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Michael Grothaus and Erica Sadun

**TUAW**  
SECOND EDITION

# Taking Your iPod touch to the Max

Second Edition



**Michael Grothaus**  
**Erica Sadun**

Apress®

## **Taking Your iPod touch to the Max, Second Edition**

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*To my niece, who will be born by the time this book is published. I can only wonder what technology will be like by the time you reach my age.*

*—Michael*

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# About the Author



**Michael Grothaus** is an American novelist and journalist living in London. He was first introduced to Apple computers in film school and went on to use them for years to create award-winning films. After discovering many of Hollywood's dirty little secrets while working for 20th Century Fox, he left and spent five years with Apple as a consultant. He's since moved to Europe and written his first novel. Currently, Michael is a staff writer for AOL's popular tech news site TUAW.com, where he regularly interviews tech CEOs and writes about all things Mac. He is also the coauthor of Apress' *Taking Your iPad to the Max*. When not writing, he spends his time traveling Europe, Northern Africa, and Asia. *Epiphany Jones*, a novel about trafficking and America's addiction to celebrity, is his latest book. You can contact him at [www.michaelgrothaus.com](http://www.michaelgrothaus.com).

# About the Technical Reviewer

**Erica Sadun** holds a PhD in computer science from the Georgia Institute of Technology. She has written, cowritten, and contributed to almost three dozen books about technology, particularly in the areas of programming, digital video, and digital photography. An unrepentant geek, Sadun has never met a gadget she didn't need. Her checkered past includes run-ins with NeXT, Newton, and a vast myriad of both successful and unsuccessful technologies. When not writing, she and her geek husband parent three adorable geeks-in-training, who regard their parents with restrained bemusement. *Eight Ways to Get the Most out of Your Zune*, the O'Reilly Short Cut, and *Modding Mac OS X*, also from O'Reilly, are her latest books. She also wrote the first edition of *Taking Your iPhone to the Max*.

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Thanks to Erica, the awesome team at Apress, and the entire TUAW gang. Also, thanks to Charles Gentry from Stretham, England, for his unrelenting praise of Apple products, which finally convinced me to (as he put it) “leave the gloomy lands of Windows to enter the sun-drenched, golden skies of the Mac.”

—Michael

# Introduction

It's been just over nine years since Apple first introduced the iPod to the world. In that short time span, technology—and the iPod itself—has progressed in leaps and bounds. The first iPod had a black-and-white screen and a mechanical scrollwheel interface. This latest iPod, the fourth generation of the iPod touch, has a Retna display that allows you to view videos in high definition and a Multi-Touch screen that lets you interact with your device like never before. The first iPod was solely for music. This iPod touch is for, well, everything it seems.

Apple's latest iteration of its wonder gadget leapfrogs even last year's model. It's so advanced that it seems like a device you've pulled from five years in the future. The newest iPod touch is thinner than ever before. It adds a built-in microphone, a rear camera that can take beautiful still pictures or even record your life in high-definition video, and a high-resolution display. Perhaps most noticeable of all, the latest iPod touch introduces a front-facing camera with FaceTime technology that allows you to video call anyone with a compatible FaceTime device. There are so many new features added to this iPod touch that, even if you've owned an iPod touch before, getting used to everything that has changed can be daunting. That's where this book comes in.

This is the second edition of *Taking Your iPod touch to the Max*. It has been completely revised and updated with entirely new content, images, and tips. We talk you through the iPod touch's new operating system, iOS 4.1, and all of its new features including multitasking, HD video recording, creating folders, and, of course, FaceTime—the revolutionary new way for you to communicate with your friends and family. You'll learn the gesture-based, Multi-Touch vocabulary that allows you to manipulate the iPod and its hundreds of thousands of apps. We'll show you how to connect to the Internet, browse the Web, touch your music and videos, and find and download apps from the App Store. You'll discover how to buy and navigate books using Apple's incredible iBooks app, view slide shows and photos, send e-mail, create notes and calendars, and even stream video from your iPod to your TV.

This book is written for anyone with an iPod touch or who is thinking of getting one (you won't be sorry!). It doesn't matter whether you're a Mac or Windows user or, in fact, even if you've never used a computer at all. This book's thorough coverage and step-by-step discussions allow all iPod touch owners to learn about their device and come away with both the skills and the knowledge they need to use it to its fullest.

How you read the book is up to you. If you are totally new to the iPod touch (or computers in general), we suggest you read the book cover to cover, but feel free to jump around from chapter to chapter if that works better for you. For readers who have owned iPod touches before, you may benefit the most from checking out the chapters on the major new features first. However, there are so many new, subtle changes to almost every aspect of the iPod touch and its iOS operating system that even experienced users will benefit from reading the entire book.

Have fun while you're learning everything that the iPod touch can do. It's the future in the palm of your hands, and it's a blast. Thanks for letting us show it to you.

# Bringing Home the iPod Touch

Since 2001, the iPod has changed the way we listen to our music. It has allowed us to carry virtually our entire music collection around with us in a beautiful little package, and thanks to its unique scroll wheel, it has made that beautiful little package easy to navigate. Each year the iPod has evolved, getting physically smaller while its storage capacity and popularity have grown. Then came the iPod touch, and Apple reinvented what the MP3 player was capable of. The iPod touch, like its predecessor, quickly became the best MP3 player on the market, but it was so much more than *just* an MP3 player. It added Internet capabilities, a Multi-Touch display, and hundreds of thousands of apps for almost anything you could imagine. Now Apple's iPod touch offers amazing features such as front and rear cameras with FaceTime video calling, a high-resolution Retna display, and Apple's incredibly fast A4 processor.

You're about to read how to pick and purchase your iPod touch, how to bring that baby home with you, and how to get started using it. This chapter covers the first steps you'll need to take and the decisions you'll need to make.

## Buying Your iPod Touch

If you don't already have an iPod touch, your first two decisions are which model to buy and where to buy it. The following sections cover some things to consider in the decision-making process.

## Picking Your iPod Touch

In the world of the touch, the choices aren't wide. As with other iPods, usually only a couple of models are available at a particular time. In the iPod touch's case, there are three different models, and their only difference is the size of their memory, or storage capacity.

So, how do you choose the model that is right for you? It all comes down to the storage capacity. Do you want to pay more for a few more gigabytes of memory? It's not as if those extra gigabytes offer an inexhaustible resource. With enough videos and movies, you can easily run out of storage on a 160GB iPod classic, let alone the flash-memory-based iPod touch. Here are some questions you need to ask yourself:

*How big is your music library?* If it's large, the extra space on some iPod models helps store additional music and podcasts. Remember that you don't need to bring your entire media collection with you—and with the iTunes Wi-Fi Music Store, you can buy music and movies on the go.

*How many videos do you want to carry around?* A single two-hour movie can occupy more than a gigabyte of storage. If you travel a lot, especially on airplanes, you may want to pay more to store additional movies and TV shows with those extra gigabytes. A few extra gigabytes can make a big difference in deciding whether you have the space to rent or buy a video on the go.

*Do you plan to carry a lot of pictures?* Although pictures are pretty small, if you carry a few thousand of them around, they do add up to some serious storage consumption. Did you laugh at the idea of carrying that many pictures around on your iPod? Apple's built-in iPhoto support makes it simple to put years of photo archives onto your touch with a single synchronization option.

*Do you plan to take a lot of pictures or record a lot of video?* The iPod touch can both take and record still photos and HD video. Recording a lot of HD video takes up space. The larger the storage capacity of the iPod touch, the more video you can record.

*Are you going to download a lot of apps?* There are hundreds of thousands apps available on Apple's App Store. Some apps are very small, taking up less than 1MB of disk space. Other apps—notably games—can take up hundreds of megabytes, even gigabytes, of space. What's more, apps can consume additional space by saving documents, downloading data, and so on. It's not just about the initial download.

The more apps you have on your iPod, the more space you take up.

*Do you need to carry a lot of data?* You might not think of your iPod as a data storage device, but there are ways to use it to bring data along with you on the road. If you think you might need to do this, those extra gigabytes could be put to good use.

*How long do you plan to use this iPod?* If you're an early adopter who plans to trade up at the earliest possible opportunity whenever Apple offers a new unit, you may want to save your pennies now and trade space for the fiscal liquidity to support your little habit. But if you want to get the most use out of the iPod for the longest period of time, paying more up front means you won't outgrow the memory quite as fast.

## Considering System Requirements

As with all iPods, in order to effectively use your touch, you will need a computer with a Universal Serial Bus (USB) 2.0 port and an Internet connection running iTunes 10.0 or newer. iPods need to connect to your computer on a regular basis to synchronize music, photos, calendars, and so forth. Nearly all music, video, and data management is done through the iTunes program on your computer. You need iTunes for loading media onto your iPod and synchronizing it to your computer-based calendar and bookmarks. At the time this book was written, you'll also need to be running a Mac with 10.5.8 or newer or a PC with Windows Vista, Windows 7, Windows XP Home, or Professional (SP3) or newer.

Before you purchase that iPod, ask yourself whether you have a computer that has all these features available. If not, you might not be able to properly use your iPod.

**NOTE:** If you haven't yet put iTunes on your computer, grab your free copy from [www.apple.com/itunes](http://www.apple.com/itunes). Versions are available for both OS X and Windows systems, and installing iTunes is quick and easy.

## Deciding Where to Buy Your iPod

After deciding which model you want, you're probably ready to pull out your credit card and get that iPod (see Figure 1–1). Where should you go? To an Apple Store? To another retailer like Target? Or should you buy online? Here are some points to consider.

*Availability:* Non-Apple retailers may or may not have the most up-to-date Apple units. Apple retail stores and Apple's online store always do. Third-party retailers often have a better repository of cheaper out-of-date units, though. And it's not that Target/Costco doesn't carry new iPods; it's that there's usually a few weeks or month delay in stocking new stuff.

*Price:* As far as the online/offline question goes, price-wise it's mostly a wash. At a store or online, you'll pay the same amount for your iPod. The taxes are the same, and shipping is free. Non-Apple retailers rarely offer price breaks on Apple products, although they sometimes offer deals, such as included gift cards, that provide extra value for your money.



**Figure 1-1.** The iPod touch in its acrylic packaging. You can purchase your touch online at <http://store.apple.com>, at a brick-and-mortar Apple Store, or at third-party retailers.

*Refurbs:* If you want to buy a refurbished iPod touch, select retailers sell refurbished models. Refurbished models usually debut a few months after product rollout.

*Wait:* Buying at a store means you don't need to wait—the iPod is in your hands immediately. Buying online means your product must be shipped, and you'll need to pay extra if you want expedited service.

*Engraving:* If you want your iPod engraved, you can do so online at the Apple Store. Apple offers free laser engraving with your iPod purchase. This allows you to add a personal message or identifying information, such as an e-mail address or phone number, that will help your iPod make its way back to you if lost.

*Hands-on testing:* Whether you make your purchase online or at a retail location, you can always walk into an Apple retail store and test an iPod in person before you buy one. Of course, once you're there, it's pretty easy to hand over a credit card and walk out of the store with a new iPod touch right there and then.

*The personal touch:* Unless you need an online-only feature (such as engraving), we recommend buying in person at a store. You can ask questions. You can make human connections. If something goes wrong with your purchase, a person is there to help you work through it. This is not to say that calling Apple's support line is insufficient, but being face-to-face with a real person makes solutions happen more readily.

**NOTE:** A significant, although small, percentage of iPod purchases do not go smoothly. Some people end up with a screen flaw, such as dead screen pixels, which appear as small, black dots on your display. If such a problem is found soon after purchase, it may involve a trade for a new unit. The chances of resolving issues increase significantly when you talk to someone in person. The chances increase further when you deal with certain retailers with superior consumer-protection policies. Apple or (even better) Costco policies generally produce more satisfactory results than Target or Best Buy policies.

## Understanding Return and Exchange Policies

When your touch is purchased from Apple, standard iPod return and exchange policies are in effect. These policies are distinct from the ones that apply to iPod touch's cousin, the iPhone. The touch policies are, instead, in line with other iPods:

- You have 14 days from the time of purchase to return or exchange your unit.
- A 10 percent open box fee will be assessed on any opened hardware or accessory.
- You cannot return the iPod if it has been engraved.

In addition to these policies, Apple will usually swap out, without penalty, any unit that's clearly defective because of manufacturing issues.

## Bringing Your iPod Home

Once you buy your iPod touch, it's time to take it home and get it set up. This involves several steps. First, you unpack the box and review its contents. Then you connect it to your computer and prepare the touch for day-to-day use. The following sections will walk you through this process.

## Unpacking Your iPod Touch

iPod packaging (see Figure 1–2) is a small work of art. The touch ships in an acrylic package that contains the player, a USB connector cable, those famous white earbuds, and a packet of documentation. Each of these items is important and will help you in your day-to-day use of your iPod.



**Figure 1–2.** *The iPod touch package combines compactness with beauty. It contains your new iPod as well documentation, earbuds, and more.*

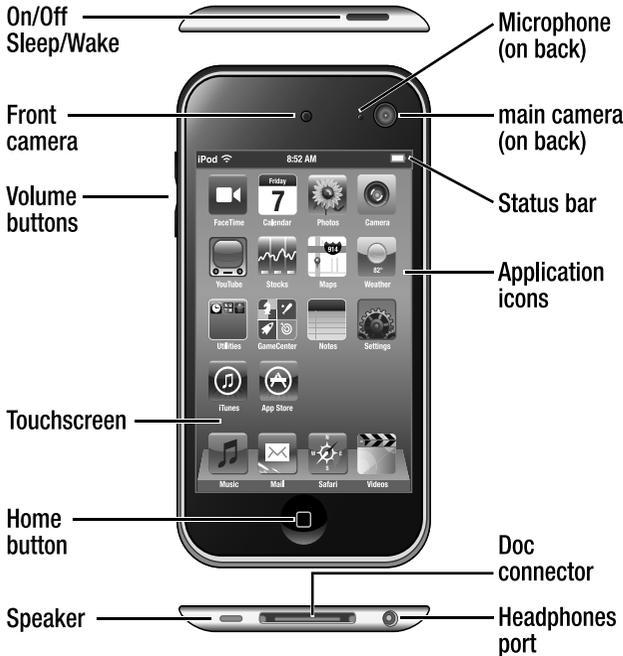
Here's a rundown of what's in the box:

*Cable:* The USB cable attaches your iPod to your computer.

*Stereo headset (earbuds):* It wouldn't be an iPod without those iconic white earbuds. Seriously, you can do better both in terms of audio quality and protecting your ears, but people do love those white earbuds. They tell the world that you're listening to iPod.

## Reviewing the iPod Touch Features

After unpacking your iPod, take a few minutes to discover more about your new purchase. Figure 1-3 identifies the basic features on your touch.



**Figure 1-3.** Some important iPod touch features include the Sleep/Wake button, which allows you to conserve energy by sleeping the screen; the Home button, which takes you to your iPod’s home screen from any application; and the dock connector at the bottom, which allows you to connect your iPod to your personal computer.

The bottom of the iPod houses a jack (or, as Apple calls it, the “headphones port”), into which you can plug your earbuds; an indented slot for connecting to your USB cable; and a speaker. The top of the iPod offers a Sleep/Wake button that is used to power on and off certain features. The iPod’s front has a large touchscreen, a single Home button at the bottom, and a camera at the top center. Turn your iPod touch over to see the rear camera at the top corner. On the left side of the iPod are the volume control buttons.

## Preparing for a Fresh Start

You’ve unpacked your iPod but haven’t yet connected it to iTunes. Now is a good time to review the data on your computer. When you connect your iPod to iTunes, it will synchronize itself to your media library and, depending on your computer, to your bookmarks, your calendars, and so forth. Before you go forward, here are some items you may want to either expand or clean up so your iPod starts its life with the freshest possible data:

*Contacts:* iPod can sync with Outlook or Outlook Express on Windows, Address Book or Entourage on a Macintosh, and Yahoo! Address Book and Google Contacts on the Internet. To prepare for your first sync, review your existing contacts to make sure they're up-to-date with current phone numbers and e-mail addresses. If you use another program to manage contacts, consider migrating your contacts to one of these solutions. If you would rather not, that's OK, too.

*Calendar:* Your iPod can also sync with computer-based calendars. The touch supports iCal and Entourage calendars on the Mac and Outlook calendars on Windows. Get your calendars into shape before your first sync, and you'll be ready to monitor your schedule.

*Bookmarks:* Spend a little time reviewing and cleaning up your Internet Explorer or Safari bookmarks. Some housecleaning now will make it much easier for you to find your favorite web sites from your iPod touch.

*Music:* iPod touch models offer relatively small storage space when compared to, for example, iPod classic's generous 160GB hard drive. To make the most of this limited space, set up playlists for your favorite songs and podcasts. Since, in all likelihood, you won't be able to synchronize your entire library to your new iPod, invest time now in weeding through your media to find those items you most want to have on hand.

*Videos:* iPod touch can import any videos you have in iTunes that you've purchased from the iTunes Store. It will also import any videos you have on your computer in your iTunes library as long as you've converted those videos to an iPod-compatible format. Compatible formats are MP4, MOV, and M4V.

*Books and PDFs:* Make sure any ePub books or PDFs you have on your computer have been added to your iTunes library. This will allow you to sync them with Apple's new iBooks app.

**CAUTION:** Make sure you've authorized your computer in iTunes (Store ► Authorize Computer) before synchronizing your music. If you don't, your music won't be copied to your iPod. Also note that you can't copy music from more than five accounts.

*Software and operating system:* Make sure you've updated to iTunes 10.0 or newer. And, if you're using a Macintosh, make sure you've updated your operating system to at least OS X 10.5.8. If you're using Windows, you need to make sure you are using Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or newer. You can download the latest version of iTunes from Apple at [www.apple.com/itunes/download](http://www.apple.com/itunes/download).

*iTunes Account:* If you plan to purchase music using the iPod's iTunes Wi-Fi Music Store, Apple requires a current iTunes account. If you don't already have one, you can sign up for a U.S. account, as described next.

## Creating a New iTunes Account

Creating a new iTunes account requires a U.S. address and credit card. Here are the steps you'll need to follow in order to create that account:

1. Launch the iTunes application, and wait for it to load.
2. Click the iTunes Store entry in the column on the left side of the window, and wait for the store screen to load. You must be connected to the Internet for this to happen, because all the storefront information is stored at Apple.
3. Click the Sign In button at the top-right corner of the screen. iTunes opens the sign-in dialog box (see Figure 1-4), which will allow you to either sign in with an existing account or create a new one.



**Figure 1-4.** The iTunes sign-in dialog box allows you to sign in to iTunes with your existing account or begin the process of creating a new account. This figure shows the Sign In screen on a Mac. It will be the same, though Windows-looking, on a PC.

4. Click Create New Account. The screen clears, and a message welcoming you to the iTunes Store is displayed. Click Continue.
5. Review the terms of service, and then click Agree. A new dialog box appears, prompting you to create your account.

6. Enter your e-mail address and a password (you must enter the password twice for verification). Also enter a question and answer that will help verify your identity and the month and day of your birth. Review the other options on the page, and adjust them as desired before clicking Continue. Again, the screen will clear, and you'll move on to the final account-creation step.
7. Enter a valid U.S. credit card and the billing information for that credit card. These must match to finish creating your account. When you have entered the information, click Continue.

After following these steps, you will receive a confirmation e-mail at the address you specified while signing up. The e-mail welcomes you to the iTunes Store and provides you with the customer service web address ([www.apple.com/support/itunes/store](http://www.apple.com/support/itunes/store)).

## Connecting Your iPod Touch to Your Computer

You're now ready to unpack your unit and connect it to your computer. Here are the steps you need to take:

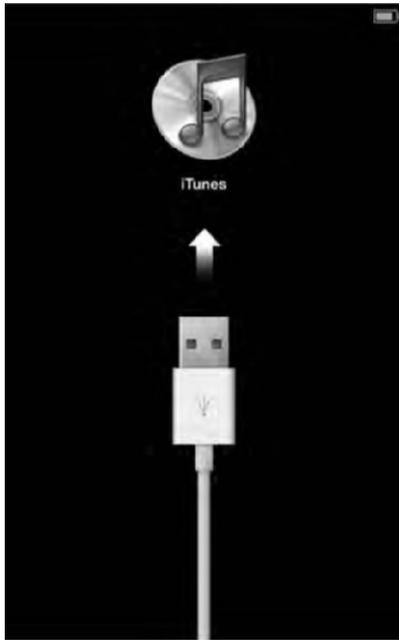
1. Remove the iPod from its box, and then extract it from its factory wrapping. Also unwrap the included USB cable.
2. Locate the two ends of the USB cable. One is thin and marked with a standard three-pronged USB symbol. The other is wide and marked with a rectangle with a line in it.
3. Orient your iPod. On the back of your iPod, the Apple logo and the word *iPod* show you which way is up (see Figure 1–5). The dock connector is at the bottom of your iPod touch.



**Figure 1–5.** Orient your iPod by locating the Apple symbol and the word *iPod* on its back. In this figure you can see the dock connector. It's the long thin rectangular opening on the bottom.

4. Connect the wide end of the USB cable to the bottom of your iPod touch. Be gentle but firm, without twisting or forcing the connection. Connect the thin end to a spare USB 2.0 port on your computer.
5. iTunes will launch, and your iPod will chime softly.

The iPod's Connect to iTunes screen (Figure 1-6) has an image that looks like the end of your dock cable pointing to an iTunes logo. If your iPod does not automatically power on and display this screen, press and hold the Sleep/Wake button. With the main screen facing toward you, this button is found at the top left of the iPod. After a few seconds, the iPod should wake up and display the white Apple logo as it powers on. If the iPod does not respond and does not display either the white Apple logo or the Connect to iTunes screen, contact the store where you purchased the iPod.



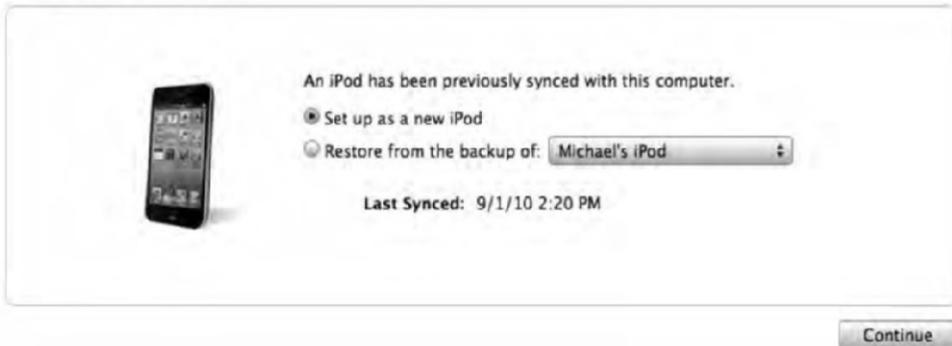
**Figure 1-6.** *The Connect to iTunes screen*

Startup problems should not be related to battery power. The iPod ships fully charged. The steps shown here, especially steps 2 through 4, ensure that your iPod is receiving power from your computer. So if your touch is not powering up properly and if you're not seeing that Connect to iTunes screen, you need to return the iPod and find out what's wrong.

## Setting Up Your iPod Touch

You've plugged in your iPod. iTunes has launched, recognized your new iPod, and opened its iPod Setup Assistant (see Figure 1–7). Now you have your opportunity to set up your new iPod touch, as outlined in the following steps. Be aware that these steps may vary slightly as Apple updates and changes iTunes.

### Set Up Your iPod



**Figure 1–7.** The iPod Setup Assistant lets you name your iPod and decide which items to automatically synchronize to it.

1. Choose between “Set up as new iPod” or “Restore from the backup of.” You won’t see the “Restore from the backup of” option if you’ve never owned an iPod touch before. If you have, this option allows you to move all your personal settings of the old iPod over to the new one. If you are setting up this iPod for the first time and have never owned a previous one, choose “Set up as new iPod,” and click Continue.
2. The next screen will allow you to name your iPod and choose what items to automatically sync to it. If you want to name your iPod something other than “your name’s iPod,” enter a new name into the “The name of my iPod is” field. Do not press Enter or Return, and do not click Done.
3. We recommend you uncheck both boxes: “Automatically sync songs to my iPod” and “Automatically sync photos to my iPod.” It’s far easier to manage these choices manually.
4. Click Done. iTunes closes the Setup Assistant and moves you to the Your Apple ID screen (see Figure 1–8).

## iTunes Account (Apple ID)

If you have an Apple ID, sign in below. Otherwise choose "I do not have an Apple ID," choose your country, and click Continue.

You may already have an Apple ID if you have made purchases from the iTunes Store, Apple Store, or have previously registered an Apple device.

Use my Apple ID to register my iPod

Apple ID  
  
Example: steve@mac.com

Password  
  
[Forgot Password?](#)

I do not have an Apple ID

I live in:

**Figure 1–8.** The iPod registration process uses your Apple ID to register your touch with Apple.

5. Assuming you've already set up your Apple account, enter your Apple ID and password into the fields provided. (You can choose the "I do not have an Apple ID" option if you either do not have or do not want an Apple account.) Select your country, and then click Continue. The Registration Information screen opens.
6. In the Registration Information screen (see Figure 1–9), iTunes prompts you to enter or, if you already have an account, to confirm your name, address, and phone number.
7. Notice the "I would like to receive Apple news" check box at the bottom of this screen. Uncheck this option to opt out of receiving Apple marketing e-mail. Apple also requests information about your job, your age, and your iPod use. Because this information request is intrusive, feel free to choose Other, and make up an age and a reason for use. You are under no compulsion to offer truthful ones. This is unrelated to contracts or terms of use. It's simply Apple being nosy and trying to earn money by marketing to you.
8. Click Register to finish your registration.

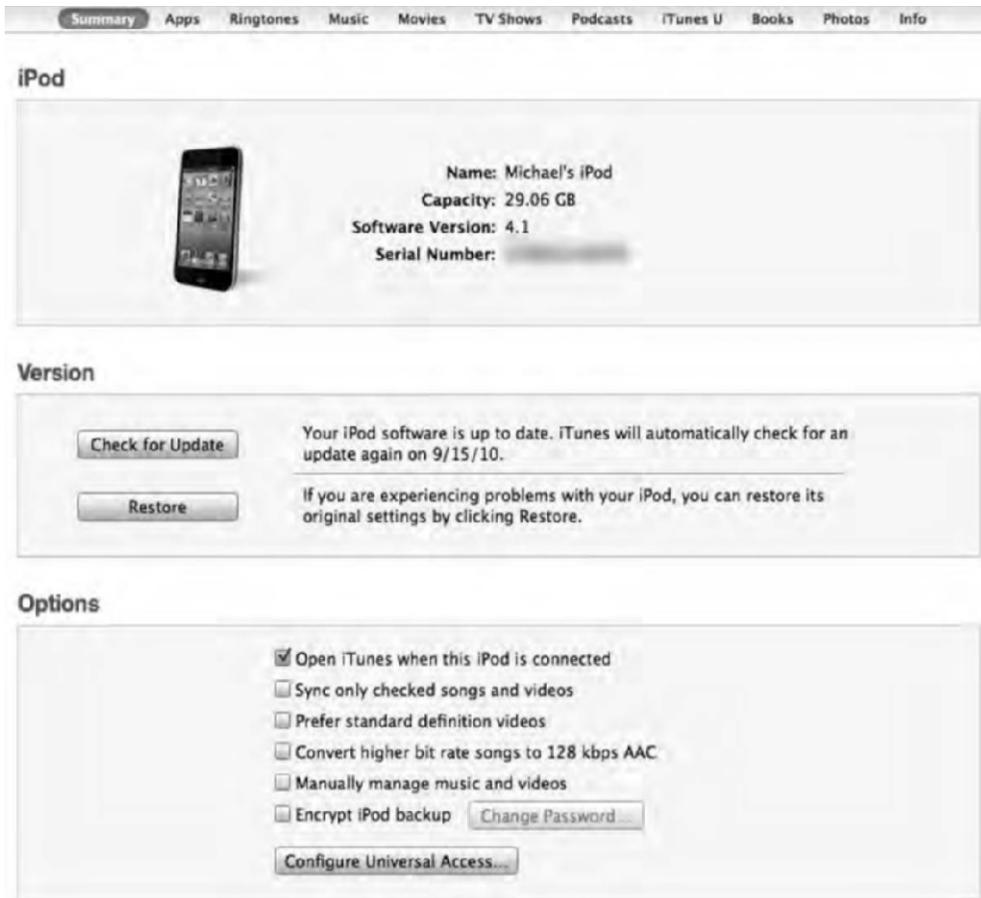


**Figure 1–9.** Apple will not let you register your iPod without revealing personal details. Feel free to lie or obfuscate. The company has no legal right to this information.

## Synchronizing Your New iPod

Once you’ve named and registered your iPod, you’re ready to perform your first synchronization. In the iTunes source list, which is the light blue column on the left side of the iTunes screen, locate the Devices section, and click the name of your iPod. This opens its Preferences window (see Figure 1–10). The tabs along the top of the Preferences window allow you to set each of the options associated with your iPod. We go into what each of these tabs does in detail in Chapter 2.

**TIP:** Click your iPod’s name a second time to open a text edit field that allows you to edit the name. You can name your iPod more creatively than the default (your name and “iPod”). We’ve used “foeey,” just for laughs.



**Figure 1–10.** iTunes lets you manage the content loaded onto and synchronized with your iPod. Each tab at the top of the screen offers a variety of controls, allowing you to choose the information that will be loaded onto your touch at each sync.

## Insuring and Repairing Your iPod

Your iPod is covered under Apple's Limited Warranty for 90 days. This includes one complimentary support incident within the first 90 days of product ownership.

You can add iPod touch AppleCare for \$59. This extends your hardware repair coverage to two years in total from the date of purchase. If you're interested, you can purchase AppleCare online at the Apple Store (<http://store.apple.com>).

Once the warranty expires, iPod touch repair costs vary depending on the unit's defect, plus tax, plus \$29.95 for shipping and handling. Apple will replace your iPod touch battery for \$79 (plus tax, plus \$6.95 shipping and handling) if your unit is out of warranty.

You can find a complete list of ways to contact Apple Support at [www.apple.com/support/contact/](http://www.apple.com/support/contact/).

**CAUTION:** If you plan to hack your iPod touch, be aware that unauthorized modifications will void your warranty. Apple also excludes coverage for damages from accidents (such as dropping your iPod onto a concrete floor), unauthorized service (such as trying to replace your own battery), and misuse (don't use your iPod as a hammer).

Regarding insuring your iPod, check with your renter's or home insurance carrier to see how much you'll need to pay for an iPod touch rider (a rider is placed on top of an existing policy, adding coverage for a specific item not covered under the standard plan). Allstate, Geico, and State Farm quote about \$5 to \$20 per year on top of an existing policy.

If you can, make sure to back up your iPod by synchronizing it to iTunes *before* bringing it in for service. Apple will restore your touch to factory condition, which means you'll lose any data stored on it during the repair and service process.

**NOTE:** Unlike with an iPhone, Apple does not offer loaner iPods when you bring in your iPod for service.

## Accessorizing Your iPod

If you like accessorizing things, then you'll be in heaven with all the accessories that are available for the iPod touch! You can choose from a virtually unlimited number of cases, headphones, screen protectors, car-integration kits, home speaker systems, and more. If we talked about every accessory available here, this book would be the size of five phone books!

Although there are almost limitless accessories, generally there are a few things everyone who buys an iPod touch should think about owning:

*Case:* It's always good to have a case to protect your investment. Griffen makes a number of beautiful cases, as does Belkin. The hard part about buying a case is not finding one, it's choosing one!

*Armband:* If you are a cyclist or a runner, an armband is a must for your iPod touch. Again, you've got a wide variety to choose from.

*USB power adapter:* Your iPod charges any time it's connected to a computer's USB 2.0 port. However, you may go on a trip and not have your computer with you. In this case, it's wise to purchase a USB power adapter. These adapters plug into any wall outlet and charge your iPod on the spot.

*Car charger:* Like to go on long drives? Think about investing in a car charger for the iPod touch. Like the USB power adapter, a car charger will let you power up your iPod wherever the road takes you.

*iPod speaker system:* If you throw a lot of parties or just like listening to music around the house, an iPod speaker system is a must. An iPod speaker system is simply a set of speakers with a built-in iPod dock. Simply drop your iPod into the speaker's dock and listen to the glorious music that comes out. Like all iPod accessories, you can choose from a wide variety of iPod speaker systems.

For all these accessories, a good place to start shopping is <http://store.apple.com>. You can also walk into any Best Buy or even a Walmart to get a sense of what's out there for your new favorite toy!

## Summary

In this chapter, you've seen how to select and purchase your iPod touch. You've discovered what's involved in setting up an iTunes account, activating your iPod, and performing your first sync. To wind things up, here is a quick overview of some key points from this chapter:

- There are several models of the iPod touch, but whichever unit you choose, you'll probably want to buy it in person at a store, unless you need an online-only feature such as engraving.
- To use your iPod, you *must* own a computer. Make sure you have a computer that is compatible with the iPod before purchasing an iPod touch.
- iPods are not cheap. Protect your investment by insuring your touch, and consider adding AppleCare for two years of coverage (from the date of purchase) against hardware repairs.
- Your iPod touch purchase entitles you to one complimentary support incident within the first 90 days of product ownership.
- There are almost as many accessories for the iPod touch as there are songs in the iTunes Store. You may have to do a lot of browsing before you know which accessory is right for you.

# Putting Your Data and Media on the iPod Touch

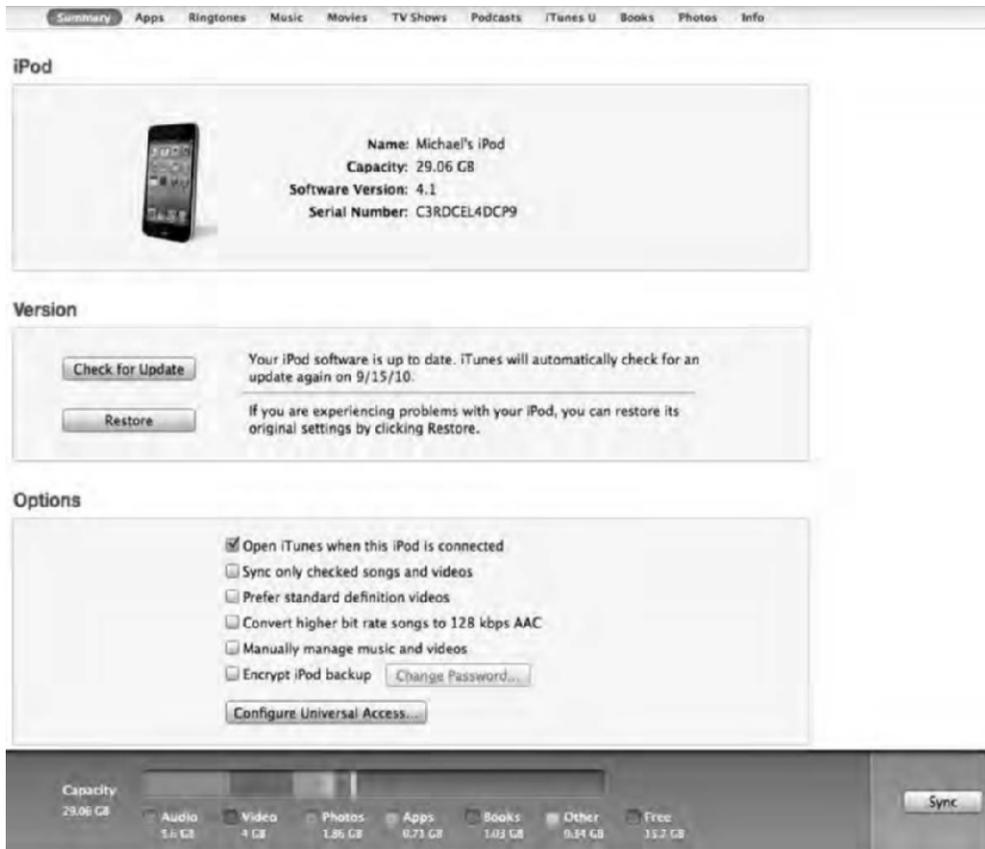
In Chapter 1 we briefly touched on syncing your iPod touch with your music, movies, photos, and other data via iTunes. In this chapter, we will explore in more detail the options you have in syncing your data with your iPod touch.

First you need to connect your iPod to your computer via the USB cable that came with it. Once connected, your iPod appears in the list on the left side of the iTunes window (you can see it later in Figure 2–3). This light blue column, called the *source list*, is divided into several sections for your media library, the iTunes Store, your devices, and your playlists.

If you do not see your iPod in this list, make sure you've physically connected your iPod through the USB cable and that the cable is firmly inserted into both the computer and the iPod. Next, make sure your iPod is powered on. Your iPod will be listed when it's active or asleep, but it won't show up when it's powered down.

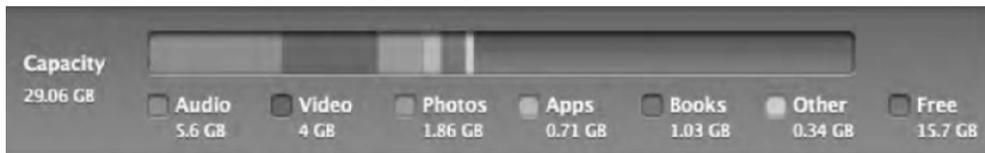
## The iPod Touch iTunes Device Window

When your iPod touch is plugged in to your computer, you'll see it automatically appear in your iTunes source list under Devices. Click your iPod touch's name in the source list to open its preferences in the main iTunes window (see Figure 2–1). You'll see a series of tabs along the top of the window that allow you to set options associated with your iPod touch. The tabs you'll see (from left to right) are Summary, Apps, Ringtones, Music, Movies, TV Shows, Podcasts, iTunes U, Books, Photos, and Info.



**Figure 2-1.** iTunes allows you to manage the content loaded onto and synchronized with your iPod touch. Each tab running along the top of the window offers a variety of controls, allowing you to choose what information gets loaded onto your iPod touch at each sync.

Running along the bottom of the iPod touch preferences window, you'll see a long, colorful Capacity bar (see Figure 2-2). This bar will show no matter what tab you have selected. The bar shows you your iPod touch's total storage capacity and breaks down the amount of data you have on the iPod touch in color-coded squares along the Capacity bar. Blue is for Audio, yellow is for Photos, green is for Apps, purple is for Books, orange is for Other, and gray is for the remaining free space you have on your iPod touch.



**Figure 2-2.** The Capacity bar is a visual representation of the different types of files occupying space on your iPod touch.

**NOTE:** The Capacity bar breakdown is pretty self-explanatory. Still, some people are thrown by orange—the color that represents “Other.” What is “Other,” exactly? Other includes database files (which keep track of your music, video, and podcast libraries), which can be 100MB to 200MB in size; album artwork (which can be 500KB per track); and preference files for the applications you have on your iPod touch. Preference files let the apps remember in-app settings you’ve configured every time you launch them.

## A Word on Syncing Your Data

The current line of iPod touch devices holds a range of data. But many of us have music or movie libraries that are far larger than even the greatest of the iPod touch’s storage options. Apple devised these preferences to help organize and select your most important data and bring it to the iPod touch.

If you have a 32GB iPod touch and a 40GB music library, not only will you *not* be able to fit all your music on, but if you settled for 32GB of your music library, that would mean you’d have no room for photos, movies, books, or apps. The following tabs that we discuss will help you in selecting what to sync to your iPod touch.

Although you most likely will not be able to fit all of your music, photos, and movies onto the iPod touch, you don’t have to do so. You can keep changing what you put on the iPod touch. For example, once you’ve watched a movie on your iPod touch, you can remove it and replace it with another one. Also, some files are larger than others. Although movies are typically the largest, don’t worry about syncing your entire contacts, calendars, and book collections onto your iPod touch. These are all text-based files, and text takes up very little space.

## Where Do You I Get My Media From?

The iPod touch is a great device for consuming media. But where do you get that media? The easiest and most direct way to get movies, music, TV shows, and books onto your iPod touch is through the iTunes Store (see Figure 2–3). In the iTunes Store, you can buy music (a song or an entire album), rent or purchase movies, download your favorite TV shows by the episode or subscribe to a Season Pass, and download free podcasts and iTunes U content.



**Figure 2-3.** The iTunes Store is the world's largest music store. You can also download movies, TV shows, apps, podcasts, and books from it.

You can also import music and movies from your own collections. Importing music from CDs is straightforward using iTunes, and importing video isn't hard either. One way to get movies onto your iPod touch is to rip them from your DVD collection.

**NOTE:** *Ripping* a DVD means copying content from the disc into a format that's playable on other devices, including iPod touch devices. To load video from your DVDs onto your iPod touch, download a copy of HandBrake from <http://handbrake.m0k.org> (for both Windows and Mac), and convert your DVD content to an iPod touch–friendly format. HandBrake is free and easy to use. Insert your DVD into your computer, run the application, and follow the directions in the program. After your movie has finished ripping, you must then add it to iTunes by dragging and dropping the movie file onto your Movies library in the source list.

For applications, the only way you'll be getting them on your iPod touch is by using the iTunes App Store. You can easily browse for apps from the desktop version of iTunes or in the dedicated App Store app on the iPod touch (we'll talk about that app in a later chapter).

There are several ways to get e-books for the iPod touch. Perhaps the easiest is to buy them through Apple's iBookstore (see Chapter 8 for details) that's part of the free iBooks app Apple offers for download. Another way is to download from more than 30,000 free

e-books at Project Gutenberg ([www.gutenberg.org](http://www.gutenberg.org)) and drag the books from your downloads folder into iTunes. There are also many e-book stores and even publishers that sell e-books directly that you can buy from. For a good list of websites that sell e-books, go to [www.epubbooks.com/buy-epub-books](http://www.epubbooks.com/buy-epub-books).

**NOTE:** E-books come in many formats. The format compatible with the iPod touch's iBooks app is ePub. Make sure when buying an e-book outside the iBookstore that it is in ePub or PDF format, or else you'll need to find another app that reads the format your e-book is in. Books from Amazon's Kindle Store are an example of this. Kindle books can be read on the iPod touch, but not in the iBooks app. You need to download Amazon's Kindle app for the iPod touch to read e-books purchased from Amazon.

## Remember to Apply Your Changes

After making any of the choices we discuss in the following sections, note that they do not become finalized until you click the gray Apply button to the right of the Capacity bar (see Figure 2-4). Don't worry if you forget to click it. iTunes will automatically remind you before you navigate away from the iPod touch preferences window. Also, if you make a change in the preferences by mistake, don't panic! You can always click the Cancel button that sits above the Apply button.



**Figure 2-4.** The Cancel and Apply buttons (boxed) allow you to accept or negate any of the changes you have made in iTunes' iPod touch preferences window.

## The Tabs

The tabs (see Figure 2-5) running along the top of the iPod touch preferences window are how you navigate all your iPod touch settings. There are 11 tabs in total: Summary, Apps, Ringtones, Music, Movies, TV Shows, Podcasts, iTunes U, Books, Photos, and Info. To begin configuring the settings under any tab, just click the tab to select it.

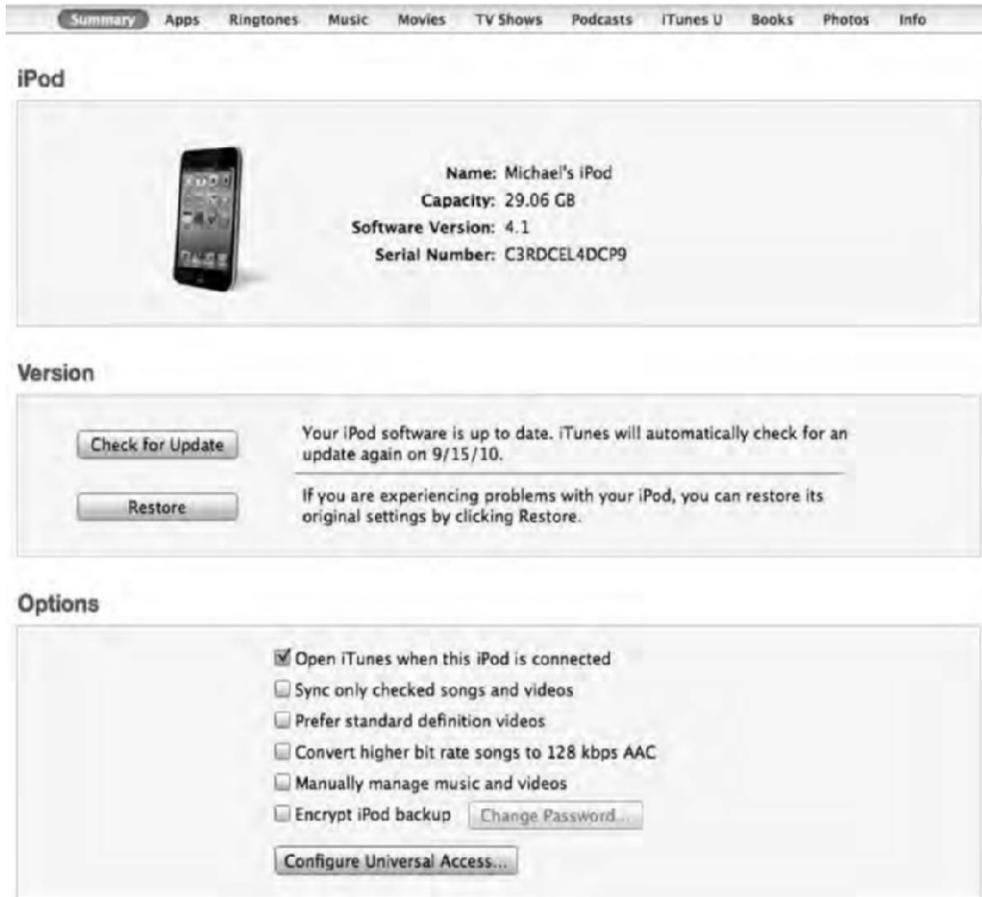


**Figure 2-5.** The tabs. Learn 'em, love 'em.

## The Summary Tab

The Summary tab (see Figure 2-6) is the first tab you'll see in the iPod touch preferences window. It displays your iPod touch's overview including the iPod touch's name, capacity, currently installed firmware version, and serial number. From this page, you can check for firmware updates and restore your iPod touch to a pristine factory-

installed condition and set options to help you manage the way your data is synced. The page is broken up into three boxes: iPod, Version, and Options.



**Figure 2-6.** The Summary tab provides an overview of your iPod touch's make and model.

## iPod Box

In this box, an image of your iPod touch is displayed along with its name, capacity, software version, and serial number.

The only things that could ever change in this box are your iPod touch's software version number and your iPod touch's name. When you perform a software update on the iPod touch, its new version number will appear in this box. It's an easy way to tell which version of iOS (the operating system used on Apple's iPod touch devices, iPhones, and iPads) you are using. If you change the name of your iPod touch by double-clicking its name in the iTunes source list (see Figure 2-7), the name change will be updated here. Your iPod touch's capacity and serial number will never change.



**Figure 2-7.** Double-click your iPod touch's name in the iTunes source list. You can rename it to anything you want. The name change will be reflected on the Summary tab.

**NOTE:** You bought a 32GB iPod touch, but you notice that the capacity states your iPod touch has only 29.28GB of storage. What gives? Whenever you buy an electronics device that offers storage capacity, the advertised amount of storage will always be more than the actual storage available to you. Why? Several reasons. One is because the device's operating system must be stored on the same disk as your files. Without the OS, your device could not function. In this case, the iPod touch's OS takes up almost 2GB of space. Another, more technical reason is because hard size can be measured in binary or decimal measurements. Binary says 1KB is equal to 1,024 bytes, while decimal says 1KB is equal to 10,00 bytes. When advertising storage space, companies choose to use the decimal measurement, which ends up showing more space than is actually available to you.

## Version Box

The Version box allows you to manually check for iOS software updates by clicking the Check for Update button. Next to the button you will see text notifying you if your iPod touch software is up-to-date or if there is an update available. Sometimes iTunes will notify you that there is a software update available before you've even clicked the Check for Update button. It knows this because iTunes automatically checks for iOS updates once a week. You'll also see text to your right that tells you when the next time iTunes will automatically check for an update. If there is an iOS software update available, always install it. Sometimes updates provide new features; other times they provide simple bug fixes. Apple rigorously tests these updates before releasing them to the

public, so it's always safe to assume the updates will make your device better (whether you notice it or not).

**NOTE:** Just what is iOS? iOS is the name Apple gave to its operating system that runs on all of its touchscreen mobile devices (iPhones, iPod touch devices, and iPads). The latest version of iOS is iOS 4. Previous versions are referred to as “iPhone OS” 1, 2, or 3 since the iPod touch’s operating system was based on it. But now Apple has thankfully decided to take “iPhone” out of the OS name, and it’s “iOS” going forward. This book explores everything you can do with your iPod touch running iOS 4.

Below the Check for Update button is the Restore button. Clicking the restore button allows you to restore your iPod touch to a factory-installed condition. You will rarely, if ever, use this feature. The only time to restore your iPod touch is if you are having technical difficulties with it or if you decide to sell the iPod touch or give it away and want to make sure all your personal data is removed from the device. Before the restore commences, you’ll be shown a dialog box asking you to confirm the restore (see Figure 2–8).



**Figure 2–8.** After a restore, you’ll have the option of putting back all your data on the iPod touch as it was before.

## Options Box

You have several preferences in the Options box. To enable or disable any of the features, simply select or deselect the check box next to it.

**Open iTunes when this iPod is connected:** This option is selected by default. It tells your computer to open iTunes when it detects your iPod touch is connected via USB. If this option is not selected, iTunes will not open when you connect your iPod touch, and no data will be synced to your device until you manually open iTunes and click the Sync button next to the Capacity bar.

**NOTE:** Even though iTunes will not open or sync your data when this box is not selected, the iPod touch will still charge.

**Sync only selected songs and videos:** When this option is selected, iTunes will only sync the songs in your library and playlists that have a check mark next to them in the iTunes library (see Figure 2–9).

Let's say you have a Greatest Hits playlist set to sync with the iPod touch. In the playlist you have two copies of Michael Jackson's "Thriller" from two separate albums. You want to have only one copy of the song on the iPod touch, but you don't want to remove the extra copy from the playlist. If you deselect one version of "Thriller" in the playlist and have "Sync only selected songs and videos" selected, the playlist will sync to your iPod touch minus the extra "Thriller," but the song will remain in your playlist in your iTunes library.

<input checked="" type="checkbox"/> There Must Be More To Life Than This	Michael Jackson
<input checked="" type="checkbox"/> They Don't Care About Us	Michael Jackson
<input checked="" type="checkbox"/> Thriller	Michael Jackson
<input type="checkbox"/> Thriller	Michael Jackson
<input checked="" type="checkbox"/> Wanna Be Startin' Somethin'	Michael Jackson

**Figure 2–9.** Selected songs and an unselected song in iTunes

**Convert higher bit rate songs to 128 kbps AAC:** Digital music comes in many formats and sizes, with the most popular being MP3 and AAC. Depending on how you obtained your music, whether buying it from the iTunes store or ripping your collection from old CDs, your songs will likely have different encoding settings. A song encoded at 256Kbps takes up twice the space as a song encoded at 128Kbps. With the "Convert higher bit rate songs to 128 kbps AAC" option selected, any music synced to your iPod touch will be converted on the fly to 128Kbps AAC files. The advantage of doing this is to save space on your iPod touch by reducing higher bit rate songs to a perfectly acceptable 128Kbps.

**NOTE:** Unless you are an extreme audiophile with a gifted ear, most people will not notice a difference between a 128Kbps AAC file and a 256Kbps version of that file.

**Manually manage music and videos:** With this option selected, music and videos will never be automatically synced with your iPod touch. The only way to add music and videos on the iPod touch under this option is by dragging the songs or videos from the iTunes library onto the iPod touch in the iTunes source list. Likewise, with this option selected, the only way to remove music or videos from your iPod touch is by clicking the drop-down triangle next to the iPod touch in iTunes' source list; then navigating to your music, movies, or TV shows playlists; selecting the song or video file; and pressing the Delete key on your computer's keyboard.

**NOTE:** Manually adding or removing music or video from your iPod touch does not affect the files on your computer. Whenever a file is added to or deleted from the iPod touch, it is just a copy of the file in your iTunes library. The original file will always reside in your iTunes library until you delete it from there.

**Encrypt iPod backup:** Every time your iPod touch syncs to iTunes, a backup of all the files and settings on your iPod touch is created. This backup is handy if you ever need to restore your iPod touch. Once the restore is complete and you've synced your iPod touch to iTunes again, you have the option of restoring the iPod touch from this backup, which, once completed, will enable you to retain all your old settings and files on your newly restored iPod touch.

With the “Encrypt iPod backup” option selected, your backups, and thus all your data, are encrypted and protected by a password. To back up from an encrypted data file, the user must know the password to the file. Next to this selection is a Change Password button. This allows you to change the password to your encrypted data at any time.

**NOTE:** Do not forget your password! If you encrypt your backups and you forget your password, your backed-up data will not be able to be restored, and you will have to resync all your data from scratch. You'll also have to reconfigure all the settings on your iPod touch to the way you had them, including rearranging the iPod touch's app icons. If you have lots of custom settings on your iPod touch, this can take a long time. Remember your passwords!

**Configure Universal Access:** The last thing you will see on your Summary page is a Configure Universal Access button. Clicking this button opens a Universal Access box (see Figure 2–10) that allows you to set seeing and hearing device assistance options for people who are hard of sight or hearing.



**Figure 2–10.** *The Universal Access settings*

**Seeing:** You have the option of selecting one of three radio buttons: Voice Over, Zoom, or Neither.

**Voice Over** will make your iPod touch speak the name of the button or its function when the user touches it. It also speaks text. We explore the Voice Over features in Chapter 15 of this book.

**Zoom** will allow the user to zoom in to parts of the screen that normally don't support a magnifying or zoom function. When this option is selected, the user can double-tap any part of the iPod touch's screen with three fingers to automatically zoom in 200 percent. When zoomed in, you must drag or flick the screen with three fingers. Also, when you go to a new screen, Zoom will always return to the top middle of the screen.

**Use white-on-black display:** Selecting this option will invert the colors of the iPod touch's screen so text appears white on a black background. The iPod touch's entire screen will look like a photograph negative.

**Speak Auto-text:** With this option selected, any autocorrection text (like the spell check pop-ups that appear when you are typing) will be spoken aloud.

**Hearing:** There are two accessibility features for the hearing impaired.

**Use mono audio:** When this is selected, the stereo sounds of the left and right speakers will be combined into a mono (single) signal. This option lets users who have a hearing impairment in one ear hear the entire sound signal with the other ear.

**Show closed captions when available:** When this is selected, any video you have on your iPod touch will automatically show the closed captions if that video has close captioning embedded in it.

## The Apps Tab

This is my favorite tab. It's the place where you get to decide which apps you want to put on your iPod touch and allows you to arrange them with drag-and-drop simplicity. This tab is composed of two main sections: Sync Apps (see Figure 2-11) and File Sharing (see Figure 2-13). Let's get started.



**Figure 2-11.** This is where you choose what apps to put on your iPod touch and in what order to arrange them in.

## Sync Apps

Under the Sync Apps heading you'll see a scrollable list of all the applications you have in your apps library in iTunes. You can sort the list by name, kind, category, or date downloaded. There's also a search field in the upper-right corner of iTunes if you're one of those people who've downloaded thousands of apps and can't scroll through all of them quickly.

In the apps list you'll see a check box on the left of the app's icon. To the right of the icon is the app's name, and below that are the app's category listing and the file size of the individual application. Any app that has a selected check box means the application is set to sync with the iPod touch. Below the apps list you'll see a check box labeled "Automatically sync new apps." When this is selected, any new apps you've downloaded through iTunes will be automatically synced with your iPod on the next connection.

Next to the apps list you'll see a visual representation of your iPod touch's screen, and next to that you'll see one or more black screens with icons that are already on, or set to be synced with, your iPod touch. You'll also see a completely gray screen below the last black one.

The easiest way to get apps on your iPod touch is to find them in the apps list and simply drag them onto the virtual screen. As soon as you do, the app's check box is automatically selected in the app list.

You can drag around the apps on your virtual iPod touch's screen until you've arranged them in the order you like. You can also grab the smaller black screens and move them up or down in the list, rearranging entire pages of apps on your iPod touch. The black screen at the top of the list will be the home page on your iPod touch, and each one below that will be a subsequent swipe away. The gray screen at the bottom is an extra screen should you want to create a new screen with apps.

To remove an app, simply hover the mouse over the app, and you'll see a little *X* appear in the upper-left corner. Click the *X*, and the app disappears from the screen. On the next sync, the app will be removed from your iPod touch (don't worry, you can always get it back by dragging it to the virtual iPod touch's screen or by clicking the app in the list to the left).

**NOTE:** Apps Apple shipped with the iPod touch cannot be removed from the device—they can only be repositioned.

## Creating Folders

You can create folders of apps on your iPod home screen as well. Folders help you save swiping screens to the left or right and make it easy for you to group similar apps together. To create a folder in the Apps tab, on the virtual iPod screen simply drag one app onto another and release it. A folder will be created with the two apps in it. You can name the folder whatever you want. Simply drag more apps to the folder to add them. In the folder in Figure 2-12, we've created a folder called Travel, and it contains some of our favorite travel apps.

To remove apps from the folder, simply drag them out, or click the *X* that appears when you move your mouse pointer over the app's icon. Folders can contain up to 12 applications, and you can have up to 20 folders on a page. Similarly, each screen can hold 20 apps (or folders of apps) including the ones docked at the bottom of the screen. The dock can hold between zero and four apps. Any apps you put in the dock will show at the bottom of the iPod touch no matter what app screen you've swiped to. Since the docked apps will always appear at the bottom of any app page, it's best to put the one you use most frequently down there for quick access.



**Figure 2-12.** *Creating a folder full of apps*

## File Sharing

Starting with iOS 4, Apple introduced a way to easily share files between the iPod touch and your computer. Beneath the File Sharing heading you'll see an Apps box and a Documents box to the right (see Figure 2-13). Any apps that are currently on your iPod touch that support drag-and-drop file sharing will show up in the Apps list here. To get a file into the application, simply select the application in the Apps list, find the file on your computer you want to add, and drag it into the Documents list. You can also click the Add button at the bottom of the Documents list to browse for the file on your computer.

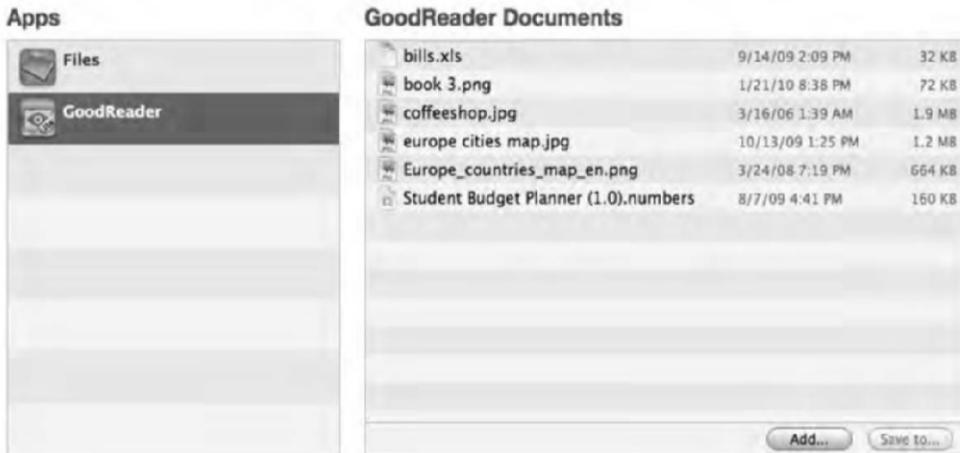
To transfer a file from your iPod touch back to your computer, select the file in the Documents list, click the "Save to" button at the bottom, and choose where you want to save the file on your computer. Alternately, you can simply drag the file from the Documents list to your desktop.

To delete a file from the app that contains it, simply select the file in the document list, and hit the Delete key on your computer. iTunes will prompt for confirmation when deleting or replacing files. Click Delete to complete the deletion. You cannot delete folders (at this time) or read the contents of files stored in folders that you might otherwise see in your documents list.

As long as a file is shared inside an app, that file is always backed up as part of app backups when you sync your iPod touch to your computer.

## File Sharing

The applications listed below can transfer documents between your iPod and this computer.

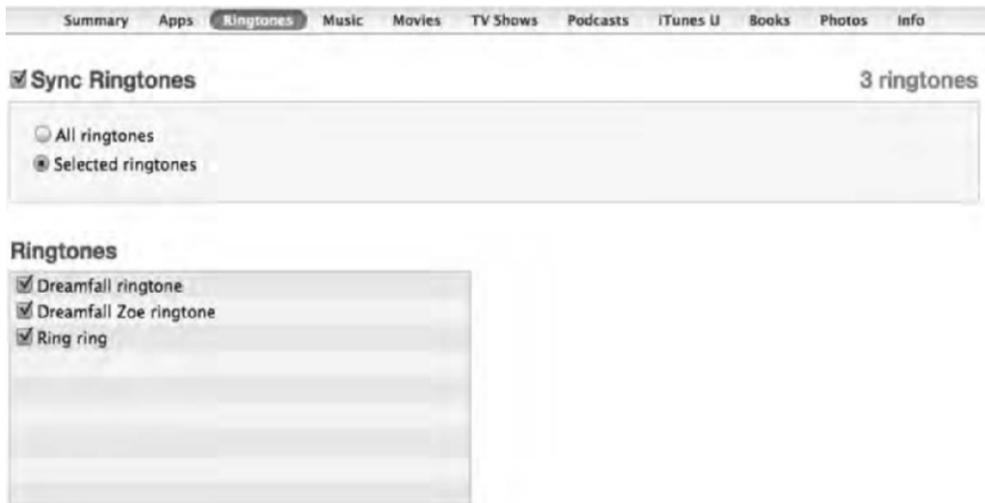


**Figure 2–13.** Apps that support drag-and-drop file sharing and their enclosed documents

**NOTE:** Just because you can drag a file to an app's Documents box doesn't mean the app can open it. Apps are limited to working with files that the iPod touch supports. For example, the iPod touch does not support Microsoft's WMV video files. If you drag a WMV movie to an app, the app will contain it but will still not be able to play it. There is a workaround to this, however. If you download an app called Yxplayer, you can watch those WMV files!

## The Ringtones Tab

You might see this tab and wonder why it's there (Figure 2–14). After all, you have an iPod touch and not an iPhone. Well, the Ringtones tab is here because you can now make FaceTime video calls over Wi-Fi. When you receive a call, a ringtone notifies you. The Ringtones tab simply allows you to import custom ringtones you've purchased from the iTunes Store.



**Figure 2-14.** *The Ringtones tab*

To sync ringtones, make sure the Sync Ringtones box is selected. Next choose if you want to sync all your ringtones or just select ones. If you choose “Selected ringtones,” you’ll see the Ringtones box appear, which lists all the ringtones you have in iTunes. Check the ringtones you want to sync.

## The Music Tab

The Music tab is pretty self-explanatory (see Figure 2-15). Make sure the Sync Music check box is selected at the top. In the box below it, you will see two radio buttons.



**Figure 2-15.** *The Music tab allows you to select which songs, playlists, and artists you want to sync to your iPod touch.*

**Entire music library:** When this is selected, your entire music library will be synced to your iPod touch. Note that your entire library will be synced only if you have the storage space available on your iPod touch. If you have more music than iPod touch storage capacity, the remainder of the music will stop syncing once the iPod touch is full.

**Selected playlists, artists, albums and genres:** If you select this option, you will see four boxes appear that list all the playlists, artists, and genres you have in your iTunes library. Go through and select the check boxes of the playlists, artists, and genres you want on your iPod touch.

**Include music videos:** If you select this check box, any music videos associated with playlists, artists, or genres will be transferred to the iPod touch.

**Include voice memos:** If you select this check box, any voice memos you have stored in your iTunes library will sync with your iPod touch.

**Automatically fill free space with songs:** This check box appears only if you've selected the "Selected playlists, artists, and genres" radio button. If it's selected, once all your other files (movies, books, photos, and so on) have been synced to your iPod touch, any leftover free space will be filled with music until your iPod touch can't fit anything else on it. I don't recommend selecting this option. It severely limits your ability to create any new documents on your iPod touch since it won't have any space left to store them.

## The Movies Tab

The iTunes Store offers a large collection of movies available for rent or purchase that you can download and sync to your iPod touch. The Movies tab, shown in Figure 2-16, gives you several ways of getting your movies onto the iPod touch.



**Figure 2-16.** The Movies tab allows you to select which movies you want to sync to your iPod touch.

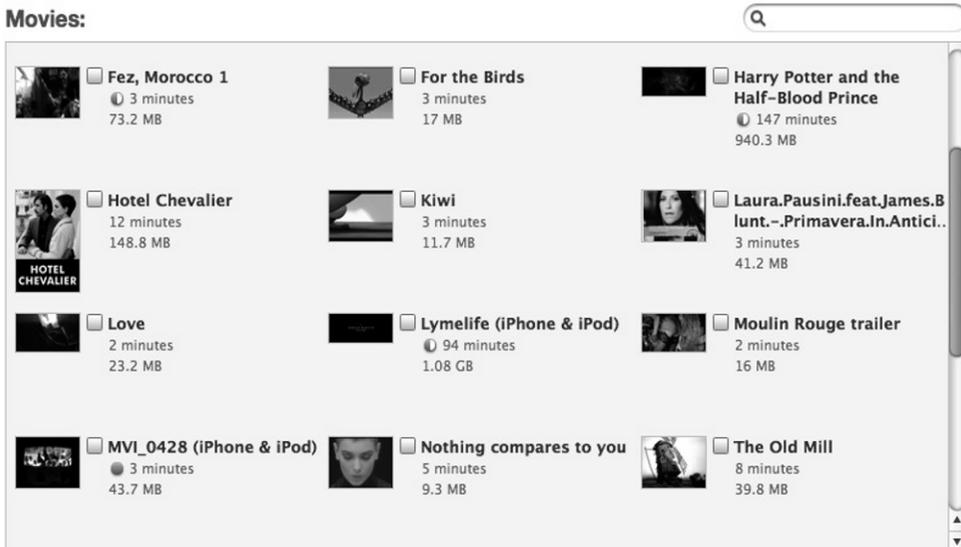
To sync your movies, first make sure the Sync Movies check box is selected (see Figure 2-16). Here you'll see three boxes on the Movies tab:

**Automatically include:** If this check box is selected, you'll be able to access a drop-down list of preset options to make your movie syncing experience easier. From the drop-down list, you can select to sync all your movies (not a good idea because one hour of video can take up to half a gigabyte of space).

If you'd like to go the space-saving route, select the 1, 3, 5, or 10 "most recent movies" preset. You also have the option of selecting the "all unwatched" movies preset, which will add all the movies in your library that you have not watched yet. Other preset

options include syncing 1, 3, 5, or 10 of your “most recent unwatched movies” or 1, 3, 5, or 10 of your “least recent unwatched movies.”

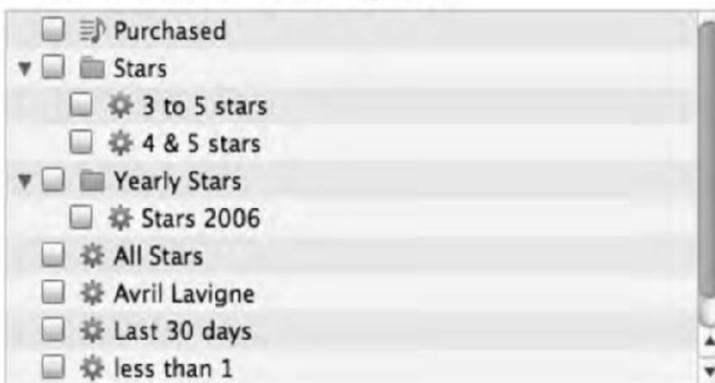
**Movies:** If the “automatically include” check box is selected and set to anything but “all,” you also have the option of selecting additional movies in your iTunes library in this box. With the “automatically include” check box not selected, you’ll be able to manually select as many or as few of your movies as you want (see Figure 2–17).



**Figure 2–17.** The Movies check box allows you to select individual movies you want to sync to your iPod touch.

**Include Movies from Playlists:** This box, shown in Figure 2–18, gives you the option of including any movies found in your iTunes playlists.

### Include Movies from Playlists



**Figure 2–18.** This box allows you to sync any movies found in your iTunes playlists.

## The TV Shows Tab

As it does with movies, the iTunes Store offers large collections of TV shows available for purchase and download. All of these shows can be synchronized to and played back on your iPod touch. You can purchase episodes *à la carte* or buy a Season Pass. With this pass, you pay for the entire season at once, often at a slight discount, and the new shows automatically download as they become available.

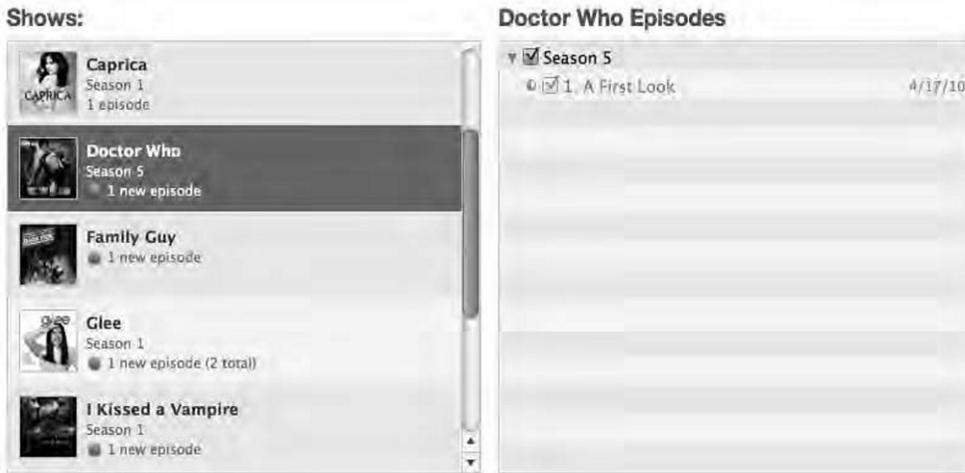


**Figure 2-19.** The TV Shows tab allows you to select which shows you want to sync to your iPod touch.

To sync your TV shows, first make sure the Sync TV Shows check box is selected (see Figure 2-19). Below you'll see three boxes on the TV Shows tab. These settings are similar to the Movies tab settings.

**Automatically include:** If this check box is selected, you'll be able to access a drop-down list of preset options to make your TV show syncing experience easier. From the drop-down list, you can select to sync all your TV shows (again, not a good idea if you have a lot because one hour of video can take up to half a gigabyte of space). You also have an "all unwatched" option as well as several presets including syncing only the newest shows, the newest unwatched shows, or the oldest unwatched shows. With all these options, you can apply the preset to all shows or just selected TV shows.

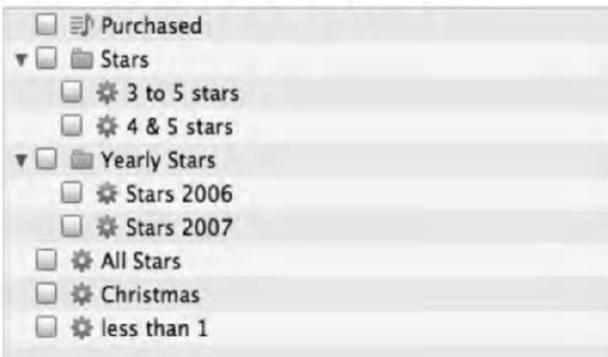
**The Shows and Episodes boxes:** If the "automatically include" check box is selected and set to anything but "all," you also have the option of selecting additional TV shows from your iTunes library in this box (see Figure 2-20). With the "automatically include" check box deselected, you'll be able to manually select as many or as few of your TV shows as you want.



**Figure 2–20.** The Shows check box allows you to select TV series to sync to your iPod touch. In the box to the left you can select which episodes of the series to sync.

**Include Episodes from Playlists:** This box gives you the option of including any TV show episodes found in your iTunes playlists (see Figure 2–21).

### Include Episodes from Playlists



**Figure 2–21.** This box allows you to sync any TV shows found in your iTunes playlists.

## The Podcasts Tab

Many people use iTunes to subscribe to their favorite podcasts. *Podcasts* are audio programs delivered over the Internet, much as TV shows are delivered over the airways. Numerous podcasts are available these days, including entertainment, advice, how-to shows, and much more. iTunes monitors your podcast subscriptions and can automatically download new shows when they become available. The Podcasts tab lets you control which shows are synchronized to your iPod touch.



**Figure 2–22.** The Podcasts tab allows you to select which podcasts you want to sync to your iPod touch.

The Podcasts tab, as shown in Figure 2–22, has a similar look and feel as the Movies and TV Shows tabs. To sync your podcasts, first make sure the Sync Podcasts check box is selected. Below you’ll see three boxes on the Podcasts tab.

**Automatically include:** If this check box is selected, you’ll be able to access a drop-down list of preset options to make your podcasts syncing experience easier. From the drop-down list, you can select to sync all your podcasts. Syncing all your podcasts won’t take up as much room as movies and TV shows will if the podcasts in question are audio-only. However, if you are downloading video podcasts, the same space requirements apply as with movies.

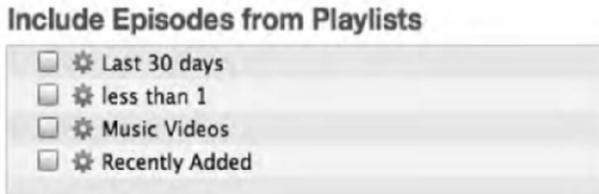
In addition to the “all” option, you have an “all unplayed” and “all new” option as well as several presets including syncing only the newest podcasts, the most recent/least recent unplayed podcasts, or the most recent/least recent new podcasts. With all these options, you can apply the preset to all podcasts or just selected podcasts.

**The Podcasts and Episodes boxes:** If the “automatically include” check box is selected and set to anything but “all,” you also have the option of selecting additional podcasts from your iTunes library in this box (see Figure 2–23). With the “automatically include” check box deselected, you’ll be able to manually select as many or as few of your podcasts as you want.



**Figure 2–23.** The Podcasts check box allows you to select podcasts to sync to your iPod touch. In the box to the left you can select which episodes of the podcast series to sync.

**Include Episodes from Playlists:** This box (see Figure 2–24) gives you the option of including any podcast episodes found in your iTunes playlists.

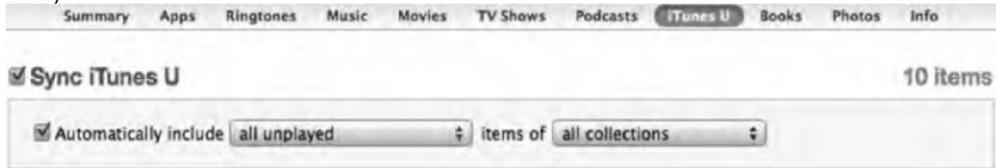


**Figure 2–24.** This box allows you to sync any podcasts found in your iTunes playlists.

## The iTunes U Tab

iTunes U is a free service offered by Apple and educational institutions to disseminate educational tools such as class lectures and language courses. iTunes U operates much like podcasts, and getting them onto your iPod touch works in a similar function.

To sync your iTunes U items, first make sure the Sync iTunes U check box is selected (see Figure 2–25).



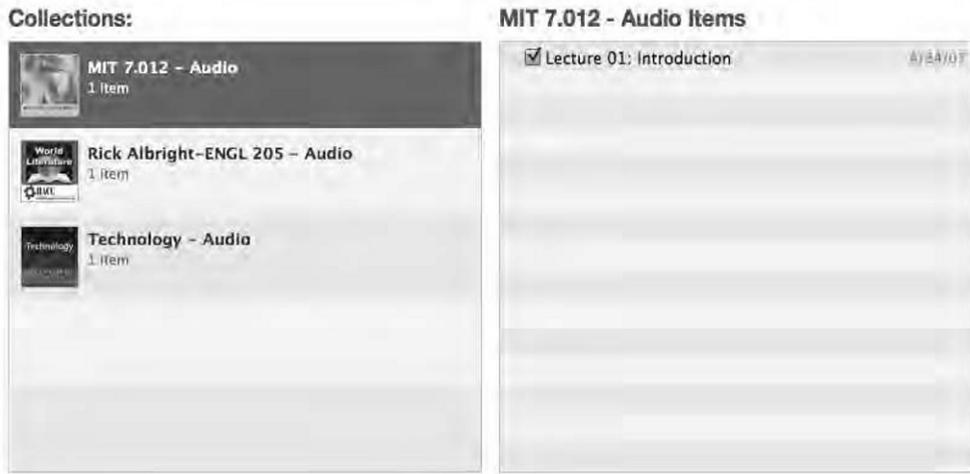
**Figure 2–25.** The iTunes U tab allows you to select which iTunes U collections you want to sync to your iPod touch.

Here you'll see three boxes on the iTunes U tab.

**Automatically include:** If this check box is selected, you'll be able to access a drop-down list of preset options to make your iTunes U syncing experience easier. From the drop-down list, you can choose to sync all your iTunes U items.

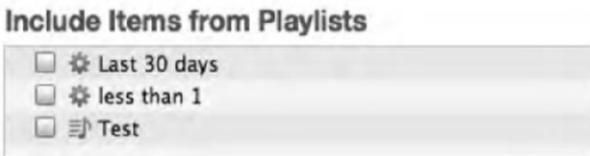
In addition to the “all” option, you have an “all unplayed” and “all new” option as well as several presets including syncing only the newest iTunes U items, the most recent/least recent unplayed items, or the most recent/least recent new items. With all these options, you can apply the preset to all items or just selected items.

**The Collections and Items boxes:** If the “automatically include” check box is selected and set to anything but “all,” you also have the option of selecting additional items from your iTunes library in this box (see Figure 2–26). With the “automatically include” check box deselected, you'll be able to manually select as many or as few of your iTunes U items as you want.



**Figure 2–26.** The iTunes U check box allows you to select iTunes U collections to sync to your iPod touch. In the box to the left you can select which items of the iTunes U collections to sync.

**Include Items from Playlists:** This box (see Figure 2–27) gives you the option of including any iTunes U items found in your iTunes playlists.



**Figure 2–27.** This box allows you to sync any iTunes U collections found in your iTunes playlists.

## The Books Tab

One of the coolest features of the iPod touch is the ability to buy and read e-books and view your own PDFs in the new iBooks app. We'll delve into the iBookstore and the iBooks app in Chapter 8, but for right now all you need to know is that the Books tab in the iPod touch preferences window is where you control what books and PDFs get synced to your iPod touch (Figure 2–28).



**Figure 2–28.** The Books tab allows you to select which books you want to sync to your iPod touch.

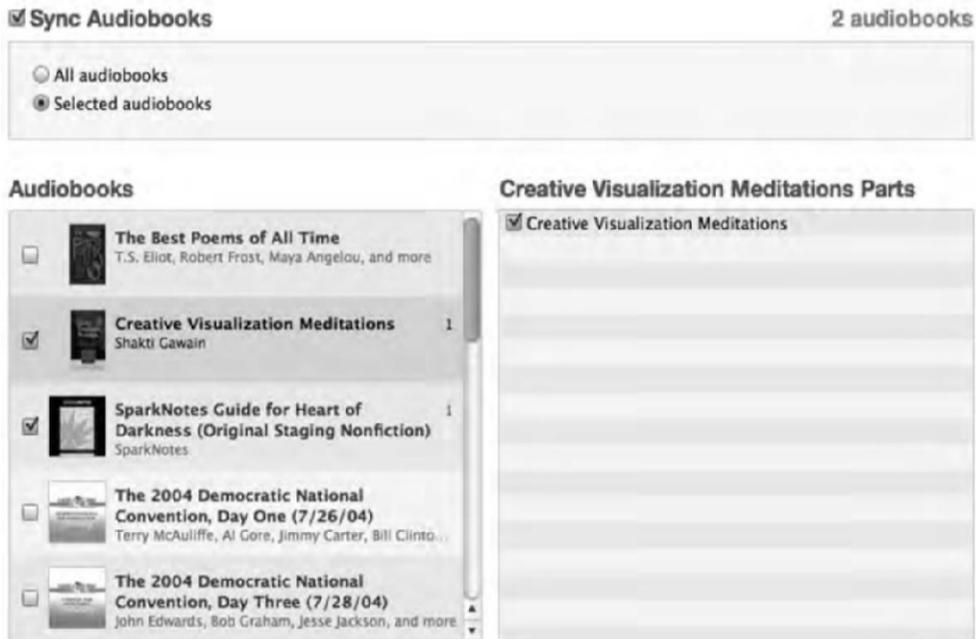
Make sure the Sync Books check box is selected at the top. In the box below it you will see two radio buttons: “All books” syncs every book in your iTunes library. “Selected books” allows you to sync only the books, the PDFs, or both the books and PDFs you choose in the Books box further down the page (see Figure 2–29).

**NOTE:** Even if you have 300 books in your iTunes library, you might as well sync them all. An e-book hardly takes up any space. As a matter of fact, *War and Peace*, one of the largest books out there (and also one of the greatest), takes up only 1.2MB of disk space. That’s more than 50 percent less than a single three-minute 128Kbps AAC music file. Of course, illustrated books will take up more space, but even then they still shouldn’t take any more room than a few MP3s would. Don’t worry about a cluttered library, either. You’ll learn how to organized your books in Chapter 9.



**Figure 2–29.** The Books check box allows you to select individual books to sync to your iPod touch.

Below the Books box you will see a check box in front of Sync Audiobooks (see Figure 2–30). Again, there are two options: “All audiobooks” or “Selected audiobooks.”

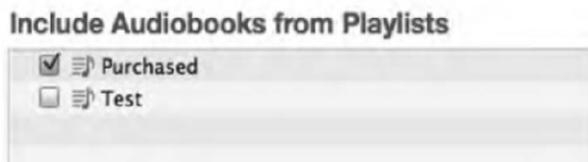


**Figure 2–30.** *The Sync Audiobooks interface*

With “All audiobooks” selected, any audiobooks you have in your iTunes library will be synced with your iPod touch. If you choose “Selected audiobooks,” you’ll be presented with the familiar layout you’ve seen on the other media tabs.

**The Audiobooks and Parts boxes:** In the Audiobooks box, you’ll be able to manually select which audiobooks you want to sync. Some audiobooks have separate files, or *parts*, that designate chapters (see Figure 2–30). You can select only the parts you want to sync for any audiobook in the Parts box. If the “automatically include” check box is selected and set to anything but “all,” you also have the option of selecting additional audiobooks from your iTunes library in this box. With the “automatically include” check box deselected, you’ll be able to manually select as many or as few of your audiobooks and their chapters as you want.

**Include Audiobooks from Playlists:** This box gives you the option of including any audiobooks found in your iTunes playlists (see Figure 2–31).



**Figure 2–31.** *This box allows you to sync any audiobooks found in your iTunes playlists.*

**NOTE:** Unlike with e-books, audiobooks can be quite large since they are basically very long audio files. If you have dozens of audiobooks, you may want to transfer only a select few to save space.

## The Photos Tab

Ironically, the ability to view my photos on the iPod touch was pretty low on my list of reasons to buy one. Now viewing photos on the iPod touch is one of my favorite things to do with it. We'll explore viewing your photos on your iPod touch in Chapter 11, but for now I'll say the experience is so much better than viewing your photos on your desktop. There's nothing like physically holding your digital photos in your hand and swiping through them on the iPod touch's gorgeous display.

To get your photos on your iPod touch, on the Photos tab, make sure the "Sync Photos from" check box is selected at the top (see Figure 2–32), and then select where you want to sync your photos from. On the Mac, your options will be iPhoto 4.0.3 or newer, Aperture 3.0.2 or newer, or any folder on your computer. On a Windows computer, your options will be Adobe Photoshop Elements 3.0 or newer or any folder on your computer.



**Figure 2–32.** The Photos tab allows you to select which photos you want to sync to your iPod touch.

In the box below the check box, you have three options:

**All photos, albums, events, and faces:** Selecting this option will sync every photo from your selected photo application or folder onto your iPod touch. Again, I recommend against this if your photo collections are as large as mine (I have somewhere around 80GB of travel photos on my Mac). If you have only a few thousand photos, load 'em up!

**NOTE:** The first-generation iPod touch devices do not have a built-in camera, but you can still add photos to your iPod touch via the Camera Connection Kit. The \$29 kit (available at [www.store.apple.com](http://www.store.apple.com)) includes two adapters—one for connecting a camera through a USB 2.0 cable and the other for reading SD memory cards.

**Selected albums, events, and faces, and automatically include:** Selecting this option displays boxes for albums, events, and faces further down the page (see Figure 2–33). From these boxes you can choose which iPhoto photo albums and events to sync. You can also choose whether you want to sync your friend’s faces. Faces is a feature in iPhoto that uses facial software recognition to create collections of photos in which a certain person appears.

When you select any of the check boxes next to a certain album, event, or face, you’ll see the photo count of that selection displayed to the right. With the “Selected albums, events, and faces, and automatically include” option selected, you’ll be presented with a drop-down list of options allowing you to select all, none, or a preset date-specific range of iPhoto even collections.

**Include video:** When this check box is selected, any video files that you took with your digital camera that appear in any of your selected albums will also transfer to the iPod touch. Keep in mind that video can quickly use up storage space.



Figure 2–33. Choose which iPhoto photo albums, events, and faces to sync.

## The Info Tab

The last tab is the Info tab (see Figure 2–34), and it’s all about you. This is the tab that allows you to get all of your most personal information about you onto the iPod touch including your contacts, calendars, and email. This tab has five sections: Sync Address Book Contacts, Sync iCal Calendars, Sync Mail Accounts, Other, and Advanced.



**Figure 2-34.** The Info tab allows you to sync your mail accounts, contacts, calendars, bookmarks, and notes.

As long as you have been using Outlook on Windows or Mail, iCal, and Address Book on a Mac, you'll already have everything you need to sync your information to your iPod touch. All you'll have to do is tell your iPod touch how you want to sync that information.

**NOTE:** If you are using Apple's MobileMe service ([www.me.com](http://www.me.com)), after your first iPod touch sync, the Sync Address Book Contacts and Sync iCal Calendars options will always be unselected, and you'll see the explanation that your contacts and calendars are being synced over the air via MobileMe.

## Sync Address Book Contacts

To sync your address book contacts, you need to be using one of the following: Address Book, Microsoft Entourage 2004, or Microsoft Entourage 2008 on a Mac or Windows Address Book, Microsoft Outlook 2003, or Microsoft Outlook 2007 on Windows.

Select the Sync Address Book Contacts check box (see Figure 2–35). You will then have the option of syncing all the contacts in your address book or just those from selected groups.

### Sync Address Book Contacts



**Figure 2–35.** Your address book syncing options

**Add contacts created outside of groups on this iPod to:** When this check box is selected, you'll have access to a drop-down list of all your address book groups. If you create a new contact on your iPod touch and don't assign the contact to a group, that contact will be automatically put in the group you select here.

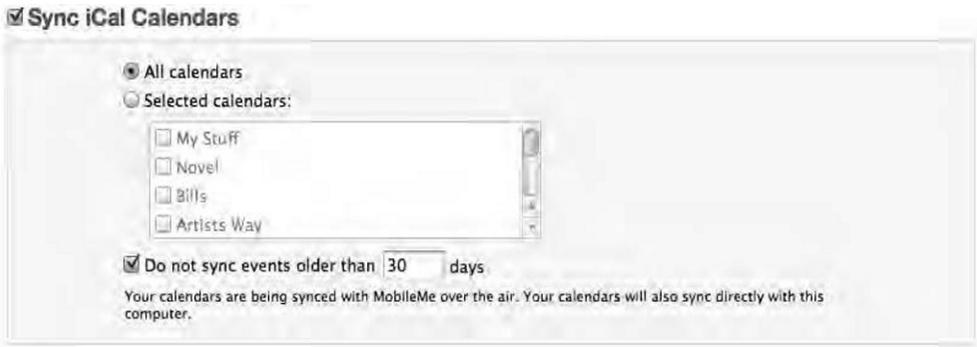
**Sync Yahoo! Address Book contacts:** When this is selected, you can automatically sync your Yahoo! Address Book contacts with your iPod touch address book. You will first have to agree to the pop-up box that asks you to acknowledge you are allowing your iPod touch to sync to your Yahoo! account. Next, you will be prompted to enter your Yahoo! ID and password. Once you've done this, your contacts are set to sync. Clicking the Configure button will allow you to enter a different Yahoo! ID.

**Sync Google Contacts:** When this is selected, you can automatically sync your Google contacts with your iPod touch address book. You will first have to agree to the pop-up box that asks you to acknowledge you are allowing your iPod touch to sync to your Google account. Next, you will be prompted to enter your Google ID and password. Once you've done this, your contacts are set to sync. Clicking the Configure button will allow you to enter a different Google ID.

## Sync iCal Calendars

To sync your calendars, you need to be using one of the following: iCal, Microsoft Entourage 2004, or Microsoft Entourage 2008 on a Mac or Microsoft Outlook 2003 or Microsoft Outlook 2007 on Windows.

To sync your calendars, select the Sync iCal Calendars check box (see Figure 2–36). Just like with contacts, you then have the option of syncing all your calendars or just selected ones.



**Figure 2–36.** Your calendar syncing options

**Do not sync events older than:** With this check box selected, events that are more than a certain number of days old will not be synced. The default number of days is 30, but you can enter anything up to 99,999 days.

**NOTE:** A great place to find premade calendars for holidays, school events, or your favorite sporting teams is at [www.icalshare.com](http://www.icalshare.com).

## Sync Mail Accounts

All the mail accounts you have set up in Mac OS X's Mail or Microsoft's Outlook will appear here (Figure 2–37). You have the option of selecting or deselecting any of the accounts. Accounts not selected will not appear in the iPod touch's Mail app.



**Figure 2–37.** Your email account syncing options

## Other

Apple should really have named this section “Bookmark and Notes Syncing,” but they opted for “Other.” Here you can sync your web bookmarks from your browser on your computer to the Safari web browser on your iPod touch (see Figure 2–38). Again, if you have a MobileMe account, your bookmarks will be synced over the air. If not, select the Sync Bookmarks check box, and choose your browser from the drop-down menu. On the Mac, bookmark syncing supports Safari. On a Windows computer, bookmark syncing supports Safari and Microsoft Internet Explorer.

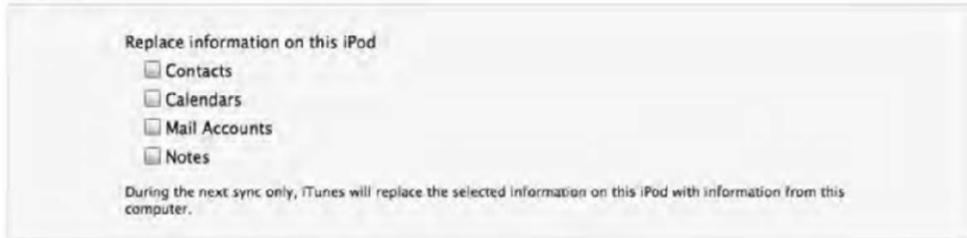


**Figure 2–38.** Your bookmarks and notes syncing options

This section also allows you to sync your notes to your iPod touch. Note syncing works only with the Mac OS X Mail on a Mac or Microsoft Outlook 2003 or 2007 on Windows. To enable note syncing, select the check box.

## Advanced

This section, when selected, allows you to replace your contacts, calendars, mail accounts, and notes on the iPod touch with information from your computer (see Figure 2–39). This is a handy feature if your information gets out of sync and you want to make sure that everything you see on your computer matches what’s on the iPod touch.

**Advanced**

**Figure 2–39.** Your advanced syncing options

When you select the respective check boxes, iTunes will replace the information on your iPod touch during the next sync only. After that sync, normal syncing will resume between your iPod touch and computer.

**NOTE:** If your calendars and contacts are being synced via MobileMe, you will not be able to select their check boxes in the Advanced section.

## iTunes Device Settings

iTunes has several preferences for the iPod touch. To access these, open iTunes and choose iTunes > Preferences from the menu bar on a Mac, or choose Edit > Preferences from the menu bar if you are on Windows. The Preferences window will pop up with a series of icons running along the top. The only one we are interested in for the iPod touch is the Devices icon. Click the Devices icon (it looks like an iPod touch), and you'll be presented with the Devices preferences window, as shown in Figure 2–40.

Here you'll find settings devices that interact with iTunes. These devices can include iPod touch devices, iPads, iPhones, and AirPort Expresses.

*Device backups:* Any time you sync your iPod touch, iTunes creates a backup of its contents. Any backup of iPads, iPhones, or iPod touch devices can be seen here. You'll see the name of the device along with the date it was last backed up. Hover your mouse pointer over the name of the iPod touch to be presented with its serial number.

Though iTunes keeps multiple dated, partial backups of your device, it's still a good idea to save backups of your backups by navigating to them on your computer and storing them on an external hard drive. iTunes places the backup files in the following locations:



**Figure 2-40.** The iTunes Devices preferences window

**Mac:** ~/Library/Application Support/MobileSync/Backup/

**Windows XP:** \Documents and Settings\username\Application Data\Apple Computer\MobileSync\Backup\

**Windows Vista:** \Users\username\AppData\Roaming\Apple Computer\MobileSync\Backup\

The list of information iTunes backs up is a long one:

- Safari bookmarks, cookies, history, and currently open pages
- Map bookmarks, recent searches, and the current location displayed in Maps
- Application settings, preferences, and data
- Contacts
- Calendars
- CalDAV and subscribed calendar accounts
- YouTube favorites
- Wallpapers

- Notes
- Mail accounts
- Autocorrect dictionaries
- Camera Roll
- Home screen layout and web clips
- Network settings (saved Wi-Fi hotspots, VPN settings, network preferences)
- Paired Bluetooth devices (which can be used only if restored to the same iPod touch that did the backup)
- Keychain (This includes email account passwords, Wi-Fi passwords, and passwords you enter into web sites and some other applications. The keychain can only be restored from backup to the same iPod touch. If you are restoring to a new device, you will need to fill in these passwords again.)
- Managed configurations/profiles
- MobileMe and Microsoft Exchange account configurations
- App Store application data (except the application itself and its tmp and Caches folders).
- Per-app preferences allowing use of location services
- Offline web application cache/database
- Autofill for web pages
- Trusted hosts that have certificates that cannot be verified
- Web sites approved to get the location of the device
- In-app purchases

To delete an iPod touch backup, select the backup from the device backups list, and click the Delete Backup button. Confirm the deletion by clicking the Delete Backup button in the window that pops up.

*Prevent iPods, iPhones, and iPads from syncing automatically:* Select this box if you want to disable automatic syncing when you plug your iPod touch into your computer. In order to sync, you'll need to manually press the Sync button at the bottom of the iPod touch's iTunes preferences window.

The only other option relevant to the iPod touch in the Device Settings window is the "Look for iPod touch, iPhone, and iPad Remotes" check box. Apple makes an iPhone app called Remote. This app allows you to use your iPod touch, iPhone, or iPad as a remote control for your home computer's music library. In other words, you can be sitting on your couch and navigating your entire iTunes library on your Mac or Windows computer right from your iPod touch. All you need is the free Remote app and the iPod

touch and your computer to be on the same Wi-Fi network. If this box is deselected, your iPod touch will not be able to pair with your iTunes library. Clicking the Forget All Remotes button will make iTunes unpair with every iPod touch, iPhone, or iPod touch that it allowed to be used as a remote.

## Restoring

If you ever experience problems with your iPod touch, you can choose to restore it. You have two options of restoring: restore to factory default or restore from backup. Restoring the factory default will restore your iPod touch to its original factory settings, as if you've just turned it on for the first time. Restoring from backup will restore the iPod touch from its last saved backup file.

To restore to factory settings, in iTunes select the iPod touch from the devices list, then select the Summary tab, and finally click Restore (this deletes all data on iPod touch and restores to factory settings). When prompted by iTunes, select the option to restore your settings.

To restore from backup: in iTunes right-click (or Ctrl+click) the iPod touch in the devices list, and choose Restore from Backup. The iPod touch will then be restored from the backup listed in the "Device backups" list.

**NOTE:** If you've set up password encryption on your iPod touch backups (covered earlier in this chapter), you will not be able to restore from the encrypted backup if you forget the password. Be sure to choose passwords you will remember!

## Summary

In this chapter, you explored the options you have for syncing your media and data with your iPod touch. You discovered where to get your media and how to make sure your iPod touch/iTunes sync preferences stick. To wind things up, here is a quick overview of some key points from this chapter:

- The way your iPod touch connects with iTunes and the preferences you are presented with will be familiar to you if you've used an iPhone or iPod touch; however, there are some important differences with the iPod touch.
- The Capacity bar will always be visible in the iPod touch preference window and is an easy indicator to see how much space you have left on your iPod touch.
- No change you make to your iPod touch preference window is complete until you click the Apply button. Likewise, if you accidentally make a change you don't want, you can always click the Cancel button.

- It is important to manage what data you sync with your iPod touch. If you sync all of your music, you might not have room left over for syncing your photos and videos.
- Syncing apps can be fun and easy using the visual representation of your iPod touch under the Apps tab. However, sometimes app syncing can be a slow process if you have a lot of apps. Waiting can be a pain, but it's best never to interrupt a sync.
- Syncing of your movies, music, TV shows, podcasts, iTunes U items, books, and photos is pretty straightforward, and once you've mastered how to sync one form of media, the rest are a cinch.

# Interacting with Your iPod Touch

Your iPod touch uses a revolutionary way to interact. As its name suggests, it responds to the language of your touch. Its vocabulary includes taps, drags, pinches, and flicks. With these, you control your iPod as easily as using a mouse to control your personal computer. And there's a lot more to interaction than just drags and double-clicks. Your iPod offers Multi-Touch technology. That means it can recognize and respond to more than one touch at a time.

In this chapter, you'll discover all the different ways you can interact with your iPod—from zooming into and out of pictures to using the iPod touch's built-in keyboard to playing with its sensors. You'll learn how all these features work and how to take advantage of some secret ways to interact with your iPod.

## Interaction Basics

Personal computers have mice. Old-fashioned personal digital assistants (PDAs...remember them?) have styluses. The iPod touch has your fingers. It does not work with mice or styluses. It requires real finger contact. Your iPod touch does not just sense pressure points. It detects the small electrical charge transferred from your fingers. That means you can use your iPod touch with your fingers, your knuckles, or even—if you're feeling up to it—your nose, but you cannot use it with pencil erasers, Q-tips, or those PDA styluses. The electrical charges in your touch make it possible for the iPod touch to detect and respond to one or more contacts at a time, that is, to use Multi-Touch technology.

**TIP:** If you're feeling really adventurous, you can use a frozen hotdog in place of your finger. Korean winters are very cold, and people were getting frostbite on their fingers from removing their gloves to use their iPhones outside. Some enterprising people in Korea discovered that you could use a frozen hotdog in lieu of your finger and still be able to interact with the iPhone's touch screen—all while keeping their gloves on. Theoretically, a frozen hot dog should work with the iPod touch's screen as well.

## The iPod Touch Language

How you touch your iPod touch's screen provides your communication vocabulary. Here's a quick rundown of the basic ways you can speak to your iPod touch:

*Pressing the Home button:* The Home button lives below the touchscreen and is marked with a white square. Press this button at any time while in an app to return to your home screen with its list of applications. Double-pressing the Home button while on another page of apps or inside an app will cause the screen to slide up, and you'll see a row of apps that are currently running in the background. We'll talk more about these multitasking features later in this chapter. While on any page of apps except the first page, pressing the Home button once will return you to the first page of apps. While on the first page of apps, pressing the Home button once will take you to the iPod touch's Spotlight search screen. We'll talk more about Spotlight search later in this chapter.

*Tapping:* Tap your iPod touch by touching your finger to the screen and removing it quickly. Tapping allows you to select web links, activate buttons, and launch applications. When typing text, you may want to tap with your forefinger or, if it's more comfortable, your thumb.

*Double-tapping:* Double-tapping means tapping your screen twice in quick succession. Double-clicking may be important on your personal computer, but double-tapping is not actually used all that much on your iPod touch. You can double-tap in Safari (the web browser that ships on your iPod touch) to zoom into columns and double-tap again to zoom back out. In Photos (the iPod touch's built-in photo viewer), use double-tapping to zoom into and out from pictures.

*Two-fingered tapping and dragging:* The iPod touch's Multi-Touch technology means you can tap the screen with more than one finger at a time. A few applications respond to two-fingered gestures. To do this, separate your forefinger and middle finger and tap or drag the screen with both fingers at once. For example, in Safari, a double-fingered drag allows you to scroll within a web frame without affecting the page as a whole.

*Holding:* At times, you'll want to put your finger on the screen and leave it there until something happens. For example, holding brings up the spyglass while you're typing, and in Safari, it brings up URL previews.

*Dragging:* Drag your finger by pressing it to the screen and moving it in any direction before lifting it. Use dragging to scroll up and down in Safari and Music (the application

that plays back your iTunes songs). Some applications offer an index on the right side, like the one shown for the Music app in Figure 3–1. To use this index, drag along it until the item you want comes into view.



**Figure 3–1.** The index bar (boxed) to the right of the Music app

*Flicking:* When you're dealing with long lists, you can give the list a quick flick. Place your finger onto the screen and move it rapidly in one direction—up, down, left, or right. The display responds by scrolling quickly in the direction you've indicated. Use flicking to move quickly through your e-mail contacts list, for example.

**TIP:** Flicking and dragging will not choose or activate items on the iPod touch's display. Try this yourself by dragging and flicking on the home screen.

*Stopping:* During a scroll, press and hold your finger to the screen to stop scrolling. Apple's legal text provides a great place to practice flicking, dragging, and stopping. To get there, select Settings ► General ► About ► Legal. Have fun with its endless content of legalese that you can flick, drag, and stop to your heart's content. If you don't want to stop a scroll, just wait. The scroll will slow and stop by itself.

*Swiping:* To swipe your iPod touch, drag a finger from the left side of the screen toward the right. Swiping is used to unlock your iPod touch and to indicate you want to delete list items.

*Pinching:* On the iPod touch, you pinch by placing your thumb and forefinger on the screen with a space between them. Then, with your fingers touching the screen, move them together, as if you were pinching the screen. Pinching allows you to zoom out in many iPod touch programs, including Photos and Safari.

*Unpinching:* To unpinch, perform the pinch in reverse. Start with your thumb and forefinger placed together on your screen and, with the fingers touching the screen, spread them apart. Unpinching allows you to zoom into those same iPod touch applications where pinching zooms out.

## The iPod touch Sensors

In addition to its touchscreen, your iPod contains two important sensors: a tilt sensor, called an *accelerometer*, and a light sensor. These sensors give your iPod some science-fiction-grade features that set it apart from the crowd.

### Accelerometer Sensor

The iPod uses an accelerometer to detect when your iPod tilts. Some applications, including Safari, update their displays when you turn the iPod on its side. This allows you to use your iPod in both portrait and landscape modes.

If you feel like playing with the accelerometer sensor, try this:

1. Go into Photos (tap its icon—the one with the sunflower on the bottom row of your home screen), and select a favorite picture.
2. Hold the iPod up normally in portrait orientation.
3. Press one finger on the screen, and then tilt the iPod into landscape orientation. The picture will not change.
4. Tap the screen with your middle finger (or any other finger that you're not holding to the iPod). Presto—the iPod finally rotates the display.

**TIP:** If you've hacked your iPod for third-party software access, take a look at the *Butterfly.app* game (<http://ericasadun.com>). It uses the iPod's tilt sensor to manipulate a net around the iPod screen to catch butterflies. The *Sensors.app* demo displays an arrow that always points up, no matter how you hold your iPod.

### Light Sensor

The light sensor is located at the top left of your iPod, on the front touchscreen. It's just below the Sleep/Wake button on the top of your unit, about a half-inch from the left edge of the screen, halfway between the edge and the start of the display. That's about

a quarter-inch down. To see it, shine a flashlight beam at the iPod and look for a small, round, light-colored sensor just behind the glass.

This sensor detects whether the room you're in is bright or dark. Whenever you unlock the iPod, it samples the light and adjusts the overall brightness of the display to match. To interact with this sensor, either cover it with a finger or shine a bright light at it when you unlock your iPod. Your iPod will adjust to be very dim (the finger) or very bright (the light) to compensate.

You can toggle the autobrightness feature off and on by adjusting the settings in Settings > Brightness. This screen also offers direct control over your iPod's brightness level. That's handy when you need immediate results instead of playing with unlocking, flashlights, and fingers.

**NOTE:** As a rule, I leave my brightness set to maximum and the autobrightness feature switched off. This bypasses all light-sensor functionality and leaves my screen bright and usable. The light sensor may be high-end technology, but it's actually pretty annoying in real life.

## Gyro Sensor

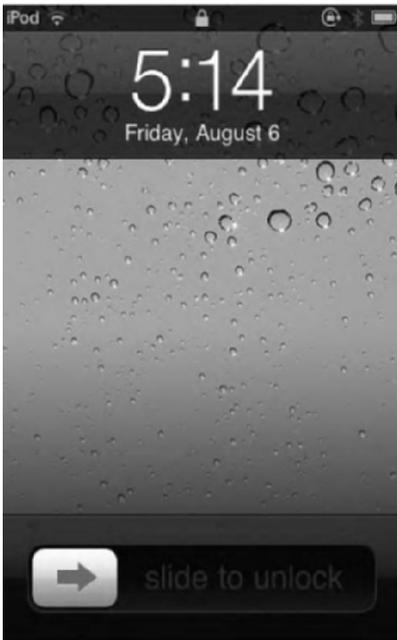
Apple has added a gyroscope to the latest iPod touch. A gyroscope is a device that allows other devices to “know” where it is on a three-axis orientation. Simply put, the gyro sensor allows the iPod touch to know when you are rotating the device around on an x-, y-, or z-axis. Benefits include advanced motion control in games and superior augmented reality apps.

## iPod Power Tricks

You have a lot of different ways to switch your iPod on and off. This section covers some of the most useful methods.

## Unlocking Your iPod

If you've just turned on your iPod touch or when your iPod touch has been idle for a while, it automatically locks, and the screen goes dark. When this happens, press the Home button. The locked touchscreen appears, as shown in Figure 3-2. To unlock your iPod touch, swipe the slider from the left to the right. The locked screen clears, and the home screen springs into place.



**Figure 3-2.** *The iPod touch lock screen*

You can set how long the iPod touch should wait before locking itself. Go to Settings ► General ► Auto-Lock, and choose the number of minutes you want your iPod touch to wait before locking. To disable autolocking, choose Never—and make sure you have a good power source available nearby. Autolocking is a power-saving feature. Disabling it means your iPod touch runs through its battery more rapidly.

For security, you can assign a simple passcode for your iPod touch. A *simple passcode* is just like a four-digit PIN you have for your debit cards. Go to Settings ► General, tap Passcode Lock, and then tap Turn Passcode On to establish a new simple passcode. Your iPod touch prompts you to enter a four-number code, as shown in Figure 3-3.



**Figure 3-3.** *Setting your simple passcode*

Enter a code, or tap **Cancel** to quit without entering a code. After you enter the code, the iPod touch prompts you to reenter it and then enables further passcode lock settings (see Figure 3-4). Those settings include how long the iPod touch needs to be idle before it's locked down; the ability to turn off the simple passcode and create a passcode using letters, numbers, and symbols (see Figure 3-5); and the option to erase all the data on the iPod touch after ten failed passcode attempts.

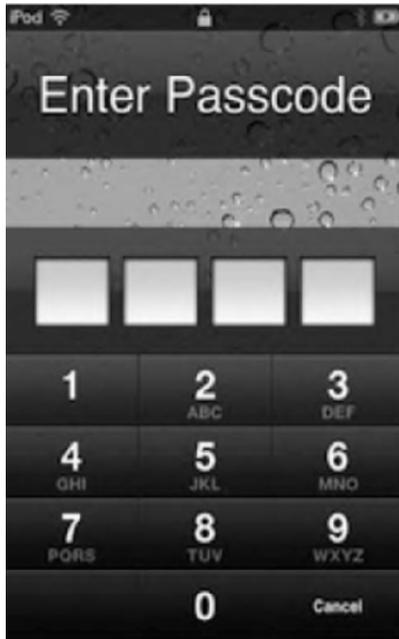


Figure 3-4. Additional passcode settings



Figure 3-5. Creating a more complex passcode

To test your passcode, click the Sleep/Wake button once (to put your iPod touch to sleep) and again (to wake it up). The passcode challenge screen greets you, as shown in Figure 3-6. Enter your passcode, and your iPod touch unlocks.



**Figure 3-6.** *The passcode challenge screen*

To remove the passcode from your iPod touch, go back to the Passcode Lock settings screen (Figure 3-4). Choose Turn Passcode Off, and reenter the passcode one more time to confirm that it's really you making this request.

So, what happens if you lose your passcode or a mean-spirited colleague adds one to your iPod touch without telling you? You'll need to connect the iPod touch to your home computer and use iTunes to restore the iPod touch software. You can restore your iPod touch by selecting the Summary tab in iTunes and clicking Restore. For more information about restoring your iPod touch, see Chapter 2.

The lock screen can also perform one last function—controls for the iPod touch's music player. If music is playing on the iPod touch when the screen is locked, you can double-press the Home button to display music controls at the top of the screen. You'll learn more about these controls in Chapter 6.

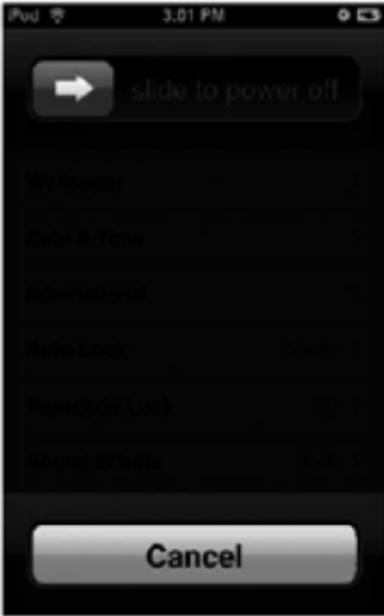
## Putting Your iPod to Sleep

For iPods, sleep mode offers a power-saving way to use your device. Press the Sleep/Wake button once. The screen turns off, and your iPod locks and enters its low-power mode. You can still listen to music, and you can still double-tap the home screen to bring up your playback controls, but you cannot do much else.

To wake up your iPod again, press the Home button once, and then swipe to unlock.

## Powering Your iPod Off and On

To power off your iPod, press and hold the Sleep/Wake button for about five seconds. The slider shown in Figure 3–7 appears. To power down, swipe the slider to the right. To cancel, either tap Cancel or just wait about ten seconds; the iPod automatically returns you to the previous screen if you don't power down within that time.



**Figure 3–7.** This screen appears after you hold down the Sleep/Wake and Home buttons for about five seconds. To power down, simply swipe the slider from left to right. Your iPod shuts itself down and powers off. To power back on, press and hold the Sleep/Wake button for about two seconds, until you see the white Apple icon.

When your iPod is powered off, it ceases to function. You cannot listen to music. You cannot surf the Internet. You must power your iPod back on for it to do these things.

To power on your iPod, press and hold the Sleep/Wake button for two to three seconds. Release the button when you see the white Apple icon. The iPod starts up and returns you to the home screen automatically.

## Rebooting Your iPod

At times, you may need to reboot your iPod. The most common reason for doing this is that you have installed new software using third-party hacking tools.

Although you can reboot just by powering down and then powering back up, Apple provides a much easier way to do this. Press and hold both the Home and Sleep/Wake

buttons for 10 to 12 seconds. Ignore the power-off indicator (shown in Figure 3–7), and keep holding both buttons until the white Apple logo appears. Once it shows up, release both buttons, and let the iPod finish its reboot. You will return to the home screen automatically.

## iPod Recovery Mode and Restoration

Your iPod has a secret setting called *recovery mode*. It's used to tell iTunes to restore your iPod to its factory-fresh condition. It's also used by a number of third-party hacking programs to gain access to your complete iPod file system so you can install software, wallpaper, and so forth.

Do not enter recovery mode lightly. Once you've entered that mode, you cannot change your mind and return to normal iPod use. You must know what you're doing. After you're in recovery mode, you'll need to restore your iPod firmware in iTunes and refresh your iPod's contents from its most recent backup.

To enter recovery mode, press and hold both the Sleep/Wake and Home buttons for about 25 seconds, until you see the screen with the iTunes logo and the end of the USB connector. You may want to watch a clock so you know when 25 seconds have elapsed. It can feel a lot longer when your fingers start getting tired.

You can restore your iPod either from recovery mode or directly in iTunes. When you connect an iPod in recovery mode to your computer, iTunes detects it and asks you to proceed with the restore process. If you want to restore your iPod without manually setting recovery mode, connect the iPod to your computer and launch iTunes. In iTunes, select the iPod from the Devices category in the sources list. Choose the Settings tab, and then click Restore.

When restoring, iTunes walks you through the entire process, offering extensive feedback and refreshing your iPod to a clean firmware installation. When iTunes is finished, it prompts you to decide whether you want to use the most recent backup. Agree if you want to return the iPod to its most previously backed-up state, or disagree if you want to retain the iPod's factory-fresh settings.

## The Home Screen

As discussed, when you turn on your iPod touch, you'll be presented with a lock screen. Depending on whether you have a passcode set on your iPod touch, you'll either swipe the "slide to unlock" bar and be presented with a numeric keypad or be immediately taken to your iPod touch home screen.

The iPod touch home screen (see Figure 3–8) is the first page of apps you have on your iPod touch. The home screen, whose unofficial name is Springboard, provides application-launching abilities. Depending on how many apps you have, you may have several pages that will show in subsequent order when you swipe to the left. The iPod's home screen allows you to launch any application with a single tap.

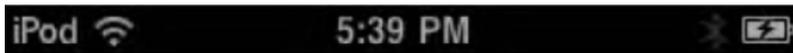


**Figure 3–8.** *The iPod touch home screen*

**TIP:** Since the home screen will be the first page you're taken to when you unlock your iPod touch, it makes sense to keep your most frequently used apps on the home screen for easy access.

From the top of the screen down, you'll see the following elements:

**Status bar:** A thin bar runs along the top of your iPod touch home screen. This status bar, shown in Figure 3–9, will display on every page of your iPod touch home screen.



**Figure 3–9.** *The status bar*

The status bar can show many icons, but the standard layout you'll most likely see is the following. In the upper-left corner, you'll see the word *iPod* next to a Wi-Fi icon. The Wi-Fi icon shows you that you are connected to a wireless hotspot and also tells you the strength of your wireless signal. In the middle of the status bar, you'll be presented with the current time. On the right corner of the status bar you'll see a battery meter icon, next to the percentage of the battery remaining.

The status bar can also show other status icons:

*Airplane mode:* With airplane mode, you can't access the Internet or use Bluetooth. Other functions of your iPod touch are available.

*Padlock:* This padlock tells you your iPod touch is in orientation lock. We'll talk more about orientation lock in a bit.

*Play:* This icon tells you a song, podcast, or audiobook is playing.

*Location Services:* This arrowhead-looking icon tells you an app that is currently running is using access to your current location.

*Apps page:* Below the black status bar you'll see a series of app icons (see Figure 3–10). Each page can hold up to 16 apps in addition to the ones found in the dock. As we'll discuss shortly, apps can be deleted and rearranged without the need to plug your iPod touch into iTunes.



**Figure 3–10.** A page full of apps

*Page dots:* Just above the app icons in the dock you'll see a series of small, white dots (see Figure 3–11). This series of dots begins with a tiny magnifying glass. We'll get to the magnifying glass shortly. The dots next to the magnifying glass signify the number of pages of apps you have on your home screen. If you see five dots, that means you have five pages of apps. The dot that is the brightest signifies the location of the page you are currently on among all your pages of apps.



**Figure 3–11.** The dots signify how many pages of apps you have.

*The dock:* At the bottom of the Home screen and every additional page of apps is a long, gray slate known as the dock (see Figure 3–12). The dock can contain up to four apps. No matter what page of apps you swipe to, the dock will always show the same apps. The advantage of this is if you have ten pages of apps but frequently check your e-mail, no matter what page of apps you're on, you'll always have quick access to your Mail app if you've placed it in the dock.



**Figure 3–12.** The dock can hold between zero and four apps.

## Manipulating the Home Screen

You can interact with your iPod touch home screen in several ways:

*Navigating the apps pages:* If you are on your first page of apps, swipe your finger to the left to reveal the next page of apps. Keep swiping your finger to the left to proceed navigating through all your app pages. To go back to the previous page of apps, simply swipe your finger to the right. Alternately, you can drag your finger to the left or right to go for the slow reveal of the next page of apps. And remember, if you are on any page of apps but the first one, press the Home button once to be taken back to the first home screen.

**NOTE:** Home screens move only left or right. Unlike in many apps, they do not move up or down.

*Launching apps:* To launch an app, simply tap its icon. To return to the home screen, press the round, physical home button on the iPod touch's bezel. Returning to the home screen does not quit an app.

*Manipulating app icons:* This is fun. Let's say you want to rearrange the icons on your home page but aren't near your computer to do it through the iPod touch's iTunes preferences page that we discussed in Chapter 2. Simply touch and hold any icon on the home screen. After a few seconds, you see all the icons on the page start to jiggle like they're little mounds of Jell-O (see Figure 3–13). You can now remove your finger

from the app. The icons will continue to jiggle. While jigging, you can touch and hold any app icon and then simply drag it to a new position on the page. You can also drag icons to and from the dock.



**Figure 3-13.** *Jiggling icons. In this example, the app iFish Pond is being moved.*

You can go ahead and swipe to a new page of apps while they are all jigging and rearrange the apps on that page. You can also transfer apps between pages. Simply touch and hold the app you'd like to move to a different page, and drag it toward the side of the screen where the page is located. After a brief pause, the next page will automatically swipe over, and you can drop the app anywhere you want it. If that page is already full of 16 apps, the app in the lower-right corner will be pushed to the next page automatically.

**NOTE:** If your dock already has four apps on it, you must remove an app first before adding a new one to the dock. Unlike with home pages, apps in the dock will not automatically be pushed to a new page if you try to add a new app to a full dock.

*Creating folders of apps:* In Chapter 2 we told you how to create folders full of apps on your iPod touch using iTunes, but you can also create folders of apps right on your iPod. Simply touch and hold an app icon until all the apps are jigging (see Figure 3-13). Once they are, drag an app onto another app icon and hold it there. After a second or two, an app folder will appear. Drop the app inside the folder so it appears next to the app icon you held it over (see Figure 3-14).



**Figure 3-14.** *Creating a folder full of apps*

You can arrange the apps in this new folder any way you want. You can also name the folder whatever you want. A cool thing Apple did was give the folder the ability to guess the name you want it to be. In the example in Figure 3-14, we created a folder with two games inside. The iPod touch knew both apps were games and named the folder Games appropriately. You can always change the name of the folder, however. Tap anywhere outside the folder to return to the normal apps screen. Drag any app to an existing folder to add it to that folder.

Folders appear as gray boxes with multiple app icons inside (see Figure 3-15). Folders can contain up to 12 applications, and you can have up to 20 folders on a page (16 on a page plus 4 folders can be stored in the dock). To open a folder, simply tap it, and its contents will expand while the rest of the outside app icons are grayed out (see Figure 3-15). To exit a folder, tap anywhere outside of it.



**Figure 3-15.** Left, an apps page with two folders, *Productivity* and *Travel*. Right, the same apps page with the *Travel* folder open.

*Removing apps:* In Chapter 2 we told you how to remove apps from your iPod touch using iTunes. You can also remove an app from the iPod touch right on the iPod touch. To do this, simply touch and hold any icon on the home screen, and wait for them all to begin jiggling like they did when you were rearranging apps (see Figure 3-13).

Notice how some of the apps have a little black-and-white X in their upper-left corner? Tapping that X will delete the app. Don't worry if you accidentally delete an app from your iPod touch. The apps are always stored in your iTunes library, and you can reinstall them at any time.

**NOTE:** You cannot delete any Apple apps that were factory-installed on your iPod touch, such as Stocks, Mail, and so on. You can, however, delete Apple apps that you installed yourself, such as iBooks and Remote.

To delete an app, simply touch the X. A pop-up will show on the screen asking whether you want to delete the selected application. You'll also see a note saying deleting the app "will also delete all of its data," as shown in Figure 3-16. *This is important!* If you've created a new document inside the app or achieved a new high score on a game and you delete the app before syncing it to iTunes, any new data associated with that app will be deleted.



**Figure 3-16.** *The deletion warning*

**NOTE:** If you delete an app accidentally and need it back right away but are not near your computer, you can simply use the iPod touch's built-in App Store app to download the app again. If it was a paid application, don't worry; you won't be charged a second time. Your iTunes account will know you've already paid for it.

If you are sure you want to delete an app, go ahead and tap the Delete button. If you've changed your mind, tap Cancel. When an app is deleted, all the other apps on the page will shift one position to fill the space of the deleted app.

## Multitasking and Managing Background Apps

With iOS 4, Apple introduced multitasking features to the iPod touch. Multitasking means you can have more than one app running at a time. In other words, you could be browsing the Web in Safari, but in the background you could have an instant messaging app running. Even though your entire iPod touch's screen would be devoted to the Safari app, you would still be online and notified of new instant messengers in the IM app.

As we've mentioned before, to leave an app, you press the Home button to return to the home screen, and then you find the next app that you want to launch and tap its icon. With the multitasking features built into iOS 4, you don't have to return to the home screen every time you want to launch a different app. Now, no matter what app you are in, pressing the Home button twice will bring up a row of all the apps that are currently

running in the background (see Figure 3–17). These apps are referred to as *background* apps. Any app you have launched on the iPod since turning it on will run as a background app until you close the app for good (discussed in a few pages). This background app bar is a very handy feature, but there is one small caveat: all the apps you see there might not actually be running in the background. Apple also uses this bar to show recently used apps, so even after a reboot, you might see several apps in the bar even though you have not launched them since rebooting.



**Figure 3–17.** Some apps that are running in the background while we are currently in the Weather app

In Figure 3–17, you can see we are in the Weather app. By double-pressing the Home button twice, the multitasking bar slides the screen up, and you can scroll through all your other open, or background, apps. To see more currently running background apps, slide your finger over the row of apps. To quickly switch to another background app, tap its icon, and it will swap places with the current app you are in (see Figure 3–18).



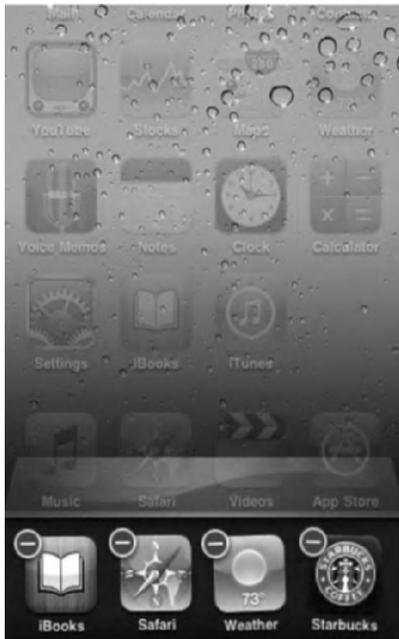
**Figure 3-18.** *The Safari app swapping places with the iBooks app via the iPod touch's multitasking features*

## Closing an App for Good

The iPod touch's home screen allows you to launch any application with a single tap. Once you've launched that app, it remains open in the background even if you return to the Home screen. To close the app for good, double-press the Home button to open the background apps bar. Swipe through the row of apps until you've found the one you want to close. Now touch and hold the app's icon until it and the other apps in the bar start to jiggle. You'll notice red dots with a white minus sign have appeared in the corner of all the apps in the bar (see Figure 3-19). Tap the red dot to close the app. To reopen the app, you'll need to launch it from the home screen again.

Quitting applications instead of letting them remain open in the background lowers your CPU usage, keeps your iPod slightly cooler, and puts a little less strain on your battery.

Remember how we mentioned that Apple also uses this background multitasking bar to show recently used apps? Well, if the app isn't running, tapping the minus sign will remove the recently used app from the bar. The way Apple has this implemented, you can't really tell just by looking through the bar which apps are running and which are just recently used apps.



**Figure 3-19.** Tap the red and white minus sign to close an app for good.

## Force Quitting an App

If for some reason you are in an app and the app hangs and your iPod touch becomes unresponsive, you can press and hold the Sleep/Wake button on the top of your iPod touch. Hold it until the red slider appears (Figure 3-7), and then release the Sleep/Wake button and press and hold the Home button. If all goes correctly, you should be returned to your home screen. You can then try launching the problematic app again.

**TIP:** A Back button appears in the upper-left corner of many iPod touch screens while inside an app. Tap this button to return to the previous screen in the app. This is different from pressing the Home button. The Back button moves you between screens within an app. The Home button leaves an app and returns you to the home screen.

## Orientation

We mentioned the iPod touch accelerometer earlier in this chapter. In most images of the iPod touch, you'll notice it's in portrait orientation with the physical Home button on the bottom bezel. However, in some apps, you can hold the iPod touch in either portrait or landscape mode. Using different orientations to view an app can increase the usability of the app, depending on what you are doing. Using Safari in landscape mode, for example, gives you a wider screen to read a web page on (Figure 3-20).



**Figure 3-20.** Safari in landscape and portrait modes

You've already read that to change orientation, you simply tilt the iPod to its side. If the app has a landscape mode, it will rotate on the screen to enter that mode automatically. The ability to change orientation is nice—except for those times when the orientation changes and you don't want it to, such as when you are reading a book on your iPod touch while laying in bed. A constantly shifting orientation can easily interrupt your reading enjoyment.

Thankfully, with the introduction of iOS 4, Apple has finally given users the ability to lock the iPod's screen orientation. You can only lock the iPod's orientation to be in portrait mode, however. To do this, double-press the Home button so the screen shifts up, just like you would when quickly changing between background apps. In the space below the dock, swipe your finger left to right until the rewind, play, and forward buttons appear (see Figure 3-21). Next to the rewind button is the orientation lock button. Tap it once to lock the orientation. Unwanted screen rotation solved! Tap the lock button again to disable orientation lock.



**Figure 3–21.** *The orientation button unlocked (left) and locked (right)*

## Spotlight Search

At this point we've explored everything the iPod touch home screen offers save one important feature. Earlier we mentioned a small gray magnifying glass icon next to the row of dots that represent the pages of apps that you have (see Figure 3–22). This magnifying glass icon represents the iPod touch's powerful search feature, named Spotlight.



**Figure 3–22.** *The Spotlight magnifying glass icon (circled) at the bottom of every home page*

To access Spotlight, simply swipe to the right of the first page of your home screen. Or, if you are on the first home screen, you can also press the Home button once to be taken to the Spotlight page. You'll be taken to a page that displays a small, white search field at the top with the words *Search iPod* in it. At the bottom of the page, you'll be presented with the built-in keyboard.

Simply begin typing any search query into the search field, and the space between the search field and the keyboard will begin populating with results (see Figure 3–23).



**Figure 3–23.** *The Spotlight search results page*

At this time, Spotlight isn't as powerful as it can be. If you own a Mac, you'll know that Spotlight is capable of searching in documents, not just by a document's file name. Currently, Spotlight is only capable of searching the following:

*Contacts:* First, last, and company names.

*Mail:* To, From, and Subject fields.

*Calendar:* Event titles, invites, and locations.

*iPod:* Song names, artists, and albums. Podcast and audiobook titles and names.

*Notes:* Interestingly, although Spotlight can't search the text in the body of an e-mail message, it can search the text in a note from the Notes app.

To select a result, simply tap it, and you'll automatically be taken to the document or file in the app it's found in. At the bottom of the Spotlight results you have the option to search the Web for your query and also search Wikipedia. Tapping either of those options will open the Safari web browser and take you to your default search engine page or the Wikipedia search results page.

Although Spotlight is a nice feature, it does have some limitations. Perhaps the biggest limitation is that you can't search for text in the body of an e-mail. Also, Spotlight isn't smart enough to recognize misspellings, so anything that is mistyped in a note or e-mail subject won't be found.

**NOTE:** If you have dozens and dozens of apps, instead of swiping through all the home screen pages, you can simply go to Spotlight and search for the name of the app. When its icon appears, simply tap it to launch it.

## Spotlight Settings

Go to Settings ► General ► Home, and you'll find a few options for Spotlight. Here you can deselect items to eliminate them from Spotlight search (for example, tap Music to deselect it so names of songs won't show up when you're searching). You can also use the grip icon to the right of the screen to rearrange the order that search groupings appear in.

## The iPod Keyboard

Let's start talking about the iPod keyboard by quoting verbatim from one of our earliest iPhone e-mail messages (the iPhone uses the same keyboard as the iPod):

*I would like to say that the iPhone has turned me into a typing expert, but that would be far far far from the truth. The fact is that I type on the iPhone like a cow, working with the iPhone keyboard is so hard and frustrating. For all this time I'm supposed to be smart and precise, I find that in actual use it is slow and mistake-prone. Will my accuracy improve as I get more experience? Probably. Will my fingers become smaller and less oedematous? Almost certainly not.*

I sent that e-mail within the first 24 hours of iPhone ownership, and I was feeling pretty down on the whole iPhone/iPod keyboard thing. Within a week, however, my typing developed from horrible to readable and, within another week, from readable to pretty darn good.

## Bluetooth Keyboard Support

With the introduction of iOS 4, you can now use a physical Bluetooth keyboard with an iPod touch. To do so, go to Settings ► General ► Bluetooth, and make sure Bluetooth is turned on. Next, make sure your Bluetooth keyboard is turned on as well. Once it is, it should show up in the devices list on the Bluetooth settings page. Enter the pairing passphrase you see on your iPod touch screen using the Bluetooth keyboard. Once you do so, your Bluetooth keyboard is all set up and ready to use.

Most people won't be using a Bluetooth keyboard with their iPod, but if you find yourself doing a lot of typing, a Bluetooth keyboard might be just the thing for you. With it, you can use some physical keyboard shortcuts such as Cmd+A to select all the text and Cmd+C to copy the selected text or Cmd+V to paste the selected text.

## iPod Keyboard Basics

For this section, we'll look at using the on-screen keyboard in Apple's Notes app that comes on every iPod touch. We've opened Notes and clicked the + button in the upper-right corner to create a new note. At the bottom of your iPod touch's screen you'll see the keyboard automatically appear (see Figure 3-24).

**NOTE:** Using the keyboard in portrait orientation gives you a smaller keyboard but more space to see what you're typing on the screen. If you switch to landscape orientation, you'll have a larger keyboard but less space to see what you've typed. Play around to see what works best for you.

Though Apple has outdone itself in designing the iPod touch's keyboard, many people still think it's the hardest thing to get used to on their new iPod touch. We're so used to typing on physical keyboards that making the switch to a touchscreen keyboard can be difficult, but it does get much better over a relatively short amount of time. The keyboard gets easier to use the more you use it, not just because you get used to it but because it has a secret.

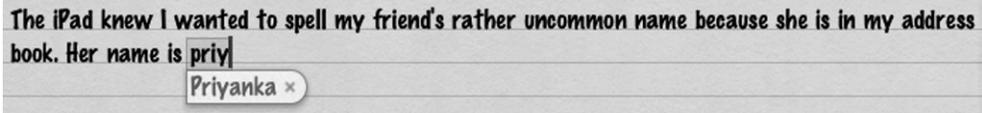
The secret is that the keyboard, shown in Figure 3-24, is smart. It's so smart that it corrects for a lot of typos and misaligned fingers. It automatically capitalizes the start of sentences. It suggests corrections for misspelled words. It uses predictive technology to make it easier to hit the right keys. So, within a few weeks, you'll master the keyboard's quirks.



**Figure 3-24.** The iPod keyboard grows easier to use with experience. Notice the Shift key (arrow pointing up) to the left of the Z key and the Backspace/Delete key (pentagram pointing left with an x in it) to the right of M key. The @123 key switches to a numbers and symbols layout. The Return key finalizes your changes. In some applications, a Return key lets you add carriage returns to your text.

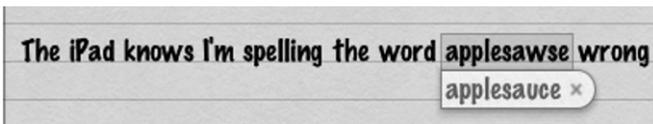
Here are some of the key technologies that make the iPod touch keyboard work:

*Dictionary:* The iPod touch has a built-in dictionary that learns frequently used words as you type (see Figure 3–25). It also picks up names and spellings from your address book. This means it gets better at guessing your intentions as it builds its data.



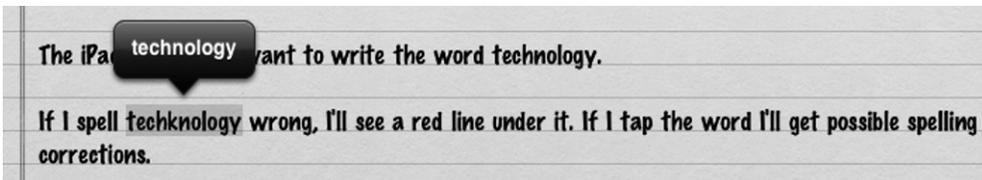
**Figure 3–25.** An example of the iPod touch learning words and names from your contacts

*Automatic correction:* As you type, the iPod touch looks for words similar to what you're typing and guesses them, placing the guess just below the word you're typing (see Figure 3–26). To accept the suggestion, just tap the spacebar, and the full word is inserted.



**Figure 3–26.** An example of the iPod touch's autocorrection features

*Spell check:* If you do spell a word wrong or the iPod touch doesn't recognize it, you'll see a red line appear below the word. When you tap the word, one or more alternate spellings will appear above it (see Figure 3–27). Simply tap the right word, and it inserts itself into the text.



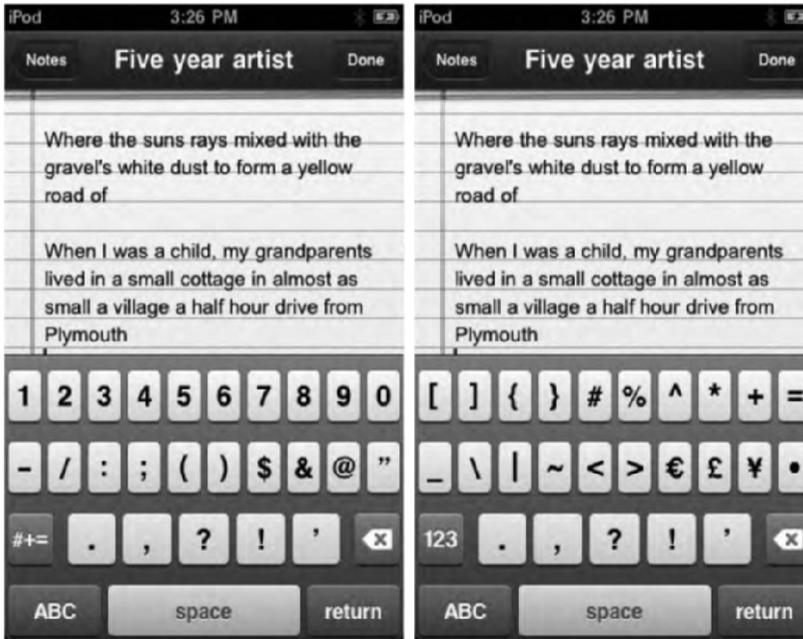
**Figure 3–27.** An example of the iPod touch's spell-check feature

*Predictive mapping:* The iPod touch uses its dictionary to predict which word you're about to type. It then readjusts the keyboard response zones to make it easier for you to hit the right letters. Likely letters get bigger tap zones; unlikely letters get smaller ones.

## More Keyboards

Thought the iPod touch had only one keyboard? Think again. It has more than a dozen (in different languages). It also has two other keyboards you'll frequently access from the primary keyboard on your screen.

On the primary keyboard (see Figure 3–28), you'll notice the .?123 key. Tapping the .?123 key automatically switches your QWERTY keyboard into a numeric keyboard with further punctuation symbols and another keyboard modifier key labeled #+=.



**Figure 3–28.** The .?123 and the #+= keyboards

Tapping the #+= key takes you to a third keyboard with more punctuation buttons. Tap the ABC button to return to the alphabetic keyboard.

## Getting Started Typing

When you're new to the iPod, start by typing slowly. Pay attention to those confirmation pop-ups that appear every time you tap a key. I find it easiest to use my forefingers to type. Others prefer to use their thumbs. Whatever method you use, make sure to go at a pace that allows you to keep track of what you're typing and make corrections as you go. Here are a few typing how-tos:

*Accepting or rejecting automatic corrections:* The iPod displays suggested corrections just below the word you're typing, as shown in Figure 3–29. To accept the suggestion, tap the spacebar. (You don't need to finish typing the word; the iPod puts it in there for you.) To decline the correction, tap the word. The iPod will not make a substitution, even when you press the spacebar.

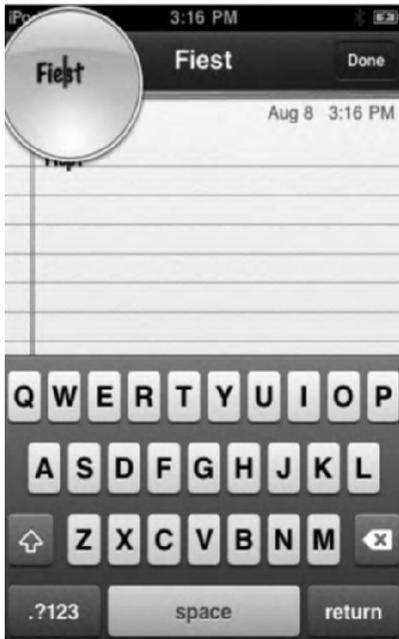
*Using the spyglass:* While you're typing, you can adjust the cursor by using the iPod's built-in spyglass feature, as shown in Figure 3–30. Hold your finger somewhere in the text area until the spyglass appears. Then use the magnified view to drag the cursor exactly where you need it.



**Figure 3–29.** The iPod's suggestions appear just below the word you type. Tap the spacebar to accept the suggestion, or tap the word you're typing to disable automatic correction for that word.

*Summoning the keyboard:* To open the keyboard, tap in any editable text area.

*Dismissing the keyboard:* There is no standard way to dismiss the keyboard, but most programs offer a Done button that indicates you're finished typing. In Safari, press Go rather than Done.



**Figure 3-30.** The iPod's spyglass offers a magnified view that makes it easy to position the cursor exactly where you need it to be.

## iPod Touch Typing Tricks

Once you get the hang of the keyboard, the iPod touch offers several other ways to make typing easier. This section describes a few of these handy iPod touch typing tricks.

### Contractions

When you want to type a contraction like *can't* or *shouldn't*, don't bother putting in the apostrophe. The iPod touch is smart enough to guess that *cant* is *can't*. (Of course, if you're typing about the British Thieves' language, make sure to tap the word itself to decline the change from the noun to the contraction.)

When you're typing in a word like *we'll*, where the uncontracted *well* is a common word, add an extra *l*. The iPod touch corrects *welll* to *we'll* and *shelll* to *she'll* (Figure 3-31).



**Figure 3-31.** *Cant* becomes *Can't*.

**TIP:** Other contraction tricks include *itsa*, which gets corrected to *it's*, and *weree*, which gets corrected to *we're*.

## Punctuation

When at the end of a sentence, tap the punctuation key, and then tap the item you want to use. If you plan to use only one item of punctuation at a time, such as a comma or period, save time by dragging. Drag from the punctuation key (it appears as .?123 in some applications and @123 in others) to the item you want to include. When you start the drag at .?123 or @123, the iPod switches momentarily to the numbers and punctuation view. After selecting your item, the keyboard automatically bounces back to the alphabet.

Another punctuation trick for the end of sentences is to tap the punctuation key, then tap the item you want to use (such as a question mark or period), and finally tap the spacebar. The iPod is smart enough to recognize the end of a sentence and put you back in alphabet mode. During normal typing, you can also double-tap the spacebar to add a period followed by a space. This double-tap trick is controlled in your settings via Settings → General → Keyboard → “.” Shortcut.

## Accents

Tap and hold any keyboard letter to view inflected versions of that letter. For example, tapping and holding *n* presents the options of adding *ñ*, *ñ*, or *ñ*, as shown in Figure 3–32. This shortcut makes it much easier to type foreign words.

To select a non-English keyboard, go to Settings → General → International → Keyboards, and choose from your iPod's long list of foreign-language variations. At the time of writing, there are no right-to-left settings for Arabic or Hebrew.

This accents trick also works with other keyboards. For example, when entering a URL in Safari, press and hold the .com button to bring up the .net, .edu, .org, and .us buttons.



Figure 3-32. Press and hold any key to view its common international alternatives.

## Caps Lock

To enable the Caps Lock function, go to Settings ► General ► Keyboard Preferences. When this function is enabled, you can double-tap the Shift key to toggle the lock on and off.

## Word Deletion

When you press and hold the Delete key, the iPod touch starts off by deleting one letter and then the next. But if you hold it for longer than about a line of text, it switches to word deletion and starts removing entire words at a time.

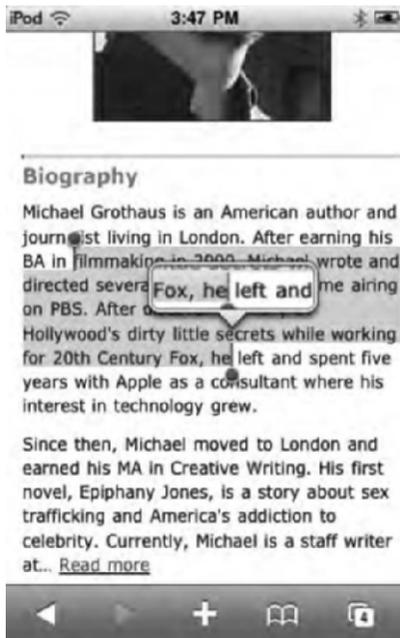
## Autocapitalization

Autocapitalization means the iPod touch automatically capitalizes the word at the beginning of a sentence. So, you can type *the day has begun*, and the iPod touch is smart enough to capitalize *the*, as in *The day has begun*. This means you don't need to worry about pressing the Shift key at the beginning of every sentence or even when you type *i*, because *i went to the park* will become *I went to the park*. Enable or disable autocapitalization in Settings ► General ► Keyboard Preferences.

## Copy and Paste

Apple has created an easy and intuitive way to select a word or block of words, copy them, and then paste them into another location.

Let's copy some text we've found on a web page in iPod touch's Safari web browser. Before you can copy a word, you'll need to select it. To do that, press and hold your finger over a word. A black contextual menu will pop up that gives you Select and Select All options. Select will highlight just the single word. Select All will highlight all the words on the page. No matter which you choose, you'll be presented with a grab point at the beginning and end of the selected text (see Figure 3–33). These grab points allow you to adjust which text is selected.



**Figure 3–33.** Grab points allow you to select a single word, a sentence, or a whole paragraph to be copied.

**NOTE:** If you've selected text to copy in an editable document, you'll see a contextual menu that says Cut, Copy, or Paste. Selecting Cut will remove the text. Selecting Copy will copy it, and if you already have text copied, you'll be able to paste it over your current selection.

Once you have selected your text, you'll see another contextual menu that says Copy. Tapping Copy will copy the text and make it available in any app that supports text input.

Now let's go back to our note in the Notes app. To paste text you copied from Safari into your note, simply press and hold your finger on the screen until the spyglass pops up. Use the spyglass to adjust the cursor to the location where you want to insert the

copied text and let go. You'll see another contextual menu pop up that gives you three options: Select, Select All, and Paste (see Figure 3–34). Tap Paste, and your copied text will be instantly inserted.



**Figure 3–34.** Simply tap Paste, and your text is inserted automatically.

## Undo and Redo

If you want to undo your last command, such as pasting text, simply shake your iPod, and the Undo pop-up will appear; in this case, it will say Undo Paste (see Figure 3–35). Tap it to undo, which in this case would remove the pasted text.

Shake the iPod again to bring up the Redo pop-up (see Figure 3–35). Tapping Redo Paste will repaste the text you just undid.



Figure 3-35. Shake your iPod to bring up the Undo and Redo pop-up commands.

## iPod Typing Test

Track your iPod touch keyboard mastery progress with one of the iPhone-style typing tests available on the Internet. (Even though they are labeled for iPhones, they work great on your iPod as well.)

Google for *iPhone typing tests wpm*, and you'll find any number of sites offering a words-per-minute test. Load one of these into Safari on your iPod, and you're ready to see how your typing has improved.

## Summary

This chapter has explored all the ways you can interact with your iPod touch, from taps to buttons to pinches. You've read about the touchscreen and how you can communicate with it. You've discovered how to access your home screen, how to lock it, and how to rearrange its icons. You've explored your iPod touch's General settings, and you've learned tips and tricks to using the iPod touch's virtual keyboard and setting accessibility options. In short, you've been introduced to all the basic ways you and your iPod touch can communicate with each other. Here are a few key lessons for you to carry away with you:

- Build up your working iPod touch interaction vocabulary. You will be surprised how often one of the rarer gestures, such as the two-fingered tap, can prove useful.
- If you are using your iPod touch in an area where your data's security is an issue, be sure to set a passcode lock.
- Spotlight is a powerful search tool on the iPod touch and offers you another way to quickly launch your apps.
- The iPod touch supports more than a dozen keyboard languages as well as multiple keyboards.
- Don't worry about typing perfectly on the iPod touch. Its smart keyboard will correct most of your mistakes automatically.
- Get used to the multitasking features of the iPod touch to easily switch between background applications.

# Browsing with Wi-Fi and Safari

Every iPod touch has Wi-Fi capability. With it, you can connect to the Internet and view web pages directly on your iPod.

The iPod's mobile version of Safari is a near twin to its computer-based version that runs on both Mac and Windows. The touchscreen displays web pages just as their designers intended. Web sites look like web sites and not like approximations of web sites. When it comes to browsing, there's nothing else like Safari in the handheld market.

In this chapter, you'll discover how to get the most from Safari with all its awesome full-browser powers. You'll learn how to navigate to pages, manage bookmarks, and use both portrait and landscape orientations. You'll also discover some great finger-tap shortcuts, useful Safari web sites, and handy bookmarklet utilities.

## Getting Started with Wi-Fi

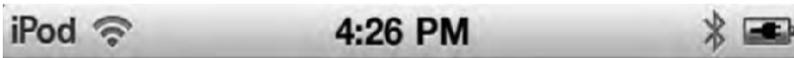
With your iPod's Wi-Fi, you can connect to web sites such as YouTube, the iTunes Wi-Fi Music Store, and so on, and you can pretty much do everything over the Internet that you desire. Read on to learn more about setting up your iPod and connecting to a Wi-Fi network.

**NOTE:** Wi-Fi is a wireless technology. Your iPod touch uses three kinds of Wi-Fi standards: IEEE 802.11b, 802.11g, and 802.11n. These three are the most standard connection types available.

## Checking Your Wi-Fi Connection

Before you use Safari, you need to have a Wi-Fi connection. You cannot connect to the Internet without it.

You can tell in an instant whether your Wi-Fi connection is up and running. Look at the very top-left corner of your screen. When you see the three semicircle-like arcs next to the word *iPod*, as shown in Figure 4–1, you have a live connection. When the arcs are more blue (and less black or gray), you have the strongest connection possible. Having three blue arcs is ideal. Seeing one or more black—or worse, gray—arcs means that your connection is weak. Try moving closer to the Wi-Fi source. Make sure that you’re not obstructing the antenna. Remove your fingers from around the Wi-Fi antenna on your iPod. The small, black rectangle on the back of your unit shows you where that antenna lives. That’s the bit you want to avoid blocking with your hands and body.



**Figure 4–1.** The three arcs shown here indicate a strong Wi-Fi connection. Blue arcs indicate the strongest connection. Black arcs mean a weak connection. Very light gray arcs show the worst connection.

**Note:** If you use a portable Wi-Fi hotspot such as the Sprint/Verizon MiFi or a hotspot phone, your iPod touch will probably show full bars, but you’ll want to check your connection on the other device.

## Choosing a Wi-Fi Network

If your iPod shows no Wi-Fi service, you’ll need to connect to a local network. Navigate to the Settings → Wi-Fi screen, shown in Figure 4–2. From here, you can enable your Wi-Fi service and specify whether you want your iPod to search for local networks.

To connect to any network, set Wi-Fi to ON. When Wi-Fi is switched to ON, your iPod scans the immediate area and lists all active networks. When it is OFF, your iPod shuts down Wi-Fi service and does not actively seek connections.

You can connect to any Wi-Fi network listed by tapping its name. As with the network strength indicator in your iPod title bar, the arcs next to each network indicate the strength of its signal. Having three blue arcs is the strongest. A black dot with two gray arcs shows the weakest connection. (You won’t see all-gray networks because networks do not show up in the list when they don’t have any strength at all.)



**Figure 4–2.** Set Wi-Fi to ON to connect to local networks. The lock icon next to a network name indicates that you must use authentication to connect.

Tap the blue circled > icons to see information about each network, including IP addresses, Domain Name System (DNS) server information, and so forth. You'll find all the standard kinds of information you would expect to see on any computer client for any Wi-Fi network. The iPod touch offers the same information and capabilities in a handheld package.

## Connecting to a Protected Network

When you see a lock next to the network name on the Wi-Fi Networks settings screen (Figure 4–2), this shows you that the network uses authentication. When you select a protected network, you must log in to the network before you can use it.

Figure 4–3 shows a typical authentication screen. Enter the network password, and click Join. If you succeed, just go ahead and start using your connection. If you fail, make sure your password is up-to-date and that you typed it correctly. Be aware that you will only briefly see the last letter that you just typed before it changes into a black dot. This is a security feature so people can't read your password over your shoulder. So, use extra care, and check the keyboard feedback carefully as you type.



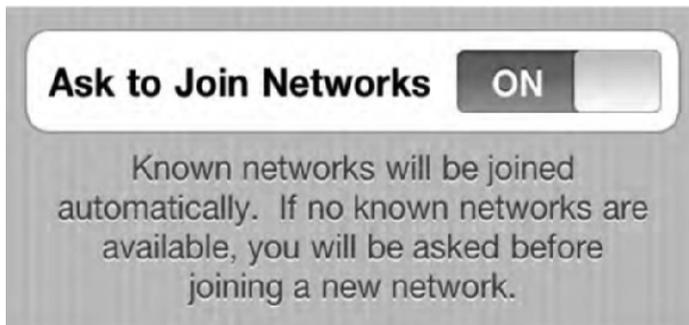
**Figure 4–3.** This password-entry screen allows you to join networks using WEP, WPA, or WPA2 authentication.

You can also add an unlisted network to your iPod network list. Tap Other on your main Wi-Fi settings screen. Enter the network name, choose the kind of security in use (None, WEP, WPA, WPA2, WPA Enterprise, WPA2 Enterprise), and then tap Join.

**NOTE:** The WEP, WPA, and WPA2 acronyms refer to three common security standards, listed in order of their security and strength from weakest to strongest: Wired Equivalent Privacy, Wi-Fi Protected Access, and Wi-Fi Protected Access version 2. Each standard was created to enhance wireless network security. Enterprise WPAs are used in business settings.

## Asking to Join a Network

Your Wi-Fi Networks settings screen offers an option at the very bottom that prompts you whether to “Ask to Join Networks,” as shown in Figure 4–4. This option allows your iPod touch to automatically scan the local area and search for available networks. When it finds one, it offers to join it—with your permission. And if you’ve already joined that network before, it automatically goes ahead and does so again.



**Figure 4-4.** The *Ask to Join Networks* feature makes it simple to rejoin known networks and search for networks in areas where you don't already have coverage.

This option is both a bonus and a possible problem. On one hand, it's extremely convenient to join networks you already know about and trust. On the other hand, airports and other high-traffic transit areas are known for offering free Wi-Fi services that are easily pirated. Another possible threat comes from Wi-Fi traffic sniffers (also called *packet sniffers*), which are devices that track your online activity while you're connected via Wi-Fi. Both services that masquerade as official service providers and Wi-Fi traffic sniffers are designed to compromise your security and might endanger personal information and passwords. Fortunately, such exploits are rare.

In the end, the decision of when and whether to enable the Ask to Join Networks feature is up to you. For the most part, places like Starbucks and Panera Bread cafes and many airports offer safe connections, but be aware that your iPod activity *can* be tracked.

## Getting Started with the Safari Web Browser

Once you're assured of a strong Wi-Fi connection, tap the Safari application icon to open the program. It's the icon on your home screen marked with a white compass on a blue background (see Figure 4-5). The Safari application launches and opens a new Internet browser window.



**Figure 4-5.** The *Safari icon*

Many elements of the Safari window may look familiar, especially to anyone experienced using web browsers. Familiar items include the address bar, the reload icon, the search field, and the history navigation arrows. Figure 4-6 shows a typical Safari browser window in portrait and landscape modes.



**Figure 4-6.** The Safari browser window displays many familiar features, including the address bar, the Reload button, and the History button. Portrait orientation (left) allows you to see further down the page, while landscape (right) gives you a wider page view.

Here are interactive elements you'll find arranged around the screen and what they do:

**Address bar:** Use the address bar at the top center of the Safari window to enter a new web address (URL).

**Reload button:** The arrow bent in a semicircle to the right in the address bar is the Reload button. Tap it to refresh the current screen.

**Stop button:** As a page loads, Safari replaces the Reload button with a small X (you cannot see this in Figure 4-6). If you change your mind after navigating to a page, tap this button. It stops the current page from loading any further.

**Search field:** This is the white field with the word *Google* in it next to the address bar. Tap this field to enter your search query. You can also change your default search provider to Yahoo! Search or Microsoft's Bing.

**History buttons:** Located at the bottom of the screen, the two triangles, facing left and right, navigate through your page history. When grayed out, you haven't yet created a history. The arrows turn from gray to white once you start browsing, and you can move back and forth through your history to the previous and next pages. Each page maintains its own history.

*Add Bookmark button:* Found just to the right of the history buttons, this plus-sign-shaped button adds the current page to your bookmark collection. You can read more about bookmark creation and management in the “Working with Bookmarks” section later in this chapter.

**NOTE:** You cannot use the History button to go back to a page you were viewing in another window. Use the Pages button to select another window, and then use the arrows there to navigate through that page history.

*Bookmarks button:* Tap the book-shaped icon to open your Bookmarks screen.

*Pages button:* The button at the bottom right that looks like two squares superimposed on one another allows you to open the page-selection browser and select one of your Safari sessions. You can open up to eight browser windows at a time. With more than one session active, a number appears on this icon. It indicates how many sessions are in use. You can read more about viewing and adding pages in the “Working with Pages” section later in this chapter.

Safari lets you do all the normal things you expect to do in a browser. You can tap links and buttons, enter text into forms, and so forth. In addition, Safari offers iPod-specific features you won’t find on your home computer; for example, tilting the iPod on its side moves it from landscape to portrait view and back. The following how-to sections guide you through Safari’s basic features.

**NOTE:** Although Safari allows you to browse the Web in full resolution, some web sites detect that you’re surfing with an iPod and (wrongly) present a lighter, mobile version of their web pages. This should change as the iPod’s capabilities become better known and web sites become accustomed to receiving iPod touch visits.

## Entering URLs

Tap the address bar to open the URL-entry screen, as shown in Figure 4–7. The navigation section appears at the top of your screen, and a keyboard opens from below. Between these, the screen dims, and you can still see part of the current page.



**Figure 4-7.** The URL-entry screen allows you to enter the address that you want Safari to visit.

Tap the white URL field, and use the keyboard to enter a new URL. Apple provides both the forward slash (/) and a .com key to help you type but not a colon (:) key. Safari is smart enough to know about `http://`, so you don't need to type it each time.

**TIP:** To access secure web pages, make sure to type the full address, including the `https://` prefix. Mobile Safari assumes any address without a prefix uses `http://`. By typing the full address including `https`, you make sure you connect to the right page.

When you're finished typing, tap **Go**, and Safari navigates to the address you've entered. To return to the browser screen without entering a new URL, tap **Cancel** instead.

As you type, Safari matches your keystrokes to its existing collection of bookmarks. The space between the top of the keyboard and the bottom of the URL field turns white and displays a list of possible matches. To select one, just tap it. Safari automatically navigates to the selected URL. This matching ability is much more useful in portrait orientation than in landscape orientation, because there's more space to view matches.

When entering URLs, you can use the tap-and-hold trick discussed in Chapter 2 to invoke the spyglass. Use the spyglass to move the insertion point and edit URLs to fix any mistakes made while typing.

**TIP:** When you see a white X in a gray circle in a text-entry field, you can tap it to clear the field.

## Searching

A search bar appears just to the right of the address bar, as shown in Figure 4–8. Tap it to begin entering text into the URL field. As you do, search suggestions will start to appear between the search field and the keyboard. To use a search suggestion, simply tap it—you don't need to finish typing the entire query. To start a search query of your own, tap the Search button next to the spacebar. Safari navigates to the search page of your selected search engine (for example, [www.google.com](http://www.google.com)) and searches for that term.



**Figure 4–8.** Type in the search field for easy access to the Google, Yahoo!, or Bing search engines.

If you would rather search with Yahoo! or Bing than Google, use Settings → Safari to change your default search engine.

## Entering Text

To edit a text entry (other than in the address bar), tap any text field on the currently displayed web page. Safari opens a new text-entry screen (Figure 4–9). Although this screen is superficially similar to the URL-entry screen (Figure 4–7), it presents a few differences, notably the new text-entry buttons in a black bar above the keyboard:

- A *Done* button hides the keyboard and returns you to the web page after you have entered your text.
- *Previous* and *Next* buttons search for other text fields on your web page so you can jump to them without having to tap into each new field. Simply enter text, tap *Next*, enter more text, and so forth.

- An *AutoFill* button that uses information from your address book card to fill in relevant information such as your name, phone number, and e-mail address. The AutoFill button saves you time.

To submit a form after you've entered all the text, tap the Go or Search button next to the spacebar instead of the Done button in the text-entry bar. This is like pressing the Enter or Return key on a computer.



**Figure 4–9.** Entering text in text-entry fields on a web page. Note the new text-entry bar above the keyboard.

## Following Links

Hypertext links are used throughout the World Wide Web. Text links are marked with underlines and usually involve a color change from the main text. Image links are subtler, but they can also move you to a new location.

Tap a link to navigate to a new web page or, for certain special links, to open a new e-mail message or view a map. When a link leads to an audio or video file that the iPod understands, it will play back that file. Supported audio formats include AAC, M4A, M4B, M4P, MP3, WAV, and AIFF. Video formats include H.264 and MPEG-4.

To preview a link's address, touch and hold the link for a second or two. A link screen will slide up, showing you the full URL. Below the URL you'll see four buttons, as shown in Figure 4–10:

*Open:* Opens the link in the current Safari window

*Open in New Page:* Opens the link in a new Safari page

*Copy:* Copies the URL so you can paste it in another document later

*Cancel:* Returns you to the page you were just on



**Figure 4-10.** Touch and hold either an image or a text link for a second or two to view the URL link screen. This bubble reveals the link's full URL and allows you to choose whether to continue following the link or to stop.

**TIP:** To detect image links on the screen, tap and hold an image. If the image turns gray, it's a link. If it remains at the same brightness, it's just a plain image.

## Changing Orientation

One of the iPod's standout features is its flexible orientation support. When you turn your unit on its side, the iPod flips its display to match, as you can see in Figure 4-11. A built-in acceleration sensor detects the iPod's tilt and adjusts the display. Tilt back to vertical, and the iPod returns to portrait orientation. It takes just a second for the iPod to detect the orientation change and to update the display.

The iPod's landscape view offers a relatively wider display. This is particularly good for side-to-side tasks such as reading text. The wider screen allows you to use bigger fonts and view wider columns without scrolling sideways. The portrait view provides a longer presentation. This is great for reading web content with more narrow columns. You don't need to keep scrolling quite as much as you do in landscape view.

Whether in landscape or portrait view, Safari features work the same, including the same buttons in the same positions. In landscape view, you enter text using a wider, sideways keyboard. In portrait view, the smaller keyboard provides more space for you to view possible address completions while entering URLs.



**Figure 4–11.** Safari can display web pages using both landscape and portrait orientations.

## Scrolling, Zooming, and Other Viewing Skills

Safari responds to the complete vocabulary of taps, flicks, and drags discussed in Chapter 2. You can zoom into pictures, squeeze on columns, and more. Here's a quick review of the essential ways to interact with your screen:

*Drag:* Touch the screen, and drag your finger to reposition web pages. If you think of your iPod as a window onto a web page, dragging allows you to move the window around the web page.

*Flick:* When dealing with long pages, you can flick the display up and down to scroll rapidly. This is especially helpful when navigating through search engine results and news sites.

*Double-tap:* Double-tap any column or image to zoom in, automatically sizing it to the width of your display. Double-tap again to zoom back out. Use this option to instantly zoom into a web page's text. The iPod recognizes how wide the text is and perfectly matches that width.

*Double-drag:* When you need to scroll a text-entry field in a form or a scrollable frame in a multiframe web site, use two fingers to drag at once. This tells your iPod to scroll just that page element and not the entire web page at once.

*Pinch:* Use pinching to manually zoom in or out. This allows you to make fine zoom adjustments as needed.

*Tap:* Tap buttons and links to select them. Use tapping to move from site to site and to submit forms.

*Page down:* When zoomed in on a column, double-tap toward the bottom of the screen while staying within the column. The page recenters around your tap. Make sure not to tap a link!

*Jump to the top:* Double-tap the very top of the screen (just below the time display) to pop instantly back to the top of the page.

*Stop a scroll:* After flicking a page to get it to scroll, you can tap the page at any time to stop that movement. Don't forget that you can also manually drag the screen display to reset the part you're viewing.

## Working with Pages

Safari allows you to open up to eight concurrent browser sessions at once. To review your open windows, tap the Pages button (the two squares) at the bottom-right corner of your browser. Safari's pages viewer opens, as shown in Figure 4-12.



**Figure 4-12.** The pages viewer allows you to select which browser session to display.

This viewer allows you to interactively select a browser session:

- To select a window, scroll horizontally from one window to the next. The brightest dot along the line of dots shows which item you're currently viewing. In Figure 4-12, the viewer is showing the fourth of five open pages. Tap either the window or the Done button to select that window and display it full-screen.

- To close a window, tap the Close button—the red circle with an X in it at the top left of each page. The pages viewer slides the remaining pages into the gap left by the closed window.
- To add a new page, tap New Page. Safari creates a new session and opens a new, blank page. You can add up to eight pages, after which Safari complains, “Could not open a new page because there are too many pages open.” If you see this message, tap OK to dismiss the alert.

## Working with Bookmarks

One of the great things about the iPod is that it lets you take your world with you: contacts, calendars, and bookmarks. You don't need to reenter all your favorite pages on the iPod. It loads them whenever it syncs. The secret to this lies in iTunes.

As we discussed in Chapter 2, iTunes allows you to select the browser whose bookmarks you want to use. (Unfortunately, you cannot sync your iPod with Firefox—shame on Apple for that oversight.) To find these settings, tap the Info tab, and scroll toward the bottom of the window. Choose the bookmarks you want to sync to, and let iPod and iTunes handle the rest.

**NOTE:** Your bookmarks are stored on your iPod in `/var/root/Library/Safari/Bookmarks.plist`. You'll find your `History.plist` file in the same folder.

## Selecting Bookmarks

Most standard bookmarks collection contains hundreds and hundreds of individual URLs. That's one reason we really appreciate the Safari's simple bookmarks browser, shown in Figure 4-13. It uses the same folders structure that you've set up on your personal computer. You can tap folders to open them and tap the Back button (top-left corner) to return to the parent folder. To access your bookmarks, tap the bookmarks icon in the lower part of any Safari window.

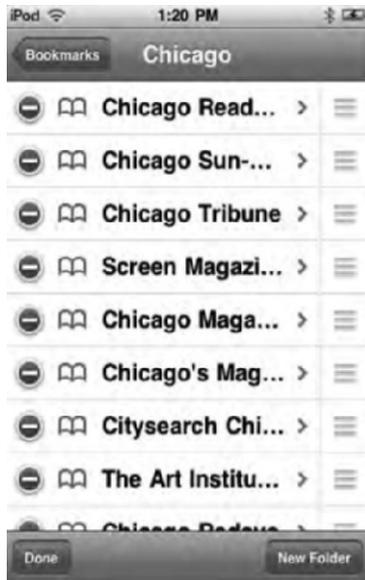
Identifying bookmarks is easy. Folders look like folders, and each bookmark is marked with a small, open book symbol. Tap one of these, and Safari takes you directly to the associated page.



**Figure 4-13.** Use iPod Safari's interactive bookmarks navigation to locate and open your favorite bookmarks. This figure shows folders full of bookmarks (left) and individual bookmarks in those folders (right).

## Editing Bookmarks

As Figure 4-13 shows, an Edit button appears at the bottom left of the Bookmarks screen. Tap this to enter edit mode, as shown in Figure 4-14.



**Figure 4-14.** Safari contains a built-in bookmark-management system that allows you to edit and reorder your bookmarks.

Edit mode allows you to manage your bookmarks on your iPod just as you would on your personal computer:

*Deleting bookmarks:* Tap the red delete circle to the left of a bookmark to delete it. Tap Delete to confirm, or tap elsewhere on the screen to cancel.

*Reordering bookmarks:* Use the gray grab handles (the three lines on the far right) to move folders and bookmarks into new positions. Grab, drag, and then release.

*Editing names:* Tap the gray reveal arrow (the > symbol to the right of each name) to open the Edit Bookmark or Edit Folder screen. Use the keyboard to make your changes. Tap the Back button to return to the bookmarks editor.

*Reparenting items:* You can move items from one folder to another by tapping the gray reveal arrow and selecting a new parent from the bookmark folder list (just below the name-editing field). Select a folder, and then tap the Back button to return to the bookmarks editor.

*Adding folders:* Tap New Folder to create a folder in the currently displayed bookmark folder list. The iPod automatically opens the Edit Folder screen. Here, you can edit the name and, if needed, reparent your new folder. Tap the Back button to return to the editor.

*Finishing:* Return to the top-level bookmarks list (tap the Back key until you reach it), and then tap Done. This closes the editor and returns to Safari.

## Saving Bookmarks

To save a new bookmark, tap the add (+) button at the bottom of any Safari web page. An Add Bookmark menu appears, giving you three choices (see Figure 4-15).



**Figure 4–15.** *The bookmark creation menu*

**Add Bookmark:** Tapping this lets you enter a title for the bookmark and then optionally select a folder to save to (Figure 4–16). Tap the currently displayed folder to view a list of all available folders. The root of the bookmark tree is called Bookmarks. After making your selection, tap Save. Safari adds the new bookmark to your collection. If you want to return to Safari without saving, tap Cancel.



**Figure 4–16.** *Add Bookmark allows you to rename the bookmark before you save it.*

*Add to Home Screen:* This is a cool feature. Tapping this adds an icon of the web page to your iPod touch home screen. Apple calls these web page icons *Web Clips*. Before you save a Web Clip, you have the option of renaming it. Keep the names short so you can see the entire name under the Web Clip icon on the home screen.

**NOTE:** Some web sites will have an iPod-optimized site icon when you add a Web Clip to your home screen. Others will just show you a thumbnail of the page in the shape of an iPod icon.

The Web Clips will look just like app icons, and they allow you to simply tap to open Safari and automatically be taken to the web page. I keep a home screen on my iPod touch full of my favorite Web Clips so I can quickly navigate to my most frequently visited sites (Figure 4-17). I find this much quicker than using the bookmarks feature in Safari.



**Figure 4-17.** A series of Web Clips on the iPod home screen. You can see which sites have dedicated Web Clip icons and which ones make the iPod use a thumbnail of the web page.

In iTunes, the Web Clips will appear in the virtual iPod screen on the Apps tab (see Chapter 2), but you cannot delete them from within iTunes; you can only rearrange them. To delete a Web Clip icon on the iPod, press and hold it until it jiggles, and tap the X in the upper-left corner.

*Mail Link to this Page:* Tapping this button opens a new mail message window in Safari and automatically inserts the link into the body of the message.

## Using Bookmarklets

Safari provides full JavaScript support for using bookmarklets. *Bookmarklets* are small JavaScript programs saved in the form of Safari bookmarks. You can use them to look up words in dictionaries (see Figure 4–18), check the weather, and search for words on a page.

**TIP:** Google for *17 iPhone Bookmarklets* to discover [www.Lifeclever.com](http://www.Lifeclever.com)'s excellent collection of iPod- and iPhone-specific utilities.



**Figure 4–18.** LifeClever's JavaScript bookmarklet collection lets you perform useful tasks such as searching for words in an online dictionary.

Create, debug, and install bookmarklets on your home computer before synchronizing them to your iPod. To run a bookmarklet, tap the Bookmarks button (the book-shaped icon), and select the bookmarklet you want to use. Safari executes the JavaScript code and displays the results directly on your screen.

## Customizing iPod Settings

Like many apps on the iPod, Safari can be customized to a degree. Customize your Safari settings by navigating to the Settings app on your iPod home screen, and then tap Safari. This screen, shown in Figure 4–19, allows you to control a number of features, mostly security-related. Here's a quick rundown of those features and what they mean:



**Figure 4–19.** The Safari Settings window is primarily concerned with security features.

**Search Engine:** This setting determines which search engine is used for the search field you saw back in Figure 4–8. Choose from Google, Yahoo!, or Bing.

**AutoFill:** This allows you to turn on AutoFill for use in filling out forms on web pages. In the My Info box, select your address book card to take the AutoFill information from. Here you can also select to turn on Names & Passwords. With this on, Safari will remember login names and passwords to web sites you visit. You might not want to enable name and password saving if you share your iPod with people because they could then easily access your web accounts such as e-mail and bank accounts. Tap Clear All to wipe all saved names and passwords from your iPod.

**Fraud Warning:** Turn this preference on, and you'll be presented with a warning before navigating to a potentially fraudulent web sites. Unfortunately, fraudulent sites are rampant on the Internet (like bogus PayPal sites). This feature helps you recognize and avoid those sites.

*JavaScript:* JavaScript allows web pages to run programs when you visit. Disabling JavaScript means you increase overall surfing safety, but you also lose many cool and worthy web features. Most pages are safe to visit, but some, sadly, are not. To disable JavaScript, switch from ON to OFF.

*Block Pop-ups:* Many web sites use pop-up windows for advertising. It's an annoying reality of surfing the Web. By default, Safari pop-up blocking is ON. Switch this setting to OFF to allow pop-up window creation.

*Accept Cookies:* Cookies refer to data stored on your iPod by the web sites you visit. Cookies allow web sites to remember you and to store information about your visit. You can choose to always accept cookies, never accept cookies, or accept cookies only "from visited" web sites.

*Databases:* You'll see this option only if you've visited a web site that uses database features such as some Google sites like Gmail. These databases store local information on your iPod for offline browsing.

*Clear History:* Tap and confirm to empty your page navigation history from your iPod. This keeps your personal browsing habits private to some extent, although other people might still scan through your bookmarks.

**CAUTION:** Clearing your history does not affect Safari's page history. You can still tap its Back button and see the sites you've visited.

*Clear Cookies:* Tap and confirm to clear all existing cookies from your iPod.

*Clear Cache:* Your iPod's browser cache stores data from many of the web sites you visit. It uses this to speed up page loading the next time you visit. As with cookies and history, your cache may reveal personal information that you'd rather not share. Tap Clear Cache and Confirm to clear your cache.

**TIP:** Clearing your cache may also help correct problem pages that are having trouble loading. By clearing the cache, you remove page items that may be corrupt or only partially downloaded.

*Developer:* Most people will never have to fuss with this setting. As its title suggests, it's for developers and allows them to turn on a debug console, which helps them when optimizing their web sites for the iPod.

## The iPod and Flash videos

If you've ever watched a video on the Web, chances are the video was encoded using Flash. Ever since Apple unveiled the iPhone to the world, there has been growing tension between Apple and Adobe. The reason is because Apple does not allow Adobe's proprietary Flash plug-in to run on the iPhone—and now the iPod.

Flash, in Apple's estimation, is a slow, buggy, and archaic technology. Steve Jobs himself even posted a letter on Apple's web site effectively telling the world the same thing ([www.apple.com/hotnews/thoughts-on-flash/](http://www.apple.com/hotnews/thoughts-on-flash/)). His letter was the last nail in the coffin for anyone hoping to see Flash on the iPod or iPhone.

What many people misunderstand when they hear “no Flash on the iPod” is that they think the iPod can't play web videos. There's nothing further from the truth. Sure, if a video is encoded in Flash, you can't view it on the iPod, but most videos on the Web (about 75 percent of them, Steve Jobs says) are encoded in Flash but also in a new, universal web standard called HTML5. HTML5 videos don't require a plug-in to play. HTML5 is also much less power hungry than Flash—an important feature when dealing with mobile devices that consume battery power.

The world is moving to HTML5, and Apple chose to support it—and open standards—instead of Adobe's aging and proprietary Flash. Most of YouTube's videos have already been reencoded to support HTML5, and many other major web sites have chosen to drop Flash in favor of the new HTML5 web standard. Apple even has a dedicated page to spotlight the advantages of the new HTML5 web standard: [www.apple.com/html5/](http://www.apple.com/html5/).

## Summary

Safari on the iPod puts the power of a real Internet browser into your pocket. There's nothing half-cocked or watered down about it. You can browse the real Web and read real sites without major compromise. It's such an amazing step forward in technology that you'll find yourself shaking your head with disdain when you remember the time when your iPod could only play music.

Here are a few tips to keep in mind as you move on from this chapter:

- iPods work in more ways than just vertical. Go ahead and flip your iPod on its side. Your Safari pages will adjust.
- Nope, there's no Flash support. There never will be. And you don't need it.
- Web Clips are a great way to access your favorite web sites right from your iPad's home screen.
- Lost your address bar? Use the “double-tap to the top” trick.
- Safari's page management tool lets you navigate back and forth between several Safari windows at once. This functions like the way tabs function on desktop browsers.

# Touching Your Photos and Videos

With the iPod's Photos application, you can free your photos from your home computer and pass them around the room like you used to do with photos of old. Hand your iPod to your friends, and they can swipe through your photos in their hands without the need to huddle around a computer screen. In this chapter, you'll discover how to navigate your photo collections and share them with friends and family. You'll also become familiarized with all the video capabilities of the iPod touch.

The iPod touch's wide-screen playback offers beautiful, clear images at higher resolutions than ever before. Its touchscreen provides intuitive interaction controls. Its wireless Internet capabilities allow you to access a huge range of content—from YouTube to the Internet Archive to your own personal computer. Video on your iPod isn't just about buying a TV show on iTunes and synchronizing it. With your iPod touch, video has entered the Internet age. This chapter introduces you to both the expected and unexpected ways you can use video on your iPod.

## Working with Photos

Before you can view your photos on the iPod touch, you first need to transfer them to the device. There are many ways you can do this: syncing photos from your computer, saving photos from e-mailed messages, saving images found on web pages, capturing screenshots, and taking photos with the iPod touch's camera. We discuss all but taking photos in this chapter. Taking photos and all of the iPod's camera features are covered in Chapter 13.

## Syncing Photos from Your Computer

We discussed syncing photos to your iPod touch in Chapter 2, but let's touch upon it briefly again. iTunes can synchronize your iPod touch with pictures stored on your computer. This allows you to bring your photo collection with you and share it using the

iPod's unique touch-based interface. Who needs to carry around thick and heavy physical photo albums when you have an iPod touch with its thin body and vibrant display?

To get started, connect your iPod touch to your computer, and launch iTunes. Select your iPod touch from the source list (the blue column at the left side of the iTunes window), and open the Photos tab. Check the box labeled “Sync photos,” and then choose the location of the photos you want to sync (see Figure 5–1). Your choices depend on your operating system.

On a Windows computer, your options will be Adobe Photoshop Elements 3.0 or newer or any folder on your computer, such as My Pictures. On the Mac, your options will be iPhoto 4.0.3 or newer, Aperture 3.0.2 or newer, or any folder on your computer. On a Mac you'll also need iPhoto 5.0 or newer, if you want to sync videos you've taken with your digital still camera.



**Figure 5–1.** Syncing your photos through iTunes 10

After you choose where to sync your photos from, select whether to sync your entire photo collection (a good choice for relatively small libraries) or individual albums (better for large libraries that might not fit on the iPod touch's limited storage space). In the latter case, pick only those albums you want to copy to your iPod touch.

If you are using a Mac and iPhoto or Aperture, you'll have the option to sync Faces (iPhoto '09 or later) and Events (iPhoto '08 or later) albums too. Faces are smart photo albums that contain all the photos that have a selected individual's face in them. It does this by using iPhoto's built-in facial recognition software. The software "learns" as you tell it that it has or hasn't matched the right image to the person. In our tests, Faces in iPhoto doesn't get the right match all of the time, but its accuracy isn't too bad. Events are another type of smart album that groups photos together that were taken on the same day. This helps eliminate clutter and keeps your photo library organized.

To finish, click Apply to save your changes and then sync.

## Saving Photos from Mail and Safari

You can also store photos on your iPod touch without importing them from your computer or taking them with the iPod's camera. If someone e-mails you a photo, in the iPod touch's Mail app you'll see the photos appear in the body of the e-mail message. Tap and hold your finger on any photo, and you'll see a pop-up appear that allows you to save that one photo or all the photos contained in the e-mail (see Figure 5-2). The photo or photos you've selected to save will appear in the Camera Roll in the iPod touch's Photos app.

Similarly, in the iPod touch's Safari web browser, you can tap and hold your finger on any photo in a web page and select the Save Image pop-up that appears (see Figure 5-2). That photo will be saved to the Camera Roll in the iPod touch's Photos app.



**Figure 5-2.** Saving photos from an e-mail (left) or a web page (right)

**NOTE:** Many third-party apps (like web browsers and magazines) also allow you to save images to your iPod touch. Some apps may have their own, unique way of saving images, but most should be fairly similar to the way you save images in Mail or Safari.

## Navigating Your Photos in the Photo App

Now that you have photos on our iPod touch, let's start exploring the Photos app. To launch the app, tap the Photo icons on the home screen. It's the one with a yellow dandelion on it (Figure 5-3).



**Figure 5-3.** The Photos app icon has a yellow dandelion on it.

This is where the fun begins. When you touch your digital photos for the first time, you feel like you've finally stepped into the 21st century—that promised utopian future where technology merges with our fondest memories and we can go back and relive and explore them like never before. When you start pinching, dragging, and expanding your photos and albums, you'll feel like a child again who's just been given his first bag of marbles, spread them on the ground, and is staring wide-eyed at the colors and shapes that he can control before him.

To launch the Photos app, tap its icon on the home screen (see Figure 5-3). Once launched, the Photos app displays a list of albums, as shown in Figure 5-4.

Running along the bottom of the app, you'll see a toolbar that allows you to switch between the different ways your photos are organized. To select a view, tap its button in the toolbar.

**Albums:** This view displays your photos in their albums as you've arranged them on your computer (see Figure 5-4). You will also see a Camera Roll album if you've saved images from the Web or if you've received them in an e-mail on your iPod touch. If your iPod supports a camera and you've taken any photos with it, they will appear here. Also, if you've taken any screen captures, they will appear under this Camera Roll album.



**Figure 5-4.** *The Photos app in album view*

**NOTE:** Did you know you can take screenshots of your iPod touch? A screenshot, or a screen capture, is an image taken of whatever appears on the iPod touch's screen at the moment you are taking it. To take a screenshot, press and hold the power button on the iPod touch, and then press and release the home button while still holding the power button. The iPod touch's screen will flash white, and you'll hear a shutter click sound effect. Once you hear the sound, you can let go of the power button. The captured screenshot will appear in the Camera Roll album. You can use screenshots to save images of entire web pages or show off that high score in a video game. Most of the images in this book were taken using the iPod touch's screen capture function.

*Events*: This view displays your photos in events (see Figure 5–5). Events are used in Aperture 2 and iPhoto '08 and newer as a way to automatically arrange your photos according to the date they were taken. This helps people automatically keep large photo libraries in easy-to-navigate shape. Events is a Mac-only feature. You will not see this tab if you are using a Windows computer to sync your iPod touch with.



**Figure 5–5.** *Events view*

*Faces*: This view displays your photos grouped into an individual's "face" album (see Figure 5–6). If you are using iPhoto '09 or Aperture 3 on a Mac, the programs have facial recognition software built in. The Mac software automatically creates albums of individuals and groups all the photos they appear in. It's an amazing and fun way to see all the photos a certain friend or family member is in. Faces also works to some extent on cats and dogs. You will not see this tab if you are using a Windows computer to sync your iPod touch with; Faces is a Mac-only feature.



**Figure 5-6.** *Faces view*

*Places*: Many cameras today, including the one on the iPod touch, feature geotagging, which codes the photo with the location coordinates where it was taken. What the Places tab does is take your photo's coordinates and display them on a Google map (see Figure 5-7). This is arguably the snazziest feature of Photos on iPod touch because it lets you navigate your photos on a map that you can view from a global level to a street level. It's an especially cool feature for travelers: you can see at a glance where you have been and just how much of the world is left to explore.



**Figure 5-7.** *Places view*

Red pins appear on the map that signify the geographic location of your photos. You can pinch and zoom on the map to get closer. As you do, you may see more pins appear on the map, signifying greater accuracy of the photo's coordinates (see Figure 5–8).



**Figure 5–8.** Note that more pins appear as you zoom into an area of the map, signifying greater accuracy of the photo's coordinates.

Tap a pin to see an album pop-up appear (see figure 5–9). Tap the blue-and-white > to be taken to that Places album. You can then explore all the photos that were taken in that location. Places requires an Internet connection to display the Google map.



**Figure 5–9.** Tap a pin to see an album and thumbnail of photos that were taken at that location.

As you can now see, the iPod touch's Photos app organizes your photos into four views for easy navigation. It is important to note that you may not see all the views on your iPod touch. The view categories you see depend on whether you are using a Mac or a

Windows computer, whether you have chosen to sync albums from each category view, and whether your photos are tagged with geocoordinates.

As long as you have one photo on your iPod touch, you'll always see the Albums tab. To see Events, or Faces, or Places, you'll need to sync them from your computer. You don't need to do anything to sync Places; its tab will appear automatically if you have any photos tagged with geocoordinates.

## Touching and Viewing Your Albums and Photos

Now you know how to navigate your photo collections, let's learn how to touch and view them. Remember all the gestures covered in Chapter 3? When viewing a collection of albums or a single image full-screen, the iPod touch allows you to interact with that album or photo using a number of these gestures.

### Touching and Viewing Albums

For this section, an *album* will refer to a regular album, an Events album, or a Faces album, since interacting with these are all the same. As you can see in Figure 5-4, there are a series of albums. To open the album, simply tap it, and you'll be taken to the album page (Figure 5-10).



Figure 5-10. Photos inside an album

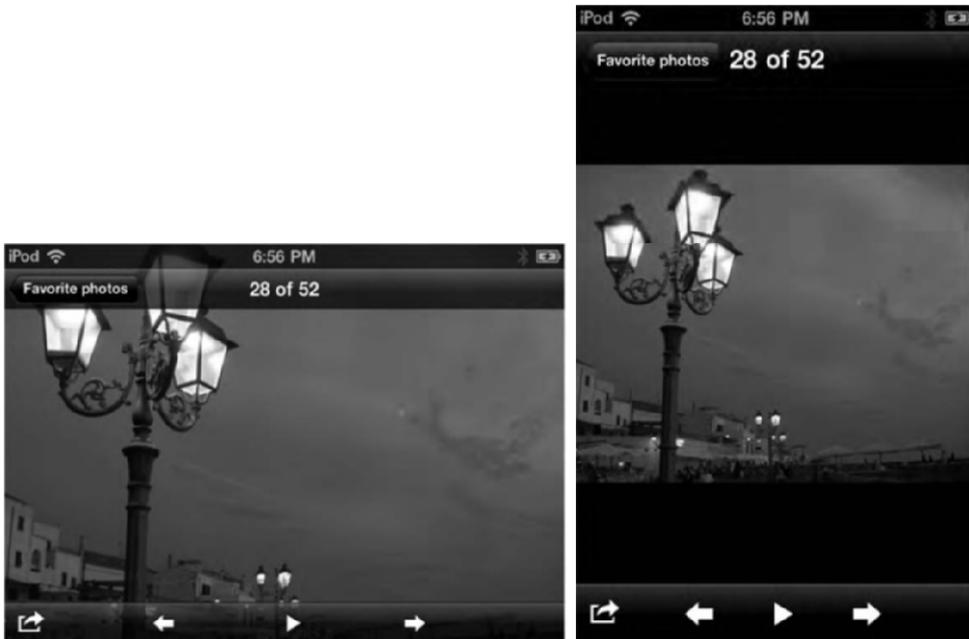
You'll notice the menu bar at the top of the screen. It displays the name of the album, with a back button that takes you to the category view you were previously in, as well as showing a Share button (the arrow in the box in the top-right corner), which allows you to present your photos and share them with others (we'll talk the Share button a little later).

To exit the album, tap the back button (which will be named after the category the album is in; in Figure 5-10, the album "Favorite photos" is contained in the Albums category, Albums being the back button in this example).

Remember, while on the Places tab, the red pins on the map act as albums containing all the photos taken there. Tap the pin to be presented with an album thumbnail (see Figure 5-9), and then tap the thumbnail to view the album of that location.

## Touching and Viewing Photos

When in an album, you will see thumbnails of the photos it contains (see Figure 5-10). To view a photo full-screen, tap the photo once to view it full-screen. As you can see from Figure 5-11, you can view the photo in portrait or landscape mode.



**Figure 5-11.** Viewing a photo in landscape and portrait mode

Once you display a photo full-screen, you have several ways to interact with it:

- Pinch to zoom into and out of the photo.
- Double-tap to zoom into the photo. Double-tap again to zoom out.

- When your image is displayed at the normal zoomed-out size, drag to the left or right to move to the previous or next image in the album. When zoomed into an image, dragging the photo pans across it.

While viewing individual photos, flip your iPod touch onto its side to have your photo reorient itself. If the photo was shot using landscape orientation, it fits itself to the wider view. Tap any image once to bring up the image overlay, as shown in Figure 5–11. The image overlay features a menu bar at the top and bottom of the screen.

The image overlay menu bar at the top of the screen shows you the number of the selected image out of the total number of images in the album and the back button to return to the album. At the bottom of the screen, you'll see the Share button and also back, play, and forward buttons. The back and forward buttons simply move the photos in your album back or forth one at a time. The play button allows you to start a slide show, which we will discuss next.

## Viewing Your Photos as a Slide Show

When viewing the contents of any album or a single image in any album, you'll see the Share and Slideshow buttons at the bottom of the screen. As the name suggests, the Slideshow buttons display the contents of a photo album, one image after another. We'll discuss the Share button after the slide show features.

### Playing a Slide Show

Playing slide shows on your iPod touch are as easy as tapping a single button, namely, the play button that resides at the bottom center of the screen. When you tap it, your slide show will begin, displaying one photo in the selected album after the next. To stop a slide show, simply tap the screen.

### Slide Show Settings

You do have some limited settings for controlling how your slide show is presented. To adjust these settings, you need to leave the Photos app and launch the Settings app on the home screen. Once in the Settings app, navigate to the Photo settings (Figure 5–12).



**Figure 5–12.** *The slide show's settings*

As you can see, the only Photos settings here are for the slide show:

*Play Each Slide For:* Here, you can set the slide duration. Your choices are 2 seconds, 3 seconds (the default, which works really well for most people), 5 seconds, 10 seconds (which starts to get boring fast), and 20 seconds (which is probably recognized officially by Amnesty International as torture for most humans; seriously, don't do this to your friends and family).

*Transition:* By default a slide show transition is Dissolve, but here you can also choose from Cube, Ripple, Wipe Across, or Wipe Down. The advantage of transitions is that they keep things lively. The disadvantage is that they get old really, really fast. For this reason, you probably want to skip nondissolve transitions in long slide shows.

*Repeat:* When set to ON, the slide show will play continuously. In other words, when you get to the last slide in the slide show, it will begin again at the first one.

*Shuffle:* Show your pictures in a random order by switching Shuffle from OFF to ON. When Shuffle is disabled, your pictures display in album order.

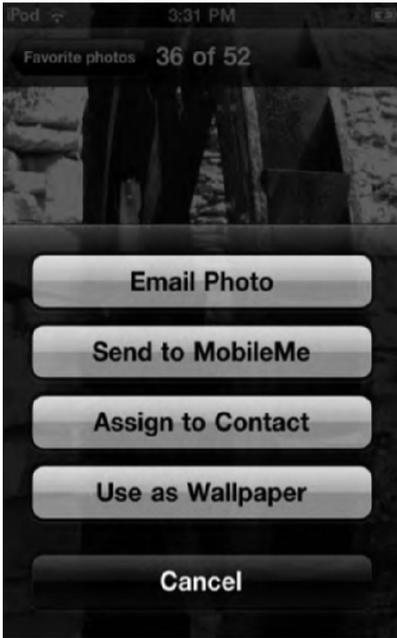
## Slide Show Tips

Slide shows are an awesome way to share your photos with your friends and family. Remember, however, that our images are associated with our personal memories, so they are always going to be more pleasant for us to watch than for others. All you have to do is remember a time you were stuck looking at someone else's photos and the seconds ticked by as if they were hours. To keep slide shows exciting for your viewers, keep a few things in mind:

- *Shorter is better:* The average shot (a clip of video displayed between cutting away to another shot) in a movie or TV show is less than two seconds nowadays. Back in the 1950s, the average shot was 30 seconds long. Watch an episode of *Friends* and then an episode of *I Love Lucy*, and you'll see exactly what we mean. *Lucy* seems to trudge along so slowly by today's standards. As the world—and media—got faster, our attention spans shrunk. This applies to viewing still images too. People can take in a lot from an image in just two or three seconds. If they are forced to look at an image any longer, they start to get bored. Keep the time a single image is displayed short. Also, keep the entire length of the slide show short. When you watch a movie trailer in the cinema, its time is exactly two minutes and twenty seconds—a perfect amount to whet the appetite, show people the best shots, and leave them feeling fulfilled but not exhausted.
- *Transitions help too:* A transition is the effect that occurs when moving from one image to the next. It adds some visual flare to the change of images. Photo's slide shows allow you to choose between five transitions. Use them as eye candy to keep your audience entertained, but don't use any of the flashier ones if your slide show is really long. Stick to dissolve; others will get tiring.
- If you are having a party, a great way to show off your photos without wrangling up all your guests and forcing them to sit and watch is to project your slide show on a TV and set it to repeat. That way, your slide show is constantly playing in the background, and your guests can continue to catch glimpses of it as they mingle. Images on slide shows playing in the background are great conversation starters and allow you to play much longer slide shows and display individual images for longer, since you don't have to worry about a captive audience. If you are going to play your slide shows in the background, you can choose to show several thousand images for as long as five or ten seconds each; the entire show could run for hours, and it won't get boring or tedious.

## Sharing Your Photos

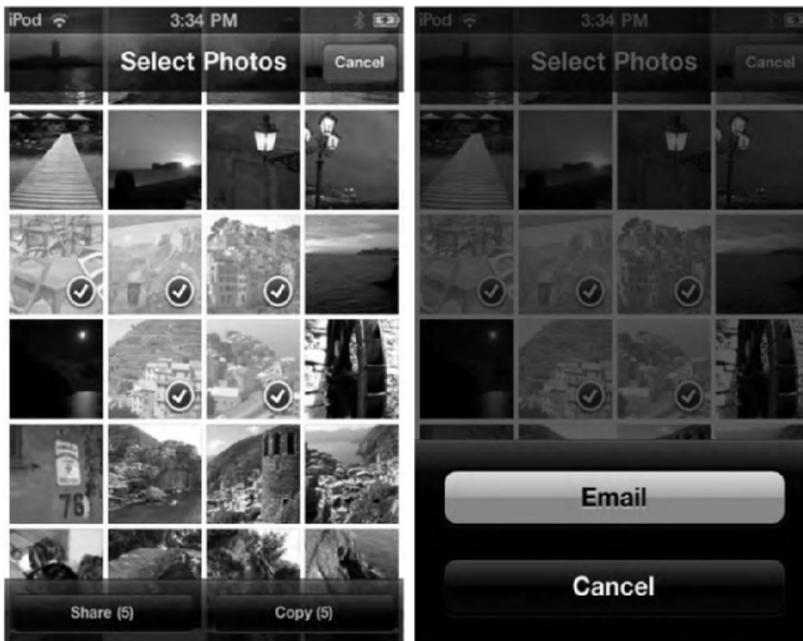
You have a number of ways to share photos you have on your iPod touch. To access all the ways you can share your photos, bring up a photo full-screen, and tap the Share button, which looks like an arrow breaking free from a small box (see Figure 5-11). You'll be presented with a pop-up menu of sharing options (see Figure 5-13).



**Figure 5-13.** *The sharing photos menu*

*E-mail Photo:* Tap this to see an e-mail compose window appear on the screen. You'll notice the photo has been copied into the body of the e-mail already. Enter the recipient's e-mail, a subject, and some body text, and then tap Send; your photo is on its way!

Alternatively, you can e-mail up to five photos at a time from within the Photos app. While in an album, tap the Share button, and you'll see the album menu renamed to Select Photos. Tap up to five photos that you want to send, and then tap the Share button at the bottom of the screen (see Figure 5-14). A pop-up menu will appear with a button that says E-mail. Tap this button, and an e-mail compose window will appear on the screen with the photos in the body of the message.

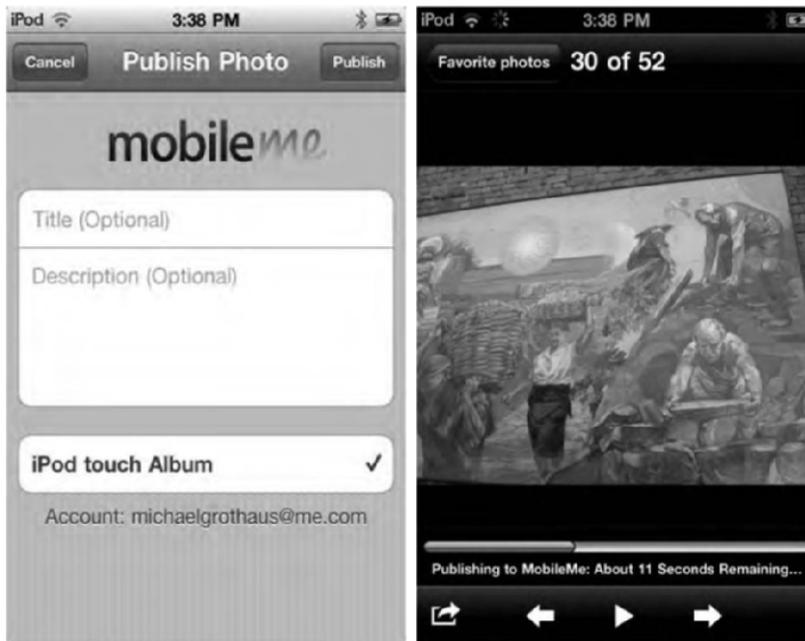


**Figure 5-14.** You can e-mail up to five photos at a time from within the Photos app.

*Send to MobileMe:* MobileMe is Apple's e-mail service that also allows you to publish and share your photos online. The Send to MobileMe option lets you upload your photos to your MobileMe Gallery online right from your iPod touch. Tap Send to MobileMe. A window will appear asking you to name the photo and write a description if you want (see Figure 5-15). Select the MobileMe Gallery album you want to publish the photo to, and then tap Publish.

A progress bar signifying the upload will appear over the photo. When the photo has finished uploading, you'll be able to tap View on MobileMe, which takes you to your MobileMe web gallery in Safari, or Tell a Friend, which opens the Mail app and composes an e-mail with the link to the photo in the body of the message.

To use these MobileMe features, you must have a MobileMe account. See [www.me.com](http://www.me.com) for details.

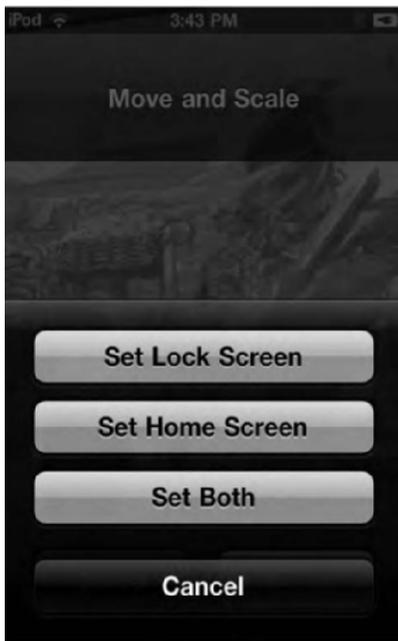


**Figure 5–15.** Uploading a photo to a MobileMe gallery

*Assign to Contact:* This option allows you to assign a photo to an address book contact. Tap *Assign to Contact*, and then select the contact’s address book entry from the pop-up menu. Move and scale the thumbnail of the photo that appears, and then tap the *Set Photo* button.

The next time you view the contact in the iPod touch’s *Contacts* app, the image you selected for them will appear next to their name. This image will sync with their contact info in *Address Book* and *Entourage* on a Mac and *Outlook* on a Windows computer.

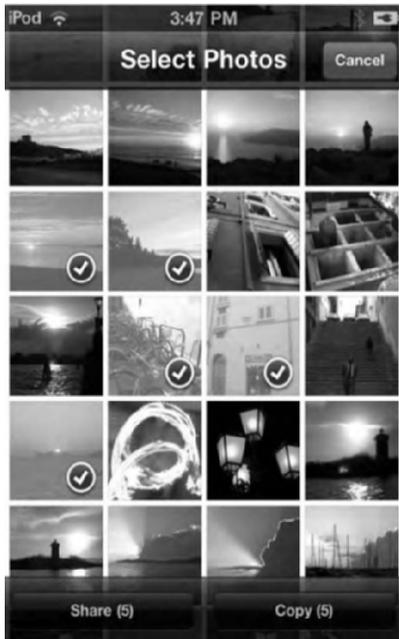
*Use as Wallpaper:* Tap this button to use the selected image as wallpaper on your iPod touch. Move and scale the image, and then tap *Set*. From the pop-up menu (see Figure 5–16), you’ll be able to select whether you want to use the image for the iPod touch’s lock screen, the home screen, or both. This isn’t the only way to set your iPod touch’s wallpaper options. We’ll talk about the other way in Chapter 15.



**Figure 5-16.** The wallpaper menu bar options let you select which screen you want to use the photo as wallpaper for.

## Copying Photos

You can copy up to five photos at a time in your photo albums. To do this, go into a photo album, and tap the Share button. Tap up to five of the photos in the album. A check mark will appear on each selected photo (see Figure 5-17). After you have selected all your photos, tap the Copy button in the lower-right corner of the screen. This saves the images to your clipboard for use in pasting into other things (such as an e-mail or document) later.

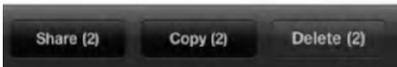


**Figure 5-17.** Copying photos. You can copy only up to five at a time.

## Deleting Your Photos

Apple made it so you can only delete photos from your iPod touch that are part of the Camera Roll album. This album contains any photos you have saved from the web or an e-mail or that you took with your iPod touch's camera. Apple disabled deletion of photos from your other albums synced to your iPod touch because they didn't want users accidentally deleting photos they had stored on their computer.

To delete the photos, navigate to your Camera Roll album, and tap the Share button. Tap the photos you want to delete, and a check mark will appear on them; then tap the red Delete button (see Figure 5-18). Alternately, while displaying a photo full-screen in your Camera Roll album, you'll notice a garbage pail icon next to the Share button (see Figure 5-19). Tapping this button will cause a Delete Photo confirmation pop-up to appear. Tap Delete Photo to delete the selected photo from your iPod touch.



**Figure 5-18.** You can only delete photos on the iPod touch from the Camera Roll.



**Figure 5-19.** The trash can icon in the lower-right corner of a photo in the Camera Roll album.

To delete other photos on your iPod touch, you must delete them on your computer first and then resync the iPod touch.

## iPod Video Applications

Video forms such a basic component of your iPod that you shouldn't think about it as just a single application. Apple provides the base technology used by several different programs. You'll find several applications that support video playback that come with your iPod (see Figure 5–20).



**Figure 5–20.** Your iPod touch provides not one but three different applications that support video playback: Safari, YouTube, and Videos.

*Videos:* The Videos application appears on the home screen of your iPod. The icon looks like a traditional clapperboard, with a black-and-white striped top over a blue base. This application plays back TV shows, movies, podcasts, iTunes U lessons, and music videos you've synchronized from your home iTunes library.

*YouTube:* You'll find the YouTube application icon next to the Videos app in Figure 7-1. The icon looks like an old-fashioned TV, complete with a greenish screen and brown dials. YouTube connects to the Internet and allows you to view videos from YouTube.com. You can navigate to <http://youtube.com> in Safari on the iPod and browse YouTube videos that way, but the iPod's YouTube app wraps <http://youtube.com> in such a nice and easy-to-navigate package, you'll find it's leaps and bounds better than using YouTube in a web browser.

*Safari:* Safari, which you read about in depth in Chapter 4, offers a third way to view videos. Like its computer-based equivalents, the Safari app allows you to watch embedded movie files. Safari's icon looks like a light blue compass with a needle pointing to the northeast.

In addition to the three apps that play video that come with the iPod, there are thousands of other apps that play video. You can discover all these apps in the iTunes Store. Some of my favorites are the BBC News app to view news footage and the Weather Channel app to view weather-related news stories and Doppler video.

**NOTE:** Apple's iPod touch officially supports H.264 video, up to 720p, 30 frames per second, in .m4v, .mp4, and .mov file formats.

For all that the iPod brings to video, it has limits. Your iPod plays H.264 MPEG-4 video, and that's pretty much it. As we talked about in the previous chapter, you cannot use your iPod to view Flash/Shockwave videos or animation. You cannot play AVI videos. You cannot play DivX, Xvid, or any of the other dozens of popular formats. If your video isn't in MPEG-4 H.264 format, your iPod won't understand it.

## Video Playback

iPod video is primarily a wide-screen feature, unlike audio, which plays back in both portrait and landscape orientations. You must usually flip your iPod on its side to view TV shows, video podcasts, movies, and music videos. Select any video—from Safari, YouTube, or Videos—to begin playback, and then flip your iPod on its side to watch. The Home button goes to your right. Safari and YouTube provide exceptions to the landscape-only rule; in those applications, you can also watch videos in portrait orientation.

Depending on the app you are watching it in, you may see more options for the video being played or indeed for the app itself. However, most apps display the video interface with all the same elements, meaning once you know how to control video playback in one app, you know how to do it in the rest of them. Here is a quick overview of those controls, which are shown in Figure 5–21.



**Figure 5–21.** The iPod's video playback controls allow you to control playback as you watch.

*Play/Pause:* Play/Pause appears as either a right-pointing triangle (Play) or a pair of vertical lines (Pause). Tap this button to pause or resume video playback.

*Rewind:* The Rewind button appears as two triangles pointing left to a line. Tap it to return to the start of the video, or press and hold the button to scan backward.

*Fast-Forward:* The reverse of Rewind, the Fast-Forward button's triangles point to the right instead of the left. Press and hold this button to scan forward. Tap it to skip to the next video track.

*Scrubber bar:* The scrubber bar appears at the top of your screen. It is a long line with a small knob that you can drag. (The volume control is the thicker bar at the bottom.) Drag the playhead along the scrubber bar to set the current playback time.

*Zoom:* The Zoom button looks like two arrows pointing away from each other, at the top-right of your screen. Either double-tap the screen or tap the Zoom button to switch between full-screen mode and original aspect ratio. To get back into the original aspect ratio's view, double-tap the screen again, or tap the zoom button again. You'll note that the zoom button changes slightly when viewing a video full-screen: the arrows have turned into a letterbox icon. When viewing in full-screen mode, you use the entire iPod screen, but some video may be clipped from the top or sides of the video. In original aspect ratio, you may see either letterboxing (black bars above and below) or pillarboxing (black bars to either side), which results from preserving the video's original aspect ratio.

*Volume:* The volume control is the large line below the play/pause buttons. Drag the volume control knob to adjust playback volume. Of course, you can always use the dedicated physical volume button on the side of the iPod as well.

*Audio tracks and Subtitles:* If alternate audio tracks or subtitles are available in the video you are watching, you'll see an icon that looks like a speech bubble, appear in the play/pause bar. Tap this icon to select from a pop-up list of audio tracks and subtitles.

*Done:* The Done button appears on all video application screens. Tap Done to exit video playback. Press the physical Home button on the iPod's bezel to quit the app and return to your home screen.

While you're playing a video, the iPod automatically hides your video controls after a second or two. This allows you to watch your video without the distraction of on-screen buttons. Tap the screen to bring back the controls. Tap the screen again to hide them, or leave them untouched for a few seconds, and they once again fade away.

## YouTube

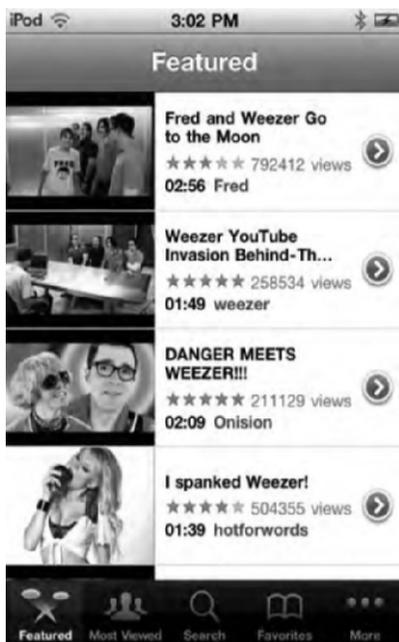
The YouTube app requires an Internet connection, so as long as you have a Wi-Fi connection, you're all set. But to take full advantage of the YouTube app, you'll want to have a YouTube account. You don't *need* a YouTube account to use the app, but having one makes the app that much more powerful. With a YouTube account, you can view and bookmark your favorite videos; subscribe to YouTube users videos; see all the videos you've uploaded to YouTube with the tap of a button; and share, rate, and flag

videos—all from within the YouTube app. Creating a YouTube account takes only a few minutes and can be done at [www.youtube.com/create\\_account](http://www.youtube.com/create_account).

To launch the application, tap the YouTube icon, which looks like a retro-styled TV set (see Figure 5–22). When launched for the first time, the application displays the Featured screen, as shown in Figure 5–23. This screen showcases YouTube’s notable videos.



**Figure 5–22.** *The YouTube app*



**Figure 5–23.** *YouTube’s Featured screen provides a video showcase.*

Here are a few items you’ll find on most YouTube video-listing screens:

*Play a video:* Tap the image or name of a video to begin playback. Your iPod connects to YouTube, downloads the video, and plays it for you.

*View a video’s info screen:* Tap the More Info button (the blue circle with the right arrow) to learn more about the video. Read more about the info screen later in this chapter, in the “Viewing Video Info Screens” section.

*Select another listing screen:* Choose any button along the bar at the bottom of your screen. You'll jump to the associated built-in YouTube screens: Most Viewed, Search, Favorites, and so on. Each of these screens helps you find and view YouTube videos. You can customize this buttons bar to change the buttons it contains.

## Playing YouTube Videos

To play a video, simply tap the name or image of the video. The video will appear full-screen, as shown in Figure 5-24.



**Figure 5-24.** *Playing a YouTube video*

From this screen you can interact with the video in the following ways:

*Scrubber:* At the top of the screen you'll see the scrubber bar. This allows you to *scrub*, or advance or go back, through a video. The silver dot symbolizes where you are in the video, and the white part of the scrubber bar symbolizes how much of the video has downloaded. You can skip ahead to undownloaded portions of the video, and the YouTube app will start downloading the video from that point on.

*Bookmark:* The bookmark button looks like a book and allows you to save a video to your favorites for easy, quick access.

*Rewind, play/pause, and fast-forward:* These standard buttons allow you to rewind, play or pause, and fast-forward through a video.

*E-mail:* This envelope button allows you to send an e-mail with a link to the YouTube video in the body of the message. This allows you to share your favorites immediately after you watch them.

*Volume slider:* Located at the bottom of the screen, this allows you to adjust the volume of the video to the most comfortable audio levels.

*Done:* Tap this button in the upper-left corner to exit the video and return to its Info page.

## Finding YouTube Videos

Each button on the buttons bar offers a different way to list YouTube videos. To find videos, tap any of these buttons:

*Featured:* This screen lists videos reviewed and recommended by YouTube staff. These are usually pretty high quality and worth checking out.

*Most Viewed:* This screen lists the most popular videos of the day, week, or all time. The All Time screen is great, because it's interesting to see a list of the planet's most-viewed videos.

*Search:* On this screen, enter a keyword or two, and then tap Search to look through YouTube's entire collection.

*Favorites:* This screen is for a collection of videos you've selected and bookmarked. Easy access to your favorite videos is always a plus because it saves you time from searching for them again.

*More:* Choose from six more viewing choices or customize the display:

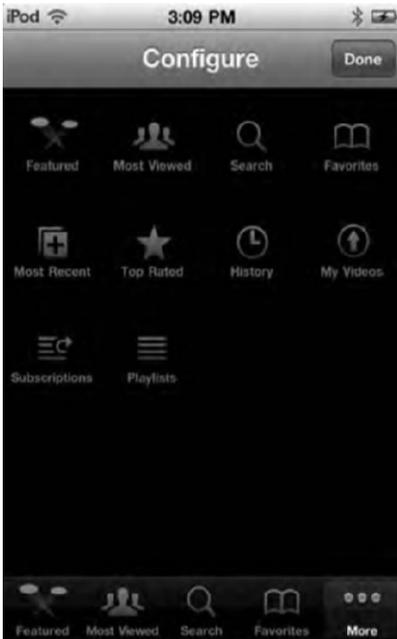
- *Most Recent:* Showcases YouTube's newest items. Some might be good; others not.
- *Top Rated:* Lists YouTube's collection of videos that have garnered the most viewer support. This is the wisdom of the masses, so starred videos might not equal quality in every case.
- *History:* Displays recently viewed items. This is handy if you remember you watched a hilarious video but can't remember the exact name of it.
- *My Videos:* Displays all the videos you've uploaded to YouTube. This feature requires you to be logged in to your YouTube account.
- *Subscriptions:* Allows you to subscribe to another YouTube user's videos so you can keep up-to-date with the latest videos they've posted. Any subscriptions you have will show up on this screen. Tap the name of the user to see all their videos displayed to the left of the list. This feature requires you to be logged in to your YouTube account.

- *Playlists*: Creates playlists of videos. When signed in, you can see any playlists you've created on YouTube.com. Playlists are handy because it lets you group videos together, such as, say, exercise videos.
- *Edit* lets you choose which items appear on your shortcuts bar and which items appear on the More screen.

On each of these screens, you can scroll up and down the listings and play back any video by tapping its name or icon.

## Customizing the YouTube Buttons Bar

The buttons bar at the bottom of your screen is fully customizable, so it can provide quick access to the categories you view the most. Tap More ► Edit to make changes. Available categories appear in the screen above the bar, as shown in Figure 5–25. Select the ones you want to use, drag them down to the buttons bar, and then tap Done.



**Figure 5–25.** Use this *Configure* screen to choose which buttons appear in the bar at the bottom of the YouTube application.

Here are a few pointers about how this customization works:

- The buttons bar always contains four category buttons plus the More button. You cannot add more buttons or remove buttons to display fewer options.
- You cannot replace More with another button.

- If you replace a button with an item already in the buttons bar, the two items simply switch positions.
- There is no “revert to defaults” option. The original order is Featured, Most Viewed, Search, and Favorites.
- The items you do not include in the buttons bar appear as a list when you tap More. You can select them from that list. It’s an extra step, but all the options are still available.

## Viewing Video Info Screens

Video information screens provide a detail view for each video. Figure 5–26 shows a typical info screen. Here, you’ll find the name of the video, its rating (in stars, from zero to five), the number of times the video has been viewed, its run time, and more. Scroll down the screen to find YouTube’s suggestions for related videos.



**Figure 5–26.** A video info screen offers information about the video and the option to bookmark the video.

Here is also where you’ll find the Add to Playlist and Share buttons.

*Add to Playlist:* Adds the video to one of your YouTube playlists

*Share Video:* Creates an e-mail with a link to the YouTube video in the body of the e-mail

To get more information about the video, tap the blue-and-white arrow button. Doing so takes you to the More Info screen (Figure 5–27). From this screen you can read more

about the video; read comments; and rate, comment, or flag the video. Tap the More Videos tab to see more videos from the user.



Figure 5-27. A video's More Info screen

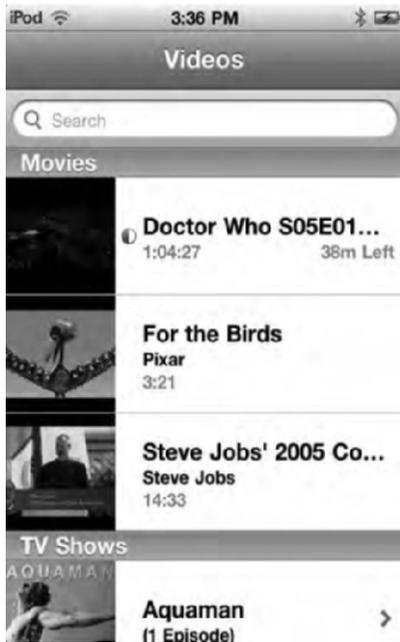
## The Videos App

Gone are the days when car trips required a portable DVD player and a case of discs. The iPod touch's Video app lets you carry around your favorite movies, TV shows, and podcasts in your pocket and lets you switch between them with a tap of your finger. Let's explore the Videos app now.

Your Videos application (Figure 5-28) is colored blue and has a traditional, striped clapperboard top. Tap it to launch the program. This opens the screen shown in Figure 5-29.



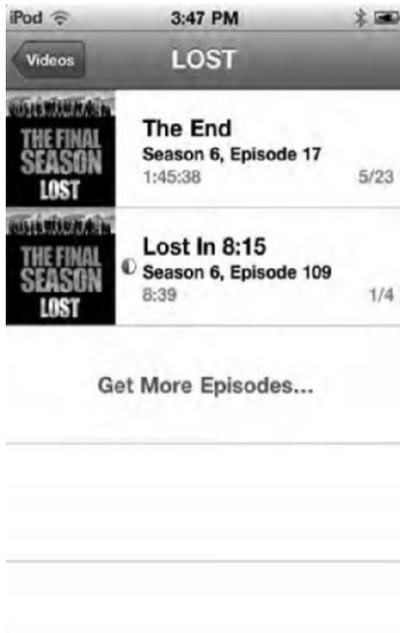
Figure 5-28. The Videos app



**Figure 5–29.** *The Videos app offers a list of music videos, TV shows, and movies you’ve synchronized to your iPod.*

As you can see, the Videos interface couldn’t be simpler. It displays a series of thumbnail images representing the music videos, TV shows, podcasts, iTunes U lessons, and movies you’ve synchronized to your iPod (synchronizing these items is discussed in Chapter 2). Tap any item to begin playback. Your screen clears, and the video loads and automatically begins playing. Tap Done to return to the list screen, or press Home to quit and go to your home screen.

If you tap a TV show or podcast, you’ll be taken to an additional page (Figure 5–30) that lists all the episodes for the TV show or podcast that you have on your iPod before the video begins playing. From this screen, tap the episode you want to play or tap the Get More Episodes... button to be taken to the show’s iTunes Store page where you can download additional episodes.



**Figure 5–30.** A TV show's page in the Videos app

## Deleting Videos on the Go

The iPod allows you to recover space on the go by deleting videos after you've watched them. To take advantage of this feature, go to the Videos screen and swipe through the name of any video. A red Delete button appears to the right of the video name. Tap Delete to remove the video, or tap anywhere else on the screen to cancel and keep the video.

Choose your videos wisely. Even with newer iPods with expanded memory, videos can quickly eat up your free space. And don't be shy about deleting your videos on the go. You can always sync them back on your home computer.

## Getting Videos

The easiest way to get videos on your iPod touch is to buy or rent them from the iTunes Store. Check out Chapter 7 for more details on buying and renting movies. You can also rip DVDs you own using desktop applications like Handbrake (<http://handbrake.fr>). Keep in mind local laws may prevent you from ripping DVDs, even if you own them.

## Video Settings

You can adjust several settings that affect your video playback. These settings are accessed through the iPod touch's Settings application (see Figure 5–31) and affect how your video is played on your iPod and when your iPod is connected to your TV.



**Figure 5–31.** The Video app's settings

For your iPod video settings:

*Start Playing:* choose whether to start playing videos from the beginning or where you left off.

*Closed Captioning:* If your video contains embedded closed captions, you can view them by switching on the Closed Captioning option. Switch the option from OFF to ON.

For your TV-out video settings:

*Wide-screen:* Turn this on to force wide-screen videos to be played in wide-screen on your TV. This preserves their original aspect ratio.

*TV Signal:* When playing videos from your iPod through your TV, you must tell your iPod what format your TV displays video signals in. Choose either NTSC or PAL. If you are in North America or Japan, you'll most likely have an NTSC TV. In Europe and Australia, it's PAL.

**NOTE:** Unfortunately, the iPod touch does not allow you to turn off your screen and continue listening to the audio track from your video. Tap the Sleep/Wake button, and your video playback ends. You can, however, diminish the screen brightness levels in Settings ► Brightness. This is not much of a win. Your iPod continues using (energy-consuming) video decoding to play back video as well as audio.

## Watching Videos on the Web with Safari

Video on the iPod isn't limited to special-purpose applications. You can also watch MPEG-4 movie files with the iPod's Safari application. Chapter 4 introduced Safari. Here you'll see how you can connect to video on the World Wide Web and watch it in your Safari browser.

Many web sites besides YouTube feature embedded video. For example, go to virtually any news site, and you're sure to find embedded video. As we mentioned in Chapter 4, the iPod, and thus Safari, does not support Flash playback, which limits the iPod's ability to display every single video on the Web. However, many web sites serve HTML5 and MPEG-4 videos, and these are fully iPod-compliant. HTML5 is particularly exciting because it's an open web standard that allows developers to create fully interactive content that is optimized and compatible to today's (and tomorrow's) touchscreen devices. HTML5, unlike Flash, does not require that the user download and install a special plug-in to view video content.

For example, the web site TED ([www.ted.com](http://www.ted.com)) where you can watch videos of some of today's greatest minds talk about science, education, technology, and art is fully iPod-compatible, and it achieves this by being written in and having the videos encoded in HTML5. Figure 5-32 shows this site's video of author Elizabeth Gilbert talking about creativity playing back in the iPod's Safari web browser.



**Figure 5-32.** Many videos on the Web can be played natively in the Safari web browser.

Simply tap an embedded video to begin playing it. The video will open in the usual video playback window (see Figure 5-21). Depending on the speed of your Internet connection, it may take a few seconds before the video begins playing. Watch the video, and when you're done, tap the Done button in the video playback screen to return to the Safari web page.

## Streaming Video to Your Apple TV with AirPlay

At the time of this writing Apple has announced iOS 4.2 for the iPod touch; this is a free upgrade for all iPod touch owners who have iOS 4.1 running on their iPods. A new feature in iOS 4.2 will be the ability for iPod touch, iPhone, and iPad owners to stream video from their iPods, iPhones, or iPad to their new Apple TVs.

An Apple TV is a cheap (US\$99) set-top box that you plug into your HD TV. With this box, you can rent movies and TV shows from the iTunes Store directly on your TV. The Apple TV connects to the Internet wirelessly and also communicates with your iPod, iPhone, or iPad wirelessly as well. Once you have your Apple TV set up, simply start watching a video on your iPod, and then tap the AirPlay icon to instantly stream that video to your TV.

AirPlay is a really cool feature because you can start watching a video on your iPod on your commute home from work, and when you get home, you can finish watching the video on your TV with the tap of a button.

At this time, Apple hasn't stated whether it will be licensing its AirPlay technology to TV manufacturers so you can stream your video without an Apple TV.

## Video Accessories

As far as video goes, there are several iPod touch accessories besides the AppleTV you should consider purchasing:

*Stands:* Several companies make them, and they range in price from \$5 to \$30. Whatever stand you choose, if you are planning to prop the iPod up while watching video, make sure it holds the iPod in landscape mode.

*iPad Dock Connector to VGA Adapter (\$29):* Yes, its name says “iPad,” but it will work just fine with the fourth-generation iPod touch. The VGA end of the adapter can be connected to external monitors, some TVs, and PC projectors. You’ll need this or the cables below to connect your iPod to your home television.

*Apple Component AV Cable (\$49) and Composite AV Cable (\$49):* These also work with the iPod, providing two more methods of linking external monitors and projectors to the device.

Don’t worry if you don’t know the difference between VGA, Composite, and Component. All three are types of physical video connectors that link devices to TVs.

- *VGA* is a 15-pin connector that you can still find on the back of many PCs. It supports resolutions up to 2048x1536.
- *Composite* is a video connector that channels three video source signals through a single connection. It’s the oldest of the three technologies but still supports a resolution of up to 720x576i.
- *Component* is a video connector that takes three video source signals and outputs them through three different connections. It’s basically a Composite cable with three heads, but Component offers a much better resolution, up to 1920x1080p (otherwise known as “Full HD”).

Many modern TVs support all three connections. Check your TV’s manual to see which yours supports.

## Summary

This chapter introduced you to the iPod touch’s Photos app and showed you how to navigate your photo collections in a variety of ways. We also showed you how your iPod’s wide-screen video features and interactive touchscreen are in a class of their own. They offer clear, easy-to-watch video on a (relatively) large screen. In this chapter, you’ve seen how to watch video from YouTube, the Videos application, and Safari. Here are a few points you should take away and consider:

- The iPod touch's Photos application offers some of the most instantly appealing ways to show off the power of your iPod touch. You can scroll through your albums, zoom in and out with a pinch or double-tap, and flip the unit on its side. These features all deliver the iPod touch wow factor.
- You have several ways to navigate your photos: by album, by face, by event, or by place. By far the coolest way is Places, which shows you your photos on a map, based on the location where they were taken.
- Consider investing in an inexpensive business card holder. It makes watching slide shows on your iPod touch a lot easier, especially for more than one person at a time. A video-out cable from Apple increases the fun by sending the slide shows to a TV screen.
- Pick the YouTube listings that you like best. The buttons bar at the bottom of the screen is fully customizable. If you prefer to view the Top Rated videos over the Most Viewed, feel free to drag that option to your bar.
- Use the red Clear button at the top-right corner of the History screen to erase your YouTube viewing history. People don't have to know you've been watching that skateboarding dog.

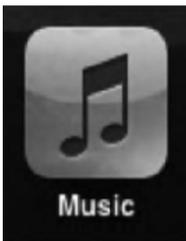
# Touching Your Music

The latest iPod touch is the best iPod that Apple has ever shipped. Despite that the iPod touch has become much more than just a music player, it still lets you rock out to your tunes better than any other multimedia device. This chapter introduces you to the iPod's music player and shows you how to get the most use out of it.

## The Music Application

Your iPod's Music app brings all the functionality and ease of use you expect from a music player, but it delivers that functionality in a distinctive touch-based package. Figure 6-1 shows the Music application icon. It's easy to spot, since it's colored bright orange and marked with a music note. Tapping this icon launches the music player and allows you to access and play the songs you've synchronized to your iPod.

**NOTE:** Do not confuse the Music and iTunes applications on your iPod. Music is used to play your music tracks. iTunes connects you to the mobile iTunes Wi-Fi Music Store where you can shop for and purchase music and video tracks and is not a general music player.



**Figure 6-1.** Launch the Music application by tapping its icon.

If you've used iPods before, expect to be pleasantly surprised. If you're new to the world of iPods, expect to be blown away. The iPod touch interface simplifies browsing, locating, and playing music and videos. Here are just a few ways the iPod touch gives you your best music experience yet:

*Touch screen:* With the iPod's touch screen, there's no need for scroll wheels. Flick through your lists, and tap the items you want to play.

*Cover Flow:* If you like Cover Flow in iTunes, you'll love it on the iPod.

*Alphabet index tool:* The iPod application uses the same kind of alphabet index you saw in Chapter 2 (see Figure 2-1). It makes searching through long alphabetized lists a breeze.

*Customizable button bar:* Do you prefer to search by genre or album, rather than artist or song? Just drag the items you use the most onto the configurable button bar.

And that's just a taste of the ways the Music app changes the way you use your iPod. Read on for more details on how this program works.

## Browsing Media on the iPod

Tapping the orange Music icon on your Home screen takes you to the music player application. This program gives you access to all the audio media files you have synchronized to your iPod, including songs, podcasts, and audiobooks. At the bottom of the screen you'll see blue and black buttons labeled Playlist, Artists, Songs, Albums, and More (see Figure 6-2). Tapping any of these buttons allows you to sort through your music.

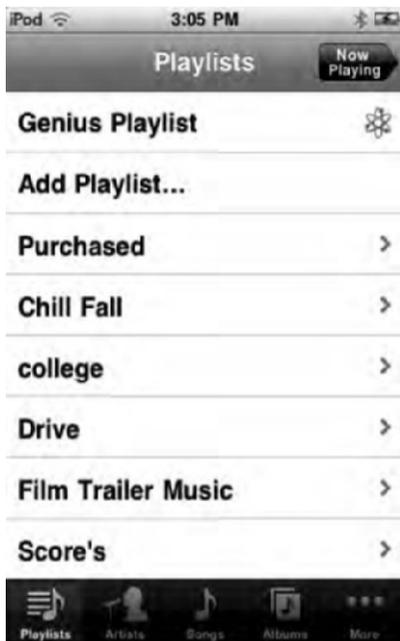
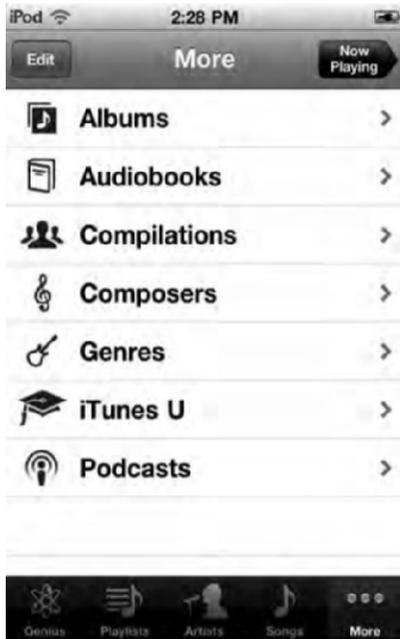


Figure 6-2. The music player screen

The More screen offers the best place to start exploring your media collection. Locate the More button at the bottom right of the screen, and tap it to load the screen shown in Figure 6–3.



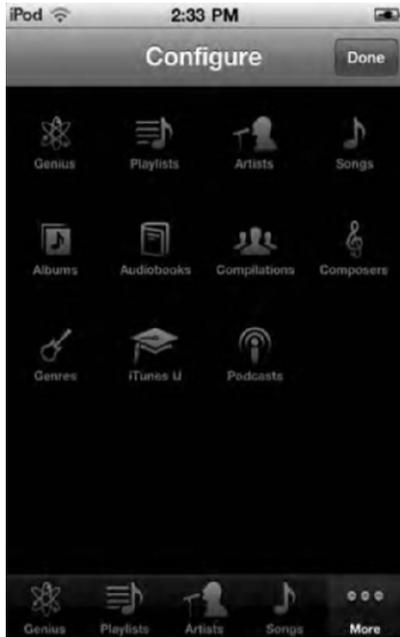
**Figure 6–3.** *The More screen provides an excellent jumping-off point for exploring your media. The Now Playing button appears on all category screens, including this one, and instantly takes you to the track currently playing.*

From the More screen, you can see every kind of category used to sort your songs: Genius, Playlists, Artists, Songs, Albums, Audiobooks, Compilations, Composers, Genres, and Podcasts. Some of these appear in the black bar at the bottom of the screen. Some appear in the list in the center of the screen. Tap any item to open that collection. For example, tap Artists to see a list of your media sorted by artists, or tap Audiobooks to view the audiobooks loaded on your system.

The black bar is your shortcuts bar or, more officially, your browse buttons bar (a name I find especially awkward, so please bear with me when I refer to it as simply the shortcuts bar). The difference between the items in the shortcuts bar and the items in the previous list is that these shortcuts appear universally in every category view. Your iPod lets you select which items you want to keep handy in that bar, as described next.

## Editing Your Browse Buttons

From the More screen, tap the Edit button to open the Configure screen, as shown in Figure 6–4. This screen allows you to customize your shortcuts bar.



**Figure 6–4.** Use the *Configure* screen to choose which items appear in your shortcuts bar at the bottom of the screen.

To replace any item on the shortcuts bar, drag an icon from the center of the screen onto the item you want to replace in the bar at the bottom. Say you listen to podcasts and audiobooks more than you listen to music. Drag those two icons onto your bar to replace, for example, Artists and Albums. You'll see your shortcuts bar in every category view. Add whichever icons you use the most. You can also rearrange the icons in the bar by dragging them left or right within the bar.

The bar must always contain four—and only four—icons. You cannot drag icons off the bar, and you cannot set the bar to contain fewer than those four icons. You cannot add more than four shortcuts, and you cannot replace the More button with another item.

Here are the items you can choose from:

*Albums:* Every album on your iPod, ordered by album name.

*Podcasts:* A list of audio podcasts that you have chosen to sync to your iPod.

*Audiobooks:* Every audiobook on your iPod.

*Genres:* A list of every genre—such as Classical, Rock, Pop, Country, and so on—that appears on your iPod. Each item leads to a list of media that belongs to that genre.

*Composers:* A list of media sorted by their composers. My iPod contains listings for Bob Dylan, Wolfgang Amadeus Mozart, and more.

*Compilations:* A list of all media belonging to compilations—that is, albums that have been contributed to by various artists.

*Playlists:* A list of all the playlists you've chosen to sync to your iPod.

*Artists:* A list of your media sorted by the artist who recorded them.

*Songs:* Every song on your iPod, arranged alphabetically by song name.

*iTunes U:* A list of all your iTunes U lessons and lectures.

When you are finished making changes, tap Done to return to the More screen.

## Navigating the Category Screens

All the category screens work in much the same way. The screen displays its members—whether podcasts, artists, or songs—as an alphabetically sorted scrolling list. If the list is long, you'll see an alphabet control on the right side of the screen, as shown in Figure 6-5. Tap a letter or scroll your finger down the alphabet to move to the section you want to view.

**TIP:** Many category screens offer a Shuffle option as their first item. Tap it to start playing that category in random order.

When the items listed are individual songs or videos, tap any name to play your selection. When the items listed are collections, such as genres or albums, tap to open a screen that displays each item of that collection. For example, you can tap an album to list its tracks and then tap a track name to play it.



**Figure 6-5.** The Albums screen lists albums in alphabetical order. When you've downloaded album art, it appears in the squares marked by the music notes.

## Playing Audio

Figure 6-6 shows the iPod's Now Playing screen. You arrive at this screen whenever you start playing a song. You can also jump to this screen from any category by tapping the Now Playing button at the top-right corner (see Figure 6-5).



**Figure 6-6.** The iPod's Now Playing screen provides an interactive screen that controls playback for the currently playing item. From this screen, you can adjust the volume, pause and resume playback, and loop the current track.

Here are the items you'll find on the Now Playing screen and what they do:

*Play indicator:* The right-pointing play indicator at the top right of the screen (just left of the battery status) appears universally when you're playing music. This tells you at a glance that music is playing. You'll find this especially helpful when you've removed your earbuds and placed the iPod on a table.

*Back button:* Tap the Back button at the top-left corner (the arrow pointing left) to return to the most recent album or playlist screen. Tapping Back does not stop playback. Your song continues to play as you browse through your categories or tap Home to do other things on your iPod.

*Artist, song, and album:* These items appear at the top middle of the screen and are for information only. Tapping them does nothing.

*Album View button:* This button looks like a three-item bulleted list and appears at the top right of the screen, just below the battery indicator. Tap this to switch between your Now Playing screen and its Album view (discussed in the next section).

*Scrubber bar:* The scrubber bar appears below the artist, song, and album name. Tap the album cover to make this control appear; tap again to hide it.

- The number at the left of the bar shows the elapsed playback time. The number at the right shows the remaining playback time.
- Drag the playhead to set the point at which your song plays back. You can do so while the song is playing so you can hear which point you've reached.
- Look just below the scrubber bar to see which album or playlist track is playing. In Figure 6–6, this is track 5 of 11.

*Loop control:* This control, which looks like a pair of arrows pointing to each other in a circle, appears when you tap album art.

- Tap once to loop the currently playing album or playlist. After the last song plays, the first song starts again.
- Tap a second time to loop just the current song. The number 1 appears on the loop, telling you that the loop applies to just this song.
- Tap once more to disable looping.
- A blue loop (both the regular loop and the loop with the number 1) indicates that looping is enabled. A white loop means looping is switched off.

*Genius button:* This button looks like an atom with electrons swirling around it and lies in the center of the bottom bar. Tapping this will create a Genius playlist based on the song that is currently playing. When you navigate back to the music library, you'll see a playlist labeled "Genius" along with several other options. We'll discuss those options in just a bit.

*Shuffle:* The shuffle control looks like two arrows making a wavy X. It appears to the right of the scrubber bar and, like the loop and scrubber controls, appears only after you tap the album cover.

- When the shuffle control is off (white), album and playlist songs play back in order.

When the shuffle control is selected (blue), the iPod randomly orders songs for shuffled playback.

*Album art:* When you've downloaded album art, the cover image appears just below the top bar and occupies most of your screen.

- Tap the art area to open the gray playback controls that appear just below the artist, song, and album name.
- Tap again to hide the controls.
- Double-tapping the album art sends you to the Album view.
- Swipe to the right to return to the most recent category screen.

*Rewind:* The Rewind button looks like a vertical line followed by two left-pointing triangles.

- Tap to move back to the beginning of the currently playing song.
- Double-tap to move to the previous song in the album or playlist. If you are already at the start of the song, a single tap moves you back; if you're already at the first song, this works as if you had pressed the Back button—you return to the most recent album or playlist screen.
- Touch and hold to rewind through the current song. You'll hear very short snippets as you move backward through the song. This feature proves especially handy while listening to audiobooks.

*Play/Pause:* Play looks like a right-pointing triangle. Pause looks like a pair of upright lines. Tap this button to toggle between playback and pause modes.

*Forward:* The Forward button looks like the Rewind button in a mirror. The line is to the right, and both triangles point right instead of left.

- Tap once to move to the next song in the album or playlist. If you're at the last song, tapping Forward moves you back to the album or playlist.
- Touch and hold to fast-forward through your song.

*Volume:* Drag along the slider at the bottom of the screen to adjust playback volume. If you've attached an external speaker or remote control, you can use its switches to control the playback volume as well.

## Album View

Tapping the Album View button at the top-right corner of the Now Playing screen switches you to an overview of the current album or playlist, as shown in Figure 6–7. This screen shows a track list with item names and durations.



**Figure 6–7.** The Album view shows a list of tracks and durations for the current album or playlist.

Several items on this screen overlap with the Now Playing view and work in the same way. Here's a quick screen rundown:

*Return to Now Playing:* The icon at the top right (it looks either like a music note or, if you have album art, like a wee version of the album cover) switches you back to the Now Playing screen.

*Rate your songs with the rating stars:* Use the stars control to rate the current song, from zero to five stars. Drag your finger along the dots to form stars to set your rating. These ratings sync back to your computer, and you can use them when making Smart Playlists. For example, you might choose only your most favorably rated tracks to play. Set up this kind of playlist on your computer using iTunes. When you rate a song, it's personal and does not get sent back to the iTunes Store to be shared with the world.

*View the entire track list:* Scroll up and down the track list to see all the items on the current playlist or album. Tap any item to start playback.

**TIP:** When there's empty space on the track list—for example, when you have only one or two tracks—double-tap the empty areas to return to the Now Playing screen. Alternatively, double-tap either side of the rating stars display.

## Cover Flow

Tilt your iPod onto its side when browsing or listening to music, and you instantly enter Cover Flow mode. Cover Flow is the iPod feature that allows you to view your media collection as a series of interactive album covers, as shown in Figure 6–8.



**Figure 6–8.** Cover Flow presents your media library as a series of album covers.

To use Cover Flow, simply flick your way through your collection to the left or right. The iPod provides animated, interactive feedback.

Here's what you can do in Cover Flow mode:

*Album selection:* Tap any album to bring it to the front. Tap again to enter Album view.

*Play/Pause:* Tap the small Play/Pause button at the bottom left of the Cover Flow screen to pause or resume the currently playing track.

*Album view:* To enter the Cover Flow version of Album view, tap the small *i* (Info) button or the album cover. The cover flips and displays a list of tracks.

- Tap a track name to start playback.
- Tap Play/Pause to pause or resume playback.
- Tap anywhere on the screen (other than the Play/Pause button or a track name) to leave Album view.

Turn your iPod back to portrait orientation (with the Home button pointing down) to exit Cover Flow mode. Unless the Home button is down, you'll remain in Cover Flow mode.

## Creating Playlists

The Music app on the iPod allows you to create two kinds of playlists, Regular and Genius, right on the iPod itself—no iTunes required. Playlists allow you to build a selection of related songs that you can listen to without interruption, providing you with your own soundtrack throughout the day. You might want an exercise routine playlist or a “I feel depressed and want to hate the world” playlist, depending on your mood, of course. Playlists can be used for feelings, for tasks, for parties, and so on. Think of a playlist as burning your own CD of your favorite songs for a given event.

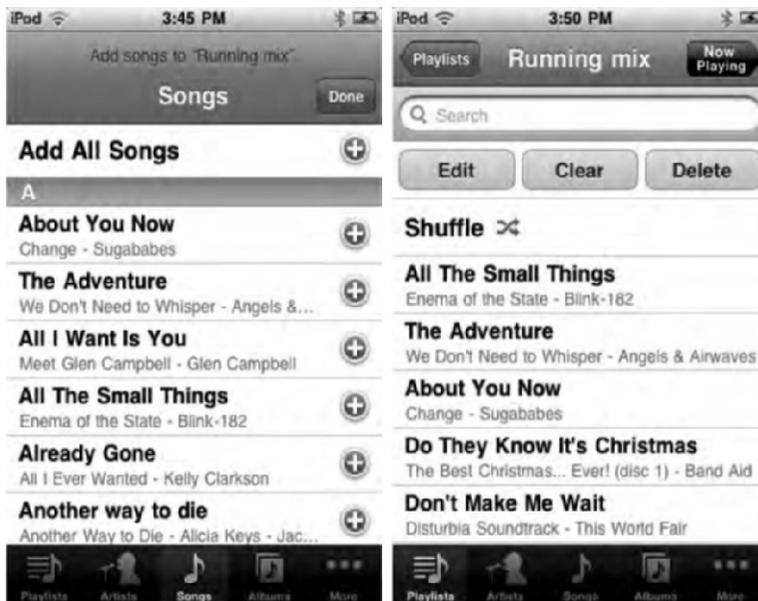
### Creating a Regular Playlist

A regular playlist is simply a collection of songs of your choosing played one after the other. To create a regular playlist on the iPod, tap the Playlist button in the shortcuts bar at the bottom of the screen. Next, tap the Add Playlist... menu item (see Figure 6–9). A New Playlist pop-up will appear asking you to name your playlist. Name the playlist whatever you like, and tap Save.



**Figure 6-9.** Creating a playlist with the *Add Playlist...* selection.

The song list appears next, as shown in Figure 6-10. Navigate through your entire collection, and pick which songs you want to add by tapping the plus sign (+) to the right of each track name. After making your selections, tap Done.



**Figure 6-10.** Add songs to your playlist with this *Songs* selection screen (left). Tap the blue button with the + to the right of each name to add a song. Tap Done to be taken to your new playlist (right).

Tapping Done sends you to the playlist. From here, you can tap Shuffle to begin a random playback of your playlist songs or tap Playlists to go back to the previous screen. You also have a search field to search by playlist songs if it's a long list. Finally, you can edit the playlist, clear it, or delete it by tapping the buttons above the Shuffle command. Tapping Clear will remove all the songs from the playlist but leave the name and empty playlist intact. Tapping Delete will delete the playlist. Your songs will still remain on your iPod. You will be asked to confirm your Clear and Delete selections before the commands are carried out.

To edit the playlist, tap Edit to add or remove items from your playlist. The playlist Edit mode, shown in Figure 6–11, provides all the tools you need to manage your new playlist:



**Figure 6–11.** In Playlist Edit mode, tap – to delete a song or + to add a song. Use the grab bars to the right of each song to change its order in the playlist.

- Tap the plus sign (+) at the top left to add songs to your playlist.
- Tap Clear Playlist to remove all songs from the playlist. A confirmation dialog box appears. Confirm by tapping the red Clear Playlist option, or tap Cancel to leave your songs unchanged.
- Tap the minus sign (–) in the red circle to the left of any name to begin deletion. Tap Delete to confirm, or tap anywhere else to cancel.
- Drag the move bars (the three parallel gray lines to the right of each track name) to reorder items within your playlist. Grab a move bar, drag it to a new position, and then release.
- Tap Done to leave Edit mode and return to your playlist.

Any playlists created on the iPod will sync back to your iTunes library and appear in the iTunes playlist collection.

## Creating a Genius Playlist

*Genius* is a feature in iTunes that finds songs in your music library that go together. It does this by matching rhythm, beat, artists, genres, and Internet data. A Genius playlist is a list of songs that result when you choose to run the Genius feature on a song you are playing.

Genius playlists can be created in iTunes on your computer or on the iPod touch. However, to enable the Genius feature, you need to enable it through iTunes on your computer first. To do this, launch iTunes on your computer, go to the Store menu, and select Turn on Genius. You'll need to log in with an iTunes Store account (see Chapter 7) or create an iTunes account to access the Genius features. Enter your user name and password, agree to the terms and conditions, and sit back as Apple analyzes your music library.

You can create a Genius playlist by tapping the Genius icon in the center of the bar (see Figure 6–6). The icon looks like an atom surrounded by electrons. The Music app will scan all your songs and compile a new Genius playlist that collects other songs on your iPod that go great with your chosen song.

A new playlist named “Genius” will appear on the screen (see Figure 6–12). In its list of songs, you can scroll through to see what Genius has picked out. You then have three options via three buttons at the top of the song list:

*New:* Tap New if you don't like the Genius playlist compilation. You'll then be presented with a list of your songs to choose a new song from.

*Refresh:* Tap Refresh if you want to keep the Genius playlist based on the original song you chose but want to get other songs that go well with the original one. This is good when you have listened to a playlist already (for example, Motown) and want to refresh the music that fills it without changing the theme (songs like the Jackson 5's “ABC”).

*Save:* Tap Save once you are satisfied with the Genius playlist. After tapping Save, the Genius playlist labeled “Genius” will disappear, and it will be replaced by a Genius playlist that is named after the title of the song you chose to create the playlist. This playlist will live on your iPod and even sync back to iTunes on your computer.



**Figure 6–12.** The Genius playlist creation screen. The song with the atom icon is that which the playlist was created from.

## Editing a Genius Playlist

You have only two options when editing a Genius playlist. Both appear as buttons above the song list when the Genius playlist is selected (see Figure 6–13).



**Figure 6–13.** The Genius playlist edit screen

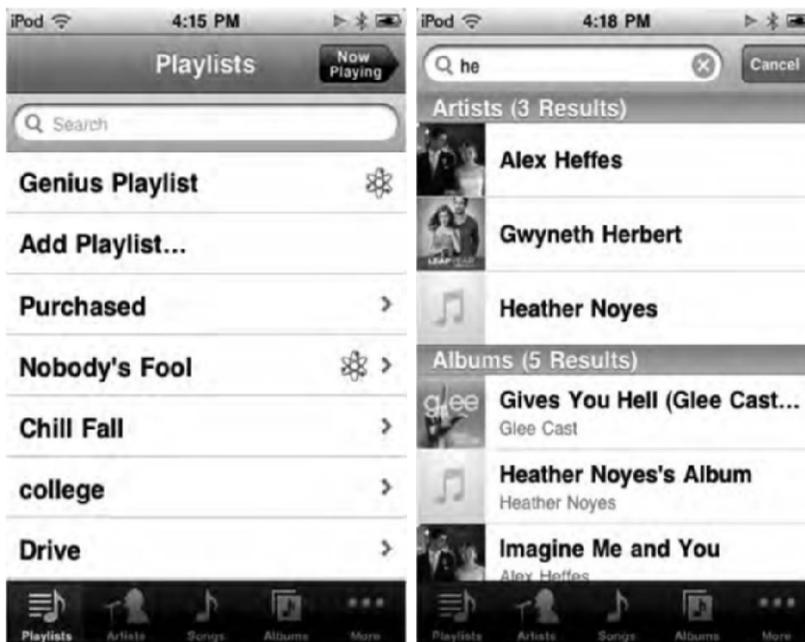
*Refresh:* Tapping Refresh will populate the Genius playlist with new songs that go well with the original one. The songs that were previously on the playlist will be removed from it (but they'll still remain in the main music library).

*Delete:* Tapping Delete will immediately delete the saved Genius playlist. Its songs will remain on your iPod.

**NOTE:** Once a Genius playlist is synced back to iTunes on your computer, you will not be able to delete it on your iPod. Your only option will be Refresh. If you want to delete the Genius playlist, you must do so through iTunes on your computer.

## Searching

The Music app has a simple yet powerful search feature that enables you to find a song quickly. To begin searching for a song, just scroll all the way up to the top of any category view (playlists, songs, artists, and so on). You'll find a search field at the very top (see Figure 6–14).



**Figure 6–14.** The Music app's search function lies at the top of any category view (left). Results are displayed according to category (right).

You can scroll through the search results as they are divided into categories by Songs, Artists, Albums, Composers, Podcasts, or Audiobooks. To play a song, simply tap it.

**TIP:** You can also search for songs without opening the Music app. Use the iPad's Spotlight feature to the left of the Home screen to search for a song, and then tap it to begin playing.

## Going Beyond the Music App

As you've seen, the Music app lets you browse through your media and play audio. But you can also work with playback in a couple ways that go beyond the Music application.

### Saving Energy

“Sleep” your iPod during playback to save energy. Press the Sleep/Wake button once. This locks your iPod and turns off the screen but allows your music to keep playing.

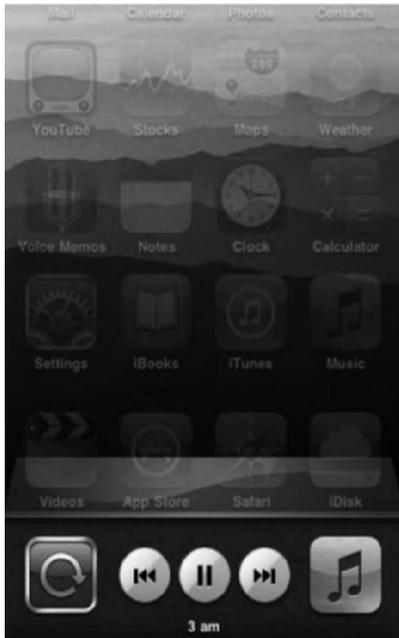
To peek at the current album cover during playback, tap Sleep/Wake. When you've loaded album art for the track, the cover appears on your lock screen instead of your normal wallpaper. If your track has no art, you still see the current time and track name. Double-tap the Home button to view your playback controls, as shown in Figure 6–15.



**Figure 6–15.** During audio playback, your iPod lock screen displays the currently playing song and, if album art is available, its album cover. The small playing icon just to the left of the battery indicates that audio is playing back.

## Display Music Playback Controls When in Another App

We've already mentioned how your music, podcasts, and audiobooks will keep playing even when you leave the Music app. The good news is that you don't need to go back into the iPod app to change tracks. Simply press the iPod's physical Home button twice in quick succession to bring up the iPod's multitasking bar (discussed in detail in Chapter 3). Swipe your finger from left to right until you see the Music controls slide onto the screen (see Figure 6-16). You can access these controls from any app or Home screen; they allow you to quickly play/pause a song, rewind or fast-forward, and skip to the next or previous song. To be taken immediately to the Music app, click the Music app icon.

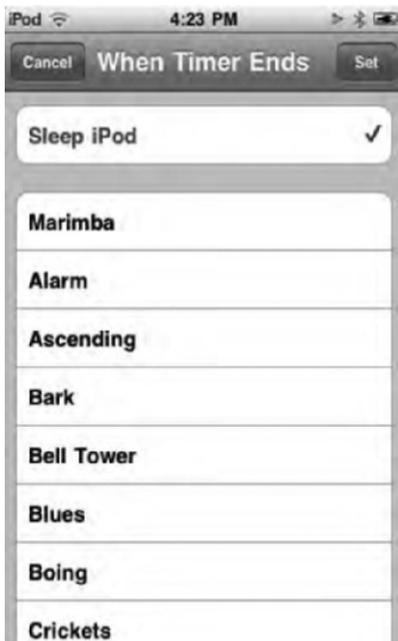


**Figure 6-16.** You can access the Music playback controls from any screen on the iPod by pressing the Home button twice.

## Adding a Sleep Timer

Unlike the Sleep/Wake button, which switches off your iPod screen without interrupting music playback, the Clock application allows you to “sleep” your iPod and tell it to end playback after a set interval. This is handy for those who like to listen to music while falling to sleep.

To set the sleep timer, on the Home screen, tap Clock. Then tap the Timer icon at the bottom right of the Timer screen. Scroll the hours and minutes wheels to select a period of time after which you want the iPod to sleep. Tap *When Timer Ends*, and choose *Sleep iPod* from the options list, as shown in Figure 6-17. Tap *Set* to set your sleep timer, and then tap the big green *Start* button



**Figure 6–17.** The *Sleep iPod* function automatically ends iPod playback and locks your iPod.

The iPod begins a timer countdown. When it reaches zero, it automatically stops iPod playback and locks your iPod.

## Adjusting Music Settings

Surprisingly, for a feature-rich application like Music, the iPod touch provides just a few settings (see Figure 6–18). You'll find these in Settings → Music, and they work as follows:

*Shake to Shuffle:* When this is set to ON, you can physically shake your iPod to shuffle the current list of playing songs. You should make sure this is switched to OFF if you are going to be moving while listening to music. A friend of ours had his iPod in his pocket while walking around one day, and he couldn't figure out why his songs kept changing!

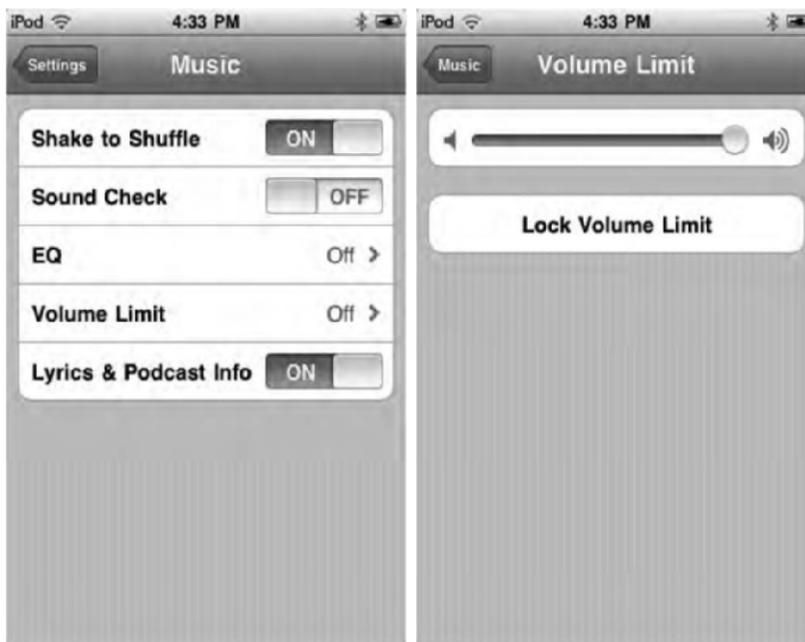
*Sound Check:* Say you're listening to a song that was recorded way too low so you crank up the volume during playback. Then when the next song starts playing back, boom!—there go your eardrums. Sound Check prevents this problem. When you enable Sound Check, all your songs play at approximately the same sound level.

**TIP:** You can also use Sound Check in iTunes. Choose Edit → Preferences → Playback → Sound Check (Windows) or iTunes → Preferences → Playback Sound Check (Mac).

**EQ:** The iPod offers a number of equalizer settings that help emphasize the way different kinds of music play. Select Settings → Music → EQ, and choose from Acoustic, Dance, Spoken Word, and many other presets. To disable the equalizer, choose Off.

**Volume Limit:** Face it—personal music players bring your audio up close and very personal. It's so up close, in fact, that your hearing may be in peril. We strongly recommend you take advantage of the iPod's built-in volume limit to protect your ears. Navigate to Settings → Music → Volume Limit, and adjust the maximum volume using the slider, as shown in Figure 6–18. All the way to the left is mute—sure, you'll protect your ears, but you won't be able to hear anything. All the way to the right is the normal, unlimited maximum volume. If you're super paranoid or, more usually, if children have access to your iPod, tap Lock Volume Limit to open a screen that allows you to set a volume limit passcode. No one may override your volume settings without the correct passcode.

**Lyrics & Podcast Info:** Some songs and podcasts have embedded lyrics and text. When this is set to ON, you'll see that embedded text over the cover art in Album view. To disable the text, set this setting to OFF.



**Figure 6–18.** The Music app's settings (left). Set the maximum volume for your iPod (right) by dragging the slider on the Volume Limit settings screen.

## Choosing Headphones

You can use virtually any headphones with your iPod touch, but reviewing every headphone here would fill more pages than *War and Peace*. Just know that you don't need to use the earbuds that came with the iPod touch. You could use any third-party headphone, from the cheap \$2 kind you find at Walgreens to the \$1,500 Shure noise-canceling earbuds.

You can also use wireless Bluetooth headphones that support A2DP (two-channel stereo audio streaming). Bluetooth headphones are great because you don't have a cord hanging over your body. On the other hand, the great thing about corded headphones is that they don't require power to work. Note that if you do use Bluetooth headphones and are going on a long jog or trip, make sure you have extra batteries or that the headphones are at least fully charged, or you could find yourself cut off from your music mid-song.

## Summary

This chapter introduced all the ways you can browse and play media using the Music application. As you've seen, the new music player software is a lot more flexible and intuitive than the old click-wheel approach. With the iPod touch, you can flick through your entire collection and tap your way to the media you want to use. Here are a few points to think about before you move on to the next chapter:

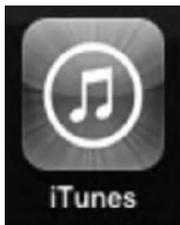
- Cover Flow makes browsing through your media a simple visual pleasure. Tip your iPod on its side to enter Cover Flow mode.
- Don't be afraid to fill your shortcut bar with the items you use the most. It's easy to customize. It's also easy to put it back the way it started.
- Save your ears. Adjust your playback volume using the built-in volume controls and limiters.
- Don't forget about double-tapping the Home button to pull up music controls, regardless of your current application.

## Shopping at the iTunes Store

The iTunes Store realizes the promise of mobile commerce on handheld devices. The program is beautiful to look at and easy to use. It integrates itself seamlessly into your normal iTunes experience. That being said, it is admittedly a contrivance to sell you things. But these are things that you presumably want and can use while on the road. Stuck at an airport or a coffee shop? Download some new music to enjoy, catch up on last week's episode or your favorite TV show, or watch that Hollywood blockbuster you never saw in theaters. Yes, the iTunes Store is a point of sale, but it's also a fascinating place to spend some time and an interesting application for your iPod touch.

### Connecting to the iTunes Store

The iTunes icon on the button bar at the bottom of your iPod's home screen launches the iTunes Store application. It is colored purple and shows a white music note with a circle around it (see Figure 7-1).



**Figure 7-1.** *The iTunes application icon*

When you tap the iTunes icon, the application attempts to connect to Apple's storefront web server. Because of this, you must be located near a Wi-Fi hotspot and be connected to the Internet to use this application.

When your connection is not active or not strong enough to carry a signal, the iTunes Store application displays the error message shown in Figure 7–2. To resolve this problem, return to your home screen, and tap Settings → Wi-Fi. Make sure your iPod is connected to a wireless network and that the signal registers at the top left of your screen with at least one arc (and preferably three arcs). See Chapter 4 for details on checking your Wi-Fi connection. When your signal is weak, try moving physically closer to the wireless router serving your network.

Unfortunately, sometimes an iTunes Store connection issue is an Apple problem. Sometimes Apple’s servers go down for a minute or two. When this happens, your only option is to check back frequently to see whether you can connect.

**TIP:** It never hurts to ask where the router is. Sometimes the physical layout of a room (such as the large metal furnishings common in diners) may block your Wi-Fi signal in certain locations and not in others.



**Figure 7–2.** The iTunes Store requires a Wi-Fi network connection. You won’t be able to access the store without one.

## Signing in to Your iTunes Account

Before you can purchase anything from the iTunes Store, you need to sign in to it. To sign in, scroll to the bottom of any iTunes Store page in the app until you see the Sign In button. Tap it, and you’ll be presented with two options, as shown in Figure 7–3: Use Existing Account or Create New Account.



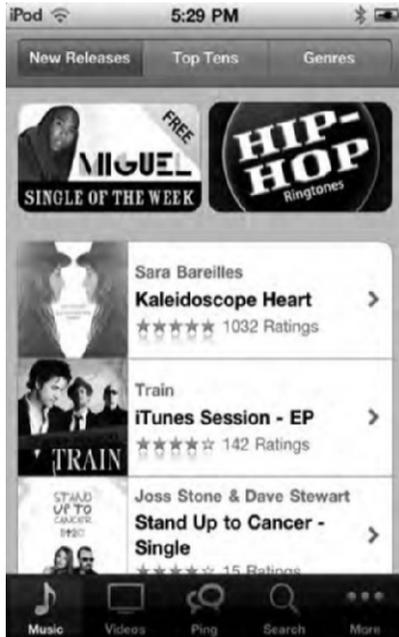
**Figure 7-3.** *The iTunes Store sign-in screen*

If you are signing in using an existing account, all you have to do is enter your account name (usually your e-mail address) and password. You'll then be logged in and able to purchase songs and videos. If you are creating a new account, the process is quick and easy. Choose what country you are in, agree to the license agreement, and create your user name and password.

**NOTE:** You may want to think about logging out of the iTunes Store if you have children who might use your iPod and, knowingly or unknowingly, download music or video that costs you money. To log out, scroll to the bottom of a page until you see your account name. Tap it, and then tap Sign Out.

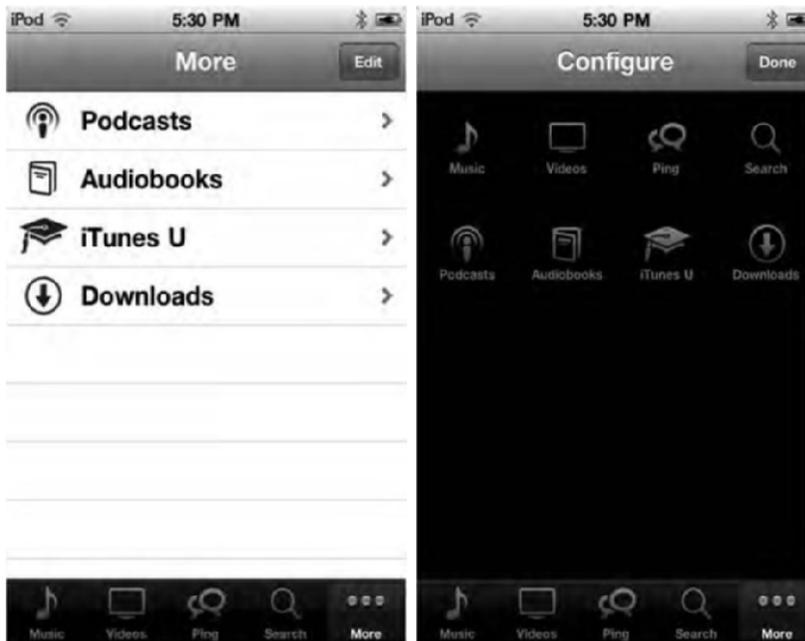
## Browsing Through the iTunes Store

Figure 7-4 shows the iTunes Store application screen. At the bottom of the screen you'll see shortcut buttons to different sections of the store. By default you'll see the Music, Video, Ping, Search, and More buttons.



**Figure 7-4.** The iTunes Store offers many ways to browse, find, and purchase music.

If you tap More, you'll be taken to a screen that also links to the Podcasts, Audiobooks, and iTunes U sections of the store, as well as your current downloads. On the More screen, tap the Edit button to rearrange icons on the shortcuts bar at the bottom of the screen (Figure 7-5). You can, for example, replace the Videos shortcut button with the Audiobooks shortcut button.



**Figure 7-5.** The *More* screen (left) lets you access other areas of the iTunes Store. You can also rearrange shortcut buttons by pressing the *Edit* button (right).

Additionally, when you're in a Starbucks coffee shop, you may see a special option. Tap the Starbucks icon in the button bar to discover which song is currently playing in your location. You can also browse the special Starbucks catalog. These Starbucks features are only available to U.S. iTunes account holders in U.S. Starbucks locations. Now, let's explore the different sections of the iTunes Store.

## The Music Store

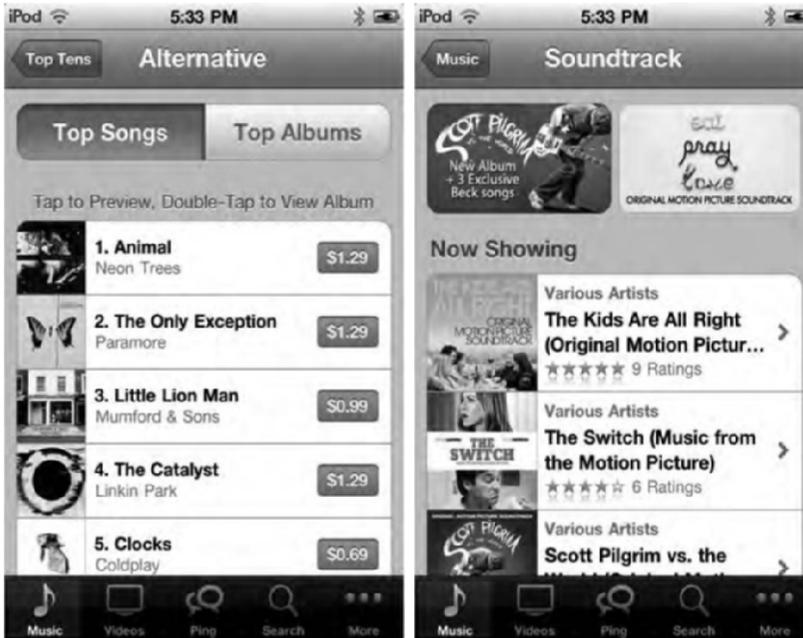
The Music section of the iTunes Store is the first one you'll see (see Figure 7-4). This section is broken down into three categories: New Releases, Top Tens, and Genres. You'll also see banner ads and album promotions.

Tap any of the buttons at the top of your screen to access the following sections:

*New Releases:* The New Releases section includes a list of albums with recent release dates. Tap any item to open the album page and find track-by-track listings.

*Top Tens:* The most popular-selling albums and tracks in more than 20 categories ranging from Alternative to World appear in the Top Tens section. Tap any item to move to its feature page. As you can see in Figure 7-6, Top Tens breaks down the categories into Top Songs or Top Albums.

**Genres:** Use the Genres list to limit your featured selections to a particular genre, such as Hip-Hop/Rap, Country, or Pop. Choosing a genre opens a screen dedicated to the biggest current hits for that kind of music (see Figure 7–6). Think of the genre sections as mini-stores for your current mood.



**Figure 7–6.** The Top Tens section (left) allows you to view the most popular items by album or songs. This is the top-ten listing for the Alternative genre. The Genres section (right) allows you to view songs and albums in mini-stores according to genre. This is the mini-store for the Soundtrack genre.

## Exploring the Top Tens

The Top Tens section lists the best-selling albums and songs by genre, such as Alternative or Rock. It's also our favorite section and behaves like the rest of the sections in the iTunes Store, so it's a perfect place to get acquainted with. Tap any genre name to open a top-ten listing (see Figure 7–6), and then tap either Top Songs or Top Albums.

Here are a few tips for making the most of the Top Tens section:

- When viewing songs, tap any song to preview it, or double-tap to open its album.
- When viewing albums, tap the album name to open a track list, and then tap a song to preview. Previews play back for up to 30 seconds.

- View the most popular songs storewide by tapping iTunes instead of a genre. (Figure 7-6 shows the list for the Alternative genre.) It's listed as the first item in the Top Tens section before the actual genres.
- If you do not find your favorite genre on the main Top Tens screen (only Pop, Alternative, Hip-Hop/Rap, Rock, and Country are listed for the U.S. store), scroll down and tap More Top Tens for the complete list. You'll discover Reggae, R&B/Soul, and more.
- What is popular and "top" changes over time. As you navigate through these lists, you may actually see new items as the store downloads updated lists from the iTunes server.

## Previewing and Buying Music

Figure 7-7 shows the layout when browsing a typical album. You're shown the cover art, the name of the artist and album, and the option to buy the entire album (in this case, for \$9.99). Below the option to buy the entire album, you'll see the average user rating for the album and can read through individual reviews. You can also create your own review. Reviews are tied to your iTunes account, so you have to authenticate to leave a review. Apple does this so a single person can't leave multiple negative (or positive) reviews.



**Figure 7-7.** Previewing and buying music is fun and easy.

Tap the name of any song to listen to a preview. You'll see the track number or album image next to the name flip around to show the playback control, as shown in Figure 7-8.



**Figure 7–8.** Each song listing allows you to play a 30-second preview and lists the purchase price for the track.

Here are a few pointers about previewing music:

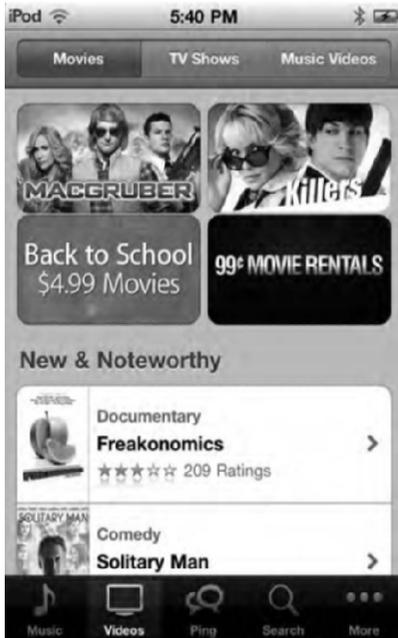
- Previews are 30 seconds long and generally start playback 30 seconds into the song. If a song is shorter than 30 seconds, it plays back for as long as it can. For example, search for Monty Python’s “Spam” song. Select it, and its “preview” plays back the entire track.
- The dark pie wedge shows how much of the preview has played. The wedge grows over time until the preview has finished, and the wedge is a complete dark circle.
- The Stop button in the center of the control allows you to stop playback.
- You cannot pause and resume playback. Playback always starts at the same point.

To purchase music, tap the price to the right of the track name. The button expands, turns green, and changes from the price to BUY NOW. Tap a second time to confirm that you really do want to buy the selection. In a delightful animation, your new song jumps directly into the Downloads icon at the bottom of the screen (or the More button if you don’t have the Downloads shortcut showing at the bottom of the screen), and a red badge with the number of currently downloading items will appear.

If you haven’t recently entered your password, the iTunes Store app prompts you to do so by opening a little dialog box alert. Type in your password, and tap OK. Pay special care while typing, because you will not be able to see the text. It appears as a series of dots instead to protect your security. Once you’ve entered the proper password and tapped OK, your download begins.

## The Video Store

The great thing about the iTunes Store application is that all sections look and behave in the same manner. As you can see in Figure 7–9, the Video store has the same layout as the music store. The difference between the Music and Video stores are that in addition to purchasing content, in the Video store you can also rent movies and TV shows.



**Figure 7–9.** *The Video store has a similar look and feel as the other iTunes Stores.*

The video store is divided into three categories along the top: Movies, TV Shows, and Music Videos. All three categories allow you to preview and purchase videos in much the same way. Let's look at your typical movie information page.

In Figure 7–10 we've selected the excellent documentary *The Corporation*. From the *The Corporation* page, you can choose to buy or rent the movie by clicking the respective buttons. Some movies you can only buy, not rent. If you do rent a movie, you have 30 days to begin watching it, but once you begin watching it, you must complete it within 24 hours. After the 30-day and 24-hour time limits are reached, the movie is automatically deleted.



**Figure 7–10.** *The movie information page*

**NOTE:** Your iPod is nice enough to remind you about the rental state. You'll be notified when the period is about to expire and when the periods have expired. Let's see Blockbuster do that!

You can view the movie's theatrical trailer by tapping the preview button. The movie preview will play full-screen and will automatically return you to the movie's information page when it is done playing. On the information page you can read user reviews or Rotten Tomatoes critic reviews. Finally, the summery of the movie and a list of major cast and crew are presented.

While the previews for movies are usually the full theatrical trailer, previews for television episodes and music videos run 30 seconds only.

Once you have found a video you want to purchase, simply tap the Buy button. The button expands, turns green, and changes from the price to BUY NOW. Tap a second time to confirm that you really do want to buy the selection. Your new video jumps directly into the Downloads icon at the bottom of the screen (or the More button if you don't have the Downloads shortcut showing at the bottom of the screen), and a red badge with the number of currently downloading items will appear.

**TIP:** Download times can be enormous, especially when you're on the road. Factor slow hotel Wi-Fi into your rental and purchase choices. Want to catch a nice movie on Saturday night? Your download might not finish until Sunday afternoon.

## The Podcasts, Audiobooks, and iTunes U Stores

If you understand how to navigate the music and video stores, the remaining Podcast, Audiobooks, and iTunes U stores will be a breeze. They are virtually arranged in the same way. One cool difference, however, is that when you preview a podcast or iTunes U lesson, you can actually watch or listen to the entire episode just by streaming it. So, if you are low on available space on your iPod, you don't actually need to download the episode to view it. Also note that you use the iTunes Store app to buy audiobooks only, not regular books. To purchase regular books, you use the iBooks app discussed in Chapter 9.

## Searching the iTunes Store

The Search screen, shown in Figure 7-11, allows you to perform a live search with instant feedback. Start typing, and the iTunes Store application shows all the matches to your search string, updating whenever you type a new character.



**Figure 7-11.** The iTunes Store application matches your search string to available tracks as you type (left) and presents your results to you by category (right).

When you locate an item you were searching for, simply tap its search suggestion. The store moves you to the search results page that lists all the results by categories. Tap the item you are looking for to go to its information page.

## Downloads

The Downloads screen (see Figure 7–12) tracks the download progress for your recent purchases. Once you've completely downloaded a track, it disappears from this screen and adds itself to your iPod's library.



**Figure 7–12.** The Downloads screen allows you to track progress as newly purchased tracks arrive on your iPod touch. The red bubble on the More or Downloads button indicates the number of tracks left to download.

You can interact with currently downloading items in three ways:

- *Pause a download:* Press the blue-and-white pause buttons (the two vertical lines) while a download is in progress. This pauses the download while the next item to be download automatically begins downloading.
- *Resume a download:* Press the blue-and-white arrow button to resume a paused download.
- *Delete a download:* Swipe your finger left to right over the download item, and a Delete button will appear. Tap the button to remove the downloading item.

At times, you may be unable to connect properly from your iPod to the iTunes Store to complete a purchase. Then your downloads start to back up a bit. This has happened to us on numerous times. The tracks simply collect in the Downloads screen until you get a better connection or until the store resumes regular download service.

## Redeeming Codes

You can redeem gift certificates and codes on your iPod touch. On the Music screen, scroll all the way to the bottom of the page until you see a blue Redeem button. Tap the Redeem button; enter your iTunes gift card, gift certificate, or other iTunes code into the text box; and tap Redeem. Your iTunes account will update, and you will be able to spend those funds directly in the iPod touch iTunes Store.

## Transferring Purchased Items to Your Computer

Imagine this: you purchased a song (or video) on your iPod while you were out and want to listen to or view it on your computer at home now. Then you realize your significant other is on a jog with your iPod. But you figure you've already bought it, so you'll just go to the iTunes Store on your computer and redownload the song or video again, right?

*Wrong!* Whenever you download a song or video on your iPod touch, you need to transfer it back to your computer if you want to watch it there. Unlike with apps (as we'll discuss in the next chapter), you can't just redownload a song or video you've bought without being charged again.

So, how do you transfer something you've purchased on your iPod touch back to your computer? It's as simple as connecting your iPod via the USB cable to your computer. All music, videos, and podcasts bought on your iPod touch transfer back to your computer when you next sync. The tracks appear in a special playlist, which appears in the Store section of your iTunes source list. The playlist is called "Purchased on *your iPod touch name*"—in my case, purchased on fooley (the name of the iPod touch used), as shown in Figure 7–13.



**Figure 7–13.** All iPod touch purchases transfer to your computer on your next sync. You'll find all your new songs in the "Purchased on" playlist, which is automatically created during synchronization. Fooley is my iPod touch. Bologna is my iPhone.

**NOTE:** The iTunes Store application is smart enough to know about the Complete My Album feature. If you've already purchased tracks on a given album, you'll be given the option to purchase individual tracks. Bonus content, such as liner notes, will be available to you when you return to your home computer, but they will not download to your iPod.

## Getting Free Music and Videos

The official iTunes Store for many countries (including the United States, Australia, New Zealand, Canada, France, Japan, the Netherlands, and the United Kingdom) offers a free single of the week each Tuesday. You can download these tracks onto your iPod touch using the iTunes Store application, but you cannot find them easily. They aren't listed separately, and the application does not offer a freebies search.

Likewise with videos, there are many free video clips available on the iTunes Store; it's just rather hard finding them on your iPod touch sometimes. Free videos usually are no longer than a few minutes and are really just commercials for an upcoming TV series or movie. Have a look around, but don't expect to find any truly free full-length movies or TV shows. A caveat to this are free Podcast or iTunes U videos.

## Getting Social with Ping

You've probably noticed the chat bubble icon labeled *Ping* in many of the images in this chapter. We've saved Ping to talk about until now because, frankly, it's not that cool. Ping is Apple's attempt at social media. Think of it as Facebook for iTunes account holders, except you can't share videos or photos or do most of the other things you can with Facebook.

What Ping allows you to do is follow your favorite artists to see what they're up to: concerts, new albums, and so on. You can also follow your friends to see what kind of music they are liking at the moment. To use Ping, you first have to sign into it using iTunes on your computer. To do this, open up iTunes 10.0 or newer on your computer, and select Ping from the source bar under the Store heading.

You'll be asked to turn Ping on (see Figure 7-14) and then be asked for your iTunes password. You'll then be taken to your Ping profile home page (Figure 7-15) where you can upload a profile picture, search for friends on Ping, and follow artists.



Figure 7-14. Ping in iTunes 10



Figure 7-15. Ping. Meh.

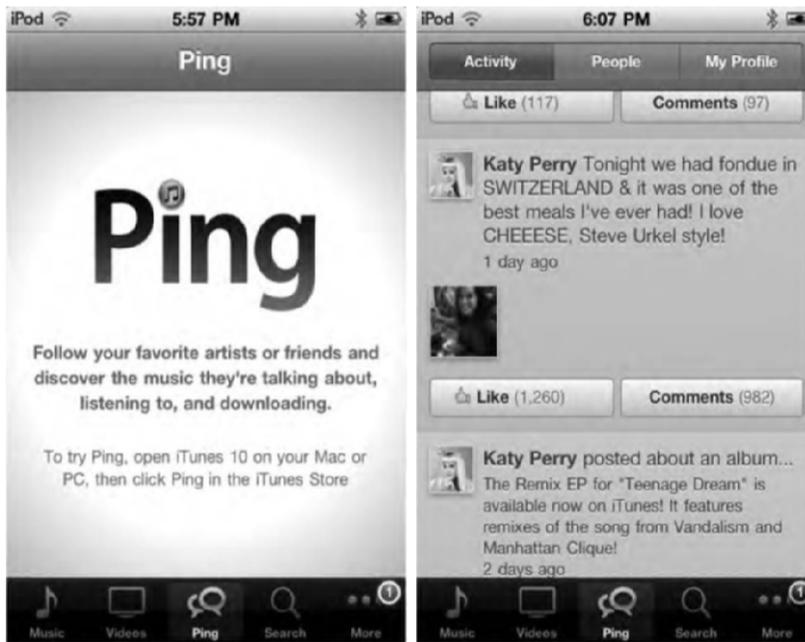
Once you've set up Ping on iTunes on your computer, you can then go back to the iTunes Store app on your iPod touch (Figure 7-16) and access Ping by tapping the Ping button in the bottom toolbar. From there you can browse through Ping using the three tabs at the top:

*Activity:* Shows you the latest status updates of the artists you are following.

*People:* Shows you a list of everyone you follow or who follows you. It also notifies you of any “follow” requests—in other words, people who have friended you.

*My Profile:* Shows you your Ping profile. It's kinda lame that you can't edit your profile from the app, but again, Ping is kinda lame.

Chances are, unless you are a huge music fan, Ping will not appeal to you. It's a social network for music fans; the rest of us can stick with Facebook.



**Figure 7-16.** Ping in the iTunes Store app. Still meh, unless it's important to you to know a mega-rich rock star had fondue in Switzerland.

## Summary

Not only does the iPod's iTunes Store application allow you to buy music, videos, podcasts, and audiobooks from iTunes right now, it also shows a great deal of promise as the forerunner of a generation of future mobile points of sale. This chapter has shown you how to use this application to search, select, preview, and purchase music. Here are a few points to take away from this chapter:

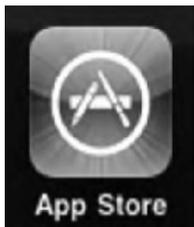
- Don't confuse the iTunes Store application with the Music application. The iTunes Store app is for downloading music and videos, and the Music app is for playing your music.
- If you know how to browse through one section of the iTunes Store, you know how to browse through all the sections. Apple has done a good job at making the iTunes Store app easy to navigate.
- Any item purchased on the iTunes Store app will automatically sync back to your iTunes library on your computer. This includes movie rentals! If you started watching a rented movie on your iPod touch and want to finish it on your laptop, simply sync the iPod to your computer. You can then finish watching the rental on your computer. Just be sure to finish the movie in the 24-hour time window! After that, it is automatically deleted from all your devices.
- Make sure to transfer purchases back to your computer. If you don't and you try to redownload the song or video from the iTunes store on your computer, you will be charged again!
- Play around with Ping, but don't expect to be blown away unless you are a music freak.

## Shopping at the App Store

Perhaps the coolest thing about the iPod is the multitude of apps available for it. As of this writing, more than 200,000 apps are available for the iPod touch. These apps range from games to medical programs to reference utilities and more. If there's something you're interested in, there's most likely an app for it. The best news of all is that many apps are totally free, while most others are priced between 99 cents to \$2 (though there are some apps that do cost hundreds of dollars). Even long after you've bought it, apps keep your iPod touch fresh and new, and with the App Store on your iPod touch, you can shop for app wherever you have a Wi-Fi connection.

### Connecting to the App Store

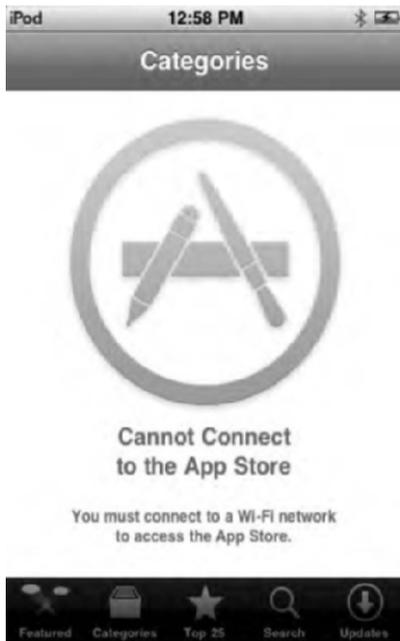
The App Store icon on the button bar at the bottom of your iPod's home screen launches the App Store application. It is colored blue and shows a white A made up of a ruler, a pencil, and a brush with a circle around it (see Figure 8-1).



**Figure 8-1.** *The App Store icon*

When you tap the App Store icon, the application attempts to connect to Apple's storefront web server. Because of this, you must be located near a Wi-Fi hotspot and be connected to the Internet to use this application.

When your connection is not active or not strong enough to carry a signal, the App Store application displays the error message shown in Figure 8–2. To resolve this problem, return to your home screen, and tap Settings ► Wi-Fi. Make sure your iPod is connected to a wireless network and that the signal registers at the top left of your screen with at least one arc (and preferably three arcs). See Chapter 4 for details on checking your Wi-Fi connection. When your signal is weak, try moving physically closer to the wireless router serving your network.



**Figure 8–2.** The App Store requires a Wi-Fi network connection. You won't be able to access the store without one.

## Signing in to Your App Store Account

Before you can purchase anything from the App Store, you need to sign in to it. To sign in, scroll to the bottom of any App Store page in the app until you see the Sign In button. Tap it, and you'll be presented with two options, as shown in Figure 8–3: Use Existing Account or Create New Account.

If you are signing in using an existing account, all you have to do is enter your account name (usually your e-mail address) and password. You'll then be logged in and able to purchase apps. If you are creating a new account, the process is quick and easy. Choose what country you are in, agree to the license agreement, and create your user name and password.



**Figure 8-3.** *The App Store sign-in screen*

## Browsing Through the App Store

Figure 8-4 shows the App Store. Because it is dealing only with one thing—apps—and not a multitude of music, videos, podcasts, and audiobooks, and so on, the App Store has a simpler layout than the iTunes Store. At the bottom of the screen, you'll see shortcut buttons to different sections of the store. These buttons are Featured, Categories, Top 25, Search, and Updates. Let's explore the different sections of the App Store and how to navigate them.

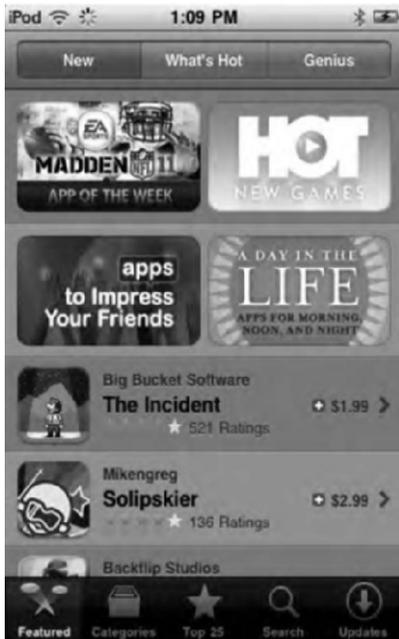


Figure 8–4. The App Store storefront

## Featured

The Featured section of the App Store is the first one you'll see (see Figure 8–4). This section is broken down into three categories: New, What's Hot, and Genius. You'll also see banner ads for specific apps and collections of apps. For individual apps, tap any listing, and you'll be taken to its information page (discussed later) where you can read more about the app and download it.

Tap any of the tabs at the top of your screen to access the following sections:

*New:* The New section includes a list of the most recent apps that are available on the App Store.

*What's Hot:* This section features the most popular free and paid-for apps.

*Genius:* Genius is a feature Apple originally introduced in iTunes to recommend music you may like based on the music in your existing iTunes library. Apple has extended this Genius capability to its App Store. Tap the Genius tab, and you'll be presented with a list of free and paid apps that Apple thinks you'll like based on your previous app downloads.

In our experience, the Genius recommendations are spotty at best, but give it a try for yourself and see whether the feature works for you. You'll first need to turn on the Genius recommendations feature and agree to send information about the apps you've

downloaded to Apple. This is kind of redundant since Apple already knows all the apps you've downloaded. Once you click Turn On Genius (Figure 8–5), you'll see a list of recommendations. You'll see the name of an app you've downloaded above the name of the recommended apps in which the Genius recommendation was based on. If you found an app you are interested in, tap its listing to go to its Info page.



**Figure 8–5.** Turning on the Genius feature and the subsequent Genius list of apps

Not interested in one of the recommendations and never will be? Swipe the app from left to right to reveal a red Remove button. Tap the button to remove the app from the Genius list.

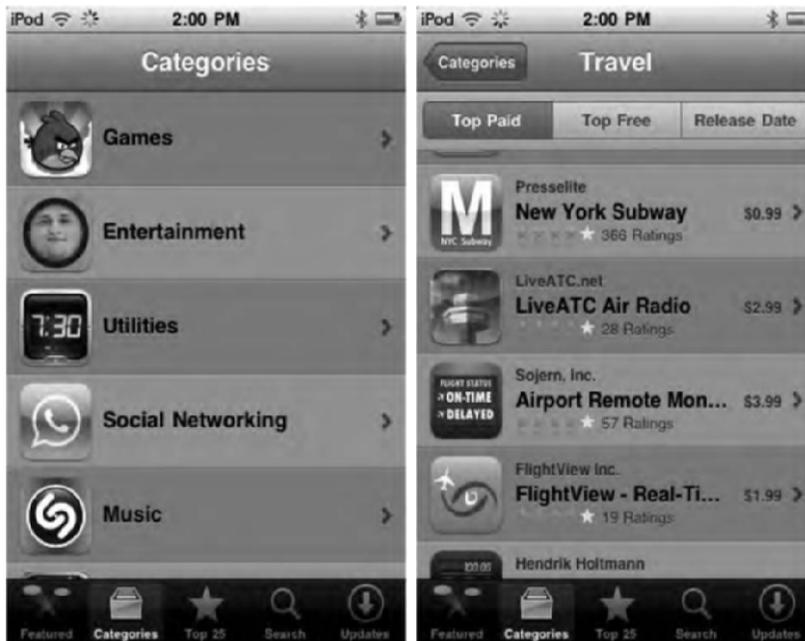
## Categories

The second button on the shortcuts bar at the bottom of the screen is the Categories button. This divides the Apps Store into 20 categories (see Figure 8–6). Categories is a great feature when you know you want a certain type of app but are not sure exactly what app that is. Tap any category to be taken to that category screen. On the individual category screens, you'll see three tabs labeled Top Paid, Top Free, and Release Date. The tabs are just different ways of sorting the apps in the category, with the goal of making apps easier for you to find.

*Top Paid:* Lists the top paid apps people have purchased in that category

*Top Free:* Lists the top free apps people have downloaded in that category

*Release Date:* Lists the most recently released apps in that category



**Figure 8-6.** The categories screen (left) and a subsequent category view showing lists of Top Paid, Top Free apps, and apps by Release Date

As you might imagine, the Top Paid, Top Free, and Release Date lists change quite frequently. By default, 25 apps are shown on each tab. At the bottom of the 25th app, you can tap Twenty Five More to add another 25 apps to the list.

**NOTE:** The Games category has its own category sublist ranging from Action and Arcade games to Trivia and Word games.

## Top 25

The third button at the bottom of the App Store is the Top 25 button. Tap this to be taken to a list of the top 25 downloaded apps in the App Store (see Figure 8-7). The Top 25 list takes into account apps from all categories and, as you can imagine, will change frequently. The Top 25 categories are important because they are probably the single best way to figure out what's worth buying. It's the wisdom of the masses. If an app isn't really good, it probably won't show up in the Top 25 lists.



**Figure 8-7.** The Top 25 screen in the App Store

At the top of the Top 25 screen, you'll see three tabs labeled Top Paid, Top Free, and Top Grossing.

*Top Paid:* Lists the top paid apps people have purchased in the App Store.

*Top Free:* Lists the top free apps people have downloaded in the App Store.

*Top Grossing:* Lists the biggest moneymakers in the App Store. This is a category Apple added in order to help big app developers, such as major game developers, who wanted to port their popular games to the iPhone and iPod touch. Porting major titles to the iPod costs a lot of money, so the developers have to charge more for the games. Top Grossing ensures that costlier apps get eye time with customers and aren't pushed out of the way by all the 99-cent games.

At the bottom of the Top 25 screens, you can tap Show Top 50 to add the next 25 apps to the list.

## Exploring an App's Information Page

After browsing the App Store, you're sure to come across an app you're interested in. Simply tap the app's listing on any App Store screen to be taken to its information page (see Figure 8-8). You'll only see parts of the Info page at a time since you have to scroll

through it, but in the figure, we show you what the entire Info page for an app looks like for clarity's sake.



Figure 8–8. The Info page

The page is basically divided into three parts: the top, the preview images, and the bottom. At the top of the page you'll find the app icon and name, as well as its user ratings. You'll find a blue button either with FREE or with the price of the app in it. Tap the blue button to download the app (we'll talk more about that in a moment). The remainder of the top of the screen is dedicated to a short text description of what the app does.

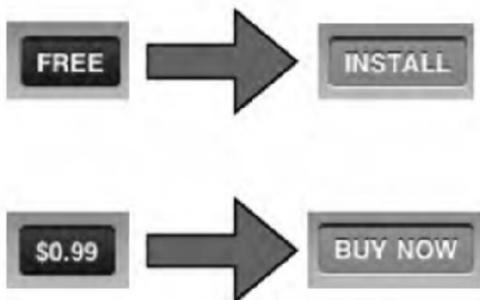
In the center of the Info screen you'll see a series of pictures. These pictures are screenshots of the app; they show you what the app looks like. Below the screenshots you'll see a series of white dots. Each dot represents a picture. Swipe to the left or right to move through the pictures.

The bottom of the screen is where you'll find a link to user reviews of the app, a Tell a Friend button that allows you to send an e-mail with a link to the app in it, and a Report a Problem button that allows you to send a note to Apple if you find a problem with the app. The remainder of the screen shows general information about the app: who made it, its size, its age rating, its posting date, and its version number.

Keep in mind ratings aren't always reliable. A developer can easily have a bunch of his friends rate his app five stars. It doesn't happen all the time, but it does happen. As we mentioned earlier, the best way to tell whether an app is really good is if it appears in a Top 25 category.

## Buying and Downloading Apps

There are two kinds of apps in the App Store: paid and free. Depending on which the app is, you'll either see a blue FREE button or see a blue button with a price in it at the top of an app's Info page. To download the app, tap the blue button. It will turn into a green INSTALL button for free apps or a BUY NOW button for paid apps (see Figure 8–9).



**Figure 8–9.** *FREE becomes INSTALL; \$0.99 becomes BUY NOW.*

Tap the green button, and a confirmation window will pop up asking you to enter your iTunes account password. Enter it, and tap OK; you will then be taken to your iPod's

home screen. On that screen you will see a dimmed icon of the app you just purchased with a blue progress bar signifying the download (see Figure 8–10). Once the bar fills, your app download is complete! Tap the app's icon, and enjoy!



**Figure 8–10.** After you buy an app, you are returned to your home screen where the app proceeds to download. The download is signified by the progress bar.

## Searching the App Store

Sometimes you may not want to browse the App Store. You may be on a mission to find a specific app or apps related to specific things. That's where the search feature comes in. The Search screen, shown in Figure 8–11, allows you to perform a live search with instant feedback. Start typing, and the App Store shows all the matches to your search string, updating whenever you type a new character.

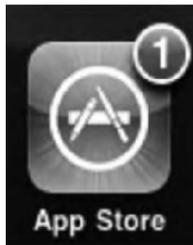


**Figure 8–11.** The App Store search feature matches your search string to available tracks as you type (left) and presents your results to you in a list (right).

Tap the search button on the keyboard to search for your term, or tap any of the search suggestions that appear above the keyboard. You'll be taken to the search results page that lists all the results that match your query. Tap the item you are looking for to go to its information page.

## Updates

Developers are always updating their apps. Updates can include major new features or just subtle performance tweaks. How do you know when there's an update to one of the apps you've downloaded? A red badge with a number will appear in the corner of the App Store icon on the iPod home screen (Figure 8–12). The number in the red button tells you how many of your apps have available updates.



**Figure 8–12.** The red dot tells you how many apps have an update available. In this case, one app has an update available.

To download the updated app, tap the App Store icon, and then tap the Updates button at the bottom of the App Store (see Figure 8–13). You'll be presented with a list of all the apps on your iPod touch that need updating. Tap Update All to automatically download all the app updates. To download just one of many app updates, select the app from the Update list, and tap the blue FREE button that appears on the app's Info page.



**Figure 8–13.** The App store's Updates page shows you available updates for apps on your iPod touch.

**NOTE:** At this time, if an app shows up in the Updates page, the update will be free. You will never be charged again for any apps that appear on the Updates page. This of course can change in the future.

## Redeeming Gift Certificates and Codes

You can redeem gift certificates and codes on your iPod touch. On the Featured screen, scroll all the way to the bottom of the page until you see a blue Redeem button. Tap the Redeem button; enter your App Store gift card, gift certificate, or other App Store code into the text box; and tap Redeem. Your App Store account will update, and you will be able to spend those funds directly in the App Store. Remember to type carefully, or else you might get a “code not valid” error. If you see an error, go back and carefully type in the code again.

## Transferring Purchased Items to Your Computer

All apps bought on your iPod touch transfers back to your computer when you sync the next time. Just plug in your iPod and wait for the sync to complete. Any newly downloaded or update apps will be automatically transferred to iTunes.

## Buying Apps Through iTunes on Your PC

It's important not to forget that you aren't limited to buying apps for your iPod touch on your iPod touch. You can also use the iTunes Store on your computer to browse for and purchase apps. We tend to browse for apps through iTunes more than the App Store app on our iPod because our large computer screens. As you can see in Figure 8–14, the iTunes Store has a nice wide-screen layout that lets you easily navigate through all the app offerings.

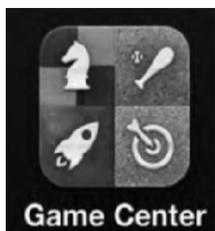


**Figure 8–14.** The desktop version of the App Store in iTunes

Any apps bought in the App Store in iTunes will automatically transfer to your iPod touch on the next sync. See Chapter 2 for more details.

## Getting Your Game on in Game Center

Not content at stopping with Ping (see the previous chapter), with iOS 4.1 Apple introduced Game Center, which is a gaming social media application (Figure 8–15). With Game Center, you can play certain games you've downloaded from the App Store against your friends or even complete strangers from around the world. If you are a big iPod touch gamer, then Game Center will appeal to you.



**Figure 8–15.** *The Game Center icon*

To use Game Center, you'll first need to log in (Figure 8–16). You can do so using your existing Apple ID, or you can create a new ID right inside Game Center. Once logged in, you'll be able to set your online status, see which of your friends are online or invite new friends, view all the Game Center-compatible games you have on your iPod touch, view the leaderboards for those games, and view any pending friend requests.



**Figure 8–16.** *Log into Game Center (left) to be presented with your personal gaming stats.*

Right now, Game Center is new, and there are few games that take advantage of Apple's new foray into social gaming. Only time will tell whether it will take off, but one thing for sure is that it's better than Ping.

## Summary

The App Store is one of the coolest things about the iPod touch. It's your gateway to hundreds or thousands of apps that constantly turn your device into an amazing new machine. Here are some tips to take away with you:

- You can download apps through the App Store on the iPod touch as well as through the iTunes Store on your desktop or laptop.
- Most apps on the App Store are free or very cheap.
- Use the App Store to check for updates to your apps. All updates will always be free.
- Any item purchased on the App Store app will automatically sync back to your iTunes app library on your computer.
- App Store categories like Top 25 frequently change. Check back often for new apps!
- Use the Genius feature to find new apps you might like based on your current app downloads.
- Game Center brings social media to gaming. If you're a big gamer, it's worth a try. If you're the kind of person who just likes to play Tetris while waiting for the train to work, Game Center is a pass.

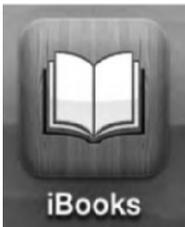
# Reading and Buying Books with iBooks

Not only is your iPod touch a wonderful device for playing games, surfing the Web, and listening to music, but with the introduction of the iBooks app, it's also a powerful e-book reader with a library of more than 30,000 free books at your fingertips as well as thousands more paid books, including many *New York Times* best sellers. But iBooks doesn't stop there! You can add your PDFs to iBooks so you can carry them with you on the iPod touch. This allows you to access all your PDFs from the same library as your books—a great feature for those of you who regularly work with or receive PDF files.

In this chapter, you'll discover how to navigate your iBooks bookshelf and the books themselves. You'll also learn about bookmarking favorite passages from books, creating notes, and even having a book read to you. Finally, we'll take you through all the PDF features of iBooks. Let's get started.

## iBooks App

The iBooks application does not ship on the iPod touch. To use it, you must download it first for free from the iTunes Store. Once you have done this, the iBooks icon will appear on your iPod touch's home screen (see Figure 9–1).



**Figure 9–1.** *iBooks icon*

Tap the icon to launch the iBooks app. When you do, you'll be presented with your iBooks bookshelf (see Figure 9-2). The bookshelf will be populated with any e-books you have added to your books library in iTunes (more on that in a moment).



**Figure 9-2.** *The iBooks bookshelf*

## Syncing Books

Before you can sync books, you need to first get some to sync. We talked about syncing books to your iTunes library in Chapter 2, but we'll touch on it again here. There are a few ways for you to obtain books to sync to your iPod touch.

## iBookstore

In the previous chapters, you learned how to buy music, videos, and apps using the separate applications to buy them (such as iTunes for music and movies and the App Store for apps). With iBooks, Apple has combined both the store and the reader into one app. In the upper-right corner of your bookshelf, you'll see a Store button (see Figure 9-2). Tap this button, and your bookshelf will flip around like it's a secret passageway. On the backside of the bookshelf, you'll be presented with the iBookstore. Here you can buy books, download samples, and navigate best-seller lists. Let's look at the iBookstore more closely now.



**Figure 9-3.** The iBooks bookshelf. The *Featured* page is the first page you'll see.

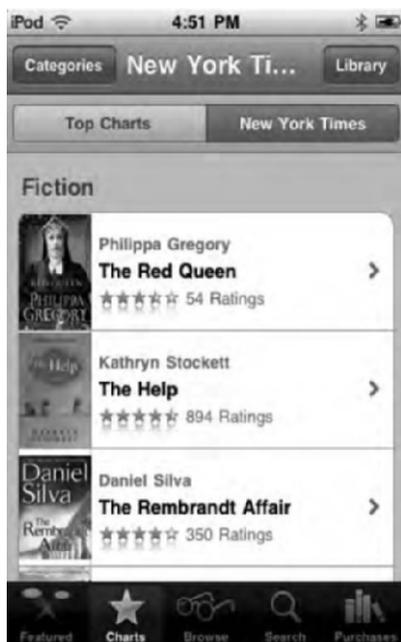
As you can see in Figure 9-3, the iBookstore is laid out similarly to the iTunes and App stores. At the top of the store you'll see a *Categories* button that allows you to select specific sections of the iBookstore like *Mystery* or *Non-Fiction*. The *Library* button on the right will flip the store around and bring you back to your iBooks bookshelf. The bottom of the screen is populated with five shortcut buttons that allow you to browse the bookstore in different ways.

**Featured:** This is the home page of the iBookstore. On it you'll see banner ads for specific books or collections of books. Below the banner ads you'll see individual listing of select books. Tap any listing to be taken to the book's information page. We'll talk more about a book's individual information page a little later.

**Charts:** This button displays two tabs at the top of the screen: *Top Charts* and *New York Times*.

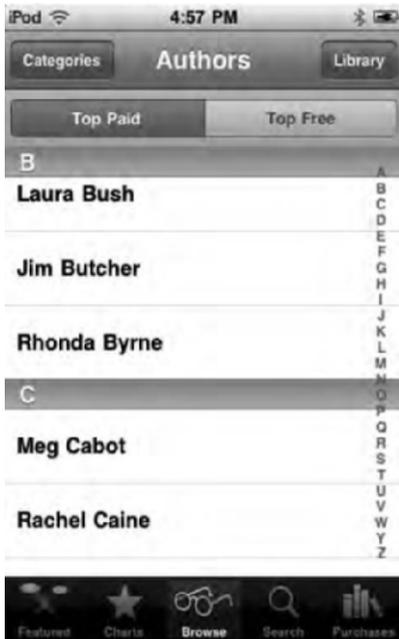
*Top Charts* shows you the top downloaded paid and free books on the iBookstore in groups of ten. You can tap *Ten More Books* at the bottom of the listings to show an additional ten books.

The *New York Times* gives you a listing of its fiction and nonfiction best sellers that are available on the iBookstore. Note that only *New York Times* books that are available on the iBookstore will show in the charts. If the iBookstore doesn't sell a particular book that is on the *New York Times* list, it will not show on the screen.



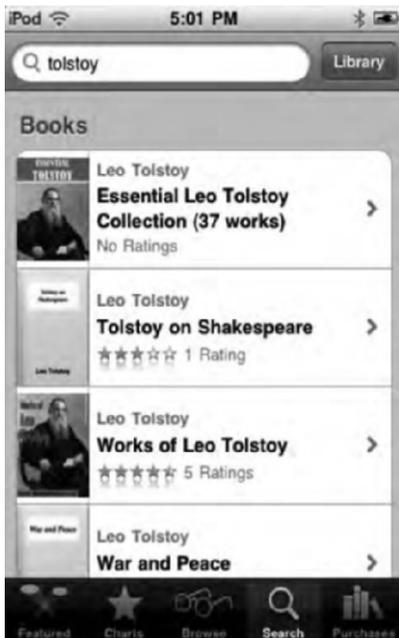
**Figure 9-4.** *Charts shows you the top iBookstore downloads as well as the New York Times best sellers.*

**Browse:** This allows you to search through the iBookstore by author (Figure 9-5). Scroll through the list with your finger, or drag your finger along the alphabet on the side to jump to a specific letter. Authors are in alphabetical order by their last names. You can choose to browse by authors of paid or free books by selecting the Top Paid or Top Free tab at the top of the screen. You can further whittle down your authors list by choosing a specific category from the categories button. For example, selecting Romance will show only romance authors.



**Figure 9–5.** *The Browse function lets you search through the iBookstore by author.*

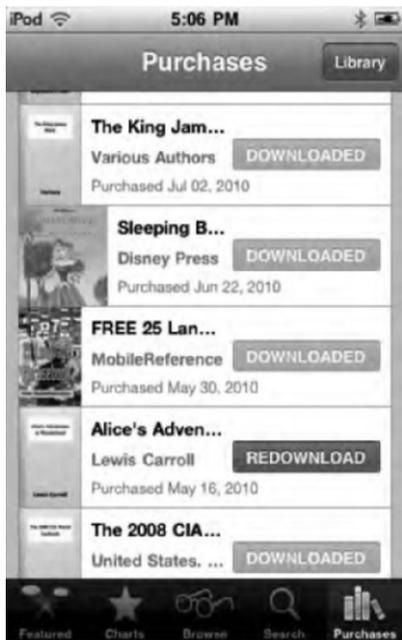
**Search:** The search function allows you to search for a book by typing in the name of the author or title.



**Figure 9–6.** *Search for books by author or title.*

After you've entered your query, tap the search button in the keyboard, and you'll be presented with a list of results. Tap any item in the list to be taken to the book's information page.

*Purchases:* This page allows you to see all the purchases you have made in the iBookstore. Not only can you see all your purchases, but you can redownload them if you've deleted them from your device. Simply click the Redownload button to download the book again. Don't worry—you won't be charged again for it!



**Figure 9–7.** *The Purchases screen lets you view and redownload all your iBooks.*

**NOTE:** You don't need to spend money to enjoy reading books on your iPod touch. The iBookstore offers more than 30,000 free books from the Project Gutenberg book library. Project Gutenberg is a digital collection of books that are in the public domain. The only lame thing about Project Gutenberg titles is that they're given the plain-looking brown covers you see in some of the figures. Though Gutenberg does redeem itself by making plenty of ePub books available with illustrations, there's no need to rely solely on PDFs if you want illustrations in your book.

## View a Book's Info Page

Once you have found a book you're interested in, tap it to be taken to its information page. As you can see in Figure 9–8, a book's information page allows you to read a summary of the book (this is equivalent to reading what's on the book of the book in a real bookstore). It also has a link to the author's page where you can read more about the author and their other works. You can also view user ratings for the book.



**Figure 9–8.** An individual book's information page

As you can tell, the information page has a ton of information about the book, but the main features are the two buttons at the top. The first button in Figure 9–8 reads \$12.99. This is the price button. If you want to buy the book, tap the price, and it turns into a green Buy Book button. Tap it again to purchase and download the book. You may be asked to enter your iTunes password if you haven't entered it in a while, and then the iBookstore will flip around, and the book will appear on your bookshelf with a blue progress bar (see Figure 9–9). Once the progress bar is complete, it will disappear, and you can begin reading your new book! Note that with free books, the price button will read Free. When you tap it, the button changes to Get Book. Tap it again to download the free book.

The Get Sample button shows on every book listing. It allows you to download a sample of any book on the iBookstore. Simply tap the Get Sample button; the iBookstore will flip around, and the book will appear on your bookshelf with a blue progress bar. Once the progress bar is complete, it will disappear, and you can begin reading the sample of

the book. Samples always start on the first page and usually include the first chapter (or first several chapters if the book has smaller chapters).



**Figure 9-9.** Downloading an iBook. Note the blue progress bar on the upper-left book. This means you are downloading the book.

**NOTE:** As with the iTunes Store and the App Store, you need to sign into your iTunes account before you can buy or download any book. To sign in, simply scroll to the bottom of the iBookstore home page, and tap the Sign In button. Enter your iTunes user name and password, and you're good to go!

## ePub Books

Besides using the iBookstore to read books in the iBooks app, there is a second way to get books on your bookshelf. You can download ePub-formatted books from other web sites and then drag them into your book library in your iTunes source list on your computer. Any ePub books you've added to your iTunes library will be automatically synced the next time you connect your iPod touch to your computer.

## What Is ePub?

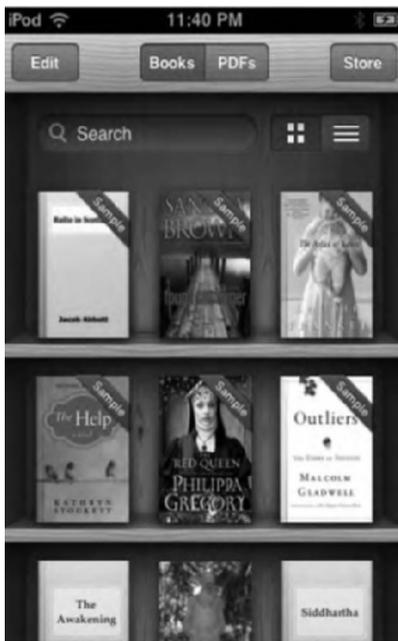
ePub is a universal e-book file format. Any device capable of opening and displaying ePub files can display the book no matter where you bought the e-book. In other words,

you don't need to buy your books from the iBookstore only. Several sites sell e-books in the ePub format that are compatible with the iPod touch. ePubbooks ([www.epubbooks.com/buy-epub-books](http://www.epubbooks.com/buy-epub-books)) has an excellent list of sites that offer ePub books for sale and for free download. Once you've downloaded an ePub book, simply drag it to your iTunes library, and the book will sync to your iPod touch on the next connection.

**NOTE:** Amazon's Kindle bookstore is another popular place to buy e-books. However, Kindle books don't use the ePub format. If you buy an e-book from the Kindle store, you'll need to download Amazon's free Kindle book reader app for the iPod touch to read those books. You will not be able to read a Kindle book in the iBooks app. Barnes & Noble's BN eReader for iPod touch is another way to buy e-books on the iPod touch, but the BN eReader app supports the standard ePub format so you can move books back and forth between various ePub readers.

## Navigating Your Bookshelf

OK, you have a bunch of books downloaded and synced. Before you start reading them, let's get a little better acquainted with navigating all your books on your bookshelf. By default, your iBooks bookshelf will look like it does in Figure 9-2. If you swipe your finger down, you'll be presented with a few more options, as shown in Figure 9-10.



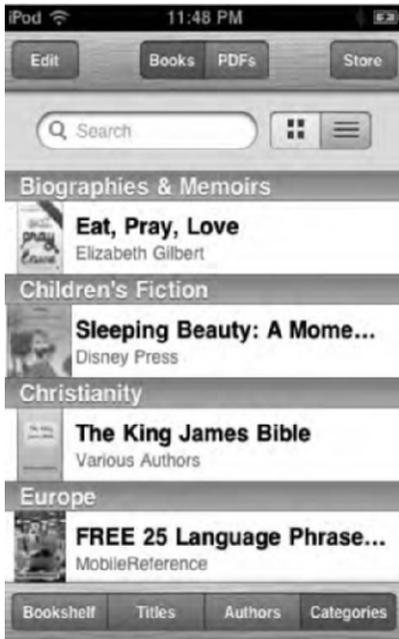
**Figure 9-10.** From the title bar of the iBooks bookshelf, you can access the iBookstore, navigate between your bookshelf and PDFs, and access view and edit modes.

The title bar in the iBooks bookshelf features four buttons with an additional search field and view buttons below it:

- *Edit*: Allows you to rearrange or delete books on your bookshelf.
  - *Rearranging books*: In icon view in edit mode, simply tap and hold a book's cover, and drag it to a new position on your bookshelf. This is no different from the way you arrange apps on your iPod touch's home screen. In list view in edit mode, you can only rearrange books in the bookshelf sorting category. Tap and hold the grip bars on the right of the book's genre, and drag to your preferred position.
  - *Deleting books*: In icon view when you tap edit, you'll see black-and-white Xs appear on the left corner of a book's cover. Tap the X to open a deletion confirmation window. Tap Delete to remove the book from your iPod touch. In list view in edit mode, you can delete books from any of the four sort views. Simply tap the white minus (-) button in the red circle, and then tap the Delete button that appears at the opposite end of the screen to confirm the deletion.

**NOTE:** Deleting a book from the iPod touch will not delete it from your iTunes library on your computer. You will be able to resync the book any time you want. You can also immediately redownload the book under the Purchases shortcut button in the iBookstore.

- *Books*: When you tap Books, you'll be present with your bookshelf. This contains all the e-books you have in the iBooks app.
- *PDFs*: Tapping PDFs will take you to your PDF bookshelf. We'll talk more about the PDF features of iBooks in the second half of this chapter.
- *Store*: As mentioned, tapping this will take you to the iBookstore where you can go shopping to expand your library.
- *Search*: If you have a large collection of books, you can use this search feature to quickly find the book you are looking for. The search feature searches all the titles on your shelf by name or author.
- *Icon View*: This is the default view of your bookshelf. The button with four white squares shows you all your books' covers in large, easy-to-see thumbnails.
- *List View*: This is the button next to the Icon View button. It has three white lines in it. Tap it to display a list view of your iBooks bookshelf (see Figure 9-11).



**Figure 9-11.** List view with sorting options by bookshelf, title, author, and category

When you tap the List View button, you'll notice that at the bottom of the screen you have four ways to sort your lists:

- *Bookshelf*: Displays your books in the order that they appear in icon view.
- *Titles*: Displays your books in alphabetical order by title.
- *Authors*: Displays your books in alphabetical order by name of author.
- *Categories*: Displays your books in genre groups. Books are arranged alphabetically in each grouping.

You may notice that some of your books have a blue or red ribbon in their cover's right corner. The red ribbons say *Sample*, and they signify the book on your bookshelf is a sample you've downloaded from the iBookstore. Samples will stay on your iPod touch until you delete them or buy the full book, but they will not sync back to your iTunes book library.

Blue ribbons say *New*, and they signify that you have not begun reading the book yet. The *New* ribbon will appear until you've turned at least one page inside the book (Figure 9-12).

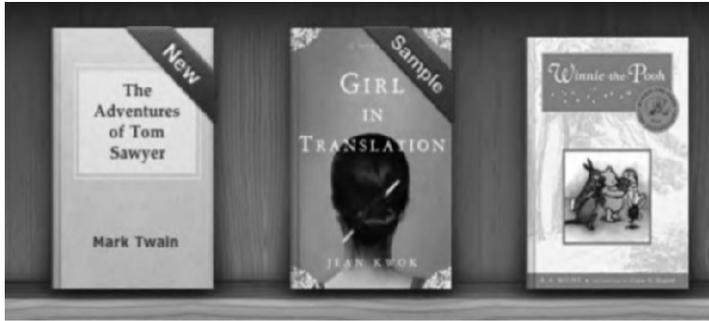


Figure 9-12. Books with the New and Sample ribbons next to a previously read book

## Reading Books

The bookshelf displays your books in a gorgeous and easy-to-find layout, but books are meant to be read, not just ogled at on a shelf. Let's get started!

To read a book, simply tap its cover. The book will fly forward and open. If it's the first time you've opened the book, you'll be on the first page. If you have opened the book before, it will open on the page you left off on.

While reading a book, you can choose between landscape or portrait orientation. As you can see in Figure 9-13, landscape mode shows you about a paragraph of text on average, while portrait mode shows you slightly more text. You can navigate between the two modes by simply rotating your iPod touch.

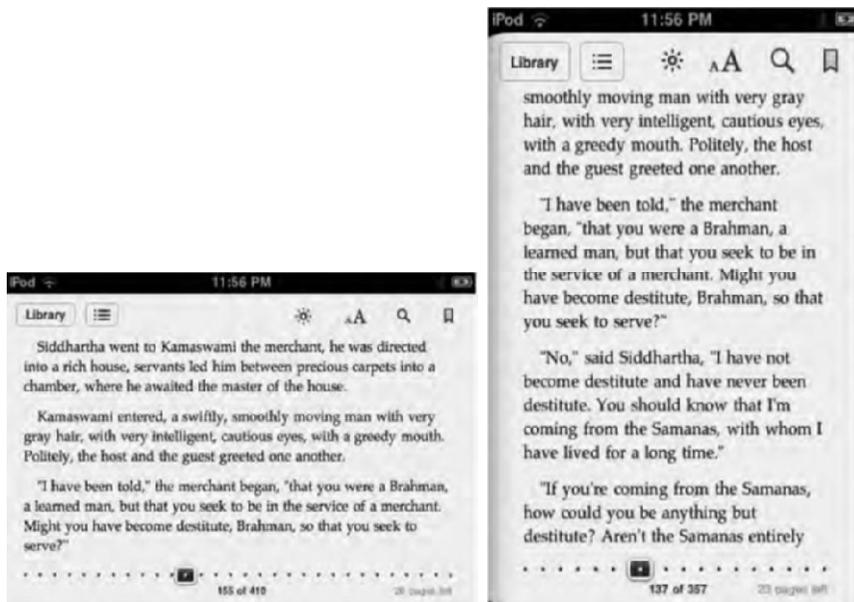


Figure 9-13. Reading a book in landscape and portrait modes

At the top of any book's page, no matter what orientation you are in, you'll notice a menu that contains a series of buttons (see Figure 9–14). We will get to using all these features momentarily, but we'll familiarize you with the menu first.



**Figure 9–14.** A book's menu buttons

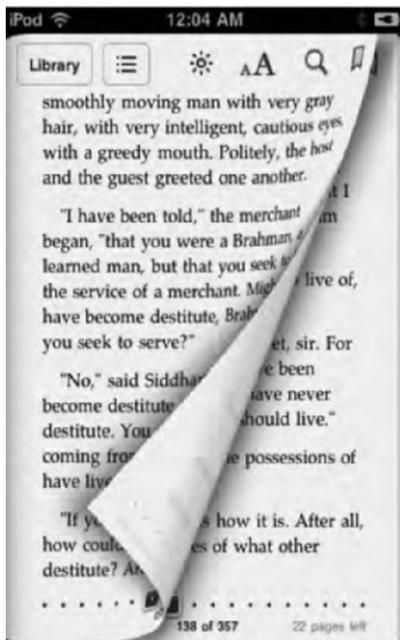
- *Library*: Tapping this effectively closes the book and takes you back to your bookshelf. The next time you open this book, you'll be taken to the page you were on when you left it.
- *Table of Contents/Bookmarks*: This button is signified by three dots, each with a line after them. Tap this button to be taken to the book's Table of Contents/Bookmarks page.
- *Brightness*: This is the button that looks like the sun and changes the screen brightness while inside the iBooks app only.
- *Font*: This button, symbolized by a small and big A, allows you to change the font of the book's text as well as the font size. This is helpful for those people who need larger text while reading, such as older people or anyone with sight difficulties. You can also change the background of the book's page to a sepia tone.
- *Search*: The magnifying glass button allows you to search through a book's text.
- *Bookmark*: Tap the bookmark ribbon to lay down a red bookmark in the upper-right corner.
- *Page scrubber*: This is the series of dots that run along the bottom of a book's page (see Figure 9–16). Tap and hold the square button that sits on the dots; then drag it left or right to quickly navigate through the book's pages.
- *BUY*: A Buy button appears when you are reading a sample book. Tap the Buy button to purchase the book. Your sample copy will be replaced with the full copy.

While reading, you can tap the center of a book's page to show/hide the menu bar and page scrubber. You'll be left with only the title of the book and name of the author (in landscape view) at the top of the page and the page number at the bottom.

## Turning Pages

You have three ways to move through a book's pages:

- Tap and hold the side of a page; then drag your finger across, and the page will curl on the screen (see Figure 9–15). When you lift your finger, the page turn will be complete.



**Figure 9–15.** You get cool eye candy when turning a page.

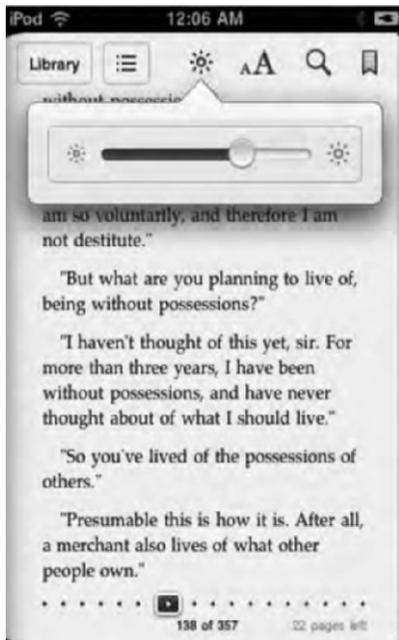
- Tap the right or left side of the screen to move forward or backward. This accomplishes the same function as the previous one, but with less interactive eye candy.
- Tap and hold the scrubber bar at the bottom of a page (see Figure 9–16); then slide your finger in either direction. The name of the chapter and the page number will appear above the scrubber as you slide. When you've found the right page, remove your finger from the scrubber, and the page will flip, taking you to the page you've selected. The scrubber lets you go to a specific page number quickly without having to flip through all the pages of the book.



**Figure 9-16.** The page scrubber shows the page number and chapter title.

## Adjusting Brightness

Depending on your eyes, you may find it easier to read text with a brighter or darker screen. To adjust the iPod touch's screen brightness while reading a book, tap the Brightness button (the one that looks like a sun) in the menu bar. A drop-down menu will appear with a slider in it (see Figure 9-17).



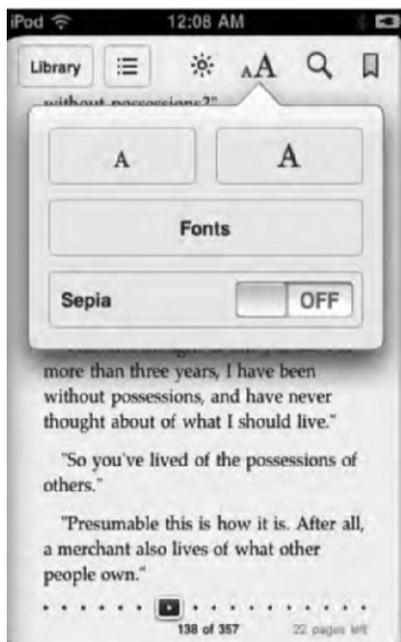
**Figure 9-17.** The brightness slider

Slide to the left to reduce brightness and to the right to increase it. When adjusting the brightness in the iBooks app, the entire screen will brighten or dim according to your slider settings, but once you leave the iBooks app, the screen brightness will return to the settings you have specified in the iPod touch's Settings application. This is a great feature because you can instantly switch between brightness levels when you enter or exit the iBooks app without having to reconfigure them each time.

To change your iPod touch's overall brightness levels, go into Settings on the iPod touch's home screen, and choose Brightness. Adjust the slider there to set your preferred brightness.

## Adjusting Font, Font Size, and Page Color

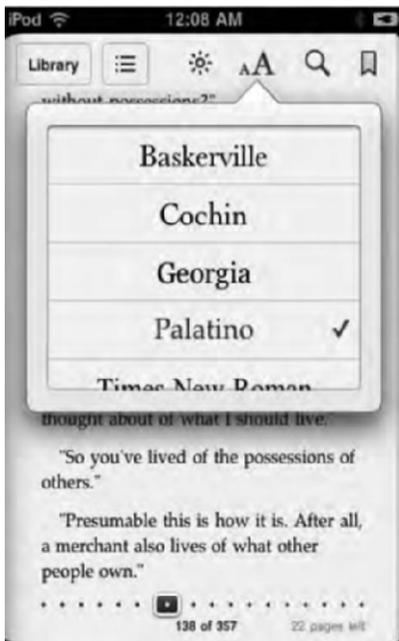
Depending on your eyesight, you may want to adjust the font size of the text. Tap the double-A font button to be presented with the font menu (see Figure 9-18). Tap the small A to decrease the font size and the large A to increase it. Increasing or decreasing the font size will result with fewer or more words on a page, respectively.



**Figure 9-18.** *The font panel*

Below the font size controls, you'll see a Fonts button. Tap this to select from six font types (see Figure 9-19). Different font types can affect the number of words you see on the screen slightly. Why change the font? Some people have an easier time reading different fonts, especially serif or sans serif fonts. A sans-serif font is like the font of the text of this book; there are no little lines hanging off the letters. A serif font is one like Times New Roman.

Below Fonts, you'll see the Sepia button. Tap to toggle on or off. When set to ON, the entire book will take on a yellow-brown tone, similar to how pages in an old paper book start to turn color after a while. Some people find reading from a sepia screen easier on the eyes since you aren't staring at a bright white background.



**Figure 9-19.** *The fonts you can choose from*

## Searching Text

You can search for any word or text in the book you are reading by simply tapping the magnifying glass icon. A search field will pop up along with the keyboard. Type any search term you want, and you'll be presented with a list of results, displayed by order of page number (see Figure 9-20). Tap any result to be taken instantly to that page. On the page, your search term will have a brownish yellow bubble over it.

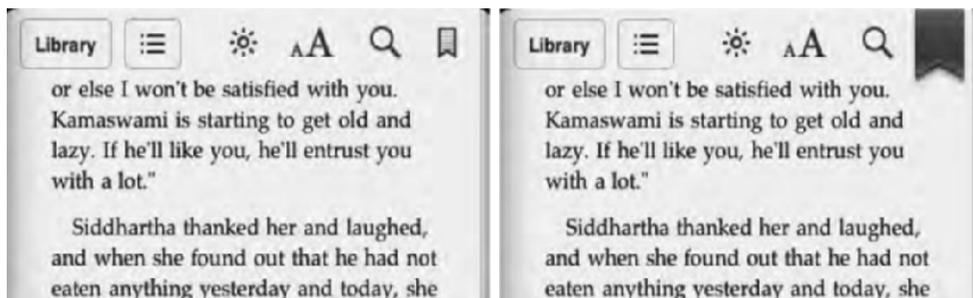
You can also perform a Google or Wikipedia search for your word or phrase. Below the search results, you'll see a Search Google button and a Search Wikipedia button. Tap either to leave the iBooks app. You'll be taking to Safari where the Google search results or Wikipedia entry page will be presented.



**Figure 9–20.** The search panel lets you perform in-text searches as well as quickly link to Google and Wikipedia searches on the Web.

## Bookmarking a Page

Tapping the bookmark icon will cause a red bookmark to be laid down at the top of the page (see Figure 9–21). Laying down a bookmark adds a shortcut of the page to the Table of Contents/Bookmarks page so you can quickly access the bookmarked page later. Bookmarking in iBooks isn't really like using a bookmark in a physical book. In the iBooks app, the bookmarking feature is more akin to dog-earing a page on a real book, since you aren't limited to one bookmark. You can bookmark as many pages as you want. To unbookmark a page, tap the red bookmark ribbon.



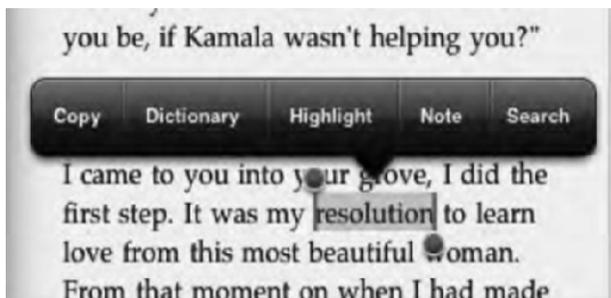
**Figure 9–21.** Tap the bookmark button (left) to lay down a bookmark (right).

## Interacting with Text

Your interaction with the book's text isn't limited to search. What we'll show you next is one of the reasons why e-books are superior to traditional paper books. However, paper books still have a leg up on e-books in many ways. See the article about the two formats here: [www.tuaw.com/2010/05/08/a-tale-of-two-mediums-despite-the-iPod-touch-traditional-books-aren/](http://www.tuaw.com/2010/05/08/a-tale-of-two-mediums-despite-the-iPod-touch-traditional-books-aren/). Paper books have the advantage over e-books that they are relatively cheap (especially if you buy them used), and you don't need to be afraid to take them to a park or a beach. Sand or dirt isn't going to affect the usability of a paperback like it will an electronic device like the iPod touch. Also, while reading in public, paper books are a much lower theft target than Apple's latest gadget wonder.

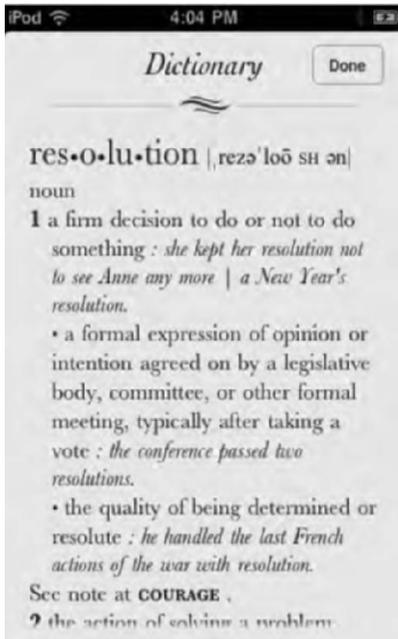
While on any page, press and hold your finger to the screen, and a spyglass will pop up on the page. To move it around, simply drag your finger. Below the spyglass, a single word will be highlighted in blue. When you've found the word you want, remove your finger from the screen. The spyglass will disappear, and the word will be highlighted with grab bars on either side. Drag the grab bars to select more than one word, such as a sentence or entire paragraph.

With your selection confirmed, you'll be presented with five text-selection tools from the black pop-up menu that appears (see Figure 9-22).



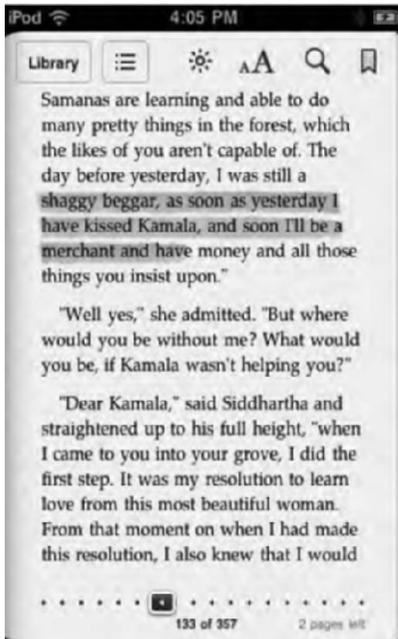
**Figure 9-22.** *The text selection tools*

- **Copy:** Select to copy the text so you can paste it into another application or the search field.
- **Dictionary:** This is our favorite feature of the iBooks app because it shows you one of the primary advantages—and ease-of-use features—that e-books have over traditional paper books. When reading a paperback book, if you don't know a word, you need to put the book down and grab a dictionary. On the iPod touch, if you don't know a word in a book, you can simply select it and tap the Dictionary button. The first time you tap the dictionary command you'll get a notice that iBooks need to download a dictionary. Tap the download button to download the dictionary. This needs to be done only once. After that, a page will appear with the definition of the word (see Figure 9-23). You can then tap Done on the page to close the dictionary window and get back to reading the book. Simple.



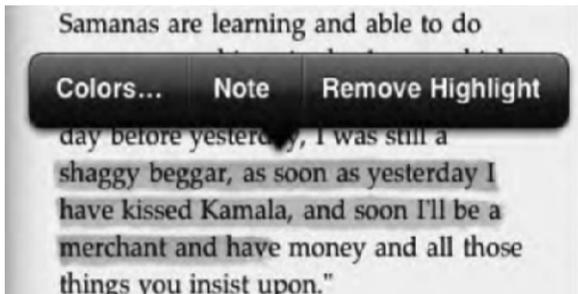
**Figure 9-23.** The dictionary panel

- *Highlight:* Tapping highlight will mark the text as if it's been highlighted by a highlighter (see Figure 9-24). Apple has outdone itself here, because the highlighting actually looks the same as it does on physical paper.



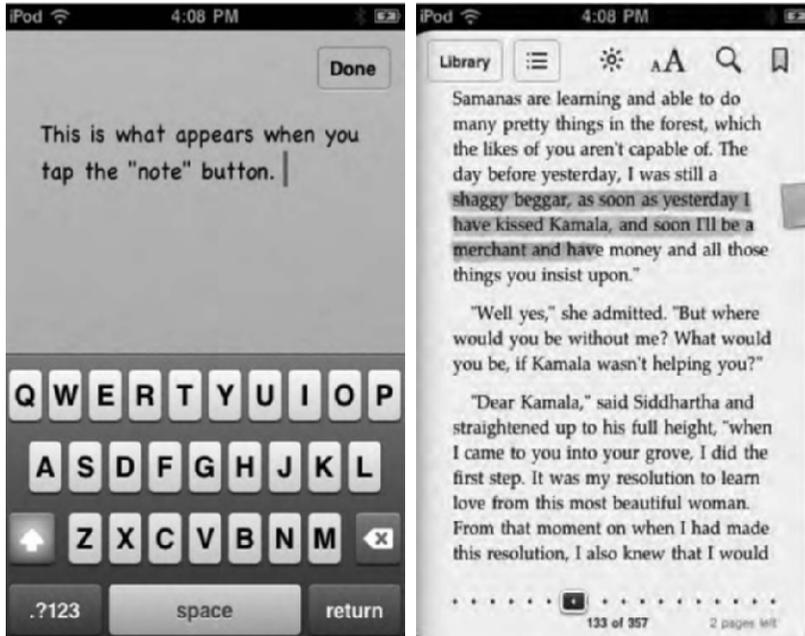
**Figure 9-24.** *Highlighted text. When you highlight text, it automatically gets added to the bookmarks page.*

If you tap the colored highlight, another pop-up menu appears that allows you to change the color of the highlight, create a note to go along with the highlighted text, or remove the highlight (see Figure 9-25). Color selections are yellow, green, blue, pink, and purple. Any newly selected text you choose to highlight will be highlighted the color of your last choosing. Any text you highlight will show up in a list on the bookmarks page (which we'll get to in a moment).



**Figure 9-25.** *Options for highlighted text*

**NOTE:** Tapping Note will automatically highlight the selected text and then cause a Post-it note to fly forward on the screen and the on-screen keyboard to appear (see Figure 9–26). You can type as much as you want in the note and scroll up and down using your finger. The color of the note will be based on the color you chose for your highlight. Tap anywhere on the screen to close the note. You'll see a small note icon appear on the side of the page (see Figure 9–26). Tap the note's icon to edit the note. Tap the text's highlight, and select Remove Note to delete the note.



**Figure 9–26.** Creating a note and the note icon in the margin of the page after creation. The note is tied to the highlighted text.

- **Search:** Tapping Search will open the magnifying glass search window in the upper-right corner of the page. The text you selected will be automatically filled in as the search query.

## Accessing the Table of Contents, Bookmarks, and Notes

Tap the Table of Contents/Bookmarks button (the button that has three dots followed by three lines; see Figure 9–14) at the top of your page to be instantly taken to the Table of Contents/Bookmarks page (see Figure 9–27).

The Table of Contents/Bookmarks page is, unsurprisingly, divided into Table of Contents and Bookmarks sections; each has their own tab.



**Figure 9-27.** The Table of Contents/Bookmarks page. Switch between the two by tapping the appropriate tab. Return to your last position in the book by tapping the Resume button.

The Table of Contents tab displays the book's table of contents as a scrollable list. Tap any item in the table of contents to be instantly taken to it.

The Bookmarks tab displays all your bookmarks, highlights, and notes. They are divided into two sections: Bookmarks and Highlights & Notes. Under the Bookmarks heading, you'll see a list of chapter names or numbers that hold the bookmark, as well as the page number of the bookmark and the date you bookmarked the page. A red ribbon representing the bookmark lies next to the bookmark's page number. Tap any bookmark to jump to the bookmarked page.

Under the Highlights & Notes heading, you'll see a list of all the highlights and notes you've created. For each highlight and note, you'll see the beginning of the first sentence that the highlight or note appears in, as well as the chapter name or number and also the page number and the date you marked the page. The date is highlighted in the color that you choose to highlight the text in. This is a nice feature if you use different colors for different bookmark classifications, such as quotes from the antagonist in blue and from the protagonist in pink.

Remember that whenever you create a note, a highlight is automatically created. You can distinguish between a highlight and a note easily. Any note has a tiny sticky note icon in the right margin. To be instantly taken to any highlight or note, tap it in the list. To read a note you created without leaving the Table of Contents page, tap the note icon in the margin. The note will spring forward on the screen. You can then tap the note to bring up the on-screen keyboard to edit it. Tap the area outside of the note to close the note.

To exit the Table of Contents/Bookmarks page, tap the Library button to return to your bookshelf, or tap the Resume button to return to your last position in the book.

## Having a Book Read to You

Not only can you read books on the iPod touch, but also you can have the iPod touch read books to you. Using iPod touch's VoiceOver screen reader technology, you can make the iPod touch read any text to you, including the text of an entire novel. We'll talk about VoiceOver in detail in the final chapter of this book, but for now we'll touch on how to activate it for iBook reading.

1. Turn VoiceOver on. Go your iPod touch's home screen, and tap Settings; then choose General ► Accessibility ► VoiceOver. Tap the ON button.
2. Return to your book in iBooks. To have everything on the page read to you, use two fingers held together and flick up. Everything from the top of the screen down will be read. When VoiceOver reaches the bottom of the page, it will automatically turn it for you and continue reading.
3. To stop VoiceOver reading, tap anywhere on the screen with one finger. It would also be a good idea to return to Settings and turn VoiceOver off, unless you want to continue using VoiceOver gestures.

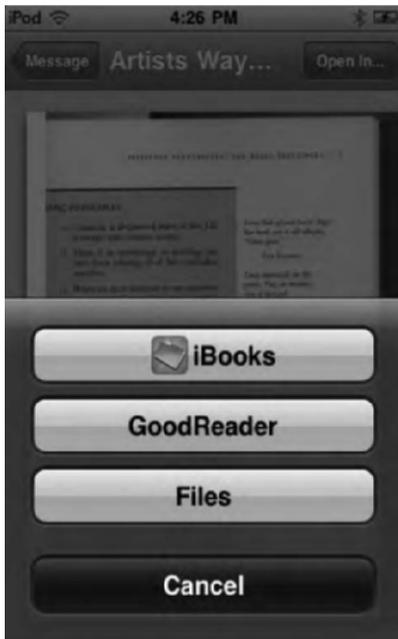
Now, you might be wondering why you would have VoiceOver's mechanical voice read you a book when you can just buy an audiobook and sync it to the iPod touch. The simple answer is because not all books are in audiobook format. It should also be noted that the iBooks VoiceOver ability isn't a feature intended to appeal to a large number of readers but an accessibility option to help those who are hard of sight read their favorite books.

## Syncing PDFs

PDF support was a big feature request when people started playing around with iBooks. Apple listened to those people and added it with the introduction of iBooks 1.1. Don't worry about whether you have the latest iBooks app. If you've updated or downloaded the app recently, you have the latest version, which supports PDF viewing. If you aren't sure, open the App Store application on the iPod touch to check whether any updates are available for your apps.

You have two ways of syncing PDFs to iBooks on your iPod touch: using iTunes or using the iPod touch's Mail app. To sync PDFs via iTunes, simply drag any PDFs you want to sync into your iTunes library. They will automatically be added to the Books section of your iTunes library. The next time you sync your iPod touch to iTunes, your PDFs will sync as well.

You can also add PDFs to iBooks through the iPod touch's Mail app. To do this, open Mail, and select an e-mail that has a PDF attachment. Tap the attachment in the body of the e-mail to see it previewed full-screen. While previewing it full-screen, you'll see an Open In button in the upper-right corner. Tap this button, and select iBooks from the drop-down list (see Figure 9–28). Mail will close, and the PDF will automatically open in iBooks and be added to your PDF bookshelf. When you sync your iPod touch with iTunes, any PDFs you have added to iBooks in this manner will be added to your iTunes books library.



**Figure 9–28.** *Opening a PDF in iBooks using Mail*

## Navigating the PDF Bookshelf

To see all your PDFs that iBooks contains, open iBooks, and tap the PDF button in the iBooks menu bar (see Figure 9–10). Doing so will take you to your PDF bookshelf. As you can see from Figure 9–29, the PDF bookshelf is similar to the regular bookshelf. The PDF bookshelf will be populated with any PDFs you have added to iBooks.



**Figure 9–29.** The PDF bookshelf is identical to the regular bookshelf. If you know how to navigate one, you know how to navigate the other.

Just like with the regular bookshelf, you can choose to view your PDFs as icons or in a list. In list view you will find you can sort your PDFs by titles, authors, categories, or bookshelf (the way they are arranged in icon view). List view also presents you with a search field so you can search your PDFs by name or author. The PDF bookshelf works just like the regular bookshelf in editing and deleting items as well. Simply tap the Edit button to rearrange or delete PDFs.

## Navigating and Reading PDFs

To read a PDF, simply tap its cover. The PDF will fly forward and open. If it's the first time you've opened the PDF, you'll be on the first page. If you have opened the PDF before, it will open on the page you left off on.

You can view PDFs in portrait or landscape mode (see Figure 9–30).



**Figure 9–30.** Viewing PDFs in iBooks

At the top of any PDFs page, no matter what orientation you are in, you'll notice a menu that contains a series of buttons with the name of the PDF document in the center.

These buttons will already be familiar to you because they are similar to the ones you see while reading an e-book.

- **Library:** Tapping this closes the PDF and takes you back to your PDF bookshelf. The next time you open the PDF, you'll be taken to the page you were on when you left it.
- **Contact Sheet:** This button is signified by three dots, each with a line after them. Tap this button to be presented with a contact sheet—a series of thumbnails of all the pages in a PDF.
- **Brightness:** This is the button that looks like the sun and changes the screen brightness while inside the iBooks app only.

- *Search*: The magnifying glass button allows you to search through a PDF's text. It also has quick links to search Google and Wikipedia for your selected search term.
- *Bookmark*: Tap the bookmark ribbon to bookmark the current page you are on. Remember that iBooks uses bookmarks differently than traditional bookmarks are used in a paper book. Bookmarking a page in iBooks means you have effectively “dog-eared” the page. You can have multiple bookmarks in the same document. To remove a bookmark, tap the bookmark icon again.
- *Page scrubber*: This is the series of page icons that run along the bottom of a PDF's page. Drag your finger across the thumbnails to quickly navigate through the PDF's pages. You'll see the page number of the page currently selected float overhead. You can also just tap any thumbnail to jump right to that page.

While reading, you can tap the center of a book's page to show/hide the menu bar and page scrubber. While on a page, you can double-tap it to zoom in or, for more control, you can use a pinch gesture to zoom in or out. To navigate the pages of a PDF, simply swipe your finger to the left or right to move forward or backward one page. You can also tap the margins of a page to move forward or backward, or you can use the page scrubber at the bottom of the page. Alternately, you can scroll through large thumbnails representing all the pages in the PDF document by using the contact sheet.

## Using the Contact Sheet

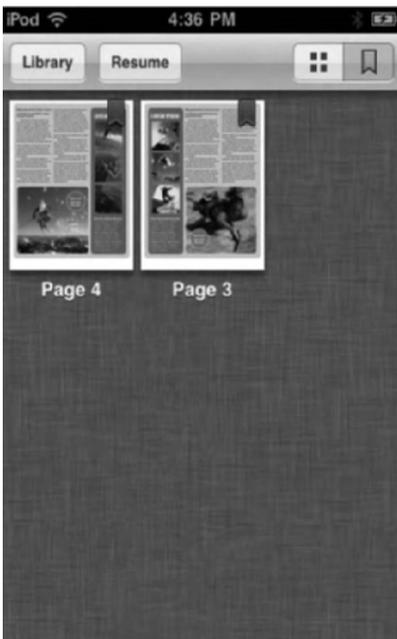
As you can now see, you already know how to use the PDF menu bar because it is so similar to an e-book's menu bar. The only feature that is slightly different is the Table of Contents button, which has been replaced with a contact sheet button (though both icons are identical—three dots, each followed by a line).

Tap the contact sheet button, and you'll see all the pages in the PDF document presented to you in large thumbnails that you can then scroll through with the swipe of your finger. This is useful when you are dealing with a very large document with lots of diagrams or images. It allows you to quickly search the PDF by eye. When you find the desired page, tap it, and you'll be instantly taken to that page in the document.

You'll also notice that some contact sheets might have a little red bookmark in their upper-right corner. This means you've bookmarked that page by tapping the bookmark button in the PDF menu bar (see Figure 9–30). To see only your bookmarked pages, tap the bookmark button in the upper-right corner of the contact sheet menu (see Figure 9–32). Any page without a bookmark will be hidden from view.



**Figure 9-31.** The contact sheet lets you see all the PDF's pages as large thumbnails.



**Figure 9-32.** The contact sheet bookmarked pages view

To leave the contact sheet, you can tap the Library button to return to your PDF bookshelf, you can tap the Resume button to return to the page you were on when you navigated to the contact sheet, or you can tap any page to be taken to that page.

**TIP:** Want to create a PDF on your computer? On a Mac, if you can print it, you can PDF it. Simply choose what you want to turn into a PDF, and then from the File menu of the application you are in (Word or Firefox, and so on) choose Print. You'll see a PDF button in the lower-left corner of the Print dialog box. Click it, and select Save as PDF from the drop-down menu. Name the PDF, click Save, and then drag it to your iTunes library. On your next sync, your new PDF will appear in iBooks. If you own a Windows computer, there are several options to turning documents into PDFs. You can find one such solution at [www.primopdf.com](http://www.primopdf.com). Google "print to PDF" to find the right solution for you.

## Settings

There are a few external settings for the iBooks app. Navigate to Settings from the iPod touch's home screen, and select iBooks from the Apps header on the left side. You'll see three settings (see Figure 9-33):

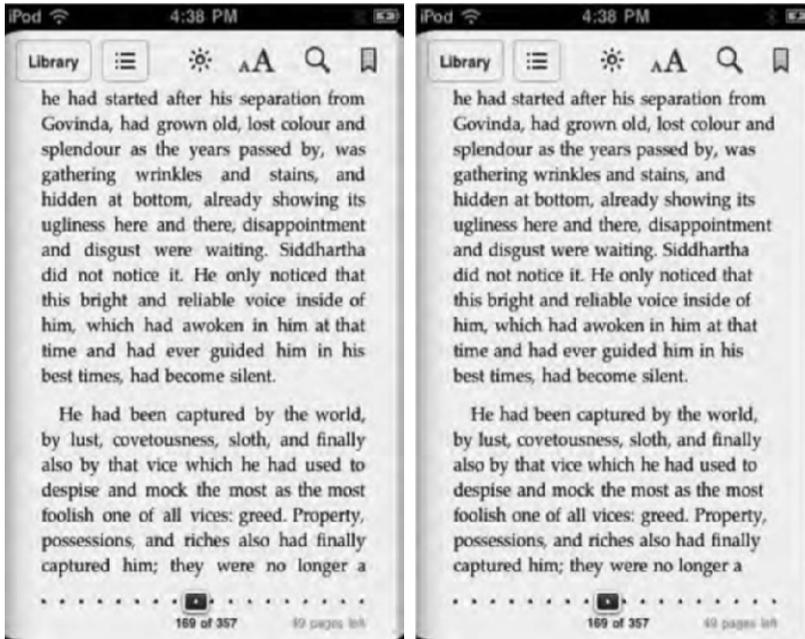


**Figure 9-33.** The iBooks app settings

**Tap Left Margin:** You can set this to Previous Page or Next Page. If you set it to Next Page, tapping the left margin of a book will advance you to the next page in a book

instead of taking you back one page. This setting might be nice while reading a book on the iPod touch at odd angles, like in bed. With Next Page selected, the only way to go back one page in your book is by using the page scrubber bar at the bottom of the page.

*Full Justification:* When this set to ON, the text on a book's page will fill the width of the page evenly. When full justification is set to OFF, the text on the right side of the page will be ragged (see Figure 9–34).



**Figure 9–34.** The same page with full justification on (left) and full justification off (right)

*Sync Bookmarks:* When set to ON, this will sync a book's bookmarks, highlights, and notes between devices. This is nice if you are using iBooks on an iPod touch and iPad. When you create a note or bookmark in the book on one device, it will appear on the other.

## Summary

In addition to doing so many other things, the iPod touch is also a breakthrough e-book and PDF reader. iBooks, the all-in-one application that lets you buy books and read, search, and mark them up, is an elegant yet powerful tool for discovering new titles and taking your entire book library with you. Here are a few key tips for you to carry away with you:

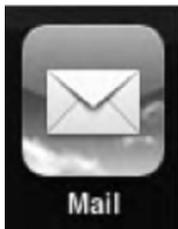
- You aren't limited to buying books from the iBookstore. Many web sites sell books in the ePub format that you can download and sync to the iPod touch. A great place to start is [www.gutenberg.org](http://www.gutenberg.org). Also, Googling *free e-books* will return a host of results of sites that let you download e-books for free.
- iBooks has a powerful dictionary-lookup feature that gives you the definition of a word right on the screen.
- iBooks bookshelf has many views and a search function to help you navigate your books library.
- No audiobook? No problem. You can use the iPod touch's built-in VoiceOver technology to read any book out loud to you.
- Choose different colors for your notes and highlighting. Maybe use blue for passages you like and green for something you want to reference later. See all your bookmarks, notes, and highlights in one easy place (the Bookmarks page, of course!), and tap any one to instantly jump to it in the book.
- iBooks isn't limited to reading e-books. It's also a PDF reader. Now you can organize, view, and easily navigate all your PDFs—even while on the go!

# Setting Up and Using Mail

Unlike many other MP3 players, your iPod touch can send, receive, and browse e-mail without getting weighed down with compromise. The iPod doesn't settle for cramped, odd presentations the way you have to deal with on some lesser "smartphones." Your e-mail looks the way it should—the way it would if you were reading it on your home computer. That's because the iPod provides an HTML-compatible rich-text client. Mail looks better because the client is better. It's made to work right.

## Getting Started with iPod Mail

As you can see in Figure 10–1, the Mail icon looks like a white envelope floating in a cloudy blue sky. The iPod's Mail app is surprisingly compatible. It works with most major e-mail providers, including Yahoo!, Gmail, AOL, EarthLink, and Comcast. This high level of provider support is because of the iPod's protocol support. The iPod understands the most popular e-mail standards: POP, IMAP, SMTP, and even Microsoft Exchange. If you're not already familiar with these types of e-mail, you can read a brief overview of them in the "Kinds of E-mail" section later in this chapter.



**Figure 10–1.** *The Mail icon*

## Adding Your Mail Accounts to Your iPod Touch

You can add accounts to your iPod in two ways. First, you can synchronize with iTunes. The first time you connect your iPod to your computer and sync, iTunes searches your computer for mail accounts and adds them to your unit. Second, you can add accounts

directly on your iPod using Mail settings. It takes a few more steps than using iTunes, but it's not at all complicated. Let's look at both ways to add accounts.

## Adding Accounts with iTunes

iTunes takes most of the work out of setting up your iPod with your existing mail accounts. It looks through your computer at programs like Outlook Express and Apple Mail, finds account information, and offers to synchronize those account settings with your iPod (see Figure 10-2). This makes it really easy to get your iPod up to speed. A single sync puts these account details on your iPod, and you're pretty much ready to get going.



**Figure 10-2.** The iPod Mail Accounts settings appear on the Info tab in iTunes.

To select which accounts to add, launch iTunes and connect your iPod. Select your iPod from the source list (the column at the left of the iTunes window; your iPod appears under the Devices heading). The iTunes window updates and displays a summary of your iPod, including its name, the software version, and so forth. Click the Info tab at the top of this window. Scroll down the Info tab to the Mail Accounts section. Here, you can choose whether to synchronize your mail accounts to your iPod. Check the “Sync selected Mail accounts” check box, and pick the accounts you want to use. In Figure 10-2 you can see we’ve selected to sync two accounts.

Next, scroll down on the Info tab, below the Mail Accounts and Other sections, to the Advanced section (see Figure 10-3). As a rule, your iPod won't add new accounts until you force things. Unlike normal syncs that just update data, when you select to replace your mail accounts on your iPod using the Advanced settings, iTunes updates your iPod with all the accounts you just selected in the Mail Accounts settings.

**Advanced**

**Figure 10-3.** Use Advanced settings to replace mail accounts during the next sync. You can also choose to update your contacts, calendars, and bookmarks from this settings section.

Replacing mail accounts isn't something you do all the time. You'll want to do this account replacement with new iPods that you want to initialize, when you've moved your iPod's home to a new computer, or after you've restored your iPod's firmware to factory settings. If you just want to add a new e-mail account, add it directly on your iPod rather than using iTunes. It's easier.

## Adding a Preferred Provider Account from Your iPod

Adding a new mail account to your iPod is especially easy when you use one of the preferred providers: Microsoft Exchange, MobileMe, Gmail, Yahoo!, or America Online (AOL). Your iPod already knows how to contact the mail servers and which protocols they use. Here are the steps to take to add a preferred provider account:

1. From the home screen, tap Settings, and navigate to Settings ► Mail, Contacts, Calendars.
2. Tap Add Account. The Add Account screen appears, as shown in Figure 10-4.



**Figure 10-4.** When you use a preferred provider, the e-mail setup process is vastly simplified to entering a few items of information. Tap Other to set up e-mail with another provider. You will see this Add Account screen the first time you run the Mail application if you haven't already set up your accounts.

3. Select the kind of account you will use.
4. For Name, enter the name you want to appear in your From line, usually your full personal name.
5. For Address, enter your full e-mail address (such as, *yourname@yahoo.com*).
6. In the Password field, enter your password. Make sure to type carefully and slowly, and look at the key confirmations as you type. You will *not* see the password itself as you type it. Try not to make mistakes.
7. Finish by entering an account description. Your iPod uses the text you type in the Description field as a label in the Accounts list, so enter something meaningful, like “Work Yahoo! Account” or “Home AOL.”
8. Tap Save, and wait as the iPod verifies your account information. You will then return to the Mail settings screen, and you are finished setting up your account.

## Adding an Other Provider Account from Your iPod

Adding accounts from other providers, such as Comcast or EarthLink, requires a few more steps. Here’s how to add such an account:

1. From the home screen, tap Settings, and navigate to Settings ► Mail, Contacts, Calendars.
2. Tap Add Account, and then tap Add Mail Account.
3. On the New Account screen (see Figure 10–4), tap Other. The Other screen appears, as shown in Figure 10–5.

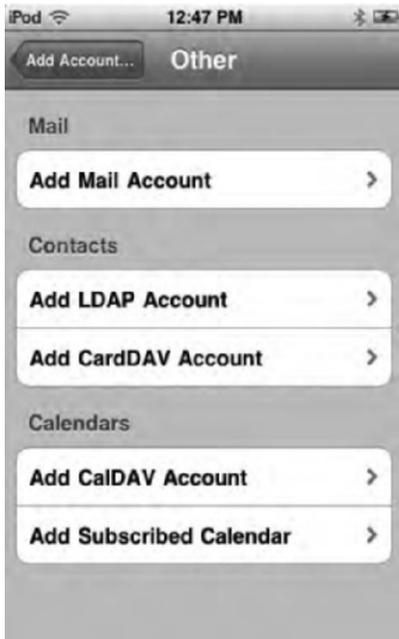


Figure 10-5. The *Other* screen

4. Tap Add Mail Account. The New Account screen appears (see Figure 10-6).



Figure 10-6. The *New Account* screen

5. Enter the name, address, password, and a description, such as “work,” “home,” and so on, of the account. Tap Next.
6. Tap the button that describes the kind of e-mail account you’ll use, either IMAP or POP (Figure 10–7). If you’re unsure which account type to use, contact your Internet service provider (ISP) or your organization’s information technology (IT) support group to get the information you need to work through these steps.



**Figure 10–7.** Choose IMAP or POP.

7. Determine the incoming and outgoing e-mail servers for your provider. You’ll need this information to set up your account. Most providers, including ISPs and IT departments, offer web pages with this information, or you can call their technical support line. For example, my personal EarthLink account uses `pop.mindspring.com` for incoming mail and `smtpauth.earthlink.net:587` for outgoing mail. Notice the colon and the number, which refers to the port used by the mail server. Make sure you get a full host address, which may or may not include a port number.

**NOTE:** If you find that setting up your iPod touch e-mail account with these steps exceeds your tech comfort zone, I strongly encourage you to physically bring the iPod to your in-house IT department. This can save you a lot of grief and headaches.

8. Enter the name you want to appear in your From line, usually your full personal name, in the Name field. This name appears in all your outgoing messages. For Address, enter your full e-mail address (such as *yourname@earthlink.net*). Enter an account description. Your iPod uses the text you type in the Description field as a label in the Accounts list, so enter something meaningful, like “Work EarthLink Account” or “Comcast from Home.”
9. In the Incoming Mail Server section, type the incoming mail server host address in the Host Name field. Enter your account address (such as *yourname@comcast.net*) in the User Name field. Type your password in the Password field. Make sure to type carefully and slowly, and look at the key confirmations as you type. You will *not* see the password as you type it.
10. Repeat the previous step for the Outgoing Mail Server section, entering the outgoing host address in the Host Name field. For outgoing mail, the User Name and Password fields are optional. You’ll need them if your mail server uses authorized SMTP.
11. Tap Save, and wait as the iPod verifies your account information. You will automatically return to the Mail settings screen, and you are finished setting up your account.

**NOTE:** By default, the iPod will attempt to connect to a password-protected account using the Secure Sockets Layer (SSL) protocol. If this fails during the verification process, the iPod prompts you to confirm whether it should try again without SSL. Feel free to agree.

## Removing and Disabling Accounts from the iPod

To remove an account from your iPod, go to Settings ► Mail, Contacts, Calendars, and tap one of the items in your Accounts list. Scroll all the way down to the bottom of the account screen, and tap Delete Account. The iPod prompts you to confirm the account deletion (Figure 10–8). Tap Delete Account one more time to remove the account, or tap Cancel to keep the account.

At times, you may want to disable an account without removing it from your iPod. To do this, go to Settings ► Mail, Contacts, Calendars. Locate and select the account you want to disable, and switch the Mail button to OFF (Figure 10–8). This disables the account. Switch it back to ON to reenable it.



**Figure 10–8.** Deleting or disabling Mail accounts. The Notes button allows you to sync notes with your e-mail account if your e-mail provider has a notes function.

## Choosing E-mail Check Intervals and Other Settings

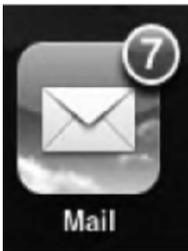
You're ready to start using Mail, but I suggest that you check your application settings before diving in. Navigate to Settings ► Mail, Contacts, Calendars, and scroll down to the Fetch New Data. The Fetch New Data settings (Figure 10–9) allow you to choose between push e-mail and fetch e-mail.

*Push:* When this is turned on, any new e-mails you receive will be automatically sent to your iPod immediately. Push is like someone telling you you have a letter waiting the moment it arrives.

*Fetch:* If your e-mail account doesn't support push (or even if it does, but you don't want to use it), fetch gives you several options as to the intervals that the Mail app will check to see whether you have new messages. You can set Fetch to check for new mail every 15 or 30 minutes, on every hour, or manually. When you set fetch to manually, you'll have to open the Mail app to check to see whether you've gotten any new e-mails. When your Mail is set to Push or Fetch (excluding Manually), you'll see a red badge over the Mail icon (see Figure 10–10) on your iPod home screen that shows the number of new messages you have received.

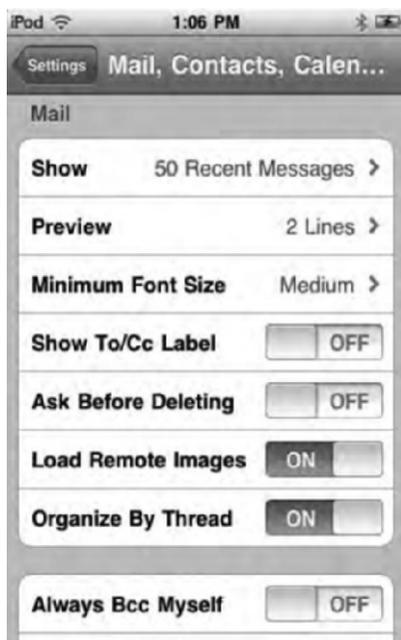


**Figure 10–9.** *The Fetch New Data settings*



**Figure 10–10.** *A red badge with a number in it means that's how many new e-mail messages you have waiting for you.*

Mail has many other options besides Fetch and Push. Navigate to Settings ► Mail, Contacts, Calendars, and scroll down to the Mail section (see Figure 10–11). Here, you'll find preferences that control the way your iPod displays e-mail. You'll find that Mail works far more smoothly and predictably when you customize these settings *before* using your new accounts.



**Figure 10–11.** The Mail settings screen contains many basic settings you’ll want to configure before using your e-mail accounts.

Here is a rundown of the Mail settings you’ll want to look over:

*Show:* How many messages should the iPod download and display at once? Choose from 25, 50, 75, 100, and 200 recent messages.

*Preview:* Your inbox displays information about each message. It shows who sent the message, the time it was sent, the message subject, and, depending on your setting here, a brief preview of the message itself. For the preview, you can choose how many lines to show: None (no message preview), 1, 2, 3, 4, or 5. The example in Figure 10–12 shows two lines per message.



**Figure 10–12.** Each message in the inbox shows the recipient, the subject, the date or time the message was sent, and a message preview. You can control how many lines of text are shown for each message preview in *Settings* > *Mail, Contacts, Calendars* > *Messages* > *Preview*. Blue dots indicate unread mail on this screen.

*Minimum Font Size:* My eyes are pretty bad. Fortunately, the iPod has a choice for minimum font size, so I can make sure that the text displays in a size that I can read. Choose from Small, Medium, Large, Extra Large, and Giant. I use Large.

*Show To/Cc Label:* By default, your iPod does not show the To or Cc lines from e-mail. The iPod normally hides them to save screen space. If you want to override this behavior for your mail, switch this option from OFF to ON.

**TIP:** You can view the To and Cc lines even if you haven't enabled the option to show them on the Mail settings screen. From the e-mail message screen, tap Details to reveal the lines. Tap Hide to hide them again.

*Ask Before Deleting:* You might think that asking for confirmation before allowing the iPod to delete a message is a great idea. When working your way through 100 messages in your inbox, this idea quickly becomes less attractive. The iPod allows you to delete e-mail without confirmation by default. If you want to add an extra layer of protection, switch this option to ON.

*Load Remote Images:* Sometimes e-mails will have HTML images embedded in them. If load remote images is set to OFF, those images will not display when viewing your e-mail.

*Organize By Thread:* When this is set to ON, related messages will appear in their own threads. Related messages are e-mails in which the subject is the same. So if you've been having a back-and-forth e-mail conversation about your birthday, all the e-mails related to that thread will be grouped together. A small, gray, boxed number next to the e-mail message denotes threads. The number signifies how many e-mails are in that thread.

*Always Bcc Myself:* Some mail services, such as Gmail and Yahoo!, always create copies of sent mail. Others do not. Enable this option to send a blind carbon copy (Bcc) to yourself when writing letters. The "blind" part of carbon copy means that you won't be visibly added to the recipient list. When correspondents "reply to all," you won't (necessarily) receive multiple copies of those e-mail messages.

*Signature:* By default, the iPod adds "Sent from my iPod" to all outgoing e-mail. To remove this tag, erase the text in the Signature line here. You can also customize this message or replace it entirely. Perhaps you might want to add contact information or a favorite quote. To do this, tap the current signature. A keyboard appears. Use it to edit the text. After making your edits, tap Mail to return to the Settings ► Mail, Contacts, Calendars screen.

*Default Account:* Choose the default account you want to use for sending mail. This applies only to non-Mail iPod applications such as Safari or Photos. When you pass along a bookmark or a picture you've snapped, this option sets the account used to send that message.

## Working with Mailboxes

When you enter Mail for the first time (and after reboots), you're greeted by the Mailboxes screen (Figure 10–13). The Mailboxes screen is divided into two sections: Inboxes and Accounts.

*Inboxes:* This section lists two or more inboxes, depending on how many e-mail accounts you have set up. All Inboxes will take you to a unified inbox. A unified inbox shows you all your messages across all your e-mail accounts. This is handy if you frequently work with more than one e-mail account. It allows you to check one place for all of your newest messages. Below All Inboxes you'll see the inboxes listed for all your other e-mail accounts. In Figure 10–13 you can see we have two e-mail accounts set up, Work and Personal. You can tap on either of those to only see the inbox from that single account.

**Accounts:** Under this heading you'll see all your e-mail accounts you've set up. Clicking any e-mail account under the Accounts heading will take you to a screen that lets you navigate further to that account's inbox, drafts, sent messages, trash, and any other subfolders you have for that e-mail account (see Figure 10-14).



**Figure 10-13.** *The Mailboxes screen lets you quickly jump to a unified inbox and also lets you explore your e-mail on a per-account basis.*

Tap an account name to open any of the individual account screens. Return to the Mailboxes screen by tapping the Mailboxes button at the top-left corner of that screen.

Each account screen presents one or more mailboxes and folders, as shown in the example in Figure 10-14. When a mailbox contains unread mail, a blue number appears to the right of that box. Tap a mailbox to open it and display the messages stored inside.



**Figure 10–14.** Each mail account uses one or more mailboxes and folders. The account screen lists these, allowing you to access each with a single tap. Mailbox types may include *Inbox*, *Drafts*, and *Trash*, as well as others. Blue numbers indicate the number of unread messages in that mailbox. Unfortunately, you cannot create your own custom folders on the iPod at this time.

Each account may include some or many of the following standard mailboxes and folders:

*Inbox:* All new messages load into your inbox. You have an inbox for each account.

*Drafts:* Messages that are written but not yet sent get saved to Drafts.

*Sent:* When your mail account saves copies of outgoing mail, they're placed in a Sent folder.

*Trash:* The iPod stores deleted mail in Trash folders. To permanently delete messages from the trash, select your Trash folder, tap the edit button, and then tap the Delete All button at the bottom of the screen.

Additional folders, such as the Agents folder shown in Figure 10–14, were created in the desktop Mail app on a computer. At this time, you *cannot* add new folders to an e-mail account from your iPod.

You can open a mailbox or folder and view the messages stored inside by tapping its name. For example, tap *Inbox* to see the list of messages stored in that mailbox (see Figure 10–12). From here, you can choose messages to display and manage your mailbox. Here are the actions you can take from this screen:

*View a message:* Tap an e-mail to open it for viewing.

**Refresh mail:** Tap the icon that looks like a semicircular arrow, at the bottom-left side of the screen, to have your iPod contact your mail provider and request new mail.

**Compose a new message:** Tap the icon that shows a square with a pencil through it, at the bottom-right side of the screen, to start writing a new message.

**Edit a message:** Tap Edit to enter edit mode (see Figure 10–15). In edit mode, you can tap the red circle next to any message to delete it. Confirm by tapping Delete, or tap anywhere else to cancel. You can also move messages to other folders using the edit button. Tap the circle next to the message you want to move and tap the move button. A screen will slide up listing all the folders you have in your e-mail accounts. Tap the folder you want to move the message to, and you'll see a little animation of an envelope dropping into the folder. You can also move messages between e-mail accounts by tapping the Accounts arrow in the folder list. Tap Done to leave edit mode.



**Figure 10–15.** Edit mode allows you to delete or move a single or multiple e-mails at once.

**TIP:** You don't need to be in edit mode to delete mail. Just swipe your finger through any message to instantly bring up the Delete button; or, when displaying a message, tap the trash can icon at the bottom of the screen. Some people have trouble mastering the swipe at first—they open their messages instead of deleting them. Keep trying. The swipe becomes second nature after a while.

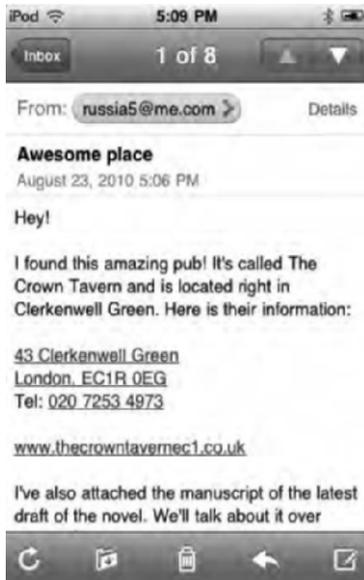
*Return to the mailbox list:* Tap the button at the top-left side of the screen to return from this mailbox to your account screen. The button name varies, but it's always shaped like a pentagon on its side, with the point facing left.

## Reading Your Mail

If you're used to reading e-mail on another portable device, the iPod's mail-viewing capabilities come as a welcome relief. It's not watered-down, odd-looking e-mail. It's fully loaded e-mail that behaves the way it should. Sure, there are some missing features. Save for copying and pasting a photo into the body of an e-mail, you cannot add other kinds of attachments such as documents. Still, when it comes to mail viewing, the iPod performs to a much higher standard than any other gadget we've used.

**TIP:** You can scroll up and down your message—flicking if needed to move more quickly—and zoom in and out using all the standard pinching and tapping tricks described in Chapter 2.

Figure 10–16 shows you the typical e-mail message screen. We'll break it down in parts.



**Figure 10–16.** The message-display screen offers many unlabeled icons for your mail-management pleasure.

Starting with the icons at the bottom of the message-display screen, from left to right, are as follows:

*Mail Refresh:* As on other account screens, tap the semicircular arrow icon to request new mail from your provider.

*File This Message:* Tap the icon that shows a folder with a small down arrow to move messages from one mailbox to another. The iPod prompts you to “Move this message to a new mailbox.” Select the mailbox where you want to transfer the message, and the iPod rewards you with one of its most adorable animations. The message flies from one mailbox to the other. If you would rather not transfer the message, tap Cancel instead.

*Garbage Can:* Tap the small garbage can in the bottom center to delete the currently displayed message. The lid flips up, and your animated message moves down into the can. It’s visually delightful. Your message moves from the Inbox folder (or whatever folder you’re displaying) to the Trash folder.

**TIP:** To undelete a message, navigate to the Trash folder (tap Back, Back, Trash), select the deleted message, and tap the File This Message button to return it to the original mailbox.

*Reply/Forward:* Tap the icon that looks like a backward-pointing arrow, just to the right of the garbage can icon, to reply to or forward a message. From the menu that appears, select Reply to reply to the currently displayed message, or tap Forward to pass it along to a new recipient.

*Compose:* As on other account screens, tap the icon that looks like a square with a pencil on it to compose a new message.

The icons at the top of the message display screen, from left to right, are as follows:

*Back:* Tap the button in the top-left corner to return from the message display to the mailbox screen. The button looks like a pentagon on its side, pointing left. The text inside the button varies according to the name of the mailbox.

*Message number display:* The iPod displays the number of the current message at the top of the screen (for example, 1 of 8).

*Next Message/Previous Message:* Tap the up triangle to move to the previous message in the current mailbox, and tap the down triangle to move to the next.

*Details/Hide:* This button appears just below the Next Message arrow. Tap Display to reveal your message’s To and Cc lines. Tap Hide to hide them again.

*Mark as Unread:* Appearing to the right of the date and time when you've tapped the Details button, the Mark as Unread button allows you to do exactly what the name implies. It restores the little blue dot to the message and updates the unread message count to include this message.

## Following Embedded Data Detectors

The iPod's Mail app supports embedded data detectors within a message. Data detectors are text or images with hyperlinks, phone numbers, addresses, e-mail addresses, calendar events, and tracking numbers.

*Hyperlinks:* When someone sends you an embedded URL in a text or image link, you can tap it to open it in Safari (see Chapter 3 for details on using Safari). If you aren't sure where the link goes, tap and hold it for a second or two. A menu pops up showing a preview of where that URL leads—convenient when you don't know (or trust) the party who sent you the message. To continue to Safari and open the URL, tap Open. You can also copy the URL by pressing the Copy button. To cancel and stay in the Mail app, tap Cancel.

*Phone numbers:* Mail makes phone numbers into clickable links. Tap any phone number to bring up a pop-up menu that allows you to create a new contact based on the phone number or add the number to an existing contact.

*Addresses:* If someone sends you an address in an e-mail, tap the address to be taking to the Maps app. A drop pin will appear on the map showing you where the address is located. In Chapter 11 we go into more detail on the Maps app.

*E-mail addresses:* You can click an e-mail address in the body of a message to create a new e-mail with that address in the To field. Alternatively, if you click and hold the e-mail address, a pop-up menu appears allowing you to create a new message (the same action as if you just tapped the e-mail address), create a new contact, add the e-mail to an existing contact, or copy the e-mail address to the clipboard.

*Calendar events:* If someone sends you an e-mail with a date and time mentioned in the body of the message, you can tap the date and time to create an event in the iPod's Calendar app. There's more on Calendar in Chapter 11.

*Tracking numbers:* If you have an e-mail with a package tracking number in it, tap the tracking number to open the carrier's tracking web page in Safari to see where you package is. Right now, this feature works only in the United States.

## Viewing Attachments

The iPod touch supports many e-mail attachment file formats including Word files (.doc and .docx), Excel spreadsheets (.xls), and PDF files. When a message arrives with an attachment, the iPod shows you that the attachment is available (see Figure 10–17). To view it, tap the attachment and wait for it to load in a new screen. Tap Message to return to the message from the attachment viewer.

**NOTE:** At the time of this writing, Apple supports these attachment file formats: .c, .cpp, .diff, .doc, .docx, .h, .hpp, .htm, .html, .key, .m, .mm, .numbers, .pages, .patch, .pdf, .ppt, .pptx, .rtf, .txt, .vcf, .xls, and .xlsx.

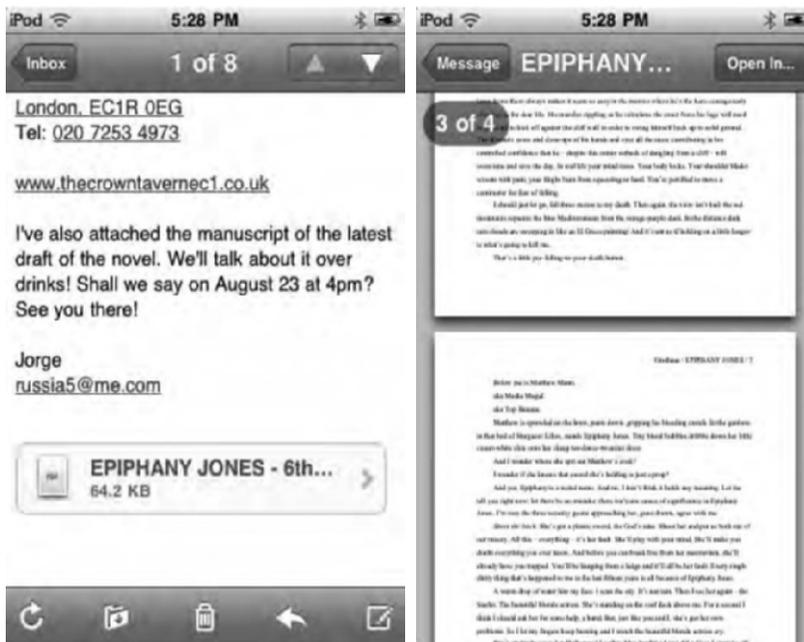


Figure 10–17. When attachments appear in e-mail, tap (left) to open them in a separate viewer (right).

## Writing an E-mail Message

To write an e-mail message, tap the icon showing a square with a pencil at the bottom-right corner of the screen. You'll see the New Message screen, as shown in Figure 10–18.

Start by tapping either the To or Cc line on the New Message screen. The iPod opens a keyboard so you can enter text. As you type, the iPod searches its contacts list to match what you're typing to the contacts in its list. Tap in a few letters until you see the name of the contact you want to use. Tap that contact, and the iPod automatically adds it to the field (To or Cc) you selected.



**Figure 10-18.** *The New Message screen allows you to address and personalize your e-mail.*

You do not need to use an address from your contacts list. You can type in the full e-mail address (the iPod helpfully provides you with the @ sign on the main keyboard for e-mail) and address your e-mail by hand. Also, it remembers the e-mail addresses you use. So, the second time you type “alex@nowhere.nomail.org,” the proper address pops up by the time you type *a* and *l*. Just tap that e-mail address to add it to the To or Cc field.

To remove a recipient from the message, select one of the blue recipient bubbles—they’re labeled with a name or e-mail address—and tap the Backspace key on the keyboard.

Tap the Subject line to move the cursor to that field. Use the keyboard to enter a meaningful subject for your message.

Tap in the message area to begin writing your message. A blinking cursor indicates where the keyboard will enter text. Use the typing skills covered in Chapter 2 to type your message. Remember to use the spyglass trick to move the cursor if you need to back up and make corrections.

**TIP:** To remove an attached photo from e-mail, position the cursor right after the picture and tap Backspace.

## Saving a Draft

At any time, you can take a break from composing a message and return to it later by saving it as a draft. This is one of our pet peeves about the Mail app. Saving a message as a draft isn't exactly the most intuitive thing to do because there is no visible Save as Draft button. Instead, you need to tap the Cancel button at the top left of the New Message screen. A pop-up menu appears. Tap Save Draft to save the message for later, Delete Draft to abandon the message, or Cancel to return to the message without doing either. When you choose Save Draft, the iPod creates a copy of your message in the Drafts folder for your default account. Return to that folder when it's convenient to continue composing the message and/or to send it.

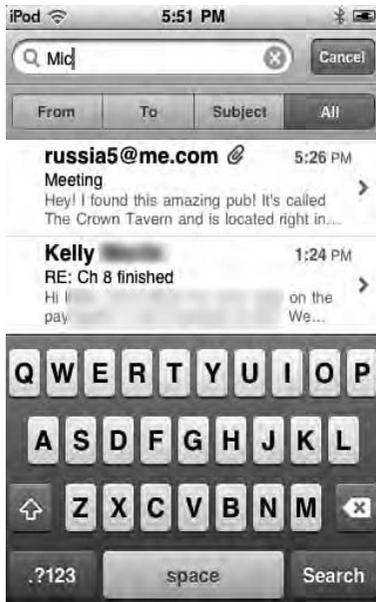
**TIP:** You can set the default names for the Drafts, Sent, and Deleted folders in Settings > Mail, Contacts, Calendars > *account name* > Account Info > Advanced.

## Sending E-mail

When you are finished addressing and composing your letter, you can send it on its way by tapping Send. If you haven't disabled the feature, the iPod alerts you with a whoosh sound to indicate that the message has been sent to the outgoing mail server.

## Searching Your E-mail

Mail allows you to search for an e-mail by sender, receiver, or subject. To search, scroll to the top of the screen in any e-mail inbox or folder (see Figure 10–19). Tap the search field, and select one of the buttons labeled From, To, Subject, or All (All searches From, To, and Subject). Search is handy if you want to look for all e-mails by a certain sender or on a certain subject, but it still lacks a powerful feature—the ability to search in an e-mail message. You can also search messages on the server with MobileMe, Exchange, and some IMAP e-mail accounts.



**Figure 10–19.** Searching your e-mail

## Kinds of E-mail

For your reference, here's a quick roundup of the various kinds of e-mail services that can be used with your iPod. If you need to contact your personal e-mail provider, this section will help you get up to speed so you recognize the important terms.

### POP

POP (sometimes POP3) stands for Post Office Protocol. It's probably the most common e-mail retrieval protocol in use today. It allows mail clients to connect to a server such as Gmail or AOL, retrieve messages, and disconnect afterward. This usually happens on a set schedule, such as every ten minutes or every hour. You do not receive mail until your client connects to the server and requests that new mail.

**NOTE:** The 3 in POP3 indicates the third version of the protocol standard. POP1 and POP2 are obsolete.

POP works by checking in with a server, downloading your e-mail, and optionally leaving the original copies of your e-mail on the server. This leave-on-server option works well with the iPod, because when you're on the go, you probably want to check your mail on the iPod and retrieve it again later, when you get back to the office or return home.

POP also has its downsides. Unlike the newer and improved IMAP protocol, POP downloads entire messages all once, so it's a bit of a space hog on portable devices.

## SMTP

Mail clients use one protocol for receiving mail and another for sending mail. Your iPod uses SMTP to send outgoing messages. SMTP stands for Simple Mail Transfer Protocol. SMTP contacts a mail server and transmits whatever messages you've written, along with any attachments (text files, photos, and so forth). A common kind of SMTP, called SMTP-AUTH (AUTH stands for authorization), allows you to send secure, authorized mail. You provide your account name and a password. Your mail client authenticates itself to the server, and your e-mail gets sent on its way.

The iPod makes sending authenticated e-mail easy. Enter your account name and password into the Mail settings screen. Once you've done this, just use outgoing mail to send a note or share a web page's URL. The iPod takes care of all the protocol issues.

## IMAP

IMAP stands for Internet Message Access Protocol. Like POP, it allows you to receive e-mail on the iPod. It's a newer and more flexible protocol. As the name suggests, IMAP was built around the Internet. It introduces advanced ways to connect to the mail server and use limited bandwidth (such as the iPod's relatively slow EDGE connections) in the most efficient way.

Yahoo! offers free IMAP accounts for iPod users. To sign up for an account, point your browser to <http://mail.yahoo.com>.

**NOTE:** The Yahoo! iPod IMAP service runs off <http://imap.apple.mail.yahoo.com>. You can connect with a normal web browser, but the web site brushes you off with a “do you yahoo?” message. In other words, move along—nothing to see here if you're not using an iPod or iPhone.

The key to understanding IMAP is to recognize that messages are meant to live on the server rather than go through a retrieve-and-delete cycle. You manage your mail on the IMAP server. You read your mail on a client, like the iPod.

When you download mail with POP, you download entire messages. When you download mail with IMAP, you download headers instead, at least initially. *Headers* are the bits that tell you who the mail is from and what it's about. You don't download the main body of the message until you explicitly request it from the server. Since the header occupies only a fraction of the space of the message, you can download IMAP data a lot faster than you download POP data. The rest of the message stays on the server until you're ready to read it.

The same thing goes for attachments. Say that someone sends you a 10MB video. It doesn't get downloaded to your iPod. It stays on the server until you're ready to watch it on your home computer. If you downloaded the message with POP instead, the entire video would be transferred with the message. With IMAP, you get to read the message that came along with the video without needing to download the video file itself.

**NOTE:** IMAP also offers a feature that's called *push e-mail*. Geeks will tell you that technically speaking, IMAP is not exactly the same thing as push e-mail. True push e-mail reaches out and tells your e-mail client whenever new mail arrives in the system. Instead, your iPod IMAP client connects to and gently tickles the server until new mail arrives. This kind of always-on connection allows the iPod to receive mail as soon as it arrives—or nearly as soon. In practice, there's better intention there with push-style mail than actual results.

## Microsoft Exchange

Microsoft Exchange provides e-mail along with other enterprise-level services intended to support Outlook on the Web, personal computers, and mobile devices. With iOS 4, the iPod fully supports Exchange accounts.

What else can you do to access your Exchange mail? If your IT department has enabled Outlook Web Access (OWA), you can access your Exchange mail in iPod Safari. Limitations aside, this works almost as well as running Outlook on Windows. The most important thing about setting up Exchange accounts is getting instructions and details from a system administrator at your workplace. Doing so will guarantee you'll get your Exchange account up and running fully on your iPod touch.

## Summary

Using Mail on your iPod is just as user-friendly and powerful as using a desktop e-mail client. After you play around with it for a week, you'll find yourself using your iPod to check your e-mail more and more. Here are some things to take away with you from this chapter:

- Although Mail attachments introduce occasional difficulties, the rest of the time they work really well. Make sure to use your full iPod interaction vocabulary of touches, pinches, and so forth, to get the most out of viewing attachments.
- It's really easy to add preexisting mail accounts using iTunes, but it's not difficult to add new ones directly in your iPod.
- Remember and use the URL-preview trick. Make sure that e-mail links really will take you where you think you're going.
- You can change the "Sent from my iPod" signature in the Mail settings.
- Mail in iOS 4 supports a unified inbox so you can see all the message from your various e-mail account inboxes all in one place.
- Don't forget, there is no Save as Draft button. You need to tap Cancel and then Save Draft.

# Staying on Time and Getting There with Clock, Calendar, and Maps

We admit it—the iPod touch was never meant to be a major player in the organizer/PDA world. It was never meant to be, but that’s what it has become. It plays music and video. It lets you send and receive e-mails, read books, takes photos, and play games. Given all that, it should be no surprise that the iPod touch offers several very nice utilities that allow you to manage your time, keep track of your appointments, and set alarms. This chapter introduces you to the Clock, Calendar, and Maps applications and shows you how to get the most from them.

## Using the Clock Tools

Your iPod comes with a Clock application. This application is far more flexible and useful than you might first imagine. Although you may think that it would show only a clock face and maybe set a timer, it actually provides *four* separate and useful time tools.

To launch the application, tap the white clock face icon on the black background, as shown in Figure 11–1.



**Figure 11–1.** *The Clock icon*

Along the button bar at the bottom of the Clock application screen, you'll find icons for each of the four utilities (see Figure 11–2).



**Figure 11–2.** The four Clock utilities appear in a button bar at the bottom of the application screen.

*World Clock:* Use this application to monitor the time for multiple clocks around the world.

*Alarm:* Set your alarms, both one-time and repeating, with this utility.

*Stopwatch:* Time events with the iPod touch's built-in stopwatch.

*Timer:* Set a timer to go off after a specific interval with this utility.

**NOTE:** All clock utilities continue in the background, even if you're not in the Clock application itself. You can start an alarm, a timer, or the stopwatch and go off to other iPod applications. The utility will keep ticking away as you work on other things.

## World Clock

The iPod World Clock utility keeps track of time zones around the world. It's really handy if, for example, you regularly travel or make phone calls across time zones. The iPod touch's World Clock can instantly tell you the time in another city. Load it with your favorite cities, and you have an at-a-glance reference that keeps track of the times and time zones for you.

This utility is smart enough to take into account daylight saving time and other quirks, such as New Delhi being 30 minutes off standard. As Figure 11–3 shows, white clock faces indicate daytime, and black clock faces indicate night.



Figure 11–3. The iPod World Clock utility monitors time around the world.

## Adding Cities

Tap the + at the top right of the screen to add new cities to the World Clock. A search field pops up, prompting you to search for a city. Tap a few letters of the city name. As you type, a list of matching cities appears below the search field. When you find the city you want to add, tap it. Your new clock appears at the bottom of the World Clock screen.

**NOTE:** World Clock uses a limited database of cities. You may not find a specific city, town, or village. Instead, look for the nearest large city. For example, if you are interested in the time in Massapequa, Long Island, you'll need to use New York City instead.

## Reordering Cities

If the cities do not appear in the order you prefer, tap the Edit button at the top left of the World Clock screen. Grab handles (three parallel gray bars) appear to the right of each clock. Drag these handles to reorder your clocks into any position you like. Tap Done when finished. The World Clock screen updates to reflect your new ordering.

## Removing Cities

You can easily remove any or all city clocks from your World Clock screen. Tap Edit (again, at the top left of the screen) to reveal the red remove controls to the left of each city name. Tap any red circle. A Delete button appears to the right of the selected clock. Tap Delete to confirm removal, or tap anywhere else on the screen to cancel the action. Tap Done to leave edit mode and return to the normal World Clock screen.

## Alarm

The Alarm utility allows your iPod to alert you at a specified time. Use alarms to wake up in the morning or remember business meetings. Unfortunately, the external speaker for the iPod touch is extremely limited. It's tinny and not very loud, and the set of alarms is minimal. Keep in mind that the alarm works better in quiet locations than in loud ones, and avoid using it for mission-critical events.

## Creating Alarms

Create alarms by tapping the + on the Alarm screen. This opens the Add Alarm screen shown in Figure 11-4. From this screen, you can set your alarms as follows.



**Figure 11-4.** Create custom alarms that play sounds at a given time.

*Set a time:* Spin the wheels to specify the time for the alarm to sound. Drag your finger up and down, and the wheel spins with you. Flick your finger, and the wheel continues spinning, even after your finger leaves the screen. If you like, you can also tap a number rather than spin to it.

*Make an alarm repeat:* Alarms are day-specific. You must choose days of the week for repeating events. For a daily alarm, select every day from Monday through Sunday. For a weekday alarm, use Monday through Friday instead. I use a weekday-only alarm to remind me ten minutes before I need to pick up my kids at the bus stop.

*Select a sound:* Choose any of the built-in sounds. They are all quiet. They are all tinny. You'll hear them better if your iPod is plugged into an external speaker system.

*Allow snooze:* The Snooze button, as you might expect, allows you to delay an alarm and repeat it ten minutes later. To enable this, set the Snooze option to ON. To disable snoozing, set it to OFF.

*Label an alarm:* Give your alarm a custom label by tapping its name and entering text with the keyboard. This helps you differentiate your alarms at a glance. So, you know which one is "Pick Up Kids at Bus Stop" and which one is "Leave for Dental Appointment."

*Save an alarm:* Tap Save to store your new alarm, or tap Cancel to exit the Add Alarm screen without saving the alarm.

## Managing Alarms

The main Alarm screen lists all the alarms you've added to your iPod. To manage your alarms, you can do the following:

*Activate alarms:* Use the ON/OFF toggles to activate or deactivate each alarm.

*Remove alarms:* To remove an alarm, tap Edit, tap the red button to the left of the alarm name, and then tap Delete. This permanently removes the alarm from your iPod. Tap Done to return to the main alarm screen.

*Edit alarms:* To edit an alarm, tap Edit, and then tap the gray reveal button (>) to the right of each name. The Edit Alarm screen opens. It looks similar to the Add Alarm screen (Figure 11-4). Make your edits, and tap Save.

## Stopwatch

The iPod Stopwatch utility (see Figure 11-5) allows you to time events. On the Stopwatch screen, tap Start to begin the timer, and tap Lap to mark the latest lap time.

The laps appear as a scrolling list at the bottom of the screen. Tap Stop to pause. Tapping Reset returns the timer to 00:00.0.



**Figure 11–5.** The Stopwatch application allows you to keep track of lap times in a scrolling list at the bottom of the screen. Tap Start to start, Stop to stop, Lap to end a lap, and Reset to return the time to zero and erase the lap times.

## Timer

The iPod Timer utility (Figure 11–6) plays a sound after a set period of time. Unlike alarms, timers are not tied to a particular time of day. Use alarms for appointments; use timers for cooking eggs. On the Timer screen, set the amount of time you want to pass (three minutes, ten minutes, one hour, and so on), and then tap Start. After the timer counts down, it plays one of the standard alert tones you’ve selected.

**TIP:** During the timer countdown, you can select a different alarm tone or cancel the timer before it finishes.



**Figure 11–6.** Use the Timer application to play an alarm after a set period.

## Working with the Calendar

The iPod touch Calendar application allows you to keep track of your appointments while on the go. With it, you can view your existing events and add new ones.

Launch Calendar by tapping the white-and-red icon that looks like a page from an old-fashioned, tear-off calendar (see Figure 11–7). The day and date are current and update every day.



**Figure 11–7.** The Calendar icon appears on the top row of your iPod touch home screen and shows the current date.

## Switching Calendar Views

The Calendar application offers three basic views: List, Day, and Month. Each of these helps you locate and review your appointments.

### List View

The List view does exactly what the name suggests. It displays your calendar events as a scrolling list. The list is ordered by day and time, as shown in Figure 11–8. The easy-to-follow formatting groups all events on a single day together. All events are listed, providing a powerful overview of all upcoming happenings.



**Figure 11–8.** Use the List view to see your appointments as a scrolling list.

Here are a couple of points about the List view:

- Tap any event to view it in more detail.
- As you scroll, the currently displayed date “sticks” at the top of the screen, even as you scroll through it. It’s a very cool but subtle effect.

### Day View

Calendar’s Day view shows your day’s events in day-planner style (see Figure 11–9). Each event occupies a certain amount of space on the layout and is marked with the event and location.



**Figure 11–9.** View a day at a time with the Day display.

Here are some things you need to know about Day view:

- Tap the previous and next arrows to scroll through your calendar a day at a time.
- The day starts and ends at 12 a.m. So if you schedule your New Year's Eve party from 11 p.m. on December 31 until 2 a.m. on January 1, the Calendar application will split it into two Day views, even though it's a single event.
- Tap an event to open its detail view.

## Month View

The month-at-a-time view highlights all days with appointments (see Figure 11–10). A small dot appears below all days containing appointments. Tap any marked day to view a scrolling list of events at the bottom of the screen. As with the other views, tap those events to view their details.



**Figure 11–10.** *The Month view marks a dot under all dates that contain events.*

Here are some things you need to know about Day view:

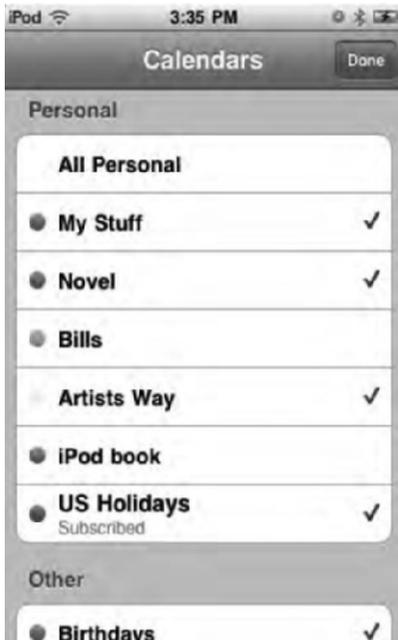
- The darkened, recessed square represents the current date.
- A blue square represents the date you have selected.
- Tap an event to open its detail view.

## The Today Button

Clicking the Today button in any view automatically jumps you back to the display for the current day but preserves whichever view you are using. So, you'll see the current month for Month view or recenter the list in List view.

## The Calendars Button

The Calendars button at the top left of the screen allows you to choose which calendars you want to show (see Figure 11–11). A calendar with a check mark will show events in any of the calendar views. To hide a certain calendar, tap it to uncheck it.



**Figure 11–11.** *The Calendars button screen allows you to choose which calendars you want to show.*

## Adding Events

Your iPod touch allows you to add calendar events on the go. This lets you adjust and update your schedule when you are away from your computer.

Adding an event is easy. To get started, tap the + button at the top right of the screen. The Add Event screen opens, as shown in Figure 11–12.

Start by entering a title and location for the event. Tap in either field, and use the keyboard to enter a name and place. To finish naming your event, tap Done, or tap Cancel to leave the screen without adding a new event.

Once you have named your event and tapped Done, you are returned to the Add Event screen. Here, you can update the event name and/or location and specify when the event starts and ends, specify whether it repeats, select who is invited to your event from your contact list, when to play an alert to notify you about the event, specify what calendar the event should appear on (Work, Bills, and so on), and set your availability to “busy” or “free.” You can also add a note about the event. Customize any or all of these options, as described in the following sections, and then tap Done to finish adding the event. Tap Cancel if you want to return to the List, Day, or Month view without adding that event.



Figure 11–12. Add new events directly on your iPod touch.

## Updating an Event Name or Location

Tap the name and location line (just below the Add Event title) to open an editor that allows you to update the event's name and location text. After making your changes, tap Done to save your changes, or tap Cancel to return to the Add Event screen without applying those changes.

## Setting the Event Start and End Times

Tap the Starts/Ends field to open the screen that allows you to set these times. You enter the time by way of a scroll control. This control contains date, hour, minute, and a.m./p.m. wheels. You set the start and end time by scrolling your way to the proper combination.

Tap either Starts or Ends to switch between the two times (when the event begins and when it ends) and make your adjustments as needed.

The basic scroller is great for relatively near-term appointments. It is not so great when you're scrolling six months into the future for your next tooth cleaning or your child's commencement schedule. It can take an awful lot of scrolling to get to the date you want. For quicker access to future dates or for all-day events (such as when you go on vacation or will be out of town on a business trip), set the All-day indicator from OFF to ON. The scroll wheel updates, replacing the date/hour/minute wheels with month/day/year wheels. You can schedule appointments this way, all the way up to

December 31, 2067. (Don't count on me to be there. I have a tooth-cleaning appointment that afternoon.)

Tap Done to confirm your settings, or tap Cancel to return to the Add Event screen without changing the start and end times.

## Setting a Repeating Event

When your event repeats, you can select from a standard list that defines how often: Every Day, Every Week, Every Two Weeks, Every Month, or Every Year. To make this happen, tap the Repeat field on the Add Event screen, select a repetition interval, and tap Done. To return to the Add Event screen without adding a repeated event, tap Cancel. To disable repeats, tap None, and then tap Done.

## Adding Invitees

You can mark the people who will be at an event by adding their name to the Invitees list. Tap Invitees, and then start typing the name of the people who will be at the event. After each name, tap Return, and then start typing the next name. You can also tap the blue + button to select invitees from your contacts on your iPod touch. Tap Done when finished adding names to the list.

## Adding Alerts

Add event alerts to notify you when an event is coming due. For example, you may want a one-hour notice for those dental appointments and a two-day notice for your anniversary. The iPod provides a nice selection of options. These include five, fifteen, and thirty minutes before the event; one or two hours before the event; one or two days before the event; and on the date of the event itself.

Tap the Alert field to set an event alert. After selecting an event alert time, tap Save. To cancel without setting the alert time, tap Cancel. To remove event alerts, tap None and then Done.

Once you've saved your first alert, the iPod offers you the option to add a second one. This allows you to remind yourself both a day before an event and a few minutes before you need to leave. This is a particularly useful feature for people who need extra reminders.

When alerts trigger, a visual reminder appears on your screen, with a (barely) audible sound effect. Figure 11–13 shows one in action. Tap View Event to jump into the Calendar app and view your event, or tap Close to dismiss the on-screen reminder.

**NOTE:** Unfortunately, there are no “snooze” options for calendar events.



**Figure 11–13.** A calendar event appears on the screen as an alert.

## Assigning Event to a Specific Calendar

You can select which calendar the event is assigned to by tapping Calendar and then selecting which calendar the event belongs on from the checklist.

## Setting Your Availability

Tap Availability to set your availability to “busy” or “free” during any specific event. This is handy when you have an event on your calendar that lists, for example, a child’s field trip. The child would be busy during this event, but you would be free to attend other events.

## Adding Notes

You can also add a free-form note to your event. Tap the Notes field at the bottom of Add Event screen, and use the Notes screen with its built-in keyboard to set the details for your event, such as phone numbers or names. As with all the other customization options, tap Done to save the note, or tap Cancel to return to the Add Event screen without saving it.

## Editing and Removing Events

Tap any event in any view (List, Day, or Month) to edit it. This opens an event detail view. On this screen, you'll see an Edit button at the top-right corner. Tap it to open the Edit screen. This screen is a near twin to the Add Event screen (Figure 11–12) and offers all the same customization options found there.

To remove any event, select it, go to its detail view, and tap Edit. The Edit screen opens. Scroll to the very bottom of the screen, and locate the red Delete Event bar. Tap it. The iPod prompts you to confirm. Tap the red Delete Event bar a second time to remove the event, or tap Cancel to cancel deleting the event.

## Synchronizing Calendars with Your Computer

Once you set up iTunes, you can synchronize your iPod touch to your Microsoft Outlook calendars (Windows) or iCal and Microsoft Entourage calendars (Macintosh). We've told you how to do this in Chapter 2 already, but here's a quick overview.

In iTunes, choose your iPod touch in the source list, and click the Info tab. Scroll down to find the Calendars section (see Figure 11–14), and use the settings there to specify how your touch synchronizes with your computer-based calendars.

### Sync iCal Calendars



**Figure 11–14.** Choose how to synchronize your iPod touch calendars to your computer by using the Info tab in iTunes.

Select the top check box to enable calendar synchronization. Then choose whether to synchronize all calendars or just those calendars you specify. You can also set a statute of limitations on how far back you want to synchronize events. The default settings do not sync events older than a month.

These settings also let you specify the calendar to which you want to add new events from your iPod touch. You don't have multiple calendars on the touch, but you can control the way the touch interacts with multiple calendars on your computer. Simply select the calendar using the pop-up list.

If, at any time, you want to completely update the calendars on your iPod touch, scroll down to the bottom of the Info screen and locate the Advanced options. Check the box

that indicates you want to replace information on this iPod for calendars. After setting this option, the next time you sync (and only during that next sync), iTunes completely replaces the calendar on your iPod with the information from your computer. Use this option when you set up your iPod touch with a new home computer after it was previously synchronized to another host.

## Exploring with Maps

Maps uses Google Maps interactively to find and display locations using map and satellite imagery. With Maps (Figure 11–15), you can get directions, view traffic, and more. Launch the app by tapping the Maps icon. It looks like a small map and actually shows the location of Apple on 1 Infinite Drive in Cupertino, California. This takes you into the Maps application, where you can view and explore geography from around the world.



Figure 11–15. The Maps icon

## Getting Around the Maps Screen

Figure 11–16 shows the basic Maps interface. It consists of the following:

**Search field:** Marked with a spyglass, the search field allows you to enter addresses and other queries. You can type an entire address (“1600 Pennsylvania Avenue, Washington, DC”) or search for contacts (“Bill Smith”), landmarks (“Golden Gate Bridge”), or even pizza places in your local zip code (“Pizza 11746”).

**Bookmarks button:** This blue book-looking button lies within the search field. Tap it to select addresses from your bookmarked locations, your recent locations, or your contact list.

**Map:** The map itself appears in the center of your screen. It’s fully interactive. You can scroll by dragging your finger along the map, or zoom in and out using pinches and double-taps. (Use a single-fingered double-tap to zoom in and a double-fingered tap to zoom out.)

*Red pushpins:* The red pushpins indicate locations found by the application after a search. For example, Figure 11–16 shows a café called Curved Angel Café. Tap a pushpin to view a location summary, and then tap the blue > icon for more details and options. These options include directions to and from that location, bookmarking the location, and assigning the location to contacts. Tap the orange-and-white icon with a man in it to enter Street View.

*Purple pushpins:* The purple pushpins show where you've dropped pins onto the map to add your own user-defined locations.

*Locate Me button:* Tap the arrowhead button at the lower-left side of the screen to contact Google and search for your location. Google uses a kind of pseudo-GPS position based on your Wi-Fi signal. Some local Wi-Fi networks can return approximate locations within about a half mile and help you determine your location. Other times, Maps thinks you're in Cleveland when you're actually in Arizona. So, don't count on this service; your results will vary.

*Search/Directions buttons:* The two buttons at the bottom of the screen switch between normal mode and directions mode. Tap Directions to enter start and end locations for your trip or scroll through the stages of your current trip. The directions appear at the top of the screen, along with Previous and Next buttons. When viewing directions, tap the curvy arrow to switch your start and end points and get reverse directions.

*Options button:* Marked with a page curl icon, this button reveals options hiding below your map. (The map actually bends back to reveal the options.) The list includes the following options:

- Switch between the physical map, satellite, and hybrid imagery or show your directions as a text list, such as “Go west for 5.4 miles.”
- The drop pin feature lets you include additional feature points without needing to enter an address. This is perfect for when you need to remember where you parked the car or saw a cool product in a shop window while walking.
- Choose Show Traffic to request traffic conditions along your route. This feature is limited to certain regions, mostly major metropolitan areas.



**Figure 11-16.** The Maps application (left) allows you to interactively view and search physical and satellite maps. The red pushpins show the locations found by your search. Tap the page curl icon in the lower-right corner to be presented with your Maps options (right).

## Navigating Maps

The Maps app makes it so you can explore the world from the comfort of your palm. Like any other app, you navigate the map using gestures. You can also view the map in different modes.

### Gestures

On maps you use gestures to zoom in, zoom out, pan, and scroll.

**Zoom in:** You have two ways of zooming in. Either pinch the map with two fingers, or use one finger and double-tap the location on the map that you want to zoom in on. Double-tap again to zoom in even closer.

**Zoom out:** You can zoom out in two ways. Either reverse-pinch the map with two fingers, or use two fingers double-tap the map. Double-tap with two fingers again to zoom even farther out.

**Panning and scrolling:** Touch and drag the map up, down, left, or right to move the map around and view another location.

## Changing Map Views

The default map view is Google's classic road map with orange, yellow, and white streets. But the Maps application also allows you to view the map in four additional views as well as with traffic overlay.

To access these features, tap or tap and drag the page curl at the bottom of the maps screen. The map will curl up, and you'll be presented with the Map settings page (see Figure 11-16). Your settings include map views, overlays, and a special feature called "Drop Pin," which places, or "drops," a pin anywhere on the map. These dropped pins let you easily mark a business, street corner, beach, or any other kind of location on a map.

*Map:* This is the classic default map view. It uses Google's standard road map.

*Satellite:* This view shows you the world using satellite imagery. It's perhaps the coolest maps view because you can zoom in on streets and see little blips of people walking the day the satellite imagery was taken. No labels appear in satellite view.

*Hybrid:* This view combines Classic and Satellite. You see the map in satellite imagery, but it has labels, roads, and borders overlaid on it.

*List:* This view shows you your location or direction using a list.

**TIP:** The classic map view uses orange, yellow, and white to color streets. Orange indicates interstate highways. Yellow indicates state highways and county parkways. White indicates local and private streets.

*Show Traffic:* Tap to turn Traffic ON. While on, the current traffic conditions will be overlaid on the map. To see current traffic conditions, you will need to be connected to a Wi-Fi network. We'll talk more about traffic later in this chapter.

*Drop Pin:* Tapping this button causes the page to uncurl and drops a location pin in the center of the map. Use a dropped pin to easily mark a business, street corner, beach, or any other kind of location on a map. You can also drop a pin by touching and holding anywhere on the map. We'll talk more about dropping pins later in this chapter.

You'll notice we said that the Maps app allows you to view the map in classic map view as well as four additional views, so there are five views total. The fifth view is called Street View, and you access it from a search results or dropped pin. We'll talk more about Street View later in this chapter.

## Finding Locations

The Maps app gives you multiple ways to find locations. You can search for locations using the search field, automatically find your current location using the iPod's Skyhook location services, or even just zoom in and browse the map like a bird flying overhead.

Depending what you are looking for, some types of search are better than others. For example, if you are looking for your favorite spot on a beach, chances are it doesn't have an address or name, so your best bet is to navigate to the beach and then zoom in and scroll around in satellite view until you find that favorite spot.

## Search

You'll find most of your locations through the search field at the top of your screen (see Figure 11-16). Tap the search field, and a keyboard appears. There are many ways to search for a location. You can type an entire address (1600 Pennsylvania Avenue, Washington, DC) or search for contacts on your iPod by typing in their name (Bill Smith), landmarks (Eiffel Tower), or even pizza places in your local zip code (Pizza 60605).

Enter your search query and one or more red pin will fall onto the map. Imagine you're taking a trip next week to Chicago. As you'll see in Figure 11-17, we searched for "Pizza Chicago." Several red pins populate the map, all representing pizza places.



**Figure 11-17.** Search result pins on the map

When you touch one of the red pins, you get the pin's information bar (see Figure 11-18). The information bar tells you the name of the establishment (a pizzeria, in this case) and

displays an icon on either side. Those icons represent the Information window and Street View.



**Figure 11–18.** A search result pin's information bar shows the name of the establishment with a Street View icon on the left and an Information icon on the right.

## Information Window

Tap the white-and-blue > on the pin's information bar to make the Info window slide open. The Info window (see Figure 11–19) displays information for the establishment, such as its phone number, web page, and physical address and gives you several options on how you can use this location further on your iPod touch.



**Figure 11–19.** The Info window

**Phone:** The establishment's phone number. Touch and hold to copy the number to the clipboard.

*Home page:* The establishment's web address. Tap it to close Maps and be taken to the web address in Safari.

*Address:* The establishment's address. Touch and hold to copy the address to the clipboard.

*Directions To Here:* Tap here to be taken to the directions toolbar. The address of the establishment will be populated in the second (end destination) directions field. We'll talk more about directions later in this chapter.

*Directions From Here:* Tap here to be taken to the directions toolbar. The address of the establishment will be populated in the first (origin destination) directions field.

*Add to Contacts:* Tapping this button will add the name of the establishment, the phone number, the web address, and the physical address to a contact. You have the options Create New Contact or Add to Existing Contact.

If you choose Create New Contact, a new contact window will slide up (see Figure 12-12) in the Info window populating contact fields with information and also allowing you to add more information to the contact. Tap Done to save the new contact.

If you choose Add to Existing Contact, a list of all your contacts from your address book will slide up in the Info window. Tap the contact you want to add the information to. The information will be added, and the contacts list will slide away.

*Share Location:* Tapping this button will allow you to e-mail a link of the establishment's name, Google Maps link, and attach a vcard (a virtual business card the receiver can choose to add to his address book).

*Add to Bookmarks:* Tapping this button will allow you to save the location to your Maps bookmarks. You'll be able to name the bookmark, so you can change "Pizano's Pizza & Pasta" to "My favorite pizza joint." We'll talk more about bookmarks in a moment.

Tap Map to close the information window and return to the map.

## Street View

Street View uses Google technology to display 360° panoramic views of the location you are at. To enter Street View, tap the white-and-orange Street View icon in the pin's information bar (see Figure 11-18). Your map will begin to zoom in on the pin and then tilt up and present you with a street-level panoramic view (see Figure 11-20).



**Figure 11–20.** Street View fills the entire screen. Tap the white arrow on the road to move forward down the street. Tap the map navigation icon to return to map view.

Google has had Street View available on the Web for some time, but using it on the iPod touch brings it to a whole different level. The fact that you can touch and drag and pinch and zoom around the street gives Street View an immediacy it's never had.

While in Street View, drag your finger around to experience the 360° panoramic views. Pinch or double-tap the screen to zoom in. Reverse-pinch to zoom back out. To “walk” down the street, find the big white arrows at the end of a street label and tap them. You'll then move that direction.

The small circular navigation icon sits at the bottom right of a Street View map. It shows you the direction you are looking in. Tap the icon to return to your last map view location.

Street View isn't available in all cities yet, but it is in most major North American and European ones. Street View is a wonderful tool because it lets you check out what a place or area looks like in advance. Thinking of moving to a new area of town? You can virtually scroll down the street in Street View to see whether you like the looks of it before you take the time and trouble to start searching for houses in the neighborhood. Street View also lets you see unsuspecting pedestrians picking their noses with no idea they've been preserved in Google's massive data banks.

## Current Location

Curious about where you are in the world? The Maps app allows you to find your current location with a tap of a button. The current location button is located in the bottom left of the screen (see Figure 11–21). It looks like an arrowhead. Tap it to jump to your current location on the map.

Current Location works by using the iPod's built-in positioning tool called Skyhook Wi-Fi positioning to locate you. Skyhook Wi-Fi positioning uses known wireless hotspot locations to triangulate your current position with an accuracy of 60 to 100 feet (20 to 30 meters).



**Figure 11–21.** The blue dot surrounded by the circle represents your approximate location.

Your current location is signified by a blue dot, as in Figure 11–21. If the Maps app can't determine your exact location, a blue circle appears around the dot. The circle can range in size depending on how precisely your location can be determined. What the circle means is you are somewhere in that location. The smaller the circle, the more precise the current location marker.

**NOTE:** Location Services must be turned on for your iPod to find your current location. To turn on Location Services, go to Settings > General > Location Services > ON.

When you are in Current Location mode, the current location icon in the toolbar turns blue. After you've found your current location, if you drag the map around, you can simply tap the current location button again to have the map center back on it.

You can tap the blue current location dot on the map to bring up Current Location information bar. The address of the current location will be displayed. Tap the > button to get the information window for the location, including the ability to get directions to/from the location, bookmark it, add it to contacts, or e-mail the location; or tap the Street View button to enter Street View (if available in the area).

## Bookmarking and Viewing Saved Locations

There are two ways you can bookmark locations you've navigated to in Maps: dropping a pin or tapping the Add to Bookmarks button in the location's information window. Dropping a pin allows you to mark any location on a map, regardless of whether it has a physical address; you can then add the pin's location to your saved bookmarks. Once you've saved locations, you can view them all in the handy Bookmarks menu.

### Dropping a Pin

Navigate to a point of interest on the map without doing a search for something. In the example in Figure 11–22, we found a location by Chicago's Shedd Aquarium that has beautiful views of the sunrise over Lake Michigan. To drop a pin, all you have to do is press and hold your finger on the map where you want to drop it. After a second or two, a purple pin will fall and stick in the map.



**Figure 11–22.** A dropped pin and its information bar with the approximate address

The pin's information bar will appear with the approximate address of the pin as well as the usual icons for Street View and the information window. If the pin's location isn't exactly where you want it, you can tap and hold the purple pin's head and drag it to the location you want. Remove your finger to sink the pin into the map.

Tap the > button to get the information window for the pin's location, including the ability to get directions to/from the location, bookmark it, add it to contacts, or e-mail the location; or tap the Street View button to enter Street View (if available in the area).

You can also drop a pin in the center of the map by accessing the Maps settings page behind the page curl in the lower-right corner. Tap the page curl at the bottom of the maps screen and tap the Drop Pin button. The settings page will uncurl, and a pin will drop in the center of the map. You can then tap and drag the pin to move it to anywhere you want on the map.

Dropping pins might seem like a nice but unnecessary feature at first. Why, if you can search maps with the apps powerful search features, would you manually add locations? Again, dropped pins are great because it allows you to mark locations that do not have a fixed address, such as a good trail in the mountains, the sight of your first kiss (for the romantic among you), or even the location of your favorite bench in Central Park.

## Bookmarking

So far in this chapter we've shown you several ways to bookmark locations, whether it be by a dropped pin or the information windows of a business, friend, or address you looked up. But where are all those bookmarks you've saved? In the bookmarks window, of course!

Tap the bookmarks icon that's located in the search field (see Figure 11-16). It looks like a book folded open. The bookmarks window will appear. The bookmarks window presents three views: Bookmarks, Recents, and Contacts (see Figure 11-23).

*Bookmarks:* This lists all the bookmarks you've saved in the Maps app. Tap any bookmark to jump to it on the map. Tap the Edit button to delete a bookmark, move it up or down the bookmarks list, or change the name of the bookmark.

*Recents:* This lists all the recent search queries, driving directions, and dropped pins you've made. Tap any item on the list to jump to it on the map. Press the Clear button to remove all items from the list. Remember, clearing your Recents list will ensure that people who use your iPod can't spy on locations you've searched for. Be aware, however, it will also clear your direction routes. Routes can't be bookmarked, so the only way to quickly access them is through the Recents window. If you clear the window, you'll need to perform your route searches from scratch.



**Figure 11–23.** *The bookmarks window displays your bookmarked locations, recent locations, and contact's locations.*

**Contacts:** This list shows you all the contacts who you have addresses for. Tap any contact on the list to jump to their address on the map. If a contact has more than one address, you'll be asked to choose which address to navigate to. Tap the Groups button to navigate through your contact groups.

## Directions and Traffic

The iPod Maps app lets you search for directions and view current traffic conditions. Like the Maps app itself, directions and traffic require an Internet connection. Since the iPod only has a Wi-Fi connection, you'll need to look up the directions before you leave home.

### Directions

To get directions, tap the Directions tab in the Maps bottom toolbar (see Figure 11–16). You'll notice that the search field becomes a double field to enter your start and end locations (see Figure 11–24). The Maps app will put your current location, if available, as the starting location. If you don't want to use your current location as the starting address, tap it in the first search field, and press the X to remove it and type in whatever address you want.



**Figure 11–24.** The Maps search field changed to directions input when you tap the directions button.

**NOTE:** You can also begin a directions search from any pin's information window.

To enter an address from one of your contacts, tap the bookmarks icon, and then choose a contact. You'll be asked to choose whether you want Directions to Here or Directions From Here. Choose, and the contact's address will be populated in the appropriate directions field. To reverse the start end points, tap the curvy, sideways S-arrow to switch the points (and get reverse directions). The reverse directions feature is nice because sometimes the route you came isn't the quickest route back. Reverse directions will show you whether another route home is quicker.

When you have selected both a start point and an end point, a purple line will appear on the map showing you the route you are to take (see Figure 11–25). A green pin represents your starting location on the map, and a red pin indicates your end location. You'll also notice a blue directions bar has appeared at the top of the screen. The directions bar lets you choose between driving (car icon), public transit (bus icon), or walking (person icon) directions. These different modes of transportation may give you different direction routes on the map between the exact same two locations. This is because people aren't allowed to walk on highways and cars aren't allowed to drive on pedestrian streets and on certain bus routes, depending on the city you live in.



**Figure 11–25.** *The map with the directions route*

## Driving or Walking Directions

Tap either the driving or walking icon. You'll see the length of the route and the estimated time it will take to get there. If traffic data is available, the estimated journey time will adjust accordingly.

To navigate through the directions step-by-step, tap the blue Start button in the upper-right corner. The directions bar will change to the one in Figure 11–26.

If you'd like to navigate through the directions step-by-step in the map, tap the right-pointing arrow on the bar. Each subsequent tap will bring you forward one step in the route. To move back a step, tap the left arrow.

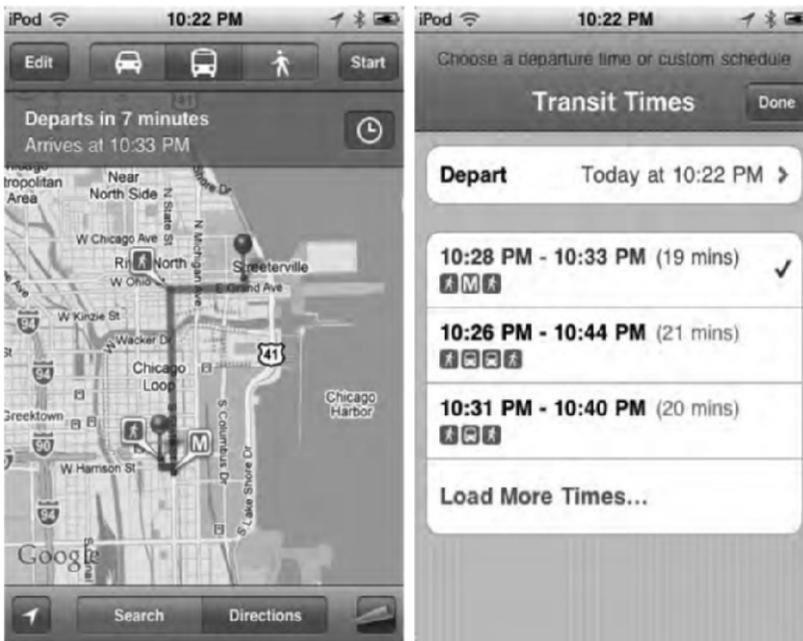


**Figure 11–26.** Tap the left or right arrow to move through the directions step-by-step.

## Public Transit Directions

Tap the public transit button. In the blue directions bar you'll see the estimated time it will take to get there. If traffic data is available, the estimated journey time will adjust accordingly.

Tap the clock icon to display a list of departure times and schedules (see Figure 11–27). Tap Depart to choose a date and time. The Depart field defaults to the current date and time unless you change it. Below the depart time you'll see a list of alternate schedules. Select one, and then tap the Done button.



**Figure 11–27.** The directions bar shows public transit routes (left). The clock icon allows you to select between different transit schedules (right).

To navigate through the directions step-by-step, tap the blue Start button. If you'd like to navigate through the directions step-by-step in the map, tap the right-pointing arrow on the bar. Each subsequent tap will bring you forward one step in the route. To move back a step, tap the left arrow.

**NOTE:** We've mentioned it before, but unfortunately, you can't bookmark routes. That's a pity because it would be nice to be able to quickly pull up traffic conditions on your favorite routes. Ideally Apple will add this feature in the future.

## Traffic

The Maps app can display traffic conditions that help you when planning an immediate journey. To turn on traffic conditions, tap the page curl at the bottom of the maps screen, and then tap Show Traffic to ON (see Figure 11–16). Back on the map you'll notice that green, yellow, and red lines have appeared over some of the roads (see Figure 11–28).

Just how on Earth does the Maps app know what the current traffic conditions are? Most major U.S. cities have sensors embedded in the highways and major roads. These sensors feed data back, in real time, to the Department of Transportation (DOT). The DOT uses this information to update digital traffic signs that report local traffic

conditions (like those bright Broadway-like signs that hang from overpasses on major metro highways that tell you how long it will take to get to a certain exit). The DOT also shares this data, which Google collects and uses to display near real-time traffic maps.



**Figure 11–28.** Traffic overlays on the map

Green lines indicate traffic is flowing at least 50 mph. Yellow ones mean that traffic is flowing between 25 and 50 mph. Red highways mean that traffic is moving slower than 25 mph. A gray route indicates that traffic data is not available for that street or highway.

The traffic feature is limited to certain regions, mostly major metropolitan areas in the United States, France, Britain, Australia, and Canada, but new cities and new countries are frequently added. If you don't see traffic conditions, try zooming out on the map. If you still don't see any, they aren't available in your area yet.

## Maps Tips

Here are some tips for using Google Maps on your iPod:

- When a person or business is in your contacts list, save yourself some time. Don't type in the entire address. Just enter a few letters of the name, and select the contact.
- URLs that link to Google Maps automatically open in the Maps application, whether they are tapped in Safari or Mail.
- Tap individual items on the directions list to jump to that part of your route.

- The Recents screen (in Bookmarks) shows both recent locations *and* recent directions.

## Summary

As you can now see, the iPod touch offers you tools to stay on time and get to places you need to be! Its Clock and Calendar applications certainly complement the other onboard applications and expand usability in a vague time-management way. Maps is the world in your pocket. With it, you can now find directions to your favorite pizza joint, get an instant fix on your current location, or check out what the tops of the Pyramids of Giza look like without leaving your living room. You've learned how to use maps to find public transport times and routes, current traffic conditions, or just virtually stroll down the street of a neighborhood you are thinking of moving to.

Before we move on to the next chapter, here are a few key points to keep in mind:

- The sound levels for the iPod touch's built-in speaker are pretty good. Still, if you are going to rely on your iPod touch as your only alarm, you may want to buy an iPod speaker system with built-in dock. You'll get much louder sounds, and your iPod will charge while plugged in!
- Calendar has three views: Day, Week, and Month. Get used to them all because they all provide unique ways of planning and viewing your events.
- You don't have to pop over to Google every time you want to check what time it is in London. Set up the World Clock utility and have that information just a couple of touches away.
- Street View is not only fun; it's useful if you want to explore an area of your city—or almost any major city in the world—you've never been to.

# Using Your Desk Set: Contacts, Calculator, Notes, Weather, Stocks, and Voice Memos

The iPod touch is your digital gateway to more tools and apps than you could ever imagine. Chapter 8 taught you how to navigate and download apps from the App Store; this chapter shows you how to use many of the productivity apps that come preinstalled on the iPod touch, namely, Contacts, Calculator, Notes, Weather, Stocks, and Voice Memos.

## Synchronizing Your Address Book with Your Computer

Before you even get to the iPod, start thinking about your contacts while you're at your computer. In iTunes, the Info tab controls how and when your iPod touch syncs its contacts with those stored on your computer. You can sync your iPod with contact information from Windows Address Book or Microsoft Outlook (Windows) or Address Book or Microsoft Entourage (Mac).

### Choosing Sync Options

In Chapter 2, we already told you how to sync your contacts from your computer with your iPod, but let's quickly look at it again. In iTunes, click the Info tab, and locate the Contacts section—it's near the top of the screen, as shown in Figure 12-1. To

synchronize your address book, you must select the “Sync contacts” check box. Then all the grayed-out options turn dark black, and you can select your settings.



**Figure 12-1.** Unless you check the “Sync contacts” check box, your contacts will not copy over to your iPod touch.

Choose where to sync your contacts from (and, for that matter, to). iTunes looks for address books on your system and lists those available in a drop-down list. The list varies by system and by your installed software.

Then choose whether to use all contacts or select a group like Home or Work to sync. If you do not divide your contacts into groups, just leave the default option, “All contacts.” You can also sync contacts from your online Yahoo! or Google contacts. Select either box, and then enter your Yahoo! or Google ID and password.

After making your choices, tap Apply to save your changes. The button is located at the bottom right of the iTunes screen.

## Replacing Contacts

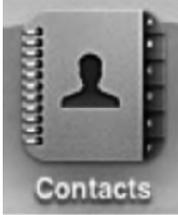
At times, you may want to replace the information on your iPod entirely with the contact information from a computer. For example, you may be reparenting your iPod after upgrading your system to a new machine, or you might be reassigning the iPod from one employee to another.

Start by locating the Advanced Info options for your iPod, at the very bottom of the Info tab. Scroll all the way down using the scroller at the right side of the iTunes window. In that section, select the Contacts box under “Replace information on this iPod,” and then click Apply.

During the next sync—and the next sync only—iTunes will completely wipe the contact information off your iPod and replace it with the information found on the computer.

## Working with the Contacts Application

The Contacts application appears on the top row of your iPod touch home screen. It looks like a brown, spiral-bound address book with tabs (see Figure 12–2). Tap this icon to open the Contacts application.



**Figure 12–2.** Use the Contacts application as a palm-top address book. You can search for existing contact information and add new contacts directly from your iPod.

### Finding Contacts

When you launch the Contacts app the first time, you'll be presented either with the Groups screen, which lists all your contacts by groups, or with the All Contacts screen, which lists all your contacts alphabetically. The screen you see will depend on whether you have contact groups set up. If you do not, then you will be presented with the All Contacts screen. As Figure 12–3 shows, both the Groups and All Contacts screens are quite basic. The Groups screen consists of an alphabetical listing on all your groups, while the All Contacts screen consists of a scrolling list of names, an alphabetic index, and an Add button. You can scroll, drag, or flick up and down the screen to move through your entire groups or contacts collections. On the contacts screen you can also tap a letter to move instantly to that part of the address book or drag your finger up and down the alphabet to jump through the names.

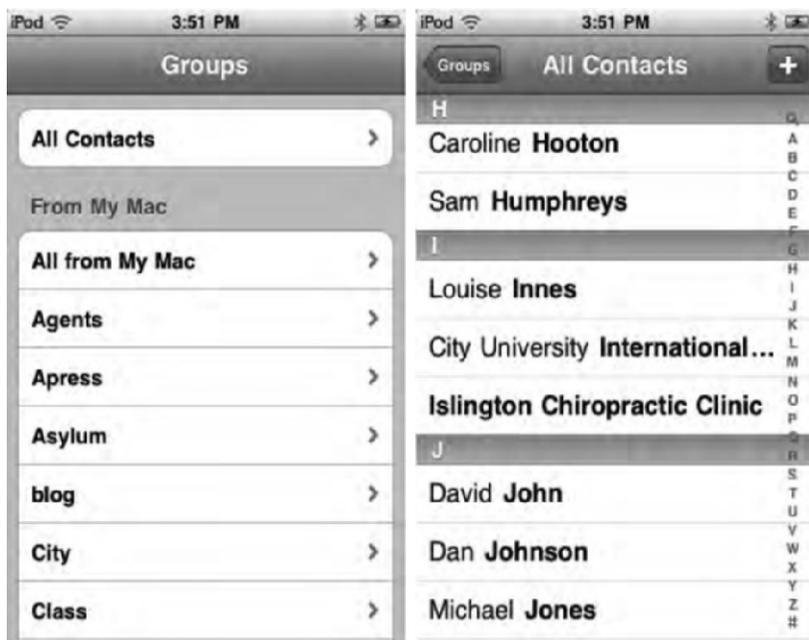


Figure 12–3. The Groups (left) and Contacts (right) application screens

## Ordering Your List

You can choose how Contacts orders your contacts list: by first name and then last, or by last name and then first. How you set this up depends on whether you want to search for your friends and business acquaintances informally or formally or whether your country uses a non-English ordering method, as in Japan or China.

To change your settings, navigate to Settings ► Mail, Contacts, Calendars, and choose an ordering method for sorting and for displaying.

## Viewing Contact Details

Tap any contact name to view its information screen. Figure 12–4 shows a contact information screen for Apple’s mythical John Appleseed. The level of detail and the amount of information shown depends on how much information you’ve entered into the address book. A contact may include a physical address, a web site URL, e-mail address, phone numbers, and more.



**Figure 12-4.** The Info screens contains as much or as little contact information as you have set.

A contact's info screen isn't just to be looked at; it's interactive. Tap and hold a phone number to copy it to the clipboard. Tap an e-mail address to be taken to a new compose mail message screen with the e-mail address filled in the To field. Tap a web link to open the Safari browser to that web address. Tap a physical address to open the address in the Maps app. Tap and hold other information on the page to copy its text to the clipboard. Finally, tap Share Contact to compose an e-mail with the contact's information attached as a VCF (virtual business card file) to the body of the e-mail. The recipient of the e-mail can then add the card to their address book.

## Adding Contacts

One of our favorite iPod touch features is its ability to add contacts on the go. When we're talking with another parent and trying to set up a play date or when we're in a business meeting, we can pull out our iPod touch and enter contact information right where we are. When we return to our computer, we sync that information into our main computer-based address book.

Contacts you create or edit on your iPod touch will sync back to your computer and update the information there. If you've set the Sync contacts option in iTunes, all changes made on your touch will synchronize to your computer and reflect your updates.

Tap the (+) button at the top right of the screen to create a new contact. A detail screen opens, as shown in Figure 12-5. Here, you can enter all the information for your new

contact. Fill in the fields, as described in the following sections, and then tap Done to add your new contact to the list.

**TIP:** Once you've added a field to your contact, the green + next to each defined field turns into a red -. Erase any field by tapping the red button and then tapping Delete.



**Figure 12-5.** Use the *New Contact* screen to add information about your new contact.

## Adding a Contact Name

As you can see, adding a contact name is straightforward. Type in their first name, and then touch the last name field to enter their last name. One caveat is when you are entering a business name. Here you have a choice. You can enter a name and a company ID, just one, or just the other. For example, you might add a contact for your favorite pizza parlor using just its company name, without adding a contact name for that establishment.

After entering the new information, tap Done. This returns you to the New Contact screen.

**NOTE:** The iPod expects you to separate a contact's first and last names into separate fields so that it can properly alphabetize the results.

## Adding a Contact Photo

The Contacts application can take advantage of any photos you have synchronized to your iPod. Tap the Add Photo box at the top left of the New Contact screen, and then tap Choose Photo from the pop-up menu that appears to assign a photo to your new contact. The Photo Albums screen opens. From there, navigate to a photo thumbnail, and tap it to display it. Move and scale that photo as desired, and then tap Set Photo. The iPod saves the picture and adds it to your contact.

You can also take a photo on the contact if you happen to be with them. Tap the Add Photo box at the top left of the New Contact screen, and then tap Take Photo from the pop-up menu that appears. Snap your pic, move and scale it, and then tap Use Photo to assign the photo to your new contact.

## Adding Phone Numbers

The Contacts application supports not one or two but *eight* different kinds of phone numbers. And on top of that, it also offers a free-form phone number label. You can enter almost unlimited quantities of phone numbers and assign them to standard types, including mobile, home, work, pager, and more.

Tap the Phone field, and the iPod opens an Edit Phone screen. Enter a phone number. You can then tap the current label of that phone number (such as “mobile” or “iPhone”) to get a pop-up list of labels you can choose from. The label defines the kind of number you’re using, such as “work” for work numbers and “home” for home numbers. In addition to the standard labels (mobile, home, work, main, home fax, work fax, and page), you can also add custom labels to your heart’s content. See the upcoming section on managing custom labels to learn more about adding and editing labels.

Tap Done to save your new phone number for the contact, or tap Cancel to go back to the New Contact screen without adding that number.

## Adding E-mail Addresses and URLs

The E-mail and URL fields allow you to add Internet addresses for your contacts. Tap either option, enter the e-mail or web address desired, and tap Done. As with phone numbers, you can set standard labels for these items or enter custom ones as needed.

## Adding Addresses

The address fields refer to a contact’s physical location, including street address and city. As with all the other contact information, you can add more than one address to a contact and label these items as home or work or with a custom label.

The Contacts application is smart enough to adjust the address fields based on the country you pick. So for Australian addresses, you’re prompted for suburb, state, and postal code. Japanese addresses include postal code, prefecture, and county/city.

## Adding Other Fields

In addition to the standard name, phone, and address fields, you can add a number of other predefined fields to a contact's information. Tap Add Field, and choose from Prefix, Middle, Suffix, Phonetic First Name, Phonetic Last Name, Nickname, Job Title, Department, Birthday, Date, and Note. The Note field allows you to enter a free-form note and can prove very handy.

## Adding Outside Data to an Existing Contact

If someone who is already in your contacts list sends you an e-mail with their address or phone number or if you find contact information on the Web for someone you already have in your address book, tap and hold that information, be it a phone number or address, and wait for the Add to Existing Contact menu pops up. Tap Add to Existing Contact, and then choose your contact from your address book. When their address card opens, the new phone number or address will populate the respective field. Add more information if you like, and then press the Done button.

## Managing Custom Labels

There's a big world out there that goes beyond "home fax" and "work address." The Contacts application allows you to add custom labels to your phone numbers, e-mail addresses, URLs, and physical addresses. Manage these labels using any of the label-selection screens, each of which contains an Edit button. Tap this Edit button—it is at the top-right corner of the screen—to switch to edit mode, as shown in Figure 12-6.

In edit mode, you can perform the following actions to add and remove custom labels to and from your iPod:

*Add a label:* Tap the green + button at the bottom of the edit list to add a new custom label. A Custom Label screen opens. Here, you can type in the name for the new label. Tap Save to add the label.

*Remove a label:* Tap the red button next to any custom label you want to remove. A Delete button appears at the label's right. Tap Delete to confirm deletion, or tap anywhere else on the screen to cancel. Once removed, all phone numbers, e-mail addresses, and so forth, that have been labeled with that custom item are renamed to the generic "label." You will not lose phone numbers and other data items you've entered.

To finish making your edits, tap Done.



**Figure 12–6.** *Contacts allows you to interactively manage your custom labels.*

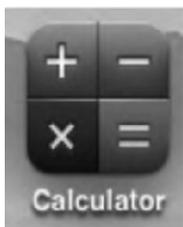
## Editing and Removing Contacts

To edit a contact, first select it in the contacts list, and tap it to open its Info tab. There, tap the Edit button in the top-right corner. This sends you to an edit screen that is functionally nearly identical to the New Contact screen (Figure 12–5). Make your changes, and then tap Done to finish and save them.

A Delete Contact button appears at the bottom of the edit screen. To remove a contact from your address book, scroll down to the red button, and tap it. A confirmation dialog box appears. Tap Delete Contact again, and Contacts removes the item from your address book. Tap Cancel to retain the contact.

## Using the Calculator

iPod touch's Calculator app provides a thorough interactive calculator with a simple memory. The icon on your home screen looks like four calculator buttons. It appears on the second row of the home screen, the second icon in. You can see this icon in Figure 12–7.



**Figure 12-7.** *The Calculator icon*

When you launch the Calculator app, you'll see a simple calculator that allows you to add, subtract, multiply, and divide (Figure 12-8). When you tap an operation button, a white circle appears around the button to let you know which operation will be carried out. But remember, many apps have multiple views depending on which way you are holding your iPod. Rotate the iPod into landscape mode to reveal the built-in scientific calculator!



**Figure 12-8.** *The iPod touch Calculator application allows you to use your iPod as a calculator (left) when you're on the go. Rotate the iPod vertically to reveal the scientific calculator (right).*

The Calculator application allows you to add, subtract, multiply, and divide. When you tap an operation button, a white circle appears around the button to let you know which operation will be carried out.

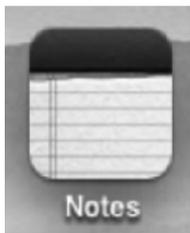
Use the memory buttons to add to the stored number (m+) or subtract (m-). Once a number is stored in memory, the button highlights with a white circle. Tap mr to recall the stored number. Tap mc to clear the number from memory.

**TIP:** Given the somewhat obvious limitations of the built-in iPod Calculator, you may want to use one of the many free online tip and bill-splitter calculators instead when visiting restaurants. Search the App Store for *tip calculator*.

## Taking Notes

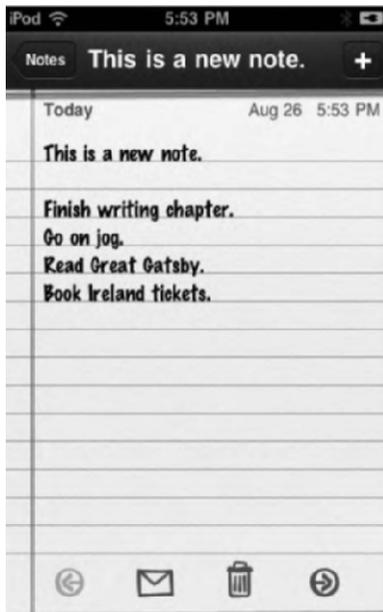
The iPod Notes application allows you to jot down quick notes on the go. This application isn't meant to be a full-powered word processor. It just provides a simple way to create notes and bring them with you.

To launch Notes, tap the yellow notepad-styled icon on your home screen (Figure 12-9).



**Figure 12-9.** The Notes icon

Figure 12-10 shows the Notes screen. From this screen, you can add and manage notes as follows.



**Figure 12-10.** Use the Notes screen to write quick notes. You can e-mail your notes to others.

*Create new notes:* Tap the + button to add a new note.

*Enter and edit text:* Tapping in the text area summons the keyboard. Type your note, make any changes, and then tap Done to dismiss the keyboard.

*Delete a note:* Tap the garbage can icon, and then tap Delete Note.

*Navigate between notes:* Use the left and right arrows to move between notes, or tap Notes in the upper-left corner and select the note you want to view from the list.

*E-mail notes:* Tap the envelope, enter an address, and tap Send. The text from the note will be pasted into the body of the e-mail.

In Chapter 2, we talk about setting up a Bluetooth keyboard. If you are using Notes a lot, you might want to think about investing in one.

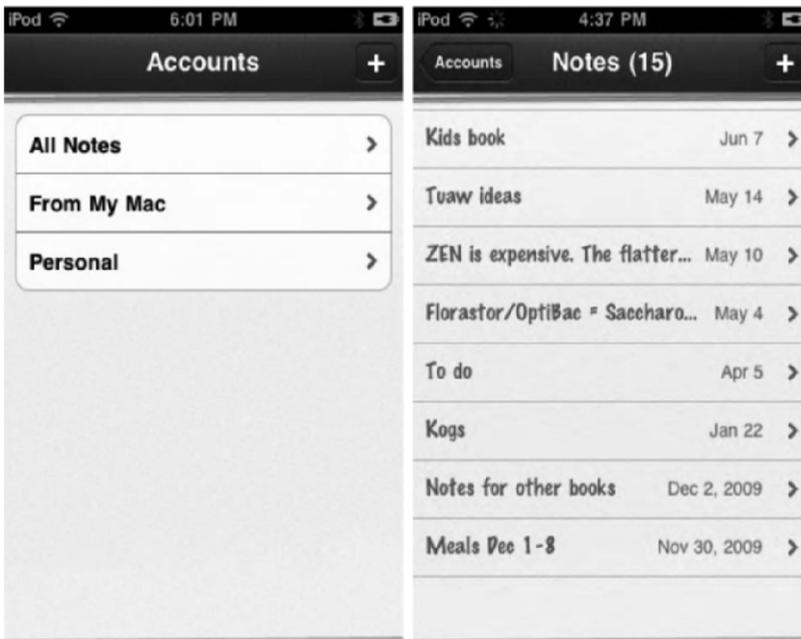
## Syncing Notes

If you like, you can sync notes between your iPod and your computer. To sync notes, you'll need to be using Mail.app on a Mac or Microsoft Outlook 2003 or newer on a Windows computer. You can also sync notes with various e-mail providers such as Gmail, Yahoo!, and AOL. To sync notes with those e-mail accounts, navigate to Settings ► Mail, Contacts, Calendars, and choose your e-mail account. Where you see the Notes icon, tap the switch to ON. Syncing notes allows your notes to be viewed and edited in Mac OS X's Mail app or Windows Outlook.

If you are using multiple note accounts, you'll see the option of viewing all notes together or just notes from a certain account on the Accounts screen (Figure 12–11).

Here are some tips on using the Notes application:

- Although your Notes files are backed up, you cannot sync your notes to text files on your personal computer. Use e-mail to send yourself your notes if you want to sync them to your computer.
- To search through your notes, navigate to a notes list screen (the second image in Figure 12–11), and swipe down to reveal the search field at the top. The results screen will populate with any notes that match your search criteria.



**Figure 12–11.** Use the Accounts screen (left) to view all your notes together (right) or on a per-account basis.

**NOTE:** Unfortunately, there's no easy way to change the dreadful default font for Notes. Also, currently, you cannot print your notes directly from the iPod to a printer.

## Checking the Weather

The iPod Weather application allows you to view the current temperature and six-day forecast for each of your favorite cities. Weather uses forecast data from Yahoo! and the Weather Channel to provide up-to-the-minute data on your iPod. To launch Weather, tap the blue icon with the sun on your home screen (Figure 12–12).



**Figure 12–12.** The Weather icon

## Viewing Weather Info

Figure 12–13 shows a typical Weather screen. From here, you can flick left and right to scroll between your cities. The bright dot at the bottom of the screen shows which item you're viewing. The dim dots show the other cities you've added to the Weather app. Cities that are experiencing daylight have a blue background, and cities where it is already dark have a purple background.



**Figure 12–13.** The iPod Weather application provides six-day forecasts for your favorite cities.

When you're ready to specify your cities, tap the small *i* at the bottom right of any Weather screen. This flips from the forecast to the city-management screen. From this screen, you can customize your cities:

*Add a city:* Tap the + button, enter the city name, tap Search, and then tap the city you want to add. You cannot find every city. Only those supported by Yahoo! and the Weather Channel are available.

*Remove a city:* Tap the red – button next to any city name, and then tap Delete.

*Reorder cities:* Use the grab controls to the right of each name to drag your cities into a new order.

*Switch between Fahrenheit and Celsius:* Tap °F or °C.

Tap Done to return to the forecast screen.

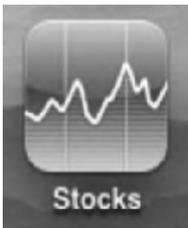
## Weather Tips

Here are some tips for using the Weather application:

- As Figure 12–13 shows, based on the dots that represent how many cities you’ve added, you can have a *lot* of cities.
- Tap the Y! icon to visit Yahoo Weather in Safari.
- You don’t need to keep the Cupertino forecast. Although the iPod offers Cupertino as its default forecast, feel free to add your own city and remove Cupertino from the list. Apple will never know.

## Monitoring Stocks

You can use your iPod to keep track of the stock market so you could see how much you’ve made (or lost!) that day. The Stocks icon looks like a blue-and-gray stock ticker (Figure 12–14). Tap it to go to the application that monitors your favorite stocks using 20-minute delayed data from Yahoo!



**Figure 12–14.** *The Stocks icon*

The Stocks screen, shown in Figure 12–15, consists of a list of stocks above a historic graph. Current prices appear to the right of each name, with the changes listed in green (positive) or red (negative). From this screen, you can view and customize stock information as follows.

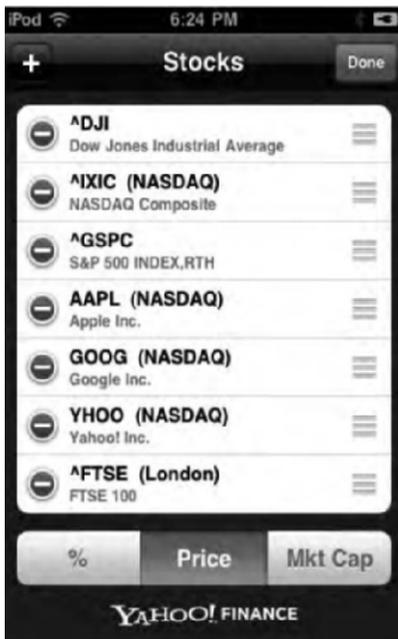


**Figure 12–15.** Yahoo! Finance powers the iPod Stocks application using 20-minute-delayed data.

*View a stock:* Tap any stock to load its associated graph.

*Choose the history length:* Choose the length of time over which you want to view a stock's history. Pick from one day (1d), one week (1w), one month (1m), three months (3m), six months (6m), one year (1y), and two years (2y).

*Customize:* You can add or remove stocks from your list by tapping the *i* icon at the bottom right of your screen. This opens the customization screen (Figure 12–16).



**Figure 12–16.** Customizing the stocks app

- To add a stock, tap the + button and either search for a company name or enter the stock symbol directly.
- To remove a stock, tap the red – button, and then tap Delete.
- Reorder stocks by using the drag controls to the right of each stock name.
- The %, Price, and Mkt Cap buttons switch between the percentage gained or lost, the current price, and the market cap of the stocks.
- Tap Done to return to the main Stocks screen.

Notice the three dots below the chart in the stocks app (see Figure 12–15)? If you swipe left or right, you can also view the summary and news headlines for a specific stock (Figure 12–17). When viewing the news headlines, scroll up or down to see more. Tapping a headline will open up the news article in the Safari browser.



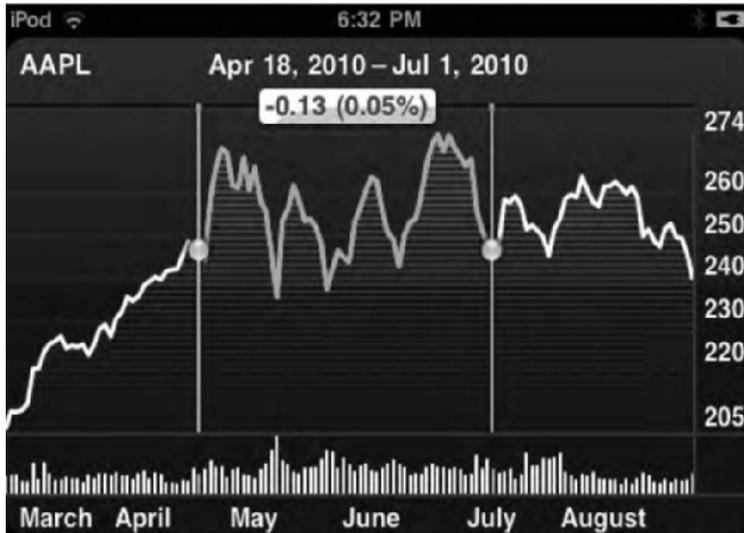
**Figure 12–17.** You can view the summary (left), chart, or news (right) for a particular stock by swiping left or right.

The Stocks app also support landscape mode. Turn your iPod on its side to be presented with an interactive chart of a particular stock (Figure 12–18).



**Figure 12–18.** Rotate the iPod to landscape mode to see the interactive chart.

Use the time buttons (1 day, 3 months, and so on) to show a specific time frame. Drag your finger across the chart to see the precise stock price for any given time. Drag two fingers along the chart (Figure 12–19) to show the price difference between any two different points in time. Finally, swipe left or right to switch to another stock's chart.



**Figure 12–19.** Place and drag two fingers on the chart to see the price difference between any two points.

Here are some tips for using the Stocks application:

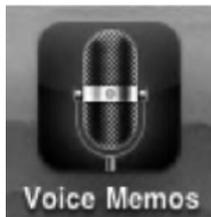
- Tap Yahoo! Finance at the bottom of the customization screen to jump directly to the Yahoo! Finance web site. You can also tap Y! at the bottom left of the main Stocks screen to get to this web site.
- Stock quotes are delayed according to the rules of the stock exchange. This provides an advantage to on-floor traders and allows vendors to charge for premium real-time quotes.
- You don't need to press the customization button to switch between percentage, price, and market cap views; you can just tap the value column (red and green squares) to switch between views.

We are sure there's a limit to how many stocks you can add to your list, but we have yet to personally encounter that limit.

## Dictating Voice Memos

When Apple decided to include the Voice Memos app (Figure 12–20) on the iPod touch, we thought we would never use it. Now, however, it's one of the apps we turn to most. With voice memos, you can quickly record ideas or entire classes or meetings with the tap of a button.

To use the Voice Memo app, your iPod touch will need a microphone. If you have the fourth-generation iPod touch, it has a mic built-in. The second- and third-generation iPod touches didn't have built-in mics, but they did ship with earbuds with a built-in mic. If you don't have those original earbuds, you'll need to grab them or something similar. iPod-compatible mics can be purchased at <http://store.apple.com>.



**Figure 12–20.** *The Voice Memos icon*

Tap the Voice Memos icon to launch that app. You'll be presented with a screen that shows a large, old-fashioned radio mic from the 1930s. The radio mic is just for show. You interact with the Voice Memos app using the two buttons, situated on either side of the audio level meter (Figure 12–21).



**Figure 12–21.** *The Voice Memos app*

To record a memo, tap the red-and-silver record button on the left of the screen. A red bar will appear at the top of the screen with the word *Recording* in it followed by the recording time that has elapsed (Figure 12–22). You'll also notice that the record button has changed to a pause button. Tap it to pause the current recording. Tap it again to

resume recording. To stop a recording, tap the silver-and-black stop button on the right side of the screen.



**Figure 12–22.** Recording a memo

To view and listen to all your recordings, tap the Memos button. The Memos button has three horizontal lines and rests in the lower-right corner in Figure 12–21. The Voice Memos screen will appear (Figure 12–23).

From the Voice Memos screen, you can play back any memo you've recorded.

*Play a Memo:* Tap the memo you want to play so it is highlighted in blue. Then tap the memo again to play it.

*Scrub through a memo:* Use the slider at the bottom of the screen to scrub through your memos. This is particularly helpful for long recordings.

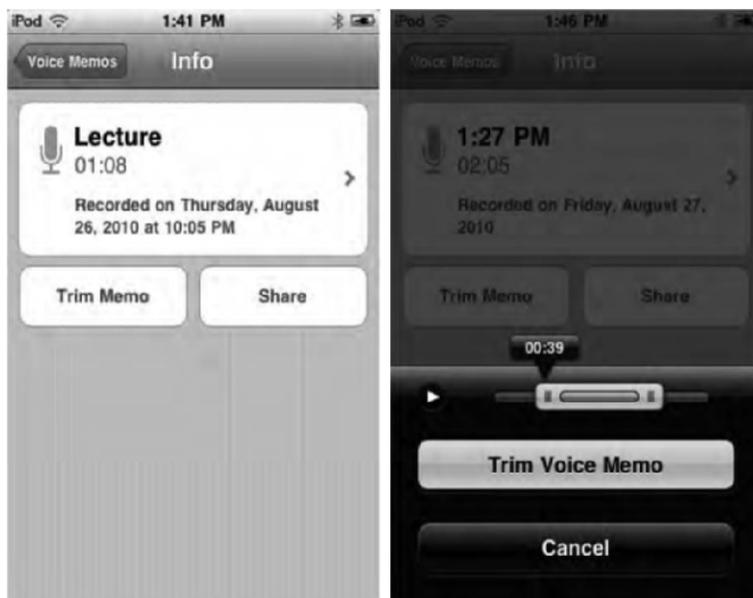
*Share a memo:* Select a memo, and then tap the Share button. A pop-up menu will appear asking you whether you want to share your memo using e-mail. Tap E-mail, and a new message compose screen will appear with the recording attached to the body of the e-mail.

*Deleting a memo:* Select a memo, and then tap the Delete button. Tap the Delete Voice Memo pop-up that appears to confirm your deletion.



**Figure 12–23.** *The Voice Memos screen lists all your memos.*

You can also label and edit voice memos by navigating to their information screen. To do this, tap the blue-and-white > button next to a voice memo. You'll be taken to that voice memo's information page (Figure 12–24).



**Figure 12–24.** *A memo's information page (left) and trimming options (right)*

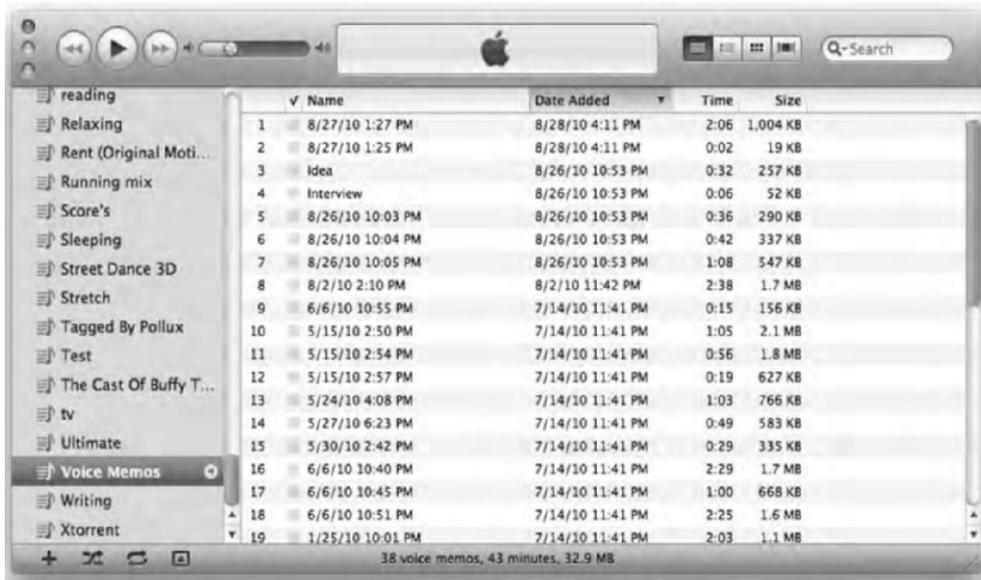
From this page you can do the following:

**Label the voice memo:** Tap the field with the microphone icon in it (next to the time stamps) to be taken to the labels screen. From this screen you can select from the following labels: Podcast, Interview, Lecture, Idea, Meeting, or Memo. You can also name your memo anything you want by tapping the Custom button and entering a name. To keep length of time of the memo as its name, select None as the label.

**Trim the voice memo:** You can actually edit your voice memos right on the iPod. Tap Trim Memo, and a black-and-yellow trim menu will appear (Figure 12–25). Adjust the beginning and end times by using the yellow and blue slider, and tap Trim Voice Memo to trim the selection. The trim feature is a great way to cut out the usual dead air times at the beginning or ending of a recording. However, you cannot edit out snippets of the recording piecemeal. You can only trim its edges. Also, note that edits you make *cannot* be undone.

**Share:** This button functions the same as the Share button on the main information page. Tap Share, and then tap E-mail, and a new message compose screen will appear with the recording attached to the body of the e-mail.

iTunes automatically syncs any voice memos you have created the next time you connect your iPod touch to your computer. The memos are stored under a playlist that is created called Voice Memos (see Figure 12–25).



**Figure 12–25.** iTunes automatically creates a playlist called Voice Memos when it detects a voice memo on your iPod touch.

When you sync voice memos to iTunes, they still remain on the iPod touch until you delete them. Deleting them on the iPod touch will not delete them from iTunes; however, deleting a voice memo from iTunes will also delete it from the iPod touch on the next sync.

## Summary

As you can now see, the iPod touch includes several useful tools for the user, whether they are a business professional or a student. Both the Contacts and Calculator applications provide helpful on-hand references for when you need a quick jog to your memory. The Contacts app also lets you expand your address book while on the go and synchronize it to your home computer. The Calculator is always there to get you out of a jam when you realize you didn't pay attention in Algebra 101. Stocks and Weather lets you check both your current and future financial and climate forecasts, and finally, Notes and Voice Memos let you jot down ideas in written or oral form.

Here are a few last thoughts:

- Although the iPod touch does not have an onboard phone, it's easy enough to look up numbers on the iPod and type them into your cell phone.
- It's *really* nice to have all your numbers and addresses in one place. Because our iPods sync to our computers, we don't have to keep a half dozen separate address books, each on a separate device. We can rely on the iPod's version instead.
- The iPod's calculator is a lifesaver when you realize math isn't your strong suit.
- The Stocks and Weather applications provide great ways to keep up with real-time information using classic Apple design.
- Although the Notes application is limited, it offers a convenient way to jot down notes in a central and easy-to-remember location.
- How many times have you been in a class or meeting and wish you had a voice recorder with you? With your iPod touch, now you do.

# Photographing and Recording the World Around You

Perhaps the most recognizable upgrade to the fourth-generation iPod touch is its two cameras—one in the front and one in the rear. These cameras allow for the most significant features of the iPod touch: the ability to take photos and record high-definition video and the ability to make FaceTime video calls.

Are you lucky enough to have one of the latest iPods? If not, this chapter is really not for you, at least until you're ready to upgrade. But if you've been able to purchase one of the newest-generation iPods, then here are some great ways to take photos and record video.

## The Camera Hardware

As mentioned, the newest iPod touch's features two cameras—one front and one rear—with which to take photos and record video. The cameras aren't created equal, however. As you'll see, each one has been designed for different uses.

### Front Camera

The front iPod touch camera is located at the top of the iPod, directly in the center of the iPod's upper bezel. If you shine a light directly on your iPod, you can make out a tiny opaque dot about the size of a pencil tip. Behind this dot lies the front-facing camera.

You'll be using this front-facing camera primarily for FaceTime video calls (see Chapter 14), but you can also take photos and record video with it. The front-facing camera particularly makes a great tool for taking self-snapshots for profile pictures for your Facebook account. No more shooting your picture in a bathroom mirror or turning the

camera around and hoping you get yourself in the shot! With the front camera, you can see and compose the shot as you take it.

It's important to note that the front-facing camera isn't as powerful as the rear camera. The front-facing camera does not record high-definition (HD) video. High-definition video is defined as video that has at least 720 lines of resolution. The more lines of resolution, the sharper the picture. Although the front camera can record video, its resolution is limited to standard-definition (SD) video. SD video has a resolution of 640x480.

Why didn't Apple use an HD camera in the front? Well, it would be unnecessary. The front camera was designed for FaceTime video calling, not recording video. The image quality while video calling on a small device like the iPod touch is more than good enough using an SD camera.

## Rear Camera

The rear camera is the primary one you will be using to take photos and record video. If you flip your iPod touch over, you'll see the rear camera in the top-left corner of the device.

The rear camera will record videos in 720p HD resolution at 30 frames a second; that's 1280x720 pixels wide. Although its still-camera capabilities are better than the front-facing camera, the rear-facing camera is still limited to taking still pictures in 960x720 resolution. If that doesn't sound like a lot, it's because it isn't. 960x720 resolution isn't even equivalent to a 1-megapixel camera; or, if you want to get specific, the iPod touch's still capabilities record photos in 0.69 megapixels.

The less than 1-megapixel resolution is fine for simple snapshots for e-mailing or posting to Facebook, but if you are at an important event like a wedding or a child's birthday and want to take some good-quality pictures suitable for framing, leave the iPod touch at home and bring your point-and-shoot digital camera.

**NOTE:** What's the "p" stand for in 720p, you ask? P means progressive. When HD video is displayed on a screen, it shows either all 720 lines of resolution at a time or just half of them. If it only shows half of them, this is known as *interlace video* and is denoted with an *i*. Simply put, progressive video generally looks sharper because it shows you all the data (or lines of resolution) in a single frame at a time, and interlace shows you only half the data at a time (followed quickly by the other half). Interlace video used to be the norm when bandwidth issues were more of a factor, but as bandwidth increased, progressive video slowly took over.

## Real-World Use

In real-world use, the iPod touch does a great job at recording HD video in good lighting conditions. While developing this chapter for the book, all the video we shot outdoors in the daytime or inside with good lighting showed up gorgeously when we played it back

on our HDTVs. The iPod touch uses a light-sensitive sensor, which can be used in a wide range of lighting situations. This sensor allows for the best video quality the hardware can record. Because of this sensor, even in low-light conditions, the video quality was still very good.

As for taking still images, the iPod touch is great to have when you're out and about and might not necessarily have your digital camera on you. However, because of its 0.69-megapixels images and lack of a camera flash, the iPod touch is in no way a replacement for your standard digital point-and-shoot camera. That being said, Apple didn't set out to design the best camera possible; Apple set out to design the best iPod possible at the best possible price—and at that, Apple excelled. The iPod isn't about taking great art; it's about social use. So, it's a trade-off. If you want a really good camera, then buy a camera or an iPhone or wait for a newer-generation iPod touch when these components prices go down.

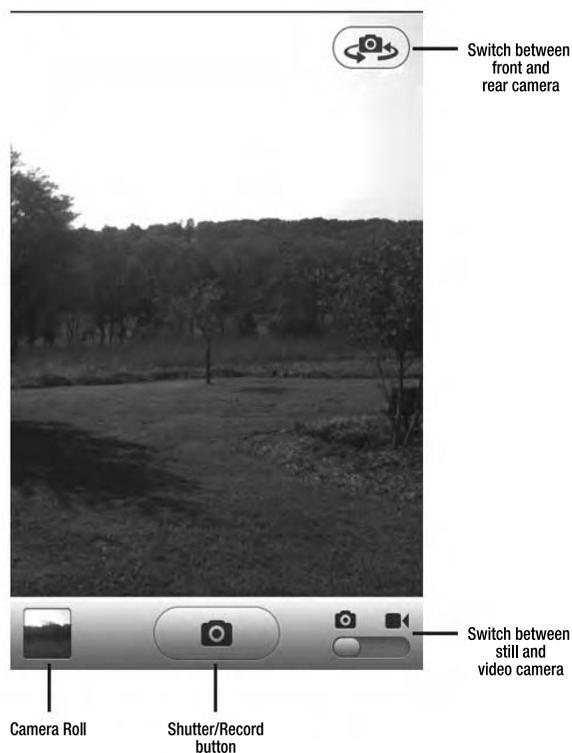
## Navigating the Camera App

To launch the Camera application, tap the Camera icon. It looks like a gray button with a camera lens on it (see Figure 13–1). The camera can be used in either portrait or landscape mode. Simply rotate your iPod to switch between the two orientations.



**Figure 13–1.** *The Camera app*

Figure 13–2 shows the standard layout of the Camera app. With the exception of the Switch Camera button in the top-right corner, all the camera controls reside in the gray bar at the bottom of the screen in portrait orientation. When you rotate into landscape orientation, the Switch Camera button remains in the top-right corner, but the camera control bar shifts to the left (or right) of the screen. The icons on the control bar simply rotate to match your iPod's orientation.



**Figure 13–2.** *The camera controls*

The camera controls are as follows:

*Switch between still and video camera mode:* Tap the slider that lies below icons of a still and video camera in the right of the control bar. The camera icon with the slider button below it is the mode the camera is in (in Figure 13–2, the slider is below the still camera, so you know that you are in still-camera mode).

*Switch between cameras:* Tap the Switch Camera icon in the top right of the screen to switch between the front and rear cameras. The icon looks like a traditional still camera with swirling arrows on either side. You'll see a 2D animation of the screen flipping between cameras.

*Shutter button:* Tap the oval button with the icon of a traditional still camera in the center of the control bar to take a still photograph. This button changes to an oval button with a red dot in the center when you are in video camera mode. Tap the button to record video. Tap again to stop recording. If you have your finger on the Shutter/Record button but then change your mind about photographing or recording your subject, you can slide your finger off the button and no image will be taken, nor will video begin being recorded.

*Access the Camera Roll:* Tap the square button on the left of the control bar. The square will be filled with an icon of the last image or video recorded. Once tapped, your Camera Roll will slide up on screen. This is a great feature for reviewing your last photo or video. It saves you a lot of time since you don't have to leave the Camera app to check out your Camera Roll in the Photos app.

## Taking Still Pictures

Taking a still photograph couldn't be easier. Point your camera at what you want to take a picture of, and tap the shutter button. You'll hear a shutter click sound effect and see a cool animation of a lens's iris quickly closing and then opening. After that, the still image you just took will jump down into the Camera Roll icon.

**NOTE:** Some people find that tapping the on-screen shutter button to take a still photo causes their composition to get messed up. A neat trick Apple included to counteract any accidental nudging when you tap the shutter button is this: tap and hold the shutter button and *then* compose your shot. When you are ready to take the photo, simply remove your finger from the shutter button, and the shot will be recorded.

## Changing the Exposure

You can set the exposure of the camera by tapping anywhere on the screen. You'll see a white box with crosshairs quickly appear. The iPod's camera reads the exposure setting of the part of the image inside the box and adjusts the image accordingly.

Setting the exposure helps when you are shooting an image of a cloudy sky, for example. If you want the sky to appear other than blinding white, tap the area of the image on your iPods screen, and the exposure will adjust accordingly.

## Zooming In and Out

When you tap the screen to set the exposure, you'll also see a zoom bar appear along the bottom (Figure 13–3). This zoom bar allows you to adjust the digital zoom settings of the photograph; it lets you zoom in and out on your subject. Slide your finger along the bar to zoom in or out. You can also tap the + or – button to zoom in or out in increments.



**Figure 13–3.** *The zoom controls appear above the control bar while tapping the screen in still-camera mode.*

**NOTE:** You can only zoom on while in still camera mode using the rear camera. You cannot zoom using the front-facing camera. There is also no zoom while in video camera mode.

## Recording Video

To record video, set the slider in the control bar to video camera mode. The camera's shutter button will be replaced with a recording button (see Figure 13–4). Tap the record button to begin recording your video. The red dot on the record button will begin to glow, and a time code stamp will appear in the upper right of the screen showing the hours, minutes, and seconds that have elapsed since recording began. To stop recording, tap the record button again.

Just how much video can you record on your iPod touch? That depends on the size of your iPod touch and how much space you have available. If you have a 32GB iPod touch but only have 10GB of free space on it, you'll be able to record only 10GB of video.

720p/30fps video takes up about 120MB per minute. If you think in terms of gigabytes, one hour of 720p/30fps video will take about 7GBs of space on your iPod. One hour of video is a lot, but so is 7GB of storage space. If you are going to be recording a lot of video, it's helpful to be close to your computer or have your laptop with you so you can easily dump your video onto your computer's hard drive and then wipe it from your iPod touch, freeing up space for more video.



**Figure 13-4.** The video-recording screen shows the time elapsed while recording.

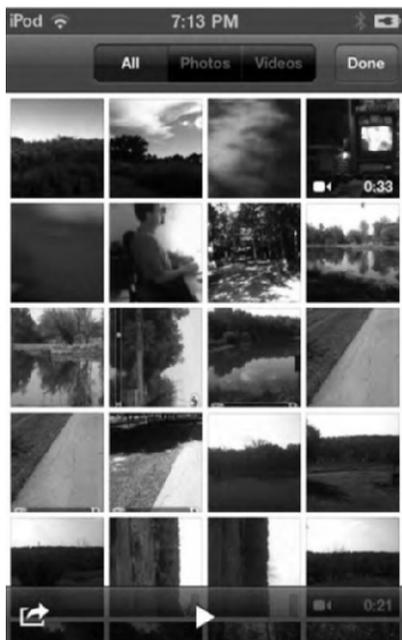
**TIP:** If you are going to be using the recorded video in a movie or be viewing it on your TV, you might want to make sure you are recording in landscape mode. You can record in portrait mode, but portrait mode is a weird aspect ratio to view videos in.

## Changing the Exposure

As with still images, you can set the exposure of recorded video. You'll see a white box with crosshairs quickly appear. The iPod's camera reads the exposure setting of the part of the image inside the box and adjusts the video's exposure settings accordingly.

## Viewing Your Camera Roll

To view all the photos you have taken and the videos you have recorded, tap the Camera Roll icon in the left of the control bar. The last image or video you recorded will appear on the screen. Tap the Camera Roll arrow to be taken to the Camera Roll (Figure 13-5).



**Figure 13–5.** The Camera Roll contains all the photos and videos you have taken with the iPod's camera.

As you can see in Figure 13–5, the Camera Roll allows you to sort through your recordings in three ways:

*All:* Shows you all your photographs taken and videos recorded

*Photos:* Shows you just the photos you have taken

*Videos:* Shows you just the videos you have recorded

To view any individual photo or video, simply tap its thumbnail. Photo thumbnails appear as a picture square, while video thumbnails appear as squares with a single frame of the recording representing the video. A small camera icon with the length of the video in minutes and seconds overlays a video thumbnail's image.

## Viewing Individual Photos

When in your Camera Roll, you will see thumbnails of the photos it contains (see Figure 13–5). To view a photo full-screen, tap the photo once. As you can see from Figure 13–6, you can view the photo in portrait or landscape mode.



**Figure 13-6.** Viewing a photo in landscape and portrait modes

Once you display a photo full-screen, you have several ways to interact with it:

- Pinch to zoom into and out of the photo.
- Double-tap to zoom into the photo. Double-tap again to zoom out.
- When your image is displayed at the normal zoomed-out size, drag to the left or right to move to the previous or next image in the album. When zoomed into an image, dragging the photo pans across it.

While viewing individual photos, flip your iPod touch onto its side to have your photo reorient itself. If the photo was shot using landscape orientation, it fits itself to the wider view. Tap any image once to bring up the image overlay, as shown in Figure 13-6. The image overlay features a menu bar at the top and bottom of the screen.

The image overlay menu bar at the top of the screen shows you the number of the selected image out of the total number of items in the Camera Roll and shows you the back button, labeled Camera Roll, to return to the album. You can tap the Done button to exit the Camera Roll and return to the Camera app.

At the bottom of the screen you'll see the Share button (it looks like an arrow breaking free from a small box) and also back, play, and forward buttons. The back and forward buttons simply move you back or forth the photos in your Camera Roll one at a time. The play button allows you to start a slide show, which we will discuss next. Tapping the trash can icon will bring up a deletion confirmation menu. Tap the red Delete Photo button to delete the selected photo.

## Playing a Slide Show

Playing slide shows on your iPod touch are as easy as tapping a single button, namely, the play button that resides at the bottom center of the screen. When you tap it, your slide show will begin. To stop a slide show, simply tap the screen. Your photos and videos will play in a slide show according to your Photo slide show settings in the Settings app. Go to Settings ► Photos to adjust your slide show properties:

*Play Each Slide For:* Here, you can set the slide duration. Your choices are 2 seconds, 3 seconds (the default, which works really well for most people), 5 seconds, 10 seconds (which starts to get boring fast), and 20 seconds (which is probably recognized officially by Amnesty International as torture for most humans; seriously, don't do this to your friends and family).

*Transition:* By default, the slide show transition is Dissolve, but here you can also choose from Cube, Ripple, Wipe Across, or Wipe Down. The advantage of transitions is that they keep things lively. The disadvantage is that they get old really, really fast. For this reason, you probably want to skip nondissolve transitions in long slide shows.

*Repeat:* When set to ON, the slide show will play continuously. In other words, when you get to the last slide in the slide show, it will begin again at the first one.

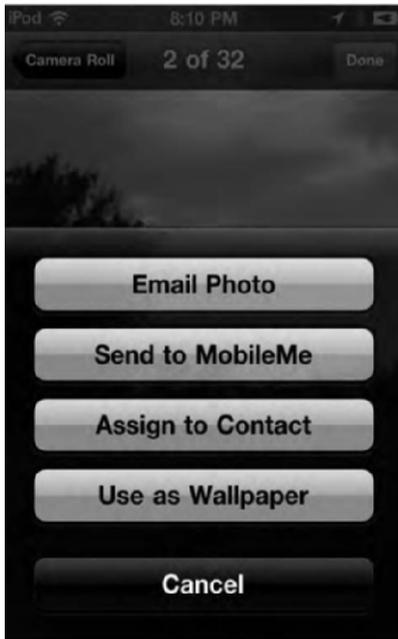
*Shuffle:* Show your pictures in a random order by switching Shuffle from OFF to ON. When Shuffle is disabled, your pictures display in album order.

Don't forget to check out Chapter 5 for some awesome slide show tips!

## Sharing Your Photos

You have a number of ways to share photos you have in your Camera Roll. If these options seem familiar to you, it's because they're identical to the photo-sharing options we went over in the Photos app in Chapter 5.

To access all the ways you can share your photos, bring up a photo full-screen, and tap the Share button, which looks like an arrow breaking free from a small box (see Figure 13-6). You'll be presented with a pop-up menu of sharing options (see Figure 13-7).



**Figure 13–7.** *The sharing photos menu*

*Email Photo:* Tap this to see an e-mail compose window appear on the screen. You'll notice the photo has been copied into the body of the e-mail already. Enter the recipient's e-mail, a subject, and some body text, and then tap Send—your photo is on its way!

Alternatively, you can e-mail up to five photos at a time from within the Camera Roll. We discuss this option later in the chapter.

*Send to MobileMe:* MobileMe is Apple's e-mail service that also allows you to publish and share your photos online. The Send to MobileMe option lets you upload your photos to your MobileMe Gallery online right from your iPod touch. Tap Send to MobileMe. A window will appear asking you to name the photo and write a description if you want. Select the MobileMe Gallery album you want to publish the photo to, and then tap Publish.

A progress bar signifying the upload will appear over the photo. When the photo has finished uploading, you'll be able to tap View on MobileMe, which takes you to your MobileMe web gallery in Safari, or Tell a Friend, which opens the Mail app and composes an e-mail with the link to the photo in the body of the message.

To use these MobileMe features, you must have a MobileMe account. See [www.me.com](http://www.me.com) for details.

*Assign to Contact:* This option allows you to assign a photo to an address book contact. Tap Assign to Contact, and then select the contact's address book entry from the pop-up menu. Move and scale the thumbnail of the photo that appears, and then tap the Set Photo button.

The next time you view the contact in the iPod touch's Contacts app, the image you selected for them will appear next to their name. This image will sync with their contact information in Address Book and Entourage on a Mac and Outlook on a Windows computer.

*Use as Wallpaper:* Tap this button to use the selected image as wallpaper on your iPod touch. Move and scale the image, and then tap Set. From the pop-up menu, you'll be able to select whether you want to use the image for the iPod touch's lock screen, the home screen, or both. This isn't the only way to set your iPod touch's wallpaper options. We'll talk about the other way in Chapter 15.

## Viewing Videos

To view any video you have recorded, simply tap its thumbnail in the Camera Roll. The video will appear with a big play button in the center. Tap any area of the screen once to bring up the on-screen video controls (Figure 13-8).



**Figure 13-8.** Displaying video from the Camera Roll. Tap once to bring up the on-screen menus.

Once you display a video full-screen, you have several ways to interact with it:

- Tap the video once to play it. Tap again to pause it.
- Scrub through the video by tapping and holding the silver drag bar in the scrubber bar. The scrub bar shows you segments of the video represented by thumbnails for those segments.

- Hold your finger on the scrub bar for a few seconds, and you'll see the scrub bar stretch out. This gives you finer control over finding a specific spot in the video.

The video overlay menu bar at the top of the screen shows you the number of the selected video out of the total number of items in the Camera Roll and shows you the back button, labeled Camera Roll, to return to the main Camera Roll. You can tap the Done button to exit the Camera Roll and return to the Camera app.

At the bottom of the screen you'll see the Share button and also back, play, and forward buttons. The back and forward buttons simply move you back or forth in the series of items in your Camera Roll one at a time. The play button allows you to start playing the video. Tapping the trash can icon will bring up a deletion confirmation menu. Tap the red Delete Video button to delete the selected video.

## Editing Your Video

Apple has included limited video-editing functionality in the Camera app. Video editing isn't exactly the right word, though. *Trimming* is more accurate because you can shorten, or *trim*, the video at the front and end of the clip.

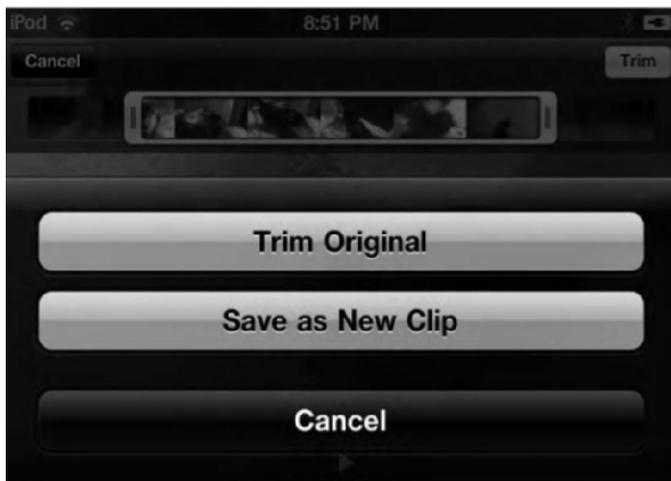
To trim a video, bring up the video menu overlays (see Figure 13-8). Next, grab the beginning of the scrub bar, and pull it to the right. This activates trim mode (Figure 13-9).



**Figure 13-9.** Video trim mode

In trim mode, you can drag the ends of the scrub bar, now outlined in yellow, toward the center. Dragging the ends shortens the clip at the beginning and the end.

Trimming is a great feature that allows you to highlight just the really good portions of your video clips. When you've adjusted your trim commands, tap the yellow Trim button to bring up a Trim pop-up menu (Figure 13-10).



**Figure 13–10.** The Trim pop-up menu lets you trim the original or save the trim as a new clip.

The Trim command gives you three options:

*Trim Original:* This actually changes the original video recording. It will permanently delete the sections of video you have trimmed out.

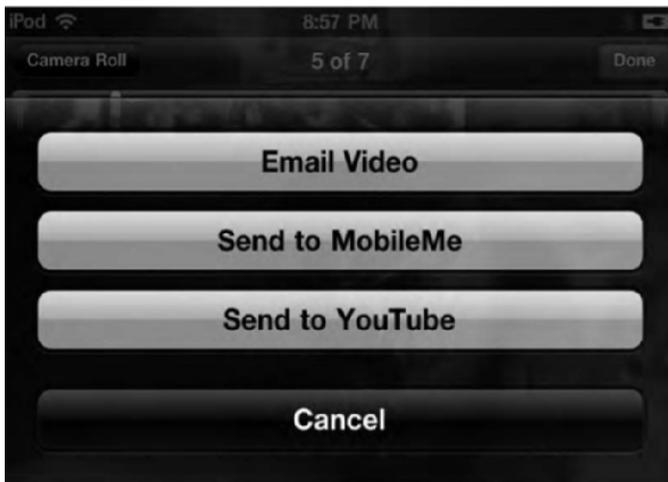
*Save as New Clip:* This leaves your original video intact and creates a completely new video file of just the trim you specified.

*Cancel:* This closes the menu and returns to the clip with your trim points still set.

Remember that if you choose to keep the original clip, storage space on your iPod can quickly fill up. A one-minute clip took up a whopping 120MBs of space on our iPod.

## Sharing Your Video

While viewing any single video clip, you have several sharing options. To bring up the sharing menu, tap the Share button, which looks like an arrow breaking free from a small box (see Figure 13–8). You'll be presented with a pop-up menu of sharing options (see Figure 13–11).



**Figure 13–11.** *The video sharing options*

*Email Video:* Selecting this command will compress the video clip as a QuickTime movie file. A new message window will appear with the movie clip attached to the body of the message.

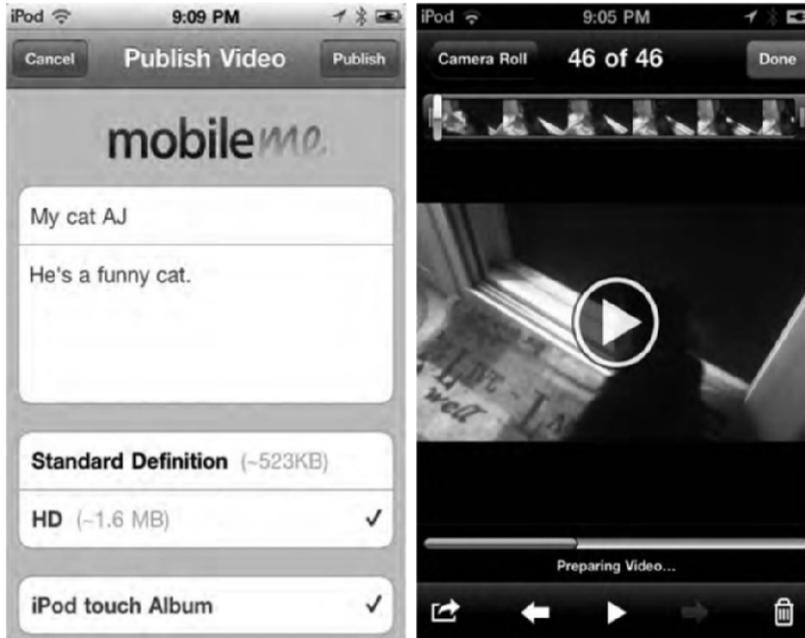
Depending on the length of your video clip, you may get an error message that says “Video is Too Long.” If you see this, your iPod will ask you whether you want to select a smaller clip from the video to e-mail. Tap OK, and you’ll enter Trim mode, which will allow you to cut down the length of the clip.

What’s interesting about trim mode is that the yellow trim selection bar is fixed to 54 seconds. You can shorten it or drag the 54-second trim selection bar around, but you can’t increase the trim to longer than 54 seconds. So, as of now, 54 seconds seems to be the longest a clip can be that you can e-mail. Apple can always change this with a software update in the future, however.

Once you have trimmed your video, tap the yellow Email button above the scrub bar. A blank e-mail with the video in the body of the message should appear.

*Send to MobileMe:* MobileMe is Apple’s e-mail service that also allows you to publish and share your photos and videos online. The Send to MobileMe option lets you upload your videos to your MobileMe Gallery online right from your iPod touch. Tap Send to MobileMe (Figure 13–12). A window will appear asking you to name the video and write a description if you want. You can also choose whether to upload a standard-definition video or the original high-definition version of it. Finally, select the MobileMe Gallery album you want to publish the video to, and then tap Publish.

A progress bar signifying the upload will appear over the video. When the video has finished uploading, you'll be able to tap View on MobileMe, which takes you to your MobileMe web gallery in Safari, or Tell a Friend, which opens the Mail app and composes an e-mail with the link to the video in the body of the message.



**Figure 13–12.** *The MobileMe sharing and uploading screens*

To use these MobileMe features, you must have a MobileMe account. See [www.me.com](http://www.me.com) for details.

**Send to YouTube:** Selecting this option will allow you to upload your video to YouTube right from your iPod. On the screen that appears (Figure 13–13), enter a name and description for your video, select to upload it in standard- or high-definition, add tags, and finally select a YouTube category and then tap Publish. You must have a YouTube account to upload videos to YouTube.

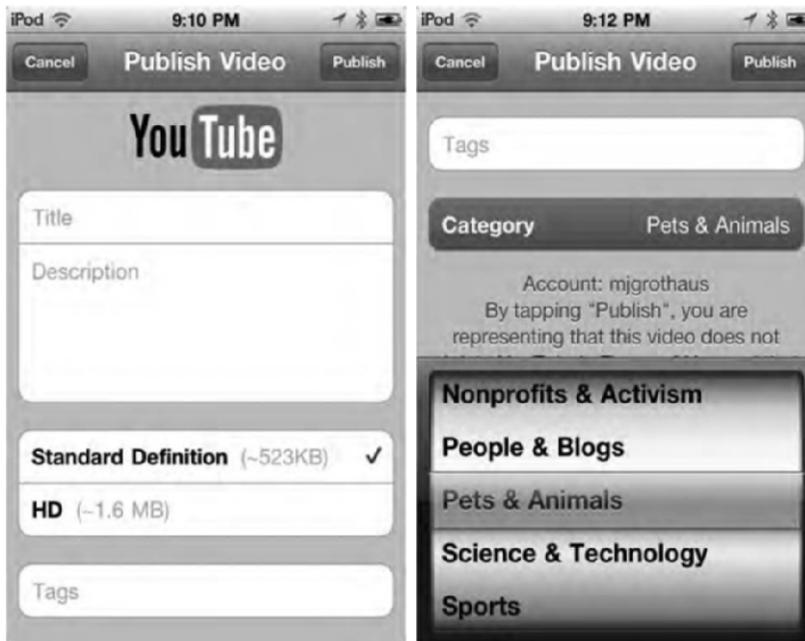


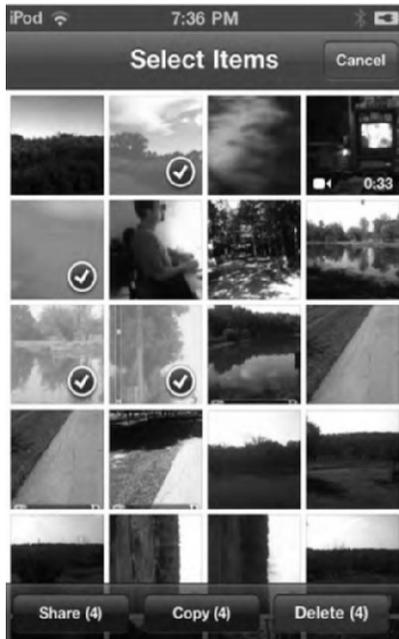
Figure 13–13. Publishing a video to YouTube

## Sharing Multiple Pictures and Videos from the Camera Roll

As we mentioned earlier, you don't have to share your photos or videos one at a time; you can share multiple photos and videos by using the share and copy options on the Camera Roll screen (Figure 13–5):

*Play a slide show:* Press the play arrowhead at the bottom of the screen. Your photos and videos will play in a slide show according to your Photo slide show settings in the Settings app.

*E-mail, copy, or delete your photos and videos:* While in the Camera Roll, tap the Share button (it looks like an arrow breaking out of a box) in the lower-left corner. You'll see the All/Photos/Video sort menu at the top of the screen renamed to Select Items (Figure 13–14).



**Figure 13–14.** *The Select Items screen*

*To e-mail:* Tap up to five photos. You'll see a check mark appear over them once you have done so. Next, tap the Share button at the bottom of the screen. A pop-up menu will appear with an Email button; tap it, and a new message compose window will appear with the images pasted into the body of the e-mail. Tap up to five photos that you want to e-mail or copy, and then tap the Share button at the bottom of the screen (see Figure 13–14). A pop-up menu will appear with an Email button. Tap this button, and an e-mail compose window will appear on the screen with the photos in the body of the message.

You can only e-mail one video at a time, provided it is less than 54 seconds long.

*To copy:* Select up to five items. These can be a combination of photographs and videos. A check mark will appear on each selected photo or video (see Figure 13–14). After you have selected all your photos, tap the Copy button in the lower-right corner of the screen. This saves the images and videos to your clipboard for use in pasting into other things (like an e-mail or document) later.

*To delete:* From the Select Items screen (Figure 13–14), select as many photos and videos as you want, and then press the red delete button in the lower-right corner. A Delete Selected Items pop-up warning will appear. Tap it to delete the items, or tap Cancel to cancel the delete.

## Uploading Images to Your Computer

Although it's nice to have the options to upload our photos and videos to MobileMe and YouTube, many of you will be primarily viewing your images on your computers. It's easy to get your pictures and videos off your iPod touch and onto your computer. Simply plug your iPod into your computer via the USB-to-dock cable.

If you are on a Windows computer, your photo software such as Picasa or Adobe Photoshop Albums should recognize the iPod touch as just another camera and import the photos and videos as the application normally would. If you are on a Mac, iPhoto will detect that your iPod is connected and ask whether you want to import the videos and photos from the iPod touch's Camera Roll.

## Summary

The front and rear cameras add some nice features to the iPod touch. The HD video-recording capabilities are amazing, but the still photography leaves something to be desired. Here are a few key tips for you to carry away with you:

- If you're going on vacation, leave your bulky HD video camera at home. Your iPod touch lets you record great-quality video at 720p. Just be sure to bring a laptop so you can dump your video off on its hard drive and make way for more video on your iPod touch.
- Do *not* leave your regular digital still camera at home if you are going on vacation. Yes, you can take still photos with the iPod touch, but it's more for social use, such as taking quick snaps of friends or self-portraits. If you want to catch that beautiful sunset over the ocean, do it on a point-and-shoot camera.
- Need a new profile picture for Facebook? The front camera on the iPod touch makes it easy to take self-shots.
- You can zoom in while in still camera mode, but there is no zoom option while recording video.
- One minute of 720p video takes up about 120MBs. Keep this in mind if you are going to be recording a lot of video because you'll need a lot of free space on your iPod.
- Apple has imposed a seemingly arbitrary limit on e-mailing videos. A video clip must be 54 seconds long or shorter in order for you to e-mail it. If it's 55 seconds or longer, you'll be asked to trim the clip before you e-mail it.
- If you are taking pictures or recording video within range of a Wi-Fi network, the iPod's Camera app will tag your photos and videos with geodata. Applications such as Apple's iPhoto can then display your photos on a map.

# Video Calling with FaceTime

In the previous chapter, we introduced you to the iPod's front and rear cameras, which signified a major hardware upgrade for the iPod touch. Although those cameras are for taking pictures and recording video, they aren't just for taking pictures and recording video. Perhaps the coolest new feature to the iPod touch is FaceTime. FaceTime is a technology that brings easy and intuitive video calling to the masses.

In this chapter, you'll learn what the future feels like. We'll show you how to set up a FaceTime account, show you how to use the front and rear cameras while video calling, and explore the settings FaceTime offer. Let's get started.

## Getting Started

With the FaceTime app on the iPod touch, you can video call anyone with an iPhone 4 (or newer) or a fourth-generation iPod touch (or newer). It's also reasonable to expect that the next iPad will support FaceTime as well as all Mac and Windows computers with some kind of FaceTime software.

Apple wants to make FaceTime the de facto standard for video calling, and in order to do so, Apple has made the FaceTime technology an open standard. That means other phone manufacturers can build the technology in their phones so one day, ideally, you'll be able to FaceTime video call on your iPod to someone on an Android phone.

To use FaceTime, besides your iPod touch, you'll need to have a Wi-Fi Internet connection and an Apple ID. The person who you are calling must also have a Wi-Fi connection, even if you are calling them on an iPhone 4. At this time, iPhone 4 owners can only use FaceTime over Wi-Fi, not over their service provider's 3G network. The service providers and not Apple most likely put this limitation in place. Streaming live video over a 3G network takes a lot of bandwidth—something that is very costly for a service provider. It's also very taxing on the network itself.

## Signing In

To begin using FaceTime, tap the FaceTime icon on your home screen. The icon has the image of a white video camera on a green background (Figure 14–1). If this is the very first time you’ve launched the app, you’ll be presented with the FaceTime Get Started screen (Figure 14–2).



**Figure 14–1.** *The FaceTime icon*



**Figure 14–2.** *The FaceTime Get Started screen*

We love this screen so much because Apple practically brags how cool FaceTime is. Apple writes: “People have been dreaming about video calling for decades. Now it’s a reality.” We get it, Apple. FaceTime is very cool. But as anyone can tell you (or perhaps, tell Apple), video calling is nothing new. People have been able to video chat via webcams on their computers for more than a decade now. What makes FaceTime so awesome is its mobility and ease of use.

If you click the “Learn more about FaceTime” link, Safari will open, and you’ll be taken to Apple’s iPod touch FaceTime page on Apple’s web site.

Once you are ready to sign in, tap the Get Started button. You’ll be taken to the sign-in screen (Figure 14–3) where you can sign in with your existing Apple ID or create a new account.

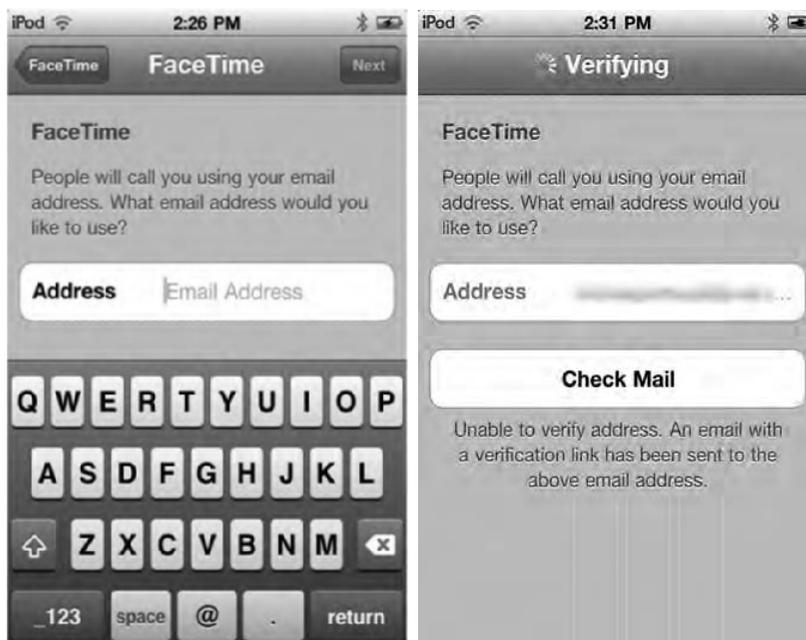


**Figure 14–3.** *The FaceTime sign-in screen*

## Signing In with Your Existing Apple ID

To sign in with your existing Apple ID, simply fill in the e-mail and password fields, and tap Sign In. You already have an Apple ID if you use the iTunes Store, the App Store, or the iBookstore. You also have an Apple ID if you have a MobileMe account.

When you sign in for the first time, Apple notifies you that people will call you using your e-mail address (Figure 14–4). They ask you which e-mail address you would like to use. You can keep the same e-mail address that is your Apple ID, or you can enter another e-mail address.



**Figure 14-4.** Choosing which e-mail address you want to act as your FaceTime “phone number” (left). The Check Mail verification screen (right).

Once you have selected which e-mail address you want associated with FaceTime calls, tap the Next button. A short verification screen will appear as Apple verifies that your e-mail address is authentic. Then a Check Mail button will appear; tapping it will navigate you to your selected e-mail account in the iPod’s mail app. Look for an e-mail with the subject “Please verify the contact email address for your Apple ID,” and then tap the Verify Now link in the e-mail. A Safari window will open that takes you to the My Apple ID page. There you’ll need to enter your Apple ID and password to verify your FaceTime e-mail address.

Once you are presented with the “Email address verified” web page, return to the FaceTime app. You’ll automatically be presented with the standard FaceTime screen (Figure 14-5), which you’ll see every time you launch the app from now on. On this screen, you’ll see a list of your contacts. You’ll learn more about the FaceTime home screen in a bit.



**Figure 14–5.** *The FaceTime app*

The first time you sign in, the process is arduous and time-consuming, but fear not! Once you have signed in, you won't have to do it again, even if you leave the app or shut down and restart your iPod.

Please be aware that the authorization procedure for FaceTime, which is subject to change, went like this at the time the book was being written. Apple could always change its account creation and authorization process in the future.

## Creating an Account

If you don't have some form of Apple ID, you can create one by tapping the Create New Account button (Figure 14–3). The New Account screen slides up (Figure 14–6). On this screen, you will enter your first and last name, your e-mail address (which will become your new Apple ID), and a password of at least eight characters. This password does not have to be the same as the password for your e-mail account.



**Figure 14–6.** *The New Account screen*

On the New Account screen, you'll also need to choose a question and enter the answer. This question and answer is used in case you forget your Apple ID password. Finally, enter your month and day of birth, choose which country you reside in, and select whether you want to subscribe to the Apple e-mail list.

Once you have entered this information, tap the Next button. You'll be returned to the Sign In screen with your Apple ID and password already entered, and signing in will commence. A short verification screen will appear as Apple verifies that your e-mail address is authentic. Then a Check Mail button will appear; tapping it will navigate you to your selected e-mail account in the iPod's mail app. Look for an e-mail with the subject "Please verify the contact email address for your Apple ID," and then tap the Verify Now link in the e-mail. A Safari window will open that takes you to the My Apple ID page. There you'll need to enter your Apple ID and password to verify your FaceTime e-mail address.

Once you are presented with the "Email address verified" web page, return to the FaceTime app. You'll automatically be presented with the standard FaceTime screen (Figure 14–5), which you'll see every time you launch the app from now on.

## Navigating Your FaceTime Contacts

When you launch the FaceTime app, you are presented with your contacts screen (Figure 14–5). The contacts screen is divided into three sections, accessible by tapping the buttons in the contact bar at the bottom of the screen.

*Favorites:* This screen allows you to add your favorite contacts to it. It's handy as a shortcut to the people you call the most.

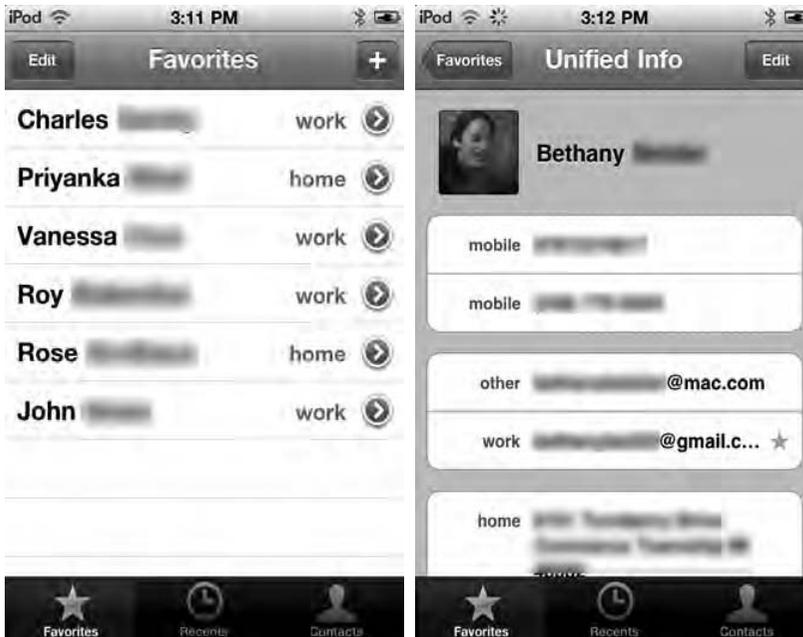
*Recents:* This screen lists the recent FaceTime calls you've made or received.

*Contacts:* This screen lists all the contacts in your address book.

Let's look closer at each of these contact sections.

### Favorites

The Favorites screen (Figure 14–7) allows you to create and maintain a list of your favorite contacts. Favorite contacts generally encompass anyone you call the most, such as family and friends and important work contacts. This screen acts as a shortcut to their FaceTime e-mail addresses or phone numbers.



**Figure 14–7.** The Favorites screen (left). Selecting the e-mail or phone number of a Favorites contact (right).

*Adding a contact to Favorites:* Tap the + button in the upper-right corner, and then select your contact from the address book list that slides up on screen.

*Choosing the contact's FaceTime info:* From your selected contact's information screen, tap the FaceTime e-mail address or phone number for the contact. If your contact is using an iPod touch, you must choose their associated FaceTime e-mail. If your contact is using an iPhone 4, you must choose their iPhone 4 phone number. Once you have chosen your contact's FaceTime info, a blue star (Figure 14-7) will appear by their FaceTime e-mail or number.

*Calling a Favorite:* Once you have set up your favorites, simply tap their name in the Favorites list, and a FaceTime call will be initiated.

You can tap the blue-and-white arrow next to a favorite's name to view or edit their contact information.

## Recents

The Recents screen (Figure 14-8) gives you a list of recently made or received FaceTime calls. This list can be sorted into two categories via the tabs at the top of the screen:

*All:* Shows you all the FaceTime calls you have made, received, or missed. Missed calls show up in red. The time of the call is shown to the right of the name of the person called. You can tap the blue-and-white arrow next to a favorite's name to view or edit their contact information.

*Missed:* Shows only the FaceTime calls you have missed.

To clear your Recents list, tap the Clear button in the upper-right corner of the screen.

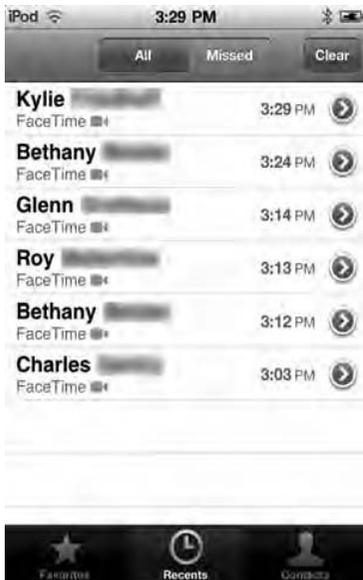


Figure 14–8. The Recents list

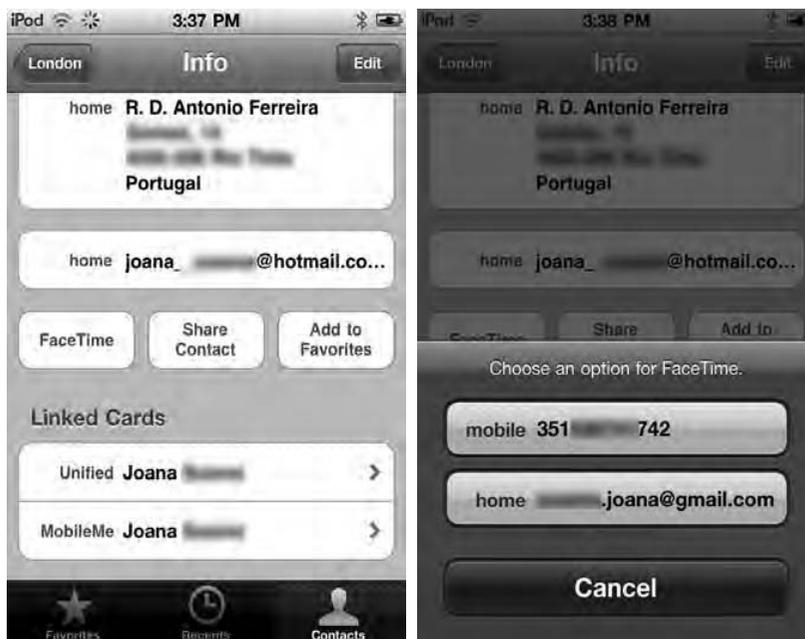
## Contacts

The contacts screen features your entire address book (Figure 14–9). You can navigate it by all the contacts or by selecting just a group of contacts.



Figure 14–9. The contacts screen

When you find the contact you want to call, tap their name, and their contact information card will be displayed. Flick down the screen until you see the button labeled FaceTime (Figure 14–10). Tap this button, and a pop-up menu will appear asking you to select their FaceTime e-mail or FaceTime phone number. Tap the correct one, and your FaceTime call will begin.



**Figure 14–10.** Call a contact from the Contacts list by tapping the FaceTime button (left). Select their FaceTime e-mail or phone number from the pop-up menu (right).

## Making a FaceTime Call

To make a FaceTime call, simply select a contact from your Favorites, Recents, or Contacts list. As we stated earlier, if you are selecting a contact from your Favorites or Recents list, simply tapping their name will initiate the FaceTime call (Figure 14–11). To start a call using your Contacts list, you'll need to tap the contact's name, then tap the FaceTime button, and finally choose their FaceTime phone number or e-mail (Figure 14–10). To cancel a call before the person has picked up, tap the red END button.

**NOTE:** You can change your incoming FaceTime ringtone by navigating to the Settings app and then choosing Sounds ► Ringtone.



**Figure 14–11.** Initiating a FaceTime call (left) and receiving a FaceTime call (right)

When you receive a FaceTime call, a message will appear on-screen telling you that a friend would like FaceTime with you (Figure 14–11). The front camera will automatically activate so you can see what you look like. To accept, tap the green Accept button. To reject the call, tap the red Decline button.

Figure 14–12 shows you what it looks like when you are in a FaceTime call. The speaker's image takes up a majority of the screen, while your image appears in a rectangle at the corner of the screen. Below your image is the FaceTime control bar. This gives you several options.



**Figure 14–12.** A FaceTime video call. This image highlights the always-challenging issue of up-the-nose camera coverage produced by an iPod or iPhone held too low during a FaceTime chat.

*Mute:* Tap the microphone icon to switch between muting and unmuting a call. While you call is muted, you can still hear the person you are calling, but they cannot hear you. While a call is muted, the other person can still see you, so be careful what you do!

*Switching cameras:* Tap the Switch Camera icon in the bottom right of the screen to switch between the front and rear cameras. The icon looks like a traditional still camera with swirling arrows on either side.

Switching cameras changes what the person you are talking to sees. When the camera is switched, your friend will see what the rear camera on the iPod touch is pointed at.

Switching cameras during a call is an awesome feature. It allows your friend to see what you are looking at, like your newborn crawling on all fours, for example.

*Ending the call:* To end a FaceTime call, tap the End button.

**NOTE:** You know that the iPod touch has two cameras, but did you know the front one has been specifically designed for FaceTime? Apple made sure it has just the right focal length and field of view to focus on your face at arm's length.

## Other FaceTime Calling Options

FaceTime gives you several advanced options while on a call that help with its usability features:

*Change orientation:* You can rotate your iPod into landscape mode, and the image your caller sees will change to match. Landscape mode while FaceTime calling is useful if you want to show your caller a wide shot of something using the rear camera, like a beautiful sunset from your backyard.

**TIP:** To avoid unwanted orientation changes as you move the camera around, lock your iPod touch in portrait orientation by pressing the Home button twice and flicking right until you see the portrait lock button.

*Moving picture-in-picture:* That little square in the corner that shows you what your caller is seeing can be moved around. Tap and hold the square and drag it to any of the four corners of the screen. This is useful if the square is blocking something on the screen that you want to see.

*Multitasking during a FaceTime call:* You can use any app on your iPod touch while on a FaceTime call. To do so, while in a FaceTime call, press your iPod's Home button once to be taken to the home screen. You can then launch any app you want. To return to your FaceTime call, tap the glowing green "Touch to resume FaceTime" bar at the top of the screen (Figure 14-13).



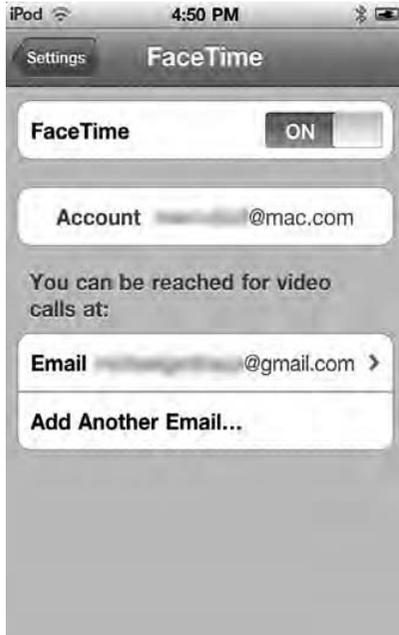
**Figure 14–13.** You can use other apps while on a FaceTime call. Touch the green bar at the top of the screen to return to the FaceTime call when you're done.

The multitasking feature is particularly nice when you are on a FaceTime call. It allows you to check the Yelp app for restaurants while you're making dinner plans with your FaceTime caller, for example.

While you are multitasking, you can still talk to your FaceTime caller, but neither of you can see the other.

## FaceTime Settings

FaceTime has several settings. You can find them in the Settings app under FaceTime (Figure 14–14).



**Figure 14–14.** FaceTime settings

*Turn FaceTime on or off:* Tap the FaceTime switch to ON or OFF. While off, you cannot make or receive FaceTime calls.

*Change your FaceTime geographic location:* Tap your Account e-mail. From the pop-up menu, tap Change Location. Choose your location's new region from the list of regions.

*View your FaceTime account settings:* Tap your Account e-mail. From the pop-up menu, tap View Account. The account settings screen from Figure 14–6 will show up on-screen. Tap any field to change your account settings, such as your name or security question.

*Sign out of FaceTime:* Tap your Account e-mail. From the pop-up menu, tap Sign Out. This will immediately sign you out of FaceTime without any more warnings. To sign back in, reenter your Apple ID password on the Sign In screen.

*Remove a FaceTime e-mail address:* You can deassociate your FaceTime e-mail address by tapping it and then tapping the Remove This Email button.

*Adding more e-mail addresses:* FaceTime allows you to associate more than one e-mail address with your FaceTime account. This is handy if you use more than one e-mail, one for friends and one for work colleagues, for example. If multiple e-mails are associated with your FaceTime account, people can initiate a FaceTime video call with you using any of your e-mails.

To add additional e-mails, tap the Add Another Email button, and then enter your other e-mail address. Repeat this step for each e-mail address you have. With each e-mail added, you'll need to check that e-mail account for the FaceTime verification e-mail from Apple and click the link in that e-mail before the e-mail address can be added to your FaceTime account.

## Summary

FaceTime is an awesome feature, and its popularity is sure to grow as more devices become FaceTime-compatible. In this chapter, you learned how to set up your FaceTime account and send and receive calls. Here are a few more tips for using FaceTime:

- If you are planning to make a lot of FaceTime calls at home or in the office, you may want to invest in an iPod dock so you don't have to keep holding your iPod at arm's length. A dock helps you eliminate those horrible up-the-nose and double-chin points of view that happen when we hold the iPod at arm's length.
- Use FaceTime from the sky! If you're on a plane that offers Wi-Fi service, you can use FaceTime to talk to your friends and family back on the ground!
- Don't forget to use the rear camera to show your caller what you are looking at. You don't have to turn your iPod touch around to show them!
- FaceTime is an amazing feature for those who can't speak. The screen resolution is crisp enough where sign language can easily be read.
- Watch out for bright backgrounds. If light is glaring in through the window behind you, it's likely to cause your viewer to see you in silhouette. To fix this, move your iPod's camera just a tiny way away from the light source, and your face should show up just fine.

## Customizing Your iPod Touch

The iPod touch has myriad settings allowing you to customize how your iPod works and looks. You can find all these settings in the Settings app on your iPod touch's home screen. The iPod's Settings application offers many ways to enhance your iPod experience, in addition to those options tied to a particular application. These general settings control everything from screen brightness to sound effects to keyboard tricks. We've explored various options in the Settings app throughout this book. This chapter will cover the remainder of these extra settings and discuss how you can use them in your day-to-day iPod routines. We'll also start this chapter by showing you the top five settings people use the most.

Tap the Settings app shown in Figure 15-1, and you'll be presented with the Settings screen. You'll see a list of preferences for the iPod touch and other applications that come with it (see Figure 15-2). Also, any apps you've downloaded from the iTunes Store will appear here if they have customizable settings. To select an app's setting, tap the name of the app.



**Figure 15-1.** *The Settings app icon*



**Figure 15–2.** *The Settings screen*

Any settings discussed previously in the book will not be mentioned here. Some settings have been discussed previously because it makes more sense to change those settings if you are using a given iPod app such as the Music settings or the Photos settings, for example.

## Five Customizations You'll Want to Use Settings For

The Settings app lets you really customize your iPod touch to its fullest. However, most people won't be messing around with all the advanced settings. Before we launch into all the general settings, let's go through the top five settings people use the most.

### Airplane Mode

This one is for all your frequent fliers and business travelers. Airplane Mode puts your iPod into a settings preconfiguration that should allow you to use it on a plane without the flight attendant telling you to turn your device off. To enable Airplane Mode, tap the switch to ON (Figure 15–3). You'll notice that an orange airplane icon has appeared in the upper-left menu bar where the word *iPod* usually is.



**Figure 15–3.** Airplane mode. Note the orange airplane icon in the top-left menu bar.

When Airplane Mode is on, no radio, Bluetooth, or Wi-Fi signal emanates from the device. In other words, Airplane Mode disables antennas that can interfere with flight instrumentation. When Airplane Mode is enabled, you will not be able to use wireless Bluetooth headsets or access the Internet on your iPod. You can reenable Wi-Fi when the plane is in flight, even while using Airplane Mode. This allows you to purchase and use in-flight Wi-Fi and potentially FaceTime video chat with your friend and family back home if you own a fourth-generation iPod touch.

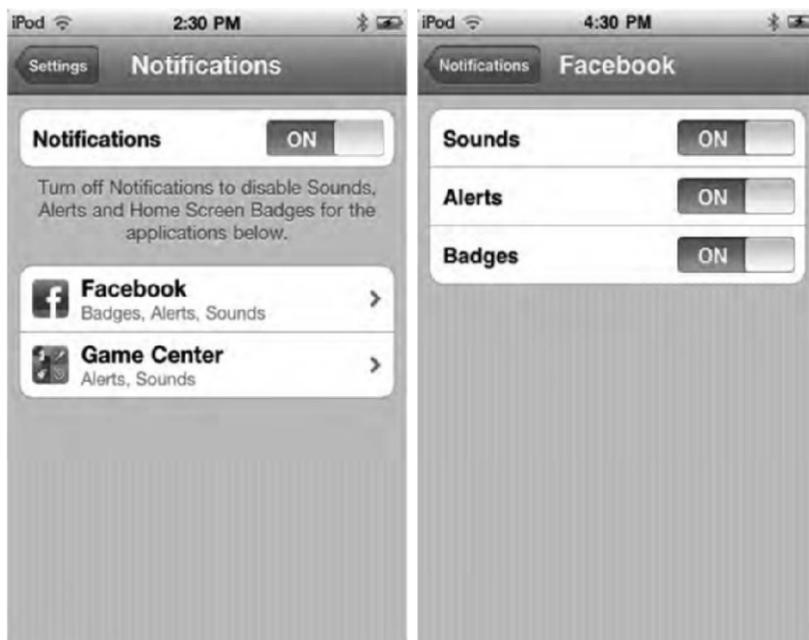
Note that during takeoff and landing, you will generally be instructed to turn off all portable electronics, regardless of whether they are in Airplane Mode. To turn Airplane Mode off, tap the switch to OFF.

## Notifications

Notifications are little information packets that are sent to you by third-party apps, which notify you that the app wants your attention. Notifications can include sounds, alerts (like text pop-ups), or badges (the little red-and-white circles that appear in the corner of an app's icon).

In the Notifications settings (Figure 15–4), you can choose to enable or disable all app notifications, or you can select which notifications you want particular apps to be able to send you. Cherry-pick these notifications by selecting the app from the Notifications list and toggling sounds, alerts, and badges notifications on or off as you please.

The Notifications settings are nice because sometimes you just don't need your Facebook app telling you that a loser from high school just poked you again.



**Figure 15–4.** The Notifications screen (left) and the Facebook app notification permissions

## Sounds

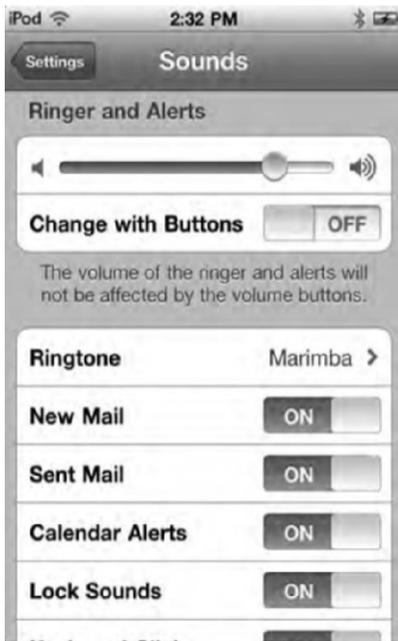
The Sounds settings enable you to select which ringer and alerts sound effects you hear while interacting with your iPod touch (Figure 15–5). These settings are nice when you are using your iPod in a public place like a library or a coffee shop.

*Volume slider:* This slider, at the top of the screen, allows you to turn your ringer volume up or down. The ringer volume refers to the ringtone you hear when someone initiates a FaceTime call with you.

*Change with Buttons:* When this is switched to ON, you can use the physical volume buttons on the side of your iPod to adjust the volume level of the ringer and alerts. When set to OFF, the volume of the ringer and alerts will be separate from the volume of the other sounds (like music playback) on your iPod touch.

*Ringtone:* This allows you to choose your FaceTime ringtone from one of Apple's 28 built-in ringtones. If you've synced your own ringtones from iTunes (see Chapter 2), you can also select that ringtone here.

*Alerts:* By default the iPod plays a sound effect whenever you send or receive mail, have a calendar alert, lock your iPod (by pressing the button on the top of the iPod), or press a key on the on-screen keyboard. On the Sounds settings screen, you can choose to disable any of these sound effects. Simply switch the sound effect to OFF, and your boss won't know you're typing an e-mail to your girlfriend with hands under the table while in a meeting.



**Figure 15-5.** Use Settings ► Sounds to choose how your iPod plays back system alert sounds like clicks.

## Brightness

Choose Settings ► Brightness (see Figure 15-6) to control your iPod's screen intensity. The slider at the top of the Settings screen lets you manually set exactly how brightly your screen displays, from very dim (on the left) to very bright (on the right).

A lot of people who jog at night will benefit from turning down the brightness on their iPod touch. Why? Your eyes adjust to the darkness, and when you bring up your iPod to change a song and the screen jumps on, it blinds you if it's set too bright. We've had friends trip and fall while jogging at night because of the sudden blinding light from their iPod touch screen.



**Figure 15–6.** The Settings ► Brightness control allows you to set the overall screen intensity for your iPod touch.

The Auto-Brightness option, beneath the brightness slider, controls another light-level feature. It determines whether your iPod samples the ambient light when it wakes up as you slide to unlock. When enabled, it adjusts the screen according to the light it senses in the room. We personally find the Auto-Brightness settings extremely irritating and always leave this option disabled.

## Wallpaper

Setting your iPod's wallpaper makes your iPod unique—or it feels that way anyway. Who else is going to have a photo of your two-year-old smearing cake batter over their face?

The Settings ► Wallpaper screen allows you to set your system wallpaper from a library of commercial-grade photos that shipped with your iPod. You can also select wallpaper from any image, such as your personal photos, on your iPod touch. Select Wallpaper to be shown your current lock and Home screen wallpaper settings (Figure 15–7). To change either wallpaper, tap the Lock and Home screen image, and you'll be presented with a list of all the photos on your iPod. The top Wallpaper collection is full of images that came with your iPod touch. Below it you will see a list of all your photos.

**NOTE:** Unlike the images in your Photos library, you cannot move and scale the iPod's library pictures. They are sized at 640-by-960 pixels, perfectly matched to your screen.



**Figure 15–7.** *Settings* ► *Wallpaper* offers the ability to set wallpaper for the lock screen and the home screen on your iPod touch (left). Select from Apple-supplied wallpapers or use photos from your own collections (right).

When you've found the image you want to use, you can move and scale it with your fingers and then tap the Set button (Figure 15–8). From the pop-up menu, select to use that image as the lock screen wallpaper, as the home screen wallpaper, or as both wallpapers.



**Figure 15–8.** Move and scale your image (left), and then choose to use it as wallpaper for the lock screen, home screen, or both.

## Other Good-to-Know Settings

Under Settings ► General, you'll find the General settings (Figure 15–9) are kind of the meat of the settings that have to do with the iPod touch itself, like sharing, networking, and security.



**Figure 15–9.** The General settings screen

## “About” Your iPod

Your iPod summarizes its capabilities and storage levels, listing the number of songs, videos, and photos, as well as other important information in the Settings > General > About screen (see Figure 15–10). Here, you’ll find basic details about the space available and remaining on your iPod, as well as your current Wi-Fi address.



**Figure 15–10.** The Settings > General > About screen lists basic information about your iPod.

If you scroll all the way down to the bottom of the About screen, you’ll see a link labeled Legal. Tap this to jump to an insanely long list of Apple legal notices. It’s a boring document to read, but it’s an amazingly good place to get some practice flicking your screen. You almost never run out of text to scroll through.

## Network

The settings found on the Settings > General > Network screen duplicate the Wi-Fi settings covered in Chapter 4. They also include a switch to enable or disable virtual private network (VPN) connections and options to customize your VPN connection.

A VPN is usually used for secure communications over public Internet connections. When this option is enabled, you can configure your VPN account settings with the Network settings screen. Consult your IT department or network provider for details on how to set up your iPod for a VPN connection.

## Bluetooth

The Bluetooth settings allows you to turn the iPod touch's Bluetooth signal on or off. This is also where you'll find a list of Bluetooth-compatible devices that your iPod is picking up. To pair a Bluetooth device, select it in the list, and then enter the pairing code. For keyboards, a random code will be generated. For devices such as Bluetooth headsets, look for the code written on the headset. To unpair a Bluetooth device, select it on the list, and choose Forget this Device.

If you aren't using any Bluetooth devices with your iPod touch, keep Bluetooth turned off. It'll save you battery life. Don't forget to switch it back on when you want to use Bluetooth earpieces, use external keyboards, or play games between iPod devices.

## Location Services

If this is turned on, any apps that can automatically find your location (like the Maps app) will be able to do so. Apps can use your location in any number of ways. The Facebook app, for example, can use your location to tell your fiends where you are posting from. The Maps app uses your location in order to help identify where you are on the Map.

Location services are very handy. However, in today's day and age, it's easy to get paranoid about people finding you based on your device's location. To turn all location services off, tap the Location Services switch to OFF (Figure 15–11). Alternatively, leave location services on, but disable location services on a per-app basis.

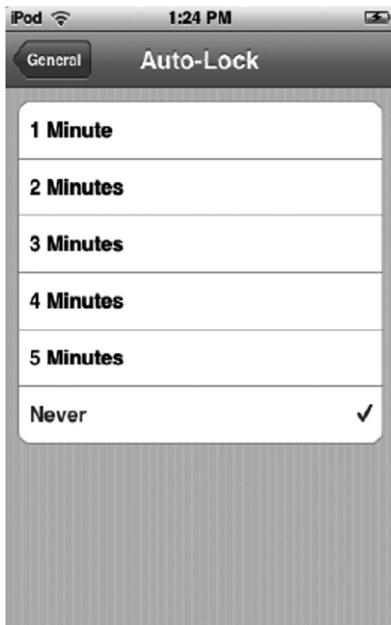


**Figure 15–11.** The Location Services settings can be used to disable all location services or just disable some apps from reading your current location.

**NOTE:** When an app has used your current location in the past 24 hours, you'll see a tiny purple arrowhead icon next to its name. Also, whenever an app is currently using your location, that tiny arrowhead will appear in the menu bar.

## Auto-Lock

Use the Settings ► General ► Auto-Lock screen (see Figure 15–12) to determine the time period after which your iPod automatically locks. Autolocking is an energy-saving feature. When locked, your screen turns off—although music playback continues—and you must swipe to unlock and return to any previous activities. Choose from 1, 2, 3, 4, or 5 minutes, or choose Never to leave your screen always on. This last option wears down your battery very quickly indeed.

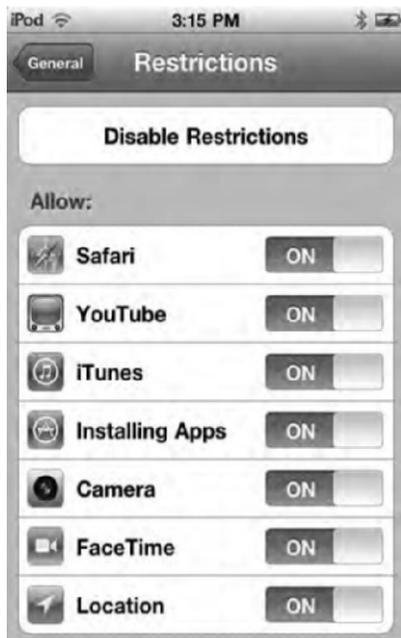


**Figure 15–12.** Save your battery and save your screen by setting an autolock time in Settings ► General ► Auto-Lock.

## Restrictions

If you share your iPod touch among your family or buy one for your children, you may want to limit what they can do on it. The Restrictions settings (Figure 15–13) will let you restrict access to Safari, YouTube, the iTunes Store app, the ability to install apps, the Camera and FaceTime apps, and the ability for apps to use location services. In addition, you can also choose what content you want allowed on the iPod touch.

Settings include restricting In-App purchases and limiting access to movies, music, TV shows, and apps that surpass your chosen ratings. Finally, you can also limit multiplayer gaming in Game Center.



**Figure 15–13.** *The Restrictions settings*

As you can see, Restrictions is all about protecting your children not only from age-inappropriate music and movies but also from potential outside threats such as strangers FaceTime video calling them or apps posting their current location online. When you enable restrictions, you'll be asked to enter a four-digit passcode. You (or your children) will need this passcode to change or disable any restriction you've set up. The only way your kids could get around these restrictions is if they completely reformat the iPod to factory conditions. However, if they do this, they will lose all their music and movies on the iPod.

## Date and Time

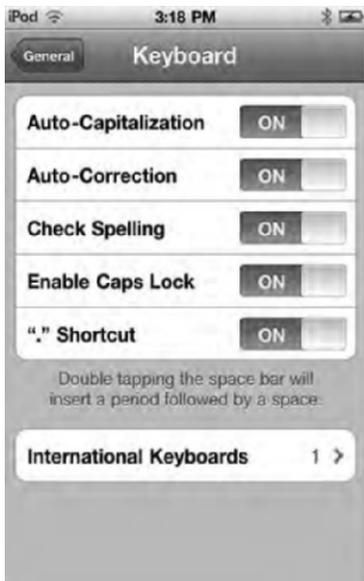
The settings found on the Settings ► General ► Date & Time screen (see Figure 15–14) allow you to specify how you want your system to handle time. Here, you can choose between a 12-hour (9:30 p.m.) and a 24-hour (21:30) clock, set your time zone, and override the system clock to set a new date and time.



**Figure 15-14.** The Settings > General > Date & Time options allow you to set a separate time zone just for your iPod calendar events.

## Keyboard

You'll find five very clever and helpful typing settings on the Settings > General > Keyboard settings screen (see Figure 15-15).



**Figure 15-15.** Use Settings > General > Keyboard to set several handy typing shortcuts.

*Auto-Capitalization:* When this feature is set to ON, the iPod is smart about guessing when you're at the start of new sentences. After detecting a period, question mark, or other sentence-ending punctuation, it automatically presses the Shift key for you.

*Auto-Correction:* When this feature is set to ON, the iPod will suggest words to you as you type. Switch it to OFF to get rid of those word pop-ups.

*Check Spelling:* When this is set to ON, the iPod spell-check features will underline misspelled words in red. Tap the underlined word to see spelling suggestions.

*Enable Caps Lock:* When selected, Enable Caps Lock treats all taps on the Shift key as the Caps Lock function—setting it either on or off. When it's disabled, you must press the Shift key before each capitalized letter. The Shift key switches itself back off after each use.

*“.” Shortcut:* Enabling the period shortcut feature lets you add a period and then a space to the end of sentences by double-tapping the spacebar.

The International Keyboards option on the Keyboard settings screen allows you to set the language for your keyboard. This setting is identical to the one found on the International settings screen we'll discuss now.

## International

On the Settings ► General ► International screen (see Figure 15–16), you'll find all the settings you need if you want your iPod to operate in a different language.

*Language:* The primary system language determines how all your menus and buttons display. Whenever an iPod application supports multiple languages, your setting here tells that application which words and phrases to use, internationalizing that application appropriately.

*Voice Control:* Choose the language you'll be speaking your voice commands in.

*Keyboards:* The keyboard language sets the default keyboard layout for when you type. If you use a lot of foreign phrases, you may want to switch to an international keyboard for certain tasks. Be aware that the keyboard automatically changes when you set a system language. The rather mysterious number shown on the settings screen (1 in Figure 15–15) indicates the chosen keyboard.



**Figure 15–16.** *International settings let you set your system language, regional keyboard, and date/time formats.*

**NOTE:** You can also choose keyboards in Settings > General > Keyboard > International Keyboards. The two options lead to identical settings screens.

*Region Format:* The region format switches the standards for how dates, times, and phone numbers display. December 5, 2009, for the U.S. region would display as 5 December 2009 for the U.K. region. Use this setting to augment your language settings with a country norm.

*Calendar:* This setting changes the calendar format according to which calendar you follow. Select from Gregorian, Japanese, Republic of China, or, coolly enough, Buddhist.

## Accessibility

Apple wanted to make sure everyone could use the iPod touch as easily as possible. To that end, Apple built in accessibility features to help people with disabilities use the iPod touch. To see all the accessibility options, on the iPod touch go to Settings > General > Accessibility (see Figure 15–17). Let's go through these settings one by one.



Figure 15-17. The Accessibility settings

## VoiceOver

With VoiceOver turned on, the user can simply touch the screen to hear a description of what is beneath his finger. They can then double-tap to select the item. With VoiceOver enabled, the iPod touch will speak when the user has a new e-mail message and can even read the e-mail to the user.

It's important to remember that when VoiceOver is turned on, the iPod touch's Multi-Touch gestures change. As a matter of fact, when VoiceOver is enabled, pretty much all of the gestures we've taught you in this book are irrelevant.

## VoiceOver Gestures

We list common VoiceOver gestures here, but be sure to carefully read Apple's VoiceOver article at <http://support.apple.com/kb/HT3598> for complete VoiceOver gesture controls.

*Tap:* Speaks the selected item.

*Double-tap:* Activates the selected item.

*Triple-tap:* Acts as a double-tap normally would. Triple-tapping an item when VoiceOver is enabled effectively double-taps that item.

*Flick right or left:* Selects the next or previous item.

*Two-finger tap:* Stops speaking the current item.

*Two-finger flick up:* Reads all text or items from the top of the screen.

*Two-finger flick down:* Reads all text or items from the current position.

*Three-finger flick up or down:* Scrolls one page at a time.

*Three-finger flick right or left:* Goes to the next or previous page (such as the Home Screen pages, Weather pages, or Safari web pages).

## **Zoom**

Zoom allows those hard of seeing to magnify their entire screen. This is different from the standard pinch-and-zoom features of the iPod touch's regular software. Accessibility Zoom will magnify everything on the screen, allowing the user to zoom into even the smallest of buttons. When this option is selected, the user can double-tap any part of the iPod touch's screen with three fingers to automatically zoom in 200 percent. When zoomed in, you must drag or flick the screen with three fingers. Also, when you go to a new screen, zooming will always return you to the top middle of the screen.

## **Large Text**

Large Text allows those hard of seeing to enlarge the text in alerts, Contacts, Mail, and Notes. They can choose from 20-, 24-, 32-, 40-, 48-, or 56-point text (12-point text is the normal text you see on a web page).

## **White on Black**

For some people with seeing difficulties, inverting the color of a computer screen so it resembles a photographic negative allows them to read text better. Turning on White on Black does just this.

## **Mono Audio**

With this selected, the stereo sounds of the left and right speakers or headphones will be combined into a mono (single) signal. This option lets users who have a hearing impairment in one ear hear the entire sound signal with the other ear.

## **Speak Auto-text**

With this option selected, any autocorrection text (such as the spell-check pop-ups that appear when you are typing) will be spoken aloud.

## Triple-Click Home

If you are sharing an iPod touch in a house with someone with disabilities, selecting this option will allow users, by triple-clicking the iPod touch's physical home button, to quickly toggle VoiceOver, Zoom, or White on Black on or off. You can also set it so triple-clicking the home button causes a pop-up to appear on-screen asking the user what accessibility feature they want to use (Figure 15-18).

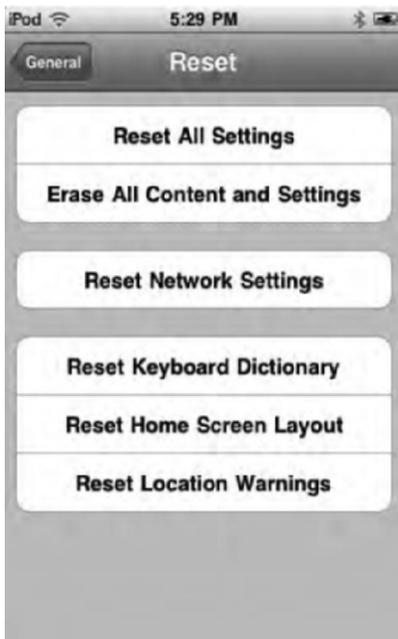


**Figure 15-18.** *The Accessibility Options pop-up menu*

**NOTE:** With the exception of the triple-click home feature, all of these accessibility settings can also be configured from within the iPod touch iTunes Preferences window on the Summary tab (see Chapter 2). Click Configure Universal Access to choose your settings.

## Reset

At times, you may need to reset certain iPod features via Settings ► General ► Reset (see Figure 15-19). Each of the following options offers a slightly different twist on restoring your iPod to factory conditions and provides different degrees of security.



**Figure 15–19.** The Settings ► General ► Reset screen allows you to return your iPod to factory-fresh settings.

*Reset All Settings:* This option returns all settings to those as factory-installed.

*Erase All Content and Settings:* This option deletes all content from your iPod—music, calendar events, videos, contacts, and so forth—and resets your settings at the same time.

*Reset Network Settings:* This option restores your Wi-Fi network settings to the defaults. This ensures that your iPod will not automatically connect to any “known” but dangerous network you might have once encountered.

*Reset Keyboard Dictionary:* This option “forgets” all words you have typed into your iPod. The onboard keyboard dictionary is smart about learning the words and names that you type, but it also learns a lot of personal information (including passwords) at the same time. Tap this option to delete this dictionary from your system.

*Reset Home Screen Layout:* This resets your home screen icon arrangement to the default one that shipped on your iPod touch. Any third-party apps will appear in alphabetical order starting on the second home screen page. Any Web Clips will also appear in alphabetical order mixed in with the third-party apps. Finally, any folders you created will be deleted, and their apps will all appear on the home screens.

*Reset Location Warnings:* Any time an app (such as Facebook, Starbucks, Maps, and so on) wants to use your current location, it must first ask you for permission, as shown in Figure 15–20. Resetting the location warnings means every app on your iPod will have to ask your permission again before it can use your current location.



**Figure 15–20.** *The Current Location warning pop-up*

## Third-Party App Settings

The remainder of the settings in the Settings app deal with third-party application settings. Any apps that adhere to Apple's developer policies will keep their settings here (see Figure 15–21). Most apps do, but some don't. A lot of users think an app's settings should be contained in the app itself, and many developers end up doing just that. With that in mind, it's a good idea to check the Settings app to see whether your favorite apps have additional settings that aren't contained in the app. Some of the settings could be quite cool. Also, note that virtually all video games will have their settings in the app, rather than under the iPod Settings app.



Figure 15–21. The Settings app houses most third-party app settings as well.

## Voice Control

Not only can your iPod touch talk to you using VoiceOver technology, you can command your iPod touch using Voice Control. Right now, Voice Control is limited to music playback functions. It's a shame too, because Voice Control works quite well and, in addition to FaceTime, is one of the features that makes the latest iPod touch seem like a Communicator from *Star Trek*.

To use Voice Control, press and hold the Home button until you hear a beep and to see the Voice Control screen appear (Figure 15–22). On the screen you'll see Voice Control suggestions flow behind an audio waveform. You can use any of the following commands to interact with the music player on your iPod:

*Control music playback:* Say "Play" or "Play music."

*Pause music:* Say "Pause" or "Pause music."

*Go to next song:* Say "Next song."

*Go to previous song:* Say "Previous song."

*Play an album, artist, or playlist:* Say "Play," and then say "Album," "Artist," or "Playlist" and the name or the album, artist, or playlist.

*Shuffle the current playlist:* Say "Shuffle."

*Find out more about the currently playing song:* Say “What’s playing?” or “What song is this?” or “Who sings this song?” or “Who is this song by?”

*Use the Genius feature to play similar songs:* Say “Genius,” “Play more like this,” or “Play more songs like this.”

*Find out the current time:* Say “What time is it?” or “What is the time?”

*Cancel Voice Control:* Say “Cancel” or “Stop.”



**Figures 15–22.** *The Voice Control screen*

Apple says to remember to speak clearly and pause slightly between words. Ironically, the most useful situation to use Voice Control in is while jogging—just the situation when you can’t speak or pause normally without huffing and puffing.

## Summary

The settings screens discussed in this chapter allow you to customize your iPod to your personal needs and conditions. Here are a few thoughts to take away with you from this overview:

- The Settings app also contains the settings screens for many third-party apps.
- If younger children will have access to the iPod, you might want to seriously consider activating the Restrictions settings.

- Your Auto-Lock settings are a highly personal choice. Delay locking for long enough that you don't get frustrated with screen locks, but keep the autolock time short enough that you don't needlessly kill your battery.
- Don't sell or pass along your iPod without using the Reset settings to erase your personal data. You can also do a complete system restore via iTunes.
- Use the General ► About screen to quickly access your iPod's serial number. This is handy if you are talking to AppleCare over the phone.
- The iPod has myriad accessibility options for people who are hard of sight or hearing.
- VoiceOver is a cool technology that lets you speak commands to your iPod. Unfortunately, you're limited to speaking commands for music playback only.

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