LEARNING MADE EASY

2023-2024 Edition

iPad®

FOR SENIORS

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A Wiley Brand

Use video chat, email, and social media

Surf the web and share photos and videos

Learn about the newest iPad models

Dwight Spivey
Family man, coffee connoisseur, and Apple expert

iPad® For Seniors

for dummies®
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iPad® For Seniors

2023–2024 Edition

by Dwight Spivey

for dummies®
A Wiley Brand

iPad® For Seniors For Dummies®, 2023–2024 Edition

Published by: John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

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Published simultaneously in Canada

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Library of Congress Control Number: 2023931490

ISBN 978-1-119-93237-6 (pbk); ISBN 978-1-119-93238-3 (ebk); ISBN 978-1-119-93239-0

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Introduction

Because you bought this book (or are 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're a mature person who is relatively new to using a tablet, or you want to update to iPadOS 16 and learn about all the new features of that version, you need this book. In *iPad For Seniors For Dummies*, 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 ➪ 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`.

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.

This book uses nontechnical language, like all *For Dummies* books, as it guides you through the 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. Also in this part, you learn what buttons to push and screen elements to tap, and what movements to make to turn on and use your iPad effectively. If you need to update your iPad's operating system 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 use your iPad more easily. You then learn more about Apple's virtual assistant, Siri, and how to manage apps and contacts and use communication tools such as FaceTime, Messages, 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 and enjoying new content. 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 taking notes and by setting calendar events, appointments, and reminders of important items on your to-do lists. You also explore several helpful utilities that come with iPadOS 16 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 also that you may not be familiar with using a tablet, or that you are updating to iPadOS 16 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` 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 (first through fifth generations), 11-inch iPad Pro (first, second, and third generations), 10.5-inch iPad Pro, 9.7-inch iPad Pro, iPad (fifth through tenth generations), iPad Air 2, iPad Air (third and fourth generations), iPad mini (fifth and sixth generations), iPad mini 4, version 16 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`. You'll no doubt find updates there on the company's latest releases.

1 Getting to Know Your iPad

IN THIS PART . . .

Purchasing your iPad

Navigating the Home screen and discovering preinstalled apps

Updating and synchronizing your iPad and understanding iCloud

IN THIS CHAPTER

- Discover what's new in iPads and iPadOS 16
- 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

You'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 an iPad 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 16

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 16. It's helpful to understand which features the newest iPad models and iPadOS 16 bring to the table (all of which are covered in more detail throughout 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:** There are two models of iPad. The ninth-generation model features a touchscreen that measures 10.2 inches diagonally and sports a super-fast 64-bit desktop-class A13 Bionic processor. The tenth-generation model takes the iPad up a notch with a touchscreen that measures 10.9 inches diagonally and boasts an even faster 64-bit desktop-class A14 Bionic processor.
- **iPad Air:** The fifth-generation iPad Air employs a touchscreen measuring 10.9 inches diagonally and features a powerful Apple M1 processor.
- **iPad mini:** The iPad mini 6's screen measures 8.3 inches diagonally. This iPad uses a 64-bit A15 Bionic processor to do the behind-the-scenes work.
- **iPad Pro:** The two iPad Pro models are the fastest of the bunch. One's screen measures 11 inches diagonally, and the other's is 12.9 inches; they both come with blazing-fast M2 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 tenth-generation iPad is shown on Apple's U.S. site as being 9.79 inches (248.6 mm) high and 7.07 inches (179.5 mm) 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 the following:

- **Retina and Liquid Retina displays:** 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 they can't be distinguished at normal viewing distance.
- **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`.) 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) a traditional pencil. 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 iPad models. Sensors in the Home button (ninth-generation iPad) or top button (iPad Air, iPad mini, and tenth-generation iPad) 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 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. Smart Connector is supported for all iPad models, with the exception of iPad mini.
- **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 16 update to the operating system adds many features, including (but definitely not limited to) the following:

- **Stage Manager:** Stage Manager (supported for iPad Air fifth generation, all generations of iPad Pro 11-inch, and iPad Pro 12.9-inch third generation and later) is a new way to switch between apps and their windows on your iPad. Windows for the app you're working in are in the center of the screen, while other apps' windows are located on the left side, within easy reach. It's a game-changer when working with multiple apps at once.

- **Weather:** I shouldn't be this excited about a weather app, but I'm not the only long-suffering iPad user who's ecstatic that Apple has finally seen the light and made their iPhone Weather app available for iPadOS. Good things come to those who wait, I hear.
- **Mail:** iPadOS 16 gives Mail a couple of much-needed new features that enable you to unsend an email and to schedule emails to be sent at a later time.
- **Live text:** Live text lets you interact with text in images, and now with iPadOS 16, it works with videos, too. For example, you can select text from a paused video and copy it into a document. Or if the text is an address, you can copy it into Maps to find the location.
- **Built-in apps have been updated:** iPadOS 16 provides performance enhancements and interface upgrades for all the apps that come preinstalled with it, bringing many into the realm of their desktop computer counterparts.

TIP

Don't need all the built-in apps? You can remove them from your Home screen. (Note that built-in apps take up very little of your iPhone's storage space.) When you remove a built-in app from your Home screen, you aren't deleting it — you're hiding it. And if you change your mind, 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` to find out more.

Choose the Right iPad for You

The most obvious differences among iPad models (several models are shown in **Figure 1-1**) are their size and weight, with the Pro being biggest, followed by iPad Air, then iPad, and finally the smallest, iPad mini. All models come in a variety of colors to suit everyone's taste.

Image courtesy of Apple, Inc.

FIGURE 1-1

All models come either with Wi-Fi only, so you access a Wi-Fi network for internet access, or with Wi-Fi + Cellular for connecting to the internet through Wi-Fi or a cellular network (as your cellphone does). The iPad models also differ 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 $749 and 256GB for $899.

- **iPad (ninth generation):** 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 (tenth generation):** Wi-Fi models come in 64GB for $449 and 256GB for $599; Wi-Fi + Cellular models come in 64GB for $599 and 256GB for $749.
- **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 (usually) the 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 storing its full content on 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 store content on 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 is likely 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 iPads, 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.