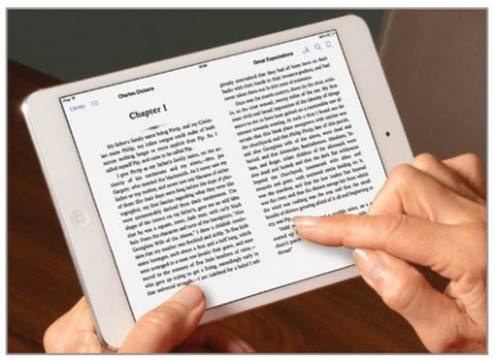
NEW

Senior's iPad

An independent guide to getting started with your Apple iPad

- ☑ Keep in touch
- ☑ Take & edit photos
- ☑ Listen to music
- ☑ Latest iOS 12 updates
- ☑ Start sending emails
- ☑ Read books



100% UNOFFICIAL

Digital Edition

FUTURE

TWELFTH EDITION

Welcome to Senior's iPad

The iPad is one of the most intelligent pieces of technology on Earth. Owing to its incredible versatility and portability, it allows you to undertake an incredible number of day-to-day tasks while on the go, acting as a camera, media hub, games console and much more. And all of this from a user-friendly and intuitive interface that can be mastered by tech aficionados and novices alike. It makes sense then that we rarely go a day without seeing one being used – in one capacity or another – for work, play or study. So now you have your hands on this life-changing device it's time to find your feet. In this new edition of Senior's iPad, explore all the basics, from long-standing features to the latest operating system – iOS 12. Turn the page and you will soon wonder what you did without your trusty iPad by your side!

FUTURE

Senior's Edition
iPad

Future PLC Richmond House, 33 Richmond Hill,
Bournemouth, Dorset, BH2 6EZ

Editorial
Editor **Jacqueline Snowden**
Designer **Kerry Dorsey**
Editorial Director **Jon White**
Senior Art Editor **Andy Downes**
Staff Writer **Aiden Dalby**

Photography
James Sheppard
All copyrights and trademarks are recognised and respected

Advertising
Media packs are available on request
Commercial Director **Clare Dove**
clare.dove@futurenet.com

International
Head of Print Licensing **Rachel Shaw**
licensing@futurenet.com

Circulation
Head of Newstrade **Tim Mathers**

Production
Head of Production **Mark Constance**
Production Project Manager **Clare Scott**
Advertising Production Manager **Joanne Crosby**
Digital Editions Controller **Jason Hudson**
Production Managers **Keely Miller, Nola Cokely,**
Vivienne Calvert, Fran Twentyman

Management
Chief Content Officer **Aaron Asadi**
Commercial Finance Director **Dan Jotcham**
Head of Art & Design **Greg Whitaker**

Printed by William Gibbons, 26 Planetary Road,
Willenhall, West Midlands, WV13 3XT

Distributed by Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU
www.marketforce.co.uk Tel: 0203 787 9001

iPad is a trademark of Apple Inc., registered in the U.S. and other countries
iPad © 2019 Apple Inc.

Senior's Edition: iPad Twelfth Edition
© 2019 Future Publishing Limited

We are committed to only using magazine paper which is derived from responsibly managed, certified forestry and chlorine-free manufacture. The paper in this magazine was sourced and produced from sustainable managed forests, conforming to strict environmental and socioeconomic standards. The manufacturing paper mill holds full FSC (Forest Stewardship Council) certification and accreditation

All contents © 2019 Future Publishing Limited or published under licence. All rights reserved. No part of this magazine may be used, stored, transmitted or reproduced in any way without the prior written permission of the publisher. Future Publishing Limited (company number 2008885) is registered in England and Wales. Registered office: Quay House, The Ambury, Bath BA1 1UA. All information contained in this publication is for information only and is, as far as we are aware, correct at the time of going to press. Future cannot accept any responsibility for errors or inaccuracies in such information. You are advised to contact manufacturers and retailers directly with regard to the price of products/services referred to in this publication. Apps and websites mentioned in this publication are not under our control. We are not responsible for their contents or any other changes or updates to them. This magazine is fully independent and not affiliated in any way with the companies mentioned herein.

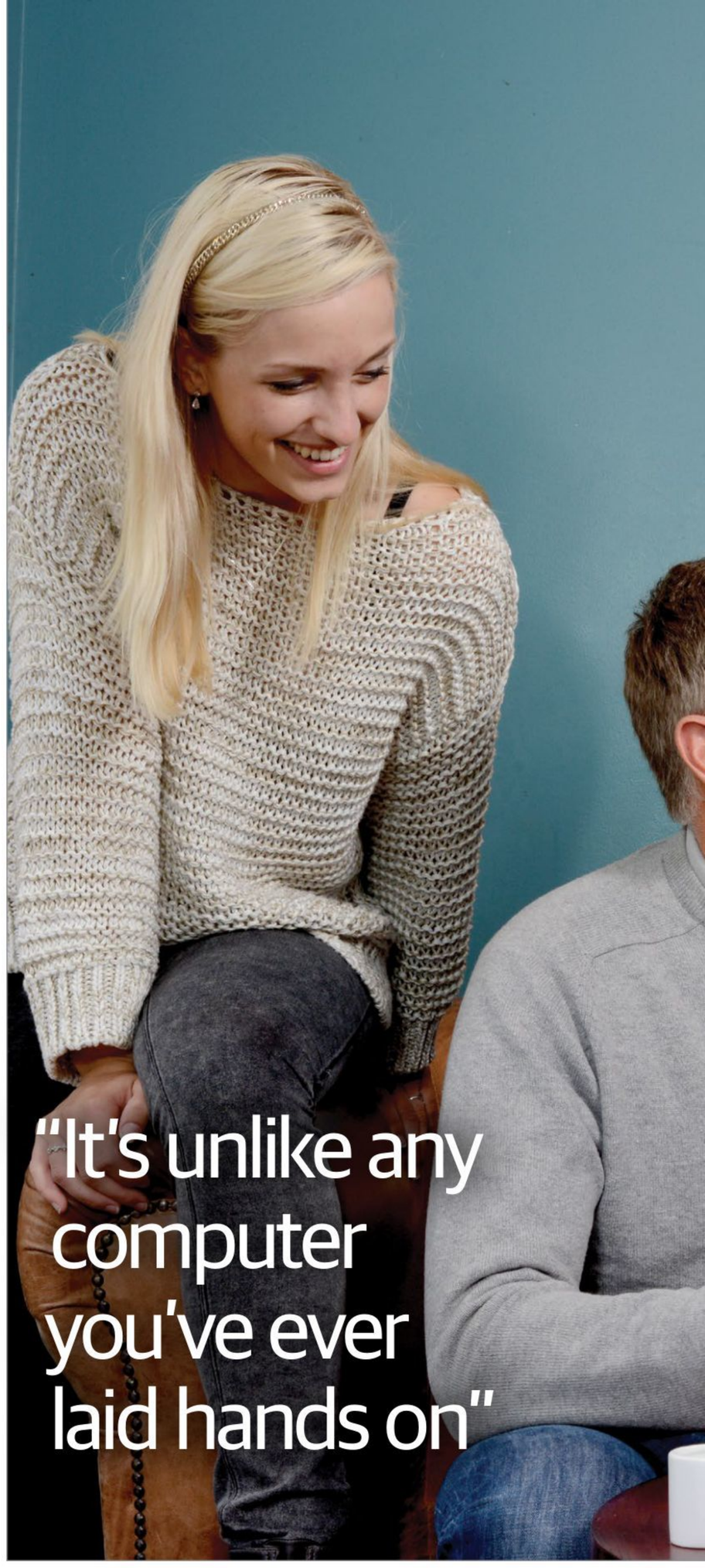
Future plc is a public company quoted on the London Stock Exchange (symbol: FUTR)
www.futureplc.com

Chief executive **Zillah Byng-Thorne**
Non-executive chairman **Richard Huntingford**
Chief financial officer **Penny Ladkin-Brand**

Tel +44 (0)1225 442 244

Part of the
iCreate™
bookazine series

Contents



Introduction

8 Introducing the iPad

18 Make your iPad easier to use

Setting up

24 Activate and register your new iPad

28 Change settings to suit your needs

30 Set up iCloud and start syncing

32 Back up your iPad

34 Set up a Wi-Fi connection

35 Connect to a Bluetooth device

36 Introducing the Control Centre

38 Set a Passcode Lock

40 Customise Touch ID settings

42 Control privacy settings

44 Find a misplaced iPad or iPhone

46 Change your wallpaper

48 Get to grips with Multitasking

50 Access email on your iPad

52 Install iTunes on your desktop

54 Get to know the iTunes interface

56 Sync your music from iTunes

57 Transfer movies using iTunes

58 Sync your books through iTunes

59 Put photos on your iPad

Getting started

62 Move icons and use folders

64 Discover the features of Safari

66 De-clutter the web with Safari Reader

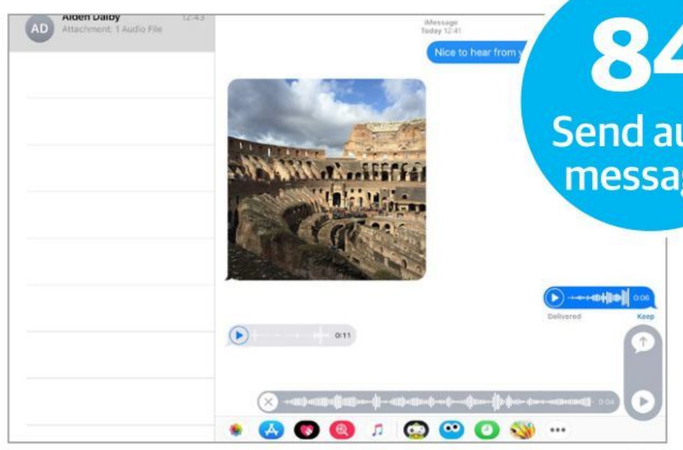
68 Explore the Mail app

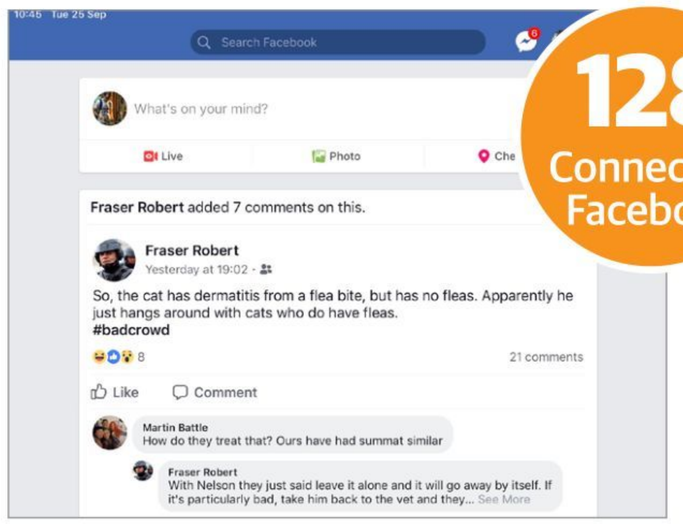
70 Add an event in Calendar

72 Keep perfect time with Clock

74 Use Reminders to never miss events

76 Edit Notification Centre settings





118 Design a document

120 Make a spreadsheet

122 Get started using Files

124 Send files with AirDrop

126 Join Twitter and get tweeting

128 Facebook your friends & family

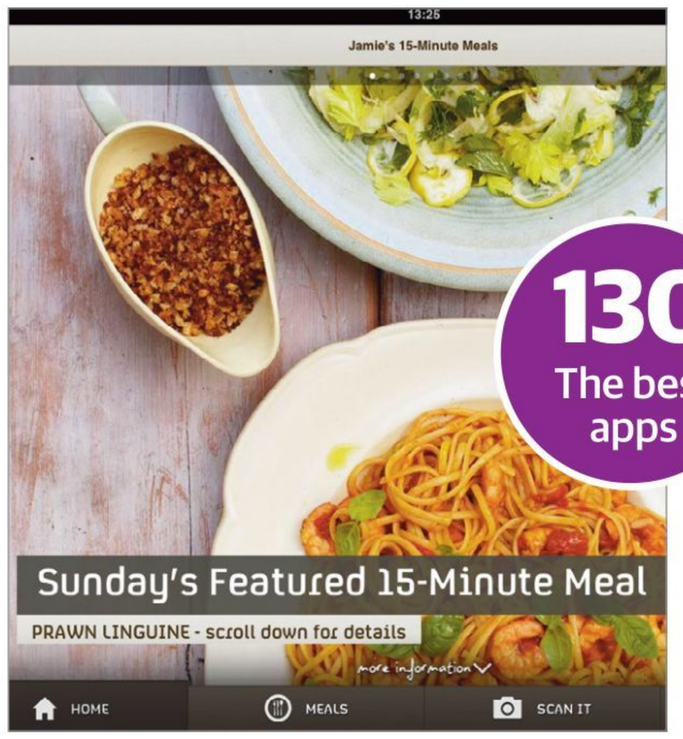
Apps

130 Essential iPad apps

Helpdesk

138 Your iPad FAQs

142 Your iPad glossary



78 Manage contacts in FaceTime

80 Make video calls using FaceTime

82 Use Messages to keep in contact

84 Send audio messages

86 Use the Notes app

88 Navigate in Maps

90 Use turn-by-turn navigation

92 Use Siri on your iPad

94 Explore the App Store

96 Check out the iTunes Store

The next step

100 Using the Camera

102 Edit images in Photos

104 Organise your photos

106 Get the most out of the iPad videos

108 Listen to podcasts on your iPad

110 Purchase an iBook

112 Get to know iBooks

114 Stay informed with News

116 Learn to set up Family Sharing

Introducing the iPad

Let's explore the iPad's basic features

The iPad is unlike any computer you've ever laid your hands on. For one thing, there's no intermediary between you and what you're trying to do; on a regular computer, you have to learn to manipulate a pointing device like a mouse or trackpad to move a cursor on the screen so you can achieve what you need to do. On the iPad, you're already an expert manipulator since you just use your fingers directly on the screen to move and affect what you see. If you know how to point, you know how to use an iPad, and that's the truly exciting thing about this device: it makes personal computing truly personal.

But despite its friendliness, it's still a complex piece of hardware and you'll need to know a little about what makes it tick: how you turn it on, for instance, and what functions its few buttons offer. And what about all the other controls embedded in the software? How can you use its many features to the fullest?

We will endeavour to show you all this over the next few pages, helping you feel comfortable with the device so you can hit the ground running in no time at all.

Browsing

As soon as you've connected to your local wireless network, the iPad is ready to be an internet browsing device. In fact, when Apple's engineers were first experimenting with touch-screen devices, the original idea was a tablet designed for web browsing. As a result, going online is a very polished experience and a joy to use. Like all other apps on the iPad, tapping on the Safari icon fills the screen with that program's content, removing any other distractions. You can then browse the web with your fingers. If you're familiar with Safari on your Mac or PC, you'll feel right at home – there's even a Google search field. Tapping on it increases its size and reveals the keyboard so you can type what you're looking for. The same applies for the address field if you know exactly where you want to go. Thanks to iCloud, you can sync your Mac's bookmarks to your iPad, right down to the Bookmark Bar.

Navigating a webpage is easy: you flick your finger up, down, left or right to see other parts of the page. If you want to focus on a specific section, double-tap on it to zoom in on it. There are other browsers on the App Store, such as Google Chrome and Opera Mini, so have a look to see if one suits your needs better than Safari.

Communication

Browsing the web isn't the only thing you need to do online. For one thing, you need to check your emails and the iPad's got you covered there as well, thanks to the Mail application. With it, you can set up as many accounts as you need. Just like Mail on your Mac, you have a universal inbox where all your messages, irrespective of which address they were sent to, can be accessed, read and replied to. You can also organise your messages, making it easier to keep track of a conversation.

When it comes to social networking, you can either make use of Safari – aside from its games, Facebook works very well in the iPad's web browser (the games don't work but there may be versions of them for the iPad, iPhone or iPod touch available to download

"Chances are someone may already have designed a great solution that fits your exact needs"

The cameras
The iPad has a FaceTime camera on the front and an iSight camera on the back

The on/off switch
Turn your iPad on or off by holding the top-right button

Wi-fi signal strength
This symbol lets you know the signal strength it is receiving

The volume control
Quickly control your sound with the buttons on the right

Battery level indicator
You can visually see how much power your iPad has left here

The screen
The screens on iPads vary in size and resolution, but new models have a hi-res, LED-backlit Retina screen with an amazing level of detail

The Dock
Your favourite and most recent apps will appear here. Swipe up at any point to access it

Available with or without 3G
If you want to use your iPad away from a wi-fi signal, you'll need the 3G model

The Home button
This button takes you to the previous app launch screen

The dock connector to sync and/or recharge
This is where you plug in your lead to sync or charge the iPad

The speaker grille
The speaker is located here, and it does a great job for a small device

in the App Store) – or look for the dedicated iPad apps, like Facebook and Twitter, at the App Store. These have been integrated into iOS so that you can tweet and share from within a host of default Apple apps.

Other applications, like Skype, enable you to enjoy full-screen video calls on your iPad with other people who don't necessarily own an Apple device, or there's the default FaceTime app for people who do.

Photos

If you see images on the web you'd like to keep, you can easily save them to your Photos application by tapping and holding on one and choosing 'Save Image' from the popover menu. But that's not the only use of that particular program. Thanks to iOS's iCloud feature, you can activate Photo Stream so that any pictures taken on your iPad or iPhone are automatically pushed to all of your iOS devices and Macs.

You can also dispense with a bigger computer entirely by getting the iPad Camera Connection Kit and transfer photos and videos from any compatible digital stills camera straight to your iPad library – after which Photo Stream will make them instantly available on all of your devices, automatically and completely wirelessly.

Once there, you can browse through your photos, edit with the Photo app's tools, post them online or send them to friends and family. If you want to upload them to Facebook or Twitter, you can do this via the Photo app. Select the image you want to use and tap the Share button to see the options. You can also set it as wallpaper.

First steps

Getting acquainted with your iPad

Turn on

When an iPad's screen is off, your device is either asleep or shut down

01 To turn the device on when it has been fully turned off, press the On/Off button, top right of the device.

02 If it's in Sleep mode, you can also press the Home button to bring your iPad back to life.

Sleep mode

You may be putting your iPad to sleep quite often

01 You need to make use of one of your iPad's few physical buttons for this; the On/Off button is located in the top right of the device.

02 Press and release it once for the screen to go dark and become unresponsive to any touch input.

Turn off

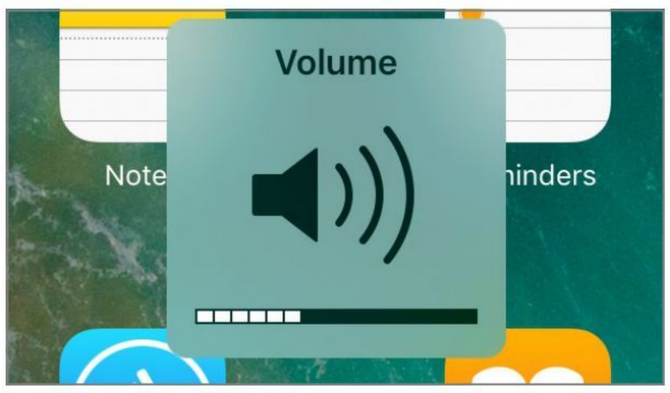
To turn your iPad off, check out the following steps

01 Press and hold on its On/Off button for up to five seconds. The screen will dim and a red slider will appear.

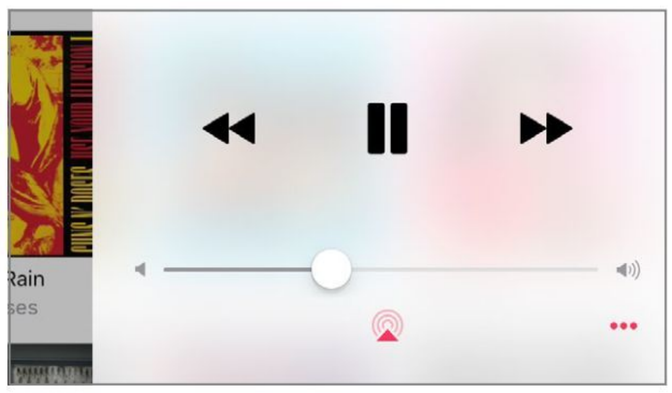
02 Move that red slider from left to right to confirm that you wish to shut the iPad down.

Change volume

Depending on what you're doing, you can change the volume in various ways



01 Use the physical buttons, top of the iPad's right edge. The top one increases the volume and the bottom one lowers it.



02 If you're watching a movie or listening to music, you'll find a slider on the screen to achieve the same result.

Update iPad

Here's how to make sure your device is using the latest software

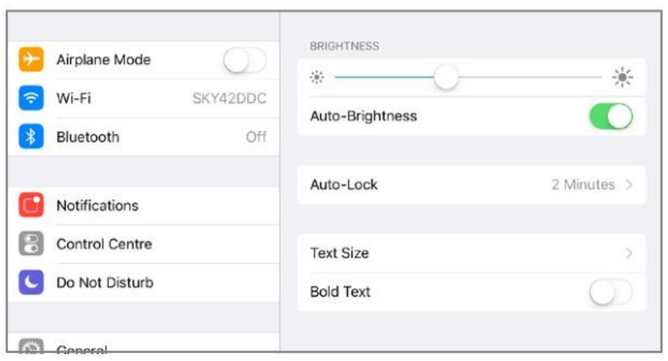
01 Go to Settings and, under 'General', press 'Software Update'. Your iPad will then check if any updates are available.

02 If there are updates available you'll have the option to 'Install Now'. Click the button and follow the instructions.

Brightness

If the screen is too light or dark for your tastes, you can alter it like so...

01 Tap on the Settings app and select the 'Display & Brightness ' option. Use the slider to lower or raise the brightness.

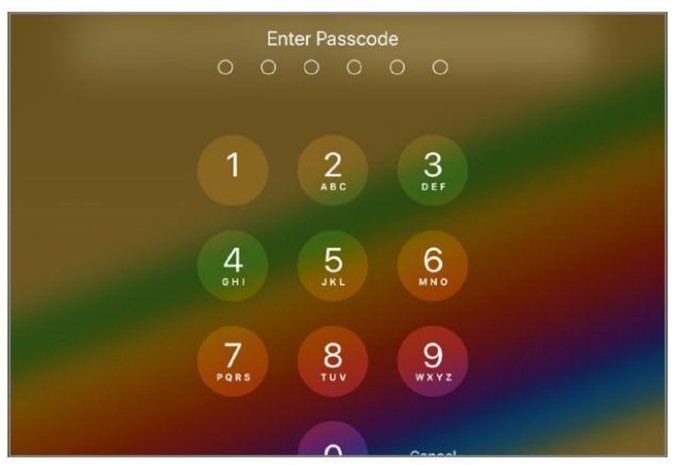


02 Double click your Home button to access your Control Centre and you will find brightness controls there too.

Unlock

Once you've woken your iPad up, you'll be graced with its Lock screen

01 To gain access to your iPad's functions, simply press the Home button.



02 If you have set a password, you will have to type it in before you can proceed any further.

Mute

To mute the volume of the iPad, you have two options...

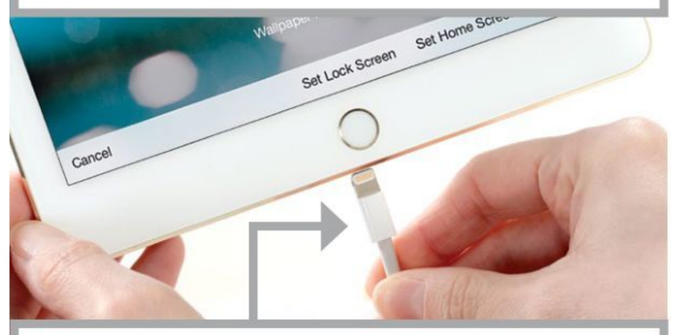
01 If you have the side switch set to Mute, slide it down to mute your iPad.

02 Press and hold the volume-down button. After two seconds, it'll be muted.

Charge

Recharging the iPad is a simple matter

01 Unless your computer is recent enough, there won't be enough power from its USB port to charge the iPad.



02 For a faster, more efficient charge, it's best to use the bundled power adaptor instead.

Sync

To back up or transfer files, you need to sync

Sync with iCloud
Go to page 30 for this syncing option

01 Use the bundled cable to connect your iPad via one of your computer's USB ports.

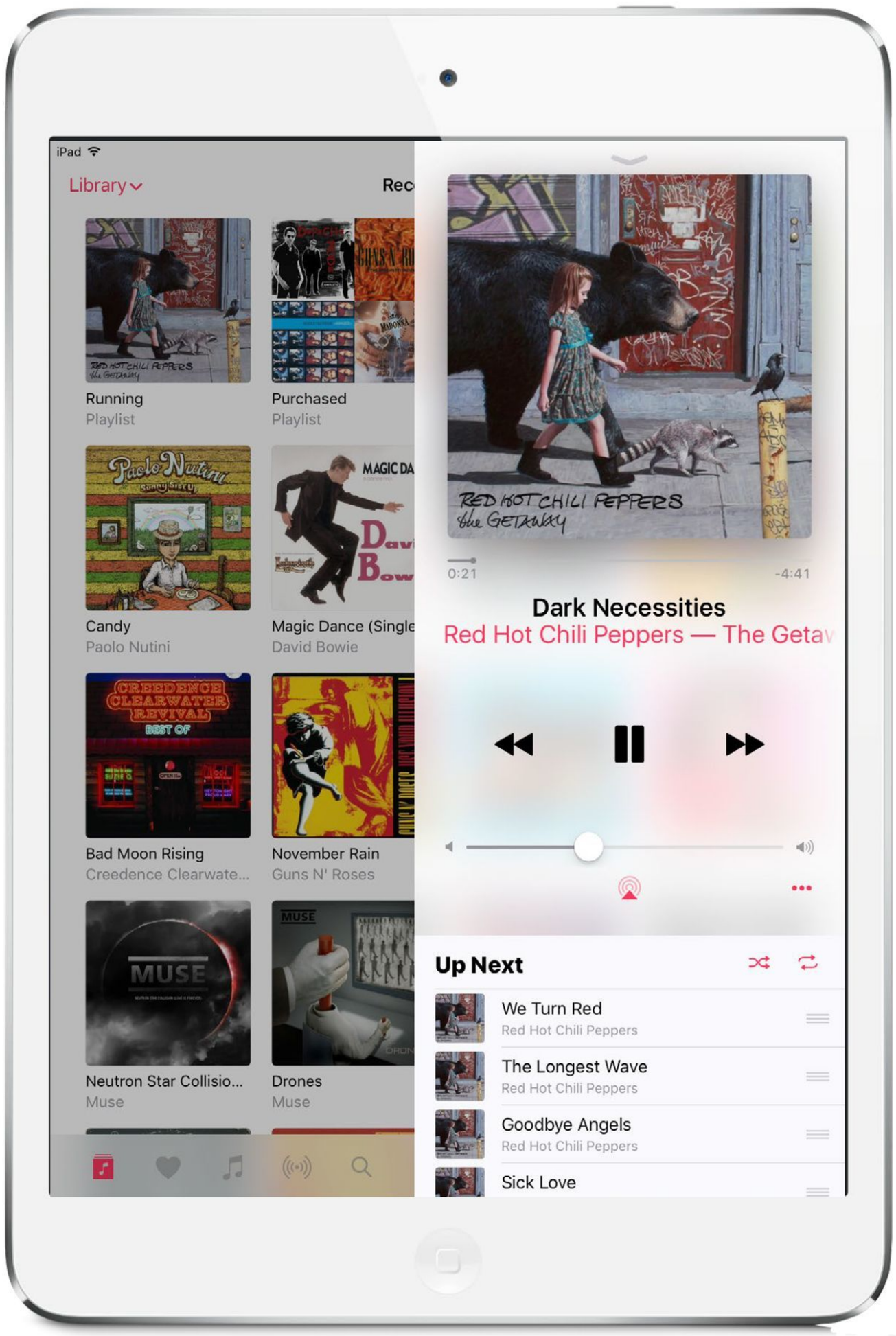
02 Now iTunes will start to launch and the backup and syncing processes will, by default, be totally automatic.

Introduction

Music

It wouldn't be an Apple device if it didn't let you listen to your music, but although iTunes is responsible for almost everything media-related on your Mac, the iPad has broken those features into multiple apps designed for specific purposes. For instance, you can purchase new music using the iTunes application, but if you want to listen to albums you currently own, then you have to use the Music app. From there, you gain access to your songs, podcasts and audiobooks. If you want to watch a music video, however, you'll need to take a trip to the Videos app.

But iTunes isn't the only way you can listen to music on your iPad. There are other programs that let you stream songs directly from the internet and, just like the Music application, they can be used to listen to music in the background while you work in another program on your iPad. If you're in the UK, make sure you check out Spotify, while US readers should take a look at Pandora.



Watching

Although it's no substitute for your widescreen television, when you're away from your couch, the iPad makes for a surprisingly good TV. Due to its size, it's much better than an iPhone or iPod touch and its built-in speaker is good enough to allow the device to be shared, but what can you watch on it? Well, anything you've bought or rented from the iTunes Store will work on your iPad: you can transfer movies, TV shows, podcasts and music videos and they'll all play flawlessly on your portable device.

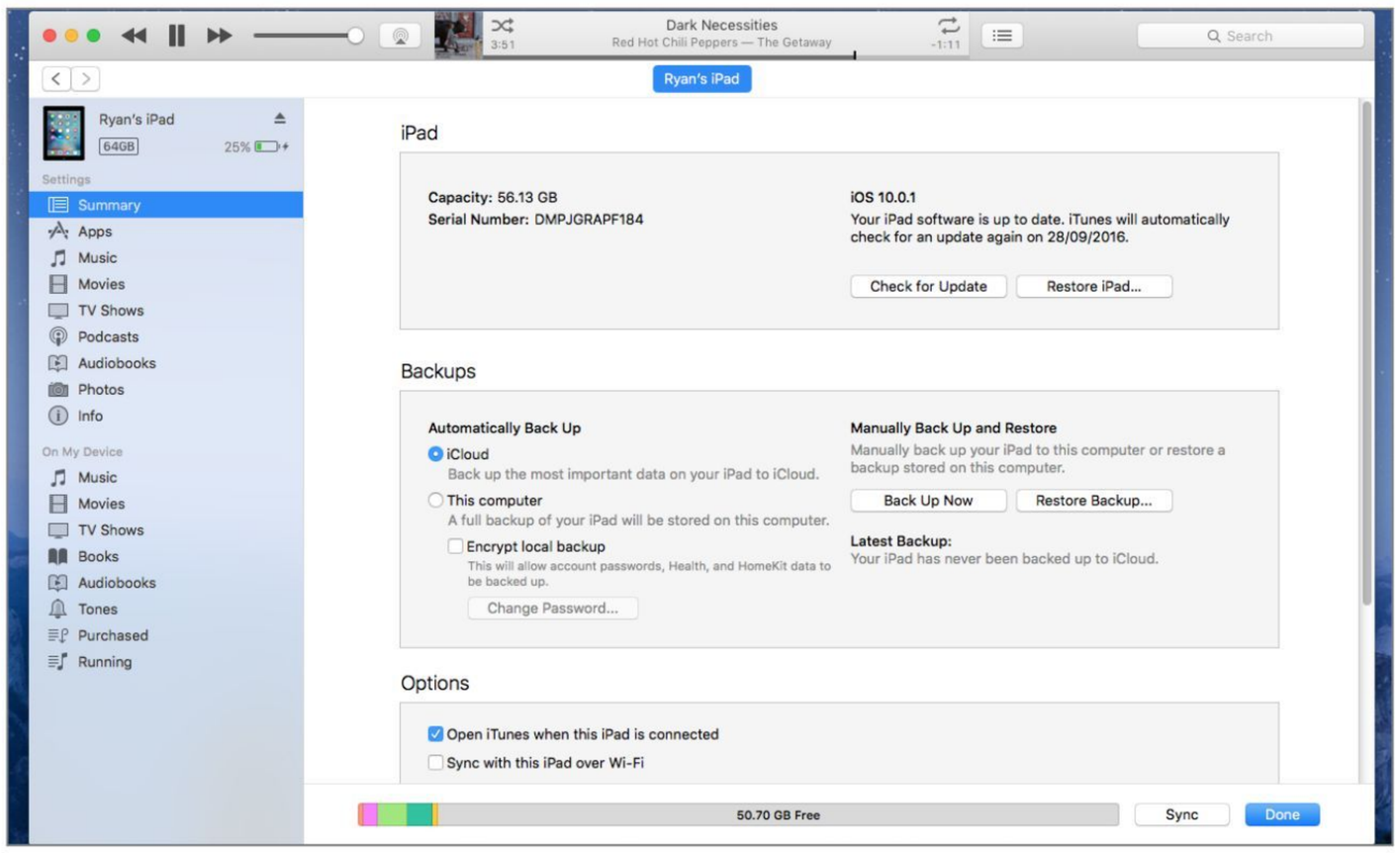
You could also convert your existing DVD collection into iTunes-compatible files; but in order to achieve this, you'd need desktop computer programs like HandBrake which are designed to transform your films and episodes into compatible files ready for you to enjoy on your iPad. This can be a time-consuming process, so why not try the brilliant television services such as the BBC iPlayer and Sky Go, both of which offer catch-up services? The Sky+ app lets UK viewers record programmes remotely to watch on their Sky+ in-home boxes. The EyeTV application also lets you watch live television as long as you're within range of your wireless signal.

Entertainment

While you can open the Safari internet browser, go to www.youtube.com and watch videos, there is a dedicated YouTube app

iTunes

The desktop software explored



Where can I get it?

■ Point your browser towards **www.itunes.com** and click on the 'Download iTunes' button, somewhere on the page.

What is iTunes?

■ It's a program designed by Apple and the purpose was to transfer your CD collection onto your Mac, catalogue your songs and transfer them to a compatible MP3 player.

Why do I need it?

■ Because iTunes evolved over the years to accommodate more than music – movies, TV shows, podcasts and more. Now it's a great way to transfer anything to your iPad.

Why is it not included on a CD?

■ Apple now assumes that broadband is ubiquitous, and that way the company can make sure that you'll be using the very latest version available as opposed to one that could have been released ages ago.

It's installed. Now what?

■ Double-click on its icon to open it and agree to the licence agreement. You can convert your music CDs to iPad-compatible files or purchase new songs, movies and shows from the iTunes Store.

What happens when I connect my iPad to my computer?

■ iTunes will take over your iPad and you will be asked not to disconnect it while the syncing process is taking place. Your iPad's data will be backed up and your media will be synchronised between your devices.

How do I cancel the sync?

■ When your iPad is connected to iTunes, its screen informs you not to disconnect it. However, there is a slider at the bottom which you can use to cancel the sync should you need to. Note that your iPad will not be fully backed up if you do this.

---

available. You can watch clips, leave comments and do pretty much everything you'd expect to be able to do through Safari, but the app has an interface specifically designed for the iPad. Check out what's trending, get recommendations based on what you've viewed and subscribe to channels you enjoy so you can see the latest content as it is released. If you see something that you think your friends will enjoy, you can share it with them.

Other video sites, like Vimeo, also have iPad-compatible versions of their videos, so you can watch those straight from your web browser.

But being entertained is much more than just passively watching something on the screen; you can also use your iPad to read the latest bestseller or enjoy a timeless classic. The two major programs that allow you to do this are Apple's own iBooks and Amazon's Kindle. Both are also compatible with the iPod, iPhone and Mac (Apple includes the iBooks app as a default app on your iPad), so you can stop reading on the iPad and carry on with another device if you'd like. Not all titles are available in digital form, but there's still plenty of choice and more are coming to the store every day.

Games

When it comes to games, you will be spoilt for choice. There are so many available to download, both free and paid-for. You can spend hours getting immersed in an adventure story (thank goodness for the iPad's excellent battery life), or just use it to while away a few minutes of your time every now and again.

The obvious choices are there, like arcade-style games such as The

Introduction

"The iPad is a very powerful machine capable of doing almost anything a computer can"

Incident and Fruit Ninja HD; plus adventure games like The Witness and Terraria; strategy games like Cut the Rope and Angry Birds; and role-playing games like Aralon and Galaxy on Fire 3. There's even an iPad version of Farmville.

But none of these offers anything new from what you could achieve on a regular computer. What sets the iPad apart from other platforms is that its screen is large enough that it can be easily viewed by multiple people at the same time. As a result, it's become a natural digital alternative to board games, making playing on a computer a much more social experience with people in the same room as you, just like the good old days. Make sure you check out titles like Pandemic, Carcassonne, Scrabble, Monopoly and The Game Of Life. Whatever your tastes, though, the iPad has them covered.

Office work

The iPad isn't just a device to browse the web, watch videos and play games, however. Many people classify it as just a media consumption device, but it's in fact a very powerful machine capable of doing almost anything a regular computer can. It comes with a Notes program that you can use to jot down a few ideas, lists or even the beginning of a draft letter. That application syncs with your emails and you can access those documents in your Mac's Mail program, which is very convenient and enables you to work between the two systems.

But the iPad can go a lot further than this. For one thing, the iWork suite is available for it as a separate purchase. You obviously won't get all the features that you've grown accustomed to with the Mac's versions, but for a first attempt at creating a business suite that's controlled by touch, it's remarkable what you can do with these apps and you'll be designing newsletters, filling in spreadsheets and creating presentations in next to no time at all.

If you need compatibility with Microsoft Office well you're in luck as Microsoft have apps for the device. Word, Excel, PowerPoint and other programs are all available on the iPad, offering the same tools but for the iPad. They're free to use for 30 days and then you can pay a monthly fee to continue using them.

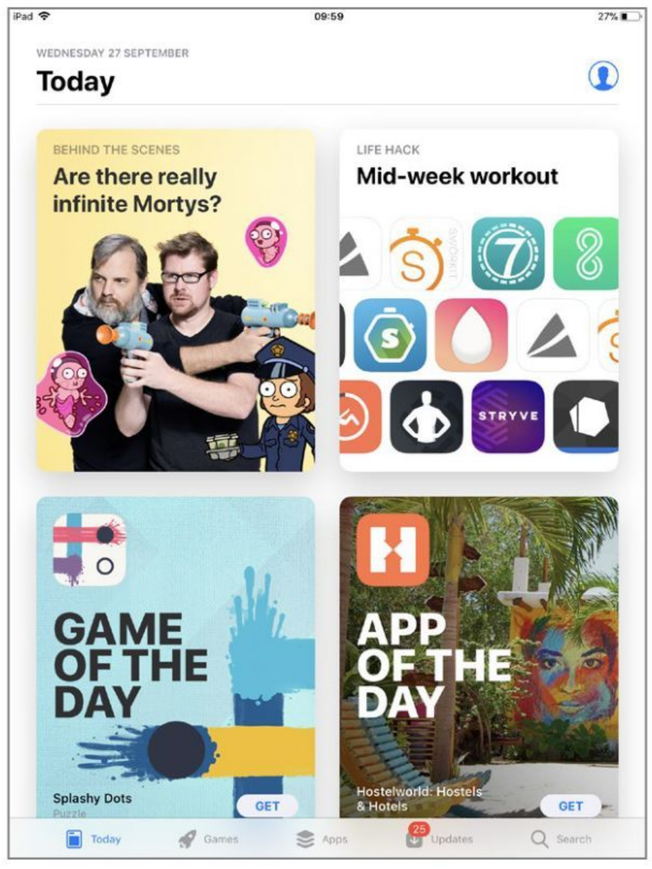
Productivity

As for other productivity programs, Calendar stores all your appointments and syncs with Calendar on your Mac – as long as you have activated your free iOS iCloud account. The same applies for the Contacts app, even preserving all your groups so you'll feel right at home on your device.

Surprisingly, the iPad doesn't come with a calculator application built-in to the system, but this can be easily remedied with a short visit to the App Store. Just type in 'Calculator' in the search field to find enough free and paid options to satisfy your needs. Another feature missing

App Store

A vital part of the iPad explained



What's all this talk about apps? Do I need them?

■ Apps are programs that run on a computer, like your browser or word processor. They increase your device's functionality and you should definitely browse through them to see if there's anything you might like.

Where do I get these apps?

■ Straight from the App Store, which you can access from iTunes or the iPad app. You might find some websites showcasing various programs, but you can only get them from the App Store.

Can I only get them from my computer?

■ No: there's a program called 'App Store' on your iPad. From there, you can gain access to the entire store as well, although you will need to be within range of a Wi-Fi network, unless of course you own a 3G-capable iPad.

What if I'm just browsing? Can I find stuff easily?

■ Of course: the App Store is designed to help you buy. As a result, you can look through various lists like top sellers, top free apps, staff recommendations, and so on.

Is there any trial software?

■ Not as such, but many developers have 'lite' or 'free' versions of their applications. These offer limited functionality or a few sample levels if it's a game. If you like what you see, you can then purchase the full program and delete the lite copy.

It's all a bit of a jumble; can I narrow my search down?

■ The App Store is broken into 25 categories, each with its own top sellers list. You can narrow your search by focusing on a single one.

How can I ask questions or get help from the developer?

■ At the bottom of every app description is a link to the developer's website. More often than not, you'll find a contact email address there, which you can use to write to the developer or company and get the help you need.

Why does my App Store icon have red numbers on it?

■ These badges are there to show you that your apps have been updated and that you can get those new versions for free directly from the App Store's Updates section.

---

from the iPad is any possibility of using it like an external drive, but the fantastic advantage of the iPad (and any device powered by the iOS software) is the huge number of developers working on it. As a result, someone's come up with a way of achieving just that, thanks to an application called 'USB Disk Pro for iPad' (a free version is also available under the title of 'USB Disk for iPad'), so you can easily use your iPad like an external portable hard drive.

Chances are, whatever it is you're looking for, someone may already have designed a solution that fits your exact needs.

Creative apps

That's exactly the case with graphic design applications. Adobe, maker of the mighty Photoshop, has released a number of apps for the iPad, but other, smaller developers have also jumped at the opportunity that this new platform offers them and there's a wealth of programs that allow you to design with your fingers anything you used to need a mouse or a graphic tablet for in the past.

The beauty of the iPad is that these programs are so cheap compared to those you'd find on a Mac or Windows PC that trying some out isn't as financially crippling as it can be on other platforms.

You're bound to find the right program that matches your abilities. If you're artistically inclined, have a look at Autodesk SketchBook, Motion or Education. If you're looking for programs that help you transform pictures into visually stunning works of art, explore Oilist or the PhotoArtista series of applications. If you fancy more specific effects, consider Drawing

Accessories

Enrich your hardware with some great kit...

Keyboard The iPad is great for many things, although some people still struggle with typing using the device. You can get around this by purchasing an Apple Wireless Keyboard and then pairing it with your iPad via Bluetooth

Protective films Even if you prefer your iPad to be without a case, you should consider a film to protect its most important part: the screen. Some high-quality ones not only protect it from accidental scratches, they actually make it easier to clean and fingerprints don't stick as easily as they would on a bare piece of glass

Case Getting an iPad case is essential if you wish to protect your investment and they come in many styles. Most can display your iPad in portrait or landscape orientation and can be supported at a variety of angles for browsing, working or watching movies

Smartcase This device will enthral you for hours with its ingenuity. With the clever use of magnets, you can, literally, sling this cover at your iPad and it will auto-align to sit perfectly across the screen of your device for supreme protection. What's more, when you pull it back, your device will automatically wake up

Styluses Controlling objects with your fingers undoubtedly feels more natural, but a stylus can be great for precision work. A few companies have created such devices that work very well with the iPad's capacitive screen

Apple TV Your iPad is a great device to play all of your downloaded movies, videos and music, but if you want to broadcast them on a bigger stage then Apple TV is perfect. This device transforms your TV into a viewing portal for all of your Apple content and it does so wirelessly – you just sit back and control your evening's entertainment from your iPad

Speakers The iPad's mono speaker may be surprisingly good for an item of its size, but it's really not sufficient to enjoy your media to the fullest. Thankfully, there are many external speakers available to improve the experience. They either connect via its mini-jack, the dock connector or even wirelessly via Bluetooth

"It's undeniable how truly amazing it is to be able to scroll through a map and effortlessly zoom in and out of a location using your fingers alone"

Desk or Assembly. Those of you who want more than the Photo app's adjustment tools should purchase TouchUp, and your grandchildren will love Doodle Buddy.

Maps

All of the above can be achieved whether you own a Wi-Fi-only iPad or one capable of connecting to a 3G network (ie one that hooks up to a mobile phone network and hence gets you online wherever you have coverage – for a price). If you've decided to invest in a 3G-capable iPad, the capabilities of your machine are greatly extended since you'll be able to browse, check your emails or even play online games wherever you might be.

There's also the added advantage of being able to use the Maps application to help you navigate to your desired location. Apple replaced the Google Maps app with its own for iOS 7, which, as well as giving turn-by-turn directions, now offers the speed limits for the road you're on.

You may get tired of hearing how 'magical' the iPad is, but it's undeniable how truly amazing it is to be able to scroll through a map and effortlessly zoom in and out of a location using your fingers alone. The program is incredibly responsive and the only limitation you'll experience will be due to your internet's bandwidth. It illustrates just how wonderful using this device truly is. There are also other map apps available, so check out the App Store to find one that suits you.

Kids

The iPad is an amazing learning tool no matter what your age is; there's even a dedicated kids category in the App Store, where you can get interactive books like Winnie the Pooh or The Cat in the Hat, programs that teach you how to read and write or even understand the world around you, help you play music, draw... pretty much anything you can imagine.

Older children haven't been left out either: MathBoard is a fantastic program designed to help you perfect your algebra. You can even set which calculations to work on and how difficult they should be. There are also many apps designed to keep kids entertained, such as wordsearch apps like WordSeek HD and much more.

If you're interested in space, you can learn everything you need to know thanks to programs like Solar Walk or Star Walk HD, and the little ones can keep up with their older siblings with Star Walk for Kids. If it's dinosaurs you're after, check out Ultimate Dinopedia, and if you want to explore all the elements that make up our universe, be sure to look for The Elements – it has over 500 HD rotatable images and detailed information and fun facts.

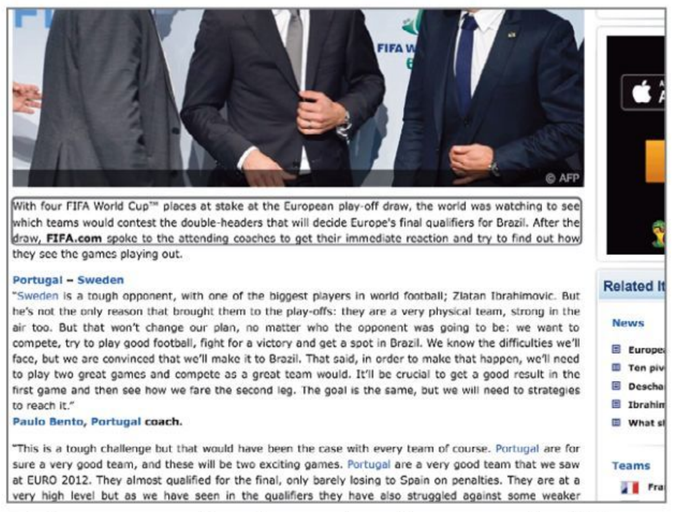
Make your iPad easier to use

An iPad can be the perfect computer for anyone who finds traditional devices slightly out of reach

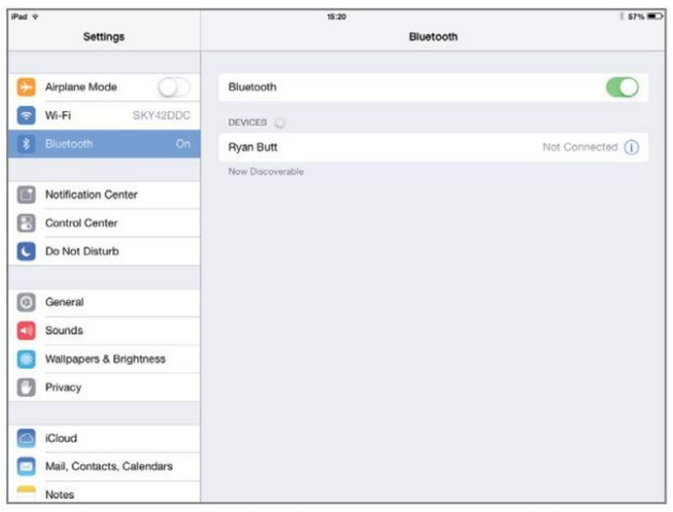
Accessibility is a hallmark of all Apple products, but for those who do not need such features they are hidden away, which can mean a lack of awareness. A quick look in the Accessibility settings, which are available in the Settings app under the General option, will show most of the options available to help you overcome physical restrictions and make the most of your iPad. They are all turned off by default, but once the setup process is complete the experience changes. The iPad can speak back any action you undertake so that you always know where you are, the screen can be zoomed in for a magnified view and text can be set to the level which is perfect for your needs. Hardware buttons need never be touched thanks to AssistiveTouch, and sound can be sent to just one earphone speaker to lessen conflict with hearing aids. Whatever your requirements, the iPad has every accessibility function you'll need.

Interact with ease

VoiceOver is an ingenious feature that's designed to help those with any form of visual impairment. It speaks as you interact with the iPad and does a lot more than just read the text that is on screen. It will read text from web pages and documents when a paragraph is tapped. This alone can bring a world of information to anyone, but the main benefit lies in its ability to let you use the iPad in exactly the same way as anyone else; tap a button on screen and it is described aloud, double-tap it and the action is completed. It can be activated from the Settings app by choosing 'General' followed by 'Accessibility'. Here you can also change the speed of the voice feedback and many other settings.

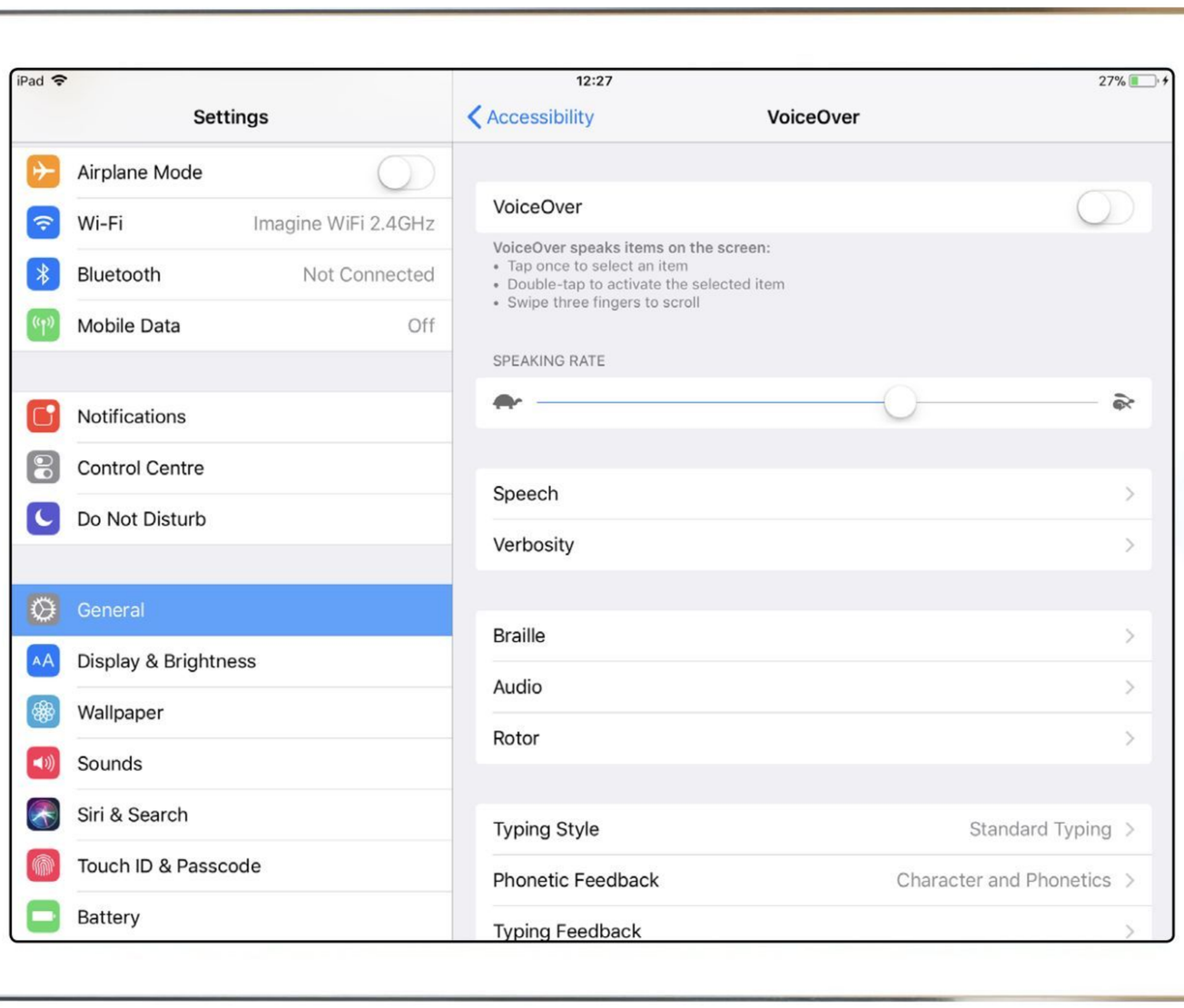


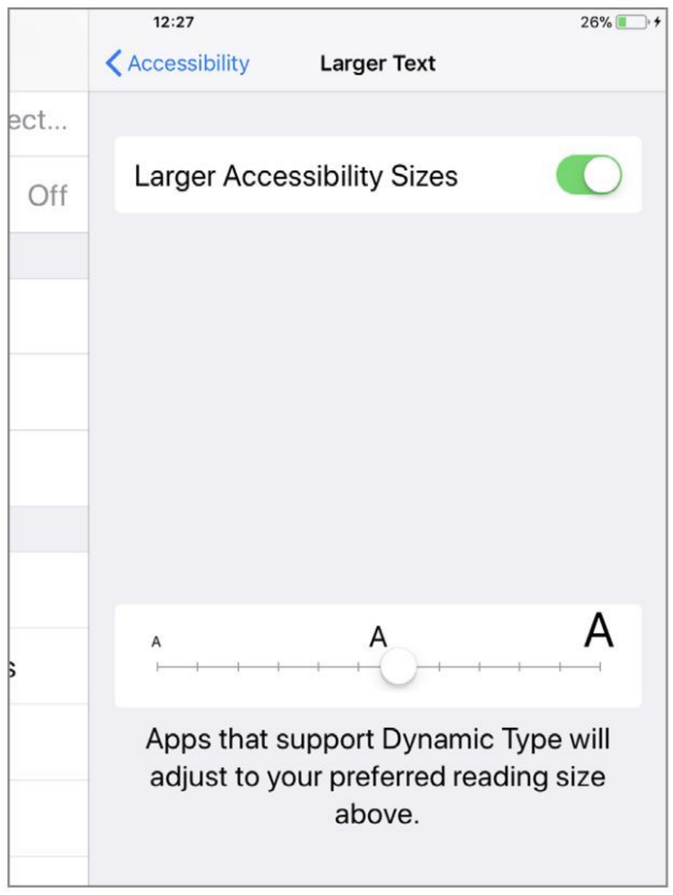
■ A paragraph of text that is tapped will be spoken immediately by the iPad



■ Select Braille devices are compatible with the iPad and connect using Bluetooth

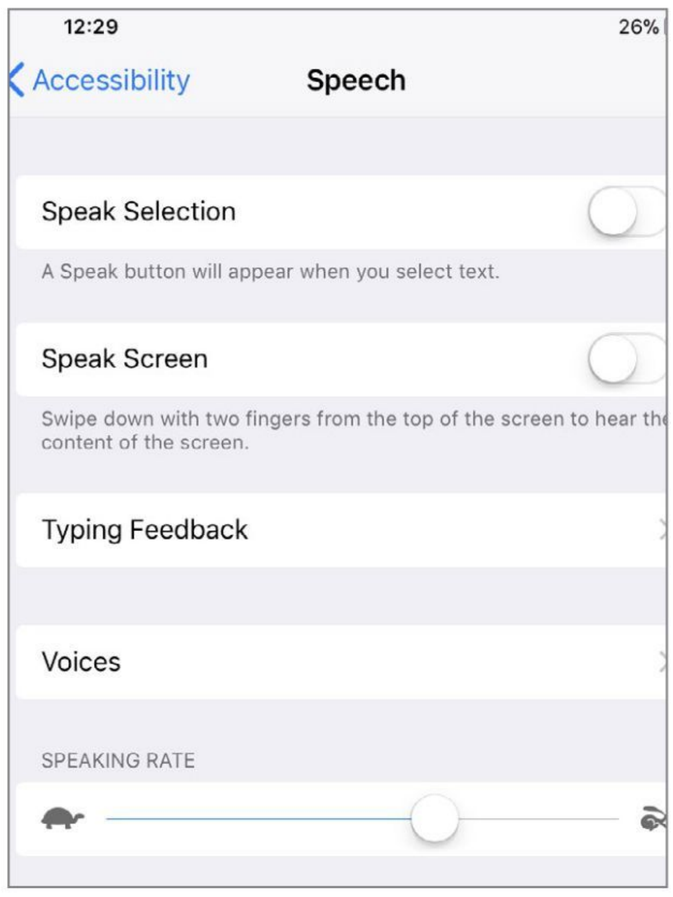
"VoiceOver is an ingenious feature designed to help those who have any form of visual impairment"





Get larger text

■ The Large Text feature offers a variety of text sizes from 20 point all the way up to 56 point. Go to the Settings app, then General, Accessibility, and choose 'Large Text'. The text is displayed in scale to let you choose the most comfortable.



Speak Selection

■ Speak Selection, available via Settings, General, Accessibility and Speech, lets the iPad to offer a 'Speak' option when you select text. You can set the speed and also choose from a range of dialects.

Simple keyboard shortcuts

Split keyboard

01 With the keyboard in view, hold your finger on the bottom-right keyboard icon and then select 'Split' from the menu that pops up. You can now type with your thumbs and hold the device with two hands.

Accents

02 To create an accent over any letter, hold your finger on the letter and then slide it to one of the accents that pops above it. Every accent that you might need for your language will be included automatically.

Caps lock

03 Tapping a Shift key (the arrow) lets you insert a capital letter and the key will show a blue outline. If you double-tap a Shift key, it changes to a white arrow in a blue icon to signify that caps lock is enabled.

Quick apostrophes

04 By default, the iPad's keyboard has the apostrophe button on the Numbers keyboard. However, if you hold down the exclamation mark key, you can access a quick apostrophe on the Letters one.

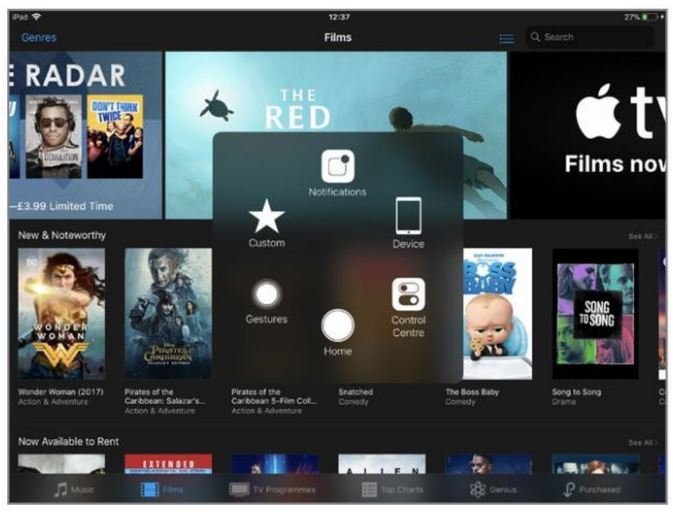
Punctuation

05 You may need to type unusual punctuation. Tap the numbers key (bottom-left) and then hold your finger on any punctuation key. Under some you will find all of the obscure and rare punctuation that you need.

Use simple gestures

AssistiveTouch is designed to make complex manual interaction with an iPad a thing of the past. Once enabled in the Accessibility options you will see a small transparent dot on the screen at all times. It is unobtrusive and never gets in the way of what you are doing, but a simple tap gives you immediate access to every hardware function you need.

It has options to mimic pressing the Home button as well as shortcuts to your notifications and the Control Centre, but it is the 'Device' option that truly stands out, allowing you to include tasks such as changing the volume and rotating the screen.

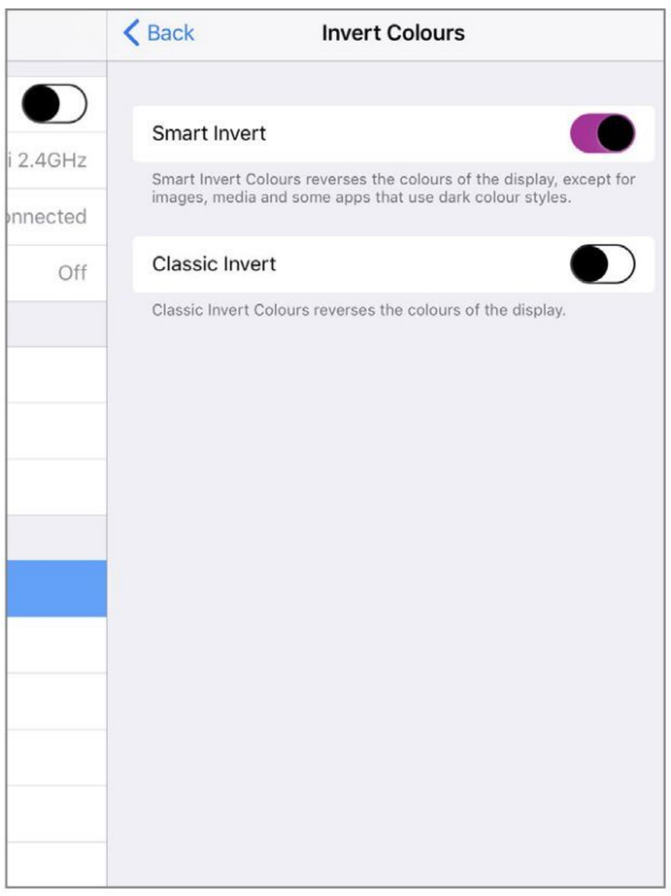


■ The most often used system functions are a couple of taps away with AssistiveTouch

In effect it removes the need for hardware keys on the iPad and brings everything you need together under a small window which only appears when you require it. You can even create your own gestures and customise the options.

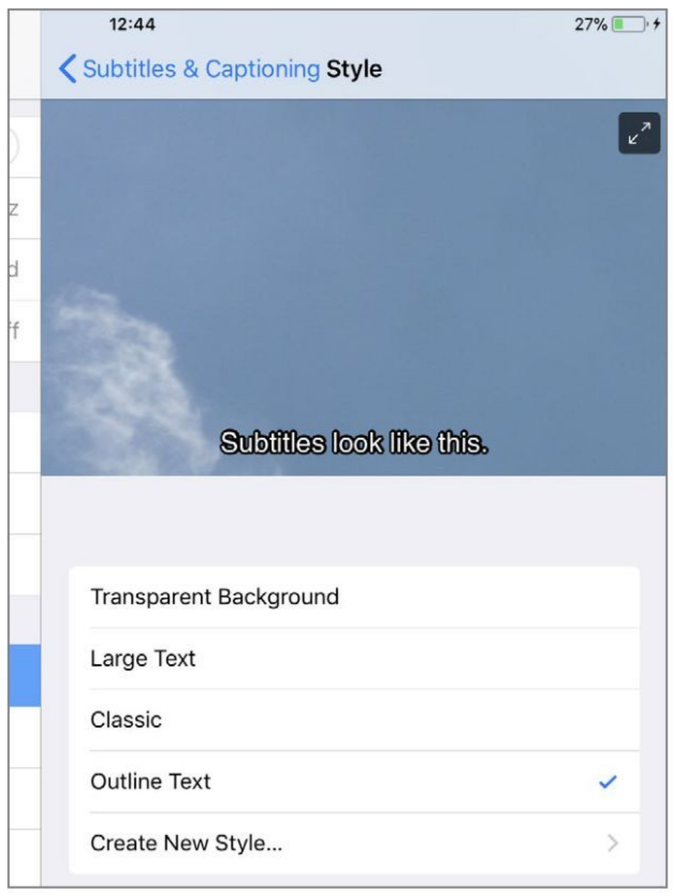
"It makes complex manual interaction with an iPad a thing of the past"

Make your iPad easier to use



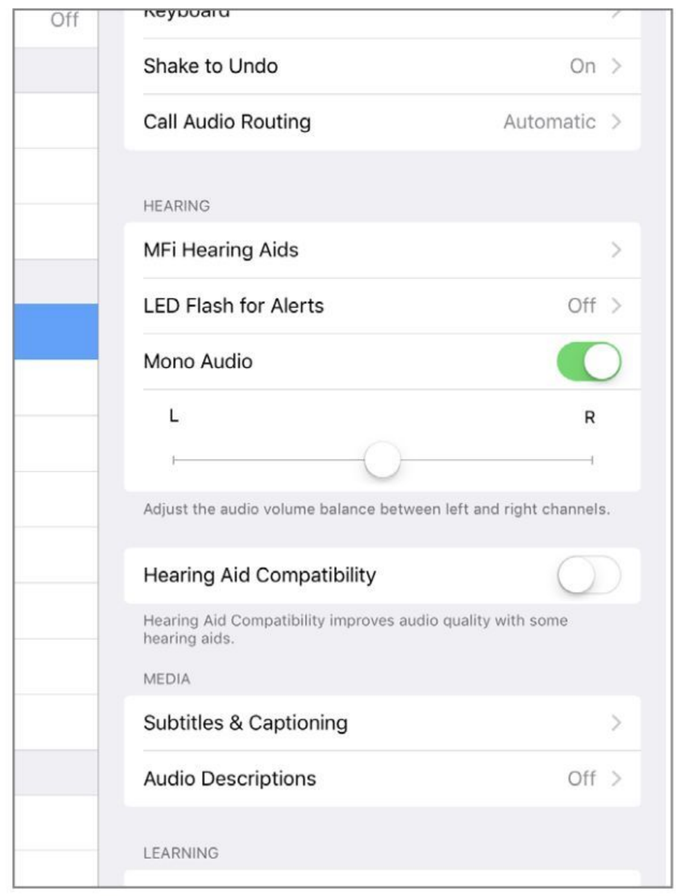
Invert colours

■ The ability to invert the colours on screen and to make a negative photo effect can make reading much easier in some circumstances. In the Display Accommodations page simply tap 'Invert Colours' and select from 'Smart Invert' or 'Classic Invert'.



Read subtitles

■ In the Accessibility settings, tap on 'Subtitles & Captioning'. Now change Closed Captions to 'On' and when you next watch a TV show or movie that supports the facility, you will see the subtitles on screen. You can even change the style of the subtitles.



Get mono audio

■ In the Accessibility settings, you will see a 'Hearing' section. Tap the icon to turn it on and now you can use the slider to decide which side you would like the mono audio to sound. This is particularly useful when hearing aids are being used.

Zoom in

The Zoom feature in the Accessibility options of the Settings app, which requires just one tap to enable, lets you increase the size of everything on screen in a variety of ways. To zoom in, all you have to do is double-tap three fingers on screen and do the same to zoom out again.

You move around the screen using three fingers instead of one and can also set the zoom to any level you like by double-tapping with three fingers and then sliding them until the appropriate level is reached. This means that you can choose how exactly the zoom is set for each app or task and thus it gives you all of the control you require in every situation you encounter on an iPad. The fact that it can be turned off easily is another bonus – for many partially sighted people it could prove to be the most useful accessibility feature of all.

Setting up

Get your iPad up and running with these easy-to-follow tips

24 Activate and register your new iPad

28 Change settings to suit your needs

30 Set up iCloud and start syncing

32 Back up your iPad

34 Set up a Wi-Fi connection

35 Connect to a Bluetooth device

36 Introducing the Control Centre
38 Set a Passcode Lock
40 Customise Touch ID settings
42 Control your privacy settings
44 Find a misplaced iPad or iPhone
46 Change your wallpaper
48 Get to grips with Multitasking
50 Access email on your iPad
52 Install iTunes on your desktop
54 Get to know the iTunes interface
56 Sync your music from iTunes
57 Transfer movies using iTunes
58 Sync your books through iTunes
59 Put photos on your iPad

"Just got an iPad? We'll guide you through the process of setting up your device"

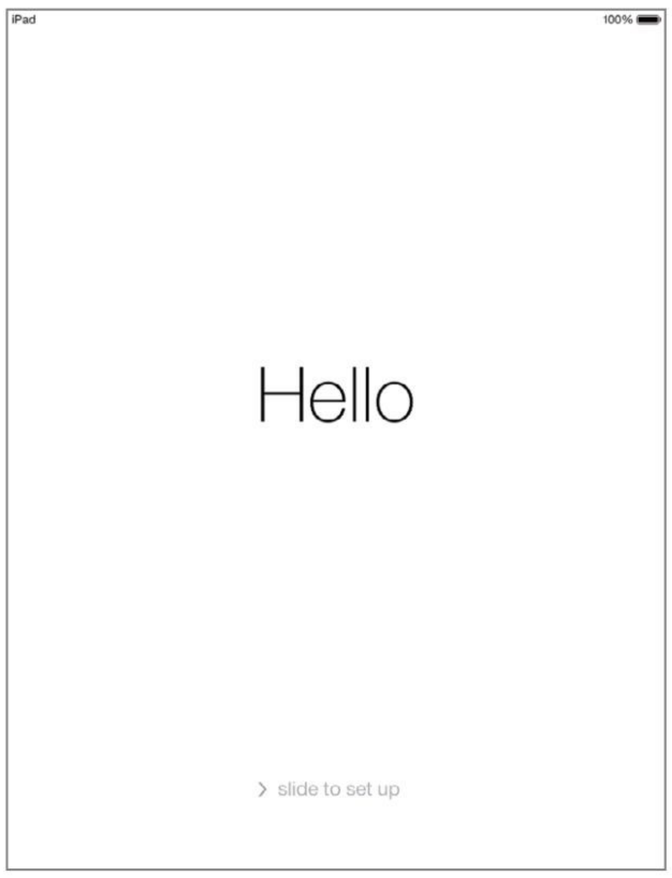
Activate and register your iPad

Just got an iPad? We'll guide you through the process of setting up your device and registering it to your Apple ID

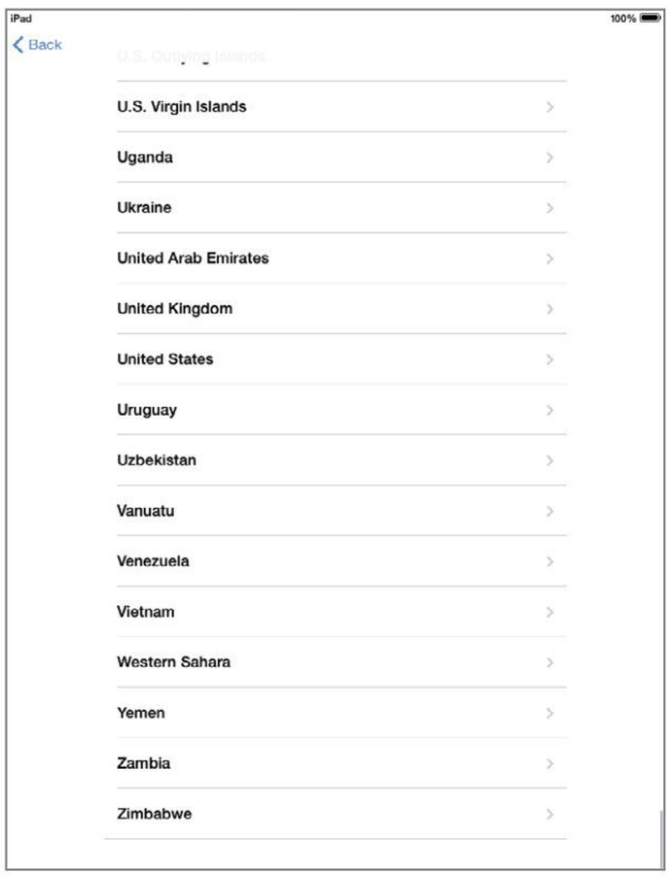
With trembling hands and a giddy sensation in your stomach, you unpack your new iPad from its box and are ready to activate it and start using it to enhance your life. But whereas previously you would have to have had a computer to plug your iPad into to start the setup process, since iOS 5 you are no longer required to tether your device to a computer and the entire setup can be carried out independently, which makes it a quick and easy process.

All you have to do is connect your new device to a power source and then press the Sleep/Wake button, which is situated on the top of your iPad. This will bring up a generic iPad lock screen with a slider at the bottom. Tap and hold on the slider with your index finger and swipe it to the right to unlock the device and the next series of screens will guide you through the setup process. In this tutorial we will take you through each stage of the process and explain what each screen is asking you to do.

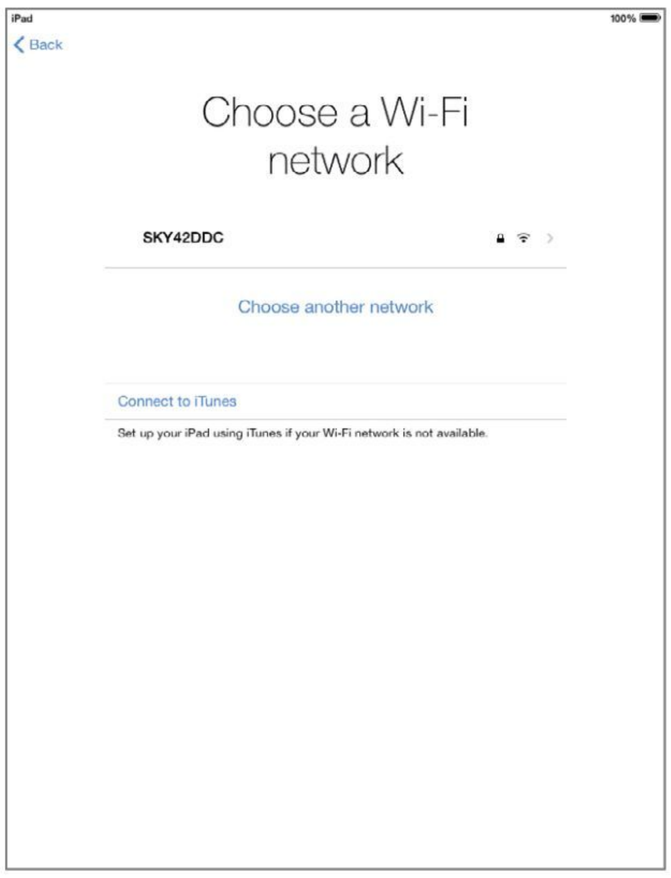
Activation Prepare your iPad



01 When you switch on your iPad for the very first time you will be presented with a plain-looking lock screen with a slider at the bottom. Tap and hold the slider and swipe it to the right to unlock the iPad.



02 On the first two set-up screens you will need to choose a native language for your device and also choose your region so that the content of the iTunes and App Stores can be set accordingly. Tap your preference.

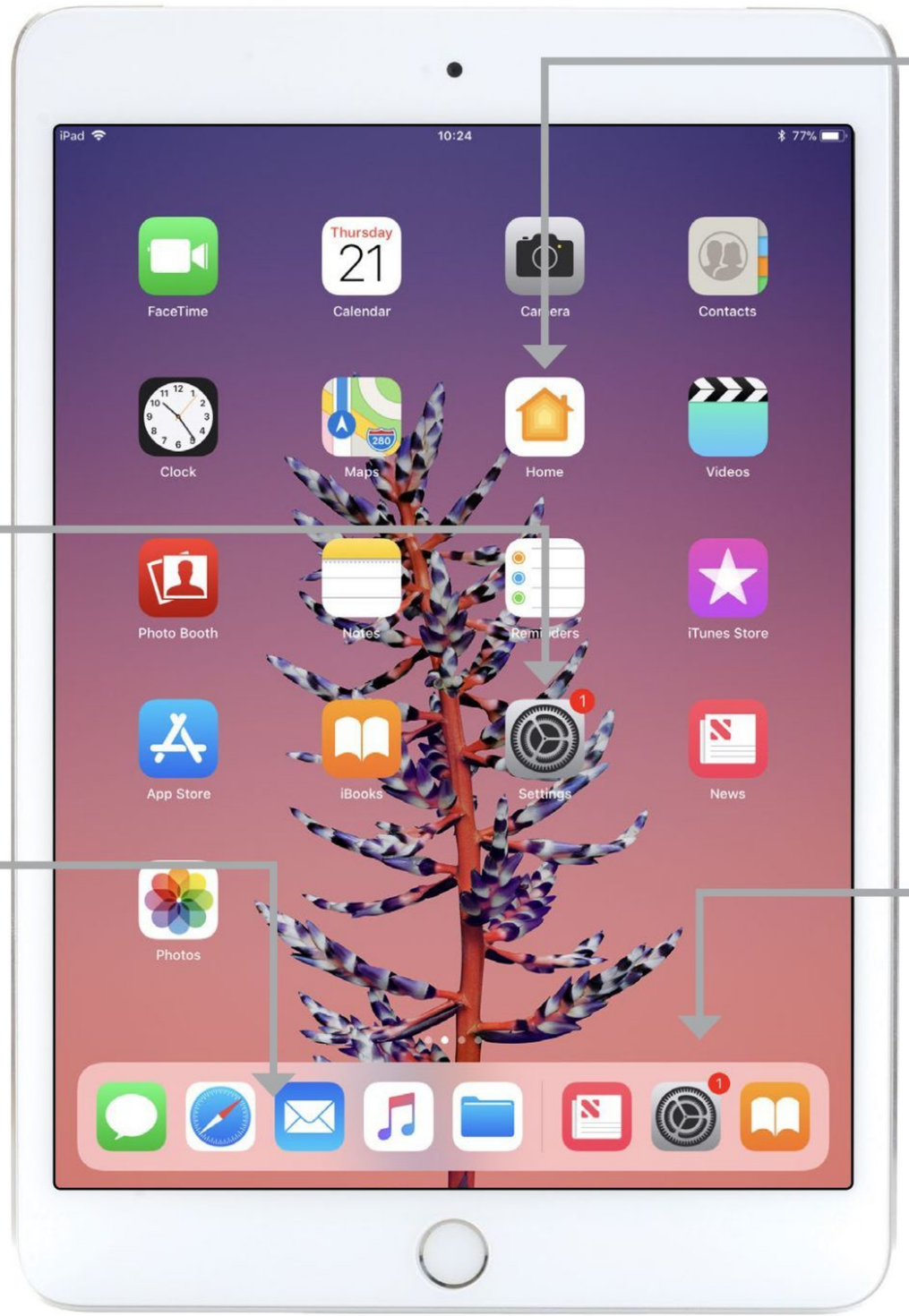


03 Your iPad chiefly relies on a Wi-FI network to be able to connect to the internet and fuel a wealth of different services. If you are within range of a Wi-FI network then it will be detected. Enter the password and connect.

Activate and register your new iPad

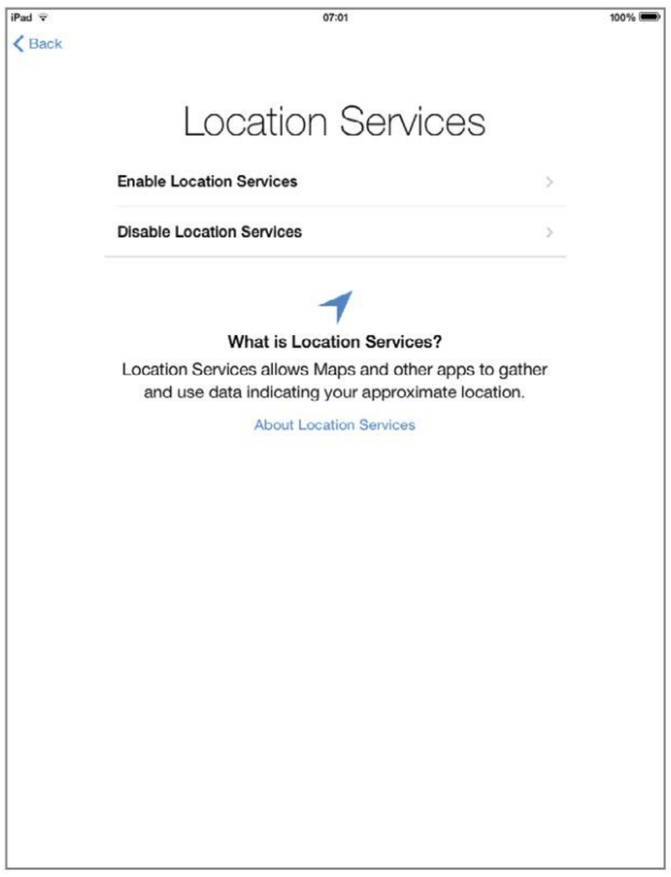
Your Settings
Your first port of call should be the Settings app. Tap on this to start modifying and customising certain aspects of your device

Your Dock
The Dock is a row of app icons in a strip at the bottom of the screen. This Dock is present no matter which of your screens you're on and is best when used for your most-used apps

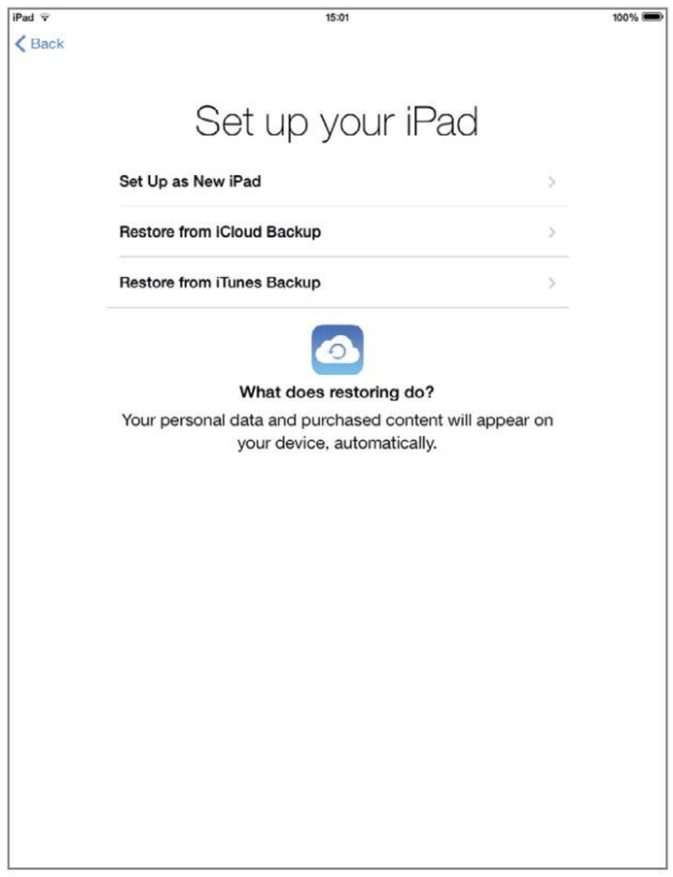


Your apps
A selection of Apple apps are built in to the operating system and will appear on your Home screen as standard. Tap on an icon to launch the app

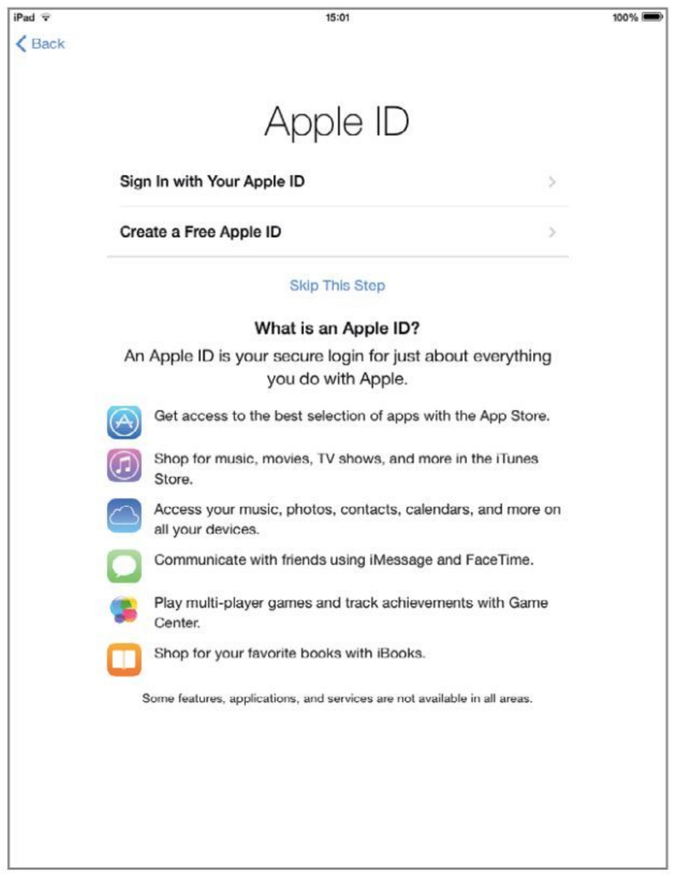
Adding apps
The Dock contains five apps as standard but you can add more by tapping and holding on an icon until it starts to shake and then dragging it with your finger into the Dock



04 Location Services allows apps to gather and use data indicating your approximate location, which can be useful. Enable or disable it here. You can activate it later from Settings> Privacy>Location Services.

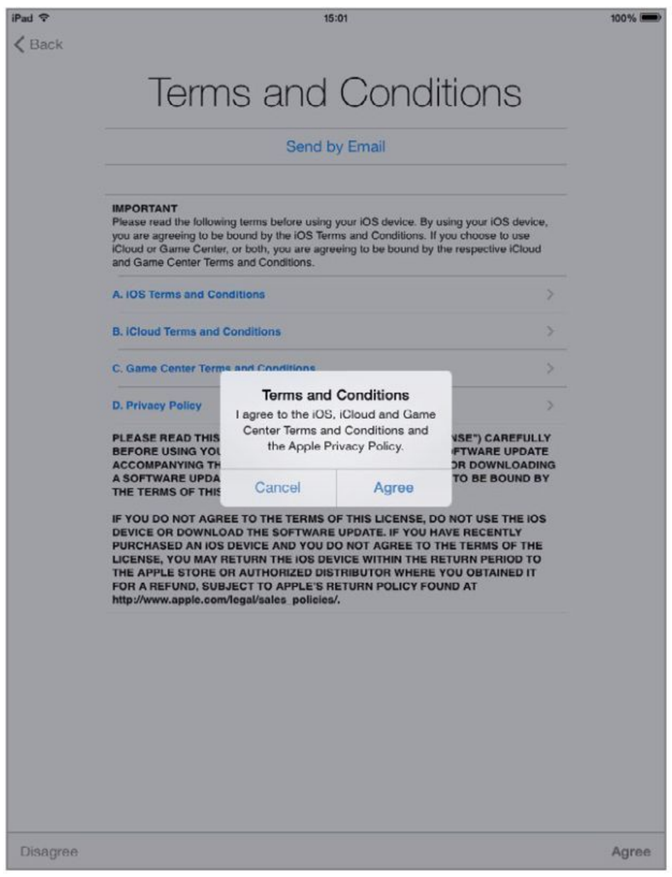


05 The next screen presents you with three options. You can either set up the device as a new iPad, which is what you'll be doing, or restore it from previous settings backed up to your iCloud or iTunes.

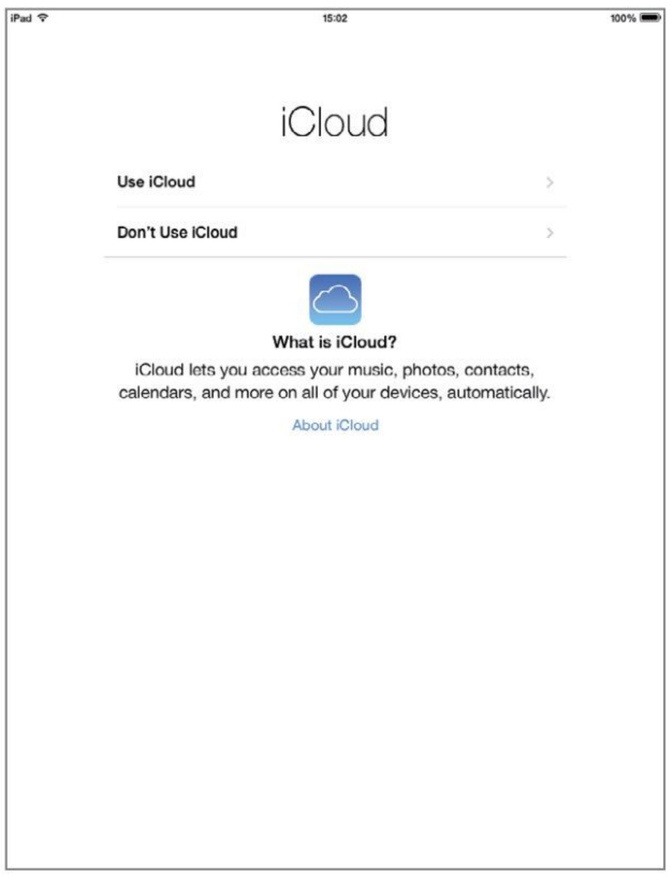


06 You'll need your own Apple ID to enjoy the main features of your iPad, such as being able to download apps, music and videos and back up and sync your data and settings with iCloud. Sign in or create a new one.

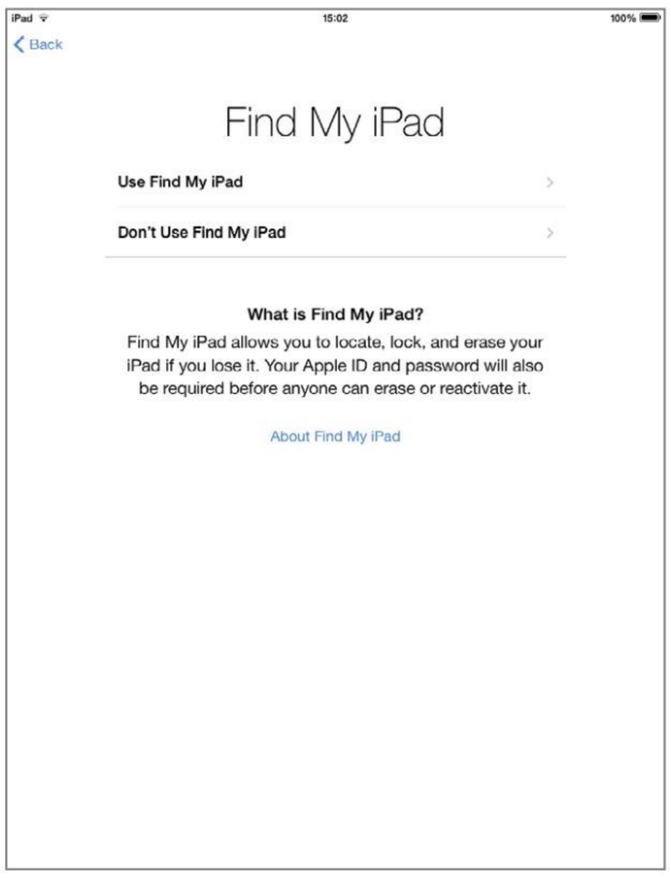
Setting up



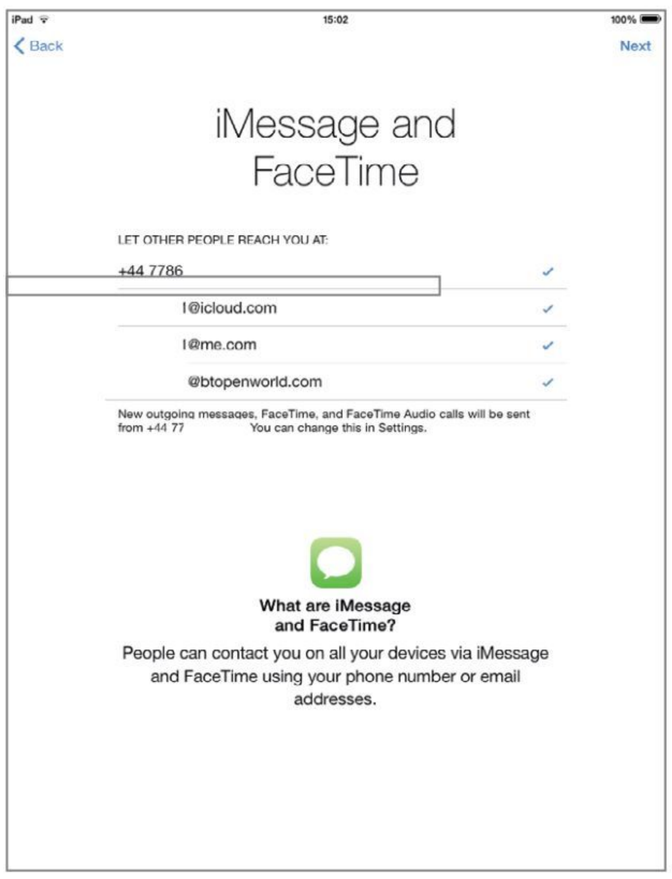
07 After signing in, you will be presented with a screen of Terms and Conditions that relate to all aspects of your iPad and the services that you will be using, such as iCloud, Game Center and so on.



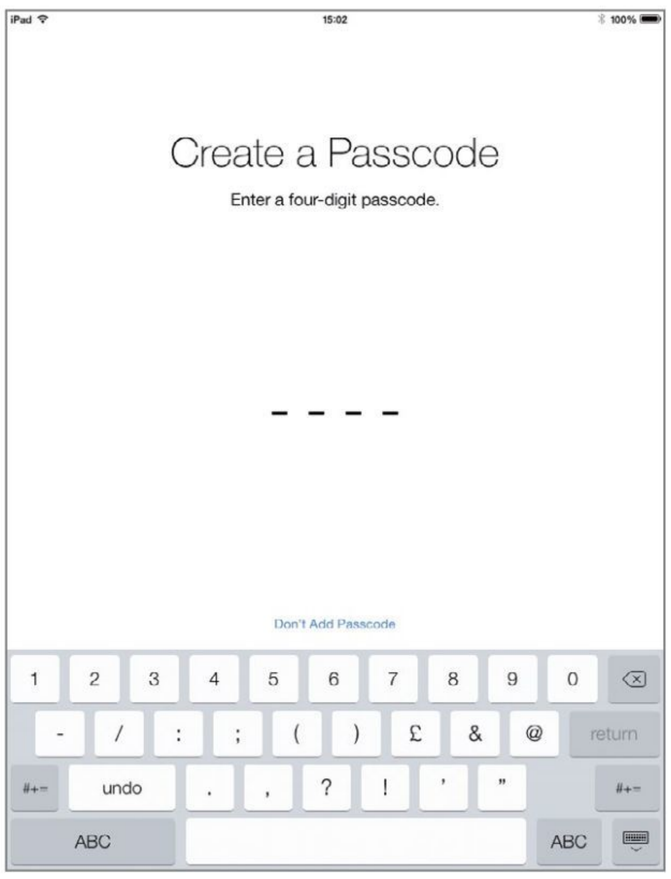
08 If you wish to use iCloud, use your Apple ID to sign into your free account. iCloud lets you access music, photos, contacts and more on all of your devices automatically and is well worth using.



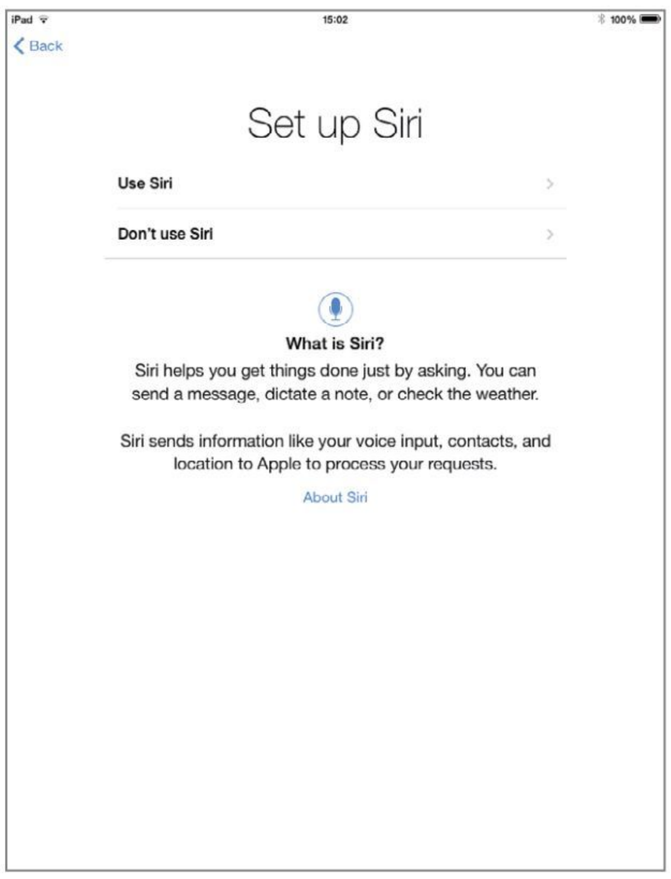
09 If you misplace your iPad then Find My iPad will help you locate it on a map, play a sound or display a message. You can activate this service to sync the location of your device with iCloud.



10 The FaceTime app lets you speak face-to-face with people using your iPad's built-in camera, while iMessage provides free messaging. Enter your email address or phone number to use the services.



11 Next you will be presented with Create A Passcode. Enter a four- or six-digit passcode that will be used to secure your iPad. The code will need to be entered every time you unlock your device and prevents others from using it.

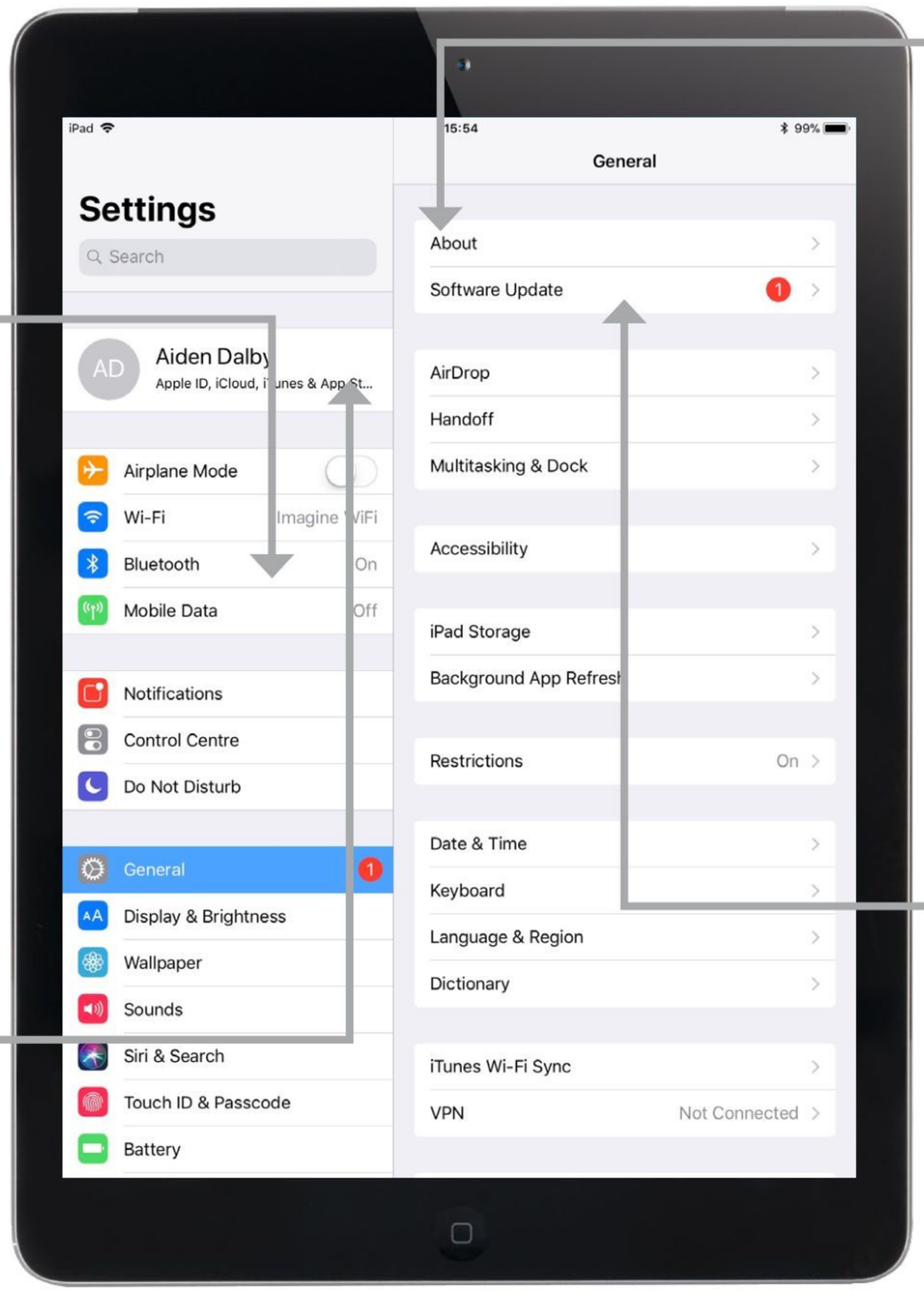


12 At this stage of the process you can choose to enable Siri, your iOS-based personal assistant. You can ask Siri questions or give commands in plain English to access and open apps, information, perform tasks and much more.

Activate and register your new iPad

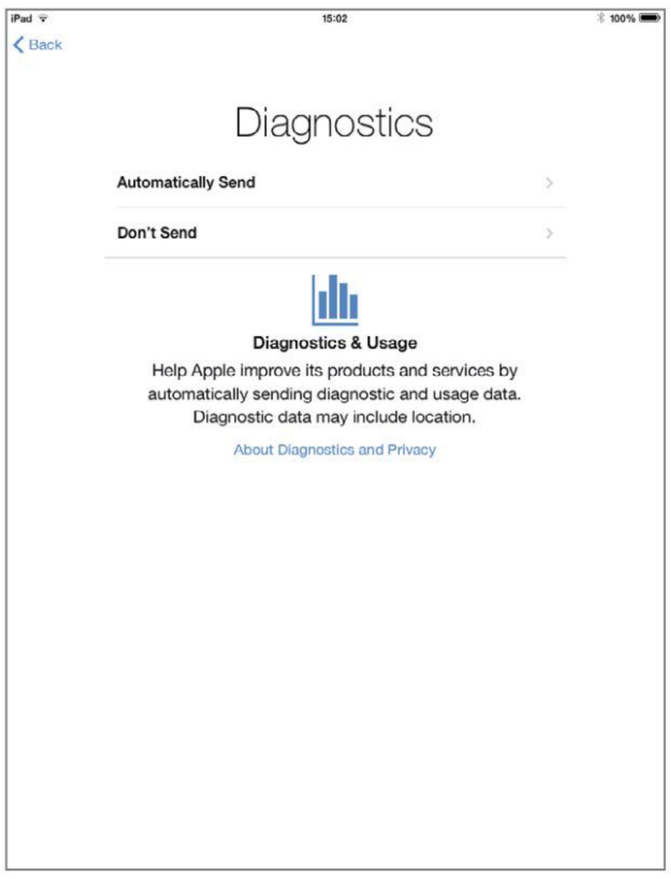
The categories
All of the categories to which the Settings apply will be presented in a list on the left-hand side of the screen. Tap an option to bring up its individual screen of settings

Apple ID
Access your iCloud and iTunes settings, set up Family Sharing and change your password. You can sign out at any point and sign in with a different account

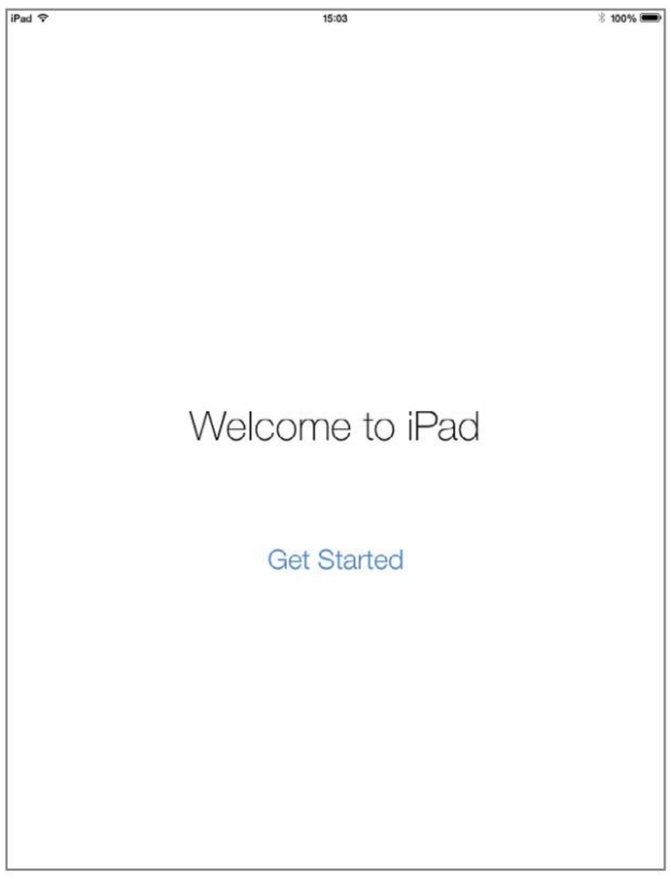


All about your iPad
By tapping on the 'About' option in the 'General' section, you can get in-depth info on your device, such as the serial number, capacity and the amount of space that your various apps and media take up

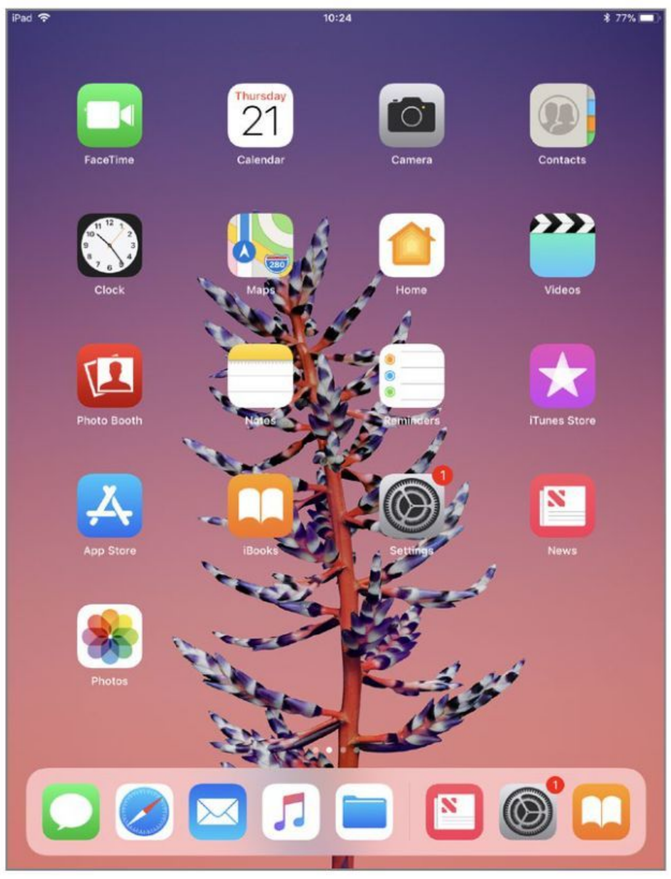
Software Update
By tapping on the 'Software Update' option in the 'General' section your device will be able to find and update your iOS, without the need to connect your device to a computer



13 Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple for their records. Opt for 'Don't Send' to keep your information private.



14 Congratulations! You have now worked your way through the entire set-up process. A screen will confirm the process is complete, so what are you waiting for? Tap on the 'Get Started' button and get using your iPad.



15 You'll be presented with your home screen, so start tapping on icons to launch apps and find your way around, experimenting with the gestures needed to operate your new device. Going into Settings will let you personalise your device.

Change Settings to suit you

The Settings app is the epicentre of your iPad. Here you can customise everything from how apps work to the feel of the display

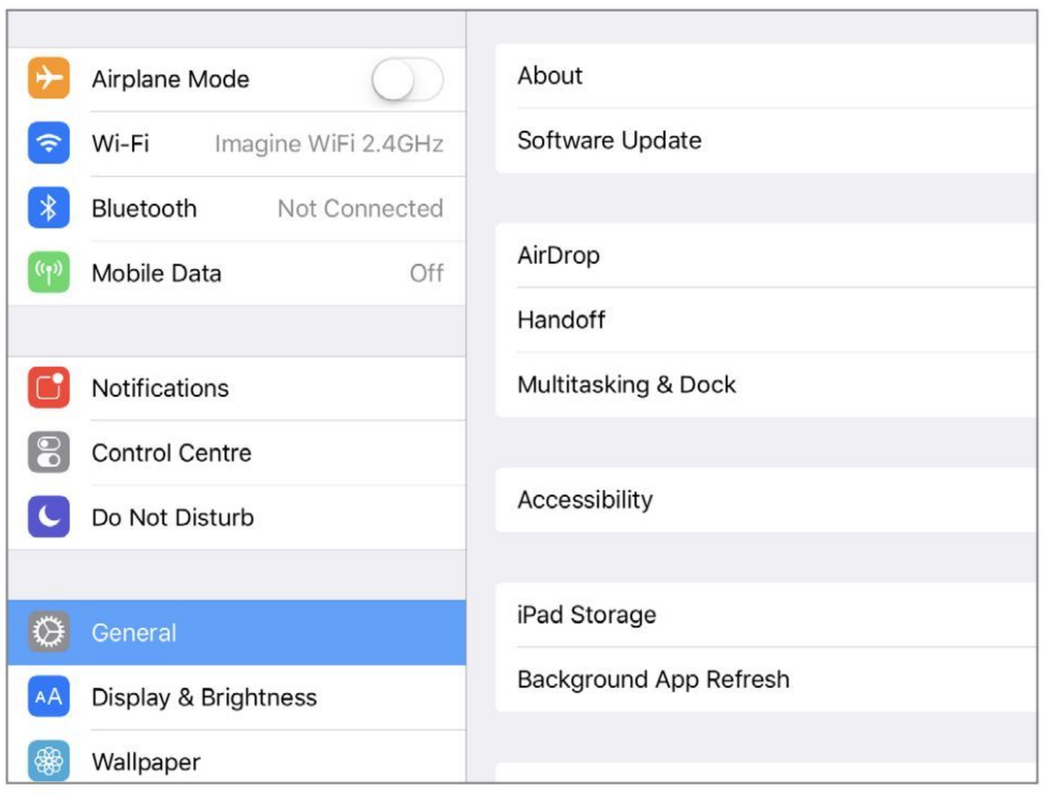
On the first page of the iPad screen is an app called Settings. This controls how your iPad works, allows individual apps to be configured and sets the look and feel of the screens.

With Settings, you can enforce security, log on to Wi-Fi networks, save battery power, add signatures to emails, configure the web browser Safari to use specific search engines and much, much more. It is, perhaps, the most important app on your iPad, and one you will come to use a lot. Learn what it has to offer and how you can change or configure things and you will take control of the iPad to make it work the way you want it to.

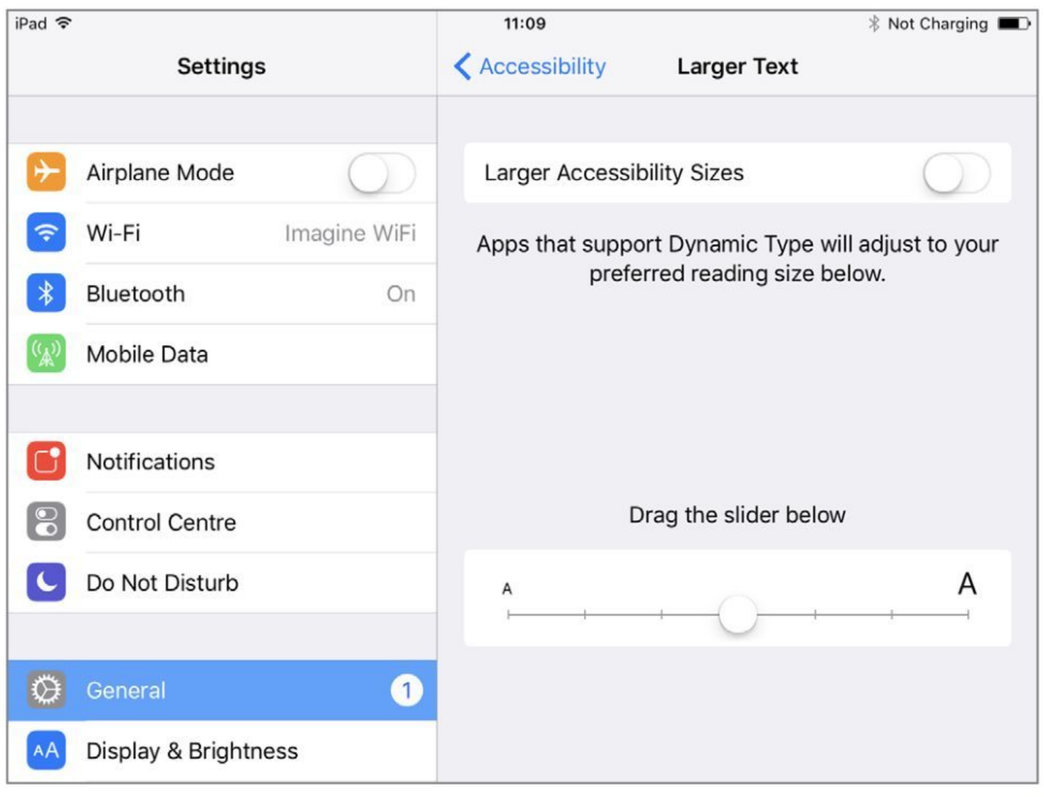
In this tutorial we are going to introduce you to some of the key features within Settings – the ones that you may want to check out straight away to get yourself acquainted to the system and personalise it for your own preferences. More specific tutorials will follow to show you functions in more depth, but for now, let's delve into the nerve centre of this incredible piece of kit.

"Learn what the Settings have to offer and make the iPad work the way you want"

Settings Find your way around the iPad's control system



01 Turn your iPad on and press the Home button to unlock it. The Settings app is on the first screen. Tap on it to launch. There are a number of parameters, but you'll find a lot of useful things to tweak in the 'General' section. If this isn't automatically selected, tap on it now.



02 Within the General settings you can adjust the text size, make your device easier to use if you have an impairment (such as making the text larger), determine the function of the side switch above your volume control and change the date and time.

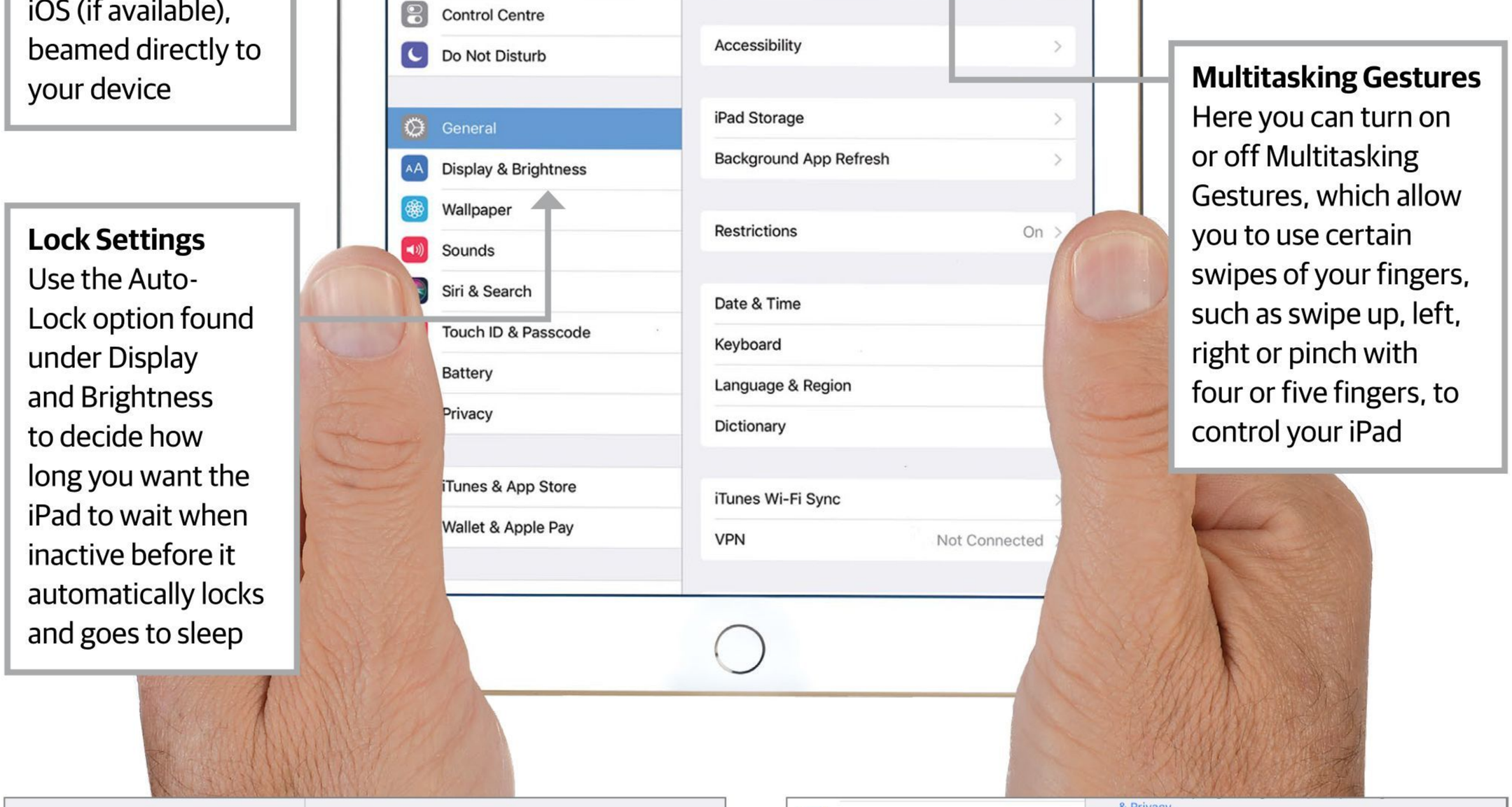
Change Settings to suit you

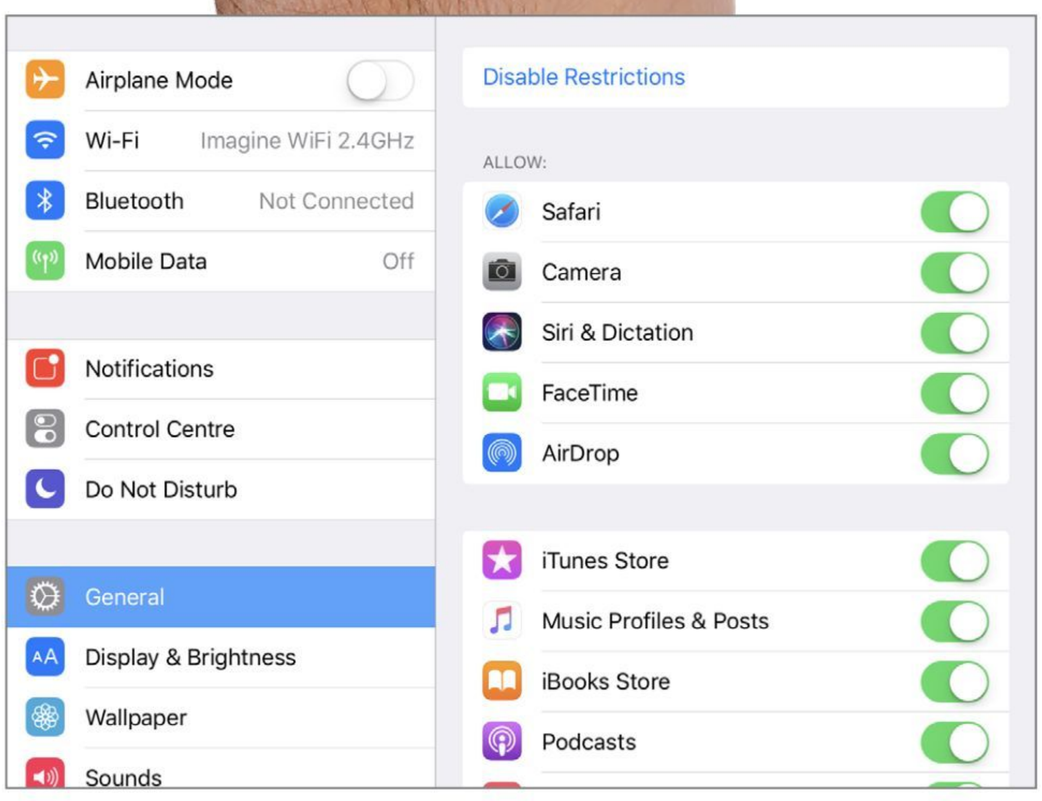
Wireless Updates
Since iOS 7 you no longer need to connect to a computer to update the system software. Simply choose 'Software Update' to get your hands on the latest iOS (if available), beamed directly to your device

About Your iPad
Tapping on the About section will list all of your device's contents – including songs, videos, photos – divulge the storage capacity and how much space is free and more

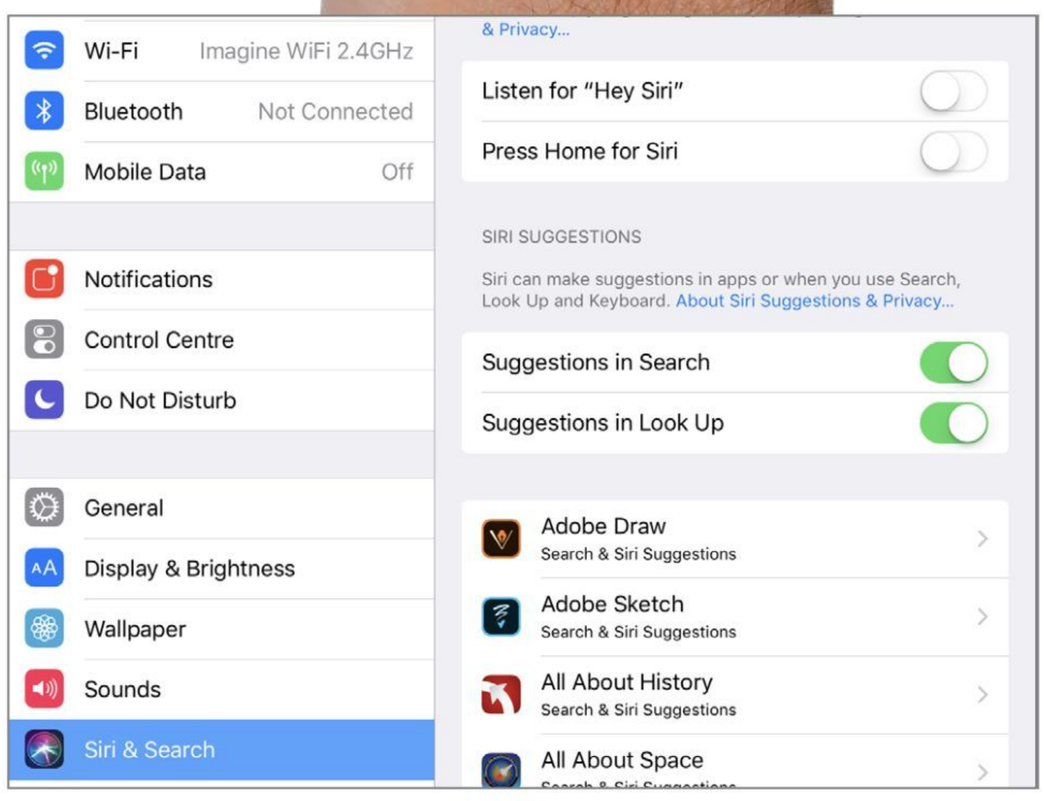
Lock Settings
Use the Auto-Lock option found under Display and Brightness to decide how long you want the iPad to wait when inactive before it automatically locks and goes to sleep

Multitasking Gestures
Here you can turn on or off Multitasking Gestures, which allow you to use certain swipes of your fingers, such as swipe up, left, right or pinch with four or five fingers, to control your iPad





03 The 'General' section also has one of the most important settings options. Here you can turn off in-app purchases, access to iTunes and much more. Just tap 'Enable Restrictions' and you are prompted to set a passcode. Make it memorable.



04 The layout of the Settings screen was changed in iOS 10. Some settings that were once part of other sections now have their own standout section that's accessible from the list, such as Siri. Explore the list to get to grips with your device and what it can do.

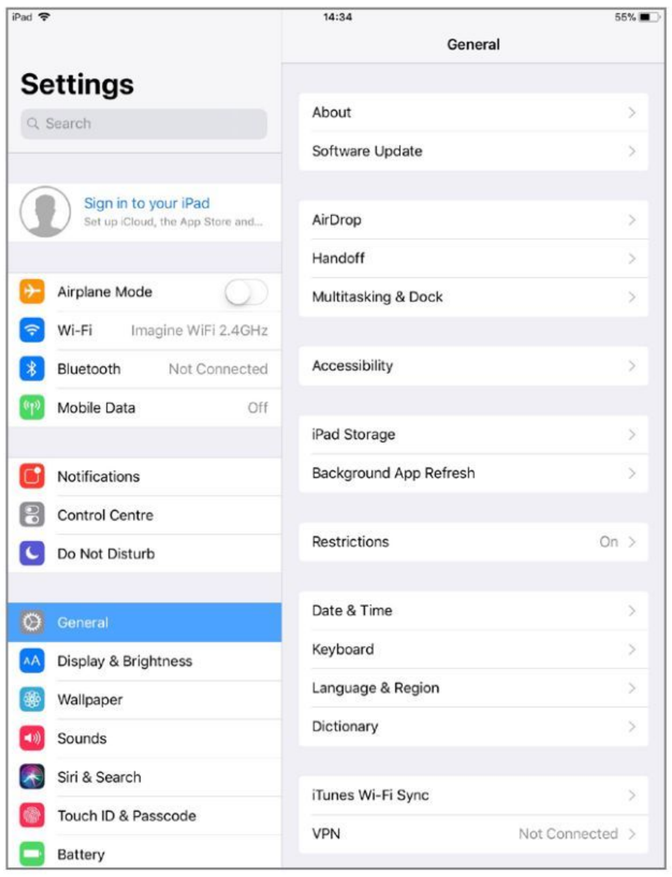
Set up iCloud and start syncing

All of your documents can be moved wirelessly from device to device without you having to lift a finger

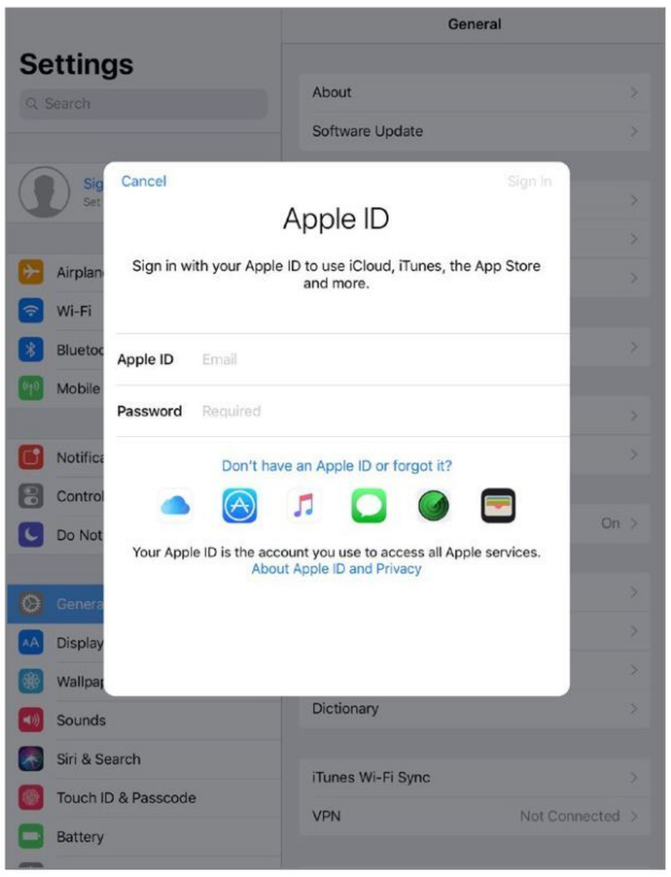
With iOS 5 came iCloud, a service from Apple that is so much more than just a hard drive in the sky. Free to all iOS users, iCloud automatically and securely stores your content so that it's always available on your iPad, iPhone, Mac... no matter what Apple device you're using. Through iCloud you get full access to your music, apps, photos and documents, and it also wirelessly syncs all of your emails, contacts and calendars to keep them up to date across all of your devices.

When you sign up for iCloud you get 5GB of free storage, which is plenty because all of your music, apps, books, and photos don't count against your free storage. And seeing as your mail, documents, account info, settings and other app data don't use up much space, you'll find that your free quota goes a long way. You can now set up iCloud when you register, but if you opted not to or you registered your iPad before the iOS 5 update, follow these steps to set up iCloud now.

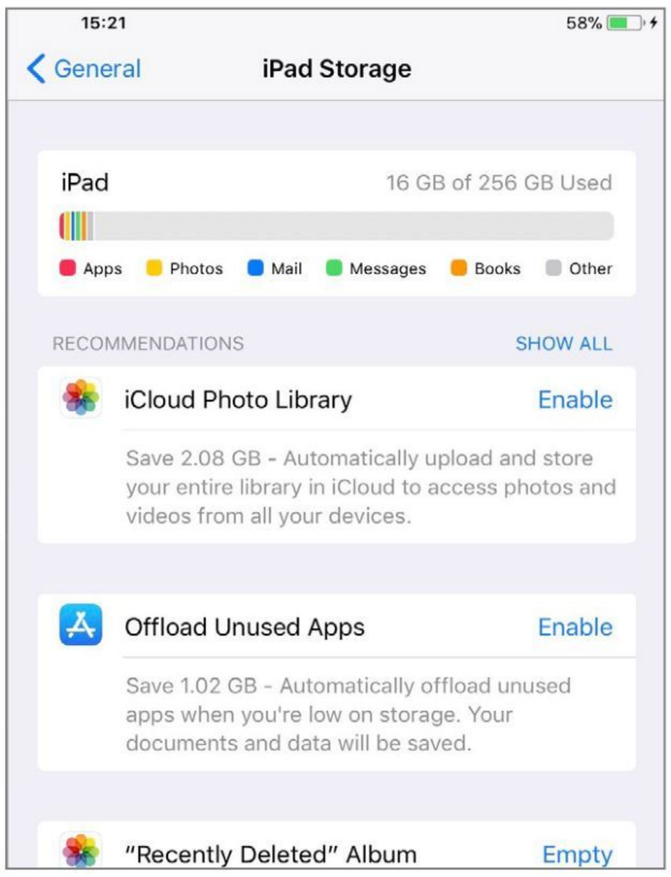
iCloud Setting up your personal iCloud



01 iCloud comes as part of iOS 5 and above. You can update via iTunes or the General tab in Settings. To manage your iCloud settings, head to the iCloud tab of the menu. It will be at the very top of the settings.



02 To activate your iCloud account you will need to log in using your Apple ID, which is the same email address and password that you use for your other services, such as iTunes and the App Store.

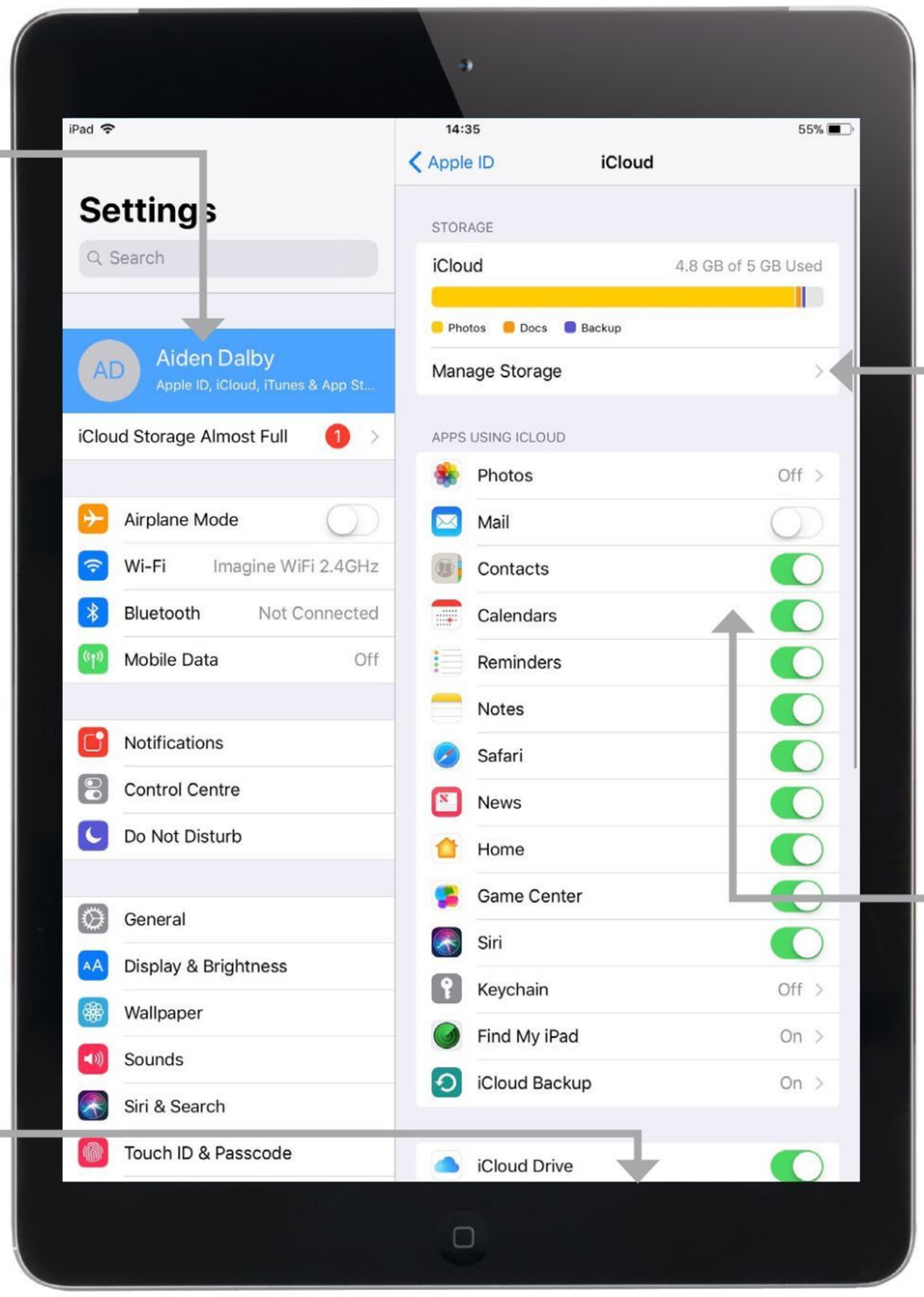


03 If you go to Settings, General and then iPad Storage, you can see if the device recommends uploading anything to the cloud. Here it suggests we sync our photos to the cloud, press on Enable and then confirm.

Set up iCloud and start syncing

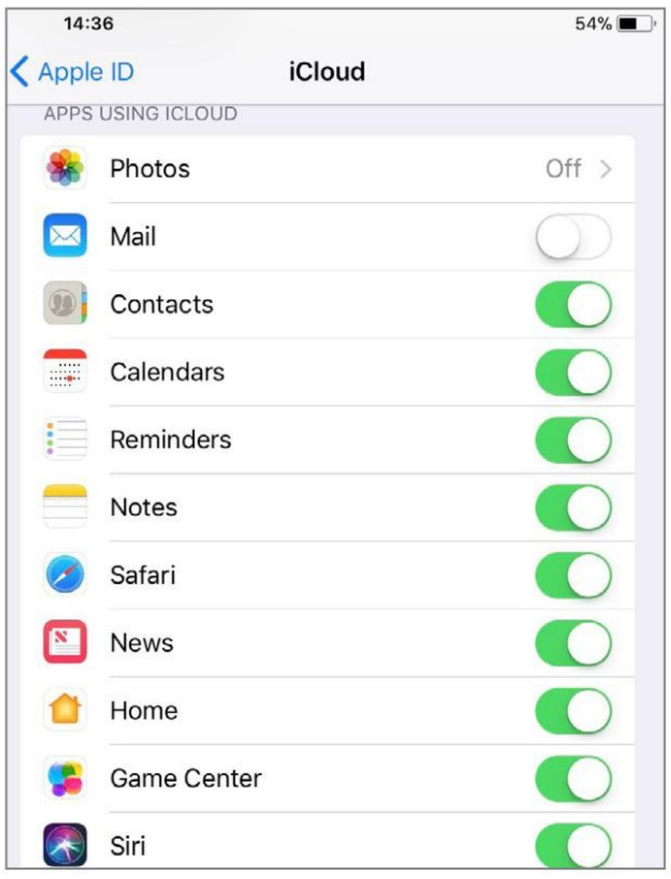
Your account
Your free iCloud is activated when you enter your Apple ID. This is the same email address and password that you use for other Apple services, such as iTunes

Delete Account
If you are upgrading your device and wish to disassociate your current iPad with an iCloud account then scroll down and select the 'Sign out' option

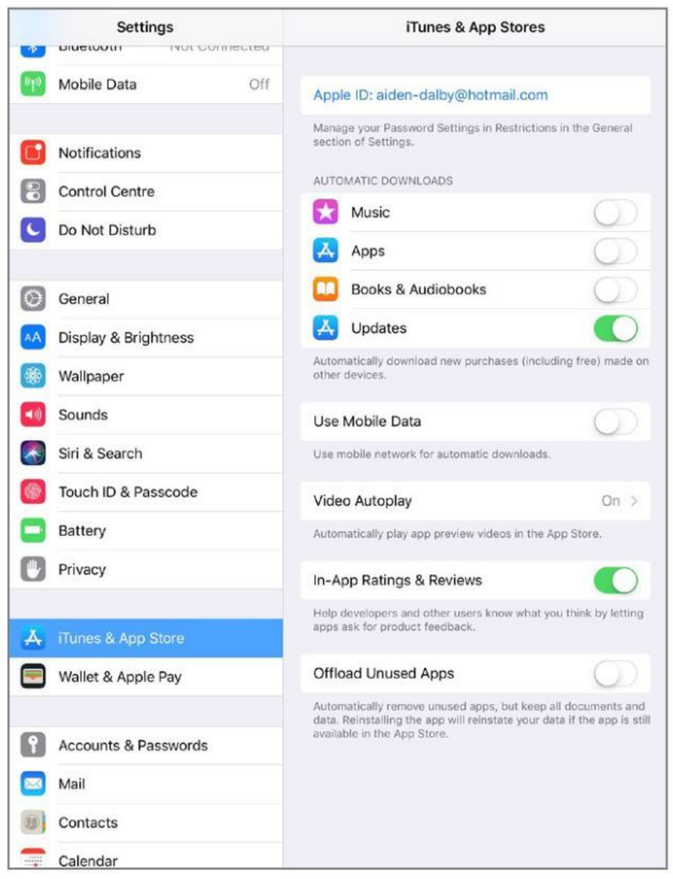


Storage & Backup
You can select the option to automatically back up your iPad to iCloud under certain conditions and purchase more storage space if you need it

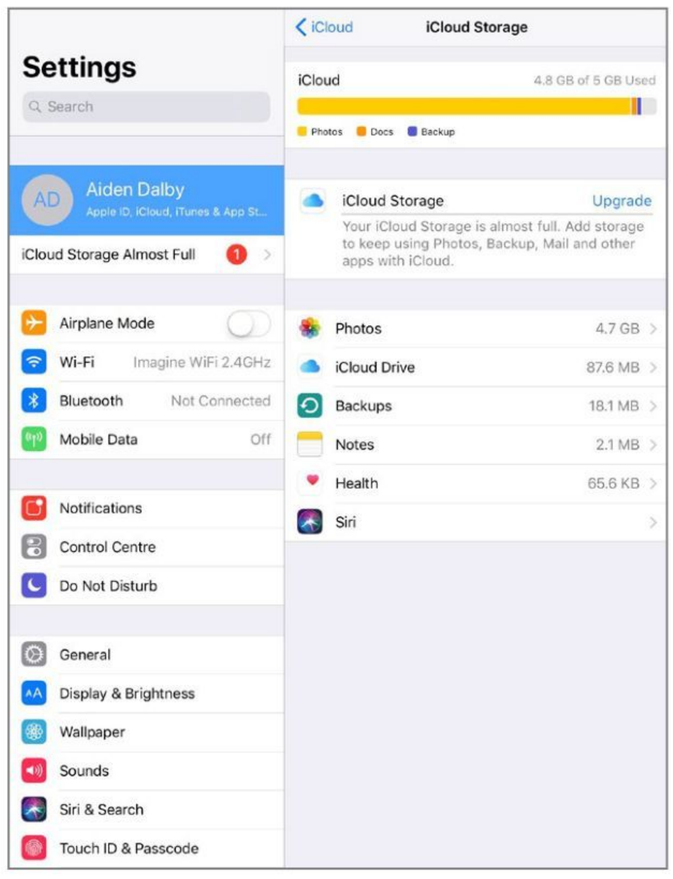
Compatible apps
iCloud is integrated into a host of default Apple apps and works behind the scenes to make sure everything is synced across all your devices



04 Select which of the apps utilise the service, such as Mail, Contacts, Calendar, Reminders, Safari Bookmarks, Notes, Photo Stream and Documents & Data. Move the sliders to activate the apps.



05 To get the most out of iCloud, click on the 'Store' section in Settings and then turn on 'Automatic Downloads' for Music, Apps and Books to download all new purchases from other devices straight to your iPad.



06 If your iCloud is full, tap on Manage Storage at the top of the settings. Here you can see what is taking up space and then either buy more storage space or tap on the app using data and delete it.

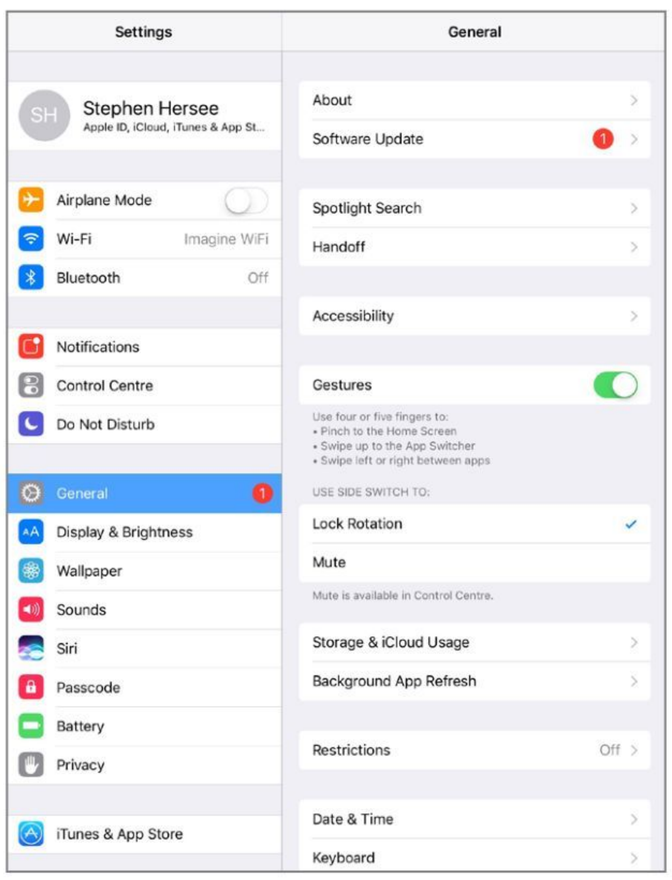
Back up your iPad using iCloud

With iCloud, you can back up all of your important data to your own virtual hard drive

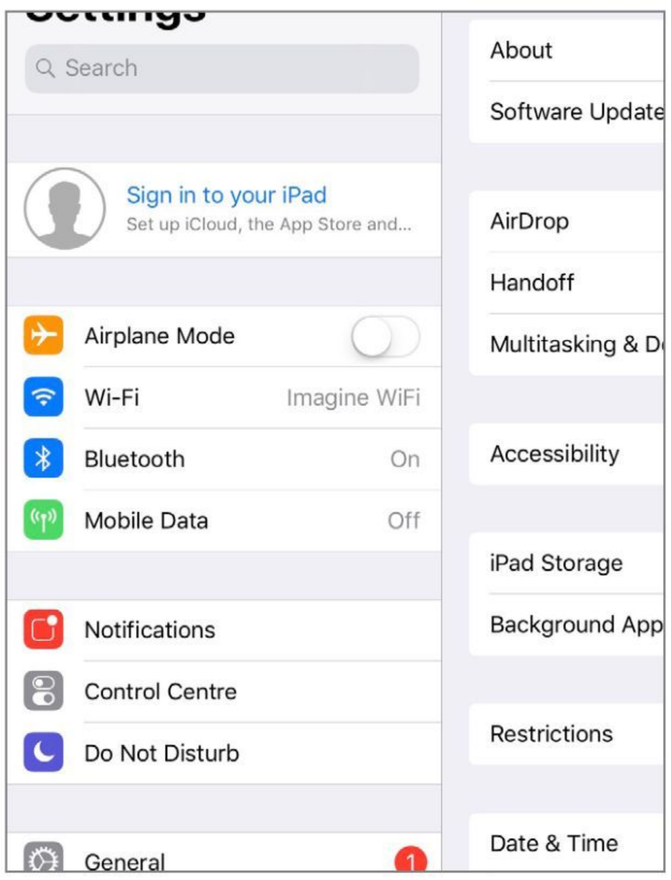
Your iPad is like a bank vault where all kinds of important stuff is stored. So what happens if your iPad gets lost or goes awry? Nothing, that's what. Thanks to iCloud, all of your data is automatically backed up and kept safely in your own cloud storage space. When your iPad is connected to a power source and a Wi-FI network, all of your media, photos, videos, settings, app data and messages are backed up.

When you set up a new iOS device or need to restore the information on the one you already have, iCloud Backup does all the heavy lifting. All you have to do is ensure that your device is connected to Wi-Fi, enter your Apple ID and all of your important data will appear on your device without you having to worry. As you will have read elsewhere in this book, the benefits of using iCloud are vast, and the way in which it goes about its business in the background without you having to worry shows how Apple want to make your life easier.

iCloud Activate iCloud and back up your data



01 If you don't have the latest version of iOS, connect your device to your computer or head to Settings>General and the tap Software Update at the top of the list to get the latest version installed on your device.



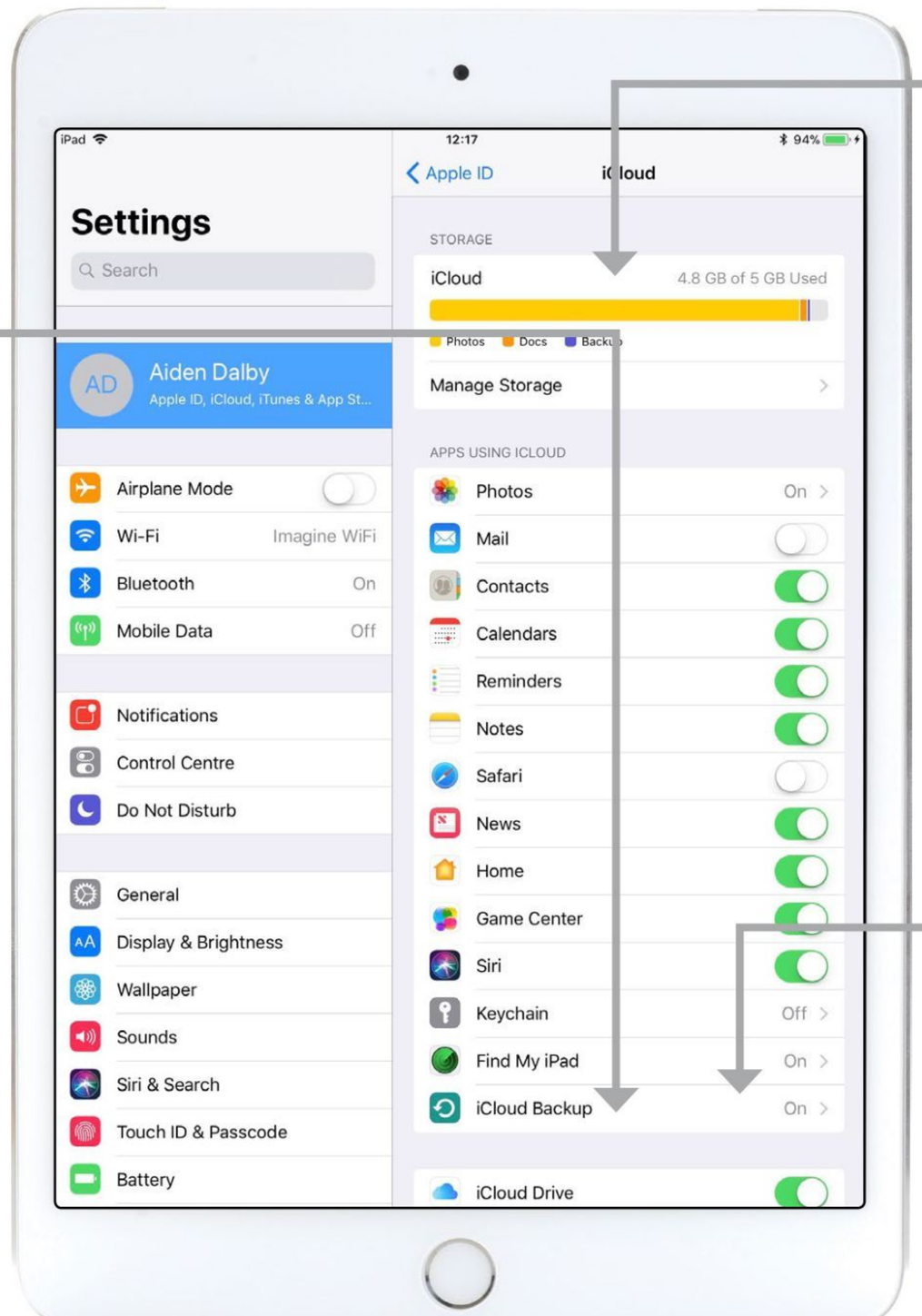
02 If you aren't already in it, launch your Settings app and, in the left-hand column, click 'Sign in to your iPad' and then enter your Apple ID and password details. You will now see a new option called 'iCloud'. Tap on this.

03 Once your personal iCloud has been set up and you have selected which apps you would like to sync, find and tap on the 'Backup' option from the list to begin the rest of the process.

Back up your iPad using iCloud

Instant Backup
You can back up your data by tapping 'iCloud Backup' then the 'Backup Now' option. Do this if you change your settings or buy new media

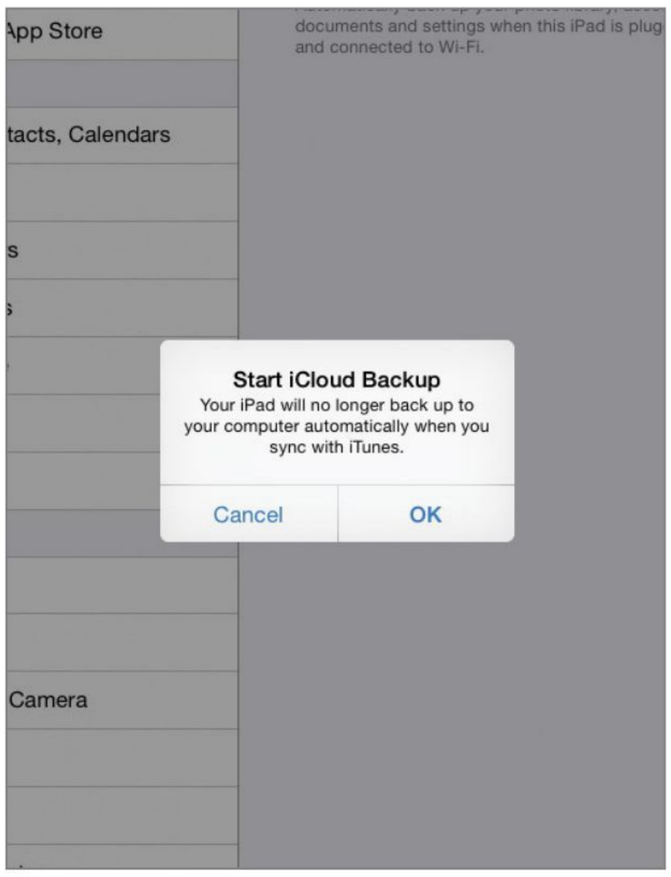
Progress bar
When your device is backing up, a progress bar will appear that shows how far along the process it is. You can cancel the backup at any time



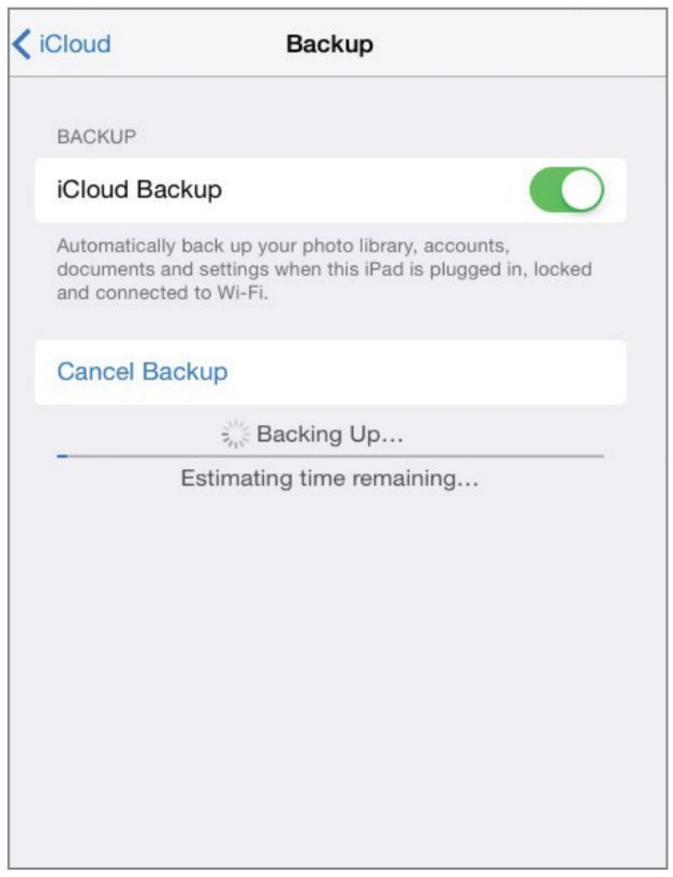
Manage your space
You can see how your free 5GB allocation of cloud storage space is being used by tapping on Storage>Manage Storage on the main iCloud setting screen

Backup
When the 'iCloud Backup' option is turned on, all settings, documents, media and photos will be automatically backed up when your device is connected to a power supply and Wi-Fi

04 You will see an option called 'iCloud Backup'. Ensure that the slider is moved to 'On'. To manage your Storage, head back to the iCloud options and tap 'Storage' and you'll be able to moderate your settings.



05 You will be presented with a message saying that your iPad will no longer sync to iTunes when connected to your computer, just tap 'OK' and wait for a minute while the Backup feature is activated.



06 Your iPad will now back up when connected to a power source and a Wi-Fi network, but you can perform the backup whenever you want by accessing Settings>iCloud and tapping 'Backup Now'.

Set up a Wi-Fi connection

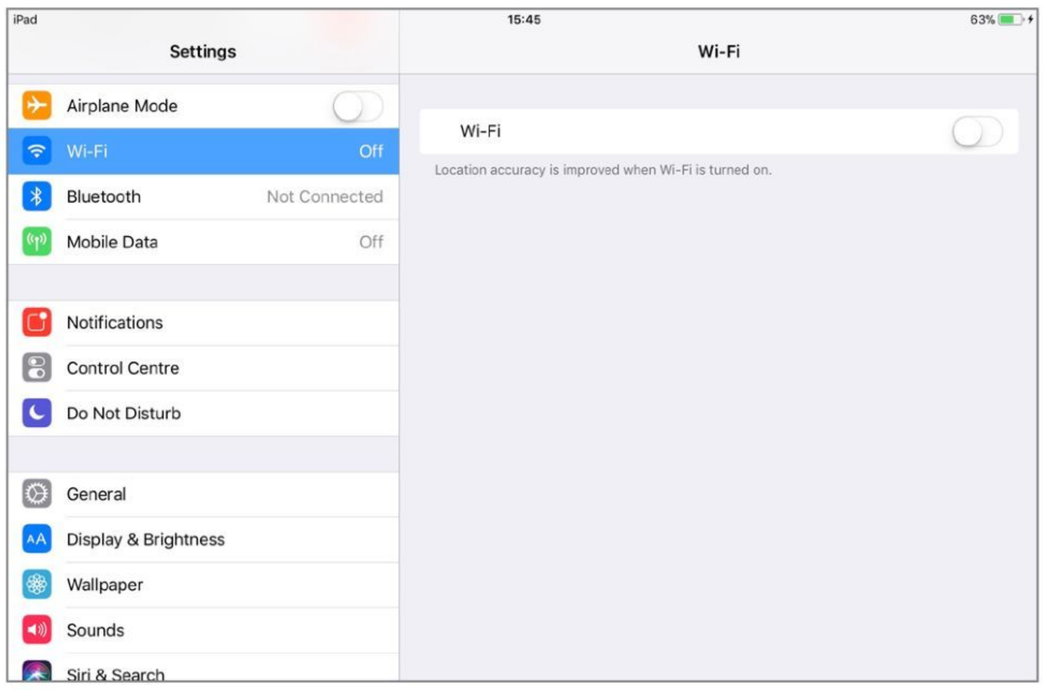
To really make the most of your iPad, you'll want to connect to Wi-Fi and get online. Here's how to do it...

Internet access turns your iPad from an impressive piece of expensive kit into something that opens up worlds. This in part is due to the App Store, a virtual store that gives you access to literally thousands of different applications.

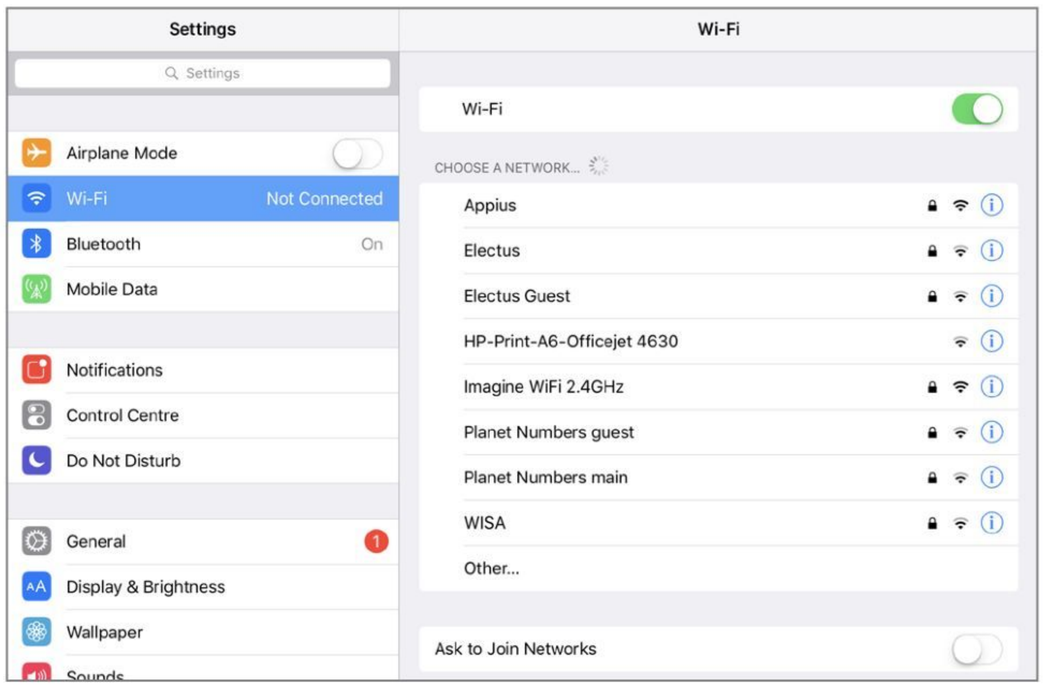
Your iPad is a portal to a host of fantastic services, but first you need to give it access to the internet – only then do your options become plentiful. Follow our simple instructions in this easy-to-follow tutorial and unleash the potential of Apple's powerful device.

Settings Switch on Wi-Fi on your iPad

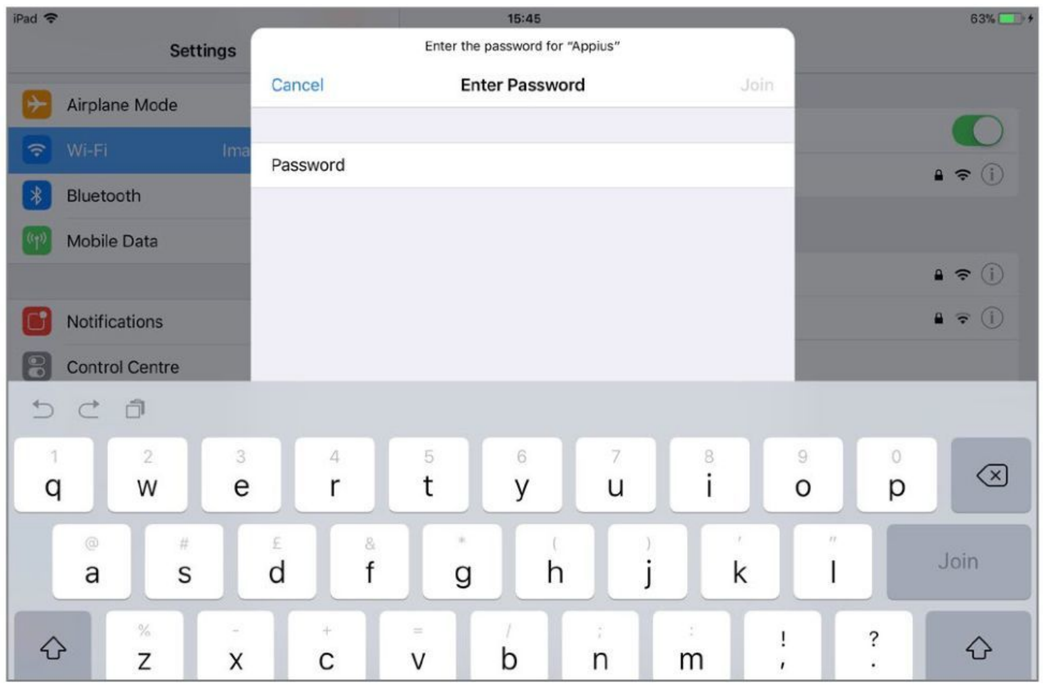
01 You'll find the Settings icon on the main screen, it's silver with cogs in it.



02 After entering Settings, tap on 'Wi-Fi' and then turn it on by sliding the button.



03 Your iPad will now look for available connection points. Tap on your desired connection.



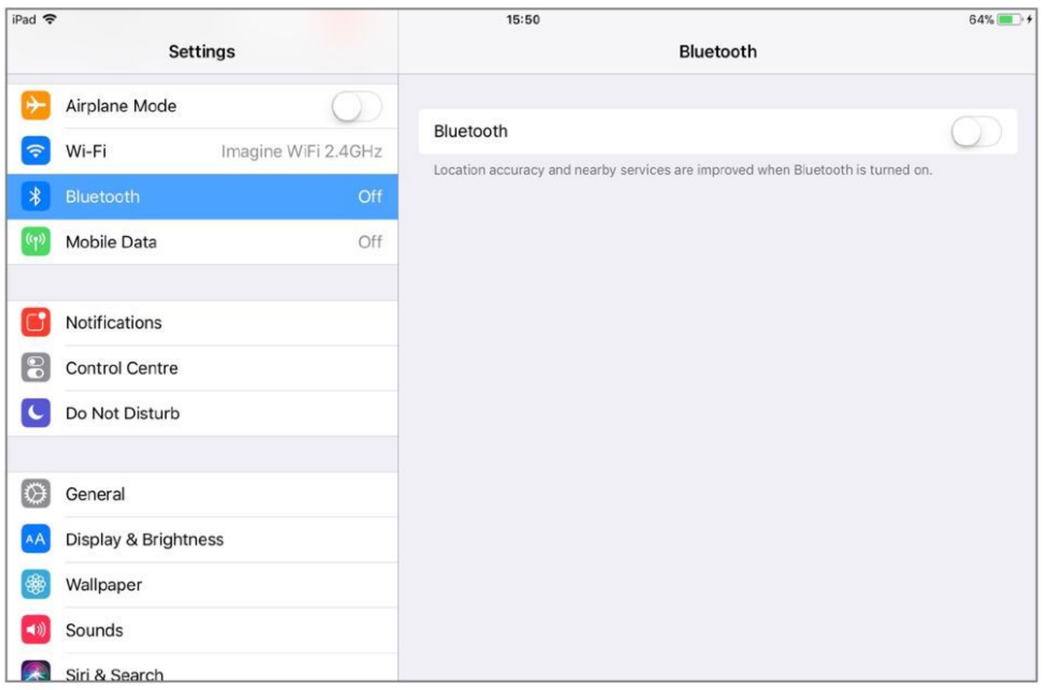
04 Fill out your connection's password details then tap 'Join' and you're done.

Connect to a Bluetooth device

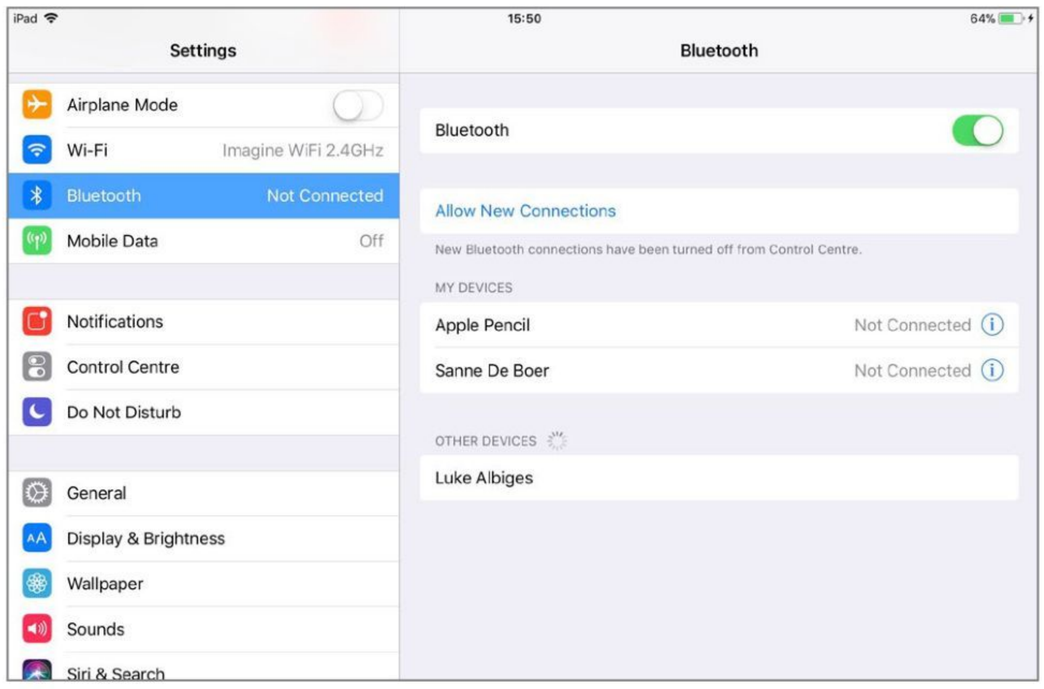
Manage your iPad's Bluetooth connections to other devices easily in just a few simple steps

If you've ever wanted to hook up a wireless speaker, headphones (like the new AirPods) keyboard or remote control to your iPad, it's probably connecting via Bluetooth. Bluetooth is an incredibly universal technology that allows different devices to connect to each other wirelessly. Managing Bluetooth connections on your iPad is easy as they're all contained within one Settings menu. What's more, the process to set up and connect Bluetooth devices is the same, no matter what you're working with.

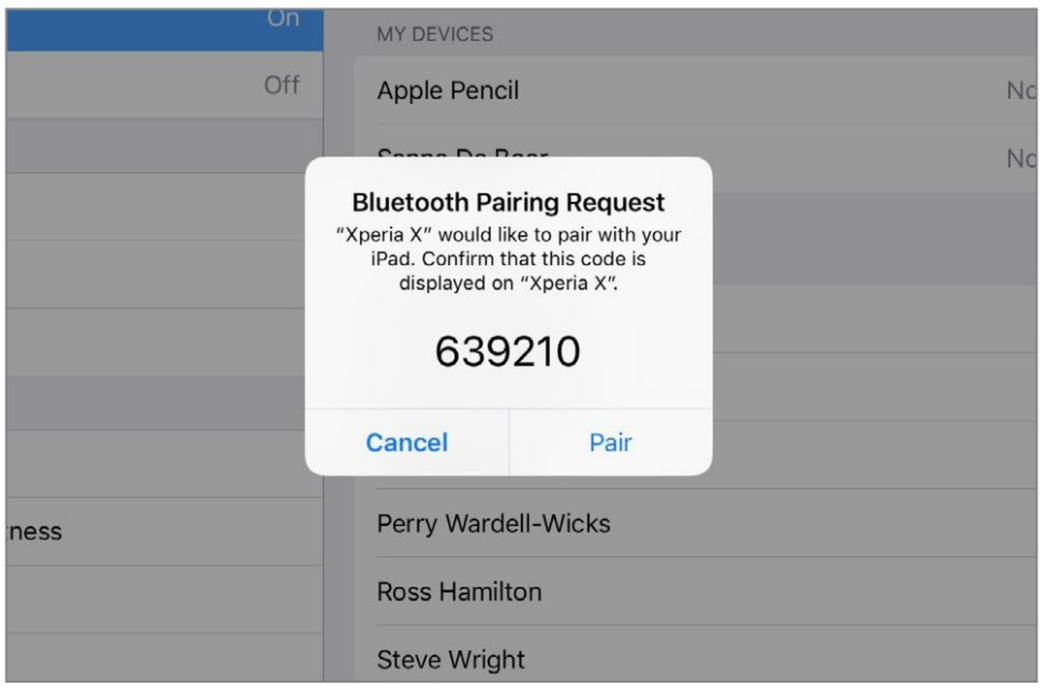
Settings Manage your iPad's Bluetooth connections



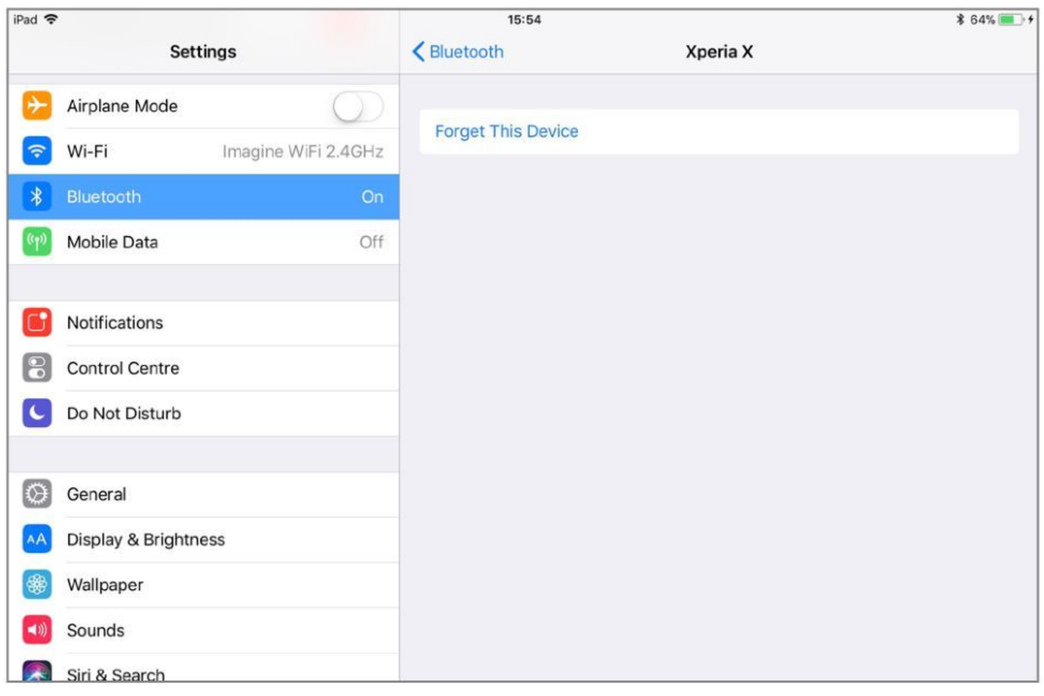
01 In Settings, tap on the 'Bluetooth' tab to view the available devices nearby. Turn your Bluetooth on.



02 Tap on the desired device as it appears on the screen. Your iPad will then start connecting.



03 You may be asked to confirm that a code is correct on each device. Once done this tap Pair.



04 Fill in your details on the keyboard. Once filled in, select Join and you're done.

Introducing the Control Centre

Take advantage of your iPad's Control Centre to quickly change settings and access frequently used features

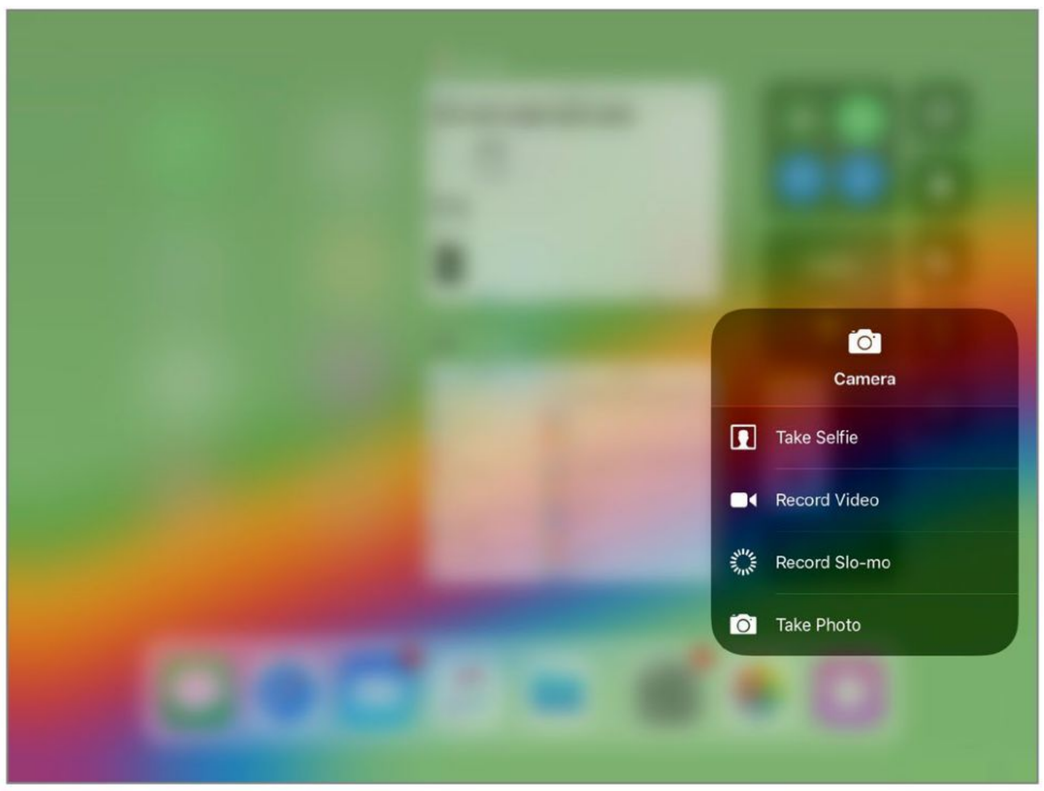
When Control Centre appeared in iOS 7, it was something that users had craved for a long time, but Apple's implementation was arguably even better than we could have hoped for. The elegance with which it works is astounding and a raft of shortcuts and features are available to you with one swipe and a tap.

A lot is happening in a very small space on the iPad and it is surprising that it does not take up more screen real estate. With the iOS 11 update, Apple redesigned the whole tool, making it more streamlined and easier to use. Within one pop-up panel you have access to the Clock app, the camera, AirDrop, Night Shift (turning the screen's backlight more orange to stop it disrupting your sleep) plus volume and brightness bars. Add to this icons for Airplane mode, Wi-Fi, Bluetooth, Do Not Disturb and the Screen Rotation Lock and you can start to see just how effective it can be. The second pop-up panel, accessed by sliding to the right, let's you control your music and check what devices, like headphones, you're synced with.

"The iOS 11 update redesigned the whole tool, making it more streamlined"

Control Centre Understand the Control Centre

01 Your Home screen looks normal until you start to move your finger upwards from below the screen. The Control Centre will start to appear no matter how you swipe up and will be found on the right-hand side of the screen.



02 Press and hold on some icons to get additional options. For example: rather than tap on the camera icon and then navigate the app to find the mode you're after, hold on the camera icon and select one of the options that pop up.

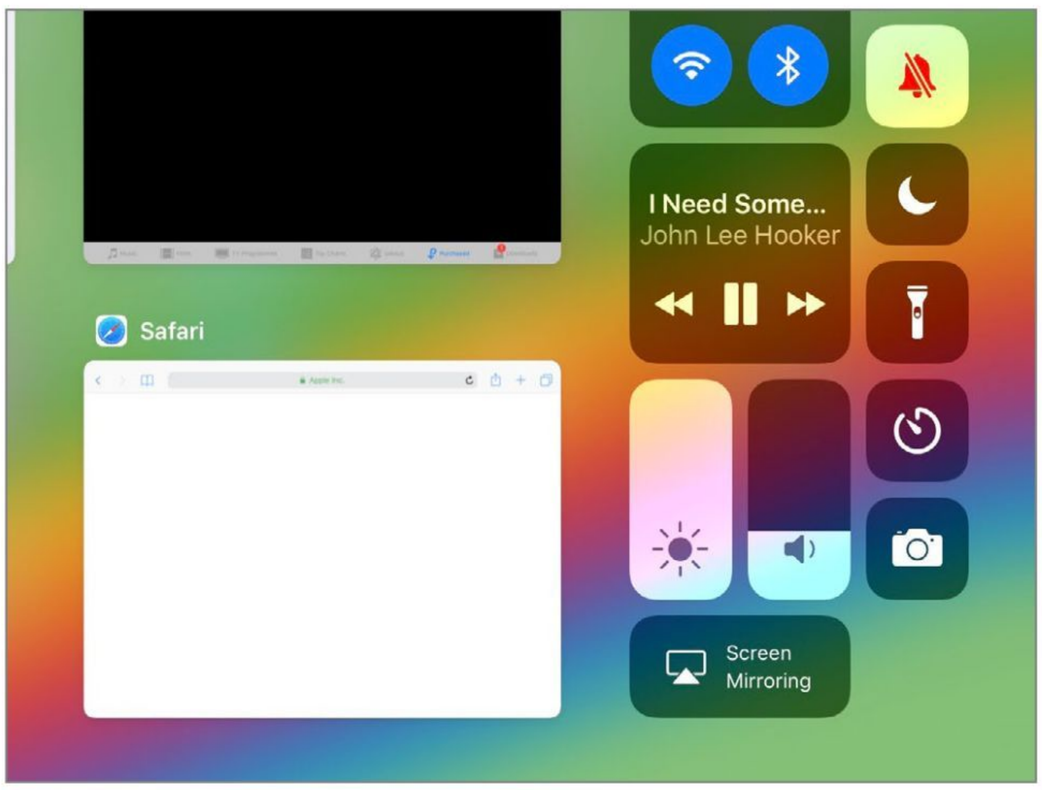
Introducing the Control Centre

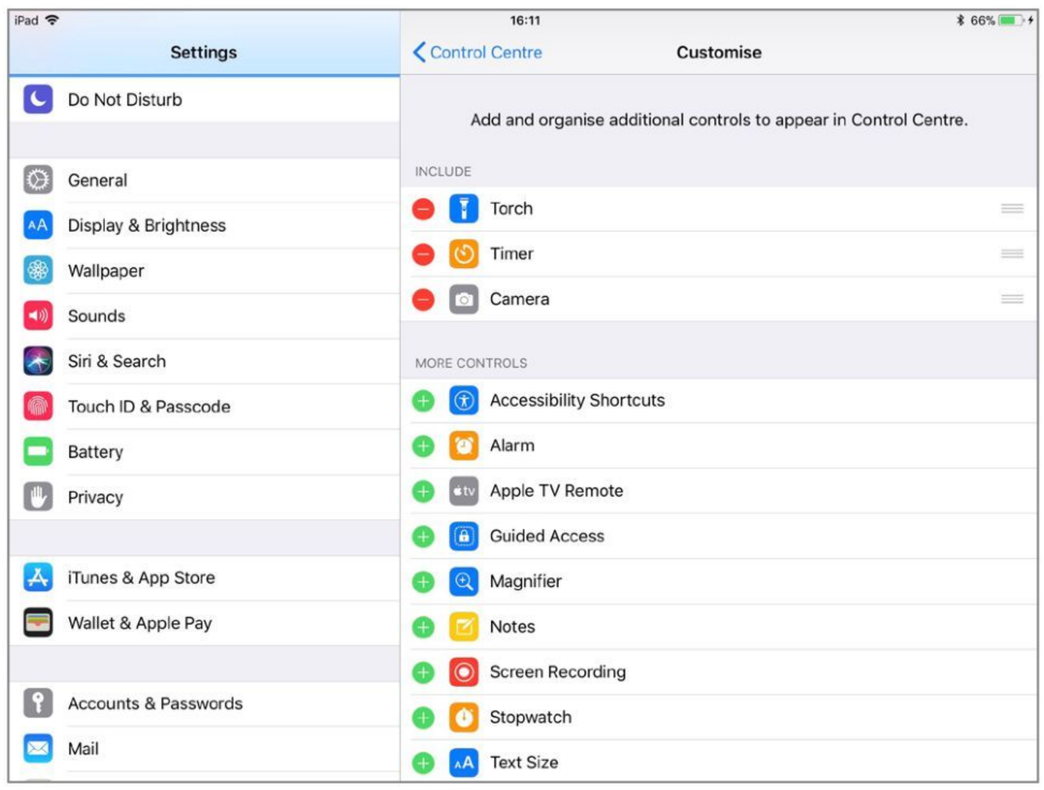
Quick settings
Changing wireless settings and enabling AirPlay and AirDrop are all available with one tap using the controls here. You will likely use these more than any others in the Control Centre because they save a lot of time

Perfect music management
See what music is currently playing and navigate between tracks using the arrow icons. The volume slider below the icons is particularly useful for music and any other audio that might be playing from your iPad, like a video

Setting it up
If you need to change what appears in Control Centre or what order they are arranged in, you can do so from the Settings app

Tap and Hold
The majority of controls have additional options which appear if you tap and hold on them. Holding on the brightness bar will bring up the options for Night Shift or True Tone while also enlarging the slider





03 New to iOS 11, the music controls are part of the main Control Centre options. Simply use icons to Pause, Play and Skip tracks or hold on the music tab to bring up additional options such as finding devices paired up with the iPad that may be playing sound.

04 Go to Settings>Control Centre and you select which controls will appear. Tap on green plus icons to add controls and select the red minus icons to remove any unwanted ones. You can then arrange them by tapping and holding on the right side of a control.

Set a Passcode Lock on your iPad

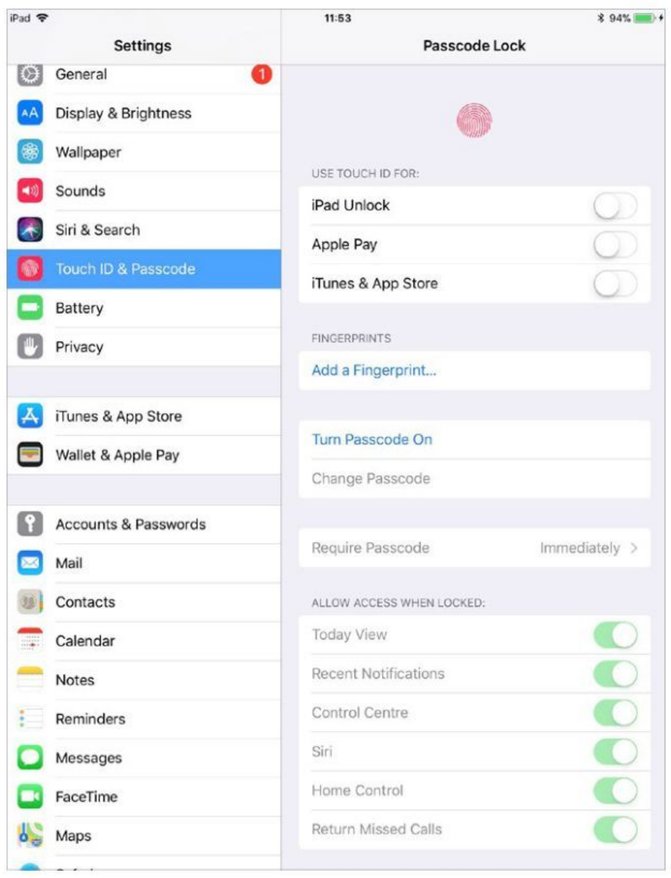
Protect your iPad from prying eyes and set a passcode that will ensure only you have access to everything

You may store a lot of data on your tablet. Whether it's log-in details for your online accounts, private messages, or documents. If someone could gain access to your iPad, there may be a lot on there that you don't want them to see. Thankfully, Apple's iOS has a very simple way for you to keep your device secure.

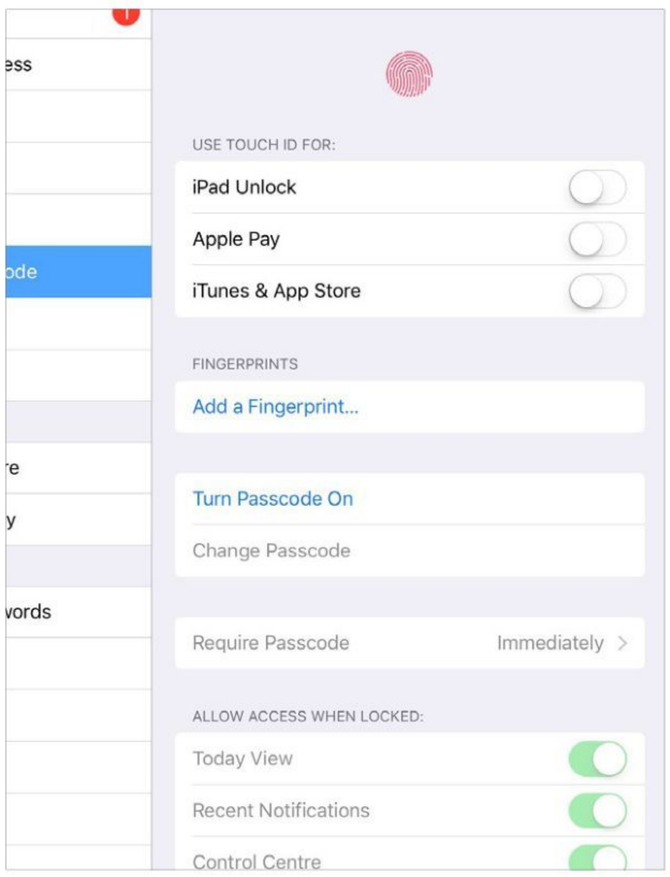
Setting a passcode gives you protection. Working just like a PIN, you can set a passcode that only you know, and every time you turn your iPad on or unlock it, you'll have to enter this code. You can also set up fingerprint security with Touch ID if you have a newer iPad.

One of the best things about the previous iOS 9 update was it enabled users to create six-digit passcodes for extra protection. You'll be surprised with just how secure one of these passcodes is, compared to the four-digit offering. But if a numerical passcode, isn't for you, then no worries, as it's also possible to set a password lock instead. Here's how to set one up from scratch.

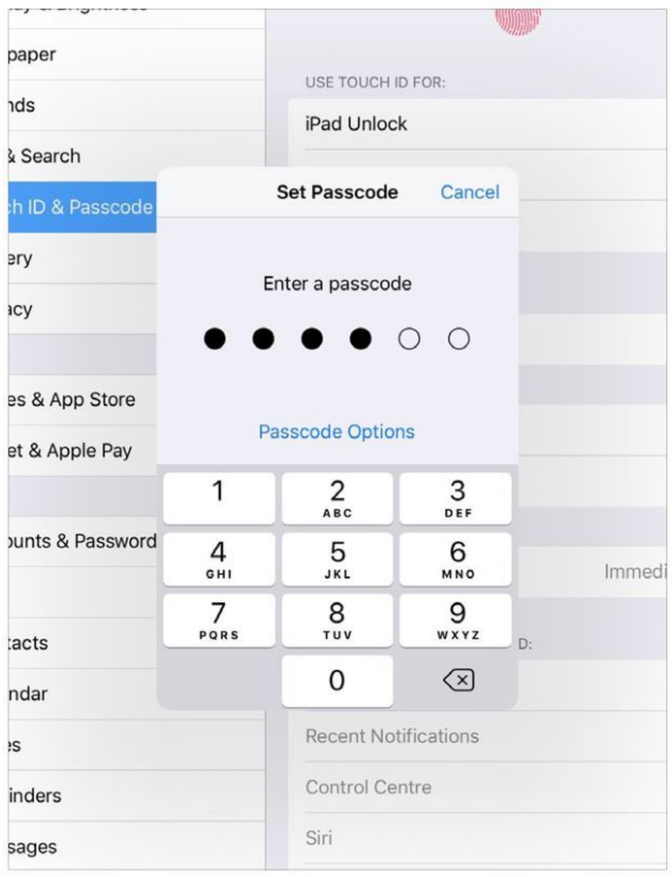
Settings Turn on Passcode Lock



01 From your home screen, you first need to select the Settings icon, and then locate the 'Touch ID & Passcode' option in the left-hand panel. Tap on the icon to bring up some more specific settings.



02 Within this list of settings, you will see a display similar to this. Currently, there is no passcode set up on this iPad. In order to change this, tap the 'Turn Passcode On' option found at the top of the page.

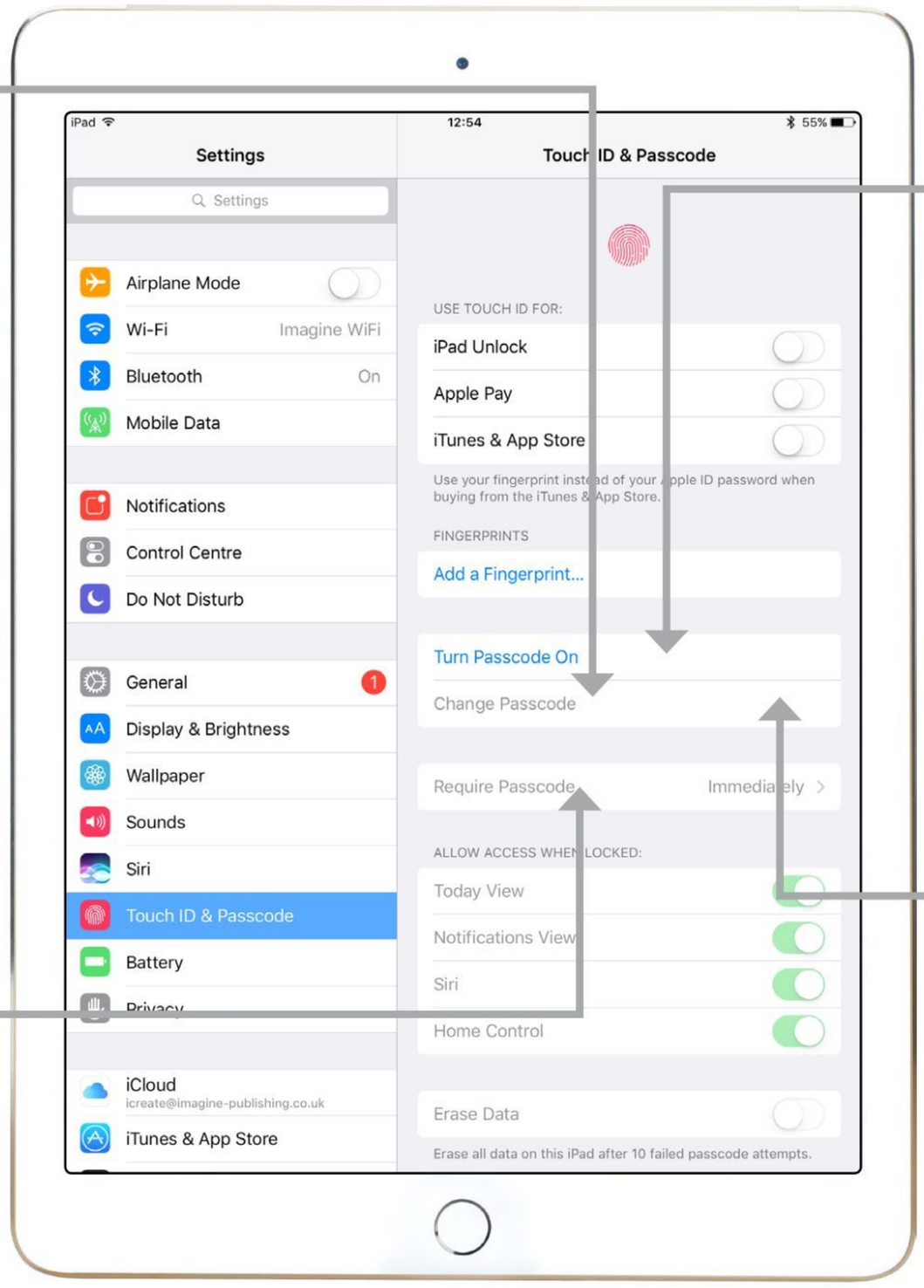


03 You will be asked to enter a six-digit passcode. Use the 'Passcode Options' tab to switch to a six-digit passcode if necessary. Make sure your passcode is something that you'll be able to easily remember.

Set a Passcode Lock

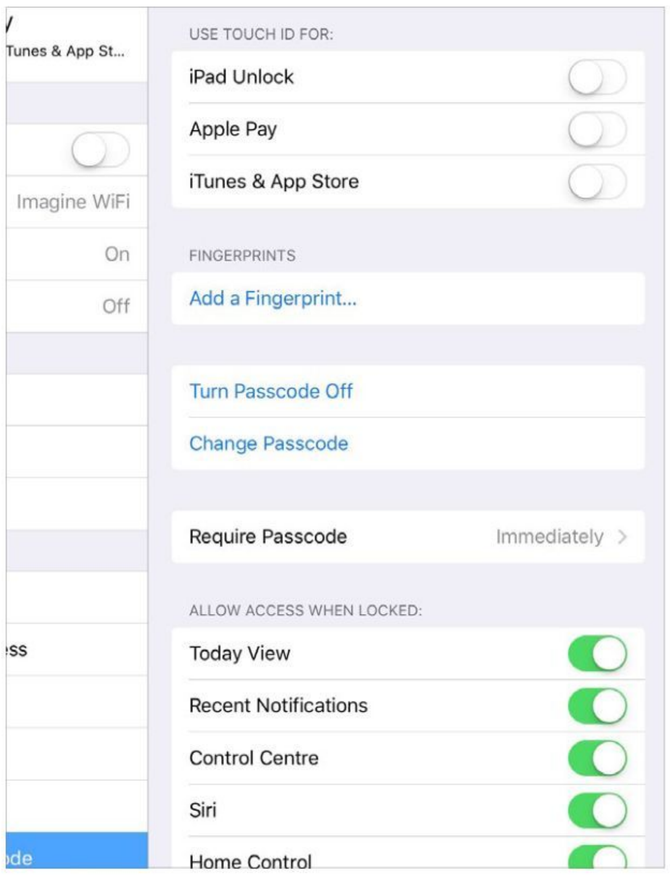
Make a change
If you keep forgetting your passcode, or you think someone else might know it, you can change it anytime by selecting this option

How often?
You can determine how often you need to enter your passcode. If you tire of constantly entering the code, set the length to longer. However, if you wish to keep your phone safe every time you lock it, set it to 'Immediately'

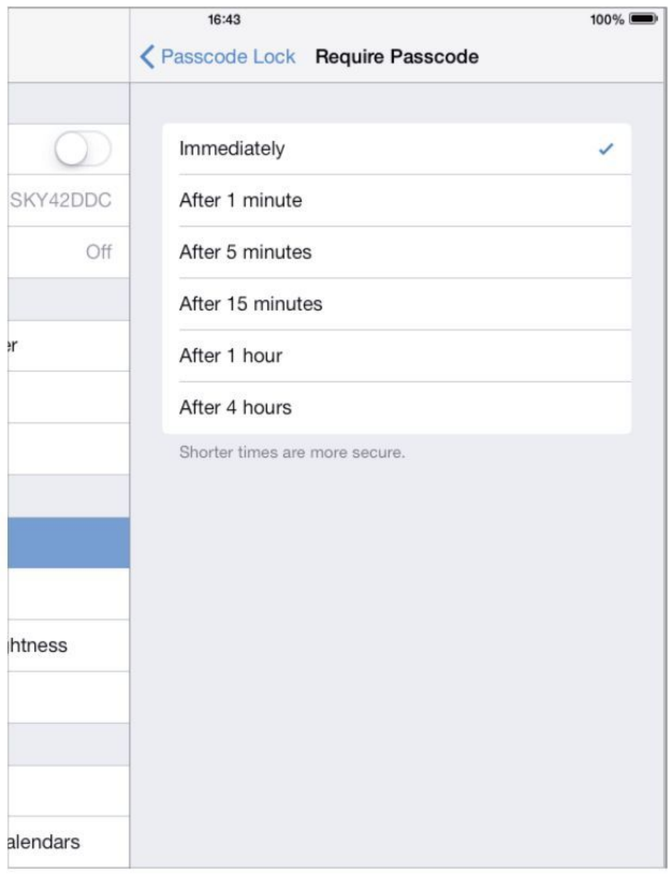


Turn it off
Once you've set a passcode, if you find it a chore to repeatedly keep entering your four digits, you can choose to turn the passcode off

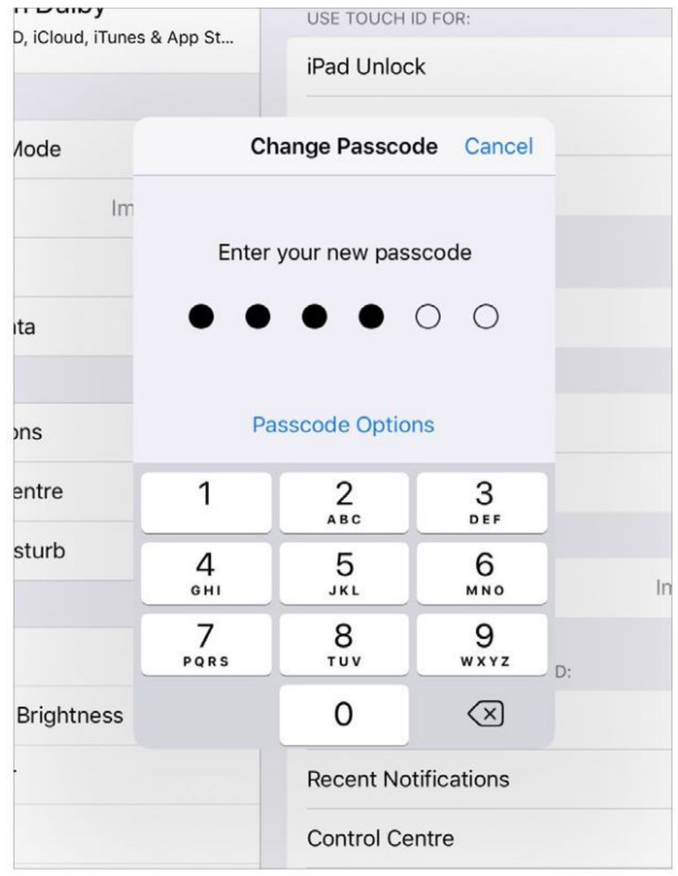
Too simple
If you think your passcode is too easy and would like to change it, simply tap on 'Change Passcode'. Here you can choose a new numeric or alphanumeric code for added security



04 Once you have set your passcode, you will notice that a number of extra options are now available on the iPad's screen. You can turn the passcode off, or change the passcode at this point if you so wish.

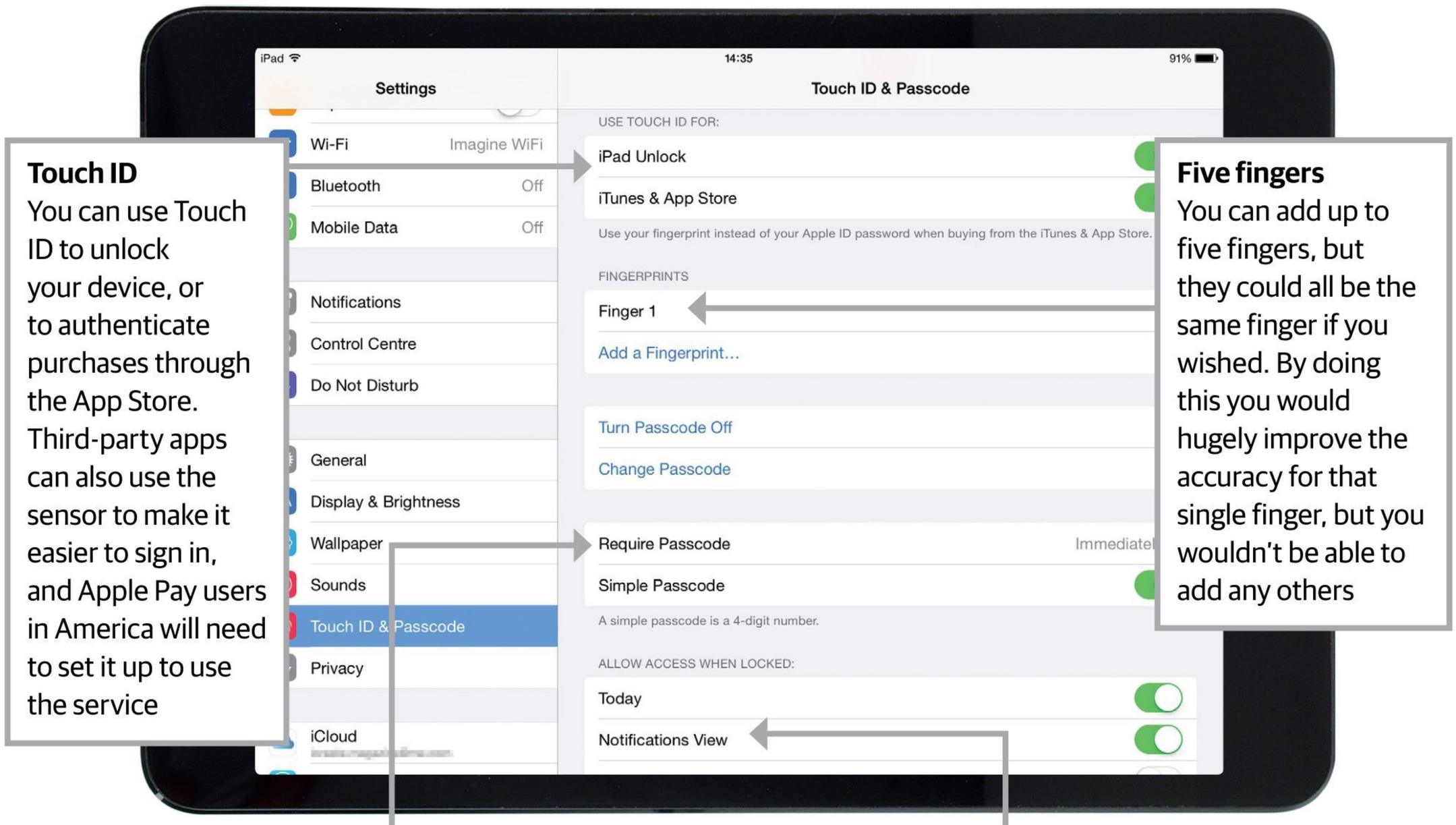


05 By tapping on the 'Require Passcode' option, you can decide how long after you unlock your iPad that you will be required to enter the passcode. Shorter periods of time are safer.



06 If you are not happy with your current passcode, simply click on the 'Change Passcode' option. You can then set a different passcode made up of letters, numbers and special characters.

Setting up



Touch ID
You can use Touch ID to unlock your device, or to authenticate purchases through the App Store. Third-party apps can also use the sensor to make it easier to sign in, and Apple Pay users in America will need to set it up to use the service

Five fingers
You can add up to five fingers, but they could all be the same finger if you wished. By doing this you would hugely improve the accuracy for that single finger, but you wouldn't be able to add any others

Password setting
You can change the passcode settings, including how often it is needed. You can even set it so that your iPad will remain unlocked for a few minutes after locking it, rather than asking for a passcode again right off the bat

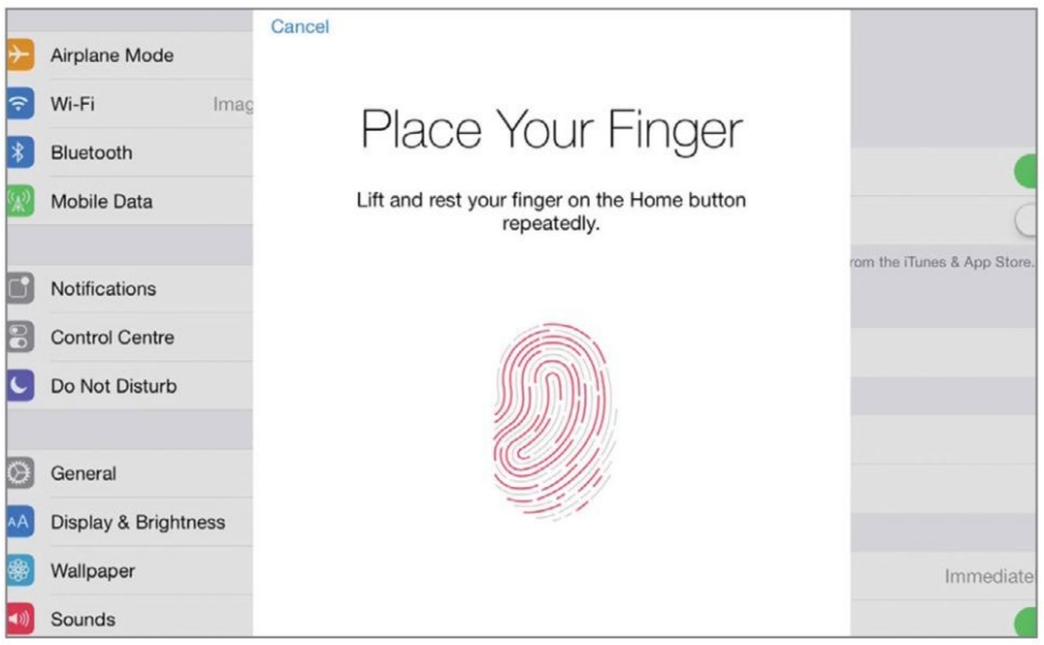
Extra security
By default, access to features like the Today and Notifications View in Notification Centre, as well as access to Siri is allowed. For extra security, you can turn these options off

Customise Touch ID settings

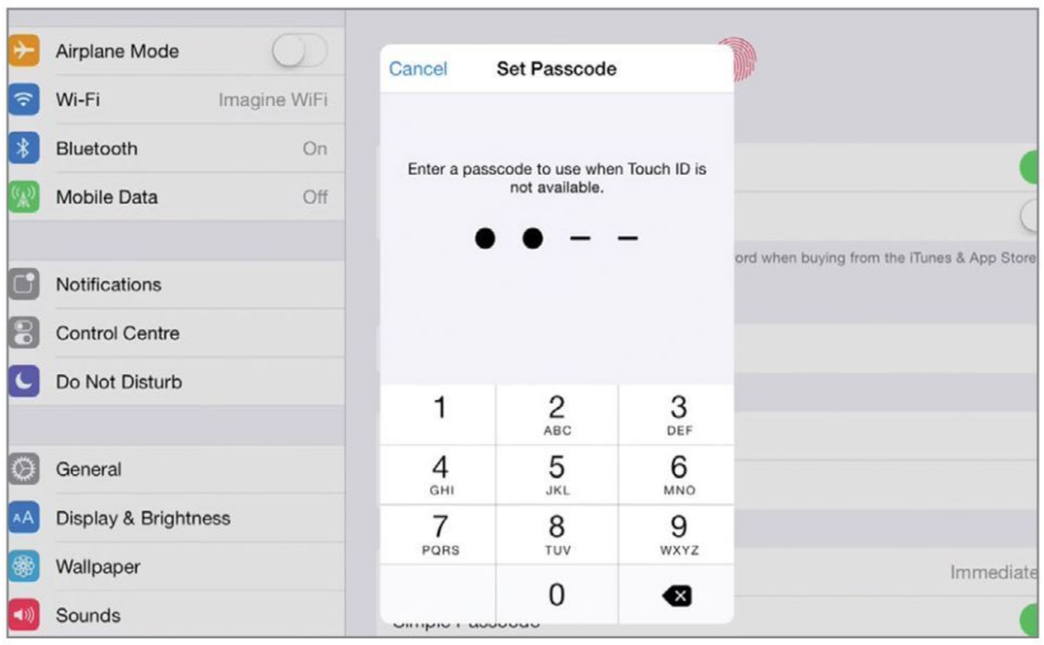
Add and rename extra fingerprints to make sure your iPad is as secure as possible

Now that Touch ID is available on the latest iPads, it's been made easier than ever before to secure your device against potential thieves and mischievous friends who you don't want accessing your information. The best news of all is that it's just so easy to set up. You're prompted to add a fingerprint when you first activate your device, but you can actually choose to add up to five individual prints if you want to make unlocking your device more natural. If you want your device to have even greater security, you can then choose to add a complex passcode made up of numbers, letters or both as well as your finger prints to make it even harder for people to break into your device and have access to all of your personal information. Read on to get all of our top security tips so you can rest easy knowing that nobody unwanted is going to be able to gain access to your device and your personal files.

Settings Customise Touch ID settings

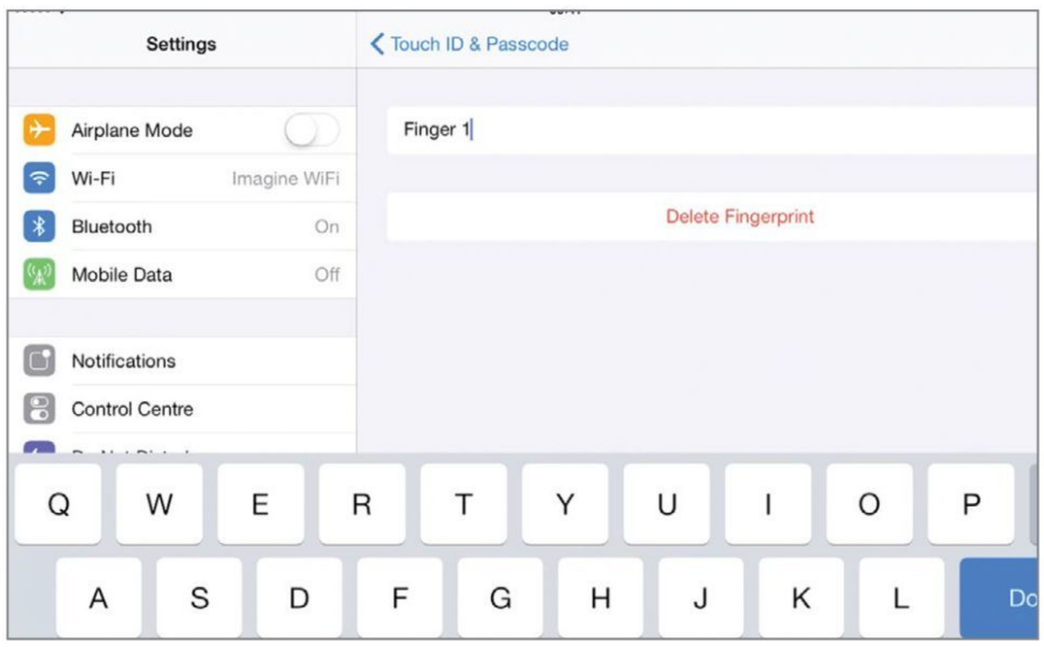


01 Open Settings, and select the 'Touch ID & Passcode' option from the list. Switch on the option that says 'Use Touch ID for iPad unlock', and add a fingerprint when prompted.

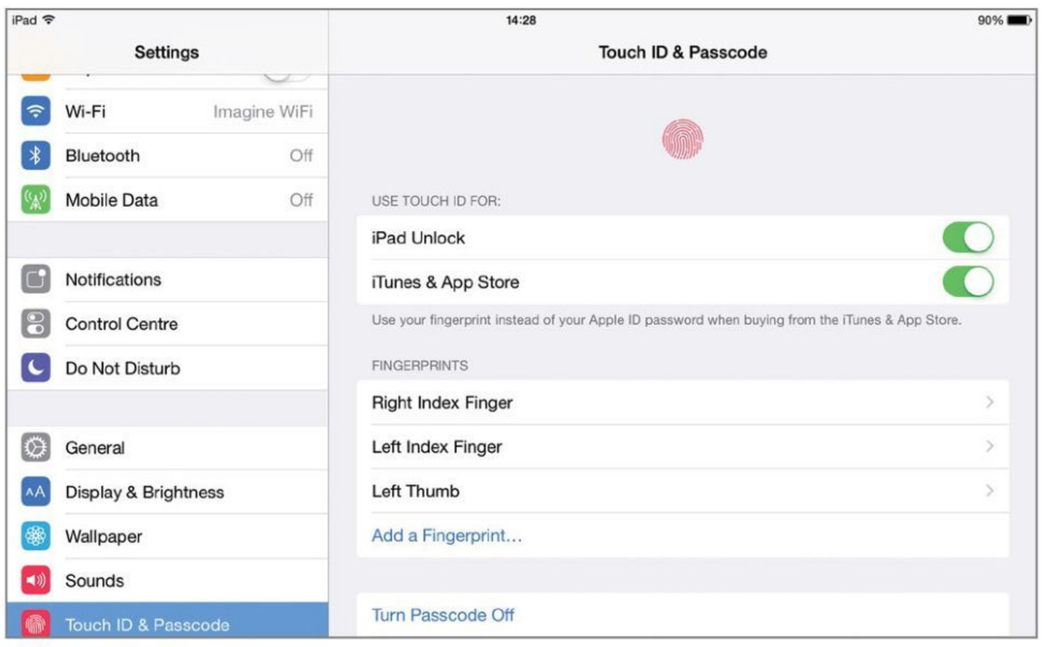


02 You will also have to add a security passcode; when you restart your iOS device, you will need to input the code the first time you unlock, rather than using the Touch ID.

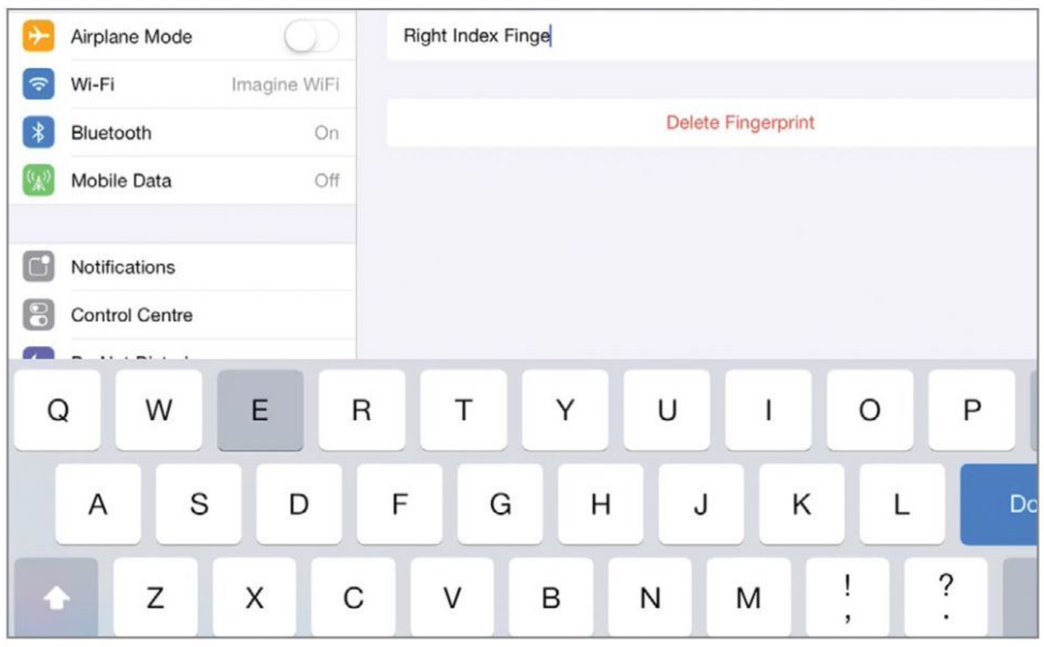
03 When you touch the Touch ID sensor with a finger that your device has 'learned', it will be highlighted in the list. This actually helps it learn your print, so keep doing it!



04 Tap on the name of the fingerprint – by default 'Finger 1' or 'Finger 2' – and you'll be taken to this screen, where you can give each one a specific name to help you keep track.



05 You can add up to five fingers to the Touch ID section, so you can either add different fingers from your own hands, or fingers of different people if there are multiple users.



06 For each fingerprint, you can change the name so that you will always know which finger is which. This will make things easier if you ever need to remove a print.

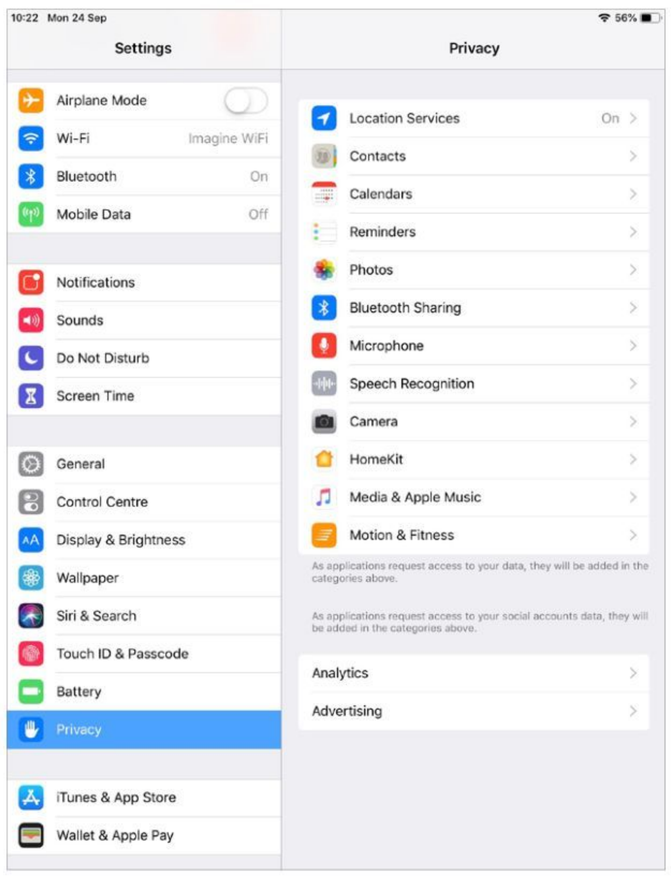
Control your privacy settings

Keep control of your privacy by monitoring which actions your iPad's apps can and can't perform

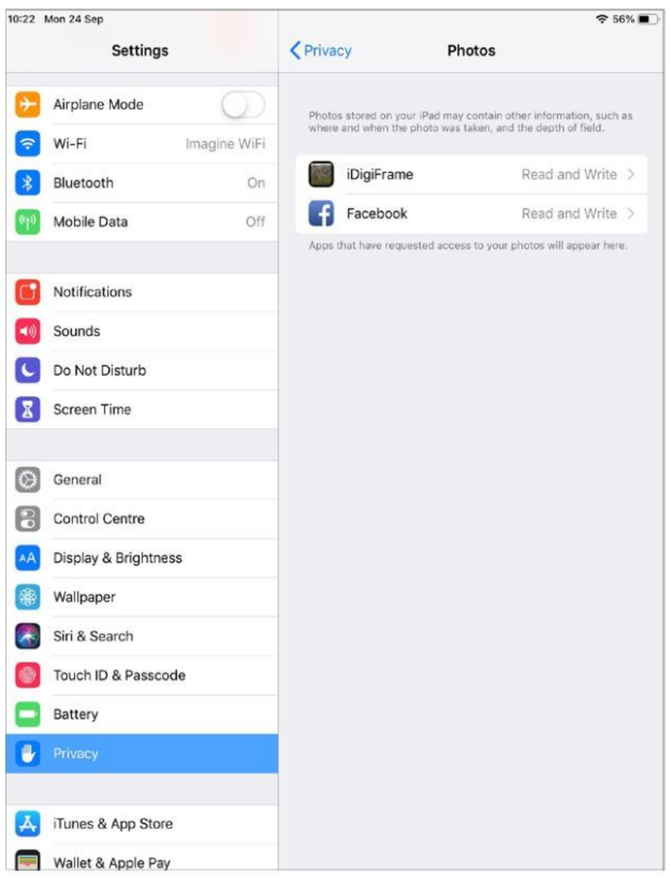
In today's age of digital information, personal details are moved around at a moment's notice. Think about it: your iPad contains a gamut of personal information. How many addresses do you have on your tablet? Do you use your iPad for personal banking? In general terms, you should always be sure to set up the Find My iPhone app, which is supplied by Apple for free and knows what to do if your iPad is lost or stolen.

Thanks to new features introduced recently by Apple, there are other ways to control the privacy of your data. They now allow users to control which apps have access to different kinds of data on their tablets, giving you a new level of safety, and peace of mind for all those times when you are not exactly sure whether an app is using information or not. It allows you to secure your device to the level that settles your state of mind. If you don't want any of your private data shared, then you don't have to.

Settings Secure your iPad's privacy



01 The Privacy settings can be found in Settings. They include all the settings you may want to change, such as: Location Services, Contacts, Calendars, Reminders, Photos, Bluetooth Sharing, Twitter and Facebook.



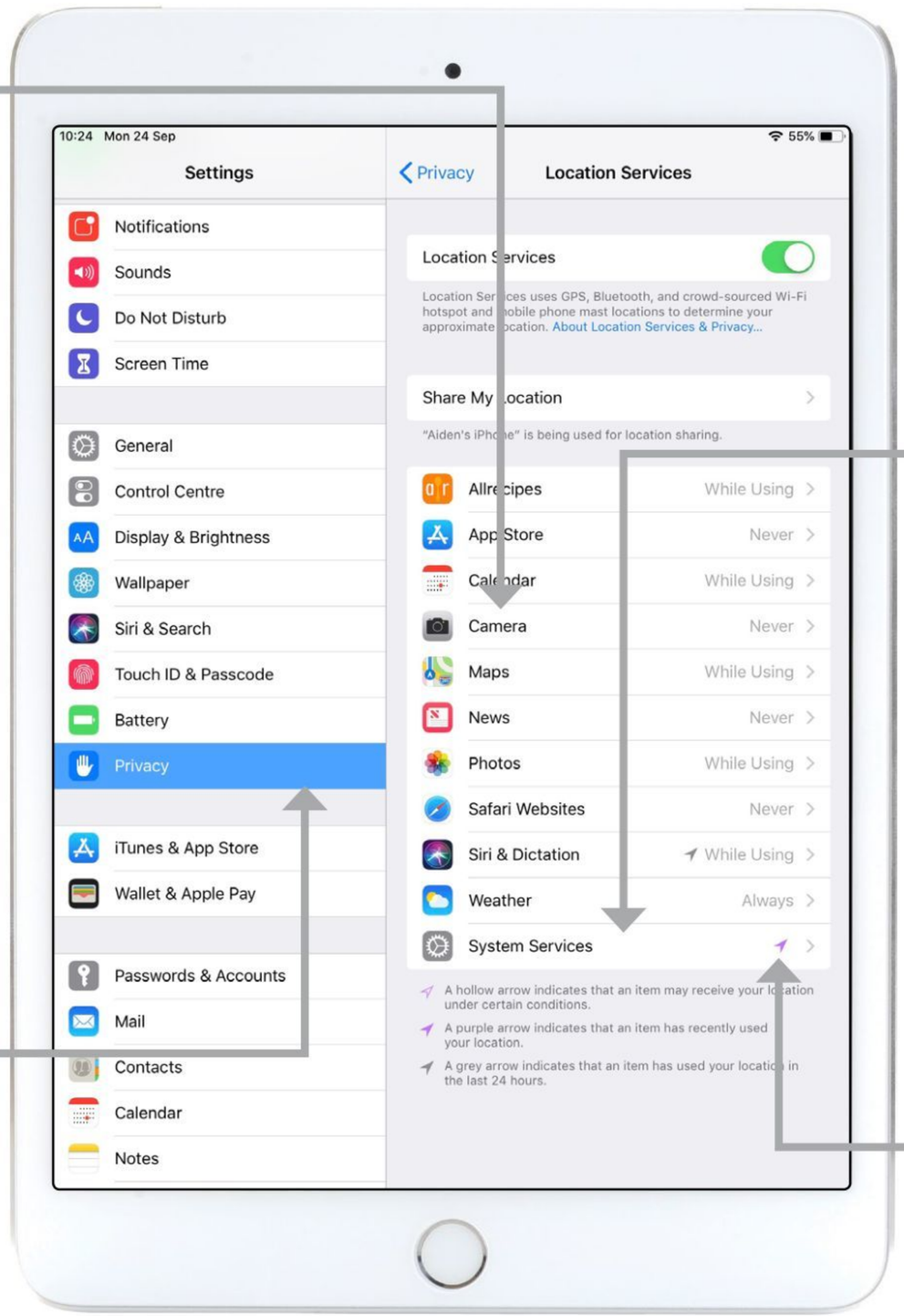
02 Navigating to each of the sections gives you a suitable list of apps that have requested access to various apps on your device. You can enable or disable access by tapping on the app and selecting the option.

03 When you enter this area, you will be told which apps have requested your location. More than that, however, you will also be able to see which app has used location services recently. It's a good way to monitor activity.

Control your privacy settings

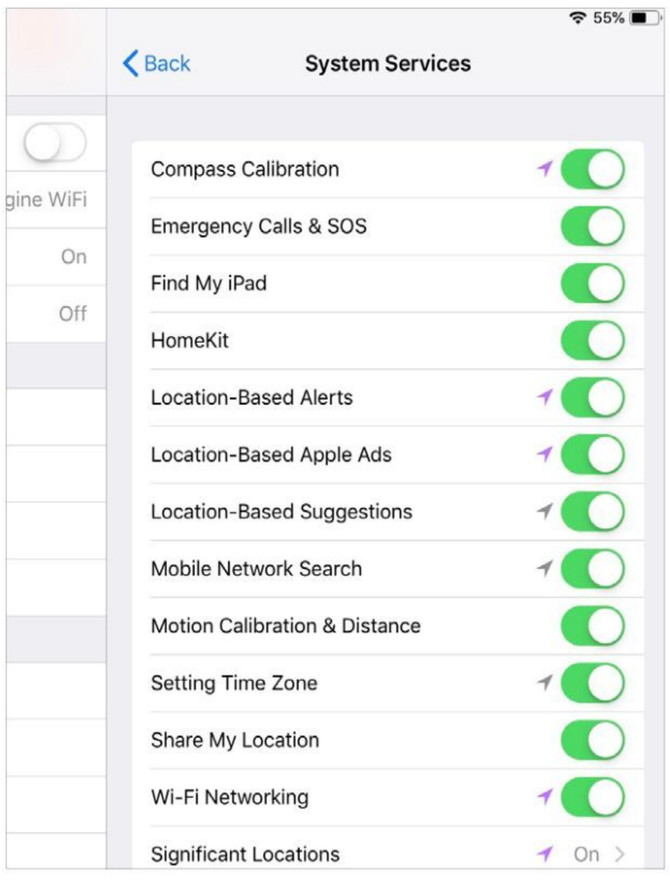
System apps
System apps like Camera and Maps will all need to know your location to function properly. These apps can be trusted, so don't worry about switching them on

System services
The System Service area contains options like compass calibration, time zone settings and location-based iAds. None of these are vital, unless you regularly use compass-based directions

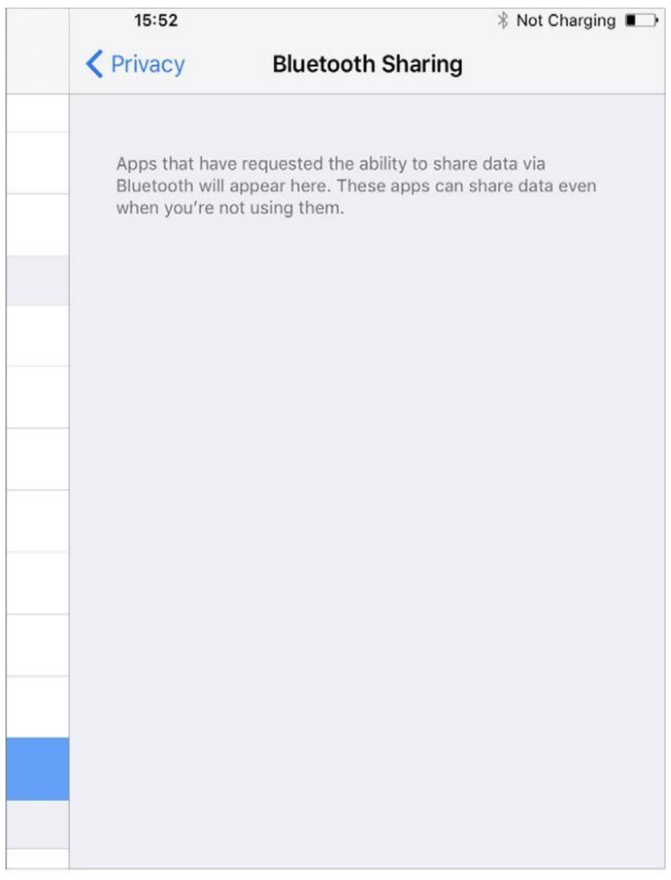


Privacy section
All of the issues relating to privacy on the iPad are stored within this section, which is accessible from your main Settings screen

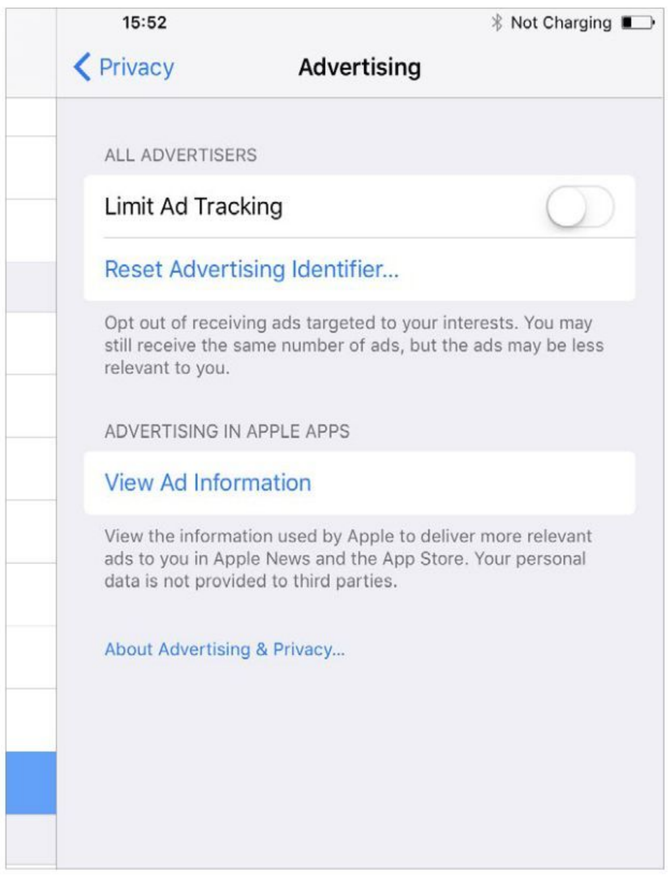
Your location
When an app has recently looked up your location, an arrow will show up next to its name. Grey arrows denote that an app has looked up your location in the last 24 hours



04 In Location Services, you will find that you can enable or disable location services for System Services such as Diagnostics & Usage, Compass Calibration and much more, as shown here.



05 Apps that want to share information via your Bluetooth will appear here. These apps can then share data even when you are not using them, so be careful to monitor this section every now and then.



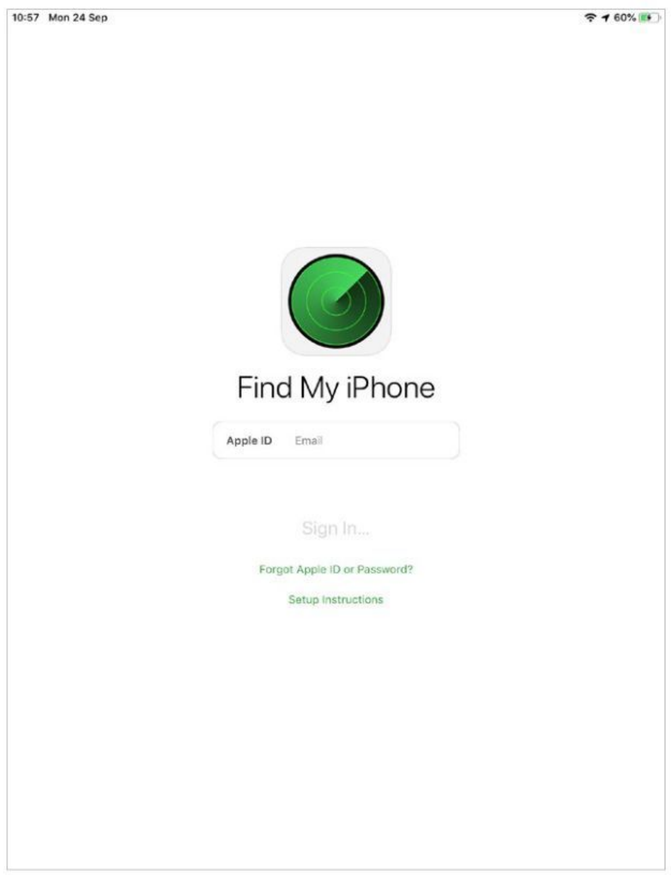
06 At the bottom of the main Privacy page is a section called Advertising. The new advertising identifier can be used to give you more control over advertisers' ability to use tracking methods on your iPad.

Find a misplaced iPad or iPhone

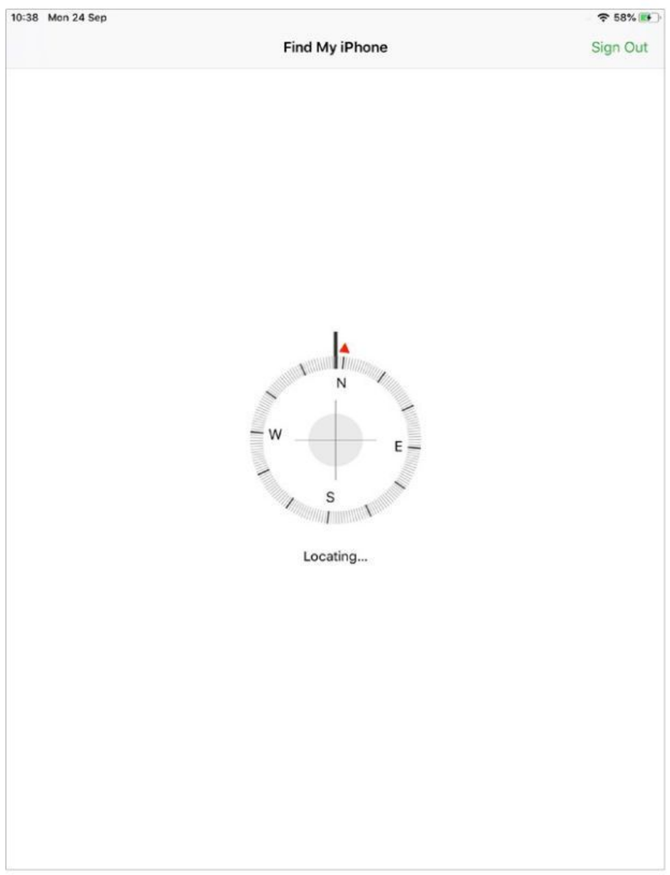
Keep all of your devices safe at any time and take action to render them impossible to use if they are stolen

Find My iPhone is an app that can be used on any iPad and, despite the name, it has been tweaked to take full advantage of the bigger iPad screen. With this app you can quickly find any iPhone or iPad that signs in using the same Apple ID as your iPad and which is currently connected to the internet. Location Services is used to pinpoint its exact location at which point you can take different actions remotely. Lost Mode will lock the device completely and let you send a personalised message to the device lock screen, you can erase the device with a couple of taps or you can continually play a loud sound. All of this is very useful, but you should at the very least already have a passcode set up on your device to stop others seeing your data. If your device is powered down or in an area where data coverage is not available, you will not be able to track it, but when turned on Find My iPhone should prove to be useful again. It can make all of the difference between finding your precious device and losing it forever, so get to know the function.

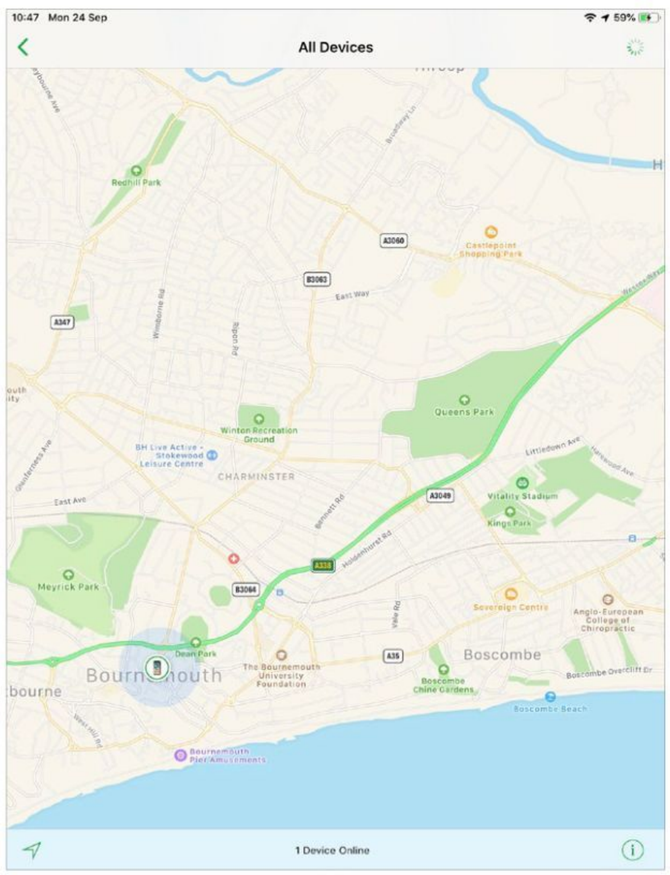
Find My iPhone Find devices from home



01 Find and install Find My iPhone on the App Store. When opened, you will be prompted to sign in with your Apple ID. Do this with each device your family owns that uses the same Apple ID.

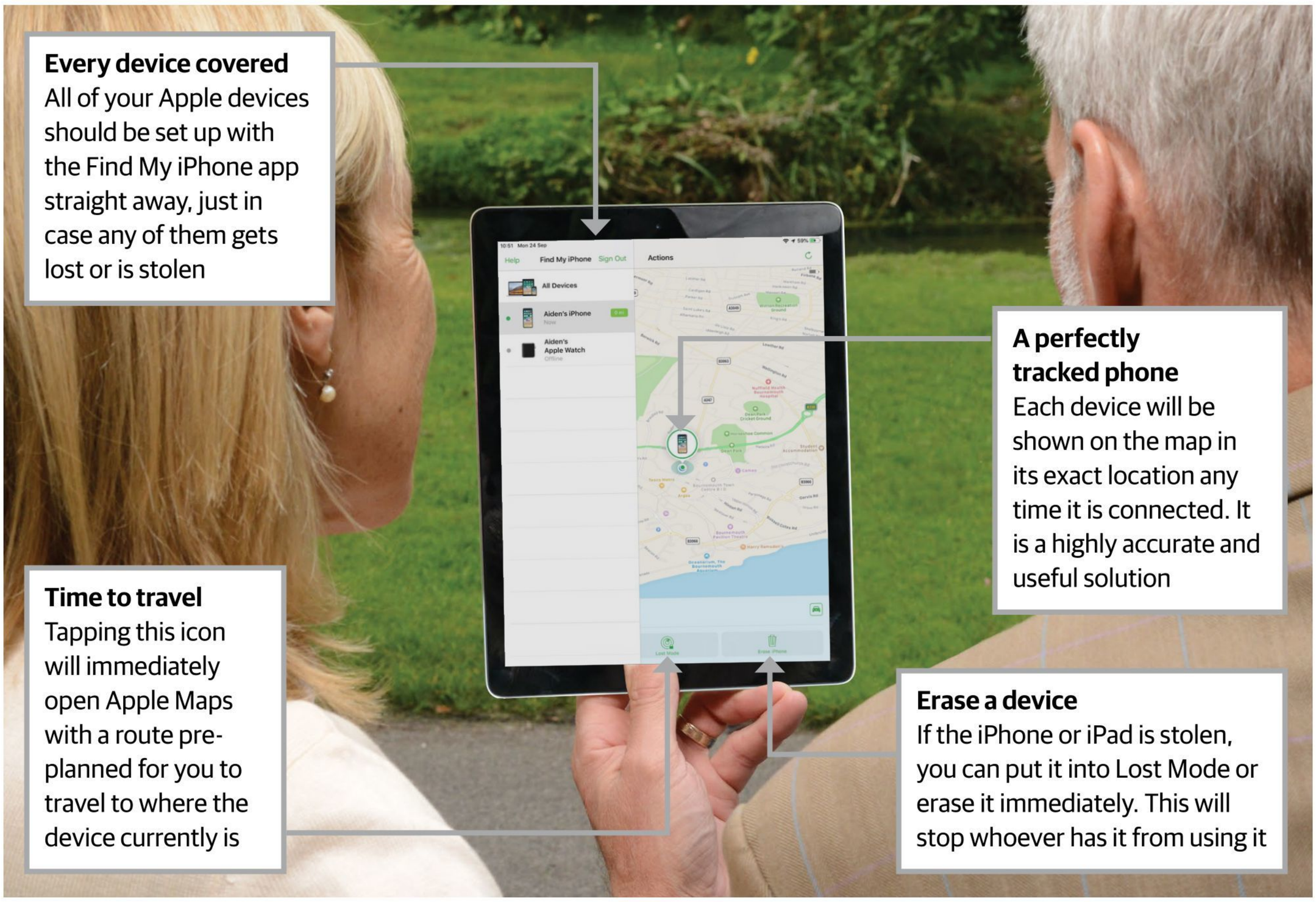


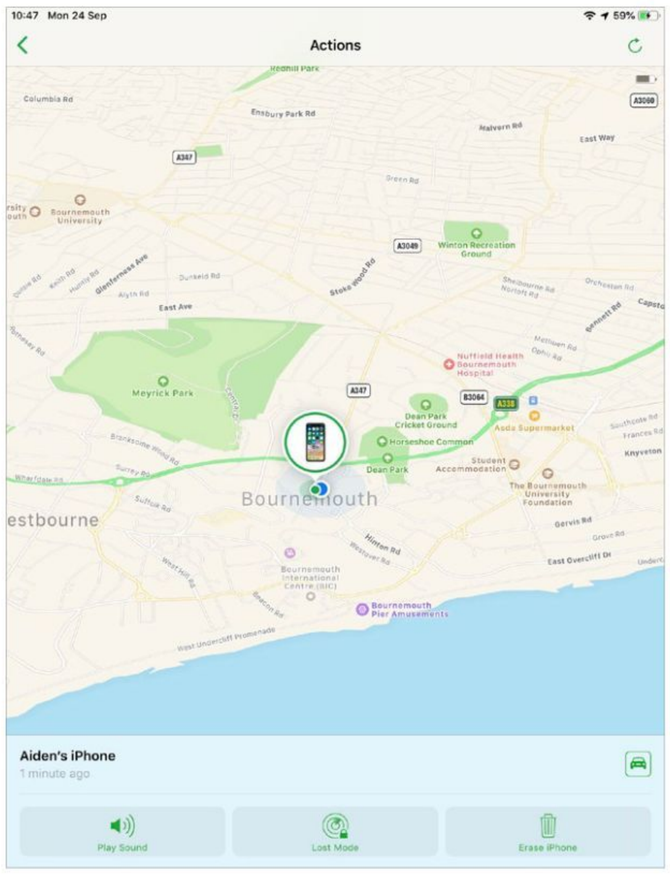
02 The iPad will start searching for devices that are connected to the internet. Initially, this could take a bit of time, but in future searches they should appear very quickly within the main interface.



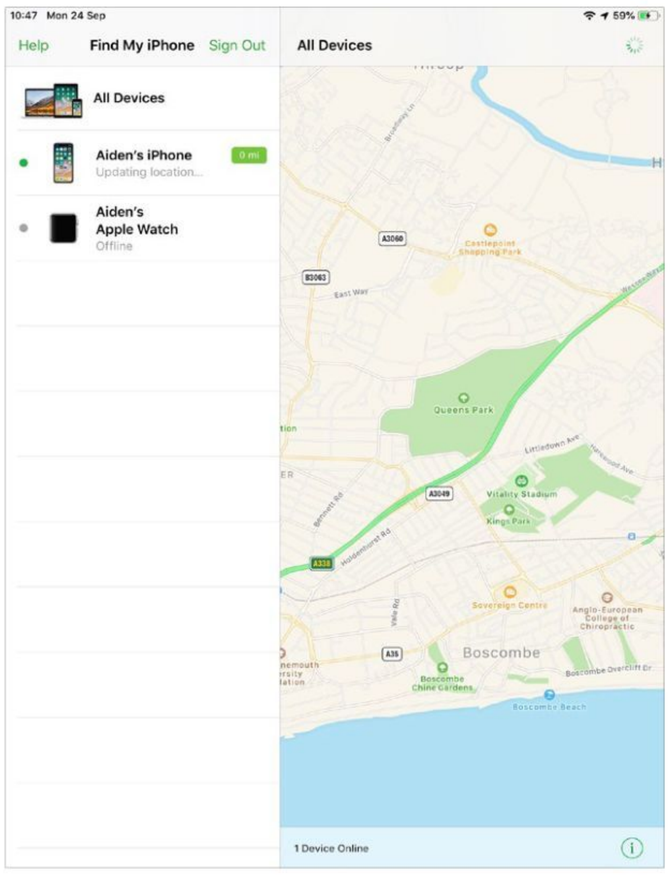
03 As if by magic, your devices will appear on a real-time map within Find My iPhone. As the devices move, you will see this reflected on the map so you always know exactly where they are.

Find a misplaced iPad or iPhone

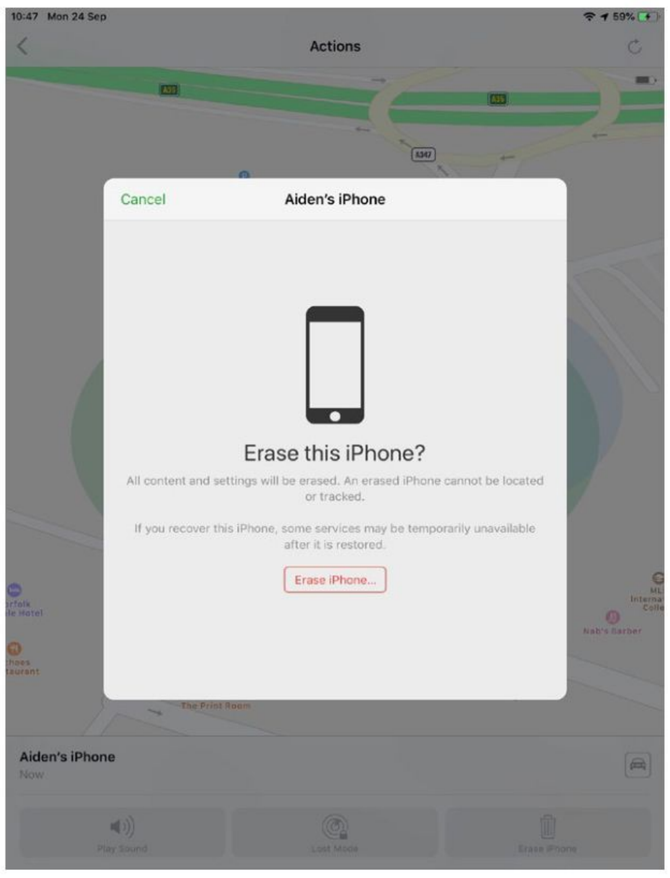




04 Tap on any device and a new menu will appear at the bottom of the screen. The name of the device will appear on screen and you'll be able to tap the car icon to receive directions to travel to its location.



05 When you tap 'My Devices' at the top left-hand side of the screen, you will be able to see, and then select, all of your devices in one list. It also shows any devices that have not been connected.



06 If your device has been stolen or you are concerned, you can put it in Lost Mode remotely or erase it immediately to stop others seeing your personal information. It takes a couple of taps.

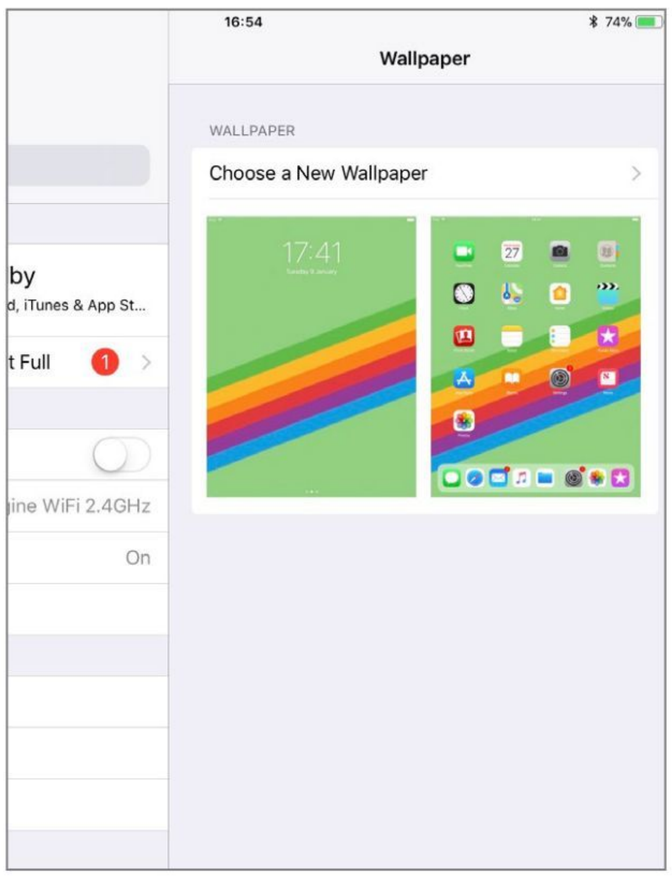
Change your iPad's wallpaper

Find out how to quickly customise the background of your iPad's Home and Lock screens

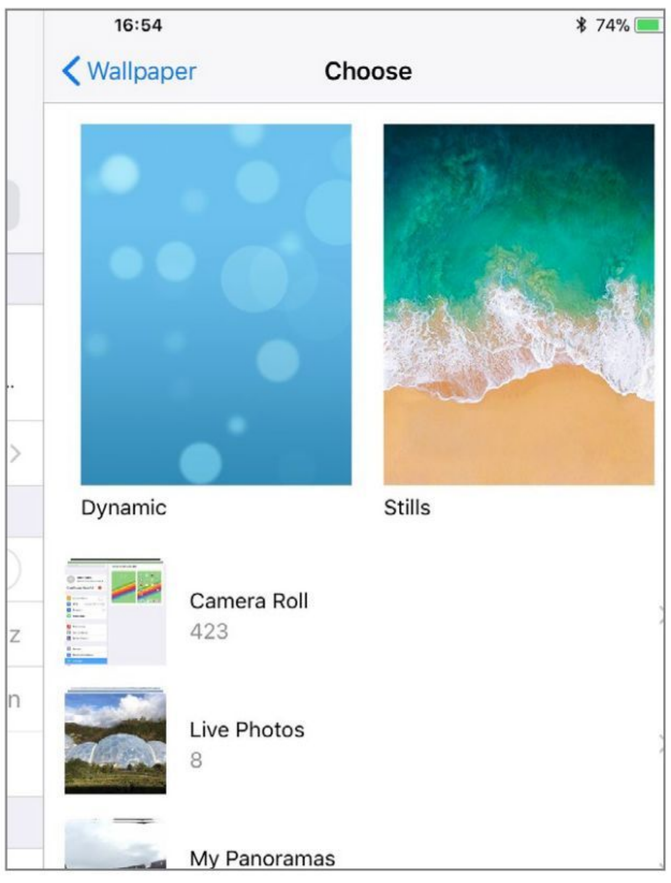
The iPad enables users the ability to change the background of the home screen as well as the lock screen. This may seem like a trivial addition to the software set but for Apple it's pretty big. It is a company that deals in absolutes and employs a closed system to prevent people from making the iOS look bad.

Making changes to the system is very simple; it works in a very similar way to the iPhone, only you can see much more of the action path that you take to get to a change in settings. This makes the system clearer, more memorable and much easier to use. Proficiency at this simple task should give you the courage to explore the settings further to get even more use from your iPad and make improvements to the way it works for you. Whether it's an image from the iPad's supplied Wallpaper set or a photo from your album, following this step-by-step tutorial will instantly customise your iPad and have it looking the way you want it to.

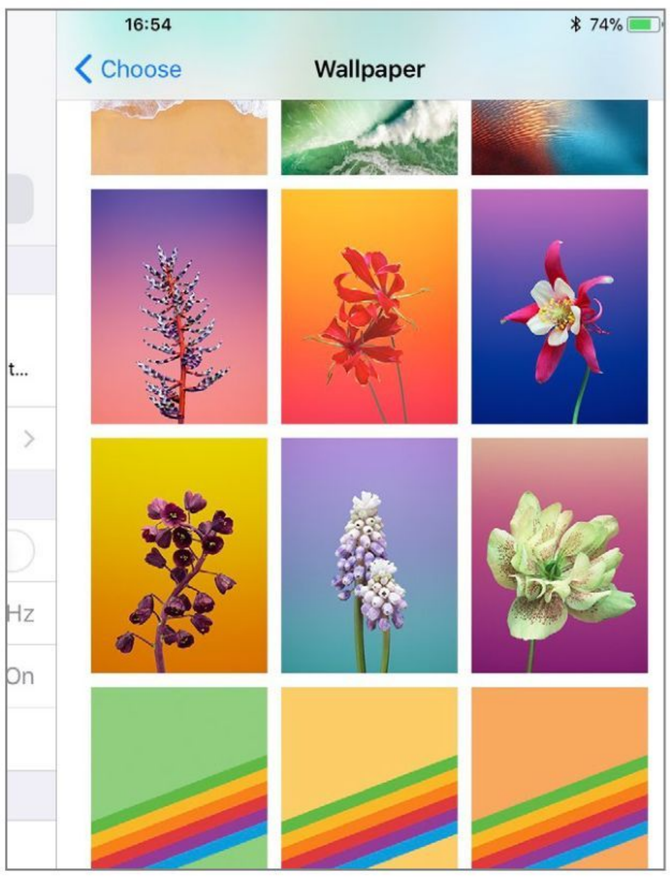
Settings Change your iPad's wallpaper



01 Load the Settings and head to 'Wallpaper' on the left hand list. To change your background, simply tap on the pictures beneath 'Choose a New Wallpaper' in the right-hand column of the screen.



02 You now have several options from which to get a suitable picture, do you want your own images or a supplied one? Choose the album that you wish to pick from. Tap on that album to then bring up the contents.



03 Once in the album of your choice, browse the images on offer to make your final selection and then simply tap on that picture. You'll then be taken directly to a preview screen to see your selected image in full.

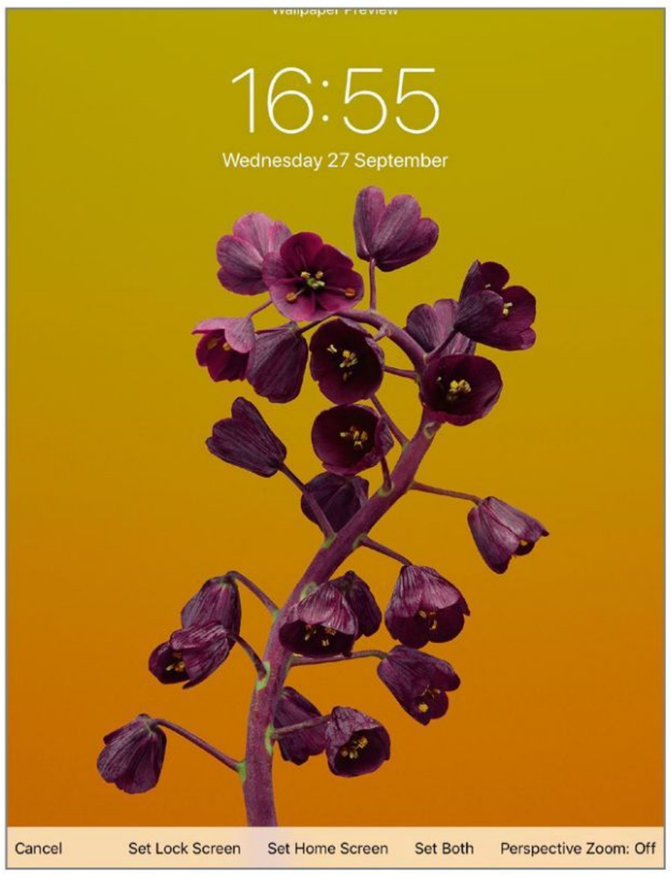
Change your iPad's wallpaper

Simplicity
Apple always makes interfaces easy to use. There's no mass of dialogue and only really a couple of major options here, so it is easy to make changes

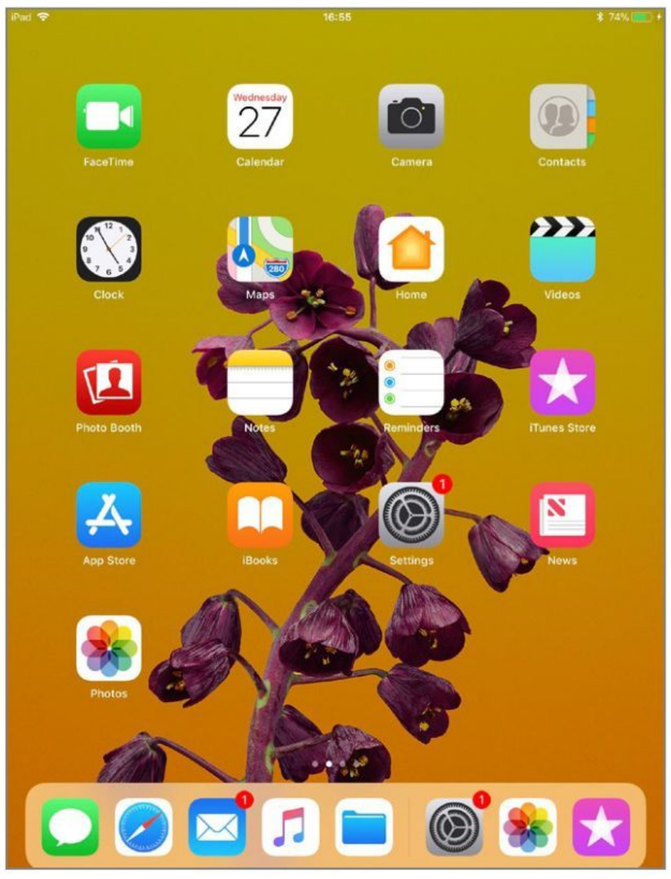
Move around
While positioning your picture you will be able to see just how responsive the iPad touch screen is. It's a testament to hardware and software unity

Kill it
Apple also makes it easy for you to change your mind and go back to the last action. In this case just hit the Cancel button

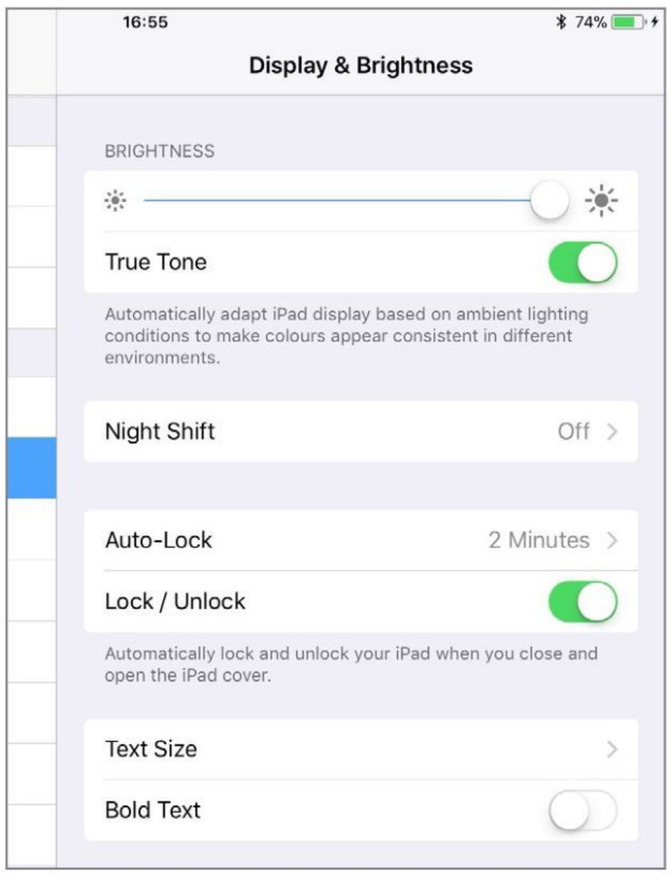
Great resolution
The iPad Pro 10.5 has a fantastic 2224 x 1668 display at 264 pixels per inch (ppi) resolution, so having a cool image on your home and lock screens is a must



04 Use a pinch, reverse pinch and swipe to position the image and then pick from the options at the bottom of the screen: you can pick 'Set Lock Screen', 'Set Home Screen', 'Set Both', or cancel everything.



05 Once you have tapped an option you'll be taken back to the Home screen, where you can see your changes. Use the Sleep button if you wish to view the lock screen, and obviously you can change it again at any time.



06 Head to the 'Display & Brightness' tab to tweak your brightness. Here you can adjust the brightness or turn on Night Mode, which makes your screen turn less blue after a certain time of night to help you sleep.

Get to grips with Multitasking

Multitasking is extremely easy to use and there are many useful features available using just a swipe and a tap

Multitasking has been available on the iPad since it first arrived on the shelves, but recent changes mean that it is easier to use than ever before. Gone is the small strip of icons at the bottom of the screen when you double-tap the Home button and in its place is a full-screen display that lets you move between apps with ease.

Each app is clearly presented thanks to the large preview images which show the last position the app reached and the app icons directly above to clarify. You can swipe up on the main panel to close an app fully or tap it to open it immediately.

From iOS 11, the last three apps you opened will appear in the dock at the bottom of the screen and these can be accessed at any point by simply swiping up. The biggest addition from Apple's latest update is you can now have two apps open at the same time. The second app will open in a smaller window to the right-hand side of the screen but pressing on the top of the window will allow you to slide it left and right or slide it up to split the screen half and half.

"It really does make the process much quicker and efficient when used often"

Multitasking Understand the multitasking features

01 Double-tap the Home button no matter what you are doing on your iPad and a series of horizontal panels will appear on the screen. Above each you will see an icon that's designed to show which app you are looking at. The panels show where the app froze.

02 To switch between apps, simply scroll your finger left and all of the recently used and open apps will be shown one by one. You can now tap either the app icon or the main panel to jump straight into that app. It should start up in the exact position you left it in.

Get to grips with Multitasking

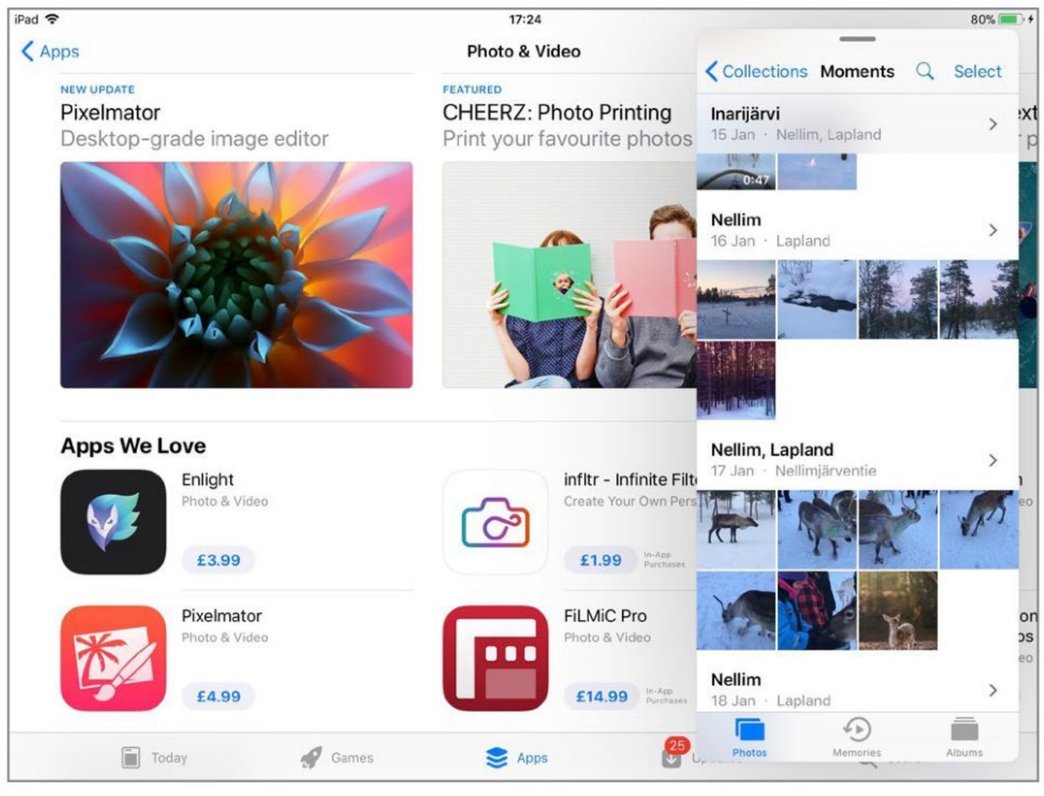
Drag and drop
While in Split View some apps (in this example, Photos) allow you to press and hold on items in one app, then drag them over and place them in another. Text, photos and files can be moved between apps

Second window
Open a second app by dragging it from the dock. It can be used in a couple of different windows. This allows you to do things like watch a movie while checking the internet

Divider
When in split view, slide the line dividing the two apps left and right to adjust the window sizes. If you want to close either app, then slide this divider all the way to one side so it covers the app you no longer want to use

Dock
This bar holds your favourite apps as well as the last three you used. You can swipe up while on any app to bring up the dock, from here you can open a second app or switch to another

03 If you want to close an app, touch your finger on a panel and then slide it to the top of the screen. The panel will disappear and the app to the right will slide over to take its place. The sheer size of the panels makes closing apps very simple.



04 Slide up from the bottom of the screen when in one app, you can then drag and drop another app out of the dock and it will open in a small window on the right side of the screen. Press on the top of the window and slide up to switch to Split View.

Access email on your iPad

Set up your email accounts on your iPad for even better usage than your iPhone can provide

In today's digital age, using email is one of the most essential ways of being able to stay in touch with friends and family wherever they are in the world, as well as being a pretty vital tool in the business world.

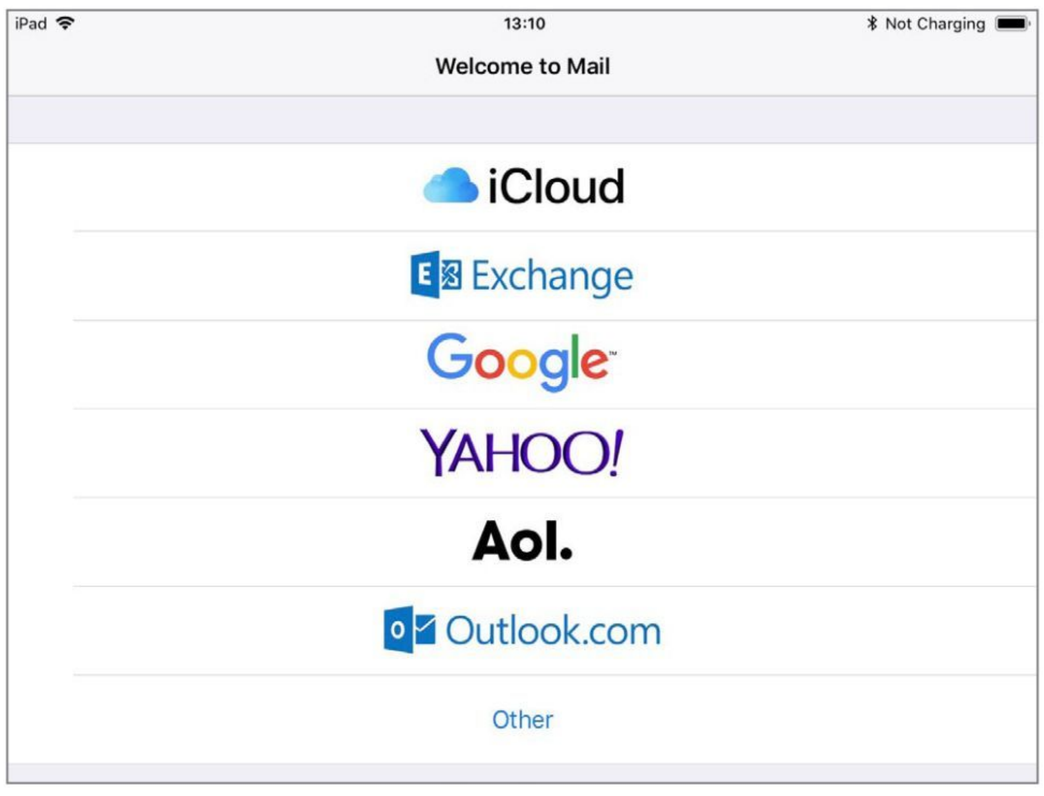
While the iPhone is perfectly capable of displaying email, the iPad is just so much better due to its larger size, making it a much superior option, especially with the additions Apple have made over the last few iOS updates. The virtual keyboard makes it far easier and quicker to type on (especially when you need to write longer emails), in turn making it far more practical to use in day-to-day life.

This step-by-step tutorial will not only show you how to set up a new or existing email account for use on the iPad and beyond, but will also take you through the fundamentals of reading and sending email. Once set up you'll be able to use existing accounts at will, quickly reply and forward mail that you receive. Most importantly, ensure that you stay in touch with friends and loved ones. You will never look at your iPad in the same way again.

"You will never look at your iPad in the same way again"

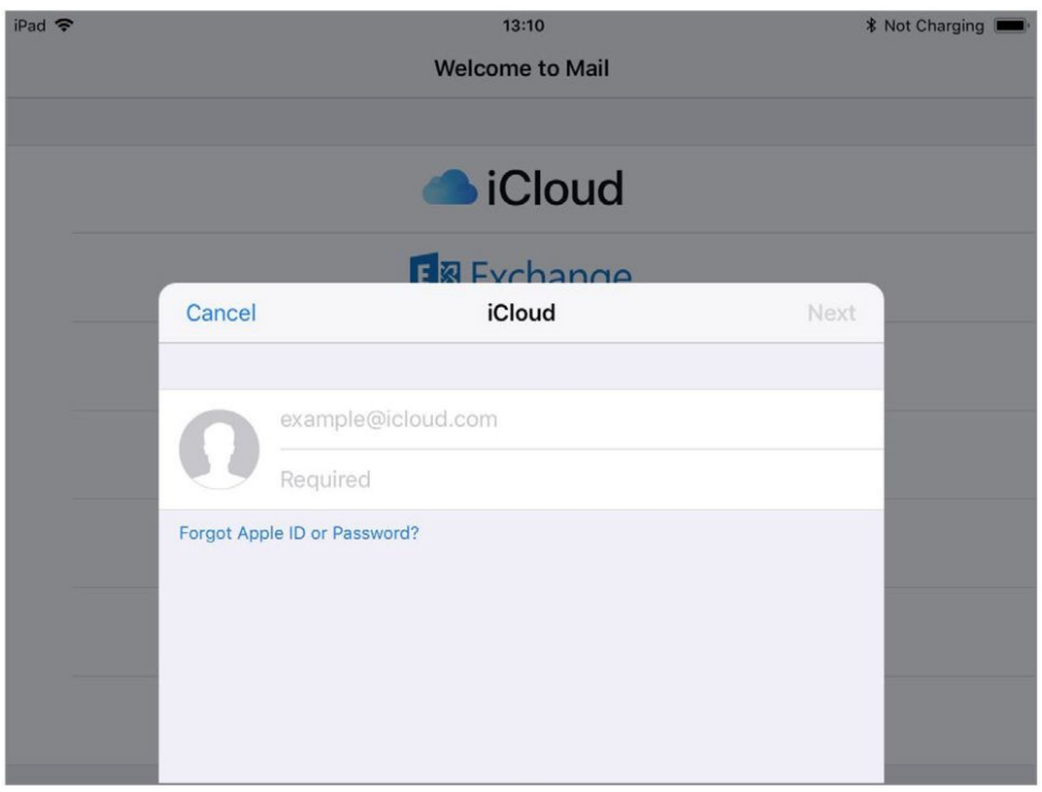
Mail Set up an email account on your iPad

01 In order to set up an email account you will first need to head to the Mail app on your iPad. By default this can be found in the Dock at the bottom of the screen and is the icon with a white envelope on a blue background. Tap on it to get started.

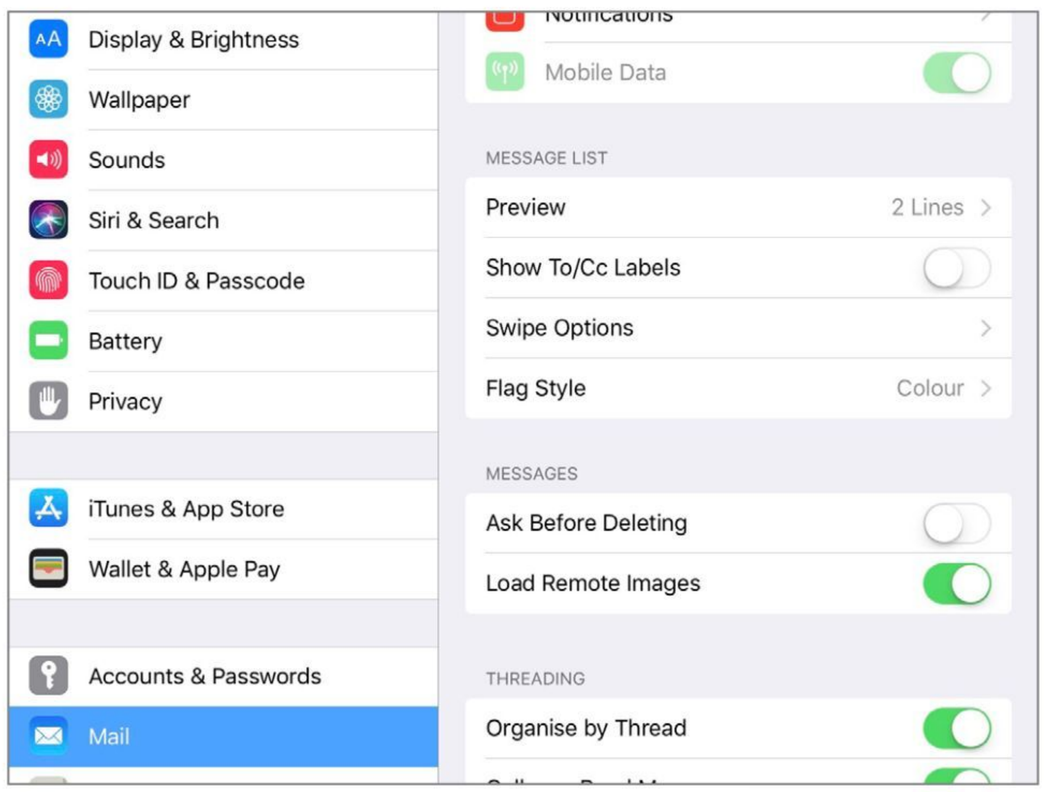


02 You'll now be presented with seven account options. They are iCloud, Microsoft Exchange, Google Mail, Yahoo! Mail, AOL, Microsoft Outlook and Other. Whether you want to create a new account or add an existing one, the process is as follows...

Access email on your iPad



03 After choosing your account you'll be presented with the following screen. All you need to do here is fill in the relevant information for each section. Once this is done simply tap on 'Next' in the top right-hand corner. Congratulations, you have mail.



04 Head to Settings and you'll find a Mail option on the left-hand side of the screen. Here you have a number of options for customising your mail account, such as allowing Mail to access certain apps, creating an email signature and how your emails are presented.

Install iTunes on your desktop

Installing iTunes on your Mac or PC will allow you to sync up your music with your device

Since the release of iOS 5, all of Apple's devices, including your iPad, can be used straight out of the box without the need to connect them to your computer via iTunes, as was previously the case.

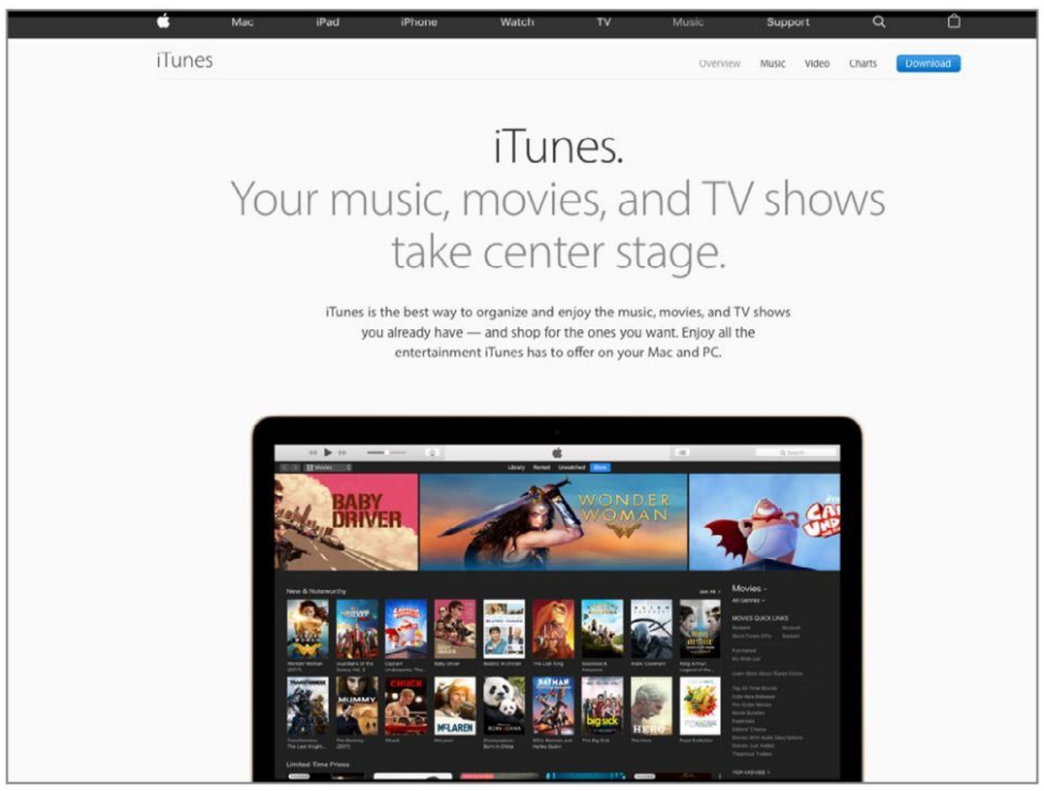
However, installing the latest copy of iTunes on your computer is still recommended as it allows you to perform a series of useful tasks.

Primarily, through iTunes you can still convert your CD collection and then copy the files to your iPad, but the latest version fully embraces Apple's iTunes in the iCloud service so that any music you purchase through iTunes – be it on your iPad or Mac – is automatically pushed to all of your devices wirelessly. What's more, through iTunes Music you can also access the entire iTunes library from any device, streaming individual tracks or downloading them for offline listening for a monthly fee (£9.99/$9.99). You can also connect your iPad to your computer via USB and perform essential backup and syncing processes.

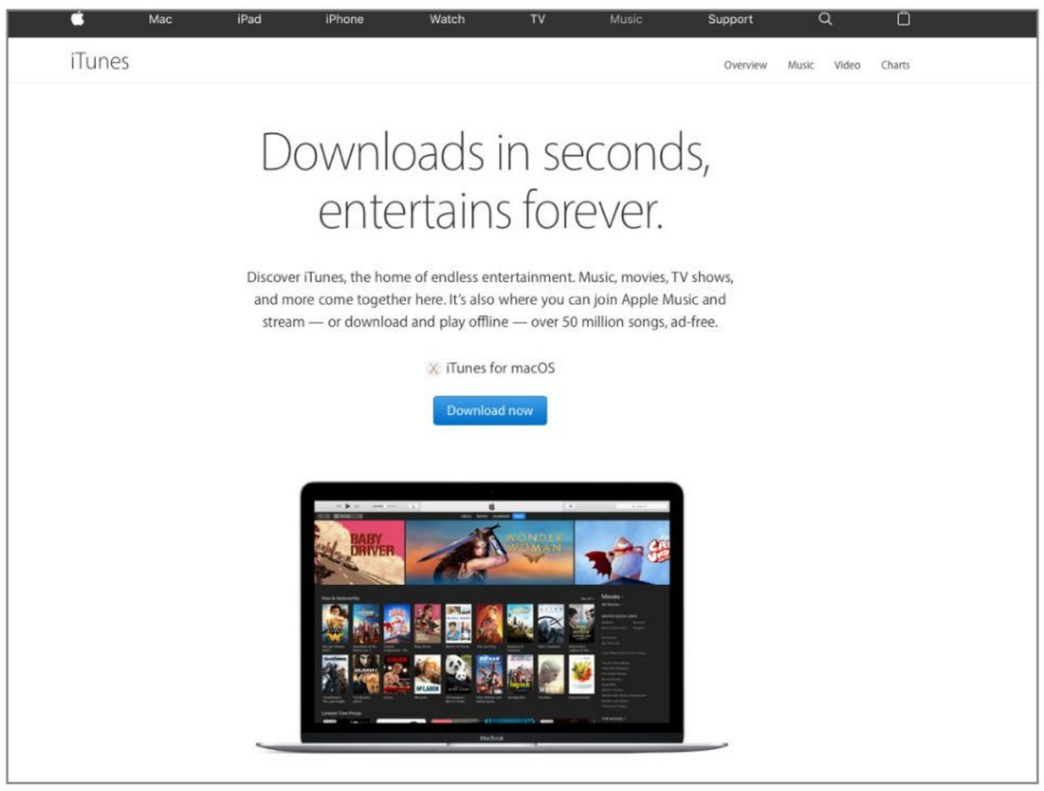
In this tutorial we guide you through the process of downloading and installing the latest version.

"Through iTunes Match you can access your iTunes library from any device"

iTunes Installing iTunes on your Mac or PC



01 Launch your preferred browser and head to **www.itunes.com**. The layout of the page changes regularly, but there will be a 'Download iTunes' button somewhere within it (currently, it's located in the top-right of the page).



02 Your browser will recognise the type of computer you're on (Windows or Mac) to avoid confusion. You'll see a single 'Download Now' button. Be sure to double-check you're happy with the options to receive emails from Apple.

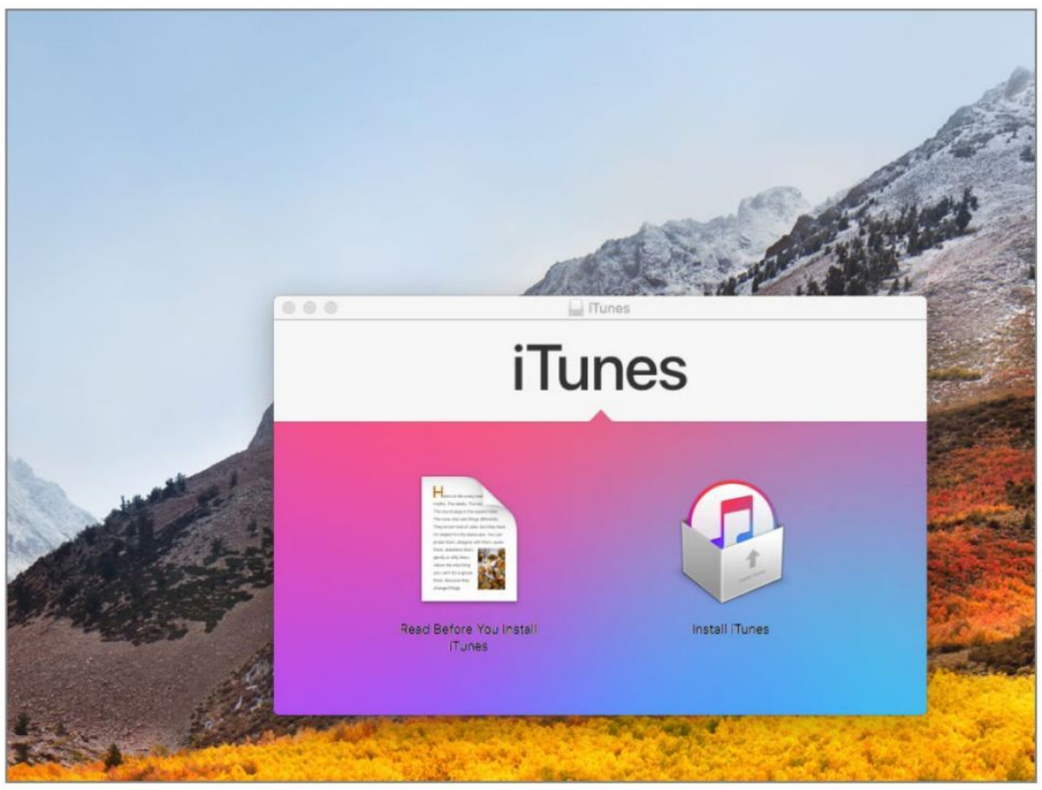
Install iTunes on your desktop

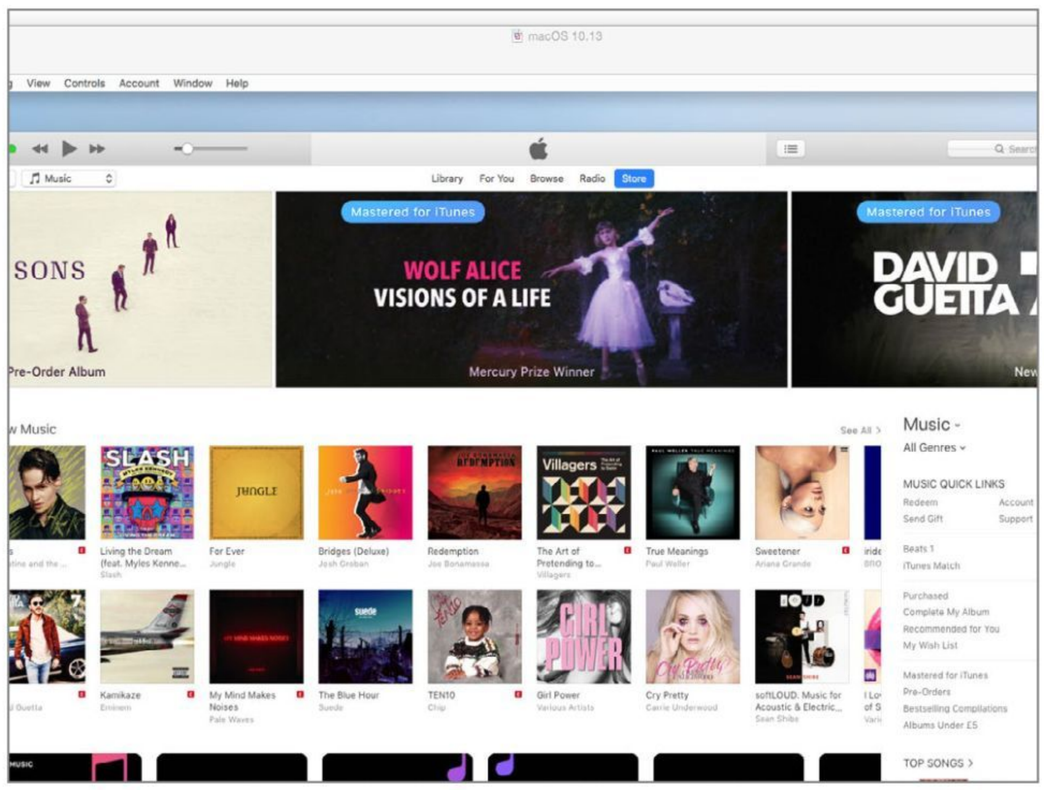
Automatic detection
All modern browsers transmit what type of computer you are currently using and clever websites can take advantage of that information to only offer you the choices that match those criteria

More informtion
By clicking on these links you can see more information on the iTunes app and its features. Apple also included plenty of screenshots so you will see how the app runs on a variety of devices

Privacy Policy
If you're concerned about what Apple might do with the information you give them (namely, your email address, as requested on this page), you can scroll to the bottom and check out its policy

System Requirements
If you're at all uncertain if your computer will be able to run the software, this section displays the necessary system requirements that match the machine you're currently running





03 Once the download is complete, a new window will open up with a iTunes logo inside it. The 'Read Before You Install iTunes' document gives you the minimum requirements, without which the program will not function. Double-click 'Install iTunes' to proceed.

04 Once iTunes has been installed, its icon should appear in your Dock or Desktop. If it hasn't, you'll be able to locate it in your Applications or Program Files folder. The first time you double-click to open it, you'll have to agree to the licence agreement.

Get to know the iTunes interface

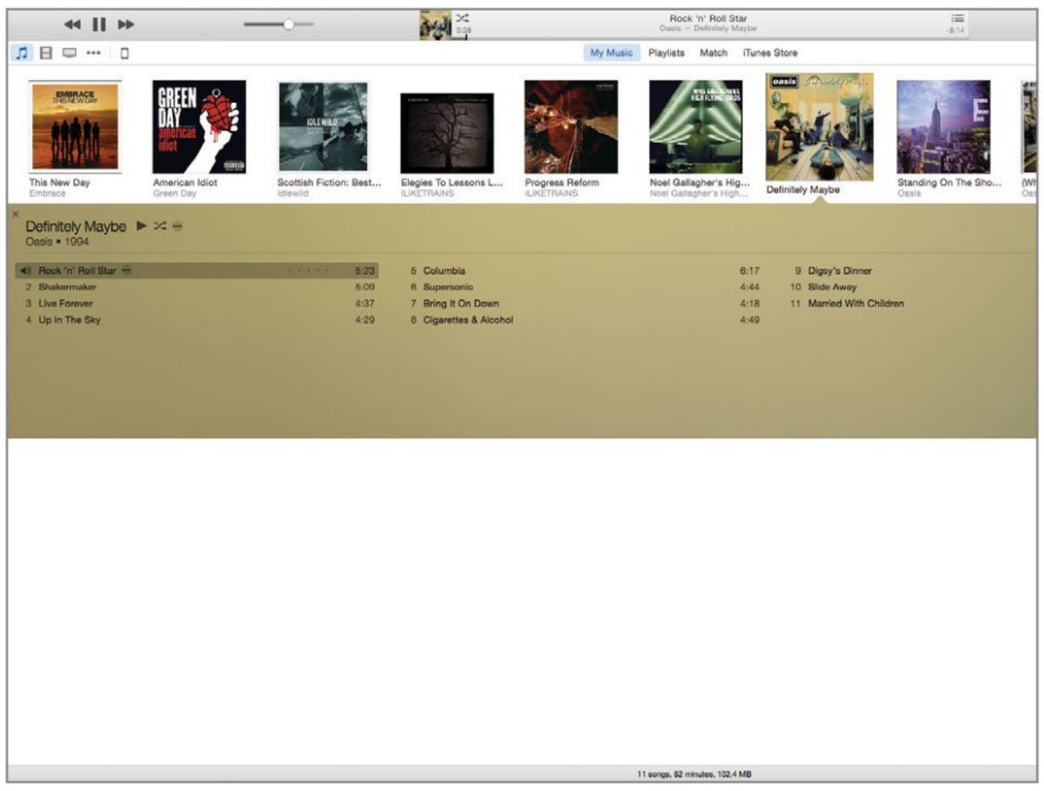
iTunes is no longer just a means to play your music, but gives you instant access to the iTunes store and much more!

The first version of iTunes was released well over a decade ago, back on 9 January 2001. Apple had purchased Casady and Greene's SoundJam MP two years previously, realising that it had missed the boat with the CD ripping and burning trend that was going on at the time. The iPod didn't even exist. Three years later, however, the iTunes Music Store was born, along with Apple's ambitions as an online entertainment retailer.

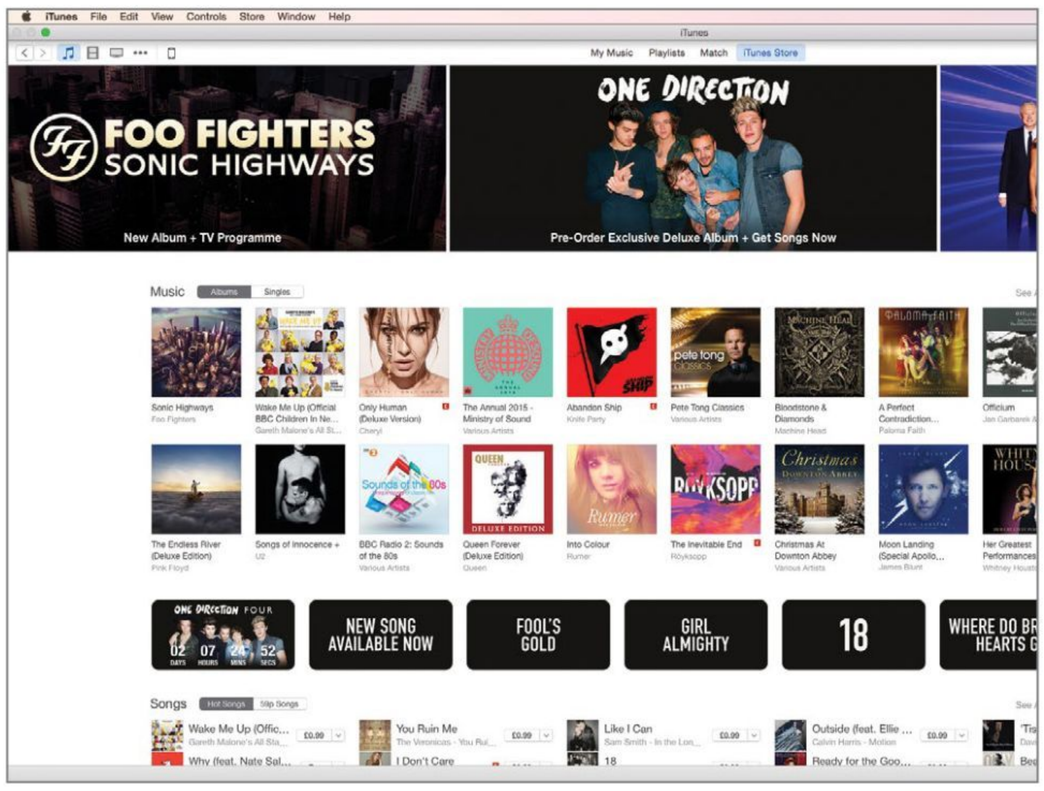
It wasn't until recently that you could actually use your iPad without first installing iTunes on your computer, and since the release of iOS 5 users have been able to activate devices and get the latest system updates without the need to manually connect. However, there is a lot more to iTunes than allowing iPad functionality, not least the ability to convert your CD collection to MP3 format and copy the tracks to your device, browse for all the latest entertainment and apps in the iTunes and App Stores and enjoy the many new features that iCloud provides. Here we show you the basics of iTunes for Mac and iPad.

"Browse for all the latest entertainment and apps in the iTunes and App Stores"

iTunes Getting to know the software

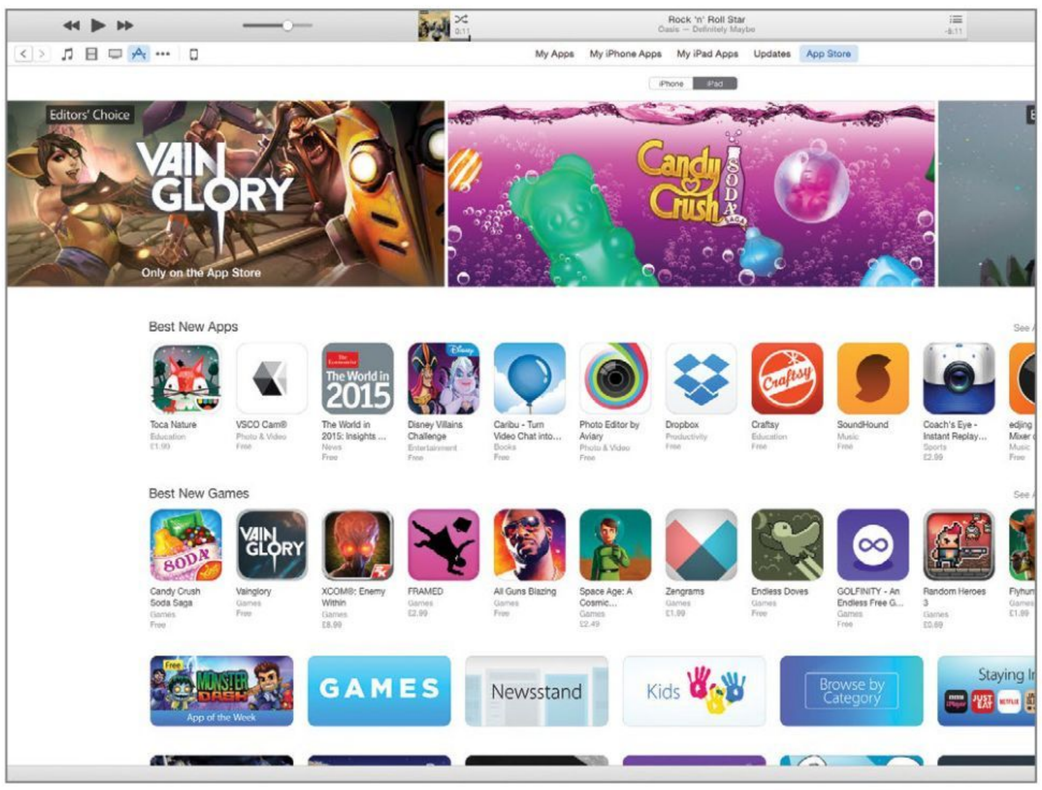


01 Your media is broken down by type – ie music, films, TV programmes etc – all of which you can acquire from the iTunes Store. To sort between these, simply click on the current category button and select a new one from the drop-down list.

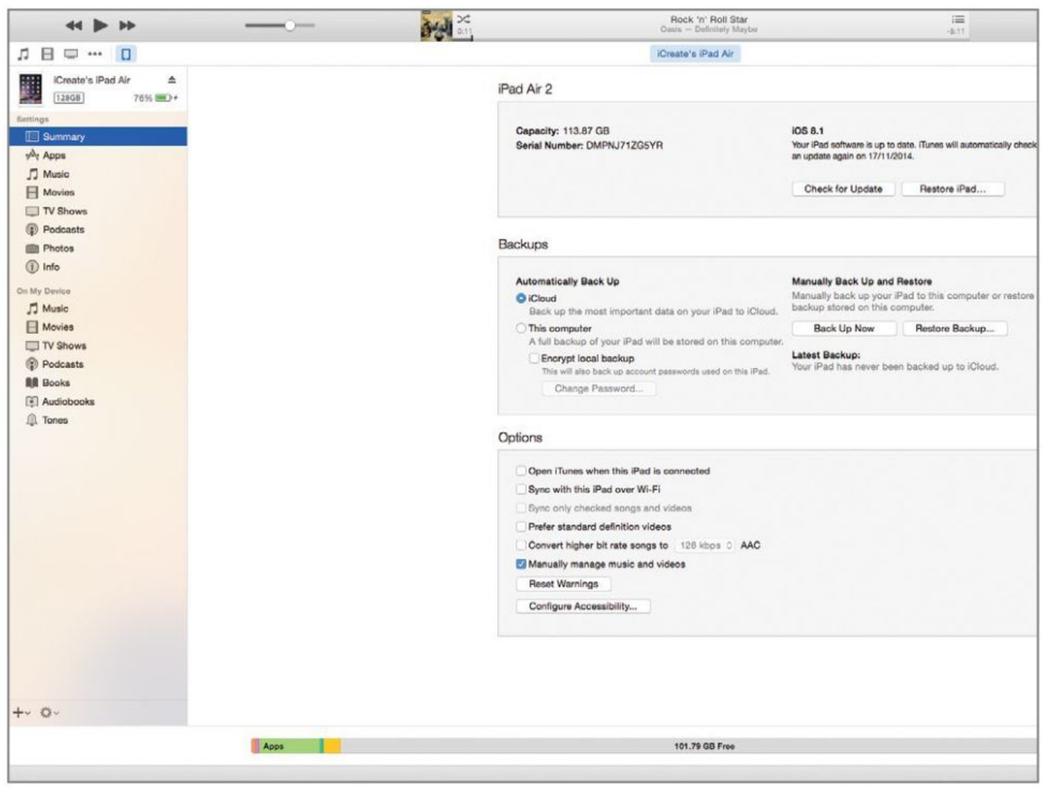


02 To access Apple's online media store, move your cursor up to the right-hand side of the top menu bar and click on 'iTunes Store'. The front page is geared towards entertainment, showing you the latest and most popular songs and albums, films and TV shows.

Get to know the iTunes interface



03 To get to the App Store and start browsing apps for your iPad, head back to the row of buttons just above the main content window in iTunes and click on 'App Store'. Once there, you'll see two buttons centred immediately below the menu bar. Click on 'iPad'.



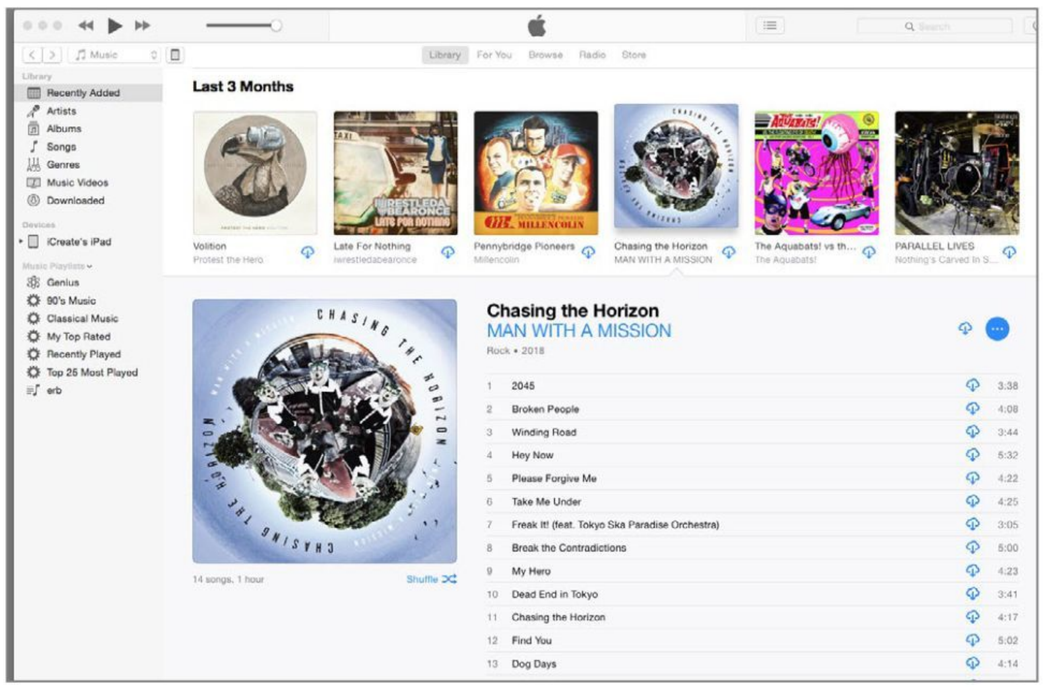
04 After activating your iPad, it'll appear on the right-hand side of the top menu bar in the main library view. Click on its to you'll gain access to your device's sync settings. You can add everything automatically or select which media and apps to add.

Sync your music from iTunes

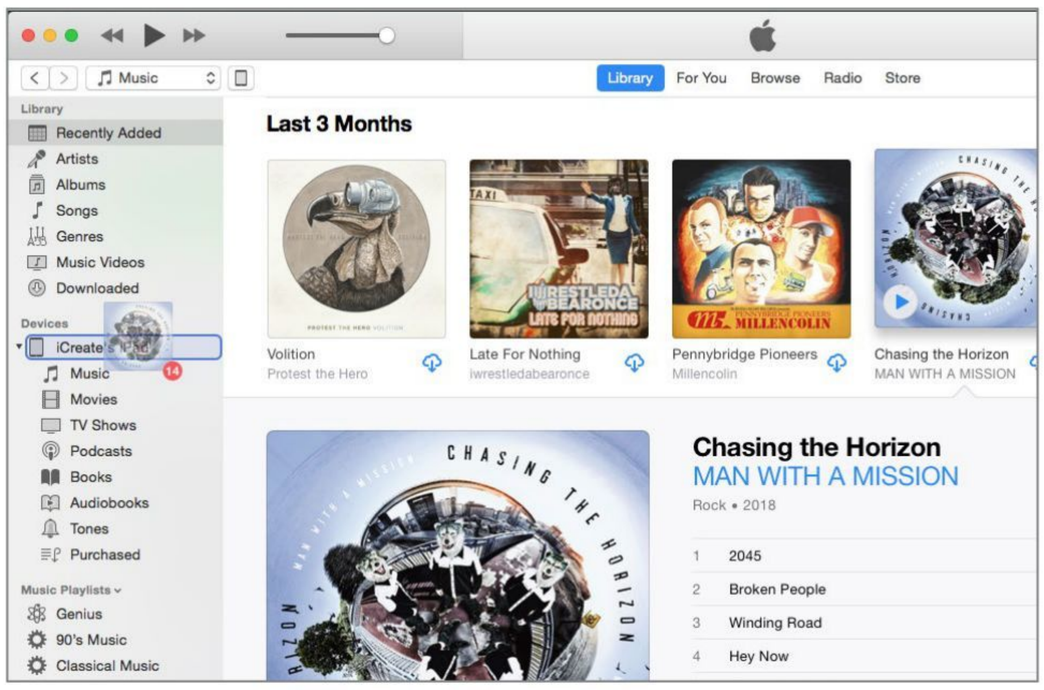
Discover just how easy it is to sync your music collection from a computer to your iPad

Playing music on your iPad is the closest thing you'll get to using the full desktop version of iTunes on the go. Getting music onto your iPad is a simple process through iTunes. It's possible to sync tracks, albums or your entire music library. iTunes remembers your settings, so whenever your iPad is plugged into the computer it automatically syncs any new music tracks to the device. By spending just a few minutes setting up your music sync options and you won't have to manually add tracks ever again.

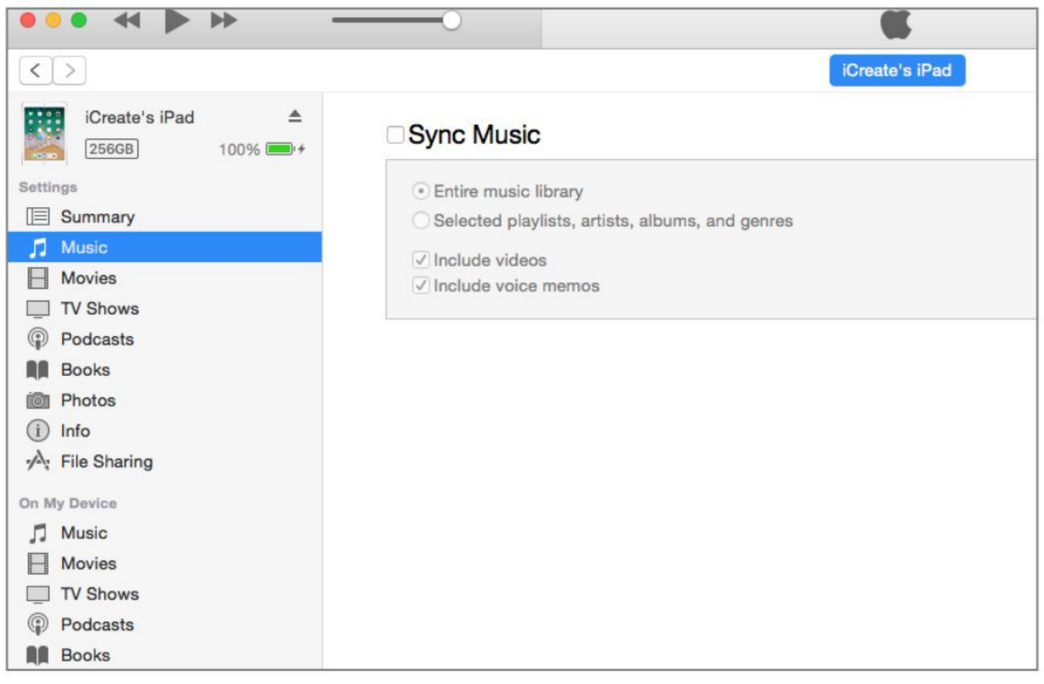
iTunes Get your music on your iPad



01 To ensure you have music in your iTunes, rip music from CDs or buy tracks from the iTunes store.



02 Connect your iPad, then you can manually drag songs or click on 'Music' in its settings.



03 Once you're happy with the selection, click the 'Apply/Sync' button at the bottom of the screen.

04 Once the syncing process has been completed, you can listen to your music on your iPad.

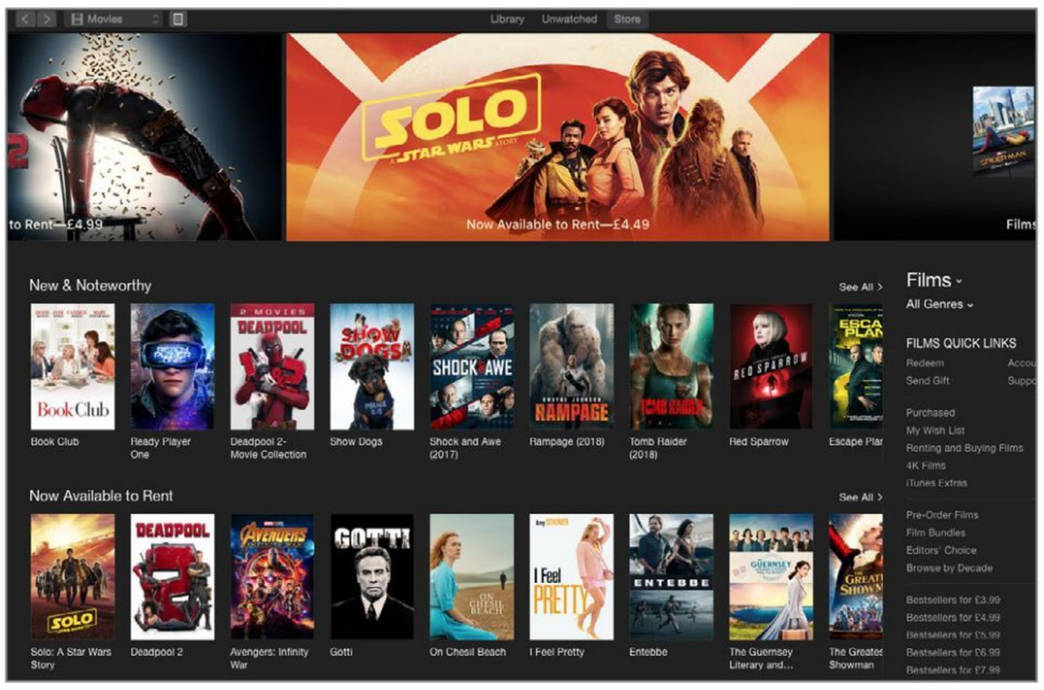
Transfer movies using iTunes

We explain how easy it is to copy movies from your desktop computer to an iPad

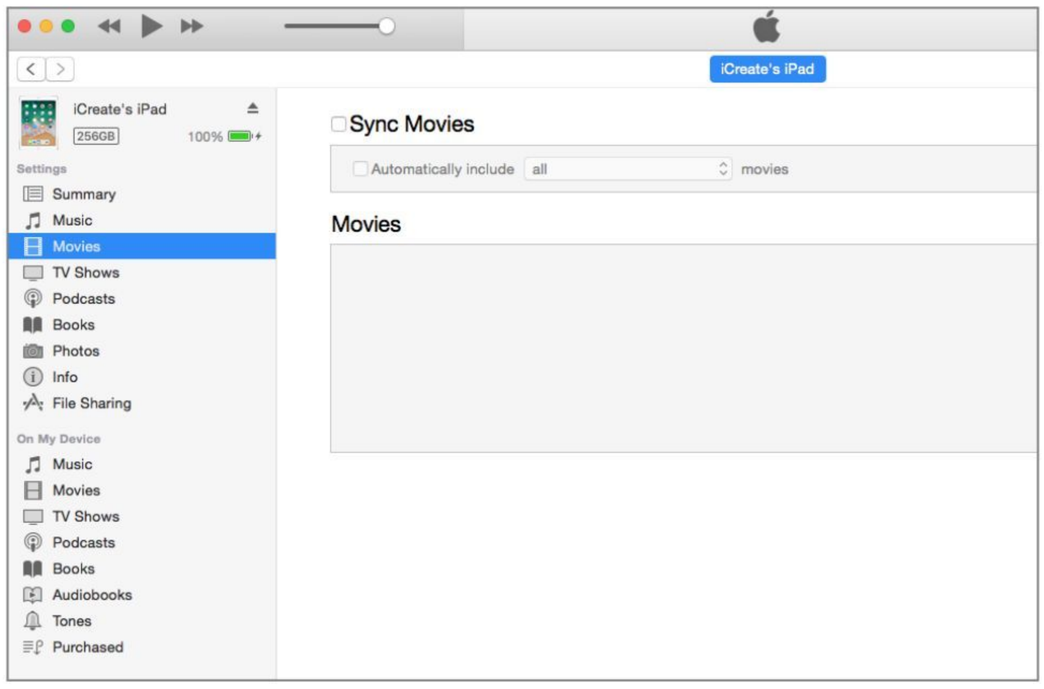
Wherever you are, watching movies on your iPad is a marvel. It gets even better if the movie has been purchased or rented through the iTunes Store, as the iPad will display detailed information about the film and enable users to skip directly to a particular chapter with just one tap of the finger. Making the film-watching experience that much better on your iPad.

In this tutorial we shall cover how you can simply sync your movies to your iPad to watch on the go.

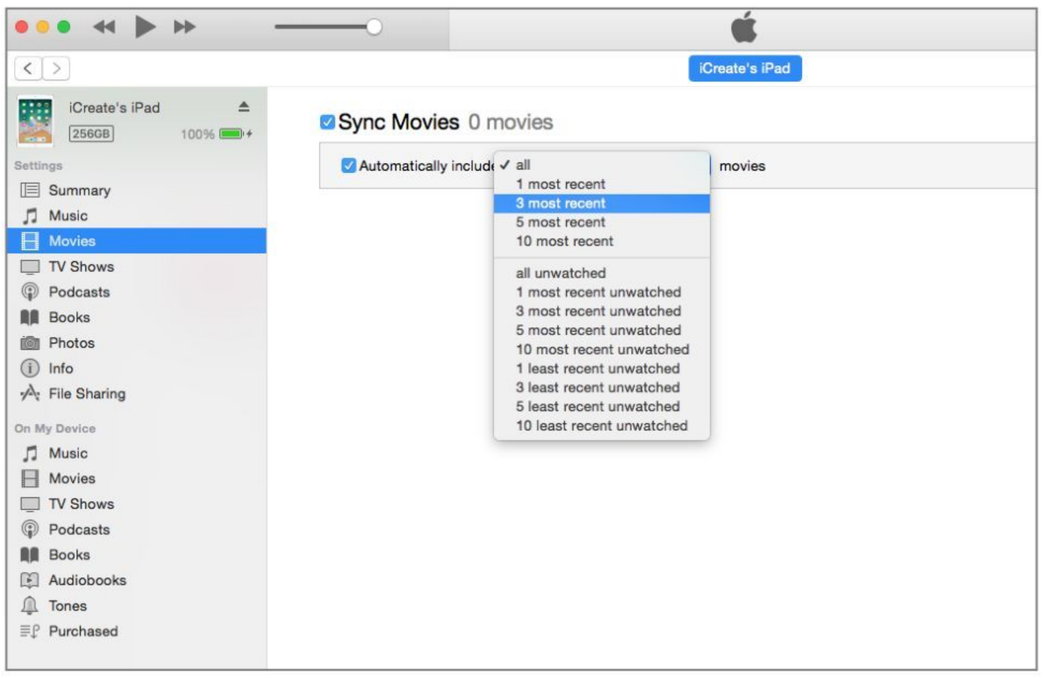
iTunes Sync your movies to your iPad



01 Purchase movies from the iTunes store, or import files, .MOV/.MP4 are compatible.



02 Connect your iPad and click on it in iTunes. Select the Films tab then check the Sync Films button.



03 Select the films that you wish to sync. Once you're happy, click the 'Apply/Sync' button.

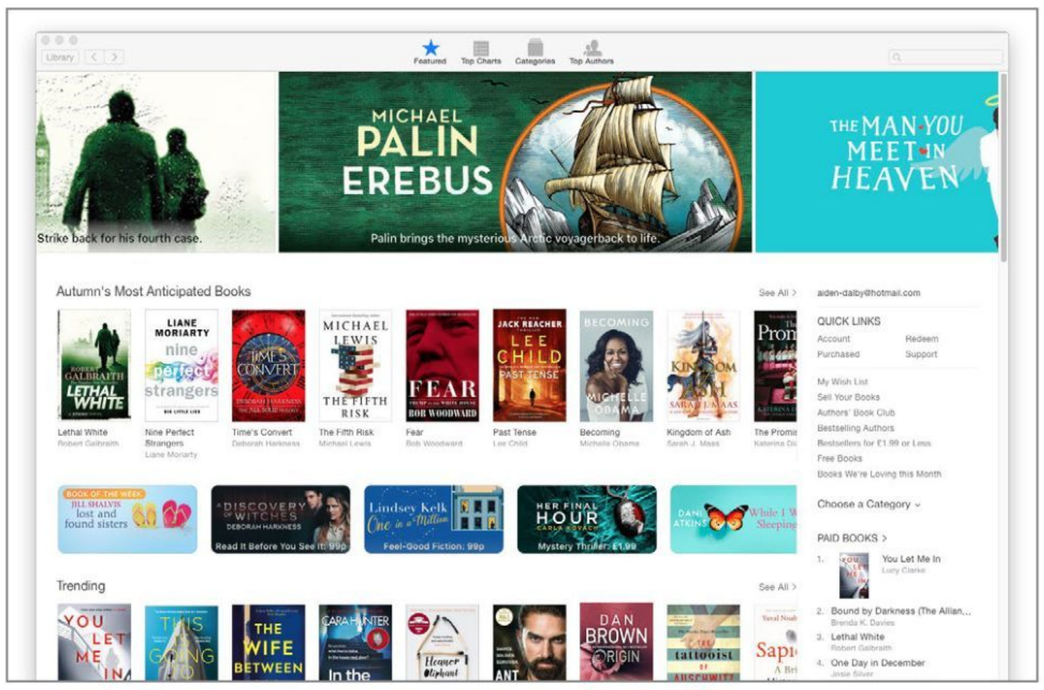
04 Once the films have copied you can watch them from the Videos app.

Sync your books through iBooks

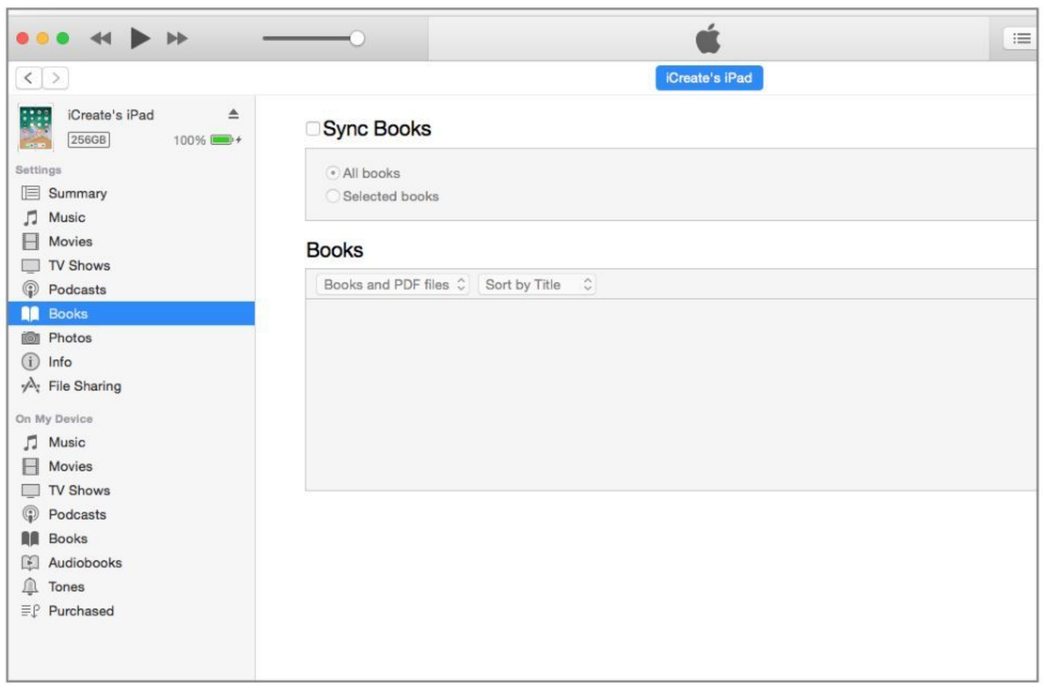
Find out how to sync books with your iPad, and where to download the latest titles

Before the iPad was even announced, media pundits were declaring it to be the end for print media. Both the iPad and iPad mini's displays make reading text a joy, particularly when combined with the Retina display on the iPad. eBooks can either be synced from a desktop computer or purchased directly from Apple's iBooks app – and if downloading books to your computer, you can also use the 'Automatic Downloads' iCloud feature (go to Settings>Store and activate the options).

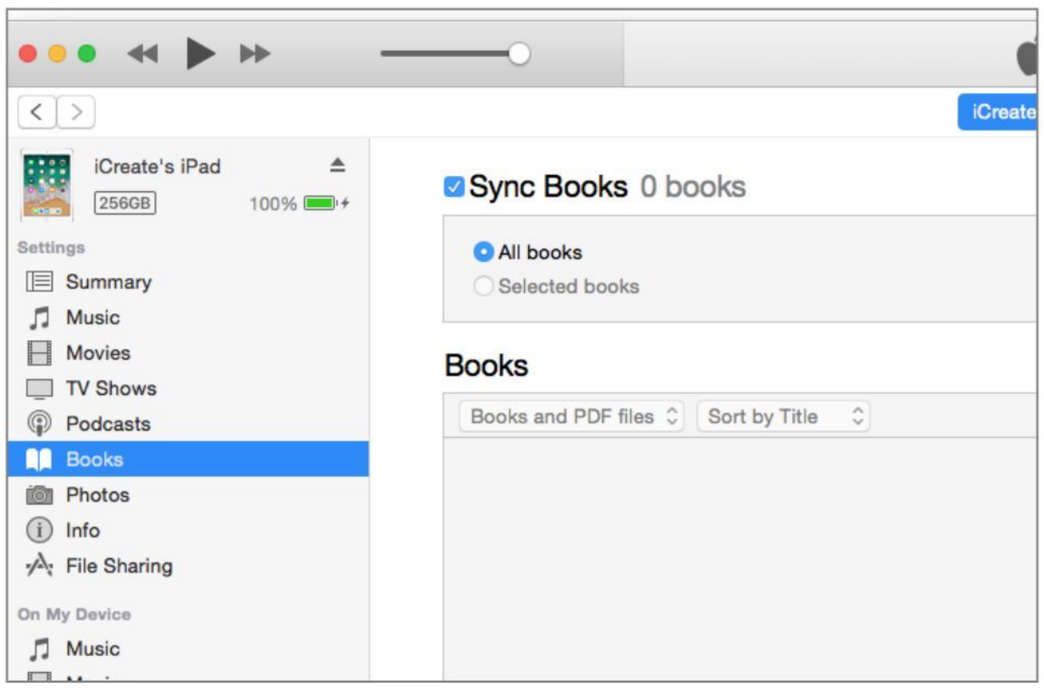
iBooks Sync eBooks to your iPad



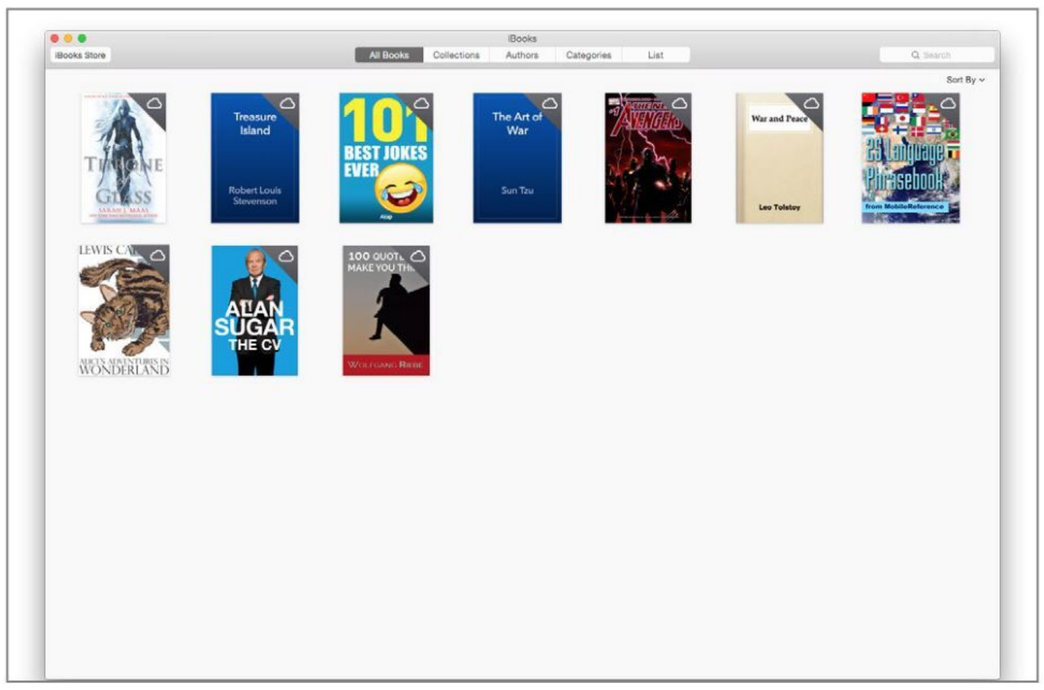
01 You can use the new iBooks app on Mac to buy books and sync them, via iCloud, to your iPad.



02 You can also connect your iPad to your Mac and, in iTunes, select your iPad and click on 'Books'.



03 From here you can choose what to sync. Then click the 'Apply/Sync' button.



04 You can also download books from the app by tapping 'Store' in the top corner.

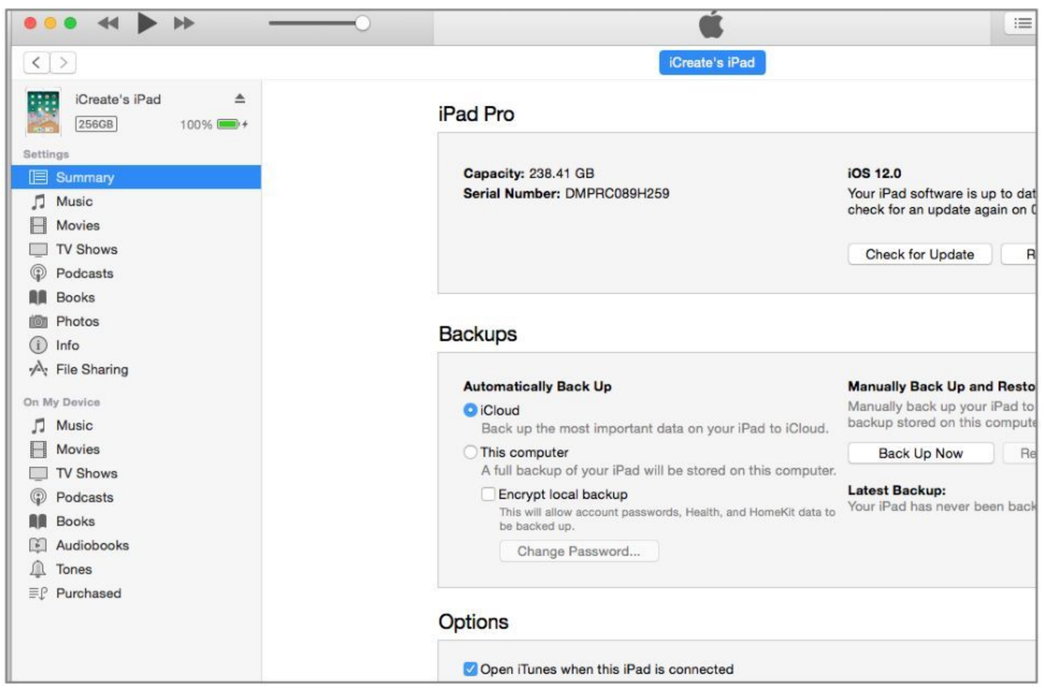
Put photos on your iPad

In this guide we'll show you how easy it is to sync photographs from your Mac/PC to an iPad

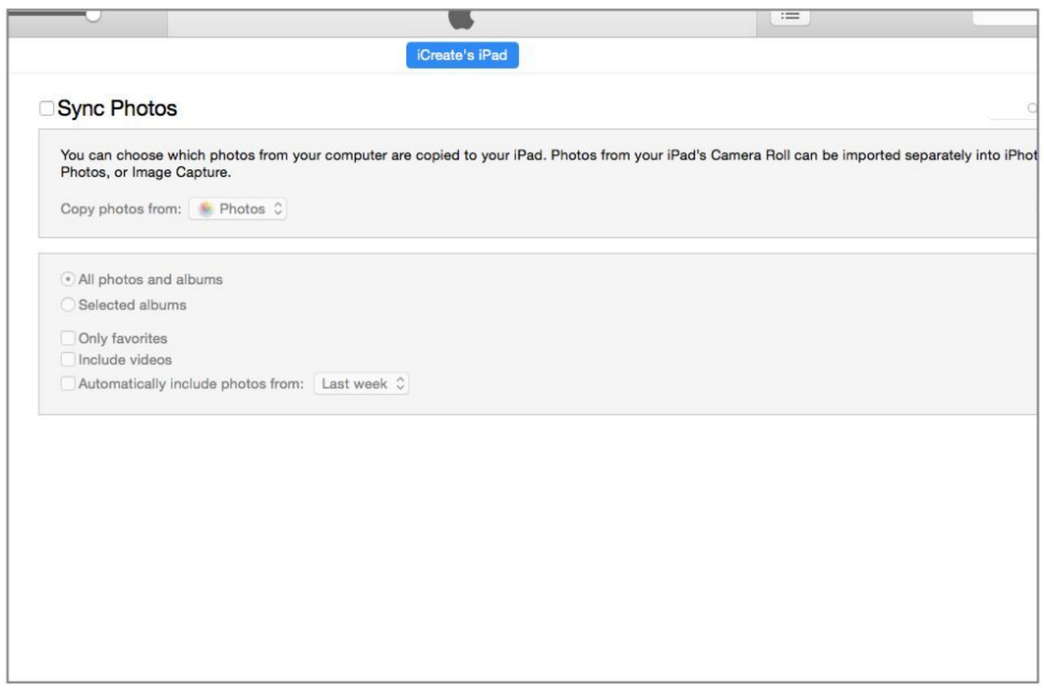
The iPad is the perfect device for displaying photos. It's by far the best way to show off your latest snaps as the device can be passed from person to person.

There are a handful of ways to get your favourite photos onto your iPad. They can be synced from a Mac/PC, emailed or imported from an SD card and, thanks to the iCloud's Photo Stream feature, even beamed wirelessly to your device automatically. In this tutorial we explain how to transfer images from your computer using iTunes.

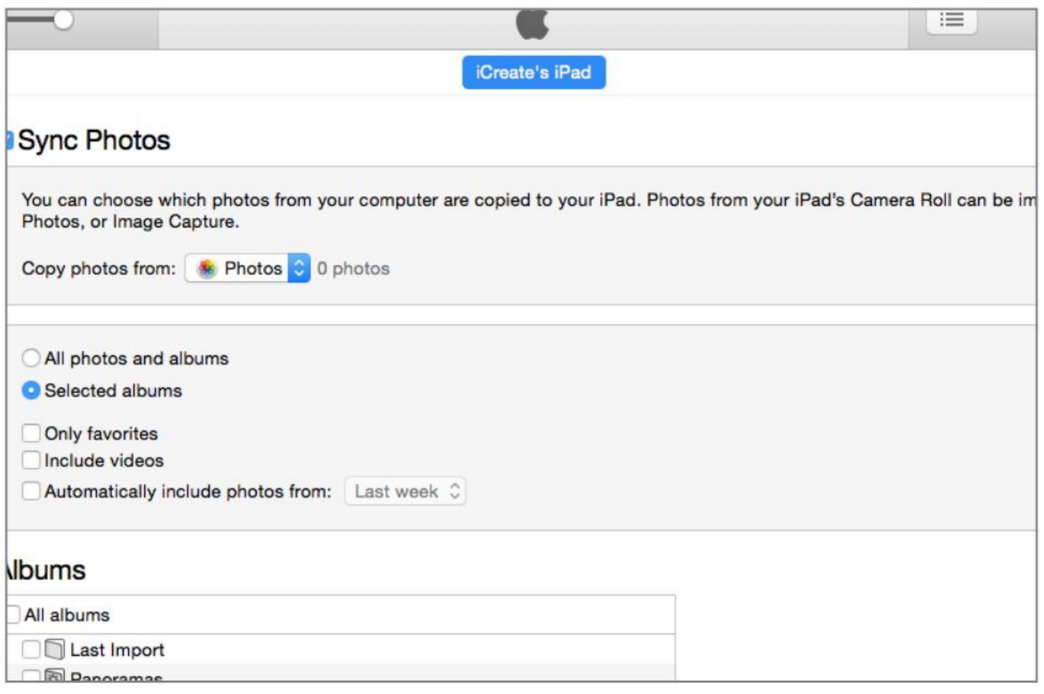
iTunes Get your photos on your iPad via iTunes



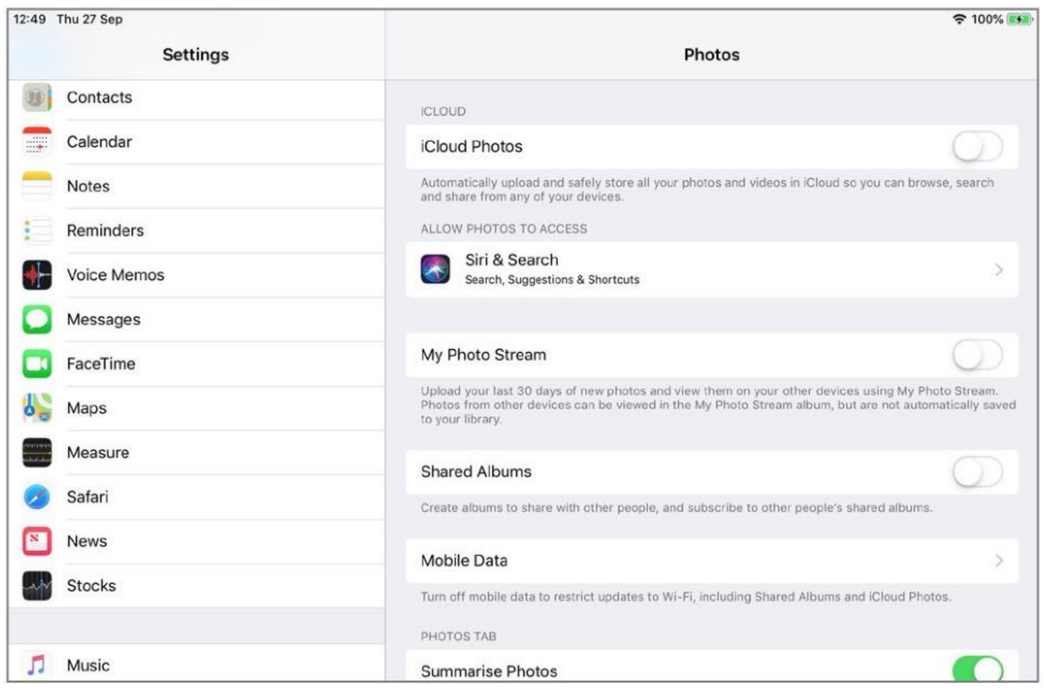
01 Open iTunes, then plug in the iPad and sync. Once done, click on your 'iPad' button in iTunes.



02 At the top of the screen are various buttons for syncing media – click on the 'Photos' button.



03 Click on the check box and choose a folder from your computer. When correct, click OK.



04 In the iPad Settings turn Photo Stream on to automatically get photos from your Mac/PC.

Getting started

All the basics are covered here to get you in control of your iPad

62 Move icons and use folders
64 Discover the features of Safari
66 De-clutter the web with Safari Reader
68 Explore the Mail app
70 Add an event in Calendar
72 Keep perfect time with Clock
74 Use Reminders to never miss events
76 Edit Notification Centre settings
78 Manage contacts in FaceTime
80 Make video calls using FaceTime
82 Use Messages to keep in contact
84 Send audio messages
86 Use the Notes app
88 Navigate in Maps
90 Use turn-by-turn navigation
92 Use Siri on your iPad
94 Explore the App Store
96 Check out the iTunes Store

"Make the most of the iPad's built-in apps"

Move icons and use folders

Keep your iPad menu tidy by creating themed folders and moving icons to suit your needs

Whenever a new app is installed, it just gets added to the end of the existing list, or if there's a gap anywhere, it can appear there. This is fine when you only have a handful of apps, but after a couple of months with your iPad, the screens start to fill up and it all looks disorganised and messy; a general hubbub of apps in no real sensible order. Fortunately it can all be organised into areas of similar functions, such as games on one page, utilities on another and reference apps on a page as well.

You can reorganise your iPad screens using iTunes, where it is easy to create extra screens, even if the current ones are full, but it's also possible to move icons around directly on the iPad itself. Also, you can create as many folders as you like and bundle apps together in order to make your display very neat and tidy.

The final benefits are that unwanted apps can be deleted and must-have apps can be added to the Dock bar at the bottom of every screen.

"You can bundle apps together to make your display very neat and tidy"

Home screen Keep your iPad organised

01 Turn your iPad on so that you are looking at your home screen. If you have lots of apps then the icons for them will be spread over subsequent screens. To arrange them together tap and hold an app you want to move until all the apps start to wiggle.

02 Still holding down on the app, drag your finger to the edge of the screen you want to move to. The apps will then scroll sideways to pull the next screen into view. Now move your finger over the place where you want the app to go and then let go of it.

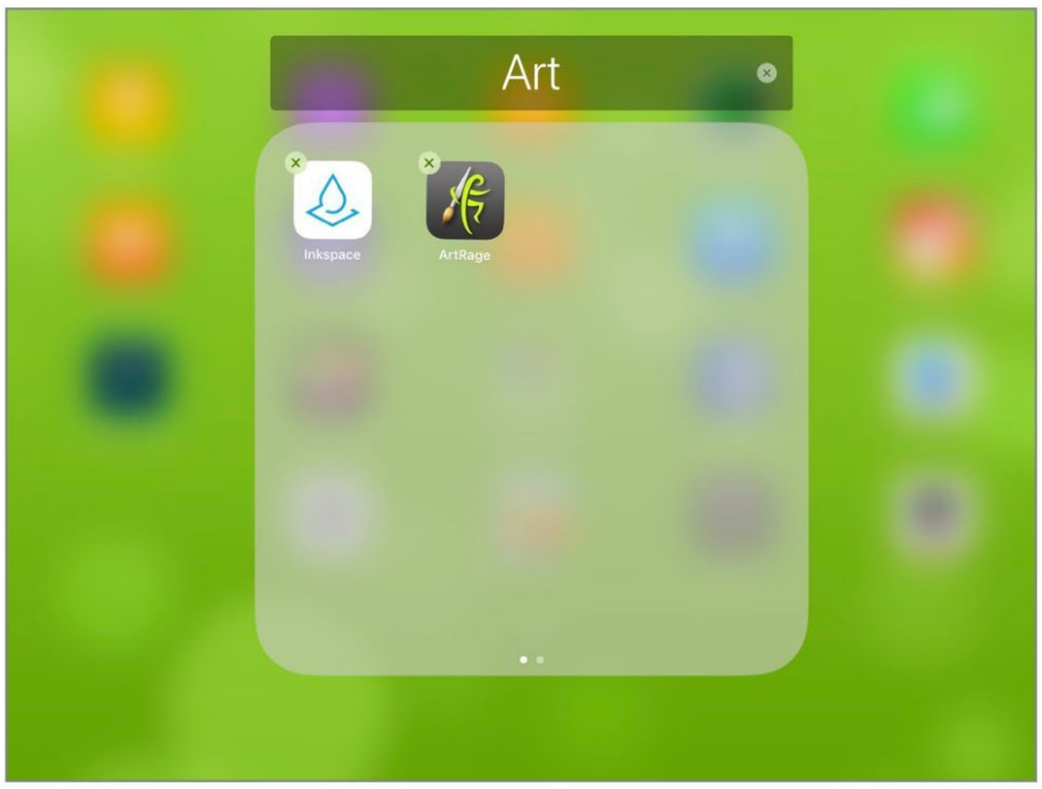
Move icons and use folders

Rearrange apps inside the folder
If there's lots of apps inside a folder, rearrange them by tapping and holding and then dragging to a new position. The other apps will shuffle along and move

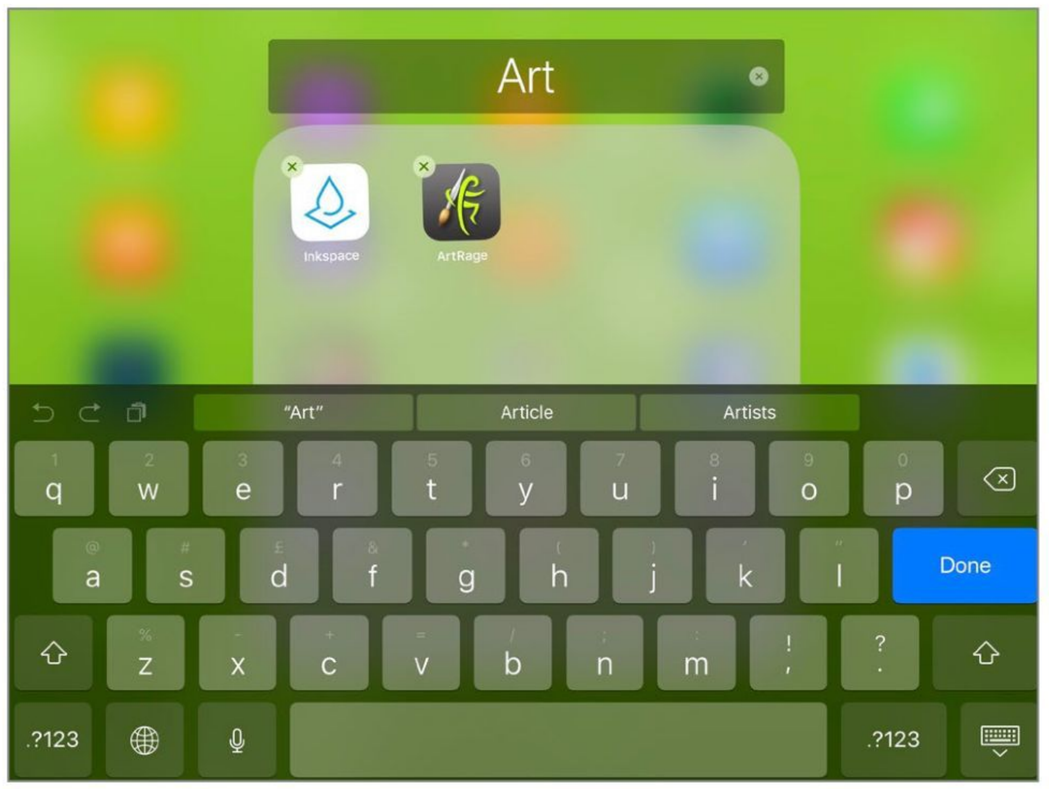
Edit the folder name
Tap a folder to open it. Tap and hold an app inside to go into wiggle editing mode. You can now completely remove or change the name

Take an app out
While in wiggle mode you can drag an app out of the folder again simply by tapping and holding and then moving outside the folder area

Delete an app in a folder
To remove an app that is inside a folder simply tap on the 'X' icon on the top-left corner. You will still have a backup of it inside iTunes however



03 Press the Home button to return your iPad to normal. To create folders, drop an app over the top of one you want it to appear in a folder with. A folder is then instantly created with a name that reflects the type of apps, if they are fairly similar.



04 If the folder name isn't to your liking, simply tap on the 'X' icon to delete it and tap in the text field to enter your own. When complete, press the Home button twice to exit. To add more apps to the same folder, simply drag and drop them into it.

Discover the features of Safari

Safari consistently gets better with every update; here we take you through the features you shouldn't miss out on

Safari is considered one of the best mobile browsers. It mixes a simple user interface with great functionality and plenty of extra features to keep everybody happy. Apple isn't a company to stand still, and when iOS 9 came out, Safari was given a tidy new facelift, and it's even better in iOS 11.

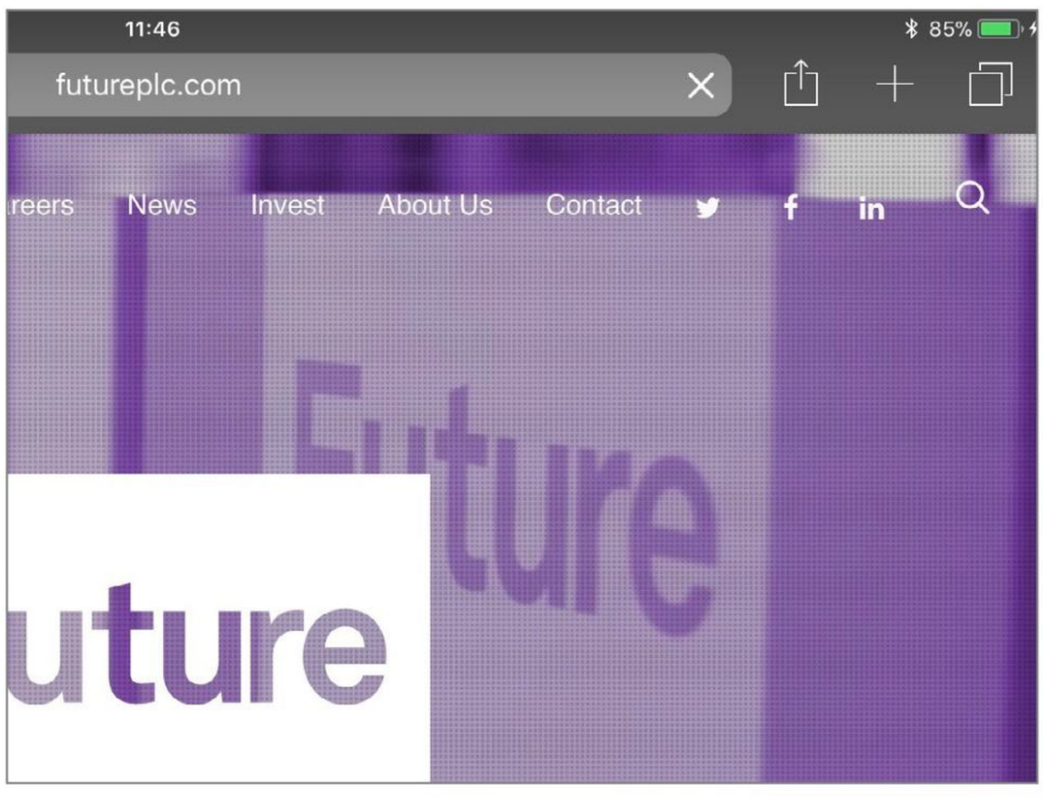
While Safari has had plenty of tweaks to provide a quicker browsing experience, new features have also been implemented.

A new ad-blocker system has been utilised to make it easier to avoid annoying pop-up adverts that can be obtrusive on your screen, and trust us, you'll be enjoying this feature more than you think.

There's also an array of new sharing features built into Safari, but by far the best is being able to share and sync web links directly into the 'Notes' app. It's ideal for creating on-the spot lists, or setting reminders for certain tasks. Here we take you through these features in a bit more detail, as well as a few more nifty features to sink your teeth into. We'll have you browsing the web with ease in no time at all.

"Safari mixes a simple user interface with great functionality and additional features"

Safari Explore Safari's best features



01 If you don't want your private information saved and don't want Safari to record your search history, tap the squares icon in the top-right corner and select Private. The best way to know if you are in a private browser is it will have a black bar along the top.

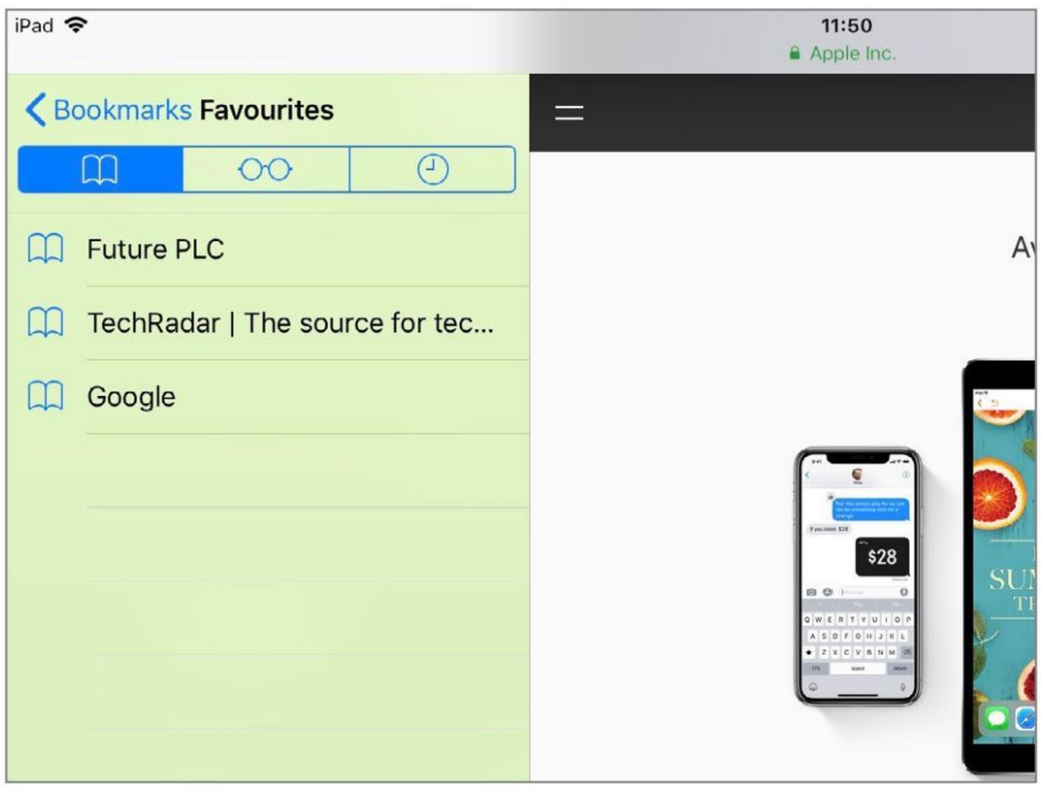
02 When you save an article for reading later, you can also share it with different apps. One of the new ones is 'Share with Notes'. This will save the article link directly into a new note within the app, which will automatically be saved on your device.

Discover the features of Safari

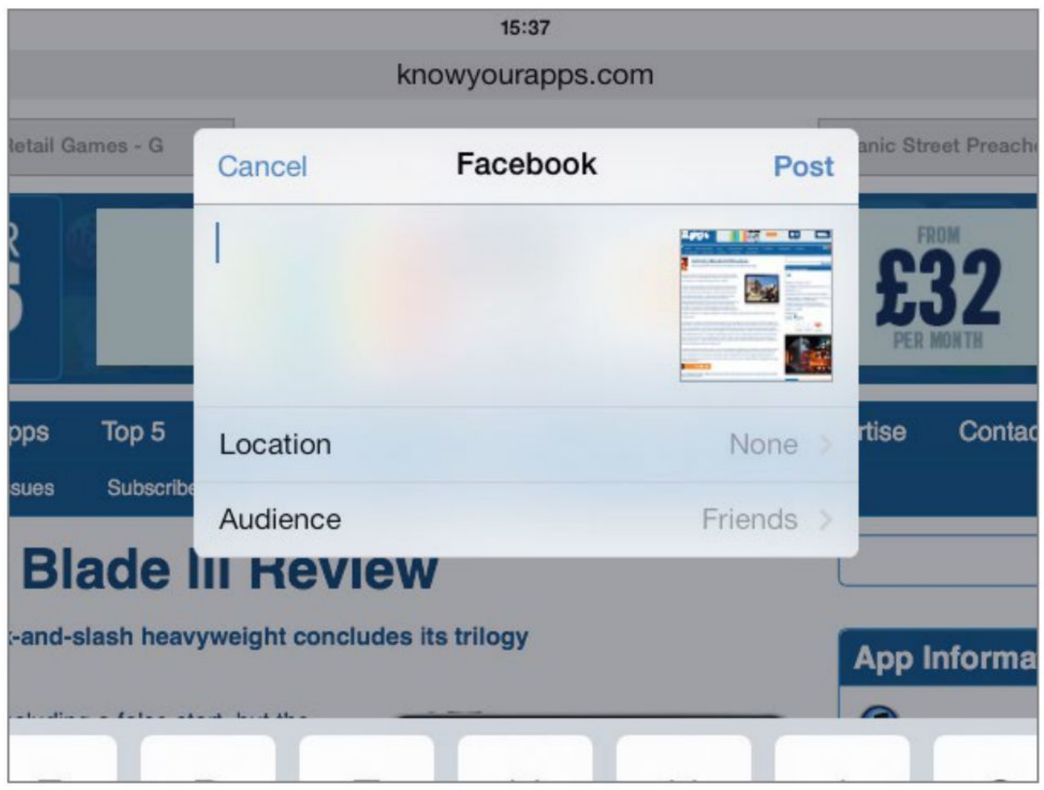
Reading List
On the surface, your Reading List service looks exactly as it did previously. As we've explained, there's a lot more to it now. Hit this tab and you'll be able to view anything you save regardless of your internet connection speed

Social networks
Safari continues to support Facebook and Twitter. Here you have the ability to share articles or webpages to your News Feed by tapping the share icon and then choosing the Twitter or Facebook options

Extra tabs
This may not be something that you will pick up on straight away, but Safari now enables you to have more tabs open than ever before. In fact, on your iPad, you'll be able to have over 20 tabs open simultaneously



03 When you start compiling a list of bookmarks together, you'll find these listed in the favourites tab. Use this menu for quick access to your most viewed sites, as well as quick links to sites that can be quite hard to find through a search engine.



04 Your iPad continues to make it easy to communicate information through your social networks straight from Safari. You can share webpages in a matter of seconds; simply hit the 'Share' button and then the Facebook icon to post with a message.

De-clutter the web with Safari Reader

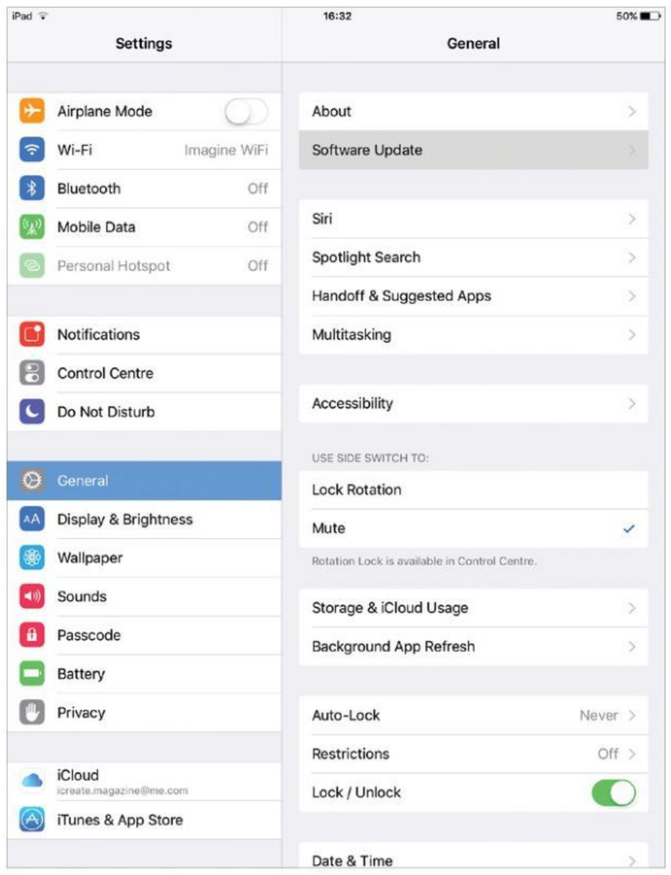
Thanks to a new Safari feature, you can read fresh web content devoid of intrusive ads and page furniture

Browsing web pages through Safari on your iPad is a pleasurable experience thanks to its intuitive interface and useful features designed to make surfing the internet as effortless and enjoyable as possible.

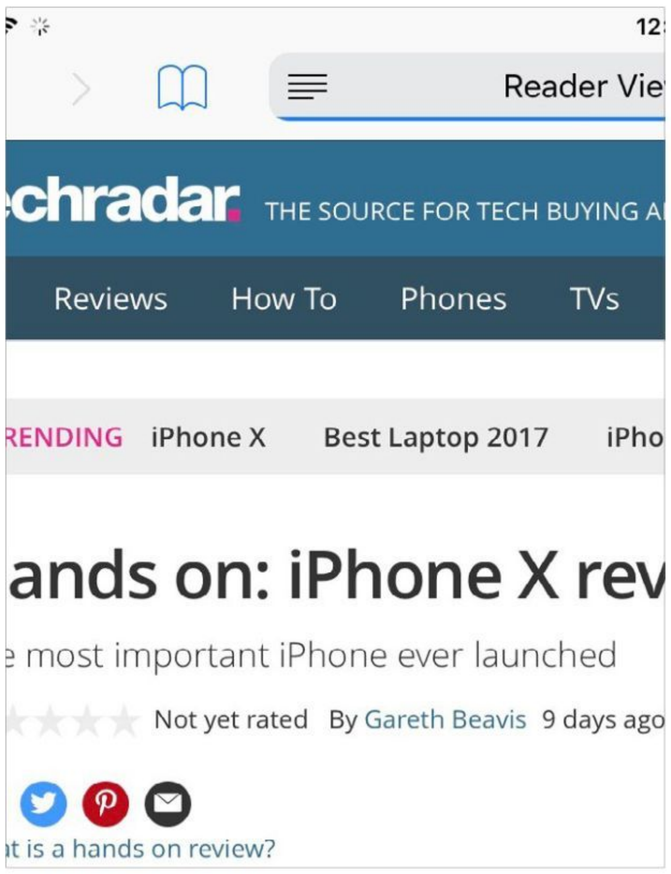
The app got even better too, thanks to the iOS 5 update that introduced additional elements such as tabbed pages and a Reading List. But perhaps one of the best elements of Safari's arsenal of cool features is Reader.

This feature enables you to read and enjoy web articles free from clutter, such as intrusive ad banners and links. If you have accessed a page that can benefit from the Safari Reader function then a list icon will be visible next to the address bar. Tap on it and the page will undergo an instant transformation into a cleaner, easier-to-read format. This is particularly useful for reading longer articles when you don't want to be distracted. It's quick and easy to use, and when you've read the article you can return the page to its original state by tapping the list icon again.

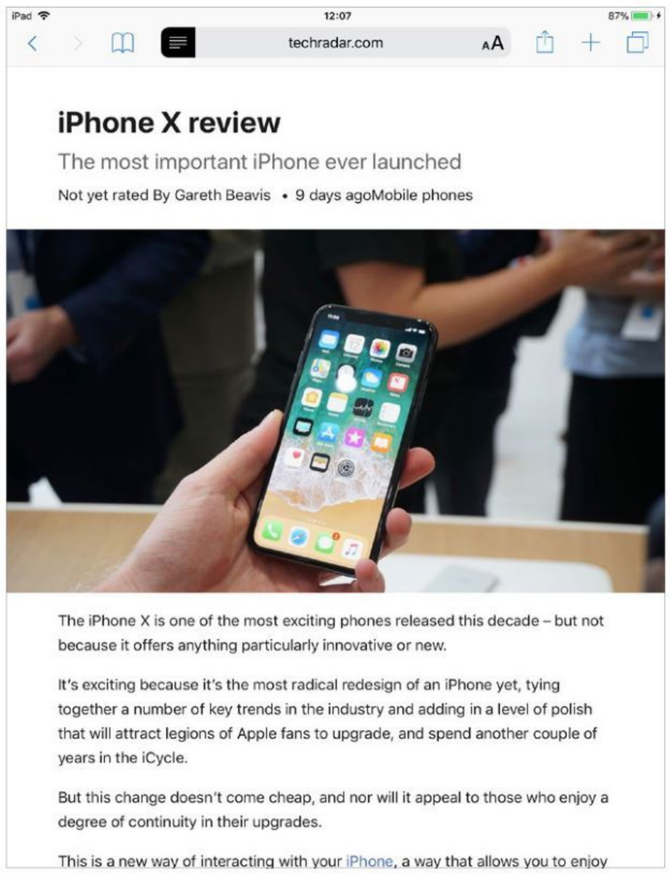
Safari How to use Reader



01 Even though Safari Reader came as part of iOS 5, it's always worth checking your iPad is using the latest software. Find your Software Update notifications in Settings>General. If so, then you're ready to use Safari Reader.



02 Launch your Safari app to access the internet and then start browsing. As you access various pages, keep an eye on the address bar for the tell-tale list icon that signifies that the page you are on is compatible.



03 If a page is compatible with Reader, a small list icon will be visible to the left of the URL bar. Tap on this icon to transform the page into a clear, easy-to-read format, and rid the page of banners and ads.

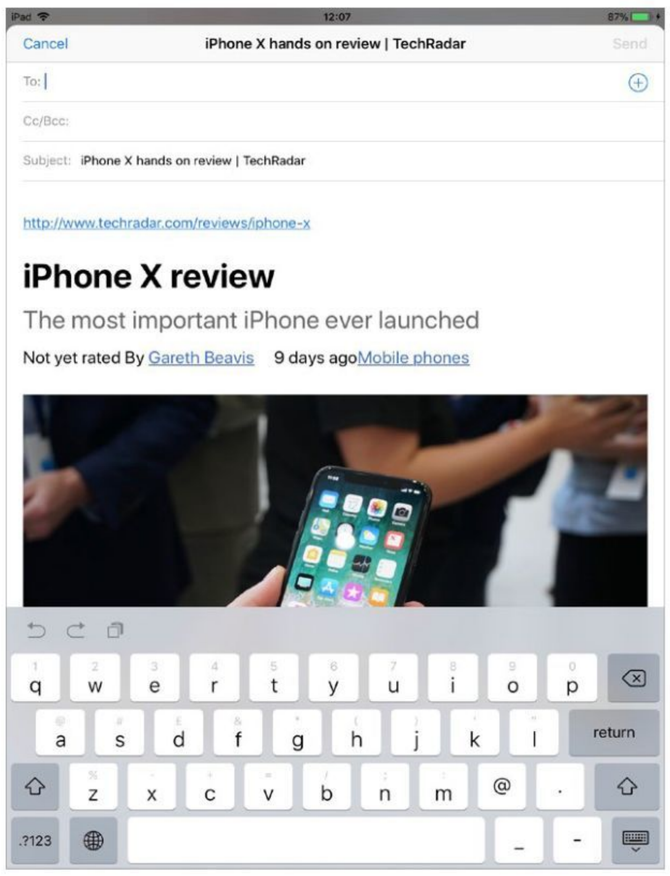
De-clutter the web with Safari Reader

Reader icon
When a page is compatible with Reader, look out for the list icon next to the address bar and tap it to strip the page of all its clutter and ads

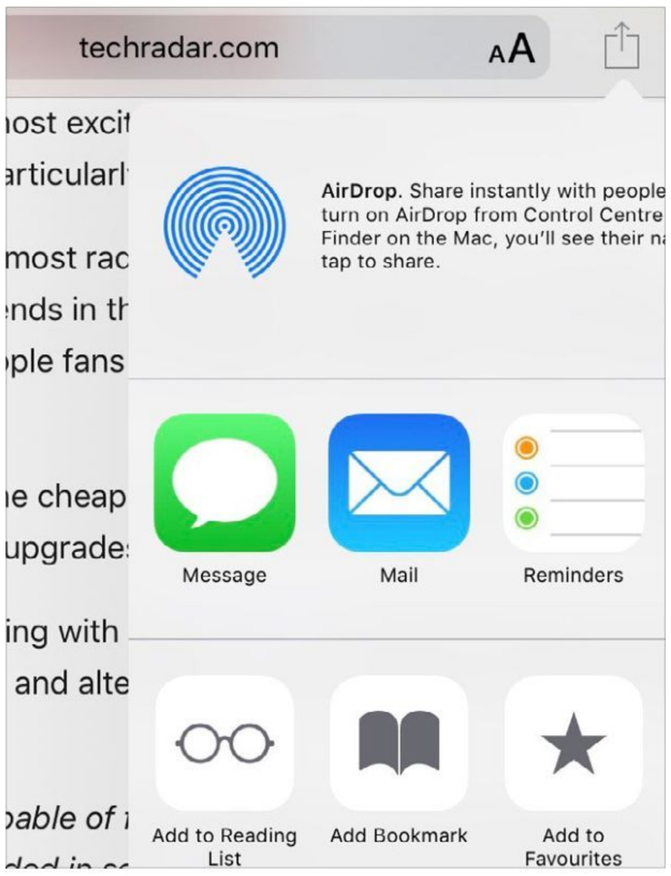
Sharing stories
You can share stories from Safari Reader as you would through the normal Safari view, just tap on the sharing icon

Reading List
To store the article safely, without having to create a new bookmark, tap on the sharing icon and choose 'Add to Reading List'

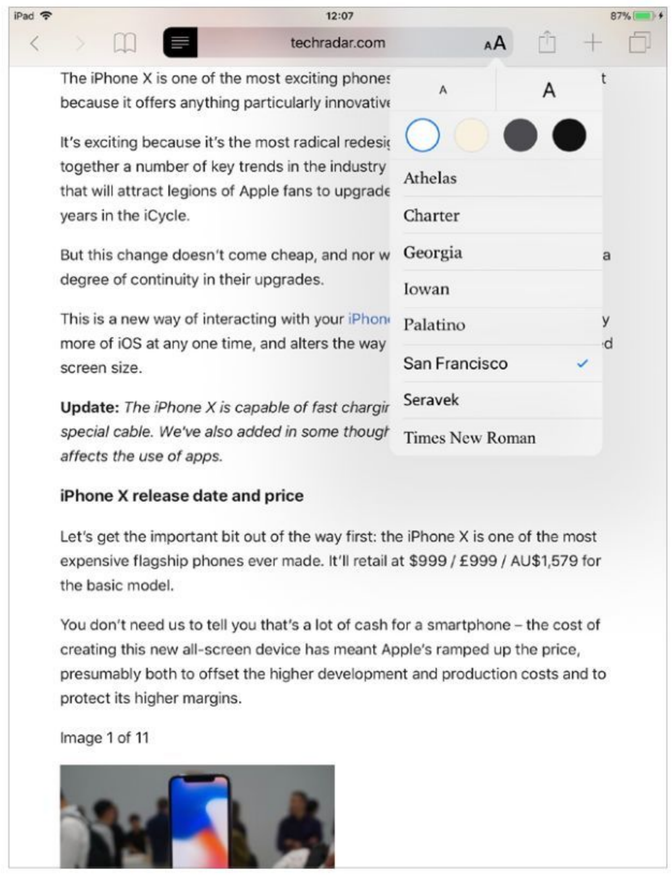
A cleaner look
Pages that are being viewed through Reader feature only the main text, with all side panels and ads stripped out for a fresher, uncluttered look



04 By tapping on the sharing icon at the top of the interface, you can open up a menu of different ways in which you can share the story with other people. These ways include email and social media.



05 If you don't have time to read your current article in its entirety, then you can add it to your 'Reading List' to read at a later time. Tap on the sharing icon as shown above and choose 'Add to Reading List'.



06 If you're not a fan of the font, you can change its style and size as well as the colour of the background by tapping on the icon on the right of the search bar. It will save your settings for the next time you're in reader view.

Explore the Mail app

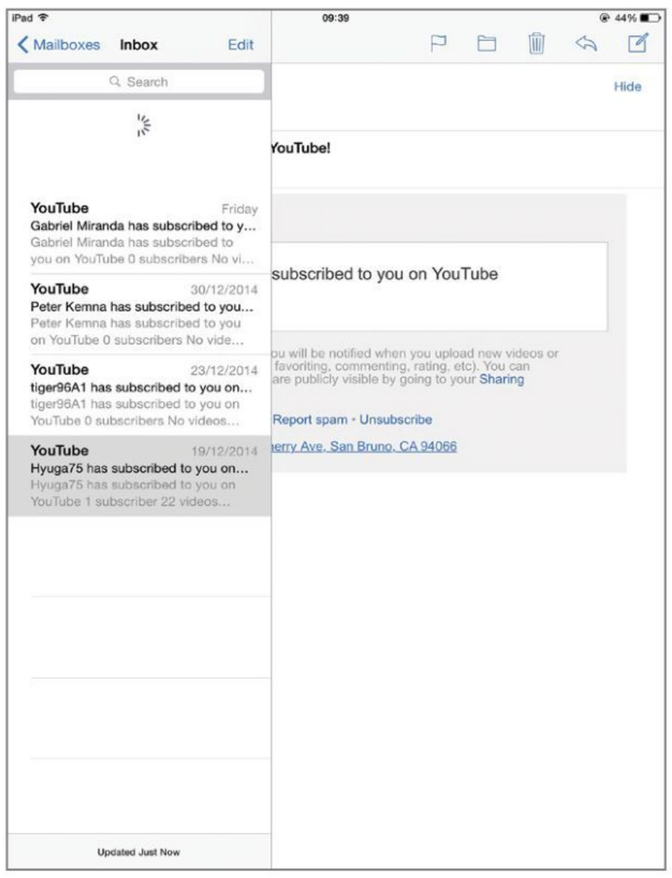
Learn how to send and receive emails through your iPad's built-in Mail app, and see what features it has to offer

One of the main things people do with their iPad is send and read emails. The large touch screen makes it a beautifully simple way to view your mail, and with messages displaying photos inside the message itself, it's so much more engaging.

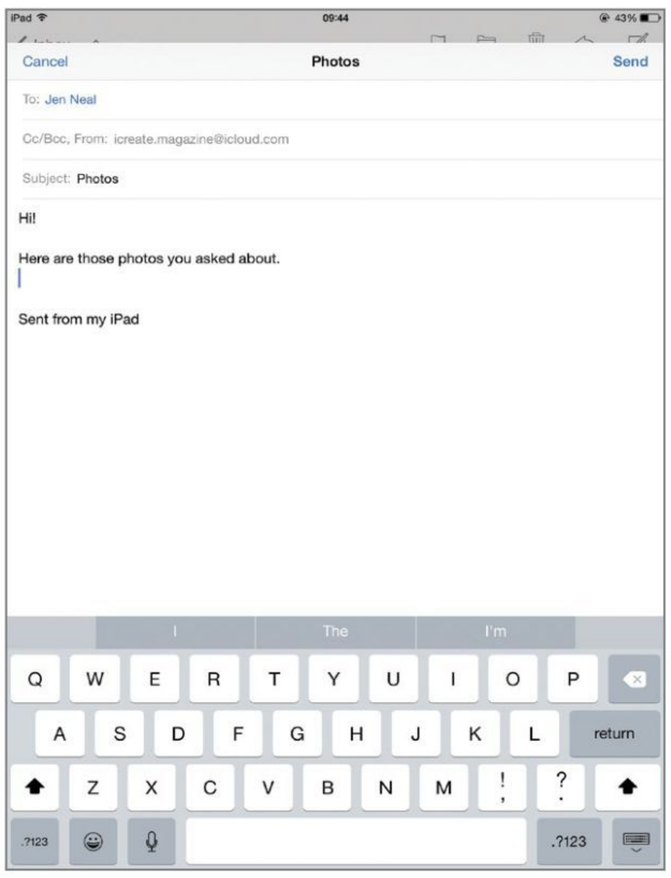
In iOS 11, the formula of Mail hasn't changed too much – it still displays your messages in the same way. The most notable difference is the layout of the menus when you want to see who sent you an email. Seeing the sender's address, creating new contacts and replying is now simpler than ever.

You can still pull down from the top of the screen to refresh the list, and add images to messages simply by tapping anywhere within a new email and choosing the 'Insert Photo or Video' option. What's also handy is the way you can mark senders as VIPs. This great feature marks incoming messages from VIPs with a star and separates them into their own tidy inbox so that you can find them quickly and easily when needed.

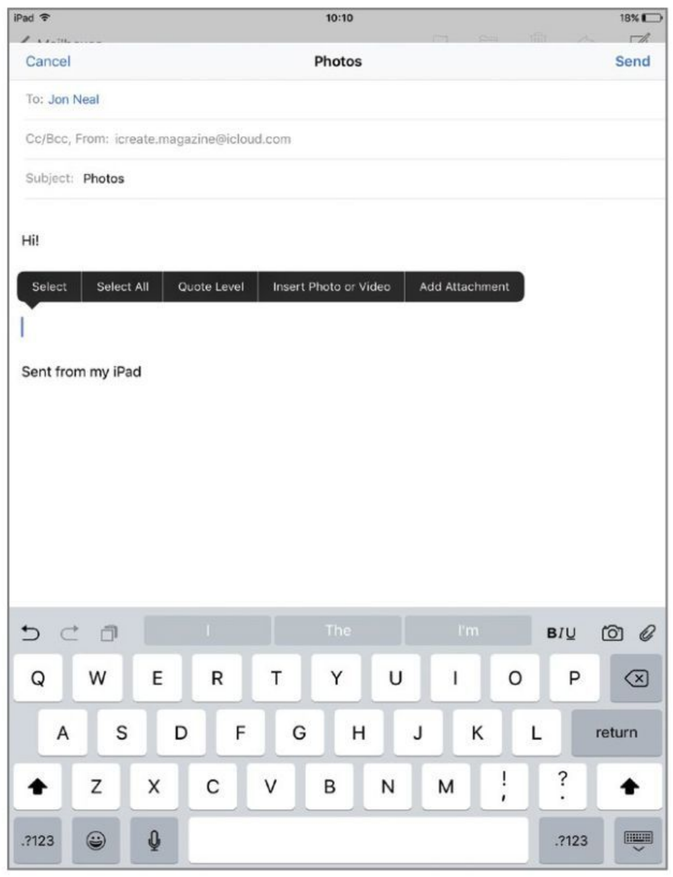
Mail Use the best features of Mail



01 If you swipe down on your inbox, you can pull the list of current emails down – this gesture prompts the Mail app to check the server for new messages and will display any new ones clearly for you to view.



02 To create a new email, simply tap on the pad and pen icon in the top-right corner of the inbox screen. To add a recipient simply tap on the 'To:' box and type in their credentials. Add a subject and type in your message.

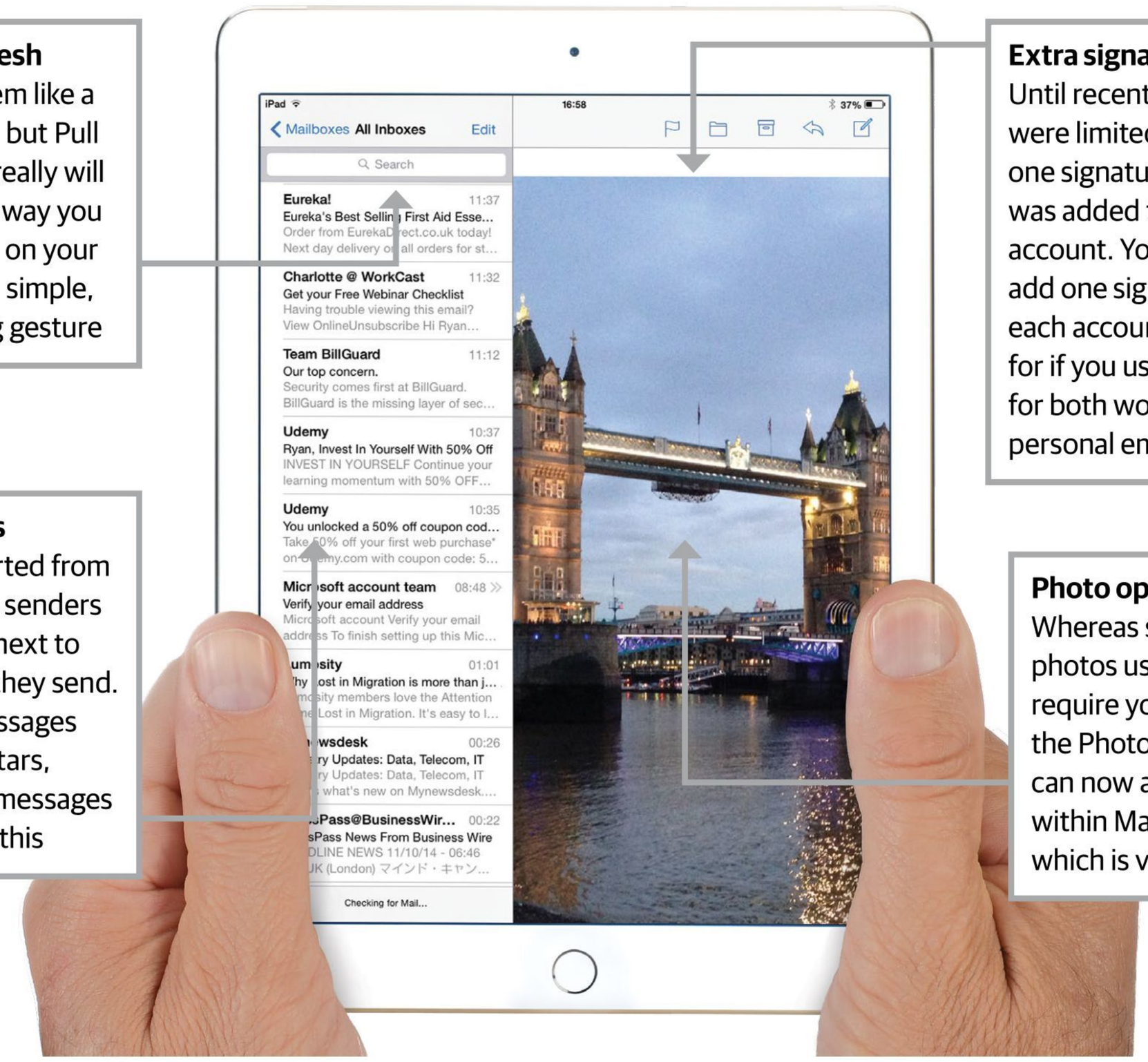


03 The 'Add Atachment' option arriving with the iOS 9 update, makes it easy to add a document to an email via iCloud Drive. Double-tap in the email, then choose 'Add Attachment'. Select your file and hit 'Add'.

Explore the Mail app

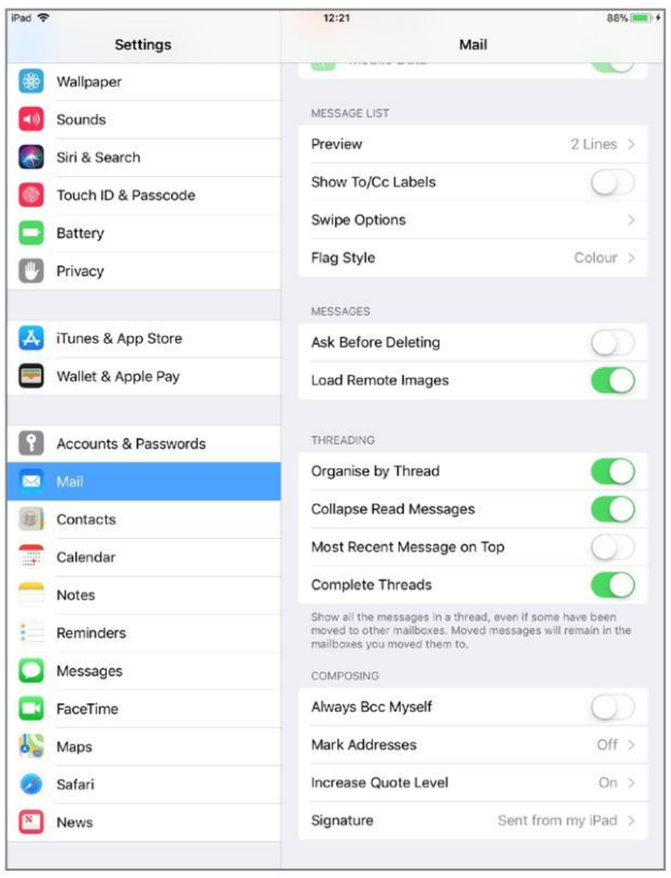
Pull to refresh
It might seem like a small thing, but Pull to Refresh really will change the way you read emails on your iPad, with a simple, time-saving gesture

Starry eyes
VIPs are sorted from other email senders with a star next to the emails they send. Unread messages have blue stars, while read messages appear like this

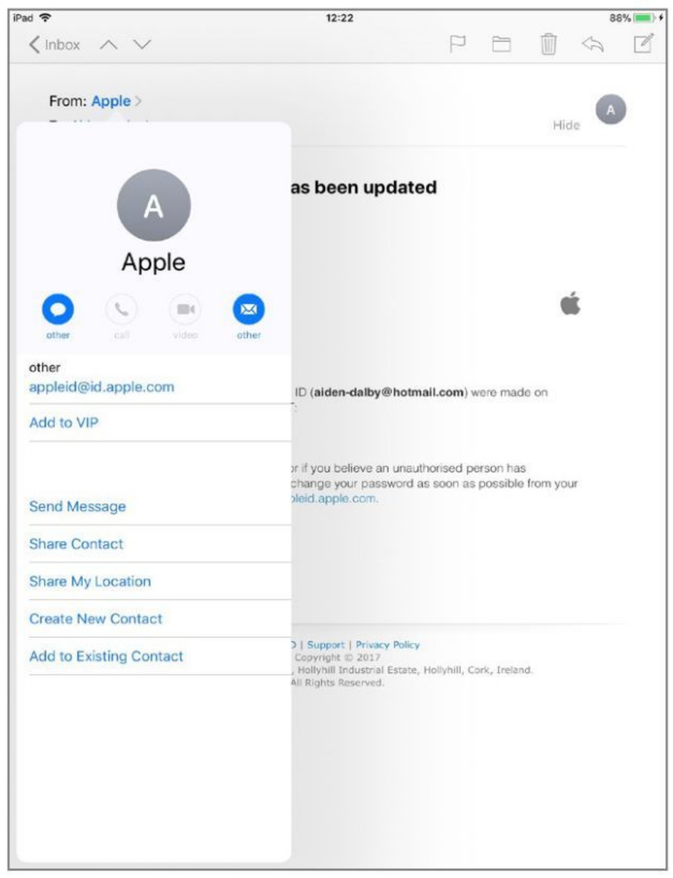


Extra signatures
Until recently, you were limited to only one signature that was added to every account. You can now add one signature for each account – perfect for if you use your iPad for both work and personal emails

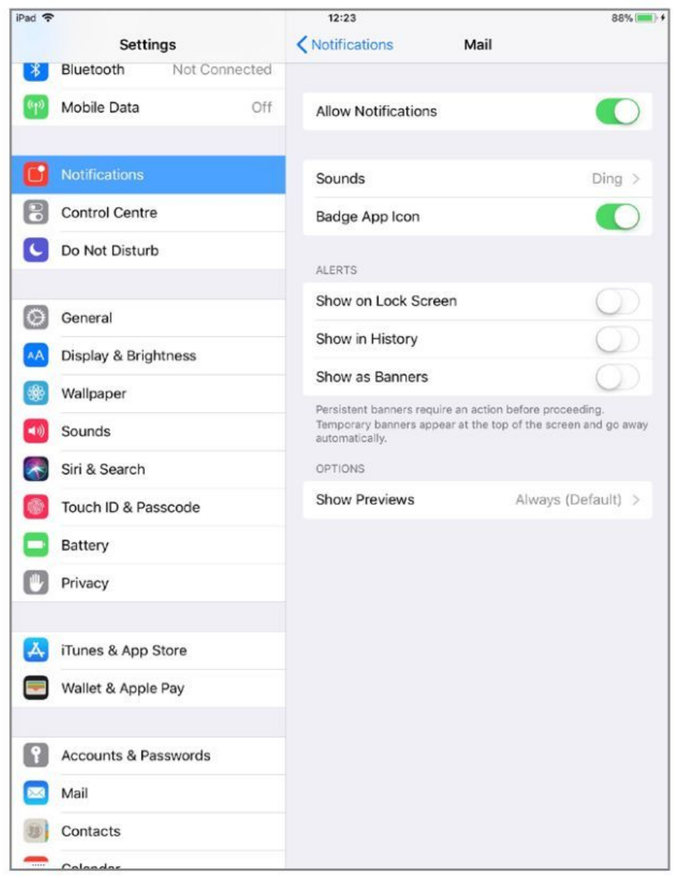
Photo opportunity
Whereas sending photos used to require you to use the Photos app, you can now add photos within Mail itself, which is very useful



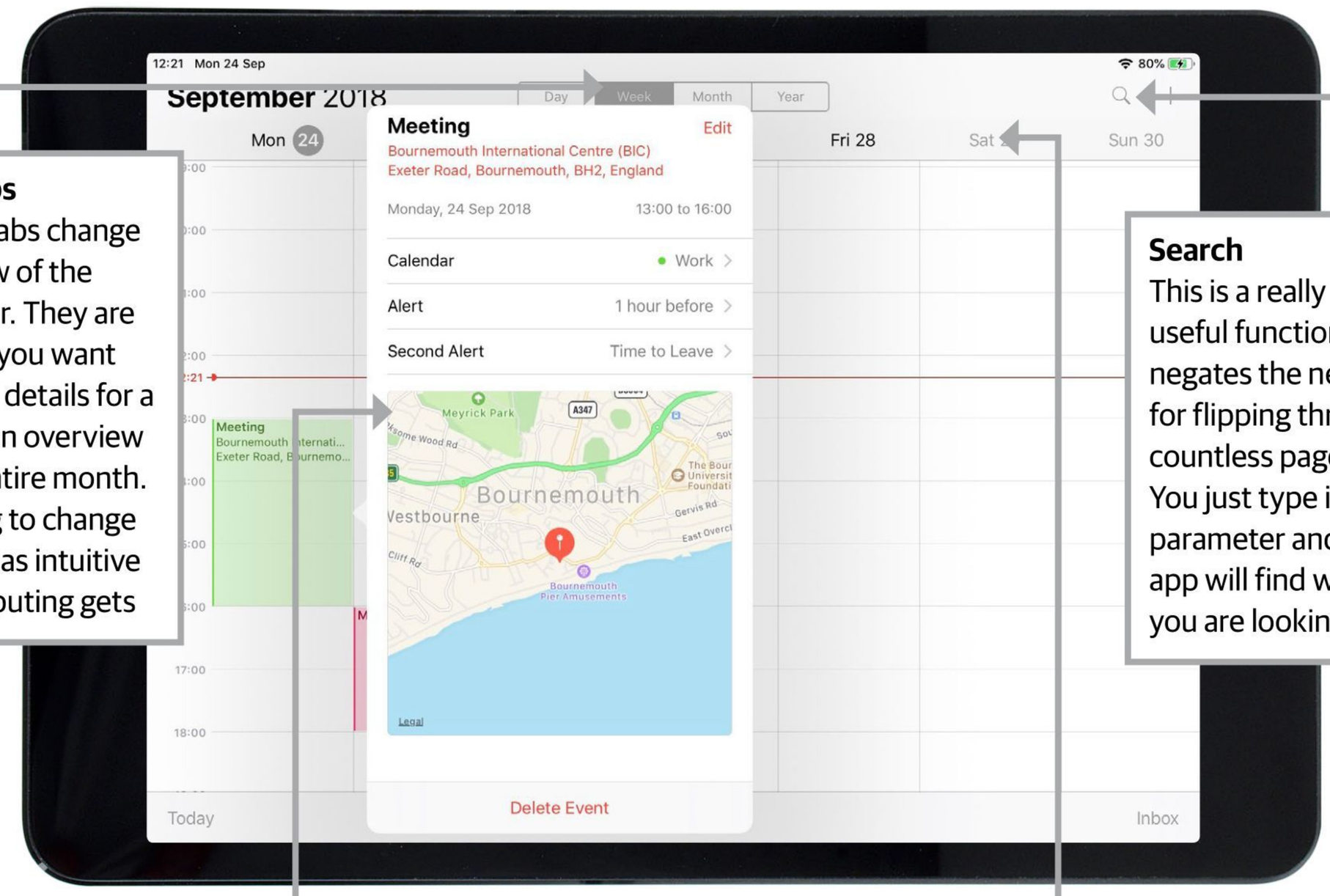
04 You can also add multiple signatures to your accounts in the Settings app, by going to 'Mail, Contacts & Calendars', choosing 'Signature' and then 'Per Account', before typing out a signature.



05 To make a contact into a VIP, click their name and then choose 'Add to VIP' from the bottom of the list in the drop-down menu. This means you will be alerted when an email from them arrives in your mailbox.



06 You can customise Notifications for VIP messages in the Notifications section of the Settings app. This way you will always know when your VIPs send you an email, and view it immediately.



Top tabs
These tabs change the view of the calendar. They are great if you want specific details for a day or an overview of an entire month. Tapping to change them is as intuitive as computing gets

Search
This is a really useful function that negates the need for flipping through countless pages. You just type in a parameter and the app will find what you are looking for

Pop-ups
The size of the screen means that pop-ups can jump from any event whenever you tap them. A great way to view information

Slide navigation
You can navigate through dates along the top of the app by sliding your finger or just tapping on a date

Tuesday
10

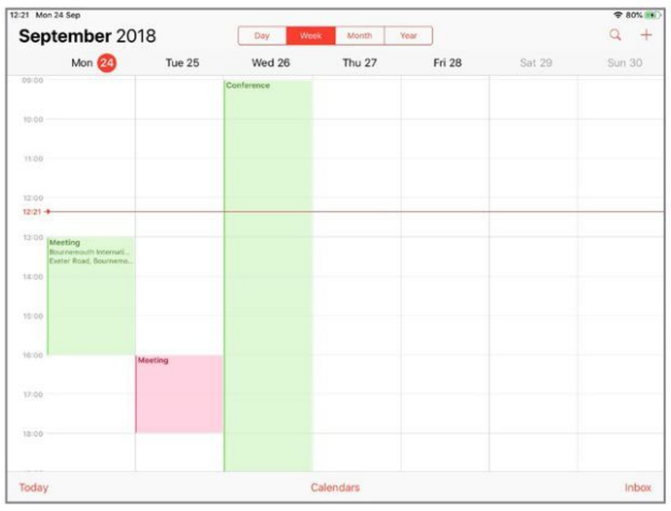
Add an event in Calendar

If you find yourself struggling to remember your schedule, make sure you never miss an important event with your iPad

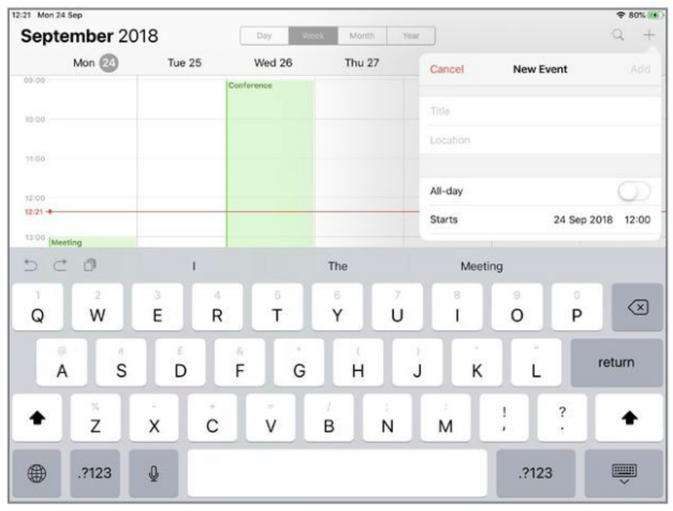
The Calendar app on the iPad is useful and easy to use. Like the Contacts app, Apple has gone with the classic analogue look and made the app look like an old-school, physical calendar. Of course, this digital version has a multitude of advantages over a real one. Firstly, you get the beauty of typeface, rather than scrawled handwriting. Secondly, it's easy to undo mistakes. Thirdly, you can view it in a number of different ways.

As you will discover here, adding new events to your Calendar app is a quick and easy process, but recent enhancements to the app also make it easier to use in other ways too. For example, the app will scour your emails, look for events and suggest that you add them. And, based on where your events are taking place, the Calendar app will also work with your Maps app to check the roads and suggest times that you should be leaving. Calendar makes it easy to organise your life.

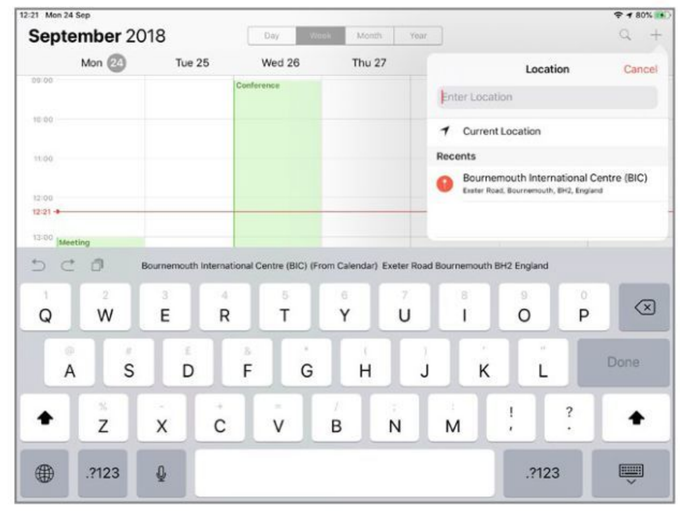
Calendar Add an event



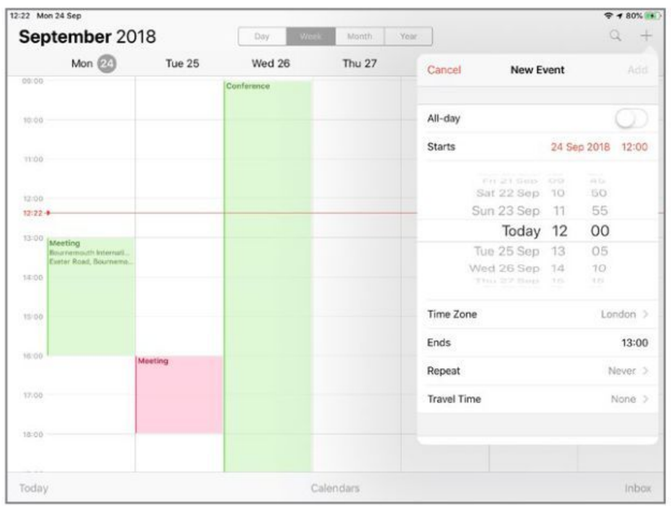
01 Open the Calendar app and turn the iPad horizontal to see the dual-page layout. Navigate to the day you want and then tap the '+' button in the top right corner. This way you'll create a new event.



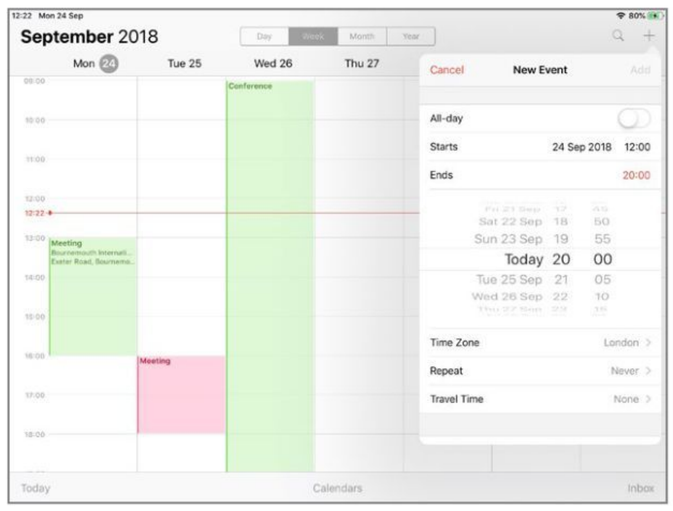
02 A small pop-up window will appear in the top-right, and the keyboard will show up too. Tap the field you wish to edit – such as 'Title' – and then name your event by using the keyboard.



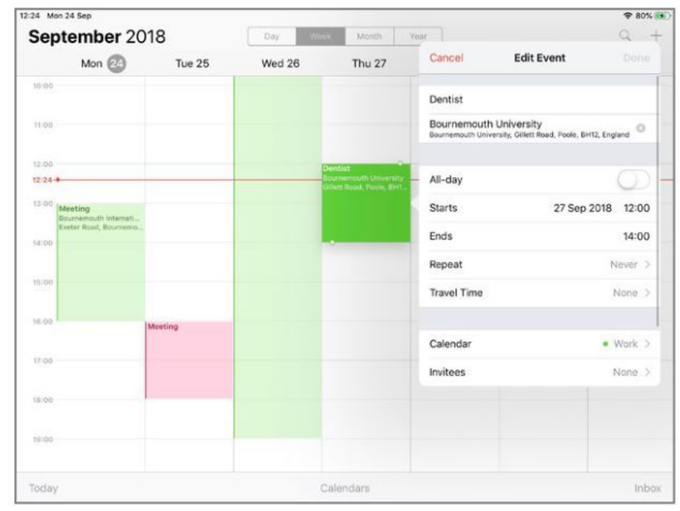
03 You can add as much or as little detail as you want, including the location and duration of the event, as well as invitees. You have access to a full keyboard so you can go to town on the detail.



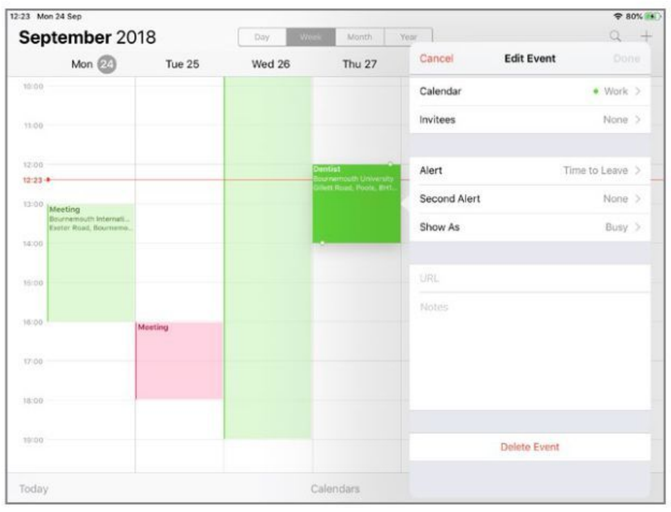
04 You now need to add the start and end date of your event, just to make sure you don't miss it. Tap on the relevant field to see the pop-up change into a new window display.



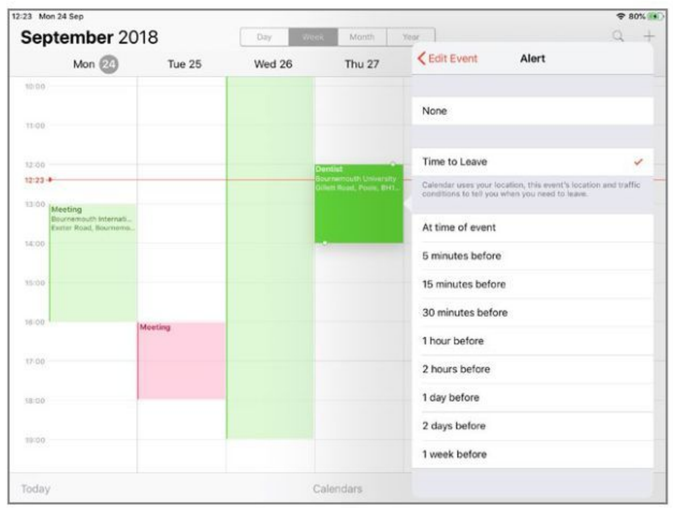
05 Use the wheels to select the times and dates that you want to use. You can also toggle the 'All-day' button instead if the event that is taking place will take up the entire day.



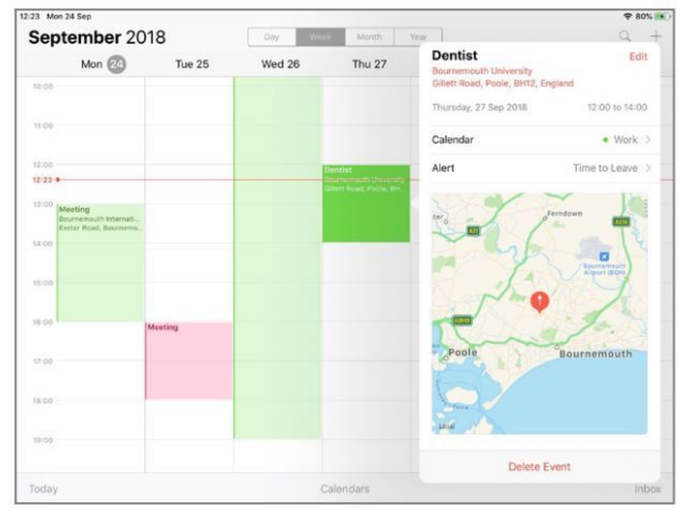
06 When you have everything in place, you need to tap the 'Add' button located in the top-right corner of the window. Alternatively you can cancel it to return without saving.



07 Tap the 'Alert' field to set reminders for the event. These will help ensure you don't miss an appointment. Alerts pop up on your iPad at the times you set them.



08 There are a number of options, ranging from at the event time to two days before. Tap on your desired option and save your progress by clicking 'Done'.



09 Save your event and it will appear on the page. Tap on it to see its details and to make changes. You can erase it by tapping the red 'Delete Event' button below.

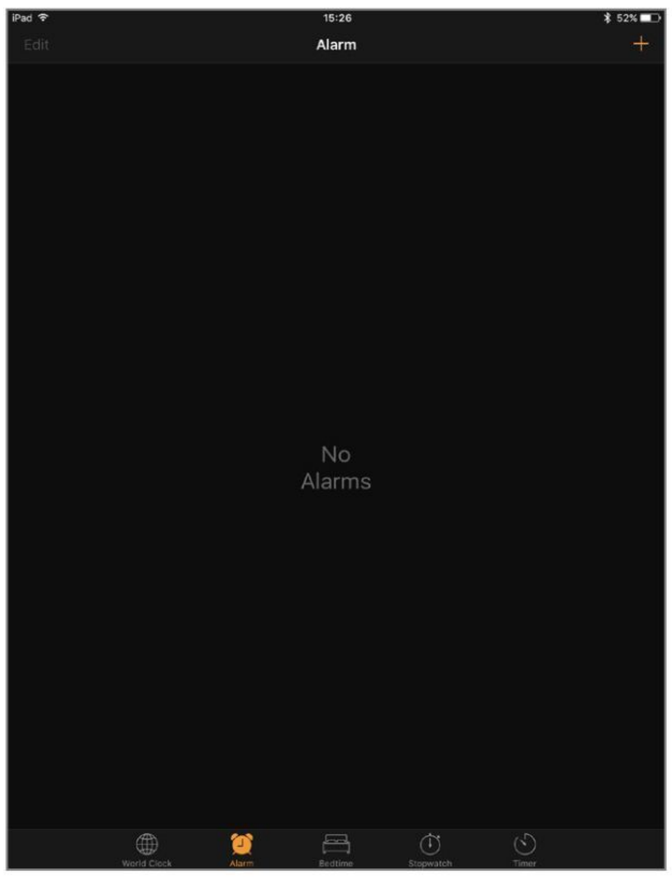
Keep perfect time with Clock

We take an in-depth look at your iPad's native Clock app and what it can do for you

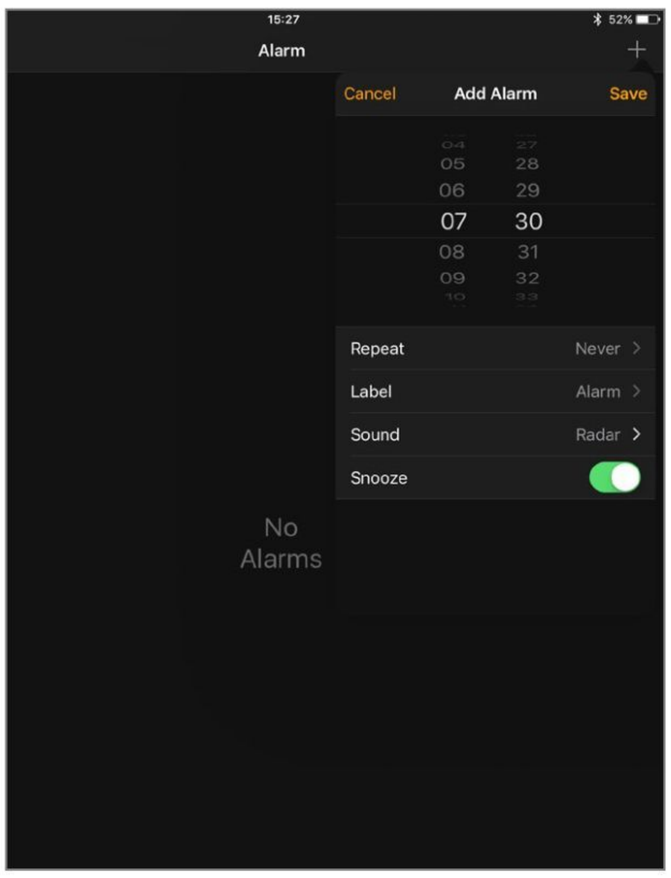
The iPad's native Clock app is a versatile little beast that can carry out five simple and incredibly useful tasks. The first option, found at the bottom of the interface, is World Clock, and this allows you to track the time in up to 12 locations around the world. Useful for finding the most sociable time to call friends on the other side of the world, you simply tap on one of the '+' slots and pick a location to add.

The next function is Alarm – we'll look at this function in more detail shortly. The other functions are Stopwatch, Timer and Bedtime. Stopwatch provides a timer that counts down when you tap the Start button, and get lap times by tapping the Lap button to record each checkpoint. Timer offers an accurate countdown from a predetermined time, useful for cooking, or use it to automatically turn off your music if you listen to it on you iPad when getting to sleep. Bedtime, which was introduced in iOS 10, helps you track your sleeping pattern. Once you explore its functions you'll wonder how you ever lived without it.

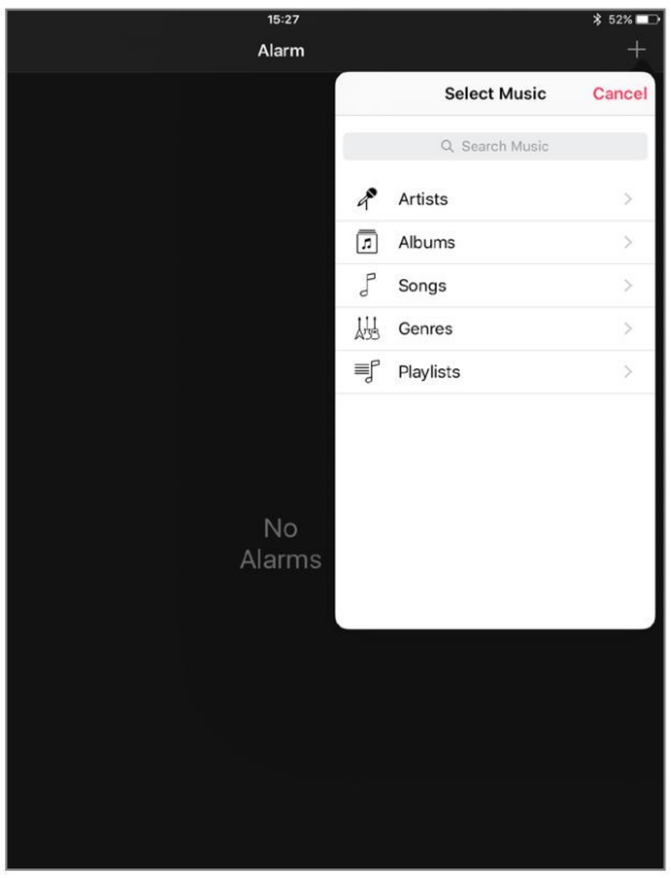
Clock Set an alarm



01 Tap on the Alarm icon at the bottom of the interface, and then tap on the '+' icon in the top-right corner of the screen to bring up a new alarm details box. You can add as many alarms as you like throughout the day.



02 Tap on either of the two digit sliders to set them to the time you want your alarm to sound. From this box you can also program repeats – handy if you use the alarm every day. You can repeat as many times as you want.



03 Tap on the Sound menu and you can choose an alarm sound from a wide range of pre-installed options. You can also tap 'Pick a song' to choose from your own Music library. Tap the '+' button next to the song to set it.

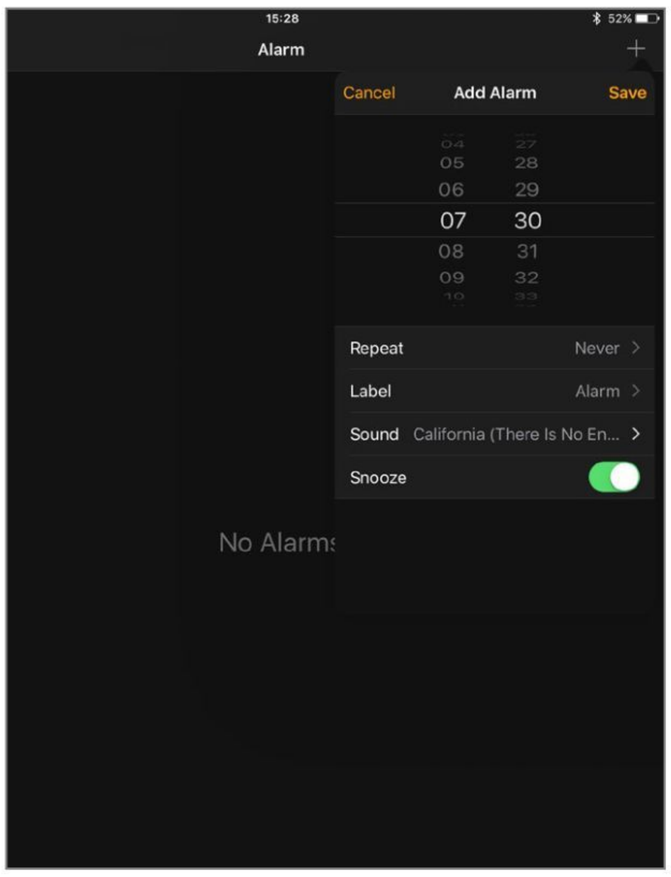
Keep perfect time with Clock

Your alarms
The alarms you set will be instantly identifiable on a handy week grid. You can press and hold and drag them to new time slots or change details by tapping 'Edit' in the top-left corner

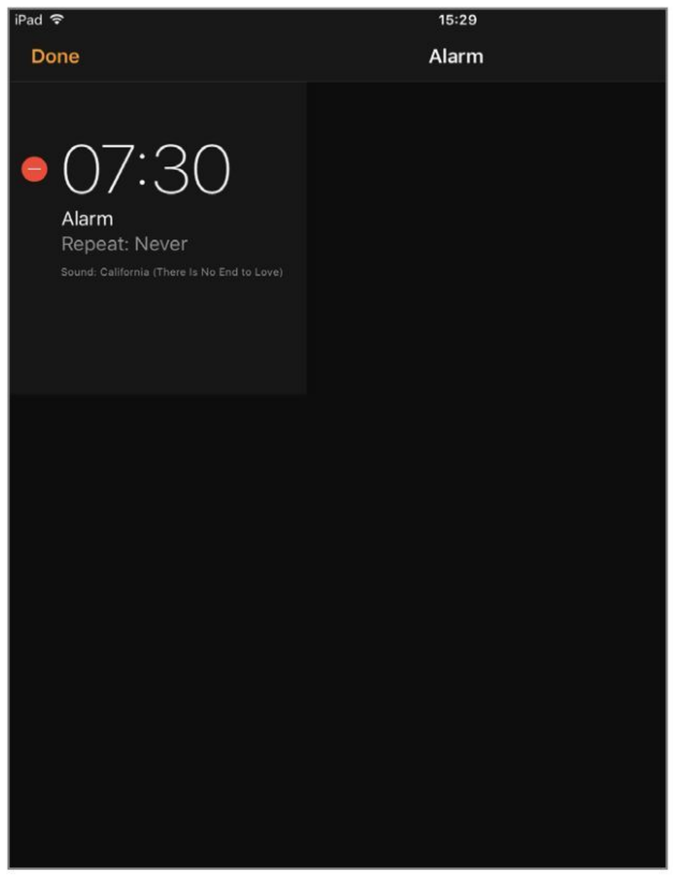
Clock app modes
Tap on the icons at the bottom of the interface to access the four functions of the Clock app, which are 'World Clock', 'Alarm', 'Stopwatch' and 'Timer'

Adding alarms
Tap on the '+' icon in the top-right corner of the interface to create new alarms. The details box allows you to set the time, repeat the alarm, choose your chime and more

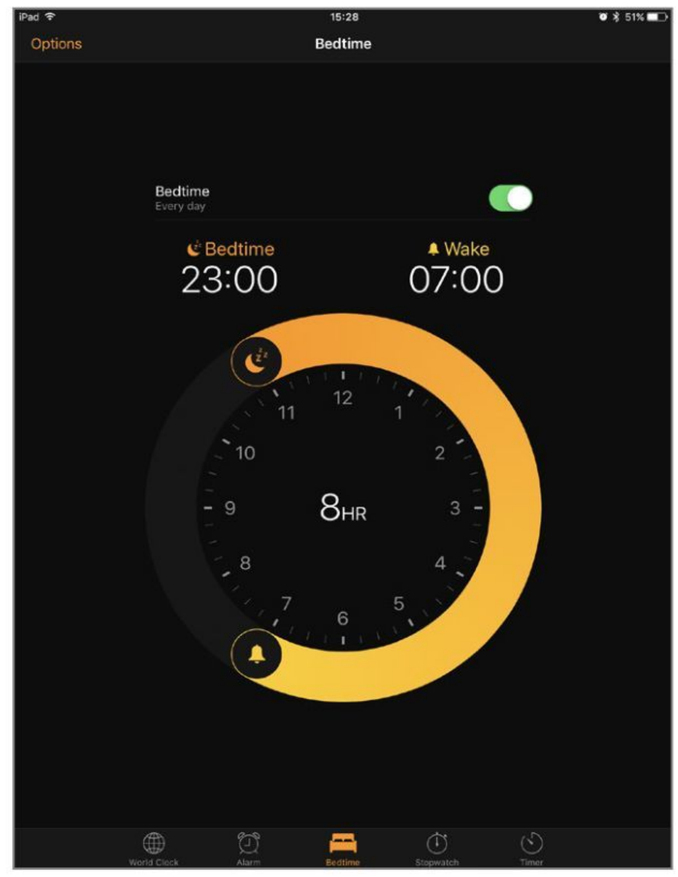
Snooze function
If you have the Snooze function enabled in your alarms (by moving the green slider to the 'On' position in the alarm details box) then you can tap to 'Snooze' when the alert pops up



04 Before closing this window, ensure that the 'Snooze' option is enabled to allow you to temporarily disable the alarm when it sounds. When you are finished, tap 'Save' in the top-right corner of the window.



05 You can move an alarm to a different time if you change your mind and want a lie in. To edit alarms, simply tap 'Edit' in the top-left corner and then either delete or edit the details of an alarm.



06 You can also use a new feature introduced in iOS 10 called Bedtime, which let's you program your own sleeping pattern. This includes when you need to wake up, on which day, and how many hours of sleep you need.

Use Reminders to never miss events

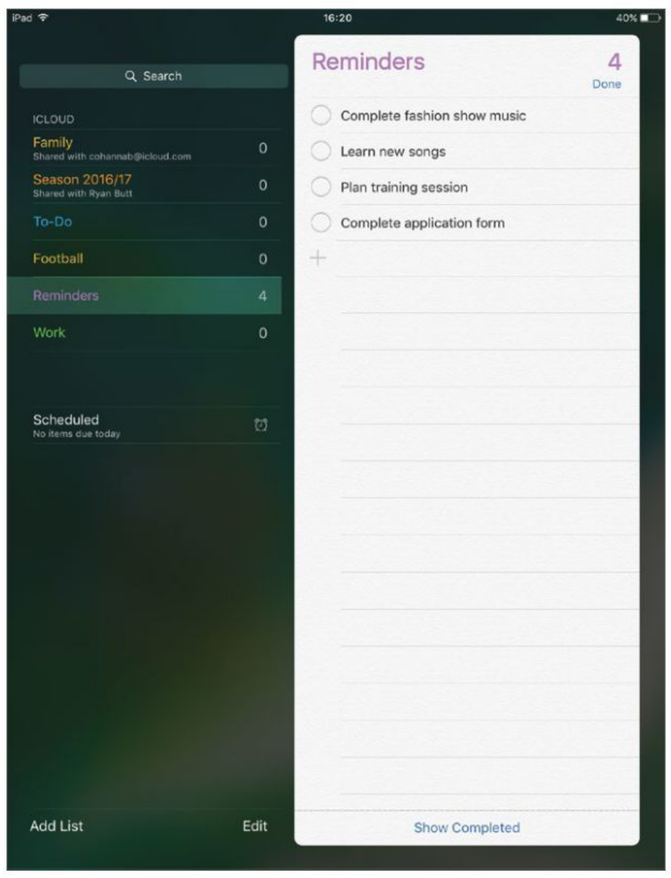
Thanks to Apple's task management app, you have no excuse for forgetting birthdays

We all like to think that our minds operate like super-computers. As such, we utter the words, "Don't worry, I'll remember..." on an all-too regular basis, only to forget whatever it was we said we'd never forget. To help, Apple has created its own task management app, and it's a cracker.

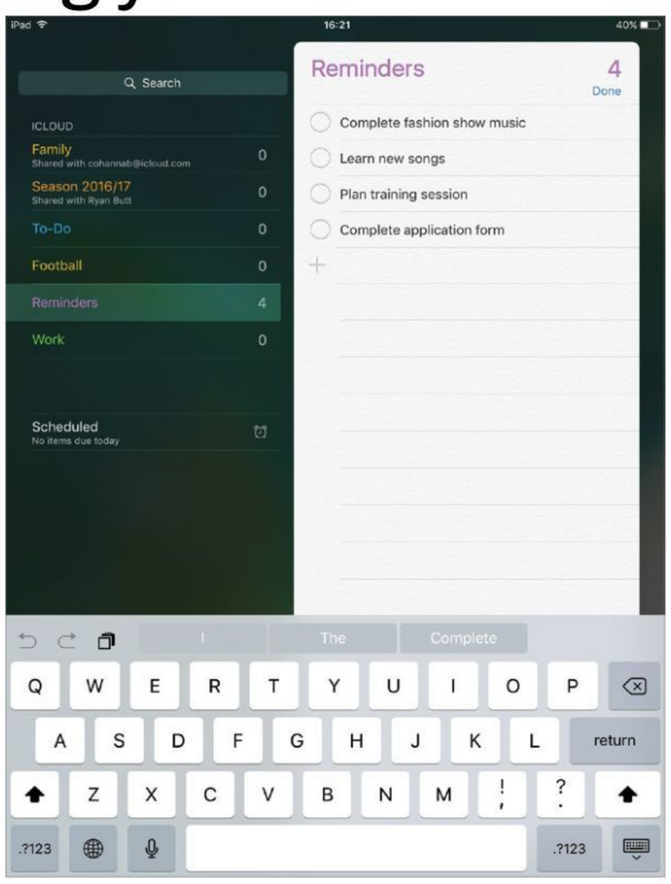
Reminders lets you organise your life into To Do lists, complete with due dates, notes and reminders to ensure that you never forget when something important is pressing.

Simply jot down tasks, record when you need to do them by, then tick each one off as you complete it. Reminders is location-based, so if you need to pick up some groceries from the supermarket, you can be alerted as soon as you pull in to the car park. The app also works with Calendar, Outlook and iCloud, so any changes you make to your Reminders list will update automatically on all of them. Here we guide you through the process of setting your own reminders and managing your To Do lists.

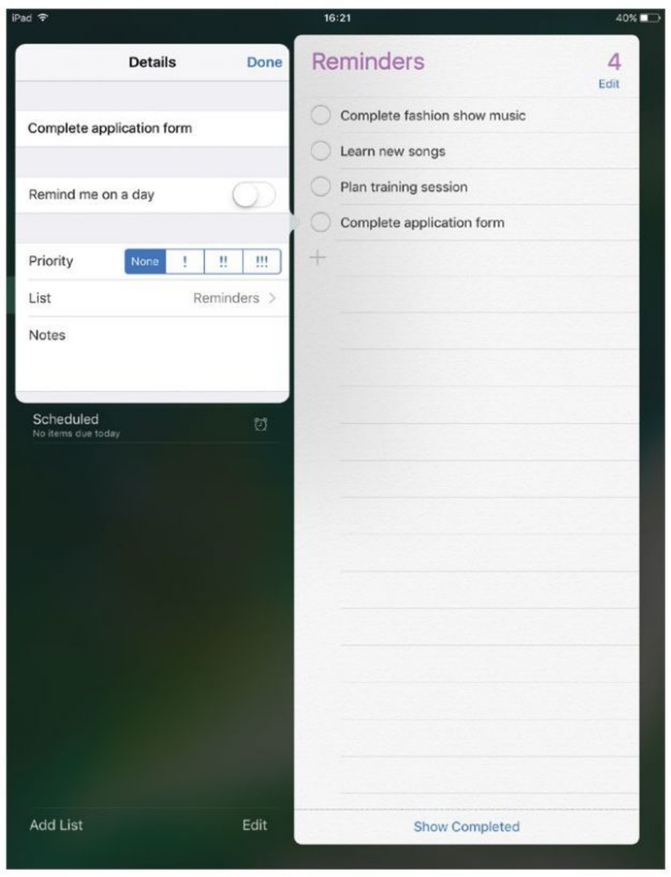
Reminders Setting yourself reminders



01 When you first open Reminders you can immediately start compiling a To Do list by tapping the 'Add List' button in the bottom-left corner. Use the default keyboard to type out your reminder.



02 Add reminders to your To Do list by simply tapping on the newly created list. The lines on the paper will even expand to neatly contain all of your text – just in case you have a complicated task that you need to complete.

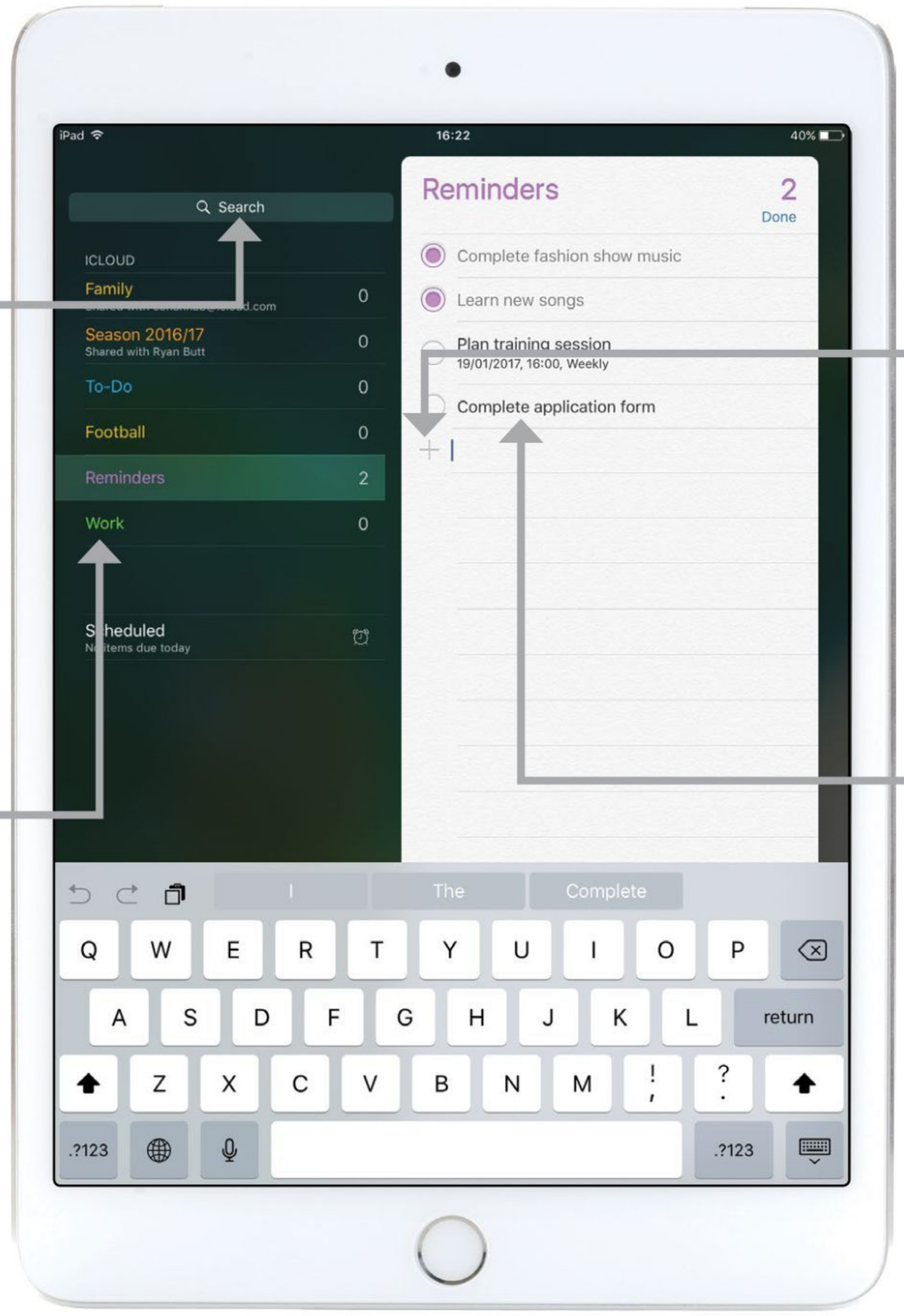


03 Select a task and tap on the 'i' icon to view your details. Tap 'Remind me on a day' to 'On', then use the nifty wheels to program it to the date of when you would like your device to alert you. You can set the priority level with '!', '!!', '!!!'.

Use Reminders to never miss events

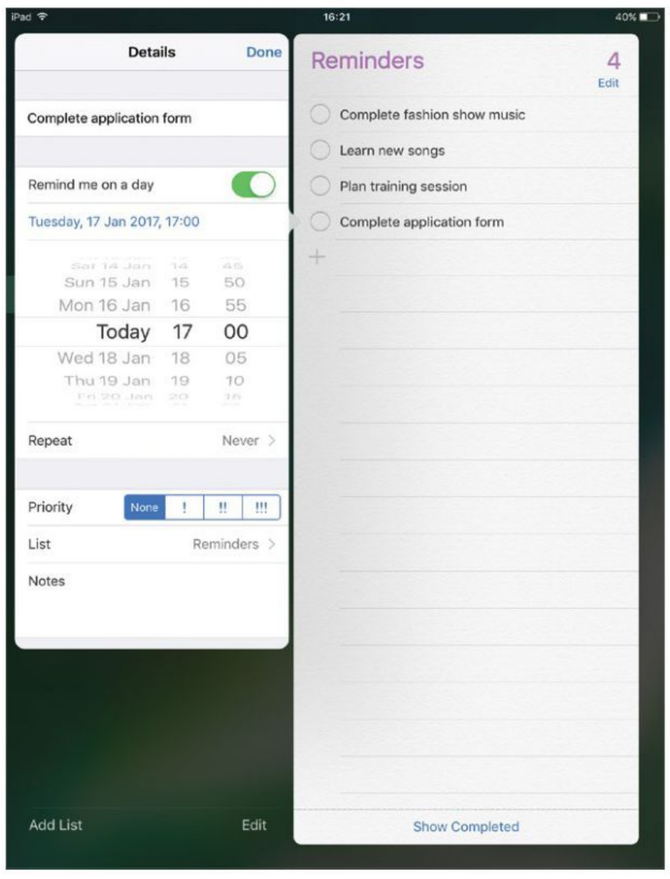
Search
If you end up with vast lists of reminders – new and old – search for a specific reminder by entering some key words into the search window

Your lists
All of your reminder lists will be selectable from the main menu. You can also create new lists to add to this section

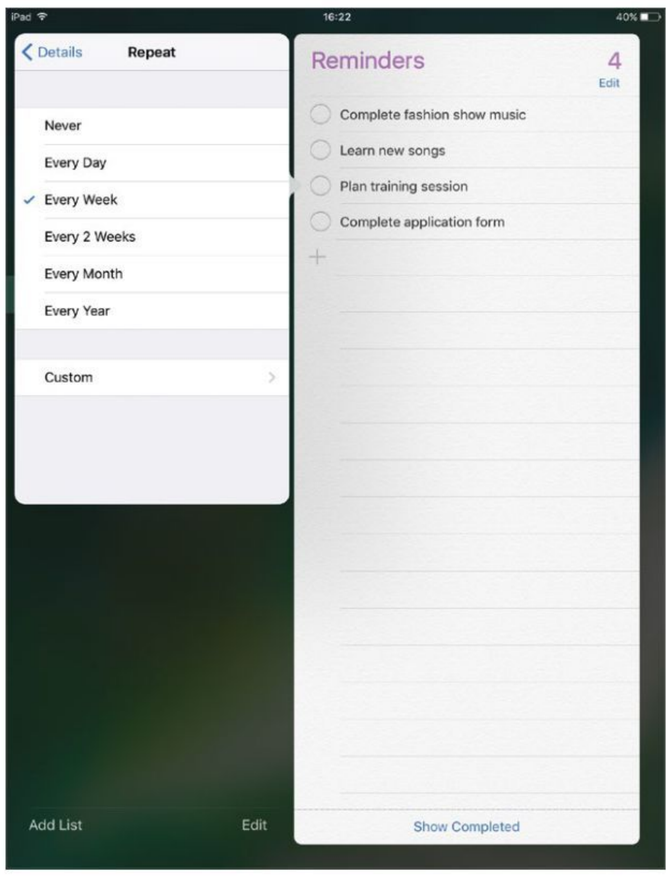


Your reminders
Tap the page or the '+' icon to add new reminders, and they will be presented as an easy-to-manage To Do list

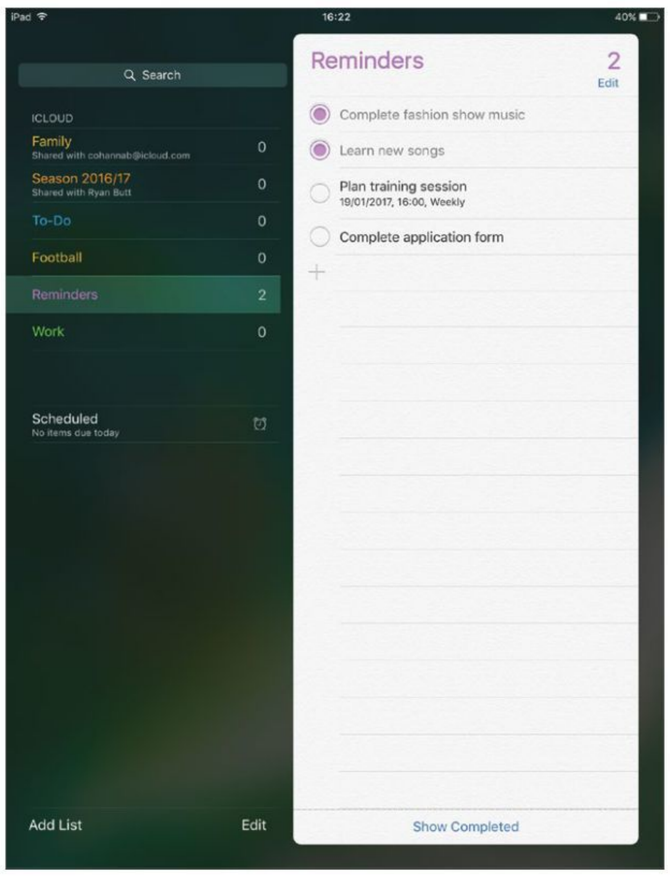
Tickboxes
Once you have successfully completed a task, place a tick in the box, and it will be removed from your reminders list and added to your 'completed' list for reference



04 You can set various other options, such as the priority, which list it relates to and add notes that relate to each task if you feel you may need more information. Tap 'Done' when you're happy. You can edit at any time.



05 If the item you need reminding of is a frequent occurrence then you can also tap on Repeat and then set yourself a timescale for repeating the reminder, whether it be every day, every week or every month.



06 Whenever a task is completed, tap the box next to it to add a mark. Reminders that have been marked will be added to your Completed list, making you feel good about yourself! They are viewable at any time.

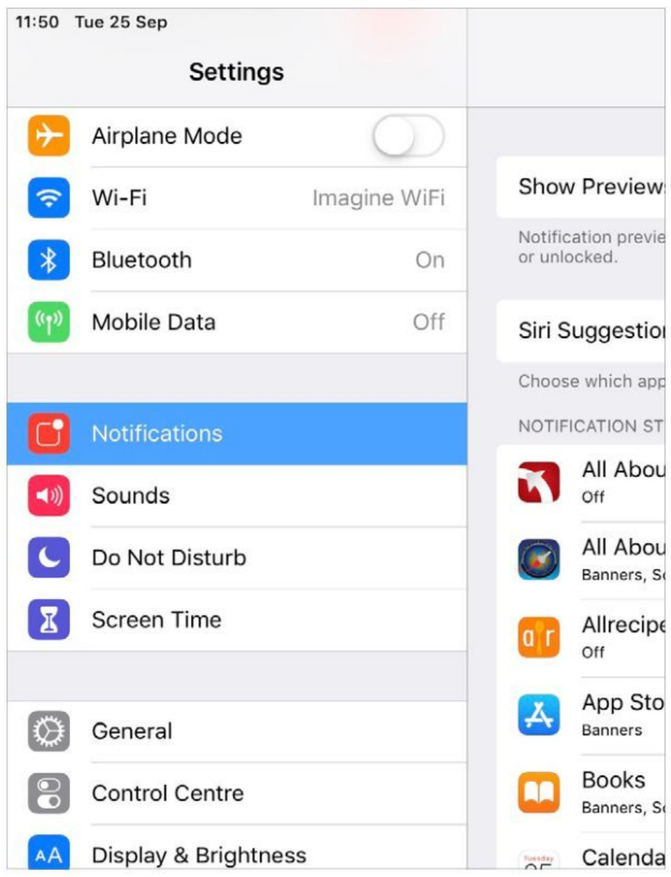
Edit Notification Centre settings

Make sure you never miss a thing by setting up your very own personalised Notification Centre

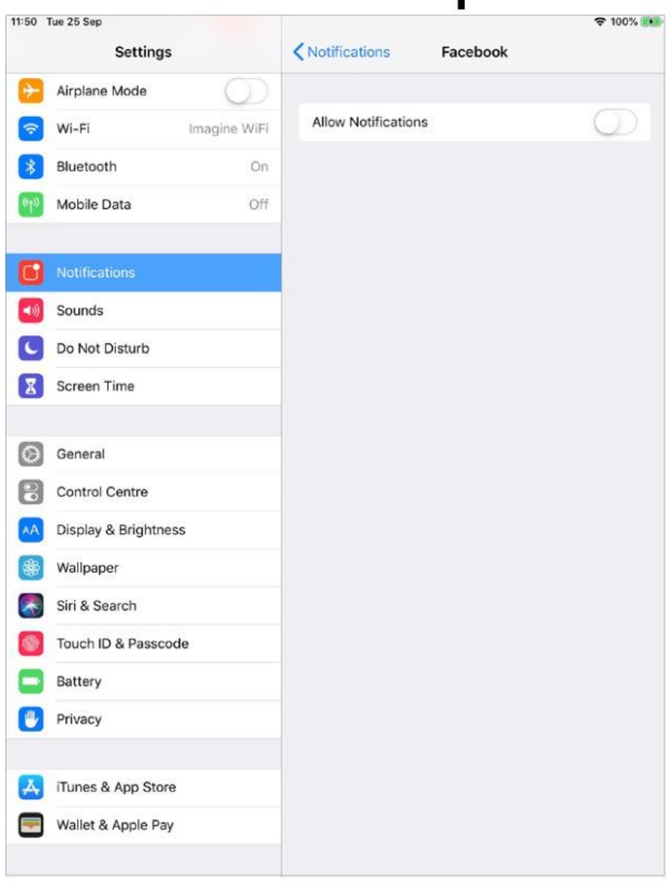
Our iPad has always been good at notifying you about updates, messages, events and so on. However, the latest iOS truly embraces the concept of notifications, and the system now features an enhanced suite of options that allow you to tailor all aspects of how your device gets messages to you.

Now, you are able to get messages, notifications, news and the latest scores delivered to the top of your screen without disturbing what you are currently doing. All you have to do in order to set up your own personalised Notification Centre is go to Settings, choose the apps, and then select the order that they will appear in your Notification Centre, and the manner in which they alert you. To stay in the loop, simply swipe down from the top of the screen, and you will be presented with a list of notifications for all of the apps that you have featured. In this guide, we will show you just how to get the most out of this fantastic feature.

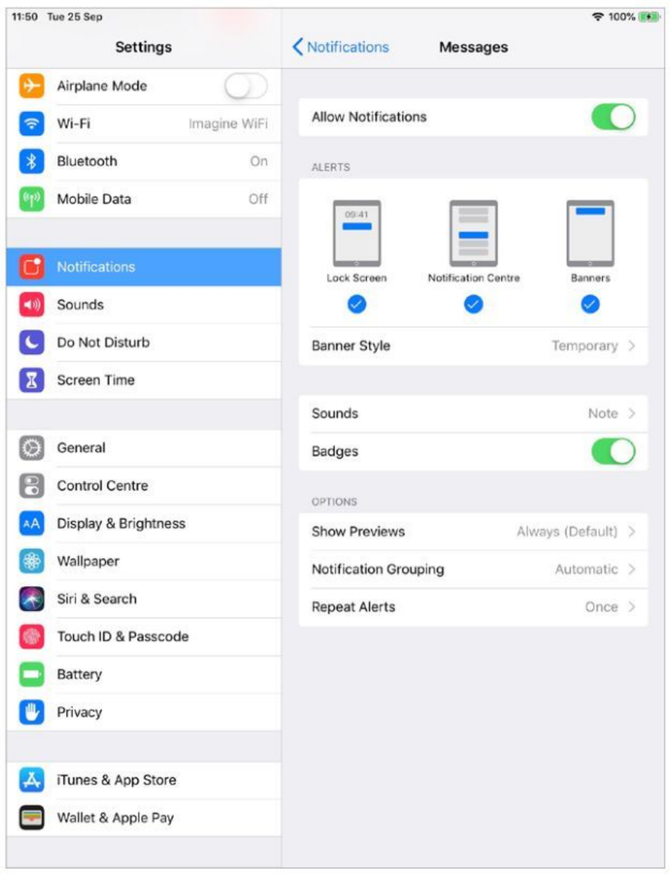
Notification Centre Set up Notification Centre



01 From your iPad's home screen, tap 'Settings', which is housed in your home screen by default, the silver cog icon. Then tap on 'Notifications', which should be near the top of the list.



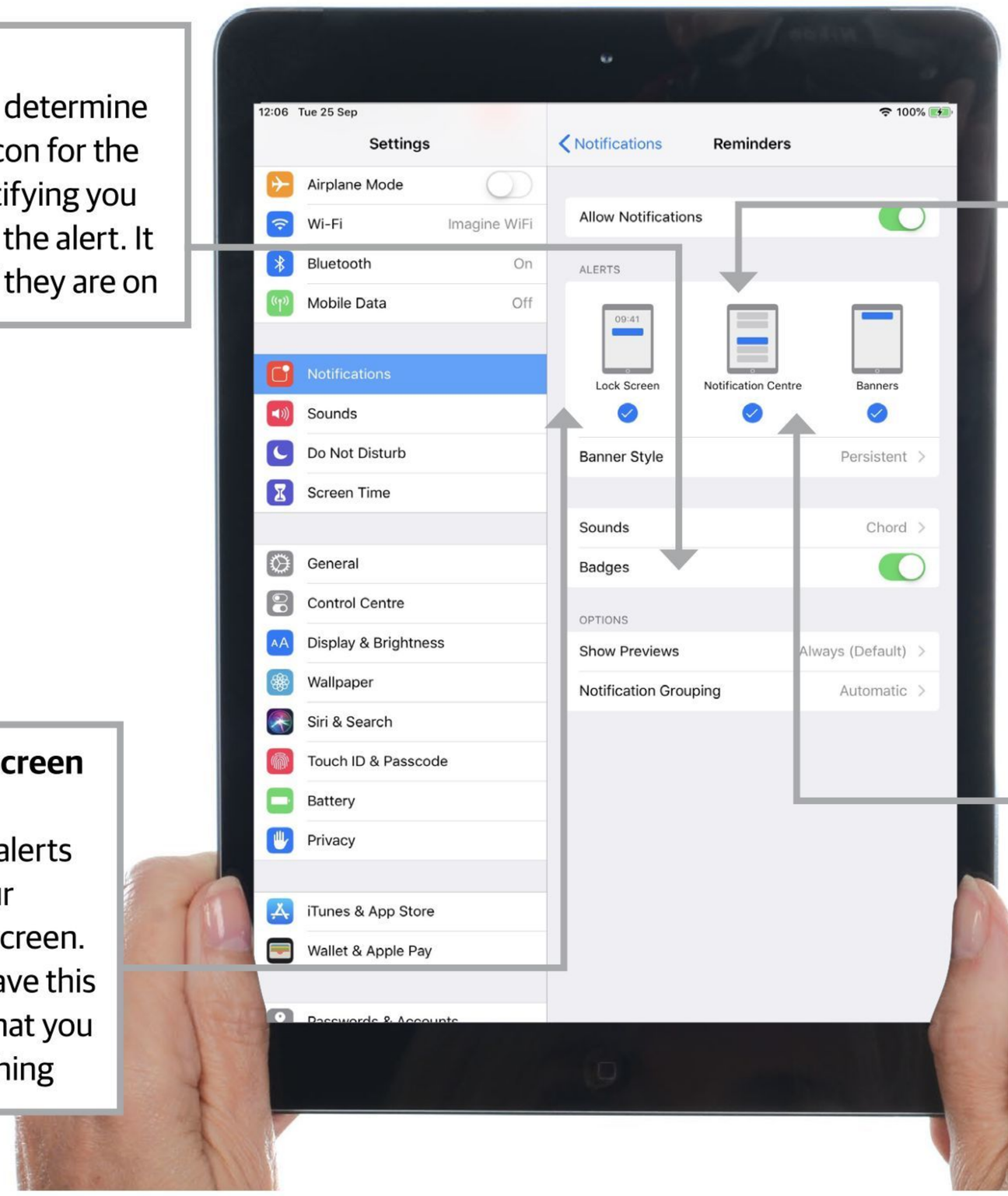
02 In Settings, you can choose which apps are featured in your Notification Centre. Simply tap whichever app you want to change and choose whether you want to allow notifications by moving the slider next to it.



03 Tap the arrow next to an app, and you will see options that are specific to that app. Choose how many items related to that app are displayed when a notification relating to it arrives. You can show up to ten items.

Edit Notification Centre settings

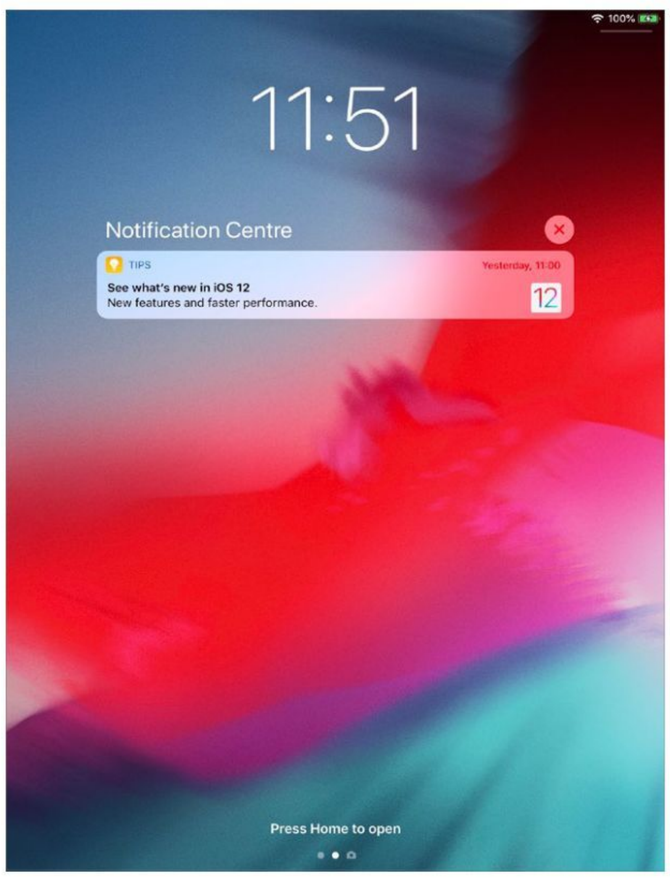
Badge icons
This slider will determine whether the icon for the app that is notifying you is displayed in the alert. It looks better if they are on



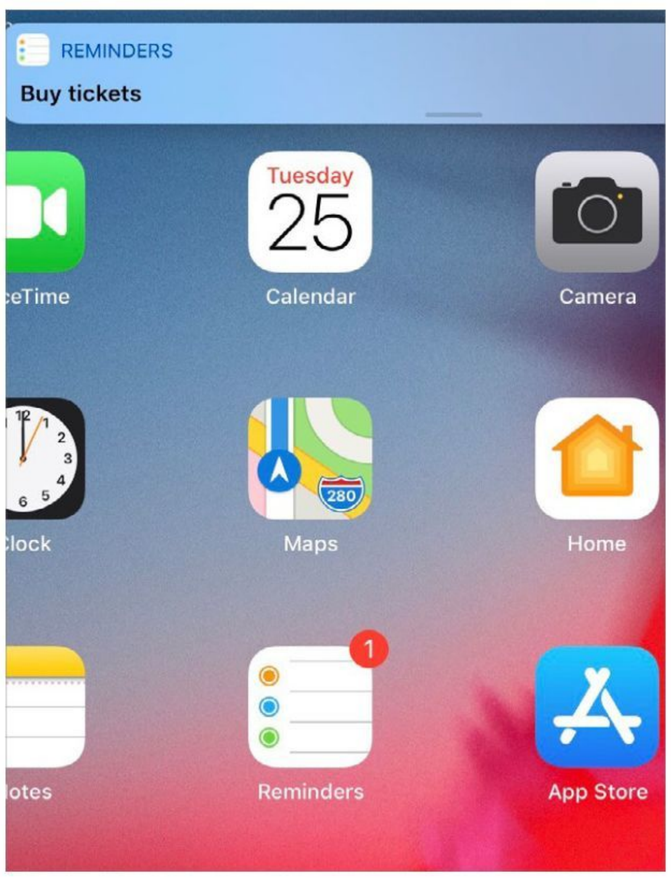
Different styles
There are different types of alert styles for you to choose from.
If you find 'persistent' too intrusive, try using the 'Temporary' option

View in lock screen
This option determines if alerts appear on your device's lock screen. It is good to have this activated so that you never miss a thing

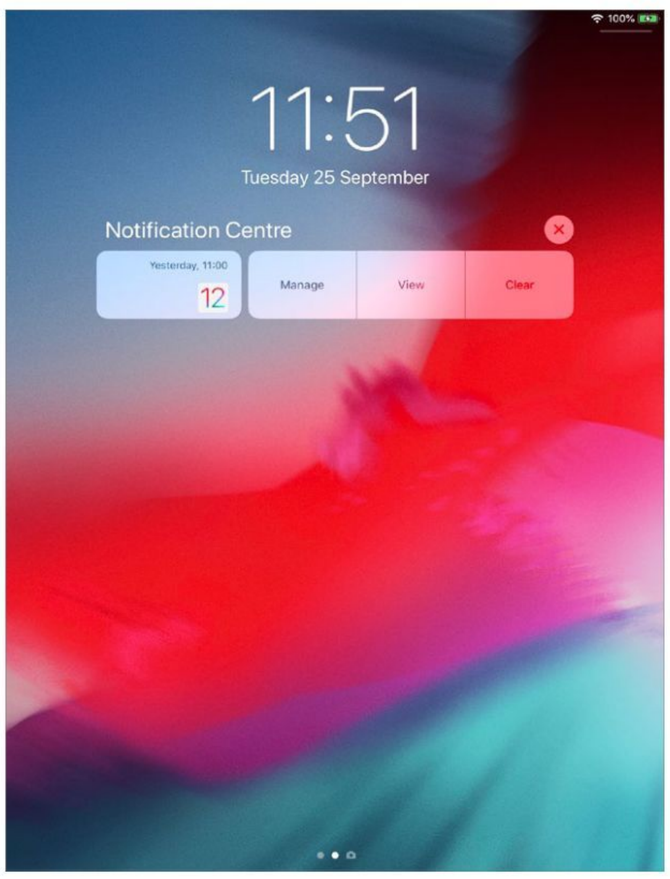
Alert locations
You can decide where your reminders are displayed. You can choose any combination of the location options or select none of them.



04 All you need to do is swipe down from the top of your iPad's screen to call up a window of notifications based on the options that you have selected. If you liked the old boxes, you can also select this option.



05 Notifications arrive in the form of a message at the top of the screen, and don't intrude with the app you are currently using, giving you the option to ignore it if you so wish. Swipe it up to dismiss it. You will find it in Notification Centre.



06 If you need to respond to a notification immediately, tap it to go to the specific app in order for you to carry out your actions. You can also swipe the notification to the side and bring up more options.

Manage contacts in FaceTime

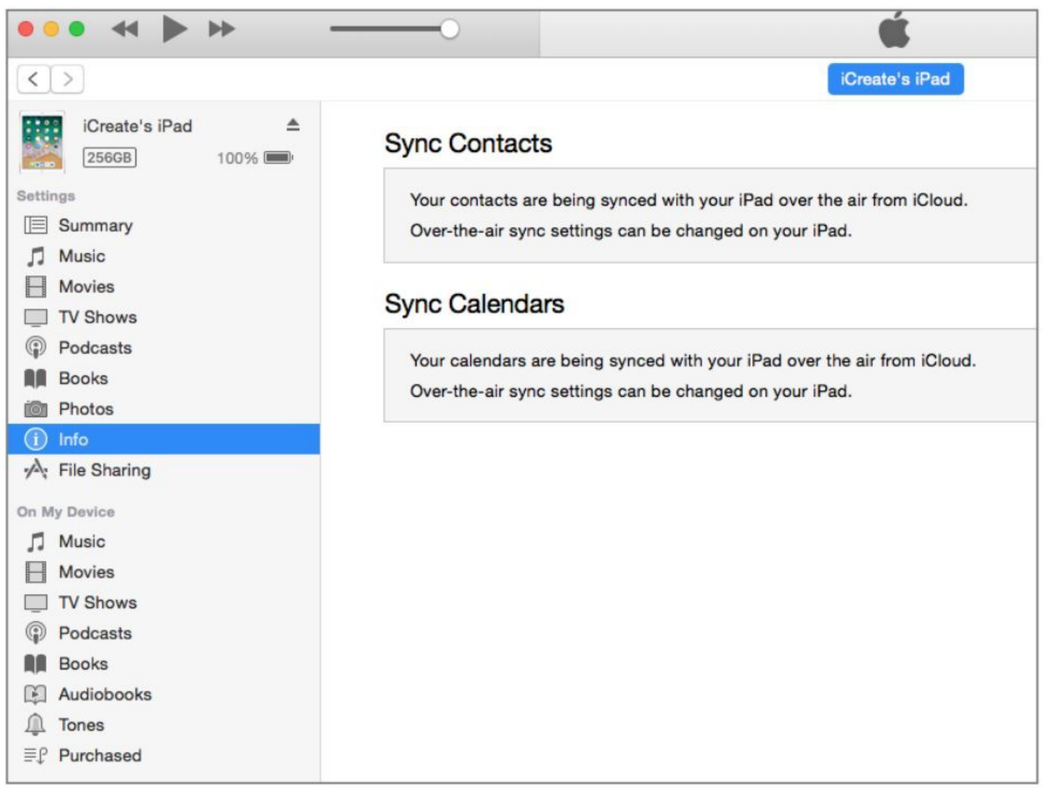
Being able to make calls in FaceTime is easy, but you'll need to manage which contacts have it and how to get a hold of them

The first time you use FaceTime it might be surprising to see that the Contacts section is fully populated. It's because FaceTime uses the details in the Contacts app and this in turn can import all the contacts that you have in Outlook or your Mac's Contacts. Each time there's a sync with iTunes, the contacts are synchronised across all the apps. If you don't use Outlook or Contacts then – of course – the people in the Contacts folder will just be the ones you've added.

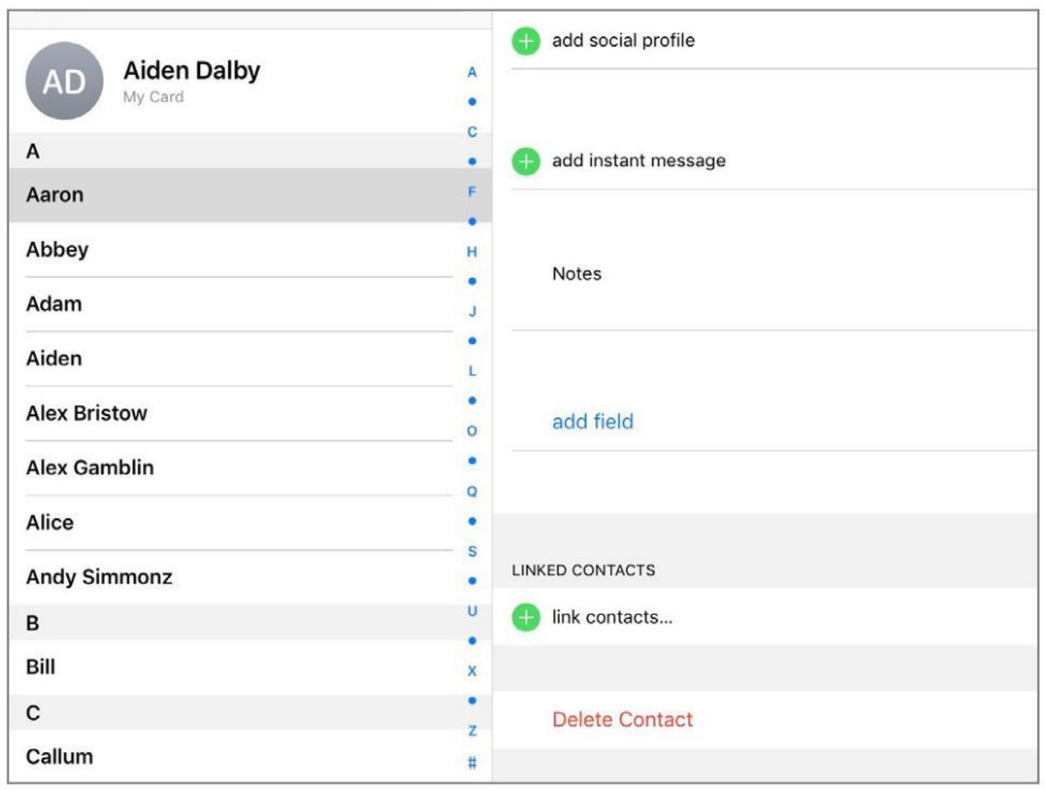
It isn't necessary to add or delete anything using FaceTime; you can do it in the Contacts app. As soon as anything is changed here it is reflected in the FaceTime app. Any changes will then be propagated back to the desktop program you are syncing contacts with to ensure conformity across all the software. Equally, any change to a contact in FaceTime is reflected in Contacts and then transferred back when syncing. In this tutorial though, we're going to import contacts from Outlook and manage them from within FaceTime.

"FaceTime can import all the contacts that you have in Outlook or Contacts"

FaceTime Managing your contacts



01 Head into your iTunes Library view and select your device, then click onto the 'Info' tab. Now put a tick in the box that says 'Sync Contacts' at the top of the screen, and then choose to which contacts to add.



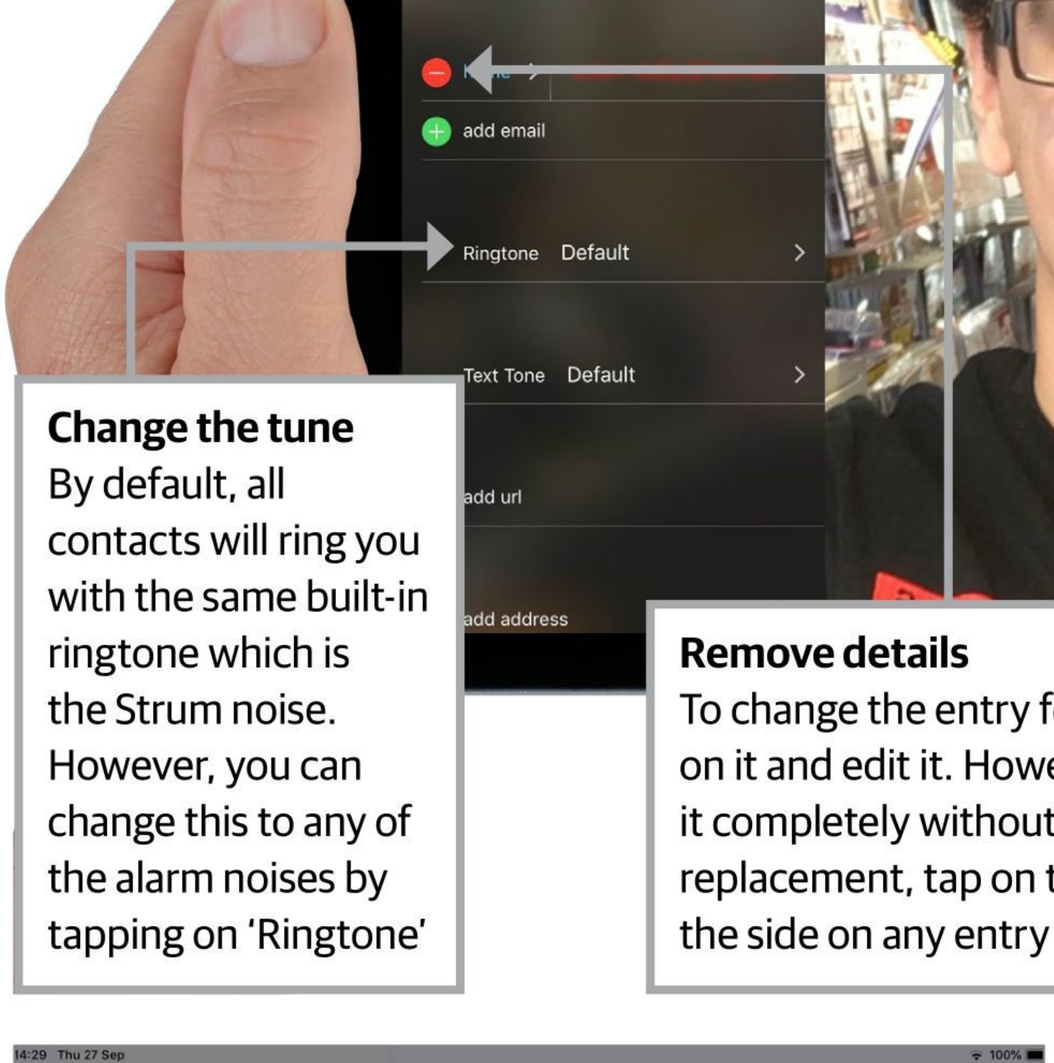
02 Perform a sync to add your desktop contacts to both the Contacts app and FaceTime. Tap on FaceTime and then Contacts. To delete a contact go into the Contacts app, tap on the name of a contact, then 'Edit'. Scroll to the bottom and tap 'Delete Contact'.

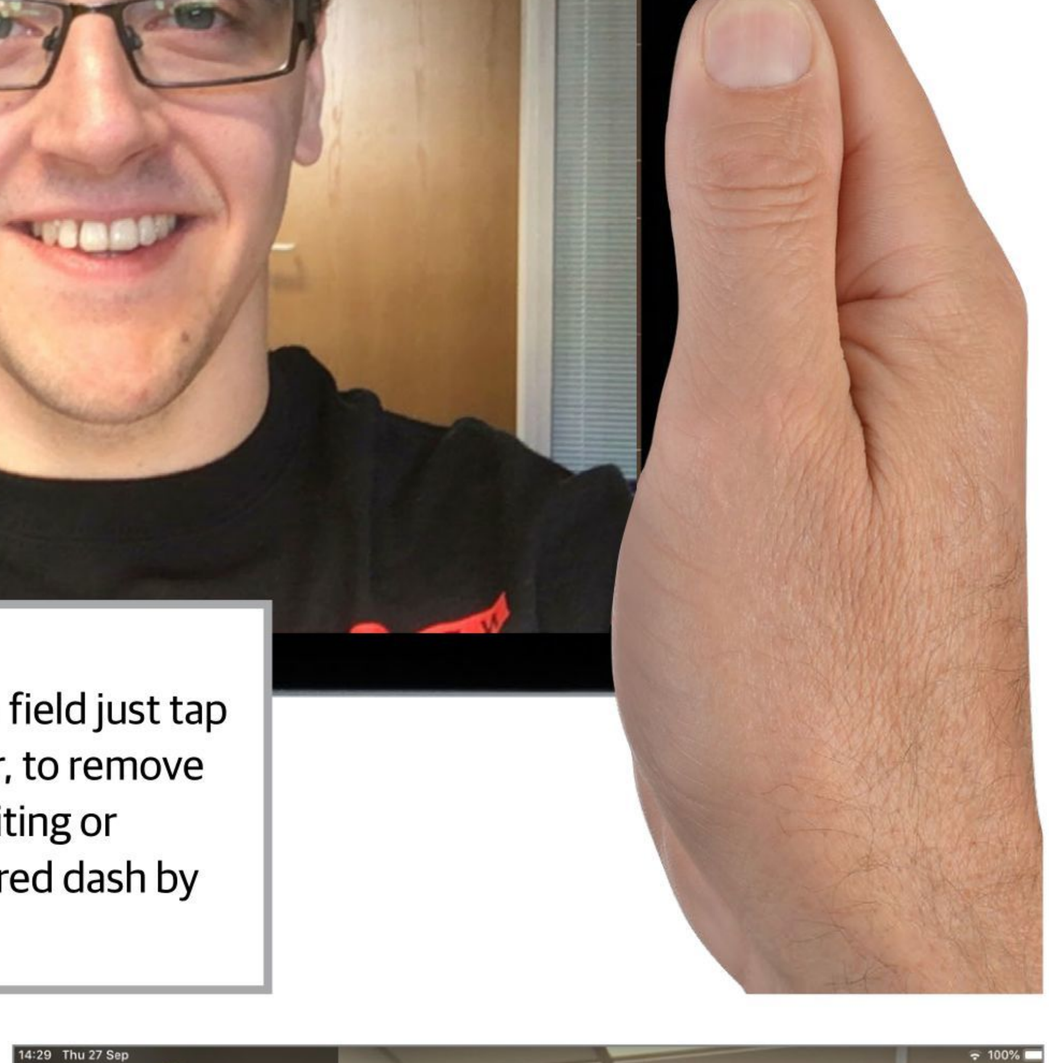
Manage contacts in FaceTime

Add an image
To give your contacts a more visual look, tap the 'Add Photo' button and either use the camera to take a picture or browse the Photo Library for one. You can then scale the image to fit inside the square

Change the tune
By default, all contacts will ring you with the same built-in ringtone which is the Strum noise. However, you can change this to any of the alarm noises by tapping on 'Ringtone'

Remove details
To change the entry for a field just tap on it and edit it. However, to remove it completely without editing or replacement, tap on the red dash by the side on any entry





03 You can edit your contacts in Facetime but only if they are on your previously called list. Tap on the 'i' icon and then select 'Edit.' Enter the details you want to add then click 'Add Photo'. Select to either take a photo or choose one from the Library. Once finished, click 'Done'.

04 To share a contact, again click on the 'i' icon. On the left-hand side is the 'Share Contact' option. You can send a contact via Message or Mail app. Choose who you would like to receive it, write a message and then the details will be sent over.

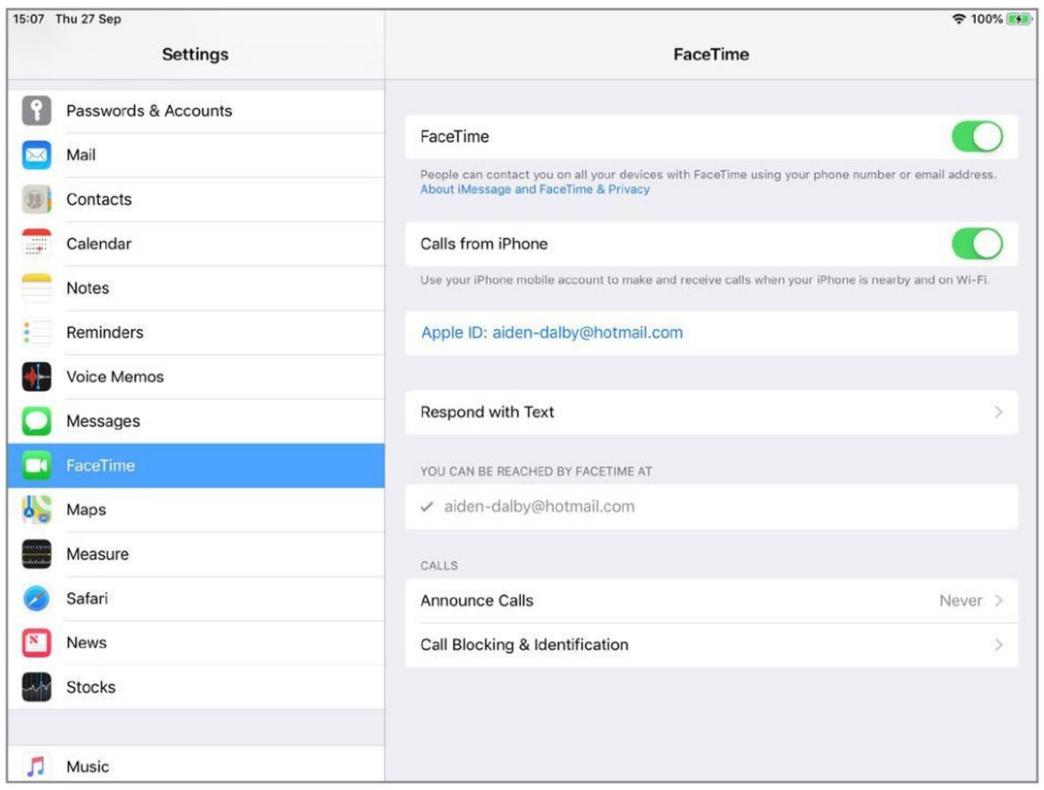
Make calls using FaceTime

It's one of the most exciting features of the iPad; the ability to make video calls. Here we show you how to do exactly that

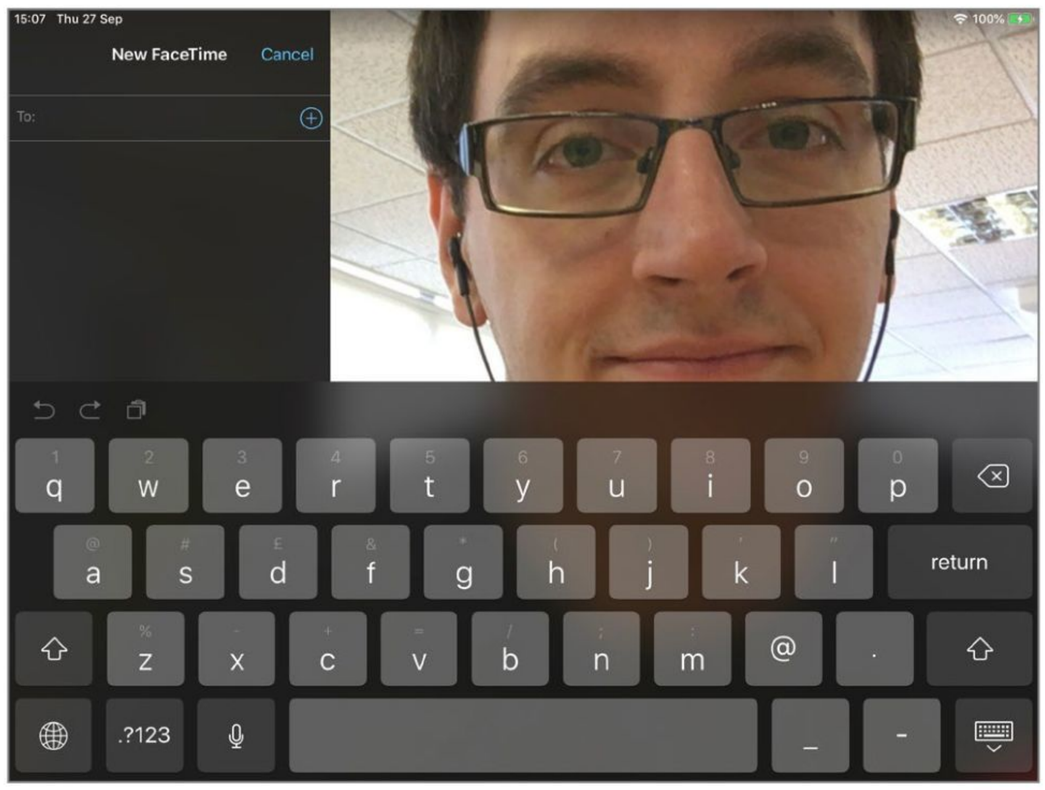
FaceTime allows you to make video or audio calls to other iPhone or iPad users at no cost. A cool new feature that was added in iOS 12 is the option to add multiple users to a call. You can have up to 32 people in a group call, each with a small chat window. If you're concerned that you may loose track of who is talking don't worry – when someone talks their chat window will increase in size so you can see them better. If you've used FaceTime on an iPhone then the process of calling is no different on the iPad. The first thing you need to have in place before any calls are made is to register FaceTime using your Apple ID. This is the ID that is used by Apple and the App Store for purchases. Once the Apple ID is set up for the FaceTime account then an email address needs to be assigned to it. This is the one that you will use to call other people and that they will use to call you. If you have a Wi-Fi or mobile internet connection then you can get calling with the FaceTime app. Let's take a look.

"Before any calls are made, you must register FaceTime using your Apple ID"

FaceTime Register FaceTime and make calls

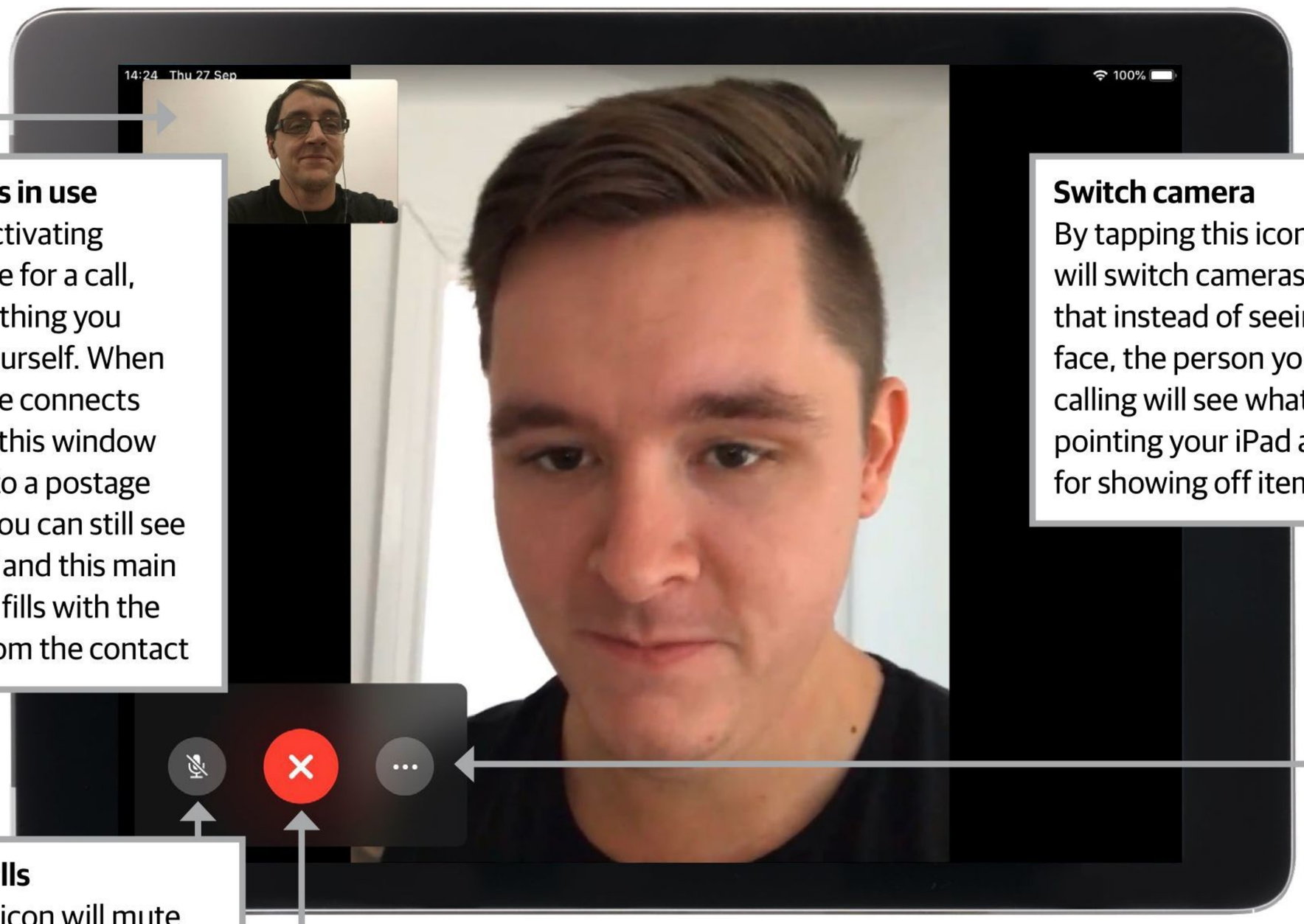


01 To register your details, tap on the Settings app and scroll down the list of built-in apps until you get to FaceTime. Tap on this and toggle FaceTime On. You will be required to enter your Apple ID. Enter the email address and the password and then tap 'Sign In'.



02 Open the FaceTime app and press the '+' icon in the top-left of the screen. A search bar will appear and you can type in the name of the person you would like to call or start entering their phone number. All results will be shown below the search bar.

Make calls using FaceTime

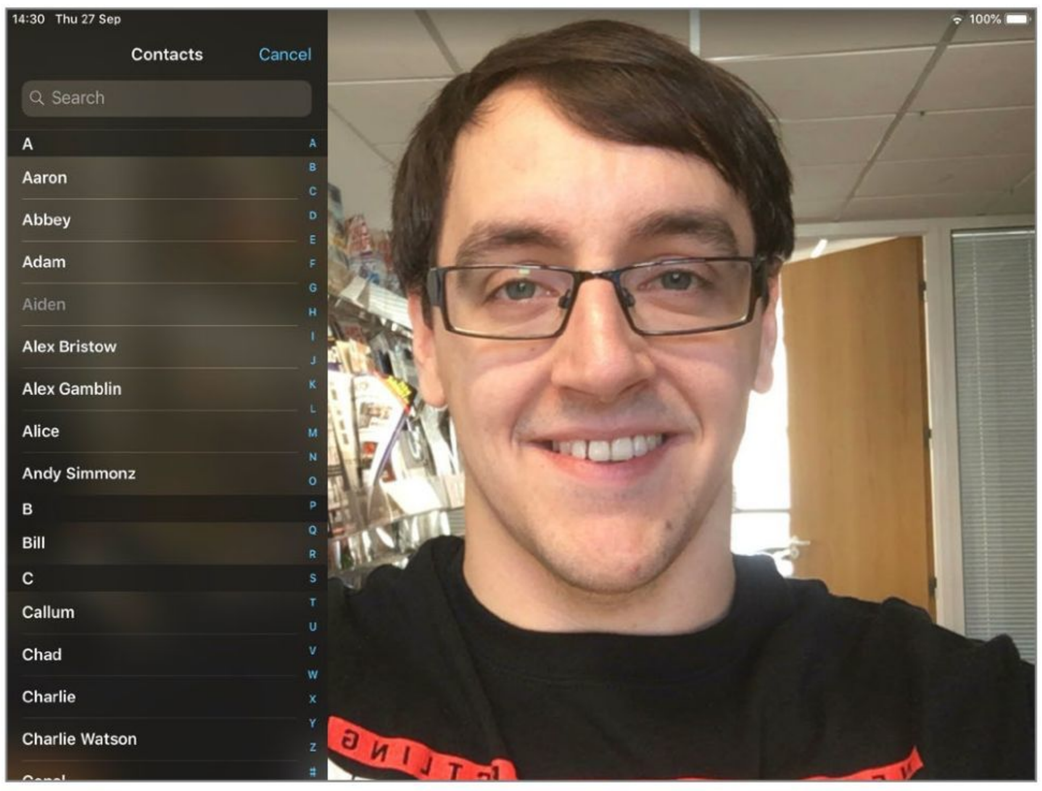


Cameras in use
When activating FaceTime for a call, the first thing you see is yourself. When FaceTime connects the call, this window shrinks to a postage size so you can still see yourself and this main window fills with the video from the contact

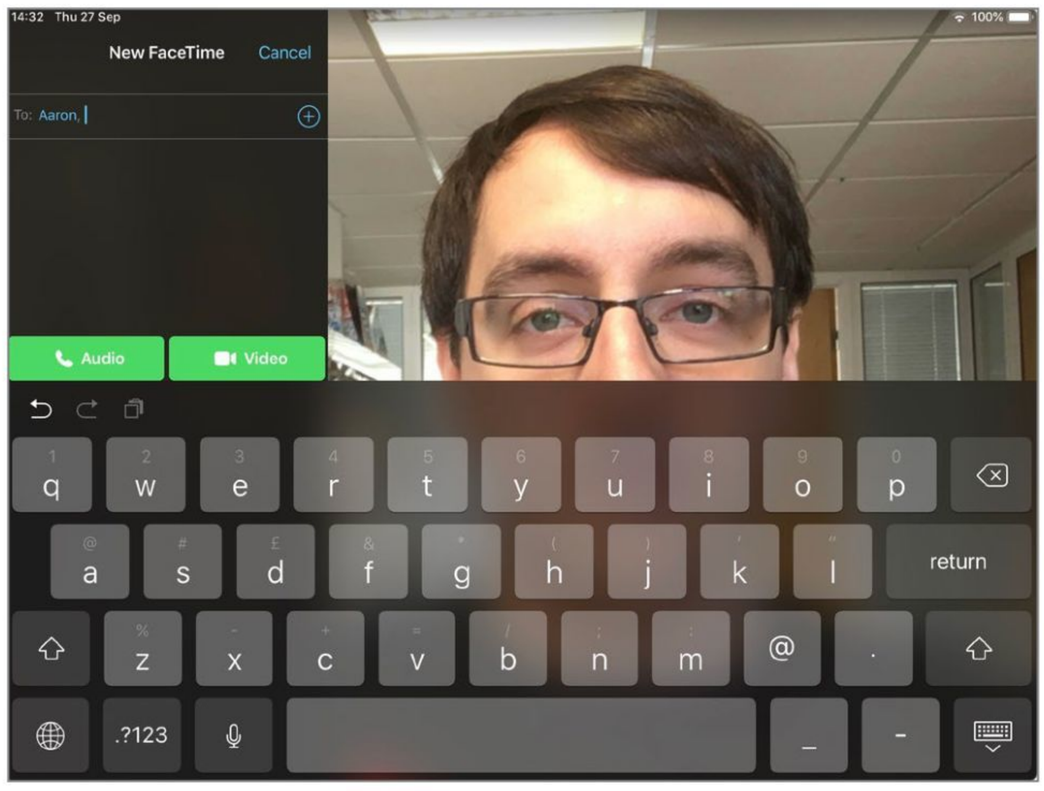
Switch camera
By tapping this icon you will switch cameras so that instead of seeing your face, the person you are calling will see what you are pointing your iPad at. Good for showing off items

Mute calls
The mic icon will mute the sound from your end of the call. This is useful if you need to talk to people off camera. Simply click on the same icon again to restore the sound as normal

End call
Once your call is finished with, tap on the middle red button to hang up. During your call the buttons will fade so tap the screen to wake them up



03 If you can't find the contact using the search bar, tap on the second '+' icon and all of the entries from the Contacts app will be displayed. Scroll up and down using your finger or tap on a letter from the alphabet towards the right of the menu.



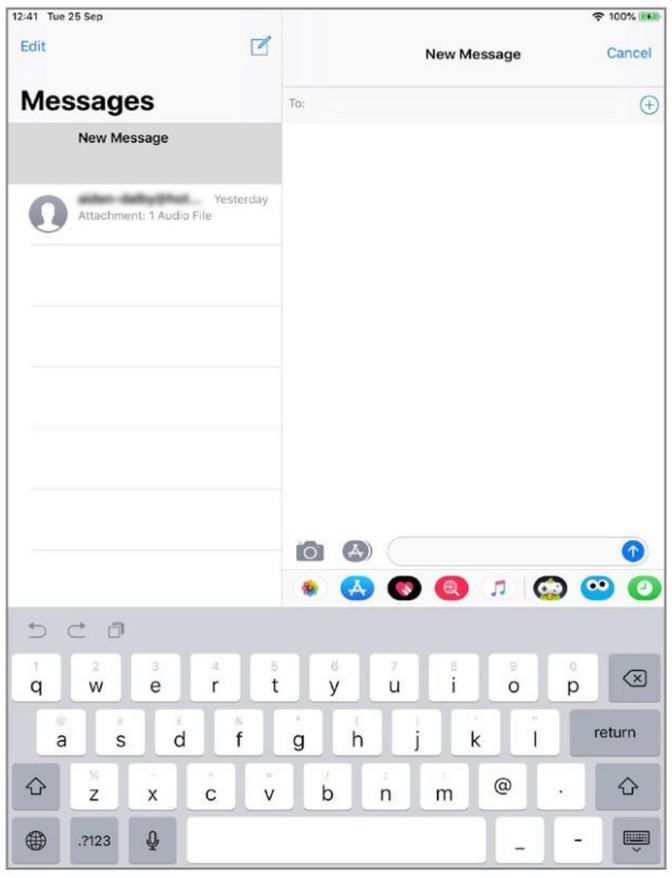
04 Tap on the person you would like to call. If they have a FaceTime account then their name will appear blue. You can add up to 32 people to a FaceTime call for a group chat. Tap on either the Audio or Video button to make a FaceTime call.

Use Messages to keep in contact

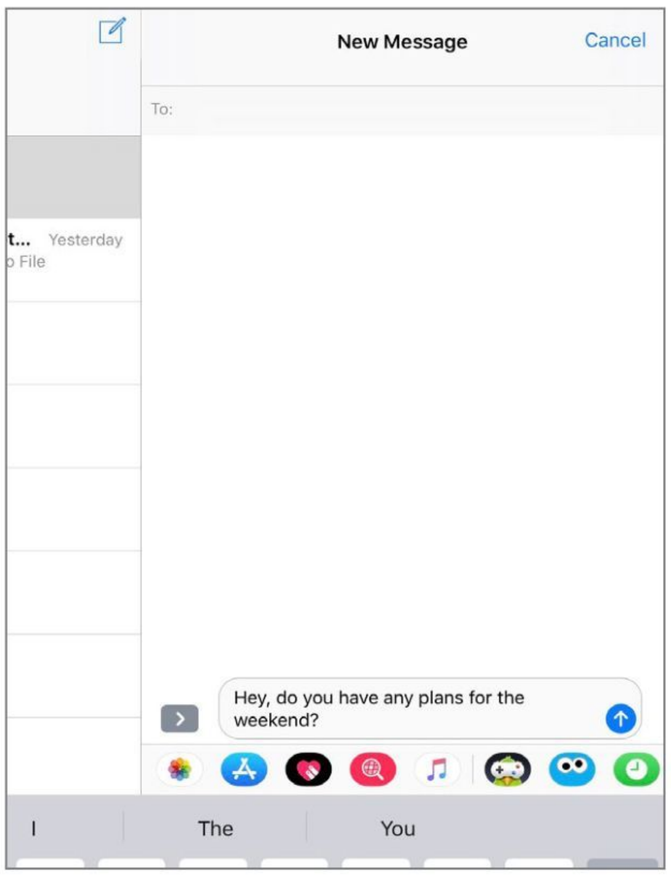
Get to grips with Apple's built-in messaging service and send unlimited text messages to your friends

The Messages app has had some radical enhancements in recent years. You can still send unlimited text messages to anyone else with an iPhone over Wi-Fi, 3G or 4G by turning on iMessage (go to Settings>Messages and turn on iMessage), share photos, videos, locations and contacts around your social circles, and keep everyone in the loop via group messaging. But now you can use animations to add some dazzle to your messages and typing numbers, symbols or punctuation marks can be done by flicking down on certain keys. Despite all of these enhancements, the Messages app is still incredibly easy to use. For example, to draw a message you just tap the draw icon and then write your message into the designated text field. All of your text conversations are grouped together to make it easy to keep track and by going to Settings you can even get message receipts to confirm that your messages have been delivered and read. Read on to find out more.

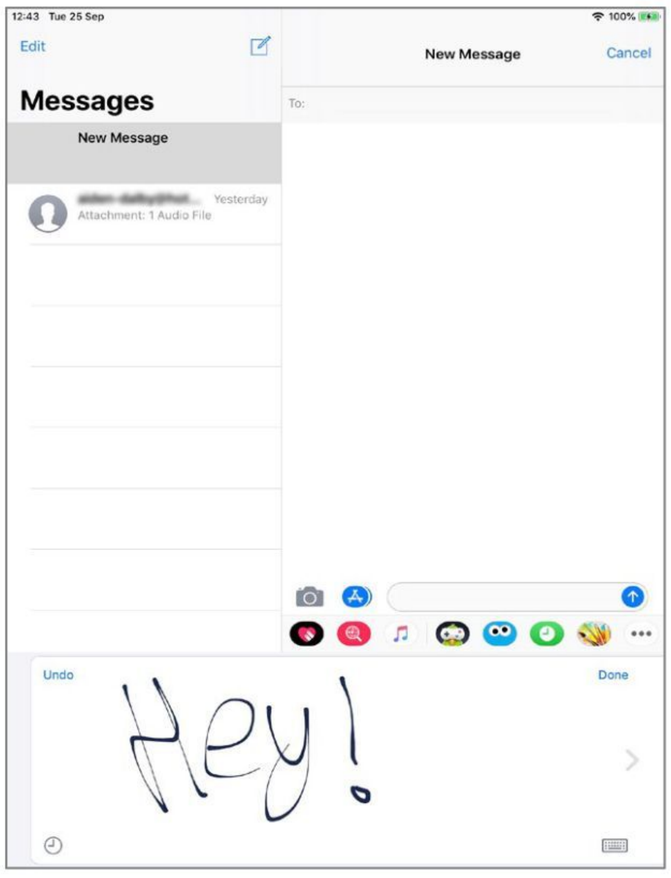
Messages How to send expressive text messages



01 To kick things off you will need to tap the New Message icon (a piece of paper and a pen), and you will then be prompted to enter the Apple ID or the mobile number of the person you wish to send a message to.



02 Tap on the text field and type your message into the window. There are no text restraints. When you have finished writing what you wish to say in your message, tap the blue 'up' arrow and your message will be delivered.

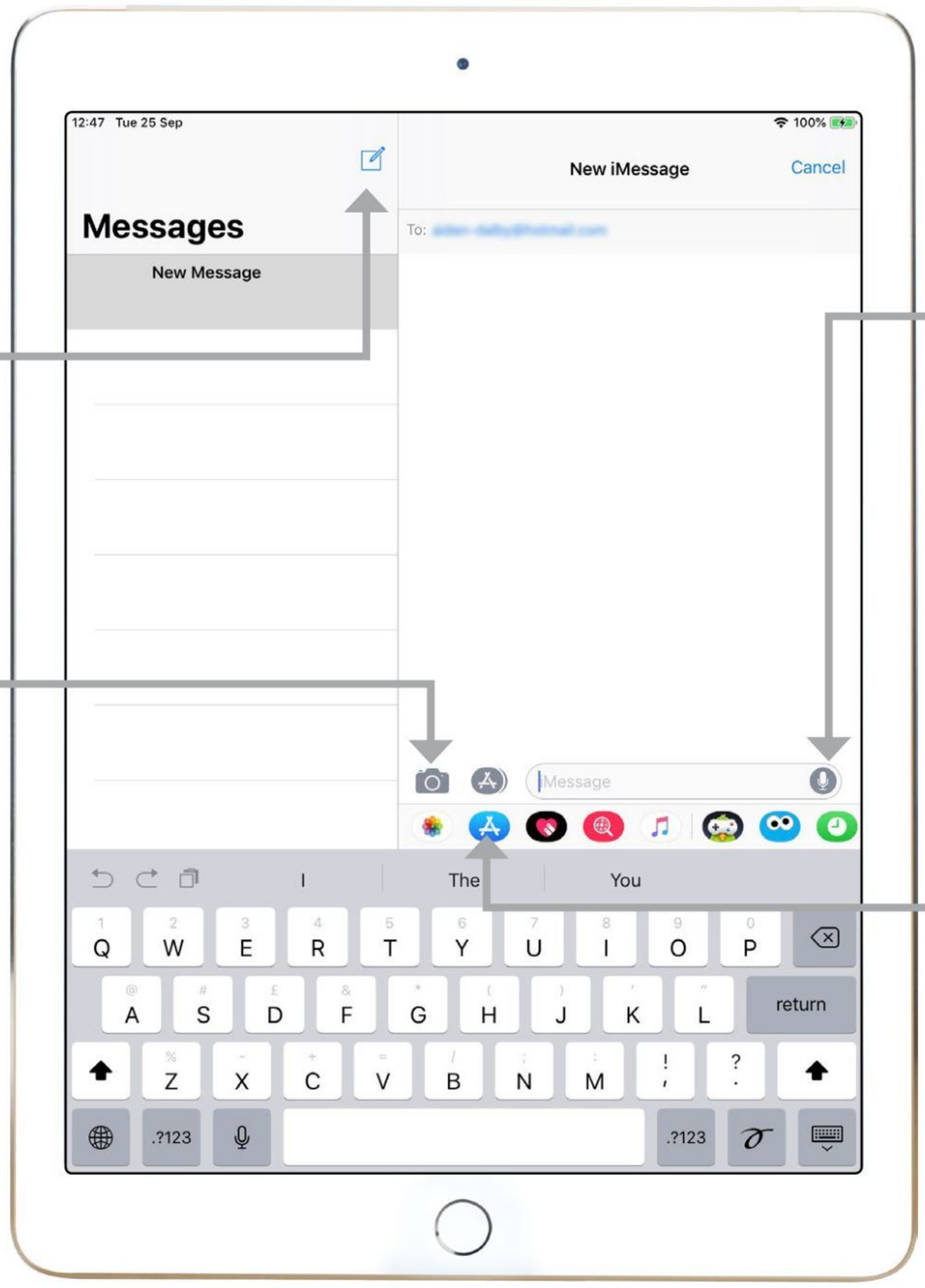


03 If you wish to handwrite your message then tap on the calligraphy icon in the lower-right corner of the keyboard and then write with your finger in the space provided. Tap the clock icon for a pre-written message.

Use Messages to keep in contact

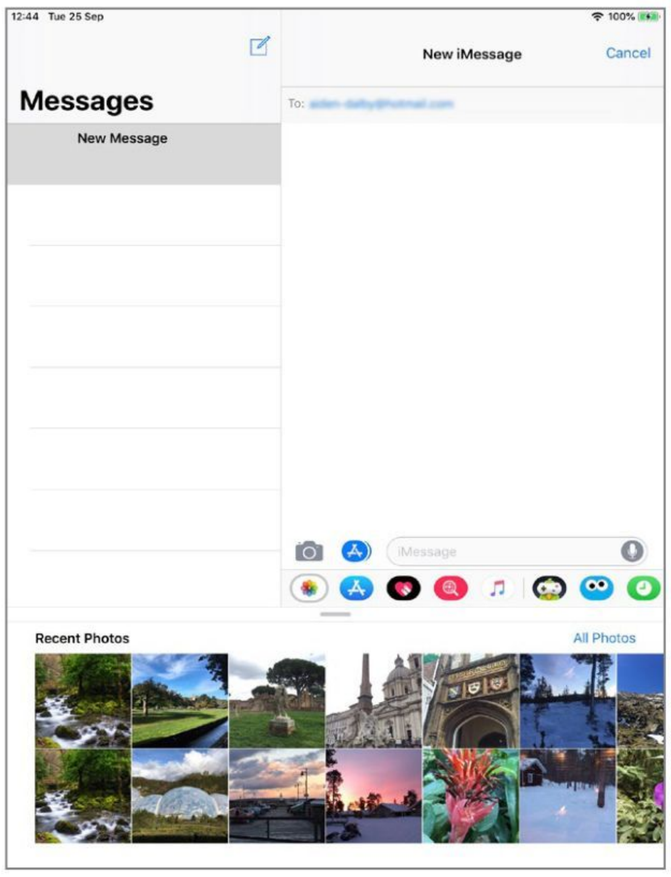
Compose message
Tap on this icon to start composing a new message. Add in the recipient, type your text and then add any attachments you like

Adding photos
Images and videos can be added and attached to your messages. Just type your message, and then tap the camera icon to select and send media

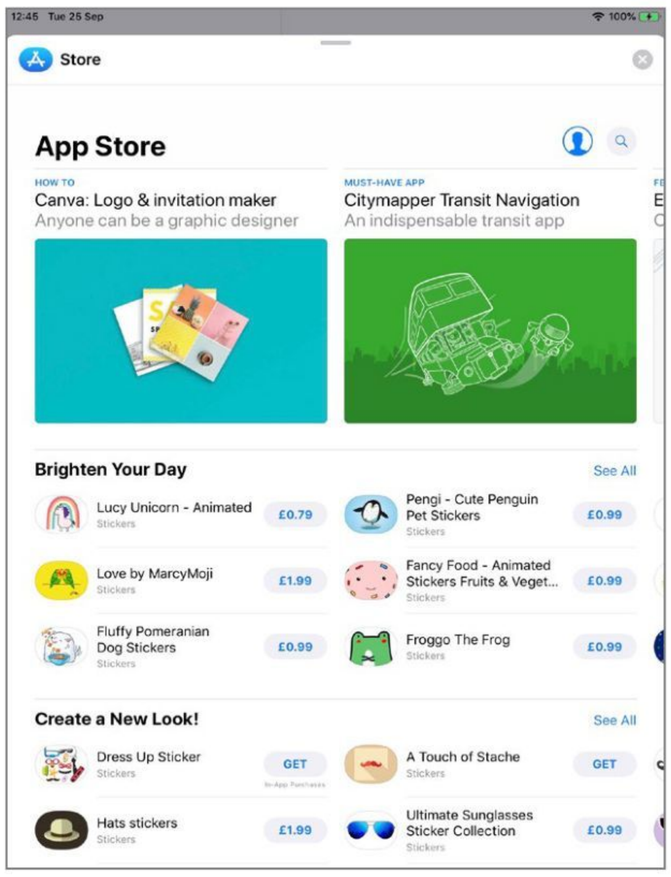


Audio messages
You can also send audio messages by pressing and holding on the mic icon, which will appear here. Hold it down to record and then release when you have finished

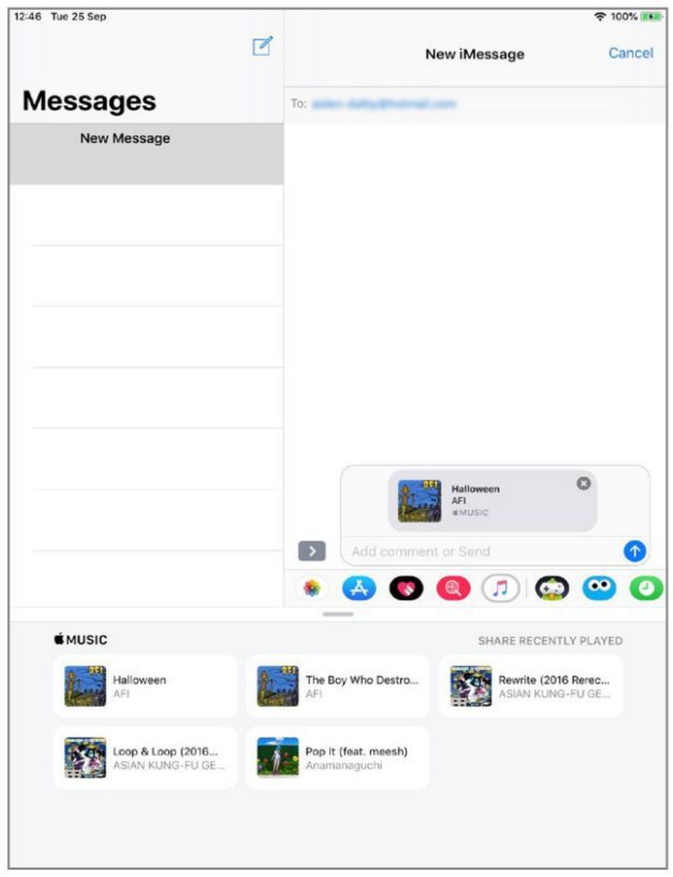
More options
Tap here to open a window featuring all of your apps and games for Messages. This will also open a link to the App Store where you can get more games



04 To send pictures, tap on the Photos app icon and you will be able to select one from your image library. You can also click on the Camera app icon to take a new picture without leaving the Messages app.



05 You can download apps and play games through Messages. Tap on the App Store icon and the keyboard will change to an app drawer. To download an app tap on Get or the price and after it has downloaded it will be added.



06 You can also share links to songs through the Messages app. Just tap on the Apple Music icon on the bottom and your recently played tracks will appear. You are limited to sending one song at a time however.

Send audio messages

Spice up the messages you send by sending your contacts audio clips rather than static text messages

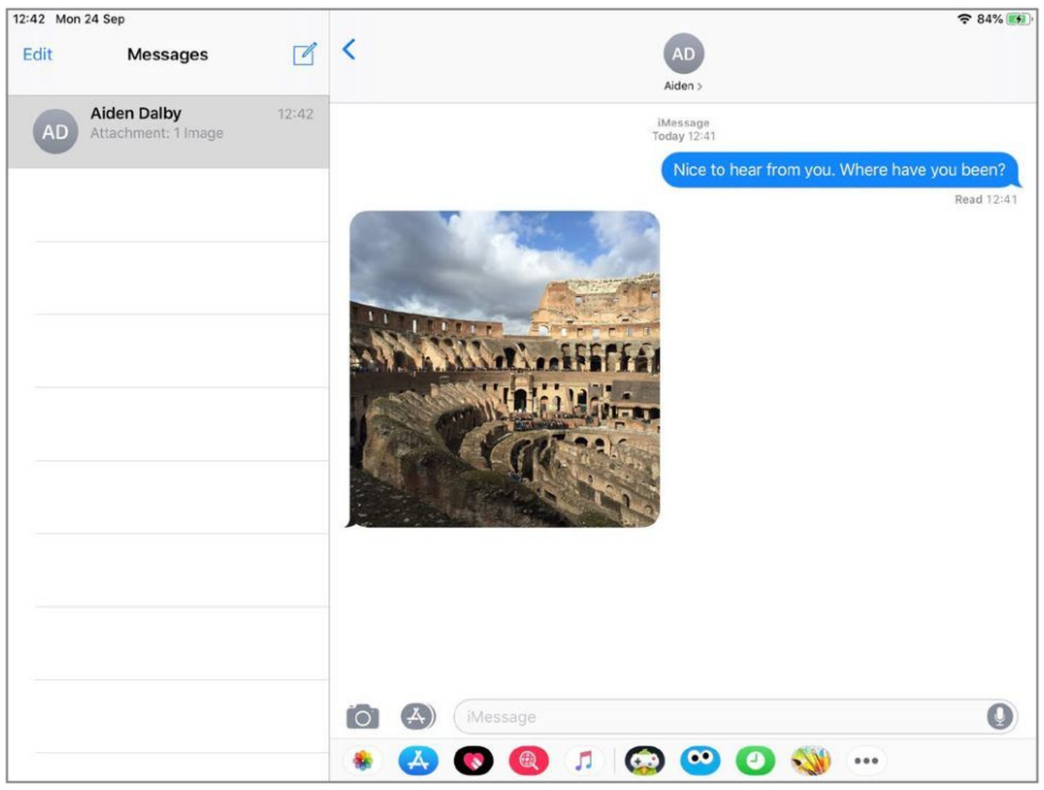
With its yearly updates to iOS, Apple has done a brilliant job with adding some new features to its oldest apps. For example, gone are the days where messages are simply visual. You can wave goodbye to boring texts and static images; the age of the quick and easy audio message is here. You never have to worry about leaving awkward voice mails or relying on your contacts to pick up when you're calling them from a concert. They can simply pick the message up at any time that suits them and not miss out.

It's a really simple process that we take you through here. You start off by recording your message from within Messages, so there's no need to leave the app to record your message and awkwardly attach it. All you have to do is hit the button and away you go.

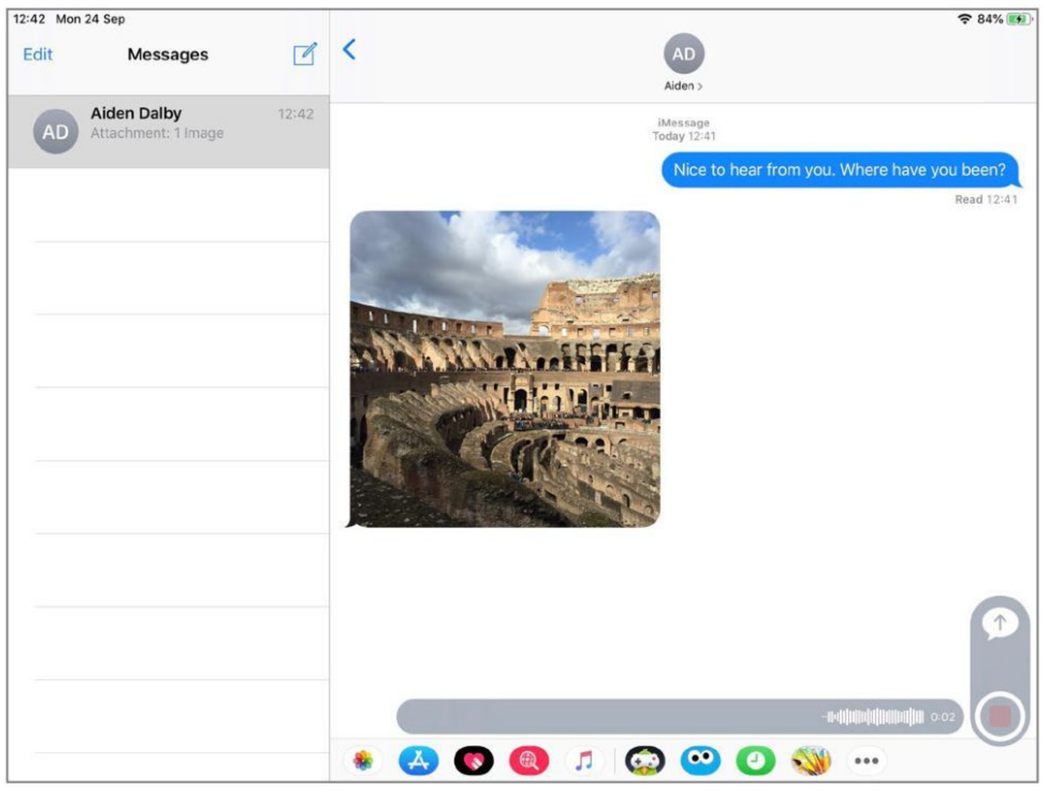
What's more, your recipient can save the audio file once they have it so they can keep it on their device. If you're receiving the clips, you don't need to worry about them taking up space as you can choose whether or not you save the message.

"There's no need to leave the app to record your message and attach it"

Messages Send your friends audio clips

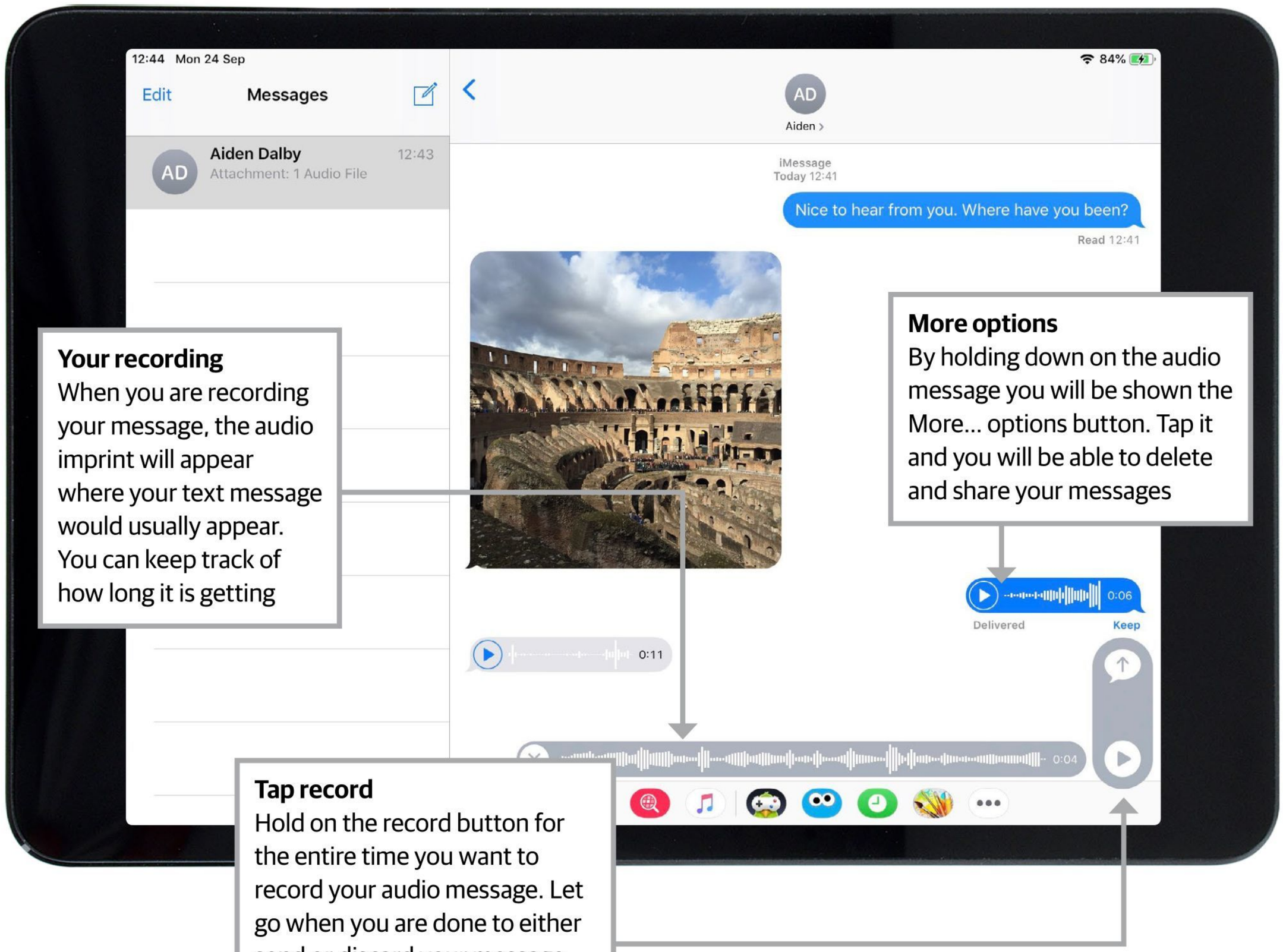


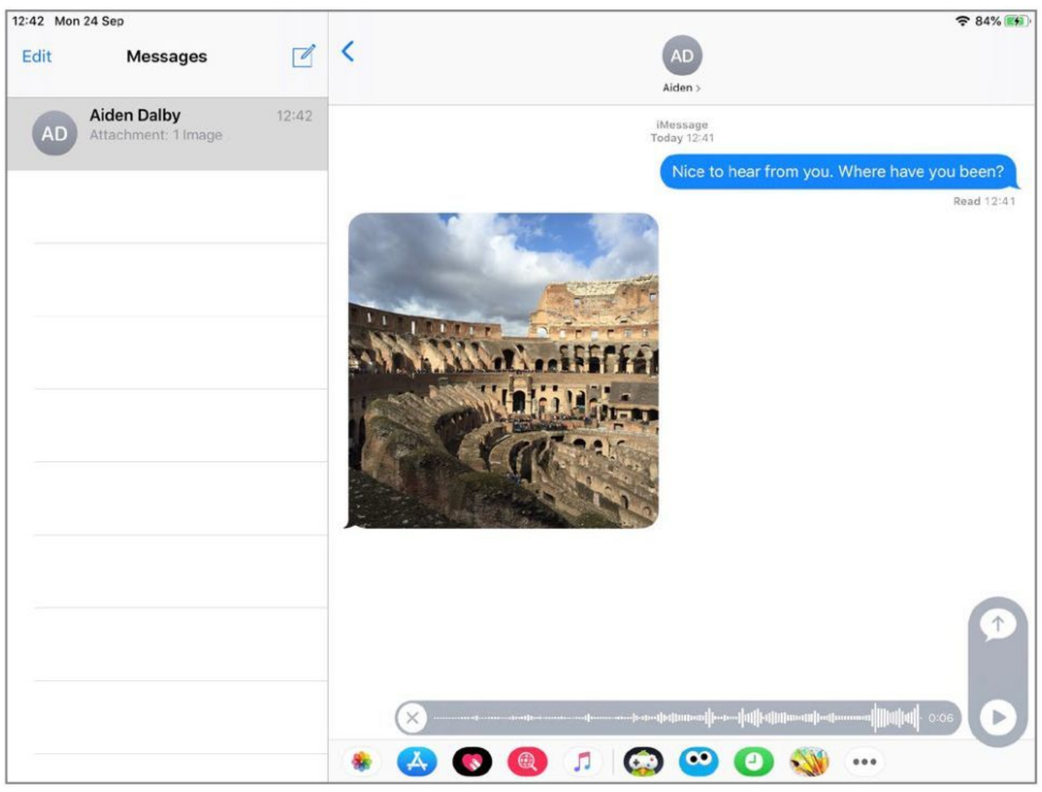
01 Head into the iMessage app and then open up a pre-existing text stream with a contact or create a new message by tapping the icon found in the top left-hand corner. This is where you will create your audio message.



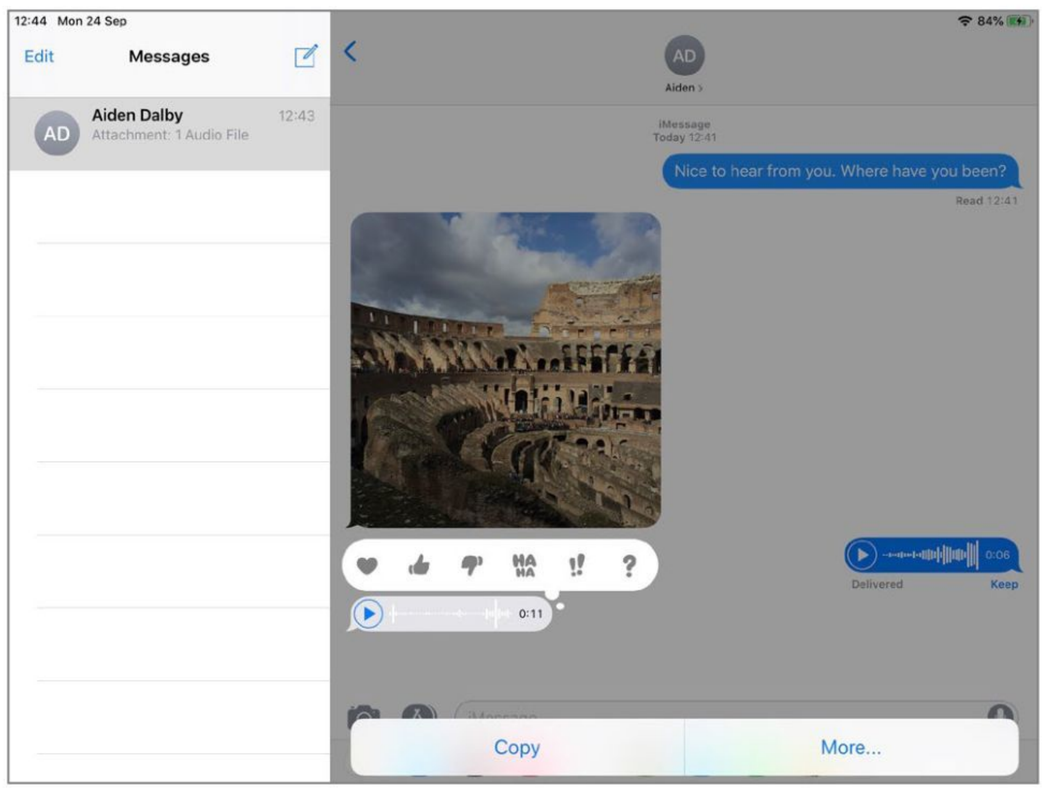
02 In order to record your message, look down at the bottom-right of the screen. To the right of the text input box you will see a circular icon with a microphone icon inside it. To record, hold down on the icon and speak your message.

Send audio messages





03 Hold the icon until you are finished with your message. When you are done, tap on the up arrow in order to send your message to your contact. When they have listened to it, you will be notified. If they save the message, it will tell you that as well.



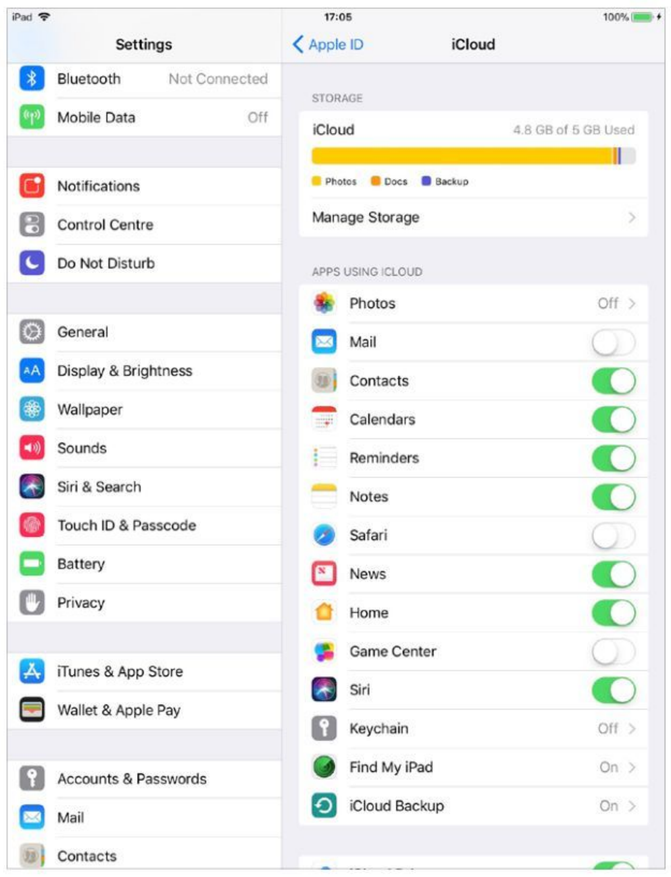
04 If somebody sends you a message that you would like to save, when the audio message appears, simply tap on the message and the options shall appear. Tap on Save Message and it will now be saved to your iPad.

Use the Notes app

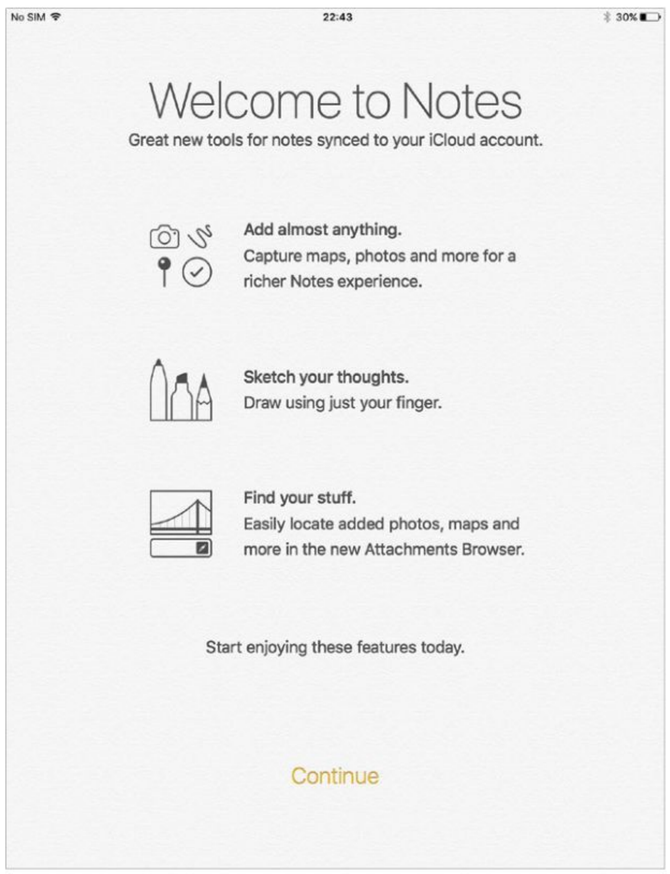
Make your notes much more interesting and useful by using the advanced features in the Notes app

The Notes app has long been a source of frustration for Apple users. While it is a functional tool, it has traditionally been a basic, bare bones app, until iOS 9, which gave users a raft of extra functions such as formatting options and writing tools. You can add photos and other memory aids, transforming your notes from bland documents to vibrant, interesting lists. Although many people will just want to use it to write down an address or a booking reference number, there are plenty of times where a range of options will prove useful to people using the Notes app. The addition of a photograph can be a much better way to jog your memory and stops the need to send photographs separately. Plus doodling away on your phone is a lot more entertaining, too. With iOS 11, Apple added more tools for creating extensive notes. This tutorial will take you through the steps of changing the fonts and formatting of your notes as well as instructing you on how to add in extra attachments, such as photos and tables.

Notes Format your notes



01 When you first load up the Notes app, you will automatically be prompted to turn on 'iCloud for Notes'. You can also do this by simply opening Settings and then 'iCloud' and pressing the slider that says 'Notes'.

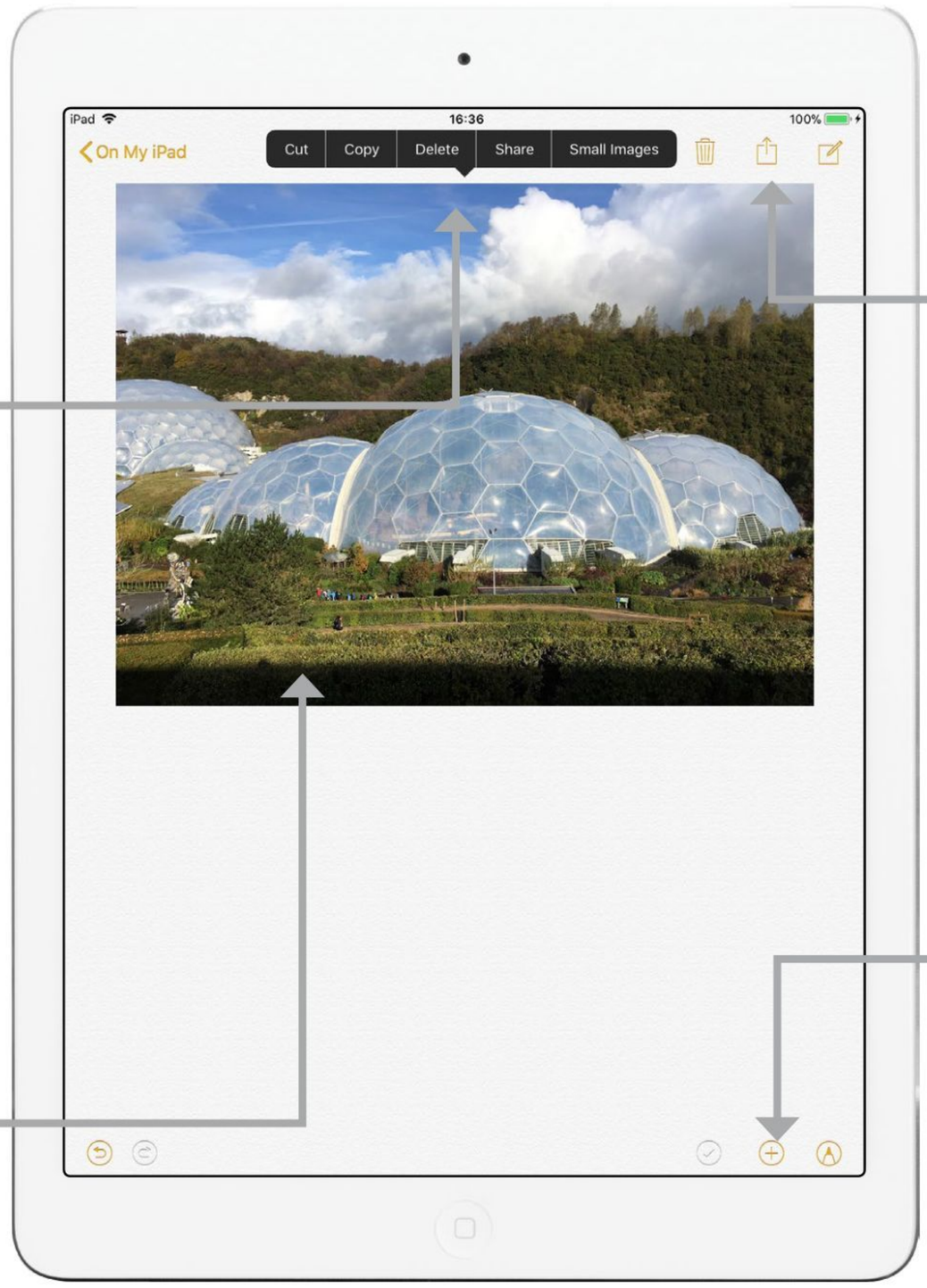


02 Return to the app. You will see the 'Welcome to Notes' screen, tap continue and there are some preset folders on the left and a blank screen on the right. Tap the top right-hand corner of the screen to start a new note.

03 Tap the 'Aa' icon, which is located just above the keyboard on the left hand side. This will bring up the list of various formatting options. Tap your chosen one, type your note and then press 'return' to drop a line.

Use the Notes app

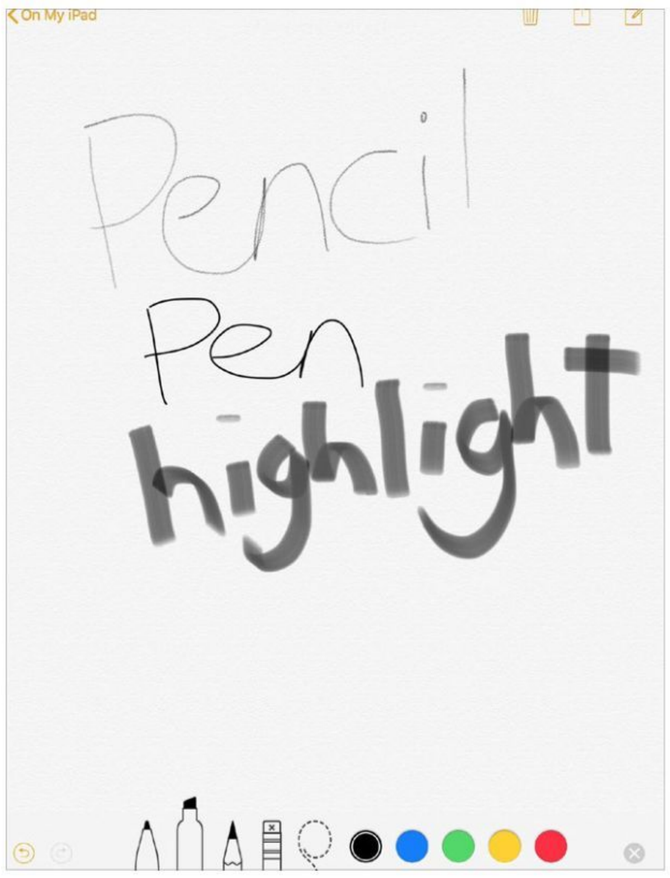
Highlight image
Tap and hold the image. This gives you the option to cut it from the note, copy it, delete it or share it with a contact



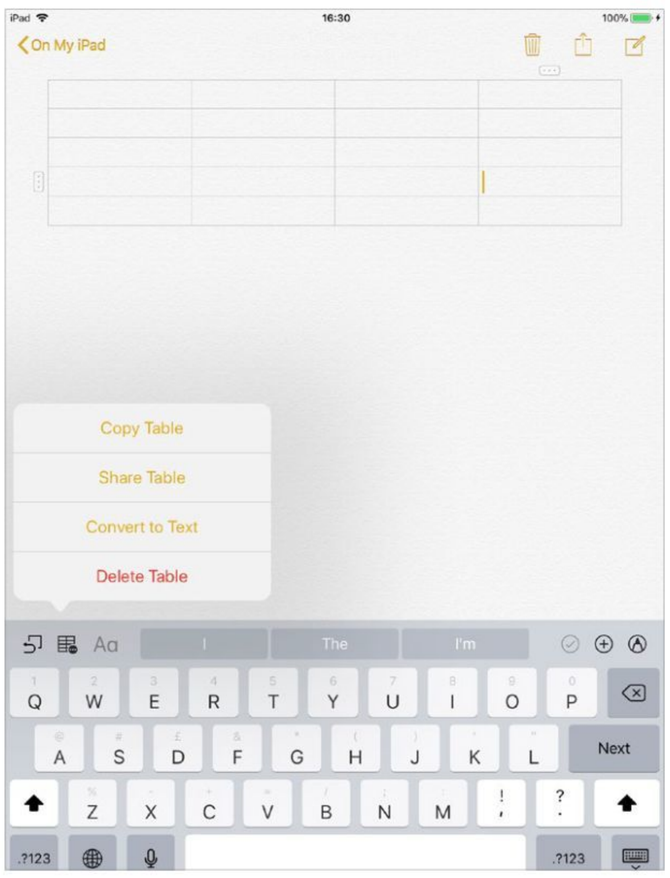
Share the note
In the top right-hand corner is an arrow in a box. Hit this to share your note with selected contacts via messaging, social media or AirDrop

Size options
One slight problem with the addition of images is that there is no control over what size they are, so you can't shrink them down

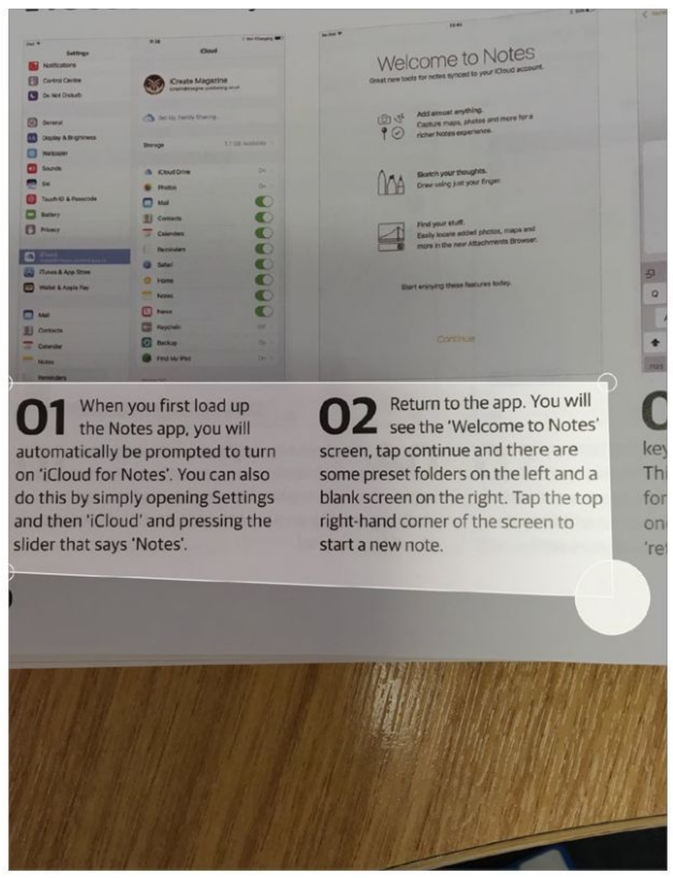
Add to notes
You should see a plus icon on the bottom right of the screen. Tap this to add a photo to the note or you can scan a document



04 Tap the pen on the far right of the screen. This will display all the handwriting options available, such as pens, pencils and a variety of different colours. Doodle away and when you're finished, simply hit the 'X' icon.



05 To the left of the keyboard is an icon for creating and editing tables. Tapping on this once will make a 2x2 table which can then be expanded by tapping on it and then adding rows or columns.

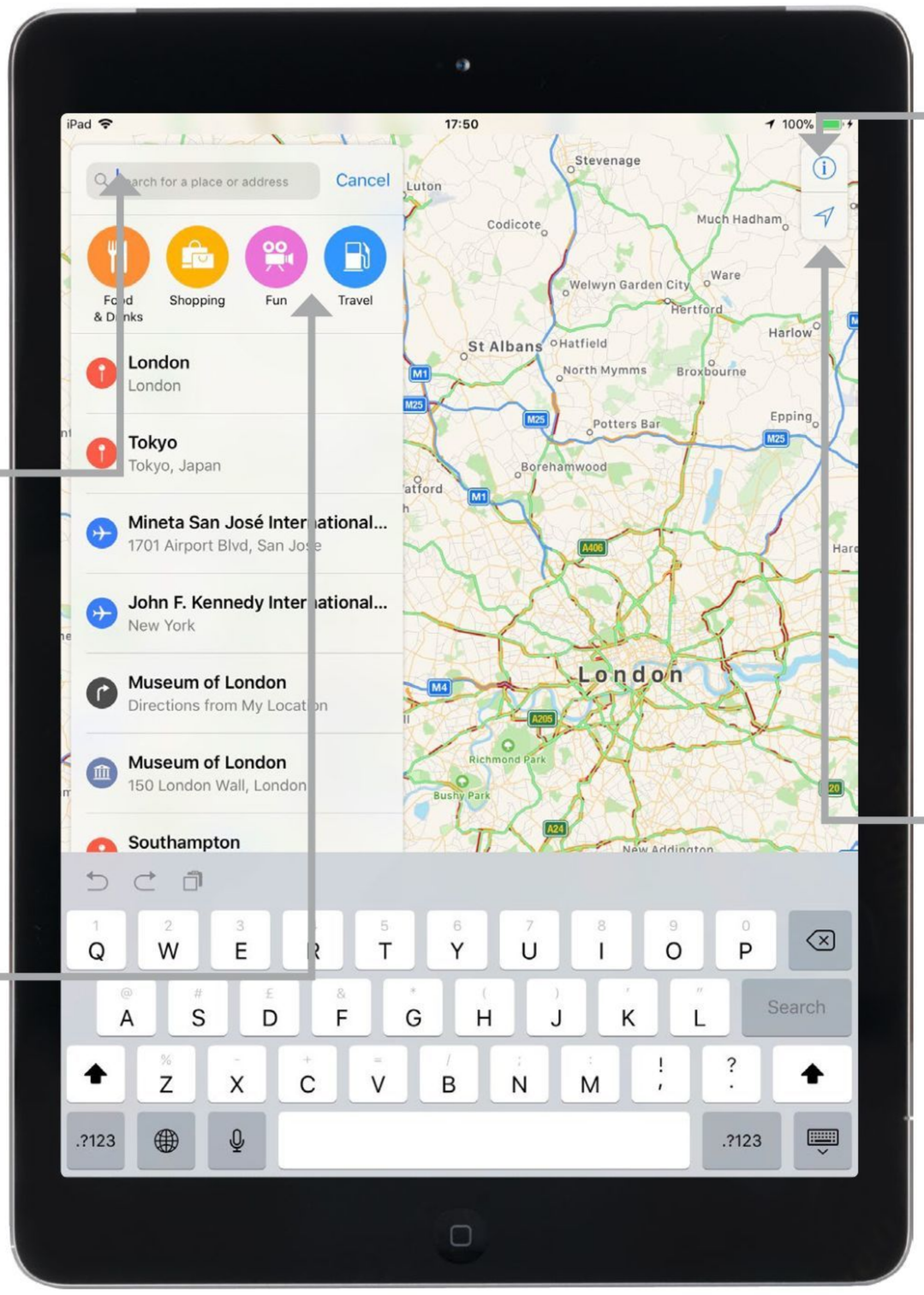


06 Notes has a new feature called Scan Documents. It's accessed by tapping the '+' icon. Scanning is the wrong term as what you do is take a picture which is then cropped by moving the circles around where you want to save.

Getting started

Get directions
Once you have chosen a location you can get directions to and from it by car, by foot or by public transport. For the latter you can download specific apps through Maps to assist you

See what's nearby
Tap the search field while at a location to see a range of quick categories to help you find places of interest around you



Other options
Tap this icon to change the map view from standard to satellite and also toggle the 'Show Traffic' option to highlight possible areas of congestion

Your location
By tapping this icon you will instantly be transported to your current location. You can then check routes to places from this point

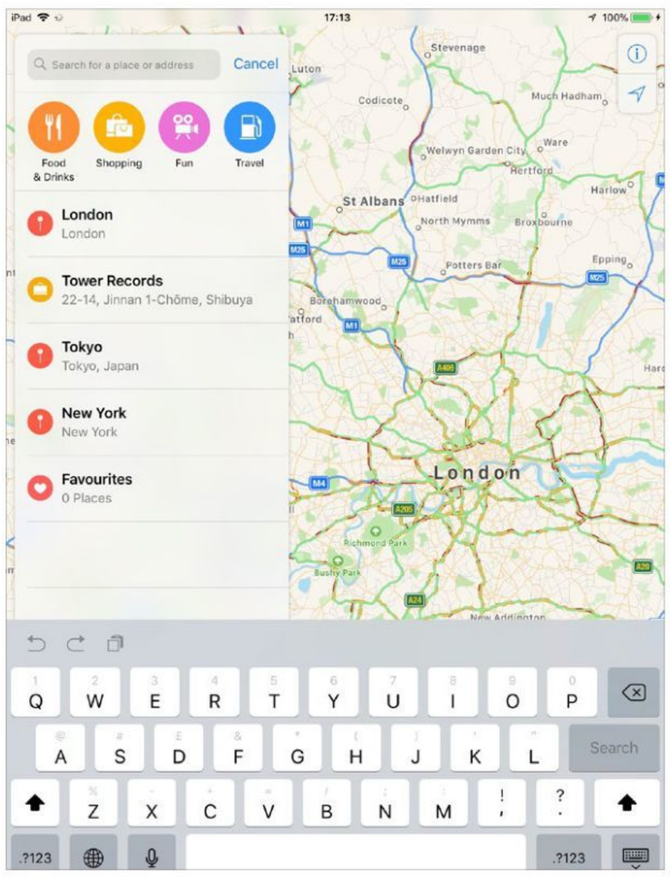
Navigate in Maps

Never get lost again using the Maps app's amazing turn-by-turn navigation, plus many more handy features

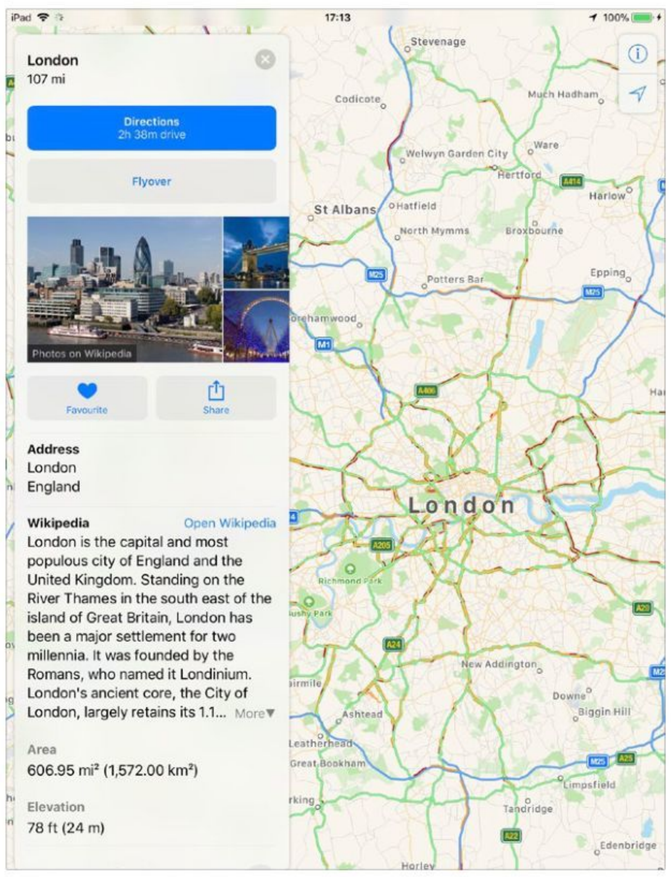
You will be hard-pushed to find a better navigational companion than Maps. This app has everything you need and it's your 'go-to' for discovering how to get there from the comfort of your own home. What's more, thanks to enhancements introduced back in iOS 9, the 'Transit' view helps you make use of public transport to see all possible train, bus and metro links to and from your chosen destination. If such information isn't currently available in your destination, the Maps app will suggest a range of third-party apps that you can download to help relay the information that you crave.

Another worthwhile feature is the enhanced search function, which lets you search for places and activities nearby. So if you're hungry you can check out the best restaurants, or if you fancy some entertainment then it will highlight all of the places of interest near to your current location. All this plus the regular turn-by-turn navigation and 3D flyover features that have steadily made the app so essential.

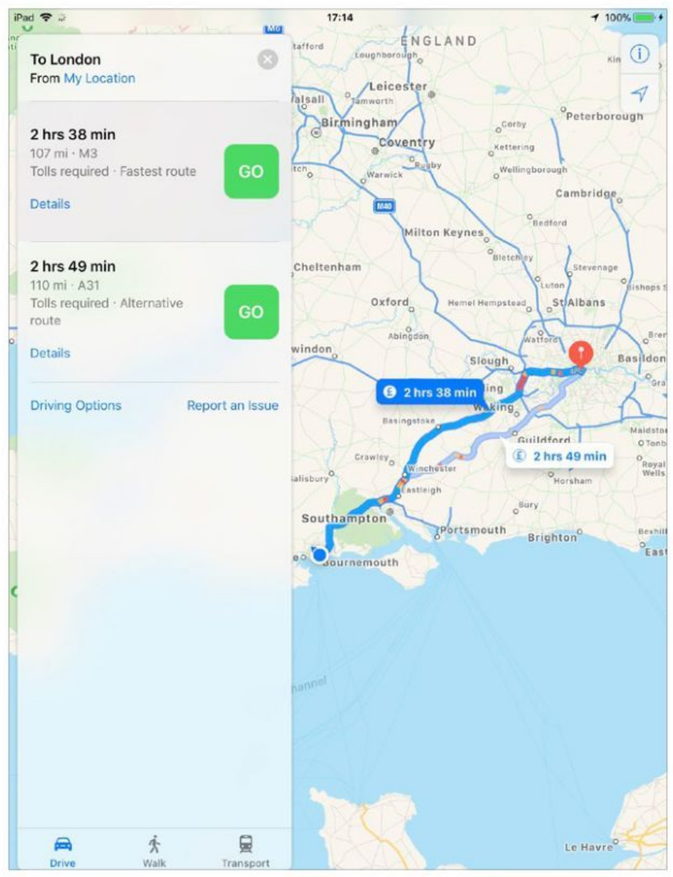
Maps Find your way around



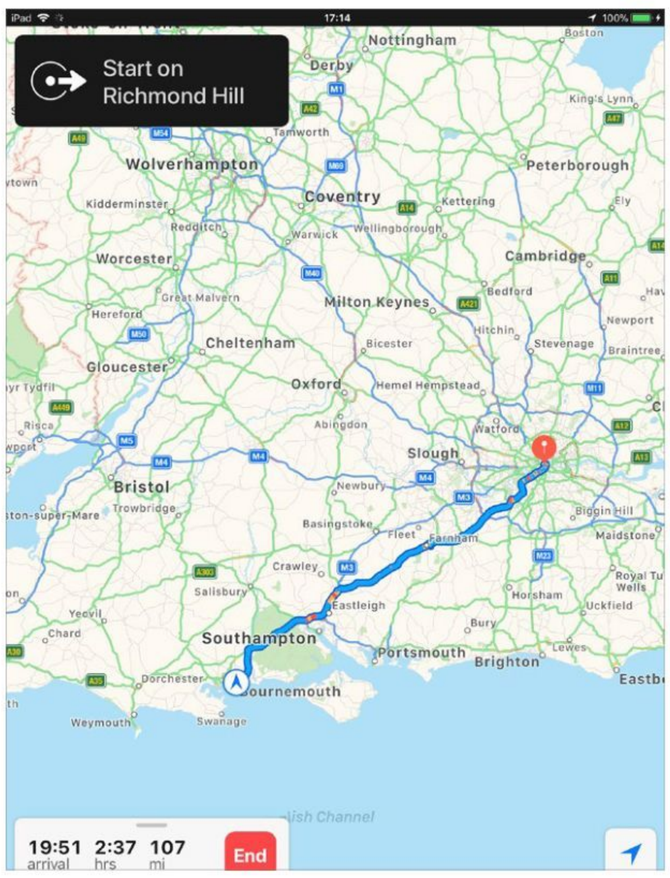
01 In the top search bar, begin typing in the location that you want to navigate to. You can start with a place name or a postcode, and Maps will automatically start listing suggestions in a drop down menu.



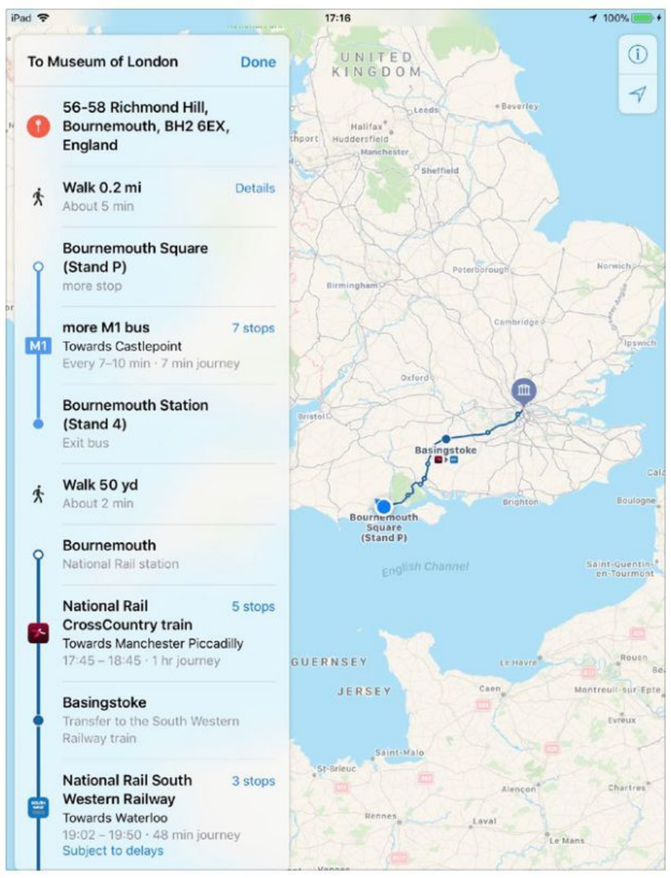
02 Once you have selected your intended destination, Maps will begin to home in on that location. You will be able to see a Wikipedia description of the location. If you want to travel there, tap on the blue button saying Directions.



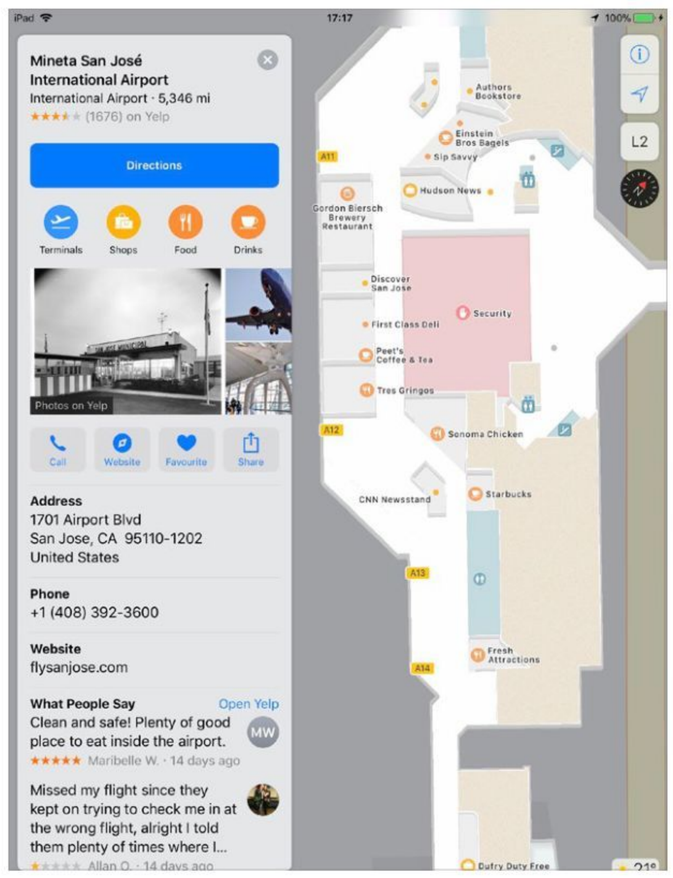
03 Maps will show multiple routes, with an estimated travel time for each one plus any extra info which can be seen by tapping on Details. Under Driving Options you can select to avoid routes using Tolls and Motorways.



04 To see a list of turn-by-turn directions, tap the small 'Start' icon at the bottom of the screen. Maps will then load and display a breakdown of your whole journey into easy to follow step-by-step chunks.



05 If you want to take public transport, Maps can tell you how to get their using it. Search for the location, tap on directions and then Transport at the bottom of the screen. It will give you a couple of options which can be seen in detail.



06 A new feature introduced in iOS 11 is indoor maps. Only a select number of airports and shopping centres have their floor plans currently available on Maps but Apple hope to have more rolled out over time.

Use turn-by-turn navigation

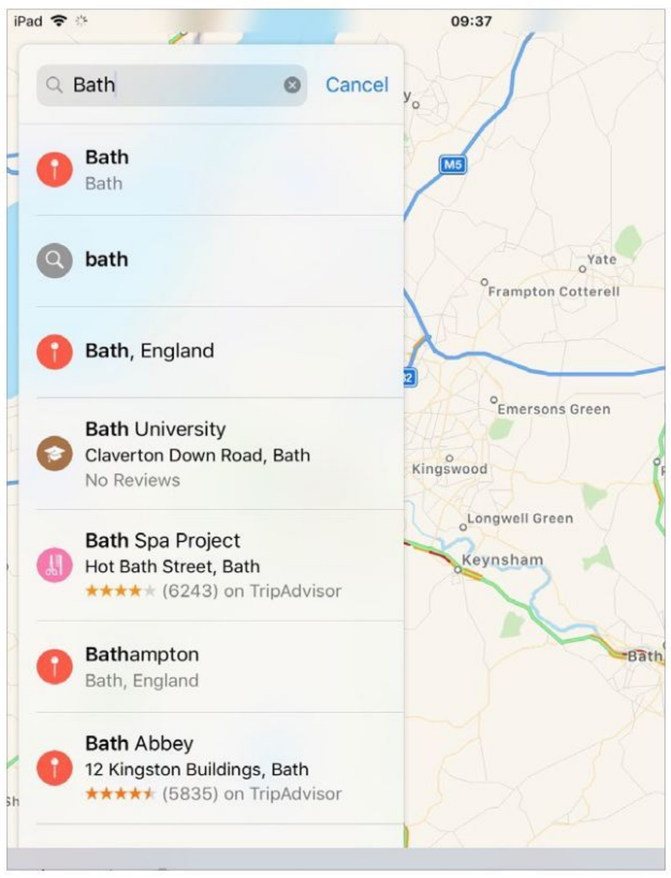
Apple's Maps is a great way to get from A to B, without having to take your eyes off the road

Maps are vital when it comes to finding your way around a strange town. But it's harder when you're finding your way around in a car. Unless you have a navigator next to you, reading a map can be a very dangerous activity.

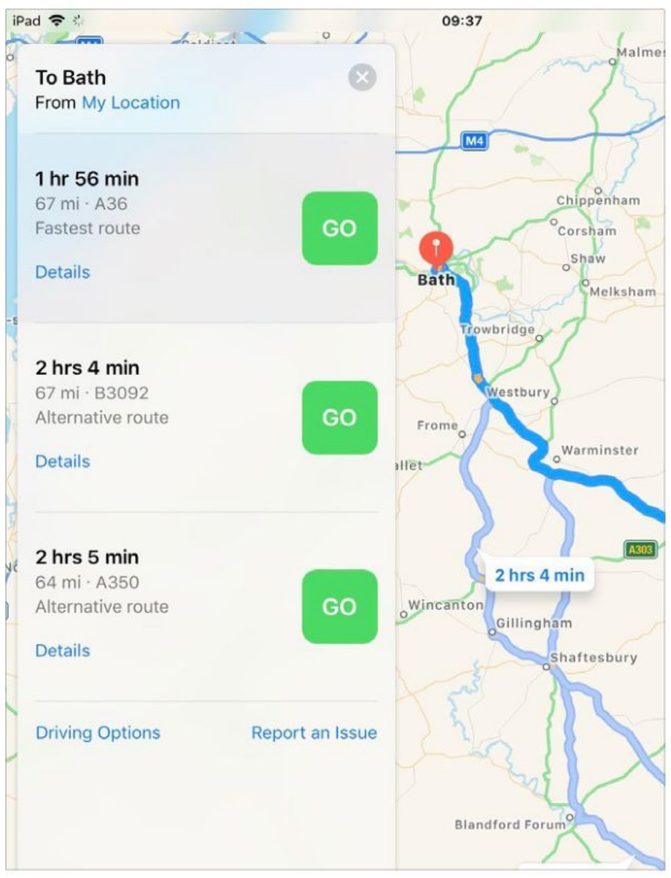
This fact makes Apple's Maps app, which offers spoken turn-by-turn navigation, a huge boon. Set a departure point before you travel – Maps can even work out your current location – and a destination, and Maps will work out the most efficient way of getting you there. The app plots your progress to provide spoken and visual instructions as you go along the route. Your route will continue to be tracked even if you open another app, and it still works on the iPad's lock screen.

Over the years, Maps has received numerous updates. You can search for petrol stations on your route and restaurants near the destination. With this guide, you'll learn how to use Map's features to make your journey a smoother one.

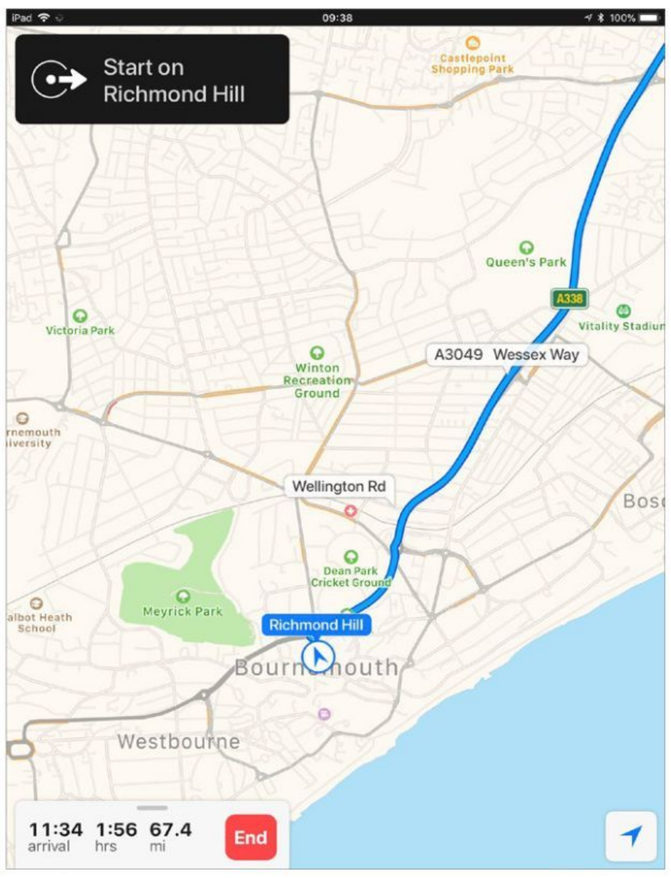
Maps Planning the best route



01 Open up the Maps app and tap the 'Search for a place' bar at the top-left of the screen. Then type the name of your destination and Maps will offer a number of suggestions including popular buildings in the area.



02 After you have chosen your destination, select your mode of transport – you can choose from car, walking or public transport. Next, choose a route. Each shows their travel time but Maps will suggest the fastest one.

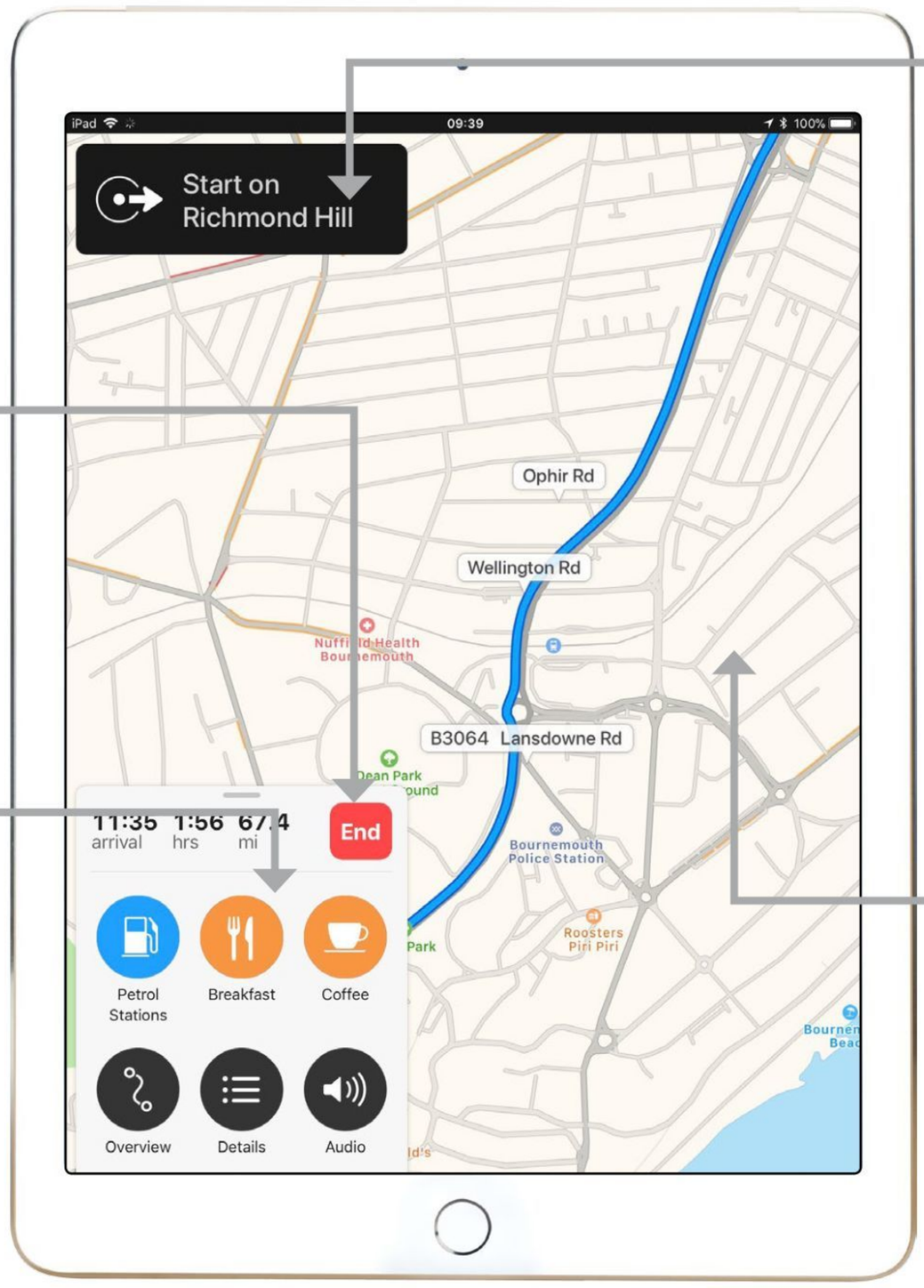


03 Tap the 'Go' button at the top-right of the interface and Maps will display navigation instructions on screen. The app will also speak them to you as you travel on your route, much like a normal sat nav.

Use turn-by-turn navigation

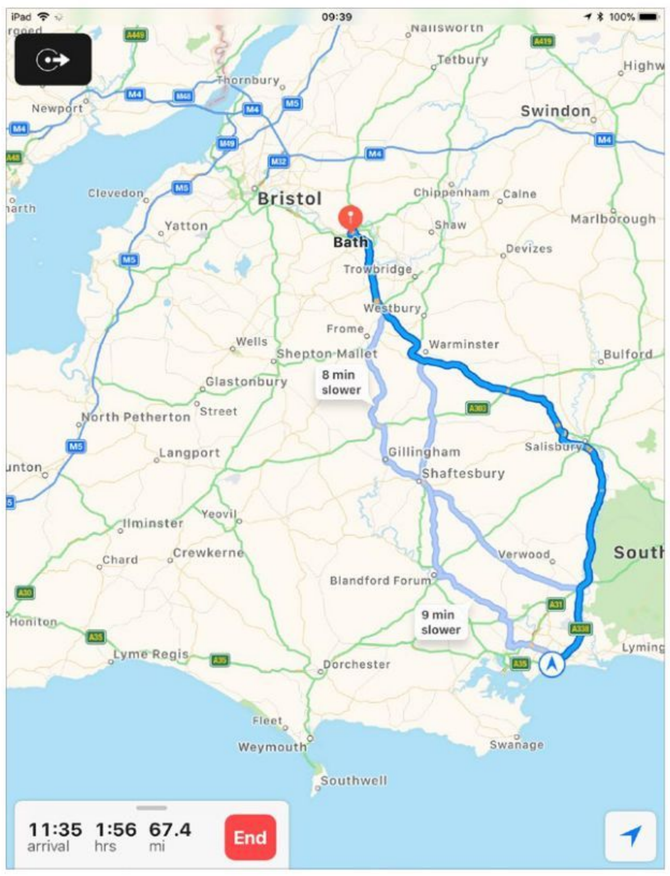
No mapping needed
Had enough of the route? Just tap here to end turn-by-turn navigation and return to the standard Maps view

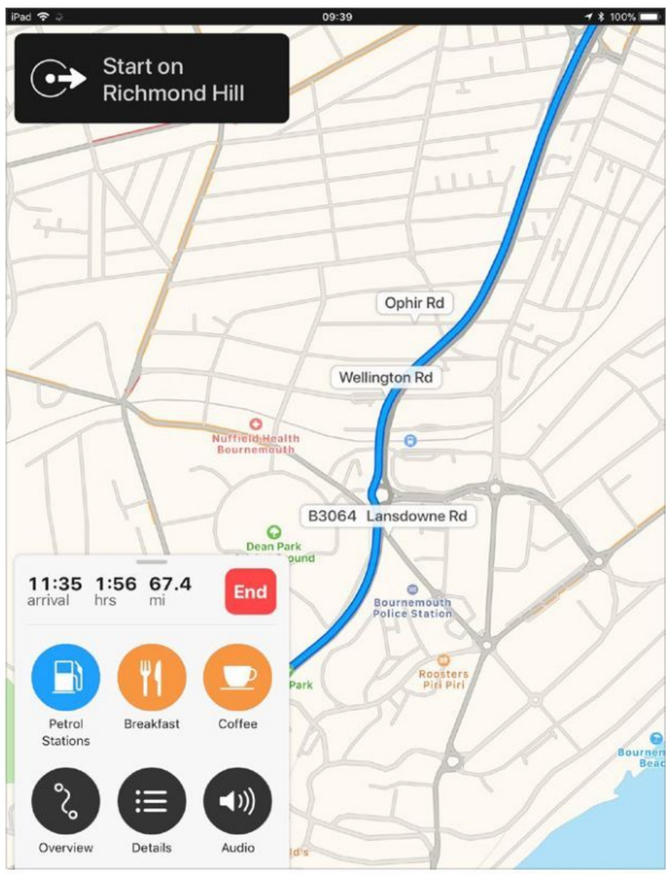
Instructions
Directions to your destination appear in the same design as road signs: clear and obvious, it's very easy to follow these instructions

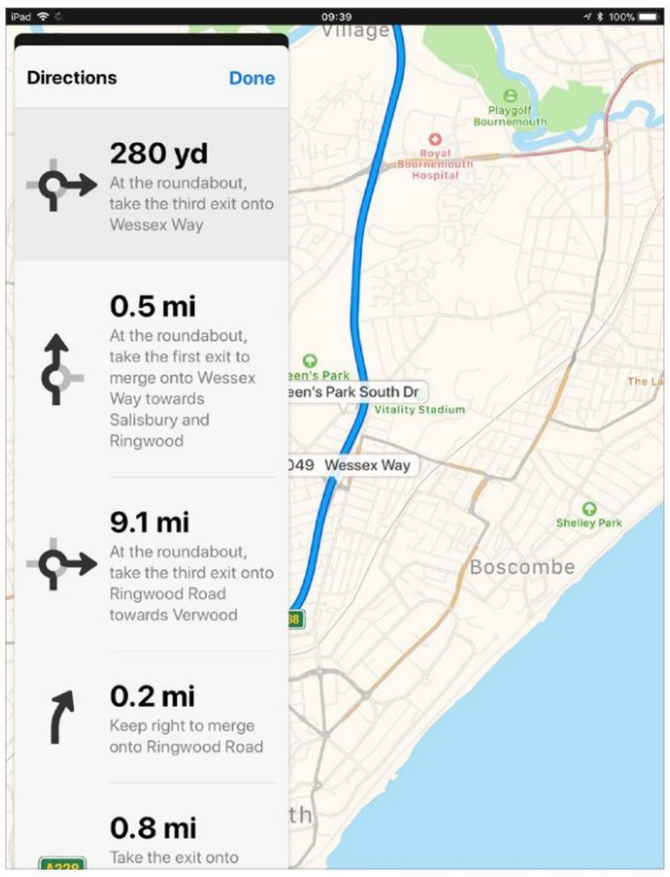


Nearby places
Search for places to get food or petrol using this menu. Maps will tell you how far it is from your location and how much time it will add to your journey

Standard view only
Maps normally gives you the option of a satellite or hybrid views. But not in turn-by-turn mode, which offers a simpler standard view







04 Sometimes when you're navigating, it helps to get the bigger picture: tap the square giving directions to see the entire route on the screen, it'll give you context of where you're heading. Tap the square again to return.

05 At the bottom-left is a box displaying the time and distance left of the journey. Slide this up and you can search for places to get food or petrol stations along the way. You can also access the audio options through here.

06 At any point you can pull up the menu at the bottom of the screen and tap 'Details.' This will then display in a large box, a text description of your route which lists each stage of your journey and the distance.

Use voice control on your iPad

Your iPad comes with all the benefits that Siri has to offer, and it's time to discover just how useful it can be

Apple's decision to bring Siri to the iPad was initially greeted with scepticism by those who could not see a use for such a feature on a tablet. However, the advantages do become clear the moment you start to use it. Over time, though, Siri has been improved beyond recognition and you can now ask Siri for help with a multitude of tasks, from the everyday to the more obscure.

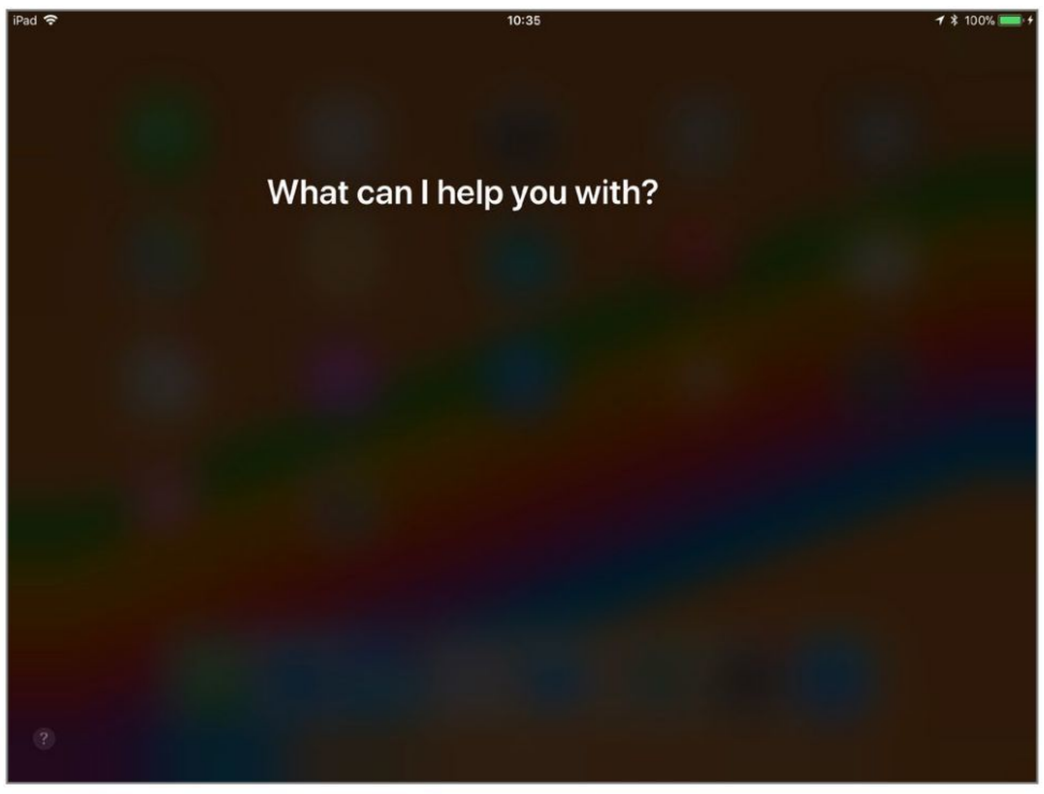
From checking local film times to finding a local establishment, it is all there, and the process to use these features is simple. Siri even has a sense of humour, as you will find out if you ask Siri what it looks like, or ask for the meaning of life.

It seems as though Apple listened to the main criticisms of the earlier iOS versions too because Siri now has a dedicated page with much more space to display your various results, all of which you can tap on to display more.

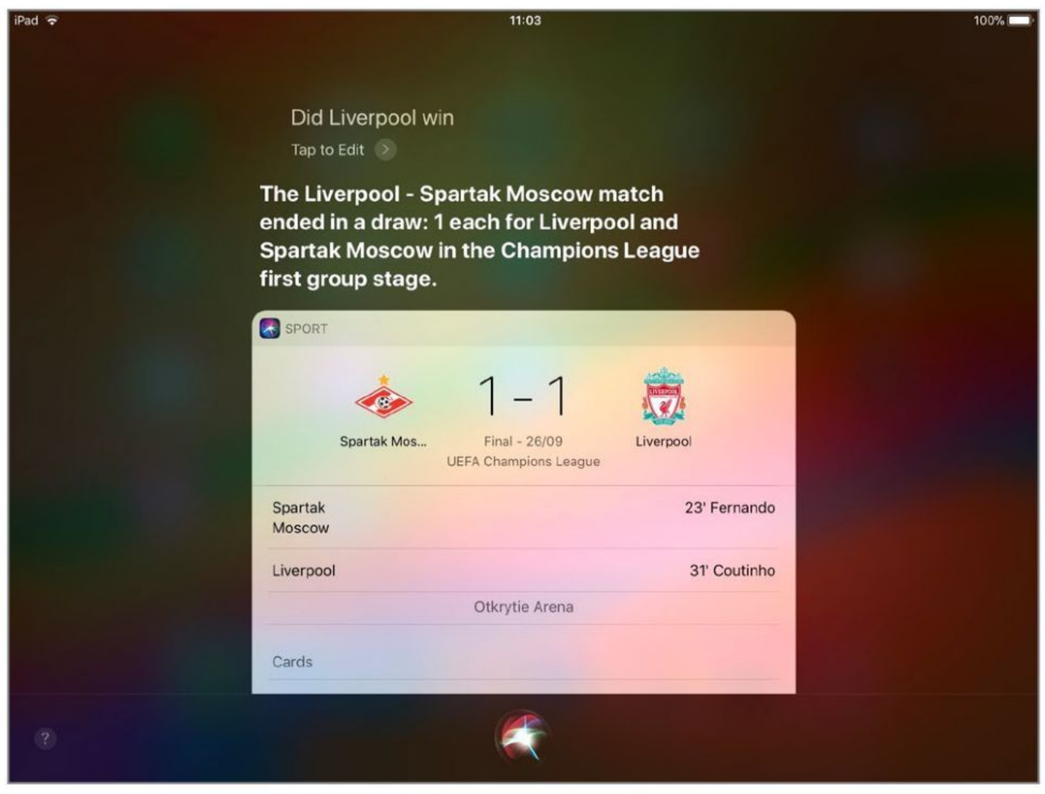
So although a wave of cynicism may have greeted the idea of Siri when it was launched, it is definitely here to stay on the iPad.

"Siri now has a dedicated page with more space to display your various results"

Siri Get to grips with Siri



01 To launch Siri all you need to do is hold down the home button or say 'Hey Siri'. You will hear a beep and the Siri page will appear, this is your indicator to start speaking. If you have ticked the option in Settings, you can also access it from the lock screen.

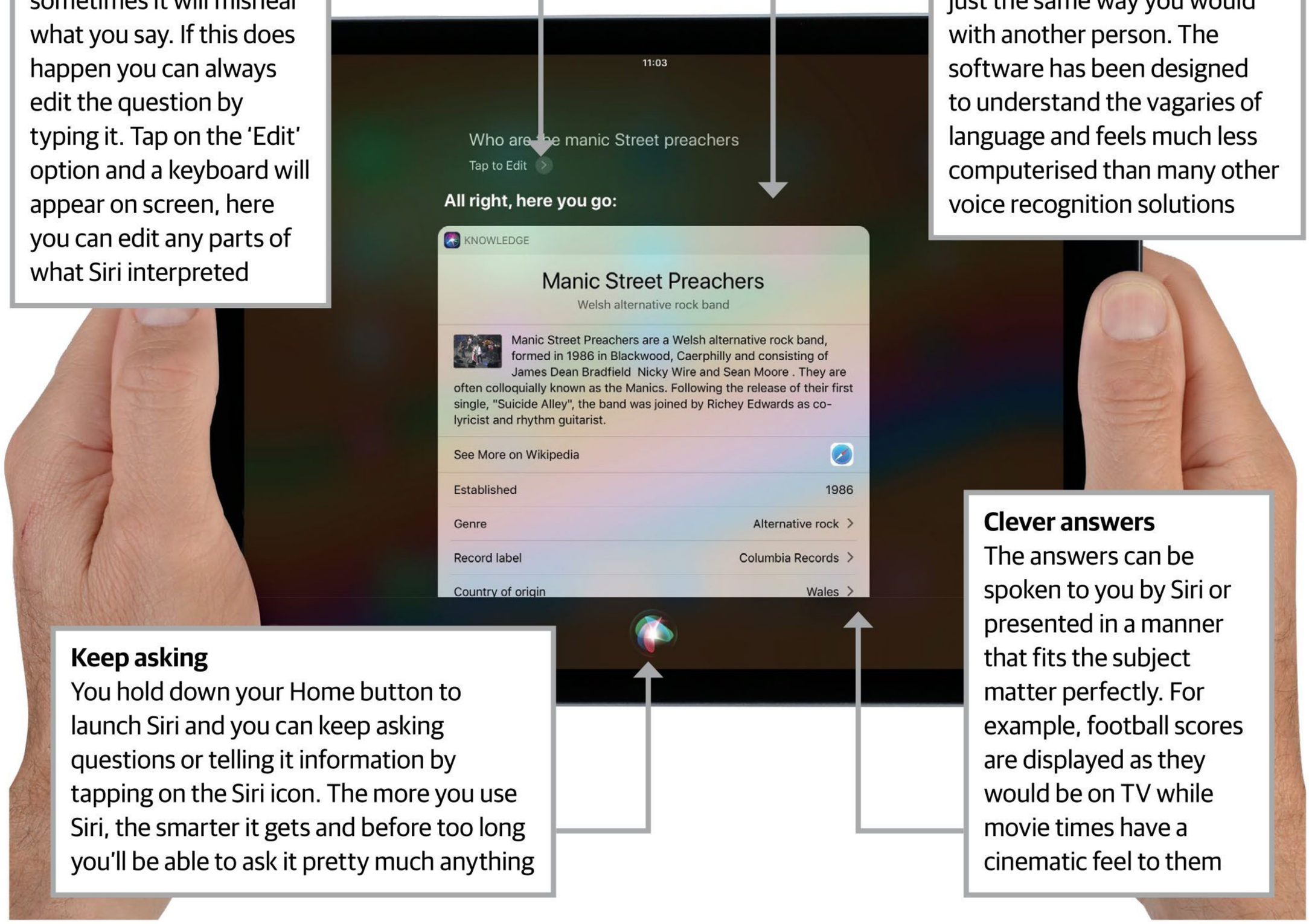


02 You can now ask Siri any question you like. If you have waited a while, tap the Siri icon and ask your question. The answer can come back in different forms depending on what you asked, eg reference questions usually come back visually.

Use voice control on your iPad

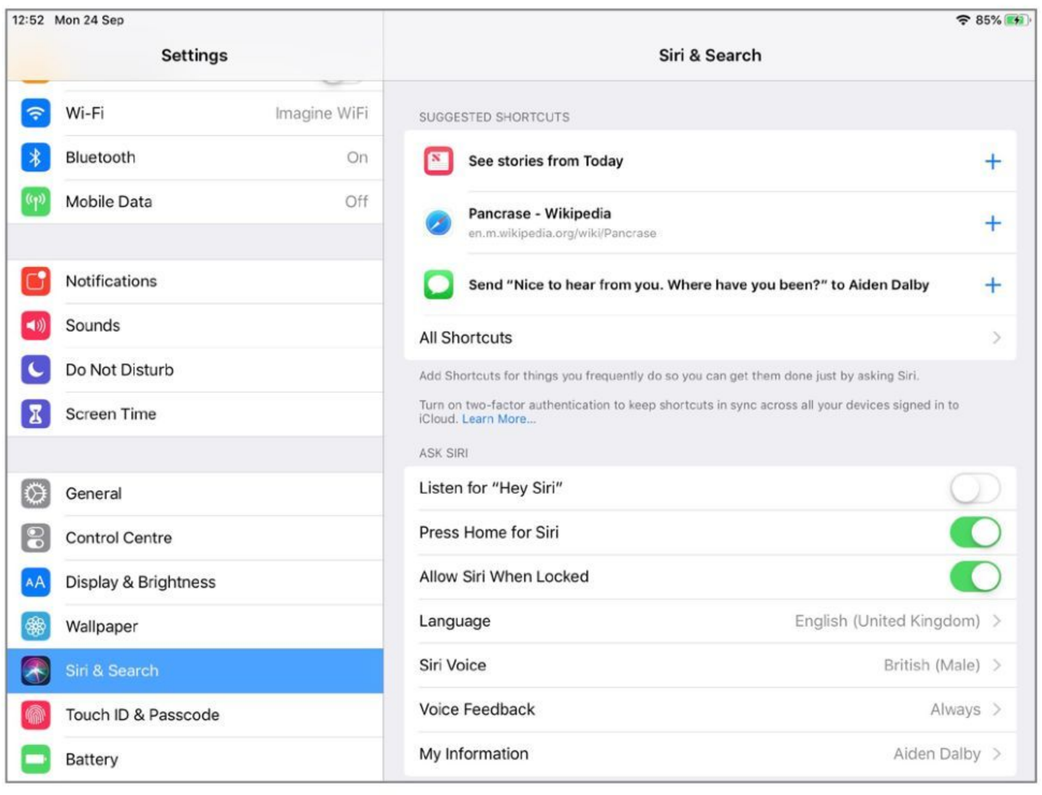
Edit your question
Siri isn't perfect and sometimes it will mishear what you say. If this does happen you can always edit the question by typing it. Tap on the 'Edit' option and a keyboard will appear on screen, here you can edit any parts of what Siri interpreted

Be completely natural
You can ask Siri questions in just the same way you would with another person. The software has been designed to understand the vagaries of language and feels much less computerised than many other voice recognition solutions

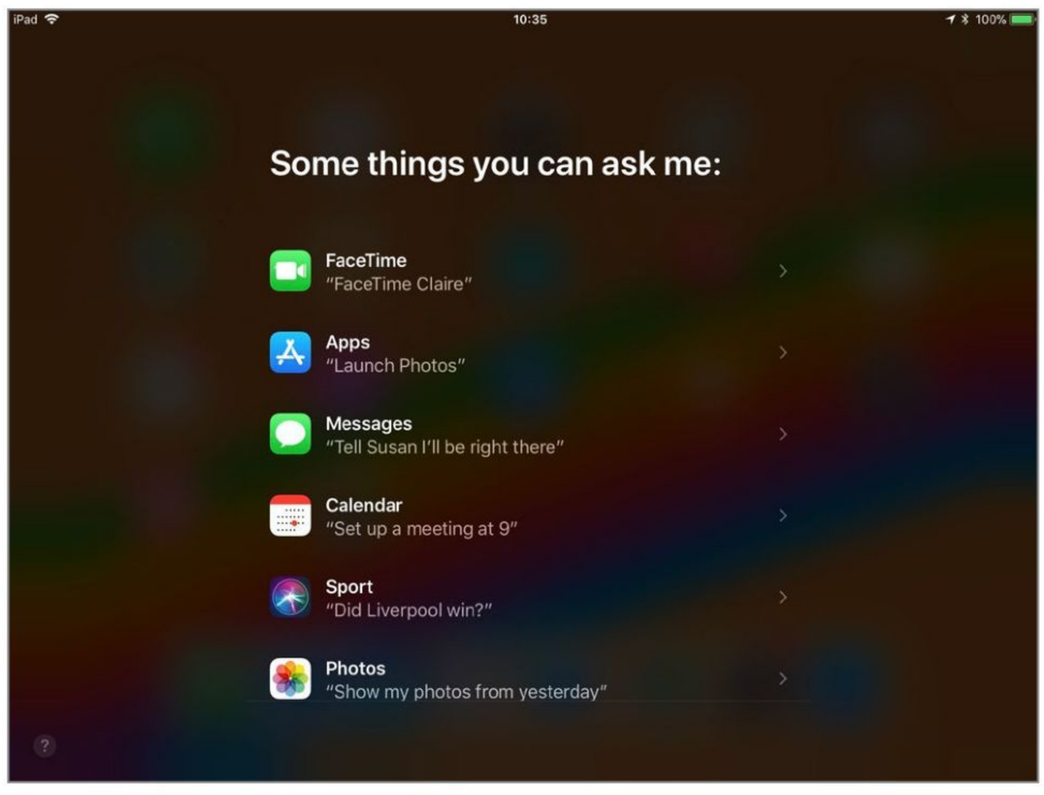


Keep asking
You hold down your Home button to launch Siri and you can keep asking questions or telling it information by tapping on the Siri icon. The more you use Siri, the smarter it gets and before too long you'll be able to ask it pretty much anything

Clever answers
The answers can be spoken to you by Siri or presented in a manner that fits the subject matter perfectly. For example, football scores are displayed as they would be on TV while movie times have a cinematic feel to them



03 In Settings>Siri you can choose whether to activate the service or not and to specify your language as well. The 'My Info' section is important and you should make sure that you have a contact set up for yourself with all of your relevant information detailed.



04 If you need help thinking of things to ask, start Siri and then don't ask it a question. Siri will then present a list of apps compatible with the assistant. Tapping any of the items on the list will take you to a page listing a number of commands you can use.

Explore the App Store

Learn how to navigate the App Store and open up a world of exciting possibilities for your iPad

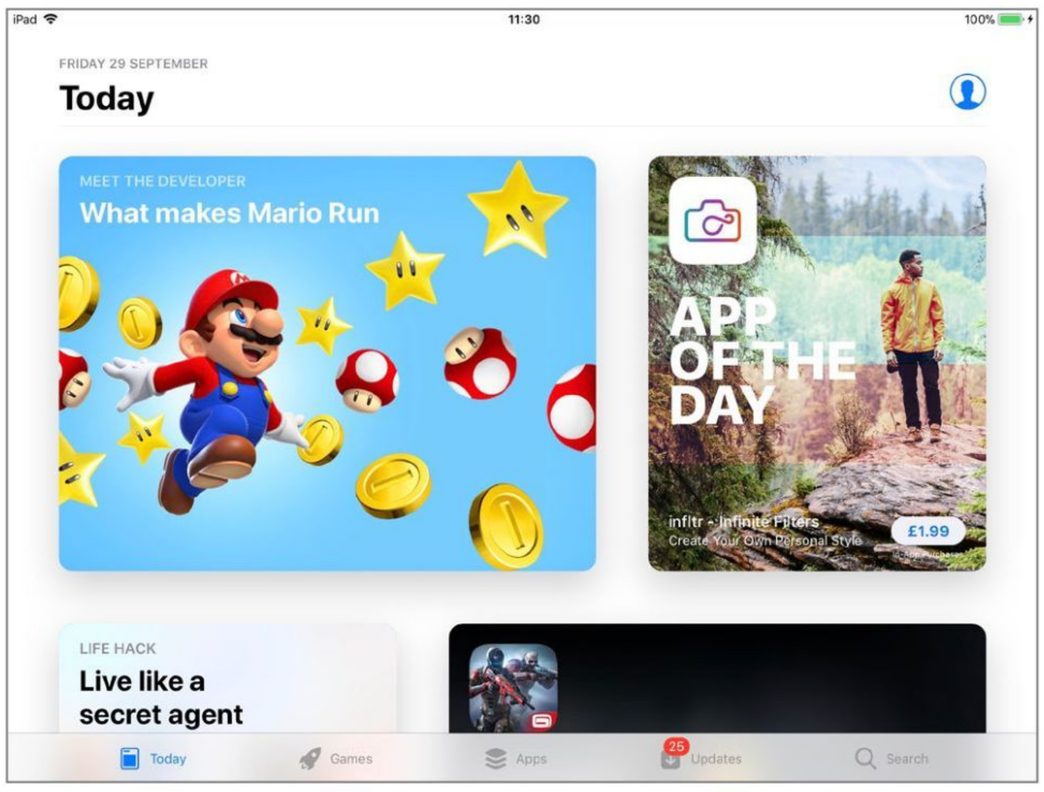
The App Store has been gradually tweaked and enhanced over the years in order to produce a more efficient user experience, and it has certainly succeeded. The App Store on your iPad is now easier than ever to navigate and purchase items from, and discovering new apps and games has never been easier.

Of the new features, the most significant is the 'Today' section. Here you can read interviews with the people who develop some of the most popular downloads in the store. Each day also brings a new hand-picked group of apps and games called Collections. These can be a Top 10 of a certain genre or a group of apps that work together to meet a goal such as losing weight. Before iOS 11, games used to be something you would have to shuffle through the store to find, but now the store has been split into two sections: Apps and Games. Each section has its own charts and featured section so you can find the best in those categories easily.

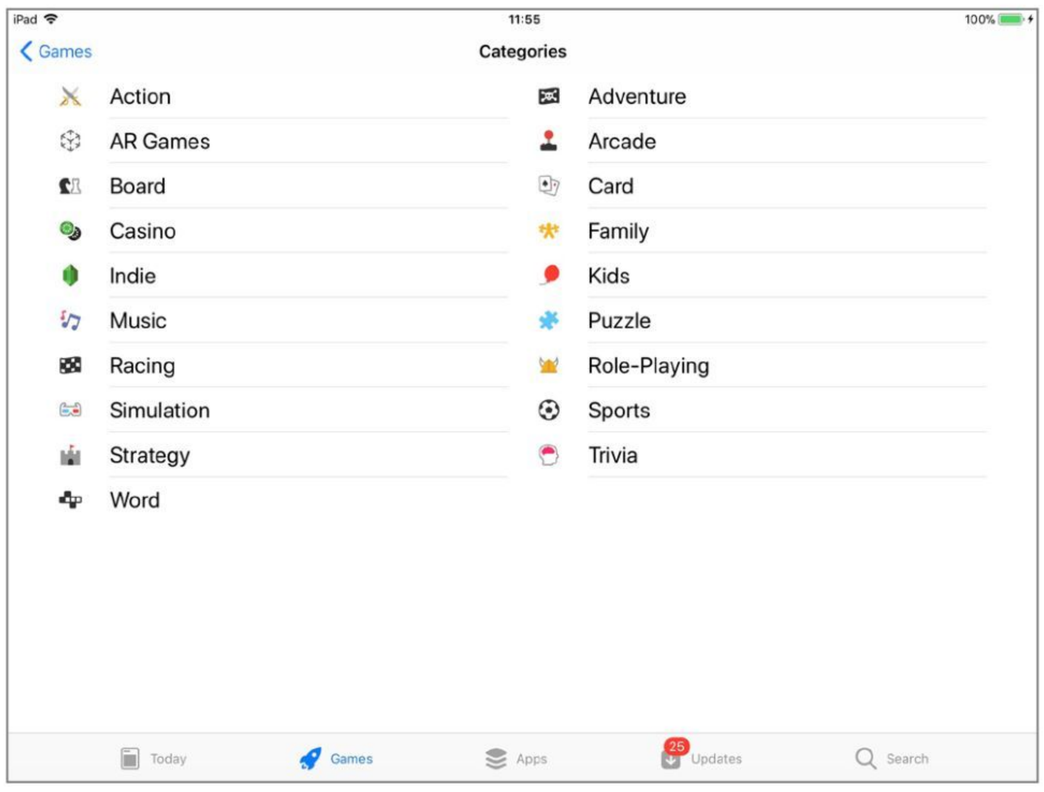
Let's have a closer look at some of these important changes.

"The App Store on your iPad is now easier than ever to navigate"

App Store So what's new?

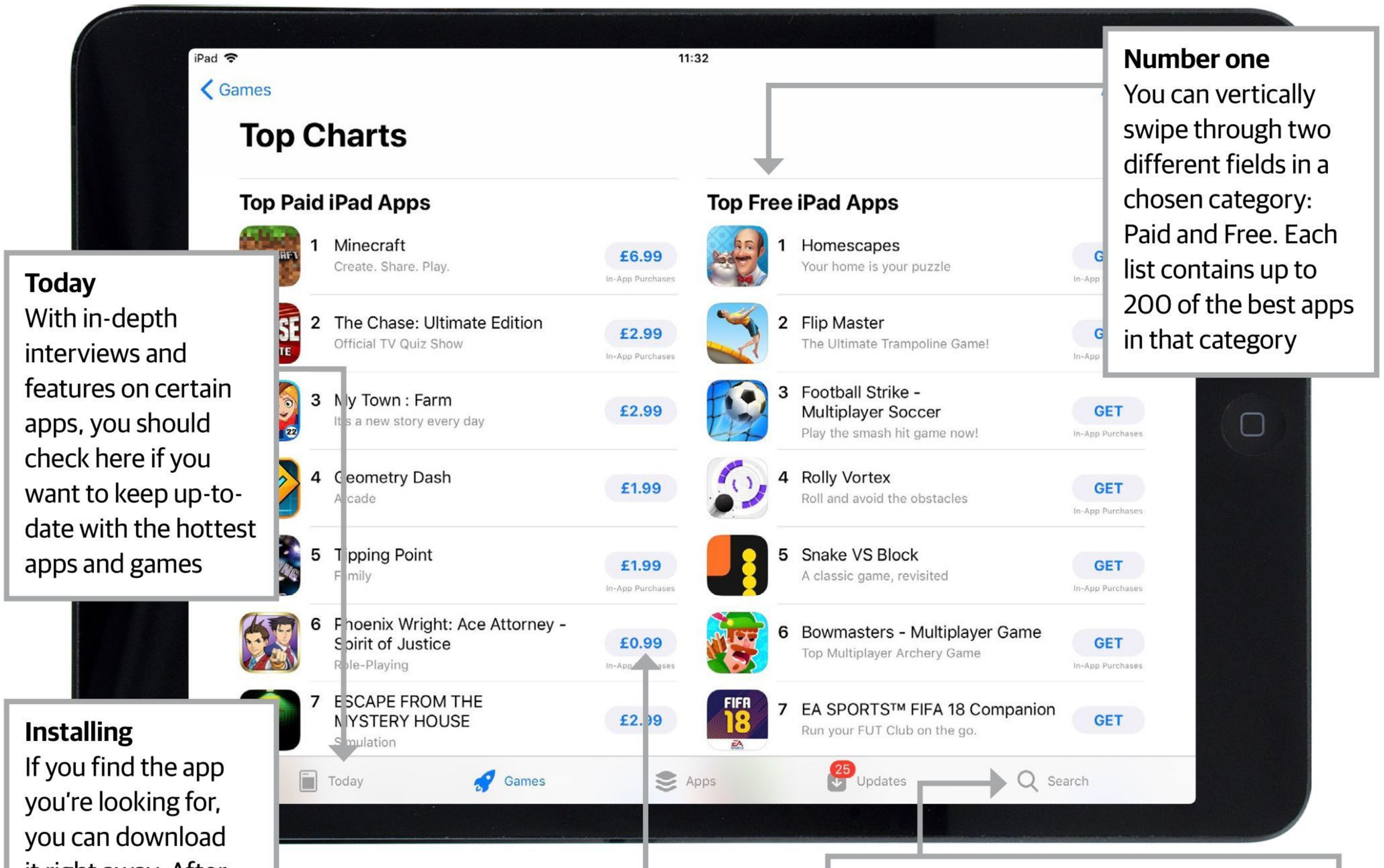


01 The biggest change to the App Store is the redesign. The whole store has been changed so it is easier for you to find the best apps and games. Take for example the 'Today' page, which is updated every day with a game and app of the day as well as an interview.



02 Finding the type of game you want to play can be done by scrolling down the Game section and finding the categories page. Each type of game has its own separate page with an Editor's choice and what's new, as well as charts for free and paid games.

Explore the App Store

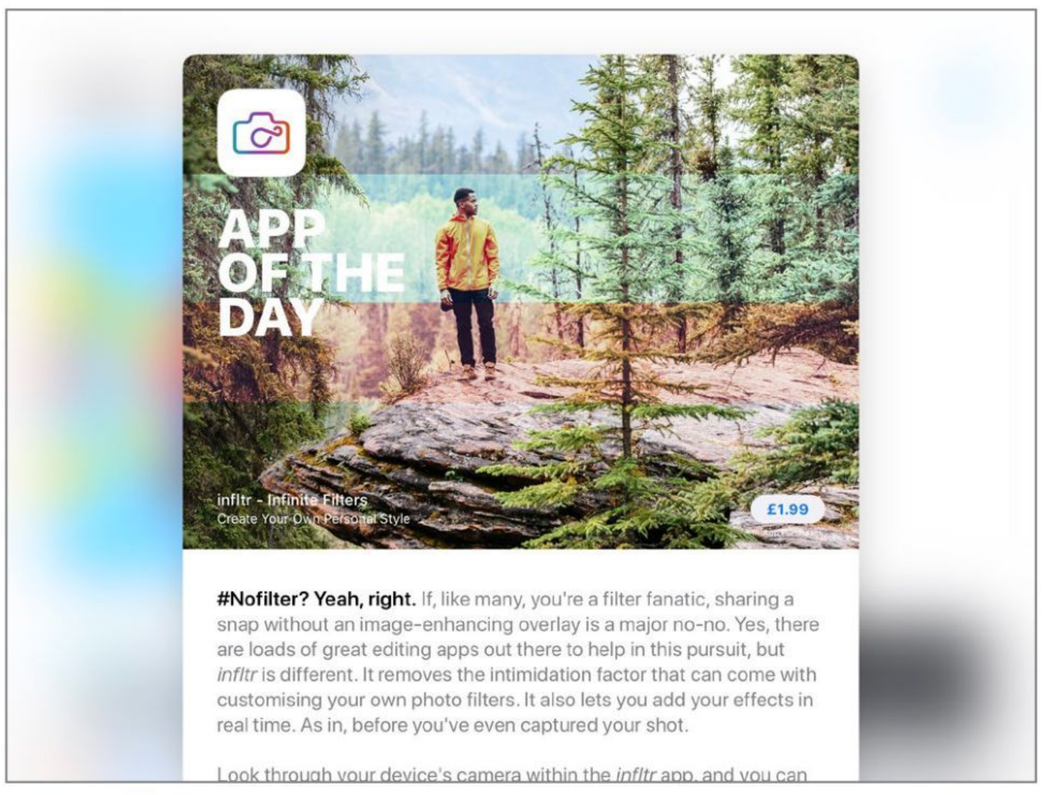


Today
With in-depth interviews and features on certain apps, you should check here if you want to keep up-to-date with the hottest apps and games

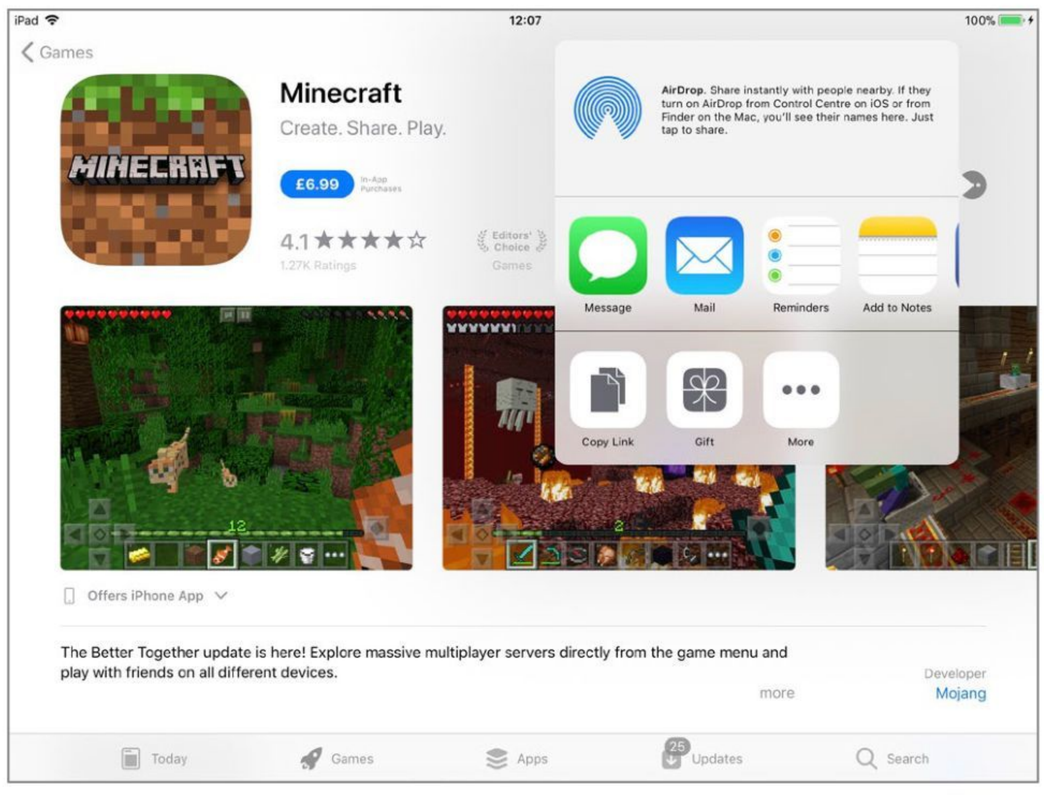
Number one
You can vertically swipe through two different fields in a chosen category: Paid and Free. Each list contains up to 200 of the best apps in that category

Installing
If you find the app you're looking for, you can download it right away. After installing you'll see an 'Open' button, which will take you straight to the app

Search
If you can't find exactly what you're looking for, there's always the manual search bar in the bottom-right of the screen. As you type into the search, live results will appear



03 Every day the App Store will feature a new app of the day and game of the day. These come with an in-depth description of the product by Apple, informing you of what you can do with it and showing this with screenshots.



04 If you come across an app you're fond of, or one that you think everyone needs to know about, however well known, the App Store features a selection of sharing options for you to utilise. Simply hit the share icon to view your different options.

Check out the iTunes Store app

The iTunes Store is designed to make buying and downloading music that much easier

Much like the App Store in iOS 11, the iTunes Store underwent a major design overhaul in a recent iOS update. The iPad's screen size showcases everything on offer perfectly.

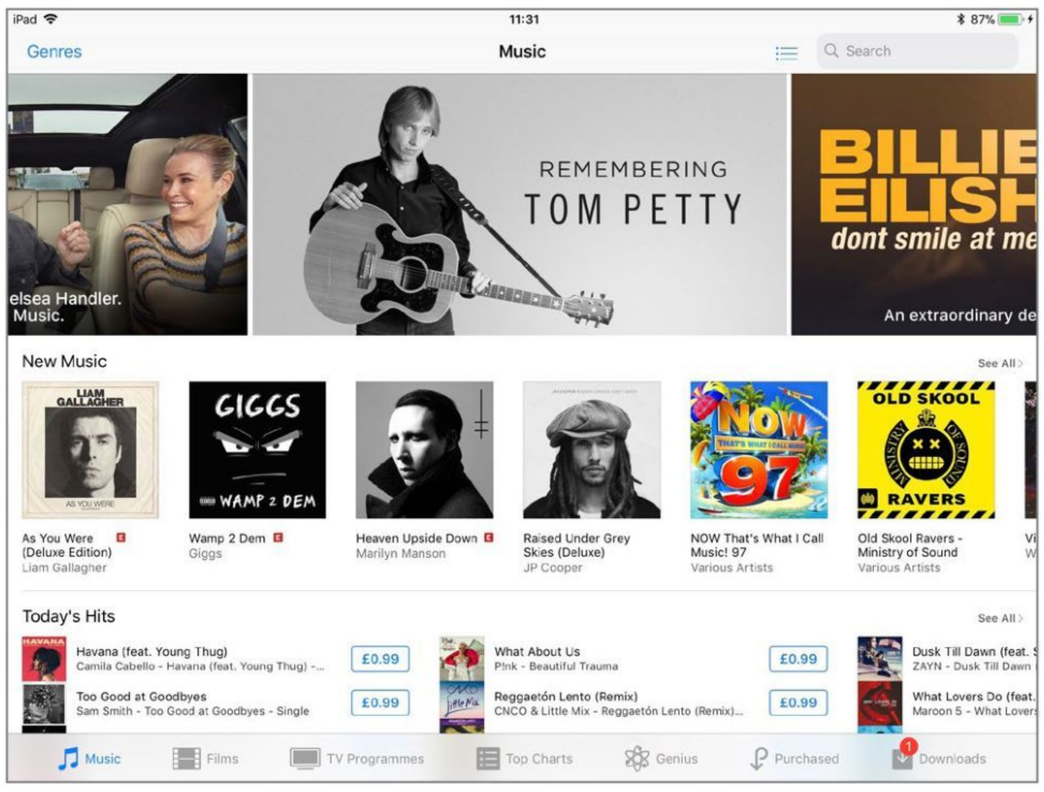
When you open up the app, you will instantly be greeted by the latest and most popular options. New releases are showcased at the top of the screen and you now have the ability to browse with a simple swipe of your finger.

Of course, further iCloud integration ensures that all your past purchases are up to date. You can start shopping on your iPhone and seamlessly check out over on your iPad. What's more, you can download songs, albums, films and TV shows from iTunes without ever having to leave the app. It's all part of making the buying process simpler than ever.

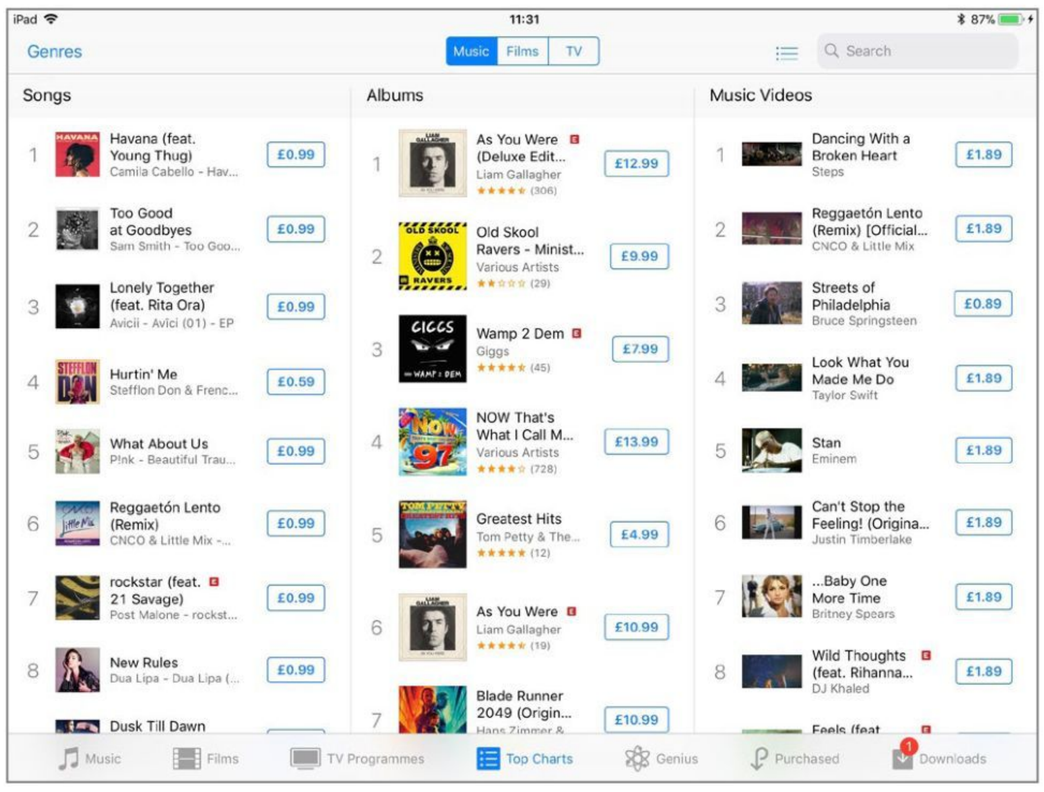
All the usual features remain untouched. The recent update was only a cosmetic one, but one that provides a much more intuitive user experience. Here's a quick overview of the features you need to know about.

"You can now view a download's progress via a handy in-app status bar"

iTunes Shop till you drop

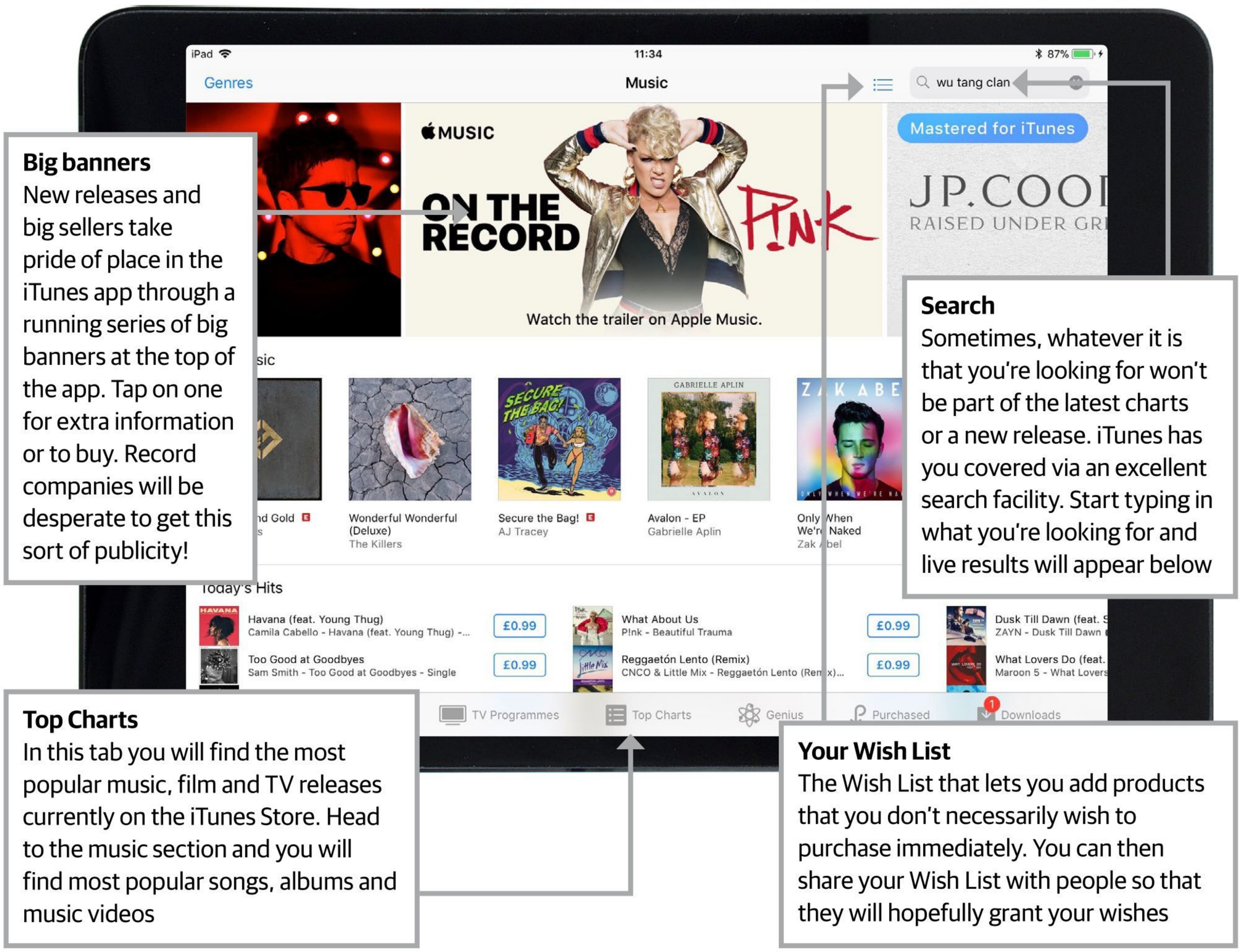


01 The first time you load the app, it will look similar to the screen above. There are home pages for the different categories, and you can easily swipe through popular categories such as top singles, albums and new releases.



02 Each category has its most popular downloads listed under the Charts tab that you can find at the bottom of the app highlighted by a star symbol. The music section, for example, lets you vertically scroll through the top songs, albums and music videos.

Check out the iTunes Store app

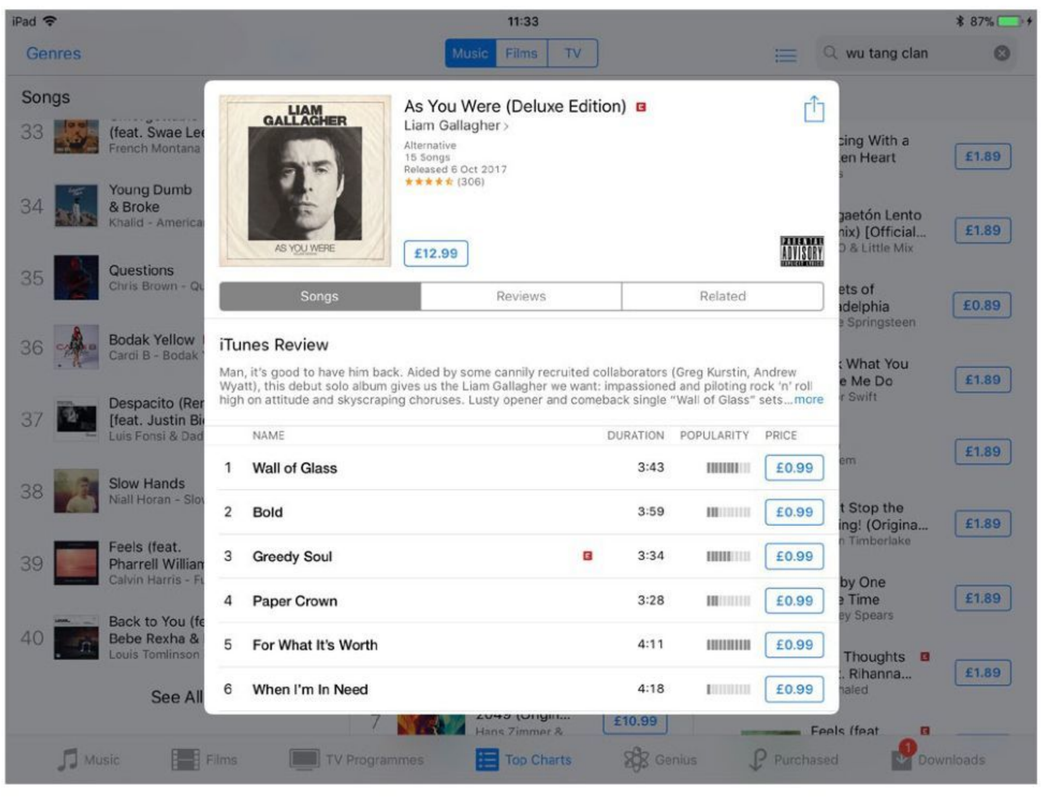


Big banners
New releases and big sellers take pride of place in the iTunes app through a running series of big banners at the top of the app. Tap on one for extra information or to buy. Record companies will be desperate to get this sort of publicity!

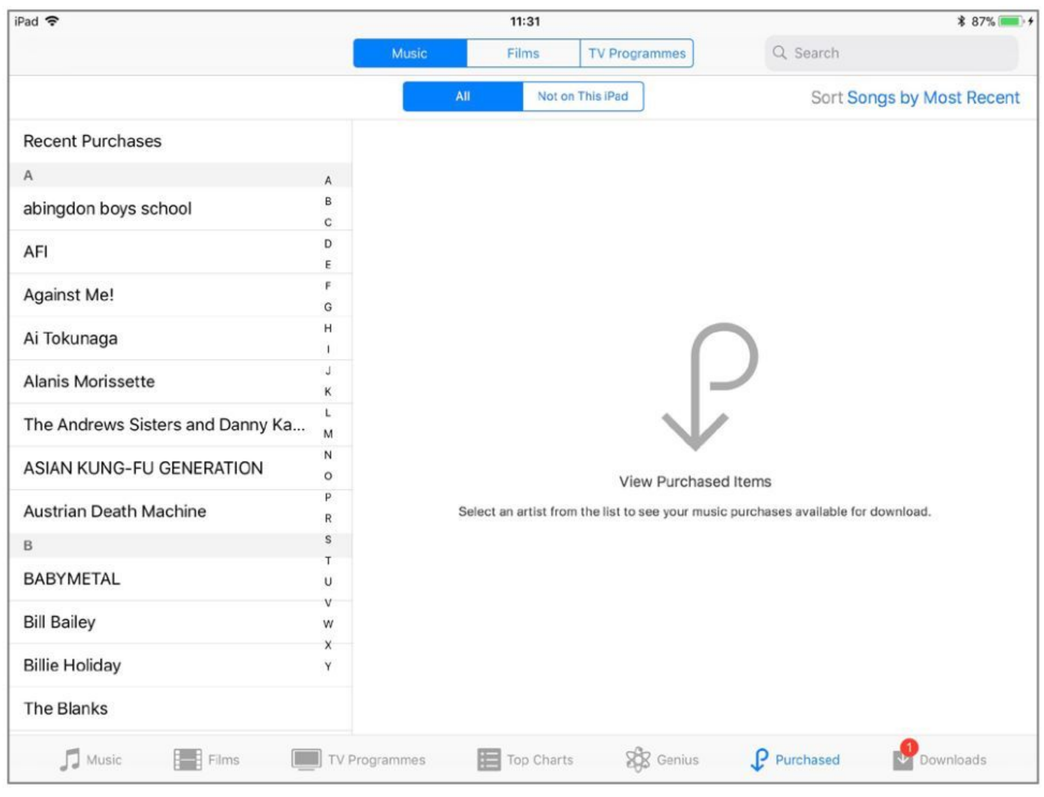
Search
Sometimes, whatever it is that you're looking for won't be part of the latest charts or a new release. iTunes has you covered via an excellent search facility. Start typing in what you're looking for and live results will appear below

Top Charts
In this tab you will find the most popular music, film and TV releases currently on the iTunes Store. Head to the music section and you will find most popular songs, albums and music videos

Your Wish List
The Wish List that lets you add products that you don't necessarily wish to purchase immediately. You can then share your Wish List with people so that they will hopefully grant your wishes



03 If you find something that you're interested in, a straightforward tap on its title will take you to a page packed with extra information. Do so with a film, and you'll find details such as trailers, ratings and reviews, and you'll have the ability to buy it by tapping its price.



04 Since the introduction of iCloud, all your pre-iCloud purchases can be viewed and downloaded on multiple devices. Hit the 'Purchased' tab and use the 'Not on this iPad' option to search for songs or an artist. To download a song, tap the cloud icon.

The next step

Get to grips with the iPad's more in-depth features with our guides

100 Capture images using Camera
102 Edit images in Photos
104 Organise your photos
106 Get the most out of the iPad videos
108 Listen to podcasts on your iPad
110 Purchase an iBook
112 Get to know iBooks
114 Stay informed with News
116 Learn to set up Family Sharing
118 Design a document
120 Make a spreadsheet
122 Get started using Files
124 Send files with AirDrop
126 Join Twitter and get tweeting
128 Facebook your friends & family

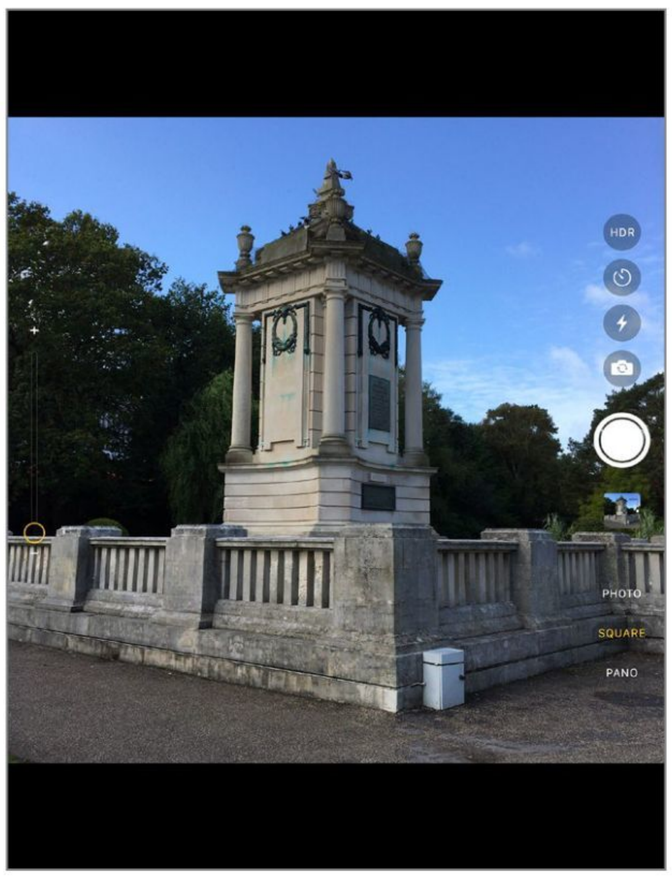
"Your iPad can become a hub for media"

Capture images using Camera

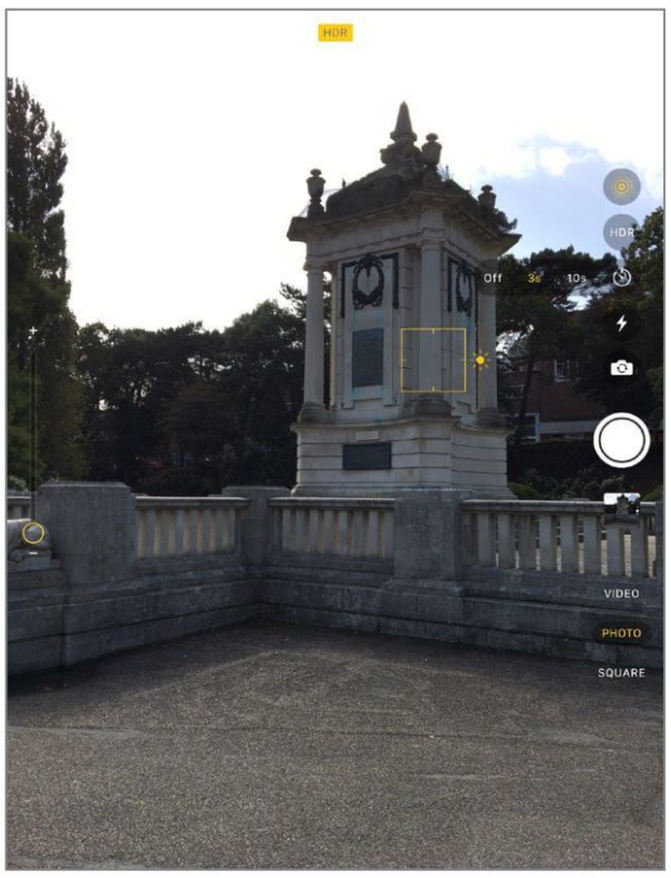
When you need to capture a moment and you have your iPad with you, it is capable of everything you'll need

The iPad camera is not an obvious feature, mainly because of the size of the tablet itself, but if you happen to have it with you and want to grab a quick snap you may as well know how it all works. Despite specifications that are meagre in comparison to standalone cameras and some smartphones, it is still capable of capturing decent quality photos and videos if you take time to make it work properly. There are options for stills and video as you would expect as well as a Square option for capturing perfectly proportioned photos. These could be used for scanned documents or anything else and this simple addition of a unusual shape adds some charm to the experience. HDR will help you deal with unusual lighting and like everything else in the interface it is just one tap away at all times. Indeed, it is surprising how functional and fully featured iPad cameras are and since iOS 7, everything has been upgraded just a little to make the final results even better than before.

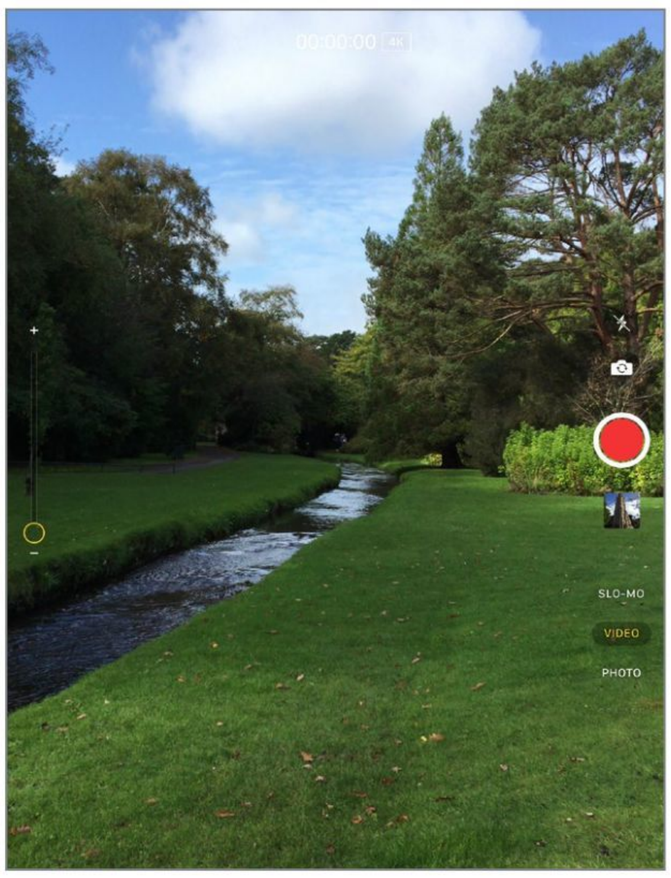
Camera iPad photos and videos



01 Tap the Camera icon and you will be presented with a different look in the main interface. Swipe along the right-hand bar to select the available options. Take your time to familiarise yourself with the different options.



02 Tap the screen where you would like it to focus and the lens will pinpoint on that particular spot. It is highlighted by a yellow square on the screen. This can be used to draw attention to a certain aspect of your photo.



03 Slide the right-hand bar up to go to video mode, and press the record button to start. When it's recording the capture button becomes a red square and a timer is displayed, so you can keep track of the length of your video.

Capture images using Camera

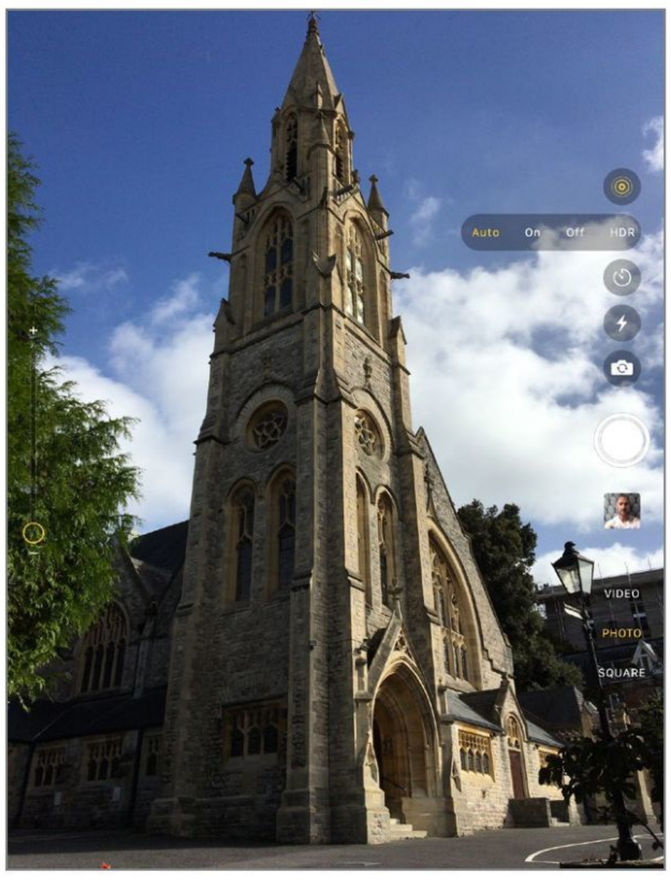
The capture button
The capture button is logically placed for ease of use and will turn red when you are recording video. Hold it to take burst shots

See your snaps
Tap this small icon to quickly jump to your camera roll to see all of your photos. This is great for quickly checking your last shot

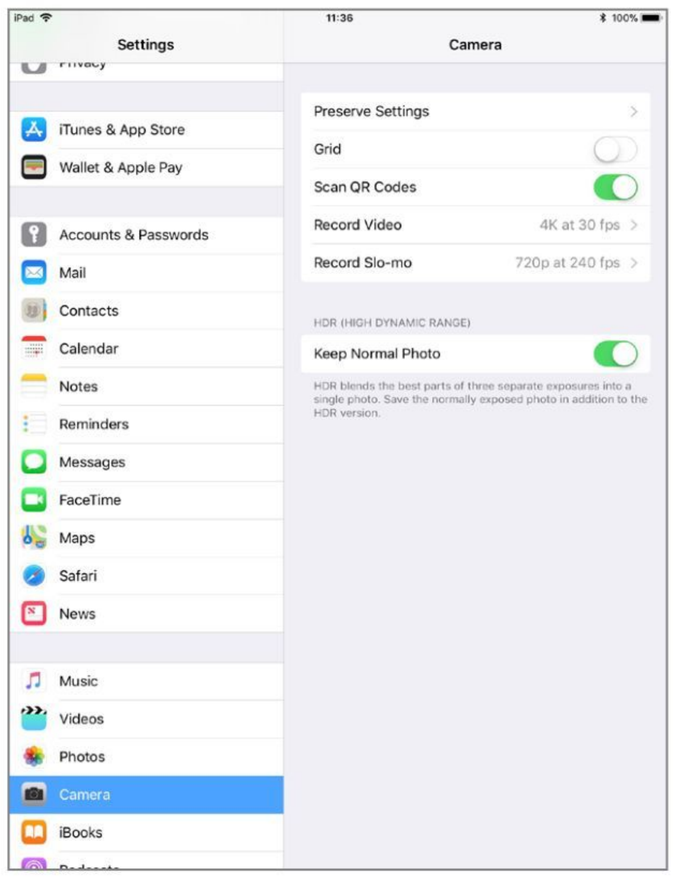
HDR
Turning the HDR option on is particularly helpful when you are taking landscape shots with varied light sources. It can greatly improve any photo

Square photos
Square photos are excellent for taking more serious photos such as scanning documents or trying to capture a passport photo. They also look quite retro

04 Tapping the icon just above the shutter will swap to the front-facing camera, on the screen face of the iPad, which is useful if you want to take a picture of yourself. Alternatively, you could use this option as a mirror.



05 The HDR function works particularly well with landscape shots and scenery pictures and can help you capture shots in much better quality. Experiment with the different options to see which works best.



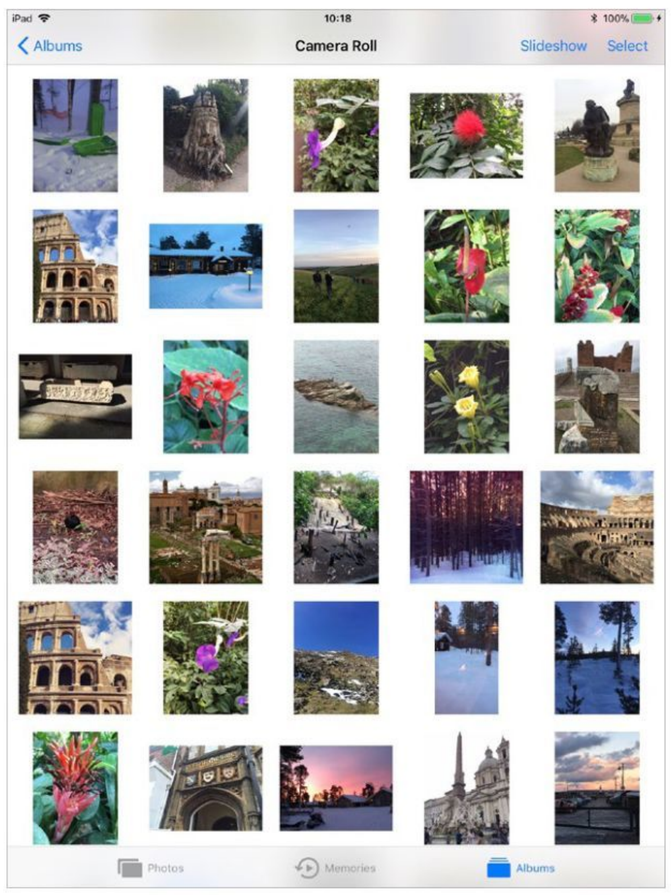
06 Go to Settings>Photos & Camera and you will be able to add a grid to the camera view and save a standard shot when snapping HDR photos. Adding a grid can help you angle your photos and frame them nicely.

Edit images in Photos

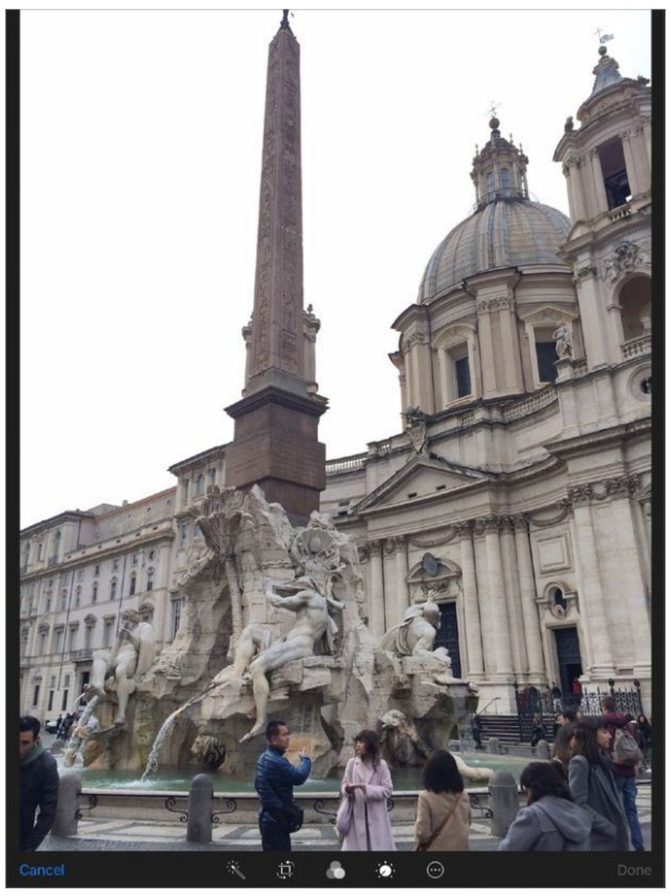
Make the most of your iPad's camera, and take advantage of the built-in photo-editing app

Whereas taking photos on your iPad is quick and easy with the Camera app, organising and editing the photos that you take is equally as intuitive with the Photos app. All of the photos that you take are uploaded to your iCloud library and made available on all of your iOS devices and as your collection grows, they will be neatly organised by date and location – and a built-in search facility makes it easy to find specific photos when you need them. What's more, you can make edits to photos within the Photos app to make them look as eye-catching as possible before sharing them with others. You can make smart adjustments to all aspects of the photo with a single tap or really go to town fine-tuning each individual aspect and even applying filters to turn seemingly standard images into fabulous works of art. Read on to discover how the Photos app can revolutionise your images to really make them stand out and be ready for sharing.

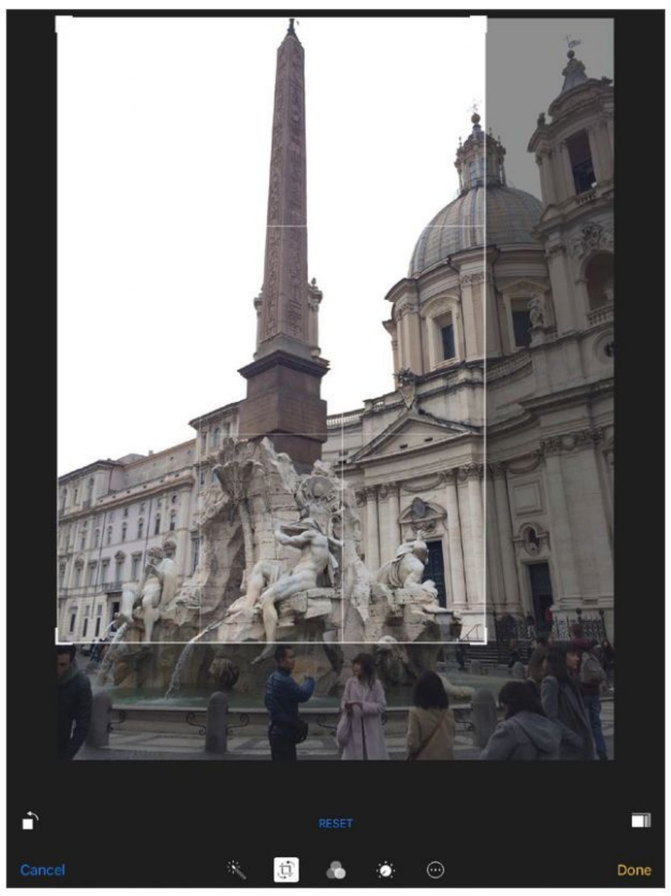
Photos Edit your photographs on your iPad



01 Launch the Photos app from the home screen, and you will automatically see all your pictures and videos sorted in the order they were taken. Pick one you want to make amendments to, and then tap 'Edit' in the top right.



02 If you tap on the wand icon at the bottom of the screen the software will adjust the colours of the image. Tap the same option once again to cancel the changes or tap 'Done' to finish with your edit and save your changes.

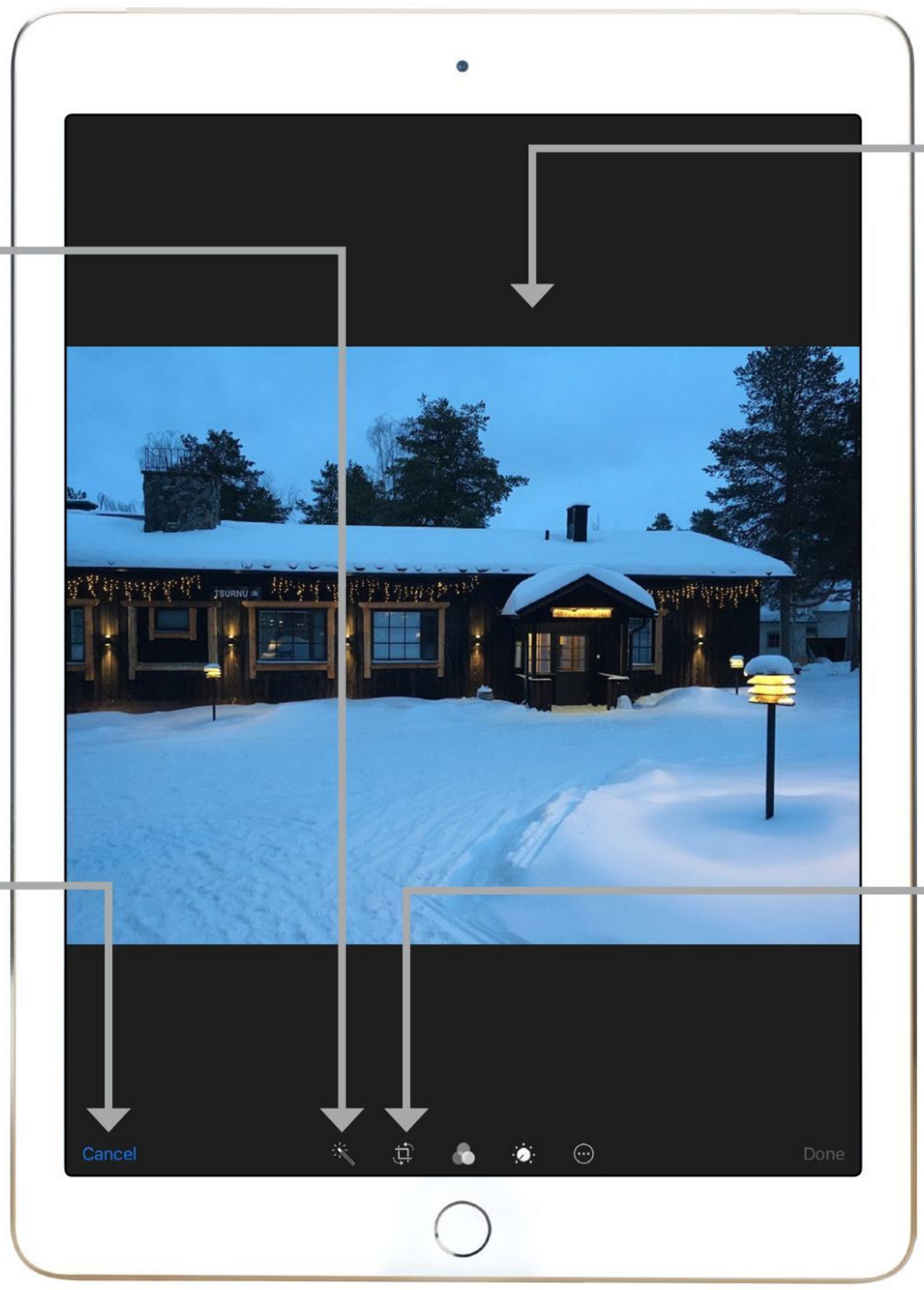


03 Tapping the frame icon will allow you to crop the image by moving the corners of the frame or make adjustments to the orientation by rotating the dial at the bottom of the image so you can change the alignment.

Edit images in Photos

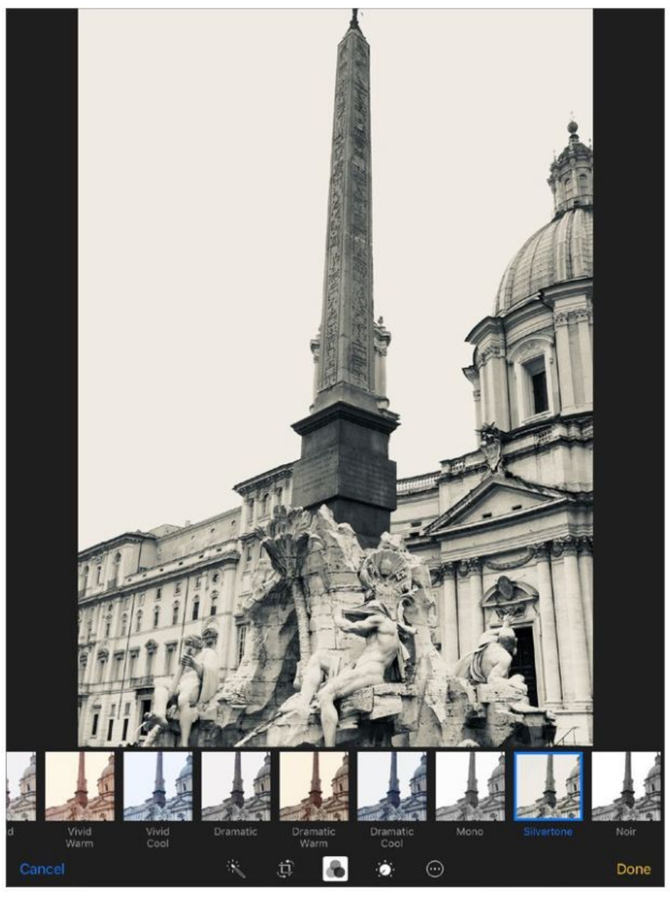
Enhance
On the surface this seems like a basic option compared to most dedicated editing packages, but in practice it's a great feature that can transform your photo within moments

Multi-touch controls
Before you choose how to edit a photo, you can use the multi-touch pinch controls to zoom in to the photo to focus on the areas you want to improve

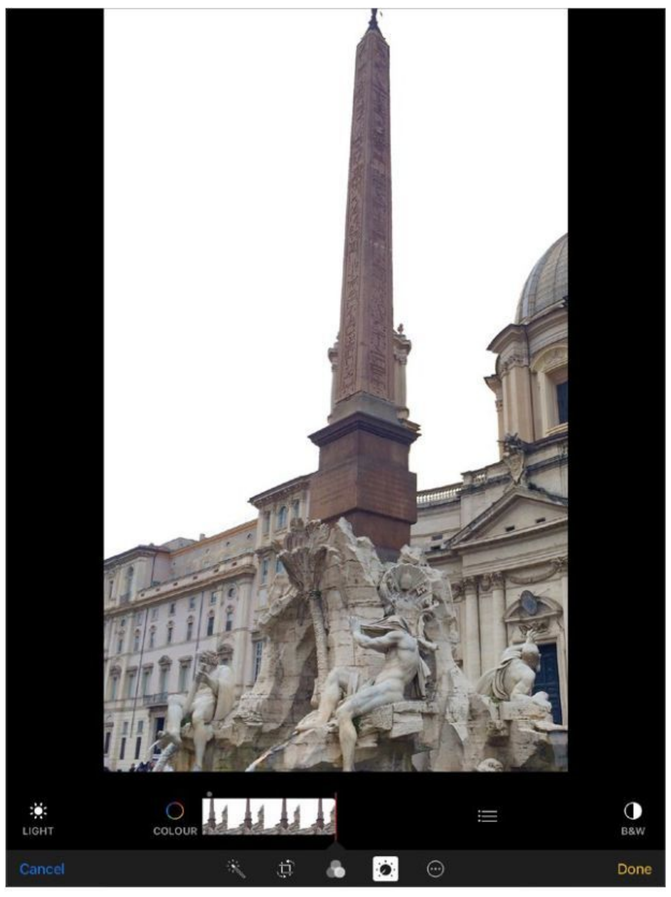


Undo any changes
Thanks to the intuitiveness of the iPad, you can easily revert back to the original image by pressing cancel, and then quickly resave it

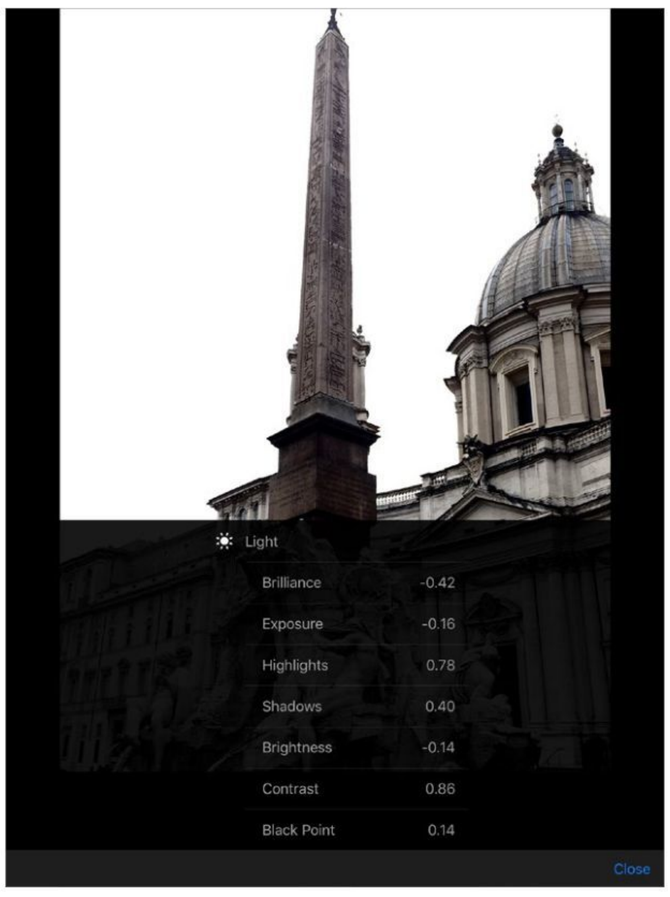
Crop photos
You can chop out parts of the photo (such as a blurred section or distraction) that you don't want anymore



04 If you wish to apply a filter effect to an image, tap on the filter icon and then swipe through the various options. Tap on one to preview what it looks like when applied to the image. There's plenty to choose from!



05 To make slight adjustments to the colour levels, tap on the dial icon, then choose the colour option, and move the slider across the long image at the bottom of make adjustments. You can see the results in real-time.



06 While making slight adjustments to the levels, tap the list icon to bring up more colour options, such as Exposure, Shadows and Contrast. Tap 'Done' to complete your edits. It will save to your photo stream.

Organise your photos

You can organise and keep all of your most important photos in order on an iPad with ease

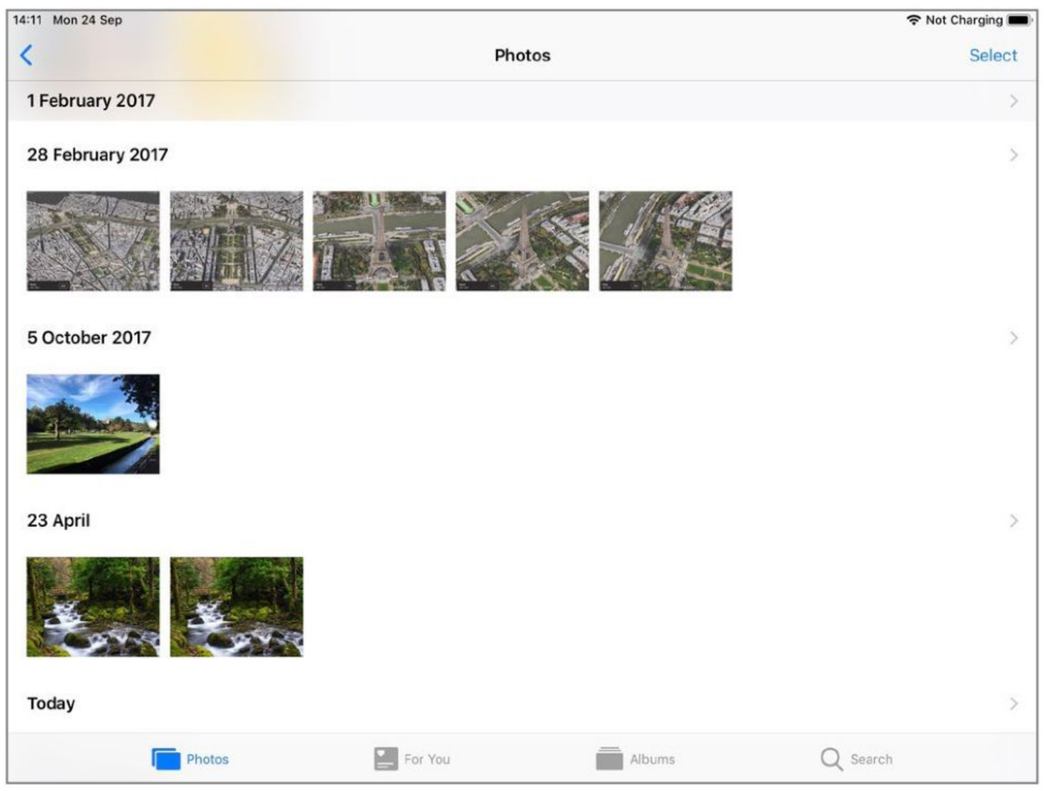
Photos will always have a special place in our hearts, but it is very easy to take and collect so many that you often miss the truly special moments.

On an iPad and with the Photos app you have the ability to organise your collection logically and to ensure that the ones you view most often are always available. Some of the organisation can be done in iTunes, but for quick tweaks and for making changes on the move you have everything you need on the iPad to keep all of your photos in logical order. The Photos app also includes Memories and People, so that you can look back at photos from say, the current date, but a year ago. The new Search feature lets you look for specific buildings or animals you have in your photos.

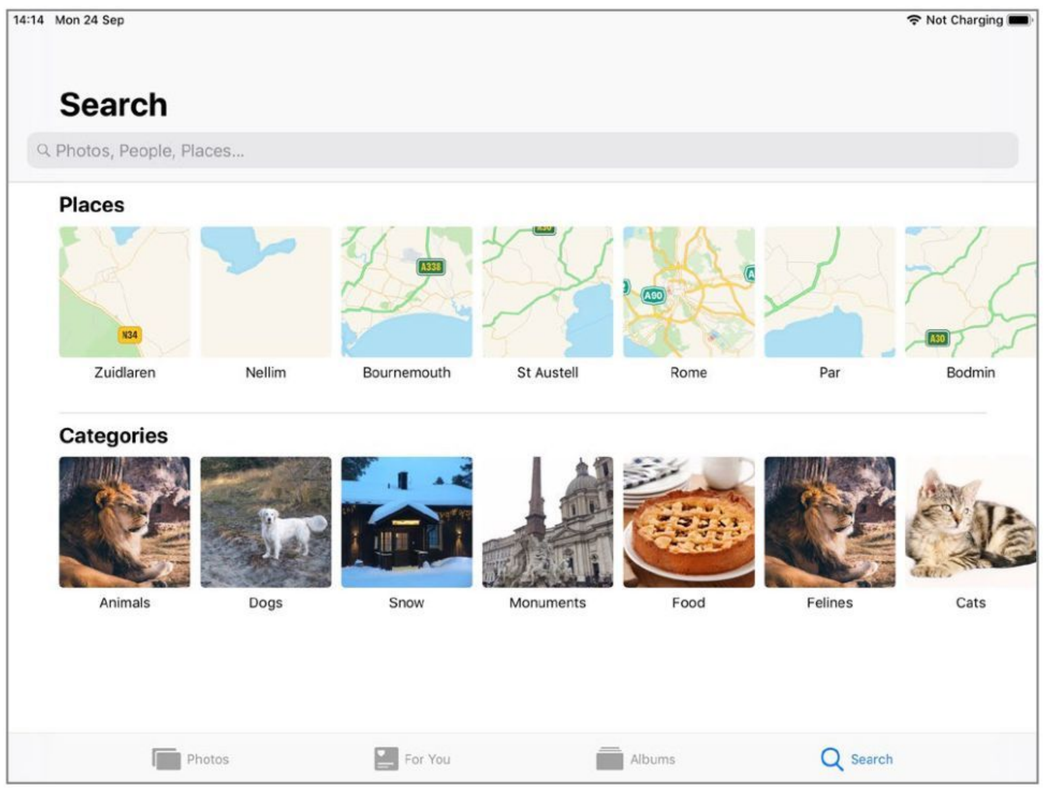
The iPad is the perfect tool for viewing photos thanks to the superb screen and portable form. With its larger screen and capability to show more detail than other devices, you may well find that you prefer storing and viewing all your photos on your iPad rather than one your laptop or desktop computer.

> "The iPad is the perfect tool for viewing photos thanks to the superb screen"

Photos Manage your photo collection

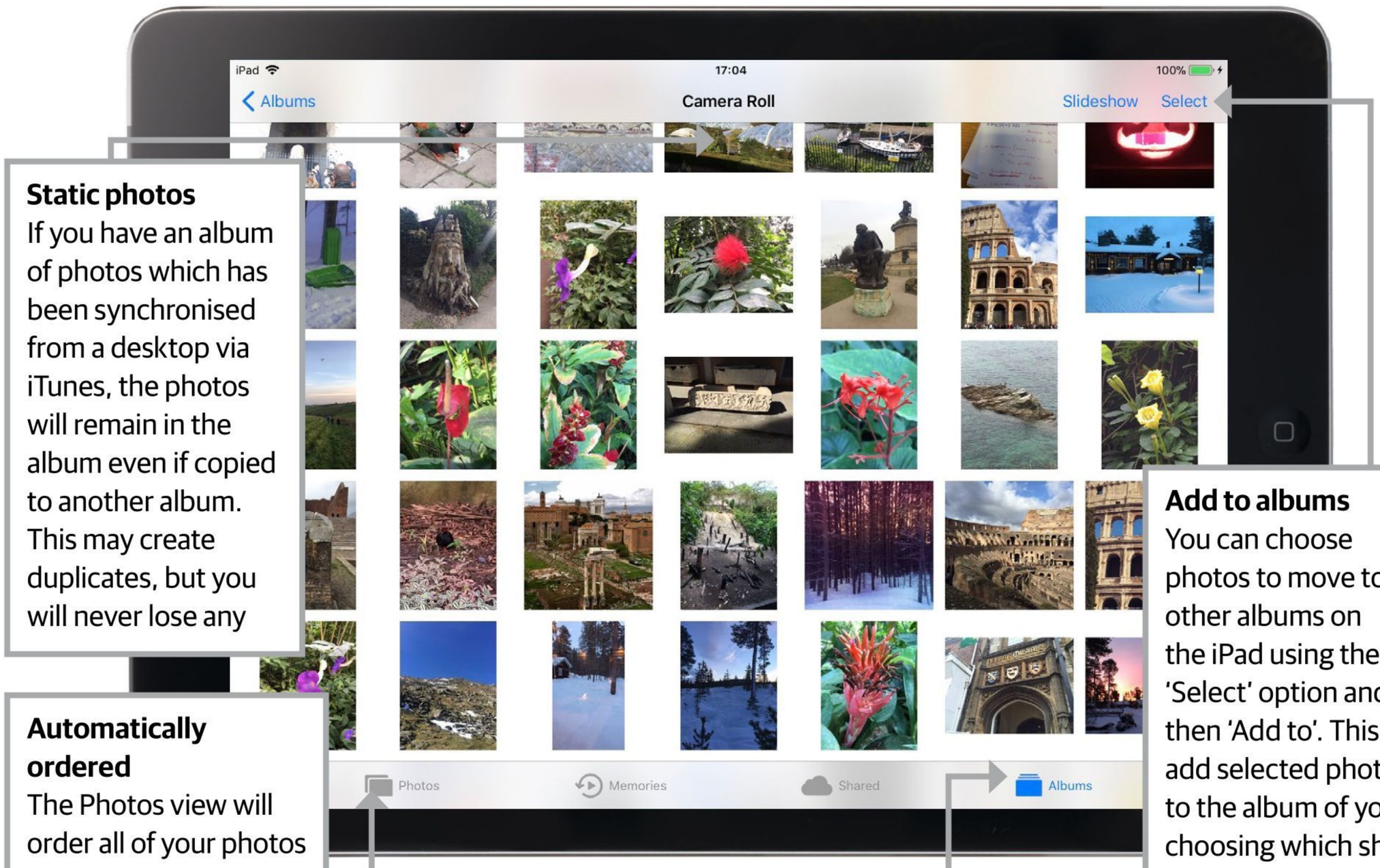


01 All of your iPad photos are available to view by date using the 'Photos' icon at the bottom. They will be broken up by time and also by the location they were taken in and this is completely automatic. Tap the 'Albums' icon to continue.



02 The 'Search' tool is a handy way of finding specific images. Photos can detect animals, buildings and more. Tap on an icon and it will display all images containing that thing or you can also tap on the search bar at the top and type what you are looking for.

Organise your photos

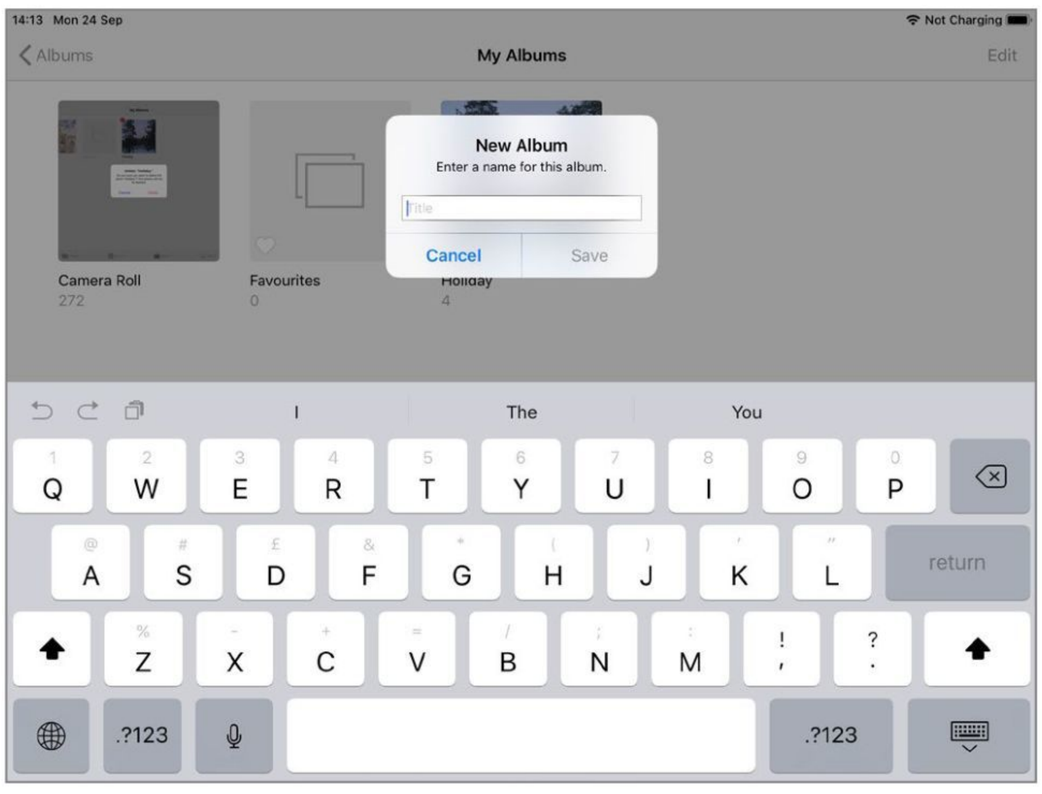


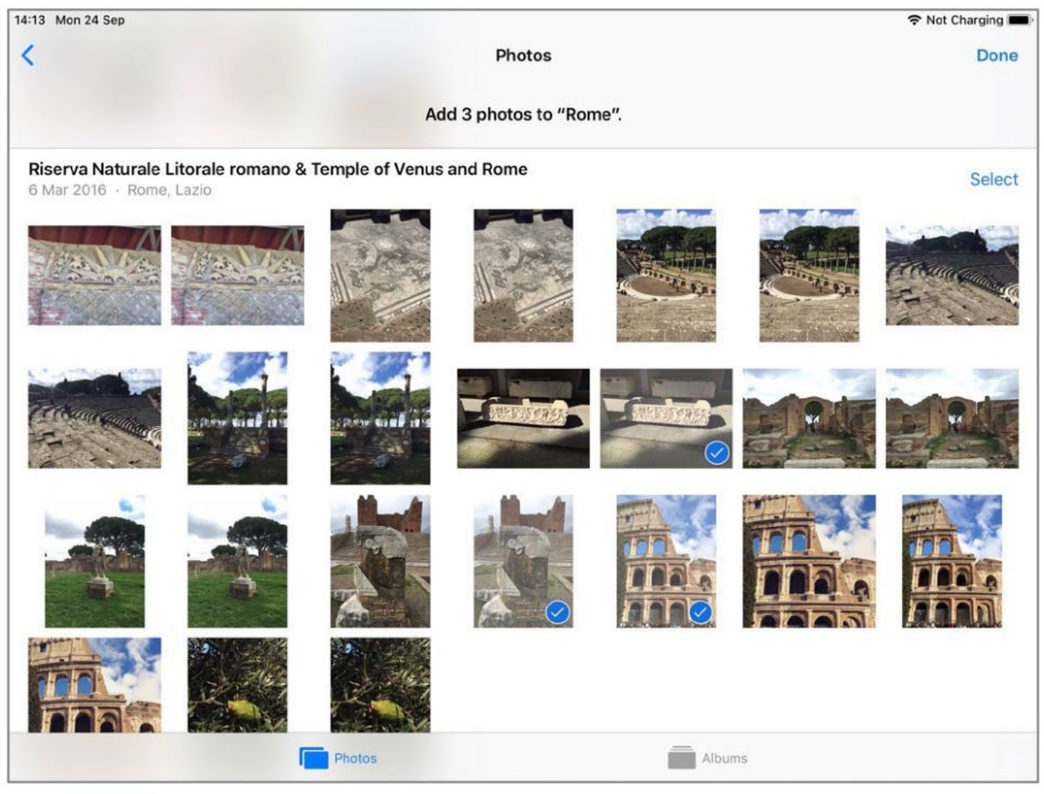
Static photos
If you have an album of photos which has been synchronised from a desktop via iTunes, the photos will remain in the album even if copied to another album. This may create duplicates, but you will never lose any

Automatically ordered
The Photos view will order all of your photos by date and location. It does not matter which albums they are in and once you are used to it, you may find this to be the best view of all

Using albums
Albums still represent the best way to organise a large photo collection and if you use them wisely through iTunes when syncing everything you need will be one or two taps away. You can keep all of your moments in order

Add to albums
You can choose photos to move to other albums on the iPad using the 'Select' option and then 'Add to'. This will add selected photos to the album of your choosing which should help when dealing with hundreds of images





03 When in the album view, tap the '+' icon top-left to create a new album. You will be asked to give it a name and you can then choose which photos you want to add to the album. The photos you add will still stay in their original albums as well.

04 Tap the 'Select' option and then choose a few photos. Now tap the 'Add To' option top-left and you will be able to move the selected photos to a different album. As before, the original photos will remain in the album you have copied them from.

Get the most out of iPad videos

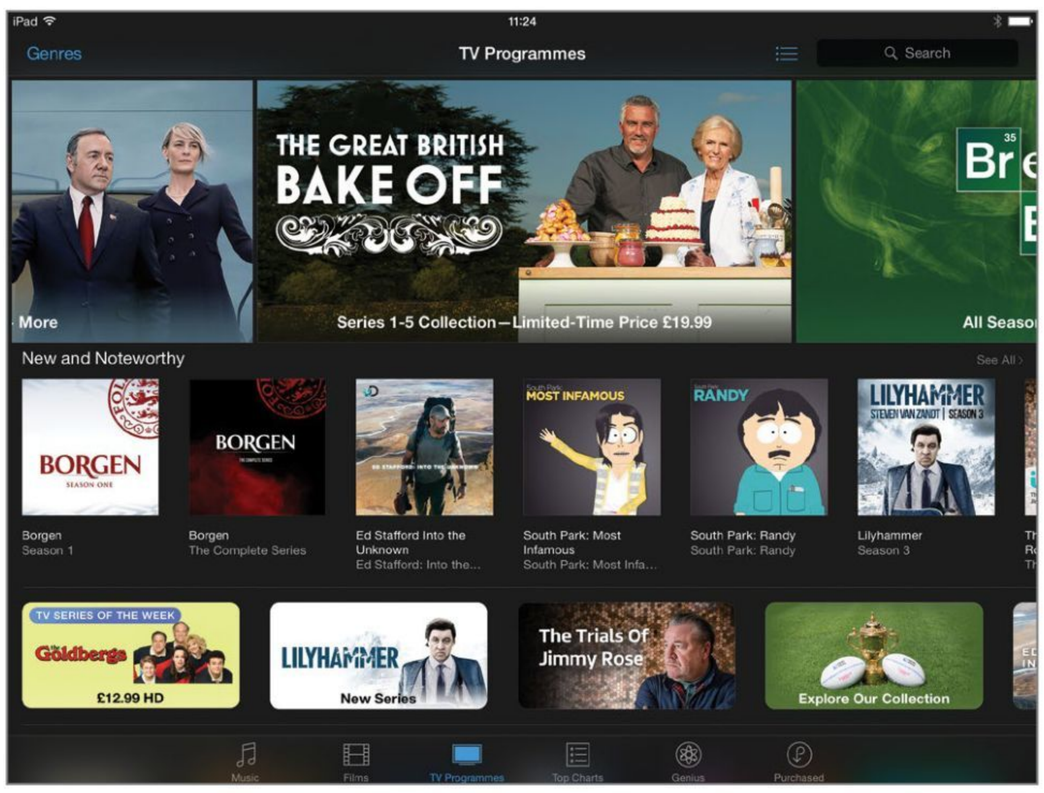
The iPad is perfectly designed for the mobile movie experience thanks to its large screen

The Videos feature alone has the potential to keep you occupied on long plane journeys, in hotels or waiting rooms, and adds a use to the iPad that could justify half of the cost straight away. It has been designed for ease of use, as most Apple software has, and takes care of many of the niggles found in competing devices. For example, it will automatically play a film from the point you left it, and expanding the screen requires just a simple double tap.

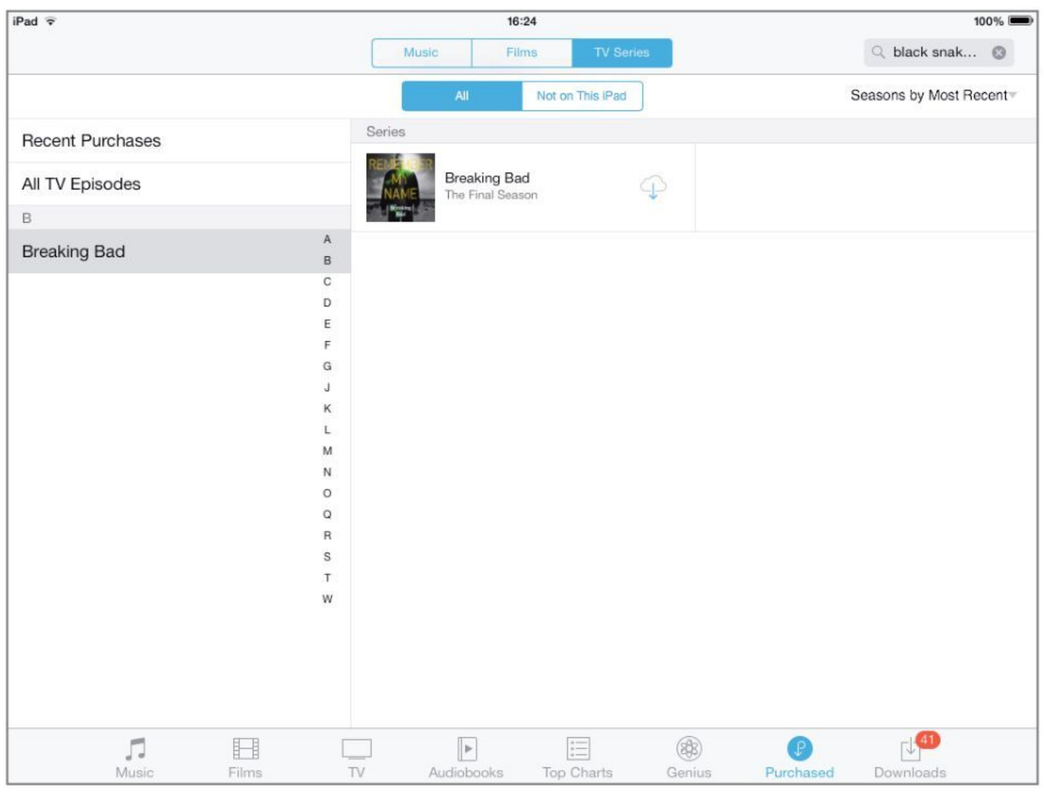
Everything is designed to help you get the most from the experience, but some tips are still useful to get you off to a flying start. In this step-by-step we will show you how to obtain new movies, how to transfer them to your iPad and how to make the most of the viewing experience. You could easily do all of this yourself, but in this instance a little knowledge certainly goes a long way and missing out on the movie capabilities of the iPad would be a real shame given the benefits it offers you.

> "It adds a use to the iPad that could justify half of the cost straight away"

Videos Make the most of movies



01 The easiest way to obtain the highest-quality content is via iTunes. Navigate to the 'Films' or 'TV Programmes' section of the store and choose the film you would like to rent or buy. The trailers are perfectly designed to give you an idea of content.



02 Your purchases will be downloaded and stored on your iPad. If you have iCloud activated then they will also automatically be pushed to your other devices wirelessly, such as your Mac or iPhone, allowing you to view them on those devices too.

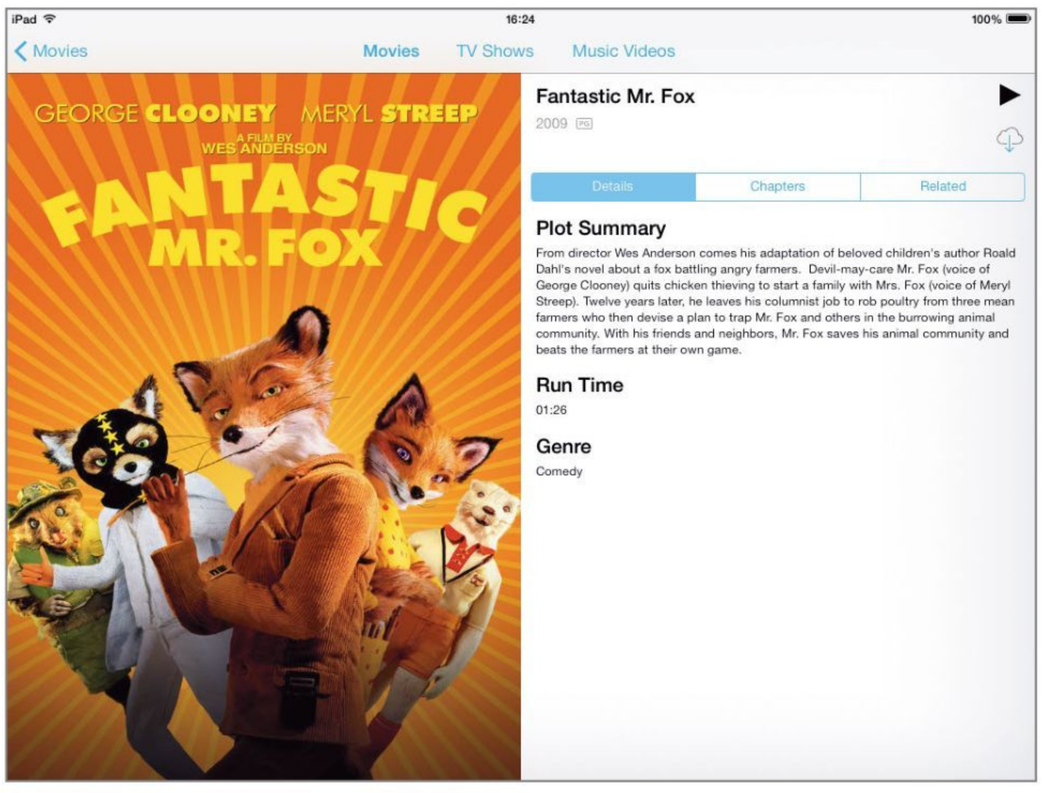
Get the most out of iPad videos

Full control
You can move to specific parts of a video by moving the slider at the top with your finger; the further down the screen your finger is, the more precise the movement will be

Back where you left off
Videos automatically remembers where you last finished watching something and will start any film at that exact place when you open it up again

Main controls
The main control keys are standard and are brought up by tapping the screen once. You can play, pause, forward or rewind when you need to

Full screen
Tapping on this icon will alternate between full-screen and widescreen viewing. You can also double tap anywhere on screen to achieve this effect



03 All you need to do now is simply tap the 'Videos' icon and choose the film you want to watch from the list of videos that you have installed on your iPad. The film (or TV programme, for that matter) will immediately start to play from the beginning.

04 Double-tapping the screen will make the movie fill the whole screen, and doing so again will take it back to standard format (which is useful for widescreen films). The rest of the on-screen tweaks are obvious in their implementation, such as play, pause, etc.

Listen to podcasts on your iPad

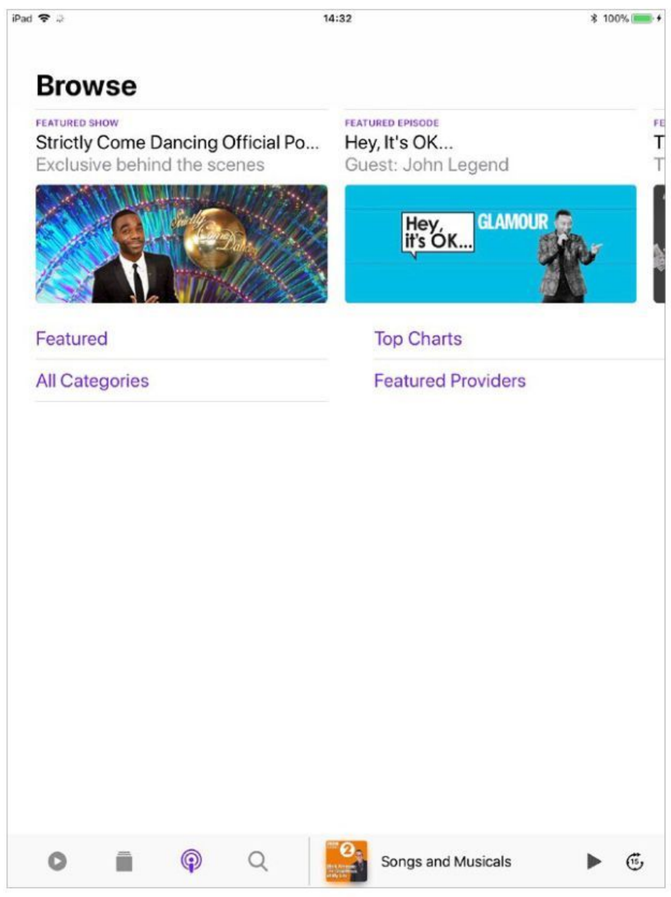
Search for, subscribe to, and listen to fantastically immersive podcasts on your iPad

The iTunes store has become so big that it has had to migrate particular wings to their own standalone apps, such as iBooks, iTunesU and Podcasts. The Podcasts app will immediately have a very familiar look and feel to it.

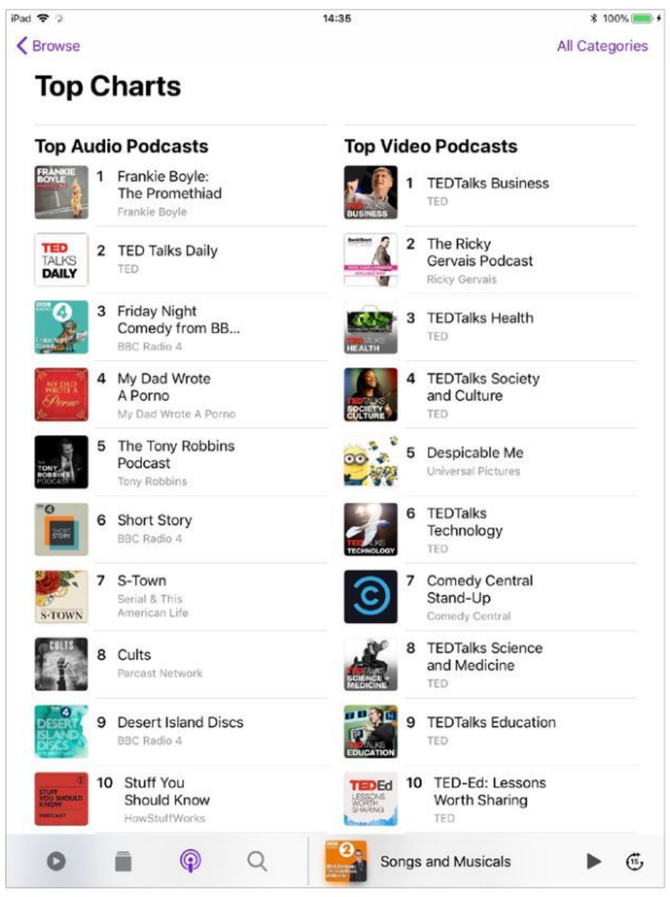
Search the app by tapping the magnifying glass. When you find a suitable podcast, select it to view its info page and then tap on the 'Subscribe' button to ensure that you are notified as to when a new episode is ready for download. You can also tap on the cloud icons to download individual episodes.

To listen to your downloaded podcasts, tap on the My Podcasts icon and then select a podcast, followed by the episode. You will then be presented with a familiar set of playback controls to Play/Pause and skip forward and back. You can also press, hold and drag the scrub bar at the bottom of the controls to fast track to a particular point in the episode. Even if you have never listened to a podcast before, this app makes it an enjoyable and intuitive experience from the off.

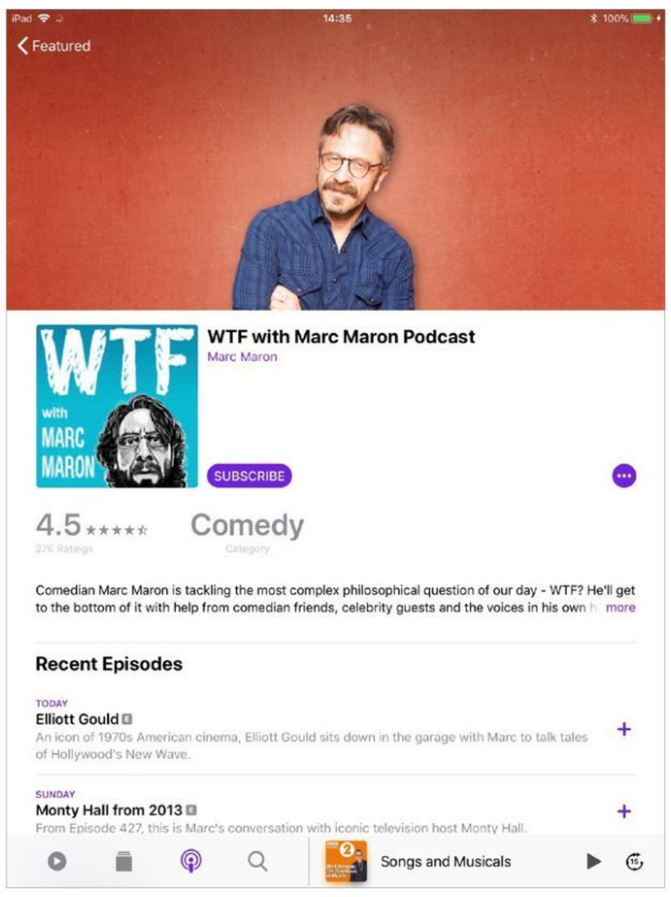
Podcasts Download a podcast



01 Tap on the Browse tab and then select 'Featured' to see the latest or trending podcasts. Selecting 'All Categories' will let you see the top shows in each genre. Apple also have collections of noteworthy podcasts.



02 Tapping 'Top Charts' will list all of the podcasts that are currently popular. This is a good way to find content that is recent and that other users are listening to. You may even discover something new.

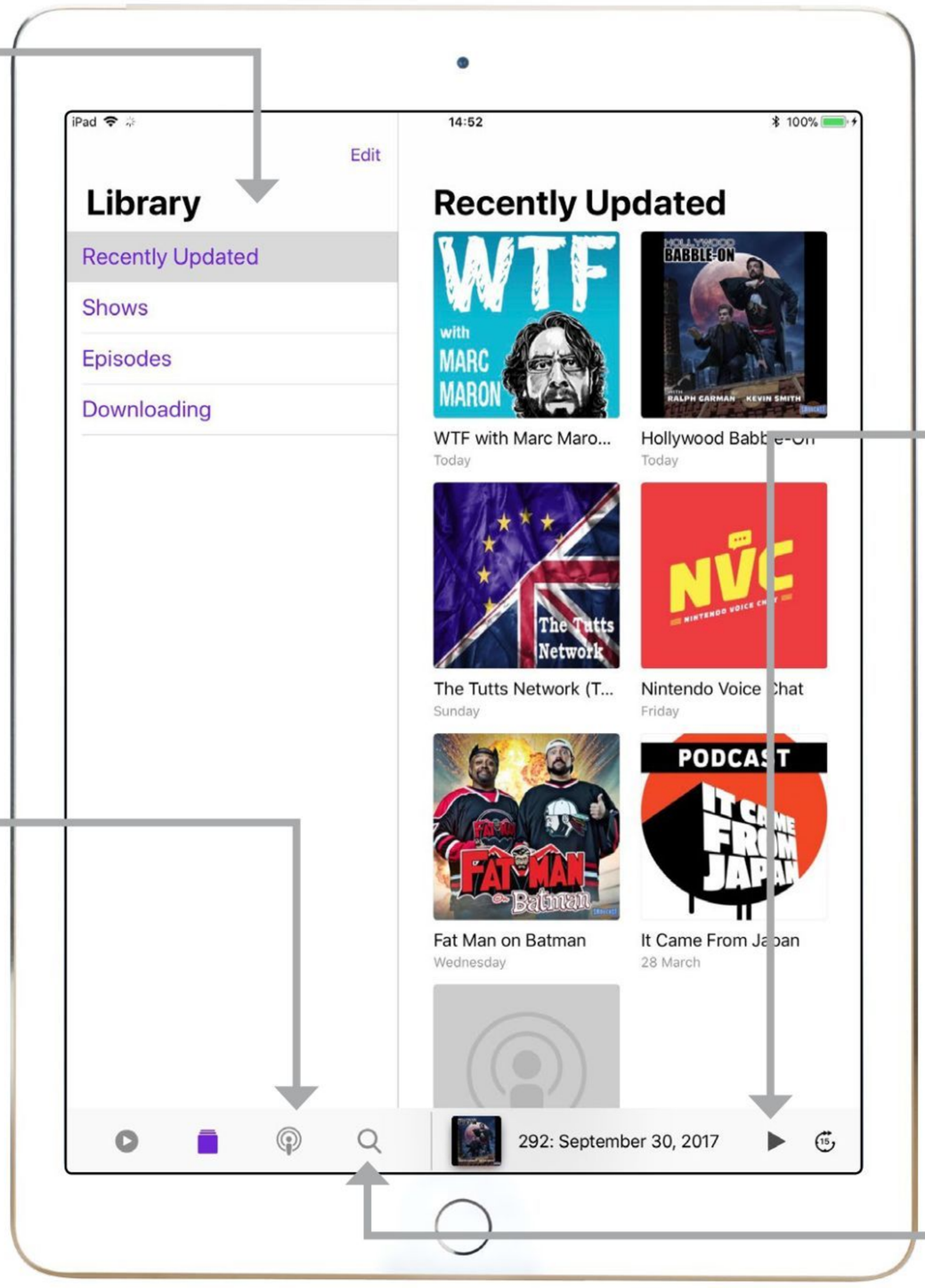


03 When you find a podcast that you would like to subscribe to, tap on the 'Subscribe' button and you will be notified whenever a new episode is ready to be downloaded and to be listened to.

Listen to podcasts on your iPad

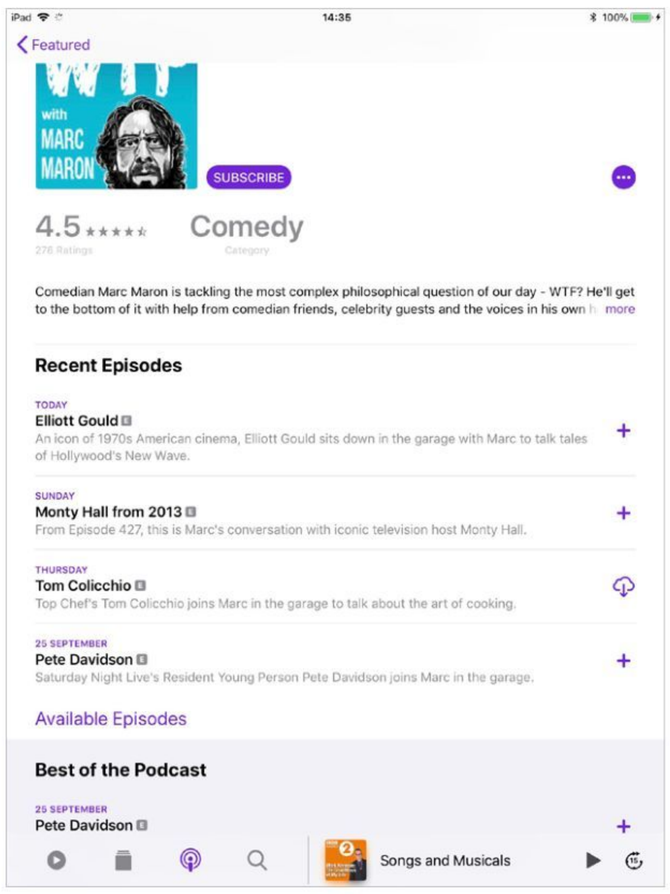
Your Podcasts
All of the podcasts that you have downloaded will be accessible through this section. Tap on a brand to view all of the podcasts inside and then tap an individual episode to start listening to it

Top charts
Podcasts come in two flavours, Audio and Video, which are self-explanatory. Use the charts to find the greatest podcasts in each category. When you find one you like, hit 'Subscribe.' You can filter these charts according to genre

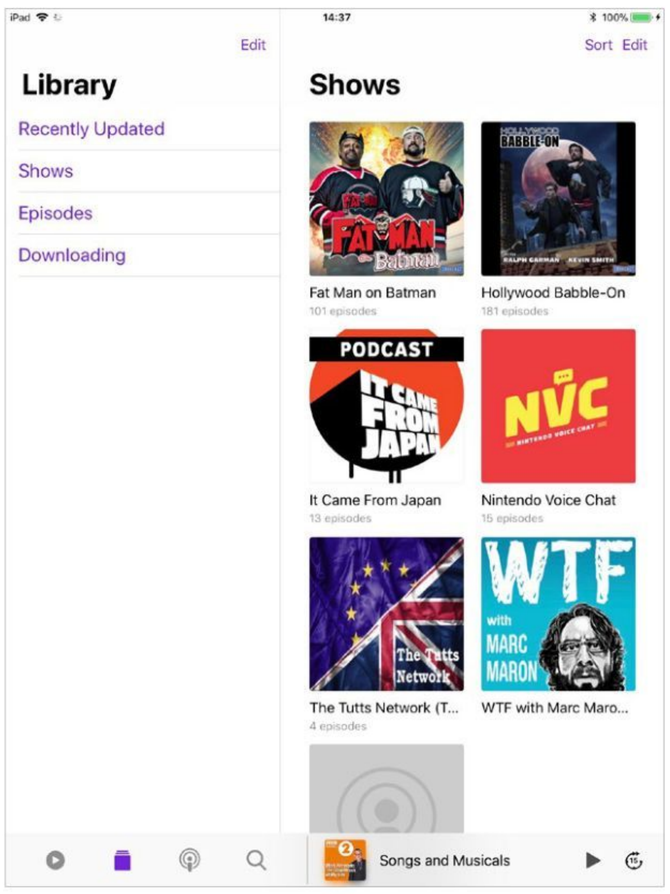


Now playing
Like the Music app, if you currently have content playing then you will be able to access it via the 'Now Playing' link in the top-right corner and then access the playback controls to Play/Pause, skip and more

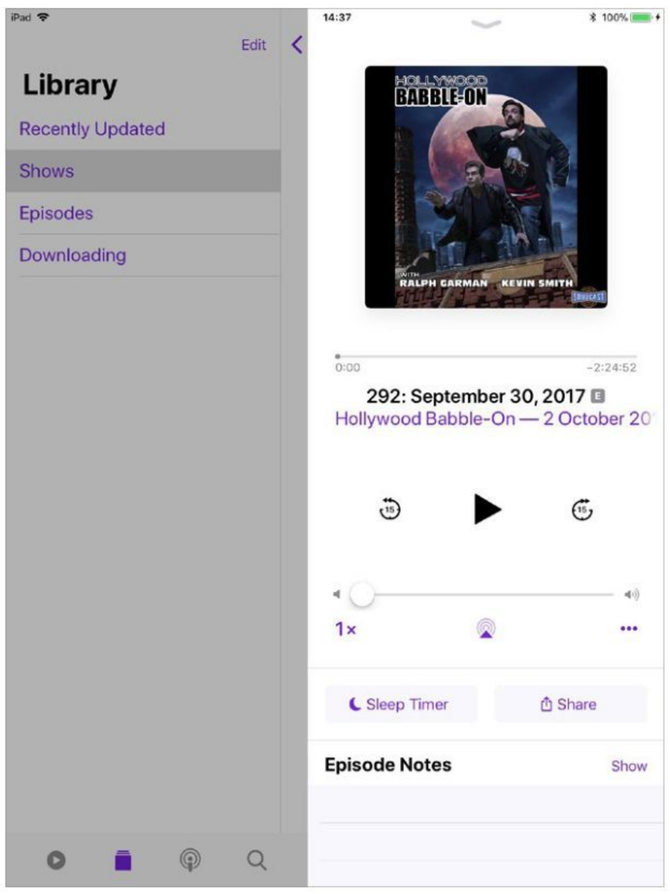
Search
If you have a good idea of the sort of content that you would like to download and listen to then tap on the Search icon and start entering keywords to find content that matches quickly and easily



04 You can also download individual episodes by tapping on the plus icon next to a particular episode then tapping the cloud icon. All downloaded content will be accessible from the My Podcasts section of the app.



05 When you are ready to start listening to a podcast, tap on the My Podcasts icon and select a podcast to listen to. Tap on an individual episode to start listening to it. It will be tagged with how many you have per series.



06 When you start listening to a podcast you will be presented with a familiar set of playback controls. You can also change the speed and use the scrub bar to jump to a particular point within the cast.

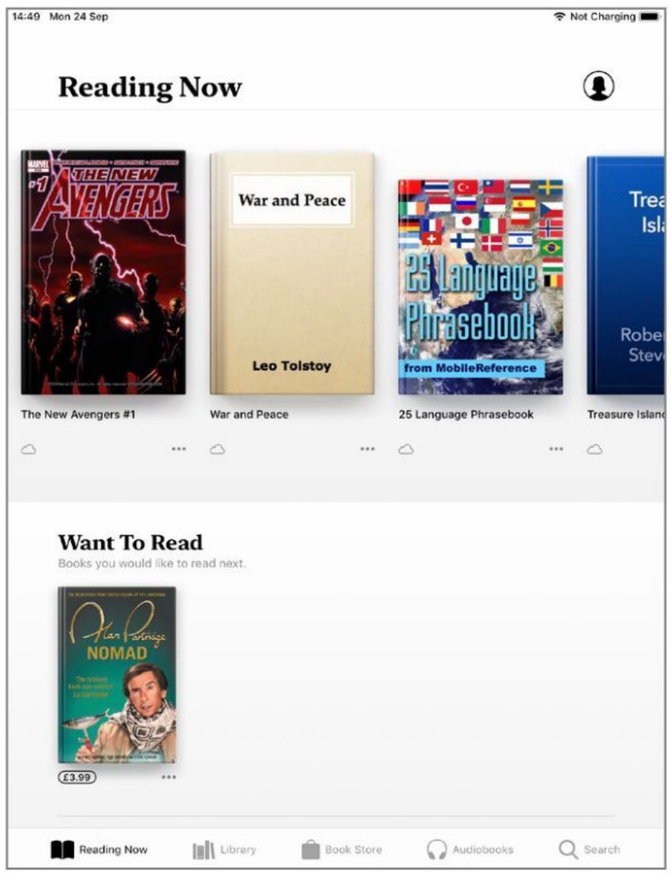
Purchase an eBook

Learn how to buy an eBook and open up a whole world of digital books, revolutionising the way you read

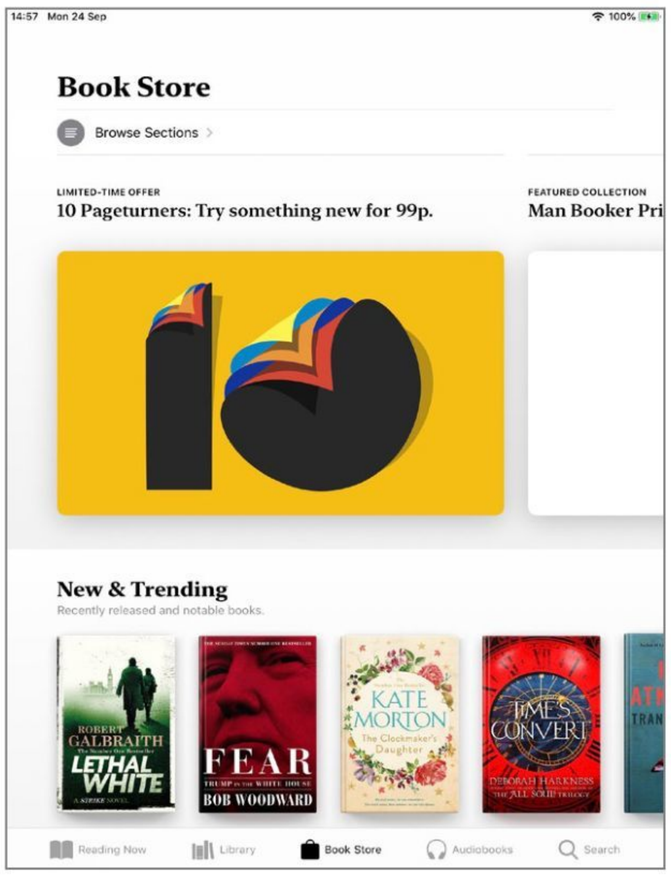
One of the reasons for the iPad's existence is to take on Amazon's Kindle. The iPad obviously has a number of advantages over the Kindle in that it can do a great deal more than a dedicated device, but on a purely ebook-reading scale, the iPad is still one of the most advanced out there. What's more is that Apple already has a tried-and-tested way to deliver ebooks directly to its device: the iTunes Store. However, Apple hasn't just bundled the books into that system, it's created a separate space for these so that users can be sure of what they are downloading.

Apple Books is a fantastic resource on your iPad, holding all your ebooks and giving you access to the custom-built eBooks Store to make purchases. The system is simple, although you may need to download the Books app from the App Store to kick things off. This tutorial will take you through your first download from Apple Books so you can get a feel for the system. It's then up to you to resist buying a library's worth of content on each visit!

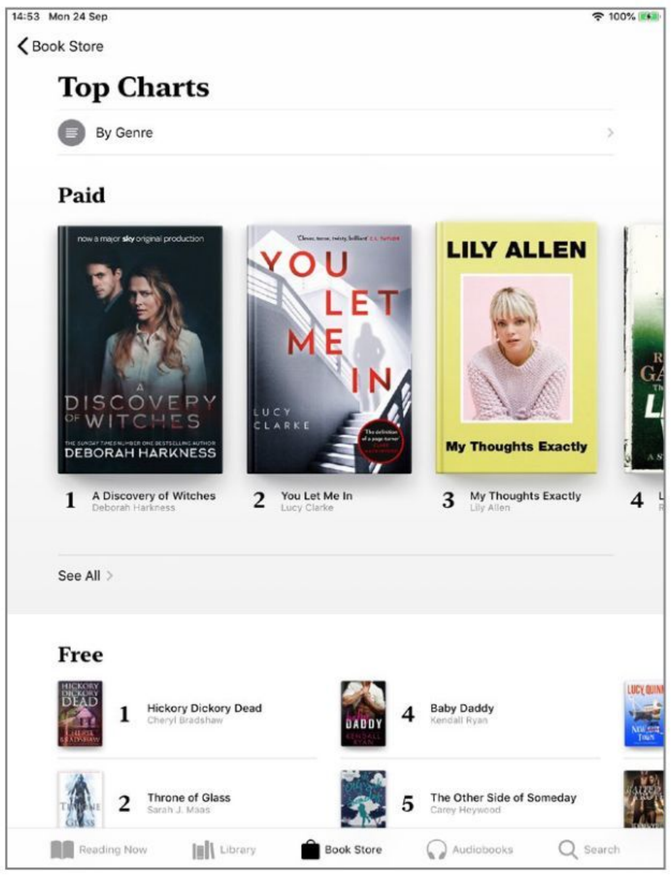
iBooks Purchase a book



01 Find the Apple Books icon on your Home screen, tap it, and once it's loaded, you will be presented with blank shelves. To get your first book, browse through the Featured and Top Charts tabs at the bottom of the screen.



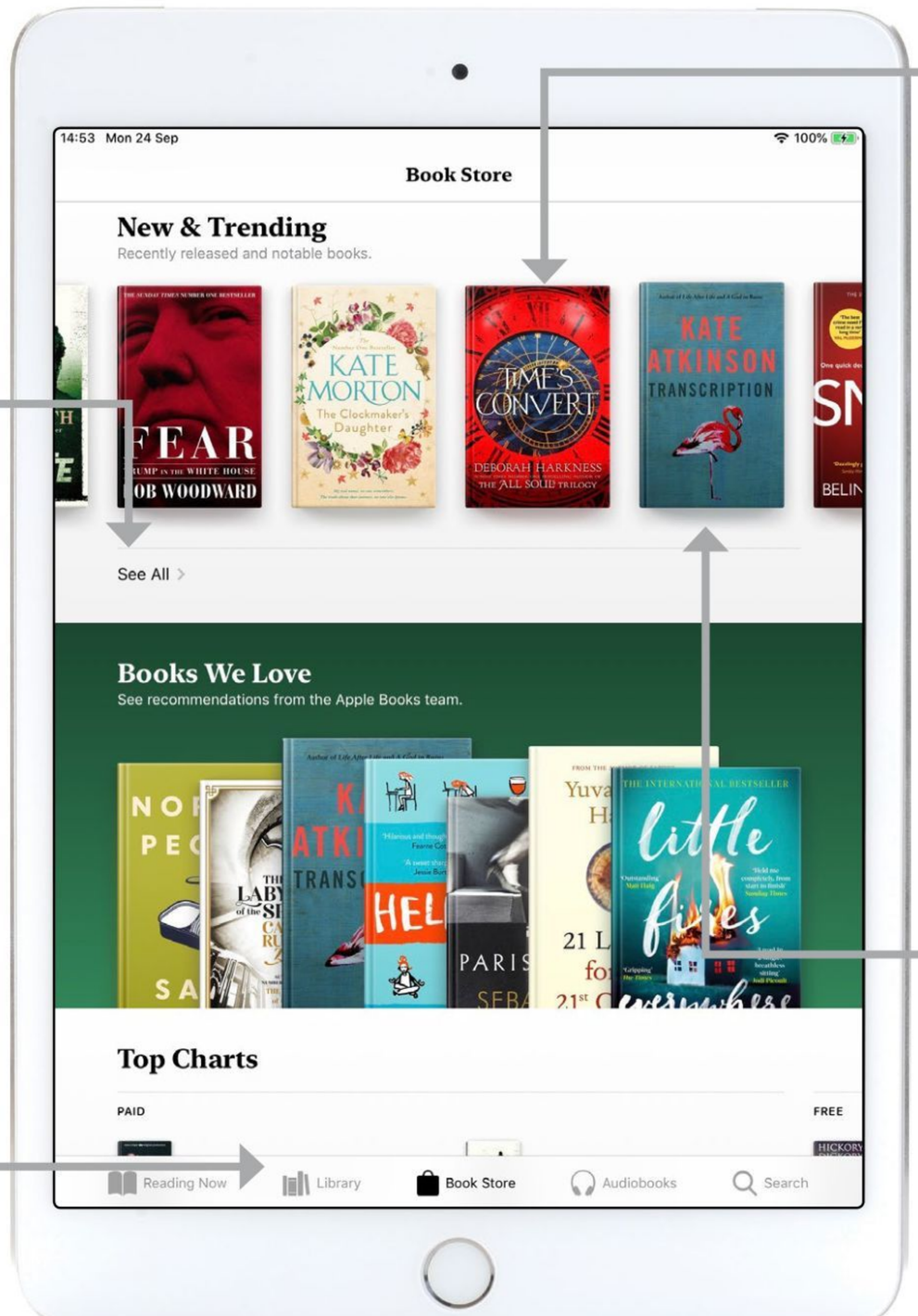
02 The Book Store is similar to the App Store or the iTunes Store. Books are categorised and searchable, and everything is charted so that you can see what is selling best, but you can also search for specific authors.



03 The 'Book Store' section displays all of the latest releases of significance and you can also scroll down to the 'Top Charts' to see which titles are currently popular. It also shows the prices next to the books.

Purchase an iBook

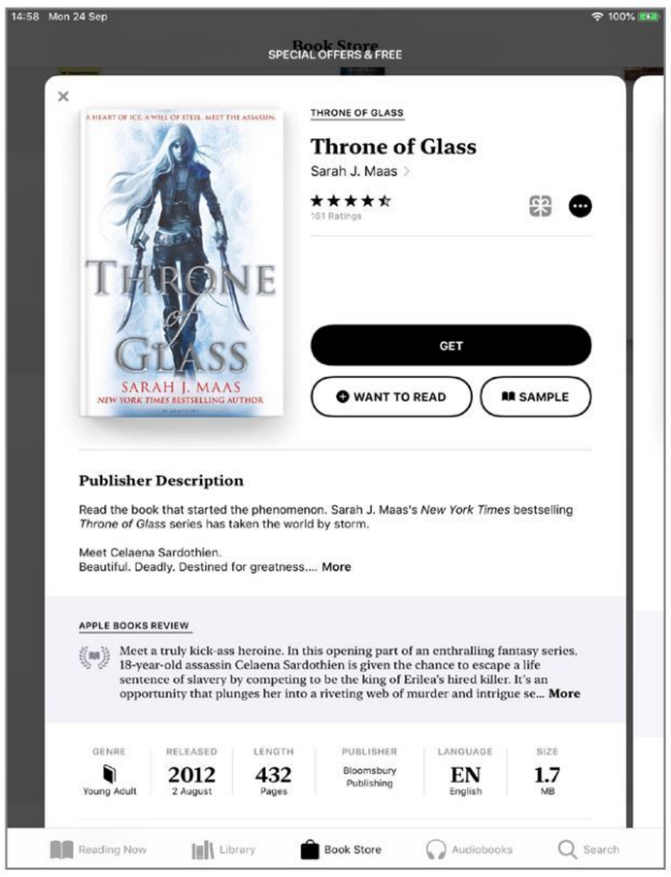
See All
Use the 'See All' button in order to get a bigger list from any given section. It's similar to the system that's used on the App Store



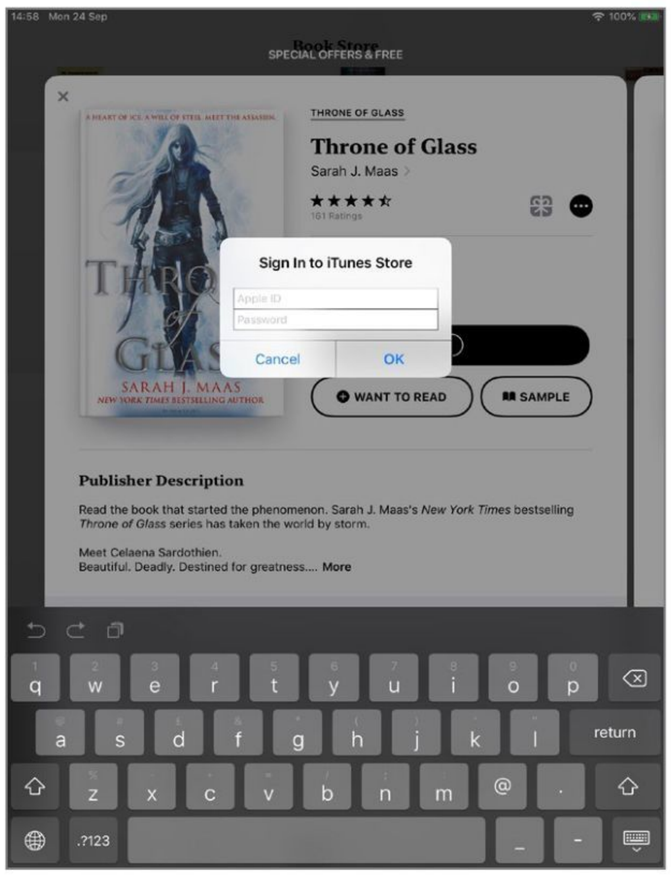
Promo perfection
Again, like the App Store, books are picked by Apple to be featured on the front of the Store. This positioning increases their sales no end, as you can imagine

Tabs at the bottom
At the bottom of the interface there are five tabs, which will help you navigate through the Store and also see what you have already bought previously

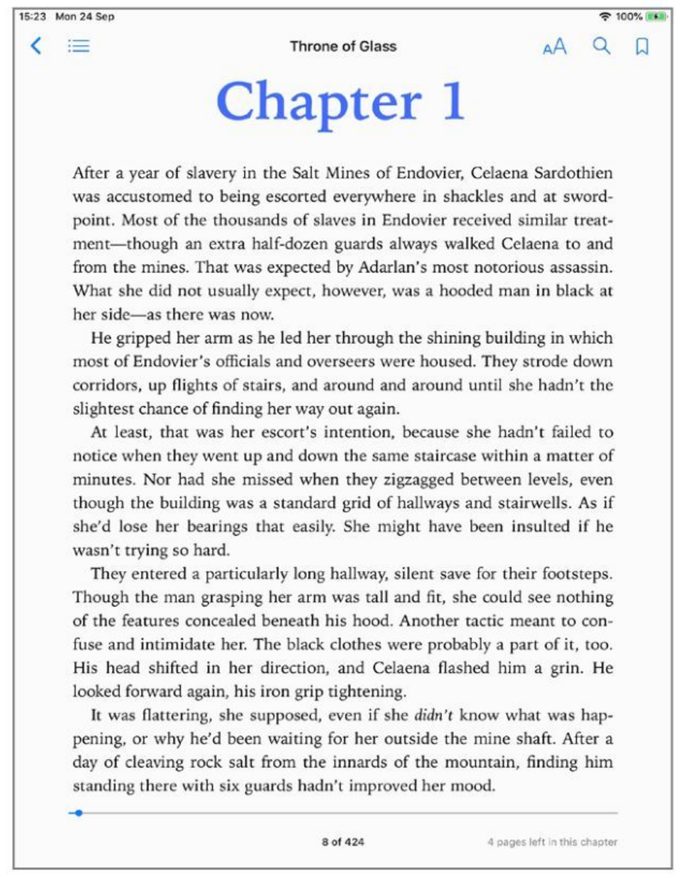
Easy navigation
Navigating through the Store with your fingers is easy. Tap buttons to see more and tap individual books in order to get more information



04 Like the App Store, there are a huge number of free books. These tend to be the classics, so you can go ahead and get great content for nothing. Tap on the book in the store and then tap 'Get Book'.



05 You'll now be prompted to enter your iTunes account password to authorise the download. Once you've done this and tapped the 'OK' button, the book will start downloading, and will be available to you shortly.



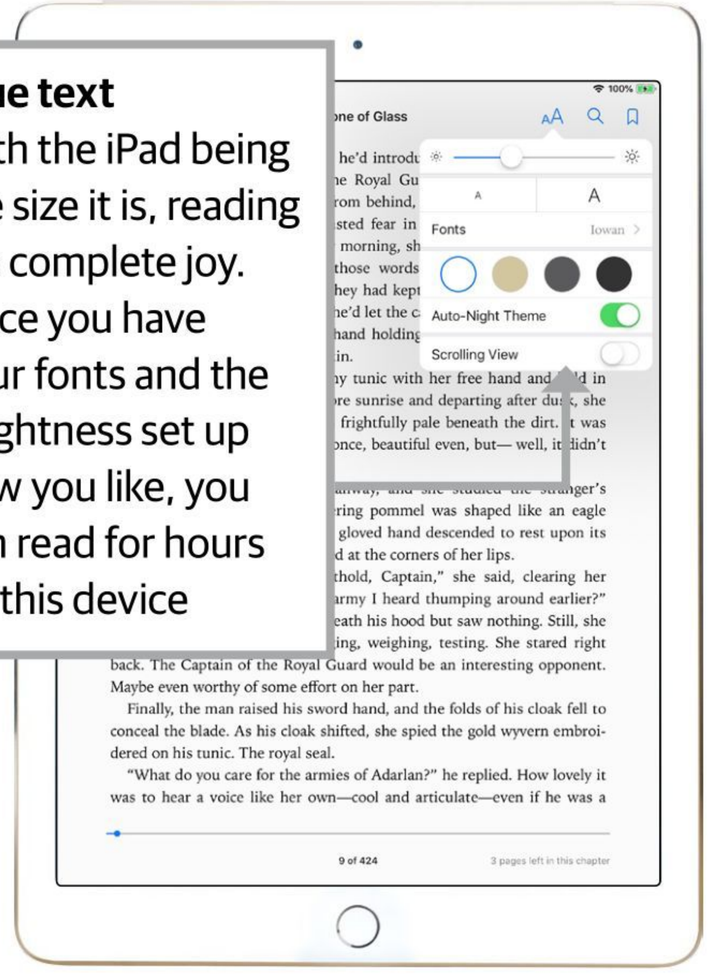
06 Your new books will now appear on the bookshelf and you'll see a progress bar as they download. Once downloaded, the book will become available to read at your leisure. Start collecting and fill up those shelves!

Get to know Books

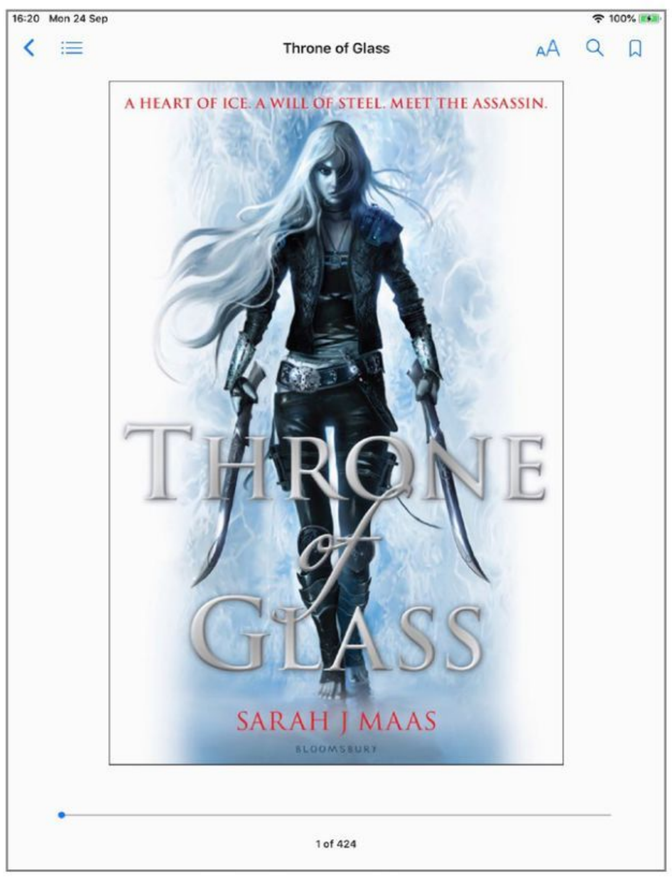
Having an eBook reader on the iPad is very cool, so here's how to customise it to your liking

Despite the conjecture, if you've actually used the iPad you'll know full well that it's much more than just a large iPod touch. The size really does make it feel like you're holding a full-blown computer in your hands, and no other app exemplifies the difference more than Apple Books. When you're reading a book on the iPad it feels natural, it's easy to do, and we are certain that we'll be doing a lot more reading now that it's so simple to carry books around with us. The beauty of the iPad interface means that making changes to the way Books looks is very, very simple. Users can opt to make text bigger, change the font and alter the brightness of the book without having to leave the page they are reading. Try doing the same three operations on an iPhone and see how many times you have to leave and return to the page you are reading. Books is exceptional, so follow our tutorial on how to get more from the reading experience.

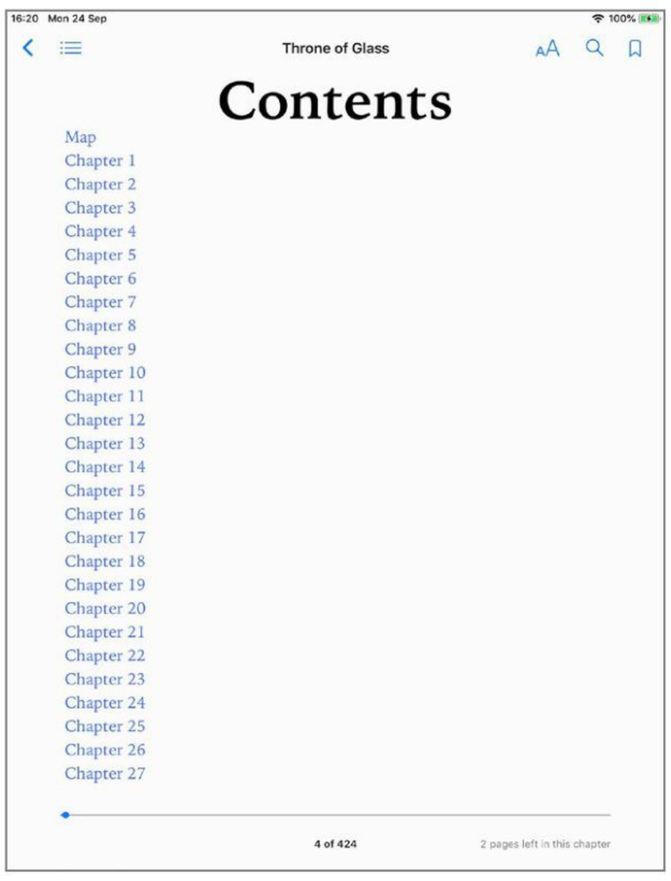
True text
With the iPad being the size it is, reading is a complete joy. Once you have your fonts and the brightness set up how you like, you can read for hours on this device



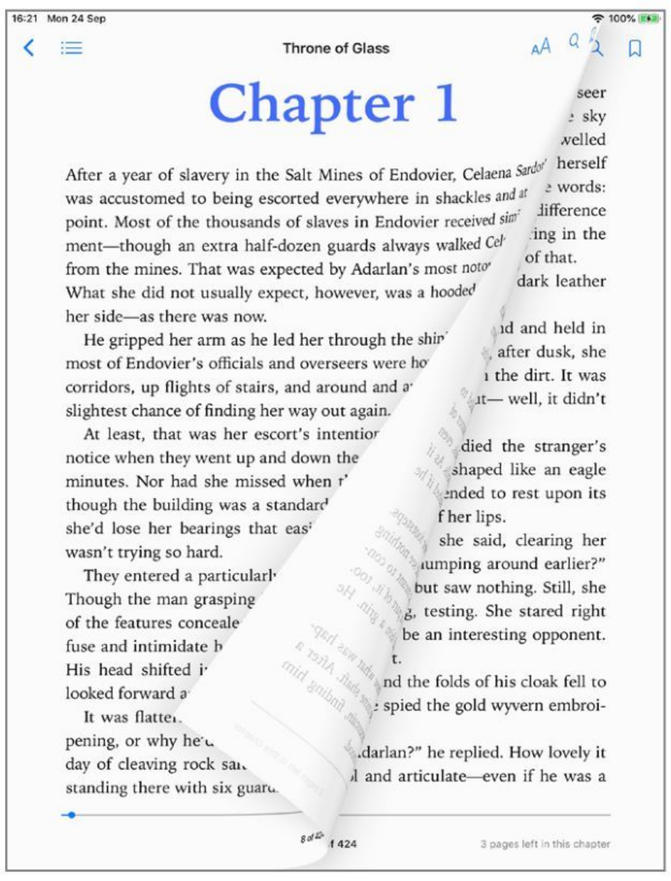
iBooks Font, size and brightness



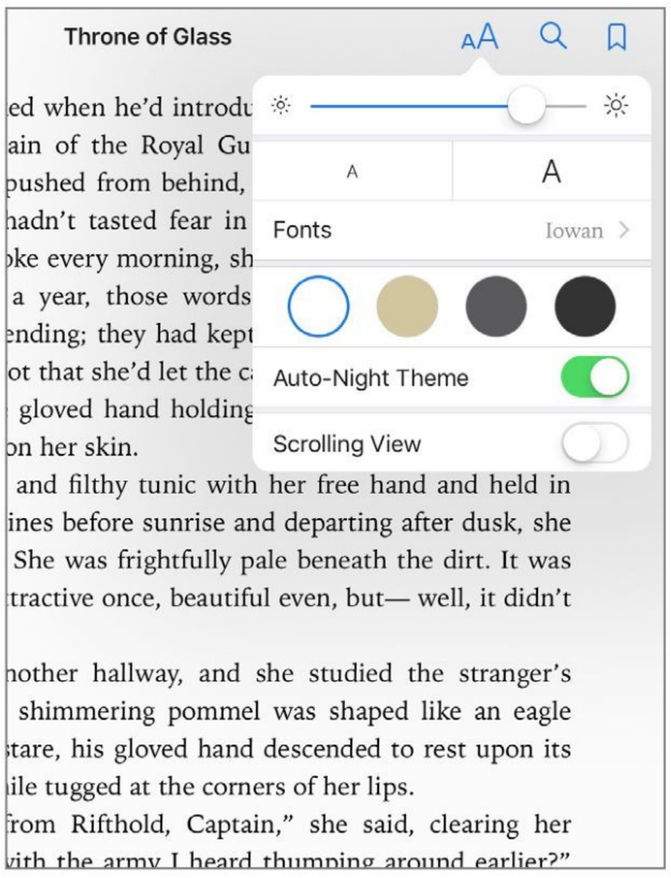
01 Open the Books app and then tap on the cover of a book on your shelf that you would like to read. The page is presented as if it were a real book, but by tapping on the screen you'll find options at the top and bottom.



02 You can navigate from the contents page to a chapter by tapping on it, and once you have been reading a while, you can head straight to your own bookmarks within the pages themselves, for super-quick navigation.

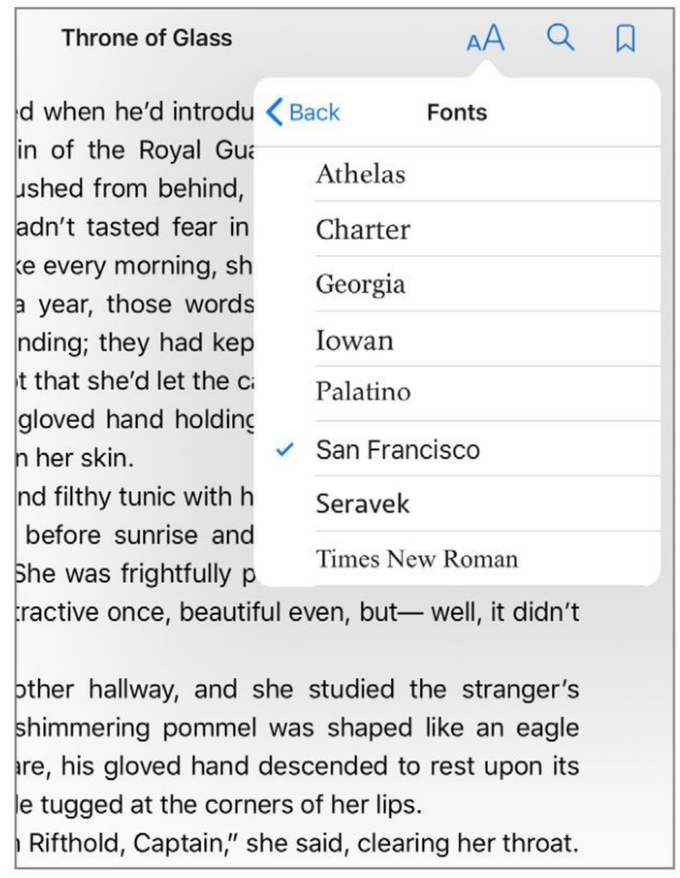


03 You can flip through pages by dragging from the right-hand side to the left, where you'll see the cool page-curl animation. Or use the less cool but more functional tap on the right-hand side to skip to the next page.

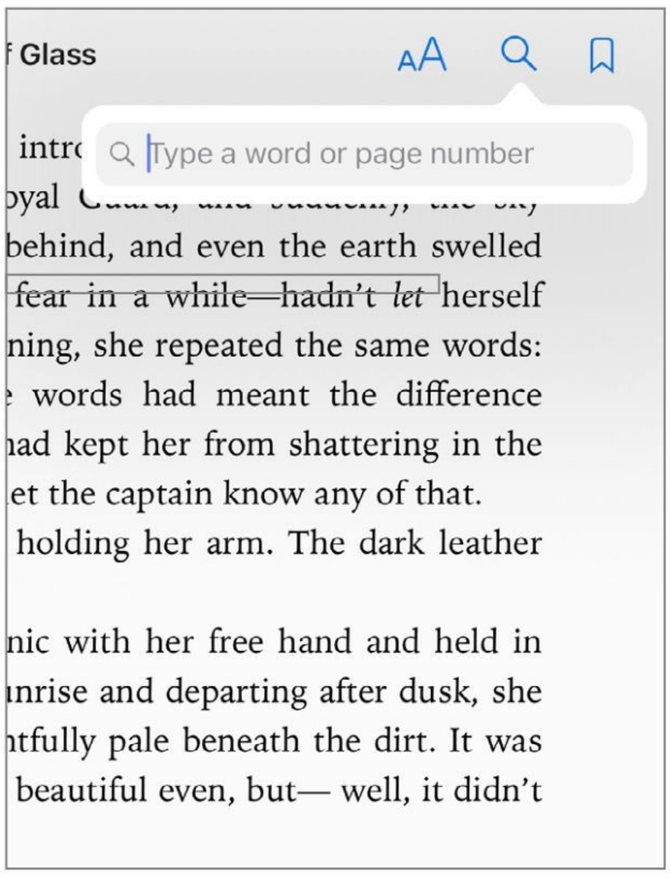


04 Tap on the 'aA' font button at the top to access the menu where you can alter the book's font and text size. Tap the big 'A' to increase font size and the small one to decrease it, depending on how easy you find the text to read.

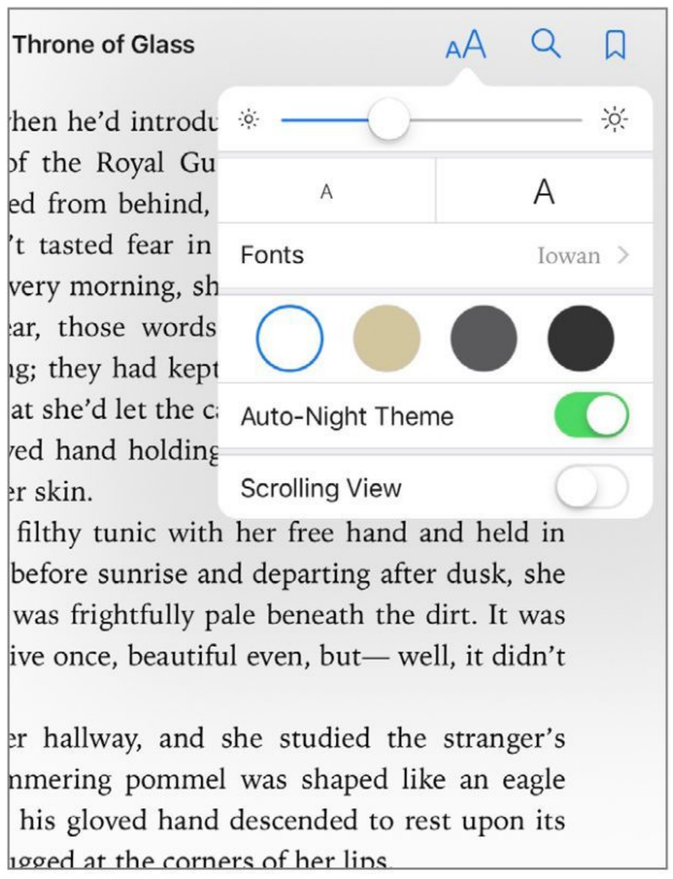
05 If you're not keen on the font used, you can change the font type. Tap the 'Fonts' button and then pick from the available options that are listed in the pop-out window. The selection should provide an alternative that suits you.



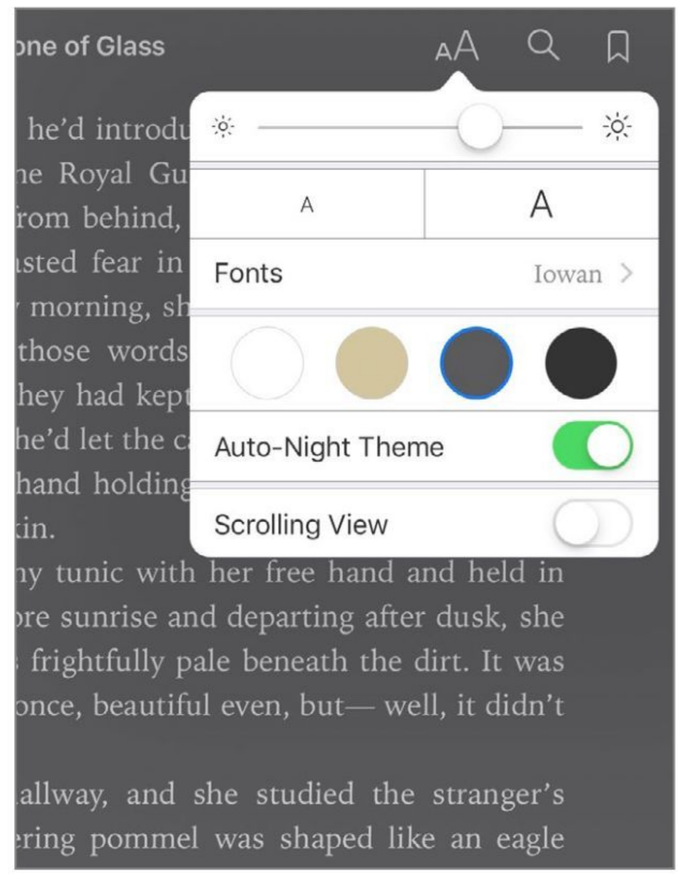
06 Tap the font you wish to select and a tick will appear next to it. As with all the other changes you can make to the appearance of a book within the app, they happen instantly, and you can select another one if you wish.



07 Tap on the magnifying glass icon to bring up a search field. Every book on the Store is fully indexed so you can instantly find individual words in a book – invaluable for textbooks and following complicated plots.



08 Tap on the sunshine icon to bring up brightness settings of the book. This only affects the levels within Books and doesn't translate to the rest of the iPad, so you won't have to change it back within other apps.



09 Changing the brightness means that you can alter the reading light to whatever is most comfortable for your eyes. The brighter the ambient light, the brighter Books needs to be. You can also change the background colour.

Stay informed with News

Discover what is going on in the world from your favourite news sources thanks to the brand new Apple News app

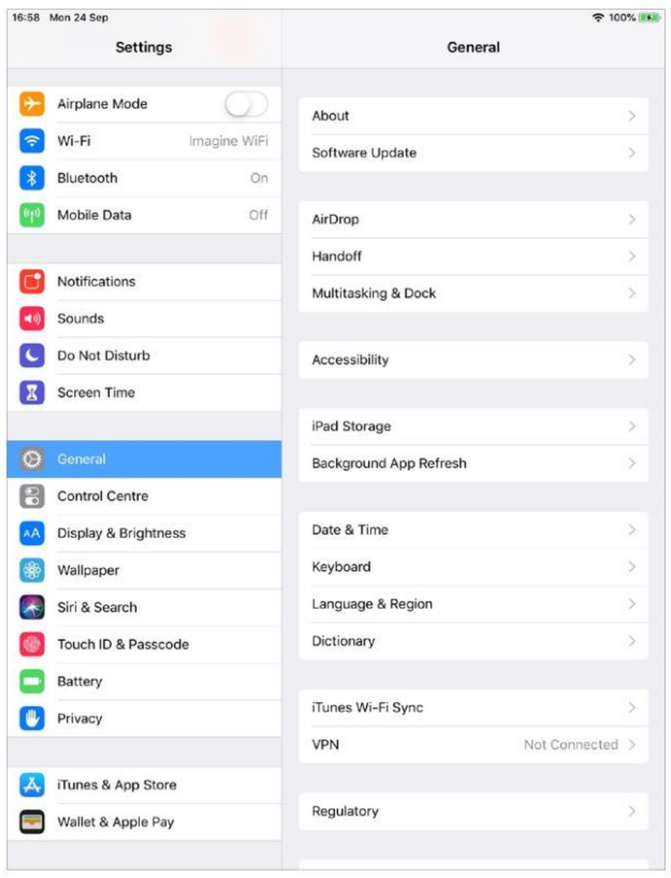
The News app, that was first introduced with iOS 9 continues to grow and it flourishes in iOS 12. This app offers you content from a variety of newspapers and websites, all updated regularly to ensure you're getting the latest current events.

You are able to set which news outlets you want to see content from, as well as set subject interest areas, such as sport or British politics. Once you've selected your interests, the app will collect stories from their original websites, displaying them for you to browse through at your own leisure.

If you haven't got time to read a story, you can save it for later via a dedicated button. By using the 'History' tab you can easily find stories you have read recently if you are looking for a particular article to show your friends or family.

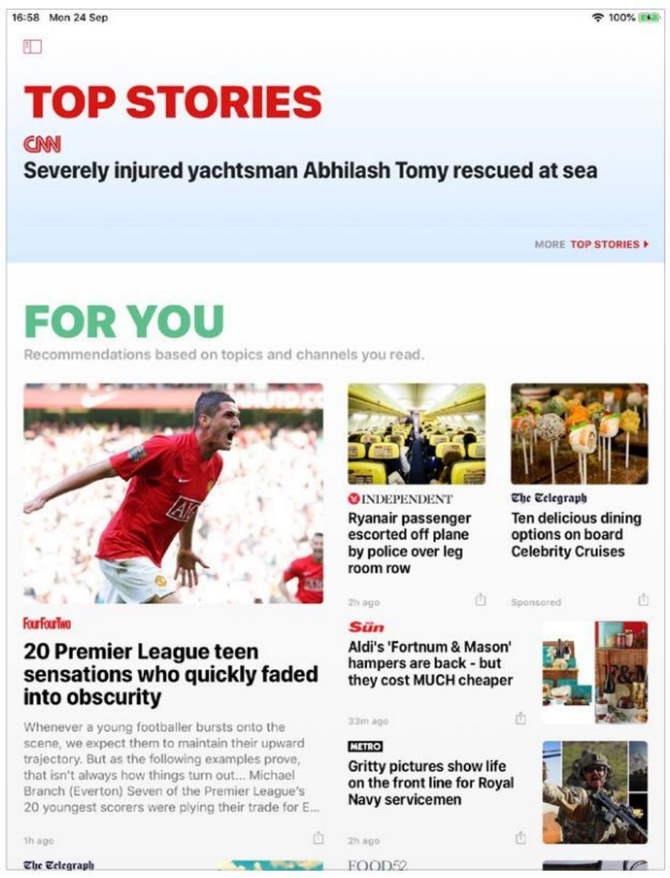
This tutorial will take you through the steps needed to get to grips with the app and get the most of its innovative functions. So start here to stay informed on what's happening around the world.

News How to sign up for News



01 The news app received some new features in iOS 11. To update your iPad, tap on the Settings icon and navigate to General>Software Update and install the most recent operating system available.

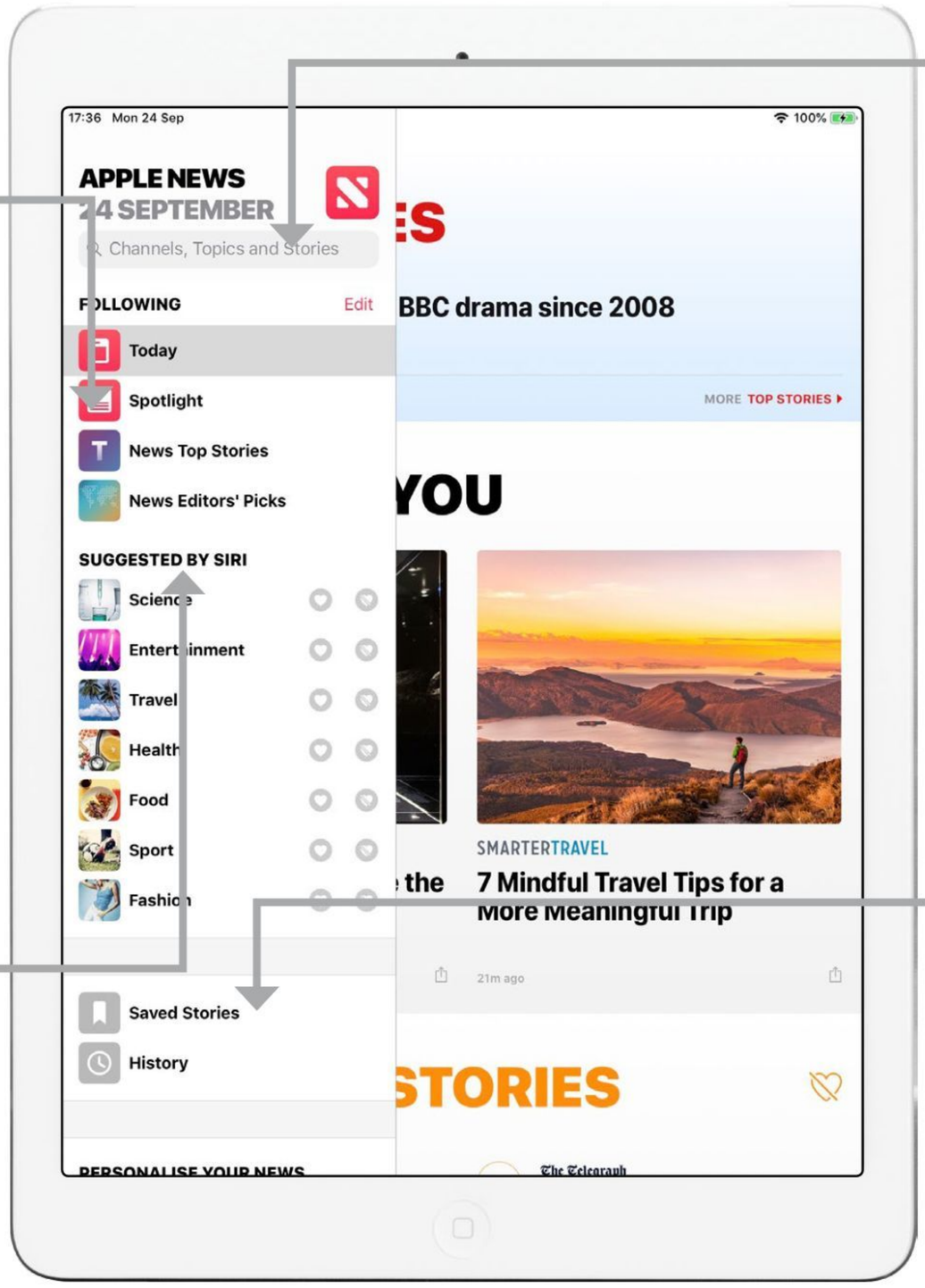
02 After updating your iPad, you will need to turn off your device and restart it. You should now see the red Apple News app icon on your Home screen. Just tap on the icon to open up your own dynamic news feed.



03 The first page you will see when you open the app is the 'Today' section. You can scroll down the page to see a small section of each news category (food, trending, health etc). Click on 'More stories' to go to that seciton.

Stay informed with News

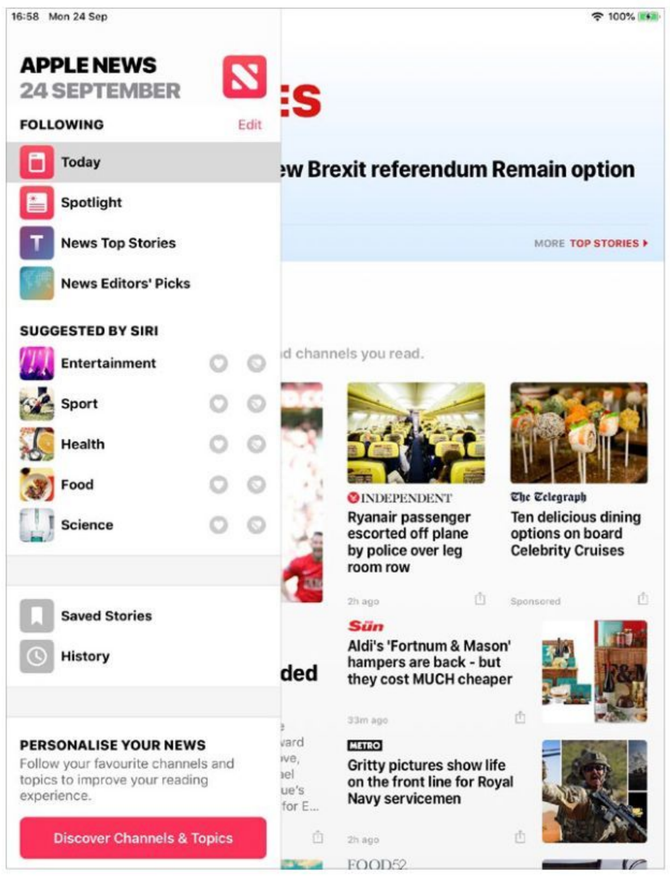
Explore
The 'Spotlight' link in this menu takes you to view the day's top story or topics. This is always hand-picked by Apple's News Editors



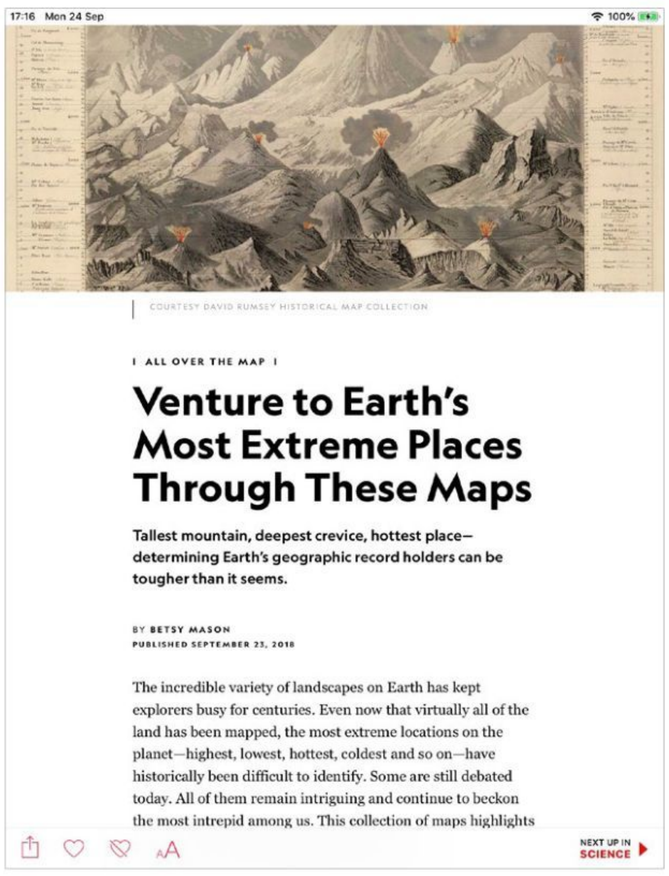
Search
In the 'Search' section you can look for certain topics or stories but it will also show you what topics are currently trending. Search results will also bring channels that feature the topics

Siri support
Siri will remember what you read about and searched for in other apps and use this information to tailor the stories that appear in the app

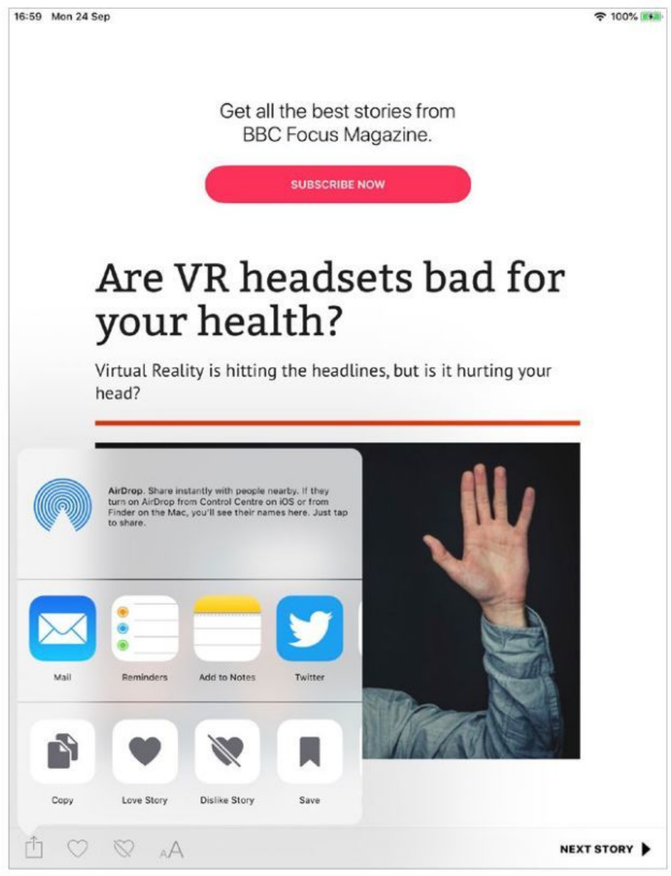
Saved
Tapping the ribbon icon in the corner of the screen when reading an article saves it for later. Tap this link to find saved stories



04 Tap on the icon in the top-left corner of the screen to reveal a series of options. You will see different topics of news but at the bottom is a link to choose what channels and topics you would like featured in your feed.



05 Simply tap on a story to open and read it. If you find a particular article you enjoy, you can use the heart icon in the bottom-left corner of the screen to favourite it. This will help the app learn which articles you prefer.

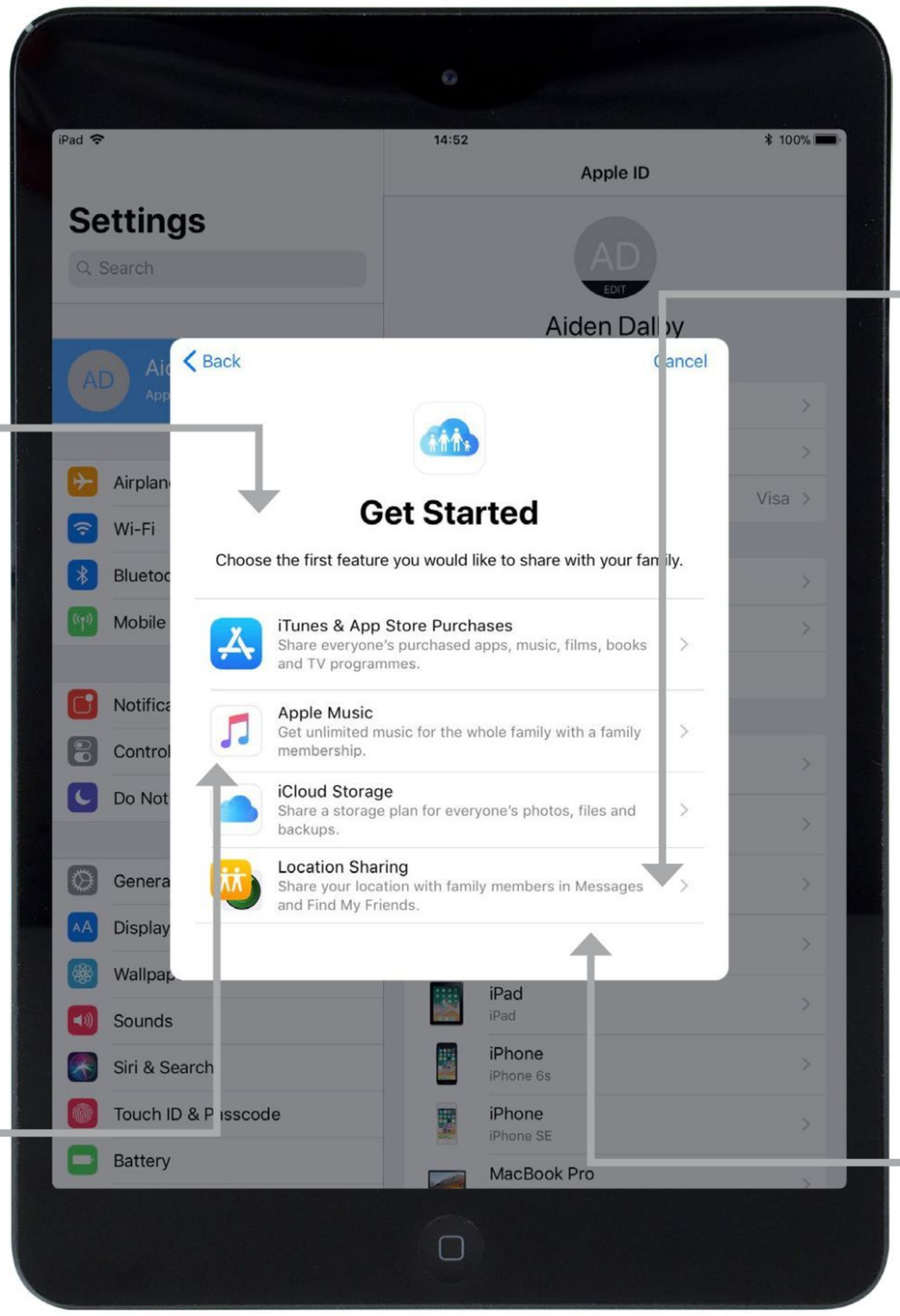


06 Tap the box containing the upwards arrow. This will display a list of ways that will allow you to share whatever story you have just read with your contacts via a range of messaging and social media methods.

The next step

Family Sharing organiser
Family Sharing only needs to be set up by one person in the household. When setting up, they will send out invitations to all of the other family members

Many benefits
As you will discover, family members who are linked together can share iTunes media, schedule events on the family calendar and more



Location sharing
Setting this up allows those in the family to see the organiser's location. Each member then has the option to share their location through the Find my Friends app

Find missing devices
One of the most useful aspects of this service is that if a family member loses their device in the house, the organiser can track it and command it to emit a sound

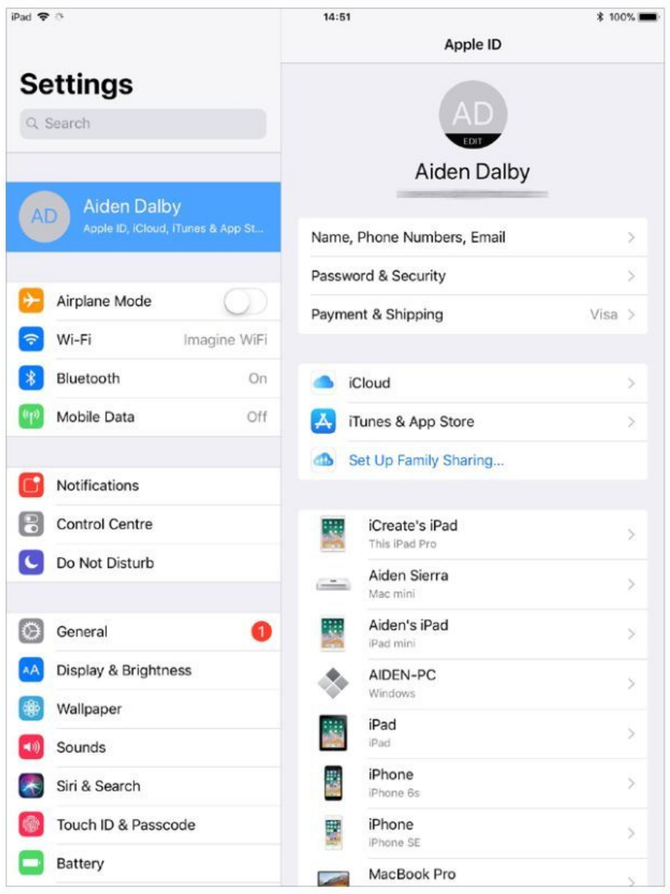
Learn to set up Family Sharing

How to link family members to one account so that all downloaded media can be shared between devices and much more

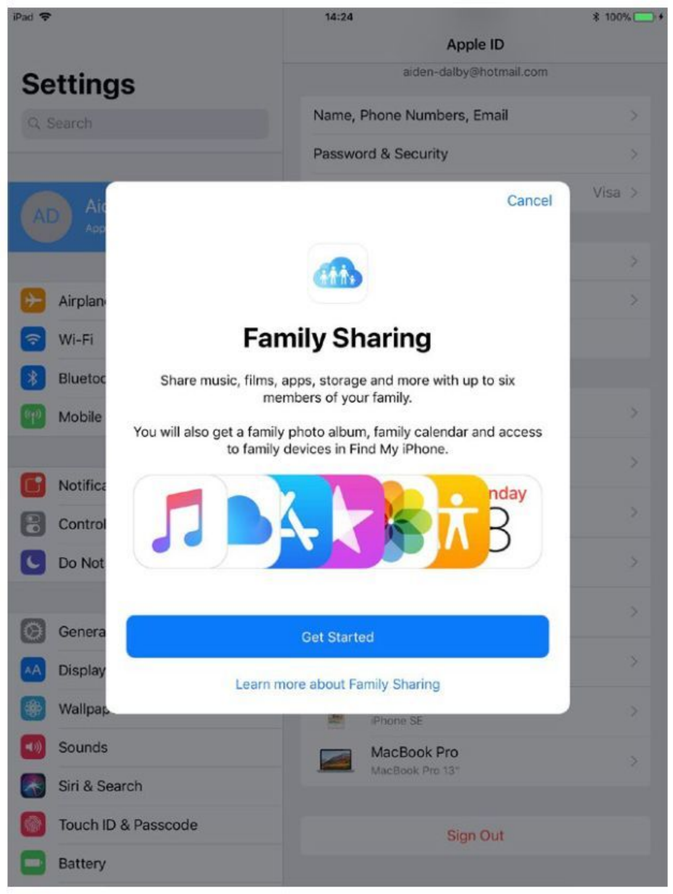
Family Sharing is a new way to access content from your iPad. Up to six accounts can share all the different types of iTunes purchases that have been made within the set up family. This service is set up by one family member, known as the organiser, and once set up, all of the family purchases are paid for with the same credit card. This means that young children won't be able to make purchases without the organiser's approval and all of the content can be shared between all of the family members linked to the account.

There are numerous other benefits from using this service; you can share photos quickly and easily within the household, mark up events on a central family calendar and even help track down missing devices. Once set up, family members get instant access to each other's downloaded content without the need to share Apple IDs and passwords. When family members try to buy new content, a permission alert will notify the organiser who can then approve or deny the request.

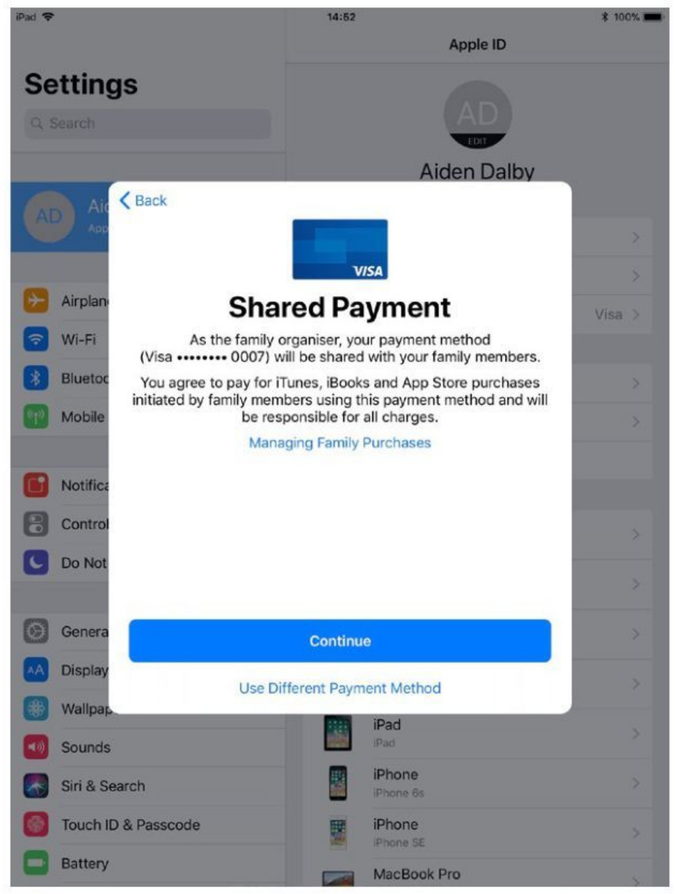
Settings Get Family Sharing working on your iPad



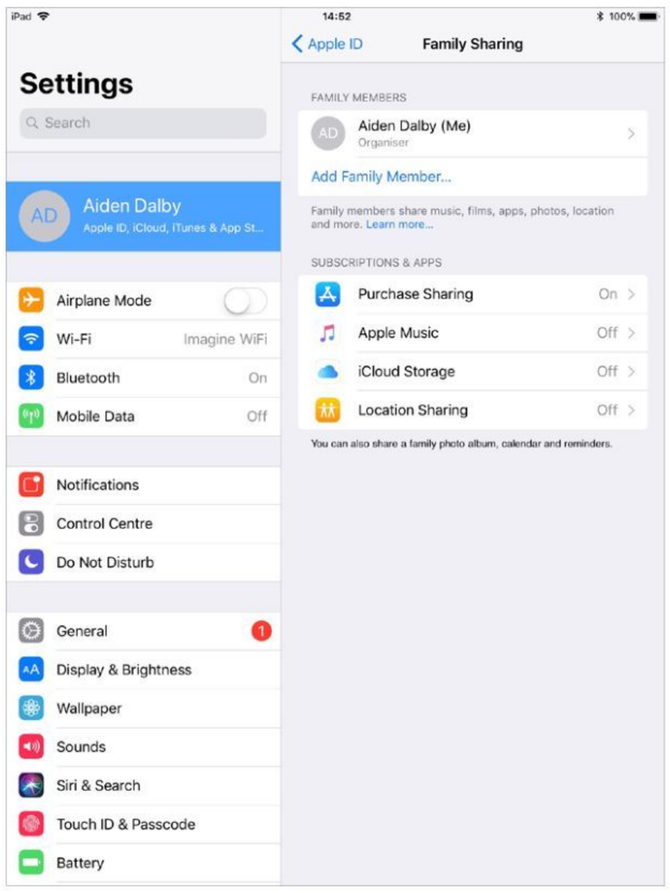
01 Launch the Settings app from your Home screen and tap on your Apple ID at the top of the screen. You will see the option to 'Set Up Family Sharing...' in the middle of the screen highlighted by the blue font.



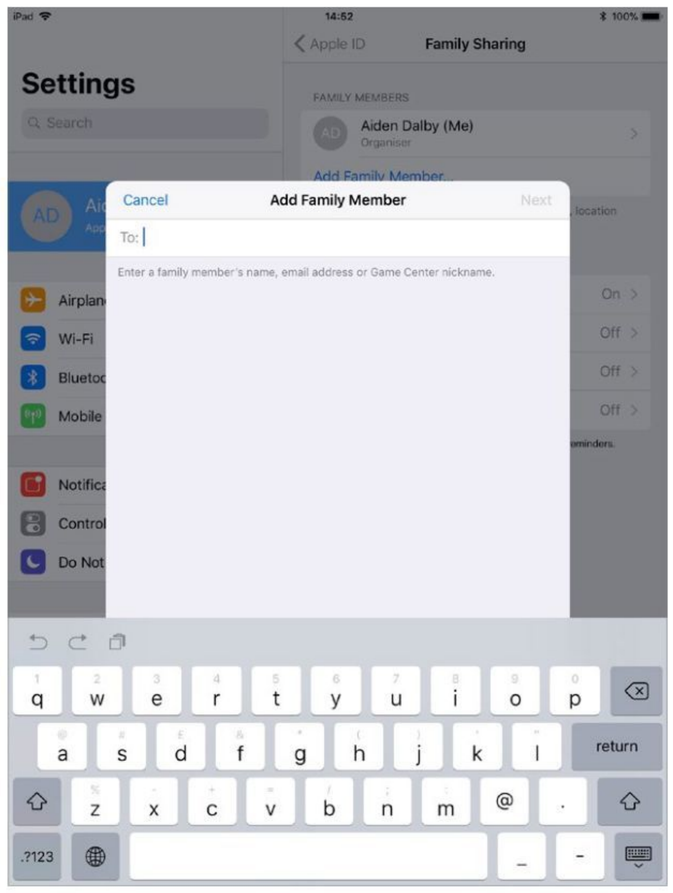
02 Tap on the 'Set Up Family Sharing' option followed by 'Get Started'. Now sign in using the Apple ID that you wish to use in order to share iTunes, iBooks and App Store purchases throughout your family.



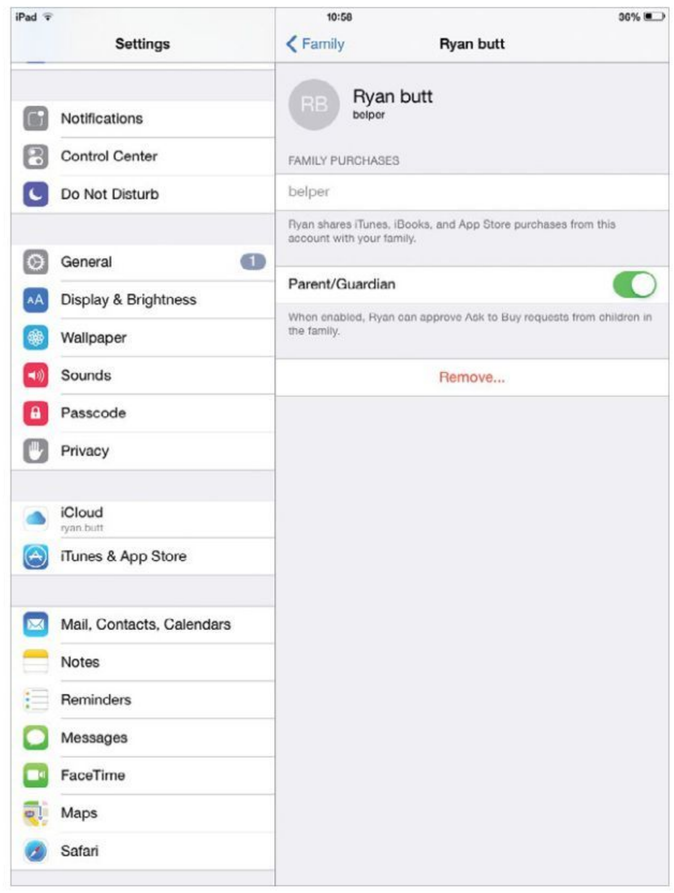
03 You will have to check the payment method that you wish to use to authorise all iTunes, iBooks and App Store purchases in your household, or enter payment details if they aren't already linked to your Apple ID.



04 Once complete, you can select other sharing options. For example, you can choose to see family member's locations. These aren't an essential step to completing the process, so you can skip setting these up.



05 Now the basics have been put in place, you will be taken back to the Settings screen to start adding family members by entering their name or by iMessage. An invitation will be sent and, when accepted, the member will join.



06 From the 'Family Settings' screen of the organiser, you can tap on the names of attached family members to grant/revoke certain app-buying privileges or remove people from the Family Sharing circle.

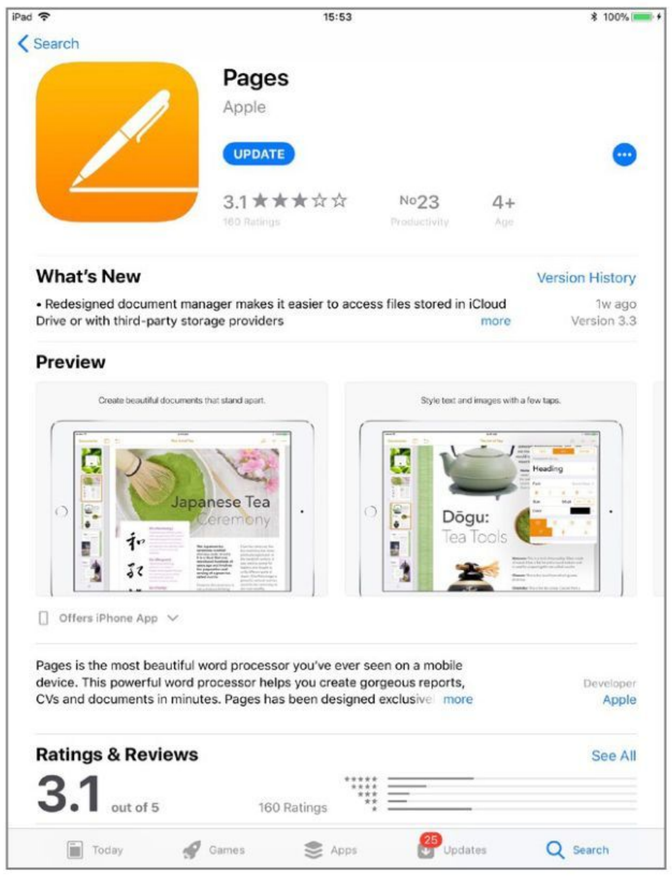
Design a document

Apple's Pages takes the mobile word-processing experience to a whole new level

Pages is not like most word processors – it combines the most used features in an interface which includes very few icons. Getting to know the app is not difficult, although it does help to understand where the main functions reside in order to get you started, and doing so will open up the power within. Despite the rather sparse interface, it is packed with formatting options and clever little tricks that make previously tiresome manoeuvres a thing of the past. The included templates are completely customisable, which enables you to get creating in no time at all.

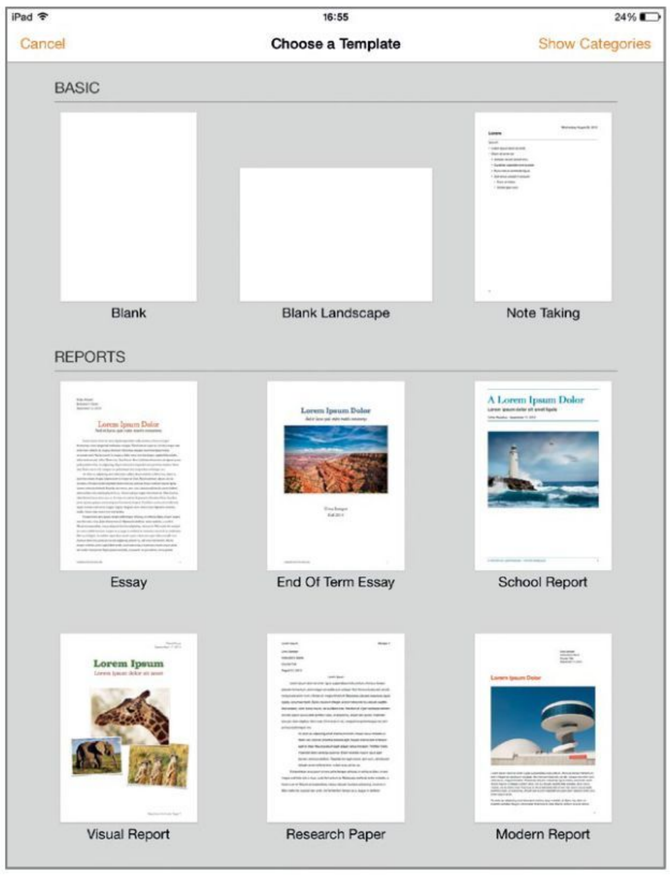
Not all specific needs are catered for, such as a word count, but Apple has done a good job of defining the most used functions that people need and being able to share your creations without touching a desktop is another advantage. You can even decide which format to save these documents in and, best of all, if you have iCloud enabled then you can sync your pages wirelessly between devices.

Pages Create stunning documents on the move



01 The first step is to search for Pages in the App Store, if your iPad came with iOS 7 or higher pre-installed then it is completely free. The first time you visit the App Store you will be prompted to get it.

02 Pages is so obviously visual in the way it is designed that you could just have a wander around the icons and start typing. If you tap the '?' at the top of the screen at any time, it will display some useful tips.

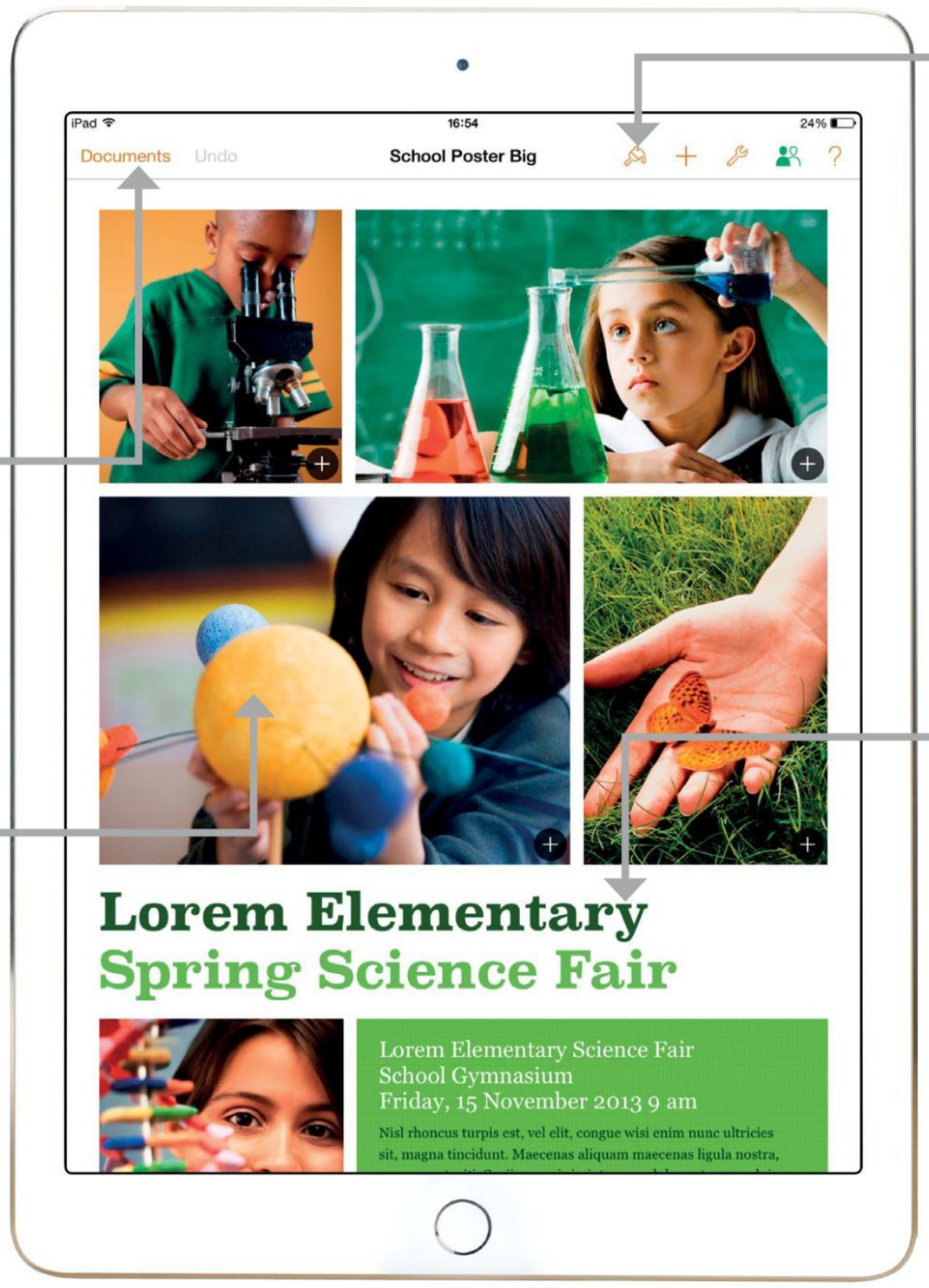


03 In the first screen, tap the '+' icon at the top and then tap 'Create Document'. This will bring up a screen with numerous templates on. You can choose anything from a blank page to a party invitation or newsletter.

Design a document

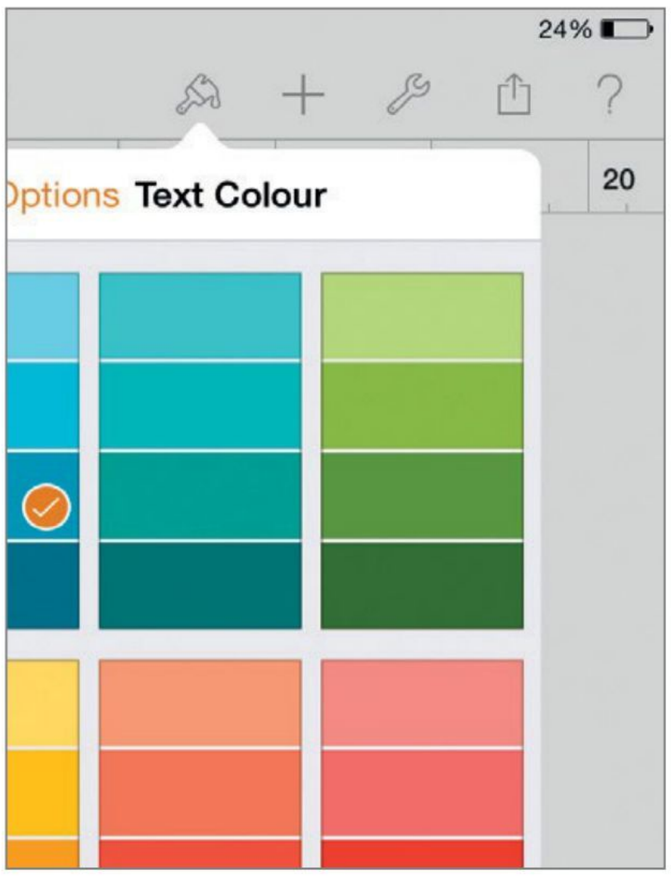
Document handling
Your completed documents are never far away. A tap of the 'My Documents' icon will bring up a page showing all of your saved work. Each document is saved automatically after every change

Easy image manipulation
Once inserted, images can be resized, moved and even twisted to the position you need. The words will automatically move to around them and into the right position

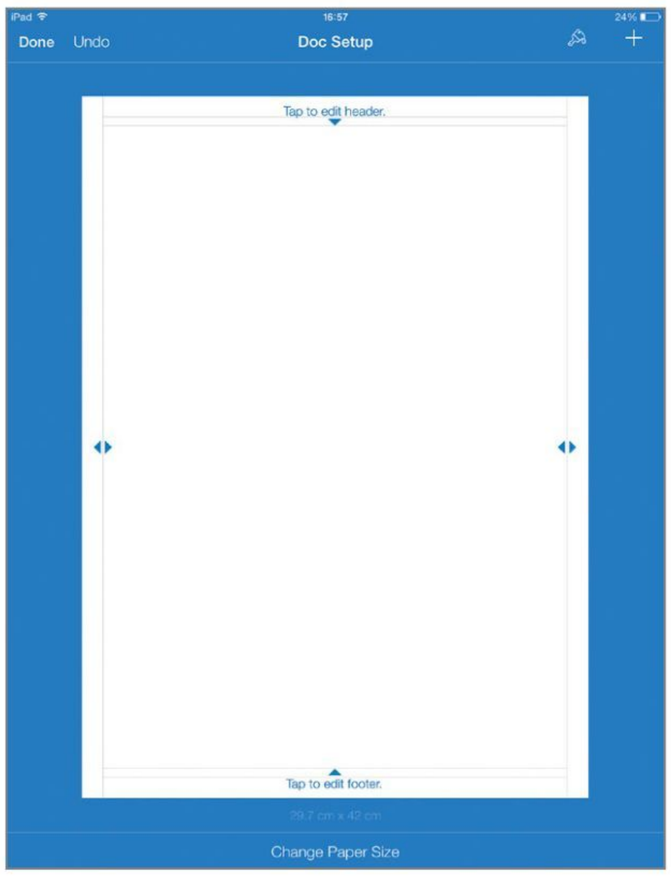


Extra formatting
Simply tap the brush icon to access extra formatting features such as bullet points, subtitles and headings. The options automatically change if you have an image highlighted

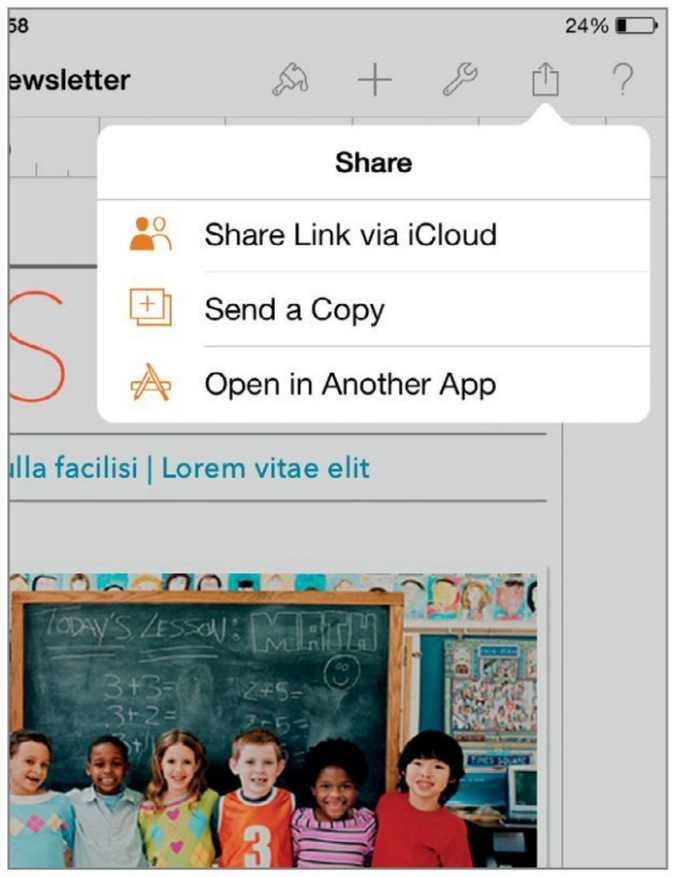
All the standards
All of the standard formatting options such as bold, italics and underline are easily accessible from the top bar. Highlight a word and click an icon for the desired effect



04 Type a few words and then check the formatting options at the top. Select words by tapping and holding, at which point you can use the icons to format the text. Tap the paintbrush icon for more options.



05 Other options include a document setup wizard, defined by the top-right spanner icon and a quick tap of the picture icon lets you insert an image into your document. You can also add in text boxes and shapes.



06 You never need to save your work as you go because Pages does it whenever a change is made to a document, but you can export it to PDF, Pages or Word format and send by email with the tap of one icon.

Make a spreadsheet

Use the versatile Numbers app to create serious or silly spreadsheets to suit all tastes and requirements

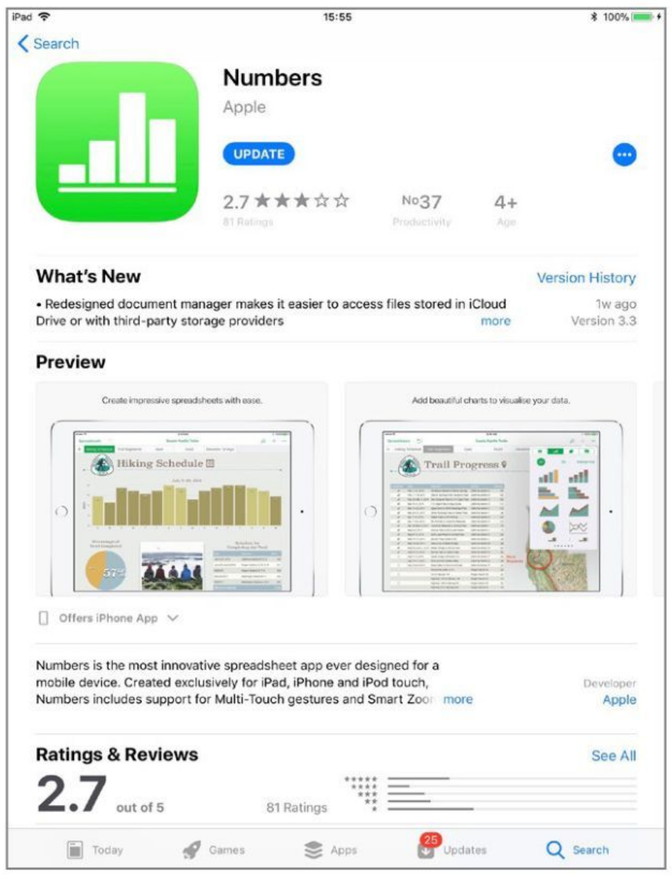
Spreadsheets are a part of everyone's lives these days and have taken on multiple roles in business and at home. Most spreadsheet programs tend to focus on the business side because this is where they are mainly used, but spreadsheets have myriad other uses that aren't often explored or understood.

Numbers puts multiple uses front and centre with special templates built in and also brings a new way of working to the mobile user. However, the interface and function locations may feel alien to those that have used Excel for a long time and so a short introduction will help you to get to grips with the app quickly.

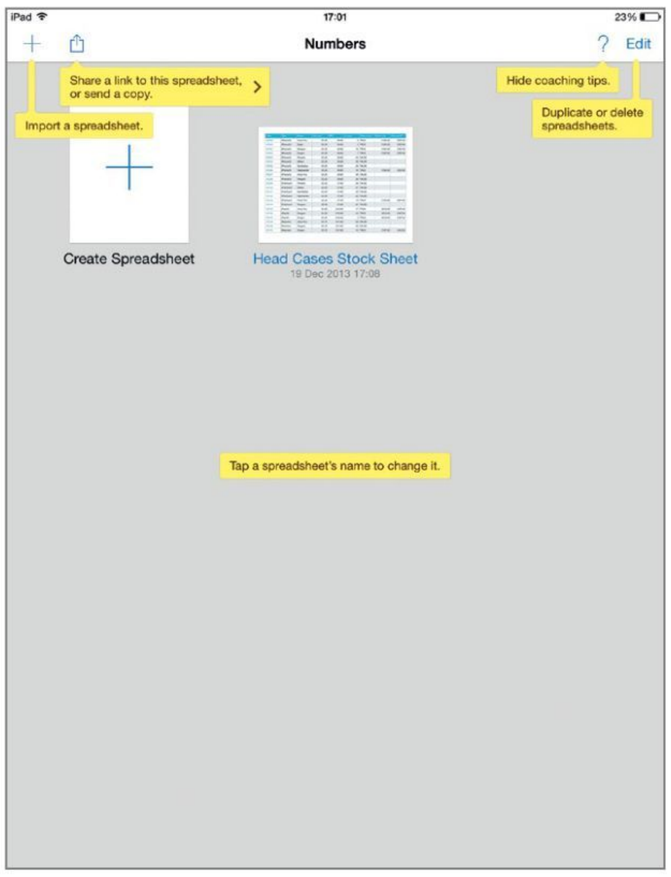
There are a lot of functions built in to Numbers and some of these are not obvious, so take a look at these simple steps to start number-crunching straight away.

In this tutorial we take you through the basic steps to set started with Numbers, from entering your first formula to adding charts and formatting.

Numbers Explore the power of this spreadsheet app



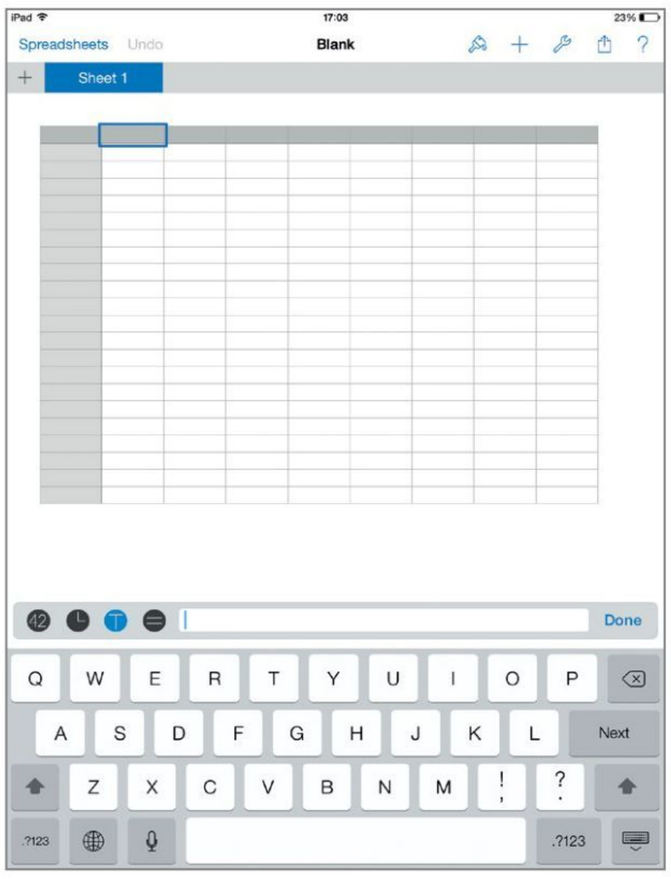
01 If your iPad came with iOS 7 or higher then Numbers is available to download for free from the App Store – so it's well worth taking time to grab it, even if you only need spreadsheets on the odd occasion.



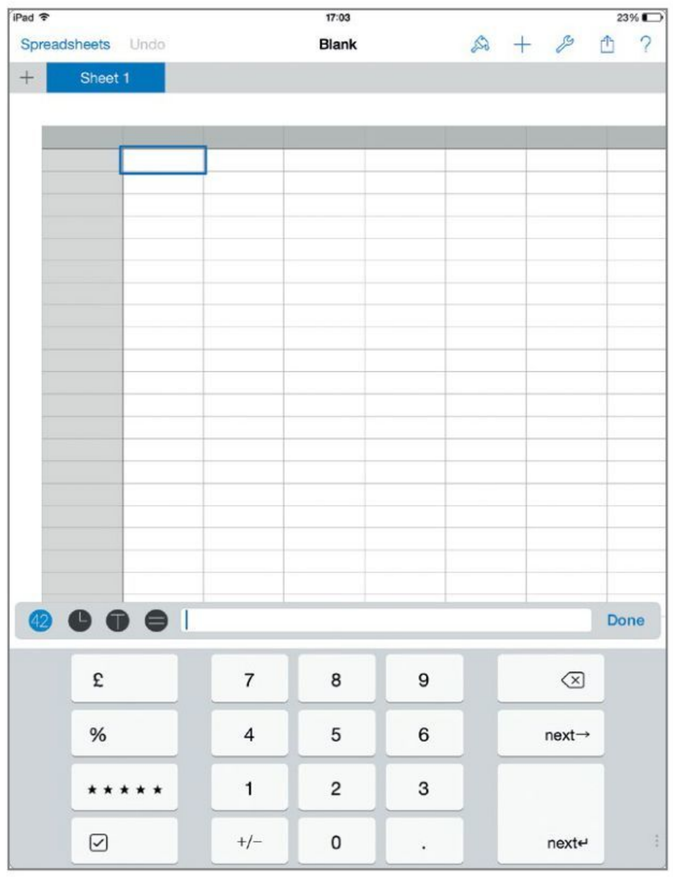
02 When you first open Numbers, you'll be taken to the user manual. It is suggested you read it all. If you find yourself in need of help at a later date tap the '?' and a host of helpful tips shall be displayed on the screen.

03 Tap the '+' icon at the top and select the 'New Spreadsheet' option. You will now be offered a choice of pre-formatted templates which includes everything from a blank spreadsheet to a mortgage calculator.

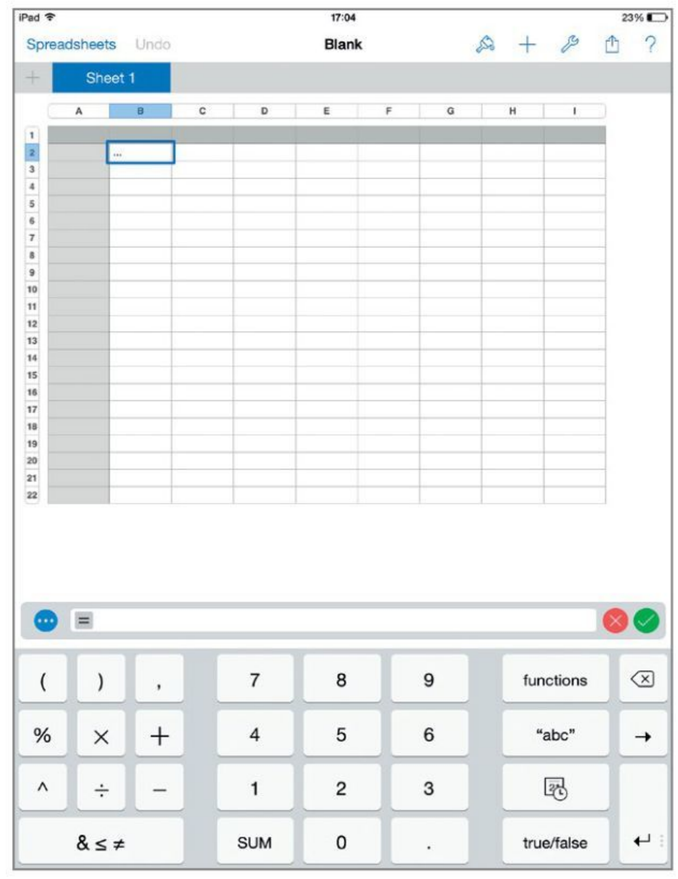
Make a spreadsheet



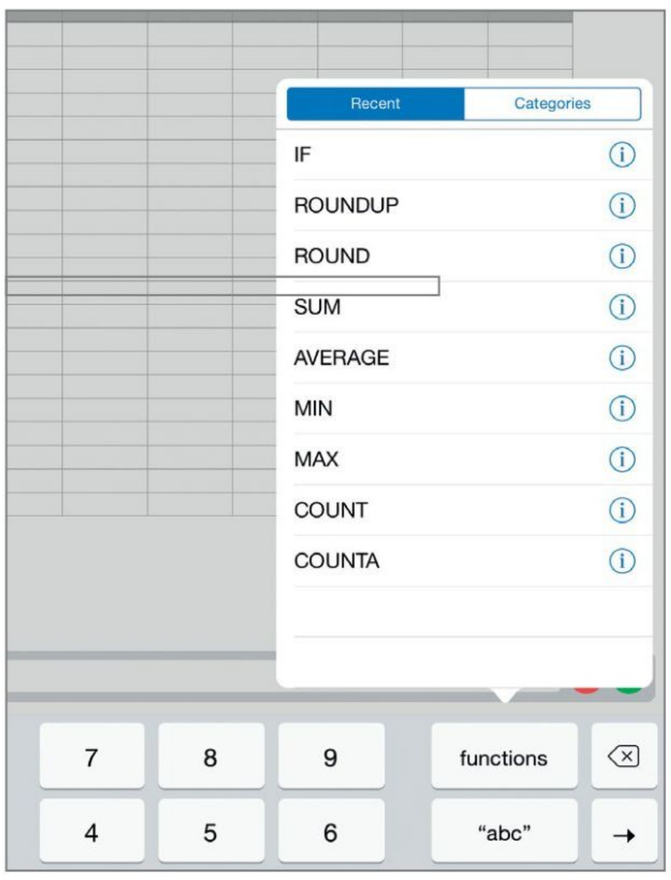
04 For the purpose of this tutorial, choose the blank template option in the top-left corner and double-tap an empty cell. This brings up a dialog with four icons for numbers, date/time, text and formulas.



05 Tapping any of the icons brings up a dialog with shortcuts pertinent to the data that you want to input. For example the number icon will bring up a number pad plus a percentage button and so on.

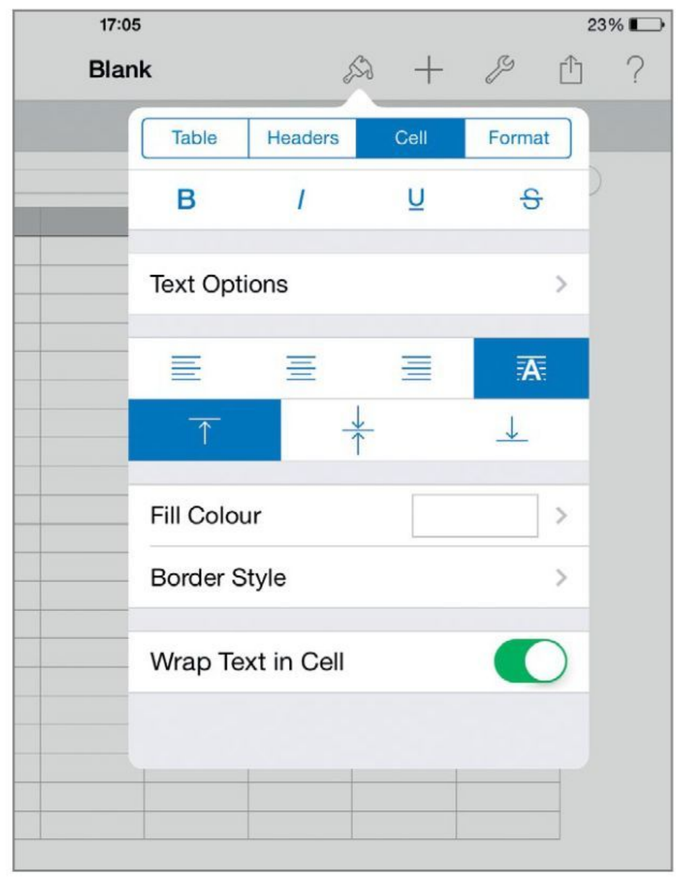


06 Once you've understood where each function resides you can now do something with your content. Tap the '=' icon and you can choose from a wide range of simple functions that will pop up.



07 The functions button is a window with some serious capability and includes categories of advanced functions such as Trigonometric, Engineering and Statistical. Tap your requires function to input it.

08 Once you have your basic data built you can tap the picture icon in the top-right and insert photos, tables and shapes which will help to make the data more visual. Select and personalise what you need.



09 Numbers is touch only and this will present problems at first, but the more you practise the more natural it begins to feel. The interface looks simple, but it hides a huge range of options that you'll come to find essential.

Get started using Files

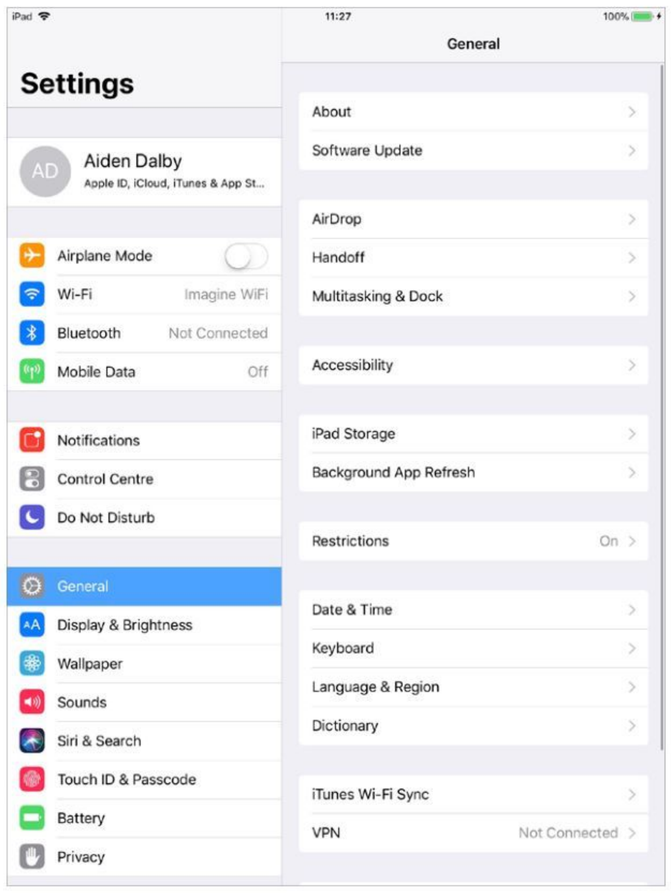
Automatically save files on your iPad and access them from another Apple device

Files lets you sync documents and images across multiple iOS devices and computers. The app is part of Apple's cloud storage service, iCloud. Going beyond the regular iCloud service, Files not only allows you to create and save documents on your iPad and then open them on a Mac, for instance, it also allows you to access files stored on other cloud storage services such as Google Drive. Files that are created by one app are no longer restricted to that app alone.

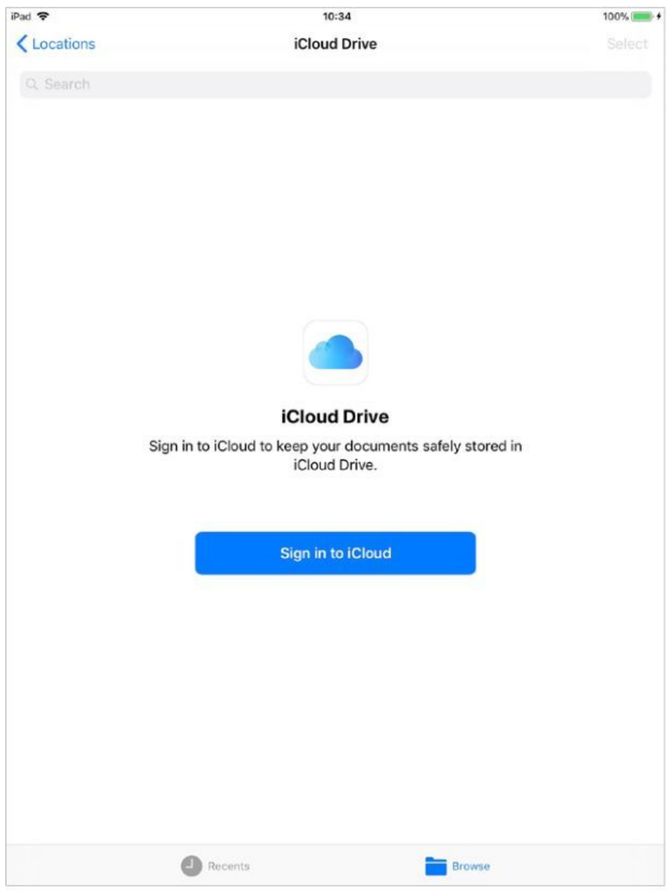
This means you could save one document to your Google Drive on PC, and then access it on your iPad using Files. If you have used iCloud Drive in the past then navigating Files should be simple.

It's easy to access all of your stored files, and there's even a new range of exciting editing tools that now makes arranging all of your documents whilst on-the-go possible. There are even some functions exclusive to the iPad such as dragging and dropping items into Files. It's never been easier to access and organise your content stored in cloud.

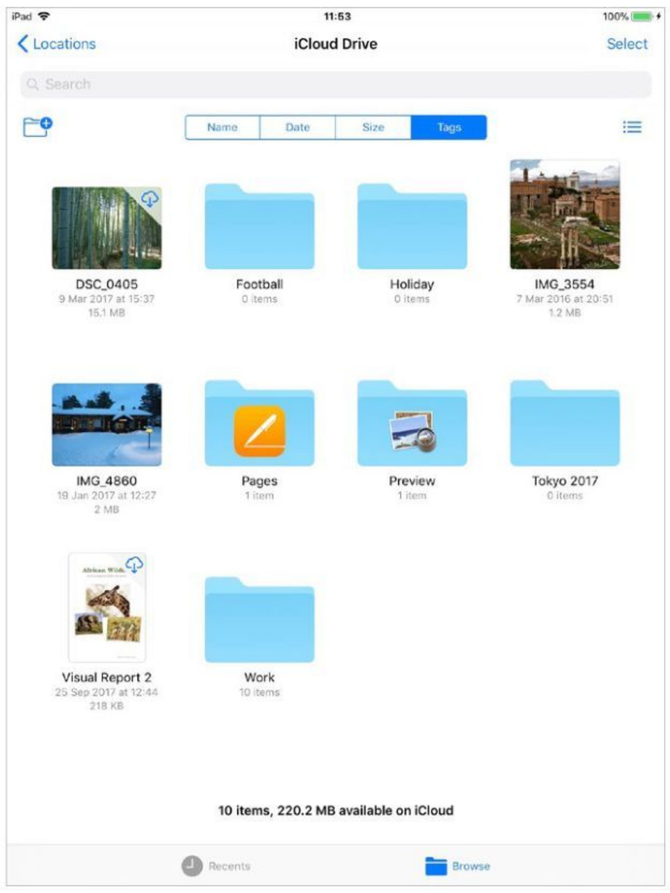
Files Set up app and save files to the cloud



01 Files comes pre-installed with iOS 11, so if you haven't downloaded the latest update you should do so. Head to Settings>General>Software Update and download iOS 11. Charge your iPad while this is installing.



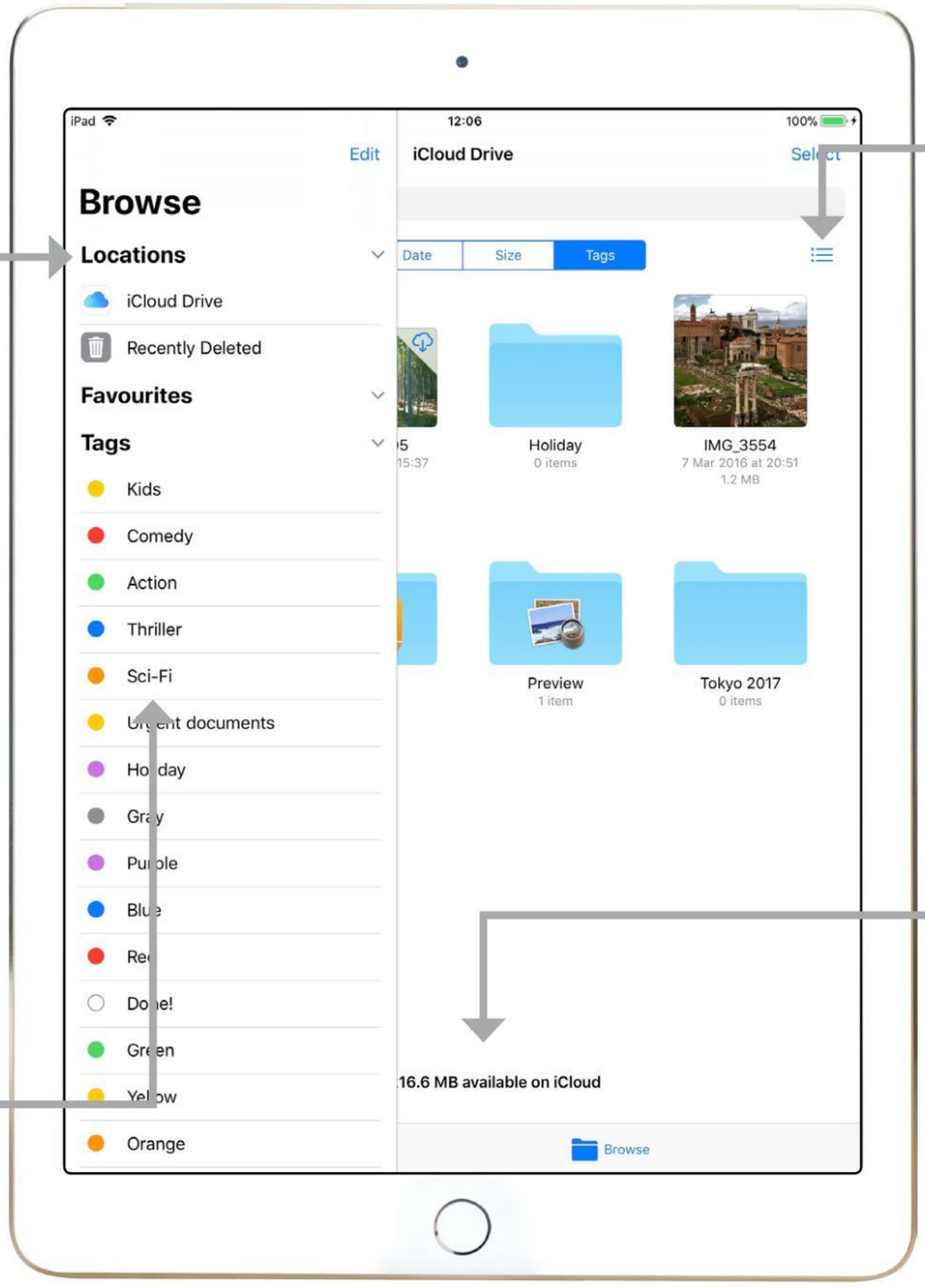
02 After you've installed the update, go to Files and you may be asked to log into iCloud. Tapping the login button will take you to the Settings app again. The cloud service uses your Apple ID, so enter the password.



03 Any files that are stored in your iCloud Drive which aren't on your device have a downward arrow. Tap it to open and store the file on your iPad. If you choose to take them off you'll be able to download them again.

Get started using Files

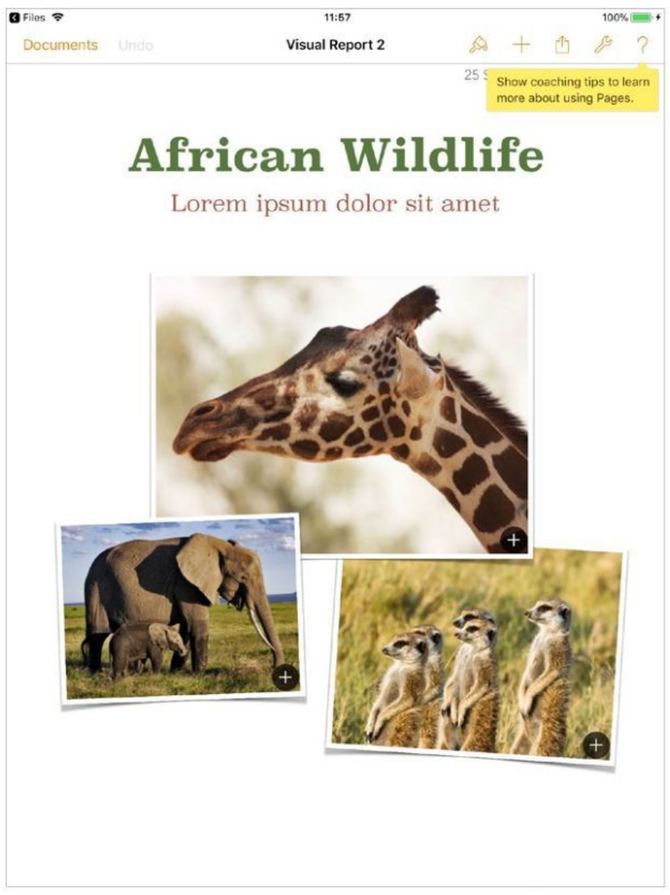
The structure
You can view all of your documents through Files but not all of them can be edited in the app. Some files will be opened in the app they were created in but will still save to Files



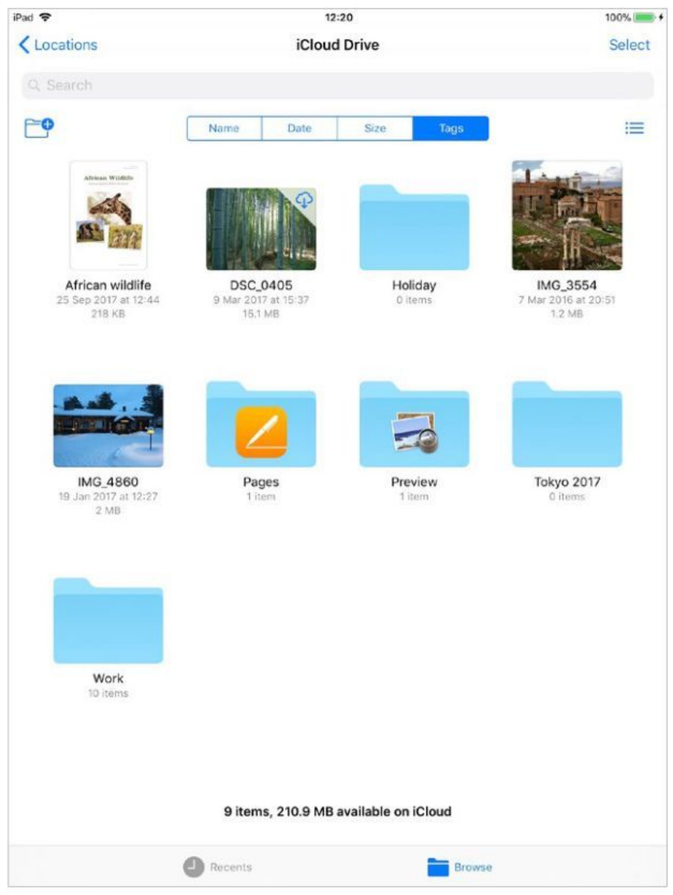
Change view
The default view is a grid that displays everything with large icons. Tap this to change to a list view where items are shown smaller than in the grid. It all depends on what you prefer

Tags
You can group together certain items by giving them tags, each has a different colour to make it easy to distinguish. Tap on Locations and towards the bottom will be the Tags section. Tap and hold on an item then tap Tags to add one

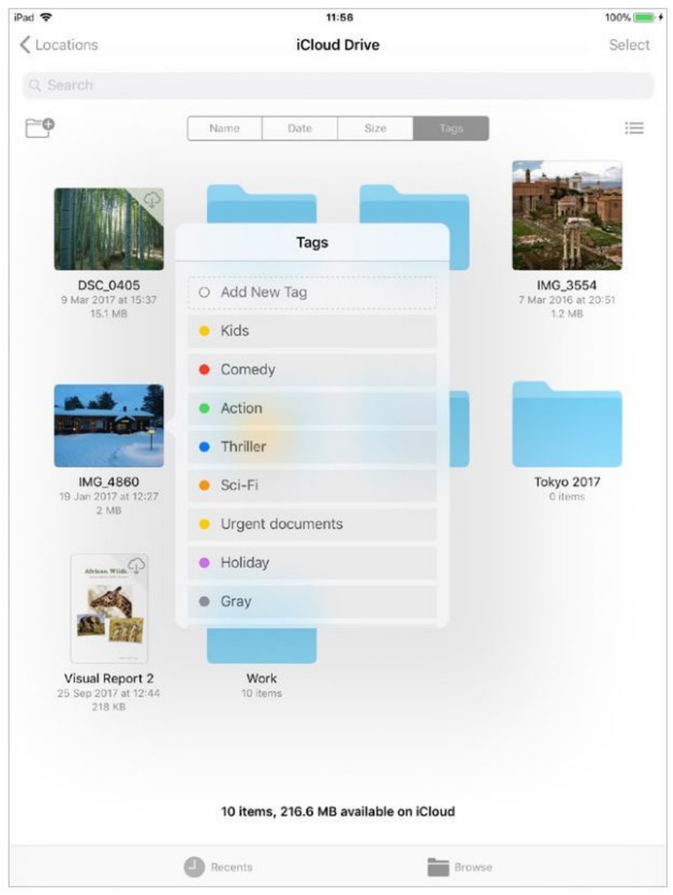
Storage space
As you fill iCloud with more files, you may run out of space. Go to Settings> iCloud> Storage>Manage Storage> Upgrade to buy more for a monthly fee (you can choose from 50GB, 200GB and 2TB)



04 While some of your files can be opened and edited within the Files app, others will open in a different app. There is currently no way to tell what app the file will open in until you tap on it.



05 Any changes you make to a document will be saved in its folder in Files, so you no longer need to make numerous copies of a single file to keep everything up-to-date. That's rather handy.



06 To tag a file, tap and hold on an item, tap Tags then select a category, or choose more than one if required. These can be removed at any point by repeating these steps and then tapping on the tag again.

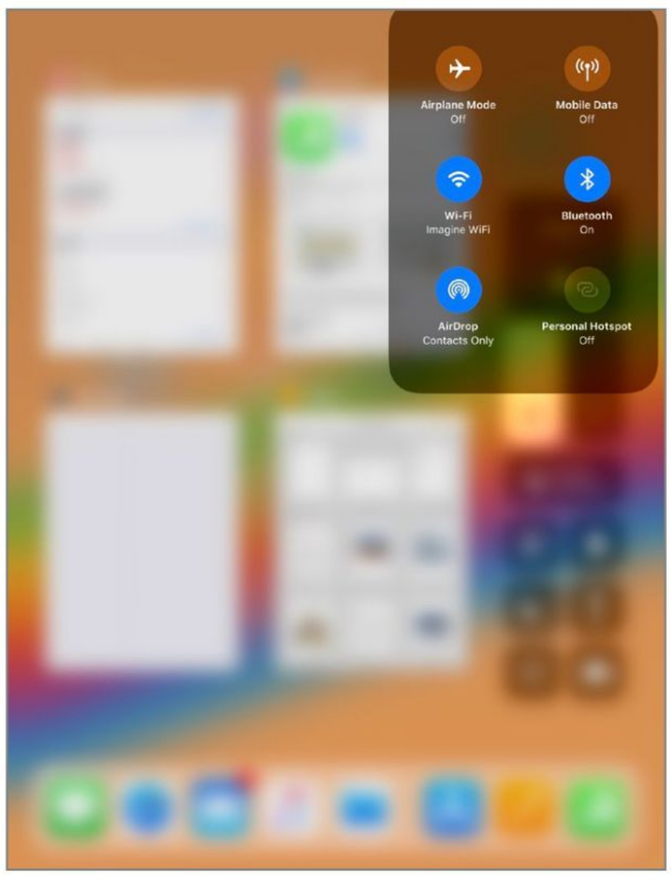
Send your files with AirDrop

AirDrop can help you to share and receive files with anyone who happens to be in the vicinity

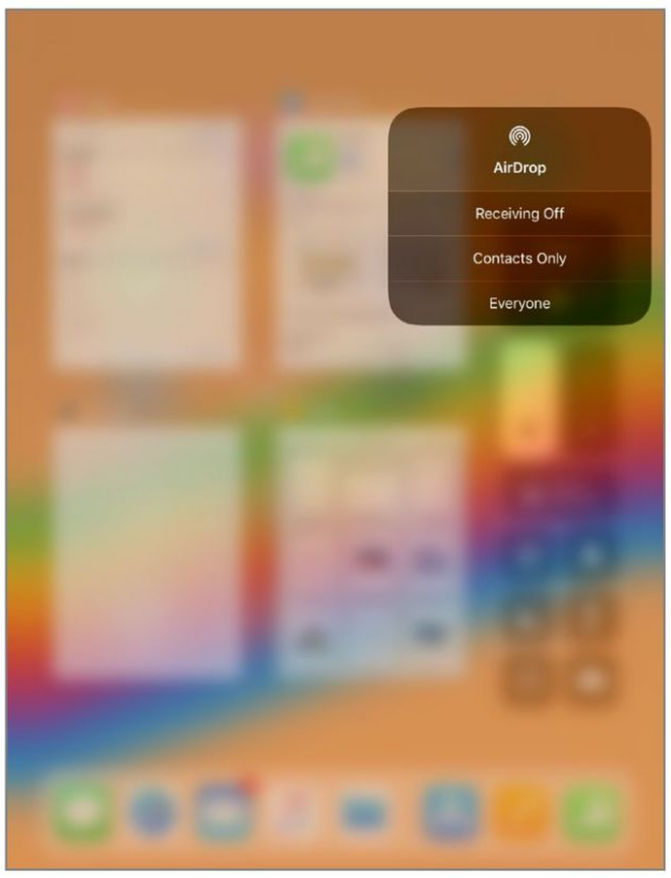
AirDrop is designed to let you send and receive files to any compatible phone or tablet that is within close proximity to you. This means that you can share files in a couple of seconds with anyone who is happy to receive it and, of course, it works the other way around too. The process really is extremely simple, and – more importantly – very reliable. Multiple file types are supported and you can share many files at the same time, and even large files are supported within the technology. The idea is that no real set up is required and that the process feels almost invisible in use. You may not use it often, but when you need it everything will work seamlessly and without any fuss at all. It is very secure and you always have control over which files you are dealing with.

Permission has to be given to receive files and enough information is available so that you know who you are sharing with and what it is they are sending or you are sending them. Let's get started.

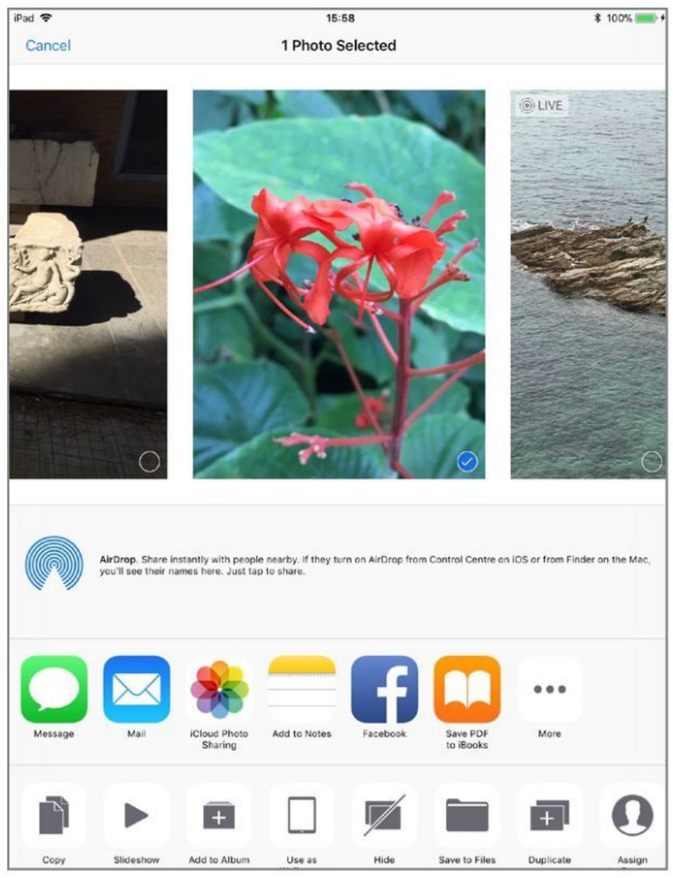
AirDrop Share files with AirDrop



01 Pull up the Control Centre then tap and hold on the square with four icons. A menu will appear, click on the AirDrop option and you'll be offered more options: 'Off', 'Contacts Only' or 'Everyone'. Choose 'Everyone' to get started.



02 The icon will turn blue which means that AirDrop is now available to send and receive files to your device provided someone else is close to you. It works a lot like Bluetooth devices in this manner.

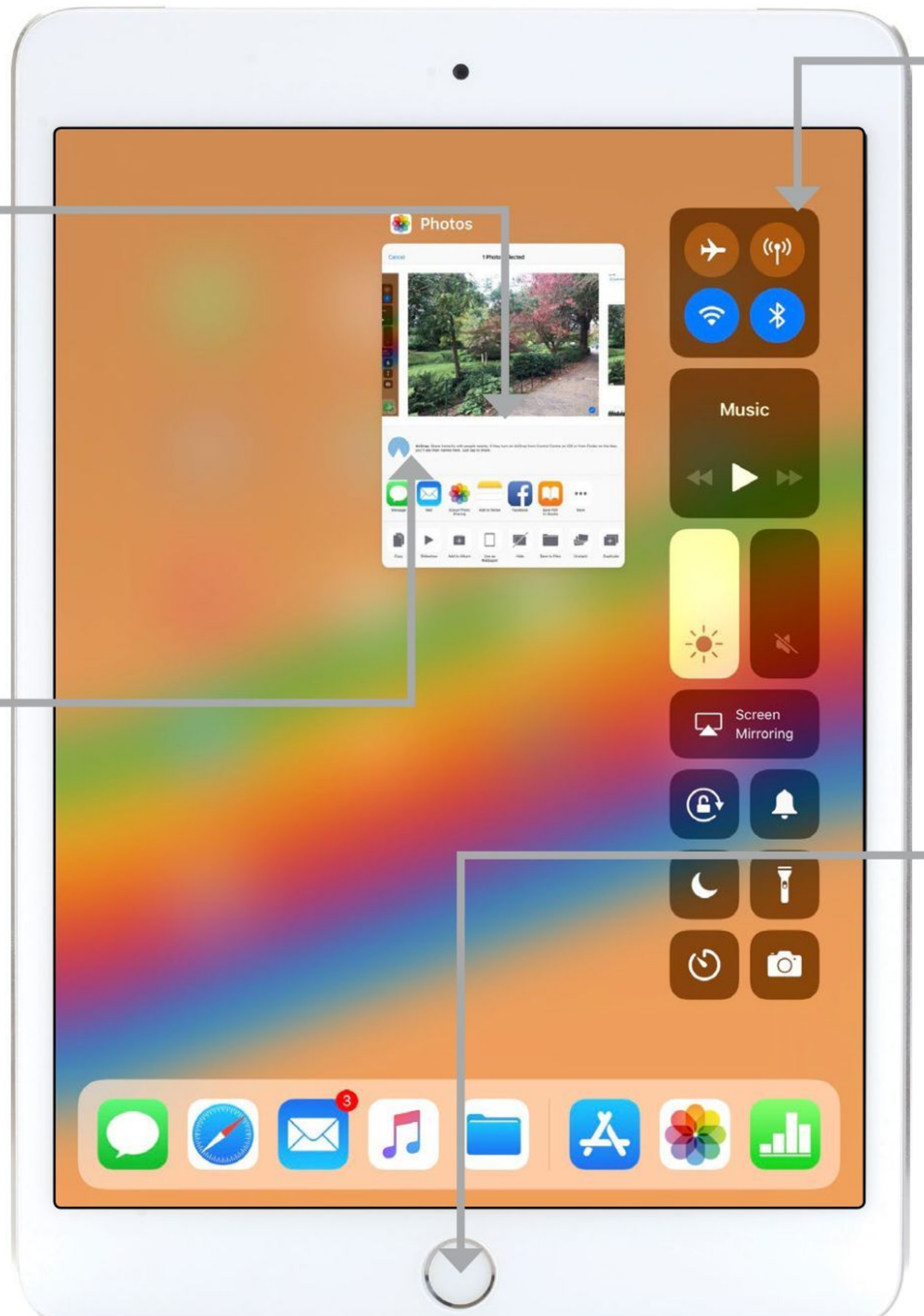


03 Choose a file to send, such as a photo, and then tap the share icon that's located in the bottom-left. You should see an icon showing who is near. Select the person you would like to send your files to.

Send your files with AirDrop

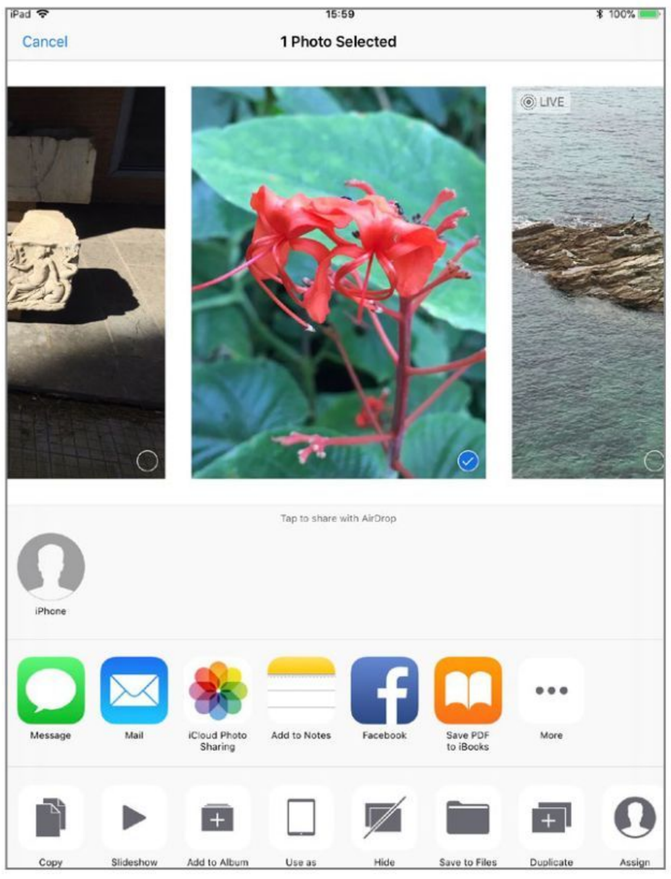
File types
Many different file types are supported in AirDrop. Some will open automatically and others will offer choices for which app to use

Turning it on
AirDrop is found in the wireless settings of Control Centre. Tap and hold on this square to access AirDrop's settings and turn it on/off

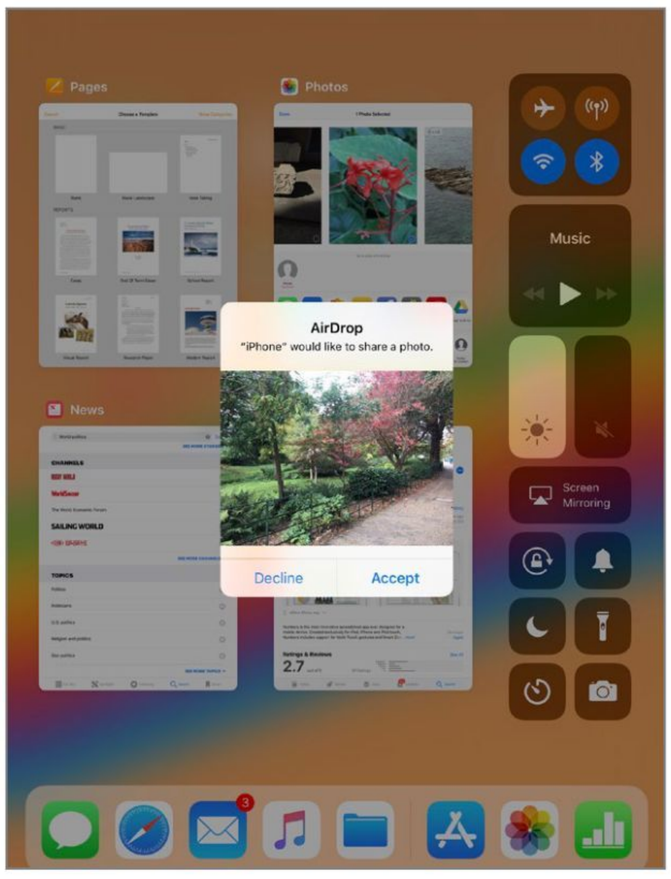


A visual indicator
If someone is within range and has AirDrop activated you will see a different icon replace the AirDrop one. Simply tap to send

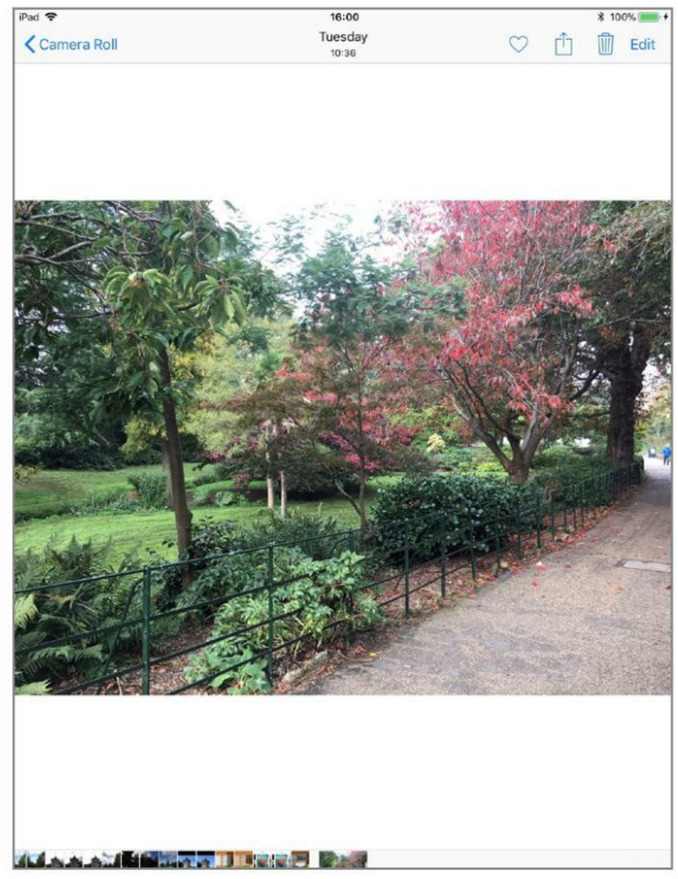
Access controls
Access Control Centre by either double-tapping on the Home button or sliding up with one finger when on the Home screen



04 Once the recipient has accepted the file and it has been sent through, you shall be able to see the status of the file beneath their name. You will be able to track when the file is then 'sent', or observe any issues.



05 If someone sends you a file, a notification will pop up no matter what you are currently doing on the iPad. Tap 'Accept' in order to receive the files. You have the option to decline unwanted files if you so wish.



06 Depending on the type of file received, it may open automatically in the correct app. Photos for example will open immediately in the Photos app. Others you may have to select the correct app to open with.

Join Twitter and get tweeting

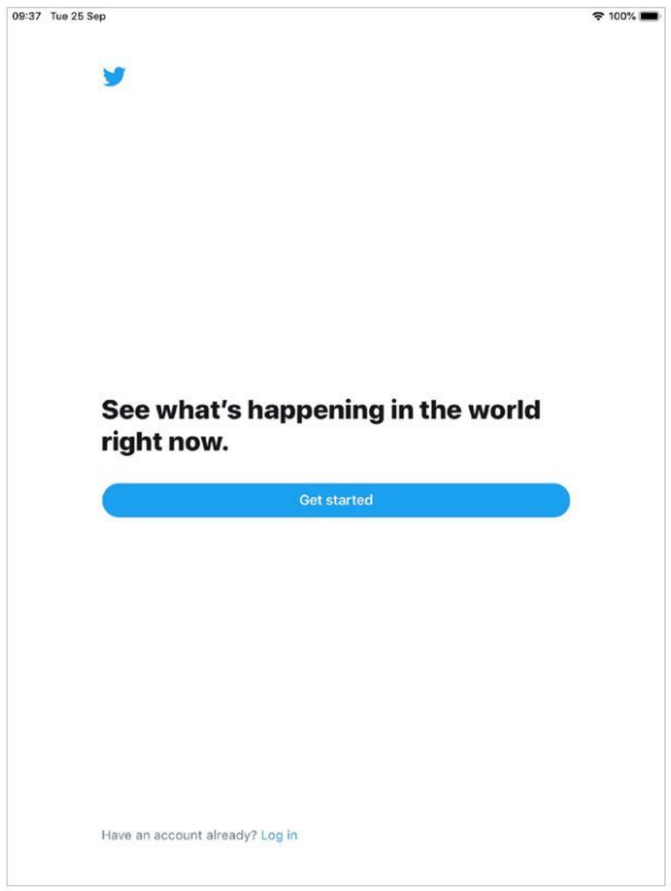
Get onto the phenomenon that is social media and connect with friends in an exciting way

It's not an exaggeration to say that Twitter is a social phenomenon. Whether you are already a part of the tweeting community or you are new to it, you will be aware of the terms 'hashtag' and 'trending topics'. And if you aren't, by the end of this tutorial, you will be! While you may think of Twitter as 280 characters of mindless chatter, there is a lot more to it than that. It helps keeps you connected with friends and family, whilst also allowing you to keep up with what's going on in the world around you.

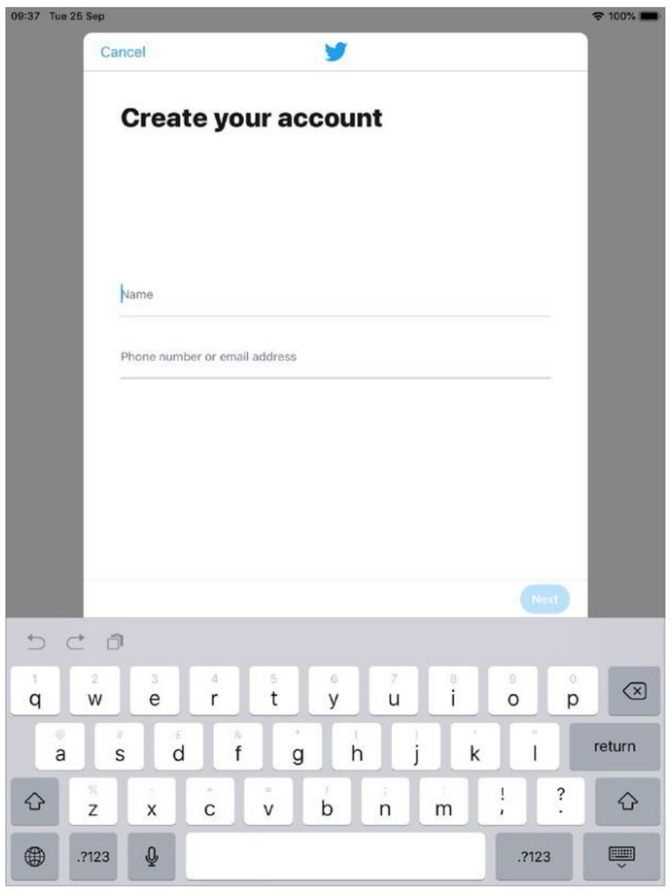
With the Moments section of the Twitter app you can keep up to date with trending topics and it includes popular tweets from other users you may want to follow.

In this tutorial we show you how to create an account, follow your favourite Twitter feeds and start sending your own tweets and direct messages to your followers. Discover the world of Twitter and start joining in and doing more than you ever thought of before.

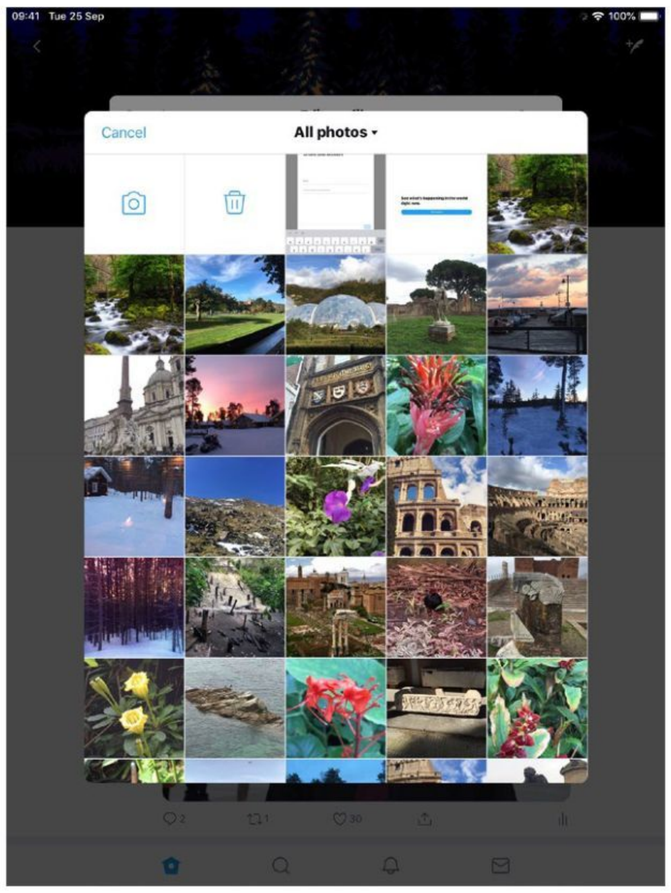
Twitter Learn the essentials of Twitter life



01 Head over to the App Store. Search for Twitter and tap Get>Install. Once it has installed, tap Open and it will take you to the app. You will be greeted with the home screen and the option to Sign Up or Log In.



02 If you are new to Twitter, tap on Sign Up and it will take you to the Sign Up screen. Fill out your details and choose your Twitter handle (what you will be known as). If you already have an account, simply log in.

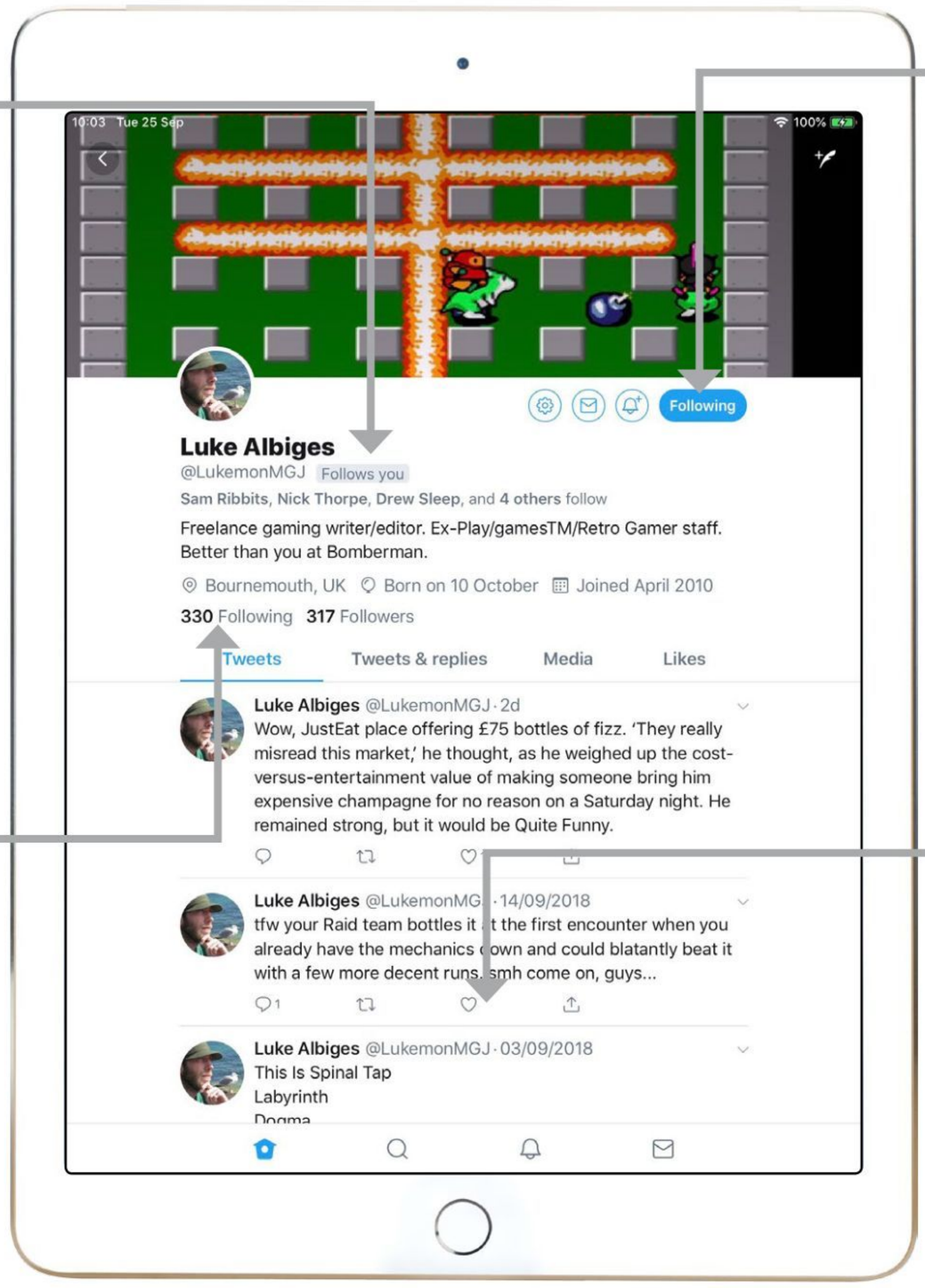


03 Fill out details such as your Bio; this is what people will read on your profile. To add a picture, tap the picture area and select one from your photos. This will appear next to your tweets on other people's feeds.

Join Twitter and get tweeting

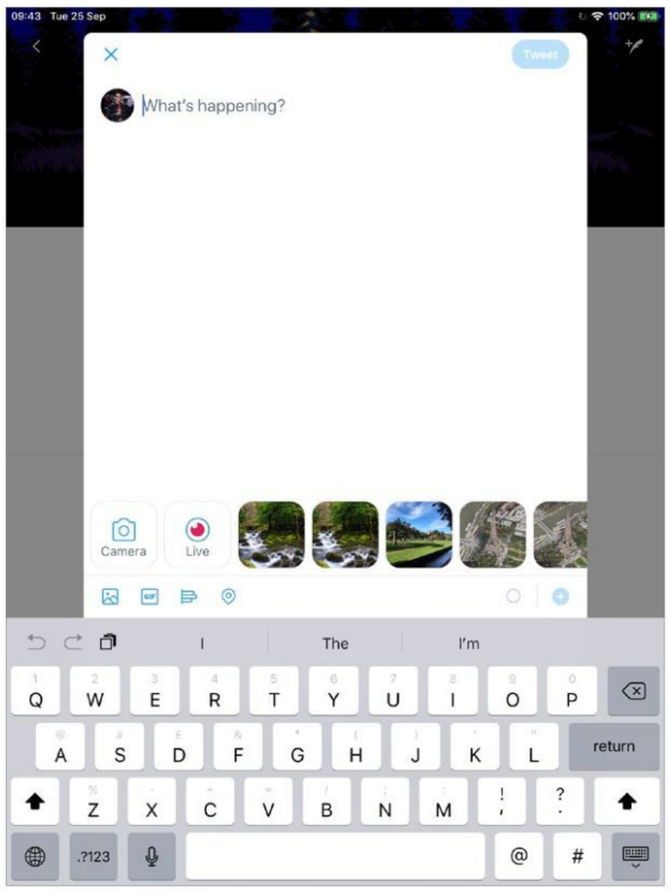
Follows you
You can see if a user follows you back by the words Follows You next to their Twitter name

Statistics
You can see how many tweets, followers or followees a user has. Tap them to view the list of names

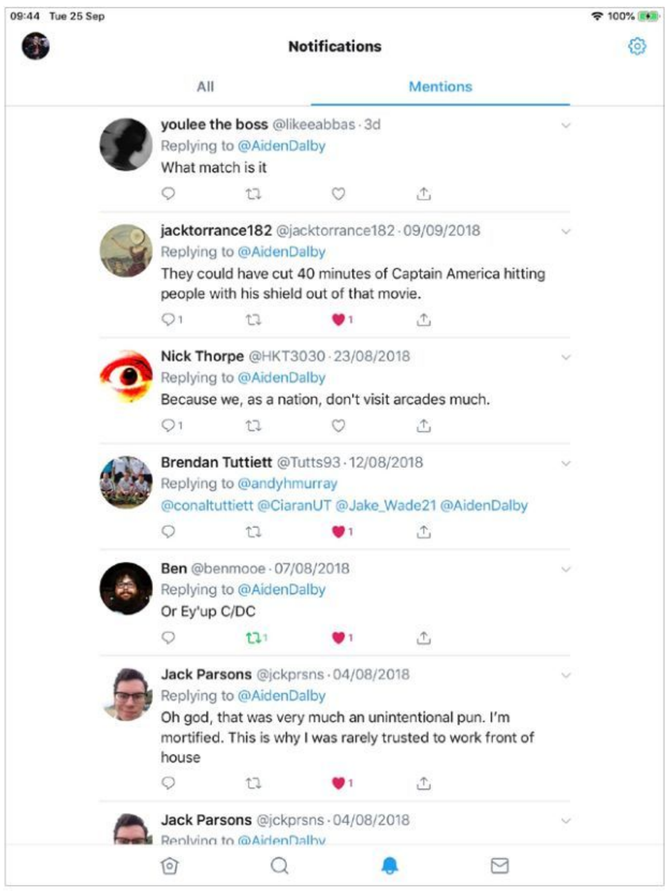


Follow a user
To follow somebody, tap on the Follow button under their profile header. Once you have followed them it will read Following instead. To Unfollow, all you need to do is tap the button again

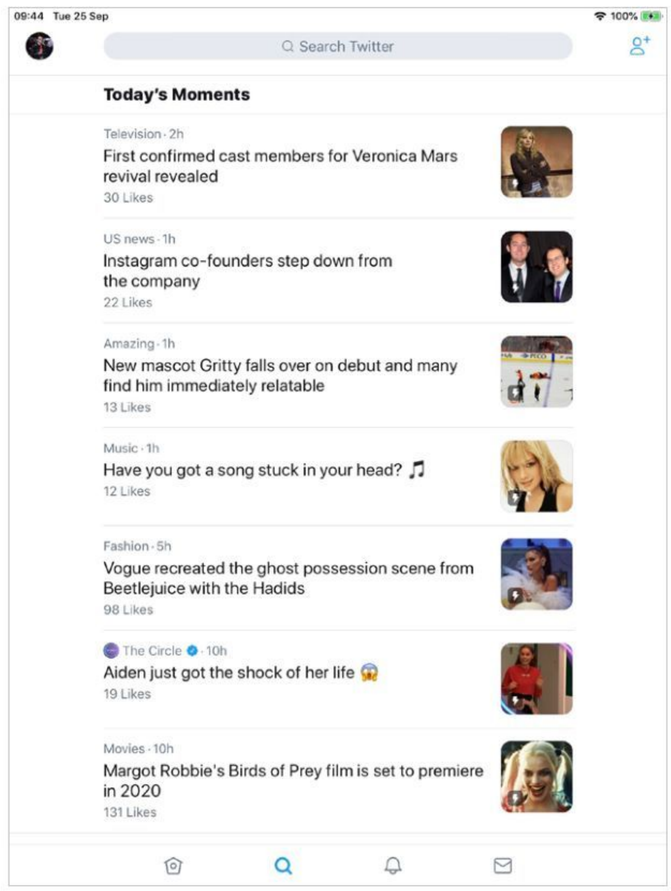
Like & retweet
You can like a tweet so you are able find it again easily. If a user tweets something you wish to share, then you can hit the Retweet button to share with your own followers



04 To send a new tweet, tap on the quill square in the top-right corner of the screen. Type in your tweet and tap the Tweet button. This will now appear on your feed. You can add links to websites and pictures.



05 To view your notifications – replies, favourites and retweets – tap on the Notification tab along the bottom of the screen. In order to reply, tap the speech bubble, or simply type '@ (username)' to talk to another user.



06 The Moments tab is where you will find all of the trending topics, news and popular tweets. There will be suggestions of people to follow and the most popular topics, or 'Trending topics'.

Facebook your friends & family

Be sociable with your friends and family on the biggest social network going – never miss a thing again!

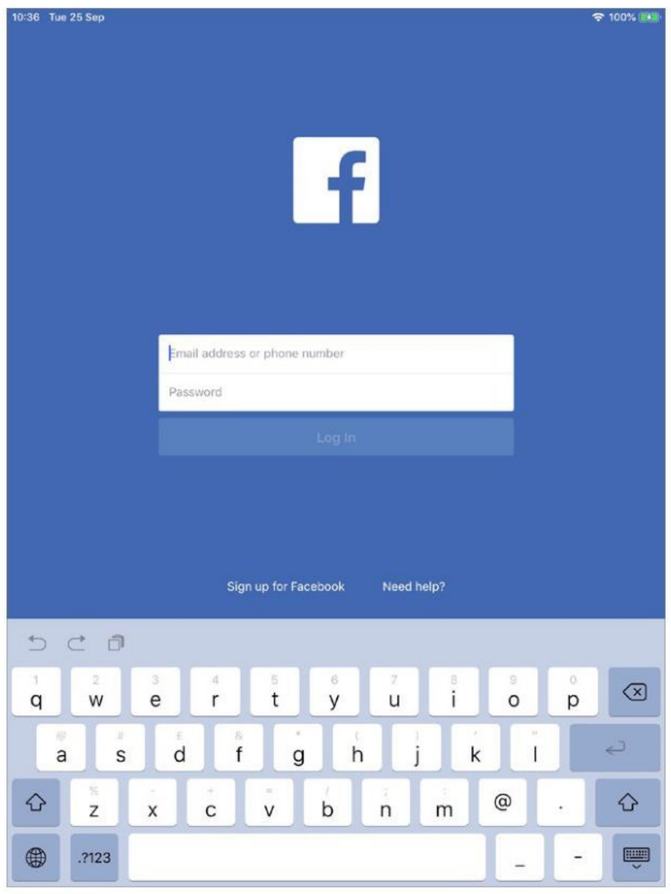
Facebook is everywhere. From online trends making their roots in the pages of the popular networking site, to news breaking to the masses using the system.

Posting to Facebook is simple. You can easily share any aspect of your life that you want, from pictures of a recent project or holiday, to keeping your friends and family updated on your life in general. You can post whatever you want to share and choose exactly who you share it with.

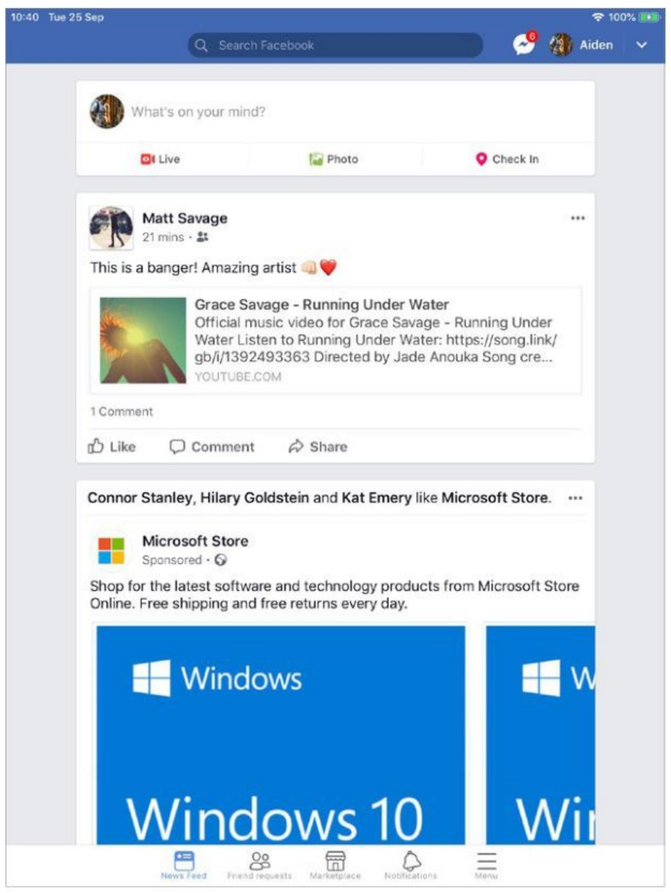
Facebook even has the ability for you to link your interests with pages from a wide range of subjects from TV shows to the more obscure hobbies. Even film quotes get pages of their own, so there is something for all. Here we will show you how to find what you are looking for to formulate a news feed that is perfect for you.

So connect with your friends, like their pictures, comment on their statuses and generally keep up-to-date with what is going on in your social circles.

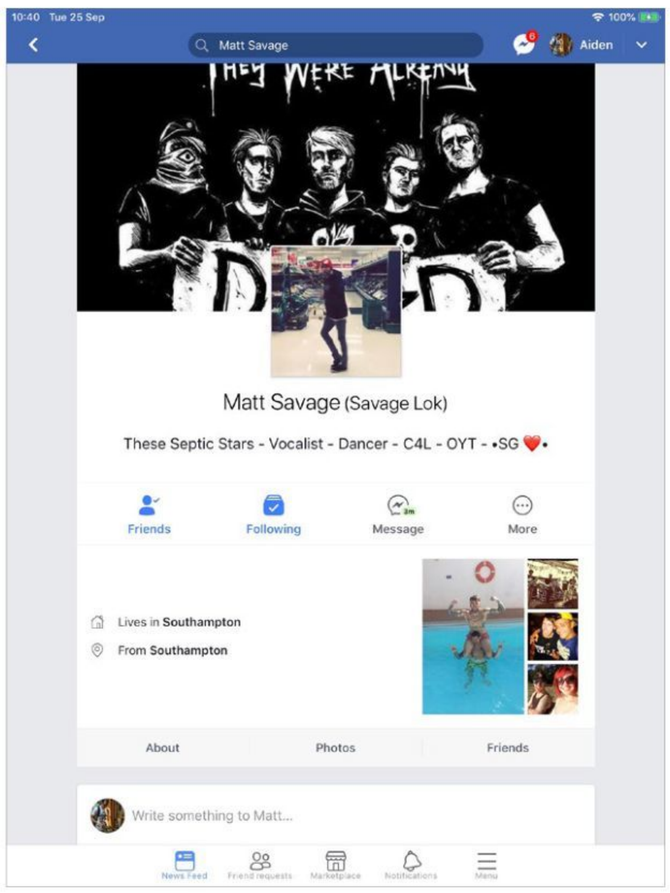
Facebook Connect with your friends



01 Joining Facebook is simple. Download the app from the App Store. Open the app. If you already have an account, simply sign in. If you don't, tap Sign up for Facebook at the bottom of the screen and follow the instructions.



02 Once you have signed up and added your first profile image, you will be taken to your News Feed which will fill up with your friends' statuses and pictures. To view your profile, tap your name in the top-right corner.

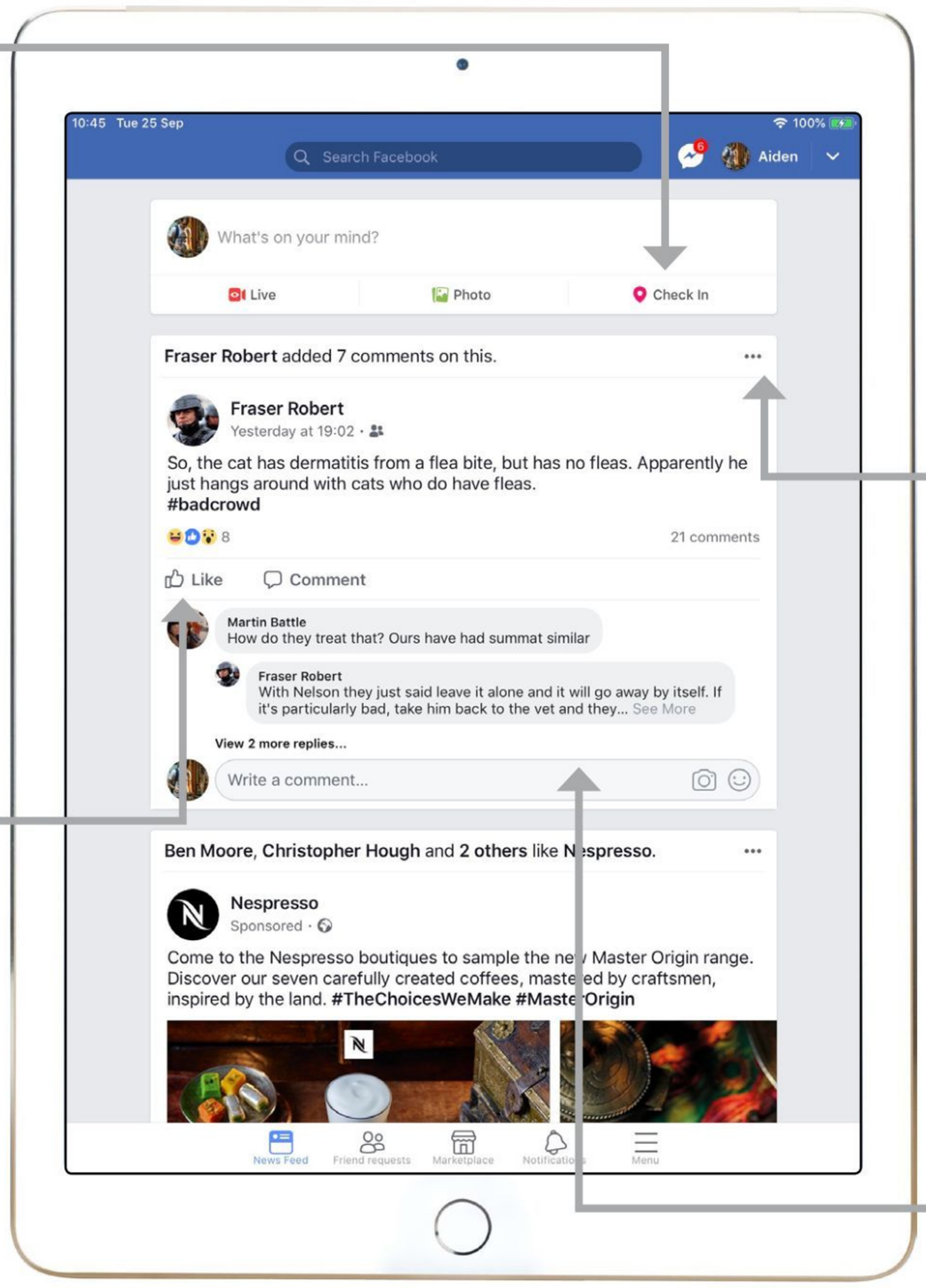


03 To add new friends, tap in the search box at the top of the screen and type in a name. People with mutual friends will appear at the top. Tap on Add Friend and when they accept the icon will change to show this.

Facebook your friends & family

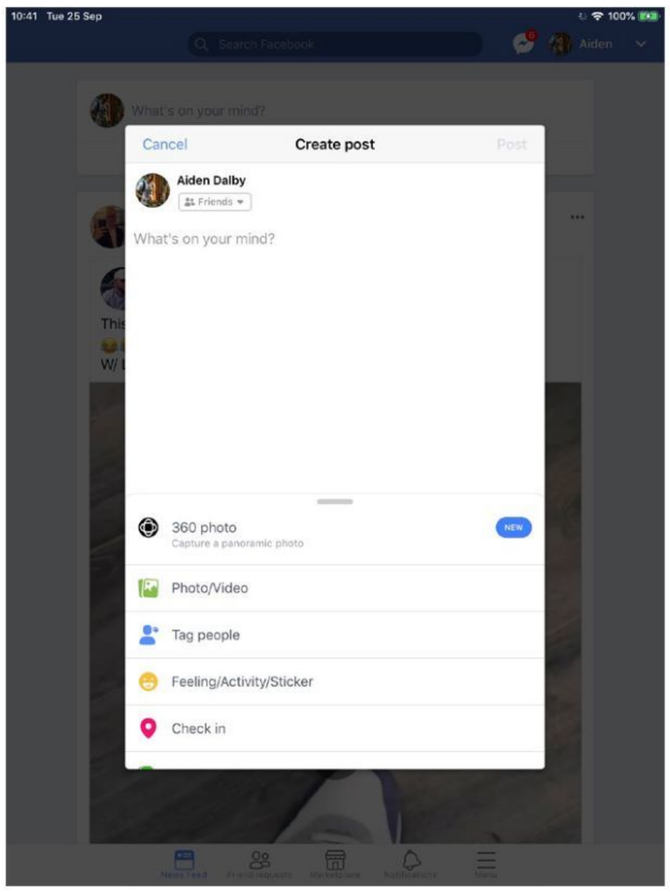
Check in
To share your current locations with your friends tap Check In, search for the place and tap Post

Like
You will have heard the term 'Like' when it comes to Facebook. To do so, just tap on the thumbs up beneath the status or photo. Unlike in the exact same way. Tap and hold to express a number of other emotions, such as 'Sad', 'Angry' etc

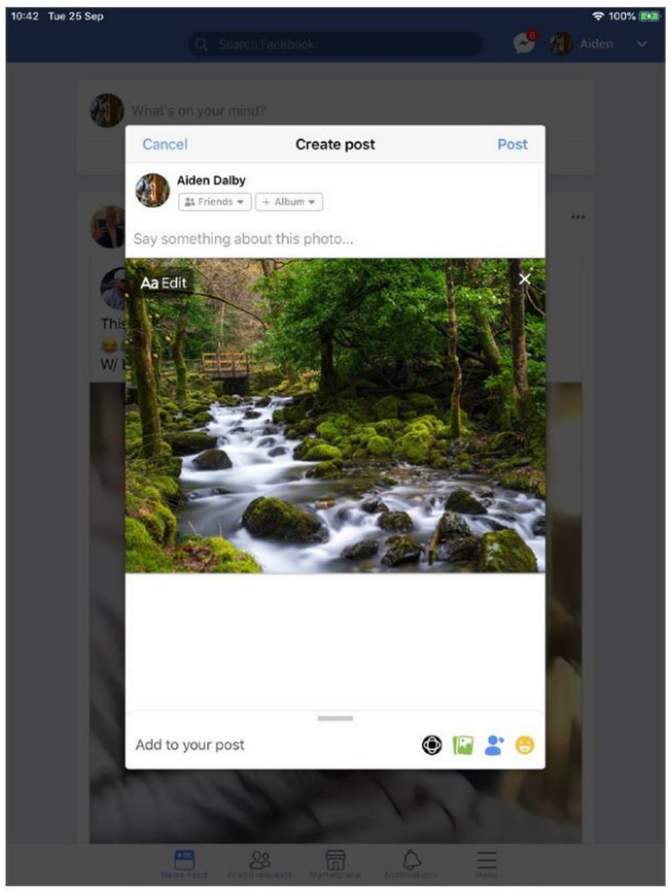


Unfollow
If you are finding that your friends are sharing posts that you do not wish to see, tap on the down arrow next to the post and then chose Unfollow. That way you can still be friends, without seeing posts that don't interest you

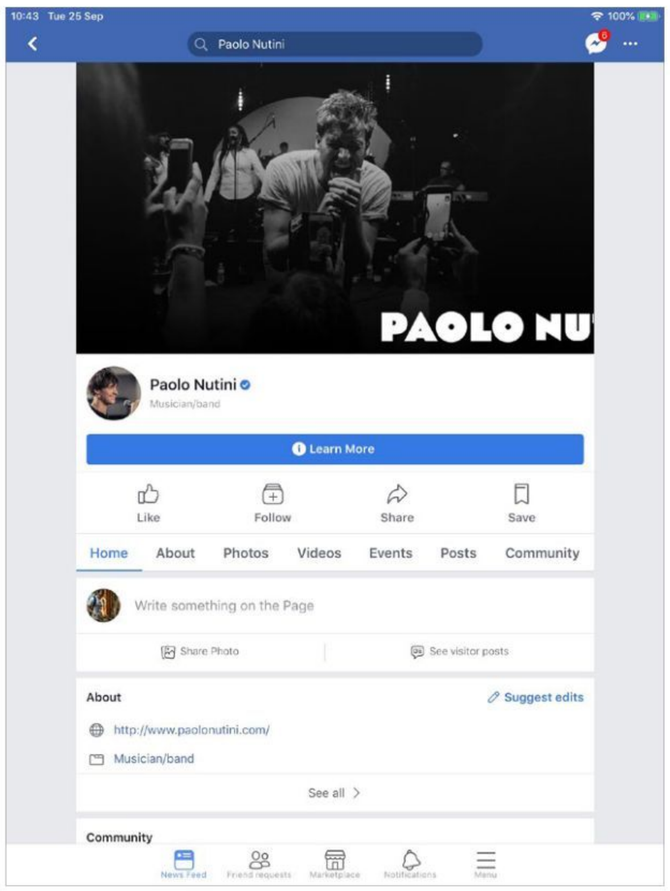
Comment
To leave a comment on a photo or status, tap on Comment beneath the object and simply type in your reply, then tap Post



04 One of the main features is status updates. To share something with your friends, simply tap on Status and type out your update. You can add photos, tag friends, and add locations to your posts at the bottom.



05 Tap on Photos at the top. You will have to allow photo access. Tap on the photos you wish to add and tap Done. At the bottom you can add to albums, and tag friends to your post. When done tap Post.



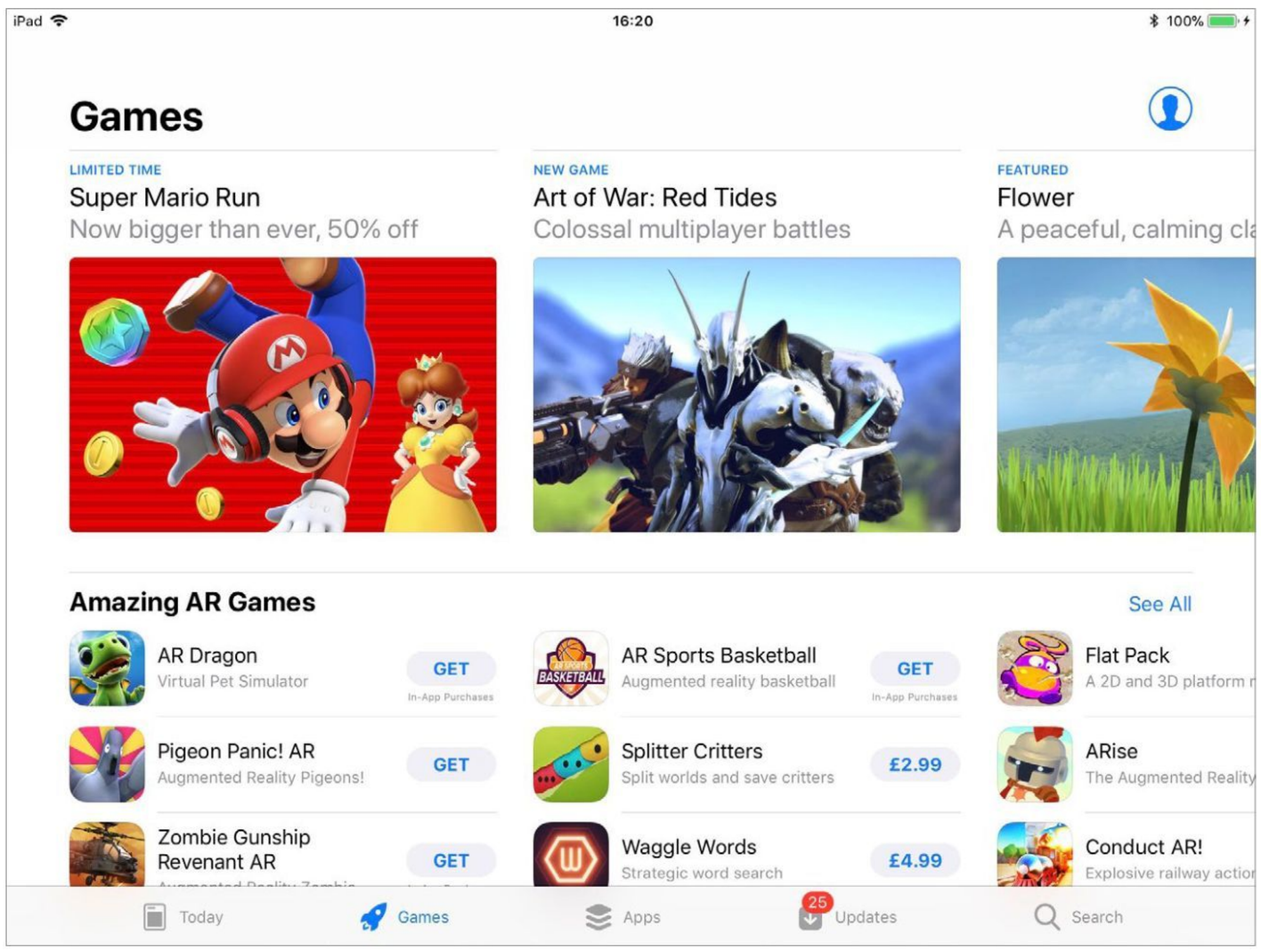
06 To find your interests on Facebook, simply search for them in the top bar and you will be given the options. Tap on the name of the page to go to it, then tap on the Like thumb beneath their user picture to like the page.

Essential iPad apps

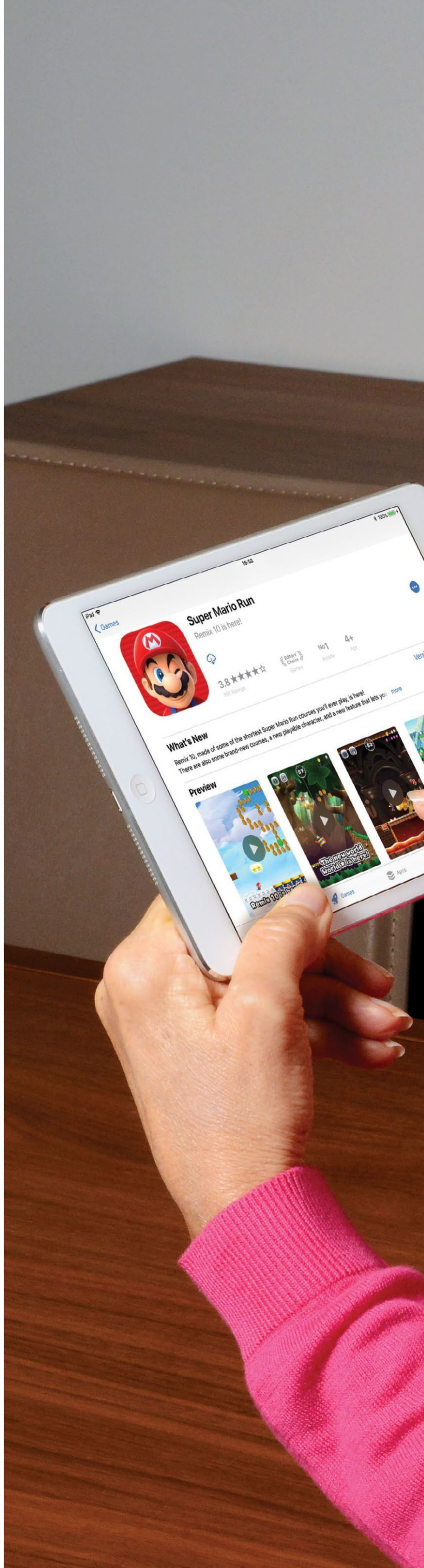
Get the most out of your iPad with a wide range of apps to make virtually every aspect of your life easier!

Now that you have spent a lot of money on an iPad, you'll want to get the maximum return from your investment, and this is where apps come in. They say there is an app for everything and this, as you'll soon discover, is very true. We will showcase a variety of apps that can actually help you in your day-to-day life and make life much easier. Whether it's staying in touch with your family or friends, keeping your mind active or just giving the grandchildren something to play when they come to visit, we have hand-picked a varied array of apps to help in each scenario.

As you'll soon discover, buying an iPad was one of the best decisions you have ever made because it opens up a variety of possibilities and will help you relax and unwind, entertain the grandchildren, boost your brainpower and read your favourite books. And that's just the tip of the iceberg...



■ The App Store is home to millions of apps, and we've featured some of the best here



Essential iPad apps

"We will showcase a variety of apps that can actually help you in your day-to-day life and make life much easier"

5 essential apps

Skype for iPad

Through Skype's intuitive interface you can send unlimited text messages and talk face-to-face with all of your friends and family for free. It truly is the next best thing to being right there in the room with them!

AroundMe

Discover shops, landmarks and restaurants around you to seek out those hidden gems in your local area. Trust us, you'll be amazed at some of the places you never knew existed that are super close to you.

Tapatalk

Tapatalk provides an easy solution to not only chatting with friends and family, but discovering new interests and hobbies too. There's a range of available forums where you can discuss topics with others.

Talkatone

If you like to chat for hours on the phone to your friends and family then you can completely eradicate all costs with this app. You can make the calls through your iPad instead and not pay a penny for them.

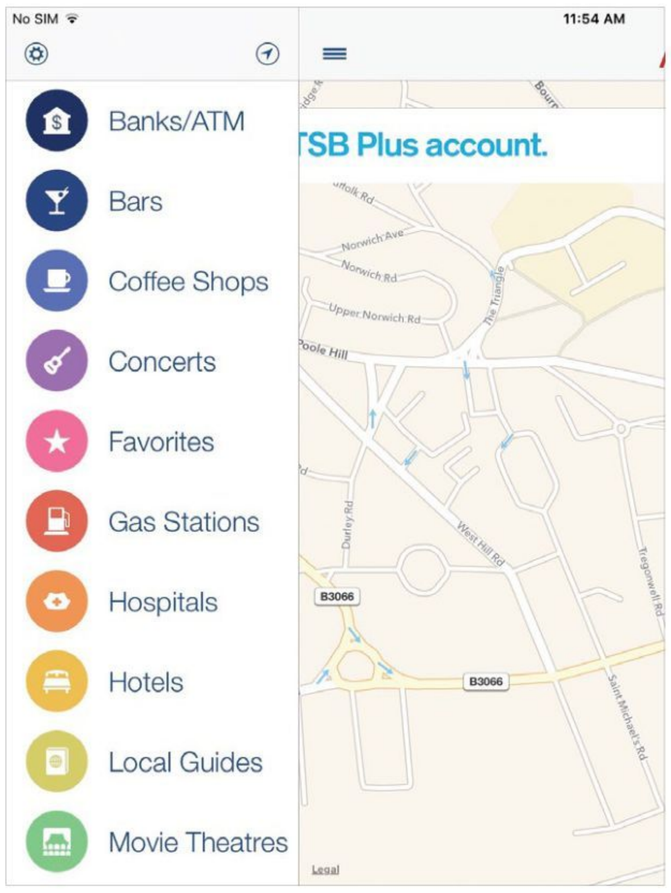
Messenger

This app is a companion to Facebook that lets you communicate in private with all of your Facebook friends. Enjoy text conversations or free phone and video calls with its simple and intuitive interface.

Keep in touch

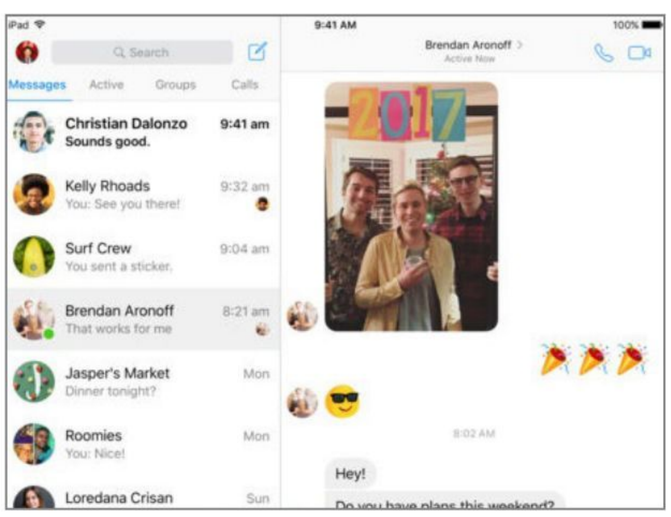
One of the ways in which iPads have enriched our lives is by making it easier to communicate with family and friends. Through easy-to-use apps, we can now converse with people as if they are actually stood in the same room thanks to the video technology that the iPad's front and rear-facing cameras afford us. Of course, email and social networking apps are good for showing others that we're thinking about them and providing general overviews as to our thoughts and feelings. But if you want a really good chat with a personal touch then there are plenty of good, free apps that allow you to talk, text or converse face-to-face with your friends and family – so it feels as natural as being in the same room as them, even if you are on the opposite side of the world!

■ Enjoy full-screen, face-to-face video conferencing with Skype's excellent app

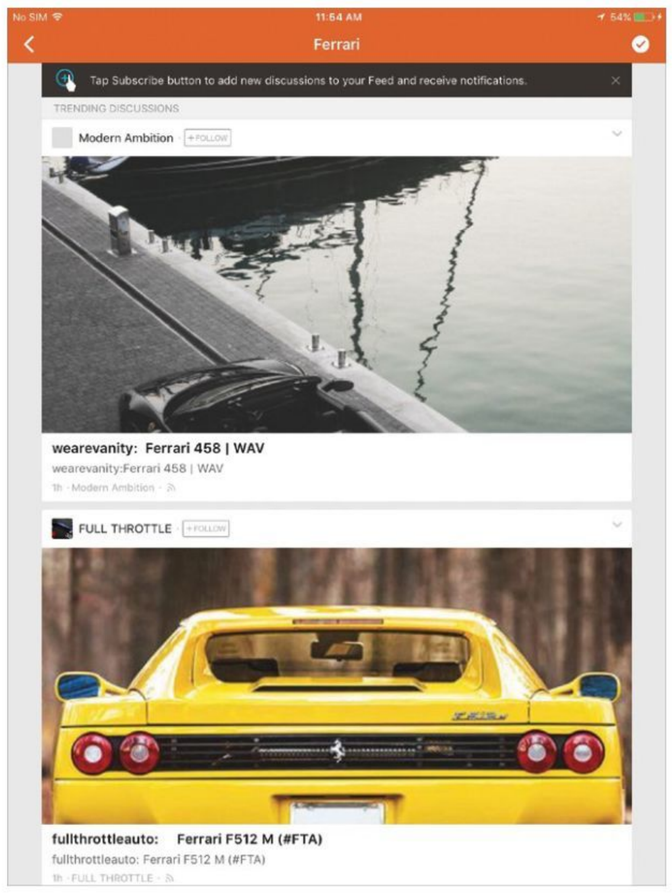


■ Discover the hidden gems that you need to check out in your area

■ Simply select a person from your contacts list and then you can chat to them for free



■ Instead of subjecting everyone to your posts, Google+ splits audiences into groups



■ Use the forum feature in Tapatalk to talk with like-minded people

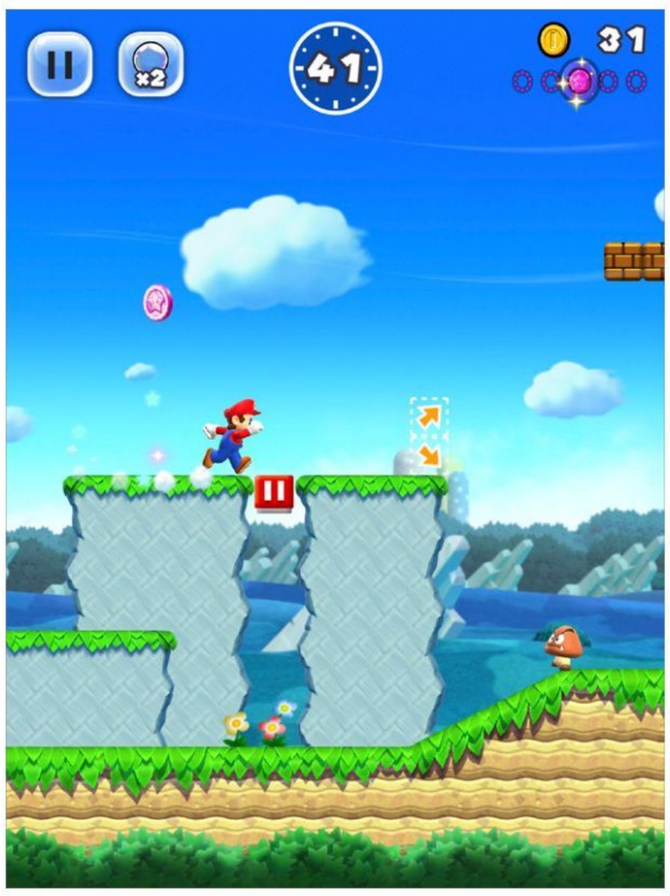
■ Club Penguin lets children explore a whole new world of fun

■ Use Easy Music to keep your children entertained for hours on end

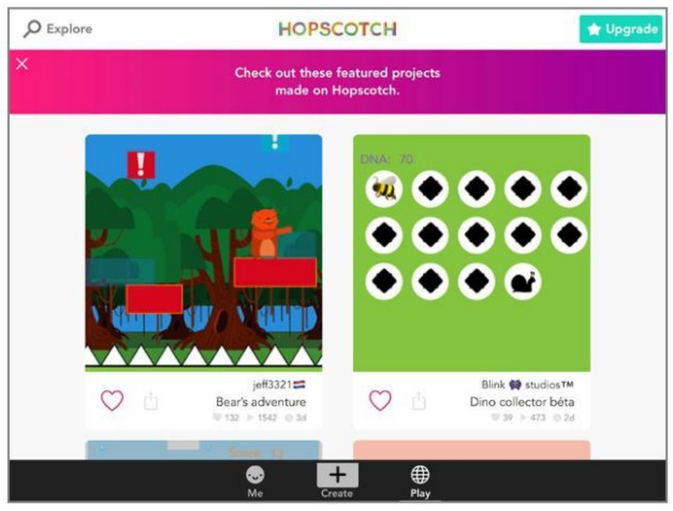
Apps for grandchildren

If you have been left in charge of the grandchildren over half term then you needn't worry about not having toys, colouring books or DVDs to hand because your iPad is a perfect way to keep them enthralled while buying you some much-needed peace and quiet.

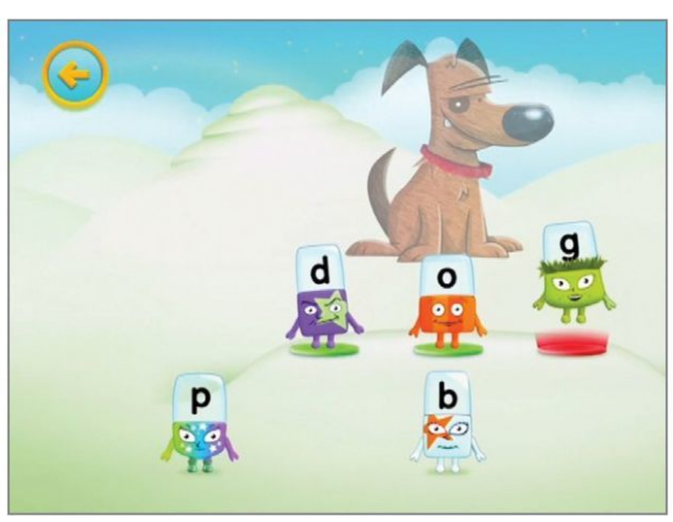
With such a wide and diverse range of apps available, many of which are free, iPads are fun for all the family, and can certainly amuse children of all ages for hours on end. Obviously different children are into different things, but with plenty on offer to fuel creativity, intrigue and intellect, apps can be both fun and educational, as the following examples are testament to. Just remember to go to your iPad's General Settings, tap on 'Restrictions' and ensure that in-app purchases are turned off and a password is required to download new apps – you'd wouldn't want them unwittingly bankrupting you!



■ Endless, yet enjoyable, run and jump action in Super Mario Run



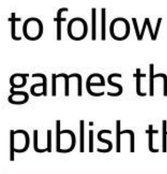
■ Children will have great fun creating and playing their own games



■ There's a lot of fun to be had with CBeebies and the sound effects are great

5 essential apps

Easy Music



Keeping the kids entertained for long periods isn't an easy task, but it can be made easier with the Easy Music app. It's packed with fun songs for them to interact with and even bring their own beats to life.

Hopscotch

Fun, engaging and educational, this app lets children build their own games. Hopscotch teaches the basics of coding using easy to follow tutorials. They can play games that others have made and publish their own.

BBC CBeebies Playtime Island

Often sitting in the top kids games, this is guaranteed to delight and entertain. CBeebies Playtime is a series of playful games and fun features that the little ones will love.

Club Penguin Island

Your grandchildren will love this virtual island full of games and adventures. Club Penguin is a multiplayer community that lets children create their own personal penguin, make friends, adopt pets, and collect items.

Super Mario Run

Kids will love the repetitive run and jump nature of this addictive platform game. The aim is to get through the levels quickly, stylishly and by collecting as many coins as possible.

5 essential apps

The Tower

Build a tower as high as possible, sounds simple, right? The Tower turns this simple idea into an addictive game. Tap the screen as building blocks slide in to put them in place and keep stacking as the game speeds up!

Scrabble

This classic boardgame is just as fun on your iPad, and even comes with a few extra options. You can play online against people all over the world, as well as friends who also have the app, or play against the computer.

Threes!

This fiendish puzzle game requires you to double up numbers order to build up as high a score as possible. It requires forward thinking and a cool head as the scoring avenues diminish as the board starts to clutter up.

Pure Sudoku +

The popular number placement game works well on iPad with plenty of variants on offer. This free offering features a point system, a time limit and, should you wish to compete, an online leaderboard.

Word Scramble

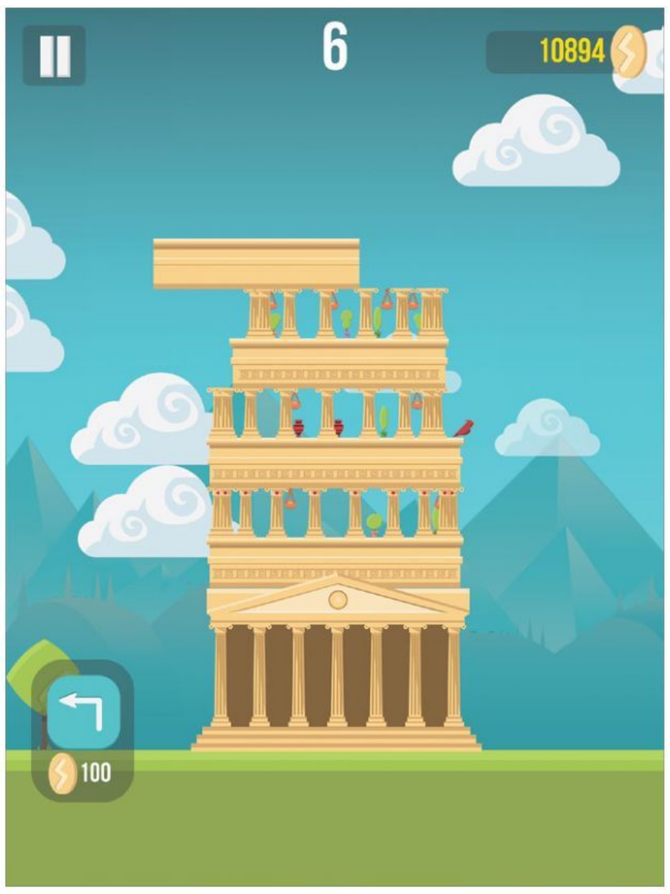
Swipe your finger in any direction to find the hidden words in a grid and accumulate points in this fast-paced puzzle solving game. Its a surprisingly good way to challenge your brain and great fun to play.

■ Play an old fashioned game of Scrabble anywhere, against anyone

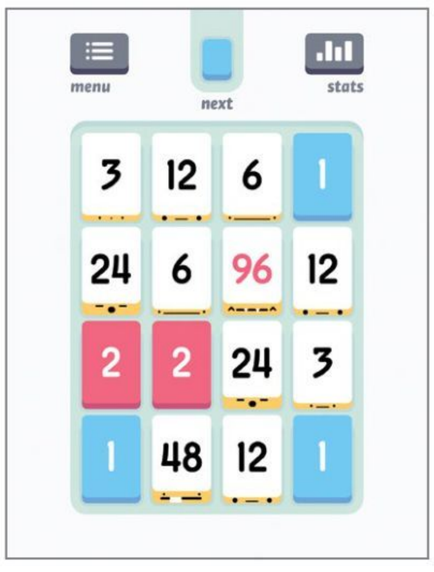
Games

The iPad can be used as an enthralling games console, with what seems like hundreds of thousands of games for when you just want to unwind and have fun. Naturally there are games to suit all ages and preferences but it excels in the puzzle category, with a great many crossword, quiz and number-crunching apps available to help you relax while giving your brain, and at times your fingers, a thorough workout.

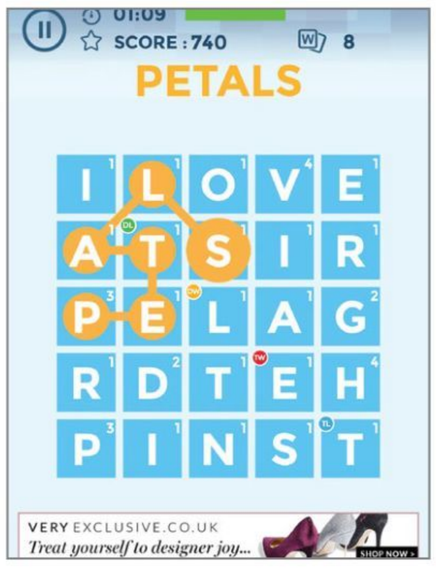
You won't have to worry about spending a fortune on apps either as the majority of the games featured here are totally free, the only downside being that there may be adverts visible on screen while you play, but these are unintrusive and will in no way spoil your enjoyment of the game. So take time out and treat yourself to one or more of these compelling apps to test your grey matter.



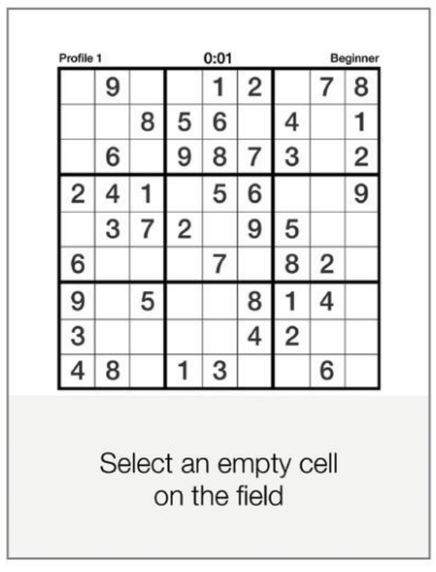
■ Align the building blocks for your Grecian tower perfectly for extra points



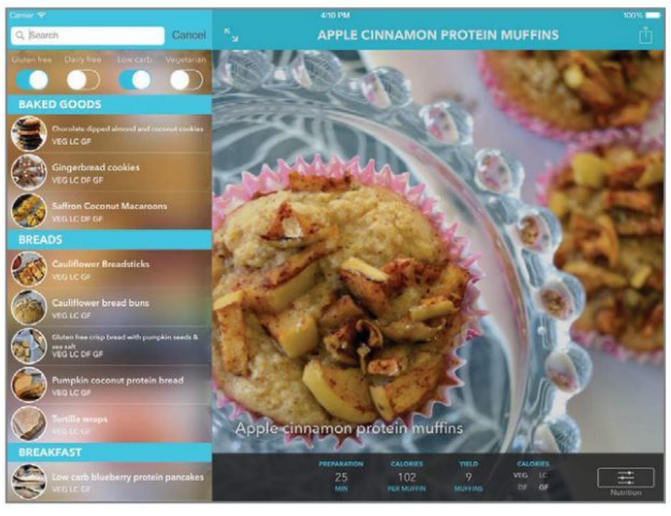
■ For something a bit different, Threes! is an enjoyable puzzle title



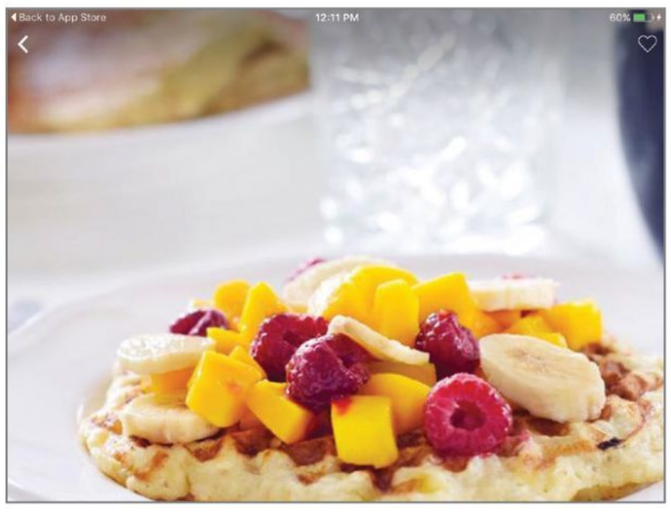
■ Find words hidden in an assortment of letters to build high scores



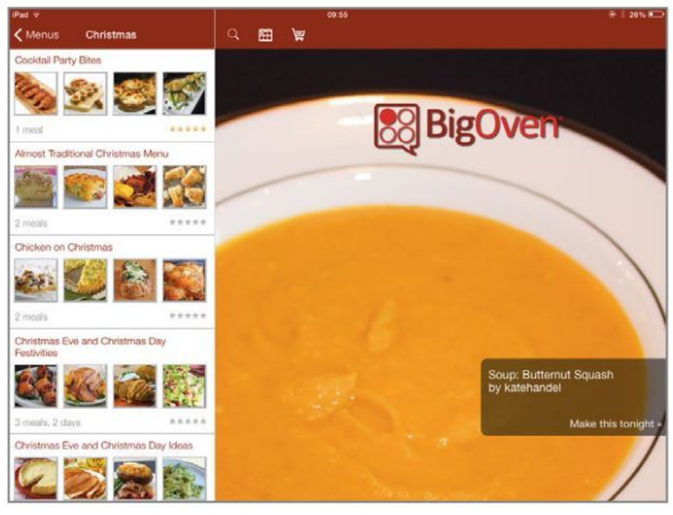
■ Digital Sudoku means you'll never have to fumble around for a pen that works



■ Create some delicious dishes that have great health benefits



■ Track the calorie content in your favourite meals with the Lifesum app

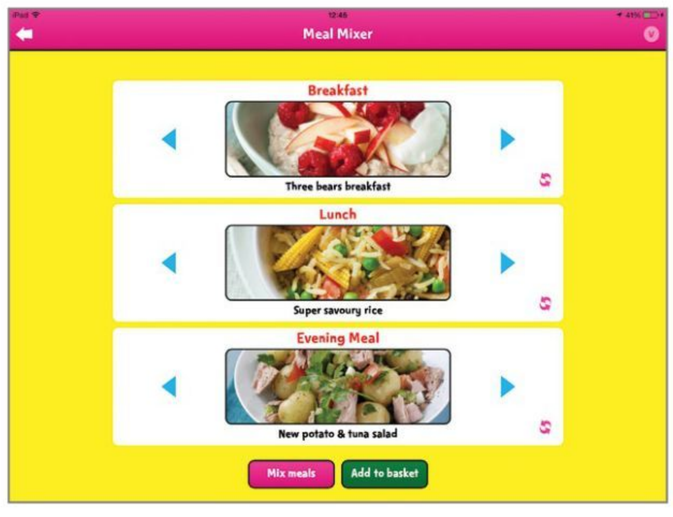


■ Search for dishes, grab the ingredients and follow the easy instructions to prepare the perfect meals

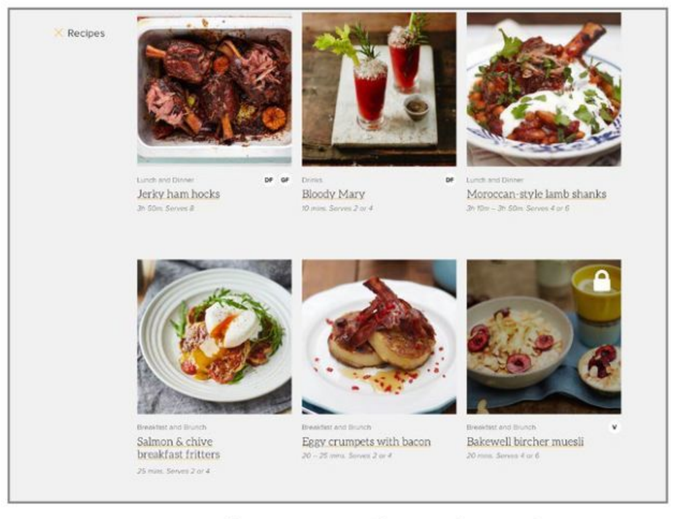
Perfect your cooking

As we all know, cooking can mean different things to different people. Some like exploring new flavours and trying out exciting new dishes, others see is as a necessity that they would rather do without. Whatever your outlook, your iPad makes for the perfect cooking companion, sourcing you inspiring recipes to wow the guests at a dinner party or helping you rustling up quick and easy meals that taste great in no time at all.

If you have a stand, you can prop your iPad up next to you as you get to work in the kitchen and it'll take up much less space on your worktops than a bulky cookbook and provide all the step-by-step instructions you need to help you prepare top quality food. You can even use your iPad to compile shopping lists to ensure you have everything you need and can then do all your shopping online to prevent you from having to step outside. Bliss!



■ Change4Life's app Smart Recipes goes back to traditional cooking and helps avoid the quick-and-easy nature of modern eating



■ Browse a wide range of meals and get expert prep tips from top chefs

"Whatever your outlook, your iPad makes for the perfect cooking companion"

5 essential apps

BigOven: 350,000+ Recipes and Grocery List

If you're in need of some culinary inspiration then this app provides thousands of easy-to-follow recipes with step-by-step instructions.

Tasty Health

Keeping your eyes on the calories in each dish you cook isn't an easy task, but Tasty Health gives you the tools you need to make the process easier. Use its built-in list option to store those recipes you find delicious.

Lifesum

Lifesum combines the best elements of a fitness and healthy eating app, so you're getting all the information you need on the best superfoods and recipes you need to be eating to meet your fitness goals.

Jamie's Recipes

If you're tired after a long day and don't relish the prospect of slaving over a stove then you'll find a wide range of tasty Jamie Oliver recipes that can be knocked up and served in no time.

Change4Life Smart Recipes

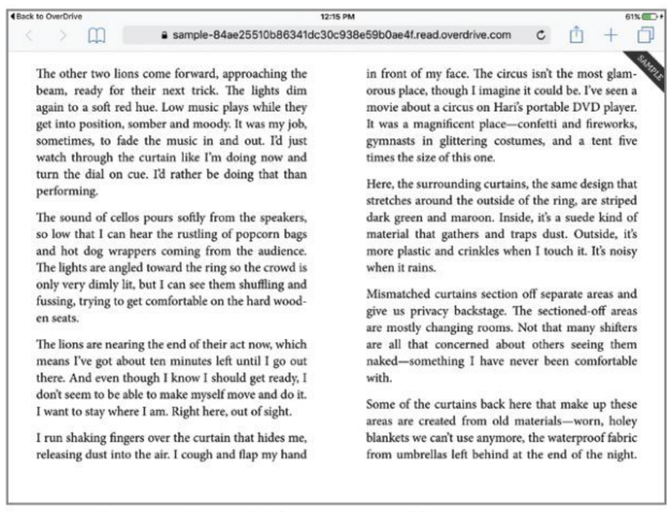
As this is sponsored by Change4Life, it has been designed to make healthy eating possible even with a busy lifestyle. It includes food plans, cooking tips, and useful information.

Read in style

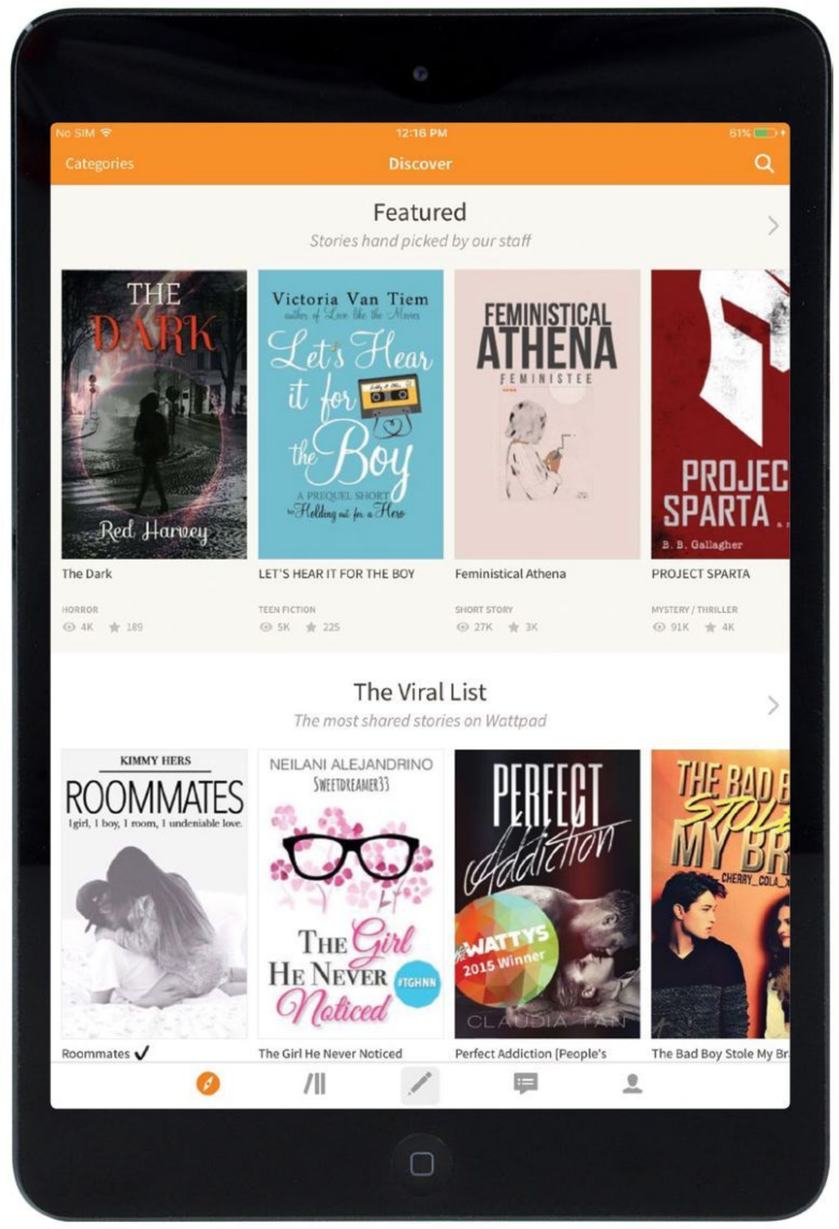
Your iPad is a great device for reading on. It's light enough that you can hold it in one hand like a paperback and tailor the reading options – such as screen brightness, size of the font, colour of the text – to suit your needs and the current lighting conditions.

Better still, your device can store thousands of digital books, so you essentially get your very own mini library that you can carry around with you everywhere.

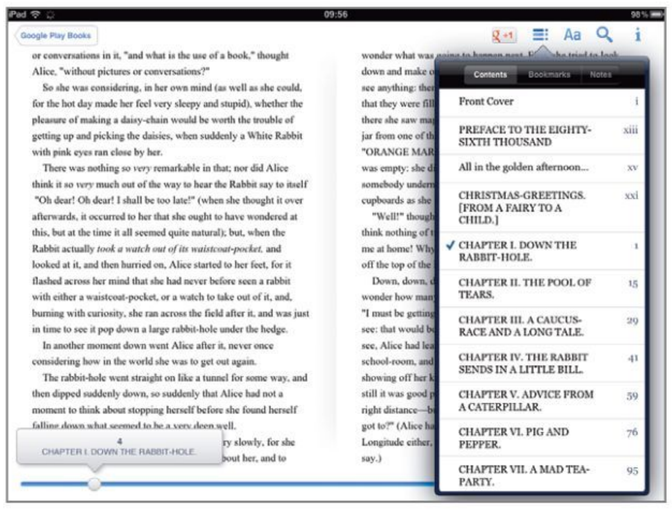
There are a great many cracking reading apps that you can download on the iPad, most of which offer similar features such as easy access to their respective book stores, the option to download sample pages so that you can try before you buy, thousands of free classic books and automatic syncing, so that all of your recent read pages, bookmarks and notes are updated across your account. What this means is that you can start reading a book on your iPad and then pick up where you left off later on a computer or other mobile device.



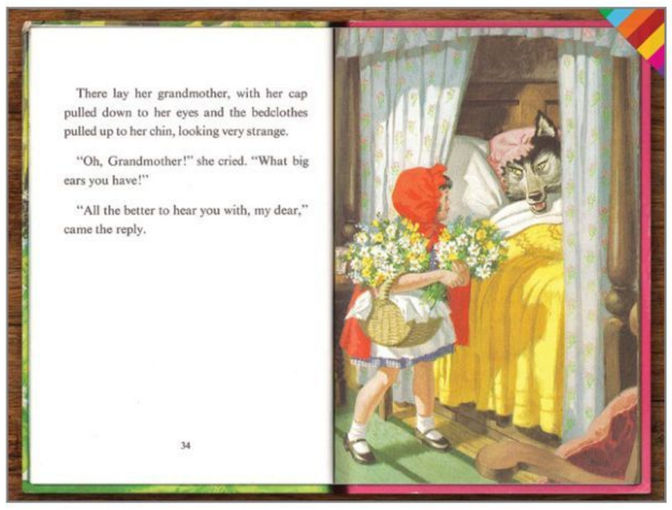
■ Find your local library and rent out your favourite titles



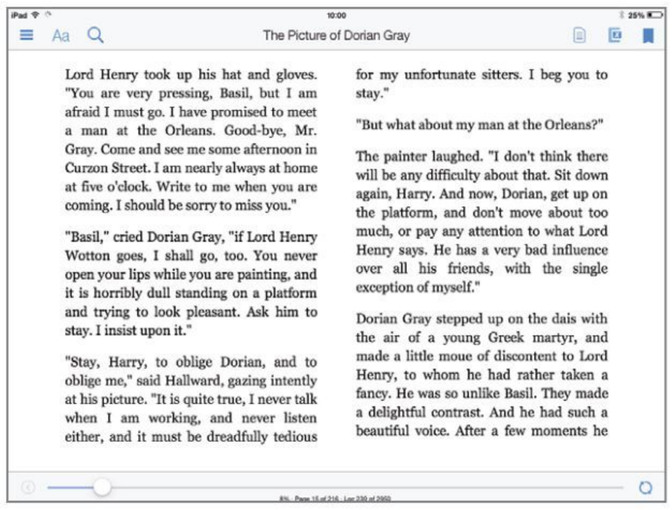
■ What do you want to read? Wattpad will certainly have something for you



■ Like most reading apps, Google Play Books lets you easily explore the book



■ Me Books will include all of your old favourites, as well as some new stories



■ The Kindle app you can bookmark pages and look out words in a built-in dictionary

5 essential apps

Overdrive

Never have to pay an overdue fee at the library again, by using Overdrive and accessing a collection of books that can be loaned to you until you've finished reading. This super cheap service is incredibly easy to use.

Kindle

The free Kindle app provides access to over 900,000 books and all of your last read pages, bookmarks, and notes are synced, so you can pick up where you left off, be it your computer, iPad or Kindle device.

Google Play Books

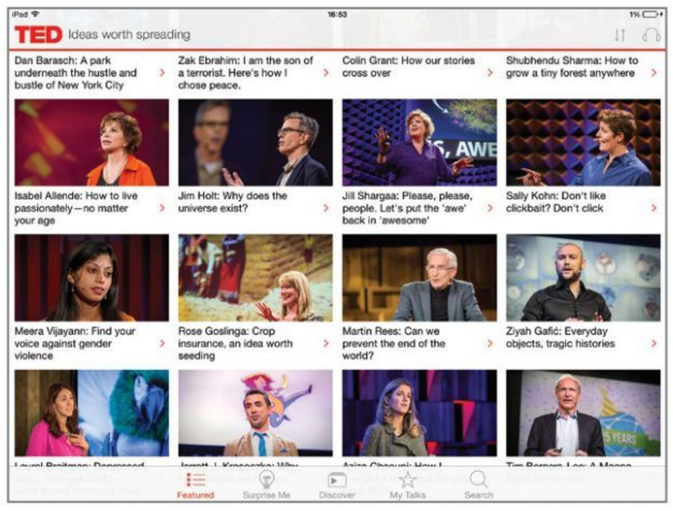
Google's reading app offers millions of digital books for instant download and features many options to suit your needs, including night-reading mode and voice-over.

Me Books

If you want to read to your grandchildren from your iPad, try Me Books. This app contains all the classic children's tales, but also stories from their favourite TV characters, picture books and comics.

Wattpad

If funds are tight, then Wattpad should be your go to app. It contains a plethora of free fiction and non-fiction titles to browse through that are completely free to download and enjoy whenever you want.



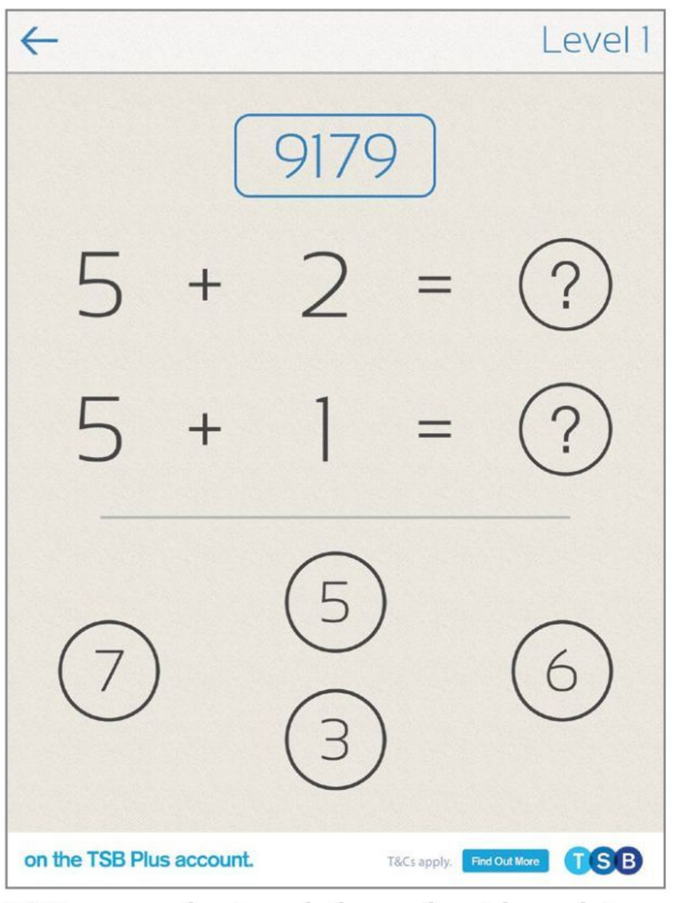
■ TED offers you the latest lectures from the world's most famous intellectuals

■ Lumosity features a varied mix of fun games to test your mental agility

Boost your brainpower

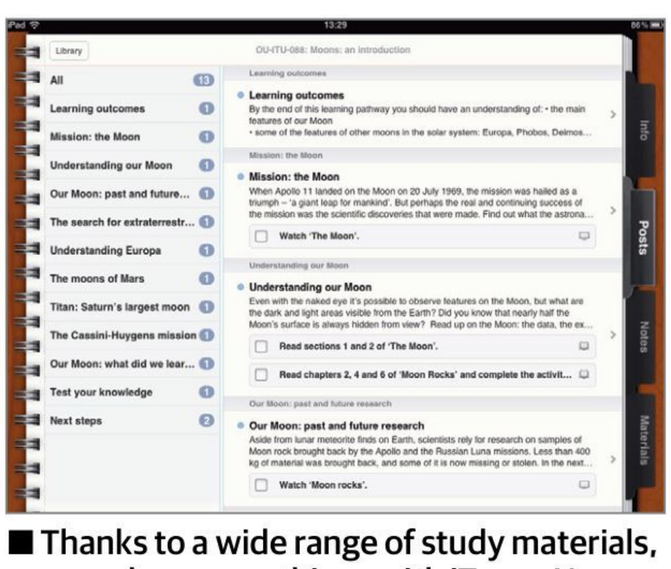
As we get older we can enjoy having more time on our hands and what better way to spend this time than by learning new things to expand our minds? Of course, our minds aren't as sponge-like to retaining information as they were when we were younger, but thankfully there are plenty of apps on hand to give our brains a mental workout to help keep them fresh and ticking over.

Your iPad can be a great learning aid and you'll find apps that cover a wide range of topics in the Education section of the App Store that will help to teach you new things and bolster your mental arsenal in preparation for those quiz evenings. You will also find a great many mental training aids that provide fun and engaging questions and puzzles to solve to determine where your mental strengths lie and generally whir your brain into action for the busy day ahead.



■ Give your brain a daily workout by solving math problems

■ With over 40 games for critical cognitive skills, Elevate is a great daily workout



■ Thanks to a wide range of study materials, you can learn new things with iTunes U

5 essential apps

iTunes U

You're never too old to learn new things and this app provides a vast library of learning materials to enable you to study a wide range of subjects to help expand your mind (and boost your quizzing ability!).

Lumosity

This free app provides your brain with vigorous workouts to keep it sharp and fully functioning! It features more than 40 activities to test your mental agility and help improve your brain's performance.

Pure Math

As its name suggests, Pure Math is a great mental workout based around solving equations as quickly as possible. Do its built-in exercises daily and you'll find your arithmetic speed gets quicker and quicker soon enough.

Elevate

A brain-training game designed to improve focus, processing speed, memory, numeracy skills and more. The developers claim that users who train at least four times a week with Elevate report improved confidence.

TED

Take a seat and invite the greatest thinkers of our time into your living room. TED caters for every one of your interests, and offers speeches, talks and seminars on medicine, business, technology, sociology, and many more.

Your iPad FAQs

Having problems with your iPad? Let us guide you through some of the most common tablet troubles that people experience

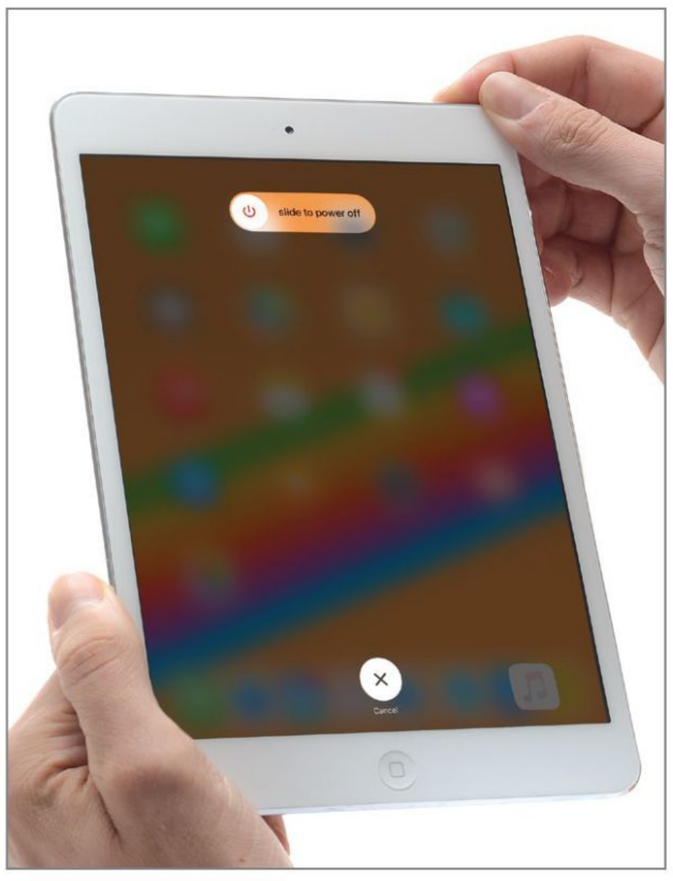
Freezing iPad

My iPad has frozen. How can I reset it?

You can tell instantly when your iPad crashes. The touchscreen will stop responding and you can't perform any operations. The display may go blank or black. If this happens to you, don't despair. It isn't broken – you just need to kickstart it back into life.

Before you do anything, try turning the iPad off and then back on again by holding the Sleep/Wake button and using the red slider to switch off, then pressing the same button to turn it back on again. In some cases, this will not do anything so you will need to reset it. This is done by pressing the Sleep/Wake button and the Home button at the same time. Hold both for ten seconds. The Apple logo will appear and the iPad is reset.

Step by step – Reset your iPad



Turn iPad off

01 Press and hold the Sleep/Wake button until you see the red slider. Slide this to the right to turn the iPad off and then press Sleep/Wake to turn it back on again.

Reset the iPad

02 If this doesn't work, then it will need a proper reset. Press the Sleep/Wake button and the Home button at the same time and hold it for ten seconds.

Start iPad again

03 The Apple logo will appear. The machine has now been reset and if you wait a few seconds, you will soon see your familiar icons once again.

Lost passcode

I've forgotten my passcode – can I still unlock my iPad?

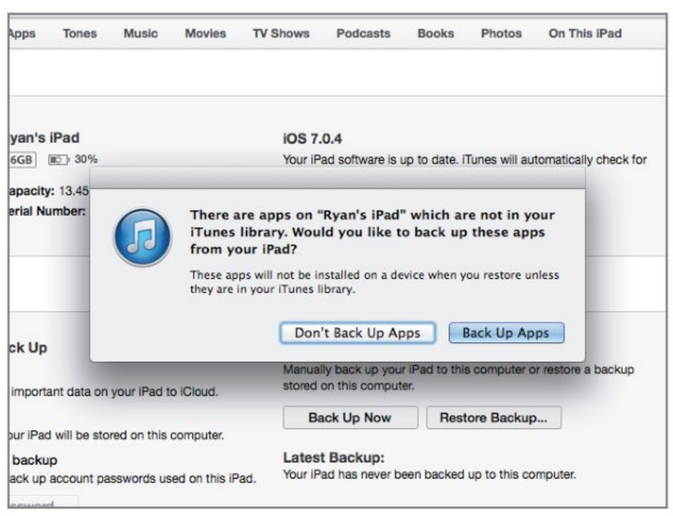
An iPad is not automatically locked using a passcode. You have to set one yourself. Assuming you have done this and subsequently forgotten the passcode, all is not lost. It is still possible to gain access to your iPad. The only problem is that you will have to restore it to the factory settings in order to do so. What this means is that you will lose any data stored on the tablet. It is therefore vital to ensure that you frequently back up your iPad.

In order to restore your iPad, you will need to connect it to the computer to which you last synced your device. So, for example, if you always sync your iPad with your home PC, make sure you connect your iPad to that machine. Any data which you have backed up on your computer will be put back on to your iPad if you do this. Crucially, the passcode you've forgotten will not be put back so you are free to input a new one.

Step by step – Reset your iPad from a computer

Connect to computer

01 Connect your iPad to your computer and download and open up iTunes. Click on the Summary tab at the top of the screen and you will be able to see an overview of your iPad.



Restore the iPad

02 In the top box on the Summary page, you will see the version of iOS you have installed. Here you need to click Restore iPad and decide whether to back up the settings.

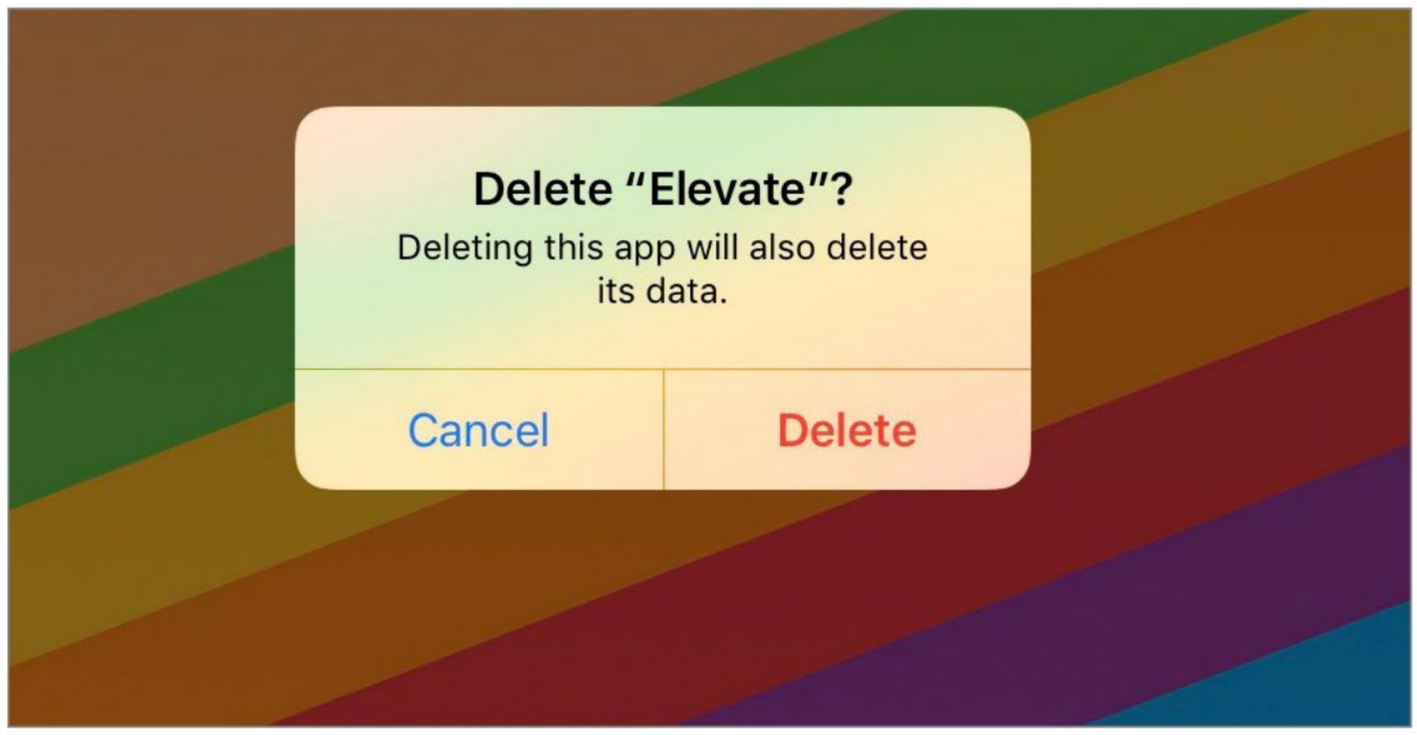
Restore and Update

03 Having clicked Back Up, your settings will be saved. The iTunes app will then show another prompt box. Click Restore and Update to begin the process of restoring your iPad.

Deleting apps

How can I delete an app from my iPad?

■ In the course of using your iPad, you will download a large number of apps. While you will undoubtedly want to keep many of these, there will be some that you wish to delete. To do this go to the main screens of the iPad – the ones which contain all of the icons of the apps. Find the icon of the app that you do not want to keep. Now tap and hold down on this icon. After a few seconds, all the apps will begin to shake. Next to the installed apps will be an X. By



tapping the X on the icon of the app you wish to delete, you will be able to remove it. A box will appear asking if you do indeed wish to Delete. Indicate that you do and the app will vanish.

Getting physical

Can I use a physical keyboard rather than the on-screen one?

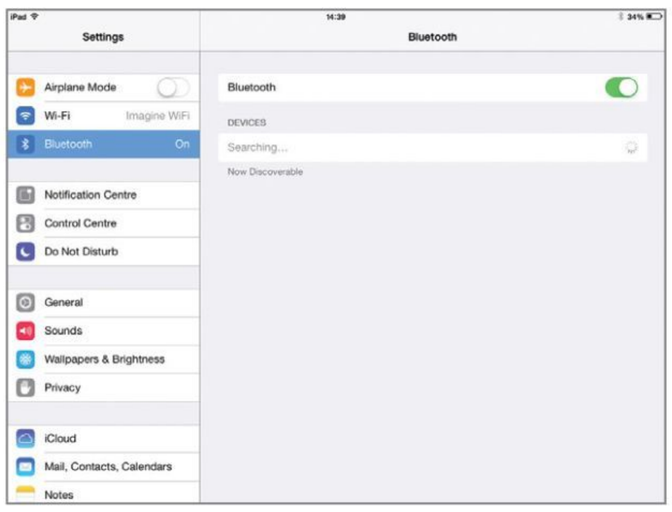
The simple answer is yes. The on-screen keyboard is great, but if you want to type for long periods, nothing beats a physical keyboard and it seems that Apple is aware of this fact as well.

Pretty much any Bluetooth keyboard can be used with an iPad and a great deal of them are actually tailored for use with the iPad. What you will be after, ideally, is something small and portable to fit in with the lightweight nature of the iPad itself. With a specific iPad keyboard, you will also benefit from keys that allow you to make use of the iPad whether it be to adjust the volume, control media playback, jump to the Home screens or adjust brightness.

Which one you go for depends on how you will use it and how frequently. There are keyboards that are designed to be always connected to the iPad and almost become a part of it, effectively turning the iPad into a laptop, and there are those designed to be taken on and off. Some keyboards are more comfortable than others, but, at the same time, less portable.

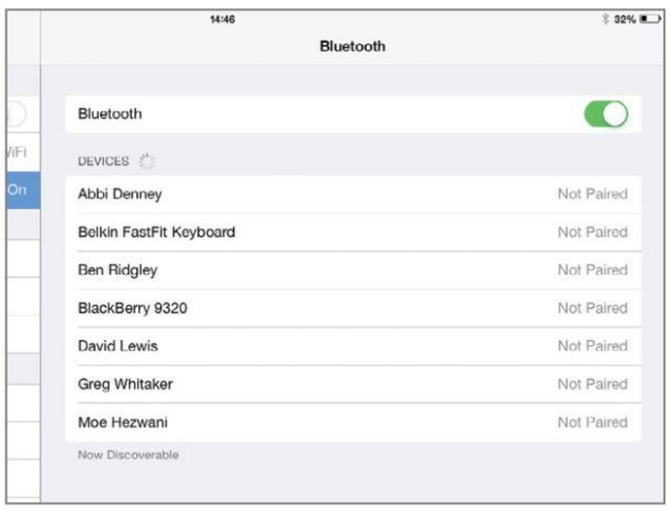
"Pretty much any Bluetooth keyboard can be used"

Step by step – Connect a Bluetooth keyboard



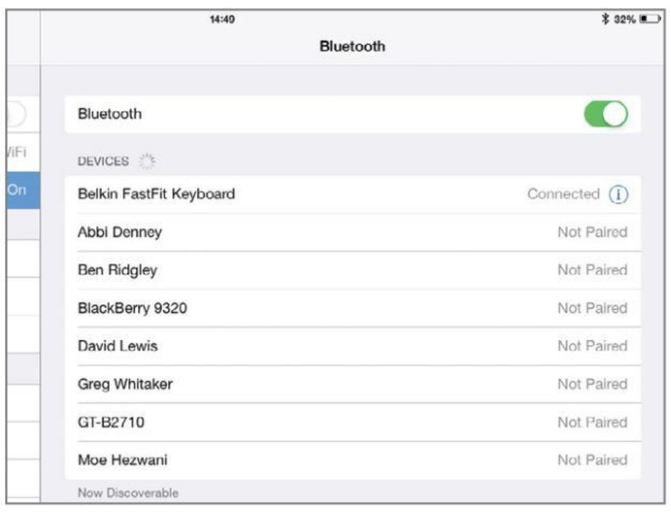
Obtain keyboard

01 When you have your Bluetooth keyboard, go to the Settings app on your iPad and select General. Make sure that Bluetooth is turned on. It will look for your keyboard.



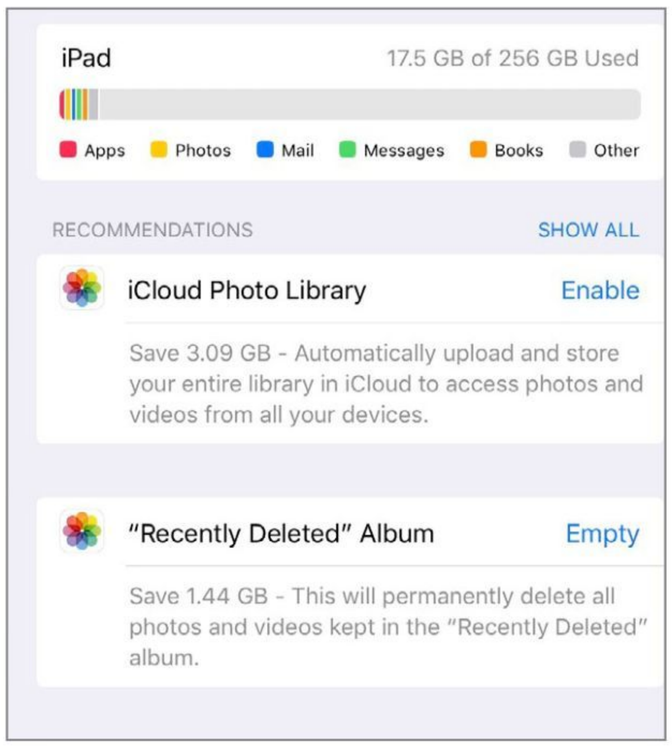
Find keyboard

02 Make sure the Bluetooth keyboard is turned on. It will then become recognised within the Bluetooth settings on your iPad. Simply tap the name of the keyboard when it appears.



Type pairing code

03 The iPad will display a pairing code. You will need to type this on the keyboard. If done correctly, the keyboard will be paired with the iPad and you will be able to use the two together.



Not enough space

How do I find out how much space I have left on my iPad?

■ The more apps you download, the more pictures you take, and the more videos you store, the less space you will have to play around with.

All of those slices of entertainment, from music to emails, eat away at the storage space on your iPad and it is useful to find out just how much you have used and how much you have left.

Thankfully, it is not difficult to discover the answer. Go to your Settings app and select General then About, which you will see at the top of the screen. In an instant, you will be able to see your iPad's capacity in gigabytes as well as the amount of space available. By tapping Settings and going to General, then iPad Storage, you can narrow down per app and see how much space each app is taking up on your iPad. Perfect for working out what to delete.

Better battery life

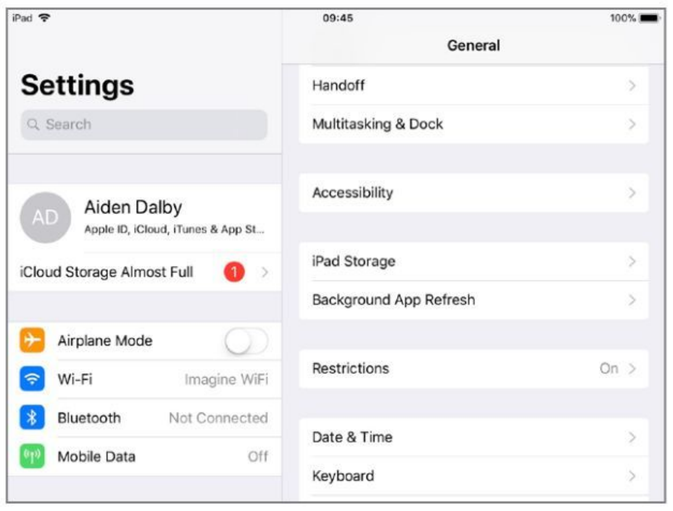
How can I make my battery last longer?

Some iPads, according to Apple, have a battery life of up to ten hours. That does not mean you cannot make it last longer, however. The battery will drain only as fast as the demands you place on it, so the common sense approach is to make some small adjustments to your usage.

Delve into the Settings app on your iPad to start making a difference to your battery's life span, ensuring less frequent recharges. By going to Settings and then Wallpapers & Brightness, for example, you can manage the screen brightness. Turn it down as low as you can without it being uncomfortable and you will save battery power. When your iPad reaches 20 or 10 percent battery, you'll receive a notification to activate battery saving mode.

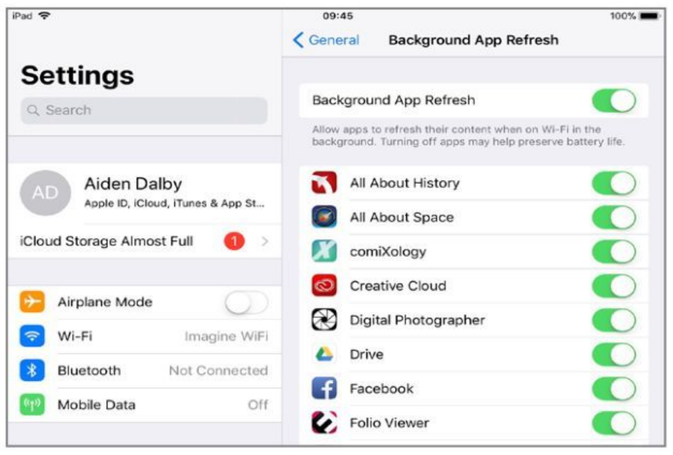
Data is a big drainer too. Go to Settings and Wi-Fi and turn Wi-Fi off when you are not using it or when you are in an area with poor coverage (your iPad will constantly search for a signal, draining the battery). Minimise your use of Bluetooth and location services too (Settings, General, then Location Services). This prevents apps from trying to work out where you are, which will affect the battery lifespan.

Push notifications are also bad for your iPad's battery. By preventing apps from pushing information to you when they are not in use, go to the Settings app then the Notification Centre section and turn them off. You can do the same with Mail to prevent you from being notified every time a new email comes through.



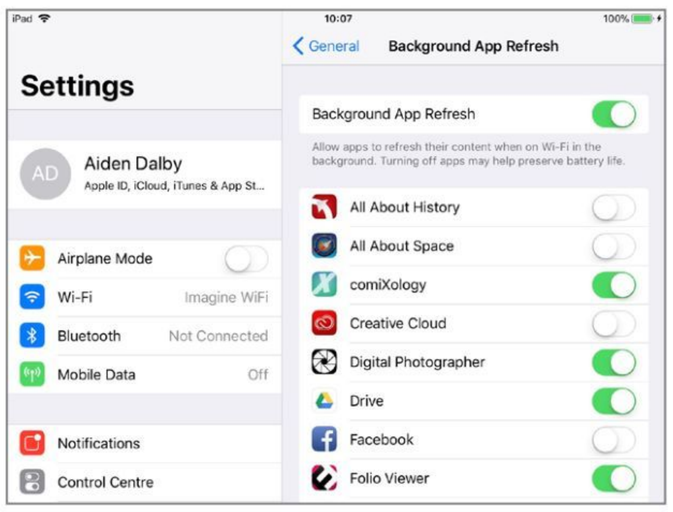
Go to Settings

01 By delving into the Settings, you can turn features off that tend to drain the battery when in heavy use. Tap on the Settings icon to call the Settings up.



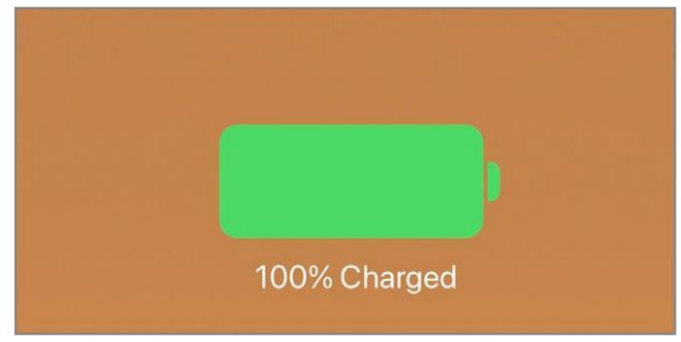
Background refreshes

02 Tap General and then Background App Refresh. This feature uses Wi-Fi in the background to refresh all of your app's content.



Switch off apps

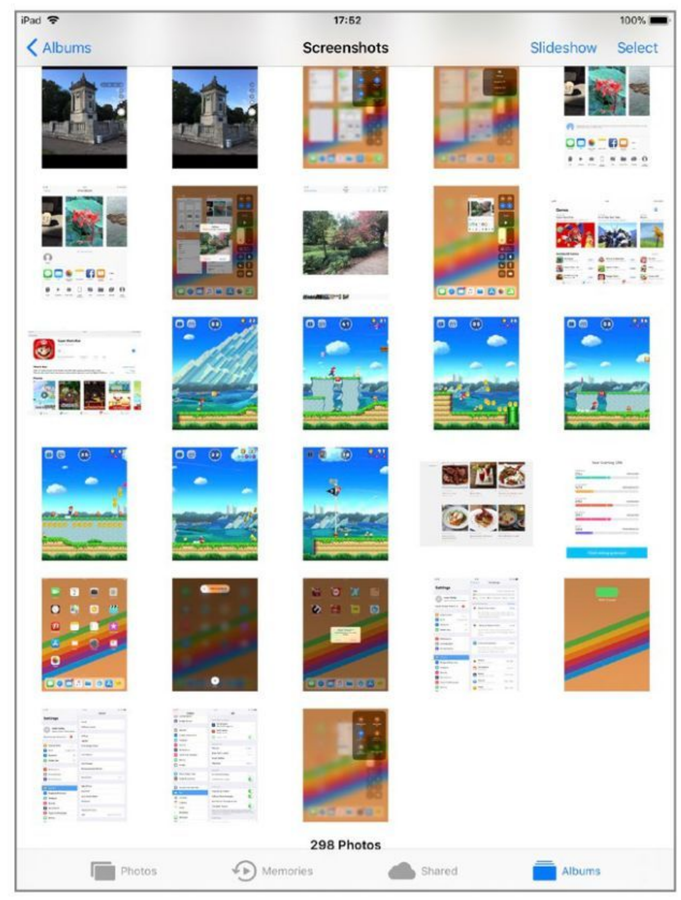
03 You can either turn off all background refreshes using the switch at the top of the menu or turn off each individual app, leaving only the apps you want.



Charge iPad

What's the best way to charge my iPad?

■ Although you can charge an iPad by connecting it to a computer via the USB cable, the best way is to use the USB Power Adapter. This is far faster and it also means you don't need to have your computer turned on and active. Apple has recommended that, once a month, you allow your iPad to completely drain, then recharge it to 100 per cent. This keeps the battery healthy.



Capture screenshots

How do I take a screenshot of the iPad?

■ If there is something on the screen that you wish to keep, press and hold the Sleep/Wake button on top of the iPad while pressing the Home button. The screen will flash and you will hear a sound. The screenshot is saved in your Photos app. Tap on the screenshot and you can share it with others via social media or email.

Your iPad glossary

What does it all mean? We guide you through the common features and terms that you're likely to encounter while using your iPad

Apple ID
This is the name and password you use to log in to the various Apple services, such as iTunes, the App Store and iCloud.

Application (app)
An application, or app, is a software program designed to perform one or more functions. Apps can be downloaded from the App Store.

App Store
The App Store is a digital distribution platform for Apple users. Users are able to browse, purchase and download iPad and iPhone apps from the App Store to run on their device.

Dock
A row of icons that can be set to appear at the bottom of your Home screen. The Dock is ever-present as you scroll through screens and allows you to access your favourite apps easily. You can add and remove apps by pressing and holding on an icon until it starts to shake and then dragging it into position.

Game Center
Game Center is Apple's gaming portal where you can find friends and play against them online or compare high scores.

Gestures
These refer to the finger commands that you perform on your iPad's touch screen to carry out various functions. Multitasking Gestures were added to iOS 5 and later, that let you use five fingers to pinch to reveal your Home screen or swipe up, left or right to reveal your multitasking bar or cycle between open apps.

Gestures jargon:

Tap
- This is the most common and basic gesture to perform on your iPad; it involves tapping the screen with your finger.

Double-Tap
- This involves tapping an object twice in succession. You use this gesture mainly for zooming or highlighting text.

Tap, Hold & Drag
- Some functions, such as highlighting text, copying and pasting require that you tap and hold down on the screen and then drag your finger to select what you want.

Pinch
- To zoom in or to open something, place your thumb and index finger, pinched together, on screen and spread them apart. To zoom out, perform the reverse.

Swipe
- Swiping is one of your primary navigational tools. You perform a left or right swiping motion with your index finger to move through app pages or images in the Photos app, for instance.

Home Button
This is the large circular button on the front of your iPad that you use to quit apps and return to your iPad's home screen.

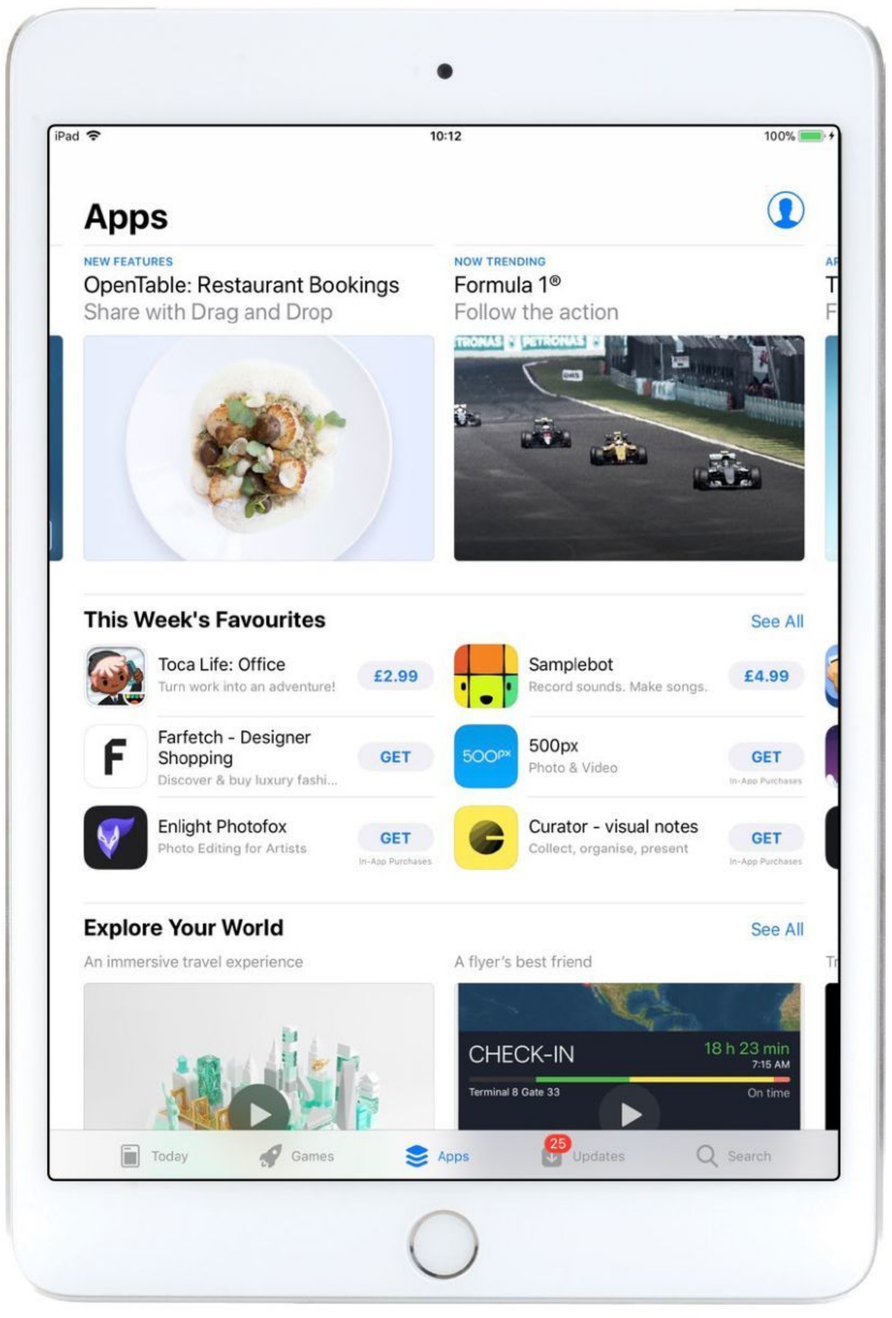
Home Screen
This is essentially the desktop of your iPad that you see when you boot up or unlock your device. From your home screen, you can launch apps and access your Settings. You can 'pinch' with all five digits to return to the Home screen at any time.

iCloud
iCloud is a free cloud storage and syncing service. With iCloud you can share data, files, music and photographs between devices without the need for manual connecting, syncing and transferring. Go to Settings to log in.

iCloud jargon:

iTunes in the Cloud
- With iCloud, the music you purchase from iTunes appears automatically on all of your devices. You can also download past purchases where you want, when you want.

Photo Stream
- With iCloud, when you take a photo on one device, it automatically appears on all of your Apple-based devices. Photos transferred from a digital camera connected to your Mac will also be pushed to your mobile devices.



■ You can shop and browse apps by popularity and category at the App Store

Documents in the Cloud

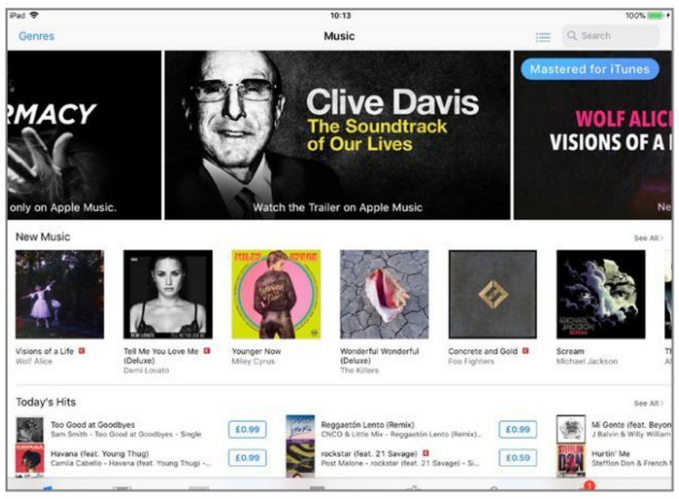
● If you have the same iCloud-enabled apps on more than one device, iCloud automatically keeps your documents up to date across all devices.

iOS

Whereas Macs run on an operating system called OS X (Yosemite being the most recent version), Apple's mobile devices – iPhone, iPad and iPod Touch – use iOS. The latest version is iOS 9, which is what you'll find running on all new iPads.

iTunes

This is Apple's flagship digital distribution centre that lets users browse, purchase and download a wide range of digital media, including music, books, movies and television shows. Using an Apple ID, which is set up during activation, users log in and store payment details to make downloading media quick and easy.



■ iTunes is the ultimate digital marketplace for buying and downloading new music and entertainment for your iPad

iTunes jargon:

Featured

● All of the very latest, most notable music, movies, podcasts and television shows will be showcased under this tab at the front of their respective store windows.

Top Charts

● See what's hot and popular on the iTunes Store by tapping on this tab.

Genius

● A feature that recommends music, films and shows based on what is currently in your library. Genius can also create playlists for you.

iTunes U

● iTunes is also a great source of educational materials, and you'll find a wide range of digital books, videos and podcasts by tapping on the 'iTunes U' link.

Redeem

● Occasionally you may be gifted a product from iTunes in the form of a code. You can click on the 'Redeem' link and input the code to download the product.

News

This app comes free with iOS and is a place where all of your online articles and news streams are collated and can be accessed.

Safari

This is Apple's premier web browsing app that comes as standard with all iPad operating systems. The app boasts a wealth of excellent features to make surfing the web an enjoyable and easy experience.

Settings

Accessible from the Dock or Home screen, Settings is where you can tweak your iPad as well as the apps and utilities that make it tick.

Side Switch

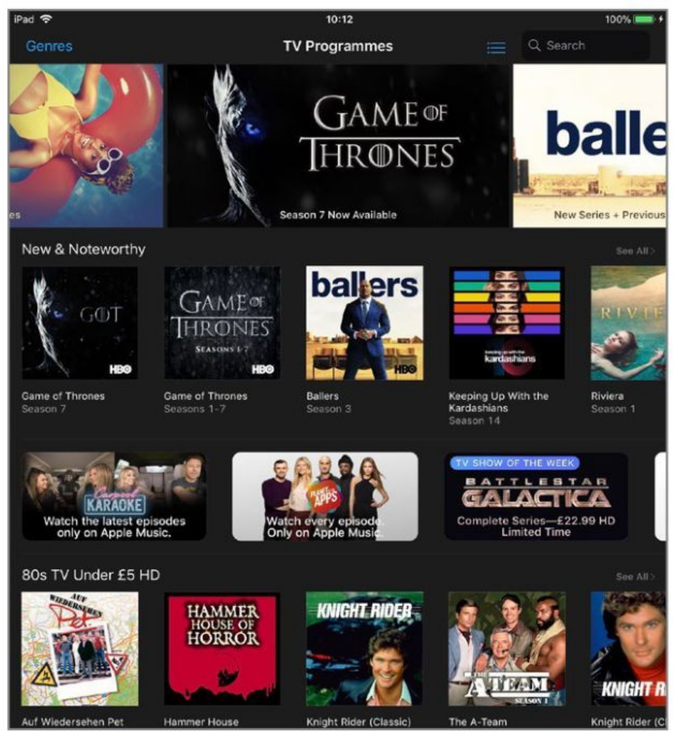
This is the small switch on the edge of the iPad that you can assign, via Settings, to act as a mute button or to lock your screen rotation.

Sleep/Wake Button

This is the lozenge-shaped button on top of the iPad that you use to turn your device on and off.

Wi-Fi

Wi-Fi refers to a wireless networking system that allows you to connect to the internet without any cables. You will need access to a wireless router for this to work with your iPad.



■ It's not just music and films you can download from iTunes – don't miss the latest episodes of your favourite TV show either

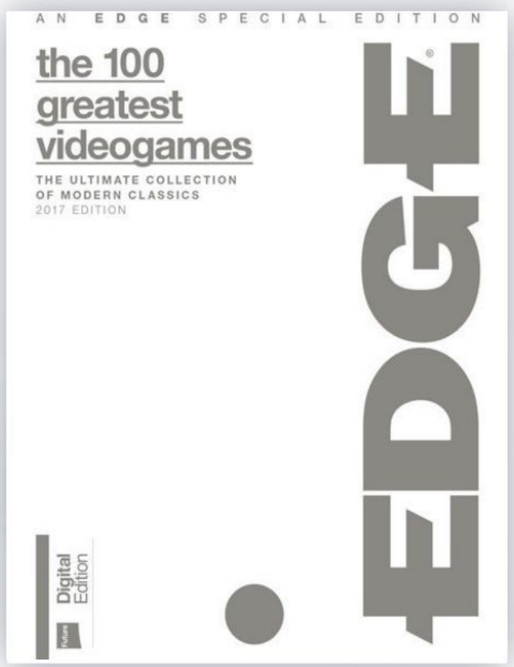
SUBSCRIBE AND SAVE UP TO 74%

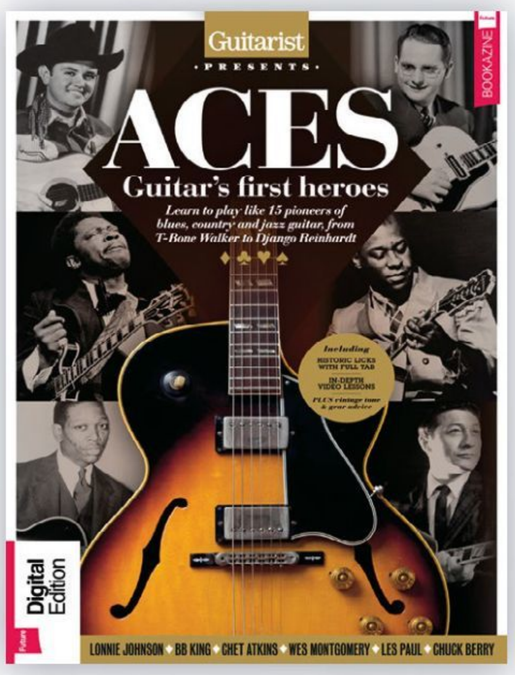
Every issue of your subscription, delivered direct to your door. Print & digital editions available.

NEAT STORAGE

Store up to 13 issues of your magazine subscription in a coordinating slip case or ring binder.

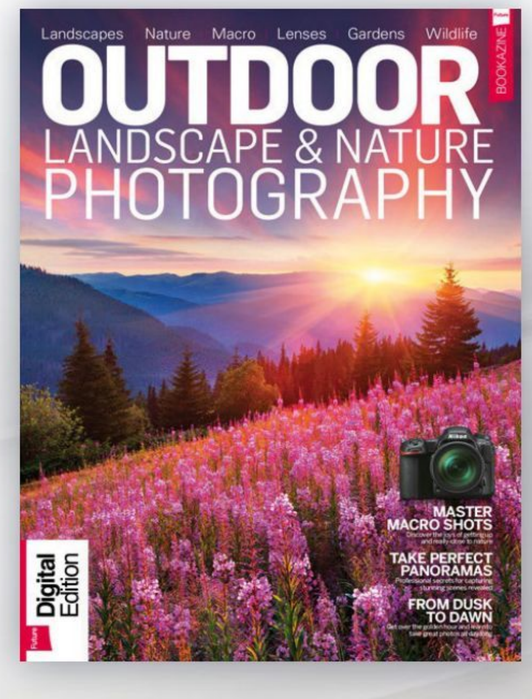
myfavouritemagazines.co.uk

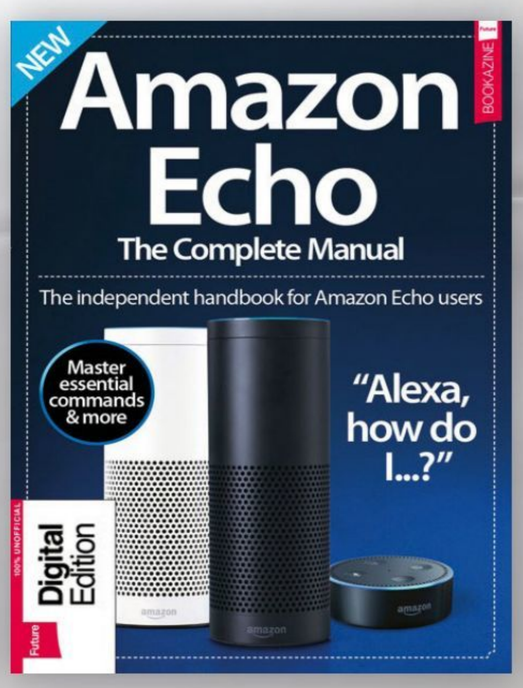


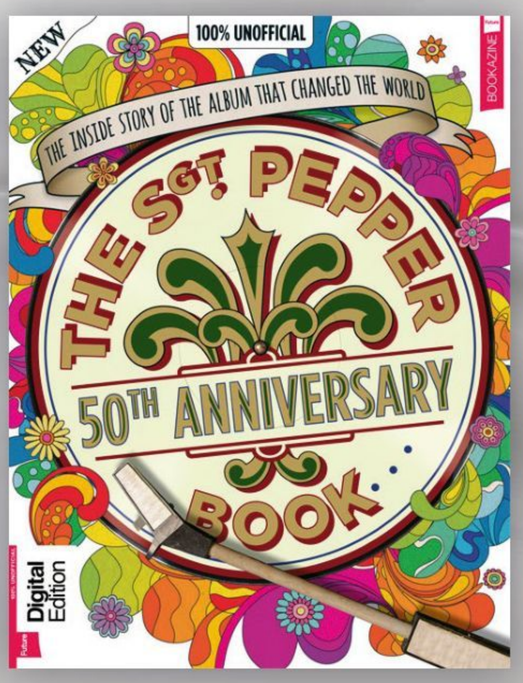


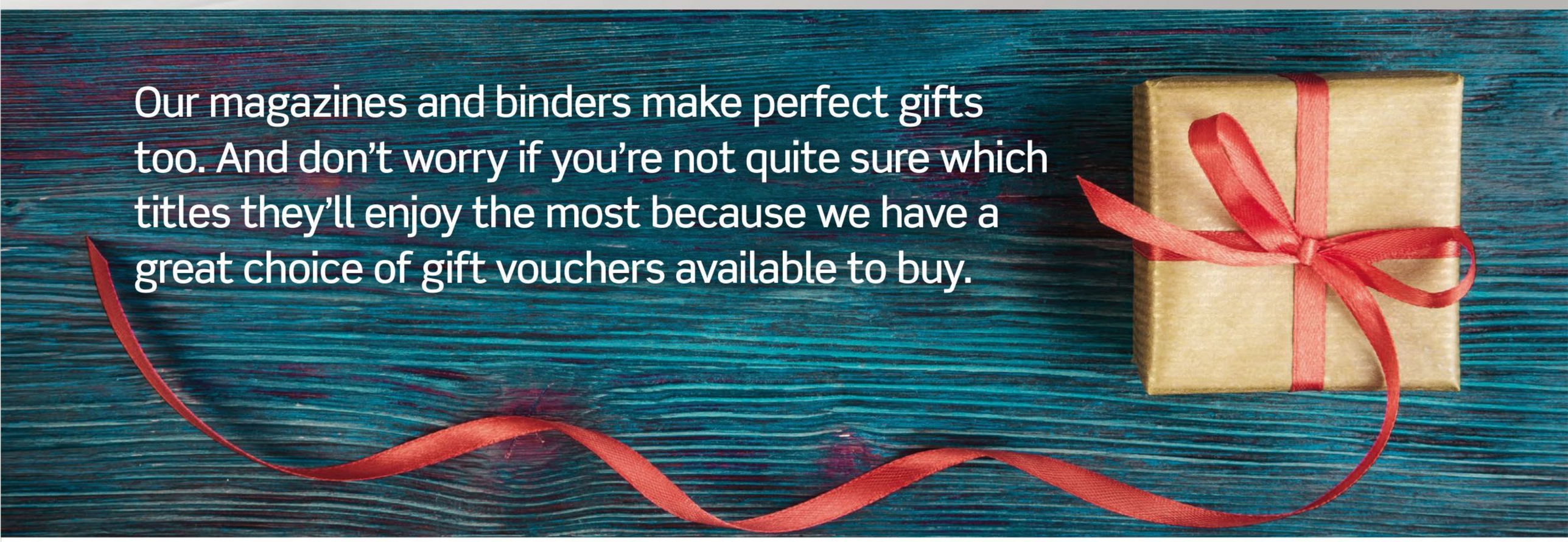
DISCOVER MORE GREAT GUIDES & SPECIALS

From photography to music and technology to field sports, there's something for everyone.







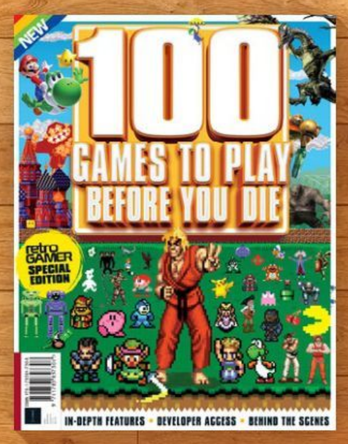


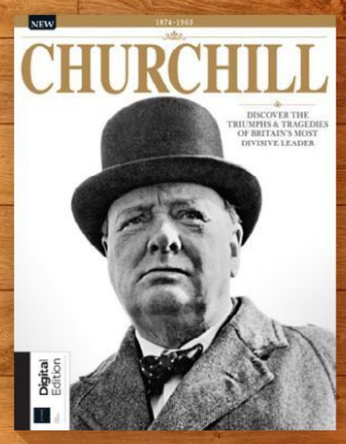
No hidden costs | Shipping included in all prices | We deliver to over 100 countries | Secure online payment

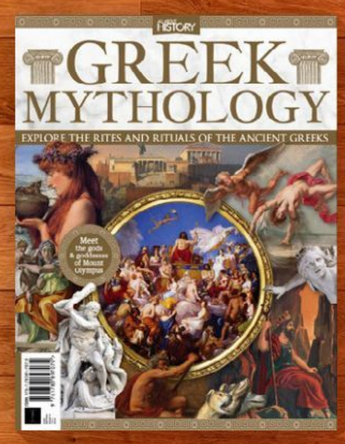
FUTURE

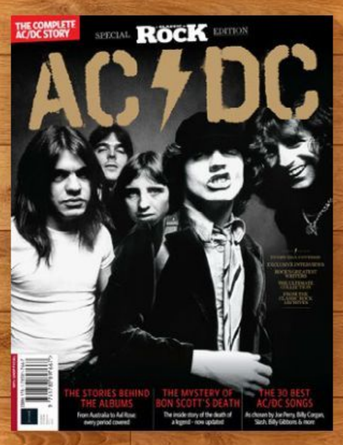
myfavouritemagazines
Official Magazine Subscription Store

myfavouritemagazines.co.uk



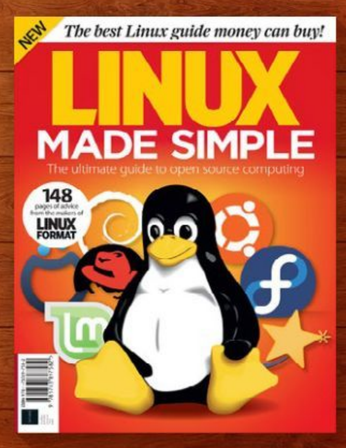


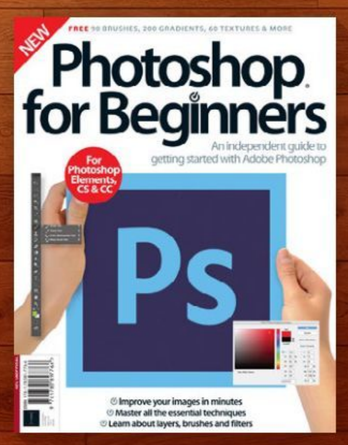


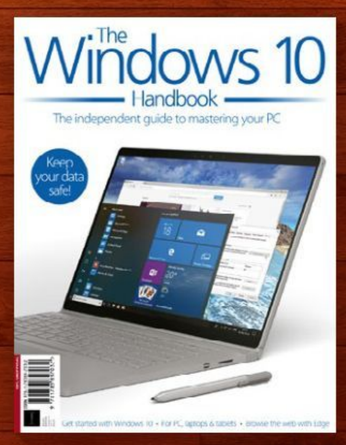


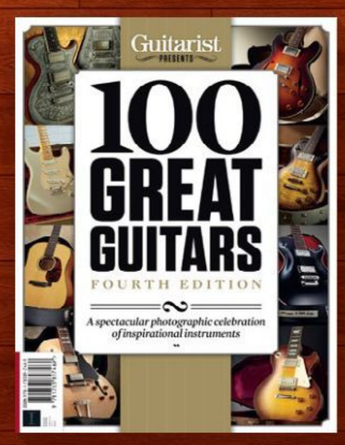
Discover another of our great bookazines

From science and history to technology and crafts, there are dozens of Future bookazines to suit all tastes









Get great savings when you buy direct from us

1000s of great titles, many not available anywhere else

World-wide delivery and super-safe ordering

FUTURE

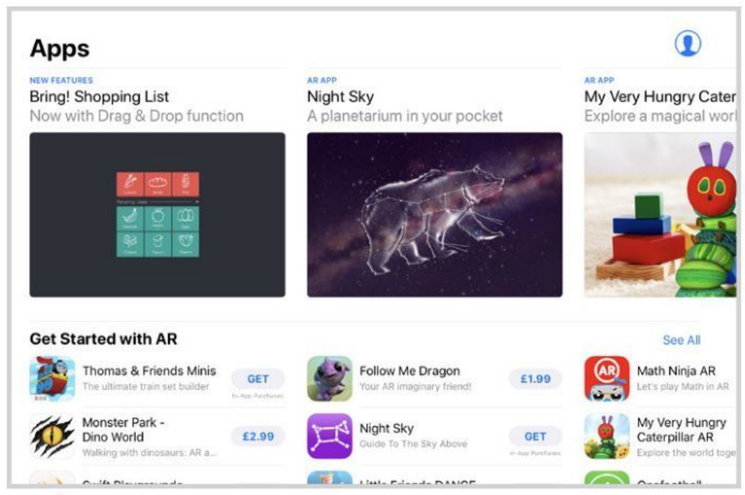
www.myfavouritemagazines.co.uk

Magazines, back issues & bookazines.

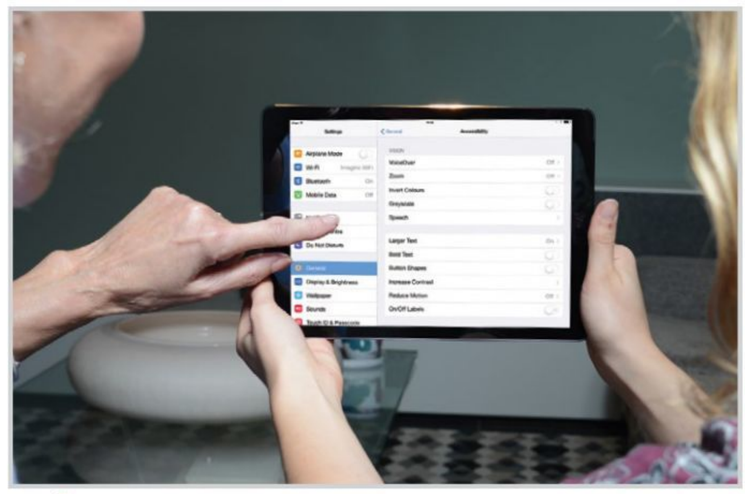
Senior's iPad

Everything you need to know to get started with your iPad

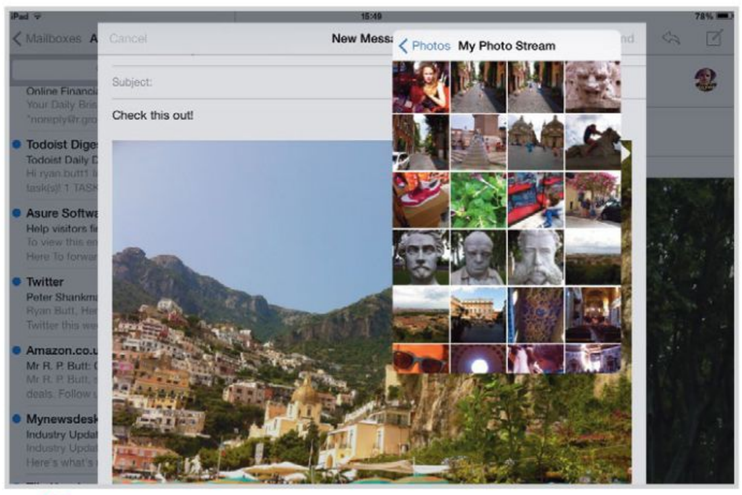
☑ Secure your device



☑ Download the best apps

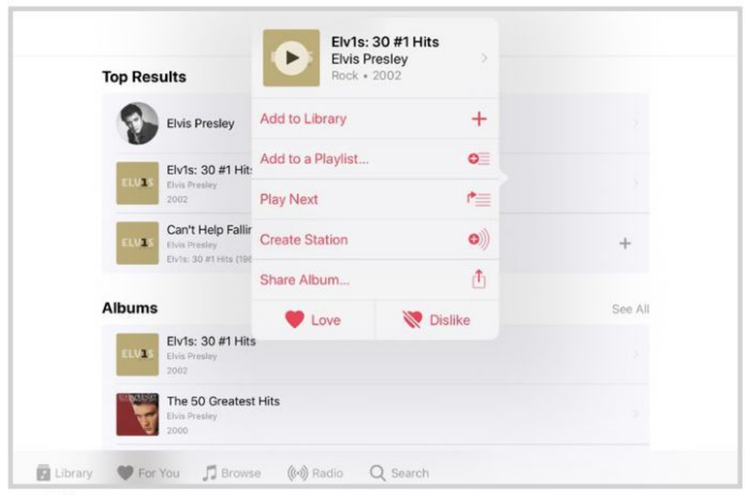


☑ Improve accessibility



☑ Keep in contact via email

☑ Browse safely online



☑ Listen to music

☑ Edit & share your photos

☑ Stay connected

BOOKAZINE

9020

9000