

Teach Yourself
VISUALLY™

Covers
iOS 11
and iPad,
iPad Pro, and
iPad mini

iPad®

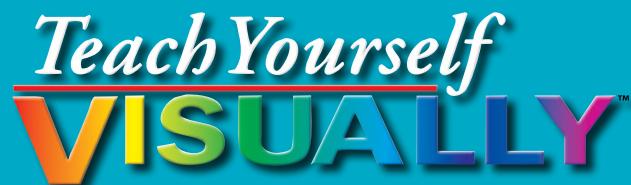
The Fast and Easy Way to Learn

6th Edition



Guy Hart-Davis

Visual
A Wiley Brand



iPad[®] 6th Edition



iPad® 6th Edition

by Guy Hart-Davis

Teach Yourself VISUALLY™ iPad® 6th Edition

Published by

John Wiley & Sons, Inc.

10475 Crosspoint Boulevard

Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

Copyright © 2018 by John Wiley & Sons, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at www.wiley.com/go/permissions.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2017955901

ISBN: 978-1-119-46389-4

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, the Wiley logo, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. iPad, iPad mini, iPad Air, and iPad Pro are trademarks or registered trademarks of Apple, Inc. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book. *Teach Yourself VISUALLY™ iPad® 6th Edition* is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple, Inc.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993 or fax 317-572-4002.

For technical support please visit <https://hub.wiley.com/community/support>.

Credits

Executive Editors

Riley Harding
Jody Lefever

Project Editor

Lynn Northrup

Technical Editor

Galen Gruman

Copy Editor

Lynn Northrup

Production Editor

Barath Kumar Rajasekaran

Manager, Content Development & Assembly

Mary Beth Wakefield

Vice President, Professional Technology Strategy

Barry Pruett

About the Author

Guy Hart-Davis is the author of *Teach Yourself VISUALLY iPhone 8, iPhone 8 Plus, and iPhone X*; *Teach Yourself VISUALLY MacBook, 4th Edition*; *Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition*; *Teach Yourself VISUALLY Apple Watch*; *Teach Yourself VISUALLY Samsung Galaxy S6*; *Teach Yourself VISUALLY iMac, 3rd Edition*; *iMac Portable Genius, 4th Edition*; and *iWork Portable Genius, 2nd Edition*.

Author's Acknowledgments

My thanks go to the many people who turned my manuscript into the highly graphical book you are holding. In particular, I thank Riley Harding and Jody Lefevere for asking me to write the book; Lynn Northrup for keeping me on track and skillfully editing the text; Galen Gruman for reviewing the book for technical accuracy and contributing helpful suggestions; and SPi Global for laying out the book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to tap to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Troubleshoot Wi-Fi Connections

Troubleshooting Your iPad

CHAPTER
12

Normally, your iPad automatically reconnects to Wi-Fi networks to which you have previously connected it, and maintains those connections without problems. But you may sometimes need to request the network address for your iPad again, a process called *renewing the lease on the IP address*. You may also need to tell your iPad to forget a network and then rejoin the network manually, providing the password again.

Troubleshoot Wi-Fi Connections

Renew the Lease on the IP Address of Your iPad

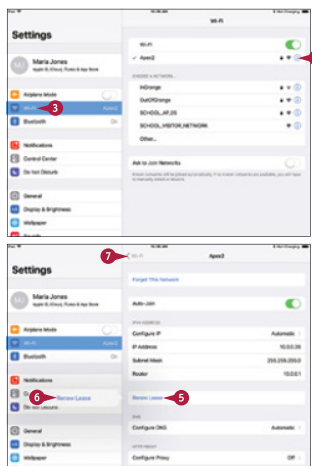
- 1 Press **Home**.
The Home screen appears.
- 2 Tap **Settings** (⚙️).
The Settings screen appears.
- 3 Tap **Wi-Fi** (📶).
The Wi-Fi screen appears.
- 4 Tap **Information** (ℹ️) to the right of the network for which you want to renew the lease.

The network's screen appears.

- 5 Tap **Renew Lease**.
The Renew Lease pop-up button appears.

- 6 Tap **Renew Lease**.
The Wi-Fi screen appears.

Note: If the IP Address readout shows an IP address starting with 169, your router may be misconfigured. 169 at the start indicates the device has a self-assigned IP address, which usually means it cannot get an address from the router.



Forget a Network and Then Rejoin It

- 1 On the Wi-Fi screen, tap **Information** (ℹ️) to the right of the network.
- 2 Tap **Forget This Network**.
The Forget Wi-Fi Network dialog opens.
- 3 Tap **Forget**.
The iPad removes the network's details.

- 4 The Wi-Fi screen appears again.
- 5 Tap the network's name.
- 6 The Enter Password dialog opens.
- 7 Type the password for the network.
- 8 Tap **Join**.
The iPad joins the network.

TIP

What else can I do to reestablish my Wi-Fi network connections?

If you are unable to fix your Wi-Fi network connections by renewing the IP address lease or by forgetting and rejoining the network, as described in this section, try restarting your iPad. If that does not work, press **Home**, tap **Settings** (⚙️), tap **General** (Ⓐ), and then tap **Reset** to display the Reset screen. Tap **Reset Network Settings**, type your passcode if prompted, and then tap **Reset** in the Reset Network Settings dialog. After this, you will need to set up each connection again manually.



Table of Contents

Chapter 1

Getting Started with Your iPad

Identify and Compare the iPad Models 4

Meet Your iPad’s Controls 8

Download, Install, and Set Up iTunes..... 10

Begin Setup and Activate Your iPad 12

Set Up Your iPad as New Using iCloud 16

Set Up Your iPad from an iCloud Backup..... 20

Set Up Your iPad Using iTunes 22

Choose Which Items to Sync from Your Computer..... 24

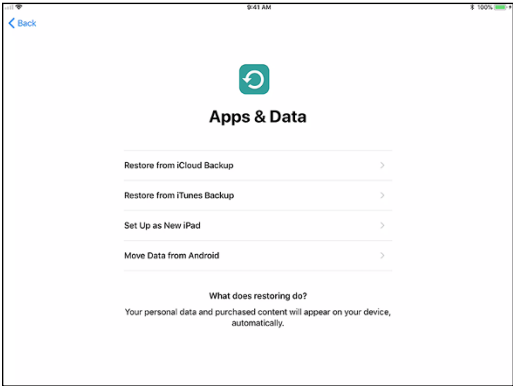
Sync Your iPad with Your Computer via Wi-Fi 28

Explore the Interface and Launch Apps 30

Using Cover Sheet and Today View..... 32

Using Control Center 34

Using the Dock..... 36



Chapter 2

Personalizing Your iPad

Find the Settings You Need 40

Set Up and Configure iCloud 42

Choose Which Apps Can Give Notifications..... 46

Choose Sounds Settings 48

Configure Display, Brightness, and Night Shift 50

Set Home Screen and Lock Screen Wallpaper 52

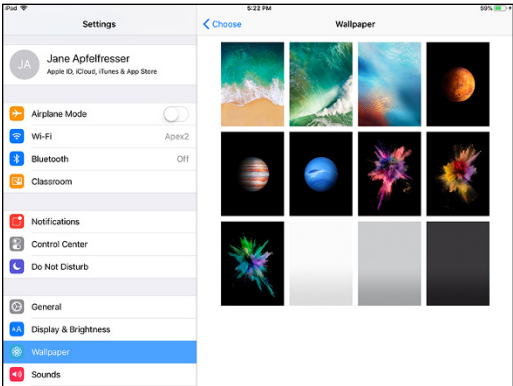
Choose Privacy and Location Settings 54

Configure Search and Find What You Need 56

Choose Locking and Control Center Settings..... 58

Set Up and Use Do Not Disturb Mode 60

Secure Your iPad with Touch ID or a Passcode..... 62



Configure Restrictions and Parental Controls 64

Set Up Family Sharing and Add Members 66

Choose Date, Time, and Region Settings..... 68

Chapter 3

Working with Voice and Accessibility

Give Commands with Siri..... 72

Dictate Text Using Siri..... 74

Gather and Share Information with Siri 76

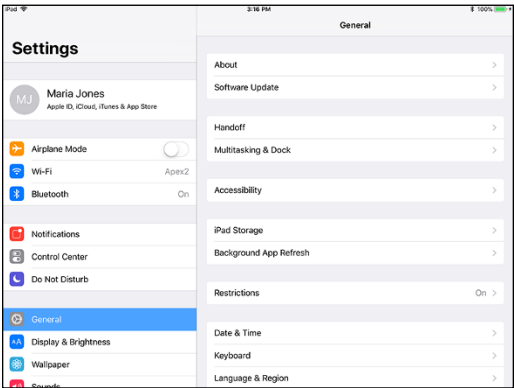
Configure Siri to Work Your Way 78

Using VoiceOver to Identify Items On-Screen 80

Configure Other Accessibility Features..... 82

Using a Hardware Keyboard 88

Using Your iPad with Your Mac..... 90



Chapter 4

Setting Up Communications

Set Up Your Mail Accounts 94

Set Up an Exchange Server Account..... 96

Set Your Default Account and Create Signatures 98

Choose How Your iPad Gets Your E-Mail.....100

Control How Your iPad Displays Your E-Mail102

Organize Your E-Mail Messages by Threads104

Add People to the VIP Inbox106

Choose How Your iPad Displays Your Contacts108

Choose Alert Options for Calendar Events.....110

Choose Your Default Calendar and Time Zone112

Choose Settings for Notes114

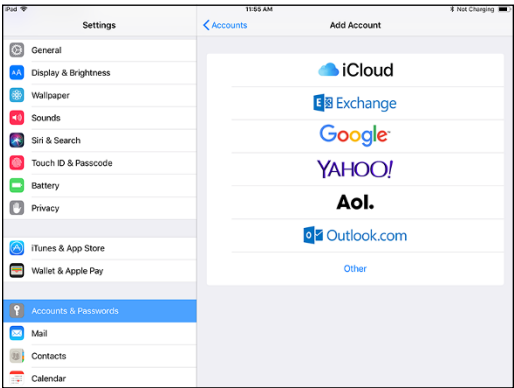


Table of Contents

Chapter 5

Networking and Communicating

Using Airplane Mode118

Connect Bluetooth Devices to Your iPad120

Control Cellular Data and Background Refresh122

Connect Your iPad to a Different Carrier124

Specify Your iPad’s Cellular Access Point.....125

Share Items via AirDrop126

Share Your Cellular iPad’s Internet Access128

Connect to Wi-Fi Networks and Hotspots130

Connect to a Network via VPN.....134

Send Text and Multimedia Messages136

Using Emoji and Other iMessage Features138

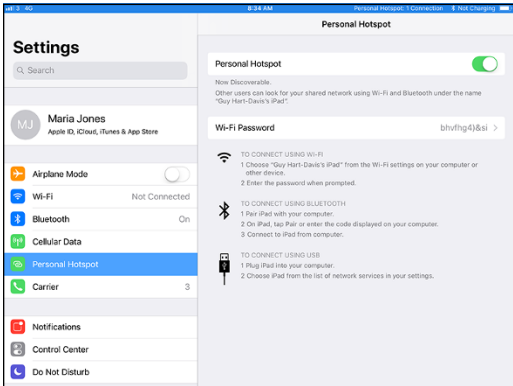
Manage Your Instant Messages140

Mute a Conversation or Share Your Location.....142

Choose Settings for Messages144

Block and Unblock Senders.....146

Chat Face-to-Face Using FaceTime148



Chapter 6

Working with Apps and Files

Customize the Home Screen and the Dock.....152

Organize Apps with Folders154

Switch Quickly from One App to Another156

Multitask with Split-Screen Views158

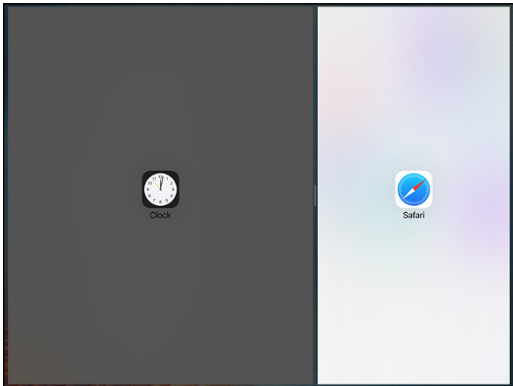
Find the Apps You Need.....164

Update and Remove Apps.....166

Manage Automatic Downloads and Your Apple ID.....168

Manage Files with the Files App170

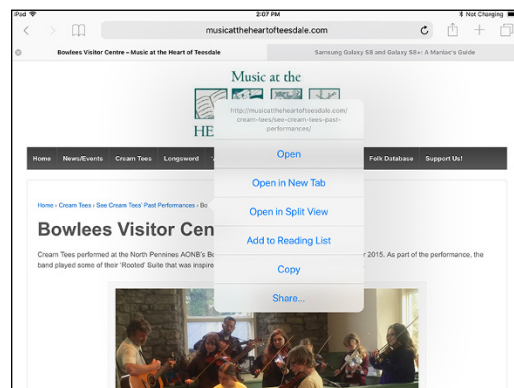
Enter Text Quickly in Apps.....174



Cut, Copy, and Paste Text.....	176
Bold, Italicize, Underline, and Replace Text.....	178
Take Screenshots and Use Instant Markup.....	180

Chapter 7 Browsing the Web and Sending E-Mail

Browse the Web with Safari	184
Access Websites Quickly with Bookmarks	186
Create Bookmarks to Access Pages Quickly.....	188
Keep a Reading List of Web Pages	190
Fill In Forms Quickly with AutoFill	192
Tighten Up Safari's Security.....	194
Read Your E-Mail Messages	196
Reply To or Forward an E-Mail Message.....	198
Organize Your Messages in Mailbox Folders	200
Write and Send E-Mail Messages.....	202
View Files Attached to Incoming Messages	204



Chapter 8 Keeping Your Life Organized

Browse or Search for Contacts.....	208
Create a New Contact	210
Share Contacts via E-Mail and Messages	212
Browse Existing Events in Your Calendars	214
Create New Events in Your Calendars.....	216
Work with Calendar Invitations	218
Track Your Commitments with Reminders.....	220
Take Notes.....	224
Find Your Location with the Maps App	230

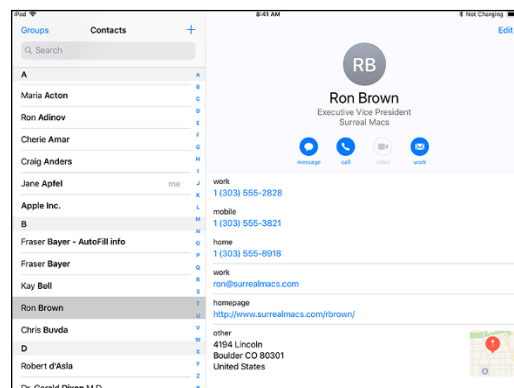


Table of Contents

Find Directions with the Maps App232

Using the Maps App’s Favorites and Contacts234

Using the Clock App236

Using Apple Pay238

Chapter 9

Playing Music and Videos

Navigate the Music App and Set Preferences242

Play Music Using the Music App246

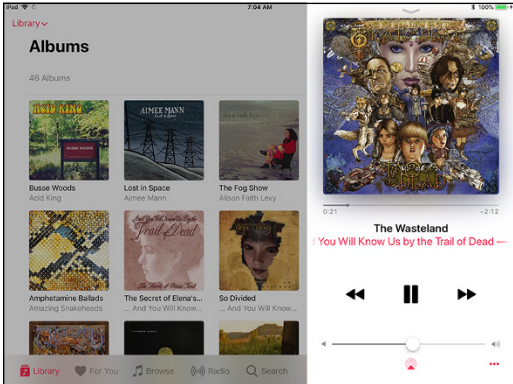
Play Videos Using the TV App248

Play Music and Videos Using AirPlay250

Create a Music Playlist254

Configure iPad Audio Settings.....256

Listen to Apple Music Radio258



Chapter 10

Working with Photos and Books

Browse Photos Using Years, Collections, and Moments264

Browse Shared Photos266

Browse Photos Using Albums268

Create Albums270

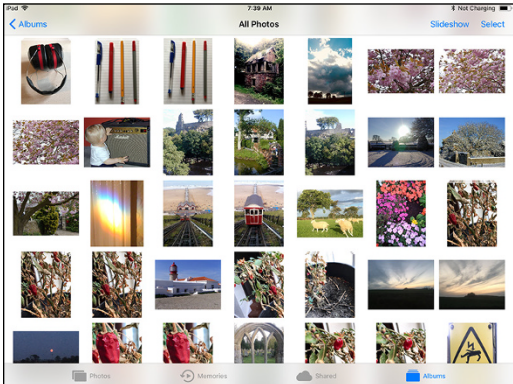
Share Photos Across Your Devices and Computers.....272

Share Photo Albums with Other People via iCloud274

Share and Use Your Photos.....276

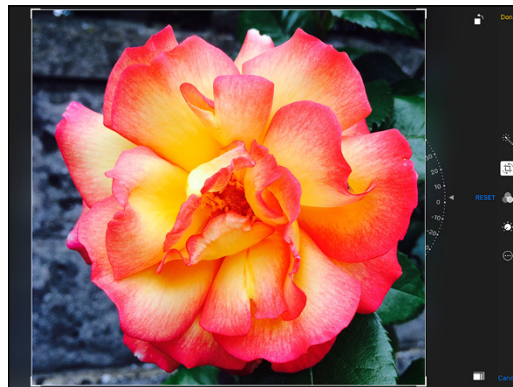
Play Slide Shows of Photos.....278

Read Digital Books with iBooks.....280



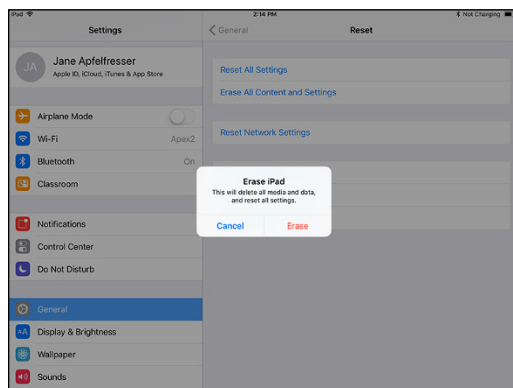
Chapter 11 Taking Photos and Videos

Take Photos with the Camera App.....	284
Take HDR Photos and Square Photos	286
Using the Self-Timer and the Grid.....	288
Take Time-Lapse Movies.....	290
Take Fun Photos with Photo Booth	292
Crop, Rotate, and Straighten Photos	294
Enhance Photos.....	296
Reduce Red-Eye in Photos	297
Adjust the Colors in Photos	298
Apply Filters to Photos	300
Capture Video.....	302



Chapter 12 Troubleshooting Your iPad

Close an App That Has Stopped Responding	306
Update the Software on Your iPad	308
Extend Your iPad's Runtime on the Battery	310
Back Up and Restore Your iPad Using iTunes.....	312
Back Up and Restore Your iPad Using iCloud	314
Restore the Operating System Using iTunes.....	316
Restore Your iPad to Factory Settings	318
Troubleshoot Wi-Fi Connections	320
Locate Your iPad with Find My iPad	322

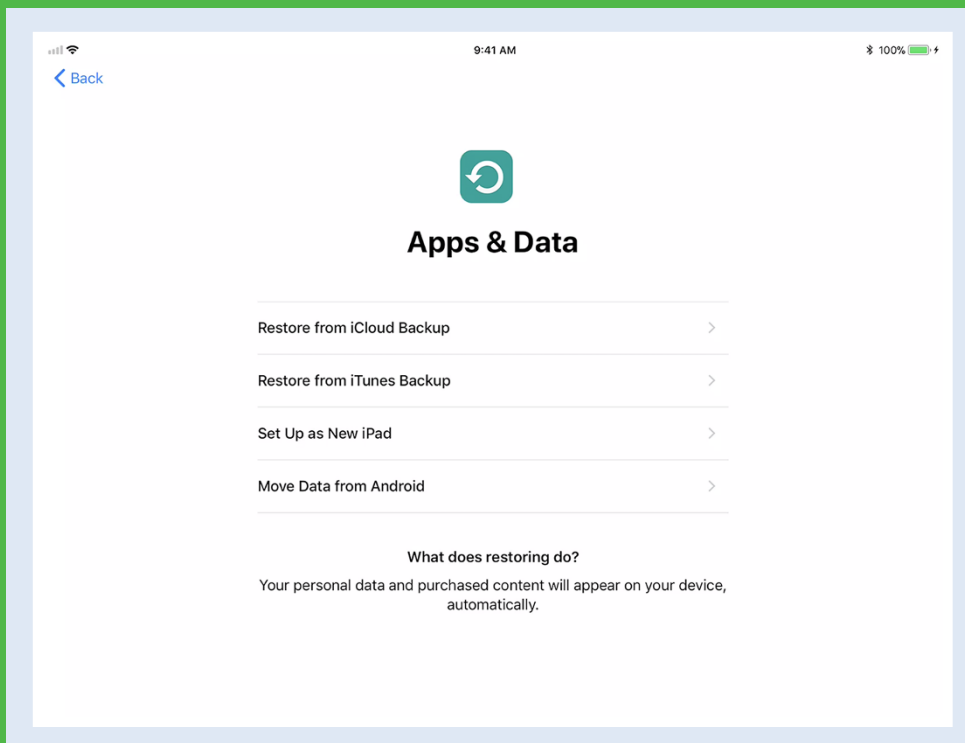


Index.....	326
-------------------	------------

CHAPTER 1

Getting Started with Your iPad

The iPad is a series of powerful and extremely popular touch-screen tablet computers created by Apple. You can use an iPad either as a full-powered computing device on its own or as a companion device to your Mac or PC. In this chapter, you set up your iPad, sync data to it, and learn to use the user interface.



Identify and Compare the iPad Models	4
Meet Your iPad's Controls	8
Download, Install, and Set Up iTunes	10
Begin Setup and Activate Your iPad	12
Set Up Your iPad as New Using iCloud.	16
Set Up Your iPad from an iCloud Backup.	20
Set Up Your iPad Using iTunes	22
Choose Which Items to Sync from Your Computer	24
Sync Your iPad with Your Computer via Wi-Fi	28
Explore the Interface and Launch Apps	30
Using Cover Sheet and Today View	32
Using Control Center	34
Using the Dock.	36

Identify and Compare the iPad Models

The Apple iPad is the most popular tablet computer on the market. Powerful, elegantly designed, and easy to use, the iPad can take over many of the tasks you normally perform on your desktop or laptop computer, such as surfing the web, exchanging e-mail messages, performing desktop publishing, and playing video games.

Understand the Choice of iPad Models

The iPad comes in three sizes: small, medium, and large. The small size consists of the iPad mini models. The medium size includes the model called simply “iPad” and the smaller iPad Pro model. The large size is the full-size iPad Pro.

Compare Screen Size and Device Size

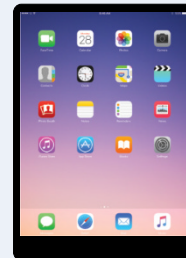
Recent iPad mini models have a 7.9-inch screen with 2048×1536 pixels at a resolution of 326 pixels per inch, or ppi. The iPad has a 9.7-inch screen with 2048×1536 pixels at a resolution of 264 ppi. The smaller iPad Pro has a 10.5-inch screen with 2224×1668 pixels at a resolution of 264 ppi. The full-size iPad Pro has a 12.9-inch screen with 2732×2048 pixels at a resolution of 264 ppi. All of these screen measurements are diagonal.

Although the difference in diagonal measurements sounds small — less than 2 inches between the iPad mini and the iPad, and just over 3 inches between the iPad and the full-size iPad Pro — the difference in screen size is dramatic. The iPad screen is one-and-a-half times as large as the iPad mini screen. The full-size iPad Pro screen is one-and-three-quarter times as large as the iPad screen, and more than two-and-a-half times as large as the iPad mini screen.

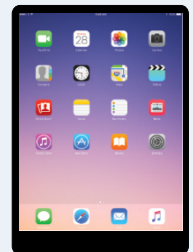
The iPad mini measures 8 inches tall \times 5.3 inches wide and weighs around two-thirds of a pound. The iPad measures 9.4 inches tall \times 6.6 inches wide and weighs around 1 pound. The 10.5-inch iPad Pro measures 9.8 inches tall \times 6.8 inches wide and weighs just over 1 pound. The full-size iPad Pro measures 12 inches tall \times 8.68 inches wide and weighs around 1.5 pounds.



iPad mini



10.5-inch iPad Pro



iPad



12.9-inch iPad Pro

Compare iPad Storage Capacity

Apple offers the various iPad models with storage capacities ranging from 32GB to 256GB. The storage capacities available vary by model. For example, as of this writing, the iPad comes in 32GB and 128GB capacities; the iPad Pro models have capacities of 64GB, 256GB, and 512GB; whereas the iPad mini offers only a single choice, 128GB.

Having more storage enables you to install more apps and carry more music, movies, and other files with you. More storage is especially valuable if you plan to shoot videos on your iPad.

Higher capacities command substantially higher prices, so you must decide how much you are prepared to spend. Generally speaking, higher-capacity devices get more use in the long run and are worth the extra cost.

Compare iPad Processors and Coprocessors

Each iPad has a main processor from Apple's A series of processors plus a coprocessor from Apple's M series of coprocessors. A *coprocessor* is a supplementary processor that speeds up specific tasks, such as rendering graphics and interpreting input from the iPad's sensors.

- The iPad mini 4 has an A8 processor with a non-embedded M8 coprocessor.
- The iPad model has an A9 processor and an embedded M9 coprocessor. The processor is 1.6× faster than the A8, and graphics performance is 1.8× faster.
- The iPad Pro models have an A10X Fusion processor and an embedded M10 coprocessor. The processor is 2.5× faster than the A8, and graphics performance is 4.3× faster.

Choose Between a Wi-Fi-Only iPad and a Cellular-and-Wi-Fi iPad

The iPad mini, iPad, and iPad Pro all come in Wi-Fi-only and cellular-and-Wi-Fi models.

With a Wi-Fi-only iPad, you can connect to the Internet only through wireless networks, such as those at your home or workplace, or wireless hotspots that are open to the public or to customers of the establishments that host them.

With a cellular-and-Wi-Fi iPad, you can connect both through the cellular network and through wireless networks, giving you Internet access no matter where you go. This option costs more both in the purchase price of the iPad and in the cellular service fees with either a monthly or a pay-as-you-go plan.



continued ►

Identify and Compare the iPad Models (continued)

The front of each iPad contains a touch screen that you use for most of your interaction with the device and its interface. The front of the iPad also contains a camera, located above the screen and sometimes called the “selfie camera,” for taking self-portraits and for video chat. The rear of the iPad contains a higher-resolution camera capable of taking good-quality photos and videos.

Apart from being larger and designed for professional use, the iPad Pro models have features and accessories that the iPad mini and iPad do not have, such as the Apple Pencil stylus and the Smart Keyboard.

Touch Screen

Each iPad model has a touch screen that takes up most of the space on the front of the tablet. You use the touch screen to access everything on the iPad with your fingers and to view content. The iPad software uses gestures to scroll, rotate, and zoom in on objects on-screen.

All current iPad models have what Apple calls a Retina display, which has very high resolution.

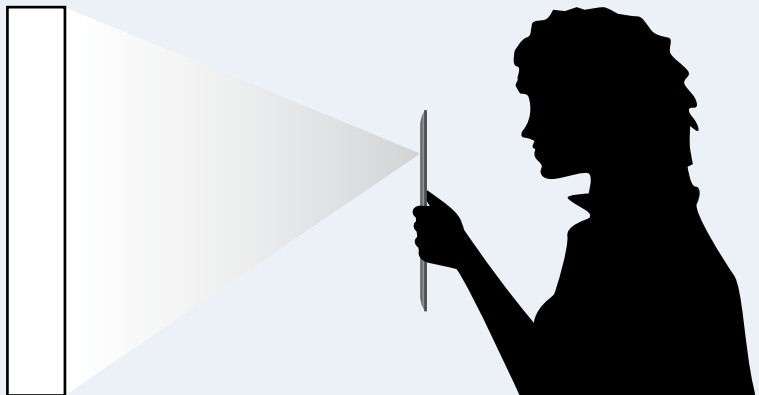


Cameras

Each iPad has one camera on the front — the screen side — and another on the back.

The front camera is for FaceTime video calling and self-portraits. This camera’s specifications vary depending on the iPad model, but in all models the camera’s video capabilities are high enough to provide a good-quality video picture for FaceTime calls. In general, the front camera captures photos and videos at lower resolutions and has fewer capabilities than the rear camera.

The back camera is for taking photos and videos of other subjects, much as you would use a stand-alone digital camera. As with the front camera, the back camera’s specifications vary depending on the iPad model. The back camera on some iPad models can capture slow-motion video at 120 frames per second and can take bursts of photos.



Apple Pencil for iPad Pro

You can use your fingers on the touch screen to control the iPad Pro models just as you can with the other iPad models, but the iPad Pro models are also designed to use a custom stylus called the Apple Pencil. The Apple Pencil enables you to draw and make selections much more precisely than you can with a finger, giving you finer control over the documents you create and edit on the iPad Pro. The Apple Pencil and the iPad Pro screens are pressure sensitive, so you can draw lines of different thicknesses by varying the amount of pressure you apply.

The Apple Pencil contains a rechargeable battery that you can charge by plugging the Apple Pencil into an iPad Pro.



Smart Keyboard for iPad Pro

Like the iPad mini and iPad, the iPad Pro models have an on-screen keyboard that you can use to enter text as needed. You can also connect a Bluetooth keyboard to the iPad Pro models to enter text, as you can for any iPad.

But if you need to enter large amounts of text, you may prefer a Smart Keyboard, the custom keyboard models that double as covers for the iPad Pro models. The Smart Keyboard connects to the iPad Pro via the Smart Connector interface on the side of the device, which allows the Smart Keyboard not only to provide input to the iPad Pro, but also to draw power from it.



Meet Your iPad's Controls

Your iPad has four hardware controls for essential actions: the Sleep/Wake button to control power, the Volume Up button and the Volume Down button for controlling audio volume, and the Home button below the screen.

If your iPad has cellular connectivity, it needs a SIM card. Some iPad models come with an Apple SIM that works with most carriers. Some carriers do not support the Apple SIM or impose restrictions on its use, so you must verify that your carrier does support it before you activate the iPad using the Apple SIM.

Meet Your iPad's Controls

- 1 Press and hold the **Sleep/Wake** button on top of the iPad for a couple of seconds.

The top of the iPad also contains:

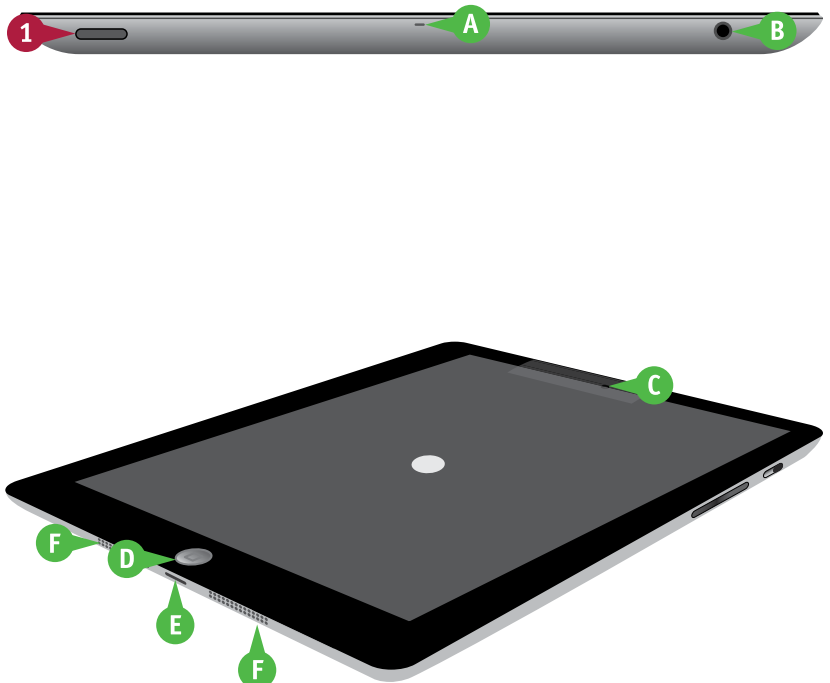
- A The microphone.
- B The headphone socket.

As the iPad starts, the Apple logo appears on the screen.

- C Above the iPad screen is the front-facing camera.
- D Below the iPad screen is the Home button, which you press to display the Home screen.

At the bottom of the iPad are:

- E The Lightning Connector.
- F The speakers.



- 2 Turn the iPad so that you can see its right side.
- 3 On an iPad model that has the side switch, move the side switch down, so that an orange dot appears, when you want to mute the iPad notifications, alerts, and sound effects.

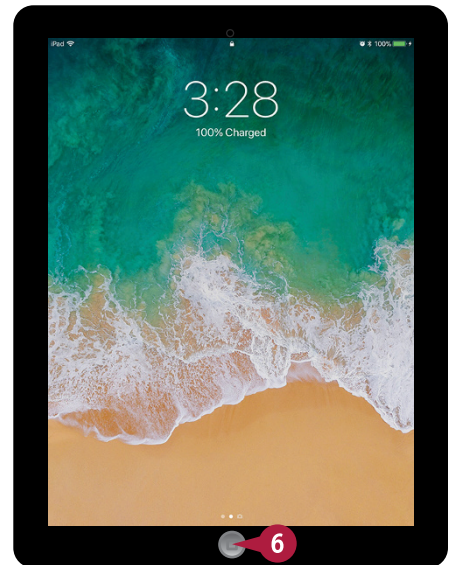
Note: On iPad models that have the side switch, you can configure the side switch to lock the screen rotation. To do so, tap **Settings** (⚙️), tap **General** (⚙️), and then tap **Lock Rotation** in the Use Side Switch To area.

- 4 Press the **Volume Up** (+) button to increase the sound volume.

Note: When the Camera app is active, you can press the **Volume Up** (+) button to take a picture with the camera.

- 5 Press the **Volume Down** (-) button to decrease the volume.
- 6 When the lock screen appears, press **Home** to unlock the iPad.

The iPad unlocks, and the Home screen appears.



TIPS

How do I insert a SIM card in my iPad?

If you have a cellular iPad that does not yet contain a SIM card, get a suitable nano-SIM. Then insert the SIM removal tool or the straightened end of a paper clip in the SIM hole at the top of the left side of the iPad. Push the tool gently straight in until the tray pops out, and then pull the tray with your fingernails. Insert the SIM in the tray, and then push the tray in fully.

What do I do if my carrier does not support the Apple SIM?

If your carrier does not support the Apple SIM, get an approved SIM from the carrier and use it to activate your iPad. Do not activate your iPad using the Apple SIM, or you may not be able to use the iPad with that carrier in the future.

Download, Install, and Set Up iTunes

To sync your iPad with your computer, you use Apple's iTunes application. iTunes comes preinstalled on every Mac but not on PCs; to get iTunes for Windows, you download it from the Apple website and then install it on your PC.

If you do not have a computer, or you do not want to sync your iPad with your computer, you can set up and sync your iPad using Apple's iCloud service, as described later in this chapter.

Download, Install, and Set Up iTunes

1 On your PC, open the web browser. This example uses Microsoft Edge, the browser that comes with Windows 10.

2 Click the Address box, type **www.apple.com/itunes/download**, and then press **Enter**.

The Download iTunes web page appears.

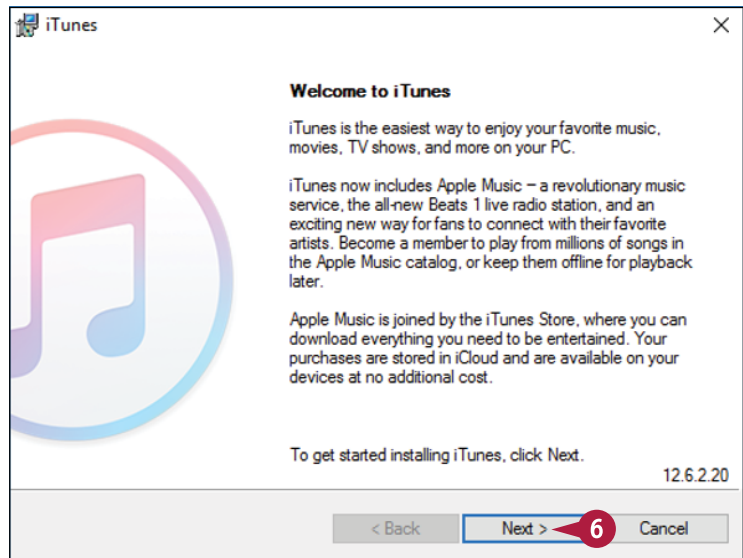
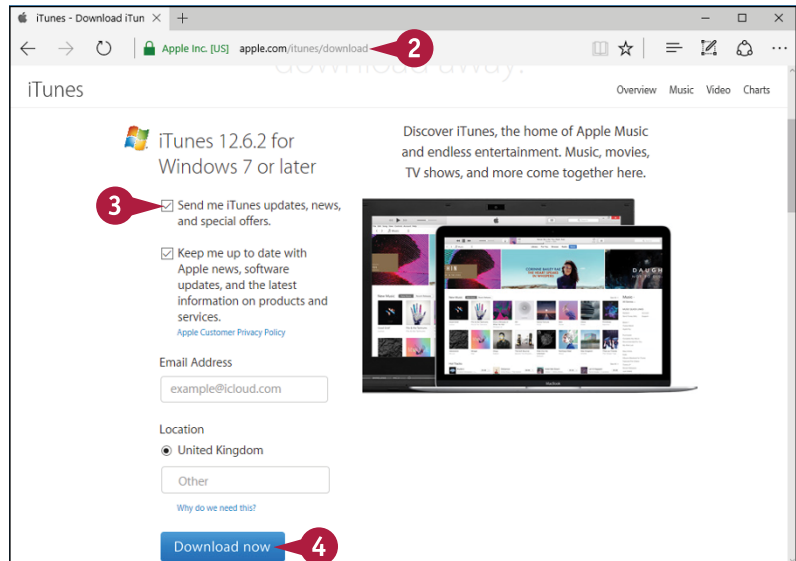
3 Click the check boxes (☒ changes to ☐) if you do not want to receive e-mail from Apple.

4 Click **Download now**.

5 When the download finishes, click **Run** in the pop-up panel that appears.

The iTunes installation begins, and the Welcome to iTunes dialog opens.

6 Click **Next**, and then follow the steps of the installer.



Note: You must accept the license agreement to install iTunes.

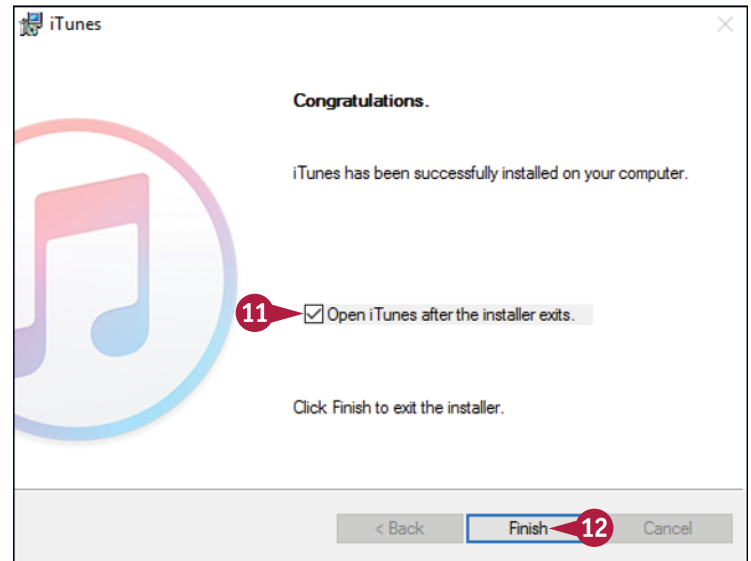
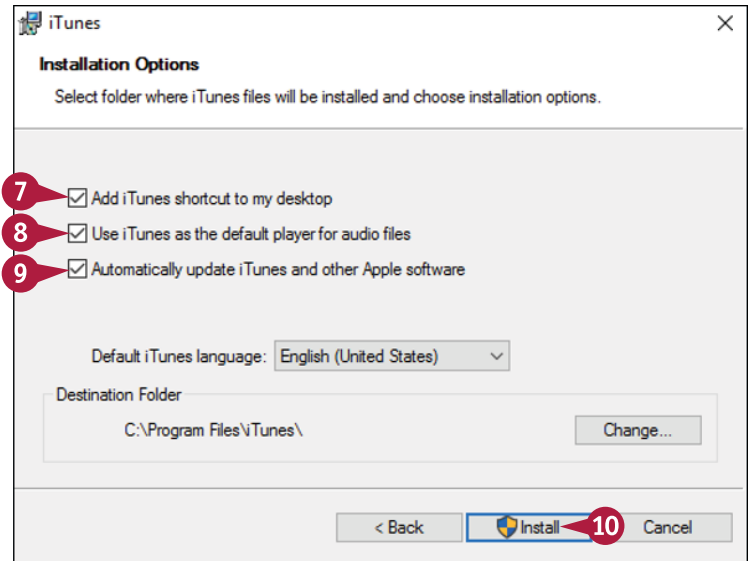
- 7 Click **Add iTunes shortcut to my desktop** (☒ changes to ☐) unless you want this shortcut.
- 8 Click **Use iTunes as the default player for audio files** (☒ changes to ☐) if you do not want to use iTunes as the default audio player.
- 9 Click **Automatically update iTunes and other Apple software** (☒ changes to ☐) if you do not want automatic updates.
- 10 Click **Install**.

When the installation finishes, the installer displays the Congratulations dialog.

- 11 Click **Open iTunes after the installer exits** (☒ changes to ☐) if you do not want iTunes to launch automatically when you close the installer.
- 12 Click **Finish**.

The installer closes.

Unless you chose not to open iTunes automatically, iTunes opens.



TIPS

Should I allow Apple to install updates automatically on my PC?

If this is your own PC, installing updates automatically is usually helpful. The updates may include fixes to bugs or vulnerabilities, new features, or both.

How do I set up iTunes on a Mac?

If you have not run iTunes already, click the **iTunes** icon (🎵) that appears on the Dock by default. If the Dock contains no iTunes icon, click **Launchpad** (📱) on the Dock, and then click **iTunes** (🎵) on the Launchpad screen. The iTunes Setup Assistant launches. Follow the steps to set up iTunes.

Begin Setup and Activate Your iPad

Before you can use your iPad, you must set it up and activate it. First, you choose your language and specify your country or region. You then choose between manual setup and using the Quick Start feature to sign in to the iPad using your existing iPhone or iPad running iOS 11. In manual setup, you connect the iPad to the Internet through either a Wi-Fi network or the cellular network, and activate the iPad, registering it with the Apple servers.

Begin Setup and Activate Your iPad

- 1 Turn on the iPad by pressing and holding the **Sleep/Wake** button for a couple of seconds until the Apple logo appears.

The Hello screen appears.

- 2 Press **Home**, the button below the screen.

The Language screen appears.

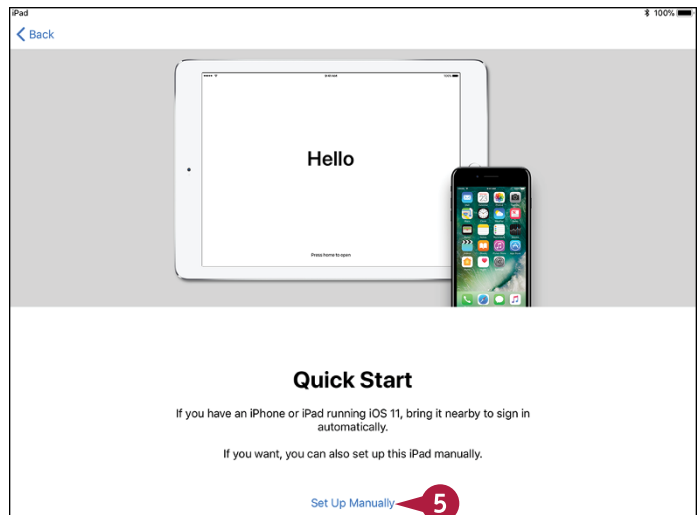
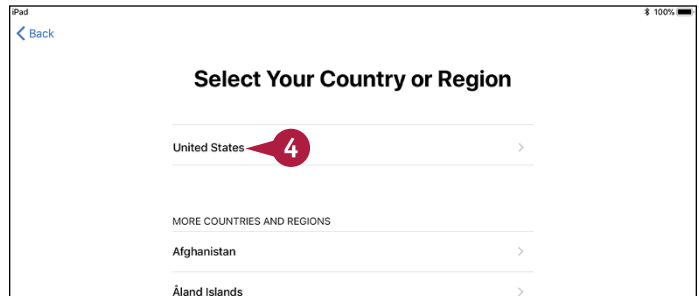
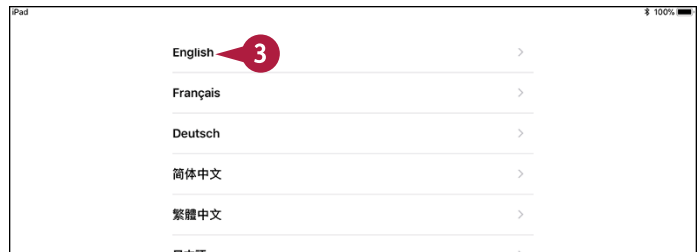
- 3 Tap the language you want to use for the interface.

The Select Your Country or Region screen appears.

- 4 Tap the country or region.

The Quick Start screen appears.

- 5 If you have an iPhone or an iPad running iOS 11, you can bring it close to the iPad to sign in automatically using your Apple ID. Skip the rest of these steps. Otherwise, tap **Set Up Manually** and follow the rest of these steps.



The Choose a Wi-Fi Network screen appears.

- 6 Tap the wireless network you want to use.

- A Tap **Choose Another Network** to connect to a network that does not broadcast its name.

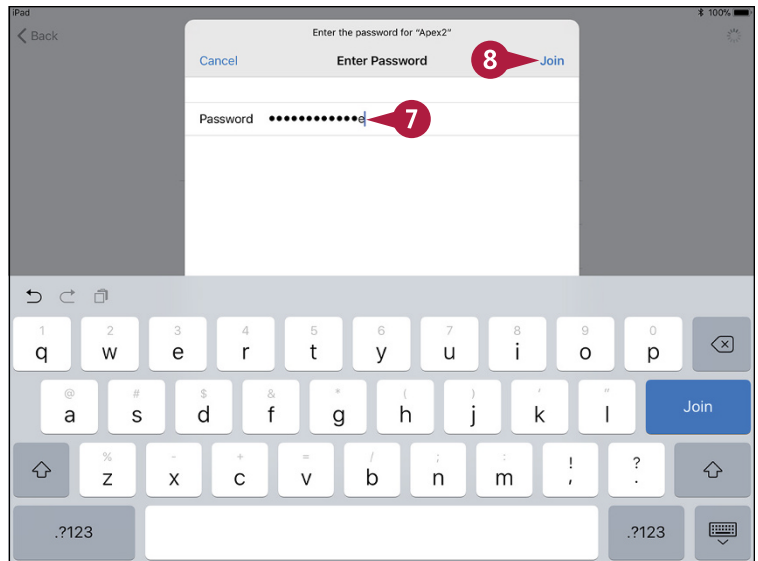
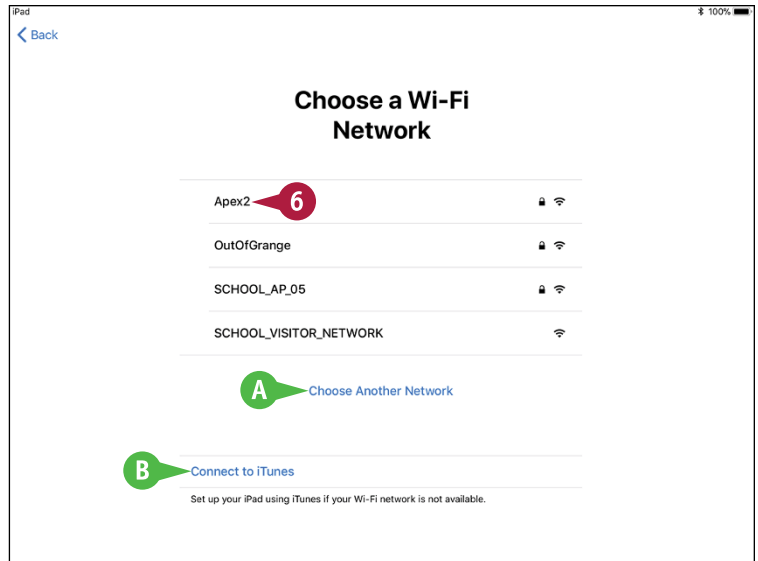
Note: On a cellular iPad, you can tap **Use Cellular Connection** to connect to the Internet via the cellular network and set up your iPad.

- B If the Connect to iTunes button appears, you can tap it to stop the setup process here. You can then continue as explained in the section “Set Up Your iPad Using iTunes,” later in this chapter.

The Enter Password dialog opens.

- 7 Type the password.
- 8 Tap **Join**.

Your iPad joins the wireless network and connects to the Internet.



TIP

Why does my network's name not appear on the Choose a Wi-Fi Network screen?

If the network is within range of your iPad, the most likely reason is that the network does not broadcast its network name. Tap **Choose Another Network**. You can then type the network's name, choose the security type, enter the security information — such as a password — and connect to the network.

continued ►

Begin Setup and Activate Your iPad (continued)

During setup, you secure your iPad with a passcode. On most iPad models, you can also set up the Touch ID feature, which enables you to unlock the iPad quickly using your fingerprint or thumbprint.

After this first stage of setup, you choose among setting up the iPad as a new iPad, restoring it from an iCloud backup, restoring it from an iTunes backup, or moving data from an Android device.

Begin Setup and Activate Your iPad (continued)

The Touch ID screen appears.

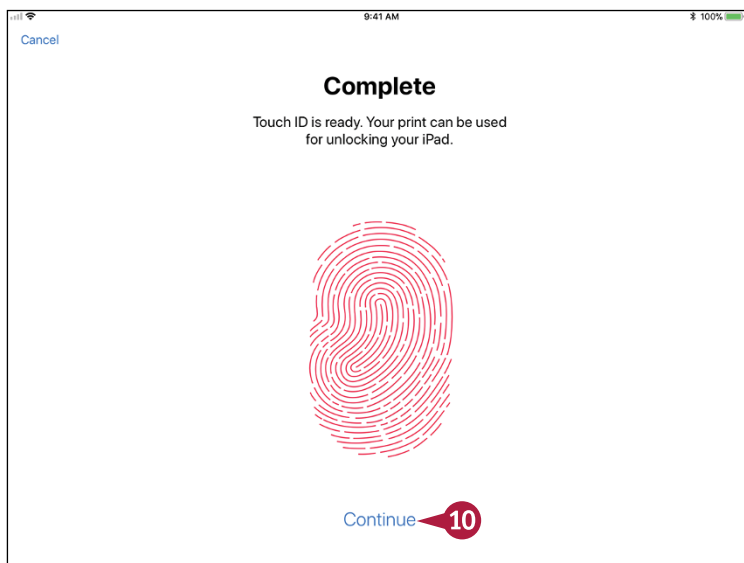
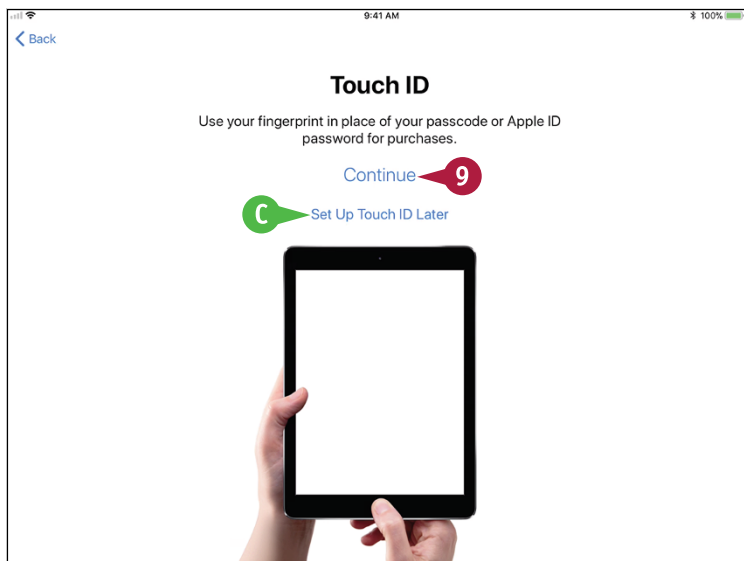
Note: If your iPad does not support Touch ID, the Touch ID screen does not appear. Instead, the Passcode screen appears, prompting you to set a passcode to secure the iPad.

C You can tap **Set Up Touch ID Later** if you prefer not to set up Touch ID now.

9 Tap **Continue**, and then follow the prompts to scan your fingerprint or thumbprint.

The Complete screen appears.

10 Tap **Continue**.

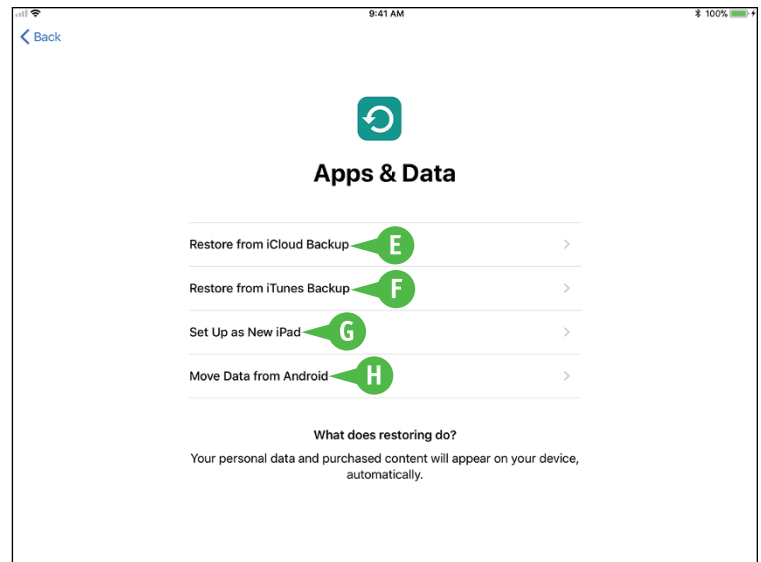
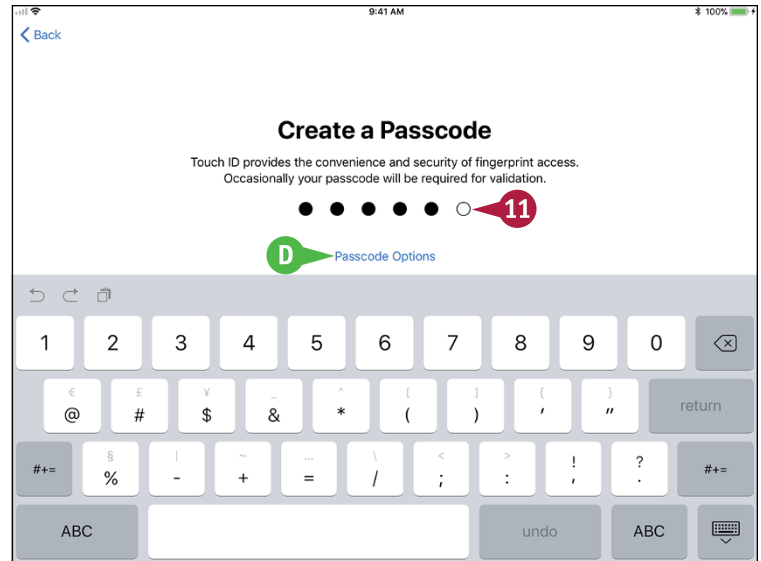


The Create a Passcode screen appears.

- D** You can tap **Passcode Options** to create a custom alphanumeric code or a four-digit code instead of a six-digit code.
- 11** Type a six-digit passcode, and then repeat it on the Re-Enter Your Passcode screen.

The Apps & Data screen appears.

- 12** Tap the appropriate button:
 - E** Tap **Restore from iCloud Backup** to set up your iPad using a backup stored in iCloud. See the later section, “Set Up Your iPad from an iCloud Backup,” for details.
 - F** Tap **Restore from iTunes Backup** to set up your iPad using a backup stored on your computer. See the later section, “Set Up Your iPad Using iTunes,” for details.
 - G** Tap **Set Up as New iPad** to set up your iPad from scratch using iCloud. See the next section, “Set Up Your iPad as New Using iCloud,” for details.
 - H** Tap **Move Data from Android** to transfer data from an Android device.



TIP

Should I use Touch ID to secure my iPad?

This is entirely your decision, but most people find Touch ID a fast and convenient way to unlock the iPad. Touch ID is generally considered to offer good security, because it is difficult for an attacker to copy your fingerprint in a way that will deceive the sensor. However, law enforcement may be able to compel you legally — or someone else may be able to compel you by force — to touch the sensor and unlock the iPad.

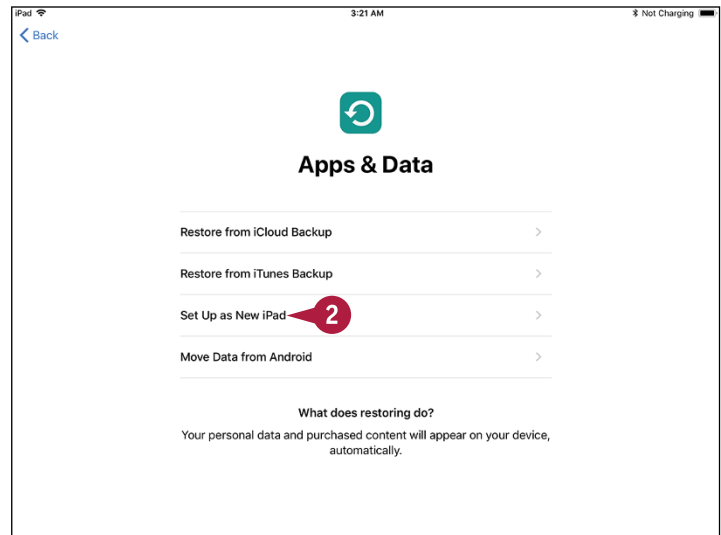
Set Up Your iPad as New Using iCloud

If you want to set up and use your iPad without syncing it to your computer, you can set it up using Apple's iCloud online service. With this approach, you sync your data to your account on iCloud, from which you can access it using other iOS devices, a Mac or a Windows PC, or a web browser on any computer.

To set up a new iPad to use iCloud, follow the instructions in the previous section to begin setup, and then continue with the instructions in this section. If you have backed up your iPad to iCloud and want to restore it from that backup, turn to the next section instead.

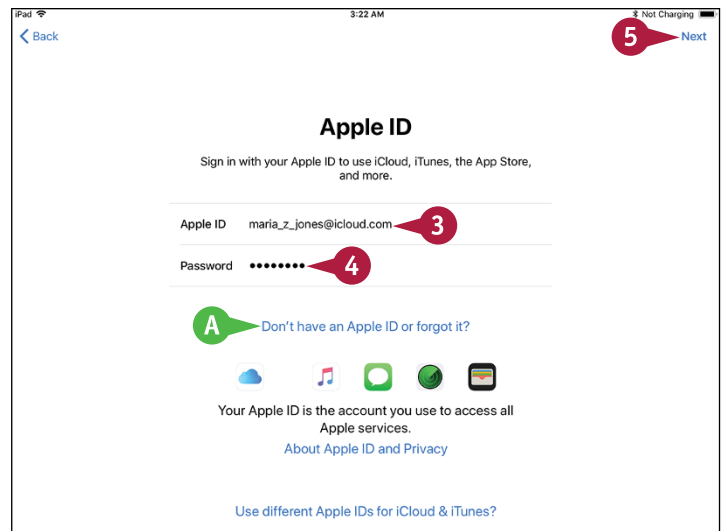
Set Up Your iPad as New Using iCloud

- 1 Begin setup as explained in the previous section, "Begin Setup and Activate Your iPad."
- 2 On the Apps & Data screen, tap **Set Up as New iPad**.



The Apple ID screen appears.

- A If you do not yet have an Apple ID, tap **Don't have an Apple ID or forgot it?** and follow the screens that appear.
- 3 Type your Apple ID.
 - 4 Type your password.
- Note:** If the Apple ID Security screen appears, prompting you to create new security questions, tap **Add Security Questions**, tap **Next**, and then create the questions.
- 5 Tap **Next**.



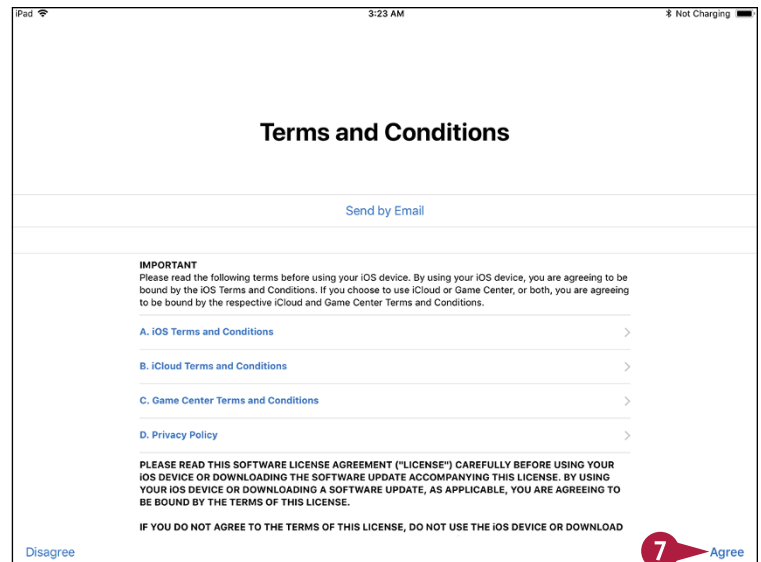
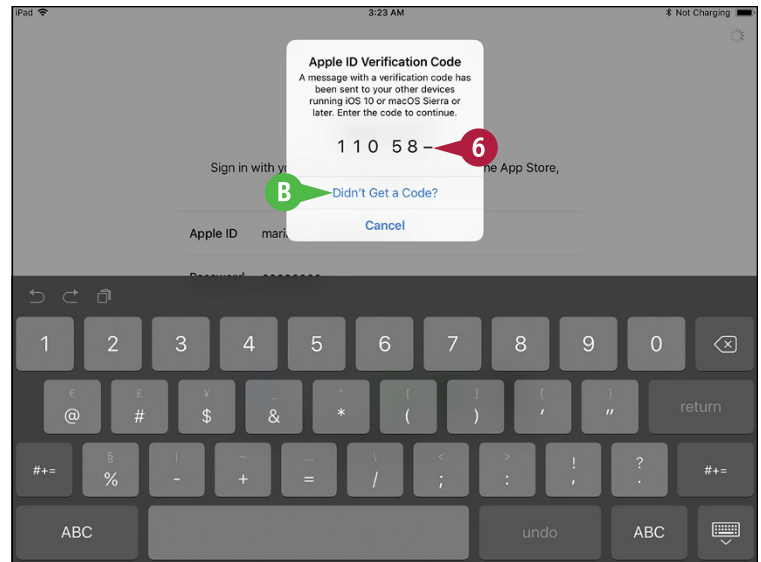
Getting Started with Your iPad

If you have enabled two-factor verification on your account, as Apple and security experts recommend, the Apple ID Verification Code dialog opens.

- 6 Type the six-digit verification code sent to the iPhone, other iOS device, or Mac specified as the verification device in your account.
- B You can tap **Didn't Get a Code?** if you did not receive a code or if you dismissed it by accident.

The Terms and Conditions screen appears.

- 7 Tap **Agree** in the lower-right corner of the screen if you want to proceed.



TIP

What is Siri and should I enable it?

Siri is Apple's voice-driven assistant, which enables you to interact with your iPad by voice. Many people find Siri useful, but if you do not, you can turn Siri off at any time. See Chapter 3 for instructions on using and customizing Siri.

continued ►

Set Up Your iPad as New Using iCloud (continued)

When you set up your iPad using iCloud, use an e-mail address that you intend to keep for the long term. This is especially important if you use the same e-mail address for the Apple ID that you use for the App Store; each app you buy is tied to that e-mail address, so if you change the address, you will need to authenticate again for each app update.

Set Up Your iPad as New Using iCloud (continued)

The Express Settings screen appears.

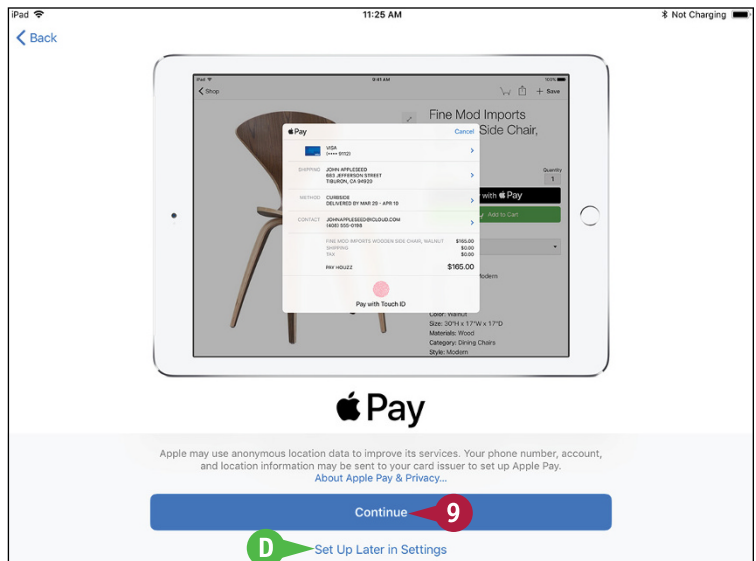
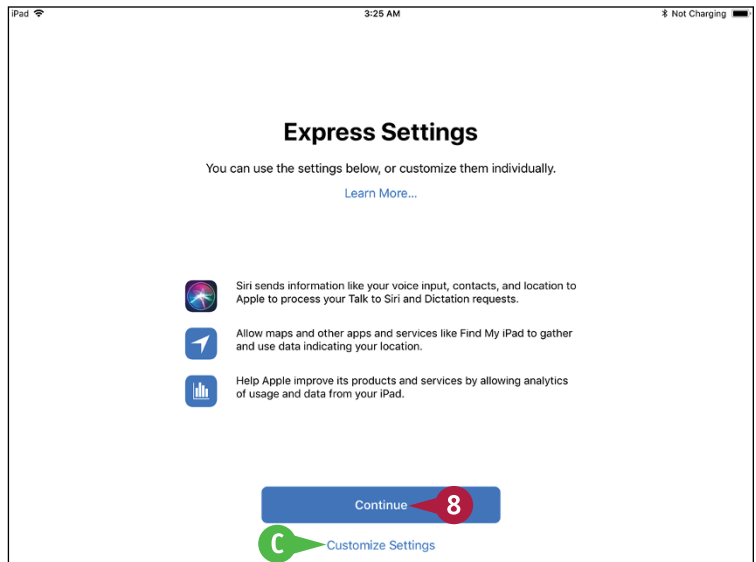
8 Tap **Continue** if you want to proceed with the default values or your current values for the items listed on the screen, such as Siri and Location Services.

C You can tap **Customize Settings** if you want to customize all the settings.

The Apple Pay screen appears.

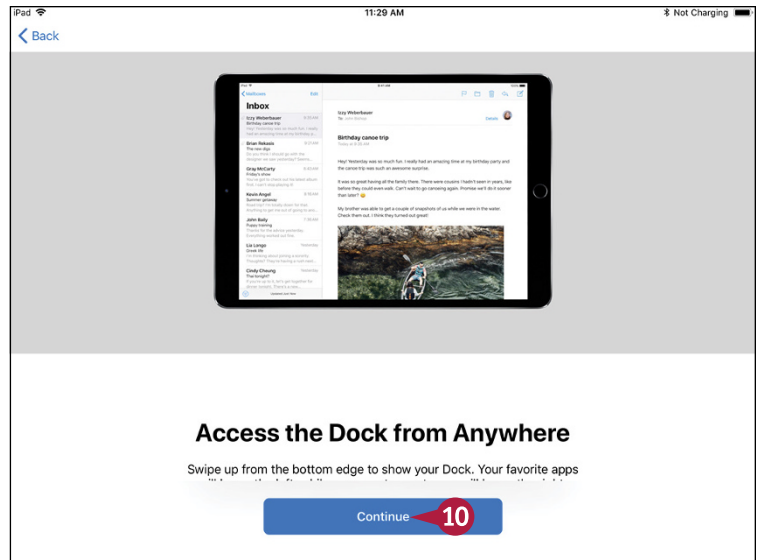
9 Tap **Continue**, and then follow the prompts on the Add Card screen to add your card. You can either point the iPad's rear camera lens at your card and have iOS recognize the details, or tap **Enter Card Details Manually** and type in the details on the Card Details screen.

D You can tap **Set Up Later in Settings** if you do not want to set up Apple Pay now.



Several information screens appear, such as the Access the Dock from Anywhere screen.

- 10** On each information screen, read the details and tap **Continue** to proceed.



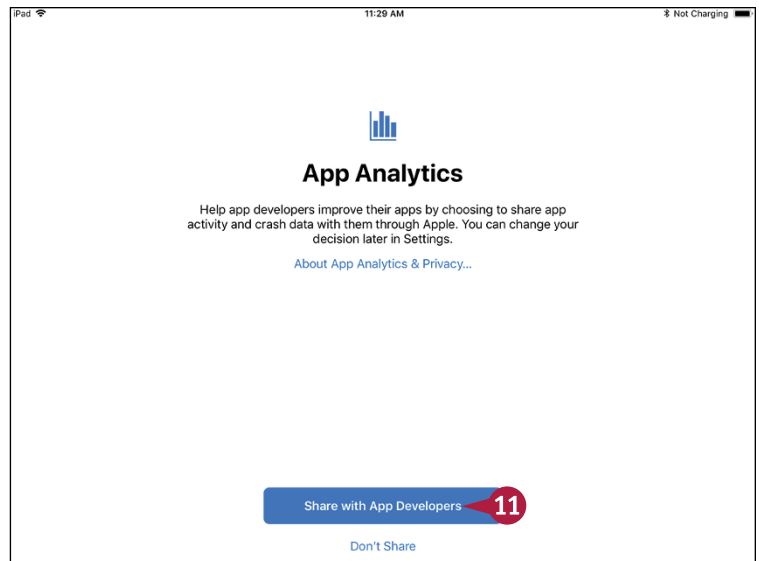
The App Analytics screen appears.

- 11** Tap **Share with App Developers** if you want to share usage statistics and crash data with the developers of the apps you use. Otherwise, tap **Don't Share**.

The Welcome to iPad screen appears.

- 12** Tap **Get Started**.

The Home screen appears, and you can begin using your iPad.



TIP

What is iCloud Keychain?

iCloud Keychain gives you an easy way to store your passwords and credit card information securely on your iPad, other iOS devices, and Mac. Instead of having to remember the password for each website, or needing to look at a credit card so that you can enter its details, you can have iCloud Keychain automatically provide the details.

Set Up Your iPad from an iCloud Backup

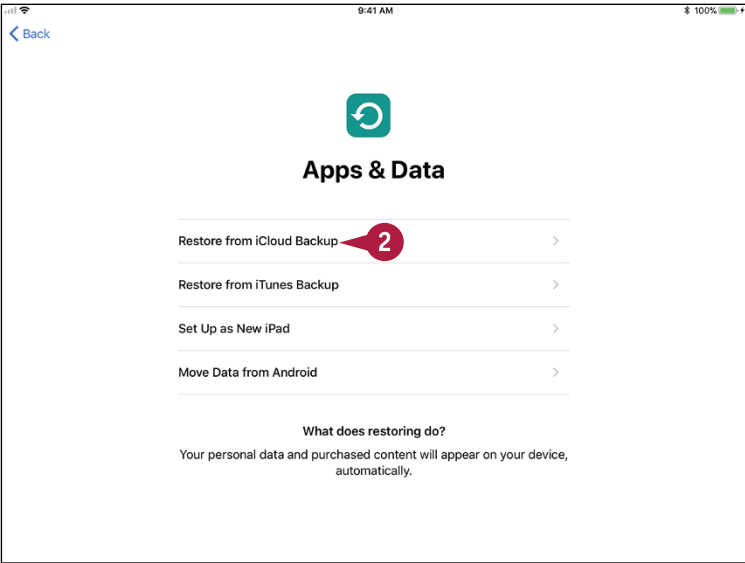
Instead of setting up your iPad as new using iCloud, you can set it up by restoring it from an iCloud backup of either another iPad or iOS device or the same iPad. For example, if you are upgrading to a new iPad, you can restore the backup of your previous iPad.

When you restore your iPad from an iCloud backup, you choose which backup to use. iOS automatically restores your settings, downloads your apps from the App Store, and then installs them on the iPad.

Set Up Your iPad from an iCloud Backup

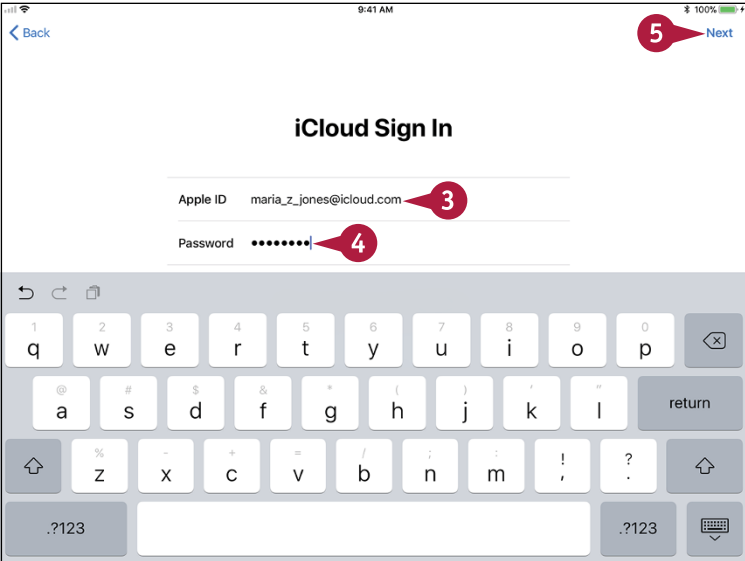
- 1 Begin setup as explained in the section “Begin Setup and Activate Your iPad,” earlier in this chapter.
- 2 On the Apps & Data screen, tap **Restore from iCloud Backup**.

Note: On a cellular iPad, use a Wi-Fi network rather than the cellular network to restore your iPad from backup so as not to run through your data plan.



- The iCloud Sign In screen appears.
- 3 Type your Apple ID.
 - 4 Type your password.
 - 5 Tap **Next**.

- The Terms and Conditions screen appears.
- 6 Tap **Agree** in the lower-right corner of the screen.
- iOS verifies your Apple ID.



The Choose Backup screen appears.

- 7 Tap the backup you want to use.
- A If the backup you want to use does not appear, tap **Show All Backups** to display other backups, and then tap the appropriate backup.

The Settings from Your Backup screen appears.

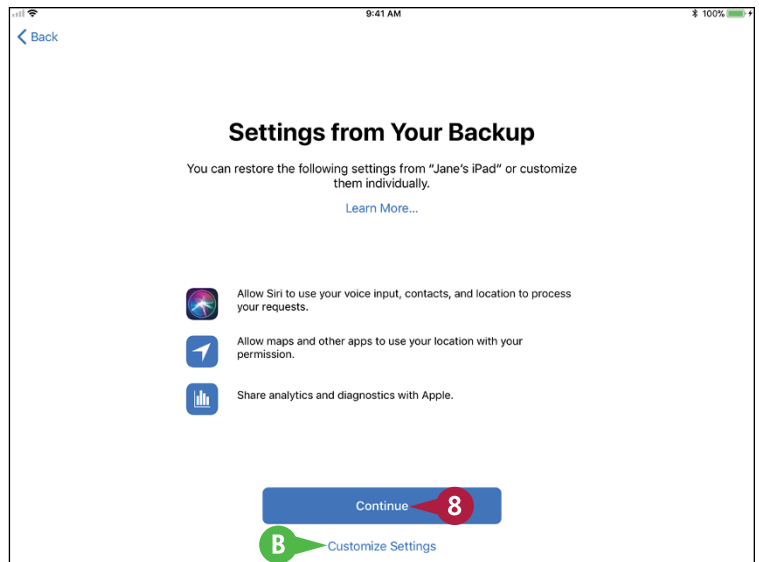
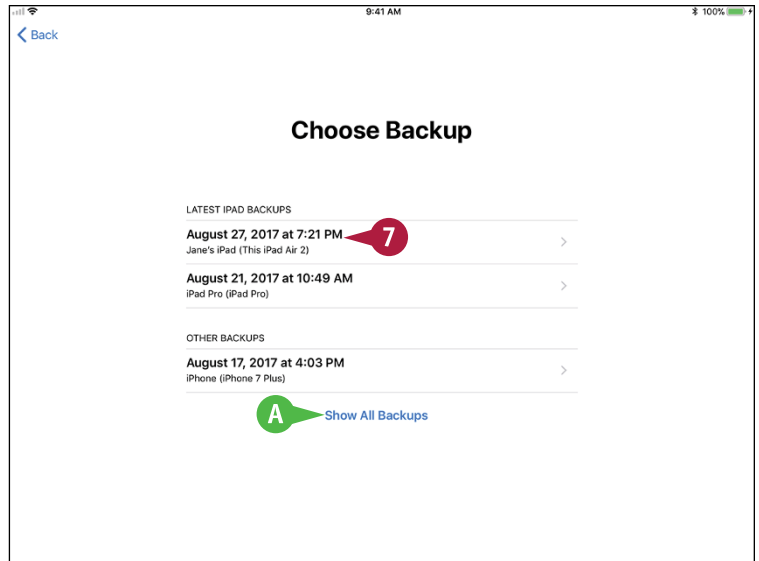
- 8 Tap **Continue** to restore the backup and include the settings shown in the list.
- B You can tap **Customize Settings** if you want to customize the settings shown in the list.

The Restore from iCloud screen appears while iOS restores the backup to your iPad.

After iOS completes the restoration, your iPad restarts.

The lock screen appears.

- 9 Press **Home** to unlock your iPad, and follow any security prompts that appear. You can then start using the iPad.



TIP

Which iPad backup should I use?

Normally, it is best to use the most recent backup available for this iPad or for the iPad whose backups you are using. But sometimes you may find there is a problem with the latest backup. If this happens, try the previous backup.

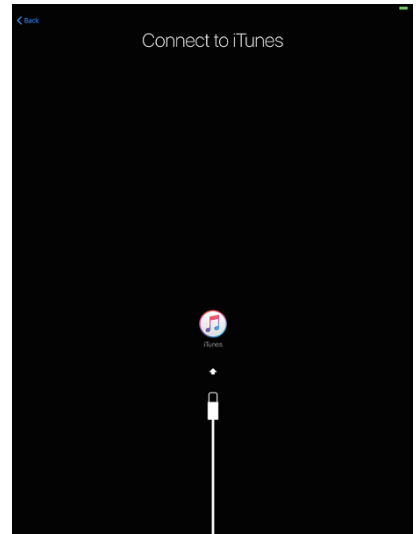
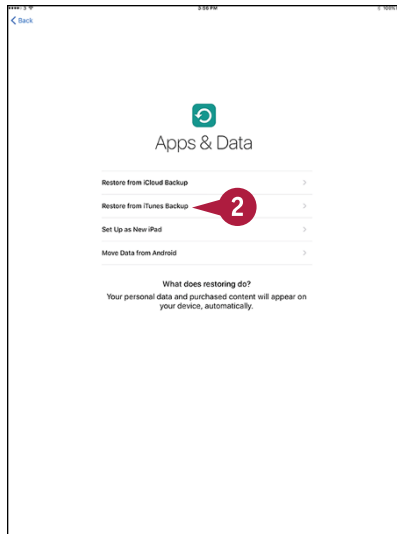
Set Up Your iPad Using iTunes

Instead of setting up your iPad using iCloud, as described in the previous two sections, you can set it up using iTunes. You can either restore an iTunes backup to the device or set up the iPad from scratch using iTunes.

When setting up your iPad for the first time, you can restore it from an iTunes backup of another iPad — for example, your previous iPad — or another iOS device. If you have already set up this iPad, you can restore it from its own backup.

Set Up Your iPad Using iTunes

- 1 Begin setup as explained in the section “Begin Setup and Activate Your iPad,” earlier in this chapter.
- 2 On the Apps & Data screen, tap **Restore from iTunes Backup**.
The Connect to iTunes screen appears.
- 3 Connect your iPad to your computer via the USB cable.



On your computer, iTunes opens or becomes active.

The Welcome to Your New iPad screen appears.

- 4 Make sure the **Restore from this backup** radio button is selected (●).
- 5 Click the pop-up menu (⌵), and select the appropriate iPad.
- 6 Click **Continue**.

