

# 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, its different models, the iPadOS 13 operating system and its interface, and some of the basic controls, buttons and functions, 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 5, pages 96-101).



The New icon pictured above indicates a new or enhanced feature introduced with iPads using iPadOS 13.

# 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.

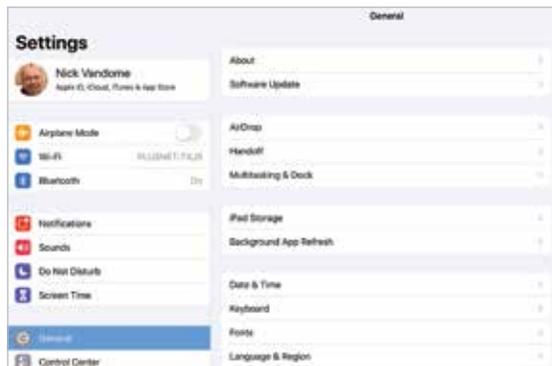
Add to this up to 10 hours’ battery life when you are on the move, a range of different sizes (with a Retina Display screen of outstanding clarity) and a seamless backup system, and it is clear why the iPad can stylishly fulfill all of your computing needs.



# 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:

- **Quickly 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 four options:

- **iPad.** This is the original version of the iPad, and retains the standard iPad title. Its high-resolution Retina Display screen measures 10.2 inches (diagonal). At the time of printing, the latest version is the 7th generation of the standard-size iPads and supports using the Apple Pencil and the Smart Keyboard (bought separately – see pages 12-13 for more details). The Smart Keyboard has a Smart Connector to attach it and this ensures it works as soon as it is attached. The Apple Pencil has to be “paired” with the iPad, which involves opening **Settings > Bluetooth** and turning Bluetooth **On**. Then, attach the Apple Pencil via the Lightning Connector. It should then be paired and ready for use.
- **iPad Air.** This is similar to the standard iPad, with a 10.5-inch display. However, it is the thinnest of the iPad models, at 6.1mm, and supports use of the Apple Pencil and the Smart Keyboard.
- **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 5th-generation iPad mini and it supports use of the Apple Pencil.
- **iPad Pro.** This is a powerful all-round iPad. It comes with either an 11- or a 12.9-inch screen. It can be used with the Apple Pencil and the Smart Keyboard and is ideal for productivity tasks.



# 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 can be stored on the iPad. Across the iPad family, the range is 32 gigabytes (GB), 64GB, 128GB, 256GB, 512GB or 1 terabyte (TB).
- **Connectivity:** The options for this are Wi-Fi and 4G/3G 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 one that takes excellent photos and videos.
- **Screen:** iPads that can run iPadOS 13 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 iPadOS 13.
- **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/3G 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 main camera on the iPad, the iPad Air and the iPad mini is 8 megapixels; on the iPad Pro 11-inch and 12.9-inch it is 12 megapixels.



Some models of the iPad Pro (2018 and later) have a USB-C Connector, rather than a Lightning Connector. This is used for charging the iPad and it can also be used to connect a USB-C flashdrive – see page 72 for details.



The Apple Pencil has been updated in iPadOS 13 to make it easier to write on the screen, and there is also an updated set of tools for drawing.



The Apple Pencil can be used to annotate PDF documents or screenshots 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.

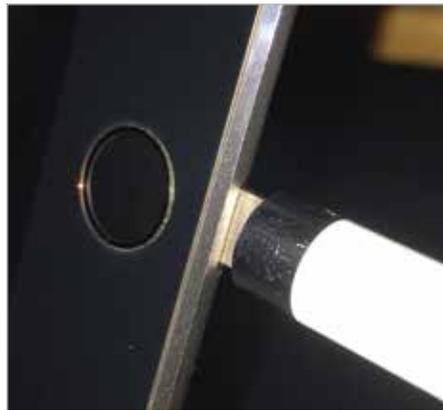
# Apple Pencil

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 all of the iPad models. It can be used for the following:

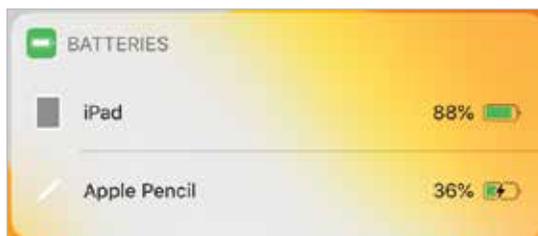
- Drawing intricate (or simple) artwork using drawing or painting apps.
- Moving around web pages by swiping or tapping on links to access other web pages.
- Selecting items of text by tapping on them and also dragging the selection handles.
- Annotating PDF documents.

## 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 to access Today View (see page 36) 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 tasks such as writing a vacation journal or a family history. To overcome this, the Apple Smart Keyboard has been introduced and can be used on all iPad models except the iPad mini. It is a fully-functioning external keyboard that also doubles as a cover. The Smart Keyboard is connected with the Smart Connector that matches the one on the body of the iPad.

## 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, 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. (Some models of the iPad Pro – 2018 and later – use a USB-C Connector rather than a Lightning Connector. This means it can also be used with a USB-C flashdrive – see page 72 for details).

# 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 and Country.** Select a language and country.
- **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 a 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.
- **Keep your iPad Up to Date.** This can be used to install updates to the operating system (iOS) automatically.
- **Location Services.** This can be used to allow certain apps, such as Maps, to use your current location.
- **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 can allow 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.
- **Appearance.** This can be used to select Dark or Light mode for the overall appearance on the iPad.



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 107.



For more information about using iCloud, see pages 66-68.



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.



iPadOS 13 is the latest operating system for the iPad.



iPadOS 13 is not compatible with some older models of iPad but can be run on: iPad mini 4 and later; iPad 5th generation and later; iPad Air 2 and later; and all models of iPad Pro. The iPad model number is on the back of the iPad – visit <https://support.apple.com/en-us/HT201471> to find out which model you have.



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

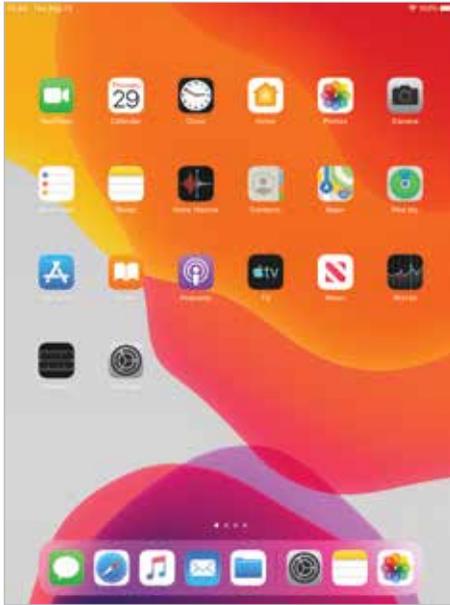
# About iPadOS 13

iPadOS 13 is the first time that the iPad operating system has been a separate version to the one used on both iPads and iPhones, iOS. However, although iPadOS 13 has its own designation, it is still very closely aligned to the latest version of iOS (iOS 13) and is still virtually the same operating system. Where iPadOS 13 differs from iOS is in the iPad-specific features, such as enhanced multitasking options and some keyboard enhancements. Some of the new features in iPadOS 13 include:

- **Home screen layout.** The Home screen layout has been enhanced in iPadOS 13, so that the app icons are smaller, so more content can be fitted on each Home screen on the iPad.
- **Today View widget.** The Today View widget, which contains a range of useful information, can now be pinned on the Home screen so that it is always visible.
- **Multitasking.** iPadOS 13 takes multitasking to a new level, making the iPad ideal for performing two separate tasks in one window. The improvements include using multiple windows of the same app, and quickly viewing all of your open apps and their windows.
- **Dark Mode.** This can be used to darken the iPad's background, so that the items on the screen can be easier to read, particularly in the evening.
- **Keyboard and text.** iPadOS 13 offers the functionality for moving the keyboard anywhere on the screen (floating keyboard) and a range of options to make it easier when selecting text.
- **Updated apps.** Several apps have been given an overhaul in iPadOS 13, including: the Photos app; the Reminders app; and the Safari app.
- **Performance.** iPadOS 13 contains a range of unseen performance enhancements, making it faster for unlocking your iPad and also launching apps.

# 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.



The Home screen has been updated in iPadOS 13.



There are 36 different default wallpaper backgrounds for iPadOS 13 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.



Items on the Dock can be removed and new ones can be added. For more details, see pages 28-29.

# 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



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 30.



For more information about using the iPad search facilities, see pages 50-51.

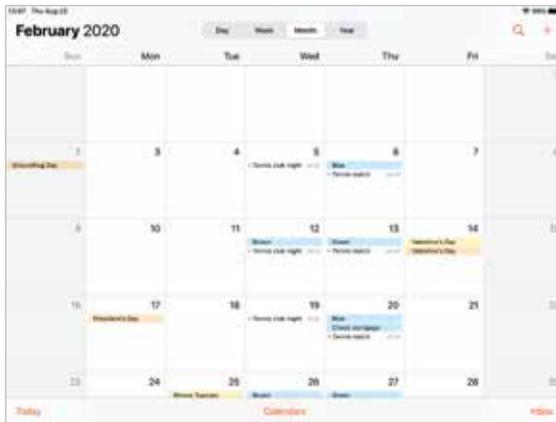
# Opening Items

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 31.

- 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



# Using the Lock Screen

To save power, it is possible to set your iPad screen to lock automatically. This is the equivalent of the Sleep option on a traditional computer. To do this:



The screen can also be locked by pressing once on the **On/Off** button at the top of the iPad.



Auto-locking the screen does not prevent other people from accessing your iPad. If you want to prevent anyone else having access, it can be locked with a passcode. See page 22 for details.

1 Tap once on the **Settings** app



2 Tap once on the **Display & Brightness** tab



3 Tap once on the **Auto-Lock** option



4 Select a length of time until the iPad is locked automatically, when it is not being used



5 When the iPad is locked, press the **Home** button to exit the Lock screen. Swipe from left to right to view the Lock screen widgets (see the next page)

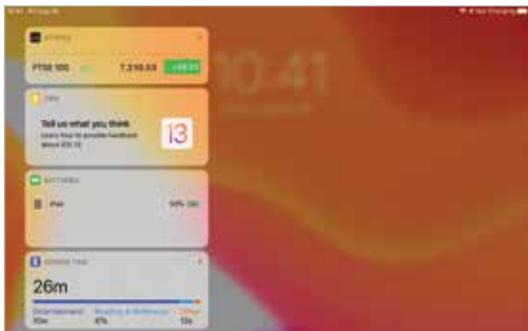


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## Working with the Lock screen

In addition to locking the iPad, the Lock screen can also be used to display a range of information without having to unlock the iPad. This includes small programs (widgets) that display real-time information, which can be customized on the Lock screen.

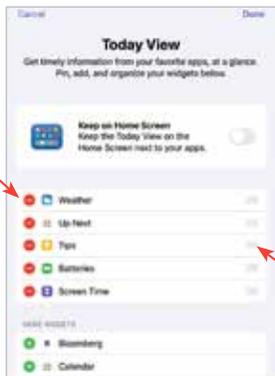
- 1 Swipe from left to right on the Lock screen to access the widgets, which are displayed in one column



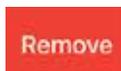
- 2 Swipe up the page and tap once on the **Edit** button to manage the Lock screen items



- 3 Tap once on a red button next to one of the items in the left or right columns to select a widget for removal



- 4 Tap once on the **Remove** button to remove the item from the Lock screen



The panel displayed in Step 1 is known as the Today View widget. This can be pinned on the Home screen of the iPad. See pages 36-37 for details. Pinning the Today View widget is a new feature in iPadOS 13.



Swipe up on the window in Step 3 to view items that can be added to the Lock screen. Tap once on the green buttons to add items.



Press and hold on this button, and drag the item up or down to change the order in which it appears on the Lock screen.



# Locking and Unlocking an iPad

## Adding a passcode

When the iPad is locked – i.e. the Lock screen is displayed – it can be unlocked simply by pressing the **Home** button. However, this is not secure, as anyone could unlock the iPad. A better option is to add a numerical passcode. To do this:



Notifications can be displayed on the iPad's Lock screen. This can be activated by going to **Settings** > **Notifications** > **Show Previews** and then selecting **Always**.



Once the passcode has been set, tap on the **Require Passcode** button in the Touch ID & Passcode section to specify when the passcode is activated. The best option is **Immediately**, otherwise someone else could access your iPad before the passcode is activated.



- 1 Select **Settings** > **Touch ID & Passcode**



- 2 Tap once on the **Turn Passcode On** button

Turn Passcode On

- 3 Enter a 6-digit passcode. This can be used to unlock your iPad from the Lock screen. Confirm the passcode on the next screen



- 4 The passcode is now required on the Lock screen whenever the iPad is locked



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## Fingerprint sensor with Touch ID

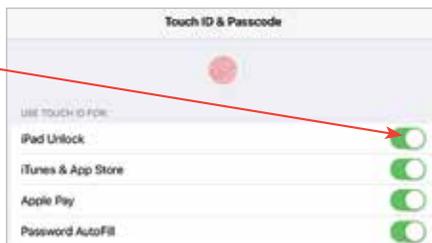
For greater security, the Home button can be used as a fingerprint sensor to unlock your iPad with the unique fingerprint that has set it up. (A passcode also has to be set up in case the Touch ID does not work.) To do this:

- 1 Select **Settings** > **Touch ID & Passcode**



- 2 Create a passcode as shown on the previous page (this is required if the fingerprint sensor is unavailable for any reason)

- 3 Drag the **iPad Unlock** button **On** and tap once on the **Add a Fingerprint...** link. This



presents a screen for creating your Touch ID

- 4 Place your finger on the **Home** button several times to create the Touch ID. This will include capturing the edges of your finger. The screens move automatically after each part is captured, and the fingerprint icon turns red. Complete the Touch ID wizard to create a unique fingerprint for unlocking your iPad



A Touch ID and passcode can be used to set up Apple Pay, to be used for paying for items on the web. For more details, see page 132.



The fingerprint sensor is very effective, although it may take a bit of practice until you can get the right position for your finger to unlock the iPad first time, every time. It can only be unlocked with the same finger that created the Touch ID in Step 4. Additional fingerprints can also be set up. The Touch ID may not work if your finger is wet.

# 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 iPadOS 13 have Lightning Connectors; or the newer USB-C Connector that is available on the iPad Pro, 2018 and later.



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.

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