Contents

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 15 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.

The New icon pictured above indicates a new or enhanced feature introduced with iPads using iPadOS 15.

The iEverything

The iPad is a tablet computer that has gone a long way to change how we think of computers and how we interact with them. Instead of a large, static object it is effortlessly mobile, and even makes a laptop seem bulky by comparison.

But even with its compact size, the iPad still manages to pack a lot of power and functionality into its diminutive body. In this case, small is most definitely beautiful, and the range of what you can do with the iPad is considerable:

- Communicate via email, video and text messaging.

- Surf the web wirelessly.

- Add an endless number of new "apps" from the Apple App Store.

- Use a range of entertainment tools covering music, photos, video, books and games.

- Do all of your favorite productivity tasks such as word processing, creating spreadsheets or producing presentations.

- Organize your life with apps for calendars, address books, notes, reminders, and much more.

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

Simplicity of the iPad

Computers have become a central part of our everyday lives, but there is no reason why they need to be complex devices that have us scratching our heads as to how to best use them. The iPad is not only stylish and compact; it also makes the computing process as simple as possible, so you can concentrate on what you want to do. Some ways in which this is done are:

- **Quickly on**. With the iPad there is no long wait for it to turn on, or wake from a state of sleep. When you turn it on, it is ready to use; it's as simple as that.

- **Apps**. iPad apps sit on the Home screen, visible and ready to use. Most apps are created in a similar format, so once you have mastered getting around them you will be comfortable using the majority of them.

- **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.

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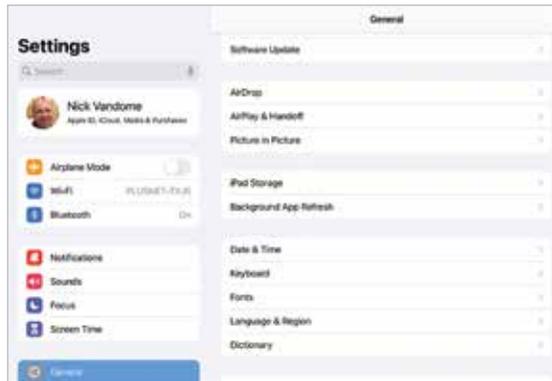
- **Dock and App Switcher window**. These are two functions that enable you to access your favorite apps quickly, regardless of what you are doing on your iPad.

- **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.

Don't
forget

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 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.

Models and Sizes

Since its introduction in 2010, the iPad has evolved in both its size and specifications. It is now a family of devices, rather than a single size. When choosing your iPad, the first consideration is which size to select. There are four options:

- **iPad**. This is the original version of the iPad, and retains the standard iPad title. Its high-resolution Retina Display screen measures 10.2 inches (diagonal). At the time of printing, the latest version is the 9th 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 10.5-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, except for its size. The screen is 8.3 inches (diagonal) and it weighs slightly less than the iPad and iPad Air. The iPad mini has a Liquid Retina Display screen. The latest version, at the time of printing, is the 6th-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 64 gigabytes (GB), 128GB, 256GB, 512GB, 1 terabyte (TB) or 2TB.

- **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 15 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 15.

- **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.

Some iPad models have a USB-C Connector, rather than a Lightning Connector. These include: iPad Pro 11-inch (2nd generation and later); iPad Pro 12.9-inch (3rd generation and later); iPad Air (4th generation and later); and iPad mini (6th generation and later). This is used for charging the iPad and it can also be used to connect a USB-C flashdrive and external devices using USB-C.

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 the Today View panel (see page 35) and swipe down to the **Batteries** section (and also view the level of charge for the iPad).

Smart Keyboard

Although the virtual keyboard on the iPad (see Chapter 4 for details) is excellent for text and data inputting or shorter pieces of writing, it is not ideal for longer tasks such as writing a vacation journal or a family history. To overcome this, the Apple Smart Keyboard has been introduced and can be used on all iPad models except the iPad mini. It is a fully-functioning external keyboard that also doubles as a cover. The Smart Keyboard is connected with the Smart Connector that matches the one on the body of the iPad.

Smart Keyboard Shortcuts bar

When typing with the Smart Keyboard, the same Shortcuts bar is available as with the virtual keyboard, specific to the current app.

Tap on an item on the Shortcuts bar to access it.

Smart Keyboard shortcuts

Some of the keyboard shortcuts that can be performed on the Smart Keyboard are:

- **Command (cmd) + H** – Return to Home screen.

- **Command + Tab** – Access the App Switcher bar, in the middle of the screen. Press the Tab button to move through the apps in the App Switcher. Stop at the app you want to open.

- **Command + spacebar** – Access the Spotlight Search.

- **Press and hold Command** – A list of Smart Keyboard shortcuts in specific apps.

- **Globe key** – Access available keyboards, including the emoji keyboard for adding emoji icons to text.

Hot tip

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 iPad models have a USB-C Connector, rather than a Lightning Connector. These include: iPad Pro 11-inch (2nd generation and later); iPad Pro 12.9-inch (3rd generation and later); iPad Air (4th generation and later); and iPad mini (6th generation and later).

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, by pressing it once.

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.

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 **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, some of which depend on how you set up your iPad. These settings and screens include:

- **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.

- **Written and Spoken Languages**. Select languages for keyboards and dictation.

- **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.

- **Make this your new iPad**. If you are setting up from an iCloud backup, this can be used to specify that the iPad being set up is a new one.

- **Keep your iPad Up to Date**. This can be used to install updates to the operating system (iPadOS) automatically.

- **Improve Siri & Dictation**. This is used to set up Siri, the digital voice assistant and dictation options.

- **iPad Analytics**. This can allow details from the iPad and its apps to be sent to Apple and developers.

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NEW

iPadOS 15 is the latest operating system for the iPad.

Don't forget

iPadOS 15 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.

Don't forget

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

About iPadOS 15

iPadOS 15 is the third version of the iPad operating system that is a separate version to the one used on iPhones – iOS. However, although iPadOS 15 has its own designation, it is still very closely aligned to the latest version of iOS (iOS 15). Where iPadOS 15 differs from iOS is in the iPad-specific features, such as enhanced multitasking options and Home screen widgets. Some of the new features in iPadOS 15 include:

- **Home screen widgets**. The iPad Home screen now includes a range of customizable widgets that can be used to display your most frequently accessed items.

- **Multitasking**. The multitasking options on the iPad have been expanded and simplified with iPadOS 15, including multitasking buttons on every screen that are used to access the multitasking options.

- **App Library**. The App Library is included for the first time, after it was first introduced on the iPhone. This provides access to all of the apps on the iPad.

- **Quick Notes**. The Notes app now includes a Quick Notes option, where notes can be created from any screen and then saved in the Notes app.

- **FaceTime**. FaceTime has been given an extensive overhaul and now includes options for sharing movies and music with other people on a FaceTime call, and also for sharing your screen on a call.

- **Focus**. The Focus option can be used to set conditions to limit the number of notifications you receive when you are performing specific tasks.

- **iCloud+**. The online storage facility, iCloud, has been updated with iCloud+, to give even more options.

- **Enhanced apps**. iPadOS 15 has enhanced versions of Safari, Messages and Maps.

Home Screen

Once you have completed the setup process, you will see the Home screen of the iPad. This contains the built-in apps and the Home screen widgets (at the top of the screen).

At the bottom of the screen are seven 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.

Home screen widgets is a new feature in iPadOS 15.

There are 34 different default wallpaper backgrounds for iPadOS 15 on the iPad. These can be found in **Settings** > **Wallpaper**. The options are: **Dynamic**, which means that they appear to move independently from the app icons when you tilt the iPad; and **Stills**, which are static images; and you can also use your own pictures from the Photos app.

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

Home Button

The Home button, located at the bottom middle of the iPad, can be used to perform a number of tasks:

1 Click once on the **Home** button to return to the Home screen at any point

2 Double-click on the **Home** button to access the **App Switcher** window. This shows the most recently-used and open apps

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

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 pages 50-53.

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

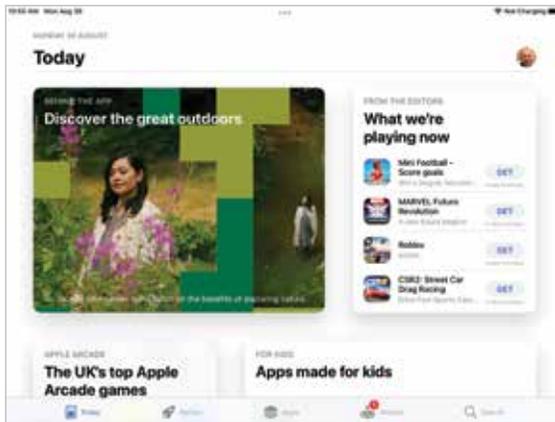For more information about using the iPad search facilities, see pages 62-64.

Opening Items

All apps on your iPad can be opened with minimal 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

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

Auto-Lock	5 minutes >

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

< Back	Auto-Lock	
2 minutes		
5 minutes		
10 minutes		✓
15 minutes		
Never		

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

Don't forget

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

Hot tip

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**.

Don't forget

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.
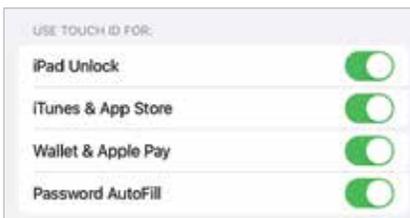
Fingerprint sensor with Touch ID

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**

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**

USE TOUCH ID FOR:

iPad Unlock

iTunes & App Store

Wallet & Apple Pay

Password AutoFill

3 Tap once on the **Add a Fingerprint...** link. This presents a screen for creating your Touch ID

FINGERPRINTS

Add a Fingerprint...

4 Place your finger on the **Home** button several times to create a Touch ID. This will include capturing the edges of your finger. The screens move automatically after each part

Place Your Finger

Lift and rest your finger on the Home button repeatedly.

is captured, and the fingerprint icon turns red. Complete the Touch ID wizard to create a unique fingerprint for unlocking your iPad

Don't forget

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.

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Don't forget

A "wizard" is a computer program that guides you through a process.

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.

iPads that can run iPadOS 15 have Lightning Connectors or the newer USB-C Connector.

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.