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# 1

# Choosing your iPad

*It's compact, it's stylish, it's powerful, and it's perfect for anyone, of any age. This chapter introduces the iPad and its iOS 10 operating system so you can quickly get up and running with this exciting tablet.*

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'Apps' is just a fancy name for what are more traditionally called programs in the world of computing. The iPad has several apps that come built-in and ready for use. There are thousands more available to download from the online App Store (see Chapter Four, pages 76-83).



iOS 10 can only be used on the following models of iPad: all iPad Pro, iPad 4th generation, iPad Mini 2 and later, and iPad Air and later.



The New icon pictured above indicates a new or enhanced feature introduced with iPads using iOS 10.

# The iEverything

The iPad is a tablet computer that has gone a long way to change how we think of computers and how we interact with them. Instead of a large, static object it is effortlessly mobile and even makes a laptop seem bulky by comparison.

But even with its compact size, the iPad still manages to pack a lot of power and functionality into its diminutive body. In this case, small is most definitely beautiful and the range of what you can do with the iPad is considerable:

- Communicate via email, video and text messaging.
- Surf the web wirelessly.
- Add an endless number of new 'apps' from the Apple App Store.
- Use a range of entertainment tools, covering music, photos, video, books and games.
- Do all of your favorite productivity tasks such as word processing, creating spreadsheets or producing presentations.
- Organize your life with apps for calendars, address books, notes, reminders and much more.

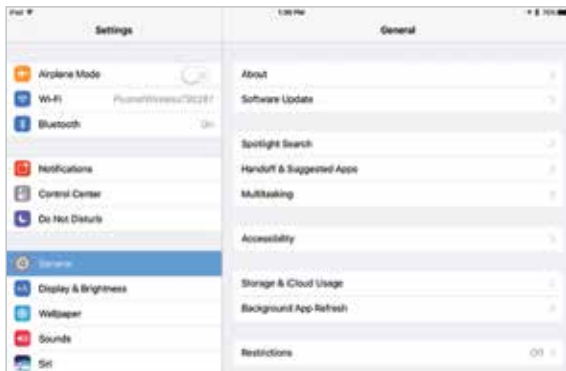
Add to this up to 10 hours battery life when you are on the move, a range of different sizes (with a Retina Display screen of outstanding clarity) and a seamless backup system, and it is clear why the iPad can stylishly fulfill all of your computing needs.



# Simplicity of the iPad

Computers have become a central part of our everyday lives, but there is no reason why they need to be complex devices that have us scratching our heads as to how to best use them. The iPad is not only stylish and compact, it also makes the computing process as simple as possible, so you can concentrate on what you want to do. Some ways in which this is done are:

- **Instantly on.** With the iPad there is no long wait for it to turn on, or wake from a state of sleep. When you turn it on, it is ready to use; it's as simple as that.
- **Apps.** iPad apps sit on the Home screen, visible and ready to use. Most apps are created in a similar format, so once you have mastered getting around them you will be comfortable using most apps.
- **Settings.** One of the built-in iPad apps is Settings. This is a one-stop shop for customizing the way that your iPad looks and operates and also how settings for apps work.



- **Dock and App Switcher Window.** These are two functions that enable you to access your favorite apps quickly, regardless of what you are doing on your iPad.
- **Home button.** This enables you to return to the main Home screen at any time. It also has some additional functionality, depending on how many times you click it.



Much of the way you navigate around the iPad is done by tapping, or swiping, with your fingers, rather than with a traditional keyboard and mouse. There is also a virtual keyboard for input functions.



The Dock is the bar at the bottom of the iPad screen, onto which apps can be placed for quick access.



Another variation in the iPad family is how they connect to the internet and online services. This is either with just Wi-Fi connectivity or 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. 4G and 3G enable you to connect to a mobile network to access the internet, in the same way as with a cell/mobile phone. This requires a contract with a provider of this type of service.



The iPad Pro is an excellent option, particularly for typing with the Smart Keyboard.

## 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:

- **iPad Air.** This is the original size of the iPad. It measures 9.7 inches (diagonal) and has a high resolution Retina Display screen. The latest version (at the time of printing) is the iPad Air 2 which is the sixth generation of the standard size iPads.
- **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 (diagonal) and it is also slightly lighter. The latest version (at the time of printing) is the iPad Mini 4.
- **iPad Pro.** This is the latest version of the iPad to be introduced and is a very powerful all-round iPad. It comes with either a 9.7 or a 12.9 inch screen. The iPad Pro can also be used with the Apple Pencil stylus and the detachable Apple Smart Keyboard (both bought separately). The Smart Keyboard has a Smart Connector to attach it to the iPad Pro and this ensures it works as soon as it is attached. The Apple Pencil has to be 'paired' with the iPad Pro, which involves opening **Settings** > **Bluetooth** and turning Bluetooth **On**. Then, attach the Apple Pencil to the iPad Pro via the Lightning Connector. It should then be paired and ready for use. The Apple Pencil can be used for selecting items on screen (by tapping), swiping pages and drawing and writing with appropriate apps.





# Specifications Explained

Most models of iPad have the same range of specifications (the main difference being the screen sizes): 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 32GB, 64GB, 128GB or 256GB.
- **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.
- **Cameras:** The front-facing camera is a FaceTime one, which is best for video calls. The back-facing camera is a high resolution iSight one that takes excellent photos and videos.
- **Screen:** iPads that can run iOS 10 all have Retina Display screens for the highest resolution and best clarity. This is an LED-backlit screen.
- **Operating System:** The models of iPad listed on page 14 run on the iOS 10 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:** These include a Lightning connector port (for charging), 3.5 mm stereo headphone minijack, built-in speaker, microphone and nano-SIM card tray (Wi-Fi and 4G model only).
- **Sensors:** These are used to determine 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.



The amount of storage you need may change once you have bought your iPad. If possible, buy a version with as much as possible, as you cannot add more later.



The iSight camera on the iPad Air 2, the iPad Mini 4 and the iPad Pro 12.9 inch is 8 megapixels; on the iPad Pro 9.7 inch it is 12 megapixels.



You can connect your iPad to a High Definition TV (HDTV), with AirPlay Mirroring. To do this you will need an Apple Lightning Digital AV Adapter or an Apple Lightning to VGA Adapter (sold separately).



To turn on the iPad, press and hold the **On/Off** button for a few seconds. It can also be used to Sleep the iPad or Wake it from the Sleep state.



If your iPad ever freezes, or if something is not working properly, it can be rebooted by holding down the **Home** button and the **On/Off** button for 10 seconds and then turning it on again by pressing and holding the **On/Off** button.

## Before you Switch On

The external controls for the iPad are simple. Three of them are situated at the top of the iPad and the other is in the middle at the bottom. There are also two cameras, one on the front and one on the back of the iPad.

### Controls

The controls at the top of the iPad are:

**On/Off** button

**Cameras.** One is located on the back, underneath the On/Off button and one on the front, at the top

**Volume Up and Down** buttons



**Home** button. Press this once to wake up the iPad or return to the Home screen at any point



**Speakers.** The speakers are located on the bottom edge of the iPad:



**Lightning connector.** Connect the Lightning connector here to charge the iPad, or connect it to another computer.

# Getting Started

To start using the iPad, hold down the On/Off button for a few seconds.

Initially there will be a series of setup screens to move through before you can use the iPad. These include the following options (a lot of these can be skipped during setup and accessed later from the **Settings** app):

- **Language.** Select the language you want to use.
- **Country.** Select the country in which you are located.
- **Location Services.** This determines whether your iPad can use your geographical location for apps that use this type of information (such as Maps).
- **Wi-Fi network.** Select a Wi-Fi network to connect to the internet. If you are at home, this will be your own Wi-Fi network, if available. If you are at a Wi-Fi hotspot then this will appear on your network list.
- **Apple ID.** You need to register with Apple to be able to access a range of Apple facilities, such as iCloud, purchase items on iTunes or the App Store, FaceTime, Messages and iBooks. You can also create an Apple ID when you access one of the relevant apps for the first time.
- **iCloud.** This is Apple's online service for backing up content and sharing it with other people and family members, using the new Family Sharing service.
- **Find My iPad.** This is a service that can be activated so that you can locate your iPad if it is lost or stolen. This is done via the online iCloud site at **www.icloud.com**
- **Diagnostic information.** This enables information about your iPad to be sent to Apple.
- **Register.** This enables you to register your iPad with Apple, as the registered owner.
- **Start using.** Once the setup process has been completed, you can start using your iPad.



For details about obtaining an Apple ID see page 89.



For more information about using iCloud see pages 36-39.



The Find My iPad function can be set up within the **iCloud** sections of the **Settings** app (see pages 182-183).



# About iOS 10

iOS 10 is the latest version of the operating system for Apple's mobile devices including the iPad, the iPhone and the iPod Touch.

Due to its functionality, iOS 10 can only be used with certain models of iPad (earlier models will only be able to use iOS 9 and earlier):

- iPad Pro (12.9 inch and 9.7 inch)
- iPad Air and later (iPad Air, iPad Air 2)
- iPad 4th generation
- iPad Mini 2 and later (iPad Mini 2, 3 and 4)



iOS 10 for the iPad does not contain the Health app; this is just on the iPhone.

iOS 10 further enhances the user experience for which the mobile operating system is renowned. This includes:

- An enhanced Messages app for sending text messages. This now includes options for creating handwritten messages, adding quick replies (Tapback), customizing the way that message bubbles appear, enhanced options for adding emojis and even sending invisible messages.
- A revamped Photos app including an improved search facility for finding photos, and also a Memories function which automatically collates the best photos from a time or location. It even creates a movie of photos.
- A new version Lock screen that can be unlocked with the Home button and also includes widgets that display real-time information about a range of items including the weather, news and the stock market. The Lock screen can also be used to display Notifications from different apps.
- An updated Control Center, with additional controls and a Night Shift mode that automatically adjusts the color of the display at night.
- Redesigned versions of the News and Music apps to create a more attractive layout and visual display.



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

# Home Screen

Once you have completed the setup process you will see the Home screen of the iPad. This contains the built-in apps:



At the bottom of the screen are four apps that appear by default in the Dock area.

Rotate the iPad, and the orientation changes automatically.



There are 22 different default wallpaper backgrounds for iOS 10 on the iPad. These can be found in **Settings** > **Wallpaper**. Some of the wallpapers are **Dynamic**, which means that they appear to move independently from the app icons when you tilt the iPad. The other backgrounds are **Stills** and you can also use your own pictures from the Photos app. The examples used in this book are from the Dynamic range.



Items on the Dock can be removed and new ones can be added. For more details see pages 22-23.



Pinch together with thumb and four fingers on the screen to return to the Home screen from any open app.



For more details about the App Switcher see page 24.



For more information about using the iPad search facilities, see pages 32-35.

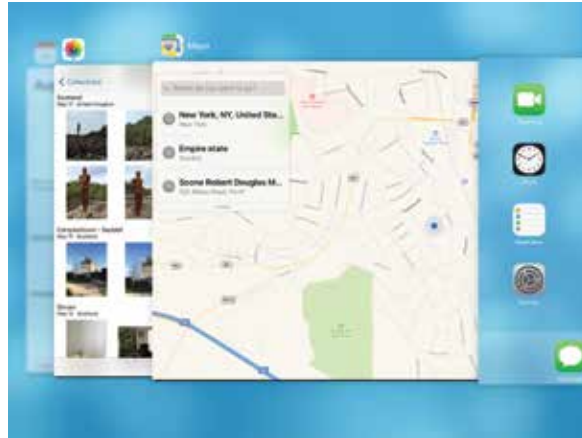
# Home Button

The Home button, located at the bottom middle of the iPad, can be used to perform a number of tasks:

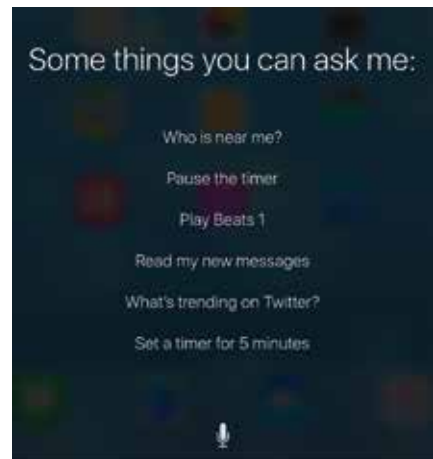
**1** Click once on the **Home** button to return to the Home screen at any point



**2** Double-click on the **Home** button to access the **App Switcher** window. This shows the most recently-used and open apps



**3** Press and hold on the **Home** button to access Siri, the voice assistant function



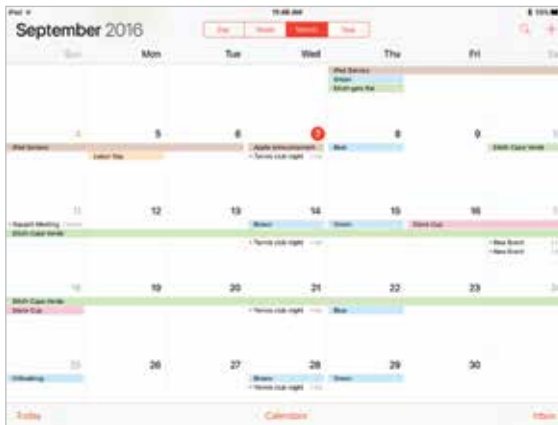
# Opening Items

All apps on your iPad can be opened with minimum fuss and effort:

- 1 Tap once on an icon to open the app



- 2 The app opens at its own Home screen



For details about closing items see page 25.

- 3 Click once on the **Home** button to return to the main iPad Home screen



- 4 From the App Switcher window, swipe between apps and tap on one to open it directly



# Charging your iPad

The iPad comes with a Lightning connector to USB Cable and a USB Power Adapter, for charging the iPad:



iPads that can run iOS 10 only have Lightning connectors; none of them have the older 30-pin adapter.

- 1 Connect the USB end of the Lightning connector to the Power Adapter



- 2 Connect the other end of the Lightning connector to the iPad



- 3 Plug in the Power Adapter



If you have older accessories with Dock connector points, you can buy a Lightning to 30-pin adapter so that you can still use them with a fourth generation (and later) iPad.



The iPad can also be charged by connecting it with the Lightning connector to another computer. However, this has to be another Mac computer and, if it is a MacBook, it also has to be plugged in for the iPad to charge.