NAVIGATING THE iPAD SETTINGS

What can you do in the iPad settings screen?

There are a number of great tweaks you can make in the settings screen that will change how your iPad behaves. Some of these are very useful, like turning off 3G to save battery life, and some are very important for those who need extra help using the iPad, like the accessibility settings.

The following options can be found within the settings;

Airplane Mode

When you enable airplane mode from the Settings screen, an airplane icon (✈) appears in the status bar at the top of the screen and the following wireless connections and services are turned off: Cellular (voice and data), Wi-Fi, Bluetooth and GPS.

Location services

Location Services allows location-based apps and websites (including Maps, Camera, Safari, and other Apple and third-party apps) to use information from cellular, Wi-Fi1, and GPS networks to determine your approximate location.
You may choose to enable Location Services for different Apps/Websites to give your permission to use your location data.

Wi-Fi Network

When you first turn on your iPad, if there's a free Wi-Fi network available, the device will automatically try to link to the network. This is where you would go if you need to manually connect to a Wi-Fi network (see 'How to' sheet on 'Accessing New WiFi' for extra support.

Stop being bugged by Wi-Fi. iOS's ability to ask you whether or not you want to join a nearby Wi-Fi network can be handy at times, but if you are traveling in a car and passing by different networks, it can also be quite annoying. In the Wi-Fi settings, you can tell the iPad not to ask you to join nearby networks.

Bluetooth

If you have a Bluetooth device like a set of headphones, speakers, or a Bluetooth keyboard, you can turn on Bluetooth so it can locate those devices.

Do Not Disturb

You can use the Do Not Disturb setting while your iOS device is locked to silence calls, alerts, and notifications.
To enable, tap Settings > Do Not Disturb. When Do Not Disturb is on, a "moon" icon will appear in the status bar.
To make changes to your Do Not Disturb settings, tap Settings > Notifications > Do Not Disturb.

Notifications

Push notification allows an app to notify you of new messages or events without the need to actually open the application, similar to how a text message will make a sound and pop up on your screen. This is a great way for apps to interact with us in the background, whether it be a game notifying us of some event occurring in our game world or simply the iPad's mail application beeping as a new message appears in our inbox.

Turn off push notifications for a specific app. Sometimes, an app can get a little hyperactive in sending you notifications, so rather than turn off push notifications for the entire ipad, you can go to the Notifications settings and turn them on or off for an individual app.

General
About
Clicking on *About* will give you a general overview of the content on your iPad, including how many songs, videos, photos and applications you have installed. It reminds you of the memory capacity of your iPad and how much you have available.

The list, as you can see, also includes the model and serial number, which you should copy and keep a part of your records just in case the device is ever lost or stolen.

VPN
The VPN stands for Virtual Private Network, which is used within businesses and organizations "to communicate information securely over a non-private network." You may need to ask a network administrator for the settings you need to configure for a VPN.

Location Services
Location Services is used for the Maps and location aware applications of your iPad to determine your approximate location when your iPad is turned on and your Wi-Fi is enabled. The iPad Wi-Fi + 3G uses cellular networks and GPS to determine your location. Doesn't hurt much to keep it enabled.

Auto-Lock
This setting automatically closes and locks your iPad after a designated period of time. Increasing the time will often reduce the battery charge, so you should probably leave it at default.

Passcode Lock
Use this setting if you use a designated passcode for unlocking your iPad. If you travel a lot, you might want to use this setting just in case your iPad is ever lost or stolen. Additional settings will erase data on your iPad after a specified period of time.

Make the lock 2 minutes
1. Make the lock 2 minutes to also save energy.
2. Go to **Settings**, then **General** then **Auto-Lock.**

3. Choose 2 minutes.

Configure the side switch/multitasking gestures
The latest update to iOS defaults the side switch to being a mute button, but it is already easy to mute the iPad by simply turning the volume down. If you find yourself sometimes annoyed when the iPad changes orientation based on how you are lounging on the couch, you can turn the side switch to lock the orientation by choosing General settings and flipping the Side Switch setting from Mute to Lock rotation.

Date & Time
The default settings for the date and time information in the status bar at the top of the screen will probably be okay, but this is where you'd change those settings if you travel to different time zones or countries.

Keyboard
Theses settings refer to what happens when you type on the built-in keyboard software or an external keyboard. I recommend enabling all these features for they assist you in typing faster on the iPad. Auto-Correction corrects common misspellings; Auto-Capitalization capitalizes the first word of each new sentence you write (as long as there is a period before the new sentence.) Doubling-clicking on the Shift key of the keyboard will lock the caps key and all the letters you type will be in uppercase. The ","   shortcut lets you double-tap the space bar to enter a period followed by a space when you're typing. There's no reason to turn this off.

International

The default for these settings are based on the country where you purchased the iPad, so they typically don't need to be changed. But this is where you can change the settings for different languages and logistical information.

Accessibility

These settings are mainly for visually impaired users, or people who are deaf, hard of hearing, or have a physical or learning disability.

Restrictions

If you have kids and you want to restrict them from using Safari, installing applications, viewing explicit videos and TV shows, etc. then you will want to check out the settings for this area.

Sounds

These preferences refer to sounds you hear when, for instance, typing, calendar alerts, new mail arrives or is sent. If hearing these sounds for various features bugs you, simply click them off.

Brightness
Control the brightness

To save power have the brightness level of the computer in the mid range. Go to the **Settings** tab and choose **Brightness and Wallpaper.** Slide the brightness across to the middle.

Picture Frame
Change the Picture Frame to a specific album. If you like using your iPad as a picture frame, you can change it to only display photos from a particular album under the Picture Frame settings. You can also configure the iPad to zoom in on faces, shuffle photos and display each photo for up to 20 seconds.

FaceTime. Want to change how you are reached at FaceTime on your iPad? You can turn FaceTime on or off or even add another email address to the list.

Mail, Contacts, Calendars
The settings for these apps are covered in the following table. You access the settings listed here by tapping the Settings app icon on the Home screen and then tapping Mail, Contacts, Calendars.

Setting	Description
Add Account	Add and manage e-mail accounts.
Fetch New Data	Turn on/off the feature to push new e-mails and contacts and calendar info for Microsoft Exchange and iCloud accounts to you automatically.
Show	Set how many recent messages to show in Mail.
Preview	Set how many lines in e-mail messages are to show in the Inbox preview.
Show To/Cc Label	Turn display of To/Cc label on or off in e-mails.
Ask Before Deleting	Turn on to display a confirmation dialog before deleting e-mails.
Load Remote Images	Control whether images on websites are displayed; displaying such images can allow a site to gather some information about you and your iPad.
Organize by Thread	Turn on a feature to organize e-mail messages among the same group of correspondents so those messages appear together in a subfolder.
Always Bcc Myself	Turn on to send a copy of every e-mail to yourself. (This is in addition to saving a copy in the Sent folder.)
Increase Quote Level	Turn on to automatically indent text when forwarding or reply to a message in Mail.
Signature	Change the signature at the end of all your messages. ("Sent from my iPad" is the default message.)
Default Account	Specify which account other apps use by default when you share data from them via e-mail.
Sort Order	Specify sort order for contacts (first/last or last/first names).
Display Order	Specify display order for contacts (first/last or last/first).

My Info	Associate your iPad with a specific contact.
New Invitation Alerts	Turn on alerts when you get a new invitation in Mail.
Shared Calendar Alerts	Enables alerts from various calendars you're sharing with the Calendar app.
Time Zone Support	Turn on Time Zone Support to show event data and times in your time zone; set your time zone.
Sync	Control how far back events are synced via iCloud or when you connect to your computer and iTunes.
Default Alert Times	Set up how far ahead you should be alerted for various events such as birthdays and all-day events.
Default Calendar	Choose whether to use the preinstalled Calendar program or a calendar synced from your computer, managed in iCloud, or synced from a services such as Gmail or AOL.