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2022-2023 Edition

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**dummies**<sup>®</sup>  
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and use social media

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**Dwight Spivey**

Apple expert, family man,  
and coffee fiend





# iPad For Seniors

2022–2023 Edition

**by Dwight Spivey**

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

## iPad For Seniors For Dummies® , 2022–2023 Edition

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# Introduction

If you bought this book (or are even thinking about buying it), you've probably already made the decision to buy an iPad. The iPad is designed to be easy to use, but you can still spend hours exploring the preinstalled apps, configuring settings, and learning out how to sync the device to your computer or through iCloud. I've invested those hours so that you don't have to — and I've added advice and tips for getting the most from your iPad.

This book helps you get going with your iPad quickly and painlessly so that you can move directly to the fun part.

## About This Book

If you are a mature person who is relatively new to using a tablet, or you want to update to iPadOS 15 and learn about all the new features of that version, you need this book. In this book, you discover the basics of buying an iPad, working with its preinstalled apps, getting on the Internet, and using social media.

This book uses a few conventions to assist you:

- » **Bold:** I use bold type to make figure references stand out in the text.
- » **Italics:** I use italics for emphasis and for placeholder text that substitutes for what you might be seeing onscreen, such as *Price* when the actual price is what you would be seeing.
- » **Command sequences:** When you need to follow a series of actions, you might see it presented like this: Tap Settings ⇨ General ⇨ Display Date & Time. That means to first tap the Settings icon, and then tap General on the screen that appears, and then tap the Date & Time option.

» **URLs:** Web addresses appear in monofont type in the printed book and as clickable links in the e-book, like this:  
`www.dummies.com.`



TIP

The Tip icon in the margin of a page alerts you to brief pieces of advice to help you to take a skill further, provide an alternative way of doing something, or, occasionally, to be aware of a problem an action might cause.

Like all *For Dummies* books, this book uses nontechnical language as it guides you through basic steps of working with your iPad. To make the content of this book easily accessible, it's organized into sets of tasks within the following parts:

- » **Part 1: Getting to Know Your iPad:** The first chapter in this part guides you through buying an iPad, in case you don't have one yet, as well as any accessories you might need with it. Also in this part, you learn what buttons to push and what movements to make to turn on and use your iPad effectively. If you need to update your iPad to the latest version, you can find out about that and more in this part.
- » **Part 2: Beginning to Use Your iPad:** This part begins by showing you how to enable accessibility features that may help you to more easily use your iPad. You then learn more about Apple's virtual assistant, Siri, and how to manage apps and contacts and use communication tools such as FaceTime and social media apps. Finally, I give you a good start on surfing the web and sending and receiving email.
- » **Part 3: Enjoying Media:** Your iPad will quickly become indispensable for all things media related. From reading books to watching movies and television shows to listening to your favorite tunes and podcasts, this part shows you the ropes for acquiring new content and enjoying it. You also find out how to take stunning pictures and videos using your iPad's built-in cameras.



» **Part 4: Living with Your iPad:** Finally, this part of the book helps you to stay on top of your busy life by setting reminders of important items on your to-do lists, calendar events, and appointments, and by taking notes. You'll also explore several utilities that come with iPadOS 15 and learn how to troubleshoot and maintain your iPad.

## Foolish Assumptions

This book assumes that you are a mature iPad user who wants to get straight to the basics of using an iPad. It assumes that you may not be familiar with using a tablet, or that you are updating to iPadOS 15 and want to discover all the new features that come with that update. In writing this book, I've tried to consider the types of activities that might interest someone who is 50 years old or older.

## Beyond the Book

Like every *For Dummies* book, this one comes with a free Cheat Sheet that brings together some of the most commonly needed information for people learning to use, in this case, the iPad. To get the Cheat Sheet, head for [www.dummies.com](http://www.dummies.com) and enter *iPad For Seniors For Dummies Cheat Sheet* in the Search box.

## Where to Go from Here

You can work through this book from beginning to end or simply open a chapter to solve a problem or acquire a specific new skill whenever you need it. The steps in every task quickly get you to where you want to go without a lot of technical explanation.

At the time I wrote this book, all the information it contained was accurate for the 12.9-inch iPad Pro (1st, 2nd, 3th, 4th, and 5th generations), 11-inch iPad Pro (1st, 2nd, and 3rd generations), 10.5-inch iPad Pro, 9.7-inch iPad Pro, iPad (5th, 6th, 7th, 8th, and 9th generations), iPad Air 2, iPad Air (3rd and 4th generations), iPad mini (5th and 6th generations), iPad mini 4, version 15 of iPadOS (the operating system used by the iPad), and version 12.8 (for Macs) or 12.12 (for PCs) or later of iTunes. Apple may introduce new iPad models and new versions of iOS and iTunes between book editions. If you've bought a new iPad and found that its hardware, user interface, or the version of iTunes on your computer looks a little different, be sure to check out what Apple has to say at [www.apple.com/iPad](http://www.apple.com/iPad). You'll no doubt find updates there on the company's latest releases.

**1**

**Getting to Know  
Your iPad**

## **IN THIS PART . . .**

Starting out with your iPad

Navigating the Home screen

Updating and synchronizing your iPad

Discovering preinstalled apps

Understanding iCloud

- » Discover what's new in iPads and iPadOS 15
- » Choose the right iPad for you
- » Understand what you need to use your iPad
- » Explore what's in the box
- » Take a look at the gadget

## Chapter **1**

# Buying Your iPad

**Y**ou've read about it. You've seen the lines at Apple Stores on the day a new version of the iPad is released. You're so intrigued that you've decided to get your own iPad. Perhaps you're not new to tablet computers but are ready to make the switch to the ultimate in such devices. Your iPad offers lots of fun apps, such as games and exercise trackers; allows you to explore the online world; lets you read e-books, magazines, and other periodicals; allows you to take and organize photos and videos; plays music and movies; and a lot more.

Trust me: You've made a good decision, because the iPad redefines the tablet computing experience in an exciting way. It's also an absolutely perfect fit for seniors.

In this chapter, you learn about the advantages of the iPad, as well as where to buy this little gem and associated data plans from providers for iPads that support cellular data. After you have one in your hands, I help you explore what's in the box and get an overview of the little buttons and slots you'll encounter. Luckily, the iPad has very few of them.

# Discover the Newest iPads and iPadOS 15

Apple's iPad gets its features from a combination of hardware and its software operating system (called iPadOS; the term is short for iPad operating system). As of this writing, the most current version of the operating system is iPadOS 15. It's helpful to understand which features the newest iPad models and iPadOS 15 bring to the table (all of which are covered in more detail in this book).

The iPad is currently available in various sizes, depending on the version of iPad. Here are the five basic sizes, by iPad type:

- » iPad: The ninth-generation iPad features a touchscreen that measures 10.2 inches diagonally and sports a super-fast 64-bit desktop-class A13 Bionic processor.
- » iPad Air: The fourth-generation iPad Air employs a touchscreen measuring 10.9 inches diagonally and features a 64-bit A14 Bionic processor.
- » iPad mini: The iPad mini 6's screen measures 8.3 inches diagonally and uses a 64-bit A13 Bionic processor to do the behind-the-scenes work.
- » iPad Pro: The two iPad Pro models are the fastest of the bunch. One measures 11 inches diagonally, and the other is 12.9 inches; they both come with blazing-fast M1 processors, which are the same processors used in many of Apple's newest Mac desktop and laptop computers.



TIP

Dimensions of devices are typically shown in the units of measurement commonly used in a region. This means, for example, that the basic iPad is shown on Apple's U.S. site as being 9.8 inches (250.6mm) high and 6.8 inches (174.1mm) wide. In metric-system countries, both dimensions are given, but the order is reversed. When it comes to screen sizes, however, the dimensions are given in inches.

In addition to the features of previous iPads, the latest iPad models offer

- » **Screen resolution:** In addition to screen size, screen resolution has evolved so that Apple's Retina and Liquid Retina displays, both of which support very high-resolution graphics, now appear across the line. The name derives from the concept that individual pixels on the screen are so small that at normal viewing distance, they can't be distinguished.
- » **Apple Pencil:** Originally designed exclusively for use with iPad Pro models, the Apple Pencil now works with all the latest iPad models. (Be sure to check which version of Apple Pencil will work with your iPad by visiting [www.apple.com/apple-pencil](http://www.apple.com/apple-pencil).) Apple Pencil lets you draw and write on the screen with a familiar pencil-style tool rather than with your finger. The Apple Pencil contains a battery and sophisticated processing powers that make the experience of using it very much like (and sometimes better than) traditional pencils. Third-party pencils and drawing tools exist, but Apple's integration of Apple Pencil is remarkably smooth; the product has taken off quickly among graphic artists, illustrators, and designers. As other people have discovered its usability for marking up documents, it is becoming more and more common in business environments.
- » **Neural Engine:** The Neural Engine is a component of the processor in every iPad that focuses on handling specialized tasks related to artificial intelligence, image and speech processing, and more cool things.
- » **Touch ID:** This security feature is included on several newer iPad models that have a Home button. Sensors in the Home button allow you to train the iPad to recognize your fingerprint and grant you access with a finger press. Touch ID also allows you to use the Apple Pay feature to buy items without having to enter your payment information every time.
- » **Facial recognition:** Touch ID is replaced with Face ID on iPad models that don't have a Home button. Using Face ID and the front-facing camera, your iPad unlocks when it recognizes your face.

- » **Barometric sensor:** On all iPad models, this sensor makes it possible for your iPad to sense air pressure around you. This feature is especially cool when you're hiking a mountain, where the weather may change as you climb. Perhaps more to the point, the changes in barometric pressure can be sensed on a smaller scale so that elevation can be sensed and measured as you move normally.
- » **More keyboard options:** The iPad Pro has a full-size onscreen keyboard. Because the screen has more space, the top of the keyboard can contain extra commands for filling in passwords and using more advanced input techniques.
- » **Smart Connector for Smart Keyboard:** In addition to the onscreen keyboard, you can use a Smart Connector to hook up a Smart Keyboard, an external keyboard that makes getting complex work done much easier.
- » **Live photos:** Using the 3D Touch feature, you can press a photo on the screen to make it play like a short video. The Camera app captures 1.5 seconds on either side of the moment when you capture the photo, so anything moving in the image you photographed, such as water flowing in a stream, seems to move when you press and hold the still photo.

The iPadOS 15 update to the operating system adds many features, including (but definitely not limited to)

- » **Performance enhancements:** Apple promises that iPadOS 15 will increase the speed and performance of your iPad, including older models going back as far as iPad Air 2. From apps to keyboards to taking pictures, everything gets a speed upgrade.
- » **Focus:** Think of Focus as an extension of the Do Not Disturb feature. You can customize a focus to filter notifications based on what you're doing at the moment. The default focus modes are personal, work, and sleep, and notifications are filtered based on their settings.



- » **Safari:** iPadOS 15 gives Safari a whole new look and makes navigation easier. Tab groups are a welcome new feature that allow you to group your open web pages any way you like.
- » **Maps:** Like Safari, Maps got a nice interface overhaul. Three-dimensional items like mountain ranges, buildings, trees, and more are rendered to make them more lifelike, making it easier to follow directions and recognize locations. A more detailed driving map is also a great enhancement.
- » **FaceTime:** You can now schedule calls using FaceTime (this one falls into the “it’s about time” category . . .) and send links to participants. Also, the interface got a refresh, and the enhancements to sound technologies make hearing call participants much easier.
- » **Siri improvements:** Siri just keeps getting better. Siri can now speak in more natural tones and cadence, thanks to new software rendering capabilities. Siri can also give you more personalized information, including the ability to find event information and reminders in other apps. And Siri can now play audio files from third-party app providers.
- » **Live text:** Live text lets you interact with text in images. For example, if the text is an address, you can tap it to open the address in Maps. Or you can select text from a photo and copy it into a document. Live text is a great addition to iPadOS 15.
- » **Built-in apps have been updated:** iPadOS 15 provides performance enhancements and interface upgrades for all the apps that come preinstalled with it.



TIP

Don’t need or use all the built-in apps? If so, you can remove them from your Home screen. When you remove a built-in app from your Home screen, you aren’t deleting it — you’re hiding it. This is due to security reasons that are beyond the scope of this book. However, the built-in apps take up very little of your iPad’s storage space, and you can easily add them back to your Home screen by searching for them in the App Store and tapping the Get button.

These are but a very few of the improvements made to the latest version of iPadOS. I highly suggest visiting [www.apple.com/ipados](http://www.apple.com/ipados) to find out more.

## Choose the Right iPad for You

The most obvious differences among iPad models (shown together in **Figure 1-1**) are their thickness and weight, with the Pro being biggest, followed by iPad Air, then iPad, and finally the smallest, iPad mini. All models come in Space Gray, with iPad Air, iPad, and iPad Pro also offering Silver. iPad mini may not have Silver, but alongside Space Gray does offer Pink, Purple, and Starlight. iPad Air also gives you the choices of Rose Gold, Green, and Sky Blue.



*Image courtesy of Apple, Inc.*

**FIGURE 1-1**

All four models come in Wi-Fi only, so you access a Wi-Fi network for Internet access, or Wi-Fi + Cellular for connecting to the Internet through Wi-Fi or a cellular network (as your cellphone does).

The iPad models also differ slightly in available memory and price based on that memory (prices are accurate as of this writing and are subject to change):

- » **iPad Pro 11-inch:** Wi-Fi models come in 128GB for \$799, 256GB for \$899, 512GB for \$1,099, 1TB for \$1,499, and 2TB for \$1,899; Wi-Fi + Cellular models of each memory configuration cost \$200 more than their Wi-Fi-only counterparts.
- » **iPad Pro 12.9-inch:** Wi-Fi models come in 128GB for \$1,099, 256GB for \$1,199, 512GB for \$1,399, 1TB for \$1,799, and 2TB for \$2,199; Wi-Fi + Cellular models of each memory configuration cost \$200 more than their Wi-Fi-only counterparts.
- » **iPad Air:** Wi-Fi models come in 64GB for \$599 and 256GB for \$749; Wi-Fi + Cellular models come in 64GB for \$729 and 256GB for \$879.
- » **iPad:** Wi-Fi models come in 64GB for \$329 and 256GB for \$479; Wi-Fi + Cellular models come in 64GB for \$459 and 256GB for \$609.
- » **iPad mini:** The Wi-Fi model comes in 64GB for \$499 and 256GB for \$649, and the Wi-Fi + Cellular model comes in 64GB for \$649 and 256GB for \$799.

Finally, the iPad models vary in screen quality and resolution, camera quality, and so on. Logically, the bigger the iPad, the bigger the price and higher the quality.

## Decide How Much Storage Is Enough

Storage is a measure of how much information — for example, movies, photos, and software applications (apps) — you can store on a computing device. Storage can also affect your iPad's performance when handling such tasks as streaming favorite TV shows from the web or downloading music.



TIP

Streaming refers to playing video or music content from the web (or from other devices) rather than playing a file stored on your iPad. You can enjoy a lot of material online without ever downloading its full content to your iPad.

Your storage options with the various iPad models range from 64 gigabytes (GB) to 2 terabytes (TB), which is equivalent to 2,000GB. You must choose the right amount of storage because you can't open the unit and add more as you typically can with a desktop computer. However, Apple has thoughtfully provided iCloud, a service you can use to back up content to the Internet. (You can read more about iCloud in Chapter 3.)

How much storage is enough for your iPad? Here's a guideline:

- » If you regularly work with large media files, such as movies or TV shows, you might need 512GB or higher. For example, if you shoot 4K video at 60 frames per second, that will take roughly 1GB of storage space for every two-and-a-half minutes of footage. In light of this fact, at least 1TB of storage may be more appealing if you shoot a lot of video.
- » If you like lots of media, such as movies or TV shows, you may need at least 256GB.
- » For most people who manage a reasonable number of photos, download some music, and watch heavy-duty media, such as movies online, 128GB is probably sufficient.
- » If you simply want to check email, browse the web, and write short notes to yourself, 64GB likely is plenty.



TIP

Do you know how big a gigabyte (GB) is? Consider this: Just about any computer you buy today comes with a minimum of 256GB of storage. Computers have to tackle larger tasks than iPhones, so that number makes sense. The iPad, which uses a technology called flash storage for storing data, is meant (to a great extent) to help you experience online media and email; it doesn't have to store much because it pulls lots of content from the Internet.

In the world of storage, 64GB for any kind of storage is puny if you keep lots of content (such as audio, video, and photos) on the device.

## Know What Else You May Need: Internet and Computer

Although you can use your iPad on its own without any Internet or Wi-Fi access and without a computer to pair it with, it's easier if you have Internet access and a computer that you can (occasionally) use with your iPad.

### Use basic Internet access for your iPad

You need to be able to connect to the Internet to take advantage of most iPad features. If you have an Apple ID, you can have an iCloud account, Apple's online storage service, to store and share content online, and you can use a computer to download photos, music, or applications from non-Apple online sources (such as stores, sharing sites, or your local library) and transfer them to your iPad through a process called syncing, which you learn about in Chapter 3. You can also use a computer or iCloud to register your iPad the first time you start it, although you can have the folks at the Apple Store handle registration for you if you have an Apple Store nearby. If you don't have a store nearby, visit [www.apple.com/shop/help](http://www.apple.com/shop/help) for assistance.

You can set up your iPad without an Internet connection and without going to an Apple Store: The best way to find out more information is to contact <http://support.apple.com> through an Internet connection on another device or at a public library or Internet cafe.

Can you use your iPad without owning a computer and just use public Wi-Fi hotspots to go online (or a cellular connection, if you have such a model)? Yes. To go online using a Wi-Fi-only iPad and to use many of its built-in features at home, however, you need to have a home Wi-Fi network available.

## Pair your iPad with a computer

For syncing with a computer, Apple's iPad User Guide recommends that you have

- » A Mac or PC with a USB 2.0 or 3.0 port and one of these operating systems:
  - macOS version 10.11.6 (El Capitan) or newer
  - Windows 10 or newer
- » iTunes 12.8 or newer on a Mac running macOS El Capitan (10.11.6) through macOS Mojave (10.14.6), the Finder on Mac's running macOS Catalina (10.15) and newer, and iTunes 12.12 or newer on a PC, available at [www.itunes.com/download](http://www.itunes.com/download)
- » An Apple ID
- » Internet access
- » An iCloud account

Apple has set up its iTunes software and the iCloud service to give you two ways to manage content for your iPad — including movies, music, or photos you've downloaded — and specify how to sync your calendar and contact information.

There are a lot of tech terms to absorb here (iCloud, iTunes, syncing, and so on). Don't worry: Chapters 2 and 3 cover those settings in more detail.

## Choose Wi-Fi Only or Wi-Fi + Cellular

You use Wi-Fi to connect to a wireless network at home or at locations such as an Internet cafe, a library, a grocery store, or any public transportation that offers Wi-Fi. This type of network uses short-range radio to connect to the Internet; its range is reasonably limited, so if you leave home or walk out of the coffee shop, you can't use it anymore. (These limitations may change, however, because some towns are installing community-wide Wi-Fi networks.)