

# My iPad<sup>®</sup> for Seniors

NINTH EDITION



COVERS  
All iPads running  
**iPadOS 15**



**AARP**<sup>®</sup>

Michael Miller

FREE SAMPLE CHAPTER

SHARE WITH OTHERS



# My iPad<sup>®</sup> *for Seniors*

NINTH EDITION



QUE<sup>®</sup>

Michael Miller

AARP<sup>®</sup>

# My iPad® for Seniors, Ninth Edition

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## About the Author

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Find out more at the author's website: [www.millerwriter.com](http://www.millerwriter.com)

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## Dedication

*To my musician friends and family here in Minnesota who make it fun to play.*

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Chapter 16	HBO Max screenshots	© AT&T Inc
Chapter 16	Hulu app screenshots	© Hulu, LLC
Chapter 16	Netflix screenshots	© Netflix
Chapter 16	Disney network screenshots	© Disney
Chapter 16	Paramount+ screenshots (CBS, BET, Comedy Central, MTV, Nickelodeon, Smithsonian Channel)	© ViacomCBS Inc.
Chapter 16	Peacock app screenshots	© Peacock TV LLC
Chapter 16	YouTube app screenshots	© Google LLC
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Chapter 21	Google Docs suite screenshot	© Google LLC
Chapter 21	Microsoft Word app screenshot	© Microsoft 2021



# Today

LET'S PLAY






## SpongeBob's Greatest Hits



He's yellow, he's goofy, and he's in these awesome games!

NOW TRENDING

### Top Apps Right Now

-  **Snapchat**  
Share the moment GET  
In-App Purchases
-  **Disney+**  
Unlimited entertainment OPEN
-  **TikTok**  
Videos, Music & Live Streams GET  
In-App Purchases
-  **YouTube: Watch, Listen, Stream**  
Videos, Music and Live... OPEN
-  **Paramount+**  
Live Sports, News & Originals OPEN


COLLECTION

### Top Apple Arcade Games



WHAT WE'RE PLAYING

### New Games We Love



In this chapter, you learn how to find, purchase, install, and use apps on your iPad.

---

- Working with Apps
- Finding New Apps in the App Store
- Managing Installed Apps
- Multitasking on Your iPad

# 7

## Installing and Using Apps

Most of what you do on your iPad you do via *applications*, or *apps*. An app is a self-contained program designed to perform a particular task or serve a specific purpose. There are apps for news and weather, apps for email and text messaging, apps for Facebook and Pinterest, even apps for listening to music and watching videos. Whatever you want to do on your iPad, there's probably an app for it.

Your new iPad came with more than a dozen apps preinstalled, but these aren't the only apps you can use. There are tens of thousands of additional apps available, most for free or low cost, in Apple's online App Store. It's easy to find new apps and install them on your iPad—and then use them every day.

## Working with Apps

To do just about anything on your iPad, you have to learn how to work with apps. All the apps currently installed on your iPad are displayed on the various Home screens. Each icon on the screen represents a different app. When you install a new app, an icon for that app appears on the Home screen.

## Launch an App from the Home Screen

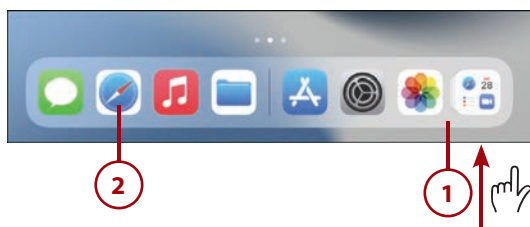
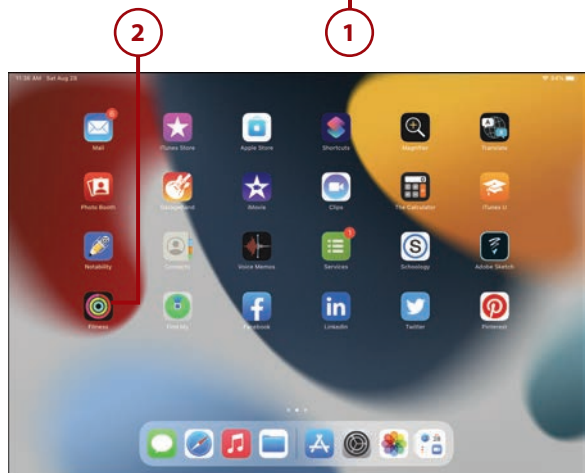
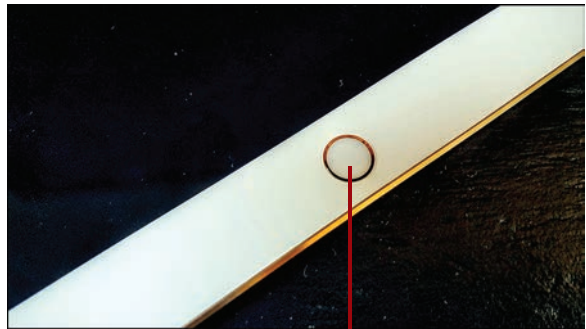
You open apps from the iPad's Home screen.

- 1 Swipe up from the bottom of the screen or press the Home button (if your iPad has one) to return to the main Home screen.
- 2 Navigate to the Home screen that displays the icon for the app you want to open, and then tap that icon to open the app.

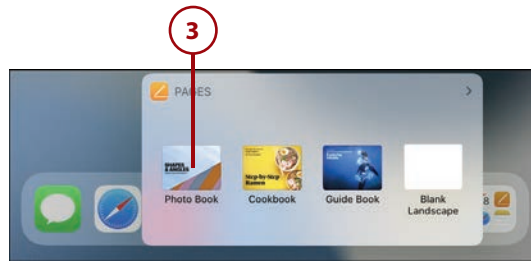
## Launch an App from the Dock

You can launch apps from the Dock, which floats at the bottom of every screen on your iPad. The left side of the Dock hosts icons for apps you've placed there. The right side of the Dock displays icons for your most recently used apps. (Chapter 3, "Personalizing the Way Your iPad Looks and Works," explains how to customize the apps on the Dock.)

- 1 The Dock floats over the bottom of every Home screen and many apps. If the Dock is hidden, display it by swiping up slightly from the bottom of the screen.
- 2 Tap an icon on the Dock to open that app.



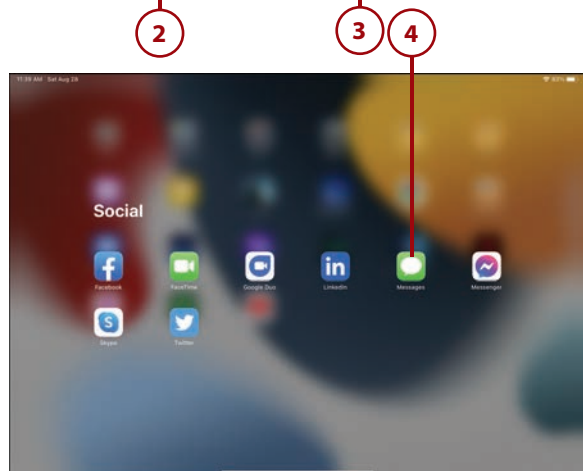
- 3 If you've recently opened files or documents with a given productivity app, long-press the app's icon on the Dock to view those files. Tap a file open it.



## Launch an App from the App Library

Not all installed apps have to appear on a Home screen, but they do all appear in the App Library, organized by type. You can launch any app from there.

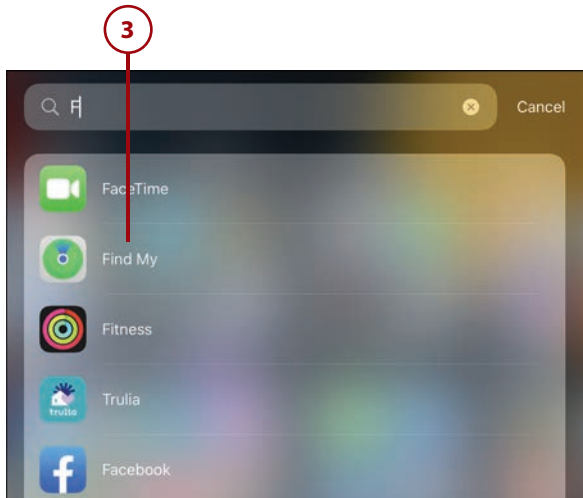
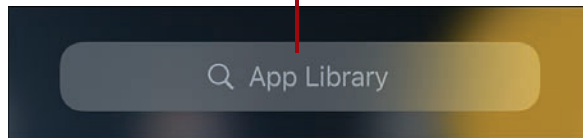
- 1 Tap the App Library icon on the Dock or swipe to the last Home screen to display the App Library.
- 2 All apps are grouped into folders by type. If there are four or fewer apps in a folder, simply tap the icon for an app to launch it.
- 3 If there are more than four apps of a given type, you have to open the folder to display all of those apps. Tap the name of a folder to open it.
- 4 Tap an app icon to open that app.



## Search for an App

If you have a ton of apps installed on your iPad, it may be challenging to find a specific app you want. (Which Home screen did you put it on?) If this is the case, you can search the App Library for a specific app by name.

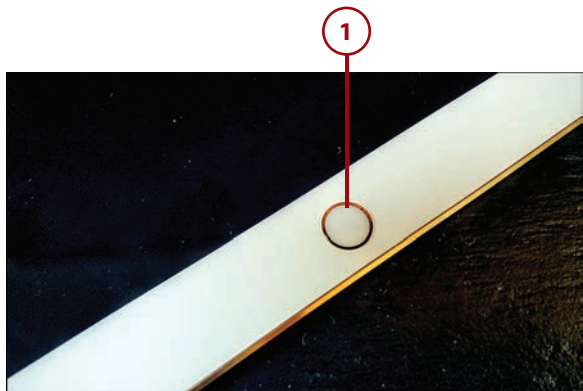
- 1 Tap the App Library icon on the Dock or swipe to the last Home screen to open the App Library.
- 2 Tap within the Search box at the top of the page and type the name of the app.
- 3 As you type, your iPad suggests matching apps. Tap the name of an app to open it.



## Switch Between Apps

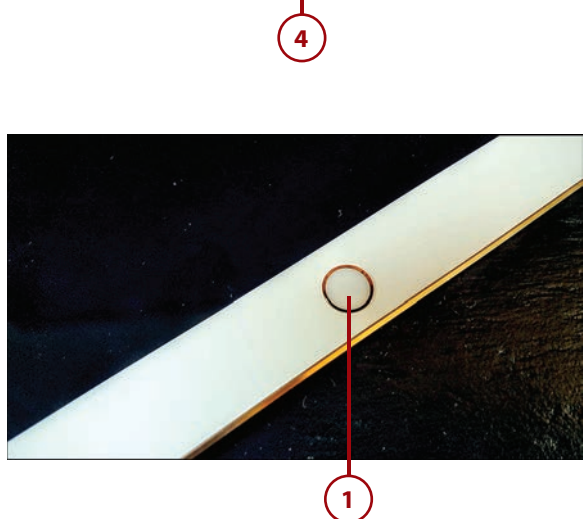
You can have multiple apps open at the same time and easily switch between them.

- 1 On any iPad with a Home button, press the Home button twice. Or...





- 2 Swipe up from the bottom edge of the screen all the way to the top edge.
- 3 You see the App Switcher, which displays all your open apps. Swipe left or right to focus on other apps.
- 4 Tap an app to switch to that app.



## Close an App

Apps remain open until you manually close them. When you're not using an app, it remains paused in the background, but it doesn't slow down your iPad or drain your battery. Because of this, you don't have to close an app when you're done with it—although you can if you want.

- 1 Press the Home button twice or swipe up from the bottom edge of the screen all the way to the top.

- 2 You see the App Switcher, with all open apps displayed. Tap and drag the app up and off the screen until it disappears.



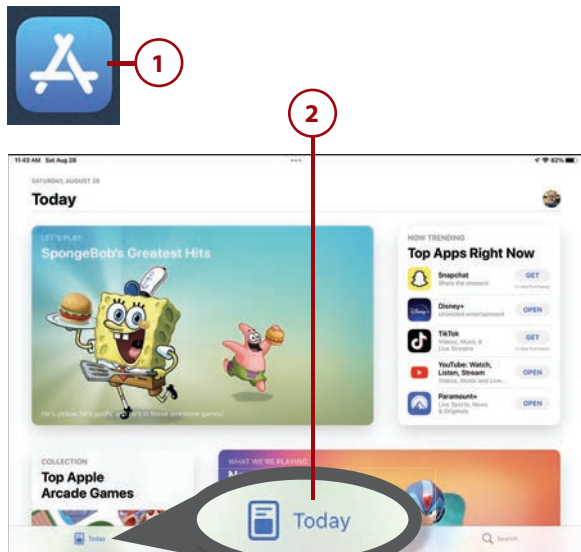
## Finding New Apps in the App Store

Where do you find new apps to use on your iPad? There's one central source that offers apps from multiple developers—Apple's App Store.

### Browse and Search the App Store

Apple's App Store is an online store that offers apps and games for iPads and iPhones. Most apps in the App Store are free or relatively low cost. It's easy to find new apps by either browsing or searching.

- 1 Tap the App Store icon to open the App Store.
- 2 Tap the Today tab to view stories and recommendations about featured apps and games.

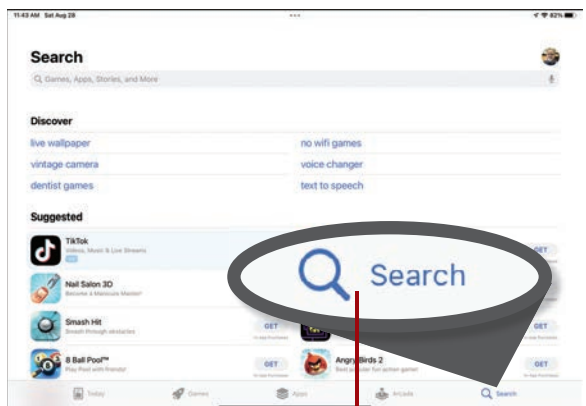
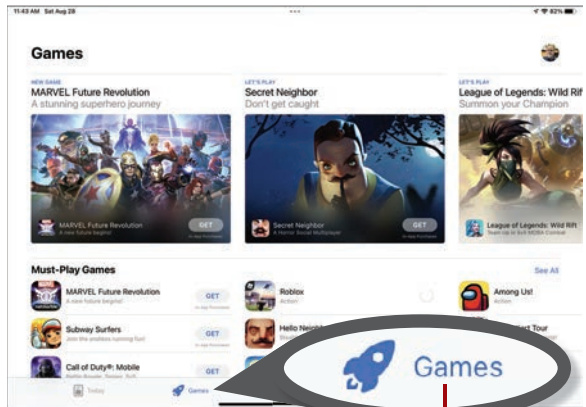


- 3 Tap the Games tab to view new, top, and featured games for your iPad.
- 4 Tap the Arcade tab to access the Apple Arcade subscription gaming service.

## Apple Arcade

Apple Arcade is a subscription gaming service available to users of Apple iPads, iPhones, and Mac computers. Learn more about Apple Arcade in Chapter 19, "Playing Games."

- 5 Tap the Search tab to search for apps or games by name.





- 6 Tap the Apps tab to view new, top, and featured apps.
- 7 Swipe from right to left to see more apps/games in each list.
- 8 Scroll down to the bottom of the page to the Top Categories section to view apps/games by category.
- 9 Tap See All to view all categories.
- 10 Tap a category to view apps/ games in that category.



- 11 Tap an app/game to view that item's app panel.

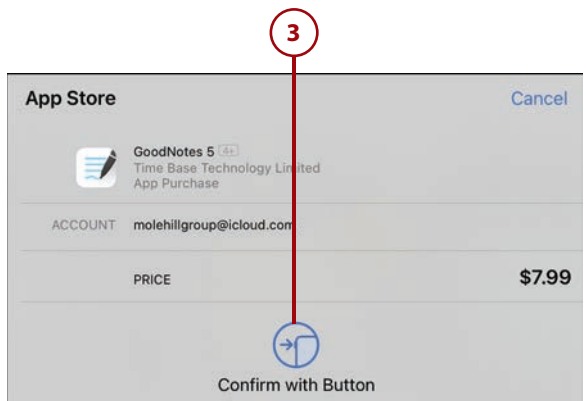
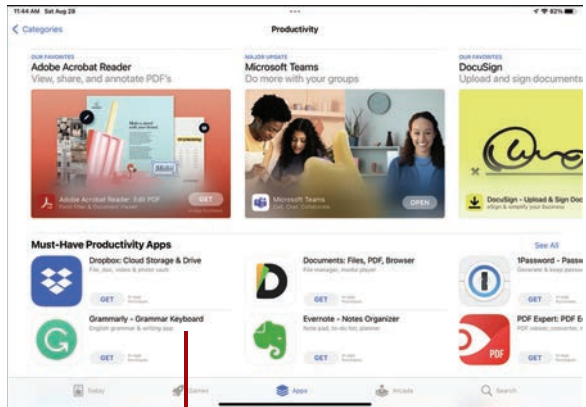
## Purchase and Download Apps

Many apps in the App Store are free. Others you have to pay for.

- 1 Download a free app from the app panel by tapping the Get button. (If prompted, enter your Apple ID password.) Or...
- 2 Tap the price button for a paid app to initiate the purchase.
- 3 The next panel describes how to make the purchase. You may be prompted to confirm within that panel via a Purchase button or by double-pressing the On/Off button. Follow the instructions to make the purchase.

## Installing New Apps

When you install a new app, its icon appears in the Recently Added folder of the App Library. Depending on your configuration settings, an icon for the app may also appear on the first Home screen with open space. To create a Home screen app from the App Library, open that icon's folder and then drag the app icon to the Home screen of choice.



## >>> Go Further

### PAYING FOR APPS

Naturally, you have to pay for those apps that have a price. You may have provided credit card information when you first set up your iPad or created your Apple ID. If not, you can add a credit card to your account at any time by using the Safari app to go to <https://appleid.apple.com> and signing in to your Apple account. On the main page, scroll down to the Payment and Shipping section and tap Edit Payment Information. Enter your credit card number, expiration date, billing address, and the like, and then tap Save. This credit card will be used for all your App Store purchases. You don't have to store a credit card to make purchases. You can choose to manually enter your credit card information every time you make a purchase rather than storing the card info in your account.

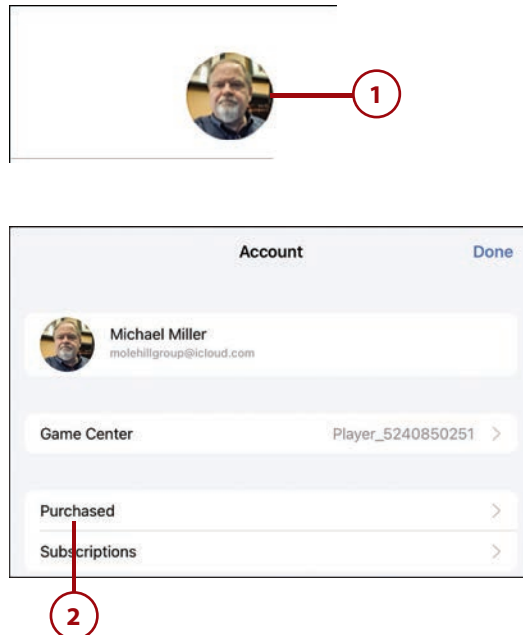
## Managing Installed Apps

Your iPad offers a variety of functions you can employ to better manage the apps you have installed on your device.

### View and Manage Purchased Apps

All the apps you've ever purchased are listed in the App Store app. Even if you've deleted an app from your device, you can still see that app and reinstall it on your iPad at any time.

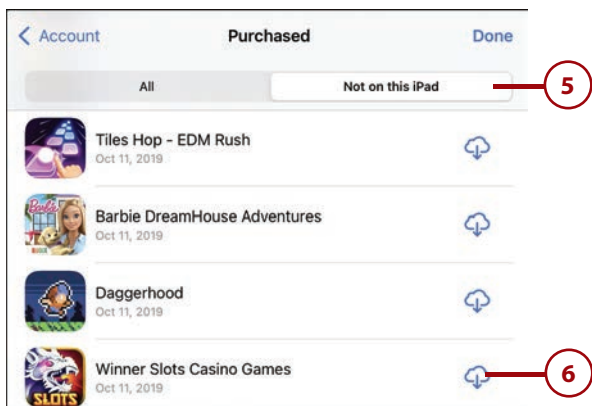
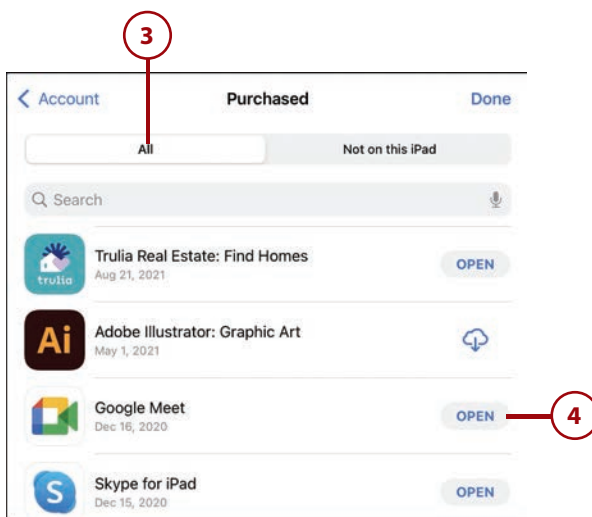
- 1 From the Today tab in the App Store, tap the Profile icon (mine is a little picture of me) in the top-right corner to display the Account panel.
- 2 Tap Purchased.



- 3 Tap the All tab to view all the apps you've purchased.
- 4 Apps that are currently installed on this device have an Open button. Tap the Open button to launch that app.
- 5 The App Store keeps track of apps you've installed on other devices (such as your iPhone) that you can also install on your iPad. Tap the Not on This iPad tab.
- 6 Apps you've purchased but have yet to install or that you've since deleted (so they're not currently installed) have a cloud icon. Tap this Download icon to install an app on your device.

## App Updates

From time to time, the apps on your iPad are updated with new features or bug fixes. By default, apps update automatically, so you'll always have the latest version installed. To check on recent updates, open the App Store app and tap the profile picture to display the Account pane. Scroll down the pane to view a list of Updated Recently apps. You can also update apps individually by tapping the Update button for each app or update all apps with pending updates by tapping Update All.



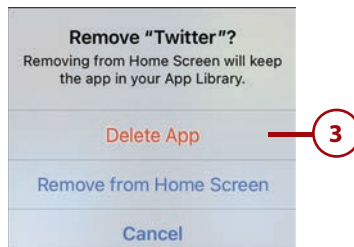
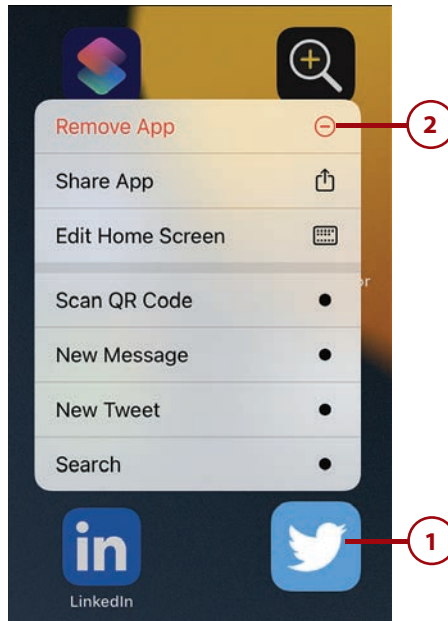
## Delete an App

Over time, you'll probably find that you've installed some apps that you no longer use. You may want to delete these apps to clear up any Home screen clutter and to free up storage space for new apps.

- 1 Navigate to the Home screen that contains the app you want to delete; then press and hold the app you want to delete.
- 2 Tap Remove App.
- 3 Tap Delete App to confirm the deletion.

### Can't Delete

Not all apps can be deleted. In particular, you can't delete many of Apple's preinstalled apps. If you don't see a Delete App option for an app, it's there to stay.



## Multitasking on Your iPad

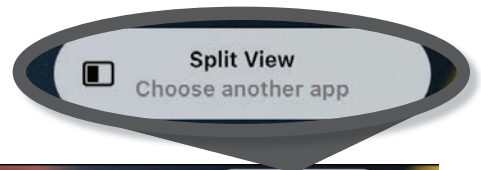
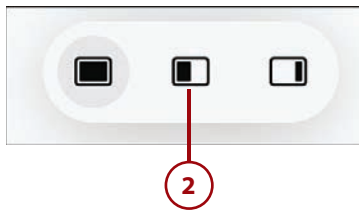
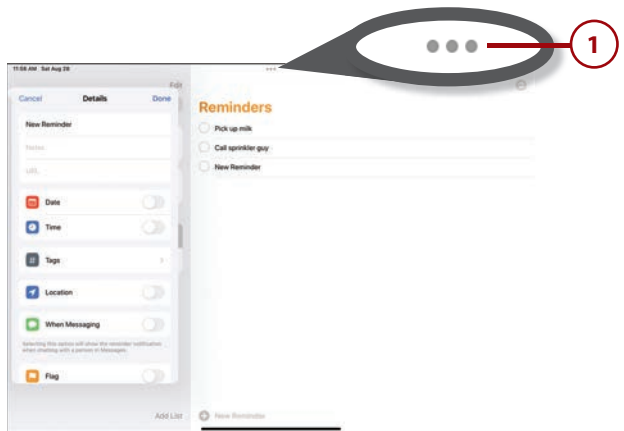
You can have multiple apps open simultaneously on your iPad. Normally, you use one app full screen while the other apps hide in the background; you then use the App Switcher to change from one app to another.

You also can choose to run two or more apps (or two or more windows from the same app) onscreen at the same time. This ability to *multitask* between two open apps has been made significantly simpler in iPadOS 15.

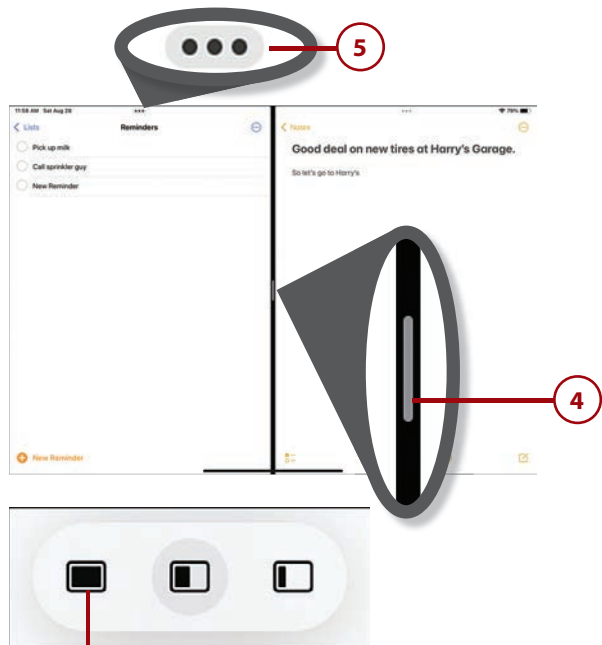
## Display Multiple Windows with Split View

The Split View feature lets you display and use two apps, or two windows from the same app, at the same time. The apps appear in two equally sized panels on the screen.

- 1 With the first app open, tap the Multitasking (three dots) button at the top of the screen.
- 2 Tap the center (split-screen) icon.
- 3 You are prompted to open the second app. Tap that app's icon to do so.



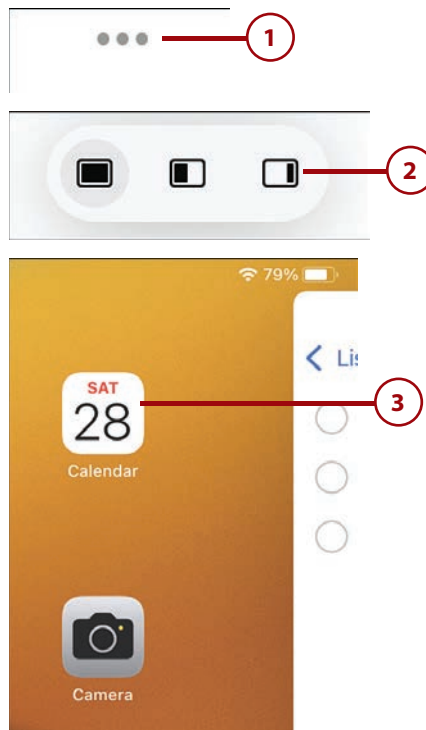
- 4 The two apps are displayed side by side. To change the space assigned to each app, drag the handle between the two apps left or right, as necessary.
- 5 To return to single-app view, tap the Multitasking button for the app you want to view full screen.
- 6 Tap the left (full screen) icon to view this app full screen.



## Open a Floating Window with Slide Over

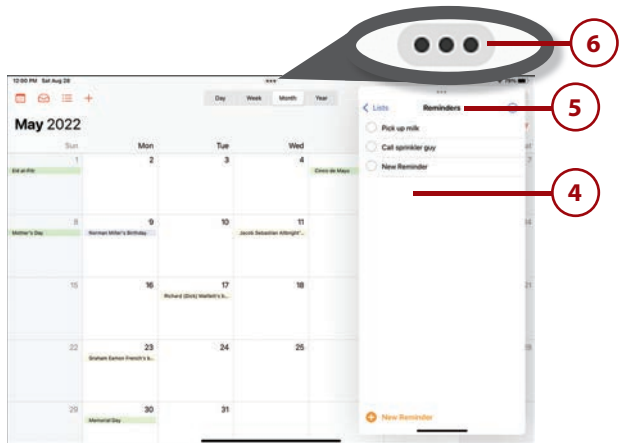
The second way to multitask between two apps is with the Slide Over feature, which lets you open a second app onscreen without closing the one you're currently in. The second app (called the side app) appears in a separate panel or window that floats on top of the first app.

- 1 Open the app you want to appear in the floating window; then tap the Multitasking (three-dot) button.
- 2 Tap the right (slide over) icon.
- 3 You are prompted to select the second app. Tap that app's icon to do so.





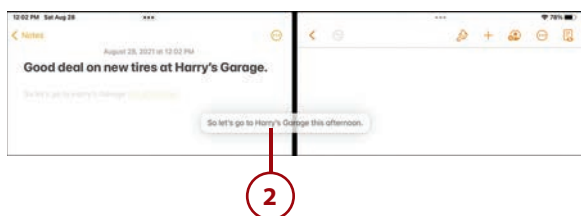
- 4 The first app now appears as a floating window above the second app you selected. You can interact with the main app and the Slide Over app at the same time; they're both "live."
- 5 Sometimes the Slide Over panel hovers over important information on the full-screen app, and you might need to move it to use the other app. To move the Slide Over panel to the other side of the screen, press the handle at the top of the panel and drag it to the other side.
- 6 To display either app full screen, tap the Multitasking button for that app.
- 7 Tap the left (full screen) icon.



## Drag and Drop Text and Pictures Between Apps

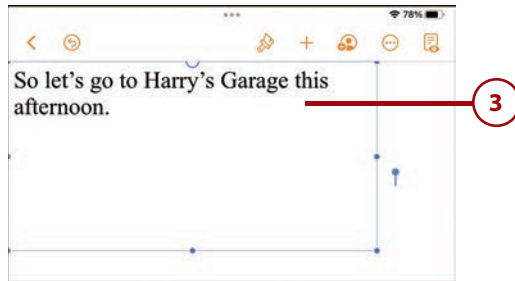
Your iPad's multitasking features let you easily copy text and pictures between apps using either Slide Over or Split View. (Personally, I find Split View easier for these tasks.) You do this with simple drag and drop.

- 1 In either Slide Over or Split View, press to select the text or picture you want to copy.
- 2 While still holding down the selection, drag it to the point in the other app where you want to copy it.





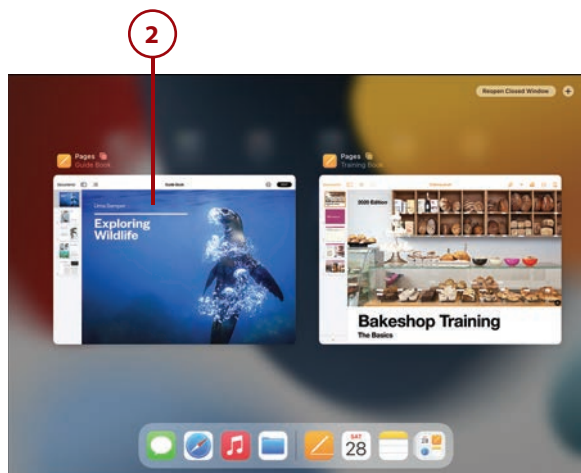
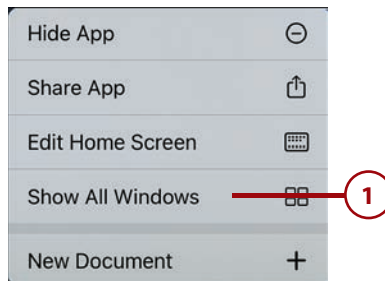
- Release your finger, and the item is placed in the second app.



## View All Open Windows with App Exposé

Some apps let you open multiple windows. For example, Safari lets you open multiple web pages in different tabs; Pages lets you open multiple word processing documents; and Numbers lets you open multiple spreadsheet documents. You can use your iPad's App Exposé feature to quickly view all open windows for any given app. Here's how it works.

- Display the Dock and tap and hold the icon for the open app; then tap Show All Windows.
- All open windows for that app are displayed. Tap a window to display that instance full screen.



## >>> *Go Further*

### PICTURE IN PICTURE

Your iPad also offers a picture-in-picture mode for use with certain apps. If you're watching a TV show or movie, or conducting a FaceTime video chat, you can keep that video or chat playing in a separate window while you do other stuff on the iPad screen. The video or chat appears in a small window that floats on top of the active app, so you can keep watching while you work.

To activate picture-in-picture mode, tap the Picture in Picture icon (in the video app), press the iPad's Home button (if your iPad has one), swipe up from the bottom of the video that is playing, or pinch the screen to minimize the app. The video screen shrinks to a corner of your display. Your Home screen or other apps appear beneath the video window, and you can then use whatever app you want while the video or chat keeps playing.

When you display the picture-in-picture window, you can make the window bigger by expanding two fingers on the window. Pinch two fingers together to make the video window smaller. And, if you want, you can use your finger to drag the video window to a different corner or position on the screen.

To return the video window to full screen, tap the window to display the control icons and then tap the Picture in Picture icon.

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