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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 pre-installed apps make it perfect for work and play. Most tasks requiring a laptop can be carried out on the iPad (with its iOS 9 operating system), which is light, power-efficient, instantly-on and incredibly intuitive to use. It also has a huge number of third-party apps to expand its already impressive capabilities and performance.



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



Apple's website (<http://www.apple.com/support/ipad/using/>) has 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 9.

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?

In some cases, yes; particularly with the iPad Pro, a 12-inch iPad that is capable of significant productivity tasks and also has its own physical keyboard (sold separately). If you mainly do web browsing, check emails and use social networking apps then the iPad Air or iPad Mini 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 Pro may be a better option in terms of a replacement device.

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).
- Ability to access files and drag them around or drop into folders. You can get files on the iPad, but it's clunky and not very intuitive.

iPad Specifications

Since its introduction there are now several different generations of iPad, including the iPad Mini, which is smaller than both the original iPad and the larger iPad Pro. 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 iPad Pro, the iPad Air 2 (and later) and the iPad Mini 3 (and later).
- **Operating System:** The iPad Pro, the iPad Air and the iPad Mini all run on the iOS 9 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:** The iPad Pro, the iPad Air 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 iPads, the iPad Air 2, the iPad Mini 4 and the iPad Pro, come with silver, space gray or gold back-panels.



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



Lightning Connector Adapter

Lightning Connector

30-pin Dock Connector



iOS 9, the latest version of the operating system used by iPads, can be used on all iPads from the iPad 2 (second generation) onwards and all versions of the iPad Mini.



iOS 9 for the iPad does not contain the Health app; this is just on the iPhone.



To check the version of the iOS, look in **Settings > General > Software Update**.

What's New in iOS 9?

iOS 9 is the latest version of the operating system for Apple's mobile devices including the iPad, the iPhone and the iPod Touch.

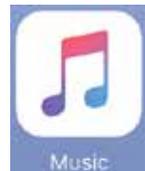
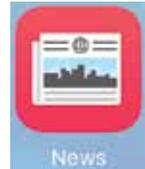
iOS 9 is an evolution of iOS 8, which followed iOS 7, one of the most dramatic cosmetic changes to the operating system in its history. It produced a flatter, cleaner design and this has been continued with iOS 9, which is not greatly different in appearance to its predecessor.

Linking it all up

One of the features of iOS 9 is the way it links up with other Apple devices, whether it is something like an iPhone also using iOS 9, or an Apple desktop or laptop computer running the OS X El Capitan 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 pages 42-54 for details about setting up and using iCloud, the iCloud Drive and Family Sharing.)

New and improved apps

iOS 9 comes with improved options for productivity, through the function of viewing more than one app on the screen at the same time (on certain models of iPad). There are also improvements to the Notes app so that lists can easily be created and photos added to notes. A new addition is the News app, which can display news items from a variety of organizations, covering a wide range of topics. The Music app now provides access to Apple Music, a new service that is the gateway to the entire iTunes music library. This is a subscription service, but there is a three-month free trial.



iOS 9 is a stylish and versatile operating system 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.

Models and Sizes

Since its introduction in 2010, the iPad has evolved in both its size and specifications. It is now a family of devices, rather than a single size. When choosing your iPad, the first consideration is which size to select. There are three options:

- **Standard iPad.** This is the original size of the iPad. It measures 9.7 inches (diagonally) and has a high resolution Retina Display screen. The latest version, released in October 2014, is the iPad Air 2 which is the sixth generation of the standard-size iPads (updated with iOS 9 in September 2015).
- **iPad Mini.** The iPad Mini is similar in most respects to the larger version, including the Retina Display screen, except for its size. The screen is 7.9 inches (diagonally) and it is also slightly lighter. The latest version, released in September 2015, is the iPad Mini 4.
- **iPad Pro.** This is the latest size of the iPad to be introduced (announced in September 2015), and is aimed more as a replacement for laptop computers. It comes with a 12.9 inch screen. The iPad Pro can also be used with the Apple Pen stylus and the detachable Apple Smart Keyboard (both bought separately).



In terms of functionality there is little difference between the iPad Air and the iPad Mini, and the choice may depend on the size of screen that you prefer. Both the iPad Air 2 (and later) and the iPad Mini 3 (and later) have Touch ID functionality, whereby the Home button can be used as a fingerprint sensor for unlocking the iPad.

Another variation in the iPad family is how they connect to the internet and online services. There are two options:

- **With Wi-Fi connectivity.** This enables you to connect to the internet via a Wi-Fi router, either in your own home, or at a Wi-Fi hotspot.
- **With Wi-Fi and 4G connectivity (where available, but it also covers 3G).** This should be considered if you will need to connect to the internet with a cellular connection when you are traveling away from home.

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 (and later) does not have a side switch, but all earlier 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.



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The **network data icons** at the top of the screen are fairly similar to 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!

- | | | | |
|-------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------|-------------------|
|  | GPRS (slowest) |  | Location services |
|  | EDGE |  | Lock |
|  | 3G |  | LTE |
|  | 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 models featuring both Wi-Fi and cellular 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.



You can see your active apps by bringing up the App Switcher window. If an app is misbehaving, quit it using the App Switcher window (see page 19).



To see the App Switcher 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.



For more on swiping, tapping and pinching for getting around, see page 27.

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 performs a number of functions, including accessing the App Switcher window, where you can view your active apps and close them if required.

Home button functions:

- 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, the Home button minimizes the Music window, allowing you to use other apps while listening to music.
- Pressing the Home button quickly twice brings up the App Switcher window (shows your active apps).



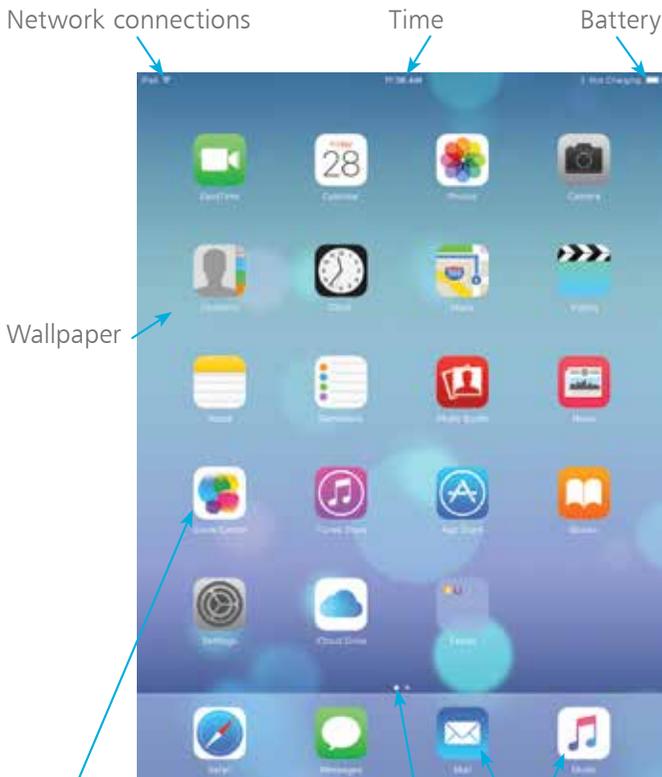
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The **Home screen** is the first screen you see when you start up the iPad. It contains the apps installed by Apple, which cannot be deleted. In all, there are 24 of these – four will be on the Dock.

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 pre-installed on the iPad; in some 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.



App Switcher Window

The iPad can run several apps at once and these can be managed by the App Switcher window. This has been redesigned for iOS 9 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 App Switcher

The App Switcher 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 above them (except the Home screen). The most recently-used apps are shown first.



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

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 left 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 App Switcher 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 App Switcher 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 App Switcher 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 go into Settings.

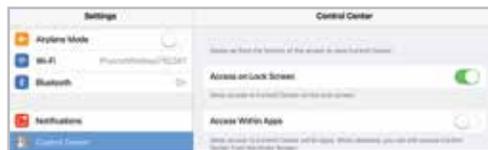
Accessing the Control Center

The Control Center can be accessed from any screen within iOS 9 and it can also be accessed from the Lock Screen. To set this up:

- 1 Tap on the **Settings** app



- 2 Tap on the **Control Center** option 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)

- 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



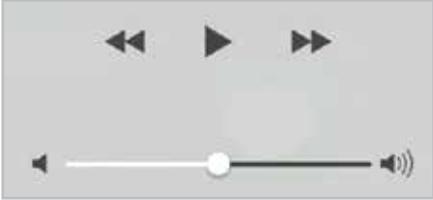
The Control Center cannot be disabled from being accessed from the Home screen.

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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 (and later) does not have a side switch.



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

Finding Things on the iPad

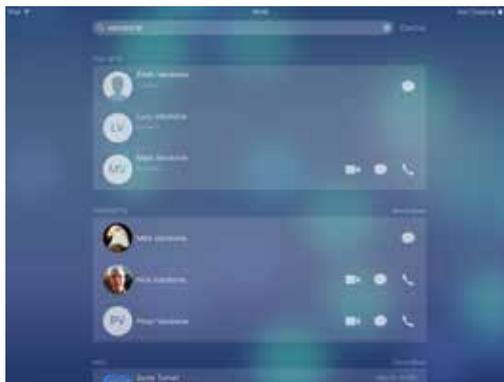
Sometimes you haven't got time to look through your entire calendar for an appointment, or to scroll through iTunes for one track. You can use Spotlight (Apple's indexing and search facility) to find specific apps, contacts, emails, appointments and music content.

Start search

- 1 From any free area on the 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.



Spotlight can search over a range of areas, including nearby restaurants, movies and locations.

Finding Things with Siri

Siri is the iPad voice assistant that provides answers to a variety of questions by looking on your iPad and also at web services. You can ask Siri questions relating to the apps on your iPad and also general questions, such as weather conditions around the world, or sports results. To set up Siri:

- 1 Open **Settings > General**, then tap on the **Siri** link
- 2 Drag the **Siri** button to **On** to activate the Siri functionality

Questioning Siri

Once you have set up Siri, you can start putting it to work with your queries. To do this:

- 1 Hold down the **Home** button until the Siri window appears



- 2 If you do not ask anything initially, Siri will prompt you with some suggestions (or tap on the **?** button in the bottom left-hand corner for more suggestions)



- 3 Tap on the microphone button to ask a question of Siri



Turn **On** the **Allow "Hey Siri"** button in the Siri settings to activate Siri just by saying this, without having to press the Home button (when connected to power).



Within the Siri Settings you can select a language and a voice style.



Multitasking on the iPad

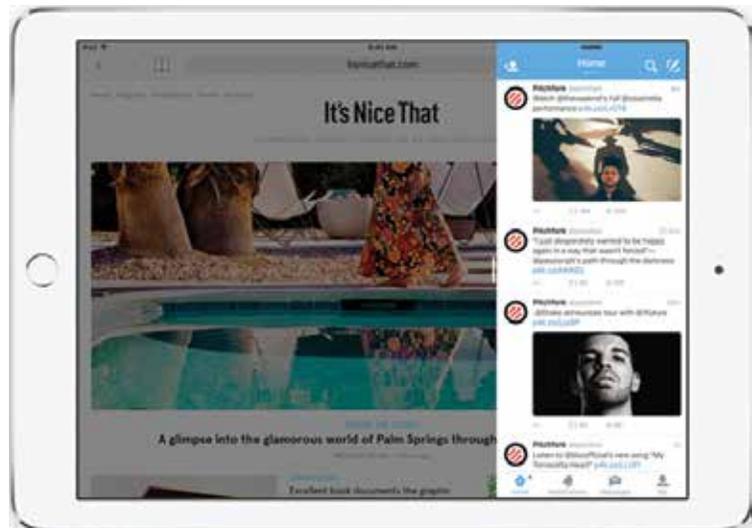
The iPad has evolved from being an internet-enabled communication and entertainment device, into something that is now a genuine productivity device. With iOS 9, productivity options are expanded by being able to view more than one app at a time on the screen (only with certain models of iPad). This means that it can be easier to get tasks done, as you can see content from two apps at once.

Slide Over

Slide Over is an option that is available on iPad Mini 2 (and later) and iPad Air (and later) and it enables you to access a bar of available apps. This is done by swiping inwards from the right-hand edge of the iPad screen. Tap on one of the apps in the bar to make it active in the right-hand side of the screen. Both of the windows can be used by tapping on them individually.



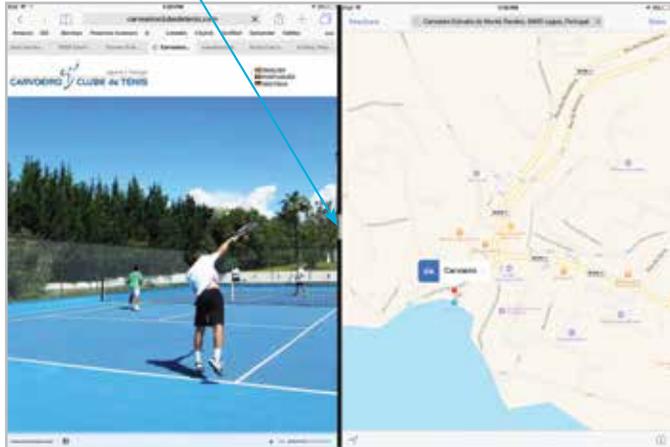
Slide Over, Split View and Picture in Picture are also available on the iPad Pro.



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Split View

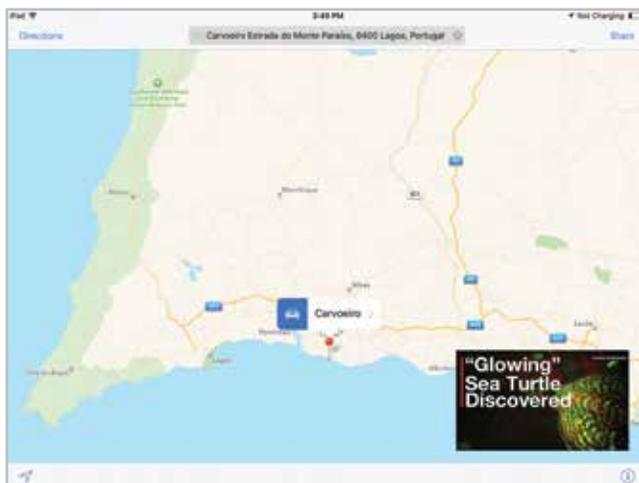
On the iPad Air 2 (and later) the concept of Slide Over is taken one step further with Split View, when the second app is active in the right-hand side of the screen, drag the left-hand border of the app's window into the middle of the screen. Both open apps will now take up half of the screen and they can both be worked on independently of each other.



Swipe the button on the middle bar left or right to make either panel full-screen.

Picture in Picture

The Picture in Picture function enables a FaceTime or YouTube video to be minimized on the screen, but remain active so that you can still view and perform other tasks at the same time.



Default Applications

These are some of the most popular pre-installed apps:



Calendar: keeps your appointments in sync with your other Apple devices, using iCloud



Safari: Apple's home-grown web browser



Contacts: lists all contacts including phone numbers, email, postal addresses and notes



Mail: handles IMAP and POP3 email, and syncs to your main accounts on your computer



Notes: for jotting things down. Store notes within iCloud so that they are available on other devices



Photos: show your photos with slideshows, print off photos or share via Facebook, Twitter, etc.



Maps: GPS-enabled maps help you get from A to B, current position, and other information



Music: controls music and provides access to the Apple Music subscription service



Videos: play movies and other video content, purchased or from your own collection



Game Center: social gaming, lets you play games and interact with friends



iTunes Store: browse and buy music, movies, TV shows and more



Camera: shoot stills or movies using front or back cameras similar to iPhone functionality



App Store: your central store for paid and free apps



FaceTime: video chat to others using iPad, iPhone or Mac



Reminders: to-do lists, sync with Apple Mail and Outlook Tasks



Photo Booth: take still images and select from a series of special effects



Messages: send SMS-type messages free with Wi-Fi to other compatible devices



News: collates news content from numerous sources (not yet available in all locations)



Settings: this is where you make changes to personalize your iPad



Clock: provides time in any part of the world. Useful as an alarm clock and a stopwatch



The News app is new to iOS 9.

The Display and Keyboard

So, what's so exciting about the screen? What makes it so special? Firstly, it has a high quality Retina Display.

The technology behind the multitouch screen is ingenious. Using one, two, three or four fingers you can do lots of different things on the iPad, depending on the app you're using and what you want to do. The main actions are tap, flick, pinch/spread and drag.

The screen is designed to be used with fingers – the skin on glass contact is required (if you tap using your nail you will find it won't work). There are styluses you can buy for the iPad but for full functionality, fingers on screen give the best results.

Tap	Apps open when you tap their icons. Within apps you can select photos, music, web links and many other functions. The tap is similar to a single click with a mouse on the computer
Flick	You can flick through lists like Contacts, Songs, or anywhere there's a long list. Place your finger on the screen and quickly flick up and down and the list scrolls rapidly up and down
Pinch/spread	The iPad screen responds to two fingers placed on its surface. To reduce the size of a photo or web page in Safari place two fingers on the screen and bring them together. To enlarge the image or web page spread your fingers apart and the image grows in size
Drag	You can drag web pages and maps around if you are unable to see the edges. Simply place your finger on the screen and keep it there but move the image or web page around until you can see the hidden areas



The screen responds best to skin contact. Avoid using pens or other items to tap the screen. However, the iPad Pro does come with its own dedicated stylus: the Apple Pen (bought separately).



Use four fingers to bring up the App Switcher window (drag four fingers up the screen), or flick right or left using four fingers to switch between running apps.



The iPad Pro is designed to work with the Apple Smart Keyboard (sold separately).



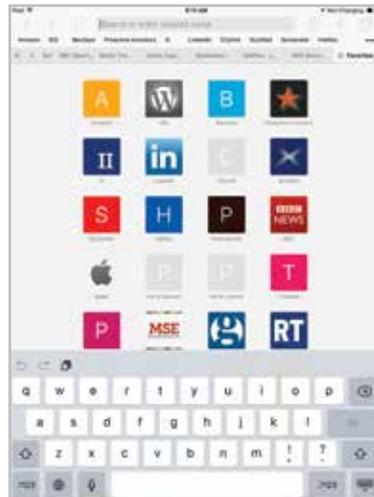
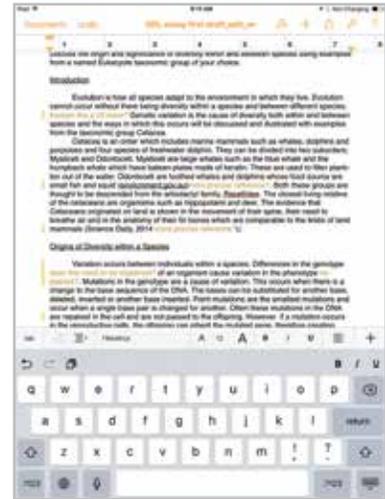
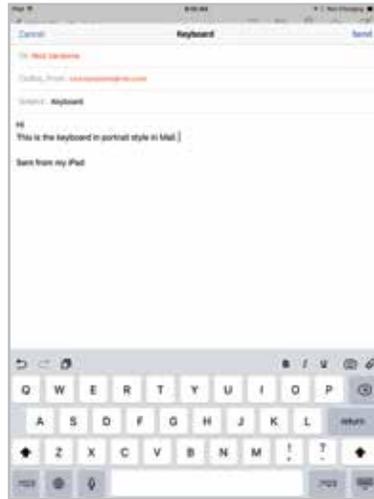
If you have Wi-Fi, try using your voice to dictate emails and other text using the Dictate option (its icon is on the left of the spacebar).

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The iPad is different to a laptop since there is no physical keyboard. Instead, you type by tapping the **virtual keyboard** on the iPad screen itself. You can use the keyboard in portrait or landscape modes. The landscape version provides much wider keys.

The keyboard seems to change in different apps

The keyboard is smart – and should match the app you're in. For example, if you are word processing or entering regular text you will see a standard keyboard. But if you are using a browser or are prompted to enter an email address, you will see a modified keyboard with **.com** and **@** symbols prominently displayed.



Top left: portrait keyboard in Mail

Top right: portrait keyboard in Pages

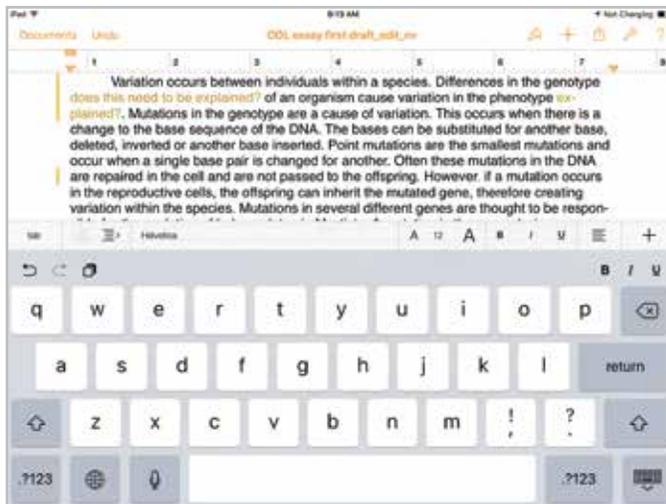
Bottom left: portrait keyboard in Safari – note the **Return** key has now changed to **Go**. Tap this to search the web or go to a specific URL

...cont'd



If you find you are making lots of typing errors, try switching the iPad to landscape mode (keys are larger).

Mail with iPad in the landscape position. Notice how wide the keys have become, making it easier to type without hitting two keys at once! Also notice the Dictation icon to the left of the spacebar (you get this when connected to Wi-Fi).



Pages with landscape keyboard. Again, the keyboard is large, but the downside is that you lose real estate for work – the effective area for viewing content is quite small. Dictation is active – you can tell because the icon has enlarged and shows the volume level as you dictate your text.



If you do not like the default iPad keyboard, you can download other third-party virtual ones from the App Store. Three to look at are: SwiftKey, Swype and KuaiBoard.

Caps Lock and Auto-Correct

It's annoying when you want to type something entirely in uppercase letters, since you have to press Shift for every letter – or do you? Actually, there's a setting which will activate Caps Lock but you need to activate this in Settings:

- 1 Go to **Settings**
- 2 Select **General**
- 3 Select **Keyboard**
- 4 Make sure the **Enable Caps Lock** slider is set to **On**
- 5 While you are there, make sure the other settings are on, for example the **“.” Shortcut** (see below)



Other settings for the keyboard

- **Auto-Correction** suggests the correct word. If it annoys you, switch it off.
- **Auto-Capitalization** is great for putting capitals in names.
- The **“.” Shortcut** types a period every time you hit the spacebar twice. This saves time when typing long emails but if you prefer not to use this, switch it off. Here's another neat trick – you can also insert a period by tapping the spacebar with two fingers simultaneously.

...cont'd

As you type words, the iPad **Auto-Correct** will suggest words intelligently which will speed up your typing.

To accept iPad suggestion



When the suggested word pops up, simply tap the space bar and it will be inserted. The suggested word may not be what you want, in which case you can reject it by tapping the 'x' next to the suggested word.



To reject suggestion



Above the keyboard is the Shortcuts bar. This contains the **Undo** and **Redo** buttons and the **Paste** button for copied text. When you are entering text, the **Bold**, **Italic** and **Underline** buttons are also available in some apps, as is an option for adding photos or attachments.

Above left: the iPad will suggest a word but if you don't want to use the suggestion tap the 'x' next to it. The word you type will be added to your user dictionary.

Above right: You can look up the dictionary: tap the word twice, tap the right arrow and choose **Define**.

All contact names are automatically added to your user dictionary.



The iPad Pro can be used with the Apple Smart Keyboard (sold separately).



For some older keyboards you will need the Lightning to 30-pin Adapter.



If you need to type long documents consider using a physical keyboard.

Can I Use a Real Keyboard?

There are times when you need real physical keys. For example, if you are typing a longer document you might find tapping out your text on the glass screen annoying. Apple has designed a dock with an integrated keyboard, which is great for holding your iPad at the correct angle, and allowing your iPad to be charged while you type using the keyboard.

Original Apple iPad keyboard and dock



ZAGG proplus keyboard for iPad 2 (works with later models too)



Can I use a Bluetooth keyboard?

Absolutely! The iPad has Bluetooth built-in so you can hook up an Apple Bluetooth keyboard and type away. Alternatively, there are third-party keyboards such as the ZAGG proplus Bluetooth keyboard (www.zagg.com) which acts as a case when not in use (protects the front of the iPad but not the back).

Keyboard Tricks

Although it's not immediately obvious, the keyboard can generate accents, acutes, and many other foreign characters and symbols.

Holding the letters “a”, “e”, “i”, “o” or “u” generates lots of variants. Just slide your finger along till you reach the one you want and it will be inserted into the document.



For accents and other additional characters, touch the key then slide your finger to the character you want to use.

Also, when you use Safari you don't have to enter “.com”, “.co.uk”, etc. in URLs – the ? key will produce other endings if you touch and hold the key.



Select, Copy and Paste Text

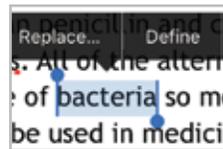
Rather than retype text, you can select text (or pictures) and paste these into other documents or the URL field in Safari. Touch and hold text, images or URL (links) to open, save or copy them.

To select text

Touch and hold a paragraph of text to select. Drag the handles to enclose the text you want to copy then tap **Copy**.



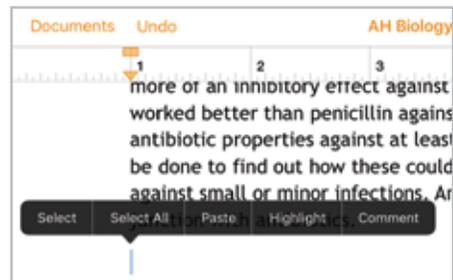
Copy web links by tapping and selecting **Copy**. If you just want to go to the website, click **Open in New Tab**.



Use the built-in dictionary by tapping a word then **Define**.



Paste copied text or images by tapping the screen in Pages, for example, and tapping on the **Paste** button.



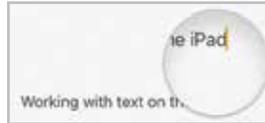
Editing Text

Once text has been entered it can be selected, copied, cut and pasted. Depending on the app being used, the text can also be formatted, such as with a word processing app.

Selecting text

To select text and perform tasks on it:

- 1 To change the insertion point, tap and hold until the magnifying glass appears



- 2 Drag the magnifying glass to move the insertion point



- 3 Tap once at the insertion point to access the menu buttons



- 4 Double-tap on a word to select it. Tap once on one of the menu buttons as required



- 5 Drag the selection handles to expand or contract the selection



- 6 Use the Shortcuts bar on the keyboard to, from left to right, cut the selection, copy the selection, or paste the selection



Once the menu buttons have been accessed, tap once on **Select** to select the previous word, or **Select All** to select all of the text.



The menu buttons in Step 4 can also be used to replace the selected word, add bold, italics or underlining to it, or view a definition of it.



In some apps, the cursor can be moved by dragging anywhere on the screen with two fingers, including over the keyboard. Text can then be selected by single- or double-tapping.



If Predictive is Off in Step 3, the QuickType bar does not appear above the keyboard. You can also toggle predictive text On or Off by pressing on this button on the keyboard and tapping the Predictive button On or Off.



Predictive text learns from your writing style as you write, and so gets more accurate at predicting words. It can also recognize a change in style for different apps, such as Mail and Messages.

Using Predictive Text

Predictive text tries to guess what you are typing and also predicts the next word following the one you have just typed. It was developed primarily for text messaging and it can now be used on the iPad with iOS 9. To do this:

1 Tap on the **General** tab in the Settings app



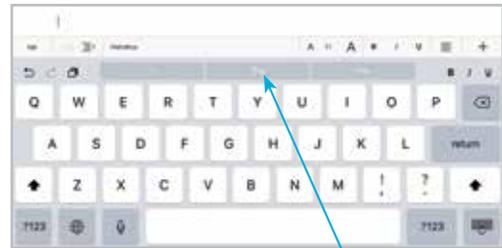
2 Tap on the **Keyboard** option



3 Drag the **Predictive** button **On**



4 When predictive text is activated, the QuickType bar is displayed above the keyboard. Initially, this has a suggestion for the first word to include. Tap on a word or start typing



5 As you type, suggestions appear. Tap on one to accept it. Tap on the word within the quotation marks to accept exactly what you have typed



6 After you have typed a word, a suggestion for the next word appears. Tap on it to use it, or ignore it if you wish

