My iPad® for Seniors
Eighth Edition

Covers All iPads running iPadOS 14

Michael Miller

Free Sample Chapter
Share with Others
Contents at a Glance

Chapter 1  Buying and Unboxing Your iPad ...................................................... 3
Chapter 2  Getting Started with Your iPad ...................................................... 19
Chapter 3  Personalizing the Way Your iPad Looks and Works .................. 51
Chapter 4  Making Your iPad More Accessible .............................................. 79
Chapter 5  Connecting to the Internet and Browsing the Web ....................... 93
Chapter 6  Keeping Your iPad Safe and Secure ............................................. 113
Chapter 7  Controlling Your iPad—and More—with Siri ............................. 133
Chapter 8  Installing and Using Apps .......................................................... 149
Chapter 9  Sending and Receiving Email ...................................................... 171
Chapter 10 Managing Your Contacts .......................................................... 189
Chapter 11 Video Chatting and Texting ....................................................... 197
Chapter 12 Getting Social with Facebook, Pinterest, and Other Social Networks ................................................................................. 221
Chapter 13 Staying Organized with Calendar and Reminders ...................... 239
Chapter 14 Reading eBooks, Magazines, and Newspapers ......................... 253
Chapter 15 Shooting, Editing, and Sharing Photos and Videos ..................... 265
Chapter 16 Listening to Music ........................................................................ 299
Chapter 17 Watching TV Shows, Movies, and Other Videos ....................... 313
Chapter 18 Controlling Your Smart Home .................................................. 335
Chapter 19 Traveling with Maps and Other Travel Apps ......................... 345
Chapter 20 Keeping Fit and Healthy ............................................................. 353
Chapter 21 Getting Productive ..................................................................... 361
Chapter 22 Using Pencils, Keyboards, and Trackpads ............................... 375
Chapter 23 Playing Games ........................................................................... 389
Chapter 24 Managing Files on Your iPad and in the Cloud ....................... 411
Chapter 25  Fixing Common Problems ............................................. 427
Glossary .......................................................................................... 440
Index .............................................................................................. 447
# Table of Contents

## 1 Buying and Unboxing Your iPad

- Choosing the Right iPad for You .................................................. 4
  - iPad mini .......................................................................... 4
  - iPad ............................................................................... 6
  - iPad Air .......................................................................... 7
  - iPad Pro .......................................................................... 7
- Which iPad Should You Buy? ......................................................... 9
- Unboxing Your New iPad .............................................................. 10
- What’s Inside the Box ................................................................. 10
- Powering Up Your iPad for the First Time .................................... 11
  - Turn It On—for the First Time .............................................. 12
  - Accessorizing Your iPad ..................................................... 13

## 2 Getting Started with Your iPad

- Getting to Know Your iPad ............................................................ 19
  - Front ............................................................................ 19
  - Top .............................................................................. 21
  - Sides ........................................................................... 22
  - Bottom ........................................................................ 22
  - Back .......................................................................... 23
- Turning Your iPad On and Off ....................................................... 24
  - Power On Your iPad .......................................................... 24
  - Unlock Your iPad with Face ID ........................................... 25
  - Unlock Your iPad with Touch ID ....................................... 26
  - Unlock Your iPad with a Passcode .................................... 26
  - Lock Your iPad ................................................................ 27
  - Power Off Your iPad ......................................................... 27
  - Force a Restart on a Regular iPad ....................................... 28
  - Force a Restart on an iPad Pro ........................................... 29
### Personalizing the Way Your iPad Looks and Works

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalizing the Lock and Home Screens</td>
<td>51</td>
</tr>
<tr>
<td>Change the Wallpaper</td>
<td>52</td>
</tr>
<tr>
<td>Change the Size of App Icons</td>
<td>54</td>
</tr>
<tr>
<td>Arrange App Icons</td>
<td>54</td>
</tr>
<tr>
<td>Add Icons to and Remove Icons from the Dock</td>
<td>55</td>
</tr>
<tr>
<td>Organize Icons with Folders</td>
<td>56</td>
</tr>
<tr>
<td>Display Today View</td>
<td>58</td>
</tr>
</tbody>
</table>

### Using Your iPad

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn Essential Multi-Touch Gestures</td>
<td>30</td>
</tr>
<tr>
<td>Perform Common Operations</td>
<td>30</td>
</tr>
<tr>
<td>Navigate the Home Screen</td>
<td>32</td>
</tr>
<tr>
<td>View Notifications on the Cover Sheet</td>
<td>33</td>
</tr>
<tr>
<td>Manage Open Apps</td>
<td>34</td>
</tr>
<tr>
<td>Understand the Status Bar</td>
<td>35</td>
</tr>
<tr>
<td>Performing Basic Operations</td>
<td>36</td>
</tr>
<tr>
<td>View and Respond to Alerts</td>
<td>37</td>
</tr>
<tr>
<td>Display the Control Center</td>
<td>38</td>
</tr>
<tr>
<td>Adjust the Brightness</td>
<td>39</td>
</tr>
<tr>
<td>Activate Night Shift</td>
<td>39</td>
</tr>
<tr>
<td>Change the Volume Level</td>
<td>40</td>
</tr>
<tr>
<td>Rotate the iPad</td>
<td>41</td>
</tr>
<tr>
<td>Activate Do Not Disturb Mode</td>
<td>42</td>
</tr>
<tr>
<td>Enter Text with the Onscreen Keyboard</td>
<td>42</td>
</tr>
<tr>
<td>Copy and Paste Text</td>
<td>44</td>
</tr>
<tr>
<td>Set an Alarm</td>
<td>45</td>
</tr>
<tr>
<td>Set a Timer</td>
<td>46</td>
</tr>
<tr>
<td>Use the Stopwatch</td>
<td>47</td>
</tr>
<tr>
<td>Managing Your iPad’s Battery</td>
<td>47</td>
</tr>
<tr>
<td>Recharge the Battery</td>
<td>48</td>
</tr>
<tr>
<td>Monitor Battery Usage</td>
<td>49</td>
</tr>
</tbody>
</table>
Making Your iPad More Accessible

Making the iPad Easier to See
Read the Screen with VoiceOver
Magnify the Screen with Zoom
Invert Screen Colors
Configure the Screen for Colorblind Users
Make Onscreen Text Larger and Bolder

Making the iPad Easier to Hear
Use a Hearing Aid with Your iPad
Turn On Closed Captioning When Watching Videos

Making the iPad Easier to Operate
Adjust the Touchscreen Display
Enable AssistiveTouch
5 Connecting to the Internet and Browsing the Web

Connecting to a Wi-Fi Network ................................................................. 93
  Connect to Your Home Wireless Network ........................................... 94
  Connect to a Public Wireless Hotspot .................................................. 95
  Change Networks .................................................................................. 98
  Connect to a Network You’ve Previously Connected To ...................... 98
Using the Safari Web Browser ................................................................. 99
  Launch the Safari Browser .................................................................... 100
  Enter a Web Address ............................................................................ 100
  Use Web Links ..................................................................................... 102
  View Multiple Pages in Tabs .................................................................. 102
  Bookmark Pages .................................................................................. 103
  Revisit Past Pages ................................................................................ 105
  Browse the Web in Private .................................................................... 105
  Configure Safari Settings ...................................................................... 106
  Clear History, Cookies, and Browsing Data ........................................... 107
Making the Web More Readable ............................................................... 108
  Zoom in to a Page ................................................................................. 109
  Read Articles with Safari Reader ......................................................... 110

6 Keeping Your iPad Safe and Secure

Creating a Safer Lock Screen .................................................................. 114
  Set a Simple Passcode .......................................................................... 114
  Changing Your Unlock Method ............................................................ 114
  Use Fingerprint Recognition with Touch ID ......................................... 116
  Use Face Recognition with Face ID ..................................................... 118
  Erase Data After Too Many Unlock Attempts ....................................... 120
Reducing the Risk of Theft .................................................................... 121
  Keep Your iPad Safe ............................................................................ 122
  Track a Lost or Stolen iPad ................................................................. 123
# Table of Contents

## Staying Safe Online
- Staying Safe Online .......................................................... 125
- Protect Against Identity Theft ........................................... 125
- Keep Your Private Information Private ............................. 127
- Protect Against Online Fraud ........................................... 127
- Shop Safely ........................................................................ 129

## Controlling Your iPad—and More—with Siri
- Getting to Know Siri, Your iPad’s Virtual Personal Assistant 133
- Configure Siri ..................................................................... 134
- Summon Siri ........................................................................ 137
- Using Siri to Control Your iPad and Apps ....................... 138
  - Launch Apps .................................................................... 138
  - Control System Functions ............................................... 138
  - Send and Receive Messages ........................................... 138
  - Manage Meetings, Events, and Reminders ................... 139
  - Take and View Pictures ................................................ 140
  - Listen to Music ............................................................. 140
- Using Siri to Find Interesting and Useful Information .......... 141
  - Find Information .......................................................... 141
  - Solve Equations and Make Conversions ....................... 142
  - Find Businesses and Get Directions .............................. 143
- Triggering Multiple Actions with Shortcuts ....................... 143
  - Use an Existing a Shortcut ........................................... 144
  - Create a New Shortcut ................................................ 145
  - Run a Shortcut ................................................................ 147

## Installing and Using Apps
- Installing and Using Apps .................................................. 149
- Working with Apps ............................................................ 149
  - Launch an App from the Home Screen ......................... 150
  - Launch an App from the Dock ...................................... 150
  - Search for an App ......................................................... 151
Sending and Receiving Email 171

Sending and Receiving Messages 171
Select an Inbox 172
Read a Message 173
Reply to a Message 175
Create and Send a New Message 175
Attach a Photo to a Message 177
Delete a Message 178
Organize Messages in Files 179
Deal with Junk Email (Spam) 182
Configuring the Mail App 183
Add an Email Account 183
Get Notified of New Messages 185
Create a Signature 186
# Managing Your Contacts

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the Contacts App</td>
<td>189</td>
</tr>
<tr>
<td>Add a New Contact</td>
<td>190</td>
</tr>
<tr>
<td>Edit a Contact</td>
<td>191</td>
</tr>
<tr>
<td>Delete a Contact</td>
<td>192</td>
</tr>
<tr>
<td>Viewing and Contacting Your Contacts</td>
<td>193</td>
</tr>
<tr>
<td>Display a Contact</td>
<td>193</td>
</tr>
<tr>
<td>Search for a Contact</td>
<td>193</td>
</tr>
<tr>
<td>Contact a Contact</td>
<td>194</td>
</tr>
</tbody>
</table>

# Video Chatting and Texting

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Messaging with the Messages App</td>
<td>197</td>
</tr>
<tr>
<td>Send and Receive Text Messages</td>
<td>198</td>
</tr>
<tr>
<td>Send an Audio Message</td>
<td>200</td>
</tr>
<tr>
<td>Send a Photo</td>
<td>200</td>
</tr>
<tr>
<td>Send a Video Message</td>
<td>202</td>
</tr>
<tr>
<td>Video Chatting and More with FaceTime</td>
<td>203</td>
</tr>
<tr>
<td>Start a Video Chat</td>
<td>204</td>
</tr>
<tr>
<td>Add a Person to a Group Video Chat</td>
<td>205</td>
</tr>
<tr>
<td>Answer a FaceTime Request</td>
<td>207</td>
</tr>
<tr>
<td>Make an Audio Call</td>
<td>207</td>
</tr>
<tr>
<td>Group Video Meetings with Zoom</td>
<td>208</td>
</tr>
<tr>
<td>Join a Meeting from a Link</td>
<td>209</td>
</tr>
<tr>
<td>Join a Meeting from Within the Zoom App</td>
<td>209</td>
</tr>
<tr>
<td>Participate in a Zoom Meeting</td>
<td>210</td>
</tr>
<tr>
<td>Start a New Zoom Meeting</td>
<td>213</td>
</tr>
<tr>
<td>Schedule a Meeting in Advance</td>
<td>215</td>
</tr>
</tbody>
</table>
12 Getting Social with Facebook, Pinterest, and Other Social Networks 221

- Using Facebook ............................................. 221
  - Navigate Facebook's iPad App ....................... 222
  - Read and Respond to Posts ......................... 224
  - Post a Status Update .................................. 226
- Using Pinterest ............................................. 227
  - View and Save Pins ...................................... 227
  - Pin from a Website ...................................... 228
- Using Twitter ................................................. 230
  - Read Tweets ................................................. 230
  - Create a New Tweet ................................. 231
- Using LinkedIn ........................................... 232
  - Navigate the LinkedIn App ....................... 233
  - Create a New Post ..................................... 235

13 Staying Organized with Calendar and Reminders 239

- Using the Calendar App ................................. 239
  - View Events ............................................... 240
  - Add a New Event ........................................ 241
  - Create a Recurring Event ............................. 243
  - Create an Alert for an Event ......................... 246
  - Invite Others to an Event ............................. 247
- Using the Reminders App ............................... 248
  - View and Manage Your Reminders ............... 248
  - Add a New Reminder ................................... 249

14 Reading eBooks, Magazines, and Newspapers 253

- Reading eBooks on Your iPad ...................... 253
  - Find and Purchase Books with the Books App ... 254
  - Read a Book with the Books App ................. 256
# Table of Contents

Reading News Stories with the News App ........................................... 260
Personalize What News You Receive ............................................... 260
Read News Stories ........................................................................ 261

## 15 Shooting, Editing, and Sharing Photos and Videos  265

Shooting Digital Photos ........................................................................ 265
Launch the Camera App ....................................................................... 266
Take a Picture ....................................................................................... 267
Take a Selfie ....................................................................................... 271
Take a Panoramic Photo ...................................................................... 273
Viewing and Editing Your Photos ....................................................... 276
View Your Photos ............................................................................... 277
Organize Photos in Albums ................................................................. 283
Crop and Straighten a Picture ............................................................ 285
Apply Auto-Enhance .......................................................................... 287
Apply a Filter ..................................................................................... 287
Adjust Brightness, Color, and More .................................................. 288

Shooting and Editing Videos ................................................................. 288
Shoot a Video ..................................................................................... 289
Trim a Video ....................................................................................... 291
Sharing Photos and Videos ................................................................. 292
Share via Text Message ...................................................................... 293
Share via Email .................................................................................. 294
Share via Facebook ........................................................................... 295

## 16 Listening to Music  299

Listening to Streaming Music .............................................................. 299
Listen to Apple Music ........................................................................ 300
Listen to Pandora .............................................................................. 303
Listen to Spotify ............................................................................... 306
My iPad for Seniors

Buying and Playing Music from the iTunes Store .................................................. 308
Purchase Music from the iTunes Store ................................................................. 308
Play Your Tunes ....................................................................................................... 311

Watching TV Shows, Movies, and Other Videos ...................................................... 313
Watching Paid Streaming Video Services .............................................................. 313
Watch Amazon Prime Video .................................................................................... 314
Watch Apple TV+ ...................................................................................................... 316
Watch CBS All Access ............................................................................................. 317
Watch Disney+ .......................................................................................................... 319
Watch HBO Max ........................................................................................................ 320
Watch Hulu .................................................................................................................. 322
Watch Netflix ............................................................................................................ 323
Watching Other Streaming Video Services ............................................................ 325
Discover Other Streaming Video Services ............................................................ 325
Watch Live TV Online .............................................................................................. 326
Using the Apple TV App .......................................................................................... 327
Find Something to Watch ....................................................................................... 327
Subscribe to a Channel ......................................................................................... 329
Manage Your Subscriptions ................................................................................... 329
Watching YouTube ................................................................................................... 331
Find a Video ............................................................................................................... 331
Watch a Video ........................................................................................................... 333

Controlling Your Smart Home ................................................................................... 335
Understanding Apple HomeKit ............................................................................... 336
How HomeKit Works ................................................................................................ 336
Adding Devices and Rooms .................................................................................... 337
Add a New Accessory ............................................................................................... 337
Create a Scene .......................................................................................................... 339
Controlling Your Smart Devices .......................... 341
Control a Device or Scene from Your iPad .......... 341
Control Devices and Scenes with Siri ................ 342

19 Traveling with Maps and Other Travel Apps 345
Traveling with the Maps App ......................... 345
Display a Map ............................................. 346
Generate Driving Directions ............................ 347
Exploring Other Travel-Related Apps ............... 348
Discover Travel Apps ..................................... 348

20 Keeping Fit and Healthy ................................. 353
Exploring Health and Fitness Apps ................... 353
Discover Exercise and Yoga Apps .................... 354
Exploring Food and Nutrition Apps ................. 355
Discover Dieting Apps .................................. 355
Discover Cooking and Recipe Apps ................. 356
Exploring Medical Apps ................................ 357
Discover Medical-Related Apps ...................... 357

21 Getting Productive ........................................ 361
Using Your iPad’s Built-In Productivity Apps ........ 361
Write with Pages ......................................... 362
Work with Numbers ...................................... 365
Present with Keynote .................................... 368
Discovering More Productivity Apps ................ 371
Google Docs, Sheets, and Slides ..................... 371
Microsoft Excel, PowerPoint, and Word .......... 372
22 Using Pencils, Keyboards, and Trackpads 375

Connecting Bluetooth Devices ........................................ 375
Connect a New Bluetooth Device ................................... 376
Using Pencils and Styli .................................................. 377
Work with the Apple Pencil ............................................ 377
Annotate a Document .................................................... 380
Fill In Forms ................................................................... 380
Draw Onscreen ................................................................ 381
Using External Keyboards ............................................. 382
Connecting and Pairing the Smart Keyboard and Magic Keyboard 383
Working with an External Keyboard ............................... 384
Using Trackpads and Mice ............................................. 384
Configure Your Trackpad or Mouse ............................... 386
Use a Trackpad or Mouse .............................................. 386

23 Playing Games 389

Finding Games to Play .................................................. 389
Download Games from the App Store ............................ 390
Discovering Popular Games .......................................... 392
Action Games ............................................................... 392
Adventure Games ........................................................ 393
AR Games ..................................................................... 394
Board Games ............................................................... 395
Card Games .................................................................. 395
Casino Games ............................................................. 396
Casual Games .............................................................. 397
Family Games .............................................................. 397
Indie Games ................................................................. 398
Kids Games ................................................................. 399
Music Games .............................................................. 400
Puzzle Games ............................................................. 400
Racing Games ............................................................. 401
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role-Playing Games</td>
<td>402</td>
</tr>
<tr>
<td>Simulation Games</td>
<td>402</td>
</tr>
<tr>
<td>Sports Games</td>
<td>403</td>
</tr>
<tr>
<td>Strategy Games</td>
<td>404</td>
</tr>
<tr>
<td>Trivia Games</td>
<td>405</td>
</tr>
<tr>
<td>Word Games</td>
<td>406</td>
</tr>
<tr>
<td>Playing Games with Apple Arcade</td>
<td>407</td>
</tr>
<tr>
<td>Finding Apple Arcade Games</td>
<td>407</td>
</tr>
<tr>
<td>Downloading Apple Arcade Games</td>
<td>408</td>
</tr>
<tr>
<td>Managing Files on Your iPad and in the Cloud</td>
<td>411</td>
</tr>
<tr>
<td>Managing Your iPad’s Storage</td>
<td>411</td>
</tr>
<tr>
<td>Examine Available Storage</td>
<td>412</td>
</tr>
<tr>
<td>Manage Available Storage Space</td>
<td>412</td>
</tr>
<tr>
<td>Working with the Files App</td>
<td>413</td>
</tr>
<tr>
<td>View and Open Files</td>
<td>414</td>
</tr>
<tr>
<td>Work with Files</td>
<td>415</td>
</tr>
<tr>
<td>Create a New Folder</td>
<td>416</td>
</tr>
<tr>
<td>Using External Storage</td>
<td>416</td>
</tr>
<tr>
<td>Make the Connection</td>
<td>416</td>
</tr>
<tr>
<td>Work with Files</td>
<td>417</td>
</tr>
<tr>
<td>Working with iCloud</td>
<td>418</td>
</tr>
<tr>
<td>Configure iCloud on Your iPad</td>
<td>420</td>
</tr>
<tr>
<td>Back Up Your iPad to iCloud</td>
<td>421</td>
</tr>
<tr>
<td>Using AirDrop and AirPlay to Share with Other Devices</td>
<td>423</td>
</tr>
<tr>
<td>Share Files with AirDrop</td>
<td>423</td>
</tr>
<tr>
<td>Stream Media with AirPlay</td>
<td>424</td>
</tr>
<tr>
<td>Fixing Common Problems</td>
<td>427</td>
</tr>
<tr>
<td>Troubleshooting iPad Problems</td>
<td>427</td>
</tr>
<tr>
<td>Your iPad Is Frozen</td>
<td>428</td>
</tr>
<tr>
<td>Your iPad Won’t Turn On</td>
<td>429</td>
</tr>
</tbody>
</table>
Your iPad Won’t Turn Off .......................................................... 429
An Individual App Freezes or Doesn’t Work Right ................... 430
Your iPad Runs Slowly ................................................................. 430
Your iPad’s Wi-Fi Connection Doesn’t Work ......................... 431
Your iPad Charges Slowly or Not at All ................................... 432
Your iPad Doesn’t Rotate ......................................................... 432
Your iPad Keeps Asking for Your iCloud Password ................. 433
You Forgot Your iPad Passcode .................................................. 434
Updating and Resetting Your iPad ............................................ 435
Update to the Latest Version of iPadOS ................................. 435
Factory Reset Your Device to “Like New” Condition ............... 436
Restore from an iCloud Backup ................................................. 437
Restore from an iTunes Backup ............................................... 438

Glossary ................................................................................. 440
Index .................................................................................... 447
About the Author

Michael Miller is the popular and prolific writer of more than 200 non-fiction books, known for his ability to explain complex topics to everyday readers. He writes about a variety of topics, including technology, business, and music. His best-selling books for Que include *My TV for Seniors, My Facebook for Seniors, My Social Media for Seniors, My Internet for Seniors, My Smart Home for Seniors, My Windows 10 Computer for Seniors, Easy Computer Basics*, and *Computer Basics: Absolute Beginner’s Guide*. Worldwide, his books have sold more than 1.5 million copies.

Find out more at the author’s website: www.millerwriter.com

Follow the author on Twitter: molehillgroup
Dedication

To my musician friends and family here in Minnesota who make it fun to play.

Acknowledgments

Thanks to all the folks at Que and Pearson who helped turn this manuscript into a book, including Laura Norman, Chhavi Vig, Charlotte Kughen, Lori Lyons, and technical editor Jeri Usbay. Thanks also to Jodi Lipson and the kind folks at AARP for adding even more to the project.

About AARP

AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million, that helps people turn their goals and dreams into real possibilities™, strengthens communities, and fights for the issues that matter most to families, such as healthcare, employment and income security, retirement planning, affordable utilities, and protection from financial abuse. Learn more at aarp.org.

Note

Most of the individuals pictured throughout this book are the author himself, as well as friends and relatives (used with permission) and sometimes pets. Some names and personal information are fictitious.
We Want to Hear from You!

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we’re doing right, what we could do better, what areas you’d like to see us publish in, and any other words of wisdom you’re willing to pass our way.

We welcome your comments. You can email to let us know what you did or didn’t like about this book—as well as what we can do to make our books better.

*Please note that we cannot help you with technical problems related to the topic of this book.*

When you email, please be sure to include this book’s title and author, as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: community@informit.com

Reader Services

Register your copy of *My iPad for Seniors* at informit.com/register for convenient access to downloads, updates, and corrections as they become available. To start the registration process, go to informit.com/register and log in or create an account.* Enter the product ISBN, 9780136824299, and click Submit.

*Be sure to check the box that you would like to hear from us in order to receive exclusive discounts on future editions of this product.*
Figure Credits

Cover ©-strizh- | Shutterstock.com
Product images courtesy of Chuti Prasertsith

Apple apps screenshots © Apple Inc.

AARP webpage screenshots Courtesy of AARP

Google Chrome screenshots Google and Google logo are registered trademarks of Google LLC

Safari browser screenshots Safari Browser, Apple Inc.

Facebook screenshots Courtesy of Facebook Inc.

LinkedIn screenshots LinkedIn Corporation © 2019

Pinterest screenshots © Pinterest

Twitter screenshots © Twitter Inc.

Pandora screenshots © 2019 Pandora Media, Inc.

Spotify screenshots © 2018 Spotify AB

Amazon screenshots © 1996–2019, Amazon.com, Inc.

Hulu screenshots © 2019 Hulu

Netflix screenshots © Netflix Inc.

YouTube screenshots © 2019 YouTube

CBS All Access © 2020 CBS Interactive

Disney+ © Disney. All Rights Reserved.

HBO Max ©2020 WarnerMedia Direct, LLC. All Rights Reserved. HBO Max™ is used under license.

Microsoft Word app Microsoft® and Windows® are registered trademarks of the Microsoft Corporation in the U.S.A. and other countries. Screenshots and icons reprinted with permission from the Microsoft Corporation.

TripAdvisor © 2020 TripAdvisor LLC All rights reserved.

Yelp Copyright © 2004–2020 Yelp Inc.

Daily Yoga © 2012–2020 Daily Yoga Culture Technology Co. Ltd

MyFitnessPal’s Calorie Counter & Diet Tracker © 2020 Under Armour, Inc. All Rights Reserved.
<table>
<thead>
<tr>
<th>Source</th>
<th>Copyright Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyPlate Calorie Counter</td>
<td>© 2019 Livestrong.com</td>
</tr>
<tr>
<td>Allrecipes Dinner Spinner</td>
<td>© 2015 Allrecipes.com</td>
</tr>
<tr>
<td>Yummly Recipes and Shopping List</td>
<td>© 2020 Yummly Inc.</td>
</tr>
<tr>
<td>Drugs.com Medication Guide</td>
<td>© 2016 Drugs.com</td>
</tr>
<tr>
<td>Medical Dictionary by Farlex</td>
<td>© 2019 Farlex, Inc.</td>
</tr>
<tr>
<td>WebMD</td>
<td>© 2020 WebMD, LLC</td>
</tr>
<tr>
<td>Apple Arcade games</td>
<td>© Apple Inc.</td>
</tr>
</tbody>
</table>
Hi there.

Ralph

 Bahrain

Hi. How are you?

Hi. I'm fine. How are you?

Hi. I'm fine. How are you?

Hi. I'm fine. How are you?

Hi. I'm fine. How are you?
In this chapter, you learn how to communicate with friends and family using the Messages and FaceTime apps.

➔ Text Messaging with the Messages App
➔ Video Chatting and More with FaceTime
➔ Group Video Meetings with Zoom

Video Chatting and Texting

You’ve learned how to communicate with friends, family, and businesses with email. But email is slow (relatively) and not at all like having a conversation in real time.

For that, we turn to text messaging and video chatting. Text messaging, using the iPad’s Messages app, is great for sending short thoughts and notes. Video chatting, using the FaceTime app, is better when you want one-on-one, face-to-face conversation.

Text Messaging with the Messages App

Let’s start with text messaging, like you do on your phone. On your iPad, you use the Messages app to send text messages over Wi-Fi via Apple’s iMessage service. Your messages can include photos, videos, and other files you attach to the basic text.
Send and Receive Text Messages

The Messages app lets you send text messages to any of your friends and family who have an iPad, iPhone, or Mac computer. It’s as easy as tapping out a message on the onscreen keyboard and then tapping the Send button.

1. Tap the Messages icon to open the Messages app.
2. Previous conversations are listed in the left column. Tap a conversation to send another message to this person.
3. Tap the Compose icon to start a new conversation.

>>>Go Further

IMESSAGE

The Messages app uses Apple’s iMessage service, which connects Apple devices via Wi-Fi. (It also connects iPhones via cellular service if they’re not connected to a wireless network.) iMessage is a lot like phone-based SMS/MMS text messaging but is an Apple-only service.

At present, iMessage is not available to users of Windows computers or Android phones or computers. Nor can you use iMessage to contact cell phone users via their text message services; you can only connect to other iPad and iPhone users via the Messages app.
1. Tap in the To field and use the onscreen keyboard to begin entering the name, email address, or phone number of the person with whom you want to talk.

2. As you type, the Messages app displays a list of matching people from your contacts list. Tap the name of the person you want to text with or finish entering the contact information for this person.

**Group Messages**
To send a message to a group of people, enter multiple names into the To box. Everyone listed here will receive and be able to respond to your message—and all subsequent responses.

3. Type your message into the message box.

4. Tap the blue Send icon.

**Emoji**
To include an emoji character in your text, tap the Emoji (smiley face) button on the onscreen keyboard and make a selection from there.

5. Your message appears on the right side of the message pane.

6. Messages from the other person appear on the left. Continue typing to continue the conversation.
**Send an Audio Message**

Instead of sending a plain text message, you can record and send a short audio message. Just tap the Record button and start talking!

1. In the iMessage box, press and hold the record icon.
2. Begin talking. While you talk, continue to hold your finger on the icon. You see the waveform of your voice in the iMessage box.
3. When you’re done talking, lift your finger from the screen.
4. Tap the Play button to hear what you recorded.
5. Tap the Send button to send the recording to the other person.

**Send a Photo**

Just as with phone-based MMS (multi-media messaging), you can send photos to people you’re messaging in the Messages app. You can send photos stored in your iPad’s photo library or take a new photo (like a selfie) and send it.

1. To send a photo stored on your iPad, tap the Photos icon below the iMessage box. (You might need to tap the Apps icon to display icons for Photos and other apps.)
2. Navigate to and tap the photo you want to send. (You may need to tap Add to add the photo.)
The photo is added to a message. Tap the Send icon to send the photo(s) to the person with whom you’re texting.

To take and send a new photo, tap the Camera icon. This displays the camera screen.

Make sure that Photo is selected.

If necessary, tap the Flip icon to switch from the rear camera to the front camera.

Aim your iPad and then tap the big round icon to take the picture.

You see the picture you just took. If you don’t like it, tap Retake.

If you do like the photo, tap the Done icon.
The picture is added to the message. Tap the Send icon to send the photo.

Send a Video Message

Just as you can send photos and short audio messages, you can also record and send short video messages, using your iPad’s front-facing FaceTime camera.

1. From within the Messages app, tap the Camera icon next to the iMessage box to display the camera screen.
2. Tap Video.
3. If necessary, tap the Flip icon to switch to the front-facing camera.
4. Look into the camera and tap the red Record button. Start talking!
5. When you’re done talking, tap the Record button again to stop the recording.
You now see the video you recorded. Tap the Play button to play the video if you want.

If you like the video you recorded, tap the Send icon to send the message to the recipient.

Video Chatting and More with FaceTime

Text messaging is nice, but sometimes you want a face-to-face conversation with someone. Maybe you’re snowbirding down south while your grandkids are still in school up north. Maybe your siblings or friends live in a different part of the country than you do. Maybe you or one of your family members is stuck at home and you just want to check in or keep in touch.

When a text message or phone call isn’t good enough, use Apple’s FaceTime app to video chat in real time with your friends and family. All you need is your iPad—and its built-in camera and microphone. Every call you make is free!

Apple Users Only

FaceTime is only available on Apple devices—iPads, iPhones, and Mac computers. To chat with someone who doesn’t have an Apple device, you have to use another video chat app, such as Skype or Zoom.
Start a Video Chat

You can use FaceTime to video chat with anyone who has an iPad, iPhone, or Mac that includes a front-facing camera.

1. Tap the FaceTime icon to open the FaceTime app.

2. You see yourself, via your iPad’s front-facing FaceTime camera. Overlaid on the left side of the screen is a list of people with whom you’ve recently chatted. To chat again with one of the people listed, tap the Information (i) icon next to his or her name.

3. You now see the contact panel for that person. Tap the FaceTime video icon. Or…

4. To chat with someone new, tap the + icon.
Video Chatting and More with FaceTime

5 Start typing a person’s name into the To: box.

6 As you type, matching contacts are displayed. Select the person you want from this list, or finish typing the person’s email address or phone number.

7 Tap the Video button, and FaceTime dials the other person.

8 If that person is available and answers, you see that person onscreen. A small thumbnail in the corner of the screen displays what the other person is seeing (you). Have a nice conversation!

9 Tap Mute to mute the sound. Tap the button again to resume normal conversation.

10 Tap the red End icon to end the chat.

Add a Person to a Group Video Chat

FaceTime also lets you create group video chats, so you can chat with several people at once.

1 From within a FaceTime video chat, drag the top of the control panel up to expand it.
2 Tap Add Person.
3 Enter the name or email address of the person you want to add.
4 Tap Add Person to FaceTime.
5 FaceTime splits the screen and dials the other person.
Answer a FaceTime Request

Just as you can call others via FaceTime, they can call you. How do you answer an audio or video call? By pressing an icon and talking, of course!

1. When someone calls you via FaceTime, you see a FaceTime panel at the top of the screen. Tap Accept to accept the call. Or…
2. Tap Decline to reject the call.

Make an Audio Call

FaceTime also lets you participate in audio calls—like phone calls but from your iPad to other Apple devices. This is good if you just want to talk and don’t need to see the other person, if you’re not quite presentable enough to show yourself to the other person, or if you’re talking to someone who doesn’t have a front-facing camera in his or her device.

1. From within FaceTime, either tap a person’s name or tap + to start a new conversation with someone.
2. Tap the FaceTime Audio button. (If this contact has both a FaceTime account and phone number listed, you may see an option for Call or FaceTime Audio. Only select Call if you want to call the mobile or landline number.)
Chapter 11  Video Chatting and Texting

3 FaceTime dials the other person. If that person is available and answers, you see the FaceTime controls and a timer for the call. Start talking!

4 Tap the Mute icon to mute the sound. Tap the icon again to resume normal conversation.

5 Tap the FaceTime video icon to turn this audio call into a video call.

6 Tap the red End icon to end this call.

---

Group Video Meetings with Zoom

During the coronavirus shutdown, many people kept in touch with co-workers, family members, book clubs, and school classes with Zoom, a popular service for group video meetings. Zoom meetings can be joined from any device with an Internet connection and a web browser; iPads have proven particularly popular with users for their Zoom meetings.

The Zoom app is free from the App Store.

---

Cross Platform

Unlike FaceTime, Zoom works across all computer and mobile platforms. This way people with virtually any device can participate in a Zoom meeting—iPads, iPhones, Mac and Windows computers, Android phones and tablets, and even Linux and Chromebook computers.
If someone is hosting a Zoom meeting, they’ll send you an invitation to join that meeting. You can join the meeting by clicking the link in the invitation or by entering meeting information into the Zoom app (discussed next).

1. Tap the Zoom icon to launch the Zoom app.
2. In the email message, tap the link to the meeting. Upon entering the passcode from the email, the host will now admit you to the meeting.

**Join a Meeting from Within the Zoom App**

Sometimes a Zoom invitation includes a meeting ID and password rather than a link to the meeting. You can manually enter these into the Zoom app to join a meeting.

1. Tap the Zoom icon to launch the Zoom app.
2. From within the Zoom app, tap Join.
3. Enter the meeting ID into the Meeting ID field.
4. Tap Join.
When prompted, enter the password.

Tap Continue. The host will admit you to the meeting.

**Participate in a Zoom Meeting**

It’s easy to participate in a Zoom meeting. You’ll see the other participants on screen, and they’ll see you, assuming video is turned on. All you have to do is talk.

1. By default, Zoom displays in Active Speaker view. The current speaker occupies most of the screen, and you appear in a smaller window. You do not see the other participants unless they’re speaking.

2. Tap the screen and then tap Switch to Gallery View to switch to Gallery View.

3. In Gallery View, you see thumbnails for every participant, arranged in a grid pattern. The current speaker’s thumbnail appears with a green border.

4. Tap the screen and then tap Mute to mute your sound. Tap Unmute (the same icon) to unmute your sound.

5. Tap the screen and then tap Stop Video to turn off your camera. Tap Start Video (same icon) to turn your camera back on.

6. Tap Participants to see a list of participants in this meeting.

7. Tap Switch to Active Speaker to switch back to Active Speaker view.
8 To privately text chat with one or more participants, tap More (…) and then tap Chat. This displays a Chat pane.

9 Pull down the Send To list and choose who you want to chat with. Select Everyone to send the message to all participants.

10 Type your message in the message box and then tap Send.

11 To change the background that appears behind you, tap More (…) and then tap Virtual Background.
12 Tap the desired background. You see how you look against that background. Or...
13 Tap + to select one of your own photos as a background.
14 Tap None to not use a background.
15 Tap the X to return to the meeting.
16 When the meeting is over, or when you need to leave, tap Leave.
17 When prompted, tap Leave Meeting.
Start a New Zoom Meeting

With a Zoom account, it’s easy to start your own meetings. You can start a new meeting at any time or schedule a meeting in advance (discussed next).

Free Limits
In the free version of Zoom, your meetings can last up to 40 minutes and include up to 100 participants. If you want to hold longer meetings, subscribe to the Pro level at $14.99 per month. Learn more at www.zoom.us.

1. From within the Zoom app, tap New Meeting to immediately start a meeting.
2. In the Start a Meeting panel, make sure your video is turned on and then tap Start a Meeting.
3. The meeting is now live. Tap Participants to invite others to the meeting.
4. Tap Invite.
5 Tap Send Email to email invitations. Alternatively, you can invite others via text message (Send Message), send invitations direct to people on your contact list (Invite Contacts), or copy the invitation link so you can paste it into your own email or message (Copy Invite Link).

6 Enter one or more email addresses into the To field.

7 Tap in the message field and enter your own message, if you like, in addition to the automatically generated link, meeting ID, and passcode.

8 Tap Send.

9 When a participant responds, you see a notice that they’ve entered the “waiting room.” Tap Admit to let them into the meeting.
Schedule a Meeting in Advance

In most instances, you’ll want to schedule meetings in advance, to give participants a chance to prepare.

1 From within the Zoom app, tap Schedule.

10 Conduct the meeting as usual. Tap the screen and then tap End to end the meeting.

11 When prompted, tap End Meeting for All. (If you’re just leaving the meeting and others are continuing, tap Leave Meeting instead.)
In the Schedule Meeting panel, tap within the top field and give the meeting a name.

Tap Starts and enter a start time and date.

Tap Duration and enter how long the meeting will be.

Tap Save.

When the New Event panel appears, tap Add.

From the main screen, tap Meetings in the left sidebar.

This displays all scheduled meetings. Tap the meeting you just added.
9 Tap Add Invitees.
10 Tap Send Email. (Or, to send an invitation via text message, tap Send Message.)
11 Enter one or more email addresses into the To field.
12 Tap in the message field and enter your own message, if you like, in addition to the automatically generated link, meeting ID, and passcode.
13 Tap Send.
When it’s time for the meeting to start, tap Meetings in the Zoom sidebar, then tap Start for your meeting.

>>>Go Further

**OTHER VIDEO CHAT SERVICES**

FaceTime and Zoom are just two of many services that offer voice and video messaging and meetings. Other popular services include

- Facebook Messenger (www.messenger.com)
- Google Hangouts (hangouts.google.com)
- Google Meet (meet.google.com)
- Skype (www.skype.com)

Most of these services operate similarly to the ones discussed in this chapter and offer some level of free access. All have iPad apps available for download from the App Store. Don’t be surprised to find a Google Meet or Skype invitation in your mailbox from someone you know!
accessories, 13-16
  Bluetooth connections, 375-377
  keyboards, external, 382-384
  mice/trackpads, 384-387
  pencils/styli, 377-382
  smart covers, 29
accounts, email, 183-185
Acorn TV app, 325
action games, 392
Activity icon, 35
ad blocking, 108
adding/removing
  contacts, 190-191
  controls from Control Center, 63
  icons from Dock, 55
addresses, URL (web), 100-101
adventure games, 393
AirDrop, sharing files, 423-424
Airplane Mode, 36
AirPlay, 424-425
alarms
  Alarm icon, 35
  managing, Siri, 140
AARP
  Fraud Watch Network, 130
  online games, 409
accessibility options. See also Siri
  AssistiveTouch, 89-90
listening options
  closed captioning, 87-88
  Hearing Devices, 86
  Mono Audio switch, 87
reading options
  bold text, 85
  braille displays, 83
  colorblind user settings, 85
  inverting screen colors, 84
  large text, 85
  Speak Screen, 80
  Speak Selection, 80
  Spoken Content, 80
  Typing Feedback, 80
  VoiceOver, 80-82
  Zoom feature, 83
touchscreens, 88-90
alarms

setting, 45
turning on/off, 46
albums, photo, 283-285, 296, 421
alerts
event alerts, Calendar app, 246-247
responding to, 37
viewing, 37
Allrecipes Dinner Spinner app, 356
Amazon Kindle app, 256
Amazon Music Unlimited app, 308
Amazon Prime Music app, 307
Amazon Prime Video service, 314
annotating documents, Apple Pencil, 380
answering FaceTime requests, 207
App Exposé, 167
App Store
Arcade tab, 155
blocking app purchases, 77
browsing, 155-157
games, 390-391
action games, 392
adventure games, 393
AR games, 394
board games, 395
card games, 396
casino games, 396
casual games, 397
family games, 398
indie games, 398
kids games, 399
music games, 400
puzzle games, 401
racing games, 401
role-playing games, 402
simulation games, 403
sports games, 403
strategy games, 404
trivia games, 405
word games, 406
Games tab, 155
searching, 155-157
Today tab, 155
App Switcher, 31, 430
Apple Arcade, 155
downloading games, 408-409
finding games, 407
subscriptions, 407
Apple ID, 12
Apple Music, 300-302
Apple Pay, 12
Apple Pencil, 15, 377-378
annotating documents, 380
charging, 379
drawing, 381
fill-in forms, 380
iPad screen navigation, 381
palettes, 382
Apple Store, technical support, 435
Apple TV app
finding programming, 327-328
Screen Mirroring, 425
subscribing to channels, 329-330
Apple TV+ app, 316
appointments, managing with Siri, 139
apps (applications), 149
Allrecipes Dinner Spinner, 356
Amazon Kindle app, 256
Amazon Prime Music app, 307
Apple Arcade, 155
downloading games, 408-409
finding games, 407
subscriptions, 407
App Switcher, 31
Audible app, 259
BET+ app, 325
Books app, 253-259
browsing, 155-157
business-related/productivity apps, 361
Google Docs suite, 372
iCloud storage, 364
Keynote app, 368-371
Microsoft Office, 372
Numbers app, 365-368
Pages app, 362-364
buying apps, 157-158
Calendar app, 240-247
Camera app, 266-277, 288-292
closing apps, 154
configuring apps, 70
Contacts app, 189-194
cooking/recipe apps, 356
Crackle app, 325
Criterion Channel app, The, 325
customizing apps, 70
Daily Workouts Fitness Trainer app, 354
Daily Yoga app, 354
deleting apps, 160-161, 413
dieting apps, 355
dining apps, 350
Disney+ app, 319
downloading apps, 157-158
dragging/dropping pictures between apps, 167
driving apps, 345-348
Drugs.com Medication Guide app, 357
ESPN+ app, 325
exercise apps, 354
Facebook app, 222-226, 295-296
Facebook Messenger app, 218
FaceTime app, 203-208
Fawesome app, 325
Files app, 414-419
finding apps, 157
FitOn app, 354
food-related apps, 350, 355-356
frozen apps, troubleshooting, 430
Google Maps app, 345
health/fitness apps, 353-358
Home app, 141, 336-340
hotel-booking apps, 348
Hulu app, 322-323
in-app purchases, 355
Instagram app, 232
Keynote app, 368-371
launching apps from Dock, 150
Home screen, 150
Siri, 138
limiting app usage, 76-77
LinkedIn app, 233-235
Location Services, 36
long pages, returning to the top of, 31
Lose It! app, 355
Mail app, 294
managing apps, 159
Maps app, 345-348
Medical Dictionary by Farlex app, 358
medical-related apps, 357-358
Messages app, 198-202, 293
moving apps, 157
MyFitnessPal’s Calorie Counter & Diet Tracker app, 355
MyPlate Calorie Counter app, 356
News app, 260-262
notifications badges, 66
banners, 65
configuring, 64
grouping, 66
previewing, 66
sounds, 65
Numbers app, 365-368
nutrition-related apps, 355-356
office-related apps/productivity apps, 361
Google Docs suite, 372
iCloud storage, 364
Keynote app, 368-371
Microsoft Office, 372
Numbers app, 365-368
Pages app, 362-364
open apps
displaying, 31
managing, 34
switching between, 31
OpenTable app, 350
Pages app, 362-364
Pandora app, 303-305
Photos app, 276-277, 280-288
pictures, dragging/dropping between apps, 167
Pinterest, 227-229
productivity apps, 361-372
purchasing apps, 157-158
recipe/cooking apps, 356
Reddit app, 232
Reminders app, 248-249
restaurant apps, 350
searching for apps, 151-157
Siri, launching apps, 138
Snapchat app, 232
Spotify app, 306
switching between apps, 153
Tasty app, 356
Tidal app, 308
TikTok app, 232
travel-related apps, 345-350
TripAdvisor app, 349
Twitter app, 230, 231
updating apps, 160
viewing apps, 159
Waze Navigation & Live Traffic app, 345
WebMD app, 358
WhatsApp, 232
Yelp app, 350
yoga apps, 354
YouTube Music app, 308
Yummly Recipes and Shopping List app, 357
Zoom app, 208-218
AR (Augmented Reality) games, 394
Arcade tab, App Store, 155
arranging icons, 54
aspect ratio, Camera app, 267
AssistiveTouch, 89-90
attachments (email) file size, 178
photos as, 177-178
unwanted attachments, 174
Audible app, 259
audio audiobooks, 259
FaceTime calls, 207-208
messages, 200
Auto-Enhance control (Photo app), 287
auto exposure, Camera app, 268
auto focus, Camera app, 268
Automatic Setup, 12
Automatic Updates, 71
available storage space, managing, 412-413
backups
iCloud, 421-422, 437
iPad restoration
iCloud backups, 437
iTunes backups, 438
badges, 66
banners, 65
batteries, 47, 432
Battery icon, 35
Bluetooth Battery icon, 36
charging, 11
monitoring usage, 49
recharging, 48
screen brightness, 39
Bcc recipients, email, 176
BET+ app, 325
blocking ads, 108
content, 77
purchases, 77
Bluetooth
Bluetooth Battery icon, 36
Bluetooth icon, 36
device connections, 375-377
Hearing Devices, 86
mice, 385
blurred backgrounds, photos, 270
board games, 395
bold text, 85
bookmarks, 103-104
books
Amazon Kindle app, 256
Audible app, 259
audiobooks, 259
Books app, 253
audiobooks, 259
buying books, 256
finding books, 254
reading books, 256-259
free eBook websites, 259
braille displays, 83
brightness adjusting, 39
battery usage, 39
calls

configuring, 67-68
Dark mode, 53, 66-67
dimming, 53
Light mode, 66-67
photos, 288
BritBox app, 325
BroadwayHD app, 325

browsers (web)
Chrome, 99
Safari, 99
ad blocking, 108
bookmarks, 103-104
caches, 107
configuring, 106-107
cookies, 107
entering URL (web addresses), 100-101
Favorites, 103
histories, 107
launching, 100
privacy, 105
Safari Reader, 110
tabs, 102
web links, 102
web pages, ad blocking, 108
web pages, as icons, 104
web pages, bookmarks, 103-105
web pages, Favorites, 103
web pages, readability, 108-110
web pages, revisiting, 105

web pages, tabs, 102
web pages, zooming in/out, 109
browsing for apps, 155-157
burst photos, 269
businesses, finding with Siri, 143
business-related apps/productivity apps, 361
Google Docs suite, 372
iCloud storage, 364
Keynote app, 368-371
Microsoft Office, 372
Numbers app, 365-368
Pages app, 362-364

buying
Apple Pay, 12
apps, 157, 158
blocking purchases, 77
books on Books app, 256
gift card scams, 128
in-app purchases, 355
in-game purchases, 406
iPad, 9
iPad Air, 9
music from iTunes Store, 308-310
security, 129-130
videos, 333

C

Caches (web browsers), clearing, 107
Calendar app alerts, 246-247
creating events, 241-242
deleting events, 240
invitations, 247
recurring events, 243-246
viewing events, 240
calls, FaceTime audio calls, 207-208
Camera app, 288
aspect ratio, 267
blurred backgrounds, 270
burst photos, 269
configuring, 275
depth adjustment, 270
exposure, 268
flash control, 269
focus, 268
f-stop, 270
grid feature, 275
launching, 266
lighting options, 271
live photos, 269
panoramic photos, 273-274
portrait photos, 267, 270-271
Preserve Settings, 275
previewing photos, 269
QR codes, 275
resolution, 275
screen captures, 273
selfies, 271-273
shooting video, 289-290
Smart HDR feature, 275
square photos, 267
taking photos, 267-275
thumbnail photos, 269
timers, 267
trimming video, 291-292
viewing photos, 277
zooming in/out of a shot, 268
FaceTime HD Camera, 19-21
iSight Camera, 23
card games, 396
casino games, 396
casual games, 397
CBS All Access app, 317, 318
Cc recipients, email, 176
cells (spreadsheets), 366
cellular networks
icons, 36
iPad connectivity, 6
Nano-SIM cards, 22
changing
app limits, 77
icon size, 54
system sounds, 69
wallpaper, 52-53
charging
Apple Pencil, 379
batteries, 432
iPad, 11, 432
troubleshooting, 432
chats (video), 203
answering FaceTime requests, 207
group chats, 205-206
starting, 204-205
Chrome web browser, 99
clearing web browser histories, 107
Clock app
alarms, 45
Stopwatch, 47
timers, 46
closed captioning, 87-88
closing apps, 154
color
adjustments, photos, 288
colorblind user settings, 85
inverting screen colors, 84
columns (spreadsheets), 366
compatibility, Home app, 336-339
configuring
apps, 70
Camera app, 275
device settings
app notifications, 64
apps, 70
brightness, 67-68
Dark mode, 66-67
displaying Settings page, 64
Light mode, 66-67
system sounds, 69
downtime, 74-75
iCloud, 420
Mail app
adding accounts, 183-184
specifying accounts, 185
mice/trackpads, 386
notifications
app notifications, 64
badges, 66
banners, 65
grouping, 66
previewing notifications, 66
sounds, 65
Photos app, 276
Safari web browser, 106-107
Siri, 134-137
connectivity
Bluetooth connections, 375-377
hotspots
public hotspots, 95-97
troubleshooting, 99
networks
changing networks, 98
passwords, 94
private networks, 94
public networks, 94-97
reconnecting to a previous network, 98
SSID, 94
troubleshooting, 99
Wi-Fi connections, troubleshooting, 431
connectors
Lightning connectors, 23, 48
Smart Connectors, 23-24
USB-C connectors, 22, 48
Contacts app, 189
  adding contacts, 190-191
  contacting contacts, 194
  deleting contacts, 192
  displaying contacts, 193
  editing contacts, 191-192
  photos, 191
  searching for contacts, 193
content
  blocking, 77
  Spoken Content, 80
Control Center
  adding/removing controls, 63
  customizing, 63
  displaying, 31, 38
  Screen Mirroring, 425
controlling smart home devices
  with iPad, 341
  with Siri, 342
cookies (web browsers), clearing, 107
cooking/recipe apps, 356
copying
  files, Files app, 415
text, 44
Cover Sheet
  displaying, 31
  notifications, 33
covers, smart, 13
Crackle app, 325
credit/debit cards, security, 129-130
Criterion Channel app, The, 325
cropping photos, 285
customizing
  apps, 70
  Control Center, 63
  iPad
    adding/removing icons from Dock, 55
    arranging icons, 54
    brightness, 67-68
    configuring individual apps, 70
    Control Center, 63
    Dark mode, 53, 66-67
    dragging icons, 55
    Light mode, 66-67
    moving icons, 55
    organizing icons, 56-58
    sizing icons, 54
    system sounds, 69
    Today View, 58-62
    wallpaper, 52-53
    widgets, 60-62
deleting
  app limits, 77
  apps, 160-161, 413
  contacts, 192
  events, Calendar app, 240
  files, Files app, 415
depth adjustment, Camera app, 270
device settings, configuring
  app notifications, 64
  apps, 70
  Bluetooth connections, 375-377
  brightness, 67-68
  Dark mode, 66-67
  Light mode, 66-67
  Settings page, displaying, 64
  system sounds, 69
dieting apps, 355
digital assistants. See Siri
dimming screens, 53
dining apps, 350
directions, driving, 143, 347-348
Disney+ app, 319
displays. See screens
displaying
  braille displays, 83
  contacts, 193
  Control Center, 31, 38
  Cover Sheet, 31
  Dock, 31
  formatting bar, 31
open apps, 31
Search pane, 31
system settings, 70-72
Today View, 31, 58-60
widgets, 58-60
Do Not Disturb mode, 36, 42
Dock
  apps, launching, 150
  displaying, 31
  icons, adding/removing, 55
documents
  annotating, 380
  Apple Pencil, 380
  editing, 31
  fill-in forms, 380
  formatting, 31
  Google Docs, 372
  long pages, returning to the top of, 31
  Pages app, 362-364
  Word (MS Office), 372
  zooming in/out, 31
downloading
  apps, 157-158
  games, 390-391, 408-409
downtime, configuring, 74-75
dragging/dropping, 30
  icons, 55
  pictures between apps, 167
text between apps, 167
drawing, Apple Pencil, 381
driving directions, 143
  Google Maps app, 345
  Maps app, 345-348
  Waze Navigation & Live Traffic app, 345
Drugs.com Medication Guide app, 357
duplicating files, Files app, 415
earphones, headset jack, 22
eBooks, 253
  Amazon Kindle app, 256
  Audible.com, 259
  audiobooks, 259
  Books app, 254-259
  buying books, 256
  finding books, 254
  free eBook websites, 259
  reading books, 256-259
editing
  contacts, 191-192
  documents, 31
  photos, 285, 288
  videos, 291-292
email, 171
  accounts
    adding, 183-184
    specifying, 185
  attachments
    file size, 178
    photos as, 177-178
    unwanted attachments, 174
  Bcc recipients, 176
Cc recipients, 176
contacts, 194
creating messages, 175-176
deleting messages, 178, 182
Gmail, 183
  inboxes, 172
junk email (spam), 182
notifications, 185-186
organizing messages, 179-181
Outlook.com, 183
reading messages, 173-174
replying to messages, 175
sending messages, 175-176
sharing photos/videos, 294
signatures, 186-187
unread messages, 174
VIP list, 173
emojis, text messages, 199
encryption (data), 115
enhancing photos, 287
equations/measurement conversions, Siri, 142
erasing data
  after multiple unlock attempts, 121
  factory resets, 437
ESPN+ app, 325
events, managing
  Calendar app
    alerts, 246-247
    creating events, 241-242
deleting, 240
invitations, 247
recurring events, 243-246
viewing, 240
Siri, 139, 250
Excel (MS Office), 372
exercise apps, 354
expand gestures, 30
exposure (photos), adjusting in Camera app, 268
external keyboards, 382-384
external storage connections, 416
Files app, 417

F
f-stop, Camera app, 270
Facebook app
navigating, 222-224
reading/responding to posts, 224-225
sharing photos/videos, 295-296
status updates, 226
Facebook Messenger app, 218
Face ID, 11, 25, 118-119
FaceTime app
answering requests, 207
audio calls, 207-208
video chats, 203
group chats, 205-206
starting, 204-205
FaceTime HD Camera, 19-21
factory resets, 436-437
family games, 398
Favorites, 103
Fawesome app, 325
files
AirDrop, sharing files, 423-424
copying files, 415
creating folders, 416
deleting files, 415
duplicating files, 415
e-mail, 179-181
external storage, 417
Files app, 415-419
iCloud storage, 418-419
moving files, 415
selecting files, 415
sharing files, 415, 423-424
storage, 415
viewing files, 414
storage
external storage, 417
iCloud, 418-419
managing storage space, 412-413
fill-in forms, Apple Pencil, 380
FilmRise app, 325
filters, photos, 287
finding
apps, 123-125, 157
books on Books app, 254
businesses with Siri, 143
games, 389-391, 407
travel-related apps, 348-350
TV programming via Apple TV app, 327-328
videos with YouTube app, 331-332
Find My app, 123-125
fingerprint recognition, Touch ID, 11, 21, 26, 116-117
first-time iPad startup, 11
fitness/health apps, 353
cooking/recipe apps, 356
dieting apps, 355
exercise apps, 354
medical-related apps, 357, 358
yoga apps, 354
FitOn app, 354
fixing common problems/troubleshooting, 427
charging, 432
forced restarts, 428
frozen apps, 430
frozen iPad, 428-429
iCloud passwords, 433-434
passcodes, 434-435
screen rotation, 432-433
slow performance, 430-431
startups, 429
technical support, 435
turning on/off, 429-430
Wi-Fi connections, 431
flash control, Camera app, 269
floating keyboards, 43
floating windows, Slide Over features, 163-167
focus, Camera app, 268
folders
creating, 416
organizing icons, 56-57
food-related apps, 350
cooking/recipe apps, 356
dieting apps, 355
forced restarts, 28-29, 428
forgotten passwords, 434
formatting bar, displaying, 31
fraud protection, 127-130
frozen apps, troubleshooting, 430
frozen iPad, troubleshooting, 428-429

G

games
action games, 392
adventure games, 393
Apple Arcade, 155
downloading games, 408-409
finding games, 407
subscriptions, 407
Arcade tab, App Store, 155
AR games, 394
board games, 395
card games, 396
casino games, 396
casual games, 397
downloading, 390-391, 408-409
family games, 398
finding, 389-391, 407
Games tab, App Store, 155
indie games, 398
in-game purchases, 406
kids games, 399
music games, 400
online games, AARP, 409
puzzle games, 401
racing games, 401
role-playing games, 402
simulation games, 403
sports games, 403
strategy games, 404
trivia games, 405
word games, 406
General tab (Settings page), 70
gestures, 30-32, 81-82
gift card scams, 128
Google
Chrome web browser, 99
Gmail, 183
Google Docs, 372
Google Hangouts, 218
Google Maps app, 345
Google Meet, 218
Google Sheets, 372
Google Slides, 372
grid feature, Camera app, 275
group messages, 199
group video meetings, 205-208
joining
from links, 209
from Zoom app, 209-210
participating in meetings, 210-212
scheduling meetings, 215-218
starting new meetings, 213-215
subscriptions, 213
grouping notifications, 66

H

hashtags (#), Twitter, 231
HBO Max app, 320-321
HDR, Camera app, 275
headset jack, 22
health/fitness apps, 353
cooking/recipe apps, 356
dieting apps, 355
exercise apps, 354
medical-related apps, 357-358
yoga apps, 354
Hearing Devices, 86
“Hey Siri!”, 137
histories (web browsers), clearing, 107
Home app, 336
adding devices/rooms, 337-339
creating scenes, 339-340
Siri home control, 141
Home button, 19-21, 26
HomeKit
compatibility, 336-339
creating scenes, 339-340
Home screen
apps
launching, 150
searching for, 151
icons
arranging, 54
dragging, 55
moving, 55
sizing, 54
navigating, 32
returning to, 30
Today View, 58-62
wallpaper, 52-53
web pages, adding to
Home screen, 104
hotel-booking apps, 348
hotspots
connectivity, 95-99
personal hotspots, 36
public hotspots, 95-97
troubleshooting, 99
Hulu app, 322-323

iPad
accessories, 13-16
Bluetooth connections, 375-377
keyboards, external, 382-384
mice/trackpads, 384-387
pencils/styli, 377-382
smart covers, 29
Apple ID, 12
App Switcher, 31
Automatic Setup, 12
back of, 23
batteries, 47, 432
Bluetooth Battery icon, 36
charging, 11
monitoring usage, 49
recharging, 48
screen brightness, 39
bottom of, 22
buying, 9
cameras
FaceTime HD Camera, 19-21
iSight Camera, 23
cellular connectivity, 6
charging, 11
choosing the right iPad, 4-10
configuring, 11
connectors
Lightning connectors, 48
Smart Connectors, 23-24
USB-C connectors, 22, 48

icons
adding to/removing
from Dock, 55
arranging, 54
cellular networks, 36
dragging, 55
moving, 55
organizing
by type, 58
in folders, 56-57
sizing, 54
status bar, 35-36
web pages, 104
identification
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

productivity apps, 364
subscriptions, 419
troubleshooting, 433-434

iCloud
accessing, 422
backups, 421-422, 437
configuring, 420
file storage, Files app, 418-419
Photo Library, 282
photo storage, 420-421

identifying
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

iPad
accessories, 13-16
Bluetooth connections, 375-377
keyboards, external, 382-384
mice/trackpads, 384-387
pencils/styli, 377-382
smart covers, 29
Apple ID, 12
App Switcher, 31
Automatic Setup, 12
back of, 23
batteries, 47, 432
Bluetooth Battery icon, 36
charging, 11
monitoring usage, 49
recharging, 48
screen brightness, 39
bottom of, 22
buying, 9
cameras
FaceTime HD Camera, 19-21
iSight Camera, 23
cellular connectivity, 6
charging, 11
choosing the right iPad, 4-10
configuring, 11
connectors
Lightning connectors, 48
Smart Connectors, 23-24
USB-C connectors, 22, 48

icons
adding to/removing
from Dock, 55
arranging, 54
cellular networks, 36
dragging, 55
moving, 55
organizing
by type, 58
in folders, 56-57
sizing, 54
status bar, 35-36
web pages, 104
identification
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

productivity apps, 364
subscriptions, 419
troubleshooting, 433-434

iCloud
accessing, 422
backups, 421-422, 437
configuring, 420
file storage, Files app, 418-419
Photo Library, 282
photo storage, 420-421

identifying
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

iPad
accessories, 13-16
Bluetooth connections, 375-377
keyboards, external, 382-384
mice/trackpads, 384-387
pencils/styli, 377-382
smart covers, 29
Apple ID, 12
App Switcher, 31
Automatic Setup, 12
back of, 23
batteries, 47, 432
Bluetooth Battery icon, 36
charging, 11
monitoring usage, 49
recharging, 48
screen brightness, 39
bottom of, 22
buying, 9
cameras
FaceTime HD Camera, 19-21
iSight Camera, 23
cellular connectivity, 6
charging, 11
choosing the right iPad, 4-10
configuring, 11
connectors
Lightning connectors, 48
Smart Connectors, 23-24
USB-C connectors, 22, 48

icons
adding to/removing
from Dock, 55
arranging, 54
cellular networks, 36
dragging, 55
moving, 55
organizing
by type, 58
in folders, 56-57
sizing, 54
status bar, 35-36
web pages, 104
identification
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

productivity apps, 364
subscriptions, 419
troubleshooting, 433-434

iCloud
accessing, 422
backups, 421-422, 437
configuring, 420
file storage, Files app, 418-419
Photo Library, 282
photo storage, 420-421

identifying
Apple ID, 12
Face ID, 11, 25, 118-119
Touch ID, 11, 21, 26,
116-117
identity theft protection, 125-127
iMessages, 198
inactivity locks, 27
in-app purchases, 355
inboxes, email, 172
indie games, 398
in-game purchases, 406
initial iPad setup, 11
Instagram, 232
inverting screen colors, 84
invitations, Calendar app, 247

iPad
accessories, 13-16
Bluetooth connections, 375-377
keyboards, external, 382-384
mice/trackpads, 384-387
pencils/styli, 377-382
smart covers, 29
Apple ID, 12
App Switcher, 31
Automatic Setup, 12
back of, 23
batteries, 47, 432
Bluetooth Battery icon, 36
charging, 11
monitoring usage, 49
recharging, 48
screen brightness, 39
bottom of, 22
buying, 9
cameras
FaceTime HD Camera, 19-21
iSight Camera, 23
cellular connectivity, 6
charging, 11
choosing the right iPad, 4-10
configuring, 11
connectors
Lightning connectors, 48
Smart Connectors, 23-24
USB-C connectors, 22, 48
Dock, 31
Face ID, 11, 25, 118-119
FaceTime HD Camera, 19-21
first-time startup, 11
forced restarts, 28-29, 428
front of, 19-21
headset jack, 22
Home button, 19-21, 26
inactivity locks, 27
initial setup, 11
iSight Camera, 23
keyboards, 13-14
language selection, 11
Lightning connectors, 23
locking, 27
Multi-Touch Display, 19
naming, 11
Nano-SIM cards, 22
navigating, 30-32
On/Off button, 21, 24, 27
passcodes, 11
passwords, 11
pricing, 7-9
resolution, 5-6
restarting, 28-29
Retina display, 5-6
rotating, 41
screen orientation, 41
setup, 12
sides of, 22
SIM cards, 22
sleep mode, 27
Smart Connectors, 23-24
smart covers, 13, 29
speakers, 21-22
split screen mode, 31
status bar, icons, 35-36
styli, 15-16
tablet computing, 3
theft prevention, 122
top of, 21
touch gestures, 30-32
Touch ID, 11, 21, 26, 116-117
touchscreen, 19
turning on/off, 12, 21, 24, 27
unboxing, 10
unlocking, 25-26
updating, 435-436
USB-C connectors, 22
volume controls, 22
waking, 26
zooming in/on, 31
iPad Air, 7-9
iPad mini, 4-6
iPadOS, 9-10, 46
iPad Pro, 7-8
iSight Camera, 23
iTunes backups, iPad restoration, 438
iTunes Store
playing music, 311
purchasing music, 308-310
purchasing/renting videos, 333
joining Zoom meetings
from links, 209
from Zoom app, 209-210
participating in meetings, 210-212
scheduling meetings, 215-218
starting new meetings, 213-215
junk email (spam), 182
keyboards
external keyboards, 382-384
floating keyboards, 43
Magic Keyboard, 14
onscreen keyboards, 32, 42-43
predictive keyboards, 44
Smart Keyboard Folio, 13
splitting keyboards, 32
wireless keyboards, 15
Keynote app, 368-371
kids games, 399
Kindle app (Amazon), 256
language selection, iPad, 11
large text, 85
launching
Apple TV app, 327
apps, 150
Camera app, 266
Safari web browser, 100
lighting options, Camera app, 271
Light mode, 66-67
Lightning connectors, 23, 48
limiting app usage, 76-77
LinkedIn app
creating posts, 235
navigating, 233-234
links
web links, 102
Zoom meetings, 209
listening options
closed captioning, 87-88
Hearings Devices, 86
Mono Audio switch, 87
listening to music, 299
AirPlay, 424-425
Amazon Music Unlimited app, 308
Amazon Prime Music app, 307
Apple Music, 300-302
iTunes Music
playing music, 311
purchasing music, 308-310
lyric videos, 308
Pandora app, 303-305
Spotify app, 306
Tidal app, 308
YouTube Music app, 308
YouTube video service, 308
live photos, 269
live TV streaming services, 326-327
Location Services, 36
Lock icon, 35
locking
iPad, 27
screen rotation, 433
Lock screen, 27
changing unlock methods, 114-115
erasing data after multiple unlocking attempts, 121
Face ID, 118-119
passcodes, 114-115, 121
Today View, 58-62
Touch ID, 116-117
wallpaper, 52-53
long pages, returning to the top of, 31
Lose It! app, 355
lost/stolen iPad, tracking, 123-125
lyric videos, 308
Mail app, 171
accounts
adding, 183-184
specifying, 185
attachments
file size, 178
photos as, 177-178
unwanted attachments, 174
Bcc recipients, 176
Cc recipients, 176
configuring
adding accounts, 183-184
specifying accounts, 185
creating messages, 175-176
deleting messages, 178, 182
inboxes, 172
junk email (spam), 182
notifications, 185-186
organizing messages, 179-181
photos
as attachments, 177-178
sharing, 294
reading messages, 173-174
replying to messages, 175
sending messages, 175-176
sharing photos/videos, 294
signatures, 186-187
unread messages, 294
VIP list, 173
malware, 127
managing
alarms/timers, Siri, 140
appointments, Siri, 139
apps, 34, 159
email, 179-181
events, Siri, 139
meetings, Siri, 139
Notes, Siri, 140
Reminders, Siri, 139
Screen Time
  blocking content, 77
downtime, 74-75
limiting app usage, 76-77
viewing, 73-74
Storage space, 412-413
System settings, 70
Maps app, 345
  displaying maps, 346
driving directions, 347-348
measurement conversions/equations, Siri, 142
Medical Dictionary by Farlex app, 358
medical-related apps, 357-358
Meetings, managing
  Siri, 139
  video meeting services, 218
Zoom meetings, 208
  joining from links, 209
  joining from Zoom app, 209-210
participating in meetings, 210-212
scheduling meetings, 215-218
starting new meetings, 213-215
subscriptions, 213
Messages app
  audio messages, 200
  emojis, 199
  group messages, 199
  iMessages, 198
  photos, 200-201, 293
  sending/receiving, 198-199
  sharing photos/videos, 293
  video, 202, 293
  messages (email), 171
  attachments
    file size, 178
    photos as, 177-178
    unwanted attachments, 174
  Bcc recipients, 176
 Cc recipients, 176
  contacts, 194
  creating, 175-176
  deleting, 178, 182
  junk email (spam), 182
  notifications, 185-186
  organizing, 179-181
  reading, 173-174
  replying to, 175
  sending/receiving, 138, 175-176
  signatures, 186-187
  unread messages, 174
messages (text)
  audio messages, 200
  emojis, 199
  group messages, 199
  iMessages, 198
  photos, 200-201, 293
  sending/receiving, 198-199
  sharing photos/videos, 293
  video, 202, 293
  mice/trackpads, 384-387
  microphones, 21-23
  Microsoft Office, 372
  Mirroring, Screen, 425
  Monitoring battery usage, 49
  Mono Audio switch, 87
  Movie information
  Movies/TV
  Screen Mirroring, 425
  Siri, 142
  streaming services, 313
    Acorn TV app, 325
    AirPlay app, 424-425
    Amazon Prime Video service, 314
    Apple TV app, 327-330
    Apple TV+ app, 316
    BET+ app, 325
    BritBox app, 325
    BroadwayHD app, 325
    CBS All Access app, 317, 318
    Crackle app, 325
    Criterion Channel app, The, 325
    Disney+ app, 319
    ESPN+ app, 325
    Fawesome app, 325
    FilmRise app, 325
    HBO Max app, 320, 321
Hulu app, 322, 323
iTunes Store, 333
live TV services, 326, 327
Netflix app, 323, 324
Paramount+ app, 318
Peacock app, 325
Plex app, 325
Pluto TV app, 326
Popcornflix app, 326
Stirr TV app, 326
Tubi app, 326
Xumo app, 326
YouTube app, 331-333

moving
apps, 157
files, Files app, 415
icons, 55

multitasking
picture-in-picture mode, 168, 169
windows
App Exposé, 167
Slide Over feature, 163-167
Split View feature, 161, 166-167
Multi-Touch Display, 19
multi-touch gestures, 30-32
music
iTunes Store
playing music, 311
purchasing music, 308-310
listening with Siri, 140-141
lyric videos, 308
streaming music services, 299
AirPlay, 424-425
Amazon Music
Unlimited app, 308
Amazon Prime Music app, 307
Apple Music, 300-302
Pandora app, 303-305
Spotify app, 306
Tidal app, 308
YouTube Music app, 308
YouTube video service, 308
music games, 400
MyFitnessPal’s Calorie Counter & Diet Tracker app, 355
MyPlate Calorie Counter app, 356

N
Nano-SIM cards, 22

navigating
Facebook, 222-224
Home screen, 32
iPad, touch gestures, 30-32
LinkedIn, 233-234
nearby businesses, finding with Siri, 143

networks
cellular networks
icons, 36
iPad connectivity, 6
Nano-SIM cards, 22
changing, 98
connectivity, 95
changing networks, 98
passwords, 94
private networks, 94
public networks, 94-97
reconnecting to a previous network, 98
SSID, 94
troubleshooting, 99
private networks, 94
public networks, 94-97
VPN, 36
Wi-Fi networks, 35

News app
personalizing content, 260-261
reading stories, 261-262
Night Shift mode, 39-40

notes, managing with Siri, 140

notifications
app notifications
badges, 66
banners, 66
configuring, 64
grouping, 66
previewing, 66
sounds, 65
Cover Sheet, 33
e-mail, 185-186

Numbers app, 365-368

nutrition-related apps
cooking/recipe apps, 356
dieting apps, 355
Office (Microsoft), 372
office-related/productivity apps, 361
Google Docs suite, 372
iCloud storage, 364
Keynote app, 368-371
Microsoft Office, 372
Numbers app, 365-368
Pages app, 362-364
online games, AARP, 409
online security
fraud protection, 127-130
identity theft protection, 125-127
online TV services, live, 326-327
On/Off button, 21, 24, 27
onscreen keyboards, 32, 42-43
onscreen switches, 46
open apps
displaying, 31
managing, 34
switching between, 31
open networks. See public networks
OpenTable app, 350
operating systems, iPadOS, 9-10, 46
organizing icons
by type, 58
in folders, 56-57
messages, email, 179-181
photos, 283-285
orientation (screen), 35, 41
Outlook.com, 183
Pages app, 362-364
palettes, Apple Pencil, 382
Pandora app, 303-305
panoramic photos, 273-274
Paramount+ app, 318
passcodes, 11
creating, 115
Lock screens, 114-115, 121
troubleshooting, 434-435
unlocking iPad, 26
passwords
forgotten passwords, 434
iCloud, troubleshooting, 433-434
iPad, 11
network connectivity, 94
payments, making
gift card scams, 128
security, 129-130
Peacock app, 325
Pencil (Apple), 15, 377-378
annotating documents, 380
charging, 379
drawing, 381
fill-in forms, 380
iPad screen navigation, 381
palettes, 382
performance, troubleshooting, 430-431
personal assistants. See Siri
personal hotspots, 36
personal information, privacy, 127
personalizing iPad
accessibility options
AssistiveTouch, 89-90
bold text, 85
braille displays, 83
closed captioning, 87-88
colorblind user settings, 85
Hearing Devices, 86
inverting screen colors, 84
large text, 85
Mono Audio switch, 87
Siri, 90
Speak Screen, 80
Speak Selection, 80
Spoken Content, 80
touchscreens, 88-90
Typing Feedback, 80
VoiceOver, 80-82
Zoom feature, 83
Control Center, 63
Dark mode, 53, 66-67
icons
adding to/removing from Dock, 55
arranging, 54
dragging, 55
moving, 55
organizing, 56-58
sizing, 54
Light mode, 66-67
Today View, 58-62
wallpaper, 52-53
phishing scams, 126
photos
albums, 283-285, 296, 421
brightness, 288
burst photos, 269
Camera app
aspect ratio, 267
blurred backgrounds, 270
burst photos, 269
configuring, 275
depth adjustment, 270
exposure, 268
flash control, 269
focus, 268
f-stop, 270
grid feature, 275
launching, 266
lighting options, 271
live photos, 269
panoramic photos, 273-274
portrait photos, 267, 270-271
Preserve Settings, 275
previewing photos, 269
QR codes, 275
screen captures, 273
Smart HDR feature, 275
square photos, 267
taking photos, 267-273
thumbnail photos, 269
timers, 267
viewing photos, 277
zooming in/out of a shot, 268
color adjustments, 288
contacts, 191
cropping, 285
dragging/dropping between apps, 167
editing, 285, 288
email attachments, 177-178
enhancing, 287
file size, 178
filters, 287
iCloud Photo Library, 282
iCloud storage, 420-421
live photos, 269
organizing, 283-285
panoramic photos, 273-274
Photos app, 276
albums, 283-285
Auto-Enhance control, 287
brightness, 288
color adjustments, 288
configuring, 276
cropping photos, 285
editing photos, 285, 288
filters, 287
resolution, 276
rotating photos, 286
slideshows, 285
straightening photos, 286
viewing photos, 277, 280-282
portrait photos, 267, 270
rotating, 286
screen captures, 273
selfies, 265, 271-273
sharing
albums, 296
e-mail, 294
Facebook, 295-296
text messages, 293
slideshows, 285
square photos, 267
storage, 282
straightening, 286
text messages, 200-201
thumbnail photos, 269
viewing with Photos app, 277, 280-282
with Siri, 140
picture-in-picture mode, 168-169
pinch gestures, 30
Pinterest app, 227-229
playing music
Amazon Music
Unlimited app, 308
Amazon Prime Music app, 307
Apple Music, 300-302
iTunes Store, 311
Pandora app, 303-305
Spotify app, 306
streaming with AirPlay, 424-425
Tidal app, 308
INDEX

playing music

YouTube Music app, 308
YouTube video service, 308
Plex app, 325
Pluto TV app, 326
Popcornflix app, 326
portrait photos, 267, 270-271
posts, social networking
  Facebook posts, reading/responding to, 224-225
  LinkedIn posts, creating, 235
power, 47
  Battery icon, 35
  Bluetooth Battery icon, 36
  monitoring battery usage, 49
  recharging batteries, 48
  screen brightness, 39
PowerPoint (MS Office), 372
predictive keyboards, 44
presentations
  Google Slides, 372
  Keynote app, 368, 369, 371
  PowerPoint (MS Office), 372
Preserve Settings, Camera app, 275
press gestures, 30
previewing
  app notifications, 66
  photos (thumbnails), 269
pricing
  iPad, 7, 9
  iPad Air, 7, 9
  iPad mini, 6
  iPad Pro, 8
  Magic Keyboard, 14
  Smart Keyboard Folio, 13
  stylis, 15, 16
privacy. See also security
  blocking content, 77
  personal information, 127
  social networking, 235, 236
  web browsers, 105
private networks, 94
problems (common), fixing/troubleshooting, 427
  charging, 432
  forced restarts, 428
  frozen apps, 430
  frozen iPad, 428-429
  iCloud passwords, 433-434
  passcodes, 434-435
  screen rotation, 432-433
  slow performance, 430-431
  startups, 429
  technical support, 435
  turning on/off, 429-430
  Wi-Fi connections, 431
productivity apps, 361
  Google Docs suite, 372
  iCloud storage, 364
  Keynote app, 368-371
Microsoft Office, 372
  Numbers app, 365-368
  Pages app, 362-364
public networks, 94-97
purchasing
  Apple Pay, 12
  apps, 157, 158
  blocking purchases, 77
  books on Books app, 256
  gift card scams, 128
  in-app purchases, 355
  in-game purchases, 406
  iPad, 9
  iPad Air, 9
  music from iTunes Store, 308, 310
  security, 129, 130
  videos from iTunes Store, 333
puzzle games, 401

Q–R

QR codes, 275
racing games, 401
reading
  Amazon Kindle app, 256
  audiobooks, 259
  bold text, 85
  Books app, 253-259
  braille displays, 83
  buying books, 256
  colorblind user settings, 85
  email, 173-174
  Facebook posts, 224-225
finding books, 254
free eBook websites, 259
inverting screen colors, 84
large text, 85
News app, 260-262
reading books, 256-259
Speak Screen, 80
Speak Selection, 80
Spoken Content, 80
tweets, 230
Typing Feedback, 80
VoiceOver, 80, 81, 82
web pages, 108-110
Zoom feature, 83
receiving
e-mail messages with Siri, 138
text messages, 198-199
recharging batteries, 48, 432
recipe/cooking apps, 356
recording video, Camera app, 289-290
recurring events, Calendar app, 243-246
Reddit app, 232
Reminders app, 248-250
removing
controls from Control Center, 63
icons from Dock, 55
renting videos from iTunes Store, 333
replying to email, 175
reservations, making with Siri, 143
resetting iPad, factory resets, 436-437
resizing icons, 54
resolution, 5-6
Camera app, 275
Photos app, 276
responding to alerts, 37
Facebook posts, 224-225
restarting iPad, 28-29, 428
restaurants
apps, 350
reservations, making with Siri, 143
restoring iPad
from iCloud backup, 437
from iTunes backup, 438
Retina displays, 5-6
role-playing games, 402
rotation (screen), 41
photos, 286
rotation lock, 433
troubleshooting, 432, 433
rows (spreadsheets), 366
S
Safari web browser, 99
ad blocking, 108
bookmarks, 103-105
Favorites, 103
as icons, 104
readability, 108-110
revisiting, 105
tabs, 102
zooming in/out, 109
safety. See security
scenes (Home app), creating, 339-340
scheduling Zoom meetings, 215-218
screens, 19
accessibility options, 88-90
AssistiveTouch, 89-90
brightness, 39
captures, 273
colorblind user settings, 85
Dark mode, 53, 66-67
Dock, adding/removing icons, 55
Home screen
arranging icons, 54
dragging icons, 55
moving icons, 55
sizing icons, 54
Today View, 58-62
wallpaper, 52-53
inverting colors, 84
Light mode, 66-67
Lock screen, 27
changing unlock methods, 114-115
erasing data after multiple unlocking attempts, 121
Face ID, 118-119
passcodes, 114-115, 121
Today View, 58-62
Touch ID, 116-117
wallpaper, 52-53
mirroring, 425
Night Shift mode, 39-40
orientation, 35, 41
reading options
bold text, 85
braille displays, 83
colorblind user settings, 85
inverting colors, 84
large text, 85
Speak Screen, 80
Speak Selection, 80
Spoken Content, 80
Typing Feedback, 80
VoiceOver, 80-82
Zoom feature, 83
resolution, 5-6
rotation, 41, 432-433
Screen Time
blocking content, 77
downtime, 74-75
limiting app usage, 76-77
viewing, 73-74
zooming in/out, 83
searching
for apps, 151-157
for contacts, 193
Search pane, 31, 152
universal Search pane, 152
security, 113. See also privacy
blocking content, 77
buying online, 129-130
credit/debit cards, 129-130
encryption (data), 115
erasing data after multiple unlocking attempts, 121
Face ID, 11, 118-119
fraud protection, 127-130
gift card scams, 128
identity theft protection, 125-127
keys. See passwords
Lock screen, 27
changing unlock methods, 114-115
erasing data after multiple unlocking attempts, 121
Face ID, 118-119
passcodes, 114-115, 121
Touch ID, 116-117
lost/stolen iPad, tracking, 123-125
malware, 127
online security
fraud protection, 127-130
identity theft protection, 125-127
passcodes, 11
creating, 115
Lock screen, 114-115, 121
unlocking iPad, 26
passwords
forgotten passwords, 434
iPad, 11
payments, 129-130
phishing scams, 126
purchases, 129-130
shopping, 129-130
theft prevention
identity theft, 125-127
iPad, 122
threats
gift card scams, 128
malware, 127
phishing scams, 126
Touch ID, 11, 116-117
unlocking iPad
Face ID, 25
passcodes, 26
Touch ID, 26
selecting
files, Files app, 415
inboxes, 172
selfies, 265, 271-273
sending
- audio messages, 200
- email, 175-176
- messages with Siri, 138
- photos in text messages, 200-201
- text messages, 198-199
- video messages, 202
Settings page
- displaying, 64
- General tab, 70
- system settings, 70-72
setups, Automatic Setup, 12
sharing files
- AirDrop, 423-424
- Files app, 415
photos
- albums, 296
- email, 294
- Facebook, 295-296
- text messages, 293
videos
- email, 294
- Facebook, 295-296
- text messages, 293
Sheets (Google), 372
shooting video, Camera app, 289-290
shopping
- gift card scams, 128
- security, 129-130
signatures, email, 186-187
SIM cards, 22
simulation games, 403
Siri, 90, 133
- businesses, finding, 143
- configuring, 134-137
- controlling
  - smart home devices, 342
  - system functions, 138
- directions, getting, 143
- events, 250
- “Hey Siri!”, 137
- home control, 141
- launching apps, 138
- managing
  - alarms, 140
  - appointments, 139
  - events, 139
  - meetings, 139
  - notes, 140
  - reminders, 139
  - timers, 140
- measurement conversion/equations, 142
- messages, sending/receiving, 138
- movie information, 142
- music, listening, 140, 141
- photos, taking/viewing, 140
- reminders, 250
- reservations, making, 143
- settings, 134-137
Shortcuts, 143
- creating shortcuts, 145-146
- running shortcuts, 147
- using existing shortcuts, 144
- sports information, 142
- stock market information, 142
- Suggestions, 136
- summoning, 134, 137
- voice, changing, 135
- volume control, 137
- weather information, 141
- sizing icons, 54
- Skype app, 218
- sleep mode, 27
- Slide Over feature, 163-167
- Slides (Google), 372
- slideshows, 285
- Slo-Mo videos, 291
- slow iPad performance, troubleshooting, 430-431
- slow recharging, troubleshooting, 432
- Smart Connectors, 23-24
- smart covers, 13, 29
- Smart HDR feature, Camera app, 275
- smart home devices, 335
- controlling
  - with iPad, 341
  - with Siri, 342
- Home app, 336-339
- HomeKit, 336-340
- Smart Keyboard, 383
- Smart Keyboard Folio, 13
- Smart Stacks, 62
- Snapchat, 232
social networking

Facebook app
- navigating, 222-224
- reading/responding to posts, 224-225
- sharing photos/video, 295-296
- status updates, 226

Instagram app, 232
LinkedIn app, 233-235
Pinterest app, 227-229
privacy, 235-236
Reddit app, 232
Snapchat app, 232
TikTok app, 232
Twitter app, 230-231
WhatsApp app, 232

software updates, 71

sound
- app notifications, 65
- closed captioning, 87-88
- headset jack, 22
- Hearing Devices, 86
- Mono Audio switch, 87
- Siri, volume controls, 137
- speakers, 21-22
- system sounds, 69
- volume controls, 22, 40

spam (junk email), 182

speakers, 21-22

Speak Screen reading option, 80
Speak Selection reading option, 80

speech recognition/control. See Siri
split screen mode, 31
splitting onscreen keyboard, 32
Split View feature, 161, 166-167
Spoken Content, 80
sports games, 403
sports information, Siri, 142
Spotify app, 306

spreadsheets
- Excel (MS Office), 372
- Google Sheets, 372
- Numbers app, 365-368

square photos, 267
SSID (Service Set Identifiers), 94

starting iPad, troubleshooting, 429
status bar, icons, 35-36
status updates (Facebook), 226
Stirr TV app, 326

stock market information, Siri, 142
stolen/lost iPad, tracking, 123-125
Stopwatch app, 47

storage
- available storage space, managing, 412-413
- external storage
  - connections, 416
  - Files app, 417

files, Files app, 415

iCloud
- accessing, 422
- backups, 421-422
- configuring, 420
- Files app, 418-419
- photo storage, 420-421
- productivity apps, 364
- subscriptions, 419

photos, 282, 420-421

straightening photos, 286
strategy games, 404

streaming music services, 299
- AirPlay, 424, 425
- Amazon Music Unlimited app, 308
- Amazon Prime Music app, 307
- Apple Music, 300-302
- Pandora app, 303-305
- Spotify app, 306
- Tidal app, 308
- YouTube Music app, 308
- YouTube video service, 308

streaming video services, 313
- Acorn TV app, 325
- AirPlay, 424-425
- Amazon Prime Video service, 314
- Apple TV app, 327-330
- Apple TV+ app, 316
- BET+ app, 325
- BritBox app, 325
- BroadwayHD app, 325
<table>
<thead>
<tr>
<th>App/Service</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBS All Access app</td>
<td>317-318</td>
</tr>
<tr>
<td>Crackle app</td>
<td>325</td>
</tr>
<tr>
<td>Criterion Channel app, The</td>
<td>325</td>
</tr>
<tr>
<td>Disney+ app</td>
<td>319</td>
</tr>
<tr>
<td>ESPN+ app</td>
<td>325</td>
</tr>
<tr>
<td>Fawesome app</td>
<td>325</td>
</tr>
<tr>
<td>FilmRise app</td>
<td>325</td>
</tr>
<tr>
<td>HBO Max app</td>
<td>320-321</td>
</tr>
<tr>
<td>Hulu app</td>
<td>322-323</td>
</tr>
<tr>
<td>iTunes Store</td>
<td>333</td>
</tr>
<tr>
<td>live TV services</td>
<td>326-327</td>
</tr>
<tr>
<td>Netflix app</td>
<td>323-324</td>
</tr>
<tr>
<td>Paramount+ app</td>
<td>318</td>
</tr>
<tr>
<td>Peacock app</td>
<td>325</td>
</tr>
<tr>
<td>Plex app</td>
<td>325</td>
</tr>
<tr>
<td>Pluto TV app</td>
<td>326</td>
</tr>
<tr>
<td>Popcornflix app</td>
<td>326</td>
</tr>
<tr>
<td>Stirr TV app</td>
<td>326</td>
</tr>
<tr>
<td>Tubi app</td>
<td>326</td>
</tr>
<tr>
<td>Xumo app</td>
<td>326</td>
</tr>
<tr>
<td>YouTube app</td>
<td>331-333</td>
</tr>
<tr>
<td>Amazon Prime Music app</td>
<td>307</td>
</tr>
<tr>
<td>Amazon Prime Video service</td>
<td>314</td>
</tr>
<tr>
<td>Apple Arcade</td>
<td>407</td>
</tr>
<tr>
<td>Apple Music</td>
<td>300-302</td>
</tr>
<tr>
<td>channel subscriptions</td>
<td></td>
</tr>
<tr>
<td>Apple TV app</td>
<td>329-330</td>
</tr>
<tr>
<td>iCloud</td>
<td>419</td>
</tr>
<tr>
<td>Pandora app</td>
<td>303</td>
</tr>
<tr>
<td>Spotify app</td>
<td>306</td>
</tr>
<tr>
<td>streaming video services</td>
<td></td>
</tr>
<tr>
<td>Acorn TV app</td>
<td>325</td>
</tr>
<tr>
<td>Amazon Prime Video service</td>
<td>314</td>
</tr>
<tr>
<td>Apple TV+ app</td>
<td>316</td>
</tr>
<tr>
<td>BET+ app</td>
<td>325</td>
</tr>
<tr>
<td>BritBox app</td>
<td>325</td>
</tr>
<tr>
<td>BroadwayHD app</td>
<td>325</td>
</tr>
<tr>
<td>CBS All Access app</td>
<td>317</td>
</tr>
<tr>
<td>Crackle app</td>
<td>325</td>
</tr>
<tr>
<td>Criterion Channel app, The</td>
<td>325</td>
</tr>
<tr>
<td>Disney+ app</td>
<td>319</td>
</tr>
<tr>
<td>ESPN+ app</td>
<td>325</td>
</tr>
<tr>
<td>Fawesome app</td>
<td>325</td>
</tr>
<tr>
<td>FilmRise app</td>
<td>325</td>
</tr>
<tr>
<td>HBO Max app</td>
<td>320</td>
</tr>
<tr>
<td>Hulu app</td>
<td>322</td>
</tr>
<tr>
<td>live TV services</td>
<td>327</td>
</tr>
<tr>
<td>Netflix app</td>
<td>323</td>
</tr>
<tr>
<td>Peacock app</td>
<td>325</td>
</tr>
<tr>
<td>Plex app</td>
<td>325</td>
</tr>
<tr>
<td>Pluto TV app</td>
<td>326</td>
</tr>
<tr>
<td>Popcornflix app</td>
<td>326</td>
</tr>
<tr>
<td>Stirr TV app</td>
<td>326</td>
</tr>
<tr>
<td>Tubi app</td>
<td>326</td>
</tr>
<tr>
<td>Xumo app</td>
<td>326</td>
</tr>
<tr>
<td>Tidal app</td>
<td>326</td>
</tr>
<tr>
<td>YouTube app</td>
<td>308</td>
</tr>
<tr>
<td>YouTube Music app</td>
<td>308</td>
</tr>
<tr>
<td>Zoom app</td>
<td>213</td>
</tr>
<tr>
<td>Suggestions, Siri</td>
<td>136</td>
</tr>
<tr>
<td>summoning Siri</td>
<td>134, 137</td>
</tr>
<tr>
<td>support, technical</td>
<td>435</td>
</tr>
<tr>
<td>swipe gestures</td>
<td>30</td>
</tr>
<tr>
<td>switches, onscreen</td>
<td>46</td>
</tr>
<tr>
<td>switching apps</td>
<td>31, 153</td>
</tr>
<tr>
<td>Syncing icon</td>
<td>36</td>
</tr>
<tr>
<td>system functions, controlling with Siri</td>
<td>138</td>
</tr>
<tr>
<td>system settings, managing</td>
<td>70-72</td>
</tr>
<tr>
<td>system sounds, changing</td>
<td>69</td>
</tr>
<tr>
<td>tablet computers, defined</td>
<td>3</td>
</tr>
<tr>
<td>tabs</td>
<td></td>
</tr>
<tr>
<td>App Store</td>
<td>155</td>
</tr>
<tr>
<td>web pages</td>
<td>102</td>
</tr>
<tr>
<td>tap gestures</td>
<td>30</td>
</tr>
<tr>
<td>Tasty app</td>
<td>356</td>
</tr>
<tr>
<td>technical support</td>
<td>435</td>
</tr>
<tr>
<td>text</td>
<td></td>
</tr>
<tr>
<td>bold text</td>
<td>85</td>
</tr>
<tr>
<td>copying/pasting</td>
<td>44</td>
</tr>
<tr>
<td>dragging/dropping</td>
<td>167</td>
</tr>
<tr>
<td>between apps</td>
<td>167</td>
</tr>
<tr>
<td>floating keyboards</td>
<td>43</td>
</tr>
<tr>
<td>large text</td>
<td>85</td>
</tr>
</tbody>
</table>

---

**Tablet Computers, Defined**: 3

**Tabs**: 102

**Tap Gestures**: 30

**Tasty App**: 356

**Technical Support**: 435

**Text**: 85

**Bold Text**: 85

**Copying/Pasting**: 44

**Dragging/Dropping Between Apps**: 167

**Floating Keyboards**: 43

**Large Text**: 85
onscreen keyboards, 42-43
predictive keyboards, 44
reading options
  braille displays, 83
  colorblind user settings, 84-85
Speak Screen, 80
Speak Selection, 80
Spoken Content, 80
Typing Feedback, 80
VoiceOver, 80-82
Zoom feature, 83
text messages
  audio messages, 200
  contacts, 194
  emojis, 199
  group messages, 199
  iMessages, 198
  photos, 200-201
  sending/receiving, 198-199
  sharing photos/videos, 293
  video, 202, 293
theft prevention
  identity theft, 125-127
  iPad, 122
threats, security
  gift card scams, 128
  malware, 127
  phishing scams, 126
thumbnail photos, 269
Tidal app, 308
TikTok, 232
timelines, videos, 292
timers
  Camera app, 267
  managing with Siri, 140
  setting, 46
  turning on/off, 46
Today tab, App Store, 155
Today View, displaying, 31, 58-62
top of long pages, returning, 31
touch gestures, 30-32
Touch ID, 11, 21, 26, 116-117
touchscreens, 19, 88-90
tracking lost/stolen iPad, 123-125
trackpads/mice, 384-387
touch ID, 11, 21, 26, 116-117
touchscreens, 19, 88-90
travel
directions, getting with Siri, 143
finding travel-related apps, 348-350
Google Maps app, 345
Maps app, 345-348
reservations, making with Siri, 143
TripAdvisor app, 349
Waze Navigation & Live Traffic app, 345
trimming videos, 291-292
TripAdvisor app, 349
trivia games, 405
troubleshooting
  hotspot connectivity, 99
  iCloud passwords, 433-434
iPad, 427
  charging, 432
  forced restarts, 428
  frozen apps, 430
  frozen iPad, 428-429
  screen rotation, 432-433
  slow performance, 430-431
  startups, 429
  turning on/off, 429-430
  Wi-Fi connections, 431
network connectivity, 99
passcodes, 434-435
technical support, 435
Tubi app, 326
turning on/off
  alarms, 46
  iPad, 12, 21, 24, 27, 429-430
timers, 46
TV/movies
  Screen Mirroring, 425
  streaming services, 313, 325
  Acorn TV app, 325
  AirPlay, 424-425
  Amazon Prime Video service, 314
  Apple TV app, 327-330
  Apple TV+ app, 316
  BET+ app, 325
  BritBox app, 325
  BroadwayHD app, 325
  CBS All Access app, 317-318
  Crackle app, 325
time-lapse videos, 291
timelines, 292
widescreen videos, 289, 315
YouTube video service, 308
Zoom meetings, 208
joining from links, 209
joining from Zoom app, 209-210
participating in meetings, 210-212
scheduling meetings, 215-218
starting new meetings, 213-215
subscriptions, 213
viewing
alerts, 37
all open windows, 167
App Exposé, 167
apps, 159
events, Calendar app, 240
files with Files app, 414
movies/TV, streaming services, 313, 325
Acorn TV app, 325
Amazon Prime Video service, 314
Apple TV app, 327-330
Apple TV+ app, 316
BET+ app, 325
BritBox app, 325
BroadwayHD app, 325
CBS All Access app, 317-318
Crackle app, 325
Criterion Channel app, The, 325
Disney+ app, 319
ESPN+ app, 325
Fawesome app, 325
FilmRise app, 325
HBO Max app, 320-321
Hulu app, 322-323
iTunes Store, 333
Netflix app, 323-324
Paramount+ app, 318
Peacock app, 325
Plex app, 325
Pluto TV app, 326
Popcornflix app, 326
Stirr TV app, 326
Tubi app, 326
Xumo app, 326
YouTube app, 331-333
photos
from Camera app, 277
from Photos app, 277, 280-282
Pinterest pins, 227-228
reminders, Reminders app, 248
Screen Time, 73-74
Split View features, 161, 166-167
windows, all open, 167
VIP list (Mail app), 173
virtual assistants. See Siri voice. See also Siri
microphones, 21-23
reading options
Speak Screen, 80
Speak Selection, 80
Spoken Content, 80
Typing Feedback, 80
VoiceOver, 80-82
volume controls, 22
adjusting, 40
closed captioning, 87-88
Hearing Devices, 86
Mono Audio switch, 87
Siri, 137
VPN (Virtual Private Networks), 36

waking iPad, 26
wallpaper, changing, 52-53
Waze Navigation & Live Traffic app, 345
weather information, Siri, 141
web addresses (URL), entering, 100-101
web browsers
Chrome, 99
Safari, 99
ad blocking, 108
bookmarks, 103-104
caches, 107
configuring, 106-107
cookies, 107
entering URL (web addresses), 100-101
Favorites, 103
histories, 107
launching, 100
privacy, 105
Safari Reader, 110
tabs, 102
web links, 102
web pages, ad blocking, 108
web pages, as icons, 104
web pages, bookmarks, 103-105
web pages, Favorites, 103
web pages, readability, 108-110
web pages, revisiting, 105
web pages, tabs, 102
web pages, zooming in/out, 109
web links, 102
WebMD app, 358
web pages
ad blocking, 108
bookmarks, 103-105
Favorites, 103
Home screen, adding web pages to, 104
as icons, 104
readability, 108-110
revisiting web pages, 105
tabs, 102
top of pages, returning to, 31
zooming in/out of web pages, 109
WhatsApp app, 232
widescreen videos, 289, 315
widgets
customizing, 60-62
Smart Stacks, 62
Today View, 58-62
Wi-Fi networks
troubleshooting connectivity, 431
Wi-Fi icon, 35
windows
floating windows, Slide Over feature, 163-167
multitasking
App Exposé, 167
Slide Over feature, 163-167
Split View feature, 161, 166-167
viewing all open windows, 167
wireless keyboards, 15
word games, 406
Word (MS Office), 372

X–Y–Z
Xumo app, 326
Yelp app, 350
yoga apps, 354
YouTube app, 308, 331-333
YouTube Music app, 308
Yummly Recipes and Shopping List app, 357
Zoom video meetings, 208
joining
from links, 209
from Zoom app, 209-210
participating in meetings, 210-212
scheduling meetings, 215-218
starting new meetings, 213-215
subscriptions, 213
zooming in/out, 83
Camera app, 268
doing documents, 31
web pages, 109