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—KEVIN KELLY, CO-FOUNDER OF *WIRED*

iPad

the missing manual®

The book that should have been in the box®

7th Edition

Covers all iPad models
with iOS 8.1 software,
including iPad Air 2
and iPad mini 3



David Pogue

Answers found here!

With the iOS 8.1 software and new iPads—the Air 2 and mini 3—Apple has taken its flagship tablets into new realms of power, speed, and good looks. The modern iPad comes with everything—touchscreen, cameras, stereo speakers, faster WiFi and cellular Internet—except a printed manual. Fortunately, David Pogue is back with this witty, full-color guide to the world's most popular tablet.

The important stuff you need to know

- **The iPad Air 2 and mini 3.** This book unearths all the secrets of the crazy-thin new iPads: better screens, faster chips, responsive fingerprint readers, Apple Pay.
- **The iOS 8.1 software.** Even older iPad models gain predictive typing, iCloud Drive, Family Sharing, “Hey Siri,” and about 195 more new features. It's all here, in these pages.
- **The apps.** That catalog of 700,000 add-on programs takes the iPad into new realms of usefulness and fun. Now you'll know how to find, exploit, and troubleshoot those apps.
- The iPad may be the world's best-selling tablet computer, but it's still a computer, with all of a computer's complexities. *iPad: The Missing Manual* is a funny, gorgeously illustrated guide to the tips, shortcuts, and workarounds that will turn you, too, into an iPad master.

APPLE/MOBILE DEVICES/IPAD

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Why I started the Missing Manual series.

People learn best when information is engaging, clearly written, and funny. Unfortunately, most computer books read like dry catalogs. That's why I created the Missing Manuals. They're entertaining, unafraid to state when a feature is useless or doesn't work right, and—oh, by the way—written by actual *writers*. And on every page, we answer the simple question: “What's this feature *for*?”

David Pogue is the founder of YahooTech.com, a former *New York Times* columnist, an Emmy-winning TV host, and the creator of the Missing Manual series.



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iPad

The Missing Manual

Seventh Edition

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The Missing Credits



David Pogue (author, Illustrator, indexed) is the founder of Yahoo! Tech (yahootech.com), a job for which he was groomed by 15 years writing the weekly tech column for *The New York Times*.

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fasting pants. I'll live with his wife and four great folios. I mail phil@missingmanuals.com.

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As the sun began to set on this book's deadline, I addressed to my followers on Twitter to help beta-read this book. My new best friends Tim Allen, Robert Wembery, Adriana Scotti, Bill Greig, Clark Averill, Elizabeth Howe, Gilbert Jangi, Grace Suarez, Lew Piper, Robert Arnold, Jeff Hagedorn, Logan Lauren, Ken Falk, Tom Korber, Matt Jalumana, and Ben Doosen cheerfully answered the call. They not only astutely found all kinds of little things (and big ones) that needed fixing, and I'm deeply grateful.

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I'm supremely grateful to my former new York Times colleague Lisa Biersdorfer. *iPad: The Missing Manual* was her book for a good time; this year, an intense fall schedule at the Times forced her to give up her baby. She was extraordinarily cool about letting me take it over.

Thanks to David Ingeberg and Tim O'Reilly for believing in the idea and approval to Nicki Kollia and Jeffrey. They make these books—and everything else—possible.

—David Hogue

The Missing Manual Series

Missing Manuals are witty, superbly written guides to computer products that don't come with printed manuals (which is just about all of them). Each book features a handcrafted index, cross-references to specific page numbers (not just "see Chapter 4"), and an omniscient overview to our anachronism in the possessive product's life.

Here's a sampling of current and upcoming titles. The complete list awaits at www.missingmanuals.com/contributors/.

For the Mac

- *OS X Yosemite: The Missing Manual* by David Pogue
- *OS X Mavericks: The Missing Manual* by David Pogue
- *AppleScript: The Missing Manual* by Adam Oshtrobar
- *FileMaker Pro 13: The Missing Manual* by Susan Proctor and Stuart Chipman
- *iMovie: The Missing Manual* by David Pogue and Aaron Milco
- *iPhoto: The Missing Manual* by David Pogue and Lisa Stroh
- *iWork: The Missing Manual* by Lisa Stroh, Tom Ichniowski and John Clark
- *Office 2011: The Missing Manual* by Chris Connor
- *Switching to the Mac: The Missing Manual, Yosemite Edition* by David Pogue
- *Photoshop CC: The Missing Manual, Second Edition* by Lewis Bricker
- *Photoshop CS6: The Missing Manual* by Lewis Bricker
- *Photoshop Elements 13: The Missing Manual* by Barbara Hurst Sage

For Windows

- *Windows 8.1: The Missing Manual* by David Pogue
- *Windows 7: The Missing Manual* by David Pogue
- *Access 2013: The Missing Manual* by Matthew Macdonald
- *Excel 2013: The Missing Manual* by Matthew Macdonald
- *Microsoft Project 2013: The Missing Manual* by Bonnie Blalock
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- *Photoshop CS6: The Missing Manual* by Lewis Bricker
- *Photoshop Elements 13: The Missing Manual* by Barbara Hurst Sage

Electronics

- *iPhone: The Missing Manual, Eighth Edition* by David Pogue
- *David Pogue's Digital Photography: The Missing Manual*

- *Galaxy S5: The Missing Manual* by Preston Gralla
- *Galaxy Tab: The Missing Manual* by Preston Gralla
- *iPad App Development: The Missing Manual* by Craig Hockenberry
- *iPod: The Missing Manual, Eleventh Edition* by J.D. Biersdorfer & David Prince
- *Kindle Fire HD: The Missing Manual* by Peter Meyers
- *Fire Phone: The Missing Manual* by Preston Gralla
- *Netbooks: The Missing Manual* by J.D. Biersdorfer
- *NOOK HD: The Missing Manual* by Preston Gralla
- *Motorola Xoom: The Missing Manual* by Preston Gralla

Web Technologies

- *Adobe Edge Animate: The Missing Manual* by Chris Grover
- *Creating a Web Site: The Missing Manual, Third Edition* by Matthew MacDonald
- *CSS3: The Missing Manual, Third Edition*, by David Sawyer McFarland
- *Dreamweaver CS6: The Missing Manual, Second Edition* by David Sawyer McFarland and Chris Grover
- *Dreamweaver CC: The Missing Manual* by David Sawyer McFarland
- *Flash CS6: The Missing Manual* by Chris Grover
- *Google+: The Missing Manual* by Kevin Purdy
- *HTML5: The Missing Manual, Second Edition* by Matthew MacDonald
- *JavaScript & jQuery: The Missing Manual, Third Edition* by David Sawyer McFarland
- *PHP & MySQL: The Missing Manual, Second Edition* by Eretz McLaurin
- *WordPress: The Missing Manual*, by Matthew MacDonald

Life

- *Buying a Home: The Missing Manual* by Nancy Corner
- *Personal Investing: The Missing Manual* by Bonnie Boffone
- *Your Brain: The Missing Manual* by Matthew MacDonald
- *Your Body: The Missing Manual* by Matthew MacDonald
- *Your Money: The Missing Manual* by J.D. Poter



Introduction

It's often said that Steve Jobs, Apple's founder, knew what the public wanted before it did. Over and over again, Apple came up with inventions that seemed to feed a hunger we didn't know we had.

There's no better example than the iPad. Apple unveiled it in January 2010, three months before anybody could actually buy one. Without ever having tried the it, tech critics called it the dumbest machine ever invented.

"An utter disappointment and abysmal failure," wrote the Orange County Design Blog. "Consumers seem genuinely baffled by why they might need it," said *Businessweek*. "It's nothing more than a luxury bauble that will appeal to a few gadget freaks," declared Bloomberg. "Insanely great" it is not: snarked CBS MarketWatch. "My god, am I Underwhelmed?" said *Gizmodo*.

As we know now, the joke was on them. Apple sold 300,000 iPads on the first day they were available. 1 million in the first month. 250 million in the first seven years. The iPad became the fastest-adopted new product category in history.

The iPad Defined

Now here we are, five iPad models (and three mini models) later, and we can now see that the iPad was a turning point in computing history. Today, lots of people carry around an iPad instead of a laptop.

Your ability to replace a laptop with an iPad, however, depends on what you want to do with it. For years, the conventional wisdom was that the iPad is fantastic for *consuming* material—surfing the Web, reading ebooks, watching videos, playing music, doing a first pass on email—but a clumsy tool for *creating* it. Sometimes a mouse and keyboard are faster, more precise tools than your fat fingertips.

These days, that view has softened (socially) in iOS 8. The iPad's citation feature has gotten so fast and accurate that you can't argue for a keyboard quite so much.

And then there are the apps (programs). Siiiiiiiiiiiiii many apps. 750,000 apps written just for the iPad, including, surprisingly, Microsoft Office.

And then there are those 2.7 million *iPhone* apps that also run on the iPad.

The iPad is already a thin, light, touch-screen computer with a dazzling screen. But these apps turn it into a somewhat internet-viewer. It shows fully formatted email (with attachments, thank you) and e-books and Web pages with form and design intact. It's tricked out with a tilt sensor, a proximity sensor, a light sensor, Wi-Fi, Bluetooth, a gyroscope, and that amazing multi-touch screen. And cellular models even have GPS.

For many occasions, the iPad is also a camera and a camcorder—and that's getting better with every year's new model.

Furthermore, it's a calendar, address book, alarm clock, stopwatch, traffic reporter, RSS reader, music reference, music keyboard, time tracker, remote control, reader, and so on. And when those games? Thousands of them, with simple 4-2 graphics and ditto comic.

All of this sends the iPad's utility and power through the roof.

By the way: As a thoughtful courtesy to people who own multiple Apple gadgets (as well as people who write books about them), Apple wrote iOS to work almost identically on the iPad and the iPhone. Where things are what they're called, and what they look like is almost exactly the same.

In fact, there are only a few iPhone features that the iPad *doesn't* have, some of which may surprise you:

- **Phone features.** Without the assistance of an iPhone, an iPad can't make a traditional phone call or send traditional text messages.
- **Vibrate mode.** The iPad can get your attention with a sizzle and sound, but not touch; there's no vibration.
- **Certain apps.** For reasons nobody can quite figure out, the iPad doesn't come with as many apps as the iPhone. It's missing Calculator, Stocks, Weather, Voice Memos, Compass, and Health.
- **A flash.** There are cameras on the iPad (front and back), but it doesn't have a flash.

Meet iOS

Apple introduced a new iPad model every fall. In October 2014, for example, it introduced the smallest-size iPad model, the iPad Air 2, and the new 7-inch model, the iPad mini 3. They're thinner, faster, and better in most ways.

More importantly, there's a new free version of the iPad's software, called iOS 8. (Why not "iPad OS" anymore? Because the same operating system runs on the iPhone and iPod Touch; it's not just for iPads anymore, and saying "the iPad/iPhone/iPod Touch OS" takes too long.)

You can run iOS 8 on *older* iPad models without having to buy a new phone. This book covers all phones that can run iOS 8: the iPad Air 2, iPad Air, iPad 2, iPad 3rd Generation, iPad 4th Generation, and all those mini models.

About This Book

You don't get a printed manual when you buy an iPad. Online, you can find an electronic PDF manual that covers the basics well, but it's largely free of details, tricks, workarounds, tutorials, humor, and any advanced knowledge of the iPad's flows. You can't easily mark your page, underline, or read it in the bathroom.

The purpose of this book, then, is to serve as the manual that should have accompanied the iPad. If your older iPad doesn't have iOS 8, you really need one of this book's earlier editions.

Writing a book about the iPad is a study in exasperation, because the damned thing is a moving target. Apple updates the iPad's software fairly often, plugging in new features, but fixing speed issues and so on.

Therefore, you should think of this book the way you think of the first iPad: as a damned good start. To see in touch with updates we make to it as developments unfold, drop in to the book's [Errata/Corrections page](#). (Go to www.mossdesignsolutions.com, click this book's name, and then click [View/Submit Errata](#).)

TIP: This book covers the iOS 8.1.2 software. There are already reports of 8.1.3, 8.1.4, and so on. Check this book's page at www.mossdesignsolutions.com to read about those updates when they occur.

About the Outline

iPad: The Missing Manual is divided into five parts, each containing several chapters:

- ▶ **Part 1, iPad Basics**, covers everything related to instant communication: voice calls, video calls, text messaging (iMessages), and the Contacts (address book) program. It's also where you can learn about entering text (either by typing or by speech) and the "Virtual Assistant" and the rich array of features for people who'd spoil their (some of which are surprisingly useful) — even for people without them.
- ▶ **Part 2, Pix, Flix & Apps**, is dedicated to the iPad's built-in apps, with a special emphasis on its multimedia capabilities: playing music, podcasts, movies, TV shows, and photos; capturing photos and videos; the Maps app; reading ebooks; and so on. These chapters also cover some of the standard techniques that most apps share: installing, organizing, and quitting them; switching among them; and sharing materials from within them using the Share sheet.
- ▶ **Part 3, The iPad Online**, is a detailed exploration of the iPad's ability to extend its ability to get you onto the Internet, either over a Wi-Fi hotspot connection or (if you have a cellular phone) via the cellular network. It's all here: email, Web browsing, and tethering (that is, letting your phone serve as a sort of Internet antenna for your laptop).
- ▶ **Part 4, Connections**, describes the world beyond the iPad itself. Like the copy of iTunes on your Mac or PC that can sync to the iPad with music, videos, and photos and sync the calendar, address book, and mail settings. These chapters also cover the iPad's control panel, the Settings program; Continuity (the wireless integration of iPad and Mac); and how the iPad syncs wirelessly with corporate networks using Microsoft Exchange ActiveSync (or with your own computers using Apple's iCloud service).
- ▶ **Part 5, Appendixes**, contains two reference chapters. Appendix A walks you through the setup process; Appendix B is a master compendium of troubleshooting, troubleshooting, and out-of-the-box information.

About These Arrows

Throughout this book, and throughout the Missing Manual series, you find sentences like this one: Tap **Settings**→**General**→**Keyboard**. That's shorthand for a much longer instruction that directs you to open three nested screens in sequence like this: "Tap the **Settings** button. On the next screen, tap **General**. On the screen after that, tap **Keyboard**." (In this book, tapable things on the screen are listed in **orange** to make them stand out.)

Similarly, the kind of arrow shortcuts calls to a molify the business of choosing commands in menus on your Mac or PC. Like **File** > **Print**.

About MissingManuals.com

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The Web site also offers corrections and updates to the book; to see them, click the book's title, and then click **View/Submit Errata**. In fact, please submit corrections yourself. Each time we print more copies of this book, we'll make any confirmed corrections you've suggested. We'll also note such changes on the Web site so you can mark important corrections on your own copy of the book, if you like. And we'll keep the book current as Apple releases more iPad updates.

iPad Air 2: What's New

Apple's usual routine is to introduce a new iPad every October. In the 2014 model, here's what's new:

- **Thinner.** That's really the biggest feature: The Air 2 is less than a quarter of an inch thick (6.1 millimeters). Any thinner, and you could fold it into a paper airplane.

A tablet is something you have to hold all the time you're using it, so thinness and lightness matter.

- **Faster.** There's a new processor inside Apple's own chip, the A8X. Apple says it's 40 percent faster than before, and it does feel faster. Yet the iPad's 9-hour battery life hasn't suffered as a result.
- **Camera.** The camera's been improved, too. It has a new 8-megapixel sensor that brings to the iPad most of the tricks of the iPhone 6. Like time-lapse video, slow motion, burst mode, soft focus, and panorama mode. It still lacks some of the iPhone camera's advanced features, though—like superfast autofocus (what Apple calls “focus pixel”), optical stabilization, hypersmooth 60 frames-per-second video, and a tap-to-focus feature.
- **Fingerprint sensor.** The iPad Air 2 has a fingerprint sensor's made-into-the-home-button (what Apple calls “Touch ID”), just as the last couple of iPhones have. It's smooth, fast, and reliable. It doesn't care what angle your finger is at. In many cases, it spares you having to remember passwords.

You can use your fingerprint to unlock the iPad Air 2, or to make purchases from Apple's online stores (music, movies, apps), or how to buy stuff online with just a touch of your finger.

It's easier to mean that you can buy things in physical stores by unlocking your iPad, as you can with the iPhone 6 models. You can, however, use your fingerprint for the other part of Apple Pay: shopping online from within shopping apps like iStockphoto, Amazon, and eBay (and, yes, Target, Harrods, Macy's, and so on).

- **Faster WiFi.** WiFi is much faster on the iPad Air 2—and you really feel it when you're opening Web pages. The cellular iPad models (\$1,400 extra) are 50 percent faster than before, too.
- **Better screen.** Apple reduced the number of layers between your eye and the image, so that the image looks a little brighter to your fingers. Apple also says the screen is less reflective than before.



- **Universal SIM card.** Apple now sells a single cellular iPad model that can hop onto any of three U.S. cellular networks: AT&T, Sprint, or T-Mobile. Unfortunately, that doesn't mean you can freely fit someone else's card in; there's a lot of fine print (page 26).

The iPad comes in 16-, 64-, or 128-gigabyte models these days, with black or white fronts and black, white, or gold backs. The model with a cellular connection always costs \$150 more.

iPad Mini 3: What's New

There's a new iPad mini this year, too. Apple made only one change to it, though: It now has a Touch ID fingerprint reader built into the Home button, just as on its big brother.

The mini remains a fascinating machine, though. Its 7.9-inch screen displays just as much image as the original iPad's 9.7-inch screen—just *smaller*. You can carry the thing in an overcoat pocket or a purse, making it much more transportable, manageable, and handheld.

What's New in iOS 8

In 2014, Apple freaked out the world by introducing a radical iPad software redesign in iOS 7: It could write, at almost random, with a razor-thin font (Helvetica Neue) and bright, light colors. The design was controversial and polarizing.

The iOS 8 redesign is the same—by now, people have gotten used to it—so the improvements now are focused on features and flexibility.

TIP: If the font size is too small for your taste, you can further enlarge it just enough by turning on **Settings** > **Display & Brightness** > **Bold Text**. While you're there, you can make text larger in most apps, too, tap the **Larger Type** control.

Apple says iOS 8 contains over 200 new features, but here's the big ticket items:

- **Predictive keyboard (and Swype, and SwiftKey).** At long last, the iPad now offers three on-screen keyboards, predicting the next word you're likely to type across the on-screen keyboard. It's smart enough to save you a lot of typing.

But if you don't like the companies or the on-screen keyboard thing, better good for it: In iOS 8, you can now install one of three popular keyboard layouts, like Swype or the UKew, to replace Apple's.

- **Family Sharing.** The days of having to share your iCloud password with your kids (or at least making the kids password reset) are no more. You can share and download something (ebooks, news, up to six family members) can share one another's Apple-purchased books, videos, and music. You can keep track of your managers' locations. And you each get a common Family category in Calendar, Reminders, and Photos, so the whole family can share.
- **iCloud Drive.** Now there's a ring a folder in the sky—the iCloud Drive—that syncs whatever files you want to be able to access from any Mac, Windows PC, phone, or tablet. Use the Apple version of Dropbox.
- **Expanded Spotlight.** The iPad's built-in search bar can find all kinds of stuff beyond the phone. You can search for Wikipedia entries, movie showtimes, news, Apple's online app/index/browse stores, and so on.
- **Continuity.** If you have an iPhone too, prepare to do no-download. The suite of features Apple calls Continuity (Chapter 15) makes the iPhone an extension of the iPad. Now you can use the iPad as a speakerphone, taking and making calls. You can send and receive text messages from your iPad—to any cell phone. And a lot more. You can begin working on something in Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, or Contacts—and when you arrive at your Mac or iPhone, the half-finished document is magically already on the screen, ready to continue.
- **Photo editing.** There's a lot less need to tuck the eraser cap to adjust color saturation, brightness, and other photographic settings; that's a right in the Photos app now. So is a search command. So are "smart albums" that can round up all photos taken within a certain time period, or in a certain place.
- **Video and audio texting.** Hard to explain, easy to use: Now, when you're texting in Messages, you can hold down a button to record a video or a video instead of typing, when you're over your limit, it's held off to the recipient. Instantly, the iPad becomes a walkie-talkie.
- **Mail upgrades.** You can swipe across a Mail message in the list to delete—no second confirmation tap required. Swipe a different way to archive, flag, or mark as read. When you're composing a message, you can now refer to another message without losing your place. And Data Detectors, e.g., call feature on the iPad, have finally come to the iPad. When an incoming message contains the sender's contact information or a date for an event, Mail offers to add it to Contacts or Calendar automatically.

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