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

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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*.

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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

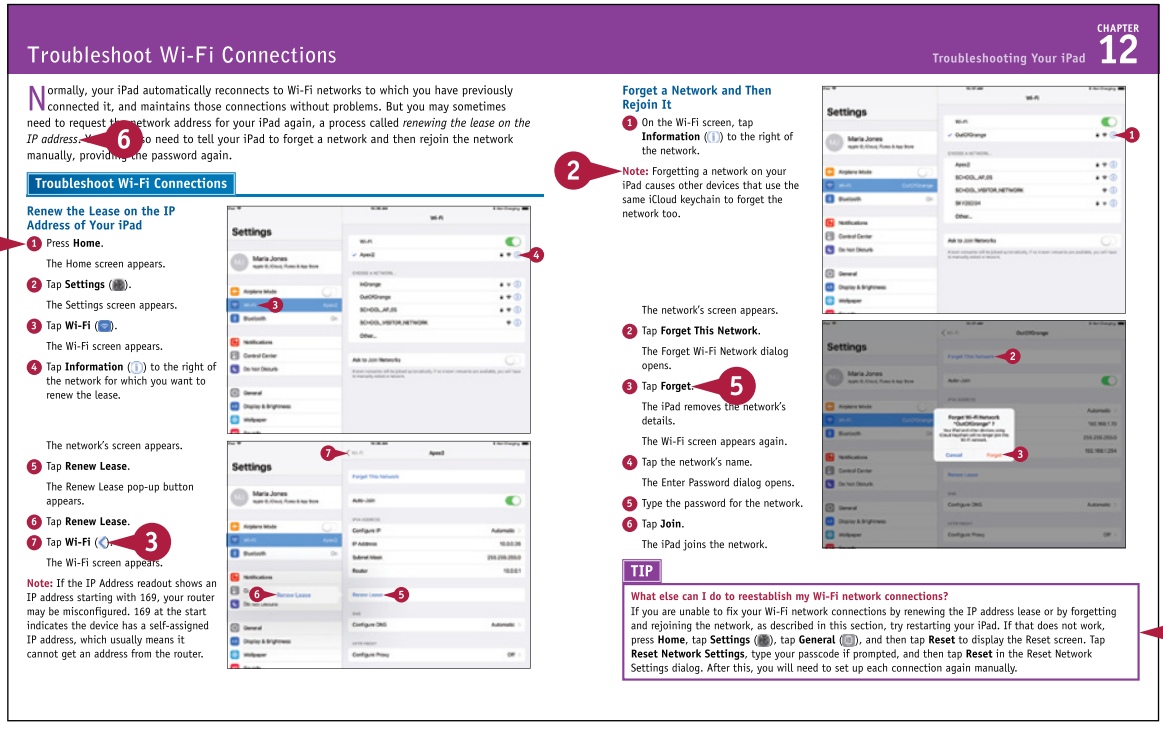
Tips offer additional information, including warnings and shortcuts.

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.



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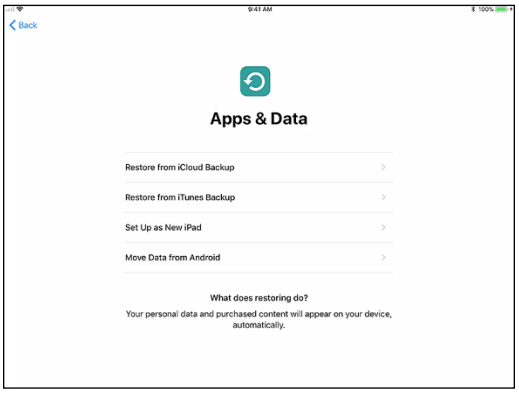

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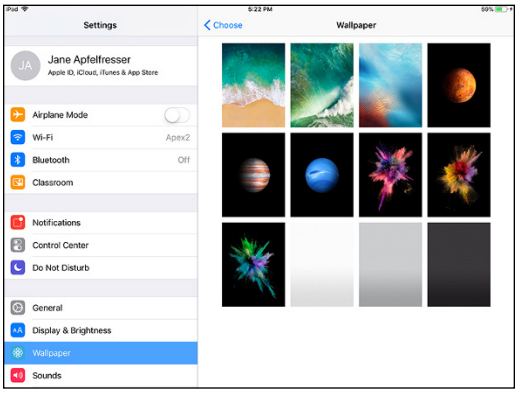

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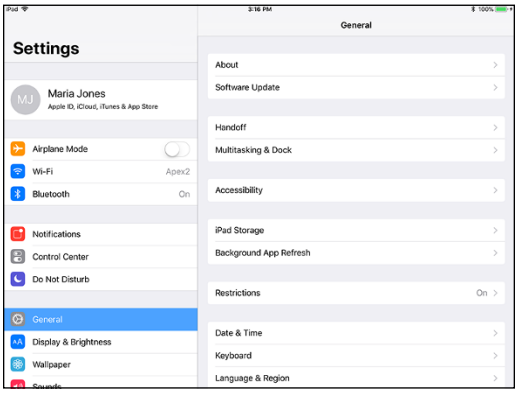

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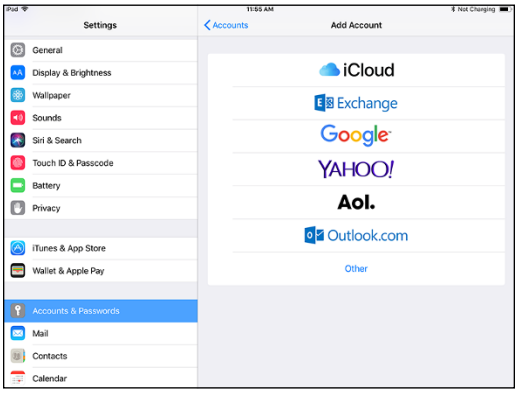

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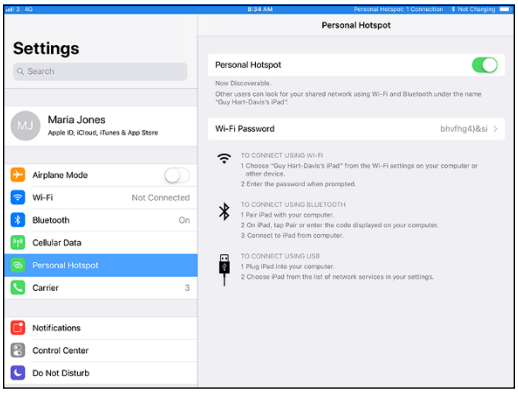

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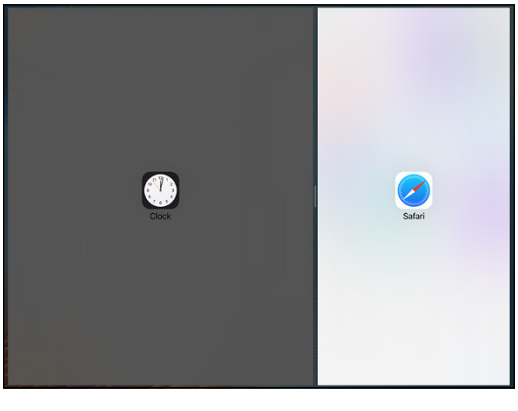

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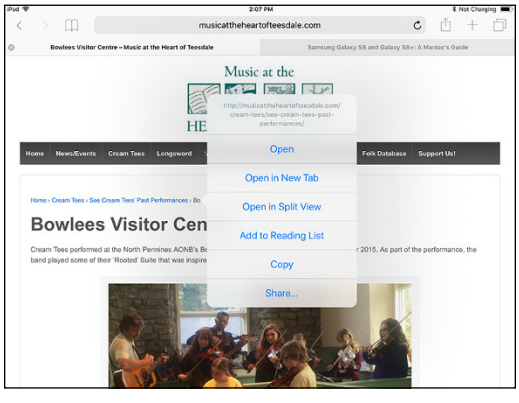

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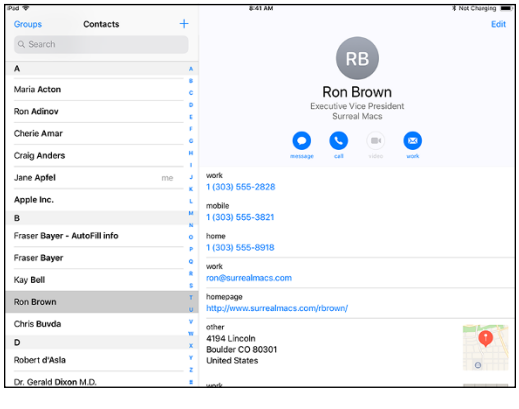

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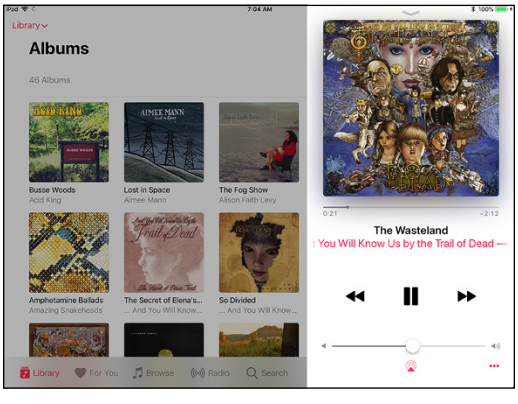

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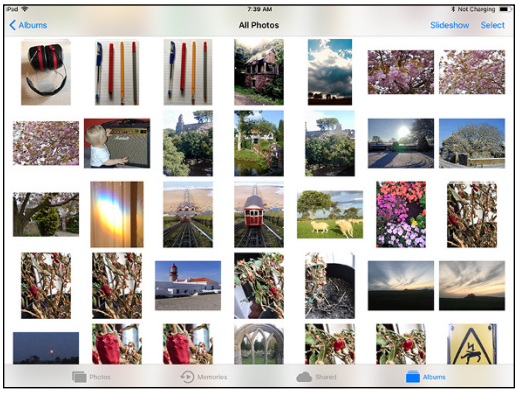

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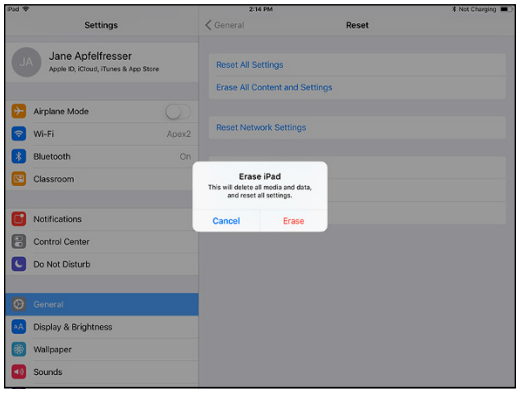
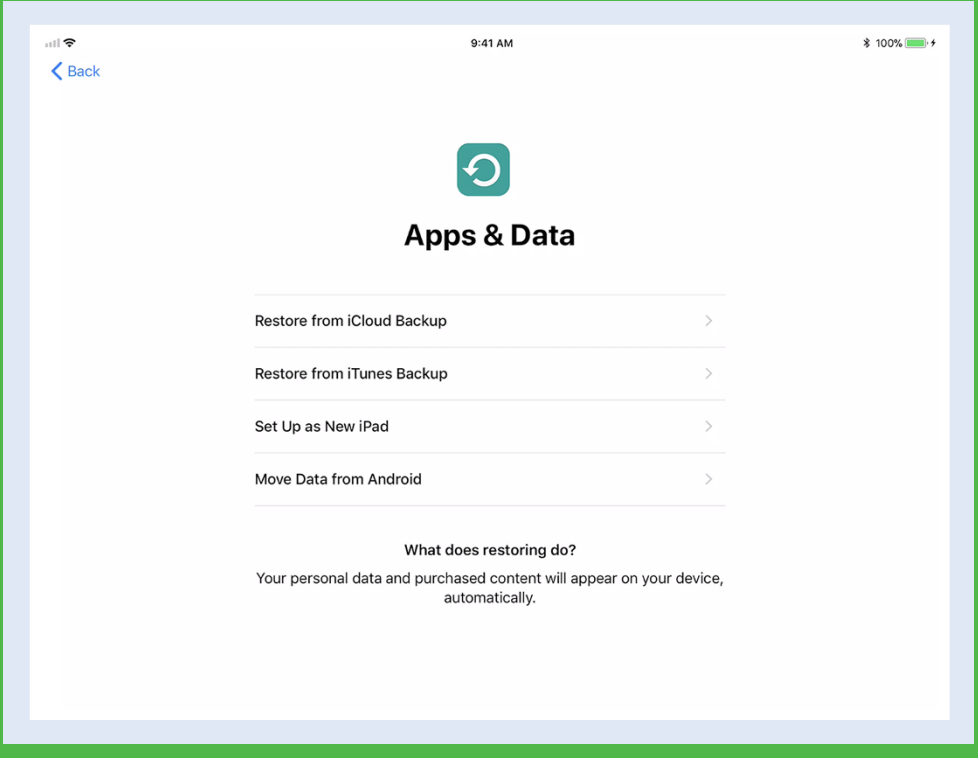


CHAPTER 1

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.



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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 × 5.3 inches wide and weighs around two-thirds of a pound. The iPad measures 9.4 inches tall × 6.6 inches wide and weighs around 1 pound. The 10.5-inch iPad Pro measures 9.8 inches tall × 6.8 inches wide and weighs just over 1 pound. The full-size iPad Pro measures 12 inches tall × 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.

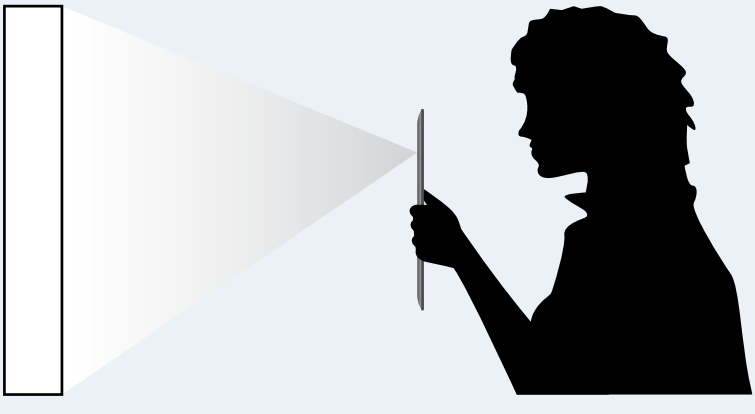
Touch Screen

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

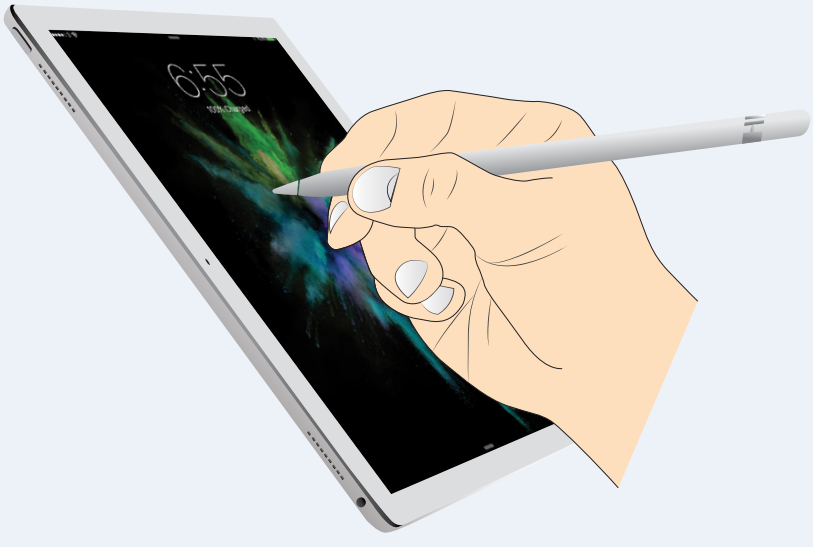
Each iPad has one camera on the front — the screen side — and another on the back.



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

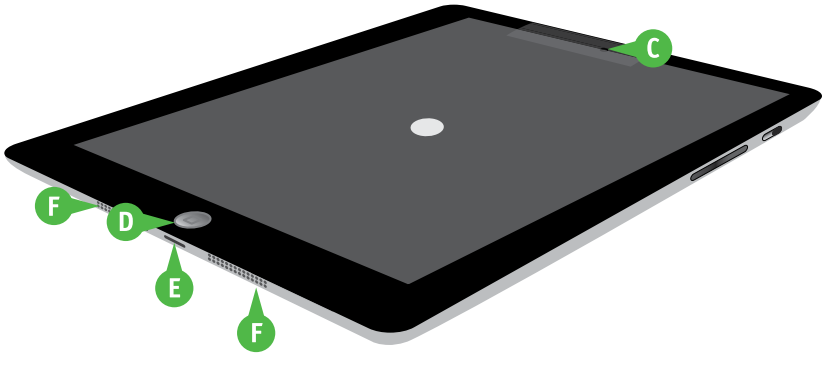
1. Press and hold the **Sleep/Wake** button on top of the iPad for a couple of seconds.

   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.

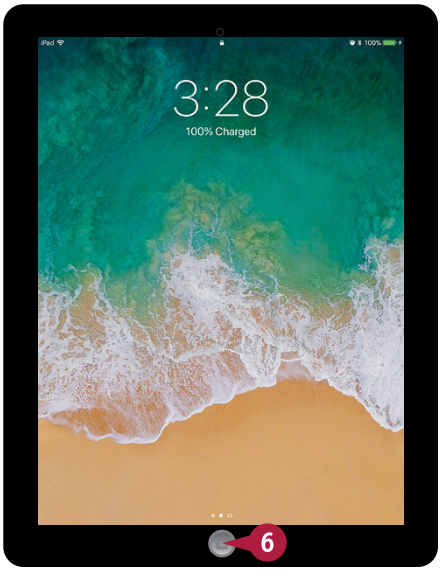
4. Press the **Volume Up** (+) button to increase the sound volume.

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.

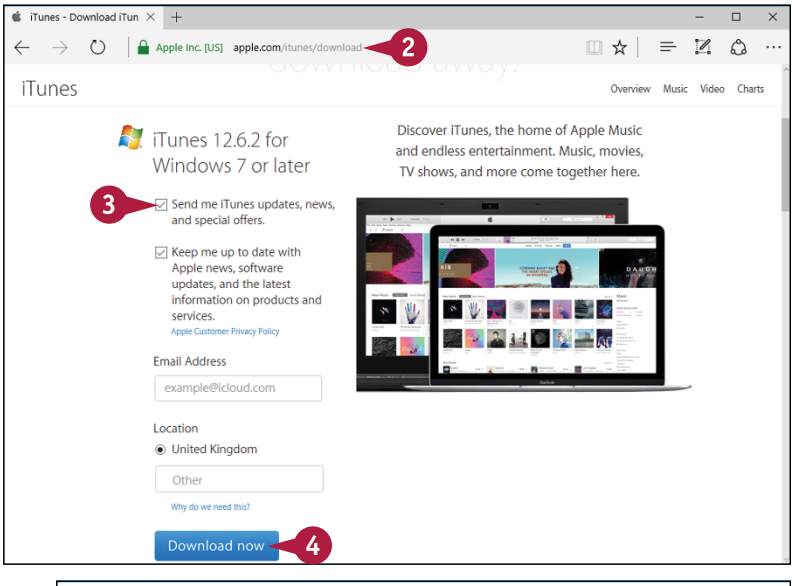
If you do not have a computer, or you do not want to sync your iPad with your computer, you can set up and sync your iPad using Apple's iCloud service, as described later in this chapter.

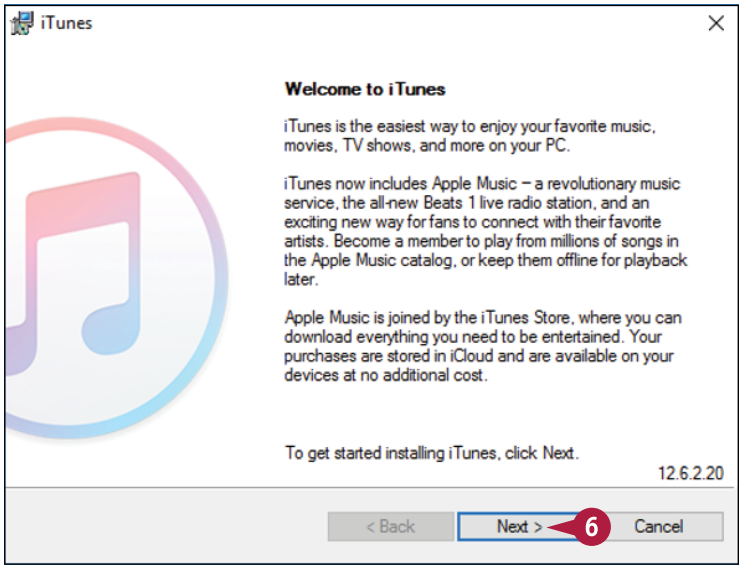
Download, Install, and Set Up iTunes

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.





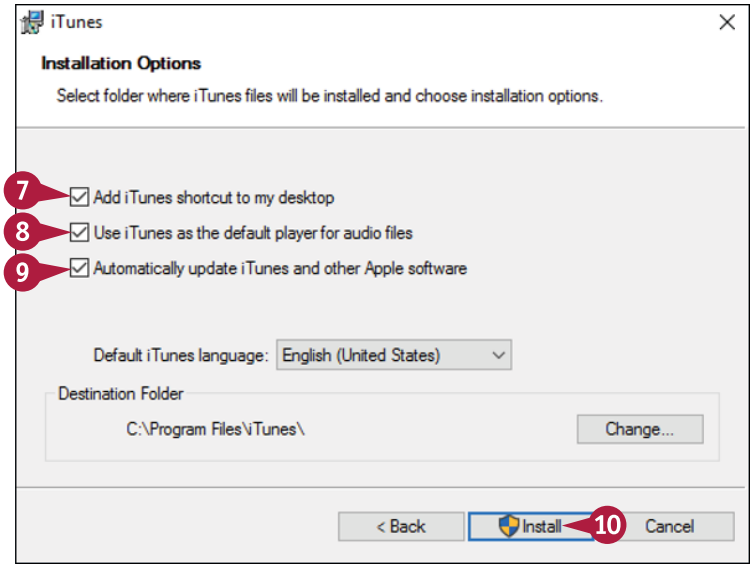
Note: You must accept the license agreement to install iTunes.

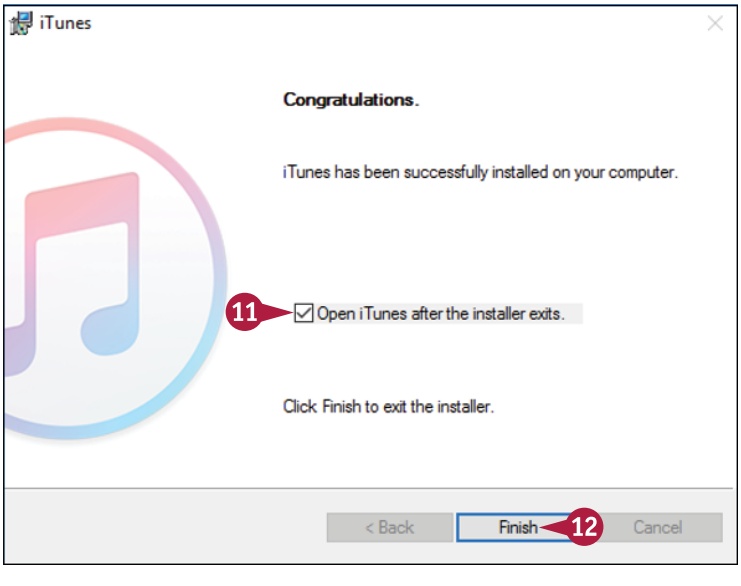
7. Click **Add iTunes shortcut to my desktop** (☑ changes to ☐) unless you want this shortcut.
8. Click **Use iTunes as the default player for audio files** (☑ changes to ☐) if you do not want to use iTunes as the default audio player.
9. Click **Automatically update iTunes and other Apple software**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

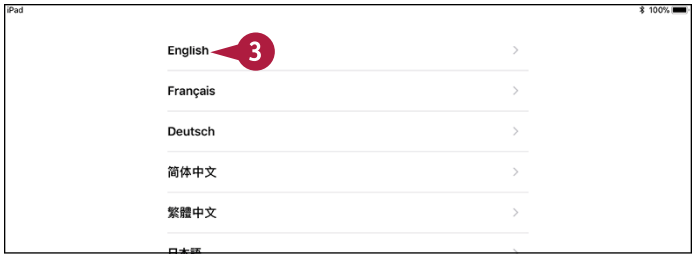
3. Tap the language you want to use for the interface.

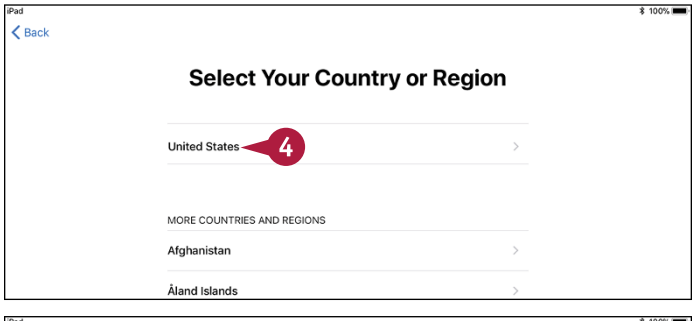
   The Select Your Country or Region screen appears.

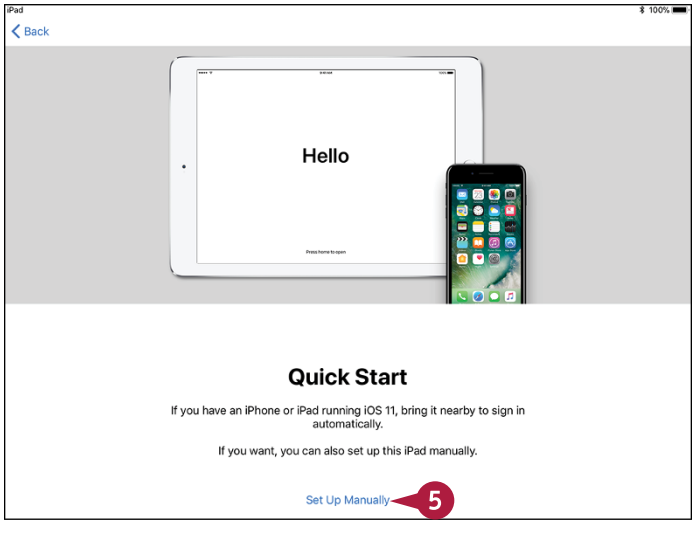
4. Tap the country or region.

   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.

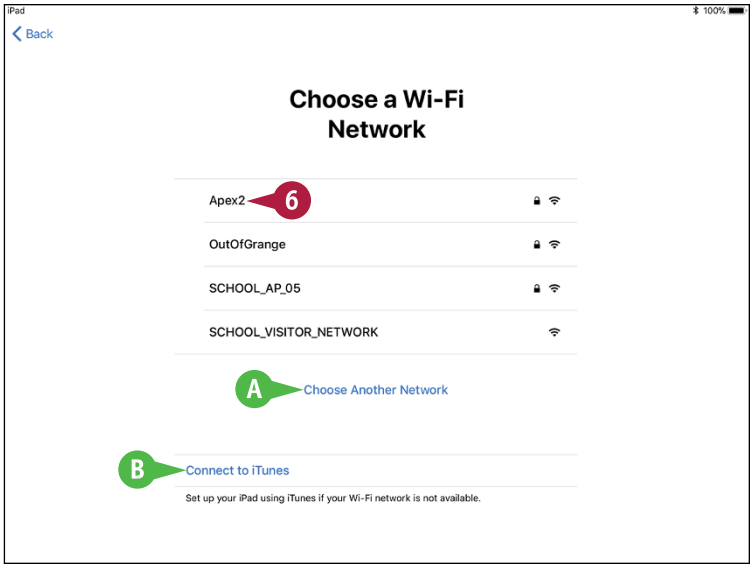
B If the Connect to iTunes button appears, you can tap it to stop the setup process here. You can then continue as explained in the section "Set Up Your iPad Using iTunes," later in this chapter.

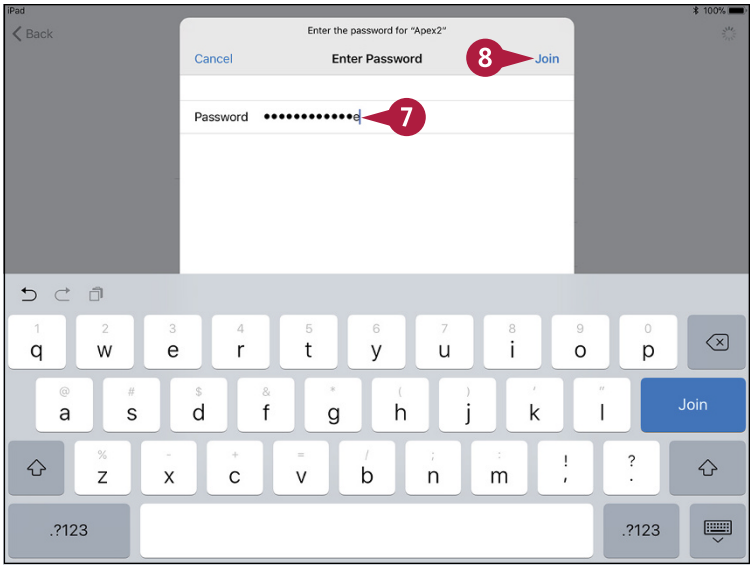
The Enter Password dialog opens.

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.

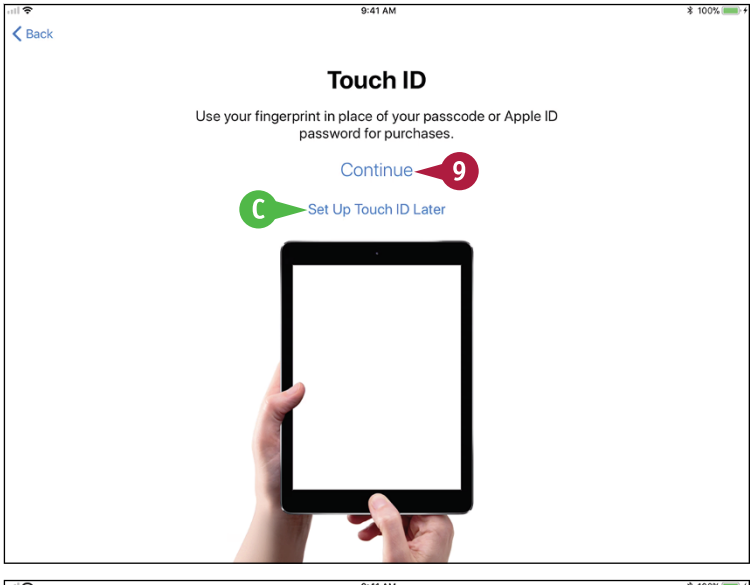
Begin Setup and Activate Your iPad (continued)

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.

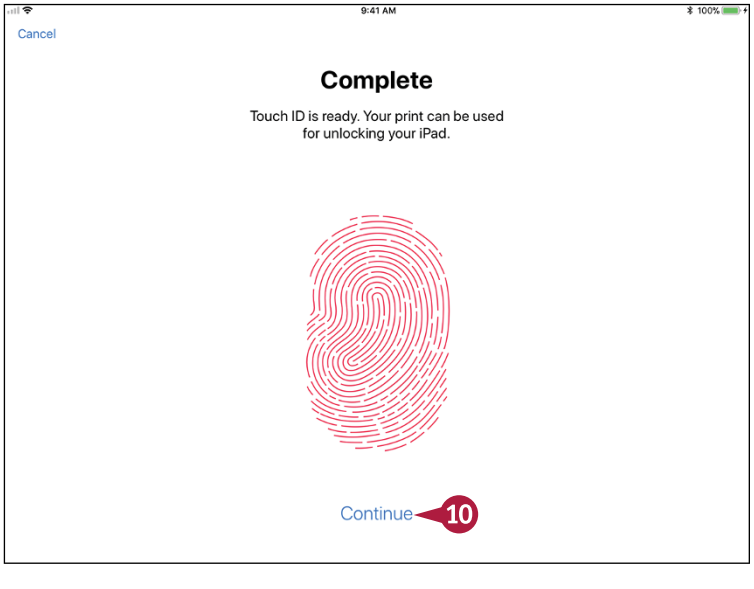
C You can tap **Set Up Touch ID Later** if you prefer not to set up Touch ID now.

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



The Complete screen appears.

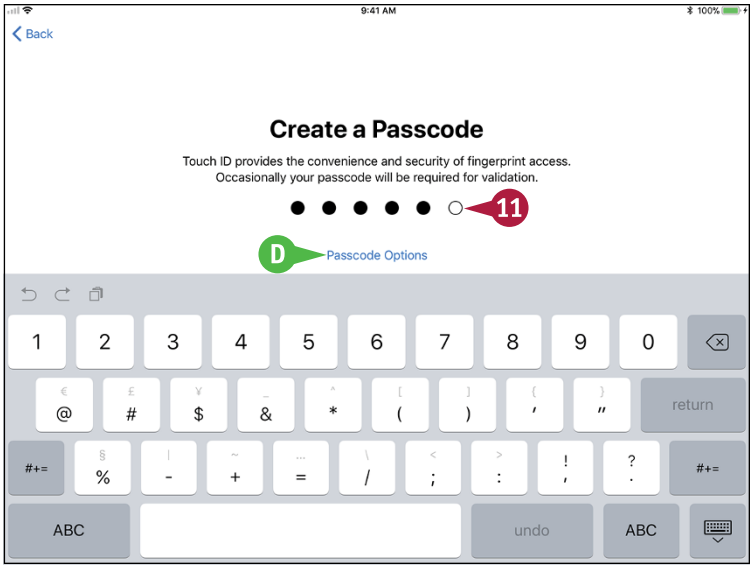
10 Tap **Continue**.



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.

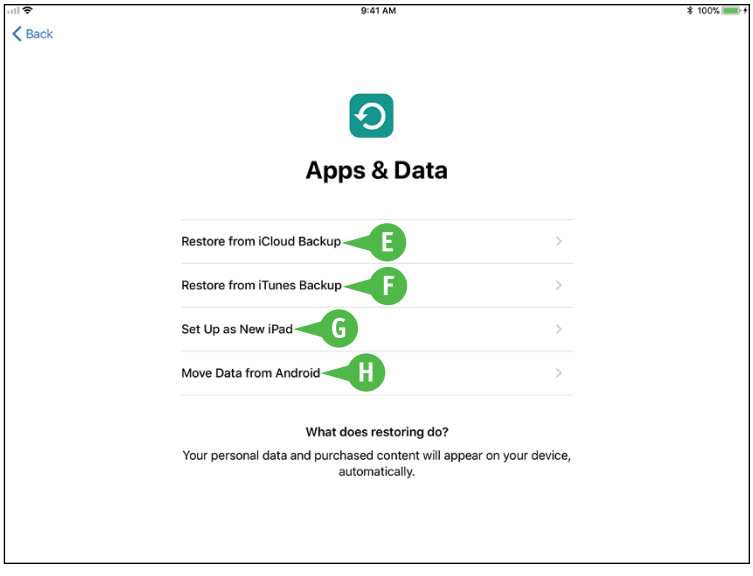
12 Tap the appropriate button:

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.

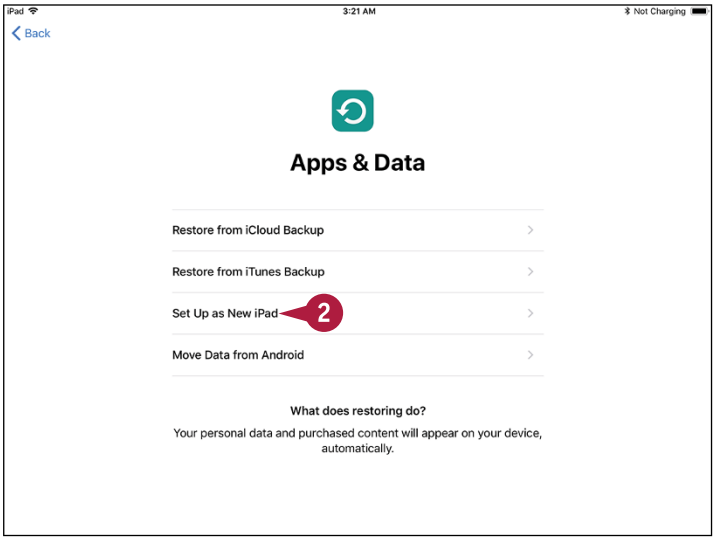
Set Up Your iPad as New Using iCloud

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

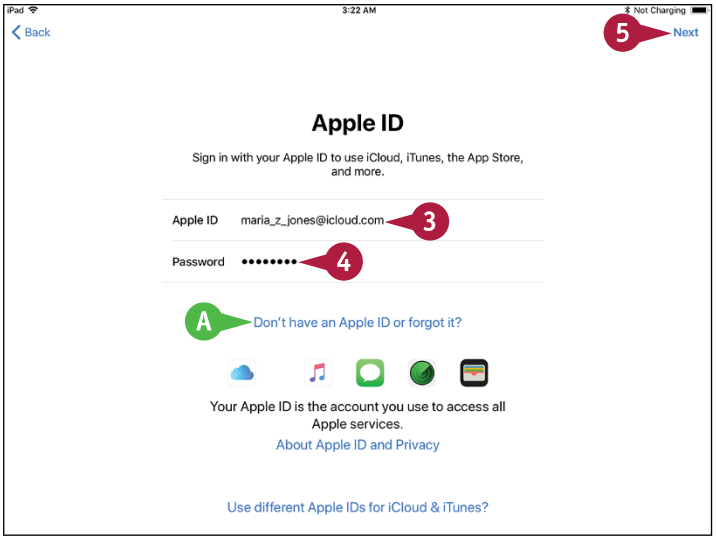
1. Begin setup as explained in the previous section, "Begin Setup and Activate Your iPad."
2. On the Apps & Data screen, tap **Set Up as New iPad**.



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**.