

LEARNING MADE EASY



In Full Color

9th Edition

iPad[®]

for
dummies[®]
A Wiley Brand



Includes coverage of
the latest iPad models

Help with all the newest
features of iOS 10

Info on the iPad apps
you should have

Edward C. Baig
Bob "Dr. Mac" LeVitus



iPad[®]

9th edition

by Edward C. Baig

USA Today Personal Tech columnist

and

Bob LeVitus

Houston Chronicle "Dr. Mac" columnist

^{for}
dummies[®]
A Wiley Brand

iPad® For Dummies®, 9th Edition

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

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Published simultaneously in Canada

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Library of Congress Control Number: 2016957692

ISBN 978-1-119-28317-1 (pbk); ISBN 978-1-119-28320-1 (ebk); ISBN 978-1-119-28319-5 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

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Introduction

As Yogi Berra would say, “It was déjà vu all over again”: front-page treatment, top billing on network TV and cable, and diehards lining up for days to ensure landing a highly lusted-after product from Apple. The products generating the most buzz lately are the iPad Pro models and their accessories, the Apple Pencil and Smart Keyboard. Every iPad is a magical device and the iPad Pro lineup might be the most magical yet.

We hope you bought this book to find out how to get the most magic out of your iPad, regardless of its model. Our goal is to deliver the information you need in a light and breezy fashion. We expect you to have fun using your iPad and we hope you have fun spending time with us.

About This Book

We need to get one thing out of the way right from the get-go. We think you’re pretty darn smart for buying a *For Dummies* book. That says to us that you have the confidence and intelligence to know what you don’t know. The *For Dummies* franchise is built around the core notion that everyone feels insecure about certain topics when tackling them for the first time, especially when those topics have to do with technology.

As with most Apple products, iPads are beautifully designed and intuitive to use. And though our editors may not want us to reveal this dirty little secret (especially on the first page, for goodness’ sake), the truth is you’ll get pretty far just by exploring the iPad’s many functions and features on your own, without the help of this (or any other) book.

Okay, now that we’ve spilled the beans, we’ll tell you why you shouldn’t run back to the bookstore and request a refund. This book is chock-full of useful tips, advice, and other nuggets that should make your iPad experience all the more pleasurable. We’ll even go so far as to say that you won’t find some of these nuggets anywhere else. So keep this book nearby and consult it often.

Foolish Assumptions

Although we know what happens when one makes assumptions, we've made a few anyway. First, we assume that you, gentle reader, know nothing about using an iPad or iOS — beyond knowing what an iPad is, that you want to use iOS, that you want to understand your iPad and its operating system without digesting an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

And so, we do our best to explain each new concept in full and loving detail. Perhaps that's foolish, but . . . oh, well.

One last thing: We also assume that you can read. If you can't, please ignore this paragraph.

Icons Used in This Book

Little round pictures (or *icons*) appear in the left margins throughout this book. Consider these icons as miniature road signs, telling you something extra about the topic at hand or hammering a point home. Here's what the five icons used in this book look like and mean.



TIP

These juicy morsels, shortcuts, and recommendations might make the task at hand faster or easier.



REMEMBER

This icon emphasizes the stuff we think you ought to retain. You may even jot down a note to yourself on the iPad.



TECHNICAL
STUFF

Put on your propeller beanie hat and insert your pocket protector; this text includes the truly geeky stuff. You can safely ignore this material, but if it weren't interesting or informative, we wouldn't have bothered to write it.



WARNING

You wouldn't intentionally run a stop sign, would you? In the same fashion, ignoring warnings may be hazardous to your iPad and (by extension) your wallet. There, you now know how these warning icons work, for you have just received your very first warning!



NEW

We put a New icon next to anything that's new or improved in iOS 10.

We wrote a bunch of things that just didn't fit in the print version of this book. Rather than leave them on the cutting room floor, we've posted the most useful bits online in a cheat sheet for your enjoyment and edification.

To find them, go to www.dummies.com, and then type *iPad For Dummies cheat sheet*. And here's what you'll find: info on using the iPad's buttons and icons, tips for mastering multitouch, and where to find additional help if your iPad is acting contrary.

Where to Go from Here

Why, go straight to Chapter 1, of course (without passing Go).

In all seriousness, we wrote this book for you, so please let us know what you think. If we screwed up, confused you, left out something, or — heaven forbid — made you angry, drop us a note. And if we hit you with one pun too many, it helps to know that as well. Because writers are people too (believe it or not), we also encourage positive feedback if you think it's warranted. So kindly send email to Ed at Baigdummies@gmail.com and to Bob at iPadLeVitus@boblevitus.com. We do our best to respond to reasonably polite email in a timely fashion. Most of all, we want to thank you for buying our book. Please enjoy it along with your new iPad.

Note: At the time we wrote this book, all the information it contained was accurate for all Wi-Fi and Wi-Fi + 3G and 4G iPads with the exception of the first through third-generation iPads, which can't run iOS 10 and are not covered. The book is also based on version 10 of the iOS (operating system) and version 12.5 of iTunes. Apple is likely to introduce new iPad models and new versions of iOS and iTunes between book editions, so if the hardware or user interface on your new iPad or the version of iTunes on your computer looks a little different, be sure to check out what Apple has to say at www.apple.com/ipad. You'll no doubt find updates on the company's latest releases.

1

Getting to Know Your iPad

IN THIS PART . . .

Get basic training for getting along with your iPad.

Enjoy a gentle introduction to your iPad.

Take a peek at your iPad hardware and software and explore the way it works.

Discover the joys of synchronization over USB or Wi-Fi and find out how to get your data — contacts, appointments, movies, songs, podcasts, books, and so on — from a computer onto your iPad, quickly and painlessly.

- » Looking at the big picture
- » Touring the outside of the iPad
- » Checking out the iPad's apps

Chapter 1

Unveiling the iPad

Congratulations! You've selected one of the most incredible handheld devices we've ever seen. Of course, the iPad is a combination of a killer audio and video player, an e-book reader, a powerful Internet communications device, a superb handheld gaming device, a still and video camera, and a platform for over 1.6 million apps at the time this was written — and probably a lot more by the time you read this.



REMEMBER

Apple has produced 12 iPad models so far: The original iPad (2010), the iPad 2 (2011), the iPad third generation (Spring 2012), the iPad fourth generation (Fall 2012), the iPad mini (Fall 2012), the iPad Air and the iPad mini 2 (Fall 2013), the iPad Air 2 and iPad mini 3 (Fall 2014), the 12.9-inch iPad Pro and iPad mini 4 (Fall 2015); and the 9.7-inch iPad Pro (Spring 2016). To avoid confusion, we refer to the four original full-sized iPads — the ones that don't have Air, mini, or Pro as their surname — as first-, second-, third-, and fourth-generation iPads, respectively.

Note that we're not covering the first-generation through third-generation iPads in this book because the latest operating system (iOS 10) doesn't run on them. If you're the owner of one of those models, you can still find a lot of handy information here, but some things might look or work differently. You might want to rummage around for a previous edition of this book.

In this chapter, we offer a gentle introduction to all the pieces that make up your iPad, plus overviews of its revolutionary hardware and software features.

Exploring the iPad's Big Picture

The iPad has many best-of-class features, but perhaps its most notable feature is that there's no physical keyboard or stylus in the box. Instead, every iPad includes a super-high-resolution touchscreen that you operate using a pointing device you're already intimately familiar with: It's called your finger. (Apple did, however, introduce its first optional stylus and keyboard — the \$149 Apple Pencil and \$169 Smart Keyboard, both of which work with only iPad Pro models.)

Every iPad ever built has a beautiful screen, and since the third-generation they've sported Apple's exclusive high-definition Retina display, which is easily the most beautiful screen we've ever seen on a tablet.

Other things we love include the iPad's plethora of built-in sensors. It has an *accelerometer* to detect when you rotate the device from portrait to landscape mode — and instantly adjust what's on the display accordingly.



TIP

The screen rotates — that is, unless the screen orientation lock is engaged. We tell you more about this feature shortly.

A light sensor adjusts the display's brightness in response to the current ambient lighting conditions. Then there's a three-axis gyro sensor that works with the accelerometer and built-in compass. And most models — the iPad Air 2, iPad mini 4, and iPad Pros — also include Apple's Touch ID sensor, which lets you unlock your iPad with your fingerprint.

Last, but definitely not least, all iPads since the third generation include Siri, a voice-controlled personal assistant happy to do almost anything you ask (as long as your iPad is running iOS 6 or later).

In the following sections, we're not just marveling about the wonderful screen and sensors. Now it's time to take a brief look at the rest of the iPad's features, broken down by product category.

The iPad as a media player

We agree with the late Steve Jobs on this one: The iPad is magical — and without a doubt the best iPod Apple has ever produced. You can enjoy all your existing iPod content — music, audiobooks, audio and video podcasts, iTunes U courses, music videos, television shows, and movies — on the gorgeous color display found on every iPad ever made (even the oldest iPads have gorgeous color displays).



REMEMBER

Here's the bottom line: If you can get the content — be it video, audio, or whatever — into iTunes on your Mac or PC, you can synchronize it and watch or listen to it on your iPad. And, of course, you can always buy or rent content on your iPad in the iTunes Store.

Chapter 3 is all about syncing (transferring media from your computer to your iPad), but for now, just know that some video content may need to be converted to an iPad-compatible format, with the proper resolution, frame rate, bit rate, and file format to play on your iPad. If you try to sync an incompatible video file, iTunes alerts you that an issue exists.



TIP

If you get an error message about an incompatible video file, select the file in iTunes and choose **File** ⇨ **Create New Version**. When the conversion is finished, sync again. Chapter 8 covers video and video compatibility in more detail.

The iPad as an Internet communications device

But wait — there's more! Not only is the iPad a stellar iPod, but it's also a full-featured Internet communications device with — we're about to drop some industry jargon on you — an email client that's compatible with most POP and IMAP mail services, with support for Microsoft Exchange ActiveSync. (For more on this topic, see Chapter 5.) Also onboard is a world-class web browser (Safari) that makes web surfing fun and easy on the eyes, unlike what's on many mobile devices. Chapter 4 explains how to surf the web using Safari.

Another cool Internet feature is Maps, a killer mapping app that's improved in iOS 10. By using GPS (3G or 4G models) or triangulation (Wi-Fi-only models), the iPad can determine your location, let you view maps and satellite imagery, and obtain driving directions and traffic information regardless of where you happen to be. (See Chapter 6 for the scoop on Maps.) You can also find businesses (such as gas stations, pizza restaurants, hospitals, and Apple Stores) with just a few taps. And in iOS 10, you can even use Maps to get directions for public transportation in a handful of US cities (and China), with more cities in both countries coming soon.



TIP

Maps is useful over Wi-Fi but more useful and more accurate on cellular iPads with 3G or 4G.

We dare say that the Internet experience on an iPad is far superior to the Internet experience on any other handheld device.

The iPad as an e-book reader

Download the free iBooks app if you don't already have it, or any of the excellent (and free) third-party e-book readers such as the Kindle and Nook apps, and you'll discover a whole new way of finding and reading books. The iBooks Store and News app (covered in Chapter 10) are chock-full of good reading at prices that are lower than what you'd pay for a printed copy. Better still, when you read an e-book, you're helping the environment and saving trees. Furthermore, some (if not many) titles include audio, video, or graphical content not available in the printed editions. Plus, a great number of good books are free. And best of all, you can carry your entire library in one hand. If you've never read a book on your iPad, give it a try. We think you'll like (or love) it.

The iPad as a multimedia powerhouse

The spectacular screen found on second-generation iPads is superb for personal video viewing, and the Retina display on the third-generation and all later iPads makes the experience even more extraordinary. Add an adapter cable or Apple TV, and your iPad turns into a superb device for watching video on an HDTV (or even a non-HD TV), with support for output resolutions up to 1080p.



TIP

You won't need the (admittedly less expensive) adapter cable if you choose an Apple TV (from \$69), which is a marvelous little device that, among other things, lets you stream audio and video to your HDTV wirelessly.

And iPads include a pair of cameras and the FaceTime video-chatting app, taking the iPad's multimedia acumen to new heights. Chapter 8 gets you started with FaceTime.

The iPad as a platform for third-party apps

At the time of this writing, more than 1.6 million apps were available in the App Store, with over 100 billion downloads to date in categories such as games, business, education, entertainment, healthcare and fitness, music, photography, productivity, travel, and sports. The cool thing is that most of them, even ones designed for the iPhone or iPod touch, also run flawlessly on the iPad.

Of those million+ apps, well over half are designed specifically for the iPad's larger screen, with more arriving daily.

Chapter 11 helps you fill your iPad with all the cool apps your heart desires. We share our favorite free and for-pay apps in Chapters 18 and 19, respectively.

What do you need to use an iPad?

To use your iPad, only a few simple things are required. Here's a list of everything you need:

- » An iPad
- » An Apple ID (assuming that you want to acquire content such as apps, videos, music, iBooks, and podcasts, which you almost certainly do)
- » Internet access — broadband wireless Internet access is recommended

Several years ago, we said you *needed* a computer with iTunes to sync your iPad. That's no longer true; you can activate, set up, update, back up, and restore an iPad wirelessly without a computer.

Although you don't technically *need* a computer, it's nice to have a symbiotic relationship between your iPad and your Mac or PC, because many common tasks are faster and easier using a computer with iTunes than they are on your iPad. If you decide to introduce your iPad to your computer (and we think you should), you need one of the following for syncing (which we discuss at length in Chapter 3):

- » A Mac with a USB 2.0 or 3.0 port, Mac OS X version 10.8.5 or later, and iTunes 12.5 or later
- » A PC with a USB 2.0 or 3.0 port, Windows 7 or later, and iTunes 12.5 or later

iTunes is a free download, available at www.itunes.com/download.

Touring the iPad Exterior

The iPad is a harmonious combination of hardware and software. In the following sections, we take a brief look at the hardware — what's on the outside.

On the top

On the top of your iPad, you find the headphone jack, microphone, and the sleep/wake button, as shown in Figure 1-1:

- » **Sleep/wake button:** This button is used to put your iPad's screen to sleep or to wake it up. It's also how you turn your iPad on or off. To put it to sleep or wake it up, just press the button. To turn it on or off, press and hold down the button for a few seconds.



REMEMBER

Your iPad's battery will run down faster when your iPad is awake, so we suggest that you make a habit of putting it to sleep when you're not using it.

When your iPad is sleeping, nothing happens if you touch its screen. To wake it up, merely press the button again or press the Home button on the front of the device (as described in a moment).

If you use an Apple Smart Cover or Smart Case (or any of the third-party cases that use the Smart Cover mechanism), you can just open the cover to wake your iPad and close the cover to put it to sleep.

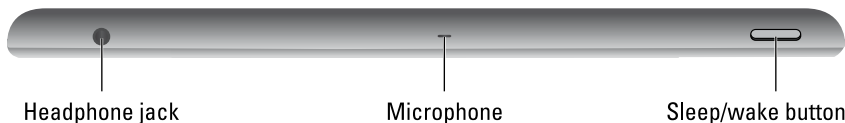
In Chapter 15, you can find out how to make your iPad go to sleep automatically after a period of inactivity.

- » **Headphone jack:** This jack lets you plug in a headset. You can use the Apple headsets or headphones that came with your iPhone or iPod. Or you can use pretty much any headphones or headset that plugs into a 3.5-mm stereo headphone jack.

Throughout this book, we use the words *headphones*, *earphones*, and *headset* interchangeably. Strictly speaking, a headset includes a microphone so that you can talk (or record) as well as listen; headphones or earphones are for listening only. Either type works with your iPad, as do most wireless Bluetooth headsets and new headsets with Lightning connectors (for iPhone 7 and 7 Plus).

- » **Microphone:** The tiny dot in the middle of the top is actually a pretty good microphone. (Hint: You'll sound better if you use a headset — any headset.)

FIGURE 1-1:
The top of
the iPad.



On the bottom

On the bottom of your iPad are the speaker and Lightning connector, as shown in Figure 1-2:

- » **Speaker:** The speaker plays audio — music or video soundtracks — if no headset is plugged in.
- » **Lightning connector:** This connector has three purposes:
 - *Recharge your iPad's battery:* Simply connect one end of the included cable to the iPad's Lightning port and the other end to a USB port.

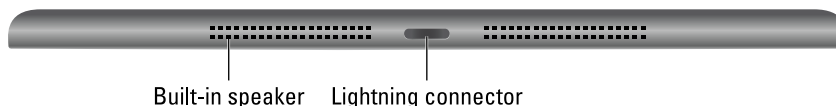


REMEMBER

- **Synchronize your iPad:** Connect one end of the same cable to the Lightning connector and the other end to a USB port on your Mac or PC.
- **Connect your iPad to cameras or televisions using adapters:** Such connectors include the camera connection kit or other adapter cables. Make sure to use an adapter that works with the Lightning connector.

If you connect the USB cable to USB ports on your keyboard, USB hub, display, or other external device, or even the USB ports on an older Mac or PC, you may be able to sync, but more than likely you can't charge the battery. For the most part, only your computer's built-in USB ports (and only recent-vintage computers at that) have enough juice to recharge the battery. If you use an external USB port on a hub, you'll probably see a *Not Charging* message next to the battery icon at the top of the screen (unless the hub has its own AC power source).

FIGURE 1-2:
The bottom of
the iPad.



On the right side

On the right side of your iPad are the volume up and volume down buttons and the ring/silent switch, as shown in Figure 1-3:

» **Ring/silent switch:** When the switch is set to silent mode — the down position, with an orange dot visible on the switch — your iPad doesn't make any sound when you receive new mail or an alert pops up on the screen. Note that the ring/silent switch doesn't silence what you think of as *expected* sounds, which are sounds you expect to hear in a particular app. Therefore, it doesn't silence the iTunes or Videos apps, nor does it mute games and other apps that emit noises. About the only thing the ring/silent switch mutes are unexpected sounds, such as those associated with notifications from apps or the iPad operating system (iOS).



If the switch doesn't mute your notification sounds when engaged (that is, you can see the little orange dot on the switch), look for a little screen orientation icon (shown in the margin) to the left of the battery icon near the top of your screen.

When you flick the ring/silent switch, if you see this icon, it means you've selected the Lock Rotation option in the Settings app's General pane.



TIP

» **Volume up and volume down buttons:** These buttons are just below the ring/silent switch. Press the upper button to increase the volume; press the lower button to decreases the volume.

The Camera app uses the volume up button as an alternative shutter release button to the on-screen shutter release button. Press either one to shoot a picture or start and stop video recording.

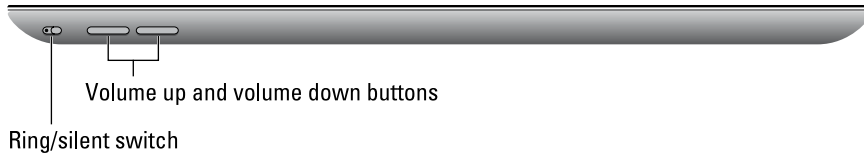


FIGURE 1-3:
The right side
of the iPad.

On the front and back

On the front and back of your iPad, you find the following (labeled in Figure 1-4):

- » **Touchscreen:** You find out how to use the iPad's gorgeous high-resolution color touchscreen in Chapter 2. All we have to say at this time is: Try not to drool all over it.
- » **Home button/Touch ID sensor (iPad Air 2 and iPad mini 3 only):** No matter what you're doing, you can press the Home button at any time to display the Home screen, as shown in Figure 1-4. If you have an iPad Air 2 or iPad mini 3, your Home button doubles as a Touch ID sensor, and you can use your fingerprint (or a passcode) to unlock your phone and authenticate purchases.
- » **Front camera:** The front camera is serviceable and delivers decent-enough video for video chats and such, but it's not particularly good for taking still photos.
- » **App icons:** Each of the 20 icons shown on the screen (see Figure 1-4) launches an included iPad app. You read more about these apps later in this chapter and throughout the rest of the book.
- » **Rear camera:** iPads have a better camera (than the one in front) on the backside, just below the sleep/wake button. The iPad 2's rear camera captures decent video at 720p and shoots fair-to-middling stills; all other iPads have better rear cameras that shoot nice HD video at 1080p and very nice stills.



FIGURE 1-4:
The front and
back of the
iPad: a study
in elegant
simplicity.

Status bar

The status bar, which is at the top of the screen, displays tiny icons that provide a variety of information about the current state of your iPad:



» **Airplane mode:** Airplane mode should be enabled when you fly. It turns off all wireless features of your iPad — the cellular, 4G, 3G, GPRS (General Packet Radio Service), and EDGE (Enhanced Datarate for GSM Evolution) networks; Wi-Fi; and Bluetooth — so you can enjoy music, video, games, photos, or any app that doesn't require an Internet connection while you're in the air.

Tap the Settings app and then tap the Airplane Mode switch on (so green is displayed). The icon shown in the margin appears on the left side of your status bar whenever airplane mode is enabled.



REMEMBER

Disable airplane mode when the plane is at the gate before takeoff or after landing so you can send or receive email and iMessages.

There's no need to enable airplane mode on flights that offer onboard Wi-Fi unless you have a cellular-equipped iPad. On such flights it's perfectly safe to use your iPad's Wi-Fi while you're in the air (but not until the captain says so).

To use Wi-Fi in flight with a cellular iPad, first enable airplane mode and then reenable Wi-Fi.

LTE

» **LTE (Wi-Fi + 4G models only):** This icon lets you know that your carrier's 4G LTE network is available and your iPad can use it to connect to the Internet.

3G

» **3G (Wi-Fi + 3G models only):** This icon informs you that the high-speed 3G data network from your wireless carrier (that's AT&T, Verizon, Sprint, and T-Mobile in the United States) is available and that your iPad can connect to the Internet via 3G. (Wondering what 3G, 4G, and these other data networks are? Check out the nearby sidebar, "Comparing Wi-Fi, 4G, LTE, 3G, GPRS, and EDGE.")



» **GPRS (Wi-Fi + 3G and 4G models only):** This icon says that your wireless carrier's GPRS data network is available and that your iPad can use it to connect to the Internet.



» **EDGE (Wi-Fi + 3G and 4G models only):** This icon tells you that your wireless carrier's EDGE network is available and you can use it to connect to the Internet.



» **Wi-Fi:** If you see the Wi-Fi icon, your iPad is connected to the Internet over a Wi-Fi network. The more semicircular lines you see (up to three), the stronger the Wi-Fi signal. If your iPad has only one or two semicircles of Wi-Fi strength, try moving around a bit. If you don't see the Wi-Fi icon on the status bar, Internet access with Wi-Fi is not currently available.



» **Personal hotspot:** You see this icon when you're sharing your Internet connection with computers or other devices over Wi-Fi. Personal hotspot is available for every iPad except the iPad 2 and may not be available in all areas or from all carriers. Additional fees may apply. Contact your wireless carrier for more information.



» **Syncing:** This icon appears on the status bar when your iPad is syncing with iTunes on your Mac or PC.



» **Activity:** This icon tells you that some network or other activity is occurring, such as over-the-air synchronization, the sending or receiving of email, or the loading of a web page. Some third-party apps use this icon to indicate network or other activity.



» **VPN:** This icon shows that you're currently connected to a virtual private network (VPN).



» **Lock:** This icon tells you when your iPad is locked. See Chapter 2 for information on locking and unlocking your iPad.



» **Screen orientation lock:** This icon appears when the screen orientation lock is engaged.



» **Location Services:** This icon appears when an app (such as Maps; see Chapter 6 for more about the Maps app) is using Location Services (GPS) to establish your physical location (or at least to establish the physical location of your iPad).



» **Do Not Disturb:** This icon appears whenever Do Not Disturb is enabled, silencing incoming FaceTime calls and alerts. See Chapter 15 for details on Do Not Disturb.



» **Play:** This icon informs you that a song is currently playing. You find out more about playing songs in Chapter 7.



» **Bluetooth:** This icon indicates the current state of your iPad's Bluetooth connection. If you see this icon on the status bar, Bluetooth is on, and a device (such as a wireless headset or keyboard) is connected. If the icon is gray, Bluetooth is turned on, but no device is connected. If the icon is white, Bluetooth is on, and one (or more) devices are connected. If you don't see a Bluetooth icon, Bluetooth is turned off. Chapter 15 goes into more detail about Bluetooth.

COMPARING WI-FI, 4G, LTE, 3G, GPRS, AND EDGE

Wireless (that is, cellular) carriers may offer one of three data networks relevant to the iPad as of this writing. For now anyway, only the third-generation and later iPads can take advantage of the speediest 4G or LTE networks, which carriers are rolling out as fast as they can. The second-fastest network is called 3G, and there are older, even slower data networks called EDGE and GPRS. Your iPad starts by trying to connect to the fastest network it supports. If it makes a connection, you see the 4G or 3G icon on the status bar. If it can't connect to a 4G or 3G network, it tries to connect to a slower EDGE or GPRS network, and you see EDGE or GPRS icons on the status bar.

Most Wi-Fi networks, however, are faster than even the fastest 4G cellular data network — and much faster than 3G, EDGE, or GPRS. So, because all iPads can connect to a Wi-Fi network if one is available, they do so, even when a 4G, 3G, GPRS, or EDGE network is also available.

Last but not least, if you don't see one of these icons — 4G, 3G, GPRS, EDGE, or Wi-Fi — you don't currently have Internet access. Chapter 4 offers more details about these different networks.



» **Bluetooth Battery:** Displays the battery level of supported Bluetooth devices (while paired). Only certain devices — mostly headsets and speakers — support this feature. If you see this icon in your status bar, it's telling you the approximate battery level of whichever supported device is currently paired with your iPad.



» **Battery:** This icon shows the level of your battery's charge, and also indicates when you're connected to a power source. It's completely filled when you aren't connected to a power source and your battery is fully charged. It then empties as your battery becomes depleted. You see an on-screen message when the charge drops to 20 percent or below, and another when it reaches 10 percent.

Discovering the Delectable Home Screen and Dock Icons

The iPad Home screen and dock display 20 icons, with each icon representing a different built-in app or function. Because the rest of the book covers each and every one of these babies in full and loving detail, we merely provide brief descriptions here.

To get to your Home screen, tap the Home button. If your iPad is asleep when you tap, the unlock screen appears. After your iPad is unlocked, you see whichever page was on the screen when it went to sleep. If that happens to have been the Home screen, you're golden. If it wasn't, merely tap the Home button again to summon your iPad's Home screen.

In the following sections, we tell you briefly about the icons preloaded on your iPad's first Home screen page, as well as the icons you find on the dock that are always accessible from each Home screen.

Home is where the screen is

If you haven't rearranged your icons, you see the following apps on the first Home screen, starting at the top left:

» **FaceTime:** Use this app to participate in FaceTime video chats, as you discover in Chapter 8.



NEW

- » **Calendar:** No matter what calendar program you prefer on your Mac or PC (as long as it's iCal, Calendar, Microsoft Entourage, or Microsoft Outlook or online calendars such as Google or iCloud), you can synchronize events and alerts between your computer and your iPad. Create an event on one device, and the event is automatically synchronized with the other device the next time the two devices are connected. Neat stuff.
- » **Photos:** This app is the iPad's terrific photo manager, which just keeps getting better. It lets you view pictures from a camera or SD card (using the optional camera connection kit), screen shots of your iPad screen, photos synced from your computer, saved from an email or web page, or saved from one of the myriad third-party apps that let you save your handiwork in the Photos app. You can zoom in or out, create slideshows, email photos to friends, crop, do a bit of image editing, and much more. And it's where you'll find the Camera Roll album with photos and videos you've taken with your iPad. To get started, see Chapter 9.
- » **Camera:** You use this app to shoot pictures or videos with your iPad's front- or rear-facing camera. You find out more in Chapters 8 (videos) and 9 (camera).
- » **Contacts:** This handy little app contains information about the people you know. Like the Calendar app, it synchronizes with the Contacts app on your Mac or PC (as long as you keep your contacts in Address Book, Contacts, Microsoft Entourage, or Microsoft Outlook), and you can synchronize contacts between your computer and your iPad. If you create a contact on one device, the contact is automatically synchronized with the other device the next time your devices are connected. Chapter 12 explains how to start using the Calendar and Contacts apps.
- » **Clock:** The Clock app includes alarm clocks, timers, and more. You hear more about this nifty app in Chapter 13.
- » **Maps:** This app is among our favorites. View street maps or satellite imagery of locations around the globe, or ask for directions, traffic conditions, or even the location of a nearby pizza joint. You can find your way around the Maps app with the tips you find in Chapter 6.
- » **Home:** This new-in-iOS-10 app lets you control smart appliances that conform to Apple's HomeKit standard.
- » **Videos:** This handy app is the repository for your movies, TV shows, and music videos. You add videos via iTunes on your Mac or PC or by purchasing them from the iTunes Store with the iTunes app on your iPad. Check out Chapter 8 to find out more.

- » **Photo Booth:** This one is a lot like those old-time photo booths, but you don't have to feed it money. You discover details about Photo Booth in Chapter 9.
- » **Notes:** This program enables you to type notes while you're out and about. You can send the notes to yourself or to anyone else through email, or you can just save them on your iPad until you need them. For help as you start using Notes, flip to Chapter 13.
- » **Reminders:** This app may be the only to-do list you ever need. It integrates with iCal, Calendar, Outlook, and iCloud, so to-do items and reminders sync automatically with your other devices, both mobile and desktop. You'll hear much more about this great app, but you have to wait until Chapter 13.
- » **News:** This app is where you'll find news culled from magazines, newspapers, and websites. You read more about News in Chapter 10.
- » **iTunes Store:** Tap this puppy to purchase music, movies, TV shows, audio-books, and more. You find more info about iTunes (and the Music app) in Chapter 7.
- » **App Store:** This icon enables you to connect to and search the iTunes App Store for iPad apps that you can purchase or download for free over a Wi-Fi or cellular data network connection. Chapter 11 is your guide to buying and using apps from the App Store.
- » **iBooks:** You use iBooks to read books, which you can buy in the iTunes Store.
- » **Settings:** Tap this icon to change settings for your iPad and its apps. With so many settings in the Settings app, you'll be happy to hear that Chapter 15 is dedicated exclusively to Settings.

Now, swipe from right to left across the first Home screen to make the second Home screen appear. Its icons include the following:

- » **Tips:** This app offers tips from Apple on doing more with your iPad. And here's a tip about Tips: Apple pushes new tips to the app every week, so if you haven't looked at the app lately, consider doing so to see what's new.
- » **Podcasts:** Use the Podcasts app to (d'oh!) listen to your favorite podcasts, which you download and subscribe to (let's all say it together this time) in the iTunes Store.
- » **Find Friends:** See the locations of friends and family who opt in.
- » **Find iPhone:** If your iPad (or iPhone or iPod touch) goes missing, use this app to determine its last known location.

- » **iCloud Drive:** This app (if enabled in Settings ⇨ iCloud ⇨ iCloud Drive) contains all documents you've saved to your iCloud Drive. Apple apps as well as many third-party apps know how to use it.

Sittin' on the dock of the iPad

At the bottom of the iPad screen are the final four icons, sitting on a special shelf-like area called the *dock*.



REMEMBER

The thing that makes the icons on your dock special is that they're available on every Home screen.

By default, the dock icons are

- » **Messages:** This app provides to iPads, iPhones, iPod touches, and Macs a unified messaging service dubbed iMessage. You can exchange unlimited free text or multimedia messages with any other device running iOS 5 or later (the iPad, iPhone, and iPod touch) or Mac OS X Mountain Lion or later. Find out more about iMessage in Chapter 5.
- » **Mail:** This app lets you send and receive email with most POP3 and IMAP email systems and, if you work for a company that grants permission, Microsoft Exchange, too. Chapter 5 helps you start emailing everyone you know from your iPad.
- » **Safari:** Safari is your web browser. If you're a Mac user, you know that already. If you're a Windows user who hasn't already discovered the wonderful Safari for Windows, think Internet Explorer on steroids. Chapter 4 shows you how to start using Safari on your iPad.
- » **Music:** Last but not least, this icon unleashes all the power of an iPod right on your iPad so that you can listen to music or podcasts. You discover how the Music app works in Chapter 7.



TIP

The dock on all iPads can hold up to six icons. Feel free to add icons to or remove icons from the dock until it feels right to you. Press and hold down on an icon until all the icons wiggle. Then drag the icon to where you want it. Press the Home button to save your arrangement.

Two last points:

- » iOS 5 introduced the totally useful Notification Center, which becomes better and more useful with each new version of iOS. We wanted to mention it even though it doesn't have an icon of its own. You hear much more about it in Chapter 13; to see it now (we know you can't wait), swipe your iPad screen from top to bottom to make it appear. Then swipe from bottom to top to put it away again.
- » We'd be remiss not to mention the even more useful Control Center, with controls for Wi-Fi, Bluetooth, audio playback, and more, all available from any screen in any app. You discover much more about Control Center in Chapter 14, but if you just can't stand the suspense, put your finger at the very bottom of your iPad screen and swipe upward to check out Control Center (and then swipe downward or tap the Home button to put it away).

- » Mastering multitouch
- » Cutting, copying, and pasting
- » Multitasking with your iPad
- » Spotlighting search

Chapter 2

iPad Basic Training

By now you know that the iPad you hold in your hands is very different from other computers.

You also know that these slate-style machines are rewriting the rule book for mainstream computing. How so? For starters, iPads don't come with a mouse or any other kind of pointing device. They lack traditional computing ports or connectors, such as USB. And they have no physical or built-in keyboard, though Apple will sell you a Smart Keyboard accessory for the iPad Pro models.

iPads even differ from other so-called tablet PCs, some of which feature a pen or stylus and let you write in digital ink. As we point out (pun intended) in Chapter 1, the iPad relies on an input device that you always have with you: your finger. Okay, so the iPad Pros you meet in this book also break that longstanding iPad rule, at least if you spring for the Apple Pencil accessory.

Tablet computers of one form or another have actually been around since the last century. They just never captured the fancy of Main Street. Apple's very own Newton, an ill-fated 1990s personal digital assistant, was among the machines that barely made a dent in the market.

What's past is past, of course, and technology — not to mention Apple itself — has come a long way since Newton. And suffice it to say that in the future, tablets — led by the iPad brigade, of course — promise to enjoy a much rosier outlook.

If you were caught up in the initial mania surrounding the iPad, you probably plotted for weeks about how to land one. After all, the iPad, like its close cousin the iPhone, rapidly emerged as the hippest computer you could find. (We consider you hip just because you're reading this book.) You had to plot to get subsequent versions as well.

Speaking of the iPhone, if you own one or its close relative, the Apple iPod touch, you already have a gigantic start in figuring out how to master the iPad multitouch method of navigating the interface with your fingers. If you've been using iOS 10 on those devices, you have an even bigger head start. You have our permission to skim the rest of this chapter, but we urge you to stick around anyway because some things on the iPad work in subtly different ways than on the iPhone or iPod touch. If you're a total novice, don't fret. Nothing about multitouch is painful.

Getting Started on Getting Started

We've always said that you needed the following four things to enjoy your new iPad, but starting with iOS 5, you don't *need* a computer (and the connection to iTunes and whatever program you use to store your contacts) to use an iPad. You see, iOS 5 was the first operating system to allow you to activate, set up, and apply iOS updates to an iPad wirelessly, without having to connect it to a computer. All the ensuing versions of iOS continued the tradition. We show you how to get your iPad set up without a computer in the next section; in Chapter 3, we show you how to set up your iPad with your computer.

Because even though you don't *need* a computer, we think you'll prefer using your iPad with one rather than without one.



TIP

In our experience, many tasks — such as iOS software updates and rearranging app icons — are faster and easier to do using iTunes on a Mac or PC than on the iPad. Having a backup for your data helps too. Actually, it more than helps. A backup can be a lifesaver.

Now, here are those four things you need to use your iPad:

» **A computer:** As we point out, you don't really need a computer, though it's helpful to use your iPad with one just the same. The computer can be a Macintosh running Mac OS X version 10.5.8 or later or macOS Sierra, or a PC running Windows 10, Windows 8, Windows 7 (or Windows Vista or Windows XP Home or Professional Edition with Service Pack 3 or later if you still have such a machine).

The iCloud service has higher requirements: Mac OS X Mountain Lion, Lion (10.7), Mavericks, Yosemite, El Capitan, or macOS Sierra for Macs; or Windows Vista, Windows 7, Windows 8, or Windows 10 for PCs. Flip to Chapter 3 for details about iCloud.

- » **iTunes software:** More specifically, you need version 10.7 or later of iTunes — emphasis on the *later* because by the time you read this, it will be later. After all, iTunes was up to version 12.5.1.21 by the time we were preparing this book.

Apple constantly tweaks iTunes to make it better. You can go to www.itunes.com/download to fetch a copy. Or launch your current version of iTunes and then choose iTunes → Check for Updates.

The uninitiated might want to know that *iTunes* is the nifty Apple jukebox software that owners of iPods and iPhones, not to mention PCs and Macs, use to manage music, videos, apps, and more. iTunes is at the core of the iPad as well, because an iPod is built into the iPad, as part of the Music app. You can use iTunes to synchronize a bunch of stuff from your Mac or PC to and from an iPad, including (but not limited to) apps, photos, movies, TV shows, podcasts, iTunes U lectures, and of course, music.

Syncing is such a vital part of this process that we devote an entire chapter (Chapter 3) to the topic.

- » **An Apple ID account:** Read Chapter 7 for details on how to set up an account. Like most things Apple, the process isn't difficult. You'll want an account to download content from iTunes, the App Store, or to take advantage of iCloud.
- » **Internet access:** Your iPad can connect to the Internet in either of two ways: Wi-Fi or cellular (if you bought an iPad with 3G or 4G capabilities). You can connect your iPad to cyberspace via Wi-Fi in your home, office, school, favorite coffeehouse, bookstore, or numerous other spots.



TECHNICAL
STUFF

At press time, 3G (third-generation) and 4G (fourth-generation) wireless data connections were available from many carriers in countries too numerous to mention; in the United States, you can choose among AT&T, Sprint, Verizon Wireless, and T-Mobile. Those wireless carriers are pretty far along building the zippier 4G (fourth-generation) networks across the United States, with Verizon in the lead rolling out the fastest variety, called *LTE* (Long Term Evolution). While the others play catch-up on LTE, the latest iPads on AT&T and T-Mobile makes nice with other pretty fast networks, including something known as *HSPA+*.

As this book goes to press, data rates (no contract required) are reasonably priced as long as you don't stream or download a lot of movies or watch tons of videos while connected over 3G or 4G. For as little as \$5 in some instances, you can purchase a day pass for data instead of opting for a monthly plan.