THE THIRD AGE TRUST

U3A

THE UNIVERSITY OF THE THIRD AGE

Discover How to:

- Set up and secure your iPad
- Browse the web and use email
- Enjoy books, videos, music and photos
- Find and use apps

Sean McManus with Mark Hattersley

iPad® for the Older and Wiser

4th Edition

Get Up and Running with Your Apple iPad, iPad Air and iPad Mini

iPad® for the Older and Wiser

Get Up and Running with Your Apple iPad, iPad Air™ and iPad mini™

4th Edition

Sean McManus
with Mark Hattersley

WILEY

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Dedication from Sean McManus

To Karen

Dedication from Mark Hattersley

To Rosemary and Siouxsie

About the Authors

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—Mark Hattersley

The Third Age Trust

The Third Age Trust is the body which represents all U3As in the UK. The U3A movement is made up of over 800 self-governing groups of older men and women who organise for themselves activities which may be educational, recreational or social in kind. Calling on their own experience and knowledge they demand no qualifications nor do they offer any. The movement has grown at a remarkable pace and offers opportunities to thousands of people to demonstrate their own worth to one another and to the community. Their interests are astonishingly varied but the members all value the opportunity to share experiences and learning with like-minded people. The Third Age Trust's endorsement of the Older and Wiser series hints at some of that width of interest.

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Icons used in this book

Throughout this book, we've used icons to help focus your attention on certain information. This is what they mean:

Equipment needed — Lets you know in advance the equipment you will need to hand as you progress through the chapter.

Skills needed — Placed at the beginning of each chapter to help identify the skills you'll need for the chapter ahead.

Tip — Tips and suggestions to help make life easier.

Note — Take note of these little extras to avoid confusion.

Warning — Read carefully; a few things could go wrong at this point.

Try It — Go on, enjoy yourself; you won't break it.

Trivia — A little bit of fun to bring a smile to your face.

Summary — A short recap at the end of each chapter.

Brain training — Test what you've learned from the chapter.

PRACTICE MAKES PERFECT

To build upon the lessons learnt in this book, visit www.pcwisdom.co.uk

- More training tutorials
- Links to resources
- Advice through frequently asked questions
- Social networking tips
- Videos and podcasts from the author
- Author blogs

Introduction

Equipment needed: Just this book and your iPad.

Skills needed: Some curiosity about the iPad and what it can do for you.

What is the iPad?

The Apple iPad (see Figure 1) is a lightweight portable computer. It's hugely successful with people of all ages and has found plenty of fans among older computer users, many of whom may have shied away from using computers, email and the Internet in the past.

The iPad is based on a *touchscreen*. This means that the screen can detect when you're touching it, so you don't need any other input device. Instead of using a mouse to move a cursor around, you use your finger to select what you want on the display screen. Rather than typing on a separate keyboard, you touch the keys on a picture of a keyboard on the screen. You slide your fingers across the screen to move items around and use a host of other *gestures,* or finger movements, to issue commands. It's a completely different way of working and having fun. Like driving a car, it takes a little time to learn the controls; but before long you're able to control the device without even thinking about it.

Why you might want an iPad

The iPad is ideal for older and wiser computer users for a few reasons:

© Apple, Inc.

Figure 1

- It includes all the software you need for using the web, keeping in touch with friends, browsing photos, watching videos, listening to music, reading books, managing your address book, taking notes and viewing maps. In fact, it can do pretty much everything you're likely to want to do with a computer.
- It's extremely lightweight, so you can use it comfortably anywhere.
- The screen is easy to see, and you can magnify websites and photos to get a clearer view.
- The size of the screen also means that the icons are well spaced, so it's easy to control the device by touch.
- You can enhance your iPad by adding free or inexpensive software *apps* (applications) that cover virtually any hobby or interest you have. Apple makes it easy for you to find and install these apps too, as you'll see in Chapter 14.
- The iPad is ideal for relaxing on the sofa or for taking out and about with you. Its large screen is ideal for watching programmes using the free BBC iPlayer catch-up TV service or for viewing your photos as a slideshow.

You may be worried that the iPad is completely different from what you're used to. The good news is that the iPad is much simpler to use than a desktop computer.

Apple has a reputation for creating products that users find quick to master and intuitive to use, and this book introduces you to the important features so that you can get started quickly.

You'll soon love the flexibility and immediacy of the iPad. It can be taken anywhere, and it wakes up from its sleep mode immediately so you can use it on impulse when you think of something you want to email, Google or watch. Most of the time, you'll find that the iPad does exactly what you want with much less fuss than the typical computer.

iPad models

The iPad is one of many touchscreen devices known as *tablet computers*. Its slick design and intuitive controls helped it capture the tablet market quickly. When the iPad was launched in April 2010, it took just one month to sell 1 million of the devices and 12 million programs (called *apps)* to run on them. In October 2013, Apple launched the fifth version of the iPad, called the iPad Air, as well as a smaller, cheaper model called the iPad mini with Retina Display.

You can choose an iPad in either of two sizes. The iPad Air and older iPad models have a 9.7-inch screen (measured on the diagonal) and the newer, more compact model — the iPad mini — has a 7.9-inch screen. Either model fits easily into your bag. Depending on what you're doing with it, you can use the iPad for up to ten hours before you need to plug it in and recharge its battery.

Apps and services

Apple supports the iPad with a variety of services, including the iTunes Store, which sells music and video; the iBook Store, which sells books and magazines that you can read on your iPad; and the App Store, which sells software for your iPad. More than 375,000 apps are available for the iPad, and you can choose from over two million books in the iBook Store and more than 26 million tracks in the iTunes Store. There's also a vast amount of free content to enjoy. Of particular note are the iTunes U video lectures from the world's best-known universities, and the thousands of *podcasts*. Podcasts are audio and video programmes on particular topics, as well as on-demand versions of recent radio shows. Avid readers, meanwhile, can choose from thousands of free books. Conveniently, many of these can be found in the same iBook Store where you can buy bestsellers and magazine subscriptions using your iTunes account.

Although not a phone, the iPad has similar software to the iPhone and offers lots of communication options. However, you can make only Skype or Internet calls on the iPad. The iPad also has excellent music-playing options.

How this book is structured

This book takes you through the whole process of discovering the iPad. It's divided into five parts:

- Part I helps you get started with your iPad. You find out about the different iPad versions, as well as how to set up your iPad, get connected to the Internet, and create notes.
- Part II is all about using your iPad for communication. The iPad is ideal for activities such as web browsing and emailing; it also has a great address book and calendar function. In this part, you find out how to exchange instant messages with friends who have compatible Apple devices, and, if you have an iPad with built-in cameras, you see how to conduct video calls using FaceTime.
- Part III gets into the really fun stuff: adding music to your iPad and taking and viewing videos and photos. You see how to buy music and videos from the Apple iTunes Store, watch films, listen to music and copy your music CDs onto your iPad. In this part, you also discover how to create playlists of your favourite songs and hook up your iPad to speakers.
- Part IV shows you how to expand your iPad by adding new software from the App Store. This part focuses on helping you get familiar with the iPad's location tools and Maps app, as well as buying books and subscribing to digital magazines.
- In Part V, the Appendix offers some basic tips to help you troubleshoot when your iPad doesn't behave quite as you expect it to. The Glossary, available online at **www.pcwisdom.co.uk**, provides a handy reference when you need to refresh your memory about an iPad term.

As you work through the book, you build on some of the skills that you develop along the way. We provide reminders and cross-references as appropriate, should you prefer to jump around among the chapters.

Visit **www.pcwisdom.co.uk** for the Glossary, bonus content and additional information.

PART 1
Getting started with your iPad

Writing notes on this is a piece of cake.
—All you need is a fine magic marker.

©2011 Stephen Long

Choosing an iPad

1

Equipment needed: A credit card – if you haven't yet purchased your iPad!

Skills needed: None, but computer-buying experience – or a solid idea of how you want to use your iPad – might make this easier.

Once you've decided to buy an iPad, you have a few more decisions to make because several versions of the iPad are available. The easiest decision is probably whether you want a standard-size iPad or an iPad mini, which has a smaller screen and is slightly cheaper than its full-size cousin.

The latest model of the standard-size iPad is the iPad Air, which lives up to its name by being substantially lighter than older models. Like the iPad Air, earlier standard iPads all come with a 9.7-inch screen (measured across the diagonal, which is how computer displays and TV screens are usually described). The viewable screen area is roughly 7.5 x 5.5 inches.

Both the original and latest iPad mini have a 7.9-inch screen, and the viewable screen area is roughly the size of a Penguin paperback novel. As you can see in Figure 1.1, you can easily hold the iPad mini in one hand, so it is a fair bit smaller than its big brother. But the screens on both are generous.

The other way the standard-size iPad may differ from the mini is in the screen resolution. The screen is not as detailed or sharp on the iPad mini or on the original iPad and iPad 2 as it is on more recent standard-size models. You're likely to notice the comparison only when looking at the two iPads side by side; however, the iPad mini has at least as good a display as most other tablets on the market and a better one than some laptops.

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Figure 1.1

Both the iPad Air and the new iPad mini come with iOS 7, the latest version of the iPad software. This software includes everything you're likely to need at first, from a web browser and email to a calendar and note taker; a camera; and photo, music and video libraries. For details on what's new in iOS 7 and instructions on how to install it on older versions of the iPad, see Chapter 3.

How much storage space do you need?

You can't add extra storage space to your iPad later, so you have to decide upfront how much space you're going to need. You have the choice of iPad models that offer 16GB, 32GB, 64GB or 128GB of space.

Apple uses some of the iPad's storage space for its own software and memory, so you actually have less space to use than the advertised capacity. A 16GB iPad, for example, has only 14GB that you can use. Don't buy an iPad with just enough space. Leave room for Apple's software – and room for your music or photo collection to grow.

To put these figures in perspective, 1GB is enough to store about 10 hours of music or 1 hour of film (half that much for high definition). If you take 600 photos with the iPad's 5-megapixel camera, you use up about 1GB of storage space. Apps also use space. Some apps are negligibly small; others that are rich in sound and images may take up to about one-third of a gigabyte. If you want to put your own documents on your iPad, these documents will draw on the same pool of storage space.

As you can tell, how much storage you need on your iPad depends on what you want to use it for. Consider, too, that if you have a laptop or desktop computer, you'll be able to store nonessential items there, so you don't need to buy the most expensive iPad model. But if you want to store thousands of photos, music and lots of video clips on your iPad, you may quickly run out of space on the 16GB model.

You can change the music, videos, apps and photos on your iPad regularly. You might delete films or TV programmes from your iPad after you've watched them, or put new music on and take some old music off when you fancy a change. Apple's iCloud service enables you to download music, videos and apps again if you delete them from your iPad. You can also use your computer to store content and then copy it to your iPad when you want to use it. We look at how this process works in Chapter 3.

Which generation of iPad to choose

There are currently four models of the iPad available for sale by Apple. Apple launched two new models of the iPad, called the iPad Air and iPad mini with Retina Display, in October 2013. These are joined by two slightly older models called the iPad 2 and the iPad mini.

The main difference between the newer and older models is the extremely sharp screen resolution (2048 × 1536) known as the *Retina Display*. Retina Display

enables text and images to be much sharper, and high-definition videos can be played at their full quality with the improved screen resolution.

All iPads have cameras on the front and back, but the cameras on the iPad 2 aren't as good as the ones on the iPad Air or iPad mini with Retina Display. The Retina Display models also support voice dictation by means of a digital assistant known as Siri. Siri can be useful for making voice memos or helping you find information on the Internet, but this feature can be frustrating to use because Siri doesn't always understand what you want or what you're saying. See Chapter 4 for details of how to use Siri.

You may also be able to buy older models of the iPad; these include the iPad (third-generation) and iPad 4. Both of these feature the Retina Display and Siri. You may be able to get an original iPad (first-generation), which does not have the Retina Display. The first generation iPad does not support Apple's latest iOS 7 software so it's best to get a newer model if possible.

There is little to distinguish the new iPad Air from the earlier versions aside from its lighter weight and the way the former connects to speakers and other accessories. The iPad Air, iPad 2 and both iPad minis come with the latest software version available at this writing (iOS 7) already installed. You can update an iPad running an older version of iOS to this version of the software very easily. In fact, when you connect your iPad to your computer to back up or synchronise, it will probably offer to perform the update for you. Therefore, updated iPad software isn't a reason to choose the very latest iPad device over the earlier versions. The only exception to that is the very first iPad, which is now too old to fully support the latest version of iOS. It can still do lots of things, but you'll miss out on some of the latest features.

When Apple releases a new iPad, it often adds some new software features. You can add some of these features to older iPads for free by updating your software. See Chapter 3 for details about updating to iOS 7.

Connecting to the Internet: Wi-Fi or 4G/3G?

The iPad can support two types of Internet connections: Wi-Fi and mobile communications.