

- » Looking at the big iPad picture
- » Examining the outside of the iPad
- » Checking out the Home screen and dock

Chapter **1**

Unveiling the iPad

Are you familiar with the old proverb that says, “Well begun is half done”? Some say it comes from Aristotle, so if you mumbled to yourself that the phrase is “Greek to me,” you’d be spot on! The proverb’s meaning is straightforward enough: If you start a project well, the rest of it will proceed so swimmingly that it’ll feel like you need to expend only half the effort to get it done.

This chapter is your chance to get your relationship with your iPad off to such a good start. Sure, you can dive right in and start tapping and scrolling stuff willy-nilly. If that’s your style, go for it; I won’t judge. However, one thing I’ve learned over the years is that if you approach a new piece of technology slowly and curiously, you’ll end up with a solid grounding in the basics that will pay back your initial time investment manifold.

To that end, in this chapter, I offer a gentle introduction to all the pieces that make up your iPad, plus an overview of its most useful hardware features and a few software features that come with iPadOS.



REMEMBER

iPadOS is the software that runs behind the scenes to control just about everything that happens on your iPad. The OS part of *iPadOS* is short for *operating system*, which tells you that iPadOS is the iPad equivalent of macOS on a Mac or even Windows on a PC.

In this book, I cover all iPad models that can run iPadOS 17:

- » iPad sixth generation (2018) and later
- » iPad Pro 11-inch first generation (2018) and later; iPad Pro 12.9-inch second generation (2017) and later
- » iPad Air third generation (2019) and later
- » iPad mini fifth generation (2019) and later



TIP

To figure out which generation iPad you have, open the Settings app, tap General, tap About, and then read the model name, which will be something like *iPad (10th generation)*.

The iPad: A Bird's-Eye View

The iPad has many interesting and useful features, but perhaps its most notable feature is something that it *doesn't* have: a physical keyboard or mouse. Instead, every iPad is designed so that you can control it with a device that you're intimately familiar with: your finger.

The iPad also ships with a boatload of built-in sensors. It has an accelerometer that detects when you rotate the device from portrait to landscape mode — and instantly adjusts what's on the display. A light sensor adjusts the display's brightness in response to the current ambient lighting conditions. Then there's a three-axis gyro that works with the accelerometer and built-in compass. And all iPadOS-capable models also include Apple's Touch ID sensor or Face ID. These features let you unlock your iPad with your fingerprint (Touch ID) or just by looking at it (Face ID)! I talk about both in detail later.

Last, but definitely not least, all iPads include Siri, a voice-controlled personal assistant happy to do almost anything you ask.

In the following sections, it's time to take a brief look at the rest of the iPad's features, broken down by product category.

The iPad as a media player

The iPad's built-in speakers and sharp, clear display mean you can enjoy all your favorite media — music, audiobooks, audio and video podcasts, music videos, YouTube cat videos, television shows, and movies — from the comfort of your favorite armchair.



REMEMBER

If you can get a media file — be it video, audio, or whatever — on your iPad, you can watch or listen to it on your iPad. And, of course, you can always buy or rent content on your iPad in the iTunes Store. You can also watch streaming content from Netflix, Hulu, Apple’s own Apple TV+ streaming service, and a host of others through apps.



REMEMBER

An *app* (it’s short for *application*) is a program you can run on your iPad. For example, you browse the web with the Safari app, exchange email with the Mail app, and customize your iPad with the Settings app.

The iPad as an internet device

The iPad is a full-featured internet device. For example, your iPad comes with the Safari app, which is a no-compromise web browser that makes navigating web pages intuitive and even fun. Check out Chapter 4 to learn how to surf the web using Safari.



TIP

Many other iPad web browsers are available, including Google Chrome, Mozilla Firefox, and Microsoft Edge, but I don’t talk about them in this book. If you use the desktop equivalent of one of these browsers, you might want to try out the iPadOS version.

The iPad also comes with an email app (called, somewhat boringly, Mail) that’s compatible with most mail services. For more on using your iPad for email, see Chapter 5.

If you’re more into text messaging, your iPad has you covered with the Messages app. The details are in Chapter 6.

Another major internet feature is Maps, a mapping app that not only lets you see where things are located but also can provide directions to get from here to there. For the full scoop on Maps, see Chapter 13.

The iPad as an e-book reader

Open your iPad’s free Books app or install any of the excellent (and also free) third-party e-book readers such as the Kindle app from Amazon, and you’ll discover a new way of finding and reading books. The Apple Book Store and News app (covered in Chapter 7) are chock-full of good reading at prices that are lower than what you’d pay for a printed copy.

Sure, you and I both know that there’s nothing better than reading a printed book. Still, when you read an e-book, at least you can say you’re helping the environment and saving trees. Interestingly, some titles include audio, video, or graphical

content that's not available in the printed edition. Plus, tons of e-books are free; sure, the quality of most of these is suspect, at best, but there are all kinds of classic reads available for zero dollars. And it's kind of cool to know that you can carry an entire library in one hand.

The iPad as a multimedia powerhouse

Your iPad has built-in speakers and support for connecting external headphones or speakers (directly or via Bluetooth), so if you want to listen to some tunes, your iPad is happy to help, as I show in Chapter 7.

All iPads also come with a couple of cameras, so you can use your tablet as a (slightly bulky) video camera (see Chapter 8) or still camera (see Chapter 9).

The Retina display on all iPads since the third generation makes the experience of watching video a pleasure. You can use AirPlay to send your video out to Apple TV, too, and your iPad turns into a superb device for watching video on a TV, with support for output resolutions up to 4K. Chapter 8 talks about watching video on your iPad.

You can also use the iPad cameras and the FaceTime app to video-chat with family and friends. Chapter 8 gets you started with FaceTime.

The iPad as a platform for third-party apps

Your iPad comes with quite a few apps, but you can always get more from the App Store. How many more? Lots: Literally *millions* of apps are available in the App Store, in categories such as games, business, education, entertainment, health-care and fitness, music, photography, productivity, travel, and sports. The cool thing is that most of them, even ones designed for the iPhone, also run on the iPad (although, it must be said, they look a tad weird on the larger screen). And more than a million are designed *specifically* for the iPad's larger screen. Chapter 10 helps you fill your iPad with all the cool apps your heart desires.

The iPad as a multitasking content production device

Apple has made the iPad more and more of a device for creating content as opposed to only consuming it. Writing, taking and editing photos, recording and editing music or videos, and even putting together full-scale presentations — all these tasks are doable with iPadOS, especially on the iPad Pro. Split-screen views, support for the Files app, and a fast processor give the iPad more than enough power to handle most tasks you throw at it. I talk more about multitasking in Chapter 2.

What do you need to use an iPad?

To use your iPad, only a few simple things are required. Here's a list of everything you need:

- » An iPad (duh)
- » An Apple ID (assuming that you want to acquire content such as apps, TV shows and movies, music, books, and podcasts, which you almost certainly do)
- » Internet access — broadband wireless internet access is recommended

Several years ago, you needed a computer with iTunes to sync your iPad. That's no longer true; these days you can activate, set up, update, back up, and restore an iPad wirelessly without ever introducing it to a computer.

If you do decide to introduce your iPad to your computer (and I think you should), you need one of the following for syncing (which I discuss at length in Chapter 3):

- » A Mac with a USB 2.0, 3.0, or USB-C port, macOS version 10.8.5 or later, and iTunes 12.7 or later (for macOS Mojave and earlier) or Finder (macOS Catalina or later)
- » A PC with a USB 2.0 or 3.0 port, Windows 7 or later, and iTunes 12.7 or later

iTunes is a free download, available via the Microsoft Store if you're running Windows 10 or 11.

Touring the iPad Exterior

The iPad's exterior is sleek and smooth, but it's not feature-free. In fact, it's no exaggeration to say that the exterior doohickeys are some of the most important features of the iPad. Therefore, you need to know your way around the outside of your iPad, which is the job of this section.

Checking out the top

What's on the top edge of your iPad depends on which model and which generation of that model you're using. First, Figure 1-1 shows the top edge of the four current iPad models (current as I write this, anyway) and point out the salient features.

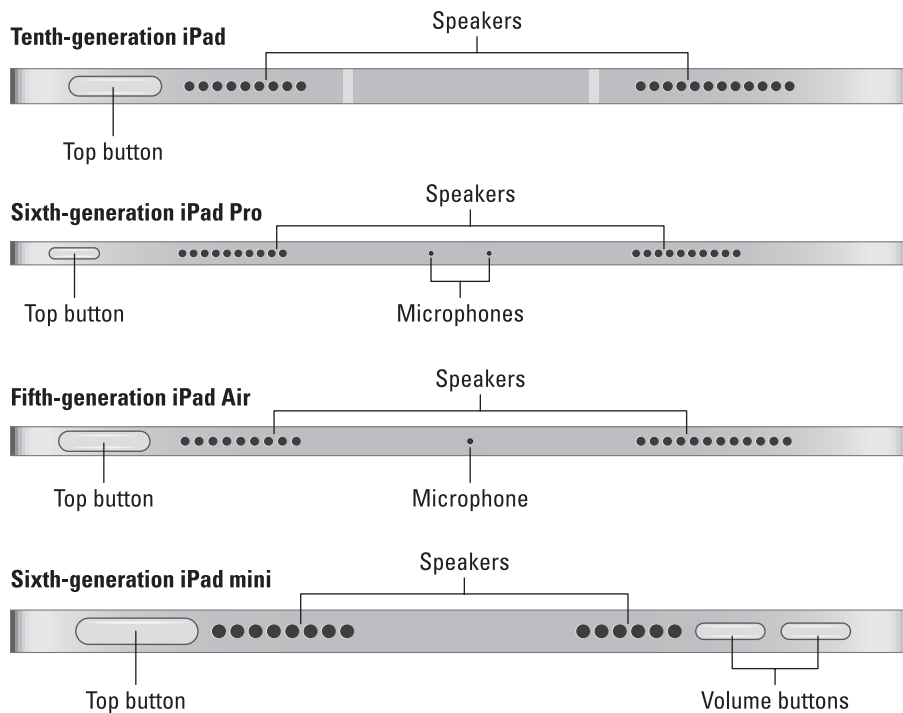


FIGURE 1-1: The top edges of the four current iPad models.

Here's a summary of the features mentioned in Figure 1-1:

» **Top button:** This is one of the crucial features I mention earlier because this deceptively simple button can do a ton:

- *Sleep and wake your iPad:* To put your iPad to sleep, just press the top button. The screen turns off and your iPad goes into low-power mode to save the battery. To wake up a sleeping iPad, either press the top button once again or just tap the screen.

Your iPad's battery will run down faster when your iPad is awake, so it's a good idea to get into the habit of putting your tablet to sleep when you're not using it. In Chapter 14, you learn how to make your iPad go to sleep automatically after a period of inactivity.

- *Turn the iPad on and off:* To shut your iPad down completely, press and hold down both the top button and one of your iPad's volume buttons for a few seconds. When you see the Slide to Power Off control, slide your finger from left to right across the control to shut down your tablet. (Refer to "Exploring the right side" for the location of the volume buttons.) To restart the device, press and hold the top button until you see the Apple logo on the screen.



REMEMBER

WHERE'S THE HEADPHONE JACK?

If you have a current model iPad, iPad Pro, iPad Air, or iPad mini, you can scour the outside of your tablet all day long and you won't find a headphone jack. Or, to be persnickety about it, what you won't find is a standard (to the rest of the world, anyway) 3.5-mm stereo headphone jack. Instead, Apple expects you to connect either wired headphones (such as Apple's EarPods) via the iPad's USB-C connector (refer to "Perusing the bottom") or wireless headphones (such as Apple's AirPods) via Bluetooth (refer to Chapter 15).

Throughout this book, I use the words *headphones*, *earphones*, and *headset* interchangeably. Strictly speaking, a headset includes a microphone so that you can talk (or record) as well as listen; headphones and earphones are for listening only. Either type works with your iPad, as do most wireless Bluetooth headsets and newer headsets that support a USB-C connection.

- *Verify that it's you:* On some iPad models, you also use the top button as a fingerprint sensor for the Touch ID security feature (covered in Chapter 17).

- » **Microphone(s):** Each tiny dot represents a microphone.
- » **Speakers:** These grilles cover two of the iPad's four speakers. The other two are on the bottom.
- » **Volume buttons (iPad mini only):** I talk about the volume buttons a bit later (refer to "Exploring the right side").

Perusing the bottom

What's on the bottom edge of your iPad? That depends on which iPad model and which generation of that model you're using. Figure 1-2 shows the bottom edge of the four iPad models that are the latest generations as I write this.

Here's a summary of the features pointed out in Figure 1-2 (they apply to all four models):

- » **USB-C connector:** This connector has three purposes:
 - *Recharge your iPad's battery:* Connect one end of the cable that came with your iPad to the iPad's USB-C port and the other end to the charging brick, which then connects to a power outlet. Alternatively, if you have a multiport wall charger that includes a USB-C port, you can disconnect the other end of your iPad's cable from the charging brick and insert the cable into the wall charger's USB-C port.

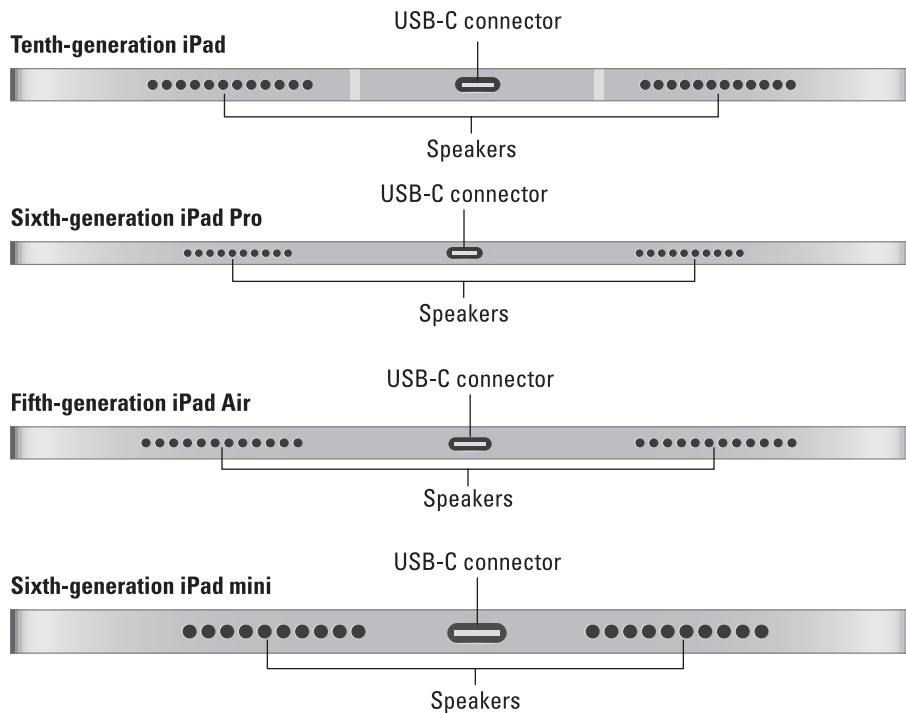


FIGURE 1-2: The bottom edges of the four current iPad models.

- *Synchronize your iPad:* Connect one end of the iPad cable to the iPad's USB-C connector and the other end (once you've removed it from the charging brick) to a Thunderbolt, USB4, or USB-C port on your computer.
- *Connect your iPad to an external device:* For devices such as headphones, cameras, or televisions, connect the device's cable to your iPad's USB-C connector. For some devices, you might need to use an adapter that enables the device's cable to plug into your iPad's USB-C connector.

Instead of a USB-C connector, the iPad Pro has a Thunderbolt/USB4 connector. The connector type is the same, but an iPad Pro can connect to not only USB-C devices but also Thunderbolt and USB4 devices.

If you connect your iPad to a port and get a *Not Charging* message, the port doesn't have enough power. Generally speaking, USB-C-compatible ports built into recent Macs and PCs, on powered hubs, or (of course) on the charging brick that came with your iPad will charge your iPad properly. Any USB-C-compatible data port connected to your Mac or PC will allow you to sync your iPad, whether or not it's charging.

» **Speakers:** These grilles cover two of the iPad's four speakers. The other two are on the top.



REMEMBER



REMEMBER

Exploring the right side

The first question you might be asking yourself is, “How do I know which side is the right side?” Great question! To make sure we’re talking about the same thing here, maneuver your iPad so that the screen is facing you and the top button is at the top. The side of the iPad that’s now to your right is the one I’m talking about in this section.



REMEMBER

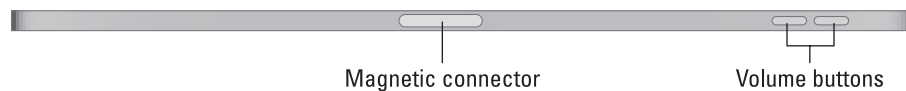
When you’ve turned your iPad so that the shorter edges are on the top and bottom and the longer edges are on the left and right, your iPad is said to be in *portrait orientation*. If you were to rotate your iPad 90 degrees either way so that the shorter edges are now on the left and right and the longer edges are now on the top and bottom, your iPad would now be in *landscape orientation*.

The knickknack population of your iPad’s right side depends on which iPad model and which generation of that model you’re using. Figure 1–3 shows the right edge of the four iPad models that are the latest generations as I write this.

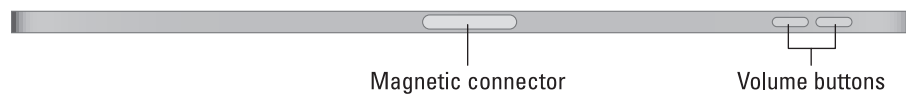
Tenth-generation iPad



Sixth-generation iPad Pro



Fifth-generation iPad Air



Sixth-generation iPad mini

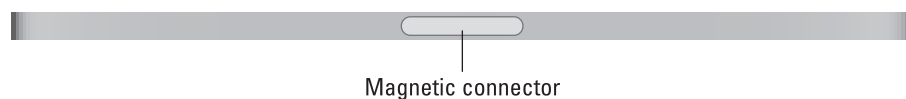


FIGURE 1-3: The right edges of the four current iPad models.

Here’s a summary of the features pointed out in Figure 1–3:

- » **Volume buttons:** You use these buttons mostly to control the volume. Press the upper button (the right button on the top of the iPad mini) to increase the volume; press the lower button (the left button on the top of the iPad mini) to

decrease the volume. I wrote *mostly* because there are a few other uses for the volume buttons:

- *Shutting down the iPad:* As I describe earlier in the “Checking out the top” section, you can shut off your iPad by pressing and holding the top button and any volume button.
- *Taking a photo or video:* In the Camera app (check out Chapter 9), you can use either volume button to take a photo. You can also use either volume button to start and stop video recording (check out Chapter 8).
- *Capturing a screen shot:* Quickly press and release both the top button and any volume button to capture the current iPad screen.



TIP

The latest iPad models support *dynamic* volume buttons, which means that the volume buttons adjust as you rotate the iPad. In other words, if the iPad is in portrait orientation, the topmost volume button always increases the volume. Even when you rotate the device 180 degrees, the volume button that’s now on top is the one that increases the volume.

- » **Magnetic connector:** This strip is magnetized, which enables certain accessories — notably the Apple Smart Cover or Smart Folio or the Apple Pencil — to attach magnetically to the iPad. Note that for the iPad model simply called iPad, the magnetic connector is on the left side of the tablet.
- » **Nano-SIM tray (cellular models only):** On iPads with cellular capabilities, this tray is where you insert the Nano-SIM card given to you by your cellular provider. Wi-Fi-only models don’t have a SIM card tray.



TIP

Apple used to include a SIM card eject tool with iPads and iPhones. If you don’t have one lying around, you can straighten a paper clip and use it as an ersatz SIM card eject tool. Just insert the tip of the straightened paper clip into the small hole near the edge of the tray and then press until the tray ejects slightly. Make sure you use a paper clip with a relatively light gauge wire so that the tip will fit into the hole.

Getting to know the back

On the back of your iPad, all the action is in the top-left corner (assuming your tablet is in portrait orientation with the top button at the top). What you see up there depends on your iPad model and generation. Figure 1-4 shows the back of the four iPad models that are the latest generations as I write this.

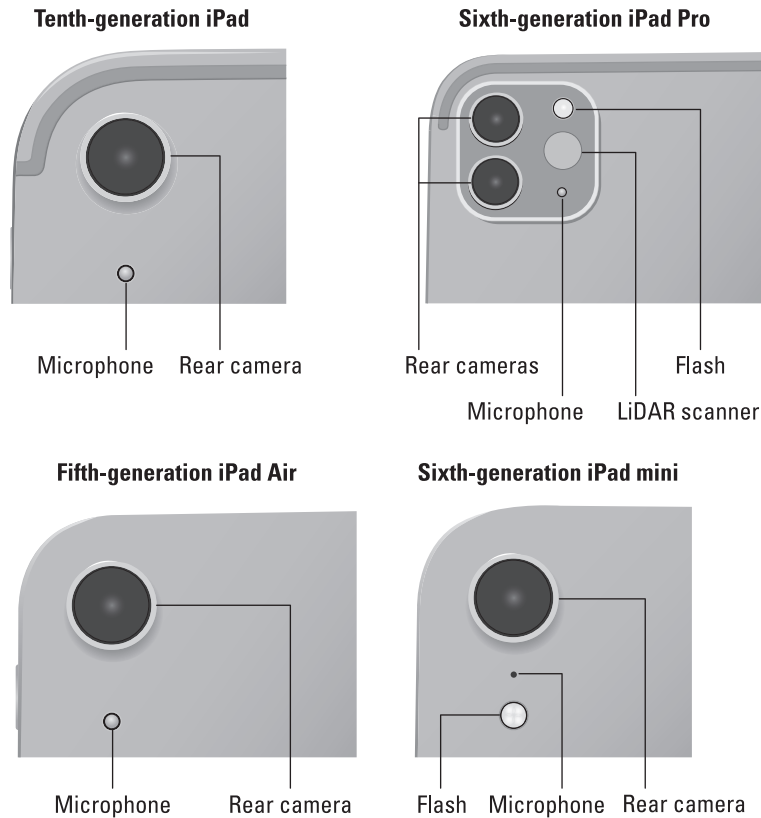


FIGURE 1-4:
The backs of
the latest iPad
models.

Here's a summary of the features pointed out in Figure 1-4:

- » **Rear camera(s):** The workhorse camera for taking photos and capturing video. The iPad Pro's rear camera array includes two cameras: Wide and Ultra-Wide. Check out Chapters 8 and 9 to learn more about the rear camera and how it works.
- » **Microphone:** All iPad models except the iPad Pro have an extra microphone just below the rear camera. For the iPad Pro, the extra microphone is part of the rear camera array.
- » **Flash:** A device that produces a brief burst of light to illuminate a scene, which enables you to take photos in very low light conditions, even complete darkness.
- » **LiDAR scanner:** This light detection and ranging scanner helps you take sharper pictures in low-light conditions.



Both the iPad Pro and the iPad Air have an extra connector. To see it, flip the tablet so you can see the back, and then look in the center, near the bottom. See those three horizontal dots? That's called the Smart Connector, and it's used to connect and provide power to Apple's Smart Keyboard (as well as some third-party keyboards).

Becoming familiar with the front

The current generations of all the iPad models have fronts that look essentially the same, just with different size screens. On the front of most iPad models, you'll find the following (labeled in Figure 1-5):

- » **Touchscreen:** This is where all the iPad action happens. I describe how to use the iPad's touchscreen in Chapter 2.
- » **Front (FaceTime) camera:** You use the front camera for FaceTime video chats (refer to Chapter 8) and taking selfies (check out Chapter 9). Note that the tenth-generation iPad has the front camera on the right bezel, in the center.

Figure 1-5 also points out a microphone, which comes with the iPad Pro and iPad. In both cases, the microphone sits beside the front camera but, again, for the tenth-generation iPad, the front camera is on the right bezel, and that's where you'll find the microphone (it's just below the camera).



FIGURE 1-5:
The front of an
iPad Pro.

Exploring the Home Screen and Dock

The iPad *Home screen* refers to the screen you see when your iPad is unlocked and you're not working in an app. The Home screen is divided into multiple pages; you scroll to the next page by swiping your finger to the left on the screen and you scroll to the previous page by swiping right. (I describe what *swiping* is in Chapter 2.) Each Home screen page can hold up to 30 icons, with each icon representing a different built-in app or function.

Each Home screen page also displays the *dock*, which is a strip that runs along the bottom of the page. The dock can store up to 15 app icons, depending on your iPad model.

If your iPad is asleep, press the top button or tap the screen to display the unlock screen. Now use a finger to swipe up from the bottom edge of the screen. With your iPad unlocked, you see the app or page that was displayed when the tablet went into sleep mode. To get to the Home screen (if it's not displayed already, that is), swipe up from the bottom of the screen again.



REMEMBER

When you unlock your iPad, you might have to enter a passcode. To learn more about passcodes, see Chapter 17.

In the following sections, I tell you briefly about the icons preloaded on your iPad's Home screen pages, as well as the icons you find on the dock. Because the rest of the book covers most of these babies in full and loving detail, I provide only brief descriptions here.

Interpreting the status bar

The status bar, which is at the top of the screen, displays tiny icons that provide a variety of information about the current state of your iPad:



» **Airplane mode:** Airplane mode should be enabled when you fly. It turns off all wireless features of your iPad — the cellular, 5G, 4G, LTE, 3G, GPRS, and EDGE networks; GPS; Wi-Fi; and Bluetooth — so you can enjoy music, video, games, photos, or any app that doesn't require an internet connection while you're in the air.

Tap the Settings app and then tap the airplane mode switch on (so green is displayed). The icon shown in the margin appears on the left side of your status bar when airplane mode is enabled. You can also pull Control Center down from the top-right corner and tap the airplane mode icon to turn airplane mode on (the icon turns orange). Check out Chapter 15 to learn more about airplane mode.



REMEMBER

Disable airplane mode when the plane is at the gate before takeoff or after landing so you can send or receive email and iMessages.

To use Wi-Fi in flight, first enable airplane mode and then reenable Wi-Fi.



» **Wi-Fi:** If you see the Wi-Fi icon, your iPad is connected to a Wi-Fi network. The more semicircular lines that are lit (up to three), the stronger the Wi-Fi signal. If your iPad has only one or two semicircles of Wi-Fi strength, try moving around a bit. If you don't see the Wi-Fi icon on the status bar, Wi-Fi is not currently available.



» **Personal Hotspot:** You see this icon when you're sharing your internet connection with computers or other devices over Wi-Fi, USB, or Bluetooth. Personal Hotspot is available for every cellular-enabled iPad but may not be available in all areas or from all carriers. Additional fees may apply. Contact your wireless carrier for more information.



» **Syncing:** This icon appears on the status bar when your iPad is syncing with your Mac or PC.



» **Activity:** This icon tells you that some network or other activity is occurring, such as over-the-air synchronization, the sending or receiving of email, or the loading of a web page. Some third-party apps use this icon to indicate network or other activity.



» **VPN:** This icon shows that you're currently connected to a virtual private network (VPN).



» **Lock:** This icon tells you when your iPad is locked. See Chapter 2 for information on locking and unlocking your iPad.



» **Screen orientation lock:** This icon appears when the screen orientation lock is engaged.



» **Location Services:** This icon appears when an app (such as Maps; see Chapter 13 for more about the Maps app) is using Location Services (such as GPS) to establish the location of your iPad.



» **Do not disturb:** This icon appears whenever do not disturb is enabled, silencing alerts and incoming FaceTime calls. See Chapter 14 for details on do not disturb.



» **Play:** This icon informs you that a song is currently playing. You find out more about playing songs in Chapter 7.



» **Bluetooth:** This icon indicates the current state of your iPad's Bluetooth connection. If you see this icon on the status bar, Bluetooth is on and a device (such as a wireless headset or keyboard) is connected. If the icon is gray, Bluetooth is turned on but no device is connected. If the icon is white, Bluetooth is on and one (or more) devices are connected. If you don't see a Bluetooth icon, Bluetooth is turned off. Chapter 14 goes into more detail about Bluetooth.



» **Bluetooth battery:** This icon displays the battery level of supported Bluetooth devices (while connected). Only certain devices — mostly headsets and speakers — support this feature. If you see this icon in your status bar, it's telling you the approximate battery level of whichever supported device is currently connected with your iPad.



» **Battery:** This icon shows the level of your battery's charge and also indicates when your device is connected to a power source. It's completely filled when your device isn't connected to a power source and is fully charged. It then empties as the battery becomes depleted. You see an onscreen message when the charge drops to 20 percent or below, and another when it reaches 10 percent.

Exploring the Home screen

As shown in Figure 1-6, the first page of the iPad Home screen is divided into three sections:

- » **Widgets:** These items appear in the top half of the screen in landscape mode and include the following default widgets: Clock, Notes, Calendar, Photos, and Weather. See Chapter 10 to learn how to customize your widgets.
- » **App icons:** These items represent (mostly) apps that you can launch with a tap of your finger.
- » **Dock:** This area also contains (mostly) app icons, but the dock appears on every Home screen page, so you always have quick access to these apps.

If you haven't rearranged your icons, you see the following apps on the first Home screen page, starting on the left side of the first row of apps:

- » **FaceTime:** Participate in FaceTime video chats, as you discover in Chapter 8.
- » **Files:** View and work with the files you've saved to your iCloud Drive. Apple apps as well as many third-party apps know how to use the Files app to store documents.
- » **Reminders:** Display alerts that remind you to perform some task. You can think of Reminders as a kind of fancy-schmancy to-do list. If you ask Siri to remind you, it's added as a reminder in this app, too. You can do both location- and time-based reminders, which will be synced to your other Apple devices. Learn more about reminders in Chapter 12.
- » **Maps:** View street maps, satellite imagery, transit information, and more for locations around the globe. Or ask for directions, traffic conditions, or the location of a nearby pizza joint. I show you more about Maps in Chapter 13.



FIGURE 1-6:
The iPad's
first Home
screen page.

- » **Home:** Access and control your HomeKit smart home devices. Almost like a sci-fi movie, you can control lights, appliances, and surveillance cameras from an app or with your voice using Siri. You'll read much more about this great app, but you have to wait until Chapter 12.
- » **Camera:** Shoot pictures or videos with your iPad's front- or rear-facing camera. You find out more in Chapters 8 (videos) and 9 (photos).
- » **App Store:** Search for iPad apps you can purchase or download for free. Chapter 10 is your guide to buying and using apps from the App Store.
- » **Books:** Read e-books, which you can buy in the Book Store. I discuss the Books app more deeply in Chapter 7.
- » **Podcasts:** Subscribe and listen to your favorite podcasts.
- » **TV:** Watch and manage your movies, TV shows, and music videos. You add videos via Finder in recent versions of macOS or iTunes on older Macs or on PCs or by purchasing them directly in the TV app or the iTunes Store app. Check out Chapter 8 to find out more.

- » **News:** Read the latest news from magazines, newspapers, and websites, and subscribe to Apple News+ for access to paid content from many mainstream sources. You read more about News in Chapter 7.
- » **Settings:** Customize your iPad and apps by modifying their settings. With so many options in the Settings app, you'll be happy to hear that Chapter 14 is dedicated exclusively to Settings.

The second Home screen page (swipe your finger left on the screen to get there) contains the following default apps:

- » **Clock:** Check the current time (locally as well as from anywhere in the world) and set alarms and timers. You hear more about this nifty app in Chapter 12.
- » **Weather:** Get current conditions and forecasts for your location and just about any other place on Earth.
- » **Stocks:** Track stocks. You can also get news articles about the companies you're following.
- » **Find My:** Locate a lost iPad (or iPhone, AirPods, or Mac). I look more closely at Find My in Chapter 14.
- » **iTunes Store:** Buy or rent music, movies, TV shows, audiobooks, and more. You find more info about iTunes Store in Chapter 7.
- » **Contacts:** Store information about the people you know. Chapter 11 explains how to use the Contacts app.
- » **Translate:** Translate a word or phrase in one language (entered by typing or speaking) into another language. See Chapter 12 for the details.
- » **Shortcuts:** Combine two or more actions — such as taking a photo and sending it via text message to someone — into a single script that you run by tapping an icon.
- » **Voice Memos:** Record everything you speak into your iPad's microphone. For more about the Voice Memos app, turn to Chapter 12.
- » **Measure:** Measure distances in the real world by using the iPad's rear camera. Seriously, try it! Turn to Chapter 12 for more on the Measure app.
- » **Magnifier:** Using the iPad's rear camera, zoom in on real-world objects that are too small to see clearly. Chapter 12 shows you how the Magnifier app does its job.
- » **Photo Booth:** Take fun selfies with your iPad's front camera. Chapter 9 explains how.

- » **Freeform:** Create freeform drawings using your finger or a stylus such as the Apple Pencil.
- » **Tips:** Get tips for using your iPad.
- » **Health:** Store health-related data and track medications, activities, sleep and more.

Depending on your iPad model, the second page of the Home screen might also house a few other Apple apps, such as Pages (word processor), Keynote (presentations), Numbers (spreadsheet), Apple Store (buy Apple stuff), iMovie (create digital movies), Clips (create short video clips), and GarageBand (record and edit music).

Getting to know the dock

At the bottom of every iPad Home screen page, you see a special shelflike area called the dock. By default, the dock includes the following:

- » **Messages:** Exchange free, unlimited text or multimedia messages with any other device running iOS 5 or later or Mac OS X Mountain Lion or later. Find out more about Messages in Chapter 6.
- » **Safari:** Navigate sites and pages on the web. Chapter 4 shows you how to start using Safari on your iPad.
- » **Music:** Listen to music or podcasts. You discover how the Music app works in Chapter 7.
- » **Mail:** Send and receive email with most email systems. Chapter 5 helps you start emailing from your iPad everyone you know.
- » **Calendar:** Create and manage appointments. You learn more about Calendar in Chapter 11.
- » **Photos:** View, edit, and manage the photos in your iPad library. To get started, see Chapter 9.
- » **Notes:** Type to-do lists, ideas, reminders, inspirations, and other notes. For help using Notes, flip to Chapter 11.
- » **Suggested and Recent Apps:** Get quick access to three apps you've used recently and that iPadOS suggests for you.
- » **App Library:** Get quick access to all your apps organized by category. I explain more in Chapter 10.



TIP

Feel free to add icons to or remove icons from the dock to suit the way you work or play. To add or remove dock icons, press and hold down on any icon and tap Edit Home Screen on the menu that appears. Your app icons will begin wiggling. Tap and drag a wiggling app icon to move it to or from the dock. Tap and drag an existing dock icon to change its position. When you're satisfied, tap Done in the upper-right corner of the Home screen (or just tap any empty part of the screen) to exit wiggly mode and save your arrangement.



TIP

Depending on your iPad model, you have between 11 and 15 app icons on the dock. If you find you don't use App Library all that much, choose Settings ⇨ Home Screen & App Library and tap the Show App Library in Dock switch to off (that is, from a green background to a light gray background). You can now add an extra app icon to the dock.

Two last points:

- » *Notifications* are messages from iPadOS and your apps that tell you about recent activity on your tablet. I wanted to mention them even though they don't have an icon of their own. You hear much more about notifications in Chapter 12. To see them now (I know you can't wait), swipe from the middle-top of your screen to the middle to make them appear. Then swipe from the bottom to put them away again.



TIP

This gesture works anytime — even when your iPad is locked. If it's locked, you'll see your most recent notifications when you swipe down. Then swipe up to see older notifications.

- » I'd be remiss not to mention the useful Control Center, with controls for Wi-Fi, Bluetooth, audio playback, and much more, all available from any screen in any app. You discover much more about Control Center in Chapter 14, but if you can't stand the suspense, put your finger in the top-right corner of your iPad screen and swipe down to open Control Center (and then tap some other part of the screen to put it away).

