

LEARNING MADE EASY



2022–2023 Edition

# iPad<sup>®</sup> and iPad Pro<sup>®</sup>

for  
**dummies**<sup>®</sup>  
A Wiley Brand



Getting to know the  
basics of your iPad

Enjoying the new features  
in the latest version of iPadOS

Adjusting the controls  
for your needs

**Paul McFedries**

Bestselling author of more than  
100 books





# iPad and iPad Pro

2022 – 2023 Edition

**by Paul McFedries**

for  
**dummies**<sup>®</sup>  
A Wiley Brand

## iPad and iPad Pro For Dummies®, 2022 – 2023 Edition

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# Introduction

One of the nice things about an iPad is that you can start using one a few minutes after liberating the device from its box. After traipsing through a mercifully brief setup routine, you end up on the iPad's Home screen and you're good to go. Even if you'd never used an iPad before, you probably figured out lickety-split that tapping the screen make things happen and running your finger across the screen scrolls things here and there.

The iPad basics are intuitive and not hard to master, but you might also have learned a hard iPad lesson: Once you've got the easy stuff down, the rest of the iPad is less intuitive. How do you make the screen brighter? How do you get that app that all the cool people are using? How do you set up your email? How do you take amazing photos and videos?

These are all great questions, but they probably only scratch the surface of what you want to know, iPad-wise. Not only that, but the iPad is a wonderfully complex device with hidden depths that enable the tablet to perform tasks you've likely never thought of. How do you get your iPad questions answered and how do you explore your iPad's depths?

I thought you'd never ask.

## About This Book

Welcome, therefore, to *iPad and iPad Pro For Dummies*, 2022–2023 Edition. This book is designed to take you beyond the basics of your iPad and show you what your tablet can do. iPads aren't cheap, so you owe it to yourself to get the most out of your investment by learning not only the iPad's ABCs but also its XYZs. From mail to messaging, from Siri to settings, from contacts to calendars, this book covers all major iPad and iPadOS features (and quite a few minor ones, too).

I need to get one thing out of the way from the get-go. I think you're pretty darn smart for buying a *Dummies* book. To me, that says you have the confidence and intelligence to know what you don't know. The *Dummies* franchise is built on 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. The iPad is no exception.

This book is chock-full of useful tips, advice, and other nuggets that should make your iPad experience more pleasurable. I'll even go so far as to say you won't find some of these nuggets anywhere else. So keep this book nearby and consult it often.

## Foolish Assumptions

Although I know what happens when one makes assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using an iPad or iPadOS, 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 book.

I do my best to explain each new concept in full and loving detail. Perhaps that's foolish, but . . . oh, well.

One last thing: I 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 margin 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 icons 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 I 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 truly geeky stuff. You can safely ignore this material, but if it weren't interesting or informative, I wouldn't have bothered to write it.



WARNING

You wouldn't intentionally run a stop sign, would you? In the same fashion, ignoring warnings might 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!

## Beyond the Book

I 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, I've posted the most useful bits online in a cheat sheet for your enjoyment and edification.

To find them, go to [www.dummies.com](http://www.dummies.com) and type *iPad and iPad Pro For Dummies cheat sheet* in the Search field. 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).

**Note:** At the time I wrote this book, all the information it contained was accurate for all Wi-Fi and Wi-Fi + Cellular iPads that support iPadOS. The book is also based on version 15 of the iPadOS operating system. Apple is likely to introduce new iPad models and new versions of iPadOS between book editions, so if the hardware or user interface on your new iPad looks a little different, be sure to check out what Apple has to say at [www.apple.com/ipad](http://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.

Peek at your iPad hardware and software and explore the way it works.

Discover the joys of synchronization and how to get your data — contacts, movies, songs, podcasts, books, and so on — from a computer (or iCloud) to your iPad.

- » Looking at the big iPad picture
- » Examining the outside of the iPad
- » Checking out the Home screen and dock

# Chapter 1

## Unveiling the iPad

**A**re you familiar with the old proverb that says, “Well begun is half done”? Some say it comes from Aristotle, so if you mumbled to yourself that the phrase is “Greek to me,” you’d be spot on! The proverb’s meaning is straightforward enough: If you start a project well, the rest of it will proceed so swimmingly that it’ll feel like you need to expend only half the effort to get it done.

This chapter is your chance to get your relationship with your iPad off to such a good start. Sure, you can dive right in and start tapping and scrolling stuff willy-nilly. If that’s your style, go for it; I won’t judge. However, one thing I’ve learned over the years is that if you approach a new piece of technology slowly and curiously, you’ll end up with a solid grounding in the basics that will pay back your initial time investment manyfold.

To that end, in this chapter, I offer a gentle introduction to all the pieces that make up your iPad, plus an overview of its most useful hardware features and a few software features that come with iPadOS.



REMEMBER

iPadOS is the software that runs behind the scenes to control just about everything that happens on your iPad. The OS part of *iPadOS* is short for *operating system*, which tells you that iPadOS is the iPad equivalent of macOS on a Mac or even Windows on a PC.

In this book, I cover all iPad models that run iPadOS:

- » **iPad:** iPad fifth generation (2017) and later; iPad Air 2 (2014) and later
- » **iPad mini:** iPad mini 4 (2015) and later
- » **iPad Pro:** iPad Pro first generation (2015) and later

Because the first four generations of iPad, the first generation of iPad Air, and the first three generations of iPad mini can't run iPadOS, they're not covered in this book. 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.

## The iPad: A Bird's-Eye View

The iPad has many interesting and useful features, but perhaps its most notable feature is that it doesn't come with a physical keyboard or stylus. You can get them as options (Apple's first-generation \$99 Apple Pencil, the second-generation \$129 Apple Pencil, and the Smart Keyboard, which starts at \$159), but they aren't required to use your iPad. Instead, every iPad is designed to be controlled with a pointing device that you're intimately familiar with: your finger.

And I love the iPad's plethora of built-in sensors. It has an accelerometer that detects when you rotate the device from portrait to landscape mode — and instantly adjusts what's on the display. A light sensor adjusts the display's brightness in response to the current ambient lighting conditions. Then there's a three-axis gyro that works with the accelerometer and built-in compass. And all iPadOS-capable models also include Apple's Touch ID sensor or Face ID. These features let you unlock your iPad with your fingerprint (Touch ID) or just by looking at it (Face ID)! I talk about both in detail later.

Last, but definitely not least, all iPads include Siri, a voice-controlled personal assistant happy to do almost anything you ask.

In the following sections, 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

The iPad's built-in speakers and sharp, clear display mean you can enjoy all your favorite media — music, audiobooks, audio and video podcasts, music videos,



YouTube cat videos, television shows, and movies — all from the comfort of your favorite armchair.



REMEMBER

If you can get a media file — be it video, audio, or whatever — on your iPad, you can 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. You can also watch streaming content from Netflix, Hulu, Apple's own Apple TV+ streaming service, and a host of others through apps.

## The iPad as an internet device

The iPad is a full-featured internet device. For example, your iPad comes with the Safari app, which is a no-compromise web browser that makes navigating web pages intuitive and even fun. Check out Chapter 4 to learn how to surf the web using Safari.



TIP

Many other iPad web browsers are available, including Google Chrome, Mozilla Firefox, and Microsoft Edge, but I don't talk about them in this book. If you use the desktop equivalent of one of these browsers, you might want to try out the iPadOS version.

The iPad also comes with an email app (called, somewhat boringly, Mail) that's compatible with most mail services. For more on using your iPad for email, see Chapter 5.

If you're more into text messaging, your iPad has you covered with the Messages app. The details are in Chapter 6.

Another major internet feature is Maps, a mapping app that not only lets you see where things are located but also can provide directions to get from here to there. For the full scoop on Maps, see Chapter 13.

## The iPad as an e-book reader

Download the free Books app if you don't already have it, or any of the excellent (and free) third-party e-book readers such as the Kindle app from Amazon, and you'll discover a new way of finding and reading books. The Apple Book Store and News app (covered in Chapter 7) 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. I think you'll like (or love) it.

## The iPad as a multimedia powerhouse

Your iPad has built-in speakers and support for connecting external headphones or speakers (directly or via Bluetooth), so if you want to listen to some tunes, your iPad is happy to help, as I show in Chapter 7.

All iPads also come with a couple of cameras, so you can use your tablet as a (slightly bulky) video camera (see Chapter 8) or still camera (see Chapter 9).

The Retina display on all iPads since the third generation makes the experience of watching video a pleasure. You can use AirPlay to send your video out to Apple TV, too, and your iPad turns into a superb device for watching video on a TV, with support for output resolutions up to 4K. Chapter 8 talks about watching video on your iPad.

You can also use the iPad cameras and the FaceTime app to video-chat with family and friends. Chapter 8 gets you started with FaceTime.

## The iPad as a platform for third-party apps

At the time of this writing, there were more than 4 million apps in the App Store, with hundreds of billions of 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, also run on the iPad (although, it must be said, they look a tad weird on the larger screen). And more than a million are designed *specifically* for the iPad's larger screen. Chapter 10 helps you fill your iPad with all the cool apps your heart desires.

## The iPad as a multitasking content production device

Apple has made the iPad more and more of a device for creating content as opposed to only consuming it. Writing, taking and editing pictures, recording and editing music or videos, and even putting together full-scale presentations — all these tasks are doable with iPadOS, especially on the iPad Pro. Split-screen views, support for the Files app, and a fast processor give the iPad more than enough power to handle most tasks you throw at it. I talk more about multitasking in Chapter 2.

## 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 (duh)
- » An Apple ID (assuming that you want to acquire content such as apps, TV shows and movies, music, books, and podcasts, which you almost certainly do)
- » Internet access — broadband wireless internet access is recommended

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

If you do decide to introduce your iPad to your computer (and I think you should), you need one of the following for syncing (which I discuss at length in Chapter 3):

- » A Mac with a USB 2.0, 3.0, or USB-C port, macOS version 10.8.5 or later, and iTunes 12.7 or later (for macOS Mojave and earlier) or Finder (macOS Catalina or later)
- » A PC with a USB 2.0 or 3.0 port, Windows 7 or later, and iTunes 12.7 or later

iTunes is a free download, available at [www.itunes.com/download](http://www.itunes.com/download).

## Touring the iPad Exterior

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

### On the top

On the top of your iPad, you find the top button, headphone jack (iPad only), and microphone, as shown in Figure 1-1:

- » **Top 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



REMEMBER

a few seconds. On some iPad models, the top button is used also as a fingerprint sensor for the Touch ID security feature.

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

To wake it up, press the top button again, or press the Home button on the front of the device (as described in a moment), or on iPad Pro, tap the screen.

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

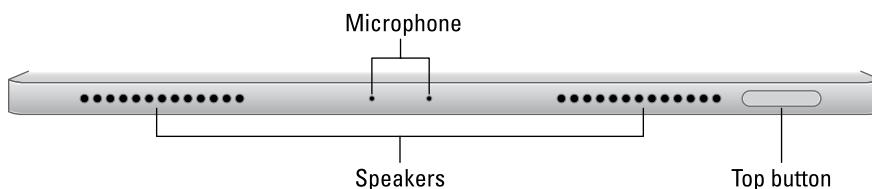
In Chapter 14, you can find out how to make your iPad go to sleep automatically after a period of inactivity.

» **Headphone jack:** This jack lets you plug in a headset, although as I write this the latest models of the iPad Pro, iPad mini, and iPad Air no longer come with this feature. You can use pretty much any headphone or headset that plugs into a 3.5-mm stereo headphone jack. Apple no longer makes headphones with a headphone jack, but it does sell EarPods (\$29), which connect via a Lightning connector, and AirPods (starting at \$159), which connect via Bluetooth.

Throughout this book, I 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 and earphones are for listening only. Either type works with your iPad, as do most wireless Bluetooth headsets and newer headsets with Lightning connectors.

» **Microphone:** The tiny dot — or two dots on some iPad Pro models — in the middle of the top of the device is a pretty good microphone. (*Hint:* You'll sound better if you use a headset — any headset.)

» **Speakers (iPad Pro only):** iPad Pro has four speaker vents, two on the top and two on the bottom.



**FIGURE 1-1:**  
The top edge  
of an iPad Pro.

## On the bottom

On the bottom of your iPad are the speakers (two of the four speakers on iPad Pro models) and Lightning connector or USB-C connector, as shown in Figure 1-2:

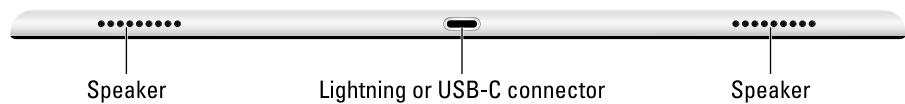
- » **Speakers:** The speakers play audio — music or video soundtracks — if you don't have headphones or external speakers plugged in or connected via Bluetooth.
- » **Lightning or USB-C connector:** This connector has three purposes:
  - *Recharge your iPad's battery:* Simply connect one end of the included cable to the iPad's Lightning or USB-C port and the other end to a USB or USB-C port, where appropriate.
  - *Synchronize your iPad:* Connect one end of the same cable to the Lightning or USB-C connector and the other end to a USB or USB-C port on your Mac or PC.
  - *Connect your iPad to a camera or television:* Make sure to use an adapter that works with the Lightning connector or the USB-C connector, depending on your iPad.



REMEMBER

If you connect your iPad to a USB port and get a *Not Charging* message, the USB port doesn't have enough power. Generally speaking, USB ports built into recent Macs and PCs, on powered hubs, or on the USB charging brick that came with your iPad will charge your iPad properly. Any USB data port connected to your Mac or PC will allow you to sync your iPad, whether or not it's charging.

**FIGURE 1-2:** All iPad models have speaker ports and a connection port on the bottom.



On the right side of your iPad are the volume up and volume down buttons, as shown in Figure 1-3. Press the upper button to increase the volume; press the lower button to decrease the volume.



TIP

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

**FIGURE 1-3:**  
The right side of the iPad features volume buttons, and some feature a SIM tray, too.



On iPads with cellular capabilities, the SIM card tray is on the right side. Wi-Fi-only models do not have a SIM card tray.



**TIP**

Apple used to include a SIM card eject tool with iPads and iPhones. If you don't have one lying around, you can straighten a paper clip and use it as a faux SIM card eject tool.

## On the front and back

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

- » **Touchscreen:** I describe how to use the iPad's touchscreen in Chapter 2.
- » **Home button:** If your iPad comes with a Home button, then 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. The Home button also doubles as a Touch ID sensor, so you can use your fingerprint (or a passcode) to unlock your phone and authenticate purchases. Recent models of the iPad Pro, iPad mini, and iPad Air don't have a Home button. For these iPads, you swipe up from the bottom of the screen to go back to the Home screen.
- » **Front (FaceTime) camera:** You use the front camera for FaceTime video chats and taking selfies. You shouldn't use it much for taking regular photos because the back camera on all iPad models is much better.
- » **App icons:** Each of the 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.

The back of your iPad has a rear camera, just below the top button, which is better than the one in front. iPad Pro, iPad mini, and iPad Air models have a 12-megapixel rear camera with an f/1.8 aperture, and the iPad has an 8-megapixel rear camera with f/2.4 aperture. The iPad can record HD video at 1080p, and the iPad Pro, iPad mini, and iPad Air can record video at up to 4K.



**FIGURE 1-4:**  
The front  
of the iPad  
10.2-inch.

*Courtesy of Apple, Inc.*

## 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, 5G, 4G, LTE, 3G, GPRS, and EDGE 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 when airplane mode is enabled. You can also pull Control Center down from the top-right corner and tap the airplane mode icon to turn airplane mode on (the icon turns orange).



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.

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



» **Wi-Fi:** If you see the Wi-Fi icon, your iPad is connected to a Wi-Fi network. The more semicircular lines that are lit (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, USB, or Bluetooth. Personal Hotspot is available for every cellular-enabled iPad but 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 13 for more about the Maps app) is using Location Services (such as GPS) to establish the location of your iPad.



» **Do not disturb:** This icon appears whenever do not disturb is enabled, silencing incoming FaceTime calls and alerts. See Chapter 14 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,



## COMPARING WI-FI AND CELLULAR NETWORKS

Wireless carriers offer several data networks relevant to the iPad, all of which can take advantage of the speediest 4G or LTE networks. AT&T has a form of LTE the company misleadingly calls 5G. 3G is slower than 4G and LTE, and EDGE and GPRS are slower still. Your iPad starts by trying to connect to the fastest network it supports. If it makes a connection, you see the appropriate cellular icon on the status bar.

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

Last but not least, if you don't see 5G, 4G, LTE, 3G, GPRS, E (for EDGE), or the Wi-Fi icon, you don't currently have internet access.

Bluetooth is on and one (or more) devices are connected. If you don't see a Bluetooth icon, Bluetooth is turned off. Chapter 14 goes into more detail about Bluetooth.



» **Bluetooth battery:** This icon displays the battery level of supported Bluetooth devices (while connected). 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 connected with your iPad.



» **Battery:** This icon shows the level of your battery's charge and also indicates when your device is connected to a power source. It's completely filled when your device isn't connected to a power source and is fully charged. It then empties as the 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.

## Exploring the Home Screen and Dock

The iPad Home screen refers to the screen you see when your iPad is unlocked and you're not working in an app. The Home screen is divided into multiple pages; you scroll to the next page by swiping your finger to the left on the screen and you scroll to the previous page by swiping right. With the exception of the

first page, which contains a mixture of widgets and app icons, each Home screen page can hold up to 30 icons, with each icon representing a different built-in app or function.

Each Home screen page also displays the *dock*, which is a strip that runs along the bottom of the page. The dock can store up to 15 app icons, depending on your iPad model.

How you display the Home screen depends on your iPad model:

» **If your iPad has a Home button:** Press the Home button. If your iPad was asleep, you see the unlock screen, so you need to press the Home button again. After you unlock your iPad, you see whichever app or page was on the screen when it went to sleep. If you see the Home screen page you want, you're golden. If not, press the Home button to summon your iPad's Home screen.

» **If your iPad doesn't have a Home button:** If your iPad is asleep, tap the screen to display the unlock screen. Now use a finger to swipe up from the bottom edge of the screen. With your iPad unlocked, you see the app or page that was displayed when the tablet went into sleep mode. To get to the Home screen (if it's not displayed already, that is), swipe up from the bottom of the screen again.



REMEMBER

When you unlock your iPad, you might have to enter a passcode. To learn more about passcodes, see Chapter 18.

In the following sections, I tell you briefly about the icons preloaded on your iPad's Home screen pages, as well as the icons you find on the dock. Because the rest of the book covers most of these babies in full and loving detail, I provide only brief descriptions here.

## Exploring the Home screen

As shown in Figure 1-5, the first page of the iPad Home screen is divided into three sections:

» **Widgets:** These items appear in the top half of the screen in landscape mode and include the following default widgets: Clock, Notes, Calendar, Photos, and Weather. See Chapter 10 to learn how to customize your widgets.

» **App icons:** These items represent (mostly) apps that you can launch with a tap of your finger.

**FIGURE 1-5:**  
The iPad's  
first Home  
screen page.



- » **Dock:** This area also contains (mostly) app icons, but the dock appears on every Home screen page, so you always have quick access to these apps.

If you haven't rearranged your icons, you see the following apps on the first Home screen page, starting on the left side of the first row of apps:

- » **FaceTime:** Participate in FaceTime video chats, as you discover in Chapter 8.
- » **Files:** View and work with the files you've saved to your iCloud Drive. Apple apps as well as many third-party apps know how to use the Files app to store documents.
- » **Reminders:** Display alerts that remind you to perform some task. You can think of Reminders as a kind of fancy-schmancy to-do list. If you ask Siri to remind you, it's added as a reminder in this app, too. You can do both location- and time-based reminders, which will be synced to your other Apple devices. Learn more about reminders in Chapter 12.

- » **Maps:** View street maps, satellite imagery, transit information, and more for locations around the globe. Or ask for directions, traffic conditions, or the location of a nearby pizza joint. I show you more about Maps in Chapter 13.
- » **Home:** Access and control your HomeKit smart home devices. Almost like a sci-fi movie, you can control lights, appliances, and surveillance cameras from an app or with your voice using Siri. You'll read much more about this great app, but you have to wait until Chapter 12.
- » **Camera:** Shoot pictures or videos with your iPad's front- or rear-facing camera. You find out more in Chapters 8 (videos) and 9 (camera).
- » **App Store:** Search for iPad apps you can purchase or download for free. Chapter 10 is your guide to buying and using apps from the App Store.
- » **Books:** Read e-books, which you can buy in the Book Store. I discuss the Books app more deeply in Chapter 7.
- » **Podcasts:** Subscribe and listen to your favorite podcasts.
- » **TV:** Watch and manage your movies, TV shows, and music videos. You add videos via Finder in recent versions of macOS or iTunes on older Macs or on PCs or by purchasing them directly in the TV app or the iTunes Store app. Check out Chapter 8 to find out more.
- » **News:** Read the latest news from magazines, newspapers, and websites, and subscribe to Apple News+ for access to paid content from many mainstream sources. You read more about News in Chapter 7.
- » **Settings:** Customize your iPad and apps by modifying their settings. With so many options in the Settings app, you'll be happy to hear that Chapter 14 is dedicated exclusively to Settings.

The second Home screen page (swipe your finger left on the screen to get there) contains the following default apps:

- » **Photo Booth:** Take fun selfies with your iPad's front camera. Chapter 9 explains how.
- » **Find My:** Locate a lost iPad (or iPhone, AirPods, or Mac). I look more closely at Find My in Chapter 14.
- » **Shortcuts:** Combine two or more actions — such as taking a photo and sending it via text message to someone — into a single script that you run by tapping an icon.
- » **Clock:** Check the current time (locally as well as from anywhere in the world) and set alarms and timers. You hear more about this nifty app in Chapter 12.

- » **Contacts:** Store information about the people you know. Chapter 11 explains how to use the Contacts app.
- » **Stocks:** Track stocks. You can also get news articles about the companies you're following.
- » **Translate:** Translate a word or phrase in one language (entered by typing or speaking) into another language. See Chapter 12 for the details.
- » **Voice Memos:** Record everything you speak into your iPad's microphone. For more about the Voice Memos app, turn to Chapter 12.
- » **Measure:** Measure distances in the real world by using the iPad's back camera. Seriously, try it! Turn to Chapter 12 for more on the Measure app.
- » **iTunes Store:** Buy or rent music, movies, TV shows, audiobooks, and more. You find more info about iTunes Store in Chapter 7.
- » **Magnifier:** Using the iPad's rear camera, zoom in on real-world objects that are too small to see clearly. Chapter 12 shows you how the Magnifier app does its job.
- » **Tips:** Get tips for using your iPad.

Depending on your iPad model, the second page of the Home screen might also house a few other Apple apps, such as Pages (word processor), Keynote (presentations), Numbers (spreadsheet), Apple Store (buy Apple stuff), iMovie (create digital movies), Clips (create short video clips), and GarageBand (record and edit music).

## Getting to know the dock

At the bottom of every iPad Home screen page, you see a special shelflike area called the dock. By default, the eight icons on the dock are as follows:

- » **Messages:** Exchange free, unlimited text or multimedia messages with any other device running iOS 5 or later or Mac OS X Mountain Lion or later. Find out more about Messages in Chapter 6.
- » **Safari:** Navigate sites and pages on the web. Chapter 4 shows you how to start using Safari on your iPad.
- » **Music:** Listen to music or podcasts. You discover how the Music app works in Chapter 7.
- » **Mail:** Send and receive email with most email systems. Chapter 5 helps you start emailing from your iPad everyone you know.

- » **Calendar:** Create and manage appointments. You learn more about Calendar in Chapter 11.
- » **Photos:** View, edit, and manage the photos in your iPad library. To get started, see Chapter 9.
- » **Notes:** Type short notes while you're out and about. For help using Notes, flip to Chapter 11.
- » **App Library:** Get quick access to all your apps organized by category. I explain more in Chapter 10.



TIP

Feel free to add icons to or remove icons from the dock to suit the way your work or play. To add or remove dock icons, press and hold down on any icon and tap Edit Home Screen on the menu that appears. Your app icons will begin wiggling. Tap and drag a wiggling app icon to move it to or from the dock. Tap and drag an existing dock icon to change its position. When you're satisfied, tap Done in the upper-right corner of the Home screen (or press the Home button, if your iPad has one) to exit wiggly mode and save your arrangement.



TIP

Depending on your iPad model, you have between 11 and 15 app icons on the dock. If you find you don't use App Library all that much, choose Settings ⇨ Home Screen & Dock and tap the Show App Library in Dock switch to off (that is, from a green background to a light gray background). You can now add an extra app icon to the dock.

Two last points:

- » *Notifications* are messages from iPadOS and your apps that tell you about recent activity on your tablet. I wanted to mention them even though they don't have an icon of their own. You hear much more about notifications in Chapter 12. To see them now (I know you can't wait), swipe from the top of your screen to the middle to make them appear. Then swipe from the bottom to put them away again.



TIP

This gesture works anytime — even when your iPad is locked. If it's locked, you'll see your most recent notifications when you swipe down. Then swipe up to see older notifications.

- » I'd be remiss not to mention the useful Control Center, with controls for Wi-Fi, Bluetooth, audio playback, and much more, all available from any screen in any app. You discover much more about Control Center in Chapter 14, but if you can't stand the suspense, put your finger in the top-right corner of your iPad screen and swipe down to open Control Center (and then tap some other part of the screen to put it away).

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

## Chapter 2

# Basic Training

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

You also know that the iPad is 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 recent iPad 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 I point out (pun intended) in Chapter 1, the iPad relies on an input device that you always have with you: your finger. Okay, some iPads can use Apple Pencil and other styluses, but what makes an iPad so powerful is that a stylus is optional.

If you own an iPhone, 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 15, you have an even bigger head start. You have my permission to skim the rest of this chapter, but I urge you to stick around anyway because some aspects of iPadOS work in subtly different ways than iOS on the iPhone. If you're a total novice, don't fret. Nothing about multitouch is painful.