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  Connecting to the Internet and Browsing the Web ......................... 85
Chapter 5  Keeping Your iPad Safe and Secure .................................................. 109
Chapter 6  Controlling Your iPad—and More—with Siri ................................... 129
Chapter 7  Installing and Using Apps ................................................................. 141
Chapter 8  Sending and Receiving Email ............................................................ 159
Chapter 9  Managing Your Contacts ................................................................. 179
Chapter 10 Video Chatting and Texting ............................................................. 187
Chapter 11 Getting Social with Facebook, Twitter, and Other Social Networks .... 211
Chapter 12 Staying Organized with Calendar, Reminders, and Alarms ................. 229
Chapter 13 Reading eBooks, Magazines, and Newspapers ............................. 243
Chapter 14 Shooting, Editing, and Sharing Photos and Videos .......................... 255
Chapter 15 Listening to Music and Podcasts ..................................................... 289
Chapter 16 Watching TV Shows, Movies, and Other Videos ............................. 307
Chapter 17 Traveling with Maps and Other Travel Apps ................................. 335
Chapter 18 Keeping Fit and Healthy ................................................................. 343
Chapter 19 Playing Games ................................................................................. 351
Chapter 20 Managing Files on Your iPad and in the Cloud ............................... 371
Chapter 21 Getting Productive ........................................................................... 389
Chapter 22 Using Pencils, Keyboards, and Trackpads ....................................... 401
Chapter 23 Making Your iPad More Accessible ................................................ 417
Chapter 24 Answering Frequently Asked Questions ......................................... 429
Chapter 25  Fixing Common Problems .................................................. 441
Appendix A  New Features of iPadOS 15 .................................................. 453
Glossary .................................................................................................... 459
Index ........................................................................................................ 467
# Table of Contents

## 1 Buying and Unboxing Your iPad

- Choosing the Right iPad for You ........................................ 4
- iPad mini (6th generation) .................................................. 4
- iPad .................................................................................... 6
- iPad Air ............................................................................... 7
- iPad Pro ............................................................................... 8
- Which iPad Should You Buy? ............................................... 9

### Unboxing Your New iPad

- 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, iPad Air, or iPad mini ....... 29

Using Your iPad ..................................................................... 29
- Learn Essential Multi-Touch Gestures .............................. 30
- Perform Common Operations ........................................... 30
## Personalizing the Way Your iPad Looks and Works

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalizing Light/Dark Mode and Wallpaper</td>
<td>51</td>
</tr>
<tr>
<td>Choose Light or Dark Mode</td>
<td>52</td>
</tr>
<tr>
<td>Change the Wallpaper</td>
<td>53</td>
</tr>
<tr>
<td>Personalizing App Icons</td>
<td>54</td>
</tr>
<tr>
<td>Change the Size of App Icons</td>
<td>55</td>
</tr>
<tr>
<td>Arrange App Icons</td>
<td>55</td>
</tr>
<tr>
<td>Remove an App Icon from the Home Screen</td>
<td>56</td>
</tr>
<tr>
<td>Add Icons to and Remove Icons from the Dock</td>
<td>57</td>
</tr>
<tr>
<td>Organize Icons with Folders</td>
<td>58</td>
</tr>
<tr>
<td>Working with the App Library</td>
<td>60</td>
</tr>
<tr>
<td>Personalizing Widgets</td>
<td>61</td>
</tr>
<tr>
<td>Add a Widget</td>
<td>61</td>
</tr>
<tr>
<td>Customize a Widget</td>
<td>63</td>
</tr>
<tr>
<td>Remove a Widget</td>
<td>64</td>
</tr>
<tr>
<td>Add a Smart Stack Widget</td>
<td>64</td>
</tr>
</tbody>
</table>
Connecting to the Internet and Browsing the Web

Connecting to a Wi-Fi Network .............................................................. 85
Connect to Your Home Wireless Network ......................................... 86
Connect to a Public Wireless Hotspot ............................................... 87
Change Networks ............................................................................. 90
Connect to a Network You’ve Previously Connected To .................. 90
Using the Safari Web Browser ............................................................ 91
Launch the Safari Browser ................................................................. 92
Enter a Web Address ......................................................................... 92
Use Web Links ................................................................................. 94
Search the Web ................................................................................. 94
View Multiple Pages in Tabs .............................................................. 95
Work with Tab Groups ...................................................................... 96
Bookmark a Page .............................................................................. 98
Open a Bookmarked Page ............................................................... 99
Revisit Past Pages ............................................................................ 100
5  Keeping Your iPad Safe and Secure  109

Creating a Safer Lock Screen  ........................................  109
  Set a Simple Passcode  ..................................................  110
Change Your Unlock Method  ........................................  110
Use Fingerprint Recognition with Touch ID  .................  112
Use Face Recognition with Face ID  .............................  114
Erase Data After Too Many Unlock Attempts  .................  117
Reducing the Risk of Theft  ............................................  117
  Keep Your iPad Safe  ......................................................  118
Track a Lost or Stolen iPad  ............................................  119
Staying Safe Online  .........................................................  121
  Protect Against Phishing and Identity Theft  .................  121
  Keep Your Private Information Private  .......................  123
  Protect Against Online Fraud  .......................................  123
Shop Safely  .................................................................  125
6  Controlling Your iPad—and More—with Siri  129

Getting to Know Siri, Your iPad’s Virtual Personal Assistant  129
  Configure Siri  ..............................................................  130
  Summon Siri  .................................................................  132
Using Siri to Control Your iPad and Apps  .......................  133
  Launch Apps  ...............................................................  134
  Control System Functions  ............................................  134
  Send and Receive Messages  ........................................  134
  Manage Meetings, Events, and Reminders  .................  135
  Take and View Pictures  ..............................................  136
  Listen to Music  ............................................................  136
Using Siri to Find Interesting and Useful Information .............................................................. 137
Find Information .............................................................................................................................. 137
Solve Equations and Make Conversions ............................................................................................. 138
Find Businesses and Get Directions ..................................................................................................... 139

7 Installing and Using Apps ............................................................................................................. 141
Working with Apps ............................................................................................................................. 141
   Launch an App from the Home Screen ............................................................................................. 142
   Launch an App from the Dock .......................................................................................................... 142
   Launch an App from the App Library .............................................................................................. 143
   Search for an App ............................................................................................................................. 144
   Switch Between Apps ....................................................................................................................... 144
   Close an App .................................................................................................................................... 145
Finding New Apps in the App Store ..................................................................................................... 146
   Browse and Search the App Store .................................................................................................... 146
Purchase and Download Apps .............................................................................................................. 149
Managing Installed Apps ..................................................................................................................... 150
   View and Manage Purchased Apps .................................................................................................. 150
   Delete an App .................................................................................................................................... 152
Multitasking on Your iPad .................................................................................................................... 152
   Display Multiple Windows with Split View ...................................................................................... 153
   Open a Floating Window with Slide Over ......................................................................................... 154
   Drag and Drop Text and Pictures Between Apps ........................................................................... 155
   View All Open Windows with App Exposé .................................................................................... 156

8 Sending and Receiving Email ......................................................................................................... 159
Sending and Receiving Messages ....................................................................................................... 159
   Select an Inbox .................................................................................................................................. 160
   Read a Message ................................................................................................................................ 161
   Reply to a Message ............................................................................................................................. 163
   Create and Send a New Message ...................................................................................................... 164
   Attach a Photo to a Message ............................................................................................................. 165
   Delete a Message ............................................................................................................................... 168
Managing Your Contacts

Using the Contacts App
  - Add a New Contact
  - Edit a Contact
  - Delete a Contact

Viewing and Contacting Your Contacts
  - Display a Contact
  - Search for a Contact
  - Contact a Contact

Video Chatting and Texting

Text Messaging with the Messages App
  - Send and Receive Text Messages
  - Send an Audio Message
  - Send a Photo
  - Send a Video Message

Video Chatting and More with FaceTime
  - Start a FaceTime Video Chat
  - Blur Your Background
  - FaceTime with a Non-Apple User
  - Add a Person to a Group Video Chat
  - Answer a FaceTime Request

Group Video Meetings with Zoom
  - Join a Meeting from a Link
  - Join a Meeting from Within the Zoom App
  - Participate in a Zoom Meeting
  - Start a New Zoom Meeting
  - Schedule a Meeting in Advance
11 Getting Social with Facebook, Twitter, and Other Social Networks 211

Using Facebook 211
  Navigate Facebook’s iPad App 212
  Read and Respond to Posts 215
  Post a Status Update 216

Using Twitter 217
  Read Tweets 217
  Create a New Tweet 218

Using LinkedIn 218
  Navigate the LinkedIn App 219
  Create a New Post 221

Using Pinterest 222
  View and Save Pins 223
  Pin from a Website 225

12 Staying Organized with Calendars, Reminders, and Alarms 229

Using the Calendar App 229
  View Events 230
  Add a New Event 231
  Create a Recurring Event 232
  Create an Alert for an Event 233
  Invite Others to an Event 234

Using the Reminders App 234
  View and Manage Your Reminders 235
  Add a New Reminder 236

Using the Clock App 237
  Set an Alarm 237
  Set a Timer 239
  Use the Stopwatch 239
Reading eBooks, Magazines, and Newspapers

Reading eBooks on Your iPad .................................................. 243
Find and Purchase Books with Apple’s Books App .................... 244
Read a Book with the Books App ........................................... 246
Reading News Stories with Apple’s News App ........................ 249
Personalize What News You Receive .................................... 250
Read News Stories ................................................................... 252

Shooting, Editing, and Sharing Photos and Videos

Shooting Digital Photos ................................................................. 255
Launch the Camera App ............................................................. 256
Take a Picture ............................................................................ 257
Take a Selfie ............................................................................ 261
Take a Panoramic Photo ............................................................ 263
Capture a QR Code .................................................................. 265
Viewing and Editing Your Photos ............................................ 267
View Your Photos ..................................................................... 268
Organize Photos in Albums ....................................................... 274
Crop and Straighten a Picture .................................................... 276
Apply Auto-Enhance .................................................................. 278
Apply a Filter ............................................................................ 278
Adjust Brightness, Color, and More ......................................... 279
Shooting and Editing Videos ....................................................... 279
Shoot a Video ........................................................................... 280
Trim a Video ............................................................................ 282
Sharing Photos and Videos ......................................................... 283
Share via Text Message ............................................................. 284
Share via Email ......................................................................... 285
Share via Facebook ................................................................. 285

Listening to Music and Podcasts

Listening to Streaming Music ..................................................... 289
Listen to Apple Music ............................................................... 290
Listen to Pandora ..................................................................... 292
Listen to Spotify ...................................................................... 295
Watching TV Shows, Movies, and Other Videos 307

Watching Paid Streaming Video Services 307
  Watch Amazon Prime Video 308
  Watch Apple TV+ 310
  Watch Discovery+ 312
  Watch Disney+ 313
  Watch HBO Max 315
  Watch Hulu 318
  Watch Netflix 320
  Watch Paramount+ 321
  Peacock 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 332

Traveling with Maps and Other Travel Apps 335

Traveling with the Maps App 335
  Display a Map 336
  Generate Driving Directions 337

Exploring Other Travel-Related Apps 338
  Discover Travel Apps 339
# Keeping Fit and Healthy

- Exploring Health and Fitness Apps .......... 343
- Discover Exercise and Yoga Apps .......... 344
- Exploring Food and Nutrition Apps .......... 345
  - Discover Nutrition Apps .......... 345
  - Discover Cooking and Recipe Apps .......... 346
- Exploring Medical Apps .......... 347
  - Discover Medical-Related Apps .......... 348

# Playing Games

- Finding Games to Play .......... 351
  - Download Games from the App Store .......... 352
- Discovering Popular Games .......... 354
  - Action Games .......... 354
  - Adventure Games .......... 355
  - AR Games .......... 356
  - Board Games .......... 357
  - Card Games .......... 357
  - Casino Games .......... 358
  - Casual Games .......... 358
  - Family Games .......... 359
  - Indie Games .......... 360
  - Kids Games .......... 360
  - Music Games .......... 361
  - Puzzle Games .......... 362
  - Racing Games .......... 362
  - Role-Playing Games .......... 363
  - Simulation Games .......... 363
  - Sports Games .......... 364
  - Strategy Games .......... 364
  - Trivia Games .......... 365
  - Word Games .......... 366
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Managing Files on Your iPad and in the Cloud</td>
<td>371</td>
</tr>
<tr>
<td></td>
<td>Managing Your iPad’s Storage</td>
<td>371</td>
</tr>
<tr>
<td></td>
<td>Examine Available Storage</td>
<td>372</td>
</tr>
<tr>
<td></td>
<td>Manage Available Storage Space</td>
<td>372</td>
</tr>
<tr>
<td></td>
<td>Working with the Files App</td>
<td>373</td>
</tr>
<tr>
<td></td>
<td>View and Open Files</td>
<td>374</td>
</tr>
<tr>
<td></td>
<td>Work with Files</td>
<td>376</td>
</tr>
<tr>
<td></td>
<td>Create a New Folder</td>
<td>377</td>
</tr>
<tr>
<td></td>
<td>Using External Storage</td>
<td>378</td>
</tr>
<tr>
<td></td>
<td>Make the Connection</td>
<td>378</td>
</tr>
<tr>
<td></td>
<td>Work with Files</td>
<td>379</td>
</tr>
<tr>
<td></td>
<td>Working with iCloud</td>
<td>379</td>
</tr>
<tr>
<td></td>
<td>Configure iCloud on Your iPad</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>Back Up Your iPad to iCloud</td>
<td>382</td>
</tr>
<tr>
<td></td>
<td>Using AirDrop and AirPlay to Share with Other Devices</td>
<td>384</td>
</tr>
<tr>
<td></td>
<td>Share Files with AirDrop</td>
<td>384</td>
</tr>
<tr>
<td></td>
<td>Stream Media with AirPlay</td>
<td>385</td>
</tr>
<tr>
<td>21</td>
<td>Getting Productive</td>
<td>389</td>
</tr>
<tr>
<td></td>
<td>Using Your iPad’s Built-In Productivity Apps</td>
<td>389</td>
</tr>
<tr>
<td></td>
<td>Write with Pages</td>
<td>390</td>
</tr>
<tr>
<td></td>
<td>Work with Numbers</td>
<td>392</td>
</tr>
<tr>
<td></td>
<td>Present with Keynote</td>
<td>396</td>
</tr>
<tr>
<td></td>
<td>Discovering More Productivity Apps</td>
<td>398</td>
</tr>
<tr>
<td></td>
<td>Google Docs, Sheets, and Slides</td>
<td>398</td>
</tr>
<tr>
<td></td>
<td>Microsoft Excel, PowerPoint, and Word</td>
<td>399</td>
</tr>
</tbody>
</table>
Using Pencils, Keyboards, and Trackpads

Connecting Bluetooth Devices
Connect a New Bluetooth Device
Using Pencils and Styli
Work with the Apple Pencil
Annotate a Document
Fill In Forms
Draw Onscreen
Using External Keyboards
Connecting and Pairing the Smart Keyboard Portfolio and Magic Keyboard
Working with an External Keyboard
Using Trackpads and Mice
Configure Your Trackpad or Mouse
Use a Trackpad or Mouse

Making Your iPad More Accessible

Making the iPad Easier to See
Invert Screen Colors
Configure the Screen for Colorblind Users
Make Onscreen Text Larger and Bolder
Read the Screen with VoiceOver
Making the iPad Easier to Hear
Turn On Closed Captioning When Watching Videos
Use a Hearing Aid with Your iPad
Making the iPad Easier to Operate
Adjust the Touchscreen Display
Enable AssistiveTouch

Answering Frequently Asked Questions

Questions About Choosing an iPad
What’s the Best iPad for Younger Children?
What’s the Best iPad for Artists and Designers?
Do I Need an iPad Pro to Do Word Processing or Spreadsheet Work?
What’s the Difference Between a Normal iPad and the iPad Air?
### Questions About Connecting Your iPad

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can I Connect My iPad to an Ethernet Network?</td>
<td>431</td>
</tr>
<tr>
<td>Can I Connect My iPad to a Dock on My Desk?</td>
<td>431</td>
</tr>
<tr>
<td>Can I View My iPad on a Larger Monitor?</td>
<td>431</td>
</tr>
<tr>
<td>How Do I Connect My iPad to a SMART Board?</td>
<td>432</td>
</tr>
</tbody>
</table>

### Questions About Using Your iPad

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Do I Switch to Google Chrome for My Web Browser?</td>
<td>432</td>
</tr>
<tr>
<td>How Do I Get Those Big Tiles to Show Up on the Side of My iPad’s Screen?</td>
<td>433</td>
</tr>
<tr>
<td>How Do I Make a Copy of What’s on My Screen?</td>
<td>433</td>
</tr>
<tr>
<td>How Can I Search My iPad?</td>
<td>434</td>
</tr>
<tr>
<td>How Can I Make a Quick Note?</td>
<td>435</td>
</tr>
<tr>
<td>How Do I Watch Movies and Videos or View Photos from My iPad on My TV?</td>
<td>436</td>
</tr>
<tr>
<td>How Can I Send Pictures to My Friends and Relatives?</td>
<td>436</td>
</tr>
<tr>
<td>How Do I Print from My iPad?</td>
<td>436</td>
</tr>
<tr>
<td>How Can I Monitor My Grandkids’ Screen Time on the iPad?</td>
<td>437</td>
</tr>
<tr>
<td>Can I Use My iPad to Control My Smart Lights and Other Smart Devices?</td>
<td>437</td>
</tr>
</tbody>
</table>

### Questions About Other Issues

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Lost/Broke My iPad—How Do I Get All My Old Stuff onto a New iPad?</td>
<td>438</td>
</tr>
<tr>
<td>Where Can I Get My iPad Repaired?</td>
<td>438</td>
</tr>
</tbody>
</table>

### Fixing Common Problems

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troubleshooting iPad Problems</td>
<td>441</td>
</tr>
<tr>
<td>Your iPad Is Frozen</td>
<td>442</td>
</tr>
<tr>
<td>Your iPad Won’t Turn On</td>
<td>443</td>
</tr>
<tr>
<td>Your iPad Won’t Turn Off</td>
<td>444</td>
</tr>
<tr>
<td>An Individual App Freezes or Doesn’t Work Right</td>
<td>444</td>
</tr>
<tr>
<td>Your iPad Runs Slowly</td>
<td>445</td>
</tr>
<tr>
<td>Your iPad’s Wi-Fi Connection Doesn’t Work</td>
<td>445</td>
</tr>
<tr>
<td>Your iPad Charges Slowly or Not at All</td>
<td>446</td>
</tr>
<tr>
<td>Your iPad Doesn’t Rotate</td>
<td>447</td>
</tr>
</tbody>
</table>
Your iPad Keeps Asking for Your iCloud Password ................................................................. 447
You Forgot Your iPad Passcode ............................................................................................ 448
Updating and Resetting Your iPad ....................................................................................... 449
Update to the Latest Version of iPadOS ................................................................................ 449
Factory Reset Your Device to “Like New” Condition ............................................................. 450
Restore from an iCloud Backup ............................................................................................. 451

A New Features of iPadOS 15 453
Desktop and Operations ........................................................................................................ 453
  Accessibility ....................................................................................................................... 453
  Focus ............................................................................................................................... 454
  Home Screen ................................................................................................................... 454
  Multitasking ...................................................................................................................... 454
  Notifications .................................................................................................................... 455
  Universal Control ............................................................................................................. 455
  Widgets ............................................................................................................................. 455
Apps ....................................................................................................................................... 456
  App Library ..................................................................................................................... 456
  FaceTime ......................................................................................................................... 456
  Find My ............................................................................................................................ 456
  Maps ................................................................................................................................. 457
  Messages: Shared With You ............................................................................................. 457
  Notes ................................................................................................................................ 457
  Photos ............................................................................................................................... 457
  Quick Note ....................................................................................................................... 457
  Safari ................................................................................................................................. 458

Glossary 459

Index 467
About the Author

Michael Miller is the popular and prolific writer of more than 200 nonfiction 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 Video Chat for Seniors, 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, Anshul Sharma, 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.

Pearson’s Commitment to Diversity, Equity, and Inclusion

Pearson is dedicated to creating bias-free content that reflects the diversity of all readers. We embrace the many dimensions of diversity, including but not limited to race, ethnicity, gender, socioeconomic status, ability, age, sexual orientation, and religious or political beliefs.

Books are a powerful force for equity and change in our world. They have the potential to deliver opportunities that improve lives and enable economic mobility. As we work with authors to create content for every product and service, we acknowledge our responsibility to demonstrate inclusivity and incorporate diverse scholarship so that everyone can achieve their potential through learning. As the world’s leading learning company, we have a duty to help drive change and live up to our purpose to help more people create a better life for themselves and to create a better world.

Our ambition is to purposefully contribute to a world where:

- Everyone has an equitable and lifelong opportunity to succeed through learning.
- Our products and services are inclusive and represent the rich diversity of readers.
- Our content accurately reflects the histories and experiences of the readers we serve.
Our content prompts deeper discussions with readers and motivates them to expand their own learning (and worldview).

While we work hard to present unbiased content, we want to hear from you about any concerns or needs with this Pearson product so that we can investigate and address them.

Please contact us with concerns about any potential bias at https://www.pearson.com/report-bias.html.

About AARP

AARP is the nation’s largest nonprofit, nonpartisan organization dedicated to empowering people 50 and older to choose how they live as they age. With a nationwide presence and nearly 38 million members, AARP strengthens communities and advocates for what matters most to families: health security, financial stability and personal fulfillment. AARP also produces the nation’s largest circulation publications: AARP The Magazine and AARP Bulletin. To learn more, visit www.aarp.org, www.aarp.org/espanol or follow @AARP, @AARPenEspanol and @AARPadvocates, @AliadosAdelante on social media.

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, 9780137556274, 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

<table>
<thead>
<tr>
<th>Placement</th>
<th>Figure</th>
<th>Attribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>Background Image&lt;br&gt;iPad images&lt;br&gt;Throughout book&lt;br&gt;Screen shot(s) reprinted with permission from Apple Inc.</td>
<td>strizh/Shutterstock&lt;br&gt;Chuti Prasertsith&lt;br&gt;© Apple, Inc.</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>AARP screenshots</td>
<td>© 2021 AARP</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Screenshot of Wi-Fi + Coffee</td>
<td>© 2021 Starbucks Coffee Company</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Facebook screenshots</td>
<td>© Facebook, Inc.</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Twitter screenshots</td>
<td>© Twitter, Inc.</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>LinkedIn screenshots</td>
<td>© LinkedIn Inc.</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Pinterest screenshots</td>
<td>© Pinterest, Inc.</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Amazon screenshots</td>
<td>© 1996–2021, Amazon.com, Inc.</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Discovery+ network screenshots</td>
<td>© Discovery, Inc.</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>HBO Max screenshots</td>
<td>© AT&amp;T Inc</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Hulu app screenshots</td>
<td>© Hulu, LLC</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Netflix screenshots</td>
<td>© Netflix</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Disney network screenshots</td>
<td>© Disney</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Paramount+ screenshots (CBS, BET, Comedy Central, MTV, Nickelodeon, Smithsonian Channel)</td>
<td>© ViacomCBS Inc.</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>Peacock app screenshots</td>
<td>© Peacock TV LLC</td>
</tr>
<tr>
<td>Chapter 16</td>
<td>YouTube app screenshots</td>
<td>© Google LLC</td>
</tr>
<tr>
<td>Chapter 18</td>
<td>WebMD screenshot</td>
<td>WebMD © 2005–2021 WebMD LLC.</td>
</tr>
<tr>
<td>Chapter 21</td>
<td>Google Docs suite screenshot</td>
<td>© Google LLC</td>
</tr>
<tr>
<td>Chapter 21</td>
<td>Microsoft Word app screenshot</td>
<td>© Microsoft 2021</td>
</tr>
</tbody>
</table>
Installing and Using Apps

Most of what you do on your iPad you do via applications, or apps. An app is a self-contained program designed to perform a particular task or serve a specific purpose. There are apps for news and weather, apps for email and text messaging, apps for Facebook and Pinterest, even apps for listening to music and watching videos. Whatever you want to do on your iPad, there’s probably an app for it.

Your new iPad came with more than a dozen apps preinstalled, but these aren’t the only apps you can use. There are tens of thousands of additional apps available, most for free or low cost, in Apple’s online App Store. It’s easy to find new apps and install them on your iPad—and then use them every day.

Working with Apps

To do just about anything on your iPad, you have to learn how to work with apps. All the apps currently installed on your iPad are displayed on the various Home screens. Each icon on the screen represents a different app. When you install a new app, an icon for that app appears on the Home screen.
Launch an App from the Home Screen

You open apps from the iPad’s Home screen.

1. Swipe up from the bottom of the screen or press the Home button (if your iPad has one) to return to the main Home screen.

2. Navigate to the Home screen that displays the icon for the app you want to open, and then tap that icon to open the app.

Launch an App from the Dock

You can launch apps from the Dock, which floats at the bottom of every screen on your iPad. The left side of the Dock hosts icons for apps you’ve placed there. The right side of the Dock displays icons for your most recently used apps. (Chapter 3, “Personalizing the Way Your iPad Looks and Works,” explains how to customize the apps on the Dock.)

1. The Dock floats over the bottom of every Home screen and many apps. If the Dock is hidden, display it by swiping up slightly from the bottom of the screen.

2. Tap an icon on the Dock to open that app.
If you've recently opened files or documents with a given productivity app, long-press the app's icon on the Dock to view those files. Tap a file open it.

Launch an App from the App Library

Not all installed apps have to appear on a Home screen, but they do all appear in the App Library, organized by type. You can launch any app from there.

1. Tap the App Library icon on the Dock or swipe to the last Home screen to display the App Library.

2. All apps are grouped into folders by type. If there are four or fewer apps in a folder, simply tap the icon for an app to launch it.

3. If there are more than four apps of a given type, you have to open the folder to display all of those apps. Tap the name of a folder to open it.

4. Tap an app icon to open that app.
Search for an App

If you have a ton of apps installed on your iPad, it may be challenging to find a specific app you want. (Which Home screen did you put it on?) If this is the case, you can search the App Library for a specific app by name.

1. Tap the App Library icon on the Dock or swipe to the last Home screen to open the App Library.
2. Tap within the Search box at the top of the page and type the name of the app.
3. As you type, your iPad suggests matching apps. Tap the name of an app to open it.

Switch Between Apps

You can have multiple apps open at the same time and easily switch between them.

1. On any iPad with a Home button, press the Home button twice. *Or…*
2. Swipe up from the bottom edge of the screen all the way to the top edge.

3. You see the App Switcher, which displays all your open apps. Swipe left or right to focus on other apps.

4. Tap an app to switch to that app.

Close an App

Apps remain open until you manually close them. When you’re not using an app, it remains paused in the background, but it doesn’t slow down your iPad or drain your battery. Because of this, you don’t have to close an app when you’re done with it—although you can if you want.

1. Press the Home button twice or swipe up from the bottom edge of the screen all the way to the top.
2 You see the App Switcher, with all open apps displayed. Tap and drag the app up and off the screen until it disappears.

Finding New Apps in the App Store

Where do you find new apps to use on your iPad? There’s one central source that offers apps from multiple developers—Apple’s App Store.

Browse and Search the App Store

Apple’s App Store is an online store that offers apps and games for iPads and iPhones. Most apps in the App Store are free or relatively low cost. It’s easy to find new apps by either browsing or searching.

1 Tap the App Store icon to open the App Store.
2 Tap the Today tab to view stories and recommendations about featured apps and games.
3 Tap the Games tab to view new, top, and featured games for your iPad.

4 Tap the Arcade tab to access the Apple Arcade subscription gaming service.

**Apple Arcade**
Apple Arcade is a subscription gaming service available to users of Apple iPads, iPhones, and Mac computers. Learn more about Apple Arcade in Chapter 19, “Playing Games.”

5 Tap the Search tab to search for apps or games by name.
6. Tap the Apps tab to view new, top, and featured apps.
7. Swipe from right to left to see more apps/games in each list.
8. Scroll down to the bottom of the page to the Top Categories section to view apps/games by category.
9. Tap See All to view all categories.
10. Tap a category to view apps/games in that category.
Tap an app/game to view that item’s app panel.

Purchase and Download Apps

Many apps in the App Store are free. Others you have to pay for.

1. Download a free app from the app panel by tapping the Get button. (If prompted, enter your Apple ID password.) Or…

2. Tap the price button for a paid app to initiate the purchase.

3. The next panel describes how to make the purchase. You may be prompted to confirm within that panel via a Purchase button or by double-pressing the On/Off button. Follow the instructions to make the purchase.

Installing New Apps

When you install a new app, its icon appears in the Recently Added folder of the App Library. Depending on your configuration settings, an icon for the app may also appear on the first Home screen with open space. To create a Home screen app from the App Library, open that icon’s folder and then drag the app icon to the Home screen of choice.
View and Manage Purchased Apps

All the apps you’ve ever purchased are listed in the App Store app. Even if you’ve deleted an app from your device, you can still see that app and reinstall it on your iPad at any time.

From the Today tab in the App Store, tap the Profile icon (mine is a little picture of me) in the top-right corner to display the Account panel.

1. Tap Purchased.
3 Tap the All tab to view all the apps you’ve purchased.

4 Apps that are currently installed on this device have an Open button. Tap the Open button to launch that app.

5 The App Store keeps track of apps you’ve installed on other devices (such as your iPhone) that you can also install on your iPad. Tap the Not on This iPad tab.

6 Apps you’ve purchased but have yet to install or that you’ve since deleted (so they’re not currently installed) have a cloud icon. Tap this Download icon to install an app on your device.

App Updates
From time to time, the apps on your iPad are updated with new features or bug fixes. By default, apps update automatically, so you’ll always have the latest version installed. To check on recent updates, open the App Store app and tap the profile picture to display the Account pane. Scroll down the pane to view a list of Updated Recently apps. You can also update apps individually by tapping the Update button for each app or update all apps with pending updates by tapping Update All.
Delete an App

Over time, you’ll probably find that you’ve installed some apps that you no longer use. You may want to delete these apps to clear up any Home screen clutter and to free up storage space for new apps.

1. Navigate to the Home screen that contains the app you want to delete; then press and hold the app you want to delete.
2. Tap Remove App.
3. Tap Delete App to confirm the deletion.

Can’t Delete

Not all apps can be deleted. In particular, you can’t delete many of Apple’s preinstalled apps. If you don’t see a Delete App option for an app, it’s there to stay.

Multitasking on Your iPad

You can have multiple apps open simultaneously on your iPad. Normally, you use one app full screen while the other apps hide in the background; you then use the App Switcher to change from one app to another.

You also can choose to run two or more apps (or two or more windows from the same app) onscreen at the same time. This ability to multitask between two open apps has been made significantly simpler in iPadOS 15.
Display Multiple Windows with Split View

The Split View feature lets you display and use two apps, or two windows from the same app, at the same time. The apps appear in two equally sized panels on the screen.

1. With the first app open, tap the Multitasking (three dots) button at the top of the screen.
2. Tap the center (split-screen) icon.
3. You are prompted to open the second app. Tap that app's icon to do so.
The two apps are displayed side by side. To change the space assigned to each app, drag the handle between the two apps left or right, as necessary.

To return to single-app view, tap the Multitasking button for the app you want to view full screen.

Tap the left (full screen) icon to view this app full screen.

Open a Floating Window with Slide Over

The second way to multitask between two apps is with the Slide Over feature, which lets you open a second app onscreen without closing the one you’re currently in. The second app (called the side app) appears in a separate panel or window that floats on top of the first app.

1. Open the app you want to appear in the floating window; then tap the Multitasking (three-dot) button.
2. Tap the right (slide over) icon.
3. You are prompted to select the second app. Tap that app’s icon to do so.
The first app now appears as a floating window above the second app you selected. You can interact with the main app and the Slide Over app at the same time; they’re both “live.”

Sometimes the Slide Over panel hovers over important information on the full-screen app, and you might need to move it to use the other app. To move the Slide Over panel to the other side of the screen, press the handle at the top of the panel and drag it to the other side.

To display either app full screen, tap the Multitasking button for that app.

Tap the left (full screen) icon.

**Drag and Drop Text and Pictures Between Apps**

Your iPad’s multitasking features let you easily copy text and pictures between apps using either Slide Over or Split View. (Personally, I find Split View easier for these tasks.) You do this with simple drag and drop.

In either Slide Over or Split View, press to select the text or picture you want to copy.

While still holding down the selection, drag it to the point in the other app where you want to copy it.
Release your finger, and the item is placed in the second app.

View All Open Windows with App Exposé

Some apps let you open multiple windows. For example, Safari lets you open multiple web pages in different tabs; Pages lets you open multiple word processing documents; and Numbers lets you open multiple spreadsheet documents. You can use your iPad’s App Exposé feature to quickly view all open windows for any given app. Here’s how it works.

1. Display the Dock and tap and hold the icon for the open app; then tap Show All Windows.
2. All open windows for that app are displayed. Tap a window to display that instance full screen.
Your iPad also offers a picture-in-picture mode for use with certain apps. If you’re watching a TV show or movie, or conducting a FaceTime video chat, you can keep that video or chat playing in a separate window while you do other stuff on the iPad screen. The video or chat appears in a small window that floats on top of the active app, so you can keep watching while you work.

To activate picture-in-picture mode, tap the Picture in Picture icon (in the video app), press the iPad’s Home button (if your iPad has one), swipe up from the bottom of the video that is playing, or pinch the screen to minimize the app. The video screen shrinks to a corner of your display. Your Home screen or other apps appear beneath the video window, and you can then use whatever app you want while the video or chat keeps playing.

When you display the picture-in-picture window, you can make the window bigger by expanding two fingers on the window. Pinch two fingers together to make the video window smaller. And, if you want, you can use your finger to drag the video window to a different corner or position on the screen.

To return the video window to full screen, tap the window to display the control icons and then tap the Picture in Picture icon.
This page intentionally left blank
Symbols

# (hashtags), Twitter, 218
99% Invisible (podcast), 304

A

AARP
   Fraud Watch Network, 126
games, 368
accessibility features
   new features in iPadOS 15, 453
   for people with hearing impairments, 424-425
   for people with vision impairments, 417-424
   for touch gestures, 426-427
accessing iCloud, 383
accessories, 13-16
   Bluetooth connections, 401-403
cases, 13
headphones/earphones, 16
keyboards, 13-15, 408-410
mice/trackpads, 411-415

pencils/styli, 15-16, 403-408
smart covers, 13, 29
speakers, 16
where to buy, 16
accounts
   Apple, buying apps, 150
e-mail, 172-174
Acorn TV, 325
action games, 354
activating. See turning on/off
adding
   app icons to Dock, 57
   contacts, 180-181
   controls in Control Center, 77
   widgets, 61
      Smart Stack widgets, 64
to Today View, 66
addresses, URL (web addresses),
   entering, 92-93
adventure games, 355
AirDrop, sharing files, 384-385
airline apps, 340
AirPrint, 436-437
Mail, 285
managing, 33-34, 150-151
Maps, 335-338
Medical Dictionary by Farlex, 348
medical-related apps, 348-349
Messages, 188-192, 284
monitoring battery usage, 49
MyFitnessPal’s Calorie Counter & Diet Tracker, 346
MyPlate Calorie Counter, 346
News, 250-253
news apps, 253
notifications, configuring, 68-70
Numbers, 392-395
nutrition-related apps, 345-346
office-related. See productivity apps
opening in split screen mode, 31
OpenTable, 340
Pages, 390-391
Pandora, 292-294
Photos, 267-269, 273-279
Pinterest, 222-226
preinstalled, 152
productivity apps, 389-399
purchasing, 149-150
recipe/cooking apps, 346
Reddit, 226
Reminders, 235-236
restaurant apps, 340
searching for, 144-147
settings, configuring, 75
Seven: 7 Minute HIIT Workout app, 344
Snapchat, 226
Spotify, 295
switching between, 31, 144
Sworkit Fitness & Workout, 344
Tasty, 347
Tidal, 297
TikTok, 226
time limits, setting, 81, 82
travel-related apps, 335-340
TripAdvisor, 339
Twitter, 217-218
updates, 151
viewing, 149-150
Waze Navigation & Live Traffic, 335
WebMD, 349
WhatsApp, 226
Yelp, 340
yoga apps, 344-345
YouTube Music, 297
Yummly Recipes and Shopping List, 347
Zoom, 200-209
App Store
Apple Arcade, 147
blocking purchases, 83
browsing, 146
games. See games
searching, 146-147
App Switcher, 444
closing apps, 145
displaying, 31
Slide Over apps, 455
switching among apps, 144
AR (Augmented Reality) games, 356
Arcade, 147, 366-368
arranging app icons, 55
aspect ratio, Camera app, 257
AssistiveTouch, 427
attachments (email)
downloading received photo attachments, 162
file size, 167
photos as, 165-167
unwanted attachments, 162
Audible app, 249
audio messages, 190
audio settings, mono audio, 425
audiobooks, 249
Auto-Enhance control, Photo app, 278
auto exposure, Camera app, 258
auto focus, Camera app, 258
Automatic Setup, 12
automatic software updates, installing, 76
available storage space, 372-373

back of iPad, 23-24
backups
  iCloud, 382-383
  iPad restoration from, 451
battery, 47
  monitoring usage, 49
  recharging, 11, 48, 446
Bcc recipients, email, 165
BET+, 325
Better Health While Aging (podcast), 304
blocking content/purchases, 83
Bluetooth devices
  connections, 401-403
  mice, 413
blurred backgrounds
  FaceTime chats, 196
  photos, 260
board games, 357
bookmarks (web pages), 98-100
Books app, 243
  audiobooks, 249
  finding books, 244
  reading books, 246-249
bottom of iPad, 22-23
braille displays, 424
brightness
  adjusting, 38, 72
  photos, 279
BritBox, 325
BroadwayHD, 325
browsers (web)
  Chrome, 91
  Safari. See Safari
browsing
  for apps, 146
  podcasts, 302
burst photos, 259
businesses, finding with Siri, 139
business-related apps. See productivity apps
buying
  accessories, 16
  apps, 149-150
  gift card scams, 124
  in-app purchases, 345
  in-game purchases, 366
  music, 298-300
  security, 125-126
  videos, 333
caches (web browsers), clearing, 104
Calendar app
  alerts, 233
  creating events, 231-232
  deleting events, 230
  invitations, 234
  recurring events, 232-233
  viewing events, 230
Camera app, 279
  aspect ratio, 257
  blurred backgrounds, 260
  configuring, 266
  depth adjustment, 261
  exposure, 258
  flash control, 259
  focus, 258
  f-stop, 261
changing. See also configuring; editing
app icon size, 55
app limits, 82
brightness, 38
touchscreen sensitivity, 426
voice, Siri, 131
volume, 39
wallpaper, 53-54
charging
Apple Pencil, 405
battery, 11, 48, 446
troubleshooting, 446
chats, video. See video chats
choosing. See selecting
Chrome web browser, 91
clearing caches/cookies/histories (web
browsers), 104
Clock app
alarms, 237-238
managing with Siri, 135
as stopwatch, 239
timers, 239
closed captioning for videos, 424
closing
apps, 145
Control Center, 37
open apps, 34
color adjustments, photos, 279
colorblindness, color filters for, 419-420
colors on screen, inverting, 418-419
columns (spreadsheets), 393
configuring. See also personalizing iPads;
settings
Camera app, 266
Focus mode, 41, 44
iCloud, 381
Mail app, 172-174
mice/trackpads, 413
Photos app, 267
configuring Safari web browser, 103-104
Siri, 130-131
connections
Bluetooth, 401-403
cellular, 6, 22, 35
to dock, 431
earphones/headphones, 22
to Ethernet network, 431
monitors, 431
networks/hotspots, 6, 86-91, 445
power/data transfer, 22
SMART board, 432
Smart Connector, 24
to TV, 436
Contacts app, 179
adding contacts, 180-181
contacting contacts, 185
deleting contacts, 182
displaying contacts, 183
editing contacts, 181
photos, 181
searching contacts, 184
content, blocking, 83
Control Center
adding/deleting controls, 77
brightness, 38
closing, 37
displaying, 31, 37
Focus mode, 41
Light/Dark mode, changing, 52
Screen Mirroring, 387
volume, 39
cookies (web browsers), clearing, 104
cooking/recipe apps, 346
copying
files, 377
text, 47
Cover Sheet, displaying, 31-33
Crackle, 325
credit/debit cards, security, 125-126
Criminal (podcast), 304
Criterion Channel, The, 325
cropping photos, 276
customizing. See configuring; personalizing iPads; settings

D
Daily, The (podcast), 304
Daily Yoga: Workout & Fitness app, 344
dark mode
configuring, 52
wallpaper, dimming, 54
data encryption, 111
data erasure after multiple unlocking attempts, 117
debit/credit cards, security, 125-126
deleting
app icons, 56-57
app limits, 82
apps, 152, 373
contacts, 182
controls in Control Center, 77
email messages, 168
events, 230
widgets, 64
depth adjustment, Camera app, 261
device connections, Bluetooth, 401-403
dimming wallpaper in dark mode, 54
dining apps, 340
directions, driving, 337-338
disabling Focus Mode, 45
Discovery+, 312-313
Disney+, 313-314
display settings, configuring, 72
displaying. See viewing
Dock, 32
   apps, launching, 142
displaying, 31
personalizing, 57
docks, connecting iPad, 431
Docs (Google), 399
Doctor on Demand app, 348
documents
   Apple Pencil, 406
double-tapping, 31
downloading
games, 352-353, 368
downloading time, configuring, 80-81
dragging, 30-31, 155
   dragging up and to side, 31
drawing, Apple Pencil, 407
driving apps
   Google Maps app, 335
dragging, 30-31, 155
dragging up and to side, 31
drawings, Apple Pencil, 407
driving apps
   Google Maps app, 335
dragging, 30-31, 155
dragging up and to side, 31
drawing, Apple Pencil, 407
driving apps
   Google Maps app, 335
   Maps app, 335-338
   Waze Navigation & Live Traffic app, 335
Documents
   Apple Pencil, 406
   Google Docs, 399
   Pages app, 390-391
   Word (MS Office), 399
double-tapping, 31
downloading
games, 352-353, 368
downloading time, configuring, 80-81
dragging, 30-31, 155
dragging up and to side, 31
drawing, Apple Pencil, 407
driving apps
   Google Maps app, 335
   Maps app, 335-338
   Waze Navigation & Live Traffic app, 335
Drugs.com Medication Guide app, 348
duplicating files, Files app, 377
email, 159. See also Mail app; messages (email)
   accounts, 172-174
   Gmail, 172
   inboxes, selecting, 160
   junk email (spam), 171
   Outlook.com, 172
emojis, 189
enabling Focus Mode, 44
encryption (data), 111
enhancing photos, 278
Epicurious app, 346
equations/measurement conversions, Siri, 138
erasing data, 117, 451
ESPN+, 325
Ethernet network, connecting iPad, 431
Events
   Calendar app
      alerts, 233
      creating events, 231-232
      deleting, 230
      invitations, 234
      managing with Siri, 135, 240
      recurring events, 232-233
      viewing, 230
Excel (MS Office), 399
exercise apps, 344-345
expanding (gestures), 30
exposure of photos, adjusting in Camera app, 258
external keyboards, 408-410
external storage, 378-379

E
earphones, 16, 22
eBooks, 243
Amazon Kindle app, 246
Audible app, 249
Audible.com, 249
Books app, 244-249
free eBooks, 244
Facebook, 212
   navigating, 212-214
   reading/responding to posts, 215
   sharing photos/videos, 285-286
   status updates, 216
Facebook Messenger, 209
Face ID, 21, 25, 114-115
FaceTime app
   answering requests, 200
   Center Stage feature, 196
   iPadOS 15 updates, 456
   non-Apple users, 194, 197-198
   video chats, 193-196, 199-200
FaceTime HD camera, 21
factory resets, 450-451
family games, 359
Favorites bar (Safari), 100
Fawesome, 325
files. See also Files app
   email, 169-170
   sharing with AirDrop, 384-385
storage
   examining, 372
   external storage, 379
   iCloud, 379-380
   managing, 372-373
Files app
   copying files, 377
   creating folders, 377
   duplicating files, 377
   external storage, 379
   iCloud storage, 379-380
   moving files, 377
   selecting files, 377
   sharing files, 377
   storage, 376
   viewing files, 373-375
fill-in forms, Apple Pencil, 406
FilmRise, 325
filters, photos, 278
finding
   apps, 144-147
   books on Books app, 244
   businesses with Siri, 139
   contacts, 184
   games, 351-353, 367
   information with Siri, 137-138
   podcasts, 302
   travel-related apps, 339-340
   TV programming via Apple TV app, 327-328
   videos with YouTube app, 331
Find My app, 119-120
   iPadOS 15 updates, 456
   sharing locations, 121
fingerprint recognition, Touch ID, 112-113
fitness apps. See health/fitness apps
FitOn: Workouts & Workout Plans app, 344
fixing common problems. See troubleshooting
flash control, Camera app, 259
flight status, finding with Siri, 139
floating keyboard, 46
floating windows, Slide Over features, 154-155
focus, Camera app, 258
Focus mode, 41, 44, 454
folders
   creating, 377
   organizing app icons, 58
food-related apps, 340
   cooking/recipe apps, 346
   nutrition apps, 345
force restarts, 28-29, 442
forgotten passwords, 448
fraud protection, 123-126
Freakonomics (podcast), 304
free eBooks, 244
front of iPad, 19-21
frozen apps, troubleshooting, 444
frozen iPad, troubleshooting, 28-29, 442-443
f-stop, Camera app, 261

G

games
AARP games, 368
action games, 354
adventure games, 355
Apple Arcade, 147, 366-368
AR games, 356
board games, 357
card games, 357
casino games, 358
casual games, 359
downloading, 352-353, 368
family games, 359
finding, 351-353, 367
indie games, 360
in-game purchases, 366
kids games, 361
music games, 361
puzzle games, 362
racing games, 363
role-playing games, 363
searching/browsing in App Store, 147
simulation games, 364
sports games, 364
strategy games, 365
trivia games, 365
word games, 366
General settings, displaying, 75-77
gestures
multi-touch, 29-31
for VoiceOver, 422-423
gift card scams, 124
Gmail, 172
Good Job, Brain! (podcast), 304
Google Chrome web browser, 91, 432
Google Docs, 399
Google Drive, 380
Google Maps, 335
Google Meet, 209
Google Sheets, 399
Google Slides, 399
grid feature, Camera app, 266
group messages, 189
group video chats, 199-200. See also Zoom video meetings

H

hardware on iPad, 19
back, 23-24
bottom, 22-23
front, 19-21
sides, 22
top, 21-22
hashtags (#), Twitter, 218
HBO Max, 315-317
HDR, Camera app, 266
headphones, 16, 22
headset jack, 22
health/fitness apps, 343
cooking/recipe apps, 346
exercise apps, 344-345
medical-related apps, 348-349
nutrition apps, 345
yoga apps, 344-345
hearing aids for iPad, 425
hearing impairment, accessibility features, 424-425
hiding onscreen keyboard, 46
histories (web browsers), clearing, 104
Home app, 137, 437
Home button, 13, 20-21
  forcing restart, 28
tapping twice, 31
  as Touch ID sensor, 21, 26
Home screen
  apps
    launching, 142
    searching for, 144
  navigating, 31-32
new iPadOS 15 features, 454
personalizing
  app icons, 55-58
  Control Center, adding/deleting controls, 77
  Today View, 65-66
  wallpaper, changing, 53-54
  widgets, 61-64, 433
  placing app icon on, 149
  returning to, 30
horizontal (landscape) mode, switching, 40
hotel-booking apps, 339
hotspots
  public hotspots, 87-89
  troubleshooting, 91
Hulu, 318-319

iCloud
  accessing, 383
  backups, 382-383, 451
  configuring, 381
  file storage, Files app, 379-380
  Photo Library, 273
  photo storage, 381-382
  productivity apps, 391
  subscriptions, 380
  transferring files to new iPad, 438
  troubleshooting, 447-448
icons
  adding/deleting from Dock, 57
  arranging, 55
  for cellular connectivity, 35
  deleting from Home screen, 56
  moving to different screen, 56
  organizing in folders, 58
  size, changing, 55
  in status bars, 34-35
identification
  Face ID, 114-115
  Touch ID, 112-113
identity theft protection, 121-123
IMDb TV, 325
iMessages, 188
in-app purchases, 345
inboxes, selecting, 160
indie games, 360
in-game purchases, 366
initial iPad setup, 11-12
Instagram, 226
installing
  apps, 149
  automatic software updates, 76
  inverting screen colors, 418-419
  invitations to events, Calendar app, 234
iPad Air, 7
  forcing restart, 29
  turning off, 27
iPad mini, 5
  forcing restart, 29
  turning off, 27
iPadOS, 9
iPadOS 15 features, 453
  accessibility, 453
  App Library, 456
FaceTime, 456
Focus, 454
Home screen, 454
Maps app, 457
Messages app, 457
multitasking, 454
Notes app, 457
notifications, 455
Safari, 458
Universal Control, 455
widgets, 455
iPad Pro, 8
forcing restart, 29
physical characteristics, 20-23
productivity apps, 390
turning off, 27
iPads
accessories, 13-16, 29
battery, 11, 47-49, 446
models, 4-10, 429-430
multi-touch gestures, 29-31
operating system, 9
physical characteristics, 19-24
repairing, 438
resolution, 5
rotating, 40
specifications, 6
status bar icons, 34-35
theft prevention, 118-119
turning on/off, 11-13, 24-29
unboxing, 10-11
updating, 449-450
iSight camera, 23
iTunes Store
playing music, 300-301
purchasing music, 298-300
purchasing/renting videos, 333

J–K
joining Zoom meetings
from links, 201
participating in meetings, 202-204
scheduling meetings, 207-209
starting new meetings, 205-206
from Zoom app, 201-202
junk email (spam), 171
keyboards, 13-15
external, 408-410
onscreen, 45-46
shortcuts, 410
Keynote app, 396-398
kids games, 361

L
landscape (horizontal) mode, switching, 40
languages, Voice Control, 454
launching
Apple TV app, 327
apps, 134, 142-143
Camera app, 256
Safari web browser, 92
Libby app, borrowing eBooks, 244
Lifesum: Calorie Counter app, 345
lighting options, Camera app, 261
light mode, configuring, 52
Lightning connector, 22, 48
LinkedIn, 218-221
links
web, 94
Zoom meetings, 201
listening
to music, 289-297, 385-387
to podcasts, 302-303
with Siri, 136
live photos, 259
live TV streaming services, 326
Lock screen
  changing unlock methods, 110-111
  erasing data after multiple unlocking attempts, 117
  Face ID, 114-115
  passcodes, 110-111, 117
personalizing
  app icons, 55-58
  Control Center, adding/deleting controls, 77
  Today View, 65-66
  wallpaper, changing, 53-54
Touch ID, 112-113
locking
  iPad, 27
  screen rotation, 447
long press, 37
Lose It! app, 345
lost/stolen iPad, tracking, 119-121
Lux Radio Theatre (podcast), 304

M

Magic Keyboard, 14, 409
Magnifier app, 454
magnifying screen with Zoom, 417-418
Mail app, 159. See also email accounts, 172-174
  attachments
    downloading received photos, 162
    file size, 167
    photos as, 165-167
    unwanted, 162
  Bcc recipients, 165
 Cc recipients, 165
configuring, 172-174
contacts, 185
inboxes, selecting, 160
junk email (spam), 171
messages (email)
  creating, 164
  deleting, 168, 171
  organizing, 169-170
  reading, 161-162
  replying to, 163
  sending, 134, 164
  signatures, 175-176
unread, 162
notifications, 174-175
sharing photos/videos, 285
VIP list, 161
malware, 123
managing
  alarms/timers, 135
  appointments, 135
  apps, 150-151
  email files, 169-170
  meetings, 135
  notes, 135
  open apps, 33-34
  reminders, 135
  storage space, 372-373
Maps app, 335
  displaying maps, 336
  driving directions, 337-338
  iPadOS 15 updates, 457
measurement conversions/equations, Siri, 138
Medical Dictionary by Farlex app, 348
medical-related apps, 348-349
meetings. See also Zoom video meetings
  managing with Siri, 135
  video meeting services, 209
menu bar, tapping, 31
navigating

Messages app
- audio messages, 190
- contacts, 185
- emojis, 189
- group messages, 189
- iMessages, 188
- iPadOS 15 updates, 457
- photos, 190-191, 284
- sending/receiving messages, 134, 188-189
- video, 192, 284

messages (email), 159
- attachments
  - downloading received photos, 162
  - file size, 167
  - photos as, 165-167
  - unwanted attachments, 162
- Bcc recipients, 165
- Cc recipients, 165
- contacts, 185
- creating, 164
- deleting, 168, 171
- junk email (spam), 171
- notifications, 174-175
- organizing, 169-170
- reading, 161-162
- replying to, 163
- sending, 134, 164
- sharing photos/videos, 285
- signatures, 175-176
- unread, 162

mice/trackpads, 411-415

microphones, built-in, 21, 24

Microsoft Office, 399

Microsoft OneDrive file storage, 380

Microsoft Teams, 209

Mirroring, Screen, 387

models of iPads, 4
  - choosing, 9-10, 429-430
  - common features, 4

iPad, 6
iPad Air, 7
iPad mini, 5
iPad Pro, 8

monitoring
  - battery usage, 49
  - screen time, 437

monitors, connecting iPad, 431

mono audio, configuring, 425

movie times and reviews, Siri, 138

movies. See streaming video services

moving
  - app icons to different screen, 56
  - files, 377
  - widgets, 63

multitasking
  - in multiple windows, 153-156
  - new iPadOS 15 features, 454
  - picture-in-picture mode, 157

multi-touch gestures, 29-31

music
  - iTunes Store, 298-301
  - listening with Siri, 136
  - streaming music services, 289-297, 385-387

music games, 361

muting notifications, 41, 44

MyFitnessPal’s Calorie Counter & Diet Tracker app, 346

MyPlate Calorie Counter app, 346

Nano-SIM card, removing, 22

navigating
  - Facebook, 212-214
  - Home screen, 31-32
  - LinkedIn, 218-220
navigating with multi-touch gestures, 29-31
with status bars, 34-35
nearby businesses, finding with Siri, 139
Netflix, 320-321
networks
 changing, 90
 passwords, 86
 private networks, 86
 public (open) networks, 86-89
 reconnecting to previous network, 90
 SSID, 86
 troubleshooting, 91
new features, iPadOS 15, 453
 accessibility, 453
 App Library, 456
 FaceTime, 456
 Focus, 454
 Home screen, 454
 Maps app, 457
 Messages app, 457
 multitasking, 454
 Notes app, 457
 notifications, 455
 Safari, 458
 Universal Control, 455
 widgets, 455
 News app, 250-253
 Night Shift, 38, 73
 non-Apple users, contacting with FaceTime, 194, 197-198
 Not Old—Better Show, The (podcast), 304
 Notes app
 iPadOS 15 updates, 457
 managing notes in Siri, 135
 Quick Note, 435, 457
 notifications
 configuring, 68-70
 displaying scheduled summary, 70
 email, 174-175
 event alerts, 233
 iPadOS 15 updates to, 455
 muting, 41, 44
 responding to, 36
 viewing, 32-33, 36
 Numbers app, 392-395
 nutrition apps, 345-346

Office (Microsoft), 399
office-related apps. See productivity apps
online security
 fraud protection, 123-126
 identity theft protection, 121-123
online TV services, live, 326
On/Off button, 21
 locking iPad, 27
 turning off iPad, 27
 turning on iPad, 24
on/off switches, 238
onscreen keyboard, 45-46
open apps
 closing, 34
 displaying, 31-33
 managing, 33-34
 switching, 31
opening
 apps, 31, 142-143
 bookmarked pages (Safari), 99
Open Library, 244
open networks. See public networks
OpenTable app, 340
operating mice/trackpads, 414-415
operating system for iPads, 9
organizing
  app icons, 58
  messages, email, 169-170
  photos, 274-276
Outlook.com, 172
OverDrive, borrowing eBooks, 244

Pages app, 390-391
palettes, Apple Pencil, 408
Pandora app, 292-294
panoramic photos, 263-264
Paramount+, 321-322
passcodes
  creating, 111
  Lock screens, 110-111, 117
  troubleshooting, 448-449
  unlocking iPad, 26
passwords
  forgotten, 448
  iCloud, troubleshooting, 447-448
  network connectivity, 86
pasting text, 47
payments
  gift card scams, 124
  security, 125-126
Peacock, 323-324
Pencil (Apple). See Apple Pencil
Perfect Scam, The (podcast), 304
performance, troubleshooting, 445
personal assistants. See Siri
personal information, privacy, 123
personalizing iPads. See also configuring; settings
  app icons, 55-58
  Control Center, 77
  Today View, 65-66
wallpaper, changing, 53-54
widgets, 61-64
phishing scams, 122
photos. See also Camera app; Photos app
  albums, 274-276, 287, 382
  contacts, 181
  email attachments, 167
    downloading, 167
    sending, 165
  enhancing, 278
  file size, 167
  iCloud Photo Library, 273
  iCloud storage, 381-382
  organizing, 274-276
  screen captures, 263, 433
  selfies, 255, 261-263
  sharing, 284-287, 436
  storage, 273
  taking/viewing with Siri, 136
  text messages, 190-191
  viewing on TV, 436
Photos app, 267. See also photos
  Auto-Enhance control, 278
  brightness, 279
  color adjustments, 279
  configuring, 267
  cropping photos, 276
  editing photos, 276-279
  filters, 278
  resolution, 267
  rotating photos, 277
  slideshows, 276
  straightening photos, 277
  viewing photos, 268-269, 273
physical characteristics of iPad, 19
  on back, 23-24
  on bottom, 22-23
  on front, 19-21
  on sides, 22
  on top, 21-22
pictures. See also photos
dragging/dropping between apps, 155
picture-in-picture mode, 157
pinching, 30
Pinterest, 222
  pinning from websites, 225-226
  prohibited pinning, 224
  saving pins, 223
  viewing pins, 223
playing. See streaming music; streaming video
Plex, 325
Pluto TV, 325
Podcasts app, 302-303
Popcornflix, 325
portrait photos, 257, 260-261
portrait (vertical) mode, switching, 40
posts, social networking
  Facebook posts, reading/responding to, 215
  LinkedIn posts, creating, 221
powering on/off. See turning on/off
PowerPoint (MS Office), 399
predictive keyboard, 46
preinstalled apps, 152
presentations
  Google Slides, 399
  Keynote app, 396-398
  PowerPoint (MS Office), 399
Preserve Settings, Camera app, 266
pressing, 30
pressing and holding, 37
previewing photos (thumbnails), 259
printing, 436-437
privacy. See also security
  personal information, 123
  social networking, 221-222
  web browsers, 102
private networks, 86
problems (common). See troubleshooting
productivity, choosing iPad model, 430
productivity apps, 389-390
  Google Docs suite, 399
  iCloud storage, 391
  Keynote app, 396-398
  Microsoft Office, 399
  Numbers app, 392-395
  Pages app, 390-391
Project Gutenberg, 244
public networks, 86-89
purchasing. See buying
puzzle games, 362
Q–R
QR codes, 265-266
Quick Note, 435, 457
racing games, 363
readability of web pages, 105-106
reading
  Amazon Kindle app, 246
  books, 246-249
  email, 161-162
  Facebook posts, 215
  free eBooks, 244
  News app, 250-253
  screen with VoiceOver, 421-424
  tweets, 217
receiving messages, 134, 188-189
recharging battery, 48, 446
recipe/cooking apps, 346
recording video, Camera app, 280-281
recurring events, Calendar app, 232-233
Reddit, 226
reminders, managing with Siri, 135, 240
searching with Spotlight Search

Reminders app, 235-236
removing SIM card, 22. See also deleting
renting videos from iTunes Store, 333
repairing iPads, 438
replying to email, 163
resetting iPad, factory resets, 450-451
resizing text, 420
resolution
  Camera app, 266
  Photos app, 267
of Retina display, 5
responding
  to Facebook posts, 215
  to notifications, 36
restarting iPad, 28-29, 442
restaurant apps, 340
restoring iPad from iCloud backup, 451
Retina display, 5
returning
  to Home screen, 30
  to top of page, 31
Roku Channel, 325
role-playing games, 363
rotating
  iPad, 40
  photos, 277
  screen, 447
rows (spreadsheets), 393

Safari web browser, 91
  bookmarks, 98-100
  caches, clearing, 104
  configuring, 103-104
  cookies, clearing, 104
  Favorites bar, 100
  histories, clearing, 104
iPadOS 15 updates, 458
launching, 92
privacy, 102
readability of web pages, 105-106
revisiting web pages, 100
Safari Reader, 106
tab groups, 96-97
tabs, 95
URL (web addresses), entering, 92-93
web links, 94
zooming in/out, 105
safety. See security
saving Pinterest pins, 223
scheduled summary of notifications, displaying, 70
scheduling Zoom meetings, 207-209
screen, 19
  adjusting brightness, 38
  app icons, managing, 55-58
  color filters, 419-420
  inverting colors, 418-419
  magnifying with Zoom, 417-418
  Night Shift, turning on/off, 38
  reading with VoiceOver, 421-424
  resizing text, 420
  rotating, 447
  touchscreen sensitivity, adjusting, 426
  wallpaper, changing, 53-54
screen captures, 263, 433
Screen Mirroring, 387
Screen Time, 437
  app time limits, setting, 81-82
  content, blocking, 83
downtime, configuring, 80-81
  viewing, 78-79
scrolling Smart Stack widgets , 65
Search pane, displaying, 31
searching with Spotlight Search, 434. See also finding
security, 109. See also privacy
buying online, 125-126
credit/debit cards, 125-126
encryption (data), 111
fraud protection, 123-126
gift card scams, 124
identity theft protection, 121-123
Lock screen
  changing unlock methods, 110-111
  erasing data after multiple unlocking attempts, 117
  Face ID, 114-115
  passcodes, 110-111, 117
  Touch ID, 112-113
lost/stolen iPad, tracking, 119-121
malware, 123
online security, 121-126
passwords, forgotten, 448
payments, 125-126
phishing scams, 122
purchases, 125-126
shopping, 125-126
theft prevention, 118-123
threats, 122-124
selecting
  files, 377
  inboxes, 160
  iPad model, 4-10, 429-430
selfies, 255, 261-263
sending
  audio messages, 190
  email, 164
  photos, 190-191, 436
  with Siri, 134
  text messages, 188-189
  video messages, 192
sensitivity of touchscreen, adjusting, 426
settings. See also configuring; personalizing iPads
  app settings, 75
  App Store purchases, blocking, 83
  AssistiveTouch, 427
display and brightness, 72
  General settings, displaying, 75-77
  light mode versus dark mode, 52
  mono audio, 425
  notifications, 68-70
  Safari web browser, 103-104
  Screen Time, 78-83
  Settings page, displaying, 67
  Siri, 130-131
  system sounds, 74-75
touchscreen sensitivity, 426
  transferring, 12
Settings page, displaying, 67
Seven: 7 Minute HIIT Workout app, 344
sharing
  files, 377, 384-385
  photos, 284-287
  videos, 284-286
Sheets (Google), 399
shooting video, Camera app, 280-281
shopping, security, 124-126
sides of iPad, 22
signatures, email, 175-176
SIM card, removing, 22
simulation games, 364
Siri, 129
  alarms/timers, 135
  configuring, 130-131
  finding information, 137-138
  getting directions, 139
  Home app, 137
  launching apps, 134
  measurement conversions/equations, 138
  messages, sending/receiving, 134
meetings, events, and appointments, 135, 240
music, listening, 136
notes, 135
photos, taking/viewing, 136
reminders, 135, 240
Summoning, 130-133
system functions, 134
voice commands for accessibility, 427
volume, 133
size of icons, changing, 55
Skype, 209
Slide Over feature, 154-155
Slides (Google), 399
slideshows, 276
Slo-Mo videos, 282
slow iPad performance, troubleshooting, 445
slow recharging, troubleshooting, 446
SMART board, connecting iPad, 432
Smart Connector, 24
smart covers, 13, 29
smart devices, 437
Smart HDR feature, Camera app, 266
Smart Keyboard, 13, 409
Smart Keyboard Folio, 14
Smart Stack widgets, adding, 64
Snapchat, 226
social networking
Facebook, 212-216, 285-286
Instagram, 226
LinkedIn, 218-221
Pinterest, 222-226
privacy, 221-222
Reddit, 226
Snapchat, 226
TikTok, 226
Twitter, 217-218
WhatsApp, 226
software updates, installing automatically, 76
sound, configuring system sounds, 74-75
spam (junk email), 171
speakers, 16, 21-23
speech recognition/control. See Siri
split screen mode, opening apps in, 31
Split View feature, 153-155
sports games, 364
sports information, Siri, 138
Spotify app, 295
Spotlight Search, 434
spreadsheets
Excel (MS Office), 399
Google Sheets, 399
Numbers app, 392-395
square photos, 257
SSID (Service Set Identifiers), 86
starting iPad, troubleshooting, 443
status bar icons, 34-35
status updates (Facebook), 216
Stirr TV, 326
stock market information, Siri, 138
stolen/lost iPad, tracking, 119-121
stopwatch, 239
storage
available storage space, 372-373
external storage, 378-379
files, Files app, 376
iCloud, 379-383, 391
photos, 273, 381-382
straightening photos, 277
strategy games, 365
streaming music services, 289-290
AirPlay, 385-387
Amazon Music Unlimited app, 297
Amazon Prime Music app, 297
Apple Music, 290-292
Pandora app, 292-294
streaming music services

Spotify app, 295
Tidal app, 297
YouTube Music app, 297
YouTube video service, 297

streaming video services, 307, 325
Acorn TV, 325
AirPlay, 385-387
Amazon Prime Video service, 308-309
Apple TV+, 310-312
Apple TV app, 327-330
BET+, 325
BritBox, 325
BroadwayHD, 325
connecting iPad to TV, 436
Crackle, 325
Criterion Channel, The, 325
Discovery+, 312-313
Disney+, 313-314
ESPN+, 325
Fawesome, 325
FilmRise, 325
HBO Max, 315-317
Hulu, 318-319
IMDb TV, 325
iTunes Store, 333
live TV services, 326
Netflix, 320-321
Paramount+, 321-322
Peacock, 323-324
Plex, 325
Pluto TV, 325
Popcornflix, 325
Roku Channel, 325
Stirr TV, 326
Tubi, 326
Xumo, 326
YouTube app, 331-332

subscriptions. See also streaming music services; streaming video services
Apple Arcade, 367
iCloud, 380
podcasts, 303
Zoom app, 205
summoning Siri, 130-133
support, technical, 449
swiping, 30
swiping down, 31
swiping down from middle of screen, 31
swiping top-right to middle, 31, 37
swiping up, 30-31
swiping up and right, 31, 34
swiping with multiple fingers, 31
Switch Control, 454
switching
apps, 144
horizontal/vertical mode, 40
on/off, 238
open apps, 31
Sworkit Fitness & Workout app, 344
system functions, controlling with Siri, 134
system sounds, configuring, 74-75

T

tab groups, web pages, 96-97
tablet computers, 3
tabs, web pages, 95
tapping, 30-31
Tasty app, 347
technical support, 449
TED Radio Hour (podcast), 304
television. See TV
text
copying/pasting, 47
dragging/dropping between apps, 155
turning on/off

entering with onscreen keyboard, 45-46
resizing, 420
text messages
audio messages, 190
contacts, contacting, 185
emojis, 189
group messages, 189
iMessages, 188
photos, 190-191, 284, 436
sending/receiving, 188-189
video, 192, 284
theft prevention, 118-123
This American Life (podcast), 304
threats, security, 122-124
thumbnail photos, 259
Tidal app, 297
TikTok, 226
time-lapse videos, 282
time limits on apps, setting, 81-82
timelines, videos, 283
timers
Camera app, 257
managing with Siri, 135
setting, 239
turning on/off, 239
Today View, 65-66
top of iPad, 21-22
top of page, returning to, 31
touch, multi-touch gestures, 29-31
Touch ID, 21, 26, 112-113
touchscreen, 19
adjusting brightness, 38
AssistiveTouch, 427
Night Shift, turning on/off, 38
sensitivity, adjusting, 426
voice commands for accessibility, 427
tracking lost/stolen iPad, 119-121
trackpads/mice, 411-415

transferring
files to new iPad, 438
settings, 12
travel-related apps
finding, 339-340
Google Maps app, 335
Maps app, 335-338
TripAdvisor app, 339
Waze Navigation & Live Traffic app, 335
trimming videos, 282-283
TripAdvisor app, 339
trivia games, 365
troubleshooting, 441
charging, 446
connectivity, 91, 445
force restarts, 28-29, 442
frozen apps, 444
frozen screen, 28-29, 442-443
iCloud passwords, 447-448
passcodes, 448-449
screen rotation, 447
slow performance, 445
startups, 443
technical support, 449
turning on/off iPad, 443-444
Tubi, 326
turning on/off
alarms, 238
Focus mode, 41, 44
iPad, 24-27
Face ID, 25
first time, 11-13
forcing restart, 28-29
locking iPad, 27
passcode, 26
Touch ID, 26
troubleshooting, 443-444
without lock protection, 26
Night Shift, 38, 73
predictive keyboard, 46
Siri, 130-133
timers, 239
TV. See also streaming video services
connecting iPad to, 436
Screen Mirroring, 387
Twitter, 217-218
typing with onscreen keyboard, 45-46

unboxing iPads, 10-11
Universal Control feature, 455
unlocking iPad
changing unlock methods, 110-111
erasing data after multiple unlocking attempts, 117
Face ID, 25, 114-115
passcodes, 26, 110-111, 117
Touch ID, 26, 112-113
without lock protection, 26
unread messages, 162
updating
apps, 151
Facebook status, 216
iPad, 449-450
URL (web addresses), entering, 92-93
USB-C connector, 22, 48

vertical (portrait) mode, switching, 40
video. See also streaming video services;
Zoom meetings
Camera app, 266, 279-283
closed captioning for, 424
connecting iPad to TV, 436
editing, 282-283
live TV streaming services, 326
meeting services, 209
messages, 192
picture-in-picture mode, 157
sharing, 284-286
Slo-Mo videos, 282
time-lapse videos, 282
timelines, 283
widescreen videos, 280, 310
YouTube video service, 297
video chats, 193
answering FaceTime request, 200
blurring background, 196
Center Stage feature (FaceTime), 196
group chats, 199-200
with non-Apple users, 197-198
starting, 194-195
viewing
App Switcher, 31
apps, 150
contacts, 183
Control Center, 31, 37
Cover Sheet, 31-33
details of apps in App Store, 149
Dock, 31
events, 230
files, 373-375
General settings, 75-77
movies. See streaming video services
notifications, 32, 36
open apps, 31-33
photos, 268-269, 273
Pinterest pins, 223
reminders, 235
Screen Time, 78-79
Search pane, 31
Settings page, 67
Split View features, 155
Today View, 65
widgets, 433
windows, 153-156
VIP list (Mail app), 161
virtual assistants. See Siri
vision impairment, accessibility features, 417-424
voice commands for accessibility, 427
Voice Control, 454
VoiceOver, 421-424, 454
voice recognition/control. See Siri
volume, adjusting, 39, 133
volume buttons, 22, 29

W

wallpaper, 53-54
Waze Navigation & Live Traffic app, 335
weather information, Siri, 137
web addresses (URL), entering, 92-93
web browsers
  Chrome, 91, 432
  Safari. See Safari
web links, 94
WebMD app, 349
web pages
  bookmarks, 98-100
  pinning to Pinterest, 225-226
  readability, 105-106
  revisiting, 100
  tabs, 95-97
  zooming in/out, 105
WhatsApp, 226
widescreen videos, 280, 310
widgets
  adding, 61, 66
  customizing, 63
  displaying, 433

iPadOS 15 updates, 455
moving, 63
removing, 64
Smart Stack widgets, adding, 64
Wi-Fi connectivity, 6, 445
windows
  floating, 154-155
  multitasking, 153-156
  viewing, 156
word games, 366
Word (MS Office), 399
word processing, choosing iPad model, 430

X–Y–Z

Xumo, 326

Yelp app, 340
yoga apps, 344-345
YouTube app, 331-332
YouTube Music app, 297
YouTube video service, 297
Yummly Recipes and Shopping List app, 347

zooming in/out, 31
  Camera app, 258
  screen magnification, 417-418
  web pages, 105
Zoom video meetings, 200
  joining, 201-202
  participating in meetings, 202-204
  scheduling meetings, 207-209
  starting new meetings, 205-206
  subscriptions, 205