



An Extended Guide · No. 1161

iPad Air (M4)

The sweet-spot iPad
for most people

Tech Made Simple — Service Made Personal

BillsHomeTech.com · (330) 200-8042 · Atwater, Ohio

Free & printable — share it with someone who needs it



Book a visit —
billshometech.com/book

Hello, and welcome

Congratulations on the iPad Air (M4) — a wonderful tablet. This guide walks you through it in plain, friendly English: no jargon, no rabbit holes, just the things that actually help.

I'm Bill, and I run Bill's Home Tech here in Portage County, Ohio. I've spent 30+ years helping folks get comfortable with their technology — patiently, in plain language, and at their own pace. Think of this guide as me sitting at your kitchen table, pointing things out one at a time.

A tablet is a lovely thing to own. It's big enough to read a book or the newspaper, watch your programs, see the grandkids' faces on a video call, look through photos, and browse the web — all without squinting at a little phone or wrestling with a computer. And you can hold it in your lap in your favorite chair.

You do not have to read this all at once, and you certainly don't have to memorize it. Skip to whatever you need, keep it in the drawer with your appliance manuals, and know that a real person is only a phone call away.

★ How to use this guide

Each page stands on its own. Read one, try it on your tablet, and come back for the next when you're ready. If a step ever feels fuzzy, that's on the writing — not on you — and you can always call me at (330) 200-8042.

What makes the iPad Air (M4) special

Here are the things worth knowing, in plain English — no need to remember the fancy names.

The sweet spot for most people

The Air gives you a big, bright screen and plenty of speed for everything most folks do — web, email, video, photos, video calls — without paying Pro prices.

A faster chip (the M4)

The M4 chip keeps things quick and means years of software updates ahead. It also runs Apple's newer 'Apple Intelligence' helper features.

Two sizes, including a big 13-inch

The 13-inch Air is a wonderful choice if you want a large screen for reading and video but would rather not pay for the 13-inch Pro.

Works with the Apple Pencil

Great for note-taking, marking up a document, or a bit of drawing. The Pencil is sold separately.

A quick tour of the iPad Air (M4)

Just a handful of buttons and swipes run the whole tablet. Here's what each part does.

- The **top button** turns the screen on and off, and held down it powers the tablet off. It also has your fingerprint reader built in — a light touch unlocks the iPad.
- The **volume buttons** on the edge make sounds louder or softer.
- The **charging port** is the modern USB-C shape — the same kind of cable many newer gadgets use.
- There's **no Home button** to press; you get around by swiping up from the bottom edge to go home. I'll show you the handful of swipes that run everything.

Everything else happens by tapping the glass with a fingertip. A single, gentle tap is all it takes — no need to press hard or tap twice.

✓ The Apple Pencil is an extra purchase

This iPad works with an Apple Pencil, but the Pencil is sold separately — it doesn't come in the box. It's a lovely tool for note-taking, marking up a document, or a bit of drawing. If you don't plan to write or draw, you don't need one at all.

Setting it up, step by step

Setting up your iPad Air (M4) takes about twenty minutes, most of which is the tablet doing the work while you sip your coffee.

- 1. Charge it up.** Plug it in for a bit so it has plenty of power for setup.
- 2. Turn it on and follow along.** Hold the top button until the screen lights up, then follow the friendly on-screen prompts. They walk you through picking your language and joining your home Wi-Fi.
- 3. Sign in with your Apple Account.** This is the email and password that ties your apps, photos and purchases together. If you've had an iPhone or iPad before, use the same one. If you're brand-new to Apple, the tablet helps you make one.

✓ Write down your Apple Account

Your Apple Account email and password are the keys to everything. Write them on paper and keep them somewhere safe at home. If you ever get stuck, that little note saves the day — and I'm glad to help you set it up so you're not guessing.

Getting your favorites onto the iPad Air (M4)

The good news: your photos, contacts and favorite apps can come with you. You don't start from scratch.

Coming from another iPad? Apple's **Quick Start** makes it almost magical: turn on the new iPad and set it next to the old one, and it offers to copy your apps, photos and settings across. Keep both on Wi-Fi and plugged in while they talk.

Getting apps is easy. Open the **App Store** (the blue 'A' icon), search for what you want — your bank, the weather, a card game, your church, Netflix — and tap **Get**. Free apps are truly free; you'll only ever pay if it clearly says a price.

Don't feel you must load it up all at once. Start with a few apps you'll actually use, get comfortable, and add more as you go. A tidy tablet is a calm tablet.

★ Want a hand getting set up?

Setting up a new tablet — signing in, moving your photos over, adding the apps you want, and making everything big and easy to read — is one of my most-requested house calls. For a flat \$99 I'll come to you and make sure nothing's left behind. Call (330) 200-8042.

Making the screen easy on your eyes

A tablet's big screen is already a gift for tired eyes — and you can make everything bigger and clearer still. These are the settings I turn on for folks most often.

Open **Settings** (the gray gear), then **Display & Brightness**. Tap **Text Size** and drag the slider until the words feel comfortable. Turn on **Bold Text** if you'd like the letters a little heavier and easier to read.

For even bigger text, go to **Settings > Accessibility > Display & Text Size > Larger Text** and switch on **Larger Accessibility Sizes**. That pushes the text much bigger than the normal limit.

✓ One handy shortcut: Magnifier

Your iPad has a built-in magnifying glass. It turns the camera into a magnifier for reading small print — a menu, a pill bottle, a warranty card. I'll show you how to keep it one tap away.

Making it easy to hear

A few settings make videos, calls and alerts easier to hear — and easier to follow.

The **volume buttons** on the edge raise and lower the sound. For music and movies, the tablet's built-in speakers are genuinely good; for a fuller sound you can pair a Bluetooth speaker or headphones.

Turn on **captions** — words on the screen for videos — in **Settings > Accessibility > Subtitles & Captioning**. Wonderful for TV shows and family videos when the sound alone is hard to catch.

It works with many modern hearing aids (look for "Made for iPhone" hearing aids), sending sound straight to them. There's also **Live Listen**, which uses the tablet's microphone to send nearby sound to your hearing aids or AirPods.

✓ Try headphones or a small Bluetooth speaker

If the words in a show are ever hard to make out, a pair of headphones or a little Bluetooth speaker can make all the difference — the sound comes in clearer and closer. I can pair one for you in a couple of minutes.

Unlocking with your fingerprint

This iPad opens with your fingerprint — a feature Apple calls Touch ID, built right into the top button. A light touch is all it takes.

During setup the iPad asks you to rest your finger on the top button a few times so it can learn your print. After that, a gentle touch on that button unlocks it, signs you into apps, and approves purchases.

You can add more than one finger — say, a finger from each hand — in **Settings > Touch ID & Passcode**. I'd add at least two so you're never stuck.

✓ Always set a passcode too

Your fingerprint is the quick way in, but the iPad also has a numbered passcode as a backup for when a finger is wet or cold. Pick something you'll remember, write it on paper, and keep it safe at home.

The Home Screen, arranged your way

The Home Screen is the wall of icons you see first. You can make it calmer and put your favorites front and center.

To move an app, press and hold it until the icons wiggle (or a little menu pops up), then drag it where you want and let go. Put the apps you use most — the web, photos, video calls, your books — on the very first screen.

To tuck away apps you don't use, hold one, tap **Remove App**, then **Remove from Home Screen**. It's not deleted — it's filed away in the App Library, a swipe to the left — so your main screen stays tidy.

You can also add big, easy-to-read **widgets** — a large clock, the weather, your calendar, a photo that changes through the day. Hold an empty spot, tap the **+**, and pick one.

★ Let's make it simple together

Setting up a clean, senior-friendly Home Screen — big icons, only the apps you use, a large clock — is one of my favorite things to do on a visit. It makes the whole tablet feel calmer. Call (330) 200-8042.

Want it even simpler? Assistive Access

If a full iPad feels like too much, Apple has a beautifully simple mode built right in — no extra app to buy.

It's called **Assistive Access**, in **Settings > Accessibility**. It strips the iPad down to big buttons and large text, with just the essentials — Calls, Messages, Camera, Photos, Music — in a clean layout that's hard to get lost in.

It's a wonderful option for someone who finds the regular screen busy or worrying, or who just wants the tablet to do a few things well without any clutter. And you can switch back to the full layout any time.

✓ Not sure if it's right for you?

Assistive Access is easy to try and easy to undo. If you'd like to see what it looks like before committing, I can set it up, walk you through it, and switch it off again if it's not your cup of tea.

Talking instead of typing

Typing on glass can be fiddly. The good news: you can just talk, and the tablet listens.

Dictation turns your voice into text. Any time the keyboard is on screen, tap the little **microphone** and speak — your words appear as you talk. Grand for emails, searches, and notes without hunting for letters.

Siri is the helper you speak to. Hold the **top button** (or say "Siri") and ask plainly: "Set a timer for twenty minutes," "What's the weather tomorrow?" or "Show me photos from Christmas." It's often faster than tapping.

✓ **Speak naturally**

You don't need special robot words — talk to it the way you'd ask a person. And if it mishears, just try again; nothing breaks. This is one of the most useful habits to build on a new tablet.

Video calls with the grandkids

For many folks this is the best reason to own a tablet: a big screen to see the family's faces, held comfortably in your lap.

Your iPad comes with **FaceTime** built in — a free face-to-face video call over Wi-Fi. Open **FaceTime**, tap **New FaceTime**, type a family member's name, and tap the green call button. If they have an iPhone or iPad, it just works; if they don't, you can send them a FaceTime link to join from their phone or computer.

The big screen and the front camera make the iPad Air (M4) far nicer for this than a little phone — everyone's face is larger and easier to see, and you can prop it on a stand so your hands are free.

Prefer what the rest of the family already uses? You can also add **Zoom**, **WhatsApp**, or **Google Meet** from the App Store — whatever your people are on.

★ Let's make that first call together

Seeing a grandchild's face is worth the tiny bit of setup, and the first call is the one that trips people up. I'm glad to sit with you, get it working, and even ring a family member so you can try it once with me there. Call (330) 200-8042.

Reading, watching and browsing

This is where a tablet really shines. That big, bright screen is made for reading and watching, in your chair, at your own pace.

Books: the **Apple Books** app (or the free **Kindle** or **Libby** apps) lets you read with text as big as you like — a real gift for tired eyes. **Libby** even borrows e-books and audiobooks from your library for free with your library card.

The news: most newspapers and magazines have a free app (search the App Store for yours), and you can make the print as large as you want — no more squinting at tiny newsprint.

Watching: apps like **YouTube**, **Netflix**, and your TV provider's app turn the tablet into a personal television — grand for the kitchen counter or a cozy chair. **Pinch two fingers apart** on the screen to zoom in on a web page or photo, and together to zoom back out.

✓ Bigger text in the web browser, too

When you're reading a web page, look for a small "AA" or a menu in the address bar — tapping it lets you bump the text size up just for that page. Little tricks like this make the whole tablet friendlier.

Battery and charging

Keeping your tablet charged is simple once you know the handful of things that matter.

iPads are known for excellent battery life. For everyday use — web, email, video, photos and video calls — a full day on a charge is normal, and often more. You don't need to baby it.

It charges with a USB-C cable, the same modern cable many newer gadgets share. You don't need to run it all the way down first — just top it up when it's handy, like overnight.

A good habit: top it up when you're not using it — overnight on the nightstand, or on the kitchen counter while you have lunch. You do not need to run it all the way down first; that's an old idea from old batteries.

✓ A stand with charging is a lovely combination

A simple stand that holds the tablet up while it charges turns it into a bedside clock, a recipe holder, or a photo frame between uses — and it's always full when you pick it up. I'm happy to recommend an inexpensive one.

Staying safe from scams

Your new tablet is safe. The people who try to trick you come in by email, pop-up and web page — and a few simple habits keep you well clear of them.

Apple will never call, text or email to say your account is locked, your iCloud was hacked, or you owe money. Those are scams, every time. Don't tap the link, don't call the number, don't read out a code. Just delete it.

Ignore scary pop-ups. A message claiming your tablet is "infected" with a number to call is always a fake — real warnings never give you a phone number. Close it, or just turn the screen off and back on.

Nobody legitimate needs a code you were sent, and no real company will rush you into gift cards or quick payments. Anyone who does — "act now," "don't tell anyone" — is a scammer. It's always okay to stop and check with someone you trust.

! A family safe-word beats any scam

Agree on a private word with your family. If a "grandchild" calls or messages in trouble asking for money, ask for the safe word. A real loved one will know it; a scammer won't. And if anything feels off, call me at (330) 200-8042 — I would much rather answer a "silly" question than help clean up after a scam.

Enjoying your photos on the big screen

A tablet is a wonderful way to look through photos — big, bright, and easy to pass around the room.

Open the **Photos** app to see them all. Tap one to make it full-screen, swipe left and right to flip through, and pinch to zoom in on a face.

Turn on **iCloud Photos** and every picture is safely copied to Apple's servers, so a lost or broken tablet never means lost memories. Your photos also appear on your iPhone automatically.

A tablet also makes a lovely photo frame. Set on a stand, it can play a slideshow of your favorite pictures between uses — a rolling window of family faces on the counter or side table.

★ Let's get your photos flowing

Getting your photos backed up safely, and setting up a slideshow of the grandkids, is a happy little job I do on visits. No more worrying that your memories live in only one place. Call (330) 200-8042.

Never lose your tablet

Tablets have a habit of sliding under a cushion or a newspaper. Happily, your tablet can help you find itself.

Apple's **Find My** helps you locate a misplaced iPad. From an iPhone, a computer, or a family member's device, open Find My (or go to iCloud.com) and make your iPad **play a sound** — even on silent — so you can follow the chirp to the couch cushions. You can also see it on a map.

Find My is usually on by default, but it's worth checking in **Settings** (tap your name at the top, then **Find My**).

✓ Turn it on before you need it

This only helps if it's switched on ahead of time. I'll confirm it's on and show you how to use it, so a mislaid tablet is a five-minute worry instead of an all-day one.

Keeping it current and clutter-free

Two little housekeeping habits keep your tablet happy for years.

Software updates keep the tablet secure and add new features — for free. When it offers one, it's safe to say yes; do it overnight while it's plugged in. You can check any time in **Settings > General > Software Update**. This iPad runs iPadOS 27 and will get updates for years.

Running low on space? Usually it's photos and videos. Turn on **iCloud Photos** so older pictures live safely in the cloud, and remove apps you never open (hold the icon, Remove App).

✓ Updates are good news, not a bother

It's tempting to ignore that little badge, but updates are how the maker keeps your tablet safe from the latest tricks. If you're ever unsure whether an update is real, the safe ones live in the Settings app — the fakes come by email and pop-up, never there.

A few favorite everyday tricks

Little things that make the tablet genuinely more useful. Try one at a time.

- **Pinch to zoom:** spread two fingers apart to enlarge a photo or web page; pinch them together to shrink it back.
- **Read it aloud:** the tablet can read a web page or book out loud to you — a nice option for resting your eyes.
- **Ask the assistant:** "set a timer for the roast," "what's 12 percent of 80," "remind me to call the doctor at ten."
- **A stand changes everything:** propped up, the tablet becomes a recipe holder, a TV, a photo frame, or a video-call screen.

Two apps at once: the iPad can show two apps side by side — say, a recipe and a video — using Split View. I'll show you the gentle way to do it.

Apple Pencil: if you have one (sold separately), you can jot a note, sign a form, or mark up a photo. Handy, but entirely optional.

★ Want a tour of the good stuff?

There are dozens of these little helpers, and half the fun of a new tablet is finding the ones that fit your life. On a visit I love showing folks the three or four that'll actually make their day easier. Call (330) 200-8042.

When something's not quite right

Most hiccups have a calm, simple fix. Nine times in ten, it's one of these.

Frozen or acting strange? Restart it. The quickest cure for almost anything is to turn the iPad off, wait ten seconds, and turn it back on. Hold the top button and a volume button until you see "slide to power off."

Won't connect to the internet? Check your Wi-Fi in Settings, or try turning Wi-Fi off and on. If your home internet is down, the tablet isn't the problem.

Screen too dark or too quiet? Swipe down from the top corner to reach the brightness and volume sliders — it's surprising how often that's all it is.

★ Stuck? That's what I'm here for

Never wrestle with it alone or feel foolish for asking. A quick call often sorts it out, and if it needs more, I can often fix it right on your screen remotely for a flat \$49, or come to you for \$99. Call (330) 200-8042.

Is the iPad Air (M4) right for you?

A straight answer, the way I'd give it at your kitchen table.

Price: as of September 2026 the iPad Air (M4) starts at \$599 for the 11-inch; the 13-inch is \$949. Prices change over time and retailers often discount tablets or offer trade-ins, so always check the current price — or just ask me — before you buy.

It's a great fit for most people who want a capable, future-proof iPad without paying Pro prices — it's my sweet-spot recommendation, and the 13-inch is lovely for anyone who wants a big screen for reading.

Consider a different tablet if: If money is tight and you just want the basics, the less-expensive base iPad (A16) will make you very happy. If you want the absolute best screen for creative work, look at the Pro.

For most folks, the iPad Air is the one I'd point to first. It's fast, it'll get years of updates, it runs the newer Apple Intelligence features, and it works with the Apple Pencil. The 11-inch suits most people; choose the 13-inch if a bigger screen would help your eyes. Buy from Apple, a carrier, Best Buy or Costco.

★ Not sure which to get? Ask me first

I don't sell tablets and I don't earn a commission, so my advice is just honest advice. Tell me how you'd use it — reading, video calls, the news, photos — and I'll tell you which tablet, which size, and how to get the best price. Call (330) 200-8042.

You don't have to remember all of it

You just have to remember that a friendly, patient person is one call away.

I hope this guide made your iPad Air (M4) feel a little more like a friend and a little less like a puzzle. Keep it in a drawer, come back to a page whenever you need it, and don't worry about memorizing anything.

When you'd rather have a hand, that's exactly what I do. I come to your home, work at your pace, and never make you feel rushed or silly for asking. A first visit is a flat \$99, and I can often help right on your screen remotely for \$49. Every visit comes with a 30-day, come-back-free guarantee.

★ Bill's Home Tech — real help, close to home

Call or text me at (330) 200-8042, or visit BillsHomeTech.com. Serving Atwater and all of Portage County. 30+ years of patient, plain-English tech help — and if you're ever not 100% happy with a visit, I'll make it right or refund it. That's a promise. — Bill

The iPad Air (M4) at a Glance

The plain-English version

	The short answer	Why it's nice
Screen	11 or 13-inch	Big and bright
Best for	Most people	My top pick
Unlock	Touch ID	A fingerprint
Apple Pencil	Works with it	Pencil sold separately
Starting price	\$599 (11-inch)	13-inch is \$949

The iPad Air is the one I recommend to most people — big screen, plenty fast, years of updates, and far less than the Pro.

Your First Day, Step by Step

Setting up your tablet, the easy way



It's mostly the tablet doing the work while you have your coffee.

Make It Easy to See & Hear

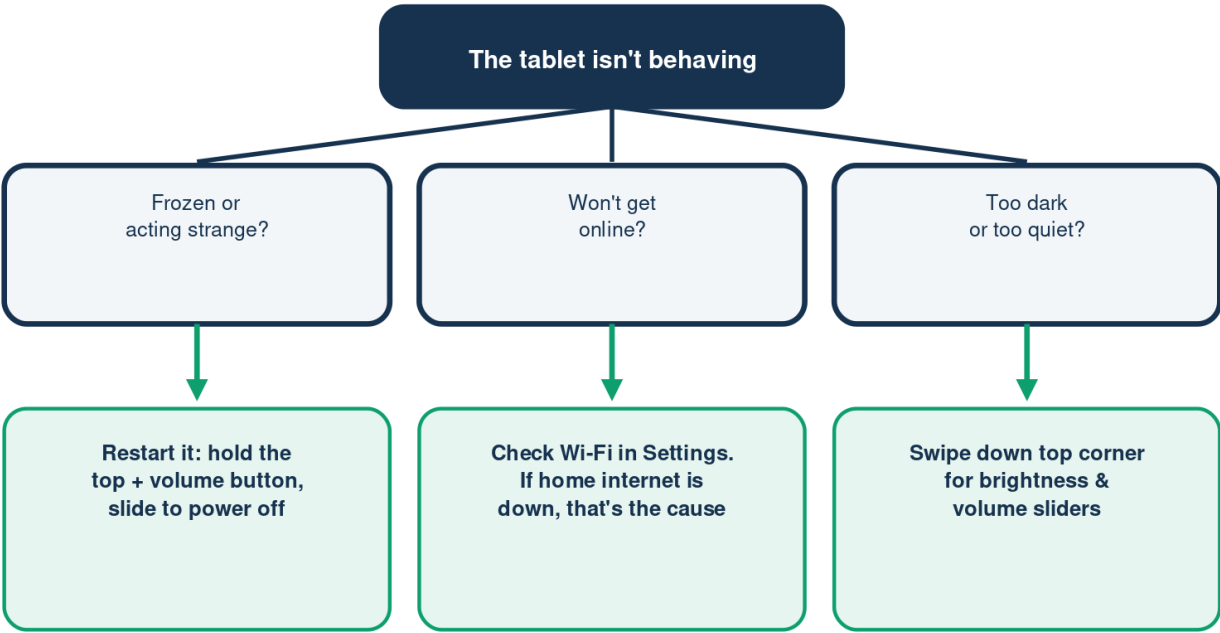
A few settings that help the most

	Where to find it	What it does
Bigger words	Settings > Display	Makes text larger
Even bigger	Accessibility >	Larger Text
Magnifier	Camera as a	magnifying glass
Captions	Accessibility >	Words on videos
Louder & clearer	Volume buttons	Hearing-aid ready

Prefer to have it set up for you? That's what a \$99 visit is for.

Something Not Right? Start Here

Three everyday hiccups and the calm fix for each



Still stuck? Never wrestle it alone — call Bill at (330) 200-8042.

Illustration - a schematic, not to scale. Your setup may differ.



Need a Real Person?

You do not have to remember all of it.
You just have to remember you can call.
Friendly, in-home tech help — I come to you.

BILL'S PROMISE

If you are not 100% happy with a visit, I will
make it right — or refund it. No awkwardness,
no fine print. That is how I would want to be treated.

(330) 200-8042 · BillsHomeTech.com

Bill@BillsHomeTech.com · Mon–Sat 9:00 AM – 7:30 PM

— Bill

Prefer help without a visit?

Bill can screen-share and fix many things remotely — a flat \$49, free for Support Plan members.



A Note From Bill

A quick note from Bill.

I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that comes from using these guides. Thanks for reading, and stay safe out there.

— *Bill*



Book a visit —
billshometech.com/book

Use of these guides is subject to our Terms of Use (billshometech.com/terms-of-use).

(330) 200-8042 · BillsHomeTech.com

Bill@BillsHomeTech.com · Mon–Sat 9:00 AM – 7:30 PM

For general information only — not professional advice. Use at your own risk. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech