

## 1

### Welcome to Your New iPad

9

Welcome to the iPad!	10
iPad Specifications	11
Models and Sizes	12
No Home Button iPad Pro	13
Finding Your Way Around	14
Home Button	16
App Switcher Window	18
Closing Items	19
In the Control Center	20
Finding Things on the iPad	22
Finding Things with Siri	23
Multitasking on the iPad	24
Default Applications	26
The Display and Keyboard	27
Caps Lock and Auto-Correct	30
Using an External Keyboard	32
Keyboard Tricks	33
Select, Copy and Paste Text	34
Editing Text	35
Using Predictive Text	36

## 2

### Getting Started

37

Turn On and Off	38
Syncing with iTunes	40
Using iCloud	41
About the iCloud Drive	43
Using the Files App	44
About Family Sharing	46
Using Family Sharing	48
Getting the iPad Online	51
Restore and Reset the iPad	52

# 3

## iPad Settings

53

Up in the Air	54
Getting Online with Wi-Fi	55
Setting Up Notifications	57
Cellular Data	58
Set Up Your Wallpaper	59
Useful Settings	60
Mail, Contacts, Calendars	62
Safari and Media Settings	64

# 4

## Browsing the Web

67

Around Safari	68
Navigating Pages	69
Opening New Tabs	70
Tab View	71
Bookmarking Pages	72
Safari History	73
Add Links to Home Screen	74
Safari Privacy	75
Other Web Browsers	76

# 5

## Mail, Text and FaceTime

77

What is Mail?	78
POP or IMAP?	79
Composing an Email	80
Receiving and Reading Emails	82
Searching for Emails	84
Deleting Unwanted Emails	85
Adding Mailboxes	86
Messaging	87
Enhancing Text Messages	89
Using FaceTime	90

# 6

## Photos

91

Taking Photos and Videos	92
Photos and Camera Settings	93
Getting Photos onto the iPad	94
Adding Photos from Email	95
Viewing Photos	96
For You Tab	97
Creating Albums	98
Selecting Photos	99
Photos Slideshow	100
Emailing Your Photos	101
Adding Photos to Contacts	103
Use Photos as Wallpaper	104
TV App	105

# 7

## Keeping up with Events

107

Getting the News	108
Finding Podcasts	111
Playing Podcasts	112

# 8

## Calendar

113

Calendar Navigation	114
The Calendar Views	115
Adding Events	116
Editing Calendar Events	118
Deleting Events	119
Calendar Alarms	120

# 9

## Contacts

121

Exploring the Contacts App	122
Adding Contacts	124
Adding to Groups	125
Edit and Delete Contacts	126
Assigning Photos	127
Sharing Contact Details	128

# 10

## Notes

129

What is the Notes App?	130
Adding a New Note	131
Formatting Notes	132
Sharing Items to Notes	134

# 11

## Maps

135

What is Maps?	136
The Maps Views	137
Finding Places	138
Your Current Location	139
Marking Locations	140
Using Flyover Tour	141
Get Directions	142
Traffic Conditions	144

# 12

## Music

145

Starting with Apple Music	146
iTunes Store	147
Buying Music	148
Playing Music	149

# 13

## The iTunes Store

151

Welcome to the iTunes Store	152
Music	154
Movies	155
TV Shows	156
Audiobooks	157
Genius Suggestions	158

# 14

## The App Store

159

App Store Layout	160
Featured Apps	161
Top Charts	162
Categories	163
Buying Apps	164
Keeping Apps Up-To-Date	165
Submitting Reviews	166
Deleting Apps	167
iTunes U	168
Organizing Apps	169

# 15

## Books

171

The Books App Interface	172
Open a Book	174
Using the Dictionary	177
Find Occurrences of Words	178
Adjust the Screen Brightness	179
Portrait or Landscape?	180
Using the Book Store	181
Changing Fonts and Size	184
Purchasing Books	185
Find More Books by Author	186
Tell a Friend	187
Ebooks from Other Sources	188

# 16

## Smart Homes

189

About Smart Homes	190
Using the Home App	192
Managing the Home App	196
Managing Rooms	198

# 17

## Productivity

203

Accessing Productivity Apps	204
iWork Apps	205
Using Apple Pages	206
Using Apple Numbers	212
Using Apple Keynote	218
Microsoft Office Apps	221
Opening Office Apps	222
Google Productivity Apps	224
Dropbox	226
iPad for Presentations	227
Printing from the iPad	228

# 18

## Accessibility Options

229

Accessibility	230
VoiceOver	231
Accessibility Features	232

## Index

235

1

# Welcome to Your New iPad

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.



Depending on your needs, the iPad may not be a laptop replacement. Assess your needs carefully before buying one!



Apple's website (<http://www.apple.com/support/ipad/using/>) has lots of helpful tips on using the iPad.



The New icon pictured above indicates a new or enhanced feature introduced on the iPad with the latest version of the operating system: iOS 12.

# 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.



If you have a fourth-generation iPad (or later) then it'll come with the Lightning Connector. You'll need to buy adapters to connect it to your "old" 30-pin accessories such as TV, iPod dock, etc.





iOS 12, the latest version of the operating system used by iPads, can be used on all iPads that were capable of running iOS 11. iOS 12 contains a range of performance improvements; the new Screen Time feature for monitoring the amount of time spent on your iPad; Siri Shortcuts for creating a sequence of actions with one trigger word; the new Measure app for measuring items; and updated versions of Apple Books and Photos. To check the version of the iOS, look in **Settings** > **General** > **Software Update**.

# 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.



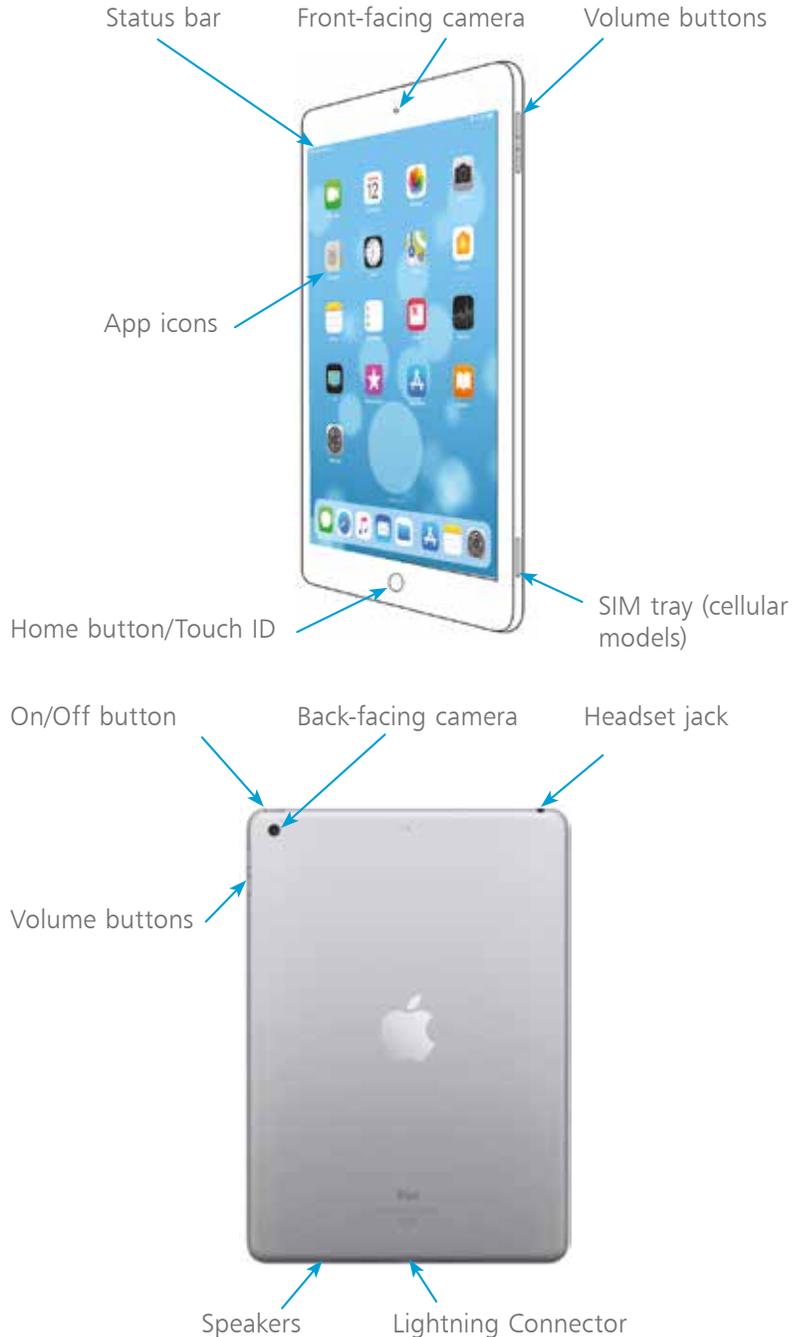
Using Face ID is a new feature on the iPad Pro. It can be set up in **Settings > Face ID and Passcode > Set Up Face ID**. Position your face in the circle and the camera will map your face for Face ID. The process will be done twice, and when it is completed you will be able to unlock your iPad by swiping 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.



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.

# 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.



...cont'd

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

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



The iPad has many features that make it accessible to those with specific visual and audio needs. These features are covered in detail on pages 230-234.



You can see your active apps by bringing up the App Switcher window. If an app is misbehaving, quit it using the App Switcher window (see page 19).



To see the App Switcher window without having to press the Home button twice, drag four fingers up the screen. You can also drag four fingers right or left across the screen to switch between open apps.



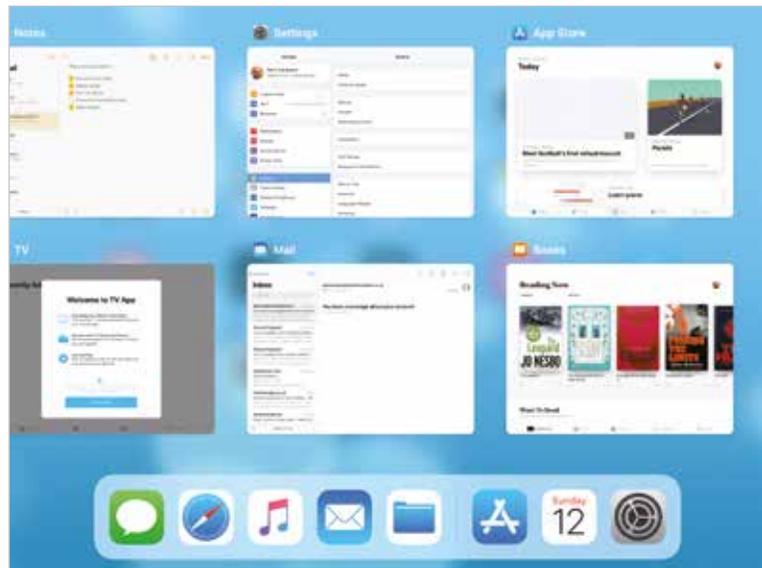
For more on swiping, tapping and pinching for getting around, see page 27.

# 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).

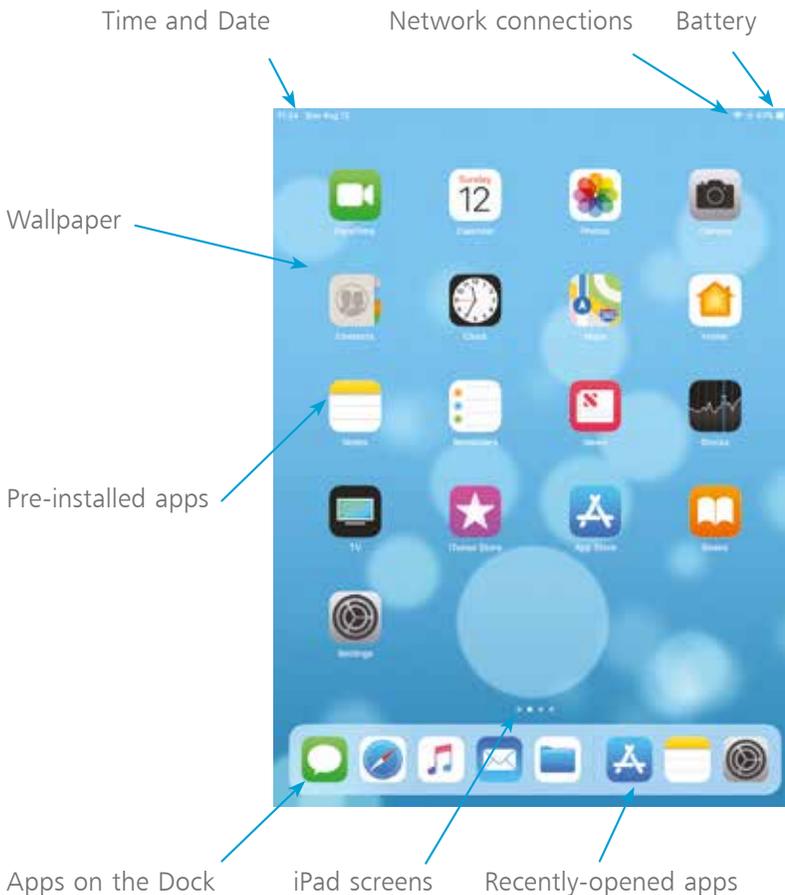
## ...cont'd

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.



On the models of iPad Pro with no Home button, the App Switcher is accessed by swiping up from the bar at the bottom of the screen, and pausing in the middle of the screen, when the App Switcher should appear.

# 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.

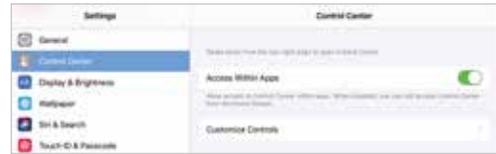
## Accessing the Control Center

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

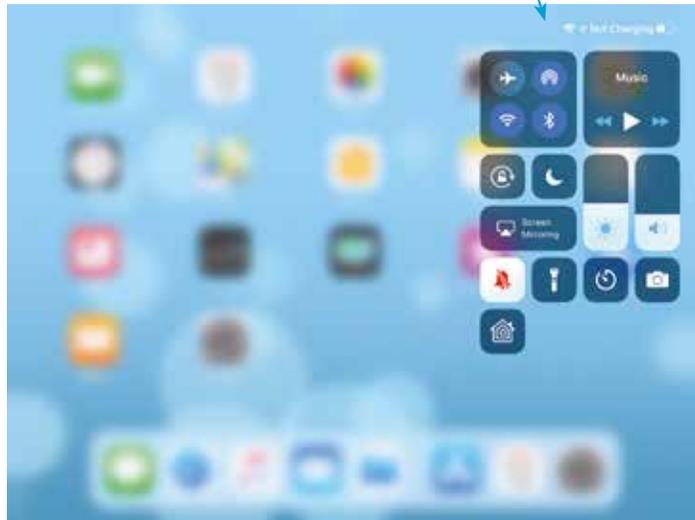


- 2 Tap on the **Control Center** option and drag the



**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.

...cont'd

## 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.)



Search using Spotlight to avoid spending ages looking for emails, music tracks and other data.

# Finding Things on the iPad

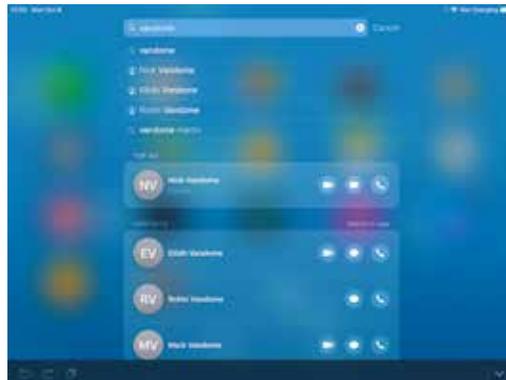
Sometimes you haven't got time to look through your entire calendar for an appointment, or to scroll through iTunes for one track. You can use Spotlight (Apple's indexing and search facility) to find specific apps, contacts, emails, appointments, and music content.

## 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.



Spotlight can search over a range of areas, including nearby restaurants, movies, and locations.

# 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.



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.

# 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



...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

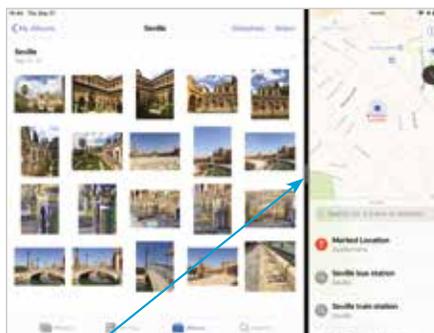
2 Swipe up from the bottom of the screen to access the Dock



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



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



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.

# 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.



**Safari:** Apple's home-grown web browser.



**Contacts:** lists all contacts including phone numbers, email, postal addresses and notes.



**Mail:** handles IMAP and POP3 email, and syncs to your main accounts on your computer.



**Notes:** for jotting things down. Store notes within iCloud so that they are available on other devices.



**Photos:** show your photos with slideshows, print off photos or share via Facebook, Twitter, etc.



**Maps:** GPS-enabled maps help you get from A to B, and show current position and other information.



**Music:** controls music and provides access to the Apple Music subscription service.



**TV:** play movies and other video content, purchased or from your own collection.



**Books:** this can be used to download and read ebooks.



**iTunes Store:** browse and buy music, movies, TV shows and more.



**Camera:** shoot stills or movies using front or back cameras, similar to iPhone functionality.



**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.



**News:** collates news content from numerous sources (not yet available in all locations).



**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 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.

<b>Tap</b>	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.
<b>Flick</b>	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.
<b>Pinch/spread</b>	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.
<b>Drag</b>	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.



Use four fingers to bring up the App Switcher window (drag four fingers up the screen), or flick right or left using four fingers to switch between running apps.

### ...cont'd

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.



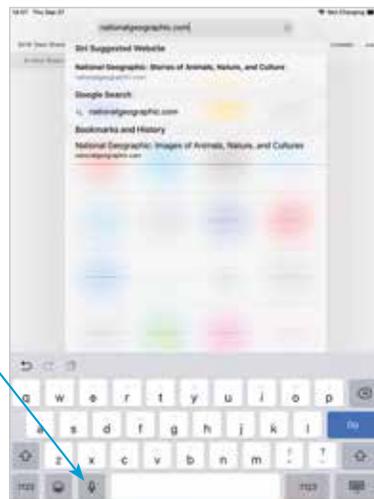
The iPad Pro is designed to work with the Apple Smart Keyboard and the Smart Keyboard Folio (sold separately).

### 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.



If you have Wi-Fi, try using your voice to dictate emails and other text using the Dictate option (its icon is on the left of the spacebar).

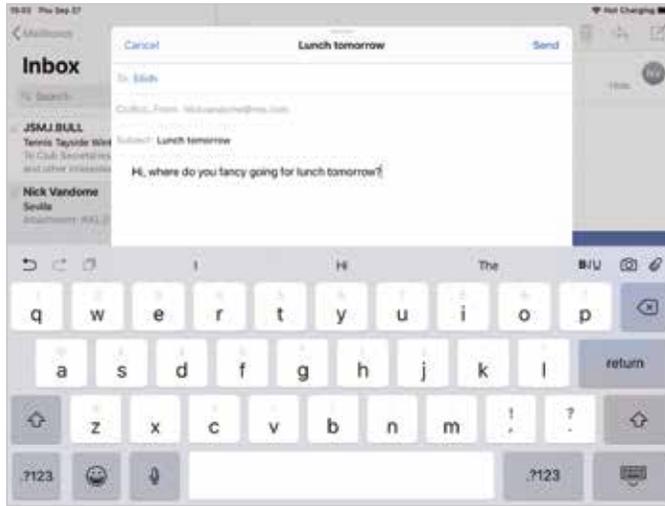


Top left: portrait keyboard in Mail.

Top right: portrait keyboard in Pages.

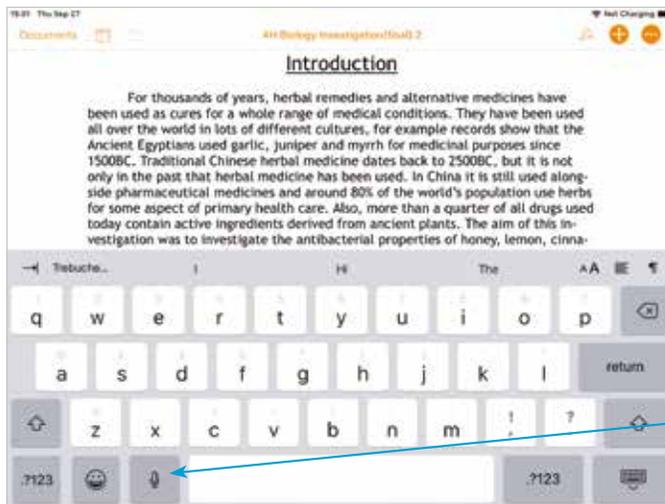
Bottom left: portrait keyboard in Safari – note the **Return** key has now changed to **Go**. Tap this to search the web or go to a specific URL.

...cont'd



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

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).



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**.

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.

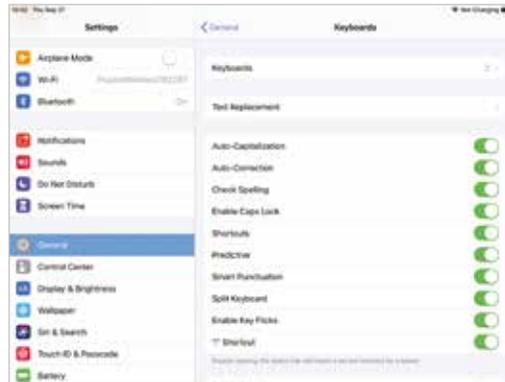


If you do not like the default iPad keyboard, you can download other third-party virtual ones from the App Store. Two to look at are: SwiftKey, and KuaiBoard.

# 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)



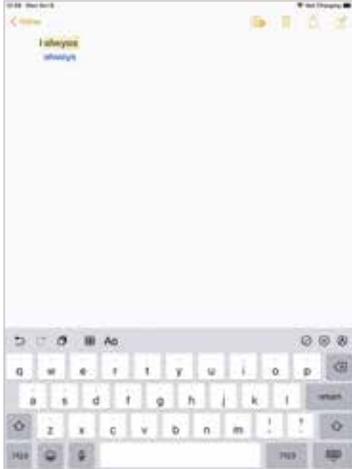
## Other settings for the keyboard

- **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.

...cont'd

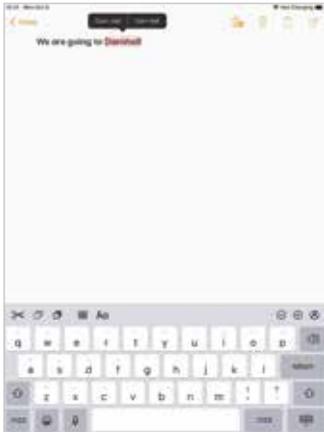
As you type words, the iPad **Auto-Correct** will suggest words intelligently, which will speed up your typing.

### 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**.



If you need to type long documents, consider using a physical keyboard.



Wireless Bluetooth keyboards have to be “paired” with the iPad before they can be used. To do this, go to **Settings** > **Bluetooth** and turn Bluetooth **On**. Select the keyboard from the list below the **My Devices** heading and it should pair with the iPad, ready for use.



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.

# 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.



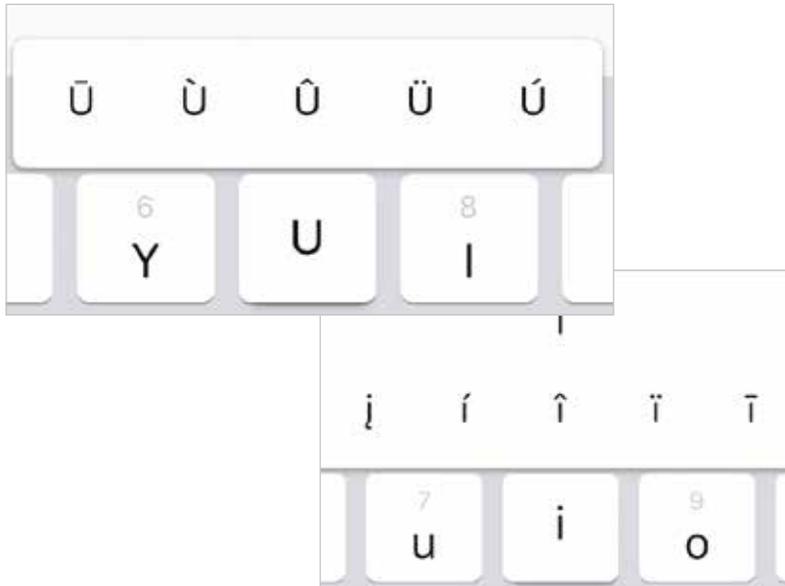
- The Apple Smart Keyboard and Smart Keyboard Folio. This is used with the iPad Pro and attaches via the Smart Connector on the keyboard and the iPad.



# Keyboard Tricks

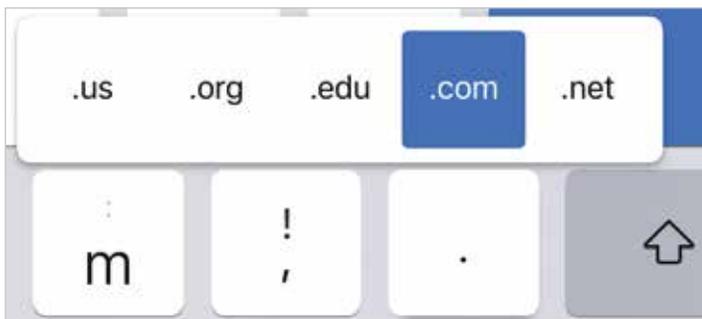
Although it's not immediately obvious, the keyboard can generate accents, acutes, and many other foreign characters and symbols.

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.

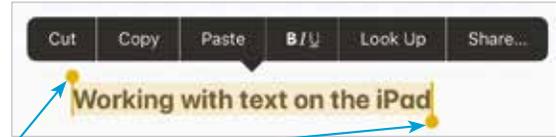


# Select, Copy and Paste Text

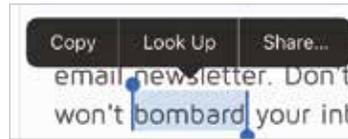
Rather than retype text, you can select text (or pictures) and paste these into other documents or the URL field in Safari. Touch and hold text, images or URLs (links) to open, save or copy them.

## 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**.



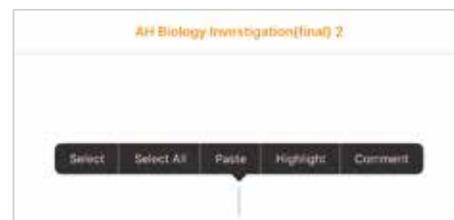
Copy web links by tapping and selecting **Copy**. If you just want to go to the website, click **Open in New Tab**.



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

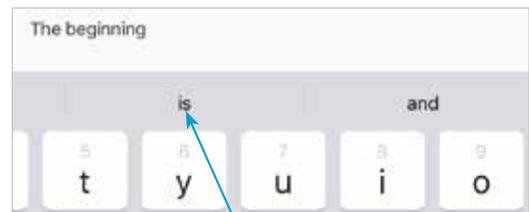


above the keyboard. Initially, this has a suggestion for the first word to include. Tap on a word or start typing

- 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.