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# iPad

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GET STARTED WITH APPLE'S IPAD & IPADOS 16

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# iPad For Beginners



iPad For Beginners is the first and only choice if you are new adopter and want to learn everything you'll need to get started with your new device. This independent guide is crammed with helpful guides and step-by-step fully illustrated tutorials, written in plain easy to follow English. Over the pages of this new user guide you will clearly learn all you need to know about out of the box set up, getting to grips with the more advanced features and discover a huge array of amazing apps. With this unofficial instruction manual at your side no problem will be unsolvable, no question unanswered as you learn, explore and enhance your user experience.

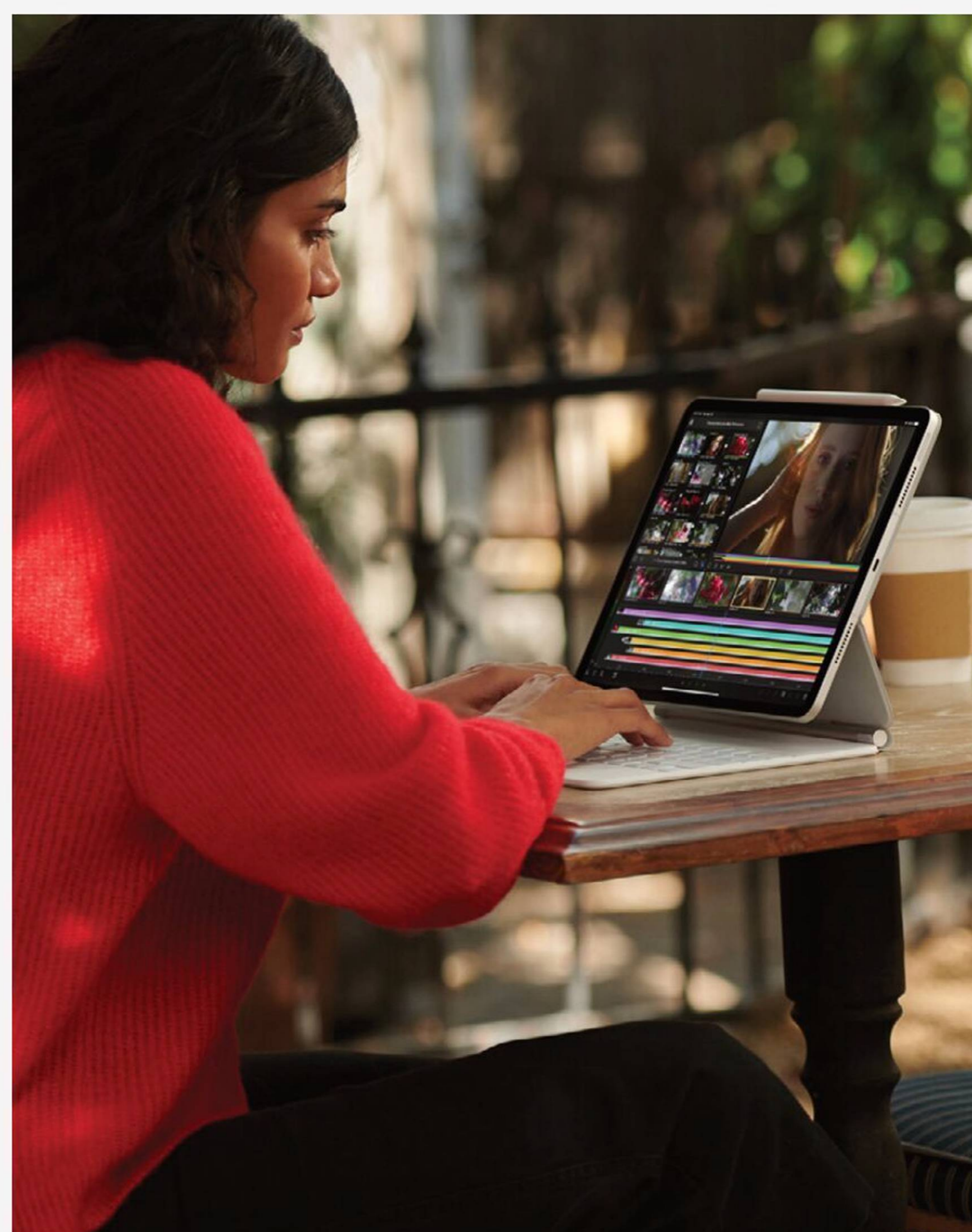
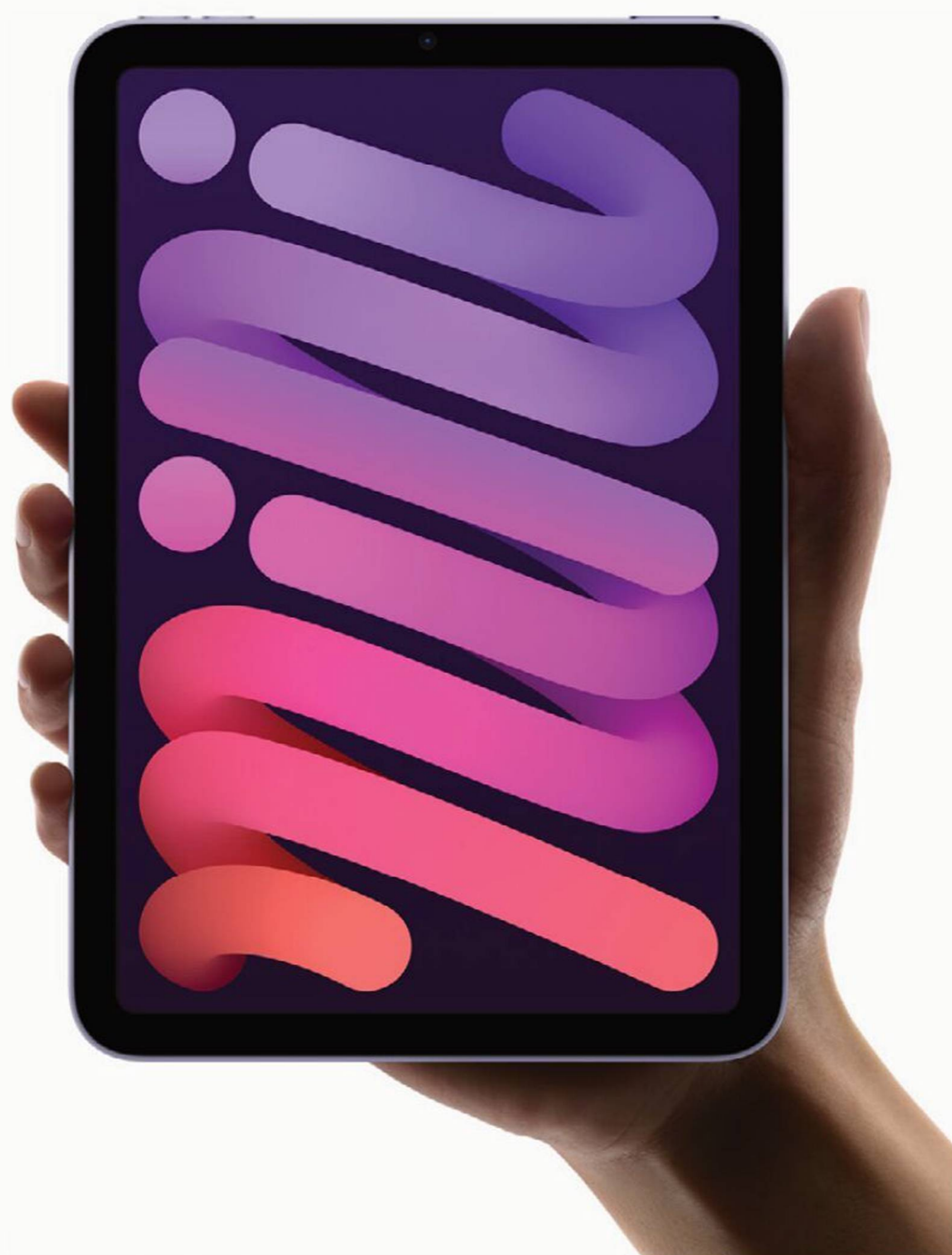


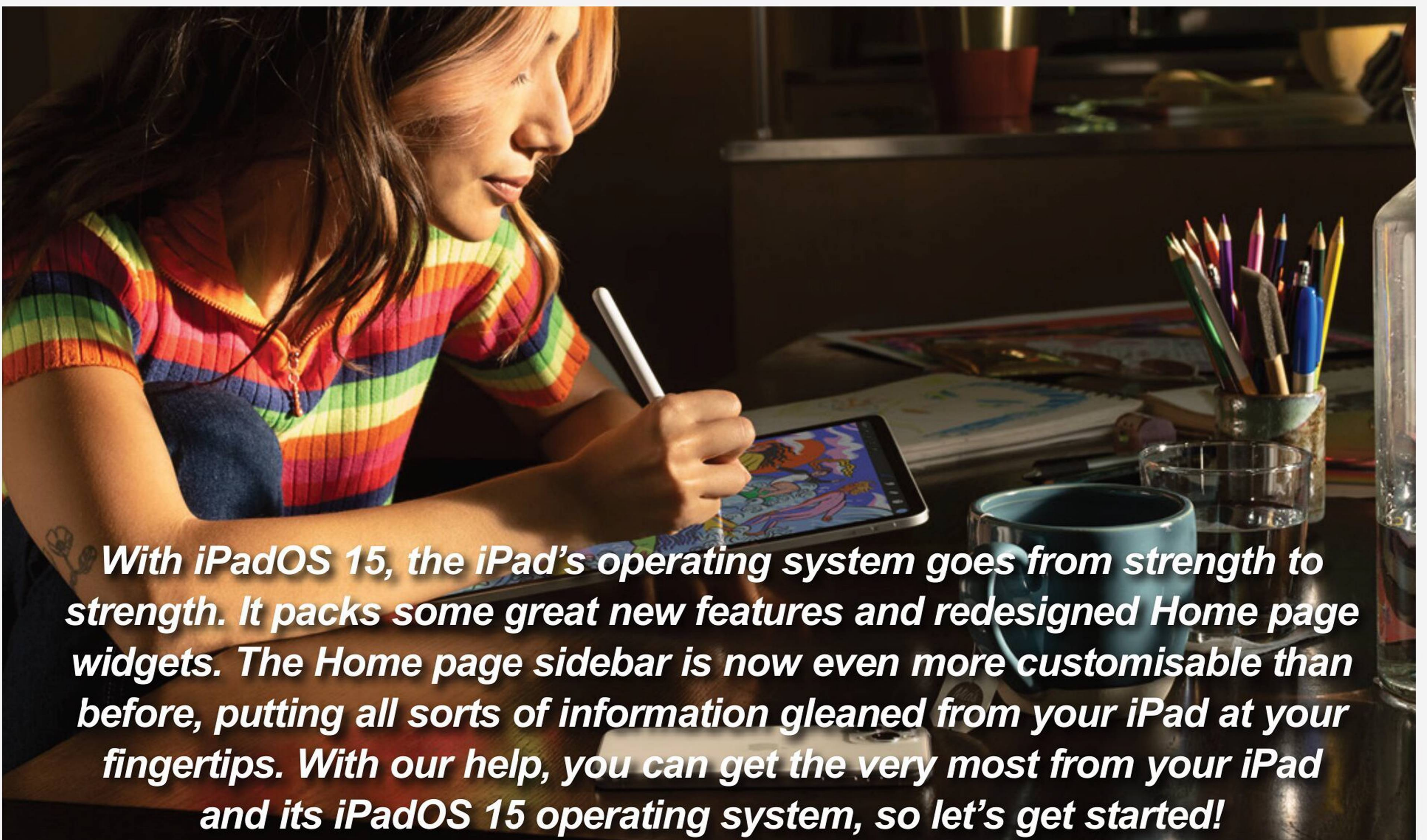
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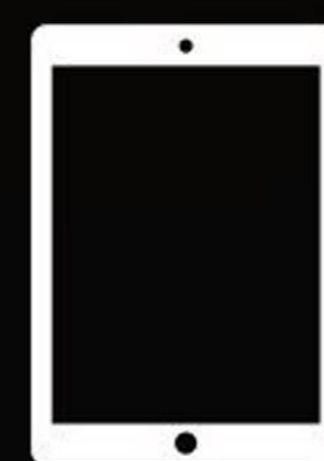
***With iPadOS 15, the iPad's operating system goes from strength to strength. It packs some great new features and redesigned Home page widgets. The Home page sidebar is now even more customisable than before, putting all sorts of information gleaned from your iPad at your fingertips. With our help, you can get the very most from your iPad and its iPadOS 15 operating system, so let's get started!***

### Can You Run iPadOS 15?

If you want to upgrade your iPad to iPadOS 15, it must be one of the models shown here. If you're unsure which iPad you have, go to <https://apple.co/35mb9oe> to find out.



12.9-inch iPad Pro  
11-inch iPad Pro  
10.5-inch iPad Pro  
9.7-inch iPad Pro



iPad Air  
(3rd generation)  
iPad Air 2



iPad  
(7th generation)  
(6th generation)  
(5th generation)



iPad mini  
(5th generation)  
iPad mini 4



# First Steps with iPadOS 15





# The First Steps with iPadOS 15

If you're new to the iPad, this is the place to start. We show you how to set up your iPad out of the box, including getting an Apple ID and registering your face or finger with Face ID or Touch ID. Getting onto the Internet with your iPad is explained, as is configuring the Mail app to send and receive emails. With our help, you'll soon be up and running with your iPad.

[Learn more >](#)

# iPadOS



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Page **10**





# od family

*In the Autumn of 2021, Apple lifted the lid on two brand new iPads; the fourth generation of the popular iPad Air and the eighth generation of the regular iPad. The new tablets joined Apple's iPad Pro and iPad mini, two models that weren't updated but are still going strong. iPad's range of smart tablets now looks impressively strong, with the new Air benefitting from technology developed for the Pro and the iPad is a great alternative for those on a budget. If you want a smaller tablet, take a look at the iPad mini and for high-needs users, the iPad Pro still rules supreme. On the following pages, let's take a look at Apple's iPad family, starting with the two new models.*



Page **14**



Page **20**

# iPad Air

## [Functionality + Design]

The 4th Generation of the iPad Air makes considerable advances over its predecessor, but what exactly are those changes?

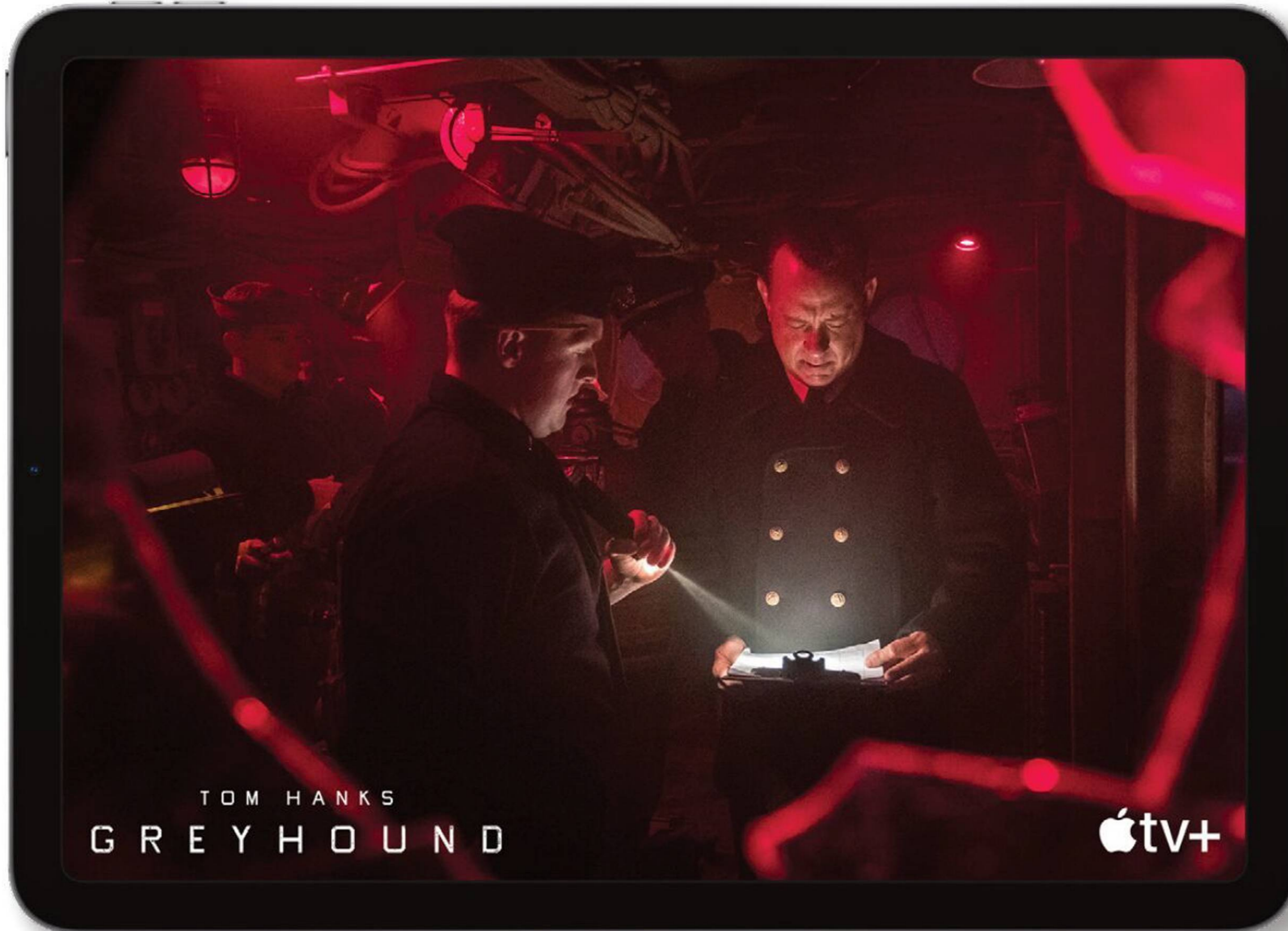
## [Edge-to-Edge Screen]

Unlike previous models of the iPad Air, the fourth generation model has an edge to edge screen. Like the recent versions of the iPad Pro, there's no Home button on the new iPad Air. Instead, the touchscreen extends all the way to the bottom of the device, with very little bezel. This has allowed for a larger, 10.9-inch Liquid Retina display with 3.8 million pixels. The screen also boasts advanced technologies and features such as full lamination, P3 wide colour support, True Tone and an anti-reflective coating

## [Liquid Retina Display]

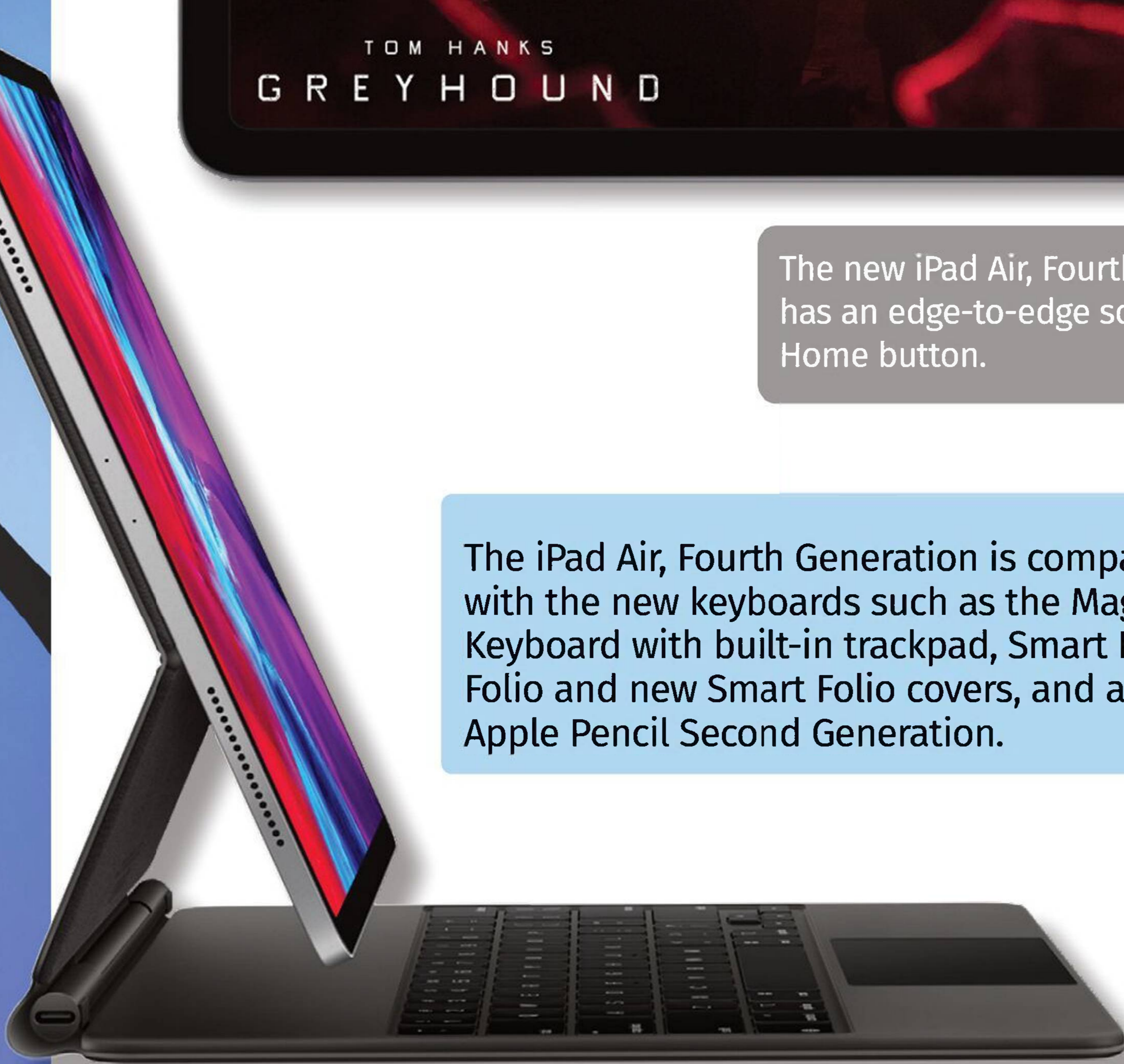
The new iPad Air, Fourth Generation has an edge-to-edge screen, but no Home button.





The new iPad Air, Fourth Generation has an edge-to-edge screen but no Home button.

The iPad Air, Fourth Generation is compatible with the new keyboards such as the Magic Keyboard with built-in trackpad, Smart Keyboard Folio and new Smart Folio covers, and also the Apple Pencil Second Generation.



## New Touch ID Button

Previous generations of iPad Air used a Home button with a fingerprint scanner. By placing your finger on the button, your fingerprint was scanned and recognised, allowing you to unlock your iPad, make purchases, use stored passwords and more, all by simply touching the button. Recent iPad Pros use Face ID, where the front-facing camera scans your facial features for the same purpose. The iPad Air, Fourth Generation uses neither. Instead, it incorporates a Touch ID fingerprint scanner into the top button. It's a very clever piece of technology that lets the new Air have a bigger screen without the expense of a face scanner.

With no Home button to house the fingerprint scanner, the Touch ID feature moves to the top button.

### New Chips

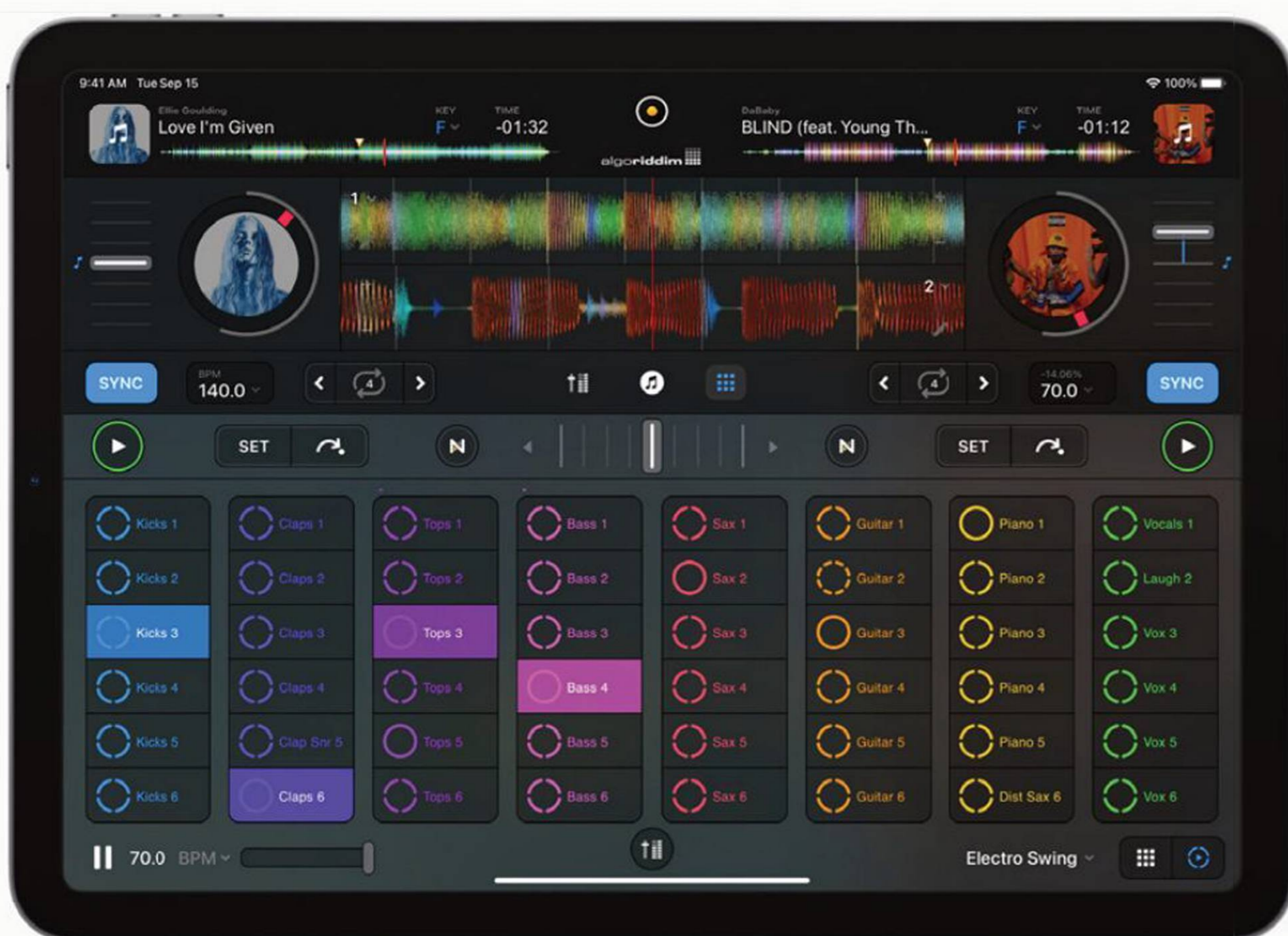
iPad Air Fourth Generation delivers a massive boost in performance with Apple's most advanced processing chip, the A14 Bionic. Using breakthrough five-nanometer process technology, the A14 Bionic is packed with 11.8 billion transistors for increased performance and power efficiency in nearly every part of the chip.

This latest-generation A-series chip features a new six-core design for a 40 percent boost in CPU performance and a new four-core graphics architecture for a 30 percent improvement in graphics. To deliver breakthrough machine learning capabilities, the A14 Bionic includes a new 16-core Neural Engine that is twice as fast and capable of performing up to 11 trillion operations per second. It also includes second-generation machine learning accelerators in the CPU for 10 times faster machine learning calculations.



### Range of Colours

The new iPad Air models are the most colourful yet. As well as space grey and silver, it's also available in three new seasonal colours; deep navy, cyprus green and pink citrus.



The new A14 Bionic chip, with its 16-core Neural Engine capable of performing up to eleven trillion operations per second, is great for machine learning apps like djay Pro AI.

### Cameras, Audio and Ports

Although the new iPad Air lacks the Face ID camera and LIDAR scanner offered by recent iPad Pros, its rear camera has had a boost. It now features the same 12MP rear camera used in the iPad Pro for higher resolution photos and 4K video capture. Its audio has received a boost too, with stereo carrying over into landscape mode, which is ideal for watching videos. If you want to connect your iPad Air to external devices, its USB-C port offers up to 5Gbps data transfer, which is 10 times faster than a Lightning port; so it's great for using with external monitors.



There's a great new camera in the iPad Air, Fourth Generation.



# Technical Specs

## iPad Air, 4th Gen

Capacity & Price	(Wi-Fi Only)	64GB, £579/\$599/632,60 € 256GB, £729/\$749/798,35 €
Capacity & Price (Wi-Fi + Cellular)		64GB, £709/\$729/769,10 € 256GB, £859/\$879/934,80 €
Colours		Silver, Space Grey, Rose Gold, Green, Sky Blue
Screen		10.9", Liquid Retina display, True Tone
Processor		A14 Bionic chip with Neural Engine
Front Camera		7MP photos, FaceTime HD
Rear Camera		12MP Wide camera
Video Recording		4K video recording at 24 fps, 30 fps, or 60 fps
Speakers		Two speaker audio landscape mode
Secure Authentication		Touch ID, Fingerprint identity sensor built into the top button
Connector		USB-C
Size		9.74 x 7 x 0.24 inches
Weight		1.0 pound (Wi-Fi), 1.01 Pounds (Wi-Fi+Cellular)
Battery Life (Wi-Fi)		10 hours web-surfing
Battery Life (Cellular)		9 hours web-surfing
Keyboard Compatibility		Magic Keyboard, Smart Keyboard Folio
Apple Pencil Compatibility		2nd Generation



[Screen]

10.9"

[2nd Gen  
Apple  
Pencil]

[Chip]



A14

# iPad

## [9th Generation]

### Powered by iPadOS.

Like all of Apple's current iPads, the 8th Generation iPad runs iPadOS 15. This is the latest version of the iPad's operating system, and it benefits from a new Home screen, a compact user interface for things like Siri and incoming phone calls and redesigned apps that are far more user friendly than before.

The new version of the classic iPad also makes great leaps forward in power and performance.

### Powerful New Processor

The iPad, Apple's entry-level full-sized tablet, has had a substantial boost in power. Its A13 Bionic processor is 40 percent faster than its predecessor, with double the graphics power. It's up to two times faster than the top-selling Windows laptop, up to three times faster than the top-selling Android tablet and up to six times faster than the top-selling Chromebook.

To super charge the iPad, the A13 Bionic brings with it the Neural Engine for next-level machine learning capabilities, including people occlusion and motion tracking in augmented reality (AR) apps, enhanced photo editing, Siri performance and more.

[A12 64 bit chip]



### Home Button Retained

Unlike the new iPad mini and recent iPad Pros, the 9th Generation iPad retains its Home button, replete with fingerprint scanner. After registering your fingerprint with Touch ID, you can unlock your iPad, make purchases, use Apple Pay and more by simply placing your finger on the Home button, without actually pressing it.



## Peripherals, Old and New

If you want to add a keyboard to your 9th Generation iPad, it's compatible with Apple's Smart Keyboard. It's a full-size keyboard that's fully portable and it connects to iPad with the Smart Connector. Just attach the Smart Keyboard and start typing. And when you're done, it folds to create a slim, lightweight cover. It's also compatible with the first-generation Apple Pencil, but not the second-generation stylus.



The 9th Generation iPad's A13 Bionic chip means it's great for photo editing and gaming.



## Two Classic Colours

iPad fans get a choice of colours with the 9th Generation iPad. If you prefer the traditional styling, there's a classic silver version. For something a little less shiny, there's space grey. The choice is yours with both options looking very much the part.



# Technical Specs iPad, 9th Gen

Capacity (Wi-Fi Only)	64GB 256GB
Capacity (Wi-Fi + Cellular)	64GB 256GB
Colours	Silver, Space Grey,
Screen	10.2" Retina display
Processor	A13 Bionic chip with 64-Bit architecture
Front Camera	12MP photos, FaceTime HD
Rear Camera	8MP Wide camera
Video Recording	1080p HD video recording at 30 fps
Speakers	Two speaker audio
Secure Authentication	Touch ID, fingerprint identity sensor built into the Home button
Connector	Lightning Port
Size	9.8 x 6.8 x 0.29 inches
Weight	1.07 pound (Wi-Fi), 1.09 Pounds (Wi-Fi+Cellular)
Battery Life (Wi-Fi)	10 hours web-surfing
Battery Life (Cellular)	9 hours web-surfing
Keyboard Compatibility	Smart Keyboard
Apple Pencil Compatibility	1st Generation

[Screen]

10.2"

[1st Gen Apple Pencil]

[Chip]

A13

[Immersive Gaming]



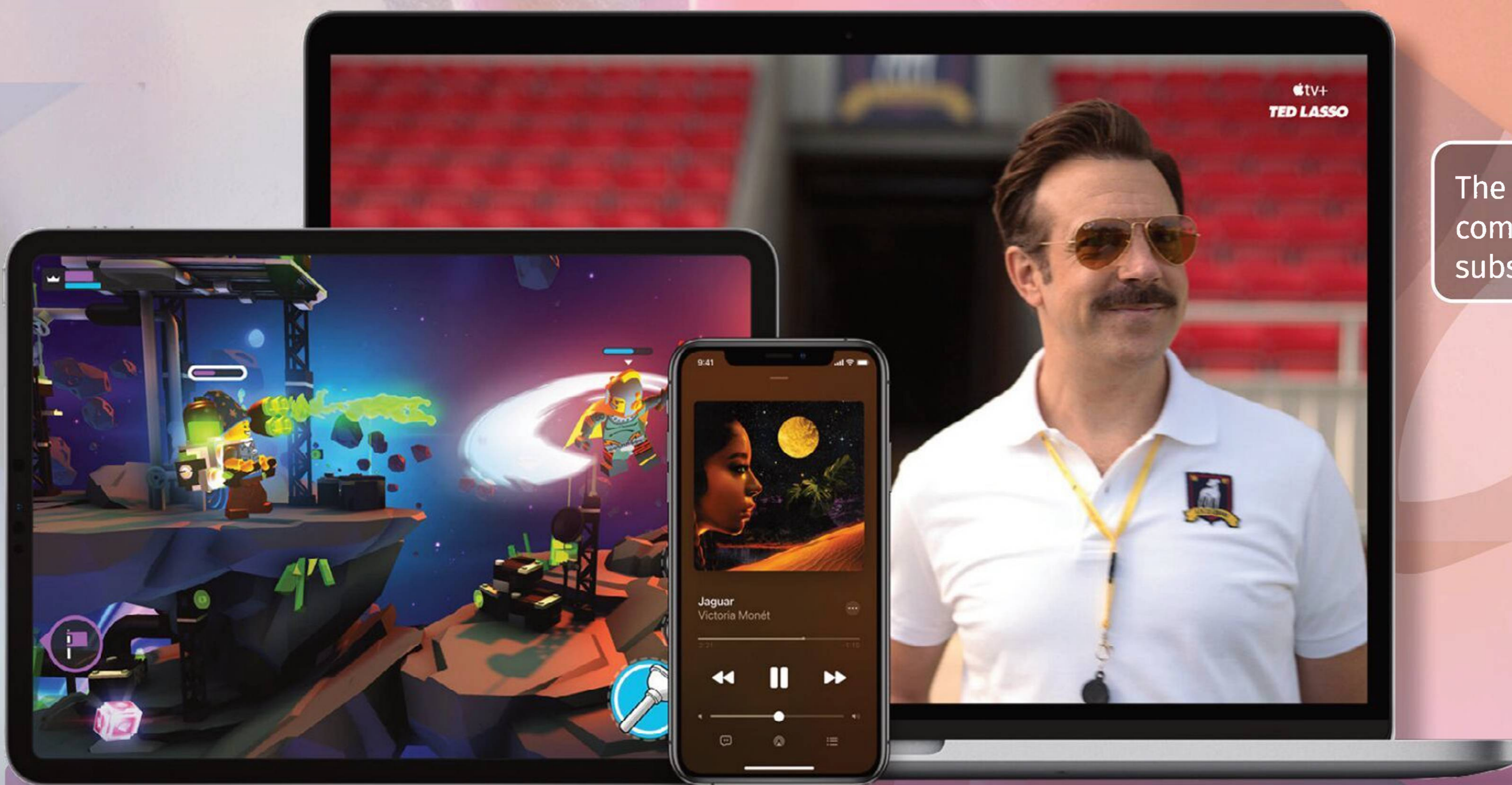




# Apple One

## The Subscription Service

Apple's range of streaming services are available in one combined plan for iPad.



The Apple One service combines multiple Apple subscription services.

### Apple One What You Can Get

Apple has some great subscription services, such as Apple TV+ for streaming original TV shows and movies, Apple Music for audio streaming and Apple Arcade for gamers. None of them are expensive but from Autumn 2020, you can save money by subscribing to Apple One instead.

Apple One is available in three packages; Individual includes Apple Music, Apple TV+, Apple Arcade and 50GB of iCloud storage for £14.95/\$14.95/14,95 € per month. Family includes Apple Music, Apple TV+, Apple Arcade and 200GB of iCloud storage for £19.95/\$19.95/19,95 € per month, and can be shared among up to six family members. Premier, where available, includes Apple Music, Apple TV+, Apple Arcade, Apple News+, Apple Fitness+ and 2TB of iCloud storage for £29.95/\$29.95 per month; and can again be shared among up to six family members.



Apple Fitness+ is a new health and fitness programme.



# iPad Pro

The Ultimate iPad

Powered by iPadOS.

The iPad Pro really gets the most from the new iPadOS 15 operating system. On a Pro, it's fast, feature-packed and very responsive.

The iPad Pro is Apple's premium tablet. It benefits from the massively powerful M1 chip, 5G, and better storage capacity options than its stable mates.

With Apple's M1 chip, the same chip set used to power their Mac and MacBook computer range, iPad Pro is the fastest device of its kind, further blurring the lines between tablet and desktop computing. The iPad Pro has been designed to take around the M1 chip to increase performance and allow the use of custom technologies such as advanced image signal processor and unified memory. The couple this with the incredible power efficiency of M1, iPad Pro is still thin and light with all-day battery life, making this incredible feat in tablet computer as portable as it is powerful. Stunning!

The iPad Pro benefits from a new 10MP Ultra Wide camera alongside its standard 12MP camera. It also has a LiDAR (Light Detection and Ranging) scanner which uses reflected light to measure the distance from the iPad to outside objects. This makes possible a wide range of augmented reality applications; where graphics are superimposed on the real world.

The iPad Pro has some great exclusive wallpapers.

- The Pro is the only iPad to come in both 11-inch and giant-sized 12.9-inch models.
- It has a twin-lens camera system, with a 12MP and Ultra-Wide 10MP cameras and a LiDAR scanner.
- The Pro models offer the most choice of storage capacities, being available with 128GB, 256GB, 512GB, 1TB and 2TB.



# Technical Specs

## iPad Pro, 5th Gen

Capacity (Wi-Fi + Cellular) 11"/12.9"	128GB
	256GB
	512GB
	1TB
	2TB
Colours	Silver, Space Grey
Screen	Liquid Retina display, ProMotion technology and True Tone
Processor	Apple M1 chip with 16-core Neural Engine
Front Camera	7MP photos, TrueDepth camera
Rear Camera	12MP Wide and 10MP Ultra Wide cameras
Video Recording	4K video recording at 24 fps, 30 fps, or 60 fps (Wide); 60 fps (Ultra Wide)
Speakers	Four speaker audio
Secure Authentication	Face ID, Enabled by TrueDepth camera for facial recognition
Connector	USB-C
Size	11" 9.74 x 7.02 x 0.23 inches
	12.9" 11.04 x 8.46 x 0.23 inches
Weight	11" 1.04 pounds (Wi-Fi), 1.04 pounds (Wi-Fi+Cellular)
	12.9" 1.41 pounds (Wi-Fi), 1.42 pounds (Wi-Fi+Cellular)
Battery Life (Wi-Fi)	10 hours web-surfing
Battery Life (Cellular)	9 hours web-surfing
Keyboard Compatibility	Magic Keyboard and Smart Keyboard Folio
Apple Pencil Compatibility	2nd Generation

[Screen]

12.9"

11"

[2nd Gen  
Apple  
Pencil]

[Chip]



M1

[Lidar Scanner]

# iPad mini

[Small but Powerful]

Powered by iPadOS.

Apple's famous iPad mini range packs a power that belies its small size. It's powerful enough to get the most from iPadOS 14, but small enough to fit in a handbag.

The iPad mini takes no short cuts when it comes to iPadOS. It has the same features and apps as its larger rival, including Touch ID and more.

The iPad mini is small, but perfectly formed. Its 7.9-inch screen is the same aspect ratio as the regular iPad, meaning it can run all the same software without leaving ugly black gaps at the top and bottom or sides of the screen. Its A12 Bionic chip with Neural Engine is more than capable of running the best tablet apps the iPad has to offer, and if you want to use an Apple Pencil, it's compatible with the first generation of Apple's popular stylus. Naturally, you can use the same multi-touch gestures on the iPad mini's smaller screen as you do on a larger Apple tablet too.

The advantage of the iPad mini's smaller, more compact size is it's easy to carry around in your handbag or even your pocket, making sure it's always to hand whenever you need it. At just 300 grams and six millimetres thin, it won't weigh you down or get in the way.

[A12 Bionic Chip]

The iPad mini has an 8MP camera around the back, which is great for taking excellent photos and recording your own videos, and at the front there's a powerful 7MP camera for selfies and FaceTime. It doesn't have a Face ID camera like the iPad Pro, though. Instead, you unlock your iPad and make purchases by registering your fingerprint with Touch ID, and placing a finger on the Home button for the fingerprint scanner to read it.

The iPad mini's 7.9-inch screen has a 2048 x 1536 resolution at 326 pixels per inch.





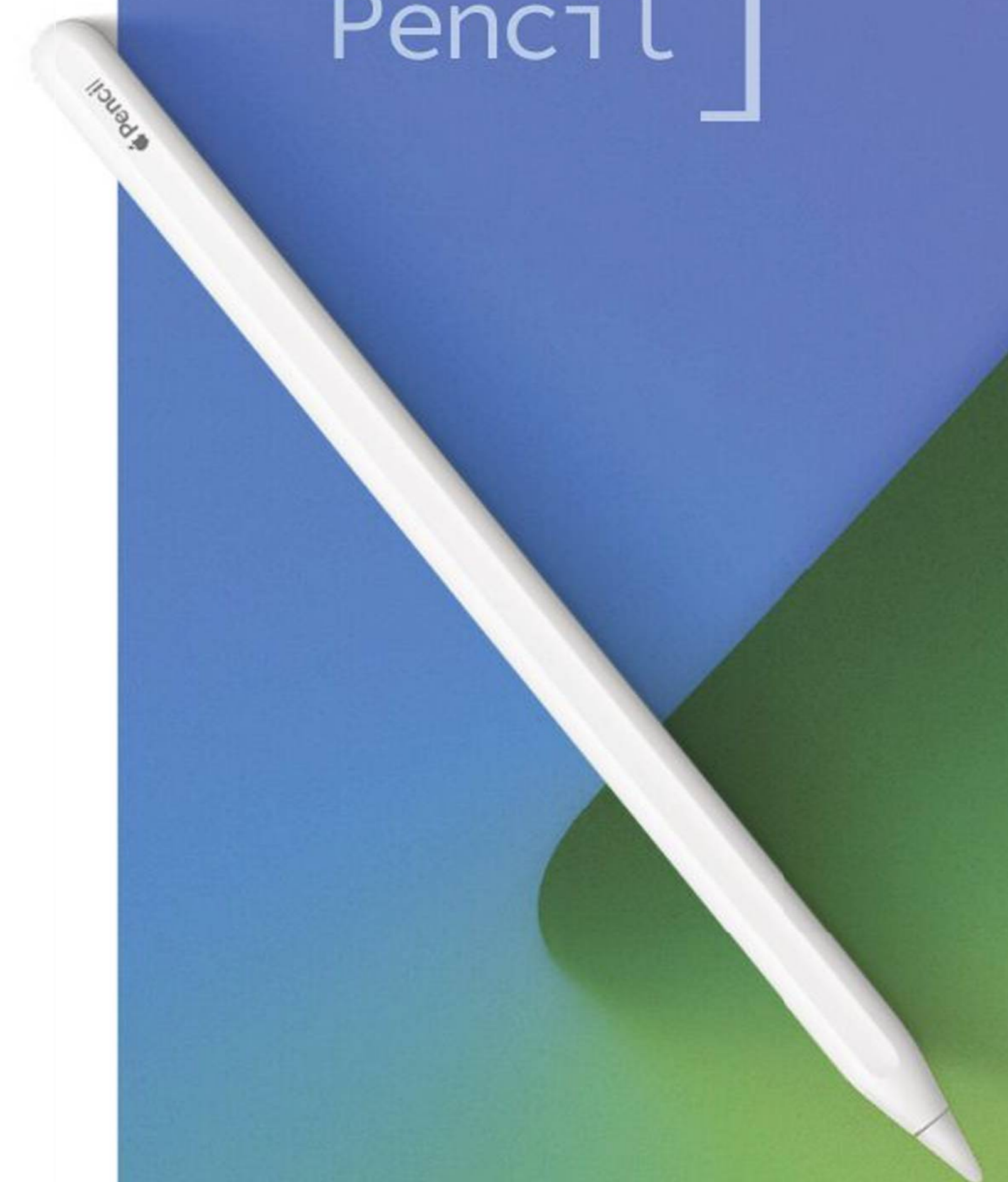
# Technical Specs iPad mini, 5th Gen

Capacity & Price	(Wi-Fi Only)	64GB, £399/\$399/437,65 € 256GB, £549/\$549/603,35 €
Capacity & Price (Wi-Fi + Cellular)		64GB, £519/\$529/574,15 € 256GB, £669/\$679/739,85 €
Colours		Silver, Space Grey, Rose Gold
Screen		7.9" Retina display, True Tone
Processor		A12 Bionic chip with Neural Engine
Front Camera		7MP photos
Rear Camera		8MP Wide camera
Video Recording		1080p HD video recording at 30 fps
Speakers		Two speaker audio
Secure Authentication		Touch ID, Fingerprint identity sensor built into the Home button
Connector		Lightning Port
Size		8.0 x 5.3 x 0.24 inches
Weight		0.66 pounds (Wi-Fi), 0.68 pounds (Wi-Fi+Cellular)
Battery Life (Wi-Fi)		10 hours web-surfing
Battery Life (Cellular)		9 hours web-surfing
Keyboard Compatibility		Only regular Bluetooth keyboards
Apple Pencil Compatibility		1st Generation

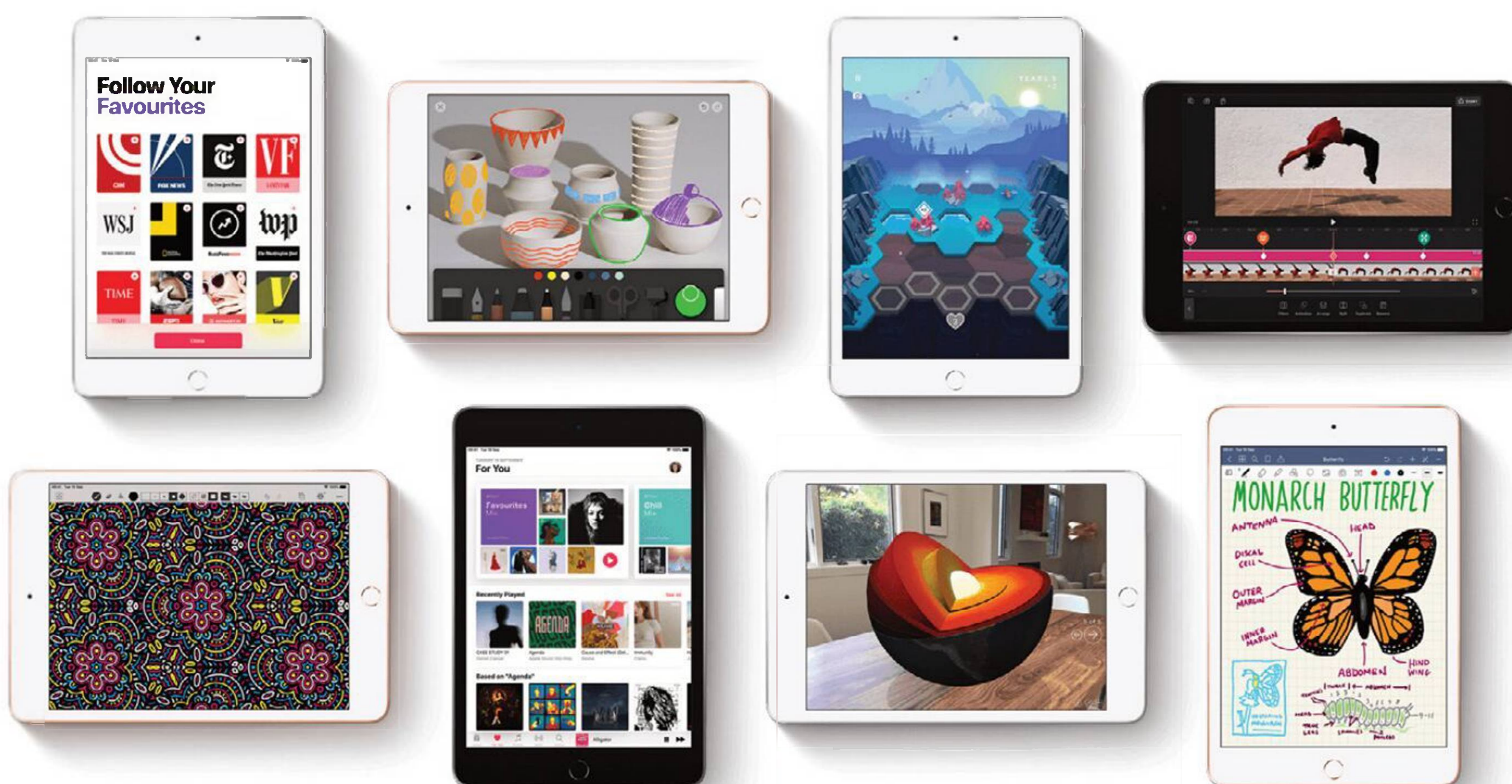
[Screen]



[2nd Gen Apple Pencil]



[Chip]





# iPad Hardware Buttons and Ports

Most iPads have Home buttons at the foot of the screen, with fingerprint readers for unlocking. The latest high-end iPads have no Home button but they do have Face ID. Here's a guide to what's where on both.

## iPads with a Home Button





# iPads with No Home Button



## Charging Your iPad.

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



## Turning On and Off.

To turn your iPad on, press and hold the On/Off button until you see the Apple logo on the screen. To turn it off, press and hold the On/Off button, then swipe the 'Slide to power off' switch that appears. On an iPad Pro, use the Top button and a Volume button instead.



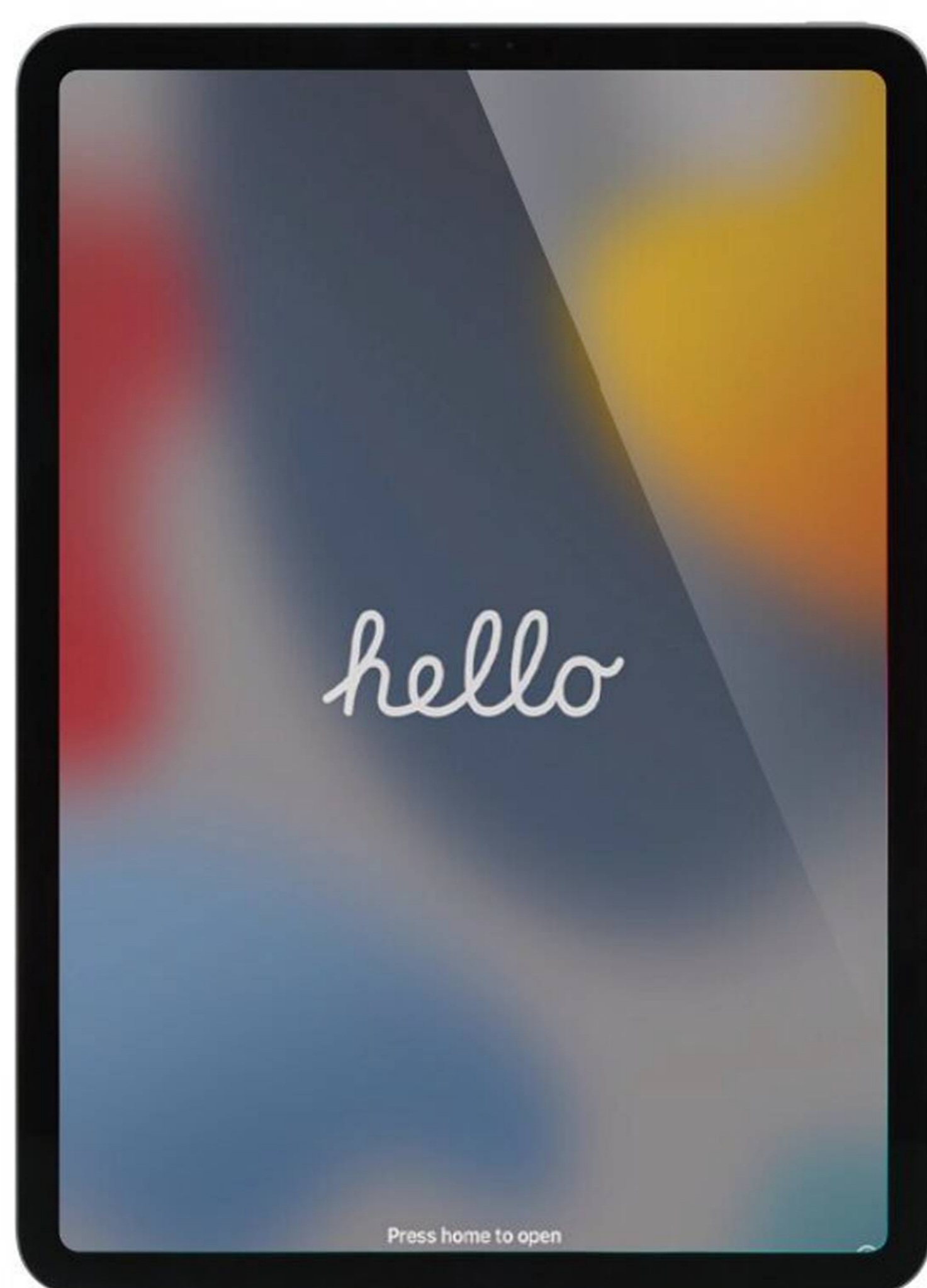


# Set Up Your iPad For the First Time

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

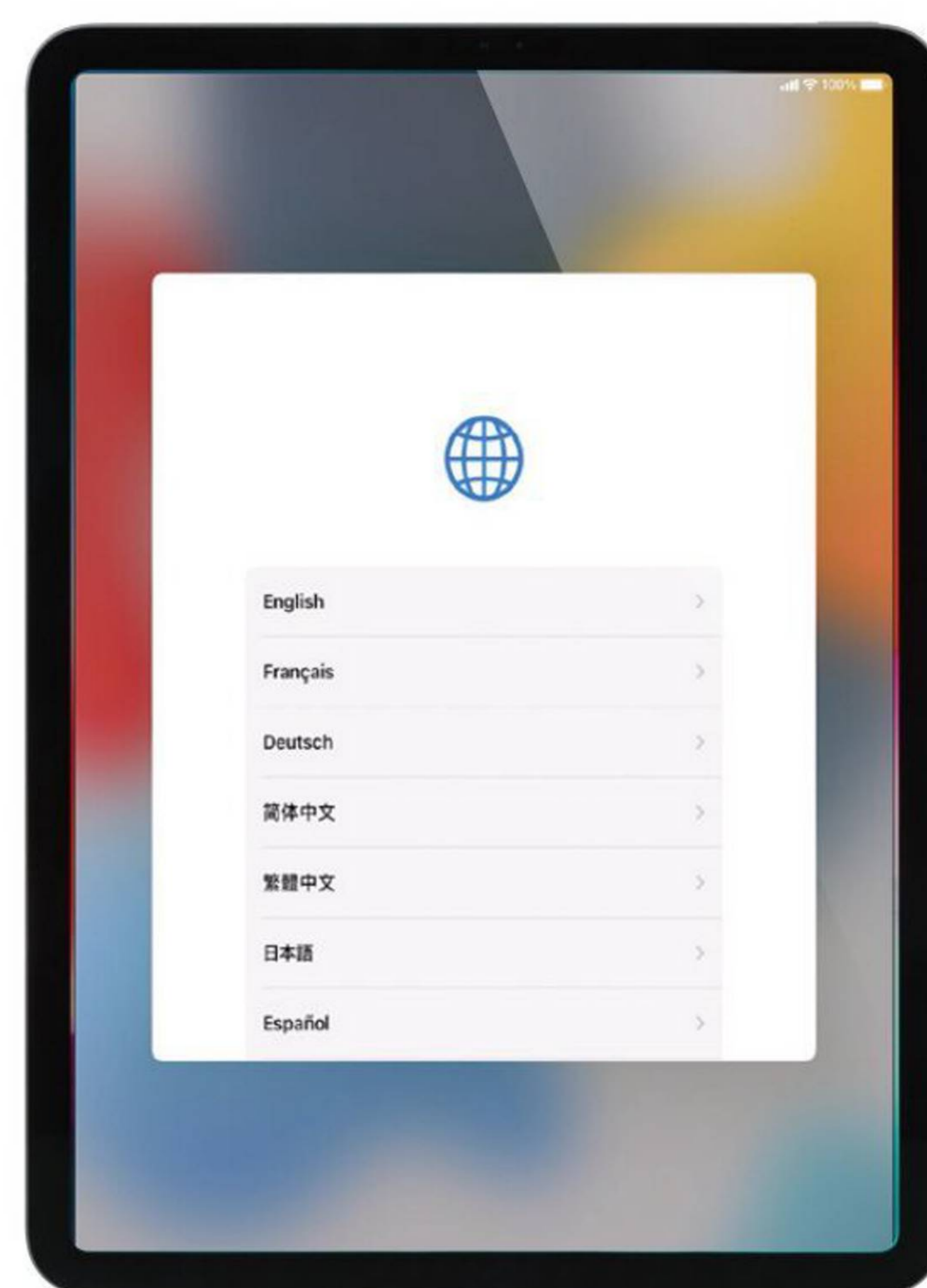
## 1 Power Up Your Device

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



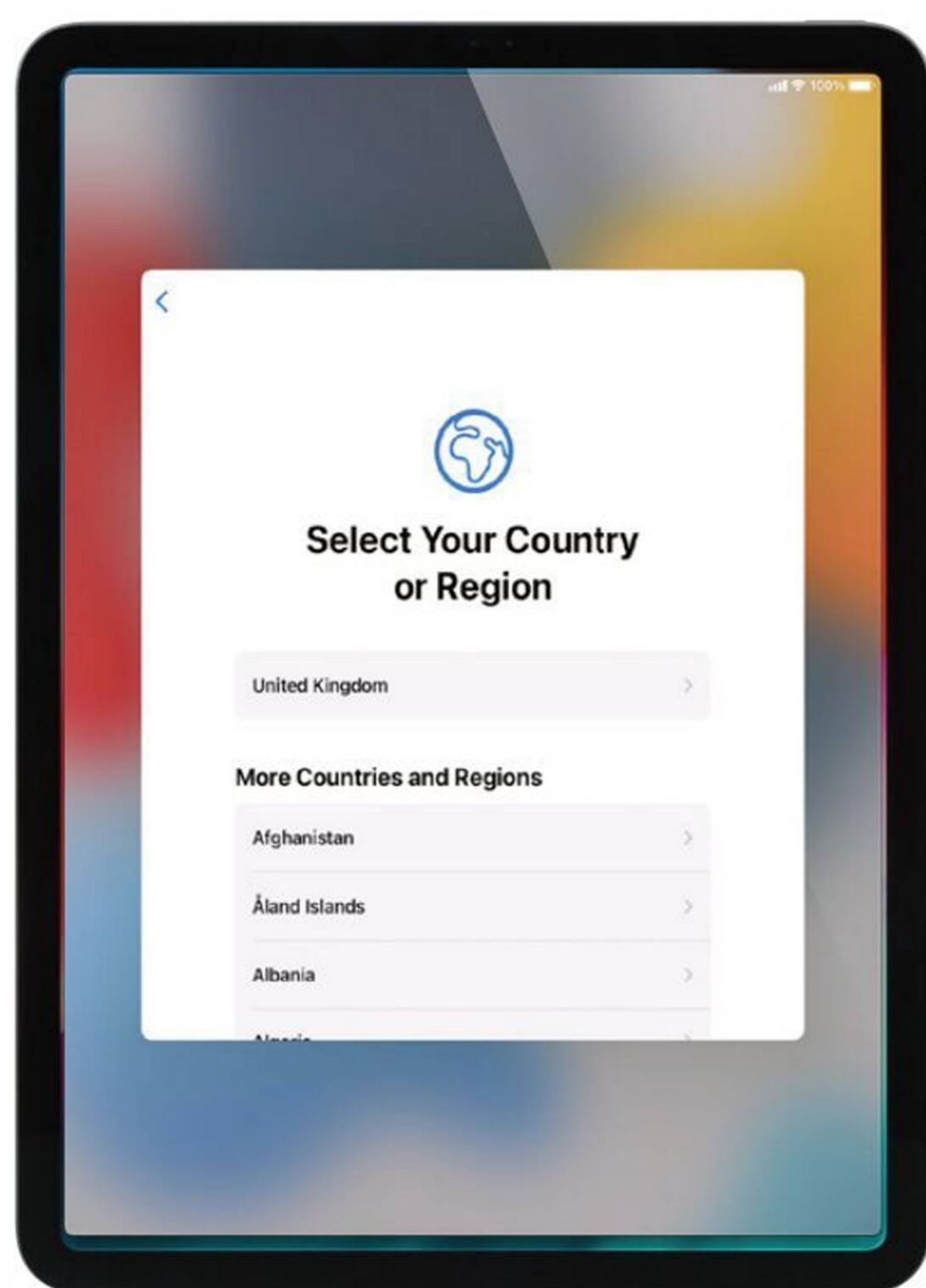
## 2 Choose Your Language

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



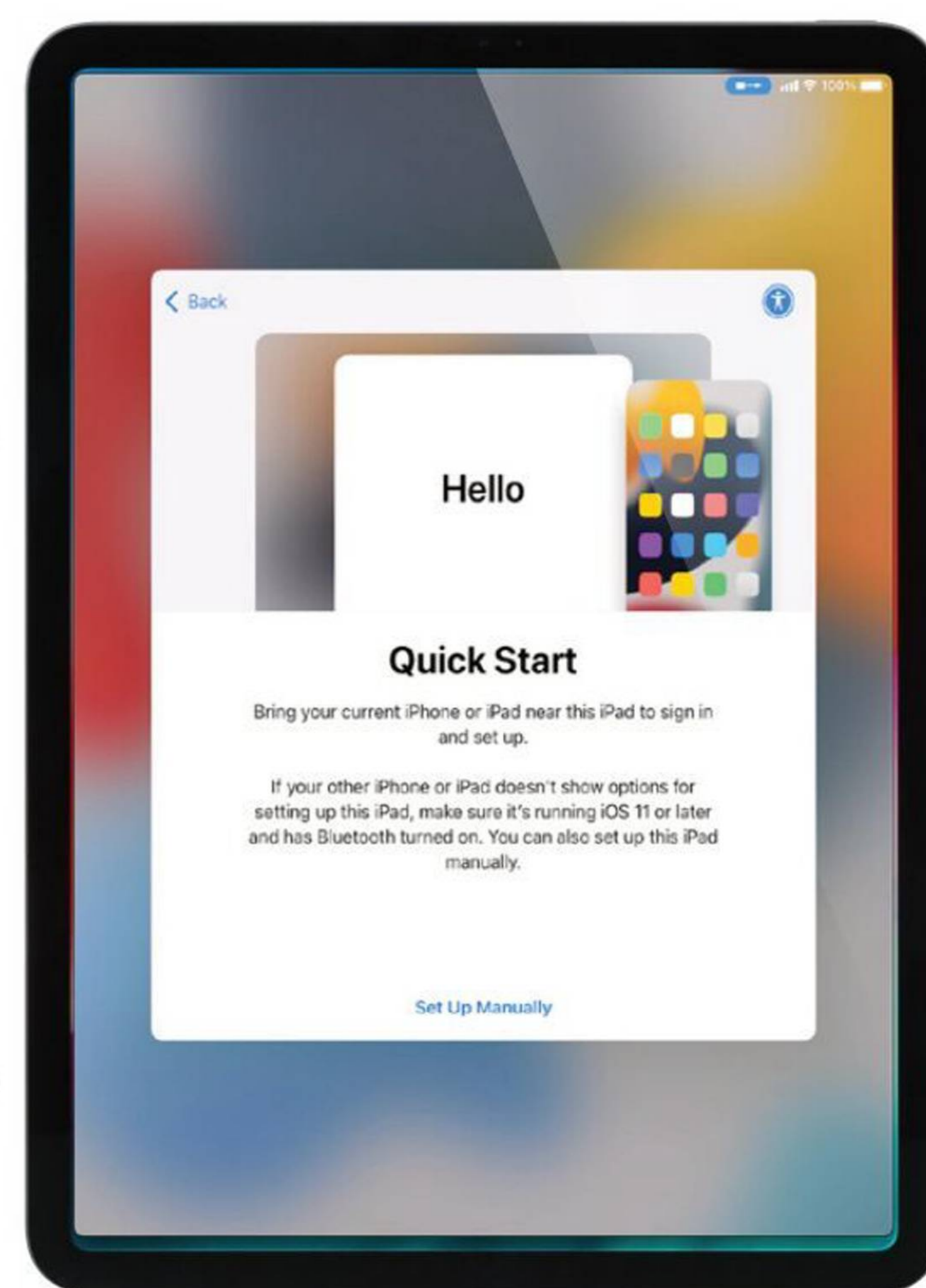
## 3 Choose Your Country

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



## 4 Using Quick Start

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

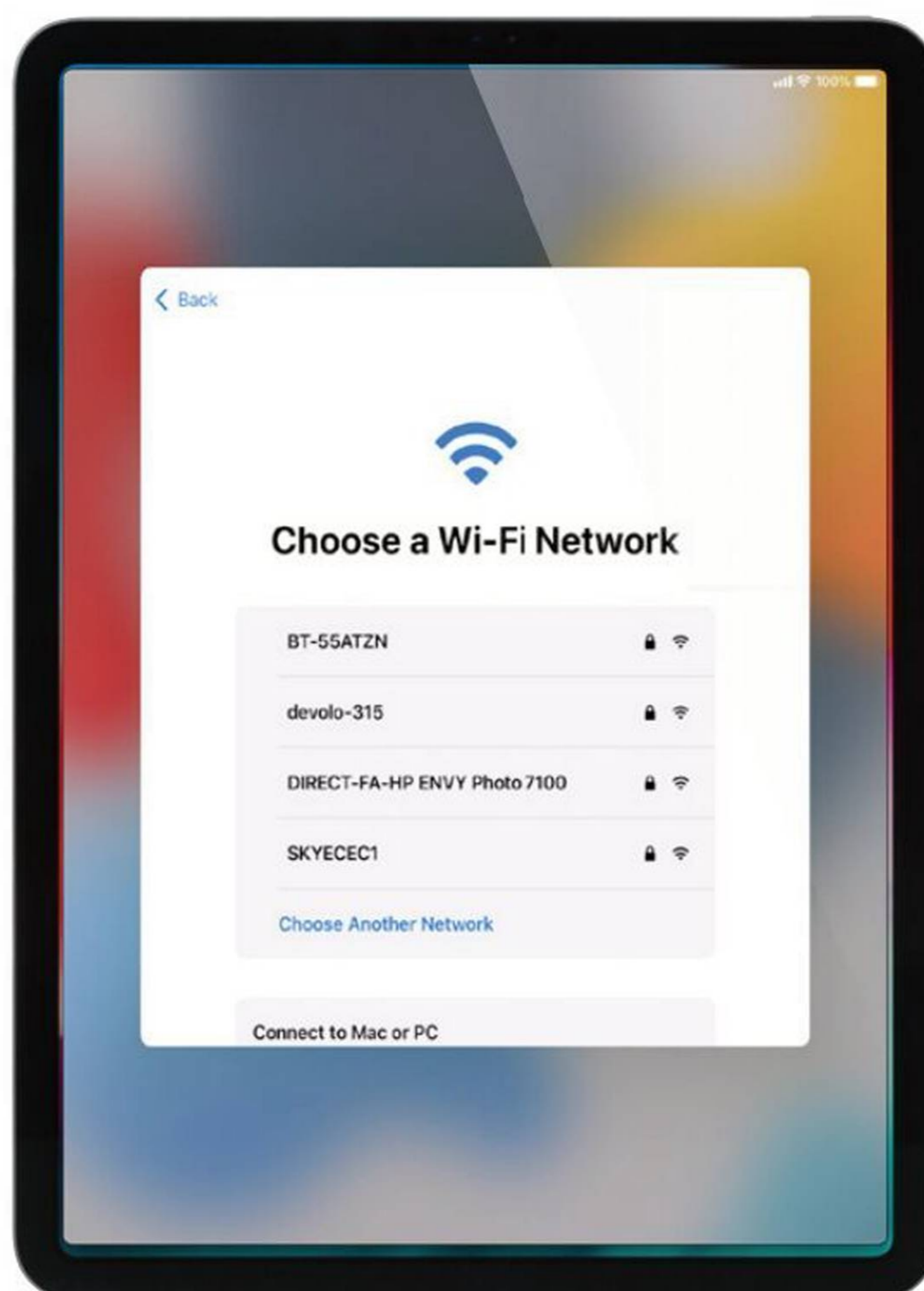






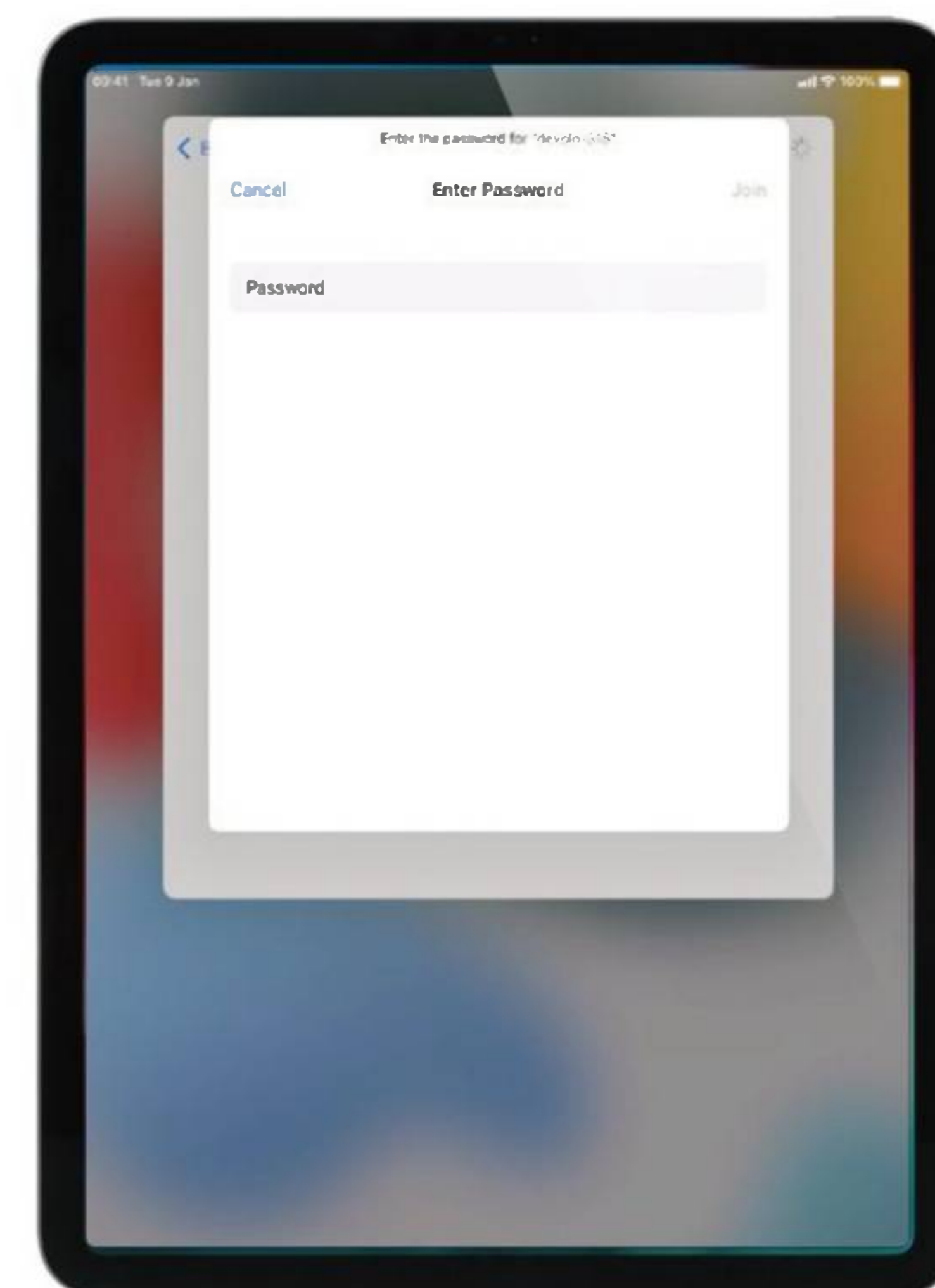
## 5 Choose Wi-Fi Network

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



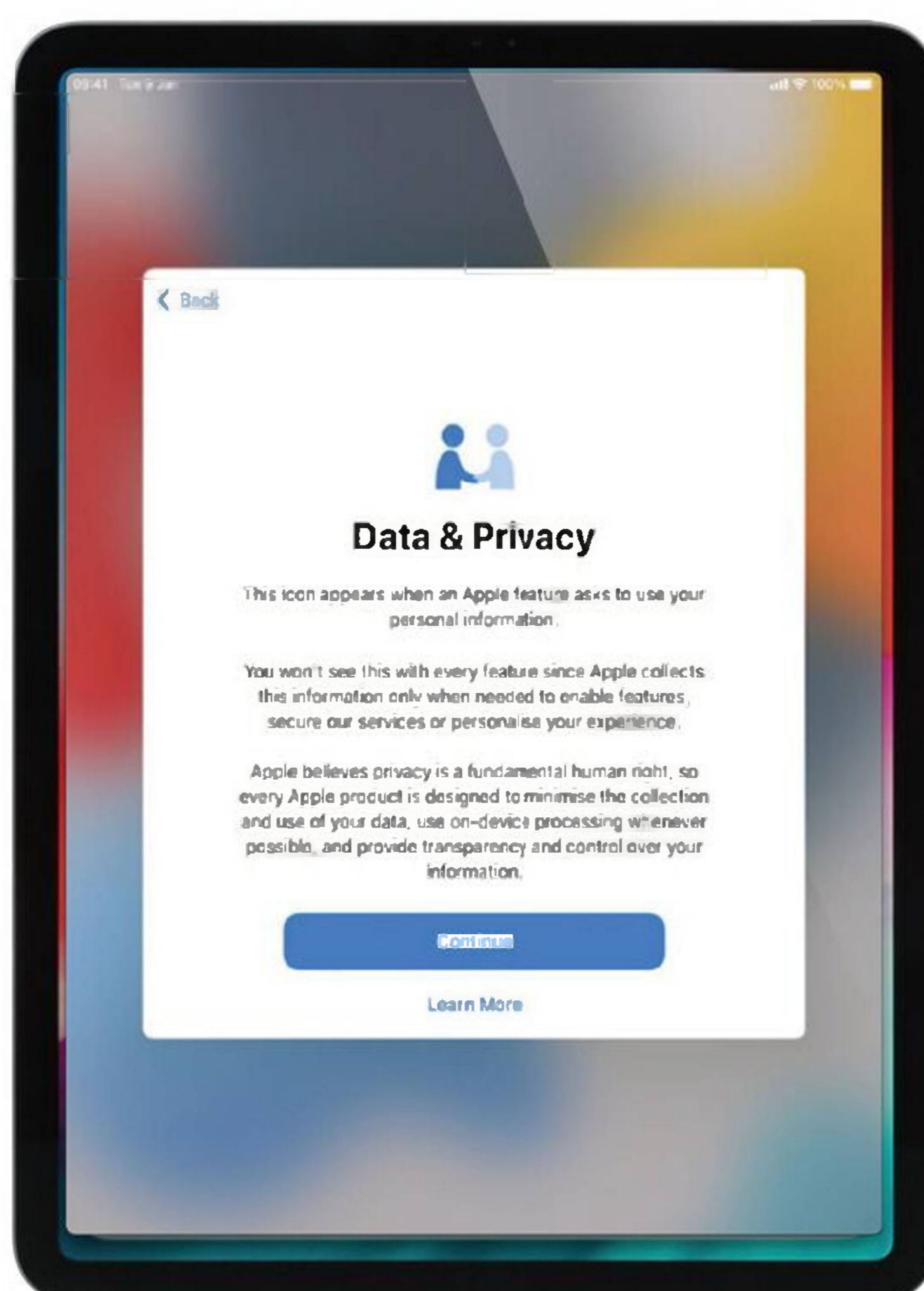
## 6 Enter Wi-Fi Password

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



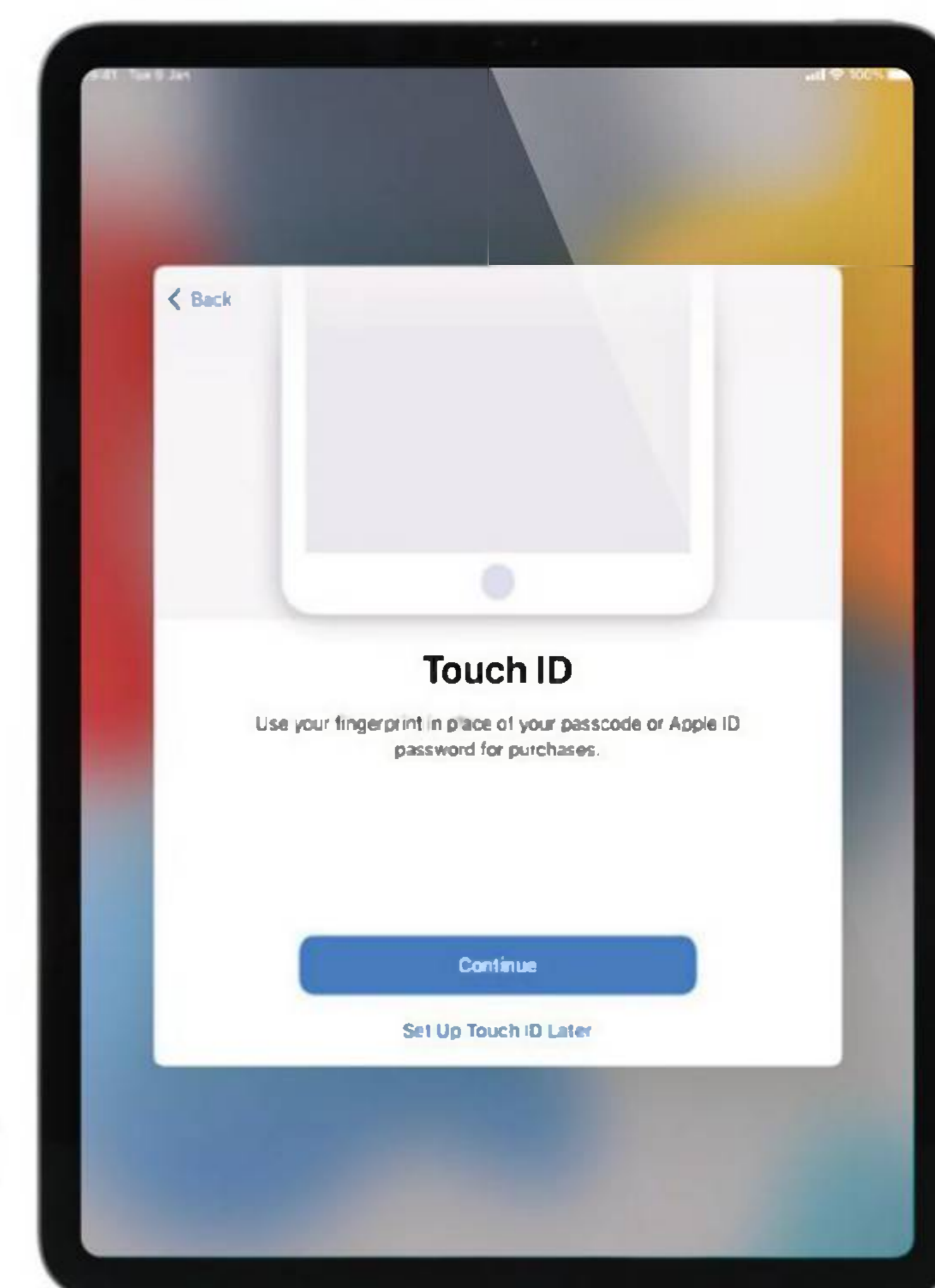
## 7 Data & Privacy

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



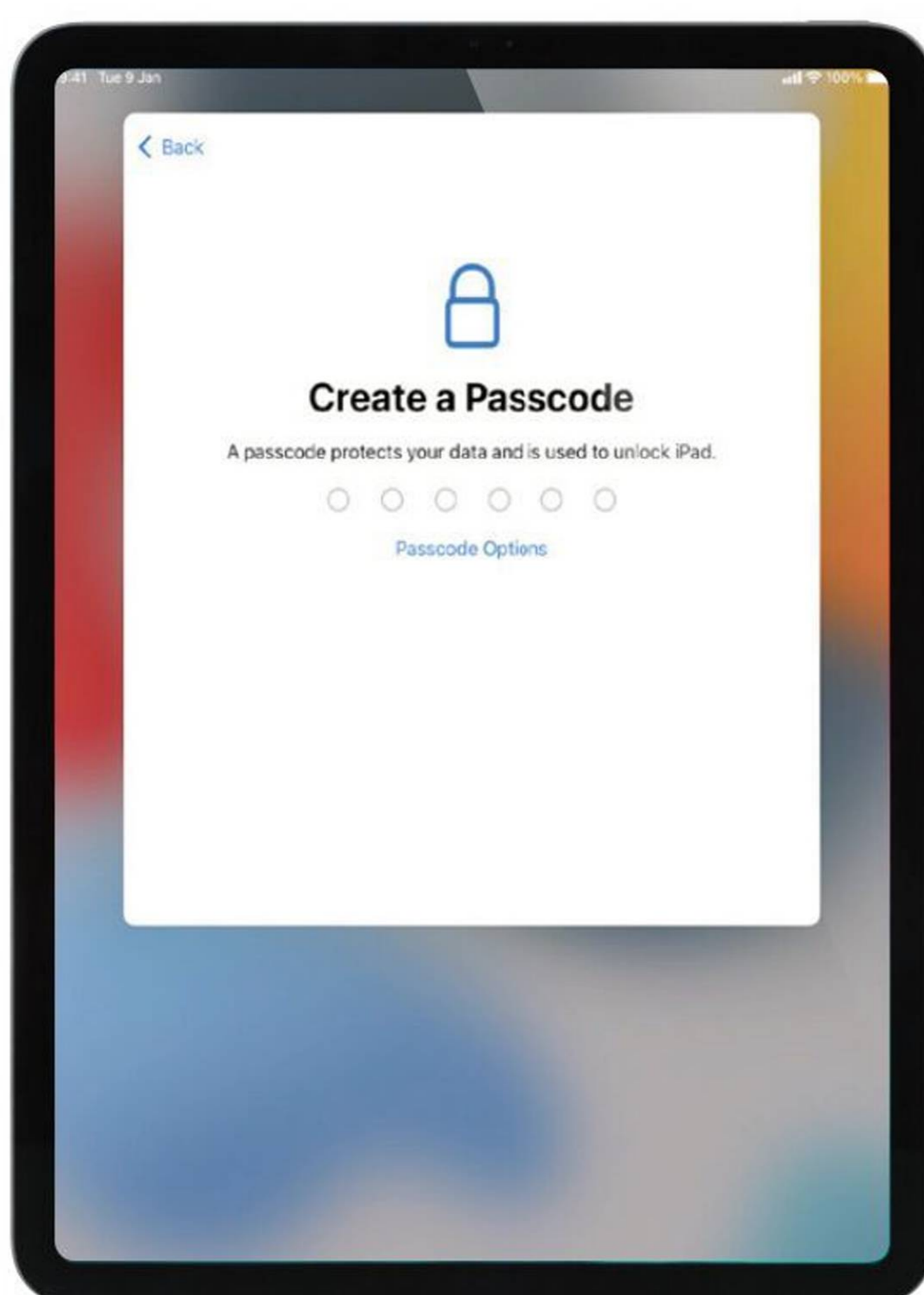
## 8 Touch ID or Face ID

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



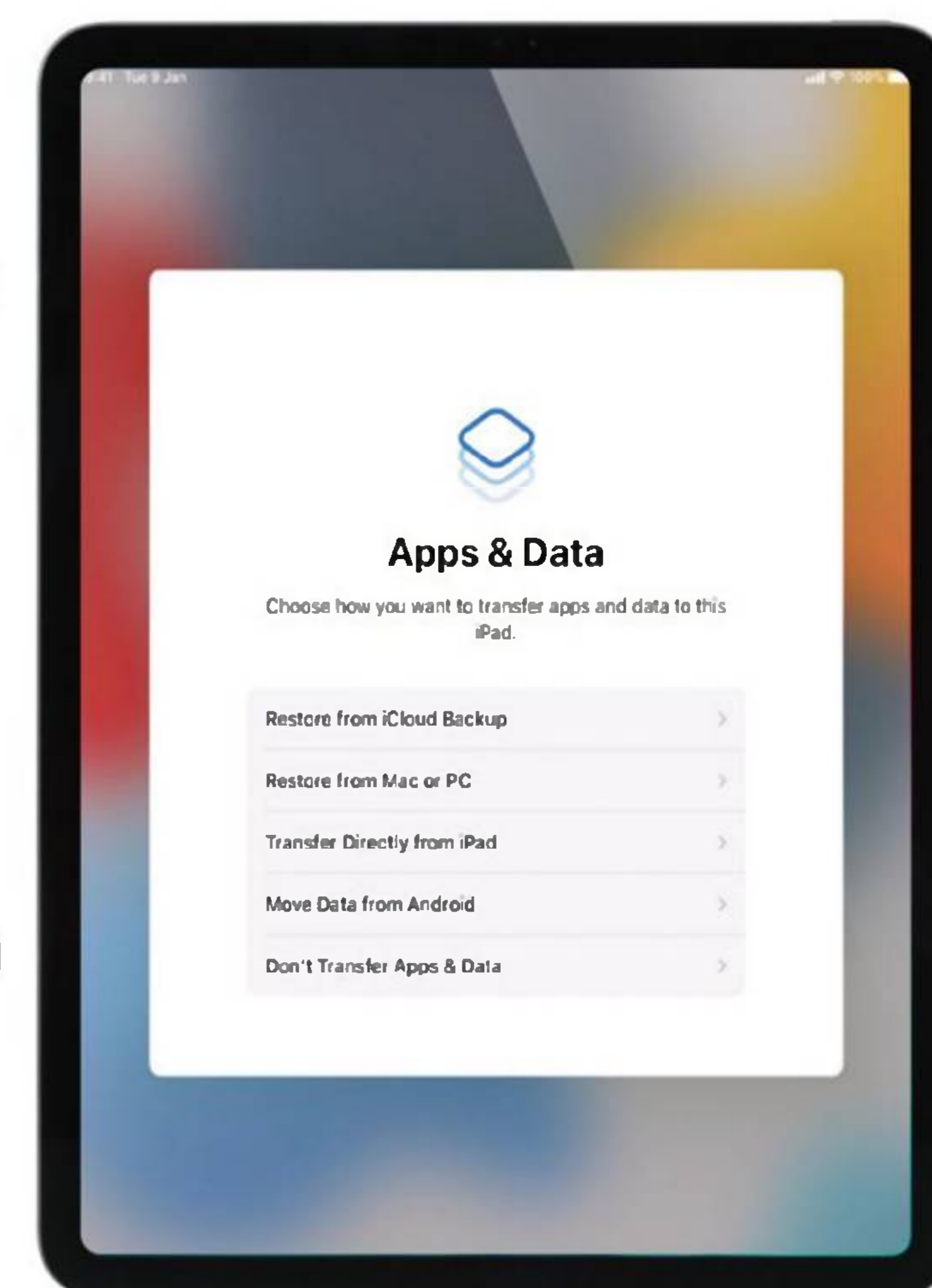
## 9 Set Up a Passcode

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



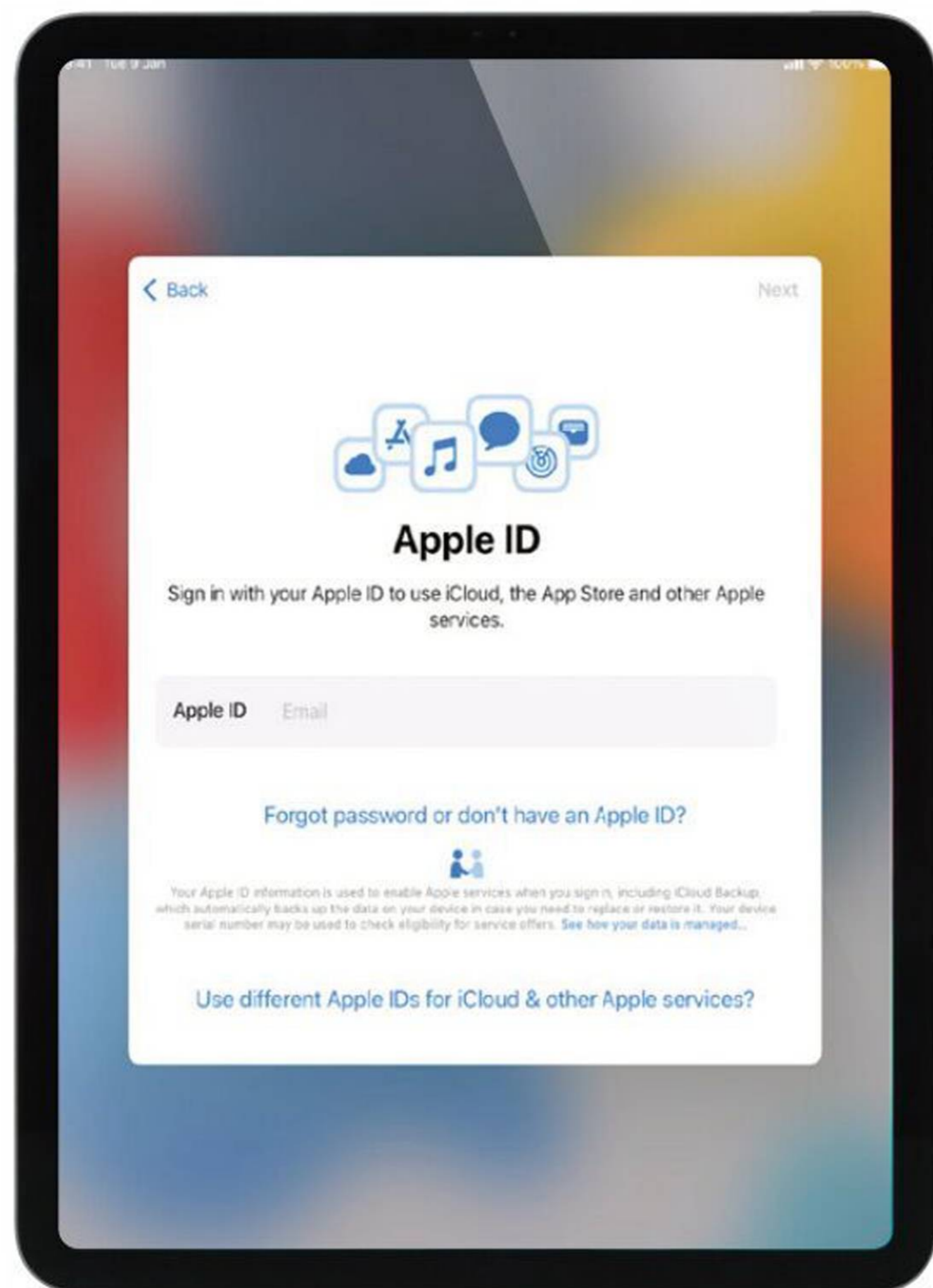
## 10 Restoring Apps & Data

You have five options. Use Restore from iCloud Backup or Restore from Mac or PC if you've an iPad backup. Transfer Directly from iPad takes you back to Step 4, where you can use Quick Start and if you're moving from an Android tablet, choose this option to transfer data and download similar free apps. To set up from scratch, choose Don't Transfer Apps & Data.



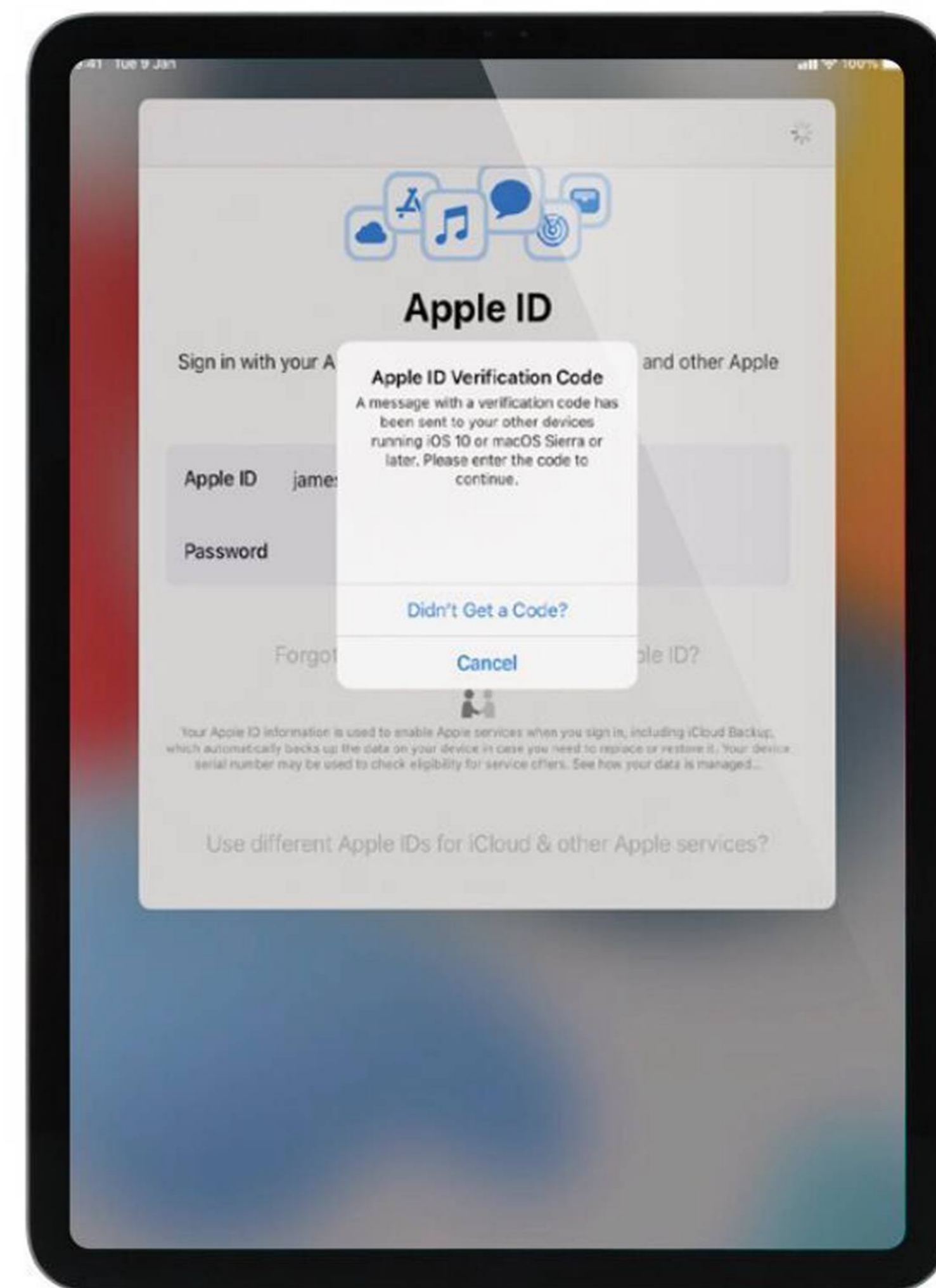
## 11 Using Your Apple ID

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



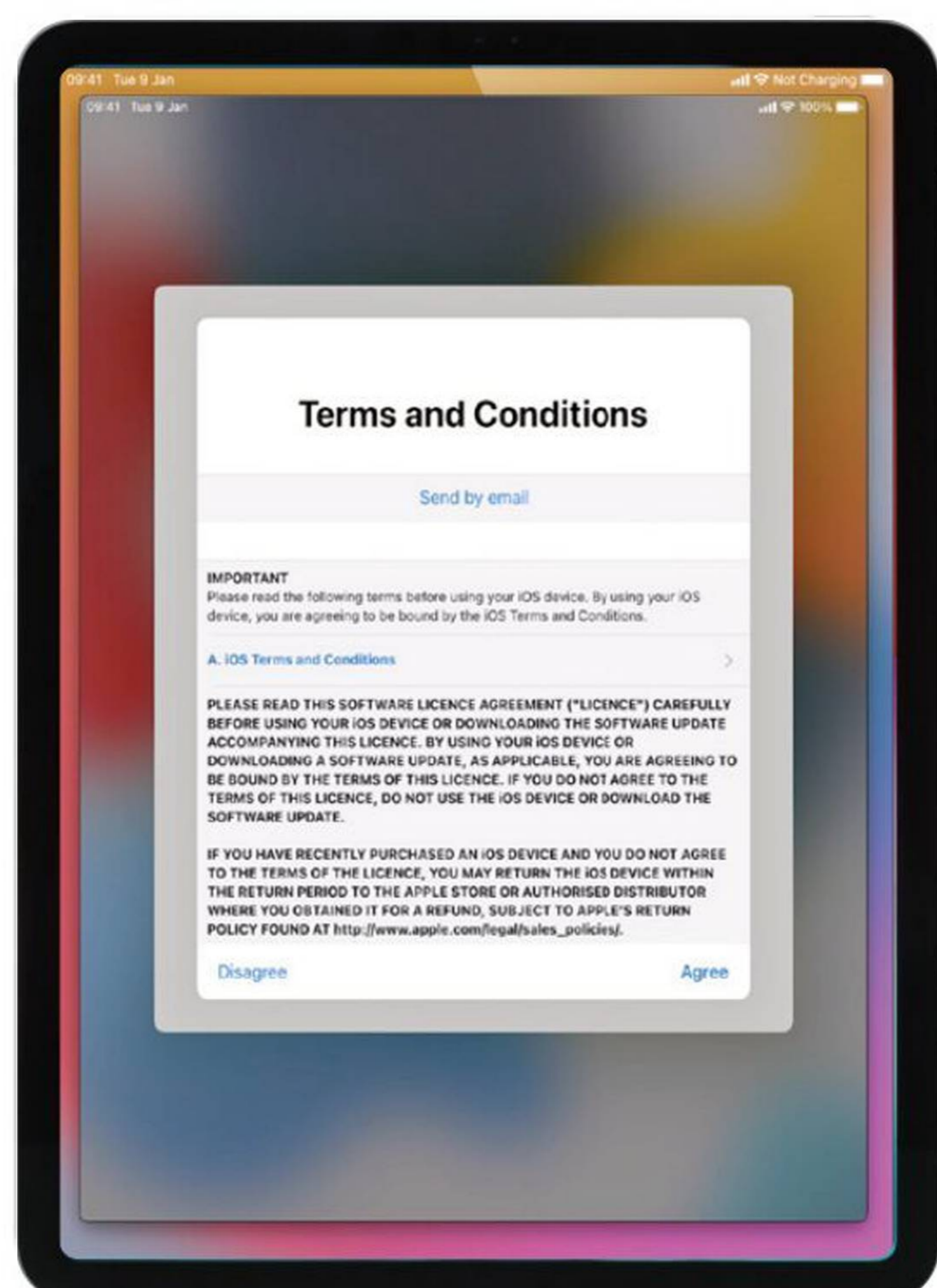
## 12 Verification Code

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



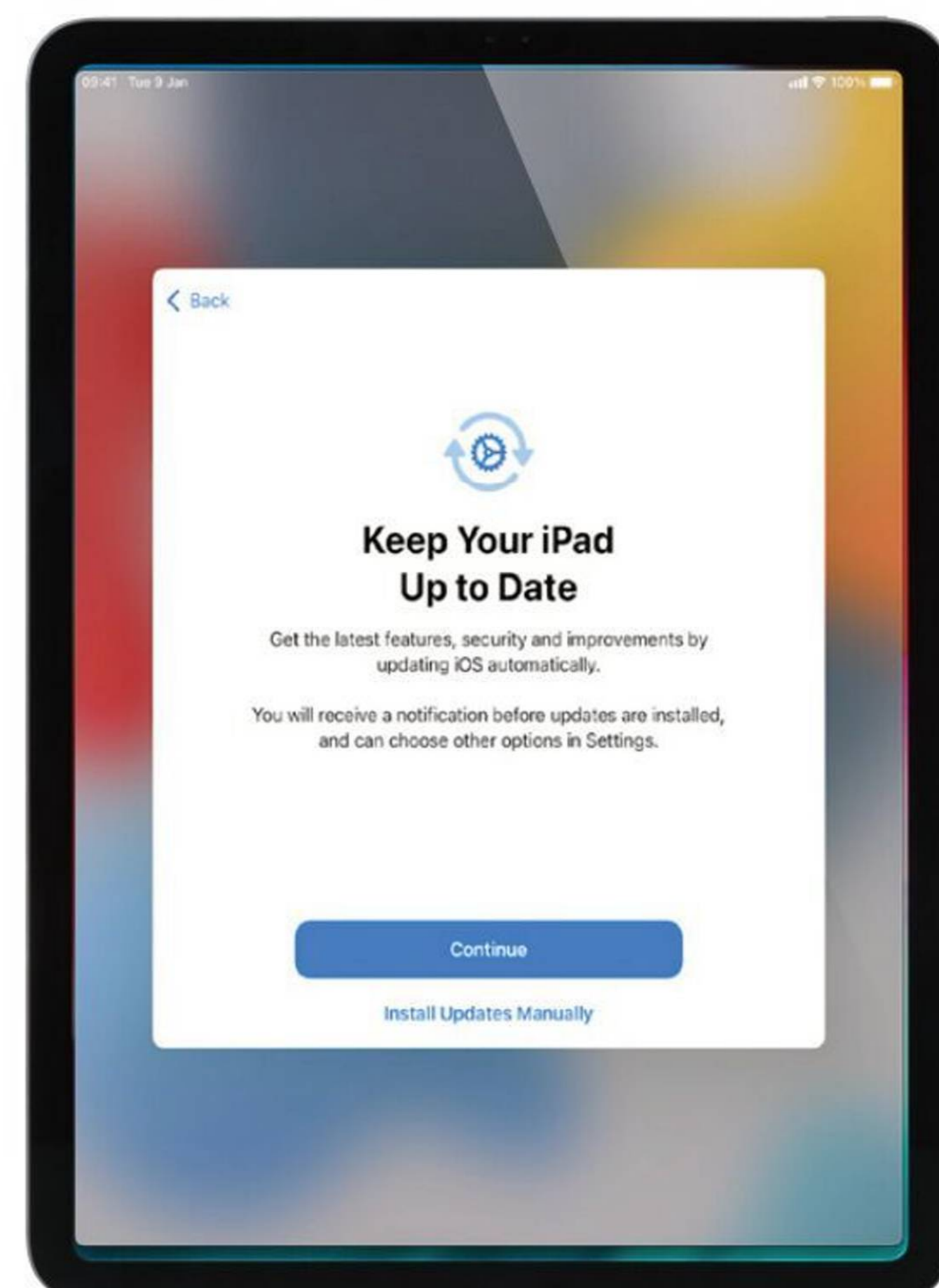
## 13 Terms and Conditions

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



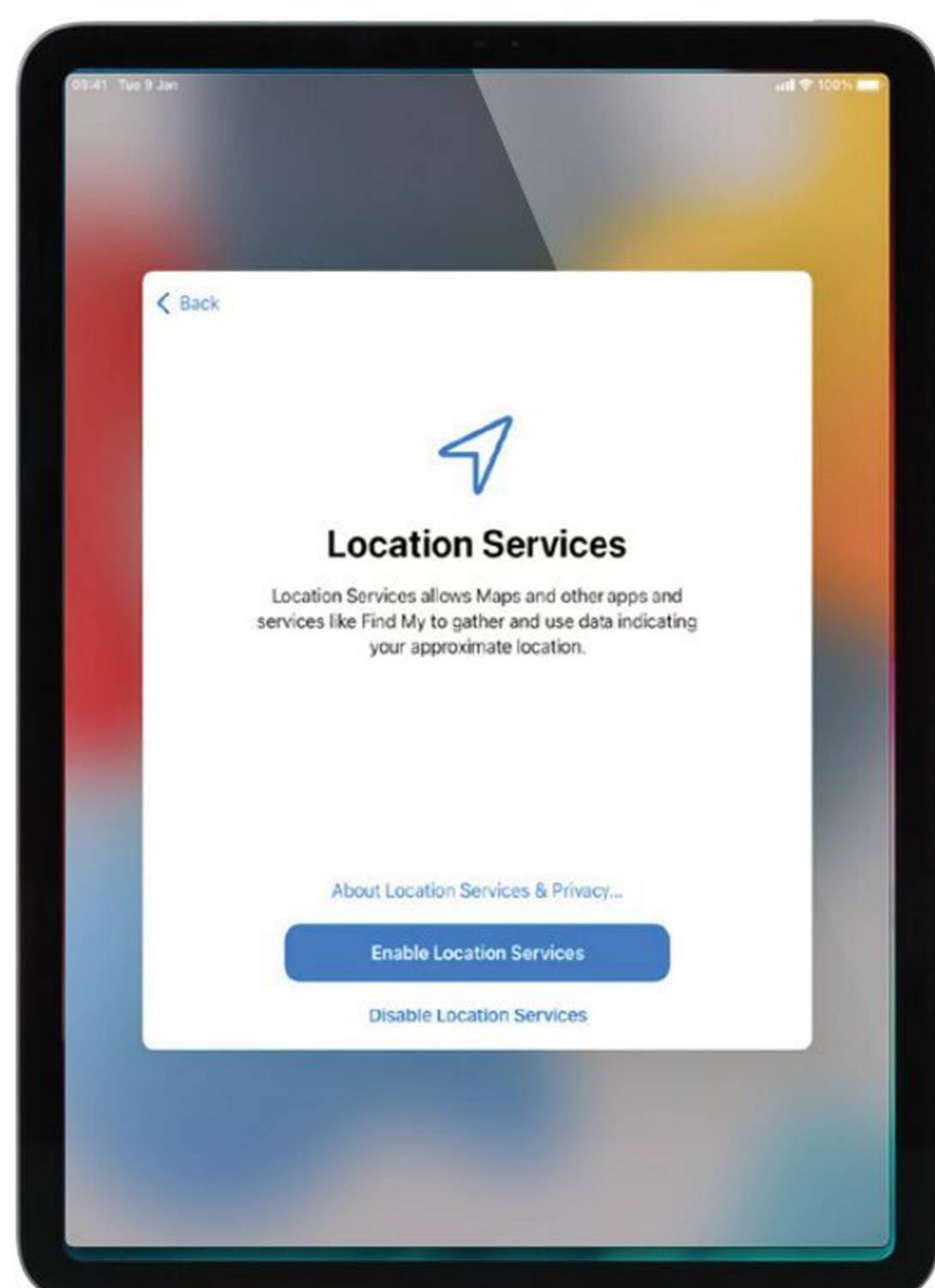
## 14 Auto Update

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



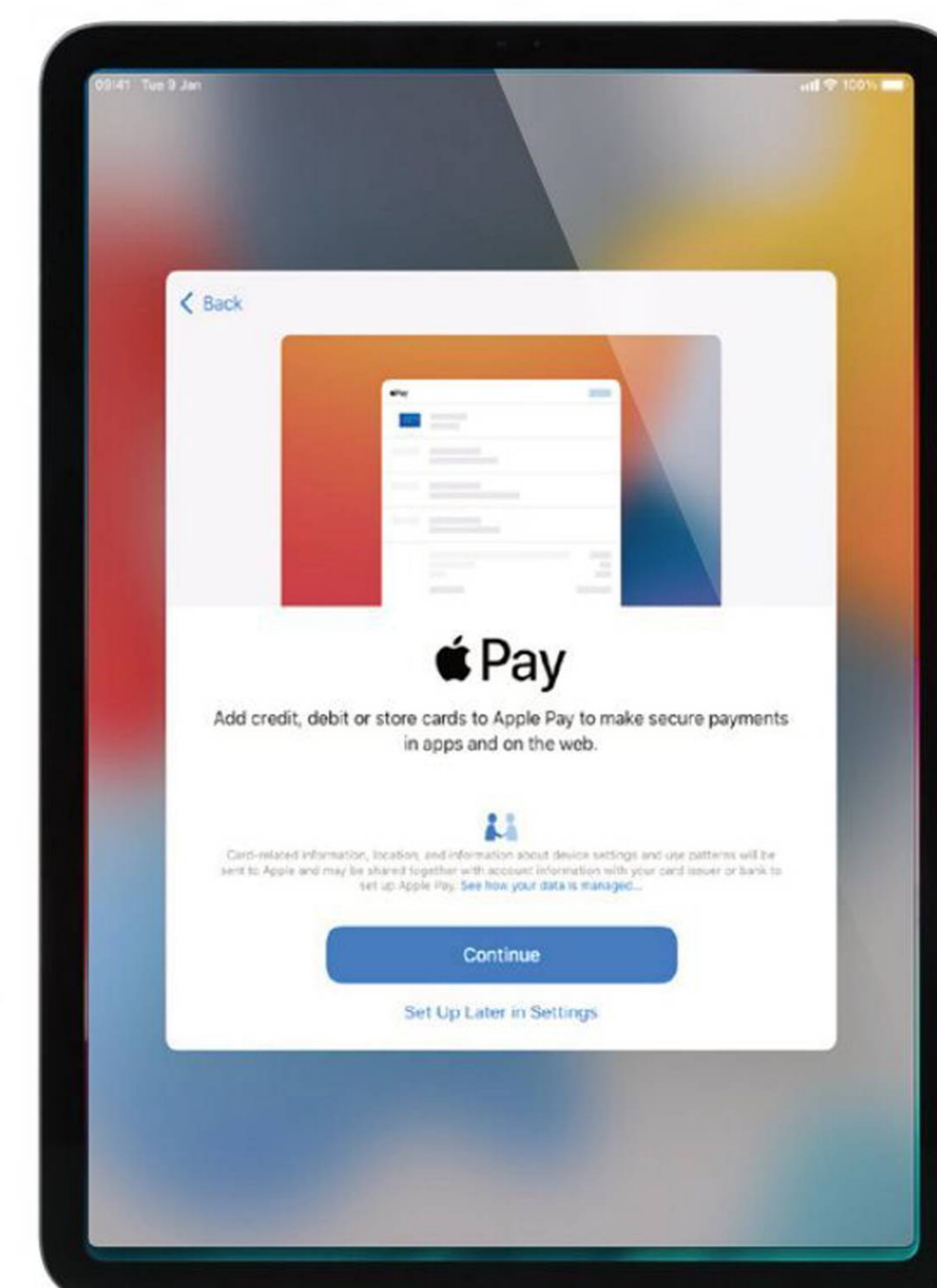
## 15 Location Services

On this screen you are asked if you wish to activate Location Services. When active this will allow GPS, Bluetooth and Wi-Fi sources to share the location of your iPad with Apps such as Maps and various third party applications, such as local retailers. De-active these services may limit the use of said apps so the choice is completely yours.



## 16 Apple Pay

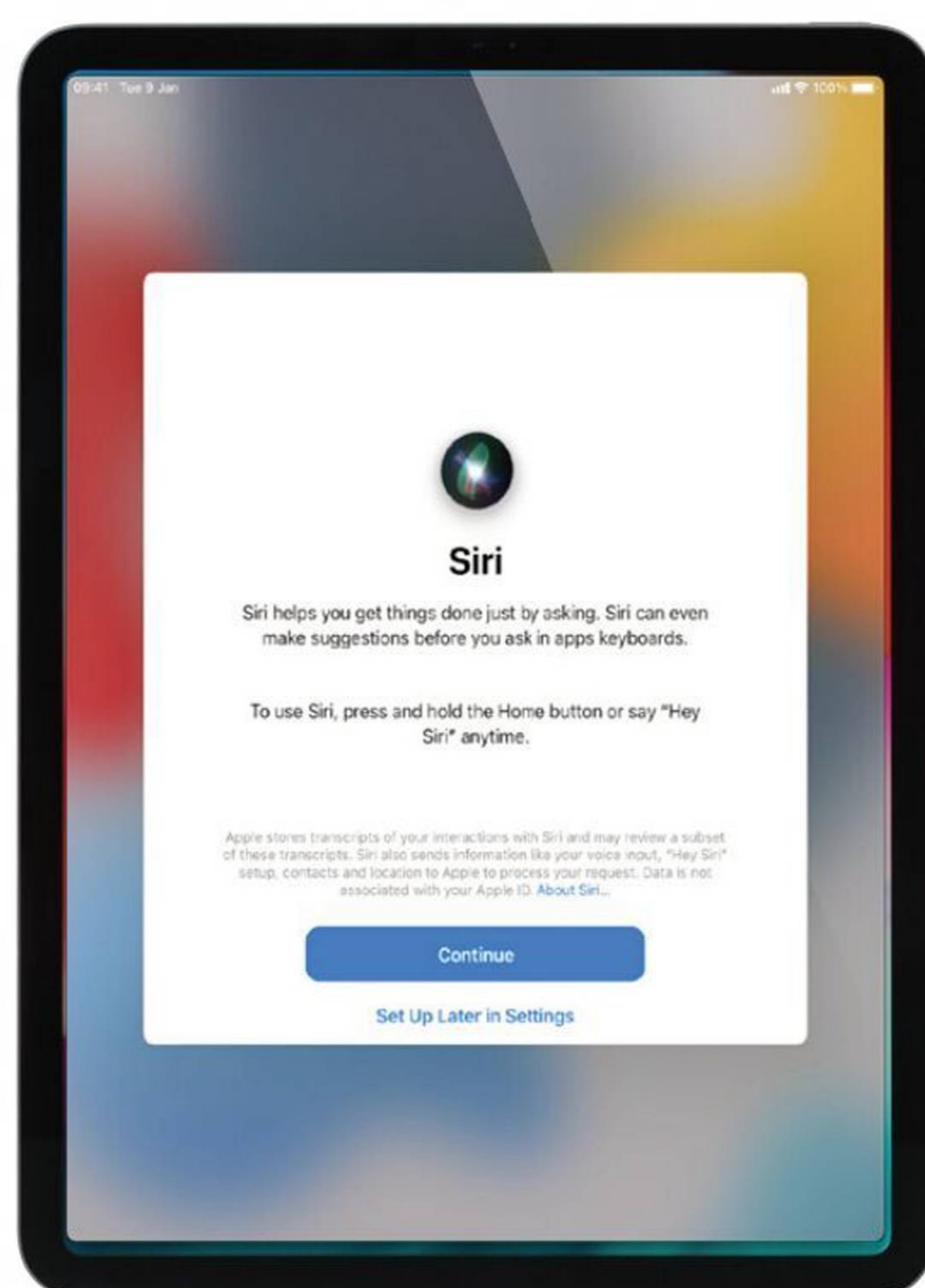
Another feature to set up now or skip and do later is Apple Pay. Setting up Apple Pay involves adding credit or debit cards, so you can use them to pay for goods and services directly from your iPad. To set it up now, tap Continue and follow the on-screen instructions to set up your Apple Pay, or you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





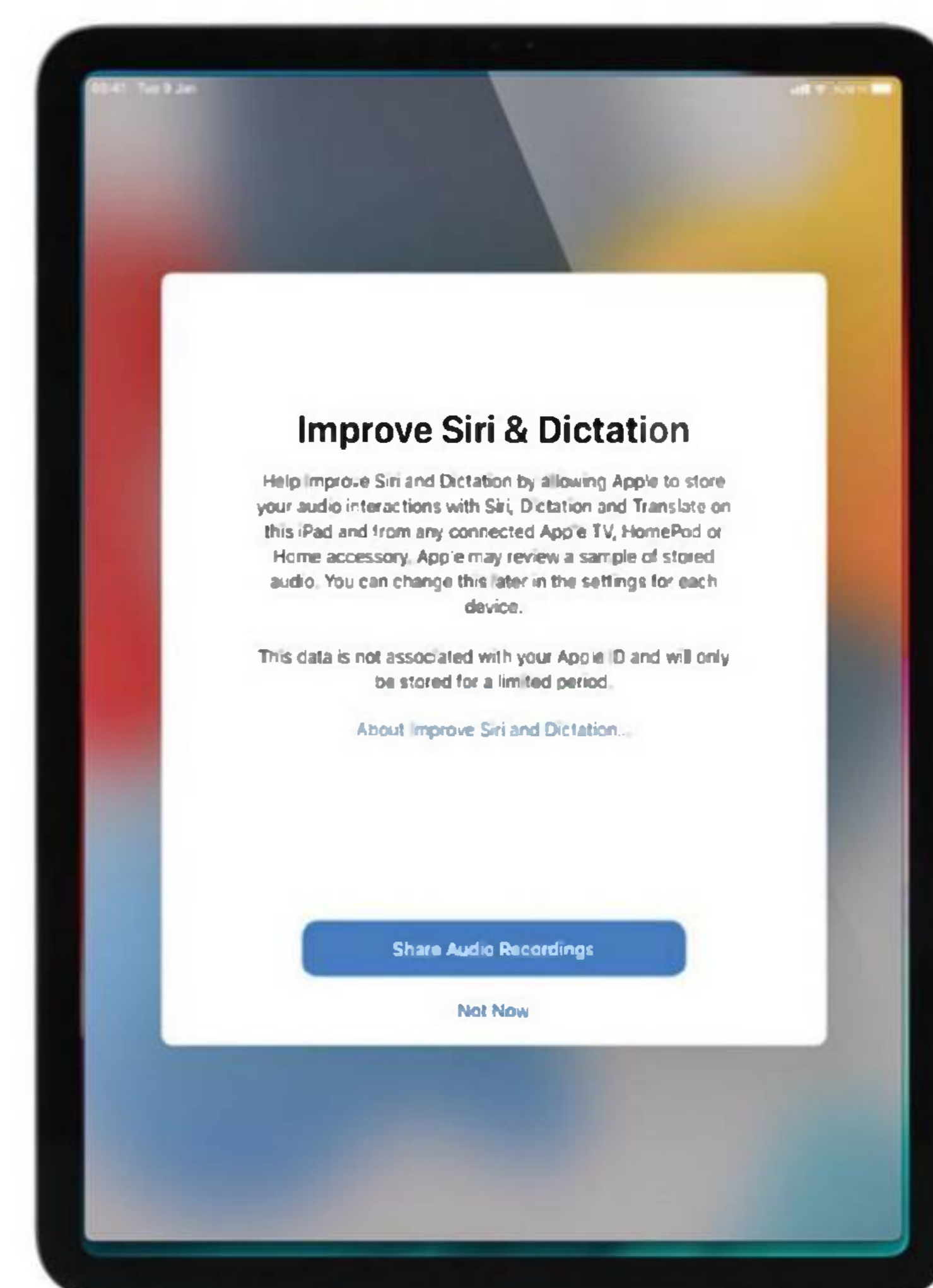
## 17 Using Siri

Now you can elect to use the voice controlled Siri app, if you choose to activate this app. Click Continue and follow the on screen processes repeating the onscreen quotes to give Siri a broad sample of your voice to improve accuracy when using the app after installation. Siri is improving all the time is recommended.



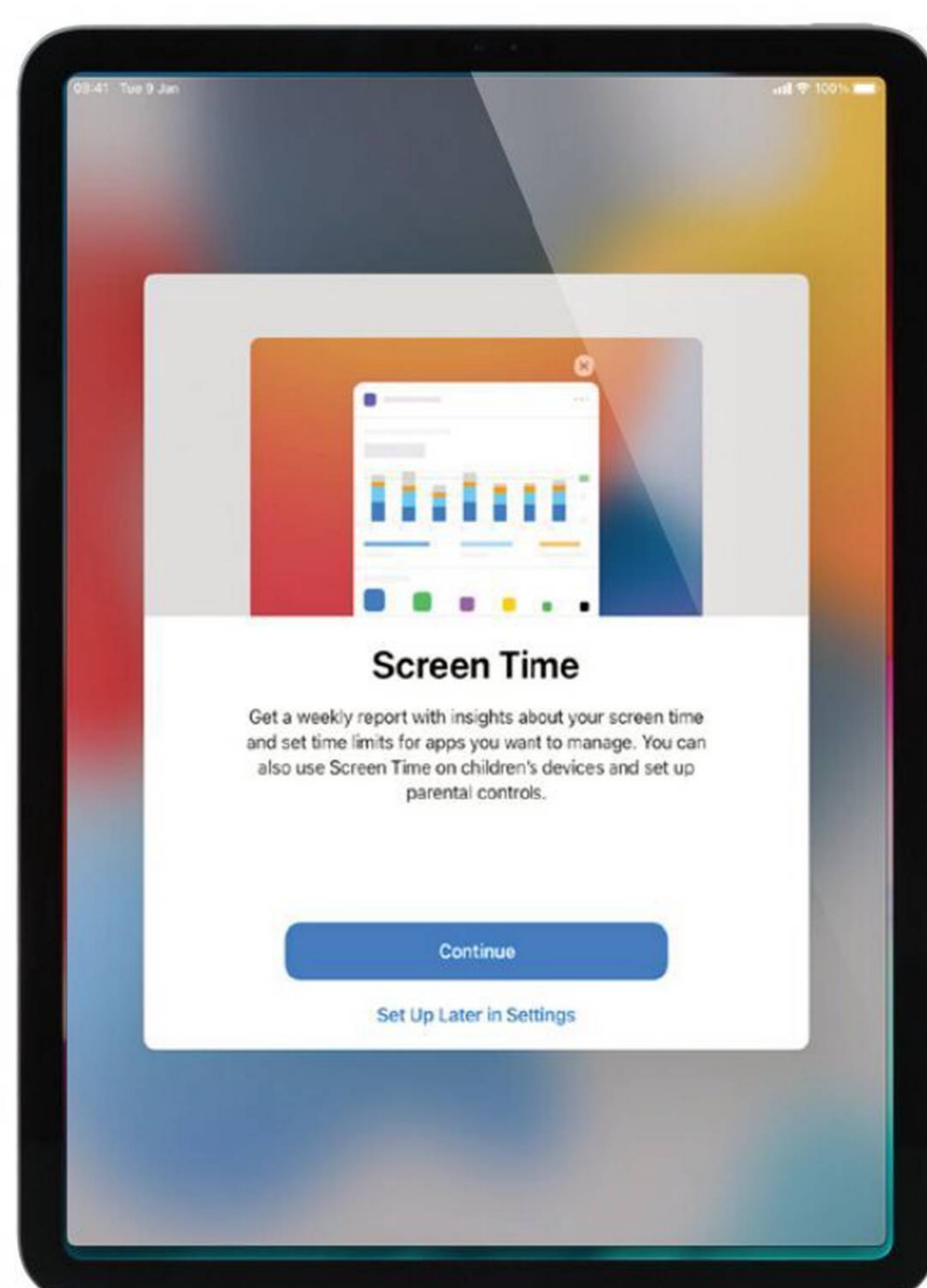
## 18 Sharing Audio

Now you can elect to share audio from Siri, HomePod and more. The data is sent anonymously and is only used to improve Apple's Siri and Dictation services. There are no privacy issues. Tap the About Improve Siri and Dictation services. Tap the About Improve Siri and Dictation link for more information. Tap Share Audio Recordings or Not Now to register your choice.



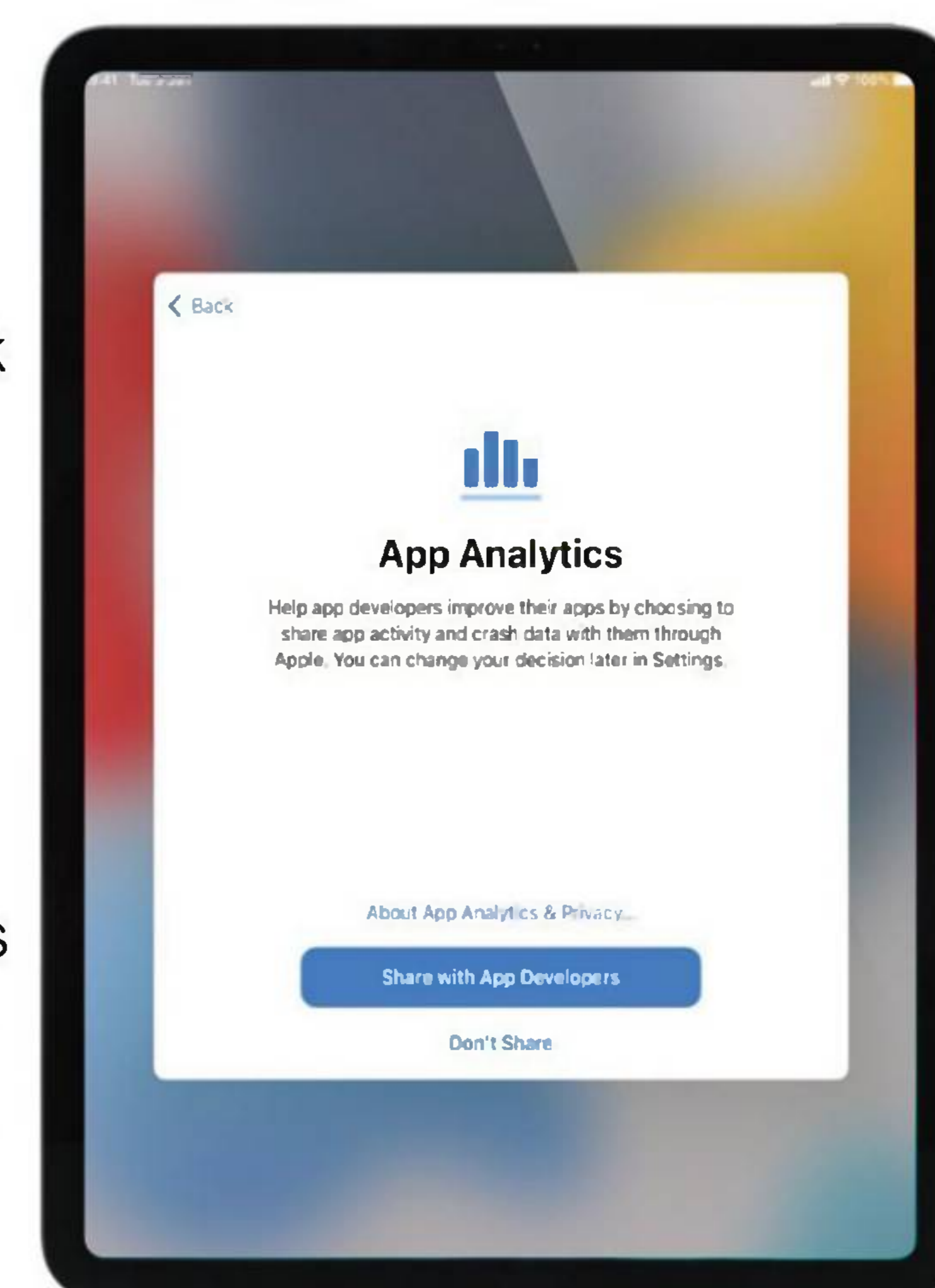
## 19 Using Screen Time

From this screen you can choose to access the iPad's Screen Time feature. This feature enables you to limit or simply measure the time you spend using your iPad itself. It is a great addition if you are intending the device to be used by a minor or if you simply wish to gauge the amount of time spend using your Apple iPad.



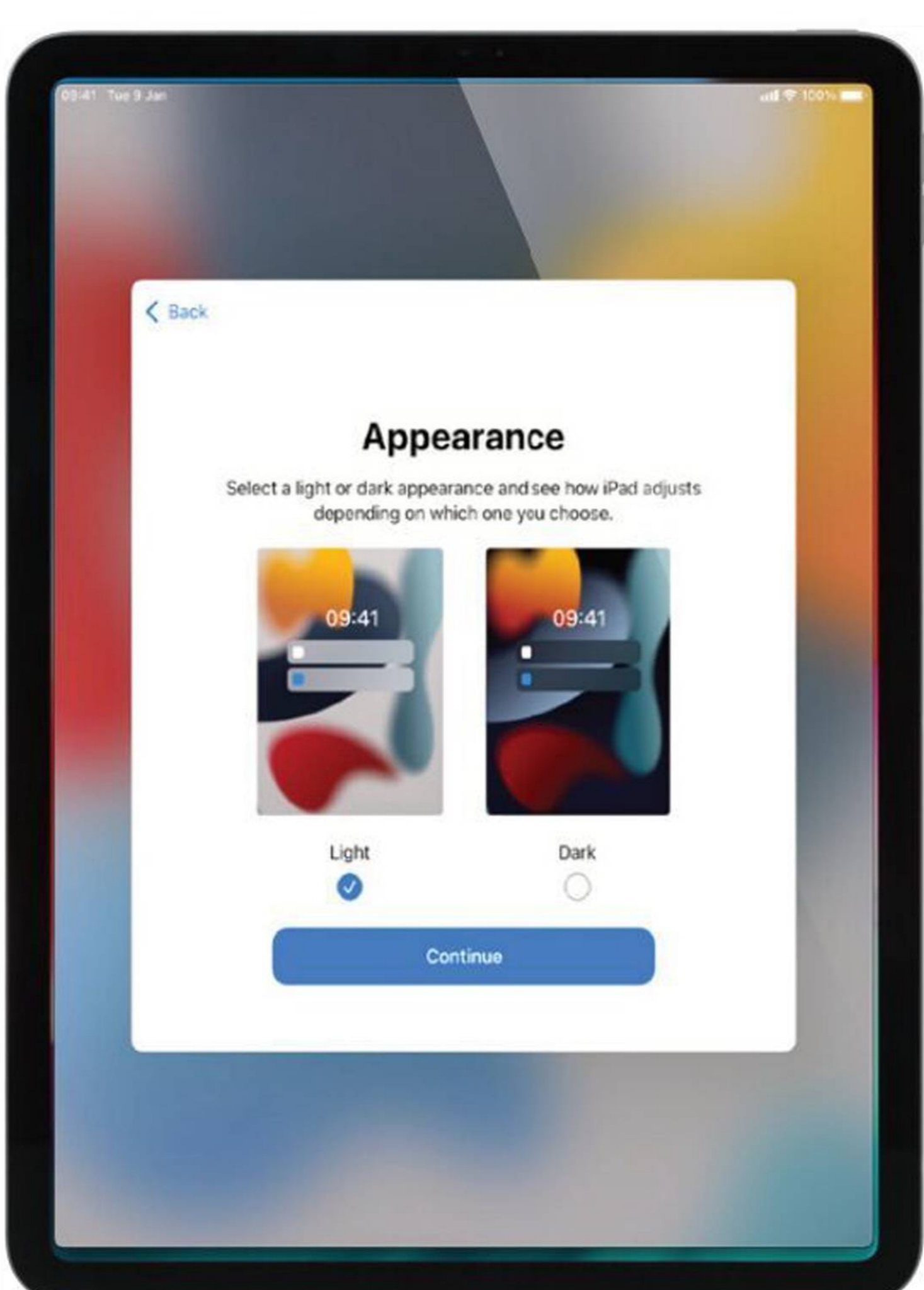
## 20 iPad & App Analytics

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



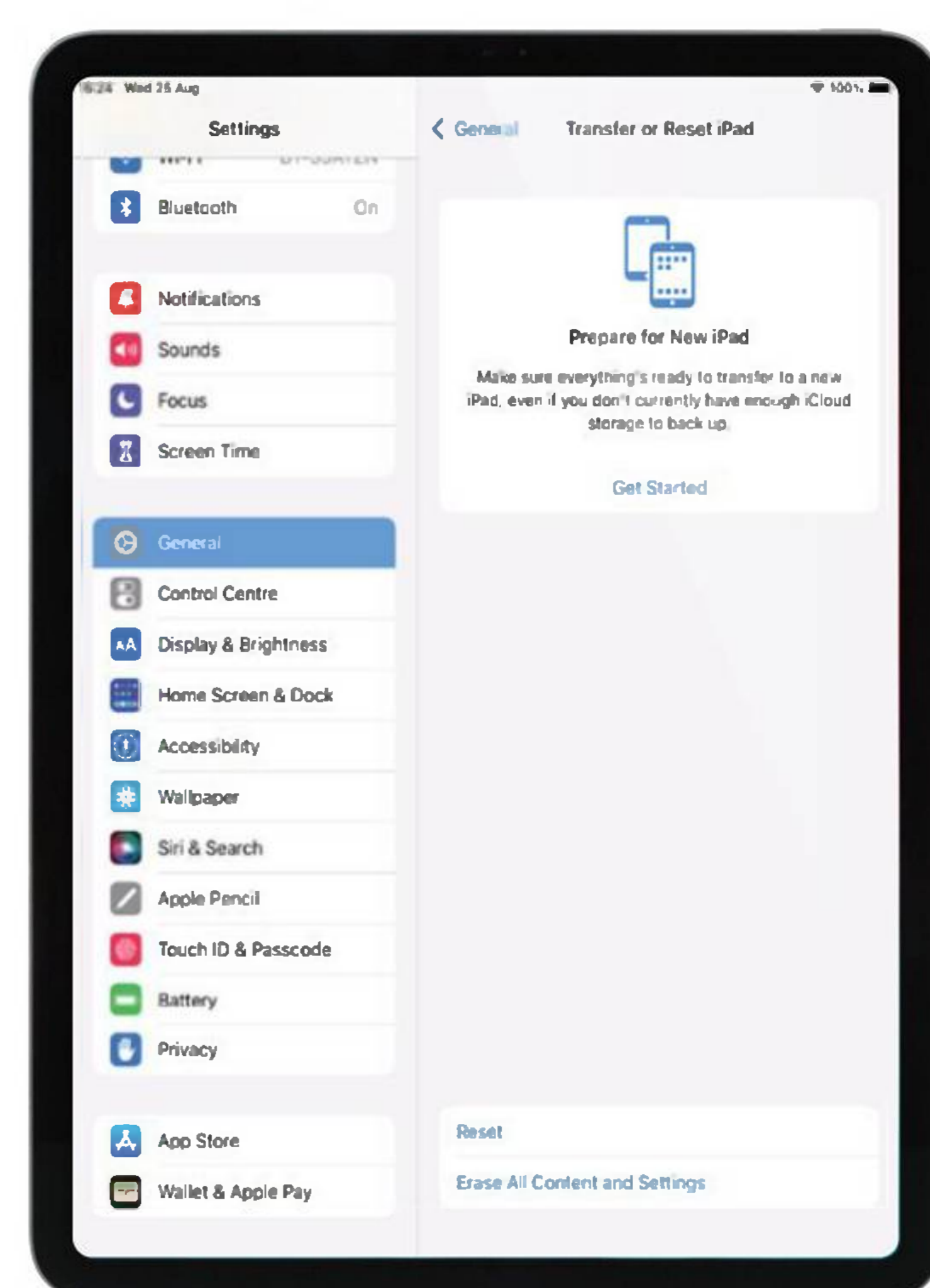
## 21 Light or Dark Mode

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



## 22 Restarting Set Up

If you aren't 100% happy with your iPad's set up and wish to repeat the process you can the following. Open the Settings app, tap General in the left-hand column and tap Reset. When prompted, enter the iPad's passcode. Sign out of your Apple ID, if you are still logged in and the iPad restarts; erasing all content and settings.

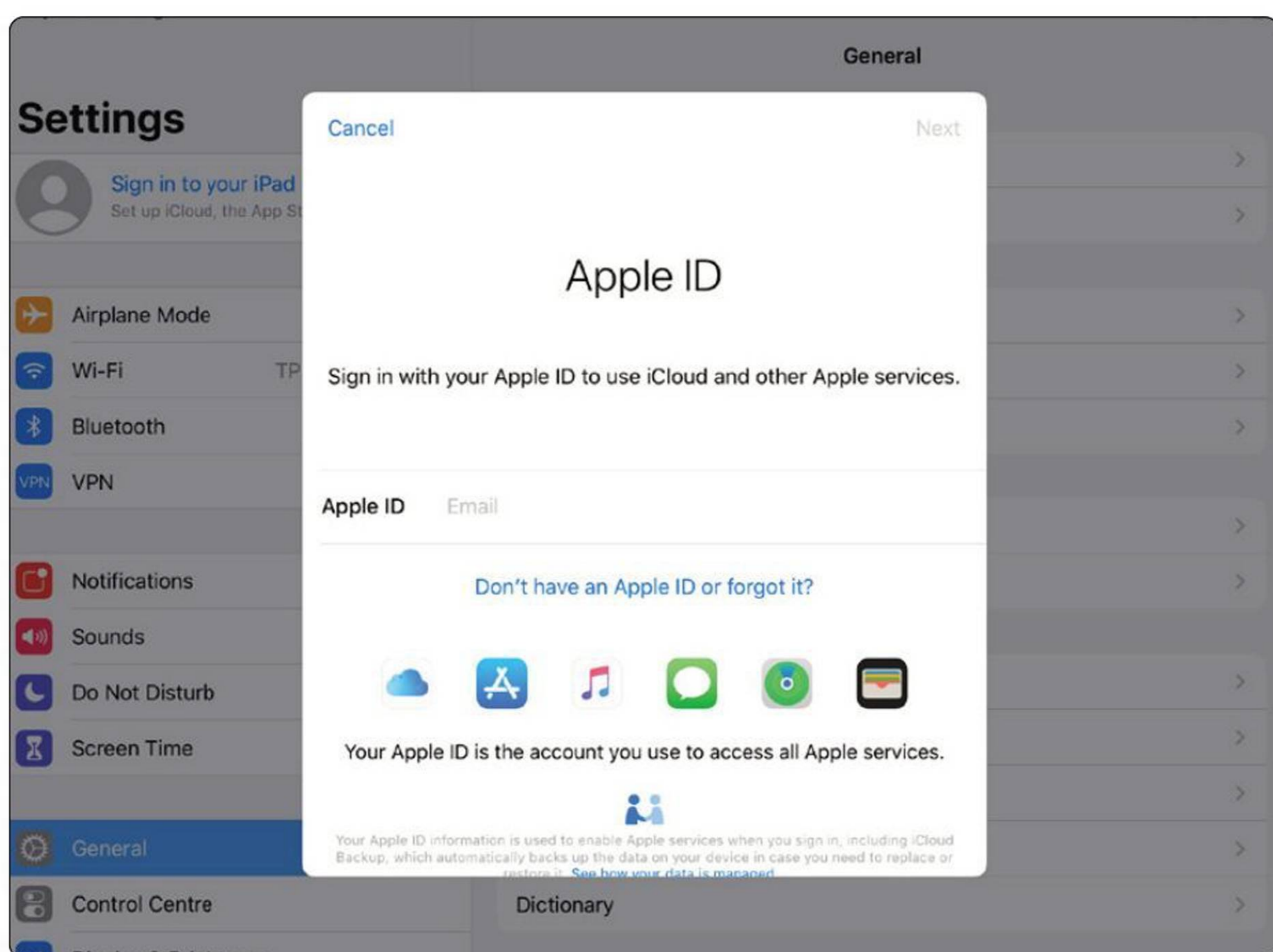




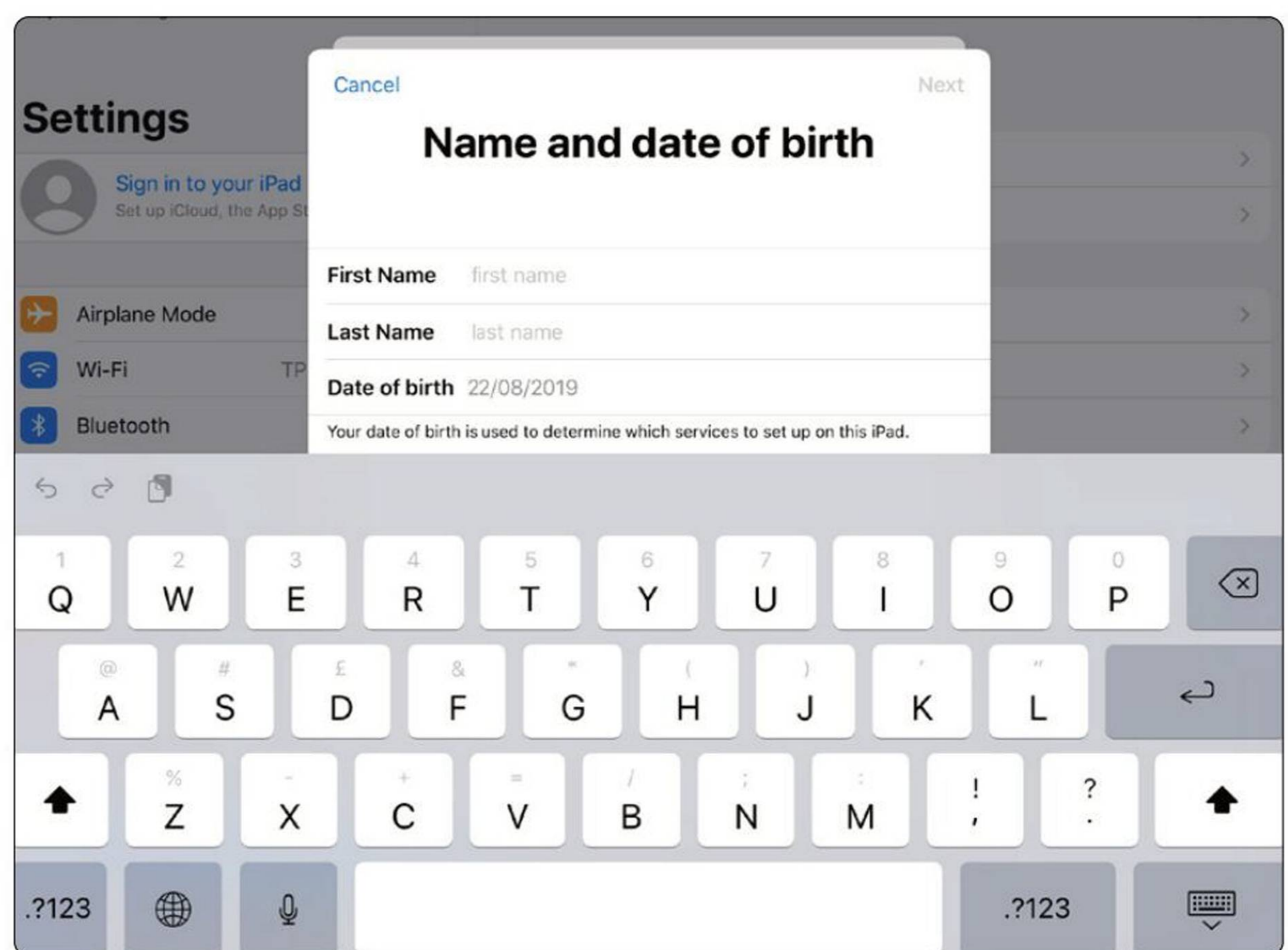
# Your Apple ID

## How to Set it Up

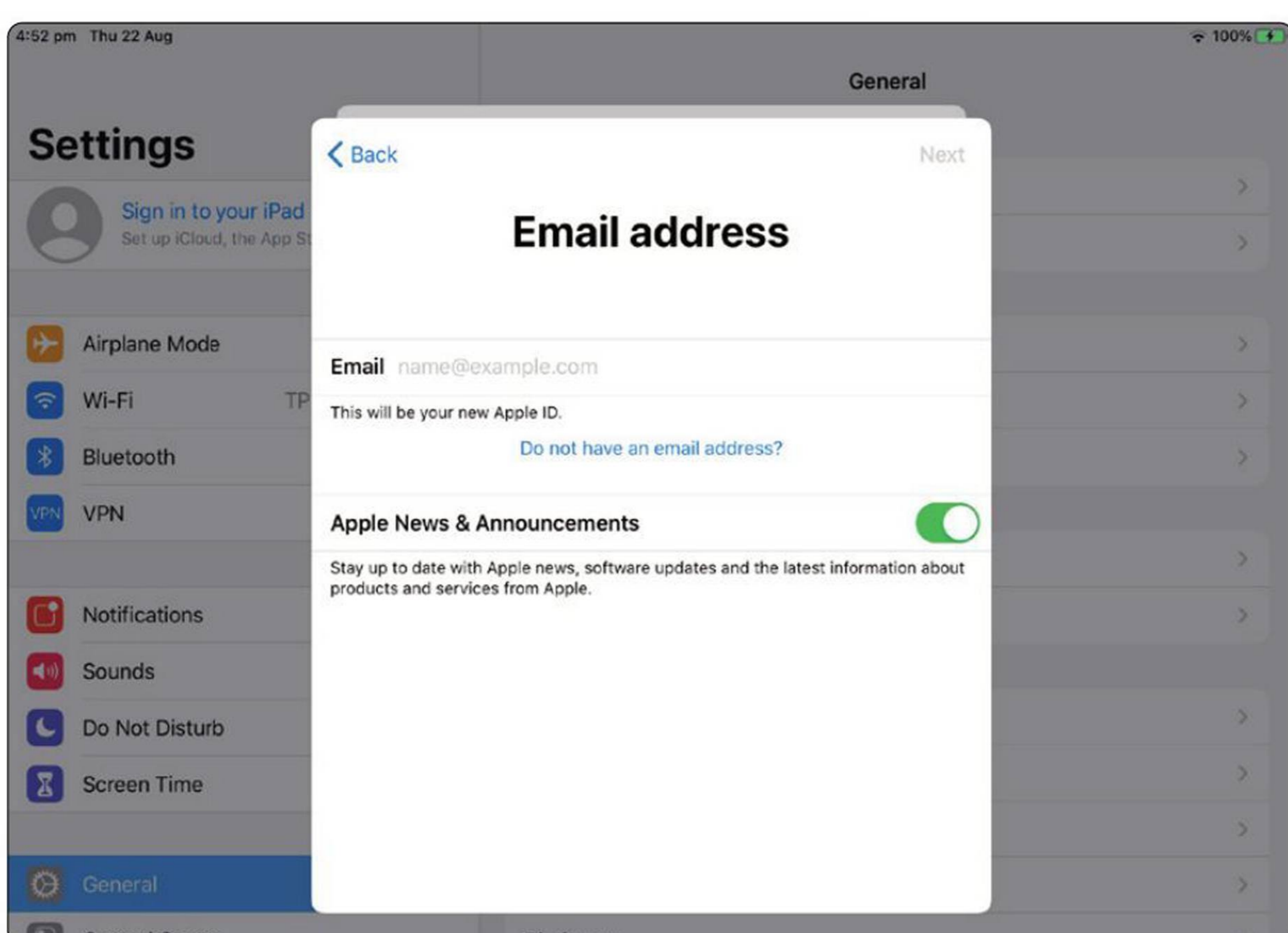
If you didn't register for an Apple ID during the initial setup of your iPad, you can set one up whenever you please, directly from the Settings app. If you want a new one, sign out with your old one and follow this guide. Either way, you'll soon be up and running with an all-important Apple ID.



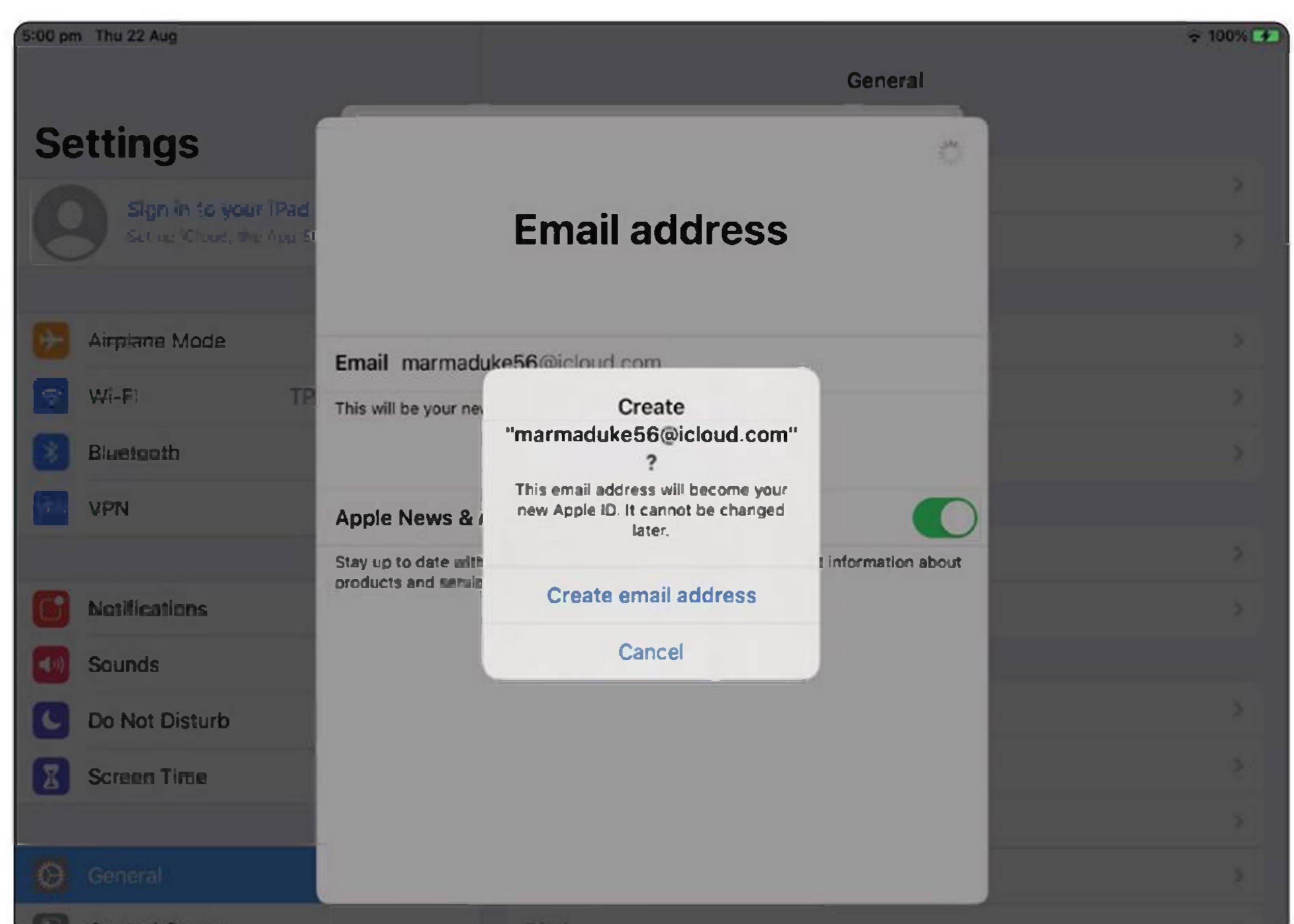
**1** Open Settings from the Home screen and scroll to the top of the left hand column. Tap 'Sign in to your iPad' right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



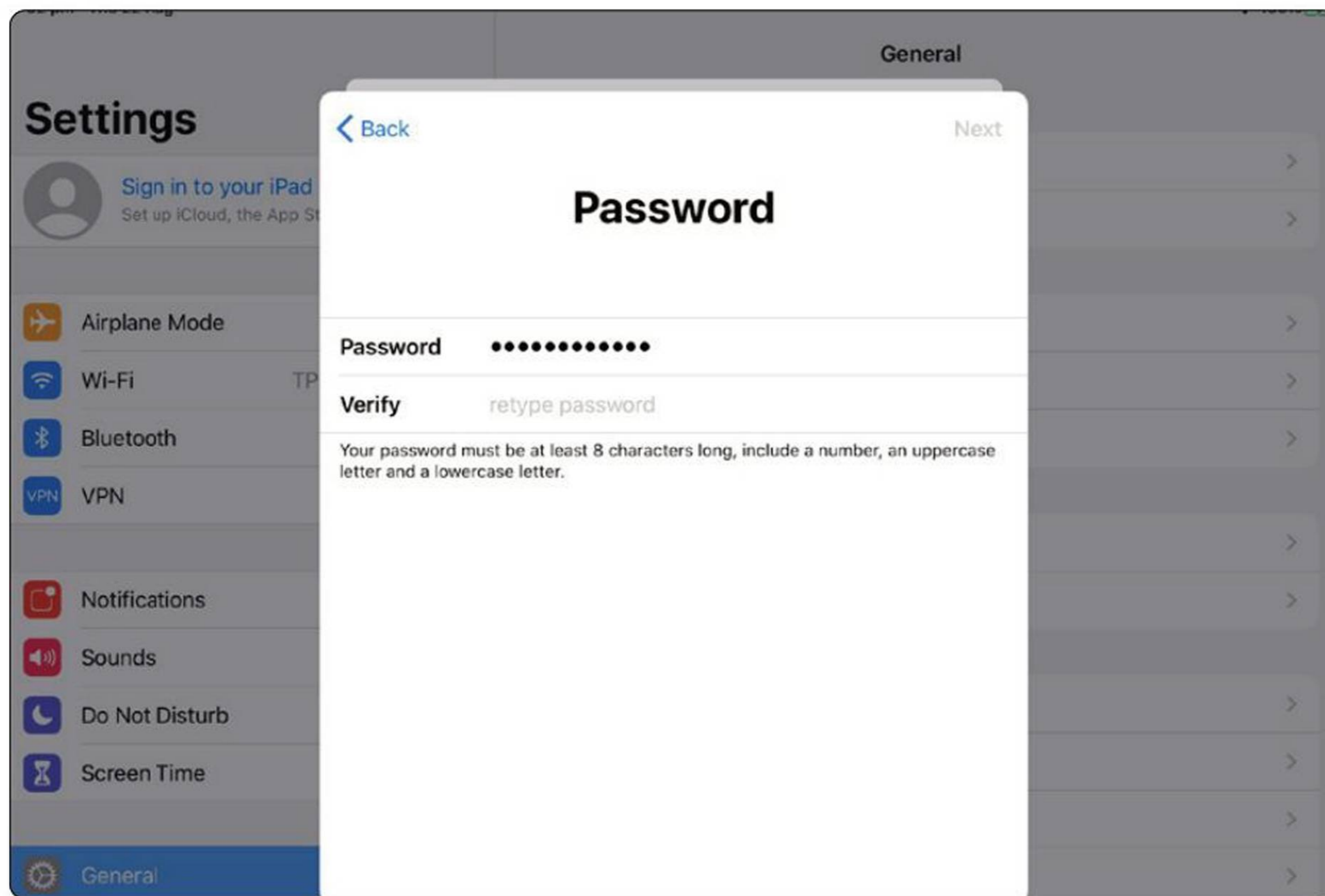
**2** Tap 'Create Apple ID' in the next window and then, when instructed, enter your first name, last name, and date of birth. When you've entered these details, tap Next in the top right to move on to the next step.



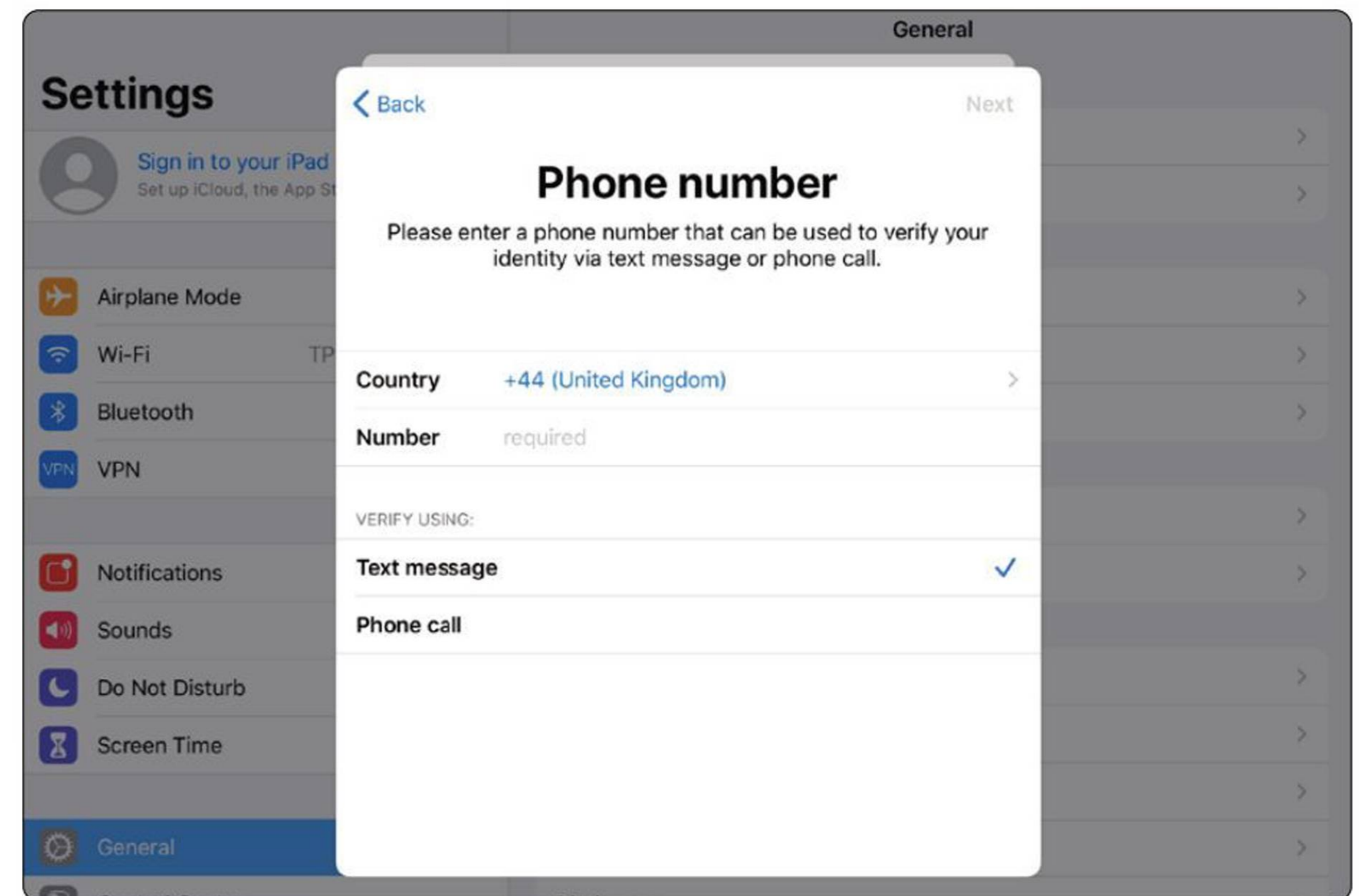
**3** Next, you're asked whether you want to use your current email address (if you have one) for your Apple ID, or get a free iCloud email address by tapping the 'Do not have an email address?' link. Choose one and tap Next to continue to the next step.



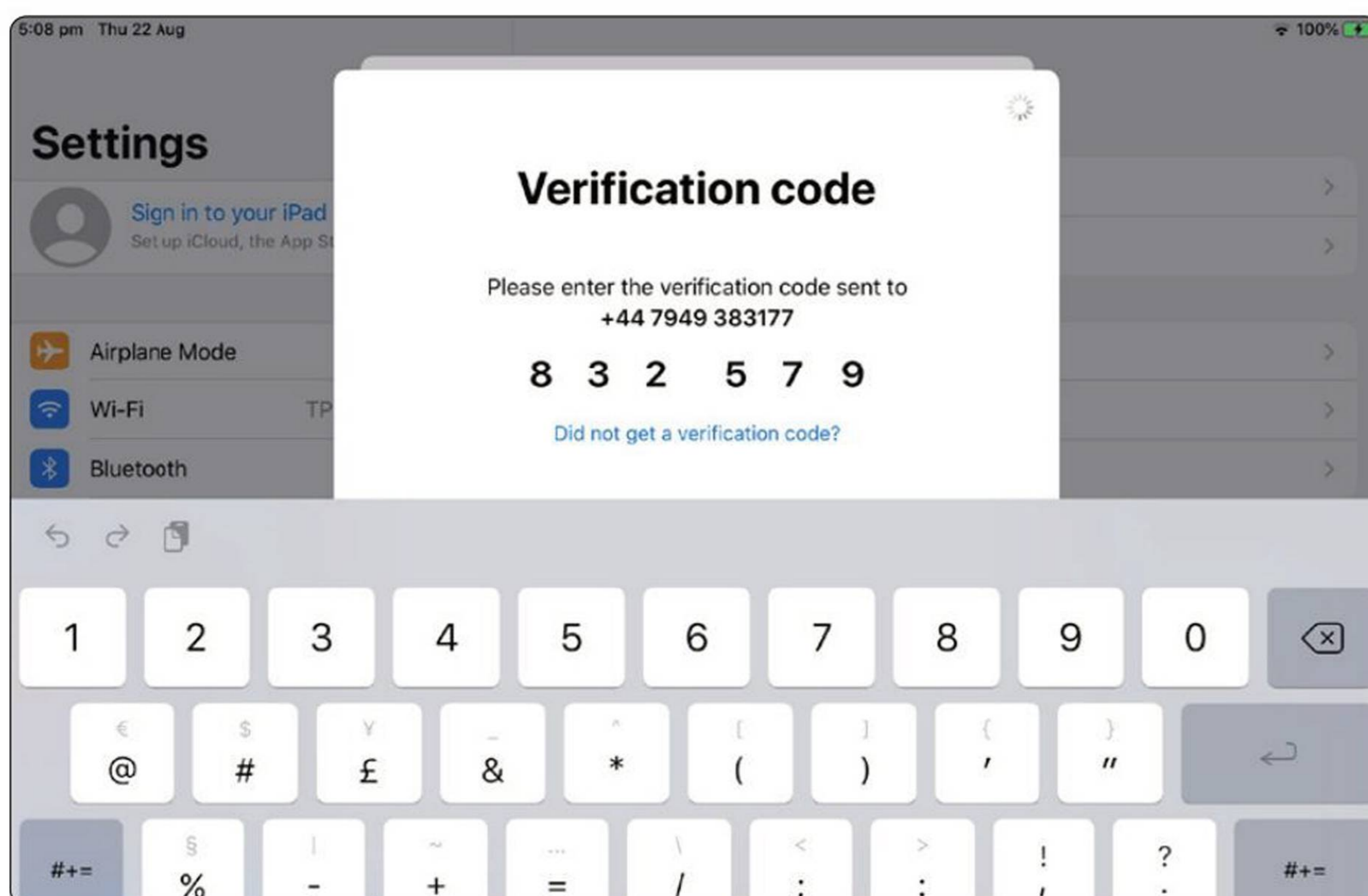
**4** If you chose to get a new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken by other Apple users but when you do, accept it by tapping Continue.



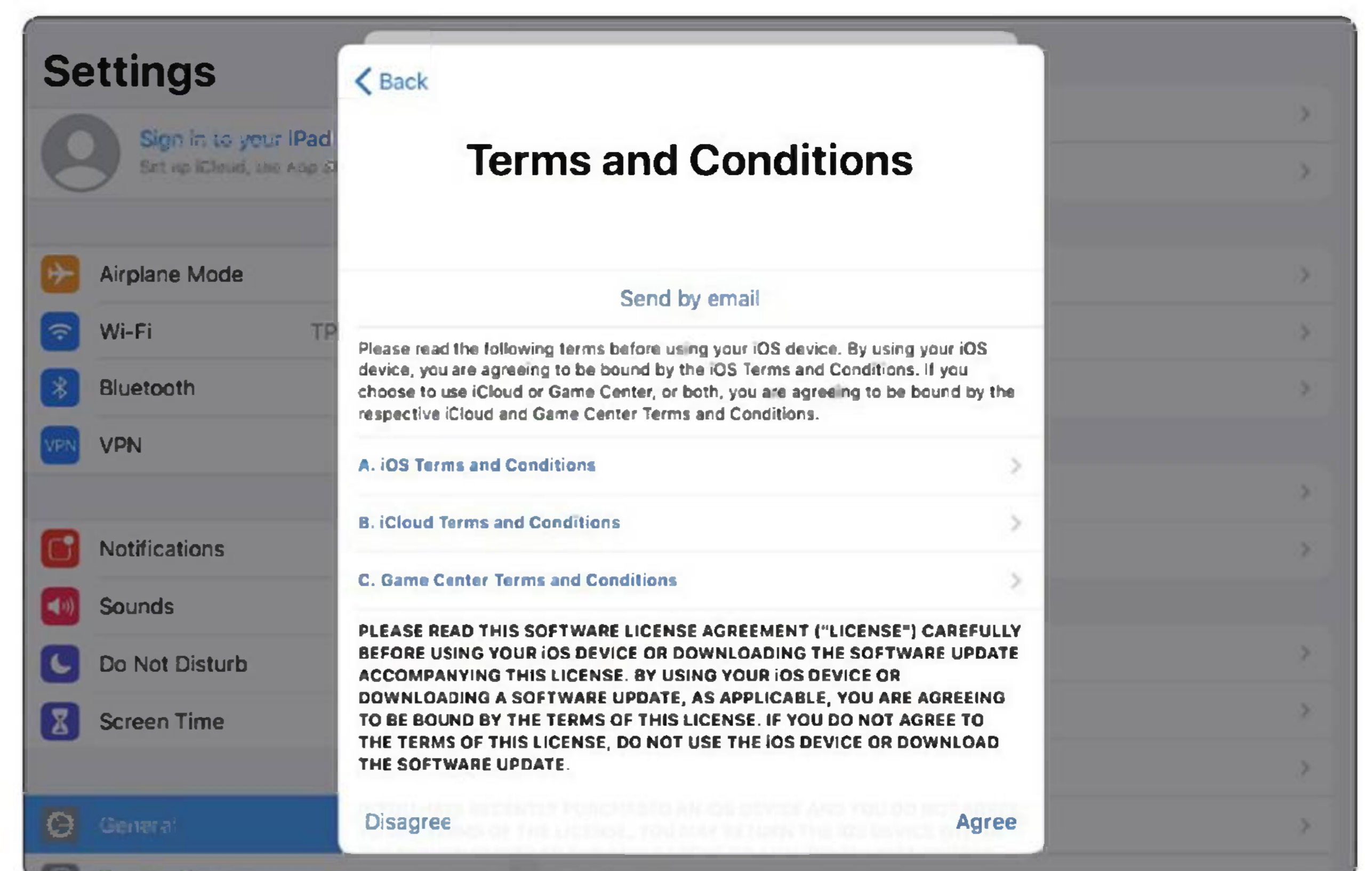
**5** Now choose your password. As stated on the screen, it must be at least eight characters long, and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



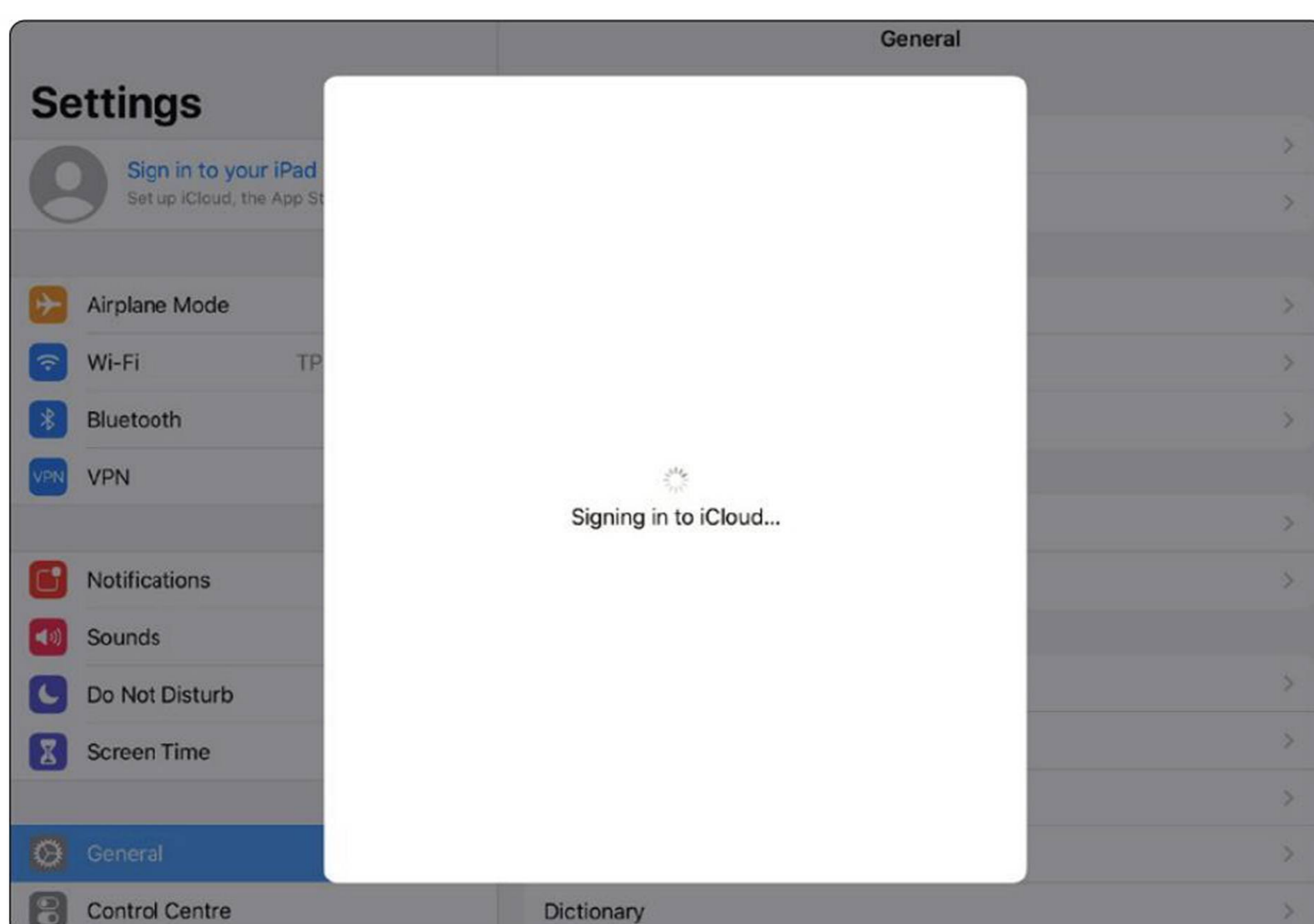
**6** Apple needs your phone number, so you can be contacted via a call or text message to confirm your identity. The country field should already be filled but tap it to change if necessary. Enter your number; we suggest you use your mobile.



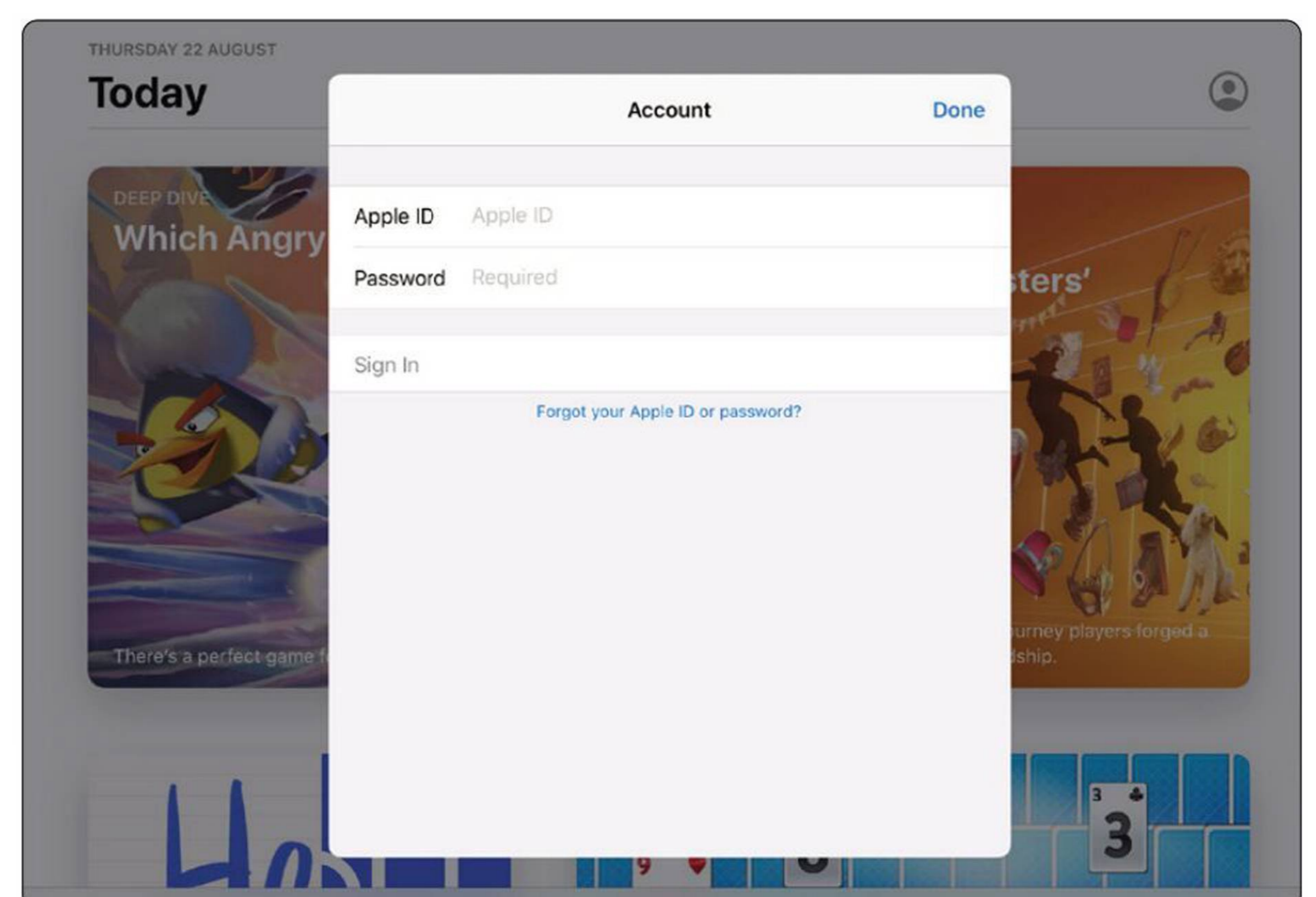
**7** Tap Next, then enter the six figure verification code that's sent to your mobile phone (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



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



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



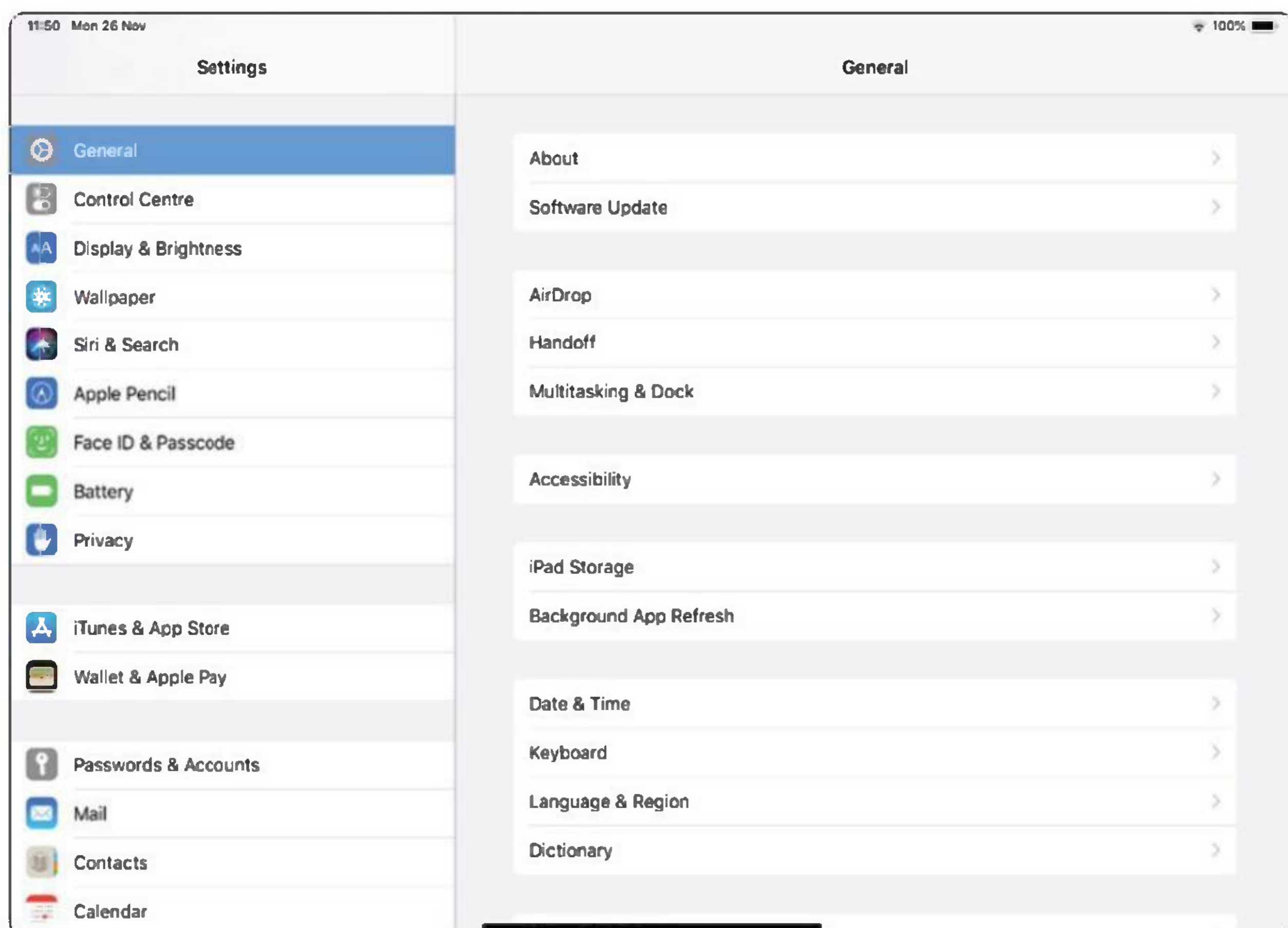
**10** Open the App Store app and tap the silhouette icon (or your account's photo, if you've added one) in the top right. A pop-up window invites you to sign in to the App Store using your new Apple ID: do so. In the next window, tap Review and enter your final details.



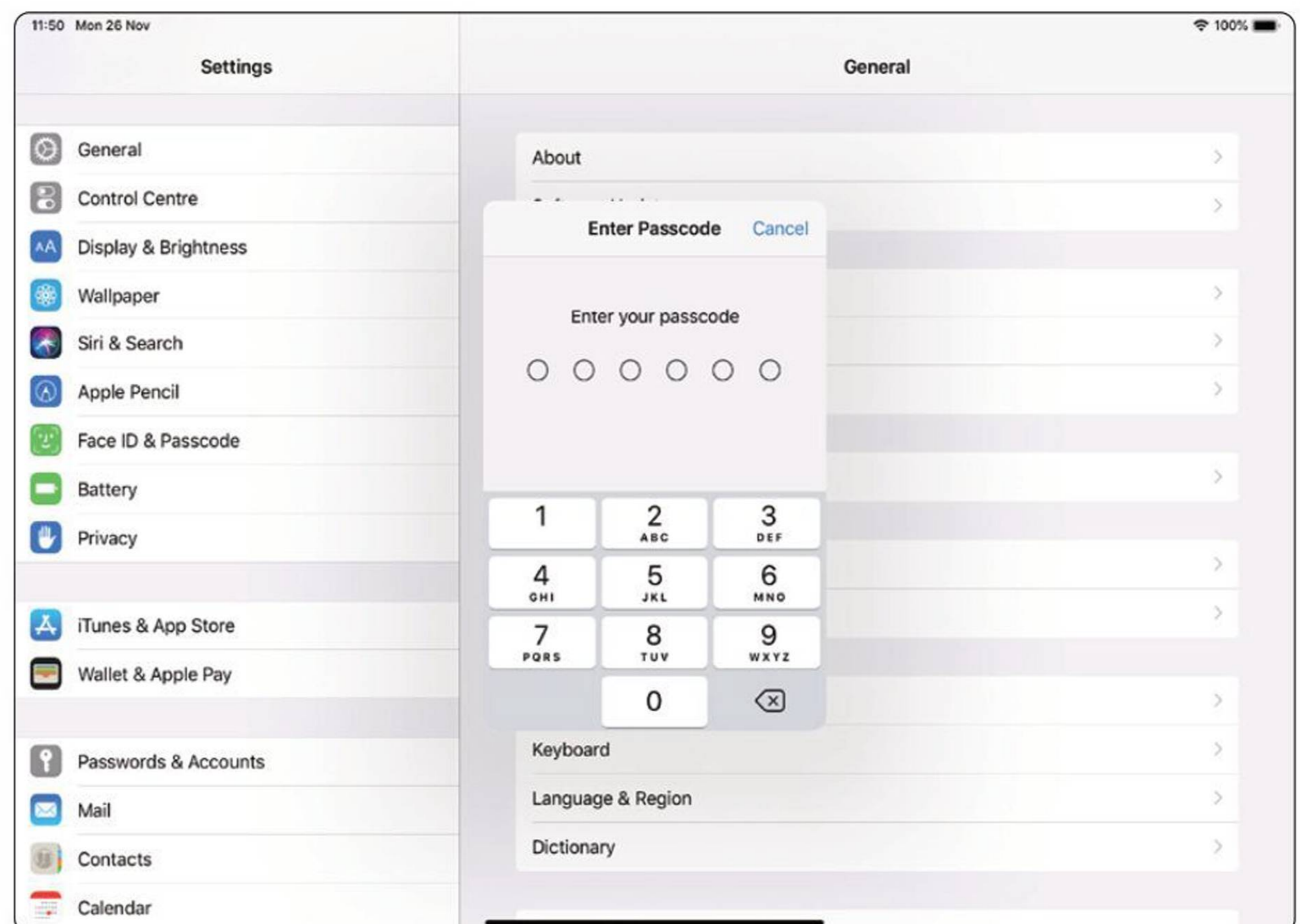
# Face ID or Touch ID Unlock Your iPad

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

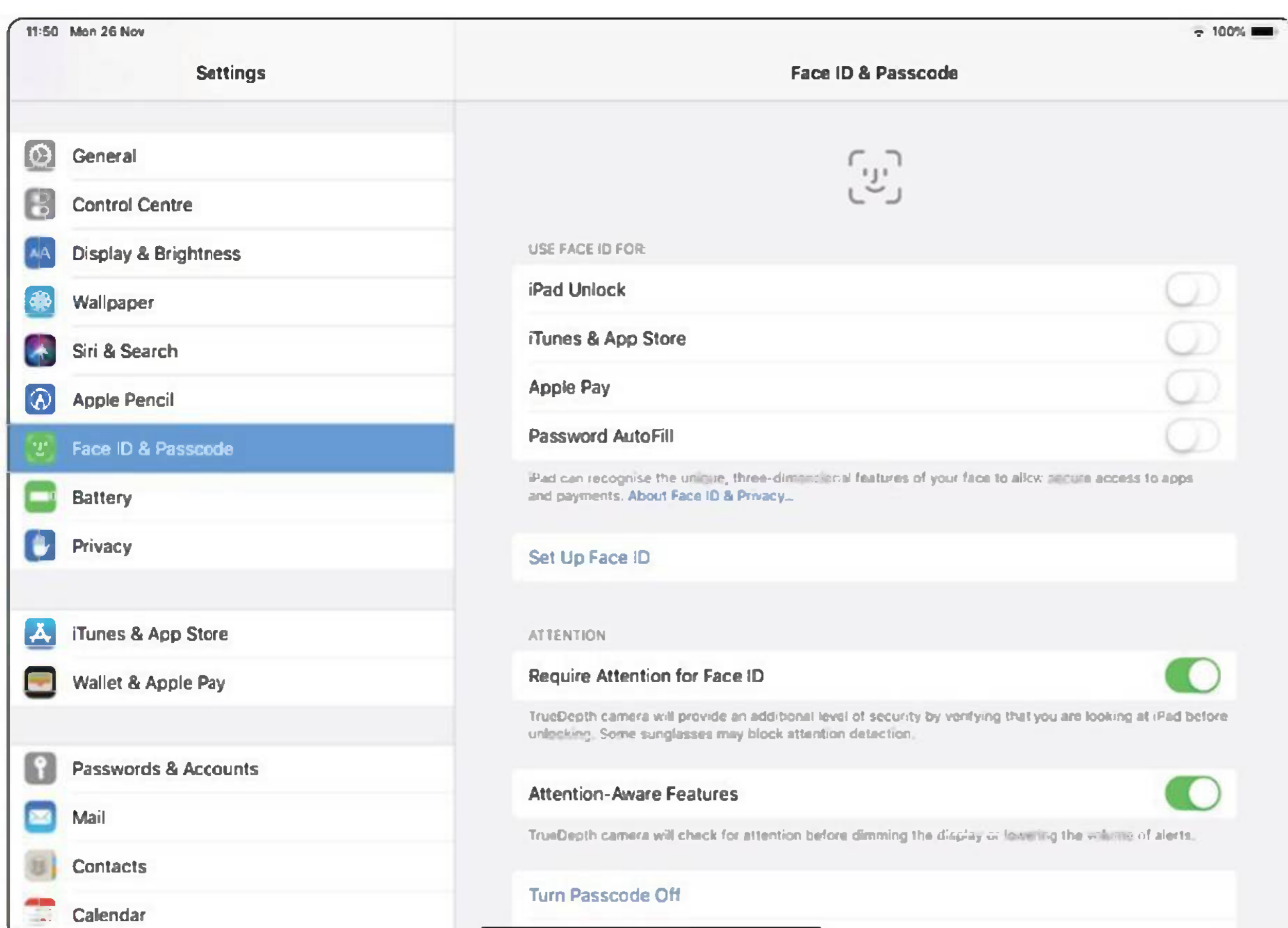
## Setting Up Face ID



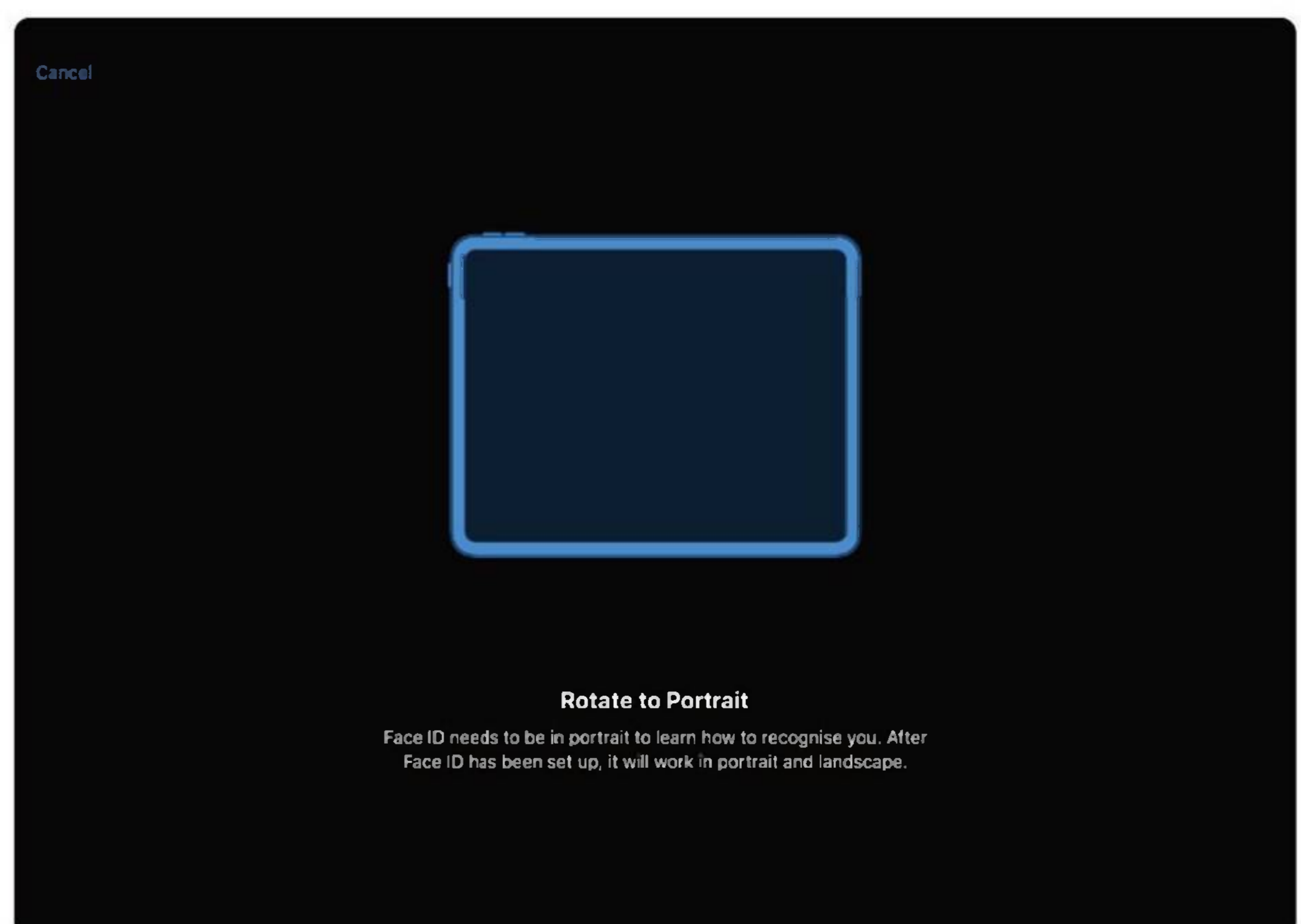
**1** Open the Settings app and scroll down the list of apps and features until you get to the one called Face ID & Passcode. Tap it to open these settings.



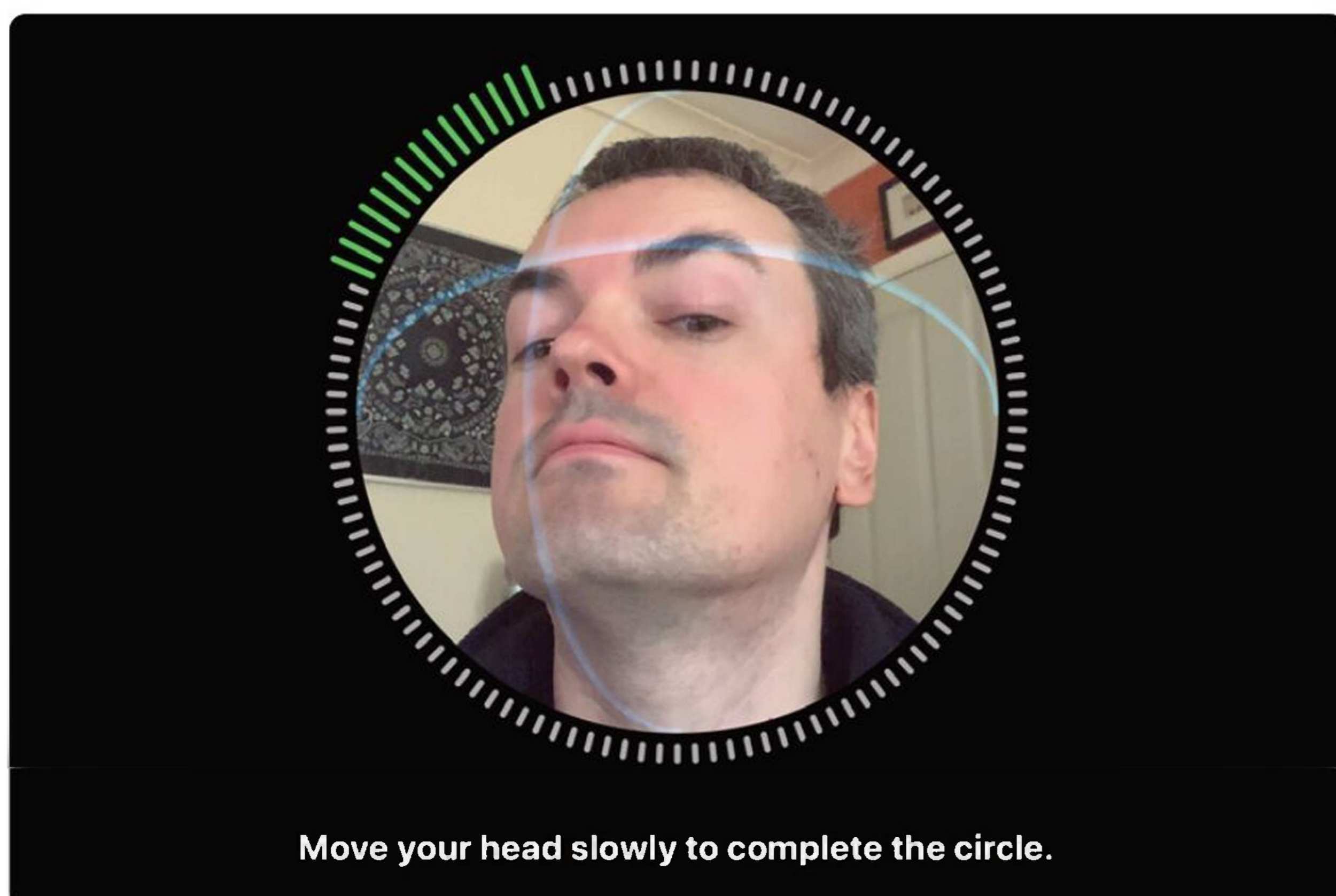
**2** If you've set up a passcode on your iPad, whether four-digit, six-digit or alphanumeric, you must enter it now to get to the main Face ID settings screen.



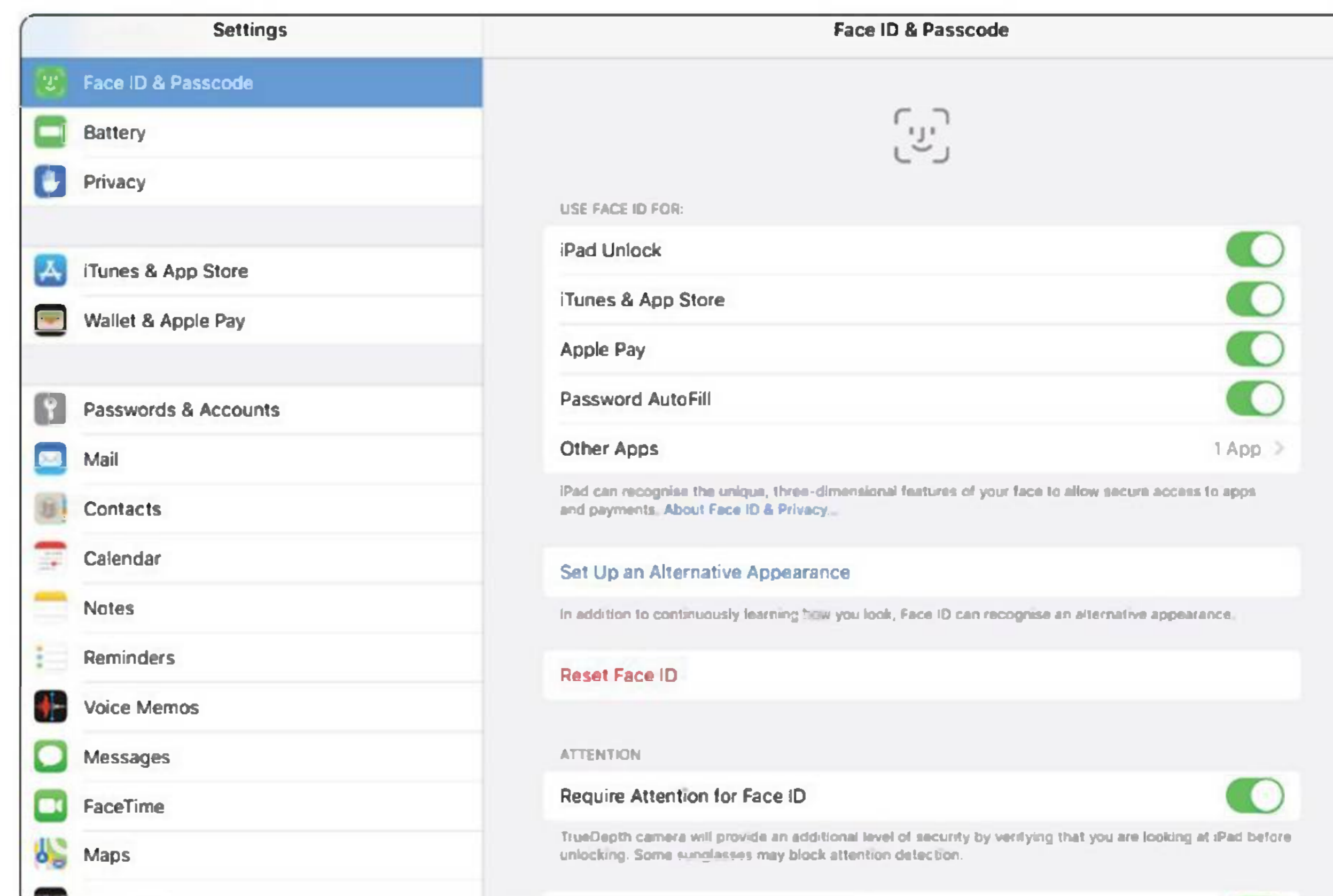
**3** Tap Set Up Face ID and on the next screen read the instructions; then tap Get Started. You can add two faces to Face ID.



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

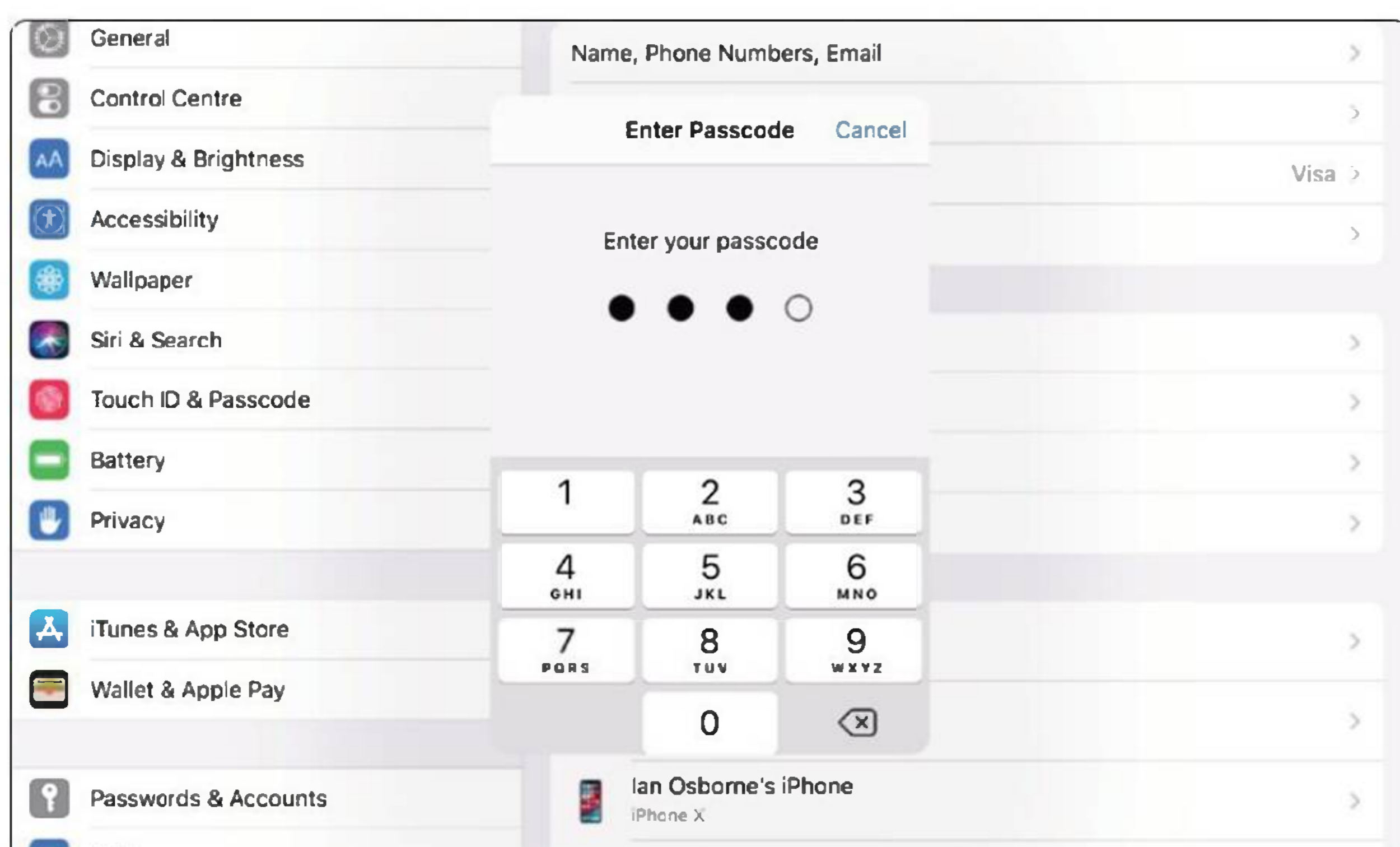


**5** Tap Continue. You're then asked to do exactly the same thing again, moving your head in a circle once more. Do so to complete the second scan.

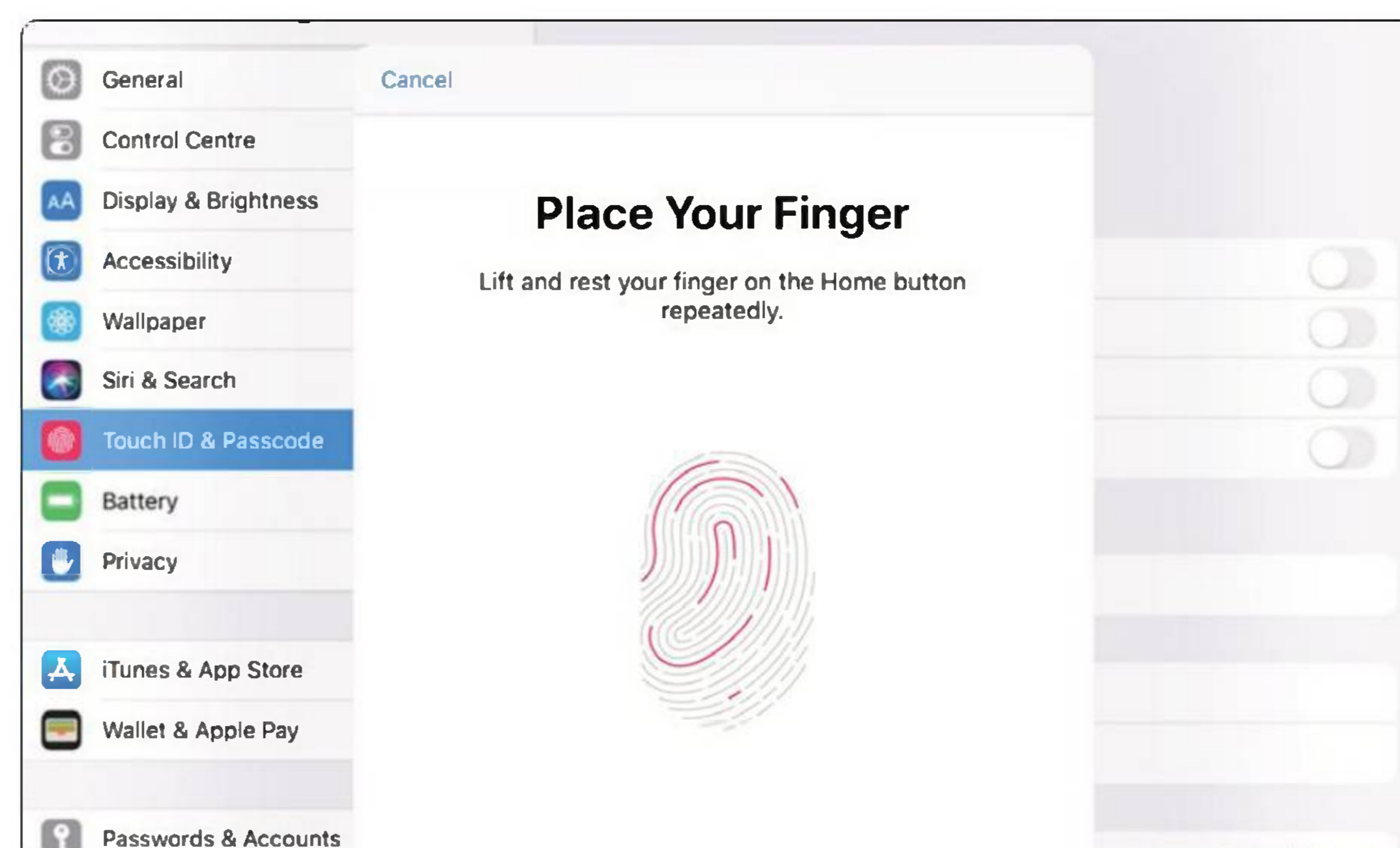


**6** Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure Face ID to your own personal requirements.

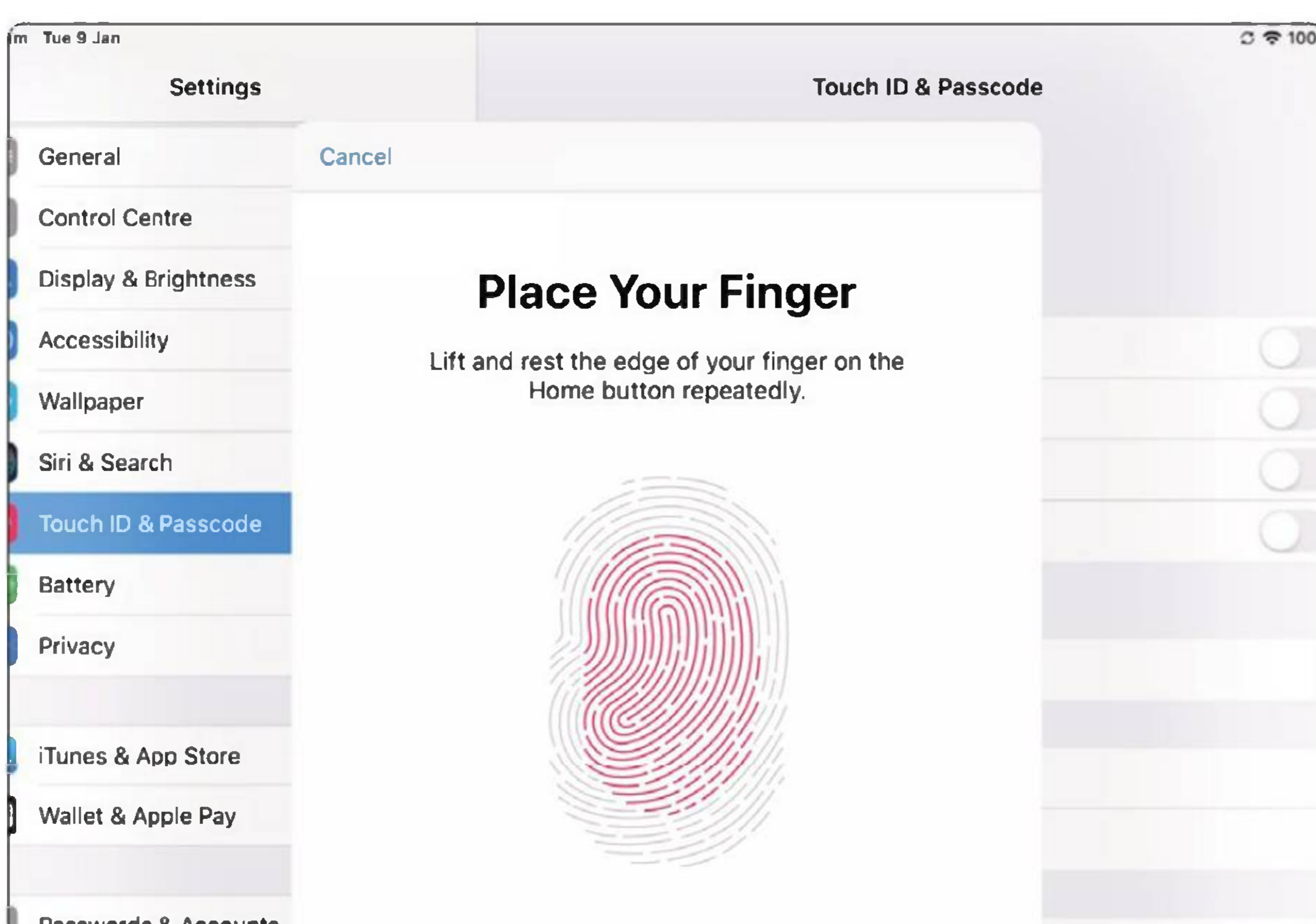
## Setting Up Touch ID



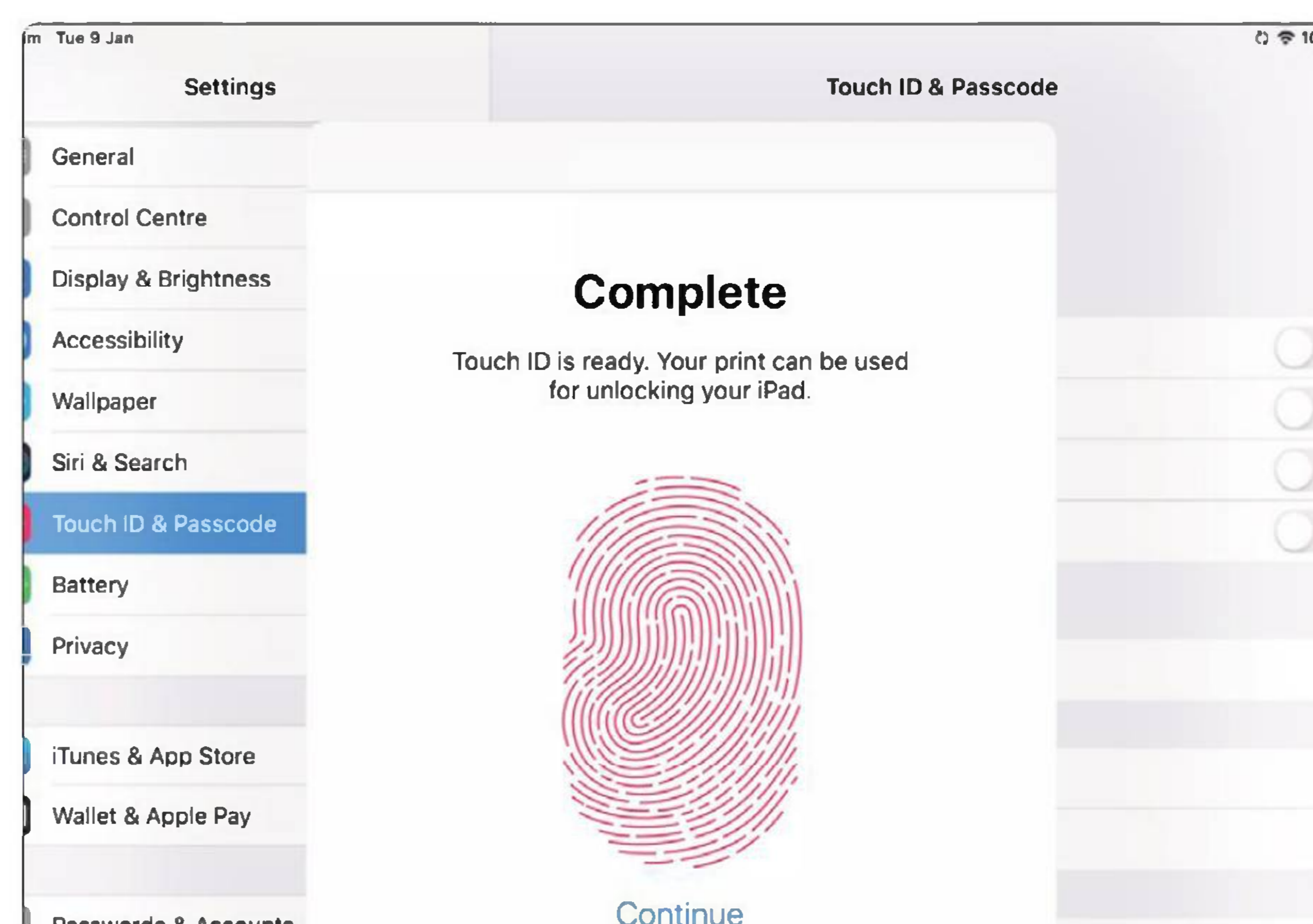
**1** From the Home screen, open the Settings app and select Touch ID and Passcode. If you've set up a lock screen passcode on your iPad, you have to enter it here to proceed. Do so and you're taken to the next screen showing Touch ID & Passcode options.



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



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



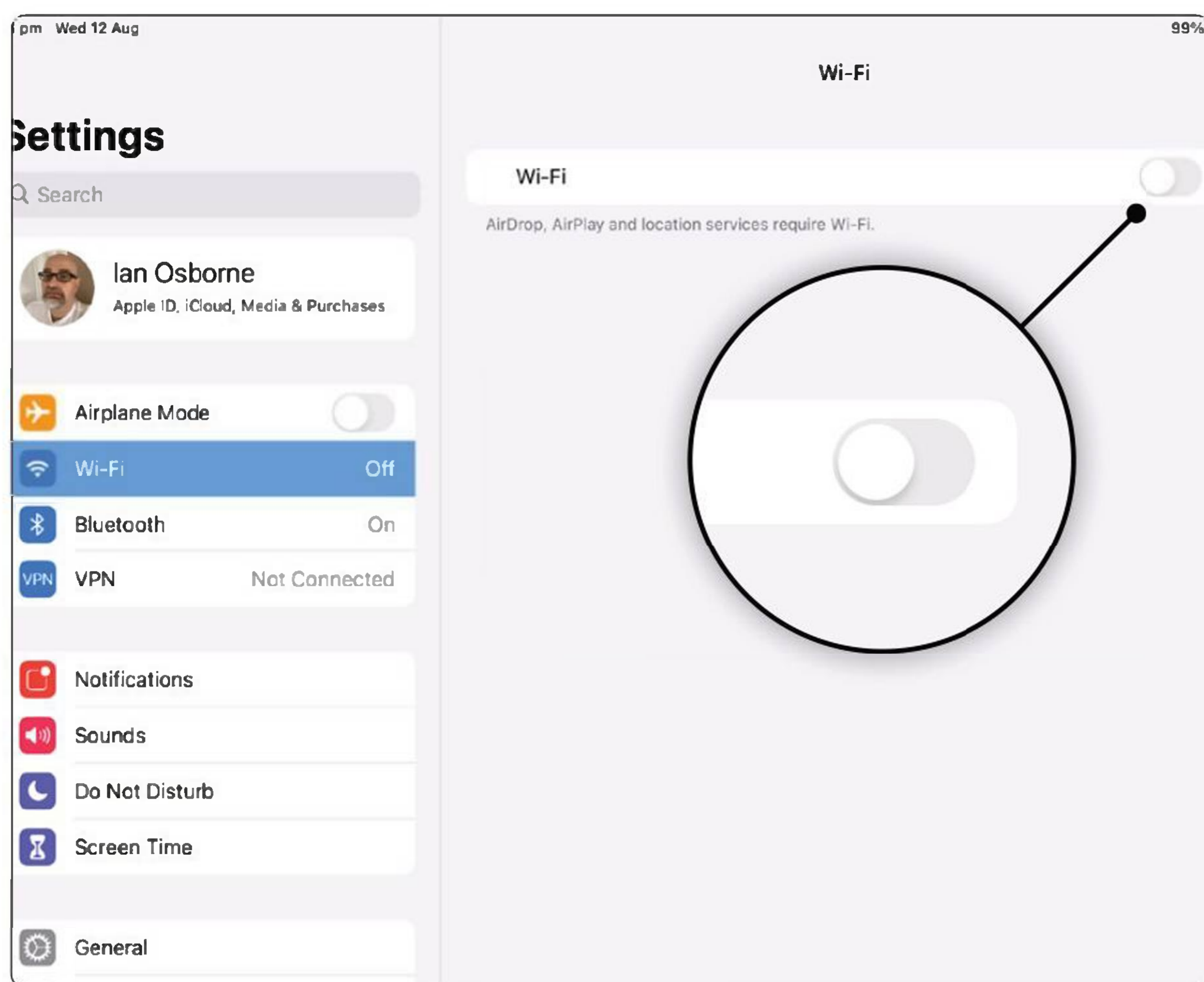
**4** You're asked to adjust your grip. Scan the outer edges of your finger to finish. The options listed under Use Touch ID For are on by default, but you can turn them off individually. Add more fingerprints by tapping Add a Fingerprint...



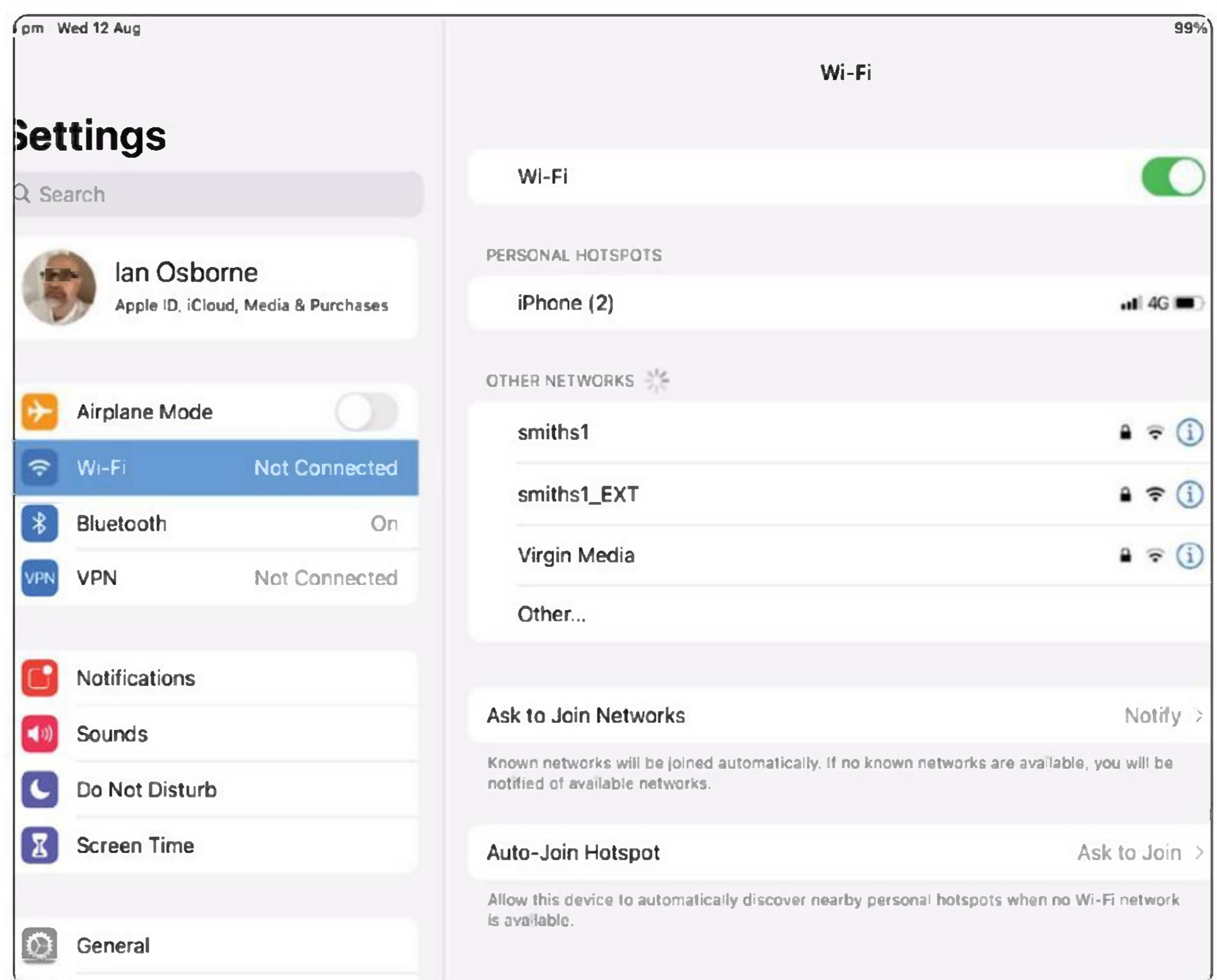
# Internet Access

## Start Surfing

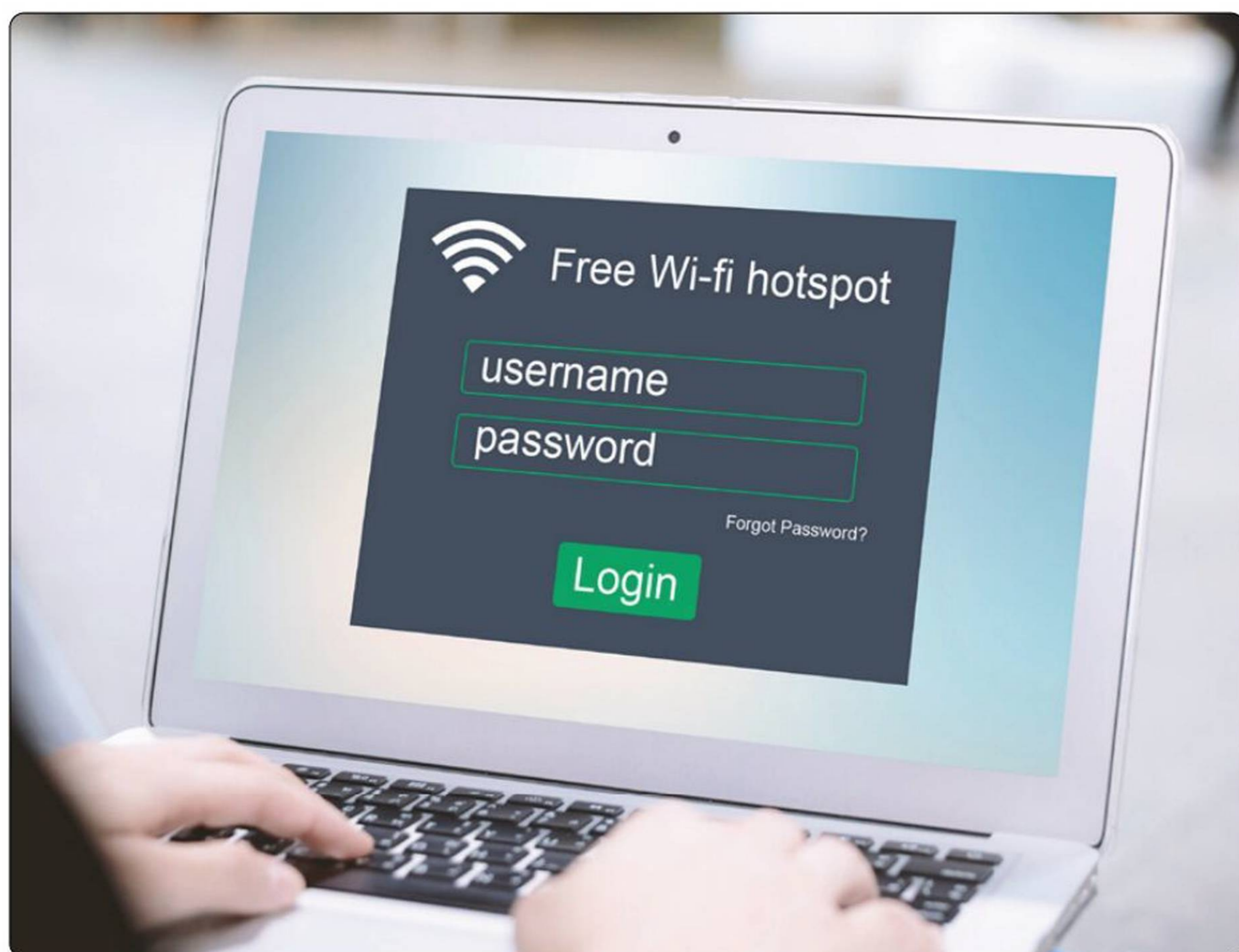
The Internet is a major part of your iPad experience and might well be one of the main reasons you chose to buy a tablet computer. Here's how to get online with your iPad, using either a Wi-Fi network or a data connection.



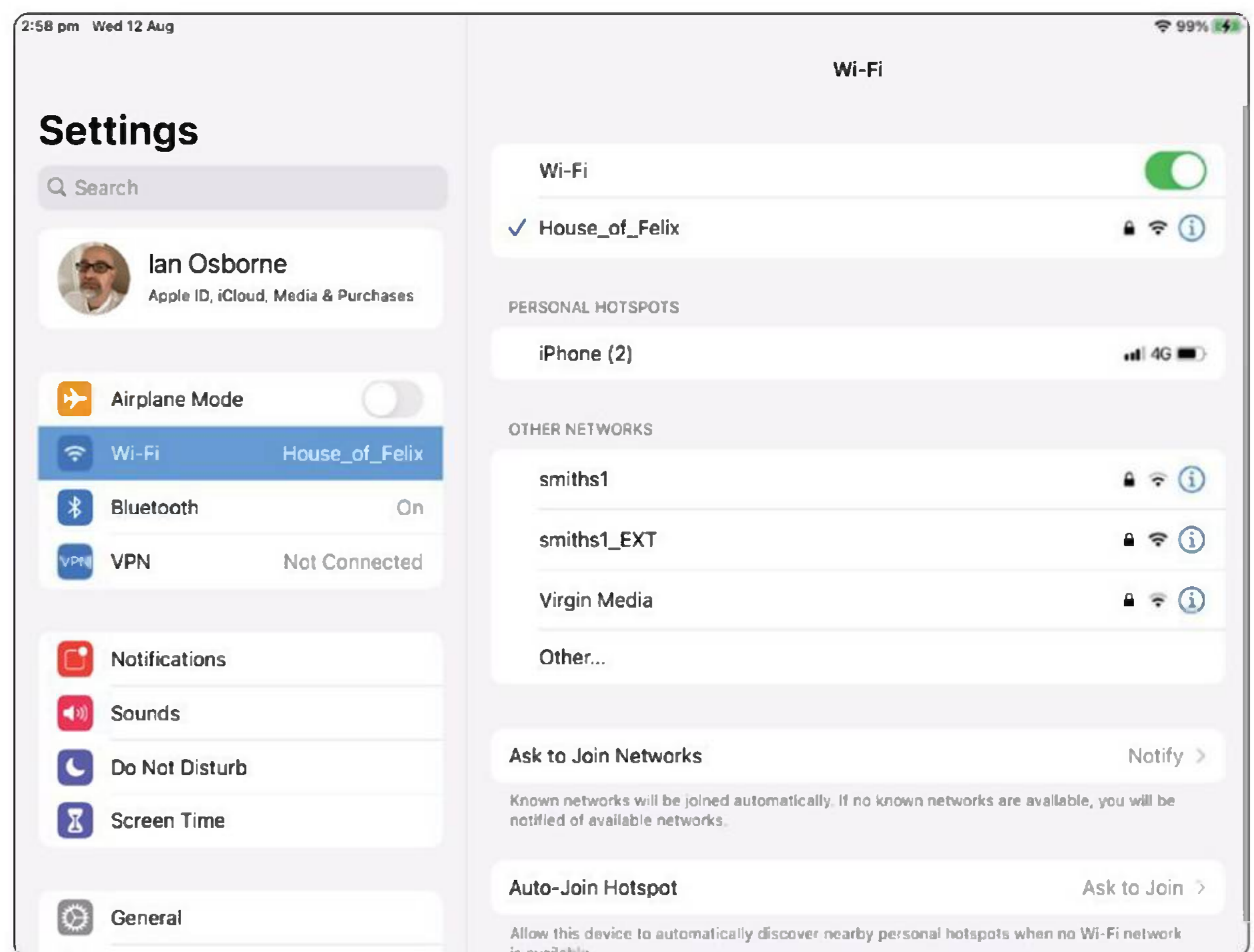
**1** To turn on Wi-Fi, go to Settings > Wi-Fi and turn Wi-Fi on (or you can use the Control Centre; see Control Centre tutorial), after which, the iPad searches for all networks in range of your device.



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

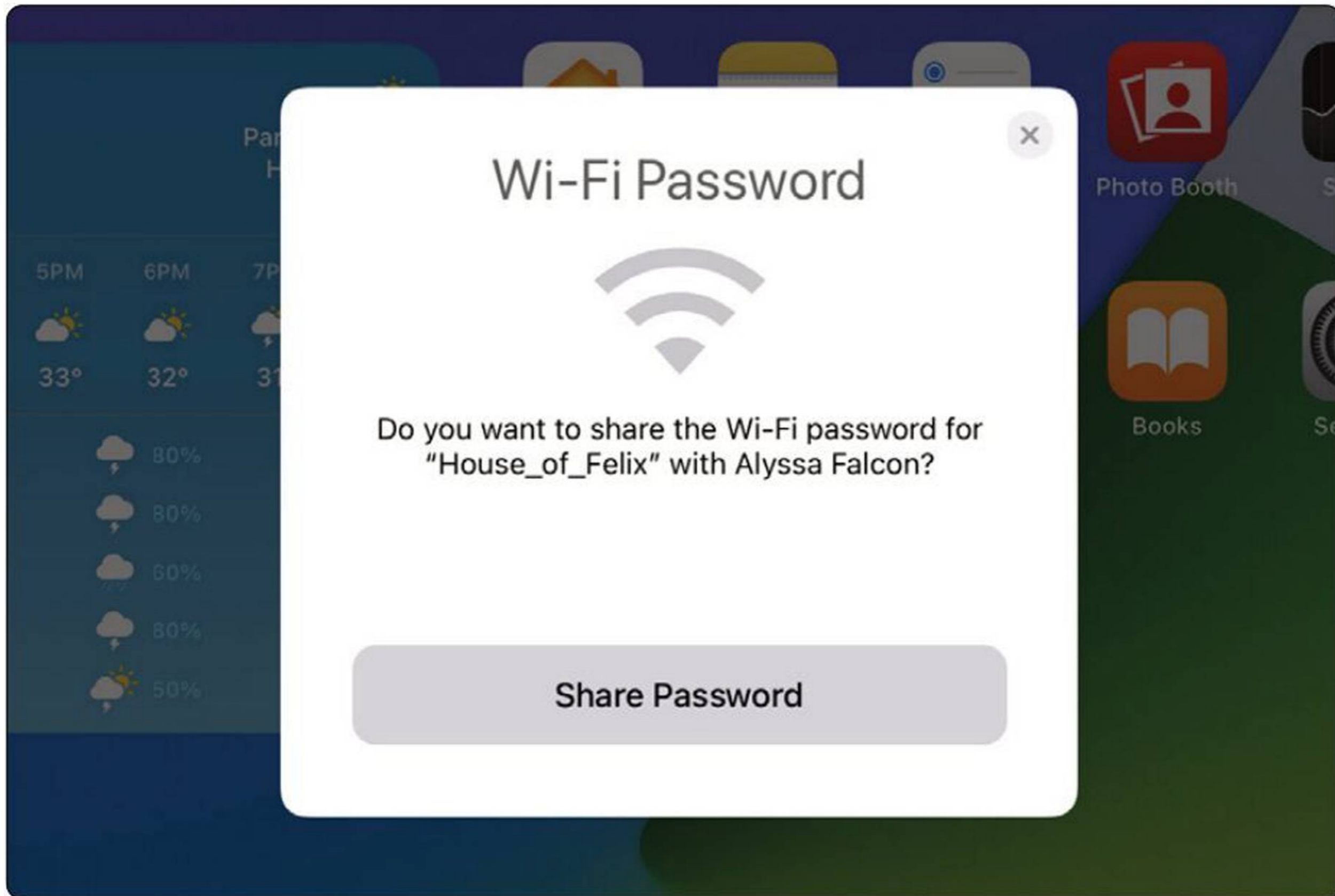


**3** If you are in a public hotspot, maybe at a cafe or a hotel, it's very unlikely to have security so you can just connect. You probably need to find out the login details from whoever is providing the Wi-Fi service.

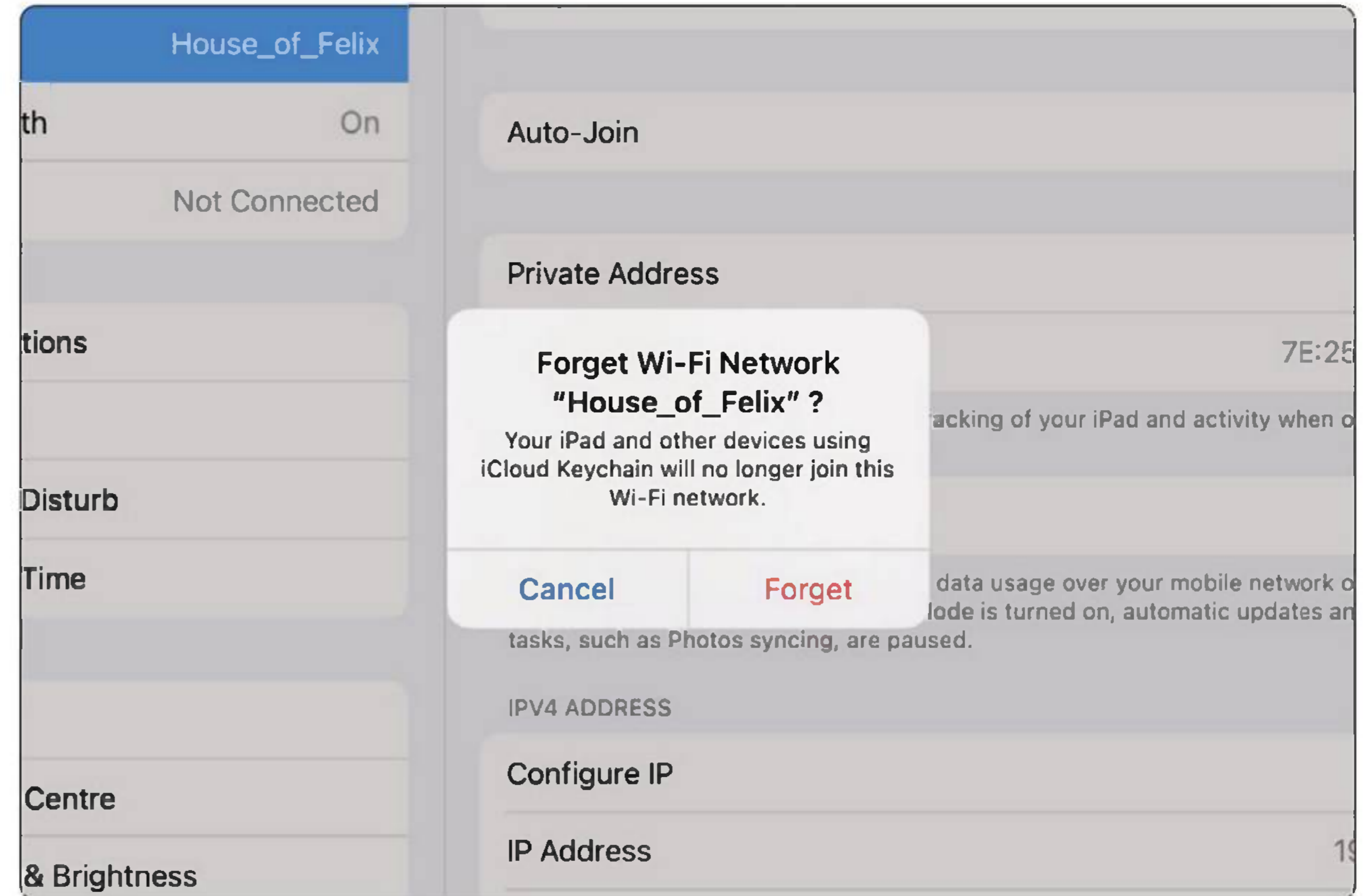


**4** From now on, whenever you are in range of this Wi-Fi service, the iPad automatically connects to it without you having to input a password again. If more than one is in range the iPad rejoins the last network it joined.



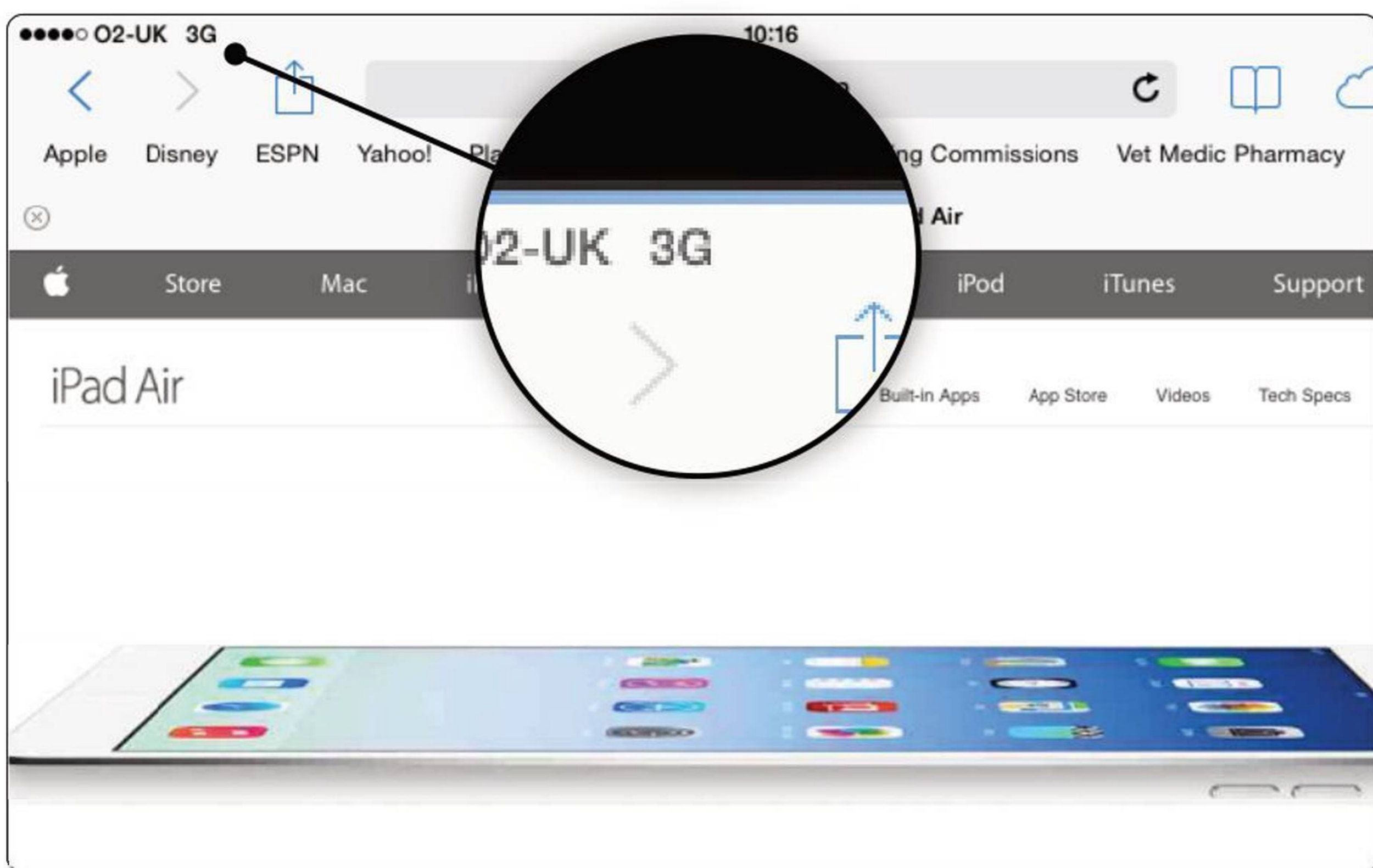


**5** You can share Wi-Fi passwords between devices running iOS 11 or later. Just go to the password screen on the device you want to take onto the network and a prompt appears on a nearby iOS device that's already connected. The other device must be unlocked.

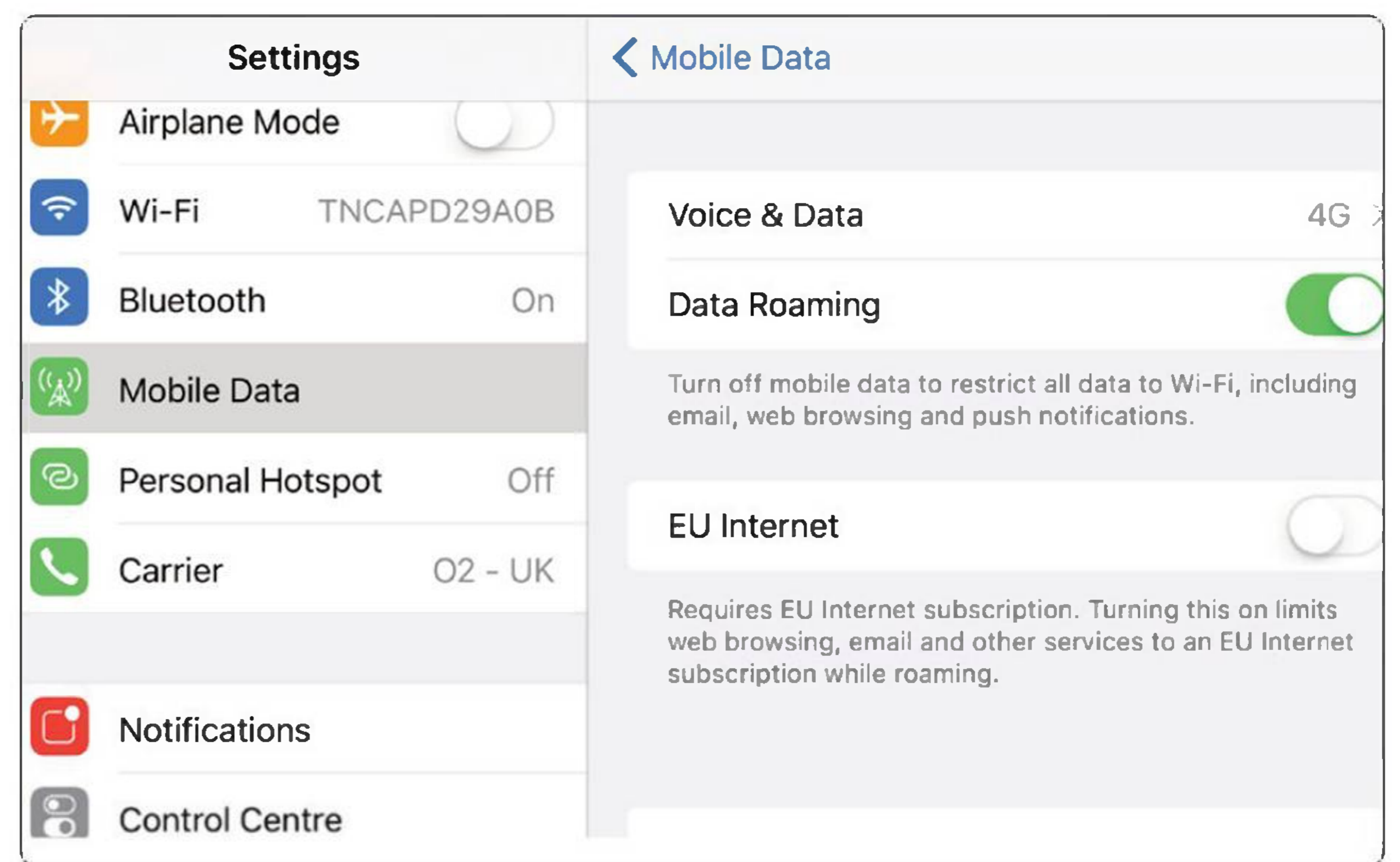


**6** If your iPad keeps connecting to a network you no longer want, go to Settings > Wi-Fi and tap the 'i' next to the network in question. Now tap 'Forget this Network'. If you want to use it again, you have to re-enter its password to rejoin the network.

## Joining a 4G or 3G Network



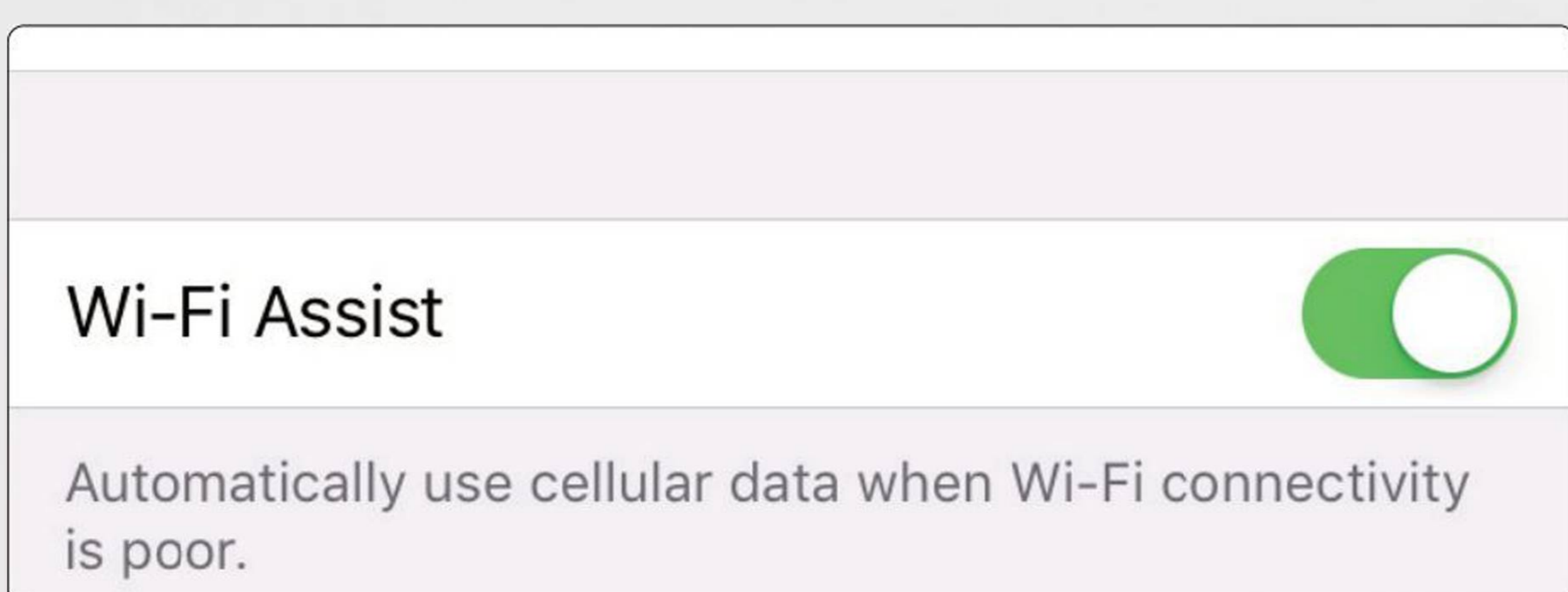
**1** When the iPad connects to the Internet using the mobile data network, you see the 3G, EDGE or GPRS icon in the status bar. If you travel outside your usual mobile network coverage, you can use 3G by turning Data Roaming on: Settings > Mobile Data > Mobile Data Options.



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

## Wi-Fi Assist.

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



## Checking Wi-Fi Strength.

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



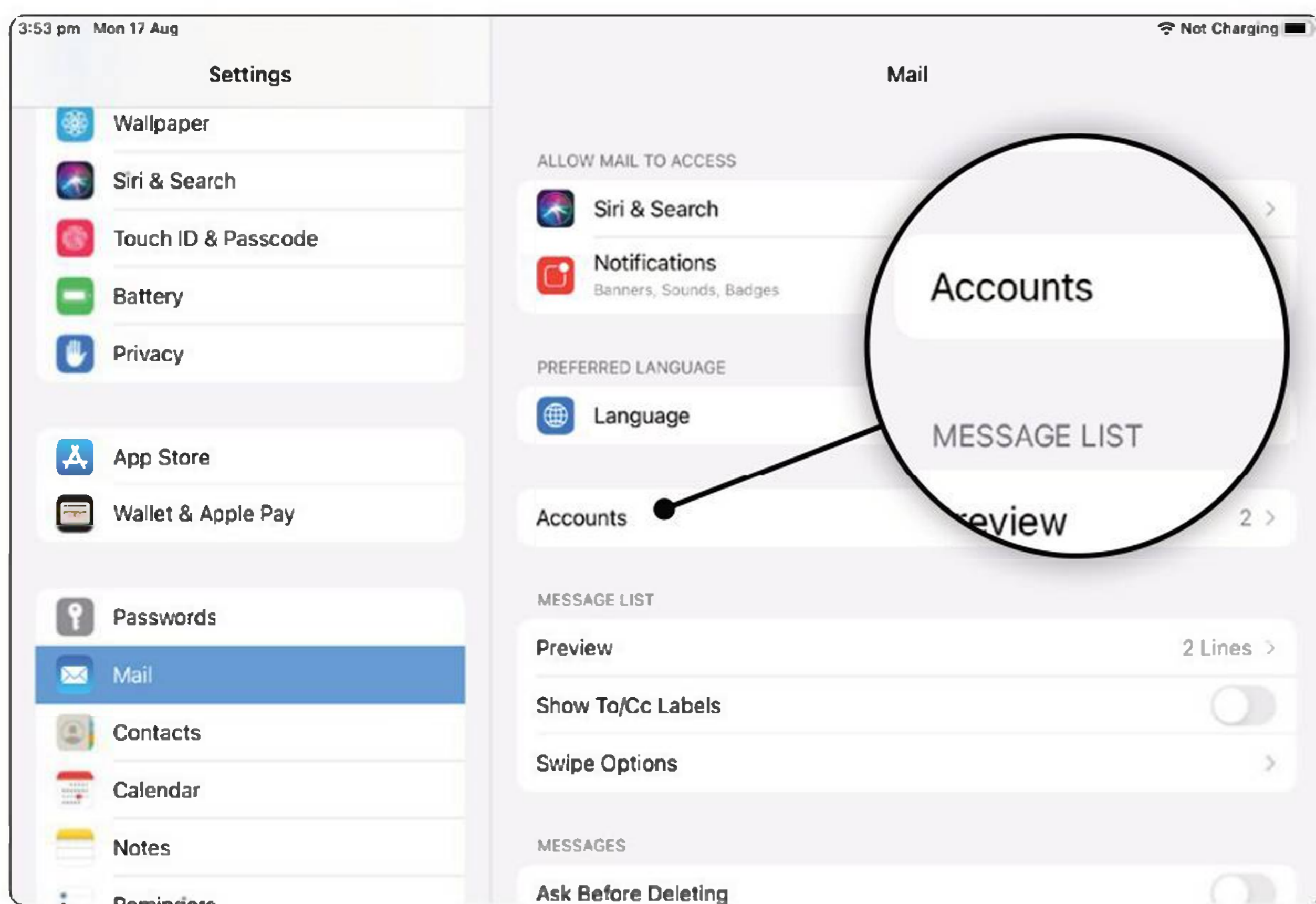


# Setting Up Email

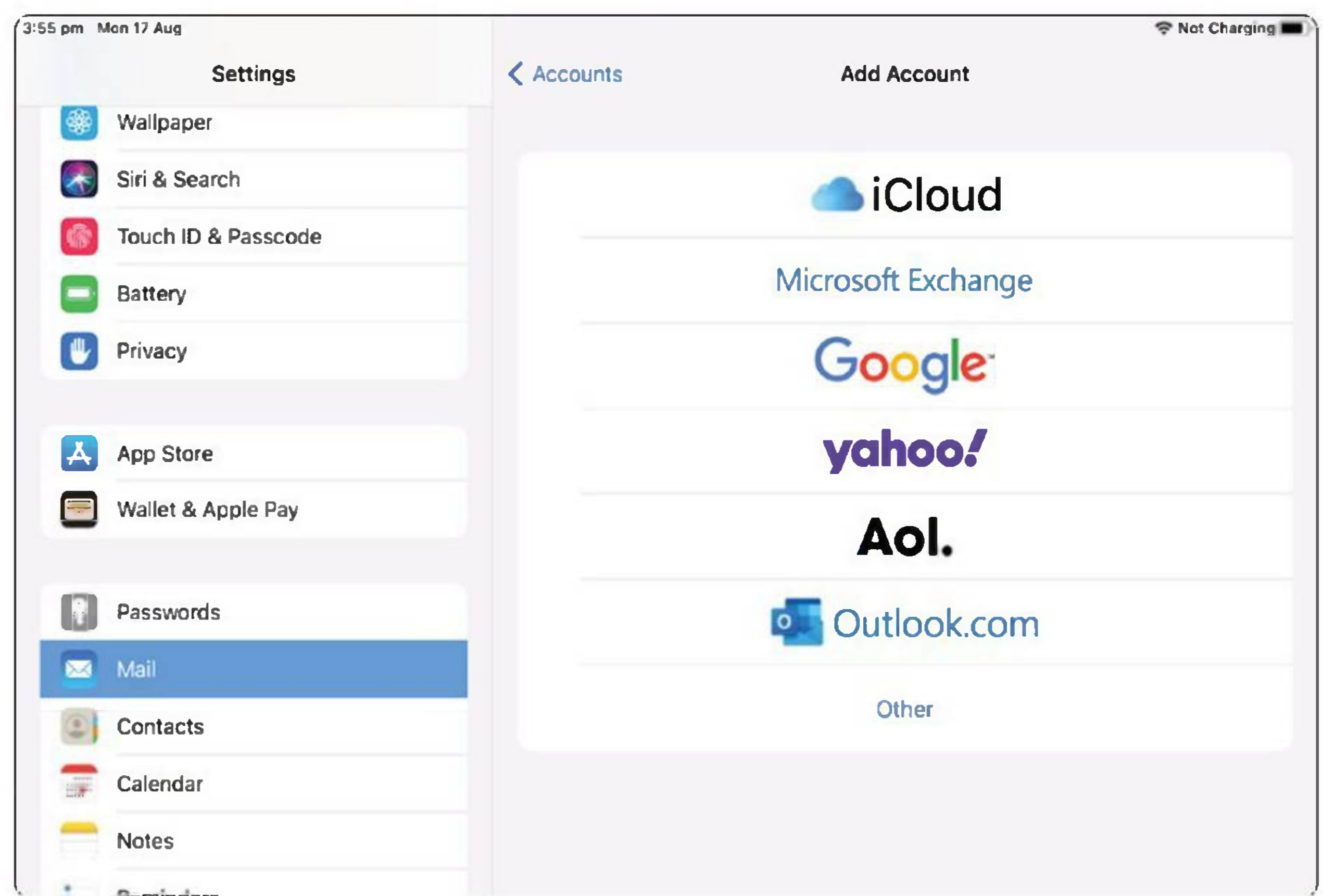
## Configure it

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

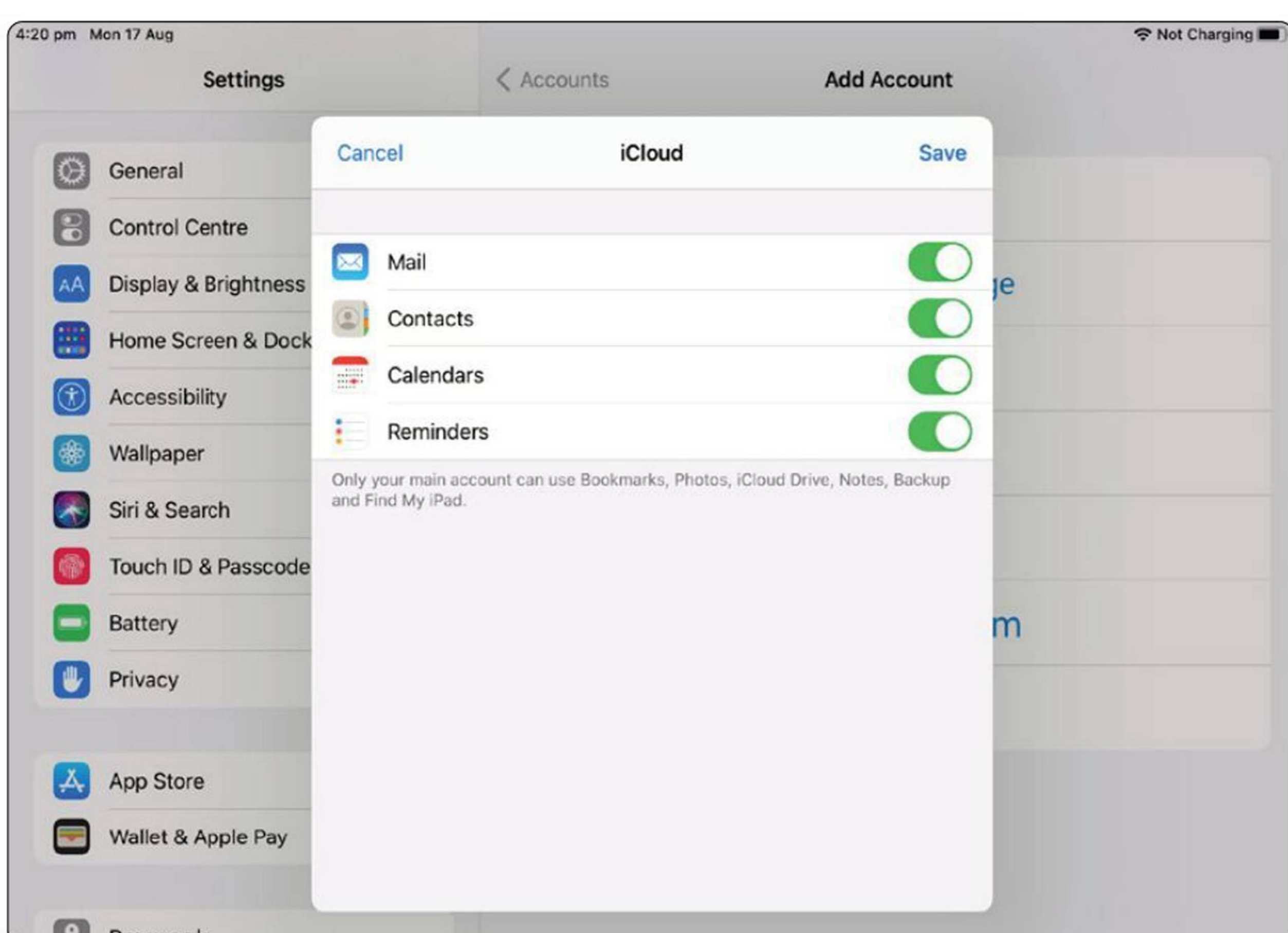
### Set Up iCloud Mail



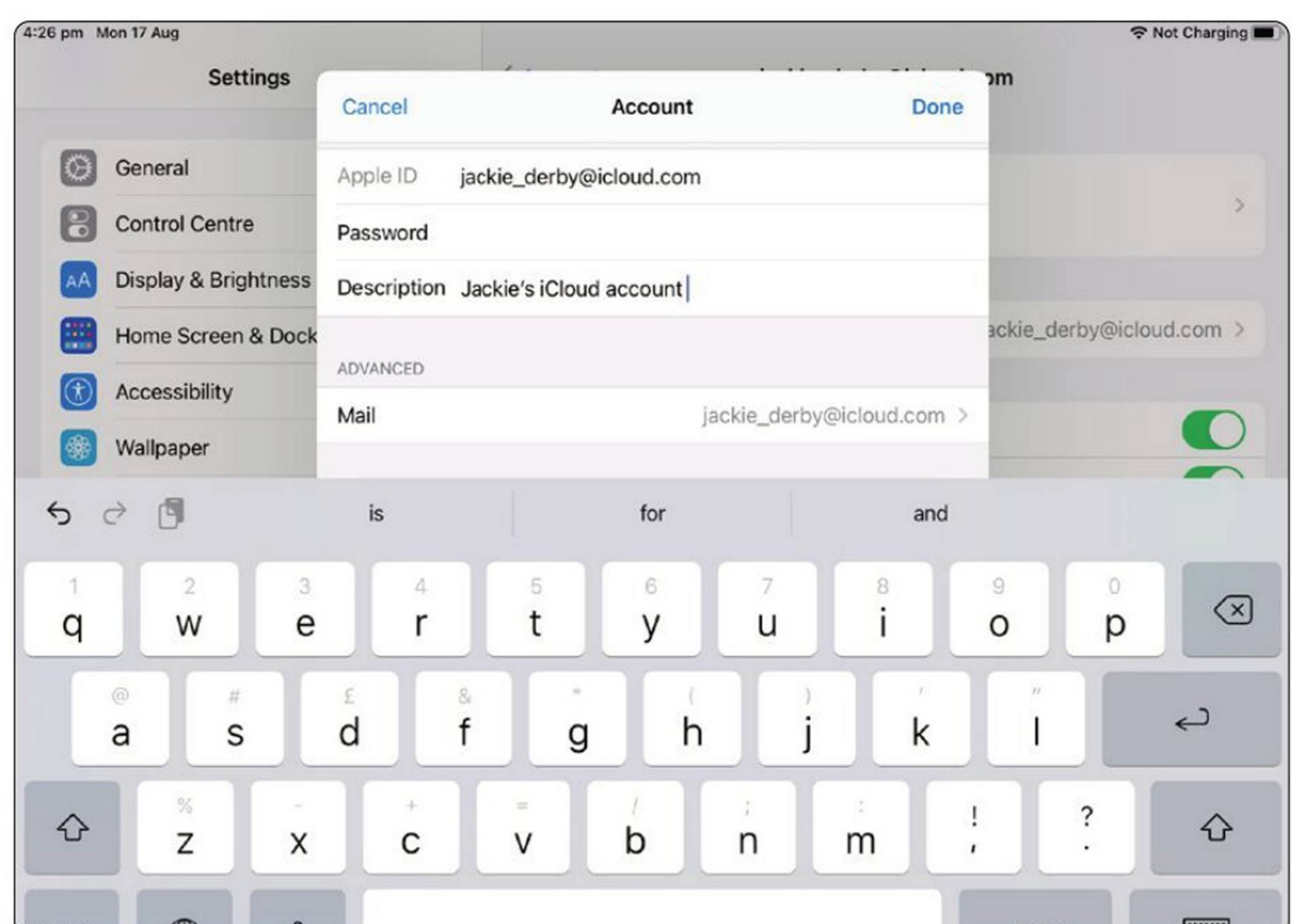
**1** Tap the Settings icon located on the Home screen of your iPad and scroll down on the left side panel and select the Mail option. From here, tap the Accounts option and then tap the Add Account link to start adding a new account on your iPad.



**2** Your Apple ID's iCloud email is likely already signed in; when you first set up. If you want to add another iCloud email account, tap the iCloud link and enter the Apple ID and password. Tap Next to automatically verify your details.



**3** You're taken to an options screen and asked what apps you want to sync over iCloud. Some apps and features, such as bookmarks, Photos, iCloud Drive, Notes, Backup and Find My iPad aren't available with secondary accounts.

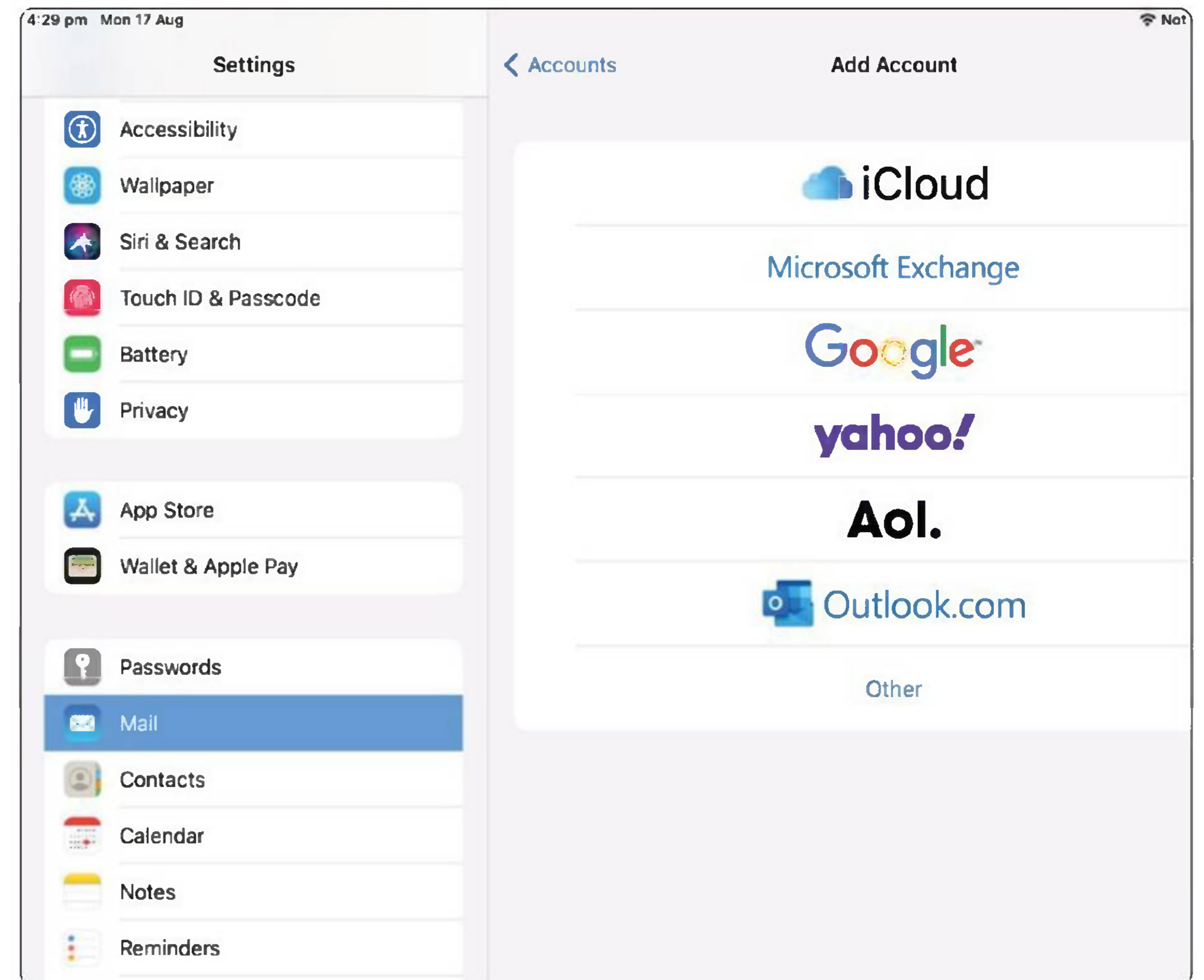
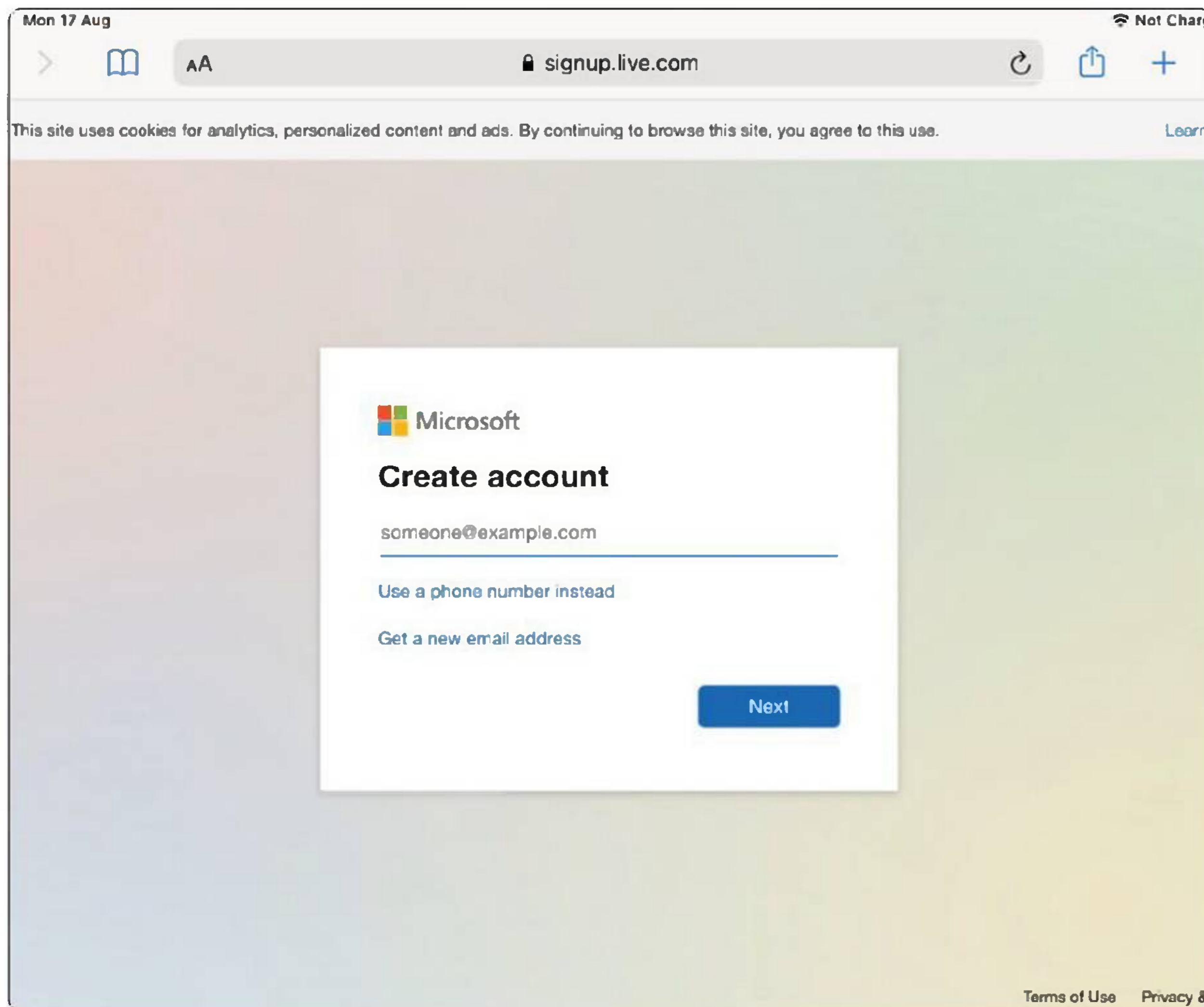


**4** Tap Save and the account is added to your iPad. The new account now has a mailbox set up in the Mail app. If you go to Settings > Mail > Accounts, tap the new account and then tap Account. You can change its name (under Description) here.



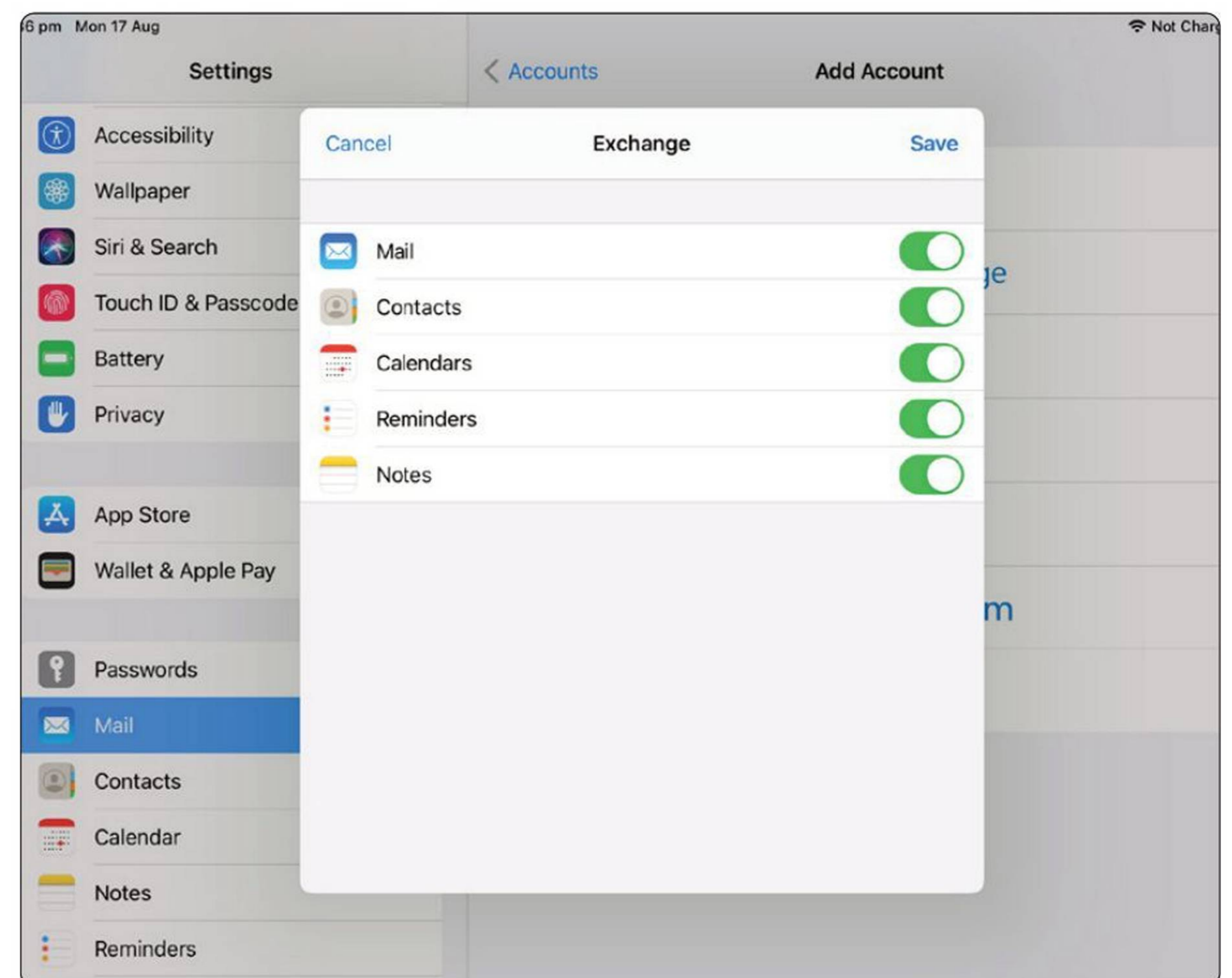
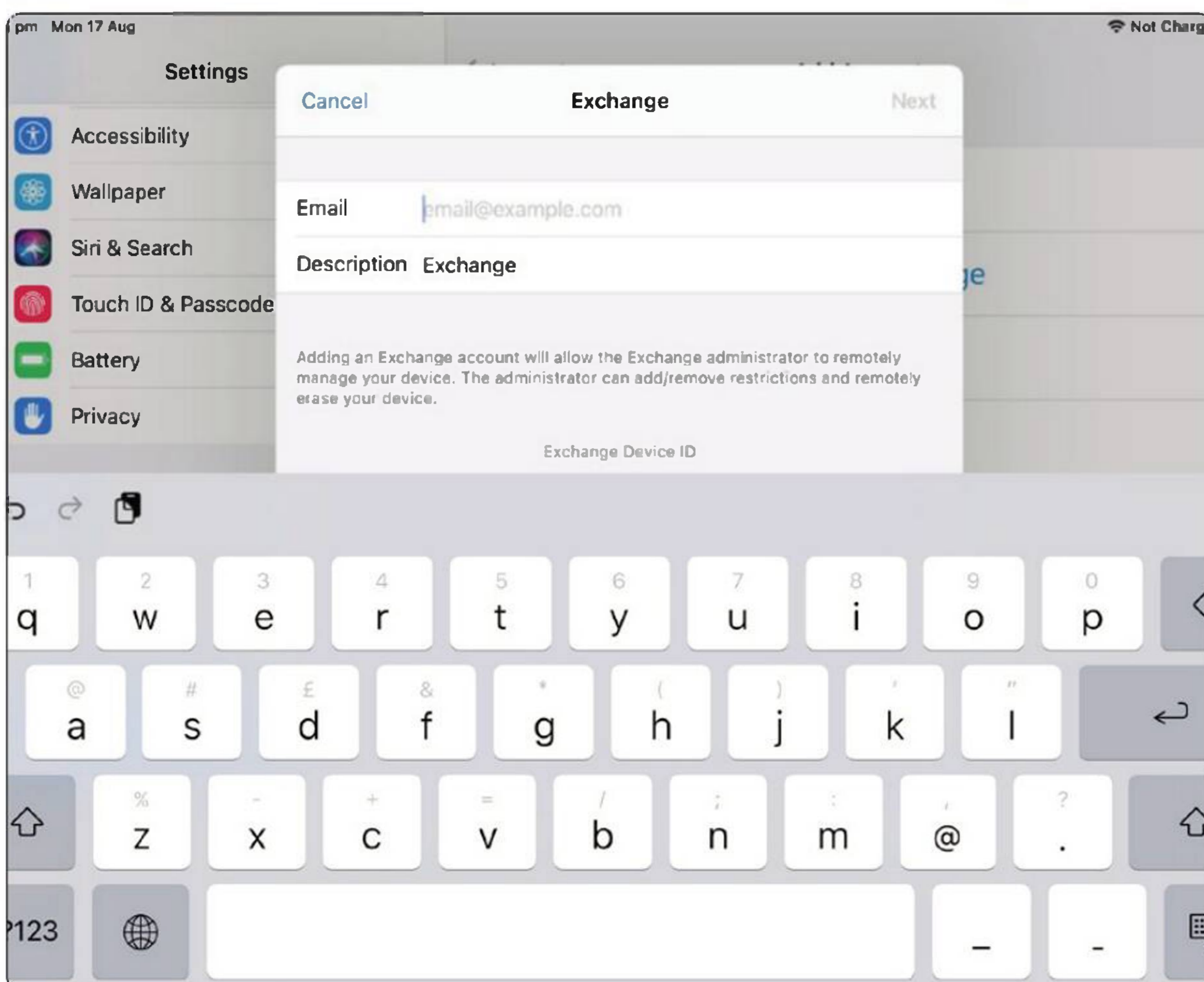
## Set Up Web-based Email Accounts

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



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

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



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

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

## Setting Up a Microsoft Exchange or Other Email Account.

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



# The Touchscreen Clever Gestures

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



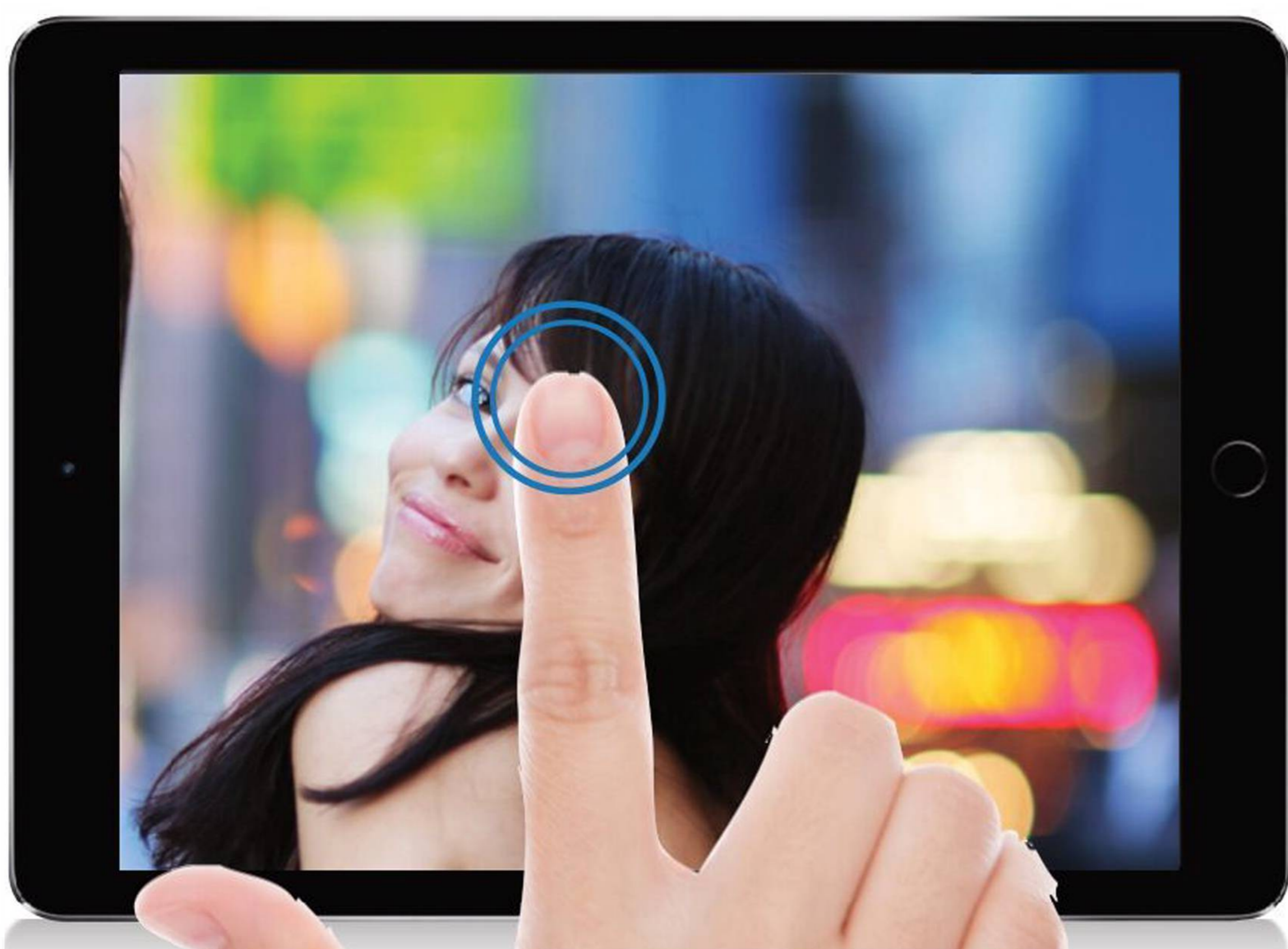
## Touch

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



## Touch and Hold

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



## Double-tap

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



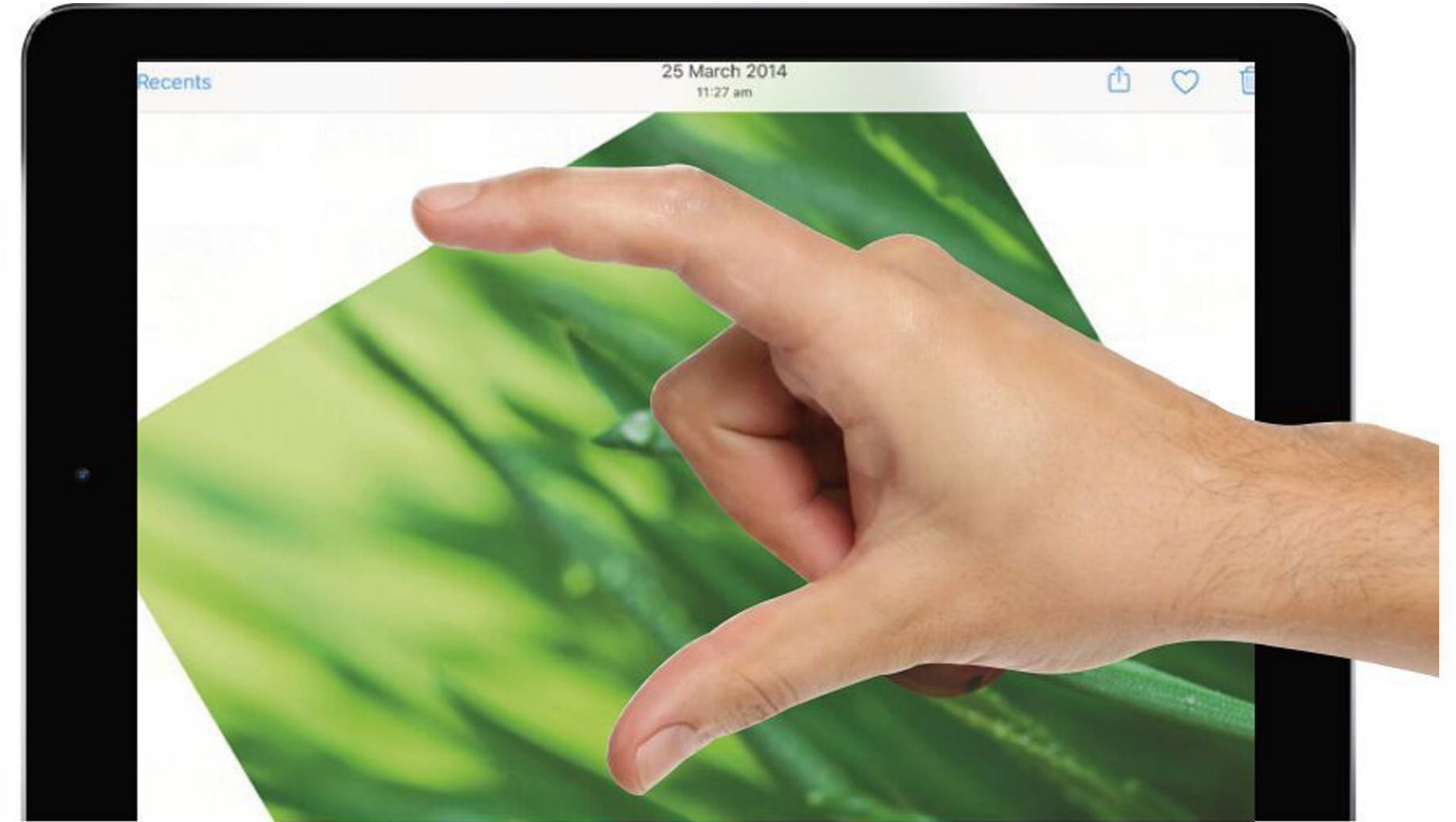
## Swipe or Scroll

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



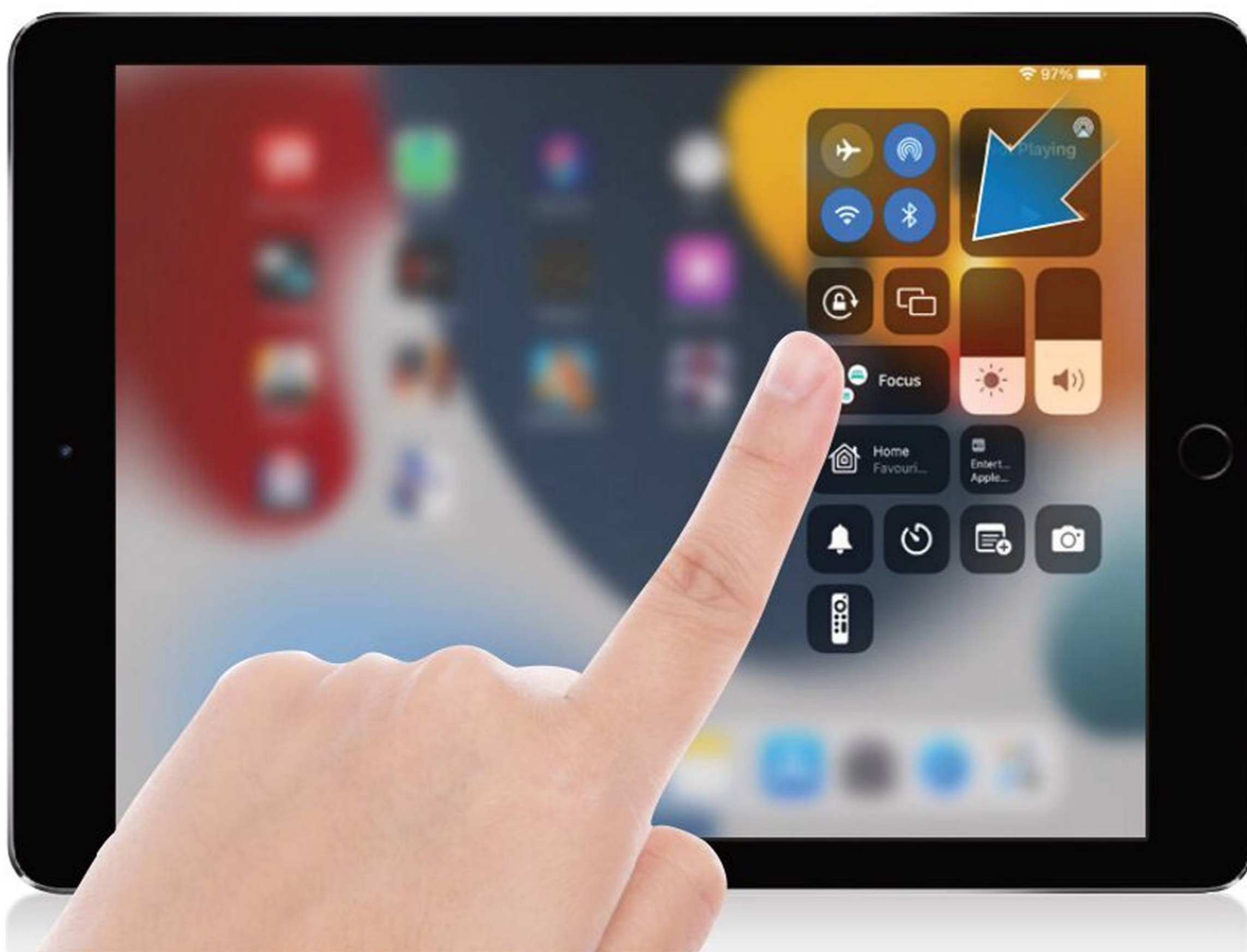
## Drag

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



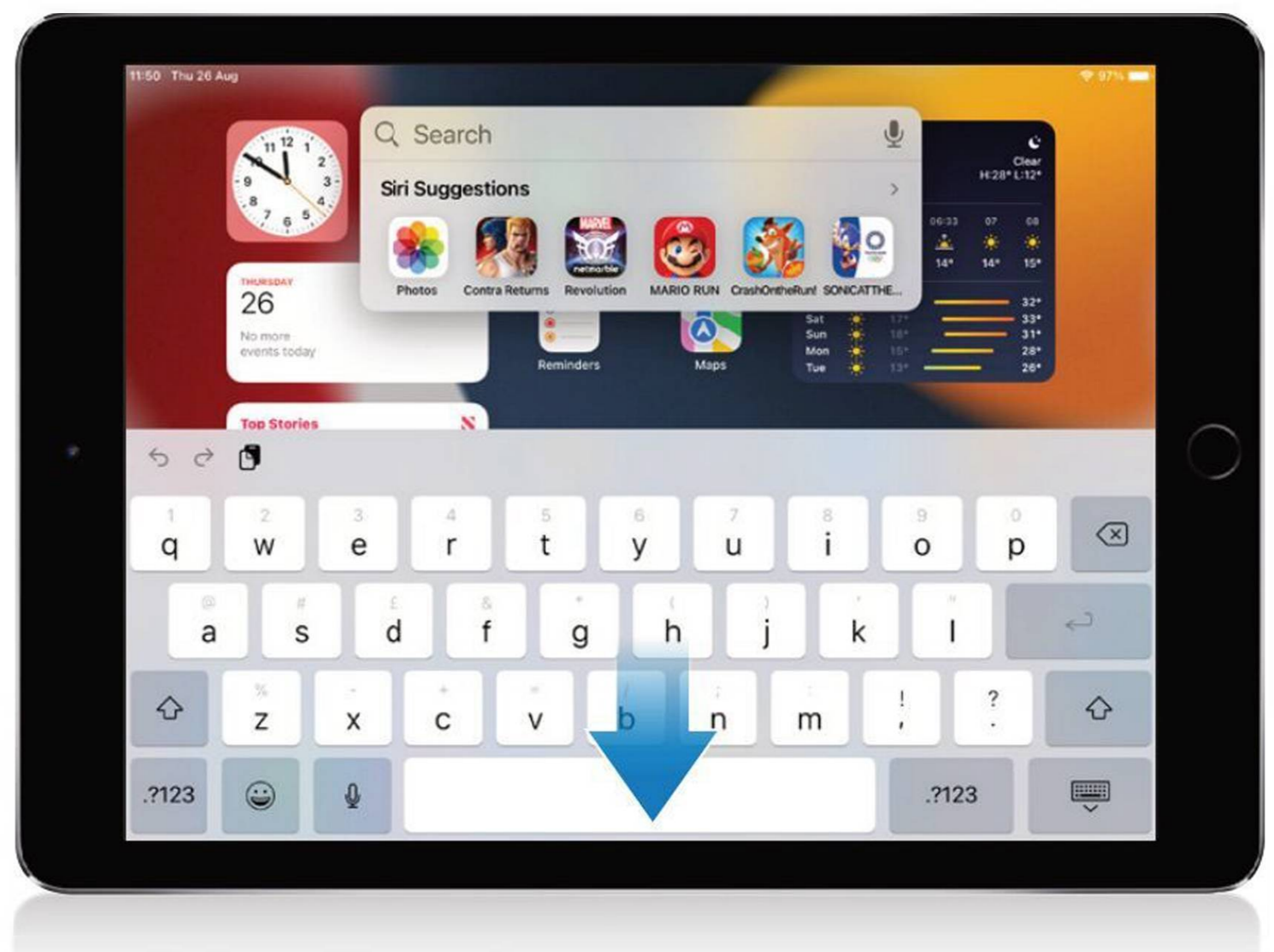
## Twist to Rotate

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



## Access Control Centre

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



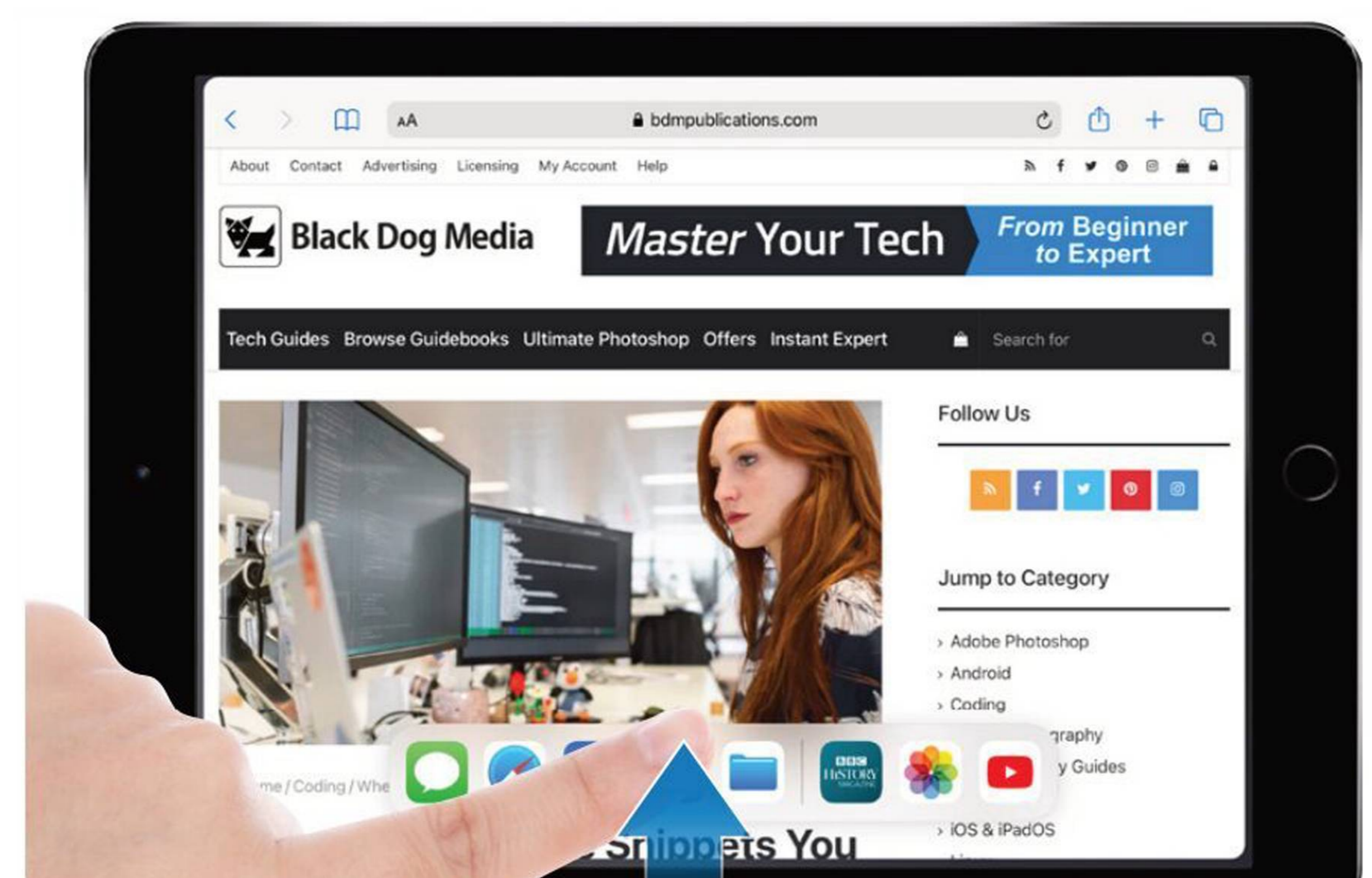
## Opening the Siri Search Screen

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



## Pinch and Spread

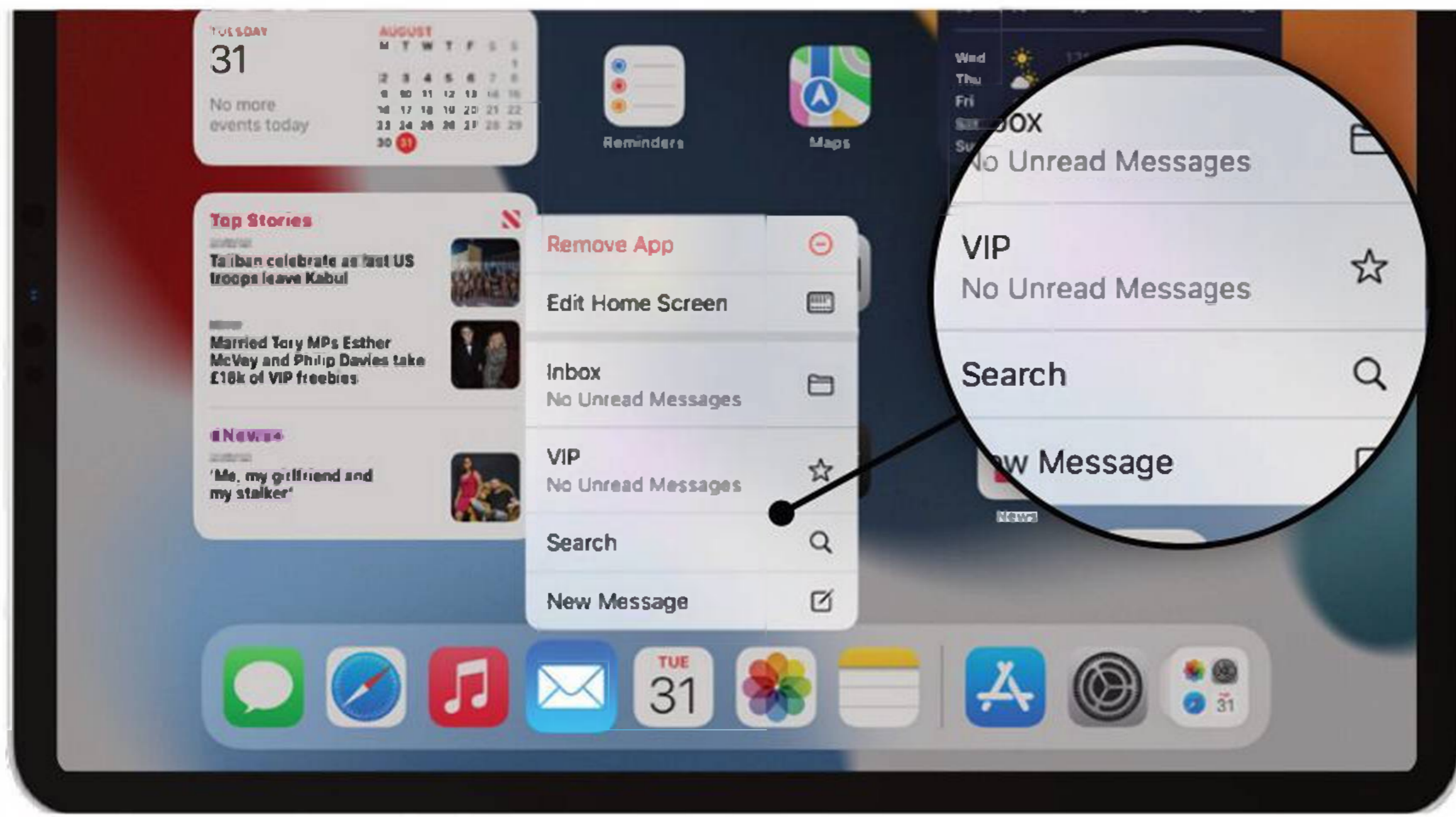
To pinch or spread, place your thumb and forefinger on the screen and bring them together or move them apart. It's great for zooming into and out of photos and Maps.



## Open Dock

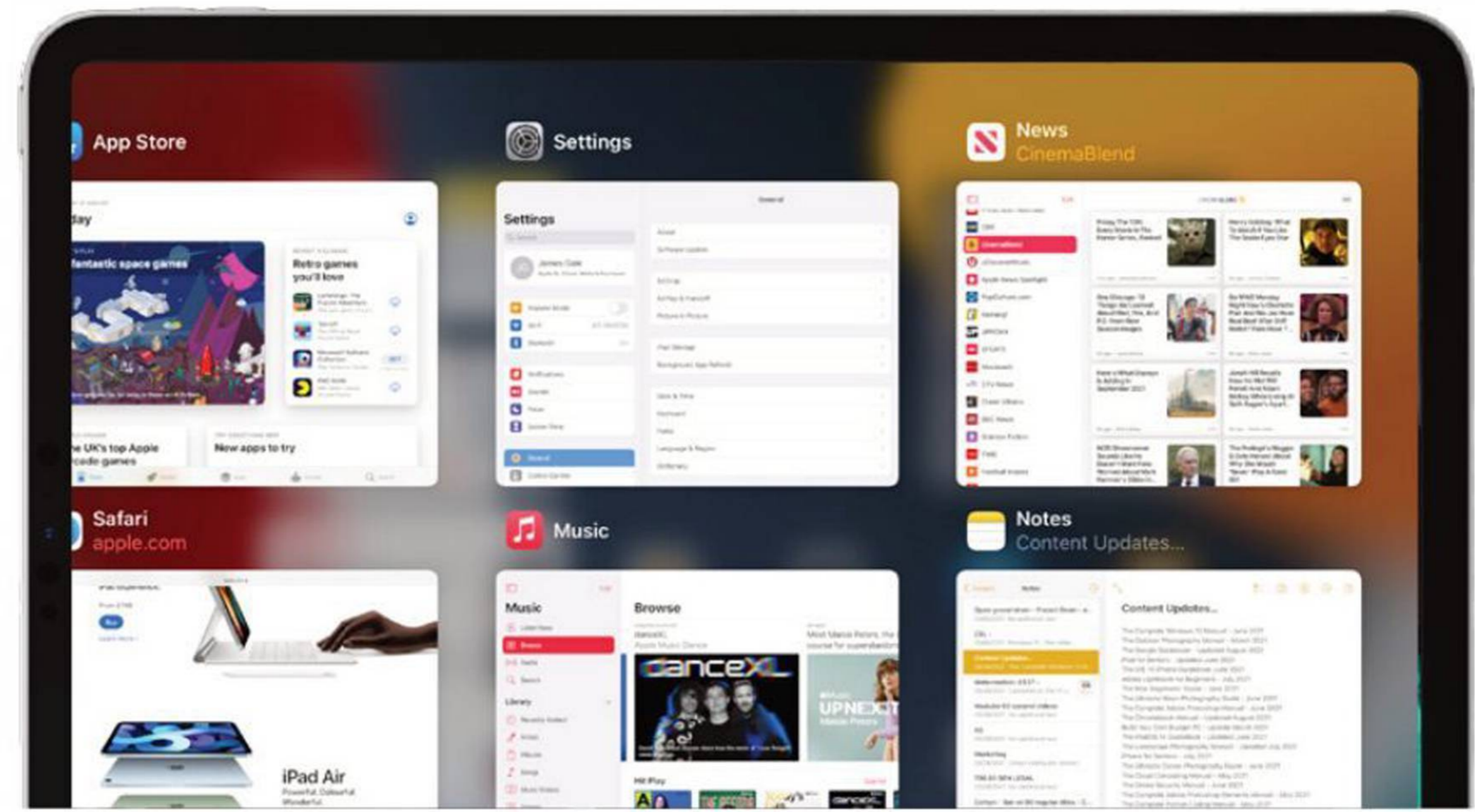
To open the Dock, when in an app, swipe up from the bottom of the screen. Make it a small swipe, or you activate another feature. Close the Dock by swiping it down.

## First Steps with iPadOS 15



### Moving Apps

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



### The App Switcher

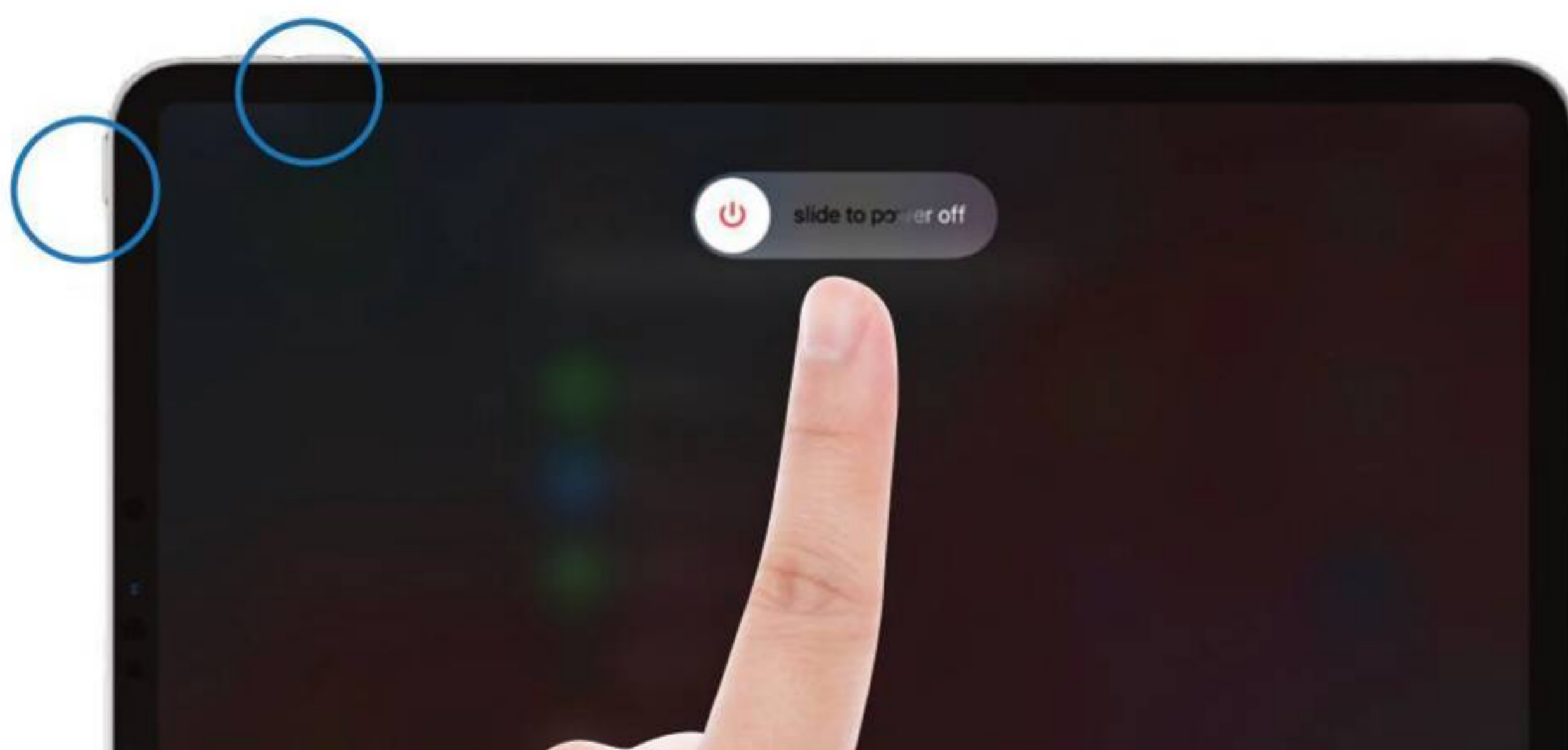
To access the App Switcher screen, either place all five fingers on the screen and pinch them together, or swipe up from the bottom of the screen and release when the apps appear. If you have a Home button, you can also press it twice. Tap an app to switch to it, and swipe an app off the top of the screen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

## Gestures for iPads with No Home Button



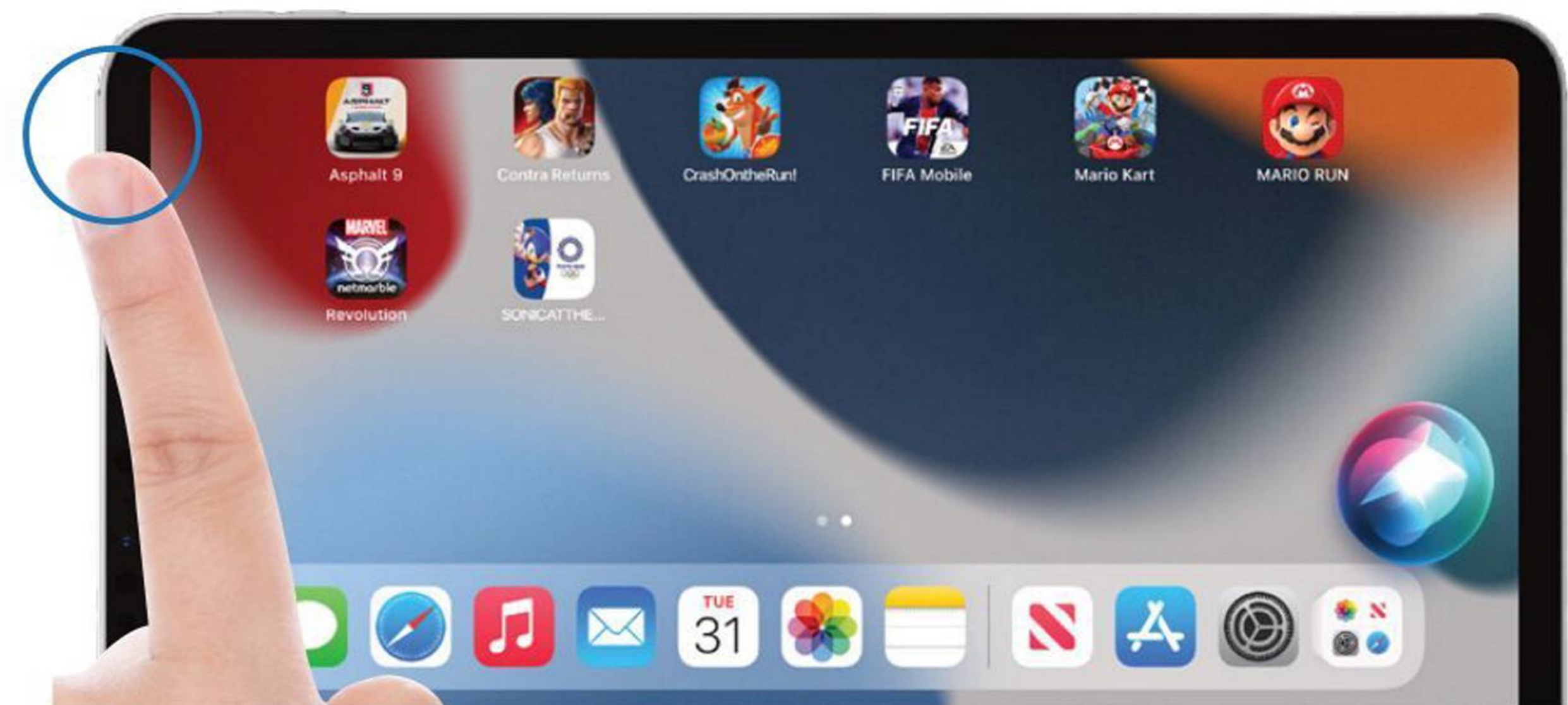
### Swipe Up for Home Screen

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



### Restart Your iPad Pro

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



### Accessing Siri

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

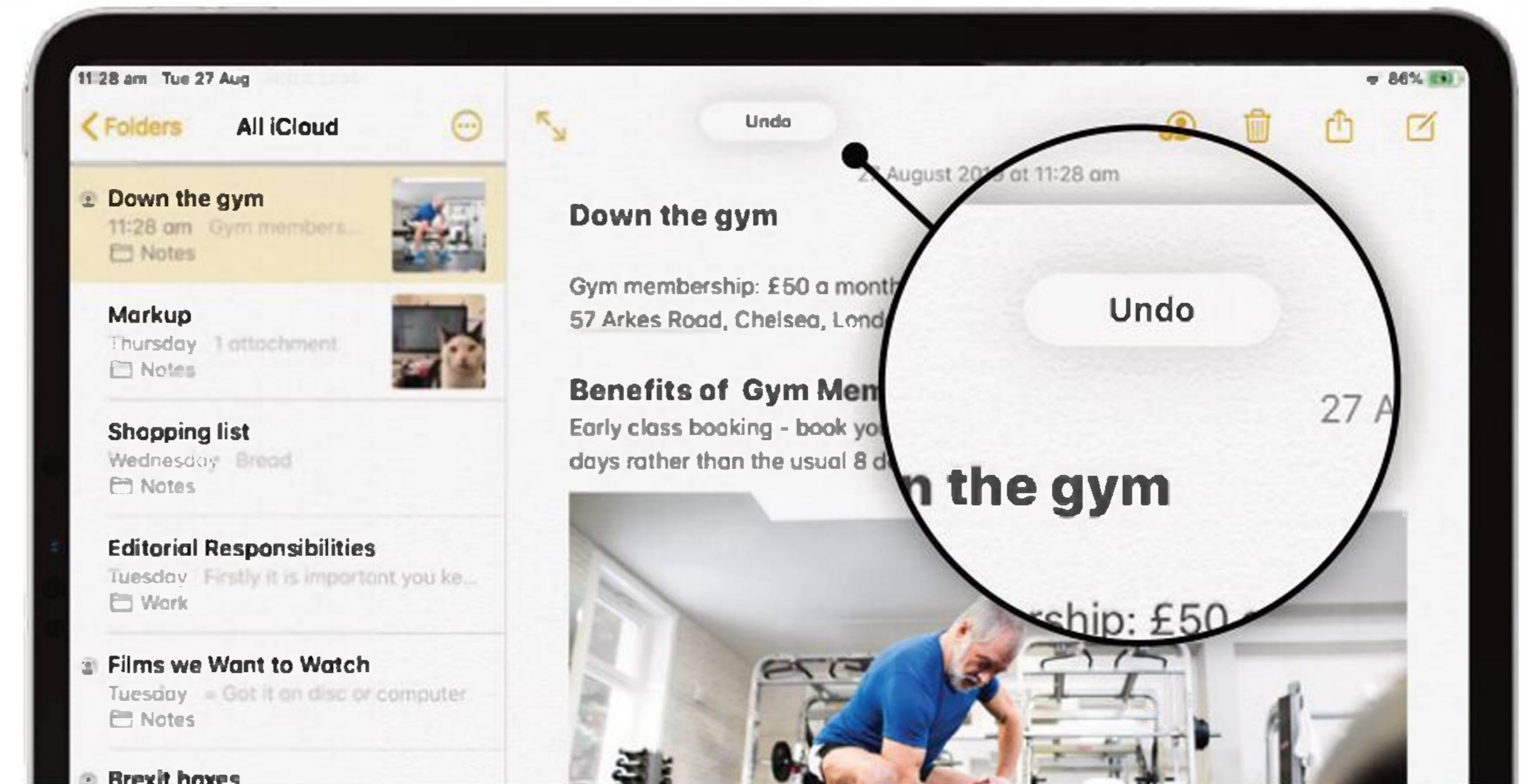
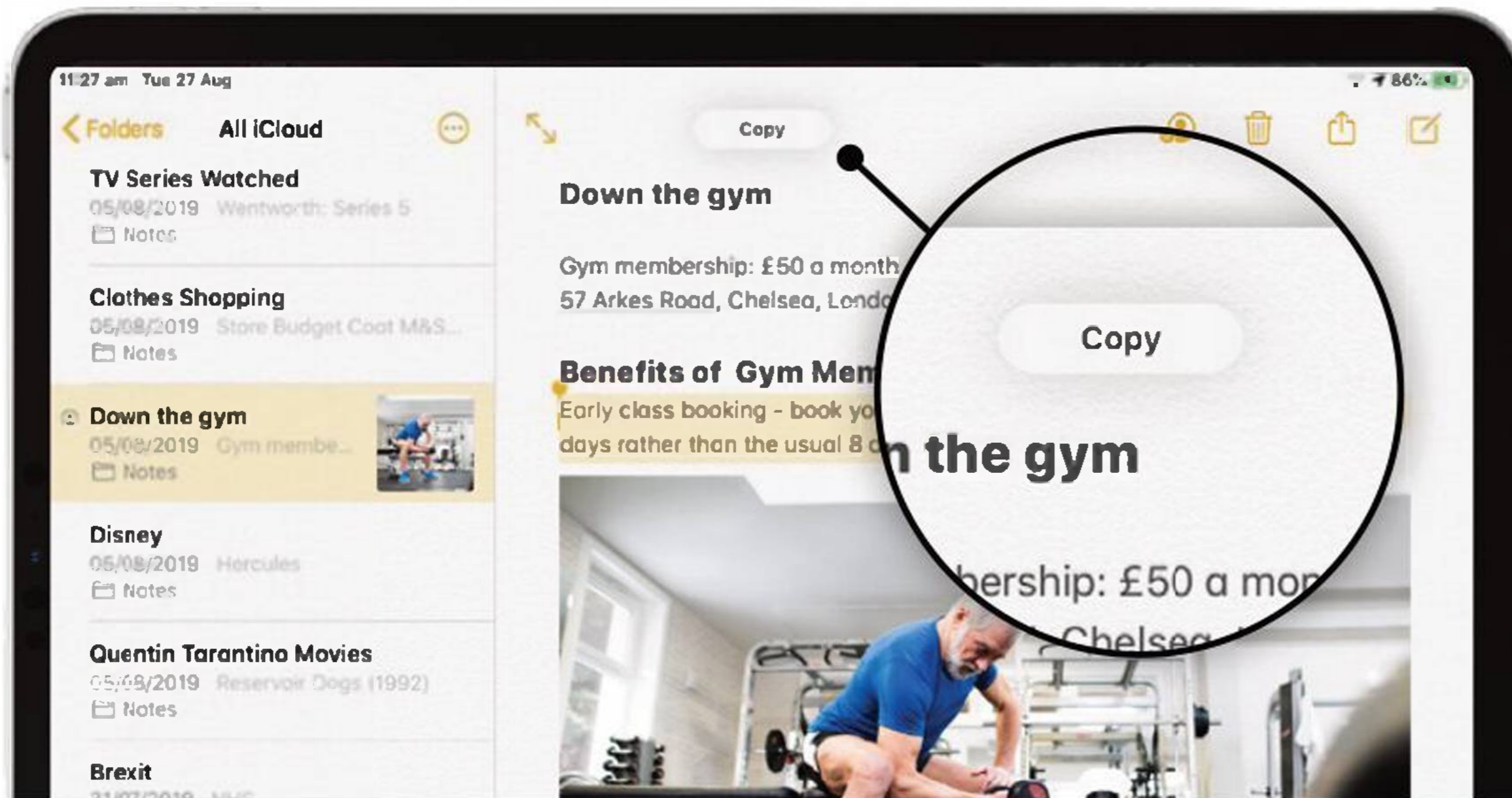


### Swipe for the App Switcher

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



# Gestures for Editing

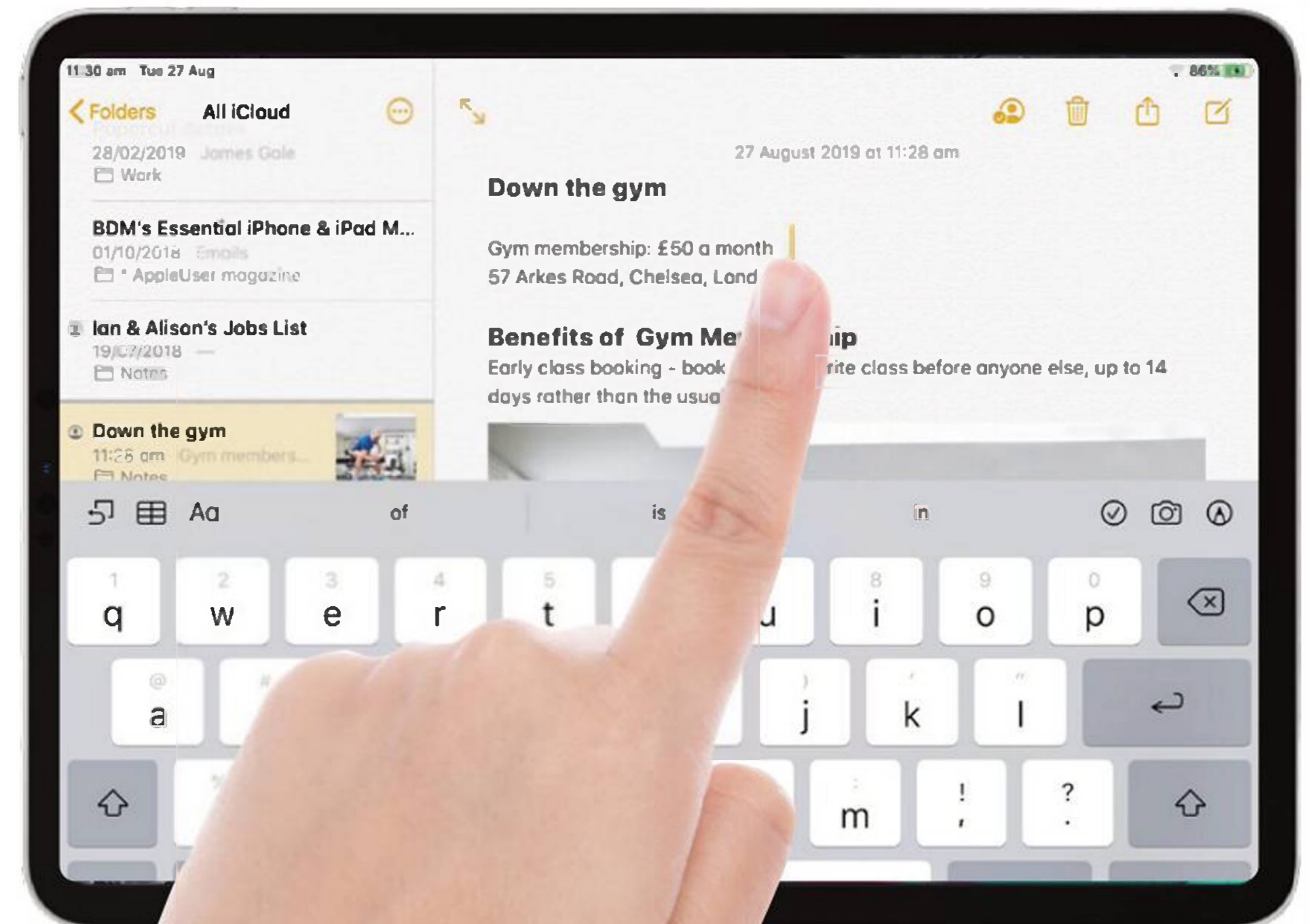
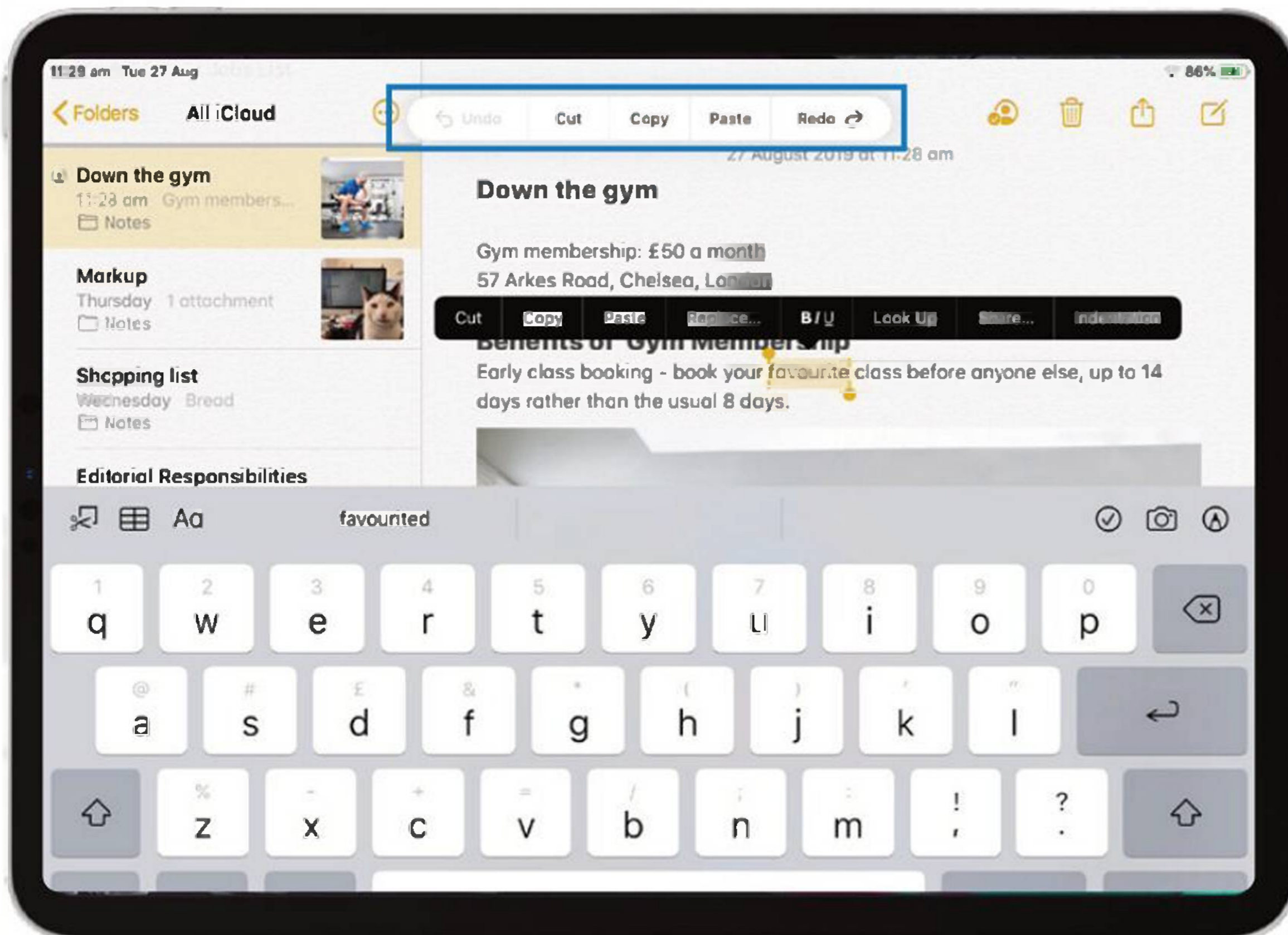


## Cut, Copy and Paste

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

## Undo and Redo

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

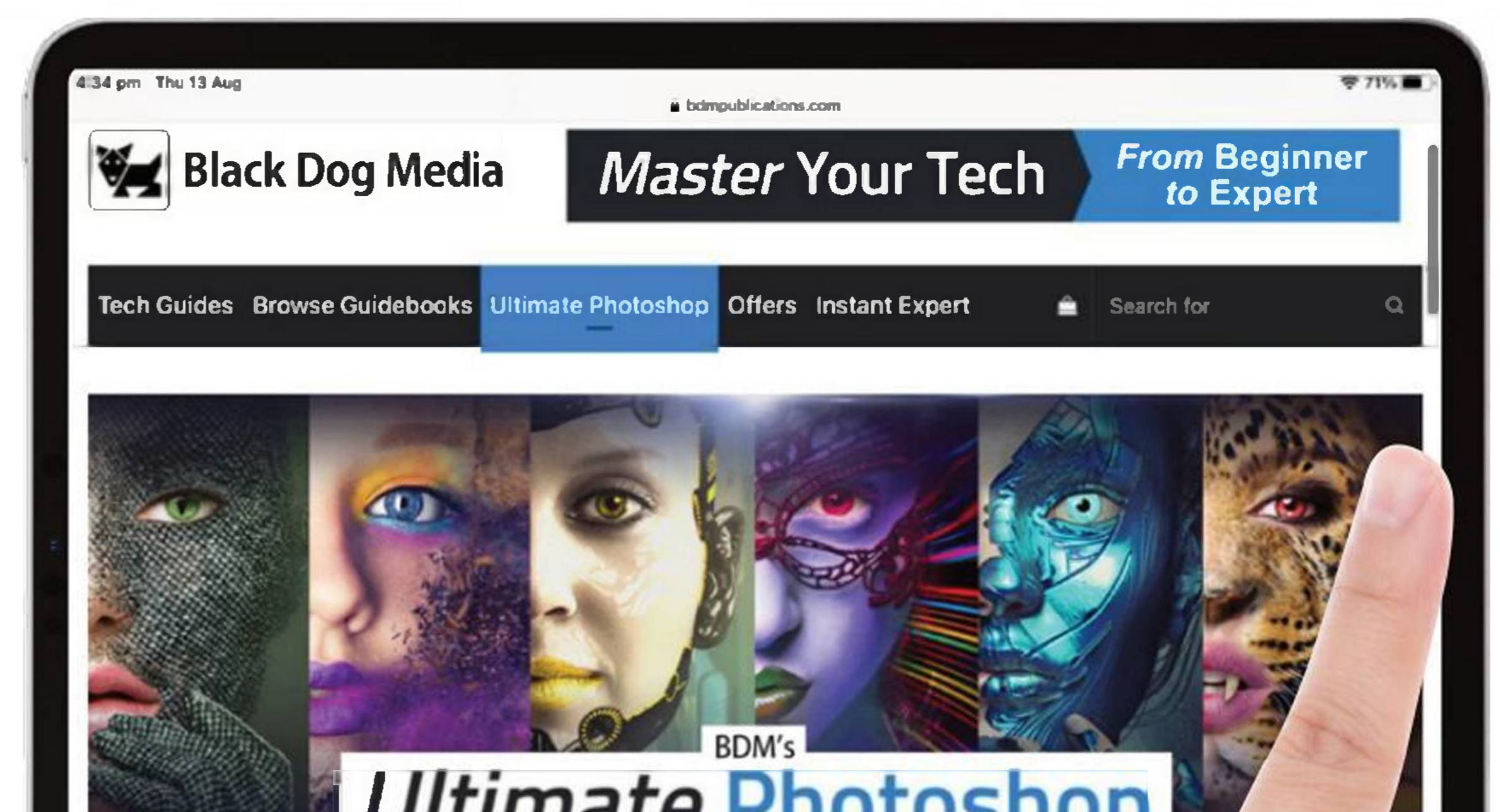
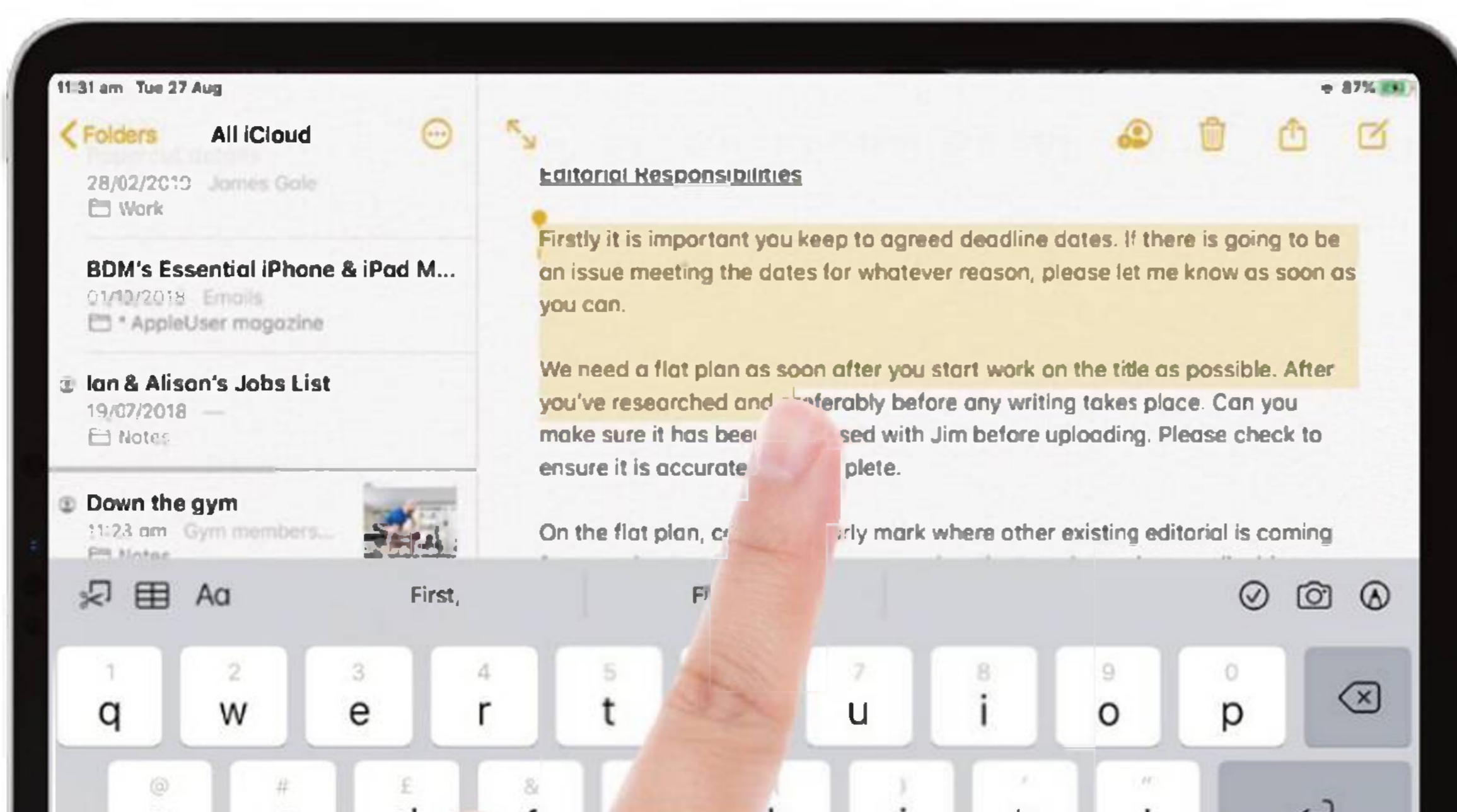


## Summon Formatting Bar

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

## Move the Cursor

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



## Select a Block of Text

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

## Drag Scrollbar

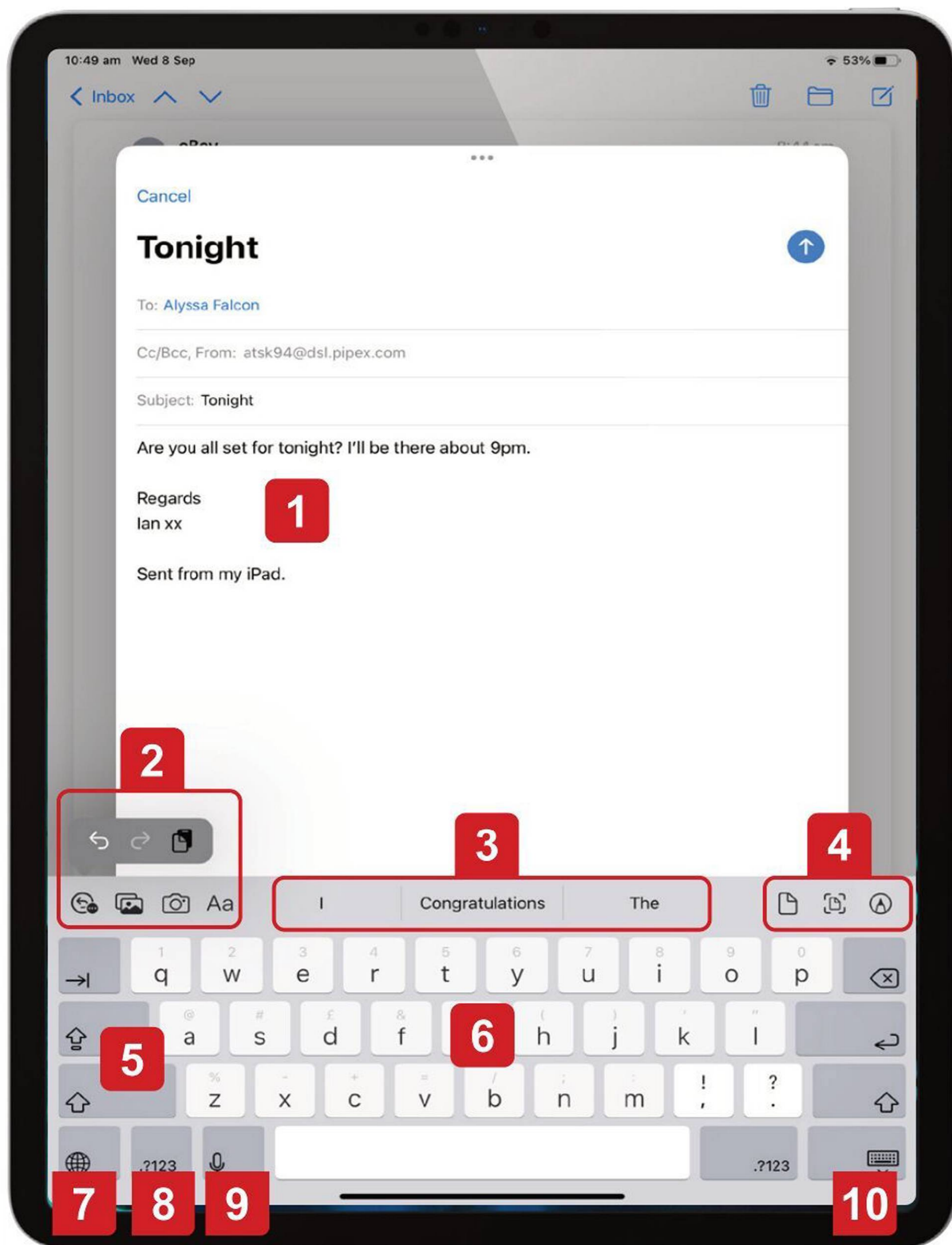
Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. By lifting your finger and placing it on the scrollbar, you can drag it up and down for more efficient screen scrolling.



# The Keyboard On-screen Typing

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

## The Keyboard in Focus



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

**2** The keyboard's top bar icons differ according to the app you're using. Here, the left-hand icon gives access to the Undo, Redo, and Paste options. The middle two are to add a photo to your email and take a new photo to add. The 'Aa' icon opens the formatting window.

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

**4** These three icons let you attach a document from your iPad, scan a document to attach or use the Markup tools.

**5** These are the capitals and caps lock keys. Tap the lower one to make the next key you press a capital, or the upper one to lock the keyboard in caps mode. Double-tapping the capitals key activates caps lock too.

**6** In iPadOS, a key's alternate characters, such as punctuation or numbers, are shown at the top of the keys. You can type a key's alternate character by dragging it down instead of tapping it.

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

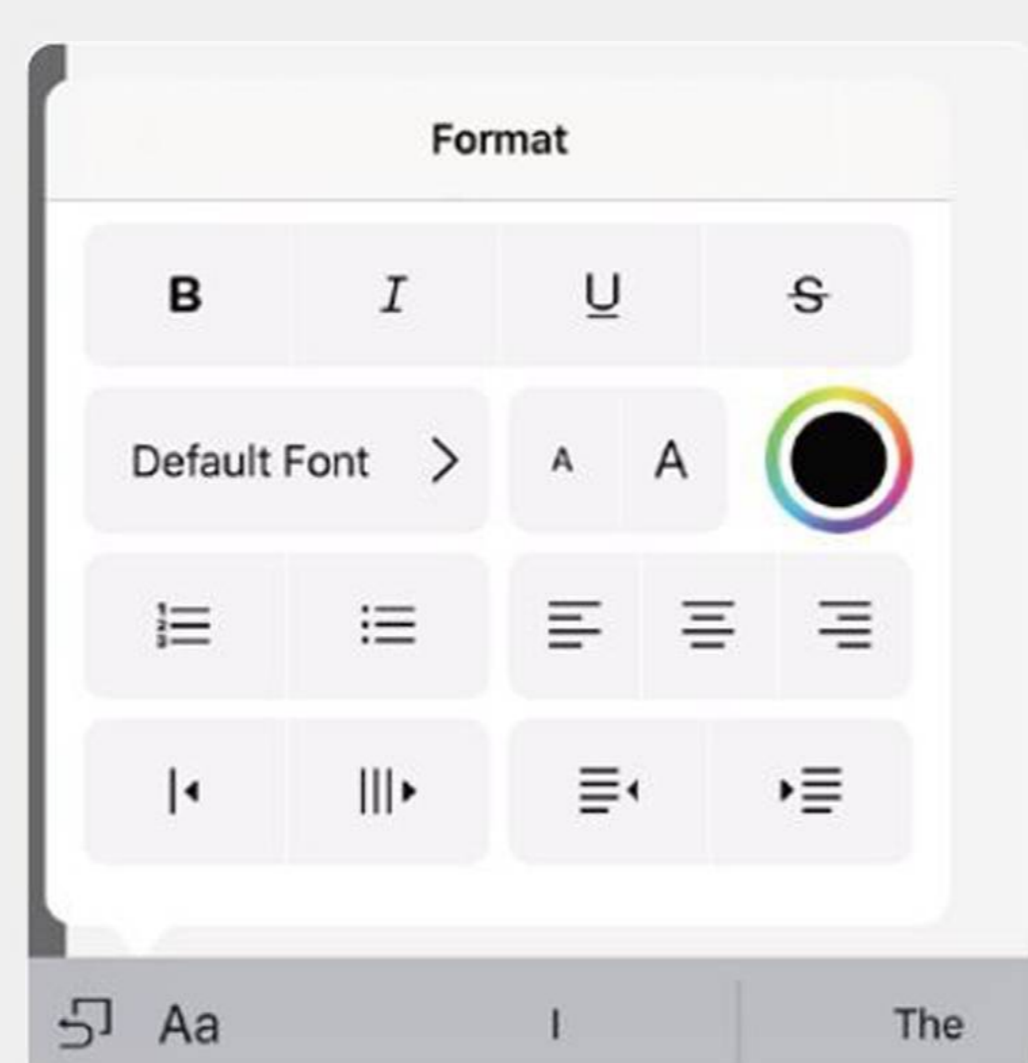
**8** Tap this key to switch to the keyboard's alternate characters. After doing so, you can press the key on the right of the keyboard labelled '#+= ' for even more character options, or just tap this key again to return to normal typing.

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

**10** If you're done with the keyboard, tap this key and it disappears again.

## The Formatting Window.

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

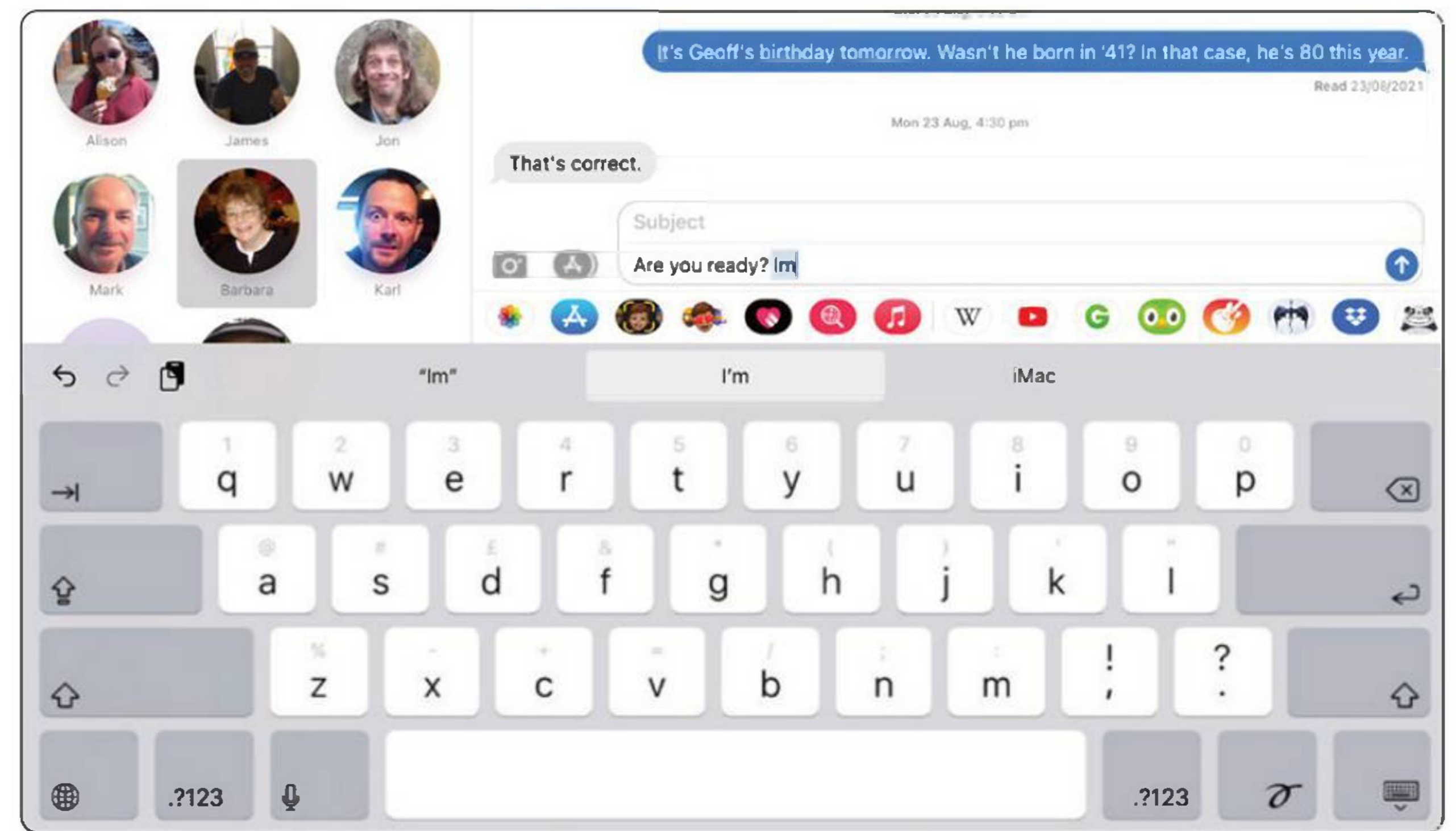






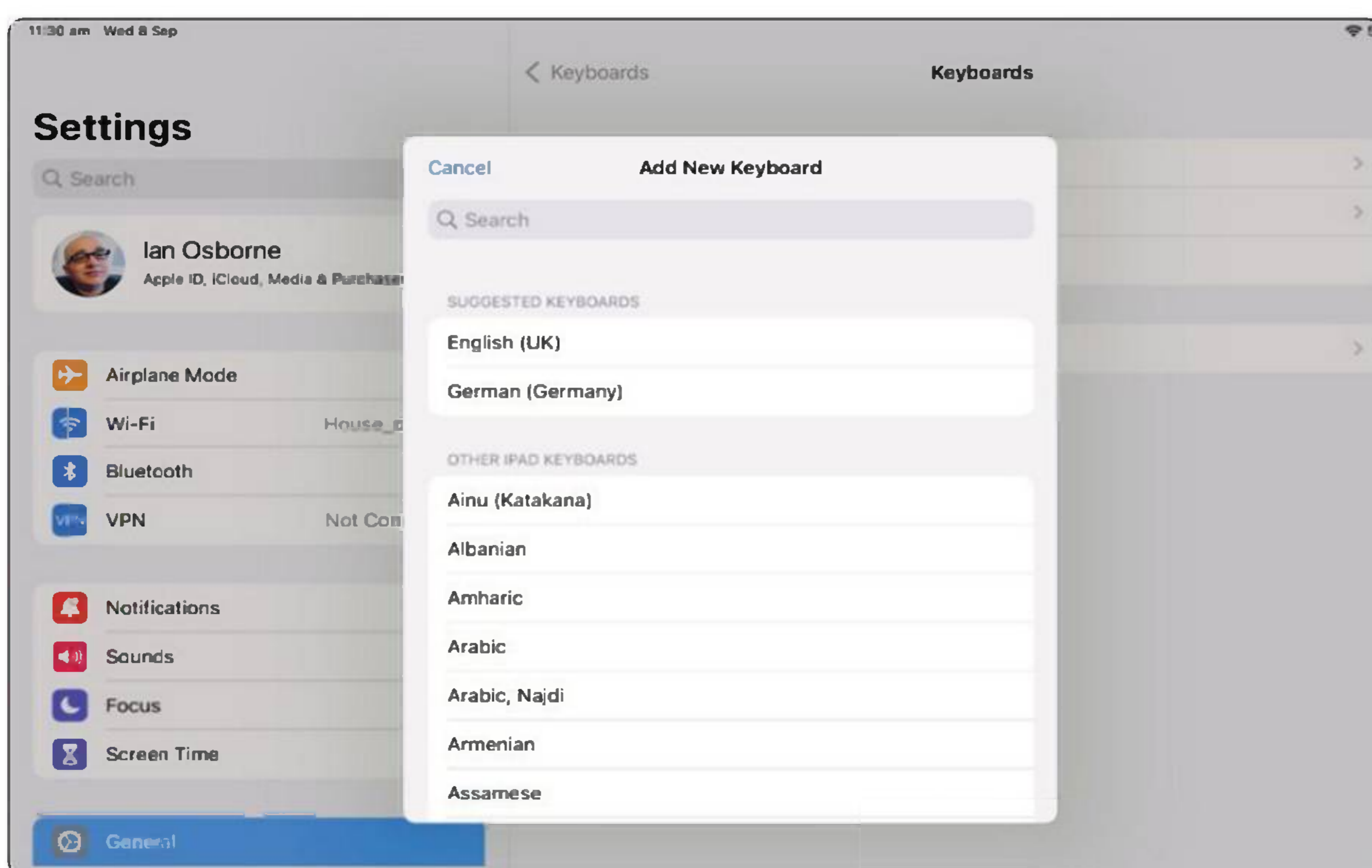
## Finding Accented Letters

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



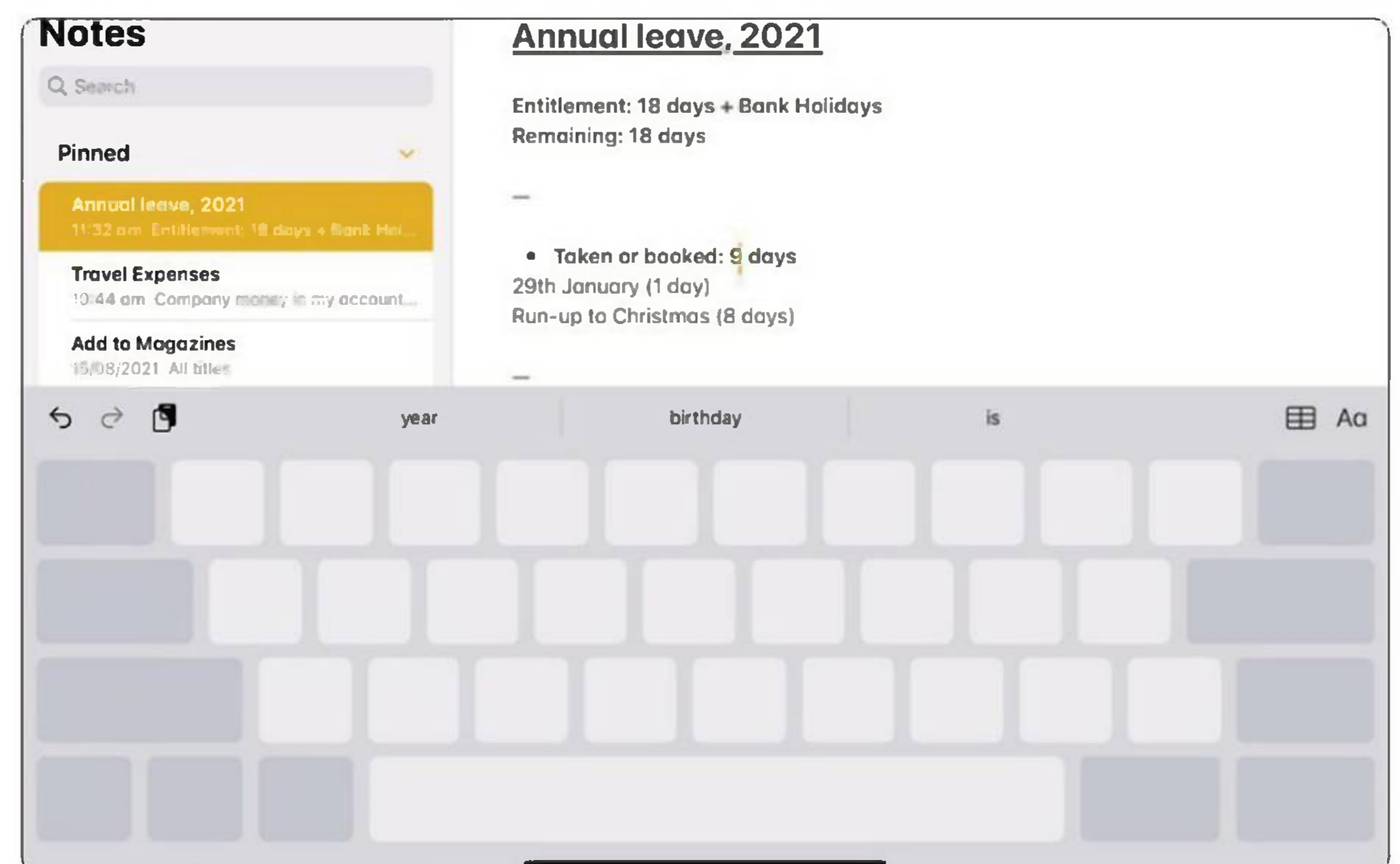
## Auto Punctuation

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



## Add a New Keyboard

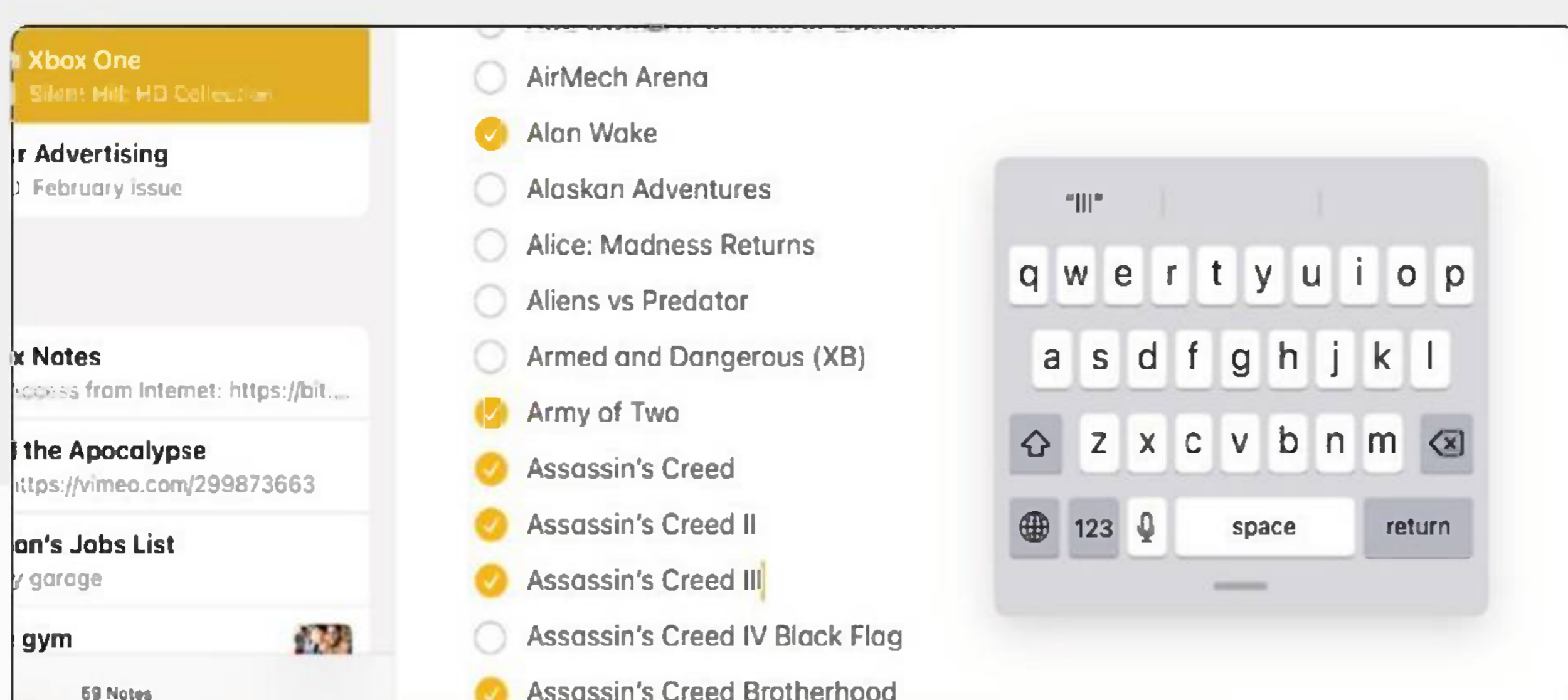
To add a new virtual keyboard to your iPad, which can then be accessed by holding the globe-key, go to Settings > General > Keyboard > Keyboards, then tap 'Add New Keyboard'. You can then add a foreign language keyboard or one you've bought on the App Store.



## Keyboard as a Trackpad

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

## Floating Keyboard



To "float" the keyboard, tap and hold the keyboard key in the bottom right and select Floating for a keyboard about the size of the iPhone's keyboard, which you can drag it around by holding the grey line at the bottom. To return to a normal keyboard, do a two-finger spread on the floating keyboard to resize it.

## Keyboard Shortcuts



If you use a Bluetooth keyboard such as Apple's Magic Keyboard with your iPad, you can also use shortcuts based on key presses. Press and hold the Command key for a window on the iPad's screen showing available shortcuts. Use the tabs underneath it for different categories of shortcut.



# Control Centre

## Access Made Easy

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

### Control Centre in Focus



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

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

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

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

**5** To mirror your screen, maybe to your Apple TV or a tap here and select the target from the window that pops up. You can also quick select or control your Apple TV via the links in Control Centre.

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

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

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

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

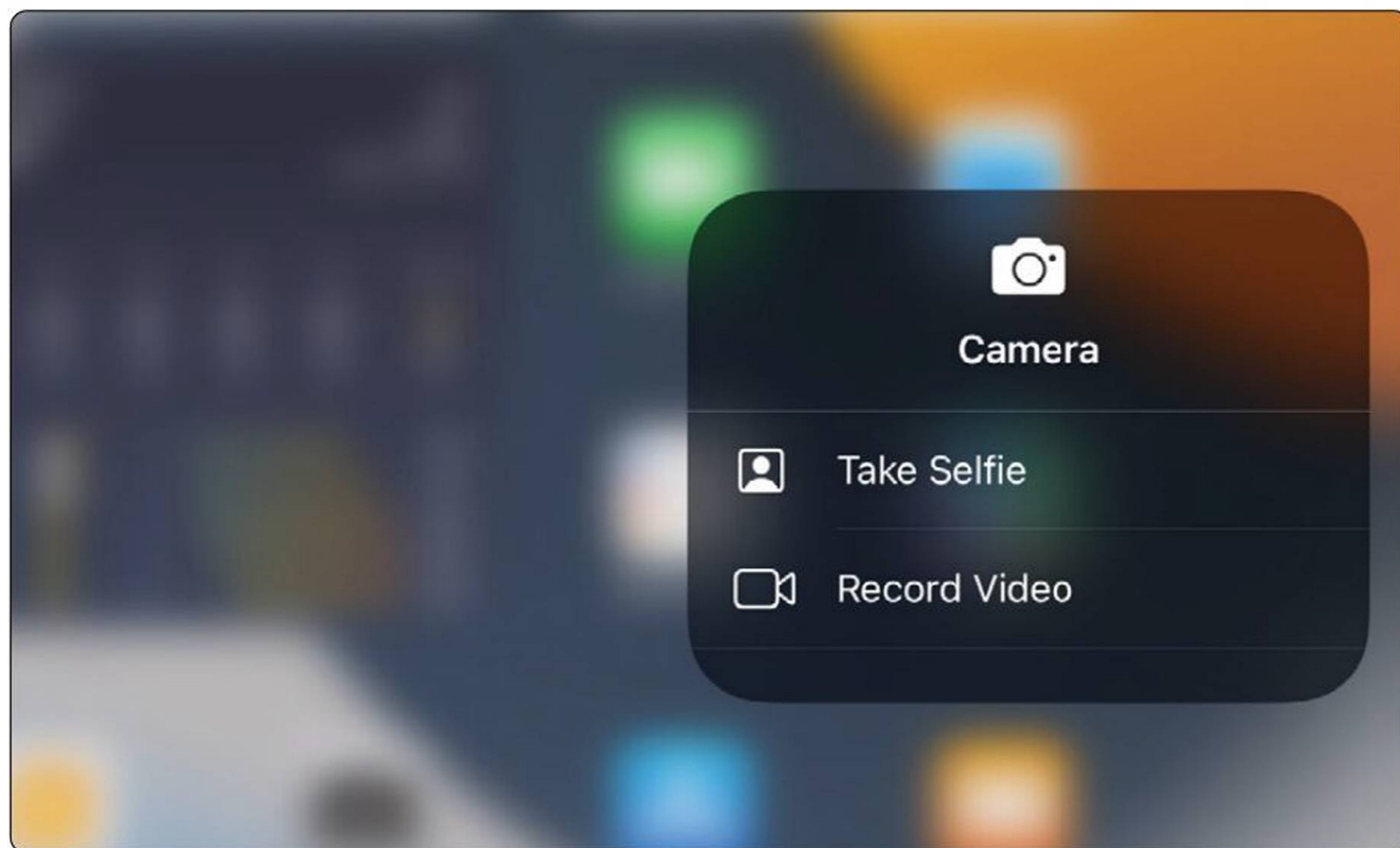
**10** Tap here to open the Clock app and go straight to its very useful Timer feature. Or open Notes via the link to the right.

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

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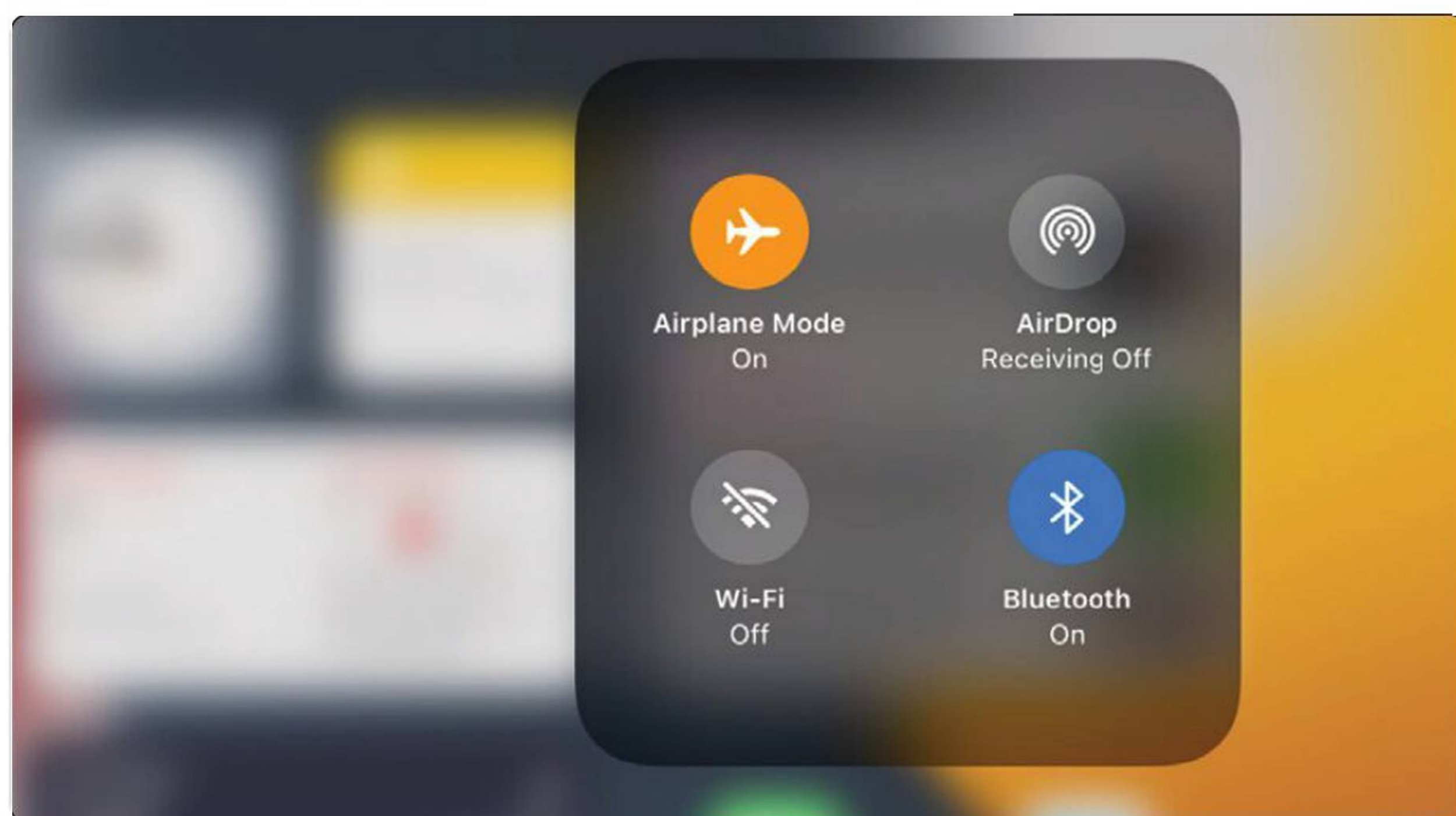
### Tap and Hold Items

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



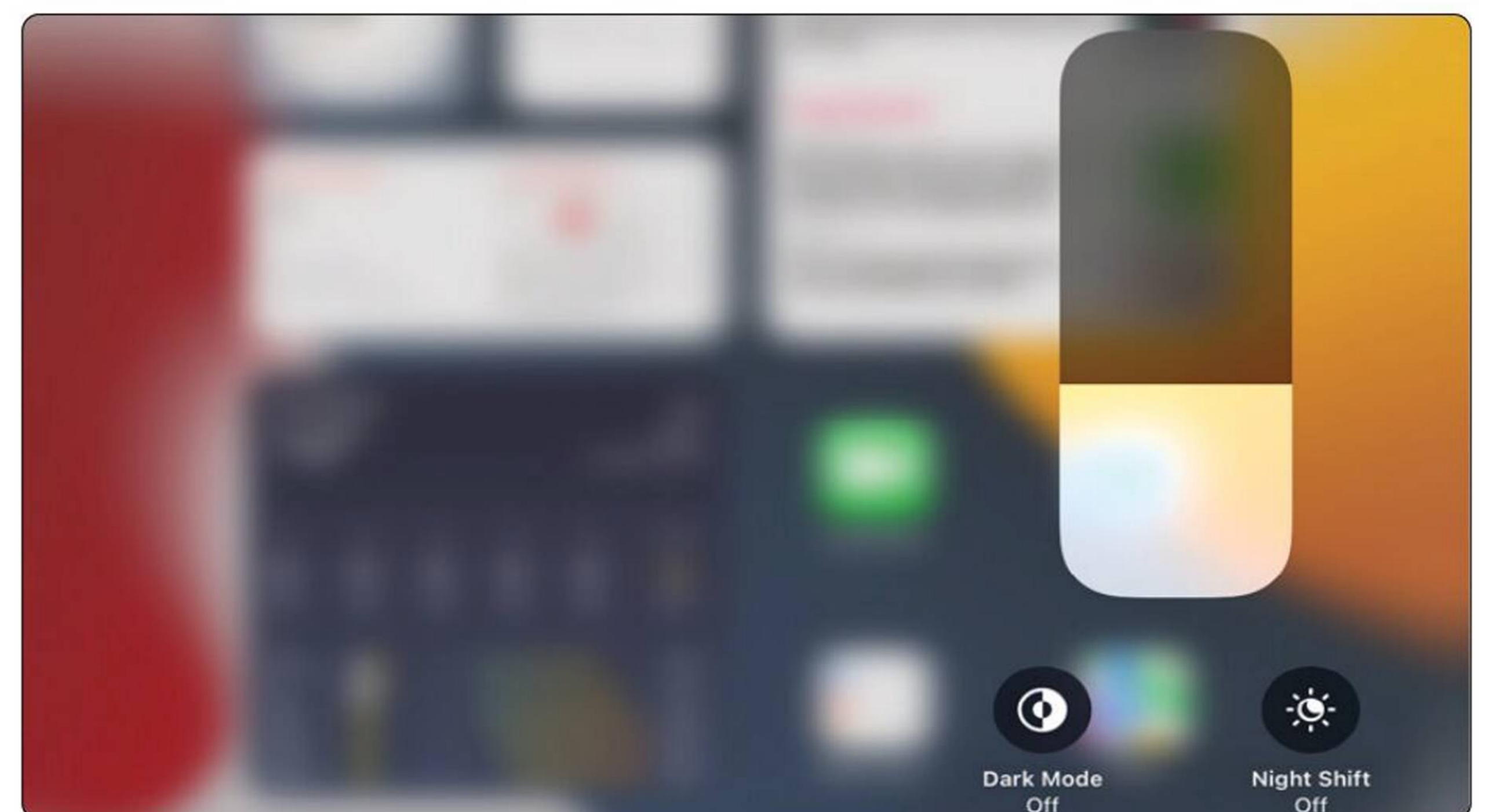
### The Music Controls

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



### Airplane Mode

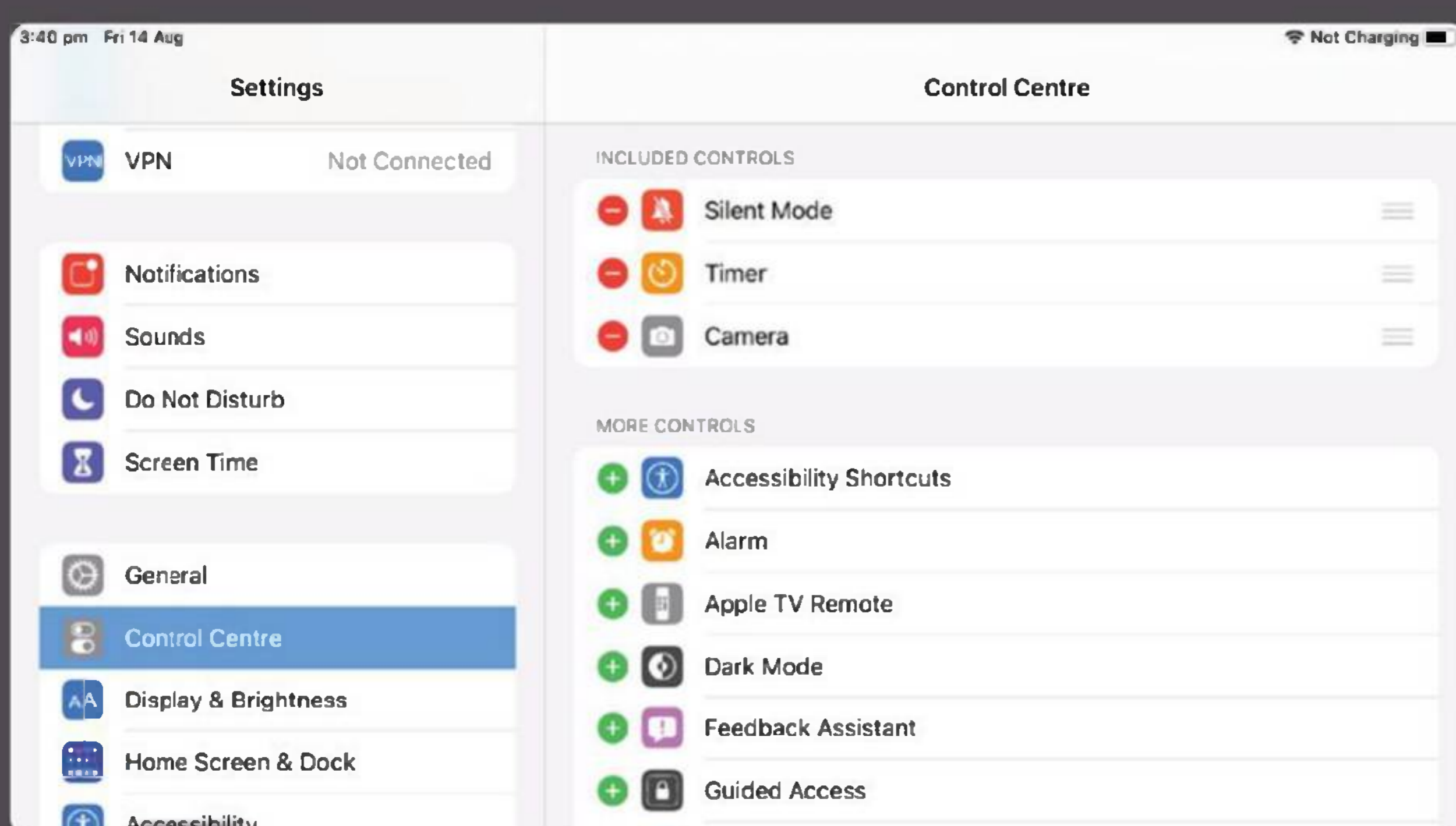
The iPad's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines but it's useful even if you're not flying. If your battery is low and you're reading an eBook, for example, putting your iPad into Airplane Mode can save power.



### Night Shift Mode

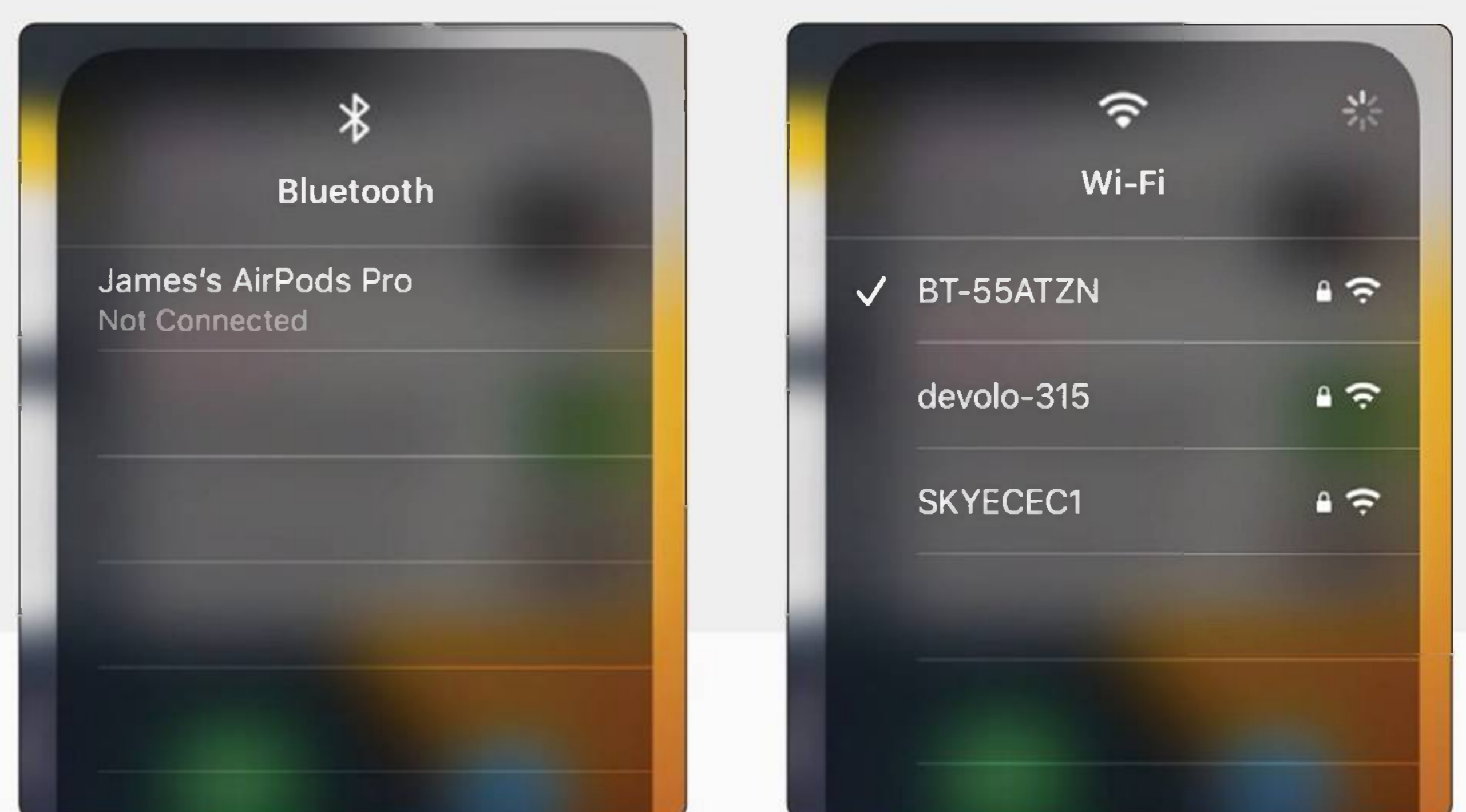
Tap and hold the brightness slider for a larger slider, with two icons underneath. Using these icons, you can activate or switch off Night Shift - reduces blue light which can interfere with sleep patterns, and Dark Mode, as explained in the Dark Mode tutorial.

## Customising Control Centre.



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

## Bluetooth and Wi-Fi Options.



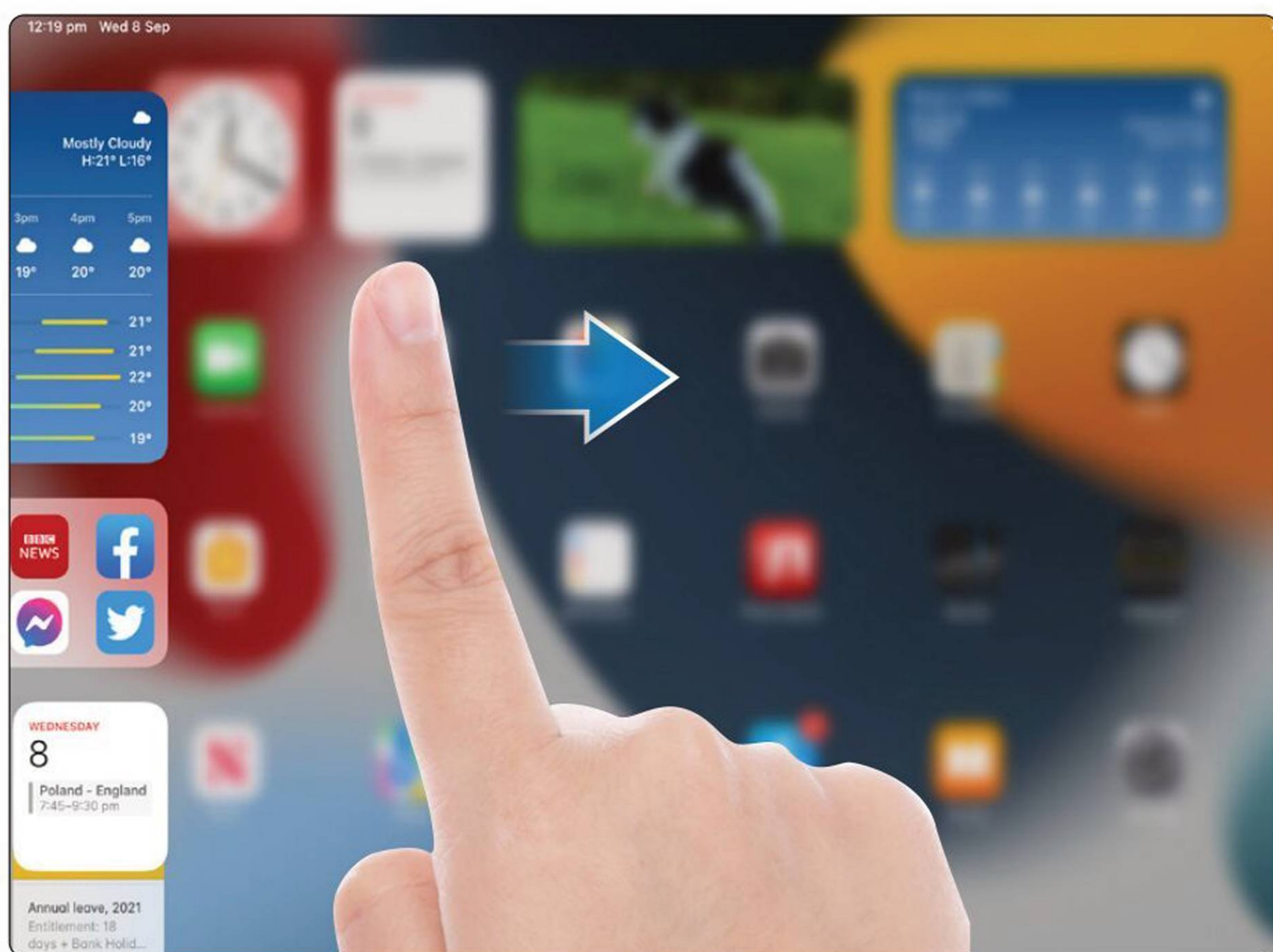
Control Centre offers easy ways of accessing Bluetooth and Wi-Fi settings. Tap and hold the control square with Bluetooth and Wi-Fi on it, then tap and hold either Bluetooth or Wi-Fi. You can switch between networks, connect or disconnect peripherals, and more.



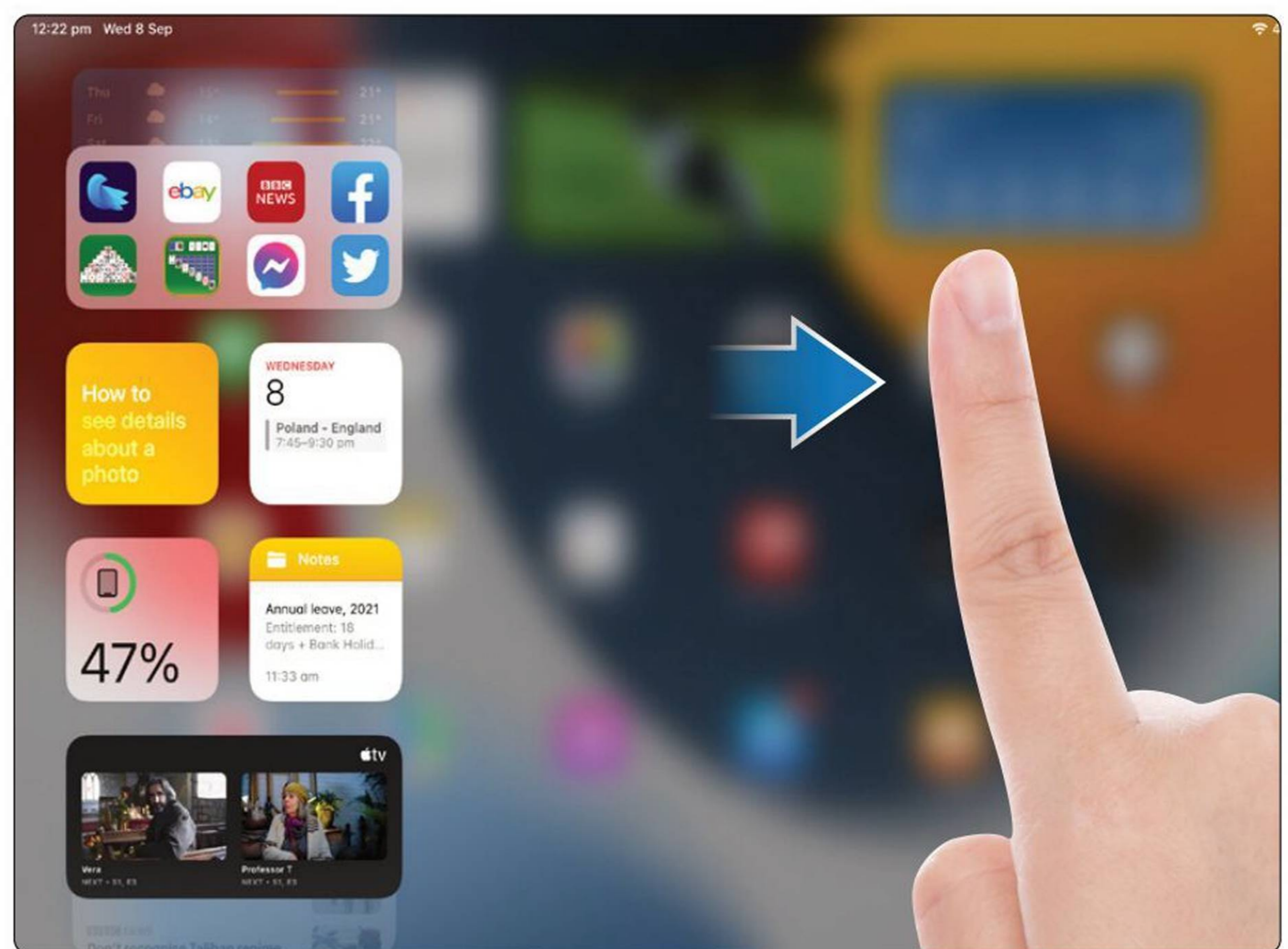
# iPad Widgets And App Library

Widgets on the iPad are no longer restricted to the sidebar. You can use them on the Home screen as well, just like on the iPhone. You have an App Library as your final Home screen too, with all your apps collated.

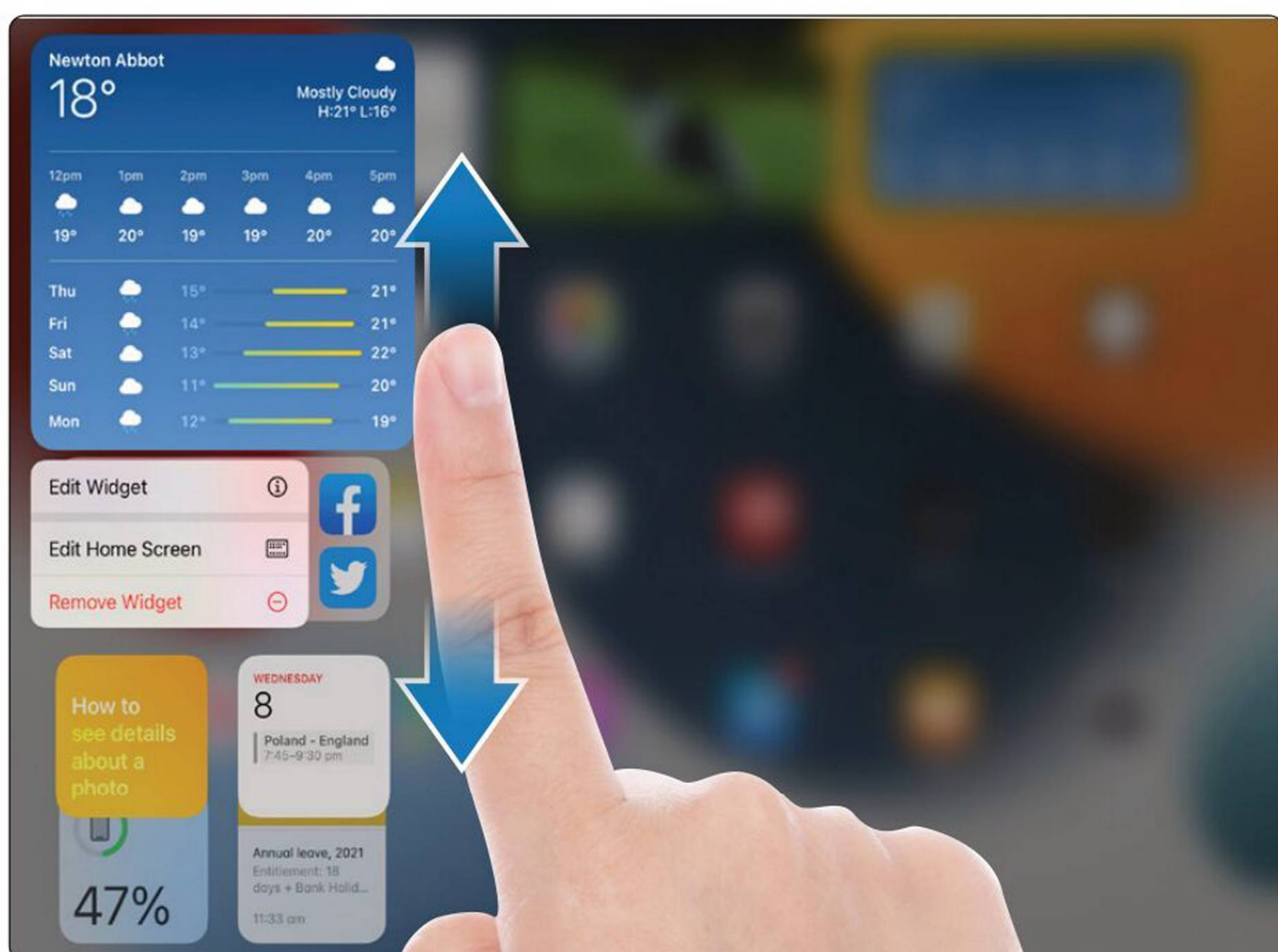
## The Widgets Sidebar



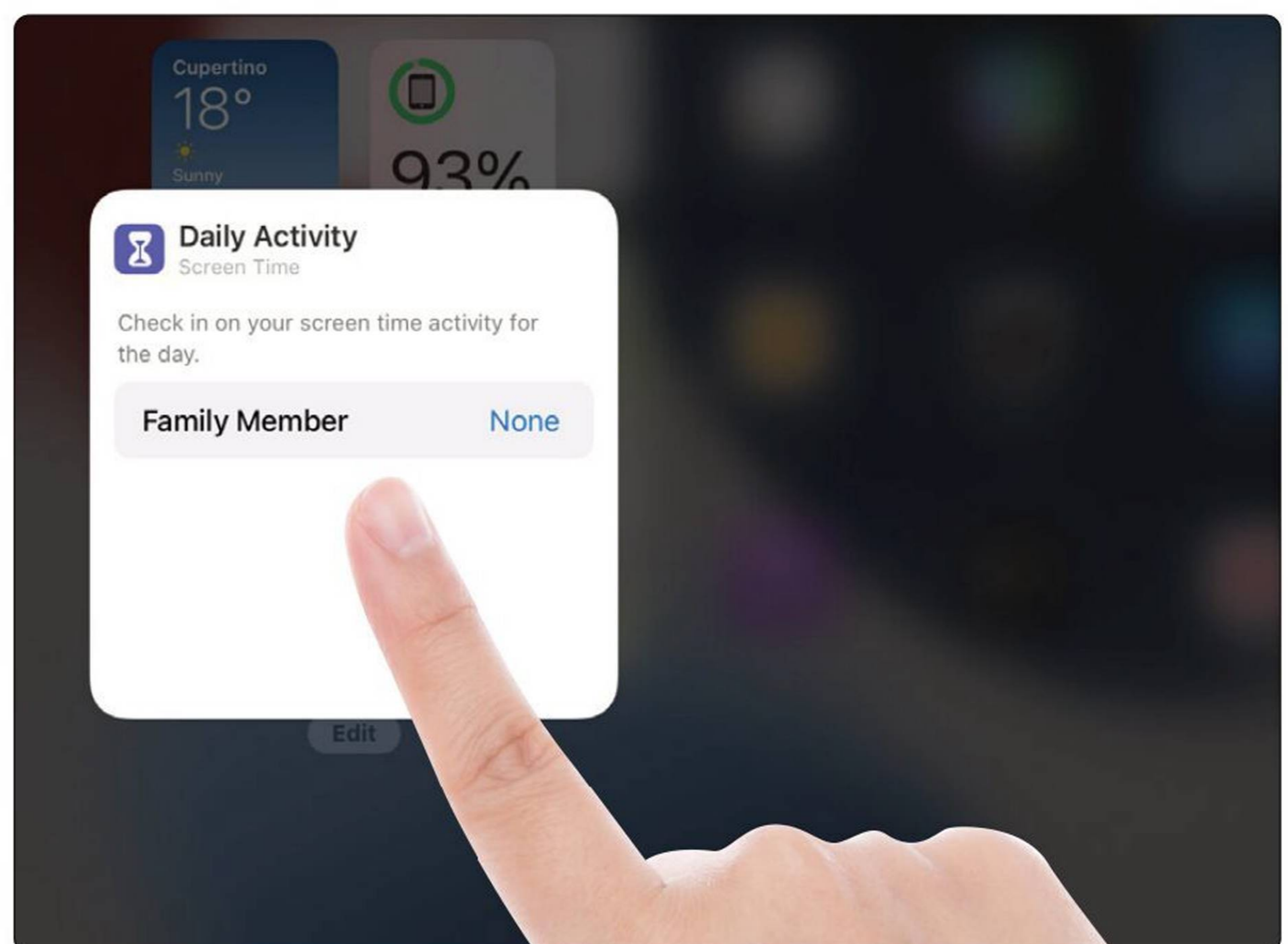
**1** The Widgets sidebar can be found on the far left of the Home screen. Keep swiping the Home screen right until you reach the first page, and then swipe it once more to bring the sidebar into view.



**2** You can scroll the sidebar up and down to access more widgets. If you tap one of the individual widgets, whether it's for an Apple app or a third-party app, you open the application that created it.



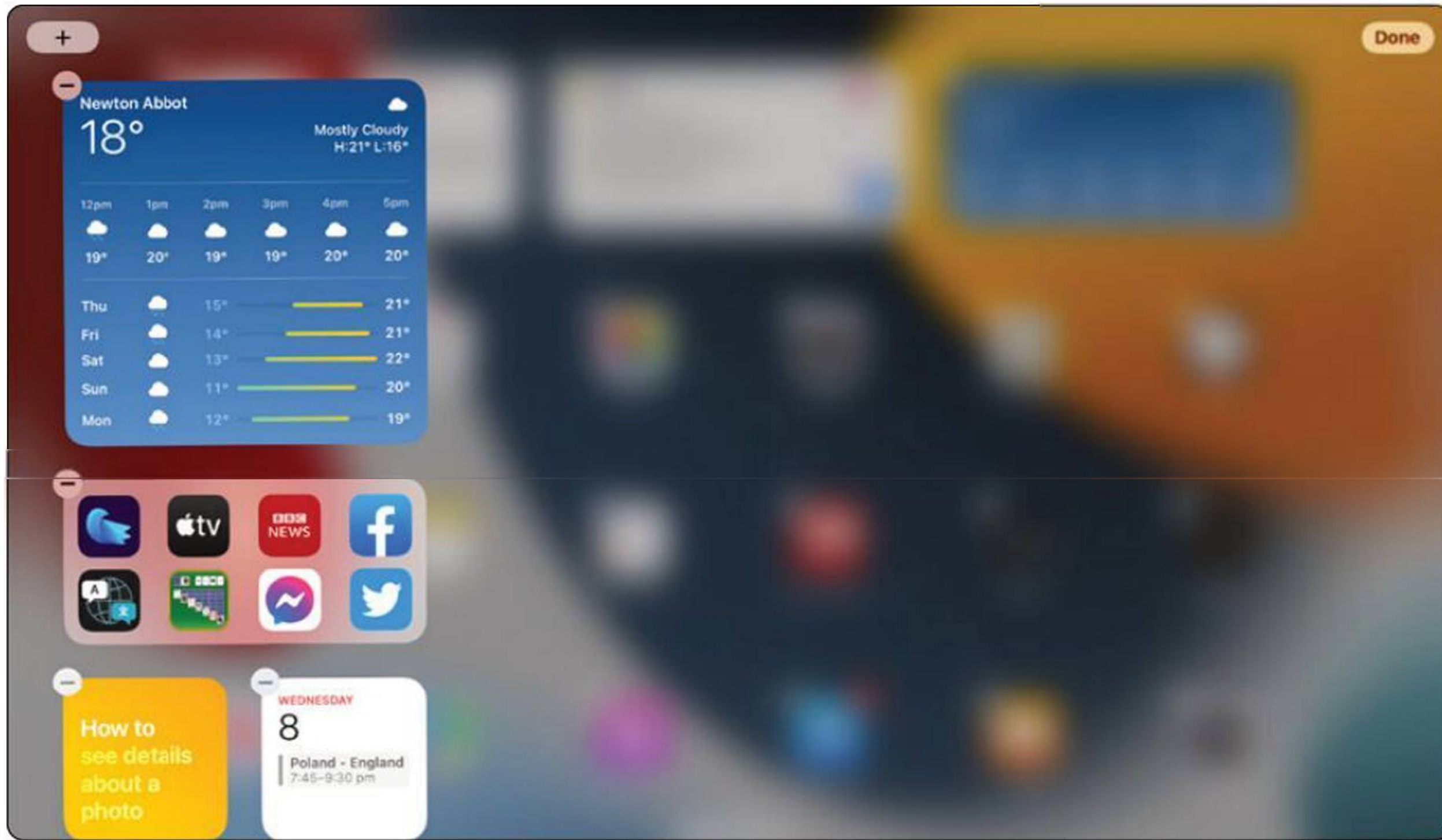
**3** Tap and hold a widget for a pop-up menu. The exact options here depends on which widget you tapped but you can always remove the widget/edit the Home screen. Most widgets can be edited too.



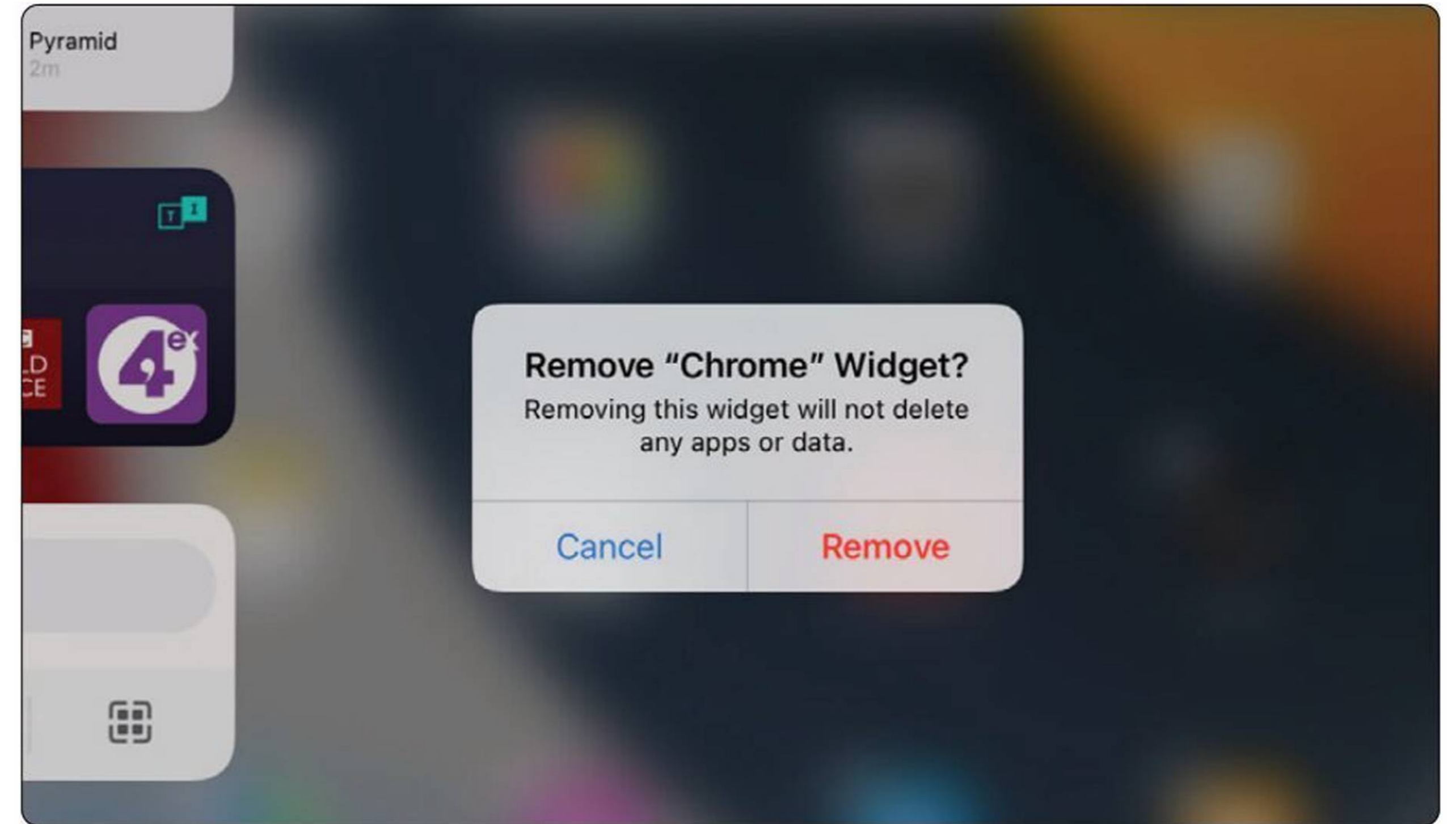
**4** To edit the widget, hold your finger on the item and select the "Edit Widget" option to bring up your customisable features list of the app. Make your selections and then tap the screen to apply them in the widget itself.



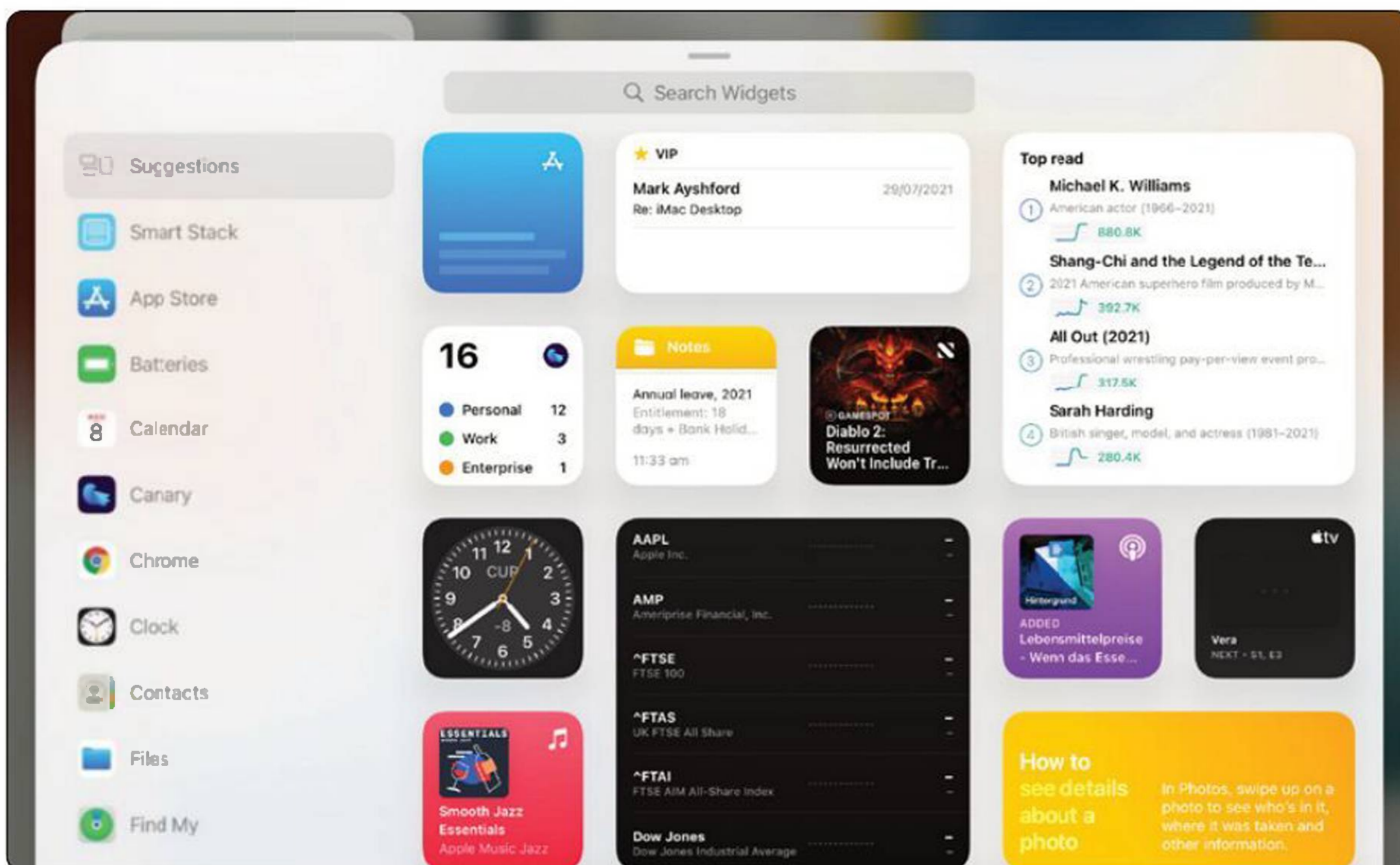
## Editing the Sidebar



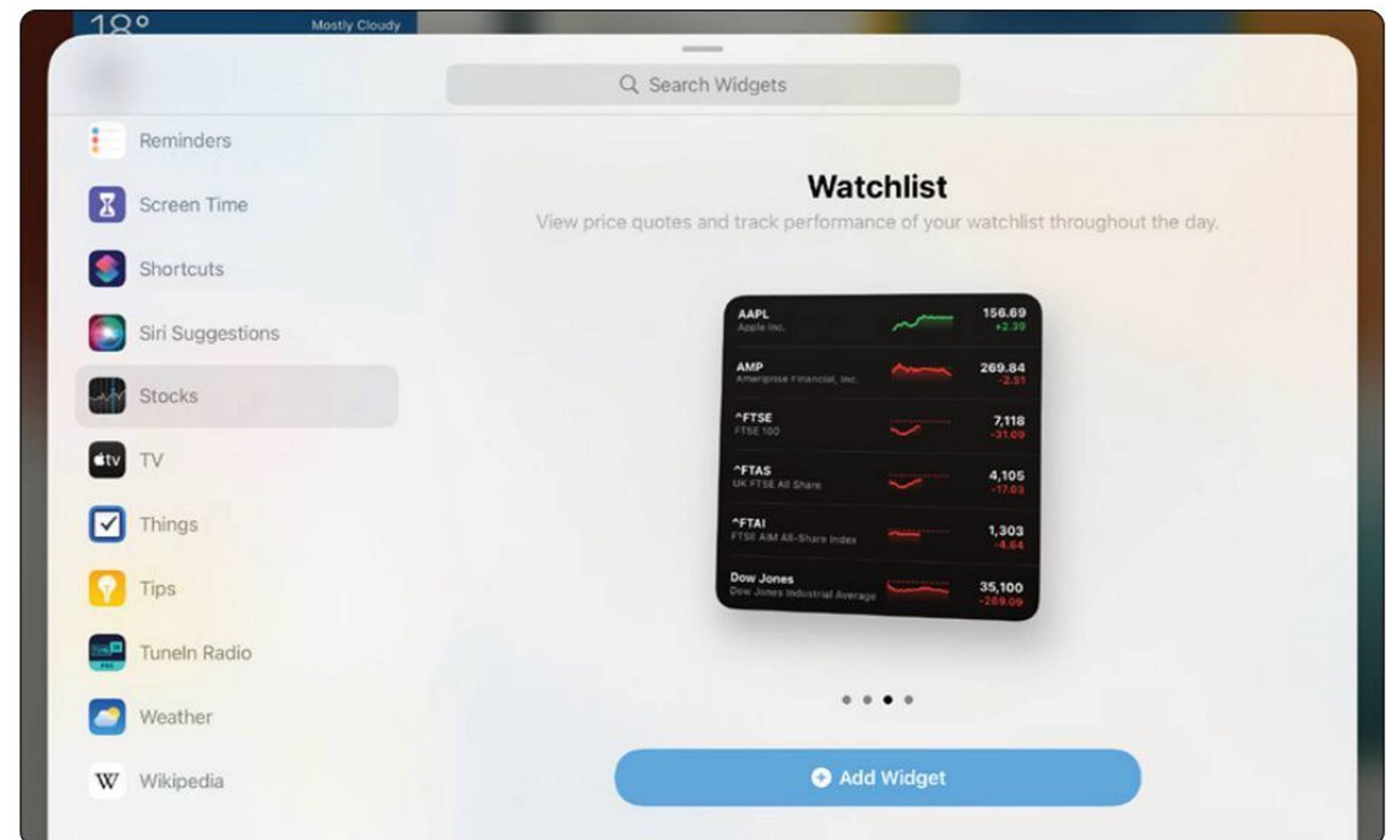
**1** To get to the editing screen, either scroll all the way to the bottom of the sidebar and tap Edit or tap and hold an app or a widget and then choose Edit Home Screen from the pop-up. The apps and widgets wobble.



**2** To delete a widget from the sidebar, tap the minus sign in its top-left corner. A pop-up invites you to remove the widget from your sidebar. Tap Remove to get rid of it; you can add it again later if you wish.

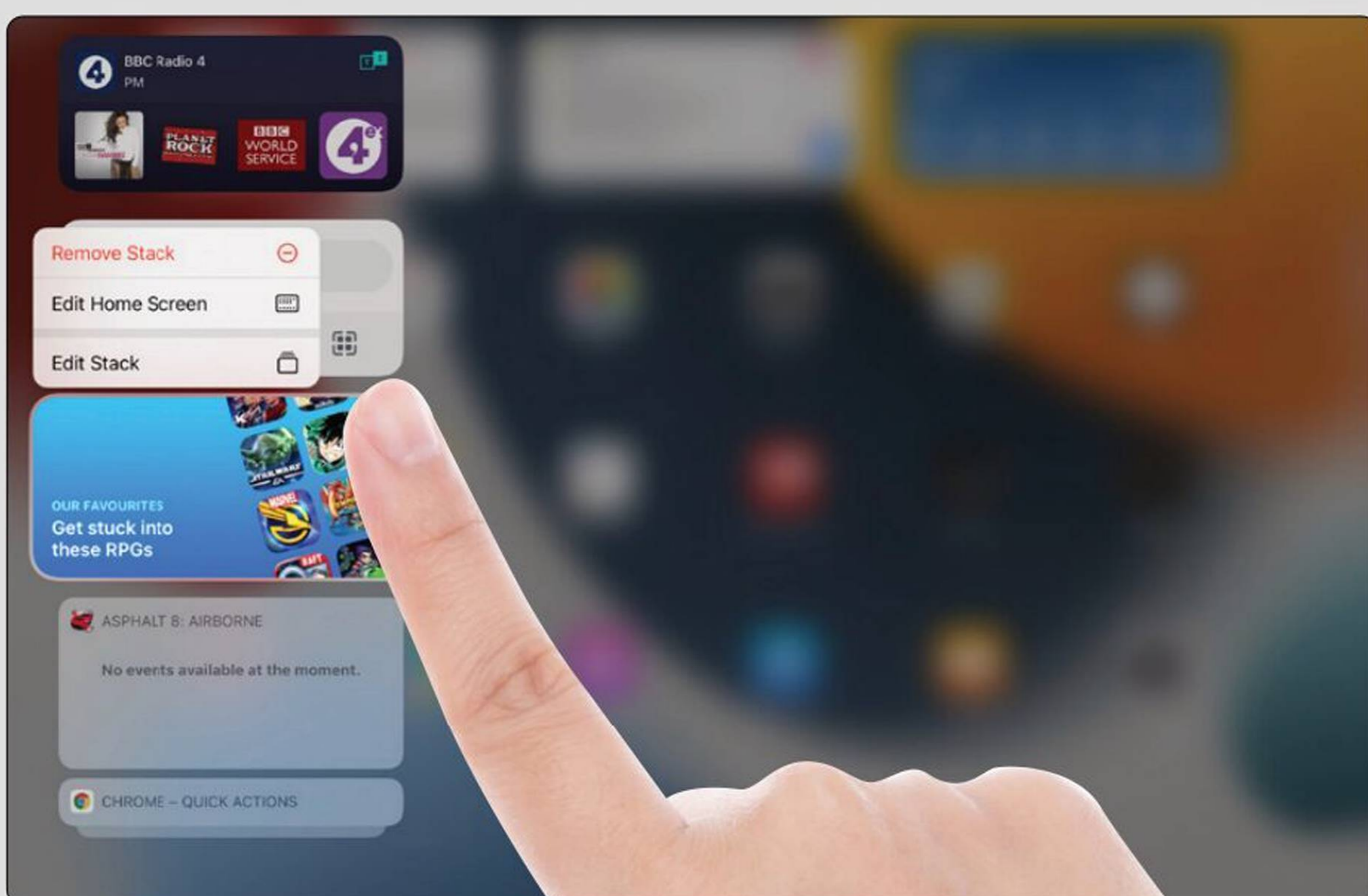


**3** Tap the Plus sign in the top-left corner of the screen for this picker, which lets you add widgets to your Home screen sidebar. These include Smart Stack, an editable collection of different widgets.



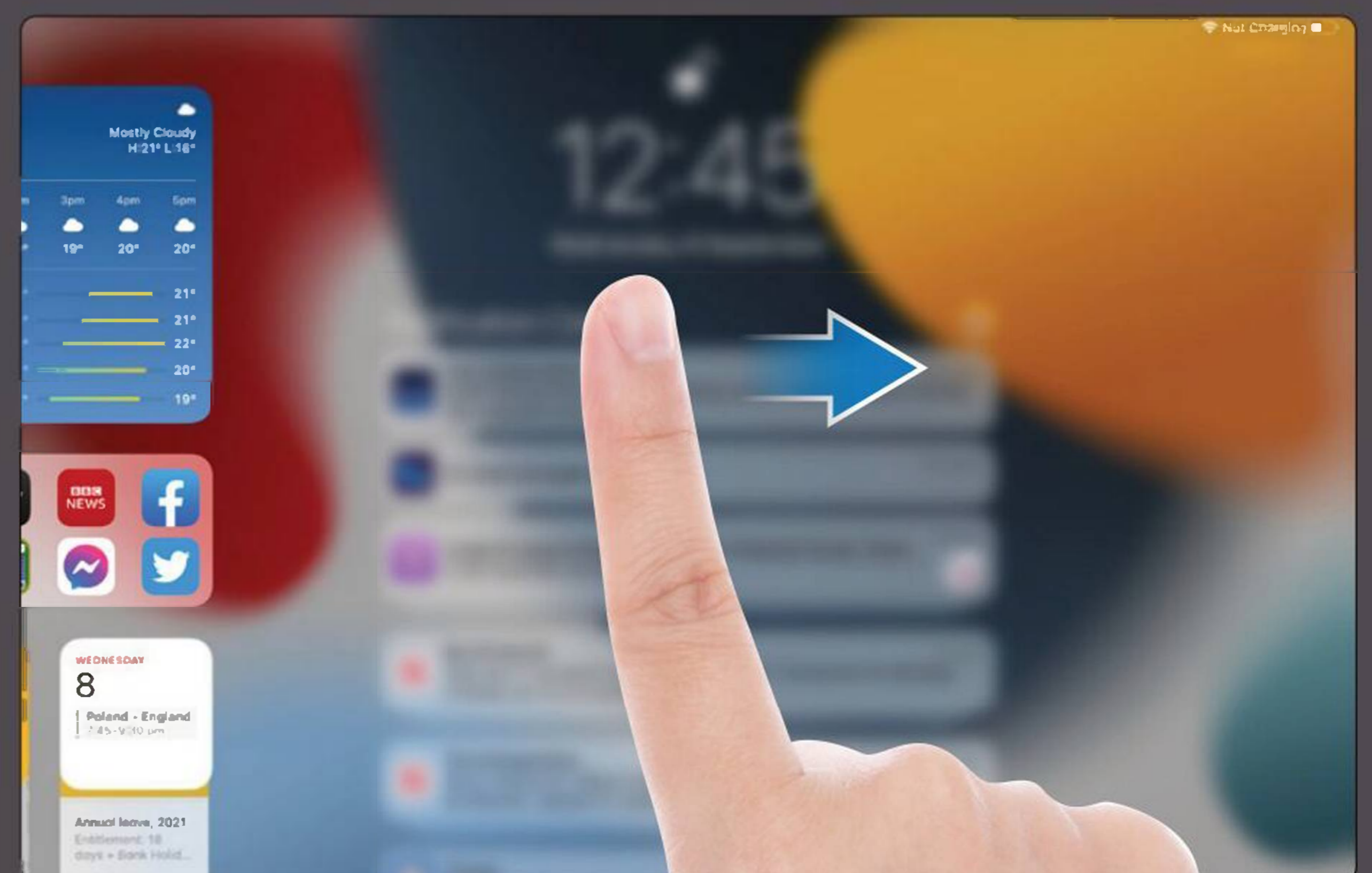
**4** Drag a widget into the sidebar to add it. Alternatively, tap on one of the widgets in the picker for an options window, where you can choose between different sizes of widget. Make your selection and tap Add Widget.

## Smart Stacks.



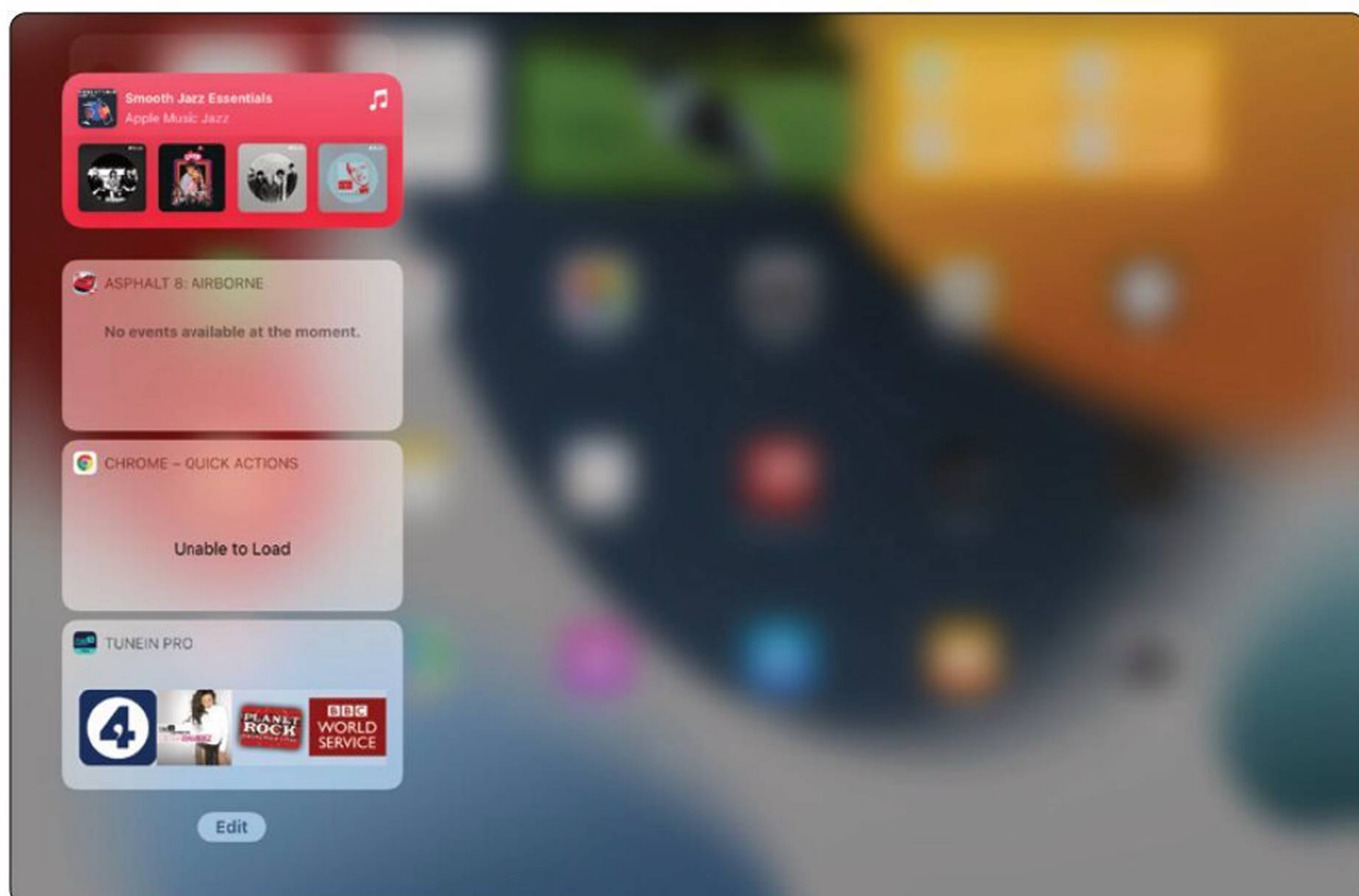
If you have the smart stack on your sidebar, you can flick through the widgets on offer by swiping it up or down. You can also edit it by tapping and holding it, then choosing Edit Stack from the pop-up window.

## Notification Centre Access.

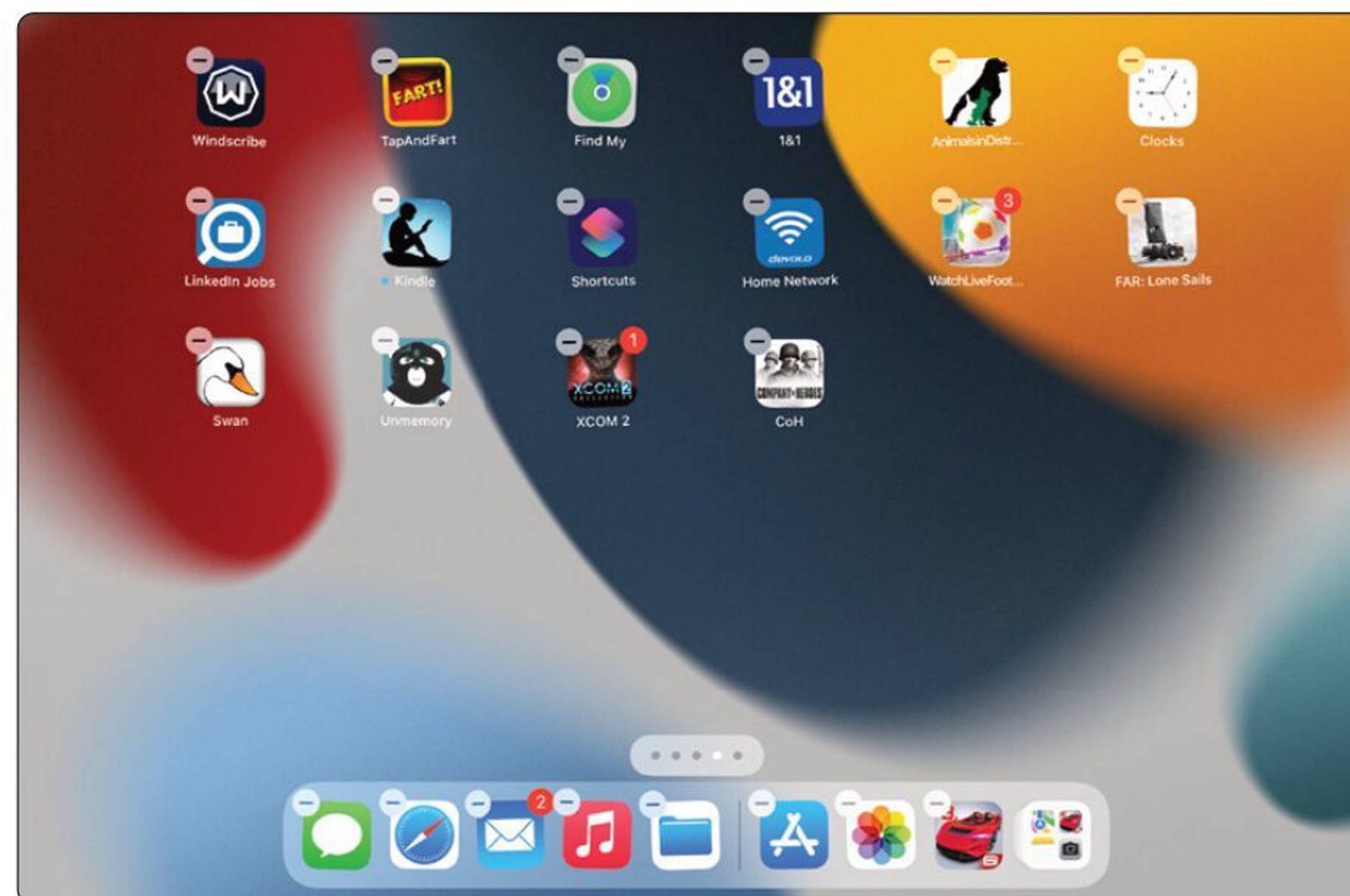


You can access your widgets sidebar from the Notification Centre too. Swipe the screen down to get to the Notification Centre and then swipe in from the left-hand side of the screen to access your widgets sidebar.

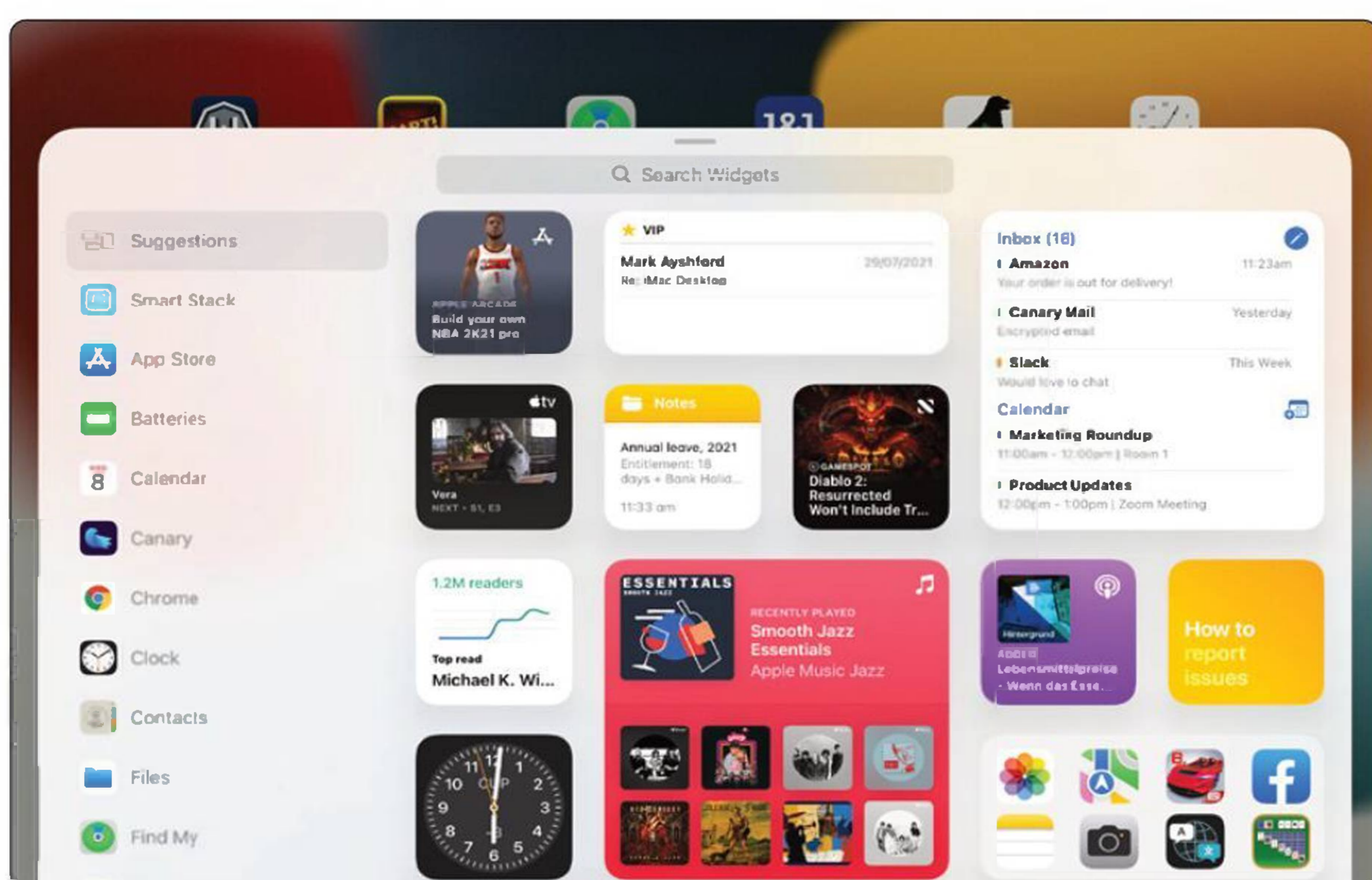
## Home Screen Widgets



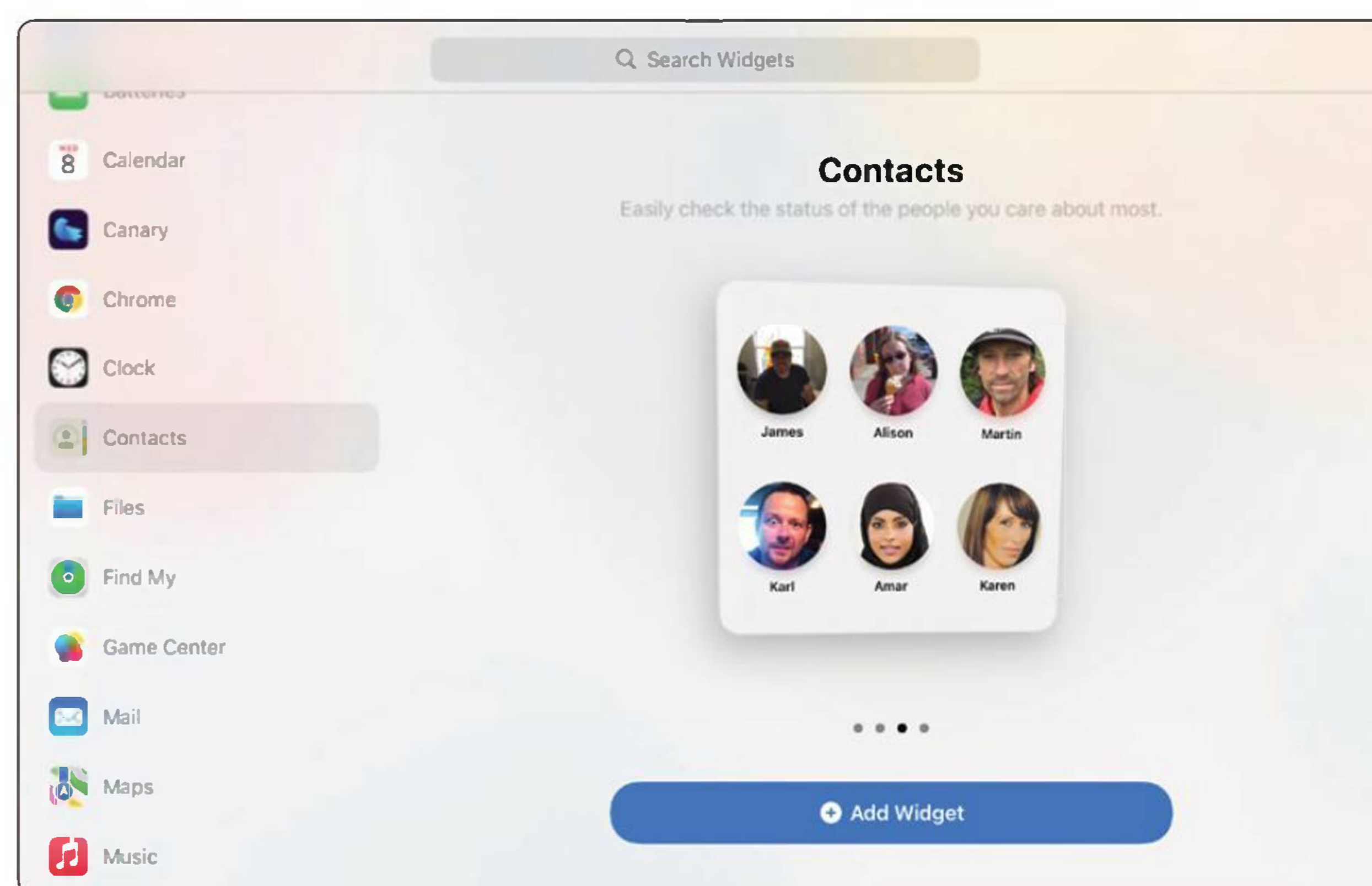
**1** It's possible to add Widgets to the Home screen on your iPad, where it sits among the app icons. First of all, swipe your Home screen all the way to the left until you get to the Widgets sidebar.



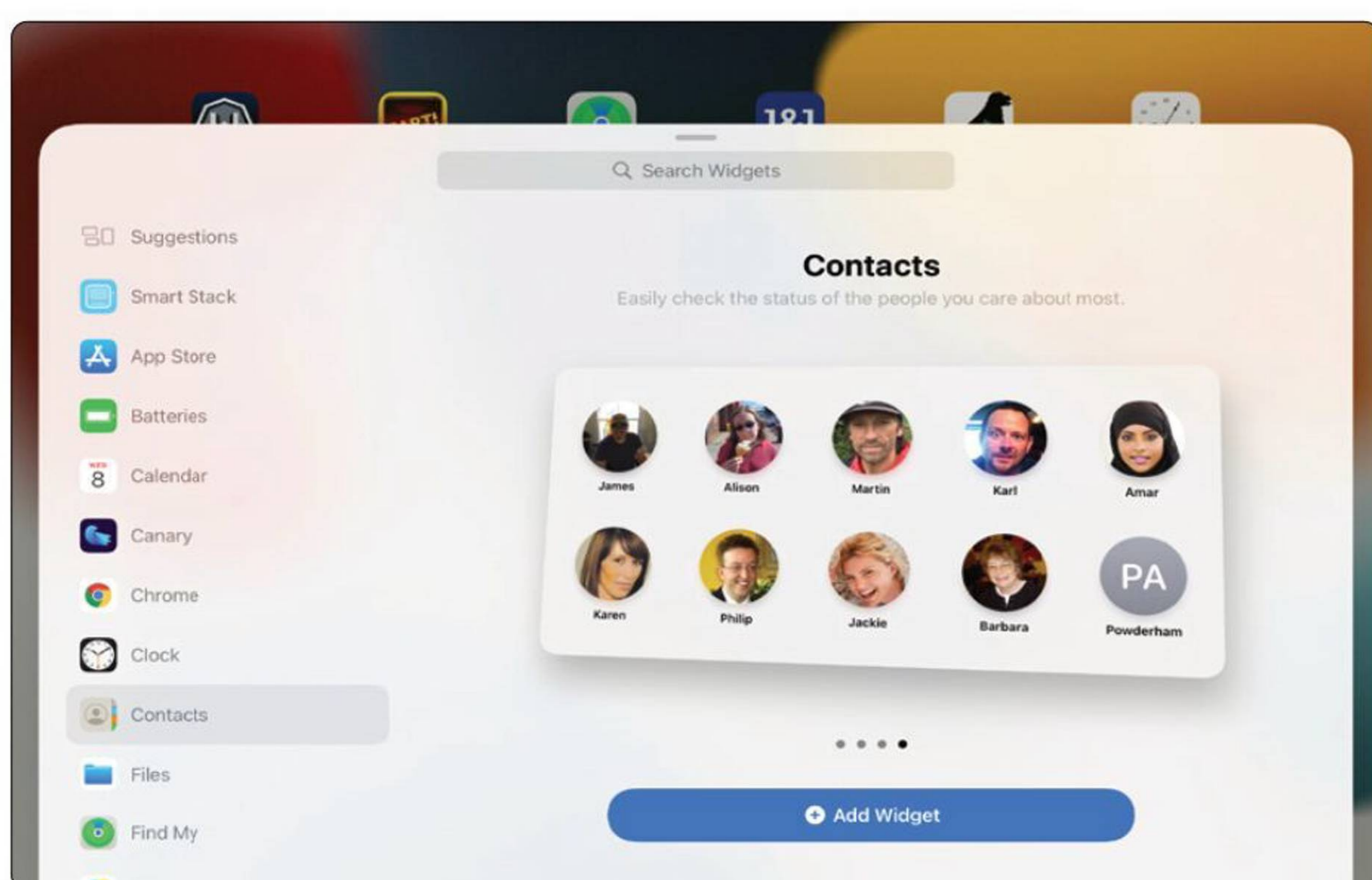
**2** The widgets and app icons begin to wobble. Now slide the Home screens left and right until you get to the one where you want to add the Home screen widgets. When you get there, tap the '+' in the top-right corner.



**3** The Widget picker appears. The first page in the Widget picker is full of suggestions, based on your iPad use. Take note of the sidebar, though; here you can choose other widgets from apps on your iPad.



**4** Select the Widget you want on your Home screen, whether from the sidebar or the Suggestions screen, swipe it right and left to decide on which size you want. Most widgets have small, medium and large edits.



**5** Some Widgets also have a very large version which is only available on the iPad version of the widget, and not on the iPhone. This takes advantage of the tablet's larger screen to give you more information in the widget.



**6** Having chosen your widget and its size, tap Add Widget to put it on the Home screen. You can drag it around and position it wherever you like. Home screen widgets can be deleted in the same way as an app ones.

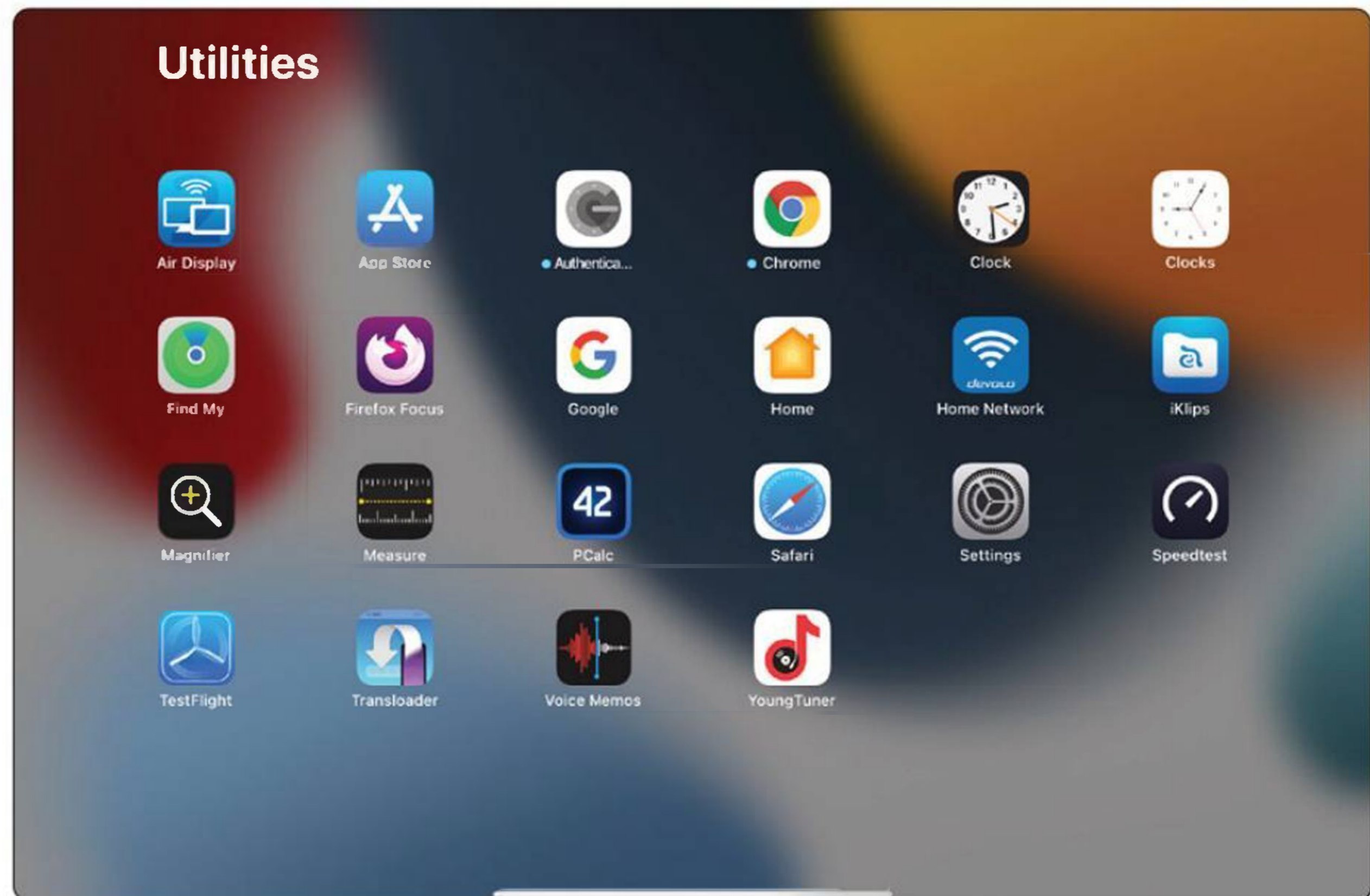




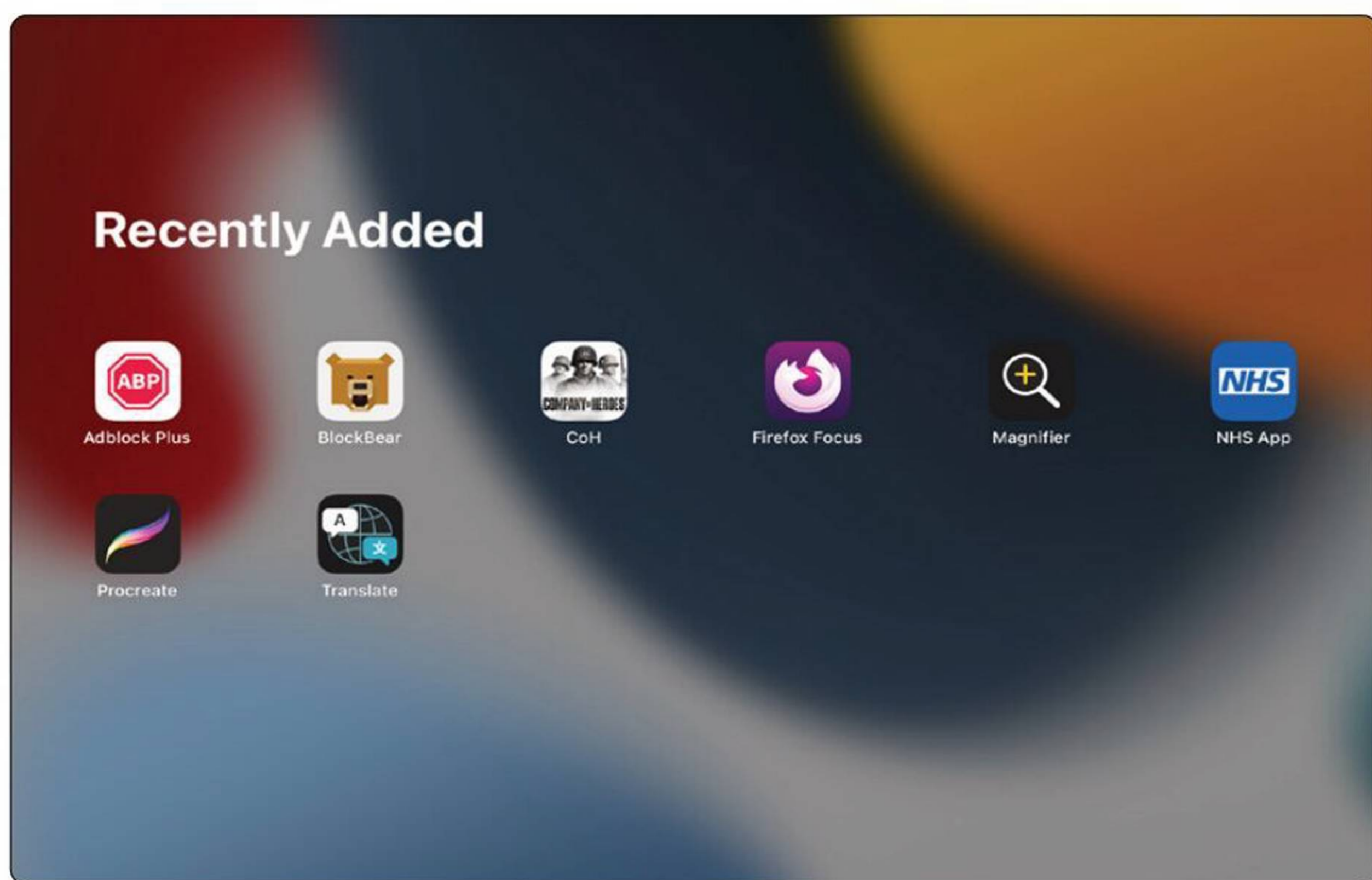
# App Library



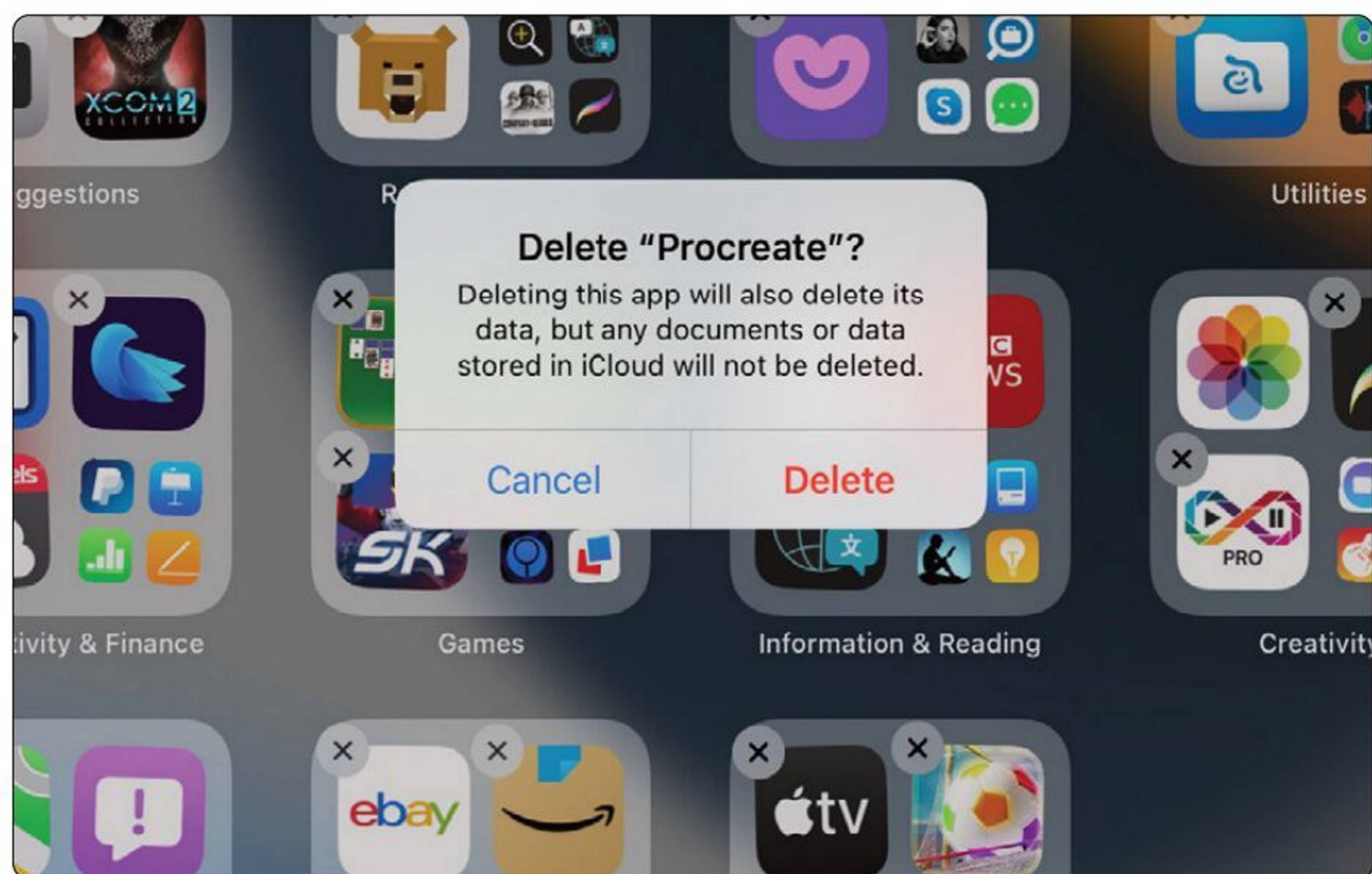
**1** If you scroll your Home screens all the way to the right, you find – as the last Home screen – the App Library. This looks like a page full of folders and in a nutshell, but the folders are assembled automatically.



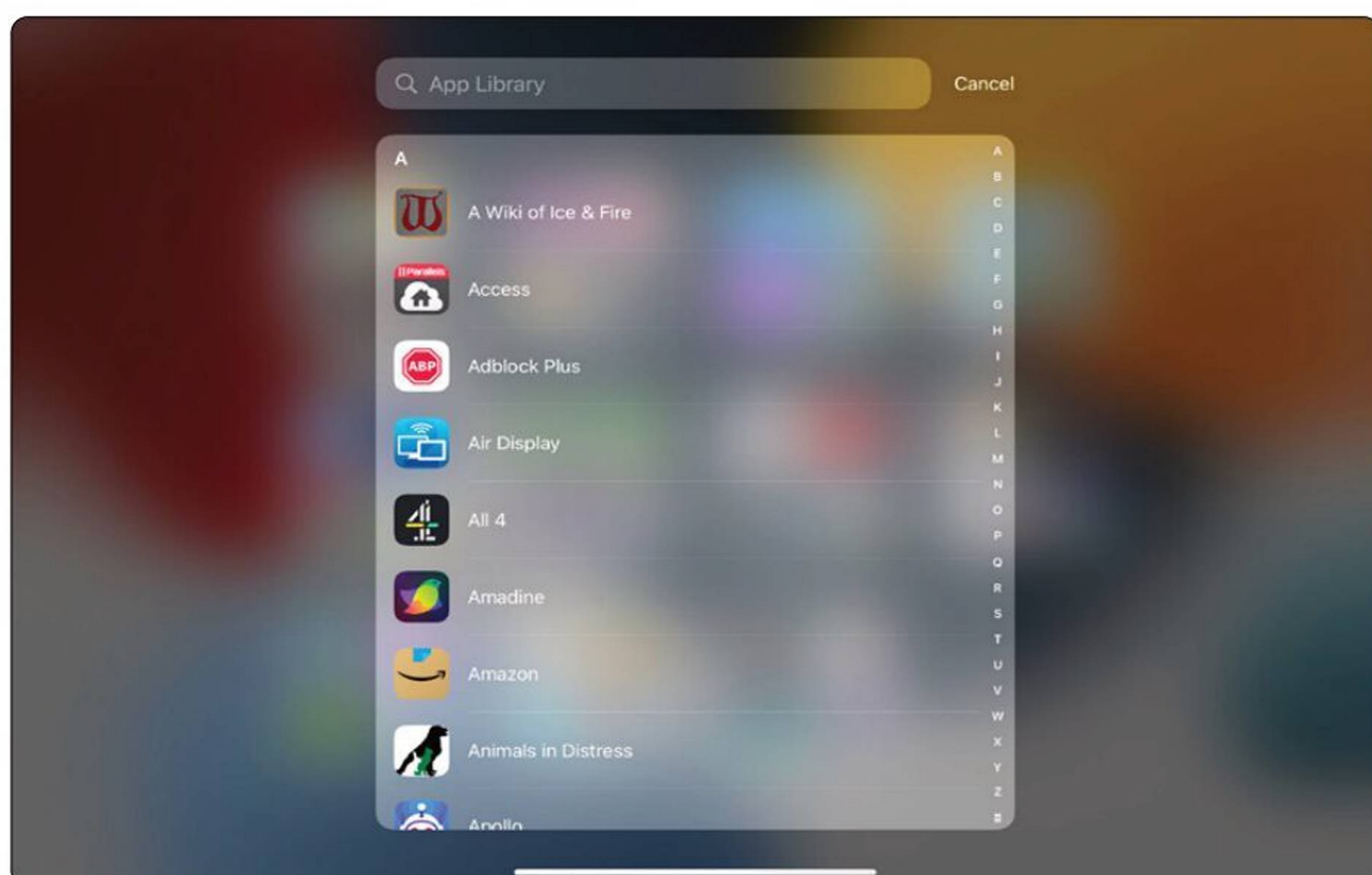
**2** If you tap one of the larger app icons inside the App Library folders, the app in question is opened. If you tap a group of four small icons, found in the bottom-right corners of the folders, it opens instead.



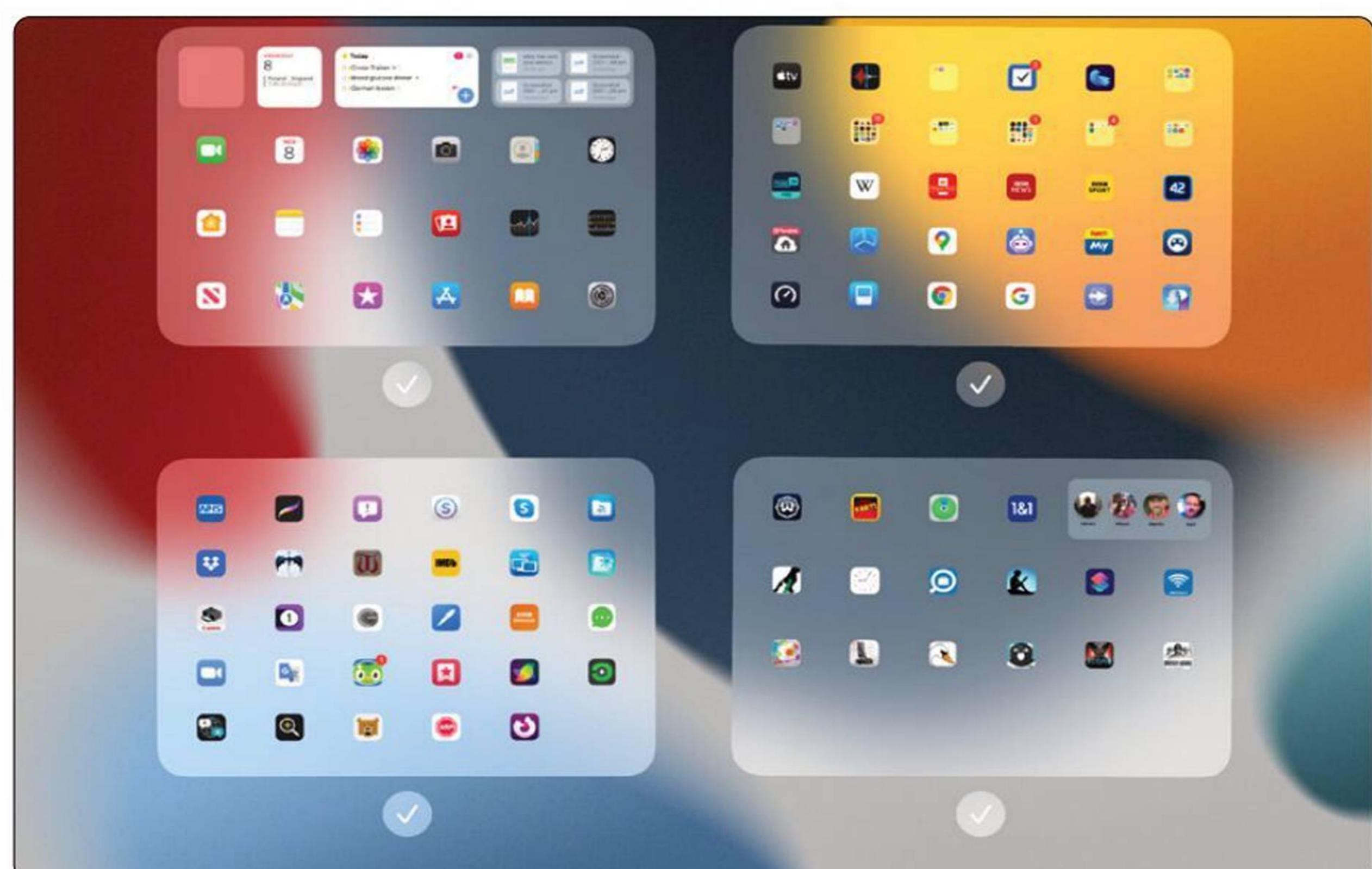
**3** The App Library sorts your apps into categories. There's a category called Recently Added for apps you've downloaded recently and Suggestions, which picks apps for you based on previous usage.



**4** Like other pages on the Home screen, you can hold a space between apps and make them wobble, then tap an X in the top-left corner of the app icon to delete it; and drag apps out of the folders too.



**5** Tap the Search field at the top of the App Library screen for a list of every app on your iPad, which you can search. Scroll this list up and down and the keyboard disappears, allowing you to browse all of your iPad apps.



**6** To hide specific Home Screen pages on the Home Screen (not App Library), tap and hold. Tap the dots icon at the foot of the screen, then uncheck any Home Screen pages you wish to hide.

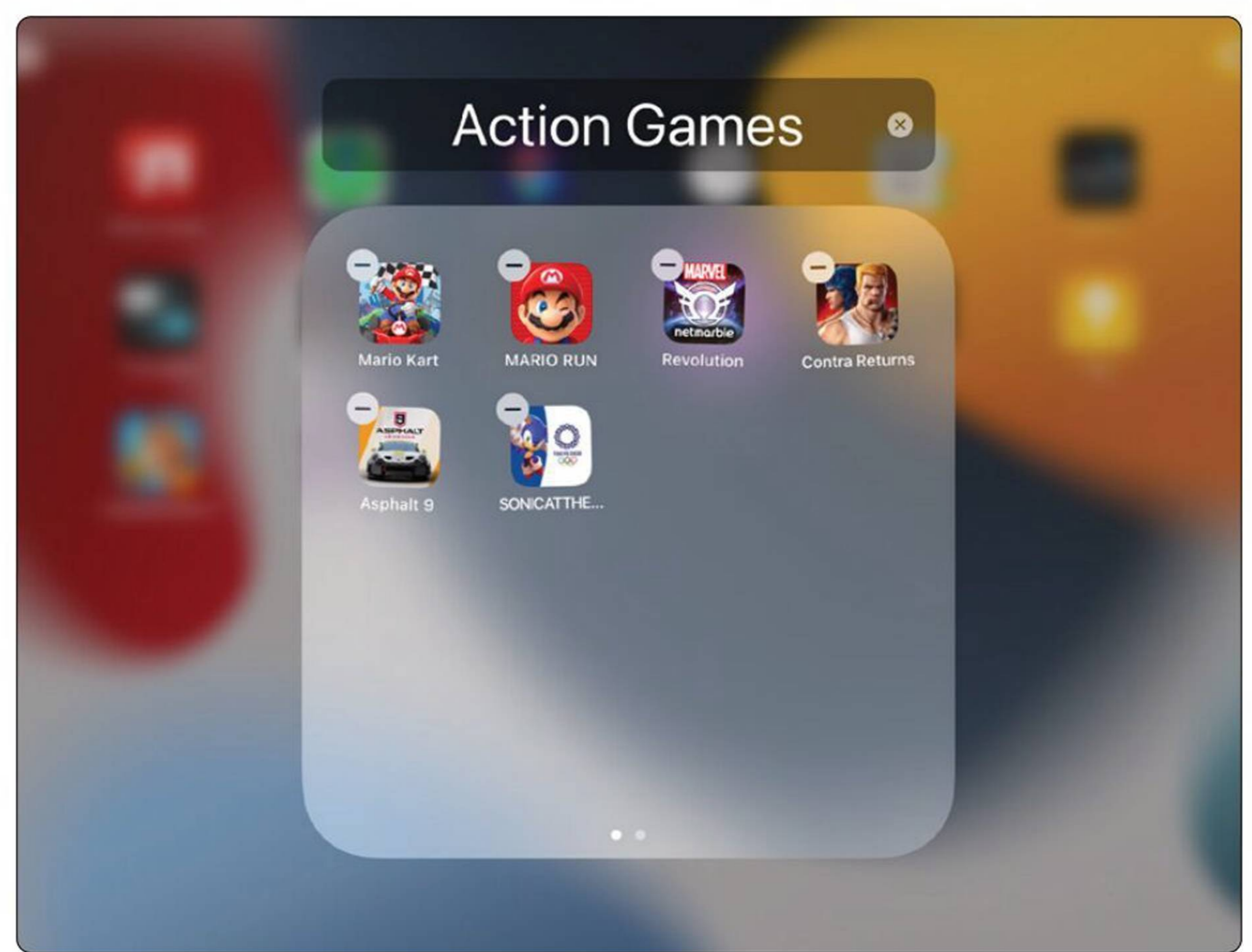


# Using Folders On the Home Screen

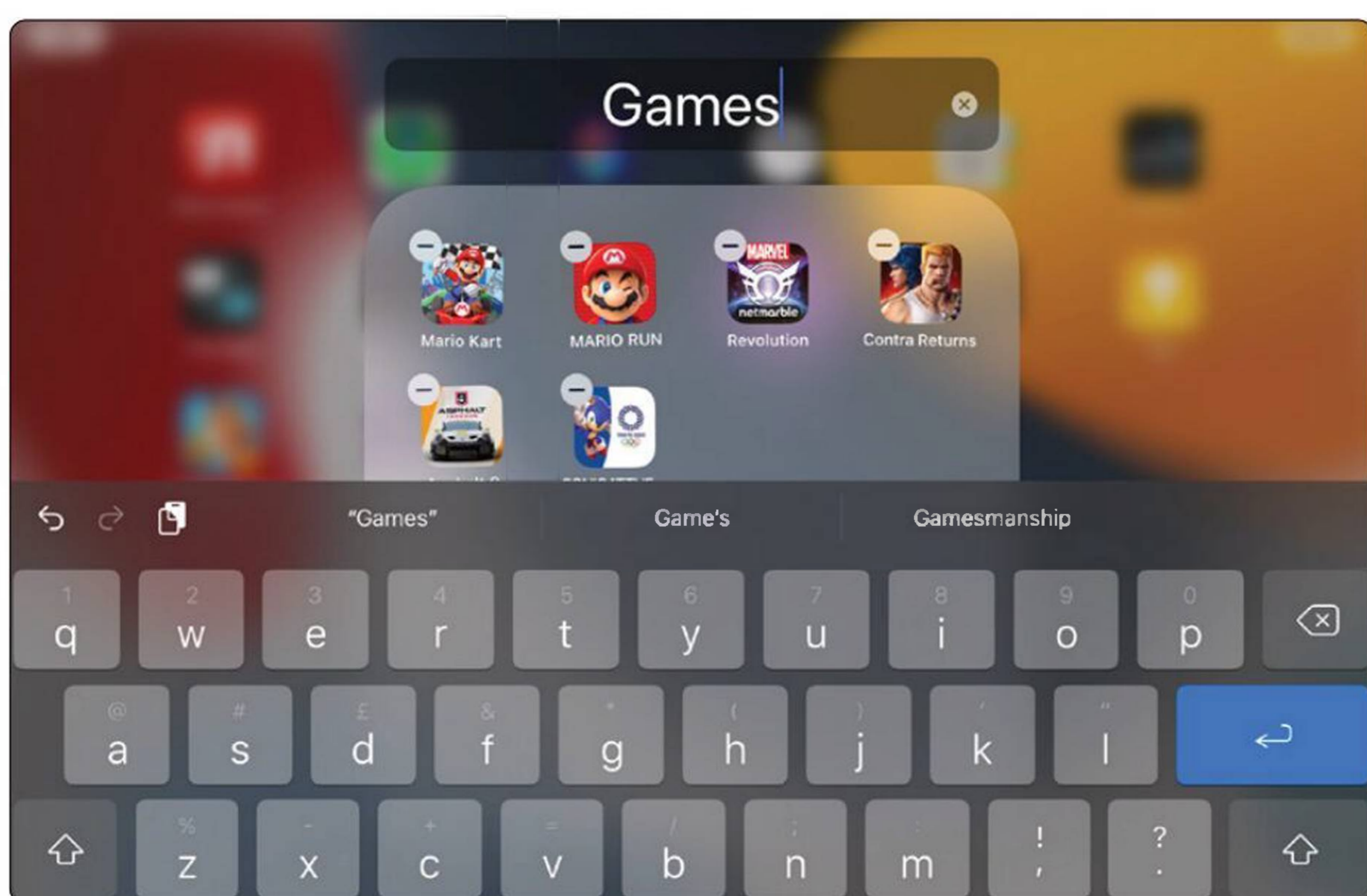
To keep your Home page in a tidy and usable state, you can group apps into folders, maybe all your games in a Gaming folder, for example. It's a good way to organise your applications and makes navigating your iPad much easier.



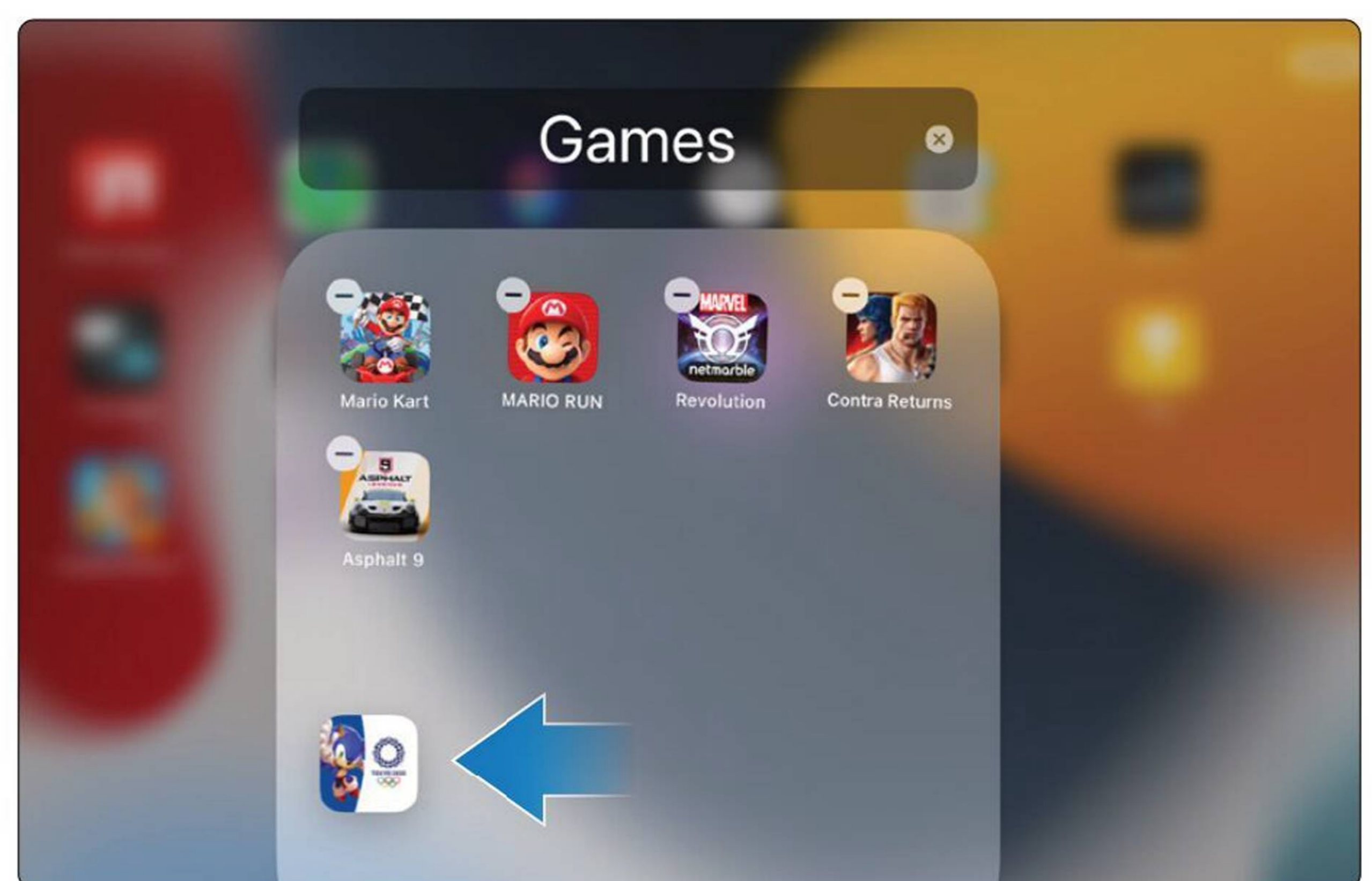
**1** To create a folder of apps, on the Home screen tap and hold an app until a pop-up appears. Choose Edit Home Screen and the icons wobble and a small X icon appears in their top left corner. Drag one app onto another and they're grouped into a folder. Tap outside the folder box to return to the Home screen. Drag the other apps you wish to store there onto the new folder.



**2** Tap Done (top right corner) to stop the apps wobbling. You can see that we've put five separate apps in this folder here. As they're all productivity apps, it's automatically named Productivity. Tap the folder to open it, then tap one of the apps to use it in the usual way. It's a great means of grouping similar apps, keeping your Home screen tidy and making things easier to find.



**3** If you want to rename a folder, open it, tap and hold an app and then hold Edit Home Screen until the icons wobble again. Then tap the name of the folder. A keyboard appears and you can edit the name of the folder in the usual way. Call it anything you like.



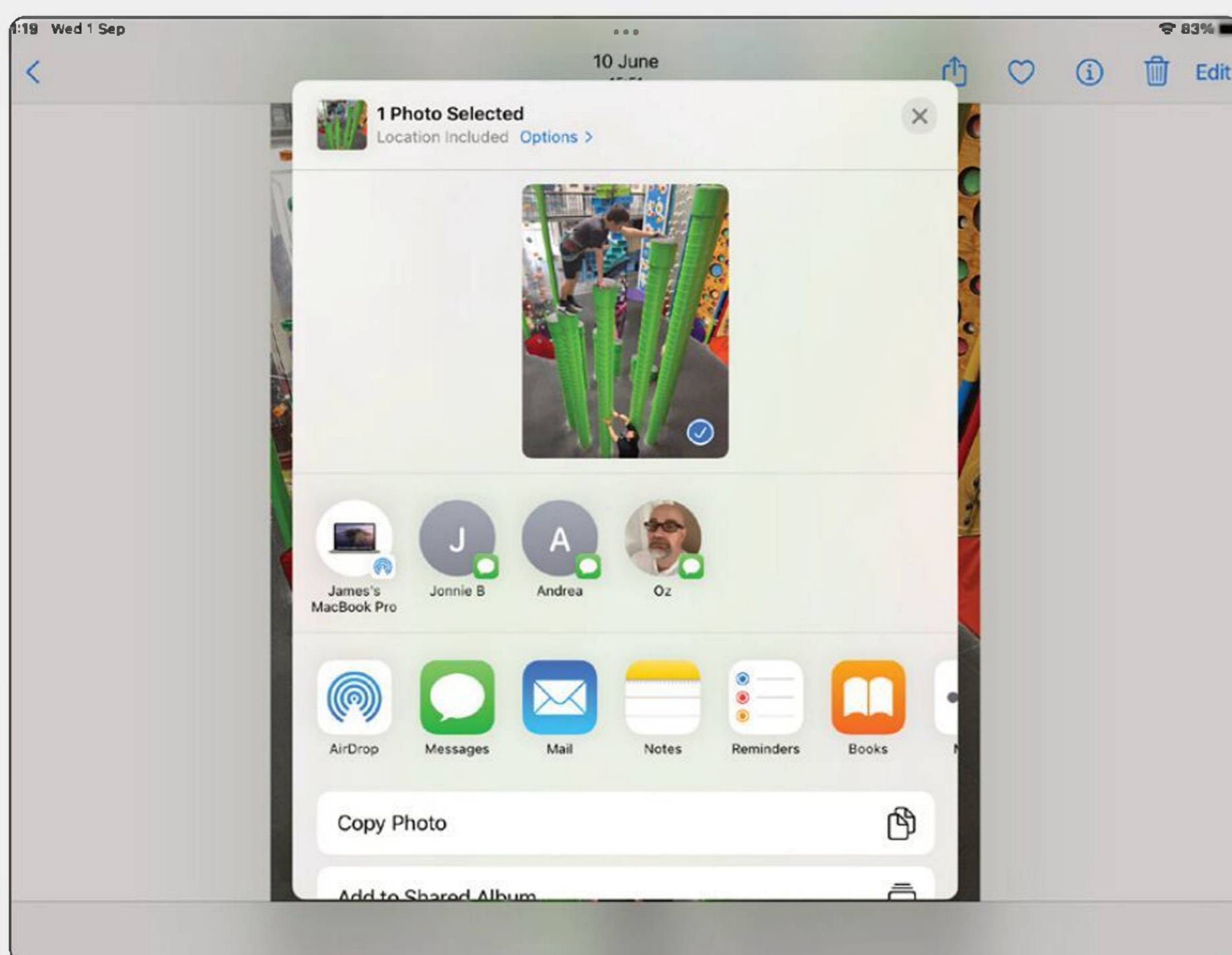
**4** To move an app out of a folder, open the folder and hold an app until it wobbles. Drag the app outside the folder box as shown. It returns to the Home screen and the folder closes. Remove the last app and the folder disappears.



# AirDrop & Bluetooth Stream and Transfer

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

## Transfer Files with AirDrop.

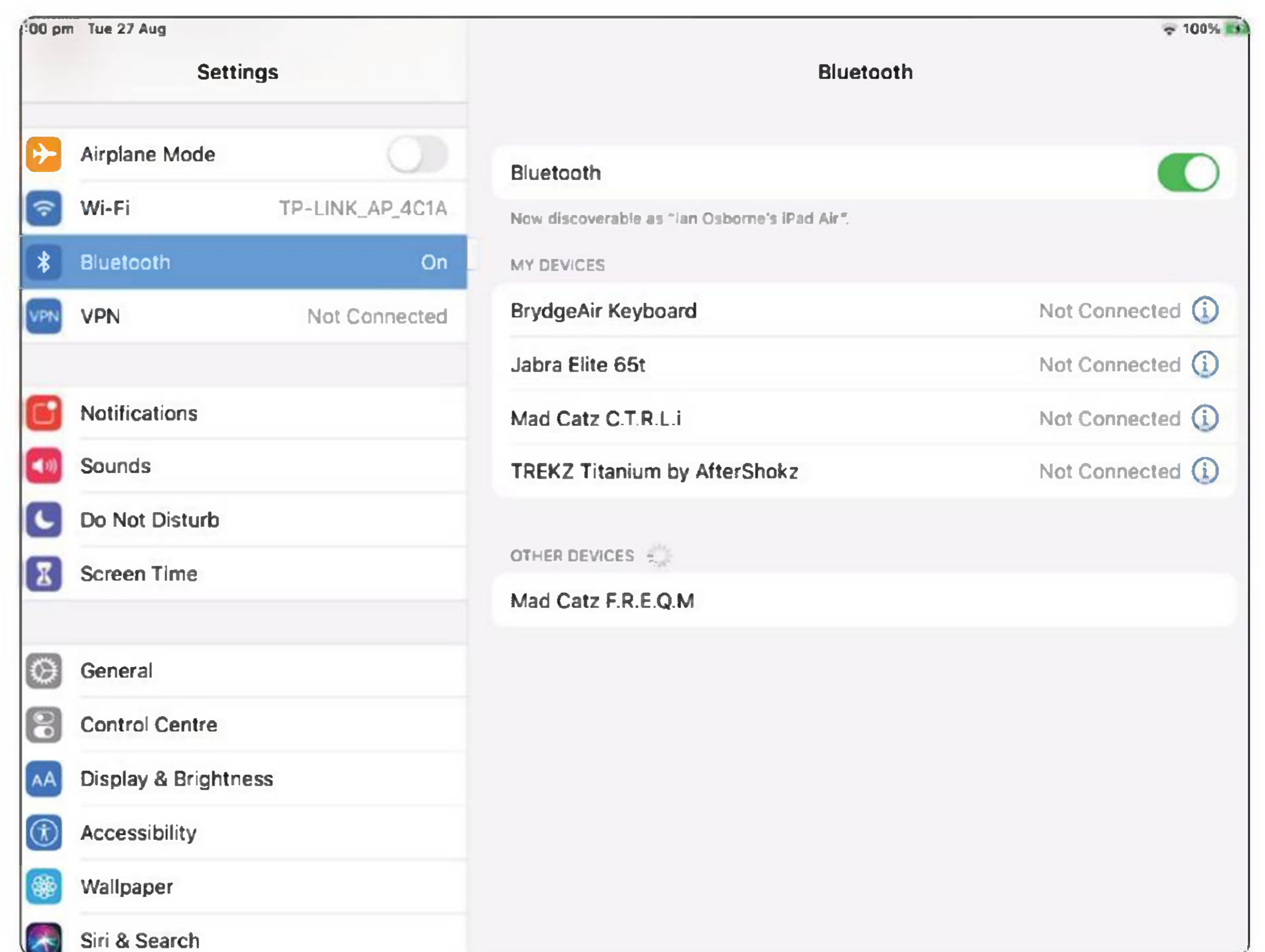


**1** You can send files to other Apple devices using AirDrop, but Wi-Fi and Bluetooth must be switched on. Open the file, tap the Share icon. People to whom you can AirDrop are shown at the top of the window; look for the AirDrop icon. Tap the person to whom you want to send the file.

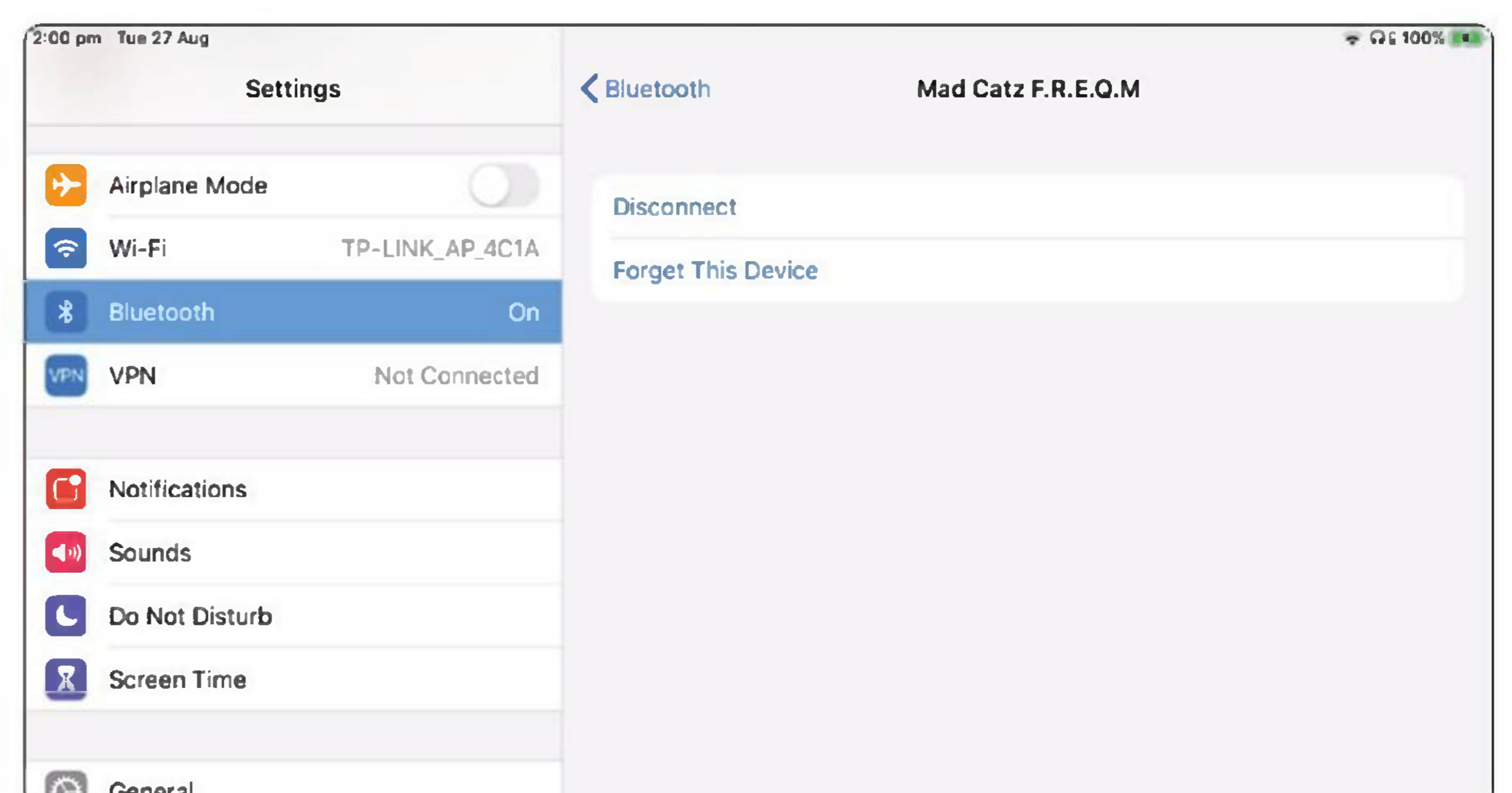


**2** Use Settings > General > AirDrop to determine whether receiving via AirDrop is on or off, share only with people in your Contacts app, or share with everyone. If you accept AirDrops from everyone, when you're sent an AirDrop file you have to accept it first.

## Pairing with Bluetooth



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



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

# The Apple Pencil in iPadOS 15

The Apple Pencil transforms the iPad from a finger-based tool to a professional artist's canvas. With it, you can sketch, draw, paint and write on the iPad, just like it was a physical piece of paper and it gets a boost in iPadOS 15! Let's take a look at Apple Pencil and Scribble.

If you own a first-generation Apple Pencil (the one with the silver band at the end), start by removing the cap at the top of the pencil to reveal a Lightning connector plug; make sure your iPad is switched on and unlocked, then plug the end of the Apple Pencil into the Lightning socket at the bottom of your iPad. An alert appears on the iPad's display saying 'Bluetooth Pairing Request'. Tap Pair to connect the Apple Pencil to your iPad Pro. Wait for the alert window to disappear, and then remove the Apple Pencil from your iPad. Now reattach the cap to the Apple Pencil to cover the Lightning connector.

The second generation Apple Pencil (with no silver band), does not need to be paired like the older version. Instead, you just place the flat side of

the pencil on the iPad and it pairs automatically. It couldn't be simpler. As well as pairing, connecting your Apple Pencil to the iPad like this also charges it wirelessly, using your iPad Pro's own battery. There's no need to plug it into the iPad's charging port, as with a first-generation Apple Pencil.

To see how much your Apple Pencil is currently charged, swipe down from the top of the screen to open Notification Centre. Tap the Widgets tab to see the Batteries section. Below the iPad, you find the Apple Pencil charge. When it starts to run out of power, you get alerts; just plug it back in (1st generation) or place it on the top of the iPad (2nd generation) to charge up. Both versions get 30 minutes power from 15 seconds charge or it charges fully in about 15 minutes.

## System Requirements.

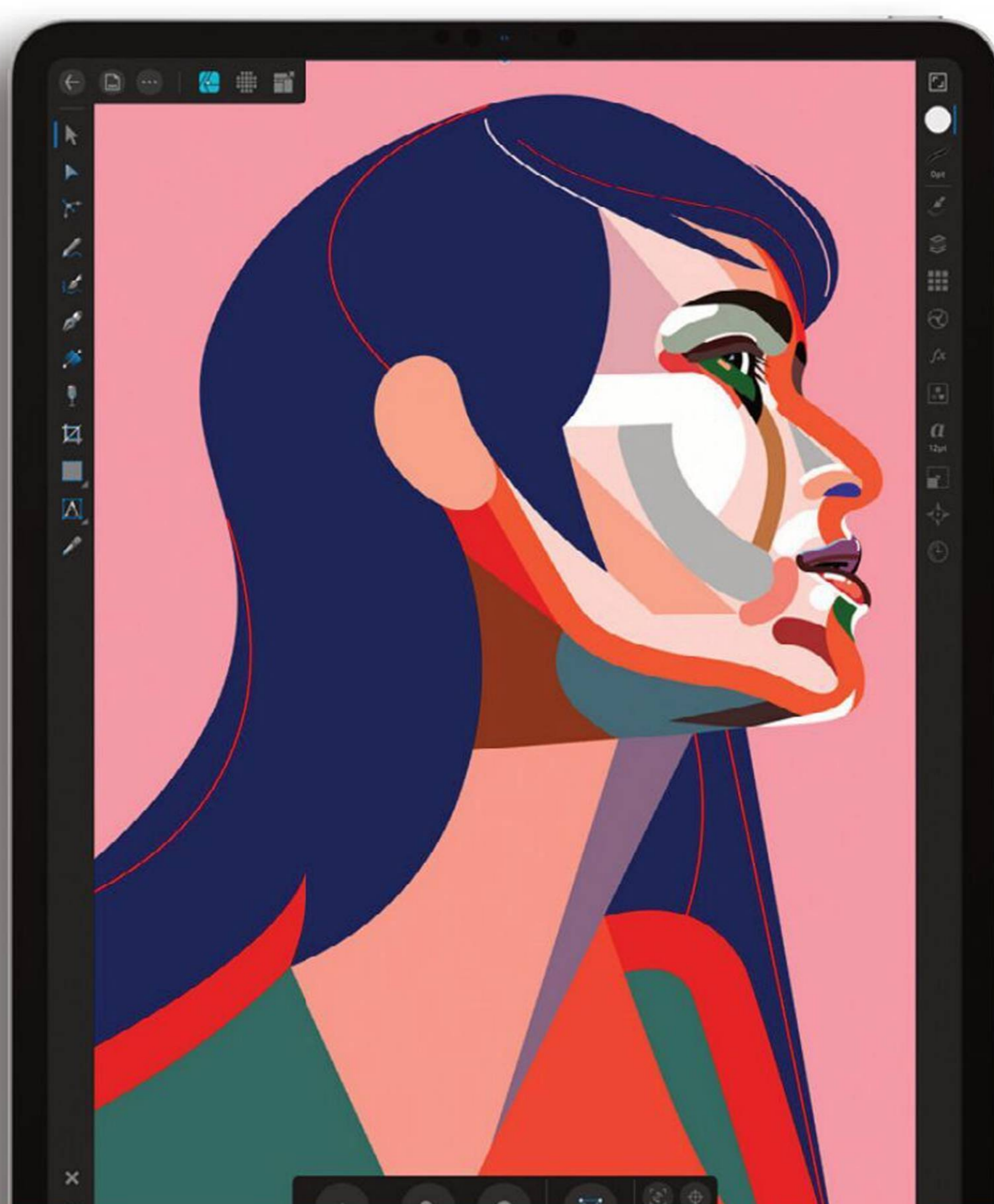
The Apple Pencil, 2nd Generation, is currently compatible with:

iPad Pro 11-inch  
iPad Pro 12.9-inch (3rd generation).

The first-generation Apple Pencil can be used with:

Pad Air (3rd generation)  
iPad mini (5th generation)  
iPad (6th generation)  
iPad 10.2-inch (7th generation)  
iPad Pro 12.9-inch (1st and 2nd generation)  
iPad Pro 10.5-inch  
iPad Pro 9.7-inch.

To find out which model iPad you have, go to <https://support.apple.com/en-gb/HT201471>.

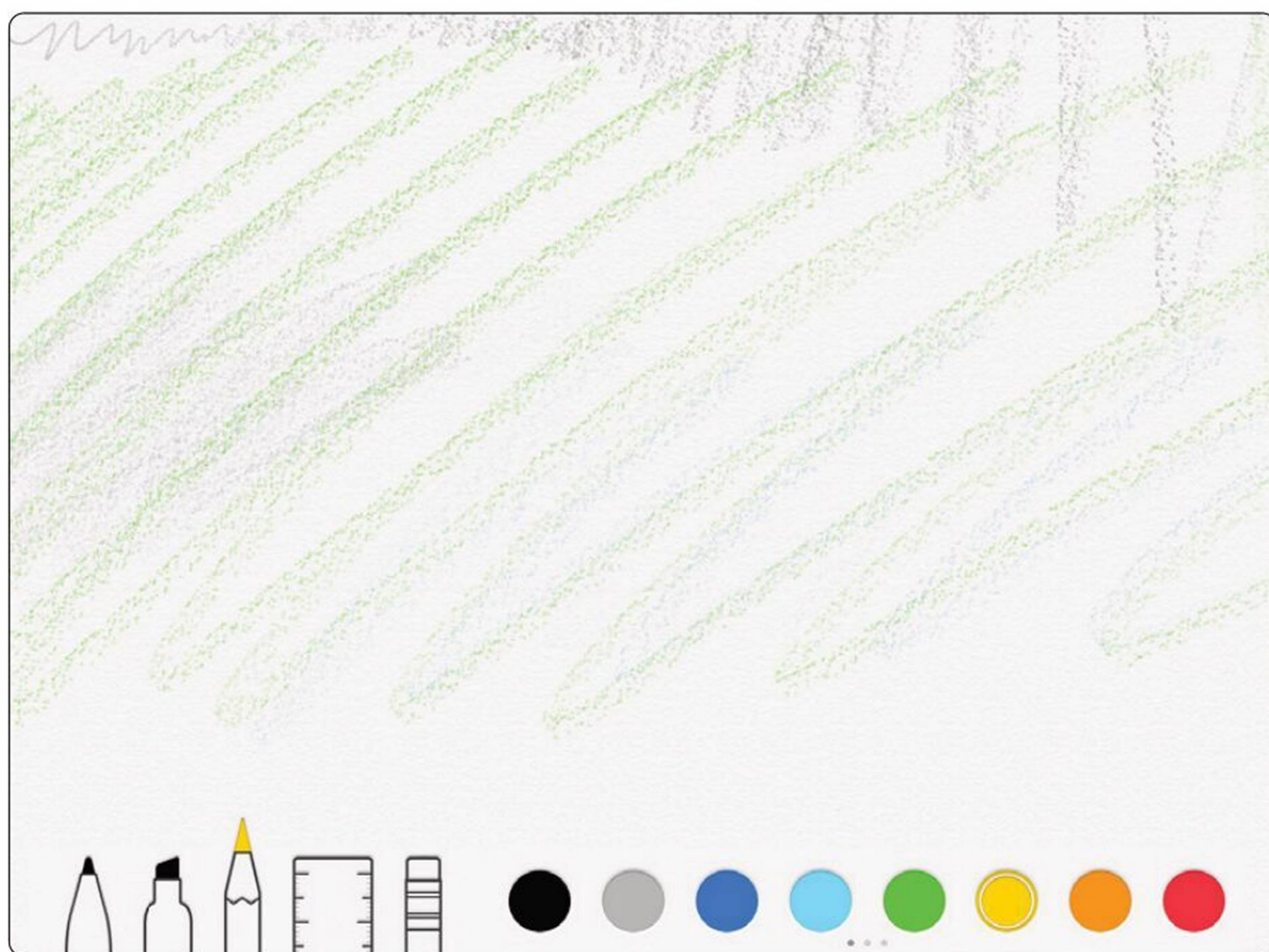




# Using Your Apple Pencil

With the Apple Pencil connected, you can use it just like a finger. Tap the screen to select icons, buttons and other interface items. You can combine Apple Pencil taps with finger taps to interact with your iPad.

You can use an Apple Pencil purely as a finger substitute, but to get the most from it, you need to use an app with Apple Pencil support. The best one to start with is Apple's own Notes app. Create a New Note and tap the Draw icon (just above the 'delete' key). At the bottom of the Notes app is a selection of pen-and-pencil styles and a range of colours from which to choose. Tap these and draw on the screen with the Apple Pencil. The firmer you press on the Apple Pencil, the broader and more pronounced the stroke.



## Side to Shade

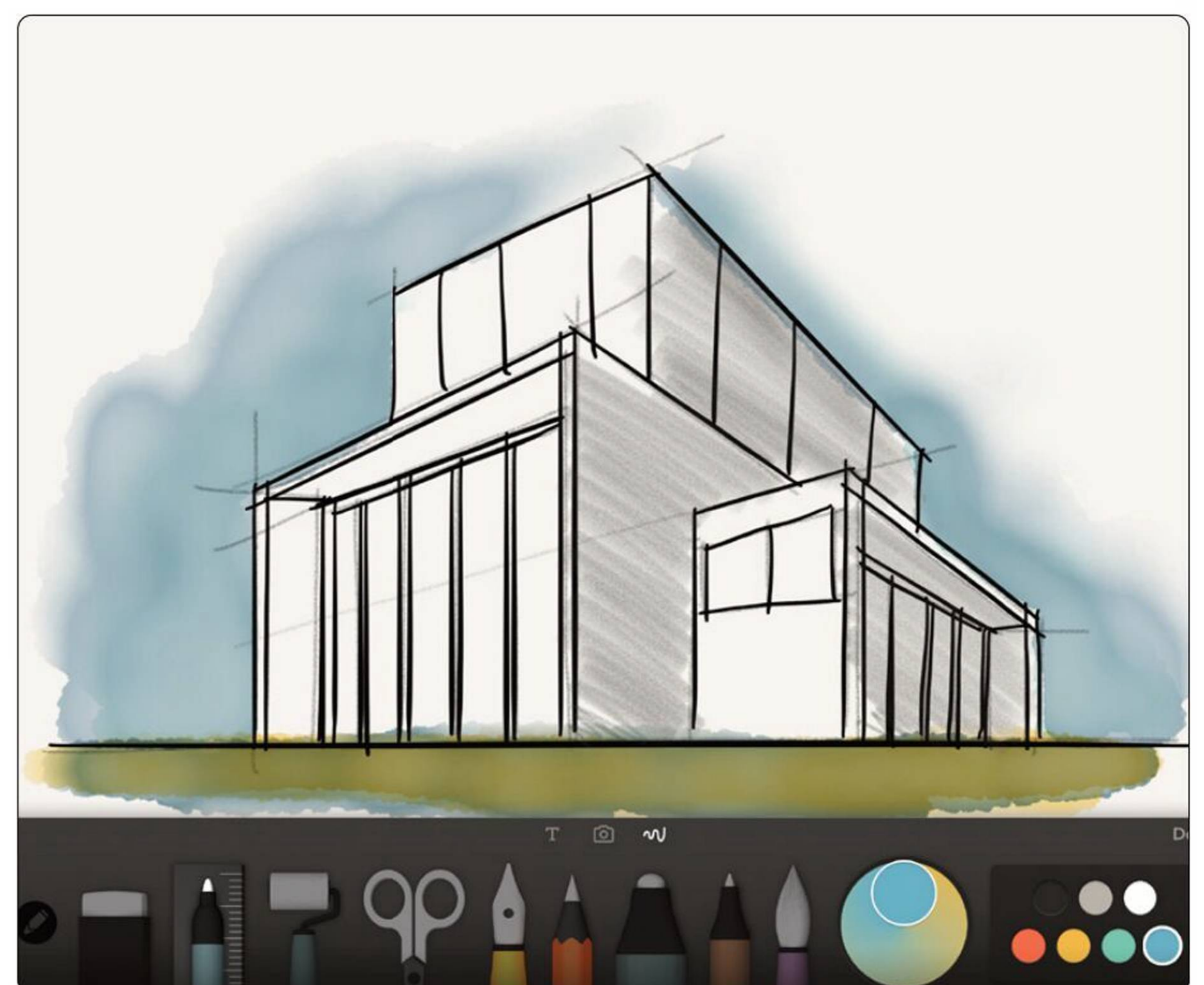
An interesting trick the Apple Pencil has up its sleeve is the shade function. Try drawing on the screen with the side of the Apple Pencil nib. This angle creates a shaded effect as if you were shading in with a regular pencil. Don't worry about resting your palm against the screen when sketching either as the iPad features a palm-rejection technology that detects which part of your hand is resting on the screen and ignores it where necessary.

Unlike other digital pencils, the Apple Pencil doesn't have a built-in eraser but most drawing apps have an eraser as an option. Tap the Eraser tool in Notes, for example, and now when you draw on the screen with the Apple Pencil you will remove elements you have previously drawn.

## The Paper App

Apple's Notes app is a great place to start, but when you're ready to take things further, try 53's Paper app (fiftythree.com). We find it to be the best reproduction of a pencil and paper available on any tablet device. It has a much wider range of brushes and colours than Apple's Notes. Straight lines can be a challenge, and different apps have different approaches to a ruler. In Paper, the Shape tool lets you draw shapes (lines, arrows and circles) and they are automatically straightened up. It's quite instinctive after a few goes.

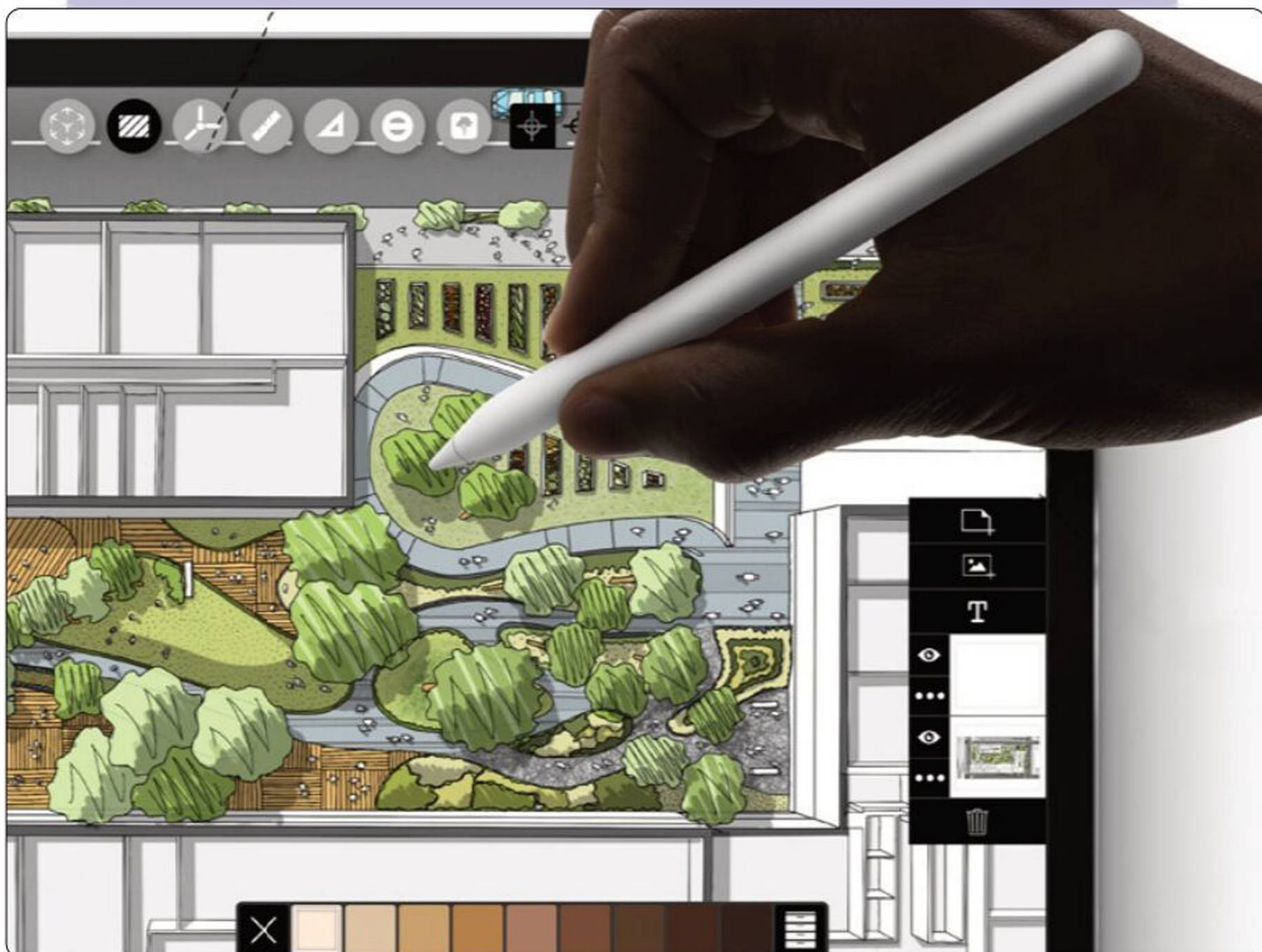
A great trick in Paper (and other apps) is to import images from the Photo Library and then draw over them. Tap the Photos icon and choose a picture from your library then sketch over it; you can save images from Safari to your Camera Roll.



# more Apple Pencil Tricks

## Tap/Gestures.

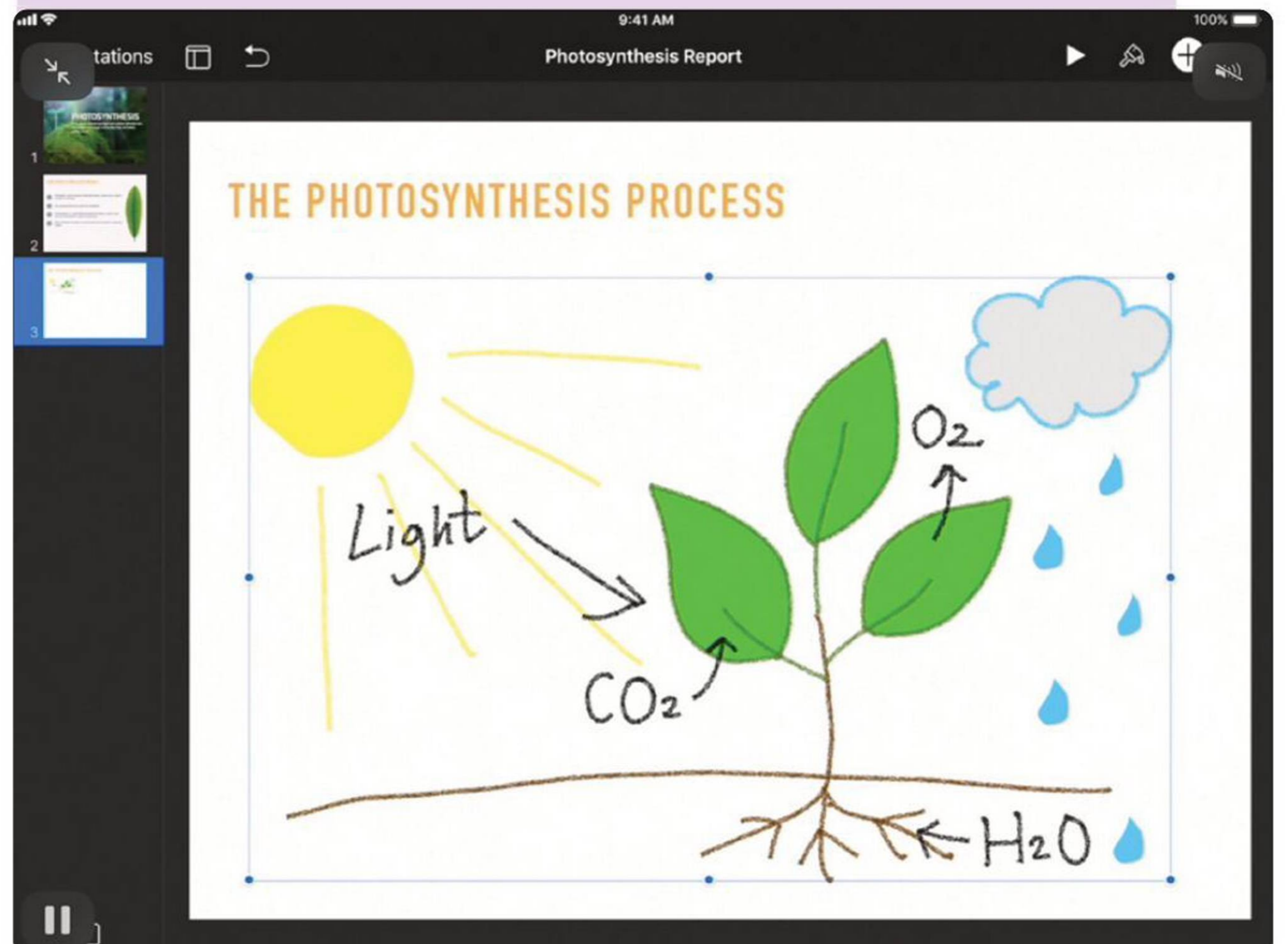
The second-generation Apple Pencil offers a new gesture. To cycle through your drawing tools, you simply double-tap the business end of the pencil with your forefinger. For example, you can change brush sizes or modes and customise the tap feature to focus on the tools you most use.



## Apple Pencil with Pages, Numbers and Keynote.

It's possible to use Apple Pencil with the latest releases of the Pages, Numbers and Keynote apps. With the Apple Pencil, you can quickly add drawings and sketches to your word processor documents, spreadsheets and Keynote presentations.

In Pages, tap and hold with the pencil to create a box, resize it to your requirements and draw. You can paste your drawing into a Keynote presentation, and animate it, so it's redrawn on the fly. You can also use the Apple Pencil to write on a Numbers spreadsheet.

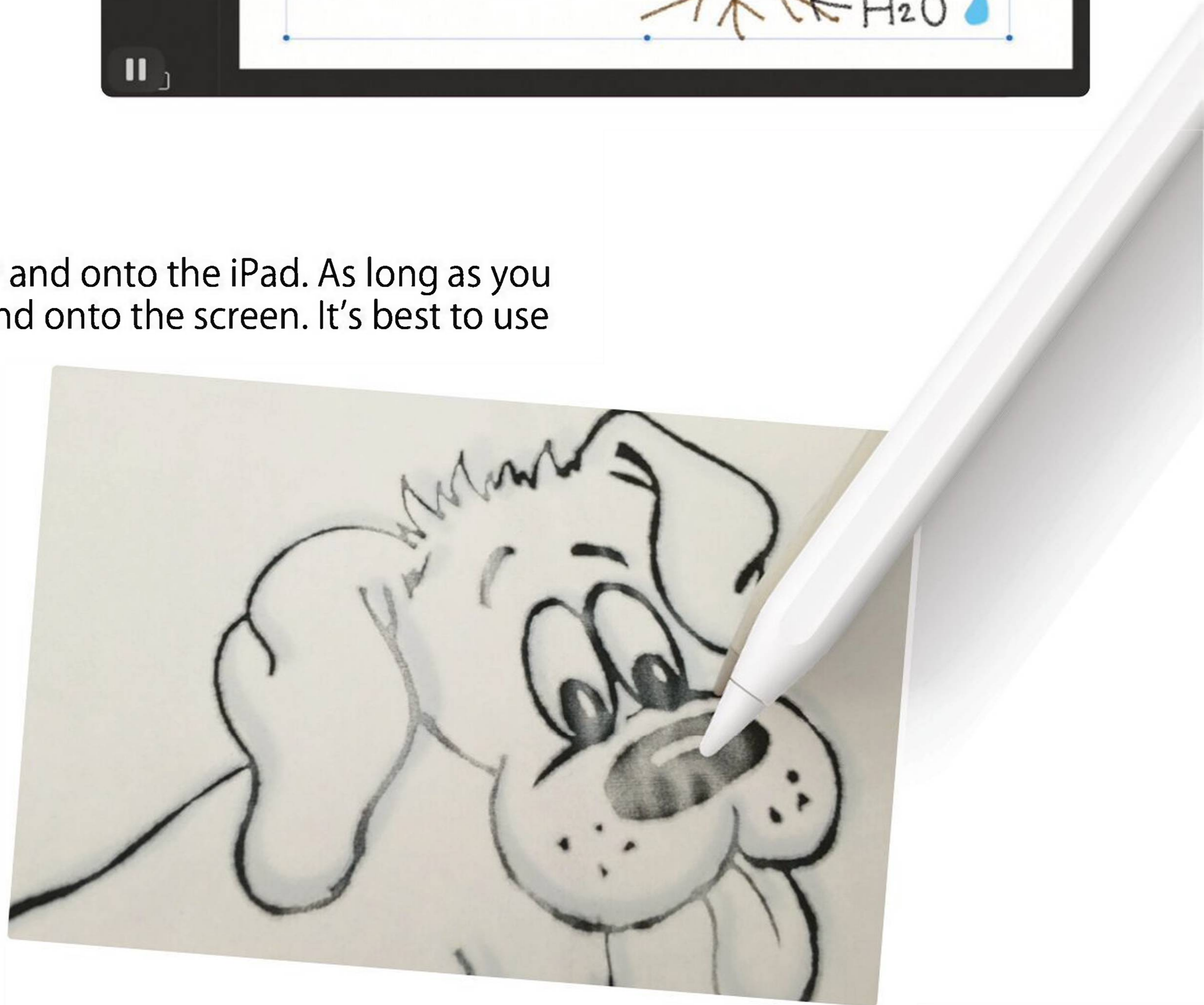


## Trace an Image

It's entirely possible to trace through a sheet of paper and onto the iPad. As long as you push down firmly, you can draw through the paper and onto the screen. It's best to use reasonably thin paper and not card. It's also possible to draw directly onto attachments (images and PDF documents) in Mail using the Apple Pencil. Tap on an attachment and choose Markup. Now you can draw directly onto the attachment using the Markup tools.

Another great trick in Markup is to add your signature to documents. Tap an attachment in Mail and select Markup. Then tap the Signature icon. Tap Add or Remove Signature and sketch your signature with the Apple Pencil; you can then add it to PDF documents in Mail.

When you've mastered using the Apple Pencil, you should download some truly professional apps for it. One app we don't want you to overlook is Procreate ([procreate.si](http://procreate.si)). This app is a fantastic drawing app with full Apple Pencil support.





# Scribble!

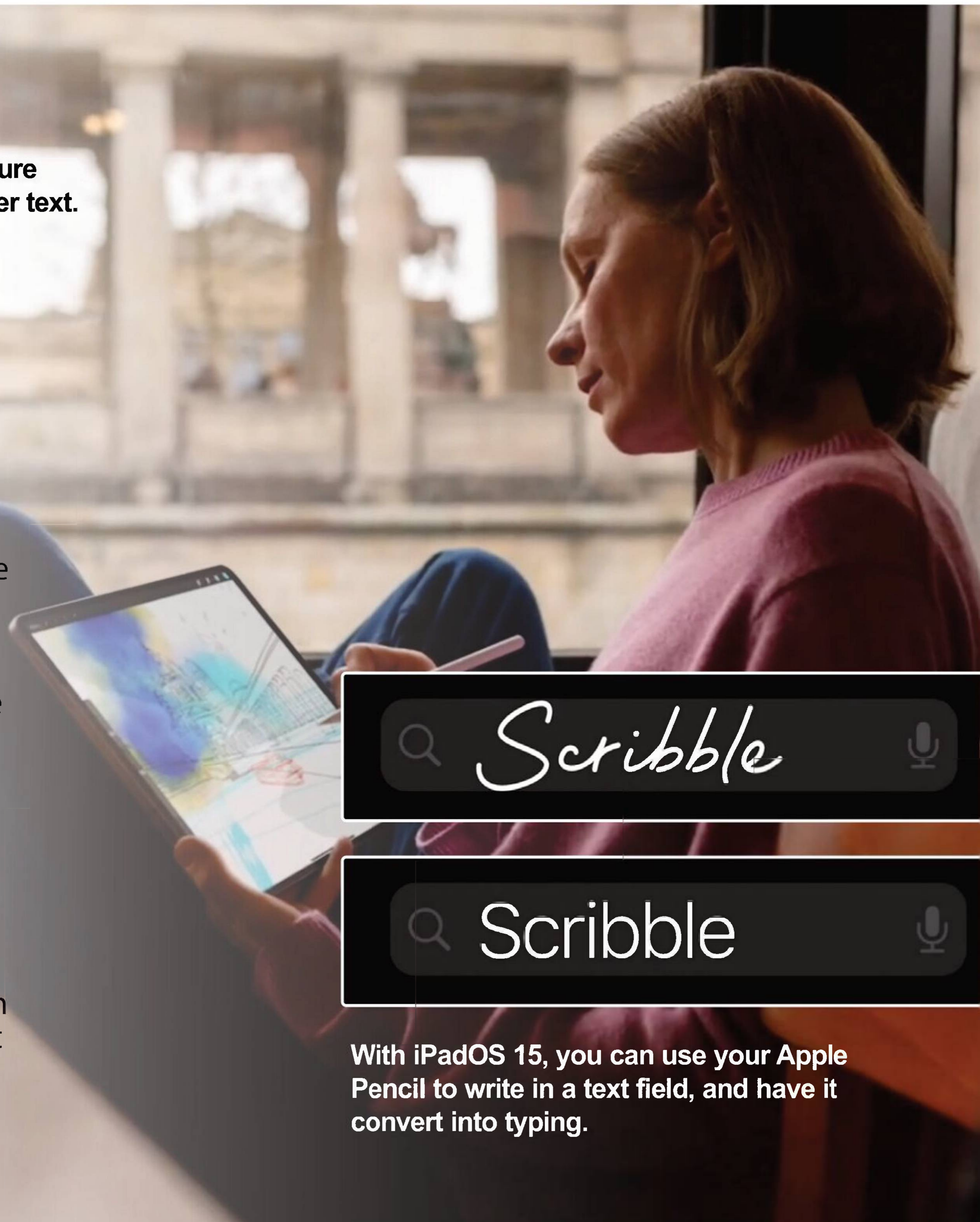
iPadOS 15 introduces a great new Apple Pencil feature that lets you use handwriting wherever you can enter text.

A common complaint about the Apple Pencil was that it can be annoying to put the Pencil down to type. Switching between the stylus and the keyboard was irritating, especially if you only needed to type a few words; like a search query or a URL. Scribble does away with all that by letting you use your handwriting pretty much everywhere you can enter text. It's then automatically converted to typed words.

All handwriting recognition takes place on the device, so there are no privacy concerns and it works whether you're online or offline. English, traditional and simplified Chinese, and mixed

Chinese and English characters are catered for without needing to switch languages; and no doubt other alphabets such as Arabic or Cyrillic will be added with time.

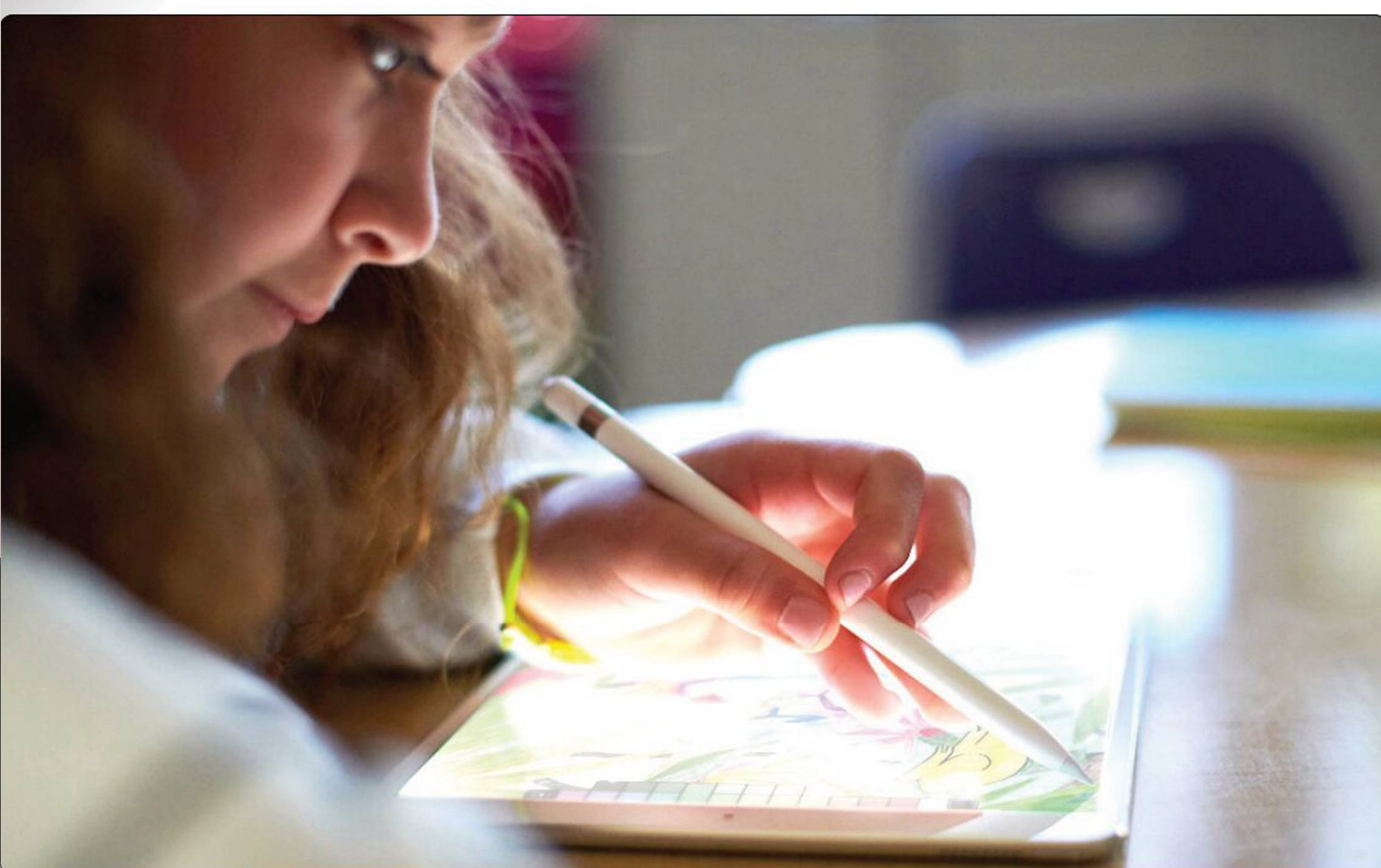
Handwriting recognition has been improved a great deal. Smart Selection uses on-device machine learning to master your own writing and distinguish letters from drawings. Sections of writing can be highlighted, copied, pasted and edited; just like it was typed text. On-board data detectors pick up on telephone numbers and addresses too, so you can call by tapping a handwritten phone number or look for directions to a scribbled address.



With iPadOS 15, you can use your Apple Pencil to write in a text field, and have it convert into typing.

## Improvements Made in the Previous Version of iPadOS

- Before iPadOS, the Apple Pencil had a latency of 20ms, that is, it took the iPad 20 milliseconds to recognise an input from the pencil. iPadOS took it down to 9ms.
- For developers, Apple introduced 'PencilKit', a programming framework that makes it incredibly easy for third-party developers to include Pencil support in their apps.
- The Pencil Palette gained a new pixel eraser for greater precision when erasing Pencil strokes. It can be placed anywhere on the screen now, instead of being fixed at the bottom.
- You can take screenshots with an Apple Pencil by swiping up from the bottom-left or bottom-right of the screen.

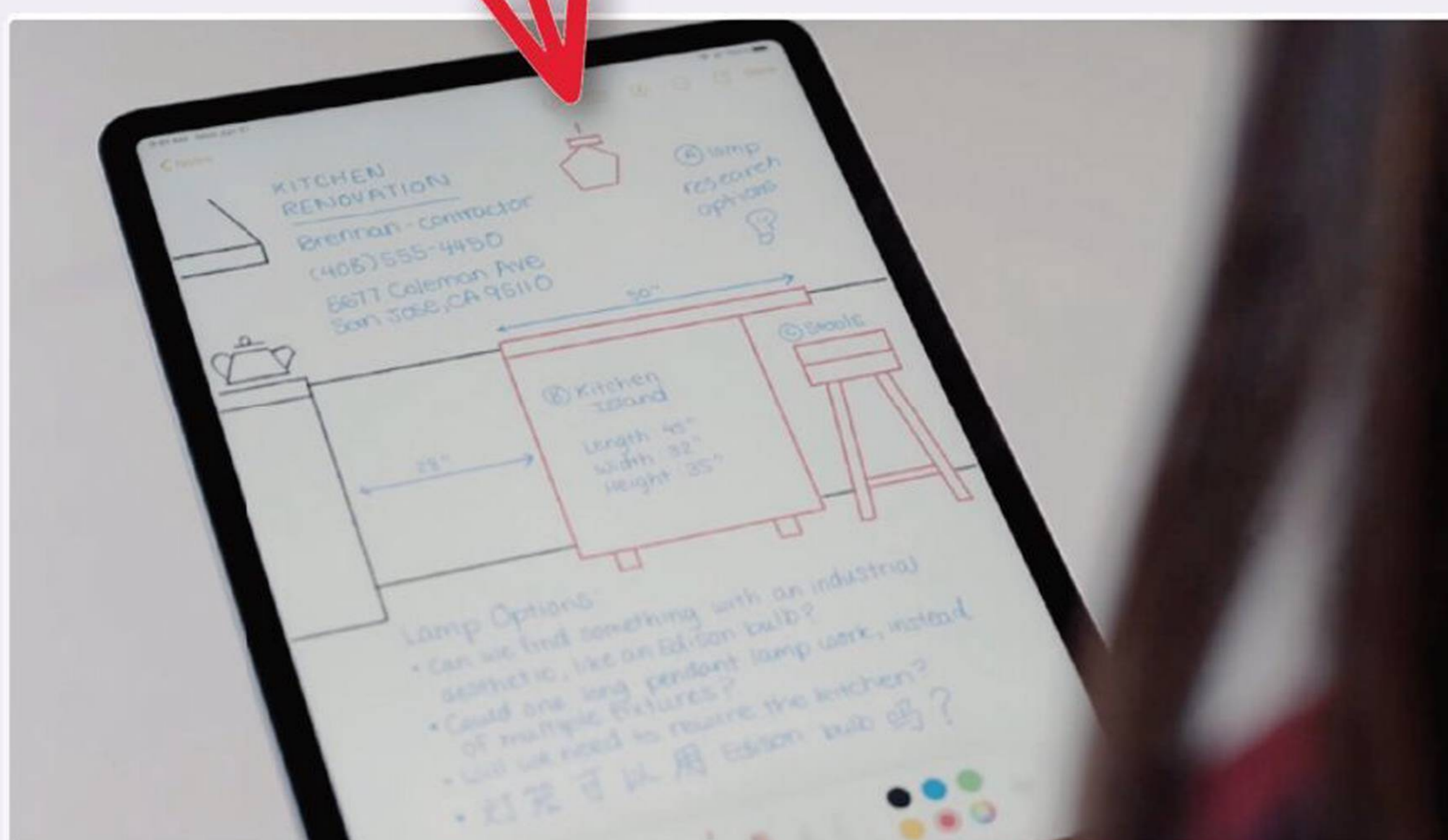
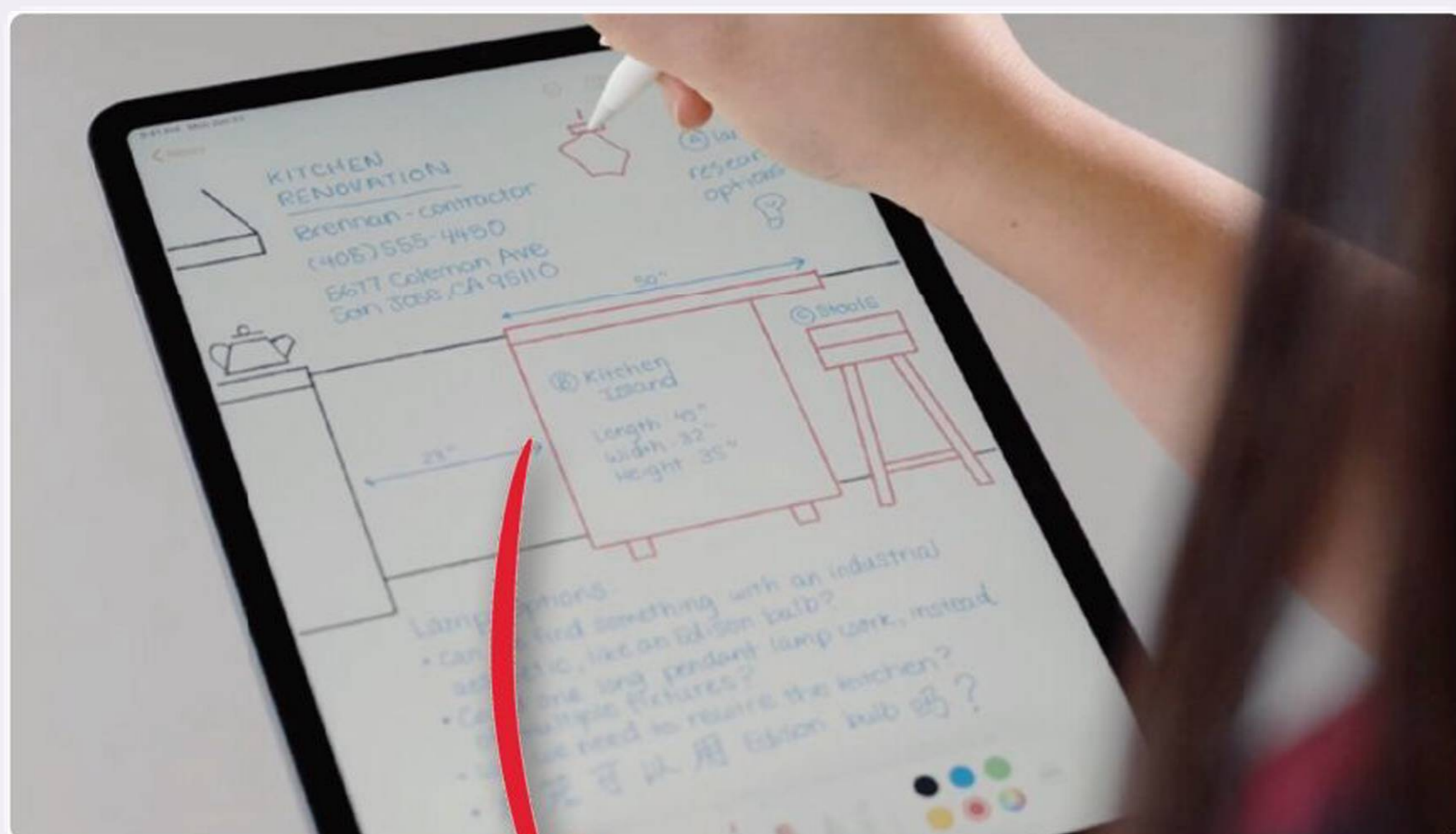


# More Scribbling!

Let's take a look at what else you can do with the Scribble feature.

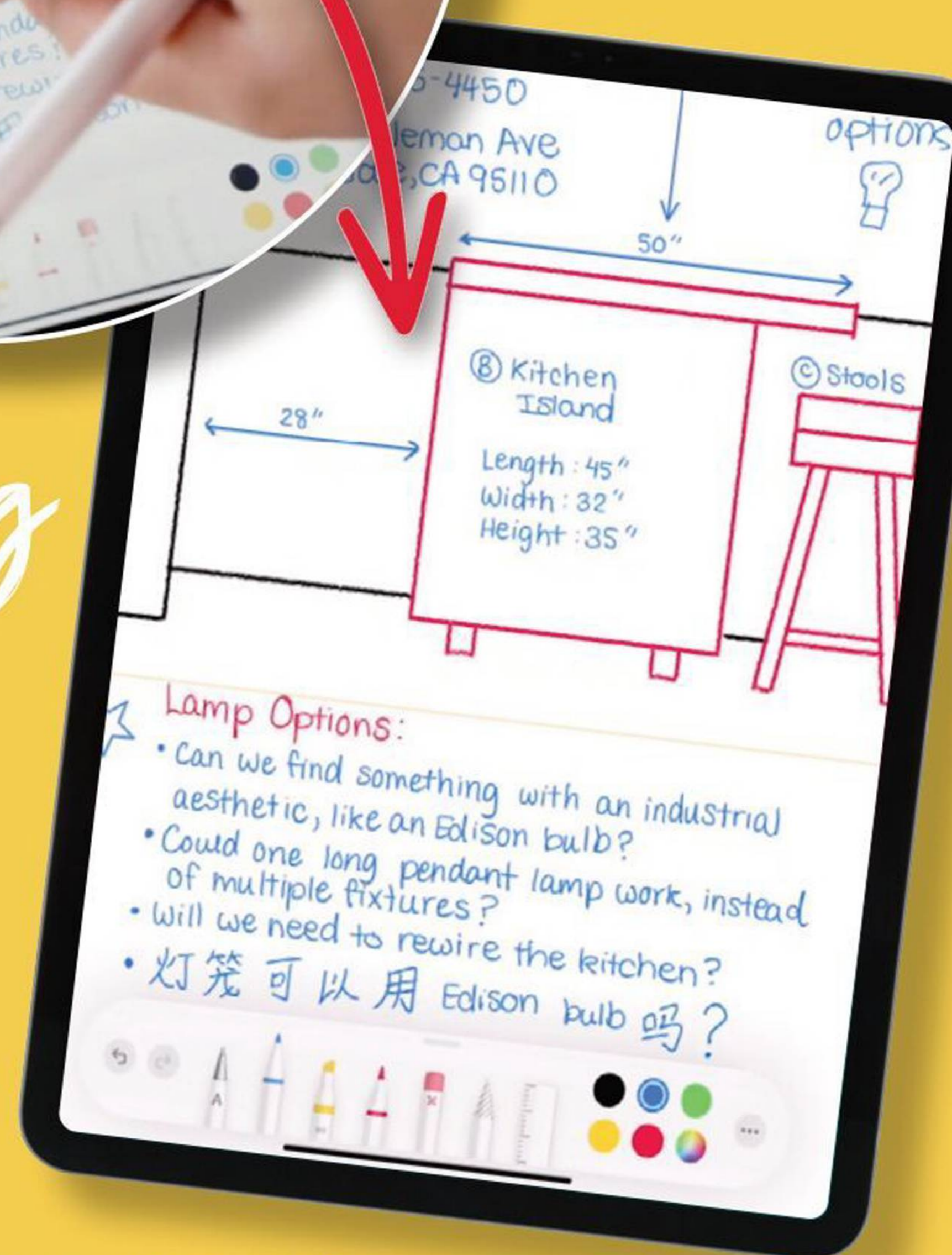
## Draw Shapes.

If you draw a regular shape using your Apple Pencil, it's automatically converted into a geometrically sound graphic. As soon as you lift the pencil, the shape is automatically reshaped, like the hexagon lampshade drawn here. The new, geometric shape retains the size and angle of the one you drew.



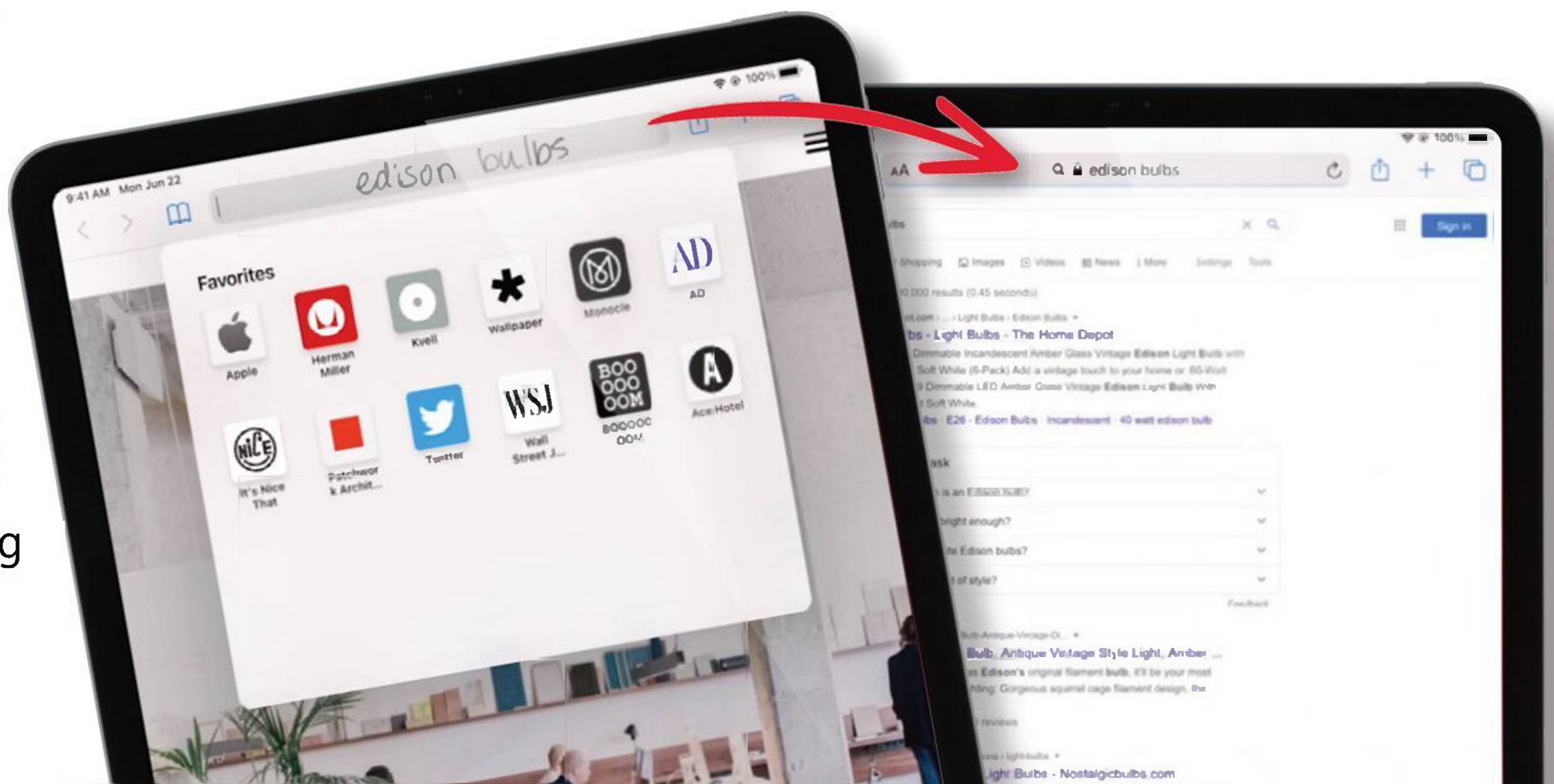
## Handwriting Selection.

Handwriting can now be selected in the same way as typed text. You can double-tap to highlight a single word and double-tap again to select a line. New Machine Learning tools allow the iPad to recognise the words without taking in drawings and doodles as well. When you've selected a piece of text, you can make editing changes such as altering the colour or pull it down on the screen to give you more room to write. Just the thing if you need to add something in the middle of a handwritten page.



## Write in Text Fields

You can also use the Apple Pencil to write in text fields such as the URL bar in Safari or a search field in any app. You just write whatever it is you need to write into the text field using Apple Pencil and your own handwriting, then it's automatically converted into text. It's a lot less hassle than having to put down your pencil just so you can type a couple of words.

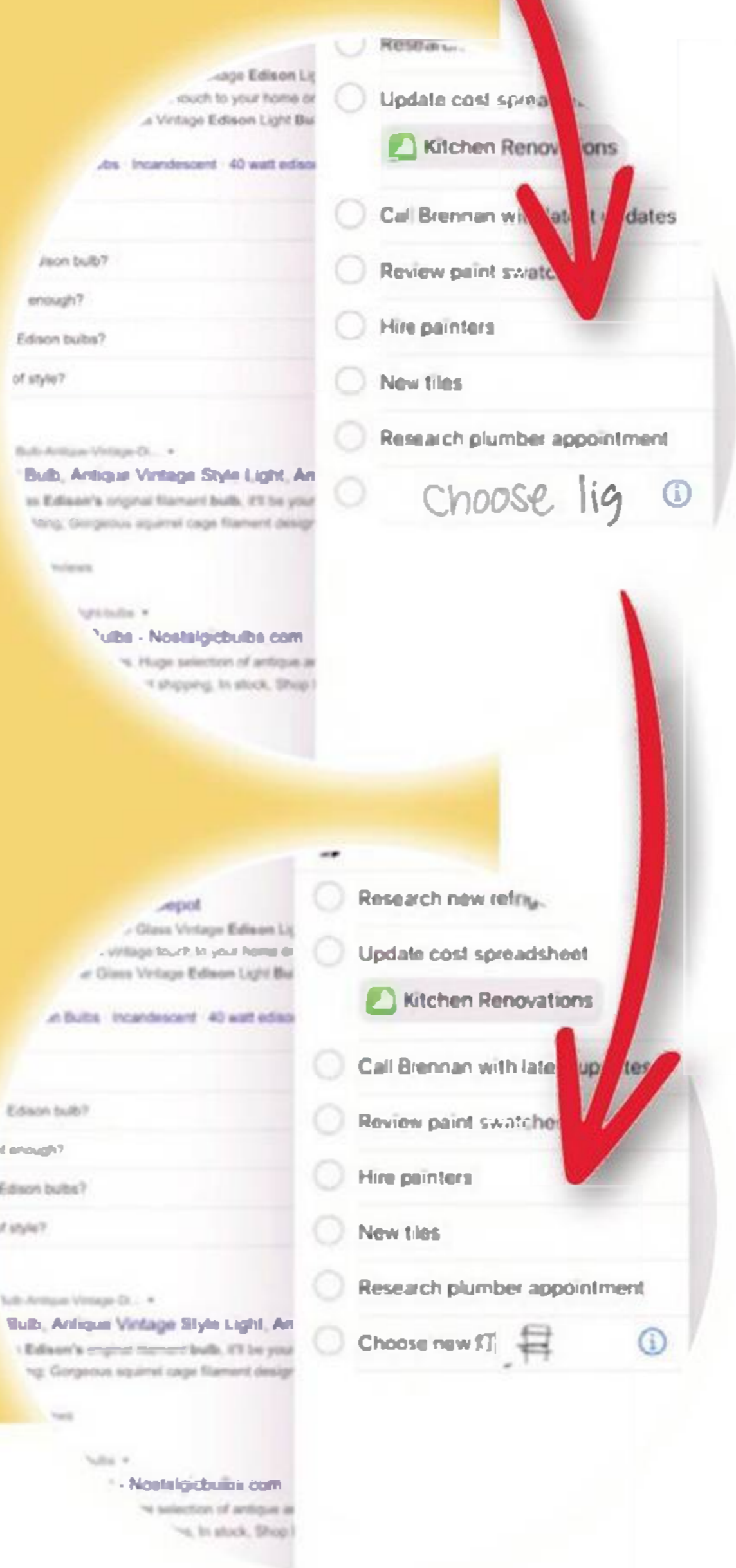






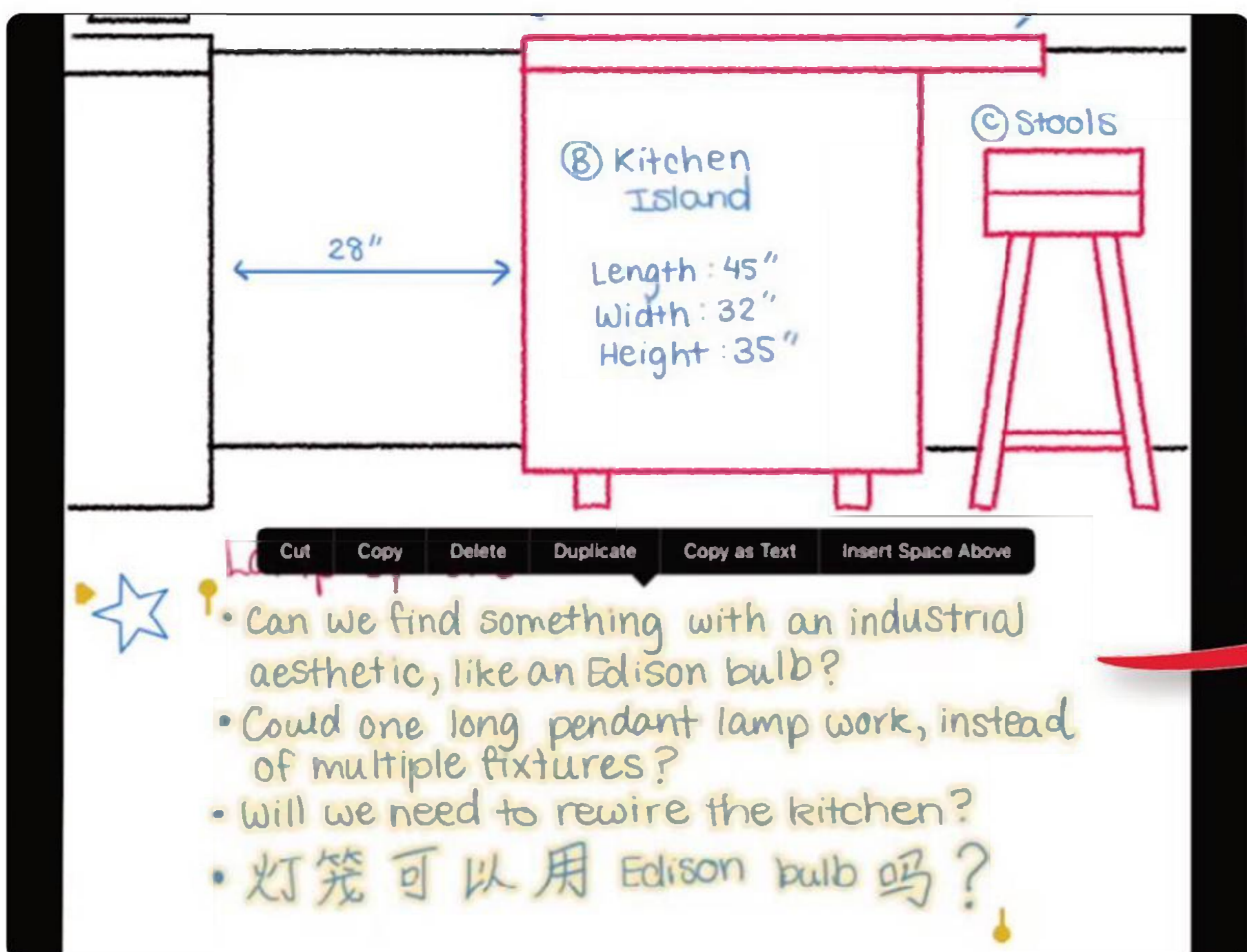
# Apple Pencil in Apple Apps.

You can use Apple Pencil to write in any text field, including those in Apple's apps. In Reminders, for example, you can add a new reminder with your Apple Pencil and have it convert into text. It doesn't only work for languages that use the English alphabet either. You can also use traditional and simplified Chinese characters and even mix them in the same piece of text.



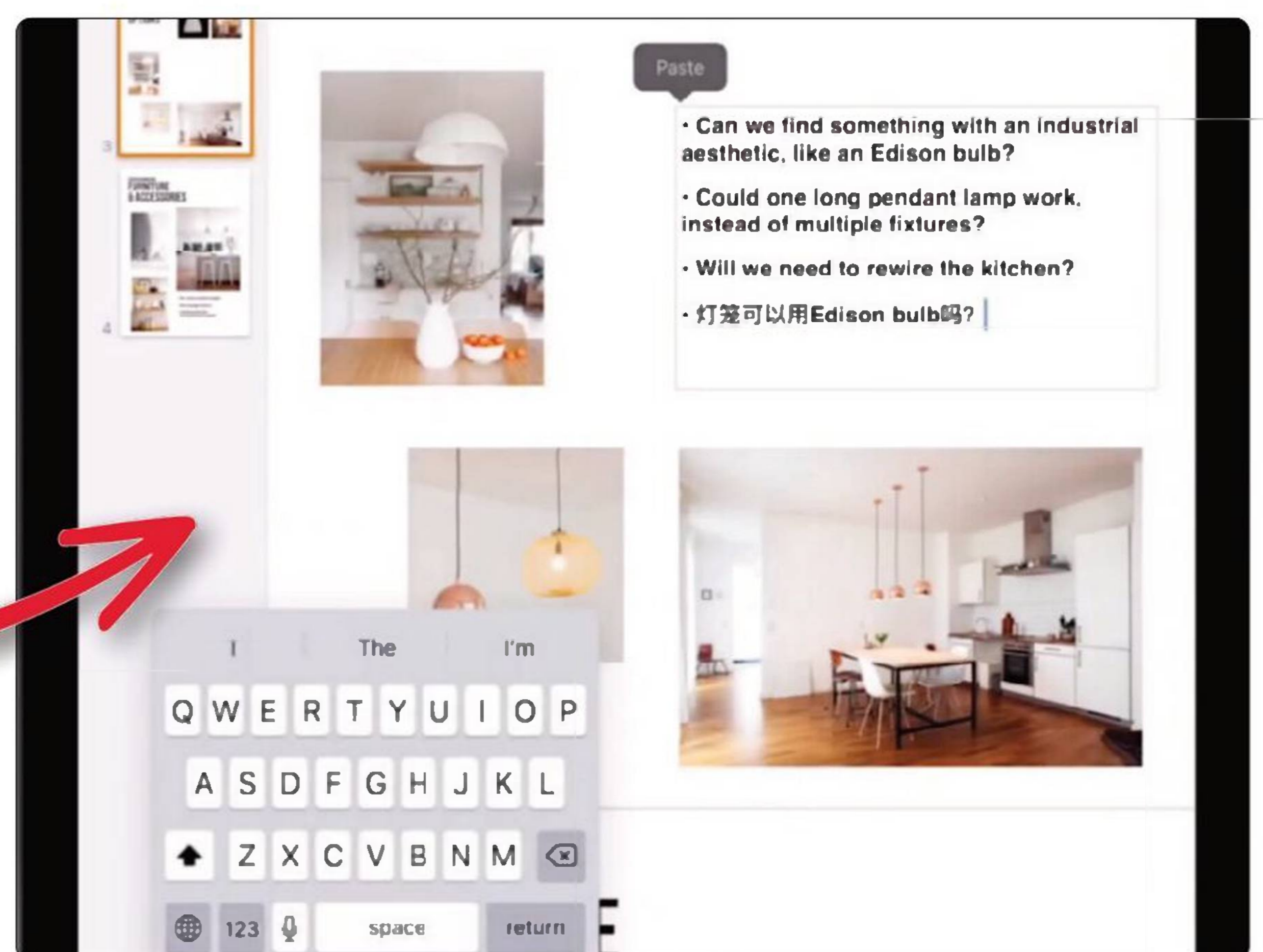
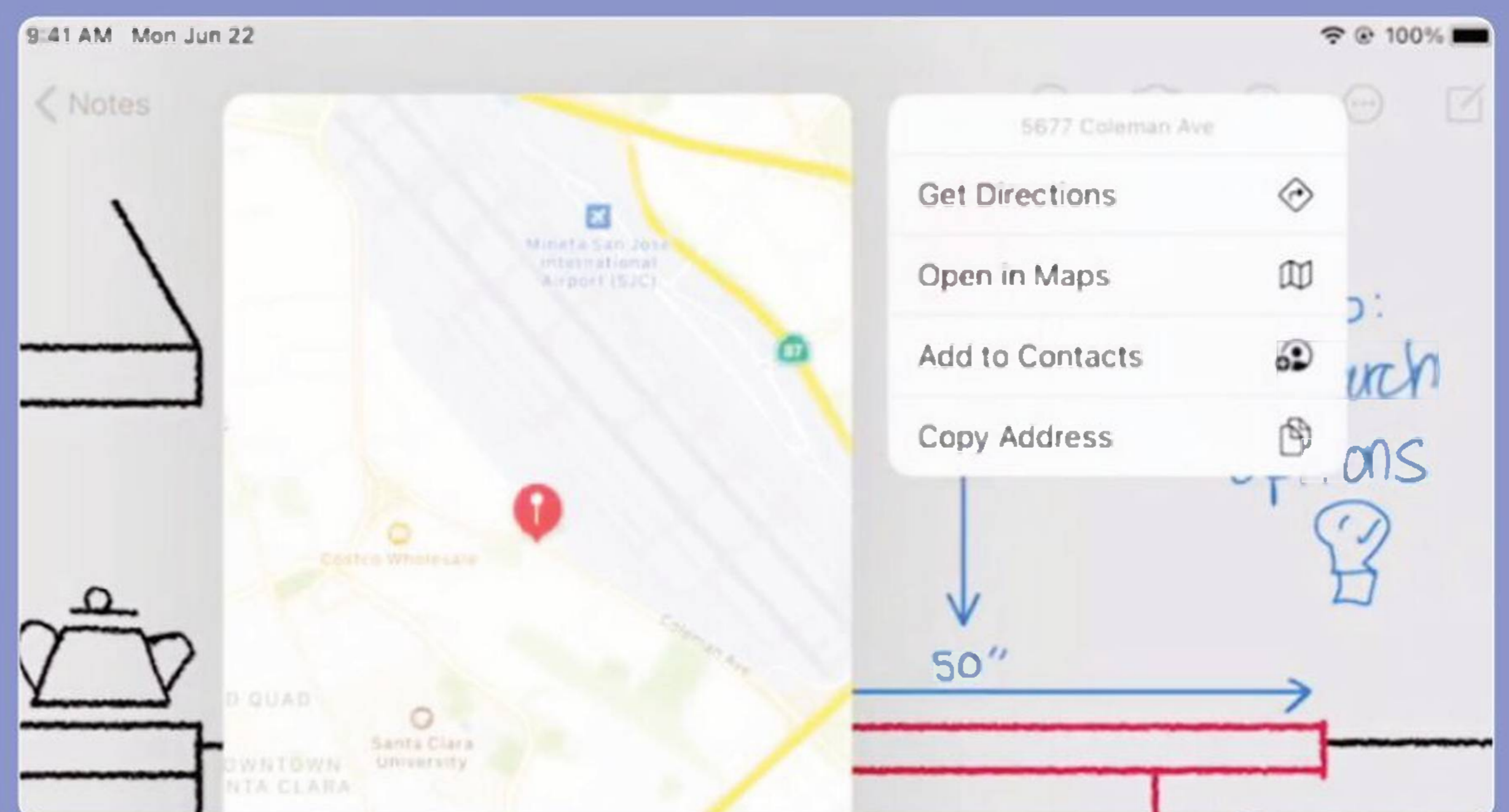
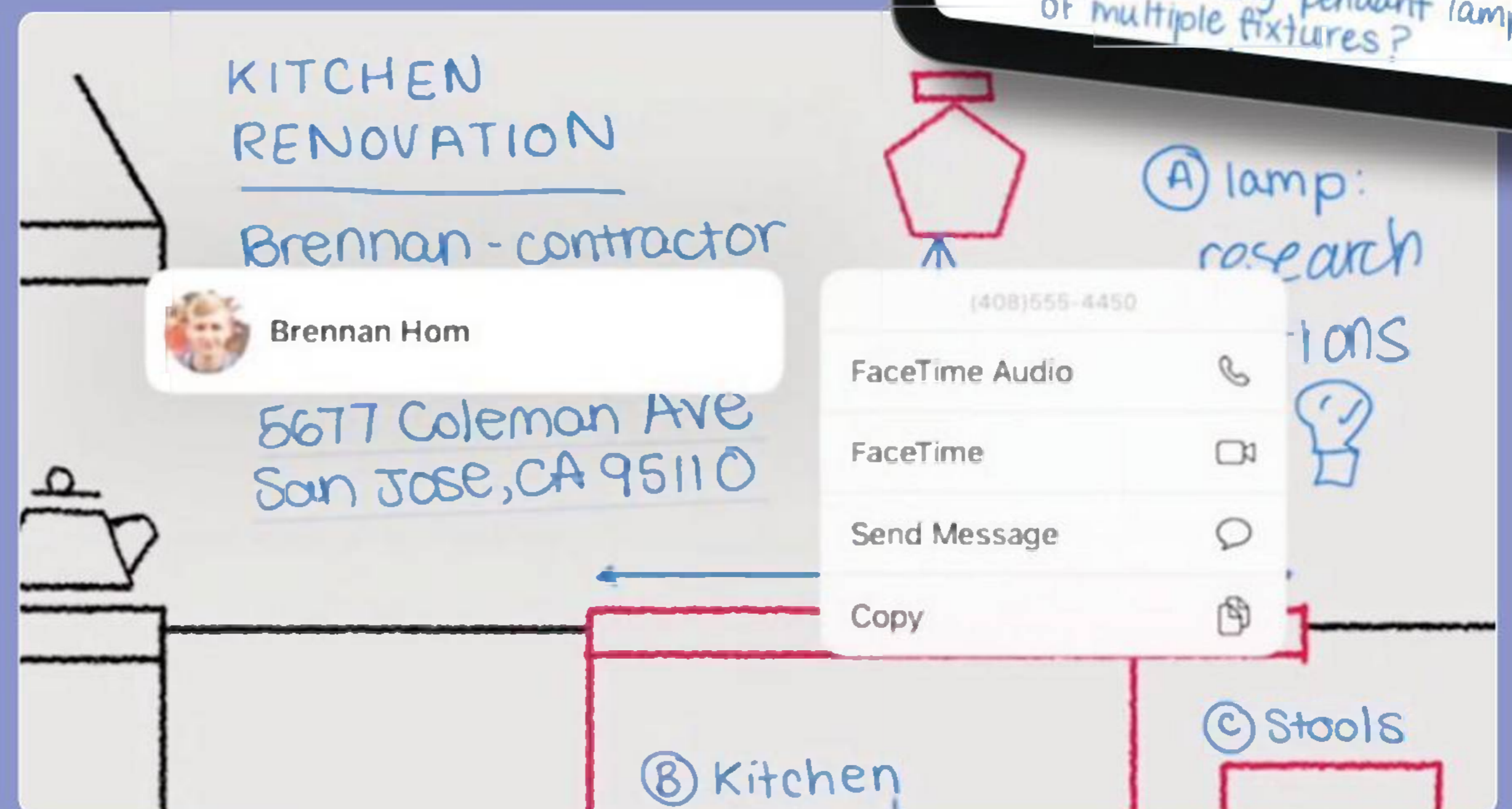
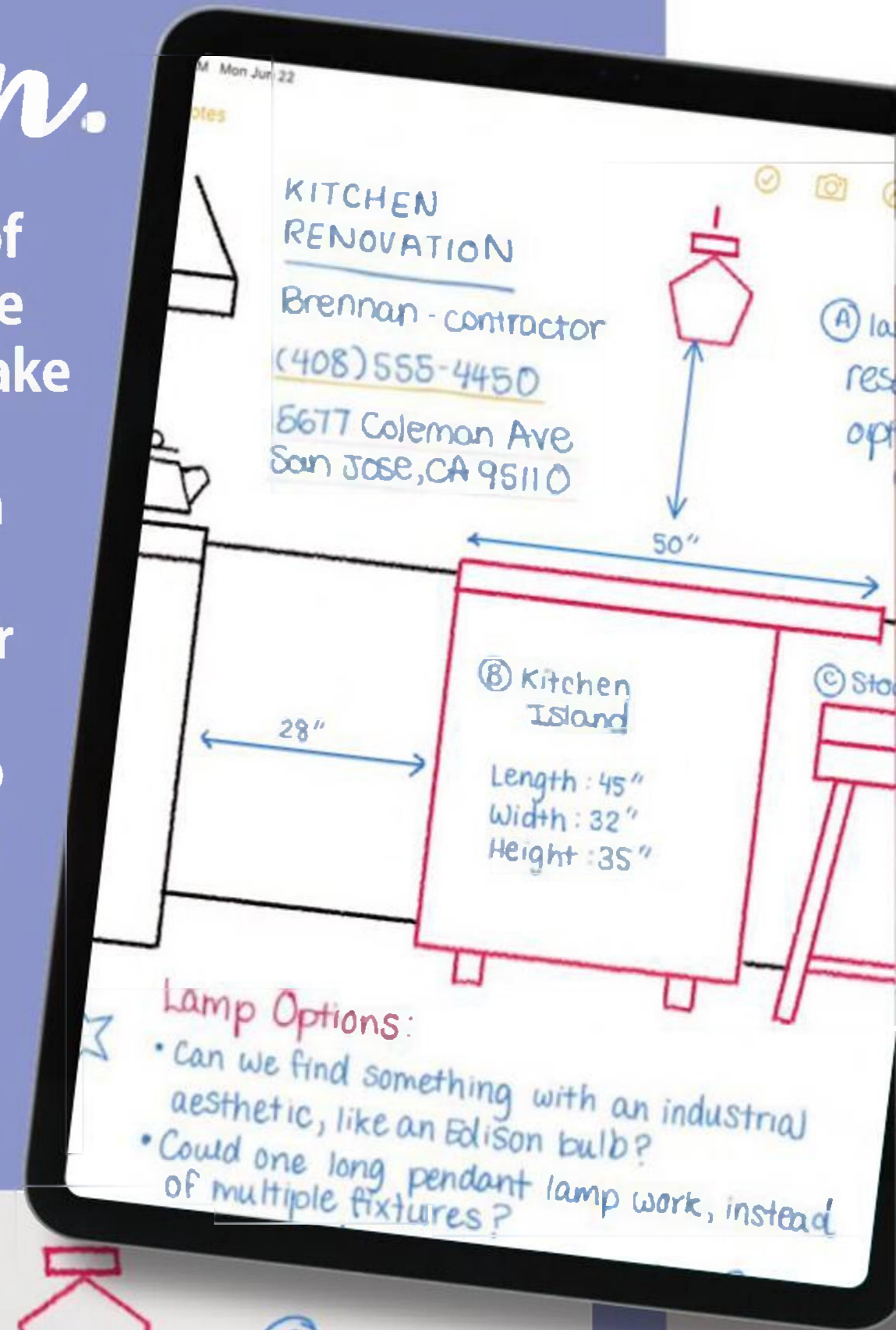
# Copy and Paste Writing

After selecting a piece of handwritten text, a contextual menu appears. There's a new option; Copy as Text. Tap on this and it's copied. You can then paste it into another app, where it appears as typed and editable text.



# Data Detection.

When looking at a typed piece of text, you've previously been able to tap on a phone number to make a call or tap an address to get directions in Maps. Now you can do this with handwritten notes too. Just tap on a phone number for a pop-up allowing you to make a FaceTime audio or video call, send a message or copy the number. Do the same with an address and you can get directions, open it in Maps, add it to Contacts or simply copy it.

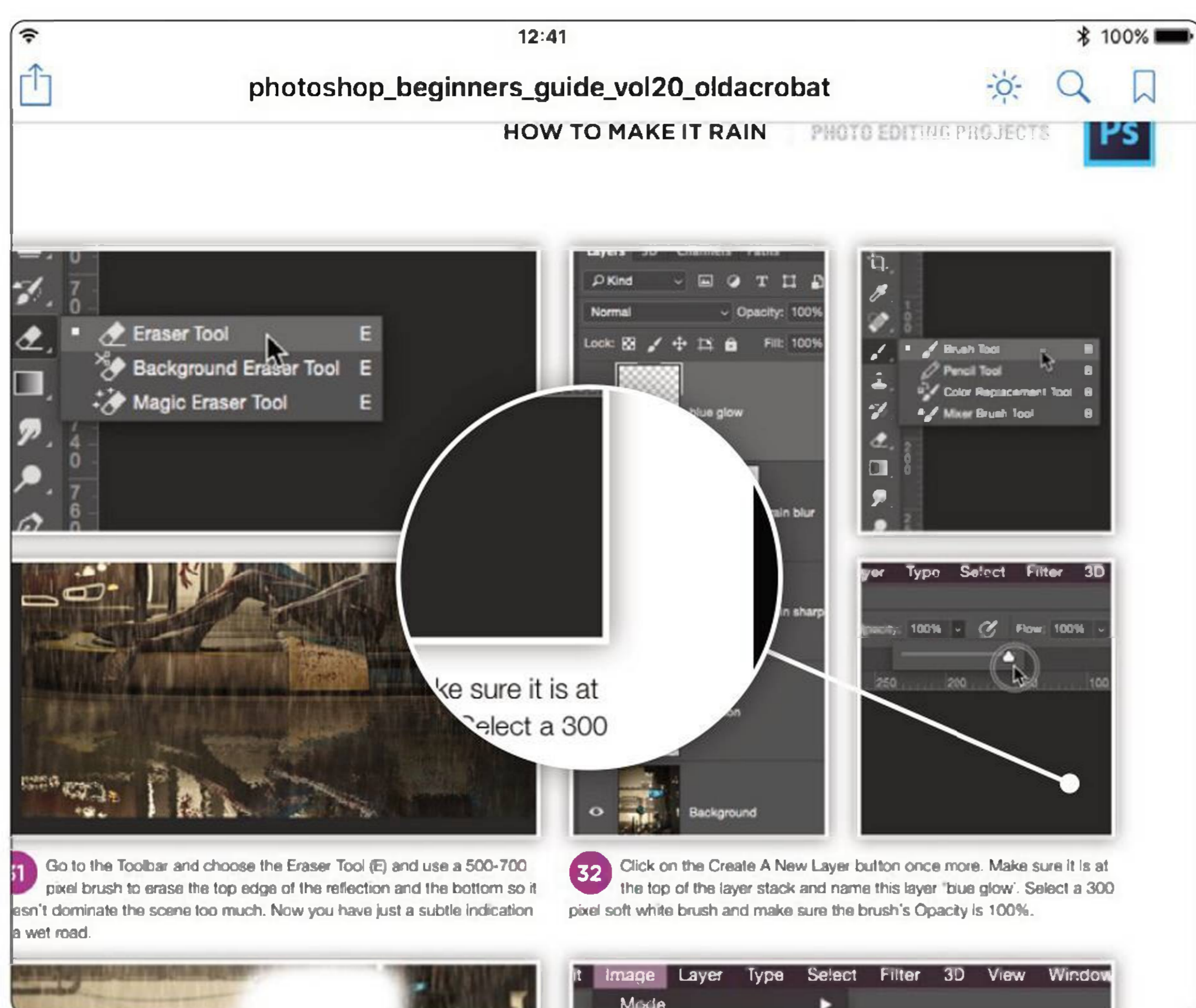




# Siri

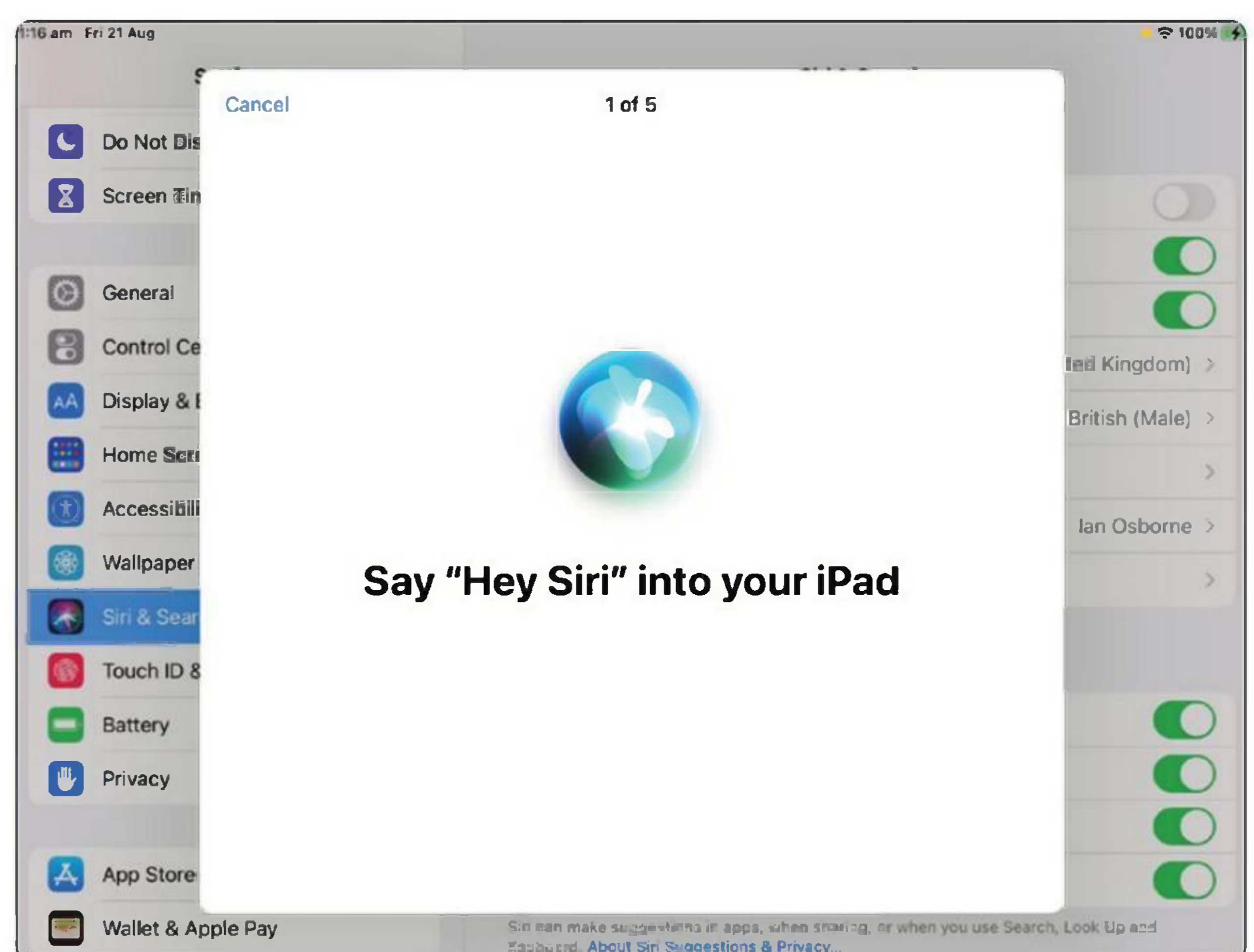
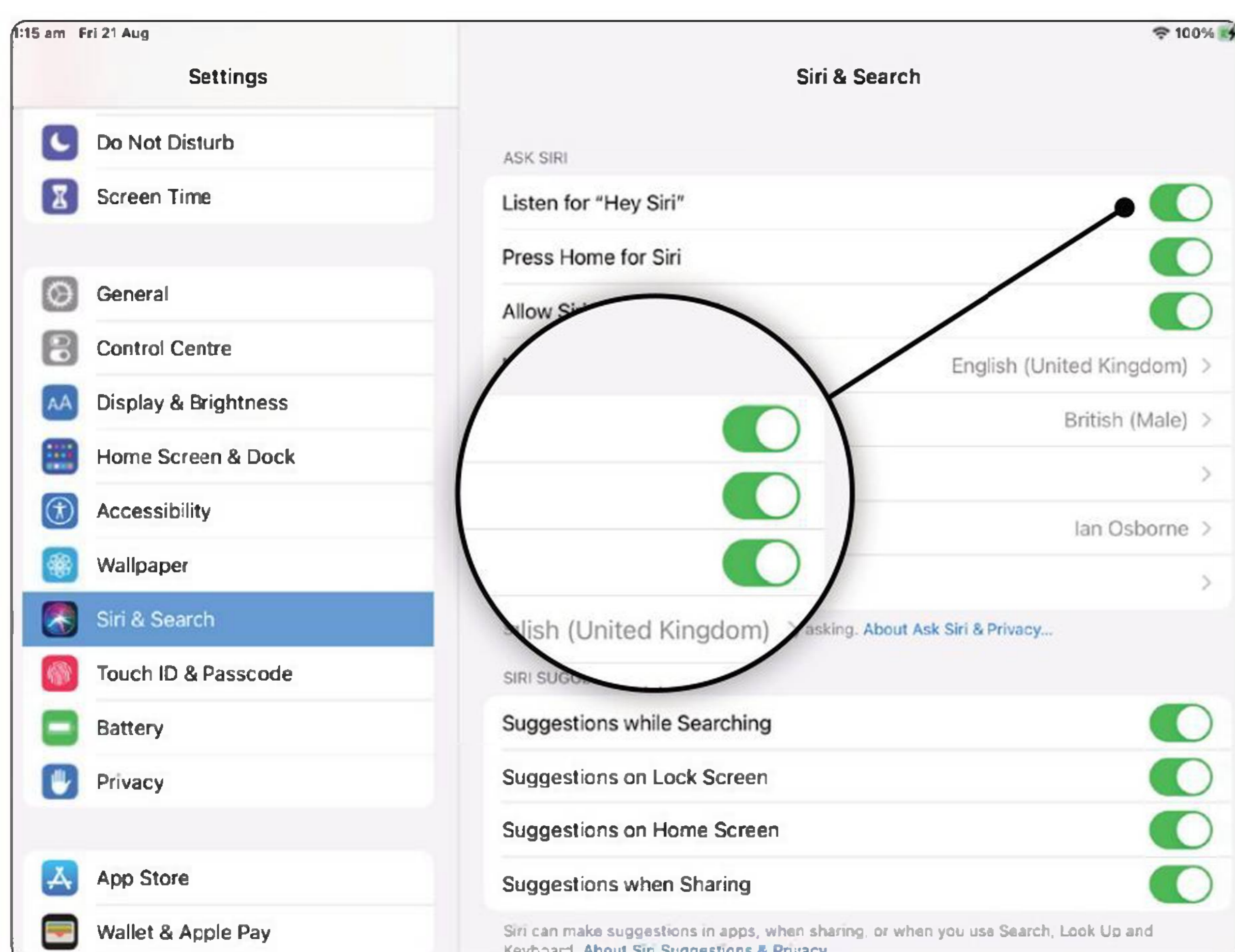
## Your iPad's PA

Siri has had a great overhaul in iPadOS 15. It no longer takes up the whole screen, making it much easier to access while using another app. It's smarter too, giving direct answers rather than sending you to the web.



**1** To talk to Siri, hold down the Home button (or the top button for Face ID iPads) for a few seconds. You hear a beep and Siri appears on the screen. You can also activate Siri by saying, "Hey, Siri".

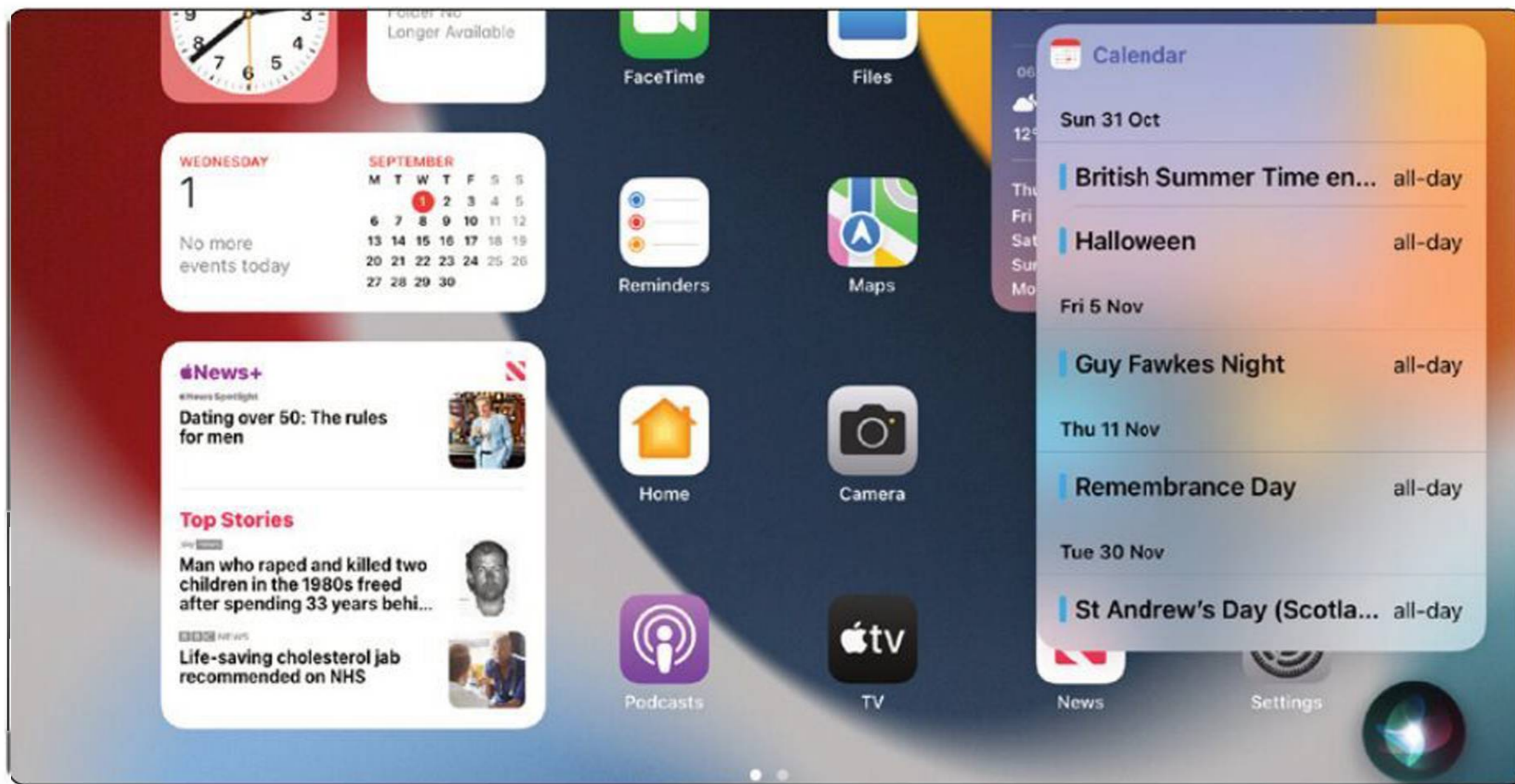
**2** Begin speaking and the coloured effect at the bottom-right pulses to let you know Siri can hear you. If it doesn't, tap it and talk to Siri again. Your question is answered in a notification-like window. Tap it for more info.



**3** In the Settings app, tap Siri & Search. If you activate the Listen for "Hey Siri" switch at the top, you can activate Siri just by saying "Hey Siri". If you dislike this feature, turn it off.

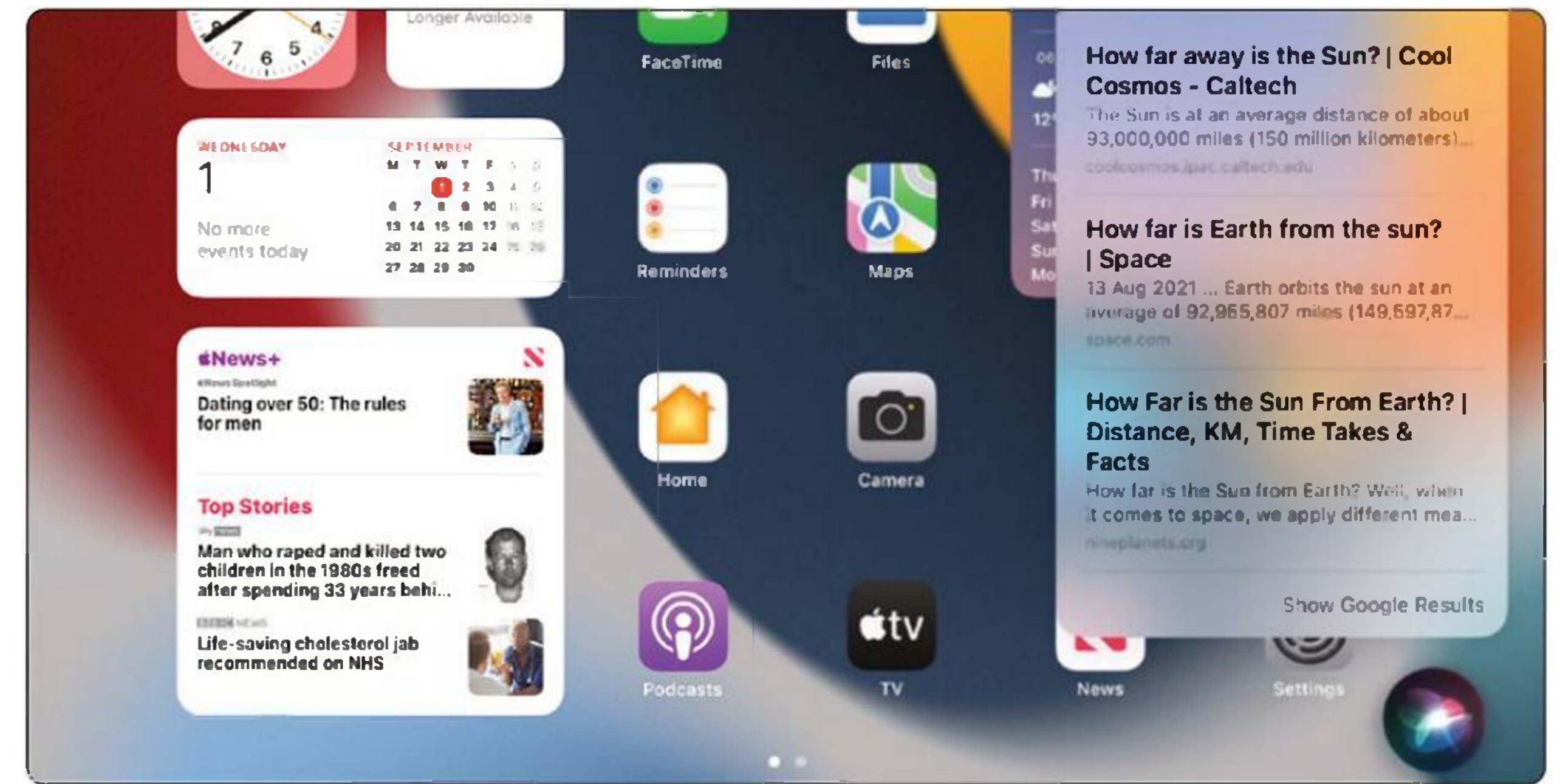
**4** Having switched on the Listen for "Hey Siri" feature, you need to train Siri to recognise your voice when you say it. Just follow the on-screen instructions to train Siri to understand your voice.





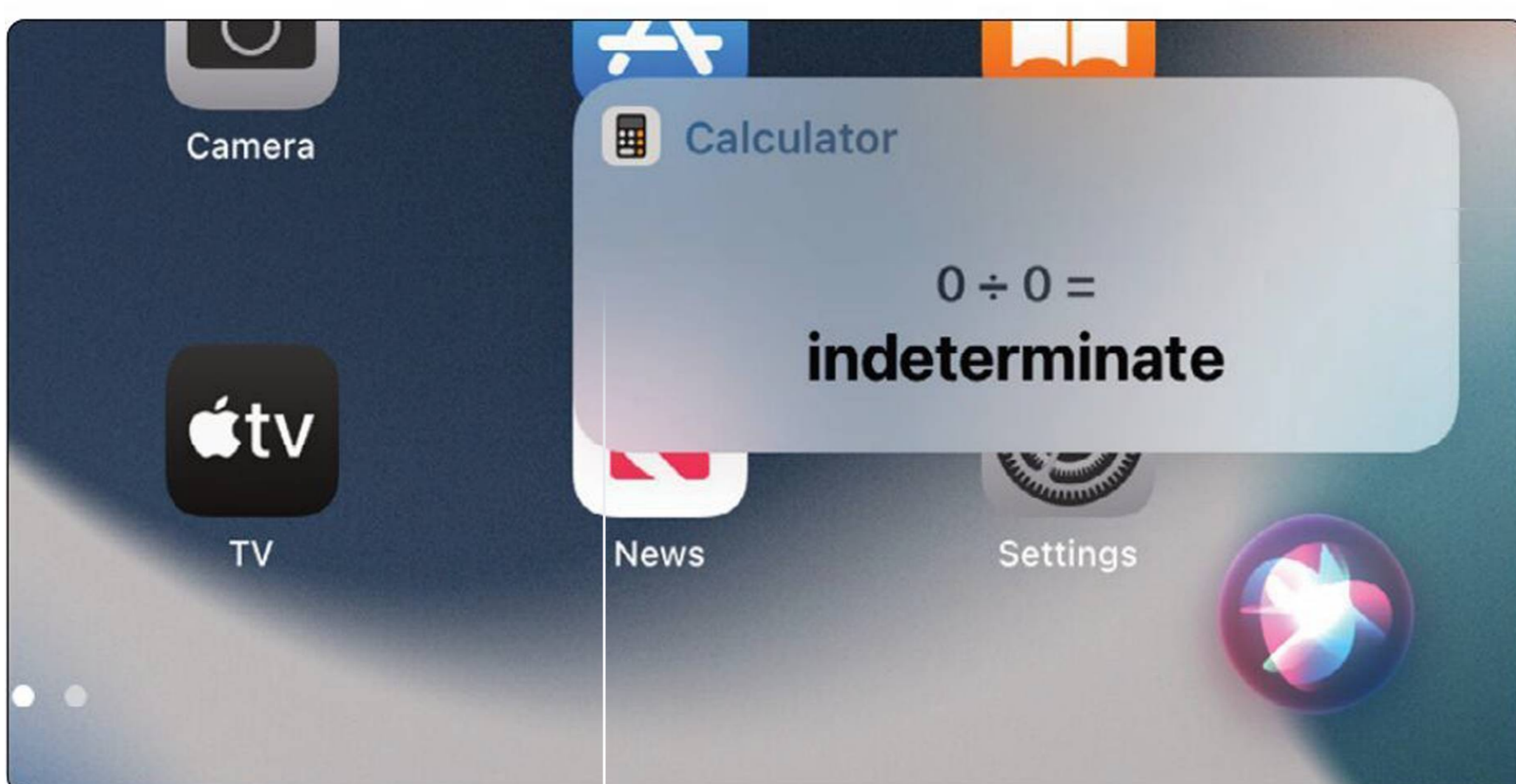
## Check Appointments

Siri can tell you if you have any appointments on any particular date or even within a time frame. Say to Siri something like “What’s my schedule for April?” and it tells you how many appointments you have in that month and lists them on screen. If you want to be more specific, say “What are my appointments today?” or “What’s my schedule for June 19th?”



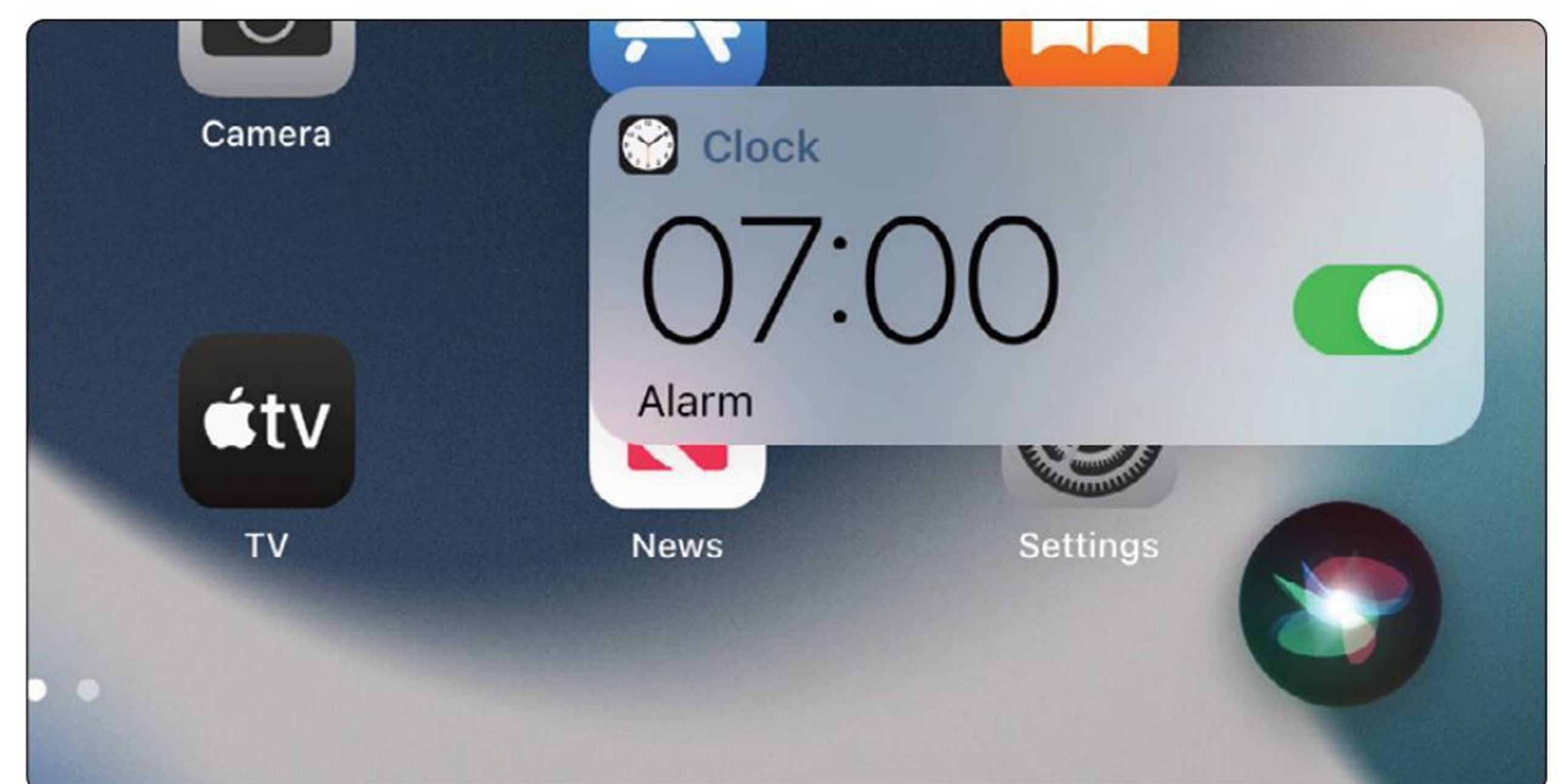
## Look Things Up

Siri works with normal web searches. To look things up, speak to Siri as you would to anyone you were asking a question of. Which planet is the largest? Why does snow fall? Siri then uses the source it thinks best able to answer the question. If you want to use a particular search engine, simply say the name before the question: “Google, how far is it to the Sun?”



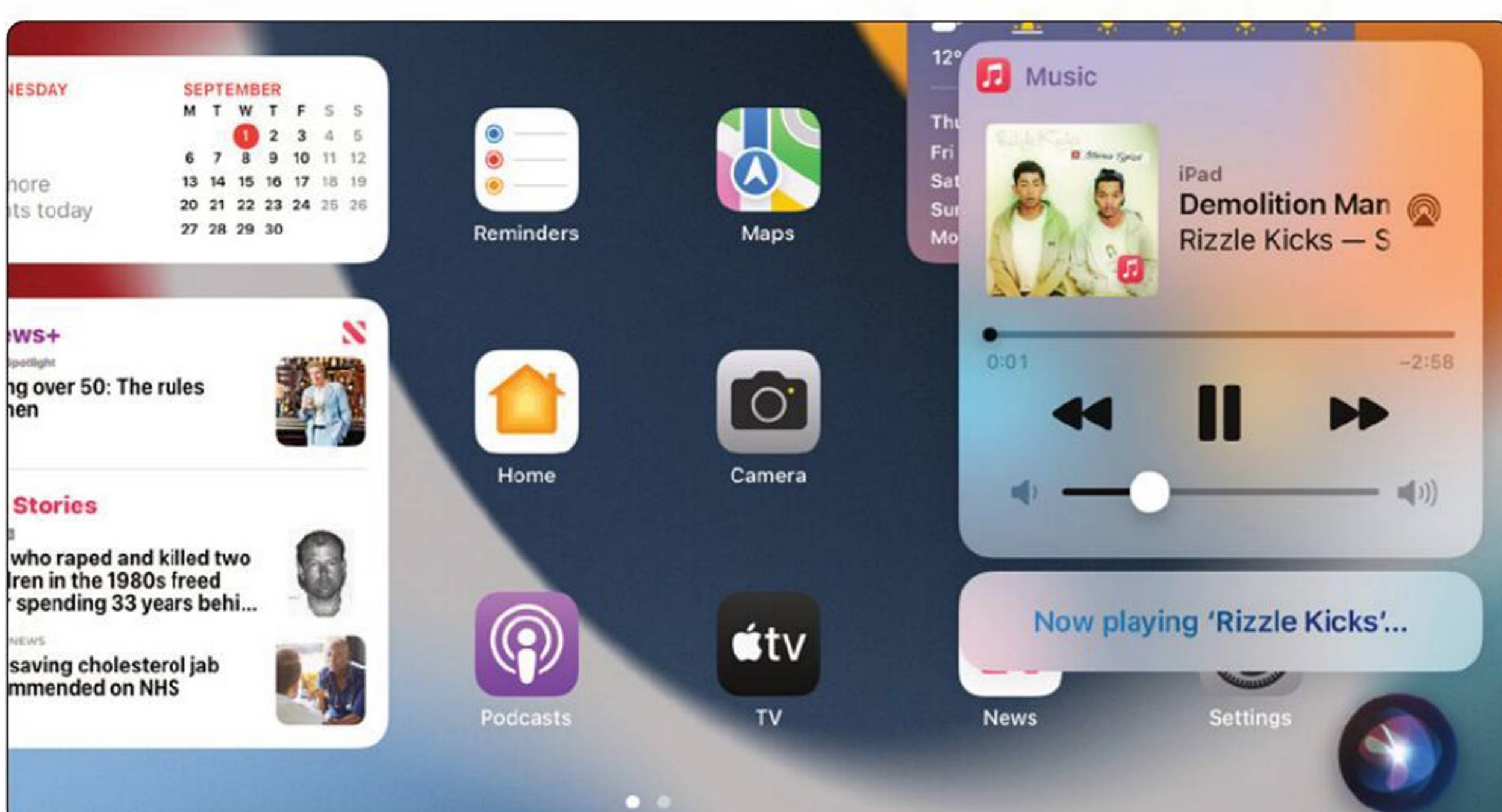
## Mathematics

Siri is particularly good at maths questions, from general things like “What is six multiplied by nine?” to more real-world problems such as splitting a restaurant bill, “What is £96 divided by five?”. Perhaps try something harder like “What is the square root of 45,051?”. Just for a laugh, ask “What is zero divided by zero?” Maths has never been more fun.



## Setting Alarms

If you want to set an alarm, you can do so without even opening the Clock app. Just activate Siri and for example say, “Set an alarm for 7am tomorrow morning”. Siri does just that and your alarm is set and will activate at the chosen time. Tap the notification for more information or to go to the app that created it. For example, a tap on this alarm notification takes you to the Clock app.



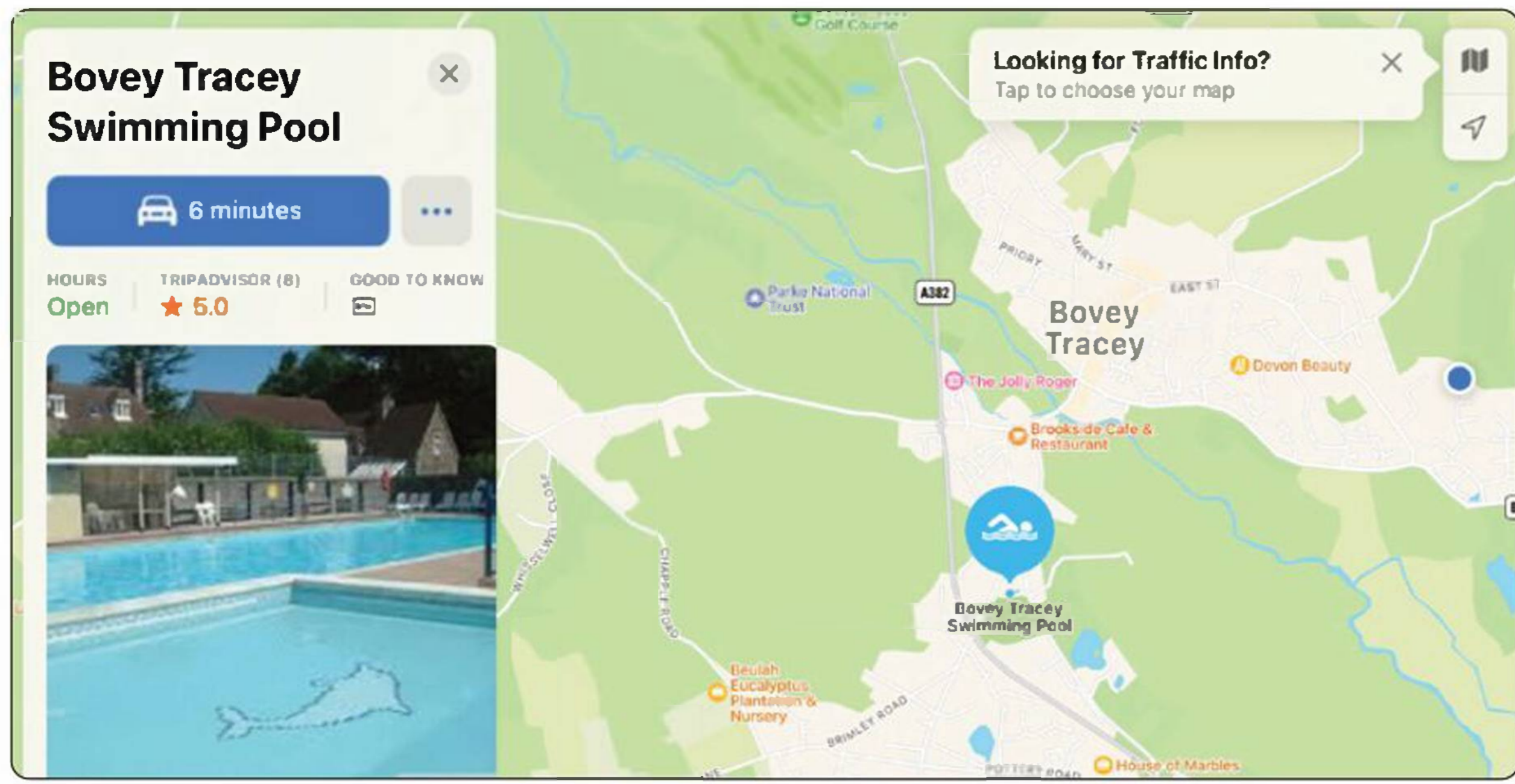
## Play Music

Siri can find and play music at your command. You can say “Play <track name>”. You can also use commands such as “Play drum and bass” or “Play my exercise playlist”. Assuming that you have some music defined as drum and bass or a playlist called Exercise, they start to play. It can source music from the Apple Music streaming service on your iPad too.



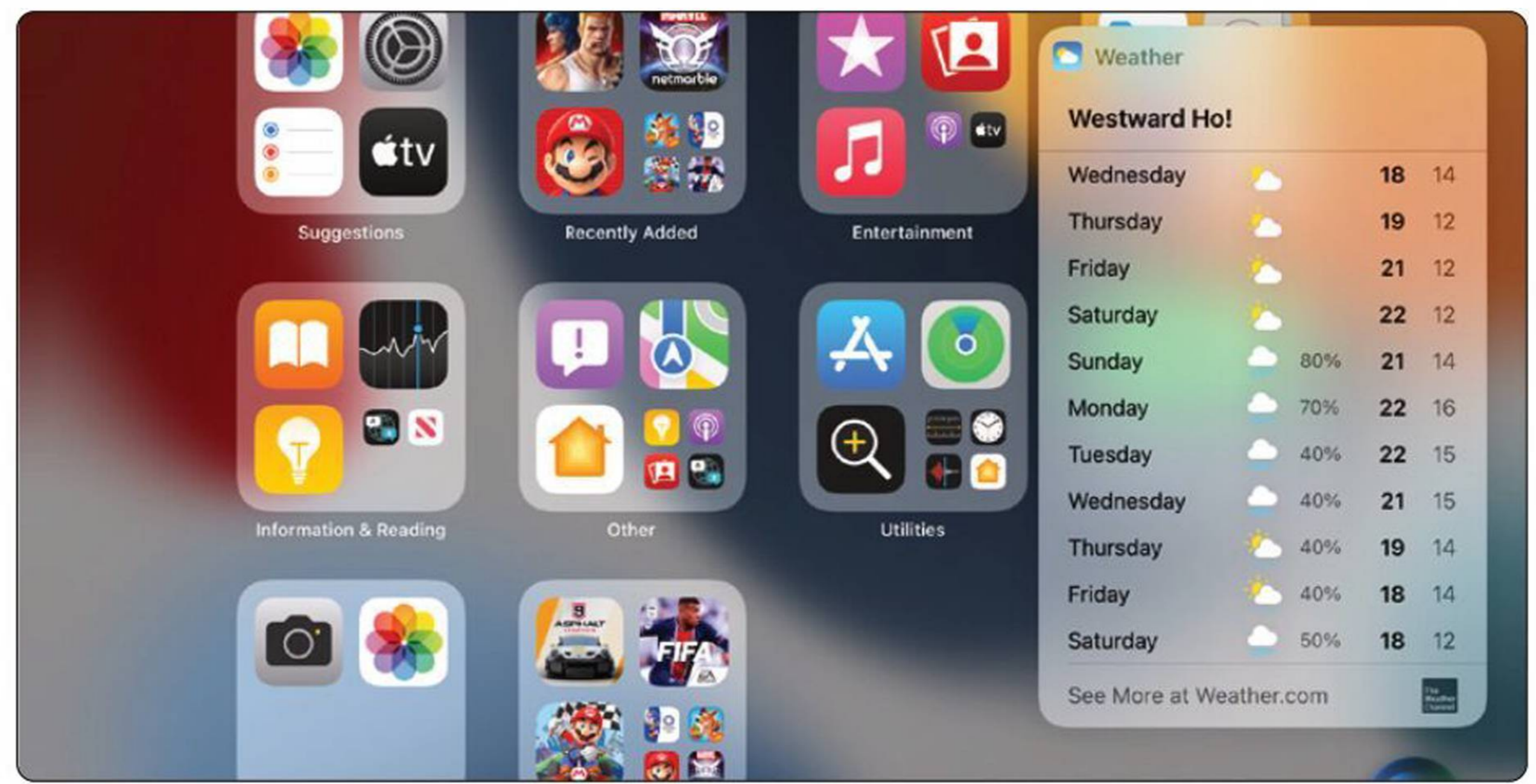
## Identifying a Song

Siri is not only there to search for content on the web, it also lets you identify a song using the Shazam audio recognition software. Whilst a song is playing somewhere in the room (not on your iPad), activate Siri and ask, “What is this song?” Siri searches, finds the title and then links you to iTunes to give you the chance to buy it. It’s amazingly accurate.



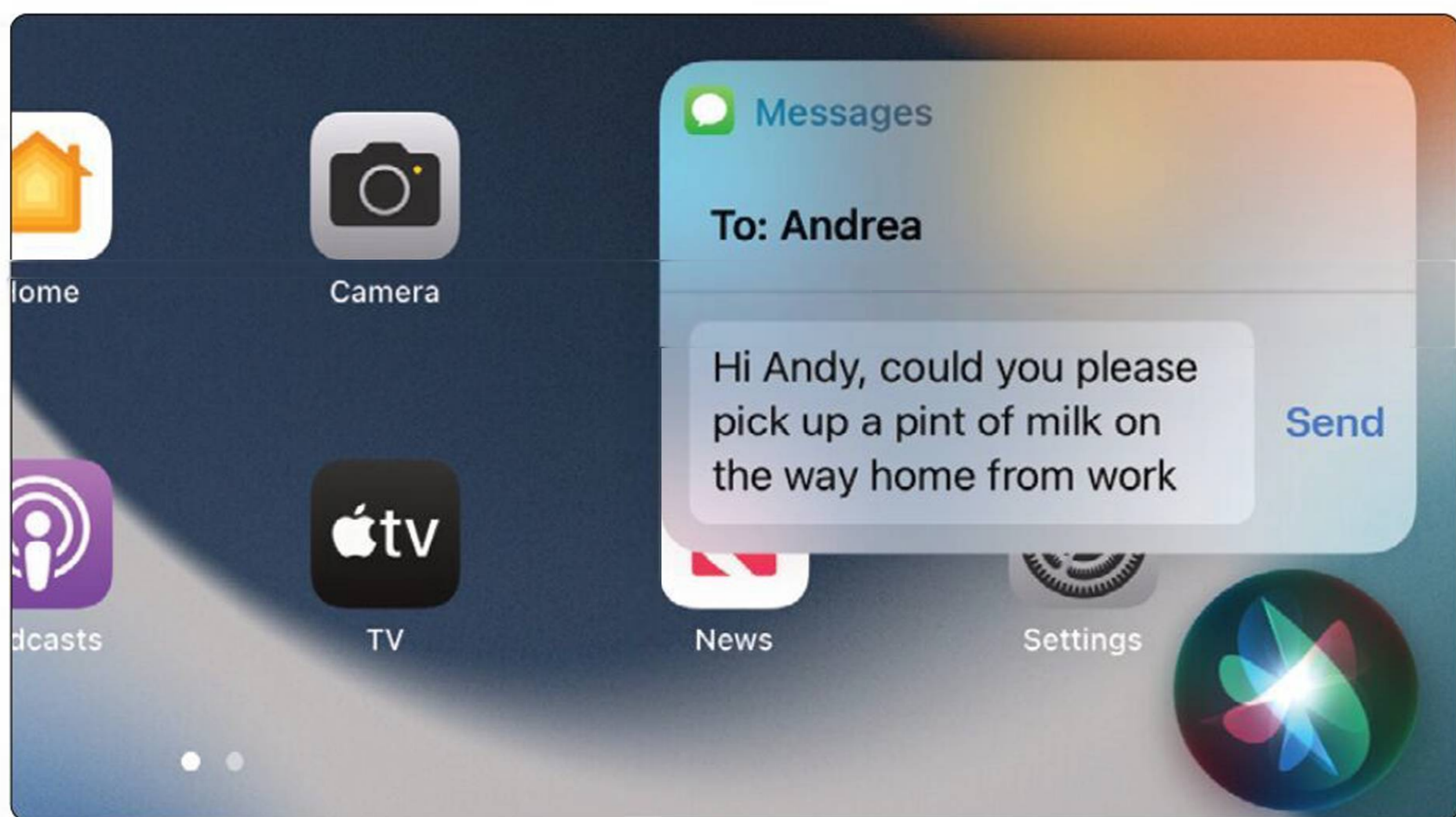
## Get Directions

Siri's great when you need directions. Just ask "How do I get home?", "Show me the way to <address>" or "Which way is it to work?", and Siri summons the Maps app. You can even ask, "Where is the nearest pub", or train station, or other such facility and if Siri finds an appropriate venue, follow up with "How do I get there?" Siri understands perfectly.



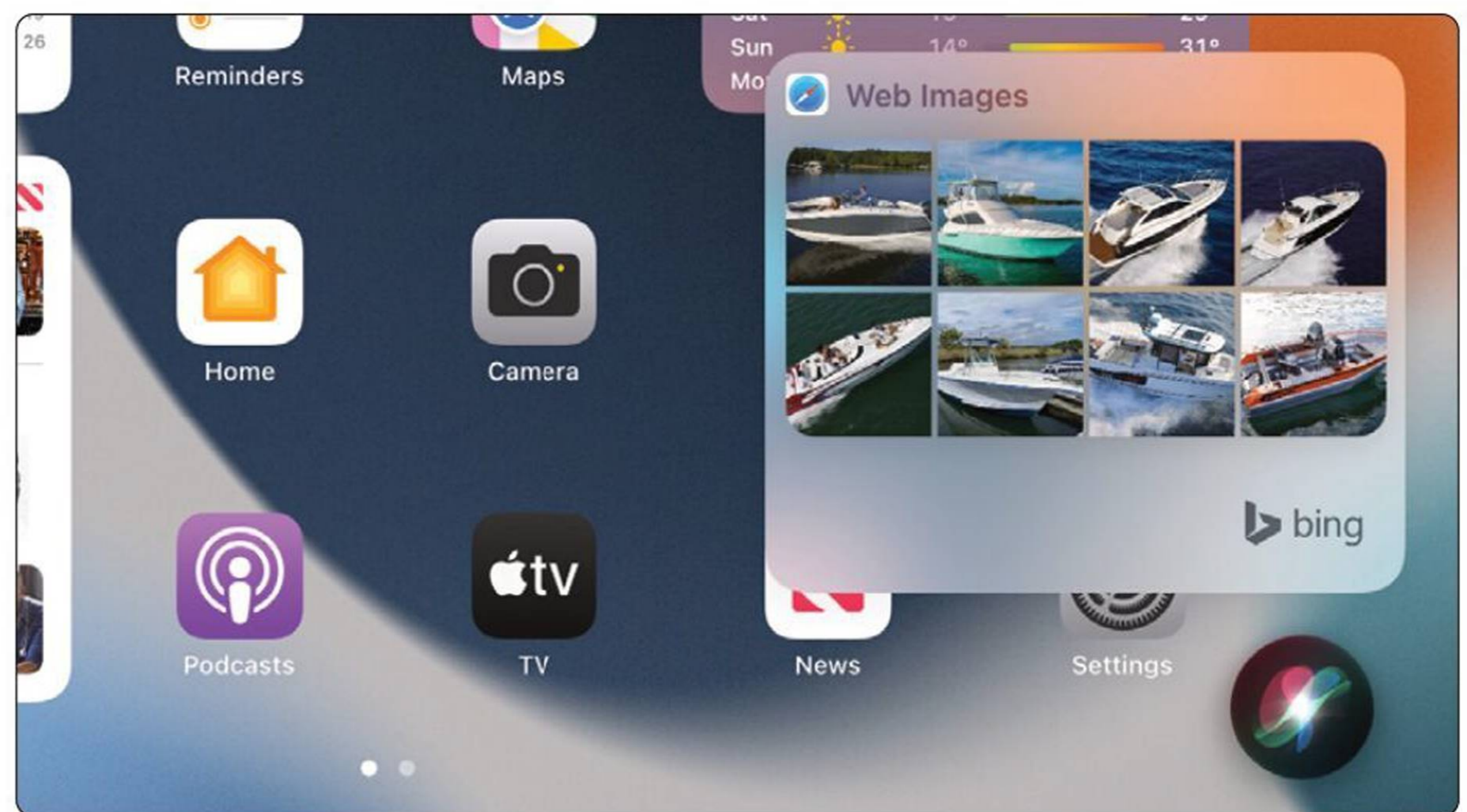
## The Weather

Siri is also integrated with the Weather app. All you have to do is ask a question like, "What will the weather be like tonight?" or "Will it rain tomorrow?" and you get an answer. You can also ask more complicated questions like, "What will the weather do in Edinburgh on 1st September?" and as long as it's not too far ahead, you get the answer. Tap it for more info and tap again to go to Weather.com.



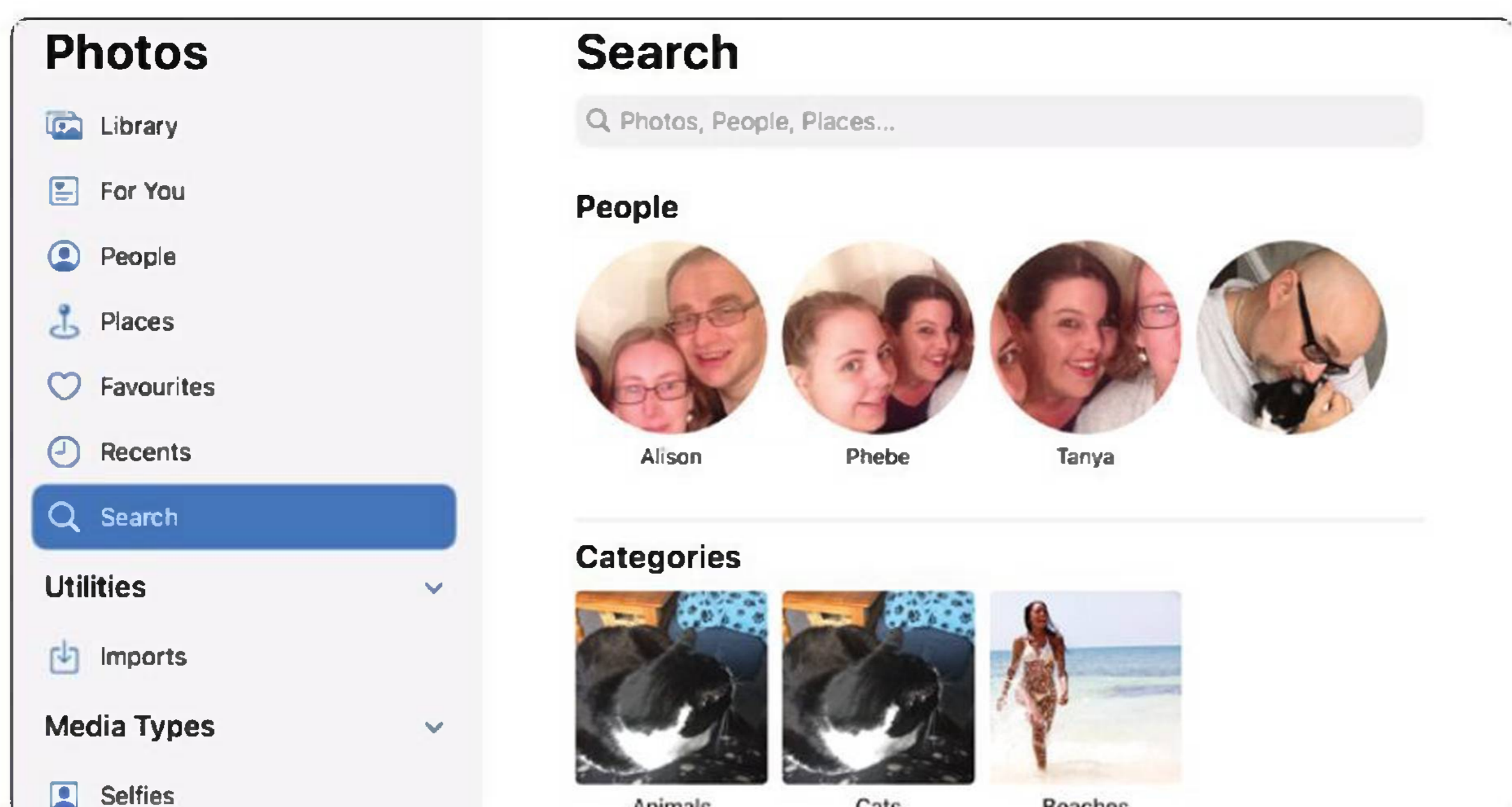
## Send SMS Messages

Sending messages using Siri soon becomes easy and even fun. When dictating a message, or email, note, etc., you need to remember to speak the punctuation. To send a message, say something like, "Tell my wife I'll be home late", or "Send a message to John"; Siri then asks what you want the message to say. Speak it and Siri turns it into text.



## Show Pictures

Siri can search the web for pictures. For example, ask "Search the web for pictures of boats". Siri searches the web and other sources for suitable pics and shows them to you as thumbnail images. Scroll up the results and tap to search alternative sources. Tap on a picture for a bigger preview and double-tap to open it in Safari.



## Search Photos

Siri can search your Photos app and find pictures according to specified instructions. For example, ask it to "Show me photos I took recently", "Show me photos I took on [a calendar date]" or "Show me photos I took at [a specified place]" and the digital assistant displays pictures meeting these criteria. Here we asked for the photos I had taken of my cat.



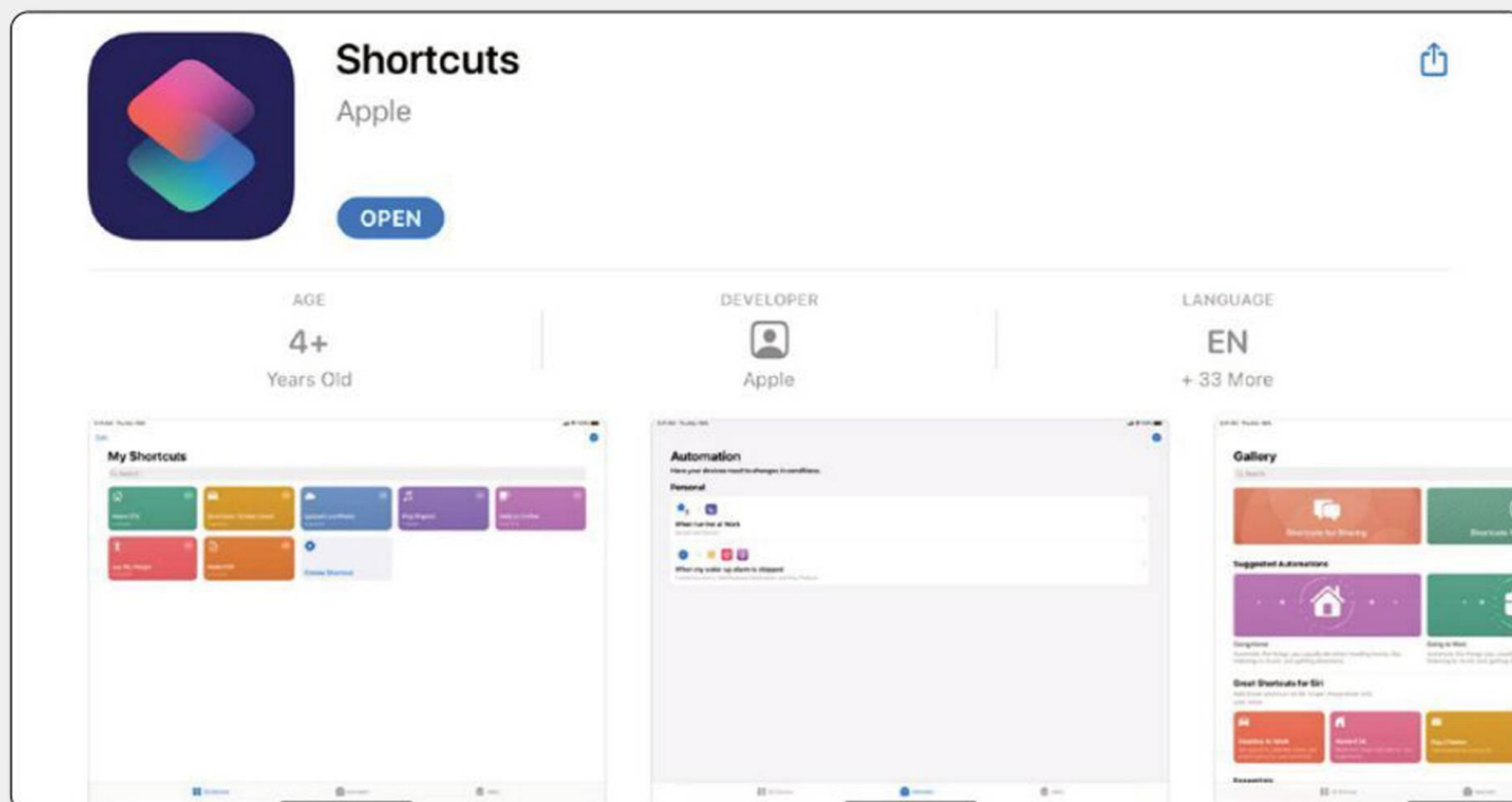
## Set Reminder

Reminders integration is another useful Siri feature. For example, if you say to Siri, "Remind me to buy milk when I get to Sainsbury's", the digital assistant creates a new location aware reminder that triggers when you get to the store in question. If there's more than one store nearby, you'll be asked to choose one. You can mark it done in the notification or tap the notification to open Reminders.

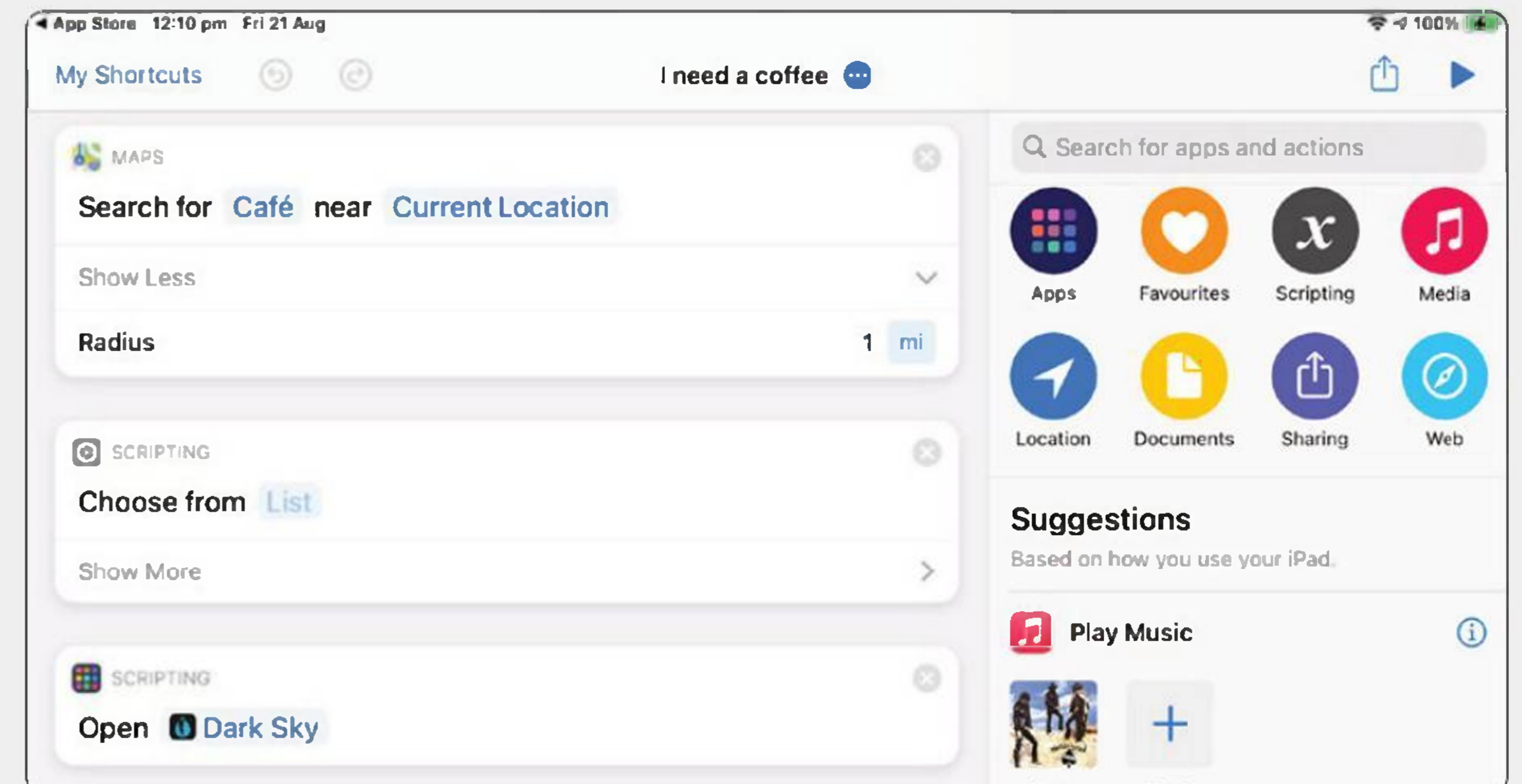


## Siri Shortcuts.

Siri Shortcuts is a great extra way to use Apple's personal assistant. You can set up a chain of actions, all activated by a single voice command. It might take practice to get the most from it, but it's certainly time well spent.



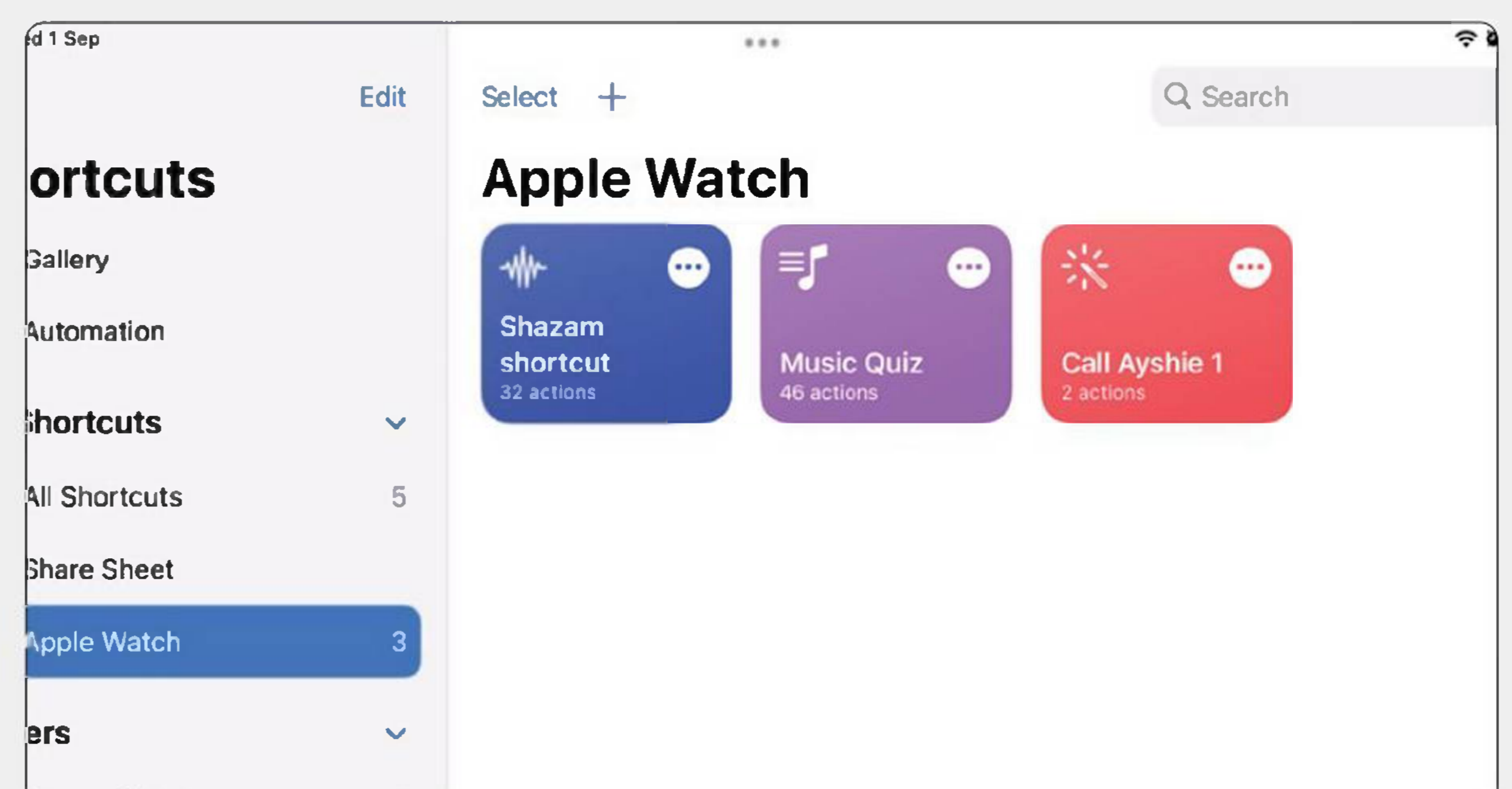
**1** First of all, check whether you have the Siri Shortcuts app on your Home screen. If you don't yet have it, go to the App Store and install it. It's free and it works on iPads running iOS 12 or later. Now open the Siri Shortcuts app.



**2** You can make your own Siri commands. In the Library tab, tap the Create Shortcut option to begin the process. You can then construct a chain of actions. Here we search for local cafés and open Dark Sky to check the weather.



**3** Tap Play (top right) to test it. Tap the three dots icon at the top to give the shortcut a name. You can now run your shortcut by activating Siri and speaking its title. Shortcuts are synced with iCloud and you can download and use pre-written shortcuts from the Gallery tab.



**4** New features have been added to Shortcuts for iPadOS 15. It now makes suggestions for automations based on your iPad usage. The app now supports folders, it can run time triggers without user confirmation and you can run shortcuts on your Apple Watch.

## Siri Dictation Commands

Siri also understands dictation as well as words, so if you are dictating an email, for instance, you can speak the punctuation marks. This useful list of dictation commands that Siri recognises should prove very useful.

**New line** - Move to the next line  
**New paragraph** - Start a new paragraph  
**All caps** - Make the next word all uppercase  
**All caps on ... all caps off** - Make part of what you say uppercase  
**No caps** - Make the next word lowercase  
**No caps on ... no caps off** - Make sure part of what you say is all lowercase

**Space bar** - Prevent a hyphen from appearing in a normally hyphenated word  
**Full-stop** - .  
**Comma** - ,  
**Apostrophe** - '  
**Exclamation mark** - !  
**Question mark** - ?  
**Ampersand** - &  
**Asterisk** - \*  
**Open round brackets** - (  
**Close round brackets** - )

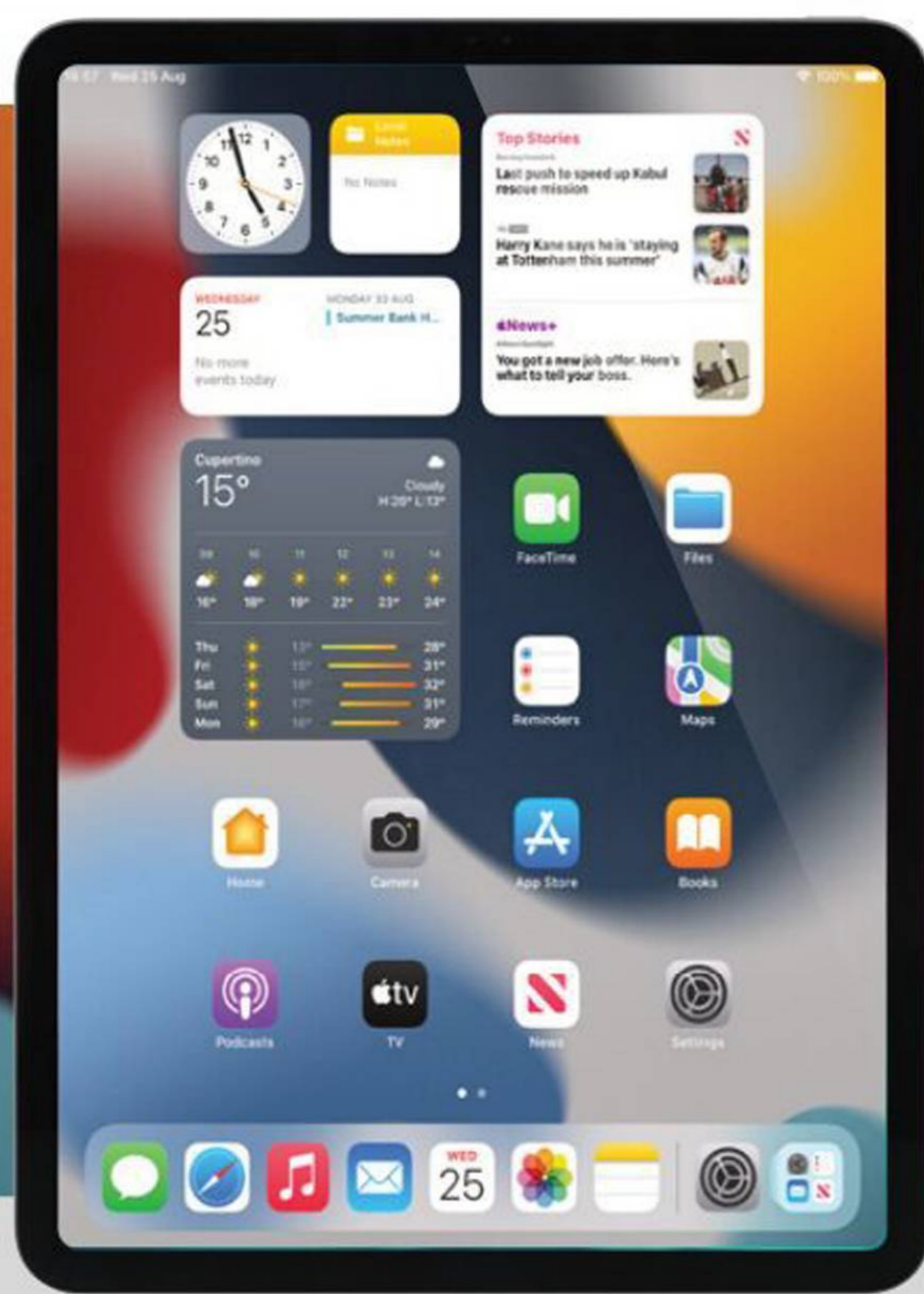
**Open square bracket** - [  
**Close square bracket** - ]  
**Open brace** - {  
**Close brace** - }  
**Dash** - -  
**Hyphen** - -  
**Em dash** —  
**Percent sign** - %  
**Copyright sign** - ©  
**Registered sign** - ®  
**Section sign** - §  
**Dollar sign** - \$  
**Cent sign** - ¢

**Pound Sterling sign** - £  
**Degree sign** - °  
**Caret** - ^  
**At sign** - @  
**Hash sign** - #  
**Greater than sign** - >  
**Less than sign** - <  
**Forward slash** - /  
**Back slash** - \  
**Vertical bar** - |  
**Smiley** - :-)  
**Frowney face** - :-(  
**Wink** - ;-)



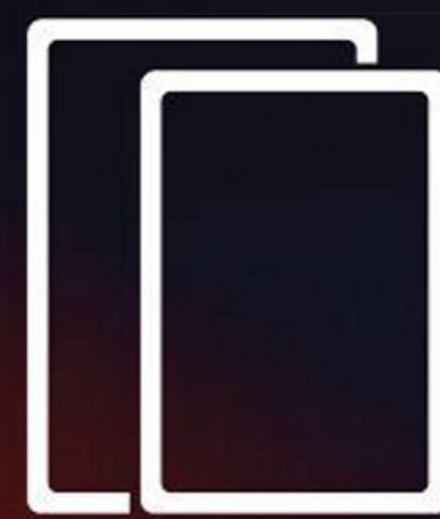
# Updating iPadOS And Its Apps

Apple regularly releases updates to its operating systems and iPadOS is no exception. If you haven't yet updated to iPadOS 15, follow this guide. If you have, keep this tutorial handy for when Apple updates the operating system.



## System Requirements.

If you want to update to iPadOS 15, your iPad must be one of the following. To find out which iPad you have, go to <https://apple.co/35mb9oe>.



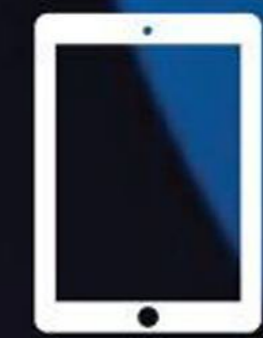
12.9-inch iPad Pro  
11-inch iPad Pro  
10.5-inch iPad Pro  
9.7-inch iPad Pro



iPad Air  
(3rd generation)  
iPad Air 2



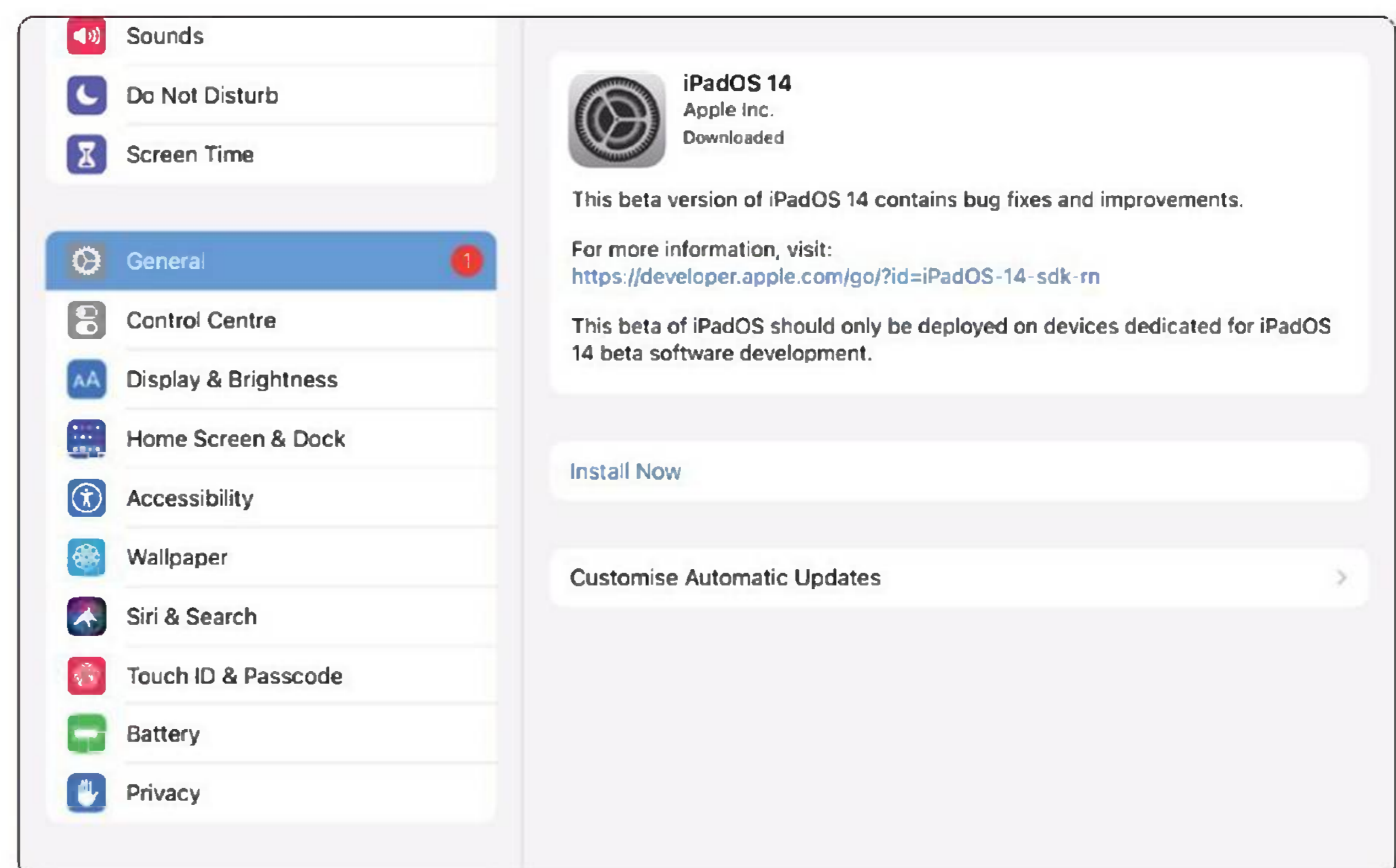
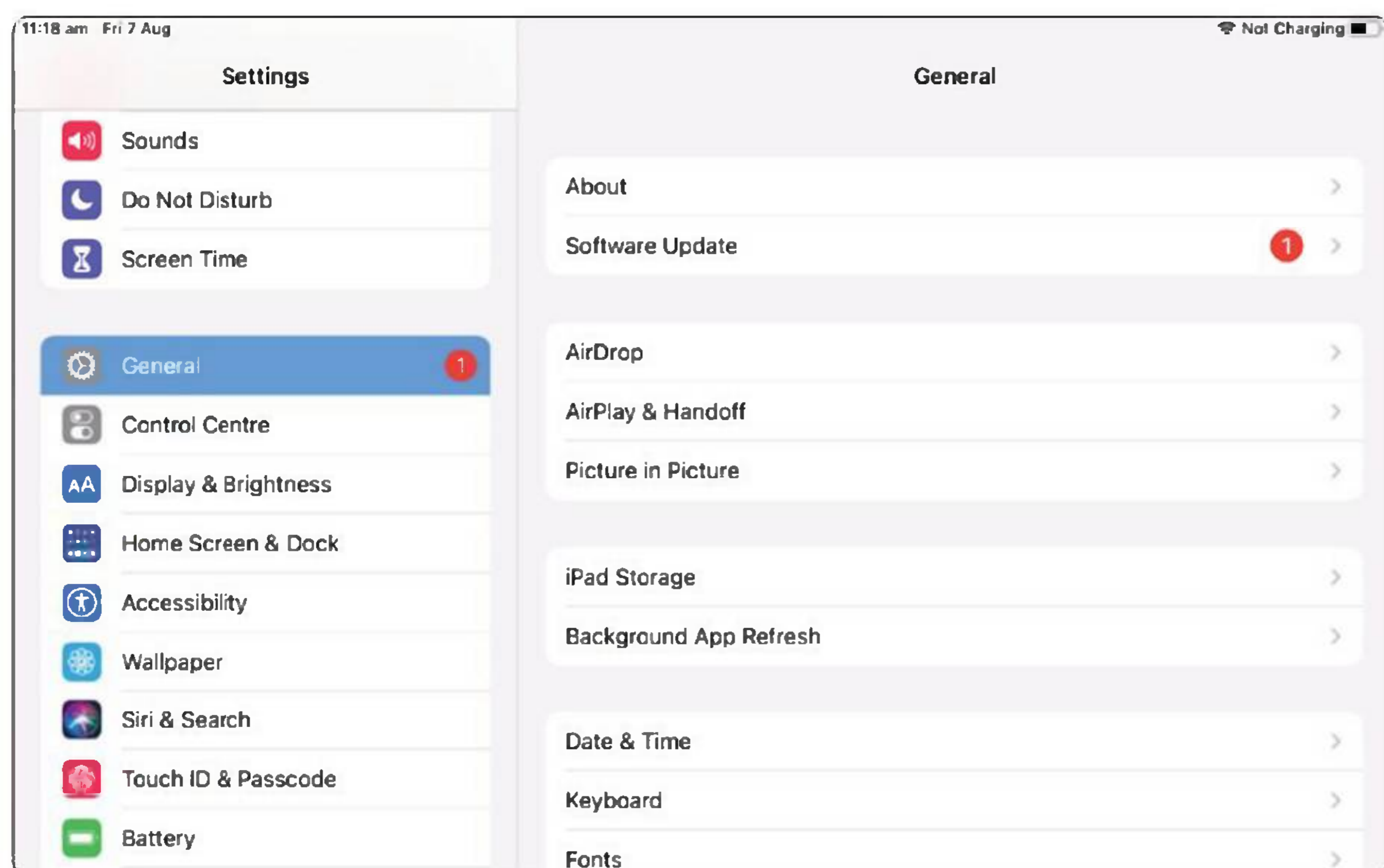
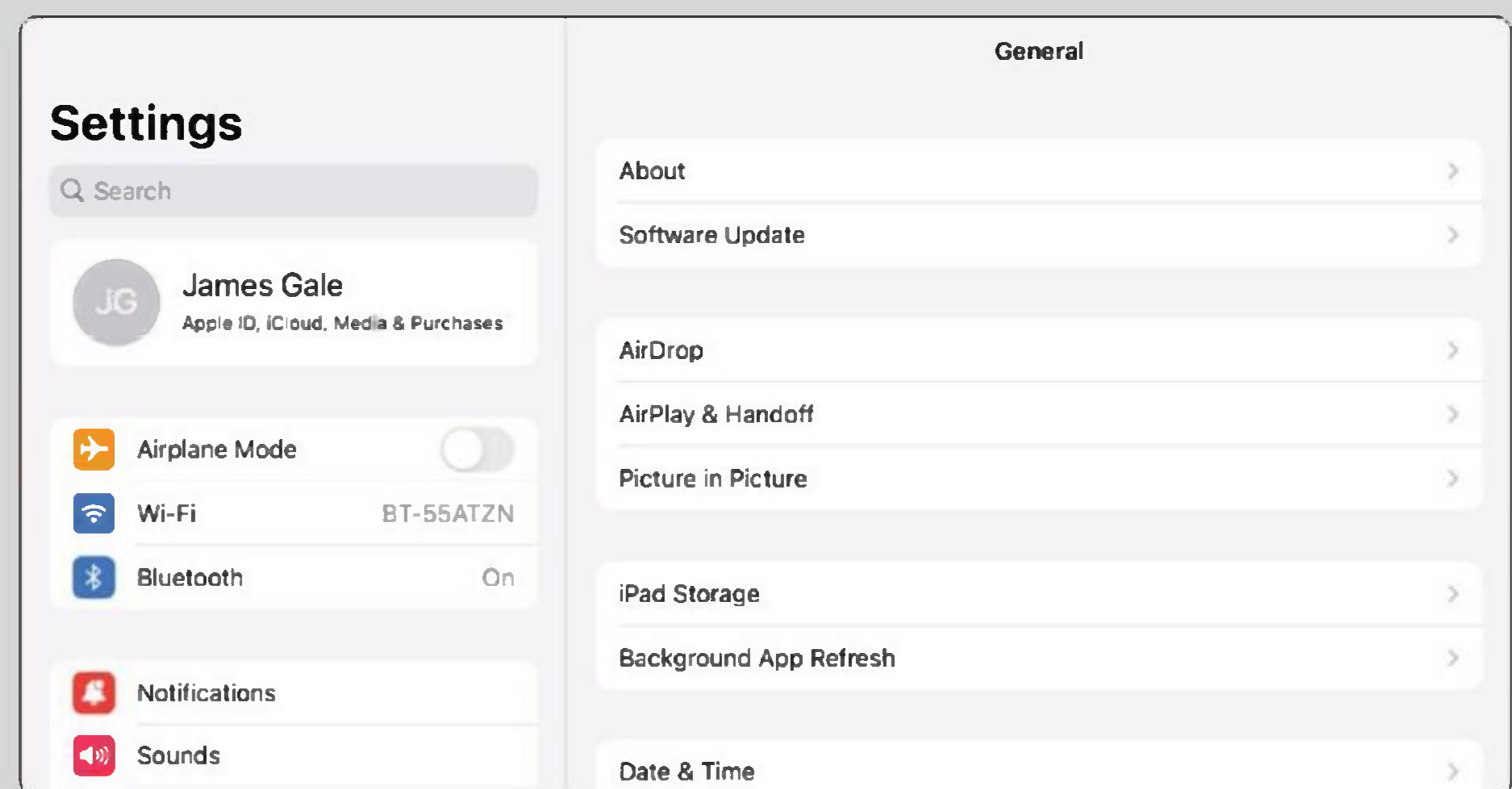
iPad  
(7th generation)  
(6th generation)  
(5th generation)



iPad mini  
(5th generation)  
iPad mini 4

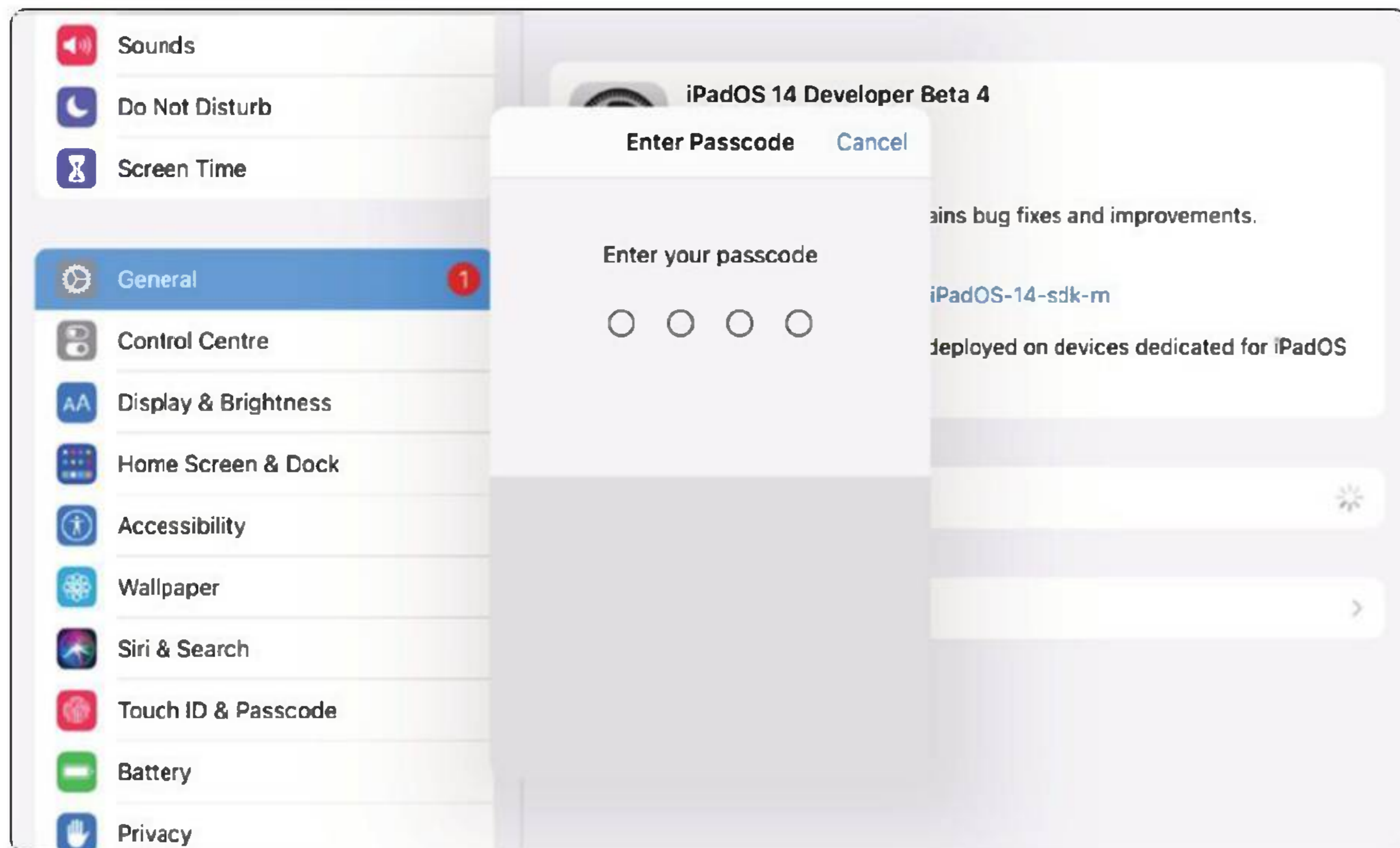
## Auto Updates.

To download and install updates automatically, open Settings and go to General > Software Update > Customise Automatic Updates. On this screen, you can choose to automatically download iPadOS updates and/or install them automatically overnight. To do either, your iPad must be connected to a Wi-Fi network.

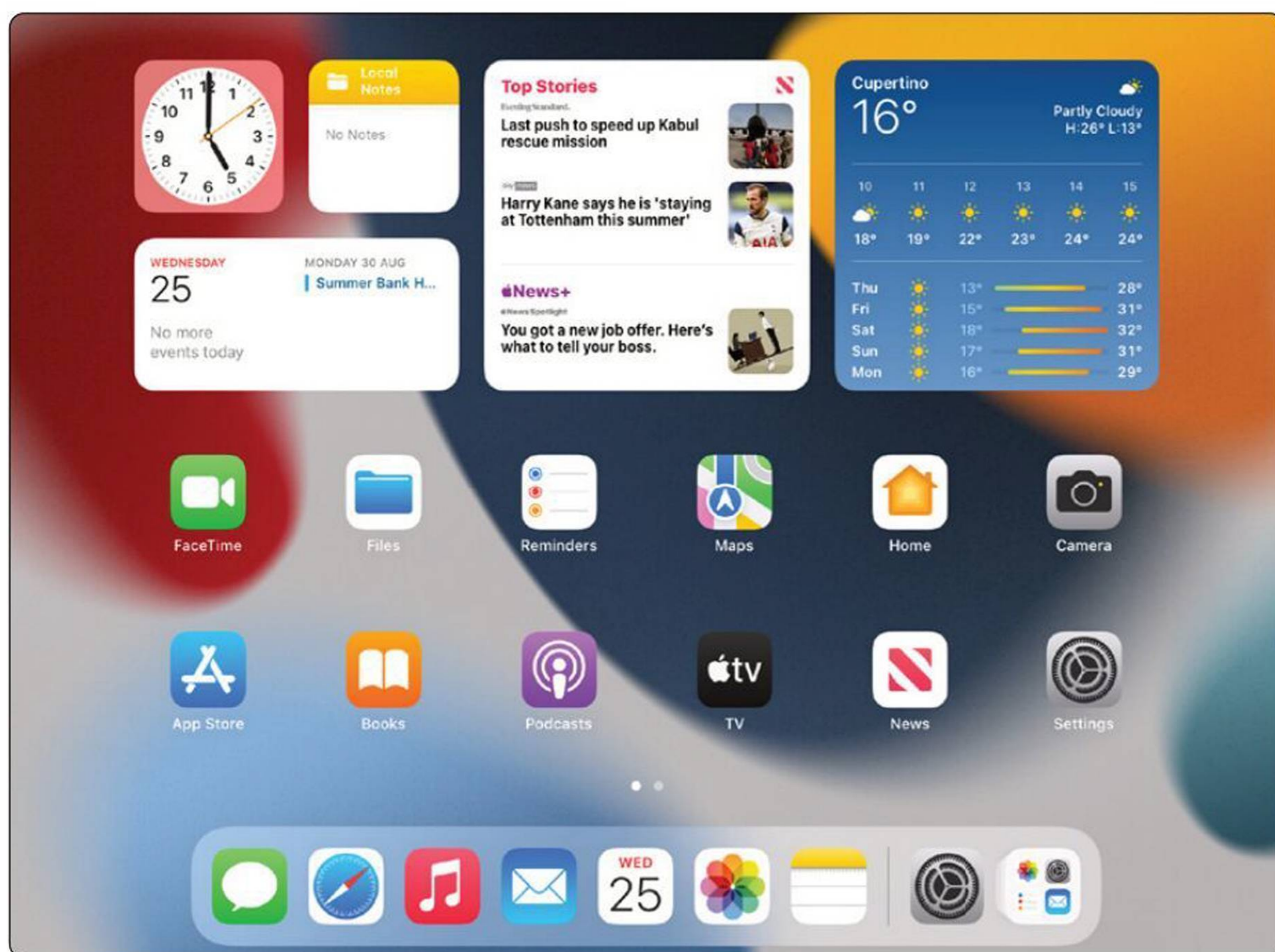


**1** When there's a new version of iOS, the Settings app icon on the Home screen is badged with a number in a red circle. Open it, and from the next screen, look for the General link and then tap it.

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



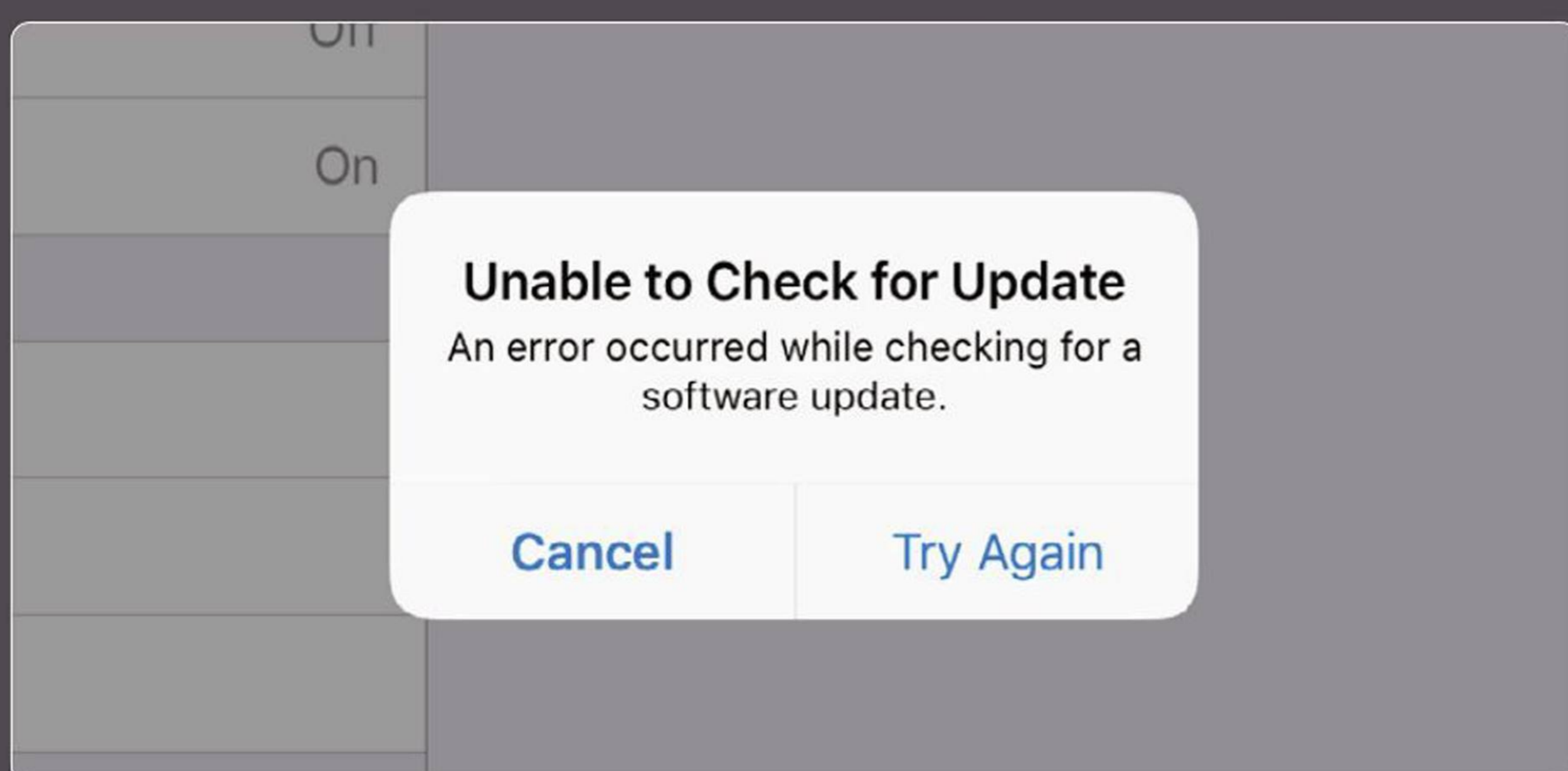
**3** If an update's available, tap Install Now. Plug your iPad into a mains power supply if the battery's low. After entering your passcode and agreeing to Terms and Conditions, the update downloads to your iPad.



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

## Software Update Failed.

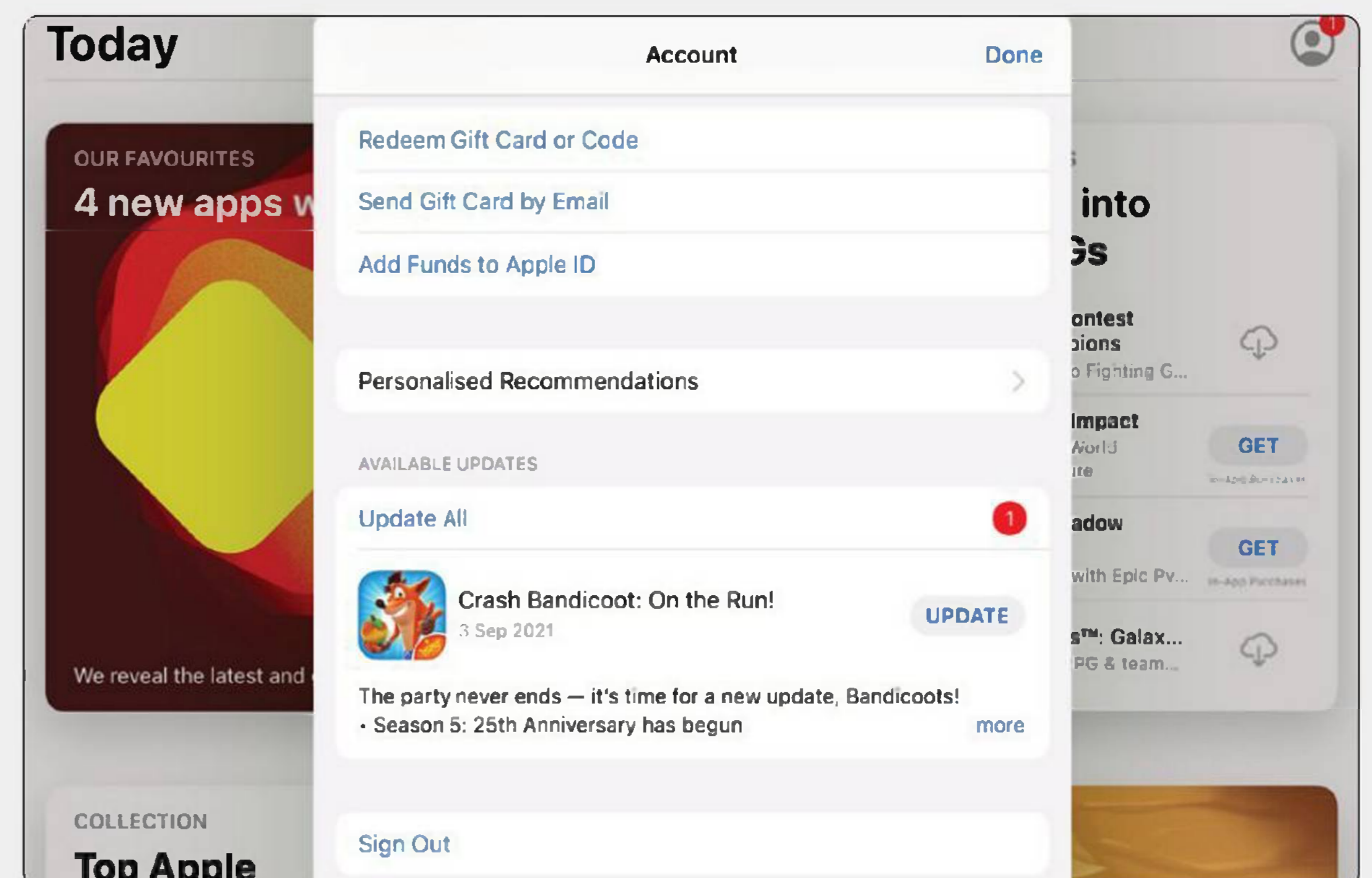
When a new version of iPadOS is released, Apple's servers can become overloaded with people trying to download it and update their tablets. If you see this message, saying the new software cannot be downloaded at the present time, try again at a later date.



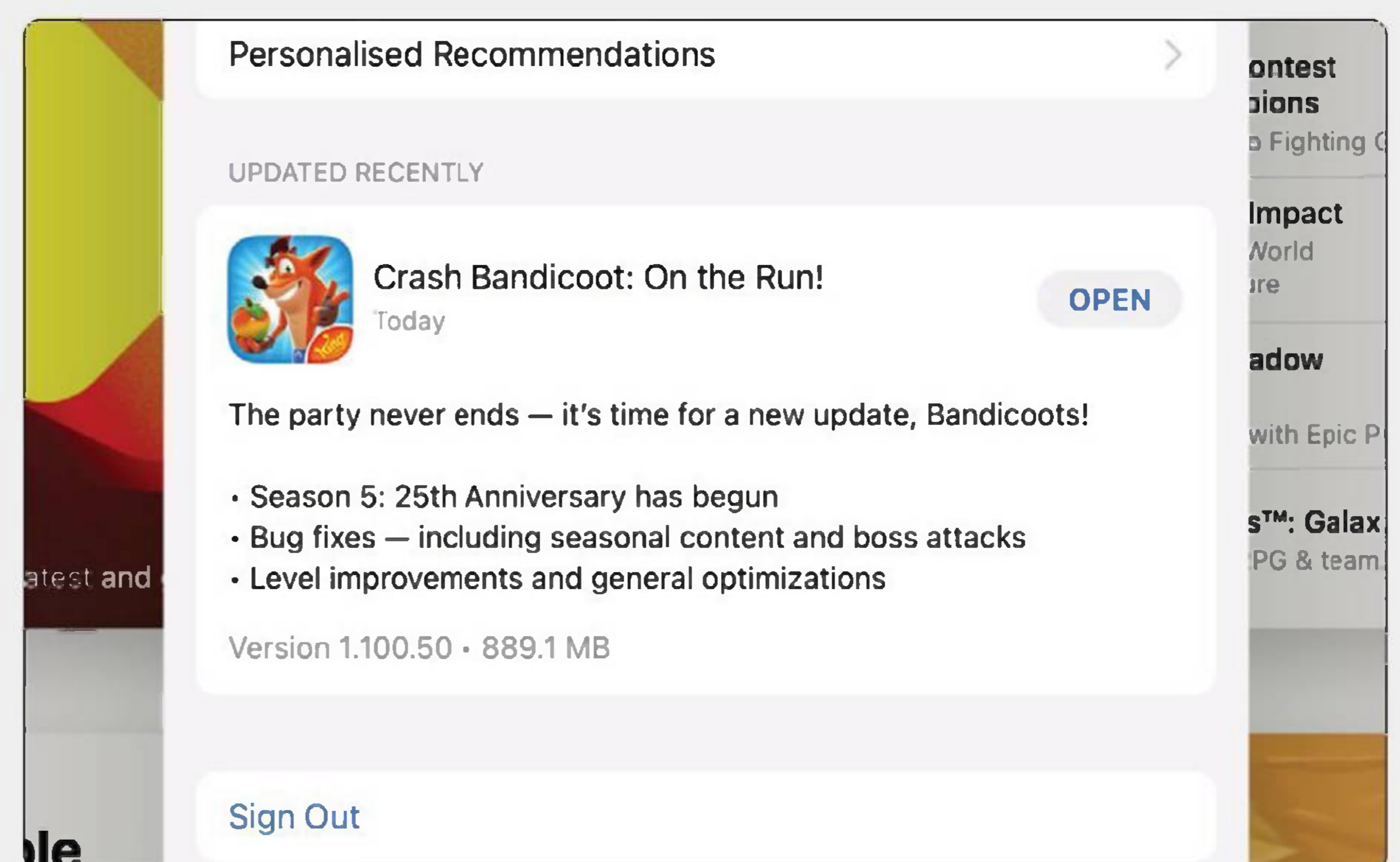
## Updating Apps.



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



**2** Scroll up to see the Available Updates. Tap an app to see what's new. Update an app by tapping its Update button or tap Update All to update all at once. Progress is shown in a circle; tap it to pause or continue an update.



**3** When your apps have finished updating, you can tap the Open button that has replaced the Update link to launch that app directly from the Updates screen. This will take directly to this now updated app.

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