

How Do I Start Using My iPad or iPad mini?



When you first look at your iPad or iPad mini, you probably notice its sleek, curvaceous design. Then, you probably notice what might be its most remarkable feature — no buttons! Unlike your garden-variety tablet that bristles with keys, switches, and ports, the iPad and iPad mini have only a few physical buttons. This makes for a stylish (possibly even sexy) design. However, it leads to an obvious problem: How do you work the darn thing? This chapter gives you the grand tour of your iPad or iPad mini. It covers the few buttons, as well as the real heart of the tablet — its remarkable touchscreen.

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Using the Home Button

The starting point for most of your iPad or iPad mini excursions is the Home button, which is the circular button on the face of the tablet at the bottom, as shown in Figure 1.1.



Home button

1.1 Press the Home button to (among other things) leave standby mode or return to the Home screen.

The Home button has the following main functions:

- When the iPad or iPad mini is in standby mode, pressing the Home button wakes the device and displays the unlock screen.
- When the iPad or iPad mini is running, pressing the Home button returns the device to the Home screen (or, if the Home screen is currently displayed, it displays the Search screen).
- Pressing and holding the Home button invokes Siri, which enables you to control many iPad or iPad mini features using voice commands. (If Siri is turned off, pressing and holding the Home button invokes Voice Control, Siri's predecessor.)
- Double-pressing the Home button displays the multitasking bar, which enables you to quickly switch between your running apps.

If your tablet is in standby mode, press the Home button to display the slide to unlock screen, as shown in Figure 1.2. (This screen appears for up to about 8 seconds; if you don't do anything, the tablet drops back into standby mode.) Use your finger to drag the slider all the way to the right. This unlocks the tablet and displays the Home screen.



1.2 Slide your finger across to unlock your iPad or iPad mini.

Working with the Sleep/Wake Button

If your iPad or iPad mini is on but you're not using it, the tablet automatically goes into standby mode after 1 minute. This is called Auto-Lock, and it's a handy feature because it saves battery

power when your tablet is just sitting there. However, you can also put your tablet into standby mode at any time by using the Sleep/Wake button. You can find this dash-shaped button, shown in Figure 1.3, at the top of your tablet. The Sleep/Wake button has two main functions: Sleeping/waking and powering on/off.



Sleep/Wake button

1.3 Your tablet's Sleep/Wake button.

Sleeping and waking the iPad or iPad mini

If you're currently using your iPad or iPad mini, you can put the tablet in standby mode by pressing the Sleep/Wake button once. This drops the power consumption considerably. You can still receive incoming e-mail messages and texts but the screen powers down. Tap the Sleep/Wake button again to wake your tablet. This is just like pressing the Home button: You're prompted with the slide to unlock screen and you drag the slider with your finger to unlock the tablet.



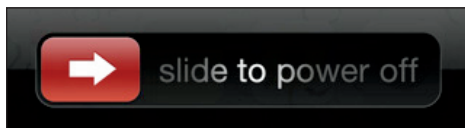
Genius

Press the Sleep/Wake button to put your tablet in standby mode whenever you're not using the screen. This not only conserves battery power but it also prevents accidental screen taps. If you have a program (such as the Music app) running, it continues to run even after the tablet is in standby.

Powering the iPad or iPad mini on and off

You can also use the Sleep/Wake button to turn off your iPad or iPad mini so that it doesn't use any power. This is a good idea if your battery is getting low and you don't think you'll be able to charge it any time soon. You might also want to turn off your tablet if you won't be using it for a few days.

To turn off your iPad or iPad mini, press and hold the Sleep/Wake button for 3 seconds. When the slide to power off slider appears on the screen, as shown in Figure 1.4, use your finger to drag the slider all the way to the right. The tablet shuts down after a few seconds.



1.4 Hold down the Sleep/Wake button for a few seconds to see the slide to power off screen.



Note

If you change your mind and decide to leave your iPad or iPad mini on, tap the Cancel button on the touchscreen. Note, too, that the slide to power off screen automatically cancels itself if you do nothing for 30 seconds.

When you're ready to resume your iPad or iPad mini chores, press and hold the Sleep/Wake button until you see the Apple icon. The tablet powers up, and then, a few seconds later, displays the slide to unlock screen.



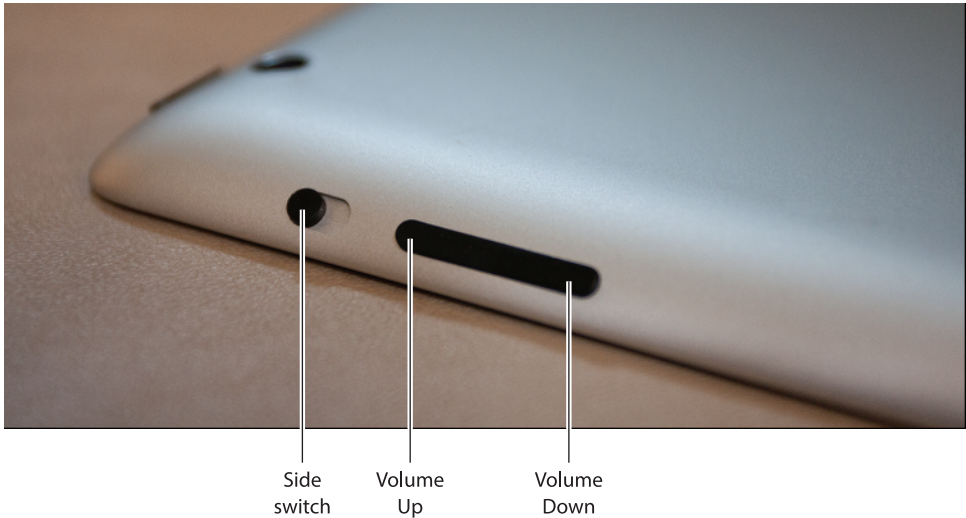
Caution

When your iPad or iPad mini is in standby mode, it still communicates with the nearest wireless network to check for new messages. This isn't a problem at home but it can lead to massive roaming charges if you're overseas. When you travel, you should always power off your tablet when you're not using it.

Working with the Side Switch

To prevent your iPad or iPad mini from disturbing the people nearby, you can put your tablet in silent mode, which means it doesn't play any alerts or sound effects. When the sound is turned off, only alarms that you've set using the Clock app will sound.

You switch the iPad or iPad mini between normal and silent modes using the Side switch, which is located on the right side of the device, near the top (assuming you're holding the tablet in portrait mode, where the Home button appears at the bottom), as shown in Figure 1.5.



1.5 Use the Side switch to toggle your tablet between normal and silent modes.

Use the Side switch to control the following functions:

- **Put the tablet in silent mode.** Flick the Side switch down. You see an orange dot on the switch and the screen displays a bell with a slash through it.
- **Resume the normal mode.** Flick the Side switch toward the top of the tablet. You no longer see the orange dot on the switch and the screen displays a bell and the current volume level.

Operating the Volume Controls

The volume controls are on the right side of the iPad or iPad mini (again, when you're holding the tablet in portrait mode) right below the Side switch. The iPad mini has two separate buttons but the iPad has what looks like a single volume control (see Figure 1.5). However, there really are two buttons on the iPad. On both devices, the button closer to the top of the tablet is Volume Up, and you press it to increase the volume; the button closer to the bottom of the tablet is Volume Down, and you press it to decrease the volume. As you adjust the volume, a speaker appears on-screen with filled-in dashes representing the volume level.

You use these buttons in the following ways to control the volume throughout your iPad or iPad mini:

- If you're using the Music app, the volume controls adjust the music volume.
- In all other situations, the volume controls adjust the output of sounds, such as alerts and effects.

Getting to Know the Rest of the Tablet

In addition to the touchscreen, there are other physical features of your iPad or iPad mini that you need to get to know. For starters, the tablet's bottom panel has the following two features (Figure 1.6 shows the bottom panel on the iPad mini):

- **Speaker.** The iPad has a single speaker to the right of the Lightning connector, while the iPad mini has a two-speaker stereo system — one on each side of the connector. This is where the sound is broadcast when you listen to music, ask Siri something, or talk to someone over FaceTime.
- **Lightning connector.** This feature is on the bottom panel of the tablet in the center. This is where you connect the USB cable to either charge your tablet or hook it up to a computer.



1.6 The bottom panel on the iPad mini houses two speakers and the Lightning connector.

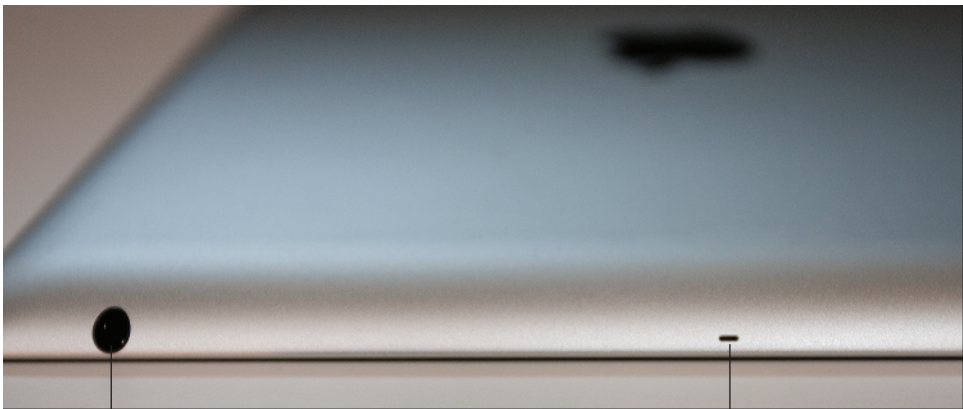


Genius

Because the speaker is at the bottom of the tablet, you may have trouble hearing it. In that case, turn the iPad or iPad mini so that the bottom panel is facing you, which should give you better sound quality.

The top panel of the iPad and iPad mini is home to the Sleep/Wake button, as well as the following features shown in Figure 1.7:

- **Headset jack.** The headset jack is located at the left of the top panel of the iPad or iPad mini. This is where you plug in the earbuds that came with your tablet to listen to music. You can also use this jack to plug in any other headset or headphones that use a 3.5mm stereo audio jack.
- **Microphone.** This feature is located on the top of your tablet in the middle side of the top panel. This is where the iPad or iPad mini picks up your voice for FaceTime calls and anything else that requires you to speak.



Headset jack

Microphone

1.7 The top panel houses the Sleep/Wake button, as well as the headset jack and microphone.

The front of the tablet holds the Home button, as shown earlier in this chapter, but it also holds the front camera, as shown in Figure 1.8. This is one of two cameras on the iPad and iPad mini. You can use this one to take pictures of yourself (and perhaps a nearby friend or loved one) or to conduct FaceTime video calls.

Front camera



1.8 The front camera and a couple of sensors are located on the front of the tablet.

The back of the tablet is home to the rear camera, as shown in Figure 1.9. This camera has a much higher resolution than the front camera, so you'll probably use it to take most of your photos.

Operating the Touchscreen

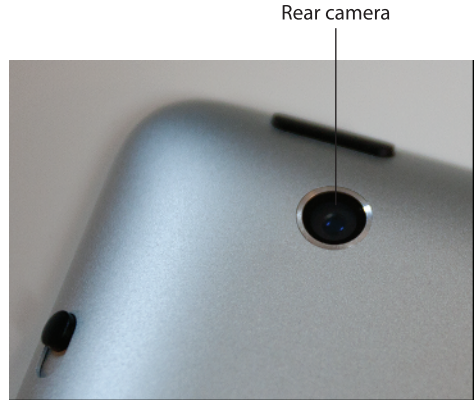
I can't get enough of the touchscreen on the iPad and iPad mini, and I think it's the tablet's best feature by far. You can zoom in and out, scroll through lists, drag items here and there, and even type messages. Amazingly, the touchscreen requires no external hardware to do all this. You don't need a stylus or digital pen, and you don't need to attach anything to the tablet. Instead, the touchscreen requires only your finger (or, for some operations, two or more fingers).

As you might imagine, the screen is a fingerprint magnet and it *will* become smeared, so get yourself a polishing cloth to make short work of these smudges. As far as more serious marks go, the screen is made of a chemically treated, optical-quality glass that helps protect the screen from scratches.

Navigating the touchscreen

There are a few maneuvers that you need to be familiar with to successfully use the iPad or iPad mini touchscreen in all its glory. I refer to the following gestures throughout the rest of the book, so play around with them now, and make sure that you understand them:

- **Tap.** This means that you use your finger to quickly press and release the screen where desired. This gesture is what you use to initiate just about any action on the iPad or iPad mini. It opens apps, activates options, enters text boxes, and much more.
- **Double-tap.** This is what it sounds like: two quick taps with your finger. In apps, such as Photos or Safari, it zooms in on images or parts of web pages. A second double-tap zooms back out.
- **Swipe and flick.** To swipe means to drag your finger across the screen. You use this technique to scroll through lists, drag items to different spots, and unlock the iPad or iPad mini. Flicking is just an exaggerated slide. Flick your finger across the screen and the



1.9 The back of the iPad or iPad mini is where you find the second camera.

tablet rapidly scrolls through the list. The faster you flick, the faster it scrolls. Touch the screen to stop the scrolling process.

- **Spread and pinch.** You use these techniques to zoom in on or out of the screen. To spread means to move two fingers apart, and you use it to zoom in; to pinch means to move two fingers closer together, and you use it to zoom out. This is especially useful when viewing web pages because the text is often too small to read. Spread to zoom in on the text making it readable and pinch to return to the full screen for easy scrolling and navigation.

Typing on the keyboard

You can type on your tablet, although don't expect to pound out the prose as easily as you can on your computer. The on-screen keyboard (the iPad's portrait mode keyboard is shown in Figure 1.10) is a bit too small for rapid and accurate typing. However, the iPad and iPad mini do touch-screen typing better than any other tablet out there.



1.10 Trust the touchscreen, even though the keys may be small.

To use the keyboard, tap into an area that requires text input and the keyboard appears. Tap the keys that you want to enter. As you touch the keys, a magnified version of the letter pops up. If you touch the wrong key, slide your finger over to the correct one. The keyboard will not enter a key until your finger comes off the screen.

Special keys

The keyboard features the following specialty keys that allow you to do some tricks:

- **Backspace.** This key has a left-pointing arrow with an X inside of it. This deletes at three different speeds. The first is in response to a single tap, which deletes the character to the left of the blinking cursor. The second speed kicks in when you press and hold the key, which tells the tablet to move backward through the letters, deleting as it goes. The third speed engages if you press and hold the key for a few seconds, and it causes the tablet to delete entire words.
- **Return.** This key moves to the next line or accepts the current input (much like the Return key on a Mac or the Enter key in Windows).
- **Shift.** This key (there are actually two of them) has a little upward-pointing arrow and you tap it once to engage shift. The arrow's outline turns blue, and the next letter that you type will be uppercase. After you type the character, the Shift key returns to normal.
- **.?123.** Tap this key to display the numeric keyboard, which includes numbers and most punctuation marks. The key then changes to ABC, which you tap to return to the standard keyboard.
- **Microphone.** This key starts the Dictation feature, which enables you to dictate text instead of typing it. I explain how to use Dictation in Chapter 6.
- **#+=.** This key appears within the numeric keyboard. Tap this to enter yet another keyboard that contains more punctuation marks as well as a few symbols that aren't used very frequently.



Note

The Return key often changes its name depending on the context. For example, if you're using Safari to type a web page address, the Return key's name changes to Go. Similarly, if you're using Safari to search for information on the web, the Return key's name changes to Search.

Editing text

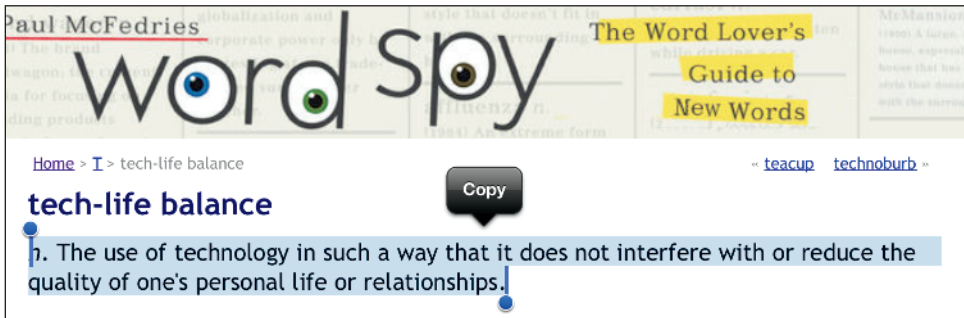
Everyone asks me how you're supposed to move throughout the text in order to edit it. The only obvious option is to delete all the way back to your error, which is impractical to say the least. The solution is, of course, in the touchscreen, which enables you to zoom in on the specific section of text you want to edit. Follow these steps to do so:

1. **Press and hold your finger on the line you want to edit.** The tablet displays the text inside a magnifying glass and within that text you see the cursor.

- Slide your finger along the line.** As you slide, the cursor moves through the text in the same direction.
- When the cursor is where you want to begin editing, remove your finger.**

Selecting, cutting, copying, and pasting

How you select and then either cut or copy text depends on whether that text is editable or noneditable. The simplest case is noneditable text, which is what you get on a web page. In that scenario, when the text you want to use is on the screen, tap and hold anywhere within the text. After a second or two, your iPad or iPad mini selects the text and displays blue selection handles around it. If necessary, tap and drag the selection handles to select more or less of the text, as shown in Figure 1.11, and then tap Copy.



1.11 For text that you can't edit, tap and hold within the text to select it, adjust the selection handles, and then tap Copy.

If the text is editable, such as the text in a note, an e-mail message you're composing, or any text box, then the process is more involved, but only ever so slightly. Follow these steps to cut or copy editable text:

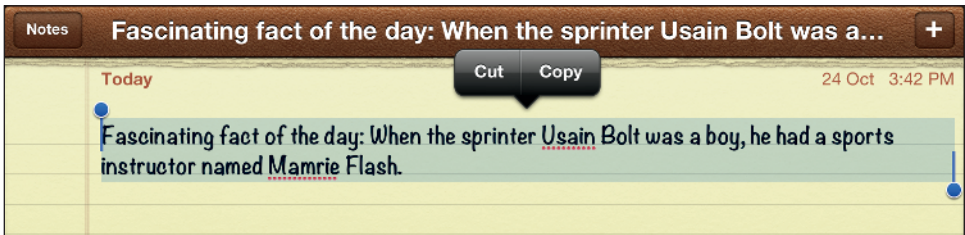
- Tap and hold anywhere within the text.** After a short pause for effect, you see a couple of buttons above the text, as shown in Figure 1.12.



1.12 For editable text, tap and hold within it to see these options.

2. Tap one of the following options:

- **Select.** Tap this button if you only want to select some of the text. You see blue selection handles around the word you tapped.
- **Select All.** Tap this button if you prefer to select all of the text. You see the buttons shown in Figure 1.13; if you don't need to adjust the selection, skip to step 4.



1.13 Select the text, and then choose what you want to do with it.

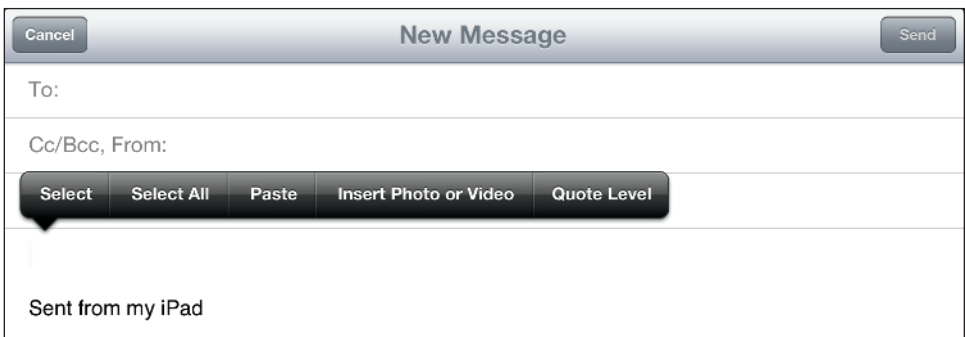
3. Tap and drag the selection handles to select the text with which you want to work.

You now see a new set of buttons above the text (see Figure 1.13).

4. Tap one of the following actions:

- **Cut.** Tap this button to remove the text and store it in the tablet's memory.
- **Copy.** Tap this button to store a copy of the text in the tablet's memory.

With your text cut or copied and residing snugly in the iPad or iPad mini's memory, you're ready to paste the text. If you want to paste the text into a different app, open that app. Position the cursor where you want the text to appear, tap the cursor, and then tap Paste, as shown in Figure 1.14. Your tablet dutifully adds the cut or copied text.



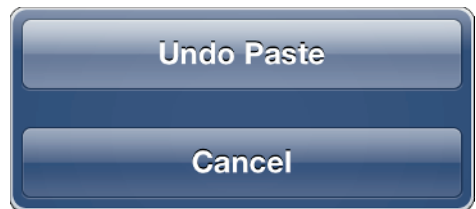
1.14 Tap the cursor, and then tap Paste to place your cut or copied text in the app.

If you want to make a copy of a photo, such as an image shown on a web page, the process is more or less the same as copying noneditable text. Follow these steps to copy an image:

1. **Tap and hold the photo.** After a second or two, you see a pop-up menu of image options.
2. **Tap Copy.** The tablet copies the photo into its memory.
3. **Open the app where you want the copy of the photo to appear.**
4. **Position the cursor where you want the photo to appear, and then tap the cursor.**
5. **Tap Paste.** The iPad or iPad mini pastes the photo.

The addition of the Cut, Copy, and Paste commands makes the iPad or iPad mini feel even more like a computer. That's good, but it also means that you can also make the same pasting errors that you can with your regular computer. For example, you might paste the text or photo in the wrong spot, or once you've performed the paste you might realize that you selected the wrong data.

Frustrating? Yes. A big problem? Nope! Slap your forehead lightly in exasperation, and then perform one of the iPad or iPad mini's coolest tricks: shake it. Your tablet displays the options shown in Figure 1.15. Tap Undo Paste to reverse your most recent paste, and then move on with your life.



1.15 Reverse an imprudent paste by shaking the tablet, and then tapping Undo Paste.

Using the suggestion feature

If you mistype a word, the iPad or iPad mini provides a suggestion in a little bubble underneath the misspelled word. To accept the suggestion, tap the spacebar or any punctuation. To ignore it, tap the suggested word bubble on the screen. This helps save time when you use apostrophes. Leave the apostrophe out and the tablet recommends the correct word. For example, if you type *shell*, the tablet suggests *she'll* because that's a legitimate word, as well. If *she'll* is what you want, accept the suggestion (again, by tapping the spacebar or any punctuation); otherwise, tap the suggestion to retain *shell*.

The suggestion feature also shows up with unfinished words. The iPad or iPad mini guesses how you want to finish the word you are typing and provides a suggestion. If the suggestion is the word you want, accept it.

