

## 4. The Standard Apps on Your iPad



Along with *Mail* and *Safari*, there are other useful apps already installed on your iPad. The *Contacts* app allows you to manage your contacts. You can synchronize your contacts with your computer and edit, delete or add new contacts with the iPad.

The *Calendar* app lets you keep track of your appointments and daily activities. If you already have a calendar in *Outlook.com*, *Hotmail* or *Google Calendar*, you can show it with your iPad. You can add new events and edit or delete activities already made.

Next to the *Calendar* app, the *Reminders* app will help you save important appointments and tasks.

In the *Maps* app you can look up addresses and well-known places. You can view these locations on a regular map or on a satellite photo. Once you have found the desired location, you can also get directions on how to get there.

*Spotlight* is the iPad's search utility. With this app you can search through the apps, files, activities and contacts stored on your iPad. Another helpful function is *Siri*. *Siri* lets you give verbal instructions for the iPad to execute, and lets you ask the iPad for information.



There also a central option with which you can neatly arrange and display all the messages you have received on your iPad, such as new e-mail messages and the notifications you have set up on your iPad. This is called the *Notification Center*.

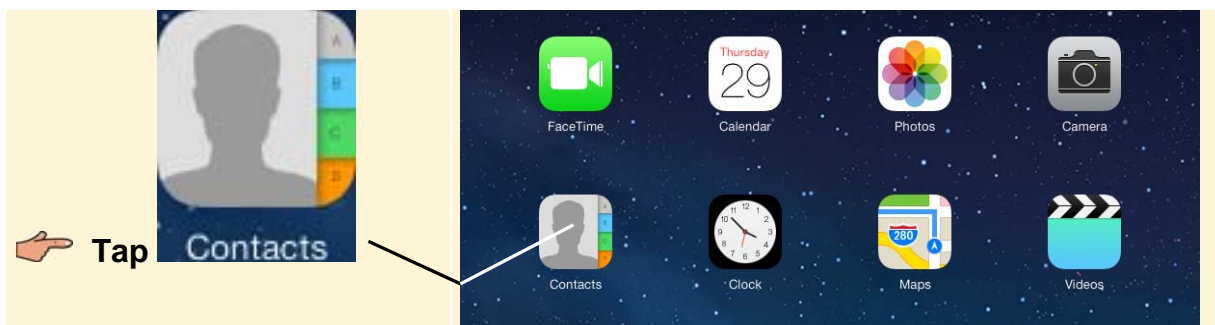
In this chapter you will learn how to:

- add and edit contacts in the *Contacts* app;
- add an activity in the *Calendar* app;
- set a reminder;
- establish your current location in the *Maps* app;
- change the view;
- search for a location and get directions;
- search with *Spotlight*;
- ask *Siri* for help;
- view notifications;
- disable apps.



## 4.1 Adding a Contact

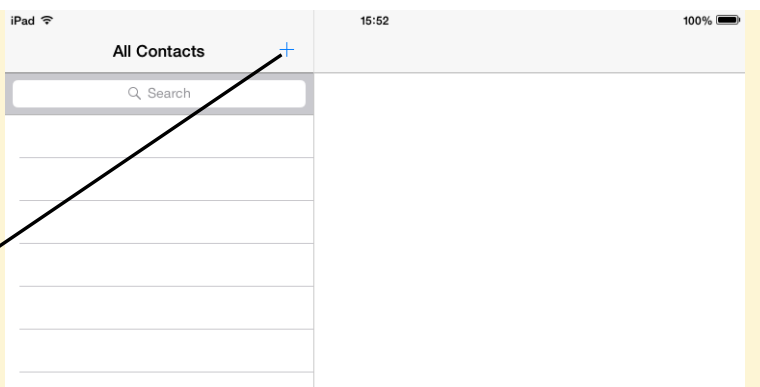
You can open the *Contacts* app on the home screen of your iPad.

 If necessary, wake the iPad up from sleep or turn it on 

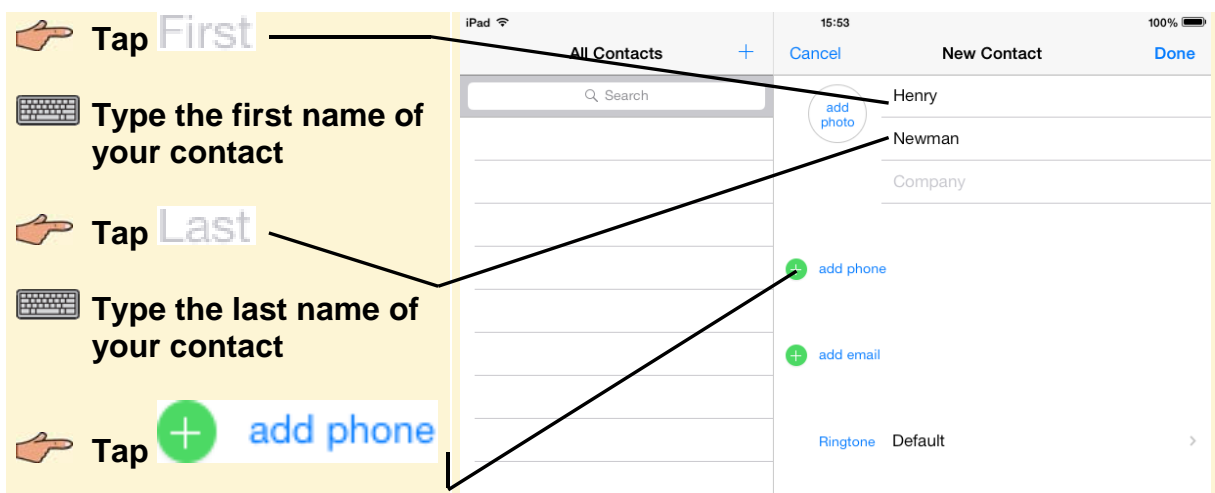


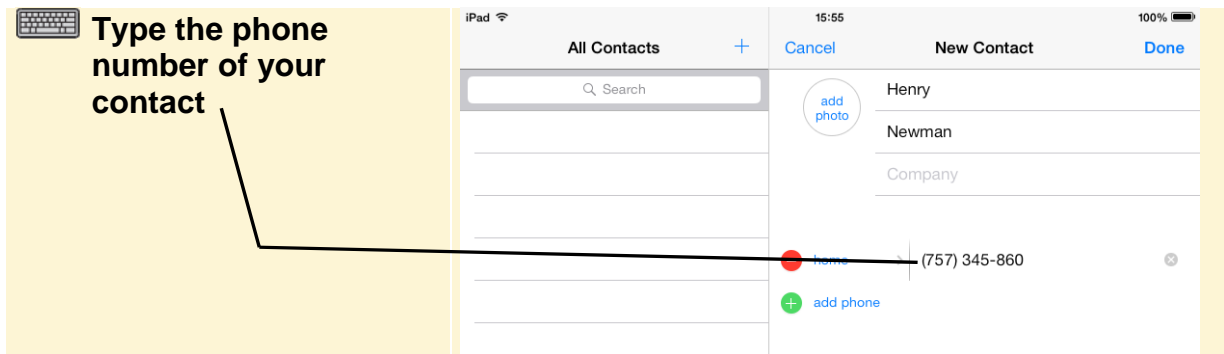
In this example we do not have any contacts yet. You can add a new contact like this:

 Tap 



You can practice with a fictitious contact or if you like, use a real person that you know. You will be using the onscreen keyboard:

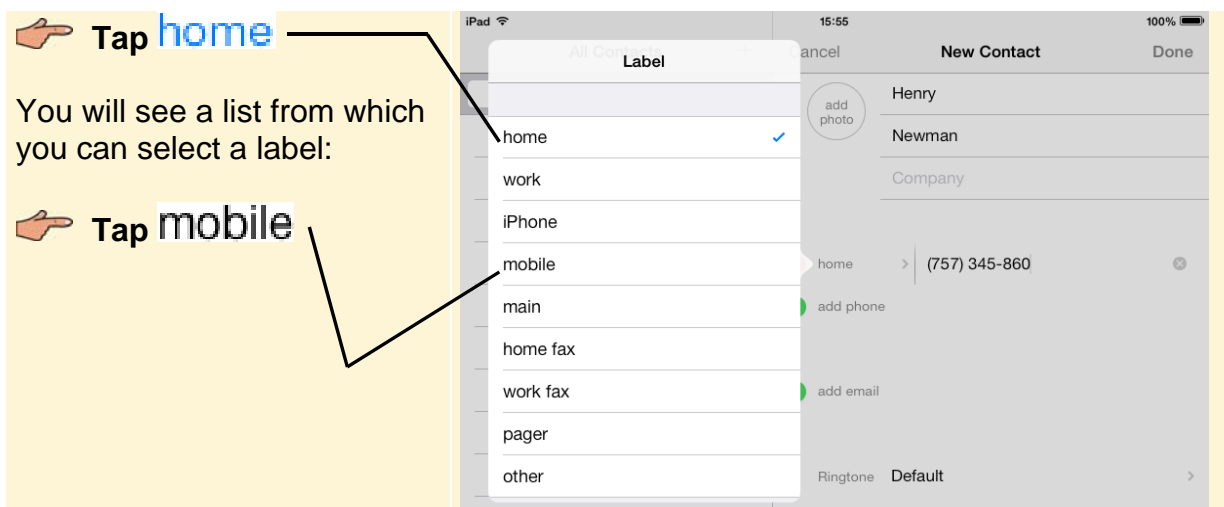






### Please note:

When you enter a phone number, the digits will automatically be grouped in the right order, including parentheses, dashes or no dashes as needed. The format used depends on the region format settings in the *Settings* app.

As soon as you start entering a phone number in a field, a new line will appear where you add another phone number. This will also happen when you enter data in other fields. The default label for the first phone number field is **home**. You can change the name of this label and other labels as well. In this example the field will be changed in **mobile**:



You can enter a lot of other information about your contact. It is up to you to fill in all the fields, or leave them blank.

 **Add your contact's email address. If he has a homepage (web address) you can enter that as well.** 




## Tip


### Change the label

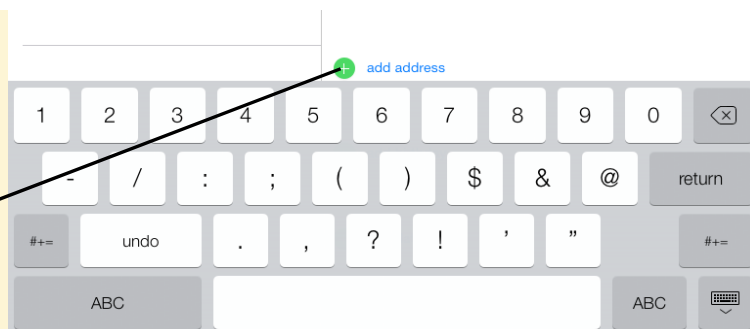
You can change the label for the email address. You can select **home** for a personal email address and **work** for a work-related one, for example.

At the bottom of the page you will find even more fields:


 **Drag the page upwards**

 **Tap**

 **add address**




Now you can add the physical address:

 **Type the street name and house number**

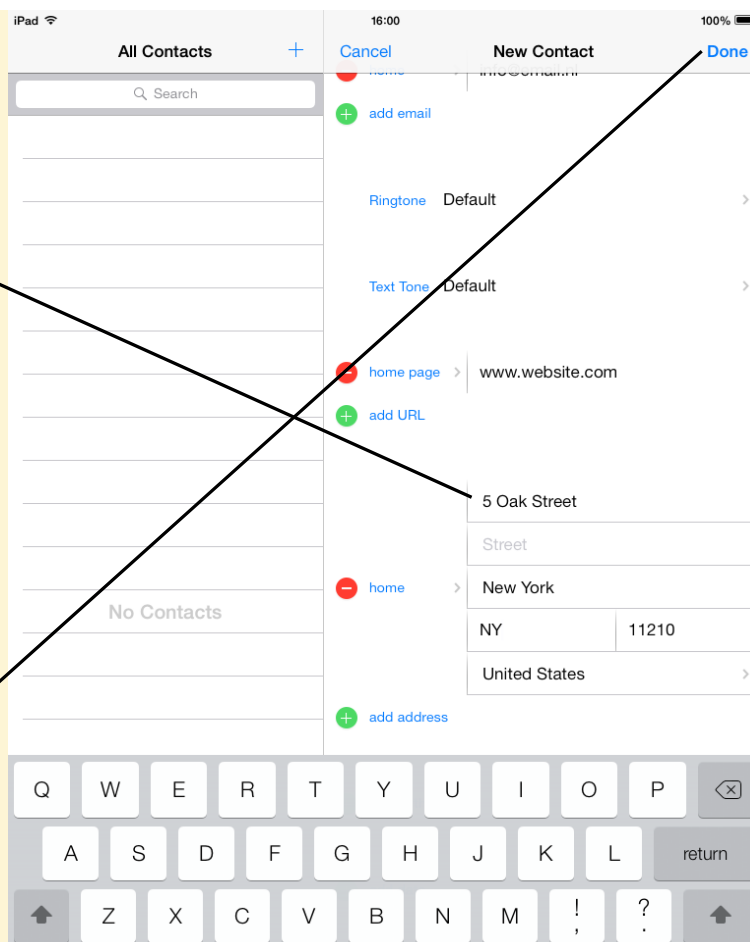
At once, you will see a second new line for street information:

You do not need this now.

 **Type the rest of the address information**

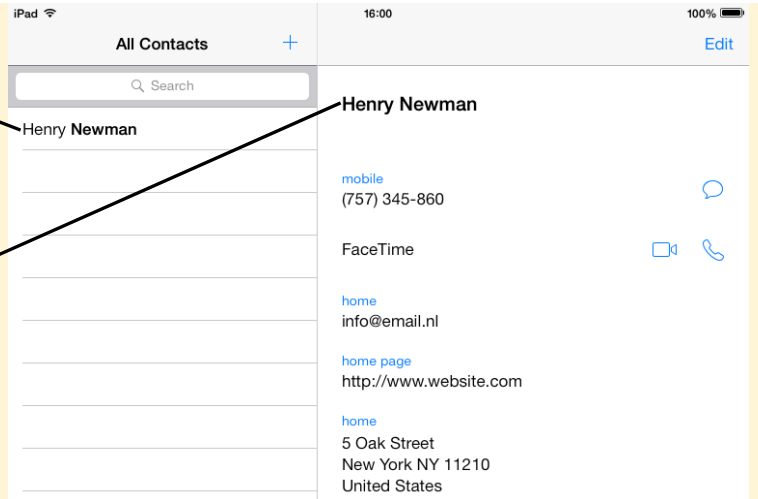
Now you can save your contact:

 **Tap Done**



Now your contact will appear in the **All Contacts** list:

The contact information is shown on the right-side:



**Add another four contacts** 45

**Tip**

**Add a field for a middle name**

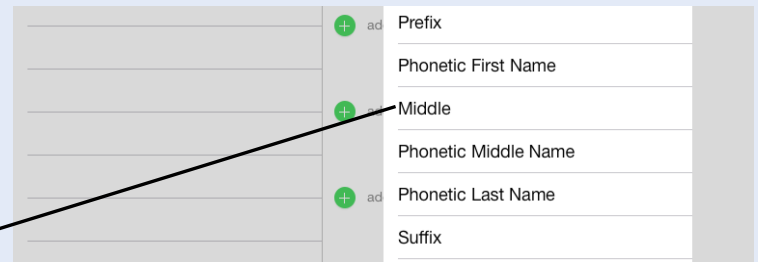
A contact called De Vere will be listed under the letter D in the All Contacts list. If you prefer to classify this name under the letter V, you can add a field for the middle name:

**Drag the page all the way upwards**

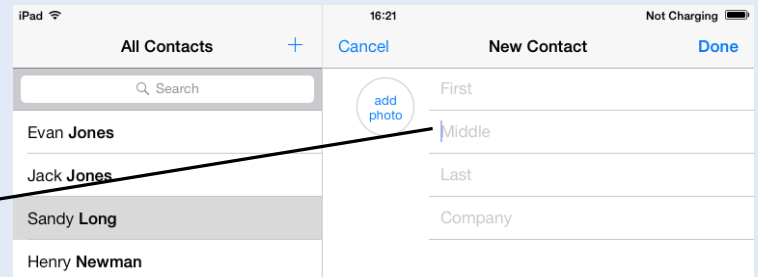
**Tap add field**

You will see a list of fields you can add:

**Tap Middle**

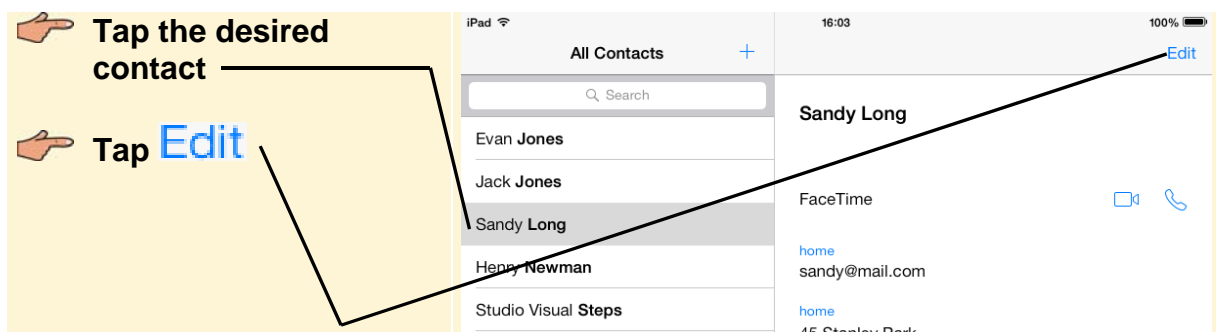


The *Middle* field will be added. You can use this field for parts of a last name, such as 'de', 'le', 'la' or 'van':

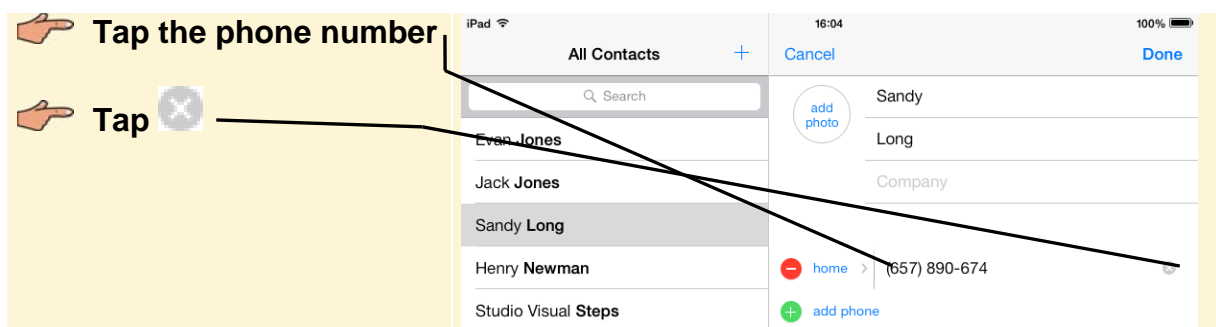


## 4.2 Editing a Contact

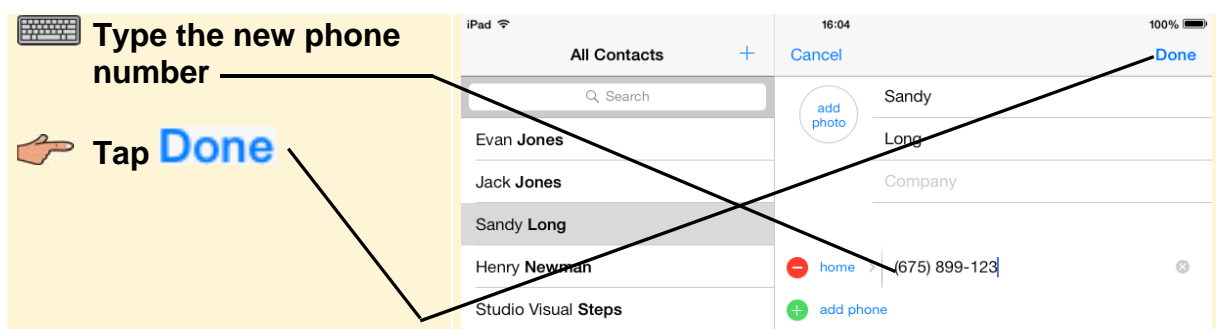
After you have entered all your contacts, you might want to edit them. Perhaps, a contact has moved and has a new address or a new phone number. This is how you open a contact for editing:



If you need to change the phone number:



The phone number will be deleted:

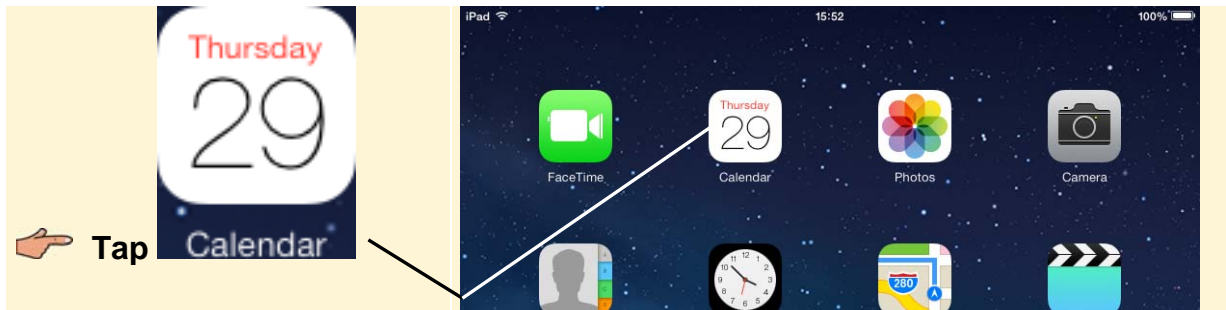


You can do the same thing for any other field that needs editing.

 **Go back to the home screen** 

## 4.3 Calendar app

With the *Calendar* app you can keep track of your appointments, upcoming activities, birthdays and more. You open the *Calendar* app like this:



The calendar opens showing the current date and time.

