplified or Traditional Chinese handwriting formats are turned on, you can draw or write Chinese characters directly on the screen with your finger. As you write character strokes, iPod touch 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.



Some complex characters, such as 鱲 (part of the name for the Hong Kong International Airport), 㗎 (elevator), and 㗎 (particle used in Cantonese), can be typed by writing two or more component characters in sequence. Tap the character to replace the characters you typed.

Roman characters are also recognized.

Converting between Simplified and Traditional Chinese

Select the character or characters you want to convert, then tap Replace. See "Editing text" on page 25.

Japanese

You can type Japanese using the Romaji or Kana keyboards. You can also type facemarks.

Typing 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.

Typing 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, tap the arrow key and select another syllable or word from the window.

Typing facemarks or emoticons

Using the Japanese Kana keyboard, tap the ^_^ key.

Using the Japanese Romaji keyboard (QWERTY-Japanese layout), tap the Number key 123, then tap the ^_^ key.

Using the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard, tap the Symbols key #+=, then tap the ^_^ key.

Typing emoji characters

Use the Emoji keyboard to add picture characters. You also can type emoji characters using a Japanese keyboard. For example, type はーと to get ♥.

Using the candidate list

As you type on Chinese, Japanese, or Arabic keyboards, suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or flick to the left to see more candidates.

Use the extended candidate list: Tap the up arrow at the right to view the full candidate list. Flick up or down to scroll the list. Tap the down arrow to go back to the short list.

Using shortcuts

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to the user dictionary. When you type a shortcut while using a supported keyboard, the associated word or input pair is substituted for the shortcut. Shortcuts are available for the following keyboards:

- Chinese - Simplified (Pinyin)
- Chinese - Traditional (Pinyin)
- Chinese - Traditional (Zhuyin)
- Japanese (Romaji)
- Japanese (Kana)

Turn shortcuts on or off: Go to Settings > General > Keyboard > Shortcuts.

Vietnamese

Touch and hold a character to see the available diacritical marks, then slide to choose the one you want.

You can also type the following key sequences to enter characters with diacritical marks:

- aa—â
- aw—ă
- as—á
- af—à
- ar—ả
- ax—ã
- aj—ạ
- dd—đ
- ee—ê
- oo—ô
- ow—ơ
- w—ư

Support and Other Information

B Appendix

iPod touch Support site

Comprehensive support information is available online at www.apple.com/support/ipodtouch. You can also use Express Lane for personalized support (not available in all areas). Go to expresslane.apple.com.

Restarting and resetting iPod touch

If something isn't working right, try restarting iPod touch, forcing an app to close, or resetting iPod touch.

Restart iPod touch: Hold down the On/Off button until the red slider appears. Slide your finger across the slider to turn off iPod touch. To turn iPod touch back on, hold down the On/Off button until the Apple logo appears.

If you can't turn off iPod touch or if the problem continues, you may need to reset iPod touch. A reset should be done only if turning iPod touch off and on doesn't resolve the problem.

Force an app to close: Hold down the On/Off button for a few seconds until a red slider appears, then hold down the Home button ▢ until the app quits.

You can also remove an app from the recents list to force it to close. See "Opening and switching apps" on page 18.

Reset iPod touch: Hold down the On/Off button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

Backing up iPod touch

You can use iCloud or iTunes to automatically back up iPod touch. If you choose to automatically 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.

Backing up with iCloud

iCloud automatically backs up iPod touch 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 Storage & Backup screen. iCloud backs up your:

- Purchased music, TV shows, apps, and books
- Photos and videos in your Camera Roll
- iPod touch settings
- App data
- Home screen and app organization
- Messages

Note: Purchased music isn't backed up in all areas and TV shows are not available in all areas.

If you didn't enable iCloud backup when you first set up iPod touch, you can turn it on in iCloud settings.

Turn on iCloud backups	Go to Settings > iCloud, then log in with your Apple ID and password, if required. Go to Storage & Backup, then turn on iCloud Backup.
Back up immediately	Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.
Manage your backups	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPod touch.
Turn Camera Roll backup on or off	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPod touch, then turn Camera Roll backup on or off.
View the devices being backed up	Go to Settings > iCloud > Storage & Backup > Manage Storage.
Stop iCloud backups	Go to Settings > iCloud > Storage & Backup > Backup, then turn off iCloud Backup.

Music that isn't purchased in iTunes isn't backed up in iCloud. Use iTunes to back up and restore that content. See "Syncing with iTunes" on page 17.

Important: Backups for music or TV show purchases are not available in all areas. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBookstore.

Purchased content, as well as Photo Stream content, doesn't count against your 5 GB of free iCloud storage.

Backing up with iTunes

iTunes creates a backup of photos in your Camera Roll or Saved Photos album, and in text messages, notes, call history, contact favorites, sound settings, and more. Media files, such as songs, and some photos, aren't backed up, but can be restored by syncing with iTunes.

When you connect iPod touch to the computer you normally sync with, iTunes creates a backup each time you:

- *Sync with iTunes:* iTunes syncs iPod touch each time you connect iPod touch to your computer. See "Syncing with iTunes" on page 17. iTunes won't automatically back up an iPod touch that isn't configured to sync with that computer.
- *Update or restore iPod touch:* iTunes automatically backs up iPod touch before updating and restoring.

iTunes can also encrypt iPod touch backups to secure your data.

Encrypt iPod touch backups: Select "Encrypt iPod touch backup" in the iTunes Summary screen.

Restore iPod touch files and settings: Connect iPod touch to the computer you normally sync with, select iPod touch in the iTunes window, and click Restore in the Summary pane.

For more information about backups, including the settings and information stored in a backup, go to support.apple.com/kb/HT1766.

Removing an iTunes backup

You can remove an iPod touch backup from the list of backups in iTunes. You may want to do this, for example, if a backup was created on someone else's computer.

Remove a backup:

1. In iTunes, open iTunes Preferences.
   - *Mac:* Choose iTunes > Preferences.
   - *Windows:* Choose Edit > Preferences.

2 Click Devices (iPod touch doesn't need to be connected).

3 Select the backup you want to remove, then click Delete Backup.

4 Click Delete, to confirm you wish to remove the selected backup, then click OK.

Updating and restoring iPod touch software

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

Deleted data is no longer accessible via the iPod touch user interface, but it isn't erased from iPod touch. For information about erasing all content and settings, see "Reset" on page 107.

Updating iPod touch

You can update software in iPod touch Settings or by using iTunes.

Update wirelessly on iPod touch: Go to Settings > General > Software Update. iPod touch checks for available software updates.

Update software in iTunes: iTunes checks for available software updates each time you sync iPod touch using iTunes. See "Syncing with iTunes" on page 17.

For more information about updating iPod touch software, go to support.apple.com/kb/HT4623.

Restoring iPod touch

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

Restore from an iCloud backup: Reset iPod touch to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See "Reset" on page 107.

Restore from an iTunes backup: Connect iPod touch to the computer you normally sync with, select iPod touch in the iTunes window, and click Restore in the Summary pane.

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

For more information about restoring iPod touch software, go to support.apple.com/kb/HT1414.

File sharing

File Sharing lets you transfer files with a USB cable between iPod touch and your computer, using iTunes. You can share files created with a compatible app and saved in a supported format.

Apps that support file sharing appear in the File Sharing Apps list in iTunes. For each app, the Files list shows the documents that are on iPod touch. See the app's documentation for information about how it shares files; not all apps support this feature.

Transfer a file from iPod touch to your computer: In iTunes, go to your device's Apps pane. In the File Sharing section, select an app from the list. On the right, select the file you want to transfer, then click "Save to."

Transfer a file from your computer to iPod touch: In iTunes, go to your device's Apps pane. In the File Sharing section, select an app, then click Add. The file is immediately transferred to your device for use with the app you selected.

Delete a file from iPod touch: In iTunes, go to your device's Apps pane. In the File Sharing section, select the file, then press the Delete key.

Safety, software, and service information

This table describes where to get more iPod touch-related safety, software, and service information.

To learn about	Do this
Using iPod touch safely	See the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch for the latest safety and regulatory information.
iPod touch service and support, tips, forums, and Apple software downloads	Go to www.apple.com/support/ipodtouch.
The latest information about iPod touch	Go to www.apple.com/ipodtouch.
Using iCloud	Go to www.apple.com/support/icloud.
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (may not be available in all areas), go to www.apple.com/support/itunes.
Creating an Apple ID	Go to appleid.apple.com.
Using iPhoto in OS X	Open iPhoto and choose Help > iPhoto Help.
Using Address Book in OS X	Open Address Book and choose Help > Address Book Help.
Using iCal in OS X	Open iCal and choose Help > iCal Help.
Microsoft Outlook, Windows Address Book, or Adobe Photoshop Elements	See the documentation that came with those apps.
Obtaining warranty service	First follow the advice in this guide and online resources. Then go to www.apple.com/support or see the *Important Product Information Guide* at www.apple.com/support/manuals/ipodtouch.
Battery replacement service	Go to www.apple.com/batteries/replacements.html.

Disposal and recycling information

Your iPod touch must be disposed of properly according to local laws and regulations. Because this product contains a battery, the product must be disposed of separately from household waste. When your iPod touch reaches its end of life, contact Apple or your local authorities to learn about recycling options.

Battery replacement: The rechargeable battery in iPod touch should be replaced only by Apple or an Apple Authorized Service Provider. For more information about battery replacement services, go to: www.apple.com/batteries/replacements.html

For information about Apple's recycling program, go to: www.apple.com/recycling

Deutschland: Dieses Gerät enthält Batterien. Bitte nicht in den Hausmüll werfen. Entsorgen Sie dieses Gerätes am Ende seines Lebenszyklus entsprechend der maßgeblichen gesetzlichen Regelungen.

Nederlands: Gebruikte batterijen kunnen worden ingeleverd bij de chemokar of in een speciale batterijcontainer voor klein chemisch afval (kca) worden gedeponeerd.

Türkiye: EEE yönetmeliğine (Elektrikli ve Elektronik Eşyalarda Bazı Zararlı Maddelerin Kullanımının Sınırlandırılmasına Dair Yönetmelik) uygundur.

台灣

廢電池請回收

European Union—disposal information:

The symbol above means that according to local laws and regulations your product should 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. Some collection points accept products for free. The separate collection and recycling of your product 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.

Union Européenne—informations sur l'élimination: Le symbole ci-dessus signifie que vous devez vous débarasser de votre produit sans le mélanger avec les ordures ménagères, selon les normes et la législation de votre pays. Lorsque ce produit n'est plus utilisable, portez-le dans un centre de traitement des déchets agréé par les autorités locales. Certains centres acceptent les produits gratuitement. Le traitement et le recyclage séparé de votre produit lors de son élimination aideront à préserver les ressources naturelles et à protéger l'environnement et la santé des êtres humains.

Europäische Union—Informationen zur Entsorgung: Das Symbol oben bedeutet, dass dieses Produkt entsprechend den geltenden gesetzlichen Vorschriften und getrennt vom Hausmüll entsorgt werden muss. Geben Sie dieses Produkt zur Entsorgung bei einer offiziellen Sammelstelle ab. Bei einigen Sammelstellen können Produkte zur Entsorgung unentgeltlich abgegeben werden. Durch das separate Sammeln und Recycling werden die natürlichen Ressourcen geschont und es ist sichergestellt, dass beim Recycling des Produkts alle Bestimmungen zum Schutz von Gesundheit und Umwelt beachtet werden.

Unione Europea—informazioni per l'eliminazione: Questo simbolo significa che, in base alle leggi e alle norme locali, il prodotto dovrebbe essere eliminato separatamente dai rifiuti casalinghi. Quando il prodotto diventa inutilizzabile, portarlo nel punto di raccolta stabilito dalle autorità locali. Alcuni punti di raccolta accettano i prodotti gratuitamente. La raccolta separata e il riciclaggio del prodotto al momento dell'eliminazione aiutano a conservare le risorse naturali e assicurano che venga riciclato in maniera tale da salvaguardare la salute umana e l'ambiente.

Europeiska unionen—uttjänta produkter: Symbolen ovan betyder att produkten enligt lokala lagar och bestämmelser inte får kastas tillsammans med hushållsavfallet. När produkten har tjänat ut måste den tas till en återvinningsstation som utsetts av lokala myndigheter. Vissa återvinningsstationer tar kostnadsfritt hand om uttjänta produkter. Genom att låta den uttjänta produkten tas om hand för återvinning hjälper du till att spara naturresurser och skydda hälsa och miljö.

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.

Apple and the environment

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iPod touch operating temperature

If the interior temperature of iPod touch exceeds normal operating temperatures, you may experience the following as it attempts to regulate its temperature:

- iPod touch stops charging.
- The screen dims.
- A temperature warning screen appears.

Important: You can't use iPod touch while the temperature warning screen is displayed. If iPod touch can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPod touch to a cooler location and wait a few minutes before trying to use iPod touch again.

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