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1 Welcome to Your New iPad

The iPad is a multimedia tablet like no other. Its rich graphics and seamless integration with the preinstalled apps make it perfect for work and play. Most tasks requiring a laptop can be carried out on the iPad, (with its iOS 8 operating system) which is light, power-efficient, instantly-on and incredibly intuitive to use. It also has an huge number of third-party apps to expand its already impressive capabilities and performance.

Welcome to the iPad!

Congratulations on buying an iPad, a sophisticated multimedia tablet computer capable of playing music, dealing with emails, browsing the Web, organizing your calendar and thousands of other applications! Or maybe you haven't bought an iPad yet but are considering doing so. Let's look at what you can use the iPad for:

- Listening to music
- Recording and watching videos
- Taking photos
- Reading ebooks
- Browsing the Web
- Emails, contacts and calendars
- Social networking
- FaceTime video chats, playing games, and much more

Will it replace my laptop?

Probably not, although for many functions it can be used instead of a laptop. It depends on what you use your laptop for. If you mainly do web browsing, check emails and use social networking apps then the iPad can easily replace your laptop. If, on the other hand, you use your laptop to generate PowerPoint slides or create complex documents then the iPad may not be ideal, since some functions are missing from the iPad.

What's missing from the iPad?

There are features found on laptops and desktops that are missing from the iPad. At present there is no:

- SD card slot.
- USB slots (though the Apple Camera Kit does have a 30-pin plug which has a USB socket at one end, but this is to connect your camera rather than attach other devices).
- The ability to access files and drag them around or drop into folders is not available on the iPad. You can get files on there but it's clunky and not very intuitive.

Depending on your needs, the iPad may not be a laptop replacement. Assess your needs carefully before buying one!

Apple's website (**www.apple.com**) has Q and As and lots of helpful tips on using the iPad.

The New icon pictured above indicates a new or enhanced feature introduced on the iPad with the latest version iOS 8.

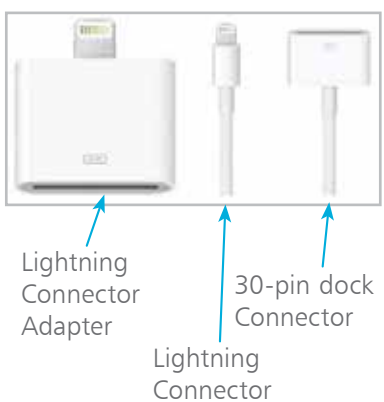
iPad Specifications

Since its introduction there are now several different generations of iPad, including the iPad Mini, which is smaller than the original iPad. When considering which iPad is best for you, some of the specifications to consider are:

- **Processor:** This determines the speed at which the iPad operates and how quickly tasks are performed.
- **Storage:** This determines how much content you can store on your iPad. Across the iPad family, the range of storage is 16GB, 32GB, 64GB or 128GB.
- **Connectivity:** The options for this are Wi-Fi and 3G/4G connectivity for the Internet and Bluetooth for connecting to other devices over short distances. All models of iPad have Wi-Fi connectivity as standard.
- **Screen:** Look for an iPad with a Retina Display screen for the highest resolution and best clarity. This is an LED-backlit screen and is available on the latest iPads, the iPad Air 2 and the iPad Mini 3.
- **Operating System**: The full size version of the iPad and the iPad Mini both run on the iOS 8 operating system.
- **Battery power:** This is the length of time the iPad can be used for general use such as surfing the Web on Wi-Fi, watching video, or listening to music. All models offer approximately 10 hours of use in this way.
- **Input/Output:** Both the iPad and the iPad Mini have similar output/input options. These are a Lightning connector port (for charging), 3.5 mm stereo headphone minijack, built-in speaker, microphone and micro-SIM card tray (Wi-Fi and 4G model only).
- **Sensors:** These are used to access the amount of ambient light and also the orientation in which the iPad is being held. The sensors include an accelerometer, ambient light sensor and gyroscope.
- **TV and video:** This determines how your iPad can be connected to a High Definition TV. This is done with AirPlay Mirroring, which lets you send what's on your iPad screen to an HDTV wirelessly with AppleTV.

The latest versions of the iPad family, released in October 2014, are the iPad Air 2 for the full size version (sixth generation) and the iPad Mini 3.

If you have a fourth generation iPad (or later) then it'll come with the new Lightning connector. You'll need to buy adapters to connect it to your "old" 30-pin accessories, such as TV, iPod dock, etc.



What's New in iOS 8?

iOS 8 is the latest version of the operating system for Apple's mobile devices including the iPad, the iPhone and the iPod Touch.

iOS 8 is an evolution of iOS 7, which was one of the most dramatic cosmetic changes to the operating system in its history. It produced a flatter, cleaner, design and this has been continued with iOS 8, which is not greatly different in appearance to its predecessor.

Linking it all up

One of the features of iOS 8 is the way it links up with other Apple devices, whether it is something like an iPhone also using iOS 8, or an Apple desktop or laptop computer running the OS X Yosemite operating system. This works with apps such as Mail and Photos, so you can start an email on one device and finish it on another, or take a photo on one device and have it available on all other compatible Apple devices. Most of this is done through iCloud and once it is set up it takes care of most of these tasks automatically. (See Chapter Two (pages 40-50) for details about setting up and using iCloud, Family Sharing and iCloud Drive.)

Hot tip

iOS 8 can be used on all iPads from the iPad 2 upwards and all versions of the iPad Mini.

New and improved apps

Several of the iOS 8 apps have been updated and improved: the Messages app now enables group texts, video messages and displaying your locations; the Photos app has increased sharing capabilities; the Camera app now has a time lapse option; and the keyboard has an option for using predictive text.

There is also a new Tips app and the iBooks and Podcasts apps are now preinstalled, saving the need to download them from the App Store.

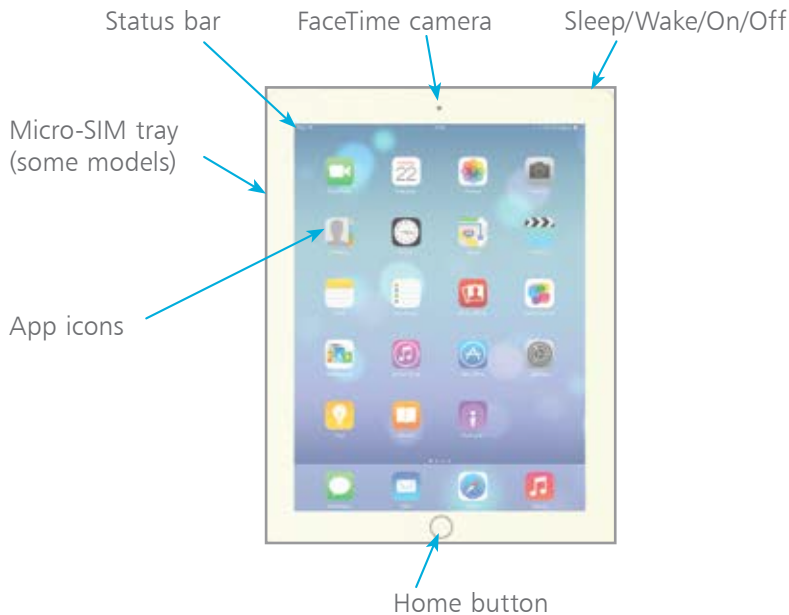
iOS 8 is an operating system that is stylish and versatile on the iPad and it also plays an important role in the holy grail of computing: linking desktop and mobile devices so that users can spend more time doing the things that matter to them, safe in the knowledge that their content will be backed up and available across multiple devices.

The iBooks and Podcasts apps are sometimes grouped in a folder named Extras.

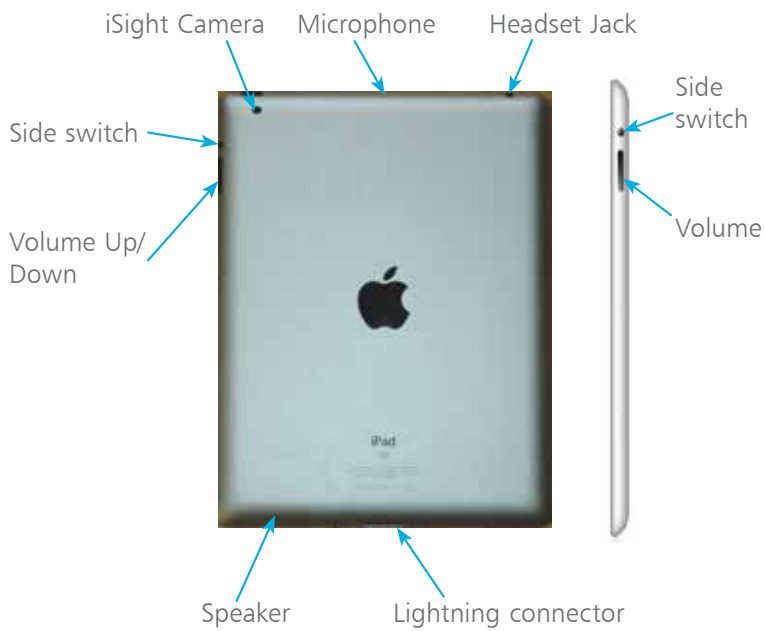
iOS 8 on the iPad does not contain the Health app, which is available with iOS 8 on the iPhone.

Finding Your Way Around

The physical buttons and controls on the iPad are very simple. Additional functions such as screen brightness are software-controlled.



When you first unpack your iPad you will also find a Lightning/USB cable for charging the iPad or connecting it to a computer. There will also be a USB power adapter for charging the iPad. There is a range of iPad accessories available from the Apple Store, one of the most useful being a Smart Cover, for protecting the iPad and also putting it to sleep when not in use.



The iPad Air 2 does not have a side switch, but all other models of the iPad and iPad Mini do. For models with a side switch, this can be used to mute the sound on the iPad, or lock rotation of the screen (see page 72).

The **network data icons** at the top of the screen are pretty much like those found on the iPhone.

The fastest data connection is Wi-Fi. If no Wi-Fi is available you will need to use 3G/4G (if your iPad has this option) which is fairly fast. Unfortunately, as you move around, the 3G/4G signal will come and go so you may see the 3G/4G disappear and be replaced by the EDGE symbol (E). EDGE is slower than 3G/4G.

If you're *really* unlucky, the EDGE signal may vanish and you may see the GPRS symbol. GPRS is *very* slow!

o	GPRS (slowest)		Location services
E	EDGE		Lock
3G	3G	LTE	LTE
4G	4G		Personal Hotspot
	Wi-Fi		Play
	Bluetooth		Screen lock
	Airplane mode		Syncing
	iPad is busy		

The GPRS, EDGE and 3G/4G icons are seen on the Wi-Fi and cellular models only.

The iPad has many features which make it accessible to those with specific visual and audio needs. These features are covered in detail on pages 230-234.

Home Button and Screen

There are very few actual physical buttons on the iPad but the Home button is an important one. The Home button functions changed since the arrival of iOS 4.2, allowing you to see active apps in the Multitasking bar.

You can quit active multitasking apps (this was not possible with earlier versions of iPad).

- If you are on the Home screen (the first screen) press and hold the Home button to activate the Siri voice search assistant function.

- If you are on any other screen press the Home button to go back to the Home screen: this saves you having to flick the screens to the left.
- When using the Music app with Home button it minimizes the Music window, allowing you to use other apps while listening to music.
- Pressing the Home button quickly twice brings up the Multitasking window (shows your active apps).

You can see your active apps by bringing up the Multitasking window. If an app is misbehaving, quit it using the Multitasking window.

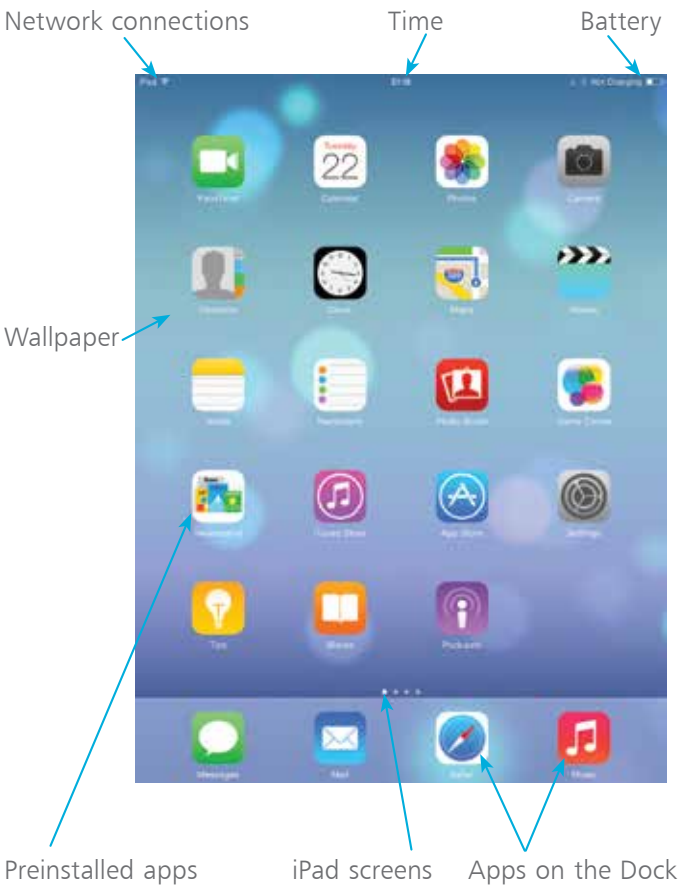
To see the Multitasking window without having to press the Home Button twice, drag four fingers up the screen. You can also drag four fingers right or left across the screen to switch between open apps.

The **Home screen** is the first screen you see when you start up the iPad. It contains the apps installed by Apple (and these cannot be deleted). In all, there are 20 of these – four will be on the Dock.

The Dock comes with four apps attached. You can move these off, add other apps (the Dock can hold a maximum of six apps or folders), or you can put your favorite apps there and remove those placed on the Dock by Apple.

You can move these apps to other screens if you want to but it's a good idea to keep the most important or most frequently-used apps on this screen.

The iBooks and Podcasts apps are now preinstalled on the iPad: in previous versions of iOS they had to be downloaded separately, from the App Store.



By default there are four apps on the Dock at the bottom of the screen. You can add two more if needed.

You can even drag folders to the Dock.

To move an app, press and hold on it until it starts to jiggle. Then, drag it into a new position or onto the Dock. To move an app to another screen, press and hold on it and move it to the edge of the screen, until the next screen appears.

Multitasking Window

The iPad can run several programs at once and these can be managed by the Multitasking window. This has been redesigned for iOS 8 and it performs a number of tasks:

- It shows open apps
- It enables you to move between open apps and open different ones
- It enables apps to be closed (see next page)

Accessing Multitasking

The Multitasking option can be accessed from any screen on your iPad, as follows:

1. Double-click on the **Home** button

2. The currently-open apps are displayed, with their icons underneath them (except the Home screen). The most recently-used apps are shown first. At the top of the Multitasking window are the people with whom you have most recently been in contact via email or Messages

3. Swipe left and right to view the open apps. Tap on one to access it in full screen size

Hot tip

Tap on one of the recent contacts at the top of the Multitasking window to send them an email or an iMessage.

Closing Items

The iPad deals with open apps very efficiently. They do not interact with other apps, which increases security and also means that they can be open in the background, without using up a significant amount of processing power, in a state of semi-hibernation until they are needed. Because of this it is not essential to close apps when you move to something else. However, you may want to close apps if you feel you have too many open or if one stops working. To do this:

1. Access the Multitasking window. The currently-open apps are displayed

2. Press and hold on an app and swipe it to the top of the screen to close it. This does not remove it from the iPad and it can be opened again in the usual way

3. The app is removed from its position in the Multitasking window

When you switch from one app to another, the first one stays open in the background. You can go back to it by accessing it from the Multitasking window or the Home screen.

In the Control Center

The Control Center is a panel containing some of the most commonly used options within the **Settings** app. It can be accessed with one swipe and is an excellent function for when you do not want to have to go into Settings.

Accessing the Control Center

The Control Center can be accessed from any screen within iOS 8 and it can also be accessed from the Lock Screen:

1. Tap on the **Settings** app

2. Tap on the **Control Center** tab and drag the **Access on Lock Screen** and **Access Within Apps** buttons On or Off to specify if the Control Center can be accessed from there (if both are Off, it can still be accessed from any Home screen)

The Control Center cannot be disabled from being accessed from the Home screen.

3. Swipe up from the bottom of any screen to access the Control Center panel

4. Tap on this button to hide the Control Center panel, or tap anywhere on the screen

Control Center controls

The items that can be used in the Control Center are:

1. Use these controls for any music or video that is playing. Use the buttons to Pause/Play a track, go to the beginning or end and drag the slider to adjust the volume

2. Tap on this button to turn **Airplane mode** On or Off

3. Tap on this button to turn **Wi-Fi** On or Off

4. Tap on this button to turn **Bluetooth** On or Off

5. Tap on this button to turn **Do Not Disturb** mode On or Off

6. Tap on this button to access a clock, including a stopwatch

7. Tap on this button to open the **Camera** app

8. Use this slider to adjust the screen brightness

9. Tap on this button to **Lock** or **Unlock** screen rotation. If it is locked, the screen will not change when you change the orientation of your iPad

The screen rotation can also be locked from within the **General** section of the **Settings** app. Under **Use Side Switch to**, tap on the **Lock Rotation** link. Then the side switch can be used to lock, and unlock, the screen rotation. The iPad Air 2 does not have a side switch, but all other models do.

Finding Things on the iPad

Sometimes you haven't got time to look through your entire calendar for an appointment, or to scroll through iTunes for one track. You can use Spotlight (Apple's indexing and search facility) to find specific apps, contacts, emails, appointments and music content.

Search using Spotlight to avoid spending ages looking for emails, music tracks and other data.

Start search

1. From any free area on a Home screen, press and hold and swipe downwards
2. You will be taken to the Spotlight search screen
3. Enter your search word or string into the search box
4. Your results will show up below. The results are grouped according to their type, i.e. Calendar appointment, email, etc.