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The iPad Seniors Manual

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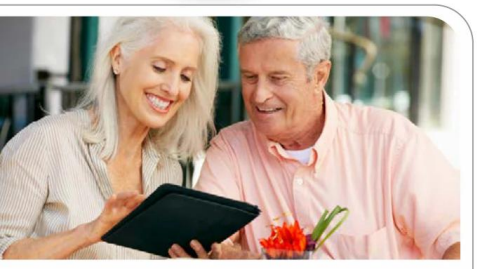

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BDM's Senior Series

The iPad Seniors Manual

Are you getting the most from your iPad? Do you use its features and apps to their fullest potential? Could you benefit from learning more? This book gets to the heart of your Apple tablet, with guides to its hardware, setting it up straight from the box, its basic features such as the touchscreen and the virtual keyboard and its impressive range of apps. We also show you how to use some of the best free apps you can download from the App Store and the iPad's amazing advanced features. All our guides are fully illustrated and written in plain English, with a minimum of technical jargon. So, what are you waiting for? Let's get started!

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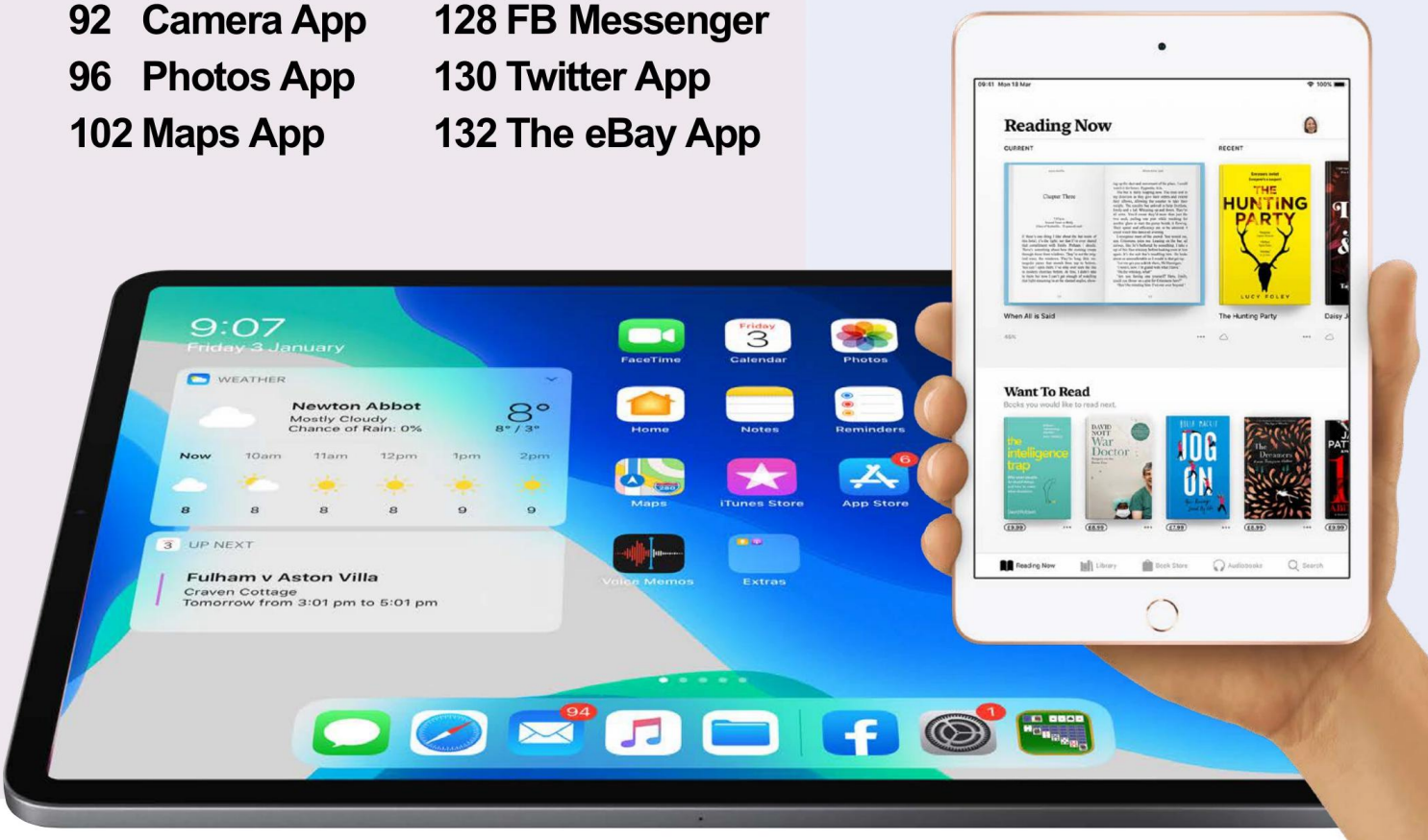
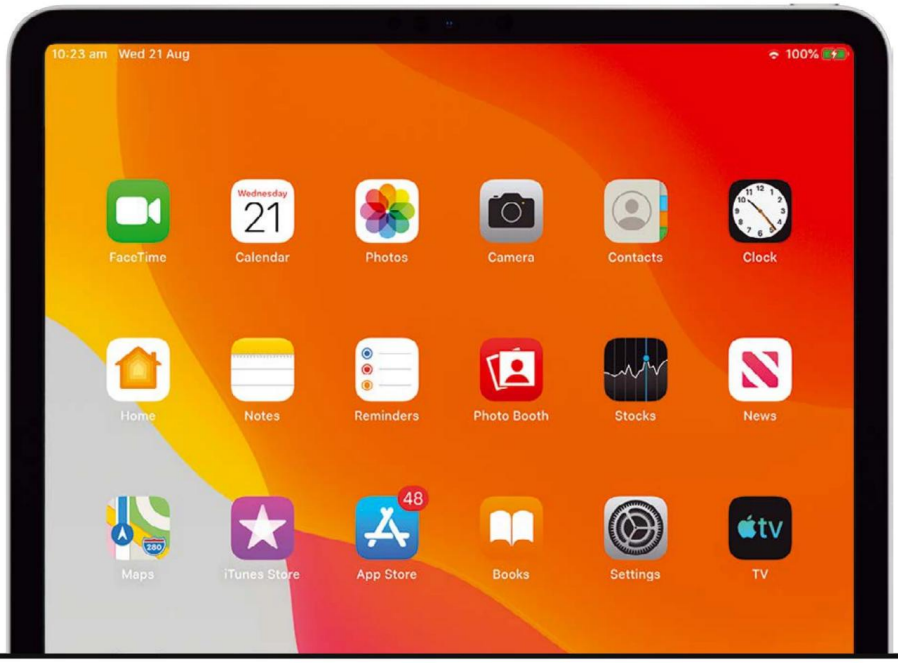


iPad Basics – Your First Steps

If you're new to the iPad, start here. We take you through the initial setup, including resetting a second-hand iPad and starting again, getting onto the Internet, setting up your email and more. If you're not new to the iPad, start here anyway. You might well learn things about gestures, the keyboard, Control Centre, and other features you didn't know.



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Buttons & Ports

Regular iPads such as the iPad mini, iPad Air and 7th Generation iPad have Home buttons with fingerprint readers. The iPad Pros have no Home button, but they have Face ID. Here's a guide to what's where on both.

iPads with a Home Button

iPads with No Home Button

Charging Your iPad

To charge, you need the Lightning or USB-C cable supplied with your iPad. Connect the larger end of this cable (the USB plug) to a computer or the mains adapter that came with your iPad. Make sure it's the right way up in the socket. The smaller end (the Lightning or USB-C plug) goes into the slot in the base of your iPad (see below) and can go either way up. When it's being charged, assuming it's switched on, you can see a lightning icon in the top right corner of your iPad's screen, on the battery icon.

Update iPadOS

Apple regularly releases updates to its operating systems, and iPadOS is no exception. If you haven't yet updated to iPadOS, follow this guide. If you have, keep this tutorial handy for when Apple updates the tablet operating system.

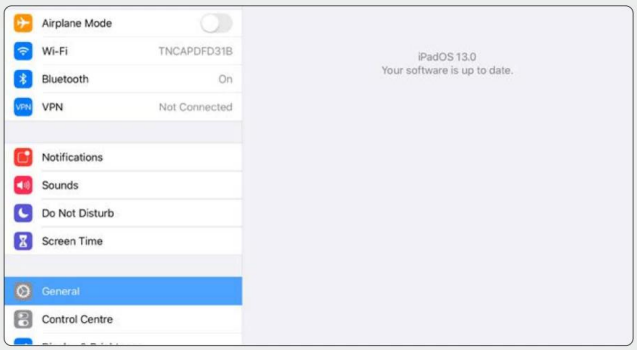
System Requirements.

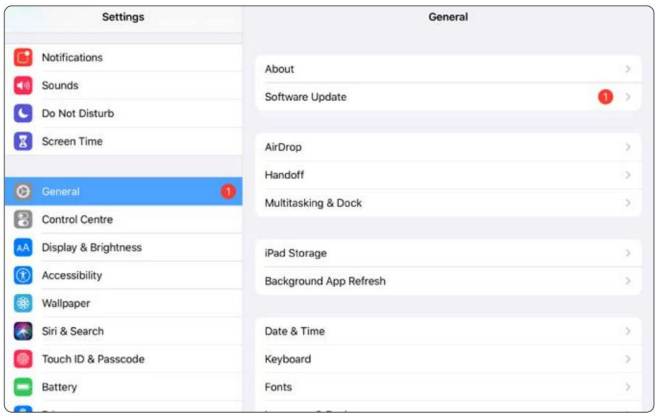
If you want to update to iPadOS, your iPad must be one of the following:

- 12.9-inch iPad Pro
- 11-inch iPad Pro
- 10.5-inch iPad Pro
- 9.7-inch iPad Pro
- iPad Air *(3rd generation)*
- iPad Air 2
- iPad *(7th generation)*
- *(6th generation)*
- *(5th generation)*
- iPad mini *(5th generation)*
- iPad mini 4

Auto Updates.

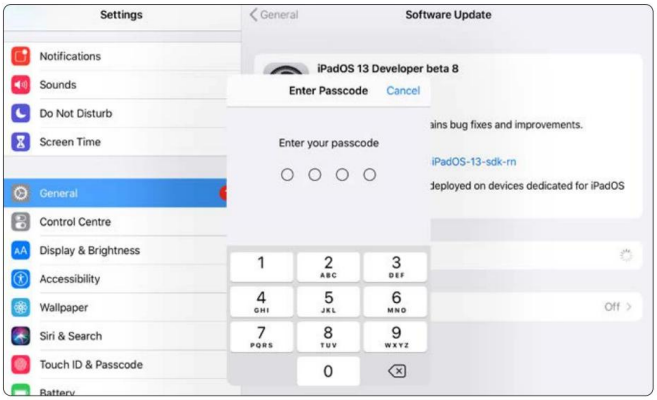
To download and install updates automatically, open Settings, and go to General > Software Update > Automatic Updates; turn it on. Updates to apps and iOS are then downloaded automatically, and installed overnight when your iPad is connected to Wi-Fi and charging.





1 When there's a new version of iOS, the Settings app icon on the Home screen is badged with a number in a red circle. Open it, and from the next screen, look for the General link and then tap it.

2 In General, tap Software Update. Your iPad checks with Apple to see if there is a newer version than the one you're currently running. If there isn't, you're told you're up to date, but if there is, you can install it now.

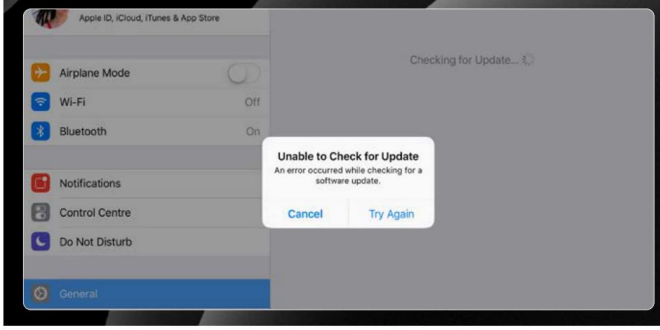


3 If an update's available, tap the Install Now link. You may need to plug your iPad into a mains power supply if the battery's low. After entering your passcode, the update is verified and then downloads to your iPad.

4 When it's finished, tap Install Now to begin the installation process. The update installs and your tablet restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode, when prompted, and agree to Terms and Conditions. Then you're ready to enjoy your new version of iPadOS.

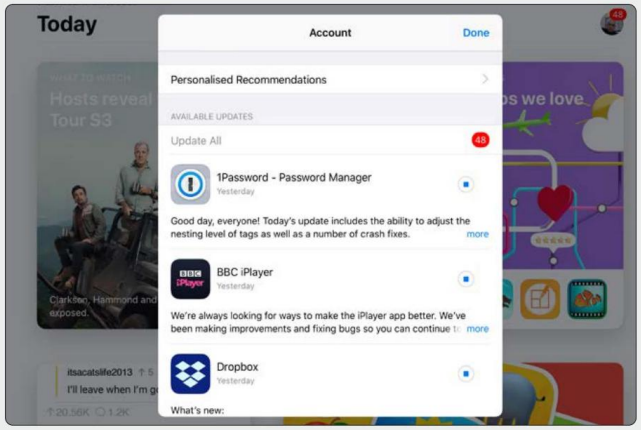
Software Update Failed.

When a new version of iPadOS is released, Apple's servers can become overloaded with people trying to download it and update their tablets. If you see this message, saying the new software cannot be downloaded at the present time, try again later.

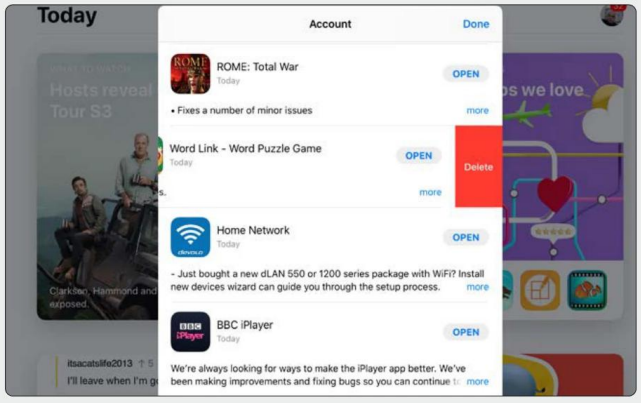


Downloading and Updating Apps.

1 If you have app updates to install, the App Store, on the Home screen, is badged with a number. Open it, then tap your Accounts icon in the top right (also badged) to see a list of apps that have been updated.



2 Tap an app to read about what's new. Update an app by tapping its Update button, or tap the Update All link to update all apps at once. Progress is shown in a circle; tap it to pause or continue an update.



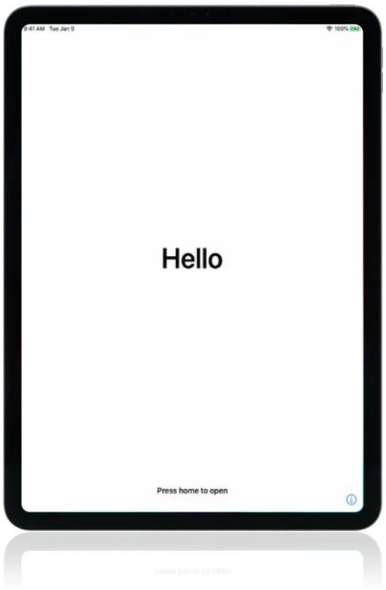
3 When your apps have finished updating, you can tap the Open button that has replaced the Update link to launch that app directly from the Updates screen. You can also swipe the app left for a Delete button.

Setting Up

All you need to set up your iPad out of the box is a Wi-Fi connection to the Internet. Follow this guide and the instructions shown on your iPad's screen, and you'll soon be up and running. First, press and hold the top button to switch it on, then follow these straightforward steps.

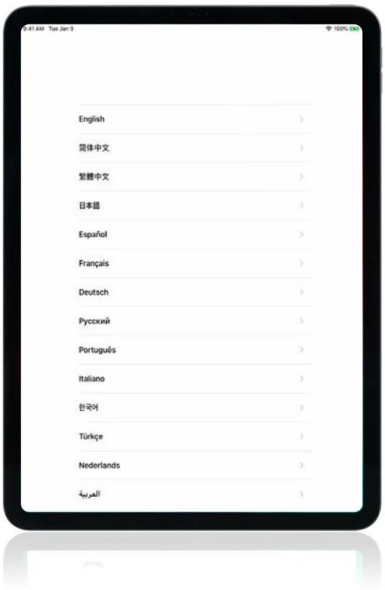
1 Power Up Your Device

When you first power up your new device you're greeted with this welcome screen. To move on, press the Home button, as instructed. You can toggle the iPad's VoiceOver function by triple clicking the Home button. The word 'Hello' in several different languages is displayed. Tap the 'i' icon in the bottom right for regulatory information.



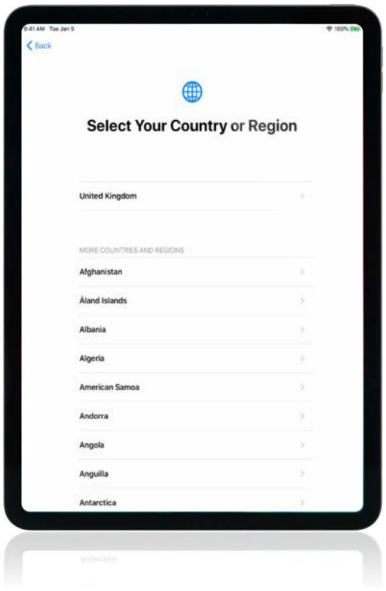
2 Choose Your Language

You're now asked to select your iPad's language, which is used to display all information and menus. Scroll up and down to find your choice and then tap it to select. The most commonly used languages are at the top of the list. The iPad supports over 30 languages, several with regional variations, such as UK, American or Australian English.



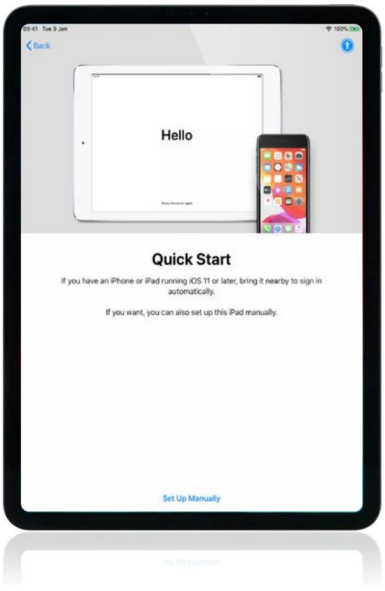
3 Choose Your Country

You're then asked to choose your country or region. The most likely country, based on your choice of language, is at the top of the list; as you can see here, we selected English, and the suggested country is the UK. You can scroll up and down the list and choose another if you so wish. Tap on your choice and you then move on to the next screen.



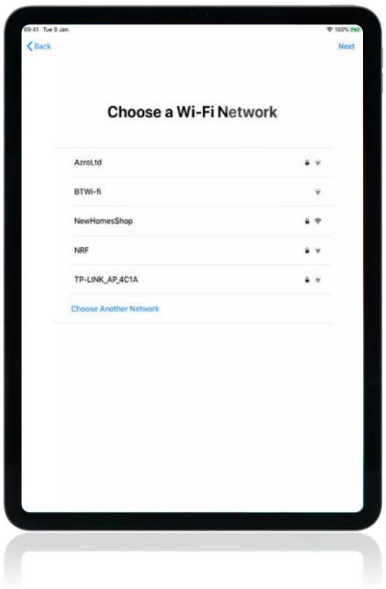
4 Using Quick Start

A new feature introduced to the iPad with iOS 11 is the Quick Start. If you already have an iPhone or iPad running iOS 11 or later, and signed in to the iCloud account you want to use with your iPad, you can just bring it close to your iPad and have the settings transfer automatically. If not, tap the Set Up Manually link, and continue with this tutorial.



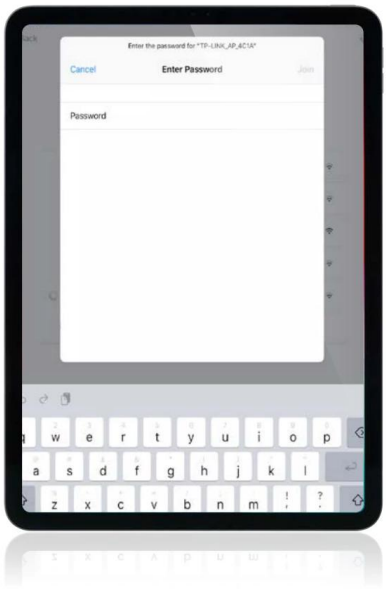
5 Choose Wi-Fi Network

On this screen you're shown a list of local Wi-Fi networks, and asked to sign in to your own. To do this you need to know your Wi-Fi network password, without which you cannot progress. Find your home Wi-Fi from the list offered, and tap on it to be taken to the password entry screen, which is where you log on and take your iPad onto your network.



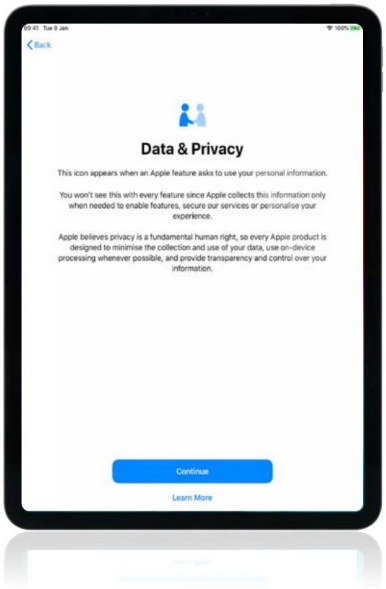
6 Enter Wi-Fi Password

Now enter your Wi-Fi password and then tap the Join option to link your iPad to your Wi-Fi network. When your iPad has connected to your network, tap the Next link in the top right corner. Your iPad automatically connects to your home network from now on; there's no need to select it and retype your password every time you want to use it.



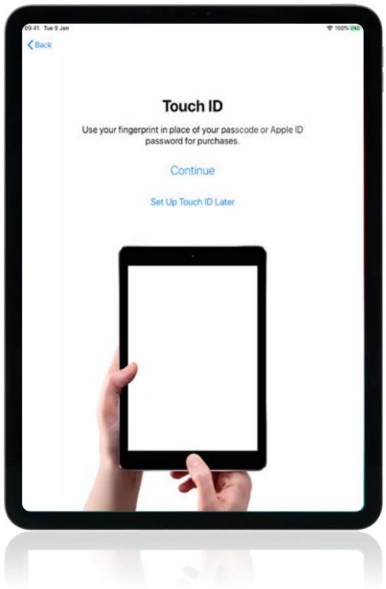
7 Data & Privacy

There follows a screen about privacy and data usage. Read through it; it's simple enough, and explains that when Apple needs to collect data, such as your location, the icon at the top of the page appears and the iPad asks permission. These requests are made for a variety of reasons; for example, the Maps app often needs your location. Tap Continue when finished.



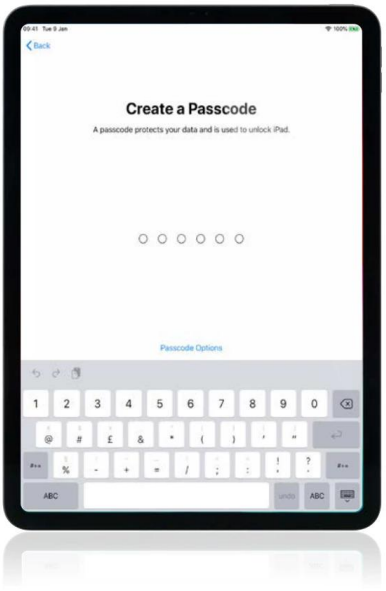
8 Touch ID or Face ID

There follows a screen offering information on Data & Privacy. Read it, then tap Continue to move on. If your iPad has a Home button and fingerprint sensor, you're invited to set up Touch ID. If it has a TrueDepth camera and no Home button, you need to set up Face ID. Either way, just follow the on-screen instructions. There's a full guide to both these features later in the book.



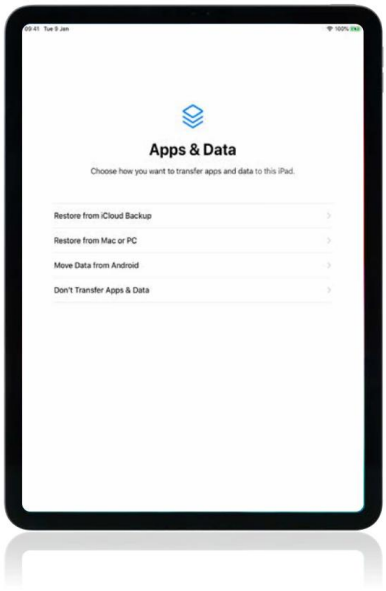
9 Set Up a Passcode

Next you're asked to Create a Passcode. You can tap Passcode Options if you'd rather use a longer code made of numbers (numeric) or both letters and numbers (alphanumeric). These can be up to 25 characters in length. You can choose between a four or six digit number too. You can also proceed without adding a code at all and add one later if you wish.



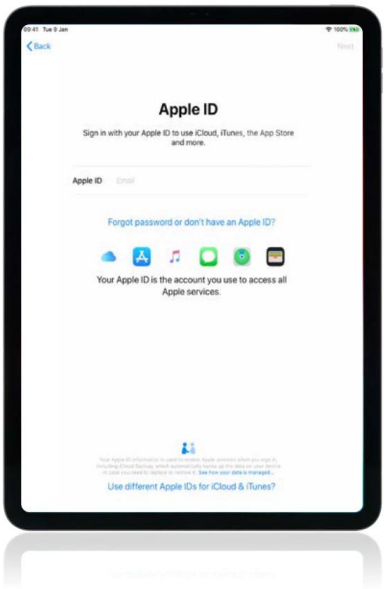
10 Restoring Apps & Data

You get four options. Use Restore from iCloud Backup, or Restore from iTunes Backup if you've backed up an iPad to iCloud or iTunes respectively. Set Up as New iPad lets you start from scratch. To Move Data from Android you need to download the Move to iOS app on your Android tablet. This tutorial assumes you set up your device as a new iPad.



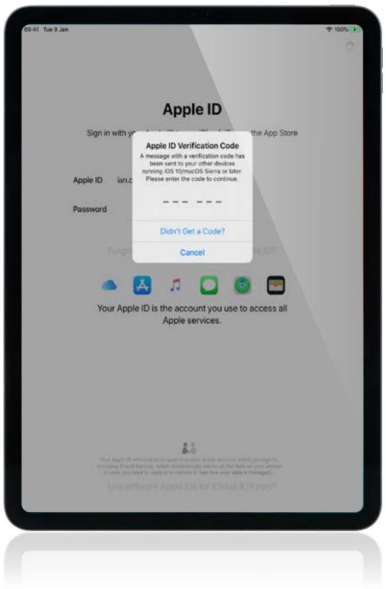
11 Using Your Apple ID

If you already have an Apple ID, sign in with it now; just enter your user name and password in the fields provided. If not, tap Create an Apple ID and follow the on-screen instructions to set one up now. An Apple ID lets you buy from the App Store and iTunes, and also gives you a handy iCloud email address, so it's essential you register for one. It's also free.



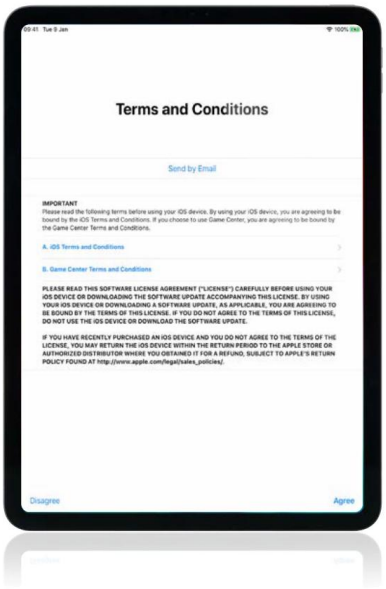
12 Verification Code

Next you must enter a verification code, sent to you by Apple. If you already use Apple devices, this code is sent to one of them. If you're starting with a new Apple ID, you can have it sent to your mobile, or given to you in a phone call. If you didn't get a code, tap the link and have it delivered another way. Type the six figure number to continue.



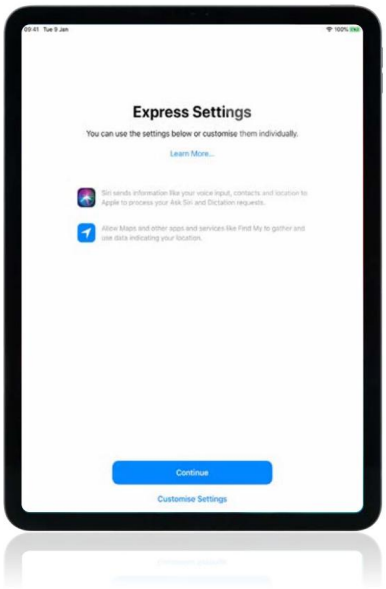
13 Terms and Conditions

Before you can complete the setup process and ultimately use your iPad you need to read and then agree to Apple's Terms and Conditions. It's not the most exciting of documents, but you need to tap Agree to continue. You can have the document emailed to yourself if you want, but this isn't essential; you can read it on the screen now if you prefer.



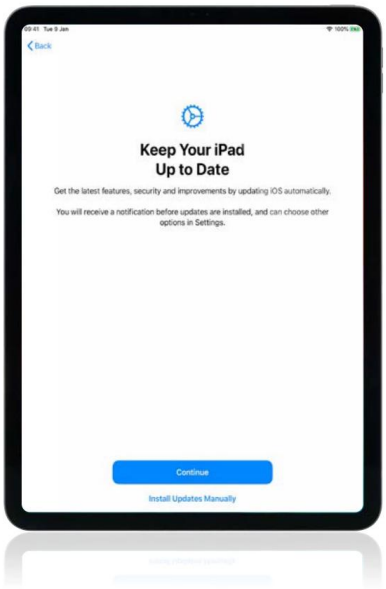
14 Express Settings

After a short wait, you're taken to the Express Settings screen, as shown here. We recommend you tap Continue to turn on the Siri digital assistant and allow specific apps such as Maps to access your current location. You can always change your settings in the Settings app later. Alternatively, tap Customise Settings and set them up separately.



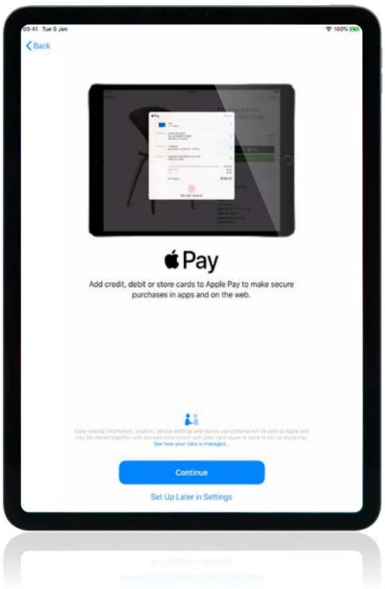
15 Auto Update

Next you're asked whether you want to keep your iPad up to date by installing updates automatically, or if you prefer to do so manually. The choice is entirely yours but if you want to update automatically, tap the big blue button marked Continue. To update manually, tap the link underneath the button. Either way, you're taken to the next screen.



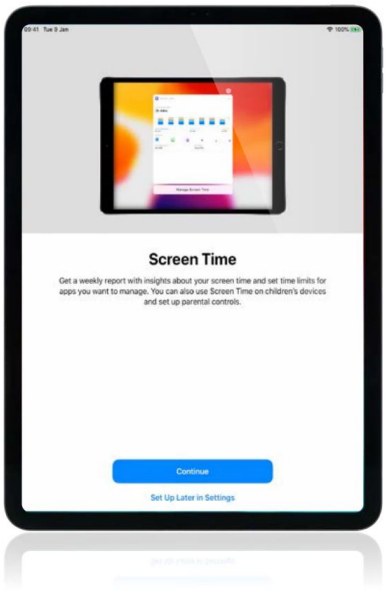
16 Apple Pay

Another feature to set up now or skip and do later is Apple Pay. Setting up Apple Pay involves adding credit or debit cards, so you can use them to pay for goods and services directly from your iPad. To set it up now, tap Continue and follow the on-screen instructions to set up your Apple Pay, or you can set up the service in the Settings app later.



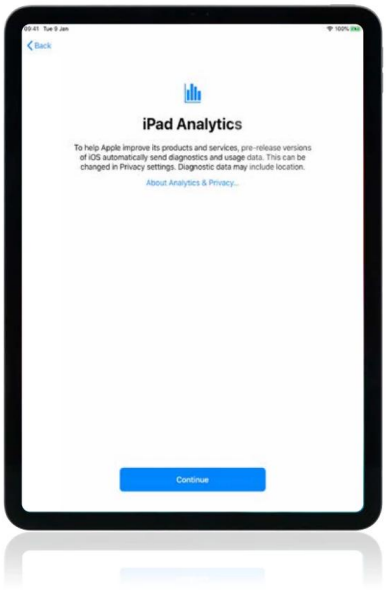
17 Screen Time

You can now set up the Screen Time feature, which was new with iOS 12. Screen Time shows you how much time you've spent on your iPad, broken down by app, across the last day or seven days. You can also add parental controls and block in-app purchases. We cover Screen Time in depth later in this book. You can set it up now or in Settings later.



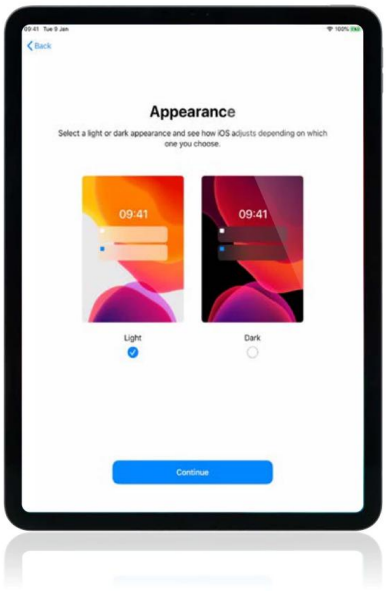
18 iPad & App Analytics

The iPad and App Analytics screens are straightforward. They ask if you want to share diagnostic information first with Apple and then with third-party app developers. You can change your decisions later, in the Settings app. Go to Privacy > Analytics and customise what you want to share. For now, tap the button or the link to continue.



19 Light or Dark Mode

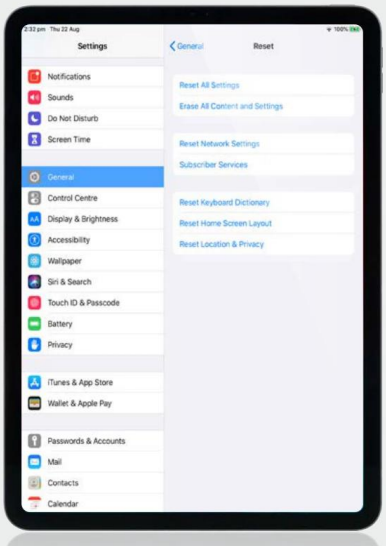
This is new in iPadOS. Choose whether you set your iPad to appear in Light or Dark Mode by default. Whichever you decide, you can change it later in the Settings app. There then follows a series of 'tips' screens; read and tap Continue on each. You then see a screen saying 'Welcome to iPad'. Tap Get Started, at the foot of the screen, and you're done.



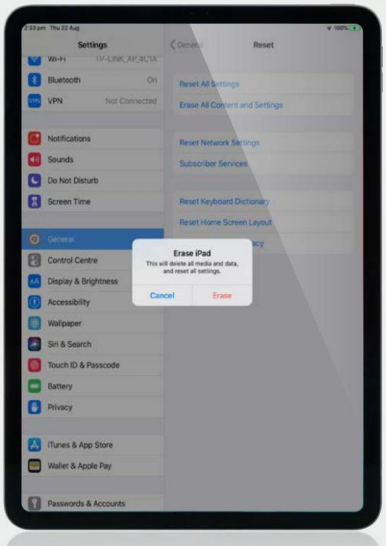
Reset to Factory Settings.

If your iPad came second-hand, you might need to wipe it clean before setting it up again. Here's how it's done.

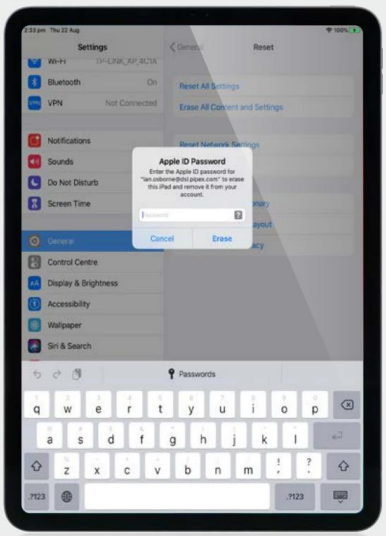
First of all, from the Home screen, open the Settings app. Tap the General link in the left-hand column, and then scroll all the way down to the bottom in the right link, and tap the Reset option. On the next screen, as shown here, you should tap the second option from the top, which is labelled Erase All Content and Settings.



When prompted, you should enter the iPad's passcode. If your iPad came second-hand, you might need to get this from its previous owner. A pop-up window appears, inviting you to continue with the erase, or cancel. Tap Erase. Just to be sure, another pop-up window now appears, which again invites you to continue to erase, or to cancel. Tap Erase.

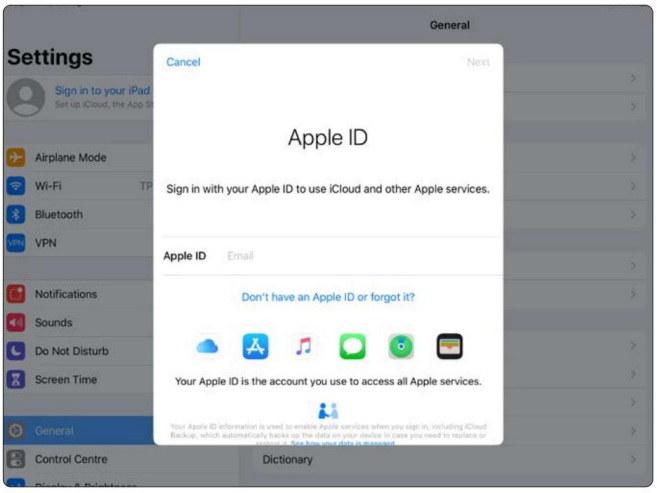


If your iPad is still signed in to its previous owner's Apple ID, you need to enter the password for his or her Apple ID in order to sign it out before resetting. Obviously, you need to get this from the iPad's previous owner. Enter the password, and the iPad restarts, erasing all content and settings. You can then set it up from scratch, as if it was fresh out of the box.

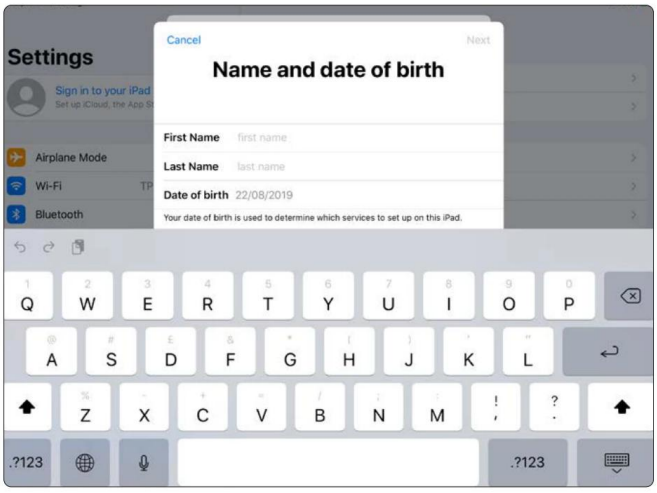


Your Apple ID

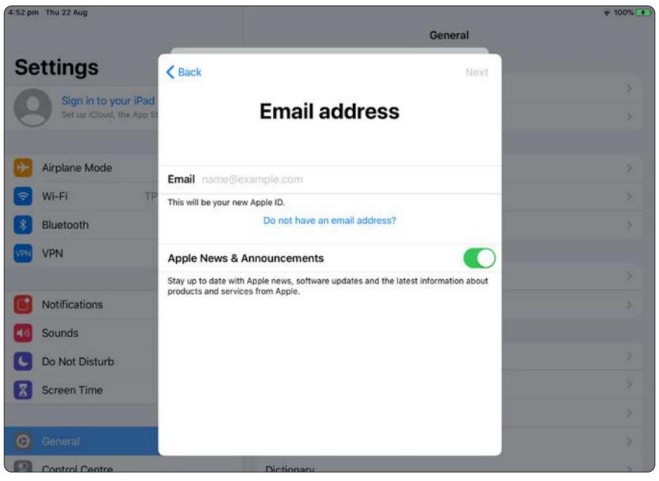
If you didn't register for an Apple ID during the initial setup of your iPad, or if you want a new Apple ID to use with your Apple gear, you can set one up whenever you please, directly from your iPad. Follow this guide and you'll soon be up and running with an all-important Apple ID.



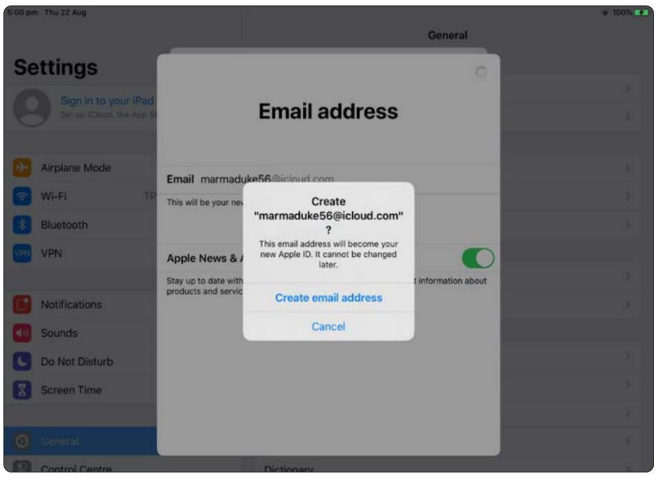
1 Open Settings from the Home screen and scroll to the top of the left hand column. Tap 'Sign in to your iPad' right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



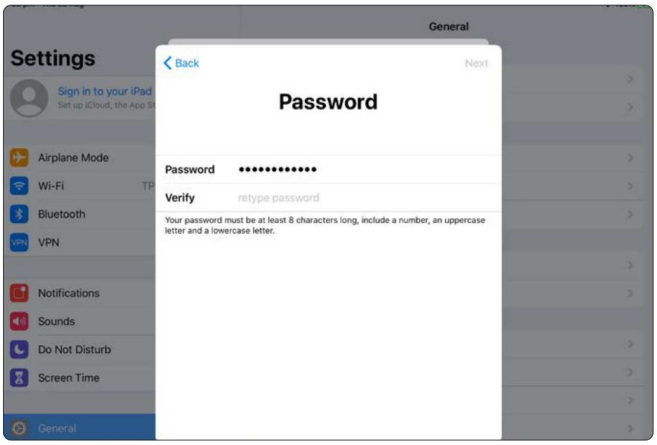
2 Tap 'Create Apple ID' in the next window and then, when instructed, enter your first name, last name, and date of birth. When you've entered these details, tap Next in the top right to move on to the next step.



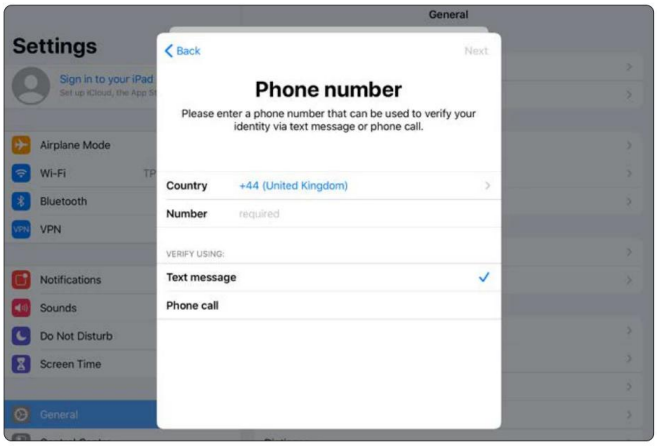
3 Next, you're asked whether you want to use your current email address (if you have one) for your Apple ID, or get a free iCloud email address by tapping the 'Do not have an email address?' link. Choose one and tap Next.



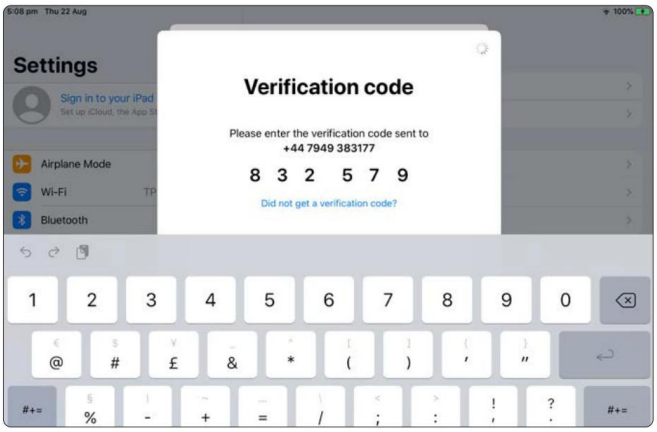
4 If you chose to get a new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken, but when you do, accept it by tapping Continue.



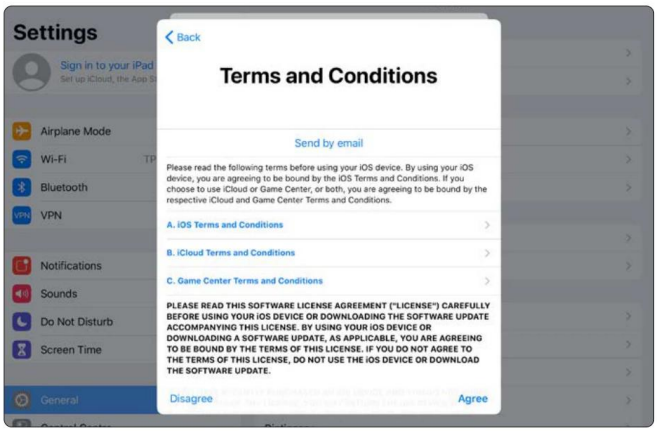
5 Now choose your password. As stated on the screen, it must be at least eight characters long, and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



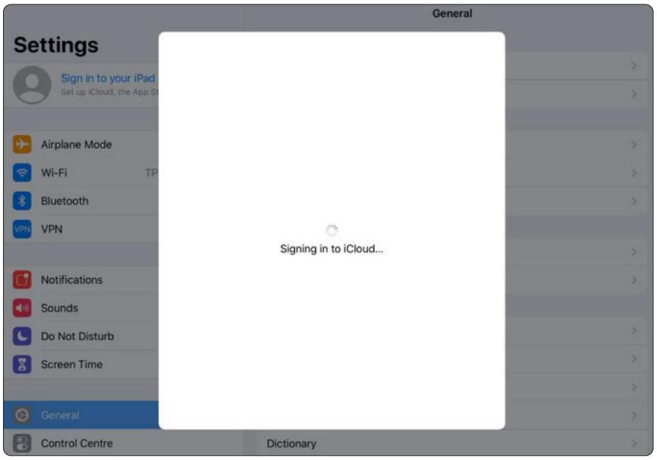
6 Apple needs your phone number, so you can be contacted via a call or text message to confirm your identity. The country field should already be filled but tap it to change if necessary. Enter your number; we suggest you use your mobile.



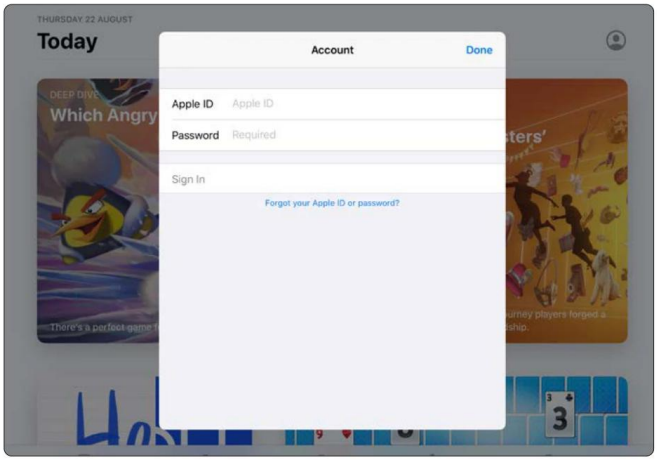
7 Tap Next, then enter the six figure verification code that's sent to your mobile phone (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



8 It's now time to agree to the terms and conditions. You can read them all if you want, or tap the 'Send by Email' link to have them emailed to you. You can just tap Agree, and again in the pop-up window, to continue.



9 Your iPad now signs into iCloud with your newly created Apple ID. It might take a while. When it's done, you must enter your iPad's passcode, the one you use to unlock it on the lock screen. Your iPad is then signed into iCloud.

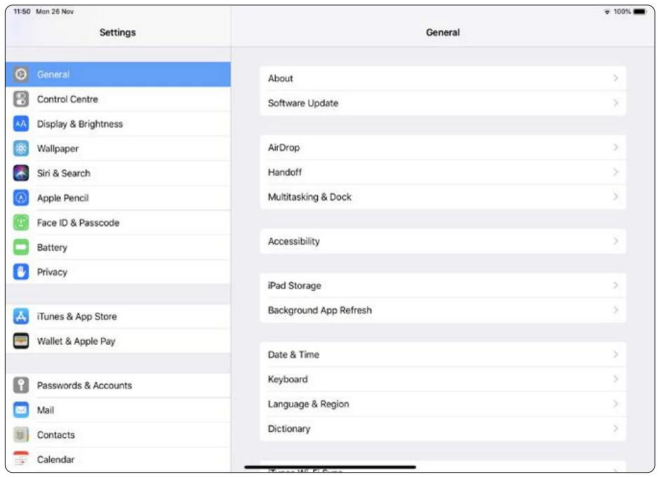


10 Open the App Store app and tap the silhouette icon (or your account's photo, if you've added one) in the top right. A pop-up window invites you to sign in to the App Store using your new Apple ID: do so. In the next window, tap Review and enter your final details.

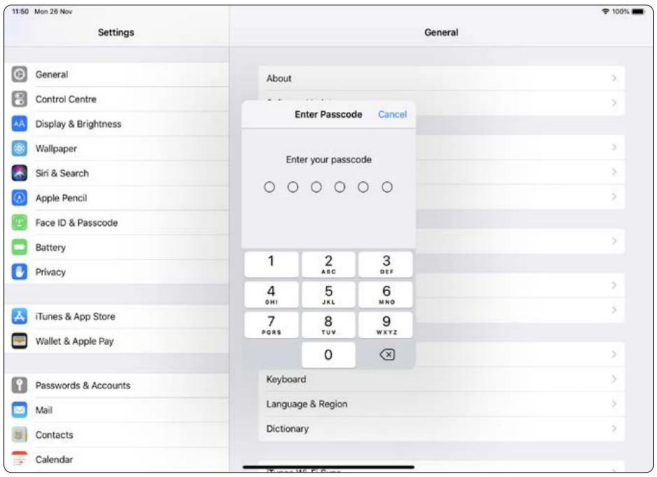
Face & Touch ID

iPads have a great way of verifying who you are, to unlock your tablet, make purchases and more. If your iPad has a Home button, you use your fingerprint. If it doesn't, you simply hold it up to your face, which is then scanned by Face ID. Here's a guide to setting up whichever feature you have on your iPad.

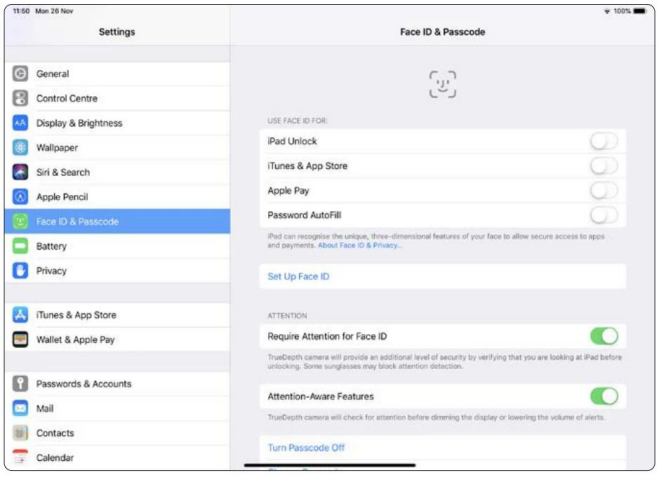
Setting Up Face ID



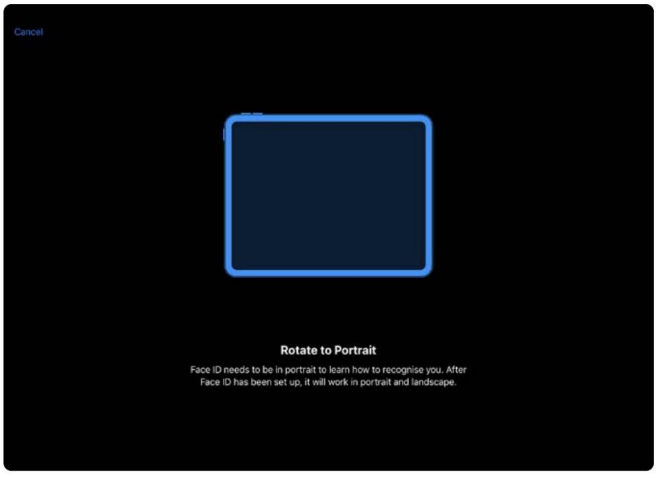
1 Open the Settings app and scroll down the list of apps and features until you get to the one called Face ID & Passcode. Tap it to open these settings.



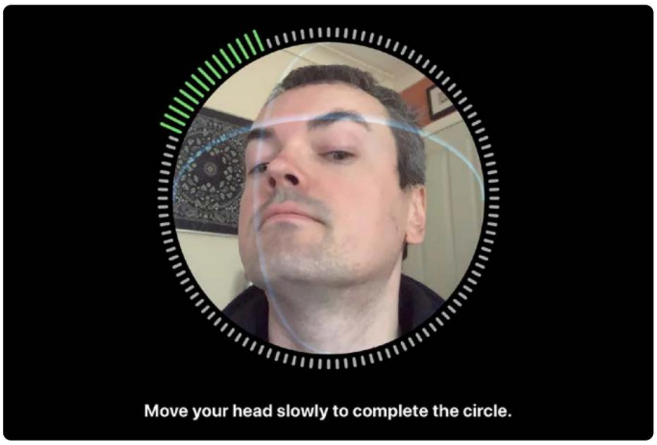
2 If you've set up a passcode on your iPad, whether four-digit, six-digit or alphanumeric, you must enter it now to get to the main Face ID settings screen.



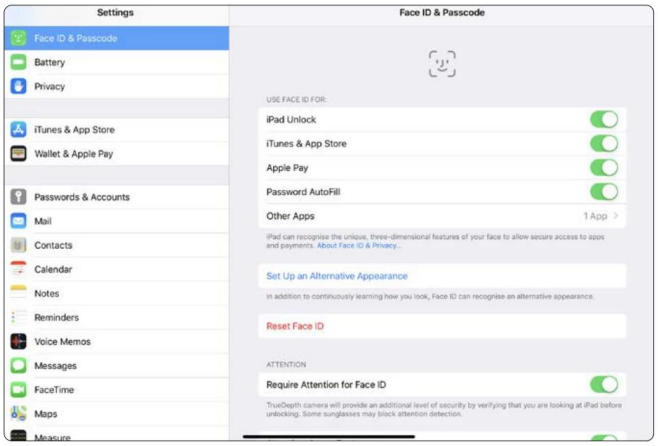
3 Tap Set Up Face ID and on the next screen read the instructions; then tap Get Started. You can add two faces to Face ID.



4 Make sure the iPad is in portrait mode, then position your face within the frame. Move your head in a circle until the small white lines go green.



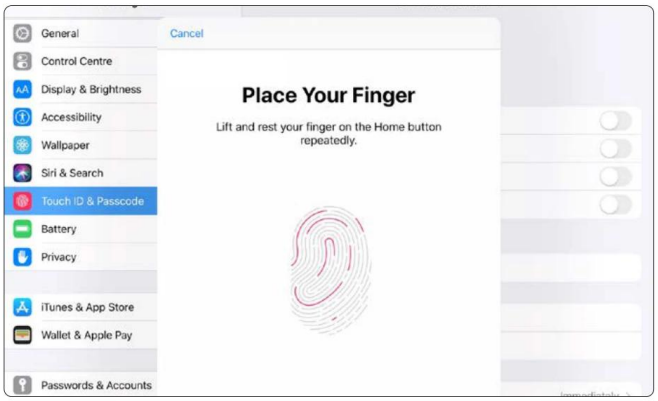
5 Tap Continue. You're then asked to do exactly the same thing again, moving your head in a circle once more. Do so to complete the second scan.



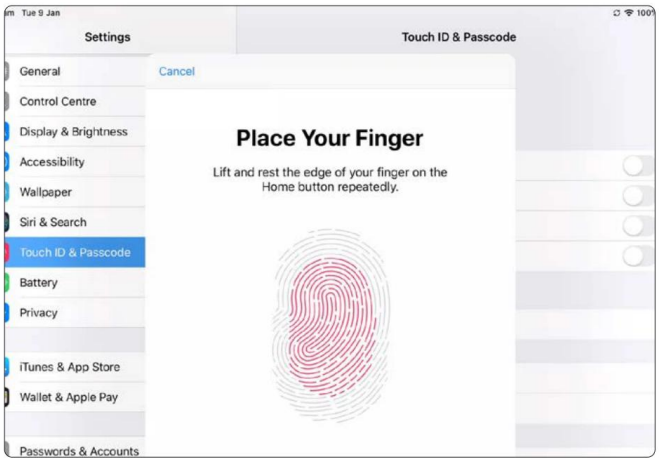
6 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure Face ID to your own personal requirements.

Setting Up Touch ID

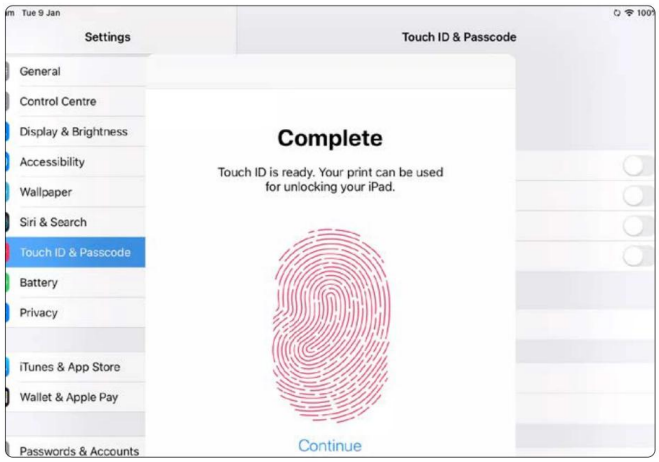
1 From the Home screen, go to Settings > Touch ID and Passcode. If you've set up a lock screen passcode on your iPad, you have to enter it here. Do so and you're taken to the next screen showing Touch ID & Passcode options.



2 Tap the Add a Fingerprint link. You can then add a new fingerprint, or additional fingerprints, for other users. A window pops up, inviting you to place your finger on the Home button sensor. Choose which finger to use, and then do so.



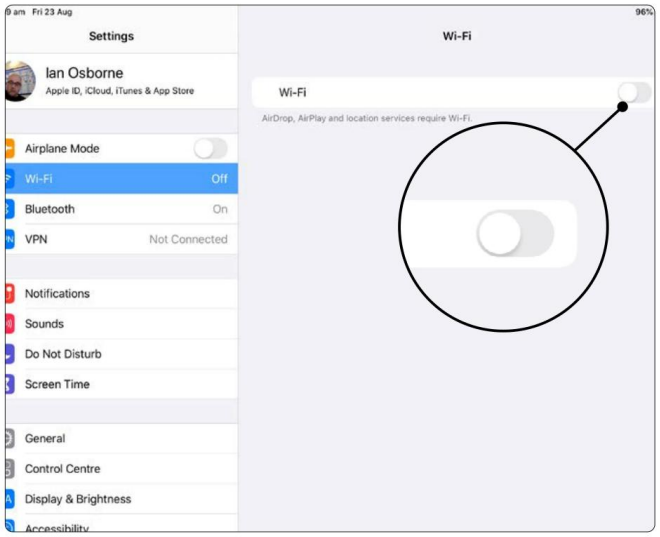
3 Place your finger on the touch sensor (Home button). You're asked (via an on-screen message) to lift your finger and then place it back on the Home button, until all the grey fingerprint lines are red.



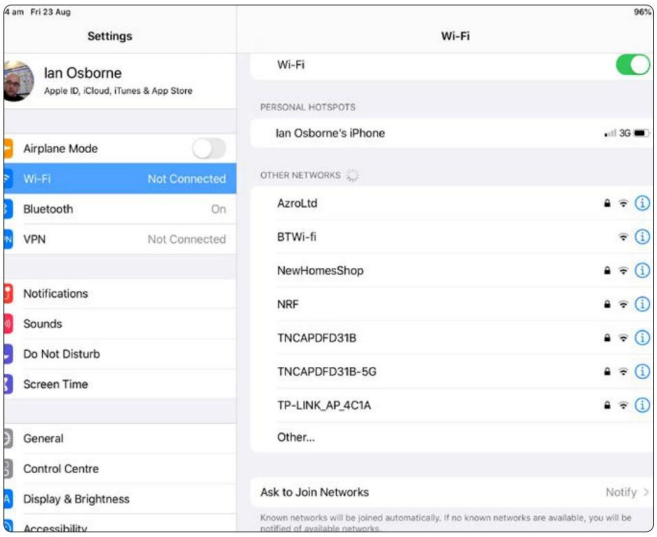
4 You're asked to adjust your grip. Scan the outer edges of your finger to finish. The options listed under Use Touch ID For are on by default, but you can turn them off individually. Add more fingerprints by tapping Add a Fingerprint...

Internet Access

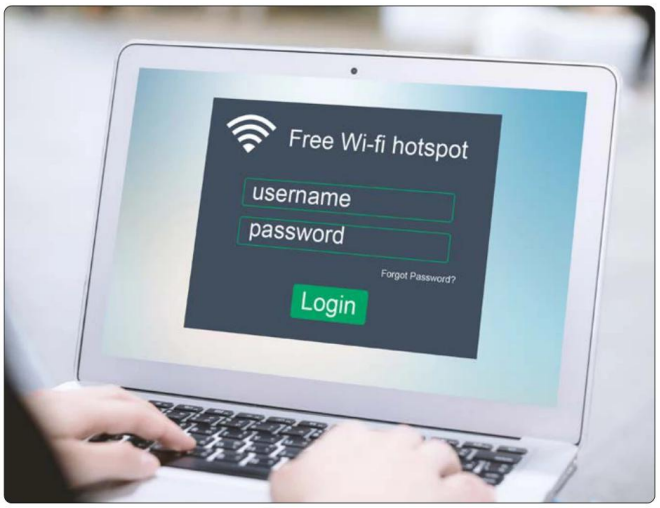
The Internet is a major part of your iPad experience and might well be one of the main reasons you chose to buy a tablet computer. Here's how to get online with your iPad, using either a Wi-Fi network or a data connection.



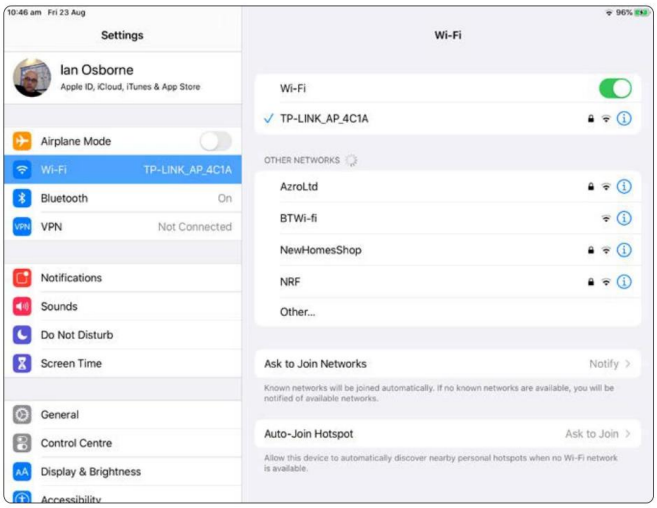
1 To turn on Wi-Fi, go to Settings > Wi-Fi and turn Wi-Fi on (or you can use the Control Centre; see Control Centre tutorial), after which, the iPad searches for all networks in range of your device.



2 If you're at home, pick your home network from the list and enter the security details to be allowed access. Take care to enter your password correctly, making sure, for example, that you don't confuse the letter 'O' and a zero.

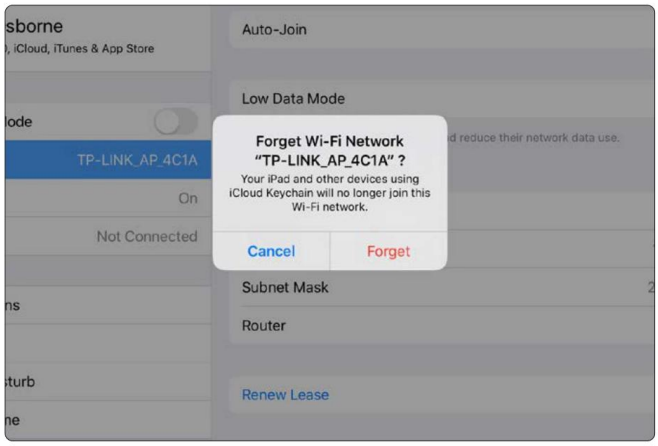


3 If you are in a public hotspot, maybe at a cafe or a hotel, it's very unlikely to have security so you can just connect. You probably need to find out the login details from whoever is providing the Wi-Fi service.



4 From now on, whenever you are in range of this Wi-Fi service, the iPad automatically connects to it without you having to input a password again. If more than one is in range the iPad rejoins the last network it joined.

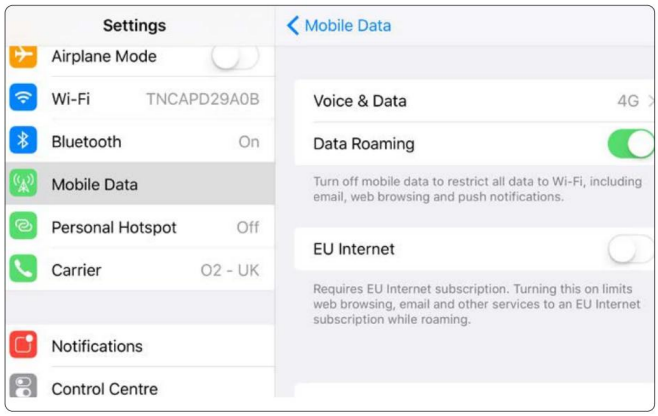
5 You can share Wi-Fi passwords between devices running iOS 11 or later. Just go to the password screen on the device you want to take onto the network and a prompt appears on a nearby iOS device that's already connected.



6 If your iPad keeps connecting to a network you no longer want, go to Settings > Wi-Fi and tap the 'i' next to the network in question. Now tap 'Forget this Network'. If you want to use it again, you have to re-enter its password.

Joining a 4G or 3G Network

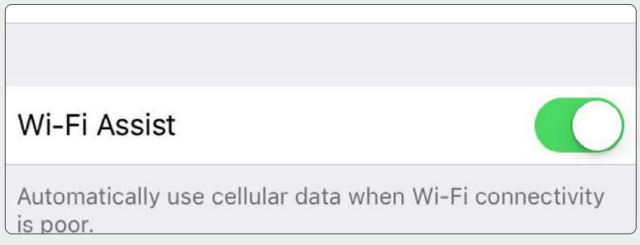
1 When the iPad connects to the Internet using the mobile data network, you see the 3G, EDGE or GPRS icon in the status bar. If you travel outside your usual mobile network coverage, you can use 3G by turning Data Roaming on: Settings > Mobile Data > Mobile Data Options.



2 Roaming charges may apply. To avoid these charges turn Data Roaming off. You can monitor your mobile network data usage by going to: Settings > Mobile Data and see Mobile Data Usage. Settings may vary depending on the carrier in question.

Wi-Fi Assist.

You can set up your iPad to ignore weak wireless signals, sticking to a mobile connection instead. If you connect to a Wi-Fi network but the signal drops, it automatically switches to mobile data. Go to Settings > Mobile to switch it on. Obviously, this doesn't apply to Wi-Fi only iPads, as they don't have mobile connectivity.



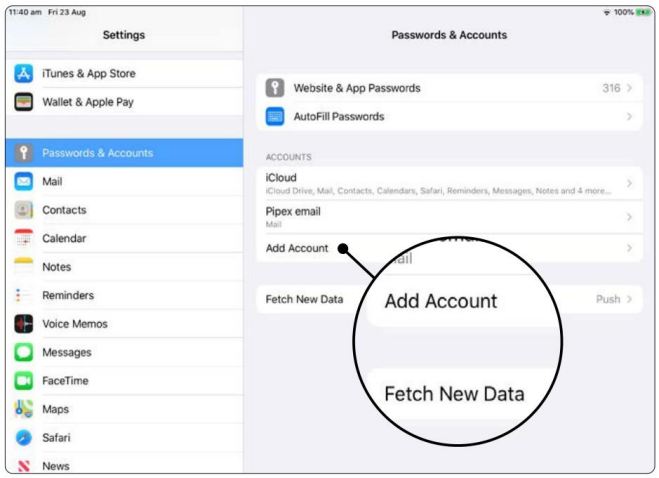
Checking Wi-Fi Strength.

There is a Wi-Fi indicator on the status bar at the top of the screen, depicting the signal strength. The more bars visible, the stronger the signal.

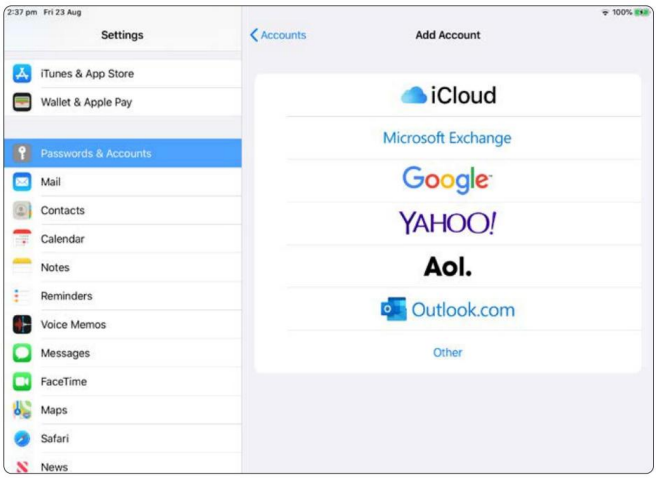
Set Up Email

Your iPad can send and receive email but first you must set up your email accounts. This is how to do it whether you're using an iCloud account, a free web account or one from the company that provides your Internet service.

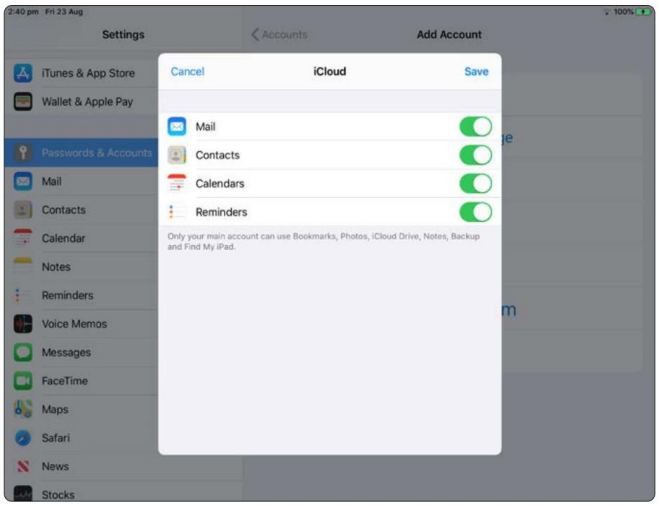
Set Up iCloud Mail



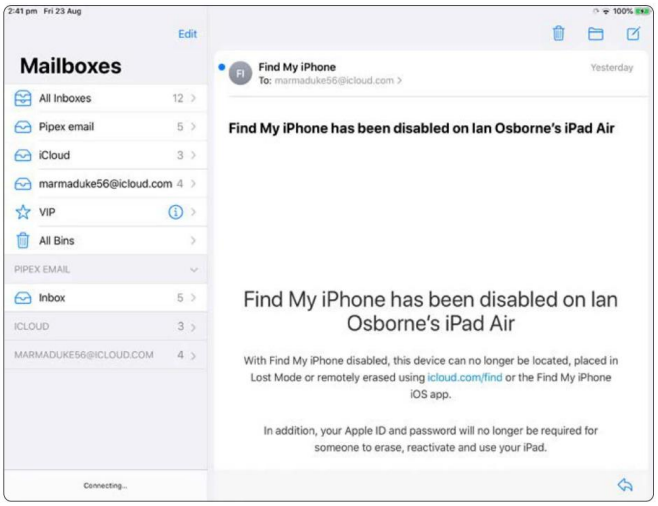
1 Tap the Settings icon located on the Home screen of your iPad and scroll down the left side panel and select the Passwords & Accounts option. From here tap the Add Account option at the foot of the Accounts section.



2 From this screen tap on the iCloud link and enter your Apple ID and password; these are the details you entered when you first set up your iPad. Tap Next to automatically verify your details. It may take a while to do.



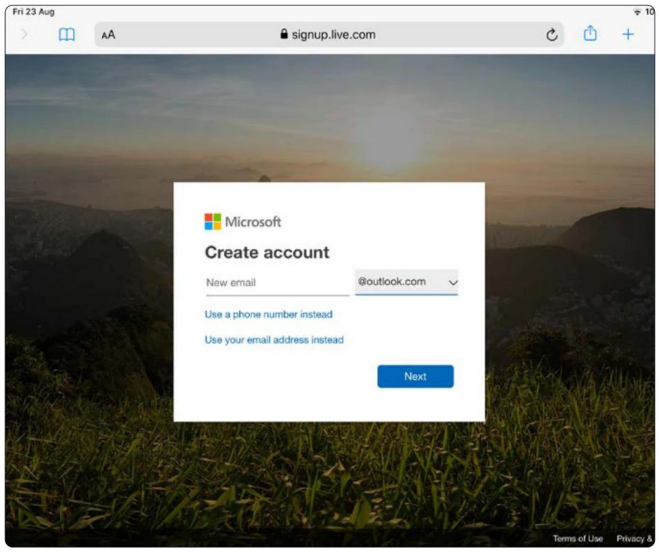
3 You now see a pop-up message asking you to give iCloud access to your location and Find My iPhone. OK both and you're taken to this screen, where you select which apps use iCloud. Slide the Mail link to the On position.



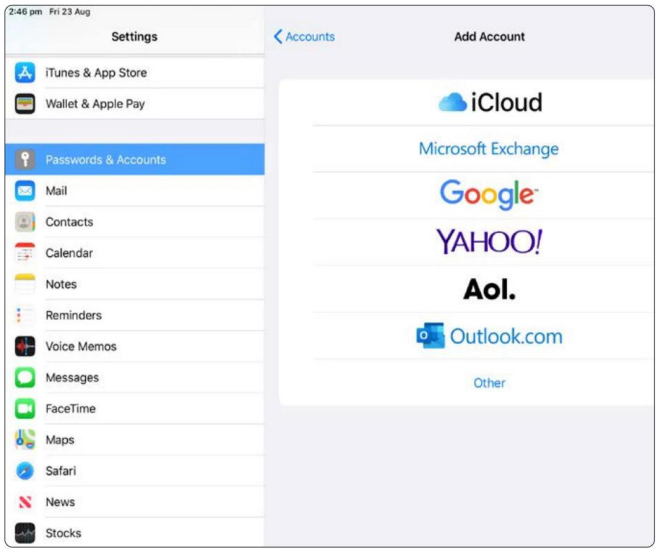
4 Your new iCloud account is now available to use, alongside any other email accounts you might have added. Of course, if your iCloud account was the first email account added to your iPad, it will be the only address here.

Set Up Web-based Email Accounts

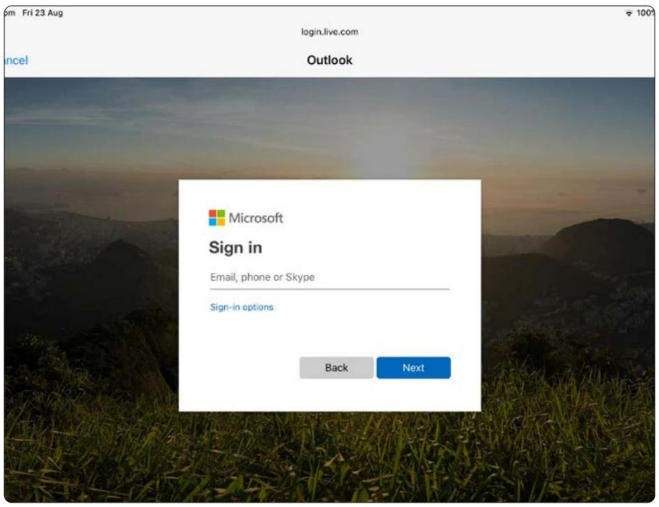
You can set up and use a variety of free, web-based email accounts in Mail, including Gmail, Yahoo, AOL or Microsoft Hotmail. Doing so is a little more complicated than setting up an iCloud account, but it's still not too difficult.



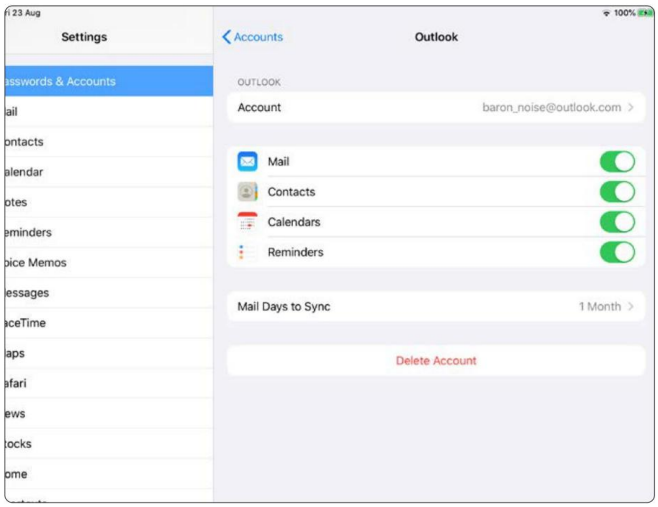
1 To access accounts from these email providers, you must have already set up an active account with one of them. To do this you need to visit their respective websites and follow the onscreen instructions, then come back to add the account to the Mail app.



2 Go to Settings > Accounts & Passwords > Add Account again and tap on the Gmail, Yahoo, AOL or Microsoft Outlook link. The process is the same and if you have more than one web-based email account, you can come back and add another later.



3 Follow the on-screen instructions, entering your email address (that's the one for the account you're registering with your iPad), password and any other details you're asked for. Agree to iOS getting access permissions, then move on.



4 You're asked to give iOS various permissions. If you can't modify these permissions while you configure your account, you can do so later by going back into Settings > Accounts & Passwords. Agree, and you're up and running with your new email account on your iPad.

Setting Up a Microsoft Exchange or Other Email Account.

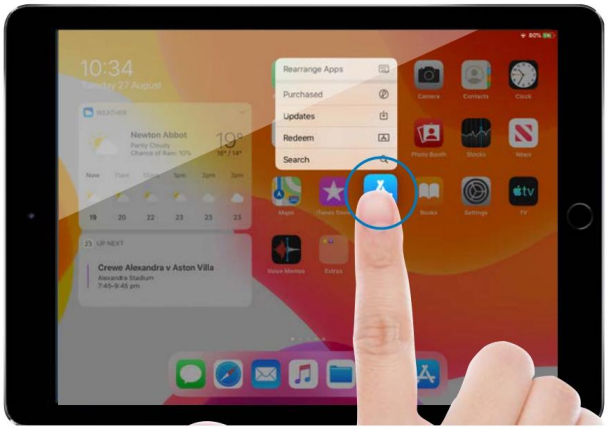
To start the process of collecting email on your iPad if your account is hosted by a provider other than those listed on this screen, or hosted via Microsoft Exchange, you will need to tap either the Other or the Microsoft Exchange link respectively. You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPad. As these details are all different for each provider, we can, alas, only send you in their direction for help. Check the support section of their website, or their telephone helpline.

Touchscreen

Your iPad's touchscreen knows when you have more than one finger touching the screen at once. This makes all sorts of useful gestures possible, such as rotating, pinching, spreading and more. Here's how they work.

Touch

To activate items such as applications, to use the on-screen keyboard, or to press on-screen buttons, touch them with your finger. The touchscreen is sensitive to the tiny electrical charge in our bodies, so you don't need to press hard.

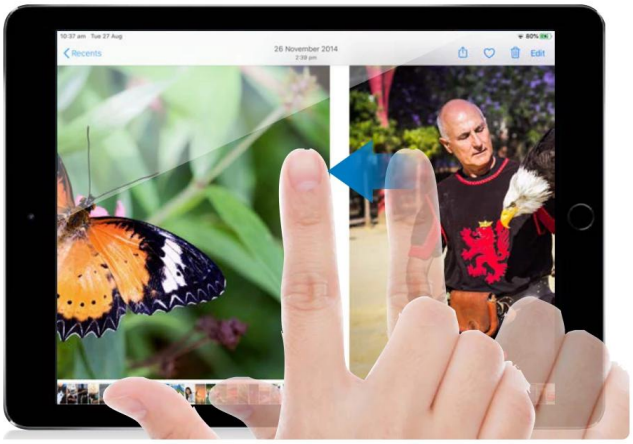


Touch and Hold

You can touch and hold an item on the screen by placing your finger it and not lifting that finger until an action occurs. This action depends on what you're touching; it could be a menu opening or an icon lifting off the screen and showing it's able to be moved.

Double-tap

Tap quickly twice on a web page, map, a photograph or other screen to zoom. Double-tap a section of a web page in the browser to zoom fit it to the width of the screen. Double-tapping a piece of on-screen text can highlight a single word too.

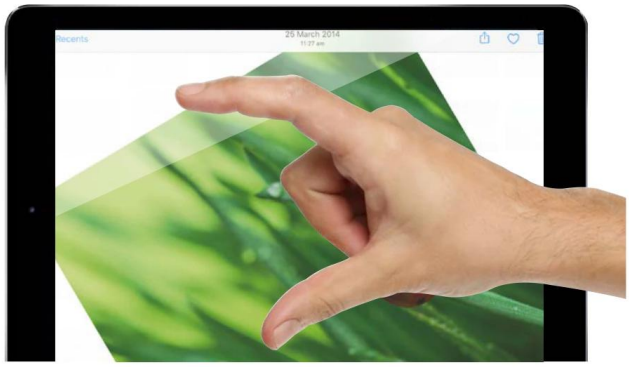


Swipe or Scroll

Menus and web pages you access on the iPad often require you to scroll. For example, in Photos, you swipe to scroll through your pictures. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it.

Drag

To drag items around the Home screen, touch and hold an item for a moment and when the pop-up menu appears, drag it into the required position without lifting your finger. Then to drop the item into that location, simply lift your finger. This works for dragging other items around the screen too, for example, reordering lists.



Twist to Rotate

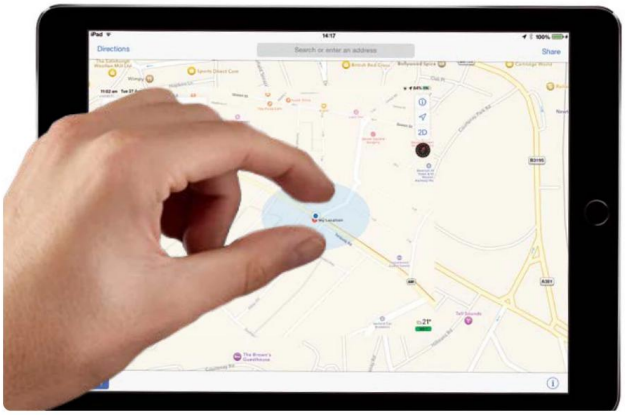
In the Photos app, you can rotate a picture by placing two fingers on it and twisting them left, or right. The picture then follows the rotation of your fingers, turning clockwise or anti-clockwise. You can combine this with the pinch and spread gesture to zoom into, and out of the photo, while you rotate it.

Access Control Centre

To access the Control Centre, swipe in from the top right of the screen with a single finger. To get rid of it again, swipe diagonally towards the top left corner.

Opening the Siri Search Screen

On the Home screen, place two fingers on the screen and swipe down. The Siri Search Screen opens and you can do a system-wide search across your iPad.



Pinch and Spread

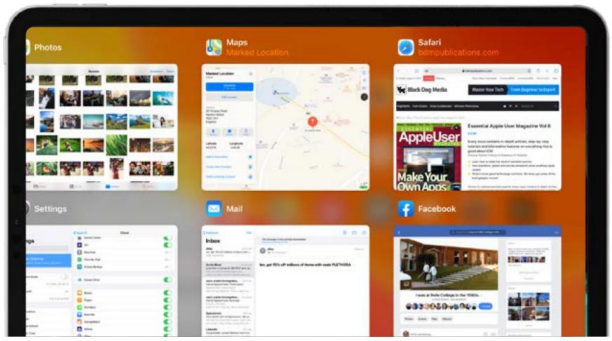
To pinch or spread, place your thumb and forefinger on the screen and bring them together or move them apart. It's great for zooming into and out of photos and Maps.

Open Dock

To open the Dock, when in an app, swipe up from the bottom of the screen. Make it a small swipe, or you activate another feature. Close the Dock by swiping it down.

Moving Apps

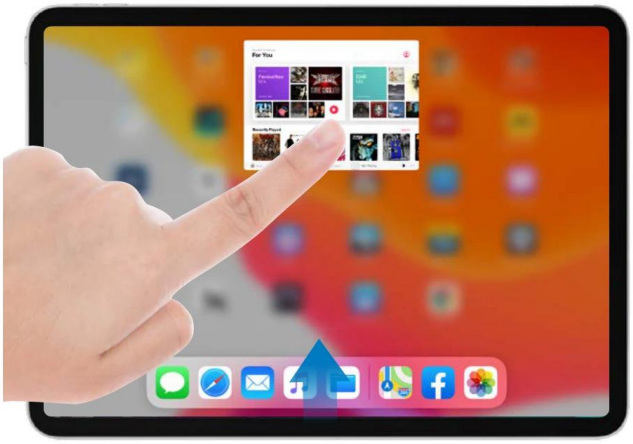
To move apps around the Home screen (to reorder them), tap and hold any app icon until the pop-up menu appears. Now, either select Rearrange Apps or just drag it. The app icons wobble, and show an X. Rearrange them as needed. To stop them wobbling, either press the Home button, or tap Done in the top right corner.



The App Switcher

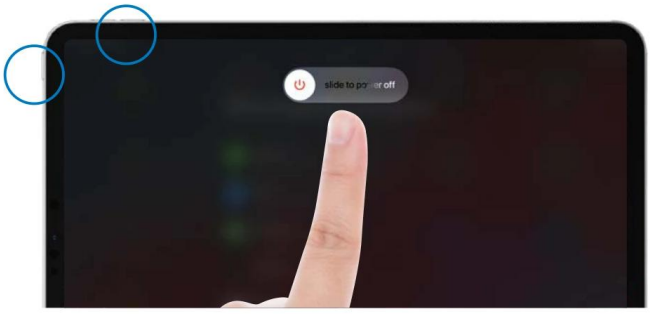
To access the App Switcher screen, either place all five fingers on the screen and pinch them together, or swipe up from the bottom of the screen and release when the apps appear. If you have a Home button, you can also press it twice. Tap an app to switch to it, and swipe an app off the top of the screen to close it.

Gestures for iPads with No Home Button



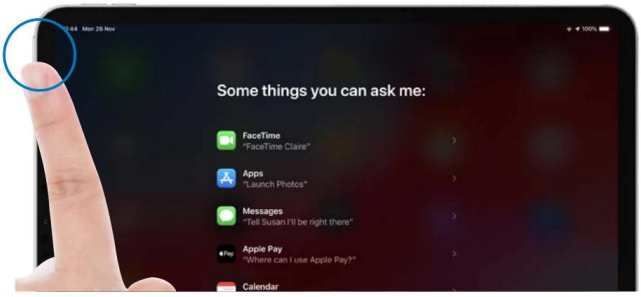
Swipe Up for Home Screen

On previous iPads, you could get to the Home screen by pressing the Home button. As the latest iPad Pros don't have a Home button, a new gesture is required. Simply swipe up from the bottom of the screen and the Home page is revealed.



Restart Your iPad Pro

Holding the Top button now gives you Siri, so to restart your iPad Pro you must press and hold both the Top button on the right and the Volume down button. This familiar screen appears, from where you shut down your iPad with the slider.



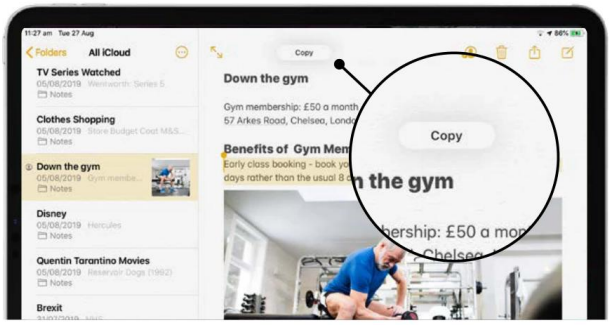
Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the iPad Pro. Press and hold the Top button until Siri appears. When you're done, tap the Side button again to close the feature.

Swipe for the App Switcher

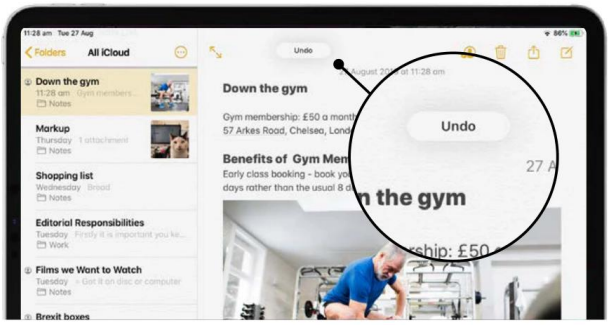
You can no longer access the App Switcher with a double-tap on the Home button, for obvious reasons. The other two methods outlined above work instead; pinch with five fingers, or swipe up from the bottom of the screen until it appears.

New Gestures for iPadOS



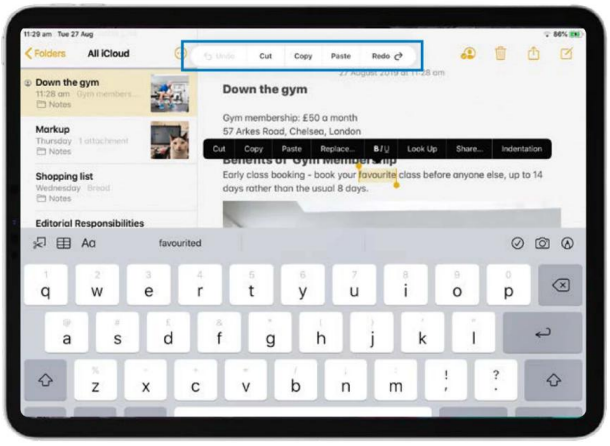
Cut, Copy and Paste

There are three new editing gestures, all of which use three fingers. After carrying out one of these gestures, a small window appears telling you what you've done. The gestures are Copy: three-finger pinch; Cut: three-finger double pinch; Paste: three-finger spread.



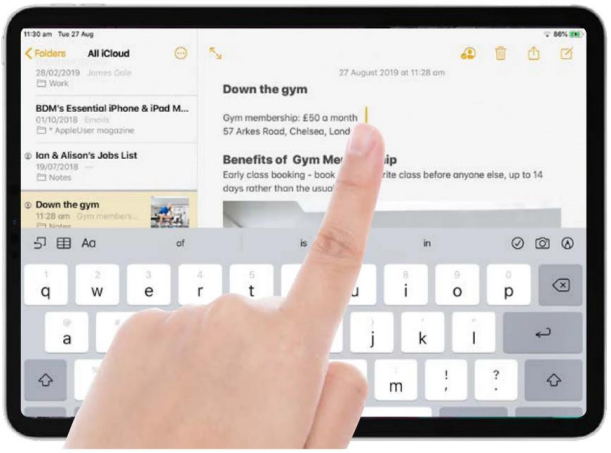
Undo and Redo

Swipe the screen left with three fingers to undo the last thing you edited. Alternatively, to perform the same task, you can tap the screen with three fingers. If you decide your undo was a mistake, swipe right with three fingers to redo the edit.



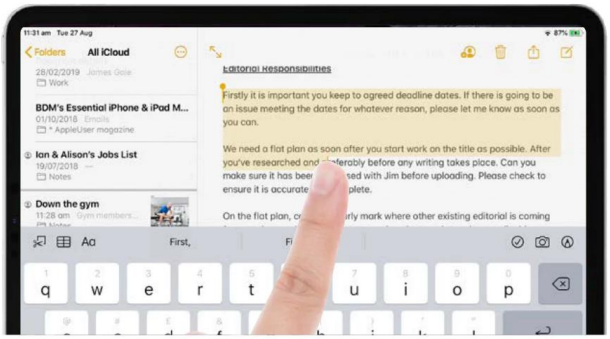
Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPad's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.



Move the Cursor

If you want to move the cursor around the screen, pick it up, by tapping and holding its present position, then drag it to where you want it to go and lift your finger to place it. Double-tap and hold to select text between the cursor's old position, and its new one.



Select a Block of Text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you want to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.

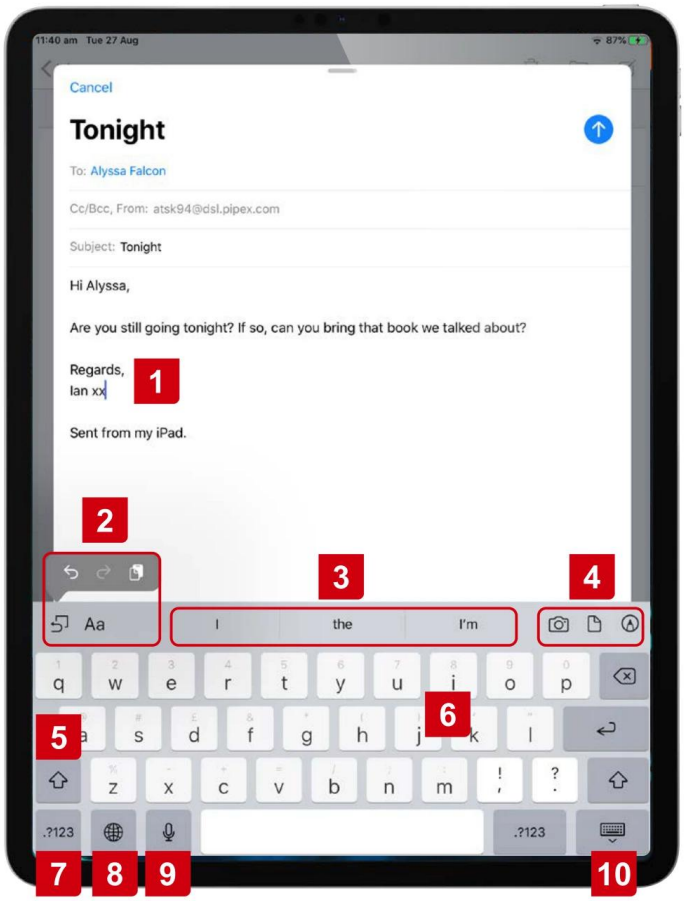
Drag Scrollbar

Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. By lifting your finger and placing it on the scrollbar, you can drag it up and down for more efficient screen scrolling.

The Keyboard

When you tap your finger on any part of the iPad's screen where you can enter text, such as an email or a note, the iPad's on-screen keyboard appears. Here's a guide on how to use this keyboard and all its features.

The Keyboard in Focus



1 Tap on any box or screen where text can be entered, and the virtual keyboard appears as shown. This is true for emails, messages, search fields and indeed any area of the screen where you can enter text.

2 The keyboard's top bar icons differ according to the app you're using. These icons give access to the Undo, Redo, and Paste options, and open the formatting window.

3 As you type, suggestions for the word you're currently typing appear here. When one of them is correct, you can tap it to automatically complete the word, saving on your typing.

4 These three icons in the top right of the keyboard, let you take, or choose, a photo to add to the email, choose or scan a document, or use the Markup tools.

5 This is the capitals and caps lock key. Tap it to make the next key you press a capital, or double tap it to lock the keyboard in caps mode. When it's locked in this way, you can tap it once to go back to normal typing.

6 In iPadOS, a key's alternate characters, such as punctuation or numbers, are shown at the top of the keys. To type a key's alternate character, drag it down instead of just tapping it.

7 Tap this key to switch to the keyboard's alternate characters. After doing so, you can press the key above it (now labelled '#+=') for even more character options, or just tap this key again to return to normal typing.

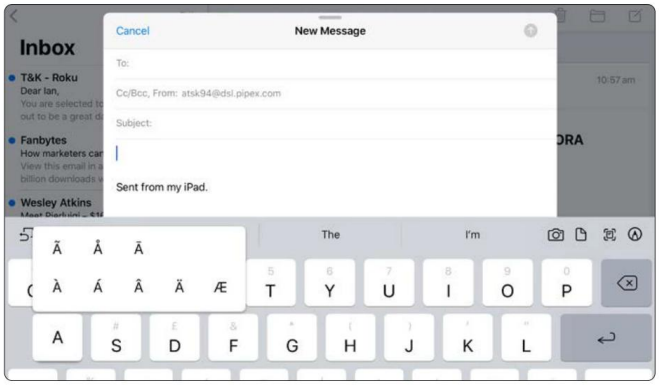
8 Tap and hold this key for a menu that lets you access the Keyboard Settings, emoji keyboard and other installed keyboards, such as foreign language keyboards. Tap the key without holding to toggle through them instead.

9 Tap this key and speak into the iPad. Your words appear in the text field, just as if you'd typed them. The first time you use this feature, you're asked to enable dictation. You should do so.

10 If you're done with the keyboard, tap this key and it disappears again, reappearing next time you tap a screen or box that you can type text into.

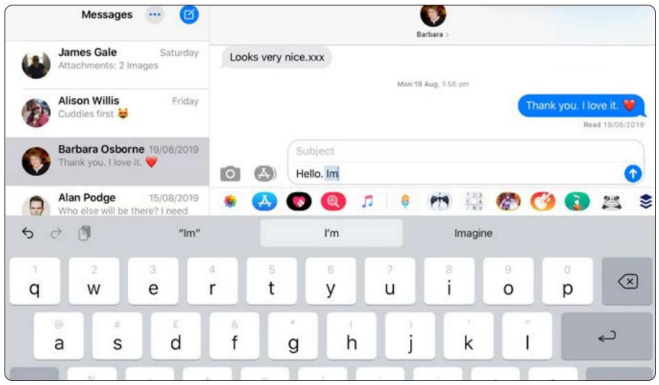
New Formatting Window.

Tap the 'Aa' icon for iPadOS's new formatting window, which offers excellent editing and formatting options such as fonts, typography, and colours.



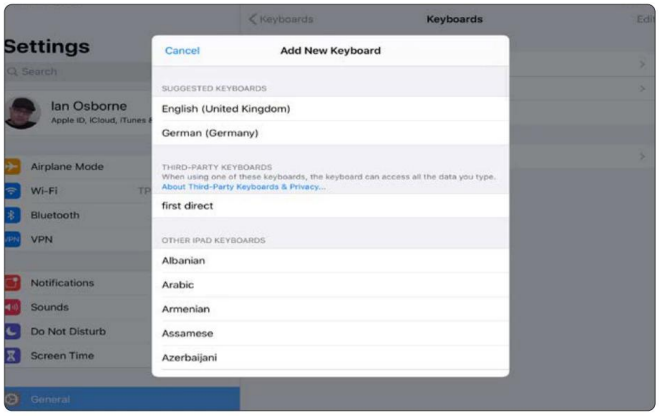
Finding Accented Letters

When you have to type an accented letter, such as ‘é’ or ‘ö’, you can easily do so by simply pressing and holding the letter you wish to type in an accented version until a pop-up window appears, as shown here for the letter ‘a’. Now just tap on the version of the letter you wish to use.



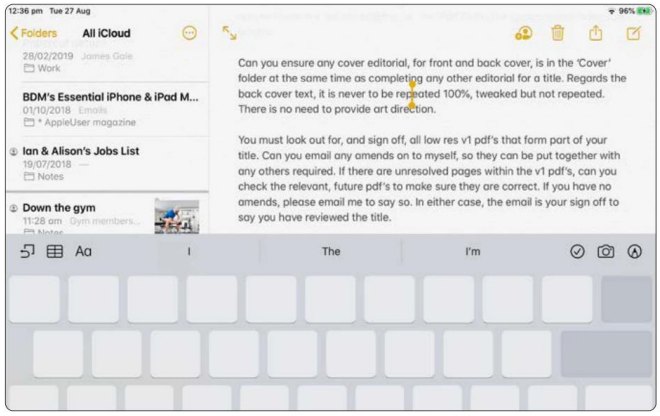
Auto Punctuation

Some punctuation is added automatically. If you wish to add (for example) an apostrophe to form a contraction such as “I’m”, simply type “Im” and the iPad does the rest. It’s a very useful feature and greatly increases your typing speed when you’ve had a little practice.



Add a New Keyboard

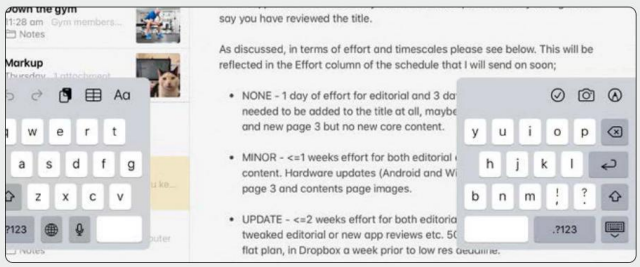
To add a new virtual keyboard to your iPad, which can then be accessed by holding the globe-key, go to Settings > General > Keyboard > Keyboards, then tap ‘Add New Keyboard’. You can then add a foreign language keyboard or one you’ve bought on the App Store.



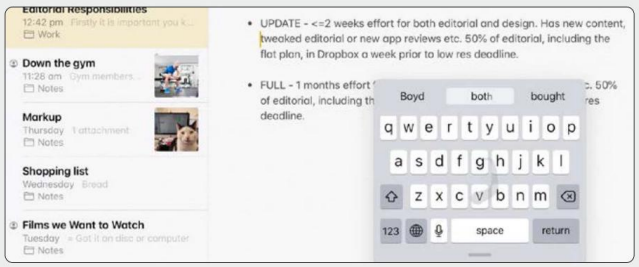
Keyboard as a Trackpad

For more precise control over where you put the cursor, either place two fingers on the keyboard and hold them there or touch and hold the Space Bar. When the keys go blank, as seen here, you can drag the cursor around the screen, using the keyboard as if it was a trackpad.

Split, Floating, Undocked and Swipe Keyboards.



1 Tap and hold the keyboard key in the bottom right for a pop-up menu. Select Undock to move the keyboard up and down the screen. Choose Split to get this two-part keyboard; designed to be used by your thumbs. The Floating option gives a single keyboard about the size of the iPhone’s keyboard, and you can drag it around by holding the grey line at the bottom.



2 When using the iPadOS floating keyboard, you can type by swiping your finger over the keys instead of tapping them; drag your finger from one key to another without lifting it. To return to a normal keyboard, tap and hold the bottom right key again to access the menu from the previous step, or do a two-finger spread on a floating keyboard to resize it.

Control Centre

The Control Centre is a great way to access commonly used iPad features, such as the audio controls or Screen Mirroring and you can customise it to suit your own needs. Here's a guide to the iPad's Control Centre.

Control Centre in Focus

1 In this box, you can turn (clockwise, from top left) Airplane Mode, AirDrop, Bluetooth and Wi-Fi on and off. Tap and hold the main box for a bigger version. Turning off Bluetooth or Wi-Fi is temporary, they're only switched off until the next day.

2 This box shows what you are currently listening to. Tap and hold for more options, including volume control and an option to play your sounds through external speakers.

3 To open the Control Centre, swipe with one finger from the top right corner of the screen towards the middle.

4 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPad. Tap again to unlock.

5 Tap here to activate and deactivate the iPad's useful Do Not Disturb mode for when you want some peace and quiet. Tap and hold this icon for a range of pop-up options for Do Not Disturb.

6 Brightness and volume controls. Run your finger up and down them to raise or lower the function in question or deep press one of them for a bigger version of the slider. Tap and hold on the Brightness slider also gives access to Night Shift Mode.

7 If you wish to mirror your screen, maybe to your Apple TV, tap here and select the target from the window that pops up.

8 Tap the button showing a bell icon to silence your iPad. Tap it again to take it out of silent mode once more.

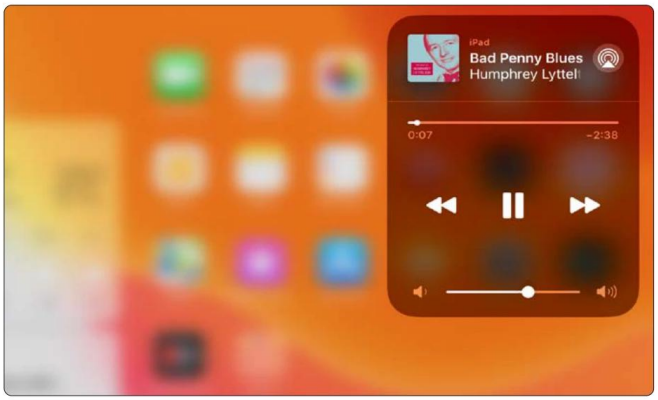
9 Tap here to open the Clock app and go straight to its very useful Timer feature. Just the thing if you want to boil an egg.

10 Tap this to access the Camera app. Tap and hold it to access specific options within the Camera app, such as selfies, video recording and slo-mo.

11 This button gives access to your Home app's accessories, so you can control them from your iPad.

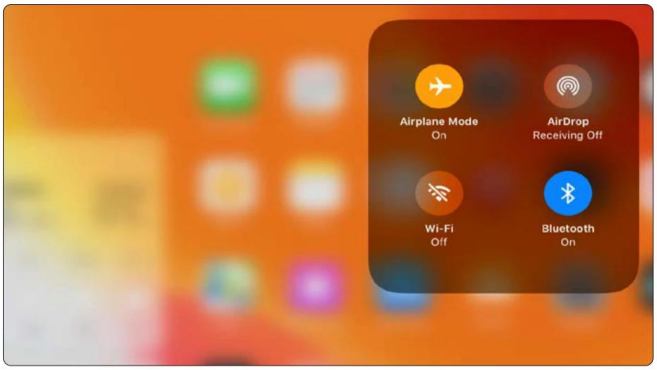
Tap and Hold Items

You can tap and hold most Control Centre icons for access to further functions. For example, if you tap and hold the Camera control, you get a window offering to open the FaceTime camera (Selfie), record video, take a photo and more.



The Music Controls

Just like before, the Music controls show you the currently playing song, including album art. In addition to volume adjustment, play/pause and skip forwards/backwards, you can tap the icon in the top right to output to connected speakers.



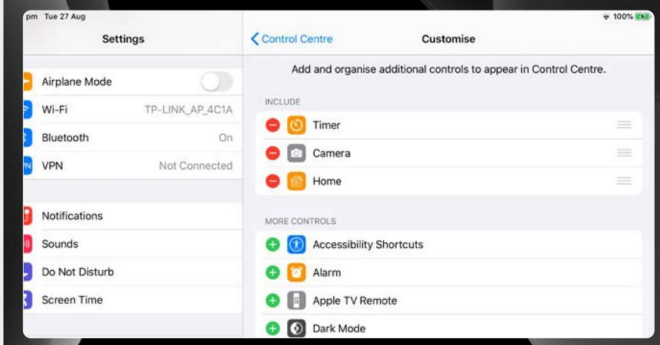
Airplane Mode

The iPad's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines but it's useful even if you're not flying. If your battery is low and you're reading an eBook, for example, Airplane Mode can save power.

Night Shift Mode

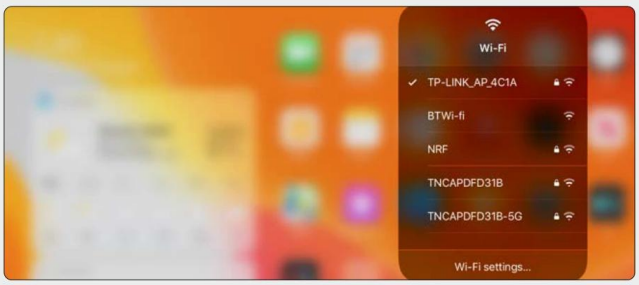
Tap and hold the brightness slider for a larger slider, with two icons underneath. Using these icons, you can activate or switch off Night Shift - reduces blue light which can interfere with sleep patterns, and Dark Mode, as explained in the Dark Mode tutorial.

Customising Control Centre.



In the Settings app, go to Settings > Control Centre > Customise Controls. Tap the Minus icon to remove an app, or the Plus icon to add one. You can also reorder the controls by dragging them up and down the list with the three-line icons on the right.

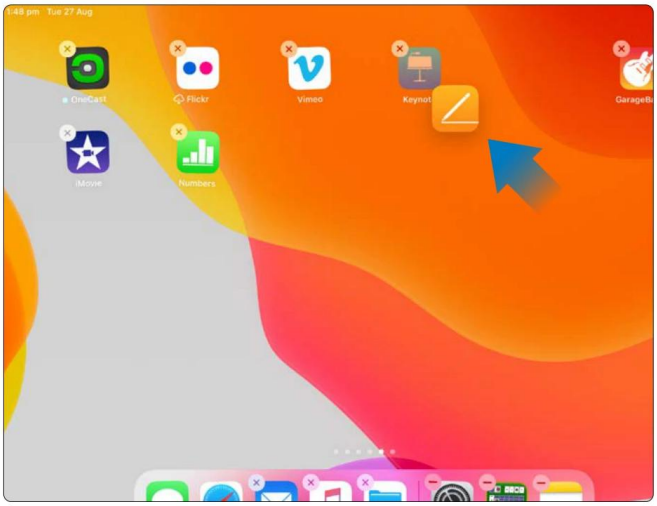
New Bluetooth and Wi-Fi Options.



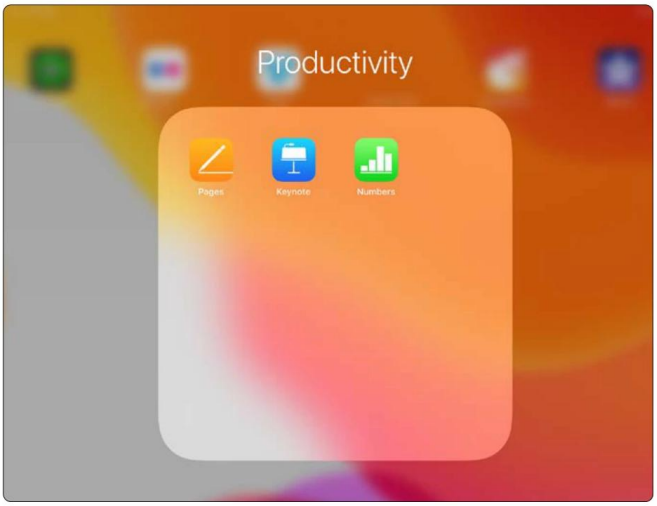
iPadOS adds new ways of accessing Bluetooth and Wi-Fi settings. Tap and hold the control square with Bluetooth and Wi-Fi on it, then tap and hold either Bluetooth or Wi-Fi. You can switch between networks, connect or disconnect peripherals, and more.

Using Folders

To keep your Home page in a tidy and usable state, you can group apps into folders, maybe all your games in a Gaming folder, for example. It's a good way to organise your applications and makes navigating your iPad much easier.



1 To create a folder of apps, on the Home screen tap and hold an app until they all start to wobble and a small X icon appears in the top left corner. Drag one app onto another and they're grouped into a folder. Tap outside the folder box to return to the Home screen, and drag all the other apps you wish to store there onto that new folder.



2 Tap the Home button to stop the apps wobbling. You can see that we've put three separate apps in this folder here; as they're all office apps, it's automatically named Productivity. Tap the folder to open it, then tap one of the apps to use it in the usual way. It's a great means of grouping similar apps, keeping your Home screen tidy and making things easier to find.

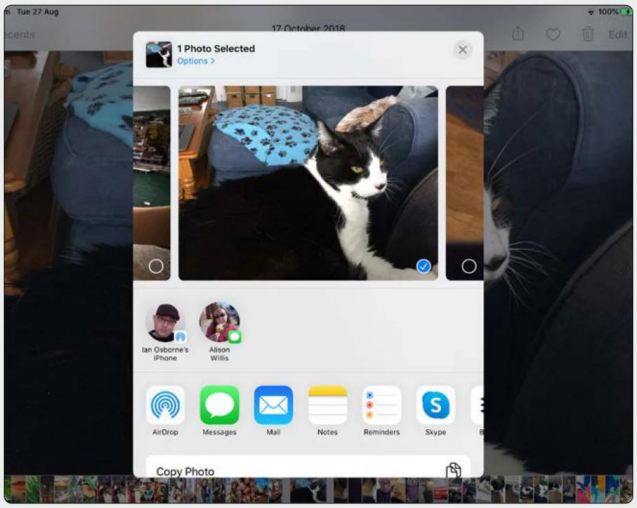
3 If you want to rename a folder, open it, tap and hold one of the apps until they wobble again, and then tap the name of the folder. A keyboard appears, and you can edit the name of the folder in the usual way. Call it anything you like.

4 To move an app out of a folder, open the folder and hold an app until it wobbles. Drag the app outside the folder box as shown. It returns to the Home screen and the folder closes. Remove the last app and the folder disappears.

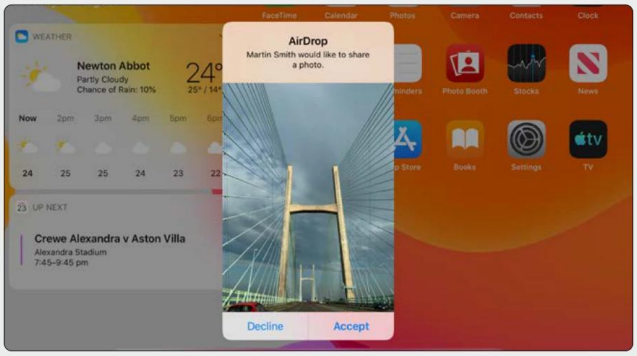
Bluetooth

AirDrop is great for transferring files from your iPad to another Apple device and Bluetooth is used for wirelessly streaming sound and other data, maybe to speakers or headphones. Here's how to use them.

Transfer Files with AirDrop.

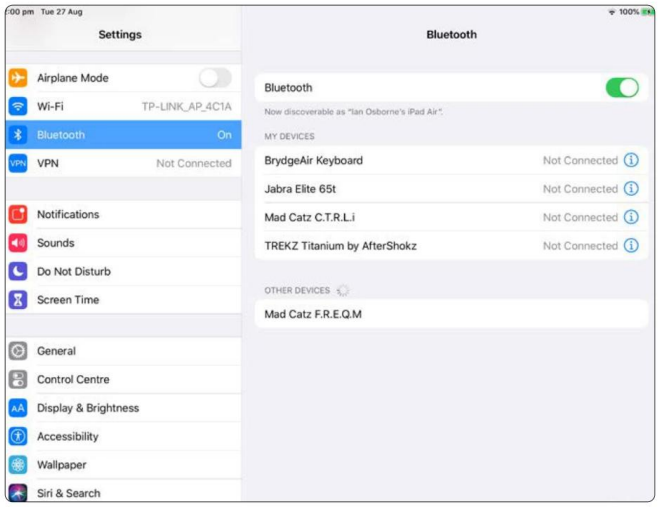


1 You can send files to other Apple devices using AirDrop, but Wi-Fi and Bluetooth must be switched on. Open the file, tap the Share icon. People to whom you can AirDrop are shown at the top of the window; look for the AirDrop icon. Tap the person to whom you want to send the file.

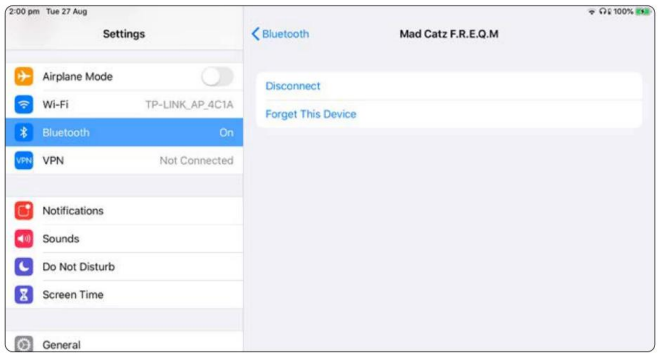


2 Use Settings > General > AirDrop to determine whether receiving via AirDrop is on or off, share only with people in your Contacts app, or share with everyone. If you accept AirDrops from everyone, when you're sent an AirDrop file you have to accept it first.

Pairing with Bluetooth



1 Bluetooth can wirelessly connect your iPad with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions. Go to Settings > Bluetooth and the device you're pairing should be listed. Tap it to pair.



2 Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it. To unpair a device: in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

iPadOS in Action!

iPadOS is the iPad's new operating system. An operating system is the software that runs on your device, and brings with it all sorts of features. Previously, Apple's tablet used the same iOS operating system as the iPhone, but last year, the new iPadOS was released. In this section, we take a look at the new features introduced for iPadOS and how they work.

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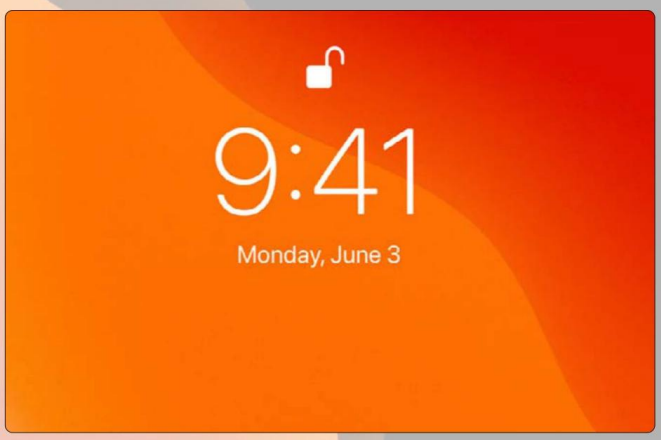
36 New in iPadOS
40 Home Screen
42 Multitasking
44 New Gestures
46 Custom Fonts
47 Apple Pencil
48 Find My App
52 Dark Mode
54 Voice Control

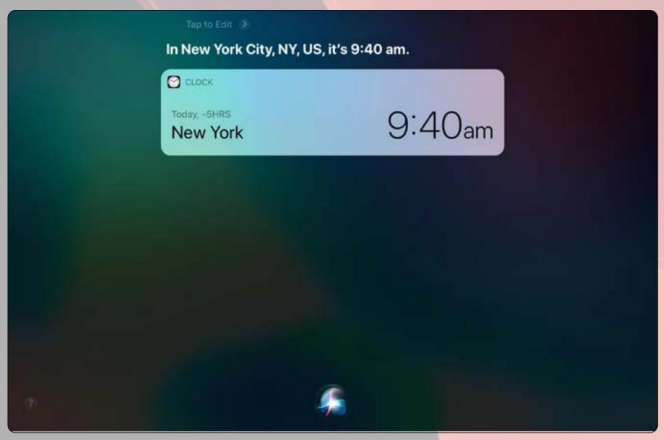
New in iPadOS

iPadOS is the latest version of the iPad's operating system. When you've upgraded your tablet to iPadOS, you have a huge range of exciting new features at your disposal, as well as a performance upgrade. Here we show you the very best of the new and improved features in iPadOS.



Performance Improvements

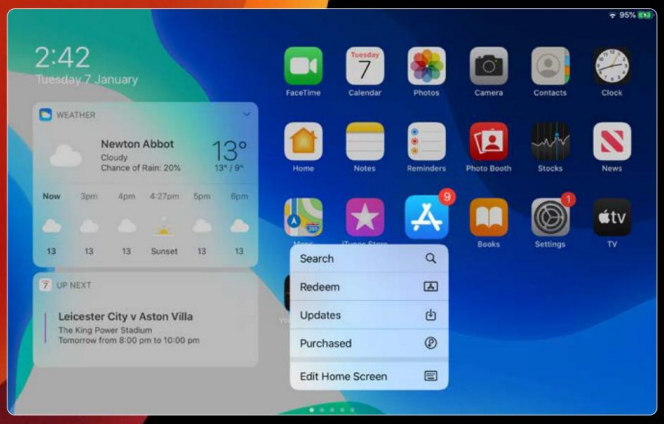
Apple has made under-the-hood enhancements and optimisations to make iPadOS run faster on your iPad. Face ID unlocks your iPad 30% faster, apps are smaller in download size and now launch up to twice as fast as before.



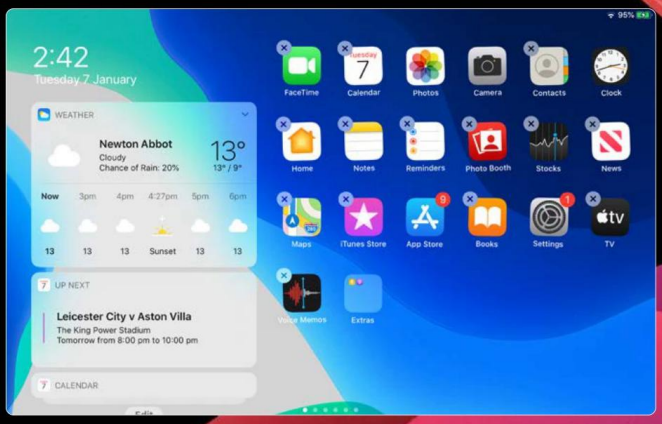
A Better Siri

Siri's voice has been given a makeover. Using advanced, neural text-to-speech technology, Apple has made it more natural and less robotic, especially when making long speeches. This makes it far easier on the ears.

Rearrange Apps.

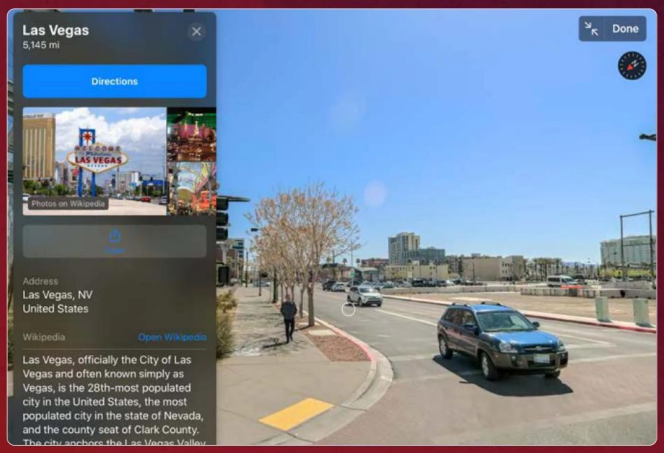


1 When you tap and hold an app in iPadOS, you get a pop-up menu. The options offered depend on which app you tapped, but you can always use this menu to make the apps wobble; just tap the 'Edit Home Screen' option.

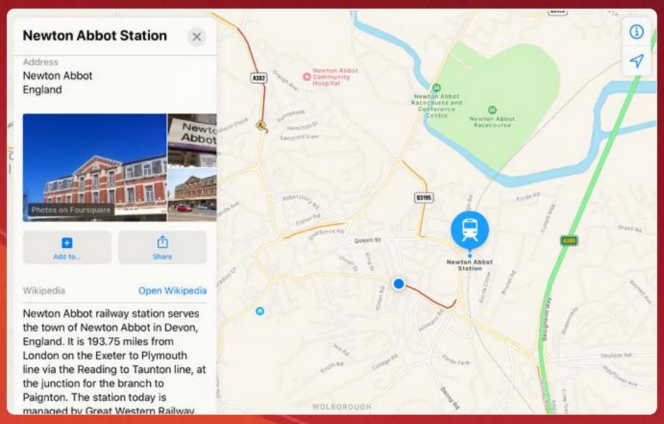


2 After selecting 'Rearrange Apps', the app icons wobble and show an X, as they did before. Drag them to rearrange their order, or tap the X to delete an app. Press the Home button or tap Done to return to the regular Home screen.

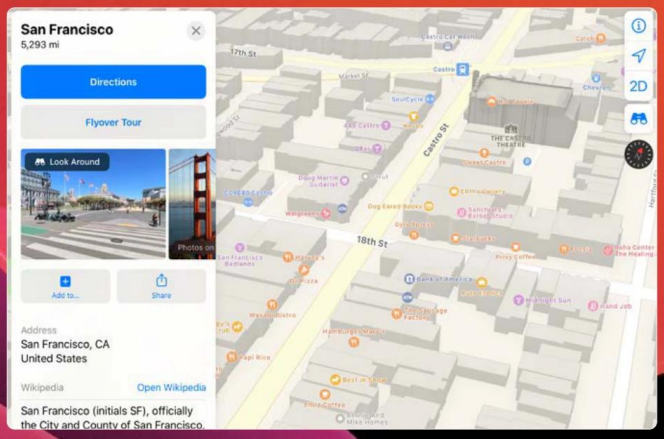
Mapping Mayhem.



1 Maps has gained a trio of new features, including a 3D street view. To access it, tap Look Around or the Binoculars icon. It's currently only available in San Francisco, Las Vegas, and Honolulu, but it will undoubtedly roll out elsewhere soon.

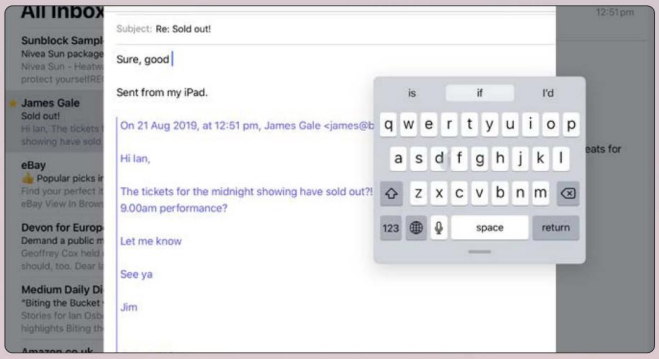


2 Your Favourites are also much easier to access now and appear at the top of searches. You can create lists of Favourites and share them with friends. Just open a Favourite and tap Add to..., then add it to a collection.

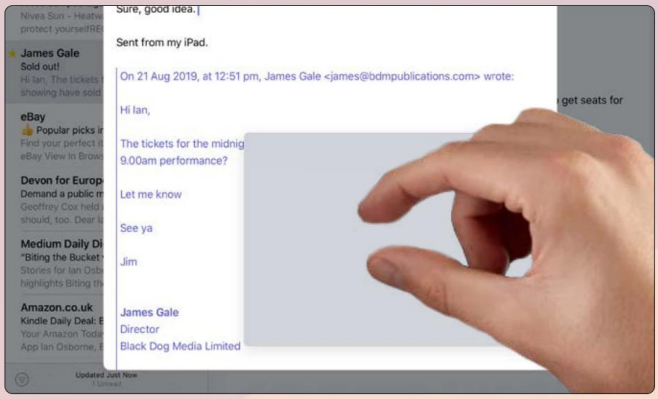


3 Zoom in on a map and then push up with two fingers to access the 3D version. It's much more detailed, with buildings and features drawn on with great accuracy. It's not available everywhere, but will launch in more places soon.

QuickPath Keyboard

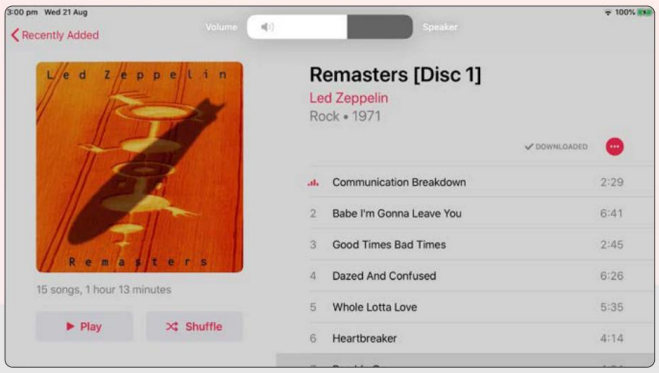


1 The QuickPath, or 'swipe', keyboard allows you to type by dragging your finger across the keys without lifting it when using the smaller, floating keyboard. Predictive text is offered as before, but, when swiping, the replacement is added as soon as you lift your finger.



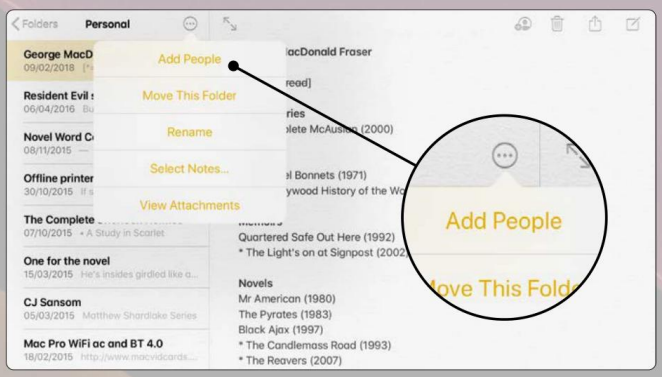
2 To get the floating keyboard, do a two-fingered pinch on the regular-sized keyboard. It shrinks (losing its keys in the process), and when you're done, the floating keyboard appears. To get the bigger one back again, do a two-finger spread on the small keyboard.

New Volume Slider.

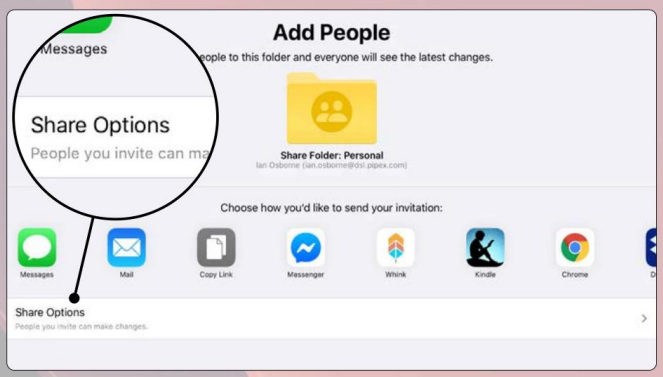


When using the iPad's volume buttons, you used to get a non-interactive graphic showing the volume bar increasing or decreasing. This has now been replaced by a slider, which you can tap and adjust on the screen.

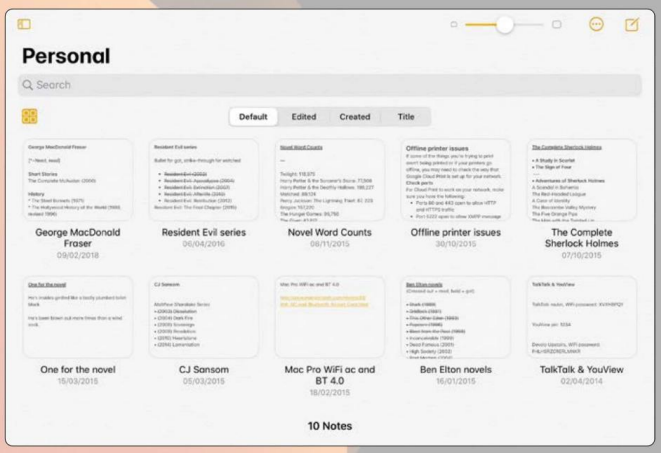
New in Notes



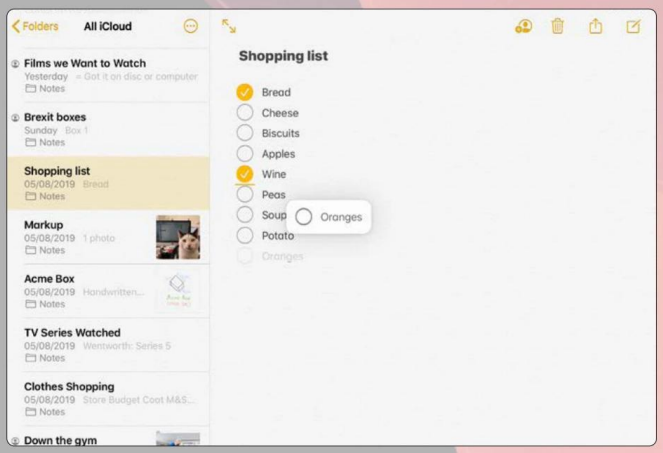
1 You can now share folders in Notes. Open a folder from the Folders screen, tap the Three-dots icon (top right) and then, from the menu, choose Add People. Share the folder and contents by inviting people to join, as you do with shared notes.



2 The Share Options link in the previous step lets you organise your folder's permissions. In a nutshell, you can choose whether people you invite to share it can make changes, or only view the notes contained within it.



3 There's a new Gallery View. Pull the sidebar down to reveal a Four-squares icon; tap it to view your notes as thumbnails. Repeat to return to a list. Tap the Sort By link to change how the notes are arranged.



4 You can quickly reorder a checklist by tapping and holding the circle next to the item, and dragging it into position. You can also have ticked items automatically moved to the bottom of the list too.

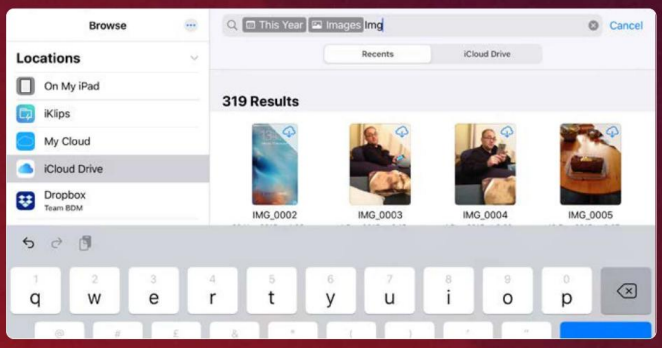
Mouse Support.

You can pair a mouse with an iPad and iPadOS, but it's not easy. Go to Settings > Accessibility > Touch, and tap AssistiveTouch. On the next screen, turn AssistiveTouch on. Scroll down and tap Pointing Devices, then tap Bluetooth Devices. Put your mouse into Paring Mode (see instructions), and it should pair and start to work.

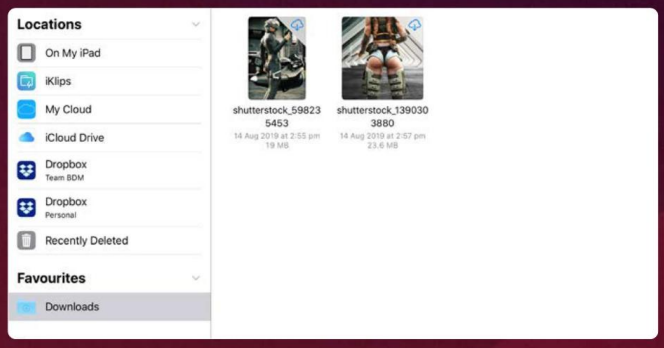
Console Controllers.

You can also pair an Xbox One or PS4 Dual Shock controller, and thankfully, it's a lot easier. Put your controller into Paring Mode (PS4: hold PS and Share buttons until the light on top flashes. XB: hold Connect for three seconds. Go to Settings > Bluetooth, on your iPhone, and find your controller listed. Tap it to pair.

The Fabulous Files App.

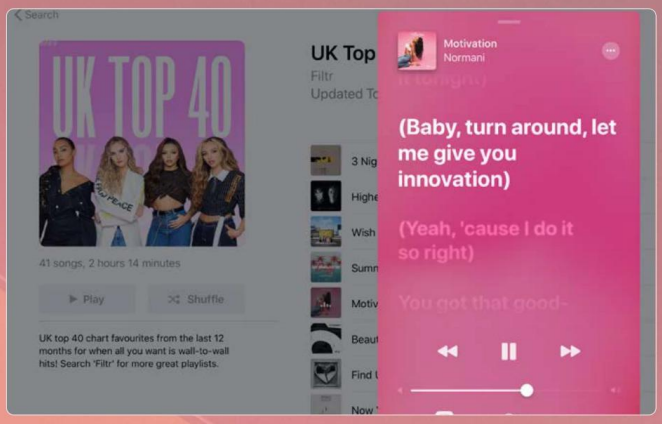


1 The Files app is now far more advanced, with Mac-like searches and access to external storage drives connected to your iPad. You can archive and unarchive files, and share folders instead of just files too.



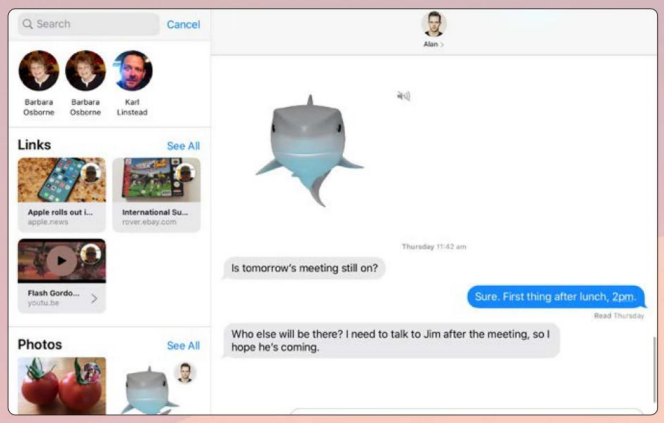
2 A Downloads folder has been added, and performs the same job as the macOS Downloads folder. Anything you download in Safari or elsewhere can be found here, from where it can be shared or moved.

Music Lyrics.



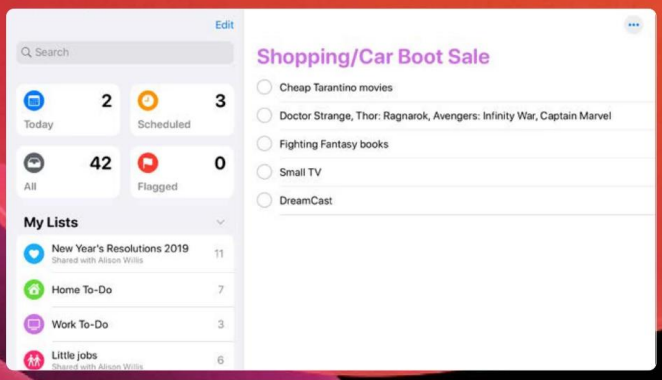
Music now warns you if you're about to add a duplicate song to a playlist. Also, if you open the song that's currently playing, by tapping the player bar at the foot of the screen, the lyrics are displayed. They sync to the song too.

Mega Messages.

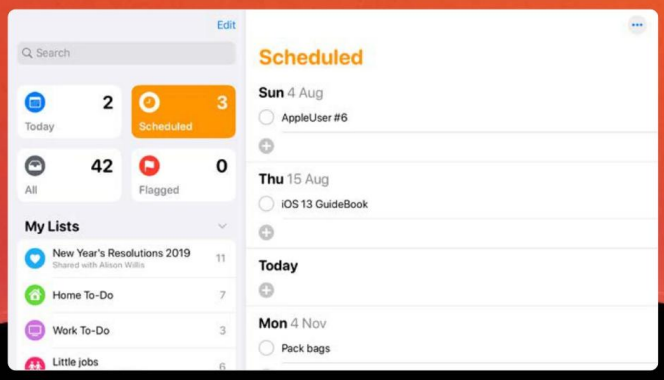


Messages has also been revamped. There are new animoji, with more options to create your own, and they can even wear AirPods. Search is improved and, when you're using AirPods, Siri can read your messages as they arrive.

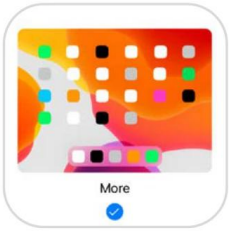
Remember Reminders.



1 Reminders has had a complete overhaul, and is packed with new features. It's far better organised, with automatic smart lists for tasks that are due today or listed as important, and it's easier to create tasks too.



2 Scheduled lets you see all reminders that have a do-by date, 'Today' shows all reminders due that day, and 'All' shows all your reminders from every list together. You can flag reminders if you wish.



Home Screen

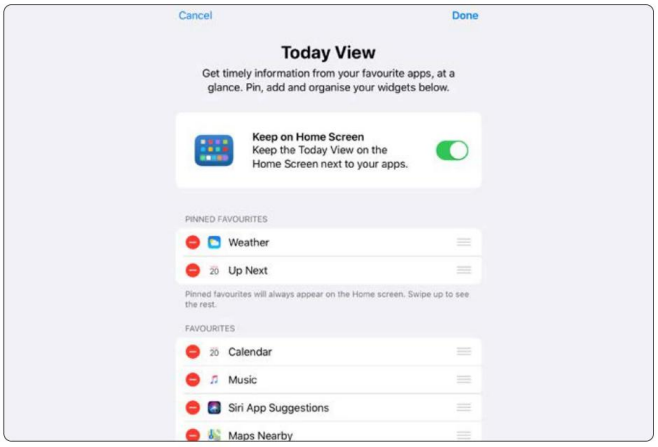
With the new iPadOS, Apple has made a few changes to the iPad Home screen. There's a new Today widgets sidebar right there on the first page, but only if you want it. There's also more space, so you can put more app icons on a single screen. It's so much more efficient; everything's at your fingertips.

Today Widgets on Home Screen

1 On the first page of the Home screen, swipe the screen right to reveal this sidebar, which only appears in landscape mode (that is, with the screen horizontal). Choose whether to add it to your Home screen permanently.

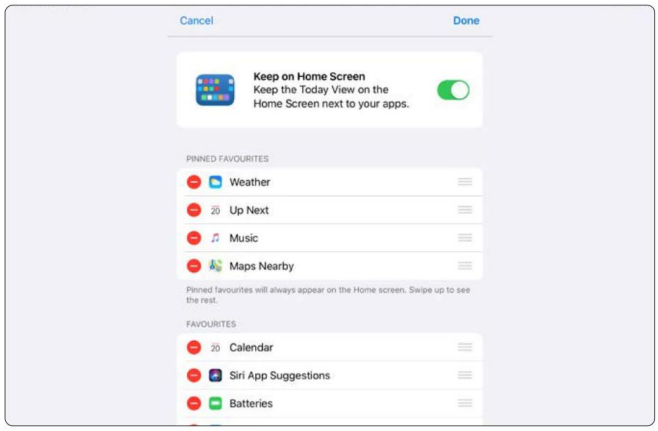
2 If you choose to add the widgets, they're permanently attached to the Home screen in an easy-to-use sidebar. The icons on your Home screen are packed closer together to make room for the widgets section.

3 As before, if you scroll all the way down to the bottom of your widgets, you see a button marked Edit. Tap it and you can configure the Today widgets to suit your needs, arranging and organising them at will.

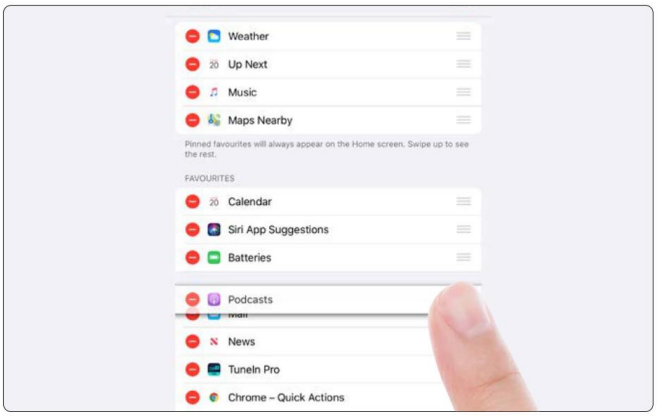


4 Also on the Edit screen, you can change your mind about whether to keep the Today widgets on the Home screen. Just flick the switch at the top of the Edit screen to turn them on, and off again, as you wish.

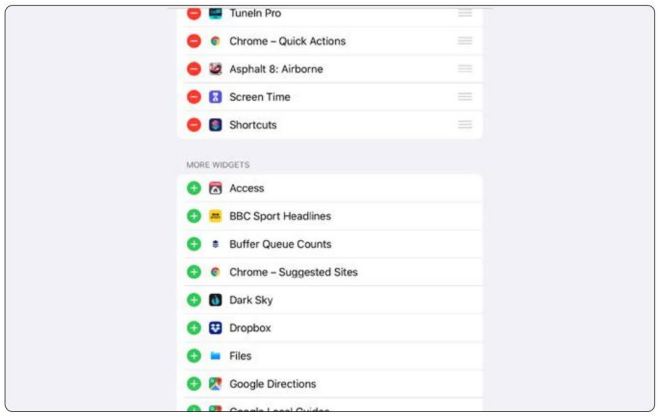
5 Something else you can do on the Edit screen is to pin your favourite widgets to the Home screen. By default, Weather and the Calendar's Up Next are always there, simply swipe up for the others.



6 On the Edit screen, you can rearrange the order of the Today widgets, and also move them into, or out of, the Pinned Favourites section, that is, the widgets that always appear on your Today screen without scrolling.

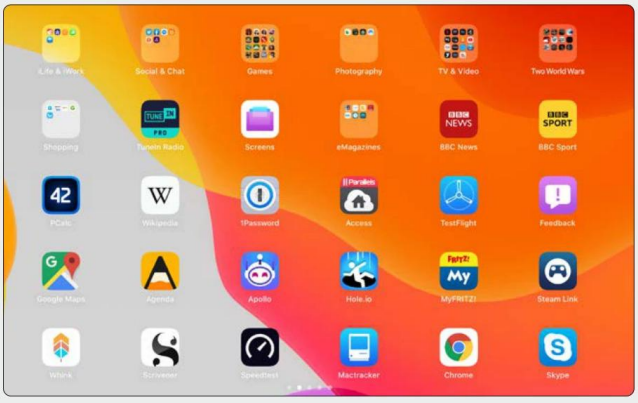


7 To move a widget from its current place in your list, place your finger on the Three-line icon, on the right-hand side of the widget in question, and drag it into your preferred place. Rearrange as many as you like, and tap Done when you've finished

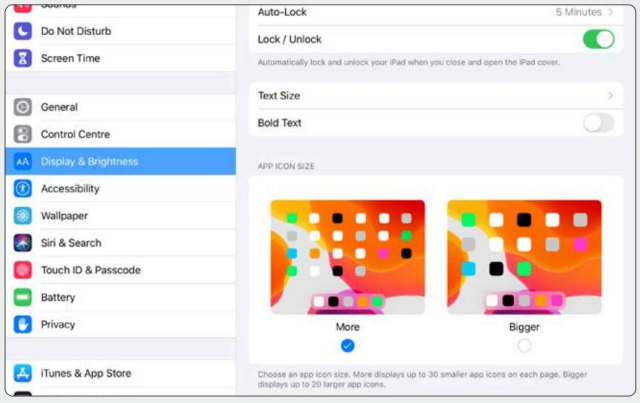


8 You can also remove a widget from the Today list altogether by tapping the minus sign to its left, or add a new one by tapping its plus sign. Some third-party apps offer widgets, so it's worth checking back frequently to make sure you're not missing anything.

More Apps Per Page.



1 By default, the new Home screen uses smaller app icons, allowing you to get more apps and folders onto a single screen. As you can see, there's now room for 30 items on a single screen, up from 20 items before.

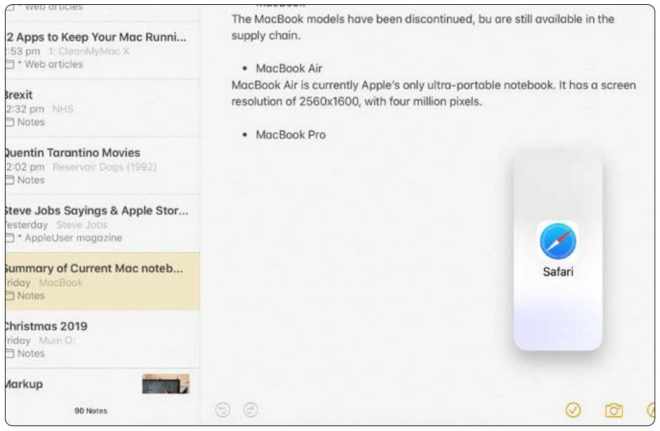


2 If you dislike the tighter, more packed style, open the Settings app and tap Display & Brightness. Scroll to the bottom of the screen for the options: More, the new app arrangement, Bigger, the old style.

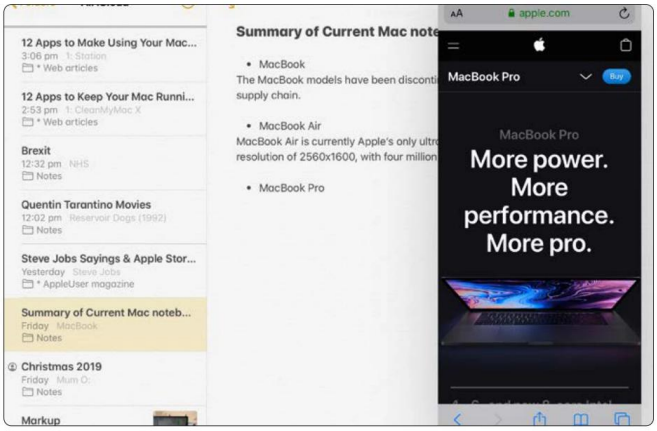
Multitasking

The iPad has been able to multitask, that is, run two apps side by side, for quite a while now. In the new iPadOS, this feature has been improved substantially; you can even run the same app twice. Your iPad must be recent enough to use multitasking, though if it can run iPadOS, it probably is.

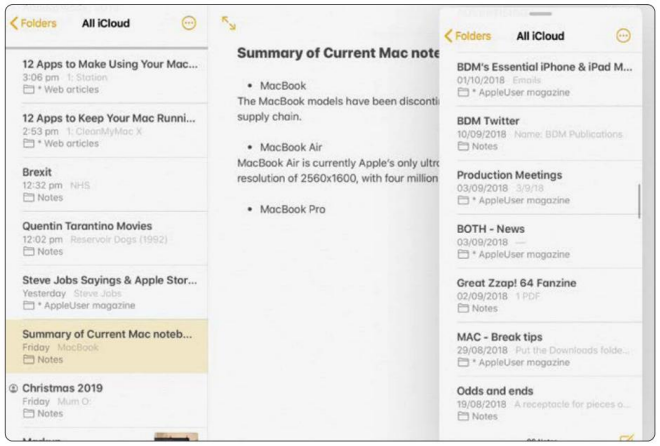
Slide Over



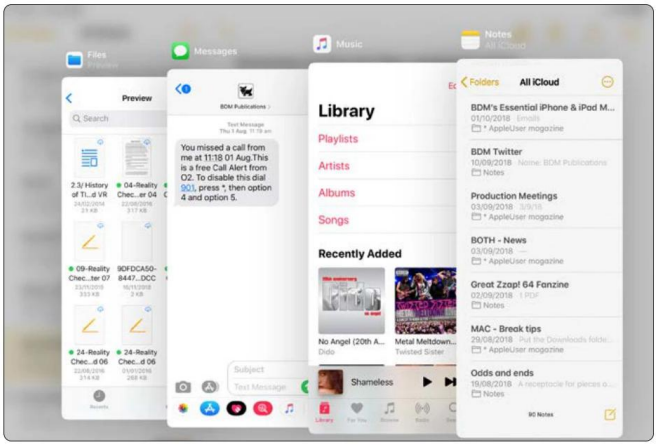
1 When using an app, you might find you need access to a different app, maybe to look up or transfer some information. Swipe up from the foot of the screen to access the dock, then drag another app to the side of the screen, as shown.



2 Let go of the new app, and it's shown on a card-like window. With the grey line at the top of this window, you can drag it across the screen or to the side, from where it can turn into a Split Screen app for another sort of multitasking.

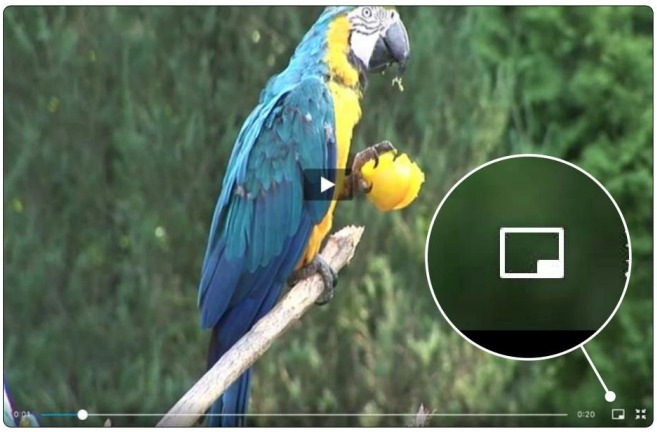


3 To close the sidebar app, simply swipe it off the right hand side of the screen, or tap the main app. You can open several apps at once as Slide Over cards, and now in iPadOS, you can even open the main app a second time.



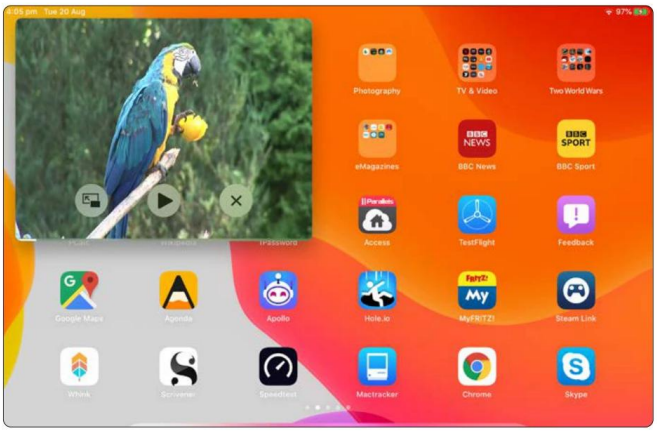
4 If you have more than one Slide Over app open, you can switch between them by swiping up from the black line at the foot of the Slide Over app, and then scrolling through them. Tap the one you want, to open it as a Slide Over.

Picture in Picture



1 You can use the iPadOS Picture in Picture mode whenever you're watching a video in a supported app. Look for the button you see here in the Vimeo app, the big square containing a little square in the bottom right corner.

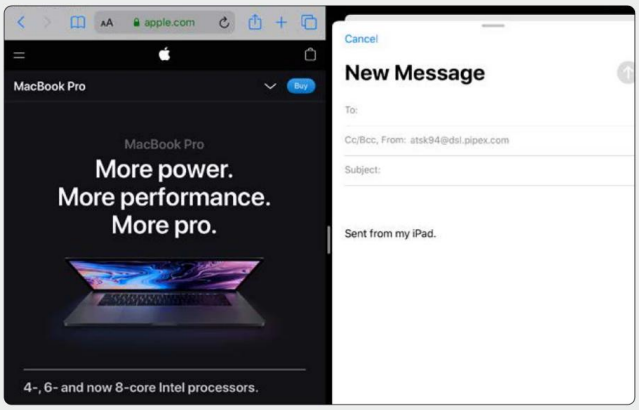
2 Tap that button, and you can watch your video in a window, while you use another iPad app on the screen. Press the Home button to get back to the Home screen, as shown, then open an app of your choice.



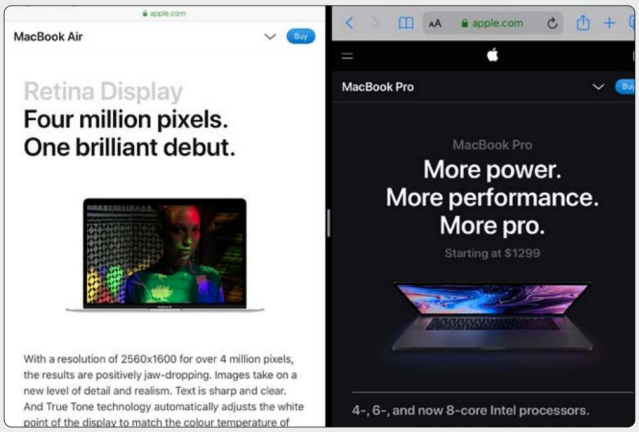
3 You can drag the video window to any part of the screen, Pinch and Spread to change its size, and tap it to reveal the picture-in-picture controls. They are: (from left to right) go full screen, play/pause, and close video screen.

Split View.

1 Split Screen mode only works with compatible apps and in landscape mode. Open a Slide Over app, as described on the previous page and, using the grey line at the top, drag it to the side (either side) of the screen.



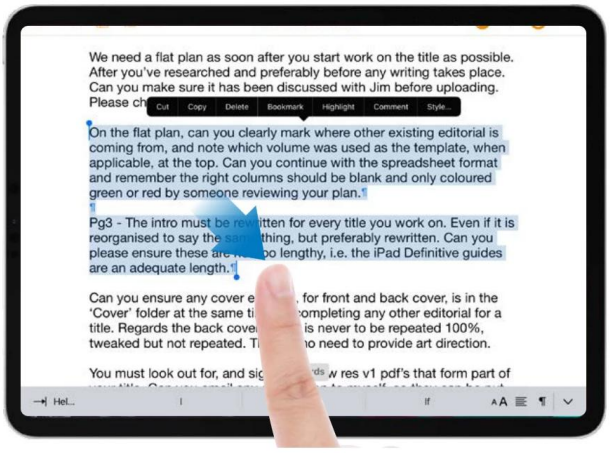
2 The apps appear side by side. You can resize them by dragging the black line in the centre left or right, to give one or the other a greater portion of the screen. Drag all the way left or right to close one of the apps.



3 In iPadOS, you can now use multitasking to run the same app twice, on both sides of the screen. Here, for example, we're searching through old messages for information we need for a current chat.

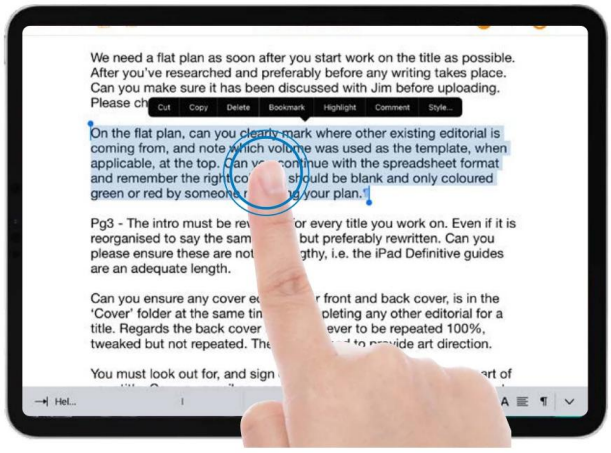
New Gestures

We cover the iPad's awesome range of touchscreen gestures elsewhere in this book, but here we take a look at the exciting, new multitouch gestures brought to the iPad with the new iPadOS. Now it's even easier to navigate your way through your iPad with swipes, taps and pinches.



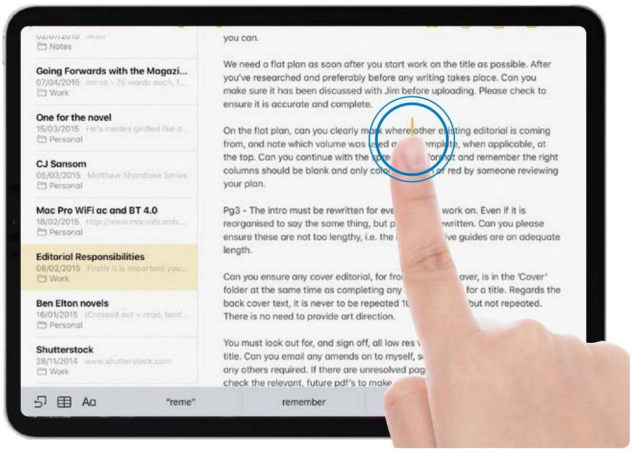
Drag to Select

To select a long piece of text, double-tap and hold the first word in the piece you want to highlight, and then drag your finger over the rest to select it all.



Tap to Select

Tap a single word twice to select it. Tap Twice to select a complete sentence. Tap three times and you can select an entire paragraph.

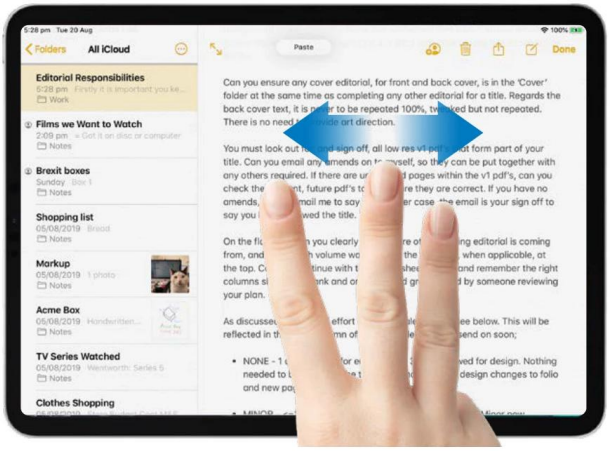


Drag Cursor

To move the cursor around the screen, tap and hold it, until it grows larger and longer, drag it wherever you want and then lift your finger to drop it.

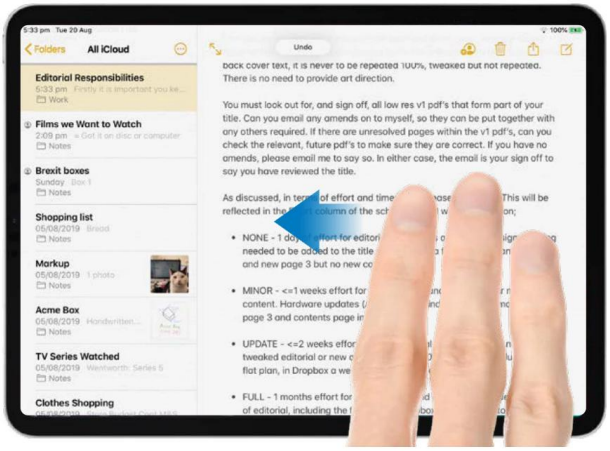
Copy Gesture

To copy a piece of selected text to the clipboard, without using the pop-up menu, pinch with three fingers. The word 'Copy' appears atop the screen.



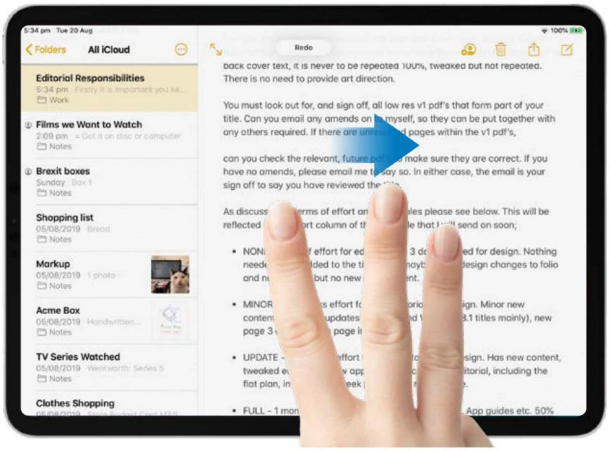
Paste Gesture

To paste text you've copied to your clipboard, place the cursor where you want the text, then spread with three fingers. 'Paste' appears atop the screen.



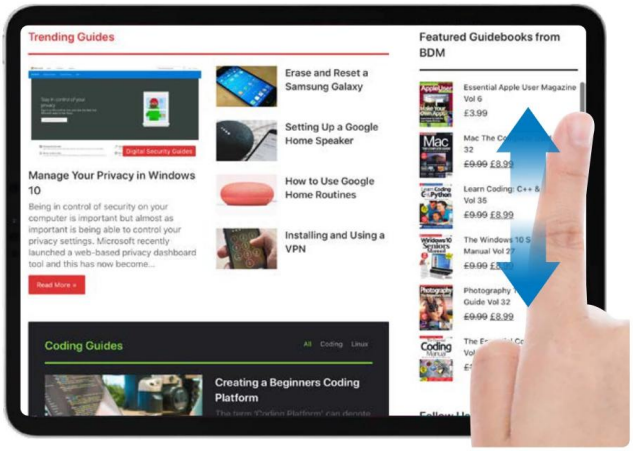
Undo

To undo the last change you made to your document, swipe left with three fingers. Your last edit is reverted. 'Undo' appears atop the screen.



Redo

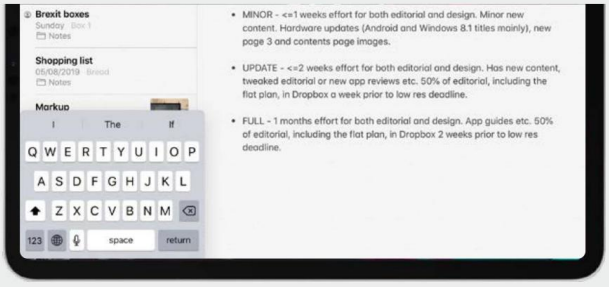
To redo an edit you've just undone, use a three-fingered swipe right. The change is made, and the word 'Redo' appears at the top of the screen.



Drag Scrollbar

If, when you drag it up and down, a scrollbar appears on the right of the screen, tap and hold it. You can now drag the scrollbar up and down instead of the screen.

Two Keyboard Gestures.



Shrink the Keyboard

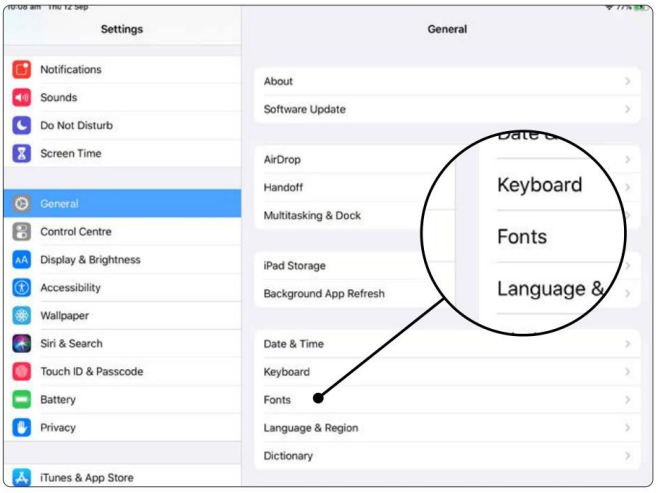
By pinching in with two fingers on the iPad's keyboard, you can shrink it to the size of an iPhone on-screen keyboard. Drag it around the screen using the grey line at the bottom.

Keyboard Shortcuts

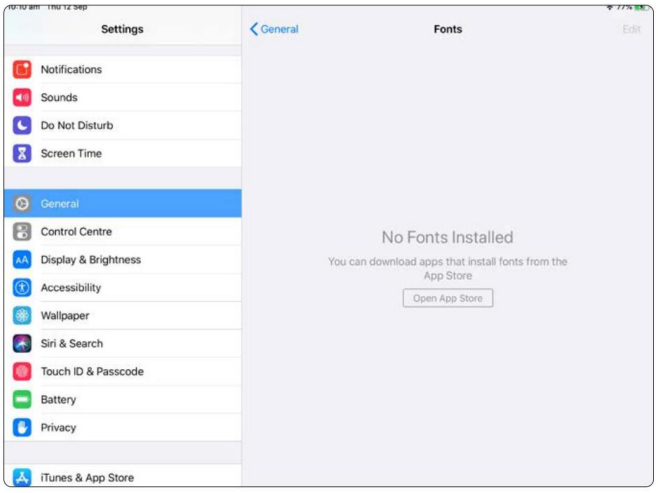
If you use your iPad with a Bluetooth, hardware keyboard, you can use new keyboard shortcuts. Press and hold CMD to see a list of shortcuts for the app you're currently using.

Custom Fonts

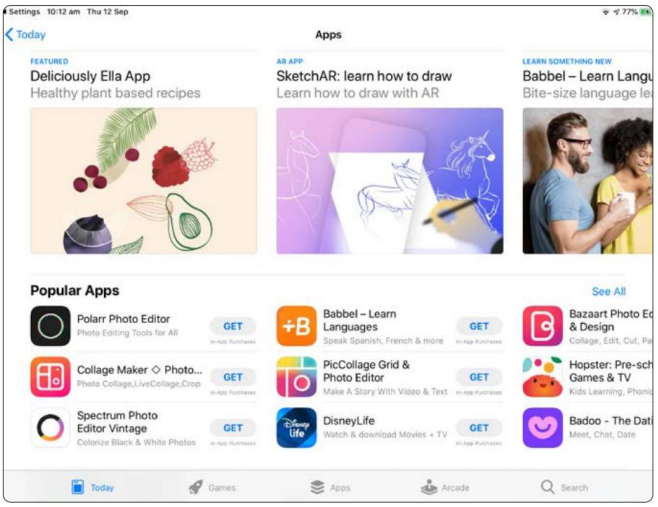
Another welcome addition to iPadOS is the ability to download and use custom fonts from the App Store in your designs. This means graphic designers and home hobbyists are no longer restricted to the fonts available on the iPad, but can add and use new ones instead.



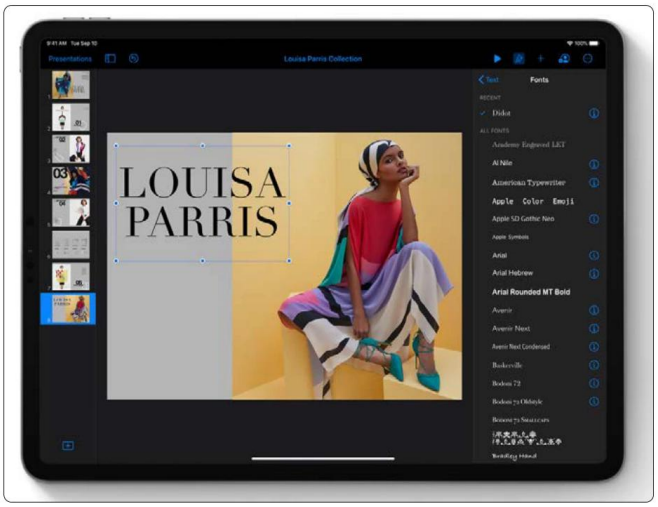
1 Open the Settings app, and in the left-hand sidebar, tap the General option. Now, in the right-hand column, tap the Fonts option. It's found in the fourth group of options, and is just below the Keyboard link.



2 The next page shows you a list of fonts you've already installed on your iPad. As this is a completely new service, we haven't yet installed any. Tap the Open App Store link to open the App Store.



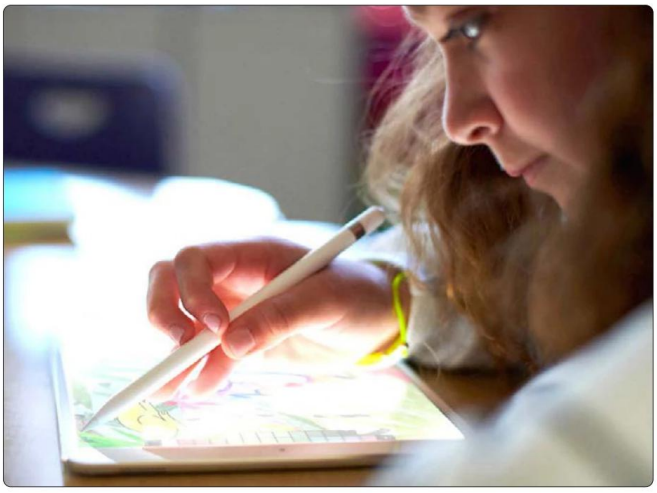
3 You're shown the App Store's range of design, collage, and graphical utilities, including fonts. Take a look around, and when you find a font you like, install it. Some fonts are free, others must be paid for.



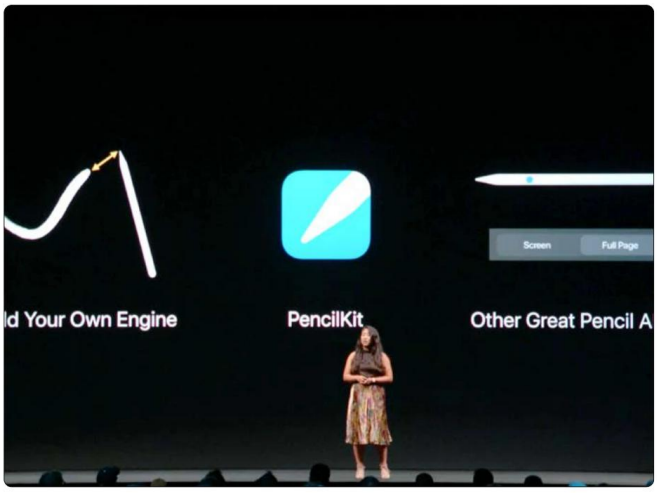
4 Fonts you've installed on your iPad yourself become available to use in your designs, just like the iPad's regular fonts. This can add real panache to your layouts, presentations, and flyers.

Apple Pencil

The Apple Pencil didn't get a hardware refresh this year, but there have been some great under-the-hood improvements to how well it runs. We're likely to see Apple Pencil support in a greater range of third-party apps too, making it even more useful. Let's take a look at the stylus and iPadOS.



1 Before, the Apple Pencil had a latency of 20ms, that is, it took the iPad 20 milliseconds to recognise an input from the pencil; an excellent figure. However, with iPadOS, it's down to 9ms, making subtle creativity far easier to achieve.



2 For developers, Apple has introduced 'PencilKit', a programming framework that makes it really easy for third-party developers to include Pencil support in their apps. This is great news if you prefer a non-Apple note-taking app.

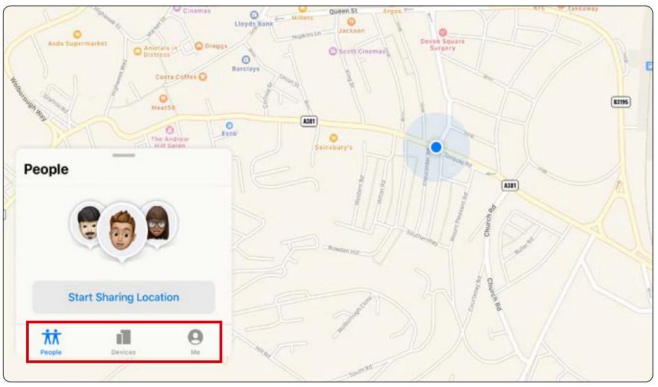
3 The Pencil Palette – which is to be made available for use in third-party apps – has gained a new pixel eraser for greater precision when erasing Pencil strokes. It can be placed anywhere on the screen now, instead of being fixed at the bottom.

4 You can take screenshots with an Apple Pencil by swiping up from the bottom left, or bottom right, of the screen. This is very convenient if you want to mark up the screen with Apple Pencil and send it to a friend or colleague.

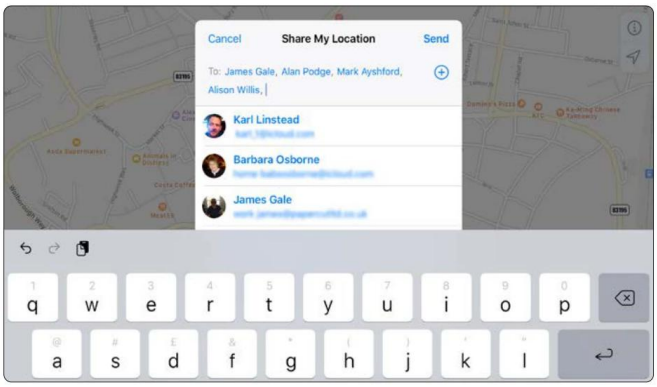
Find My

With the introduction of iPadOS, Find My Friends and Find My iPhone are merged into a single app, called simply ‘Find My’. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs, and also locate your friends or family members on the map; just the thing if you’re all on a day out and at risk of losing each other.

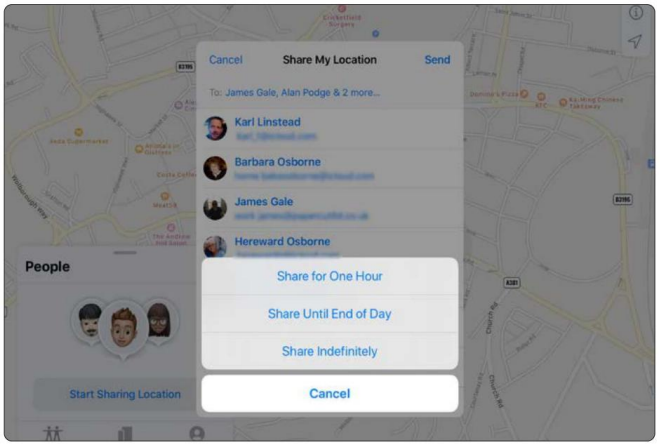
The People Tab



1 The Find My app is divided into three sections, represented by icons at the foot of the screen; People, Devices, and Me. Unsurprisingly, the People tab is for finding your friends. If it isn’t already selected, tap it.



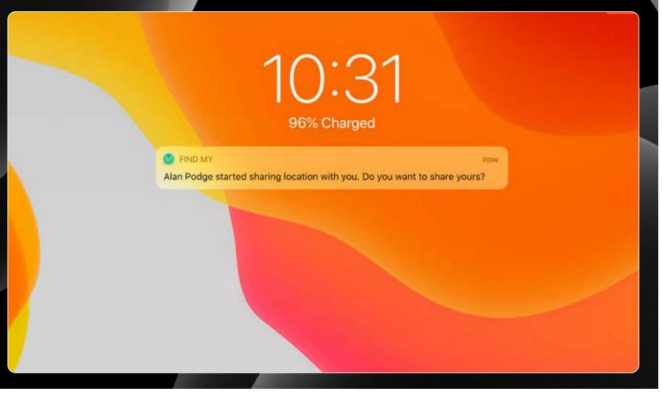
2 To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.

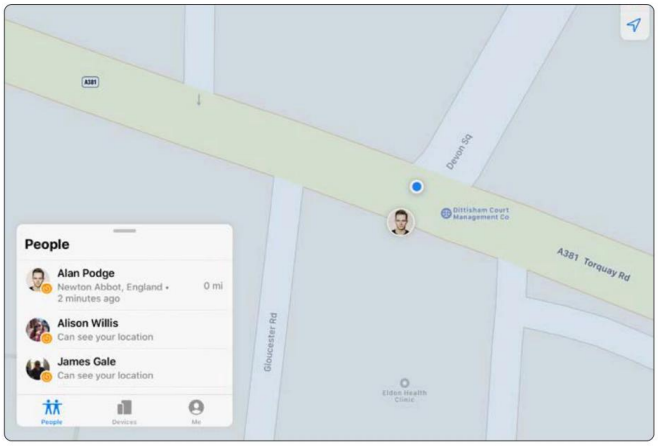


3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.

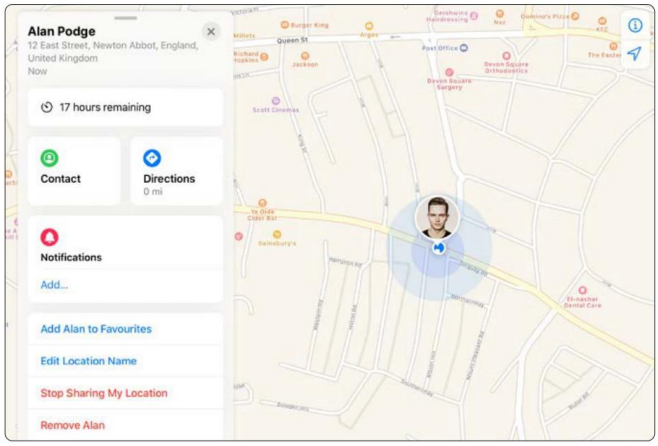
Returning the Favour.

When someone shares their location with you, you’re given a notification. Tap this and you can quickly and easily choose to return the favour and share your location with them.

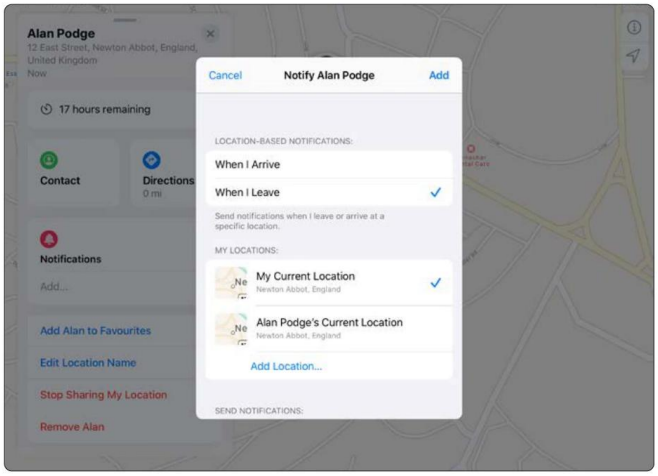




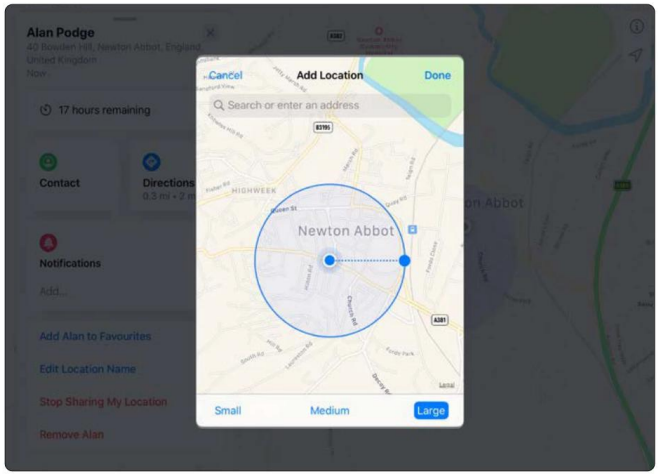
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



5 To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.



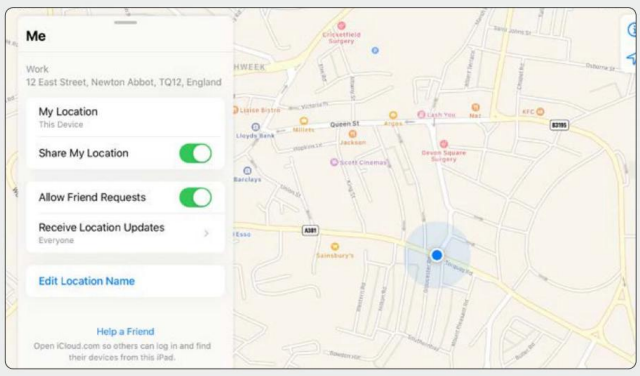
6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.

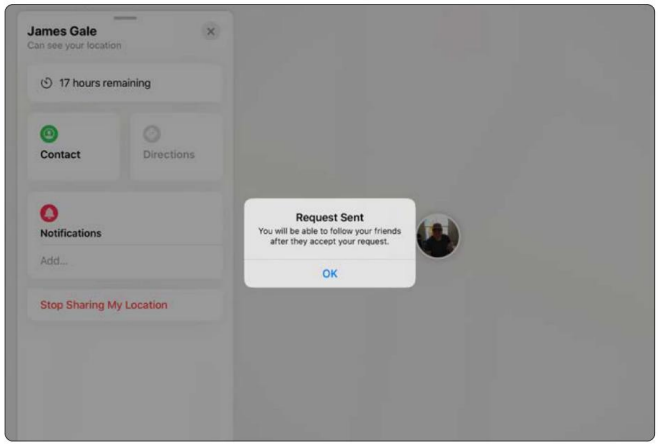


7 To add a location to your list, tap Add Location and then find it on the map or search for it. You can then opt to send a notification when you arrive there. Tap the Done tab in the top right when you've finished.

The Me Tab.

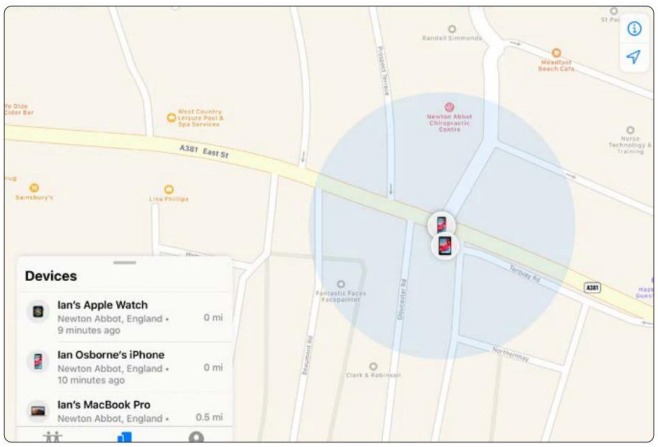
Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.



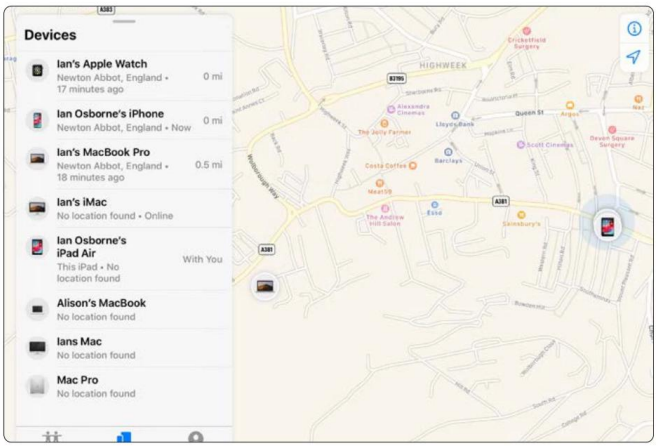


8 Tap a friend's name, that isn't currently sharing their own location with you, and then, to request they do so, tap Ask To Follow Location. If they comply, they also appear on the map, along with yourself and others who are sharing.

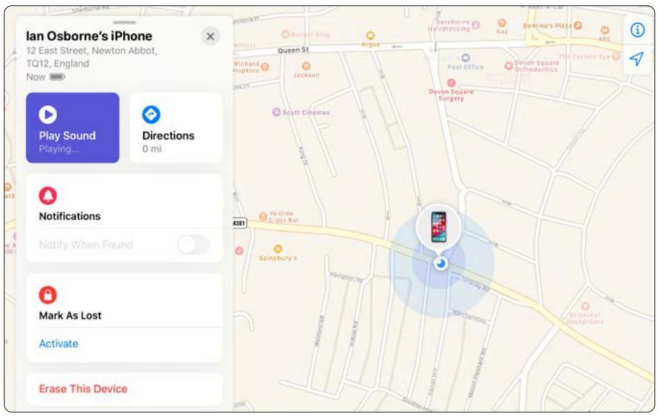
The Devices Tab



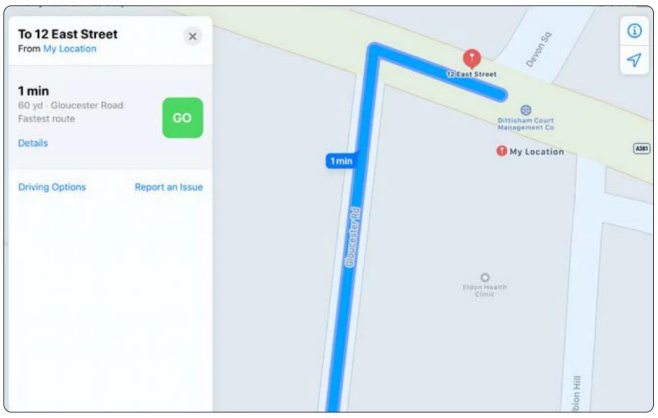
1 The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and all of your Apple gear that's logged into the same Apple ID as your iPhone, is shown on the map.



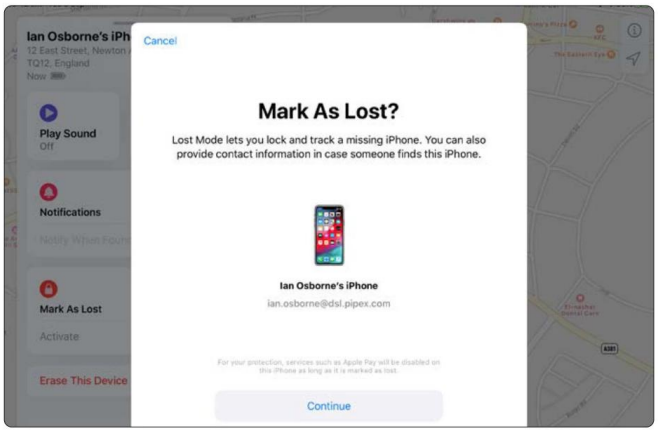
2 Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



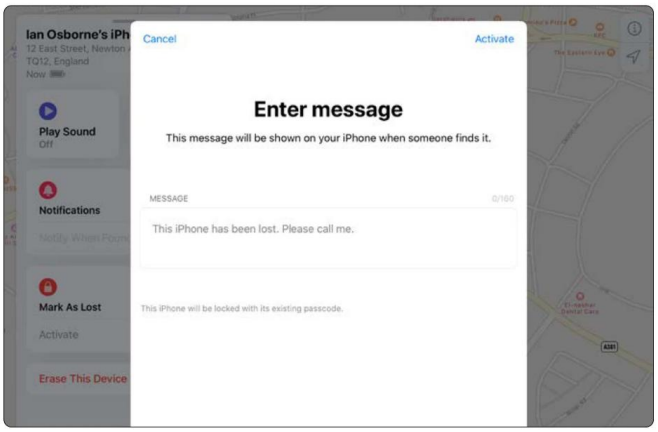
3 Tap any device on the map, or list, for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



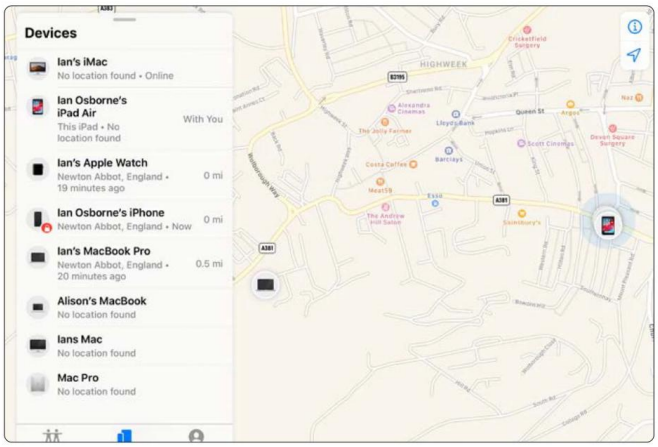
4 Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?



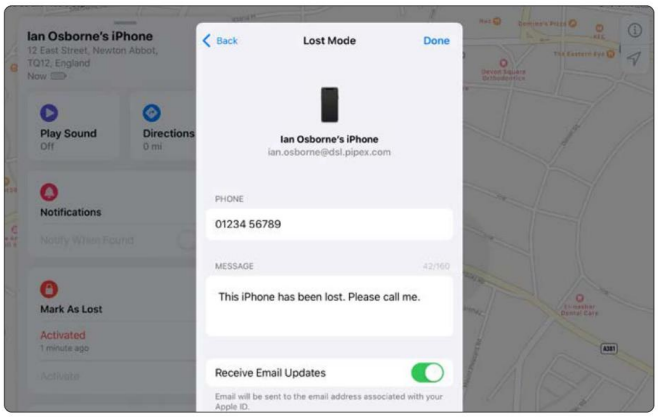
5 If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Activate under Mark as Lost to lock and track it. This prevents thieves or finders getting at your data.



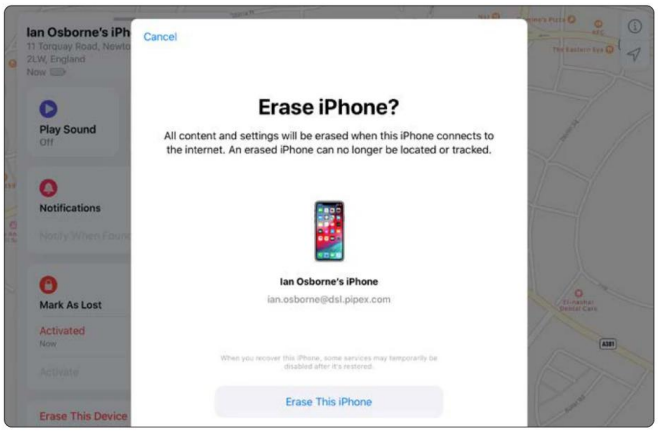
6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.



7 In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.

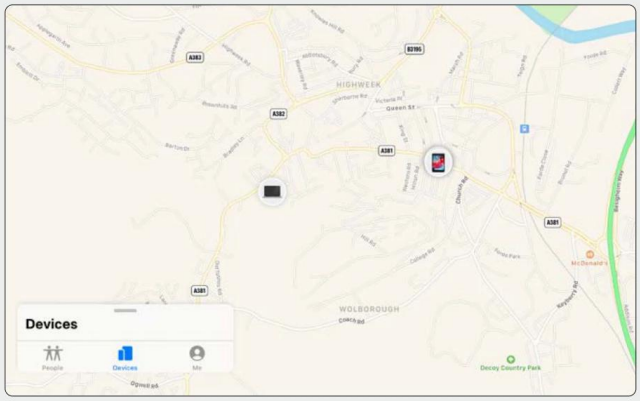


8 Tap the locked device in the Find My list, then tap Mark as Lost again and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.

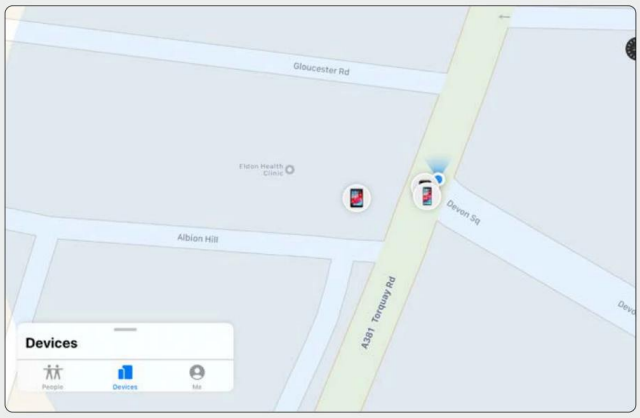


9 As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.

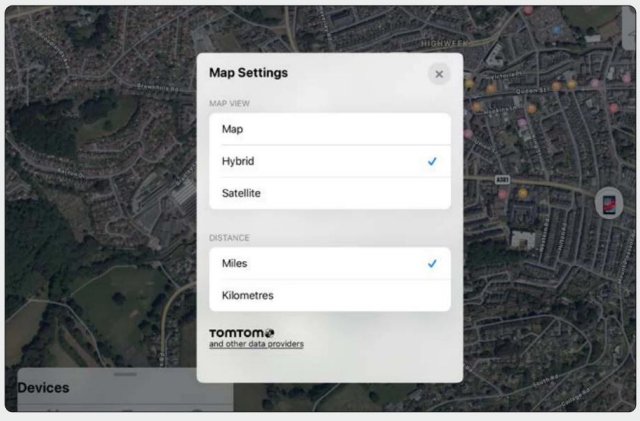
Map Functions.



1 The Find My app draws its maps from the Maps app, so shares some of its functionality too. As in Maps, you can tap the blue arrow in the top right to home in on your current location. Tap again to have the map rotate around you.



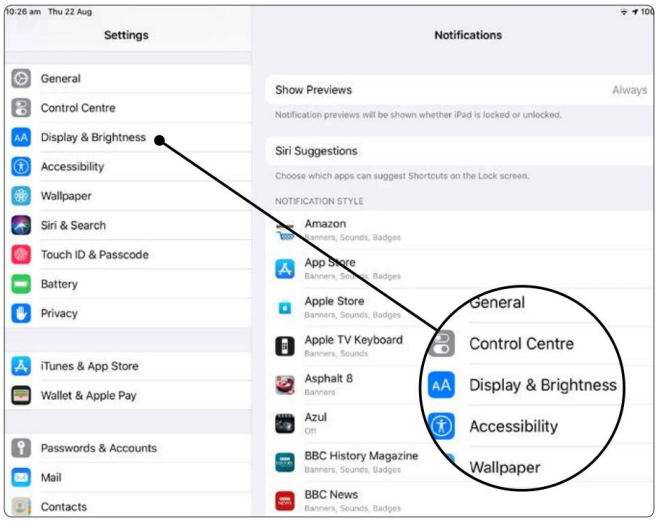
2 Again, as in Maps, you can pinch and spread on the screen to zoom into or out of the map. You can also tap and hold with one finger to drag the map around the screen, and tap the compass to rotate it so North is up.



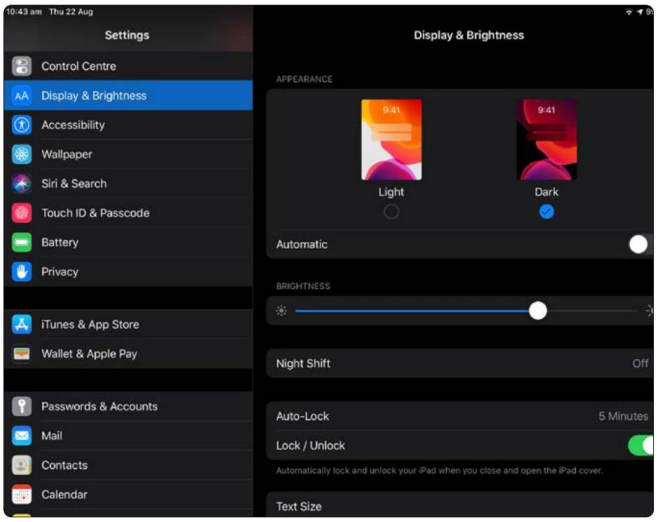
3 Tap the 'i' icon in the top right corner, and you can switch between a drawn map, a satellite view and a hybrid, that is, a satellite map with street names overlaid. You can also switch between miles and kilometres.

Dark Mode

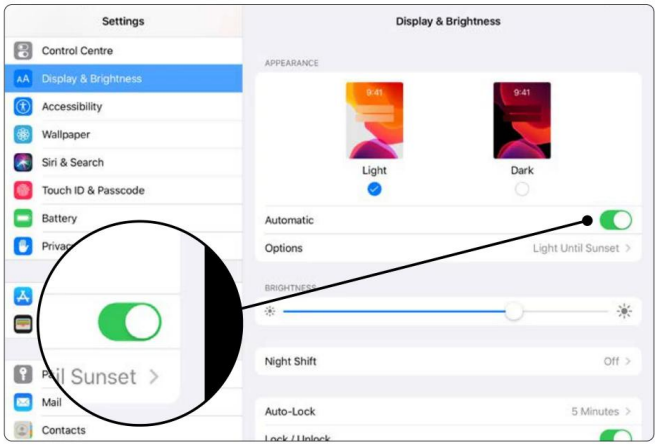
If you prefer a darker screen on your iPad, with white text on a black background, Dark Mode is for you. It's easy to set up and employ, and you can: use it on a permanent basis, have it change automatically depending on the time of day, or schedule it to turn on and off at preset times.



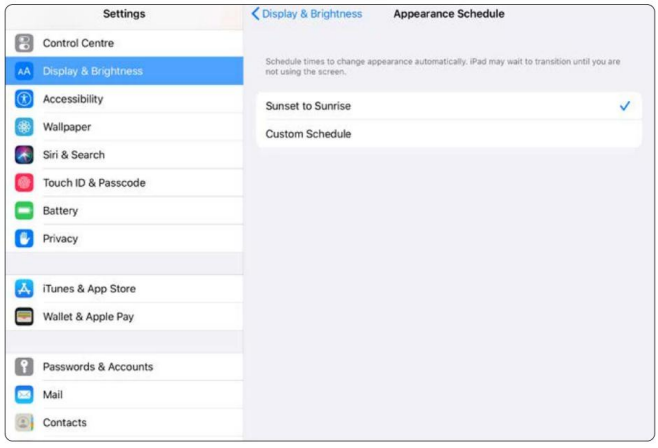
1 To set up and use Dark Mode, open System Preferences (the app with the grey icon showing cogs), and in the left hand column, find the Display and Brightness link; the one with the double-A icon, as shown.



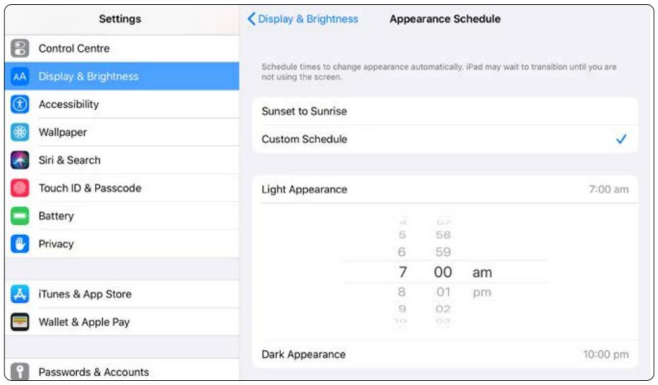
2 At the top of the screen are the Light and Dark options; tap one to choose it, immediately making the screen either light or dark. This is the option you use to change the screen mode on a permanent basis.



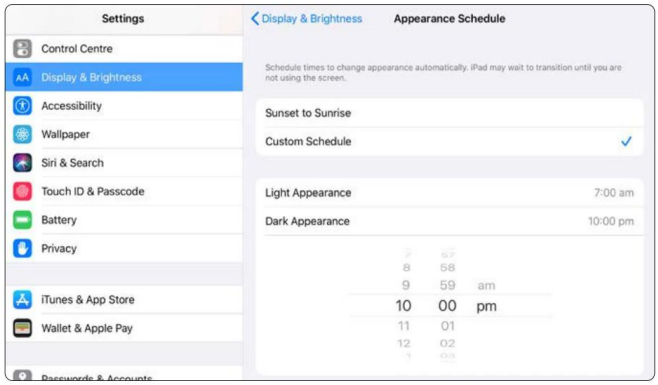
3 Under the Light and Dark pictures, there's a switch labelled 'Automatic'. If you want the light and dark modes to toggle automatically, tap this switch to turn it on. When you do so, an Options link appears under the Automatic switch.



4 By default, Options reads 'Light Until Sunset', meaning the iPad is in Light Mode until the sun goes down. Tap the Options link and you're taken to the Appearance Schedule screen. By default, Sunset to Sunrise is selected.

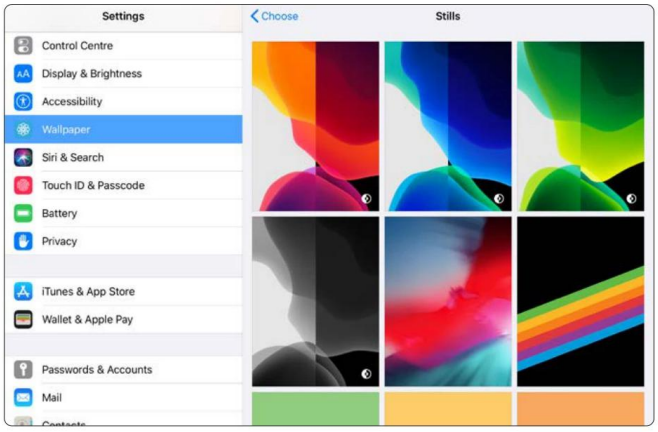


5 Tap Custom Schedule and you can set specific times for when Light Mode and Dark Mode are activated. Tap Light Appearance, then use the wheels to set the time when the iPad switches to Light Mode.

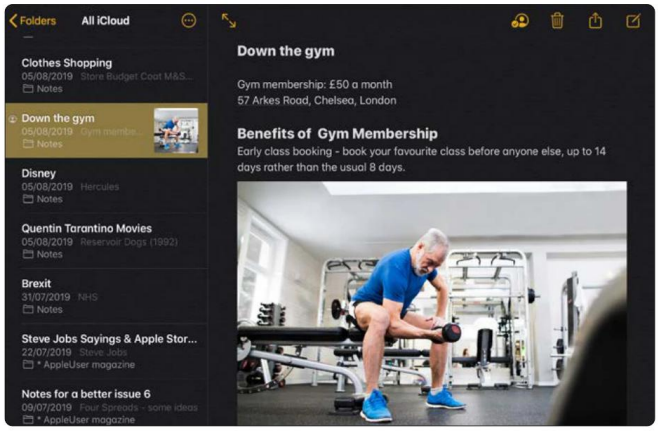


6 Tap Dark Appearance and again scroll the wheels up and down, this time to set a time when Dark Mode is activated. When you're done, tap the Back link, and the phone's Light and Dark Mode times are set.

Dark Mode in Action

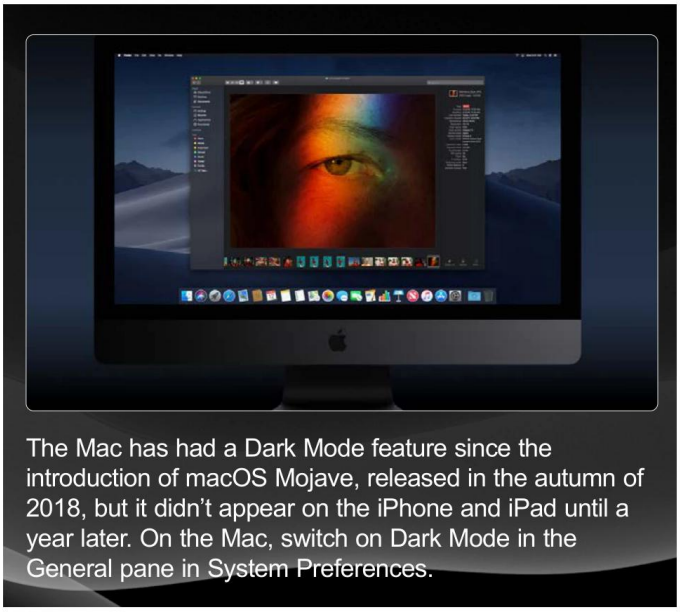


1 With Dark Mode on, your wallpaper is swapped for a darker version. This only applies if you've chosen a wallpaper with a Dark Mode in System > Wallpaper, of course; they're the ones with the Circle icon in the bottom right.



2 In Dark Mode, white text on a black background is favoured, as we can see on this screen from the Notes app. This might make it easier to read in very bright light, and it's certainly a lot less taxing on the eyes after darkness falls and night draws in.

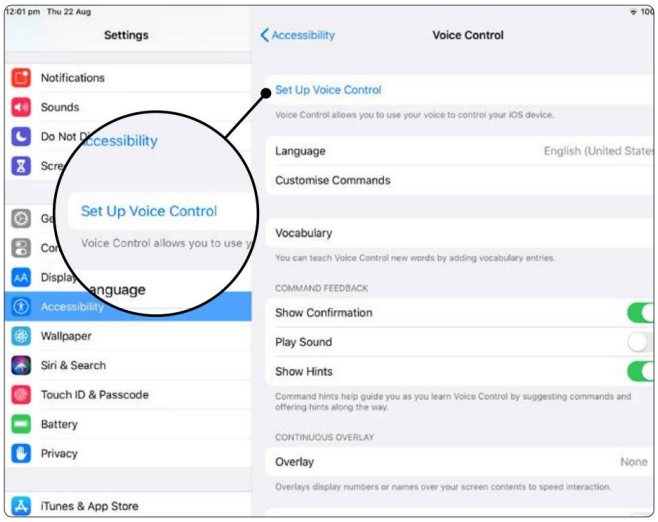
3 Apple's own built-in apps, and an increasing amount of third-party apps, use Dark Mode when it's activated on your iPad. Here we see the Maps app in Dark Mode, with the background black and the street names white.



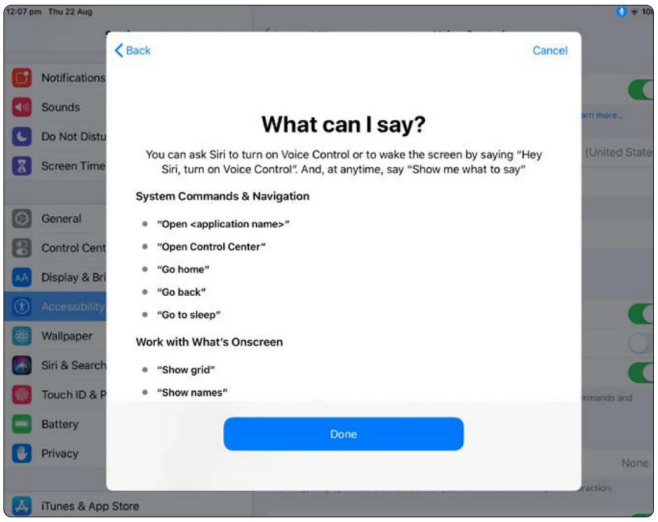
The Mac has had a Dark Mode feature since the introduction of macOS Mojave, released in the autumn of 2018, but it didn't appear on the iPhone and iPad until a year later. On the Mac, switch on Dark Mode in the General pane in System Preferences.

Voice Control

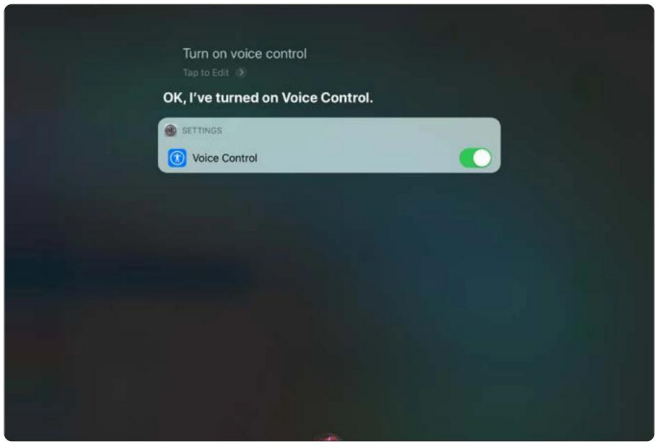
Apple has always been keen to make its products more accessible to those with disabilities. This laudable goal gets a boost in iPadOS, with an exciting new feature that lets you control Apple devices such as the iPad by speaking to it. It's amazing how much you can do with just your voice.



1 First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature, but first, we must set it up using the link at the top; tap it to continue.

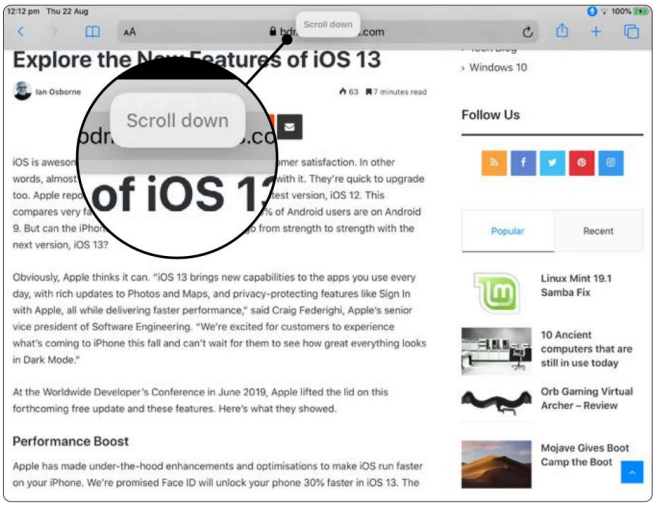


2 The iPad downloads the filters needed for Voice Control, and you're shown a list of commands you can use. It's worthwhile taking a moment to read through these commands, to familiarise yourself with what the feature does.

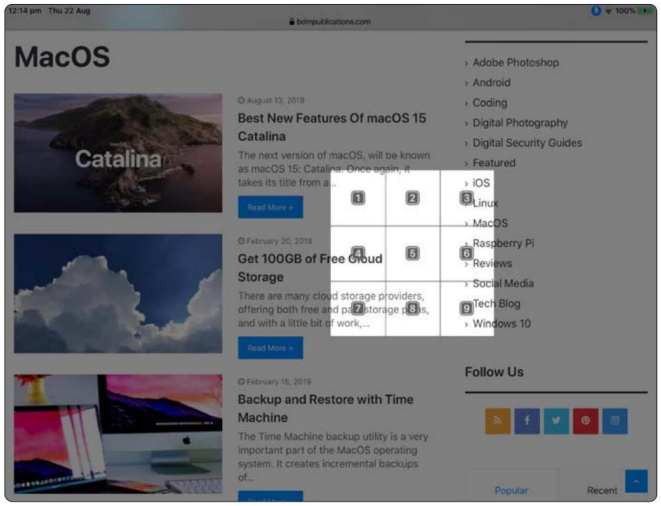


3 When it's done, Voice Control is switched on; look for the Blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.

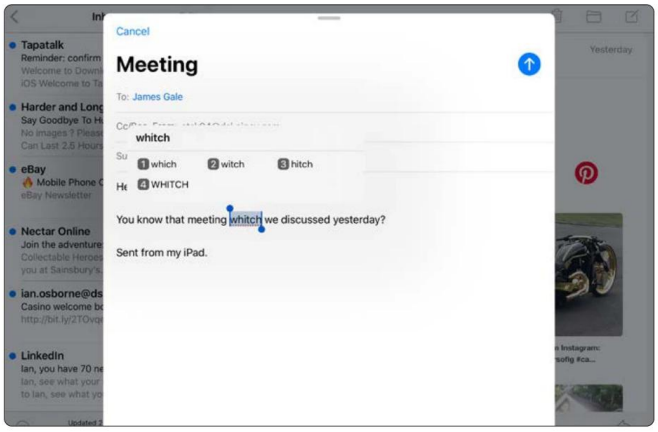
4 To open an application, say, "Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back".



5 Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, "Scroll up/down", and navigate your Safari browsing history with "Tap forward/back".



6 Say "Show/hide grid" to make the grid appear and vanish, and then quote a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say "Tap [number]" to tap it.



7 When dictating text, if you make a mistake, say "Correct [word/phrase]" and it's highlighted, with a list of corrections offered. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.

Voice Control is being released across Apple devices, with the feature being built into iOS 13, iPadOS and macOS Catalina. Apple has released a video of a wheelchair user making the most of his Mac using Voice Control. You can see it at **https://bit.ly/2GAq1IC**.

Voice Control Commands.

To open Voice Control, say, "Hey Siri, turn on Voice Control", or open Siri with the buttons. If you get stuck, try, "Show me what to say". It takes time to get familiar with using Voice Control, but with practice, it really is immensely powerful.

System Commands & Navigation

- Open [application name]
- Open Control Centre
- Go home
- Go back
- Go to sleep

Working with the Touchscreen

- Show grid
- Show names
- Tap [number]
- Tap [item name]
- Long press [item name]
- Swipe left/right
- Swipe up/down

Dictation and Editing

- Select [phrase]
- Move up/down
- Move to end/beginning
- Delete that
- Correct [word/phrase]
- Uppercase that
- Copy that

Interact with Device

- Turn up volume
- Lock screen
- Take screenshot
- Turn on Smart Invert
- Colours

Using Your iPad's Apps

Your iPad comes with a wealth of software applications, or 'apps', already installed. Those square pictures on your iPad's screen are known as icons and they launch your iPad's built-in apps; tap one to open the app in question. In this section, we take a look at the iPad's apps, as well as a few you can download for free from the App Store.

Contents

58 Mail App
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90 Clock App
92 Camera App
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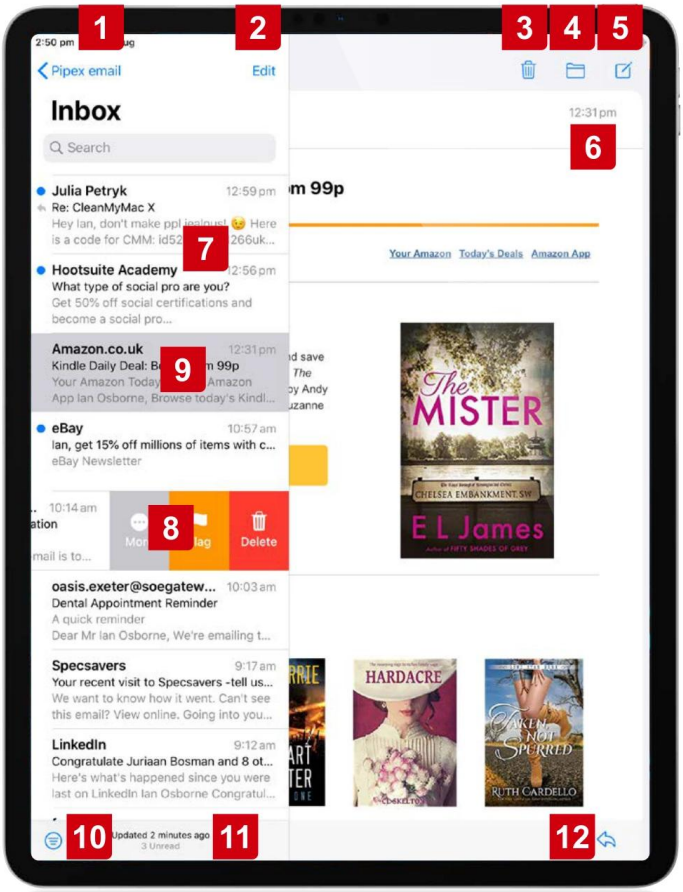
108 Music App
112 TV App
114 Books App
116 News App
118 FaceTime App
120 iTunes Store
122 App Store App
124 Netflix App
126 Facebook App
128 FB Messenger
130 Twitter App
132 The eBay App

Mail App

The iPad is great for keeping in touch via email. Its bundled Mail app can send, receive and forward emails, send an email to a group, add attachments and more. Here's how to use this popular iPad application.

Mail in Focus



Email in Action.

Email is a type of electronic message sent from one Internet-capable device to another. Unlike text messages, it can be as long as you wish and you can send attachments like photographs or videos too.

1 The column on the left of the screen currently shows your Inbox. Tap here to go back and choose another mailbox, such as Drafts, Sent, Junk, and your VIP emails.

2 Tap the Edit link and a circle appears beside every email in your inbox. Tap a circle to check it and then tap Mark, Move, or Delete, at the foot of the column, to action all the emails you selected with Edit.

3 Tap the Rubbish bin icon to delete the currently selected email.

4 You can move an email to another folder, such as Junk, Bin, or Archive. Tap here and the available folders are shown in the left hand column.

5 Tap the Pen-and-paper icon to open a new email, which you must then fill in and send.

6 Here, you see the date the email was received, or if it came today, the time it arrived.

7 These are your emails. Tap one to open it. The email currently open has a slightly darker background and those with blue dots to their left are unread. Pull this sidebar down to get new mail.

8 Drag an email to the left and you can tap one of the revealed icons to Flag or Delete it. The More icon gives further options such as reply, mute or move the message. Drag the email further left to delete it immediately. Drag it right instead and you can mark it as Read or Unread.

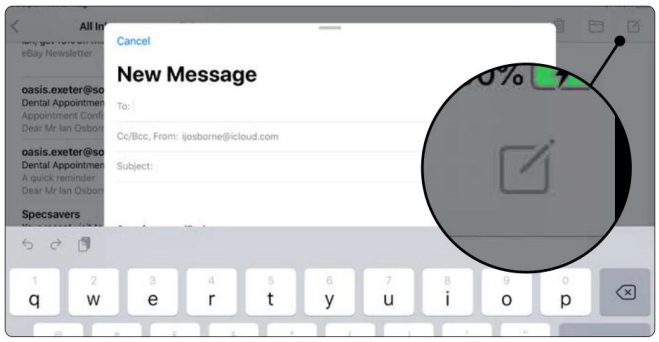
9 This is the email you currently have open in the Mail app. Tap on it to close the side bar on the left, giving you the full screen to read your email.

10 Tap this icon to show only emails that you have not yet opened and read. Tap it again to return to showing all emails, read and unread.

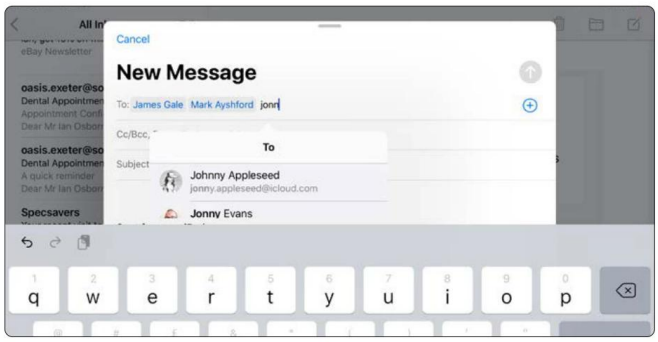
11 Here, you're told how long ago the currently open mailbox was last updated, and also how many unread emails are contained in that mailbox. Drag the sidebar down to check for new emails immediately. A swirl is shown while checking for new mail.

12 Tap this icon for a menu from where you can reply to the email, reply to all, forward it, delete it, flag it, mark it as unread, move it and more.

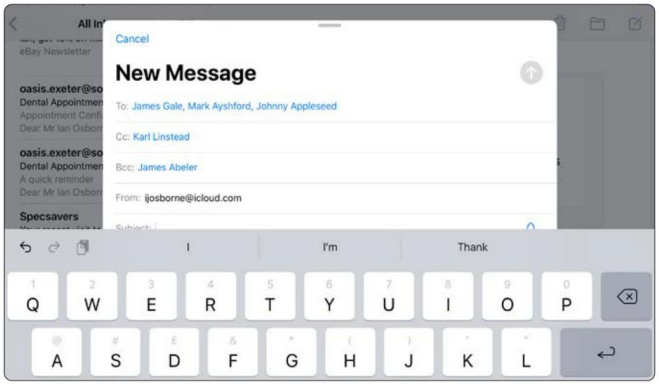
How to Send an Email



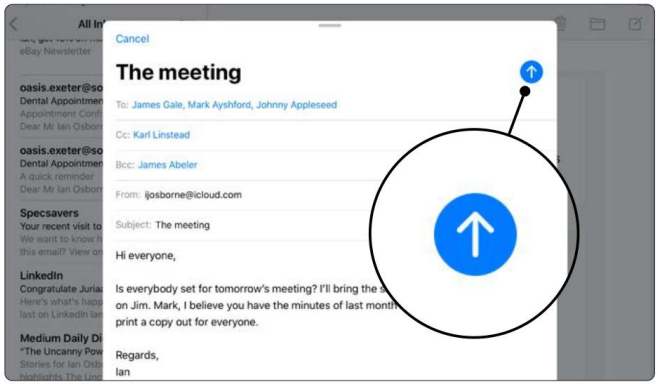
1 Tap the Pen-and-paper icon in the top right corner to open a new email, then in the To field, type the email address of the person to whom you're sending it. You can enter more than one email address in the To field if you wish, and send it to more than one person.



2 If the receiver is in your Contacts app, you can simply type their name instead of their email address. Predictive hits are displayed; when you see the correct person, tap them. Alternatively, tap the + sign on the right of the To field to see your contacts list.



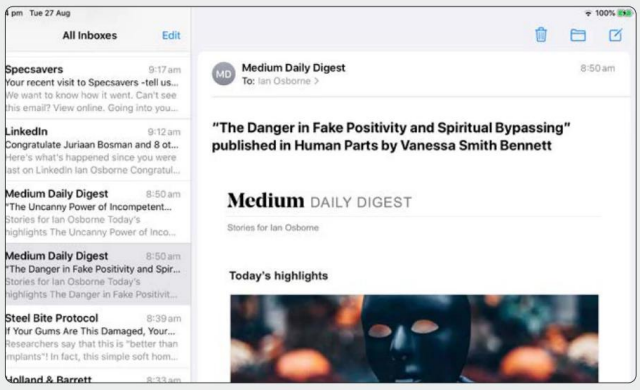
3 Tap Cc/Bcc to open the Carbon Copy (Cc) and Blind Carbon Copy (Bcc) fields. Email addresses entered here also receive the email, but those in Bcc are hidden from the other recipients. If you have more than one email address, tap the From field to choose from which to send.



4 Now type the subject, that is, what the email's about, in the Subject field, and type your email in the window below the subject. This is the body of your email, where you type what it is you want to say. When you're done, tap the blue arrow in the top right to send it.

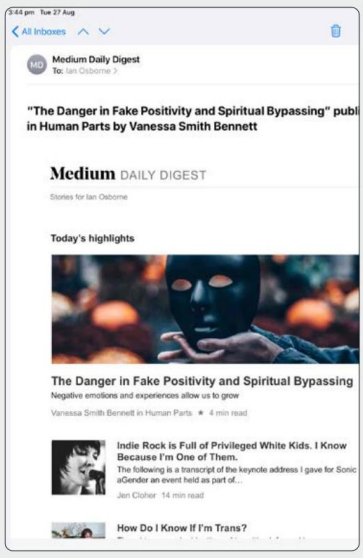
Mail in Landscape Mode.

Holding your iPad horizontally (landscape mode), a list of emails received is shown on the left side, with the open email on the right. Tap Mailboxes for a list of your email accounts and their respective mailboxes and also boxes for VIP and Flagged emails.

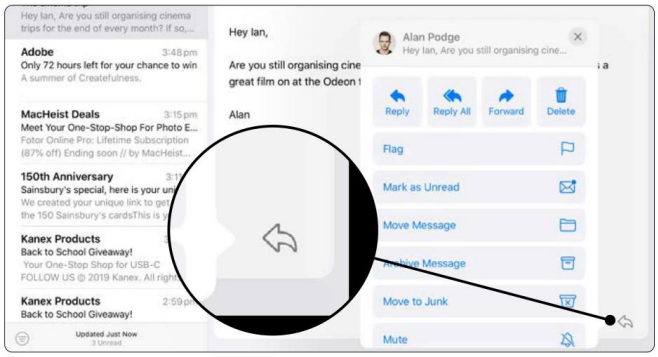


Mail in Portrait Mode.

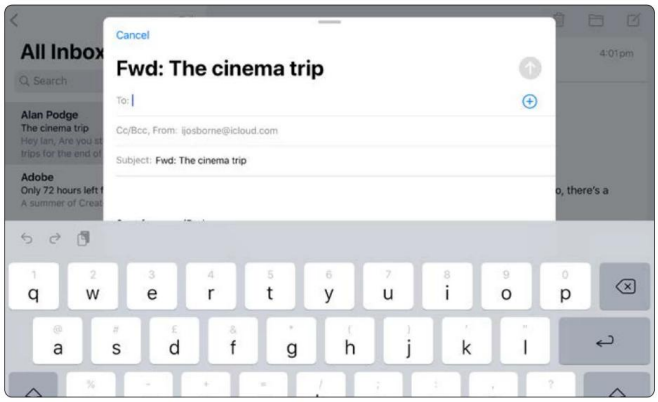
With the iPad held vertically (portrait mode), you get a better look at the email you're currently reading, writing or editing; to get to your list of emails, you need to tap All Inboxes in the top left corner. Tap the email on the right to dismiss it again. Portrait mode is definitely more convenient for viewing attachments and using Mail Markup too.



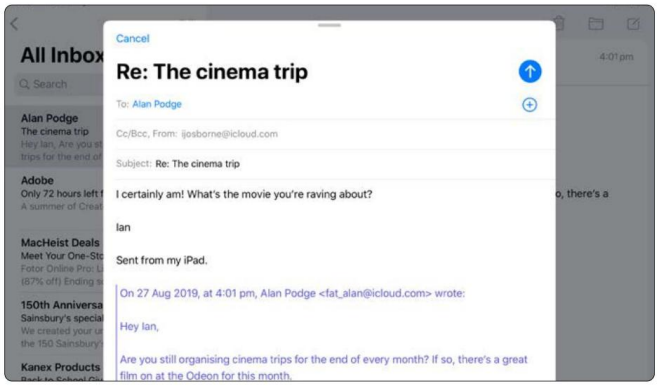
Replying to or Forwarding an Email



1 Open the email to which you want to reply. Click the Arrow icon at the bottom of the screen. A pop-up window appears with a range of options; pull it up to see the full window. Options include reply to sender only, and reply to everyone who received the original email.

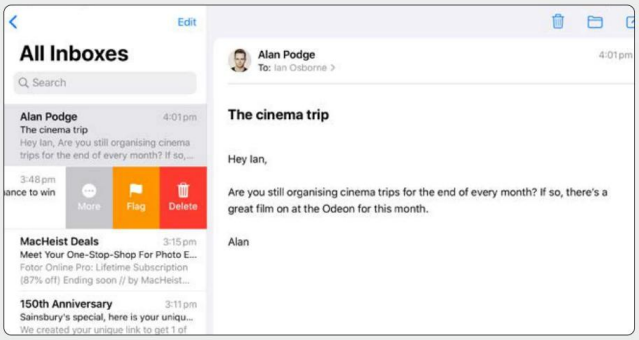


2 Forwarding an email allows you to resend the email to another person who didn't receive the original email. You have to add a name to the To field. If you're replying, the recipient's address or addresses are already in place, as they're taken from the email you were sent.

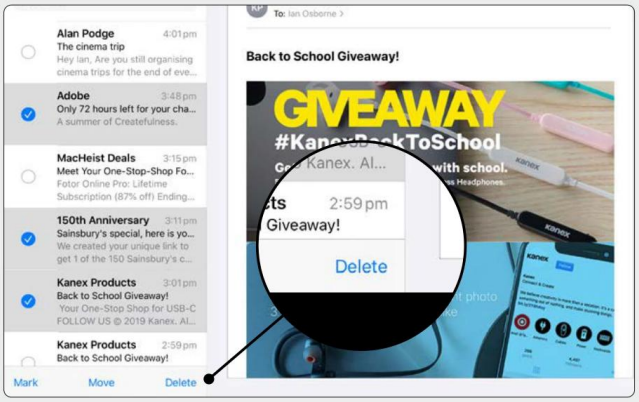


3 Whichever you opt for, you can now type your own message in the body of the email. You can delete or edit the original subject and message if you want or, as shown here, just leave it. We swiped the keyboard down for a better view. When you're ready, tap Send.

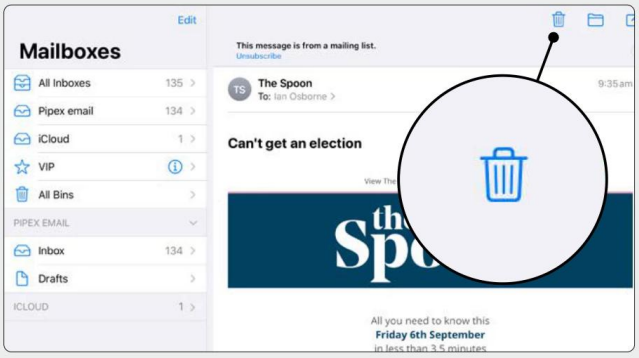
Deleting Emails in the Mail App.



1 You can quickly delete emails by swiping the message left and tapping the red Delete button as shown. Alternatively, swipe it further to the left and delete it in one stroke. Deleted emails are sent to the Trash folder, where they remain for a week after you have deleted them.



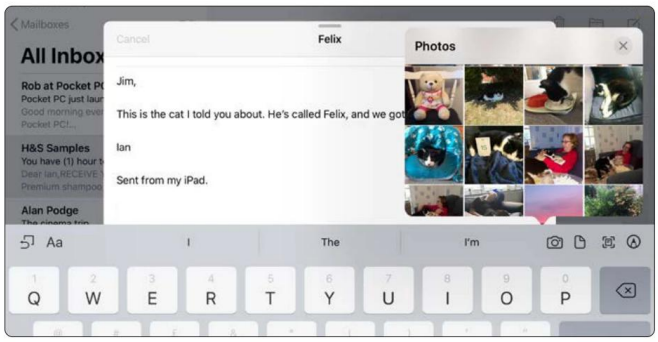
2 Tap the Edit link (top right). Empty circles appear next to emails. Tap those you want to delete, or drag your finger along them to select multiple emails at once. Tap Delete and the emails you selected are all deleted at once.



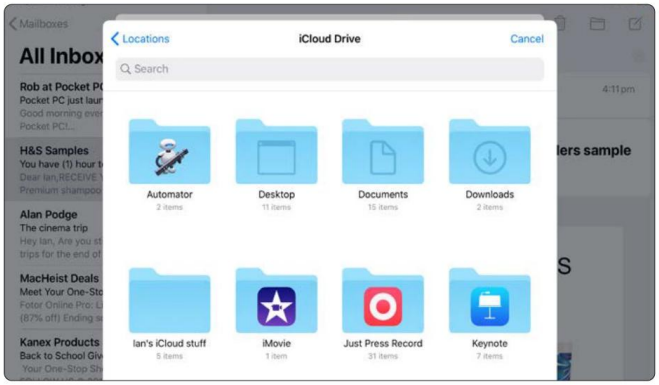
3 Tap Mailboxes (top left), then tap the Bin icon to see emails you threw away. Tap Edit (top right) select and delete those you want to get rid of permanently, and tap the bin again to remove them. Note the Select All link in the top left.

Sending Attachments

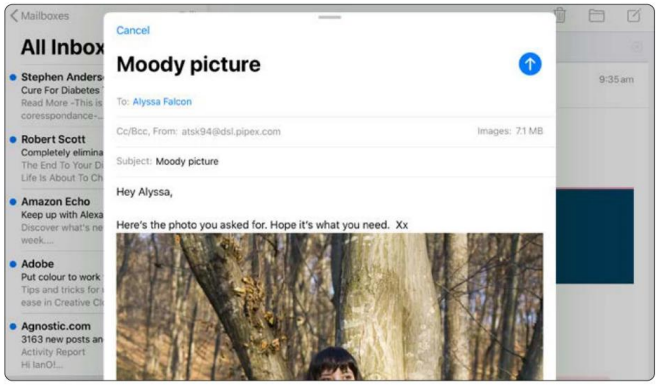
1 In the body of an email, tap in the place where you'd like to add the attachment. Tap one of the icons in the top right of the keyboard to attach or take and attach a photo, attach a document, scan and attach a document, or mark-up. Tap the one you wish to use.



2 If you're sending photos from your library, a window pops up showing available photos and videos (which can also be attached). To select them, tap each one you wish to send (you can send more than one at a time). When you're finished, tap the 'X' to go back to the email.

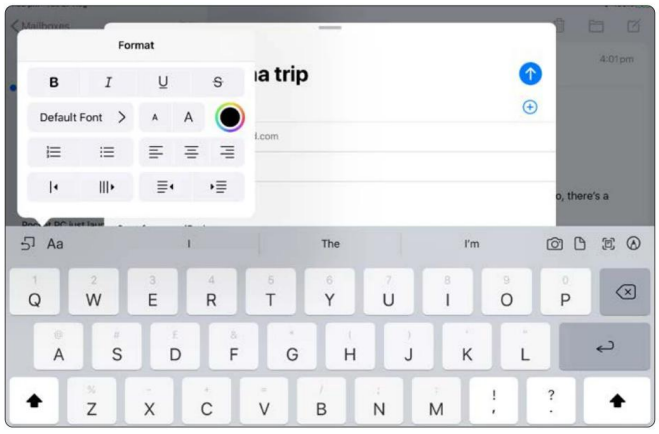


3 If you're sending documents, you're taken to the Files app. Navigate to the document you want to send and tap it. You're taken back to the email, with the file attached. To attach more than one document, repeat this procedure as many times as you like.



4 You can delete attachments you've added to an email before sending it, and add your message above or below the attachment too. If someone sends you an email with an attachment, tap it (to open it) and then tap Share for a range of options.

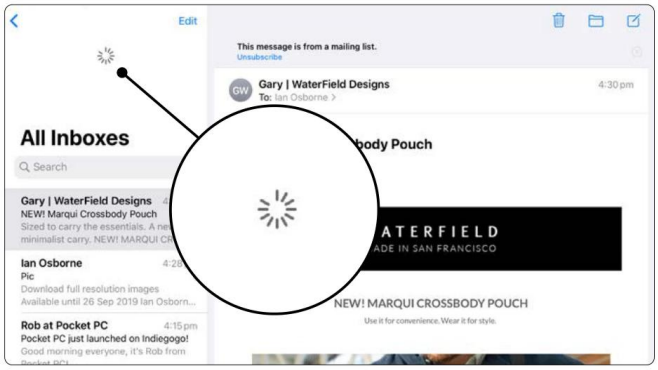
Formatting Controls



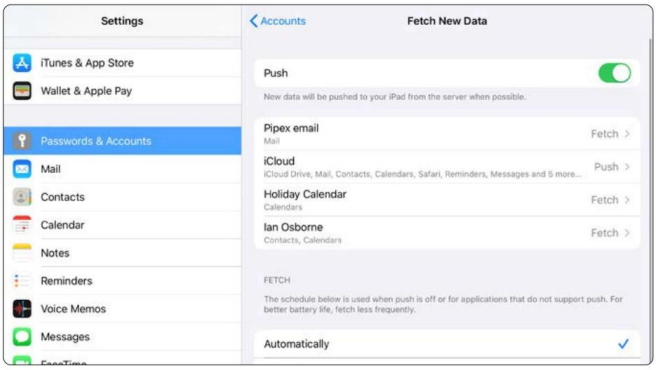
1 Tap the body of your email, then tap the 'Aa' icon to access the formatting controls, a new feature for iPadOS 13. To close the formatting tools, tap anywhere on the screen outside the window. You can use bold, italics, underlining, and crossed-out text with the first row

2 Tap Default Font and you can change the font in which your email is written. You can also change the size and colour of the text and, with the bottom two rows, justify it left, right and centre, as well as make a list or set an indent, or reduce/increase the quote level.

Downloading New Emails

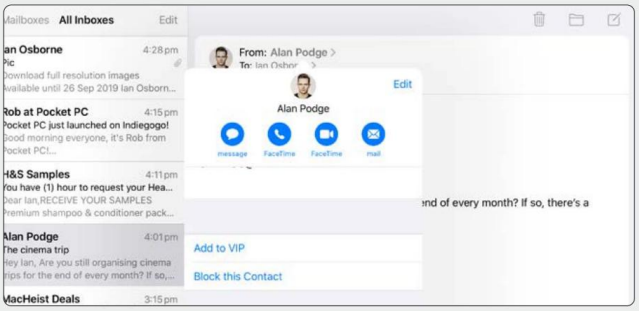


1 To manually refresh your inbox, pull the sidebar down until you see the swirl, seen here at the top. This shows the app is checking for emails, which it will then download. When it stops, the check is complete with all your new emails downloaded and available to be read.

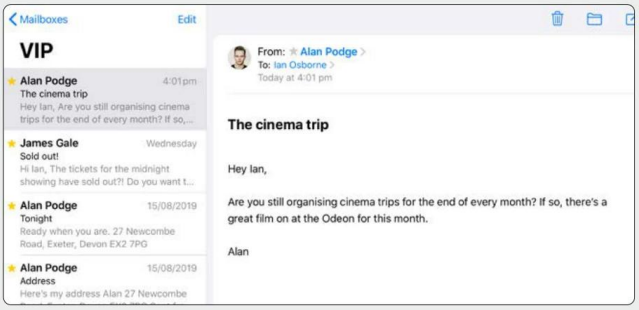


2 You can set Mail to check for new emails automatically. Go to Settings > Passwords & Accounts > Fetch New Data. Mail accounts can be set to: Push; to have new emails sent to your iPad, Fetch; to check at a set interval, or Manual; to only send them when you refresh your inbox yourself.

Adding VIP Senders.

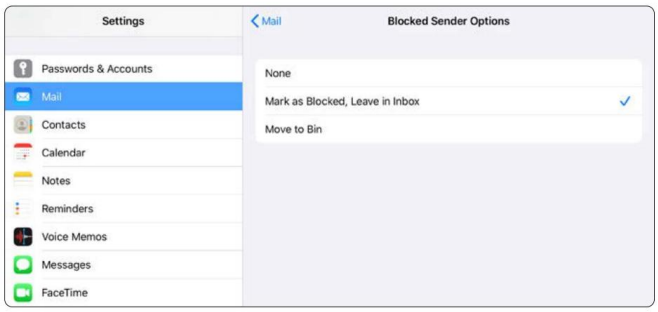


1 Find an email from the person you want to add to your VIP list, and open it. Tap the name of the person who sent it, to turn the name into a link, then tap it again to open a list of options. Tap Add to VIP to add the person to your VIP list. Emails from VIP contacts are starred for easy spotting.

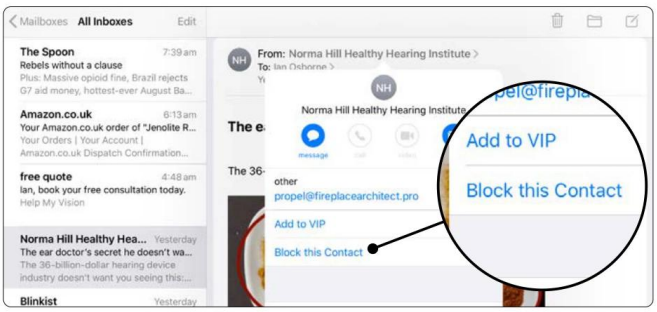


2 In the Mailboxes screen, VIP is listed as a separate mailbox; tap it to see emails from everyone on your VIP list. They appear in your inbox too, but this is a quick way to access them. In your mailboxes list, tap the 'i' next to VIP to see your VIP list. Swipe a name left to remove them from your VIP list.

Block Sender

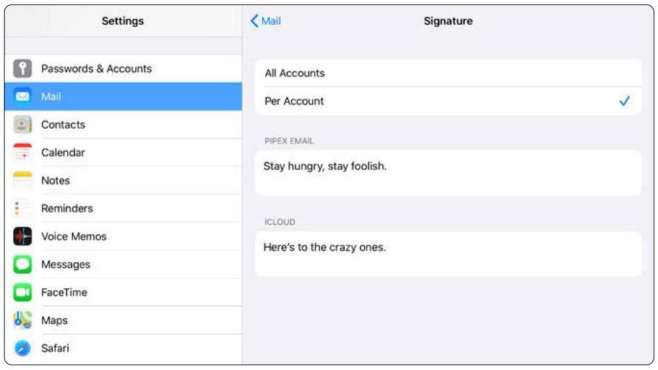


1 Go to Settings > Mail and tap Blocked Sender Options. You're given three options; if you choose Move to Bin, an email address you've blocked cannot reach you. Back in Settings > Mail, tapping Blocked gives a list of currently blocked numbers and email addresses, which you can unblock by swiping them left.



2 When you get an email from someone you want to block, tap their name at the top of the email and from the window that pops up, tap Block this Contact. Their email address is added to your blocked list, which applies across all your Apple devices signed into the same Apple ID.

Using Signatures

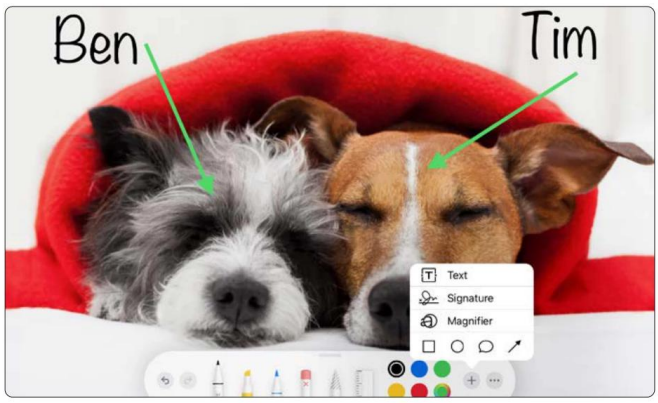


1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPad'. Tap it and you can change it to anything you like. If you have more than one email account, such as a personal and a business email, you can set separate signatures for each.

2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature, or a number if you've set different ones for different addresses. Next time you write an email, your new signature is used instead of the default email signature.

Mail Markup

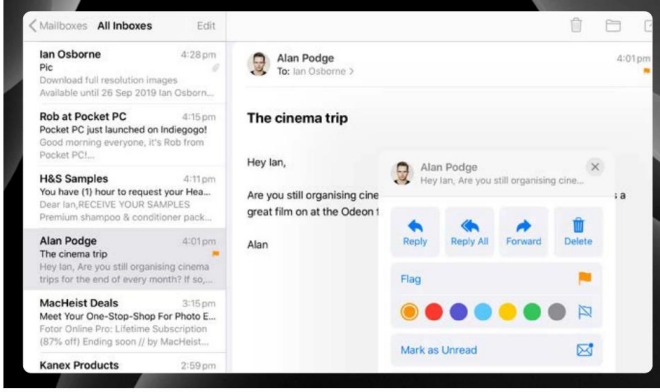
1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the attachment in question, then the Pen icon in the top right of the keyboard to bring up the Markup tools.



2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours, and tap the arrows in the top left for undo-redo. The + icon gives more tools.

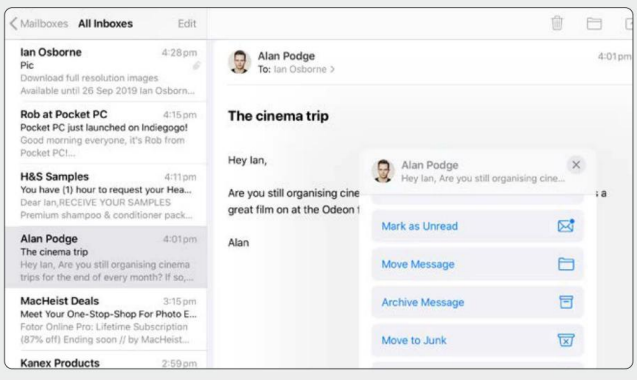
Multicoloured Flags.

With iOS 13, you can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the Reply button (bottom right), tap Flag, and choose a colour.

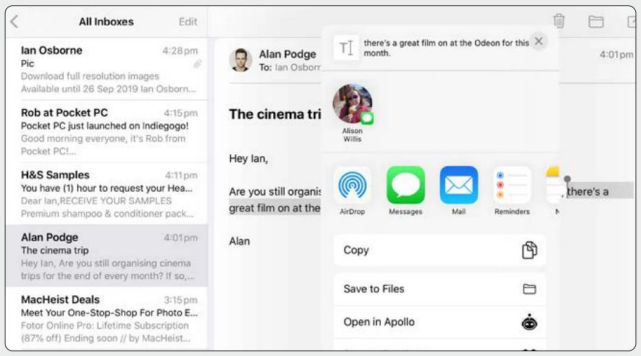


Mute Thread.

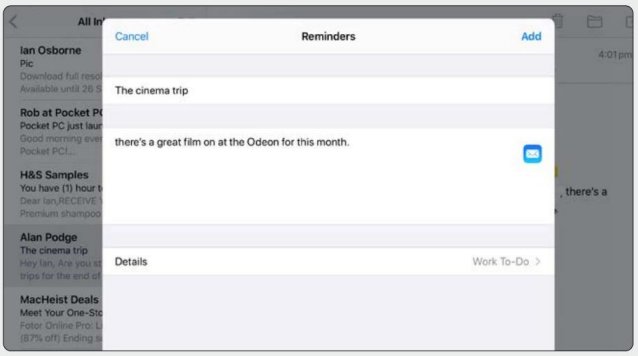
You can mute an email thread by opening the Reply menu and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.



Create Reminders.



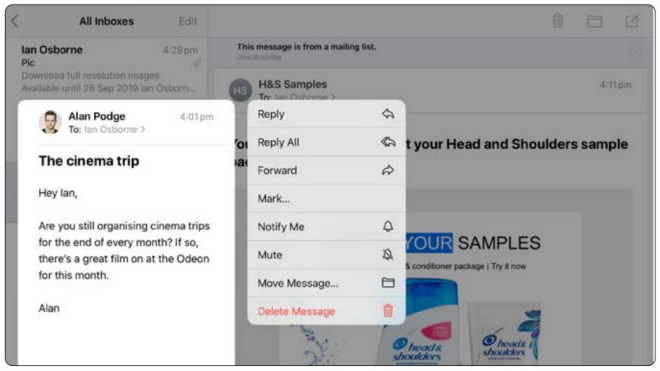
1 Another new feature for iPadOS, you can now create reminders directly from the Mail app. First of all, tap and hold the body of the email until the pop-up bubble appears. Tap Share in this pop-up bubble.



2 From the Share menu, tap Reminders. From here, you can edit the title, add notes, and choose to which Reminders list it will go. Tap Add when you're done, and the reminder is added to your Reminders app.

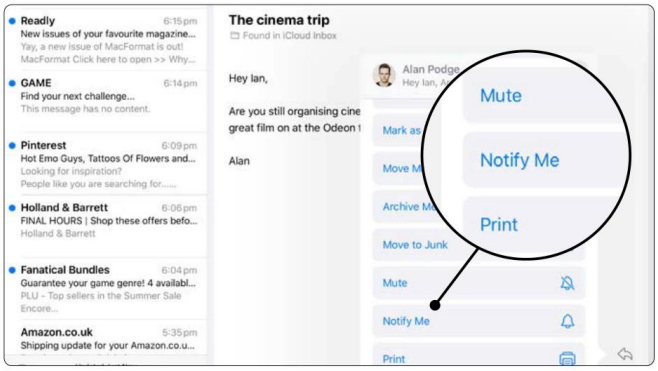
Long Press on Email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which include: reply, forward, notify, mute, move, or delete. Tap Mark.. and you can flag it, mark it as read/unread, or move it to junk.



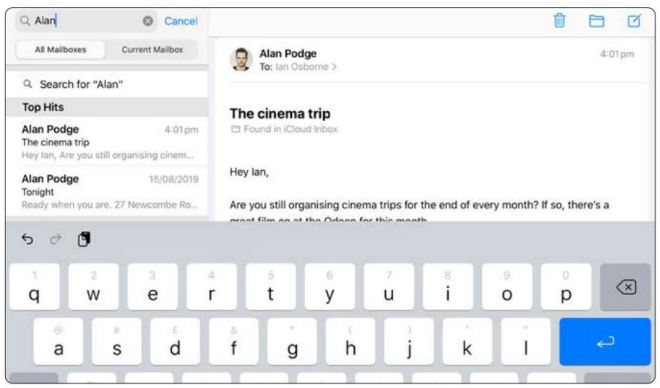
Email Notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its reply button, and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



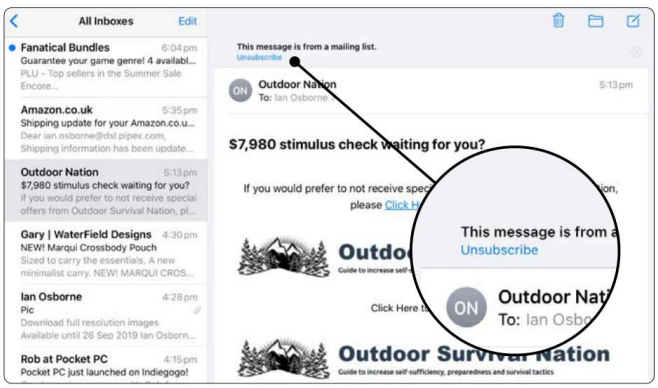
Searching Emails

Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in iOS 13 Mail's search.



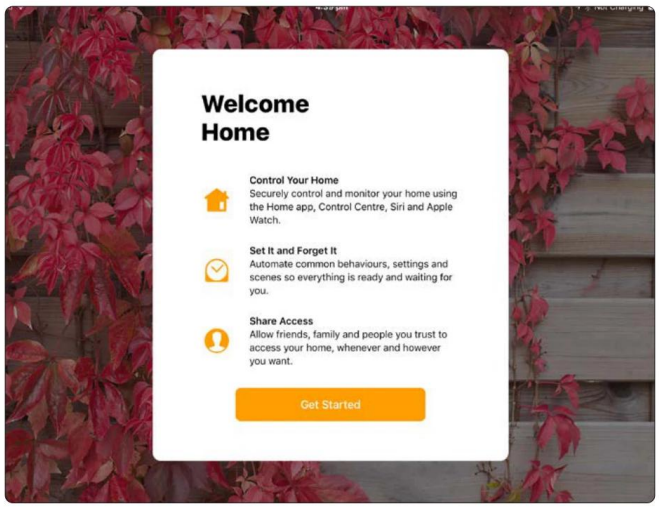
Email Unsubscribe

These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.

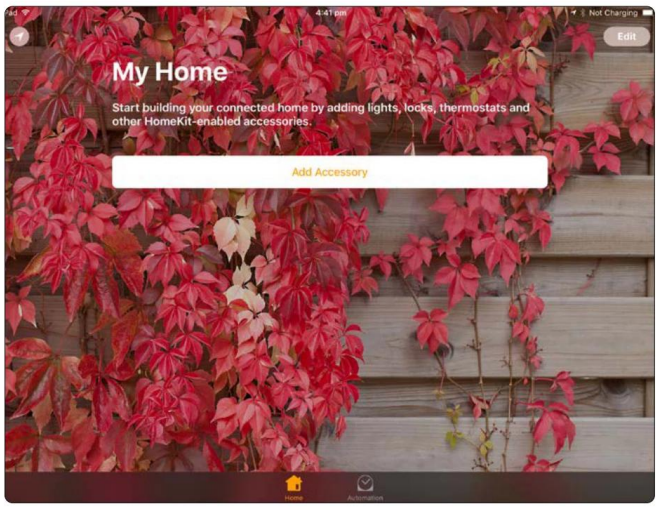


Home App

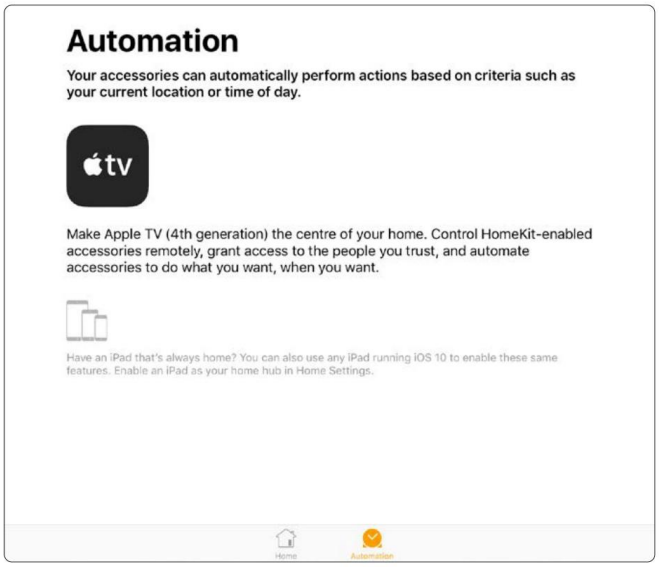
The Internet of Things is going to be huge. Apple's HomeKit gives developers the means to include iPad controls in their products; and the iPad's Home app brings their controls together, under one application.



1 Open the Home app for the first time and you will be greeted with a welcome screen, explaining about the app and what it does. Read carefully and then tap Get Started.



2 Tap the bottom left icon, Home, to add and edit compatible accessories. These include devices that activate and regulate your heating system, control your lights and more.



3 The bottom right icon, Automation, lets you set timers, actions and more. What these timers and actions do depends on what kit you've incorporated into your Home app.

4 You can also use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

Safari App

Safari is the iPad's bundled web browser. With it, you can surf the worldwide web, save your favourite pages as bookmarks, do your Internet shopping and more. We show you its basic functions and more advanced features.

Safari in Focus

1 These chevrons let you move forwards and backwards through your browsing history; use the left chevron to go back to the previous page and the right one to go forward again. If one or both chevrons are greyed, you can't navigate in that direction at the moment.

2 Tap this to open your Bookmarks sidebar, from where you can open a bookmarked page, or one you've added to your reading list. You can also access a list of sites you've recently viewed.You can also access a list of sites you've recently viewed.

3 This new icon gives access to the Website View Menu. It offers a range of options for viewing the website you're currently browsing, including: increasing and reducing text size, switching to Reader View or Desktop version, hiding the toolbar, and turning off content blockers.

4 This is your URL and search field. From here, you can type a web address to go to its page, or type a search term to search the worldwide web for pages on that subject. Here it's showing the URL for the currently viewed page. If you try to open a page that's already open in another tab, Safari now switches to this tab instead of opening the page again.

5 Tapping the curly arrow here reloads the page at which you're currently looking. It's useful if a page hasn't loaded properly or needs updating, such as a news page.

6 This is the Sharing icon, which is found in many of the iPad's bundled apps. Tap it for a range of sharing options, including AirDropping the page to a nearby device, sending it by Mail or Message, printing it, saving it as a PDF and more.

7 You can have more than one page open at a time, by using browser tabs. Tap here to open a new tab, which appears below the top bar. You can then type a URL or a search term into the field at the top of the web page, as usual, and open a new page in the tab you just created.

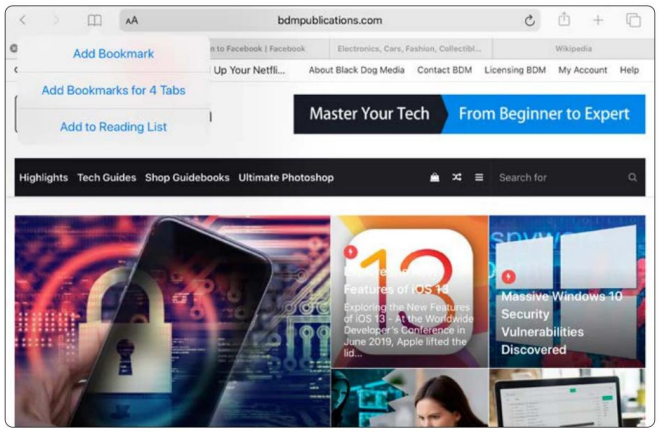
8 If you have a lot of tabs open and are having trouble finding the one you need, tap this icon to see all of the currently open tabs in your browser as thumbnails.

9 These are your open tabs. Tap a tab to view the web page currently open in that tab, and tap the 'X' icon on the left of your current tab to close it.

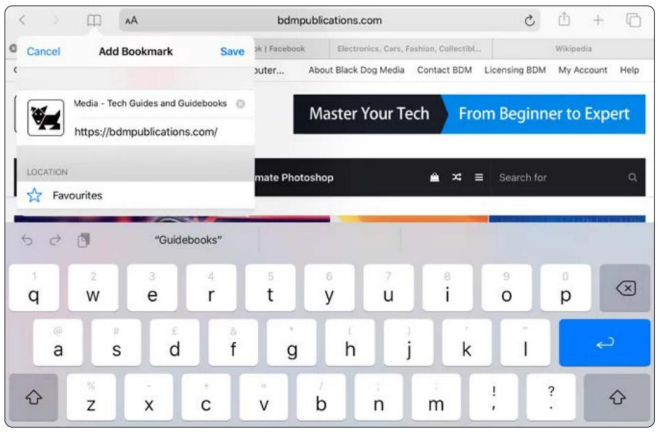
10 This is a text field on the website currently being viewed. Tap it and the virtual keyboard appears at the bottom of the iPad's screen so you can type. This text field is for searches, but other examples include online forms, forum posting windows and more.

11 A web page can contain words, pictures, videos and more. Tapping links on a web page, such as the pictures or buy buttons here, takes you to a new page.

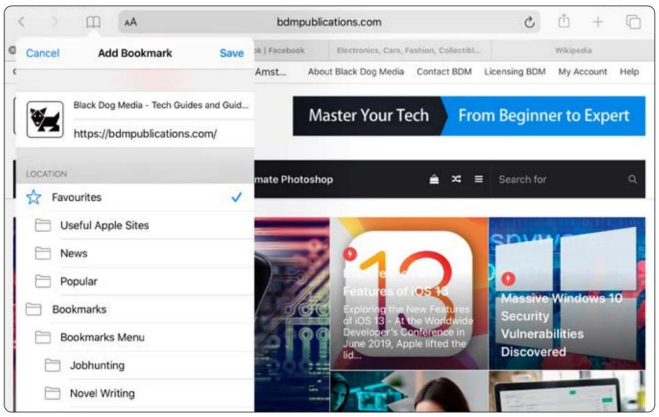
Bookmarking Pages and Organising Bookmarks in Safari



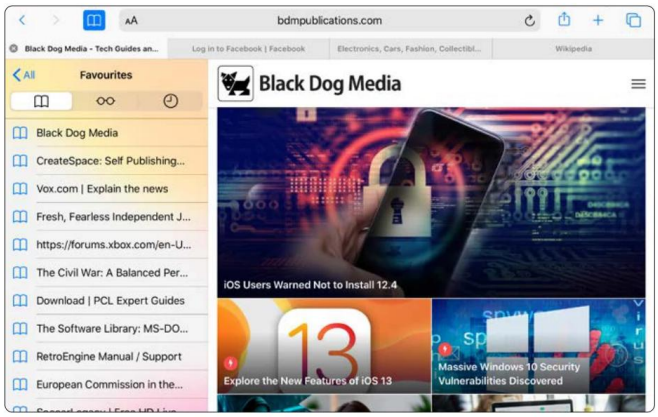
1 To bookmark a page, tap and hold the Book icon at the top of the screen until a menu appears. From here, you can bookmark the page, add it to your Reading List, or add bookmarks for all of the tabs you currently have open in Safari.



2 Tap Add Bookmark and a new window appears. You can edit the name of the website as it appears in your bookmarks; just delete the text indicated here and type whatever it is you want to call it. This is very useful if the site has a long, awkward name.



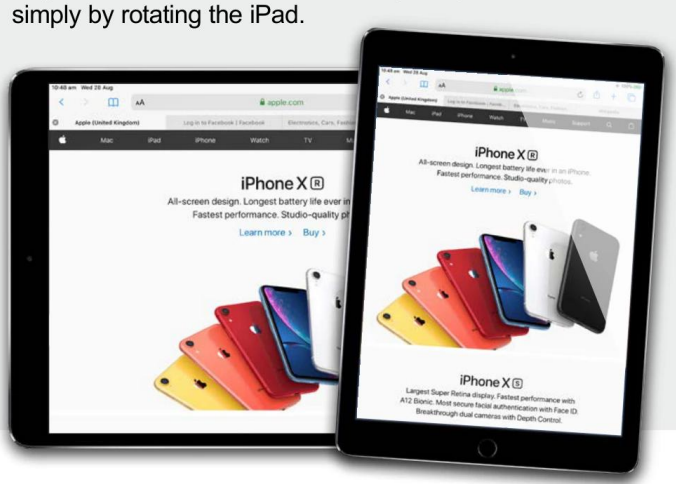
3 You can also change the location where you save it. Tap the location offered and select a new one. This lets you organise your bookmarks into folders. Sites in the Favourites section appear on the panel found by tapping the URL bar.



4 Tap the book icon to open your bookmark list and tap a bookmark to go to that site. Tap Edit to organise your bookmarks and add folders. You can delete bookmarks by tapping the minus sign next to it or move it by dragging the icon to its right.

Orientation.

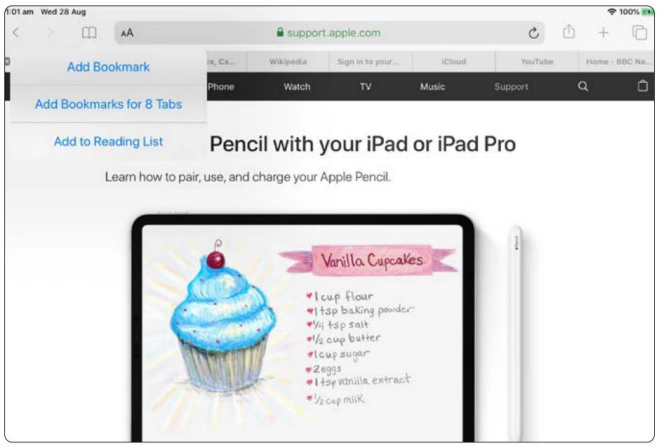
Pages can be oriented into landscape or portrait mode simply by rotating the iPad.



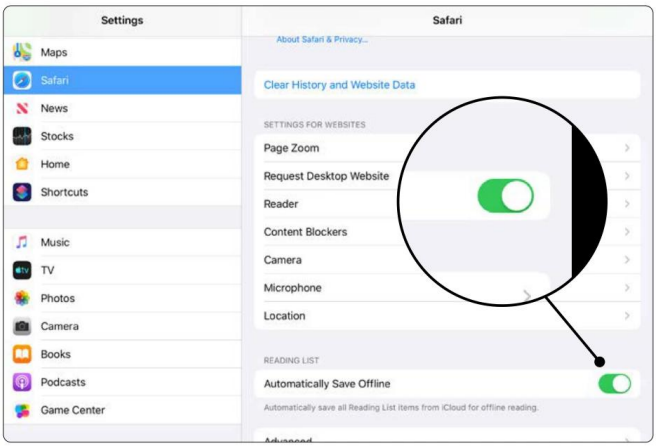
Organising Tabs.

Tap the Tabs icon (top right) to view open tabs. You see them as thumbnails, which can be reordered by dragging. To open a new tab, tap '+'. Tap a thumbnail to go to that site. Close it by tapping the 'X' in its top left. In Settings > Safari > Close Tabs, you can set them all to close automatically after a set period.

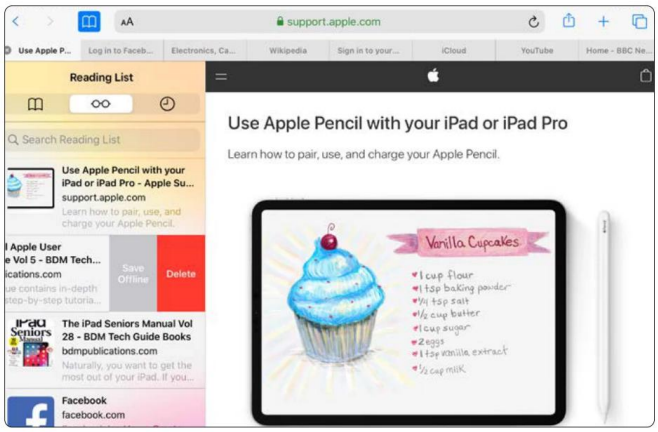
History and Reading List



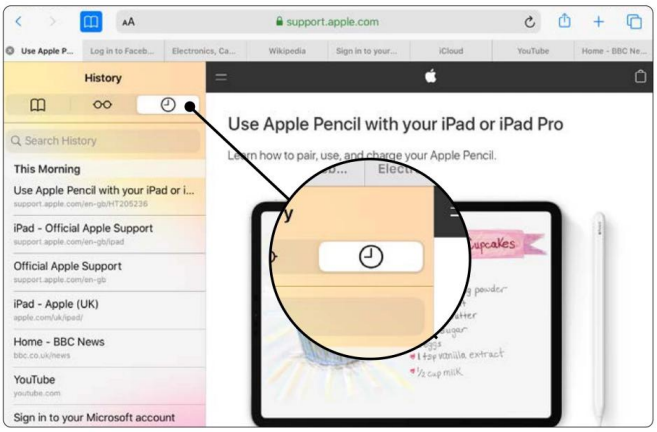
1 If you find something on the web, but you haven't time to read it and don't want to bookmark it, add it to your reading list. Long tap the Bookmark icon, and in the pop-up, tap the Add to Reading List icon.



2 In Settings > Safari, you can opt to automatically save your reading list items for reading when you've no Internet connection. To access your reading list, tap the Bookmark icon, then tap the Glasses icon at the top.

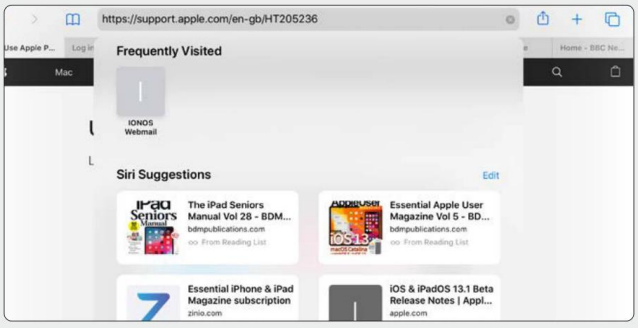


3 Tap an item in the list to open it. Swipe it right to mark it read or unread. Swipe left to delete or save it. Tap Edit (bottom right), and tap the circles to delete or save offline multiple items at once. Tap Done to close.

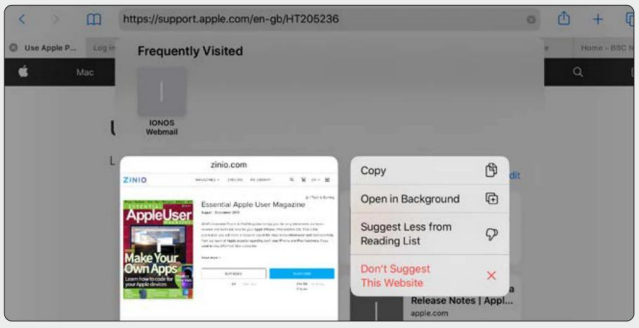


4 The third tab in your sidebar, a Clock face icon, is your browsing history. Tap this to see what pages you've looked at previously. You can tap a page to open it, swipe to delete it, or tap Clear to empty the list completely.

Start Page Revamped.



1 Open a new Safari page, or tap the URL bar for this start page. It contains thumbnails of sites stored in your Favourites folder (see bookmarking, previous page). Scroll up to see other often-used sites and Siri suggestions.



2 Tap a thumbnail to open the site. Long press one of the thumbnails for a preview of the site, and also a menu to copy the page, open it in a new tab, edit the bookmark's name, URL and location, or delete it altogether.

Clear Cache

Go to Settings > Safari for an option to Clear History and Website Data. Tap it for a pop-up window. Reading list and bookmarks are unaffected by clearing, but history and caches are cleared from all devices signed into your iCloud.

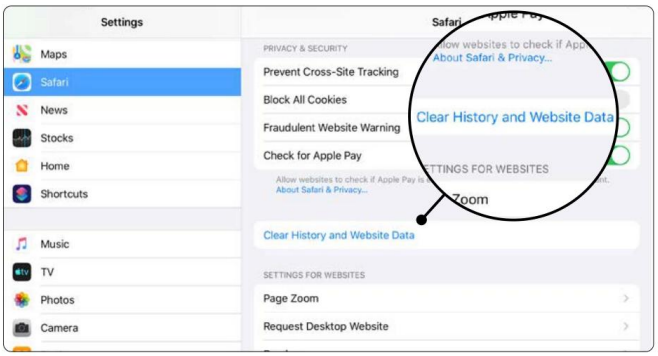
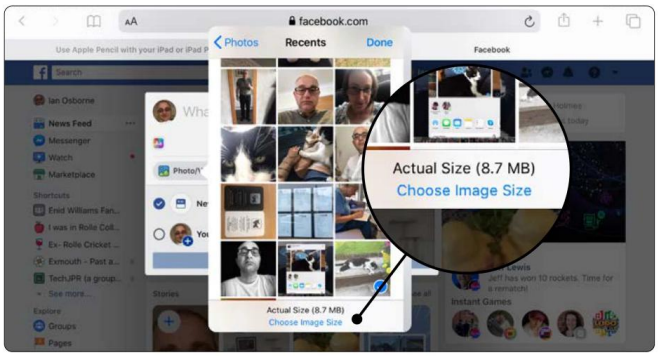


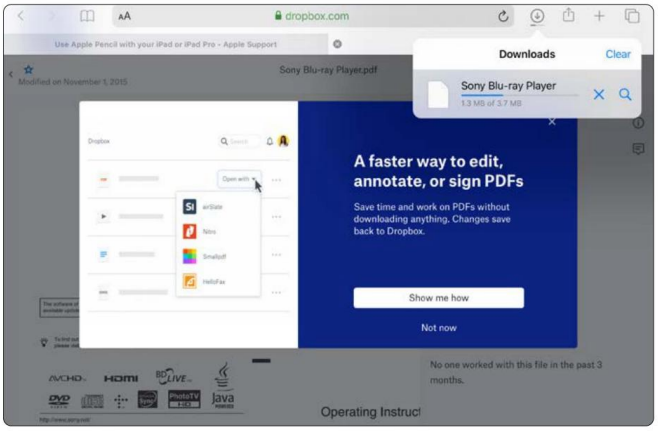
Photo Upload Resizing

If you choose to upload a photo to a website, such as Facebook or an online forum, you can set the size at which the photo will be uploaded. Just choose the photo and, at the bottom of the screen, tap Choose Image Size for a pop-up.



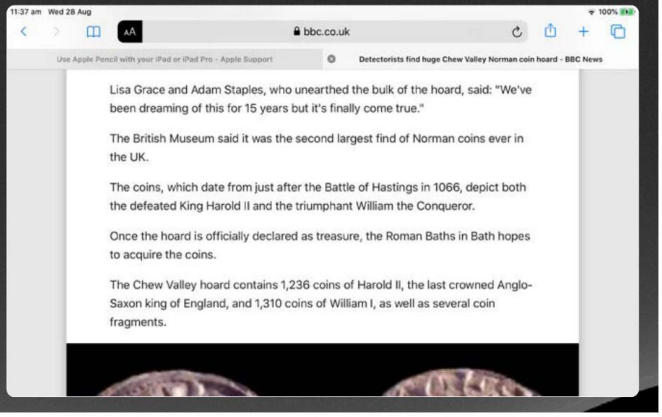
Download Manager

Safari now has a download manager, similar to the one found in Safari on the Mac. If you choose to download something on your iPad, an icon appears in the top right. Tap it to see recent and current downloads.



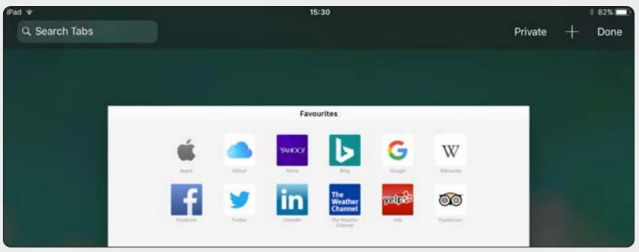
Reader View.

On some, but not all, web pages there's a 'lines' icon on the left of the URL bar. Tap this to use the reader view, which simplifies the layout, making it easier to read or print. Tap it again to return to regular web browsing.



Private Browsing.

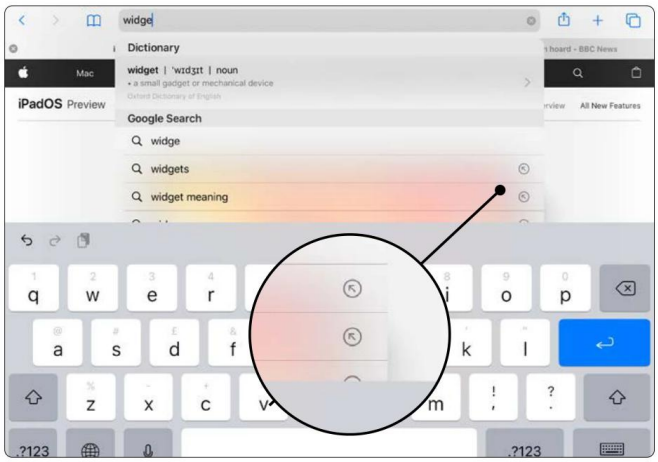
Sometimes, you might want to surf the web privately, without others who use your iPad knowing what you've been looking at. Maybe you're planning a surprise party or looking for a present to buy.



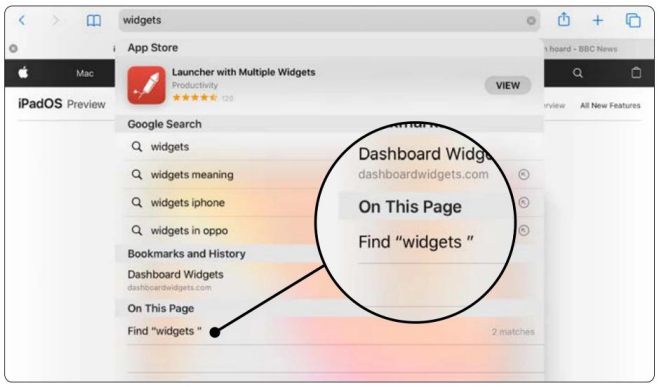
Open Safari and tap the two squares icon next to the + icon in the top right corner. Now tap the Private link, also in the top right corner, to switch to Private Browsing. Tap Done to return to Safari and continue using the web.

A new browsing window opens; note the dark toolbar at the top. Using this window your online activities remain private. To leave private browsing, simply repeat Step 1. The toolbar is white again and private browsing is off.

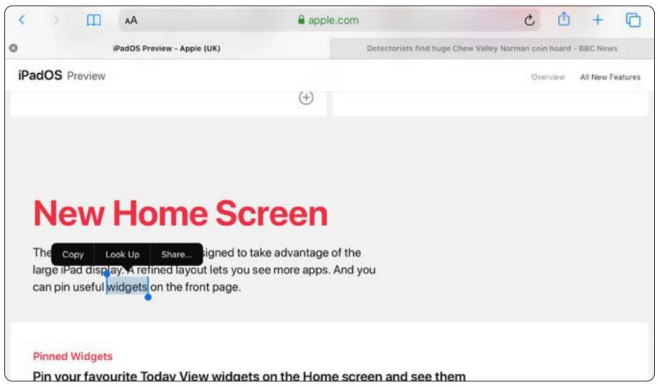
Searching for Text



1 To search a web page for text, tap the URL bar and enter your search terms using the keyboard, but don't tap Enter when you're done. On a Google search, you can tap the arrow to complete the text in the URL bar.

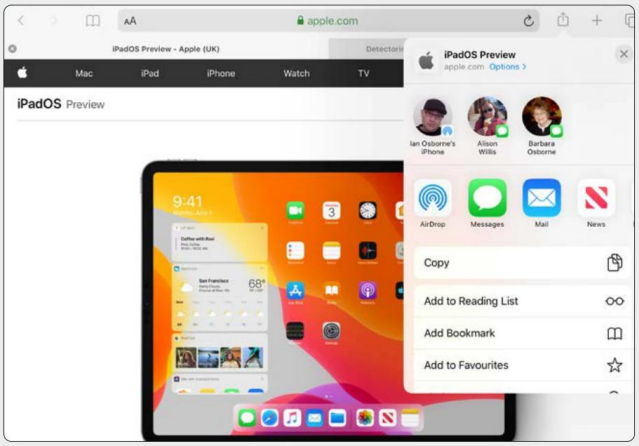


2 Possible results appear as you type. Tap this results window and, at the bottom, you see an entry titled 'On This Page'. Tap this and you're shown instances of the text on the web page, which you can cycle through with the chevrons at the bottom.

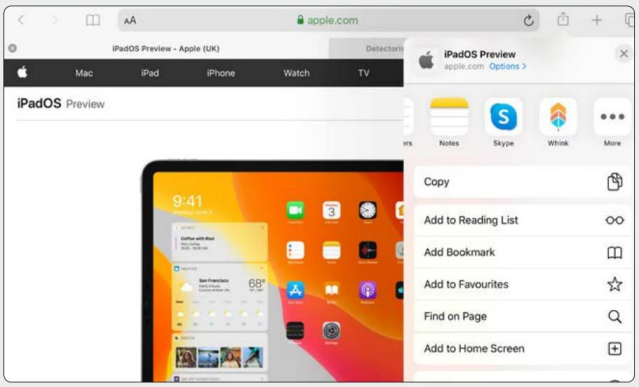


3 You can also highlight and then copy text. Tap and hold a word to highlight it, drag the handles to cover the text you wish to copy, then from the pop-up menu, tap Copy. You can then paste it into another app.

The New Sharing Sheet.



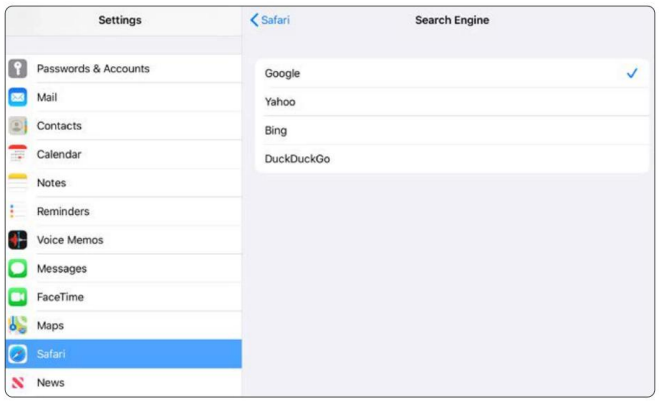
1 Tap the Share icon (the page with the up-pointing arrow) for the new look Sharing sheet. People with whom you regularly share are shown, along with an icon to illustrate how the item will be shared if you tap that person, e.g. in the Messages or Mail apps.



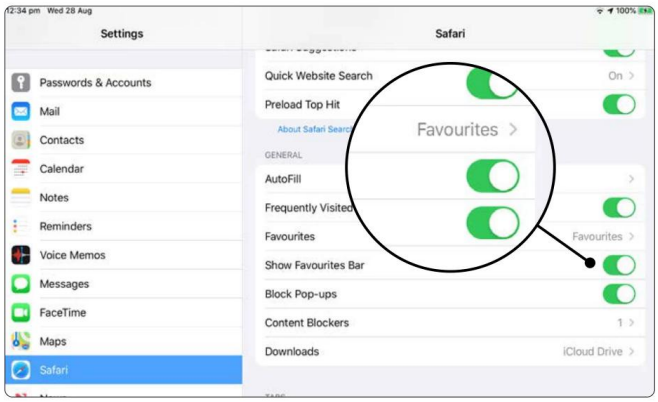
2 Pull the Sharing sheet up for a more complete list of things you can do. The app/feature icons can be scrolled left and right, and let you share a link via AirDrop, Messages or Mail, add it to Reminders or Notes, publish it on Twitter or Facebook and more.

3 Towards the bottom of the Sharing sheet are options that let you add the page to favourites or the reading list, bookmark it, print it, or open it in various apps you might have on your iPad. To close the Sharing sheet, tap the cross in its top right corner.

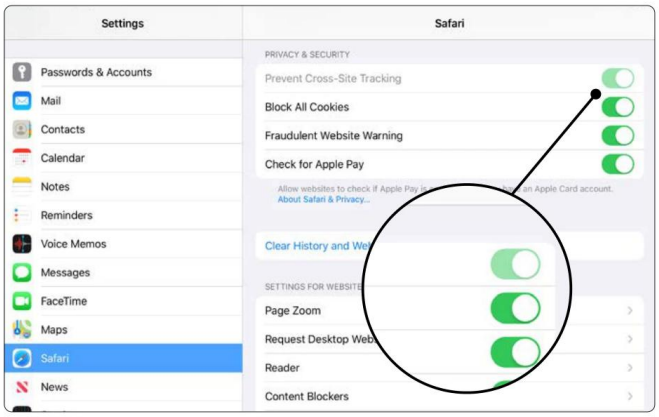
Useful Safari Settings



1 By default, Safari uses the Google search engine when you type a search term into the URL field atop the screen; but you can change this by going to Settings > Safari > Search Engine, and choosing one of the other options.



2 If you activate the Show Favourites Bar, which is off by default, the websites stored in your Favourites bookmark folder appear in a bar under the toolbar atop the web browser. It's the old school Safari way of doing things.



3 Two more options that are worth switching on are Prevent Cross-Site Tracking and Block All Cookies. They stop sites leaving information on your iPad for targeting adverts. However, they don't reduce the number of ads you see.

Other Safari Settings.

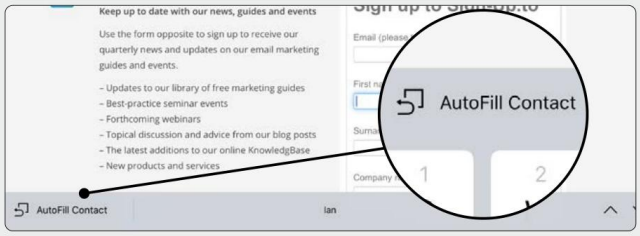
Here are some other things you can change in Settings > Safari.

Page Zoom: Set your browser to be zoomed in or out of a website by default.
Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, and not the mobile one.
Reader: You can automatically use the Reader View on websites if you turn this on.
Camera/Microphone/Location: Do you want websites to have access to these things? By default, they have to ask, but you can change this to Deny or Allow.
Language: You can switch to another language for Safari if you wish.
Downloads: Set where documents and data, downloaded in Safari, are saved. By default, it's your Downloads folder in the Files app.

The AutoFill Feature.

AutoFill can save you lots of time when filling in a web site's information forms. You just need to set it up; information such as your name, address, telephone number and credit card details can be added.

To set up Auto-fill, go to Settings > Safari > AutoFill. From there, you can decide whether you want to use information stored on your contact card for the feature, whether AutoFill should include user names, passwords and credit cards.

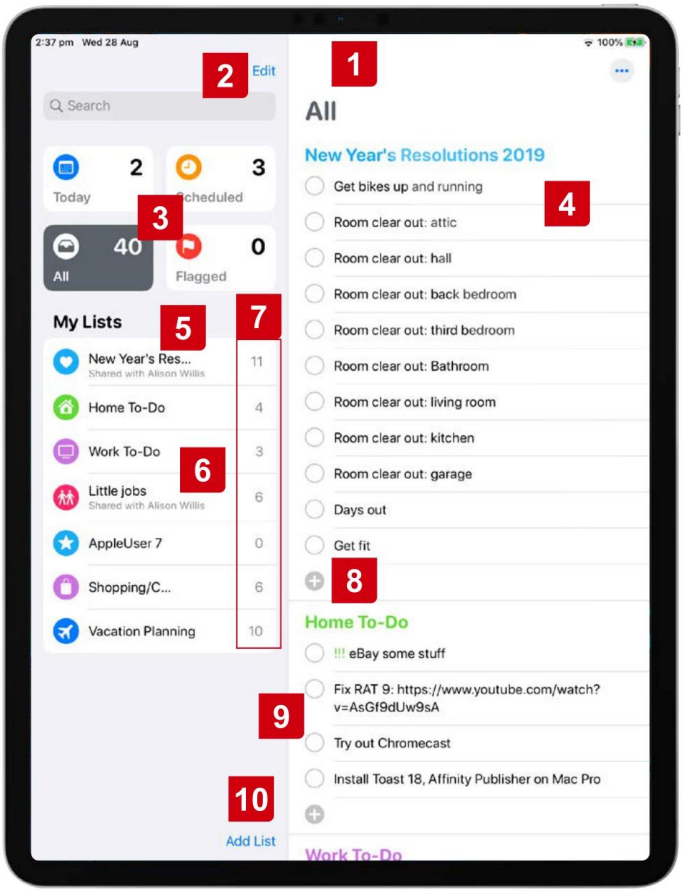


Set up the AutoFill information as you see fit. Be aware that if you add a credit card, the security number on the back isn't saved. When done, you need to fill in a web form, just tap a text field and then tap AutoFill Contact to fill it in.

Reminders App

In iPadOS, the Reminders app was completely revamped, with an exciting range of new features. There's a new home screen with smart lists, so you can organise your reminders into more flexible groups and more.

Reminders in Focus



1 This is the new Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders you've set up, and can be called anything you like.

2 Tap this link and you can edit your lists using new controls that appear; delete them with the minus sign, reorder by dragging the Three-line icon up and down and tap the 'i' icon to rename a list, change its colour, or choose a new icon.

3 These are your smart lists; 'Today' is all your reminders scheduled for that day, 'Scheduled' shows reminders that are scheduled for any day, 'All' lists all your reminders and 'Flagged' shows reminders you've flagged.

4 Here, you see the currently selected list or smart list. As 'All' is currently selected, this column shows all your reminders arranged in their respective lists.

5 These are your lists. They can be called anything you like. Tap one to open it and see the individual reminders you've added, mark reminders you've done as complete, and also add new ones.

6 You can share a Reminders list with someone else, as long as they have a Mac or iOS device. The list then appears in their own Reminders app, and any edits you make are also made on their list and vice versa. The other person's Apple devices must be running iOS 13, iPadOS or macOS Catalina or they can't share

7 These numbers, on the right of each list, represent the number of outstanding reminders that it contains. When you mark one as done, it's removed.

8 Tap the plus sign to add a reminder to the list above. You can call it anything you like. When added, it appears in that list until you mark it as done.

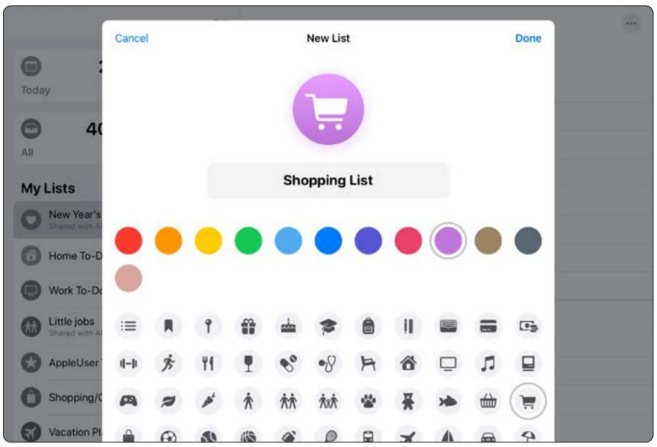
9 Tap a circle next to a reminder to mark that reminder as being done. It disappears from the list, but if you want to get it back, tap the Three dots icon in the top right and select Show Completed.

10 Tap here to create a new list, which appears in the My Lists section of the Reminders home page. You can then add reminders to this list in the usual way.

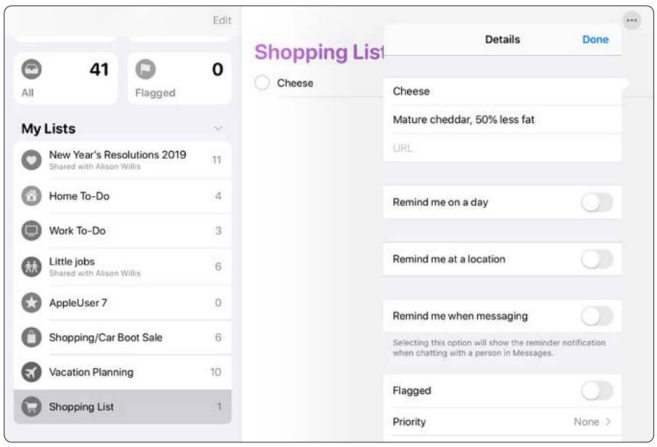
Reminders on the Web.

If you sync your Reminders with iCloud, you can take a look at them from any Internet-capable device that has a web browser. Just go to www.icloud.com and enter your Apple ID, and there they are.

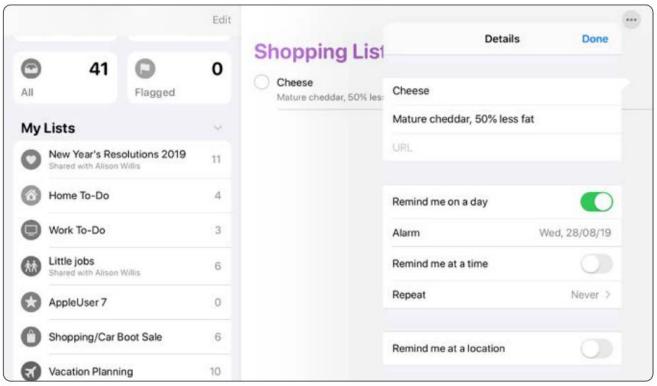
Creating and Using Reminders



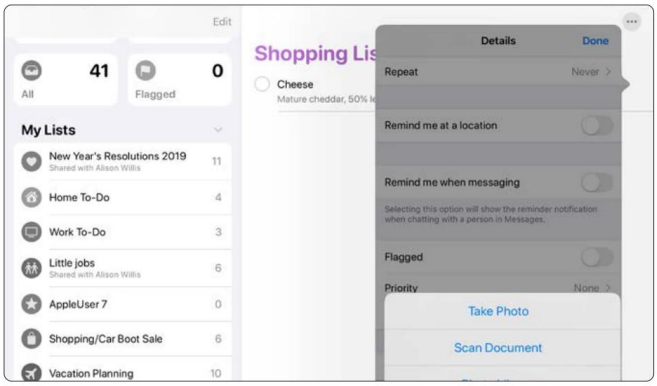
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list (anything you like), and tap one of the coloured circles to give it a colour. Scroll up and pick an icon for the list, then tap Done when you've finished.



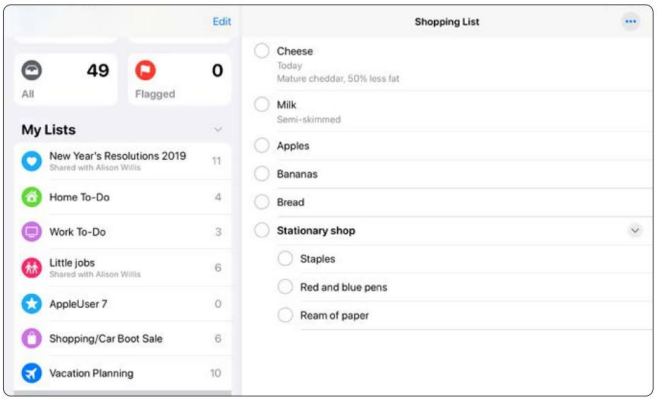
2 To add a reminder to a list, tap the list and tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to: add notes, a URL, or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



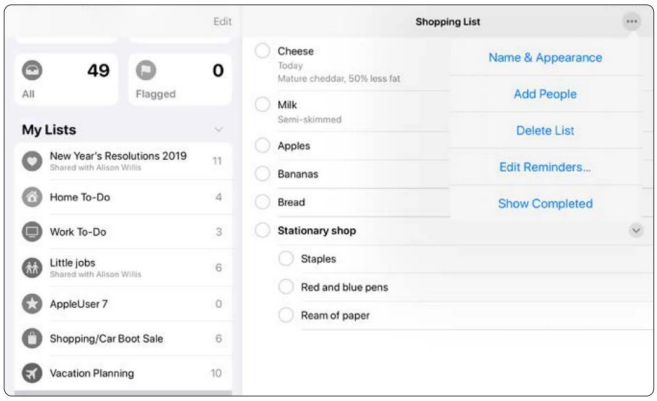
3 To schedule a reminder, tap it, tap the 'i' icon that appears, and then switch on 'Remind me on a day'. You can add an alarm, set a date and time, and set it to repeat, if necessary. You can also be reminded when you reach or leave a location, or when messaging a certain person.



4 Tap the Add Image link near the bottom of the Details screen, and you can add a photo from your Photos app, take a new one, or scan a document. This picture appears in your list associated with that particular reminder. Tap it to enlarge it.



5 You can add Subtasks to a reminder from the Details screen, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question, and can also be marked completed.

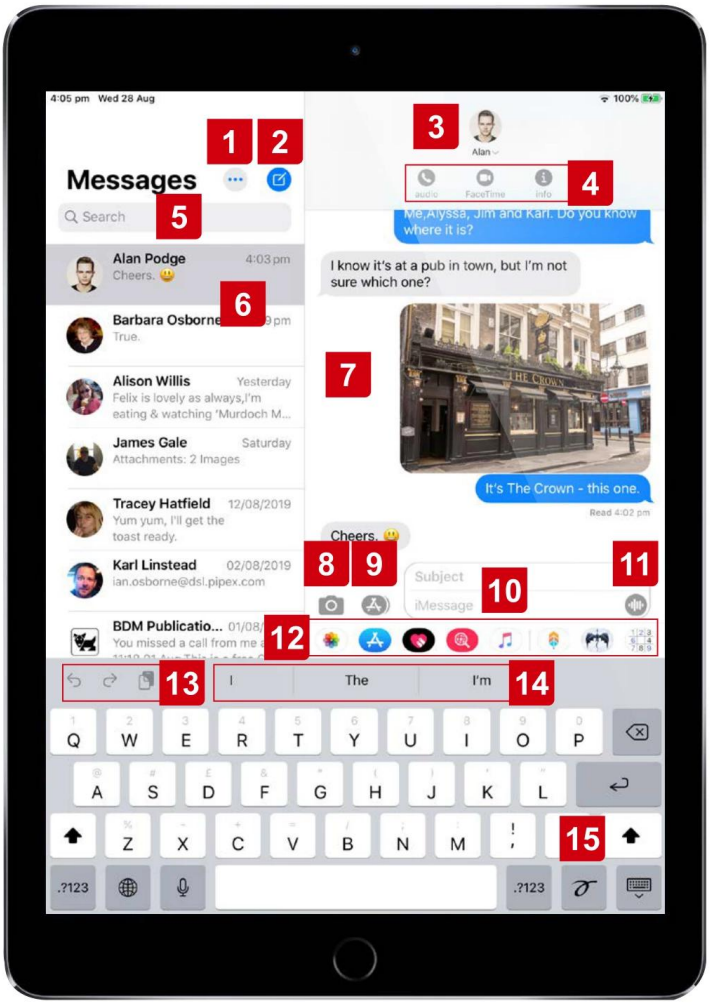


6 To share a list with another Mac or iOS user, open the list and tap the Three-dots icon (top right). In the menu, tap Add People, then choose how you want to share. Reminders created in iPadOS, iOS 13 and macOS Catalina aren't compatible with earlier versions of the OSs.

Messages App

Messages is one of the most used apps on your iPad. You can use it to send free iMessages to others with an Apple device and also send pictures, videos and audio messages. Here's how to make the most of Messages.

Messages in Focus



1 The Three-dots icon offers a menu with two options; Manage Messages List, so you can mark all messages as read or delete multiple threads, and Edit Name and Photo, which lets you add a picture and name for outgoing messages.

2 Tap here to open a new, blank message, which you can then write and send in the usual way. To message someone you've already chatted with, you can tap their name in the left hand sidebar instead.

3 This is the person you're currently talking to in the open message conversation. The picture is taken from your Contacts app, unless they've added a picture to their outgoing messages.

4 Tap the picture (3) for a menu from which you can make an audio or video Facetime call, or get a Details window showing links and photos you've shared, options to share location and more.

5 Using this field, you can search through your list of messages. This search facility is greatly enhanced in iPadOS.

6 These are your current message conversations. Again, images are drawn from the Contacts app. If a chat is marked with a blue dot, it has unread messages.

7 The current (open) conversation; as you can see it includes emojis and a photo attachment.

8 Tap the camera to take a photo with the Camera app and add it to your message. If you want to choose one from your photo library, tap the App Drawer icon (9) and then tap the Photos icon.

9 This icon opens the App Drawer, a feature that we cover in more depth later in this tutorial.

10 Type your message in here, then tap the blue arrow, which appears in the right of this field, to send it.

11 Tap and hold the Waveform icon here, to send a voice message. The receiver can then listen to it in their own Messages app.

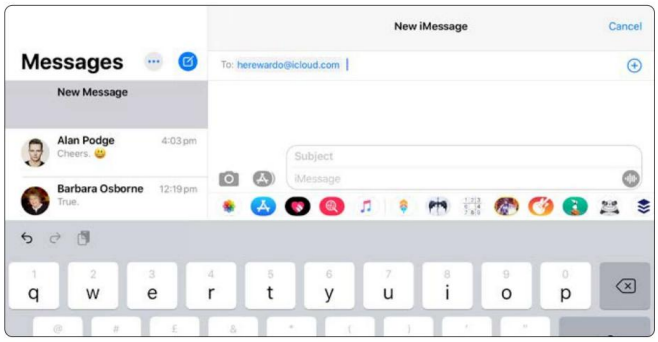
12 This is the App Drawer, which is opened and closed with the App Drawer icon (9).

13 These icons are for undo, redo, and paste, respectively. Paste is useful if you've copied something from another app to send in a message.

14 Keyboard features such as predictive text make typing messages a lot easier. It's a good idea to familiarise yourself with them.

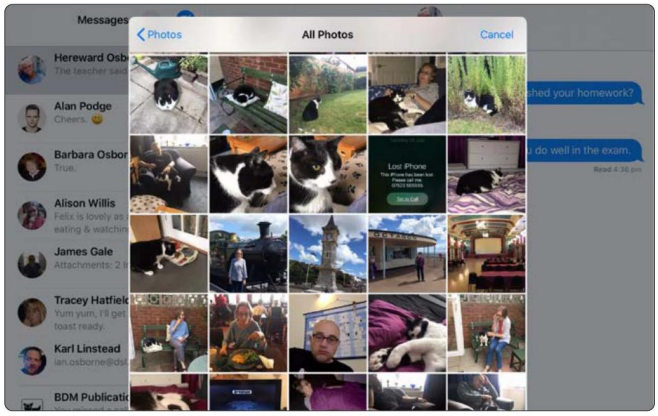
15 Tap here to turn your keyboard into a scribble pad, on which you can write a message or draw a picture with your finger, then send it to the person you're messaging.

Sending a New Message



1 Tap the Pen and paper icon in the top right corner to open a new message. In the To field, type the mobile number, or email address, of the person you want to message. If that person is in your Contacts app, type their name instead or use the + icon on the left.

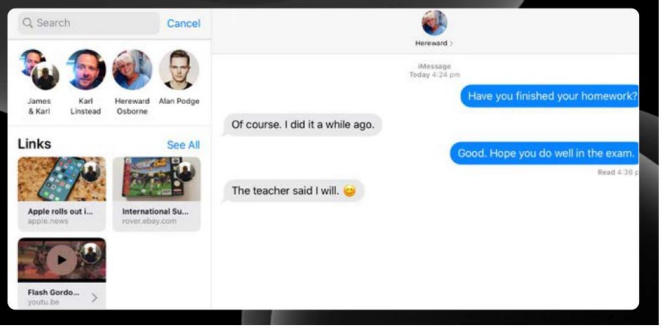
2 If the To field turns blue, it can be sent through iMessage (free). If it turns green, it's sent as a regular text message. If it turns red, the device you entered can't receive a message. When the other person is typing a reply, three dots in a speech bubble appear.



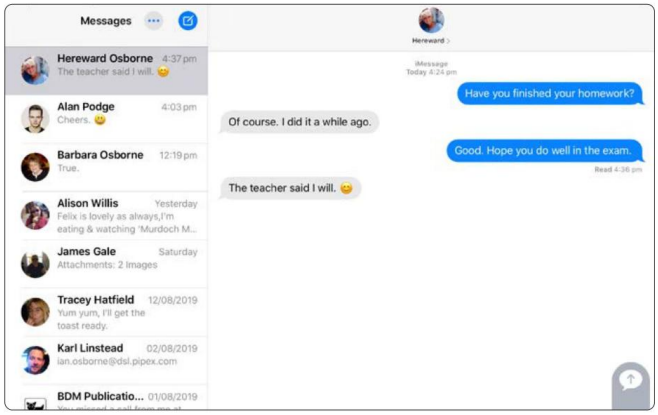
3 You can add photos or videos too. Tap the Camera icon to take a new photo, and then tap the up-pointing arrow to attach it to your message. Tap the App Drawer icon, next to the text field, and then the Photos icon to add one from the Photos app.

New Search Features.

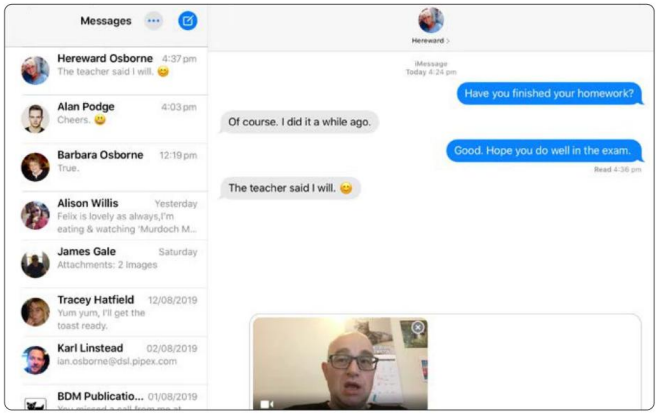
The Messages app's search feature has been revamped. Pull down the Messages sidebar to see the search field. Tap it, and you're offered recent people, links, photos, and locations. Start to type; these suggestions are streamlined, and conversations are added.



Voice and Video Messages

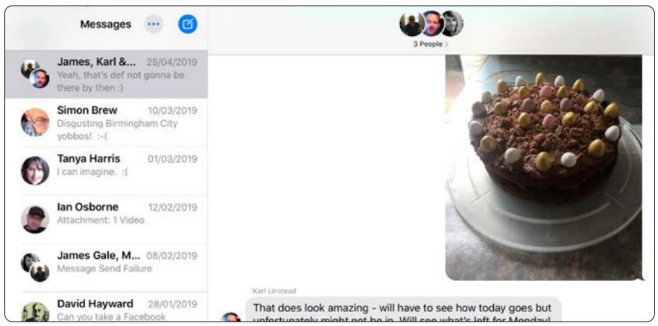


1 To send a voice message, tap and hold the wave form icon to the right of the text field. Speak your message and release when you're done. You can review your message by tapping the Play icon, send it by tapping the up-pointing arrow or delete it using the X icon.

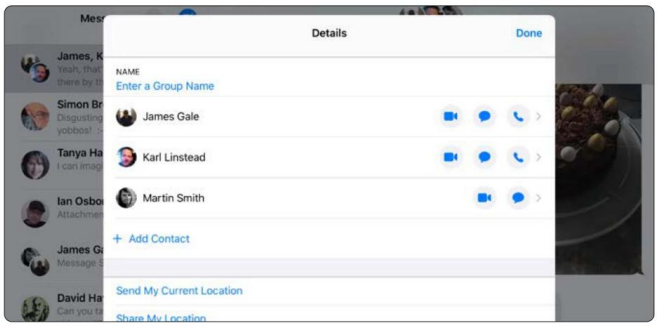


2 To send video messages, tap the Camera icon to open the camera app, from where you can select Video and record your movie in the usual way. When you're finished, tap the blue arrow to send it, Done to add text before sending, Play to review it, or Retake to try again.

Group Messages

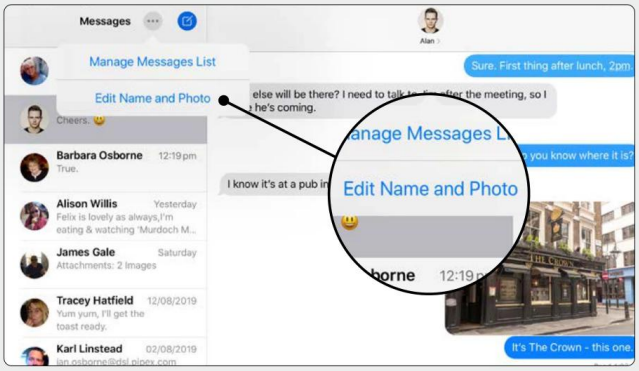


1 You can add multiple recipients to start a group conversation; just type more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.

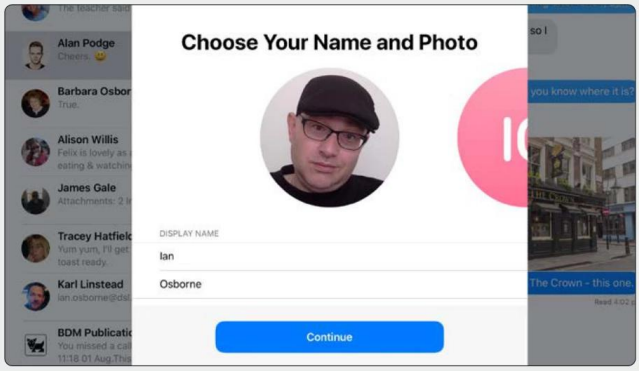


2 In a group conversation, you can access unique controls by tapping the People icon at the top of the screen, then tapping 'i'. Add a name for the group, add contacts, and turn on Do Not Disturb to mute notifications. At the bottom of the screen is an option to leave the group.

Messages Profiles.

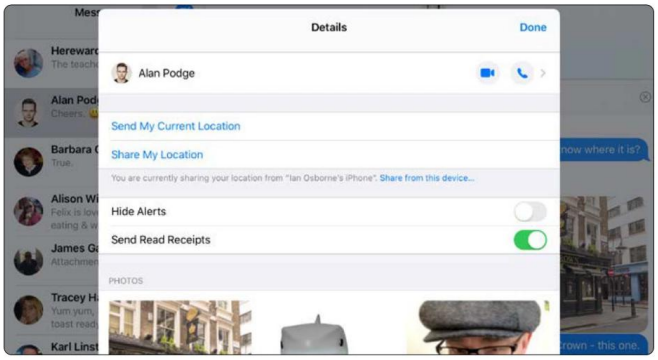


1 On the Messages screen, tap the Three-dots icon at the top for a pop-up. The options offered are: Manage Messages List, which allows you to delete unwanted messages several at a time, and Edit Name and Photo, where you can set up a profile. Tap this option.

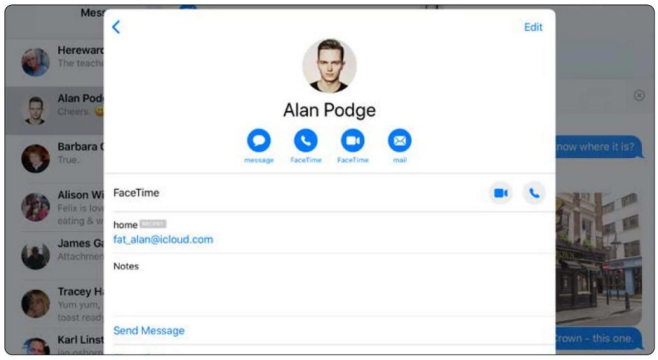


2 On the next screen, you can choose a picture for yourself, this can be a photo, a memoji, or simply your initials. You can also set your display name. After setting a couple more options, this pic and name are used for your outgoing messages.

The Details Window

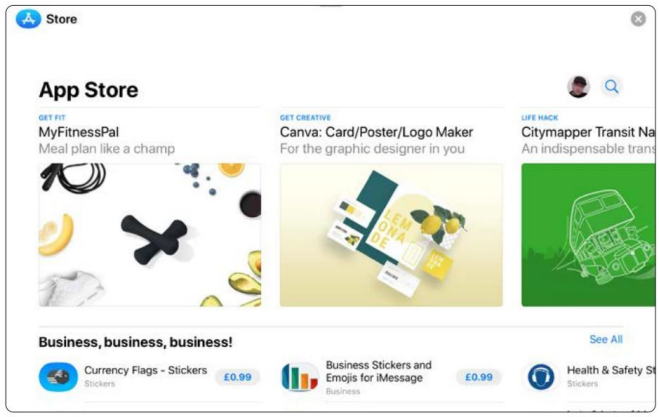


1 Open a message, tap the icon pic at the top, and then tap 'i' to access the details screen. You're shown the person's name, some location options, and images and attachments recently sent to you by that person. You can turn alerts and receipts on or off here too.



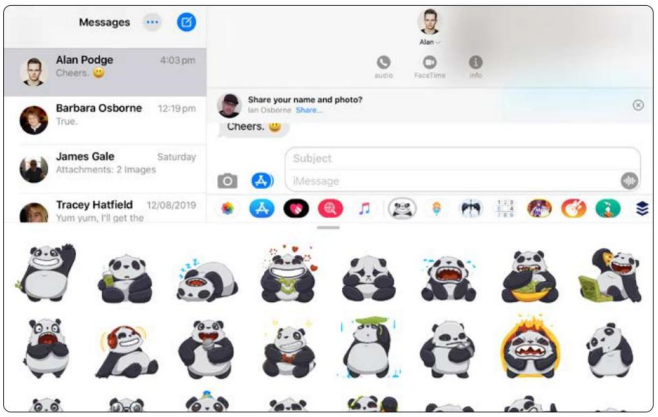
2 Tap the person's name for their contact details; you can start a phone or FaceTime call from here. Tap Send My Current Location to show them where you are by sending a link to your whereabouts on the Maps app, or Share My Location to send it for a specified time.

The App Drawer



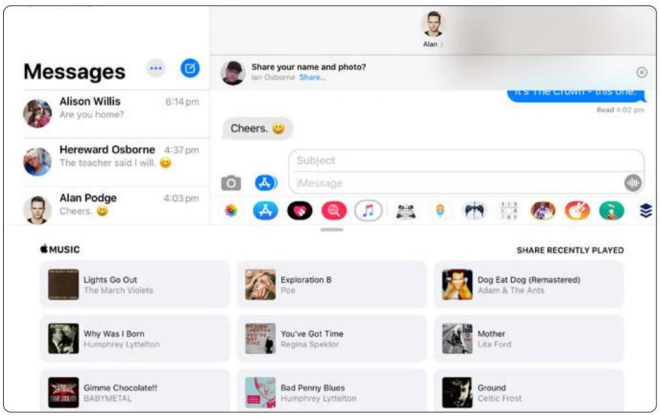
The App Drawer: Basics

Tap the App icon next to the text field to open the App Drawer. Tap the blue App icon on the left to go to the App Store, where you can get stickers, games, and apps to use in your messages. Some are free too.



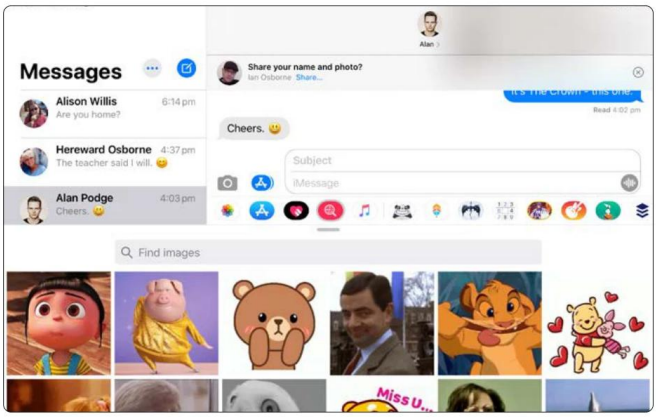
The App Drawer: Stickers

When you've installed sticker packs from the App Store (or got them for free with an app), you can tap their icon in the App Drawer and choose from the range on offer to add to your message. Many sticker packs are free.



The App Drawer: Music

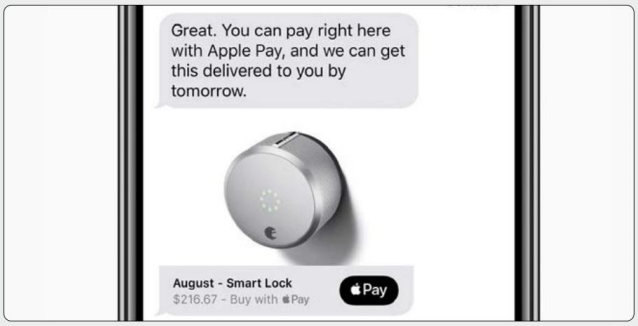
To share something you recently listened to on Apple's Music streaming service, tap the Music icon and then tap the album or song you want to share to send a link. This can only be played if the recipient is an Apple Music subscriber too.



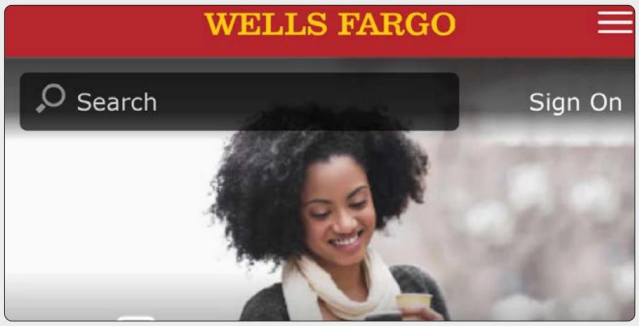
The App Drawer: Images

Tap the Magnifying glass icon for a selection of images for your messages. There are all sorts of animated pictures on offer; scroll up for more. You can use the search bar at the top of the images to find exactly what you want.

Business Chat.

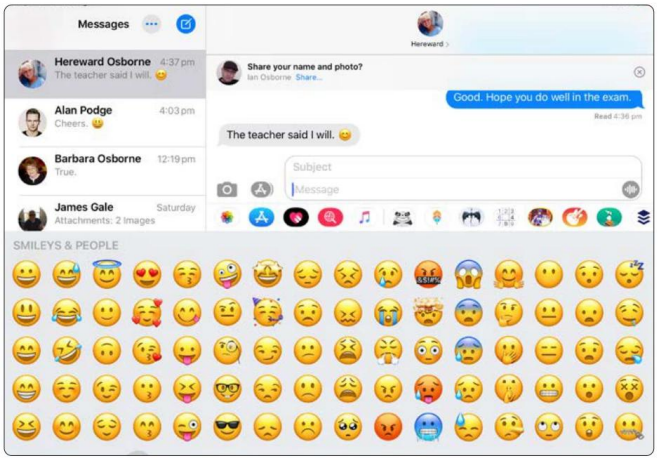


1 Business Chat lets businesses connect with customers using Messages. You can chat to a salesperson or customer services, schedule an appointment or make purchases using Apple Pay, all from the Messages app.



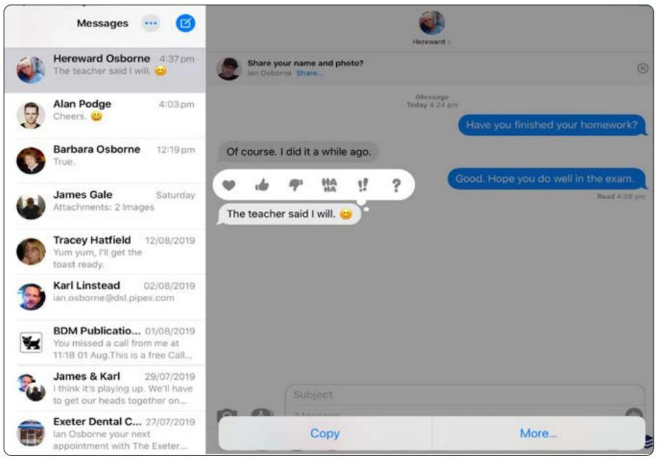
2 You can start a Business Chat conversation from Safari, Maps, Spotlight and Siri. Businesses that support Business Chat include Discover, Hilton, Lowe's and Wells Fargo. More will be added soon.

More Great Messages Features



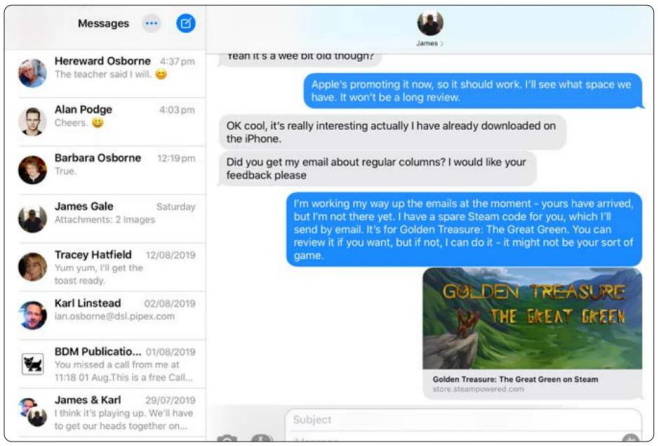
Using Emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.



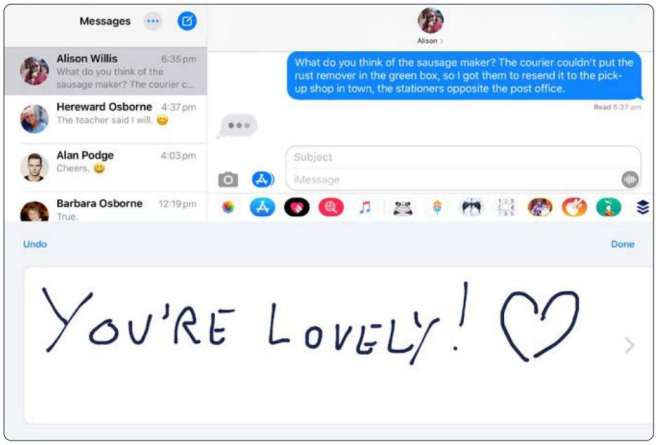
The Hold Bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a thumb icon, send a heart, a laugh or question mark and more.



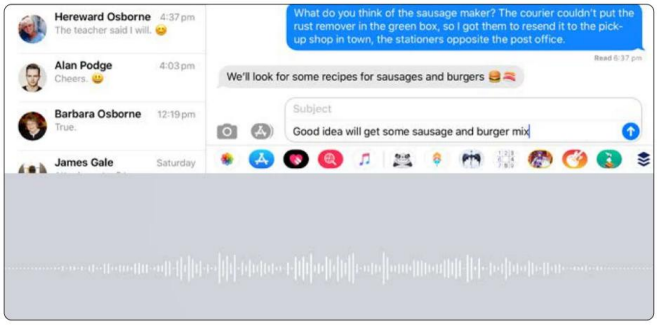
Rich Links

When someone sends you a web link in a Messages conversation, you get an illustrated inline preview of the website, right there in the message. All you have to do is tap the link to go straight to the linked site in Safari.



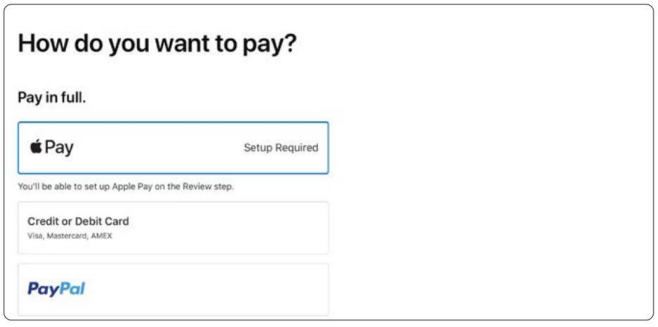
Scribble and Draw

On the keyboard, tap the key in the bottom right that looks like a squiggle. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message, then send it in the usual way.



Dictation

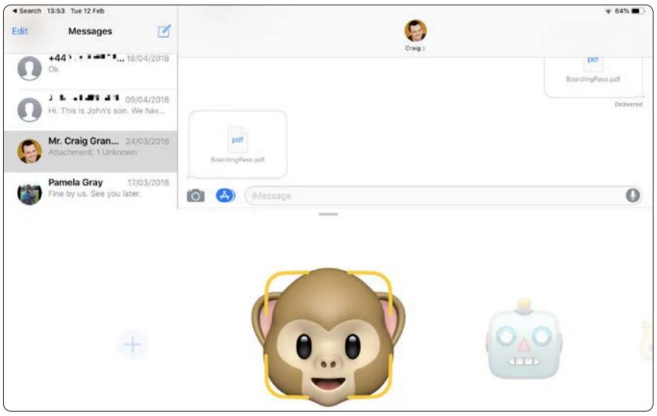
If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the better text-to-speech gets.



Apple Pay

A new feature which is being gradually rolled out in different territories, is Apple Pay in Messages. This allows you to send someone money with the Messages app, using Apple Pay. Look for the Apple Pay logo in the app drawer.

Messages Features Exclusive to iPads with Face ID



1 With the iPad's new animated emoji, or Animoji feature, you can become one of 20 characters. In Messages, open the App Drawer with the 'A' icon as shown and tap the monkey face at the bottom of the screen.

2 Choose your Animoji from the range available in the tray (as shown in the previous step's screen), or to get a better look at them, swipe up on the line shown above the currently selected Animoji to view the full range, as seen here.

3 Hold your iPad in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.

4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPad correctly so that the camera can see your face. To stop recording, tap the button (now a square) again.

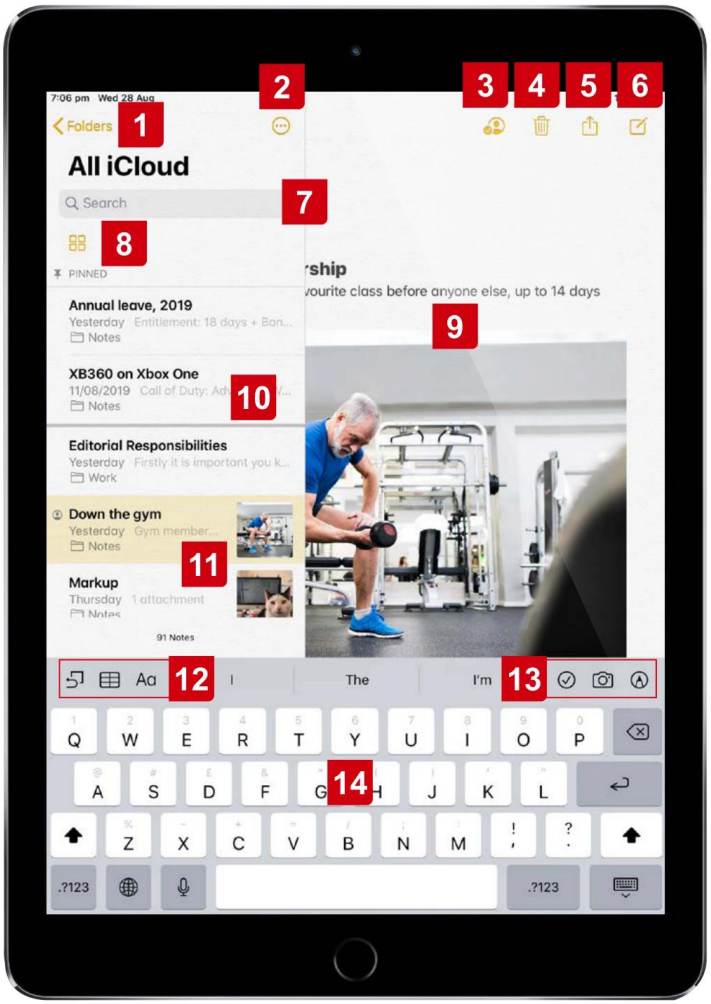
5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it by tapping Replay, or delete it by tapping the red trash can towards the bottom left.

6 Recording and sending Animojis is exclusive to newer Apple hardware, but you can receive and play them on older gear. Here we are watching an Animoji on an iPhone 6s. You can even watch them on your Mac's Messages app.

Notes App

Notes is great. Not only can it store your scribblings, it can also be used to create checklists, add videos and pics, share notes with others and even collaborate on a note; and now, you can even add tables to a note.

Notes in Focus



1 Tap this chevron to go back to your list of Notes folders. As you can see, the currently open folder is the iCloud folder, which is synced across your Apple devices.

2 The Three-dots icon here, gives you a menu from where you can manage your notes or view all the attachments you have stored in them.

3 Tap here to invite a person, or people, to collaborate on the currently open note.

4 Delete the open note. It's as simple as that.

5 The ubiquitous Sharing icon; tap it for a pop-up offering sharing options.

6 Tap here to open a new, blank note.

7 Search your notes using the search field here.

8 Tap here to toggle between the list view (as seen here) and the new thumbnail view.

9 This is your currently open note. Tap it to close the sidebar and show the whole note. Notice that the note can contain attachments as well as text.

10 Your notes for the currently open folder are shown in this sidebar. The open one is shaded darker. Information shown is the time/date the note was last edited, and the folder in which it's stored.

11 When a note has an attachment, it has a thumbnail on the right of its entry in the Notes list, as shown here.

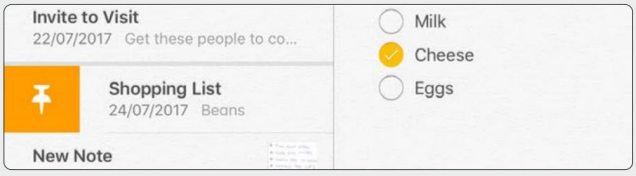
12 These icons are Undo/Redo/Paste, Add Table, and Formatting respectively.

13 These icons are for Checklist, Doc Scanning/Photography, and Markup respectively.

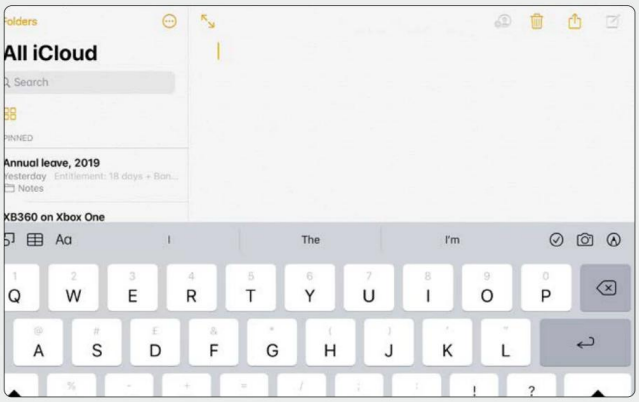
14 The keyboard appears when you tap either a text field or the body of a note. The bottom right key hides it again.

Pinned Notes.

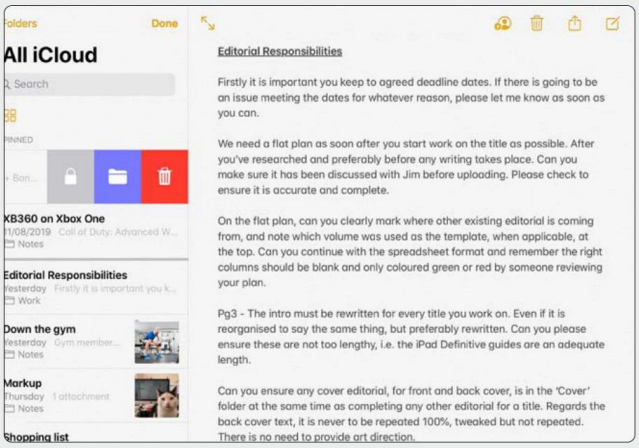
You can pin a note to the top of your list, where it remains until you unpin it. Just swipe the note to the right and tap the pin icon. Repeat this process to unpin it. A grey line divides pinned from unpinned notes.



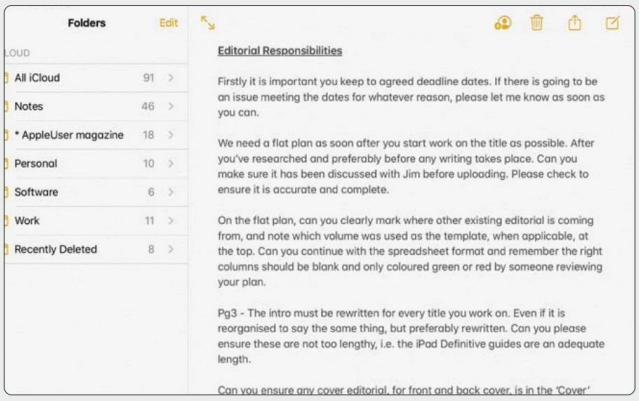
Getting Started.



1 When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the Pen-and-paper icon in the top right corner.

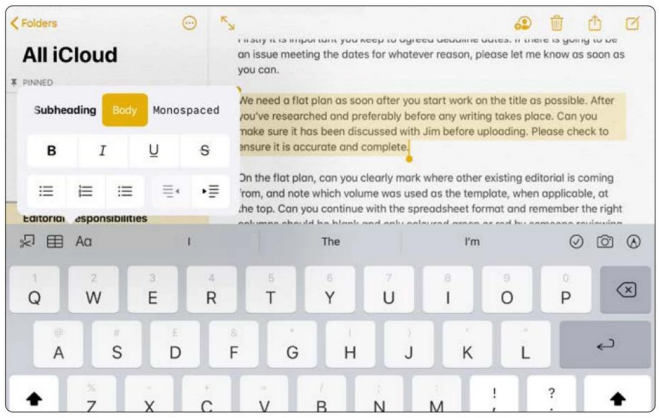


2 To delete a note, swipe it left and tap the Delete icon - shown as a dustbin. To delete an open note, tap the Dustbin icon at the bottom of the screen, which is shown when the keyboard is not in view, then tap the Delete Note link.

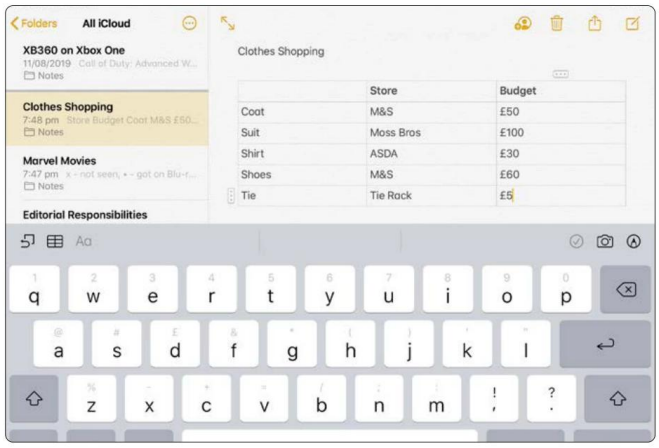


3 To move a note, swipe it left and tap the Folder icon. Tap the chevron in the top left corner for a list of the folders in which your notes are stored. If you want to sync notes via iCloud so they appear on all your Apple devices, they have to be in the iCloud section.

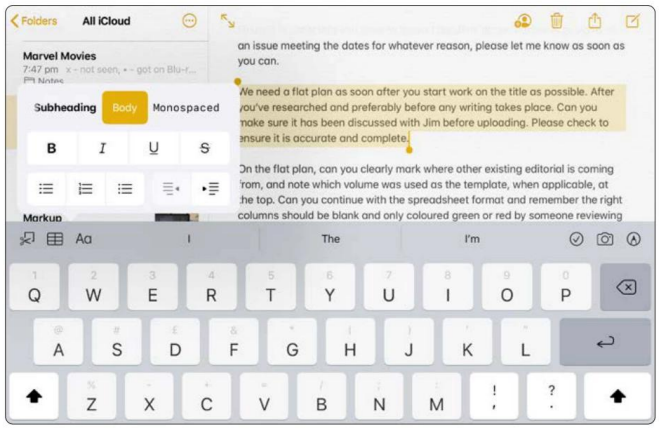
More Notes Features



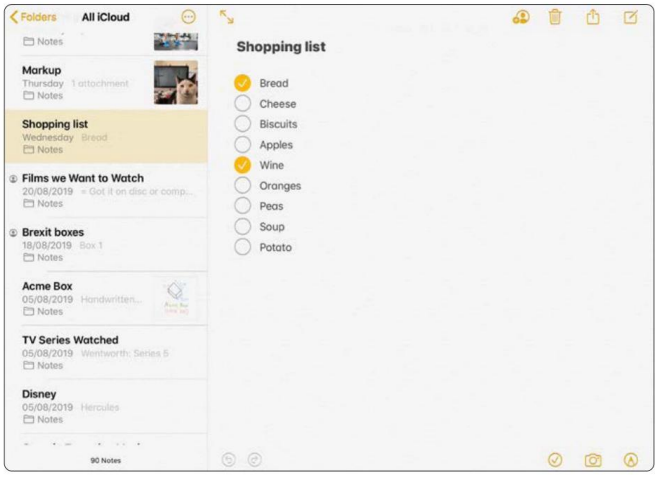
1 Double-tap a word to highlight it and drag the handles to highlight a piece of text. A pop-up menu showing various options appears. The Aa icon just above the keyboard shows and hides the tools shown here.



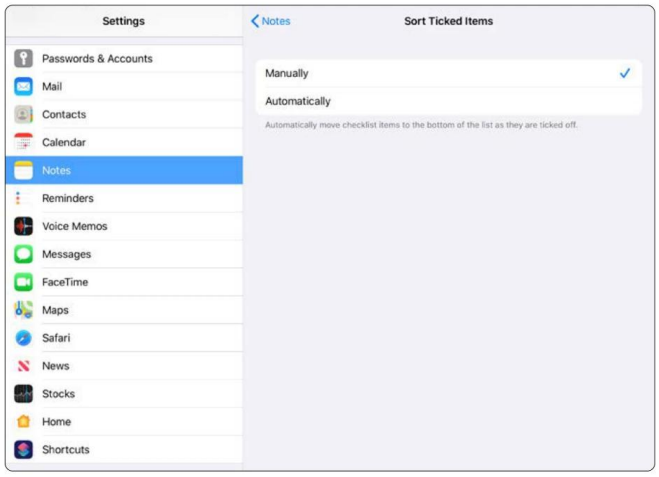
2 The Grid icon, in the tools above the keyboard, sets up a table. You can type in every cell, and tap the Three-dot icon for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



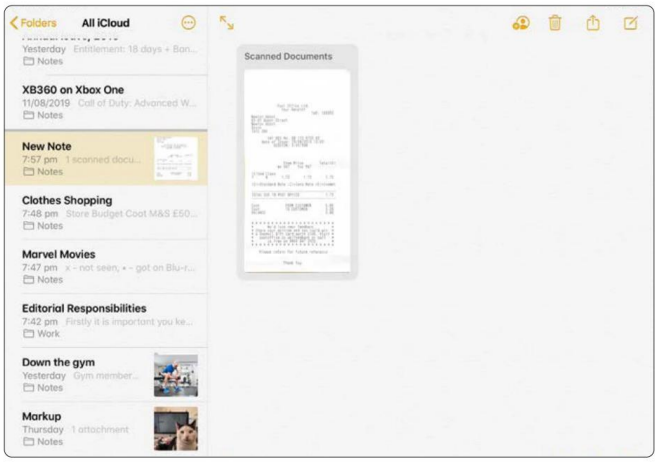
3 Highlight some text, then tap the Aa icon for the formatting options. You can justify it right, left, or centred, turn it into a title or a heading, make it bold, italicised, underlined, or crossed out and more. Tap outside the window to go back to the note.



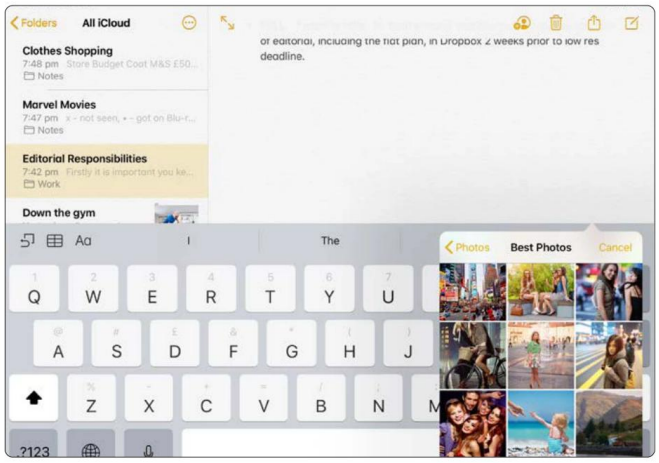
4 Highlight text and then tap the Tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. To put a tick in it, tap the circle. This way you can check off items on the list as you do them.



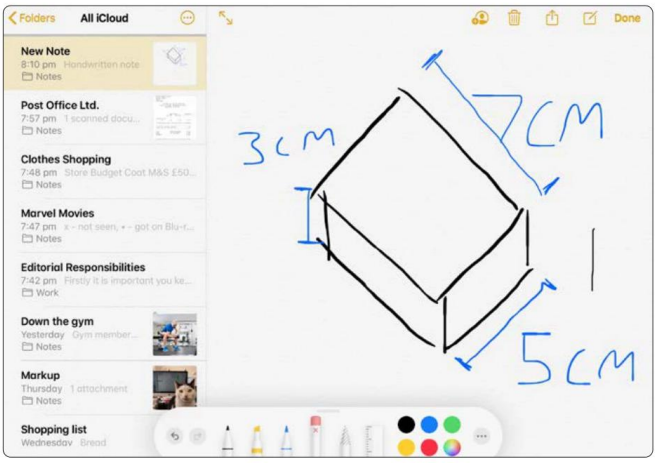
5 Tap and hold a checklist's circle to drag it up and down the list. Go to Settings > Notes > Sort Ticked Items, to set the app to sort checklists manually, or to automatically move checked items to the foot of a list.



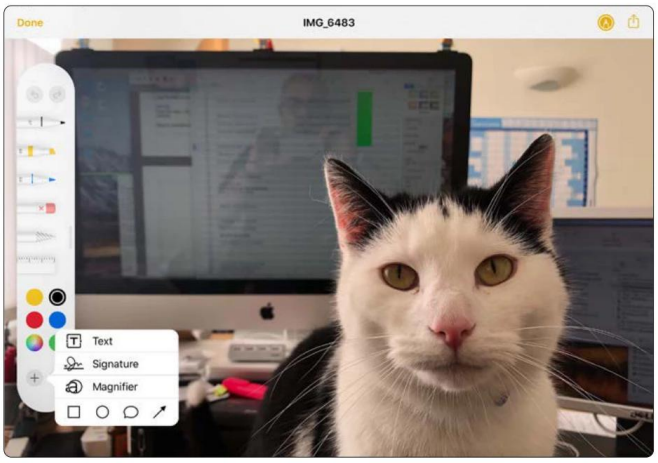
6 The Camera icon, found in the bottom right of the screen, brings up the attachments menu. The first item on this menu lets you scan a document using your iPad's camera and add it to the note as an attachment.



7 The Camera icon menu's Take Photo or Video option lets you take a photo or video with the Camera app, while with the Photo Library option you can choose one from your Photos library, and add them to your note.

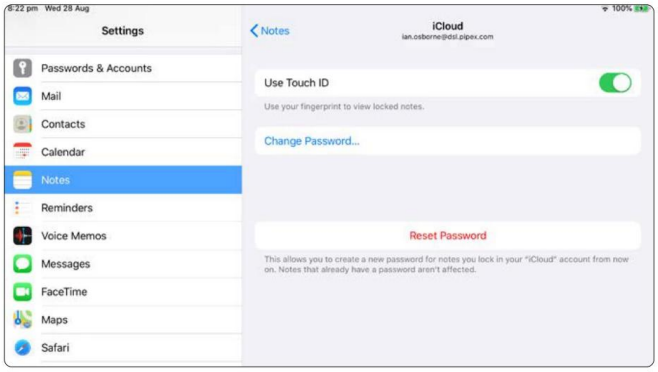


8 The Pen icon in the bottom right is for Markup. It brings up drawing tools, which you use to draw on your note. Tap the circle on the right to change pen colour. Note the Undo and Redo arrows to the left of the drawing tools.

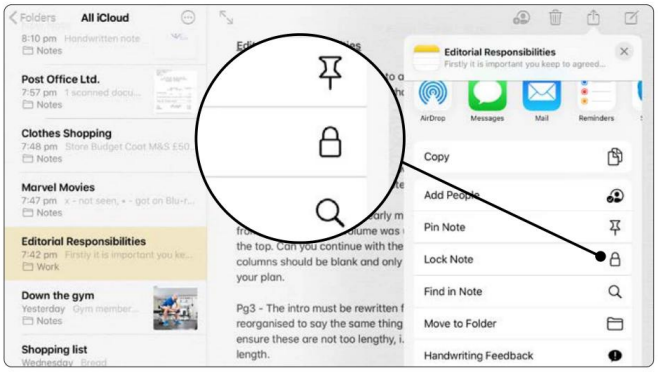


9 Tap on a photo you've added as an attachment, then, to draw on it, tap the Pen icon. Press the + icon in the drawing tools panel for a sub-menu with more options. You can drag the tools panel anywhere on the screen.

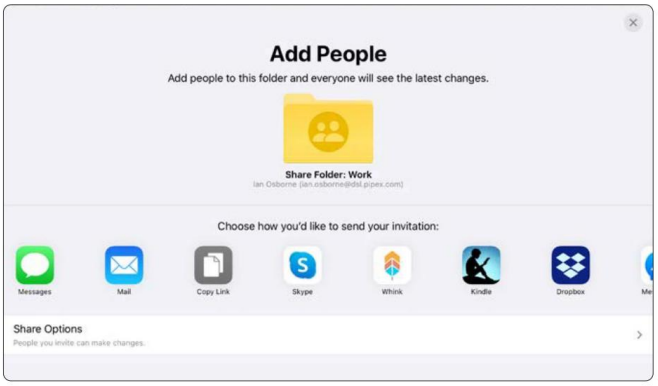
Password-protecting Notes



1 To set up password protection, go to Settings > Notes > Password and set up a password. For an extra option, flick the switch to enable Touch ID or Face ID. You can also set a hint to remind you, if you forget your password or reset your password completely: tap the link and then enter your Apple ID when instructed to do so.

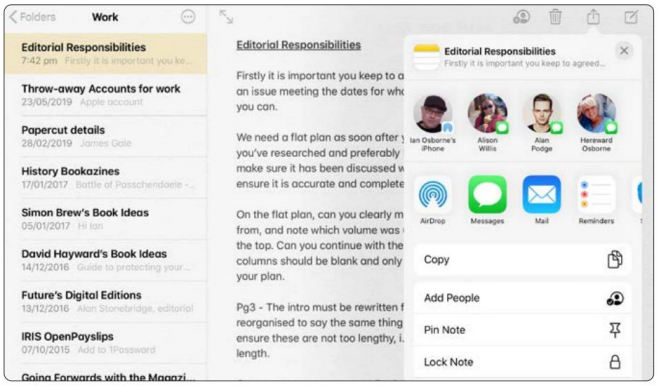


2 To password-protect a note, open it and tap the Share icon. Tap Lock Note and use the password, touch ID or Face ID to lock it. You can now only open it with the password/Touch ID/Face ID. Alternatively, in your Notes list, drag a note to the left and tap the lock. To remove a lock, repeat one of these two methods and tap Remove Lock.



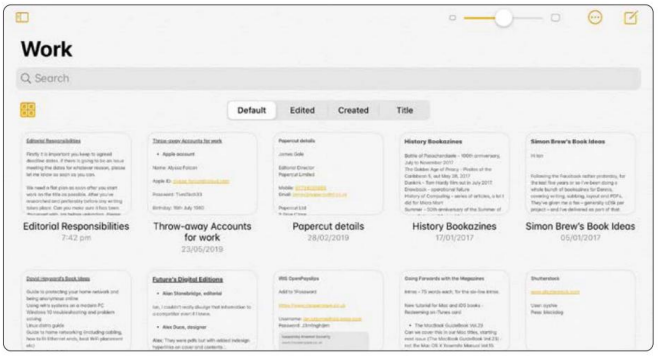
Collaboration

You can share both folders and individual notes with other Apple users. To share a folder, open it, tap the Three-dots icon, and choose Add People. To share a note, open it and tap the Silhouette icon at the top. Items shared in this way are collaborative, so any party can edit them, with the changes synced for everyone.



Share Options

If you open a note and tap the Share icon, the page with the up-pointing arrow, you can scroll up to see a range of options old and new. You can copy the note, pin and unpin it to the top of the list, lock or search it, share it with others as a collaborative note, move it to another folder and more. You can print it or save to files too.

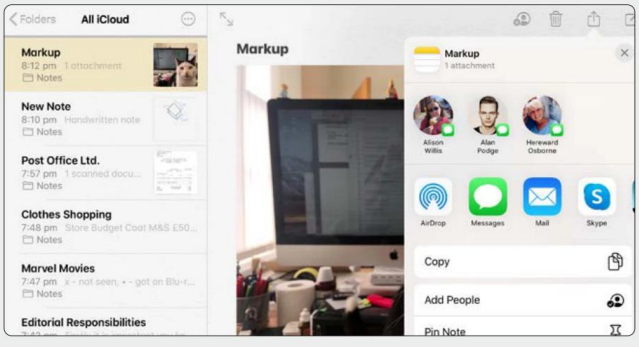


Gallery View

This one is brand new in iPadOS. If you open a folder and then pull down your list of notes, you see a new icon made up of four squares underneath the search field. Tap it to switch to a gallery view, with your notes shown as thumbnails. Tap it again to return to using the regular list view.

Sharing Notes.

Tap the Share icon and you can share a note via the usual options. You can also share pictures, URLs and more, to Notes, from other apps using the app in question's Share icon.

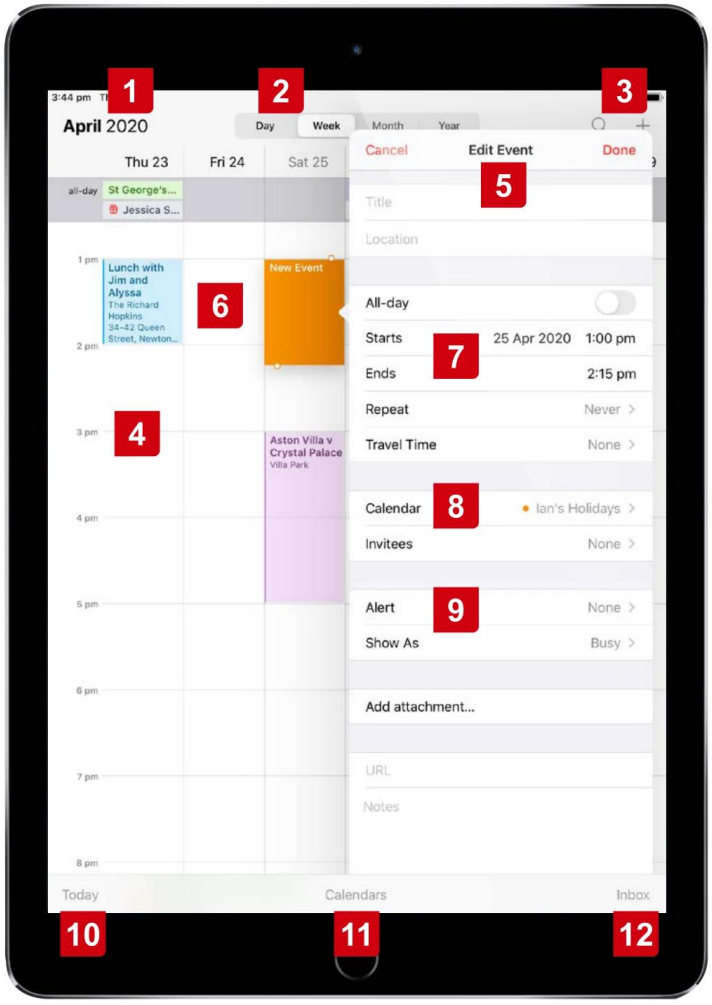


Friday
27

Calendar App

Calendar is great for organising your life. You can add events, appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It's a versatile and helpful digital tool.

Calendar in Focus



1 In the corner here, you're shown what month and year you're currently looking at but not necessarily the current month and year.

2 Tap these tabs to switch between looking at one day, one week, one month or the whole year.

3 These icons let you search your calendar entries and add a new one respectively.

4 In the week view, the timeline for events is shown on the left of the screen, with all-day events such as birthdays and public holidays in a row running along the top.

5 This window appears when you tap the '+' icon, and it lets you add a new event. Enter the title of the event and, optionally, its location here. Added locations are previewed in the Maps app.

6 Events are coloured according to which calendar category they're in. In the week and day views, they're stretched across the time they're set to cover. This one, for example, is to last from 1pm to 2pm.

7 Tap the start and end times to set when the calendar event should begin and end. Times are adjusted by turning wheels to set the date, hour and minutes.

8 Tap Calendar to set which of your calendars, set up by yourself, you wish an event to be placed in. The Invitees link lets you invite others to share this event on their own calendar app.

9 The Alert link lets you set alarms to activate at a set time before the event is due to start. You can set more than one if you wish.

10 Tap here to be taken to the page for today's entries in your Calendar app. When exploring your calendars, it's a useful way of zooming straight back to today at the tap of a button.

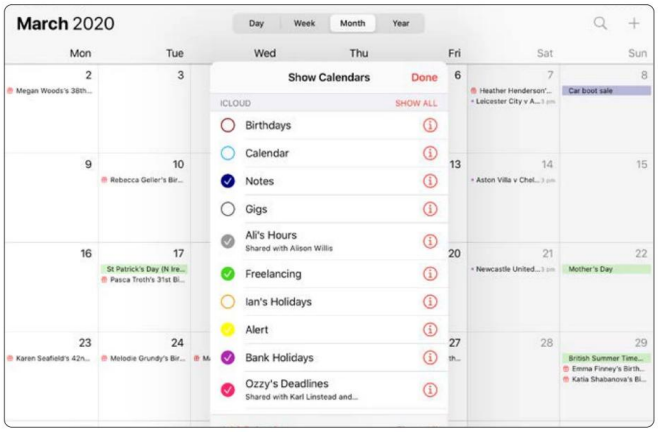
11 Tap here for a pop-up showing a list of all the calendars you have set up in the Calendar app.

12 Invitations you've been sent by other people are stored in your inbox. From there you can accept or decline the invitation. Tap here to open this inbox.

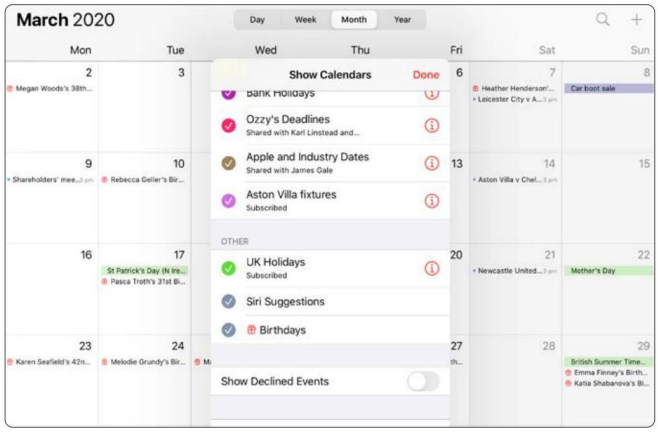
Emailing Events.

A quick and easy way of sending an event to someone is to drag it off your Calendar app onto your desktop (it's not deleted from Calendar), where it appears as a .ics file; and then send it by email.

Exploring the Calendar App

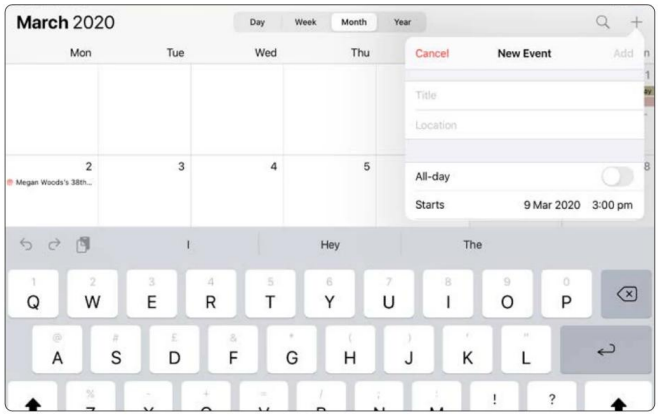


1 Tap the Calendars link at the foot of the screen to bring up a new box showing a list of all your calendars. To turn different calendars on and off, just tap on them. Active calendars have a tick next to them.

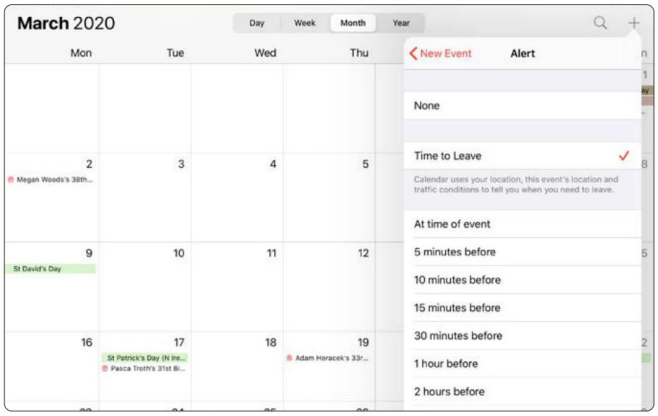


2 The pop-up window also lets you show all calendars by tapping the link at the top. There's an On/Off switch that lets you show or hide events you've declined to attend too, or add a new calendar with the link at the bottom.

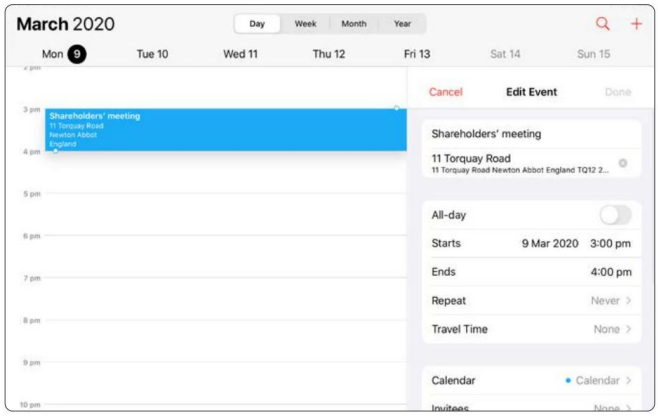
3 To edit a calendar, in the pop-up window, tap the 'i' icon next to it. Here you can change the calendar's name, share it, change its colour and opt to make it public. There's also a link at the foot of the window to delete it altogether.



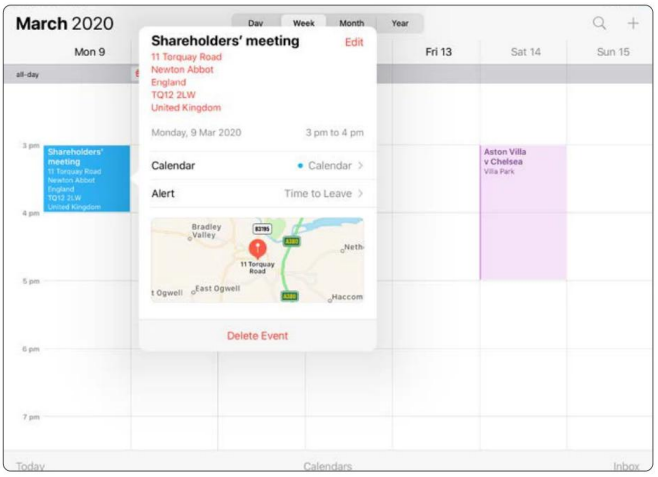
4 To add an event, tap the '+' symbol in the top right. Enter a title and location for the event in the fields provided, choose a start and end date and time and set whether the event is to repeat either daily, weekly, every two weeks, monthly or yearly.



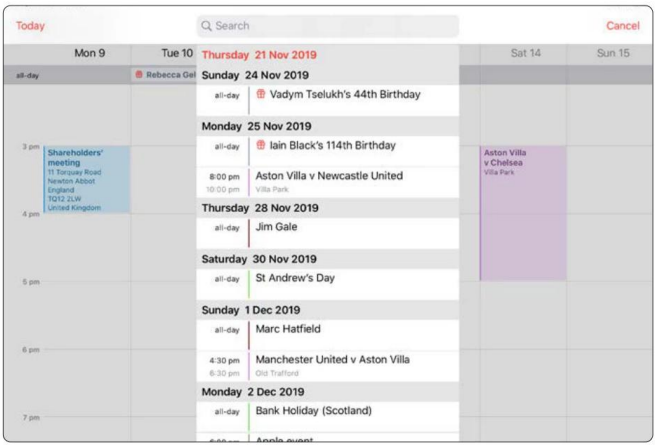
5 If you choose to receive an alert, that is, an alarm about the event in question, you can determine how long in advance you want to it to occur. You can also enter any notes or details in the bottom field. When all details are entered, tap Done.



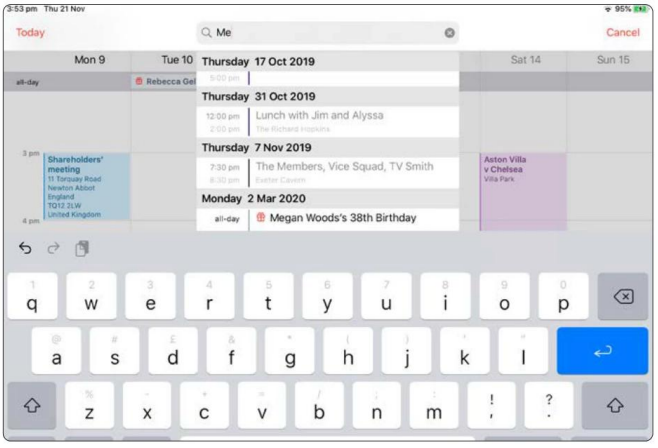
6 To edit an event, tap the event and then tap the Edit button that appears at the top right of the screen. From here you can tap on any of the fields to change the details and even move it to a different calendar in your calendars list.



7 To delete an event tap it, tap the Edit button, then tap the red Delete Event button at the bottom of the screen. You're prompted to Delete Event to bin it or Cancel if you've changed your mind and want to keep it.



8 To search for specific events, tap the magnifying glass in the top right of the main screen to get a search field and list of upcoming events. You can search for titles, locations or keywords that appear in the event description.

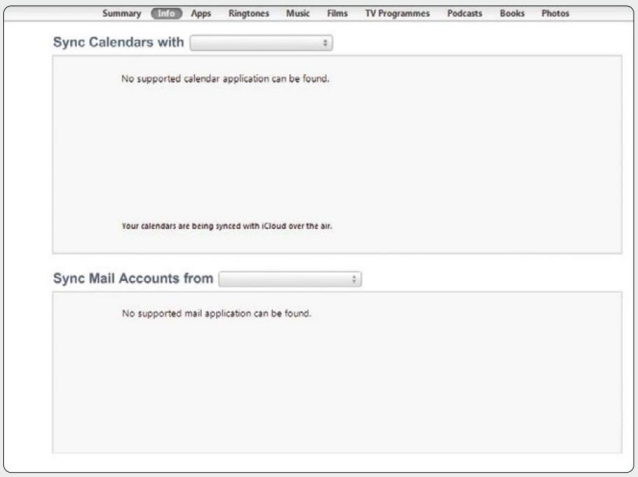


9 Matching events appear as you type, allowing you to open the appropriate one without having to type in the whole name or description. To open an event found in a search like this, just tap it when you see it in the list below.

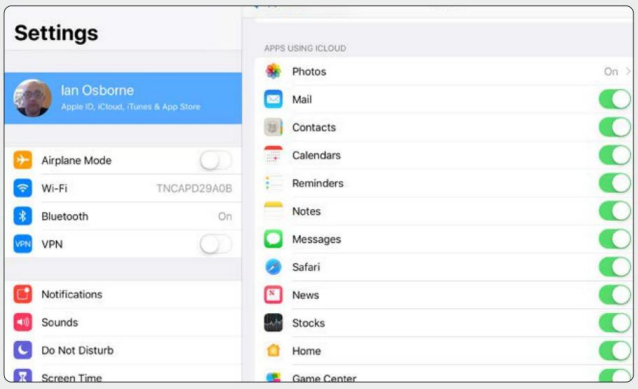
Sync with Desktop Apps.

In this section, we look at how you can merge iPad's calendars with those set up on another device.

To sync the calendar on your tablet with other calendars on your computer via Finder, connect your iPad to your computer and choose Info on the desktop app.



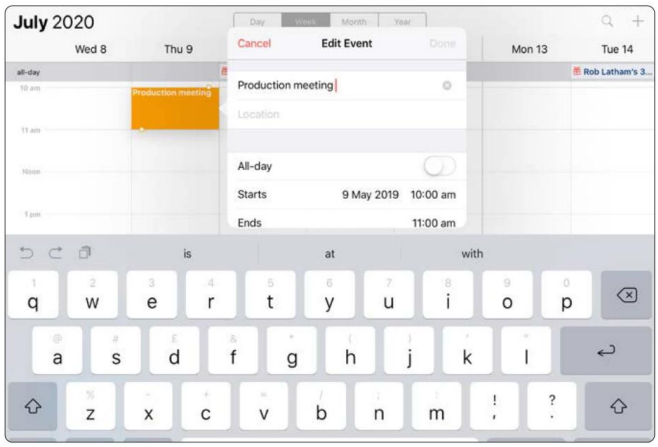
To sync calendars over the air, turn Calendars on in your Google, Yahoo! or Microsoft Exchange accounts, depending on which calendar you use.



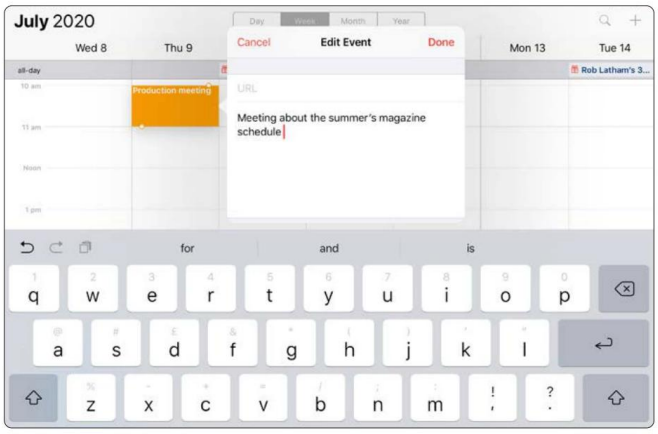
You can sync your iPad's Calendar app with your Mac or another iOS device linked with the same iCloud account by switching on Calendars in Settings > [your name] > iCloud.

Inviting Contacts to an Event

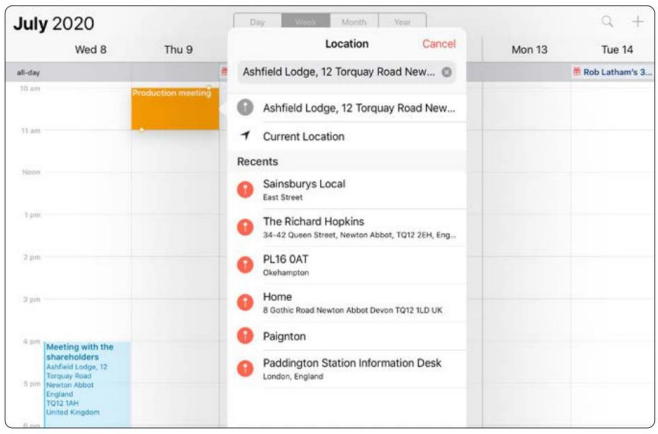
1 Open the Settings app, tap your name at the top of the left-hand column and select iCloud. From the options make sure that the Calendar slider is set to the On position or this guide won't work.



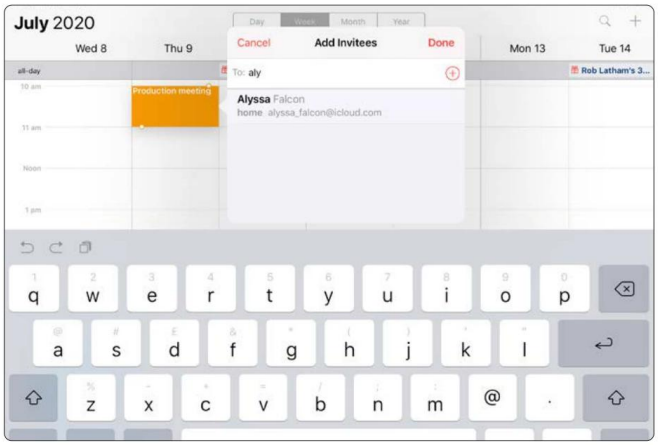
2 If you haven't set up the event already, open the Calendar app and tap on the '+' icon on the top right corner and input the information you require about the event using the virtual keyboard that appears.



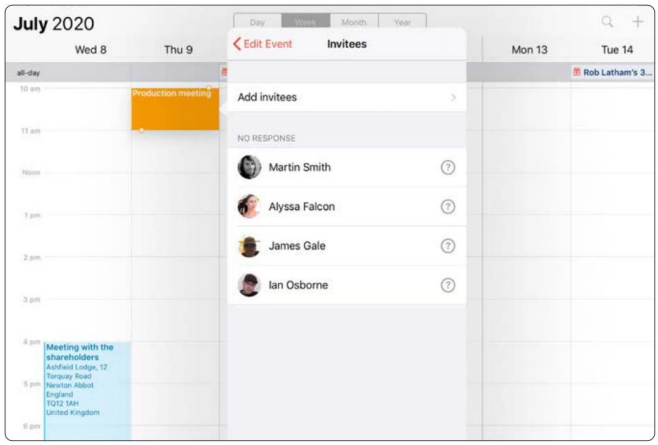
3 Remember you're sharing this with others, so you need to be quite specific regarding the information you input here for their reference. If you're sharing an event you've already created, check it's up to scratch.



4 You can add a location by tapping the Location field and then typing in the address of where the calendar event will take place. A postcode is sufficient; or, if you're there already, tap the Current Location link.



5 Now scroll down to the Invitees link at the bottom of the Event fields and tap on it to bring up a pop-up. Tap '+' to select your invitees from your Contacts. Add as many as you like, then tap Done to send the invites.

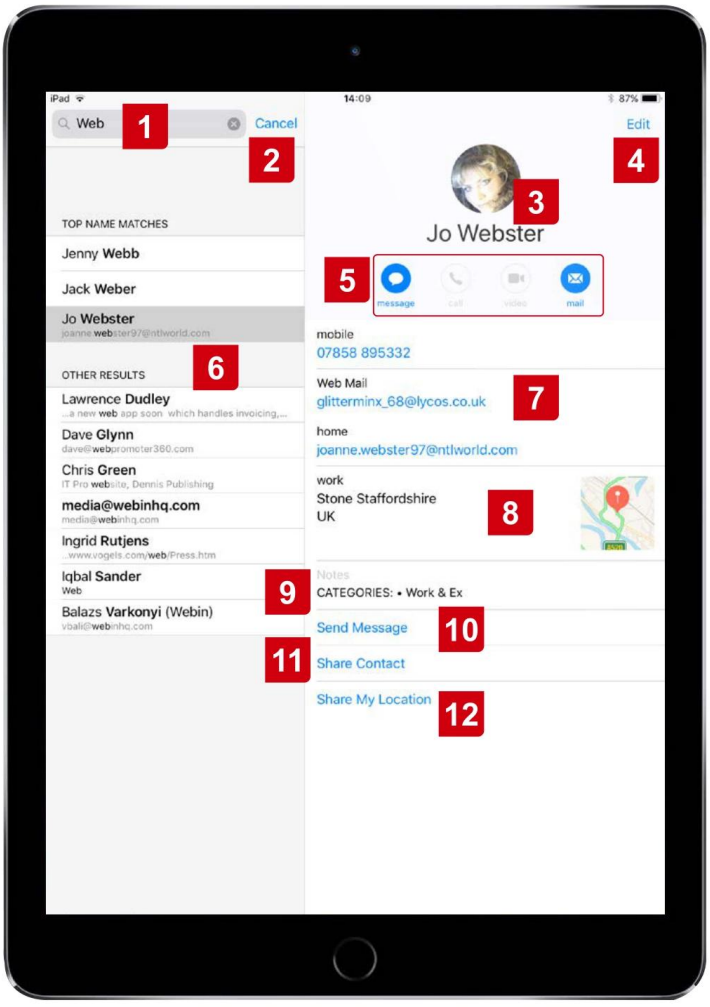


6 They are now sent a message about the event, and can confirm they are coming. The event is added to their Calendar app. They appear in the event details as invitees. Tap the question mark next to a name for their contact card.

Contacts App

You can use your iPad as a great digital address book, to keep names, addresses, phone numbers, email addresses and more all in one place. You can sync your Contacts app with other electronic devices too.

Contacts in Focus



Active Contacts.

Your Contacts app does more than simply display contact details. You can utilise these details directly from the app. Tap an email address to send a mail, or a message icon to send a message in Messages.

1 Search your contacts by typing a name or part name here. Suggestions are offered. You can also search for other things on a contact card, like your notes.

2 Tap here to cancel a search and list all your contacts once more.

3 The name and picture of your currently open contact. If you don't have a picture added, the person's initials are shown here in a grey circle.

4 Tap Edit to add, remove or change information on the contact card. You can add things like birthdays, social media addresses and more, as well as further phone numbers, street addresses, etc.

5 These icons let you communicate with your contact directly from the Contacts app. Tap an icon to send a message, make a call, make a video call or send an email. If the icon is greyed, that feature is unavailable.

6 When you do a search, suggestions are offered as you type. Notice that the search looks at details on the card as well as the name.

7 These are the details you added to your contact card. Tap one to use it, that is, make a call by tapping a phone number, send an email by tapping an email address, and so on.

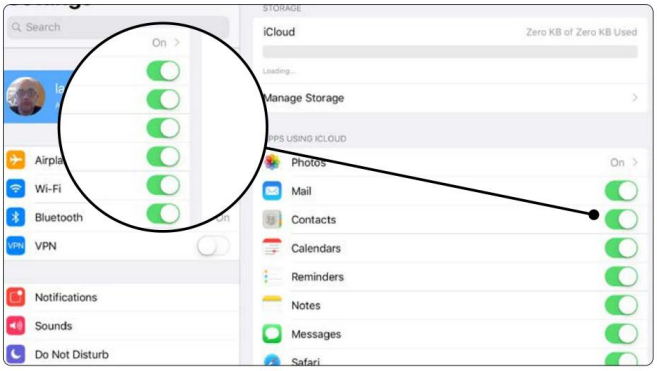
8 If you enter an address into a contact card, a preview from the Maps app is shown. Tap it to open Maps, with the location of that address pinned.

9 You can type anything you like in the Notes section of a contact card. What you type here is then searched by the search field as well.

10 Tap here to send a message directly from the Contacts app. A pop-up asks what details you wish to use to send it, then Messages opens with a new message ready to write and send to your contact.

11 You can share a contact card with others by tapping here.

12 Tap here to share your location with the person on the contact card. You can share where you are for an hour, a day or indefinitely.

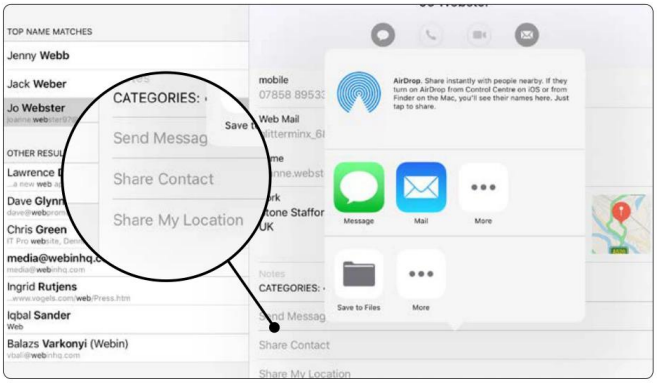


Syncing Contacts

You can sync your contacts with your Mac and other iOS devices using iCloud. Go to Settings > [your name] > iCloud, and switch Contacts on. Any changes you make to your contacts are then synced with any device linked to the same iCloud account, as long as it also has iCloud syncing switched on.

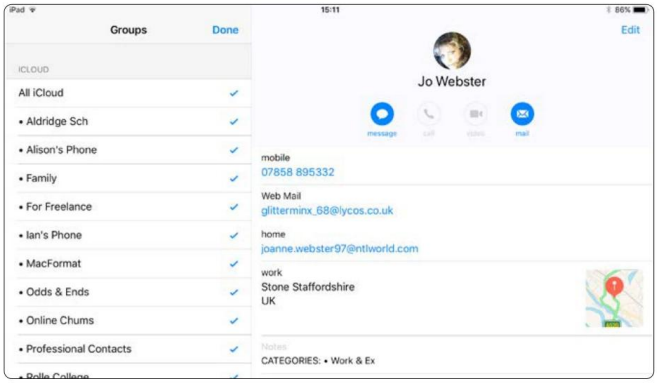
Merging Duplicate Entries

If you have contacts that appear in your contact list multiple times, it's easy to merge them into one. Just select one of the contacts you wish to merge, tap Edit in the top right corner and then scroll down to the Link Contacts option. Tap it and then choose which profile or profiles you wish to link. They're then merged into one.



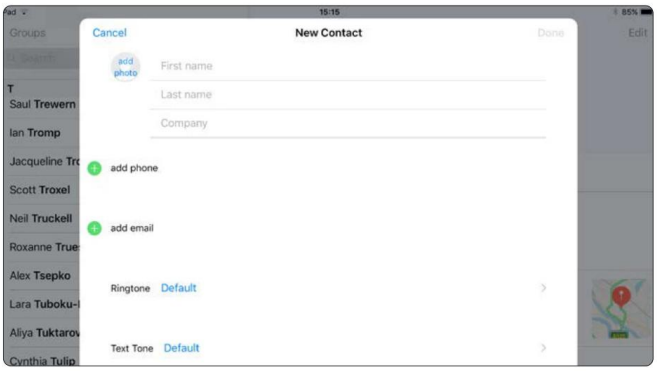
Sharing Contact Details

Tap the Share Contact link at the foot of the contact details and the Sharing options appear. You can send a contact card to a third party as a message, an email or through AirDrop. Choose one and tap Send. Should you receive a contact in this way, tap the attachment to add it to your existing contacts list.



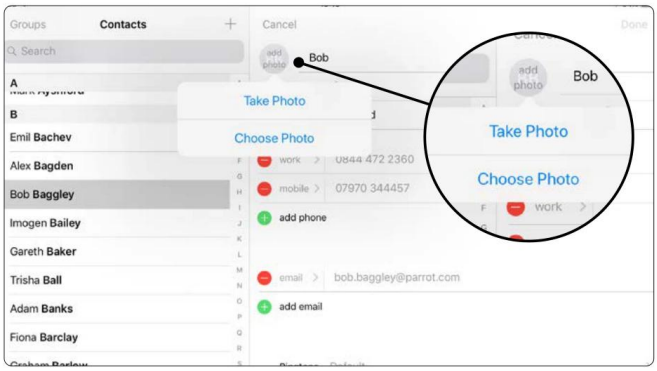
Viewing by Group

If you organise your contacts into groups, you can choose to display only some of these groups. On the main Contacts screen, tap Groups in the top left corner. Now tap individual groups to check or uncheck them. To go back to viewing all your contacts, tap the All option at the top of the sidebar.



Adding and Removing Contacts

To add a new contact to your Contacts app, tap the plus sign in the top right corner of the sidebar. This opens a blank contact card for you to fill in. There's an Add Field at the bottom of the card in case an option you wish to add isn't catered for. To delete a contact, open the card, tap Edit and scroll to the bottom, where you can find a Delete link.



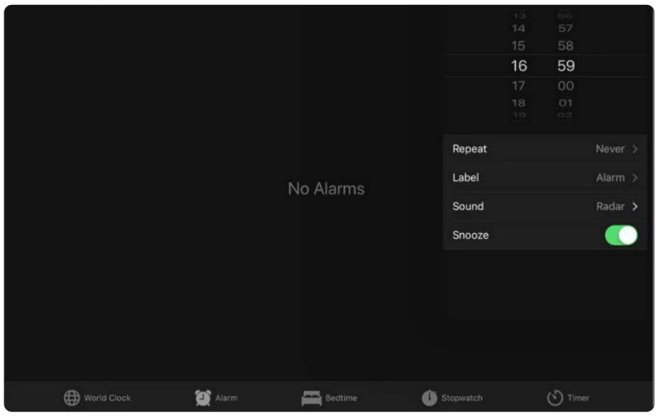
Adding Pictures to Contacts

If you add a picture to a contact's details, as well as making that person's contact card more attractive, it's displayed when that person phones or emails you. Open up a contact and tap Edit, then select Add Photo at the top. Tap Choose Photo and browse to the appropriate picture, or Take Photo to snap a new one there and then using your iPad's camera.

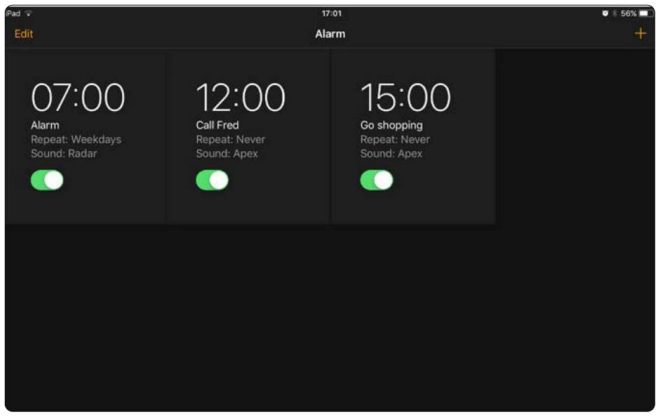
Clock App

The Clock app does a lot more than tell the time. You can set alarms, check the time in cities all over the world and even use it as a stopwatch and countdown timer. Don't miss the new Bedtime Feature too.

Setting Alarms



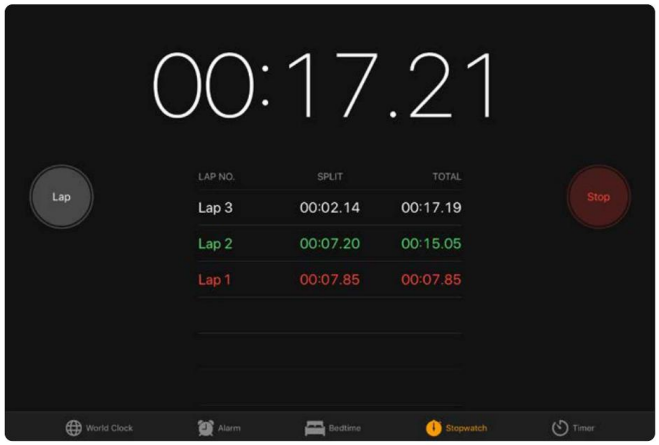
1 Tap Alarm at the bottom of the screen to start editing alarms. To set a new alarm, use the '+' icon (top right). This opens an Add Alarm window. Use the two wheels to pick a time for the alarm to sound. You can also choose which days the alarm plays, the sound, whether it can be snoozed and what it's called. When you've set an alarm, an alarm clock icon appears at the top of the screen to show that it's active.



2 You can set an alarm to repeat at the same time on specific days of the week or never repeat. To turn each alarm on or off independently, tap the On/Off button. Alternatively you can remove or edit an alarm. Use Edit and either tap the time you want to amend or the minus button to delete that alarm. A deleted alarm is permanently lost, so if you need it again, turn it off using the switch and turn it on again later.

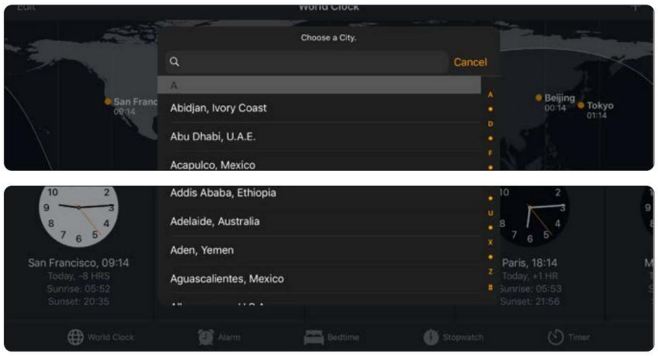
The Stopwatch

1 Tap Stopwatch at the foot of the screen. Tap the green Start button to start the stopwatch, then the red button that replaces it to stop it again. The grey reset button on the left clears the readout.



2 Whilst the stopwatch is running, the grey button reads Lap. Tap this to record the current time without stopping the readout. This is great for recording each lap of a race, before tapping Stop as the racer crosses the finish line.

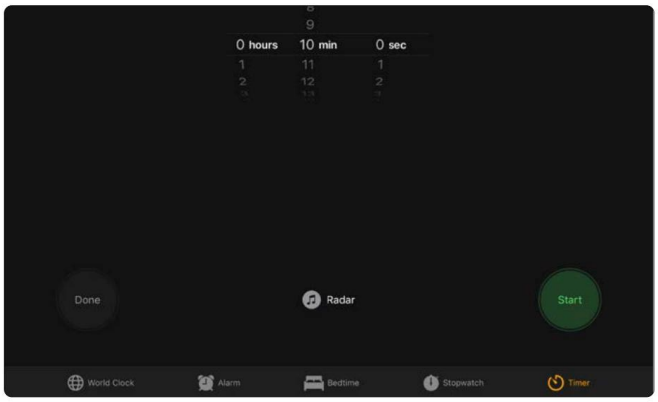
The World Clock



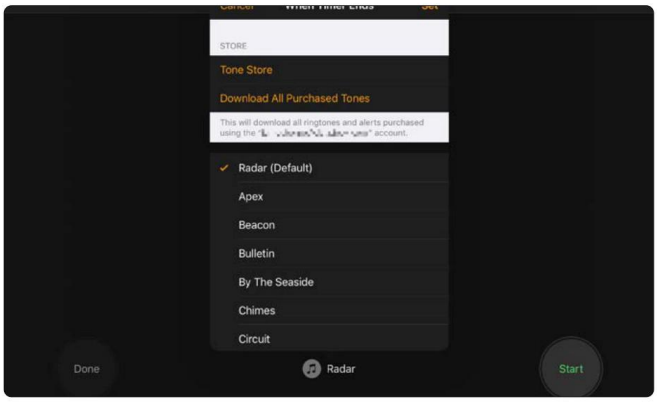
1 Open World Clock, and use the plus sign (top right corner) to add another clock. The available time zones are listed. Scroll up and down or better still use the search field at the top of the screen to find the time zone you need. You can add as many new clocks as you want, from cities all over the world.

2 Clocks are shown on the World Clock page, with the current time in the city in question and the time difference in hours. Swipe a clock left to delete it. Tap Edit (top left) and delete clocks by tapping the minus sign. Reorder them by dragging them right or left along the row of clocks. Tap Done when finished.

Countdown Timer



1 Tap the Timer icon in the bottom right of the Clock app screen to open the Countdown Timer. Use the wheels to set a time from which to count down. You can set a timer that counts down from a minimum of one minute and a maximum time of 23 hours, 59 minutes. The timer then counts down for that length of time.



2 Tap the music icon to choose an alarm sound. Tap a sound to hear it and when you have chosen your alarm sound, tap Set in the top right corner to choose one. Tap the Start button to begin the countdown. You can pause and resume it at any time using the green button or cancel the timer with the grey one.

The Bedtime Feature

1 Tap Bedtime and Clock asks for your wake-up time. Set it using the wheels shown above and then tap Next. On the next screen, choose which days of the week you want the alarm to go off, then tap Next. Set how many hours of sleep you need, then tap Next once more to proceed to the next step.

2 Set whether or not you want a bedtime reminder and when. Tap Next, then set the sound and tap Next again. Now turn the Bedtime alert on or off with the switch at the top; change the bedtime or wake times by dragging their icon or the semicircle itself around the clock face. Scroll up for this week's sleep analytics.

Camera App

The Camera app is one of the most used apps on the iPad. You can take pictures using the rear-mounted iSight or front-facing FaceTime or TrueDepth cameras, as well as record videos and lots more.

Camera in Focus

1 The FaceTime or TrueDepth (front) and iSight (rear) cameras. The front camera is for selfies and video chats and the iSight camera is for general photography.

2 This grid overlay helps you to compose your photo or video. It can be turned off in Settings if you find it distracting.

3 The zoom slider. Move the slider to zoom in or out. You can of course use the regular pinch/spread gestures anywhere on the screen too.

4 This square shows where the screen is focused. If you wish to move the focus point to somewhere else, tap another part of the screen. This will also summon a brightness slider; slide your finger up or down to raise or lower the brightness.

5 The Live Photos option takes a few seconds of video along with the photo, to give it a little more life.

6 Tap this icon to switch the HDR (High Dynamic Range) feature on and off.

7 Tap here for the self-timer, which counts down three seconds or ten seconds between tapping the 'take photo' button and actually taking the photo, allowing you to set up the picture and then get into position so you can be in it.

8 Tap here to switch between the front and rear-mounted cameras.

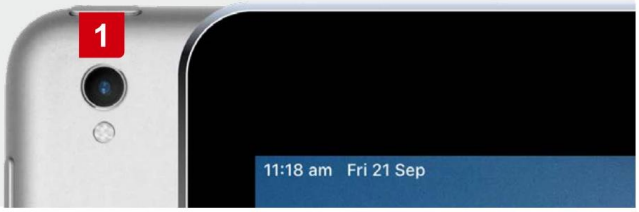
9 Tap the white button to take a photo. In video mode, it's a red button. Tap it to start and stop recording.

10 Tap here to open the last photo you took on your iPad. You can then delete it if it wasn't up to scratch.

11 Use this slider to switch between the photo and video camera options, including square photos, slow motion videos and more.

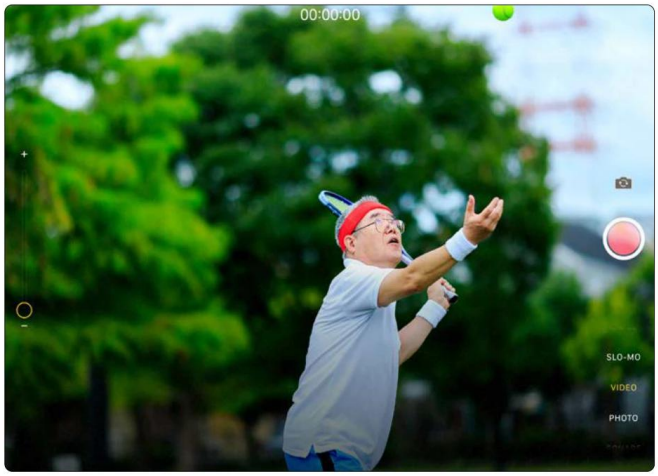
The iSight Camera.

The iPad's iSight camera is mounted on the rear of the tablet. Both sizes of iPad Pro have a camera that takes 12-megapixel still photos and can manage 4K HD video recording. Both photos and videos can be geotagged.

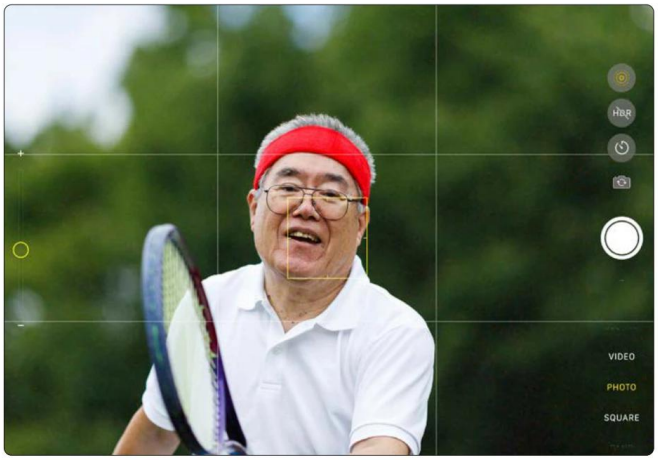


Capturing Still Photographs and Video

1 Tap the Camera icon. To flip between the front and back cameras, tap the icon of a camera with arrows around it at the right of the screen.



2 To switch between video and camera modes, move the slider on the right, moving between Time-lapse, Slo-mo, Video, Photo, Square and Pano (panoramic).

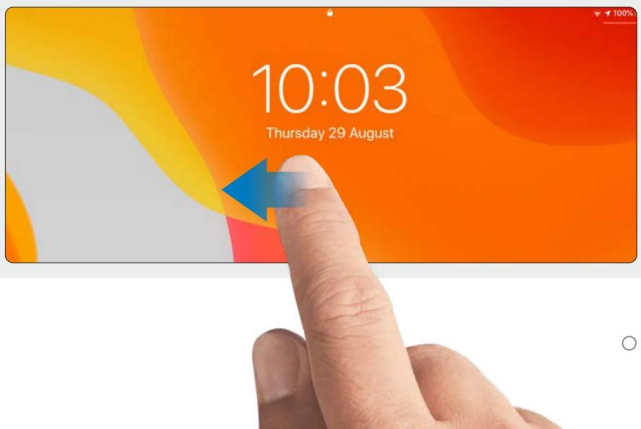


3 With the rear iSight camera in use, you can zoom in and out by placing two fingers on the screen and moving them apart to zoom in or together to zoom out.

4 Slide your finger up and down the screen to change the brightness. To take a photo, tap the white circle button at the right or one of the volume buttons instead.

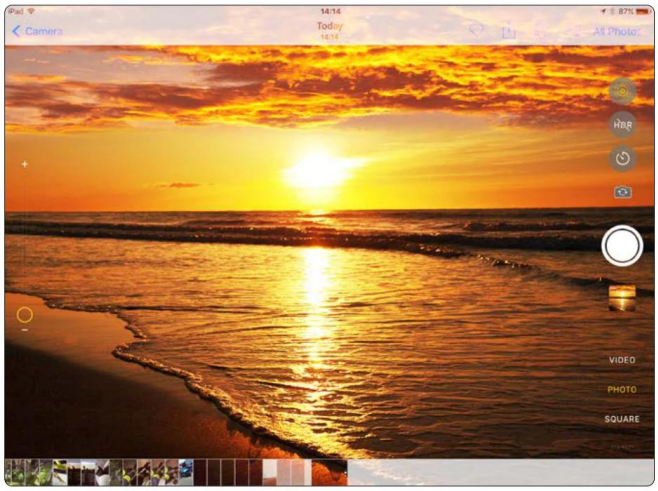
Open from the Lock Screen.

When your iPad is showing the lock screen, you can open the Camera app by swiping the screen left. This takes you straight to the Camera app, from where you can take photos and review your new shots by tapping the preview in the bottom right corner.



HD Video Resolution.

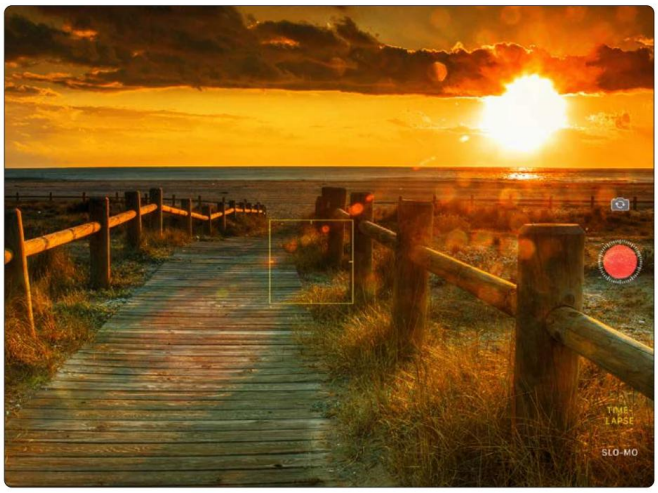
Open the Settings app and tap Camera in the left-hand column. If your iPad is new enough, there's an option called Record Video. Tap it to switch between the default 1080p HD option and the less storage hungry (lower resolution) 720p video.



5 A preview of the last photo or video you took is displayed under the white button on the right. Tap it to see how it came out. To return to the camera view, tap the chevron in the top left corner.

6 To record a video, ensure that the slider selector on the right of the screen is moved to video. Press the red record button (or a volume button) and it starts recording video.

7 While recording, a timer appears at the top of the screen. When you've captured your video footage, tap the red shutter button (or a volume button) for a second time.



8 Time-lapse takes single frame videos at set time intervals, to show the passing of time. Slo-mo records video in slow motion, and can only use the iSight camera.

9 Select Pano, press the shutter and follow the line on the screen. The iPad takes a series of images and pastes them into a continuous picture.

10 The Square photo option is best suited for taking a single image that will be used as an ID image for a passport, driving licence or a web avatar.

11 Notice the HDR options in the top right. You can choose to set them to either Auto, On or Off. If set to On or Auto, an icon appears at the top of the screen.

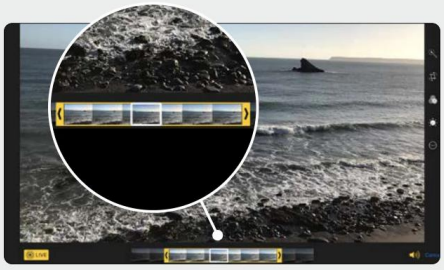
12 'HDR' stands for 'High Dynamic Range'. It works by taking a series of photos in rapid succession at a variety of exposures. They are then combined into a single image.

13 Next is the Self Timer, which can be set to either Off, 3 second Delay or 10 second Delay. This allows you to put down your iPad and get in the photo too. Just the thing for those all-important family shots.

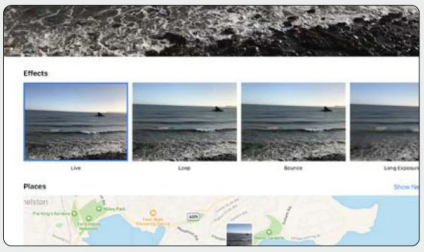
14 You can use the Camera app to scan QR codes, to take you to a website. Hold the camera over the code, there's no need to press a Shutter button. When the notification appears atop the screen, tap it to go to the website.

Editing Live Photos.

Take a Live Photo by tapping the circular icon at the top of the sidebar on the right. You can edit them too. When you've taken the photo, open it and tap the Edit link.



As you can see, there's a slider along the bottom. Tap it and you can drag in the ends, cutting off superfluous frames. You can also tap a frame and set it as the key image.

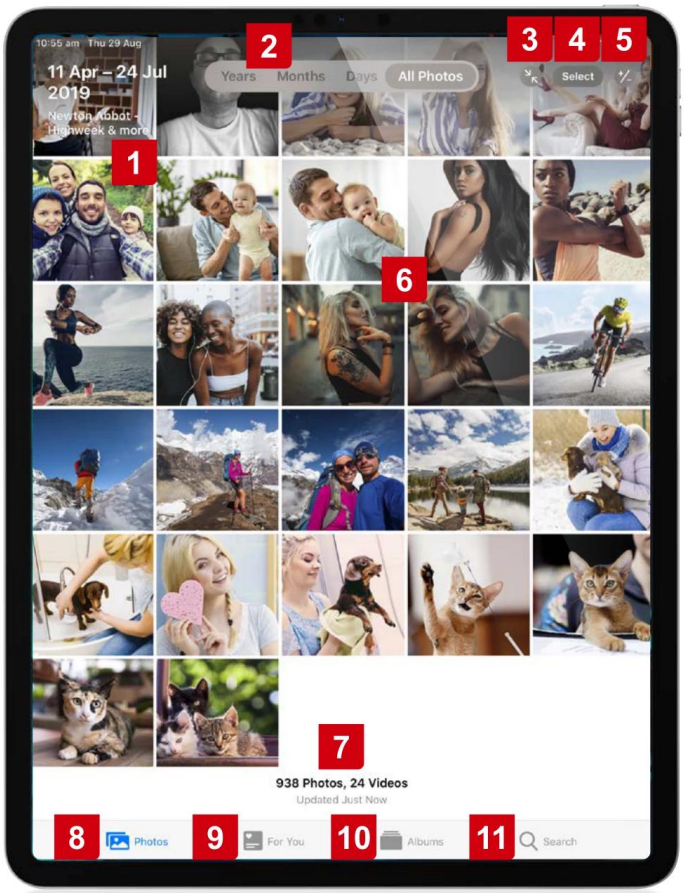


Swipe upwards for some effects. Loop makes the live photo continually move, Bounce does the same but forwards and backwards and Long Exposure adds a blur effect.

Photos App

The Photos app is a great photo manager and image editor, and it's had a complete redesign for iPadOS. For the first time, you can edit videos as well as pictures, and the way photographs are organised has changed too.

Photos in Focus



For Managing and Editing.

The Photos app does more than simply organise your photographs into albums and let you view them on your iPad. It also offers a range of powerful editing tools, to give your pictures some extra zip.

1 This is the name of the Photos album you have open (or in this case, where the pics were taken, as we're looking at all the photos and not a single album), and the dates between which the photos contained in that album were all taken.

2 View your photos according to the year, month, or day they were taken, or look at all your photos.

3 Toggle between viewing the thumbnails as squares, as seen here, or the full rectangular picture, whether taken in portrait or landscape mode.

4 Tap here to select photos. You can pick out as many as you like, and drag your finger to select multiple photos more easily.

5 This icon lets you zoom in and out of the thumbnail sheet, making the thumbnails larger or smaller. Tap it and + and - icons appear.

6 These are your pictures. Tap the Select link, then tap a picture to select it. A tick appears in the corner. Tap a ticked pic to unselect it. To open a picture, tap it without tapping Select first.

7 The total number of photos and videos you have in your Photos app and the last time it was updated, if you use iCloud Photos.

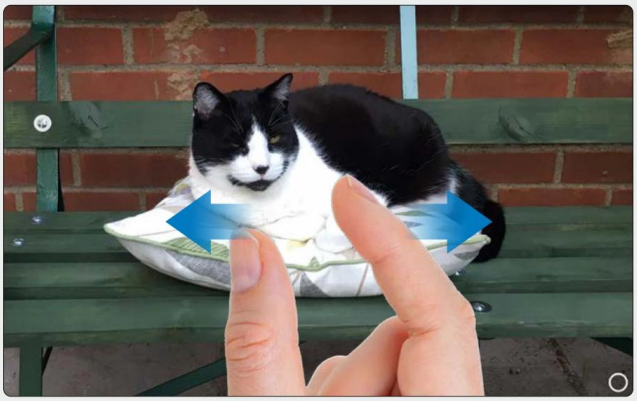
8 Tap the Photos icon for the screen shown here, which displays all the pictures and videos in your Photos app as thumbnails.

9 The For You icon offers a selection of pics as Featured Photos, a summary of pictures you've shared, and suggestions on photos you should share.

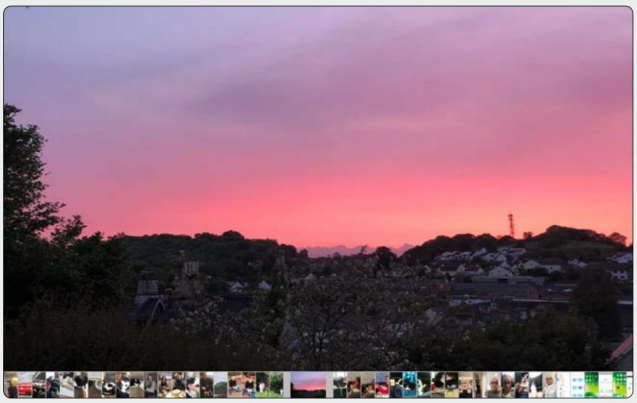
10 This gives access to your photo albums, including ones you've created yourself. Plus standard albums such as: People, which groups photos according to the folks in them, and Places, showing where the pics were taken. Scroll to the foot of the screen for smart albums showing media according to type like videos or selfies and more.

11 Searching has been greatly improved in the new iPadOS operating system, and now caters for multiple search terms. You can search for items and themes, such as 'Christmas' and 'cat', and find photos containing those objects or items.

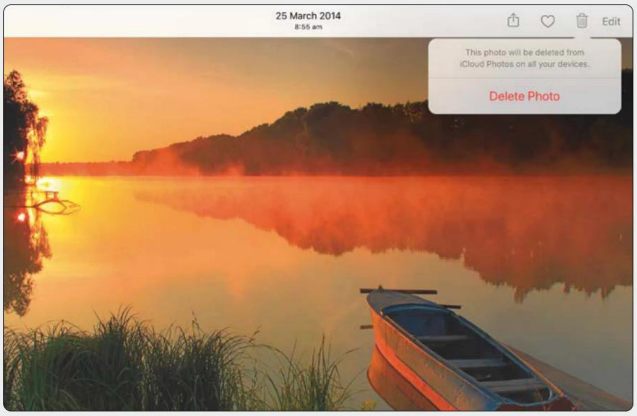
General Tips for Using the Photos App.



1 Tap a photo or video to view it. To zoom in on a picture, put your finger and thumb on the screen and slide them apart. When zoomed in, you can move it around by dragging with your finger.

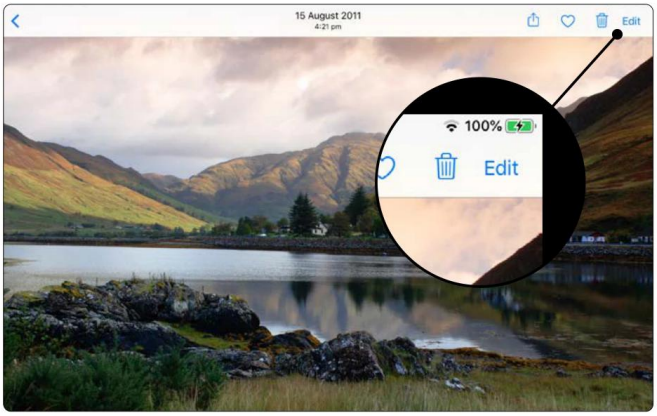


2 You can also scroll them using the photo bar found at the foot of the screen. The open image can also be dragged left and right to swipe through your photo collection.

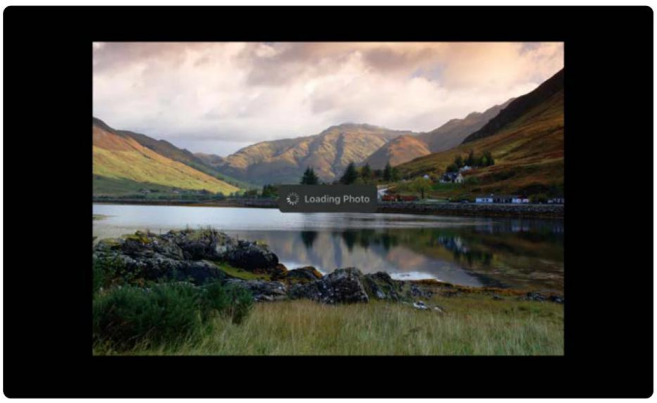


3 To delete a single photo or video, open it and tap the Trash icon; if it's not there, the photo was added to your iPad through syncing and cannot be deleted in this way. Tap the Arrow-in-a-box icon for sharing options.

Editing Techniques Made Easy

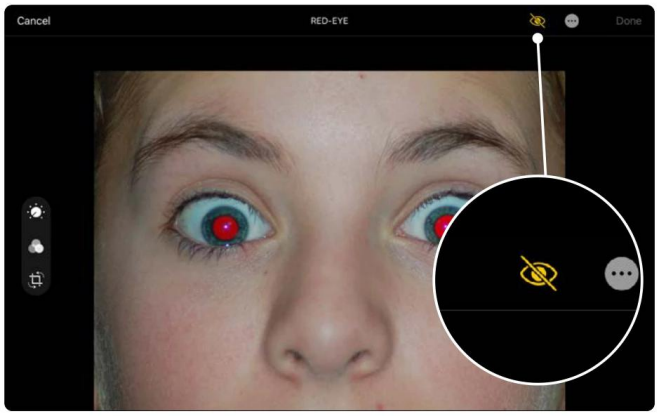


1 Open the Photos App and select the image you wish to edit from the Camera Roll. To enter editing mode and bring up the key editing tools, press the Edit link in the top right corner.



2 If you use iCloud Photos, and the photo you're trying to edit isn't actually stored on your iPad, it must be downloaded first. Just wait while your iPad downloads the picture from.

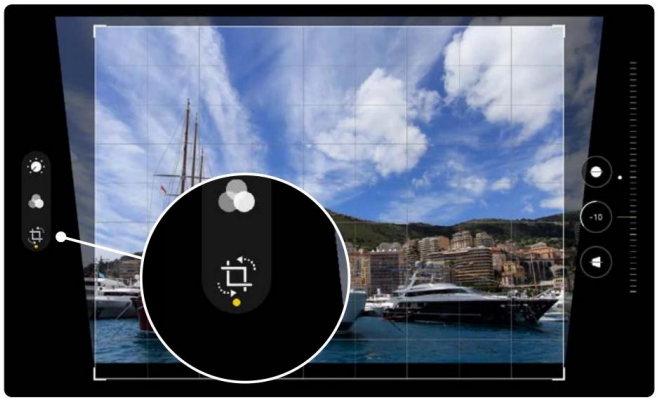
3 For the first time, the app now lets you use its editing tools on videos taken on your iPad as well as photos. You can also trim the start and end of the footage, by moving the end points.



4 There are two icons in the top right. Tap the Eye to get rid of red-eye on your photo. As instructed on-screen, zoom in and tap the red pupils on the photo to get rid of them. Tap the Three dots for options including opening it in another app or using Markup to annotate or draw on the picture.

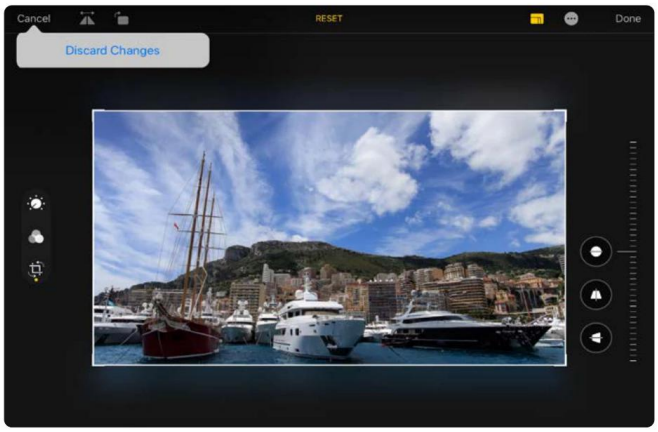
5 The first of the three tools on the left of the screen is Adjust. Drag the row of circles to the right of the picture for adjustment tools. The first, the magic wand, is an auto-adjust that does everything for you. The others include tools for things like highlights, shadows, contrast, brightness, temperature and more.

6 The next tool, the three interlocking circles, gives you filter options. To apply a filter in real time, slide the row of thumbnails to the right of the picture. The first filter is Original, which leaves the picture as it is, while the others offer enhancements like Vivid Warm and Cool, Mono, and Silvertone.



7 To crop a picture, tap the Crop tool and drag the picture's corners into the photo. The three circles to the right of the photograph (top to bottom) straighten the picture, skew it vertically, and skew it horizontally. To increase and reduce the intensity of these effects drag the bars that are found on their right.

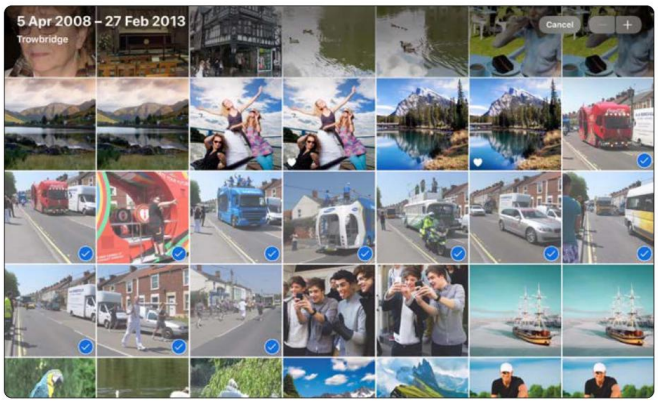
8 Select Crop and there are extra tools at the top. These are (left to right) flip horizontally, rotate in 90° increments, change aspect ratio and access Markup and more options. The aspect ratio tool selected lets you choose from various sizes using the slider.



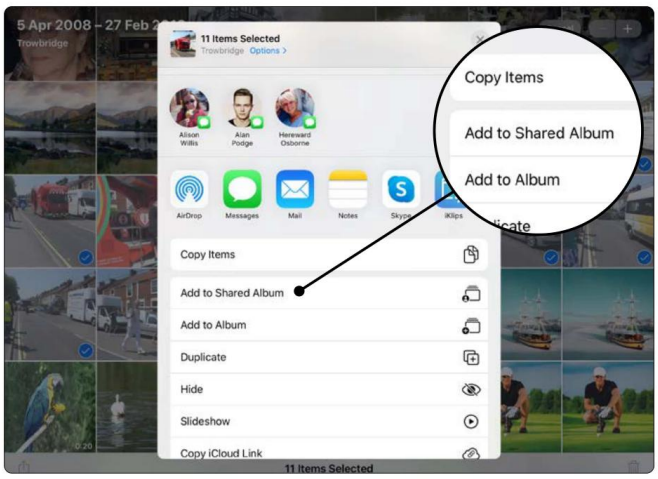
9 All the changes you make to a photo can be undone. The last adjustment can be removed by tapping the Reset link, in the middle of the top bar, or Cancel, on the left, to undo all adjustments. Once you are sure, confirm via the pop-up option.

Creating New Albums in Photos

1 To create a new photo album, on the main Photos page (which is accessed by tapping the 'Photos' icon in the bottom left corner of the screen), tap the Select link in the top-right corner.

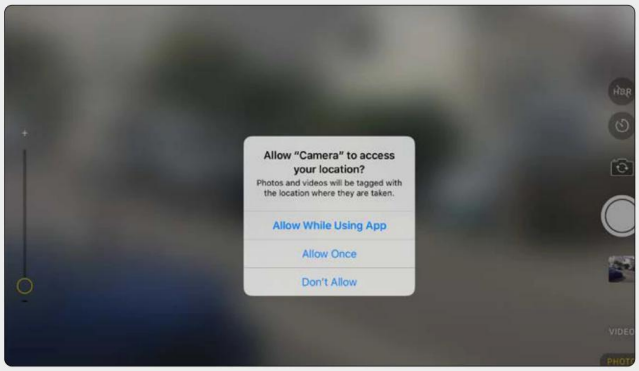


2 Now select all of the images that you want to add to the new album. Tap on a picture to select it on its own, or drag your finger over several photographs to select them all at once.



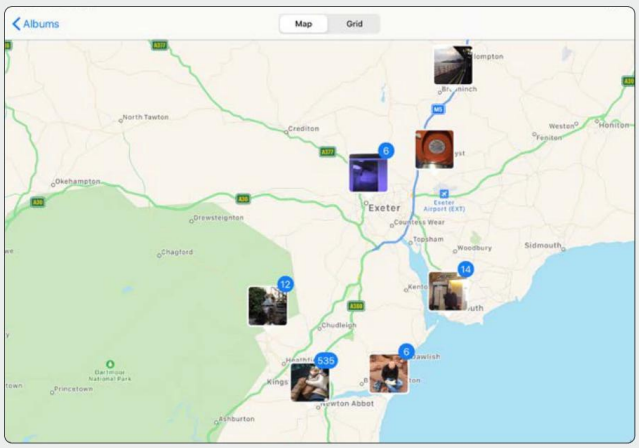
3 Tap the Share icon to show this window, then select Add to Album, or Add to Shared Album, from the menu. You can then add your selected photographs to an existing album, or make a new one.

Record Your Location in a Photograph.



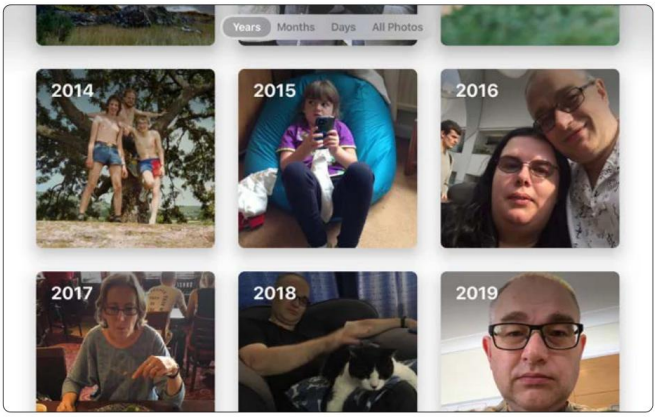
1 In the Settings app, go to Privacy > Location Services and make sure Location Services are on. Take a picture using the Camera app, and you're asked for authorisation to use your location. Tap an Allow option.

2 Every time you take a photograph, your location is now recorded by the iPad and embedded in the picture's details, or 'metadata' to use the correct term. To test it and make sure it worked, take a quick photograph.

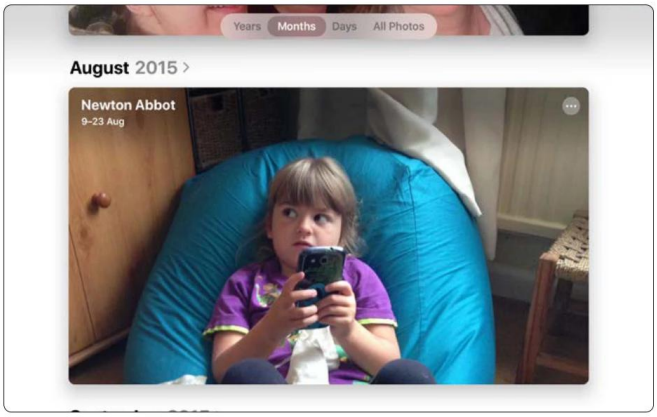


3 Close the Camera app, open the Photos app, open Albums (bottom of screen), and then tap Places. You see the locations where you've taken photos. Tap a location to see the images you took there.

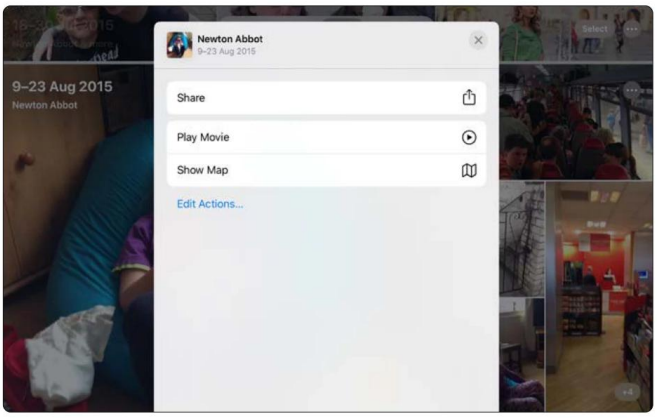
Navigating the Photos App



1 With the Photos icon selected, in the bottom right corner, select Years in the options near the foot of the screen. Your photographs are arranged according to the year in which they were taken. Scroll up and down to cycle through the years.

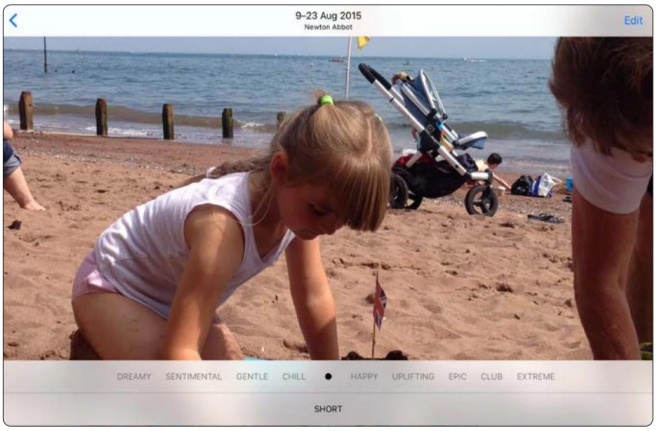


2 Tap one of the photos, you're taken to the Months view and shown all pictures taken that year, arranged into months. Tap one again and you move to Days, with that month's photos arranged into the individual dates they were taken.

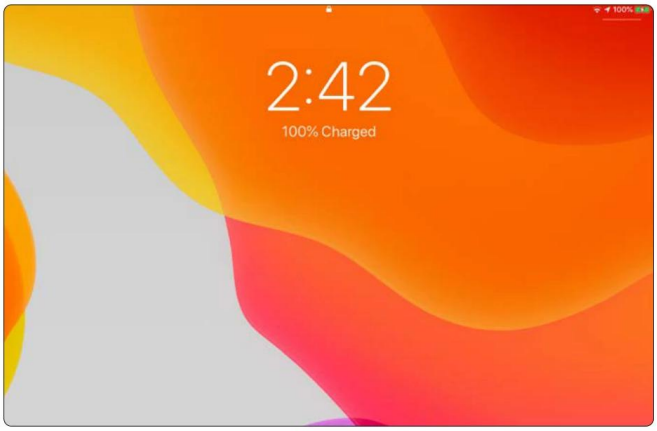


3 In the Days view, the pictures are arranged in a scrapbook style, a little like the Memories view offered in older versions of Photos. As always, you can tap a photo to open it. For a range of other options, tap the Three-dots icon in the top right.

4 The Three-dots icon gives access to (among other things) the Share icon. Tap this and you can share the photos you're looking at in a variety of ways. You can also tap Play Movie for a slideshow, featuring the pictures in question, set to music.

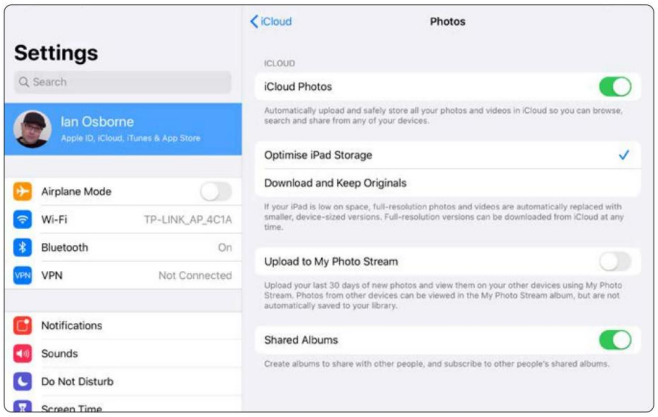


5 During a movie or slideshow, tap the screen for controls. You can change the music using the slider under the pic, change the duration, pause and unpause it and, using the Share icon, share or save the slideshow.

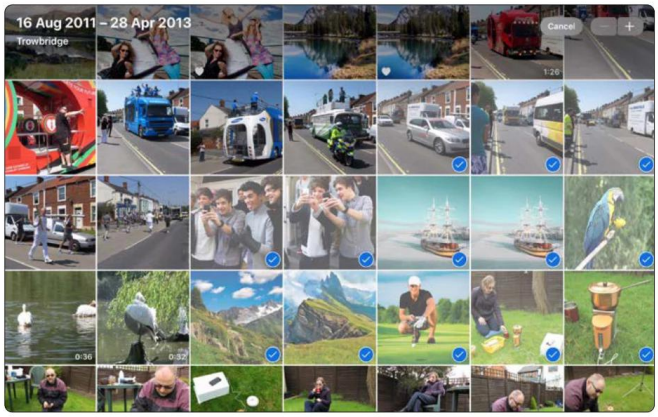


6 While the iPad is locked, and connected to a power supply, it curates your photo collection, analysing the images for subjects, faces and more. This information is used by the search facility, so it's a good idea to do it often.

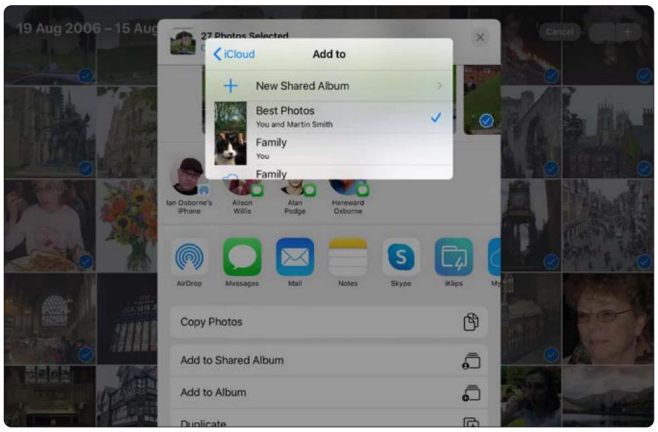
iCloud Photos Shared Albums



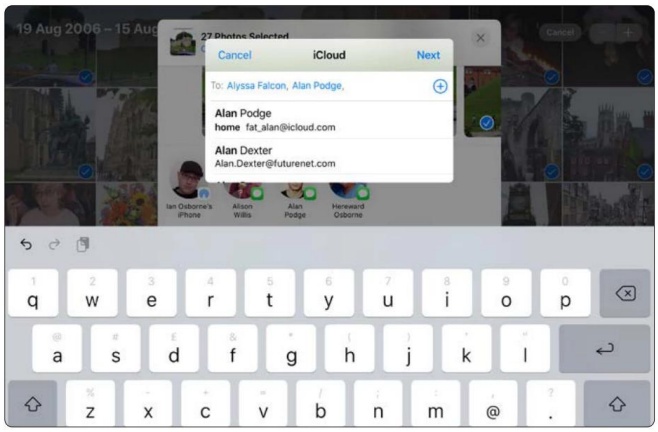
1 This feature must be turned on before you can use it, so go to Settings > [your name] > iCloud > Photos and make sure iCloud Photos is on. You don't need to have Photo Stream on.



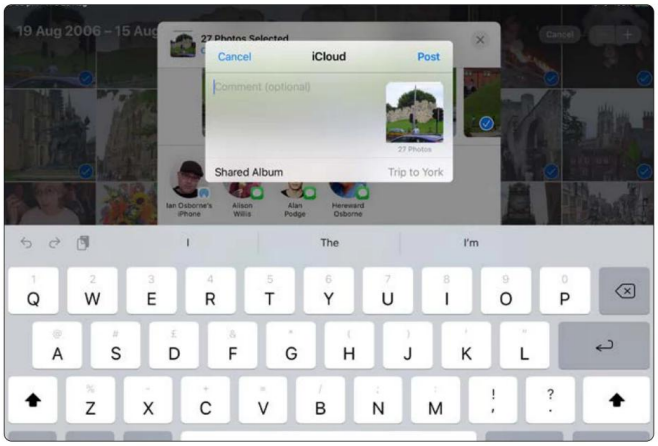
2 Open the Photos app and navigate to the photo thumbnails. Tap Select and tick the images you wish to share. When all your images are ticked, tap the Sharing icon in the bottom left corner.



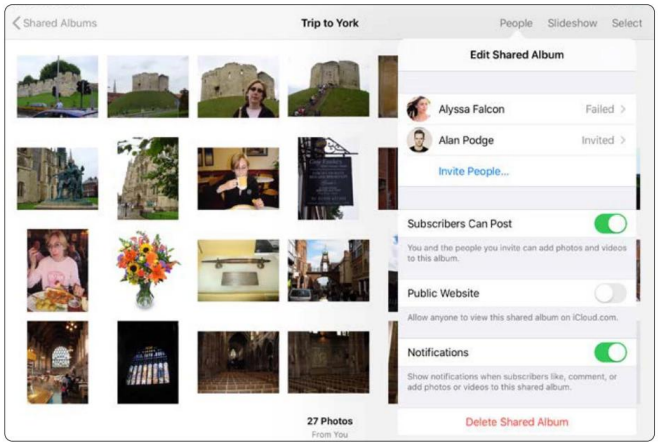
3 Tap Add to Shared Album. In the pop-up, tap Shared Album to place the pics in a different existing album, or start a new one, in which case you can call it anything you like. Alternatively, add the photos to an album you're already sharing.



4 If you're starting a new, shared album, you're then invited to add people with whom you want to share it. If they're in your Contacts, just type their names. Completion suggestions are offered as you type; tap one of these suggestions to choose it.



5 Tap Next and you're taken to this screen, where you can comment on your new, shared album if you wish. When you're done, tap Post in the top right of the window to send an alert to those you've invited to see it.

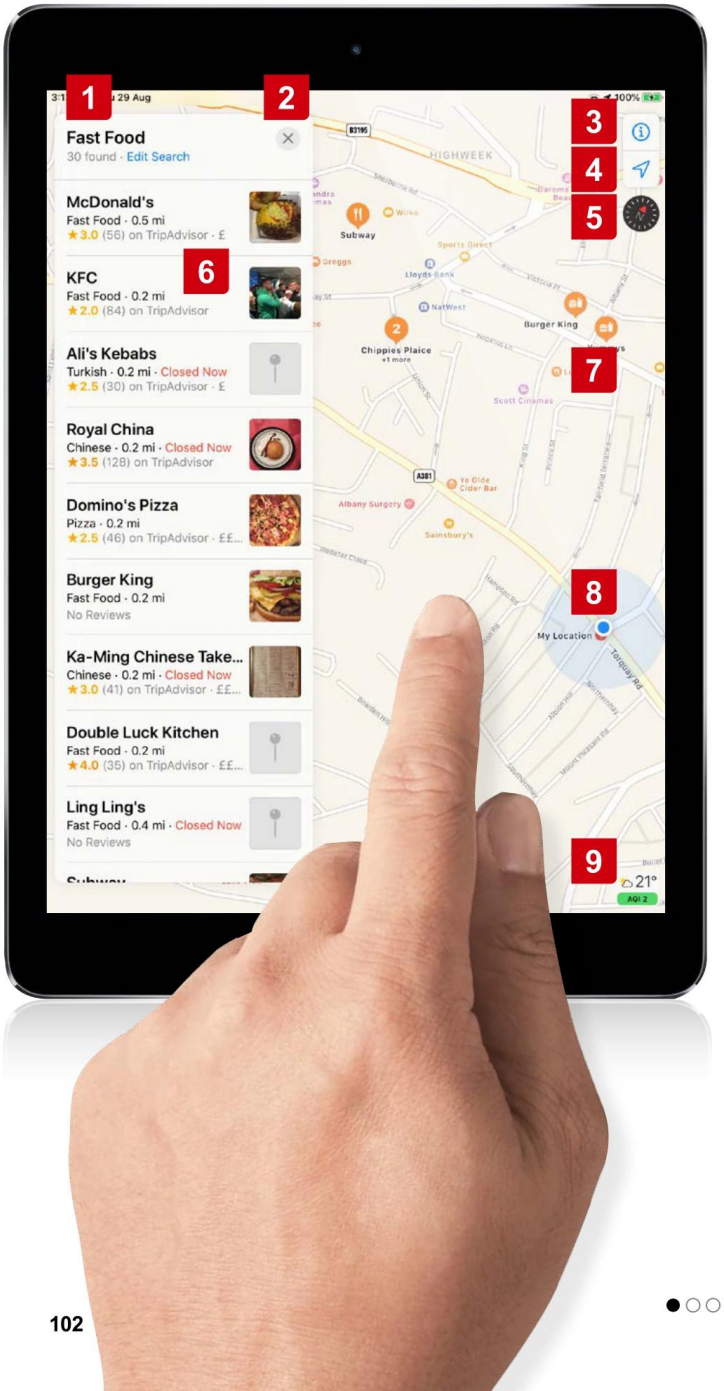


6 To make changes to that album, in Photos, tap Albums then find the album in question under Shared Albums. Manage your photos here, or, at the top, tap People to change its settings and/or invite more people.

Maps App

Maps is a superb navigational tool that turns your iPad into a GPS system. Making great use of the iPad's location awareness, it gives you an accurate map of your location, shows directions to where you want to go and more.

Maps in Focus



1 You can search for nearby facilities and features using the Search field. Here we searched for Fast Food and found 30 outlets. Tap Edit Search to revise this search or look for something else.

2 Tap the X icon to close the search results, showing more of the map.

3 Tap the 'i' for the Maps Settings pop-up window, where you can switch between a normal, Transport, or Satellite view, mark your location, add a feature, or report an issue.

4 Tap this Arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction in which you're travelling is always 'up'.

5 A regular compass, showing in which direction you're facing.

6 Items you've searched for are shown here, in a list. We're looking for fast food, so nearby burger and pizza places are shown. The list offers specific information on the establishments shown on the map. Tap one for more details such as directions, opening hours, a phone number and more.

7 The orange icons show the locations of the establishments found in the search results. Tapping one of them also gives more details, as described in Item 6.

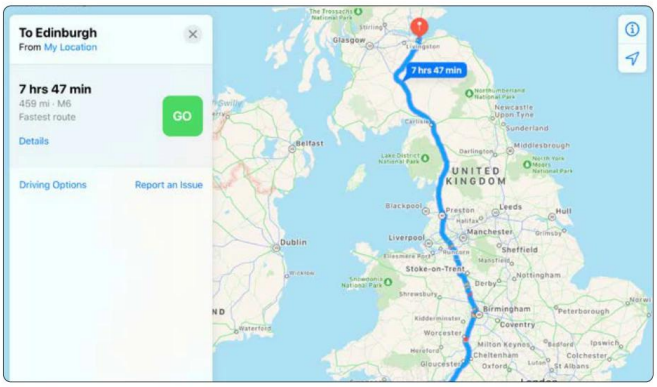
8 The deep blue dot is your current location. The smaller the lighter blue circle around it, the more accurate this location placement is.

9 Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index to show this too. Long press on this data for a window showing additional weather information drawn from the Weather app.

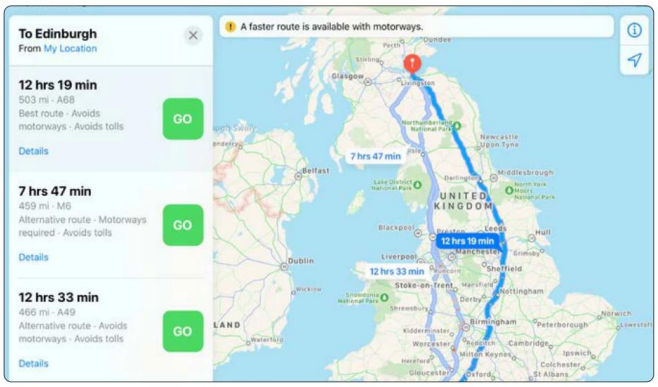
A Word of Warning.

Maps is not infallible. It's up to you to make sure you follow the road signs and drive legally according to the vehicle you're driving in. Follow Maps, but don't neglect your road skills.

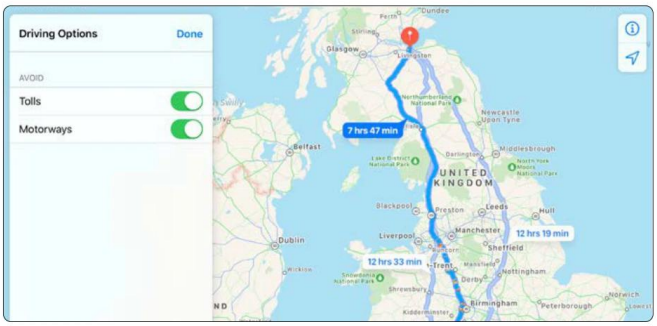
Using Route Planning



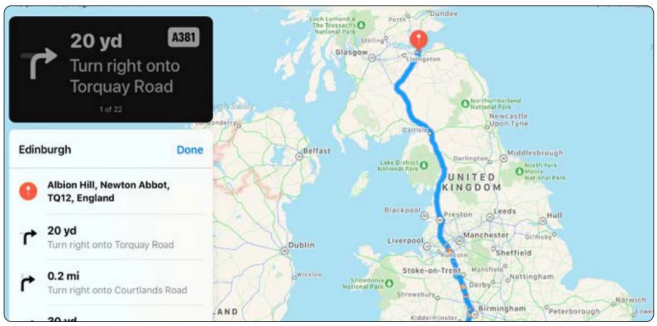
1 Enter the name of the place you want to go in the Search field and, in the sidebar, tap Get Directions. If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it. You can change your intended mode of transport using the icons at the foot of the sidebar.



2 The Maps app quickly calculates the best route for you to follow, based on the mode of transport you chose, and displays the chosen route on the map marked as a blue line as seen here. The total distance and estimated travel time are displayed on the map and also in the sidebar.

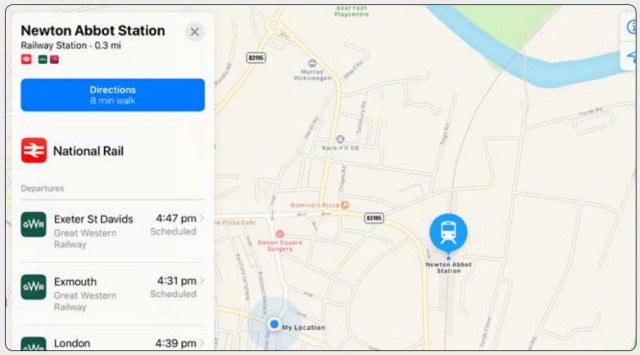


3 Swipe the window up and tap Driving Options to switch on motorways and tolls, if you're happy to use routes involving these. Alternative routes are displayed on the map as lighter blue lines; switch between routes by tapping one of these light blue lines.

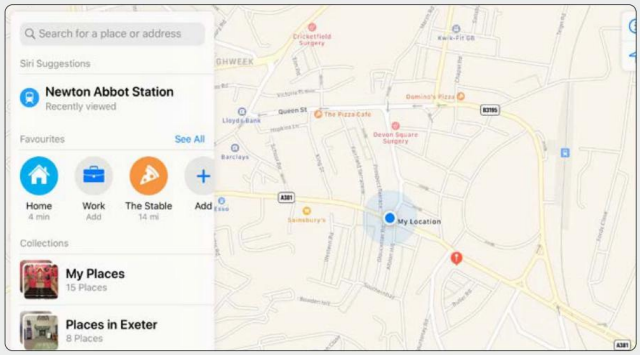


4 You can view a written step-by-step breakdown of the route by tapping the Details link under the currently selected route in the sidebar; the route you currently have selected on the map is shaded in the sidebar. Tap Done to close.

Features and Favourites.

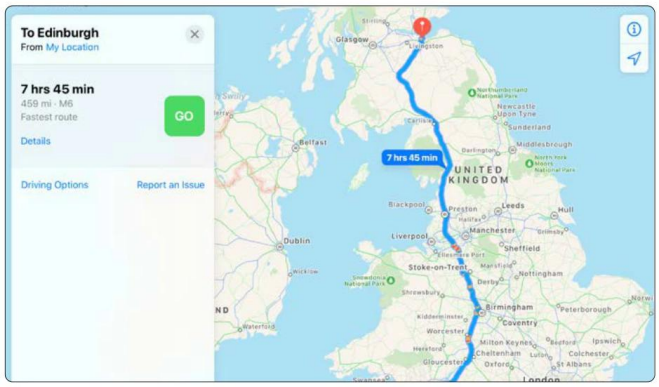


1 To find a location, type it in the search field. This can be a town or city to which you wish to travel, an address, or postcode you're looking for, or a local service or facility like a train station or a museum. When looking for the latter, a list of nearby establishments is given along with their location on the map.

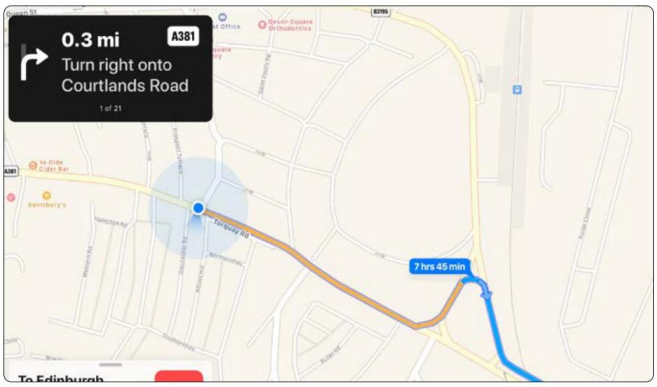


2 Favourite locations are listed under the search field. If you've identified your home address in Contacts, it's already there in your favourites, and now you can add your work location too. Tap Add to add more locations to your list of favourites, where they're always to hand and easily selected using the Maps app.

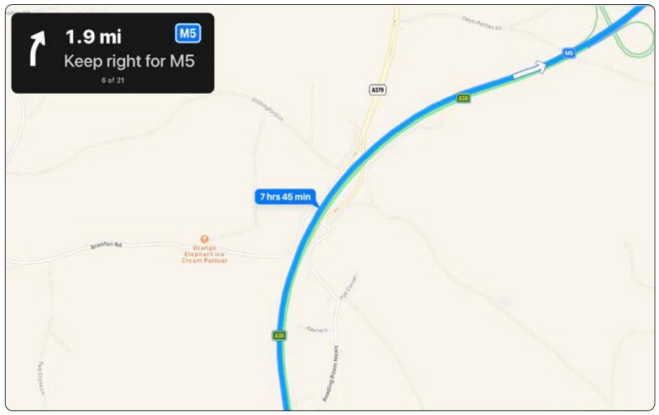
Turn-by-turn navigation



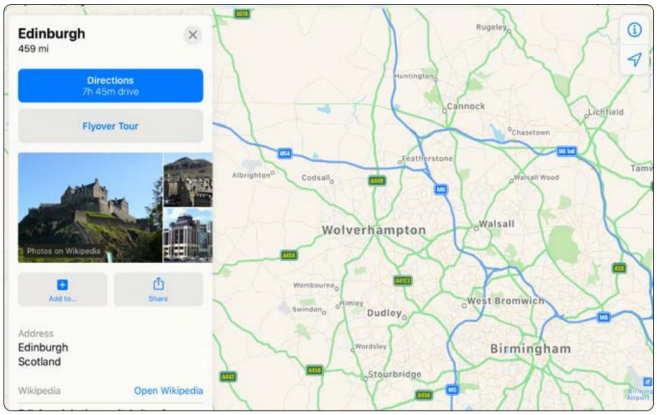
1 Find your destination and select a route, using the guides shown on the preceding pages. When you're happy with your chosen route, tap the large green Go button to the right of your chosen route on the sidebar.



2 The map automatically zooms in at the start of your route and a large sign appears at the top of the map screen. Expand the bottom left window for Overview (your entire route) and Details (every turn and change of direction).

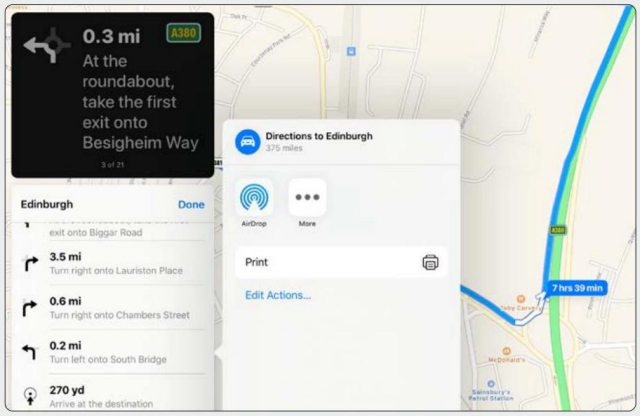


3 You can swipe the black instruction box right and left, taking you to the next, or previous, instruction. Double-tap on the route line to zoom in, and tap the arrow on the bottom right to get back to your current location.



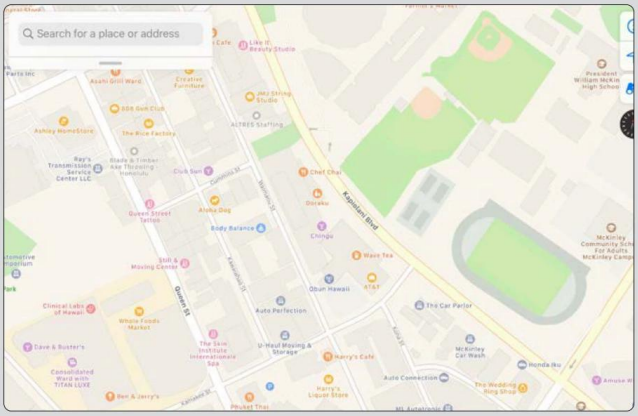
4 If there's a problem and you need to change your route, tap End in the window in the bottom left. You can then tap your destination again on the next screen and, when Maps recalculates, choose an alternative route.

Print Route.



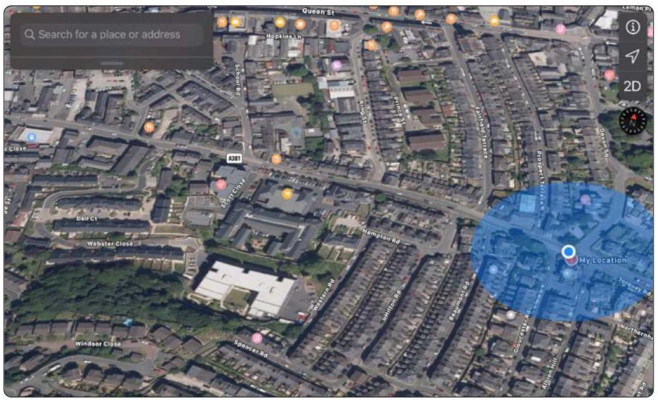
If you want to print your route, swipe up the bottom left box showing your destination and tap the Details button. Scroll these details all the way to the bottom and tap the Share link. From the popup, you can print your map.

More Detail.



Maps is getting better. Indoor areas of hundreds of airports and shopping centres around the world are mapped and with iPadOS, Apple is adding more detail to towns and cities, though not every location benefits from this yet.

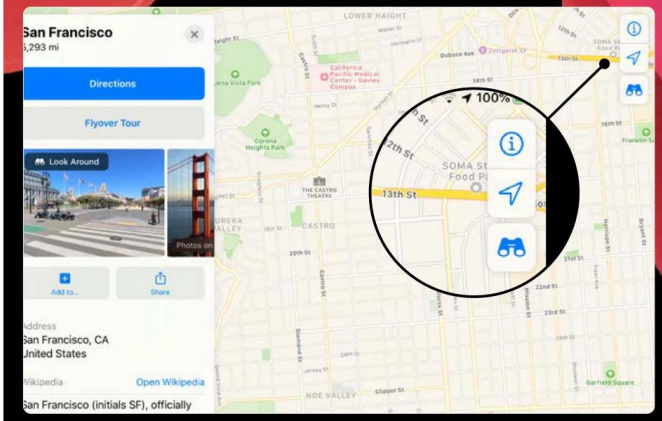
Viewing Locations in 3D



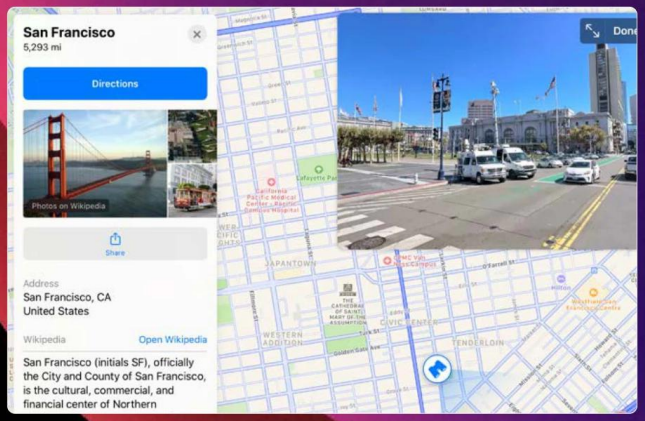
1 Switch to the Satellite view; tap the 'i' icon for settings, then the Satellite tab. To see street names, turn Labels on. Close the settings window and switch to 3D view by tapping the 3D option in the top right. The camera angle shifts.

2 Zoom in and you see contours, hills, and valleys. When viewing a city with rendered 3D buildings, change the camera angle to view them better. Hold one finger still on the screen and then drag a second finger around to change the perspective.

Look Around.



1 Look Around is Apple Maps' answer to Google's Street View. If you search for a city that has Look Around enabled, the option appears in the information window, as you can see here. To access it, tap Look Around or the Binocular icon.

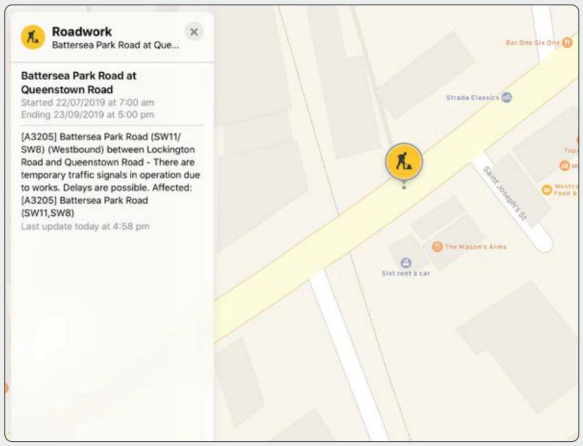


2 Drag your finger around the screen for a 360° view. Tap the Arrows icon to expand the Look Around window. Tap a road or path a little way in front of your current position to move the viewpoint forward. When you've finished, tap Done.

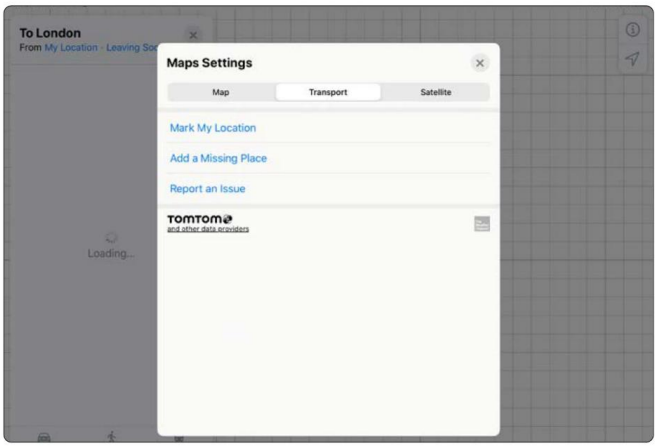
Traffic Information.

You can get traffic information at any time by tapping the information icon, an 'i' inside a circle. Here's how it works.

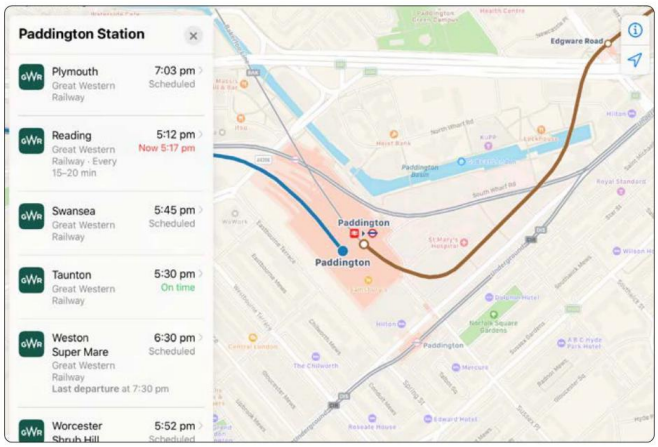
Turn the Traffic switch on and current conditions are displayed on main roads. Red means the road is very busy and green means traffic is flowing smoothly. You can turn traffic information off at any time by tapping the 'i' icon again and then turning the Traffic switch off. When traffic information is turned on, you also see small workman signs at various places. This means that there are scheduled roadworks happening in those locations. Tap any of the workman icons and then tap the information icon to get more details, including possible length of delays and how long the works continue.



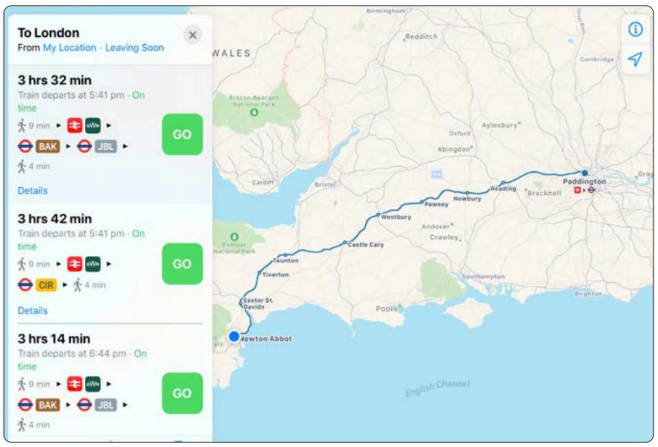
The Public Transport Feature



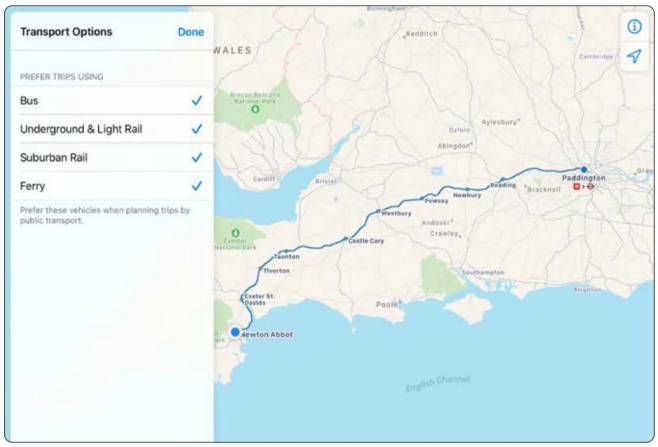
1 To access the public transport map, tap the 'i' icon in the top right corner to get the pop-up window as shown. Tap the Transport button tab in the pop-up and public transport options and routes are displayed.



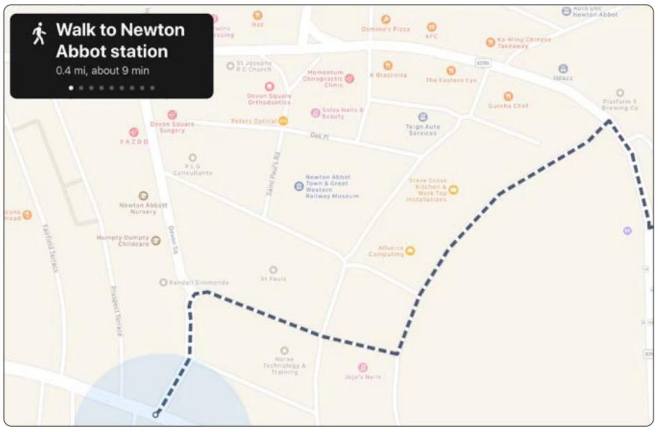
2 Tap on a train or subway station for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often.



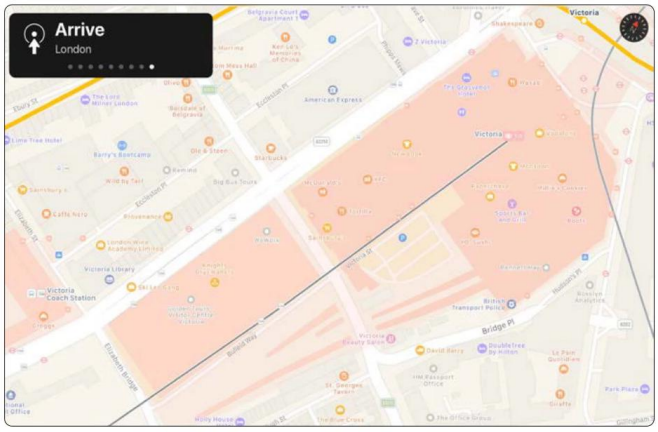
3 You can use the Maps app's new Transport mode to plan a journey that uses more than one method of public transport, including buses, trains, short walks between stops and even ferries. First find your route as shown earlier.



4 Tap Transport at the foot of the sidebar to get public transport directions, suggesting different routes and offering the modes of public transport used in that journey. Choose one, then tap the Go button.

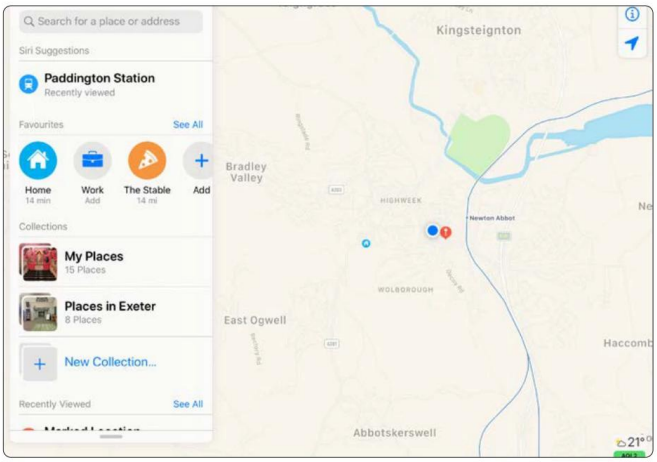


5 You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.

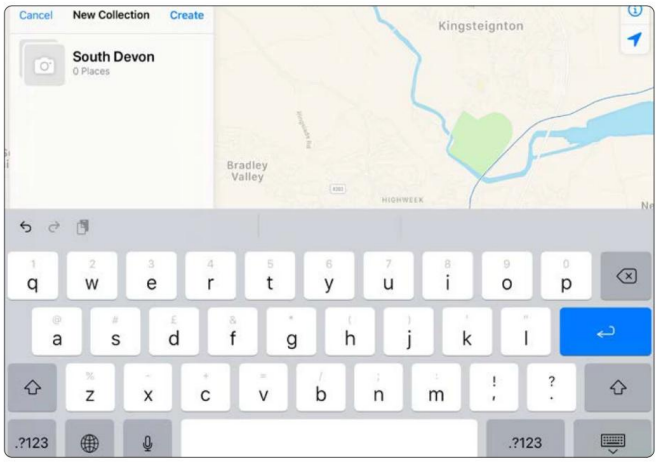


6 Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. This has now been expanded to show maps of their indoor areas.

Using Collections

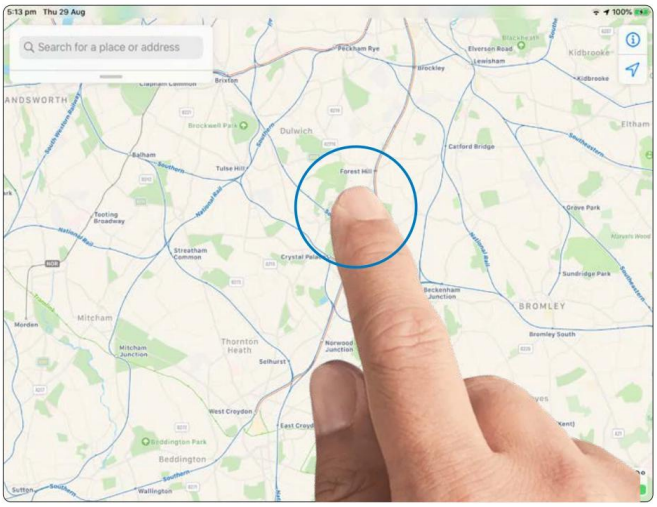


1 Swipe up the information panel as shown to see your Collections, groups of favourite places you've saved for later use. By default, you have a Collection called My Places, but you can tap New Collection to start a new one.

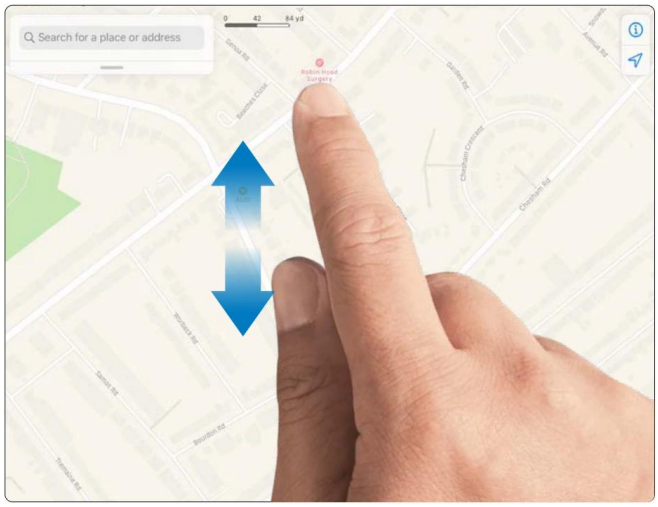


2 Type a name for your Collection, then tap Create. You can then search for, and add, as many locations as you like to that Collection. Tap the Share icon and you can share the entire Collection with someone else too.

One-handed Zoom



1 When using the Maps app, double-tap on the main part of the maps screen and as your finger touches the screen for the second time, hold it there.



2 Now move your finger up and down to zoom into and out of the map respectively. It's a great tip for using Maps when you only have one hand free.

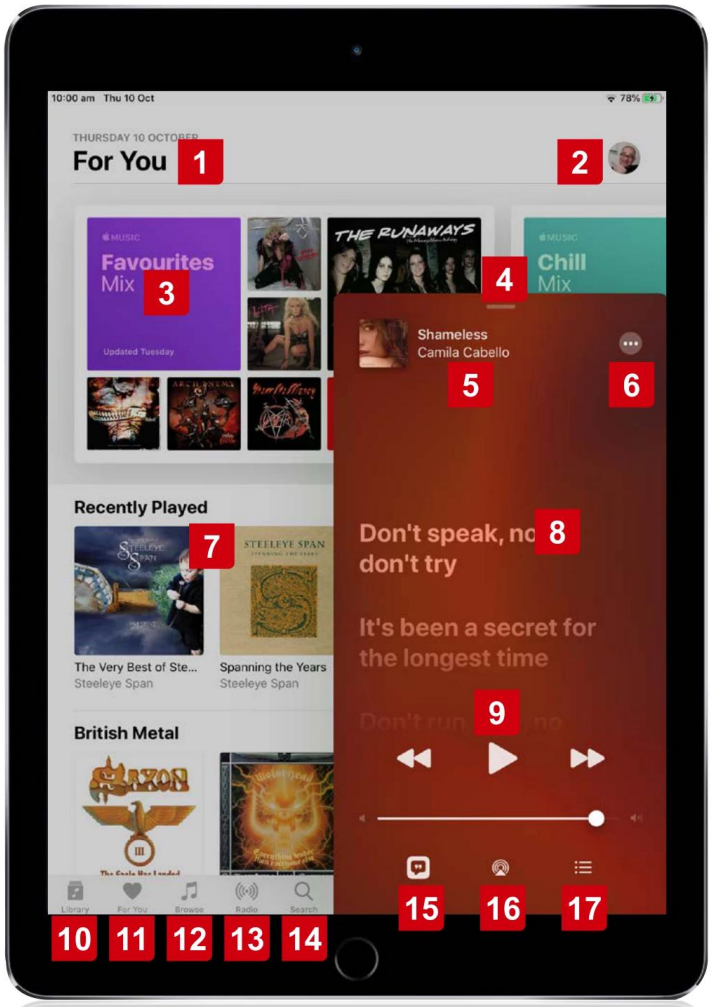
3D Flyover Tours.

Some of the world's major cities offer flyover tours in the maps app. Just type the name of the city in the search field and, under Directions, in the sidebar that appears, is a Flyover button. If it's not there, that city is not available for a flyover tour. Tap the Flyover button and you're treated to an aerial showcase of the city in glorious 3D, showcasing its most famous features in a brand new way.

Music App

The Music app is your gateway to Apple Music, a new service that lets you stream sounds from a library of over 50 million songs for a set monthly fee. You can listen to music bought from iTunes and ripped from your CDs too.

Music in Focus



1 This is the main page of the Apple Music service, where albums, artists, and playlists tailored to your tastes, are suggested.

2 Tap here for your account details. You can redeem an iTunes card, manage your Apple Music subscription and more.

3 A mix of sounds Apple Music thinksyou might like. Tap it to access the playlist and listen to the songs.

4 Swipe down here to close this sidebar, which shows the music that's currently playing.

5 At the top of the side bar is the currently playing song, its album, and the album art.

6 Tap here for a pop-up window showing a range of options including: share the song, view the album, add it to your library, add it to a playlist, view the full lyrics and more.

7 Here, you find a list of albums and songs, in Apple Music, which you've recently played. Tap on them to revisit.

8 You can now see real-time lyrics for the song to which you're listening. It isn't available for every song, but more are added all the time.

9 Here are the controls to pause/play, skip forwards and backwards through your music plus a slider for volume adjustment.

10 Your own music library; music you've bought from iTunes, or ripped from your CD collection and stored on your iPad, is found here.

11 The For You page is accessed here. This is your gateway to the Apple Music streaming service.

12 This icon lets you check out new songs and albums that have recently been added to Apple Music, and browse by genre, mood and more.

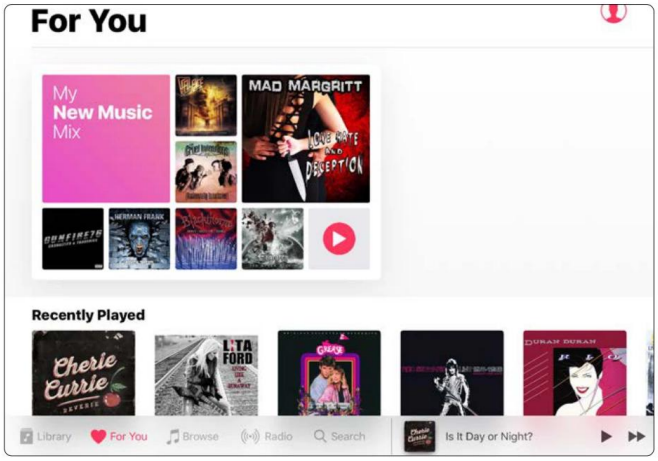
13 Tap here to access Apple Music's radio stations, including the Apple-exclusive Beats 1 station.

14 The inevitable search facility. Look for artists, albums, and songs. It searches both your own music library and the Apple Music service, and you can now search for a song using a snippet of lyrics too.

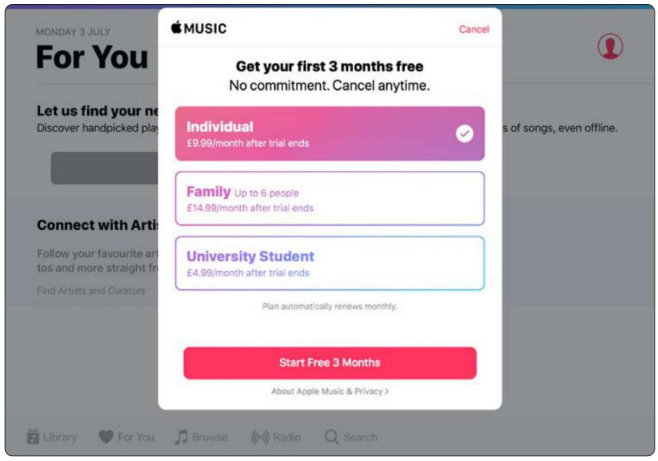
15 Show and hide the lyrics for the current song.

16 If you have connected speakers or headphones, tap this icon to switch between them.

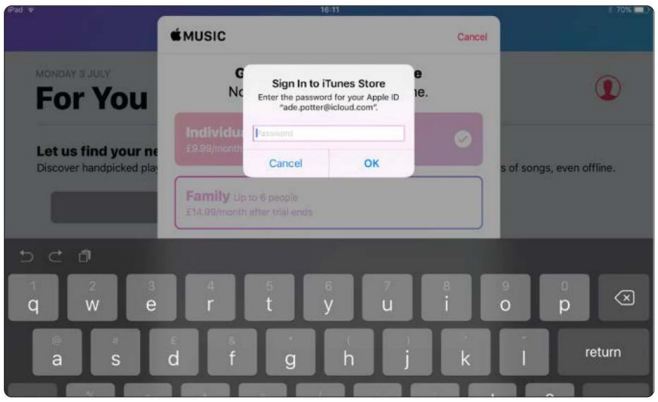
17 Tap here to see what's coming up next.



1 When you first open the iPad's new Music app (or tap the For You icon), you get this screen. If you're already a member of Apple Music, tap the link at the foot of the screen to log in. Otherwise, tap the red button to begin the sign-up; or go to My Music to play what's already stored on your iPad.

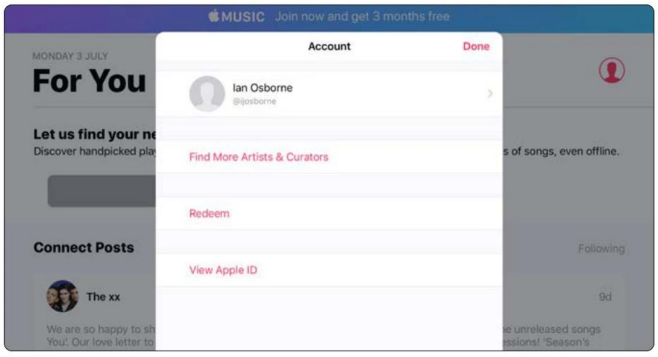


2 Choose a plan. An individual membership is £9.99/$9.99/€9.99 or a family membership (up to six members) is £14.99/$14.99/€14.99. Family memberships use Apple's Family Sharing. Whichever membership option you choose, the first three months are free; after that, you're charged.

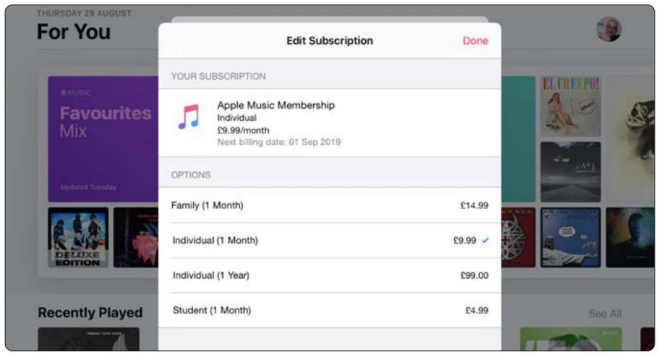


3 If you're not already signed into iTunes with your Apple ID, you must do so now. You then verify your payment details. It's easy enough, you just follow the on-screen instructions. Confirm your purchase as requested. When you're done, it's time to get started with the Apple Music service.

4 You then see this screen, where you can identify musical genres you like. Tap on the red dot representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next, and repeat the process for bands and artists as offered. When you're finished, tap Done.

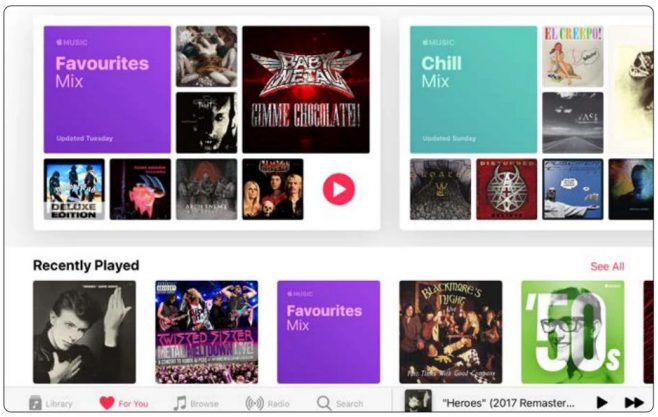


5 If you want to register a unique Apple Music nickname, first tap the silhouette icon in the top left to get to your account. Tap on your own name at the top of this screen, and on the next screen, tap Edit and enter the nickname of your choice. When finished, tap Done which is found in the top right corner of the window.

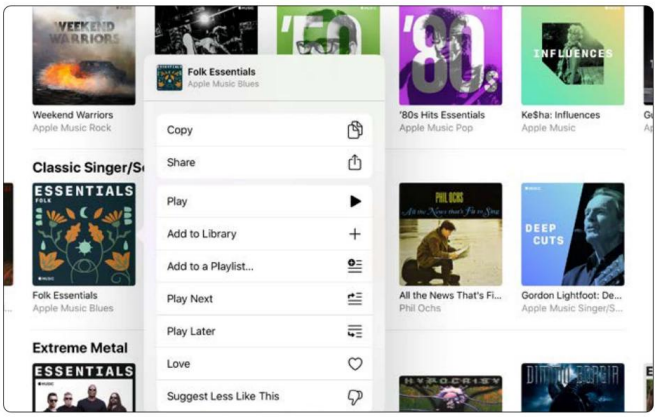


6 To stop the recurring billing, so you won't be automatically charged at the end of every month, open Apple Music and tap the Account icon (top left) to get your account details. Tap Manage Subscriptions. You can then cancel your subscription or switch between family, monthly, and yearly deals.

Getting Started with Apple Music

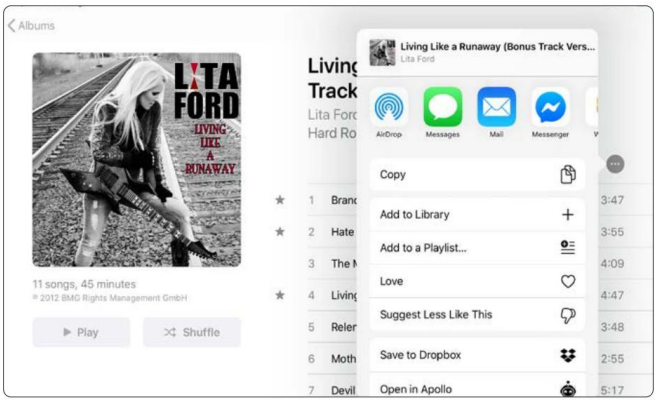


1 Tap the For You icon, illustrated with a heart, to get to a screen offering suggestions based on the choices you made while setting up Apple Music. These suggestions are playlists and albums. Tap one, then choose a track or an album to play to stream the music.

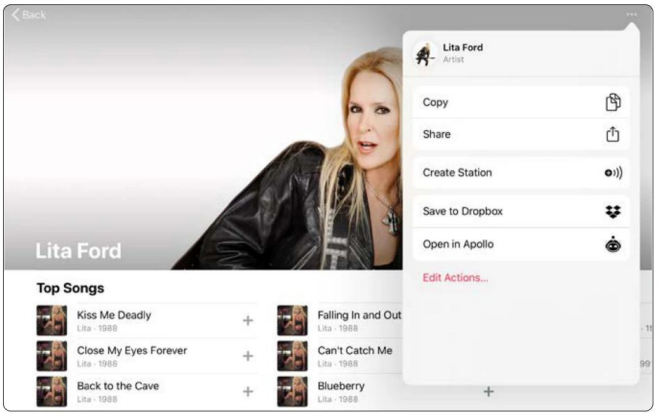


2 Scroll up and down the page for more categories of music the service thinks you might like; and left and right within a particular category for more options in that particular genre or sphere. Long press an album or playlist for a pop-up options window.

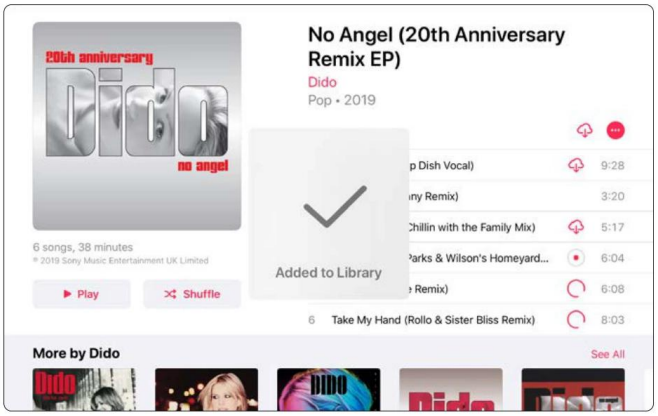
3 After choosing an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle All to play them in a random order. Tap the three-dots icon and then the heart to identify it as one of your favourites.



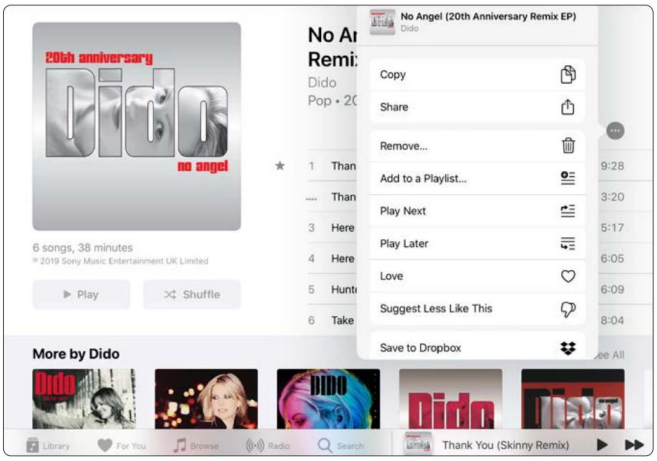
4 The Share button is also found by tapping the three-dots icon. With it you can share a link by AirDrop, Message or Mail and, if you have the iPad apps installed, Twitter and Facebook. Tap the track currently playing and then the three-dots icon to share an individual song.



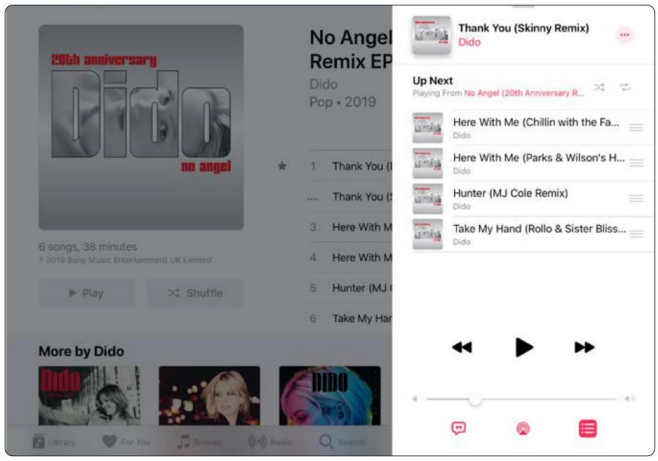
5 Tap on the name of an artist to get to their home page. Use the Three-dots icon on this page to get to this pop-up window. From here, you can copy the link to the artist's Apple Music page, create a station based on their music, and then share that artist via the usual options.



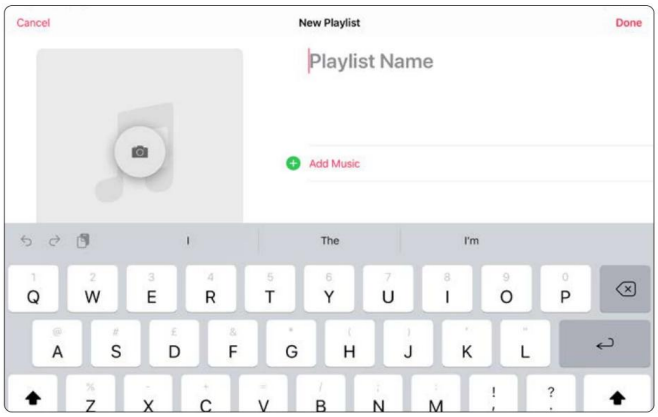
6 You can download music for offline listening. Tap the three-dots icon, then Add to Library. You are shown a tick and the album is downloaded to your iPad. To play it tap My Music, then Downloaded Music. If you cancel your Apple Music subscription, this music is lost.



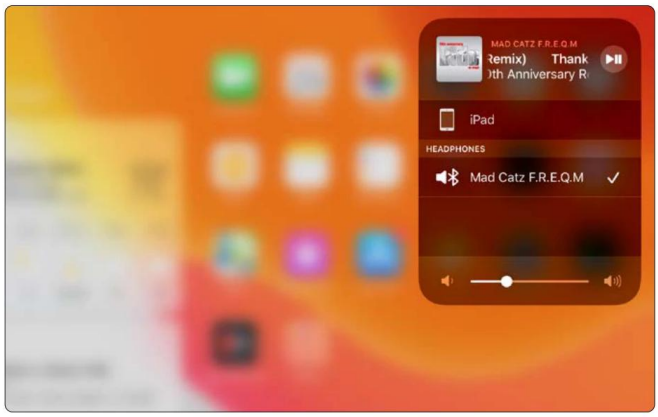
7 The tracks are downloaded to your iPad. To remove them, tap the Library icon and then Downloaded Music. Navigate to the album or track in question, open it, and then tap the Three-dots icon. At the top of the list in the pop-up window, find the Remove link. Tap it and the songs go.



8 Throughout the app, the mini-player sits beside the icons at the foot of the screen. Tap it to open this full-sized play screen. The three icons at the bottom are for the song's lyrics, changing the output source, and a list of what songs are playing next.

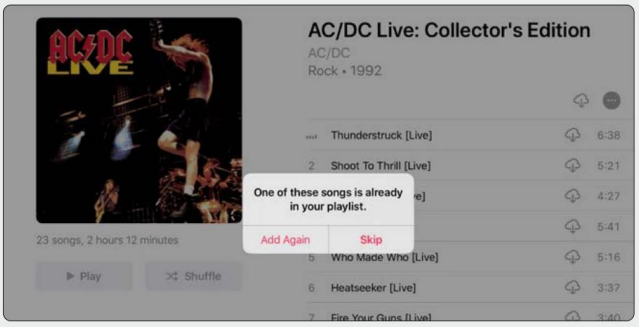


9 To create a playlist, go to Library and tap Playlists. Tap New (top right), then add a title and description. Add a picture by tapping the Camera icon. You can add songs from your library by tapping the Add Songs link. Use the plus sign next to tracks you want to add.

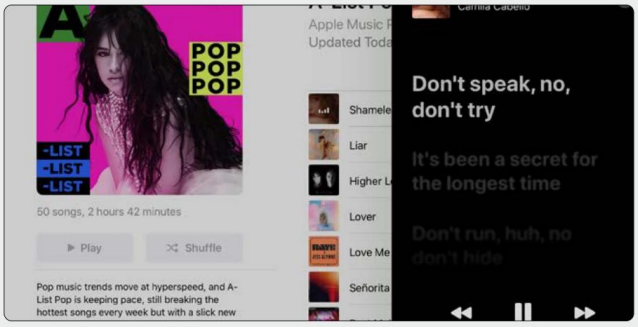


10 To change the output for your music (what you're listening to it through), open the Control Centre and tap and hold the audio controls. Tap the icon in the top right of the next window. You can choose between your iPad's speakers and connected headphones or speakers.

New in iPadOS.



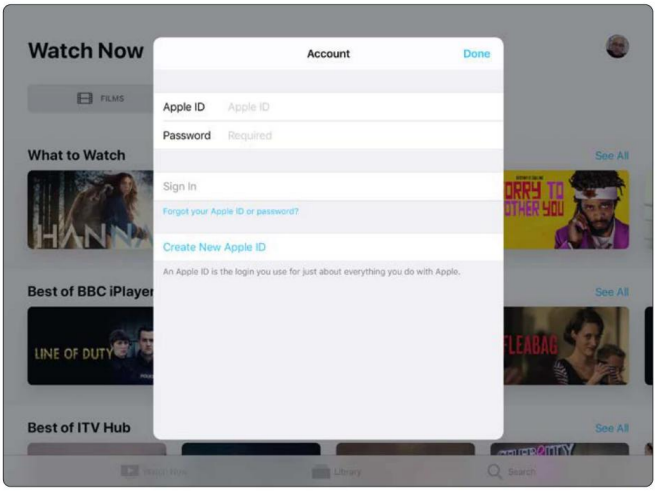
1 Duplicate song warning: If you attempt to add a song to a playlist when the song in question is already there, you now get a warning. You can add them again, if you really want to, there's no need to do so by accident now.



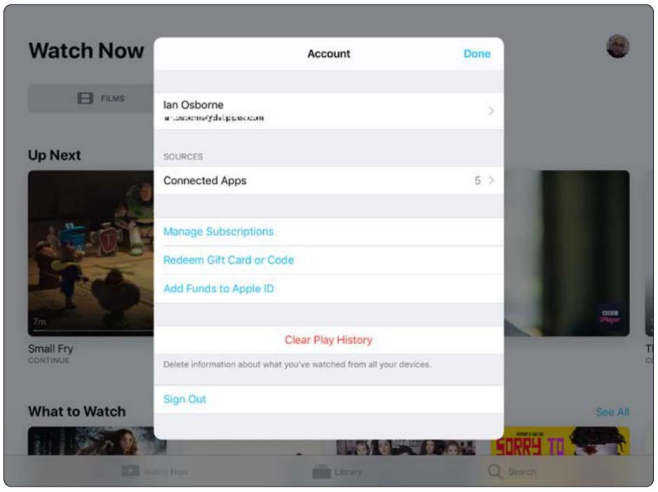
2 Time-synced lyrics: When listening to a song, tap the mini-player to get the full-screen player, then tap the bottom left icon, the quote marks in a speech bubble. You get the lyrics, synced with the song. This feature isn't available on every track, but it's great fun for those that have it.

TV App

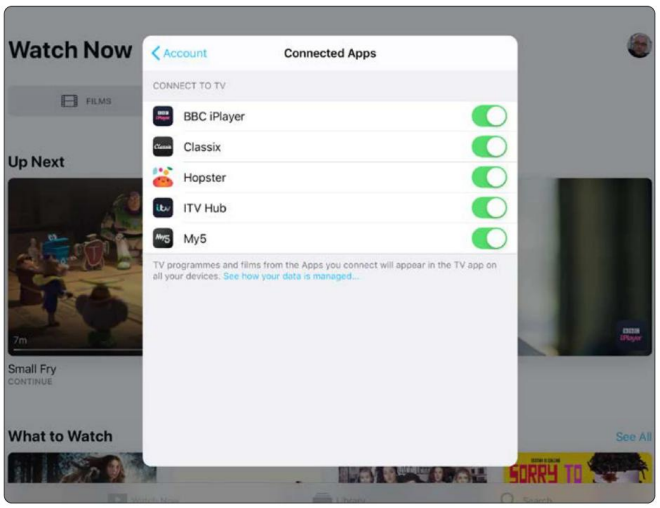
The TV app is getting a major redesign, making it easier and more convenient to subscribe to third-party TV channels. Here we take a look at the new app, and how to use it to watch shows on your iPad.



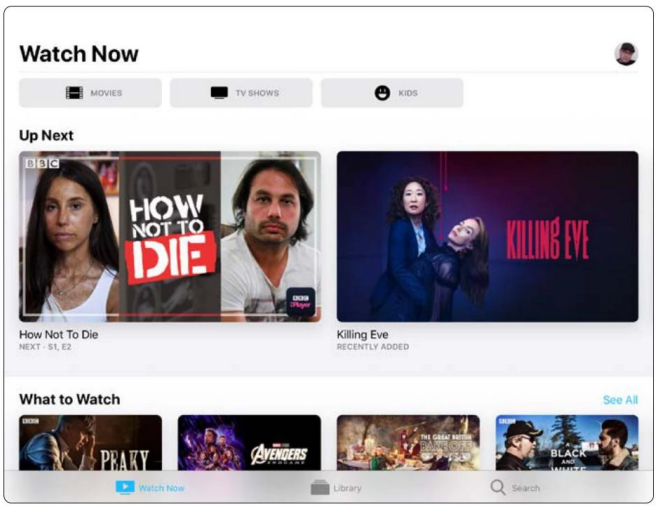
1 On the TV app, tap the icon, in the top right corner of the screen, to sign into your Apple account. Enter your Apple ID and Password in the fields provided and then tap the Sign In link below them. If you haven't yet got an Apple ID, set one up now.



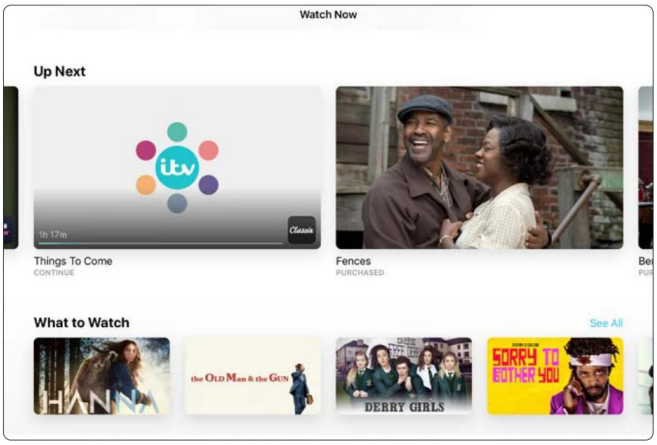
2 After signing in, tap the top right icon to obtain this window, from where you can manage: your account (tap your name), services to which you've subscribed, or add funds or gift cards to your Apple account (to spend on apps and media).



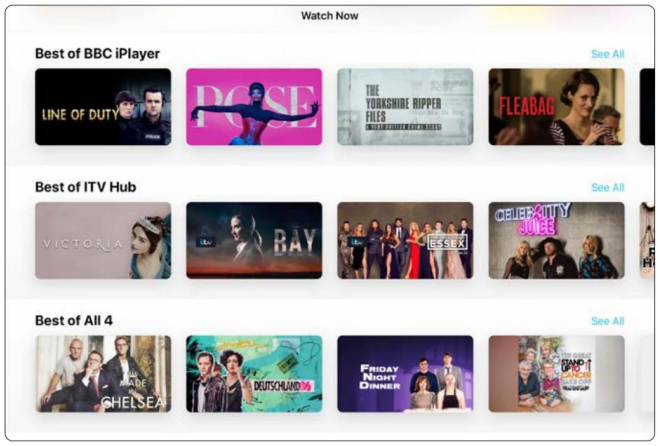
3 Tapping Connected Apps (in the window in Step 2) shows the TV and catchup apps you've downloaded from the App Store, and consequently are linked to your TV app. Tap the switch to unlink apps and stop the content appearing in your TV app.



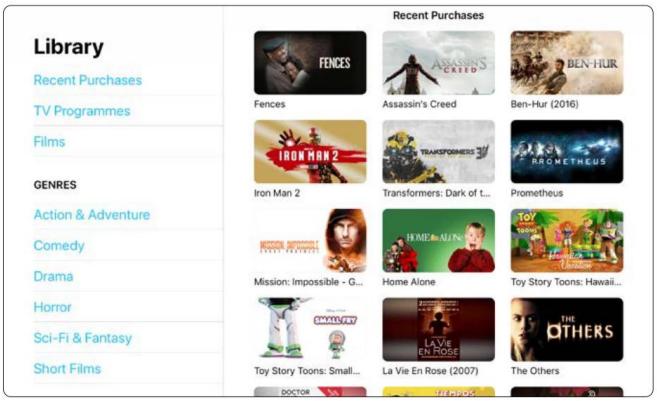
4 Tap Accounts, in the top left corner of Step 3's window, to go back to the window shown in Step 2. Then, to get to here, tap Done in the top right corner. This is Watch Now, the TV app's main page. Use the tabs at the top to focus on Films, TV, or Kids shows.



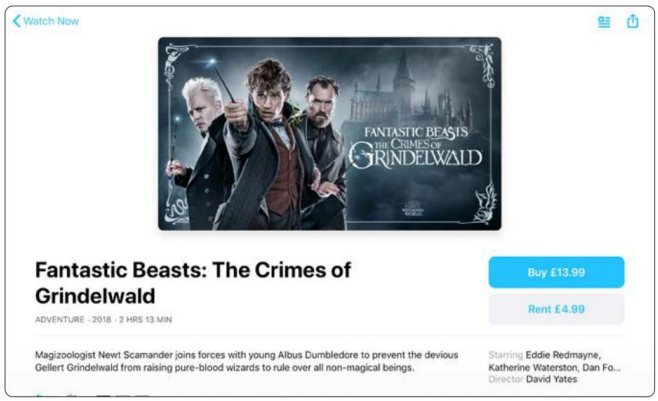
5 Shows are arranged in rows, on the Watch Now screen. Scroll them left and right for more. Up Next, offers programmes and series you're part-way through watching, plus content you've recently bought. What to Watch, offers suggestions based on past viewings.



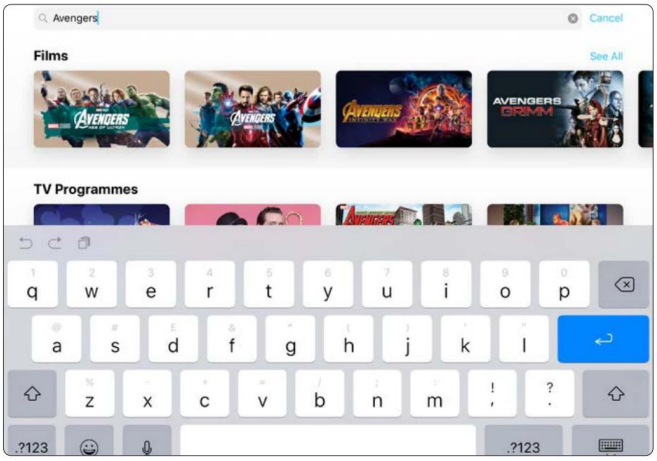
6 Scroll the Watch Now page further up, for content deemed the best of the apps you have linked to your TV app. You can watch them here, instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



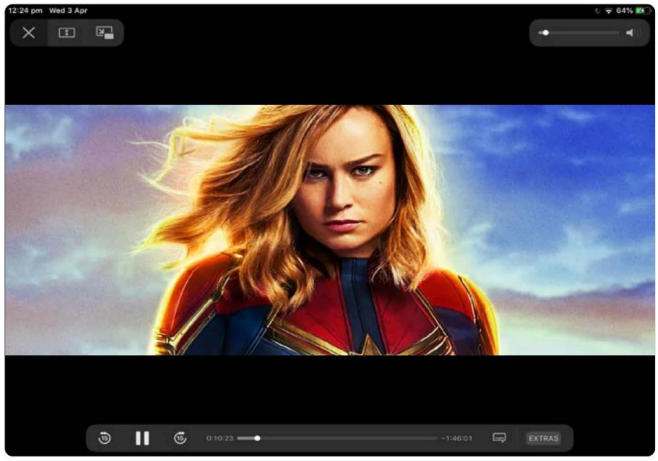
7 Tap Library, at the foot of the screen, to see shows you've bought and/or downloaded. You can restrict this page to display content according to its genre, when it was bought, or just TV shows or films. Tap a show, or movie, to watch it on your iPad.



8 You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



9 Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own, or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you'll soon find what you need.

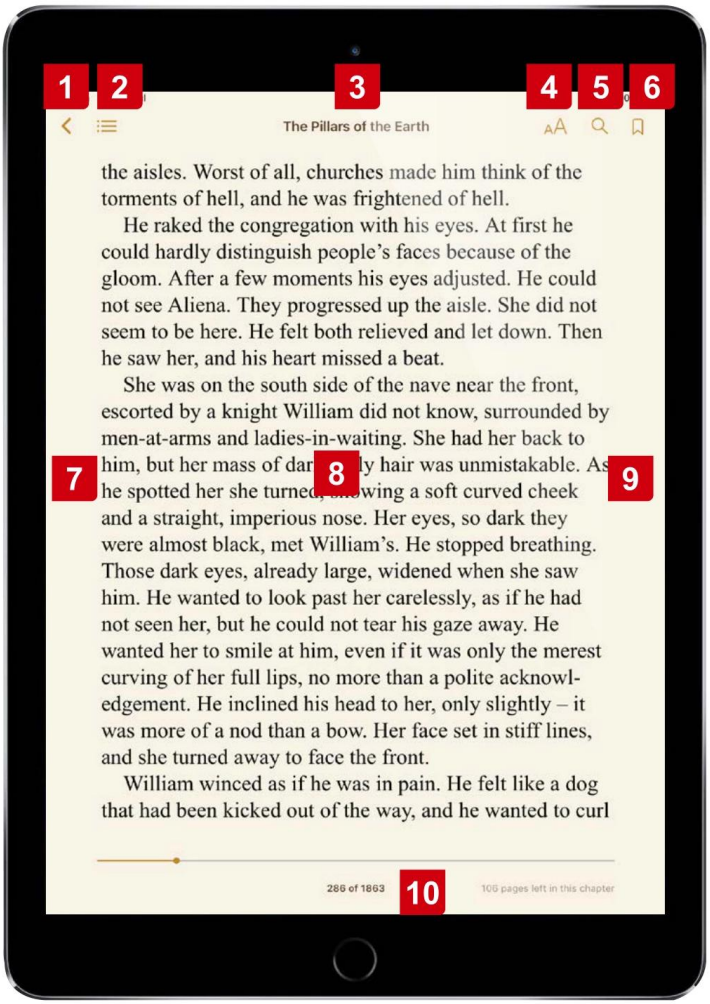


10 When watching a show or movie, tap the screen to bring up the controls. Top right icons: X closes the video, the middle one toggles full screen option and right one shows video in a floating window. The speech bubble at the bottom opens the subtitles.

Books App

With the Books app, you can turn your iPad into a powerful and feature-rich eBook reader. You can purchase and download books, read them on your iPad and add PDFs, so you can read your documents in the app too.

Books in Focus



1 Tap the chevron here to close the currently open book and go back to your book collection.

2 This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.

3 The title of the book you're currently reading.

4 Tap here for a pop-up window that lets you enlarge or reduce the font size, change the font, adjust the screen brightness, change the colour of the page, set the text to scroll up and down rather than turn like the pages of a physical book and switch off and on the automatic Night Theme.

5 Tap here to search for a word, phrase or even a page number in the currently open book.

6 Tap here to place or remove a bookmark. The book remains open at the last page you read when you close the app, so there's no need to use bookmarks for this purpose.

7 Tap the left side of the screen to go back to the previous page.

8 Tap the middle part of the screen to show or hide the Books app's on-screen controls. Reading your book might prove more comfortable with them hidden.

9 Tap the right side of the screen to go forward to the next page.

10 This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter.

Thumbnail Scrolling.

Some, but not all, books show you thumbnails of the pages as you scroll through them. This can prove very useful if you're looking for a specific page in a picture book. Books with only text tend not to show these thumbnails.

Buying Books.

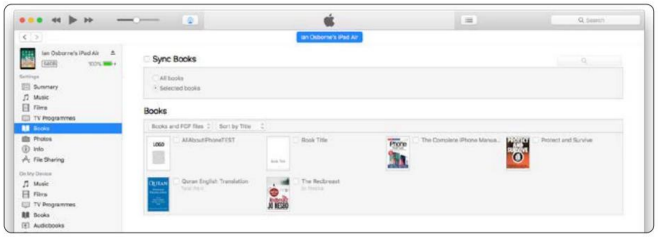
You can buy your digital books directly through the Books app and download them to your iPad. When they are there, you can browse your library, read your books and delete those you've finished to save space.

To buy digital books, open the Books app and tap Book Store at the foot of the screen to see titles listed under categories such as Staff Picks, recommendations For You, New & Trending and more. Tap the Browse icon (top left) for a sidebar which also lets you look at specific genres. Search for authors and titles using the search field. To buy a book, tap on it, then the price, then Buy Book. Tap Sample for a free taster. Sign into iTunes if requested.

Tap Library at the foot of the screen to go to your library. Open a book by tapping on it. Tap on Collections at the top for a sidebar that lets you filter your library. Tap the icon in the top right to switch between list and cover view. To remove books, tap Edit (top right), tap a book or books, then tap Delete. Books you bought but don't have on your iPad are marked by a cloud icon. Tap it to download the book again; you won't pay twice.

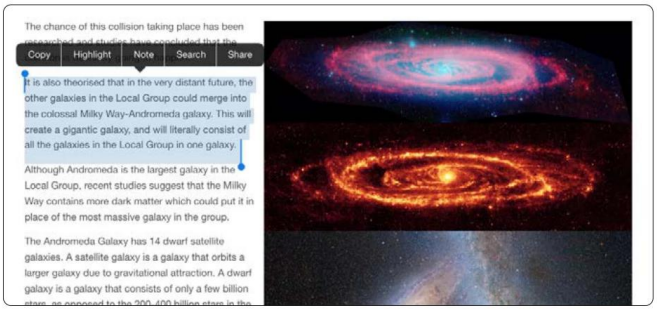
Adding PDFs

You can add PDFs to your iPad and read them in Books. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner, and in the Share window, tap Copy to Books. On a Mac, you can add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.



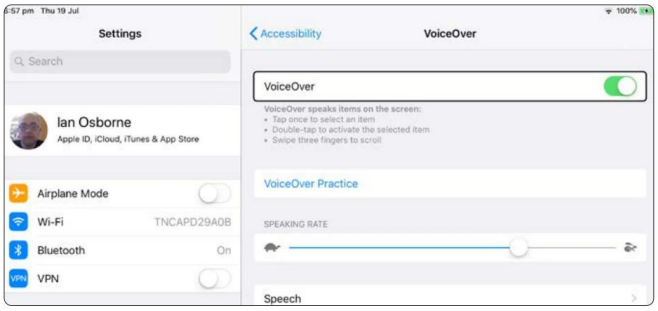
Syncing in iTunes

As Books is available for the Mac as well as iPadOS, you can use iTunes to sync your library between your devices. Connect your iPad to your computer and launch iTunes. Click on the iPad in the top bar, and choose Books from the sidebar. Check the Sync Books box to keep the eBooks in your Books app's library in sync between your computer and iOS devices.



Books for Students

Books is great for students. In the Categories menu (tap Categories in the top left), select Textbooks for a range of educational tomes. Many are packed with interactive features and videos that really set them apart from traditional books. You can highlight text or add notes by selecting a word or passage, then picking the option from the pop-up menu.



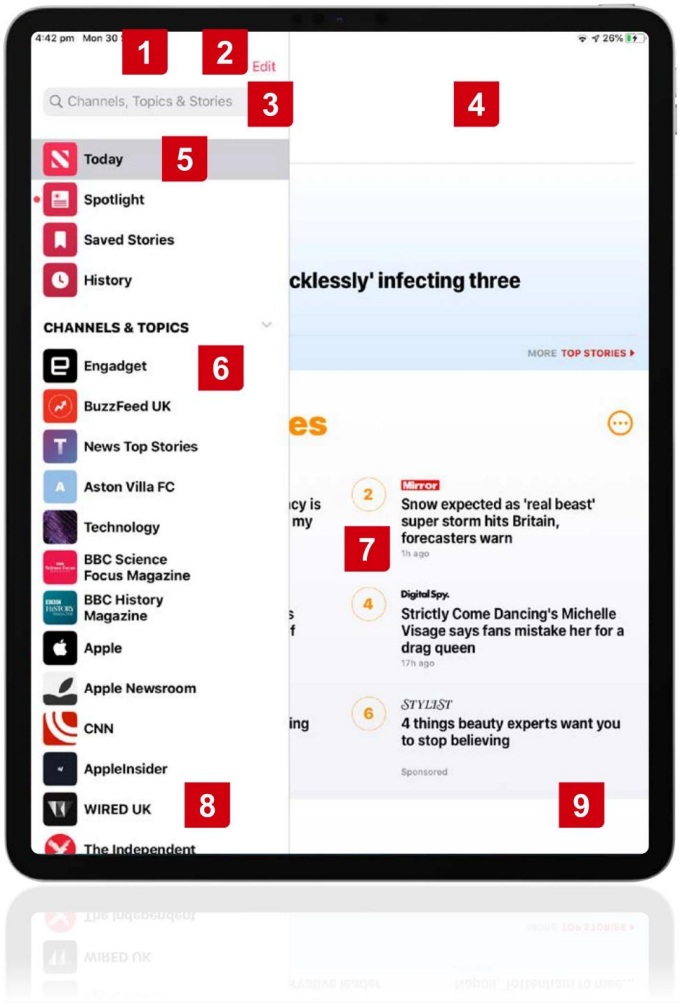
Having a Book Read to You

Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.

News App

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place making them easier for you to find.

News in Focus



1 Open this sidebar by tapping the icon in the top left corner of the screen. Close it by tapping the news stories on the right.

2 Tap here to edit your sidebar, moving and deleting entries.

3 Tap here to search for news items and features. This is useful if there's something in the news you want to read about and want to find a variety of sources that are talking about it.

4 News stories are summarised on the front page. To read one in its entirety, tap it. When in a news story, to get back to the previous screen, tap the chevron in the top left corner.

5 Today takes you to today's top stories (the main page). Spotlight is a collection of news stories chosen by Apple's editorial team. Tap it for a different take on the news.

6 This part of the sidebar shows you the news sources you're currently following. A dot before the icon indicates new stories have been added since you last looked.

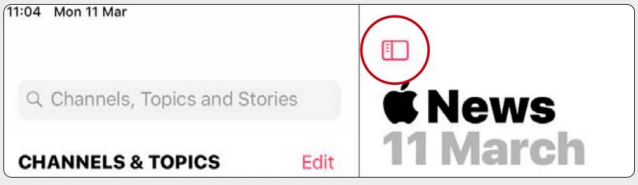
7 Each news story has a time showing when it was uploaded. As you'd expect, the newer the item, the higher on the page it is.

8 Scroll the sidebar upwards for more suggestions of news subjects, bookmarks, reading history and more. Tap the main part of the News screen to close the sidebar again. When using the News app in Landscape mode, that is, holding your iPad horizontally, the sidebar is a permanent fixture.

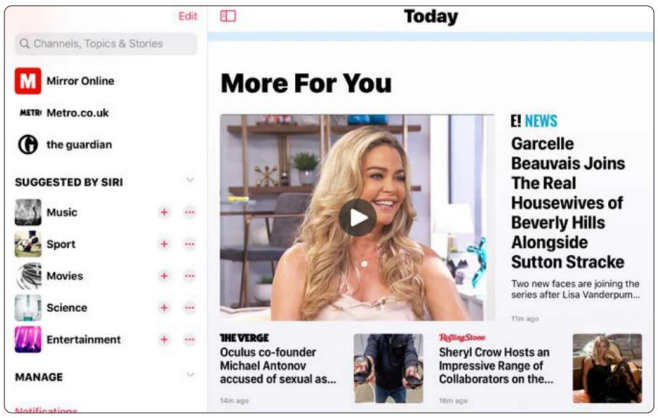
9 Tap here for more top stories, or scroll the front page upwards for more categories of news, such as: More For You (news based on your chosen topics), Trending Stories (tales deemed popular), and Top Videos.

Closing the Sidebar.

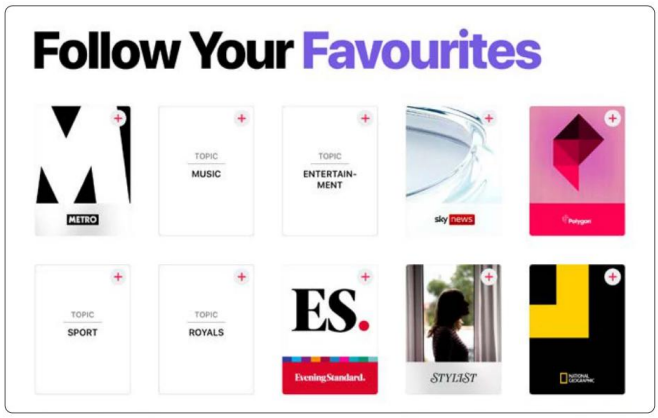
Rotating the iPad sideways (into landscape mode) gives you a handy sidebar you can use to navigate your way through the News app. To open and close this sidebar, tap the icon in the top left of the main window, as seen here.



Getting Started with News

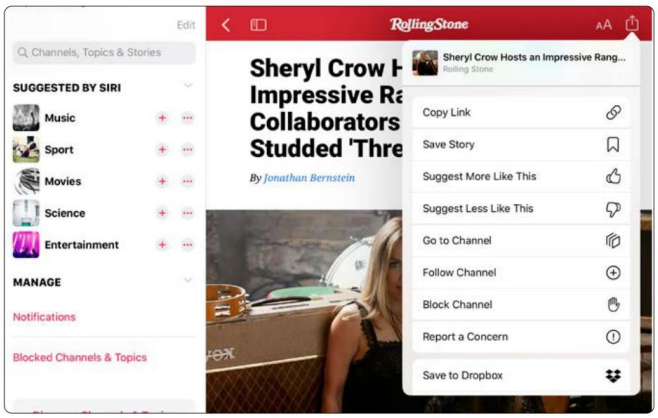


1 The News app is better when customised. In the sidebar, add topics Suggested by Siri. Tap the plus icons to add those topics to your favourites, and tap the three dots to stop suggesting or block a topic.

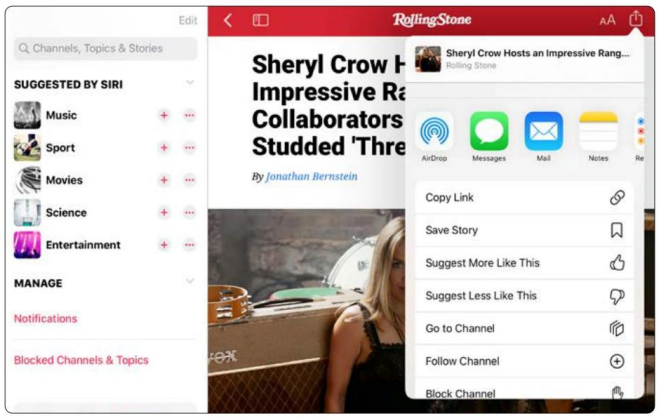


2 Again in the sidebar, tap Browse Channels and Topics. Tap on subjects and sources you wish to follow. You can come back later and unfollow a topic or channel by tapping it again.

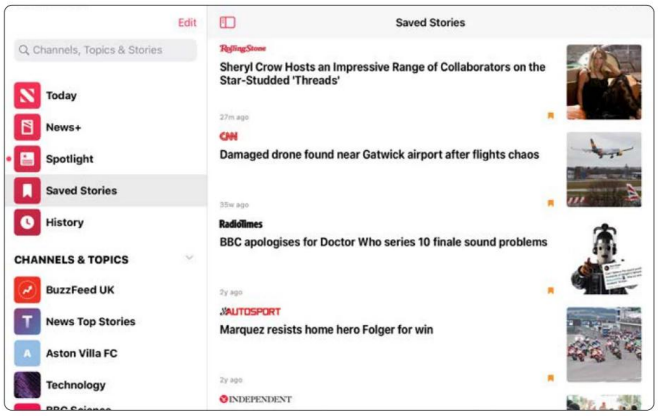
Making the Most of News



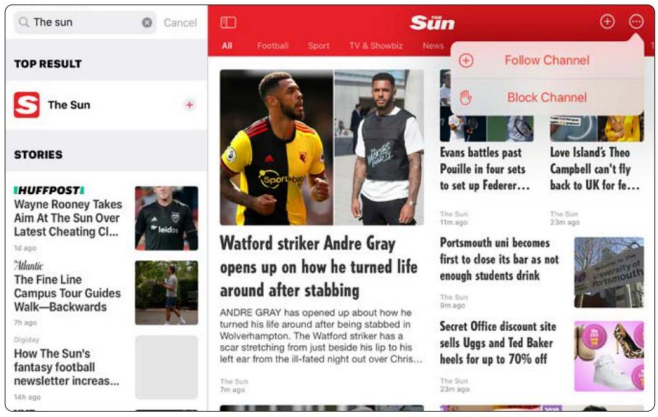
1 From the For You screen, tap a news item to open it. You can then scroll up and down to read it. If you especially liked or disliked it, tap the Share icon and use the thumbs to suggest more or fewer similar news stories.



2 Also found in a story's Sharing menu are options to share it with others using Mail or Messages, add it to Reminders or Notes and more. You can also save it to your News saves or open it in Safari from here.



3 Scroll the sidebar to near the top, and tap Saved Stories to see articles you've bookmarked for later reading. Tap one to open it, and to delete the bookmark, tap the Sharing icon then Unsave.

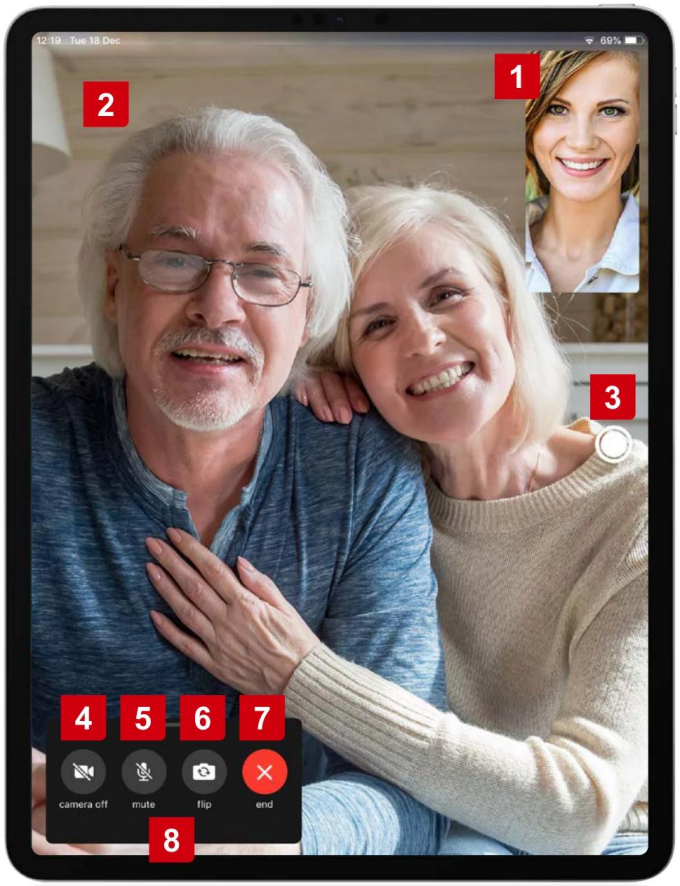


4 To block a news source, open the channel and tap the three dots, or open a story from it and tap the Sharing icon. Tap Block Channel. To review your blocks, tap Blocked Channels & Topics at the foot of the sidebar.

FaceTime App

FaceTime gives you real-time audio and video calling over the Internet. With it you can chat with anyone who has a Mac, iPhone or iPad; and as it's an Internet service, there are no call costs involved. Here's how it works.

FaceTime in Focus



1 This is your own video feed, as sent from your iPad. You can drag this window into a different corner of the screen if you wish.

2 The is the video feed window for the person you are chatting to, sent from their own iPad, iPhone, iPod Touch or Mac.

3 Tap here to take a Live Photo of the person you're chatting to. See our guide to the Camera app for information on Live Photos.

4 Tap here to switch off your camera and continue with the call in audio only from your end. You can still see the other person's video feed but yours is blank. Tap the button again to turn it back on.

5 If you need to switch the microphone off for any reason, tap this button. Tap it again to switch the mic back on.

6 This button lets you switch between your front and rear cameras. By default your video feed shows your front camera but you can change to using the rear camera and back again by tapping here.

7 This button disconnects the call. Tap it when you've finished chatting to end the FaceTime call and go back to using your iPad.

8 The controls window disappears when inactive. To summon and dismiss it manually, tap anywhere on screen.

Signing In.

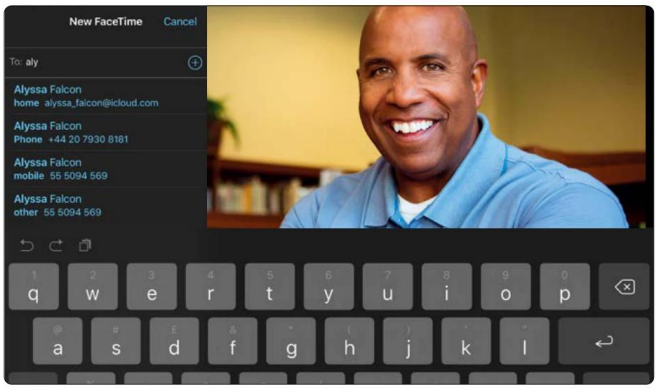
Before you can use FaceTime, you have to sign into it. Open the app and sign in with your Apple ID and password where asked. You only have to do this once; after that, you remain signed in.

Using a Stand.

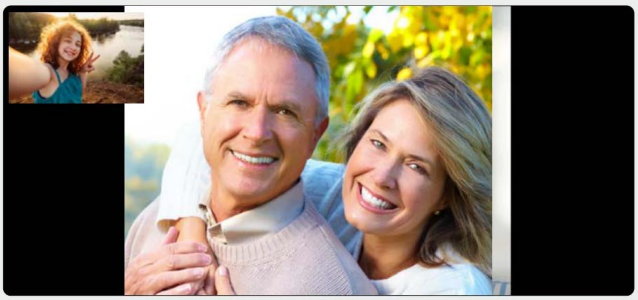
You can use either camera in FaceTime but most of the time you'll be using the front camera, so both you and the caller can see each other. Try putting your iPad on a stand so you can sit back a little from the screen.

Initiating a FaceTime Call

1 To initiate a FaceTime call, open the app. In the sidebar is a list of recent people with whom you've FaceTimed, whether as a video or audio-only chat. Tap a name for the same type of chat you had before or the 'i' icon to choose between video and audio chat.



2 You can also initiate a FaceTime by tapping the + icon atop the sidebar and entering the name, email address or phone number of the person you wish to talk to. They must have registered those numbers and emails with FaceTime, of course, or the service is unavailable.



Portrait/Landscape

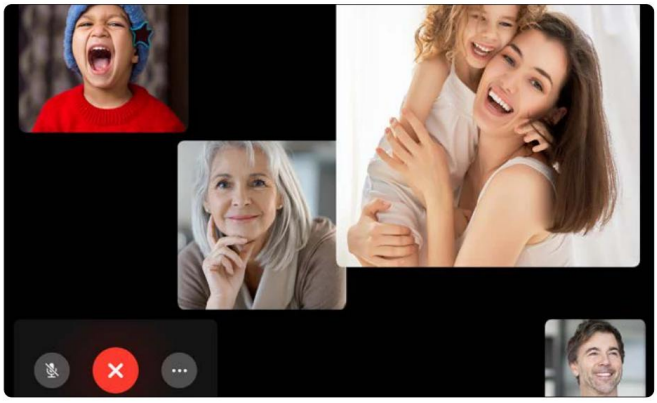
You can make and receive FaceTime calls in either portrait or landscape mode, but if you're not holding your iPad in the same way the other caller is holding their device, you get ugly black borders like the ones you can see here.

A Few Settings

Go to Settings > FaceTime. To turn off FaceTime, so you can't be called this way, flick the FaceTime switch. To stop people taking live photos of you during a chat, turn off FaceTime Live Photos. There are other things you can tweak on this screen too.

Group FaceTime Chat

1 Since iOS 12.1, you can FaceTime chat with up to 32 people at once. During a FaceTime video call, tap the screen to bring up the controls and swipe them up from the top to expand the control box as shown. Tap Add Person, then enter their details in the field provided.

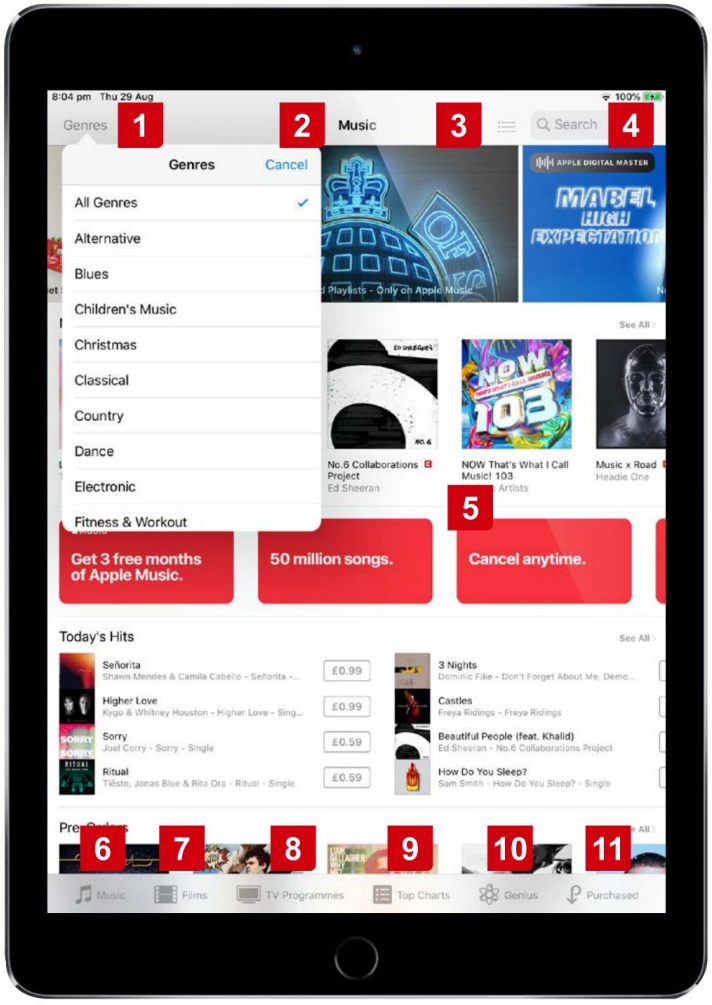


2 Tap Add Person to FaceTime and they're added to your video chat. The size of each video feed continually changes to emphasise the person speaking at the time. Group chats are preserved in the sidebar discussed earlier, so you can call everyone together next time.

iTunes Store

You can buy and download media for your iPad at the iTunes Store. You can also buy or rent movies and TV shows and sample short snippets of songs before buying them. Here's how to purchase your digital media.

iTunes Store in Focus



Apple Music Adverts.

The row of rectangular purple banners near the bottom of the screen are adverts for the Apple Music streaming service. Tap one for more information on this service, which we talk about in this book in the Music tutorial.

1 Tap here for a pop-up window that lets you filter the music offered on this page according to its genre. Available genres include Blues, Rock, Jazz, Metal and more. Scroll the Genres list all the way to the bottom for the Tones option, which lets you filter available ringtones by their genre.

2 The title of the current page. At the moment, as you can see, we're on the Music page of the iTunes Store, where we can shop for albums and individual songs.

3 Tap here for your wish list, a list of songs you've identified using Siri (see the Siri guide for more information) and a list of tracks you've listened to as previews.

4 The Search field. It searches throughout the iTunes Store, so search results can potentially show music, movies, TV shows, books and more, regardless of which page you were looking at when you did the search.

5 The iTunes Store's shop window. Tap a price to buy a song or album or tap the cover or name of the item for more information on it.

6 This icon opens the iTunes Store's Music page. The page you're currently looking at is usually highlighted in blue in this icon bar, but here it's grey as we have the Genre window open (see item 1).

7 Tap here if you're interested in buying or renting movies. This part of the iTunes Store functions in the same way as the Music section, except for the addition of a rental option.

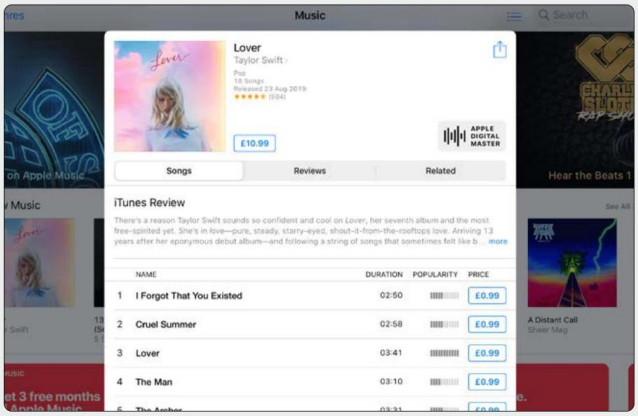
8 This icon takes you to the TV Programmes section, where you can buy individual shows or entire series.

9 Tap here to see what's selling well, listed according to Songs, Albums and Music Videos.

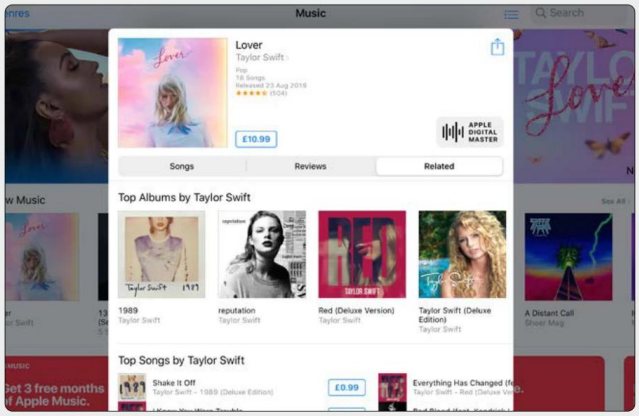
10 The iTunes Genius feature attempts to find music you might be interested in, based on what you've previously bought.

11 Tap here for a list of everything you've previously purchased on the iTunes Store, including things that are not currently on your iPad. You can download them if you wish, without having to pay a second time.

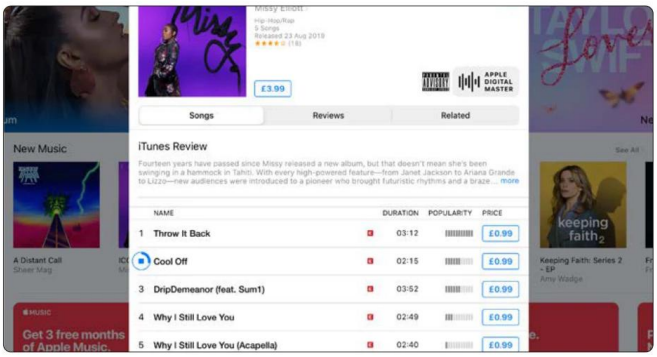
Buying Music from iTunes.



Find the album or song you want and tap on it. You can see a review if available. When looking at a complete album, a track list is also shown. From here, you can tap the price at the top, for the whole album or an individual track's price to buy a single song.

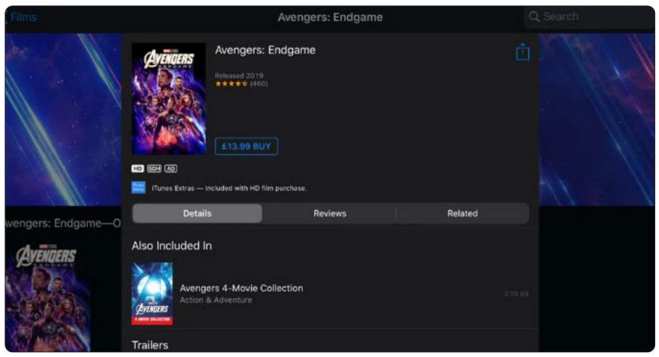


If asked to sign in, do so, and the album or track is downloaded to your Music app, from where you can play it on your iPad. For more reviews of that album, tap the Reviews tab. For more by that artist or similar music, tap the Related tab, as shown here.



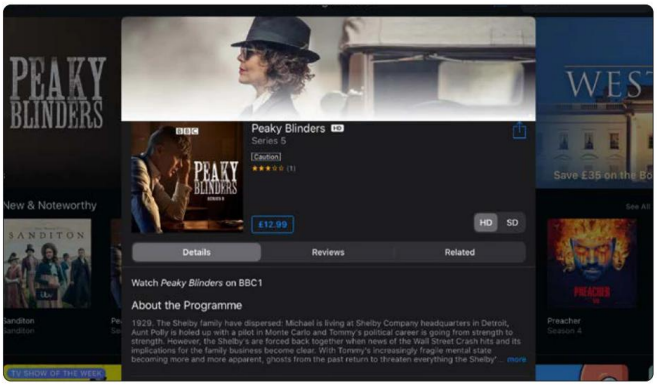
Previewing Music

You can preview a track simply by tapping its name on the purchase screen. A short excerpt from that song is played, shown by the gradually filling circle with a square in it to the right of the chosen track. Tap that square to stop the preview.



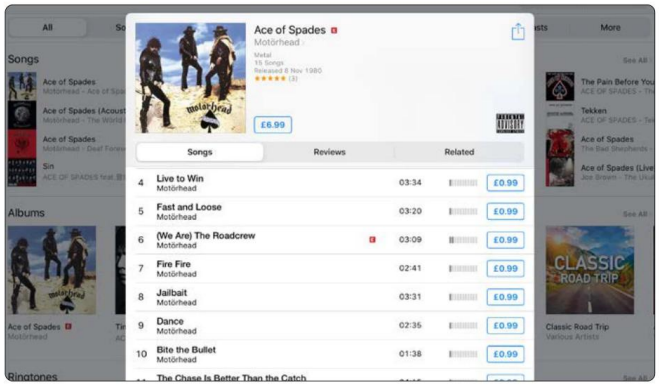
Buying Movies

Tap Films at the foot of the screen and navigate to the one you want. Choose between HD and SD versions, watch a trailer and either buy or rent it. Rented movies delete 30 days after renting or 48 hours after you start to watch it, whichever is sooner.



Buying TV Shows

Buying TV shows is similar to buying music, in that you can buy an individual show or an entire season, it's up to you. You can choose between HD (high definition) and the usually-cheaper SD (standard definition) where both are available.



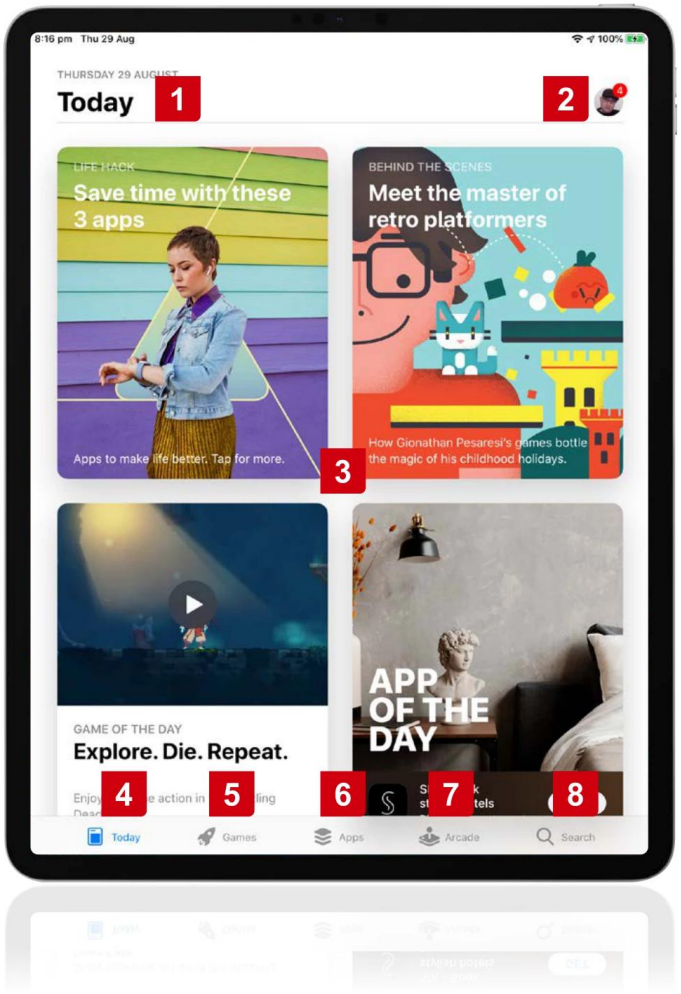
Complete Album/Season

If you've already bought a few songs from an album or episodes from a TV show season, and decide you want the rest, when you buy the album or season, the price is adjusted accordingly, based on what you've already spent.

App Store App

The App Store is where you buy new apps for your iPad. Games, productivity software, entertainment applications and more. You name it, you can find it on the App Store. Some apps are free, others you pay for.

App Store in Focus



1 The App Store's new Today screen gives you the pick of new releases, chosen by Apple's editors. Scroll up for previous days' selection of Apple's editors chosen apps.

2 Tap here to get to your account details, to redeem a card, send an app as a gift, update apps, check on the apps you've previously purchased, or sign out of the App Store.

3 These are the apps, and a feature highlighting a range of apps, that have been chosen by Apple's editors as the choice of the day. Tap one for information on that particular app.

4 Tap here to get to the Today screen, as seen here. The Today screen is a great way of finding out what's new and exciting on the App Store. New apps are added every single day, so it's always worth taking a look.

5 The App Store's massive range of gaming apps now have their own category. If you feel like some fun, tap this icon and take a look at the iPad's latest games.

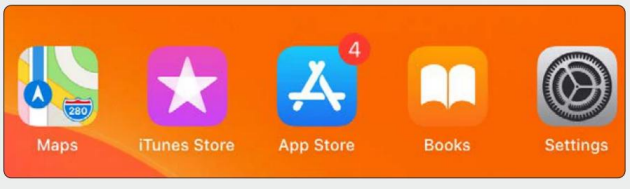
6 Tapping the Apps icon takes you to the apps page, where you find the iPad apps that aren't games. Scroll up and down and browse by category if you wish.

7 This icon takes you to the Apple Arcade subscription service. At the time of writing, it hasn't been released, but we can look forward to playing ad-free games on Macs, iOS devices, and Apple TV, all for a single subscription price. It's a little like Apple Music, but for great gaming experiences.

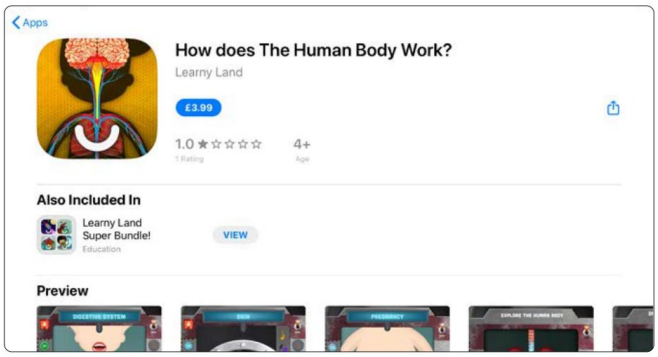
8 You can search for an app or a game using the search field. You can search for an app by name, by what it does (e.g. word processor), by the developer and more.

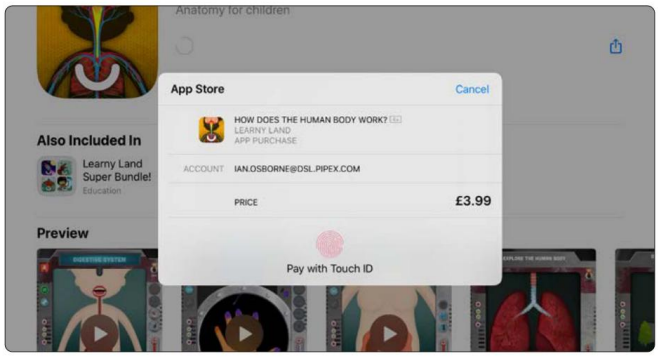
Updates Available.

When updates are available to one or more of the apps on your iPad, the App Store app is badged, as you see here. The number in the red circle refers to the number of apps that can be updated.



Buying Apps on the App Store

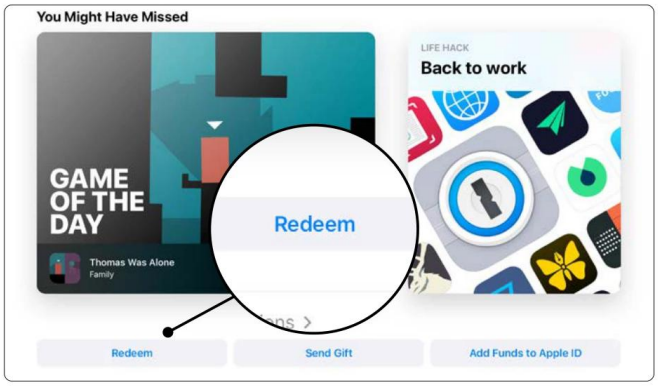


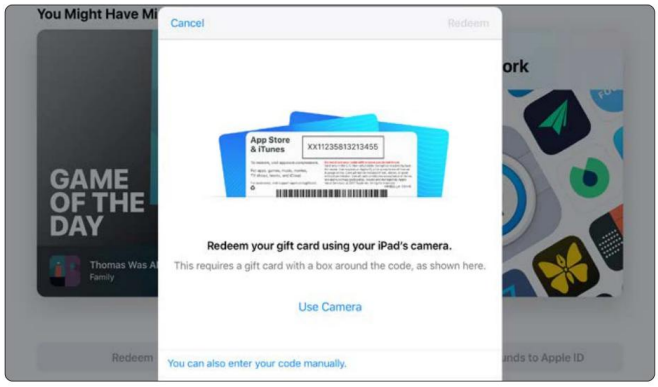


1 Navigate to the app or game you want to buy. Information on that title is offered, as shown. When ready, tap the price button (or for free apps, the Get) button under the title. Unless you've already done so in the last few minutes, you're asked to sign into your App Store account.

2 Sign in if necessary, then follow the on-screen instructions to continue. The app downloads and an Open button is shown. You can open the app from here, from the Home screen, or simply tap the 'X' icon in the top right of the floating window to close it and continue using the App Store.

Redeeming an iTunes Gift Card



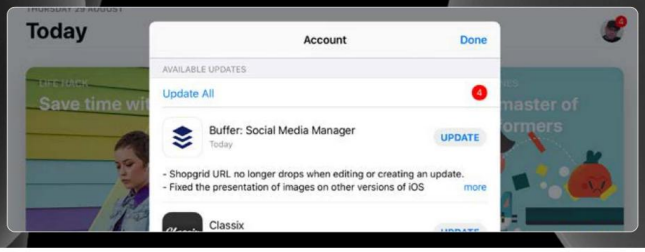


1 If you have an iTunes Gift Card or Apple Music Card, you need to redeem it using the code on the back of the card. It's easy to do. First, scratch off the label to reveal the hidden code. Then scroll the App Store screen all the way up, to find these buttons at the bottom. Tap Redeem.

2 If asked to sign in with your Apple ID, do so. You can enter your code manually, using the virtual keyboard or take a photo of it with your iPad's camera. This option is only available if the iTunes card has a box around the code. Tap the link to choose your option, then follow the on-screen instructions.

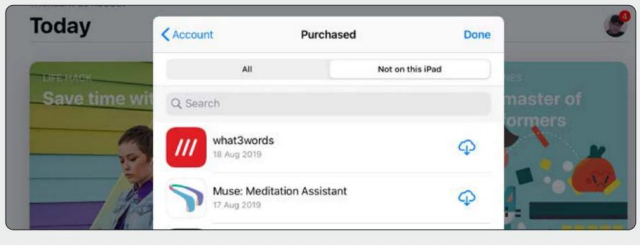
Updating Apps.

If you have apps on your iPad for which updates are available, the App Store home screen icon and the icon in its top right corner are badged with the number of apps that can be updated. Tap it, then update individual apps by tapping their Update button; or do them all together by tapping the Update All link.



Download Purchased Apps.

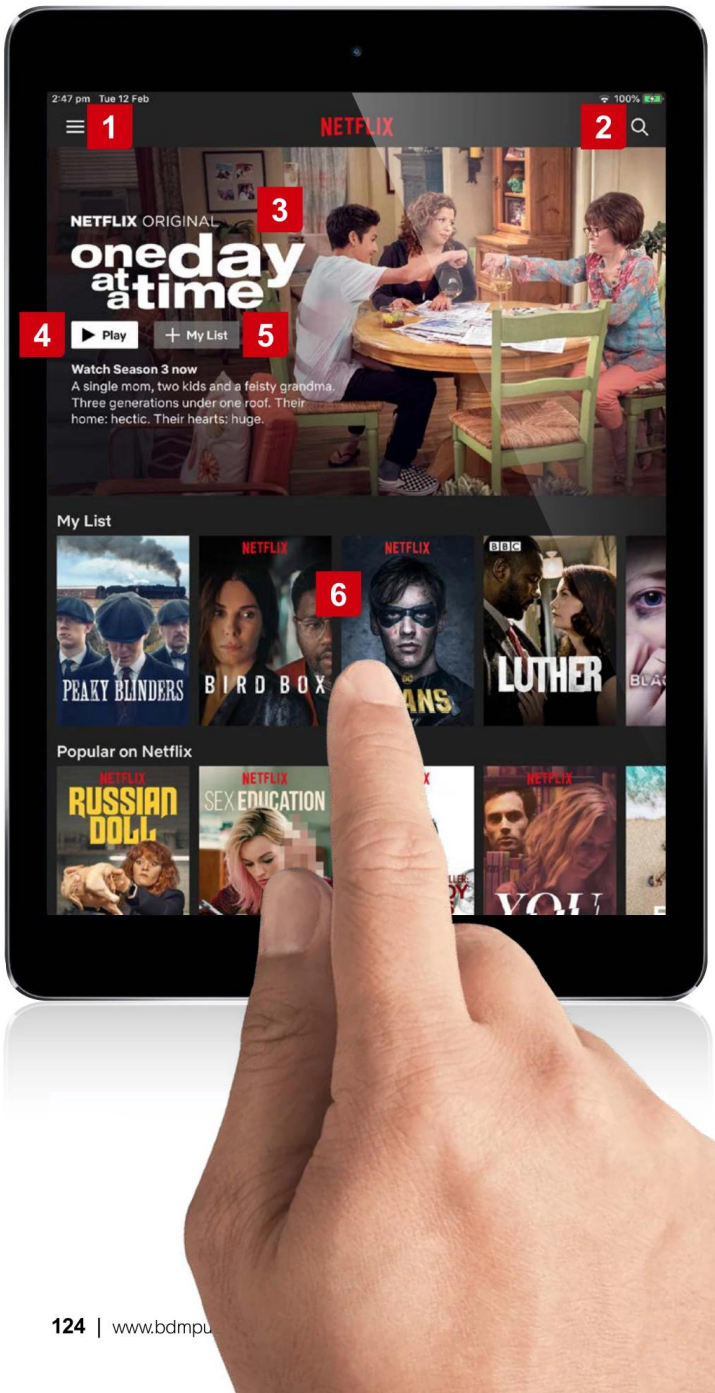
Apps you have previously purchased but aren't currently on your iPad can be downloaded for free. Tap on your account icon in the top right, then on the Purchased link, and you're shown your apps. You can view all your apps or only those Not on This iPad. Tap its icon showing a cloud with a down-pointing arrow to download an app to your iPad.



Netflix App

Netflix is an incredibly popular video streaming service. For a monthly fee, you can watch as many Netflix movies and TV shows as you wish. To watch Netflix on your iPad, download the app from the App Store.

Netflix in Focus



1 Tap the Three-lines icon here for a sidebar that lets you change accounts, change your notifications, view programmes and movies you've downloaded and also navigate directly to lists of shows arranged by genre and other categories.

2 The Search function. Tap here to search for a show title, actor, genre and more.

3 This is a preview offered by Netflix. Under its title, you see a description. Tap on this preview for more information.

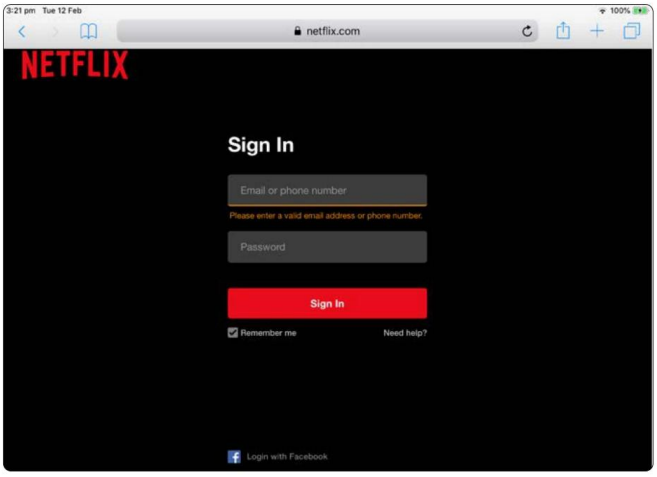
4 Tap this button to play the show in question.

5 If the previewed show is of interest to you, tap My List to save it for later. Your list of saved shows is available through the sidebar, accessed with the Three-lines icon [1].

6 These are previews; scroll right and left for more within each category, or up and down for more categories. Tap one to watch a trailer. When watching a trailer, to close it tap 'X' in the top right.

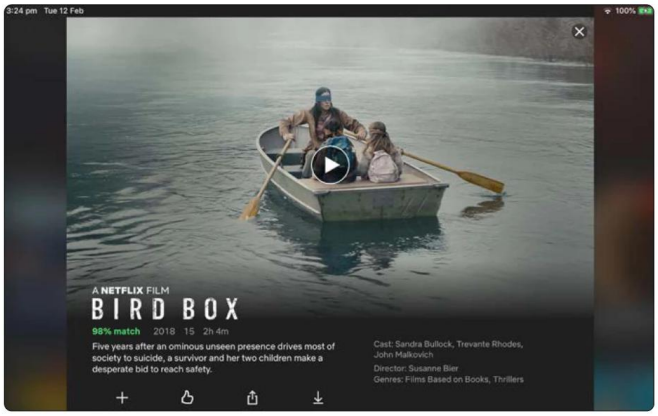
Be in Control.

For controls while a video is playing, tap the screen. You can also skip a show's introduction sequence by tapping the Skip Intro button.

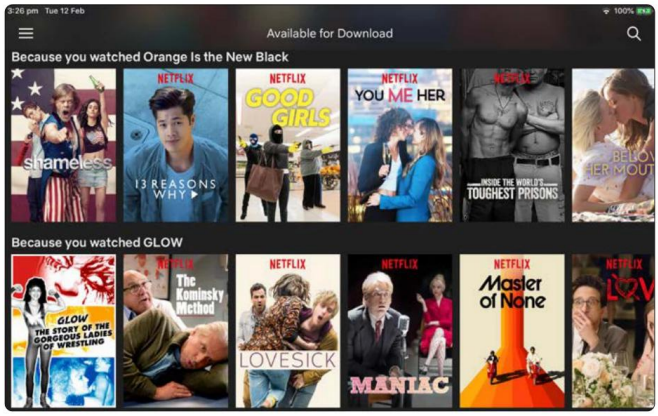


1 If you haven't yet opened a Netflix account, sign up at www.netflix.com. Now download the app from the App Store (it's free) and sign in using the email address and password you set up on the Netflix website. Your details are saved to iCloud, for use on all your Apple devices.

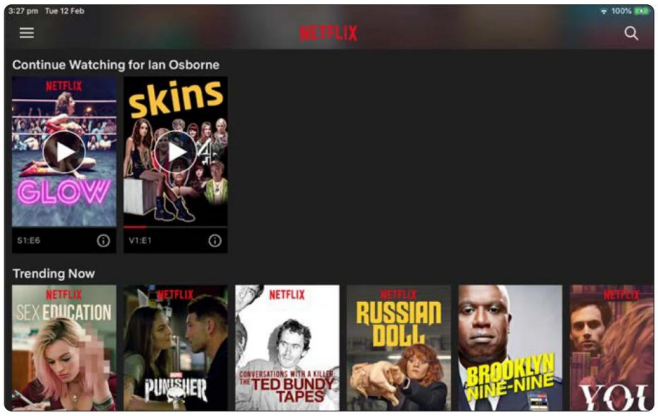
2 You can then add profiles for everyone who uses your Netflix account. It's a good idea to do so and not just share the same profile as, over time, suggestions are moulded to your individual tastes. Tap Edit in the top right corner to change profile names or delete profiles.



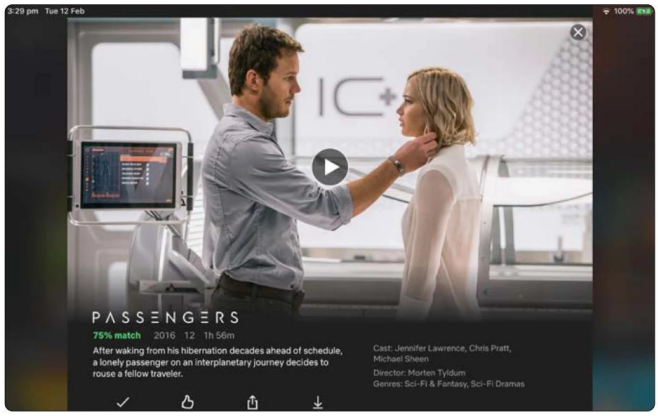
3 When you find a show that interests you, simply press the Play button to watch it. Tap the Plus sign to add it to your list for later viewing, tap the Thumb icon to rate it and the Share icon to share it with a friend or relative (as long as they also have a Netflix subscription).



4 To download a show for later viewing, open the sidebar, tap Available to Download and then choose something. Not every show can be downloaded, but those that can, will have a Download icon, as seen in Step 3, or next to each episode of a series.



5 If you're currently watching a series, or have stopped halfway through a movie or show, they're grouped near the top of the Home screen under 'Continue Watching for [Profile Name]. Tap one to carry on from where you left off last time you watched.

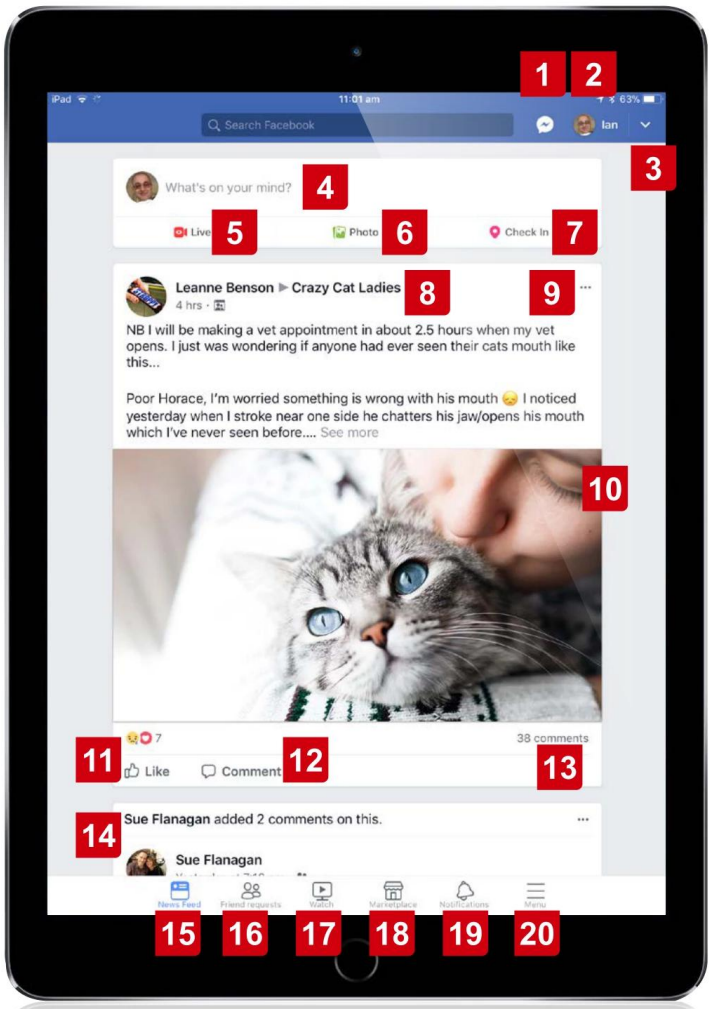


6 To remove a show from My List, tap on it to get to the information screen. The icon over My List is a tick, instead of a plus button. Tap this tick to remove it from your listed shows. You can add it again later if you wish and you can have as many items in your list as you like.

Facebook App

The Facebook app makes it easier to use Facebook on your iPad. You can post pictures, update your status and more. It's not on your iPad out of the box but it can be downloaded for free using the App Store app.

Facebook in Focus



1 Tap here to switch to Facebook Messenger, a separate app which is also free on the App Store.

2 Tap here for your account details.

3 This chevron gives options such as Settings, Activity Logs, Privacy Shortcuts and the opportunity to log yourself out.

4 This is where you update your Facebook status.

5 The Live option allows you to broadcast a live feed for your Facebook friends to follow.

6 To add a photo or video to your Facebook status, tap here. From the next screen, you can add one that's already on your iPad or tap the camera icon to take a new one.

7 Check In lets your friends know where you are. Useful when arranging to meet.

8 Posts made by your Facebook friends appear here, as do posts made to groups of which you're a member. Posts are time-stamped.

9 Tap here for a range of post-related options.

10 Tap a video embedded in a post to play it. Tap a photo for an expanded view.

11 Tap here to add a 'Like' to the post. Tap and hold it for a bubble that lets you add an emoji instead of a regular Like. Other people's likes and emojis are shown above it.

12 This link lets you add a comment to the post you've just read.

13 Here you see the number of comments made by others about this post. Tap this link to read them.

14 Tap a name that appears in your timeline and you're taken to that person's Facebook profile. From there, you can Friend or Unfriend them, send them a wave, send a private message and more.

15 Tap here to go to your News Feed, the page you see here.

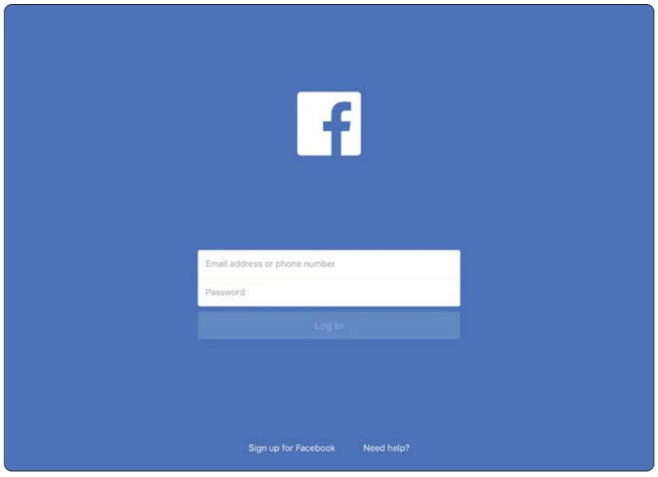
16 This link lets you review your friend requests, which are from people who have asked to be your Facebook friend.

17 Tap here for a selection of videos, tailored to your chosen interests.

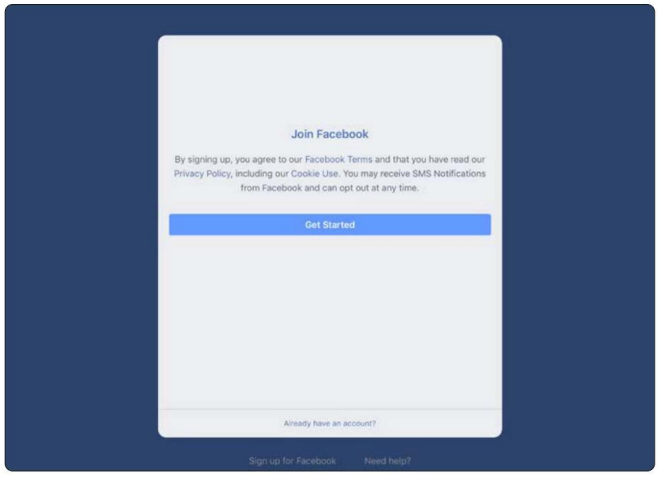
18 If you wish to sell something locally, Marketplace is a useful option.

19 Here you can see notifications, such as when someone comments on or likes your status or tags you in a photo.

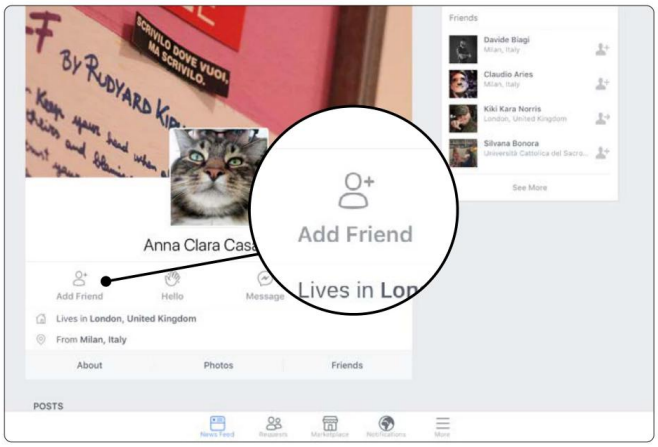
20 The Menu link shows a range of options such as Groups, Events and many more.



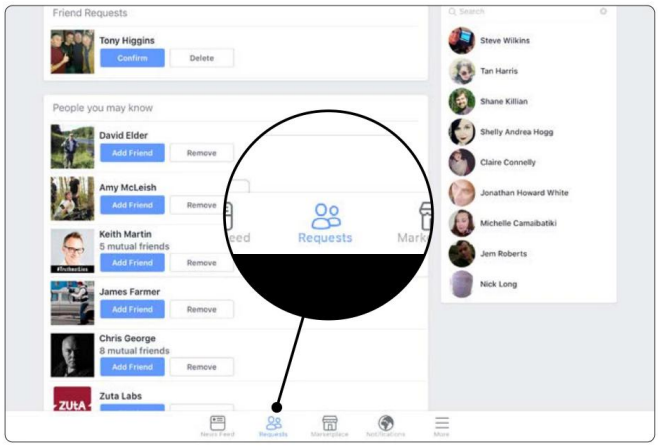
1 When you first open your Facebook app, which must be downloaded from the App Store to your iPad (it's free), this is what you see. If you already have a Facebook account, enter your details and tap the Log In button.



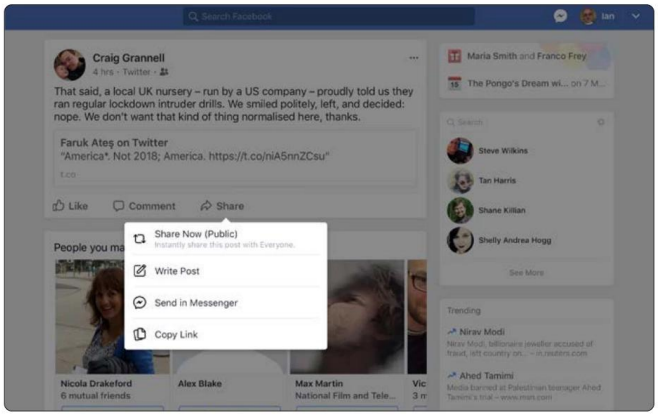
2 If you have an account but have forgotten your password, tap Get Help. If you don't have an account, tap Sign up for Facebook at the foot of the screen and tap the Get Started button. Enter your details as instructed.



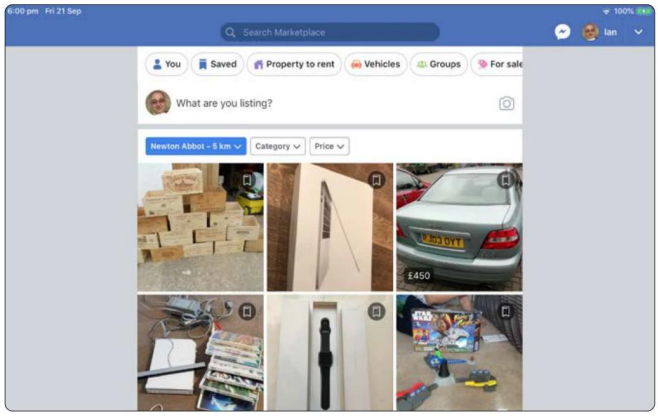
3 There are several ways to find a friend. You can search for them by name using the search field atop the screen. If you see a name of someone you'd like to friend, maybe in a comment, tap it and tap Add Friend to send a request.



4 Tap the Requests icon to see incoming friend requests that you can accept or delete and also a list of people you may like to friend. When you send a friend request, the other person must accept it before you become Facebook friends.



5 If someone's post has a Share icon, you can tap it for this pop-up window. From here you can share the post to your own timeline, share it while adding a comment of your own to it, send it to someone in Messenger or copy its link.



6 You can now buy and sell through Facebook too. Tap on the Marketplace icon in the bottom toolbar to see a range of second-hand goods being sold in your area. Tap the What Are You Listing? link to sell. This is useful if you want to buy or sell locally.

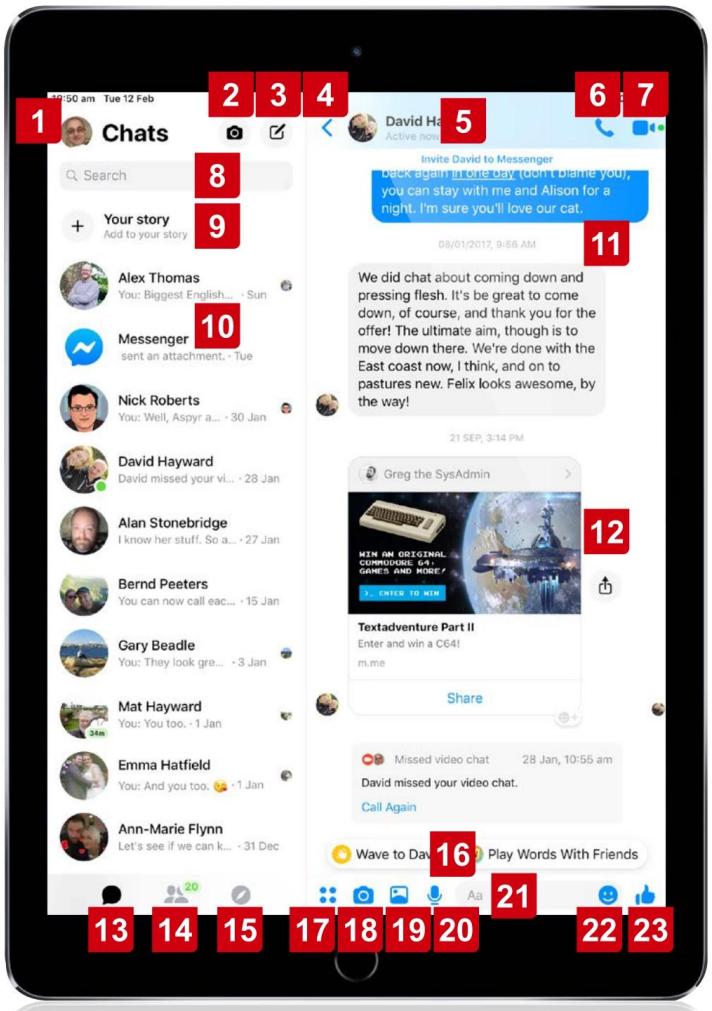
FB Messenger

What if you want to communicate directly with a Facebook friend, instead of writing on their wall for all to see? You need Facebook Messenger, another free app you can download from the App Store.

Facebook Messenger in Focus

1 Tap your avatar to get to your account details, from where you can make changes and add information.

2 You can take a video or photo, adding text and graphics, if you wish, then use it in a future message.



3 If you want to initiate a new group message, tap here to start then choose whom to add.

4 Tap the chevron here to close and open the sidebar.

5 This is the person you're currently chatting to.

6 This icon lets you initiate a Facebook audio call. It's over the Internet and it's free.

7 This starts a Facebook video call. Again, it's over the Internet and it's free.

8 Tap here to search. You can look for people, groups, words and more.

9 You can create a story made of video, photos and text for your friends to see.

10 These are Facebook Messenger conversations. Tap on one to open it in the right-hand column.

11 Your messages are shown in blue. Messages sent to you are shown in grey. All messages are time and date-stamped.

12 You can send photos and videos via Facebook Messenger and also web links, as seen here.

13 Tap here to open the Chats column.

14 Opens the People view in the sidebar. You can see all your Facebook friends who are currently active.

15 The Discover icon. Shows subjects, services and information which might interest.

16 Tap to wave to your contact, or challenge them to a game.

17 The Four-circles icon lets you send a GIF, suggest a game, send location and more.

18 Tap here to take a photo or video to send to your Facebook Messenger chum.

19 This icon lets you send a photo or video.

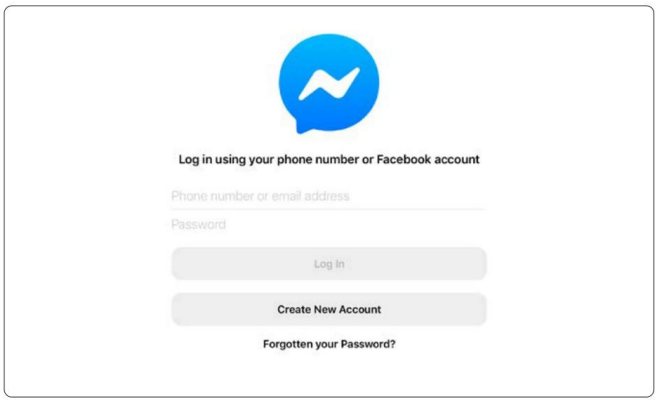
20 Press and hold the Mic icon to record and send a voice clip to your chum.

21 Tap this and the keyboard appears, allowing you to type a new message.

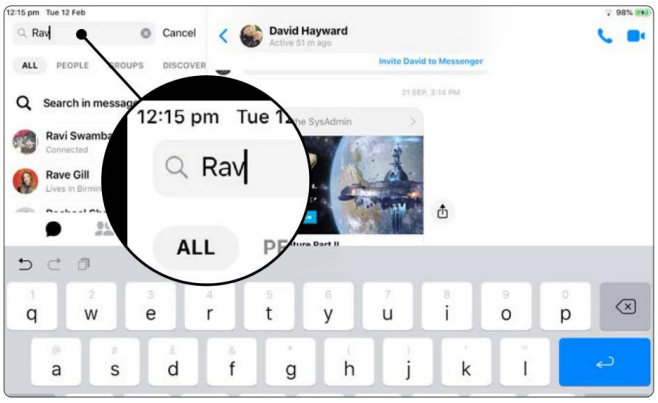
22 This allows you to send stickers, GIFs, or emojis, across Facebook Messenger.

23 Tap the thumbs up to send a thumbs-up picture.

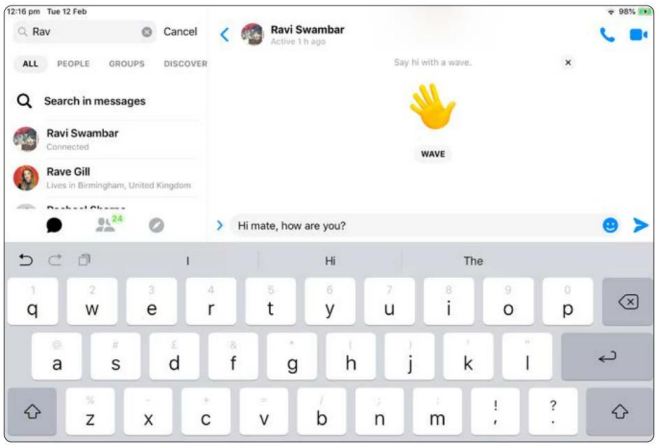
Using the Facebook Messenger app



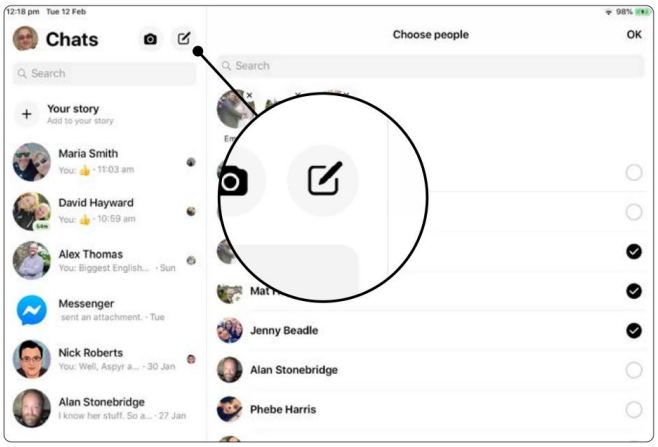
1 When you first open the Facebook Messenger app, you're invited to log in with your phone number or your Facebook account. If you don't already have an account, tap the Create New Account button and make one.



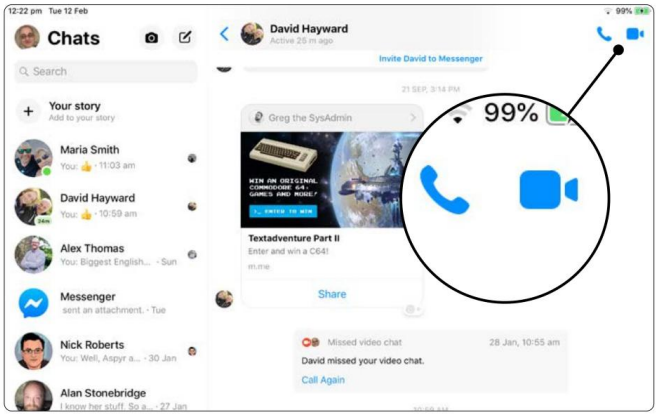
2 To start a conversation with someone you've never messaged before, tap the search field in the top left corner to bring up the on-screen keyboard. Type their name then tap on it in the search results.



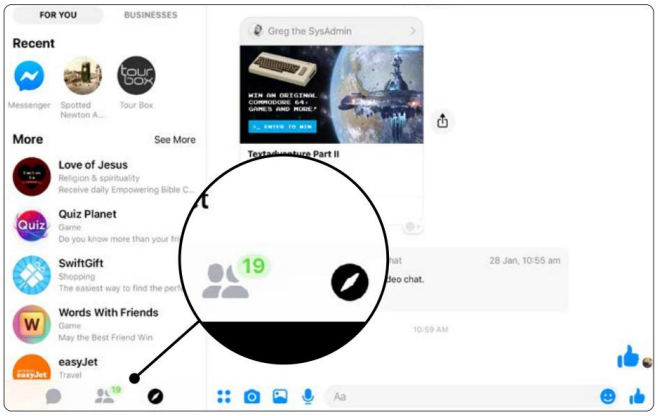
3 You can then enter the message you want to send in the text field, as shown. Use the icons to the left of the text field to add stickers, photos, videos and more. When you're done, tap the icon that looks like a paper plane to send.



4 You can start a group message, i.e. a chat with more than one person, by tapping the Pen-and-paper icon then tapping each person you want in the group. Your messages and their responses, now go to every group member.



5 You can initiate a Facebook audio or video call using the Camera and Receiver icons found in the top right corner. You then call the person whose chat you have open. These calls use the Internet, so are free of call charges.

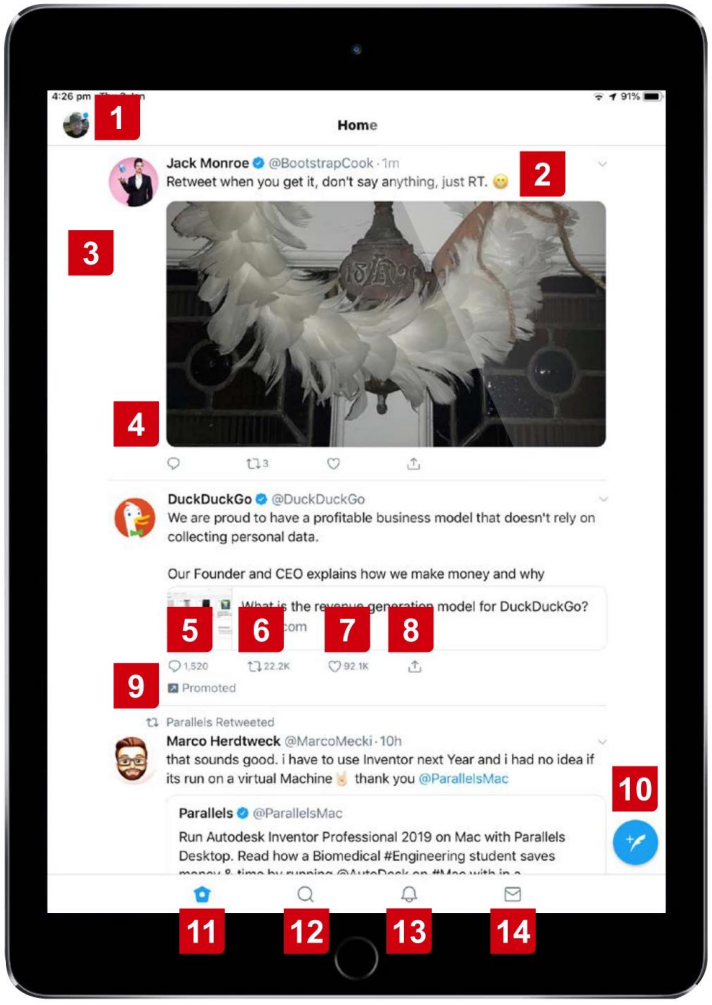


6 Tap the People icon and the sidebar lists which of your contacts are currently active on Facebook. Send them a wave or start a conversation. Tap the Discover icon for all sorts of things Facebook Messenger thinks might interest you.

Twitter App

The official Twitter app is not on your iPad by default but it can be downloaded for free from the App Store. With it, you can send short messages to be read by your followers and follow other Twitter users yourself.

Twitter in Focus



What is a Tweet?

A tweet is a short message, posted to your Twitter timeline, that can be read by anyone following you. The length of a tweet used to be limited to 140 characters, though it was recently increased to a more generous 280 characters.

1 Tap here for a sidebar, giving access to your profile information, bookmarks and information.

2 Each tweet is headed by the name of the person who sent the tweet, their twitter handle (which starts with an '@' symbol) and their profile picture. A blue tick after their name means the identity of that person has been confirmed, it's definitely not a fake.

3 These are tweets, sent by people you follow on Twitter. They're shown in the order they were sent.

4 A tweet can contain pictures and videos as well as text. You can also add links to web pages, hashtags and another person's user handle, to make sure that person sees your tweet even if they don't follow you.

5 This shows how many replies have been made to this particular tweet. Tap the speech bubble to add a comment of your own. To read comments left by other people, tap the tweet itself.

6 This is the retweet icon. This tweet has already been retweeted by followers of the account.

7 Did you like this tweet? If so, tap the heart icon; This tweet has been liked many times.

8 Tap here for a range of options, such as forwarding a tweet as a direct message and more.

9 Promoting is a service whereby an advertiser pays to have a tweet shown to a wider audience. The tweet here appeared in our timeline because it was promoted.

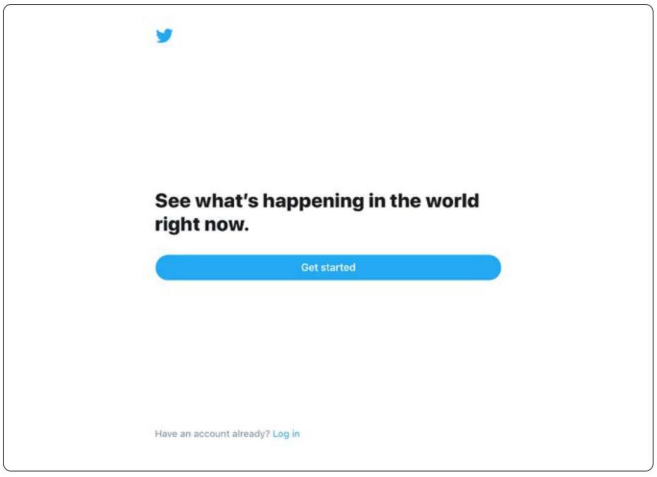
10 To send a new tweet, tap here and type your message in the pop-up window that appears.

11 Your Home page, where tweets sent by people, companies and organisations you follow are shown.

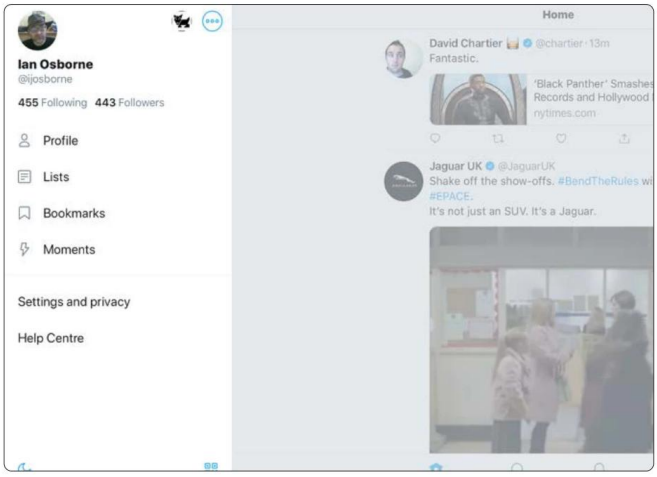
12 Tap here to search Twitter for people, subjects and just about anything else.

13 When one of your tweets is liked, retweeted or replied to or you're tagged in a tweet (that is, someone types your Twitter name in a tweet), you're notified here.

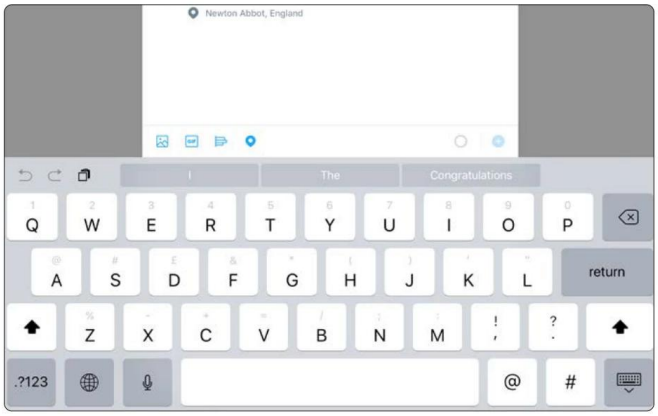
14 You can send messages, directly to someone who follows you. Tap here to read and send them.



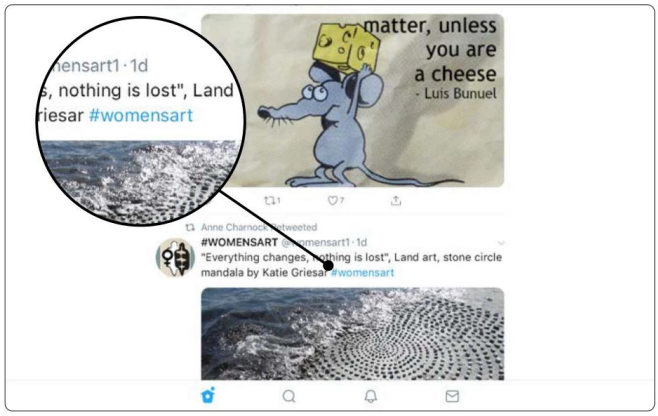
1 Download Twitter from the App Store and open the app. This is what you see. If you already have an account, tap Log In at the bottom of the screen. If not, tap Get Started and follow the on-screen instructions to create one.



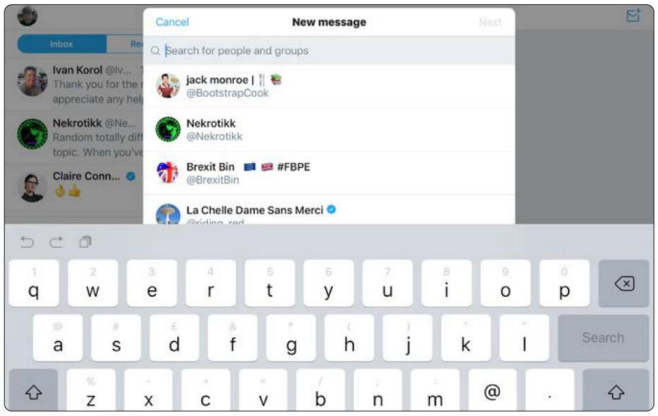
2 Tap the photo or silhouette in the top left corner for this sidebar. To edit your profile, including your full name, photo and bio, tap Profile, then Edit Profile. This screen also shows your Twitter handle, which starts with a '@'.



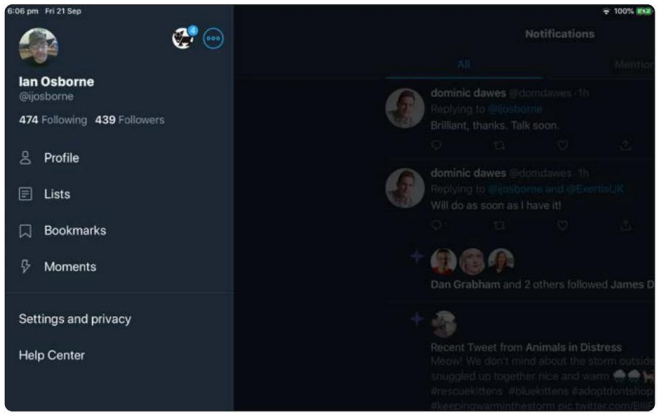
3 To write a new tweet, tap the icon in the top right for a pop-up window. Here you can type your tweet and using the icons in the bottom left of the window, add a photo, a GIF, a question poll and/or a location respectively.



4 If you see a hashtag, that is, blue text preceded by '#', you can tap it and see other tweets that include the same hashtag. Adding hashtags of your own makes your tweet easier to find by others looking for that particular subject.



5 You can start a Direct Message (DM) conversation with someone if they follow you or if they've chosen to accept DMs from anyone. On the Direct Messages page, tap the icon in the top right to write a new direct message.

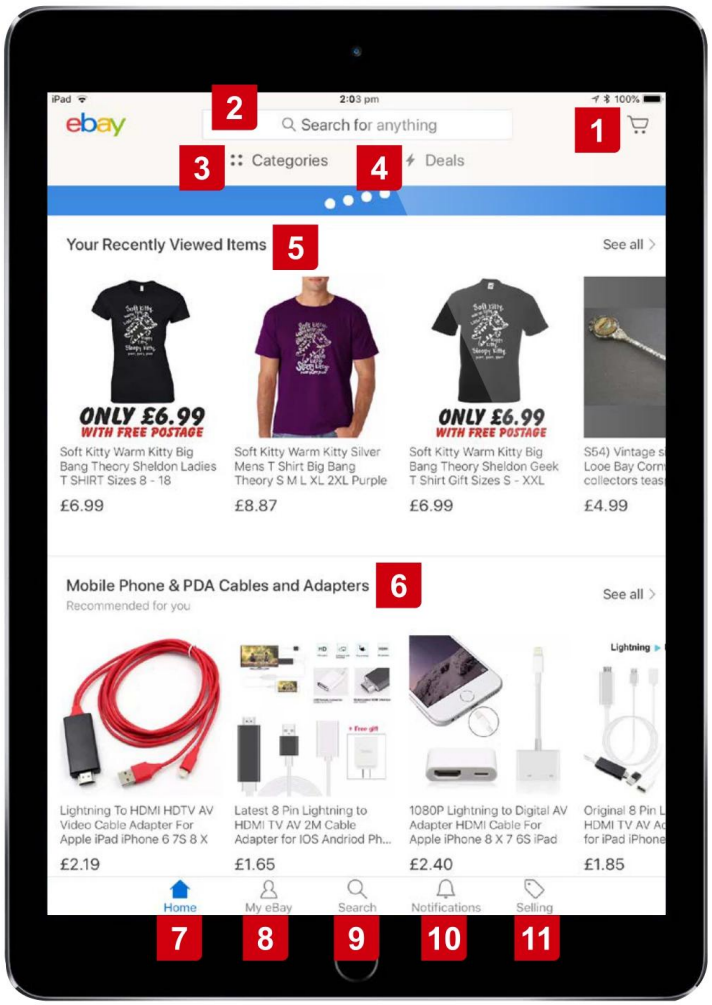


6 If you find the white background a little hard on the eyes, tap your photo, or the silhouette if you haven't added one, in the top right corner to access your sidebar. Then tap the moon in the bottom left to switch to a darker view that's easier on the eyes.

eBay App

eBay is the world's biggest online auction site and it has its own iPad app. Download the official eBay app from the App Store for free and then you can bid on auctions and control your own sales directly from your iPad.

eBay in Focus



1 Your shopping cart. If you're buying several things, you can leave them in your cart until you've finished shopping and then purchase them all together. Tap the icon to see what's currently in your cart.

2 The Search field. If you're looking for something specific, type it here and search the eBay site for it.

3 The Categories link lets you browse eBay according to categories and sub-categories of product.

4 Tap this link for special deals and money savers, chosen by eBay.

5 Items you have recently viewed are listed in this row, which can be scrolled left and right. Tap 'See All' for a more comprehensive round-up of your recent viewings.

6 These are items eBay thinks you might be interested in, based on auctions you've previously viewed and bid on.

7 Tap this icon to go to the Home page, which is the one we're looking at here.

8 My eBay takes you to your personal eBay page, showing purchases, active bids, items you're currently selling and more.

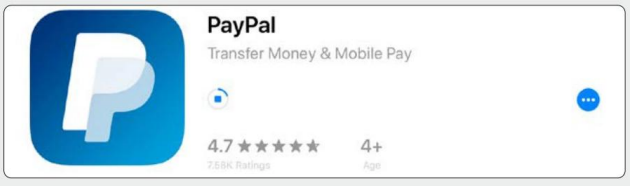
9 The search page. You get a search field and a list of things for which you recently searched.

10 Notifications are listed here and can include bids on your auctions, information on your purchases or incoming messages.

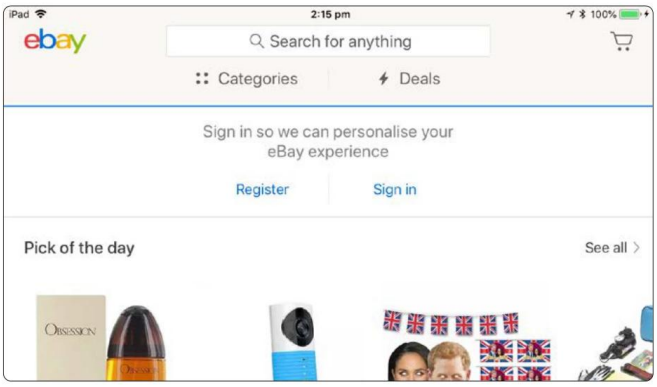
11 If you sell items on eBay, tap this link to review your current and finished auctions.

Safer Payments.

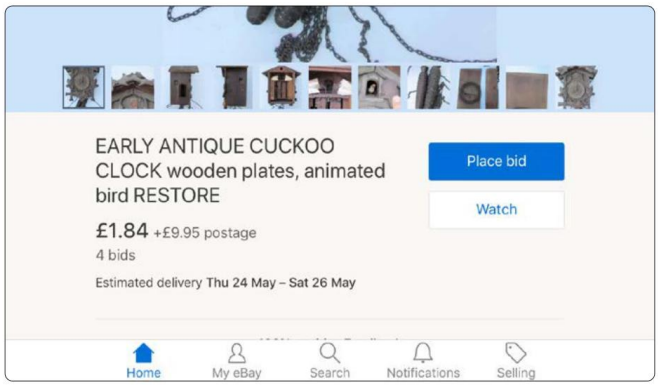
PayPal is a very convenient way to pay for items bought from eBay. There's an app for it too, though you have to use the iPhone version on your iPad. Install the PayPal app from the App Store and set up an account.



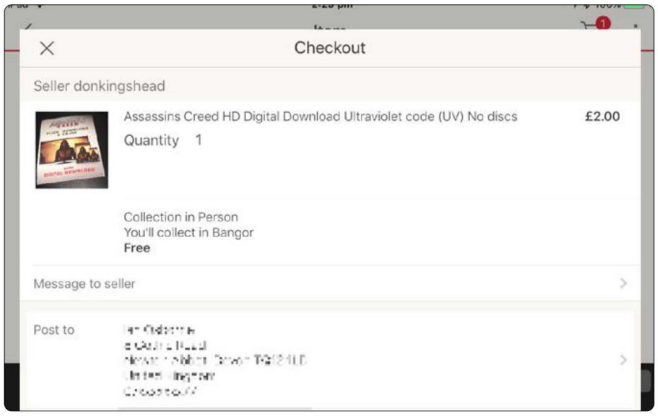
Exploring the eBay App



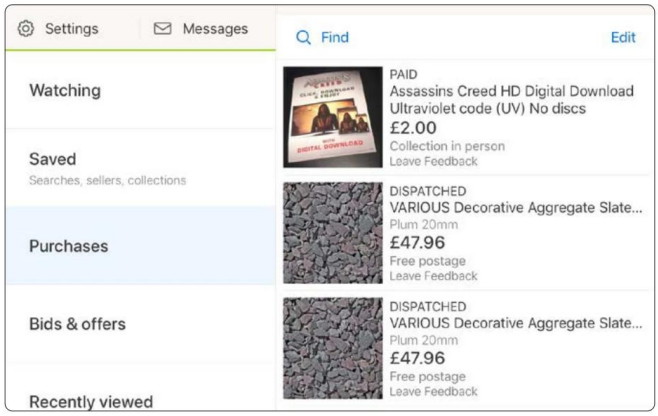
1 When you first open the eBay app, you're greeted with this screen. Unless you only want to browse, you need to tap the Sign in link and sign into your eBay account. If you don't have one, tap Register and follow the instructions to set up an account.



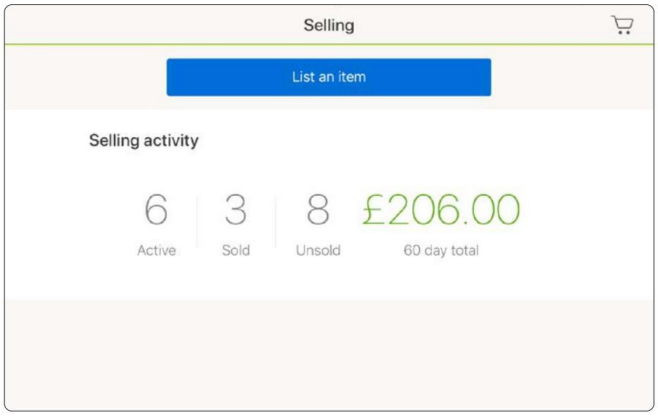
2 Peruse the eBay app for something you'd like to buy. If it has a Buy Now price, that's what you pay. If it's being auctioned, bid as much as you're prepared to spend. If you're outbid, you get a notification, so you can increase your bid if you wish.



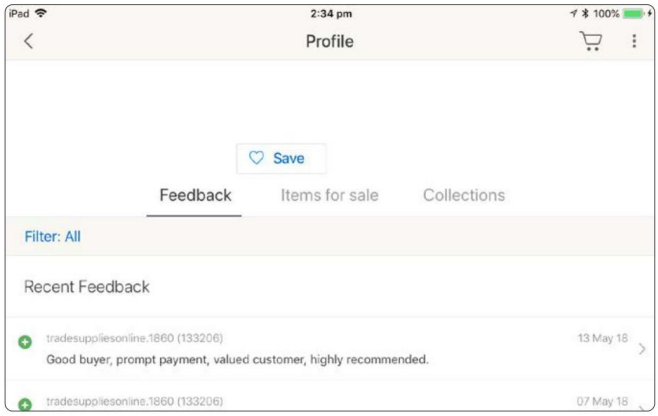
3 When you've decided to make a purchase, or won an auction, you need to pay. If you're doing a lot of shopping, you can save the item to your basket and pay all in one go. If not, just tap 'Confirm and pay' to make your purchase.



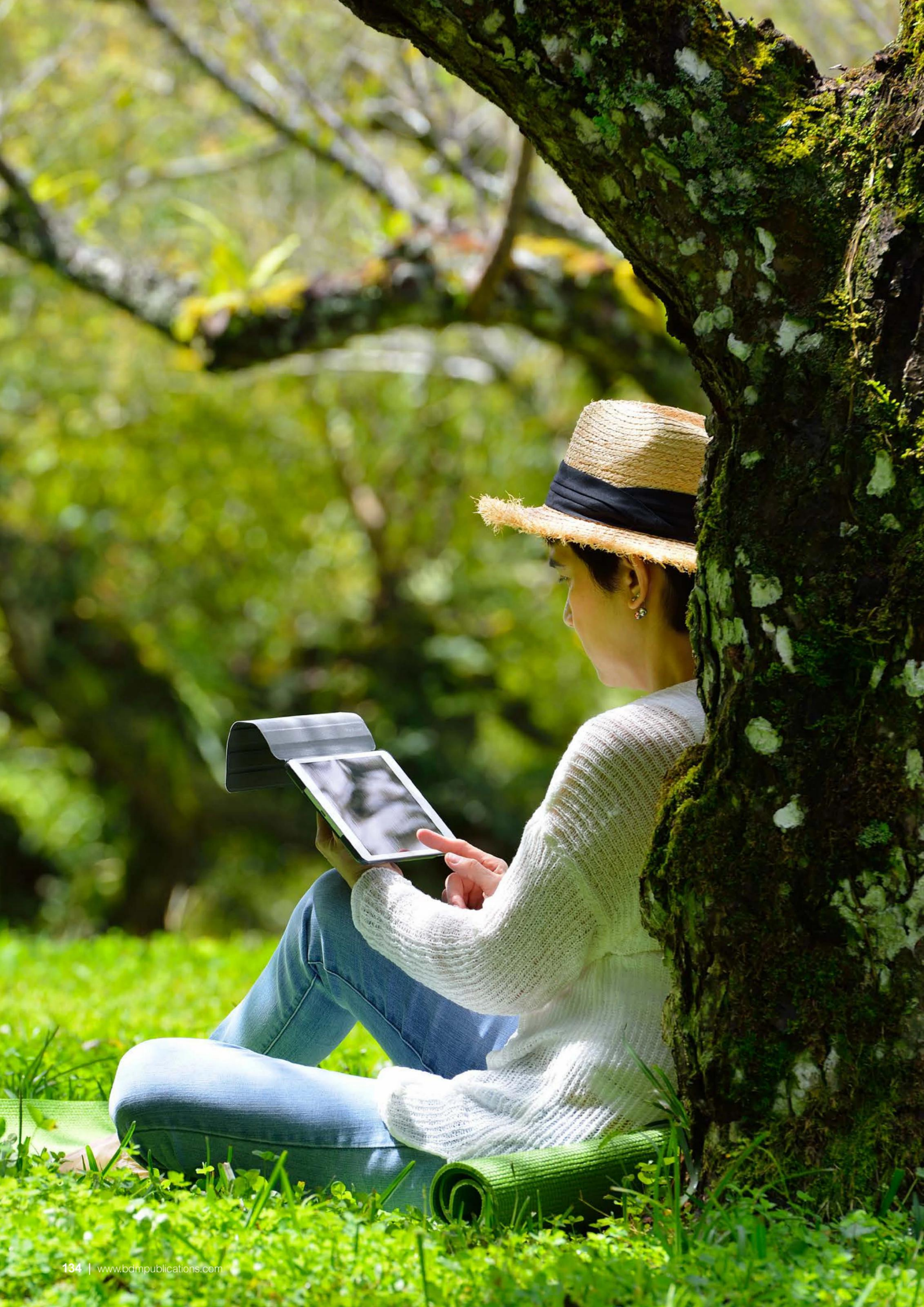
4 Tap the My eBay icon for a range of options. You can view your profile details by tapping your username, change your settings, review your messages from other eBay users and more. It's a useful page, so familiarise yourself with it.



5 You can also sell your own unwanted items through eBay. Tap the Selling icon at the foot of the page, then 'List an item'. Follow the instructions to start an auction or buy-it-now sale. You can manage your auctions from the Selling page too.



6 You can leave feedback for those you buy from or sell to and they can do the same for you too. Go to My eBay > Purchases or Selling > Sold and tap the 'Leave feedback' link. Good feedback is a sign that an eBay user can be trusted.



More of Your iPad's Features

When you're ready to take things further, this section is here to ease you into the iPad's excellent advanced features. They really help you get more from your Apple tablet, and are far more user-friendly than you might think. Read on to find out about the iCloud service, Siri personal digital assistant, Screen Time, Notification Centre and lots more.

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136 iCloud
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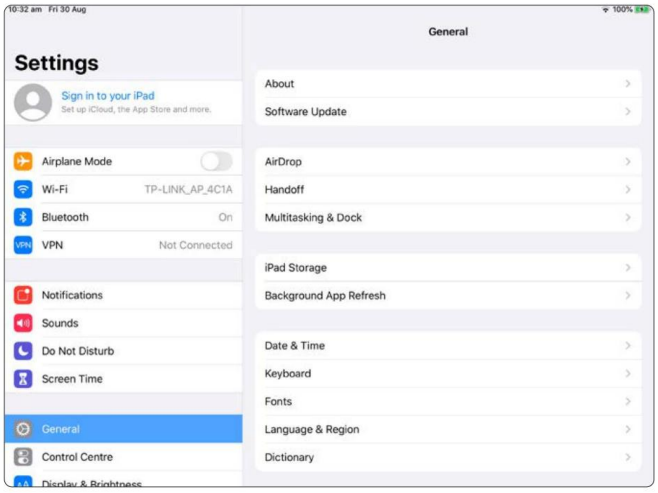
146 Customise
148 Screen Time
150 Notifications
154 More Features
160 Jargon Buster

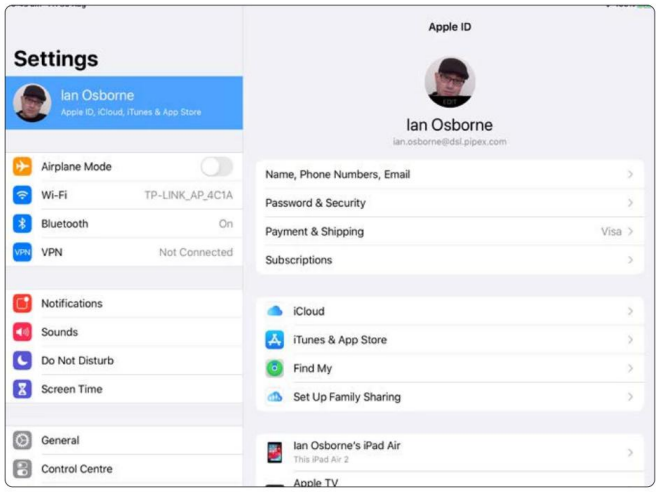
iCloud

iCloud is Apple's cloud computing service. You can sync information and files across your Apple devices using iCloud and even access some of them on the Internet. You can also use it to back up your iPad too. Here's how.

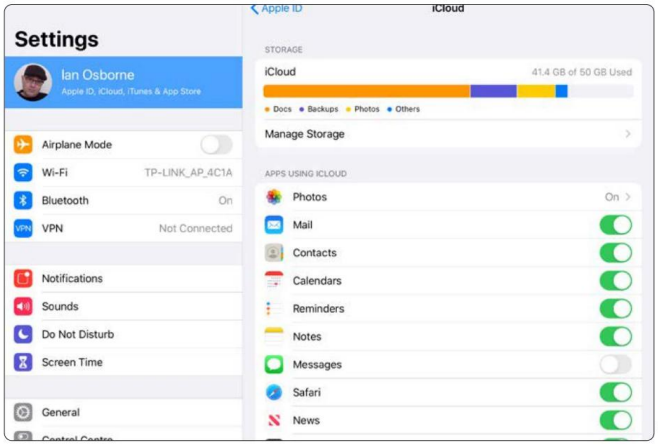
An Introduction to iCloud



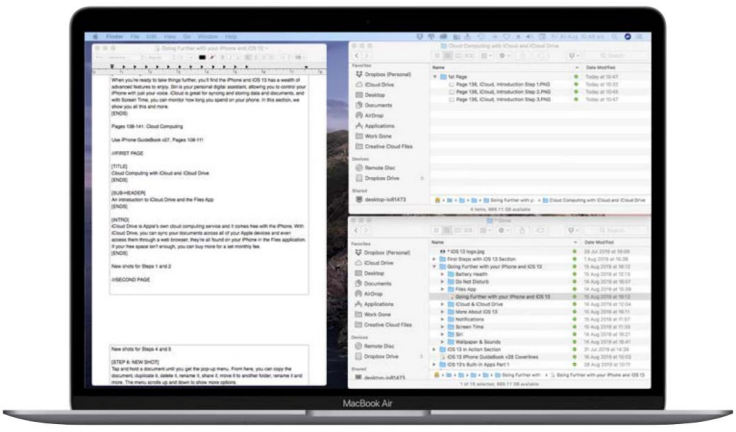
1 You receive an iCloud account, with a complimentary 5GB of online storage space, with your Apple ID. Open the Settings app; at the top of the sidebar, you should see your name. If you don't, you need to sign in with your Apple ID; tap the Sign in to your iPad link to do so.



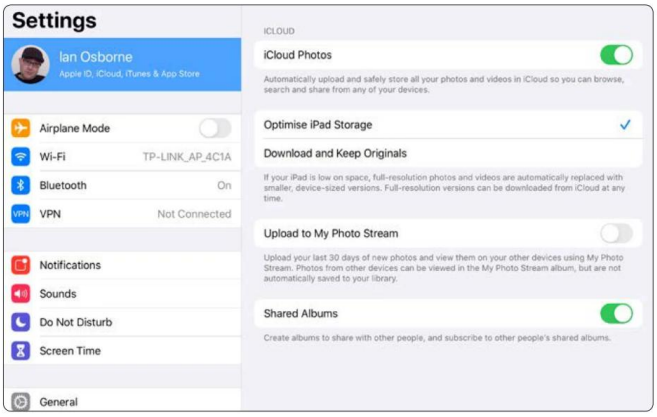
2 To use a photo with your Apple ID and iCloud account, tap the grey circle at the top of the right hand column and then take or add one from your Photos library. If you don't have one yet, just leave it; you can come back and take or add one whenever you choose.



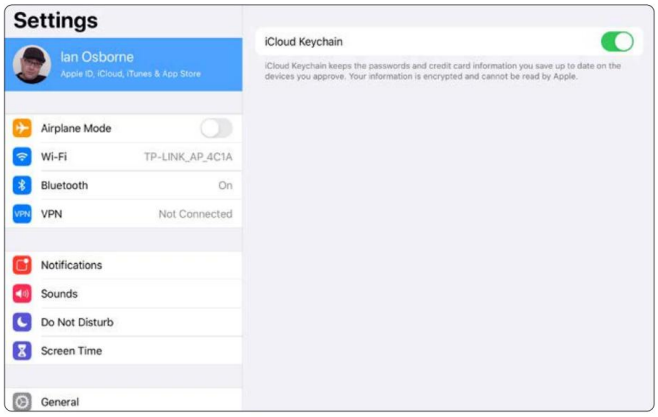
3 In Settings > [your name], tap the iCloud link for a list of apps that can be kept in sync with iCloud. If an app in this list is switched on, it means changes you make on one Apple device are also made on all your other Apple devices signed into the same iCloud ID.



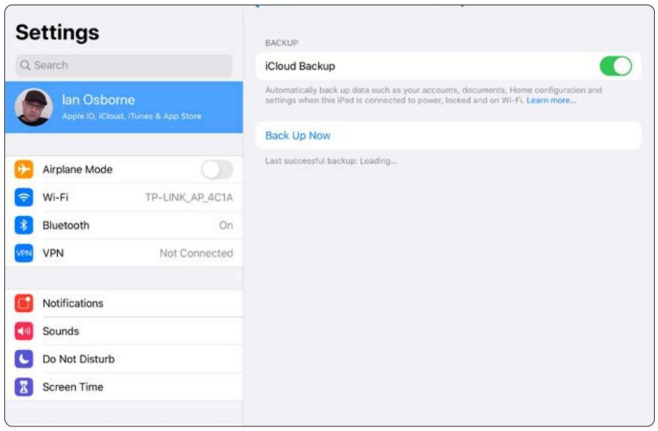
4 For example, if you have Calendar switched on in this list, and then enter a new Calendar event using your iPad, it is also shown on your iPhone and Mac, if they're signed into the same Apple ID. In Calendar's case, it's also available online at www.icloud.com.



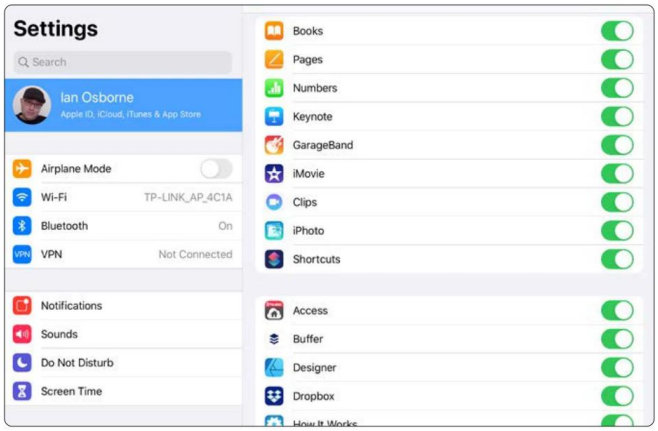
5 iCloud Photos lets you sync your photographs over iCloud, and optimise storage space by keeping the full-resolution versions on the cloud while displaying smaller versions on your iPad. You can use shared albums too. If you wish to use iCloud Photos, switch it on.



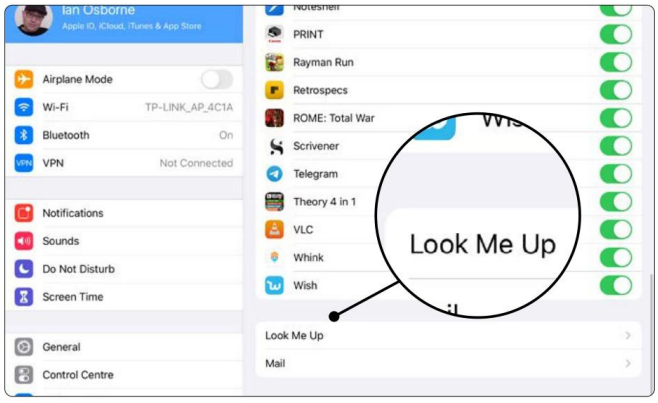
6 Tap the Keychain link and you can turn on the iCloud Keychain service here. This stores things like passwords, usernames and credit card information; for example, when you log on to an online forum, you won't need to keep typing your details every time.



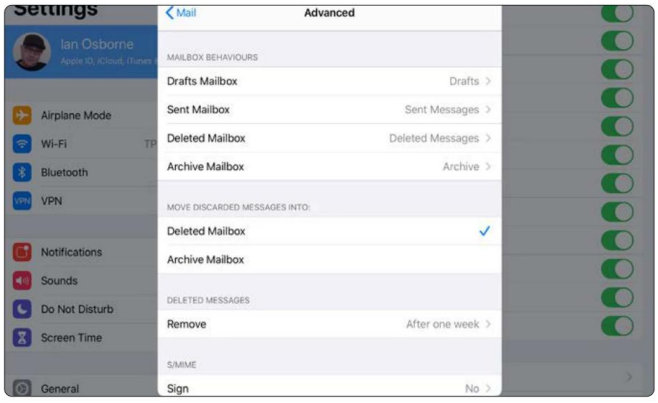
7 The Backup option lets you automatically back up your iPad whenever it's switched on, plugged into a charger and connected to the Internet over Wi-Fi. It's a great option for hassle-free backups. You can also trigger an immediate backup on this screen too. Just tap the Back Up Now link and your iPad is backed up straight away.



8 Further down the list, you see all of the Apple apps you've installed on your iPad, such as Pages, Numbers, and Clips (assuming you have these apps, of course). You can sync these with iCloud too; once again, just tap their switch to turn syncing on. Further down still are third-party apps that can be iCloud-synced.

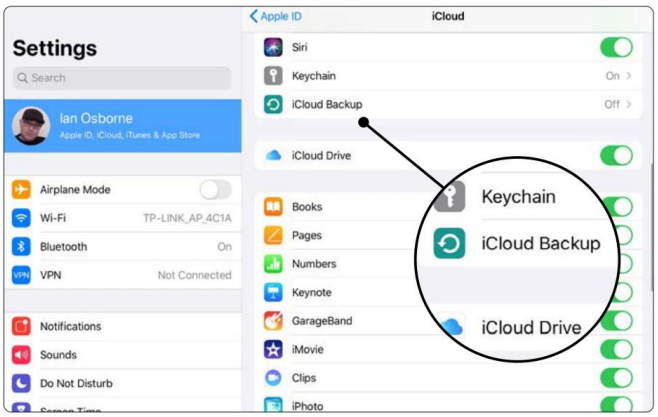


9 Some apps allow other users to find you, using your Apple ID. If this applies to an app you have on your iPad, it will ask permission to do this, after which it can be found in this section, labelled 'Look Me Up'. Tap this link to edit the list of apps that can use this function.

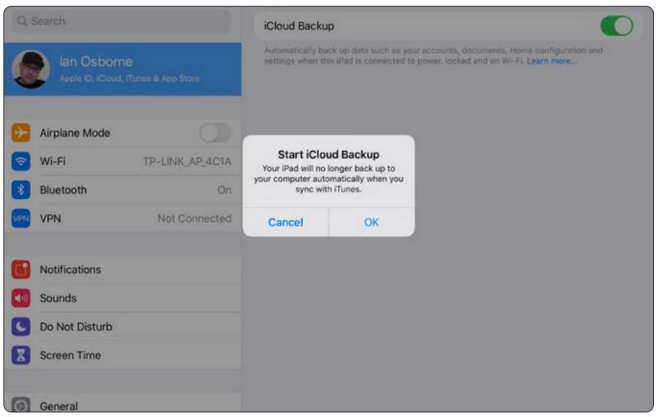


10 The Mail option towards the bottom of the screen shows the details used for your iCloud email account; this is automatically configured in the Mail app. You can change some of the advanced settings relating to the mailbox behaviours if you wish; take a look and explore the options.

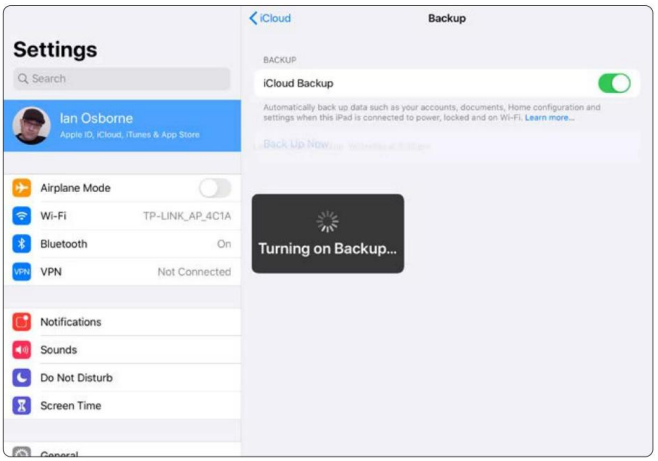
iCloud Backup



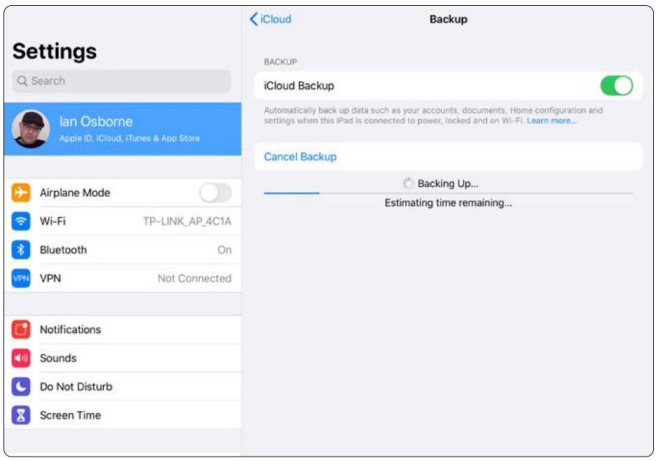
1 You can back up your iPad to the cloud, if you wish. In Settings > [Your Name] > iCloud, scroll up until you see the iCloud Backup option, which is found at the foot of the 'Apps using iCloud' section. Tap it.



2 If you want to back up to iCloud, your iPad won't automatically back up to iTunes when you connect it to your computer and sync (though you can, of course, manually back up in iTunes). Tap OK if this is acceptable.

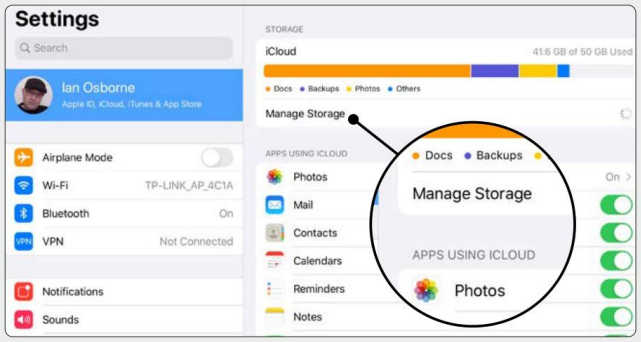


3 This switches on the iCloud Backup feature. Now, when your iPad is: connected to an external power supply, like a computer or your charger, online with Wi-Fi, and locked, it automatically backs up.

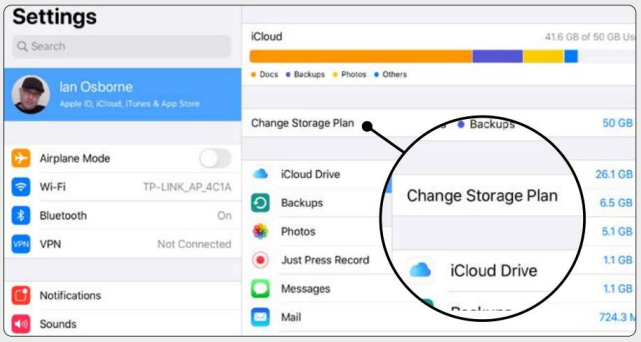


4 There's also an option on this screen to Back Up Now. This backs up your iPad immediately, and is useful if you've not backed up in a while or are about to upgrade the operating system. Tap it to back up.

Subscription Upgrades.

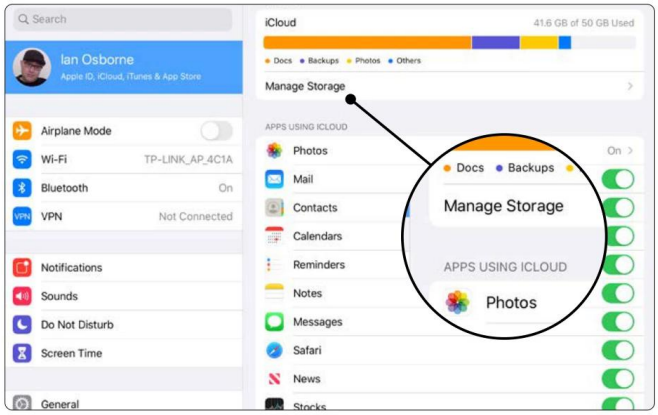


1 Go to Settings > [Your Name] > iCloud; at the top of the screen, tap the Manage Storage link to take you to the iCloud Storage screen.



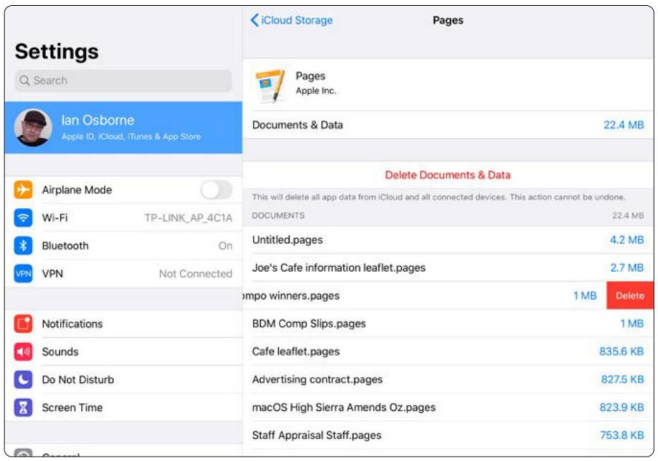
2 At the top of this screen is a link titled 'Change Storage Plan', which also shows how much storage you have available at the moment. Tap it.

Manage Storage Option

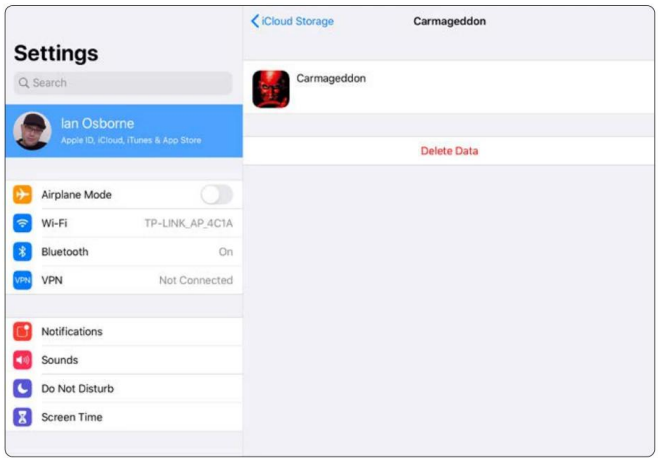


1 In Settings > [Your Name] > iCloud, at the top of the screen is a line chart showing what your iCloud online storage is being used for, and how much space you've got left. Under this graph is a link labelled Manage Storage.

2 Tap the Manage Storage option. You see a list of applications that are storing data on iCloud and how much space this data is taking up, as well as your iCloud Drive, and your Backups, if they're stored on iCloud.

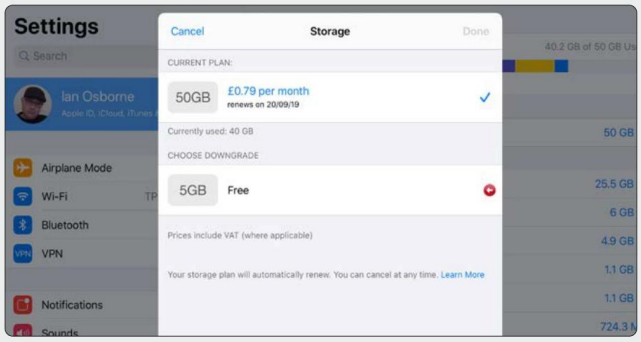


3 Tap one of the apps. Many applications, such as Pages (seen here), show individual documents or files that you have stored on iCloud. You can delete them by swiping left and tapping the Delete button.



4 Some apps don't split their data into individual files that you can delete individually, but rather let you delete everything at once (an option that's available in all apps). It's a great way of freeing up space.

3 You get 5GB of online storage free of charge, but if you want more, you can upgrade to a paid-for monthly plan.

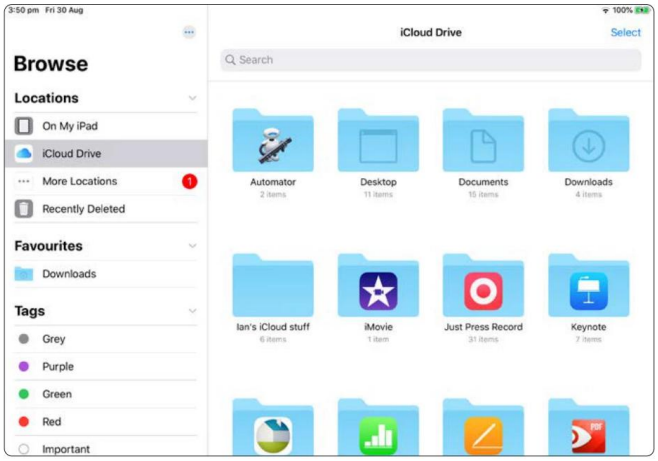


4 If you've bought more storage than you actually need, you can also downgrade to a smaller, cheaper plan if you wish.

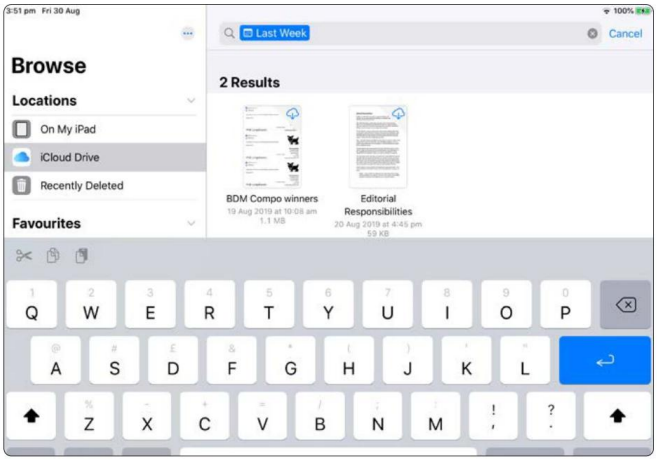
Files App

The Files app is where you can access documents stored on your iCloud Drive and synced across all your Apple devices. It's had a major overhaul for iPadOS, with several new enhancements added, including Mac-like searches, the ability to read external drives, and zipping and unzipping files.

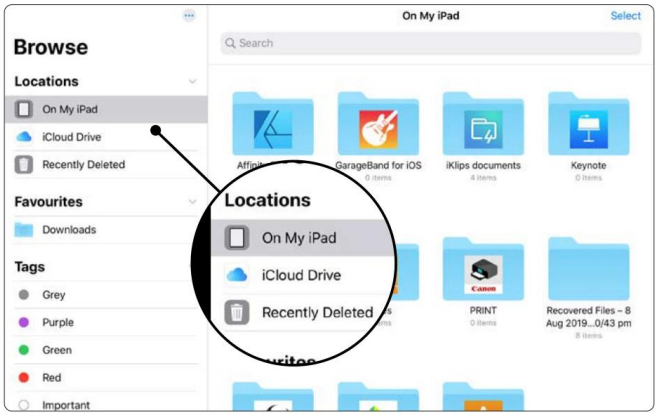
Features of the Files App



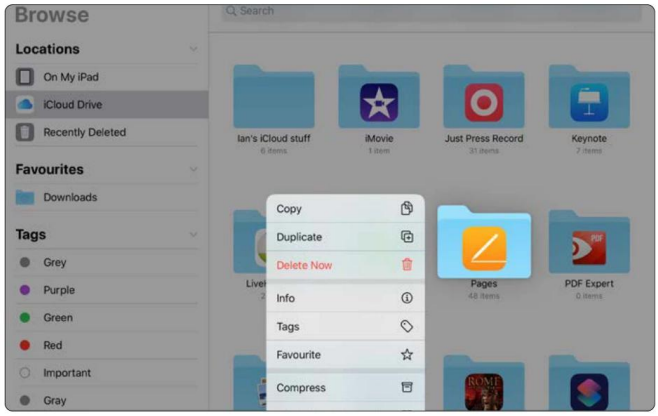
1 When you first open the Files app, you see two icons at the foot of the screen. The Recents icon shows you documents you've recently opened, and also gives access to those you've shared and have tagged with a colour. The Browse icon lets you look through your files.



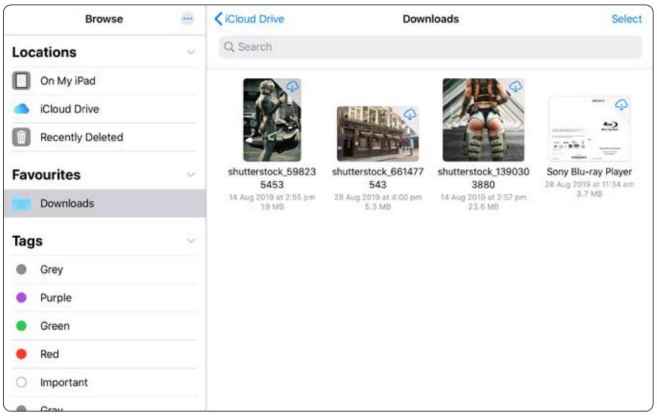
2 The Files app has an improved search facility. You can restrict your search to: recents, files on iCloud Drive, or the specific app whose folder you've opened. You can also add 'tokens' to restrict the search to (for example) specific file types or production dates (e.g. 'last week').



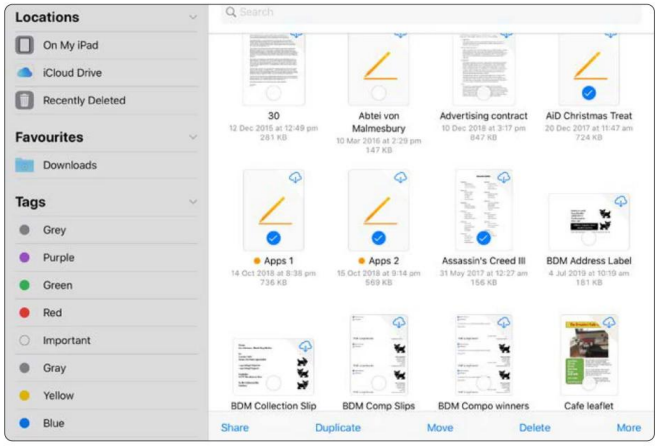
3 The first three options on the Browse screen are: On My iPad, which shows documents you've stored locally, iCloud Drive, leading to documents stored on your iCloud service, and Recently Deleted, which lets you recover things you've deleted in error.



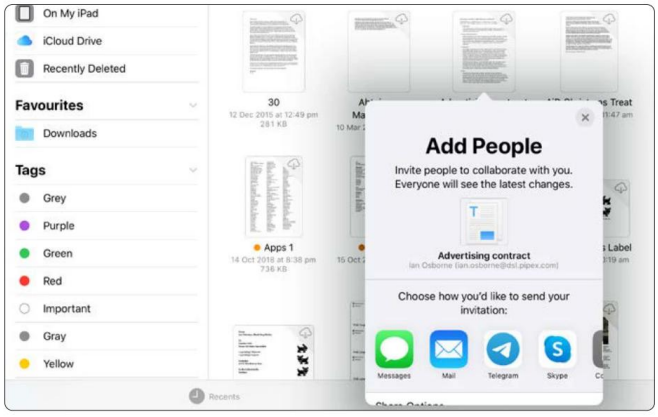
4 Tap and hold a folder in the Files app for a pop-up menu. Tap Favourite to add the folder to your Favourites. For easy access, these appear on the first page of the Browse page. To remove the item from Favourites, tap and hold the folder in iCloud Drive and tap Unfavourite.



5 The Downloads folder, which is in both iCloud Drive and your Favourites, by default, shows items you've downloaded on your iPad, maybe from Safari. These items are of course synced with your Mac and other iOS devices, where they're also found in Downloads.

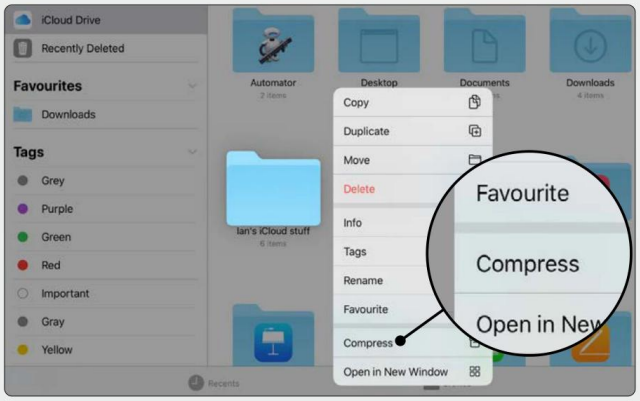


6 Tap Select (top right corner), then tap one or more items or folders, and a group of icons appear at the foot of the screen. These let you share, duplicate, move, or delete them. The blue Three-dots icon brings up a menu; its options depend on what you've selected.

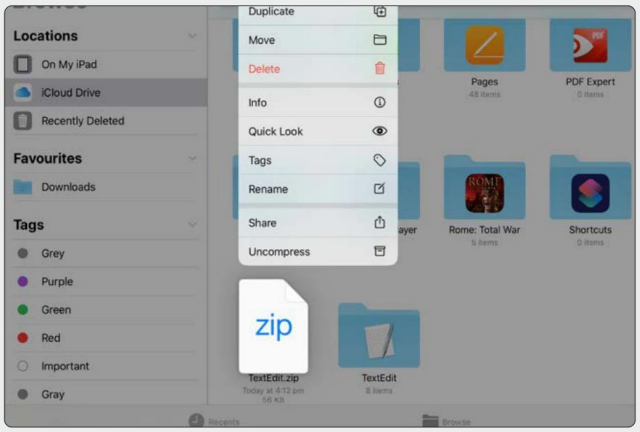


7 To collaborate on a document that's stored on your iCloud, tap and hold it, then tap Share in the pop-up. Tap Add People, and choose how to share your document. Send it to the people with whom you want to collaborate, and all changes made are shared with the group.

Compressing Files.



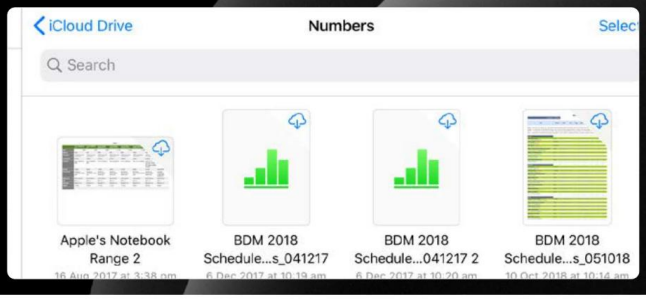
1 You can compress a folder by tapping and holding it and then selecting Compress from the pop-up menu. You can compress a group of files by selecting them and then tapping the Three-dots icon, in the bottom right corner, then selecting the Compress option.



2 A compressed archive is shown as a Zip file. Tap to uncompress it, or tap and hold it for the pop-up menu, which again lets you carry out a range of tasks. Zipping files and then tapping the pop-up's Share option is great for sending a group of files by Messages, email or more.

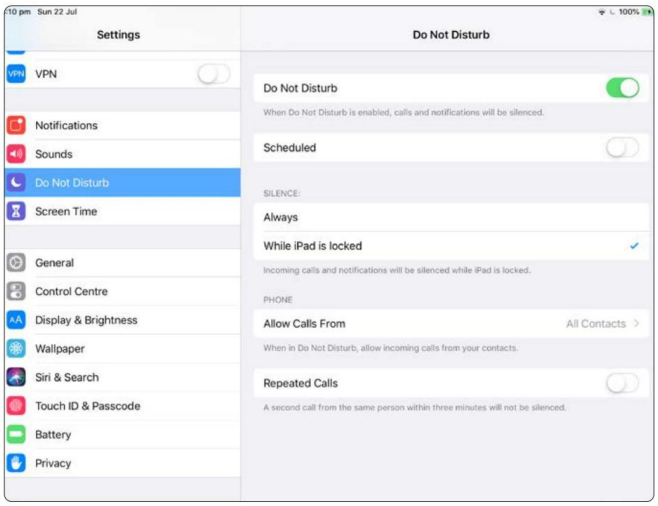
The Cloud Icon.

If a document is stored on your iCloud but not on your iPad, there's a Cloud icon in the top right corner of its thumbnail. Tap the thumbnail to download the document to your tablet and open it, so you can edit and modify it on your iPad, with your changes synced to iCloud.

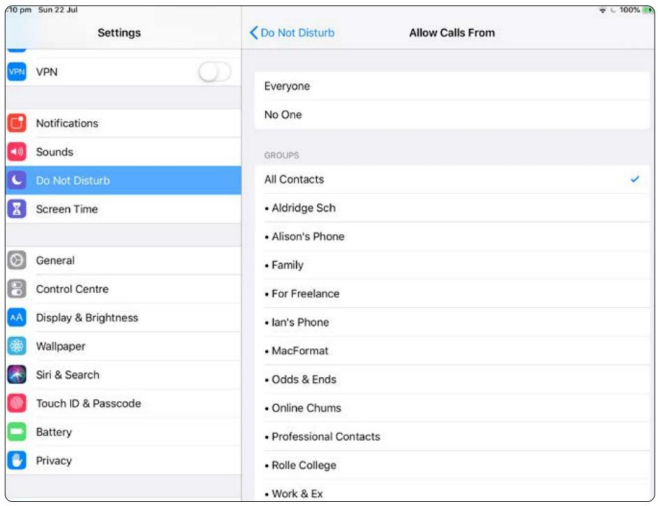


Do Not Disturb

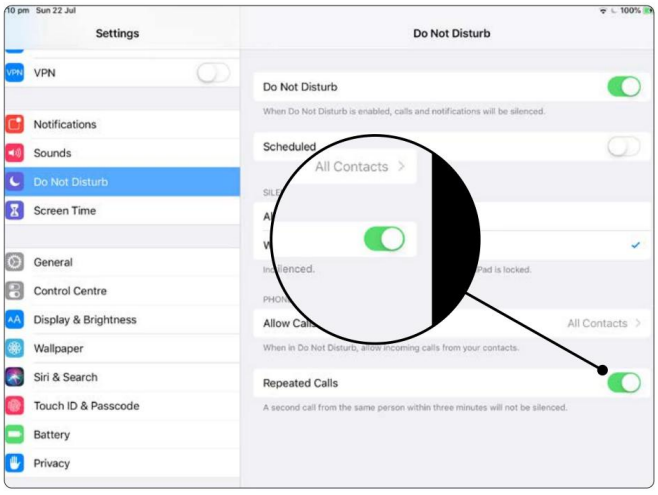
It's easy to switch the Do Not Disturb feature on and off from the main Settings screen or the Control Centre but there's more to it than meets the eye. Here's a guide to both its basic and advanced features.



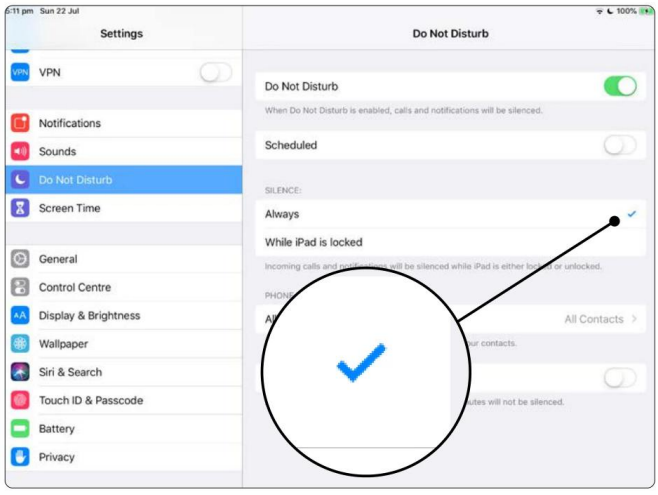
1 Go to Settings > Do Not Disturb. Flick the switch at the top of the Do Not Disturb options screen to activate Do Not Disturb mode. This blocks incoming FaceTime calls and silences incoming alerts and notifications, for when you need peace and quiet.



2 Under the Phone options, you can set it to allow calls from some people to get through. This can be set as everyone, no one or specific groups from your Contacts app. This is a useful option if you only want to block unnecessary calls.

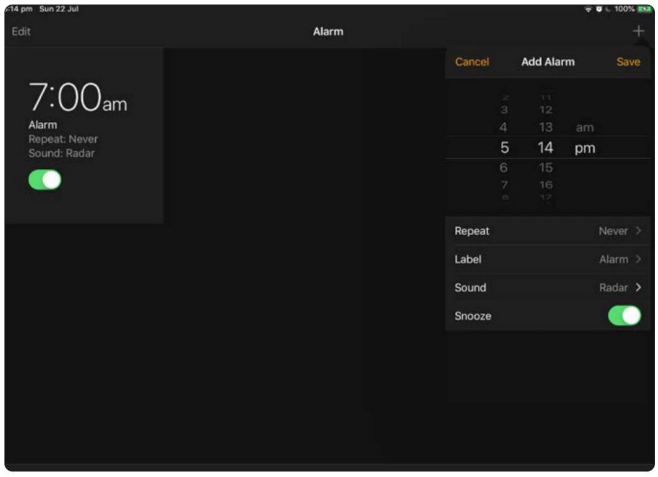


3 You can also set up to allow repeated calls to get through, so if the same person rings you twice within three minutes, the second call is assumed to be an emergency and gets through as normal. To allow this, just tap the switch labelled 'Repeated Calls'.

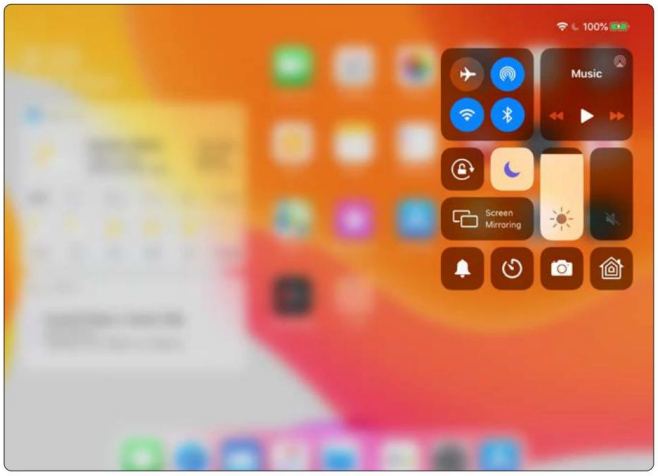


4 Under the Silence sub-header is an option to silence the iPad at all times when in Do Not Disturb mode, or only when locked. The latter option lets you use your iPad as normal but silences it when you're not using it. A handy feature if you're in a library, for example.

5 When Do Not Disturb is active, a crescent moon icon appears in the top right hand corner of the screen, as shown here. Naturally, this moon disappears when you switch Do Not Disturb off again.



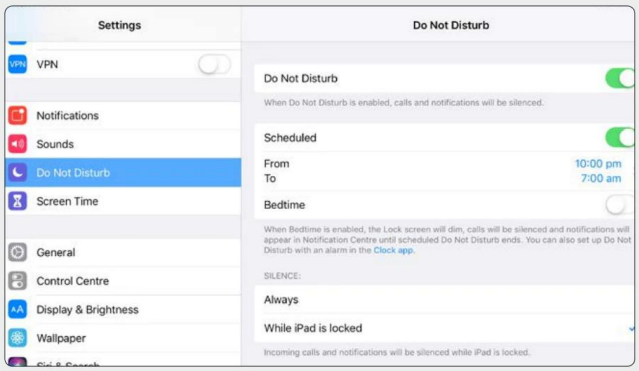
6 One thing that's not silenced by Do Not Disturb is an alarm. If you've set one up in the Clock app, whether a regular alarm or an alert triggered by the countdown timer, it still activates and sounds as usual.



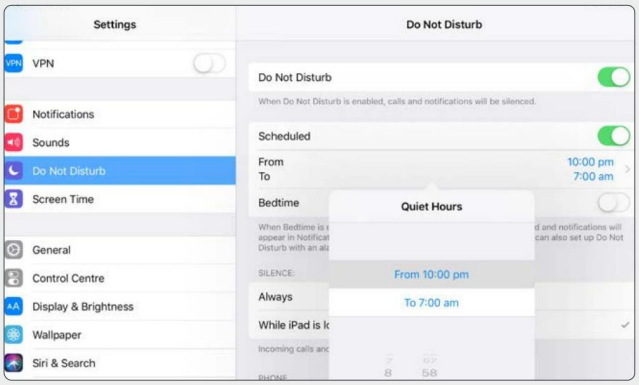
7 The easiest way to activate Do Not Disturb is by using the Control Centre. Swipe up from the bottom of the screen to reveal the Control Centre and tap the Do Not Disturb icon to turn the feature on and off.

Scheduling and Bedtime.

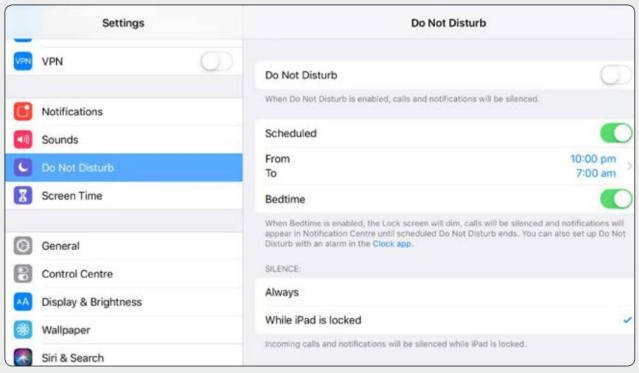
Not only can you simply switch it on and off, you can also schedule Do Not Disturb to activate and deactivate automatically between certain hours. It lets you plan in advance when you need some peace.



To schedule Do Not Disturb to come on automatically at a certain time and to switch off again at another time of your choice, first of all, open the Settings app. Tap Do Not Disturb, then switch on the Scheduled option.



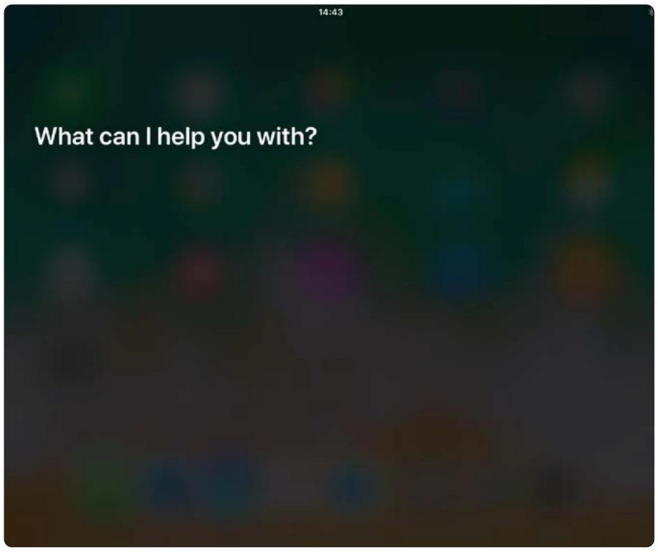
Use the from/to time link that appears underneath it. Then tap From and use the dials to set the time it switches on and then To, and set the time it ends. When done, tap outside the window to go back to main settings.



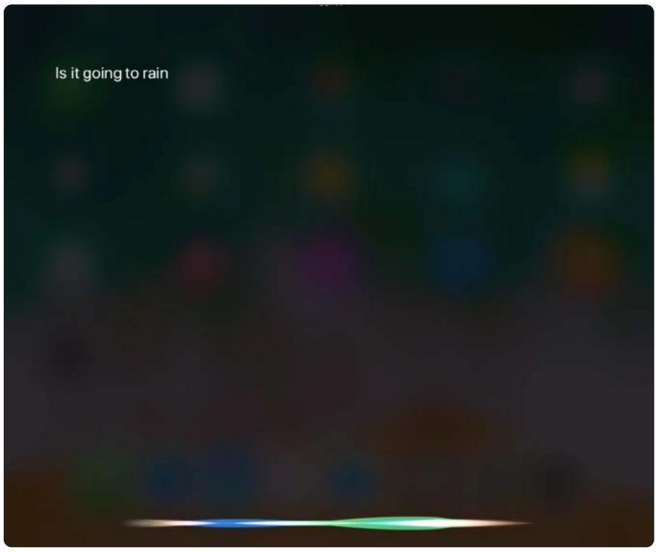
The Bedtime option activates Do Not Disturb until the scheduled time for it to switch off is reached. You can therefore set Do Not Disturb to end when you wake in the morning and activate it when you turn in for the night.

Siri Assistant

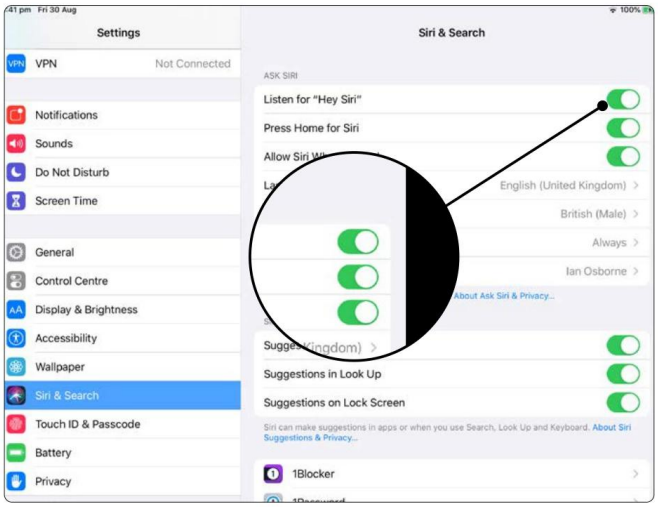
Siri is your iPad's very own personal assistant. We take you through the task of activating and using Siri; and using its more advanced capabilities like setting alarms and identifying a song. Here's a guide to this fun feature.



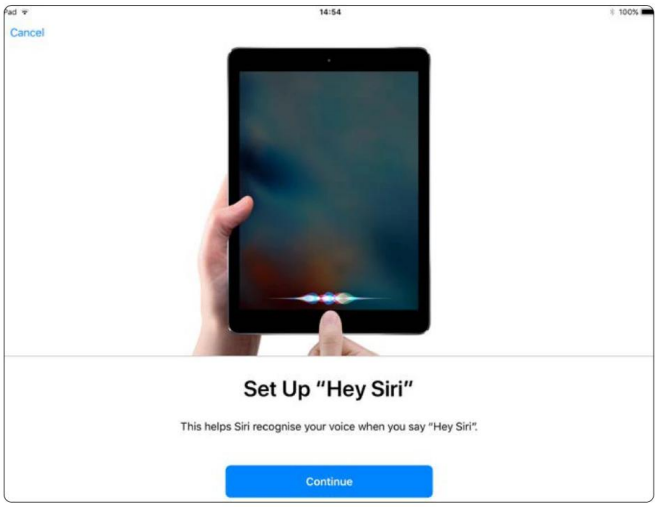
1 To talk to Siri, hold down the Home button on your iPad for a few seconds. You hear a distinct beep and "What can I help you with?" appears on the screen. You can also activate Siri by saying, "Hey, Siri".



2 Begin speaking and the coloured effect at the foot of the screen pulses to let you know Siri can hear you. If it doesn't light up, tap it to talk to Siri again. The words you speak appear at the top of the screen.



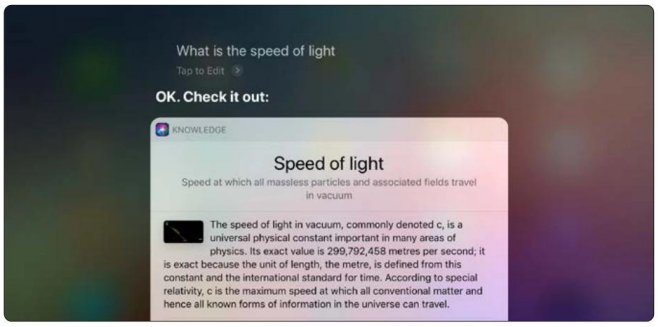
3 In the Settings app, tap Siri & Search. If you activate the Listen for "Hey Siri" switch at the top, you can activate Siri just by saying "Hey Siri". If you dislike this feature, turn it off.



4 Having switched on the Listen for "Hey Siri" feature, you need to train Siri to recognise your voice when you say it. Just follow the on-screen instructions to train Siri to understand your voice.

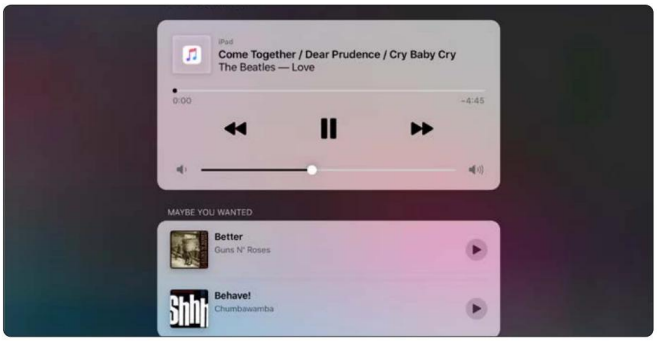
Check Appointments

Siri can tell you if you have any appointments on any particular date or even within a time frame. Say to Siri something like "What's my schedule for April?" and it tells you how many appointments you have in that month and lists them on screen. If you want to be more specific, say "What are my appointments today?" or "What's my schedule for June 19th?"



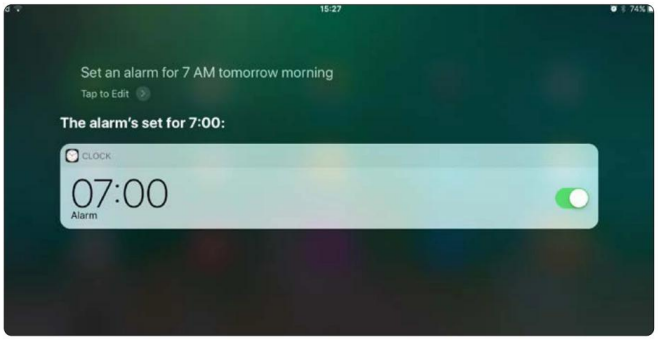
Look Things Up

Siri works with normal web searches. To look things up, speak to Siri as you would to anyone you were asking a question of. Which planet is the largest? Why does snow fall? Siri then uses the source it thinks best able to answer the question. If you want to use a particular search engine, simply say the name before the question: "Google, how far is it to the Sun?"



Play Music

Siri can find and play music at your command. You can say "Play <track name>". You can also use commands such as "Play drum and bass" or "Play my exercise playlist". Assuming that you have some music defined as drum and bass or a playlist called Exercise, they start to play. It can source music from the Apple Music streaming service on your iPad too.



Setting Alarms

Siri makes common tasks easier but don't forget there are many other things that your personal assistant can help you with. For example if you want to set an alarm, you can do so without even opening the Clock app. Just activate Siri and for example say "Set an alarm for 7am tomorrow morning". Siri does just that and your alarm is set and will activate at the chosen time.

Siri Dictation Commands

Siri also understands dictation as well as words, so if you are dictating an email, for instance, you can speak the punctuation marks. This list of dictation commands that Siri recognises should prove very useful.

New line - Move to the next line

New paragraph - Start a new paragraph

All caps - Make the next word all uppercase

All caps on ... all caps off - Make part of what you say uppercase

No caps - Make the next word lowercase

No caps on ... no caps off - Make sure part of what you say is all lowercase

Space bar - Prevent a hyphen from appearing in a normally hyphenated word

Full-stop - .

Comma - ,

Apostrophe - ‘

Exclamation mark - !

Question mark - ?

Ampersand - &

Asterisk - *

Open round brackets - (

Close round brackets -)

Open square bracket - [

Close square bracket -]

Open brace - {

Close brace - }

Dash: -

Hyphen -

Em dash —

Percent sign - %

Copyright sign - ©

Registered sign - ®

Section sign - §

Dollar sign - $

Cent sign - ¢

Pound Sterling sign - £

Degree sign - °

Caret - ^

At sign - @

Hash sign - #

Greater than sign - >

Less than sign - <

Forward slash - /

Back slash - \

Vertical bar - |

Smiley - :-)

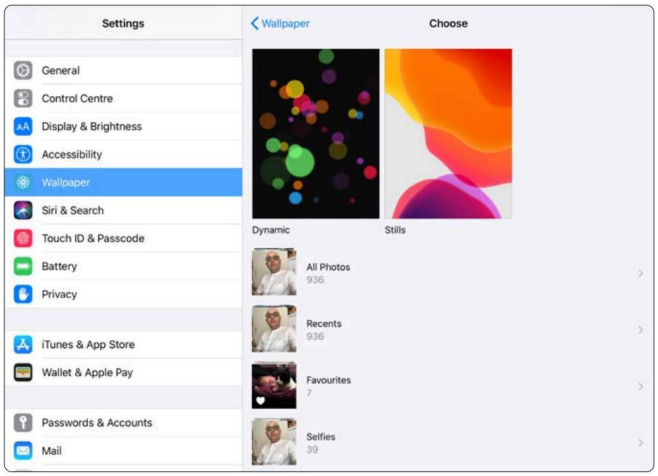
Frowney face - :-(

Wink - ;-)

Customise

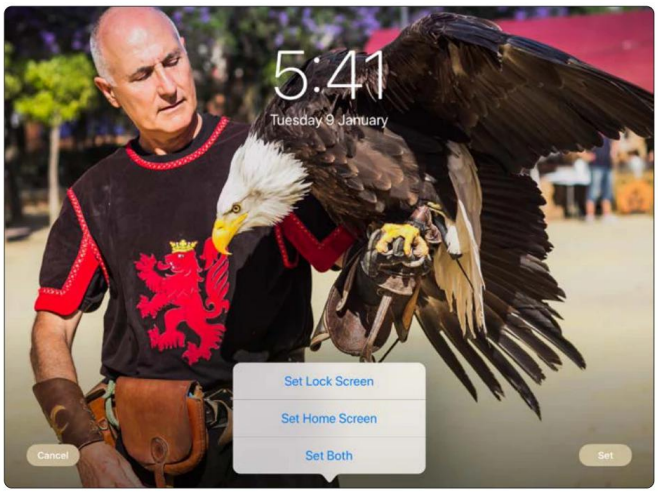
You can change your iPad's background wallpaper to a different one, or even use one of your own photos. You can also customise its sounds, with different audio cues for different events. Here's how to do all this and more.

Changing Your Wallpaper

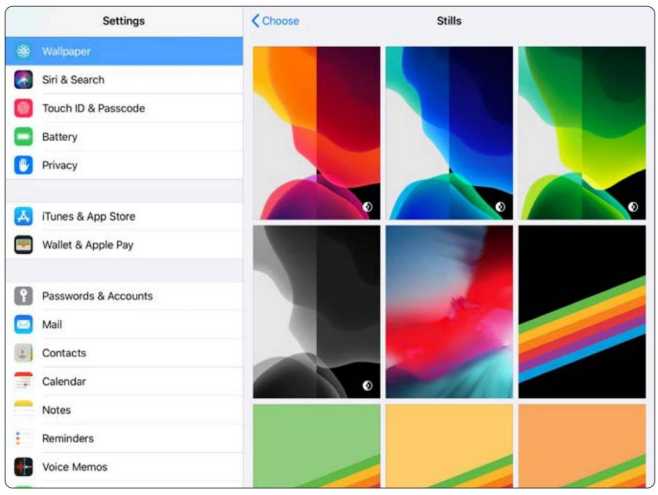


1 Go to Settings > Wallpaper and tap Choose a New Wallpaper. You can choose from Dynamic wallpapers or Stills, or a pic from the Photos app. Dynamic wallpapers are lightly animated, but Stills are completely static.

2 Tap the pictures found underneath the Dynamic or Stills options to navigate your way through your Photo app's images. Choose a photograph by tapping on it; it's automatically scaled and sized to fit your screen.

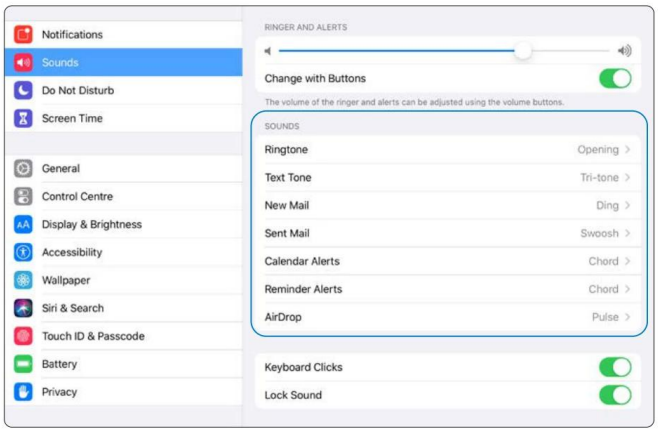


3 The Circular icon at the foot of the screen toggles between a 'flat' and a perspective view. Try each in turn and tilt the screen. Tap Set, and you can choose between setting it as your Home screen, Lock screen, or both.

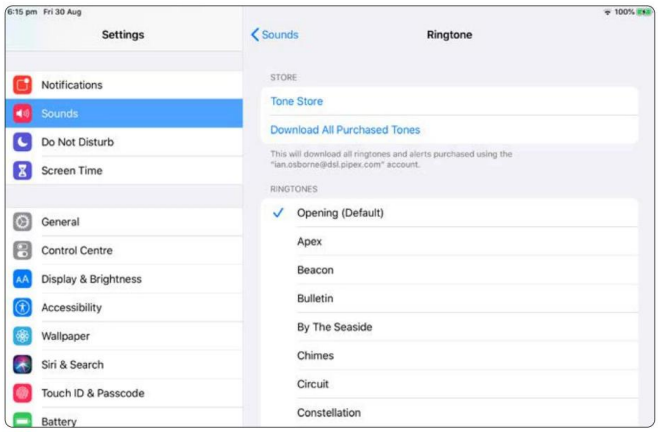


4 Still images with the Light/dark icon, in the bottom right corner, have darker versions for when you're in Dark Mode. Even if your wallpaper lacks this feature, you can opt to darken it using the switch on the first Wallpaper screen.

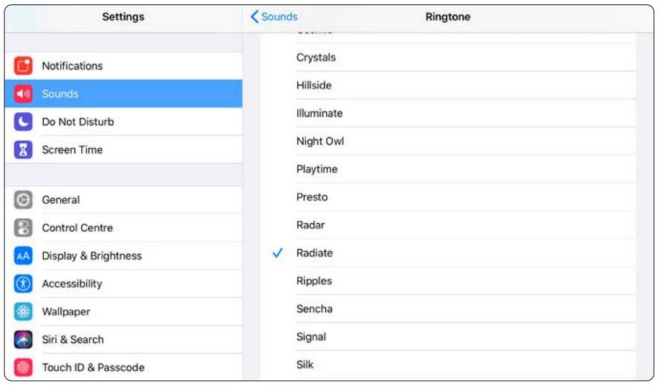
Changing Your Sounds



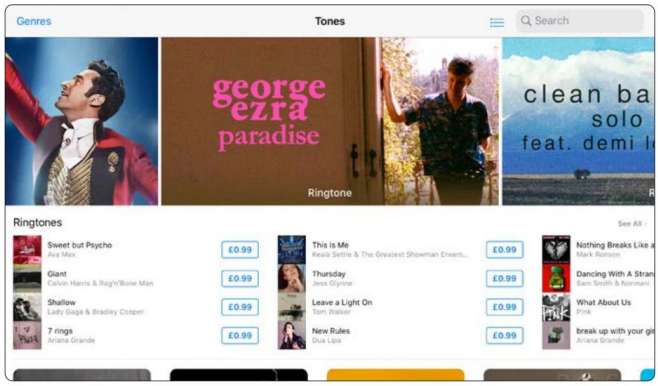
1 Go to Settings > Sounds, then look for the section titled 'Sounds'. From this list, you can change the sound effects for all your key app alerts, such as the ringtone for incoming calls and text tones.



2 To change a ringtone or alert sound, find the sound in question from the list and tap it. You're shown a new screen, from where you can: change the vibration pattern, go to the Tones Store, or change the tone.

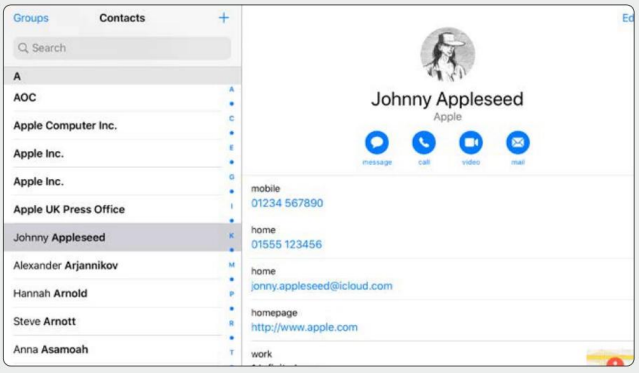


3 To sample a new tone, tap it on the list; It's ticked, and a sample is played. Ringtones are in a list below Alert Tones and can also be sampled, when you've ticked the sounds you want, just close Settings.



4 You can buy new ringtones directly from your iPad. Go to Settings > Sounds and tap the Tone Store option. You're taken to the iTunes Store, on its Tones page. Tap the Genres link for a browsing window.

Assigning a Ringtone to a Contact.



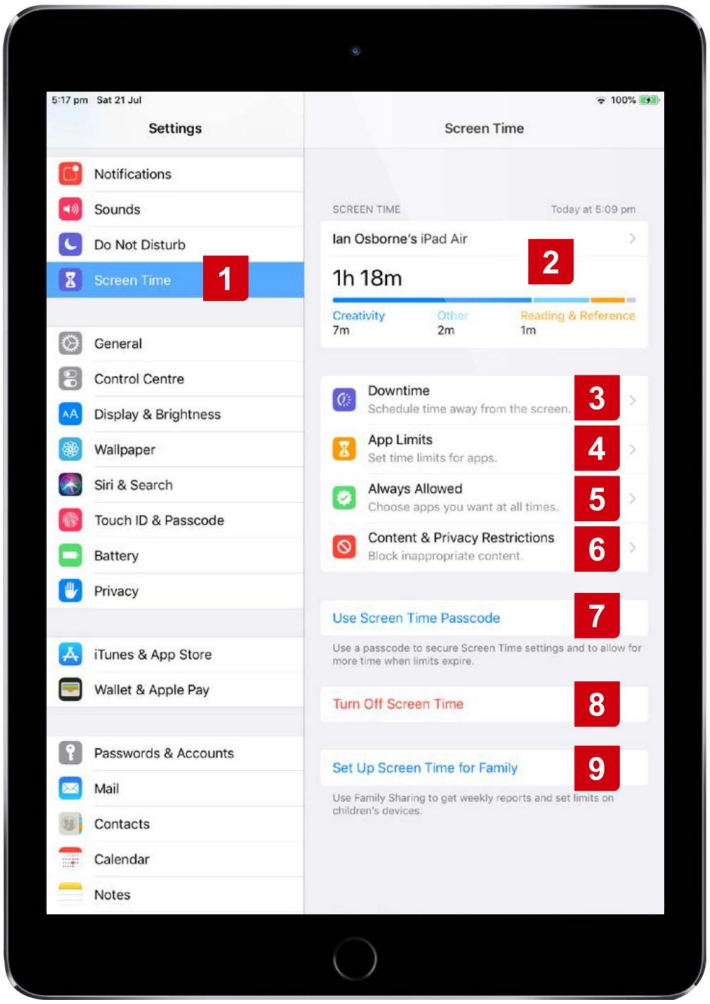
1 You can assign a specific ringtone to a contact, so, when that person calls, the chosen ringtone is played instead of the standard one you've set for your iPad. First, open the person's details in the Contacts app.

2 Tap Edit in the top right corner of the contact details. Find the Ringtone option, which is currently set to Default, and tap it. You can now choose a new ringtone; this change only applies to this contact.

Screen Time

Screen Time is a great feature introduced to the iPad. You can use it to check what you've been doing on your iPad and for how long and to time limit your own or your grandchildren's iPad time. Here's how.

Screen Time in Focus



1 To open the Screen Time settings, go to Settings > Screen Time. You can also swipe right from the Lock screen or the Home screen to get to the Widgets screen and tap the Screen Time widget at the bottom.

2 Here you see a summary of how you've been using your iPad recently. Tap the name of your iPad at the top of this box to be shown a far more comprehensive breakdown of how you've been using it.

3 Tap here to schedule downtime for your iPad. During this time, only apps you choose to exclude can be used. It's great if you think you're spending too much time on your iPad.

4 Tap here to limit the time you spend on certain apps or categories of apps. At last you can break that Facebook habit or spend less time surfing the web.

5 Tap here to identify apps you wish to exclude from downtime or time limits. Messages, FaceTime and Maps are always allowed by default but you can edit this list.

6 Tap here for passcode-protected restrictions that can be used to block inappropriate content.

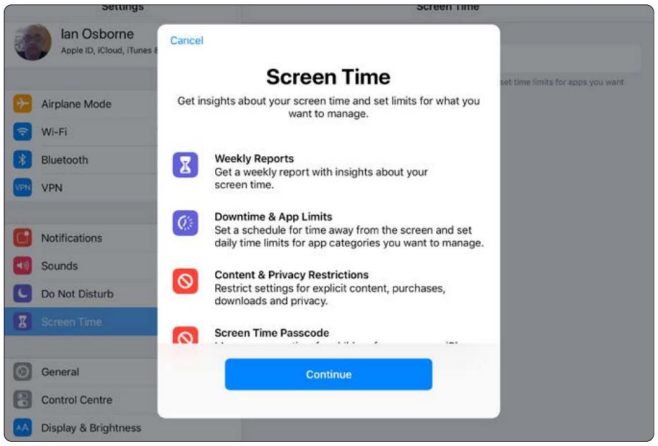
7 Set up a Screen Time passcode to stop people changing your Screen Time settings. Just the thing if you use them to stop your children playing games until after they've done their homework.

8 This link turns off Screen Time altogether and deletes its history.

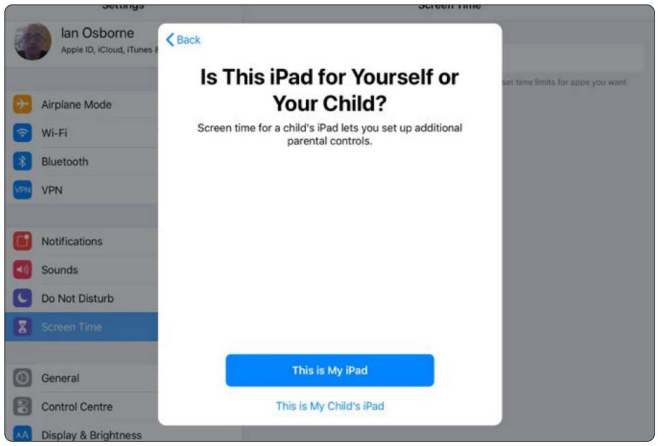
9 If you use Family Sharing, you can use this option to control Screen Time on your children's devices and get a weekly report about what they're doing on them.

You can access Screen Time from the Widgets page. Swipe right from the Lock screen or the Home screen and then scroll all the way up to here. Tap Screen Time to go to the overview (see '2' above).

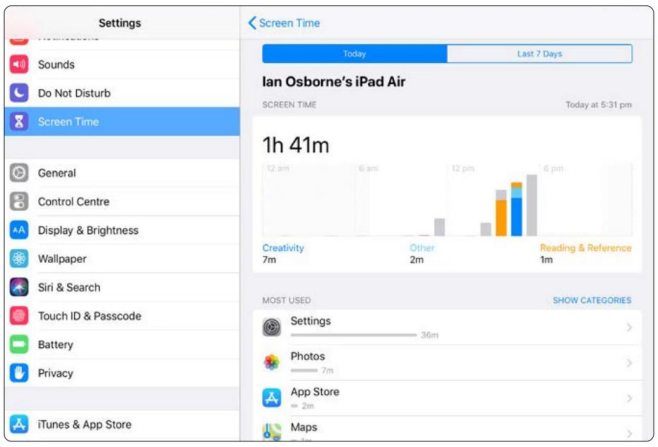
Setting Up and Using Screen Time



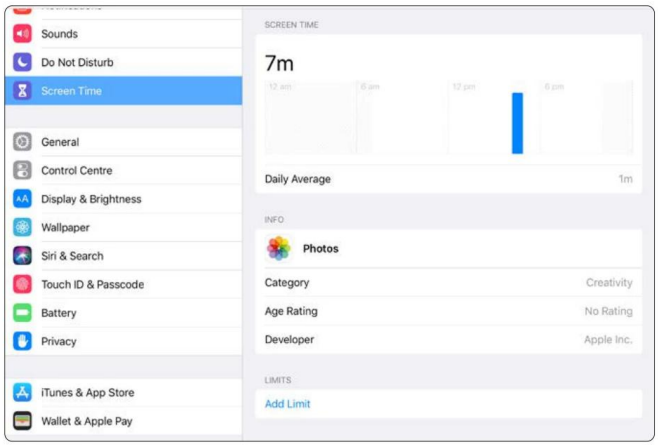
1 First of all, go to Settings > Screen Time. The first time you open this setting, you get a window telling you what this new iPad feature can do. Have a read, then tap Continue to go to the next screen.



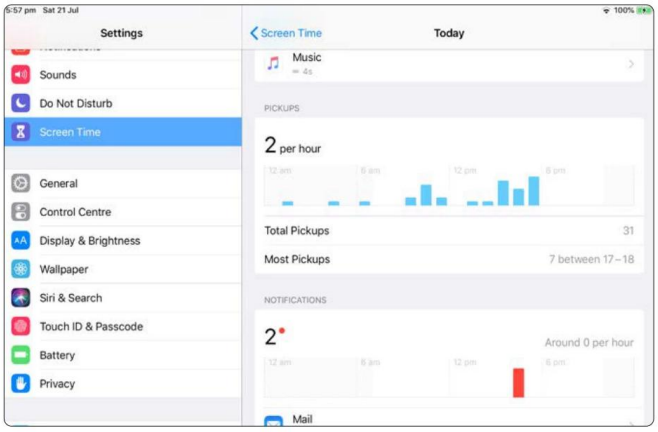
2 Screen Time lets you monitor and regulate your child's iPad use as well as review your own. If this is your child's iPad, you can tap this option and set up various parental controls. If it isn't, tap This Is My iPad.



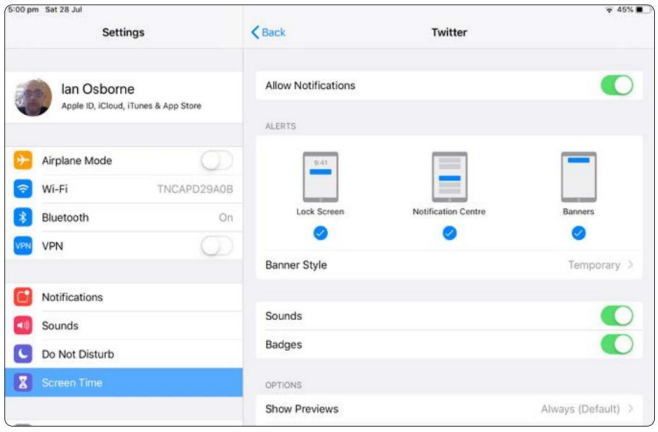
3 Tap the name of your iPad to be taken to a more comprehensive breakdown of your activities (see '2' on the previous page). Tap the tabs at the top to switch between stats for today and for the last seven days.



4 Tap on an app in this overview to see how long you've been using it recently, broken down by time on the Today view and by days on the Last 7 Days page. Tap Add Limits to limit the time you can spend on this app.



5 Scroll up on the summary page and you can see how many times you've picked up your iPad during the last day or the last seven days and also how many notifications you've received on your iPad in that time.

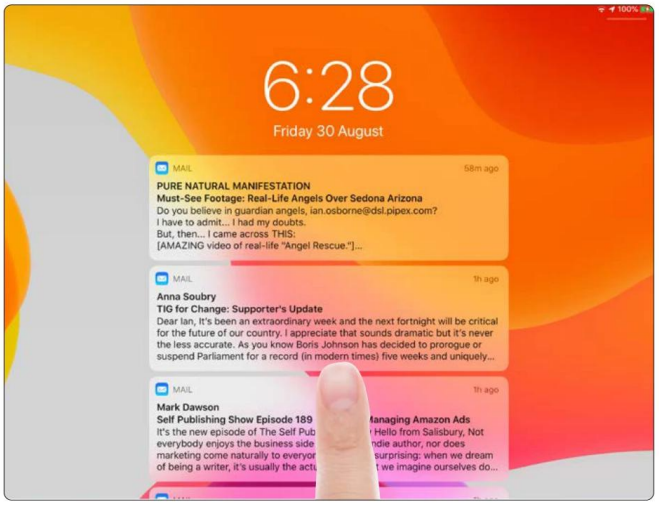


6 Tap an app listed under 'Notifications' and you can change your notifications settings for that app. For example, you can choose what sort of notifications you want and whether they make a sound on arrival.

Notifications

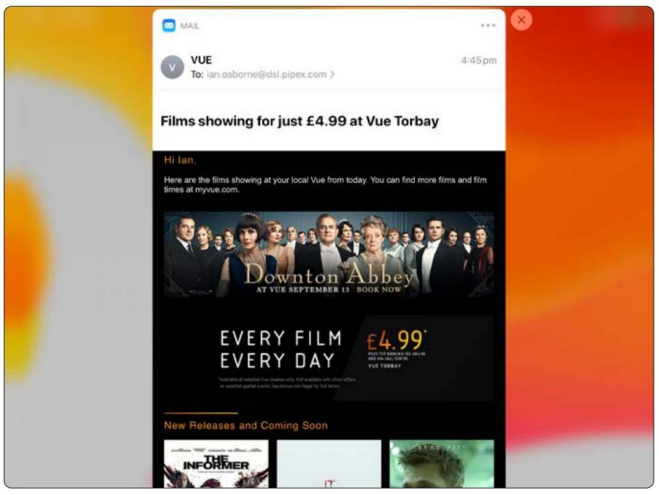
Some apps can send you notifications. The Messages app alerts you when a new message arrives, the Mail app lets you know when an email is here and Calendar brings forthcoming events to your attention.

1 Whichever app you're in, you can access Notification Centre at any time, simply by swiping your finger down from the top of the screen. Swipe left and right to switch between the Notification Centre's Notifications and Today screens.

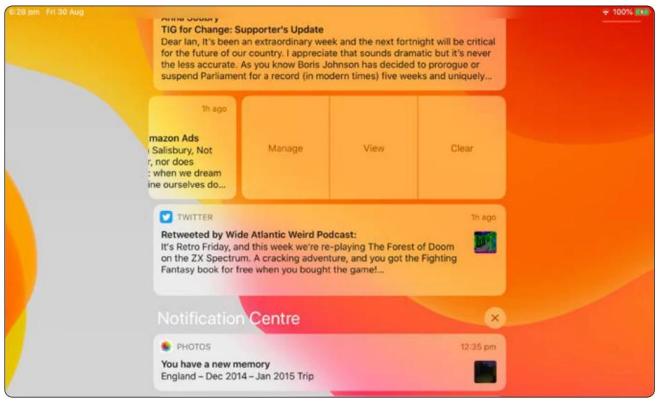


2 The most recent notifications you have received are shown atop the Notification Centre. Since the update to iOS 12, notifications can be automatically grouped by app, topic and more. Tap on a stack to see the individual notifications.

3 To clear notifications that you don't want to deal with, all you have to do is tap the cross next to the appropriate one and then tap Clear when prompted. This removes the notification, enabling you to keep Notification Centre tidy and uncluttered.



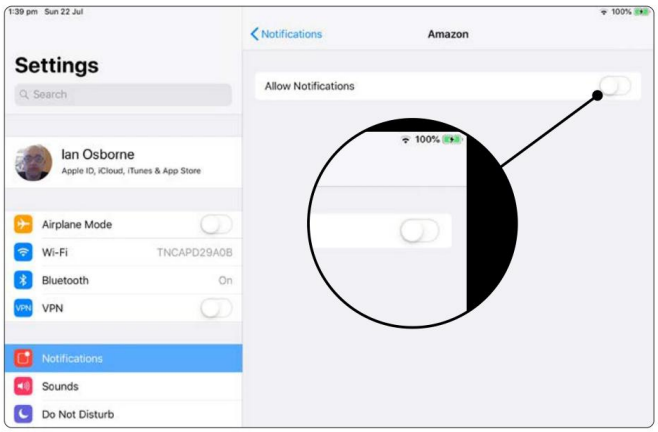
4 Tap and hold to open a notification within Notification Centre. Tap the cross in the top right to delete it. You can then open it in the app that created it or respond to messages and mail direct from the Notification Centre itself.



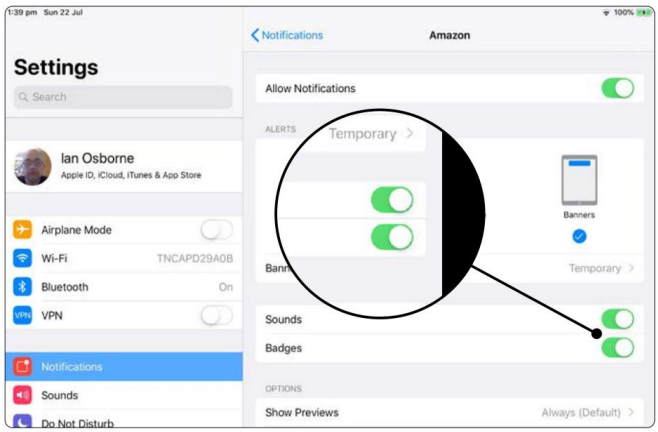
5 Swipe a notification to the right for an Open button, to open the notification. Swipe it left and you see three new buttons: Manage, View and Clear. The Clear option deletes the notification, View opens it within Notifications.

6 Tap the Manage option and you can customise your notifications without opening Settings. From the pop-up window, you can have notifications from that app arrive quietly, without making a sound, or switch them off altogether.

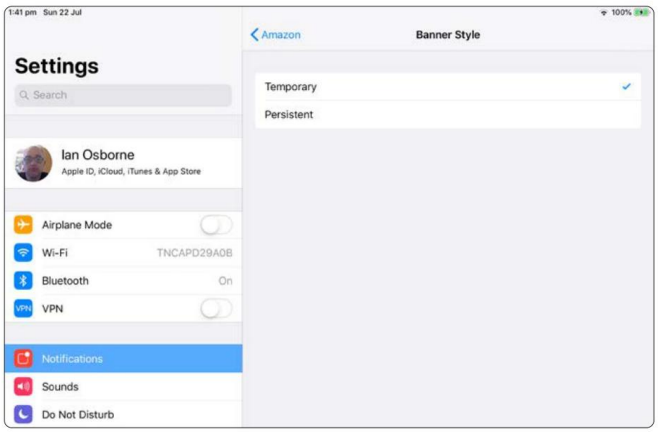
Setting Up Notifications



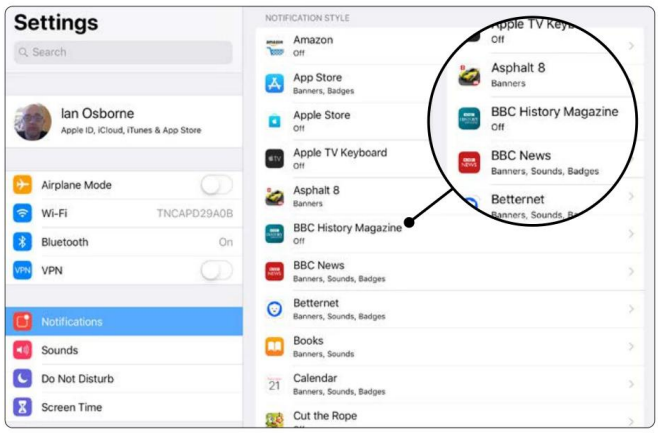
1 Go to the Settings app and tap Notifications in the left-hand column. Tap on one of the listed applications to see its notification controls. Flick the switch at the top, labelled 'Allow Notifications', into the Off position to stop notifications from that app.



2 Below the Allow Notifications switch you can find customisation options. The Badges option, when on, displays a number on the Home screen app icon showing how many items have arrived. You can add a sound for a notification's arrival too.

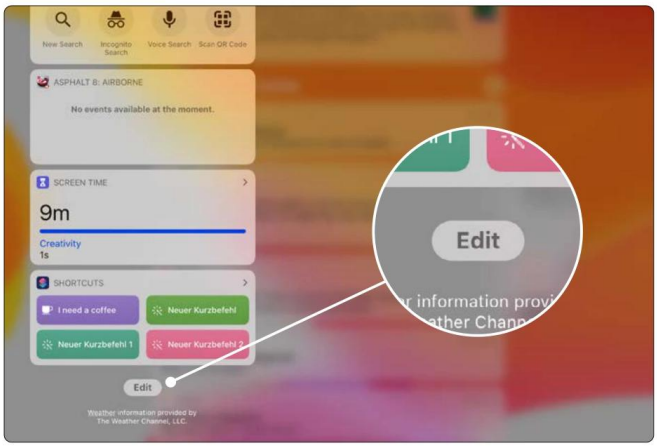


3 If you choose to switch on the Show as Banners option, there are two types of banner alerts available. Temporary banners disappear automatically after a while, but Persistent banners require an action before going. Tap the type you prefer.

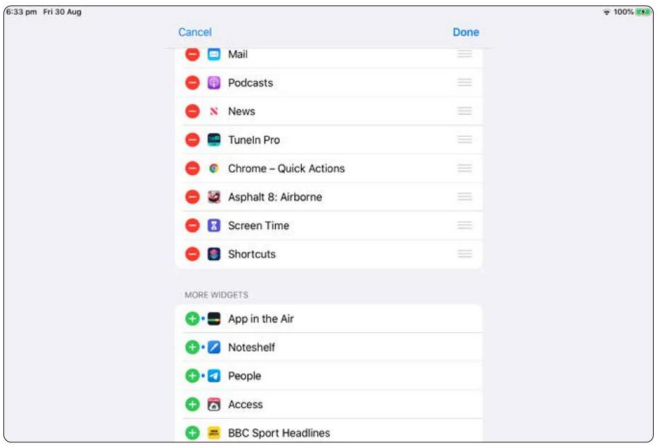


4 Apps not included in Notification Centre are labelled 'Off' in the apps list. You can, of course, tap on an app that's currently off and then tap the Allow Notifications switch, so that it's then included in Notifications again.

Adding Widgets to Notification Centre

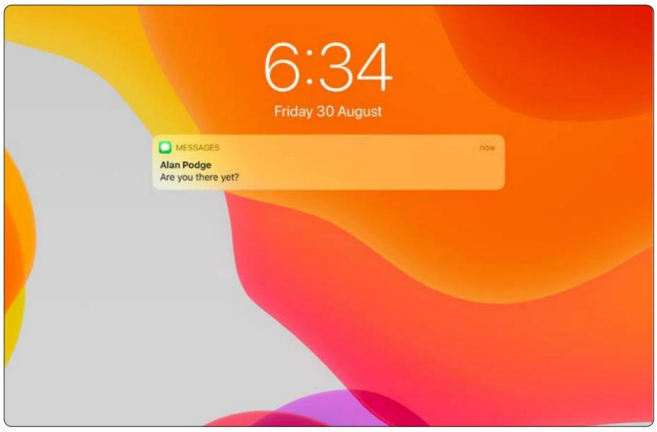


1 Swipe down the screen to access the Notification Centre, then swipe right to get to the widgets. Scroll all the way up and then tap the button found in the bottom centre of the screen marked Edit.

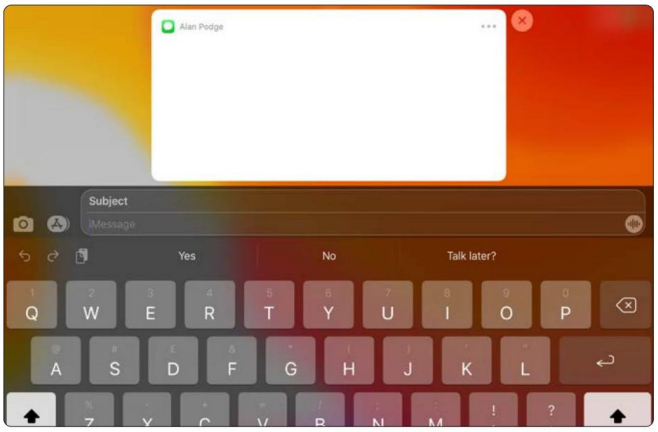


2 Tap one of the green Plus icons to add a widget to your widgets screen or a red Minus icon to remove one. Reorder them by dragging the three-line icons found to their right. When finished, tap Done.

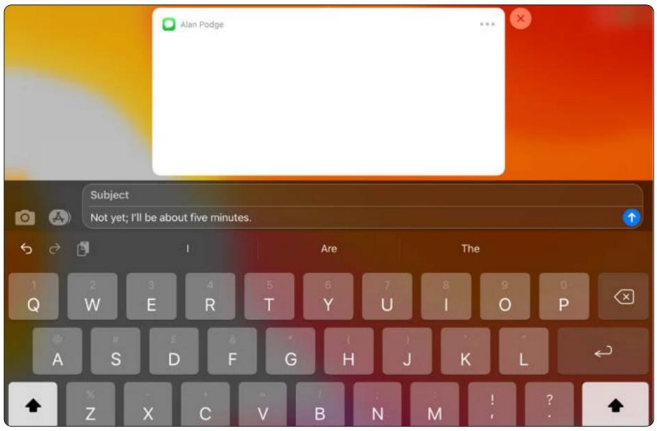
Replying Directly to Notifications from the Lock Screen



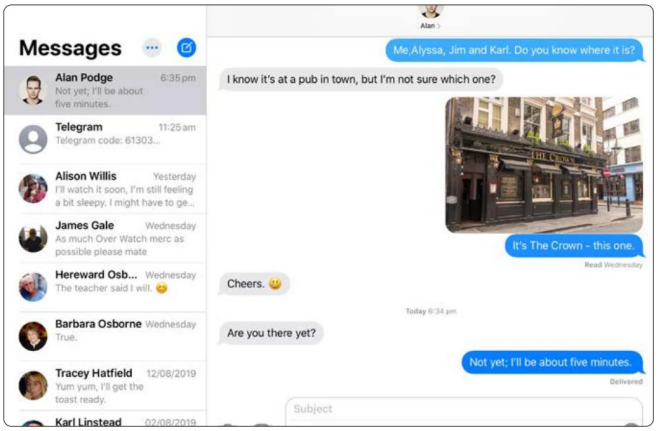
1 If you receive a notification while your device is locked, it appears as usual on the screen and is accompanied by the customary alert sound.



2 To reply to the message directly from the lock screen, tap and hold it until this screen appears. Here, you can type and send a reply.

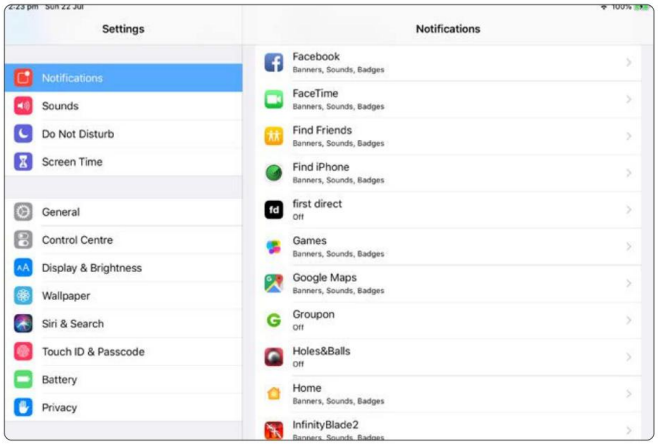


3 When you've typed your message, press the blue arrow to send. It's sent in the usual way, even though you didn't go into the Messages app.



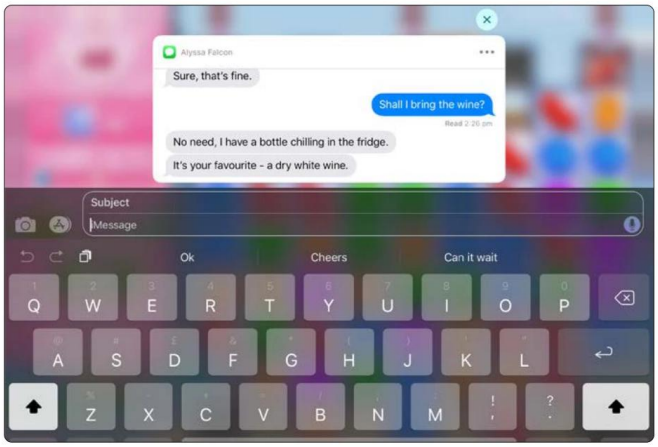
4 You can reply to incoming messages in this way but you can't see earlier messages in the conversation without unlocking the iPad and opening the app.

Accessing Notifications when Unlocked

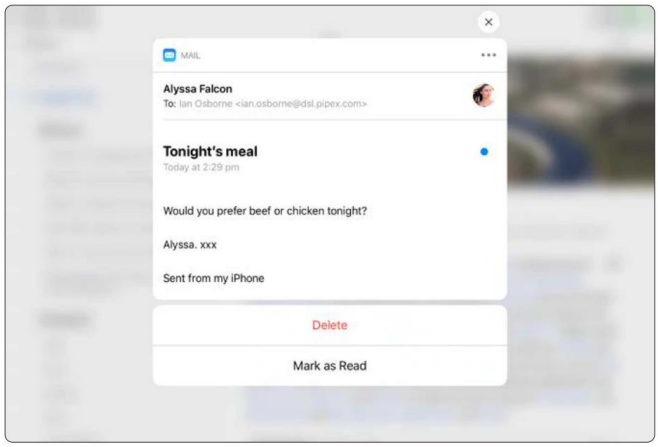


1 There is a host of applications that send notifications that can be accessed when using another application: Mail, Messages, Calendar, Reminders and a growing list of others.

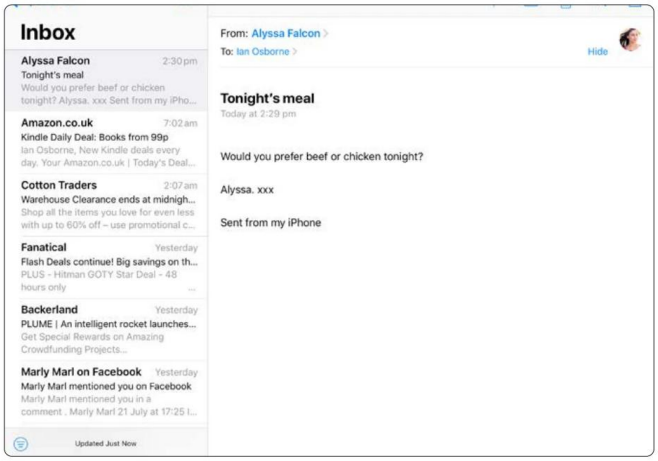
2 When you receive your notification, you can access it by placing your finger on it and swiping in a downward motion. This reveals options such as replying directly to the message.



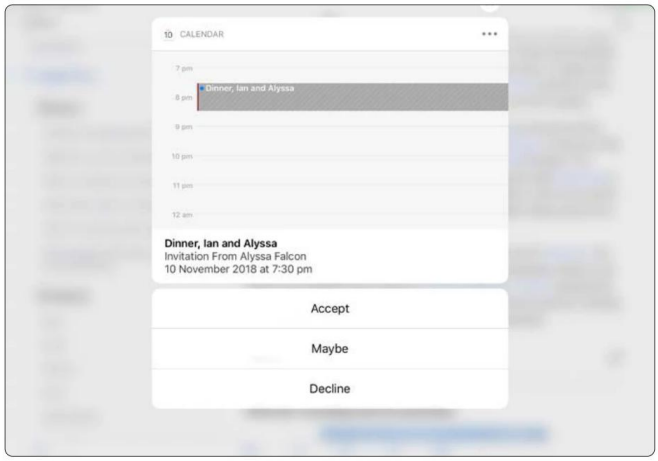
3 When you've finished with your notification, in this case, by replying to your message, tap the 'X' in the top right corner to dismiss it and get back to whatever it is you are doing.



4 When you're in-app and receive an email notification, you can access it by swiping down on the notification and then viewing your options: mark it as read or delete it.



5 If you wish to view your email and any attachments it contains, you can skip directly to the Mail application by tapping the title of the email on the notification.

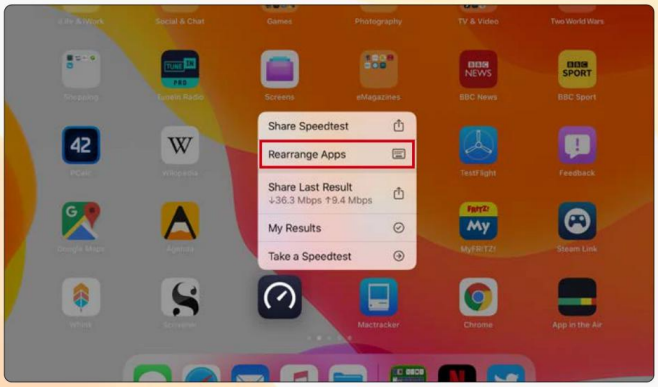


6 If you receive an invitation to a calendar event, you receive a notification where you can reply or decline. If you confirm, the event is added to your calendar.

More Features

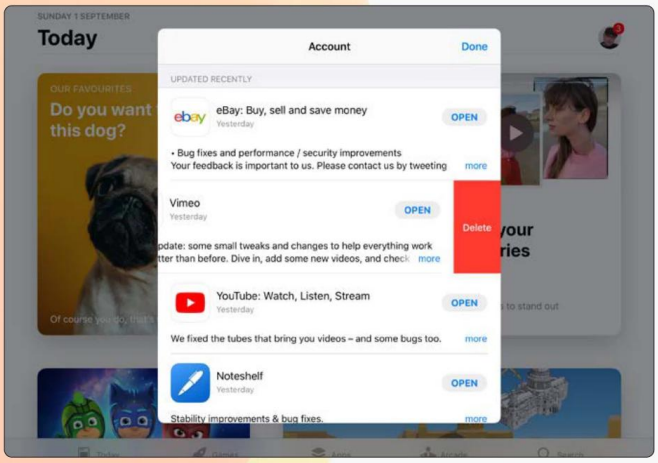
The iPad and its iPadOS operating system is packed full of little tips and tricks that let you get even more out of your Apple tablet. It's amazing what it can do, and even expert users might not be aware of all the hints and hacks that we'll show you over the next few pages. With our help, you can use your iPad and iPadOS in ways you might never have imagined.

Deleting Apps



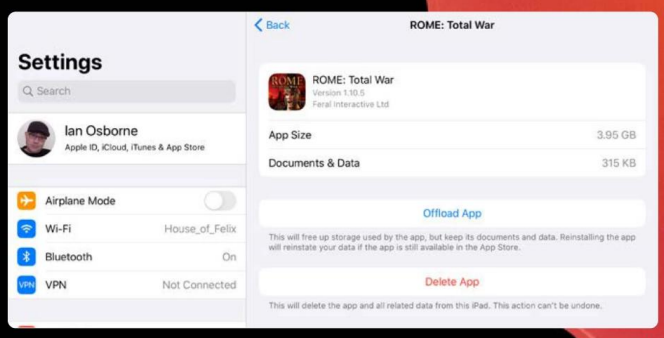
1 If you want to delete an app, or apps, that you no longer need, first, tap and hold a Home page app icon; it doesn't matter which, any icon will do. A menu window springs up showing various options. Tap the Rearrange Apps link found on this pop-up menu.

2 The app icons wobble and show an X in the corner. Tap the X of any app you want to delete, then confirm. The app's data is also deleted, unless it's stored on iCloud. When finished, tap Done (top right corner), or press the Home button.



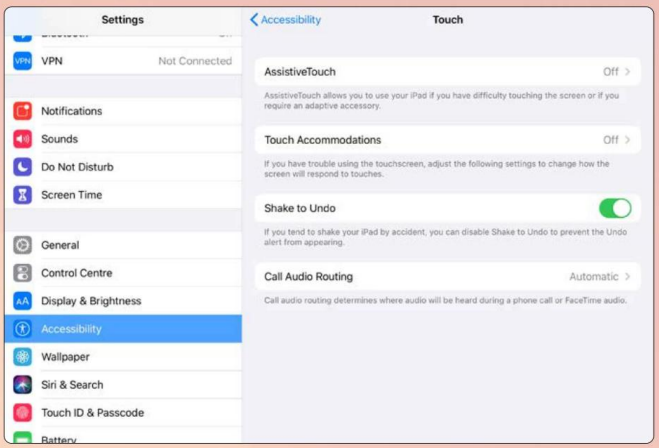
3 If you've updated an app and decide you no longer need it, you can swipe it left from the Updated Apps screen in the App Store app, and then tap Delete. Again, data on the phone is deleted, but not from iCloud.

Offload Apps.

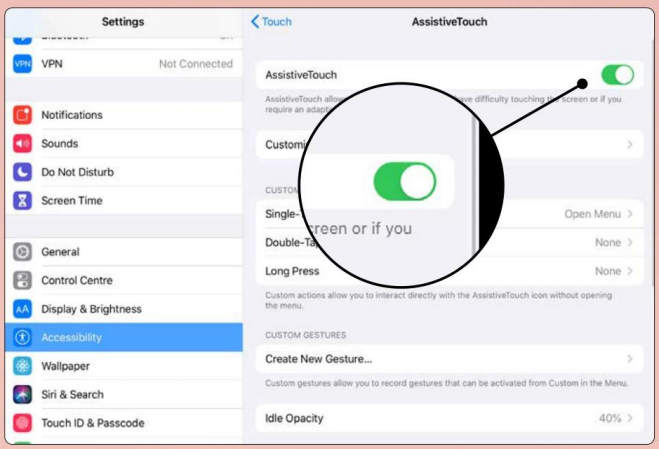


If you need more space on your iPad, but you don't want to delete an app and all its data, go to Settings > General > iPad Storage. Tap an app you don't currently need, then tap Offload Data to delete the app, but not its data, so you can download it again and pick up from where you left off.

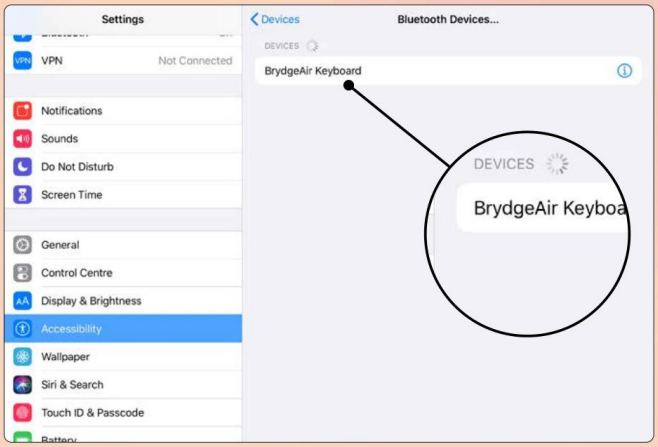
Using a Bluetooth Mouse



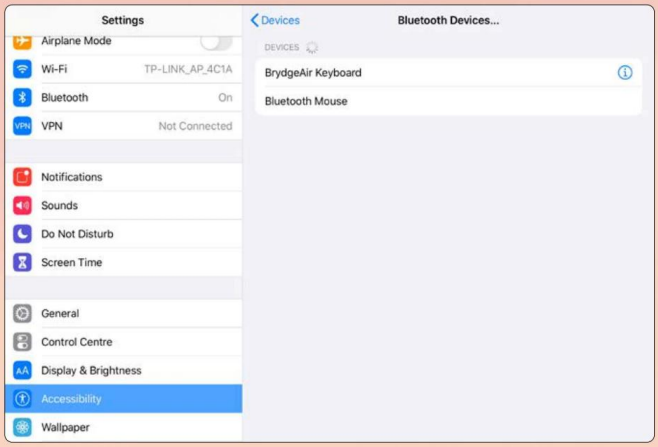
1 With iPadOS, although it's possible to use a Bluetooth mouse with your iPad, it's not easy to set up. To do so, you must go through Accessibility, so first of all, go to Settings > Accessibility and tap the Touch option.



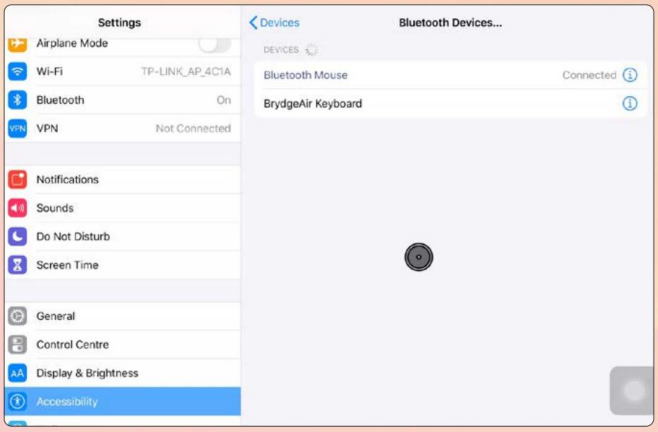
2 On the next page, tap AssistiveTouch, this is probably off. Turn on the AssistiveTouch option with the switch at the top of the AssistiveTouch screen. Now scroll down the screen.



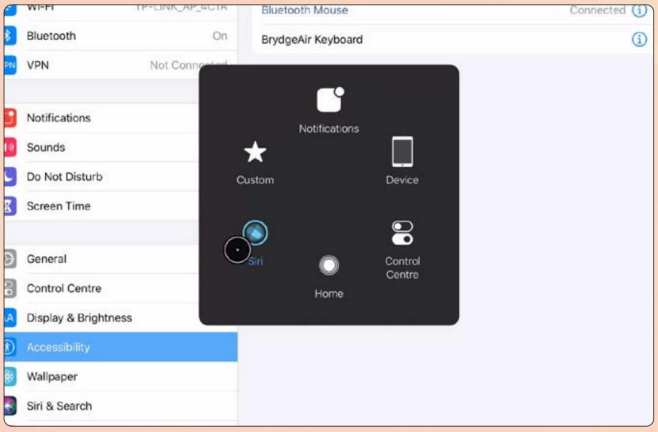
3 Further down the screen, you see a header called Pointer Devices. Under this header, tap the Devices option and, on the next screen, tap Bluetooth Devices. This shows a list of devices currently paired with the iPad.



4 Put your Bluetooth mouse into Pairing Mode. You might need the instructions to see how to do this. The mouse now appears in the list of Bluetooth devices. Tap it, and enter the mouse's PIN, which is probably '0000'.

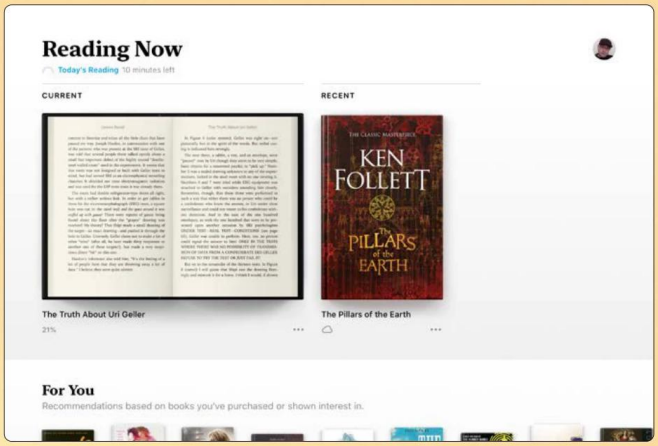


5 You can now drag around the Circular icon. When it's over a piece of the screen you wish to tap, such as a link, a button or a switch, click the left mouse button and it acts as if you tapped it with your finger.

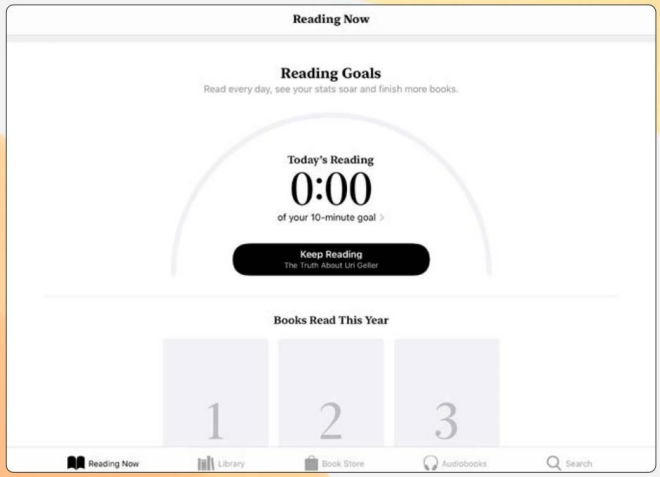


6 Click the right Mouse button for options such as Siri, Home, and Control Centre, which you trigger with the Circular icon and the left Mouse button. Click the mouse's 'i' icon, on the Devices screen, to customise the buttons.

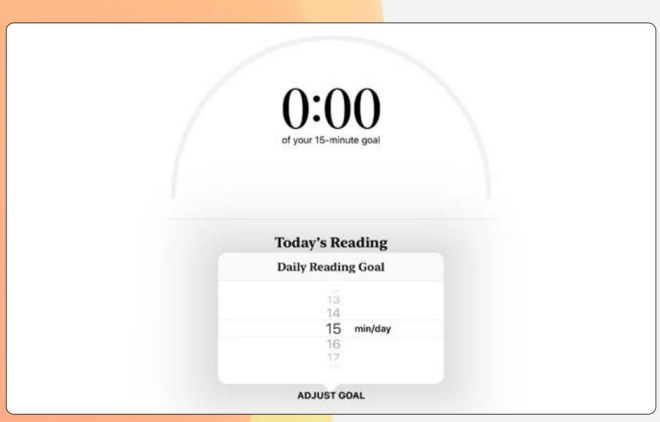
Books App: Reading Goals



1 Do you read every day? Do you wish to improve your reading habits? Then why not set yourself a reading goal? First of all, open the Books app and tap the Reading Now icon at the bottom of the screen.

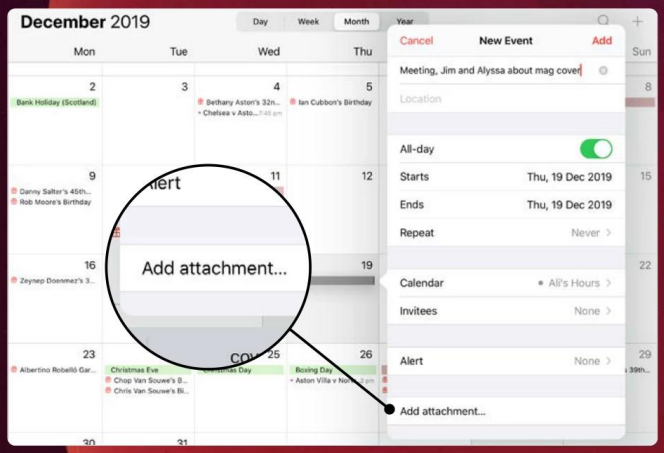


2 At the top of the screen is a link marked 'Today's Reading'. Tap it and you're taken to a new screen, where you can see how much reading you've done today and how many books you've read this year.

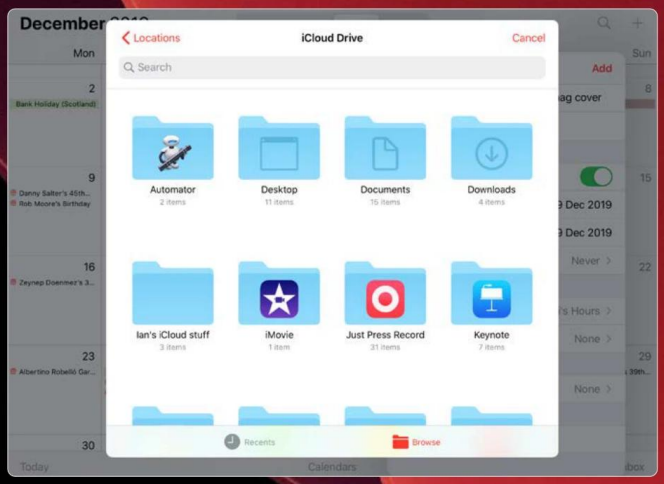


3 Tap the timer, then tap Adjust Goal and you can set a longer or shorter daily goal. Tap the Share button to share your reading goals with others. Of course, only books read in the Books app count towards your goals.

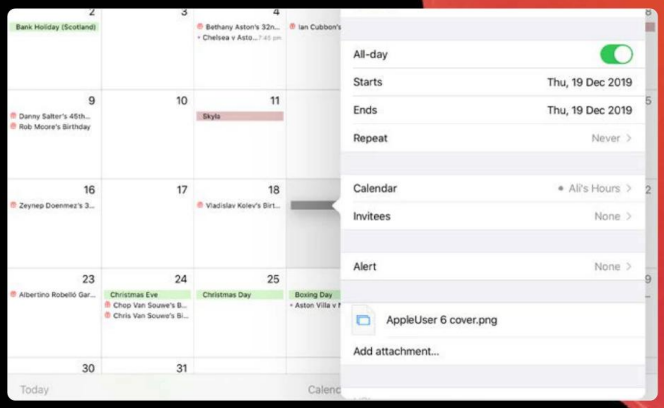
Calendar Attachments.



1 You can now attach documents or pictures to your Calendar appointments. First, make the Calendar event in the usual way. If it's already there, open it and tap Edit. Scroll down the screen and tap the Add Attachment link.



2 You're taken to the Files app, from where you should navigate to the attachment you wish to add to your Calendar event. Tap it, and the document is added as an attachment. You can add almost any file to your event.



3 With this done, next time you open the event in question, you see the attachment too. To open it, just tap it. Attachments are, of course, synced over iCloud so they appear on all your Apple devices signed into your iCloud.

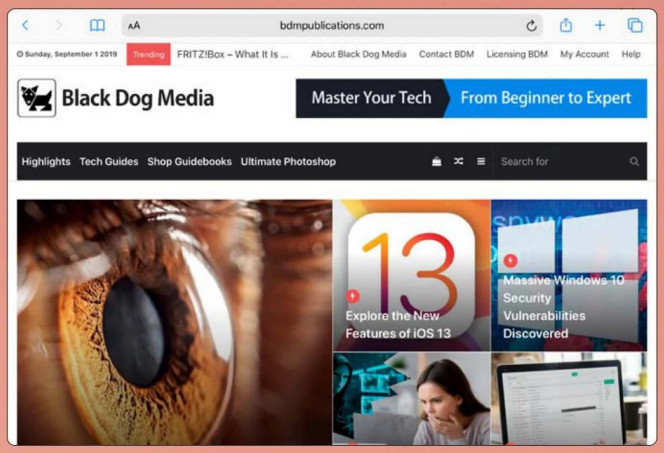
AirPods: New Features.

1 If you have a pair of Apple AirPods (second generation) or Powerbeats Pro, you can set Siri to read incoming Messages through them. The first time you use your AirPods after updating your iPad to iPadOS, you should get this message.

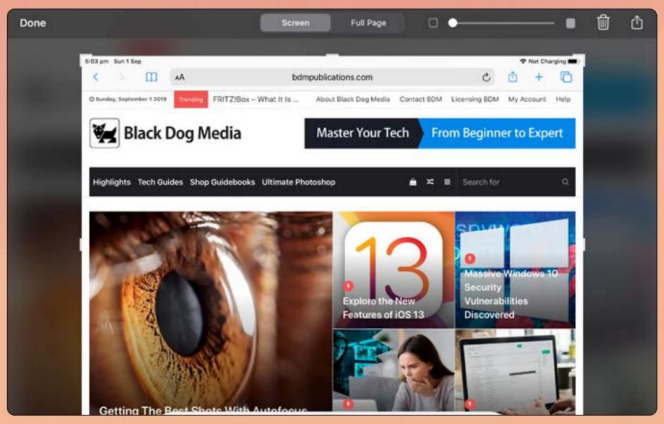
2 If you've already had this message and declined it, you can still set set up the feature. Go to Settings > Notifications > Messages and switch on Announce Messages with Siri. This option is only there if you've paired compatible earphones with your iPad.

3 Something else you can do with AirPods (or PowerBeats Pro) is let the audio-feed from one device go to two sets of headphones. Just move your iPhone or iPad close to the device with which the second set is paired, and you're invited to share.

Screenshotting Safari



1 If you want a screenshot of a Safari website, there's now an option to snapshot the entire page, not just the screen. Take the shot in the usual way (side button and Home or Vol Up button), then tap the thumbnail before it disappears.

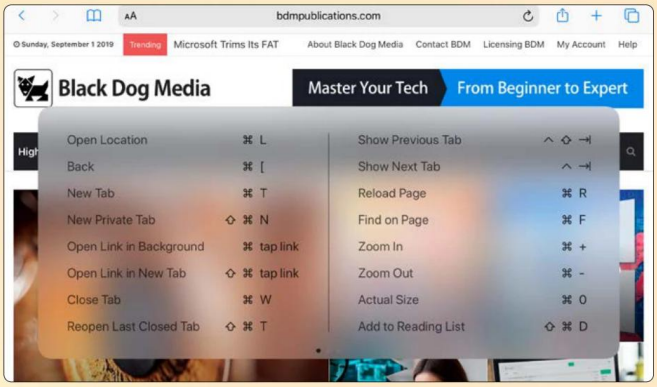


2 As always, the screenshot appears with the Markup tools. At the top of the screen are a couple of options; you can choose Screen to keep the screenshot as it is, or Full Page to save out the page as a whole.

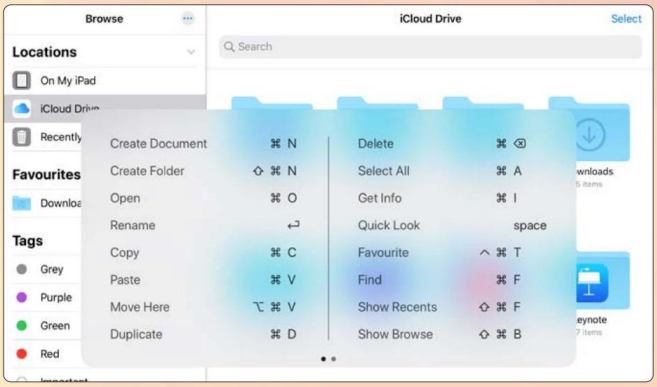
Location-free Photos.

If you want to share a photo without giving away its location, tap the Options link at the top of the Share window. From the next screen, you can switch off Location, or switch on All Photos Data before sharing it.

Bluetooth Keyboard Shortcuts

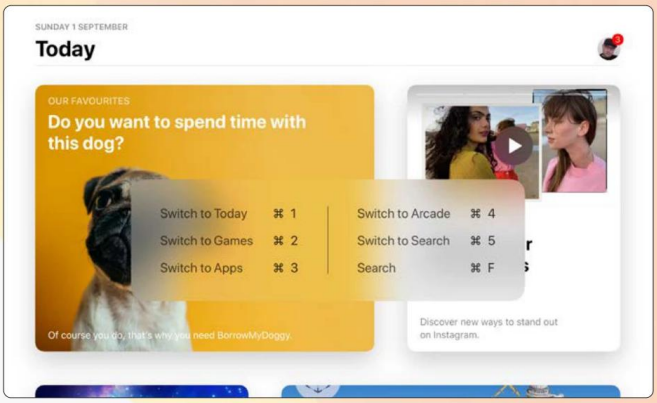


1 If you have a Bluetooth keyboard connected to your iPad, you can use keyboard shortcuts as you do on a Mac. To find out which keyboard shortcuts are currently available, hold the Shift and CMD keys until the window appears.



2 The keyboard shortcuts you're offered depends on the app you're currently using. For example, in the Files app, you can create a new document with CMD-N, a new folder with Shift-CMD-N, open with CMD-O and more.

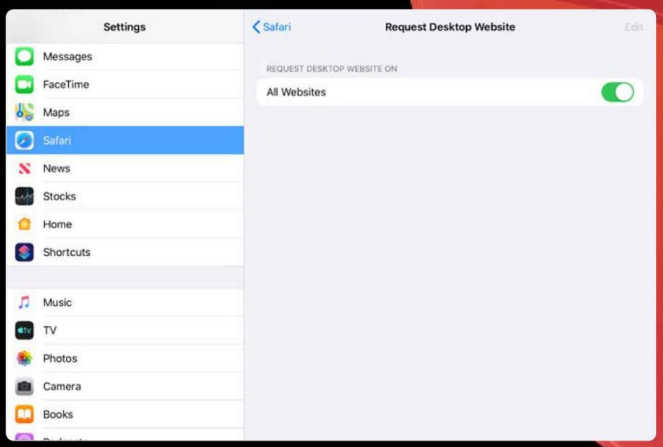
3 On the main iPad screen, you can use CMD-H to go back to the first page of the Home screen. The app switcher is especially useful; as on a Mac, you can tap CMD-Tab and switch between open apps.



4 On the App Store app, the keyboard shortcuts are used for navigation. With the CMD key held, you can tap '1' to go to the Today page, '2' to go to the Games page, '3' to go to the Apps page, and so on.

Safari: Desktop or Mobile Site.

1 In Safari, you can use either the mobile or the desktop version of a website on your iPad. If you want to switch to whichever it is you're not currently using, tap the AA icon in the URL bar for a menu. Tap Request Mobile/Desktop Site.



2 To make the change on a more permanent basis, go to Settings > Safari and tap Request Desktop Site. Here, an option to always use the desktop version of the website, rather than the version tailored for mobile devices, can be switched on or off.

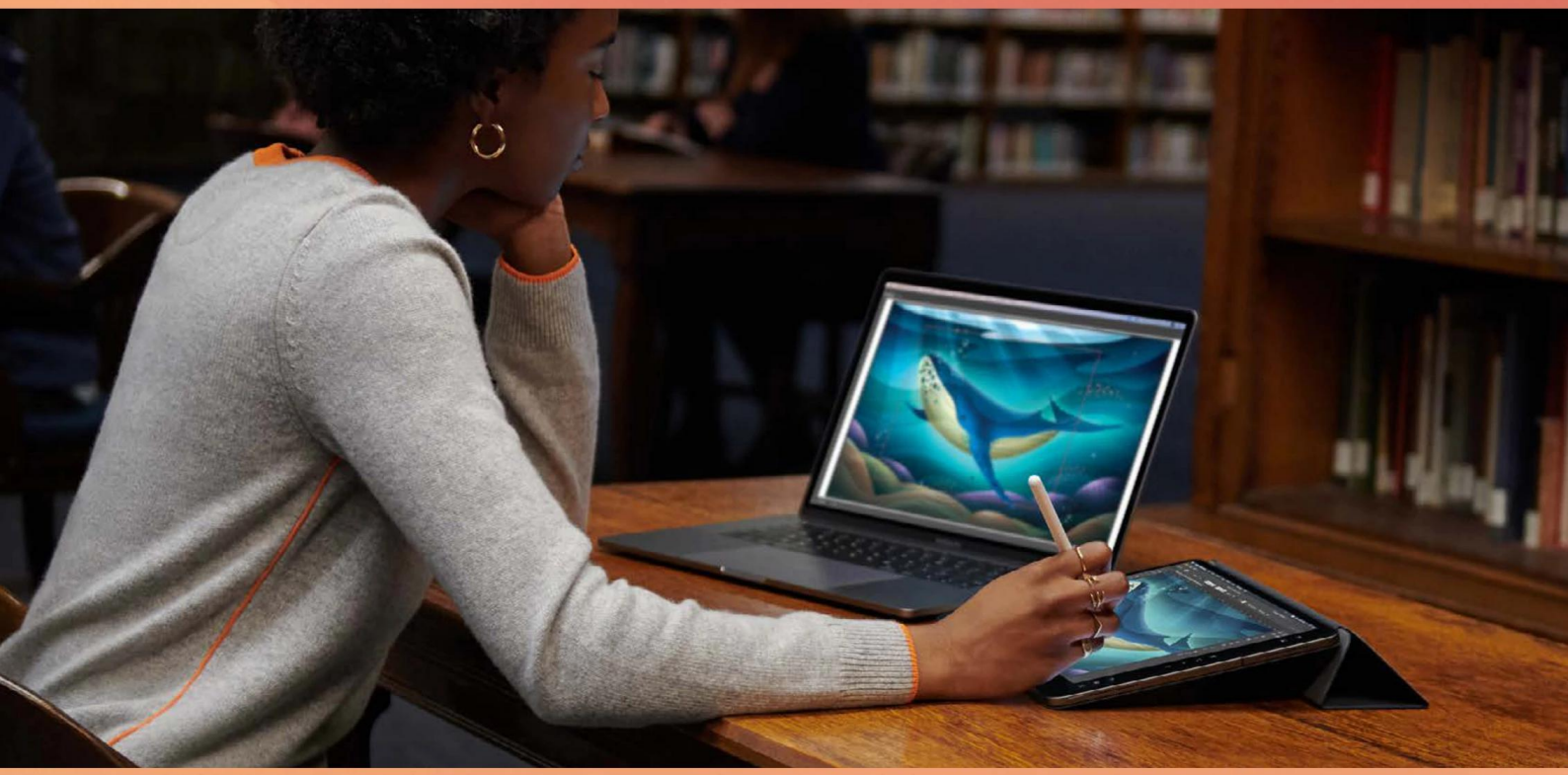
Sidecar

If you have a Mac running macOS Catalina and an iPad running iPadOS, you can use your tablet as a second screen for your Mac, expanding your desktop space. This is especially good news if you also use an Apple Pencil. You can draw on your iPad, using it as a high-resolution input device for your Mac.

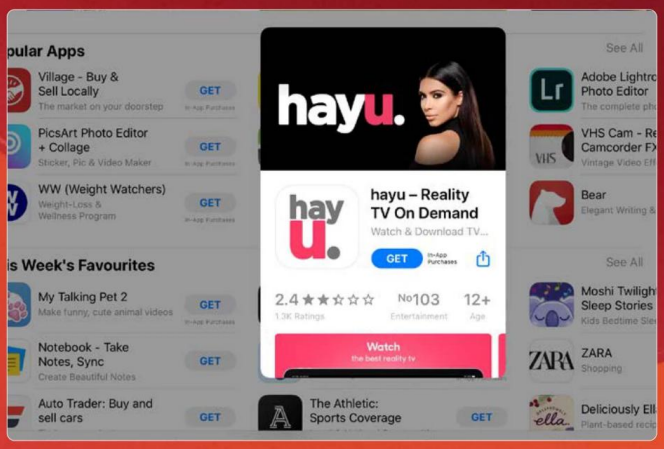
To use Sidecar on your Mac and iPad, first of all, on your Mac, open System Preferences. Click on the Sidecar preference pane, and you can set where the Sidecar Sidebar and Touchbar appears on your screen, if at all.

When you're done, in the pull-down menu labelled 'Connect to', choose your iPad. There's a brief flash, and your Apple devices connect, sharing screen space between your Mac and your iPad.

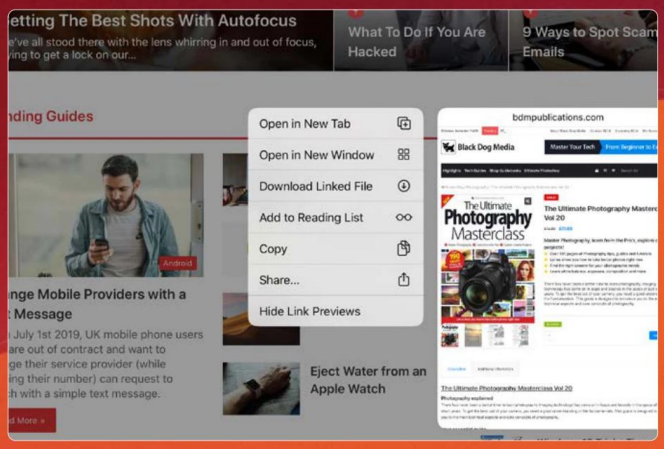
If you want to move your iPad to the other side of your Mac, you can do so by opening System Preferences > Displays. In the System Preferences window, drag the smaller screen around the larger one, until it's in the position you want in relation to your Mac. Sidecar is a great feature, and an easy way to add a second screen to your Mac.



Sneak Peeks.



1 You can now tap and hold a link for a sneak peek at its contents across all apps. Here, for example, we tapped and held a link to an app, and got this pop-up preview instead of simply tapping it to go to its page.



2 Naturally, this is most useful in the Safari app, where you can preview links without leaving the web page you're on. However, it also works well in Notes, News, Photos and more. It's a great time-saving feature.

Jargon Buster

We've tried to keep this guide as jargon free as possible, but inevitably there are some words and phrases that might still seem mysterious to the newcomer. If you're puzzled, we hope you'll find this glossary helpful.

3G: The third generation of mobile data networking used by both the iPhone and iPad, this connection is slower than Wi-Fi, but is more readily available and is used to transfer data from your iPad when you are on the go. It uses the mobile phone network.

4G: The fourth generation of mobile data networking offers increased speed when transferring data on the go. It has now been widely adopted by mobile phone networks.

Accessibility: A series of tools and features designed to make an Apple device such as the iPad easier to use by those with disabilities. You can find the iPad's Accessibility features in the Settings app.

Airplane Mode: All airlines warn you to turn off mobile electronic devices when on board an aircraft, so this iPad setting turns off all incoming and outgoing signals to your device, including data, Bluetooth, and Wi-Fi.

AirPlay: A protocol for streaming sounds and video from an Apple device to compatible speakers, or (for example) an Apple TV. It's wireless, and easy to use.

AirPrint: This is a feature of iOS and iPadOS and can be used to print from any device linked to an AirPrint-compatible printer over your home Wi-Fi network.

App: Short for "application", another name for a computer program as used on iOS and iPadOS devices. An app is a program that's been preloaded onto your iPad, or can be downloaded from the App Store.

App Store: The App Store is where you can download free and paid-for programs, or apps, to your device using your Apple ID. You can access it through the application found on your iPad's Home screen.

Apple ID: This is the email address and password that you have registered with Apple. It's required to access most online applications on your iPad, including iTunes, the App Store, the iTunes Store, Find My iPhone and Books.

Bluetooth: Bluetooth is a wireless technology used to link and exchange data with another compatible device. It has a range of approximately 8 metres (25ft). The iPad supports many Bluetooth devices, including headphones and keyboards.

Browser: An app used to access websites found on the worldwide web. The iPad comes with Apple's excellent Safari browser preinstalled, but other web browsers are available in the App Store. Most third-party browsers available from the App Store are free of charge.

Camera: This app is used when taking photos and videos. It's gained some great features over the years, turning the iPad into a very capable photography tool.

Dark Mode: This darkens the screen's overall look by using white text on a black background, among other things. It's especially useful in low light.

Dock: The opaque strip at the bottom of the Home screen. Apps in the dock remain in a special row of icons (or folders) along the bottom of iPhone, iPod touch and iPad screens and do not change when you swipe between Home screens.You can add or remove apps to and from the Dock to customise it to your own needs. Recently used apps are now shown there too.

eBay: The Internet's premiere online auction site, which you can use to both buy and sell. There's a free app for eBay, which can be downloaded from the App Store.

Emoji: A small drawing used to augment a message or text. Typically, these are yellow faces showing a variety of expressions, but other Emoji are available.

Emoticon: Similar to an Emoji, but made up of keyboard characters rather than being an actual drawing, e.g. :-)

Face ID: A device with a TrueDepth camera, such as the recent iPad Pros, can recognise your face. Face ID unlocks the iPad and is used for authentication.

Facebook: Currently the most popular social networking site on the Internet. Download the Facebook app for iPad and you can share photos, files or links directly to your account using the Share button.

FaceTime: You can make video and audio calls to other Apple devices using the FaceTime app. These are made over the Internet so are free from call charges.

Force Quit: The act of forcing an application to close down, perhaps because it's crashed or frozen. It's achieved by opening the App Switcher/ Control Centre, double-tapping the Home button and swiping the app in question upwards, off the top of the screen.

Folders: An icon representing a container for a group of apps. They're created by dragging one app on top of the other, in Jiggly Mode, and deleted by removing all the apps it contains.

Game Centre: Apple's gaming service, where you can discover new games and share your game experiences with friends from around the world.

Gestures: Actions performed with your fingers on the iPad's touchscreen, which the iPad then uses in apps. These include swiping, pinching, dragging and more.

Home Button: The physical hardware button on the front of some iPhone, iPod touch and iPad models, located just below the screen. It's used to wake the device, return to the Home Screen, cycle between the Home Screen and Spotlight Search screen, open the Fast App Switcher and optionally enable Accessibility features. If your device is recent enough, it also contains a fingerprint scanner that can be used instead of a passcode. Very recent iPad Pros have no Home button at all.

Home Screen: The front end of Apple's Springboard app launcher that consists of eleven screens that hold app icons, Folders, the Dock, the Fast App Switcher, and the Spotlight Search screen.

iCloud: The collective name for Apple's online services. It integrates with all iOS/iPadOS devices and macOS/OS X Mac computers for easy access to your email, files, photos and music.

iMessage: A text message that's sent from one Apple device to another. iMessages use the Internet rather than the mobile phone network, so they're sent free of charge.

iPadOS: The iPad's latest operating system. With the release of iOS 13, the iPad's operating system split from it, and became known as iPadOS.

iOS: Apple's mobile operating system. iOS is the software that powers the iPhone, iPod touch, Apple TV and older iPads.

Landscape Mode: This describes the iPad when you hold it horizontally; that is, so it's wider than it is tall.

Lightning: The cable connection used by iPads and iPhones. It replaced the older 30-pin dock connector cables.

Link: A piece of text or a graphic that, when tapped, takes you to another screen.

Location Services: Features and software on your iPad that pinpoint and use your current location. The Maps app is one example.

MMS: (Multimedia Messages), introduced in iOS 3, MMS supports images, videos, sound, contact cards, and location data. Sent and received via the Messages app on iPhone to other mobile cell phones.

Multitasking: Using two apps at once on your iPad. Methods of iPad multitasking include: Slide Over, Split View and Spaces. Only relatively recent iPads are powerful enough to do this.

Netflix Centre: A subscription service that lets you stream movies and TV shows over the Internet. You can stream them to your iPad, if you wish, using a web browser or the free Netflix app downloadable on the App Store.

Notification Centre: A pull-down list of recent notifications, accessible from any iOS Home Screen or from within any iOS/iPadOS app.

Photo Stream: Part of iCloud, Photo Stream stores your last thirty days or 1000 photos online and on your iPads and iOS devices, and all your photos on your Mac.

Portrait Mode: This describes the iPad when you hold it vertically; that is, so it's taller than it is wide.

QuickTime: Apple's 2D video and graphics player, used to play movies and other video on iOS, iPadOS and OS X/macOS.

Retina Display: This is Apple's term for its high-resolution screens. The pixels are so small it's impossible to distinguish between them at a normal viewing distance, making the on-screen images very smooth.

Settings: An app on your iPad that gives access to configurable features. There's an entry in Settings for every app on your iPad, whether a default app or one you've added yourself.

SIM card: Subscriber Identity Module. The little card used in mobile devices that connects them to the network. Wi-Fi only iPads do not use a SIM card.

Siri: Apple's voice activated digital assistant. You can give Siri spoken instructions and the service replies by giving you the information you asked for; or by activating the requested iPad function.

Sleep/Wake Button: Physical hardware button on top of the iPhone, iPod touch, and iPad. Used to power on, wake from sleep, put to sleep, and power down iOS devices.

SMS: (Short Message Service) Text messages sent from the Messages app from a mobile device such as the iPad or iPhone to other mobile devices.

Tablet: A computer in a flat, 'tablet' form factor, such as the iPad. The iPad is the world's most popular tablet computer.

Text Field: Any area on the screen where you can add text. Tap on a text field to bring up the virtual keyboard, which you then use to type.

Touch ID: If you have an iPad with a Home button containing a fingerprint reader, you can use your fingerprint and Touch ID to unlock your iPad and authenticate passwords and purchases made online.

Touchscreen: A screen that responds to your touch, so you can interact with it using your fingers or a stylus. The iPad's touchscreen is a capacitive one with multitouch capabilities.

Twitter: One of the most popular social networks built around a follower/following system rather than friends, with messages limited to 280 characters, which is double the original limit of just 140 characters.

URL: Uniform Resource Locator, the address used to access a web page. For example, Apple's URL (its website) is www.apple.com.

USB-C: The latest version of the USB (Universal Serial Bus) standard. Recent iPad Pros use USB-C cables for charging and data transfer, instead of the older Lightning cables.

VPN: (Virtual Private Network) provides secure access over the Internet to private networks, for added privacy and security.

Wi-Fi: A wireless means of getting onto the Internet or connecting two devices. At home, your Wi-Fi network is established through your router. Whilst away from home, you might have access to public Wi-Fi networks like those offered in coffee shops or libraries.

Widgets: Small pieces of information gleaned from iPad apps. In iPadOS, you can have Widgets appear on the Home Screen when your iPad is held in Landscape Mode. Swiping left from the edge of the screen shows them too.

YouTube: The Internet's most popular video viewing and sharing service. Owned by Google, you can access YouTube through a web browser, or through a dedicated app available for the iPhone, iPad or iPod Touch.

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