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1

Choosing your iPad

It's small, it's stylish, it's powerful, and it's perfect for anyone, of any age.

This chapter introduces the iPad and covers the basics so you can quickly get up and running with this exciting tablet computer.

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Don't forget

The latest version of the iPad is the fourth generation. It comes in either white or black.

Don't forget

'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 for downloading from the online App Store (see page 68).

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 very 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 Retina Display screen of outstanding clarity and a seamless backup system, and it is clear why the iPad can fulfil 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 for 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 Multitasking Bar.** These are two functions that enable you to quickly access your favorite apps, 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

Hot tip



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.

Don't forget



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

Don't forget

In October 2012 Apple introduced the iPad mini. This has 7.9-inch (diagonal) screen and a dual-core A5 processor. It runs on the same operating system (iOS 6) as the full-sized version and can use all of the same apps. It also has the same options in terms of storage, i.e. 16GB, 32GB and 64GB, and also the same Wi-Fi specifications. However, it weighs approximately half the amount of the full sized version.

Don't forget

4G and 3G enables 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 service, usually one of the cell/mobile phone companies.

Don't forget

In the Storage section, tap once on the arrow next to an app's name to view more details about it and also delete it, if desired.

The Right Version for You

The iPad is now in its fourth generation. Following the earlier versions, this is now known by just the title iPad. There are two different versions of the full-sized iPad:

- 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)

Each version also has different levels of storage and so the decision as to which one is right for you will largely be based on the following:

- Will you need it to connect to the Internet when you are using it on the move? If not, then the standard model with Wi-Fi should be sufficient
- Will you want to download a lot of music, videos, books and photos on your iPad? The more of these that you use, the more storage you will need. You can monitor the amount of storage that you have used within the Settings>General>Usage>Storage section. This displays the amount of storage used by each app:

Usage	
Storage	
7.2 GB Available	6.2 GB Used
Photos & Camera	1.4 GB >
Music	1.1 GB >
Serenity	475 MB >
iMovie	446 MB >
Numbers	343 MB >
Keynote	338 MB >
Pages	287 MB >
iPhoto	136 MB >

...cont'd

Specifications

The specifications for the iPad are:

- **Height:** 9.50 inches (241.2 mm), width: 7.31 inches (185.7 mm), depth: 0.37 inch (9.4 mm)
- **Processor:** Dual-core Apple A6X with quad-core graphics
- **Storage:** 16 GB, 32 GB or 64 GB of in-built flash storage
- **Wireless:** Wi-Fi (802.11a/b/g/n; 802.11n on 2.4 GHz and 5 GHz), Bluetooth 4.0
- **Screen:** Retina Display, 9.7-inch (diagonal) LED-backlit glossy widescreen Multi-Touch display with IPS technology, 2048 by 1536 pixel resolution at 264 pixels per inch (ppi), fingerprint-resistant oleophobic coating
- **Battery power:** Up to 10 hours of surfing the Web on Wi-Fi, watching video, or listening to music
- **Battery charging:** Via power adapter (supplied) or USB to computer system
- **Input/Output:** Lightning connector port, 3.5 mm stereo headphone minijack, built-in speaker, microphone and micro-SIM card tray (Wi-Fi + 4G model only)
- **Sensors:** Accelerometer, ambient light sensor and gyroscope
- **TV and video:** AirPlay Mirroring to Apple TV for viewing content on an HDTV
- **Mail attachment support:** The following file formats can be opened or viewed through the Mail app: .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel)

Beware



Even if you initially think you will not use a lot of storage, this may change once you have bought your iPad. If possible, buy a version with as much storage as possible.

Hot tip



To connect your iPad to an HDTV you will need an Apple Lightning (or Dock) Digital AV Adapter or an Apple Lightning (or Dock) to VGA Adapter (sold separately).

Don't forget

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.

Hot tip

The Side switch can also be used to lock the rotation of the iPad screen. For details see Chapter Two, page 26.

Don't forget

The fourth generation iPad has an iSight camera on the back, which is a 5-megapixel camera which can also capture video in HD.

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

Side switch for silent mode (this applies to system sounds rather than the volume of items such as music or videos)

Volume Up or Down button

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

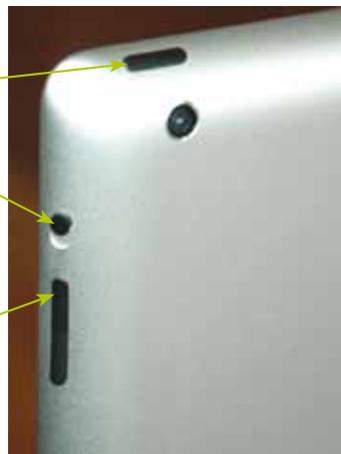
Home button. Press this once to wake up the iPad or return to the Home screen at any point:



Speaker. The speaker is located on the bottom of the iPad:



Lightning connector. Connect the Lightning connector here to charge the iPad, or connect it to another computer. (See page 18 for more information on the connector for previous versions of the iPad)



Getting Started

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

Initially there will be a series of Setup screens to move through before you can use the iPad:

- 1 Drag this slider (using one finger) to the right to start the Setup process



- 2 After each step of the Setup process, tap once on this arrow in the top right-hand corner, or the Next button



The Setup process covers the following items:

- **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

Hot tip



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 Home button.

Beware



Some people are uneasy about revealing their location via their iPad. However, it is a useful function that can be used constructively by a number of apps. If you are uncomfortable about it, it can be disabled.

Don't forget

For details about obtaining an Apple ID see Chapter Five.

Don't forget

For more information about using iCloud see Chapter Two.

Hot tip

The Find My iPad function can also be set up within the Location Services and iCloud sections of the Settings app.

...cont'd

- **Apple ID.** You can register with this 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



- **iCloud.** This is Apple's online service for sharing and backing up content. You have to register for iCloud, with an Apple ID, and once you have done this you can specify which items you want to be made available to other compatible devices via iCloud
- **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
- **Dictation.** If this is turned on, a microphone icon on the virtual keyboard can be used to enter text by speaking rather than typing
- **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

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.



Don't forget



Items on the Dock can be removed and new ones can be added. For more details see Chapter Two.

Home Button

The Home button, located at the bottom, middle on 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 Multitasking Bar. This is at the bottom of the screen and shows the most recently used and open apps. The rest of the Home screen is grayed out. Tap once on an app to access it



- 3 Click once on the Home button when on the Home screen to access the iPad search function



Don't forget



For more information about using the iPad search facility, see Chapter Two.

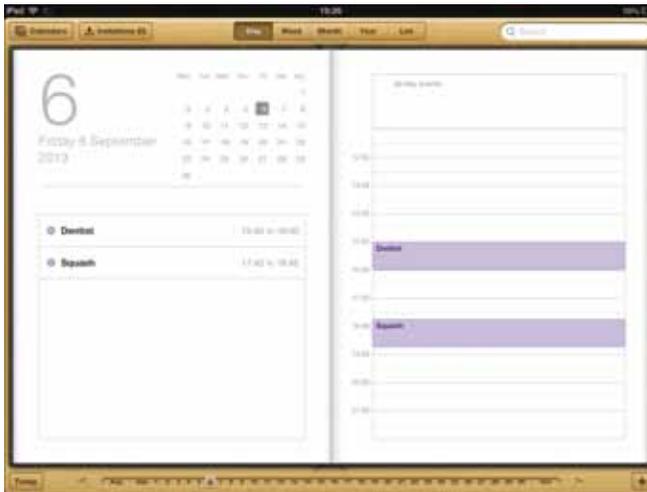
Opening Items

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

- 1 Tap once on an icon to open the app



- 2 The app opens at its home screen



Don't forget



For details about closing items see Chapter Two.

- 3 Click once on the Home button to return to the Home screen



- 4 Access the Multitasking Bar as shown on the previous page. All open apps are shown here. Tap once on an icon to access that app again



Hot tip



If you access the Multitasking Bar from the Home screen it will display all of the open apps. If you access it from another app, it will display all of the open apps, except the one which you currently have open.

Don't forget

Previous versions of the iPad have a Dock connector, with 30 pins, instead of a Lightning connector, which only has 8 pins.

**Hot tip**

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 your fourth generation iPad.

**Don't forget**

The Lightning connector can also be used to connect your iPad to a separate dock. This is a unit that can be used as a stand for the iPad and also charge it too.

Charging your iPad

The iPad comes with a Lightning connector to USB Cable and a USB Power Adapter. These can be used to charge the 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. 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.