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2022–2023 Edition

# iPad® and iPad Pro®

for dummies®

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®
A Wiley Brand

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

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# iPad and iPad Pro For Dummies®

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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 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. You'll no doubt find updates on the company's latest releases.

# Part 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.

# Chapter 1

# Unveiling the iPad

**IN THIS CHAPTER**

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

Are 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.

# 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