

My iPad[®] *for Seniors*

NINTH EDITION



COVERS
All iPads running
iPadOS 15



AARP[®]

Michael Miller

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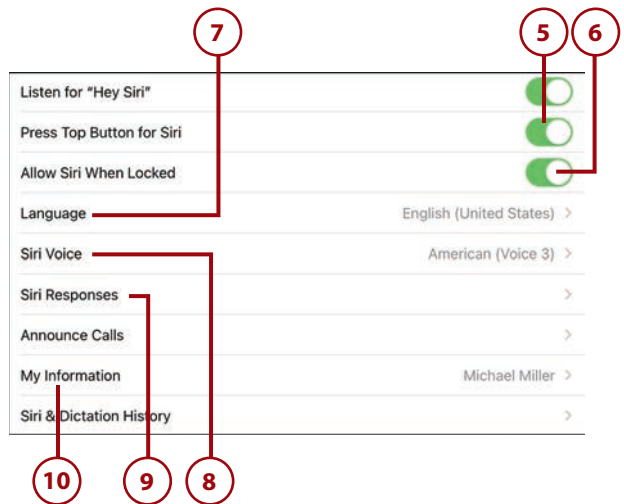
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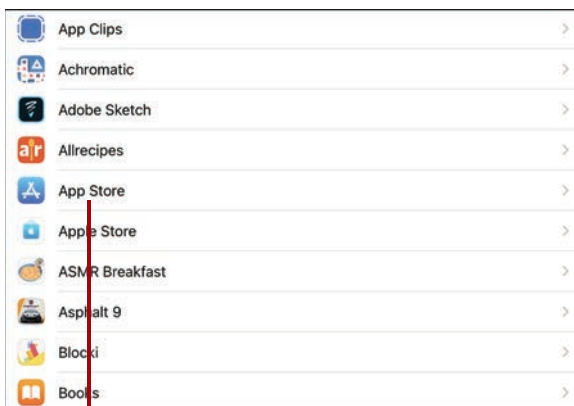
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- 5 On iPads without a Home button, you can summon Siri by pressing and holding the On/Off (top) button. This is also enabled by default. To disable On/Off button activation, tap "Off" the Press Top Button for Siri switch.
- 6 By default, you can summon Siri from any screen, including the Lock screen (before you unlock it). If you don't want Siri available to your locked device, tap "off" the Allow Siri When Locked switch.
- 7 Tap Language and then make a selection to change the language that Siri speaks.
- 8 To change Siri's speaking voice, tap Siri Voice and make a new selection. Choose from American, Australian, British, Indian, Irish, or South African accents, in a variety of male or female voices (Voice 1, Voice 2, and so on).
- 9 By default, Siri provides voice and onscreen feedback. You can change this so that Siri only provides onscreen feedback without speaking. Tap Siri Responses and then tap Only with "Hey Siri."
- 10 Siri can offer more helpful suggestions if it knows more about you. Tap My Information and select your name from the resulting contacts list.



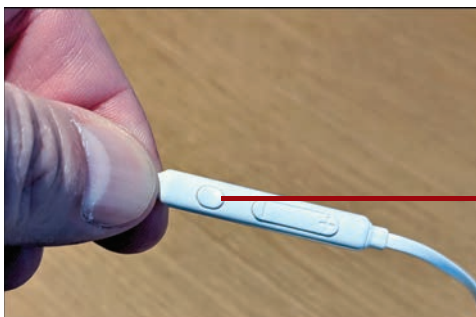
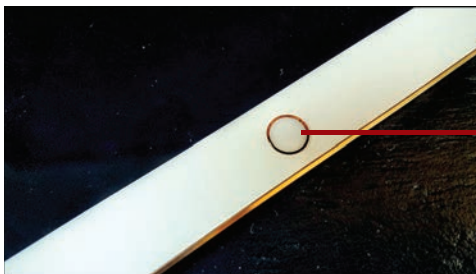
- 11 Siri can function within individual apps. To change how Siri works within a given app, tap the name of that app and then tap “on” or “off” any of the available options. These include Show Siri Suggestions in App, Learn from This App, Suggest App, Show App in Search, and Suggest Shortcuts for App.



Summon Siri

There are four ways to summon Siri to do your bidding, depending on the iPad you have and how you've configured it.

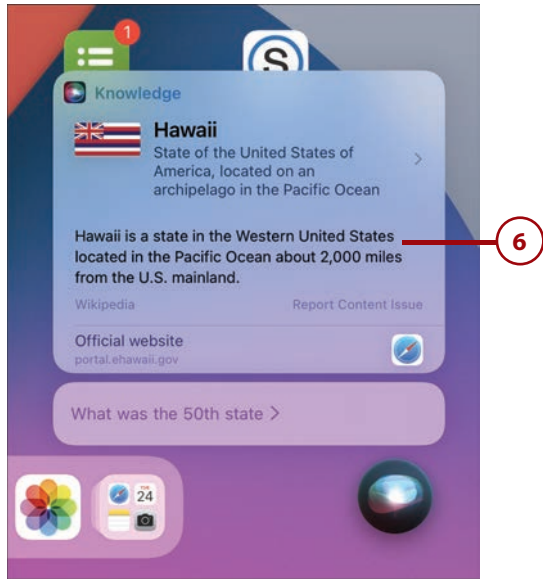
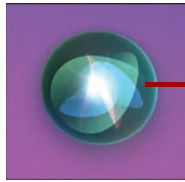
- 1 On an iPad with a Home button, press and hold the iPad's Home button. *Or...*
- 2 On an iPad without a Home button, such as the iPad Pro, press and hold the On/Off button. *Or...*
- 3 If you have earphones with a microphone, hold down the control or mute button on your earphones. *Or...*
- 4 If you've enabled “Hey Siri!” functionality, simply speak the words “Hey Siri!” into the device. (Not shown.)



- 5 You'll see the Siri globe at the bottom-right corner of the screen. Speak your question or command.
- 6 Siri speaks her response and displays relevant information onscreen. Swipe right on this content box to remove it from the screen.

Louder or Softer

To adjust the volume level of Siri's voice, use the volume up and down buttons on the side of your iPad.



Using Siri to Control Your iPad and Apps

Instead of tapping onscreen icons or controls, you can use Siri's voice commands to perform many operations on your iPad. This makes Siri essential for using the iPad for those with accessibility issues—and just more convenient for the rest of us.

Connection Needed

To use Siri, your iPad must be connected to the Internet. If it's not, you'll get an alert saying, "To do that, you'll need to be online."

Launch Apps

To use Siri to launch apps on your iPad, say something like

Launch [app name].

For example, to launch the Facebook app, say

Launch Facebook.

Control System Functions

You can use Siri to enable, disable, and control various system functions on your iPad. Say the following:

Turn Wi-Fi on.

Turn Bluetooth off.

Increase the brightness.

Send and Receive Messages

Siri is useful if you want to send or receive messages via the Messages or Mail apps. To read messages, say something like the following:

Read my messages.

Read messages from Bob.

Read my last message from Sally.

To reply to a message, say something like the following and, when prompted, say “Send:”

Reply I’ll see you then.

Reply okay.

To create a new message, say something like any of the following and, when prompted, say “Send:”

New email to John Jones. (Then dictate your message.)

Send a message to Oliver saying I’m free tomorrow.

Email Clark and say I received the pictures, thanks.

You can also use Siri to initiate FaceTime conversations. Say something like

FaceTime Hayley.

End conversation.

Manage Meetings, Events, and Reminders

If you use your iPad to manage your meetings, events, and reminders, Siri definitely can come in handy.

Here are a few commands to try regarding meetings and appointments:

What's on my calendar tomorrow?

Do I have a meeting at noon?

Where is my 10 o'clock meeting?

Set up a meeting with Hal at 2.

Cancel my 11 o'clock appointment.

Reschedule my meeting with Dinah to next Friday at 10.

You can even create complex events, complete with other attendees. Just tell Siri as much as possible about the event, like this:

Make an event for 9:45 tomorrow called Neighborhood Association with Randy Jones, Don Emory, Betsy Griffin, and Samuel Hancock.

Keep It Simple

The more complex your instructions, the higher the possibility that Siri won't get it right. (Or that you'll say it wrong. That happens.)

Then there are reminders, of which Siri can be quite helpful. Say something like

Remind me to pay the electric bill by March 15th.

Remind me to stop at the drug store when I leave here.

Remind me to buy milk.

Remind me to feed the fish when I get home.

You can also use Siri to create notes. Say something like

Create a new note named Parts List, and then dictate your note.

Find my note about plumbers.

You can even use Siri to set alarms and timers. Say something like

Set an alarm for 6 a.m.

Set an alarm for three hours from now.

Turn off all alarms.

Set a timer for 15 minutes.

Take and View Pictures

If you use the camera in your iPad, you can control it via Siri voice commands.

Say something like

Open camera.

Take a picture.

Take a selfie.

To view pictures you've taken, say something like

Show me photos from October.

Show me photos I took last year.

Show me photos of Dave.

Show me photos of Florida.

Show me photos from my Family album.

Listen to Music

If you use your iPad's Music app to listen to music, you can control what you listen to via Siri's voice commands. Try the following:

Play music.

Pause music.

Stop.

Next song.

Previous song.

To play specific music, say something like

Play James Taylor.

Play "Proud Mary."

Play Abbey Road.

Play the playlist My Favorites.

Play the radio station Classic Rock.

You can even shuffle the music you call up:

Play Classic Soul shuffled.

To find out more about the currently playing song, say something like

What's playing?

Who sings this song?

Who is this song by?