iPad®

PORTABLE GENIUS

Covers All versions of iPad and iPad Mini

Third Edition

WILEY

iPad®

PORTABLE GENIUS
3rd EDITION

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Paul McFedries

WILEY

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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and has more than 85 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *iPhone 6 Portable Genius*; *Teach Yourself VISUALLY Complete Mac Pro*; *MacBook Air Portable Genius, Fourth Edition*; *Switching to a Mac Portable Genius, Second Edition*; *Teach Yourself VISUALLY OS X Yosemite*; and *The Facebook Guide for People Over 50*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the English language. Paul encourages everyone to drop by his personal website at www.mcfedries.com, or to follow him on Twitter at www.twitter.com/paulmcf and www.twitter.com/wordspy.

Acknowledgments

Being a technical writer is an awesome vocation: You get to work at home, you get to set your own schedule, and you get to help other people understand and use technology, which is a big warm-fuzzy-feeling generator. But perhaps the best part of technical writing is getting to be among the first to not only use, but also really *dive into* the latest and greatest software and hardware. The hardware side is often the most fun, because it means you get to play with gadgets, and that's a gadget geek's definition of a dream job. So, to say I had a blast researching and writing about the latest versions of the iPad and iPad mini redefines the word *understatement*. What self-respecting gadget guy wouldn't have a perma-grin while poking and prodding these devices to see just what they can do?

And what self-respecting technical writer wouldn't be constantly shaking his head in admiration while working with the amazing editorial team at Wiley? Skip back a couple of pages to see the complete list of the team who worked so hard to bring you this book. The people I worked with directly included Acquisitions Editor Aaron Black, who brings professionalism and smarts to every project, and Project Editor Katharine Dvorak, whose enthusiasm made her a pleasure to work with and whose idea-generating brain made this a much better book. My heartfelt thanks for your outstanding work on this project.

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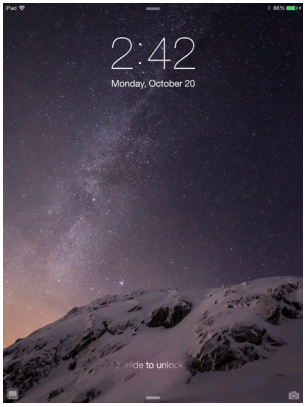

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Introduction

There are many reasons behind the success of the iPad and the iPad mini, as well as their smaller cousins, the iPhone and iPod touch. However, if you polled fans of these devices, I bet one reason would quickly bubble up to the top spot: the touch interface. It's slick, elegant, and just so easy: a tap here, a tap there, and away you go.

Using the iPad or iPad mini touch interface is like playing in one of those seaside areas where the water is only a couple of feet deep no matter where you go; you can still have all kinds of fun, but you never have to swim hard and there's little chance of drowning. However, if you walk out far enough in many of those ocean areas, you suddenly come to the edge of an underwater shelf, where the sandy bottom gives way to the inky ocean depths.

Your tablet, too, has its unexplored depths: hidden settings, obscure features, out-of-the-way preferences, and little-known techniques. The usefulness of some of these features is debatable, at best, but many of them can help you work faster, more easily, and more efficiently. Rather than swimming blindly through the murky waters of your tablet's deep end, you might consider making an appointment with your local Apple Store's Genius Bar. More often than not, the on-duty genius can give you good advice on how to get more out of your iPad or iPad mini investment.

The Genius Bar is a great thing, but it isn't always convenient. You usually have to make an appointment, drag yourself down to the store, perhaps wait for your genius, get the advice you need (or the problem looked at, or whatever), and then make your way back home. In some cases, you may need to leave your device for a while (the horror!) to get a problem checked out and hopefully resolved.

What you really need is a version of the Genius Bar that's easier to access, more convenient, and doesn't require tons of time, or leaving your iPad or iPad mini in the hands of a stranger. What you really need is a portable genius that enables you to be more productive, and solve problems wherever you and your tablet happen to be hanging out.

Welcome to the *iPad Portable Genius, Third Edition*. This book is like a small-scale Genius Bar all wrapped up in an easy-to-use, easy-to-access, and eminently portable format. In this book, I cover how to get more out of your iPad or iPad mini by accessin g all of the really powerful and timesaving features that aren't obvious at a casual glance. I also explain how to avoid the tablet's occasional annoying character traits and, in those cases where such behavior can't be avoided, how to work around it.

Finally, this book tells you how to prevent iPad and iPad mini problems from occurring and, just in case your preventative measures are for naught, how to fix many common problems yourself. This edition also includes updates on the new features of the latest iPad and iPad mini, including Touch ID and Apple Pay, as well as the most important and useful new features in iOS 8, such as Handoff and Continuity, Wi-Fi Calling, the iCloud Photo Library, iCloud Drive, Family Sharing, and much more.

This book is for iPad and iPad mini users who know the basics, but want to take their education to a higher level. It's a book for people who want to be more productive, more efficient, more creative, and more self-sufficient (at least as far as their tablet goes). It's a book for people who use their iPad or iPad mini every day, but would like to incorporate it into more of their day-to-day activities. It's a book I had a blast writing, so I think it's a book you'll enjoy reading.

How Do I Start Using My iPad or iPad mini?

When you first look at your iPad or iPad mini, you probably notice its sleek, curvaceous design. Then, you probably notice what might be its most remarkable feature — it's nearly button-free! Unlike your garden-variety tablet that bristles with keys, switches, and ports, the iPad and iPad mini have only a few physical buttons. This makes for a stylish (possibly even sexy) design. However, it leads to an obvious problem: How do you work the darn thing? This chapter gives you the grand tour of your iPad or iPad mini. It covers the few buttons, as well as the real heart of the tablet — its remarkable touchscreen.

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Using the Home Button

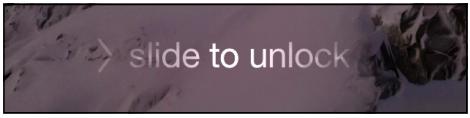
The starting point for most of your iPad or iPad mini excursions is the Home button, which is the circular button on the face of the tablet at the bottom, as shown in Figure 1.1.

1.1 Press the Home button to (among other things) leave standby mode or return to the Home screen.

The Home button has the following main functions:

- When the iPad or iPad mini is in standby mode, pressing the Home button wakes the device and displays the unlock screen.
- When the iPad or iPad mini is running, pressing the Home button returns the device to the Home screen (or, if the Home screen is currently displayed, it displays the Search screen).
- Pressing and holding the Home button invokes Siri, which enables you to control many iPad or iPad mini features using voice commands. (If Siri is turned off, pressing and holding the Home button invokes Voice Control, Siri's predecessor.)
- Double-pressing the Home button displays the multitasking bar, which enables you to quickly switch between your running apps.

If your tablet is in standby mode, press the Home button to display the slide to unlock screen, as shown in Figure 1.2. (This screen appears for up to about 8 seconds; if you don't do anything, the tablet drops back into standby mode.)



1.2 Slide your finger along the screen from left to right to unlock your iPad or iPad mini.

Place your finger on the left side of the screen and slide it to the right side of the screen. This either unlocks the tablet and displays the Home screen or, if you configured a passcode during setup, it prompts you to enter that code.

Working with the Sleep/Wake Button

If your iPad or iPad mini is on but you're not using it, the tablet automatically goes into standby mode after 1 minute. This is called Auto-Lock, and it's a handy feature because it saves battery power when your tablet is just sitting there. However, you can also put your tablet into standby mode at any time by using the Sleep/Wake button. You can find this dash-shaped button, shown in Figure 1.3, at the top of your tablet. The Sleep/Wake button has two main functions: Sleeping/waking and powering on/off.

1.3 Your tablet's Sleep/Wake button.

Sleeping and waking the iPad or iPad mini

If you're currently using your iPad or iPad mini, you can put the tablet in standby mode by pressing the Sleep/Wake button once, which drops the power consumption considerably. You can still receive incoming e-mail messages and texts but the screen powers down. Tap the Sleep/Wake

button again to wake your tablet. This is just like pressing the Home button: You're prompted with the slide to unlock screen and you slide your finger from the left side of the screen to the right to unlock the tablet (or enter your passcode).

Genius

Press the Sleep/Wake button to put your tablet in standby mode whenever you're not using the screen. This not only conserves battery power but also it prevents accidental screen taps. If you have a program (such as the Music app) running, it continues to run even after the tablet is in standby mode.

Powering the iPad or iPad mini on and off

You can also use the Sleep/Wake button to turn off your iPad or iPad mini so that it doesn't use any power. This is a good idea if your battery is getting low and you don't think you'll be able to charge it any time soon. You might also want to turn off your tablet if you won't be using it for a few days.

To turn off your iPad or iPad mini, press and hold the Sleep/Wake button for 3 seconds. When the slide to power off slider appears on the screen, as shown in Figure 1.4, use your finger to drag the slider all the way to the right. The tablet shuts down after a few seconds.

1.4 Hold down the Sleep/Wake button for a few seconds to see the slide to power off screen.

Note

If you change your mind and decide to leave your iPad or iPad mini on, tap the Cancel button that appears at the bottom of the screen. Note, too, that the slide to power off screen automatically cancels itself if you do nothing for 30 seconds.

When you're ready to resume your iPad or iPad mini chores, press and hold the Sleep/Wake button until you see the Apple icon. The tablet powers up, and then, a few seconds later, displays the slide to unlock screen.

Caution

When your cellular-enabled iPad or iPad mini is in standby mode, it still communicates with the nearest cellular network to check for new messages. This isn't a problem at home but it can lead to massive roaming charges if you're overseas. When you travel, you should always power off your cellular-enabled tablet when you're not using it.

Working with the Side Switch

To prevent your iPad or iPad mini from disturbing the people nearby, you can put your tablet in silent mode, which means it doesn't play any alerts or sound effects. When the sound is turned off, only alarms that you've set using the Clock app will sound.

You switch the iPad or iPad mini between normal and silent modes using the Side switch, which is located on the right side of the device, near the top (assuming you're holding the tablet in portrait mode, where the Home button appears at the bottom), as shown in Figure 1.5.

1.5 Use the Side switch to toggle your tablet between normal and silent modes.

Use the Side switch to control the following functions:

- **Put the tablet in silent mode.** Flick the Side switch down. You see an orange dot on the switch and the screen displays a bell with a slash through it.
- **Resume the normal mode.** Flick the Side switch up, toward the top of the tablet. You no longer see the orange dot on the switch and the screen displays a bell and the current volume level.

Note

The iPad Air 2 doesn't have a Side switch, so you have to adjust the volume manually using either the Volume controls or the Control Center (discussed later in this chapter).

Operating the Volume Controls

The volume controls are on the right side of the iPad or iPad mini (again, when you're holding the tablet in portrait mode) right below the Side switch. The iPad mini has two separate buttons but the iPad has what looks like a single volume control (see Figure 1.5). However, there really are two buttons on the iPad. On both devices, the button closer to the top of the tablet is Volume Up, and you press it to increase the volume; the button closer to the bottom of the tablet is Volume Down, and you press it to decrease the volume. As you adjust the volume, a speaker appears on-screen with filled-in dashes representing the volume level.

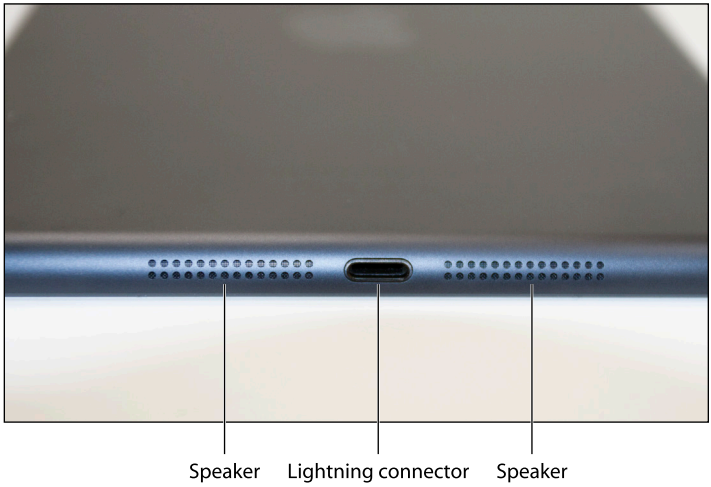
You use these buttons in the following ways to control the volume on your iPad or iPad mini:

- If you're using the Music app, the volume controls adjust the music volume.
- In all other situations, the volume controls adjust the output of sounds, such as alerts and effects.

Getting to Know the Rest of the Tablet

In addition to the touchscreen, there are other physical features of your iPad or iPad mini that you need to get to know. For starters, the tablet's bottom panel has the following two features (Figure 1.6 shows the bottom panel on the iPad mini):

- **Speaker.** The iPad has a single speaker to the right of the Lightning connector, while the iPad mini has a two-speaker stereo system — one on each side of the connector. This is where the sound is broadcast when you listen to music, ask Siri something, or talk to someone over FaceTime.
- **Lightning connector.** This feature is on the bottom panel of the tablet in the center. This is where you connect the USB cable to either charge your tablet or hook it up to a computer.



1.6 The bottom panel on the iPad mini houses two speakers and the Lightning connector.

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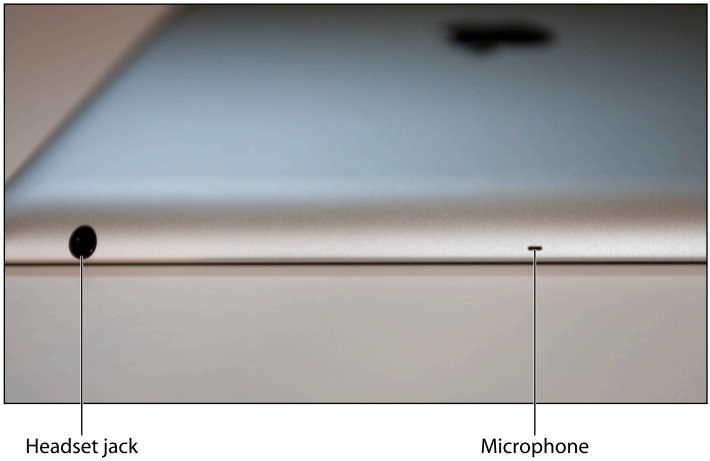
Because the speaker is at the bottom of the tablet, you may have trouble hearing it. In that case, hold the iPad or iPad mini so that the bottom panel is facing you, which should give you better sound quality.

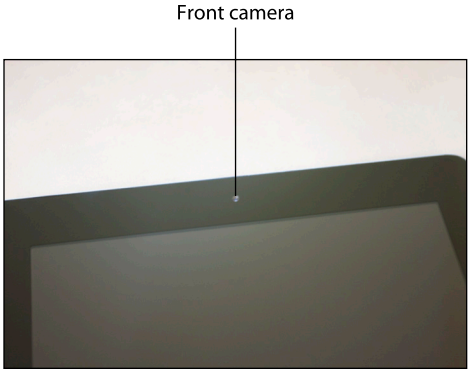
The top panel of the iPad and iPad mini is home to the Sleep/Wake button, as well as the following features shown in Figure 1.7:

- **Headset jack.** The headset jack is located at the left of the top panel of the iPad or iPad mini. This is where you plug in the earbuds that came with your tablet to listen to music. You can also use this jack to plug in any other headset or headphones that use a 3.5mm stereo audio jack.
- **Microphone.** This feature is located on the top of your tablet in the middle of the top panel. This is where the iPad or iPad mini picks up your voice for FaceTime calls and anything else that requires you to speak.



1.7 The top panel houses the Sleep/Wake button, as well as the headset jack and microphone.

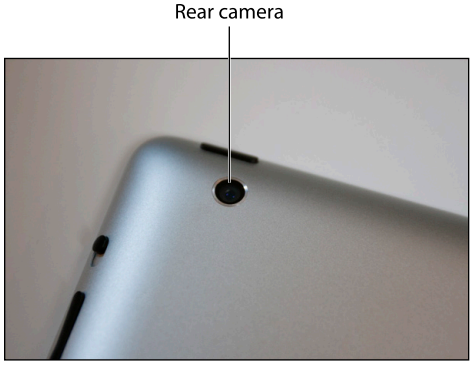
The front of the tablet holds the Home button, as shown earlier in this chapter, but it also holds the front camera, as shown in Figure 1.8. This is one of two cameras on the iPad and iPad mini. You can use this one to take pictures of yourself (and perhaps a nearby friend or loved one) or to conduct FaceTime video calls.



1.8 The front camera is located, appropriately enough, on the front of the tablet.

The back of the tablet is home to the rear camera, as shown in Figure 1.9. This camera has a much higher resolution than the front camera, so you'll probably use it to take most of your photos.

As you might imagine, the screen is a fingerprint magnet and it *will* become smeared, so get yourself a polishing cloth to make short work of these smudges. As far as more serious marks go, the screen is made of a chemically treated, optical-quality glass that helps protect the screen from scratches.



1.9 The second camera is located on the back of the iPad or iPad mini.

Navigating the touchscreen

There are a few maneuvers that you need to be familiar with to successfully use the iPad or iPad mini touchscreen in all its glory. I refer to the following gestures throughout the rest of the book, so play around with them now, and make sure that you understand them:

- **Tap.** This means that you use your finger to quickly press and release the screen where desired. This gesture is what you use to initiate just about any action on the iPad or iPad mini. It opens apps, activates options, accesses text boxes, and much more.
- **Double-tap.** This is what it sounds like: two quick taps with your finger. In apps, such as Photos or Safari, it zooms in on images or parts of web pages. A second double-tap zooms back out.
- **Swipe and flick.** To swipe means to drag your finger across the screen. You use this technique to scroll through lists, drag items to different spots, and unlock the iPad or iPad mini. A flick is just an abbreviated version of a swipe. Flick your finger across the screen and the tablet rapidly scrolls through the list. The faster you flick, the faster it scrolls. Touch the screen to stop the scrolling process.
- **Spread and pinch.** You use these techniques to zoom in on or out of the screen. To spread means to move two fingers apart, and you use it to zoom in; to pinch means to move two fingers closer together, and you use it to zoom out. This is especially useful when viewing web pages because the text is often too small to read. Spread to zoom in on the text for easy reading, and pinch to return to the full screen for easy scrolling and navigation.

Searching your tablet

Parkinson's Law of Data pithily encapsulates an inescapable fact of digital life: "Data expands to fill the space available for storage." So whether you have a basic 16GB iPad or iPad mini or a top-of-the-line 128GB iPad, you will probably fill your tablet with music, photos, contacts, e-mail messages, Safari bookmarks, and on and on.