

My iPad[®] for Seniors

SECOND EDITION



COVERS

iOS 8 for all models of iPad Air and iPad mini, iPad 3rd/4th generation, and iPad 2

que[®]

AARP[®]
Real Possibilities

Gary Rosenzweig
Gary Jones

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

My iPad[®] *for* Seniors

SECOND EDITION

Gary Rosenzweig
Gary Jones

que[®]

800 East 96th Street,
Indianapolis, Indiana 46240 USA

AARP[®]
Real Possibilities

My iPad® for Seniors, Second Edition

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Note: Most of the individuals pictured throughout this book are the authors themselves, as well as friends and relatives (and sometimes pets) of the authors. Some names and personal information are fictitious.

About AARP and AARP TEK

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.

The AARP TEK (Technology Education & Knowledge) program aims to accelerate AARP's mission of turning dreams into *real possibilities*[™] by providing step-by-step lessons in a variety of formats to accommodate different learning styles, levels of experience, and interests. Expertly guided hands-on workshops delivered in communities nationwide help instill confidence and enrich lives of the 50+ by equipping them with skills for staying connected to the people and passions in their lives. Lessons are taught on touchscreen tablets and smartphones—common tools for connection, education, entertainment, and productivity. For self-paced lessons, videos, articles, and other resources, visit aarptek.org.

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—Gary Jones

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Search Apple's App Store for thousands of useful, educational, and entertaining apps.

In this chapter, you learn how to go beyond the basic functionality of your iPad, and add more apps using the App Store.

- Purchasing an App
- Arranging Apps on Your iPad
- Creating App Folders
- Viewing Currently Running Apps
- Quitting Apps
- Finding Good Apps
- Using iPhone/iPod touch Apps
- Getting Help with Apps
- Monitoring and Managing Your Apps

10

The World of Apps

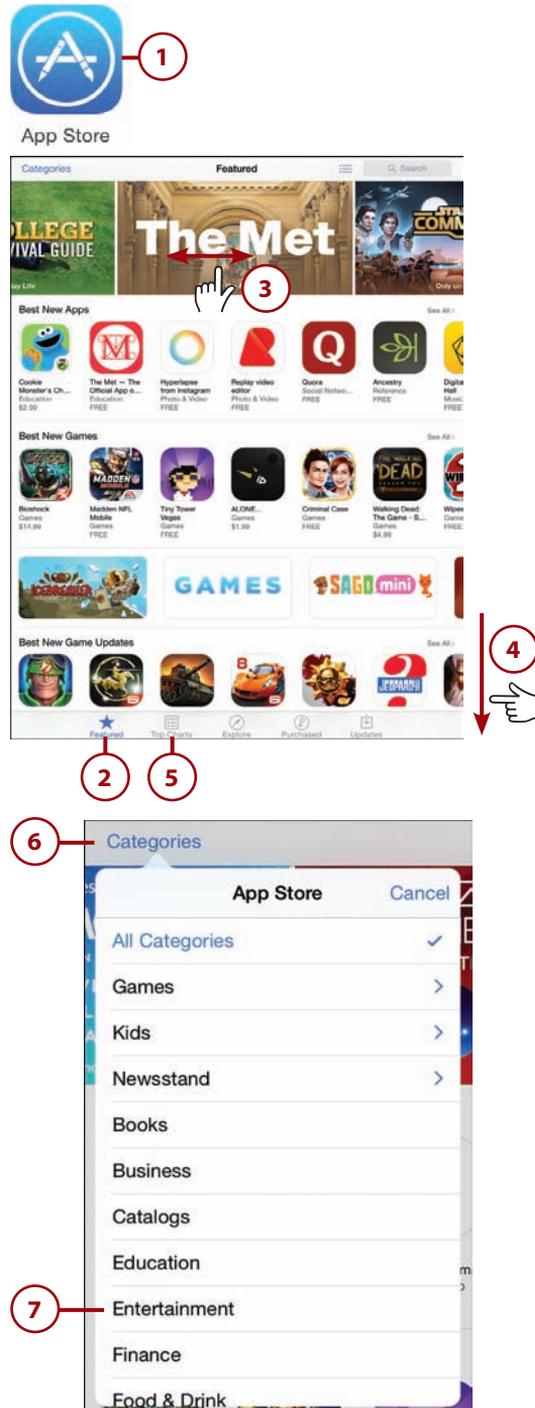
Apps that come with your iPad and Apple's office apps, Pages, Numbers, and Keynote are just the tip of the iceberg. The App Store contains hundreds of thousands of apps from third-party developers, with more added each day.

You use the App Store app to shop for and purchase new apps—although many are free. You can also rearrange the app icons on your Home screen pages to organize them.

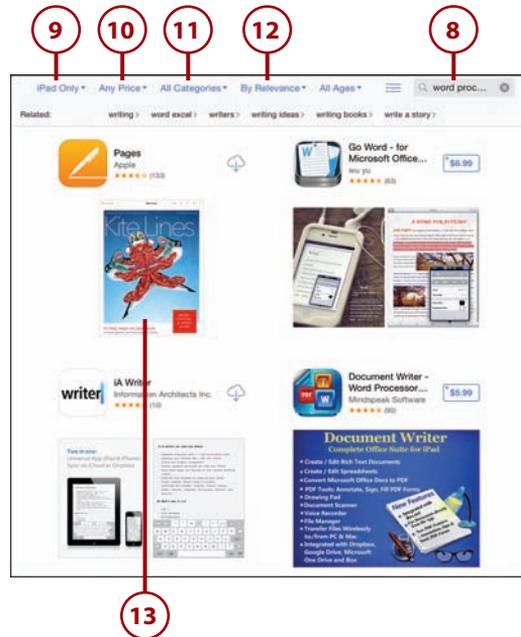
Purchasing an App

Adding a new app to your iPad requires that you visit the App Store. You do that, not surprisingly, with the App Store app on your Home screen.

- 1 Tap the App Store icon on your Home screen.
- 2 If this is the first time you have used the App Store, you see the featured apps at the top of the screen. Otherwise, tap the Featured button at the bottom.
- 3 Swipe left or right to view more featured apps. You can do the same for the sections below, which often change to feature different types of apps.
- 4 Swipe up to scroll down and see more featured apps.
- 5 Tap Top Charts to see the top paid apps and top free apps.
- 6 Tap Categories to see a list of app categories. Another way to see apps by category is to tap the Explore button at the bottom of the screen.
- 7 Tap any category to go to the page of featured apps in that category.



- 8 Use the search box to search for an app by keyword.
- 9 The button at the top lets you filter between iPad apps and iPhone apps. Apps that are optimized to work well with both screen sizes will appear in both.
- 10 Select whether you want to see apps that are free or both free and paid.
- 11 Select a category to narrow down the search results.
- 12 Choose how you want the results to be ordered: relevance, popularity, ratings, or release date.
- 13 Tap an app to read more about it.



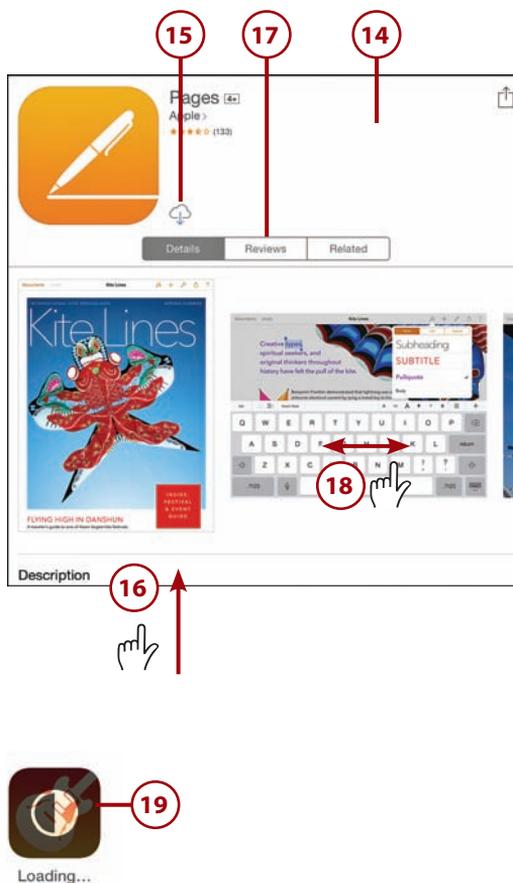
Redeem Codes

If you go to the bottom of the Featured page in the App Store, you will see a button marked Redeem. Use this to enter any redemption code you get for a free app. You may get a code because someone sends you an app as a gift. Developers also send out a handful of these codes when they release a new app or app version.

Automatically Download New Apps

If you go to the Settings app, look for the iTunes & App Store category. There you can turn on automatic downloads for apps, as well as music and books. Once you turn this on, purchasing an app on your Mac or PC in iTunes, or on another iOS device with the same Apple ID, will automatically send this app to your iPad as well.

- 14 The app's page displays screenshots, other apps by the same company, and user reviews.
- 15 Tap on the price on the left under the large icon to purchase an app. It changes to a Buy App button. Tap it again. If you have already purchased the app, the button will say Open, and you can launch the app by tapping the button. If you have purchased the app in the past, but don't currently have it on your iPad, you will see a cloud/download button that lets you download the app again. You do not pay again for an app you have already purchased.
- 16 Swipe up to read the description of the app.
- 17 Tap Reviews to look at reviews for the app.
- 18 Scroll left and right to flip through the screenshots for the app.
- 19 When you purchase an app, it starts installing, and you can watch the progress from the app's information page in the App Store app or from the location of the app's icon on your Home screen.



Redownloading an App You Already Purchased

Once you buy an app, you own it forever—at least as long as you keep using the same Apple ID. At the bottom of the App Store app, you see a button marked Purchased. Tap that to see a list of all apps you have bought, even if you have removed them from this iPad, or maybe never even downloaded them in the first place. Perhaps you previously bought an app on your iPhone or iPod Touch. You can quickly jump to any of these apps and download them to your iPad without paying for it a second time.

>>>Go Further

FREE, PAID, AND FREEMIUM

Some apps in the App Store are free, and others you need to pay for before downloading and installing. But some apps are free for the basic version, and then you need to make in-app purchases to use advanced functions or buy more content. These are called “freemium” apps.

It is up to the developer of the app to design the method of making purchases. Most apps show you a preview of the function or content and then include a purchase or buy button. Before any app can charge your iTunes account for an in-app purchase, you will see a standard Confirm Your In-App Purchase prompt.



Photo apps may use in-app purchases to charge you for additional filters or effects. Drawing apps may charge for new brushes or tools. Some free apps have advertising and allow you to make an in-app purchase to be able to use the app ad-free.

Often games will have a variety of items you can purchase to alter gameplay. But instead of a long list of in-app purchases, they simply charge you for in-game currency such as tokens, gems, or gold. Then you can use these to purchase items inside the game.

There's no risk in trying free apps that offer in-app purchases. If you find that the purchases in the app are not worth it for you, simply do not purchase anything. If the app isn't useful, you can delete it without spending a penny.

Arranging Apps on Your iPad

It doesn't take long to have several pages of apps. Fortunately, you can rearrange your app icons in two ways. The first is to do it on the iPad.

- 1 Tap and hold an icon until all the icons start to jiggle.
- 2 The icon you are holding is a little larger than the others. Drag it and drop it in a new location. To carry the icon to the next page of apps, drag it to the right side of the screen.
- 3 Delete an app from your iPad by tapping the X at the upper left of the icon. Note that the X does not appear over all apps, as the default set of apps that come with your iPad cannot be removed.
- 4 When finished, press the Home button.



Deleting Is Not Forever

If you sync your iPad to iTunes on a computer, you do not delete apps forever. All apps remain in your iTunes library on your computer unless you remove them. So, you can get rid of the app from your iPad and find it is still on your computer if you want to select it to sync back to your iPad. Additionally, you can always re-download an app from the app store that you purchased previously, without paying again. If you don't think you'll need an app for a while, you can delete it and then add it back again later.

>>>Go Further

WHAT ELSE CAN I DO?

Here are a few more tips that might make your app housekeeping easier:

- You can release an app and then grab another to move it. If the apps still jiggle, you can keep moving app icons.
- You can drag apps into and out of the dock along the bottom where you can fit up to six apps. Apps in the dock appear on all pages of your Home screen.
- You can drag an app to the right on the last page of apps to create a new page of your Home screen.

Creating App Folders

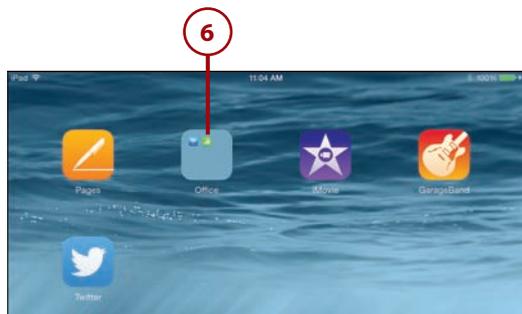
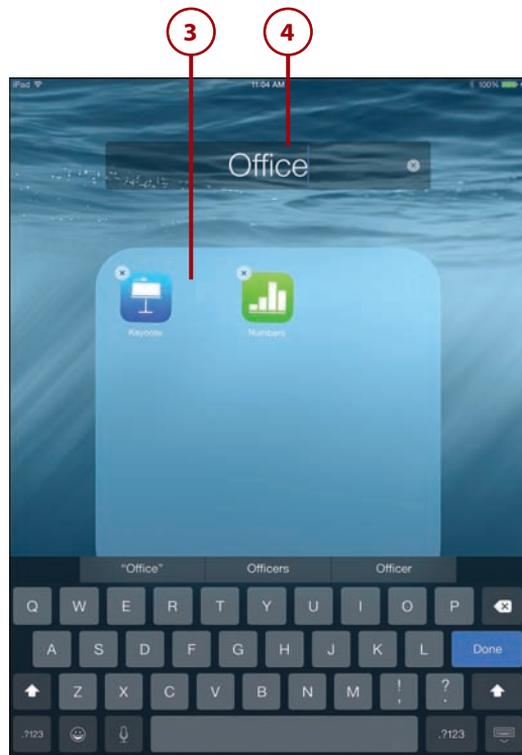
In addition to spreading your apps across multiple pages, you can also group them together in folders so that several apps take up only one icon position on a screen.

- 1 Identify several apps that you want to group together. Tap and hold one of those apps until the icons start to jiggle.
- 2 Continue to hold your finger down, and drag the icon over another one you wish to group it with.



- 3 An app folder appears and enlarges to fill the center of the screen.
- 4 Change the name of the app folder.
- 5 Press the Home button once to dismiss the name editor, and again to return to your home screen.
- 6 You now see the app folder on your home screen. You can drag other apps to this folder using steps 1 and 2.

After you have created an app folder, you can access the apps in it by first tapping on the folder and then tapping the app you want to launch. Tapping and holding any app in the folder gives you the opportunity to rename the folder, rearrange the icons in the folder, or drag an app out of the folder.



>>> *Go Further*

WORKING WITH APP FOLDERS

Here are a few more things you can do inside app folders:

- To remove an app from a folder and put it back into a position on the Home screen, tap and hold the icon until it jiggles. Then drag it out to the surrounding area outside of the folder.
- Inside app folders, you can have more than one page if you have more than 9 apps stored in it. You can swipe left and right to move between pages while the folder is open.
- While apps in the app folder are jiggling, you can move them around inside the folder and off to the left or right to move them between pages inside the folder.
- You can move app folders around your Home screen and between Home screen pages just as you can with an app icon.

Viewing Currently Running Apps

You can have many apps running at once on your iPad. In fact, after you launch an app, it will remain running by default even if you switch back to the home screen and run another app. Apps running in the background use little or no resources. You can think of them as paused apps. You can switch back to them at any time, and most apps will resume right where you left off.

- 1 Double-press the Home button.
- 2 This gives you a new view, called the Recents list, that shows all your currently running apps in a large horizontal list. The app you currently are using appears to the left, and the previous app that you used is in the middle. This lets you easily switch between the current app and the previous app.
- 3 Swipe left and right to see more items in the list. The further to the right in the list the app is located, the longer it has been since you last used it.
- 4 Icons for each app also appear at the bottom. You can tap on these icons just as you can tap on the screens. You can also swipe left and right among the icons to scroll through the list faster than by swiping left and right between the screens.
- 5 Another feature of the Recents list is a list at the top of recent contacts you have used. Tap any of these contacts to send a message or start a FaceTime call.



Moving from App to App with a Gesture

If you have several apps running, you can quickly move between them by using four-finger gestures. Just swipe left or right with four fingers at the same time. This will move you from app to app without needing to go back to the Home screen, or use the list of recent apps.

Quitting Apps

Although it is rarely necessary to completely quit an app, you can do it in one of two ways. This will force the app to shut down if it has frozen, or if you simply want to start the app fresh to see an introduction sequence or work around problems the app may be having.

- 1 Press the home button twice to see the list of your currently running apps.
- 2 Swipe to the left or right so the app you want to force to quit is in the center of the screen.
- 3 Tap the preview of the app and swipe upward quickly until your finger is almost at the top of the screen; then let go. The app will quit and be removed from the list.

A second method works when the app is the one currently onscreen.

Press and hold the wake/sleep button on the top of your iPad for about 3 seconds. You will see the “Slide to power off” control appear.

Don’t use the “Slide to power off” control or press the Cancel button. Instead, hold the Home button down for several seconds. This will quit the app and return you to your Home Screen; or for some apps, it will restart the app.

The app will also remain in the list you see when you double-press the Home button since it is one you recently used, even though it is not currently running.



Monitoring and Managing Your Apps

For most users, you don't need to do anything extra to keep your apps running smoothly. However, you do have a variety of tools that let you see how much storage space and battery power your apps are using, and whether they are accessing your location and other information.

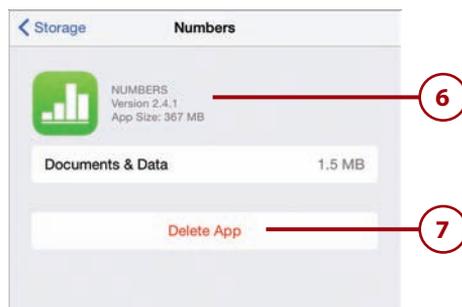
Viewing App Storage Information

To see how much storage space each app is using on your iPad, go to the Settings app.

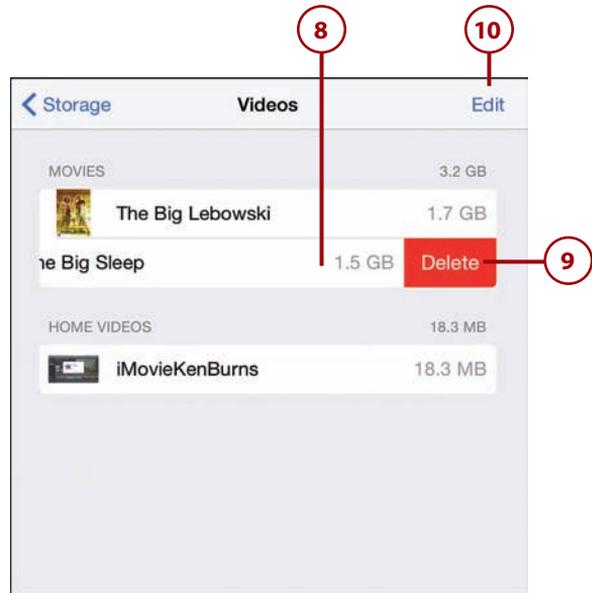
- 1 Tap the Settings app icon.
- 2 Tap General settings.
- 3 Tap Usage.



- 4 Tap Manage Storage under the Storage heading, not the iCloud heading.
- 5 You see a list of all your apps sorted by how much storage they are using. Tap any app for more details.
- 6 For the majority of apps, you will simply see another screen with the app size, version number, and total storage being used.
- 7 You always have the option to delete the app from your iPad, too, without needing to go back to the Home screen to do it.



- 8 For some apps, you get a list of content and a breakdown of how much space each item is using.
- 9 You can often swipe right-to-left to reveal a delete button for each item.
- 10 Another way to delete content is to use the Edit button, and then select items to be deleted.



Viewing Battery Usage

If you notice your iPad's battery life isn't as long as you think it should be, it could be because an app is using more than its share. You can check the battery usage for each app in the Settings app.

- 1 Repeat steps 1 through 3 of the previous task, but this time tap on Battery Usage.



- 2 Tap either Last 24 Hours or Last 7 Days to get an idea of how much battery each app has been using. If you haven't been using your iPad unplugged from power for a while, you might not see any apps listed at all.
- 3 The list gives you an idea of which app may be an energy hog. Keep in mind that it is relative. In this example, I only had the iPad unplugged from power for a short while, and I used Keynote most of that time. So naturally, Keynote shows up as the top consumer of power. If I had used Keynote for 2 hours, and then a game for 5 minutes, and that game used nearly as much power during those 5 minutes as Keynote did in 2 hours, I would know that the game consumed a lot of power.



Viewing Location Usage

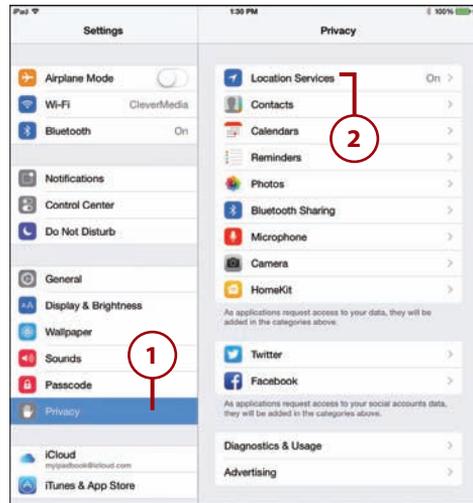
Another thing apps use is information. Of particular use is your location. This helps mapping and information apps to give you relevant results, for instance. You can see which apps use your location and how often they access it in the Settings app.

Remember that your iPad can get your location even if you do not have a mobile wireless data plan. It will look at which Wi-Fi hotspots are near, and figure out your location from a database that knows where these hotspots are located.

- 1 In the Settings app, go to the Privacy settings.
- 2 Tap Location Services.
- 3 Here you see a list of apps that access your location. Some apps access your location only while they are the app you are currently using. Other apps access that information even while they are running in the background. Keep in mind that this is about permissions, not usage. Just because an app has been given permission to access your location in the background doesn't mean it is always doing so.
- 4 The little compass needle icons are color-coded to let you know how often your location is used by the apps. For instance, three apps show a gray icon, which means that they have used your location in the last 24 hours, but not recently.
- 5 You can tap any item to revoke location access, or in some cases change it from Always to While Using the App.

What Is a Geofence?

The Location Services screen in the Settings app shows a hollow purple arrow next to an app that is using a Geofence. This simply means the app checks to see whether you are in a certain area. For instance, a shopping app may check to see if you are in the store. The MLB At the Ballpark app uses this to see if you are in the stadium, and will customize the information based on that fact.

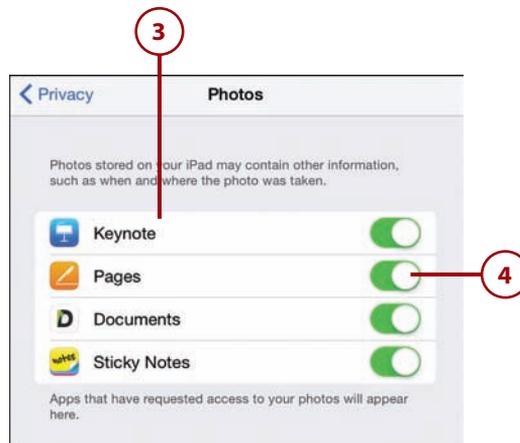


Viewing Information Sharing Permissions

Some apps communicate with each other. For instance, Keynote might have access to your photo library, or Skype may have access to your Contacts database. You are usually asked for permission when this first happens. For instance, the first time you insert an image into a Keynote presentation, a dialog pops up asking for you to grant permission for Keynote to access your photos.

You can view these connections between apps in the Settings app. You can also revoke these permissions.

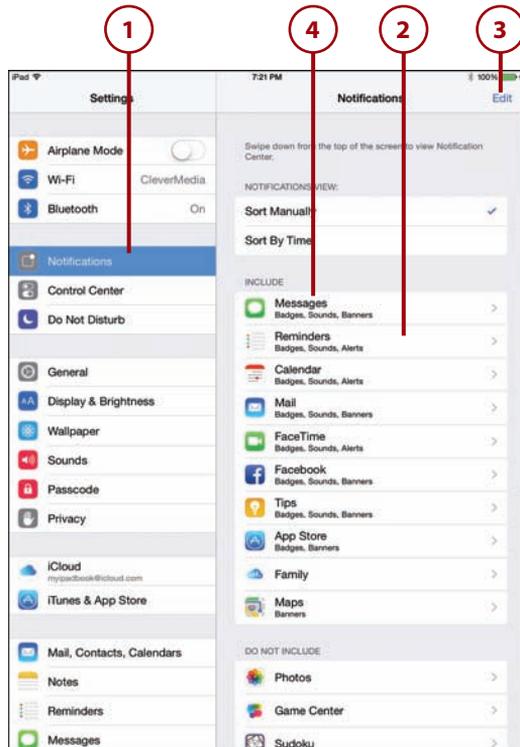
- 1 In the Settings app, tap Privacy.
- 2 You see a list of apps that share information. Tap any one to see the other apps that have asked for permission to get information from them.
- 3 In this case, four apps have asked for permission to access the photo library. Some built-in apps that are part of iOS, like Contacts or Camera, won't be listed.
- 4 You can switch off access to any app. Keep in mind that this could have consequences and the app might no longer be able to get the information it needs to operate.



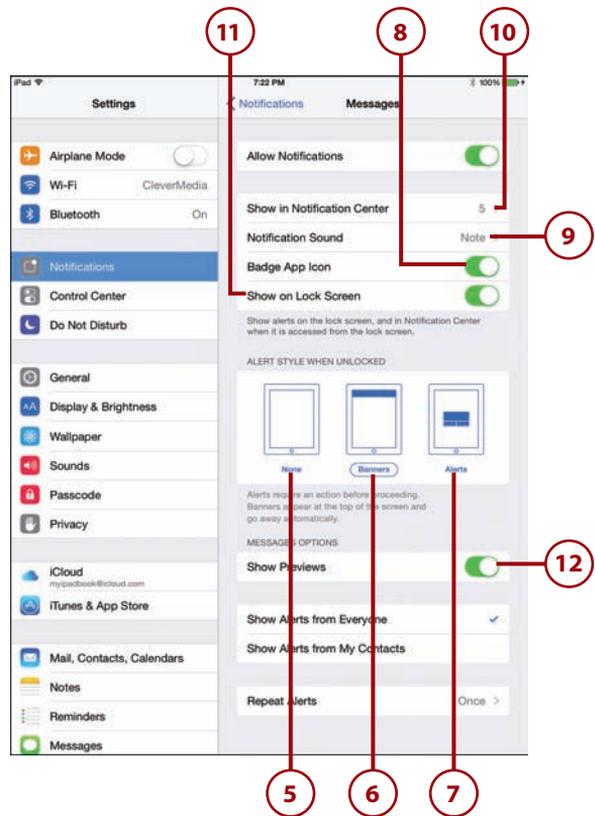
Modifying Notifications Settings

When you start using an app, it might ask you if it is okay for it to send you notifications. These are little alert boxes in the middle of your screen, or messages at the top of your screen, that appear when something happens that the app wants you to know about. Apps need your permission to show you these notifications, which is why they ask. You can change your decision later by using the Settings app.

- 1 Open the Settings app and tap Notifications.
- 2 The first setting applies to the Notifications Center. See “Using Notifications Center” in Chapter 1. You can have all the items in the Notifications Center sorted by time, or sorted manually in an order you specify, by tapping one of these options.
- 3 If you choose the manual option in step 2, tap Edit at the top right of the screen to arrange the apps listed on this screen. Set them in the order you want them to appear in Notifications Center.
- 4 Tap an app to edit its settings.

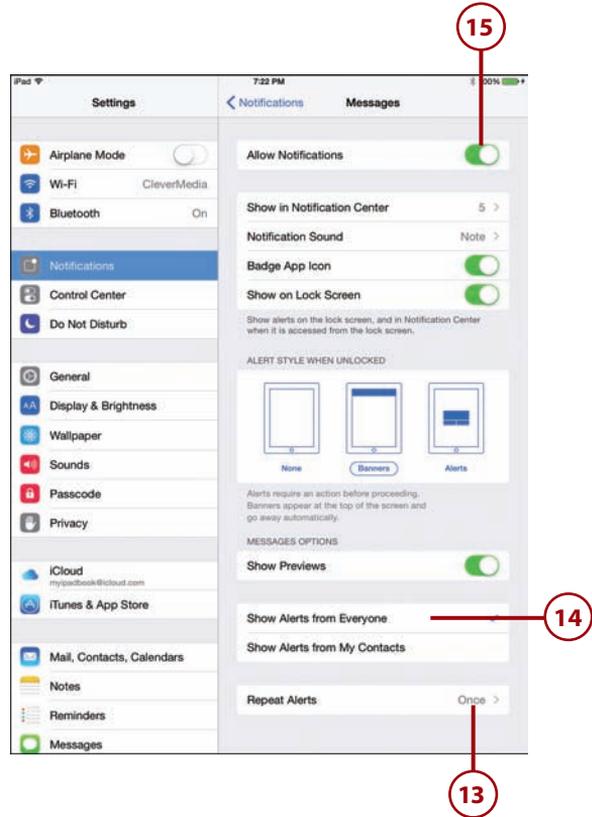


- 5 Choosing the None alert style means that neither a banner nor alert will appear.
- 6 Choosing Banners means that a drop-down banner appears when the app has a message, and it will go away on its own after a few seconds. These do not interrupt your work when they appear.
- 7 Choosing Alerts means that a box pops up in the middle of the screen when the app has a message, and you must dismiss it to continue.
- 8 Turning on Badge App Icon means that the app's icon shows a number over it when there is a message.
- 9 Many apps let you set the specific sound used. Tap Alert Sound to specify the sound the app uses.
- 10 Tap Show in Notifications Center to choose how many alerts appear in the list in Notifications Center. You can also choose No Recent Items to indicate that you don't want to see them in the Notifications Center at all.
- 11 Show on Lock Screen means that alerts from this app appear, even when the iPad is locked.
- 12 Turn off Show Preview if you prefer that the small preview of the message does not appear with the alert.



- 13 Tap Repeat Alerts to configure whether the alert repeats after a few minutes, and how many times. It is useful to have an alert repeat in case you missed it the first time.
- 14 Tap Show Alerts from My Contacts to remove the blue checkmark beside Show Alerts from Everyone. For the Messages app, this turns off alerts for those not in your contacts list.
- 15 If you want to completely disable an app's ability to send you notifications, you can do this quickly by just switching off Allow Notifications.

Each app has its own set of settings, so take a few minutes to go through them all and see what options are offered. As you add new apps to your iPad, any that use the Notifications Center are added to this list, so it is a good idea to occasionally review your settings.



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