

Contents

The Missing Credits	xi
Introduction	1
The iPad Defined.....	1
About This Book.....	3
iPad Air 2: What's New.....	5
iPad Mini 3: What's New.....	7
What's New in iOS 8.....	7
Part 1: The iPad Basics	11
Chapter 1: The Guided Tour	11
Sleep Switch (On/Off)	12
The Lock Screen.....	13
Home Button.....	17
Mute Switch, Volume Keys.....	20
Screen	20
Cameras	23
Sensors	24
SIM Card Slot.....	24
Headphone Jack.....	25
Speakers	26
The Charge/Sync Connector.....	26
In the Box.....	27
Seven Basic Finger Techniques.....	27
Charging the iPad.....	30
Battery Life Tips.....	31
The Home Screen	35
Control Center	37
Notifications	41
Password (or Fingerprint) Protection.....	48
Chapter 2: Typing, Editing & Searching	55
The Keyboard.....	55
Dictation.....	70
Cut, Copy, Paste.....	77
The Definitions Dictionary.....	79
Speak!.....	80
Spotlight: Global Search.....	81

Chapter 3: Siri & Speech	85
Siri Voice Command.....	86
How to Use Siri.....	87
How to Use “Hey, Siri”.....	88
What to Say to Siri.....	88
Advanced Siri.....	108
Chapter 4: Calling & FaceTime	111
FaceTime Audio Calls.....	111
Fun with FaceTime Audio Calls.....	115
FaceTime Video Calls.....	117
Do Not Disturb.....	121
Making Actual Phone Calls.....	122
Contacts.....	123
Bluetooth Accessories.....	131
Chapter 5: Texting & iMessages	135
Text Messages (SMS).....	135
iMessages.....	136
Instant Audio, Video, and Photos.....	146
iMessage Settings.....	149
Regular Text Messages.....	151
Text Messages Using Apps.....	152
Chapter 6: Accessibility	153
VoiceOver.....	154
Zooming.....	157
Invert Colors and Grayscale.....	160
Speech.....	161
How to De-Sparsify iOS 8’s Design.....	162
Hearing Assistance.....	165
Media (Subtitle Options).....	166
Guided Access (Kiosk Mode).....	166
Switch Control.....	168
AssistiveTouch.....	169
Home-Click Speed.....	172
Accessibility Shortcut.....	172

Part 2: Pix, Flix, & Apps

Chapter 7: Music 173

iTunes Radio.....	173
Playlists.....	180
Genius Playlists.....	181
Artists, Songs.....	183
Playback Control: Now Playing	184
Multi(music)tasking	188
Speakers and Headphones.....	188
Familiar iPod Features.....	190
The iTunes Store.....	192
The Videos App.....	195

Chapter 8: Taking Photos, Shooting Videos 201

The Camera App.....	201
Photo Mode.....	204
Square Mode	213
Pano Mode.....	214
Video Mode.....	216
Slo-Mo Mode	217
Time-Lapse Mode	218
Trimming a Video.....	219
The Photos App.....	220
Editing Photos	228
753 Ways to Use Photos and Videos	236
My Photo Stream	246
iCloud Photo Sharing.....	250
iCloud Photo Library	255
Capturing the Screen.....	257

Chapter 9: All About Apps 259

Two Ways to the App Store.....	259
Organizing Your Apps.....	266
Folders.....	270
App Preferences.....	272
App Updates.....	272
How to Find Good Apps.....	273
The App Switcher	275
AirPrint: Printing from the iPad	278
The Share Sheet	279
AirDrop.....	281
iCloud Drive.....	283

Chapter 10: The Built-In Apps	287
Calendar.....	287
Clock.....	296
Game Center	301
iBooks.....	304
Maps.....	315
Newsstand	328
Notes	330
Photo Booth.....	332
Podcasts	333
Reminders.....	336
Tips	341
More Standard Apps.....	342
Part 3: The iPad Online	
Chapter 11: Getting Online.	343
WiFi Hotspots.....	343
Airplane Mode and WiFi Off Mode.....	346
Personal Hotspot (Tethering).....	346
The Cellular iPad.....	349
Twitter and Facebook.....	352
Chapter 12: The Web	353
Safari Tour.....	353
Zooming and Scrolling.....	355
Full-Screen Mode.....	356
Typing a Web Address.....	357
Searching in Safari.....	358
Bookmarks.....	361
The Reading List.....	364
Shared Links (@)	365
Web Clips	366
The History List	367
Tapping Links	367
Saving Graphics.....	368
Saved Passwords and Credit Cards	369
Manipulating Multiple Pages.....	371
The Favorites Page.....	373
Reader View.....	374
Open the Full Site.....	375
Web Security	375

Chapter 13: Email	379
Setting Up Your Account.....	379
Downloading Mail.....	382
VIPs and Flagged Messages.....	387
What to Do with a Message.....	390
Writing Messages.....	400
Surviving Email Overload.....	405

Part 4: Connections

Chapter 14: Syncing with iTunes	407
The Three Faces of iTunes.....	408
Your Stuff.....	409
iTunes Store.....	412
Syncing the iPad.....	416
iTunes Tabs.....	420
Summary Tab.....	421
Apps Tab.....	422
Music Tab.....	422
Movies and TV Shows Tabs.....	424
Podcasts Tab.....	425
Books Tab.....	425
Tones Tab.....	425
Photos Tab (Computer→iPad).....	426
Info Tab.....	429
On My Device.....	429
One iPad, Multiple Computers.....	429
One Computer, Multiple iPads.....	430
Backing Up the iPad.....	430
Chapter 15: iCloud & Continuity	433
What iCloud Giveth.....	433
iCloud Sync.....	435
Photo Stream, Photo Sharing.....	438
Find My iPad.....	438
Email.....	441
Video, Music, Apps: Locker in the Sky.....	442
iTunes Match.....	443
The Price of Free.....	444
Apple Pay (iPad Air 2, Mini 3).....	445
Family Sharing.....	447
Continuity.....	452

Chapter 16: The Corporate iPad 457

The Perks.....	457
Setup	459
Exchange + Your Stuff	461
A Word on Troubleshooting.....	463
Virtual Private Networking (VPN).....	464

Chapter 17: Settings 467

Two Settings Tricks.....	468
Airplane Mode	468
WiFi	469
Carrier.....	470
Bluetooth.....	470
Cellular Data (Cellular iPads)	470
VPN	472
Personal Hotspot	472
Notifications.....	472
Control Center	473
Do Not Disturb.....	473
General.....	473
Display & Brightness	478
Wallpaper	479
Sounds.....	479
Touch ID & Passcode.....	480
Privacy	481
iCloud	483
iTunes & App Store	484
Passbook and Apple Pay.....	485
Mail, Contacts, Calendars.....	485
Notes	490
Reminders.....	491
Messages.....	491
FaceTime	492
Maps.....	492
Safari.....	492
Music.....	495
Videos	496
Photos & Camera	496
iBooks.....	497
Podcasts	497
Game Center	497
Twitter, Facebook, Flickr, Vimeo	497
App Preferences.....	498

Part 5: Appendixes

Appendix A: Signup & Setup	501
Buying a New iPad.....	501
Setting Up a New iPad.....	501
Upgrading an iPad to iOS 8.....	505
Software Updates.....	506
Restrictions and Parental Controls.....	507
Cases and Accessories.....	509
Appendix B: Troubleshooting & Maintenance	511
First Rule: Install the Updates.....	511
Seven Ways to Reset the iPad.....	512
iPad Doesn't Turn On.....	514
Battery Life Is Terrible.....	515
Out of Space.....	515
Warranty and Repair.....	517
The Battery Replacement Program.....	517
What to Do about a Cracked Screen.....	518
Where to Go from Here.....	518
Index	519