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1

Choosing your iPad

It's compact, it's stylish, it's powerful; and it's perfect for anyone, of any age. This chapter introduces the iPad, its different models, the iPadOS 16 operating system and its interface, and some of the basic controls and functions so that you can quickly get up and running with this exciting tablet.

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“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).



The **NEW** icon pictured above indicates a new or enhanced feature introduced with iPads using iPadOS 16.

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, videos, 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.

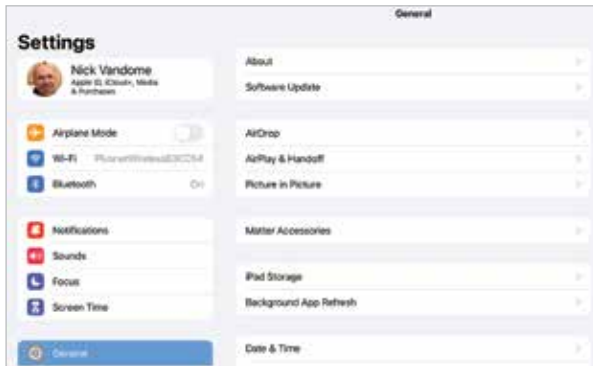
Add to this up to 10 hours’ battery life when you are on the move, a range of different sizes (with a Retina Display screen of outstanding clarity) and a seamless backup system, and it is clear why the iPad can stylishly fulfill all of your computing needs.



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 that 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.



- **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.



Some iPad models do not have a **Home** button and use the top button (**On/Off**) on the body of the iPad to perform some of these functions.



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 Liquid Retina Display screen measures 10.9 inches (diagonal). At the time of printing, the latest version is the 10th generation of the standard-size iPads, which have a storage capacity of either 64 gigabytes (GB) or 256GB and use the A14 Bionic chip for processing. The latest version of the iPad supports using the Apple Pencil and the new Magic Keyboard Folio (early versions of the iPad can use the Smart Keyboard). All keyboards and Apple Pencils are bought separately – see pages 14-15 for more details. The Magic Keyboard Folio and the Smart Keyboard have a Smart Connector to attach them, and this ensures that they work as soon as they are attached, without the need for any cables. 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. The 10th-generation iPad does not have a **Home** button and uses a Touch ID sensor for unlocking the iPad. This is incorporated into the **On/Off** button, and the Touch ID can be set up in the same way as for the **Home** button, which is available on earlier models of iPads – see page 23 for details about setting up Touch ID.



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- **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, the Magic Keyboard, and the Smart Keyboard Folio. At the time of printing, the latest model of the iPad Air is the 5th generation.



- **iPad mini.** The iPad mini is similar in most respects to the larger versions, 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.



The iPad mini is an excellent option for carrying around in a bag or a large pocket.





Face ID can be set up for the iPad Pro in **Settings > Face ID & Passcode**.

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- **iPad Pro.** This is the most powerful iPad and is an excellent option for all computing and productivity tasks. At the time of printing, the latest model is the 6th generation, which comes with a 12.9-inch screen.



Stage Manager is a new feature with iPadOS 16. However, at the time of printing it is only available on a limited number of iPad models: iPad Air (5th generation), iPad Pro 12.9-inch (3rd generation and later), and iPad Pro 11-inch (1st generation and later). Stage Manager can be accessed from the Control Center, by tapping once on this button:



Some earlier versions, 4th generation and earlier, also have a model with a 11-inch screen or a 10.5-inch screen. The latest iPad Pro has a range of options, with storage capacity of 128GB, 256GB, 512GB, 1 terabyte (TB) or 2TB. It uses the powerful Apple M2 chip for fast processing and Face ID for unlocking the screen (it does not have a **Home** button). The iPad Pro can be

used with the Magic Keyboard and the Smart Keyboard Folio. It also supports use of the Apple Pencil. The iPad Pro 6th generation also supports **Stage Manager**. This is a function that can be used to minimize

currently-open apps around the left-hand side of the screen, leaving the active app in the center of the screen. To access one of the other apps, tap on it in the left-hand sidebar and it becomes the active one.



Specifications Explained

Most models of iPad have the same range of specifications (the main difference being the screen sizes). Some 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 64GB, 128GB, 256GB, 512GB, 1TB 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 16 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 16.
- **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, an ambient light sensor, a barometer and a 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.



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 (for iPads without a **Home** button, press and hold the **On/Off** button and the **Volume up** button, and then release them simultaneously). 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.

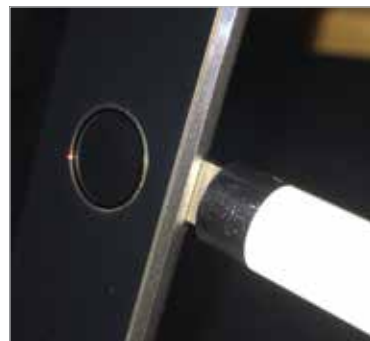
Apple Pencil

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, the latest version of the Apple Pencil is the Apple Pencil 2nd generation, although this is only compatible with a more limited range of newer iPads. The Apple Pencil 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 37) and swipe down to the **Batteries** section (and also view the level of charge for the iPad).



Keyboards

Although the virtual keyboard on the iPad (see Chapter 4 for details) is excellent for text and data inputting, it is not ideal for longer tasks such as writing a vacation journal. To overcome this, there are now several external Apple keyboards that can be used with the range of iPad models. These connect using the Smart Connector on the iPad and do not require any cables. The keyboards are:

- **Magic Keyboard Folio.** This can be used with the latest version of the standard iPad – the iPad 6th generation. The keyboard includes a trackpad.
- **Magic Keyboard.** This can be used with iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (1st, 2nd, 3rd, and 4th generations), and iPad Air (4th and 5th generations). The keyboard includes a trackpad.
- **Smart Keyboard Folio.** This can be used with iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (1st, 2nd, 3rd, and 4th generations), and iPad Air (4th and 5th generations). The keyboard does not include a trackpad.
- **Smart Keyboard.** This can be used with the latest standard iPads (7th, 8th, and 9th generations), iPad Air (3rd generation), and iPad Pro 10.5-inch. The keyboard does not include a trackpad.

Keyboard shortcuts

Some keyboard shortcuts that can be performed on the iPad keyboards 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.



If an external keyboard is not used, the virtual one will be available instead.



The iPad keyboards also support 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.



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.



Some iPad models use the top button (**On/Off**) on the body of the iPad to perform some of the functions of the **Home** button.



If your iPad ever freezes, 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. (For some models the combination is the **On/Off** button and the **Volume** button.)

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).

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.
- **Written and Spoken Languages.** Select languages for keyboards and dictation.
- **Wi-Fi network.** Connect to the internet via Wi-Fi.
- **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 (or Face ID for iPads with this functionality).
- **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 link to an existing iCloud account or create a new one.
- **Make this your new iPad.** From an iCloud backup, this can be used to set up your iPad as a new one.
- **Keep your iPad Up to Date.** This can be used to install updates to the operating system (iPadOS) automatically.
- **Location Services.** This allows apps to use your current location, such as the Maps app.
- **Siri.** This is used to set up Siri, the digital voice assistant.
- **Screen Time.** This can be used to show how much you use your iPad and to add restrictions.
- **Analytics.** This can be used to send data to Apple.



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 103.



To turn off an iPad, press and hold the **On/Off** button until the **slide to power off** screen appears. For iPads without a **Home** button, press and hold the **On/Off** button and one of the **Volume** buttons until the same screen appears.



iPadOS 16 is the latest operating system for the iPad.



iPadOS 16 is not compatible with some older models of iPad but can be run on: iPad 5th generation and later, iPad mini 5th generation and later, iPad Air 3rd generation 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.

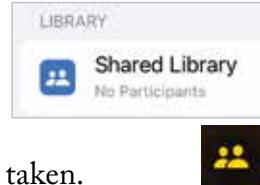


To check the version of iPadOS, look in **Settings** > **General** > **Software Update**.

About iPadOS 16

iPadOS 16 is the fourth version of the iPad operating system that is a separate version to the one used on iPhones – iOS. However, although iPadOS 16 has its own designation, it is still very closely aligned to the latest version of iOS (iOS 16). Where iPadOS 16 differs from iOS is in the iPad-specific features, such as enhanced multitasking options. Some of the new features in iPadOS 16 include:

- **iCloud Shared Photo Library.** This enables iCloud to create a shared photo library, for family and friends. Photos can also be shared directly from the Camera app when they are taken.



- **Stage Manager.** As shown on page 12, some iPad models use this for managing and accessing open apps.

- **Edit iMessages.** In the Messages app it is possible to edit iMessages up to five times, within 15 minutes of them being sent.

- **Undo Send for iMessages and emails.** iMessages and emails can also be unsent, if you send an item that includes mistakes. By default, for an iMessage this can be done up to two minutes after the message has been sent, but for emails it is only 10 seconds.

- **Weather app.** Previously available on other Apple devices, the Weather app can now be used on the iPad. It offers an in-depth, graphics-rich look at the weather conditions for locations around the world.



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.



There are 34 different default wallpaper backgrounds for iPadOS 16 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 30-31.



Some models of iPad use the top button (**On/Off**) on the body of the iPad to perform some of the functions of the **Home** button.



For more details about the App Switcher, see pages 52-53.



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



For more information about using the iPad search facilities, see pages 60-62.

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



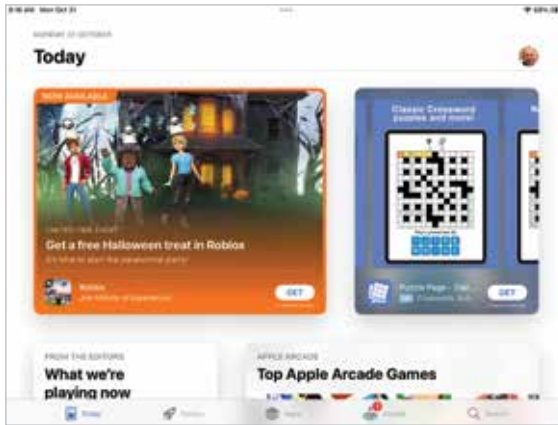
Opening Items

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



Some models of iPad do not have a physical **Home** button. If this is the case, swipe up from the bottom of the screen to return to the Home screen.



For details about using the **App Switcher**, and closing items, see pages 52-53.



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 a 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.

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 (or the **On/Off** button for models without a **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 By default, 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 whenever the iPad is locked

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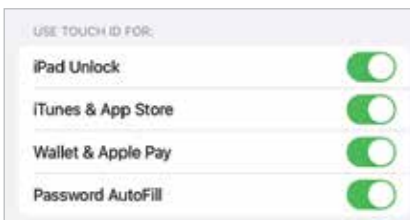
Fingerprint sensor with Touch ID

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).

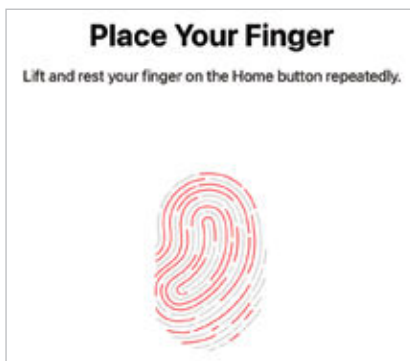


Drag the **iPad Unlock** button **On**

- 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 a 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



For iPads without a **Home** button, the **On/Off** button is used for Touch ID. Some models also use Face ID face recognition instead of Touch ID – see page 24.



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.



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



At the time of printing, the iPads that use Face ID rather than Touch ID are: iPad Pro 11-inch (3rd generation and later) and iPad Pro 12.9-inch (3rd generation and later).



When setting up Face ID a passcode also has to be created, in case the Face ID function does not work for any reason. This is done by tapping once on the **Turn Passcode On** button in the **Face ID & Passcode** section of the Settings app.

Face ID

For some iPad models, the means of unlocking the iPad is done through the use of Face ID face recognition. If this cannot be used for any reason, a passcode can be entered instead, to unlock the iPad. To set up Face ID:

- 1 Select **Settings** > **Face ID & Passcode**



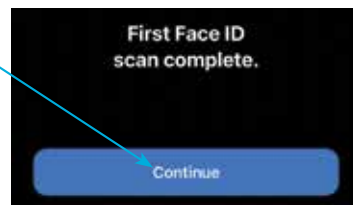
- 2 Tap once on the **Set Up Face ID** button



- 3 Position your face in the center of the circle that accesses the iPad's camera. Move your head slowly in a circle so that the camera can record all elements of your face



- 4 Tap once on the **Continue** button after the first scan. A second scan will be done to complete the process



- 5 Tap once on the **Done** button to finish the Face ID setup process

