# Contents


## 1 Choosing your iPad 7

The iEverything 8
Simplicity of the iPad 9
Models and Sizes 10
Specifications Explained 11
Apple Pencil 12
Smart Keyboard 13
Before you Switch On 14
Getting Started 15
About iPadOS 14 16
Home Screen 17
Home Button 18
Opening Items 19
Using the Lock Screen 20
Charging your iPad 22

## 2 Around your iPad 23

iPad Settings 24
Using the Dock 26
App Switcher Window 28
Closing Items 29
Using the Control Center 30
Today View Panel 34
Today View Widgets 36
Navigating Around 42
Slide Over 44
Split View 48
Finding Things with Siri 50
Screen Time 52
Restrictions for Children 55
Updating Software 57
Accessibility Issues 58

3 iCloud 63

Living in the iCloud 64
About the iCloud Drive 67
Files App 68
About Family Sharing 71
Using Family Sharing 72

4 Keyboard and Apple Pencil 75

It's Virtually a Keyboard 76
Moving the Keyboard 78
Entering Text 80
Editing Text 81
Keyboard Settings 83
Using Predictive Text 84
Slide Typing 85
Keyboard Shortcuts 86
Using the Apple Pencil 88
Voice Typing 90

5 Knowing your Apps 91

What is an App? 92
Built-in Apps 93
About the App Store 96
Finding Apps 97
Obtaining Apps 99
Updating Apps 100
Organizing Apps 101
Deleting Apps 102

6 Keeping in Touch 103

Getting Online 104
Obtaining an Apple ID 105
Setting up an Email Account 106

Emailing 108
Adding Social Media 111
Text Messaging 112
Enhancing Text Messages 114
Having a Video Chat 116
Communication Apps 118

7 On a Web Safari 119

Around Safari 120
Safari Settings 122
Navigating Pages 123
Web Page Options 124
Opening New Tabs 125
Tab View 126
Bookmarking Pages 127
Apple Pay on the Web 128

8 Staying Organized 129

Taking Notes 130
Setting Reminders 136
Using the Calendar 138
Your iPad Address Book 140
Printing Items 141
Keeping Notified 142
Organization Apps 144

9 Like a Good Book 145

Getting the News 146
Finding Books 148
Downloading Books 149
Reading Books 150
Kindle on your iPad 152

10 Leisure Time 153

Buying Music and More 154
Playing Music 156
Taking Photos and Videos 158
Photos Settings 159
Viewing Photos 160
Editing Photos 163
Viewing Movies and TV Shows 164
Art and Drawing 165
Cooking with your iPad 166
Staying Healthy 167
Playing Games 168

11 Traveling Companion 169

Looking Around Maps 170
Finding Locations 171
Getting Directions 172
Traveling with your iPad 174
Planning your Trip 175
Viewing Flights 176
Finding Hotels 177
Converting Currency 178
Travel Apps 179

12 Practical Matters 181

Finding your iPad 182
Avoiding Viruses 184
Dealing with Money 185
Financial Apps 186

Index 187

# 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 14 operating system and its interface, and some of the basic controls and functions, so you can quickly get up and running with this exciting tablet.*


8 The iEverything
9 Simplicity of the iPad
10 Models and Sizes
11 Specifications Explained
12 Apple Pencil
13 Smart Keyboard
14 Before you Switch On
15 Getting Started
16 About iPadOS 14
17 Home Screen
18 Home Button
19 Opening Items
20 Using the Lock Screen
22 Charging your iPad

# 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.

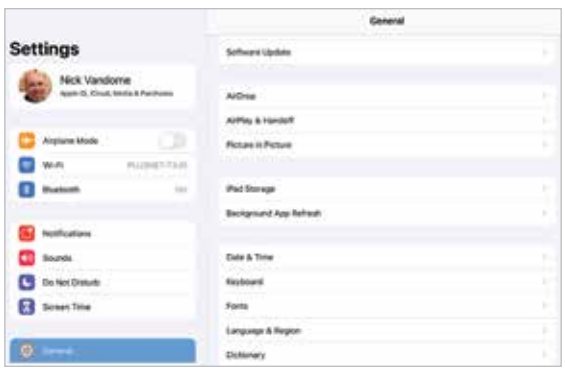
"Apps" is just a fancy name for what are more traditionally called programs in the world of computing. The iPad has several apps that come built in and ready for use. There are thousands more available to download from the online App Store (see Chapter 5, pages 96-100).

The New icon pictured above indicates a new or enhanced feature introduced with iPads using iPadOS 14.

# 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.

# Models and Sizes

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 5G/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. 5G, 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.

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 8th 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, but with a 10.9-inch display. However, it is the thinnest of the iPad models, at 6.1 mm, 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 5G/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 14 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 14.
- **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 5G/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 and the iPad mini is 8 megapixels. On the iPad Pro 11-inch and 12.9-inch, and the iPad Air (4th generation), it is 12 megapixels.

Some models of the iPad Pro (2018 and later) and the iPad Air (4th generation) 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 70 for details.

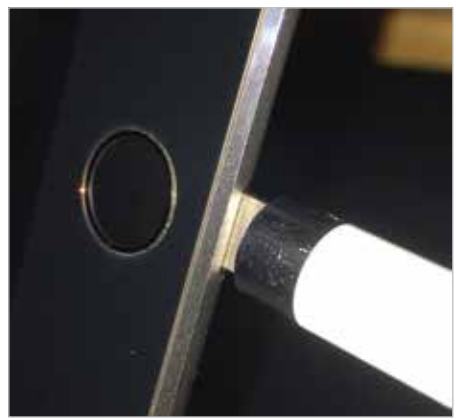
# Apple Pencil

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:

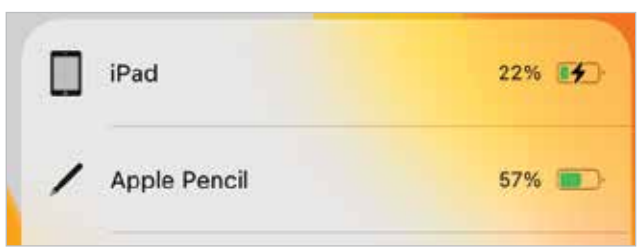
- Drawing intricate (or simple) artwork using drawing or painting apps.
- Moving around web pages by swiping or tapping on links to access other web pages.
- Selecting items of text by tapping on them and also dragging the selection handles.
- Annotating PDF documents.

## 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 34) and swipe down to the **Batteries** section (and also view the level of charge for the iPad).




NEW

The Apple Pencil has been updated in iPadOS 14 to make it easier to write on the screen, and there is also an updated set of options for editing text (see pages 88-89 for details).

Hot tip

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.

# 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.

# 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) and the iPad Air (4th generation) use a USB-C Connector rather than a Lightning Connector. This means it can also be used with a USB-C flashdrive – see page 70 for details.

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.

The latest version of the iPad Air (4th generation) uses the top button on the body of the iPad to perform the functions of the Home button.

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.

# 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.
- **Express Settings**. This contains options for specifying how apps manage your data.
- **Keep your iPad Up to Date**. This can be used to install updates to the operating system (iOS) automatically.
- **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 105.

For more information about using iCloud, see pages 64-66.

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.

# About iPadOS 14

iPadOS 14 is the latest operating system for the iPad.

iPadOS 14 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 iPadOS, look in **Settings** > **General** > **Software Update**.

iPadOS 14 is the second version of the iPad operating system that is a separate version to the one used on both iPads and iPhones, iOS. However, although iPadOS 14 has its own designation, it is still very closely aligned to the latest version of iOS (iOS 14). Where iPadOS 14 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 14 include:

- **Today View panel**. The Today View panel, which can be accessed from the Home screen by swiping to the right from the left-hand edge of the screen, has been redesigned so that the widgets within it can be edited and also displayed at different sizes. Apps can also be included within a Smart Stack, which can display the most relevant items at different times of the day – e.g. the Weather app.
- **App menus**. The built-in apps for the iPad have been standardized as much as possible in iPadOS 14, in terms of their menu structure. Sidebars can be shown or hidden by tapping once on this button, and this feature is available in the Calendar, Contacts, Files, Mail, Music, Notes, Photos, Shortcuts, and Voice Memos apps.

- **Using the Apple Pencil**. The functionality for using the Apple Pencil with the iPad has been expanded with iPadOS 14. Handwritten notes can be converted into typed text, and items can be deleted and selected using the Apple Pencil.
- **Compact calls**. When you receive a FaceTime call on your iPad, or a call from an iPhone, it is displayed in a banner at the top of the screen, rather than taking up the whole display.
- **Updated apps**. A number of iPad apps have been updated in iPadOS 14, including Maps, Messages, Notes, Safari, and Home.

# 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.

There are 38 different default wallpaper backgrounds for iPadOS 14 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 26-27.

# 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

Hot tip

The latest version of the iPad Air (4th generation) uses the top button on the body of the iPad to perform the functions of the Home button.

Don't forget

For more details about the App Switcher, see page 28.

Hot tip

Pinch together with thumb and four fingers on the screen to return to the Home screen from any open app.

Don't forget

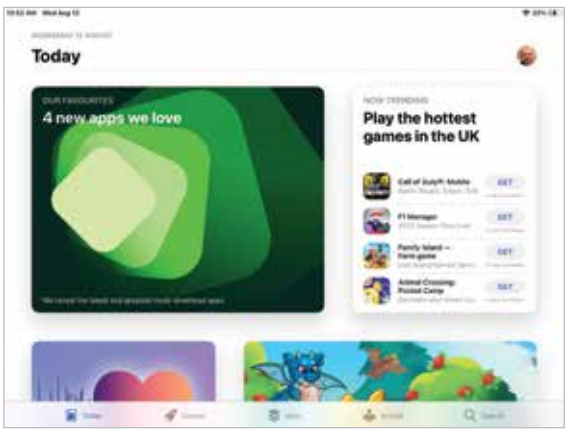
For more information about using the iPad search facilities, see pages 50-51.

# 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




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

For details about using the App Switcher, and closing items, see pages 28-29.

# Using the Lock Screen

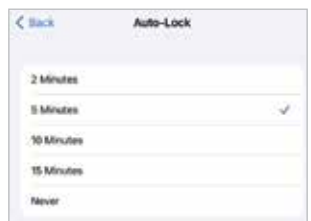
To save power, it is possible to set your iPad screen to lock automatically. This is the equivalent of the Sleep option on a traditional computer. To do this:

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




## Locking and unlocking an iPad

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:

1. Select **Settings** > **Touch ID & Passcode**
2. Tap once on the **Turn Passcode On** button
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. The passcode is now required on the Lock screen whenever the iPad is locked

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

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.

## 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).
Drag the **iPad Unlock** button **On**

3. 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 128.

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

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

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.

3. Plug in the power adapter

The iPad can also be charged by connecting it with the Lightning Connector to another computer.