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### Accessibility Options

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The iPad is a high-quality multimedia tablet. 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 12 operating system), which is light, power-efficient, quickly-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.
- Browsing the web.
- Emails, contacts and calendars.
- Social networking.
- Taking photos.
- Recording and watching videos.
- Reading ebooks.
- FaceTime video chats, playing games, and much more.

Will it replace my laptop?

In some cases, yes; particularly with the iPad Pro, which 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 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 photo card slot.** If you want to download photos from a SD card, a separate adapter is required.
- **USB slots.** Although iPads do not have any USB slots, USB devices can be connected with a separate USB adapter.
- **A sophisticated file management system.** The Files app can be used to manage some files, but there is not the same kind of file hierarchy as found on a laptop or desktop computer.
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 latest models in the iPad family, the range of storage is from 32GB to 1TB.

- **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 and the iPad mini all run on the iOS 12 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 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.
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 tablet. 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. Some versions have been called iPad Air, and the latest version, at the time of printing, is the sixth generation of the standard-size iPad, which also supports 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 (diagonally) 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 size of the iPad to be introduced (first announced in September 2015), and is aimed more as a replacement for laptop computers. The latest versions come without a Home button (see next page for details). The iPad Pro can also be used with the Apple Pencil stylus, the detachable Apple Smart Keyboard, and the Smart Keyboard Folio (all bought separately).

In terms of functionality there is little difference between the standard iPad and the iPad mini, and the choice may depend on the size of screen that you prefer. The iPad Air 2 (and later, standard iPad), the iPad mini 3 (and later) and the iPad Pro (except the latest models; see next page) 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.
No Home Button iPad Pro

In October 2018 Apple announced the latest range of iPad Pro models: a 12.9-inch version and an 11-inch version. Both models have a high-quality Liquid Retina screen that virtually goes to the edge of the iPads. The most significant difference between the latest iPad Pros and previous versions is that they do not have a Home button, which is the first time this has been the case on the iPad. Because of this, the functions that were previously done with the Home button are now done using a selection of swipes and actions:

- **Unlocking the iPad.** This is done by using Face ID. Once this has been set up (see New tip), raise the iPad so that the camera can view your face, and simultaneously swipe up from the bottom of the screen. This can be done in portrait and landscape screen orientation.

- **Returning to the Home screen.** Swipe up from the bar at the bottom of the screen. This can be done from any app.

- **Accessing the Dock.** Perform a short swipe up from the bar at the bottom of the screen and stop when the Dock appears.

- **Accessing the App Switcher.** Swipe up from the bottom of the screen and pause in the middle of the screen to view open and recently-used apps.

- **Accessing Siri.** Press and hold the On/Off button until Siri appears. Alternatively, use the Hey Siri function (see page 23).

At the time of printing, the 12.9-inch and 11-inch iPad Pros are the only iPad models that do not have a Home button. Therefore, throughout the book the functionality that is detailed will refer to the range of iPads that do have a Home button.

Using Face ID is a new feature on the iPad Pro. It can be set up in Settings > Face ID and Passcode > Set Up Face ID. Position your face in the circle and the camera will map your face for Face ID. The process will be done twice, and when it is completed you will be able to unlock your iPad by swiping up from the bottom of the screen (landscape or portrait) and looking at the camera. The camera uses a TrueDepth system to accurately map faces.
Finding Your Way Around

The physical buttons and controls on the iPad are very simple. Additional functions such as screen brightness are software-controlled, in the Settings app or the Control Center.

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 network data icons at the top of the screen are those that mostly relate to the communications connections in the Settings app; e.g. Wi-Fi, Bluetooth and Cellular.

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

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

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 any other screen other than the original Home screen (i.e. the one that appears when you first turn on your iPad), press the Home button to go back to the Home screen: this saves you having to flick the screens to the left.

- Pressing the Home button quickly twice brings up the App Switcher window (shows your active apps).

- From any screen, press and hold the Home button to access Siri, the iPad’s digital voice assistant.

Note: The latest models of the iPad Pro (announced October 2018) do not have a Home button. The functions performed by the Home button are replaced by a range of gestures and button presses (see page 13 for details).
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 29 of these – five will be on the Dock.

The Dock comes with five apps attached. You can move these off, add other apps, or you can put your favorite apps there and remove those placed on the Dock by Apple. The Dock has a dividing line, and recently-used apps appear to the right of it.

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 Stocks and Voice Memo apps are now pre-installed on the iPad; in some previous versions of iOS they had to be downloaded separately, from the App Store. The Measure app is a new app.

By default, there are five apps to the left of the dividing line on the Dock at the bottom of the screen. You can add more if needed, up to a total of 13. You can even drag folders to the Dock. To add items to the Dock, press and hold on them and drag them onto the Dock when they start to jiggle.

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

Since the iPad can run several apps at once, it is useful to be able to view all of the apps that are open, and close them if required. This management feature is done with the App Switcher window and it can perform 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 window can be accessed from any screen on your iPad, as follows:

1. Double-click on the **Home** button (or swipe up the screen with four fingers)
2. The currently-open apps are displayed, with their icons above them (except the Home screen). The most recently-used apps are shown at the right-hand side
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 12, and it can also be accessed from the Lock Screen. To enable the Control Center to be accessed from all apps:

1. Tap on the Settings app

2. Tap on the Control Center option and drag the Access Within Apps buttons On or Off, to specify if the Control Center can be accessed from all apps

3. Swipe down from the top right-hand corner of any screen to access the Control Center panel

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

The method for accessing the Control Center is a new feature on the iPad with iOS 12.
**Control Center controls**
The items that can be used in the Control Center include:

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. Drag here 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 items that appear in the Control Center can be customized: select **Settings > Control Center > Customize Controls**. Tap on a red icon next to an item to remove it from the Control Center; tap on a green icon next to an item to add it to the Control Center.

Another Control Center option is **Screen Mirroring**, which can be used to display the content of your iPad on your TV. You’ll need Apple TV connected to the TV. (Apple TV is sold separately.)
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 phrase 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.
Finding Things with Siri

Siri is the iPad’s digital 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 this button to ask a question of Siri

On the models of iPad Pro with no Home button, Siri can be accessed by holding down the On/Off button.

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 12, productivity options enable the iPad to display 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 the iPad, iPad Pro, iPad mini 2 (and later) and iPad Air (and later). It enables you to activate a second app as a floating bar while another app is open at full screen below it. To do this:

1. Open the first app that you want to use
2. Swipe up from the bottom of the screen to access the Dock
3. Press and hold on an app on the Dock and drag it over the first app
4. Release the second app. Regardless of where it is positioned, it will snap to the right-hand side of the screen as a floating bar over the first app

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.
...cont’d

**Split View**

On the iPad Pro and iPad Air 2 (and later), the concept of Slide Over is taken one step further by Split View: the second item can become a fixed item, which can then be resized so that it has equal prominence to the first app. To do this:

1. Open the first app that you want to use

2. Swipe up from the bottom of the screen to access the Dock

3. Press and hold on an app on the Dock and drag it to the right-hand or left-hand side of the screen, and release the app when a dark bar appears below it

4. Initially, the app in Split View takes up 30% of the screen and can be used independently of the other app

5. Drag on the middle button to change the proportions of the two Split View panels

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

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.
- **Contacts**: lists all contacts including phone numbers, email, postal addresses and notes.
- **Notes**: for jotting things down. Store notes within iCloud so that they are available on other devices.
- **Maps**: GPS-enabled maps help you get from A to B, and show current position and other information.
- **Safari**: Apple’s home-grown web browser.
- **Mail**: handles IMAP and POP3 email, and syncs to your main accounts on your computer.
- **Photos**: show your photos with slideshows, print off photos or share via Facebook, Twitter, etc.
- **Music**: controls music and provides access to the Apple Music subscription service.
- **Books**: this can be used to download and read ebooks.
- **TV**: play movies and other video content, purchased or from your own collection.
- **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.
- **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 rest of the pre-installed apps are: the **Stocks** app, for viewing financial information; the **Tips** app, for viewing tips about using iOS 12; the **Podcasts** app, for downloading and listening to audio podcasts; the **Find iPhone** app, for finding a lost Apple device; the **Find Friends** app, for locating an Apple device belonging to family or friends; the **Voice Memos** app, for recording voice messages; and the **Measure** app, for measuring items.

The FaceTime app can be used to make video and voice calls to other FaceTime users. This can be done with up to 32 other people. This is known as Group FaceTime and is a new feature in iOS 12. See page 90 for details.
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 also styluses that can be used with the iPad, including the Apple Pencil for the standard iPad and iPad Pro.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap</td>
<td>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.</td>
</tr>
<tr>
<td>Flick</td>
<td>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.</td>
</tr>
<tr>
<td>Pinch/spread</td>
<td>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.</td>
</tr>
<tr>
<td>Drag</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.
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.

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

To ensure dictation is activated (denoted by the microphone icon to the left of the spacebar), select **Settings > General > Keyboard** and turn the **Enable Dictation** button to **On**.
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 that 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)

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

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/full stop 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/full stop by tapping the spacebar with two fingers simultaneously.
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 spacebar 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 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 **Look Up**.
Using an External 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. There are three main options for this:

- A wired external keyboard that connects via the iPad’s Lightning Connector.

- A third-party Bluetooth keyboard, which can be connected wirelessly via the iPad’s internal Bluetooth.

- The Apple Smart Keyboard and Smart Keyboard Folio. This is used with the iPad Pro and attaches via the Smart Connector on the keyboard and the iPad.

The Apple Pencil (sold separately) can also be used with the iPad Pro and the standard iPad, to select items on the screen and draw objects with great precision.
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”, “.org”, 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 URLs (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 **Look Up**.

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 at the insertion point to access the menu buttons.

4. Double-tap on a word to select it. Tap 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 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 look up 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.
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 be used on the iPad with iOS 12. 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.

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.