BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS · NO. 15

The iPad

Everything your iPad can do — and how it helps you — explained in plain English, one step at a time

A plain-English guide for every iPad owner

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

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For iPad (iPadOS 26 & iPadOS 27) · facts current November 2026

What's Inside

This is your iPad manual. Read it in any order and at your own pace — there is no test, and you can't fall behind. Keep it nearby and reach for whatever you need. Every feature comes with what it actually does *for you*, and slow step-by-step directions anyone can follow. It's written for recent iPads running iPadOS 26 or iPadOS 27; if a screen looks a little different on yours, the idea is still the same.

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PART 1

Getting to Know Your iPad

What it is, which one you have, the buttons, charging, unlocking, and the handful of finger gestures that run everything. Start here — the rest of the book builds on it.

CHAPTER 1

A Note from Bill

Hello, and welcome. Whoever is holding this book right now — this is for **you**. Maybe you just unwrapped a brand-new iPad, or maybe one has been sitting on the side table for a while and you've always felt there was more it could do if only someone would slow down and show you. Either way, you've come to the right place, and I'm glad you're here.

I'm Bill. For more than 30 years I've helped folks feel at home with their technology, and the iPad is one of my very favorite things to teach — because that big, bright screen makes everything easier to see and touch. I wrote this book the way I'd explain it sitting beside you at your kitchen table: slowly, in plain English, with no rushing and no fancy words. If I ever use a term you don't know, I'll stop and explain it right then. You won't have to look anything up.

Why the iPad is such a gift

The iPad hits a lovely sweet spot. It's big enough to read comfortably, watch a show, or see a grandchild's face clearly on a video call — but light enough to hold in your lap in the armchair. There's no mouse to chase and no tiny laptop keys to hunt for; you simply touch what you want. For a great many people, the iPad becomes the device they reach for all day long, and the computer in the den gathers dust.

WHAT THIS DOES FOR YOU

What this book does for you

By the end you'll be at ease reading, writing, video-calling, taking and sharing photos, browsing the web, and keeping yourself safe — all on a device you'll stop being nervous about. More than any single feature, I want you to feel that the iPad is *yours* to explore, not something to tiptoe around.

The big promise: you truly can't break it

Here's the most important thing in the whole book, so I'll say it plainly. **You cannot break your iPad by tapping on it and exploring.** You can't wear it out by pressing the wrong thing, and you can't delete something important just by looking around. Tapping, swiping and poking at the screen to see what happens is exactly how everyone learns — including me.

And if you ever tap something and suddenly feel lost — the screen changed and you don't recognize it — there's always one simple move that brings you straight back to the main

screen, like a front porch you can always walk back to. You'll learn it in Chapter 5, and it works every single time. So relax your shoulders. Curiosity is rewarded here, and mistakes are undo-able.

And I'm only a phone call away

This book will carry you a long way on your own. But if you ever get truly stuck, you're never stuck alone. Call me at **(330) 200-8042** and we'll work it out together, with no judgment and no eye-rolling. There's no such thing as a silly question — the only bad one is the question you talked yourself out of asking.

— Bill

CHAPTER 2

What an iPad Is & Which One You Have

Before we touch a single button, let's answer the simplest question: what *is* this thing, and which version is in your hands?

A big-screen computer you touch

An **iPad** is a thin, flat computer with a glass touchscreen — made by Apple, the same company that makes the iPhone. You run it entirely by touching the screen with your fingers. It can do an enormous share of what a laptop does — email, the web, photos, video calls, reading, games, banking — but with none of the fuss. It's not a phone (though some models can be fitted with a phone plan); think of it as a light, friendly computer shaped like a magazine.

The iPad family

Apple sells several iPads, and they all work the same way — the differences are mostly size, speed and price, not how you use them. You do *not* need the newest or priciest one to follow this book; every chapter applies to all of them.

Model	In plain terms
iPad (the regular one)	The everyday, best-value iPad. Perfect for nearly everyone. If you're not sure what you have, it's most likely this.
iPad Air	A bit thinner, lighter and faster than the regular iPad. A lovely middle choice.
iPad Pro	The largest, fastest and most expensive — aimed at artists and heavy users. Wonderful, but more than most folks need.
iPad mini	The small one — about the size of a paperback. Grand for reading and tucking in a handbag, if you like something you can hold one-handed.

How to find out exactly which iPad you own

You rarely need to know, but when you buy a case or a stylus it helps. The easiest way: open **Settings** (the grey gear icon), tap **General**, then **About**, and read the **Model Name** line — it'll say something like "iPad Air (M3)." Jot it on the card at the back of this book.

GOOD TO KNOW

iPadOS — the iPad's software

The iPad's built-in software is called **iPadOS**, and Apple sends free updates once or twice a year that add features and fix problems. This book is written for iPadOS 26 and 27, the versions current in 2026. If your screen looks a little different, the *idea* behind each step is still the same — and Chapter 30 shows you how to update.

CHAPTER 3

The Buttons, Ports & Charging

The iPad has very few physical buttons — almost everything happens on the screen — so the handful there are, are easy to learn.

The buttons around the edge

Button / port	What it does
Top button (the power / sleep button)	A press puts the screen to sleep or wakes it. A long press is used to turn the iPad fully off or on. On many models this button also reads your fingerprint to unlock (more in Chapter 4).
Volume buttons	Two buttons on the side raise and lower the sound. Simple as that.
The charging port	A small socket on the edge where the charging cable plugs in. Most recent iPads use a USB-C port — the modern, reversible kind that goes in either way up.

Charging, and the truth about the battery

Charging couldn't be simpler: plug the cable into the port and the other end into the wall adapter, and the iPad fills up. A little lightning bolt on the battery symbol means it's charging. You do not need to wait until it's fully empty, and you won't harm it by leaving it plugged in overnight — modern iPads are smart about their own batteries.

- A full charge typically lasts about ten hours of use — often a day or two of normal reading and browsing between charges.
- If the screen stays black and won't wake, it may simply be flat. Plug it in and give it ten or fifteen minutes before trying again — a very dead battery takes a little while to show signs of life.
- It's perfectly fine to charge it on the nightstand each night, the way you might a phone.

TIP

Use a wall outlet for the fastest charge

Charging from a wall adapter fills the iPad far faster than charging from a computer's USB port. If yours seems to charge slowly, make sure you're plugged into the wall with the adapter that fits the iPad, not a little phone charger, which can be slower on the bigger battery.

CHAPTER 4

Unlocking & Your Passcode

Your iPad keeps a lock on the front door so that if it's ever lost or left out, no one can get into your private things. Let's make sure getting *yourself* in is effortless.

The passcode

A **passcode** is a short secret number — usually six digits — that unlocks your iPad. You set it up the first time you turn the iPad on, and you'll type it now and then (and any time the iPad has been off). Choose something you'll remember but that isn't obvious — not 123456, not your birth year. And write it down somewhere safe at home, because unlike a website password there's no easy "reset" if it's truly forgotten.

STAY SAFE

Keep your passcode written down at home

This matters more than folks expect. If you forget your iPad passcode entirely, there is no simple way to recover it — in the worst case the iPad has to be wiped and set up again. So write it on the card at the back of this book, or in a notebook in a drawer only you know. Not on a sticker on the iPad itself, of course.

Touch ID and Face ID — unlocking with your body

Most iPads let you skip typing the passcode most of the time by recognizing *you*:

- **Touch ID** reads your fingerprint from the top button. You rest your finger on it and the iPad unlocks. You teach it your print once, in Settings, and can add more than one finger.
- **Face ID** (on some models) unlocks simply by looking at the screen — the iPad recognizes your face. Nothing to touch at all.

Either way, your passcode is still there as the backup, and the iPad will ask for it now and then — after a restart, for instance. That's normal and a good sign your iPad is keeping you safe.

WHAT THIS DOES FOR YOU

Why this is worth setting up

A fingerprint or face unlock means your iPad is both *easy for you* to open and *locked tight* against anyone else — the best of both worlds. If yours isn't set up and you'd like it to be, it takes two minutes in Settings > Touch ID (or Face ID) & Passcode, and I'm glad to walk you through it.

CHAPTER 5

The Gestures That Run Everything

The iPad has almost no buttons because your *fingers* are the controls. There are only a handful of moves to learn, and once they're in your hands you'll use them without a thought. Let's learn them slowly.

Gesture	What it does
Tap	A single light touch, like pressing a doorbell. Opens apps, presses buttons, follows links. Your most-used move by far.
Swipe	Touch and slide your finger across the glass — to scroll a page up and down, or flip between photos left and right.
Press and hold	Rest your finger a moment longer without lifting. Brings up extra options, like right-clicking on a computer — handy but never required.
Pinch and spread	Put two fingers on the screen and move them together to zoom out, or apart to zoom in. Wonderful for making small text or a photo bigger.
Drag	Press on something and, without lifting, slide it to a new spot — to rearrange your apps, for instance.

The two most important swipes

These two will rescue you any time you feel lost, so they're worth practicing until they're second nature:

- **Swipe up from the very bottom edge** of the screen to go **Home** — back to your main screen of apps, no matter where you are or how lost you feel. This is the "front porch" I promised you. (On older iPads with a round Home button, you simply press that button instead.)
- **Swipe down from the top-right corner** to open **Control Center** — a panel of quick switches for brightness, volume, Wi-Fi and more. We'll explore it in Chapter 8.

TIP

There's no wrong way to practice

Spend five minutes just tapping and swiping around with no goal at all. Open an app, swipe up to come home, open another, pinch to zoom a photo. You cannot break anything, and this gentle play is how the gestures stop feeling awkward and start feeling natural. Everyone feels clumsy for the first day — and nobody stays that way.

PART 2

Finding Your Way Around

The Home Screen, the dock, Control Center, typing without a keyboard, and finding anything in a flash. The everyday navigation that makes the iPad feel like home.

CHAPTER 6

The Home Screen & Your Apps

The **Home Screen** is your iPad's front room — the grid of little pictures you see when you unlock it. Each little picture is an **app** (short for "application"), which is just a program that does one job: the Photos app shows your pictures, the Weather app shows the forecast, and so on. Tapping an app opens it; swiping up from the bottom closes it and brings you home.

What's on the Home Screen

- **App icons** — the rows of little pictures. Tap one to open it.
- **The dock** — the strip of favorite apps along the bottom that stays put as you move between screens. Keep your most-used apps here.
- **Multiple pages** — you can have more than one screenful of apps. Swipe left and right to move between pages; the little dots near the bottom show which page you're on.
- **Widgets** — larger panels that show information at a glance, like the weather or your calendar, without opening the app. A nice convenience, entirely optional.

Rearranging and organizing apps

You can put apps wherever you like. Press and hold any app until they all start to jiggle, then drag it to a new spot or onto another page. Drag one app on top of another to make a **folder** — a little pocket that holds several related apps (all your games, say). When you're done, swipe up or tap **Done** and everything settles.

> GOOD TO KNOW
>
> **Deleting an app doesn't lose it forever**
>
> While the apps are jiggling, a little minus or X appears on each. Tapping it removes the app — but for anything Apple-made or anything you downloaded, you can always get it back free from the App Store later (Chapter 16). So you can tidy up boldly; nothing you've paid for is ever truly lost.

The App Library — every app, filed for you

Swipe left past your last page of apps and you reach the **App Library**, where the iPad automatically files *every* app you have into tidy groups. If you can't find an app on your Home Screen, it's always here — or just search for it, which we'll cover in Chapter 9.

CHAPTER 7

Typing Without a Keyboard

The iPad has no physical keys, so when you need to type — an email, a web address, a search — a keyboard slides up from the bottom of the screen on its own. It feels strange for a day, then becomes second nature.

The on-screen keyboard

Tap any spot where you can type — a search box, a message — and the keyboard appears. Tap the letters with a fingertip. A few helpers worth knowing:

- The **Shift** key (the up-arrow) makes a capital letter. Tap it, then your letter.
- The **123** key switches to numbers and symbols; the **ABC** key switches back to letters.
- The **backspace** key (the X-in-an-arrow, top right) deletes the last letter.
- Tap the **space bar** for a space, and **return** to start a new line or send.

Let the iPad do the work

The iPad tries to help as you type. It suggests words along the top of the keyboard — tap one to drop it in without finishing it yourself. It quietly fixes many typos. And you can skip typing altogether with your voice:

> **TIP**
>
> **Dictation: speak instead of type**
>
> See the little **microphone** on the keyboard? Tap it and simply *talk* — the iPad types your words for you. Say "comma" or "period" or "new line" for punctuation. For longer emails and messages, many folks find speaking far easier than hunting for letters. Give it a try; it's one of the iPad's quiet delights.

Making the keyboard easier to use

If the keys feel small or the keyboard gets in your way, you have options. You can split the keyboard or float it to a corner by pressing and holding the keyboard-shaped key in the bottom-right. And many people pair a real, physical keyboard with their iPad — a lovely upgrade we cover in Chapter 22.

CHAPTER 8

Control Center & Quick Settings

Control Center is a panel of handy switches you can reach from anywhere, without digging through settings. It's one of the most useful things on the iPad once you know it's there.

Opening it

Swipe down from the top-right corner of the screen (where the battery symbol is). A panel of buttons and sliders appears. Swipe up or tap an empty area to put it away.

What you'll find inside

Control	What it's for
Brightness slider	Slide up for a brighter screen, down for dimmer. The single best cure for a screen that's hard to read or too harsh at night.
Volume slider	Raise and lower the sound without hunting for the side buttons.
Wi-Fi and Bluetooth	Tap to connect or disconnect from wireless networks and gadgets.
Airplane mode	Switches off all wireless signals at once — for a flight, or to force a fresh reconnection.
Rotation lock	Stops the screen from flipping sideways when you tilt the iPad — a blessing when reading in bed.
Flashlight, timer, and more	Quick everyday tools, one tap away.

WHAT THIS DOES FOR YOU

The rotation-lock lifesaver

If your screen keeps flipping sideways when you don't want it to — a common frustration when reading lying down — open Control Center and tap the padlock-with-an-arrow button. It freezes the screen the way it is. Tap it again to let it rotate freely once more. Such a small thing, and such a relief.

CHAPTER 9

Finding Anything in a Flash

You never have to remember where an app or a setting lives. The iPad has a powerful search that finds almost anything on the device — and it's hidden in plain sight.

The search that finds it all

1. From the Home Screen, **swipe down from the middle** of the screen (not the corner — the middle). A search box appears with the keyboard.
2. Type a few letters of what you want — an app's name, a person, a word from an email, even a setting like "brightness."
3. Tap the result you want, and the iPad takes you straight there.

This single trick saves endless hunting. Can't find the Notes app? Search "notes." Want to change the text size? Search "text size" and tap the setting that appears. It looks across your apps, contacts, emails, and settings all at once.

> **TIP**
>
> **When in doubt, search**
>
> Any time you think "now where *is* that?", swipe down from the middle of the Home Screen and type it. It's faster than remembering which page or folder something lives in, and it never fails. This one habit will make you feel far more in control than learning the exact spot of every app.

PART 3

The Apps You'll Use Every Day

Browsing the web, email, messages, video calls, and your photos — the handful of built-in apps that will fill most of your iPad days. Each one, slowly and plainly.

CHAPTER 10

Browsing the Web with Safari

Safari (the blue compass icon) is your iPad's window to the whole internet — news, recipes, shopping, your bank, looking up anything under the sun. If you've ever used a web browser on a computer, this is the same idea with your finger instead of a mouse.

The two ways to begin

At the top of Safari is a single long box. You can use it two ways, and this trips people up, so here's the clear version:

- **If you know the website,** type its address — like **billshometech.com** — and tap **Go**. That takes you straight there.
- **If you don't,** just type what you're looking for in plain words — "apple crumble recipe" or "weather in Portage County" — and tap **Go**. The iPad searches the web and shows you a list of results to tap.

Either way, it's the same box. When in doubt, type plain words and search; you'll find your way.

Getting around a web page

- **Swipe up and down** to scroll through a page.
- **Tap a link** (usually blue or underlined text, or a picture) to follow it to another page.
- **Tap the back arrow** (top-left, <) to return to the previous page — your most-used button.
- **Pinch to zoom** if the text is small, or use Reader view (below) to make it comfortable.

TIP

Reader view: clutter gone, big clear text

Many web pages are crowded with ads and flashing boxes. When you're reading an article, look in the address box for a little menu (often "AA" or lines) and choose **Show Reader**. The page transforms into clean, large, book-like text with the clutter stripped away — and you can make the words even bigger. It's one of Safari's kindest features for tired eyes.

Bookmarks and tabs

To save a page you'll want again, tap the **share** button (a box with an up-arrow) and choose **Add Bookmark** or **Add to Favorites**. To keep several pages open at once, Safari uses **tabs** — like keeping several newspapers open side by side. Tap the **+** to open a new tab, and the

tab buttons across the top to switch between them. If tabs ever pile up and overwhelm you, just close the ones you don't need by tapping their little X.

SCAM ALERT

A web safety word

If a web page suddenly fills your screen warning that your iPad is "infected" and telling you to call a number, **it is always a scam** — Apple never does this. Don't call, don't tap its buttons. Just close the tab (tap the X) or swipe up to go home. Your iPad is fine. Chapter 25 covers scams in full, because they matter.

CHAPTER 11

Email

Email is one of the iPad's most-loved uses — a big, clear screen makes reading and writing messages a pleasure. The built-in **Mail** app handles it, and if you prefer Gmail or another service, there's an app for that too; the ideas are the same.

Reading your mail

Open Mail and you'll see your **Inbox** — a list of messages, newest at the top. Unread ones have a blue dot. Tap any message to read it; tap the back arrow or **Inbox** to return to the list. Swipe down on the list to check for new mail.

Writing a new message

1. Tap the **compose** button — a little square with a pencil.
2. In **To**, type the person's email address, or the first letters of their name if they're in your contacts, and tap their name when it appears.
3. Type a few words in **Subject** so they know what it's about.
4. Tap in the big area below and write your message.
5. Tap **Send** (often an up-arrow) at the top. Whoosh — it's on its way.

Replying, and tidying up

- To answer a message, open it and tap the **reply** arrow — the address fills in for you.
- To delete a message, swipe it left in the list, or open it and tap the trash can.
- **Junk and scam email is everywhere.** If a message looks off — a prize, an urgent bill, a stranger — don't tap its links. When unsure, delete it, or ask me. Real companies don't rush you.

HEADS UP

Attachments: open with care

An email can carry a **attachment** — a photo or document clipped to it. Opening one from someone you know and expected is fine. But an unexpected attachment, especially from a stranger or a company you weren't dealing with, is a common way trouble sneaks in. When in doubt, don't open it, and check with the sender (or me) first. A moment's caution saves a world of bother.

CHAPTER 12

Messages & Texting

The **Messages** app (green icon) lets you send quick notes — "texts" — back and forth with family and friends. On an iPad these are mostly **iMessages**, which travel over the internet between Apple devices for free.

Sending a message

1. Open Messages and tap the **compose** button (square with a pencil).
2. Type the name of someone in your contacts, or their phone number or email, in the **To** line.
3. Tap in the box at the bottom, type your note, and tap the **up-arrow** to send.

Replies appear as bubbles in the same conversation, so it reads like a back-and-forth chat. Tap any conversation in the list to pick it back up later — your whole history is kept.

Fun and useful extras

- **Photos:** tap the **+** or camera to send a picture — grand for sharing a snapshot with the grandkids.
- **The little face icons** let you add emoji — small pictures like a smiley or a heart — to brighten a message.
- **Read it aloud / make it bigger:** if the text is small, pinch to zoom, or raise the overall text size in Settings (Chapter 20).

GOOD TO KNOW

Blue bubbles and green bubbles

You may notice some messages are blue and others green. Blue means an iMessage between Apple devices; green means a standard text to a non-Apple phone (like many Android phones). Both work and both reach the person — the color is just telling you which path it took. Nothing to worry about. Our companion *Texting & Messaging* manual digs into this if you're curious.

CHAPTER 13

Video Calls with FaceTime

For many people, this is the feature that makes the iPad priceless: seeing a loved one's face while you talk, on that big bright screen, free of charge. **FaceTime** (the green video-camera icon) makes it simple.

Making a FaceTime call

1. Open FaceTime and tap **New FaceTime**.
2. Type the name, phone number, or email of the person you want — they'll need an Apple device for FaceTime (an iPhone, iPad or Mac).
3. Tap the green **FaceTime** button to call. When they answer, there they are — their face large on your screen, your own face in a small corner.
4. Tap the red button to hang up when you're done.

If they don't have an Apple device

FaceTime only reaches other Apple devices. If your family uses Android phones or a Windows computer, you can still video-call them — just use a different free app the whole family shares, such as the one many families already use for group chats. Our companion *Video Calling* manual walks through the popular ones. The key is simply that everyone uses the *same* app.

WHAT THIS DOES FOR YOU

Why this matters so much

A phone call is lovely, but seeing a face — a new grandbaby, a daughter far away, a friend after a spell apart — is something else entirely. Folks tell me the iPad earned its keep the first time they watched a grandchild blow out birthday candles from three states away. If you'd like, I'll set up FaceTime with you and even do a practice call so your first real one is relaxed.

CHAPTER 14

Your Camera & Photos

The iPad has good cameras — one on the back for photos of the world, one on the front for video calls and selfies — and a lovely app for keeping and enjoying your pictures.

Taking a photo

Open the **Camera** app (the camera icon). Point the iPad at what you want, and tap the big round white button to take the picture. That's the whole of it. A few helpers:

- **Tap the screen** where you want it to focus — on a face, say — for a crisper shot.
- **Pinch** to zoom in or out before you snap.
- **The two-arrows-in-a-circle** button flips between the back and front cameras.

Looking at your pictures

Every photo you take lands in the **Photos** app (the colorful flower icon). Open it and you'll see all your pictures. Tap one to see it full-screen; swipe left and right to flip through them; pinch to zoom in on a detail. The iPad quietly sorts them by date and even groups them into trips and events for you.

Sharing a photo

1. Open a photo and tap the **share** button (the box with an up-arrow).
2. Choose how to send it — in a Message, by email, and so on.
3. Pick the person and tap send. You've just shared a memory in seconds.

> **TIP**
>
> **Don't fear running out of room**
>
> If you ever see a message about storage being full, don't panic and don't start deleting precious photos in a hurry. It usually just means it's time to turn on iCloud (Chapter 27), which tucks your pictures safely into Apple's online storage and frees up space — while keeping every photo. That's a perfect thing to sort out together on a call before you lose anything.

PART 4

More Apps & the App Store

Notes, calendar, reminders, maps, and how to safely add new apps for anything your heart desires — all without spending a penny you don't mean to.

CHAPTER 15

The Handy Everyday Apps

Beyond the web, email and photos, your iPad comes with a toolkit of small, useful apps already installed. Here's a quick tour of the ones folks reach for most.

Notes — your digital notepad

The **Notes** app is a blank pad for anything — a grocery list, a phone message, the name of a book someone recommended. Tap the compose button, type (or dictate, or scribble with an Apple Pencil), and it saves itself automatically. You never have to "save" or lose your place. Simple and endlessly handy.

Calendar & Reminders — never miss a thing

- **Calendar** keeps your appointments. Tap a day, tap **+**, type what and when, and it'll even remind you beforehand so an appointment never slips your mind.
- **Reminders** is a to-do list that can nudge you — "take pills at 8," "call the pharmacy." You can even have it remind you at a certain time or place.

Maps — directions and looking places up

The **Maps** app shows you any place, gives spoken turn-by-turn directions when you're out, and lets you peek at an address before you visit. Type a place or business name and it'll find it, show the hours, even the phone number — a quiet everyday helper.

Clock, Weather, and the rest

There's a **Clock** (alarms and timers), a **Weather** app, a **Calculator**, and more. None need explaining beyond "open it and try it" — and remember, you can't break a thing by exploring. Poke around; see what's useful to you and ignore the rest.

> **TIP**
>
> **Don't feel you must use them all**
>
> Your iPad comes with dozens of apps, and nobody uses every one. Keep the handful that serve *your* life on your Home Screen and let the rest live in the App Library. A tool you never touch isn't clutter to worry about — it's simply there if you ever want it.

CHAPTER 16

Adding New Apps Safely

The real magic of an iPad is that you can add apps for almost anything — your bank, your library, a card game, a crossword, your pharmacy, a favorite shop, a church service. You get them all from one safe place: the **App Store**.

Getting an app

1. Open the **App Store** (the blue icon with a white A made of brushstrokes).
2. Tap **Search** (bottom corner) and type what you want — the name of your bank, "solitaire," "AARP," whatever it may be.
3. Find the right one in the results. Tap **Get** for a free app (most are free), or the price for a paid one.
4. Confirm with your fingerprint, face, or passcode. The app downloads and appears on your Home Screen, ready to open.

Staying safe in the App Store

- **Every app in the App Store is checked by Apple,** so it's a far safer place to get software than random corners of the web. Stick to it and you avoid most trouble.
- **"Get" means free; a price means paid.** You'll always be asked to confirm before any money changes hands — you can't be charged by accident with a stray tap.
- **Watch for look-alikes.** For something important like your bank, make sure it's the real one — check that the maker's name matches your bank, and when unsure, your bank's website links to its real app.

HEADS UP

Beware 'free' apps that nag for money

Some free apps, especially games, constantly pester you to buy things inside them ("in-app purchases"). That's not a scam, but it's easy to spend without meaning to — and children visiting can rack up charges. If this worries you, I can help you switch on a setting that requires your password for *every* purchase, so nothing is ever bought without your say-so.

PART 5

Making It Easier to See, Hear & Use

The iPad is full of quiet settings that make it bigger, clearer, louder and gentler on tired eyes and hands. This is the chapter nobody shows you — and it changes everything.

CHAPTER 17

Bigger, Clearer Text & Display

If anything on the iPad is hard to read, that is **not something you have to put up with.** Apple built in generous tools to make everything larger and clearer, and turning them on takes a minute. This may be the most valuable chapter in the book for you.

Make all the text bigger

1. Open **Settings** (grey gear), tap **Display & Brightness**, then **Text Size**.
2. Drag the slider to the right. Watch the sample text grow. Stop when it's comfortable.
3. For even larger text, go to Settings > **Accessibility** > **Display & Text Size** > **Larger Text**, and switch on **Larger Accessibility Sizes** for a much bigger range.

Bolder text and more contrast

In that same Accessibility area you'll find **Bold Text**, which thickens every letter so it stands out, and **Increase Contrast**, which sharpens the difference between text and background. Try them — they make a real difference for many eyes, and you can switch them off just as easily if you don't care for them.

Brightness and night-time comfort

- Adjust **brightness** anytime from Control Center (swipe down from the top-right) — brighter in a sunny room, dimmer at night.
- **Night Shift** and **Dark Mode** warm and soften the screen in the evening, which many find easier on the eyes and kinder before bed. Both live in Display & Brightness.

WHAT THIS DOES FOR YOU

Zoom in on anything, anytime

Beyond text size, the iPad can magnify *everything* on screen like a magnifying glass. In Settings > Accessibility > **Zoom**, switch it on, and a double-tap with three fingers enlarges whatever you're looking at. There's also a **Magnifier** app that turns the iPad into a magnifying glass for the real world — reading a medicine bottle or a menu in a dim restaurant. Pure gift.

CHAPTER 18

Hearing It Better & Letting It Read to You

The iPad can speak to you, play louder and clearer, and even read text aloud — a blessing whether your eyes are tired or your hearing isn't what it was.

Sound and volume

- Raise the **volume** with the side buttons or the Control Center slider.
- Pair **wireless earbuds or a Bluetooth speaker** for clearer, more private sound — a real help for hearing a video call. Our companion *Soundbars & Home Audio* manual covers pairing.
- If you wear modern hearing aids, many connect directly to the iPad so sound goes right to your ears. Look in Settings > Accessibility > **Hearing Devices**.

Have the iPad read to you

In Settings > Accessibility > **Spoken Content**, switch on **Speak Screen**. Now, whenever you like, swipe down with two fingers from the top of the screen and the iPad reads the page aloud — an article, an email, a book. You can set the voice and how fast it speaks. For resting your eyes while still "reading," it's wonderful.

TIP

Captions on your videos

Many shows and videos can display **subtitles** — the words printed on screen as people speak. In Settings > Accessibility > **Subtitles & Captioning** you can switch them on and even make them larger and easier to read. A simple way to never miss a line of dialogue again.

PART 6

Pencils, Keyboards & Doing More at Once

The accessories that turn an iPad into a little workshop — the Apple Pencil and a real keyboard — plus how to show two apps side by side when you want to.

CHAPTER 19

The Apple Pencil

The **Apple Pencil** is a slim white stylus — a pen for your iPad — that many people adore and many others never need. It's entirely optional, but if you like to write by hand, draw, or mark up documents, it's a joy.

What you can do with it

- **Write notes by hand** in the Notes app, just like a paper pad — and the iPad can even turn your handwriting into typed text.
- **Draw and sketch**, if that's a pleasure for you.
- **Sign and mark up documents** — signing a form that arrives by email, or circling something in a photo.
- **Tap and point** precisely, which some folks find easier than a fingertip.

A note on which Pencil fits

There are a couple of versions of the Apple Pencil, and they pair with different iPad models — so if you're buying one, check that it matches *your* iPad before you order. The box or an Apple store person can confirm, or give me a call and I'll make sure you get the right one the first time. Most snap magnetically onto the edge of the iPad to charge and store, which is tidy and hard to lose.

> **GOOD TO KNOW**
>
> **Lovely to have, never required**
>
> I want to be clear: you can do absolutely everything in this book with just your finger. The Pencil is a treat for those who want to write or draw, not a thing you're missing out on if you skip it. Don't let anyone upsell you on one you won't use.

CHAPTER 20

Adding a Real Keyboard

If you do much typing — long emails, letters, writing of any kind — a physical keyboard can transform the iPad into something very close to a laptop, while still being light and simple.

Your choices

- **A folio keyboard case** wraps around the iPad, props it up, and gives you real keys — the tidiest all-in-one. Apple's versions attach magnetically with no wires or charging at all.
- **Any Bluetooth keyboard** — including inexpensive ones — pairs with the iPad wirelessly. A fine, cheaper route if you already have one or want a full-size layout.

Pairing a wireless keyboard

1. Turn the keyboard on and make it "discoverable" (its instructions say how — often holding a button until a light blinks).
2. On the iPad, open **Settings** > **Bluetooth** and make sure Bluetooth is on.
3. Tap your keyboard's name when it appears in the list. If asked, type the number it shows and press return. Done — it's paired for good.

WHAT THIS DOES FOR YOU

The on-screen keyboard steps aside

Here's the nice part: the moment a physical keyboard is connected, the on-screen one politely disappears, giving you the whole screen to see your work. Unplug or disconnect the keyboard and the on-screen one returns. You get the best of both without doing anything.

CHAPTER 21

Two Apps at Once (and When Not to Bother)

The iPad can show more than one app on the screen at a time — handy for, say, reading a recipe while writing a shopping list. Newer iPads have grown quite clever at this, with a feature called **Stage Manager**. But I'll be honest with you about it, too.

The simple, everyday way: Split View

The easiest way to see two apps side by side: open one app, then swipe up a little from the bottom to peek at the dock, and **drag a second app's icon to the right or left edge** of the screen. The two now share the screen. Drag the black divider in the middle to give one more room, or drag it all the way off to go back to one app. That's genuinely all most people ever need.

Stage Manager — powerful, but not for everyone

On newer iPads, **Stage Manager** lets you arrange several app windows at once, more like a computer. You switch it on in Settings (or Control Center) under **Multitasking**. It's capable, but plenty of people — myself included for casual use — find it more fiddly than it's worth on a touch screen. If you try it and it feels confusing, simply switch it back off; you lose nothing.

> TIP
>
> **Keep it simple unless you have a reason not to**
>
> Doing one thing at a time, full-screen, is a perfectly good way to use an iPad — most folks do, happily, for years. Treat Split View and Stage Manager as tools to pull out if a specific task calls for them, not hoops you're supposed to jump through. The iPad is yours; use it the way that feels calm.

PART 7

Staying Safe, Backed Up & Running Smoothly

The scams to know, keeping your memories safe with iCloud, updates, and the handful of fixes that cure almost any hiccup. The part that protects you and your peace of mind.

CHAPTER 22

Scams & Staying Safe

I have to include this chapter, and I'd ask you to read it twice, because the people who cook up these tricks specifically target those who'd rather not fuss with technology. Knowing the *shape* of a scam is the best protection there is — better than any setting.

The pop-up that says you're 'infected'

A frightening message fills the screen — "Your iPad is infected!", "Apple Security Warning!" — with a number to call or a button to tap. **It is always a scam.** Apple never puts warnings like this on your screen, and iPads essentially don't get the viruses these messages claim. Don't call, don't tap. Close the tab or swipe up to go home. Your iPad is perfectly fine.

SCAM ALERT

The one rule that defeats most scams

Never call a number that appears in a pop-up, and **never let anyone who contacted you first connect to or control your iPad.** If a message or caller creates fear and urgency and then asks for money, gift cards, passwords, or remote access, it is a scam — full stop. Hang up or close the screen, and if you're shaken, call me or someone you trust. You will never be in trouble for hanging up on a scammer.

Other common tricks

- **The "Apple" or "Amazon" call or email** about a problem with your account or an order you didn't place, urging you to "verify" details or pay. Real companies don't work this way. Don't use the number or link they give — look up the company yourself.
- **The "grandchild in trouble" call** begging for money or gift cards, fast and secret. Pause, hang up, and call that family member directly on their real number. It's almost always a cruel fake.
- **"You've won" or "your package is held" texts** with a link. Delete them. If you didn't enter, you didn't win; real deliveries don't ask for payment by text link.

Good habits that keep you safe

- Keep your passcode private and your iPad updated (next chapter).
- Get apps only from the App Store.
- Never give a password, code, or payment to someone who contacted *you*.

- When anything makes your stomach tighten, **stop and ask someone you trust before acting.** That pause is your superpower.

FROM BILL

I'd rather hear from you than not

If a call, pop-up or email makes you uneasy, please ring me at (330) 200-8042 before you do what it's pushing you toward. I would far rather spend two minutes telling you it's nothing than hear later that someone got the better of you. There's no embarrassment in asking — the scams are clever by design.

CHAPTER 23

iCloud & Keeping Your Memories Safe

Here's a comfort worth setting up: your photos, contacts and important things can be kept safely in **iCloud** — Apple's secure online storage — so that even if your iPad is lost, dropped in the lake, or simply replaced one day, nothing precious is gone.

What iCloud does for you

iCloud is a free (up to a point) locker in the sky tied to your Apple Account. With it switched on, your photos, contacts, calendar, notes and more are copied there automatically, quietly, whenever you're on Wi-Fi. Get a new iPad years from now, sign in, and everything flows back as if nothing happened. It's the single best protection against heartbreak.

Checking it's on

1. Open **Settings** and tap your **name** at the very top.
2. Tap **iCloud**. You'll see what's being backed up — Photos, Contacts and the rest. Switch on anything important that's off.
3. Make sure **iCloud Backup** is on, so the whole iPad backs itself up overnight while charging.

GOOD TO KNOW

A word about storage and the small fee

Apple gives everyone a little iCloud space free, but photos fill it up, and you may be offered a modest monthly plan for more room — often just a dollar or two. That small fee is, in my honest opinion, some of the best-spent money in technology: it means your lifetime of pictures is safe no matter what happens to the iPad. If you're unsure which plan you need, it's a two-minute question for a call.

CHAPTER 24

Updates & Everyday Fixes

Your iPad asks very little upkeep, but two habits keep it healthy and safe, and a short list of fixes cures nearly every hiccup you'll meet.

Keeping it updated

Apple sends free **updates** that add features and, importantly, patch security holes. Letting them install keeps you safer. In Settings > **General** > **Software Update**, you can check for one and switch on **automatic updates** so it happens overnight by itself. An up-to-date iPad is a safer, smoother iPad.

The fixes that cure almost anything

1. **Close and reopen the app.** Swipe up from the bottom and pause in the middle to see your open apps, then flick the troublesome one up and away. Reopen it fresh.
2. **Restart the iPad.** Hold the top button (and a volume button on some models) until **slide to power off** appears; turn it off, wait, turn it back on. This alone fixes most trouble.
3. **Check your Wi-Fi.** Many "broken" iPads are just off the internet — see our *Home Wi-Fi* manual, or swipe into Control Center and confirm Wi-Fi is on.
4. **Make sure there's room and charge.** A very full or very flat iPad can act oddly; charging it or turning on iCloud Photos (Chapter 23) often settles things.
5. **Update it,** as above — some glitches are simply fixed in a newer version.

TIP

Restarting is safe and loses nothing

Turning your iPad off and on again changes none of your settings, photos or apps — it just lets it clear its head. It's the first thing I try, and it's astonishing how often it's the whole cure. When something's acting strange, reach for the restart before you worry.

PART 8

When to Call Bill & Your Cheat-Sheet

An honest word about when a hand is worth it, what working with me is like, and a one-page summary to keep with your iPad forever.

CHAPTER 25

When to Call Bill

I've written this book so you can do an awful lot on your own, and I hope it leaves you feeling capable and calm. But part of being truly helpful is being honest about when a hand saves you time, money or worry. Here's my straight advice, with no pressure in it.

Times it's well worth a call

- **Setting up a brand-new iPad** — getting signed in, moving over your photos and contacts, and leaving everything labeled and ready. A lovely thing to do together.
- **Setting up FaceTime or video calls** so you can see family — including a relaxed practice call.
- **Turning on iCloud and backups** so your memories are safe, and right-sizing any small storage plan.
- **Making the iPad easier to see, hear and use** — I'll tune the text, zoom, sound and more to your eyes and hands.
- **Anything that smelled like a scam** — call me *before* you act, never after.
- **You're simply stuck or uneasy** and would rather have a patient person sort it with you. That's always a good enough reason.

What working with me is like

I come to your home, here in Portage County, and I work at your pace — no rushing, no talking down, no leaving you more confused than you started. I explain what I'm doing in plain words as I go, so you understand your own iPad a little better when I leave. And I'll always tell you honestly when something *doesn't* need buying or changing. That's how I've worked for more than 30 years, and it's how I'd want someone to treat my own mother.

FROM BILL

How to reach me

Call or text **(330) 200-8042**, or book a visit online at **billshometech.com/book**. Bill's Home Tech serves Portage County, Ohio. No question is too small — if it's bothering you, it's worth a call.

Thank you for letting me help you get comfortable with your iPad. Take your time with all of it. You truly can't break it, and you're doing just fine.

— Bill

CHAPTER 26

Your iPad Cheat-Sheet

Fold the corner of this page and keep it with your iPad. It's the whole book boiled down to what you'll reach for most.

The gestures, always

To do this	Do this
Go Home (escape anything)	Swipe up from the very bottom edge — or press the round Home button on older iPads.
Open Control Center	Swipe down from the top-right corner (brightness, volume, Wi-Fi, rotation lock).
Search for anything	Swipe down from the middle of the Home Screen and type.
See / close open apps	Swipe up from the bottom and pause in the middle; flick an app up to close it.
Make things bigger	Pinch two fingers apart to zoom; raise Text Size in Settings > Display.

Fill this in once

Write it here	
My iPad passcode (keep at home, not on the iPad)	_____
My Apple Account email	_____
My Wi-Fi name & password	_____
My iPad model (Settings > General > About)	_____

When something's wrong, in order

1. Close and reopen the app that's misbehaving.
2. Restart the iPad — off and back on. (Fixes most things, loses nothing.)
3. Check your Wi-Fi is connected (Control Center).
4. Check for an update (Settings > General > Software Update).
5. Call Bill at (330) 200-8042 — that's what I'm here for.

The safety rules, always

- Pop-ups saying you're "infected" are always fake — never call the number, just close them.
- Never let someone who contacted *you* connect to or control your iPad.
- Apple, Amazon and your bank won't call demanding payment or gift cards — that's a scam.
- When anything creates fear and urgency and asks for money or access, stop and call someone you trust.

WHAT THIS DOES FOR YOU

You've got this

You can now browse, write, call, photograph, and protect yourself — and you know how to make it all bigger, clearer and calmer. That's more than most people ever learn about their iPad. Keep this book nearby, explore without fear, and remember I'm only a phone call away.