

1

Choosing your iPad

7

The iEverything	8
Simplicity of the iPad	9
Models and Sizes	10
Specifications Explained	11
Apple Pencil	12
Smart Keyboard	13
Before you Switch On	14
Getting Started	15
About iOS 12	16
Home Screen	17
Home Button	18
Opening Items	19
Charging your iPad	20

2

Around your iPad

21

iPad Settings	22
Using the Dock	24
App Switcher Window	26
Closing Items	27
Using the Control Center	28
Navigating Around	32
Multitasking Screens	34
Drag and Drop	38
Finding Things with Siri	40
Shortcuts with Siri	42
Using the Lock Screen	44
Locking and Unlocking an iPad	46
Screen Time	48
Restrictions for Children	52
Updating Software	55
Accessibility Issues	56

3

iCloud

61

Living in the iCloud	62
About the iCloud Drive	65
Files App	66
About Family Sharing	68
Using Family Sharing	70

4

The iPad Keyboard

73

It's Virtually a Keyboard	74
Moving the Keyboard	76
Keyboard Settings	77
Entering Text	78
Editing Text	79
Using Predictive Text	80
Keyboard Shortcuts	82
Voice Typing	84

5

Knowing your Apps

85

What is an App?	86
Built-in Apps	87
About the App Store	90
Finding Apps	92
Obtaining and Updating Apps	96
Organizing Apps	98
Deleting Apps	100

6

Keeping in Touch

101

Getting Online	102
Obtaining an Apple ID	103
Setting up an Email Account	104
Emailing	106

Adding Social Media	109
Text Messaging	110
Enhancing Text Messages	112
Having a Video Chat	114
Communication Apps	116

7

On a Web Safari

117

Around Safari	118
Safari Settings	120
Navigating Pages	121
Opening New Tabs	122
Tab View	123
Bookmarking Pages	124
Reading List and History	125
Apple Pay on the Web	126

8

Staying Organized

127

Taking Notes	128
Setting Reminders	130
Using the Calendar	132
Your iPad Address Book	134
Printing Items	135
Keeping Notified	136
Measuring Items	138
Recording Voice Memos	140
Organization Apps	142

9

Like a Good Book

143

Getting the News	144
Finding Books	146
Downloading Books	147
Reading Books	148
Kindle on your iPad	150

10**Leisure Time****151**

Buying Music and More	152
Playing Music	154
Starting with Apple Music	157
Taking Photos and Videos	158
Photos Settings	159
Working with Photos	160
For You Tab	162
Editing Photos	163
Viewing Movies and TV Shows	164
Art and Drawing	165
Cooking with your iPad	166
Staying Healthy	167
Playing Games	168

11**Traveling Companion****169**

Looking Around Maps	170
Finding Locations	171
Getting Directions	172
Traveling with your iPad	174
Planning your Trip	175
Viewing Flights	176
Finding Hotels	177
Converting Currency	178
Travel Apps	179

12**Practical Matters****181**

Finding your iPad	182
Avoiding Viruses	184
Dealing with Money	185
Financial Apps	186

Index**187**

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, the iOS 12 operating system and some of the basic controls and buttons, so you can quickly get up and running with this exciting tablet.

- 8** The iEverything
- 9** Simplicity of the iPad
- 10** Models and Sizes
- 11** Specifications Explained
- 12** Apple Pencil
- 13** Smart Keyboard
- 14** Before you Switch On
- 15** Getting Started
- 16** About iOS 12
- 17** Home Screen
- 18** Home Button
- 19** Opening Items
- 20** Charging your iPad



“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 5, pages 90-97).



The New icon pictured above indicates a new or enhanced feature introduced with iPads using iOS 12.

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.** This is the original version of the iPad, and retains the standard iPad title (although some previous versions were called iPad Air). It measures 9.7 inches (diagonal) and has a high-resolution Retina Display screen. At the time of printing, the latest version is the 6th generation of the standard-size iPads and supports using the Apple Pencil.
- **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 10.5- 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 (see page 13 for more details) 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 (see page 12 for more details) 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, 256GB or 512GB.
- **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 or “selfies” (self-portraits). The back-facing camera is a high-resolution iSight one that takes excellent photos and videos.
- **Screen:** iPads that can run iOS 12 all have Retina Display screens for the highest resolution and best clarity. This is an LED-backlit screen.
- **Operating system:** The latest version of the iPad operating system is iOS 12.
- **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, barometer 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 and the iPad mini 4 is 8 megapixels; on the iPad Pro 10.5 and 12.9 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).



The Apple Pencil can be used to annotate PDF documents or screenshots on the iPad Pro, simply by writing on them. This is known as Instant Markup.



To annotate a screenshot, press and hold the **On/Off** button and **Home** button simultaneously to capture the screenshot. A thumbnail of the screenshot appears in the bottom left-hand corner for a few seconds. Tap once on this to expand it, and use the drawing tools at the bottom of the screen to annotate it. The annotated image can then be saved into the Photos app.

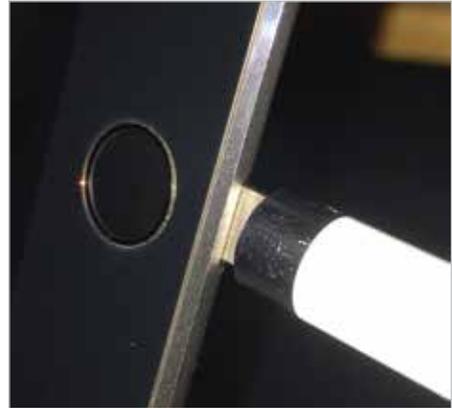
Apple Pencil

The Apple Pencil is a stylus that can be used on the screen instead of your finger to perform a variety of tasks. At the time of printing, it can be used with the standard iPad and the iPad Pro models. It can be used for the following:

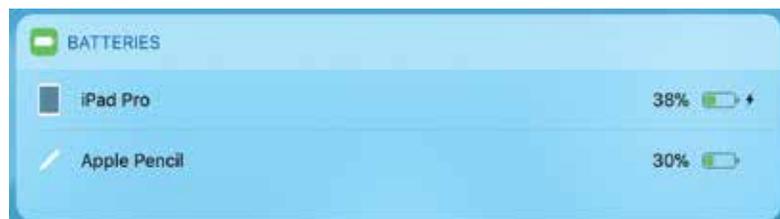
- Drawing intricate (or simple) artwork using drawing or painting apps.
- Moving around web pages by swiping or tapping on links to access other web pages.
- Selecting items of text by tapping on them and also dragging the selection handles.
- Annotating PDF documents.

Charging the Apple Pencil

The Apple Pencil can be charged using the iPad Lightning Connector port (the same one as for charging the iPad) or the iPad's charging cable, using the Apple Pencil's Lightning adapter, which is supplied with the Apple Pencil.



To check the level of Apple Pencil charge, swipe from left to right on the Home screen and swipe down to the **Batteries** section (and also view the level of charge for the iPad).



Smart Keyboard

Although the virtual keyboard on the iPad (see Chapter 4 for details) is excellent for text and data inputting, or shorter pieces of writing, it is not ideal for longer items such as writing a vacation journal or a family history. To overcome this, the Apple Smart Keyboard has been introduced for use with the iPad Pro. It is a fully-functioning external keyboard that also doubles as a cover for the iPad Pro. The Smart Keyboard can be connected with the Smart Connector that matches the one on the body of the iPad Pro.

Smart Keyboard Shortcuts bar

When typing with the Smart Keyboard, the same Shortcuts bar is available as with the virtual keyboard, specific to the current app.



Tap on an item on the Shortcuts bar to access it.

Smart Keyboard shortcuts

Some of the keyboard shortcuts that can be performed on the Smart Keyboard are:

- **Command (cmd) + H** – return to Home screen. 
- **Command + Tab** – access the App Switcher bar, in the middle of the screen. Press the Tab button to move through the apps in the App Switcher. Stop at the app you want to open.
- **Command + spacebar** – access the Spotlight Search.
- **Press and hold Command** – a list of Smart Keyboard shortcuts in specific apps.
- **Globe key** – access available keyboards, including the emoji keyboard for adding emoji icons to text. 



If a Smart Keyboard is not used with the iPad Pro, the virtual one will be available instead.



The Smart Keyboard also supports standard keyboard shortcuts such as:

- **Command + C**: Copy.
- **Command + V**: Paste.
- **Command + X**: Cut.
- **Command + Z**: Undo.
- **Command + B**: Adds bold to selected text.
- **Command + I**: Adds italics to selected text.
- **Command + U**: Adds underline to selected text.



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, by pressing it once.



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:

- **Language.** Select the language you want to use.
- **Country.** Select the country in which you are located.
- **Quick Start.** This can be used to transfer settings from another compatible iOS device, such as an iPhone.
- **Wi-Fi network.** Connect to the internet, using either your own home network or a public Wi-Fi hotspot.
- **Data & Privacy.** This is used to identify features that ask for your personal information.
- **Touch ID.** Use this on compatible models to create a Touch ID for unlocking your iPad, with a fingerprint.
- **Create Passcode.** This can be used to create a numerical passcode for unlocking your iPad.
- **Apps & Data.** This can be used to set up an iPad from an iCloud backup, or as a new iPad.
- **Apple ID and iCloud.** This can be used to use an existing iCloud account or create a new one.
- **Express Settings.** This can be used to apply quick settings for certain apps and services.
- **Keep your iPad Up to Date.** This can be used to install updates to the operating system (iOS) automatically.
- **Siri.** This is used to set up Siri, the digital voice assistant.
- **Screen Time.** This can be used to set limits for using apps on the iPad and for creating a usage report.
- **App Analytics.** This allows details from the iPad and its apps to be sent to Apple and developers.
- **True Tone Display.** This automatically ensures that the screen adapts to the current lighting conditions.



A lot of the initial settings can be skipped during the setup process and accessed later from the **Settings** app.



For details about obtaining an Apple ID, see page 103.



For more information about using iCloud, see pages 62-64.



At the end of the setup process there are three screens detailing the methods for accessing the Dock, the App Switcher for recently-used apps, and the Control Center.



iOS 12 is the latest operating system for the iPad.



iOS 12 is not compatible with some older models of iPad but can be run on: iPad mini 2 and later; iPad 5th generation and later; iPad Air and later; and all models of iPad Pro. It runs on all models of iPad that could run on iOS 11.



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

About iOS 12

iOS 12 is the latest version of the operating system for Apple's mobile devices including the iPad, the iPhone and the iPod Touch.

iOS 12 further enhances the user experience for which the mobile operating system is renowned. This includes:

- **Performance.** iOS 12 is not such an immediately obvious update as previous versions, in terms of the user interface and new features. However, a lot of the improvements are aimed at better performance in a number of areas: faster app launching, faster access to the keyboard, faster camera launching, and prolonged battery life. These changes may not always be immediately obvious, but they will help improve the overall performance of your iPad with iOS 12.
- **Screen Time.** Monitoring usage of mobile devices is becoming an increasing concern, both for ourselves and younger users. In iOS 12 the Screen Time function enables users to set limits for using specific apps or functions, and provides an overview of how much the user is using the device and also a weekly report.
- **Siri Shortcuts.** In iOS 12 it is possible to create a sequence of events, such as getting directions to a destination, sending a text message and setting a smart thermostat in the home, all with a single Siri command.
- **New apps.** The Measure app, the Voice Memos app and the Stocks app are now available on the iPad with iOS 12 (previously, the Voice Memo app and the Stocks app were only available on the iPhone).
- **Updated apps.** Several apps have been given an overhaul in iOS 12, including: the Apple Books app, which is renamed from the iBooks app and has a new interface; the News app has been redesigned so that it is easier to access new content; and the Photos app has a new For You tab for your favorite photos, memories and albums, and an improved search facility.

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 five apps that appear by default in the Dock area (left-hand side) and recently-accessed apps (right-hand side).

Rotate the iPad, and the orientation changes automatically.



There are 26 different default wallpaper backgrounds for iOS 12 on the iPad. These can be found in **Settings** > **Wallpaper**.

The options are: **Dynamic**, which means that they appear to move independently from the app icons when you tilt the iPad; and **Stills**, which are static images; 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 24-25.



The Home screen can also be accessed with a long swipe upwards from the bottom of any screen. This is a new feature in iOS 12.



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 26.



For more information about using the iPad search facilities, see pages 40-41.

Home Button

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

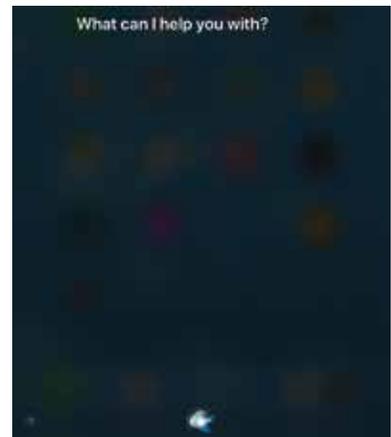
- 1 Click once on the **Home** button to return to the Home screen at any point



- 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 27.



- 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 12 only have Lightning Connectors; none of them have the older 30-pin 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 4th generation (and later) iPad.



- 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



The iPad can also be charged by connecting it with the Lightning Connector to another computer.