Covers all iPad models that run iOS 7

The iPad Air & iPad mini

PocketGuide

Fifth Edition

Jeff **Carlson**

Ginormous knowledge, pocket-sized.

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Peachpit Press

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For Kimberly and Ellie

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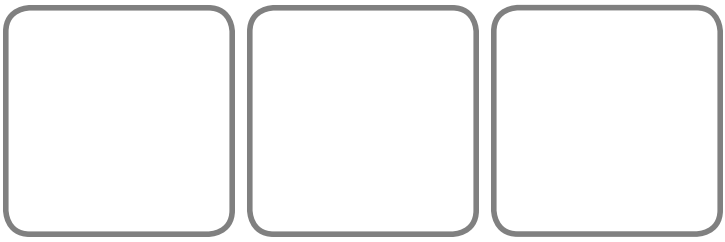

Introduction

The original iPad's debut seemed like a grand experiment. It was an impressive new device, but would people actually buy it? Microsoft had sold PC/tablet hybrids for years without much traction. But when customers did buy the iPad—in massive, unexpected numbers—I honestly had a hard time figuring out why. Don't get me wrong—I love the iPad and use it every day, but I'm also a nerd who writes about technology for a living. I wondered why Apple has sold more than 100 million iPads to date. And then I realized the secret to the iPad's ongoing success.

The iPad is the first real spontaneous device. It's not as bulky as a laptop, and it doesn't need to be anchored in one room of the house the way a desktop computer usually is. The iPad can be anywhere in the house, or with you on the bus or train, and is a godsend for anyone who frequently

travels by air in cramped middle seats. You can pick it up and search for something—like an actor's name while watching TV—without having to relocate to "the computer" or trying to remember to look up the detail later. Heck, if you also own an Apple TV, you can play a video stored on the iPad directly on your high-definition television. You can take the iPad into the kitchen and use an app such as Epicurious to find a recipe and cook a meal.

At the same time, the iPad—even the iPad mini— is not ultra compact like the iPhone. Although the iPad and iPhone share many features, the iPad's larger screen does make a difference when interacting with software, viewing photos, and reading electronic books (especially if you increase the text size because your eyes don't see as well as they used to).

So what is the iPad? It's all the things I mentioned, enhanced by the way you interact with it—by touch. It's the first gadget in a long, long time that really makes a huge difference to use in person rather than just read about online. The iPad mini is thin and light, which makes a difference every time you pick it up—and, being a tablet, it's almost always in your hands when you use it. The iPad Air is also slim and lighter than its predecessors. Both models offer incredible high-resolution Retina screens and fast processors for the best performance on a tablet. You forget you're using a computer and focus on making music, watching an HD movie, reading a book, playing a game, creating a presentation, or video-chatting with remote friends and family members.

Also, this is just the beginning: Apple believes the iPad is the future of computing. The iPad is no longer tethered to a computer and can operate on its own. Data can be backed up using Apple's free iCloud service. Or, if you choose to continue to sync with a Mac or Windows PC, you can do so over a Wi-Fi network instead of using the iPad's sync cable. As someone who uses the iPad many times a day, every day, I'm inclined to agree that this is definitely a "post-PC" device.

Conventions Used in This Book

The iPad is a computer, but it introduces a few new ways of interacting with software that differ from conventions used on computers running OS X or Microsoft Windows. Here's how I refer to a few things that crop up throughout the book.

Referring to iPad models

This book focuses on the iPad Air and the iPad mini with Retina screen (**Figure 1**), but the information applies just as well to the iPad 2 and original iPad mini, which Apple still sells, and to the third- and fourth-generation full-size iPads.

When I refer to an "iPad," in nearly all cases I'm talking about any of those models, since they all run iOS 7. The original iPad from 2010 can't run Apple's latest operating system version, so I recommend you seek out the third edition of this book if that's the model you own. Occasionally I'll mention specific models where appropriate.

Figure 1
iPad Air and iPad mini with Retina display

Popovers

It's taken me a while to not think of breakfast pastry when I type this, but a "popover" (Apple's term) is a relatively new interface element introduced on the iPad. A popover is a floating list of options that appears when you tap some buttons (**Figure 2**).

Figure 2
A popover in Safari

Navigating settings

When I mention a system preference in the Settings app, I do so with symbols to indicate the hierarchy of taps. So, when I write *Settings* > *Safari* > *Passwords & AutoFill*, that translates to:

1. At the Home screen, tap the Settings app.
2. Tap the Safari button in the left-hand pane.
3. Tap the Passwords & AutoFill button in the right-hand pane (**Figure 3**).

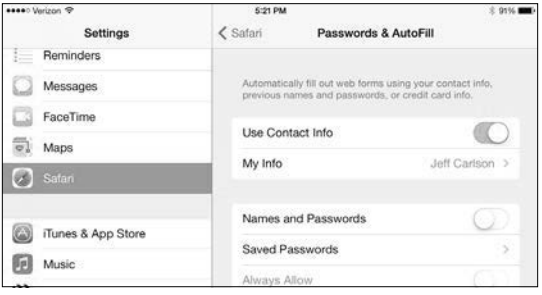

Figure 3
Navigating settings

The Share menu

This important interface element shows up in nearly every app. The Share menu (⎙) focuses on sharing, but many apps also include non-sharing commands in the menu. In nearly every case, when you tap this control you're accessing commands that perform some sort of action, such as sharing, printing, copying, and the like (**Figure 3**).

Figure 3
The Share menu in the Photos app

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4

Communicate Using Mail and Messages

Email is a prime candidate for liberation from the desktop. A lot of what I do occurs via email, whether I'm corresponding with friends and relatives or tossing around ideas for upcoming projects. But there's no reason all of that has to happen in front of a desktop or laptop.

Using the Mail app on the iPad, you can quickly read and reply to messages and dash off notes you may have otherwise ignored because of the hassle of doing it on the computer. Mail also handles incoming file attachments, making it a gateway for sending and receiving files.

Sometimes, though, even email is overkill or too slow when you want to just send a quick note to someone. The Messages app brings instant messaging—a feature usually found on cell phones—to the iPad. And as long as the recipient also has a device running Messages, the texts you send are free (not charged the exorbitant rates of SMS messages).

Set Up Mail

Most likely, you already have email accounts set up on the computer you use to sync with the iPad. You can also set up an account on the iPad itself—for example, you may want to use an iCloud account on the iPad for personal mail that isn't synced to a work computer.

Sync mail accounts from a computer

Mail accounts you've set up under Windows—in Outlook 2010, Outlook 2007, Outlook 2003, or Outlook Express—appear in iTunes. The same applies to accounts in the Mail application in older versions of OS X.

note **Apple does not support this method of syncing under OS X Mavericks, since it relies on an outdated feature called Sync Services. If you don't see an Info tab, you're probably running Mavericks.**

1. With the iPad connected to your computer, select its name in the sidebar and then click the Info tab.
2. Select the checkbox for Sync Mail Accounts, and then enable accounts you wish to access on the iPad.
3. Click the Sync button. The accounts' settings are added to the iPad's Mail app. Syncing transfers only the account settings, not any of the messages on your computer.

Set up an account on the iPad

It's easy to add an account directly on the iPad. Mail can automatically configure accounts from iCloud, Gmail, Yahoo Mail, and AOL, as well as Microsoft Exchange accounts, provided you have your account name and password.

note **The options on the iPad apply only to email accounts you've previously created. If you want to sign up for a new service—say, a new Gmail account—you need to do that on your computer or using Safari on the iPad.**

1. Go to Settings > Mail, Contacts, Calendars.
2. Under the Accounts heading, tap the Add Account button.
3. Tap a service name that matches your account.

   If you get your email from a different provider, tap the Other button and then tap the Add Mail Account button.
4. Enter a name for the account, the email address, and the password (**Figure 4.1**). The Description field automatically fills in the name of the service, but you can edit it separately if you prefer.

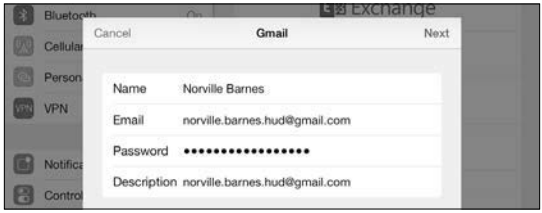


Figure 4.1
Enter account information.

5. Tap the Next button. The system verifies the information.

   If you're setting up an Other account, enter the account type (IMAP or POP) and the incoming and outgoing mail server information that your provider gave you when you signed up.
6. For services that support it, you can also set up over-the-air syncing of contacts, calendars, and notes. Make any of those services available by tapping their On buttons in the next screen. (See Chapter 10 for more on syncing personal information.)
7. Tap the Save button to finish setting up the account.

tip **If you're setting up an iCloud account, this is a good opportunity to enable the Find My iPad feature, which can locate the iPad on a map if you think it's lost or stolen. See Chapter 11 for more detail.**

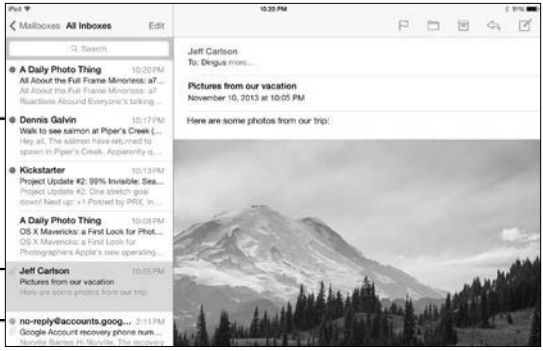
tip **If you're still having trouble configuring an account, check out this form from Apple to help you get the right information from your service provider: http://support.apple.com/kb/HT1277.**

Read Mail Messages

Before the iPad, I thought the iPhone's implementation of Mail was fine. Not great, but after all, email is mostly just text, right? Now that I've used Mail on the iPad, though, the iPhone version seems like I'm viewing my messages through a keyhole. It works, but the added screen real estate of the iPad makes a huge difference.

Mail presents two different views of your messages, depending on whether you're viewing the iPad in landscape or portrait orientation. The widescreen view displays mailboxes in a pane at left, with the currently selected message at right (**Figure 4.2**). Tap a message to view it.

Figure 4.2
Mail in landscape orientation



The tall view displays only the current message. To browse messages one by one, tap the Previous and Next buttons (**Figure 4.3**). Or, to view and access other messages in the mailbox, tap the button at upper left, which is labeled with the name of the active mailbox. The list of messages slides into view.

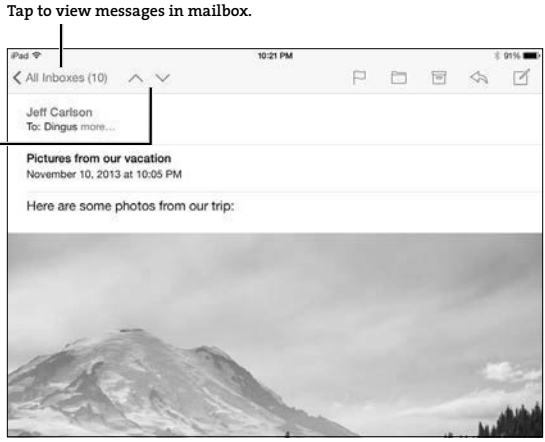


Figure 4.3
Mail in portrait orientation

tip **Instead of tapping the mailbox name to view the messages list in the portrait view, swipe anywhere using one finger left to right. I use this shortcut all the time.**

tip **While reading a message, enlarge the body text by spreading two fingers in the pinch-outward gesture.**

tip **Tap the More link in the To field to reveal the From, To, and Cc fields (when addresses appear in them), which are otherwise hidden. You can also make sure they're visible by default; go to Settings > Mail, Contacts, Calendars and set the Show To/Cc Label switch to On.**

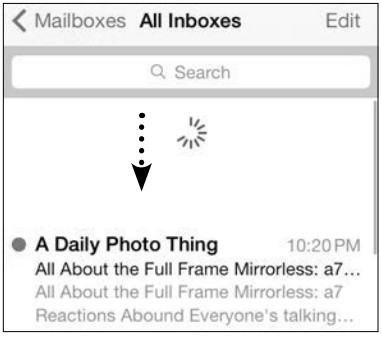
Check for new mail

When the iPad is connected to the Internet, it can check for new messages, even when Mail isn't the active app, using two methods: Push, where new messages are delivered to Mail as soon as they're available; and Fetch, where Mail contacts each account's server to see if there are any new messages. Of course, you can also perform a manual check whenever you want.

Check mail manually

Opening the Mail app triggers a check for new messages, so that's usually all you need to do. If you're eagerly awaiting a response from someone, you can also use a technique called "pull to refresh." Drag the message list down (**Figure 4.4**). When the icon turns into a spinning progress indicator, you can remove your finger from the surface.

Figure 4.4
Pull to refresh



note **Since the iPad is a mobile device, it's likely you could be checking mail using a cellular network connection or on a Wi-Fi network that doesn't belong to you, like at a coffee shop. If you're concerned about securing the Internet connection, see Chapter 11 to learn how to set up a VPN (virtual private network).**

Get new mail using Push

Push is available for iCloud, Exchange, and Yahoo accounts. Do the following to enable it:

1. Go to Settings > Mail, Contacts, Calendars.
2. Tap the Fetch New Data button.
3. Make sure the Push option is set to On.

Generally, Push applies to all of your accounts that support the feature. However, it's possible to disable Push for some accounts: On the same Fetch New Data screen as above, tap an account name, and then choose the Fetch or Manual option instead of Push.

Check mail on a schedule

For accounts that can't use Push, you can specify an interval for when Mail does its check, which happens in the background no matter which app is running and even if the iPad is asleep.

1. Go to Settings > Mail, Contacts, Calendars.
2. Tap the Fetch New Data button.
3. Tap a time interval to select it (**Figure 4.5**). If you choose Manually, the accounts are checked only when you open Mail or tap the Refresh button.

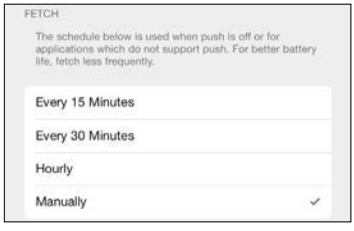


Figure 4.5
Specify how often Mail checks for new messages.

When new mail arrives, the Mail icon on the Home screen appears with a badge indicating the total number of unread messages in all accounts. The mailbox navigation button within Mail also displays an unread message count in the portrait orientation (**Figure 4.6**).

Figure 4.6
New mail indicators

Read email conversations

Email is a time-delayed medium: You could send a message to a friend, who replies several hours later, and then you respond to his message a few minutes after that. Meanwhile, other messages are arriving in your Inbox. Mail helps you keep conversations sensible by grouping them.

Look for a double angle-bracket (») symbol to the right of a message's preview (**Figure 4.7**). Tap that message to reveal a list of the messages in that conversation.

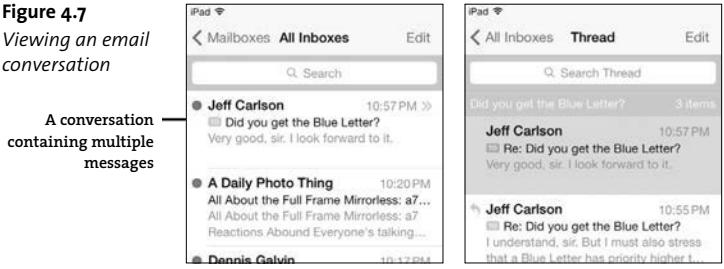


Figure 4.7
Viewing an email conversation

Navigate accounts and mailboxes

It's not unusual for someone to have more than one email account. Mail's unified Inbox displays all incoming messages as if they're in one mailbox. The unified Inbox is the default view, as you can see in Figure 4.7; the title of the message list indicates you're viewing "All Inboxes."

When you do want to dig into specific mailboxes, you can use the controls in the navigation bar that appears either at the top of the left-hand pane (landscape orientation) or at the top of the list slider (portrait orientation). This works for accessing any account's mailboxes, such as Sent Mail, not just the Inbox.

1. Tap the Mailboxes button to view the Mailboxes and Accounts lists (**Figure 4.8**).
2. Tap the name of an account.
3. Tap a mailbox to open it.
4. Tap the message you want to read.

Figure 4.8
Navigating an account hierarchy

tip **To preview more of each message in the mailbox list, go to Settings > Mail, Contacts, Calendars; tap the Preview button; and choose up to five visible lines of text.**

View file attachments

Although email isn't the most effective delivery mechanism for sending files, people frequently attach documents to messages. Mail on the iPad does a good job of handling most common types of files you're likely to encounter, such as images, PDF files, and Microsoft Word documents, among others.

A file attachment is included in the body of a message (**Figure 4.9**). The appearance of the attachment depends on the file's type and size:

- Images generally appear unaltered, as long as Mail can preview the format.
- Large files are not automatically downloaded, and they appear with a dotted outline and generic download icon.
- A file that Mail cannot display within the message body shows up as an icon containing the file name and size.

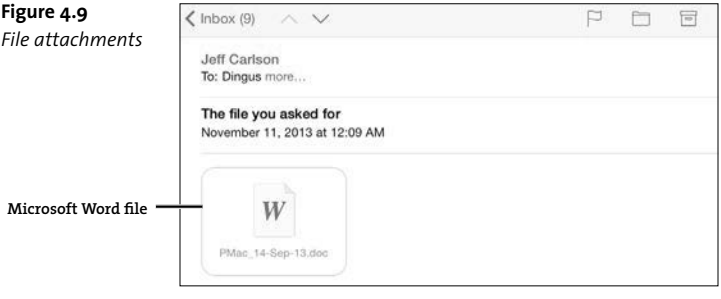


Figure 4.9
File attachments

To preview or open an attachment, do the following:

1. Tap the icon to see a full-screen preview (if Mail can read it), which Apple calls Quick Look.

2. In the preview, tap the Share button in the upper-right corner of the screen. A popover displays which apps can work with the file; tap one to launch the app and open the file. You can also print the attachment from here.

tip **If a compatible app is installed, the file attachment icon reflects that app's document format, so it's usually easy to tell right away whether you can open an attachment.**

You can also access those options directly without first viewing the Quick Look preview. Touch and hold the icon until a popover appears with options to open in a compatible app or to choose another (**Figure 4.10**).

Figure 4.10
Choose how to view or open the attachment.

Act on special data

As you read your email, Mail recognizes some data types and turns them into links. Tapping a Web address, as you might expect, opens the site in Safari. But Mail can also identify and act on street addresses, phone numbers, and email addresses. Tap an email address, and a new outgoing message is created. Tap a street address, and the Maps app launches and shows you the location.

You can also choose how to interact with the data. Touch and hold a link and then choose an option from the popover that appears (**Figure 4.11**).

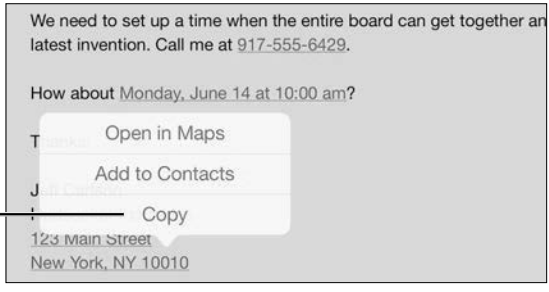


Figure 4.11
Acting on a link in a message

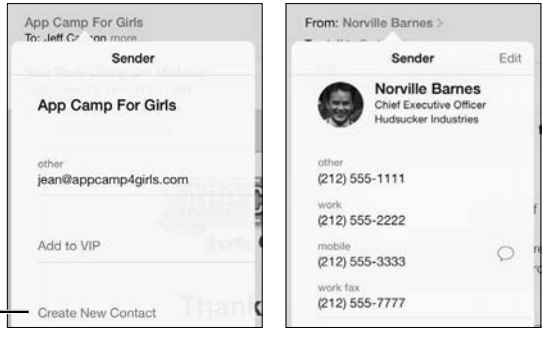
View information about senders and recipients

In its attempt to shield people from complexity, Apple chose to show email senders and recipients as friendly named blobs instead of addresses like "norville.barnes.hud@gmail.com." Those blobs become useful buttons, however.

Tap any sender or recipient to view more information. If the person is not in your list of contacts, you can easily add them by tapping the Create New Contact button (**Figure 4.12**). The popover changes to let you edit contact information; tap Done to add the person to your Contacts list. Or, tap Add to Existing Contact if this is a different address for someone you already know.

On the other hand, tapping the button of a person already in your Contacts list displays all of their information. That makes it easy to tap their address to view the location in the Maps app, for example.

Figure 4.12
Viewing sender information



Add the sender to your Contacts list, or add the address to an existing contact.

A new sender

Someone you already know

tip **Viewing information about a sender or recipient also reveals a neat shortcut. Say you want to send a friend the contact information of someone else you know. Instead of opening the Contacts app, you can do it from within Mail. Locate a message from—or addressed to—the person whose information you want to share. Tap the person's name. In the popover that appears, scroll to the bottom of the information and tap the Share Contact button. A new outgoing message is created with the contact's information stored in a vCard (.vcf) file as an attachment. When your friend receives the email, he can add the vCard file to his contact-management software.**

Identify VIPs

Mail's VIP feature helps ensure you don't miss messages from important people. Any name you've marked as a VIP appears with a star next to it. (If you use a Mac running OS X 10.8 Mountain Lion or later, you can configure VIPs in the Mail application, too.)

To set someone as a VIP, do the following:

1. Tap a contact's name in the address field of an email message.
2. Tap the Add to VIP button.

What I most like about the feature is the ability to quickly view all messages from a VIP; for example, without having to perform a separate search, I can see everything in my inbox from my wife. Navigate to the Mailboxes list and either tap the VIP button to view messages from all VIPs or tap the info (ⓘ) button and select one of your VIPs (**Figure 4.13**).

Figure 4.13
The VIP mailbox

tip **At the bottom of the VIP list, tap the VIP Alerts button to jump to the iPad's Notifications settings. You can configure additional attention-grabbers, such as a custom new mail sound, a visual alert style, and whether alerts show up in Notification Center.**

Flag messages

Another way to help you differentiate important messages is to flag them. Doing so adds an orange flag to the message and also allows you to view all flagged messages from the Mailboxes list.

In an open message, tap the Flag button and then choose Flag from the popover that appears (**Figure 4.14**). The Flag button is also where you can mark a message as being unread, such as when you want to view it fresh on another device.

Figure 4.14
Flagging a message

Compose Mail Messages

If only we could sit back in lounge chairs, feet propped on a table, and read email all day long like the people in Apple's iPad commercials. Alas, email demands interaction, so at some point you'll find yourself writing new messages and replying to existing ones.

Create a new mail message

In Mail, do the following:

1. Tap the New Message (✎) button. An empty message appears.
2. In the To field, begin typing the name of the person you want to send the email to. Mail displays a list of possible contacts (**Figure 4.15**); tap one to enter it.

   You can also tap the Add (⊕) button to view a popover containing all your contacts; scroll or use the search field to locate a person.

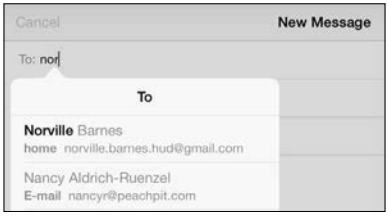


Figure 4.15
List of suggested mail recipients

tip **You can type any part of a person's name or email address to find a match; you don't need to always begin with the correct address or the person's first name.**

3. If you want to copy other people on the message, tap the Cc/Bcc, From field. Enter addresses into the Cc (carbon copy) or Bcc (blind carbon copy) fields.

   If you prefer to send the message from another account, tap the From field and choose one from the popover that appears.

tip **Mail's preferences include an option to specify a default outgoing account (go to Settings > Mail, Contacts, Calendars; tap the Default Account button; and select one of your accounts). However, the setting applies only when you're creating new messages in other apps, such as when you send a link to a Web page in Safari. When you create a new message in Mail, the message is addressed as coming from whichever account you're currently viewing.**

4. Tap the Subject field and enter a short title. (Don't leave it blank; many mail servers flag messages with empty Subject lines as spam.)
5. Type or dictate your message into the main field.
6. If you want to add minimal formatting—bold, italic, or underline—select the range of text to alter. In the options bar that appears, tap the Format button and then choose which style to use (**Figure 4.16**).

Figure 4.16
Writing the email message

7. To add a photo or video from the Photos app to the message, touch and hold in the message field for a second to bring up the options bar and choose Insert Photo or Video. You can then pick an image from your library.

   Mail grabs the original photo for you, but if the size is too big for your liking, tap the Cc/Bcc field, which reveals an Image Size field; tap a size (Small, Medium, Large, Actual Size) to compress the image.

8. When you're finished, tap the Send button.

   If you're not ready to dispatch the message, tap the Cancel button and then tap Save Draft to store the email in the Drafts folder for editing and sending later.

note **Outgoing messages have the text "Sent from my iPad" appended to the end, a bit of text called a signature. You can change the text in Mail's preferences. Go to Settings > Mail, Contacts, Calendars and tap the Signature button. Edit the text to whatever you like, then apply the change by returning to the Mail, Contacts, Calendars screen.**

tip **Mail's messages can handle more than just text, as I mentioned when talking about opening file attachments earlier. For outgoing messages, for example, this means you could copy a block of content on a Web page in Safari—with its text formatting and graphics—and paste it into a Mail message.**

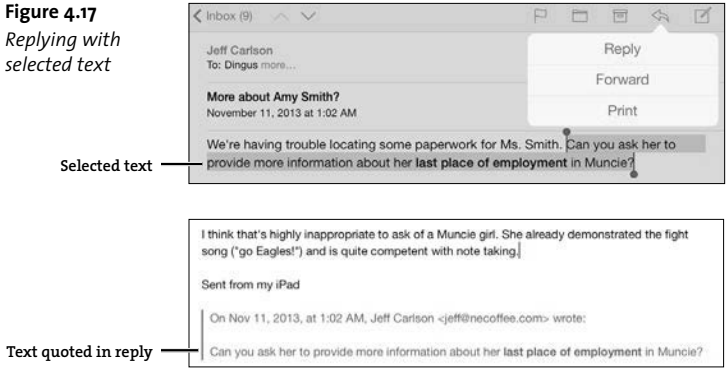
Reply to a mail message or forward it

When a message requires a response, reply to the sender:

1. With a message open, tap the Reply/Forward ( ) button.
2. Tap Reply in the popover that appears. A new outgoing message is created, with the contents of the previous message quoted at the bottom of the message area.
3. Type your reply and then tap Send.

tip **When you reply to or forward a message, the entire referenced message is quoted. Often it's better to include just one relevant line or paragraph that you're responding to. Before tapping the Reply/Forward button, select the range of text to quote; only that section appears (Figure 4.17). You can also change the quote level if you're quoting something that's gone back and forth in conversation a few times. Touch and hold in a line until the options appear, and tap the Quote Level button; then tap the Decrease or Increase button.**

Figure 4.17
Replying with selected text



note **There's no way to attach a file other than a photo or video in an outgoing message within Mail. That doesn't mean attachments aren't possible, though. You just need to do it from whichever app has the content you wish to share via email. For example, in the Pages app you can share a document by email, which creates a new outgoing mail message with the file already attached.**

Manage Mail Messages

Though it's not the same as dealing with a foot-high stack of paper letters, I find confronting an Inbox with hundreds of messages a psychic drain. Mail on the iPad doesn't have the same depth of features for managing email that you'll find in a desktop application, but it does let you delete, file, and search for messages.

Delete a message

Unless you're an obsessive archivist, don't try to keep every message. To delete a message after you've read it, tap the Delete (🗑) button in the toolbar. The message is moved to the account's Trash folder. (For some accounts, like Gmail, the Delete button is replaced by an Archive [🗄] button.)

Even better, delete a message without reading it. When you're viewing the contents of a mailbox and see a message that's clearly undesirable (I get a lot of spam, can you tell?), do this: Swipe one finger across the item from right to left; then tap the Trash button (**Figure 4.18**).

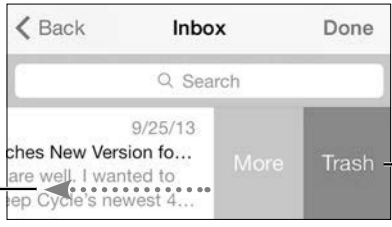


Figure 4.18
Swipe to delete.

tip **In iOS 6 and earlier, you could swipe in either direction to delete a message, but iOS 7 supports only right-to-left swiping.**

Move a message

To keep a message but get it out of the way in your Inbox, file it in another folder within your account.

1. With the message open, tap the Move (📁) button.
2. Tap a mailbox in the Mailboxes list in the sidebar to move the message there.

Delete or move multiple messages

Sending messages to the Trash or to other mailboxes one by one will make you crazy if there are many to process. Instead, delete or move them in batches.

1. Display the contents of a mailbox, either by tapping its name in the toolbar in portrait orientation or by turning to landscape orientation.
2. Tap the Edit button in the navigation bar.
3. Tap the messages you wish to delete or move. The ones you select gain a checkmark and appear in a stack to the right (**Figure 4.19**).

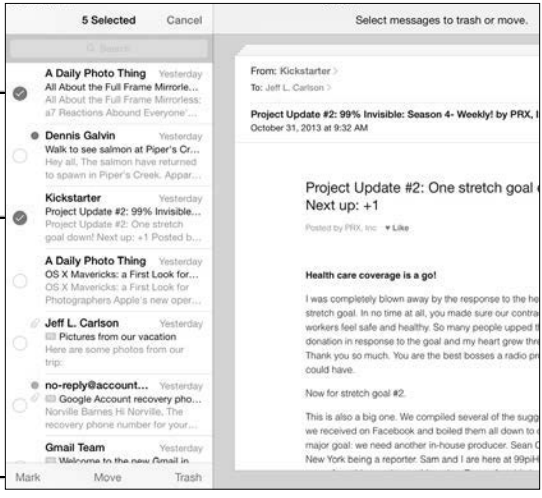


Figure 4.19
Process multiple messages.

Selected messages

Mark, Move, and Trash buttons

4. Tap the Mark, Move, or Trash button at the lower-left corner of the mailbox. (The Mark button can set the message status as Unread, Flagged, or Junk, for your attention later.) Or, tap the Cancel button at the top if you change your mind.

Search for messages

A powerful tool for managing piles of email is the capability to find something quickly by performing a search.

1. Go to the mailbox you want to search and then tap the search field.
2. Tap a button to specify which portion of the messages should be searched: the From field, the To field, the Subject field, or All.
3. Type a term in the search field. Results appear in the list (**Figure 4.20**).
4. Tap a message to read it.

Figure 4.20
Searching a mailbox

tip **Mail defaults to searching through all mailboxes, but you can limit it to just the current one. Pull down on the search results and tap the Current Mailbox button.**

Dealing with Email Spam

The Mail app doesn't offer much help with unsolicited junk mail, making the iPad less desirable as one's primary destination for email. You can move a message to the Junk folder by tapping the Flag button, but Mail doesn't filter for spam. Fortunately, most Internet service providers offer spam filtering at the server level, so a lot of the dreck out there gets trapped before it reaches your iPad.

Communicate Using Messages

Cell phone owners have long enjoyed (and abused in quantity) the ability to send and receive SMS texts, which turn out to be enormously expensive relative to the amount of data that's actually being sent. With its Messages app, Apple broke the cellular carriers' chokehold on texts by sending the same data over the Internet for free. The iPad isn't a cell phone, but using the Messages app, you can communicate with other people who own a device running iOS 5.0 or later.

Set up Messages

Messages uses your Apple ID email address to route incoming messages. You can also specify other addresses that people can use to send messages to you. And if you own an iPhone with the same Apple ID, you can receive messages directed to your phone number, too.

1. Go to Settings > Messages and tap the Send & Receive button.
2. Choose one of the addresses iCloud knows about, or tap Add Another Email and enter an email address.
3. In the "Start new conversations from" section, choose the address you want other people to reply to. This setting is important if you want all of your iMessage-capable devices to track the same conversations.
4. Go back to the Messages screen to apply the setting.

tip **Siri understands commands such as "Send a text to Kimberly" and "Read the most recent text message" for interacting with Messages, even if you're not currently in the Messages app.**

Send a text message

You can send a text to an email address or a phone number (provided the number belongs to someone who also has Messages on their iPhone).

1. In Messages, tap the New Message (✎) button.
2. Type the name or address of the person to whom you want to communicate in the To field that appears. You can add multiple recipients to create a group message.
3. In the message line just above the keyboard, type or dictate a message (**Figure 4.21**). It's also possible to send photos or videos—tap the camera button to capture a new shot or choose from your photo library.
4. Tap Send.

Conversations appear above the message line in dialog balloons.

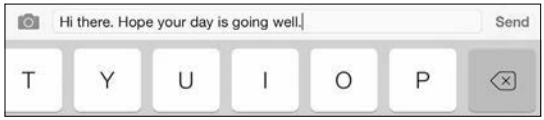


Figure 4.21
Sending a text in Messages

tip **Touch and hold a dialog balloon to bring up the option to copy its contents, if you want to paste it elsewhere (such as Mail).**

tip **Want to know when you sent a message? Drag from right to left to expose a timestamp to the right of your messages (Figure 4.22).**

Figure 4.22
See when you sent a message.

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