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1 Choosing your iPad

It's compact, it's stylish, it's powerful, and it's perfect for anyone, of any age. This chapter introduces the iPad and its iOS 8 operating system so you can quickly get up and running with this exciting tablet.

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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, two different sizes (with a Retina Display screen of outstanding clarity) and a seamless backup system, and it is clear why the iPad can stylishly fulfil all of your computing needs.

'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 Chapter Four, page 76).

The latest iPads, the iPad Air 2 and the iPad Mini 3, come with silver, space gray or gold back panels.

The New icon pictured above indicates a new or enhanced feature introduced with the latest version of iOS 8.

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 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.

Models and Sizes

Since its introduction in 2010 the iPad has evolved in both its size and specifications. When choosing your iPad the first consideration is which size to select. There are two options:

- **Full size iPad.** This is the original size of the iPad. It measures 9.7 inches (diagonal) and has a high resolution Retina Display screen. The latest version, released in October 2014, is the iPad Air 2, which is the sixth generation of full size iPads.
- **iPad Mini.** The iPad Mini is similar in most respects to the larger version, including the Retina Display screen, except for its size. The screen is 7.9 inches (diagonal) and it is also slightly lighter. The latest version, also released in October 2014, is the iPad Mini 3.

The full size iPad Air 2 has a slightly faster processor than the iPad Mini 3. However, in terms of functionality there is little difference between the two and the choice may depend on the size of screen that you prefer and how portable you would like your iPad to be (the iPad Mini fits more easily into a smaller pocket or bag). Both the iPad Air 2 and the iPad Mini 3 have Touch ID functionality whereby the Home button can be used as a fingerprint sensor for unlocking the iPad with your unique fingerprint. Once this has been set up (see tip) your fingerprint can be used to unlock your iPad from the Lock Screen. It can also be used to authorize payment for items in the iTunes Store, iBooks and App Store (only in the US at the time of printing).

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 when you are traveling away from home.

To set up the Touch ID functionality on an iPad Air 2 or an iPad Mini 3, access **Settings > Touch ID & Passcode** and drag the **Use Touch ID For** button to **On** for **iPad Unlock**. Tap once on the **Add a Fingerprint** button. You will be asked to create a passcode at this point, which is used if the Touch ID is unavailable. Then press your finger on the Home button until the Touch ID is created. This can then be used to unlock your iPad.

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 type of service.

Specifications Explained

When choosing your iPad there are now a lot of available models, not just the most recent iPad Air 2 and iPad Mini 3. 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 16GB, 32GB, 64GB or 128GB.
- **Connectivity:** The options for this are Wi-Fi and 3G/4G connectivity for the Internet, and Bluetooth for connecting to other devices over short distances.
- **Cameras**. The front-facing camera is a FaceTime one, which is best for video calls. The back-facing camera is a high resolution iSight one that takes excellent photos and videos.
- **Screen:** Look for an iPad with a Retina Display screen for the highest resolution and best clarity. This is an LED-backlit screen and available on the latest iPads.
- **Operating System**. The full size version of the iPad and the iPad Mini both run on the iOS 8 operating system.
- **Battery power:** This is the length of time the iPad can be used for general use such as surfing the Web on Wi-Fi, watching video, or listening to music. All models offer approximately 10 hours of use in this way.
- **Input/Output:** These are 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 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.

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

The iSight camera on the iPad Air 2 is 8 megapixels and on other models it is 5 megapixels.

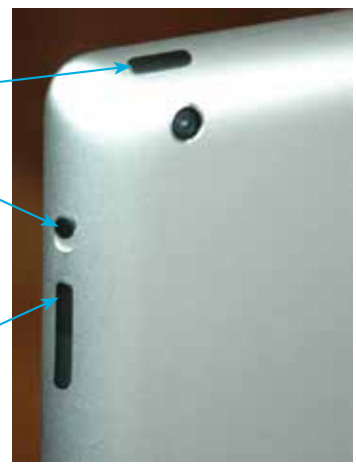
You can connect your iPad to a High Definition TV (HDTV), with AirPlay Mirroring. To do this you will need an Apple Lightning (or Dock) Digital AV Adapter or an Apple Lightning (or Dock) to VGA Adapter (sold separately).

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

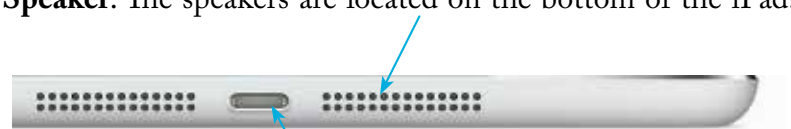
Side switch for silent mode (this applies to system sounds rather than the volume of items such as music or videos)

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 speakers are 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.)

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.

The iPad Air 2 does not have a side switch, just two volume buttons.

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.

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. These include the following options (a lot of these can be skipped during the Setup and accessed later from the **Settings** app):

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

For details about obtaining an Apple ID see page 89.

For more information about using iCloud see pages 36-38.

The Find My iPad function can be set up within the **iCloud** sections of the **Settings** app (see pages 180-181).

About iOS 8

iOS 8 is the latest version of the operating system for Apple's mobile devices including the iPad, the iPhone and the iPod Touch.

iOS 8 is an evolution of iOS 7, which was one of the most dramatic cosmetic changes to the operating system in its history. It produced a flatter, cleaner, design and this has been continued with iOS 8, which is not greatly different in appearance to its predecessor.

Linking it all up

One of the features of iOS 8 is the way it links up with other Apple devices, whether it is something like an iPhone also using iOS 8, or an Apple desktop or laptop computer running the OS X Yosemite operating system. This works with apps such as Mail and Photos, so you can start an email on one device and finish it on another, or take a photo on one device and have it available on all other compatible Apple devices. Most of this is done through iCloud and once it is set up it takes care of most of these tasks automatically. (See pages 36-45 for details about setting up and using iCloud, Family Sharing and iCloud Drive.)

New and improved apps

Several of the iOS 8 apps have been updated and improved: the Messages app now enables group texts, video messages and displaying your locations; the Photos app has increased sharing capabilities; the Camera app now has a time lapse option; and the keyboard has an option for using predictive text. There is also a new Tips app and the iBooks and Podcasts apps are now built-in, saving the need to download them from the App Store.

iOS 8 is an operating system that is stylish and versatile on the iPad and it also plays an important role in the holy grail of computing: linking desktop and mobile devices so that users can spend more time doing the things that matter to them, safe in the knowledge that their content will be backed up and available across multiple devices.

iOS 8, the latest version of the operating system used by iPads, can be used on all iPads from the iPad 2 (second generation) onwards and all versions of the iPad Mini.

iOS 8 for the iPad does not contain the Health app; this is just on the iPhone.

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

Home Screen

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

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

Rotate the iPad and the orientation changes automatically.

There are 39 different wallpaper backgrounds for iOS 8 on the iPad. These can be found in **Settings > Wallpapers.** Some of the wallpapers are **Dynamic**, which means that they appear to move independently from the apps icons when you tilt the iPad. The other backgrounds are **Stills** and you can also use your own pictures from the Photos app. The examples used in this book are from the dynamic range.

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

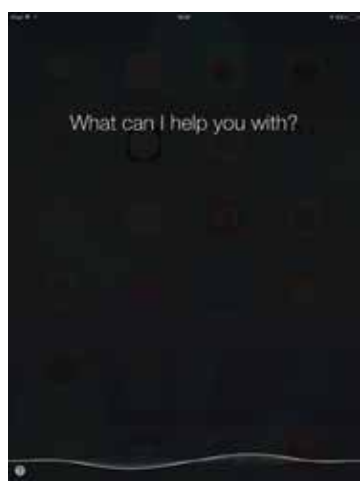
Home Button

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** window. This shows the most recently-used and open apps

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



The Multitasking window is also known as the App Switcher. See pages 24-25 for more details.

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

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

For details about closing items see page 25.

3. Click once on the **Home** button to return to the Home screen

4. From the Multitasking 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:

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.

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

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