



ios 15

For Beginners

All you need to get started with iOS 15 and iPadOS 15

Over
436
Tips & Hints
Inside

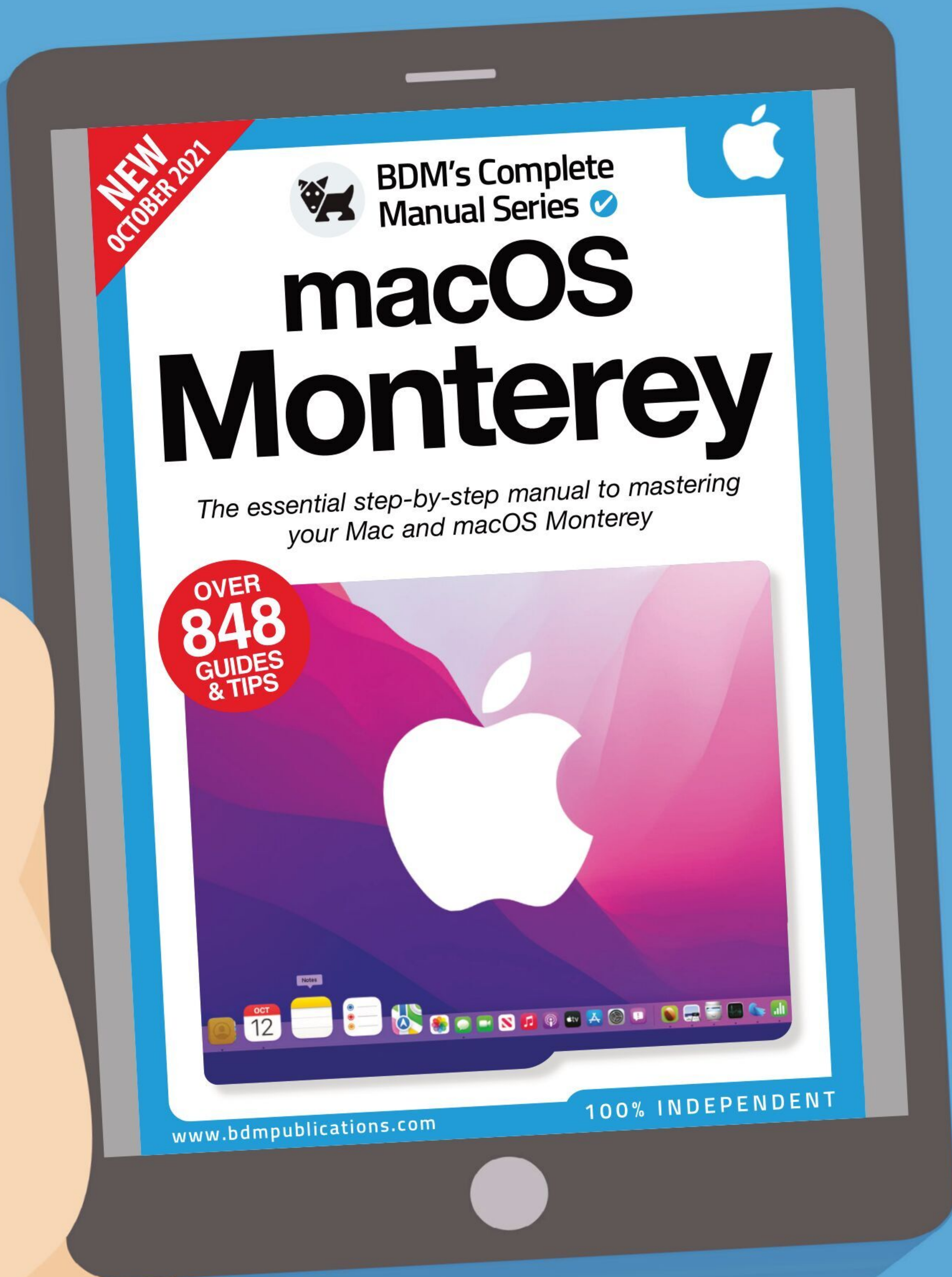


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ios 15

For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.

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SCAN HERE:



FOR EXCLUSIVE BONUS CONTENT!

Throughout this publication you'll find numerous QR Codes. Scan these using your iPhone camera to access bonus content which will enhance your iPhone user experience and help you gain a greater depth of understanding of your iPhone and iOS 15 as they evolve.



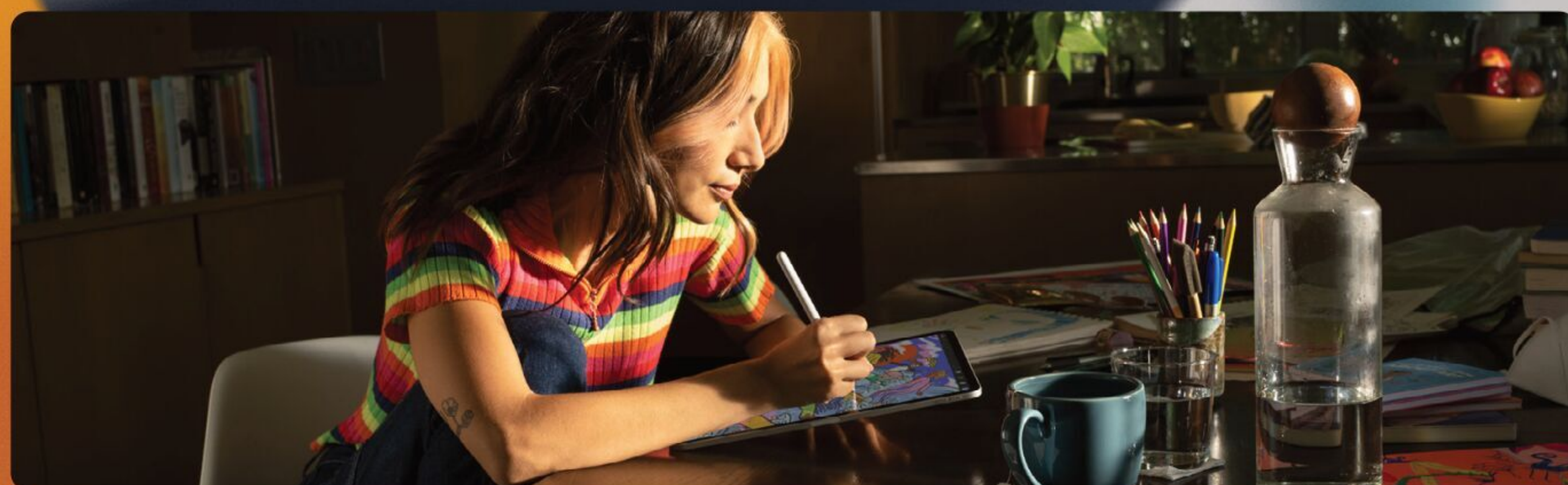


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Can You Run iOS 15?

Older iPhones cannot be updated to the new operating system, so if you want to upgrade your iPhone to iOS 15, it must be one of the following models. If you're unsure which iPhone you own, go to <https://apple.co/35BofOC>.



- iPhone 6s/6s Plus
- iPhone SE
- iPhone 7/7 Plus
- iPhone 8/8 Plus



- iPhone X
- iPhone XS/XS Max
- iPhone XR



- iPhone 11 / Pro / Max
- iPhone 12 / Pro / Max
- iPhone 13 / Pro / Max

Can You Run iPadOS 15?

If you want to upgrade your iPad to iPadOS 15, it must be one of the models shown here. If you're unsure which iPad you have, go to <https://apple.co/35mb9oe> to find out.



12.9-inch iPad Pro
11-inch iPad Pro
10.5-inch iPad Pro
9.7-inch iPad Pro



iPad Air
(3rd generation)
iPad Air 2



iPad
(7th generation)
(6th generation)
(5th generation)



iPad mini
(5th generation)
iPad mini 4



First Steps with iOS 15.

For those who are new to the iPhone and iOS 15, this section takes you through its basic features and functions. With our help, you can set up your iPhone for the first time, including Face ID, Touch ID and your Apple ID. We show you how to use the Home screen, including Home-Screen Widgets and App Library. Get to grips with the touchscreen and the Control Centre, make and receive phone calls and get more from the iPhone's keyboard.

[Learn more >](#)



Buttons and Ports On Your iPhone

What's where on your iPhone? Here we show you the physical layout of the range of iPhones currently on sale. Whether you have a brand new iPhone, or an older iPhone with a Home button, this guide shows you what's where.

Full Screen iPhones Models



1 This part of the iPhone contains much of Apple's latest technologies. In the high-end iPhones, an infrared camera, flood illuminator, Proximity sensor, Ambient light sensor and Dot projector are all present; alongside a speaker, microphone and front camera. The latter is utilised by the Face ID feature.

2 This is the Ring/Silent switch. Click it to turn Silent Mode on and off.

3 These are the volume buttons. The upper one increases the volume, and the lower button lowers it. In Apple's Camera app, and many third-party photography apps, you can also use the volume buttons to take a photo, instead of the on-screen shutter button.

4 This is the side button. On some iPhones, this button is located on the top instead of on the side. It's a multi-function button that can summon Siri, launch Face ID, access Apple Pay and more.

5 This is the SIM tray. Push a SIM tray ejector tool, or a straightened paper clip, into the small hole at the bottom to eject the tray so you can insert, remove or replace the SIM card you get from your mobile phone provider.

6 The screen is a high-resolution display measuring between 5.4" and 6.5" depending on your iPhone model. They all offer True Tone and a wide colour display, with a great range of colours available. Viewing angles are great too, so even if you're looking at it off-centre, the colours don't shift.

7 To the base of the latest iPhones range you will find the Lightning Connector/audio EarPods connection port, built-in microphone and built-in stereo speakers. Older iPhones might have a 3.5mm earphones port here too.



Rear Cameras.

The single, dual, or triple cameras are found to the rear of the devices. The dual and triple-camera models boast wide-angle and telephoto capabilities, with ultra-wide available on three-lens iPhones; while all of them have optical stabilisation for better pictures.



15

Advanced Tips & Tricks

The Lightning Connector

Current iPhones use a Lightning connector for charging, syncing, and (on the latest iPhones) for connecting cabled earbuds using an adapter.



Home Button iPhones Models



Plus/Max Sizes

Some iPhone models come in two sizes: a large version, known as the Plus or the Max, and a regular version that lacks this suffix. The larger-sized iPhones, known as 'phablets', are halfway between a phone and a tablet.



1 The rear-facing camera, flash and mic. The specs of the camera, including the number of lenses, depends on the model.

2 The front-facing camera for selfies and FaceTime.

3 Press and hold this button to turn your iPhone on and off, or press it to lock the screen.

4 The Ring/Silent switch. Click it to activate and switch off Silent Mode.

5 These buttons control the volume, and let you take pictures in camera apps.

6 The screen on older iPhones doesn't reach the top or bottom of the phone.

7 The Home button. Press it to get back to the Home screen, and place your finger on it to use the Touch ID fingerprint reader.

8 The Lightning port, for connectivity and charging.

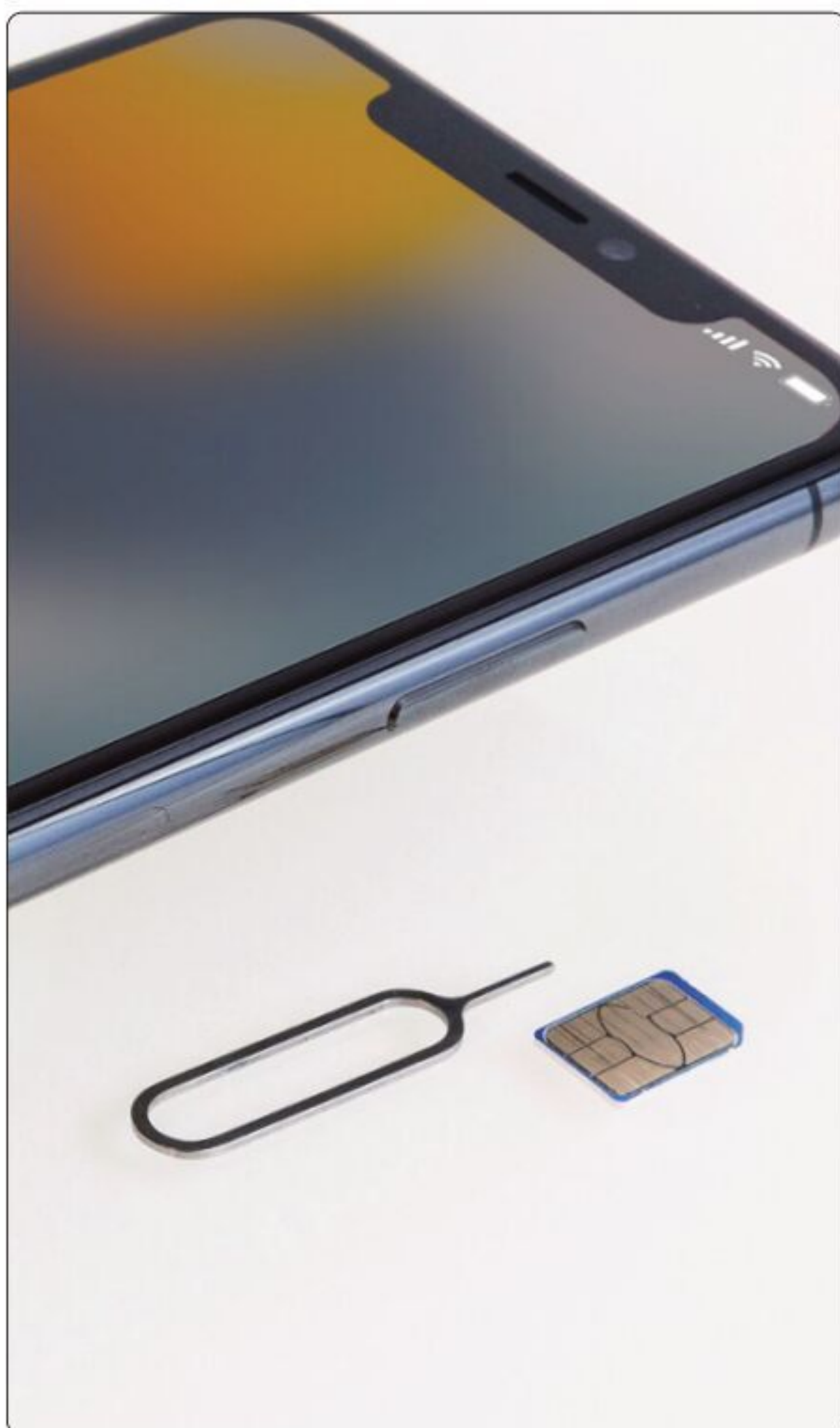


Set Up Your iPhone

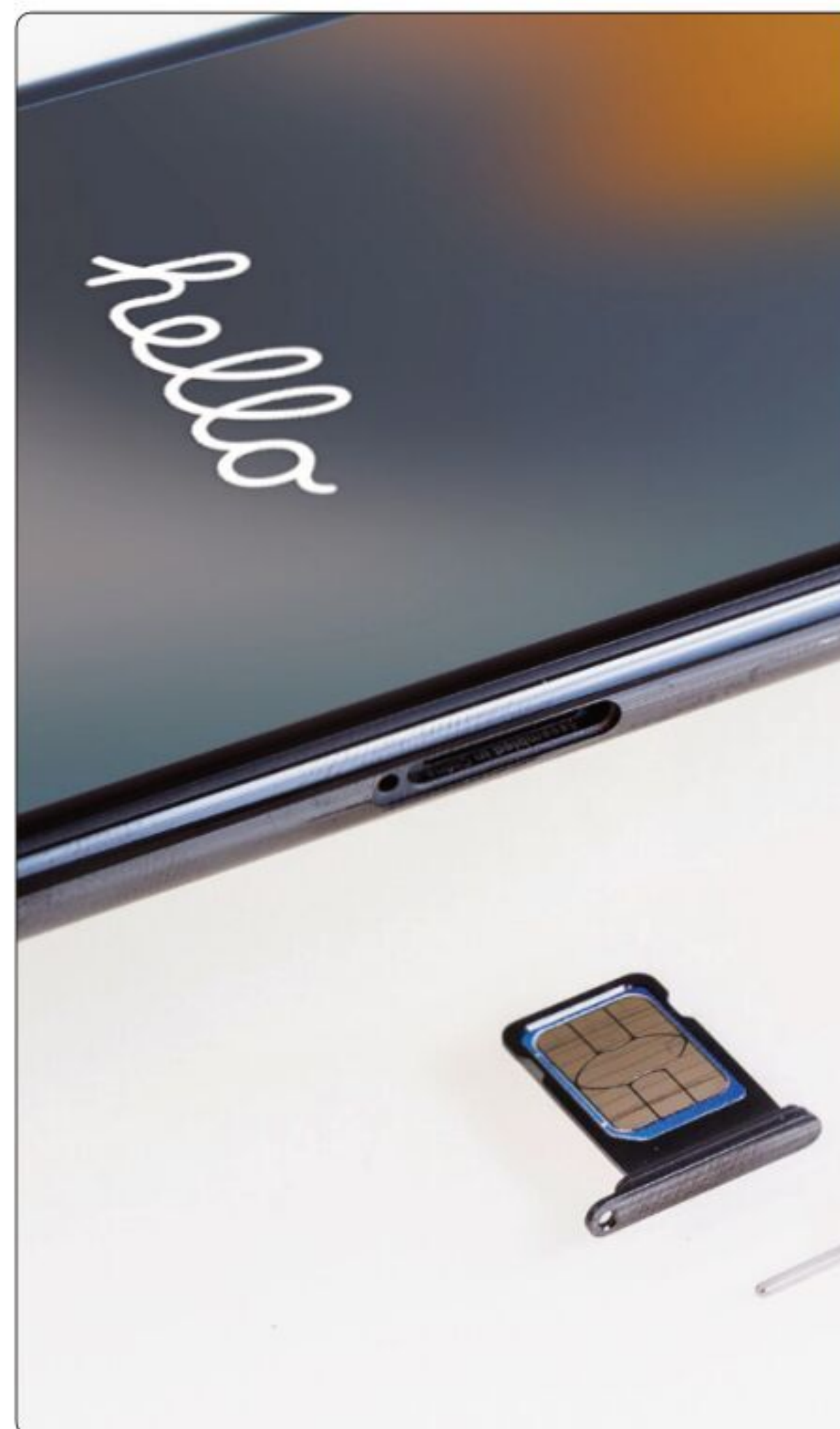
Start with it

If you're setting up your new iPhone straight out of the box, follow this guide as we take you through the extremely important first time setup. Learn how to set up all the core functions of your iPhone, from switching it on for the first time to making your first phone call. Whichever model of iPhone you own, with our help you'll soon be up and running.

Inserting your Nano-SIM card



1 To activate your iPhone, you must first insert the Nano-SIM card provided by your mobile phone network provider. An eSIM card is non-removal as detailed below.



2 Use a SIM eject tool like the one pictured here, or maybe a straightened paper clip, and insert it into the small hole next to the SIM slot. The tray then pops out as shown.



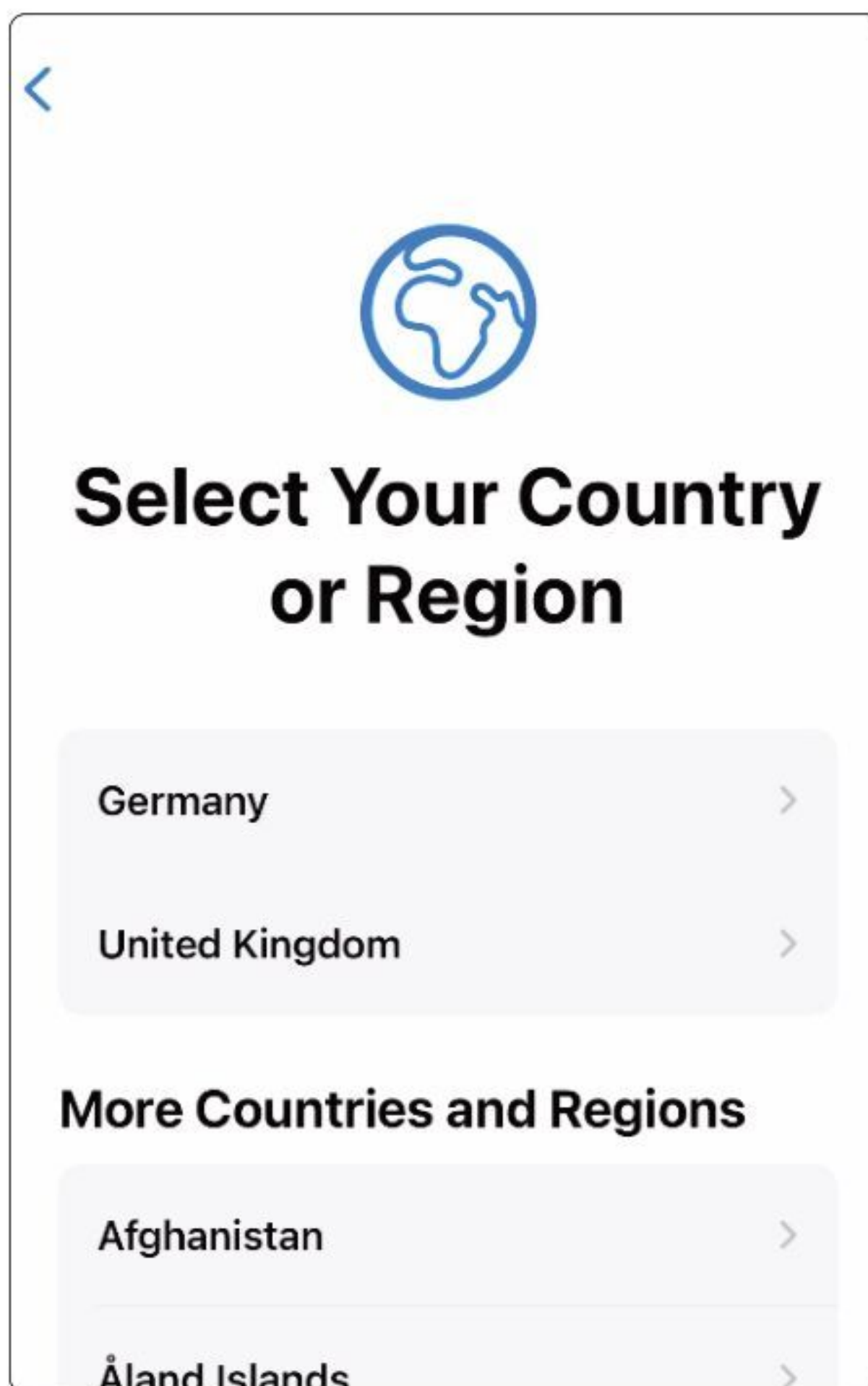
3 Place the SIM card in the tray (there's only one way it can go in) and slide the tray back in the slot. Push it in firmly so it snaps into place. Your iPhone should recognise it.

eSIM explained.

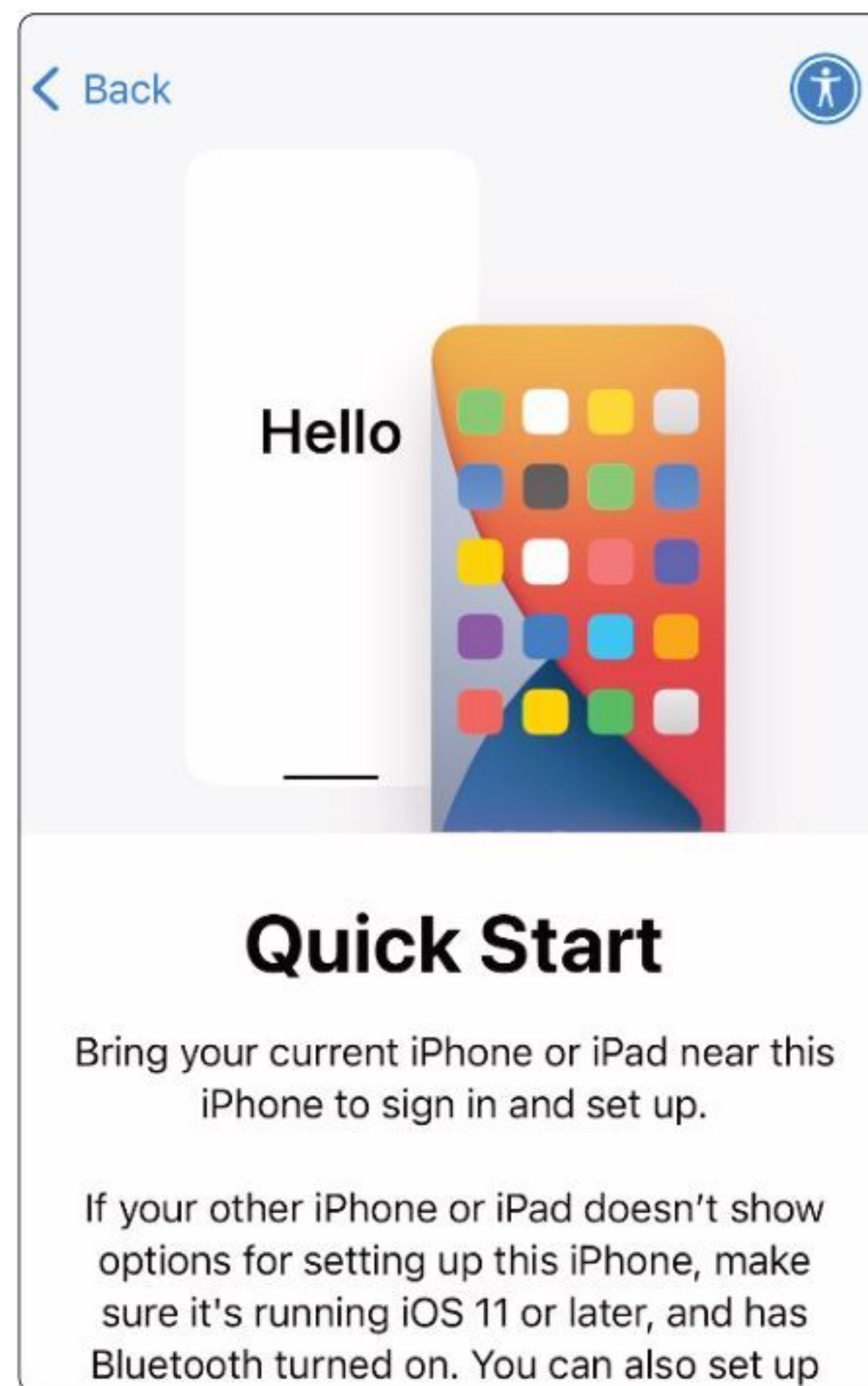
The dual sim functionality introduced with the 2018 iPhone models, enables users to access two sim cards in one iPhone. Unlike the standard sim card, the eSIM card is built into the phone itself and is accessed via software, with your coverage purchased via mobile networks. By using dual sims you can now access two mobile networks and numbers in one device.



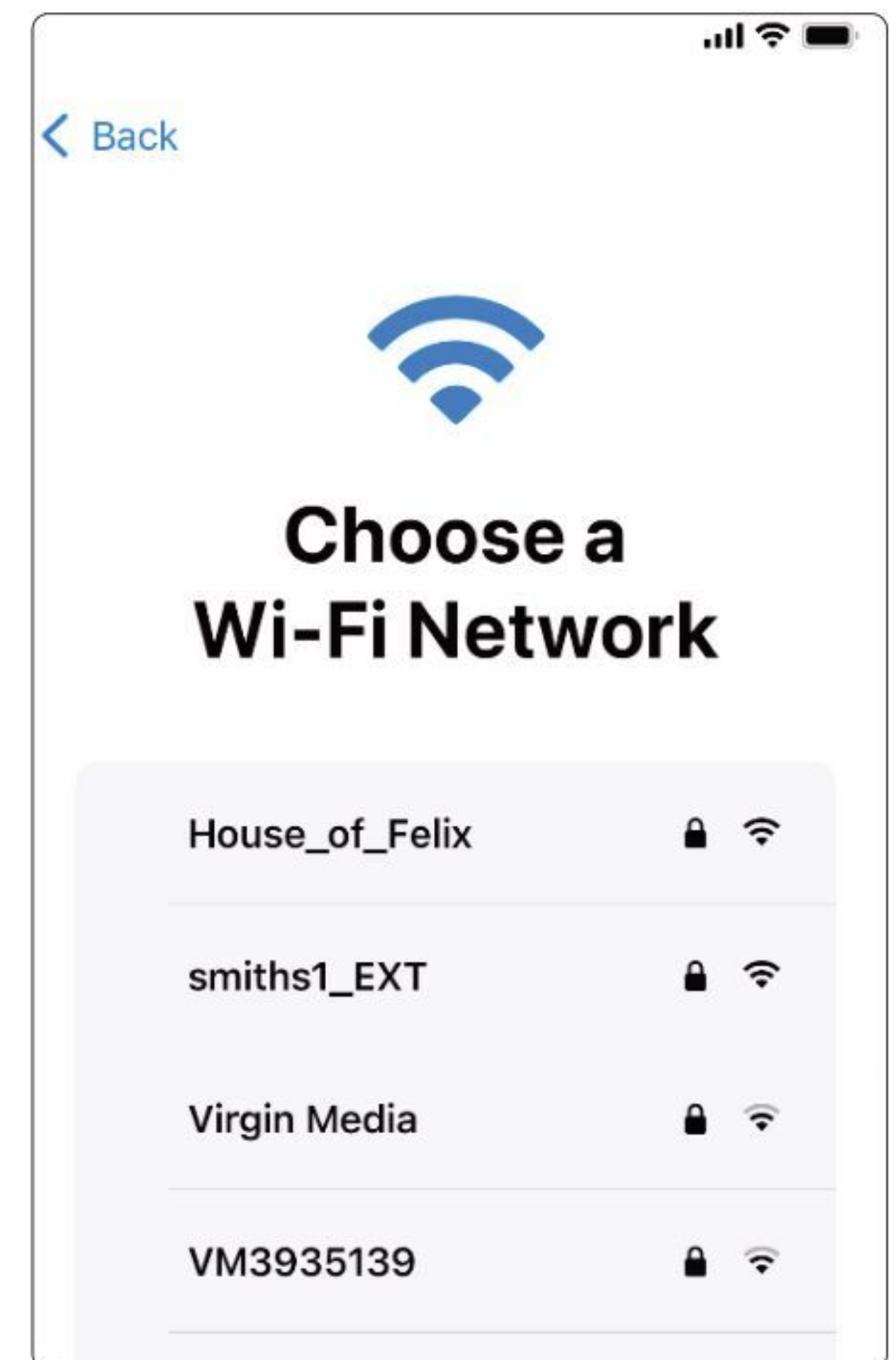
The initial set up of your iPhone



1 The opening screen shows 'Hello' in different languages. Press the Home button or flick the screen up. Select your language, followed by the country, or region, in which you're to use the phone.



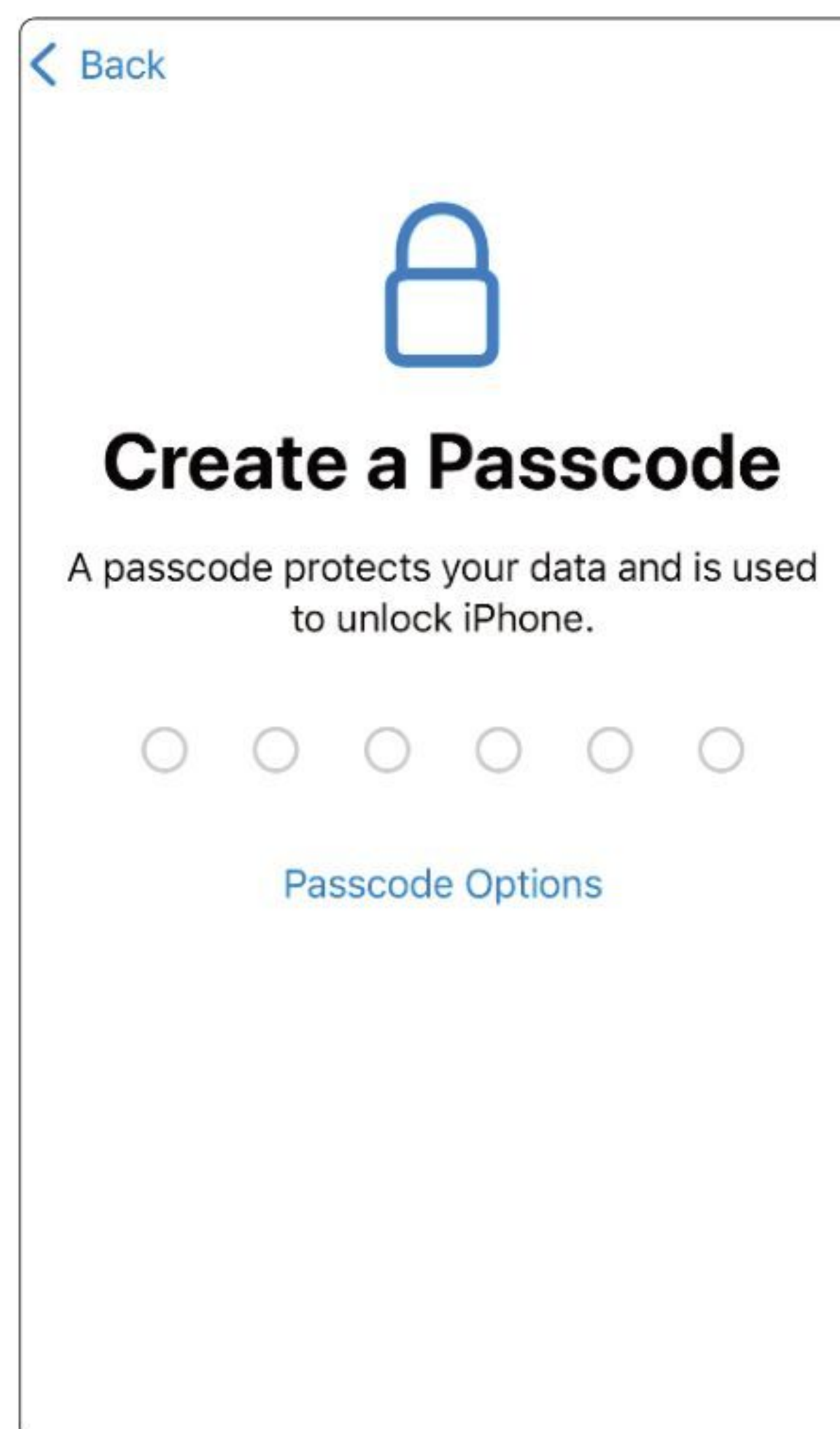
2 If you already have an iPhone or an iPad running iOS 11 or later handy, you can set up your new iPhone by bringing them together as shown to sign in automatically. If not, tap Set Up Manually.



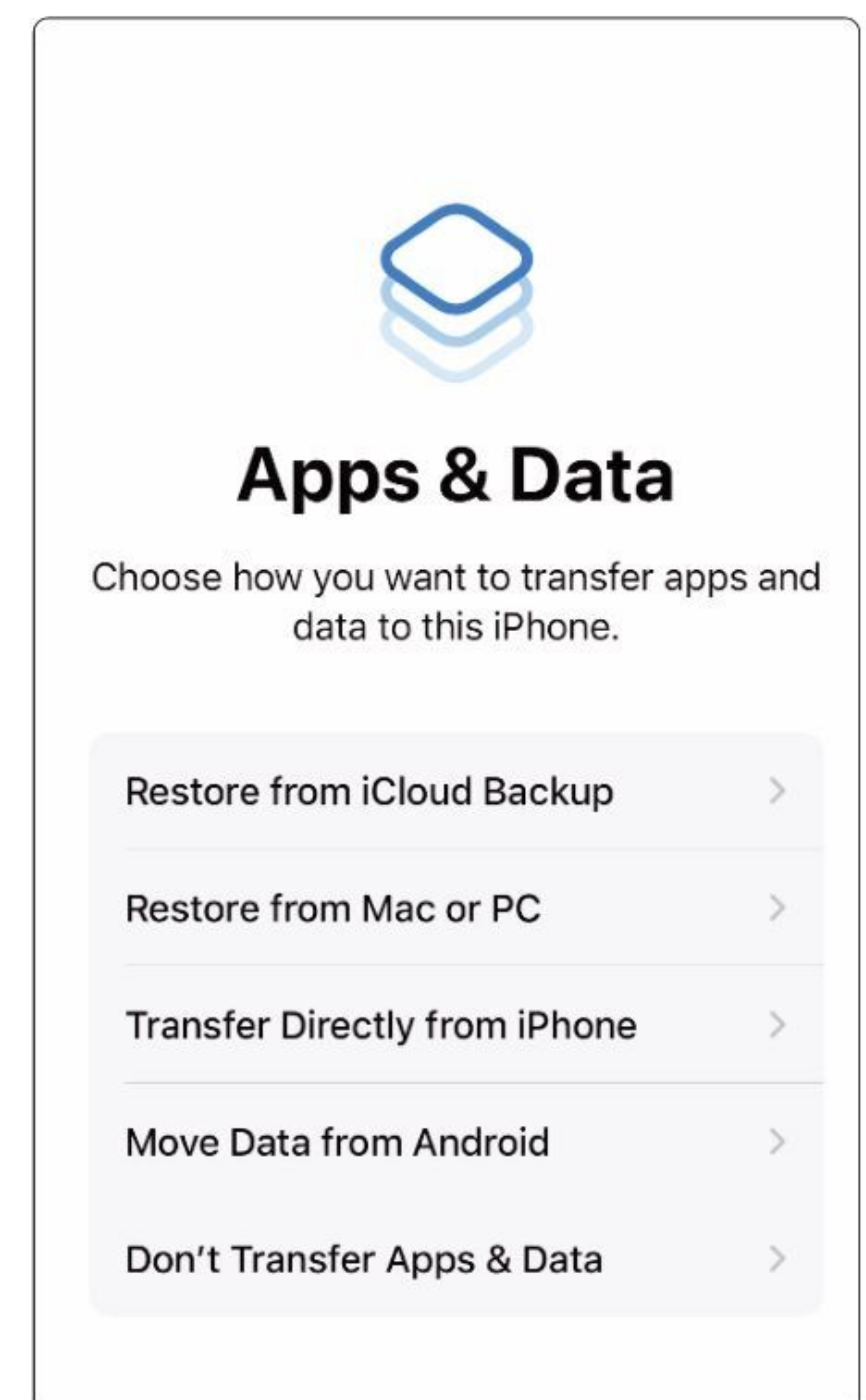
3 Choose your network from the list, then enter the password supplied with (or printed on) your router. Tap Next, then on the next screen, tap Continue after reading about Data & Privacy.



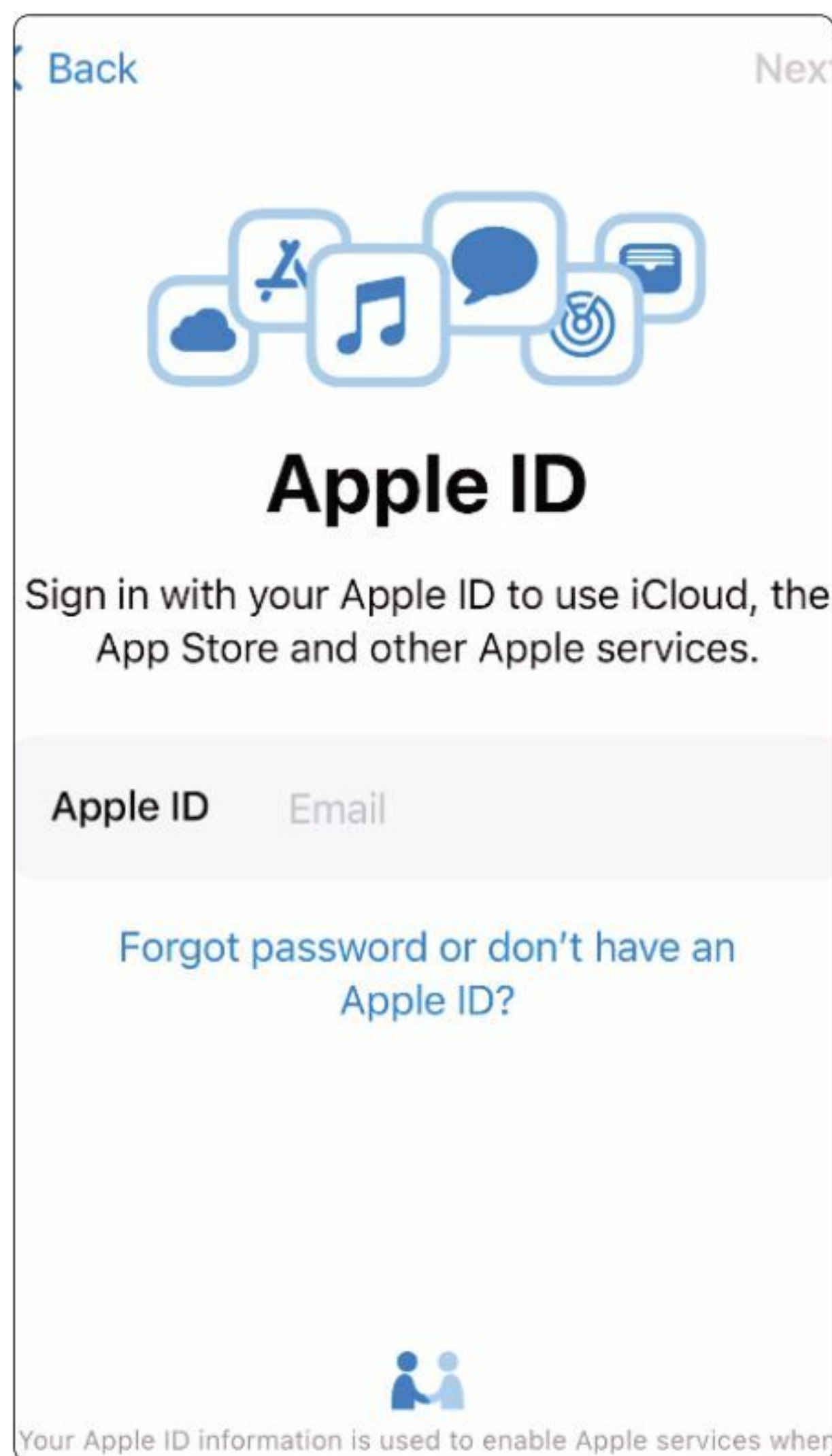
4 The next step is setting up your Face ID (or on older iPhones, Touch ID). If you wish to do this now, see the tutorials later in this book for the relevant step-by-step guides.



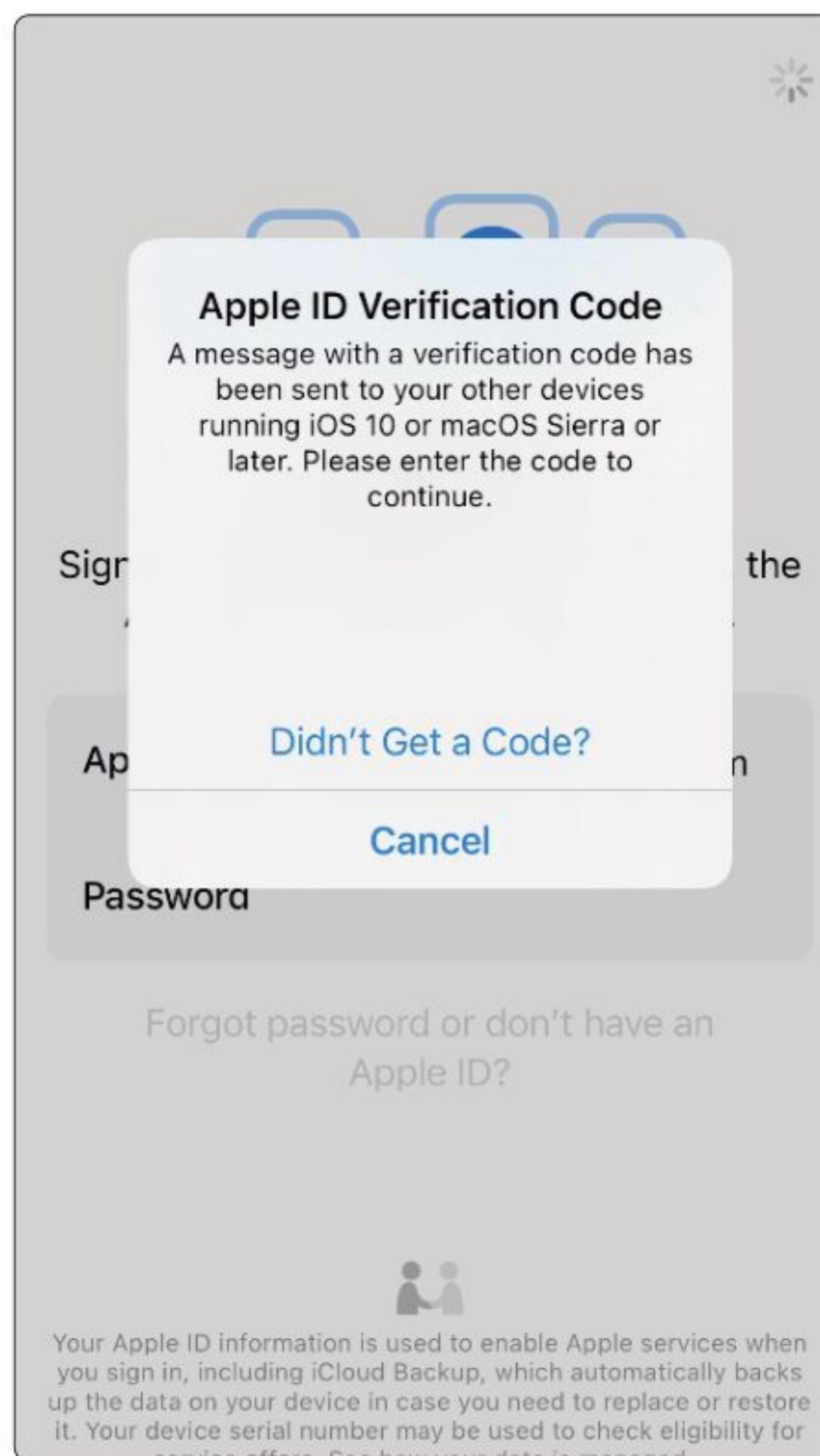
5 Choose a six-figure passcode used to unlock your iPhone. Alternatively, tap Passcode Options to add a different type of code; or skip it altogether (not recommended).



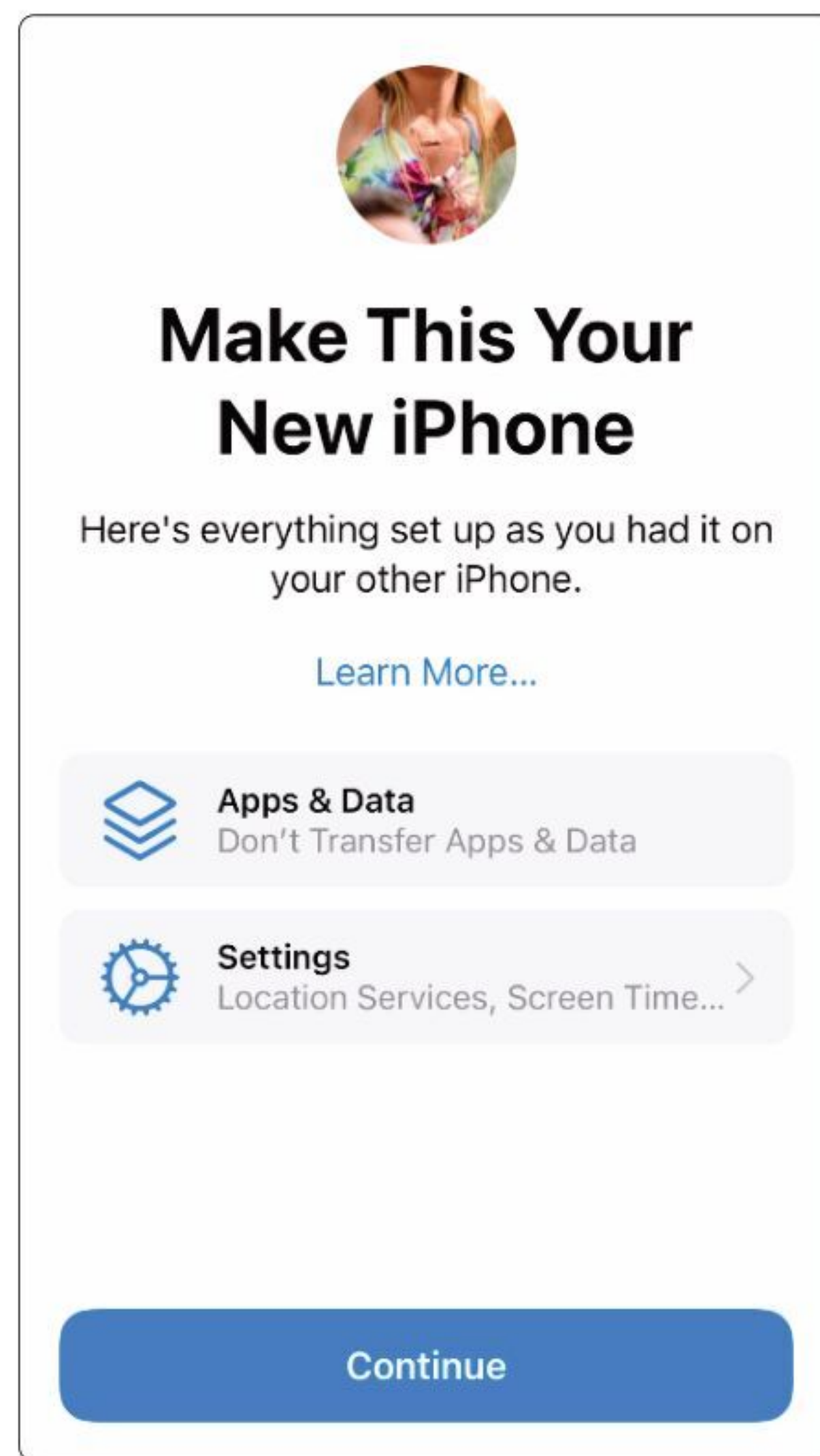
6 After setting your passcode, you can transfer data from your other phone (iPhone or Android) or a backup if you wish. If this is your first iPhone, choose the last option.



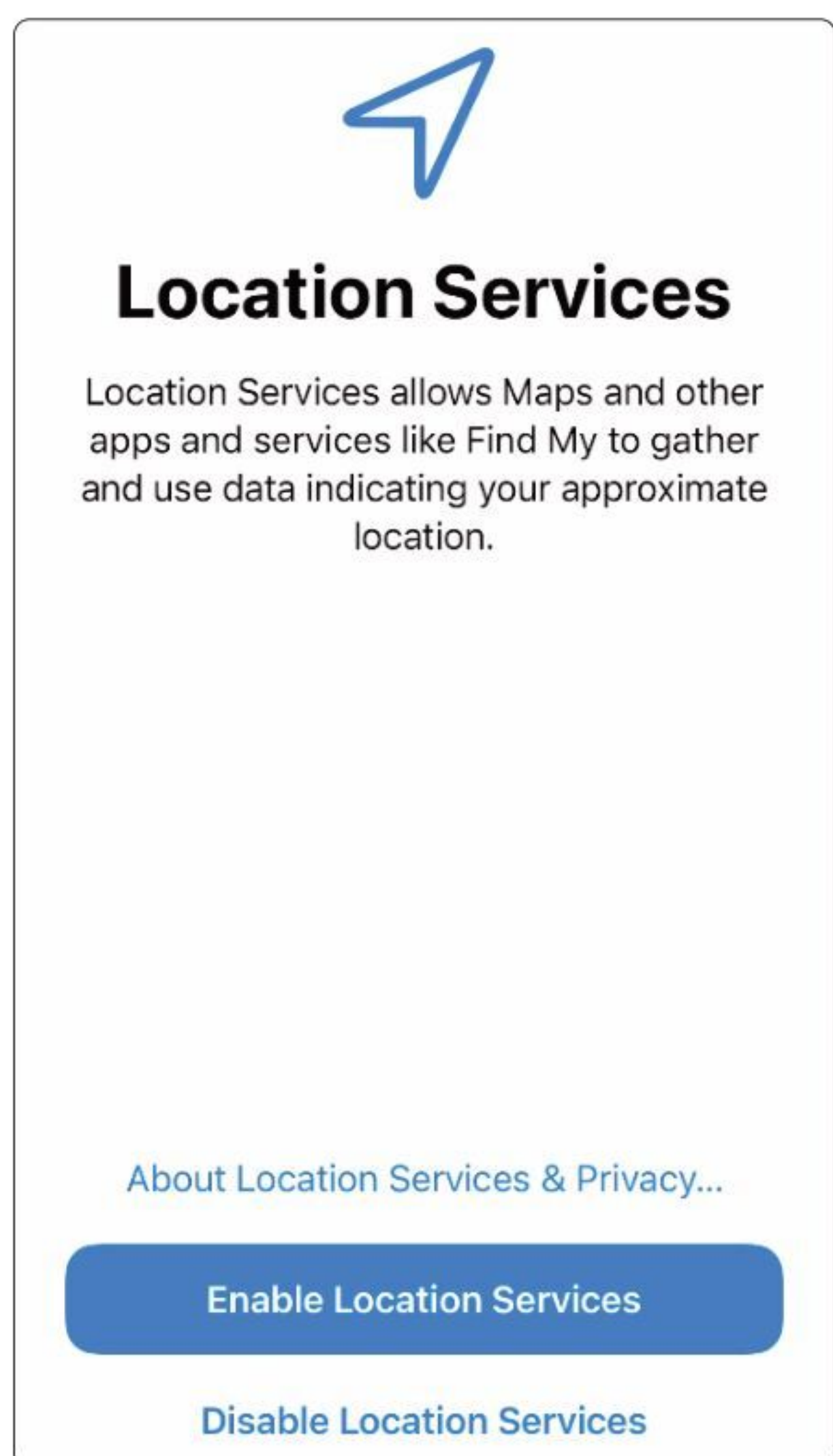
7 Enter your Apple ID. This is your email address and password. If you don't have one, tap the link below the Password field and follow the tutorial on Your Apple ID – How to Set it Up.



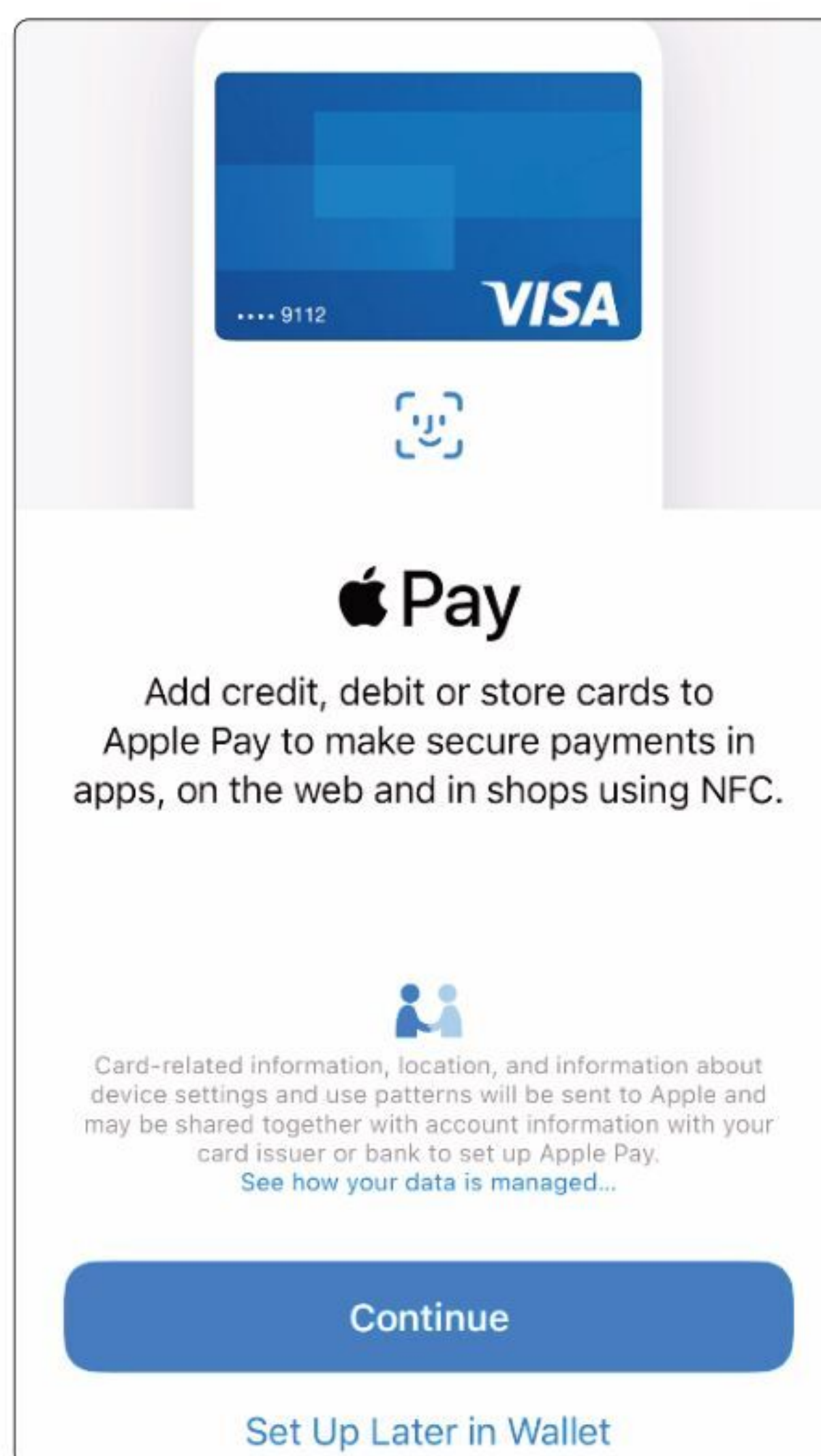
8 If you have other recent Apple devices signed into the same Apple ID you just used, you're sent a verification code. Read it off your other Apple device and type it here. Agree to the T&Cs.



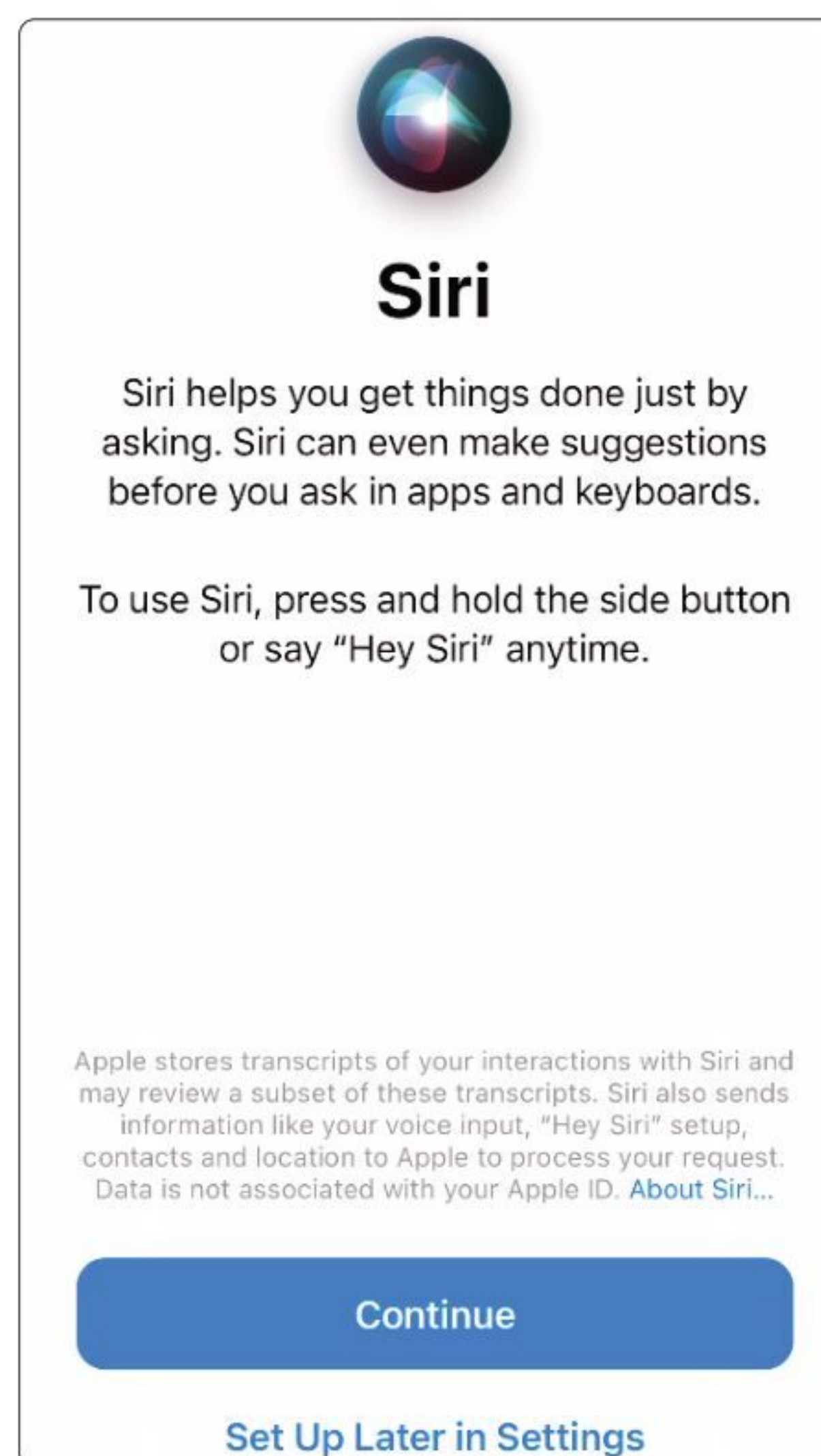
9 If you've previously had an iPhone, you set it up in the same way as before. Tap Continue to do so, or Customise Settings to decline. Next is info about staying up to date; tap Continue.



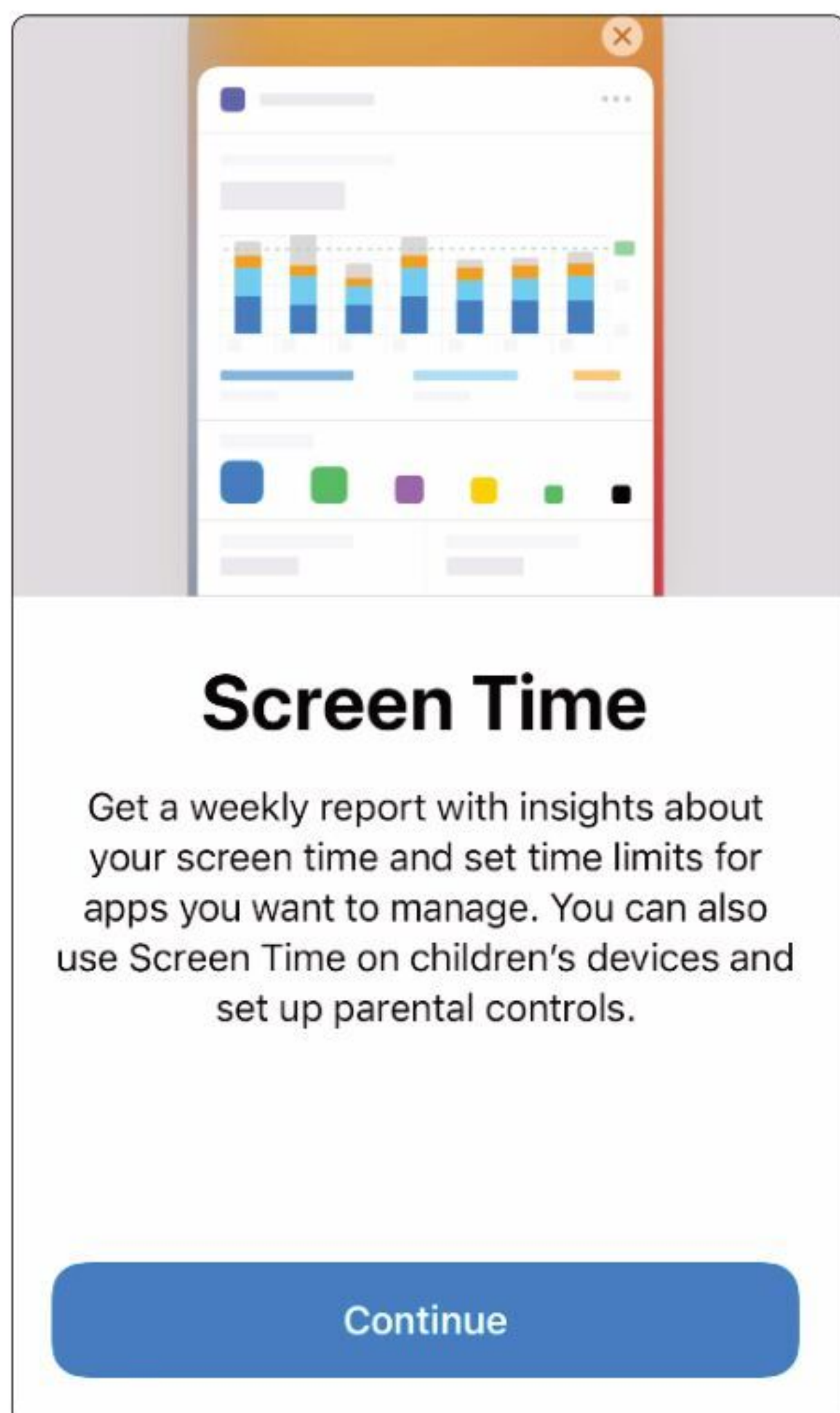
10 Do you wish to enable Location Services; we suggest you should because, whilst this enables your iPhone to gather data about where you are, it is essential for apps like Find My and Maps.



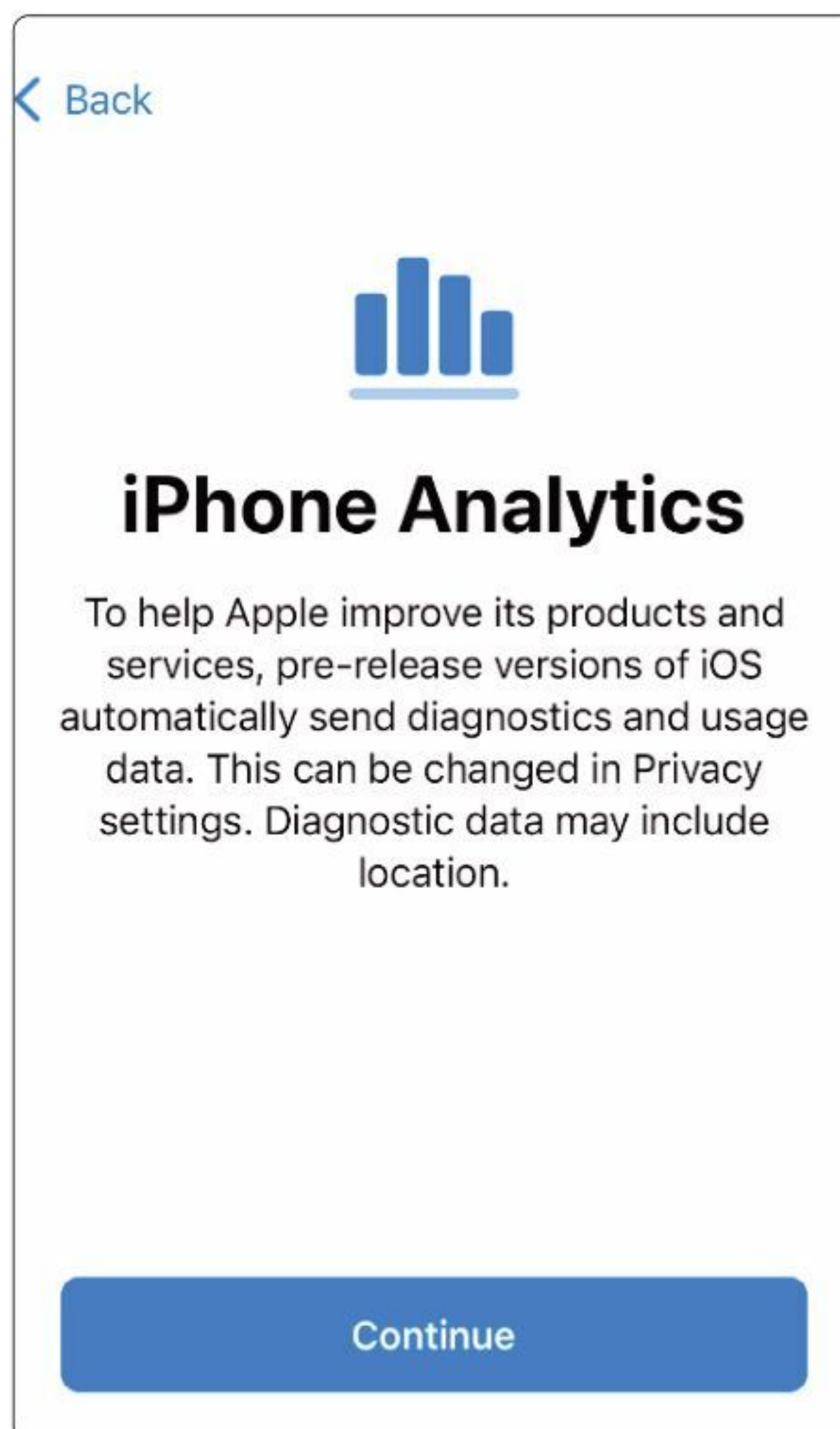
11 Do you set up Apple Pay now, or later in the Wallet app? If you decide to do it now, follow the on-screen instructions. Naturally, if you don't want to use it at all, you can ignore this feature.



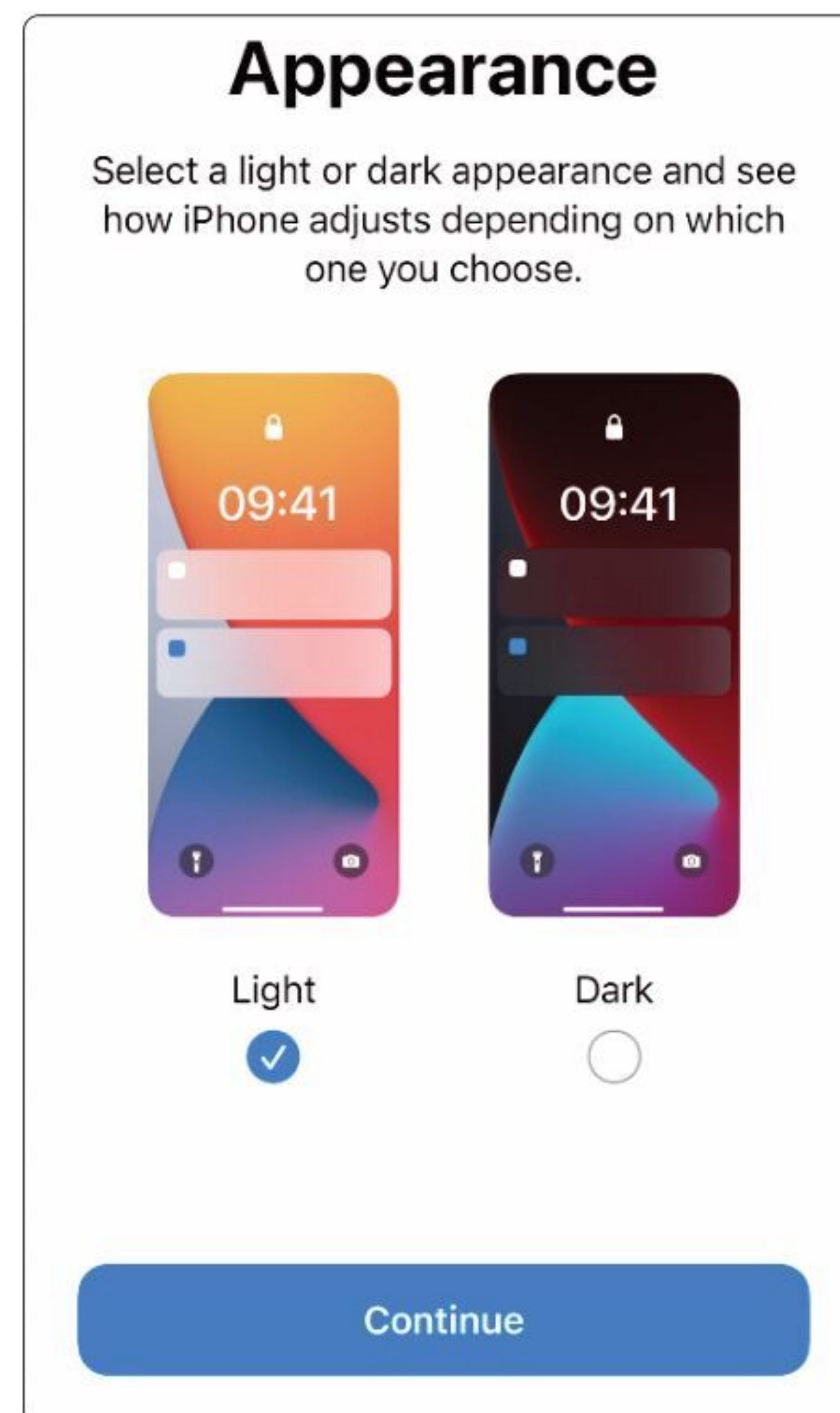
12 You can now train Siri to recognise your voice. Again, if you want to do it now, follow the on-screen instructions. If not, tap Set Up Later in Settings; you can do it any time you like.



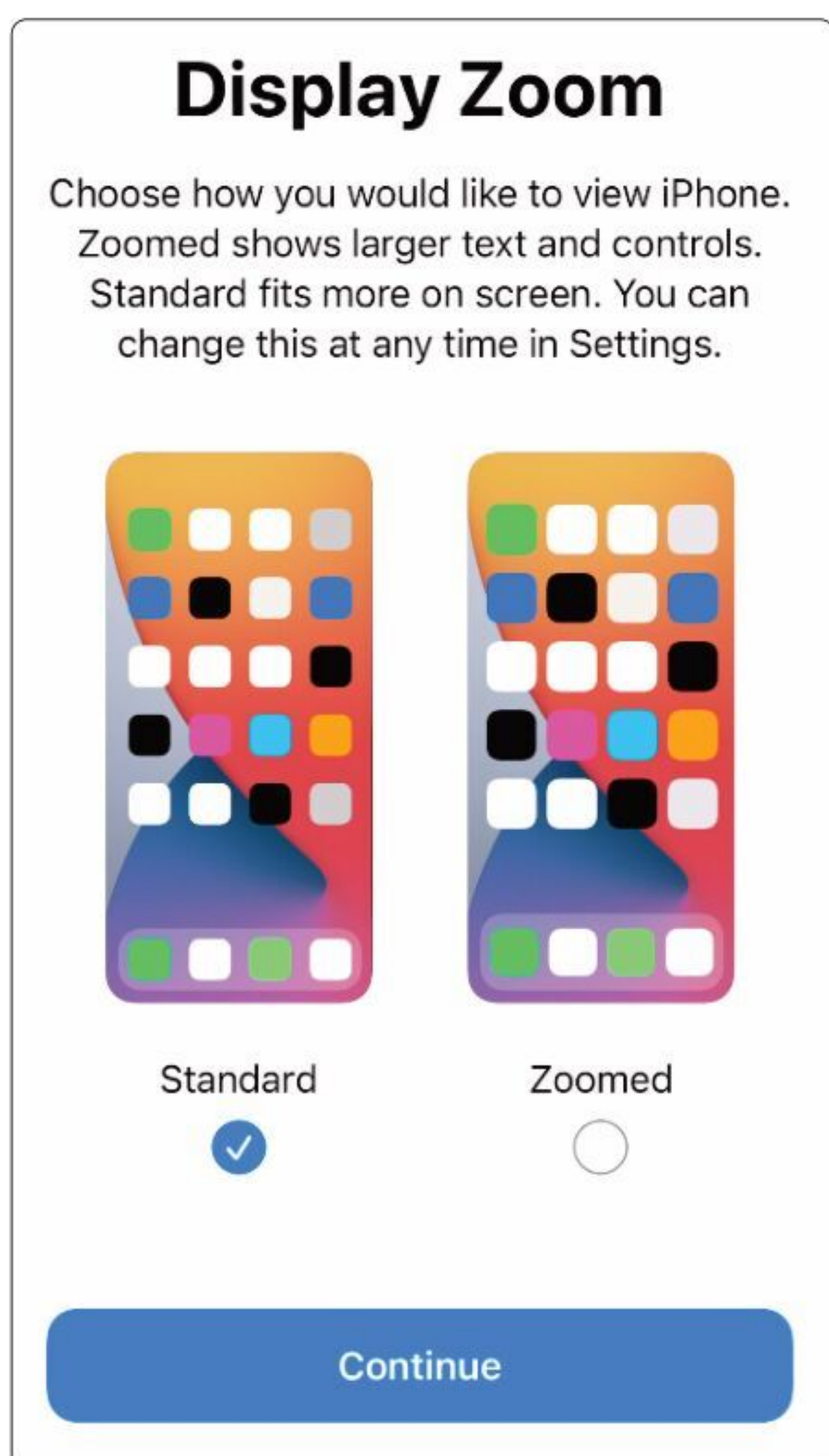
13 You can now set up Screen Time, a feature that gives you a weekly report on how you use your iPhone. There's a full tutorial on it later in this book. Set it up now, or later as you wish.



14 The next two screens ask if you want to share iPhone Analytics and iCloud Analytics with Apple and its developers. It's up to you, and you can change your mind in Settings later.



15 Decide whether to use Light Mode or Dark Mode (this is another option you can change later, in Settings). You're then welcomed to the iPhone and are ready to get started.



16 Do you prefer to have your display Zoomed, which shows larger text and controls, or Standard, for more on the screen? Decide here; you can change it later in Settings.

Erasing an iPhone.

If you need to erase all previously used settings and data from your iPhone, you need to reset it to factory conditions then set it up using this tutorial.

From the home screen, go to Settings > General. Tap Transfer or Reset iPhone at the bottom. Now tap Erase All Content and Settings. Back up when asked, if you haven't already, or just erase.

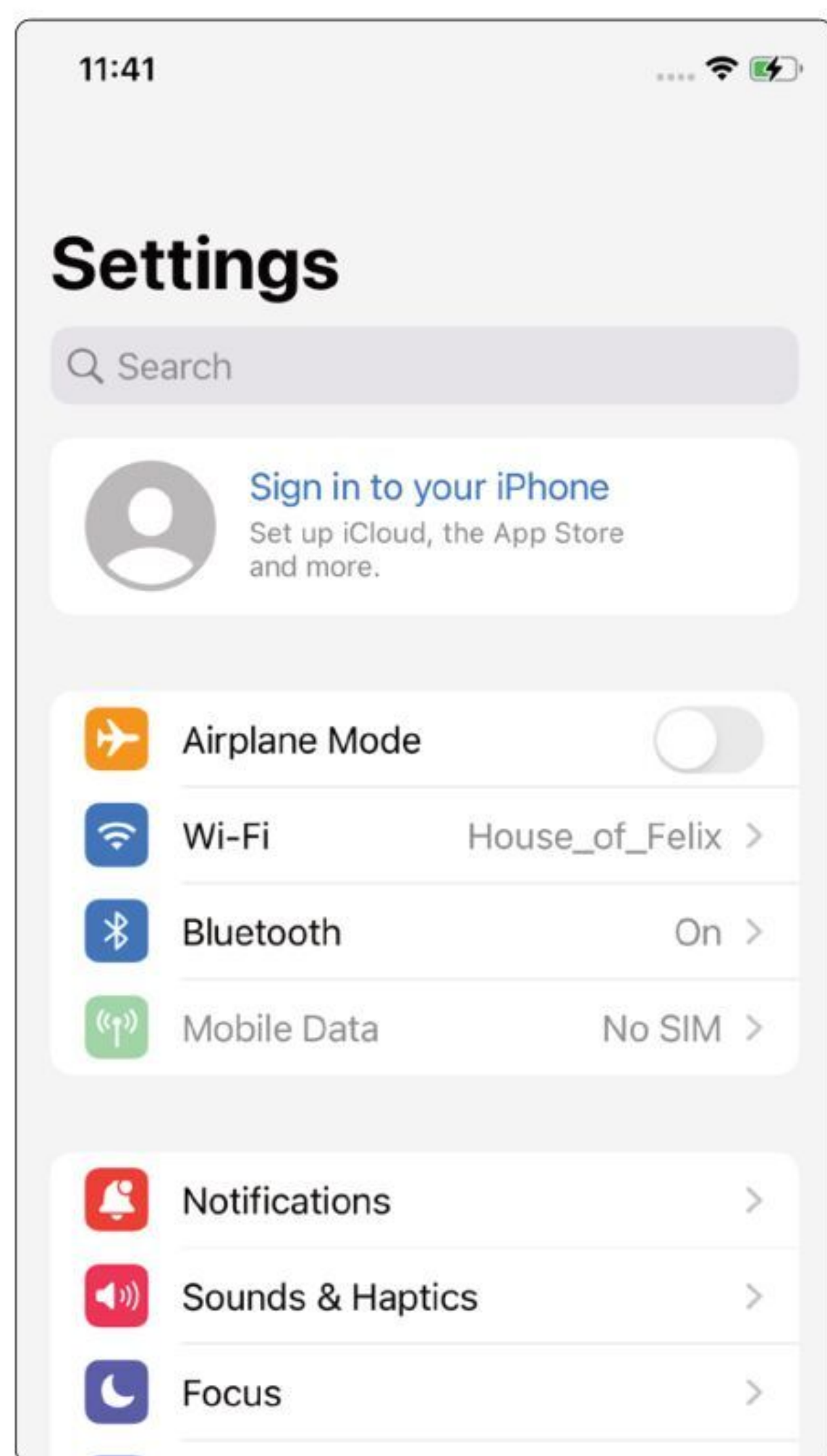
Enter the passcode, tap Erase iPhone, then again to confirm, and then enter the Apple ID. You might need to get these from the phone's previous owner. Your iPhone is then wiped.



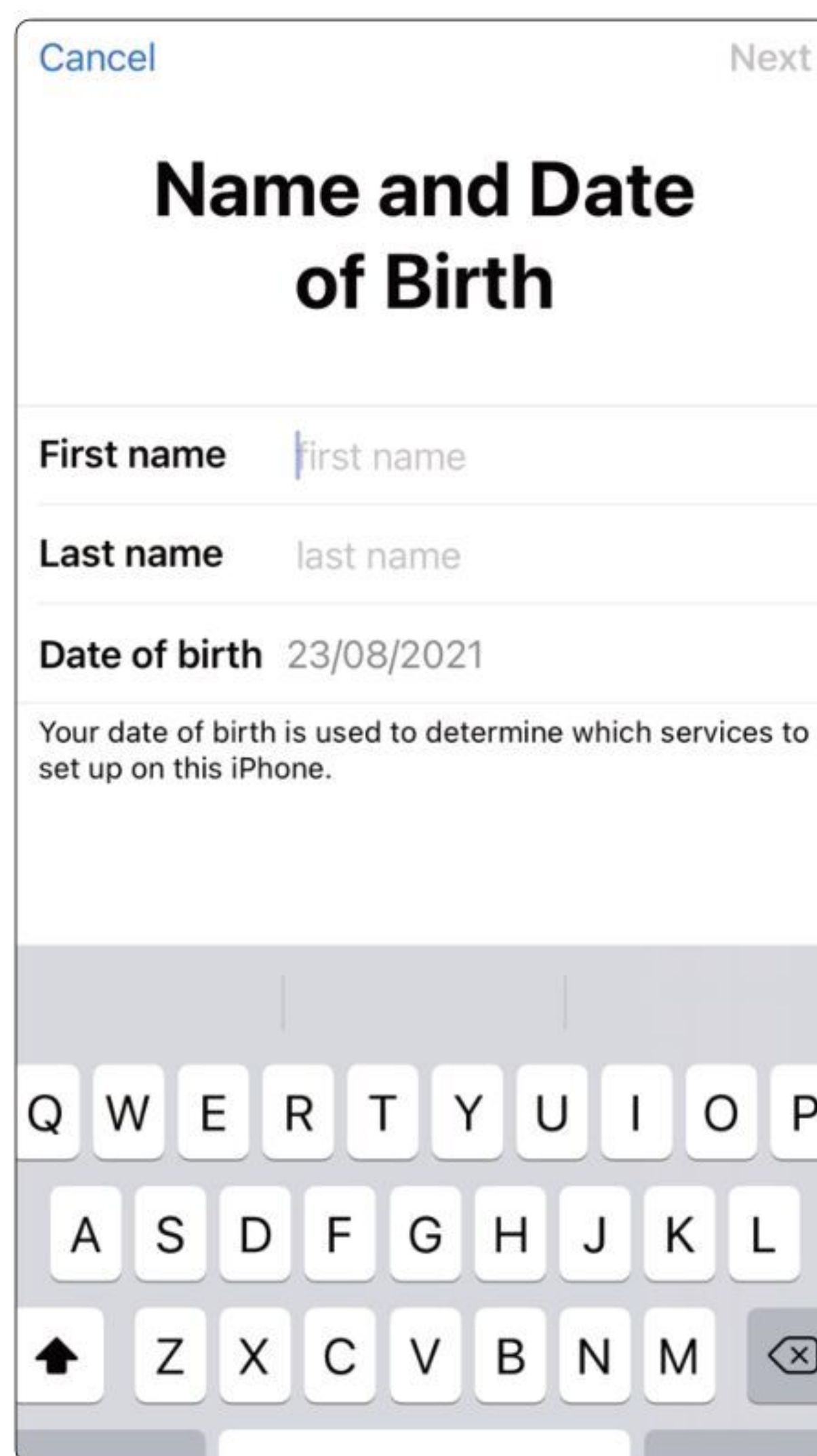
Your Apple ID

Set Up and Use it

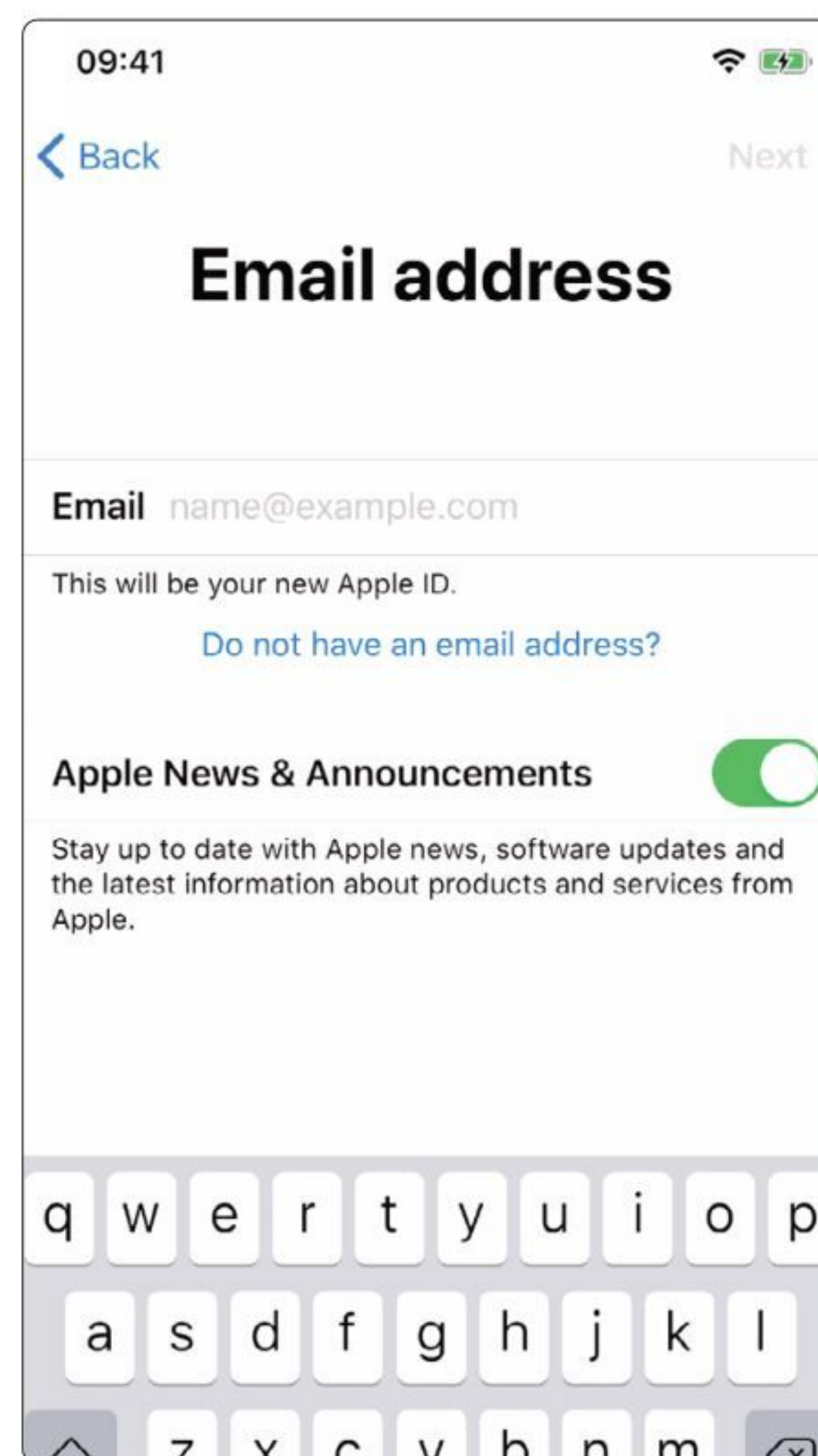
If you don't already have a working Apple ID, and you didn't register one while setting up your iPhone, you should do so now. With it you can download applications from the App Store, use FaceTime, buy music and movies from iTunes and use many of the iPhone's features and services. Without an Apple ID, you won't come close to getting the most from your iPhone.



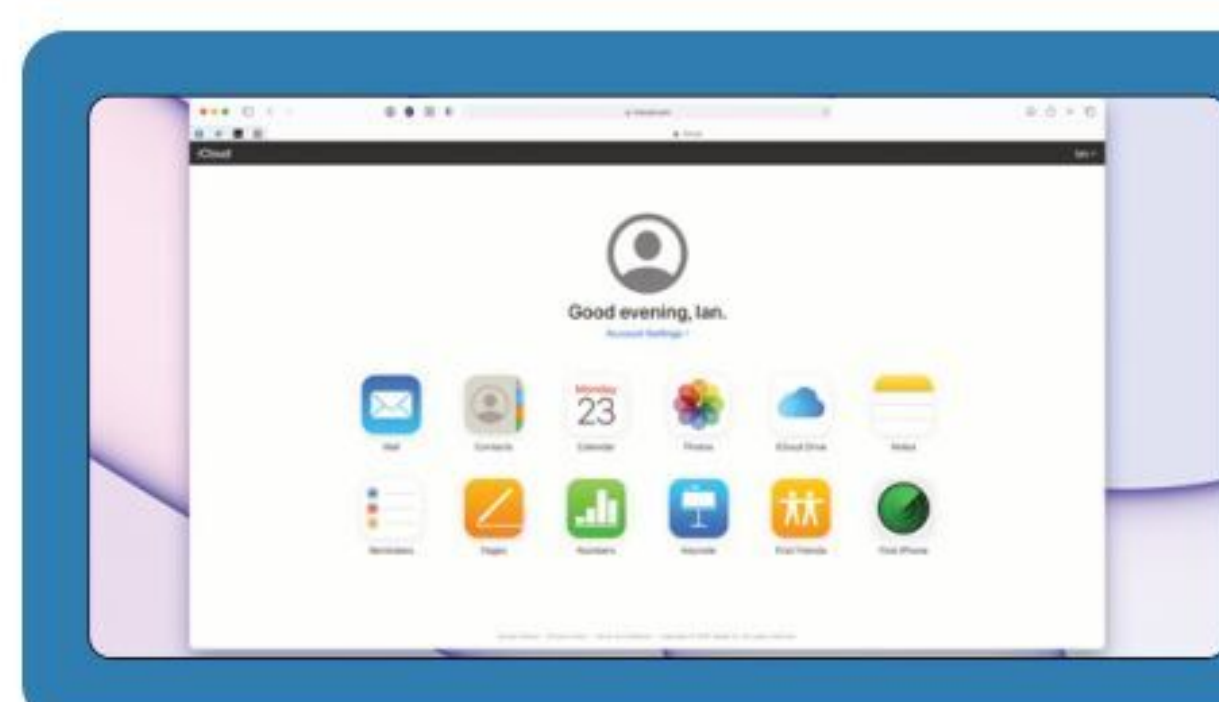
1 Open the Settings application from your iPhone's Home screen and scroll to the top of the screen. Tap the Sign in to your iPhone option right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



2 Tap Create Apple ID in the next window and, when instructed, enter your name in the fields provided. In the next field, Date of Birth, set your date with the wheels, and then tap Next to move on to the next step.

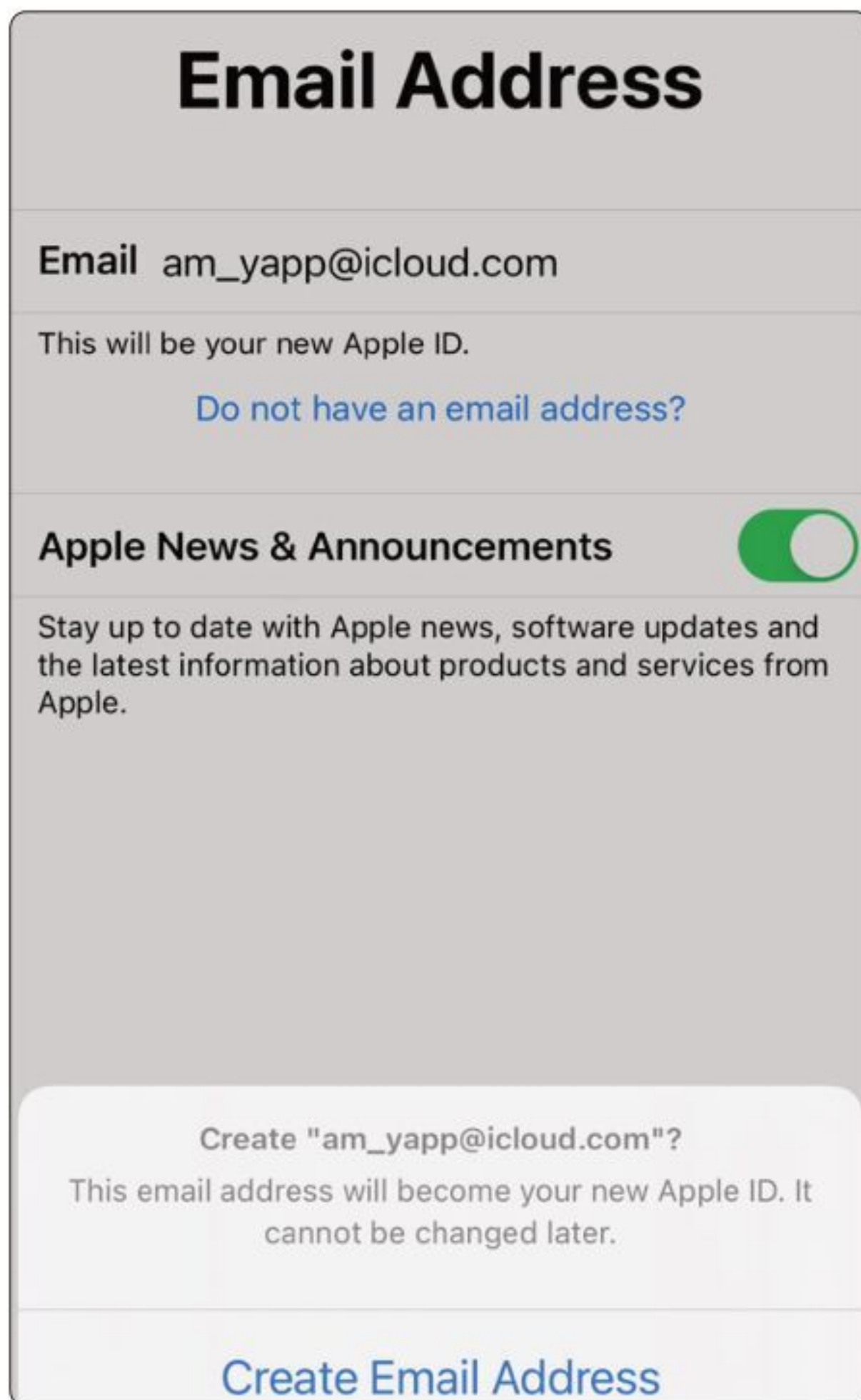


3 Then, you're asked whether you want to use your current email address (if you have one) for your Apple ID. Tap Do not have an email address? if you want to use the free iCloud address that comes with your Apple ID.

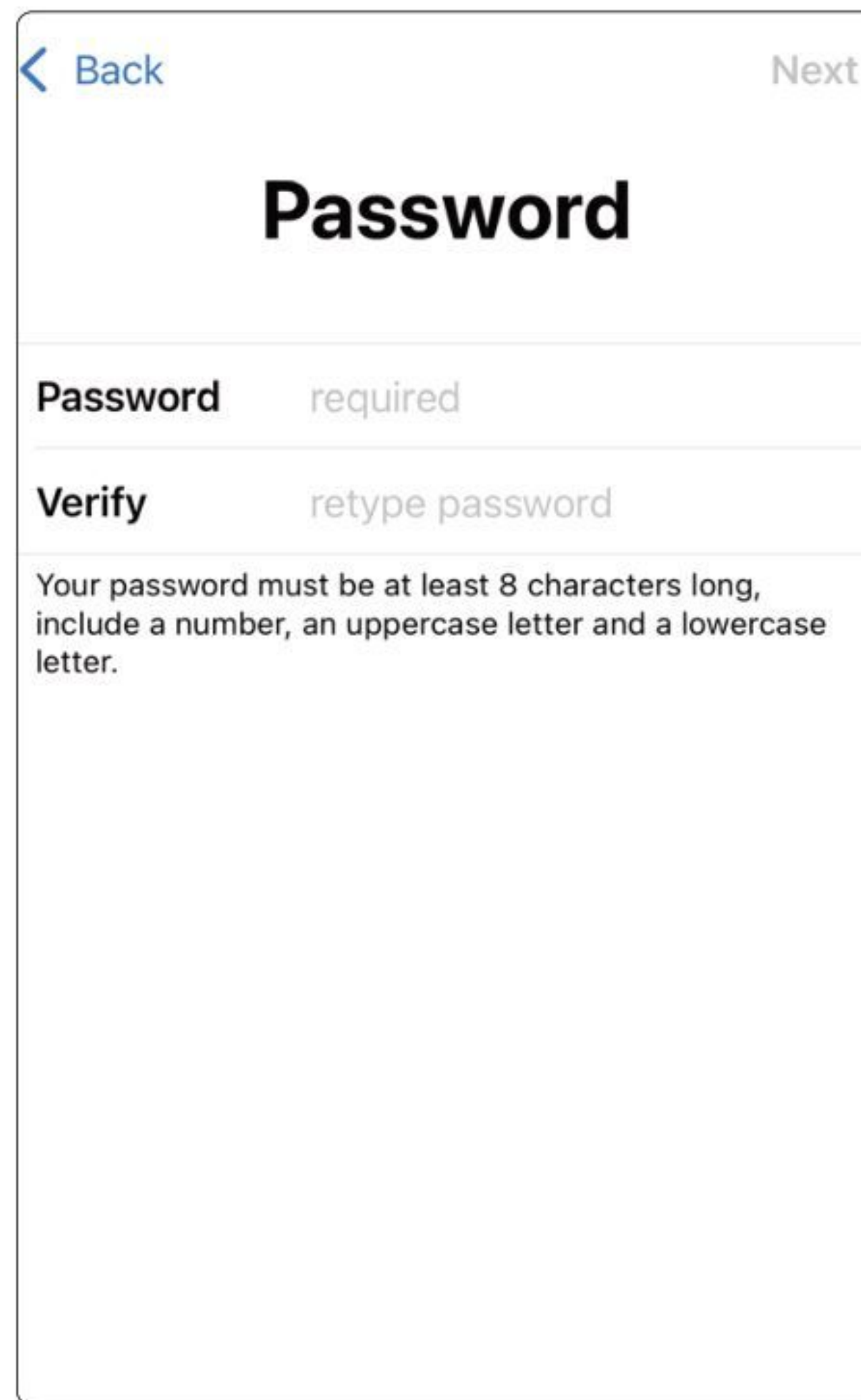


iCloud email.

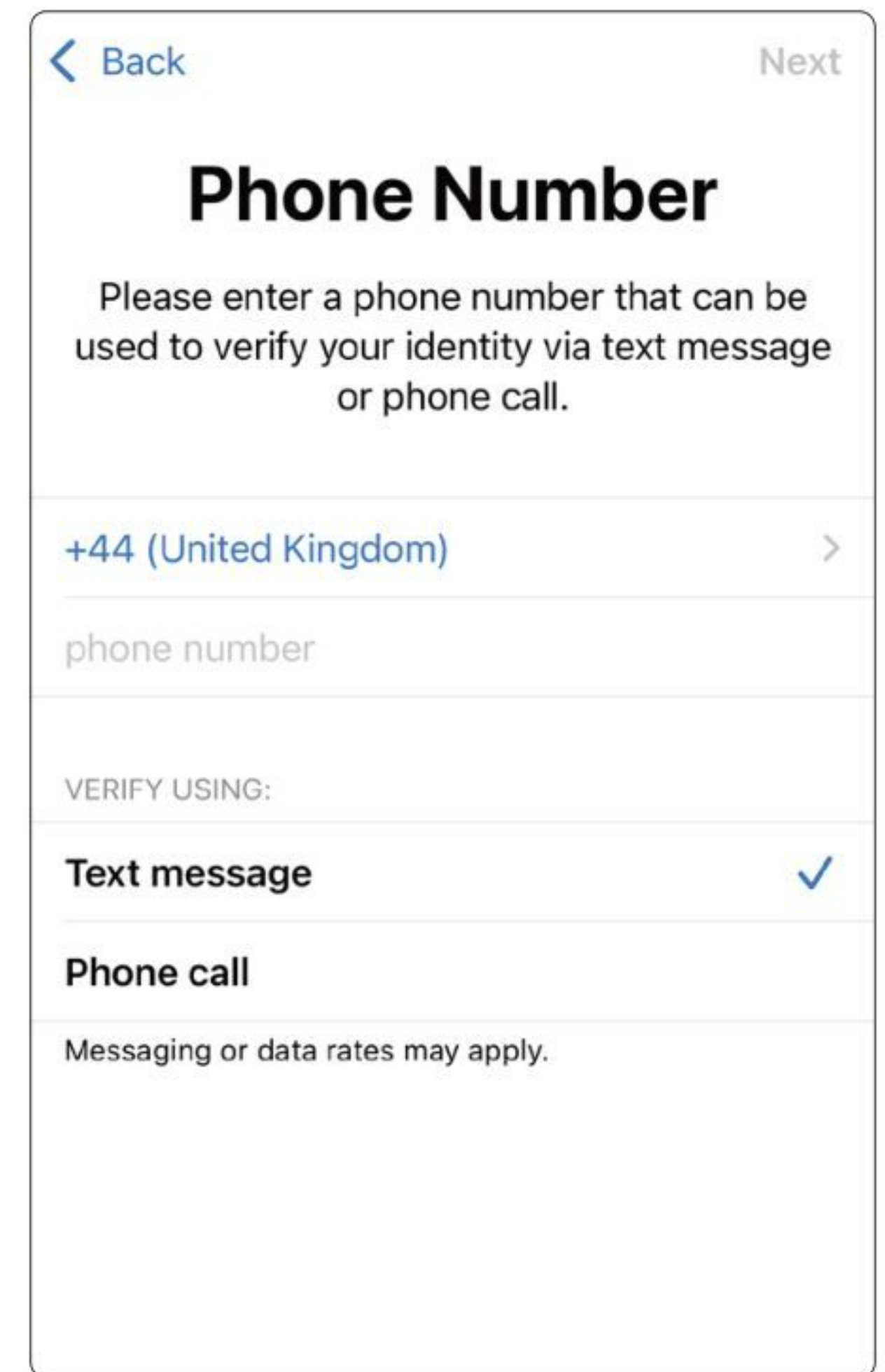
Your Apple ID gives you a free iCloud email address. You can use this email address on your iPhone and also on any other Internet devices you have, such as Macs, PCs or tablets, and through a browser at www.icloud.com. Best of all, you keep your iCloud address even if you change your Internet provider.



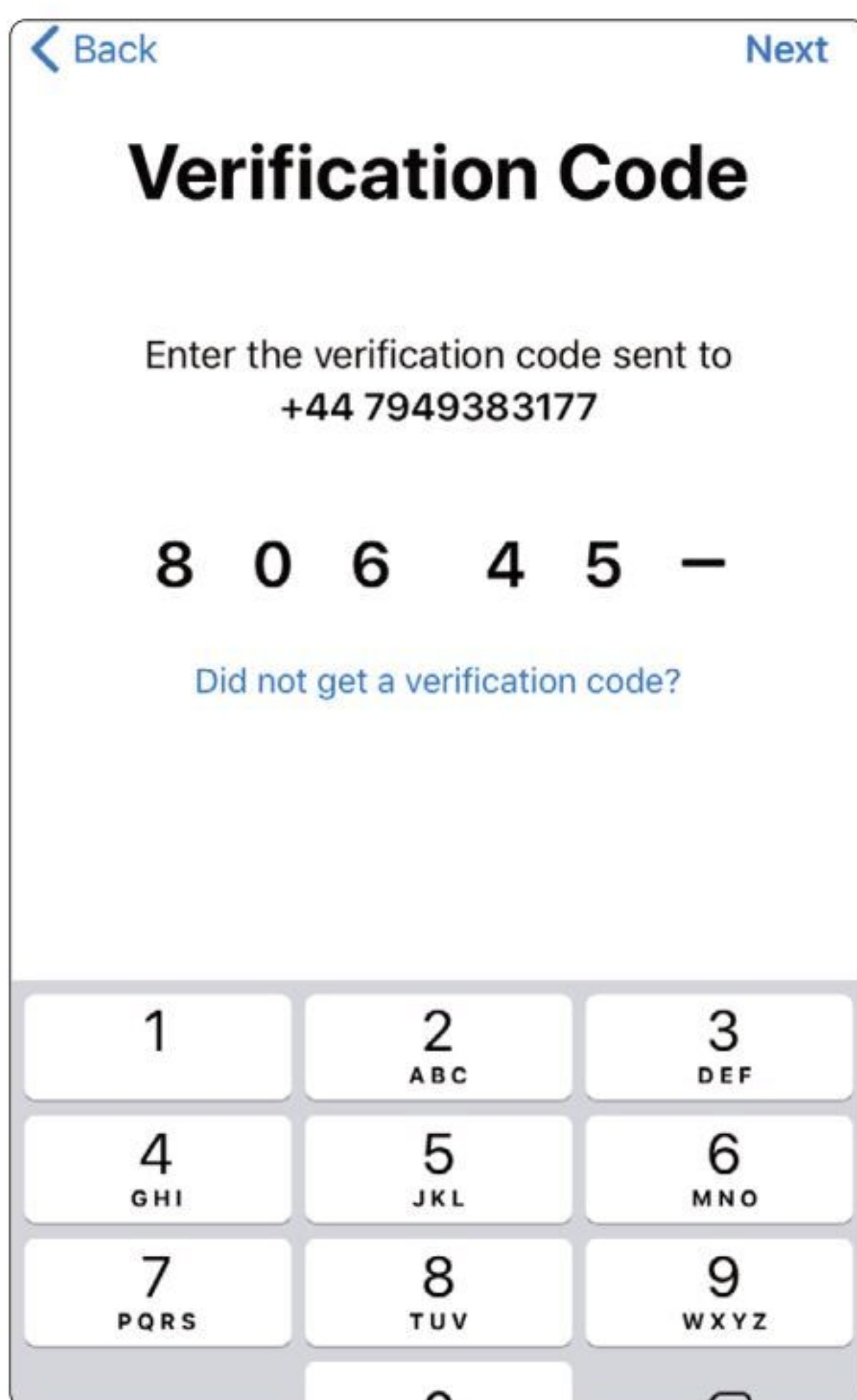
4 If you choose to use your new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken but when you do, accept it by tapping Continue.



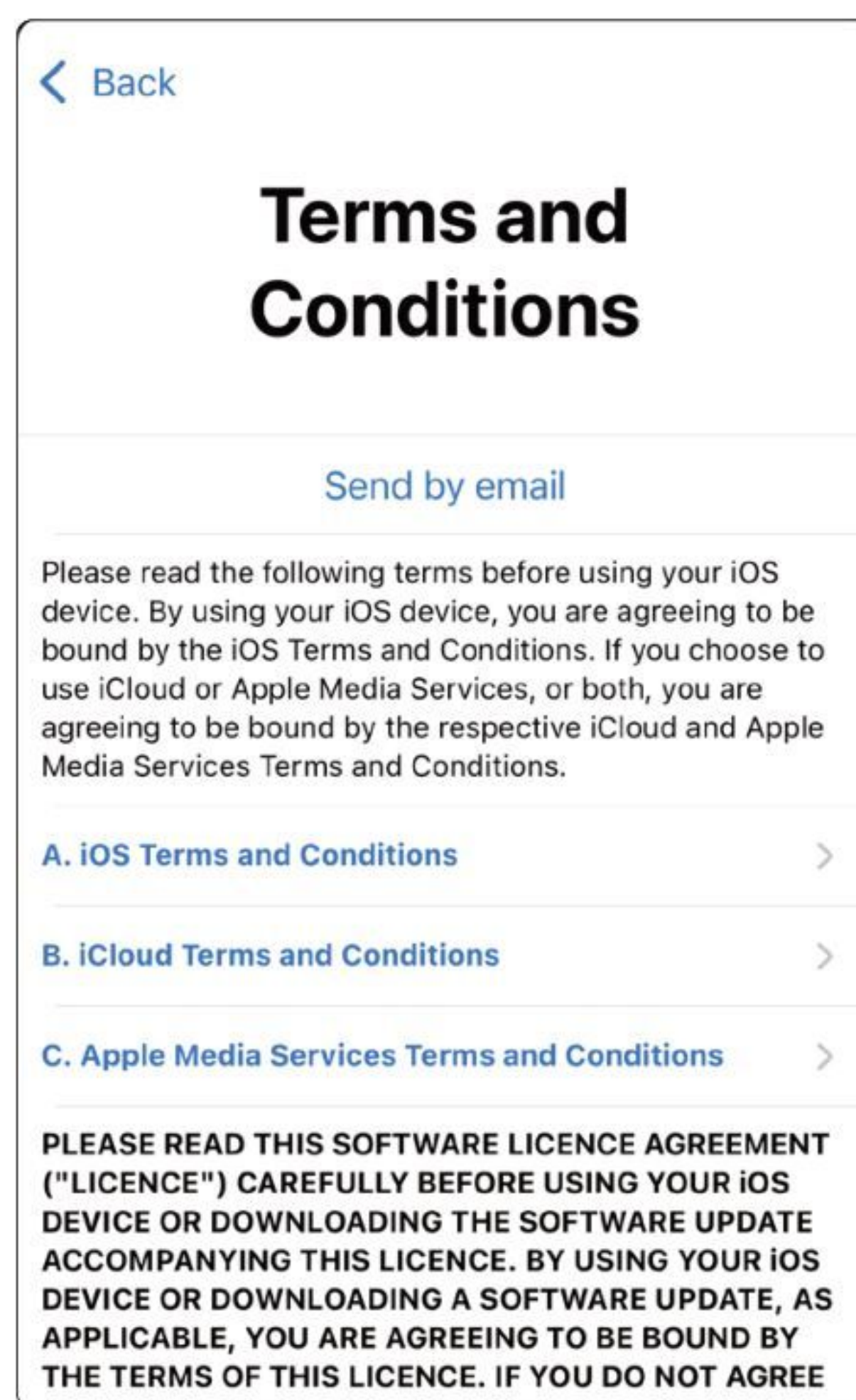
5 Now you must choose your password. As stated on the screen, it must be at least eight characters long and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



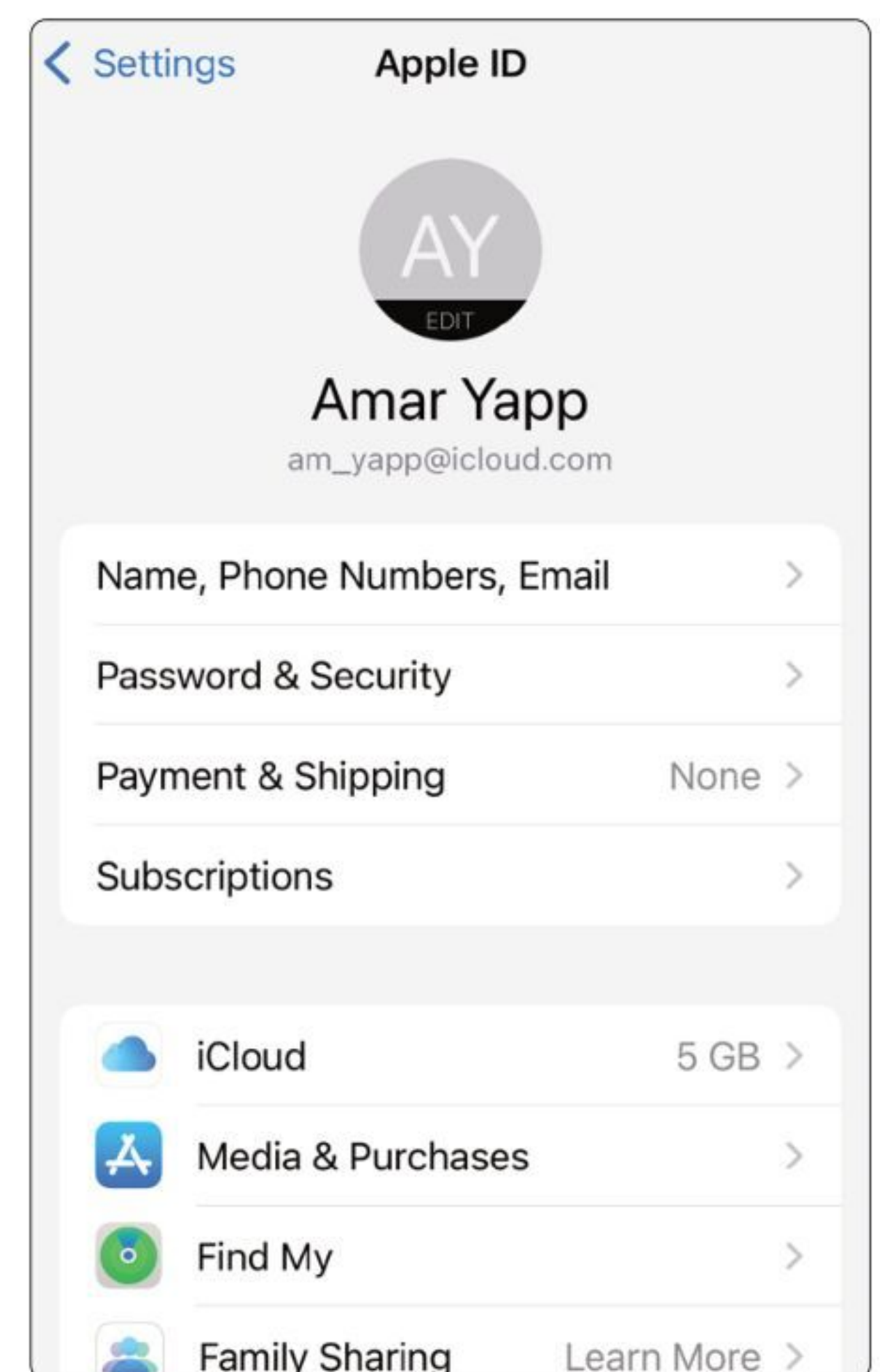
6 Apple needs your phone number so you can be contacted, via a call or text message, to confirm your identity. Use the number taken from your SIM card, or tap Use a different number, to choose another number for them to phone or message. Tap Continue.



7 After tapping Next, you should enter the six-figure verification code that's just been sent to your device (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



8 Agree to the terms and conditions and your iPhone signs into iCloud with your newly created Apple ID. When it's done, you must enter your iPhone's passcode, the one you use to unlock it on the lock screen, to complete the sign-in process.



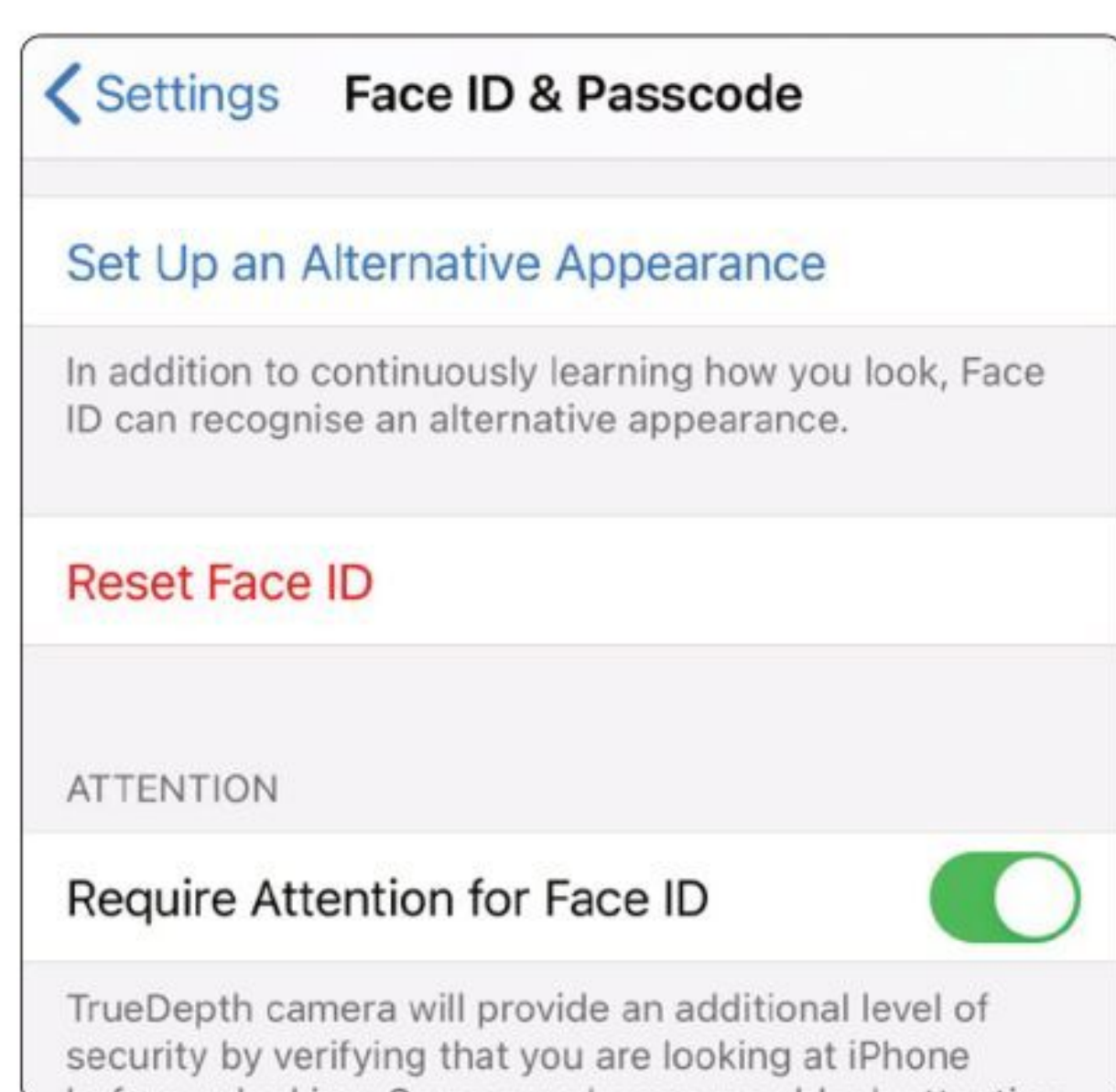
9 When the sign-in process is completed, you're shown your Apple ID screen. From here, you can tap the initials at the top of the screen to add a photo, tap iTunes & App Store, to set up media and purchases, and set up services like Family Sharing and iCloud.



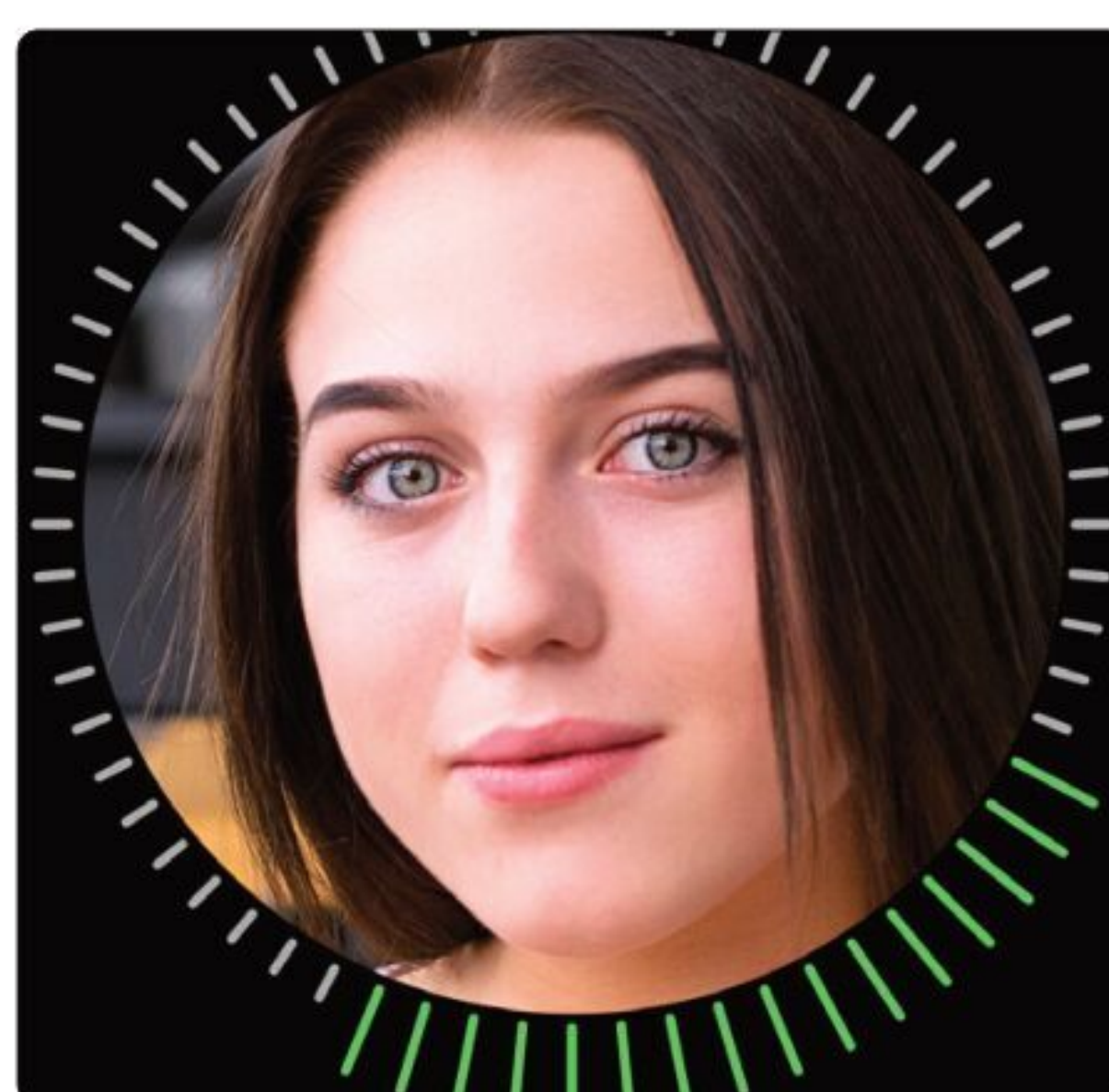
The Face ID and Touch ID Features

iPhones with a top-to-bottom screen have Face ID. Most iPhones with a Home button have Touch ID. You probably set up this service during the initial setup, but here's how to do it if you need help.

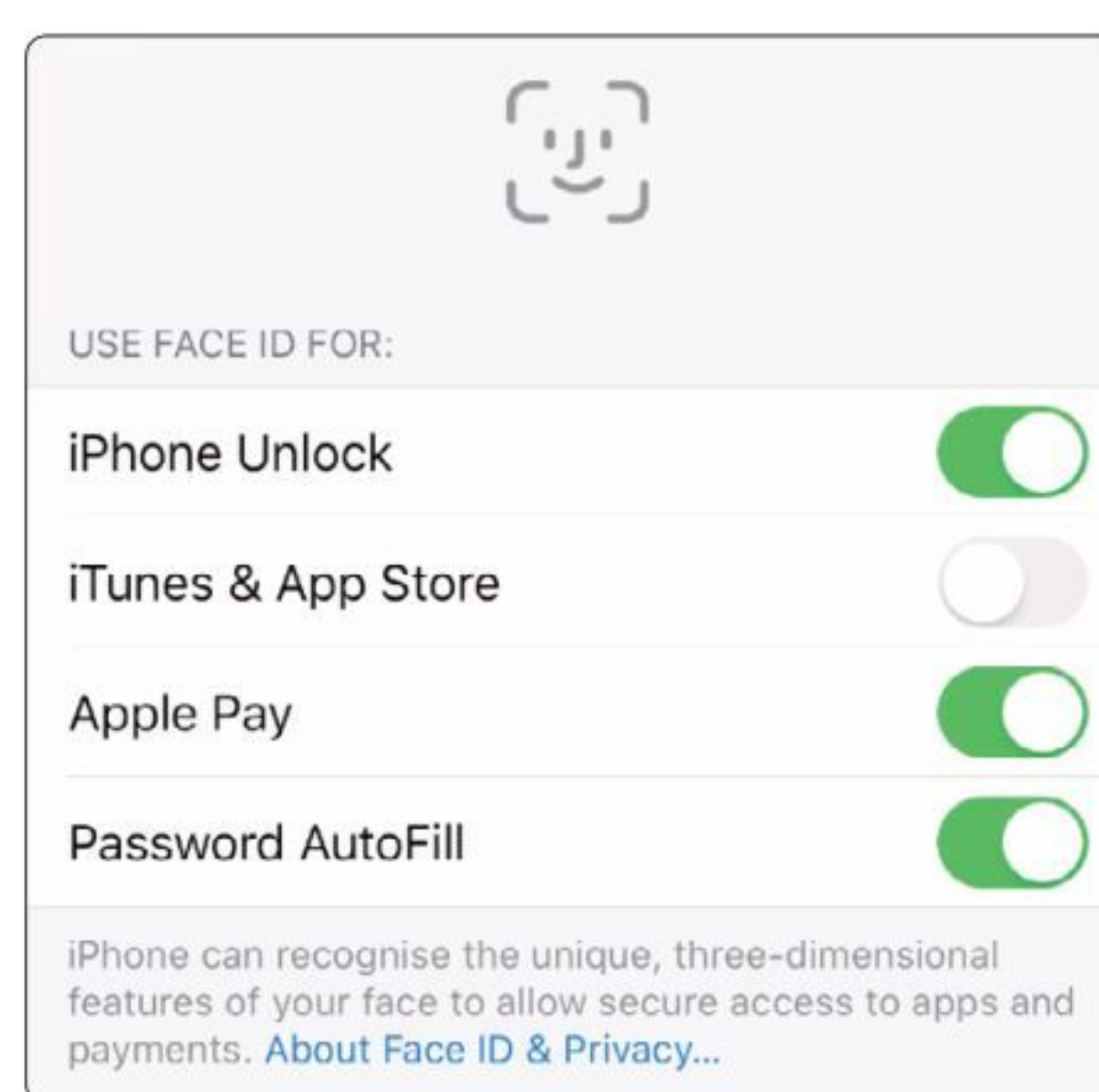
Setting up Face ID



1 Go to Settings > Face ID & Passcode and enter your iPhone's passcode to continue. Tap Set Up Face ID or Set Up Alternative Appearance, or tap Reset Face ID to start afresh.

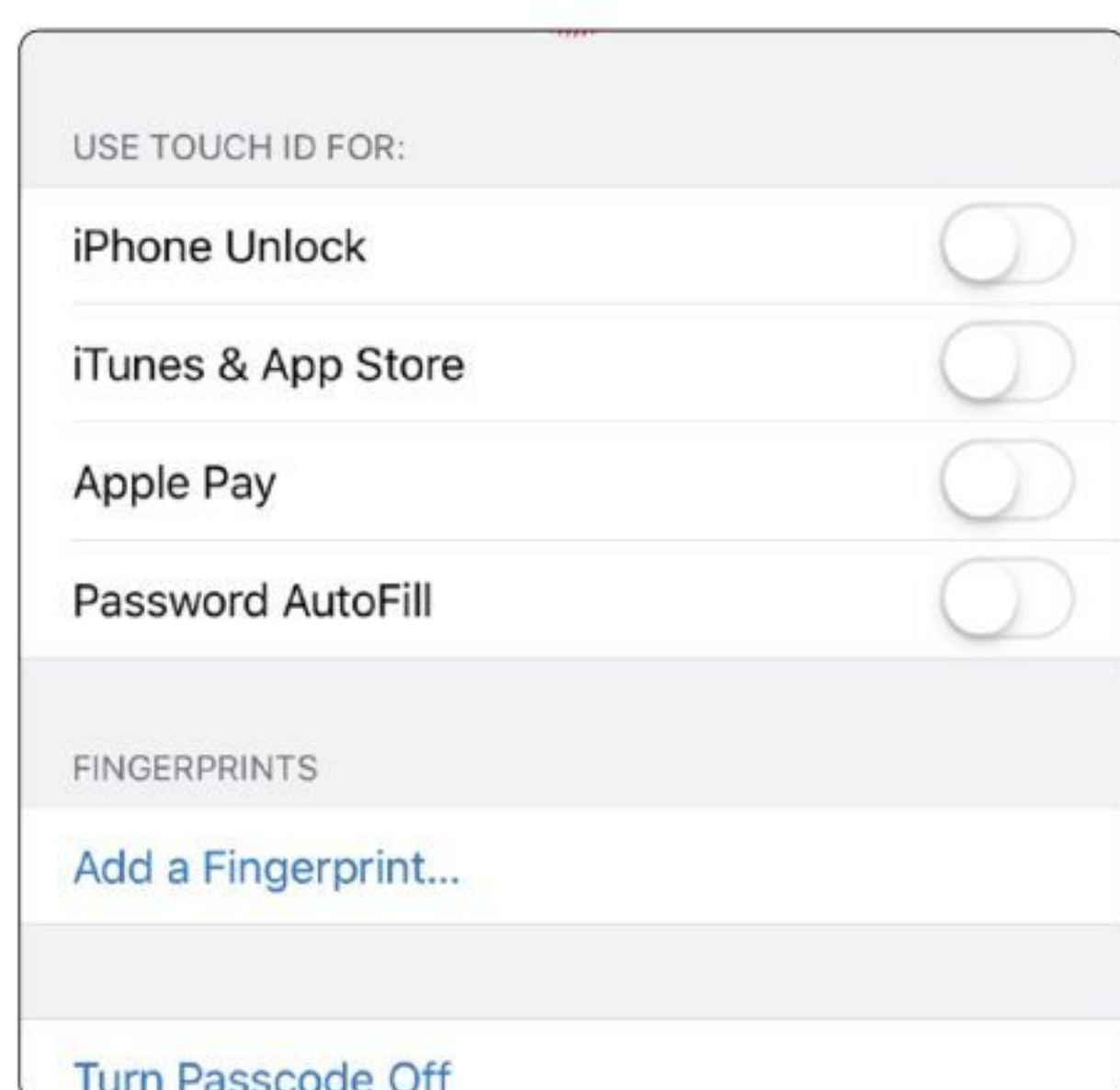


2 Position your face within the frame as instructed, then move your head in a circle until the small lines around your face are all green. Tap continue, then repeat for a second scan.

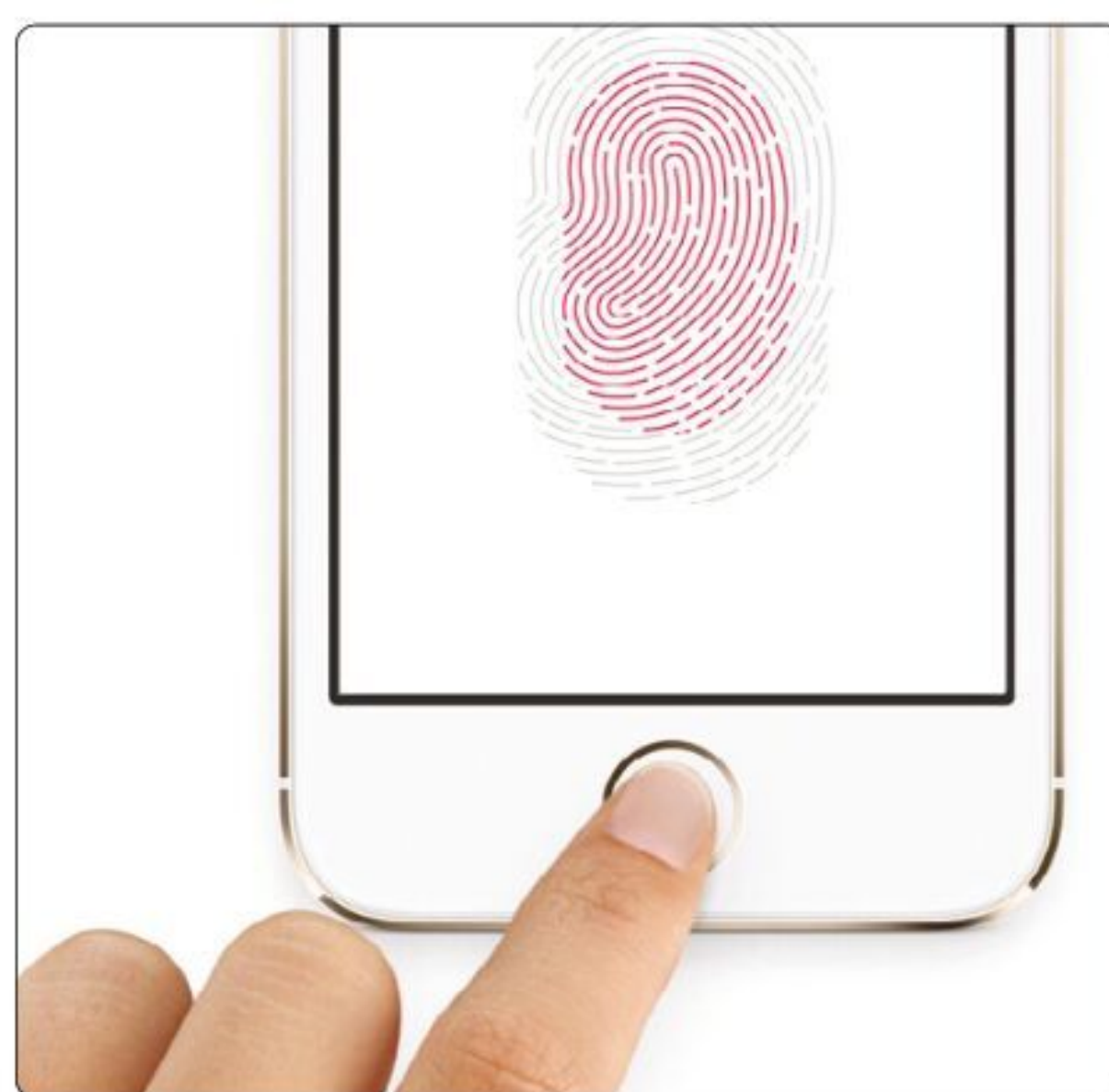


3 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure your iPhone's Face ID feature to your own personal requirements.

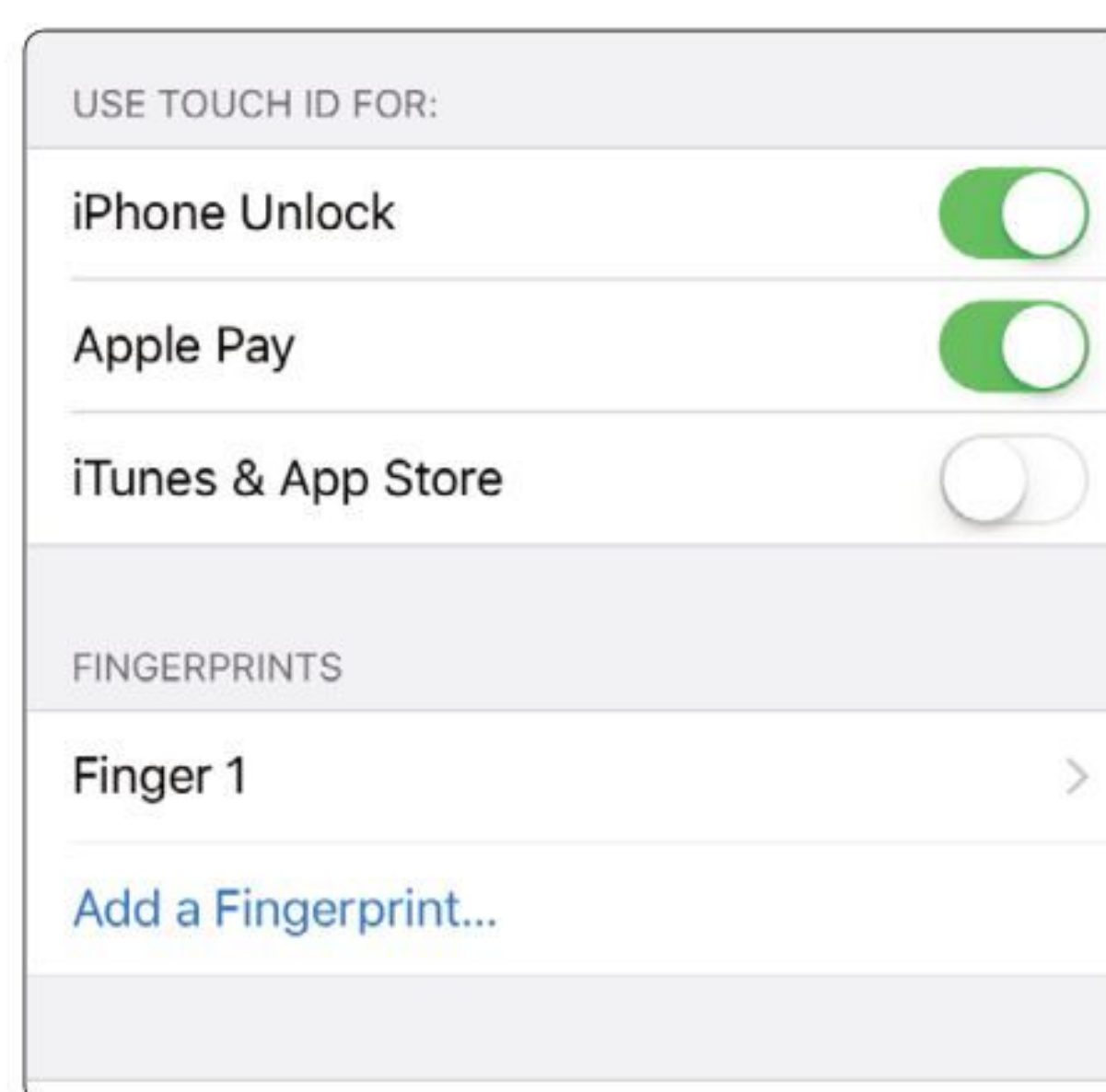
Setting up Touch ID



1 Go to Settings > Touch ID & Passcode and enter your iPhone's passcode when instructed. Tap the Add a Fingerprint link to start registering one of your fingerprints with Touch ID.



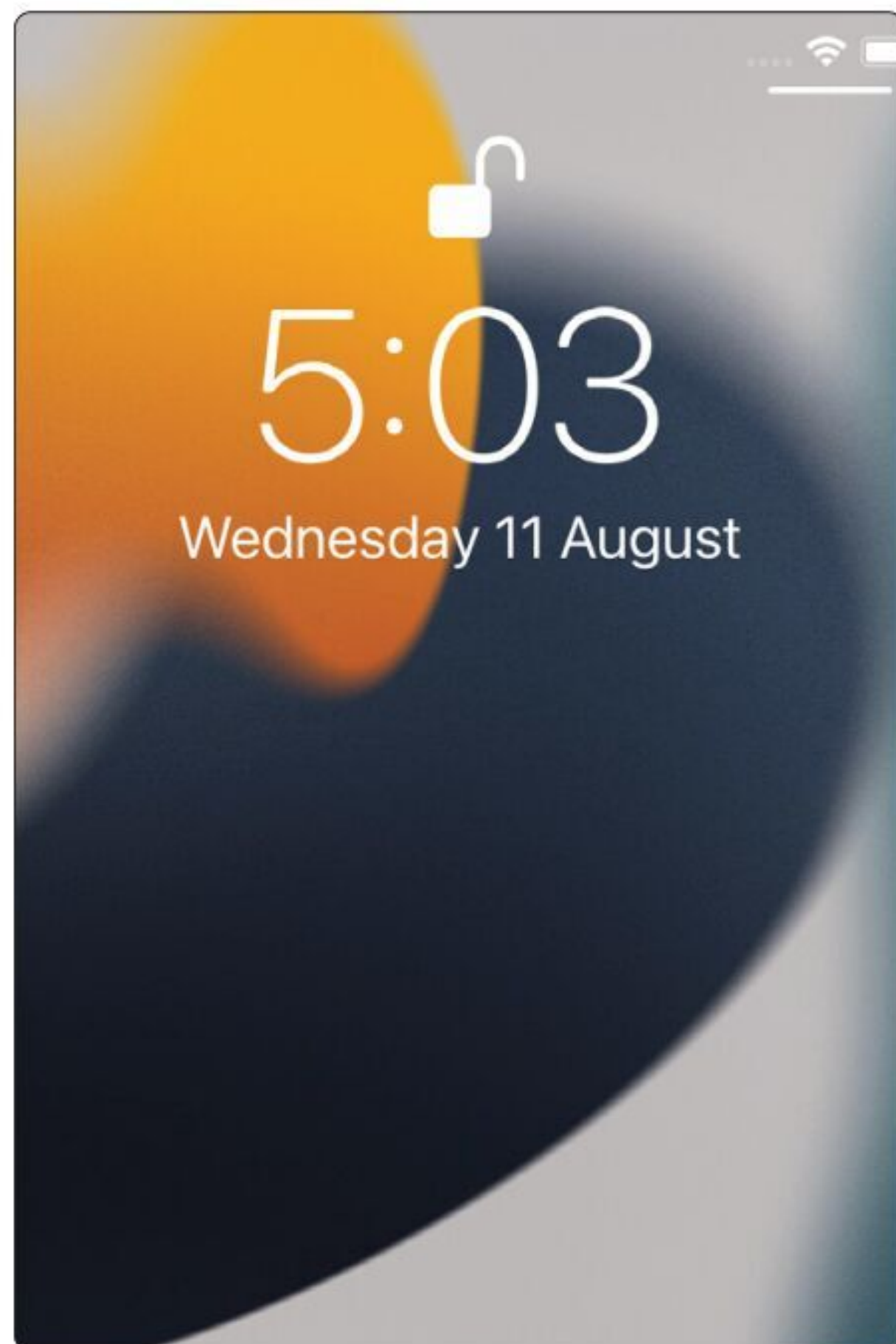
2 Place a finger on the Home button and follow the instructions, lifting and replacing your finger until the fingerprint is filled. Then do the same again with the edges of your fingertip.



3 When done, you return to the first screen, from where you can add another fingerprint if you wish. You can also choose which iPhone features can be activated using your Touch ID.

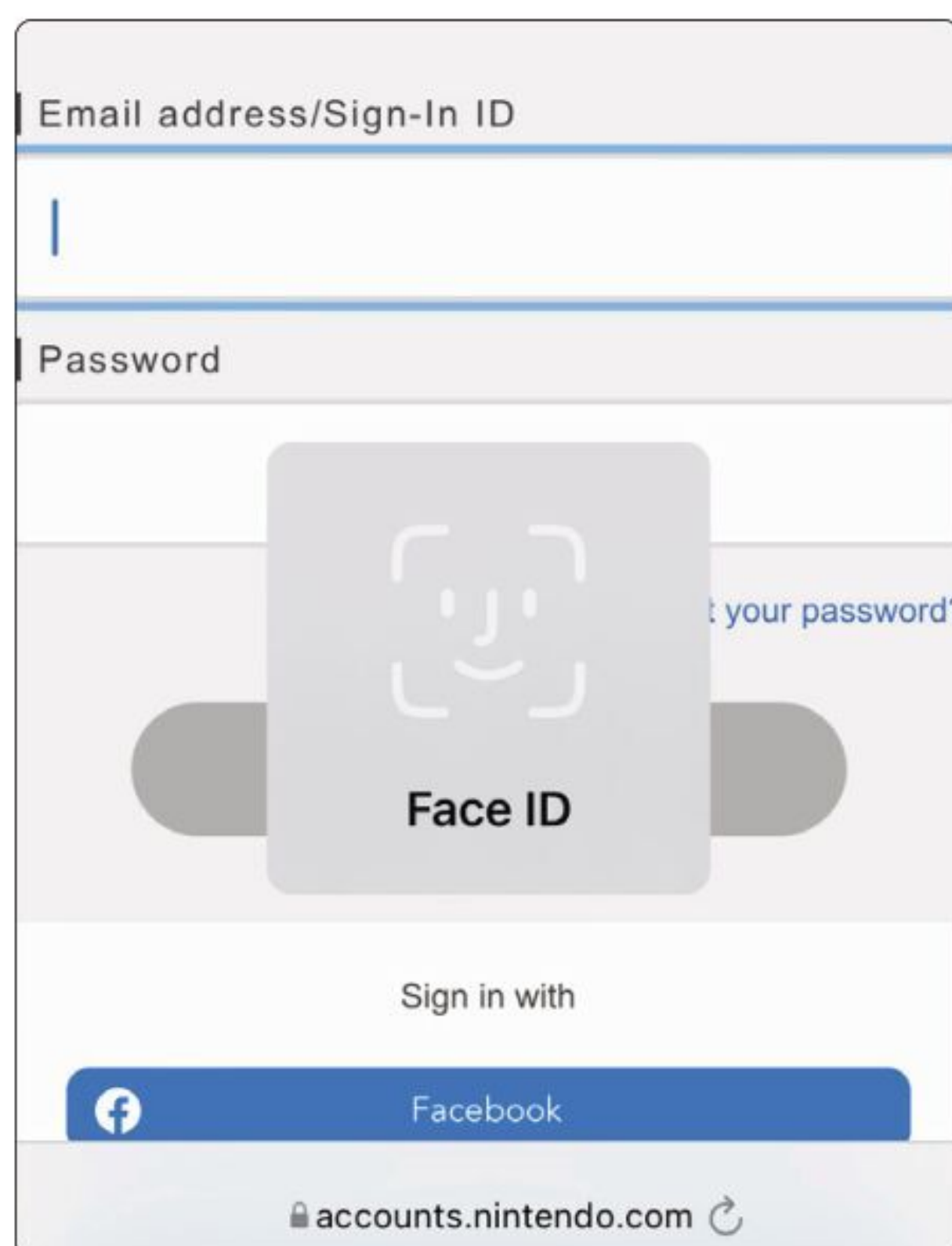


Using Face ID



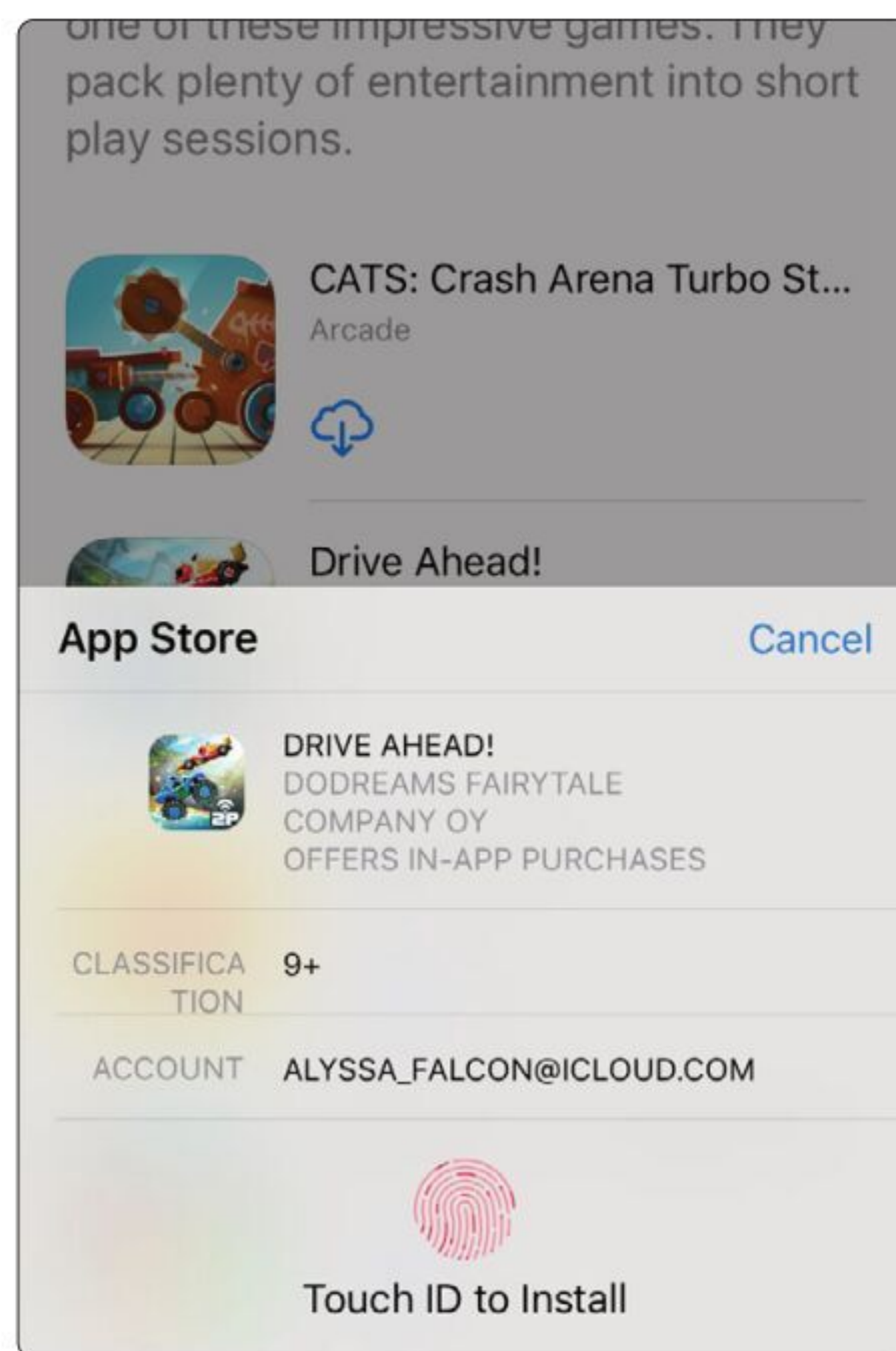
Unlocking your iPhone

1 With Face ID, simply look at your phone and the lock springs open, as you can see here. You can do it in any lighting conditions, even total darkness. If you have Touch ID, you can unlock your phone by pressing the Home button with a finger registered for Touch ID.



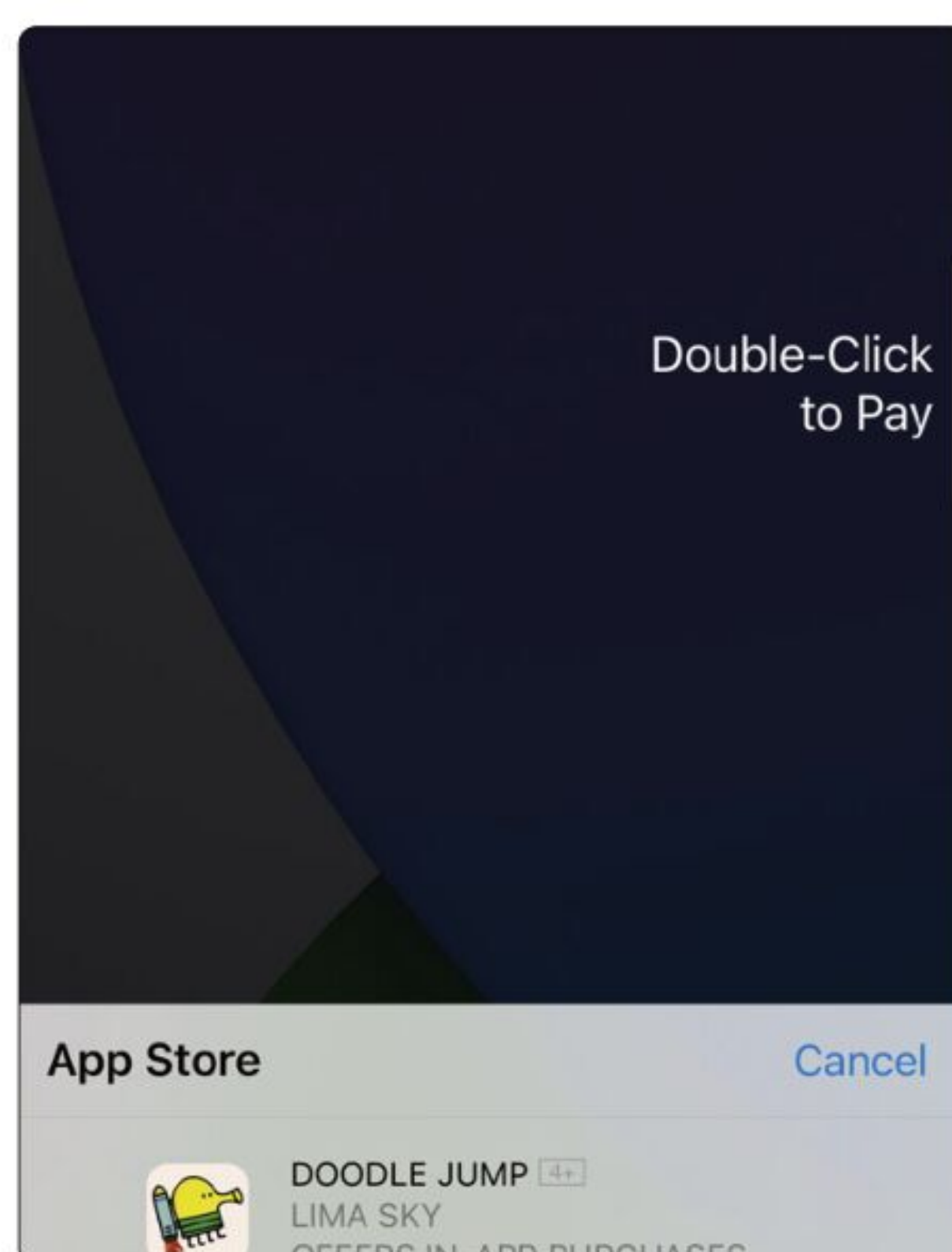
Giving Passwords

3 When logging on to a password-protected website, such as a forum or a store where you have an online account, tap the field where you have to give a name or password, and you're asked to use Face ID or Touch ID as applicable. Do so to fill these fields.



Making Purchases

2 Open the iTunes Store, App Store or Books Store and choose something you wish to purchase. When you're asked to pay, double-click the Side button and look at your iPhone. The purchase is made and a checkmark is displayed to show payment has been verified.



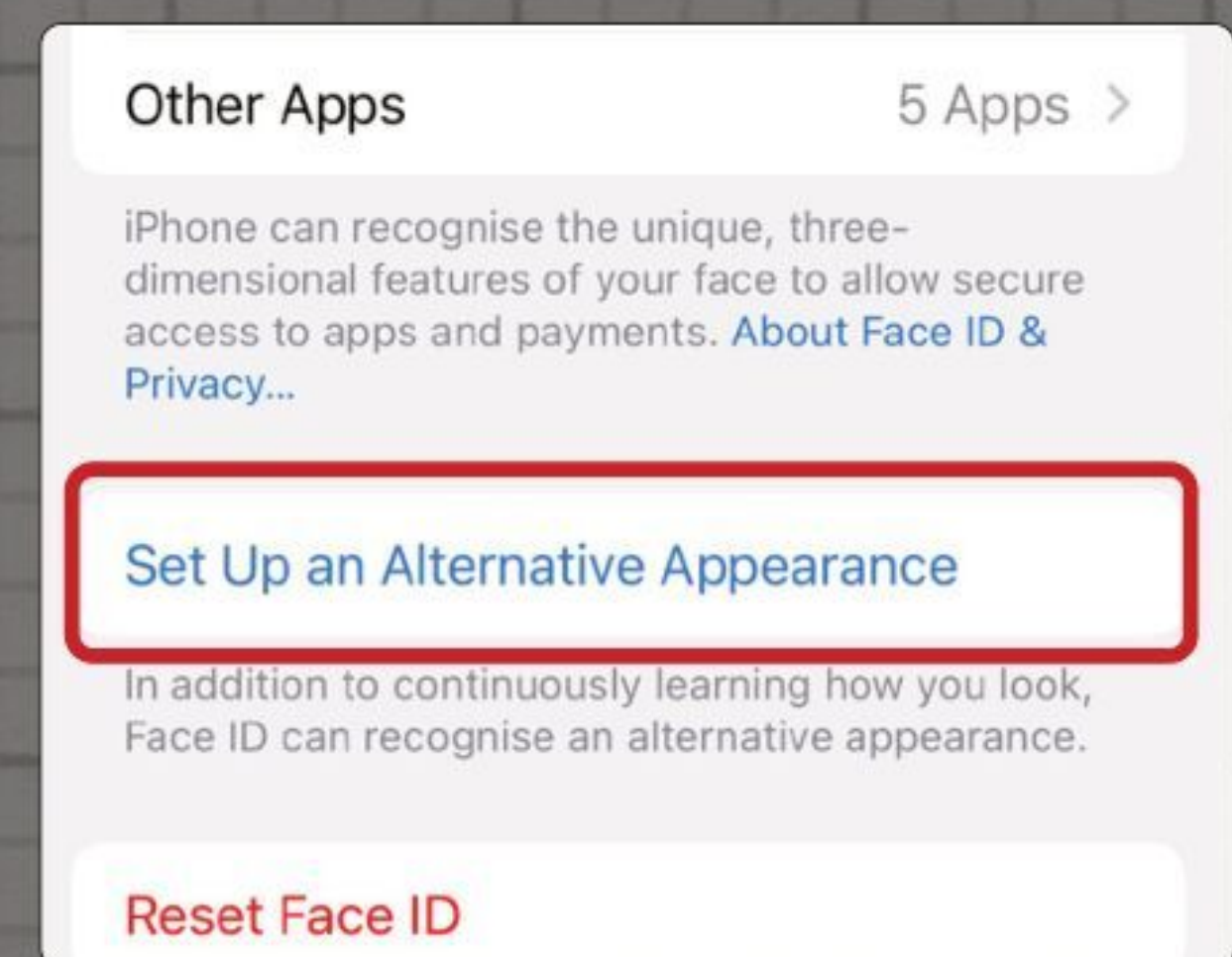
Using Apple Pay

4 Make sure Apple Pay is turned on in Settings > Face ID/Touch ID & Passcode and that you've already set up Apple Pay. To make a purchase, double click the Side button or place your finger on the Home button. Hold your phone near the reader.

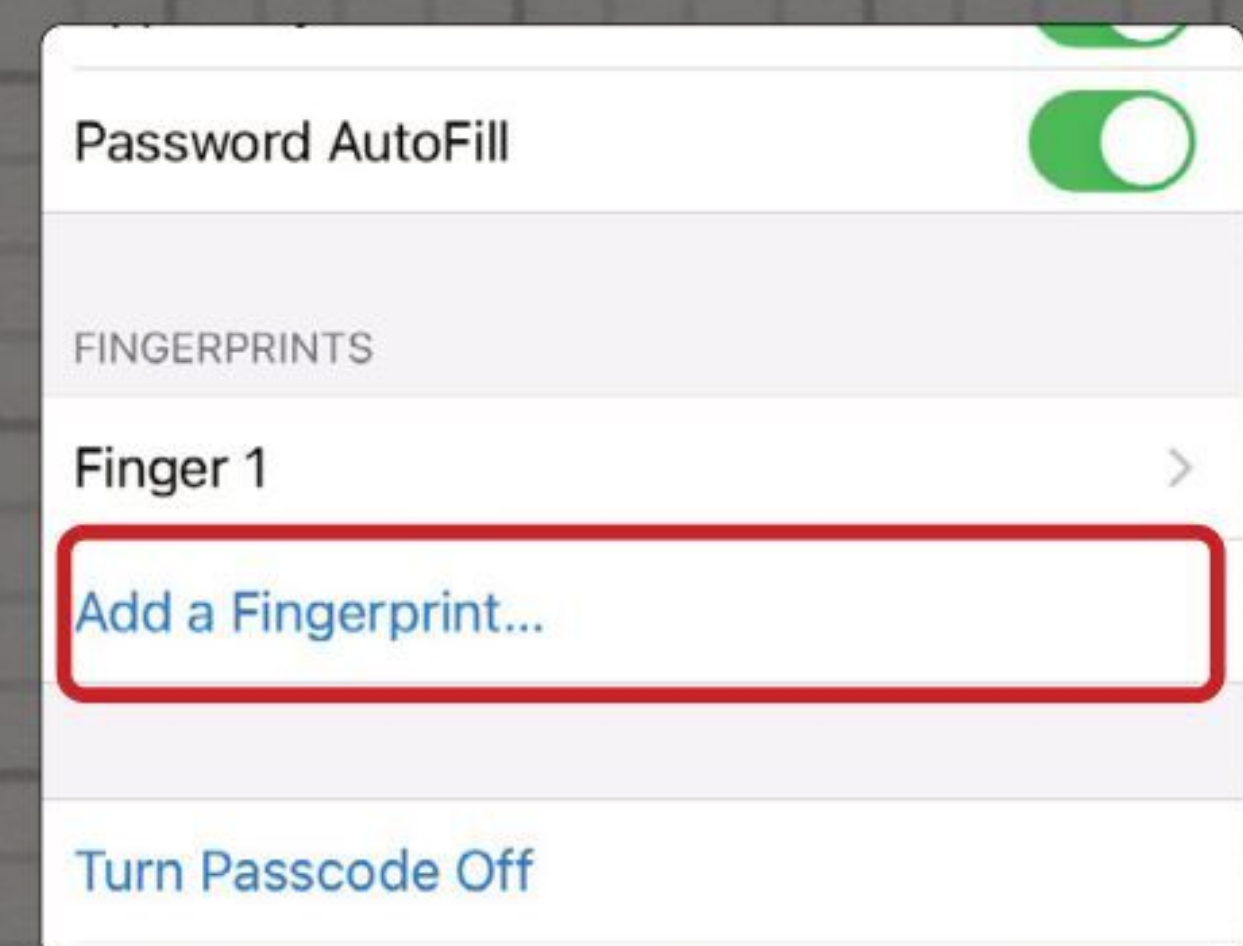
15 Advanced Tips & Tricks

Adding More Faces or Fingers

To add a new face to your Face ID, maybe so your partner or children can use your phone, open the Settings app and go to Face ID & Passcode. When instructed, type your passcode to proceed. On the next screen, which offers all sorts of customisation options for Face ID, look for a link that says 'Set Up an Alternative Appearance'. Tap it, and you're invited to set up Face ID again, just like you did when you set up your own face in Face ID. Tap the Get Started button and follow the tips for setting up Face ID offered earlier. You can have two registered faces with Face ID.



If you have a Touch ID iPhone, you can add more fingers; either your own, or someone else's whom you trust to open and use your phone. Go to Settings > Touch ID & Passcode, enter your passcode and on the next screen, tap Add a Finger. Follow the on-screen instructions to add your finger – the process is exactly the same as for the first finger you registered. When you're done, you have two fingers registered with Touch ID.

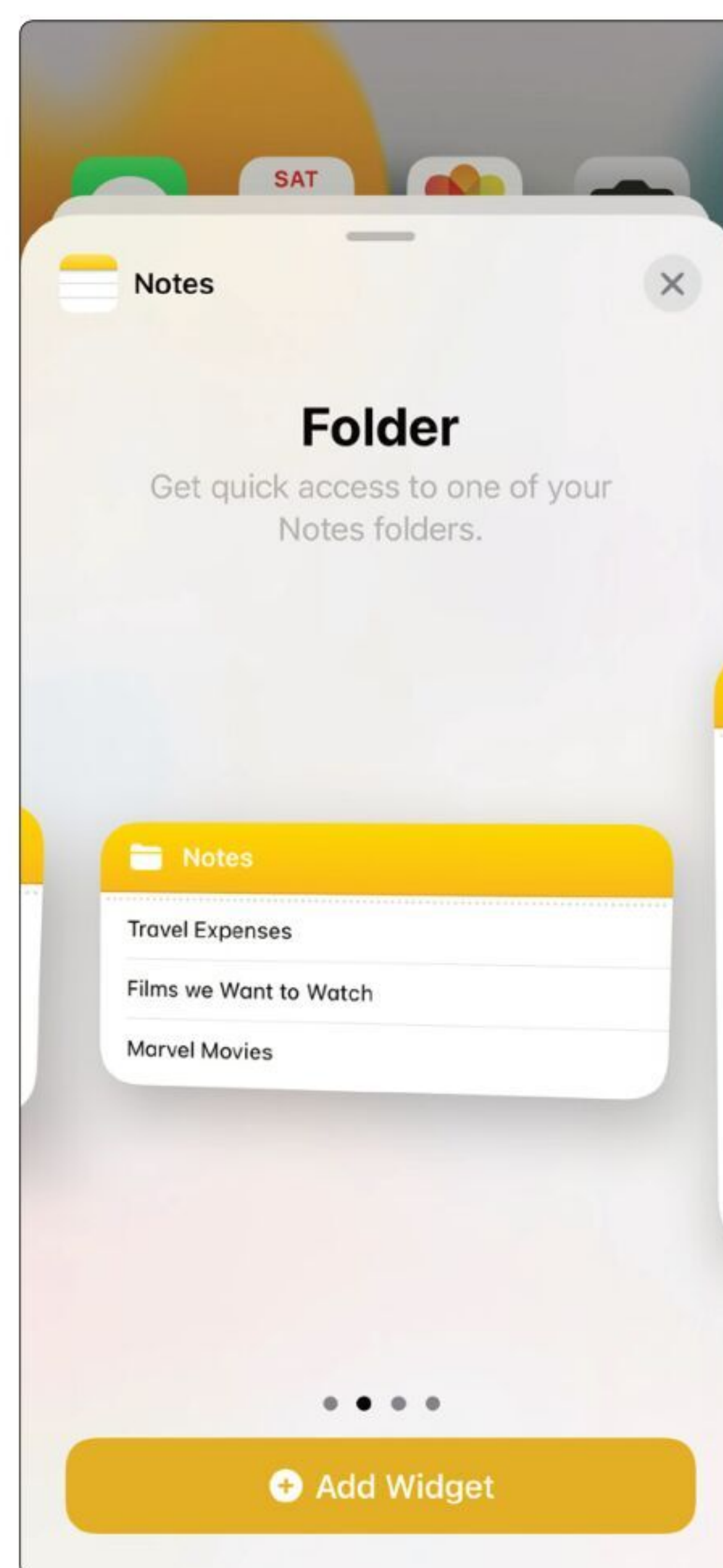
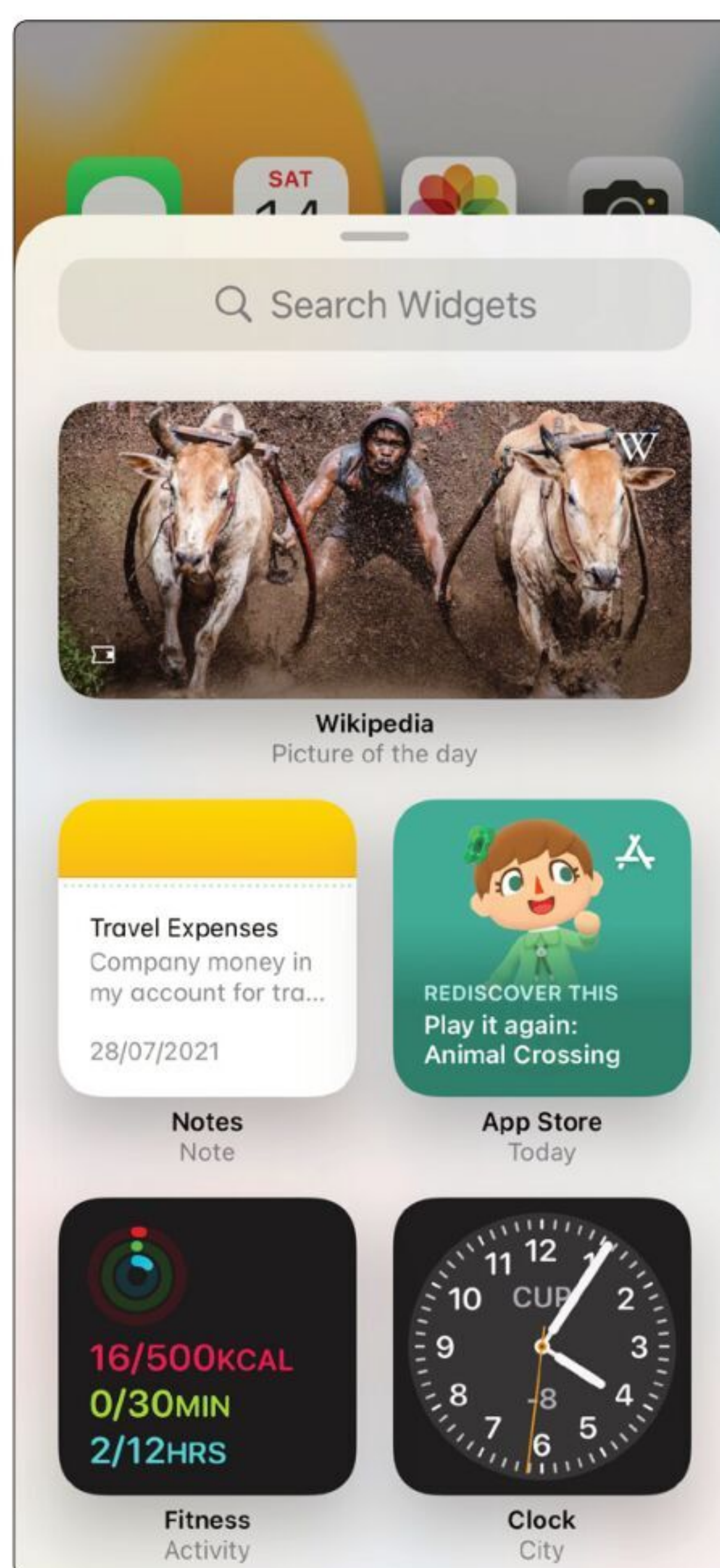
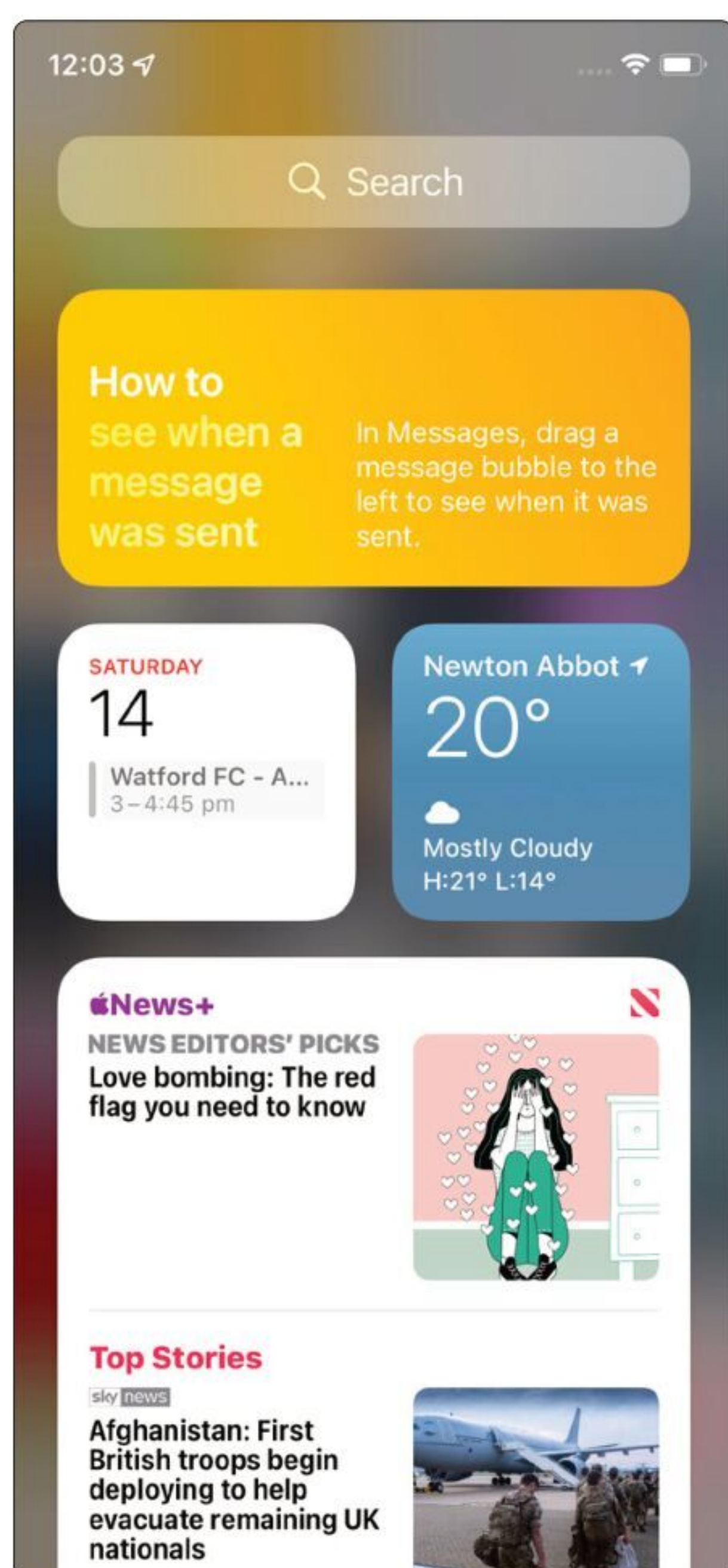




iOS 15 Home Screen Organise it

The Home screen is at the heart of your iPhone. It's through the Home screen you open apps, organise them into folders, edit and use Home screen widgets and more. The previous release of the iOS operating system brought some great new features such as the App Library and using Widgets on the Home screen. Follow this guide to master your iPhone's Home screen.

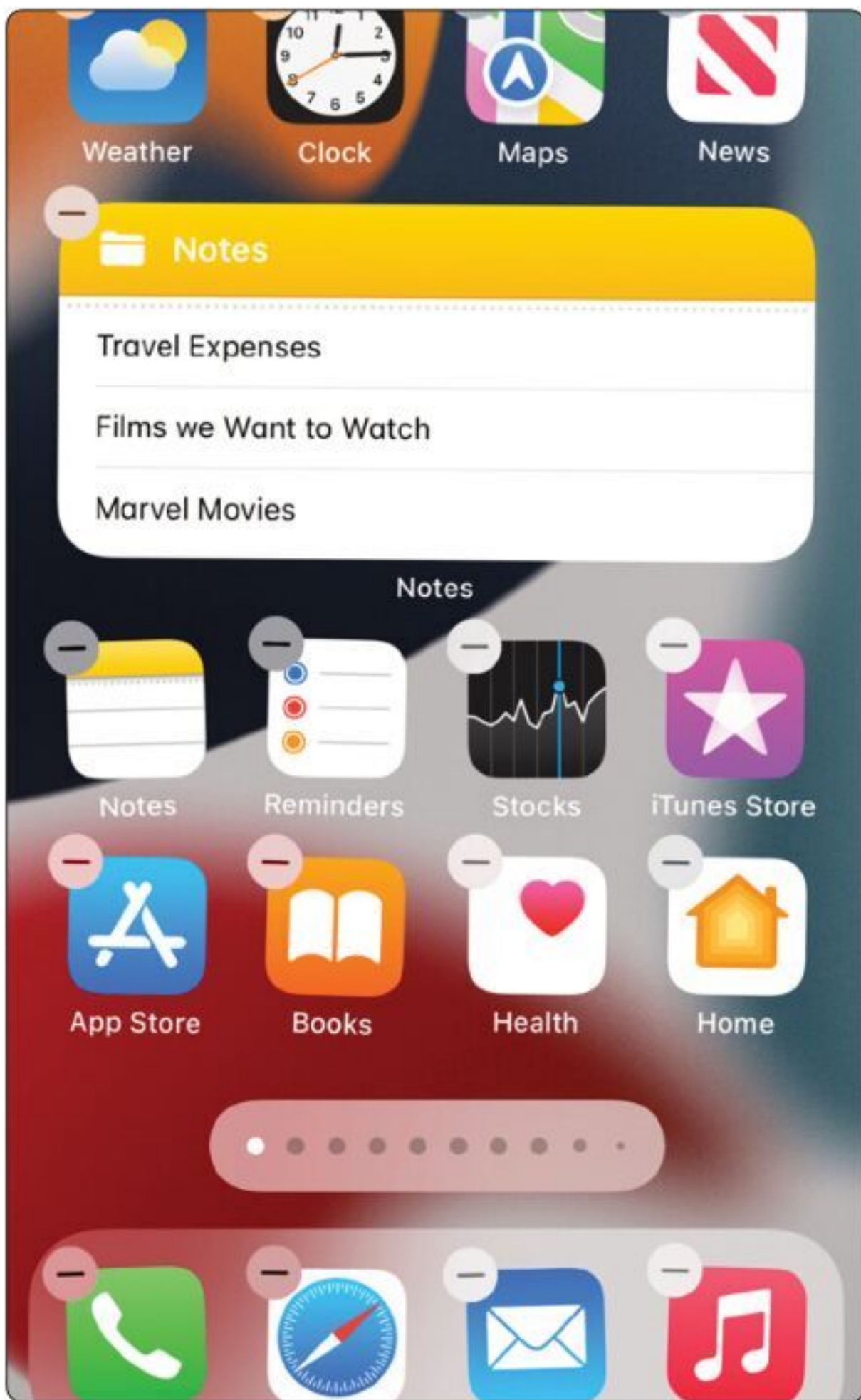
Home Screen Widgets



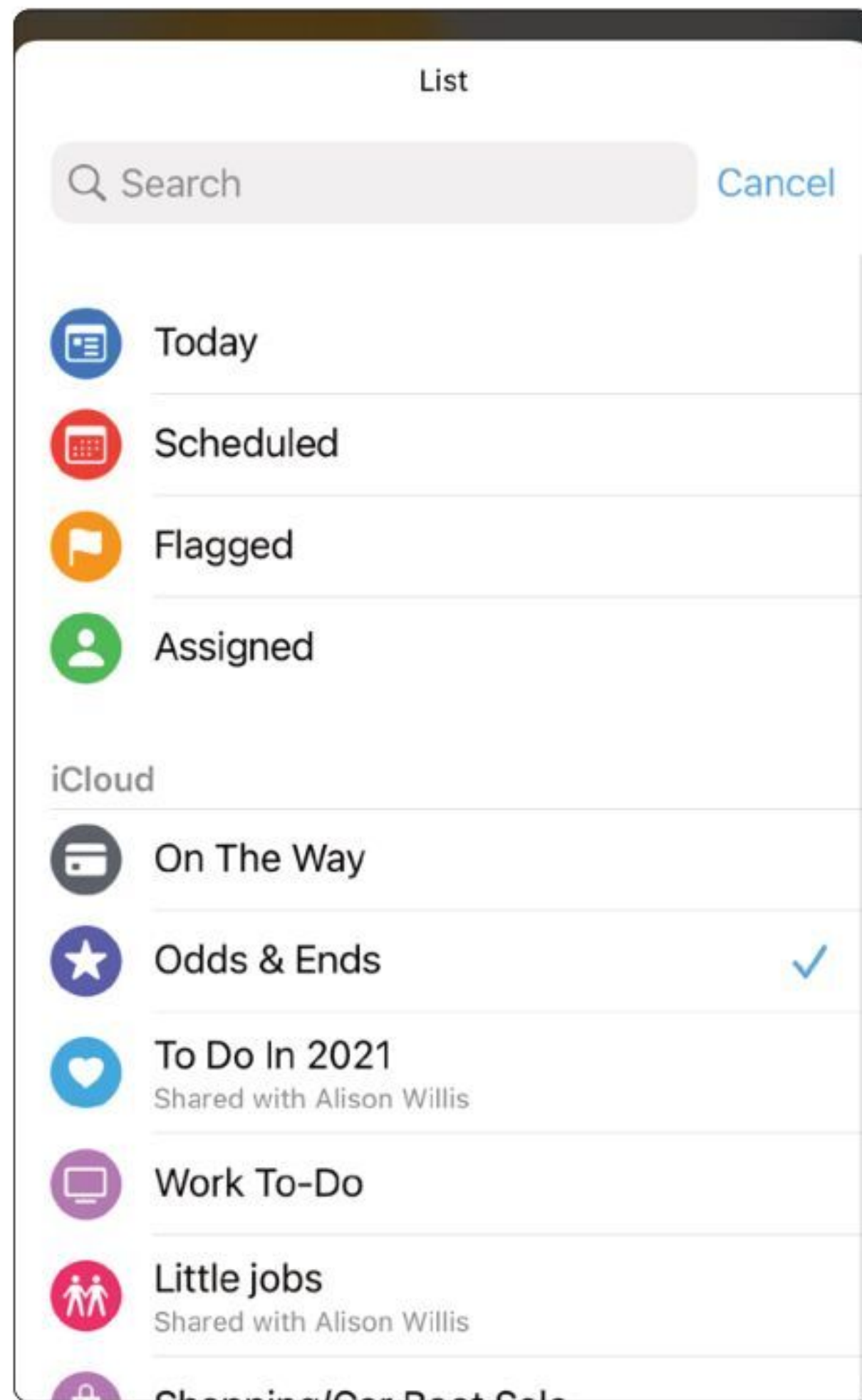
1 A Widget is a small piece of an app which displays information drawn from the app in question, making it easily accessible. We've had them for years on the Today screen (to the left of the home screen) but their abilities have now been greatly extended.

2 To add a Widget to the Home screen, tap and hold an empty space until the app icons start wobbling. Tap the + icon in the top-left corner and you get a pop-up window, from where you can select a Widget. Tap the Widget you want to add and see a preview and description.

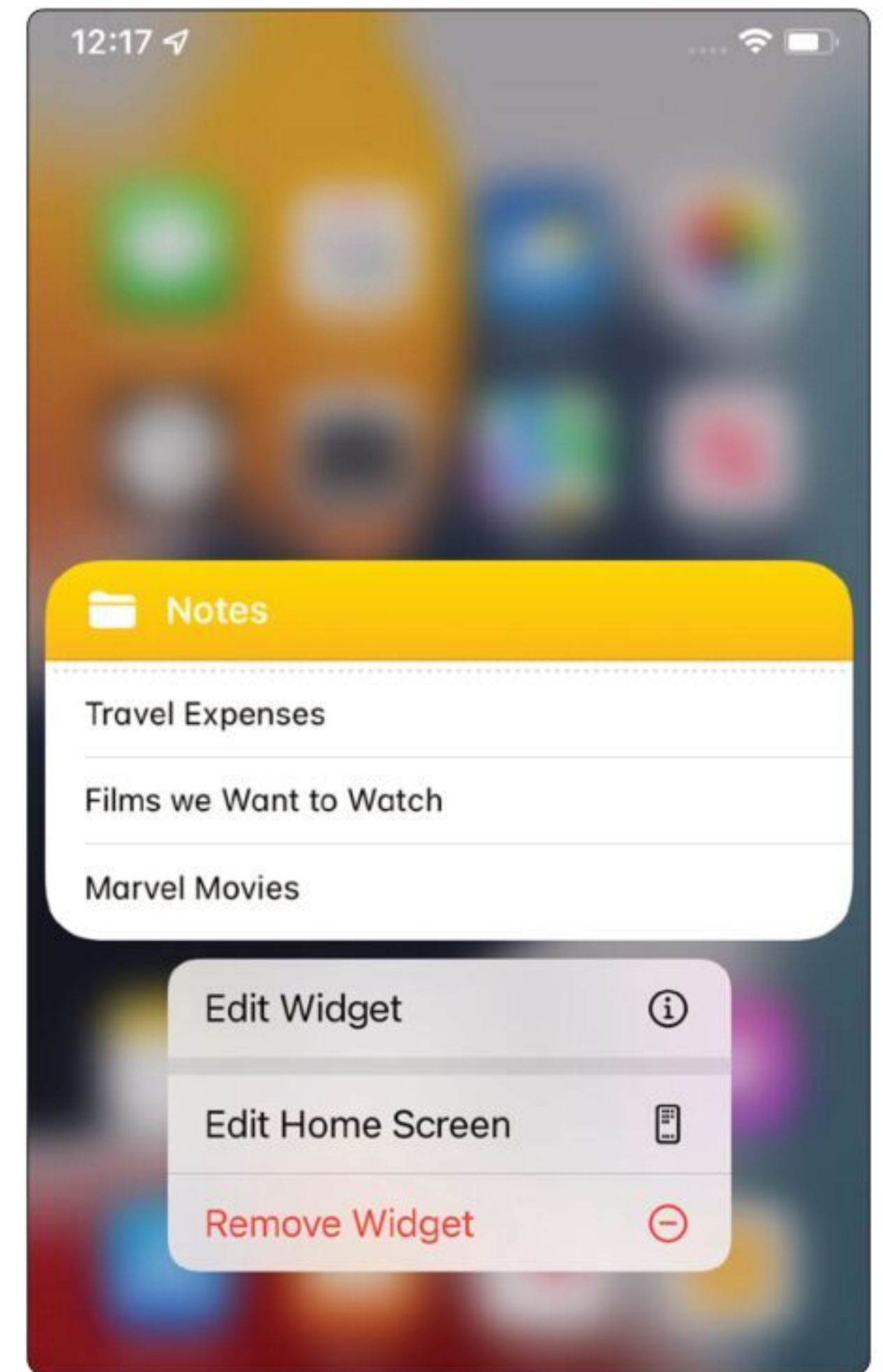
3 Swipe backwards and forwards through these previews and choose at what size you want the Widget to be shown. Widgets come in three sizes, based on the size of an app icon; 2x2, 2x4 and 4x4. The larger the Widget, the more space it takes but the more it shows.



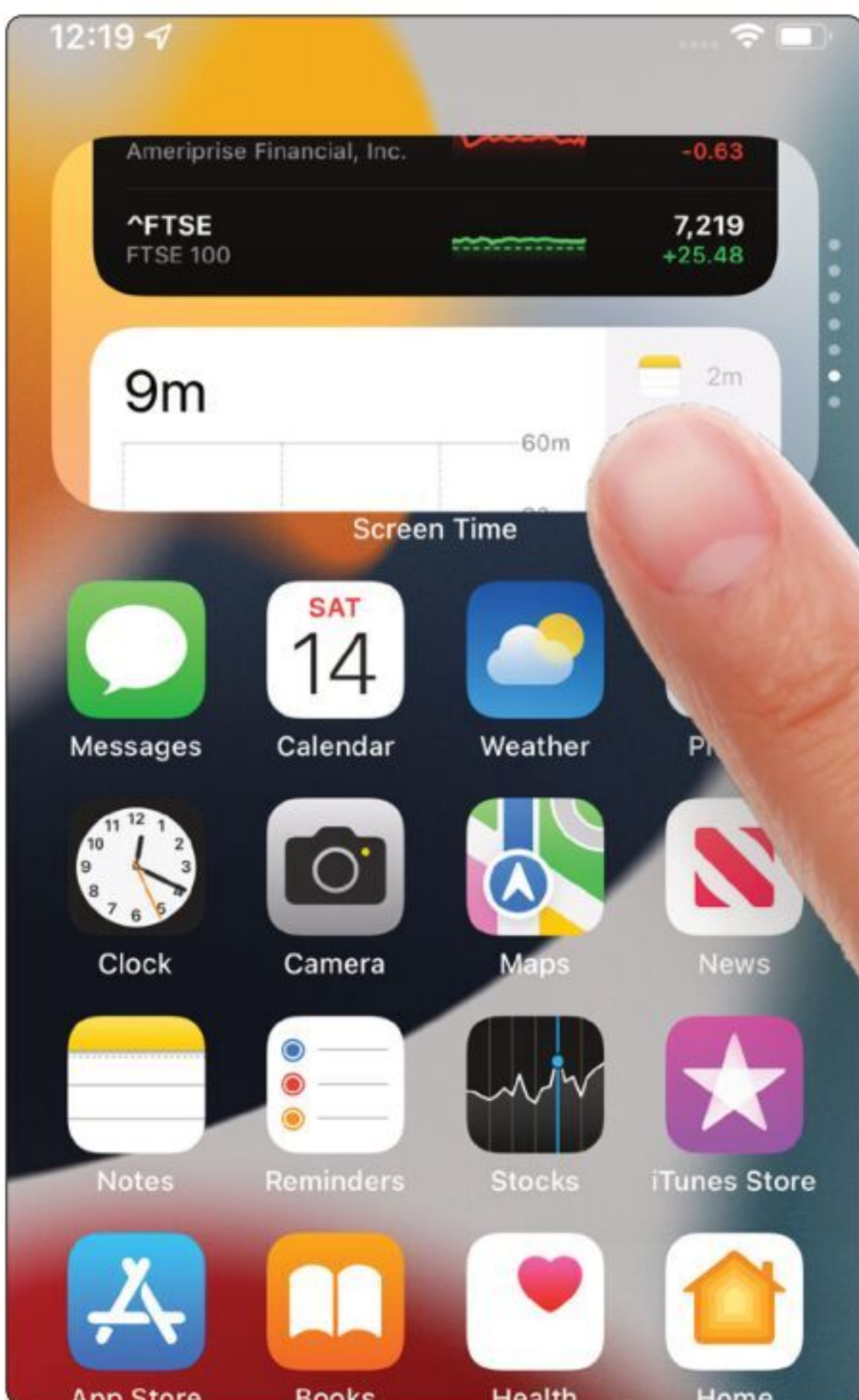
4 When you've chosen a Widget, tap Add Widget at the bottom of the window and the Widget is added to your Home screen. With the apps wobbling, you can drag and reposition a Widget just like you can with an app icon. You can add as many Widgets as you like too.



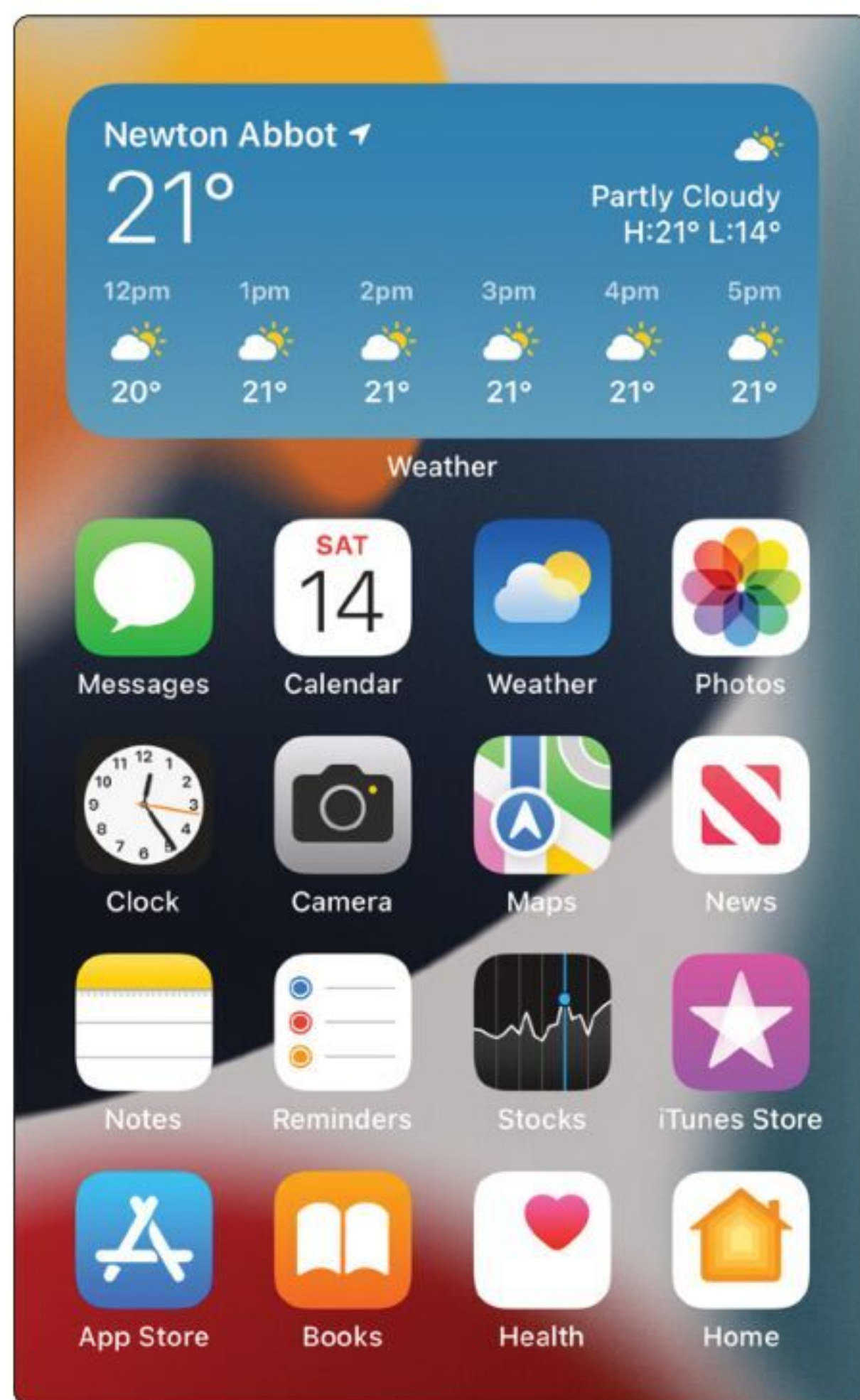
5 Tap a Widget on the Home screen to open the app that created it. Tap and hold it for a pop-up menu that allows you to (among other things) edit the Widget. For example, if you edit the Reminders Widget, you can choose which of your reminder lists is shown.



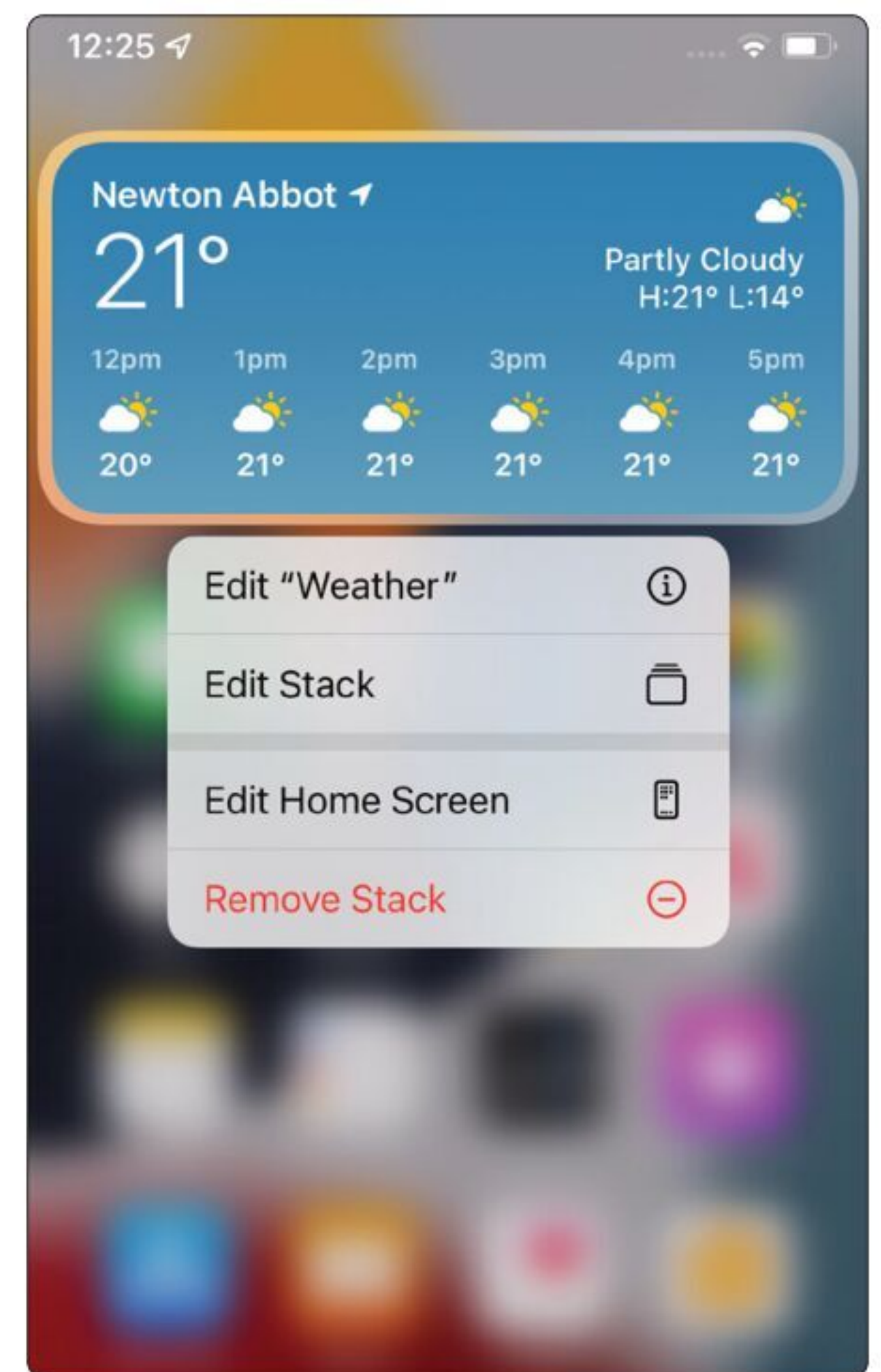
6 There are two ways to remove a Widget. Tap and hold a blank space on the Home screen to make the apps and Widgets wobble, then tap the minus sign in the top-left corner to remove it or tap and hold the Widget itself and select Remove Widget from the pop-up menu.



7 A Smart Stack is a series of Widgets that appear as a single Widget on the Home screen. When you open the Widgets window, the Smart Stack is at the top. Drag it onto your Home screen, then swipe up and down on it to scroll through the various Widgets on offer.



8 A Smart Stack automatically shows the Widget it thinks you'll find most relevant, based on the way you use your iPhone. For example, if you always check the Weather app around midday for your lunchtime walk, it will show the Weather widget foremost at this time.

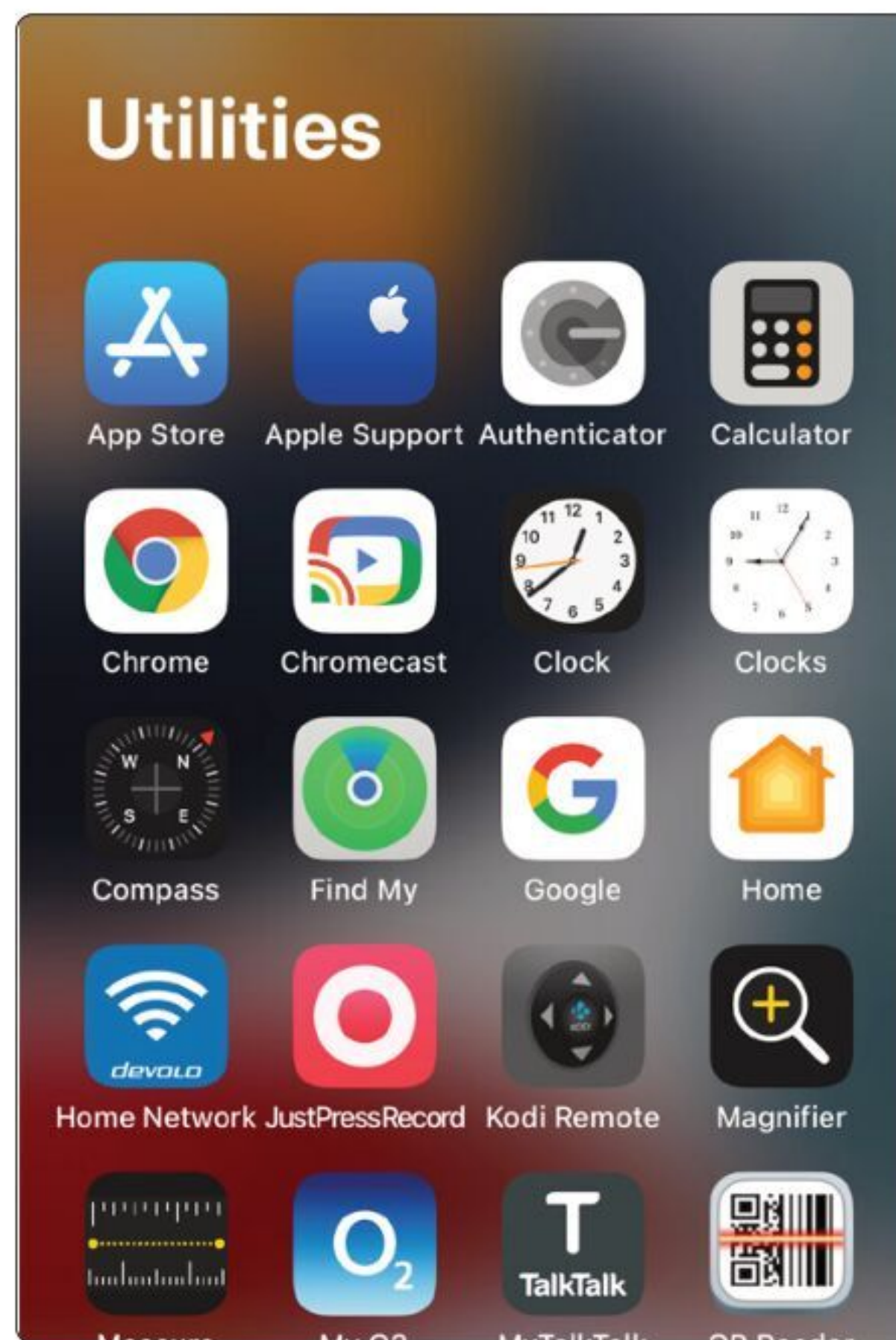


9 You can edit a Smart Stack on your Home screen, adding and removing individual widgets. Tap and hold it until the menu appears, then tap the Edit Stack option. Tap the minus sign next to one of the Stack's widgets to remove it, or tap Plus (top left) to add one.

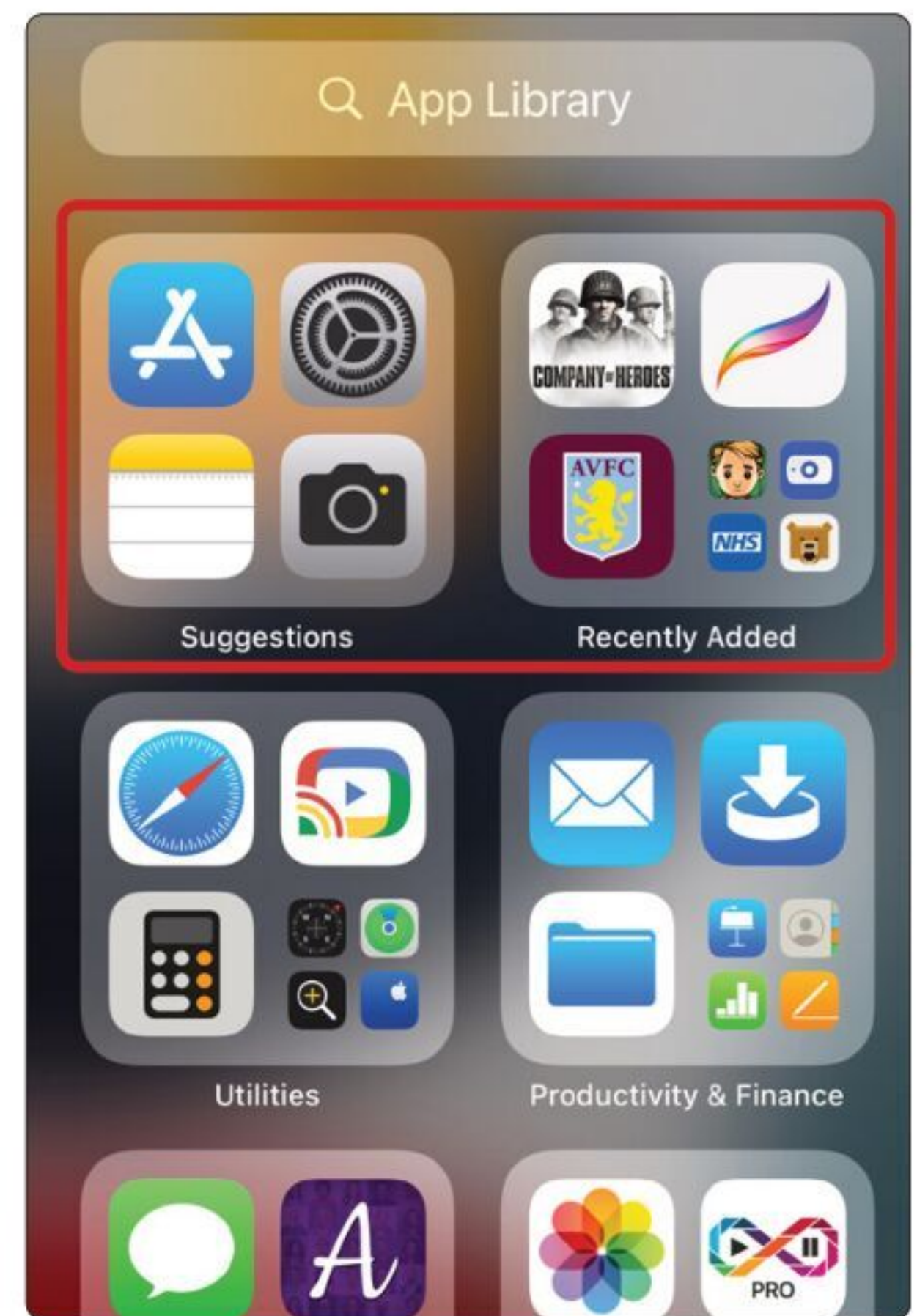
The App Library



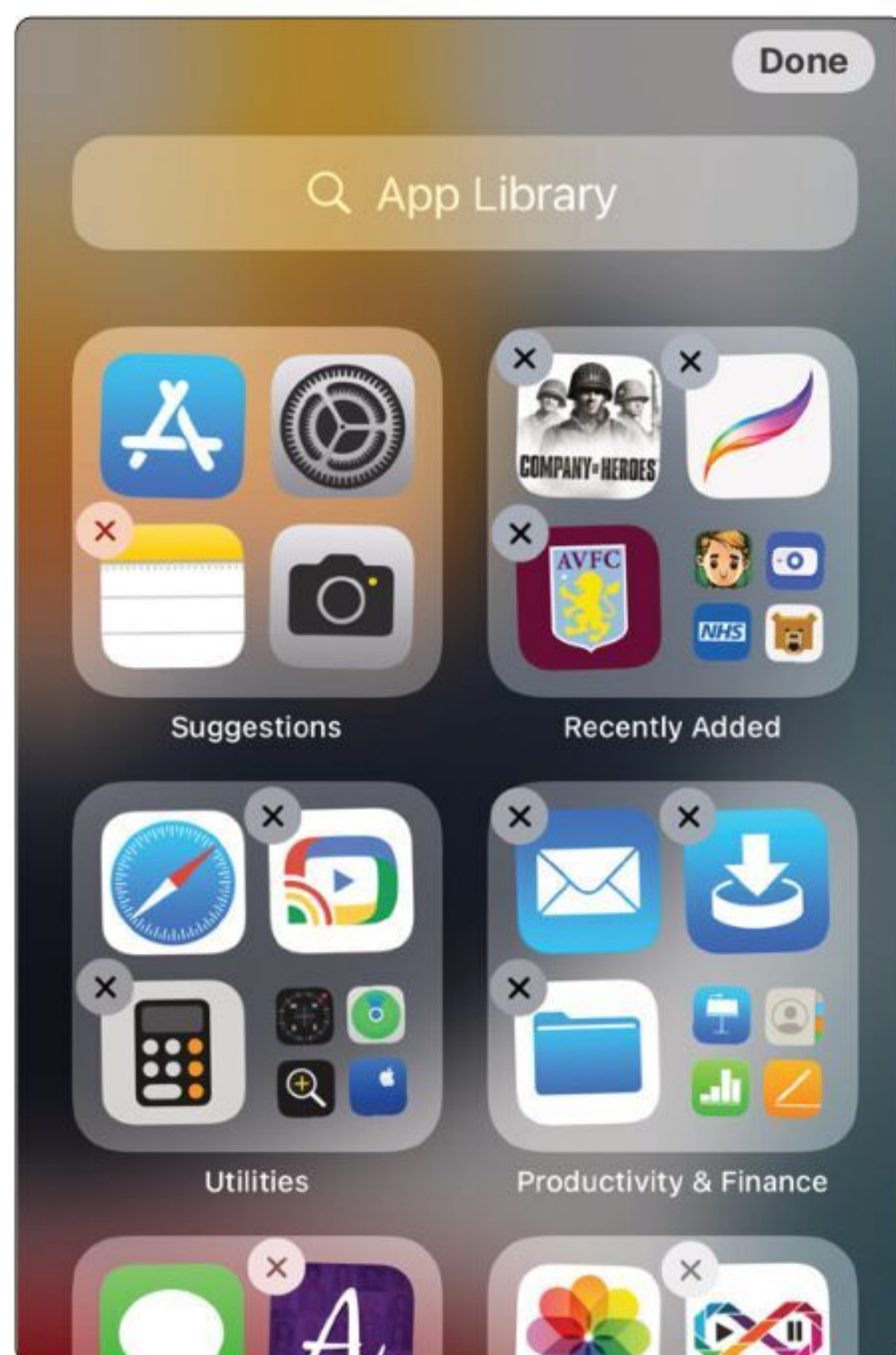
1 If you scroll your Home screens all the way to the right, you find – as the last Home screen – the App Library. This looks like a page full of folders and in a nutshell, that’s what it is but the folders are assembled automatically by the iPhone instead of by yourself.



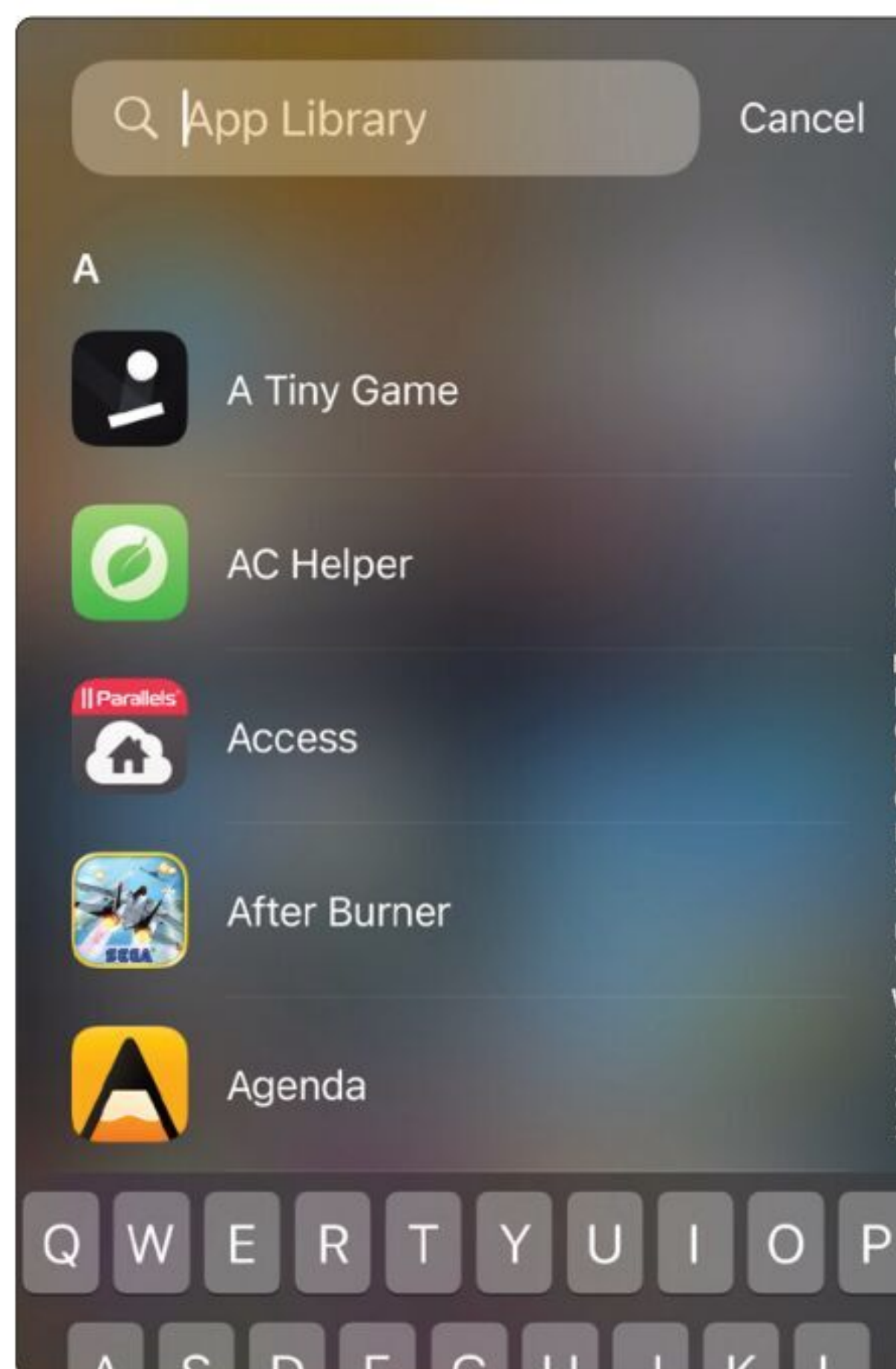
2 Tap one of the larger app icons inside an App Library folder to open that app. If you tap a group of four small icons, found in the bottom-right corners of the folders, the folder opens instead. Tap somewhere other than an app icon to get back to the App Library.



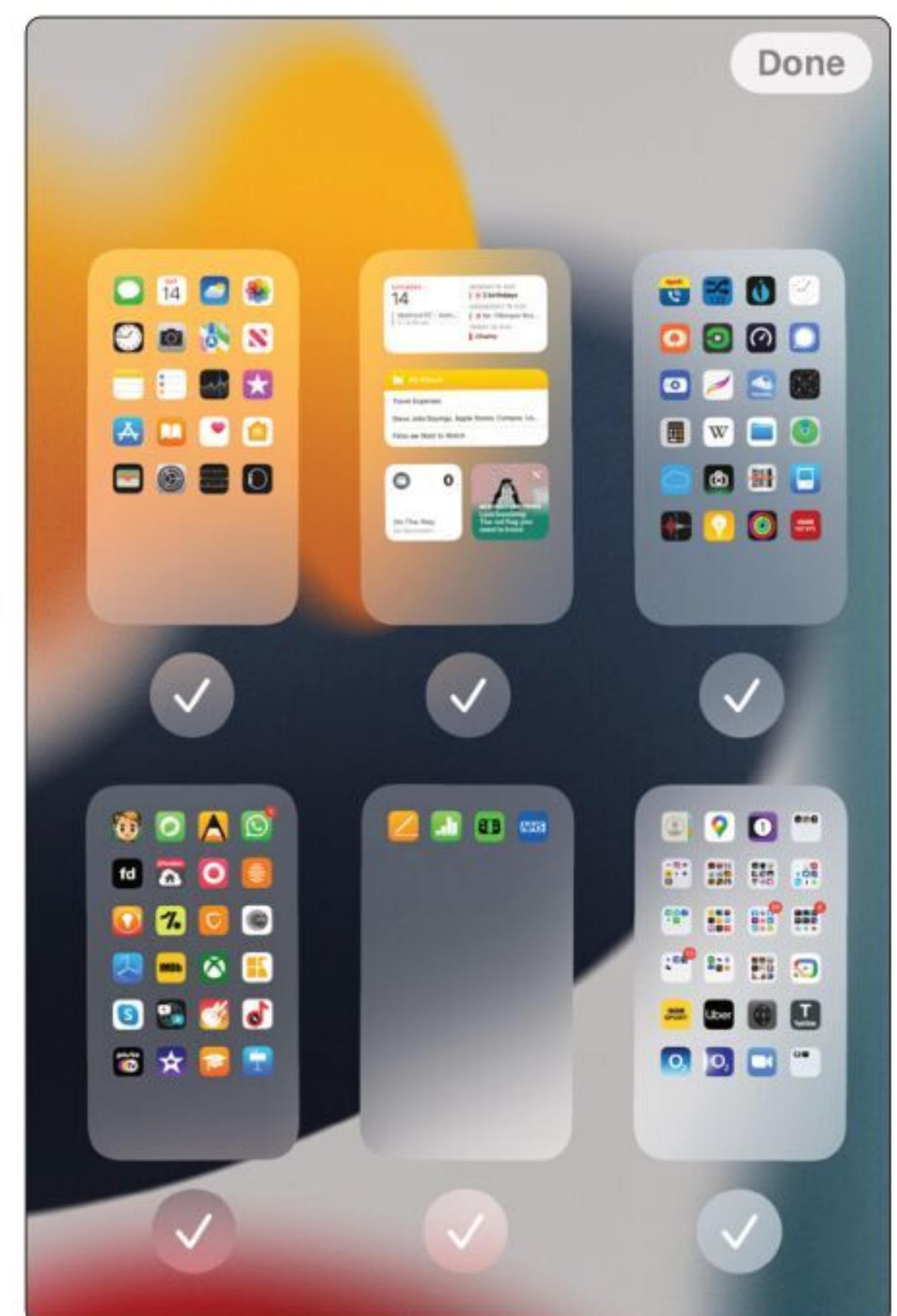
3 The App Library sorts your apps into categories, such as Education, Games, Lifestyle, Entertainment and more. There’s a category called Recently Added for apps you’ve downloaded recently and Suggestions, which picks apps for you based on previous usage.



4 Like other pages on the Home screen, you can hold a space between apps and make them wobble, then tap an X in the top-left corner of the app icon to delete it; and drag apps out of the folders too. Tap four small icons while wobbling to access that page; still wobbling.

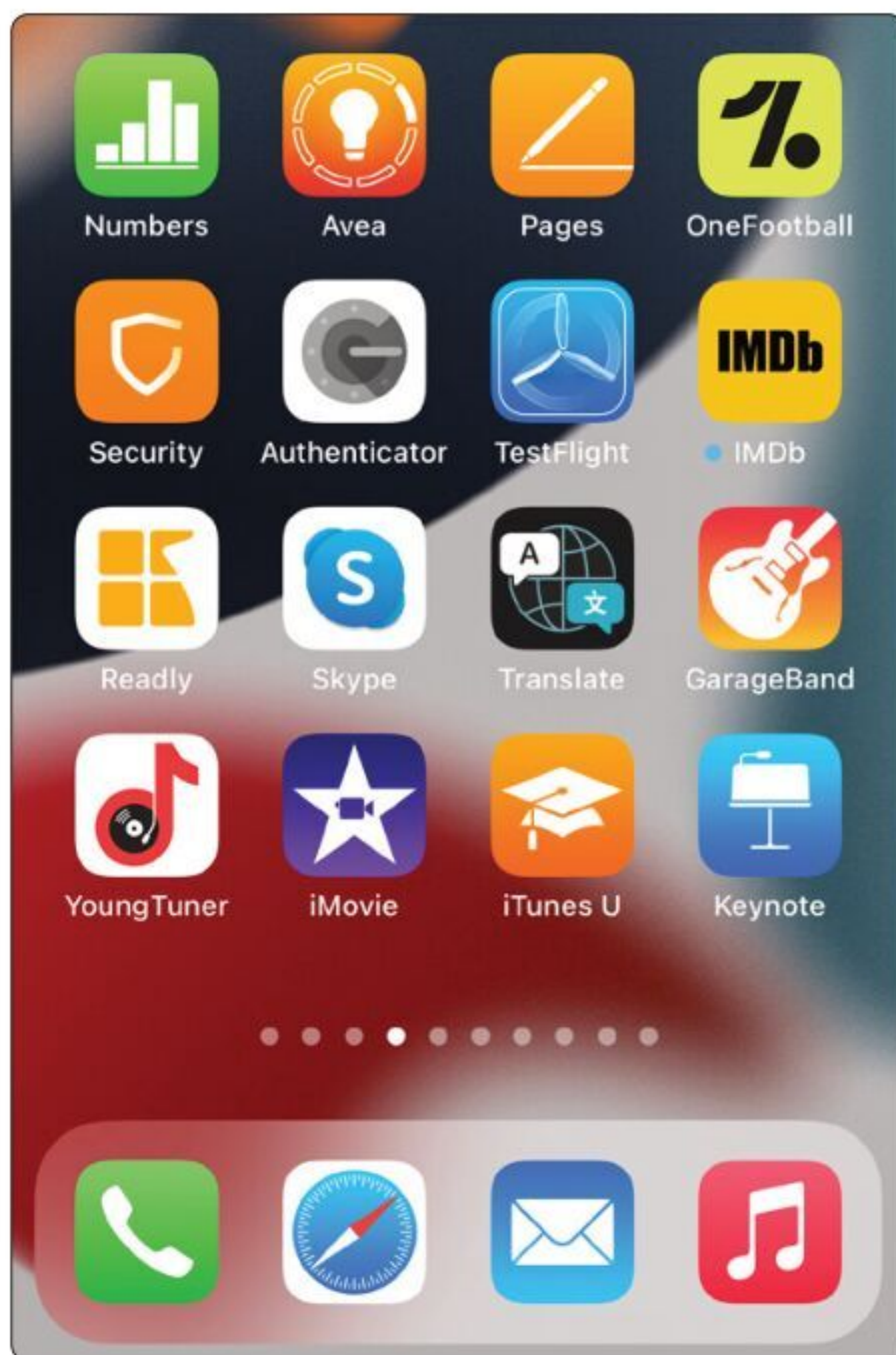


5 Tap the Search field at the top of the App Library screen for a list of every app on your iPhone, which you can search. Scroll this list up and down and the keyboard disappears, allowing you to browse your iPhone apps in their entirety, in alphabetical order.

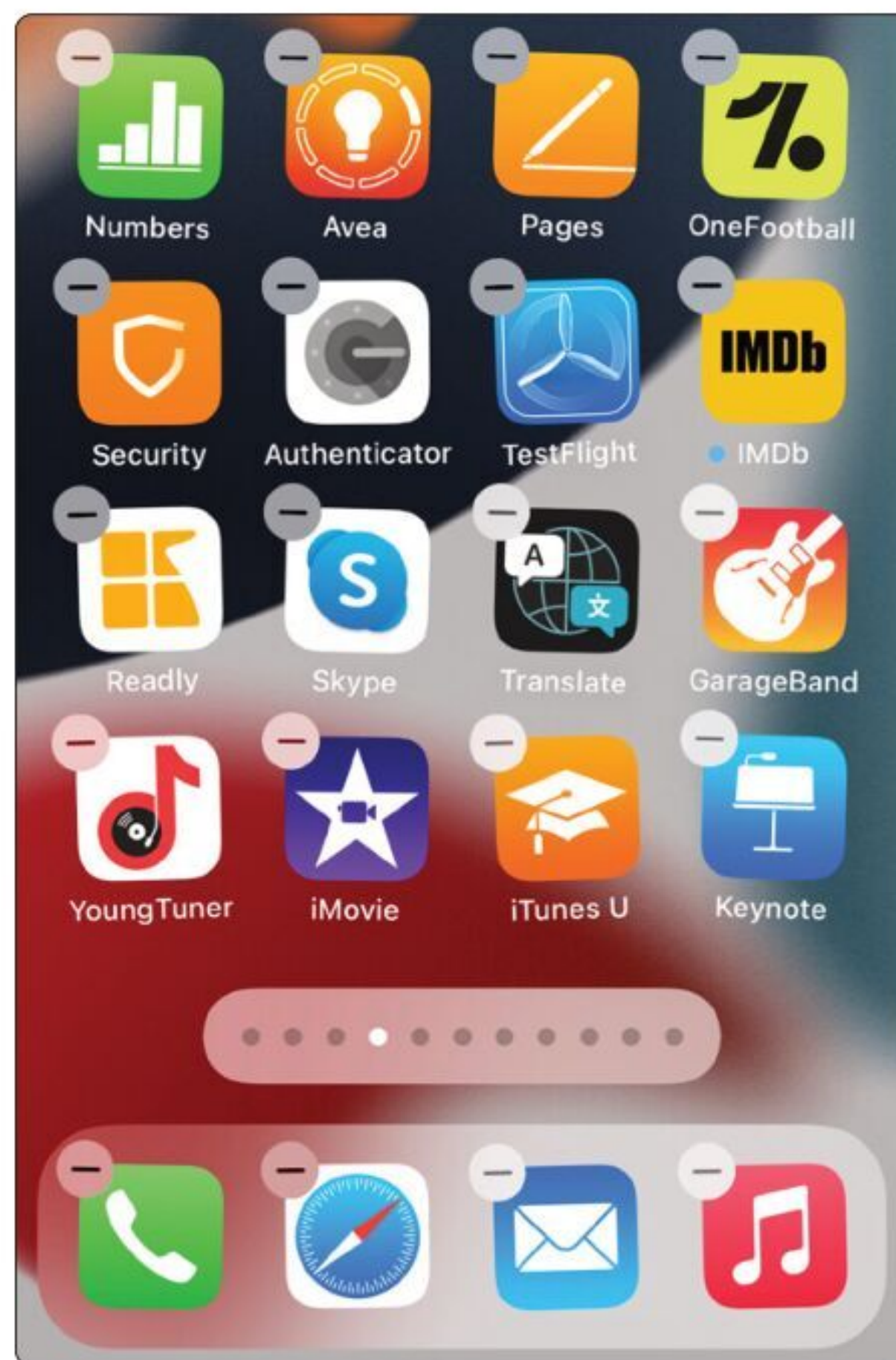


6 To hide specific Home Screen pages on the Home Screen (not App Library), tap and hold a space between icons to make them wobble. Tap the dots icon at the foot of the screen, then uncheck any Home Screen pages you wish to hide or check them to show them again.

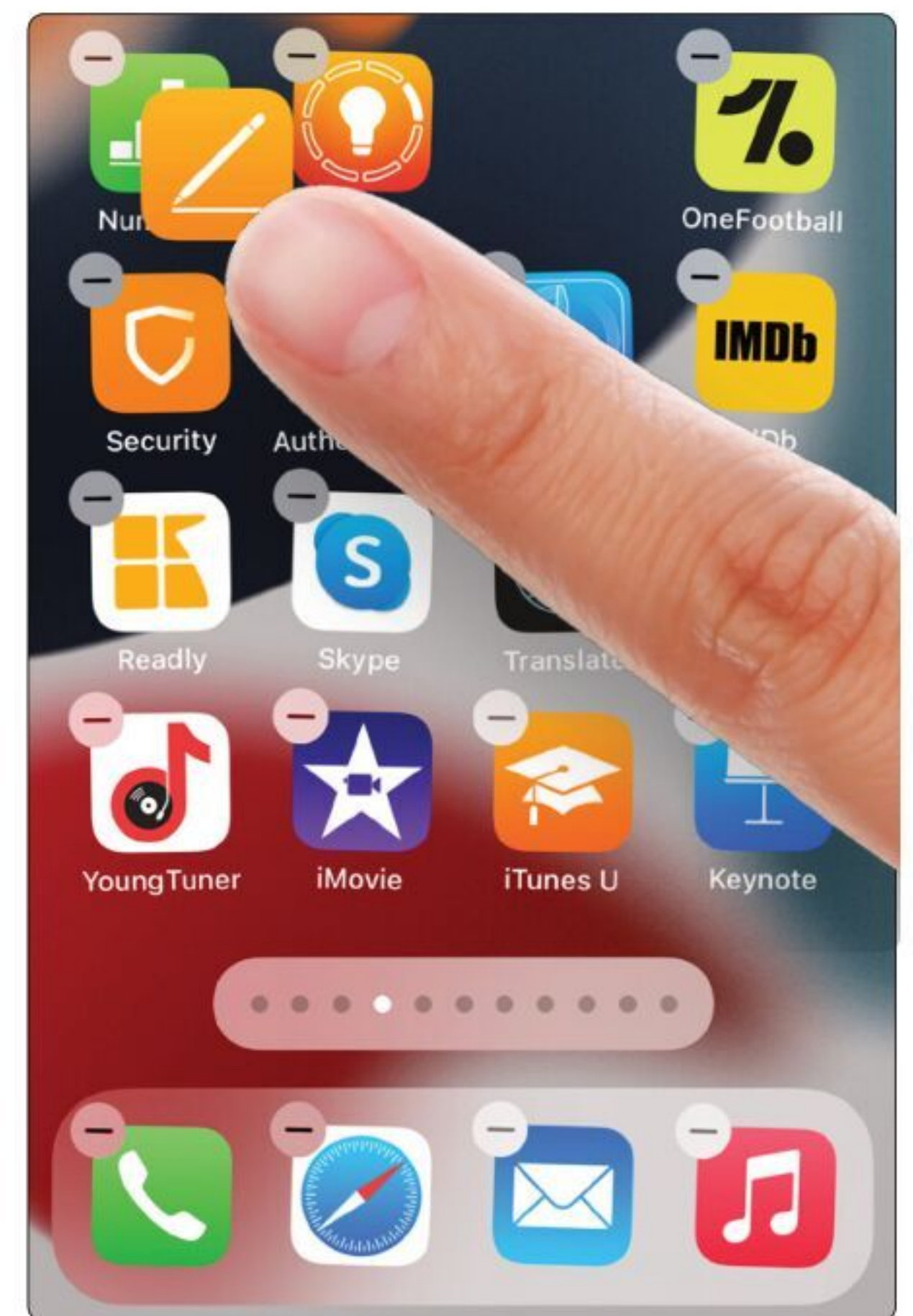
Home Screen Folders



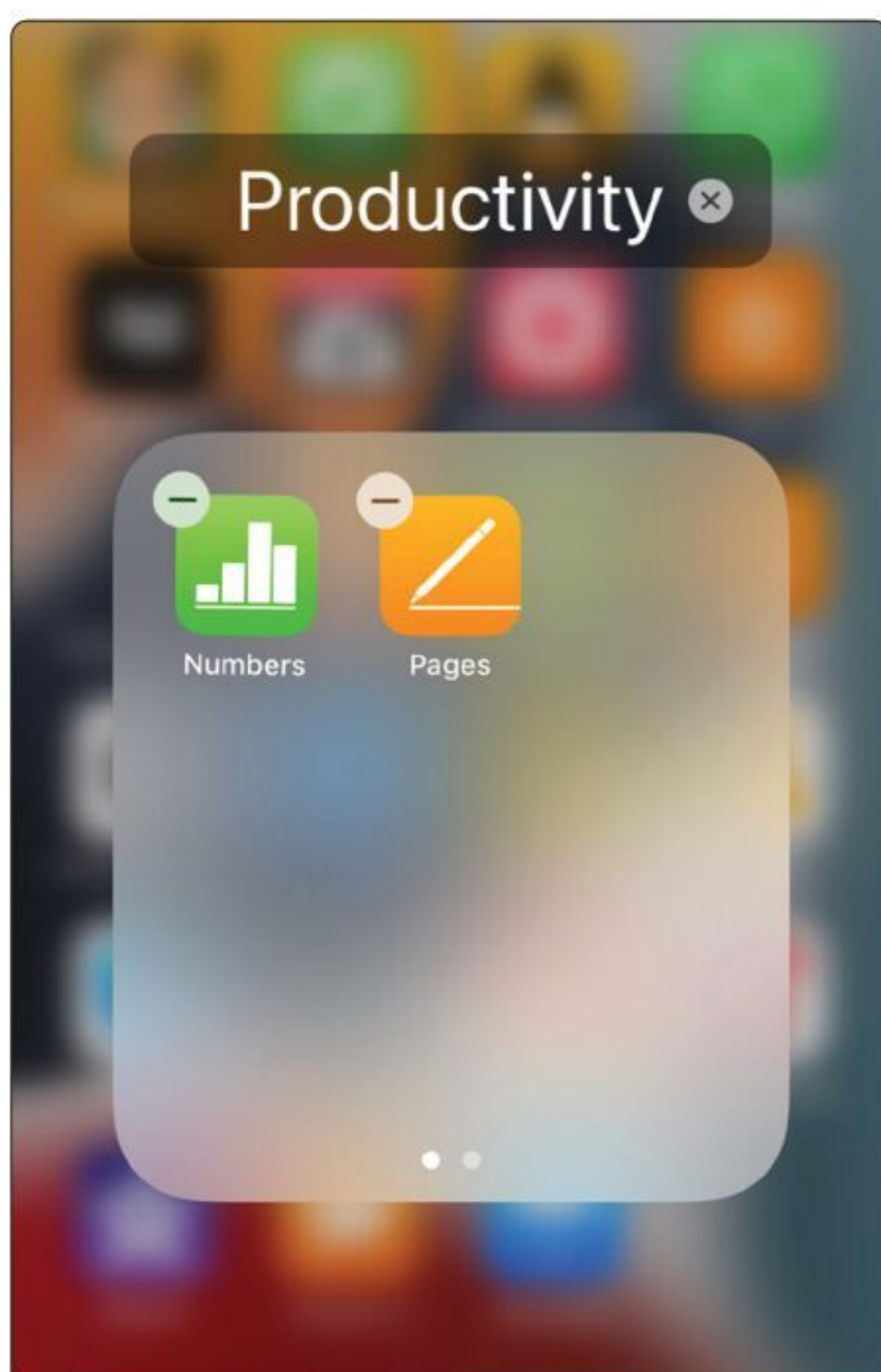
1 On this page, we have the iWork and iLife apps and also iTunes U. Let's bring them together into a single folder, greatly reducing the amount of space they take up on the Home screen.



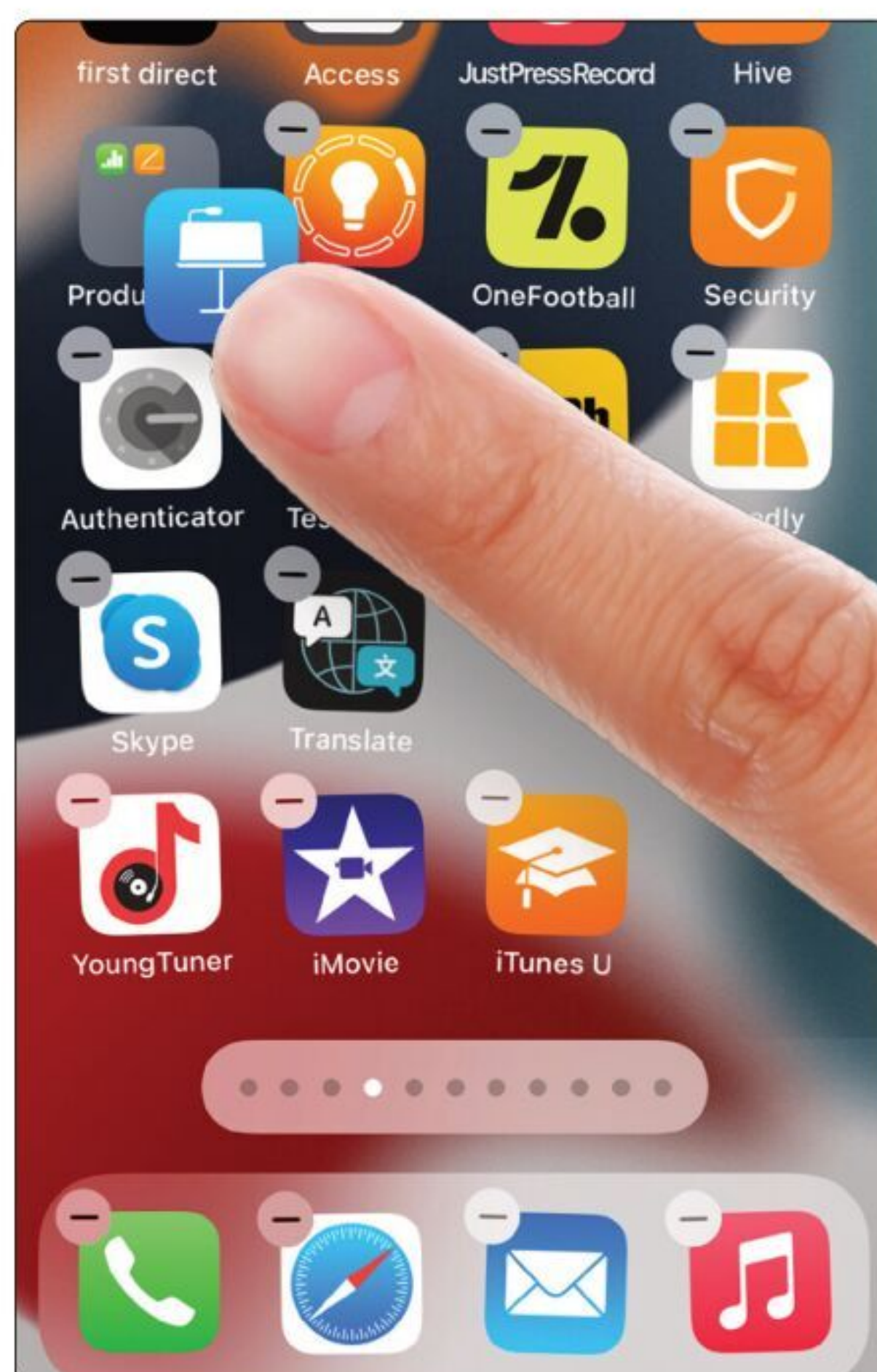
2 Tap and hold any app icon, then select Edit Home Screen from the menu that pops up. You return to the Home screen, but now the apps wobble and display a '-' in the top left corner.



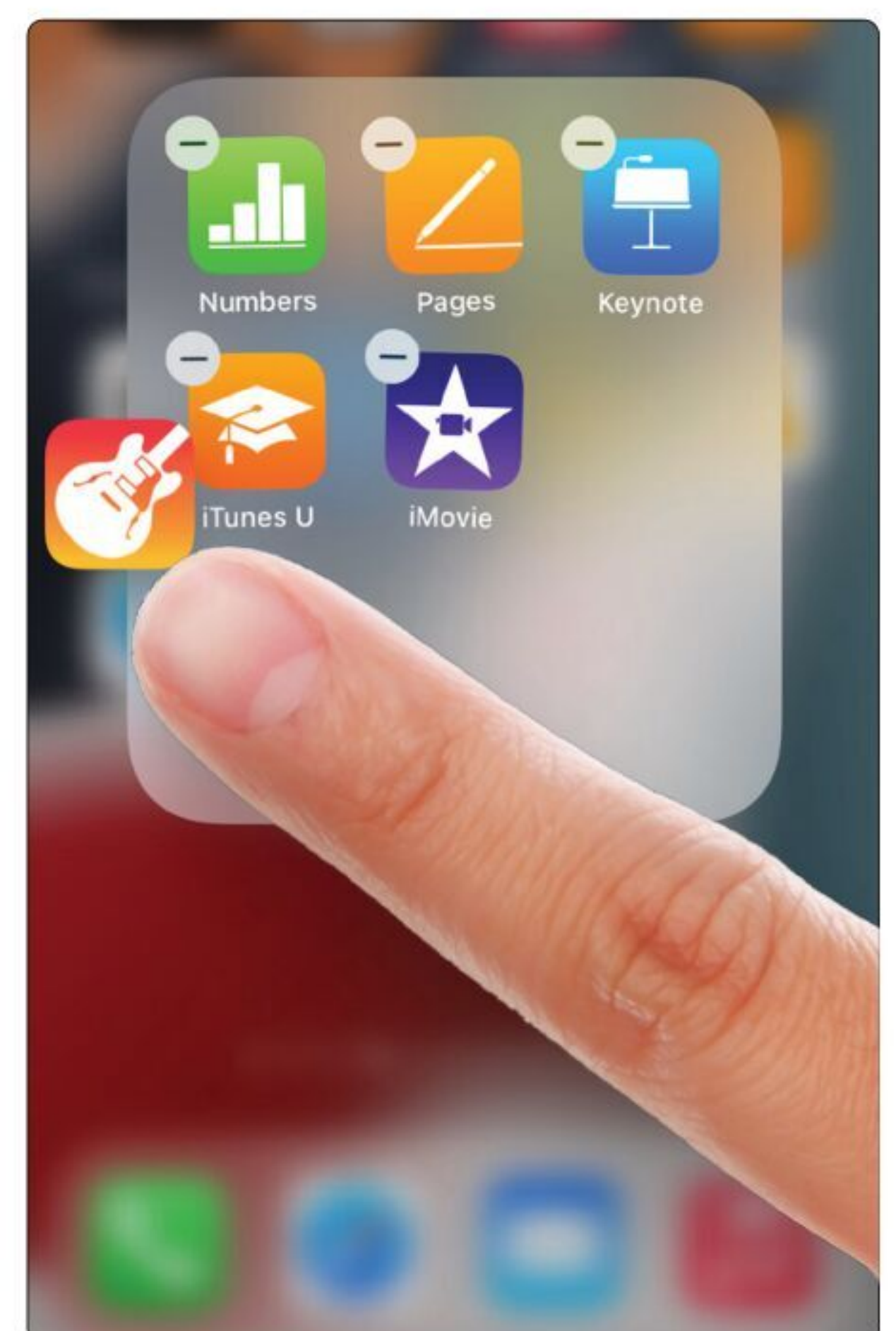
3 Drag one of the app icons you want to put in the new folder onto another app you intend to keep in the folder. When a border appears around them, let go. A new folder is then formed.



4 Tap the new folder with the two apps inside to open it. It's automatically given a name but you can tap this and edit it if you want to call your folder something different. If you wish, you can tap the 'X' icon to the right of the name (which here is 'Productivity') to clear the title field and then start from scratch.



5 Tap the screen outside the folder to get back to the Home screen, from where you can drag more apps into the folder. If it contains more than can be displayed, they're arranged in pages, like your Home screen. Look for the dots at the foot of the folder and swipe right and left to navigate through folder pages.



6 To remove an app from a folder, open the folder from the Home screen, tap and hold the app, choose Rearrange Apps then drag it out of the folder. When the last app is removed, the folder disappears. Press the Home button, or tap the Done icon (top right) to stop the app icons wobbling.

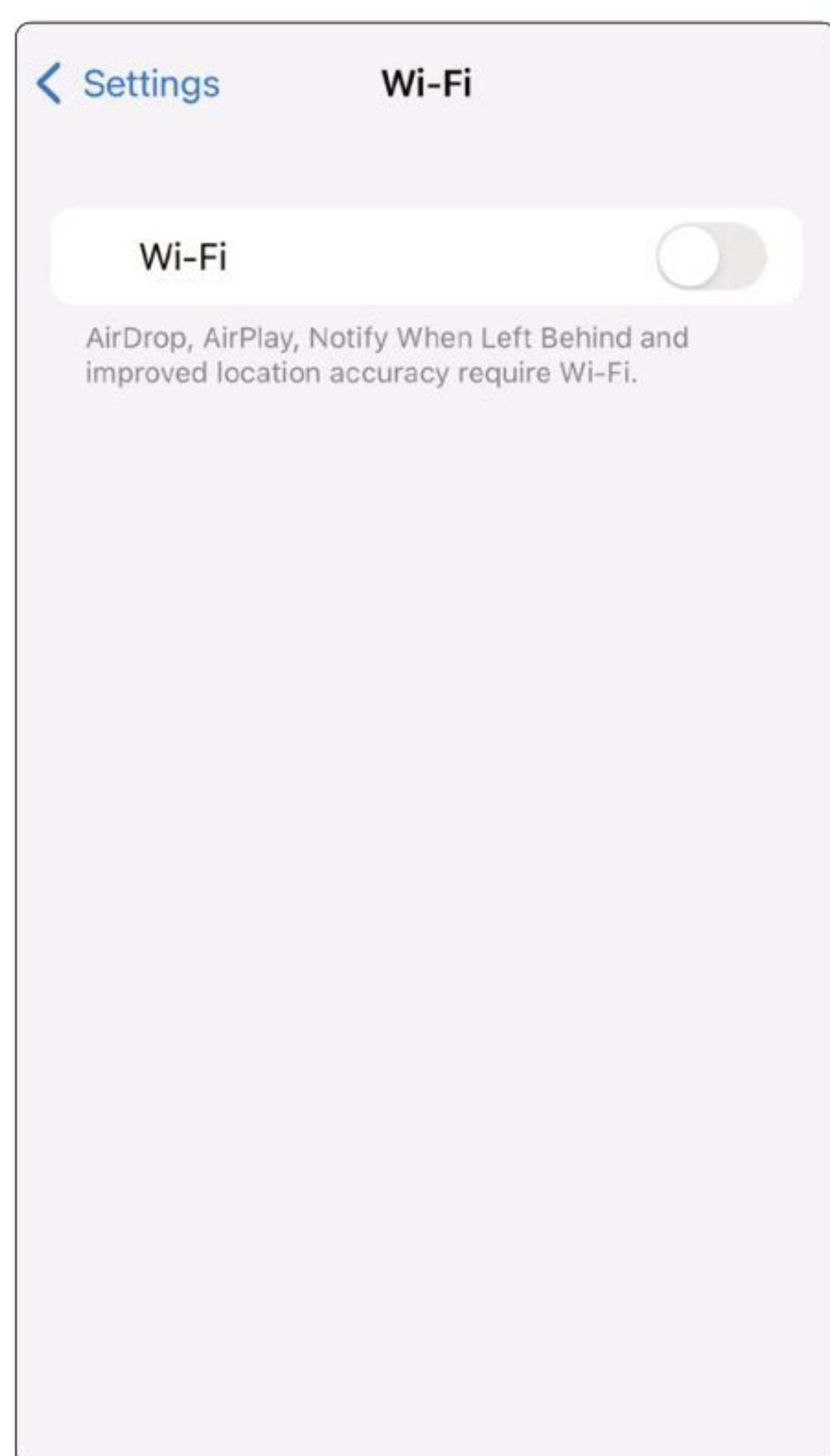


Internet Access

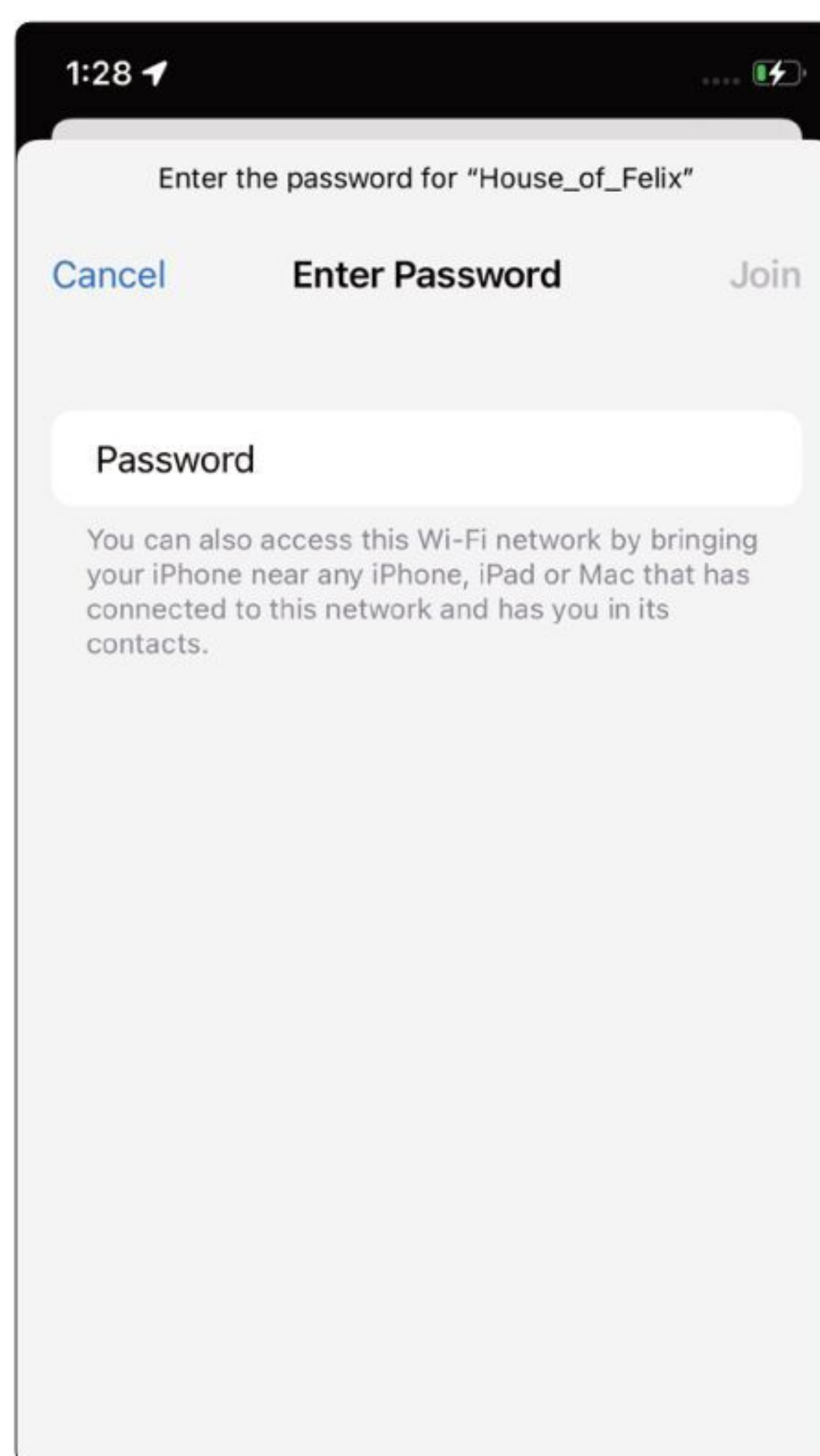
Surfing it

The iPhone connects to the Internet automatically whenever you use the App Store, Mail, iTunes Store, Safari, YouTube or any other app that requires it. There are two ways of taking your iPhone online: via a Wi-Fi connection or a 3G/4G/5G mobile network. In this guide, we show you how to set up both, and also how to check your Wi-Fi signal strength.

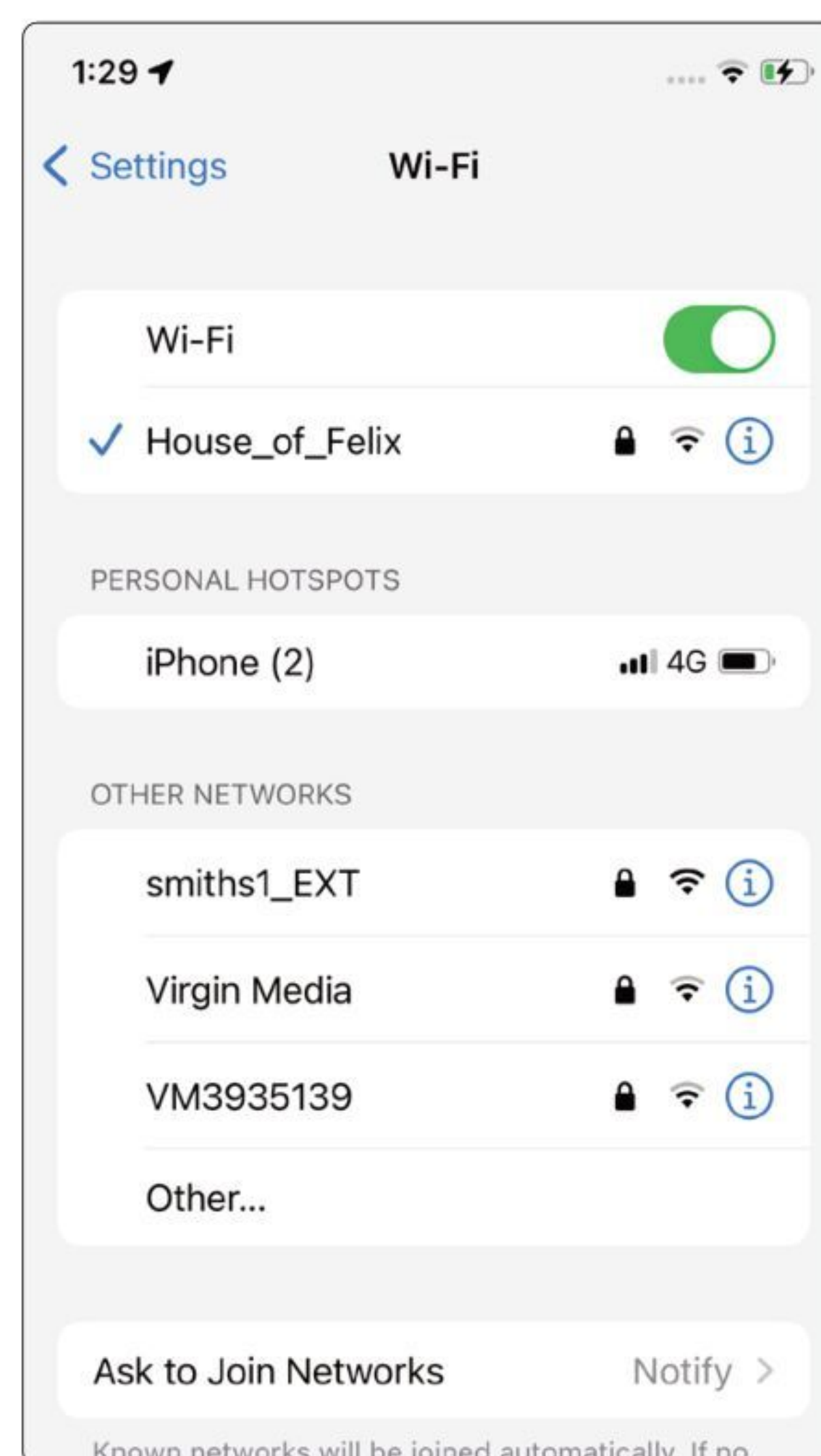
Joining a Wi-Fi network



1 To activate Wi-Fi go to Settings > Wi-Fi and turn it on. The iPhone searches for all networks in range. If at home, pick your home network and enter the security details, the password should be supplied with your router.



2 If you're at a public hotspot that has no security, you can just connect. If it's password protected, which is far more likely, you need to get the network name and the passcode from whoever is providing the Wi-Fi service.



3 From now on, whenever you're in range of this Wi-Fi service the iPhone automatically connects without any prompting. If more than one is in range, the iPhone rejoins the last network it joined.



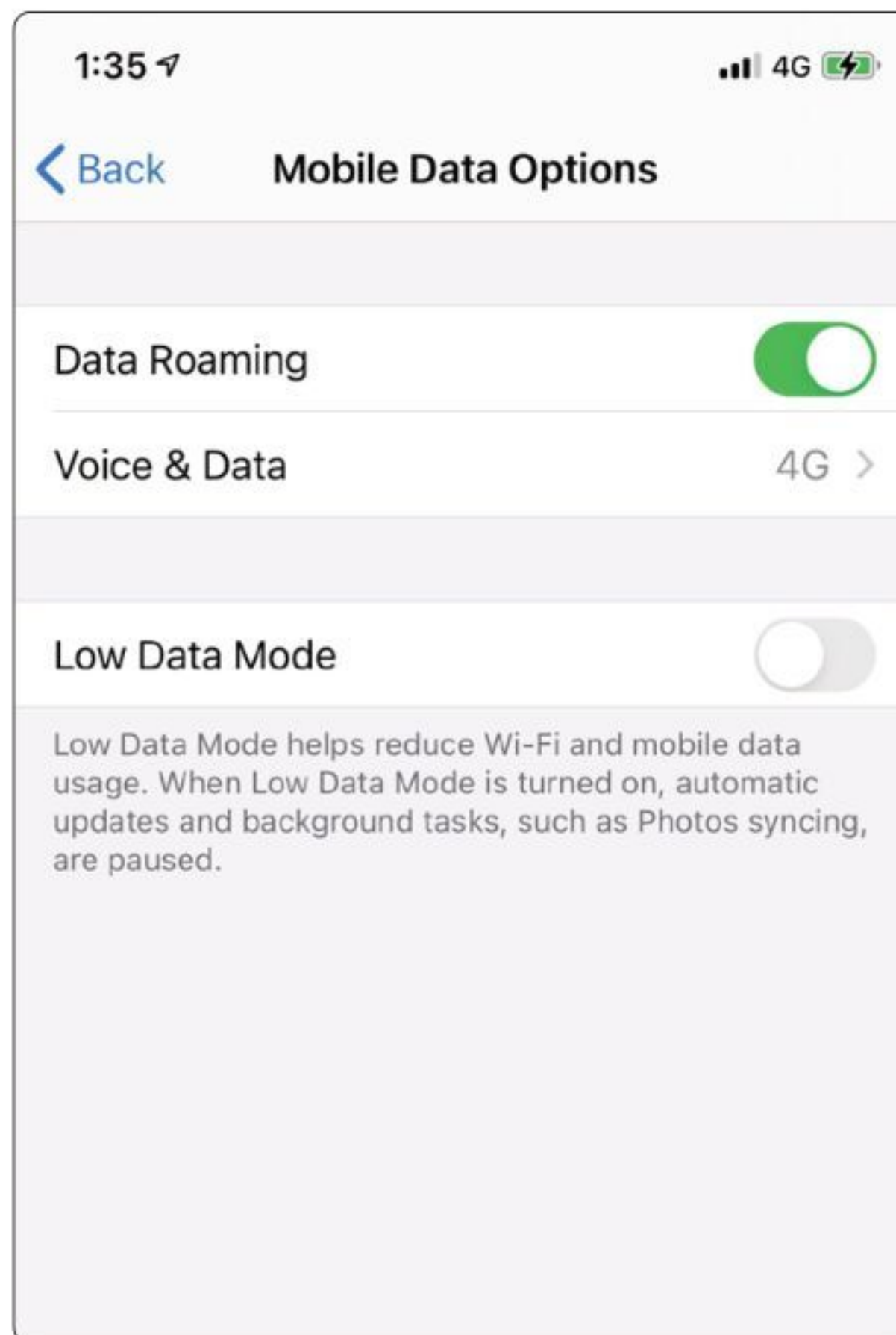
You can follow these tips for joining a public Wi-Fi service as well as for your home network. Ask the service provider for the Wi-Fi network's details, such as its name and password. You log on automatically next time you use this network but if the password has changed, you must enter the new one.



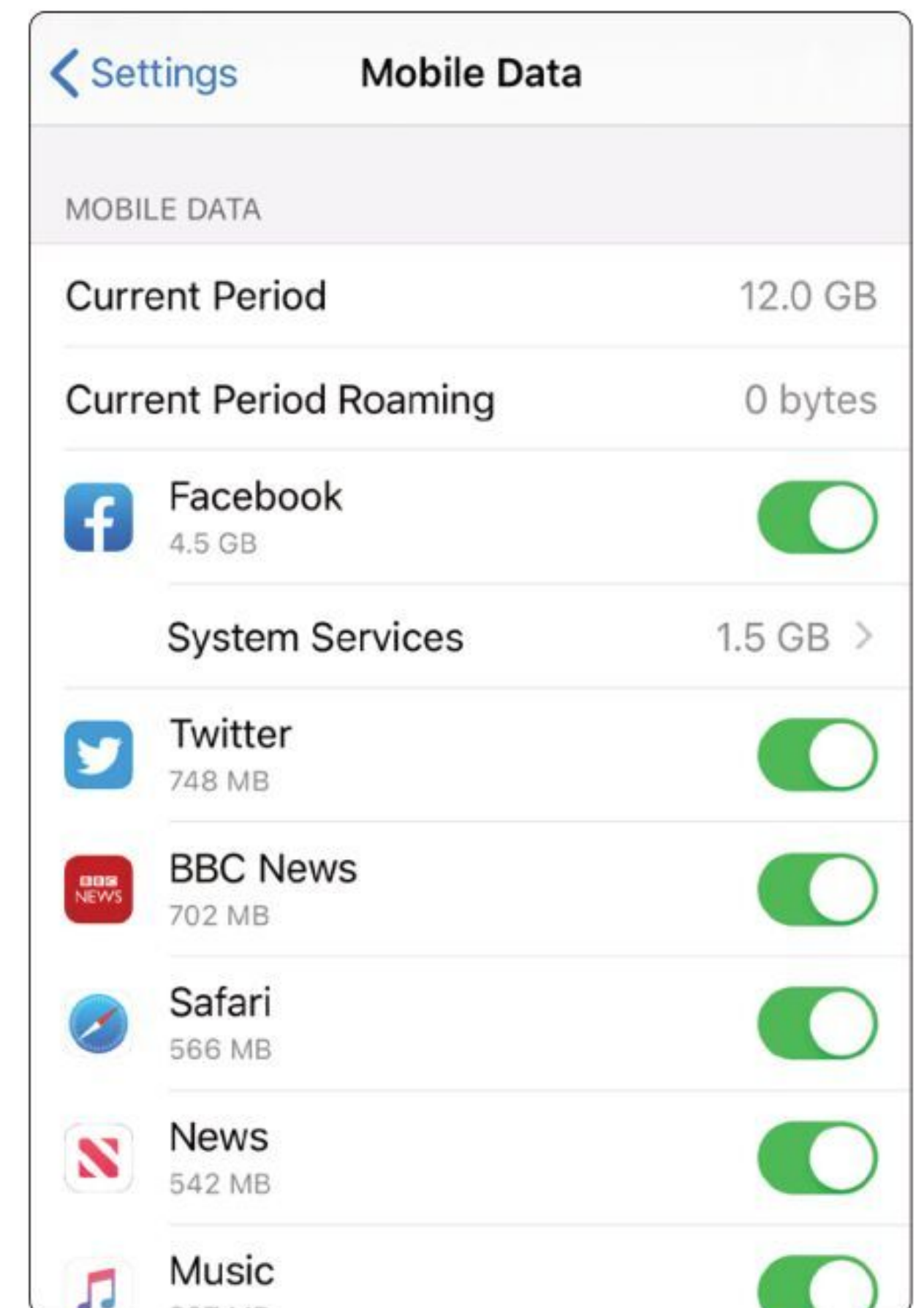
Joining a mobile 5G, 4G or 3G network



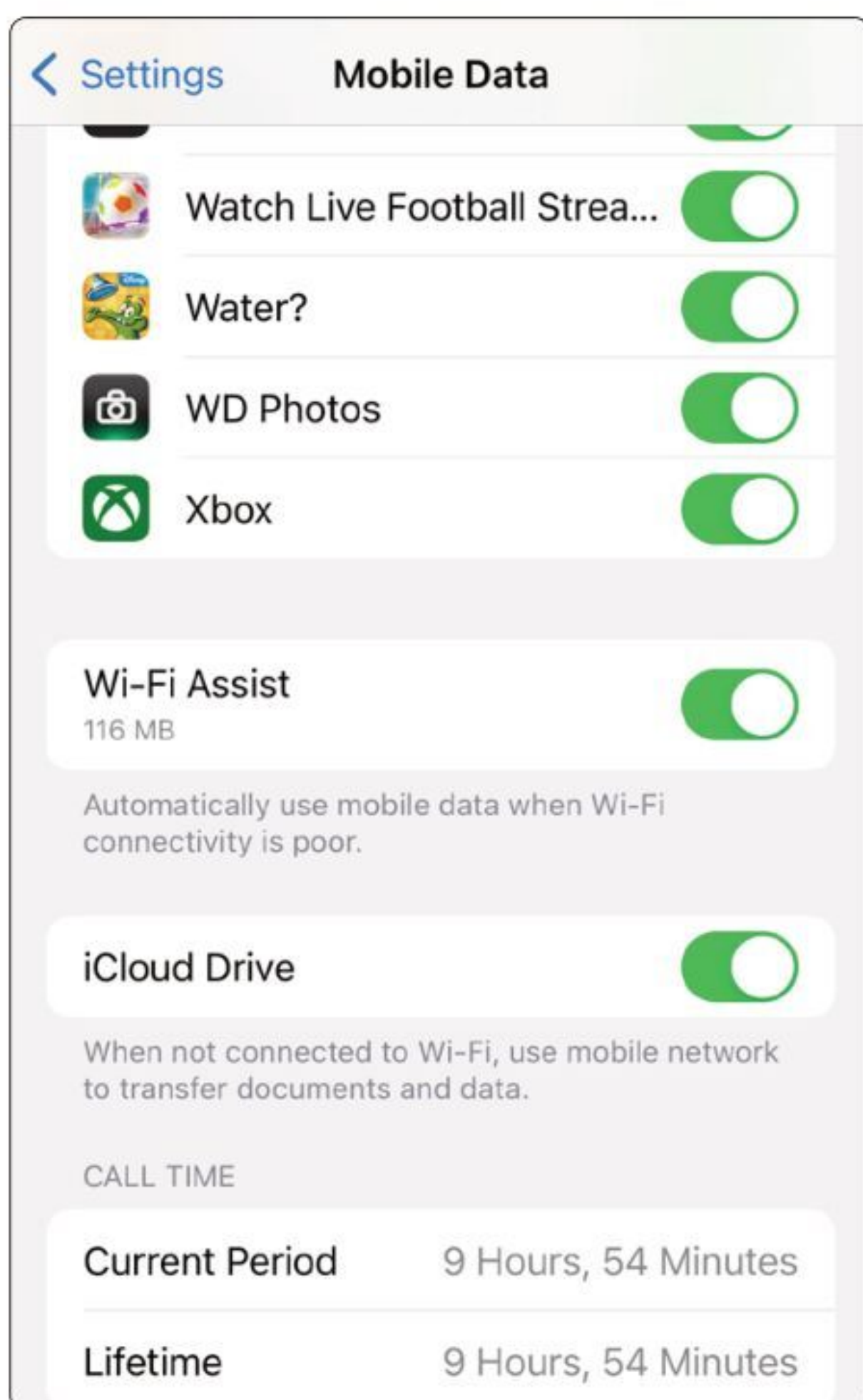
1 When the iPhone connects to the Internet using the mobile data network, you will see the 3G, 4G, 5G, EDGE or GPRS icon in the status bar at the top-right corner of the screen.



2 If you travel outside your usual mobile network coverage, you can still use 3G, 4G or 5G. To do this, turn Data Roaming on: Settings > Mobile Data > Mobile Data Options. Charges may apply.

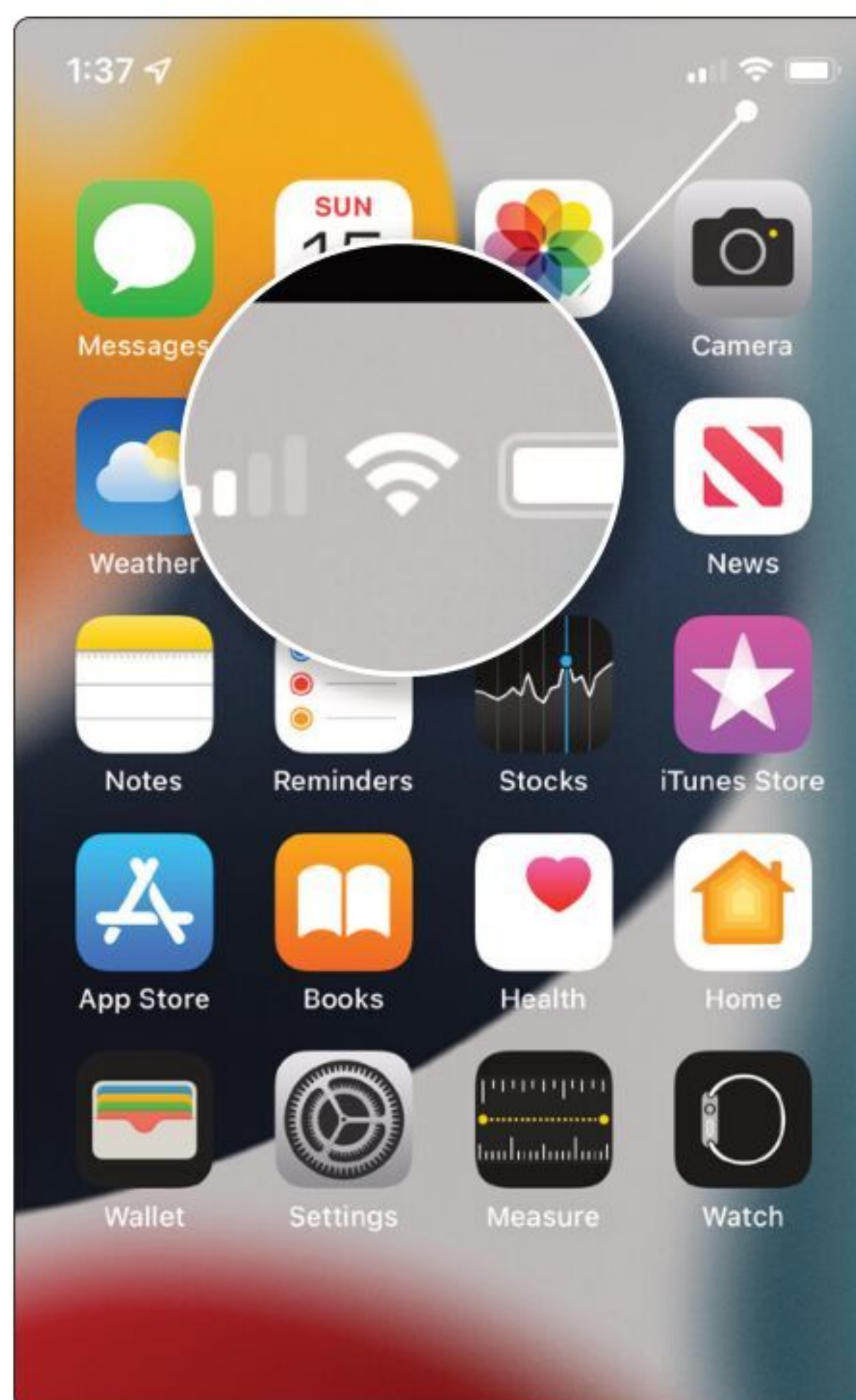


3 You can monitor your mobile network data usage by going to Settings > Mobile Data and then scrolling down to the Mobile Data section. The data settings vary depending on the carrier.



Wi-Fi Assist

Wi-Fi Assist switches to a mobile connection when Wi-Fi is unreliable. It's found in Settings > Mobile Data, and is on by default. To avoid large bills, it doesn't work when Data Roaming, and it won't work with some video apps.




Signal Strength

To check the strength of your current Wi-Fi connection, look at the Wi-Fi icon found in the top right corner of the screen. The more bars that are solid, as opposed to being greyed out, the stronger the iPhone's Wi-Fi connection.

15 Advanced Tips & Tricks

Password Sharing

You can share a Wi-Fi password from your Apple device with another Apple device that wants to join the same network. Both devices must have Wi-Fi and Bluetooth turned on, and neither should be running a Personal Hotspot. They need to be signed into their respective Apple IDs, and have the other person's email address in their Contacts app. They also must be within Bluetooth range, and be unlocked. When the new device tries to connect to the network, a pop-up invites the one that's already on there to share the password. Tap Share Password to do so.





SCAN HERE to learn nine insider tricks to help you avoid scam emails on your iPhone.



Setting Up Email

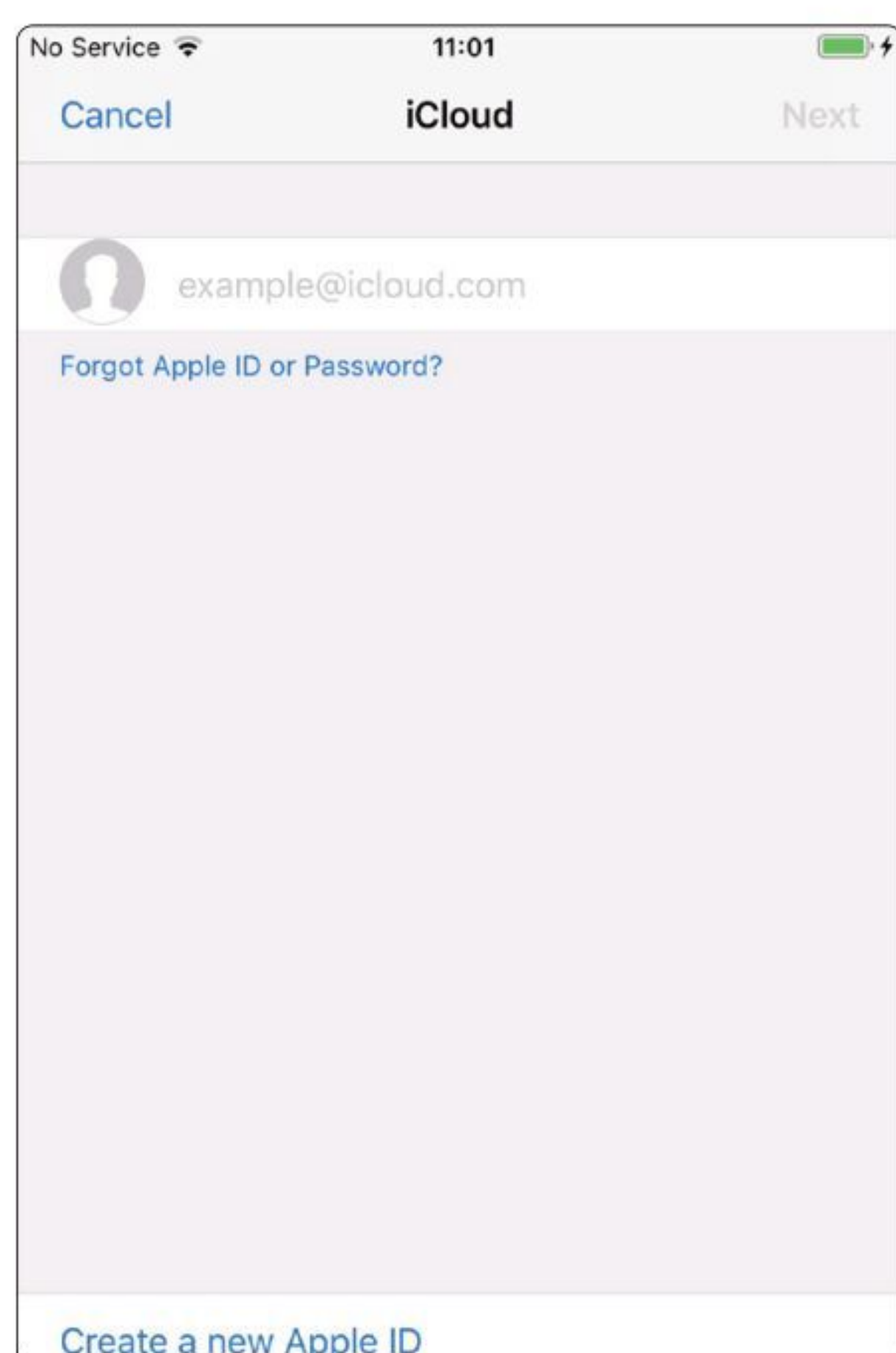
Configuring it

Your iPhone's Mail app can send and receive emails from all of your email accounts. It's easy to set up and use with an iCloud, Gmail, Yahoo, AOL or Outlook email address. If you want to add your Internet Service Provider's own email account, it is a little more complicated. Here we take you through setting up each type of email account on your Apple smartphone.

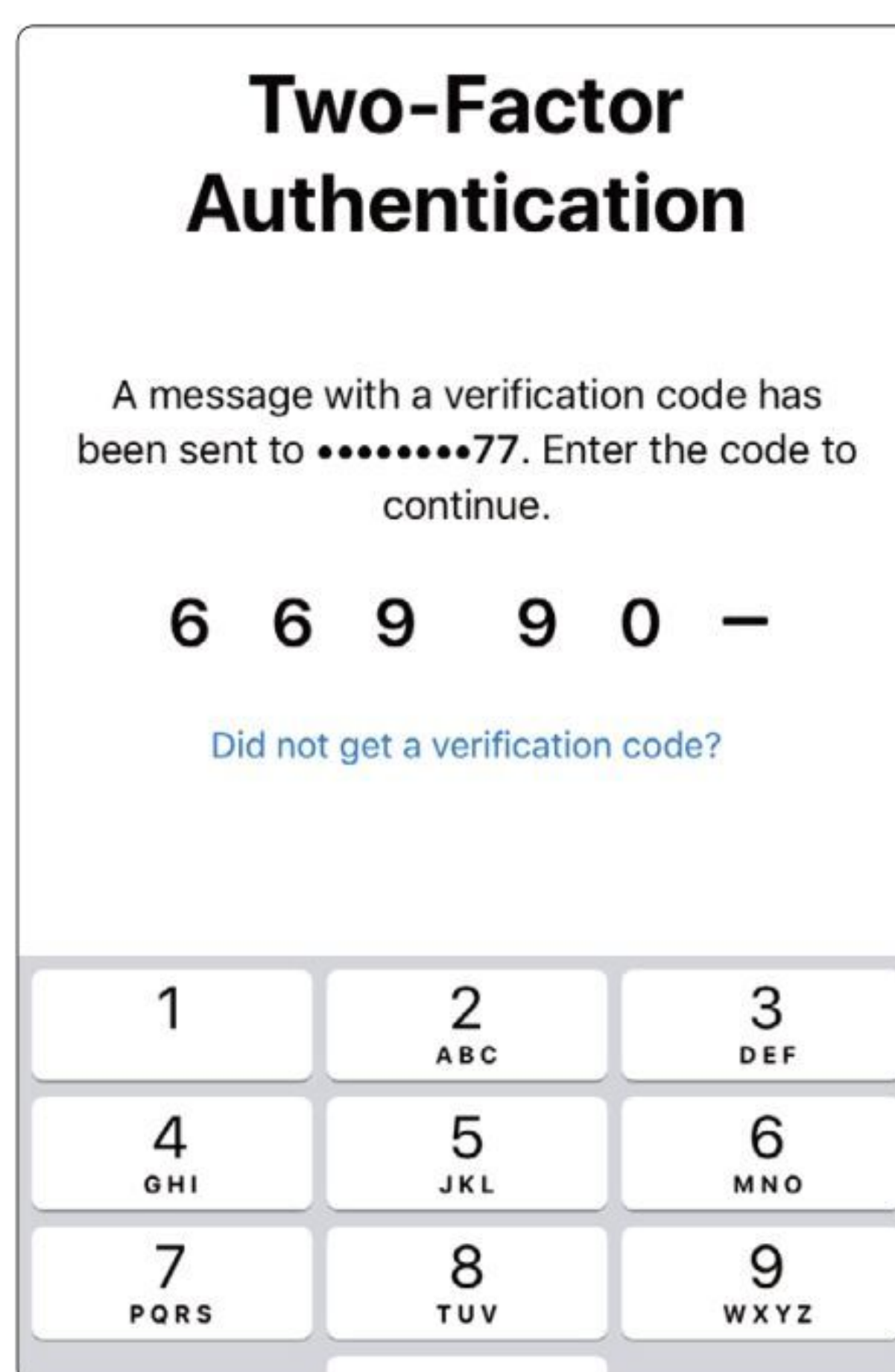
Setting up accounts.

For most of the popular web-based email services such as Gmail and Yahoo, the iPhone automatically enters most of the settings needed for you to access your account. We've put together these steps that cover each of the Internet's key email providers. Just follow this guide and you'll soon be emailing from your iPhone.

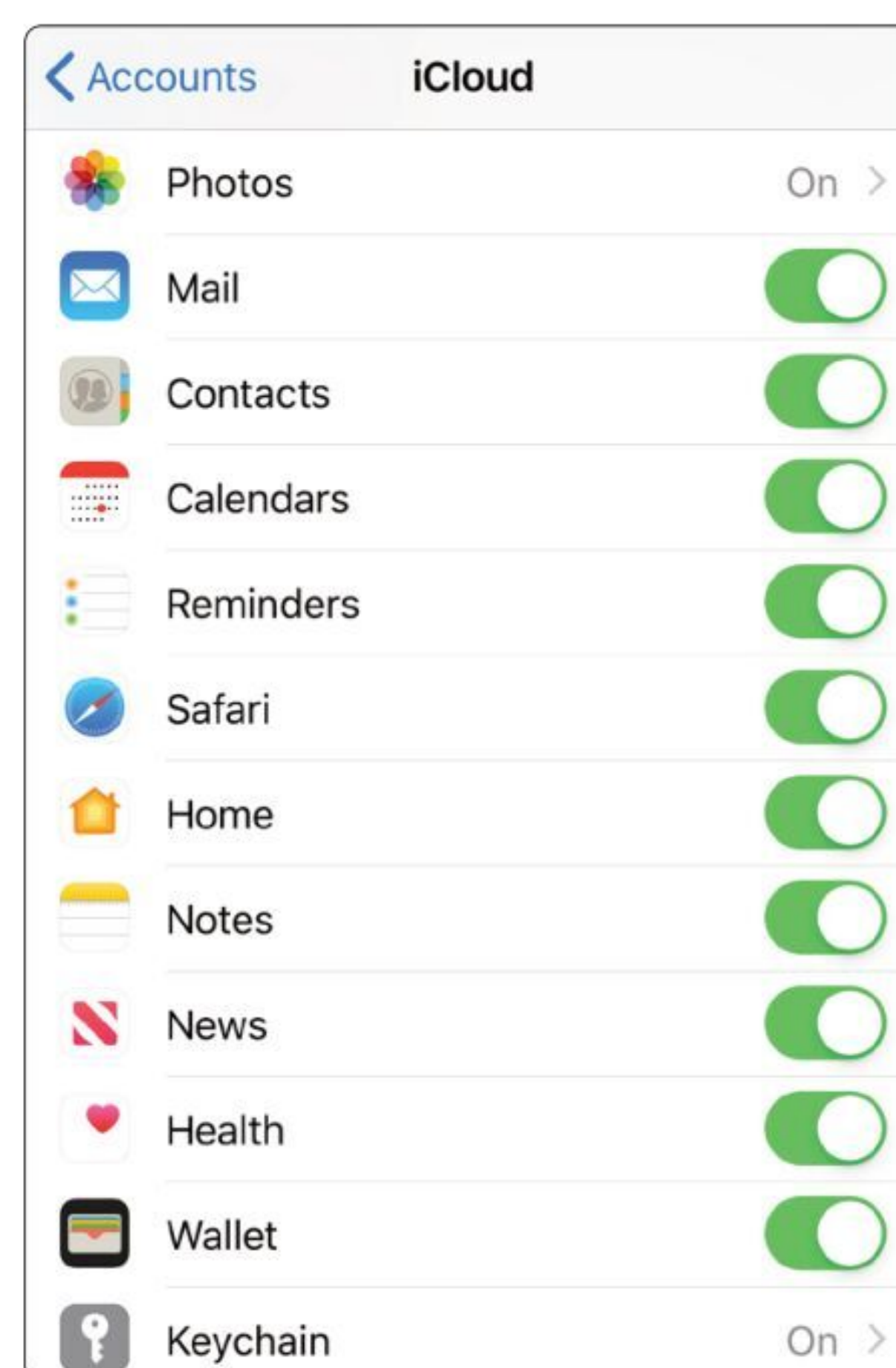
Setting up an iCloud email account



1 Tap the Settings icon and scroll down. Tap the Mail option, then Accounts. From here tap Add Account then tap the iCloud link and enter your Apple ID and Password. If you don't have an Apple ID, tap Create a New Apple ID instead and follow the instructions. Tap Next to automatically verify your details.



2 If you have Two-Factor Authentication on, you must authenticate now. Enter the verification code or tap the link and follow the instructions if you didn't get one. If you're asked whether you want to allow iCloud to access your location and use Find My iPhone, we suggest you agree.

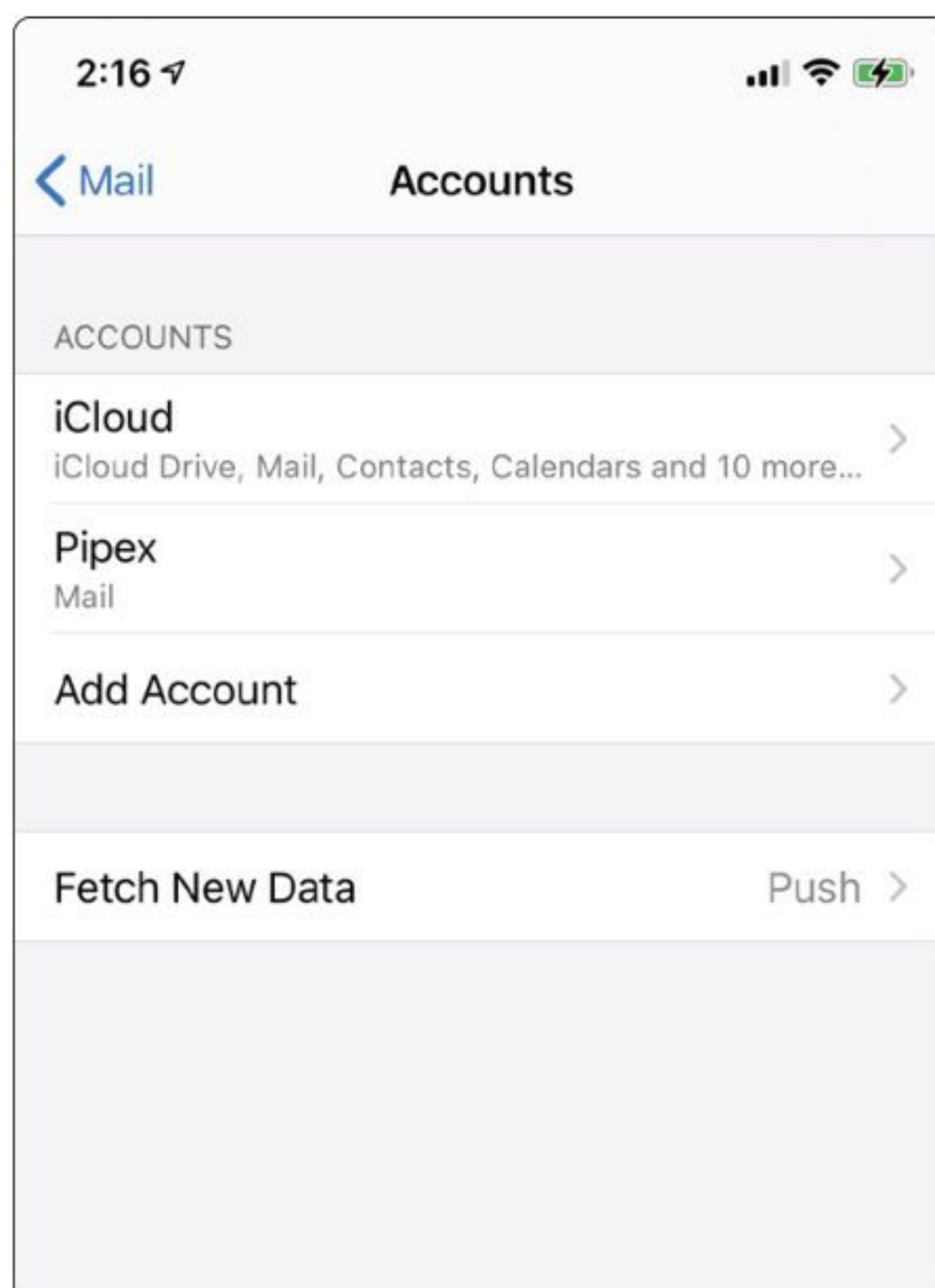


3 You're then taken to this screen, where you can select which of your iPhone's apps use the iCloud. Slide the Mail link to the On position. Deactivate any applications you don't want to sync with iCloud (you can always reactivate them later), and then tap Save in the top right corner to complete the setup.

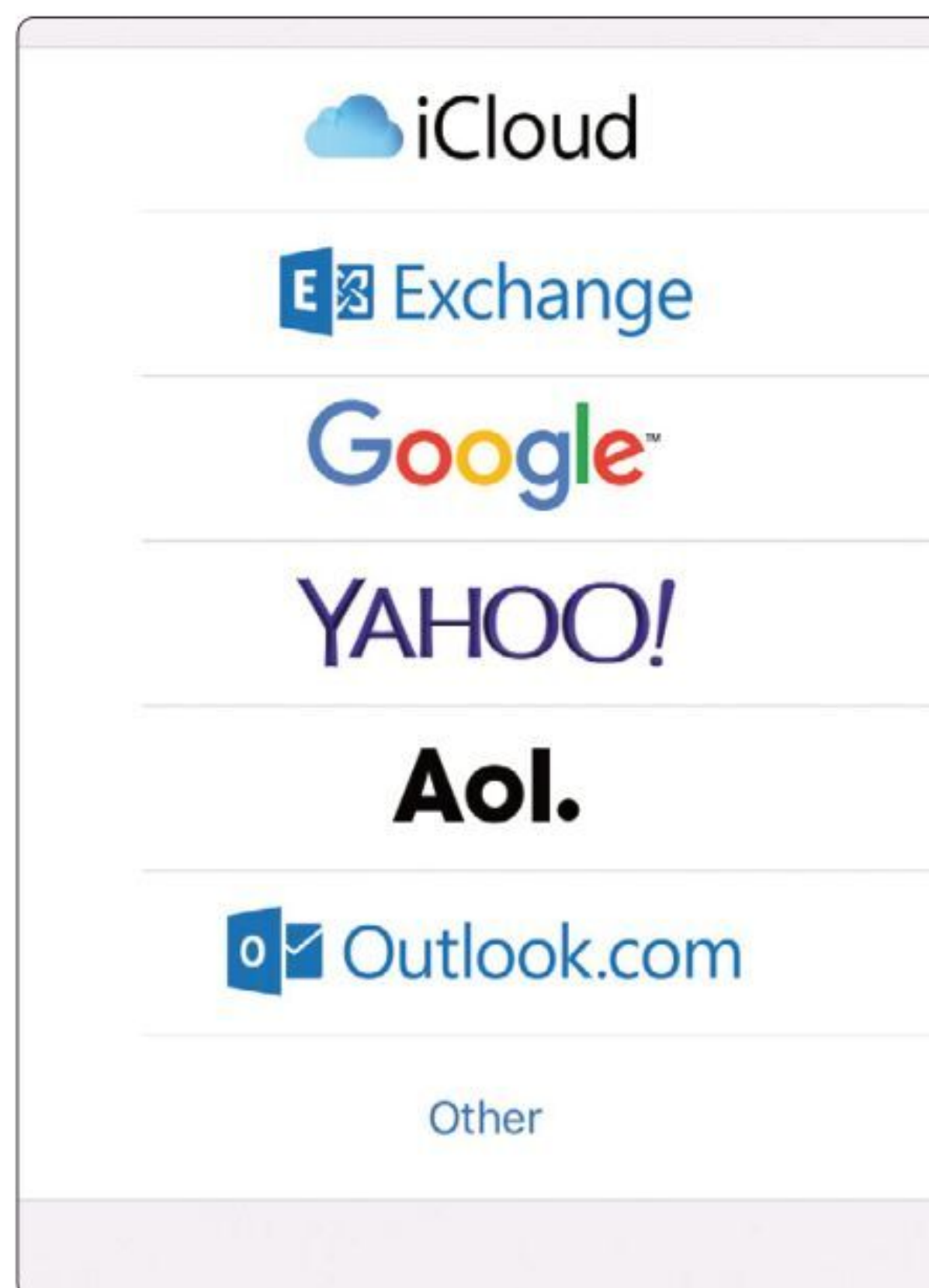




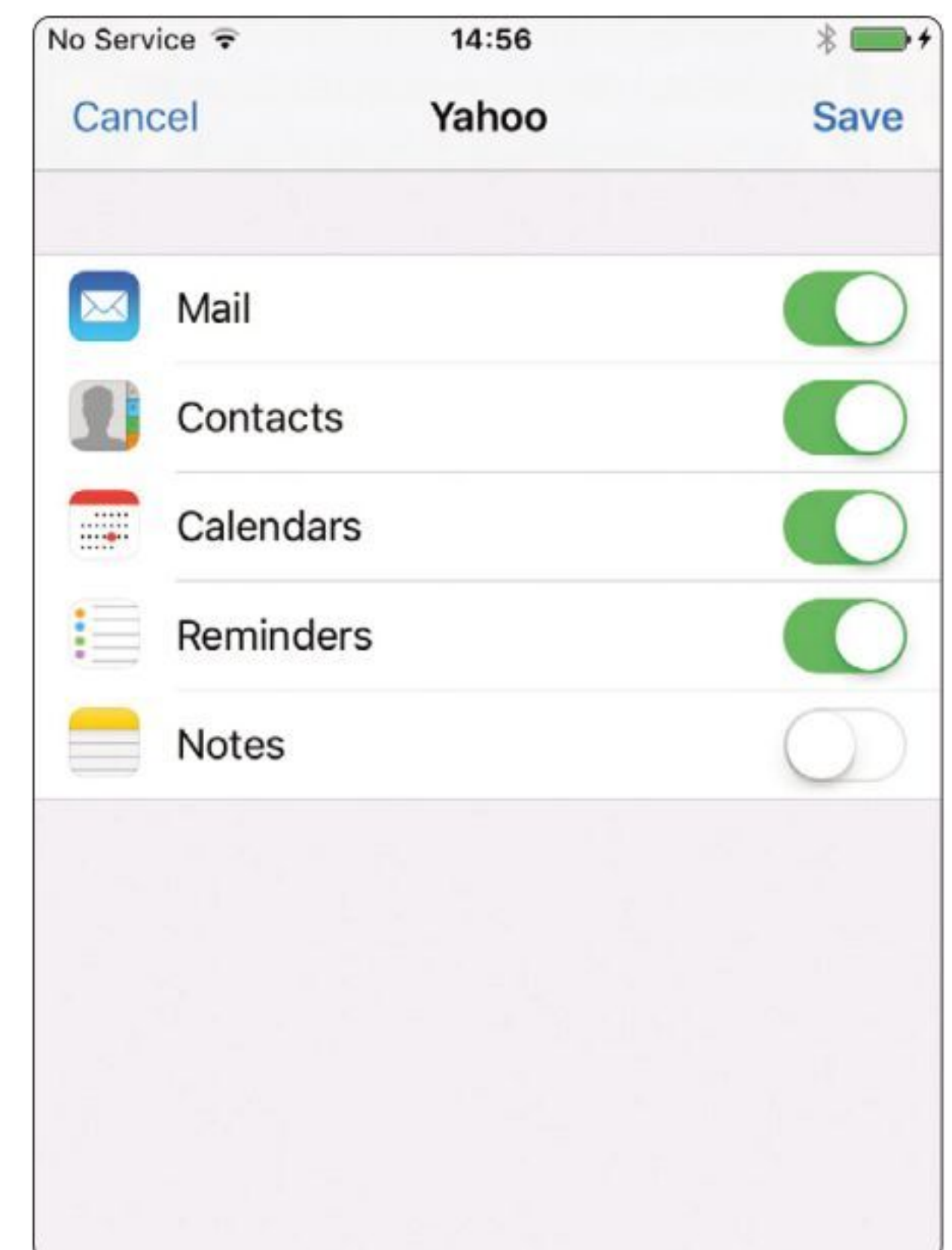
Setting up Gmail, Yahoo, AOL and Hotmail accounts



1 Tap the Settings icon on your iPhone's Home screen. Scroll down and click on Mail, then Accounts, then Add Account. This takes you to the list of email accounts that you can configure on your iPhone, such as iCloud or Google accounts.

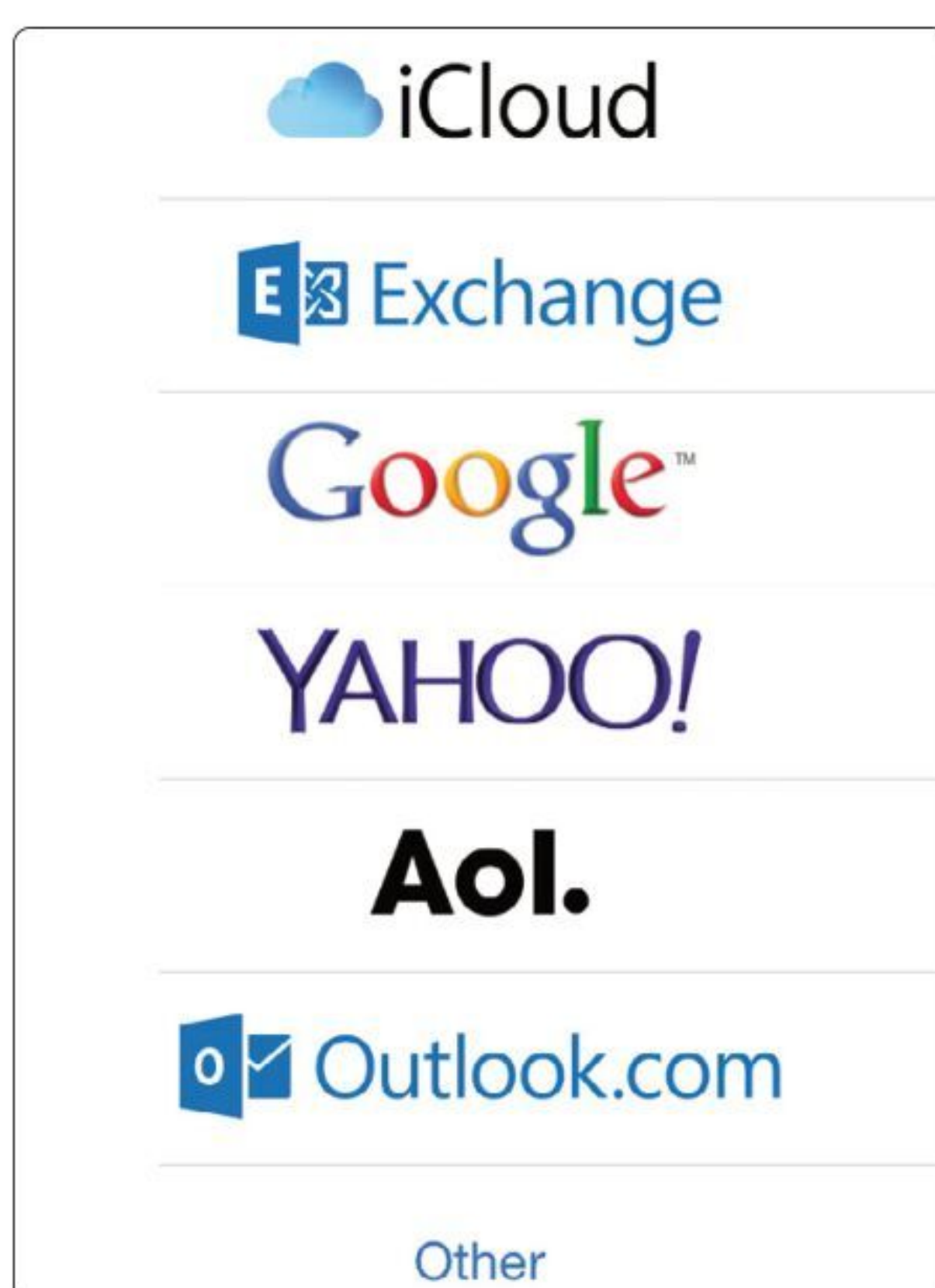


2 From this screen, tap on either the Gmail, Yahoo, AOL or Microsoft Hotmail link (the process is the same). On this screen you need to enter your name, email address and your password for this account. Finally enter a description of the account. Click the Next link to continue.

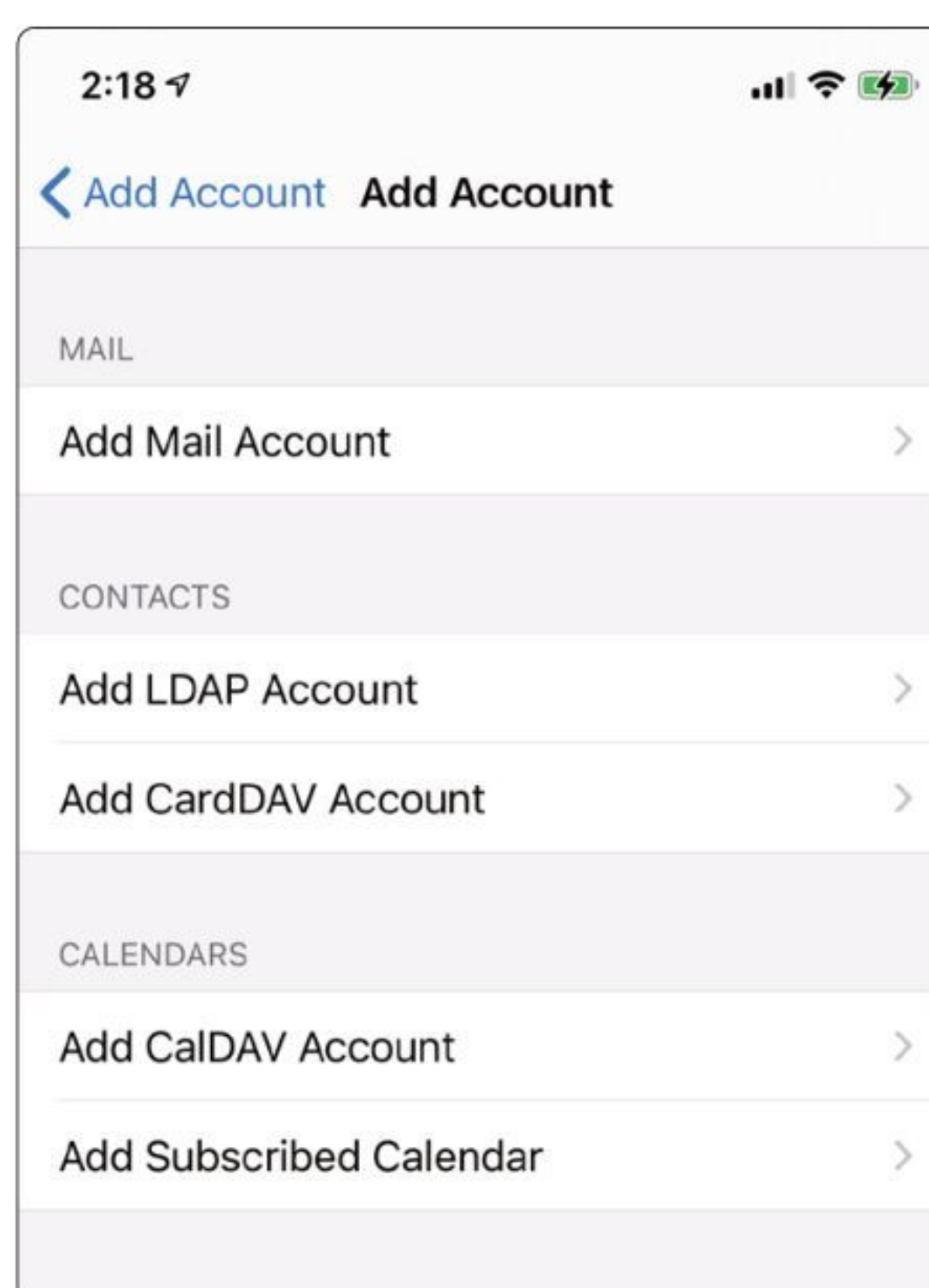


3 From this screen, you can select which features of your email account you also wish to sync with your iPhone. When you have made your selections, and are happy to continue, all you have to do to complete the process is tap the Save link and you are ready to go.

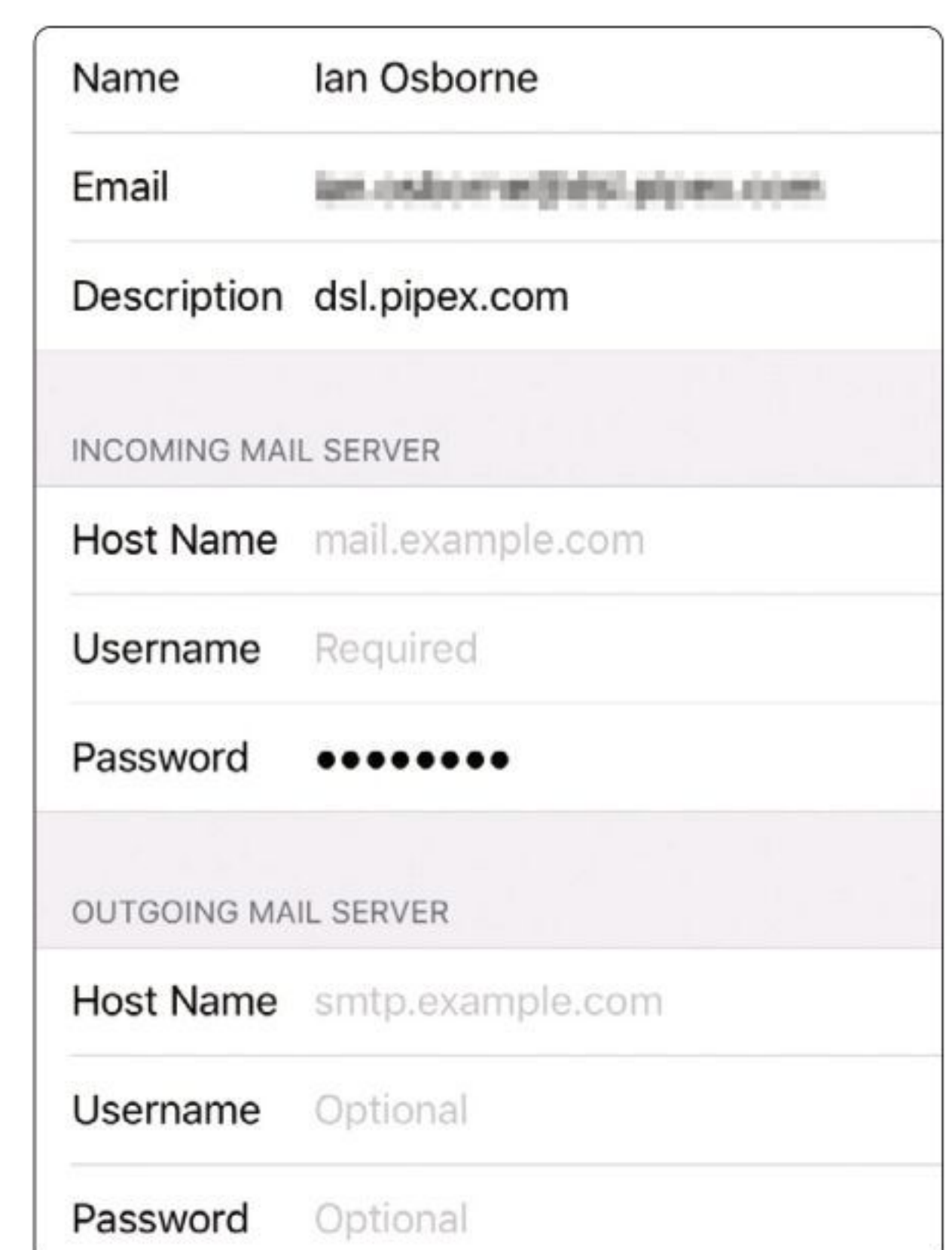
Setting up other types of email account



1 Go to Settings > Mail > Accounts > Add Account once more. If you wish to add a Microsoft Exchange account, tap the Exchange option on the screen shown above. If it's a service provided by your ISP (Internet Service Provider), tap Other at the bottom.



2 You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPhone. As these details are all different for each provider, we can, alas, only send you in their direction for help.



3 Once you have obtained all the required information from your email provider, you must then enter these details as requested. When complete, you are ready to go; your iPhone contacts the email server in question and downloads any emails you have for this account.



Phone Calls

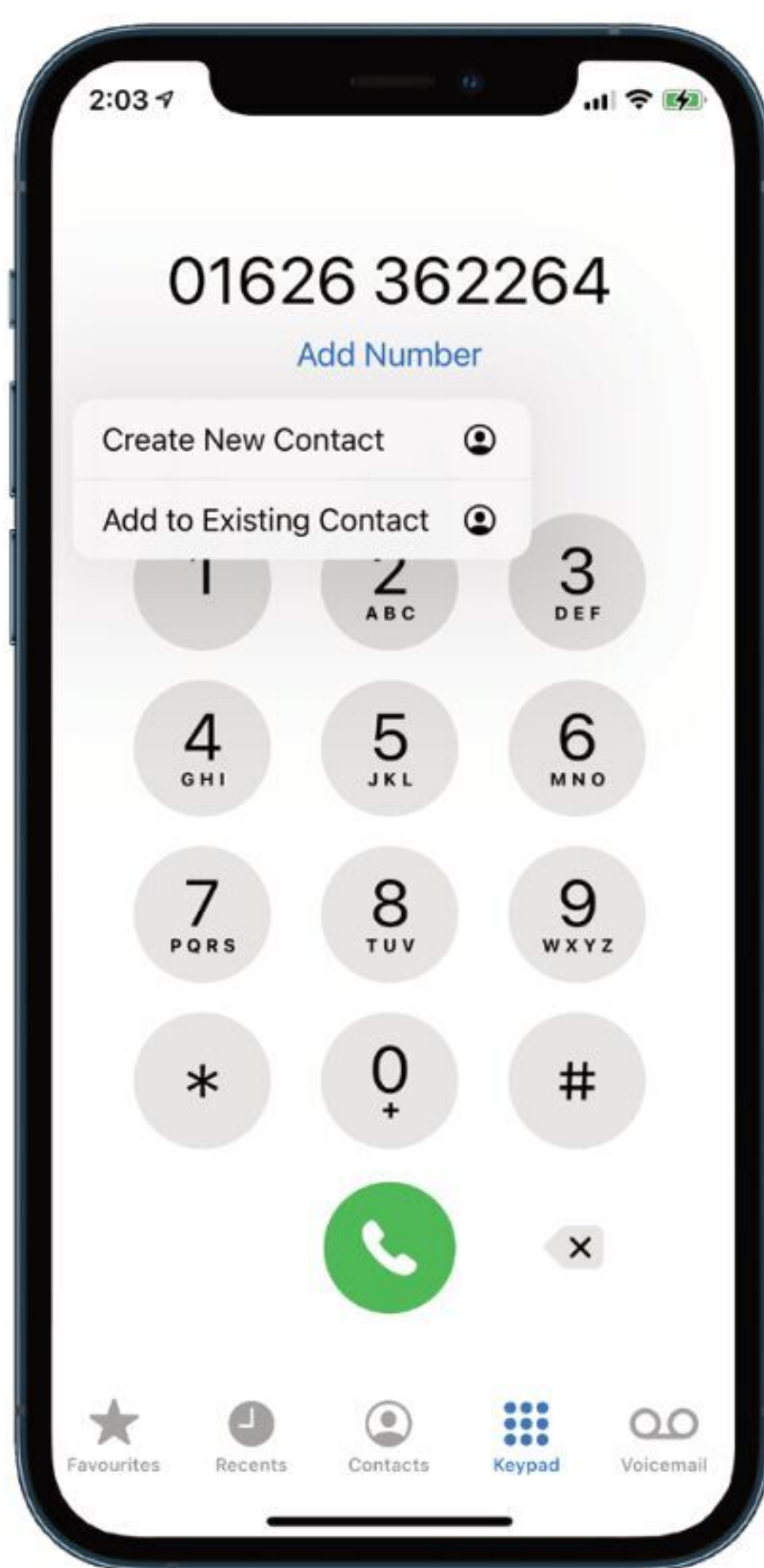
Talk on it

With all the games, apps, videos, Internet browsing, email and photography available on your iPhone, one might be excused for forgetting it can also make and receive telephone calls. In this next section we take you through making and answering calls, and show you a few of the iPhone's clever phone-related features such as placing calls on hold and using voicemail.

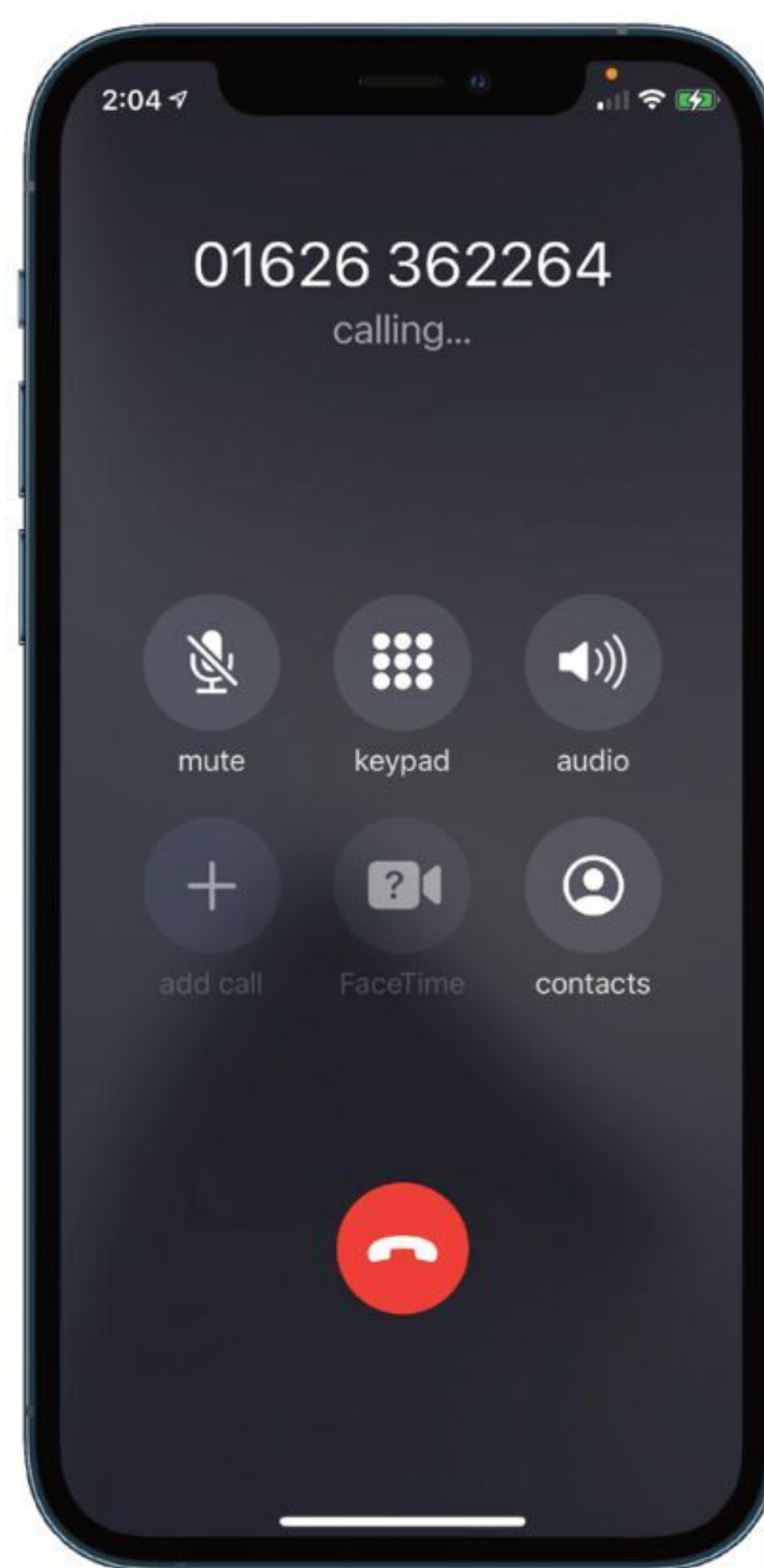
Dialling a number from the keypad



1 Tap the Phone app icon and then select the keypad link from the five options at the bottom of the screen. Enter the phone number by tapping the on-screen digits; the number is shown as you enter it at the top of the screen.



2 If this number is important and is likely to be used often, tap the Add Number link found under the phone number at the top of the screen to add it to your contacts list. If not, tap the green button to make the call.



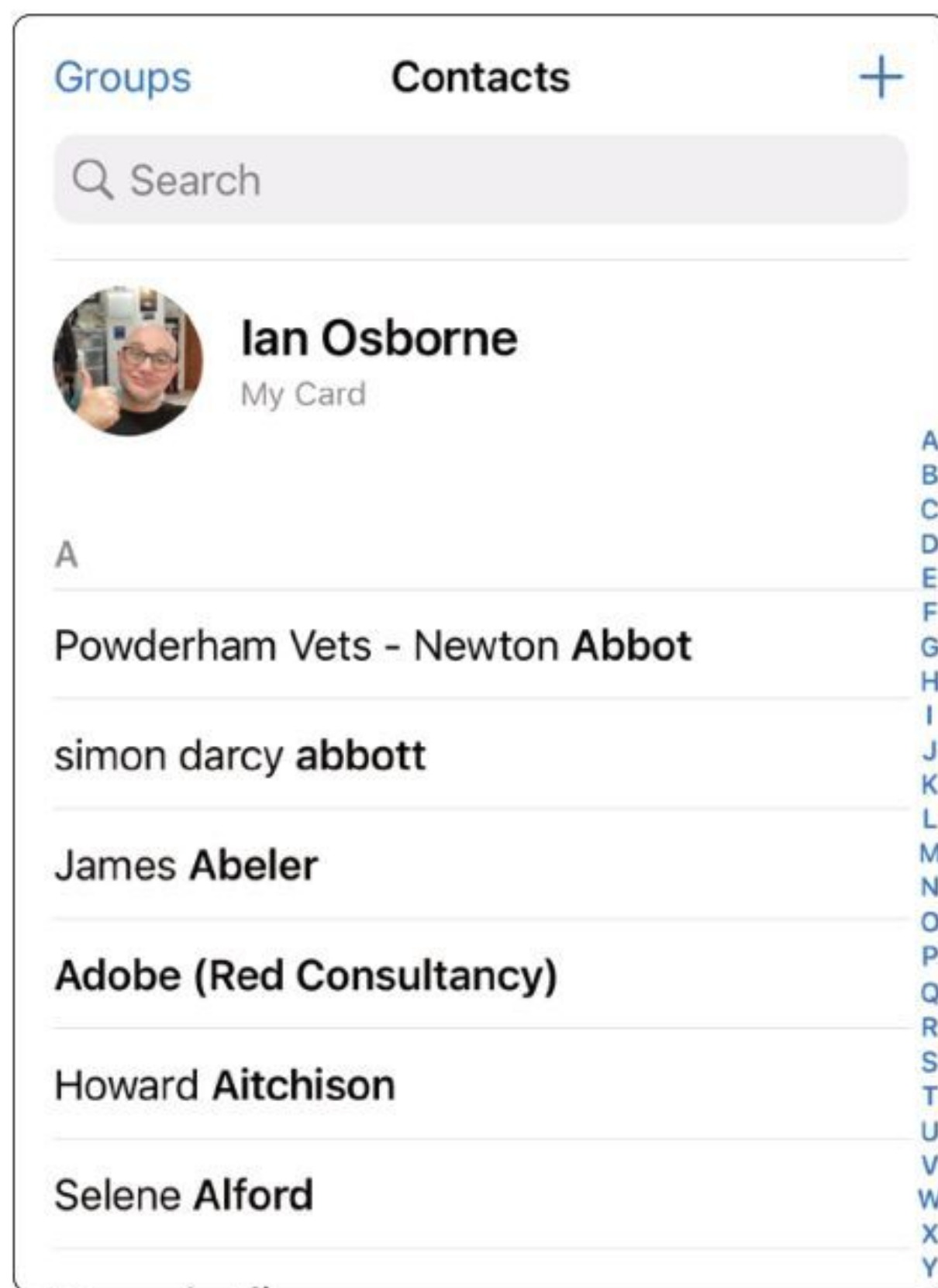
3 The call automatically connects when your contact answers the phone at their end. To end the call, tap the End Call button, the red one; you're returned to the keypad screen and the call is terminated.



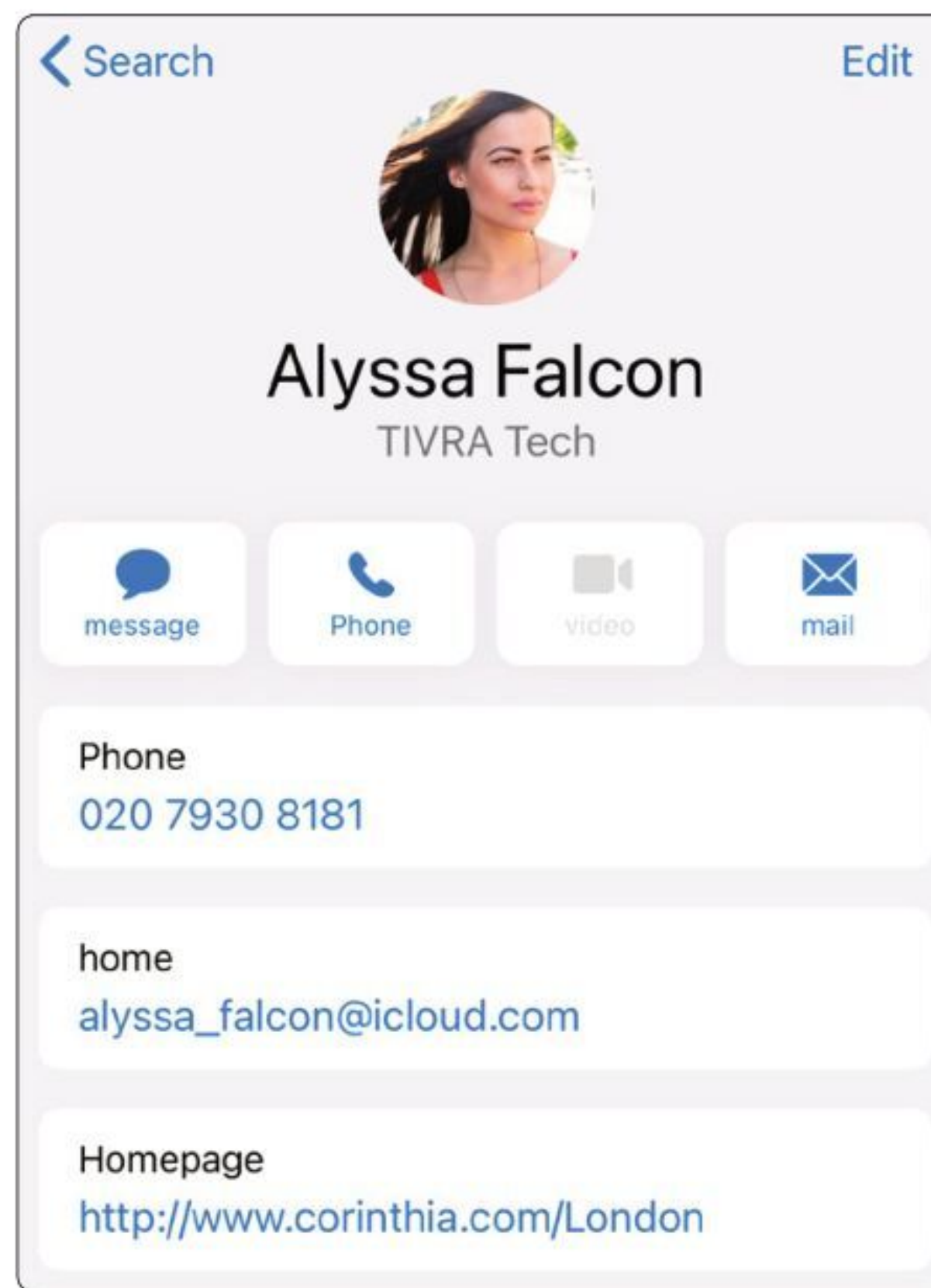
If you're ringing another Apple device, you can use the FaceTime app's audio mode to make a call over the Internet using Wi-Fi or 3G/4G/5G. There are no call costs, though mobile Internet costs might apply. See our tutorial on the FaceTime app later on for more information on making FaceTime Audio and Video calls.



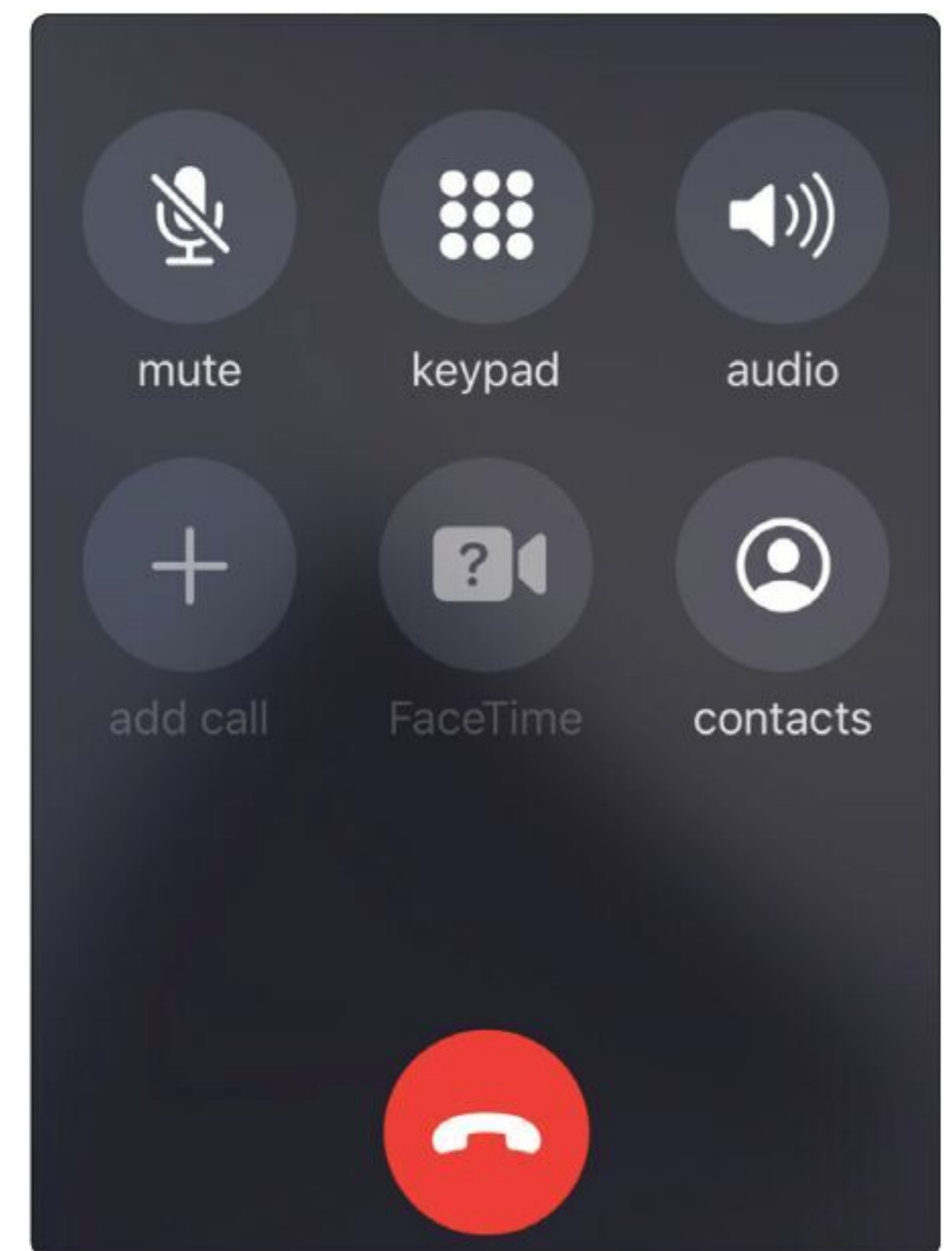
Making a call from your contacts list



1 Tap the Phone icon and select Contacts. Scroll up and down until you find the number you wish to dial. Alternatively, enter the name of your contact into the Search bar.



2 Once you've found the contact you wish to call, simply tap their name to be taken to their contact page. To dial them up, tap their phone number to place your call.



3 When you've finished your conversation, tap the End Call button, the red one showing the telephone receiver, to hang up; or wait for your contact to do the same.

Answering a call



1 Incoming calls appear as a notification at the top of the screen; you can accept or decline it. When you get a call you either see the name of the contact or the number displayed. If the number is withheld, the word "Blocked" appears.



2 To answer the call, if your iPhone is in sleep mode, move the slider to the far right to accept the call. If you receive a call when you are using your iPhone, you can decline it by pressing the red button or accept via the green one.



3 To go hands-free for the duration of this call, simply press the Speaker button on the upper right. This switches the outgoing sound to the main speakers, allowing you to talk without holding the phone.

Placing a call on hold



1 During a call, you can place the caller on hold by pressing Mute, pausing the conversation without actually hanging up the phone. To return to the call, tap Mute again.

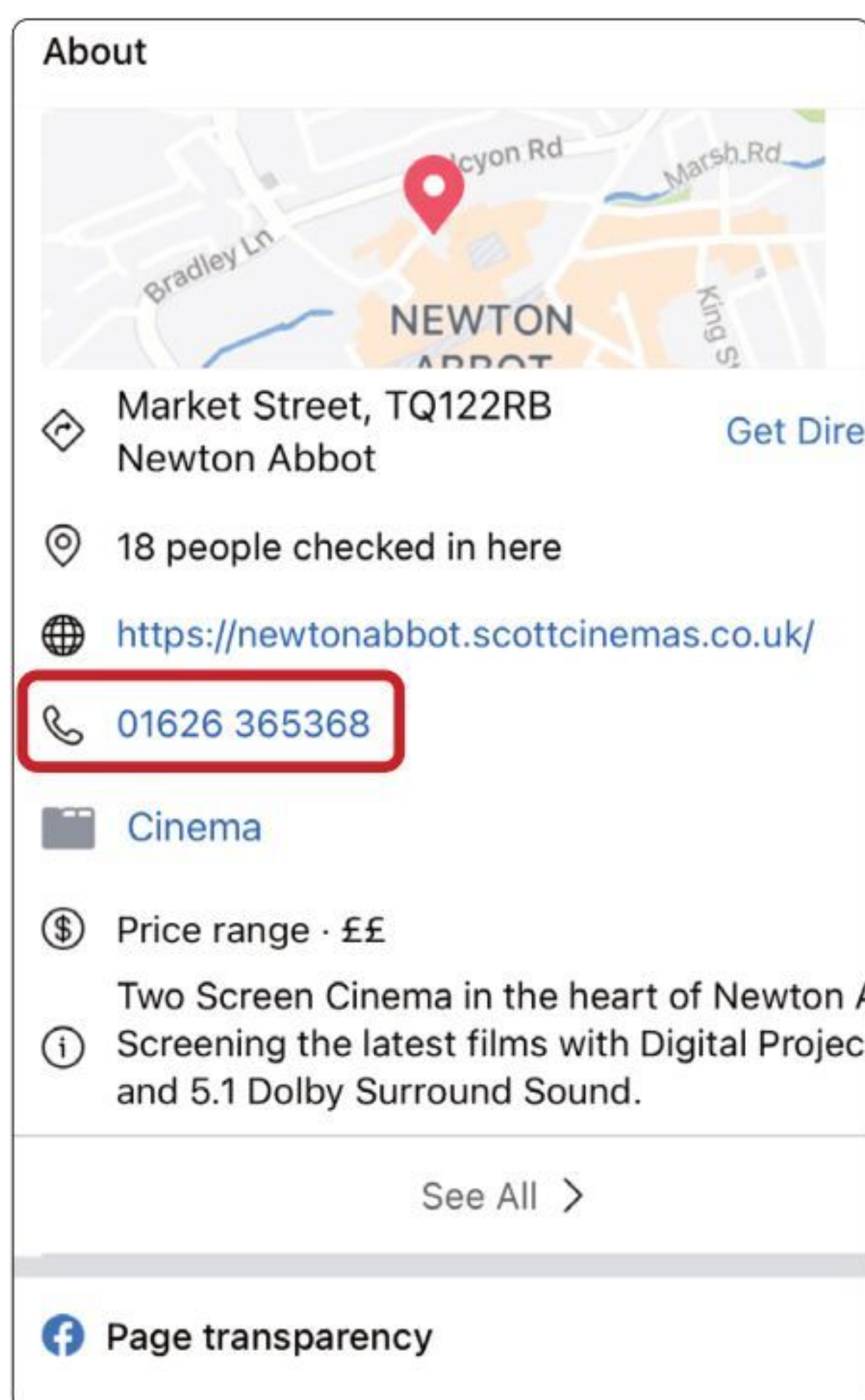


2 Should a second caller ring when you're on a call, you have an option (the big red button) called Decline, which cuts off the second caller but lets them leave a voice message.

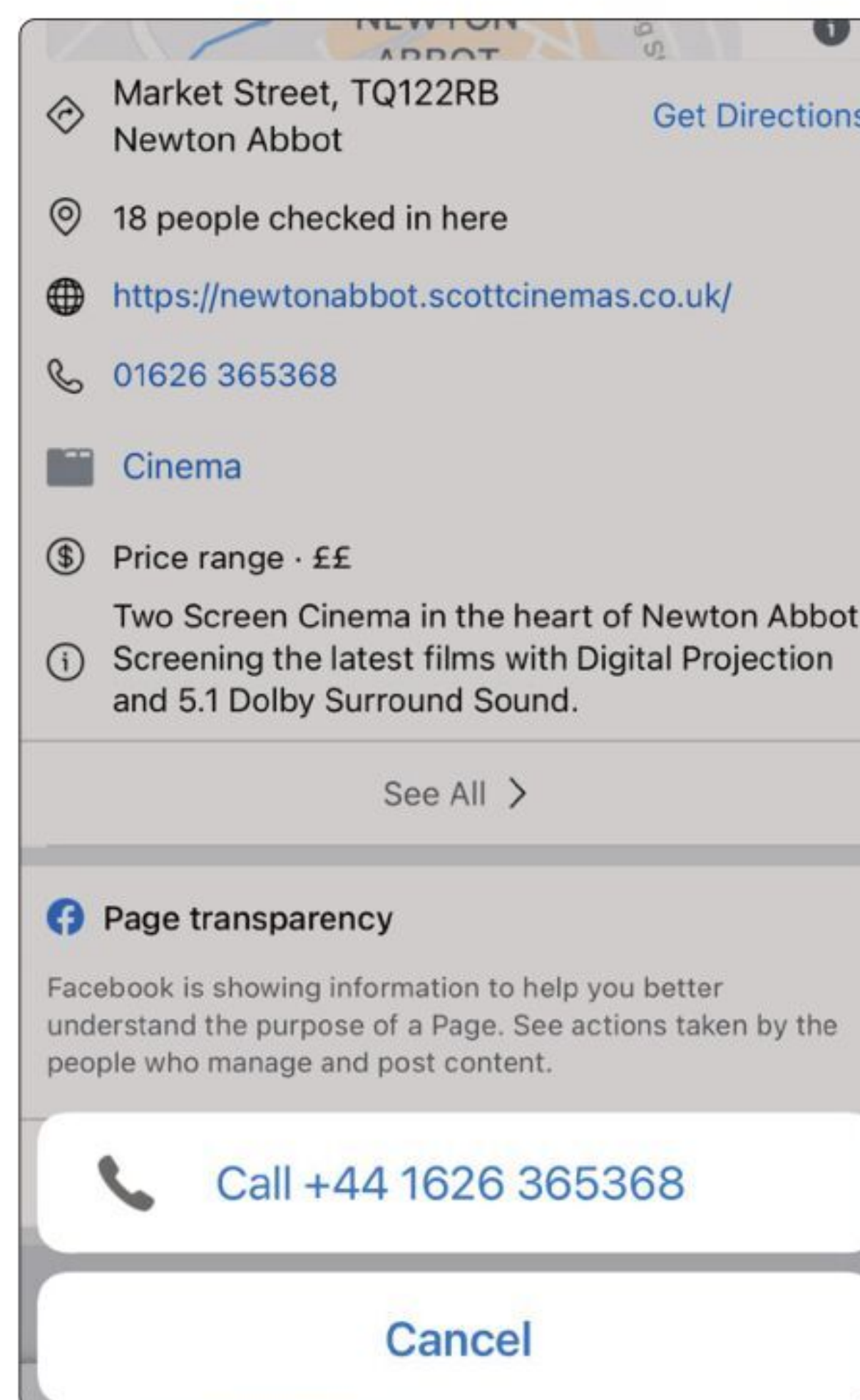


3 By selecting the Hold & Accept option, you place the original caller on hold, allowing you to answer the second call before returning to the first one by tapping swap.

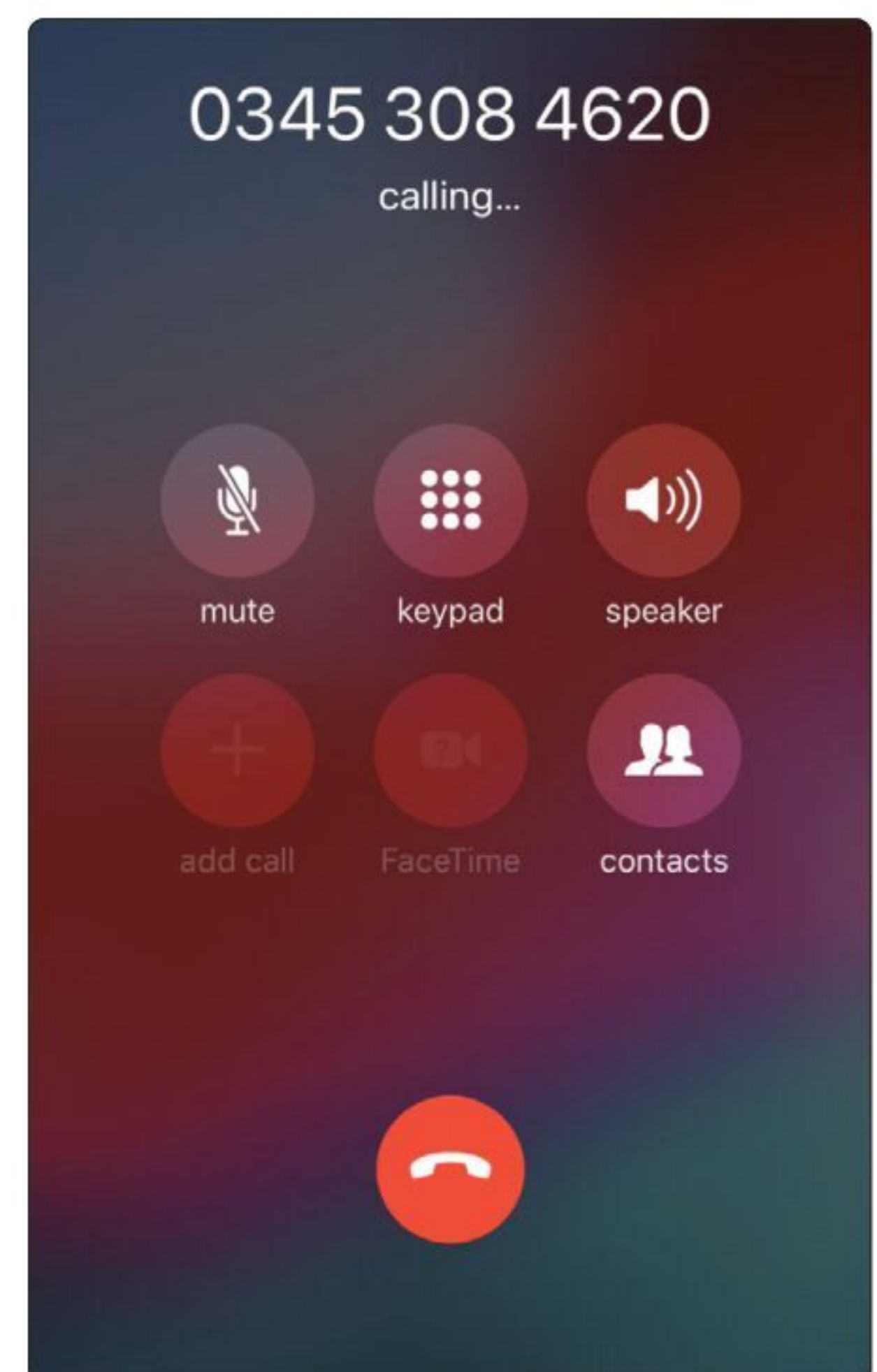
Dialling a number from a secondary source



1 If you find a telephone number on a web page in Safari, the number is in a button. Tap on it to place the call.



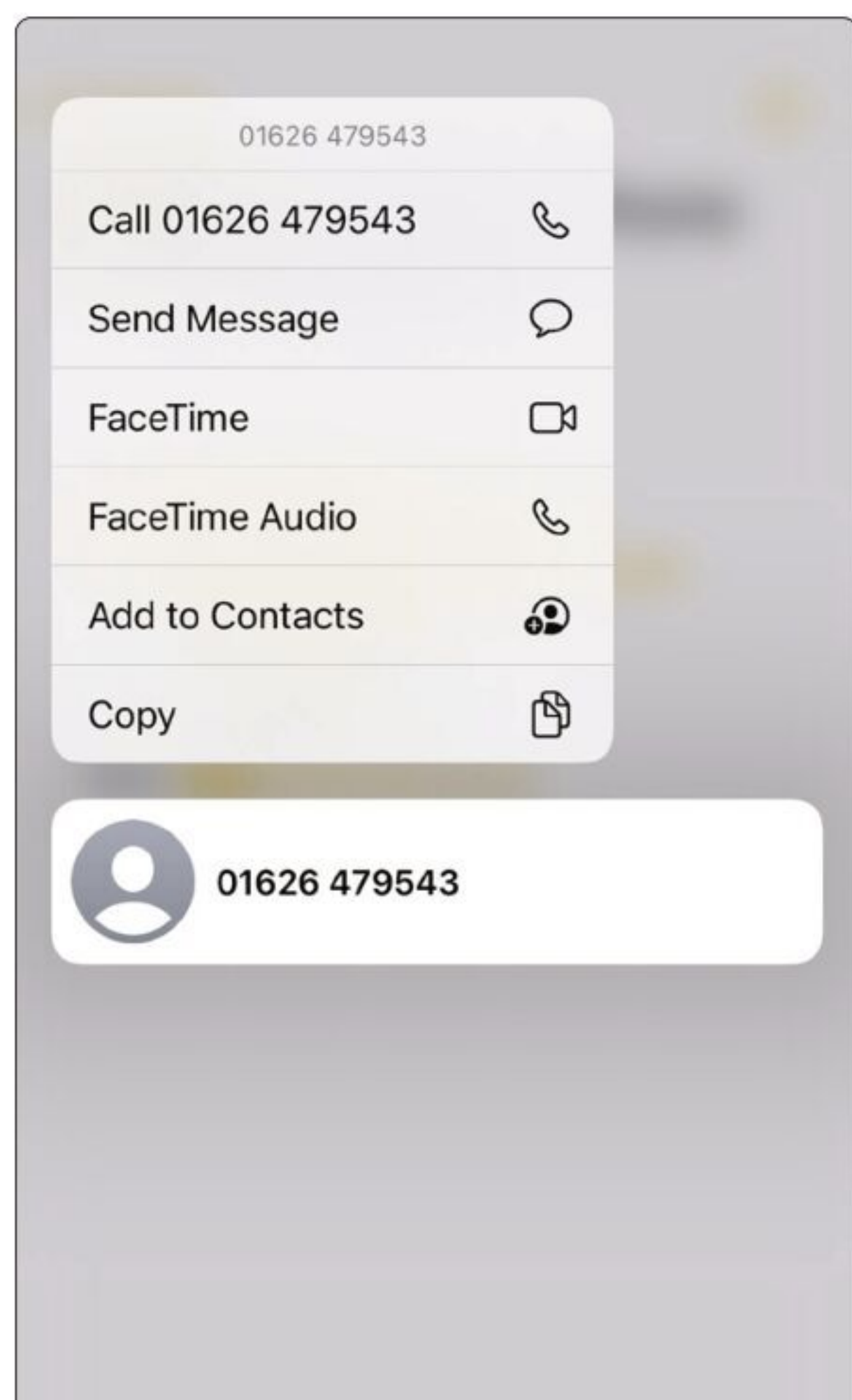
2 You'll see a confirmation request. Tap Call to ring the desired number without having to use the number pad.



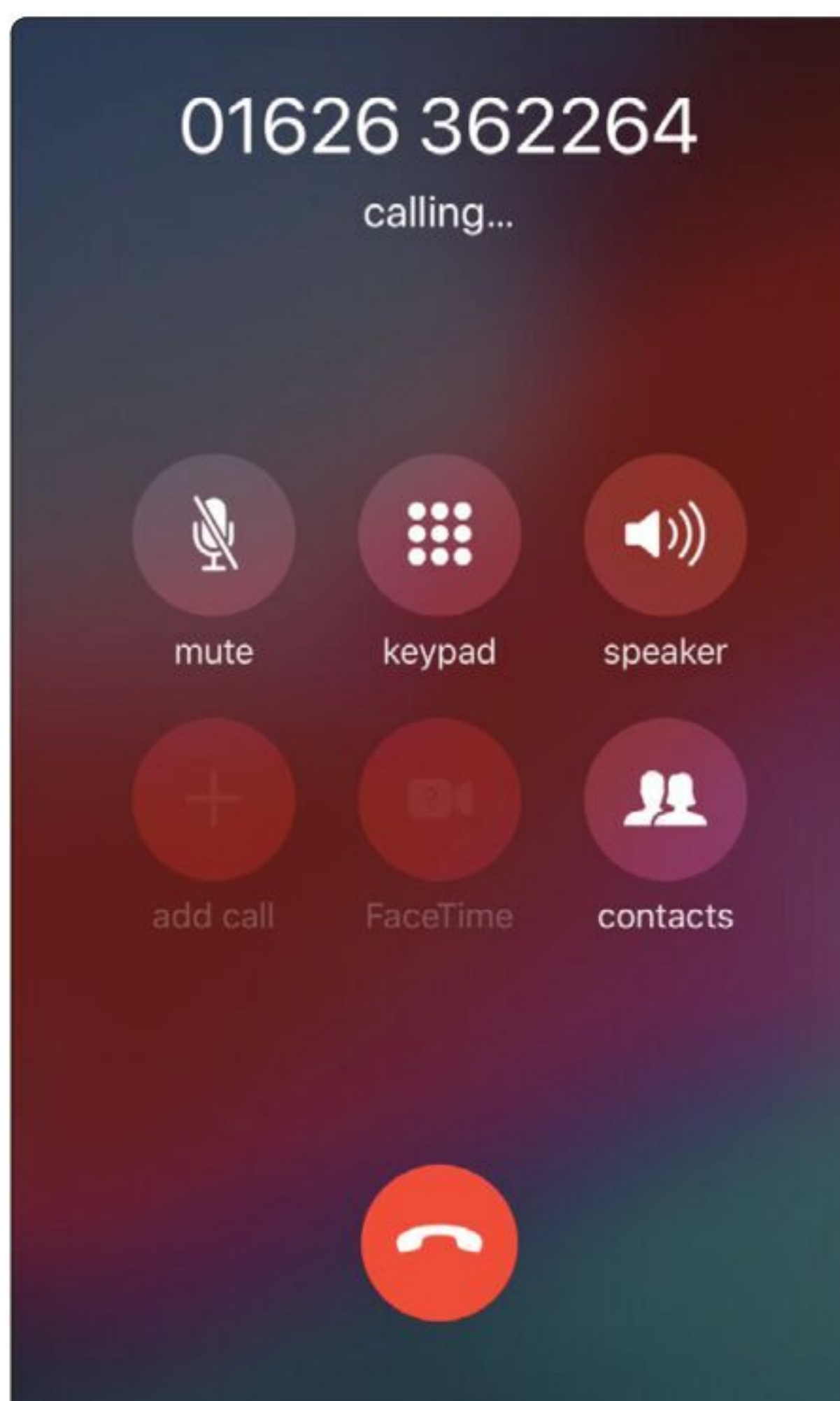
3 The call is placed, just as it would be if you'd typed it yourself or tapped a number found in your Contacts app.



Placing calls from a message or note

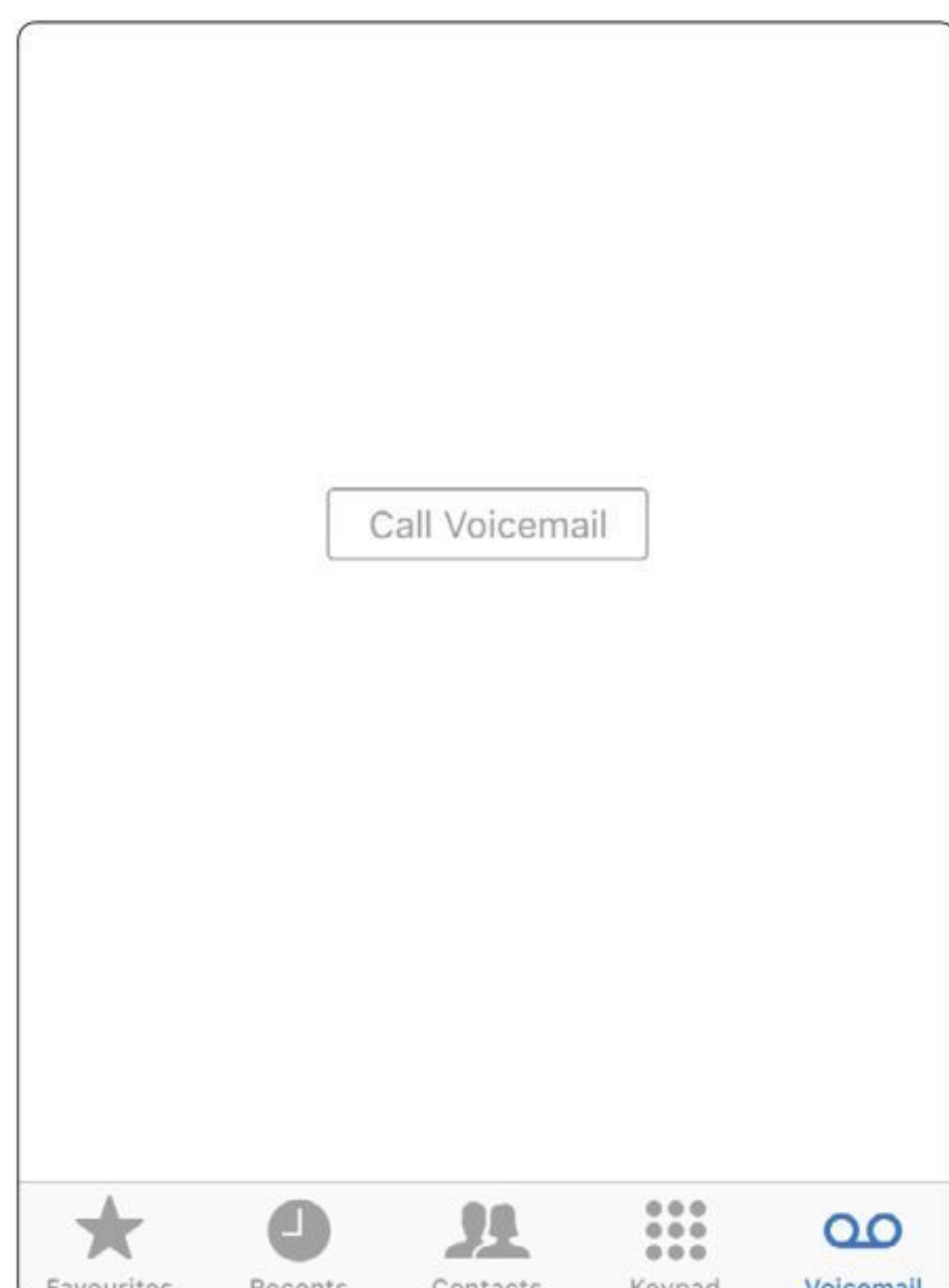


1 If you have a message, email, note, or document containing a phone number, you can place a call to it by tapping the highlighted, underlined number then tapping Call.

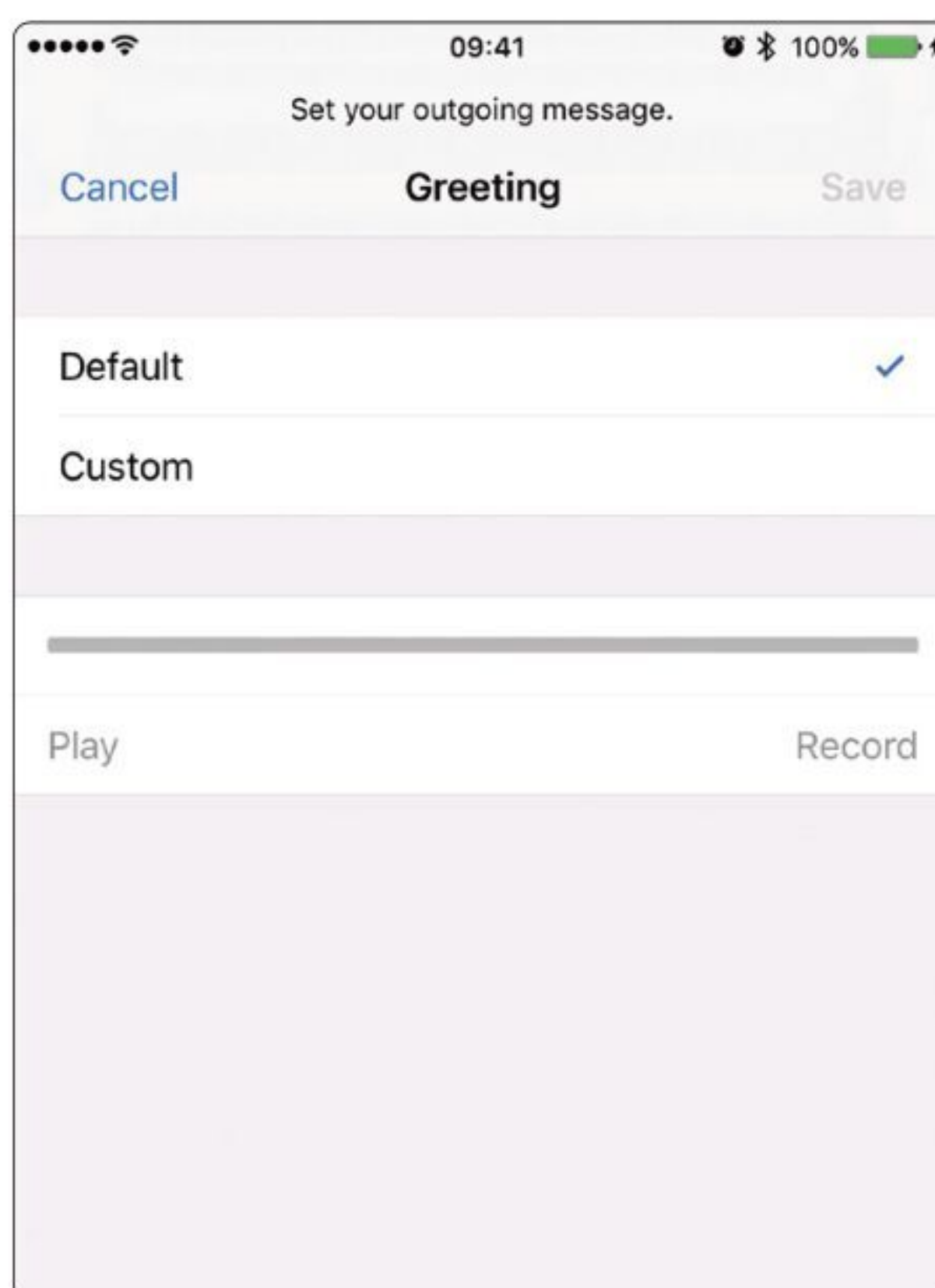


2 You will now place the call in the same manner as you have done previously. Please note that you receive no confirmation warning when you're using this method of calling.

Setting up and using your voicemail



1 To listen to your Voicemail messages, tap the Phone app and click Voicemail at the bottom of the screen, then tap Call Voicemail. A call is made to your voicemail service.



2 To customise your message, tap the Voicemail button. If there's a Greeting link on the next screen, follow it. If not, listen to your voice mails and follow the recorded instructions.

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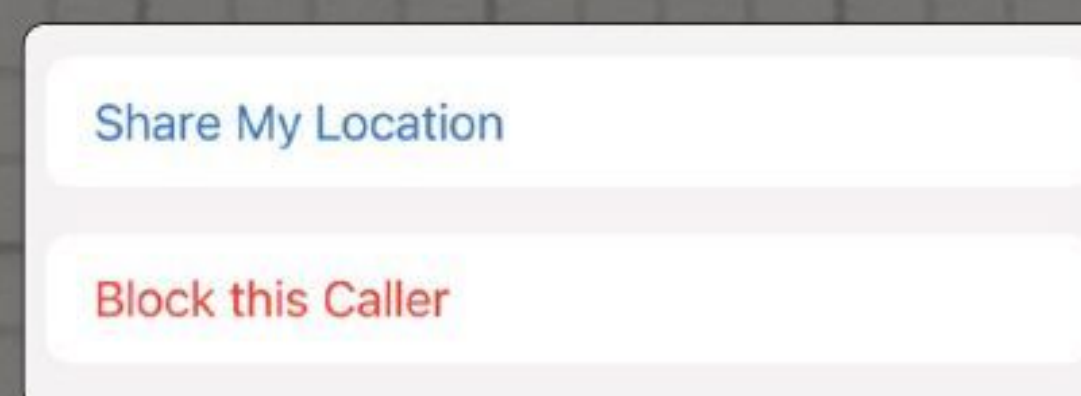
Advanced Tips & Tricks

Blocking callers

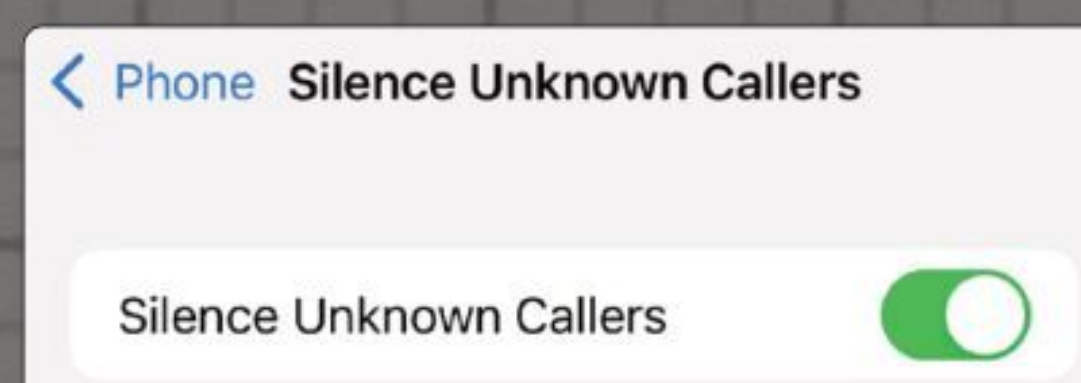
Nuisance callers are the bane of every iPhone owner's life. It seems like hardly a day goes by when a call centre rings up asking if you want to change your energy supplier, consider life insurance or sign up for some service or another. Worse still are fraudulent calls claiming to be from your bank or the tax office, when it's really a criminal gang trying to get you to part with your money. Or maybe you're getting menacing or harassing calls from a stalker or an ex-partner? Thankfully, in iOS, you can block incoming phone numbers quickly and easily.

To block a number that has called your iPhone, in the Phone app, tap Recents and then tap the 'i' next to the caller you wish to block. Now tap Block this Caller, at the bottom of the screen. The phone number is added to your Blocked Contacts list, and can no longer contact you.

To view and edit your Blocked Contacts list, go to Settings > Phone > Blocked Contacts. You see a list of numbers you've blocked. Swipe a number left and tap Unblock to remove it from this list. If you want to call or send a message to a number on your list, tap the chevron to its right.



Another useful feature is sending unknown callers, that is, phone numbers that aren't in your Contacts app and with whom you haven't interacted in the past, directly to your voicemail so you don't have to deal with them there and then. This is a Settings option, so go to Settings > Phone > Silence Unknown Callers and turn it on. If you find it doesn't suit you, you can always turn it off again.



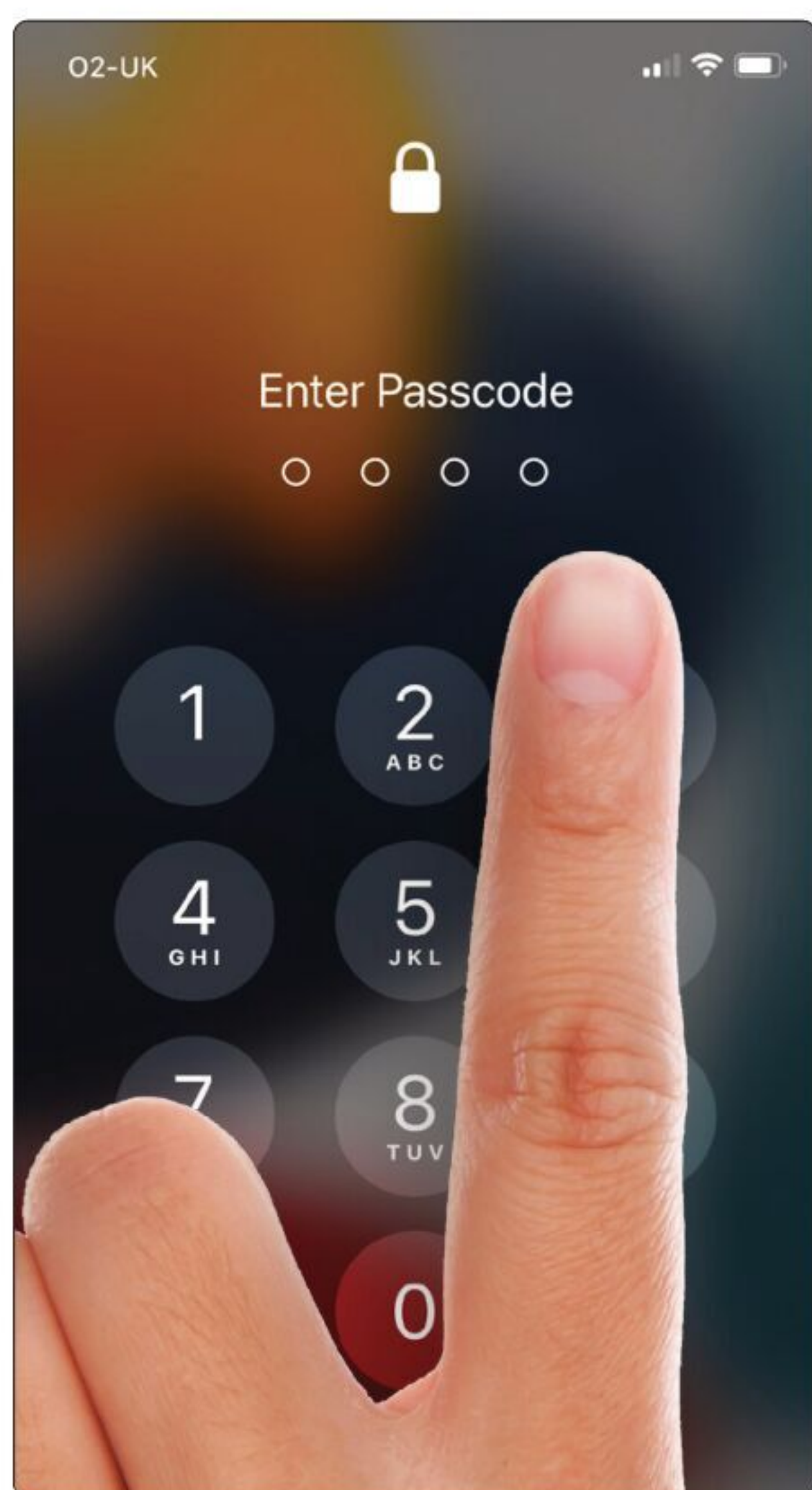


The Touchscreen

And How to Use it

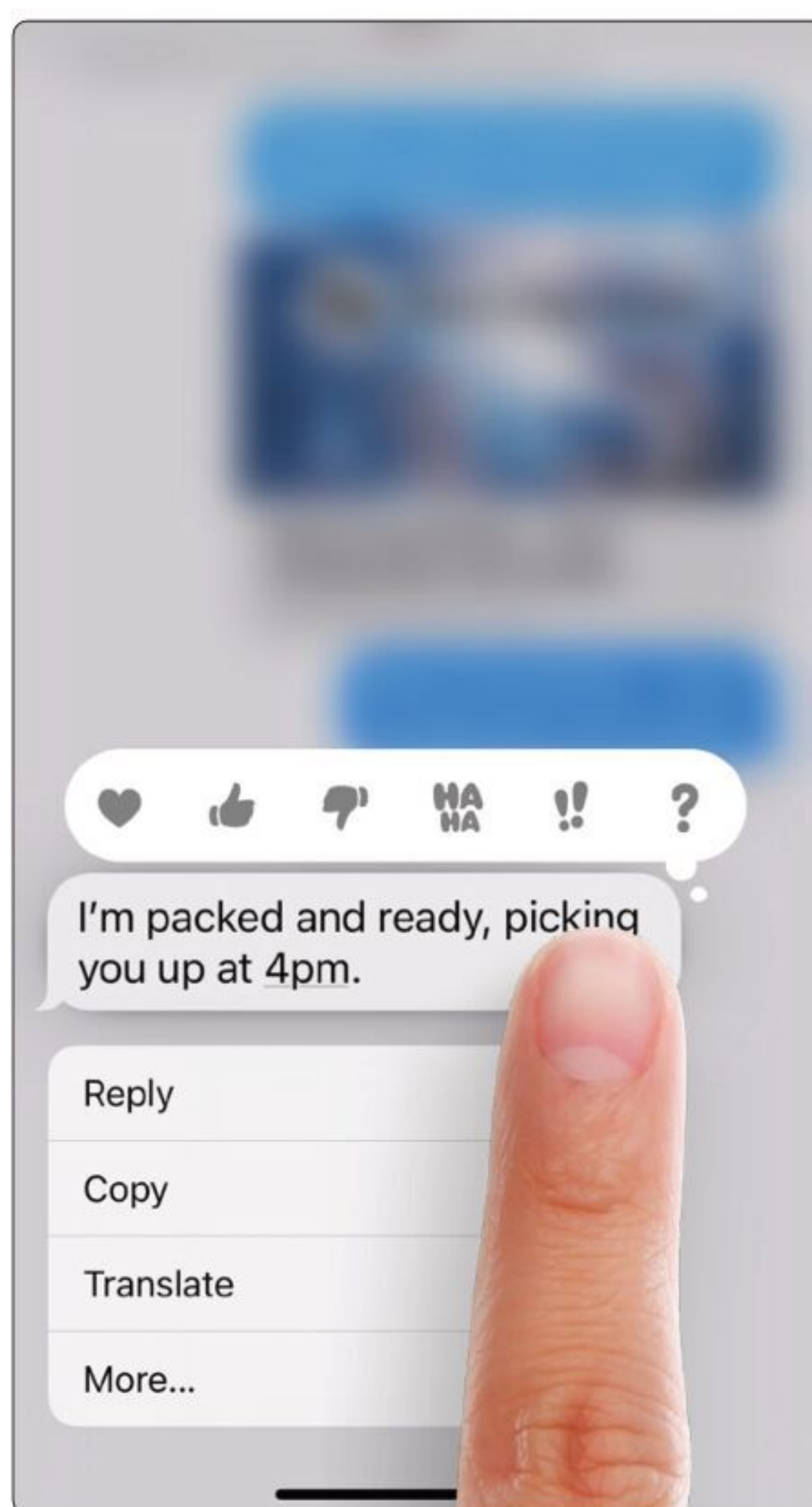
The iPhone's touchscreen supports more than one touch, that is, you can place more than one finger on it and the screen recognises their presence and movement. This allows for touchscreen gestures, which are achieved by placing one or more finger on the screen and swiping, pinching, spreading gesture and more. Here's a guide to gestures and what they do.

Touchscreen actions



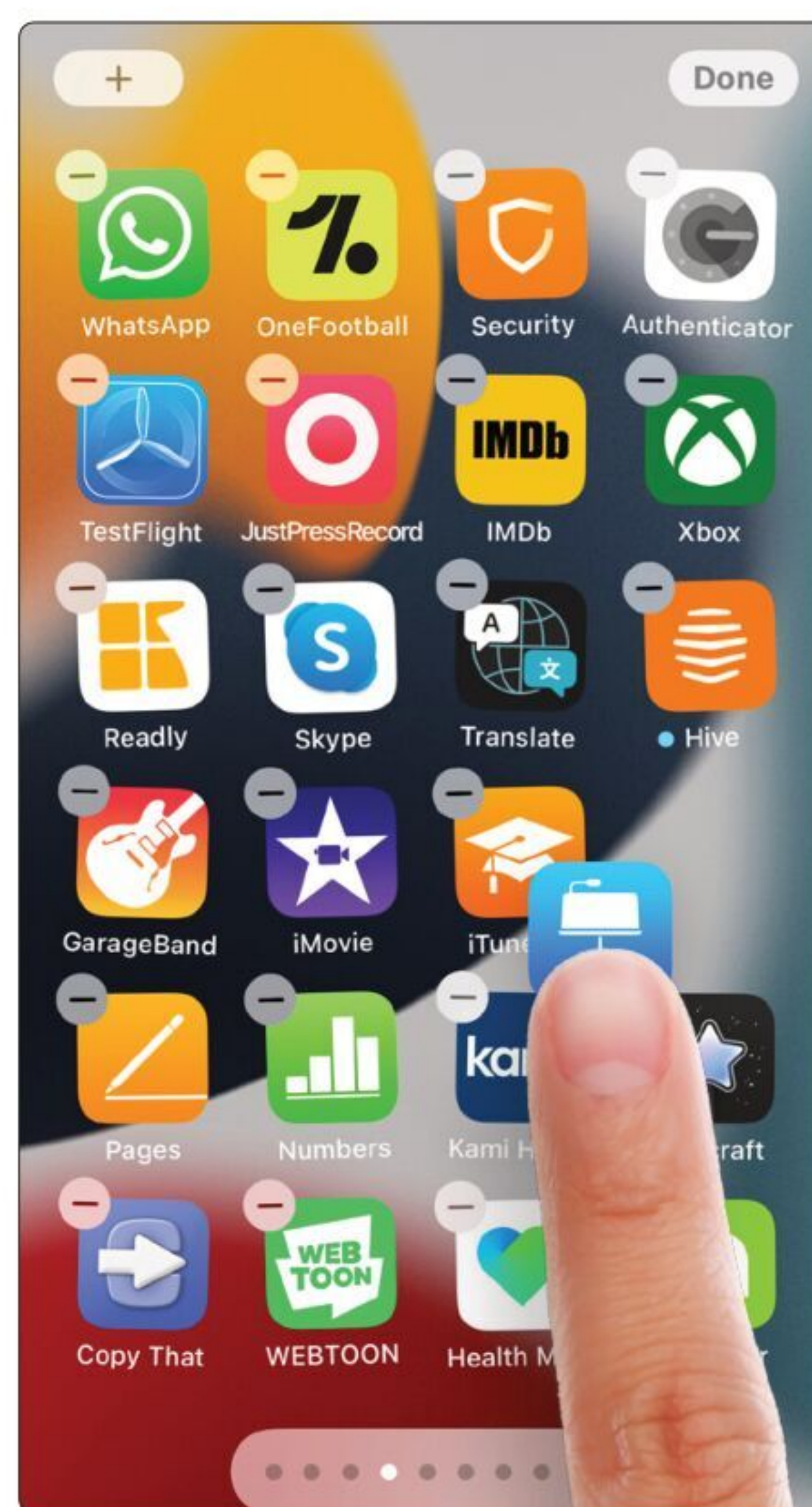
Touch

The iPhone has a capacitive touchscreen, which means it's sensitive to the tiny electrical charges in our bodies. With this type of screen, you only have to tap it, not press down hard with your finger. To activate items on the screen such as applications and settings icons, type letters and symbols using the on-screen keyboard or to press on-screen buttons, you simply (gently) touch them with your finger.



Touch and hold

Touch and hold is useful in a number of different situations. You touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. The action in question depends on where you're using the gesture. For example, if you touch and hold a web link, you're presented with a menu giving you the chance to open it in Safari, add it to your Reading List, copy it or share it.



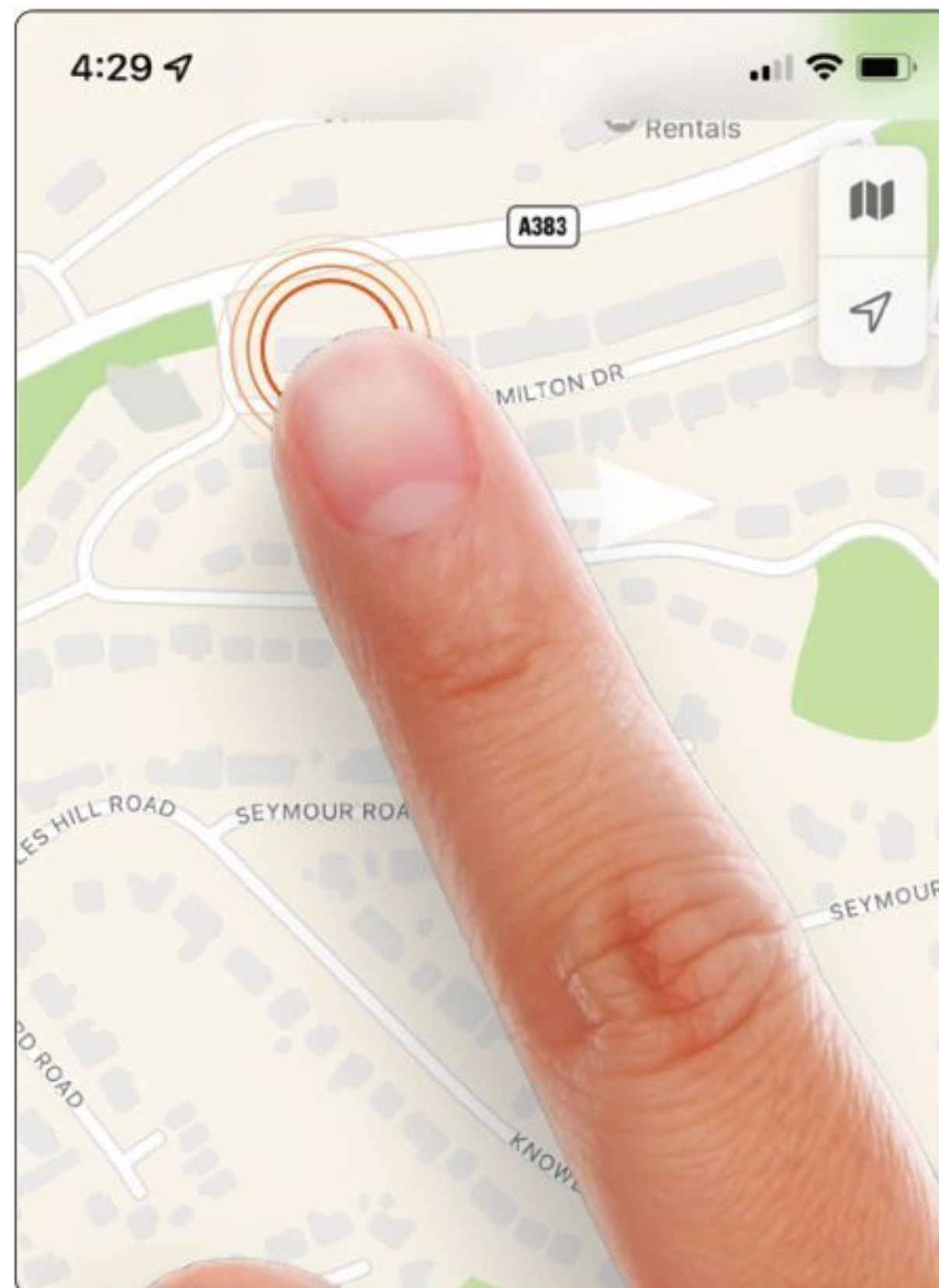
Drag

You can customise your iPhone's Home screen. To drag items around the screen and reorder them, hold an icon, and in the pop-up menu, tap Rearrange Apps. You can then put your finger on an app icon and, without lifting your finger, slide it across the screen until you reach the required position. Lift your finger off the screen and the item drops into that location (if it's free), moving the other icons out of the way.



Swipe or scroll

Many of the menus or web pages that you can access on the iPhone require you to scroll. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it. For example, the main Photos app lets you slide the screen left to right to scroll through your pics, and in some Calendar views you can swipe quickly across the screen to change the range of time visible.



Double-tap

There are several places in apps where a double-tap is used. Tapping twice quickly on a web page, map or other screen will zoom in for easier viewing. You can double-tap a section of a web page in the browser to zoom it to fit the width of the screen. Double-tapping after pinching to zoom in some applications, such as the browser, reflows a column of text to fit the width of the screen.



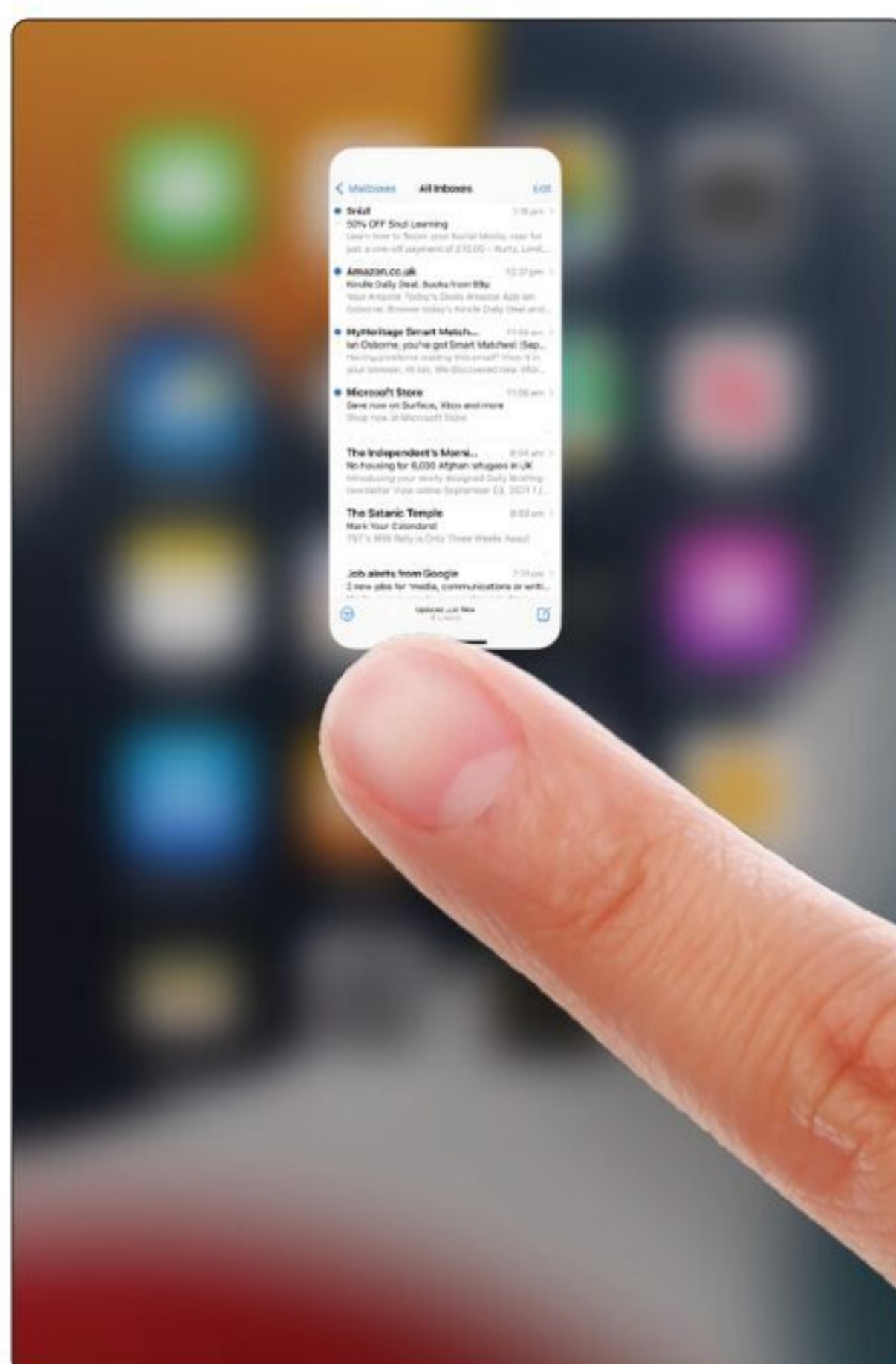
Pinch to zoom

In some applications (such as Maps, Safari, and Photos), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in). This also works to zoom in and out in the Camera app. Just use the gesture in the viewing area when you're ready to take a photo to give an optical zoom effect.



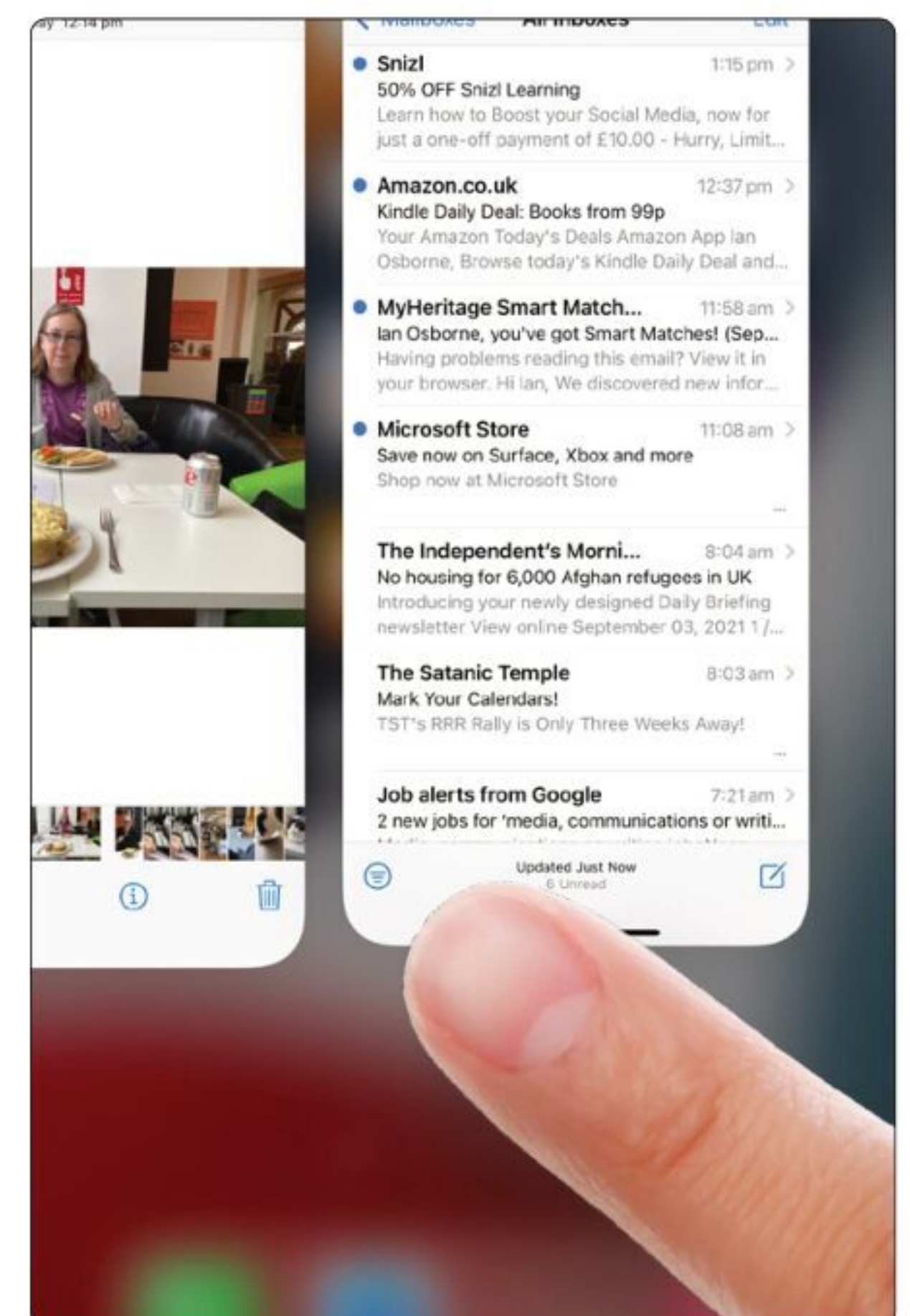
Switch keyboards

When the keyboard is active, you can switch to alternative keyboards by tapping and holding the globe in the lower left. From the pop-up window, switch to a foreign, or third-party keyboard from the App Store, use emojis and more.



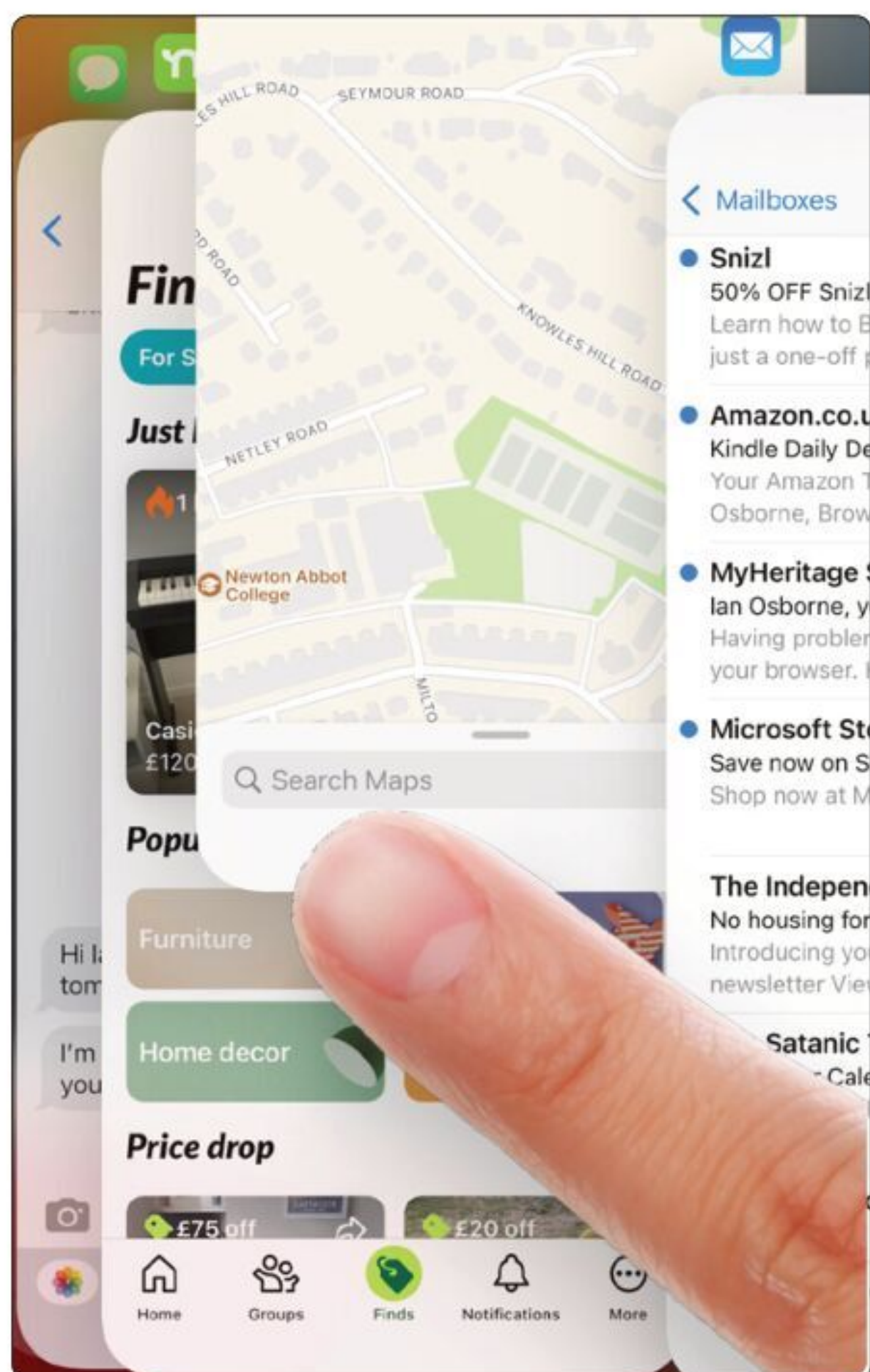
Swipe up for Home screen

On previous iPhones, you could get to the Home screen by pressing the Home button. As newer iPhones don't have a Home button, a new gesture is required. Simply swipe all the way up from the bottom of the screen and the Home page is revealed.



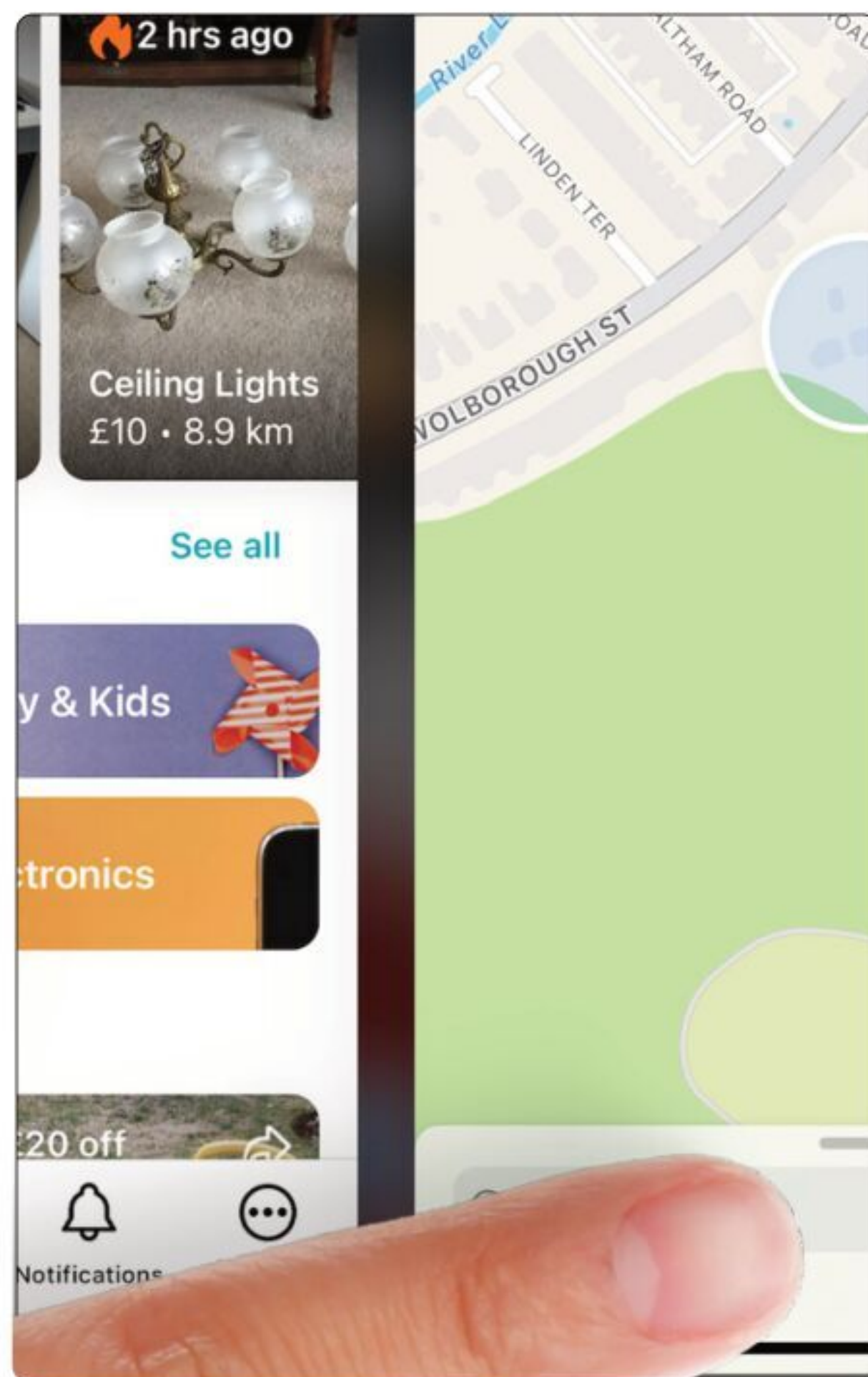
Swipe for the App Switcher

Previously achieved with a double-tap on the Home button, to get to the App Switcher, swipe up from the bottom of the screen and when your finger is halfway up, hold it steady until the other apps arrive, as seen here. You can then lift your finger.



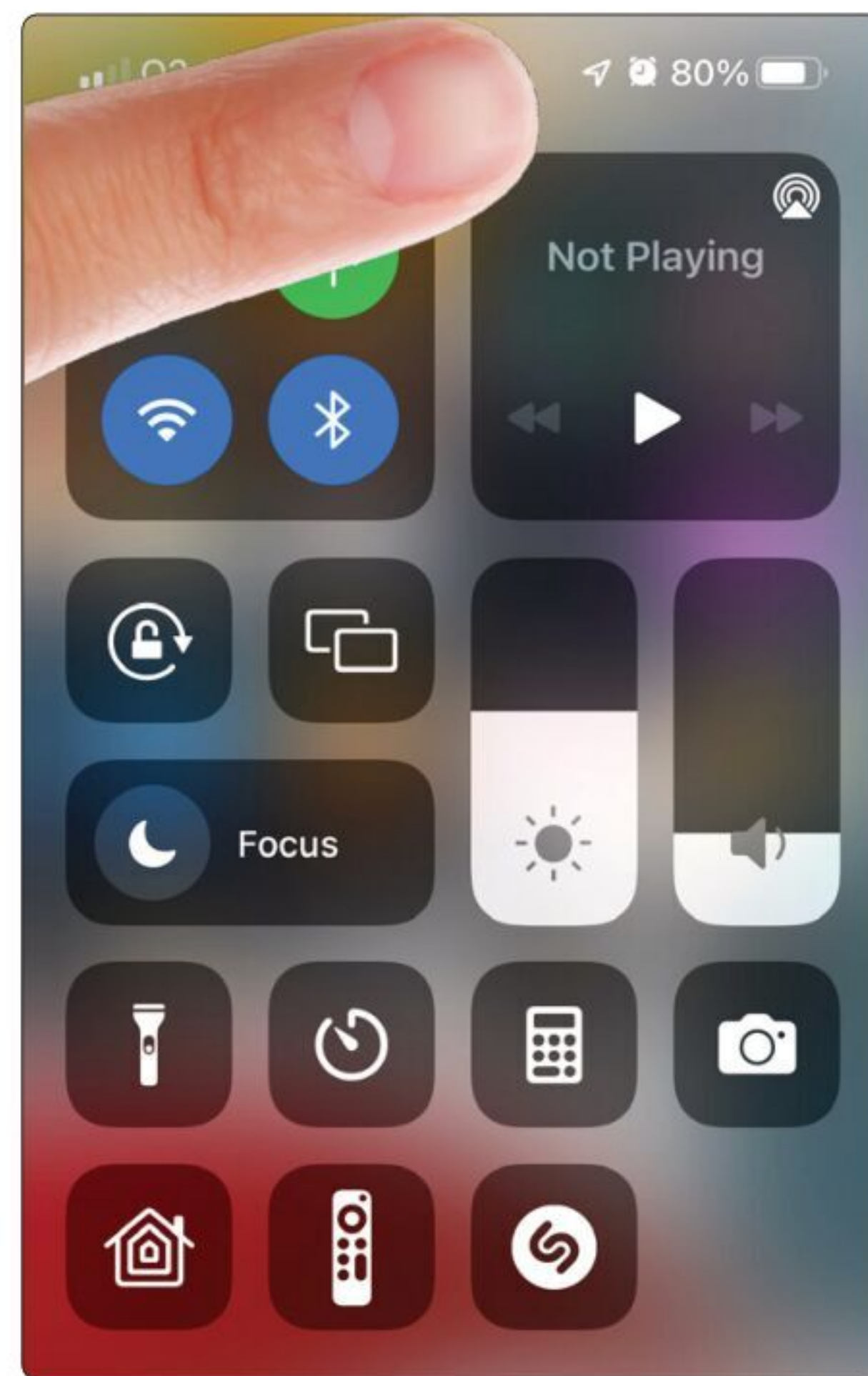
Quitting apps

Whichever iPhone you own, to quit an app from the App Switcher screen, drag its preview window off the top of the screen. To dismiss the App Switcher, tap a preview to go to that app, or anywhere other than the preview screens to go to the Home screen.



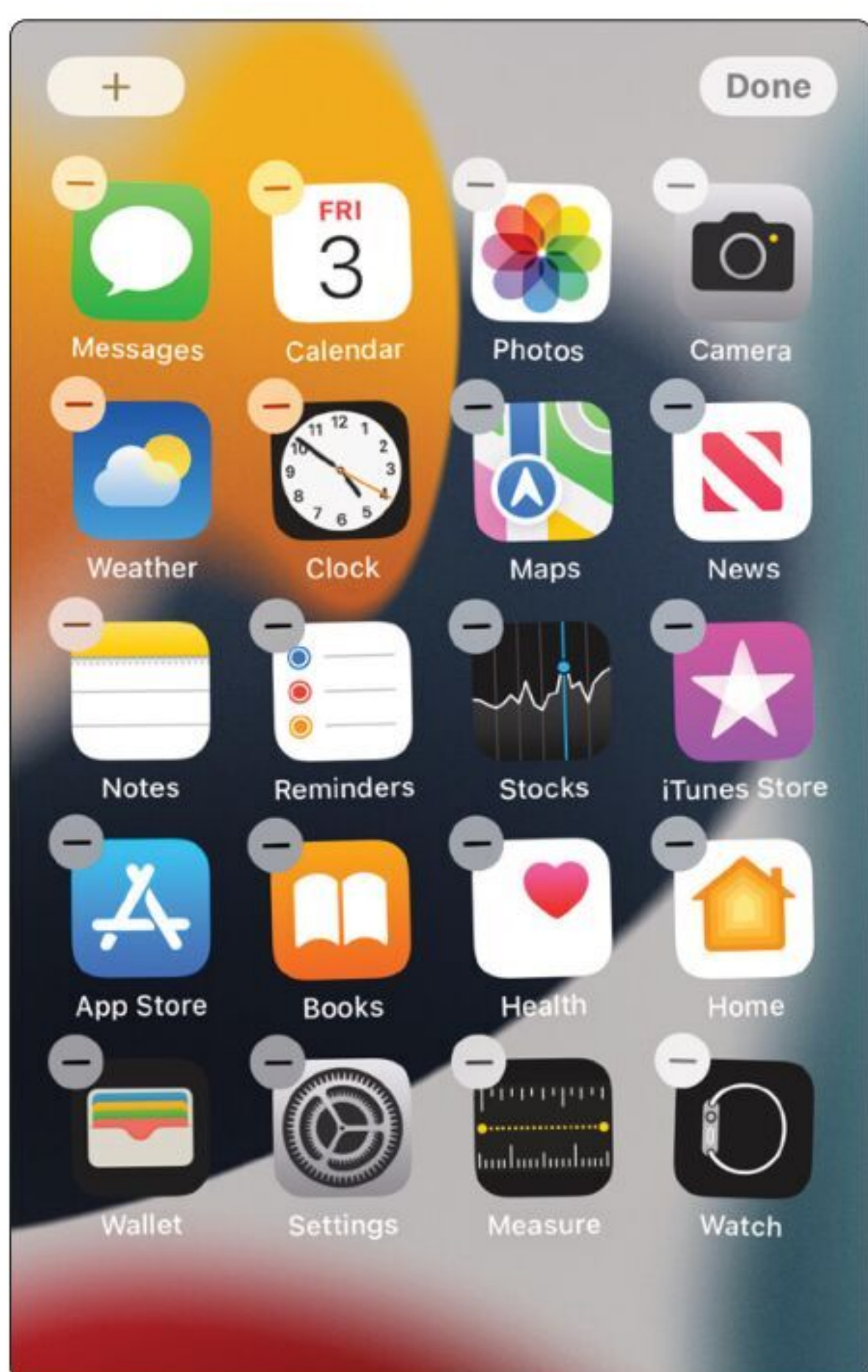
Switch between apps

A neat trick on the iPhone is switching between open apps without going to the App Switcher. Swipe your finger right or left along the foot of the screen to cycle through your apps, arranged in the order they were launched.



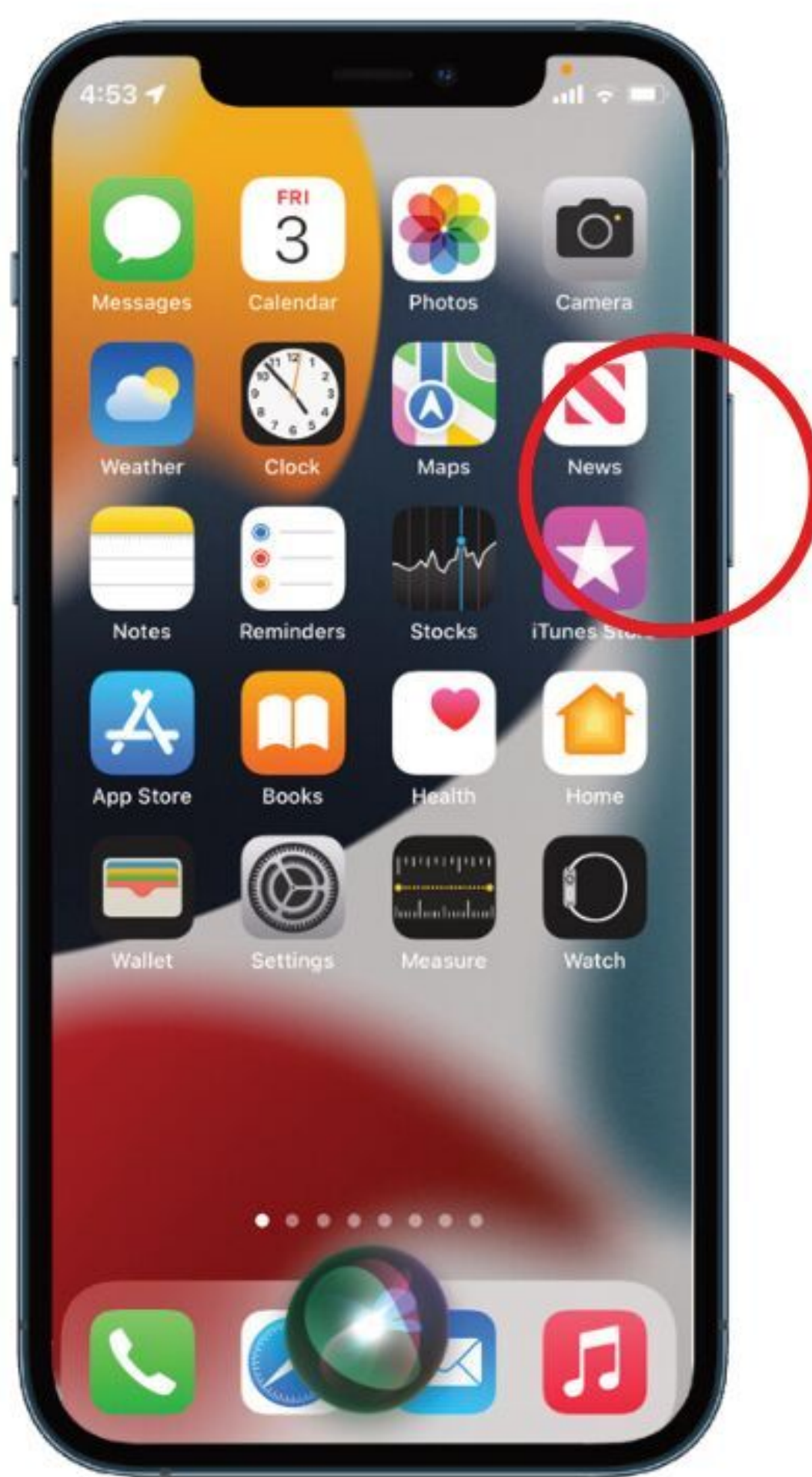
Control Centre

With a Home button, open Control Centre by swiping up from foot of the screen, and close it by tapping the chevron at the top. With no Home button, swipe in from top right corner, and dismiss by tapping anywhere other than on Control Centre.



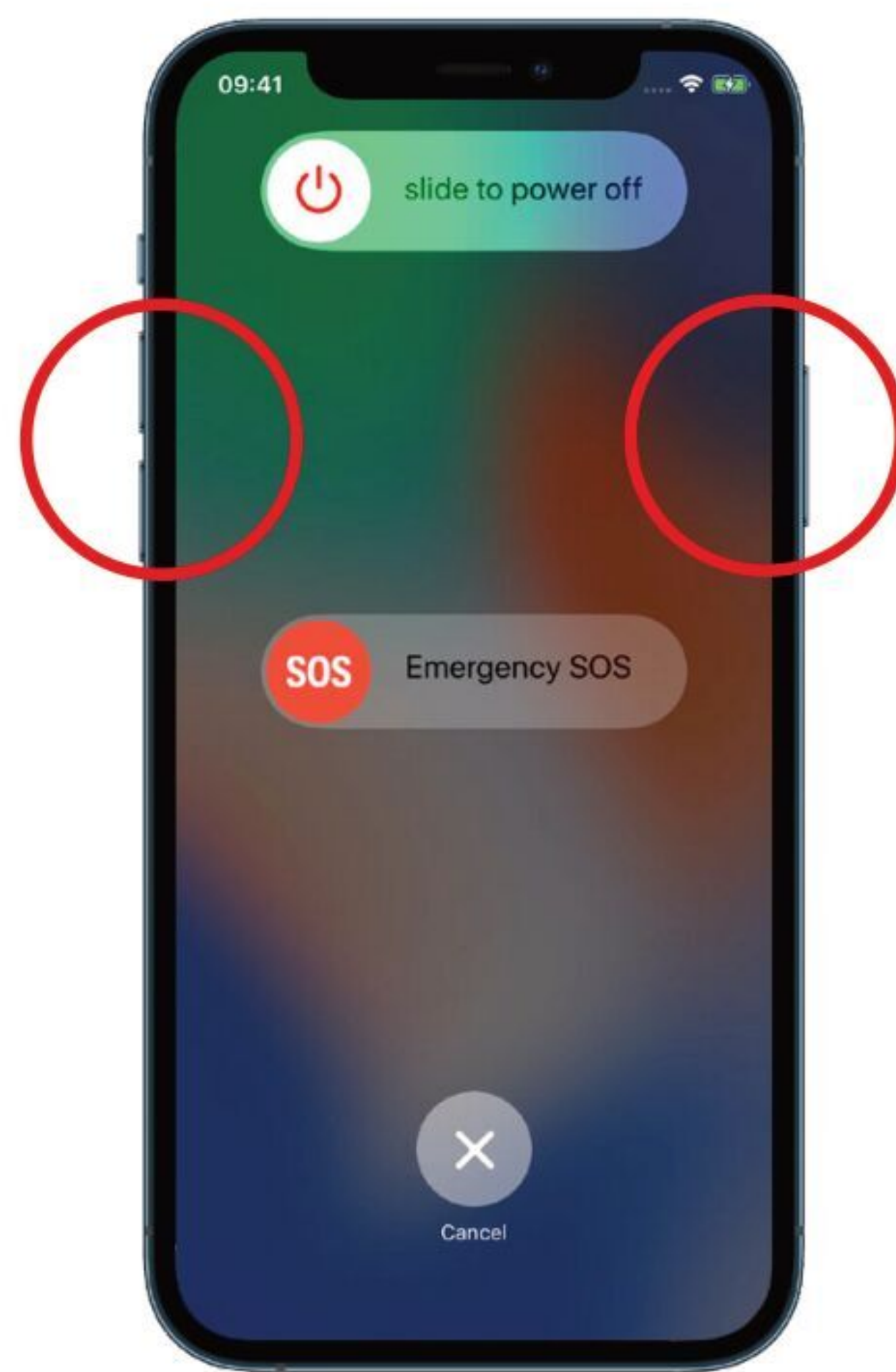
Stop apps from wiggling

Tap and hold an app on the Home screen and select 'Edit Home Screen' to start the apps wiggling, at which point they can be moved or deleted; but instead of pressing the Home button to return to regular use, you now tap the Done link in the top right corner.



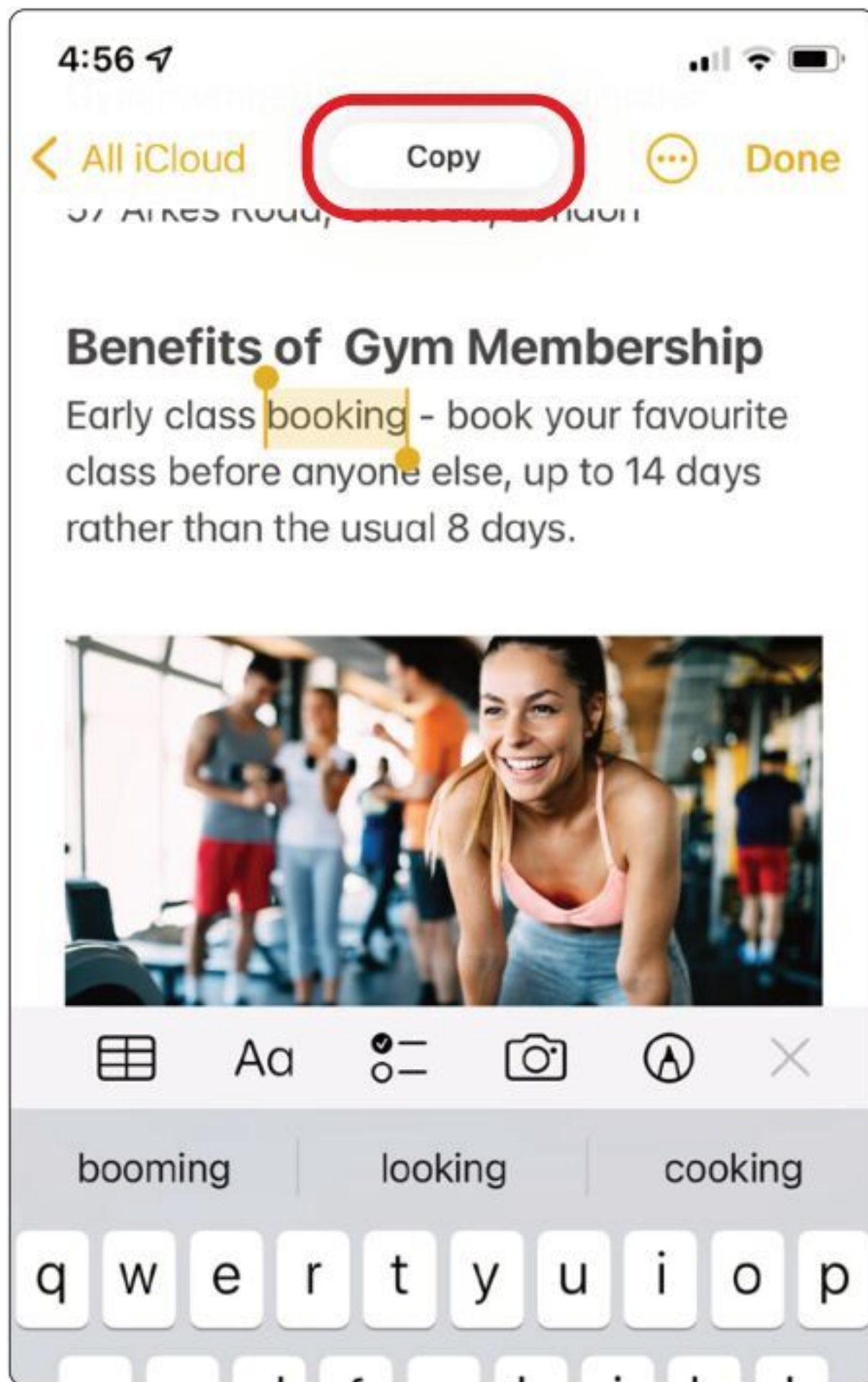
Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the iPhone. Press and hold the Side button until Siri appears. When you're done, tap the Side button again to close the feature.



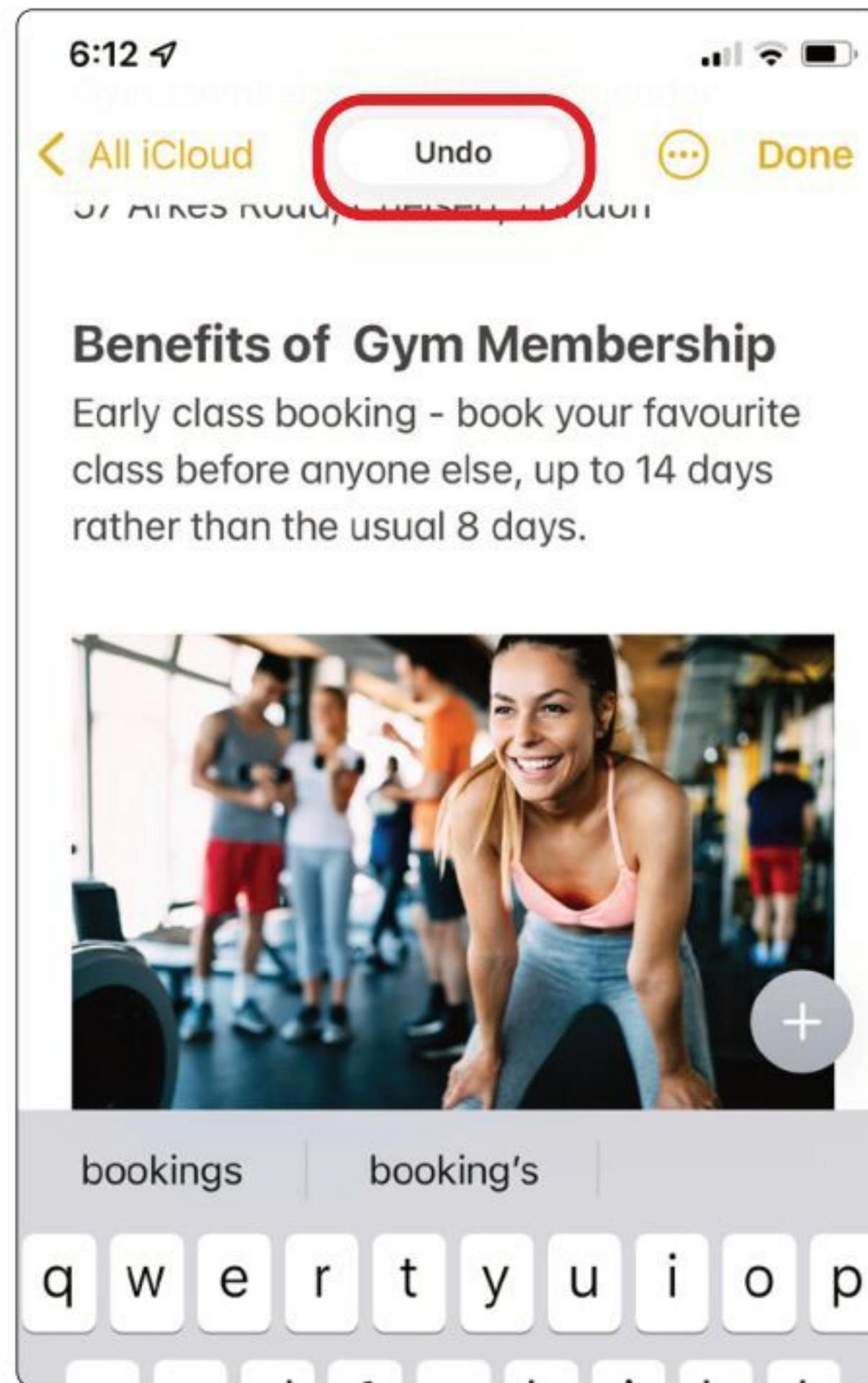
Restart your iPhone

To restart a newer iPhone with no Home button, press and hold both the Side button on the right and the Volume button on the left. On older iPhones, press and hold the side or top button. This screen appears, from where you shut down your iPhone with the slider.



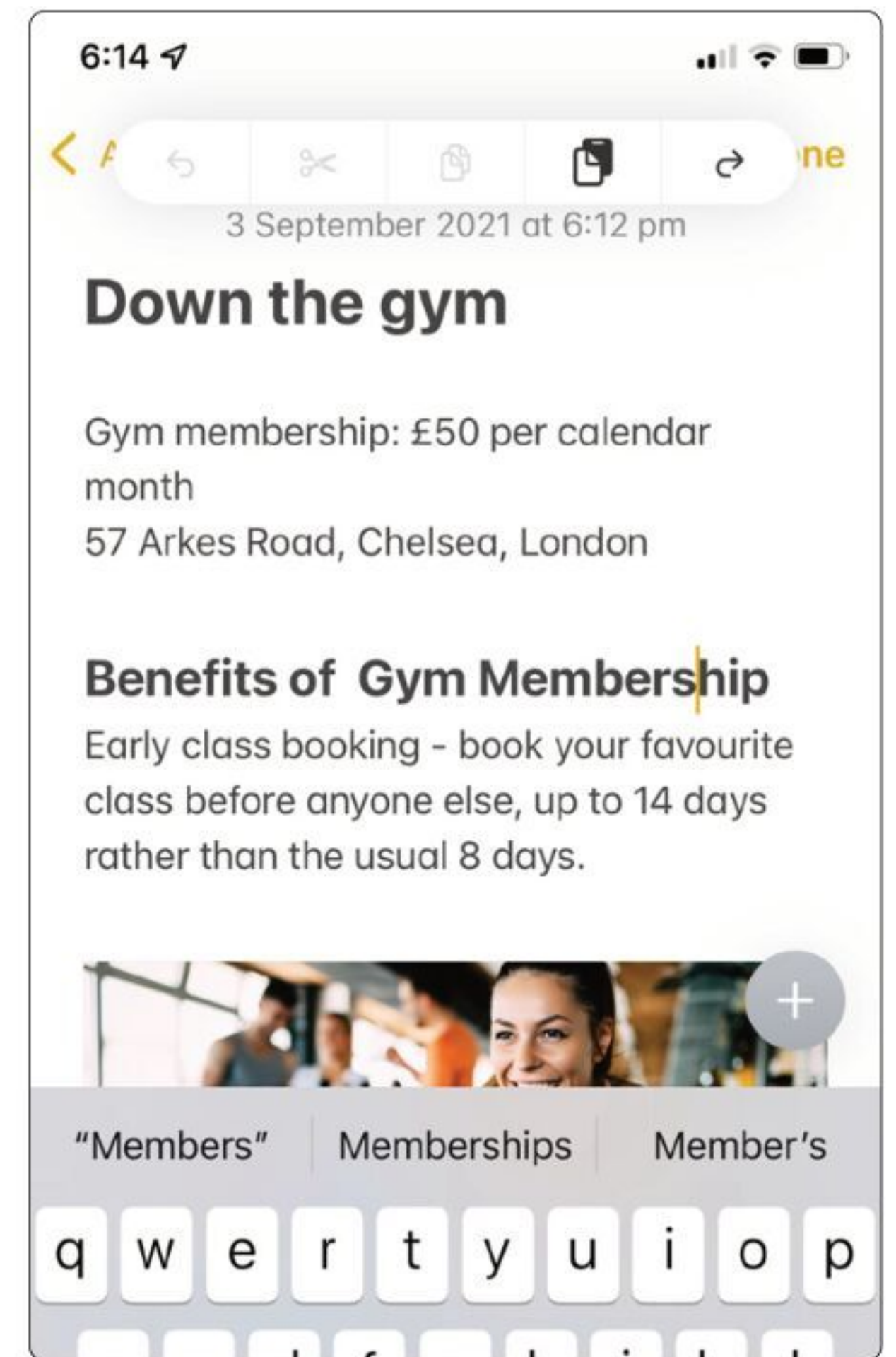
Cut, Copy and Paste

There are three key editing gestures, all of which use three fingers. After carrying out any of these gestures, a small window appears telling you what you've done. The gestures are: Copy – three-finger pinch; Cut – three-finger double pinch; Paste – three-finger spread.



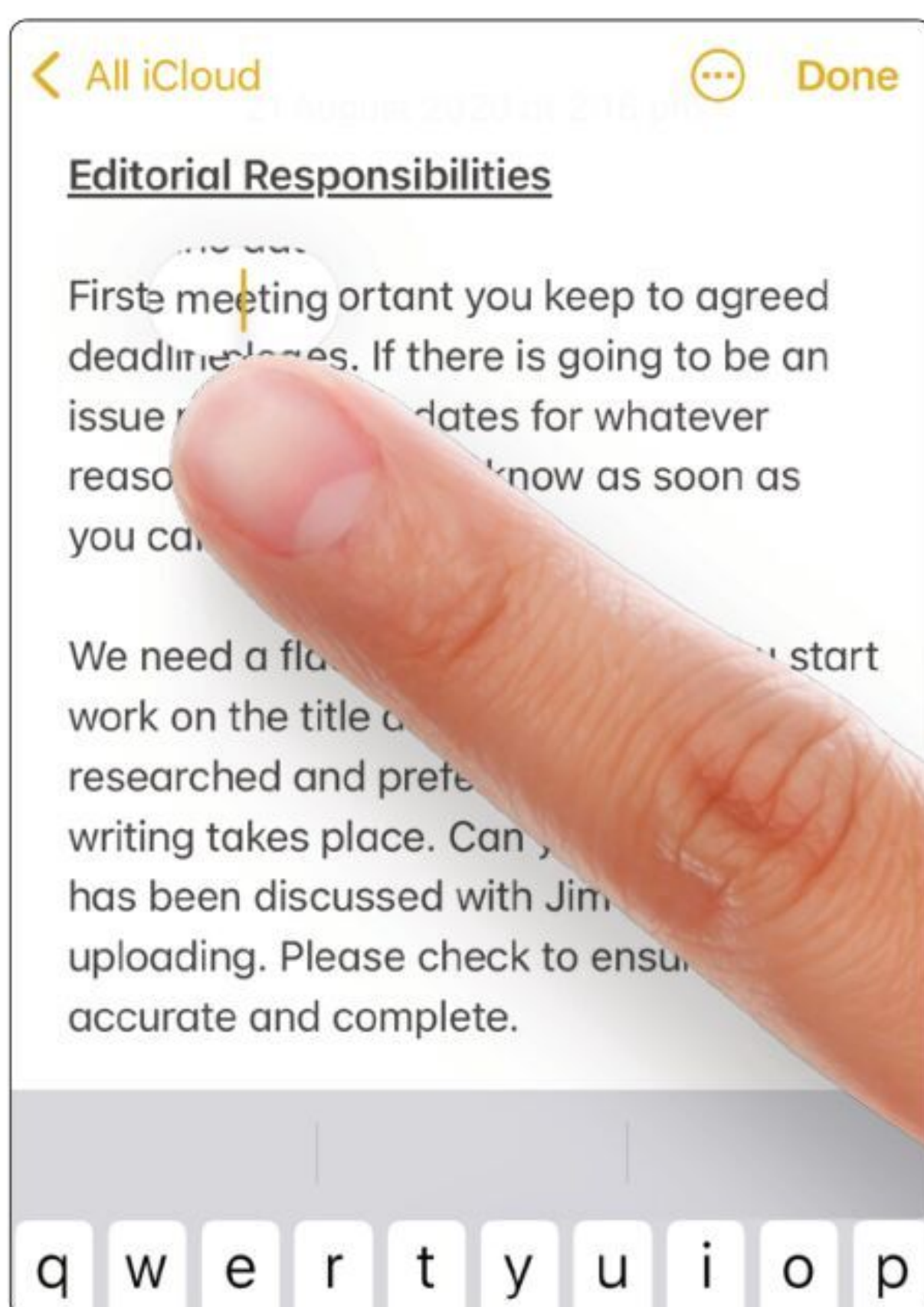
Undo and Redo

To undo the last thing you edited, swipe the screen left with three fingers. Alternatively, you can tap the screen with three fingers to perform the same task. If you decide you've made a mistake with your undo, simply swipe right with three fingers to redo the edit.



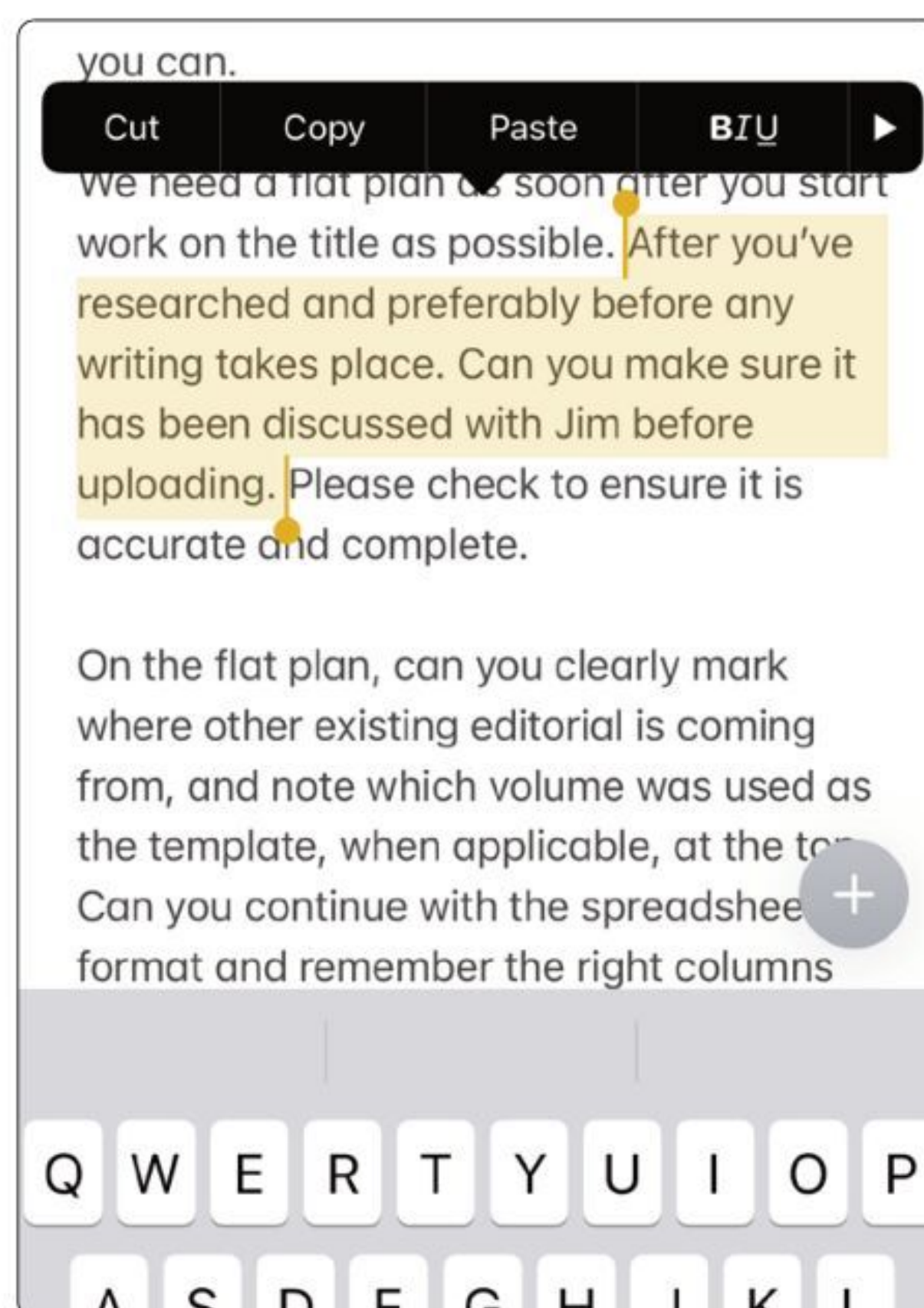
Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPhone's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.



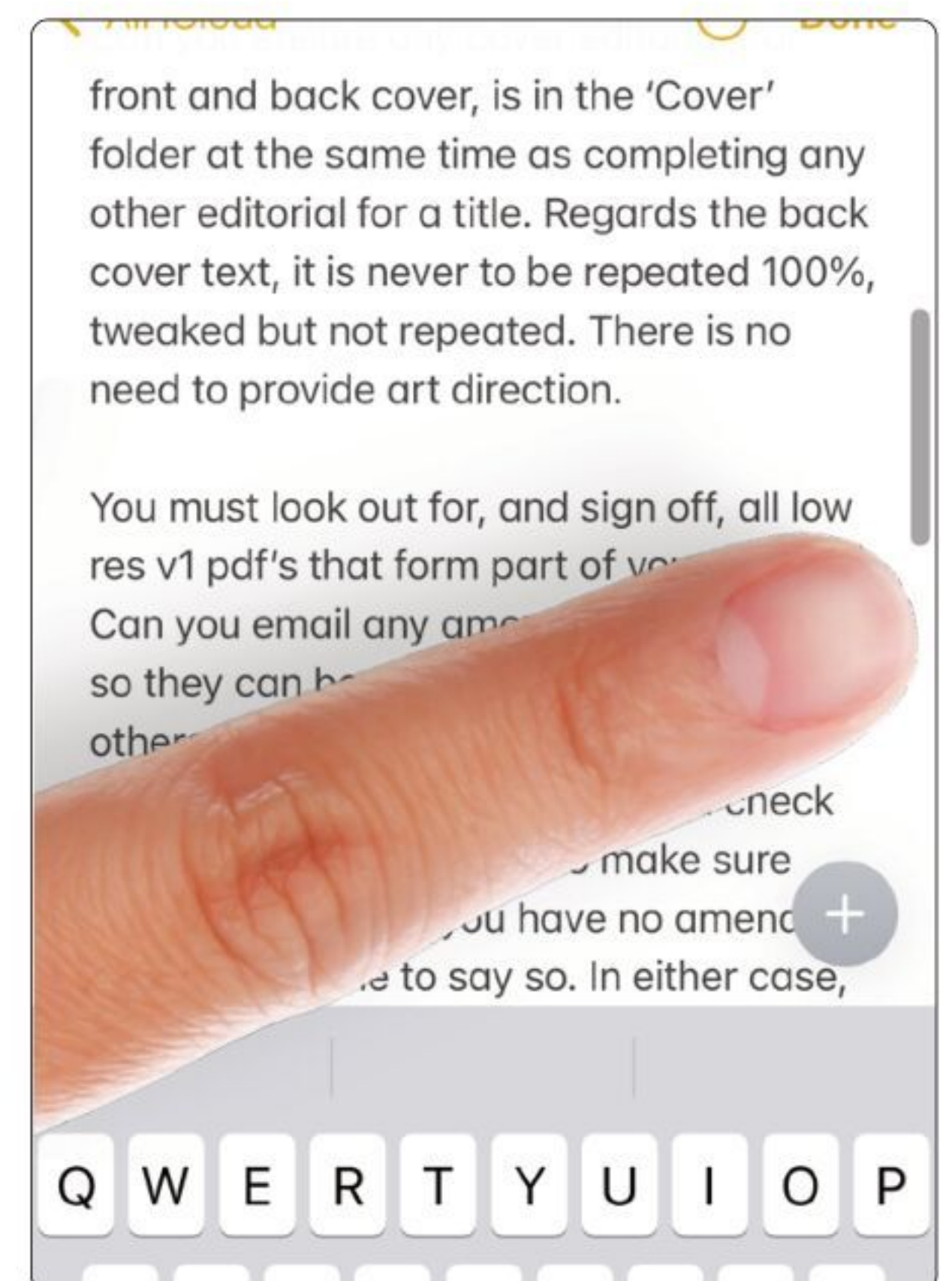
Move the Cursor

If you want to move the cursor around the screen, simply tap and hold it, in its current position, to pick it up, then drag it to where you want it to go and then lift your finger to place it. Double-tap and hold to select text between the cursor's old position and its new one.



Select a block of text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you wish to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.



Drag scrollbar

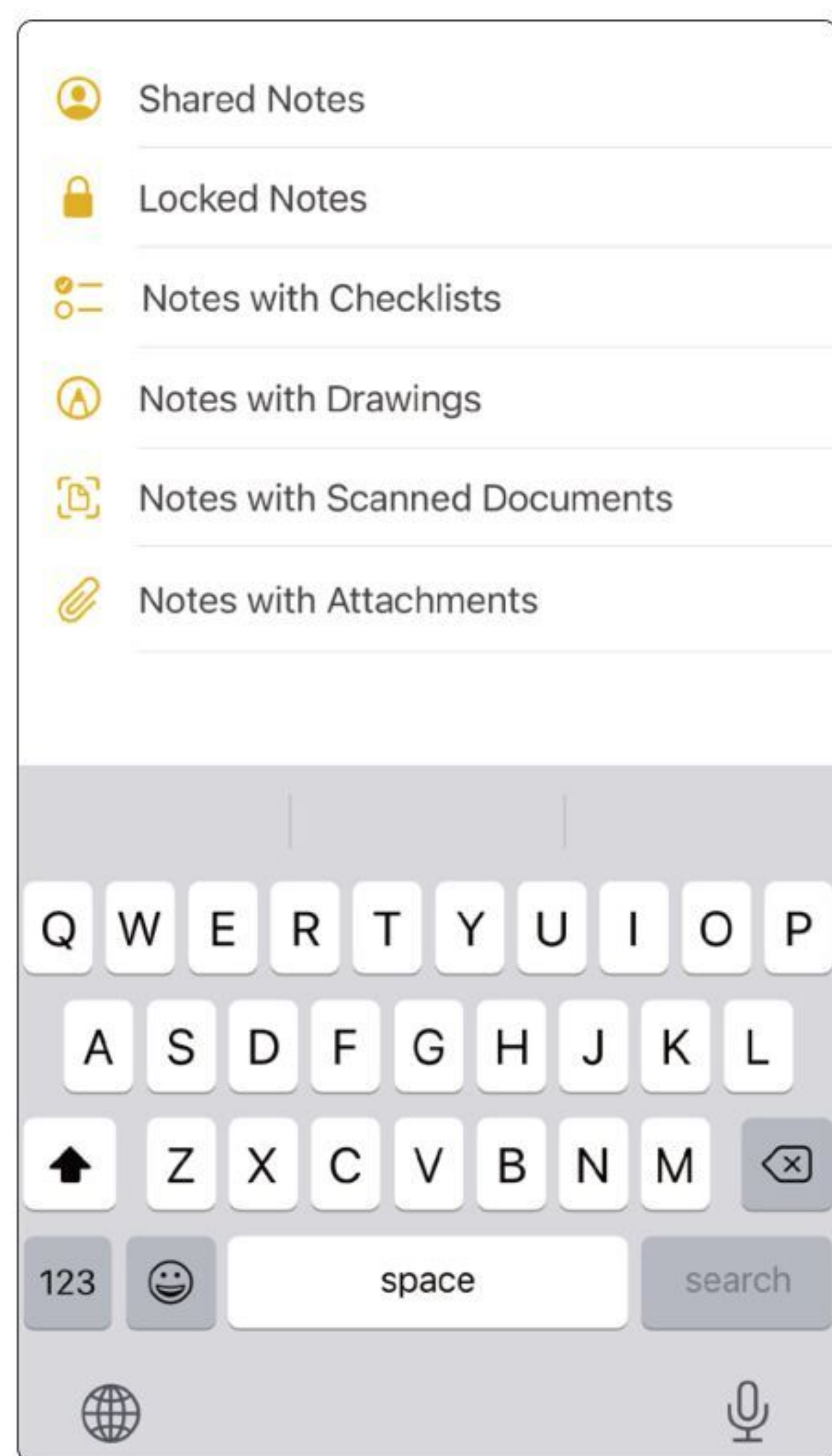
Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. Lift your finger and place it on the scrollbar, and you can drag it up and down for more efficient screen scrolling.



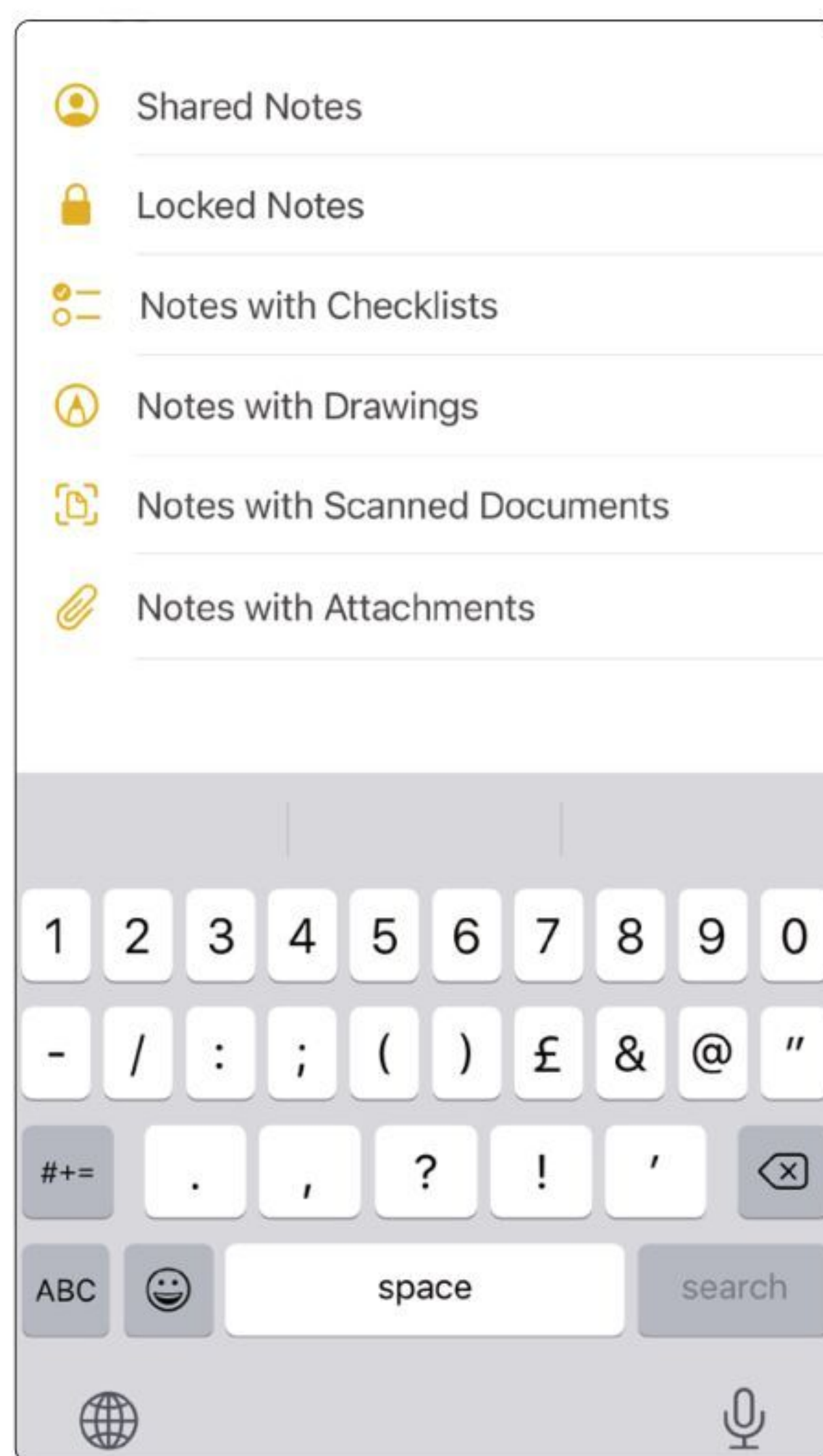
The Keyboard

Type on it

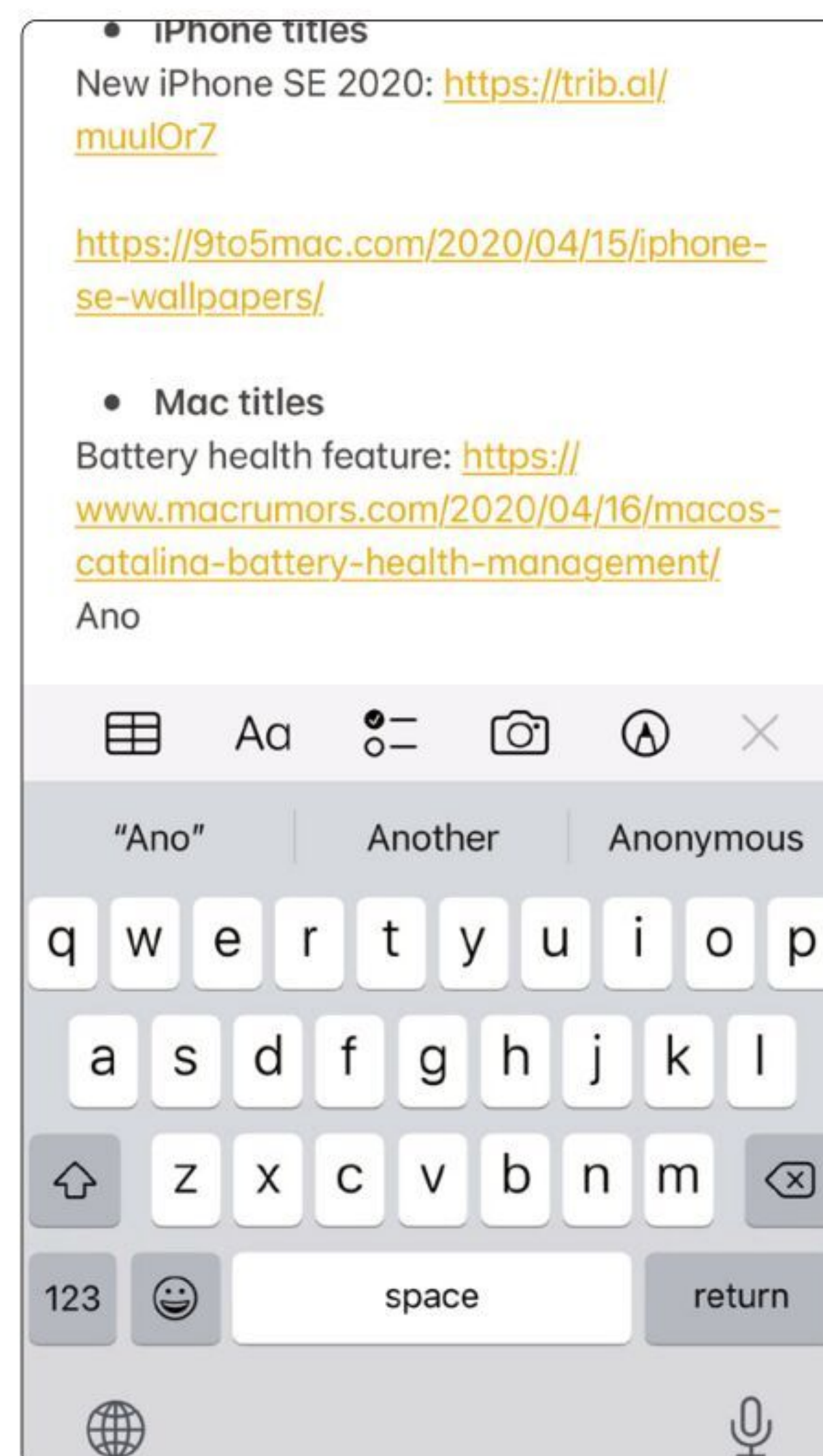
When it comes to using your iPhone, the keyboard is second only in importance to the touchscreen. If you familiarise yourself with the iPhone's virtual keyboard features, you can get so much more out of your Apple smartphone. This guide teaches you how to use the virtual keyboard, and its features such as voice input and additional languages.



1 Once you've opened the on-screen keyboard, you can enter text by simply tapping on the keys as you would on any similar typing device. It's really easy and intuitive to use.



2 To add digits and punctuation to your text, just tap the 123 key located on the lower-left side of the keyboard. An additional tap on the key above brings up more symbols.



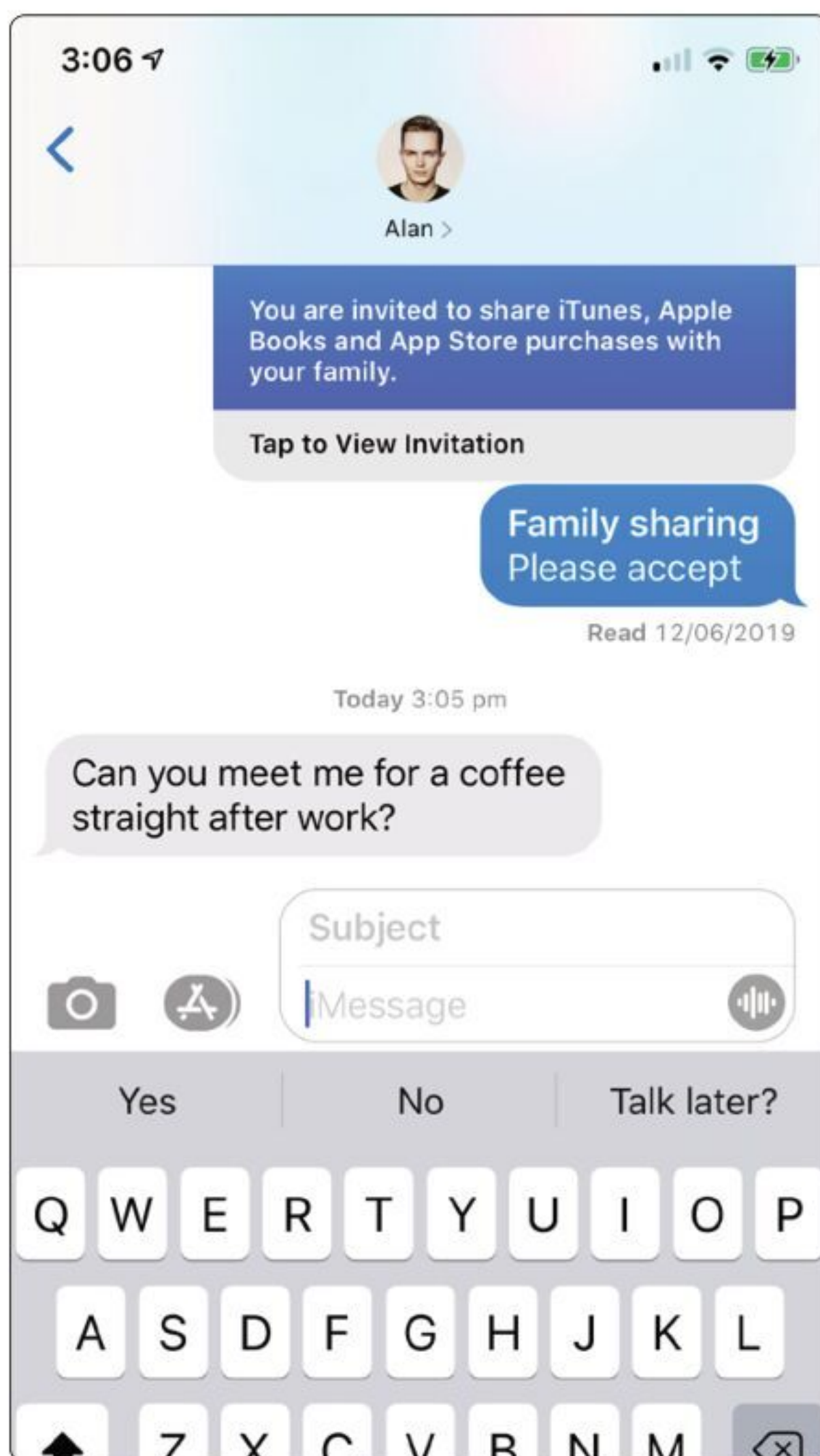
3 When you start to type a word, the iPhone tries to complete it for you and displays its predictions in a bar above the keyboard. Tap one of the suggestions to finish the word.

Shift key options.

Tap the Shift key to switch to capital letters for the next key press only. Double-tap to lock it in caps mode, like a caps lock on a manual typewriter. In caps mode, tap the Shift key once to return to normal typing. The Shift key's graphic changes depending on whether it's in regular, caps-next or caps-lock mode.



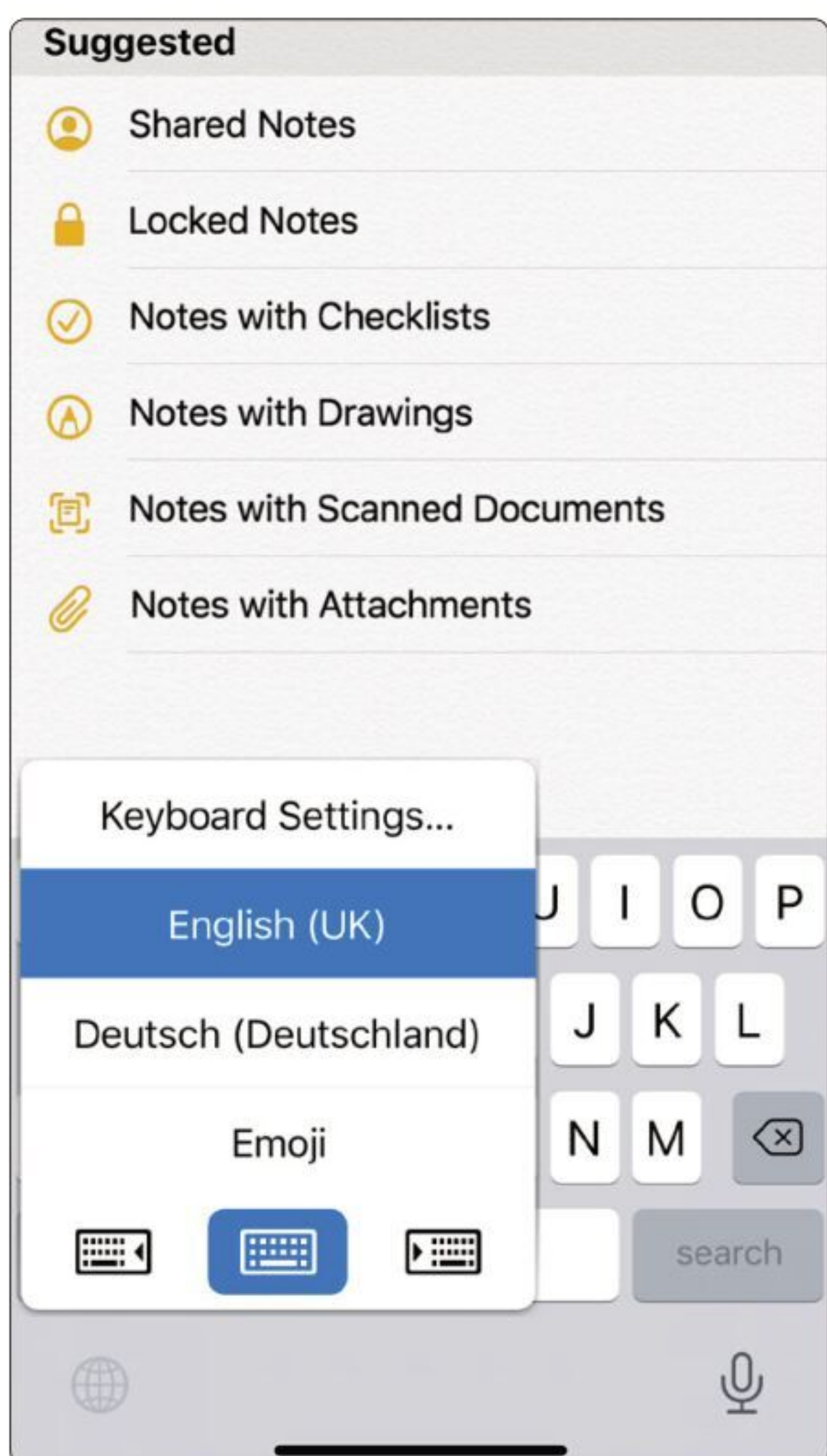
4 When sending messages or emails, predictive text learns your choice of language and suggests the correct word for the tone of what it is you're writing. Tap on the word to use it.



5 This predictive text feature also recognises if you are replying to a question that can be answered "Yes" or "No". As before, simply tap to select the answer that suits your reply.



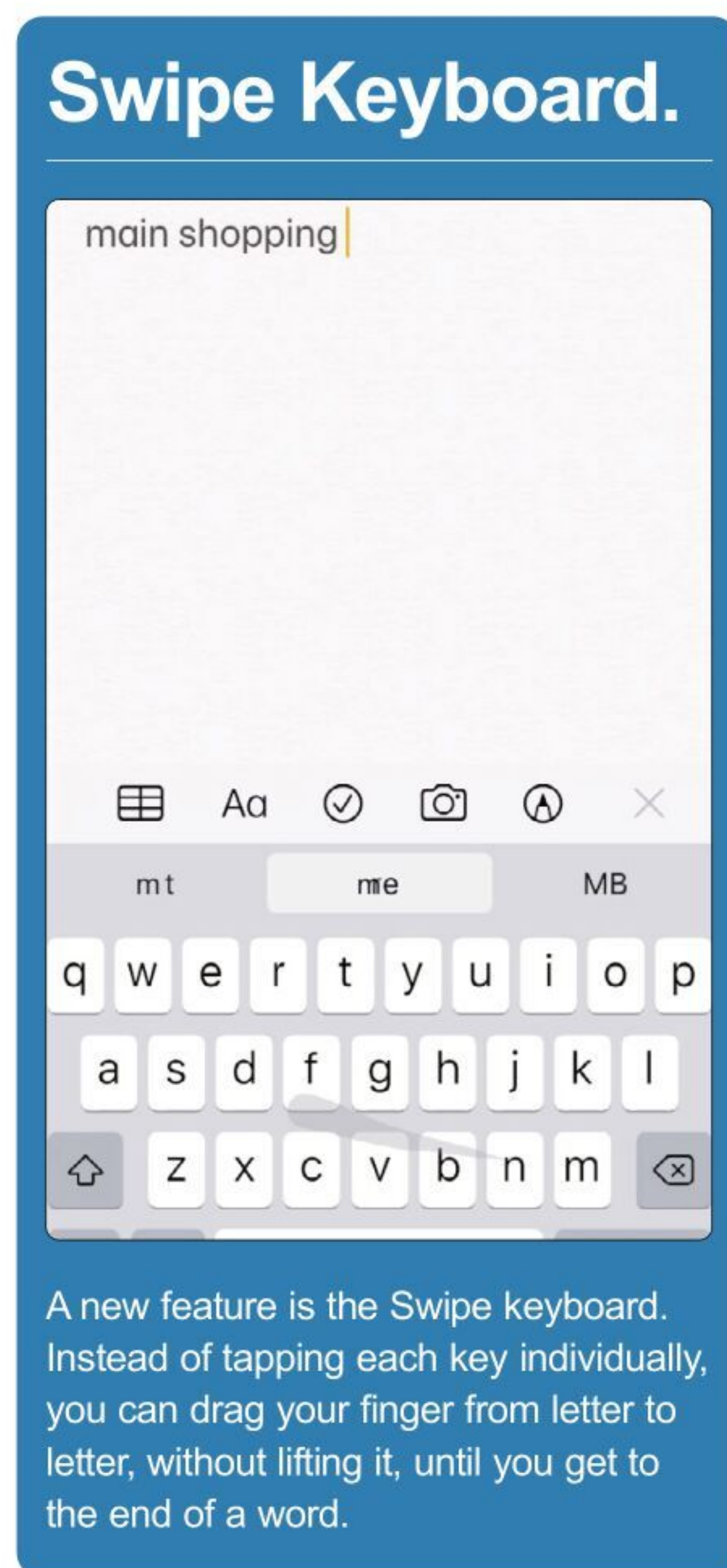
6 Notice the Microphone icon on or under the keyboard. This is the Voice Dictation key. Tap this and simply speak the text you wish to enter; it appears on-screen in real-time.



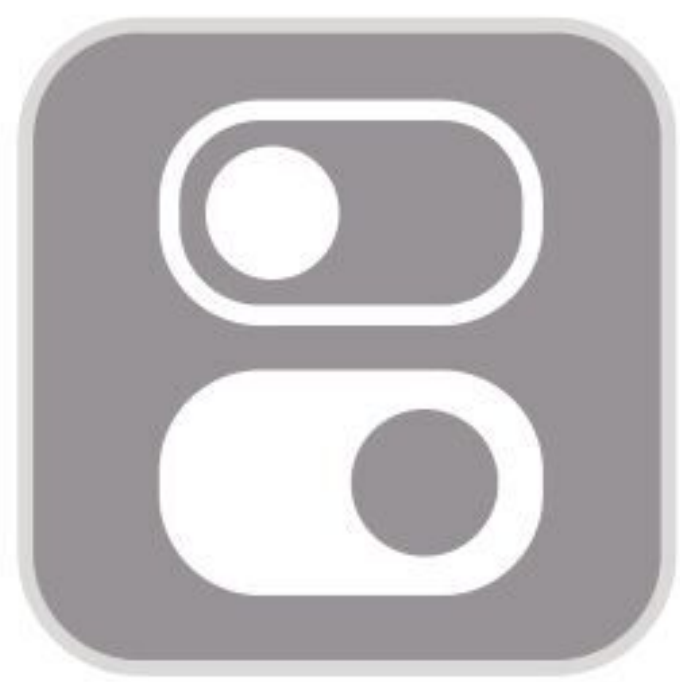
7 Additional keyboards can be accessed by tapping and holding the Globe icon and selecting an option. You can (de)activate predictive text from the Keyboard Settings link.



8 To add third-party keyboards, download the Keyboard app from the App Store. From Settings, go to: General > Keyboard > Keyboards > Add New Keyboard and select the app.



A new feature is the Swipe keyboard. Instead of tapping each key individually, you can drag your finger from letter to letter, without lifting it, until you get to the end of a word.



Control Centre

Accessing it

To access the Control Centre, swipe down from the top right corner, or if you have an older iPhone model, swipe up from the bottom of the screen. The iOS 15 Control Centre has some great features, which we look at here.

Control Centre in Focus

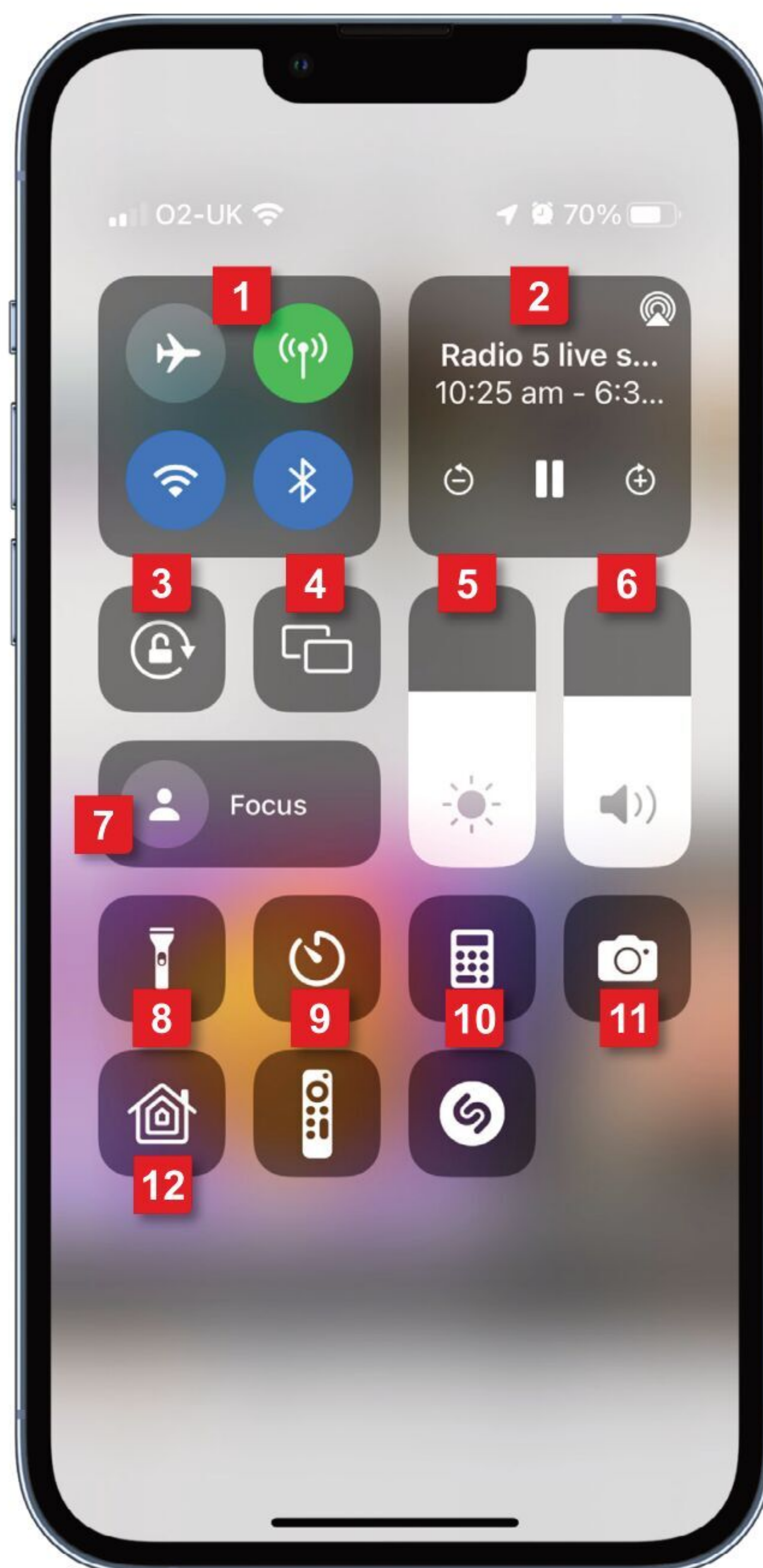
1 In this box, you can turn on and off (clockwise, from top left) Airplane Mode, Mobile Data, Bluetooth and Wi-Fi. If you have 3D Touch, deep press the main box for more options.

2 This box shows what you're currently listening to. Here we're listening to the radio, so we can play/pause and skip forward or backward ten seconds. Deep press for more options, including volume control and external speakers.

3 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPhone. Tap it again to switch off the screen orientation lock.

4 Tap here to access the Screen Mirroring menu, which shows a list of devices to which you can mirror your iPhone's screen. Tap one of them and the iPhone screen is shown on that device.

5 This is the brightness control. Run your finger up and down it to raise or lower the brightness, or deep press for a bigger version of the slider and instant access to Night Shift Mode.



6 Your iPhone's volume control. Run your finger up and down the slider to adjust the sound. Do a deep press to open a bigger version of the volume control slider.

7 To mirror your screen, maybe to your Apple TV, tap here and select the target from the window.

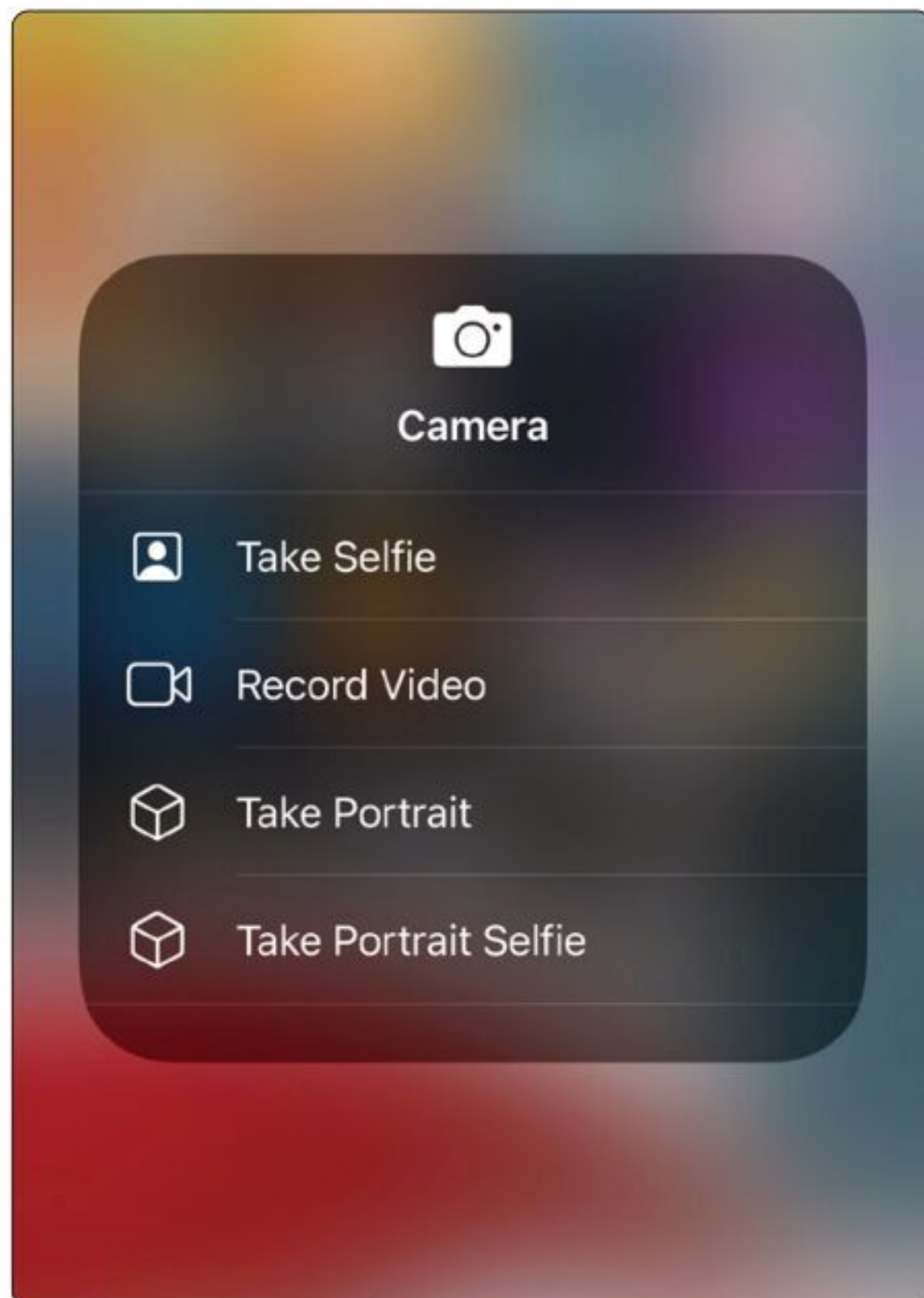
8 Tap here to use the LED on the back of your iPhone as a torch. Deep press for a slider that lets you adjust the light's brightness.

9 Tap here to open the Clock app and go straight to its Timer feature. Deep press for access to an instant timer.

10 Tap here to open the Calculator app. Tap and hold to see, and if you wish, copy, the result of the last calculation you completed.

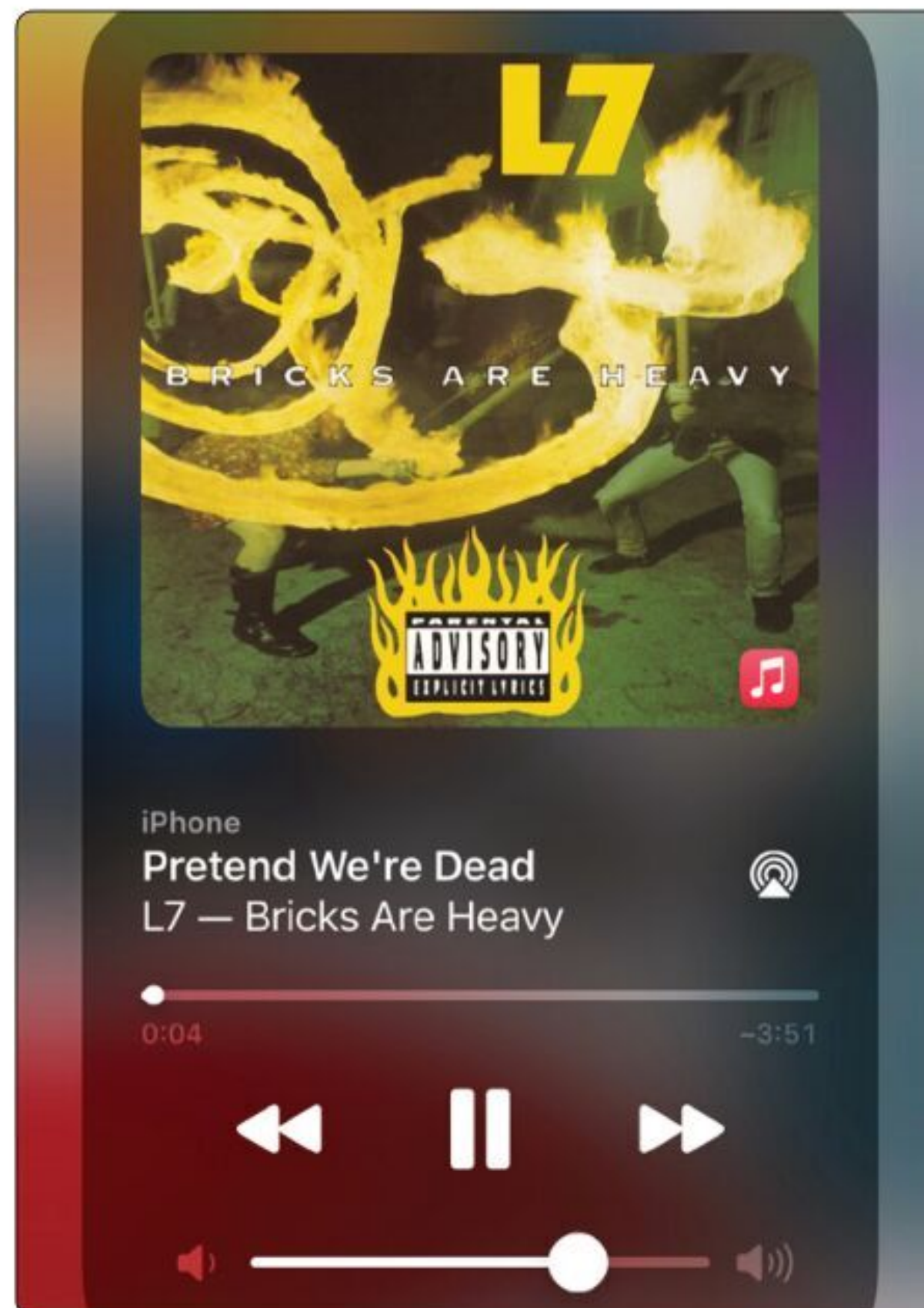
11 Tap this to access the Camera app. Deep press it to access photography options within the Camera app, such as selfies, video recording and the Slo-Mo function.

12 Tap here for the controls for your favourite HomeKit gadgets. It's a useful way to use Home controls without going through the app.



Deep press icons

If you tap and hold a Control Centre icon, it usually gives access to further functions. For example, the Camera icon provides the window shown here, and gives you instant access to selfies, video recording, and portrait photography.



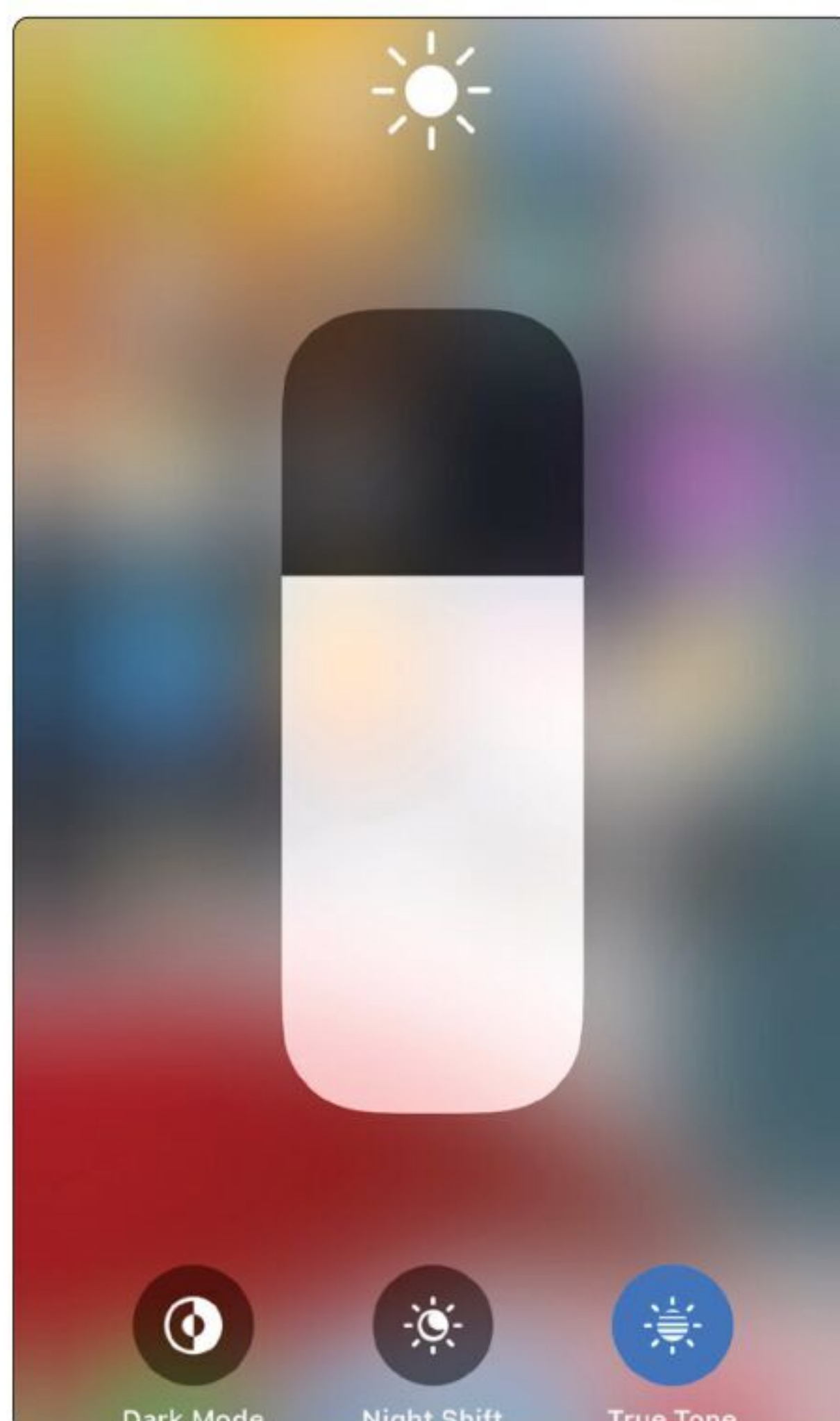
The music controls

Just like before, the music controls show you the currently playing song. You can skip forwards and backwards or play/pause from the Control Centre icon, but a long press gives access to more comprehensive controls and also the album art.

Access Bluetooth & Wi-Fi.

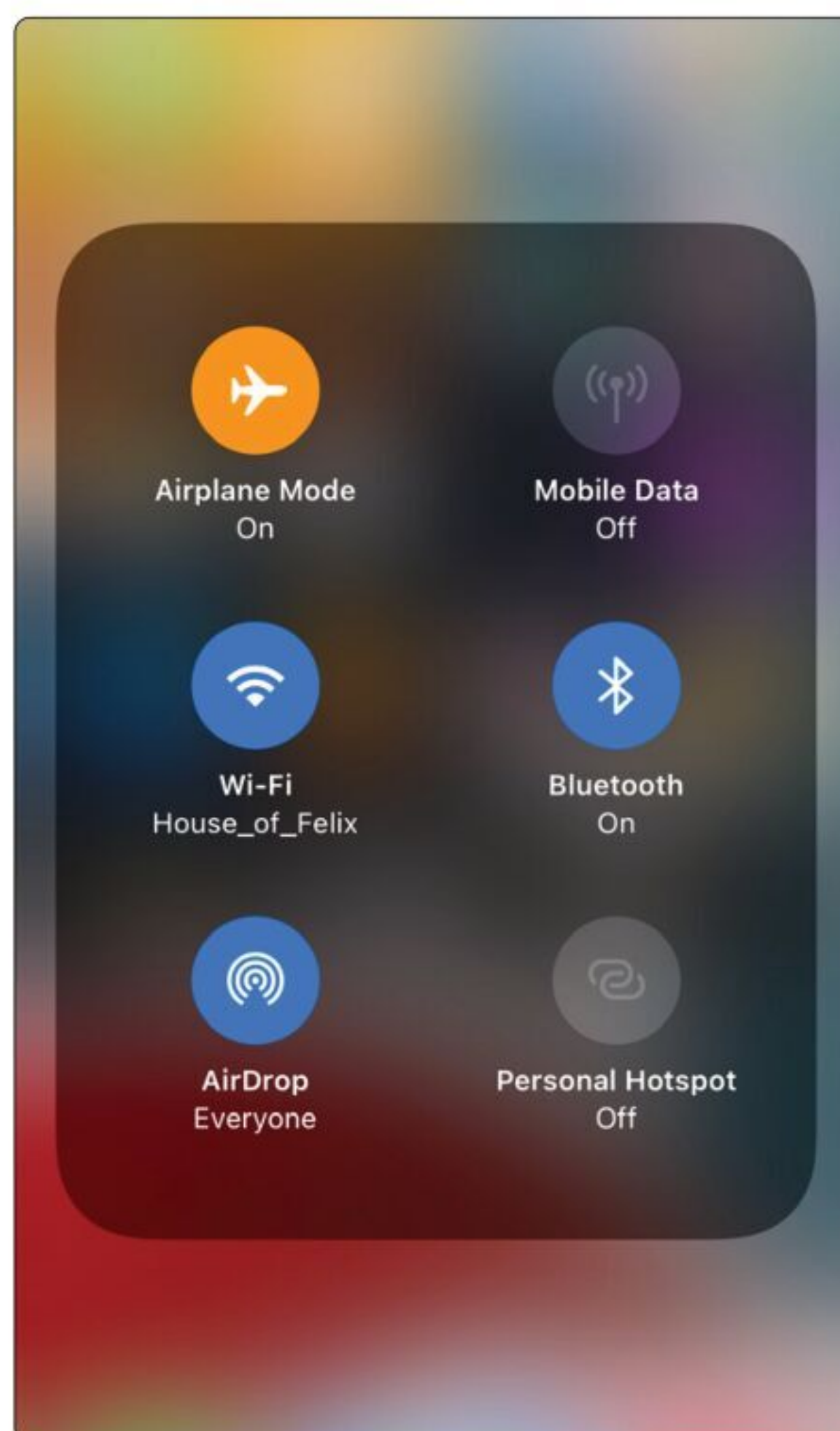


In Control Centre, tap and hold the top left box to open the larger window, then tap and hold the Wi-Fi or Bluetooth icon to switch between networks or BT devices. You can also access their Settings screens from these windows.



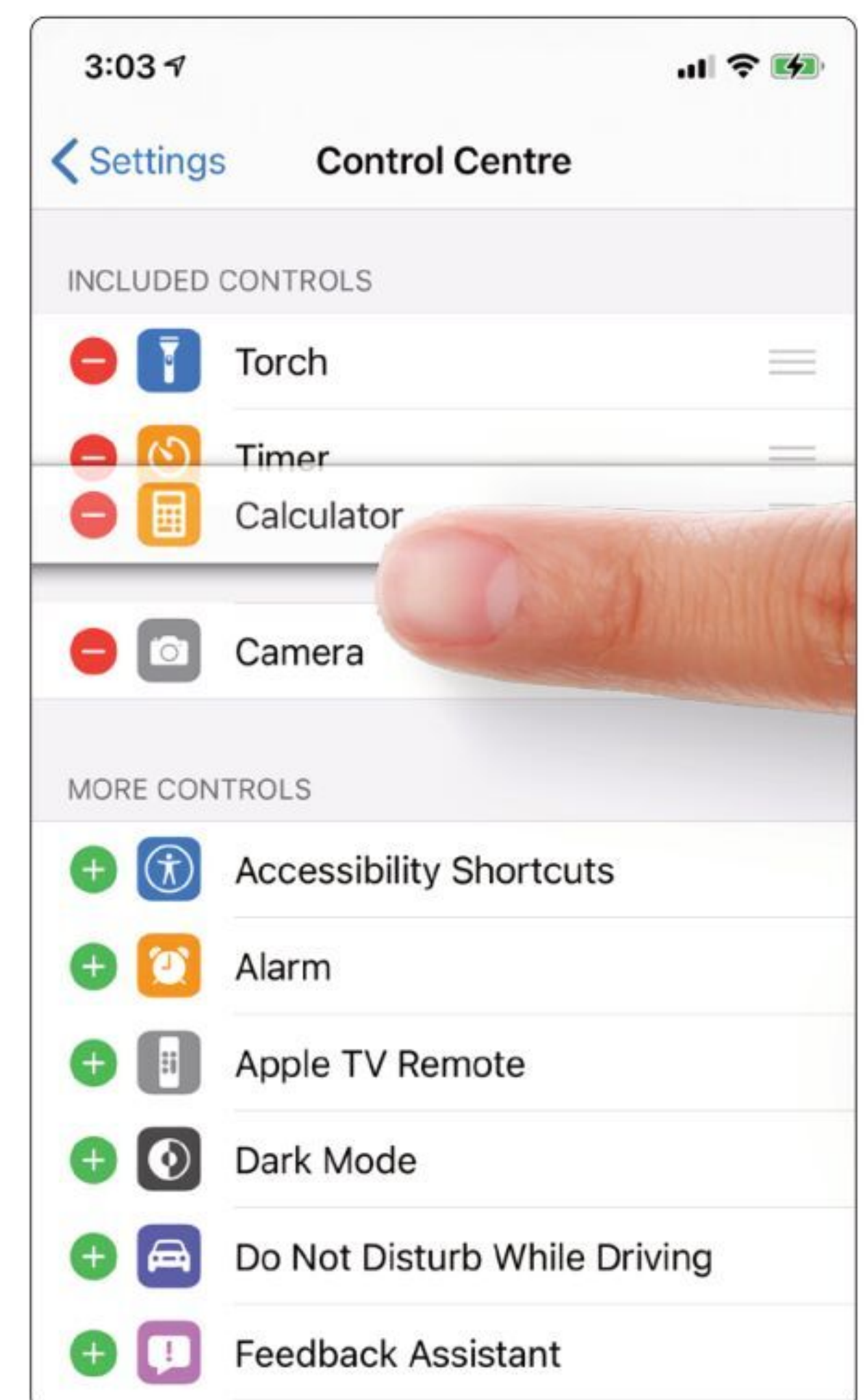
Night Shift mode

Tap and hold the brightness slider to access a larger version, and also three icons underneath. These are: (left to right) toggle between Light and Dark Mode, Night Shift (to reduce blue light) and toggle True Tone screen.



Airplane mode

The iPhone's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines. It's also useful even if you're not flying: for example, if your battery is low and you're reading an iBook, Airplane Mode can save power.

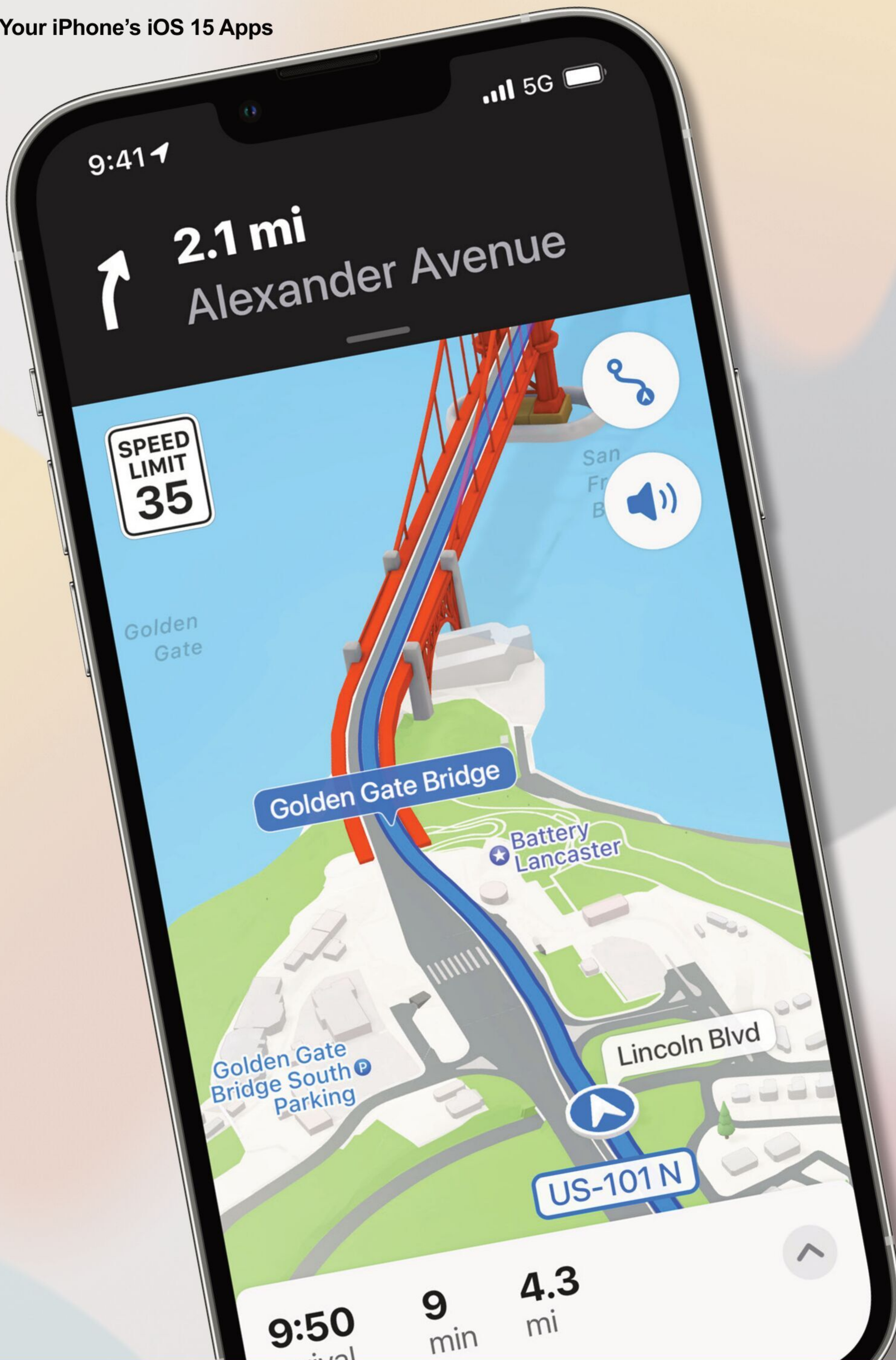


Customisation

Go to Settings > Control Centre and you can delete Control Centre icons you never use and add others, if you wish, using the '+' and '-' icons. You can also reorder the controls by tapping and holding their three-line icons and dragging.



Your iPhone's iOS 15 Apps



Your iPhone's iOS 15 Apps.

One of the best things about the iPhone is the amazing range of apps that come bundled with its operating system, iOS 15. You can send and receive emails with Mail, surf the web with Safari, find your way around with Maps, and more. Several apps get some great new features in iOS 15. Look out for hashtags in Notes and Reminders, some awesome new FaceTime features and a great way of using Maps to find your way around. The Weather app has had an upgrade too, offering far more information than before.

[Learn more >](#)



Mail App For Your Emails

Email on the go has revolutionised communication. The iPhone has a versatile email app that can handle multiple email addresses spread over multiple accounts and services, and keep track of all your contacts as well.

Mail in Focus

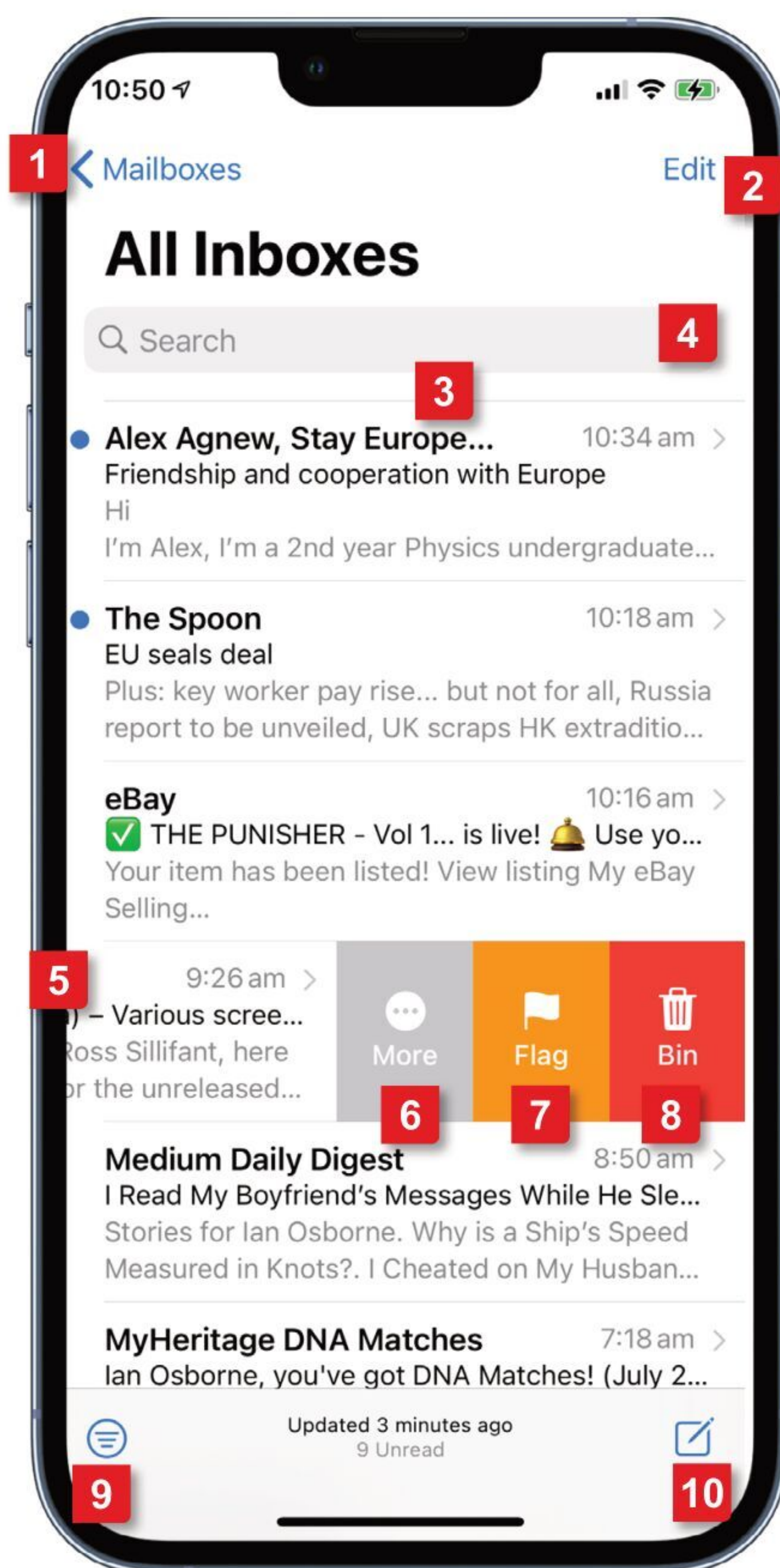
1 This screen, in Mail, shows your Inbox. Tap the Mailbox link to go back and choose another mailbox, such as Drafts, Sent, Junk or VIP emails.

2 The Edit link puts an empty circle to the left of each email. You can tap these circles to add a tick, and then action multiple emails at once.

3 These are your emails, listed in the order they arrived. Tap on one to open and read it. Emails with blue dots to their left have not yet been opened and read. Pull down on the screen to get new mail.

4 Tap here to search your emails. You can type a name, a subject or something from the body of an email, and suggestions are offered as you type.

5 Drag an email to the left and you can tap one of the revealed icons labelled More, Flag or Delete. Drag it further to delete it immediately. Drag it right instead and you can mark the email as Read or Unread.



6 Tap More here for a pop-up window giving options to Reply to the email; Forward it; Mark it as read, unread, flagged or junk; get a notification when receiving replies to this email; and Move it to another mailbox.

7 Tap here to flag your email, that is, mark it for later reference. If you swipe left on an email that's already been flagged, this icon then reads 'Unflag'.

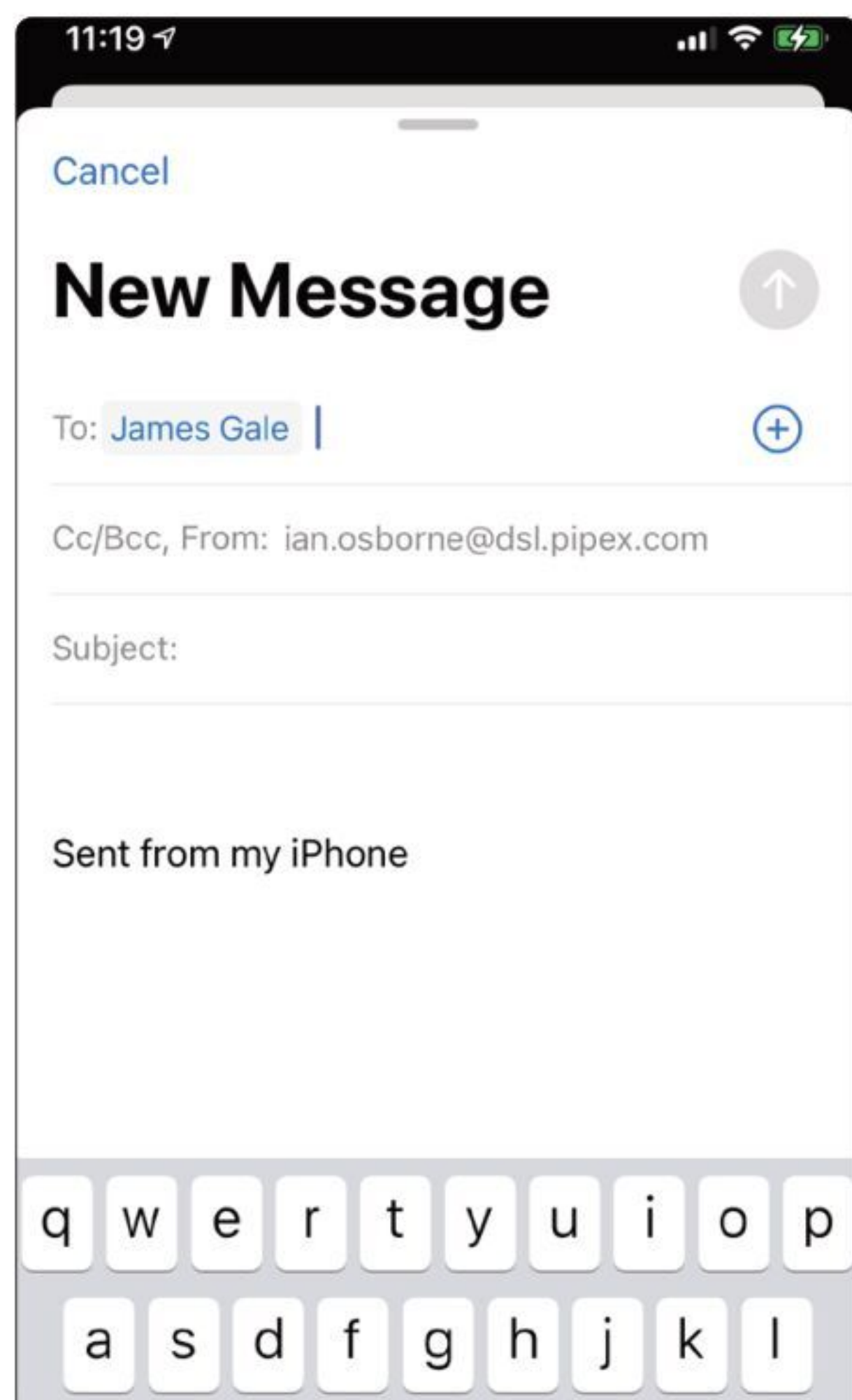
8 Tap here to delete an email, moving it to your Bin mailbox. If you do so by accident and want it back, tap the Mailboxes link, then Bin. Drag the email to the left again, then tap More and then in the pop-up window, tap Move so you can move it back to your inbox.

9 Tap this icon to show only unread emails and again to return to showing all emails, read and unread.

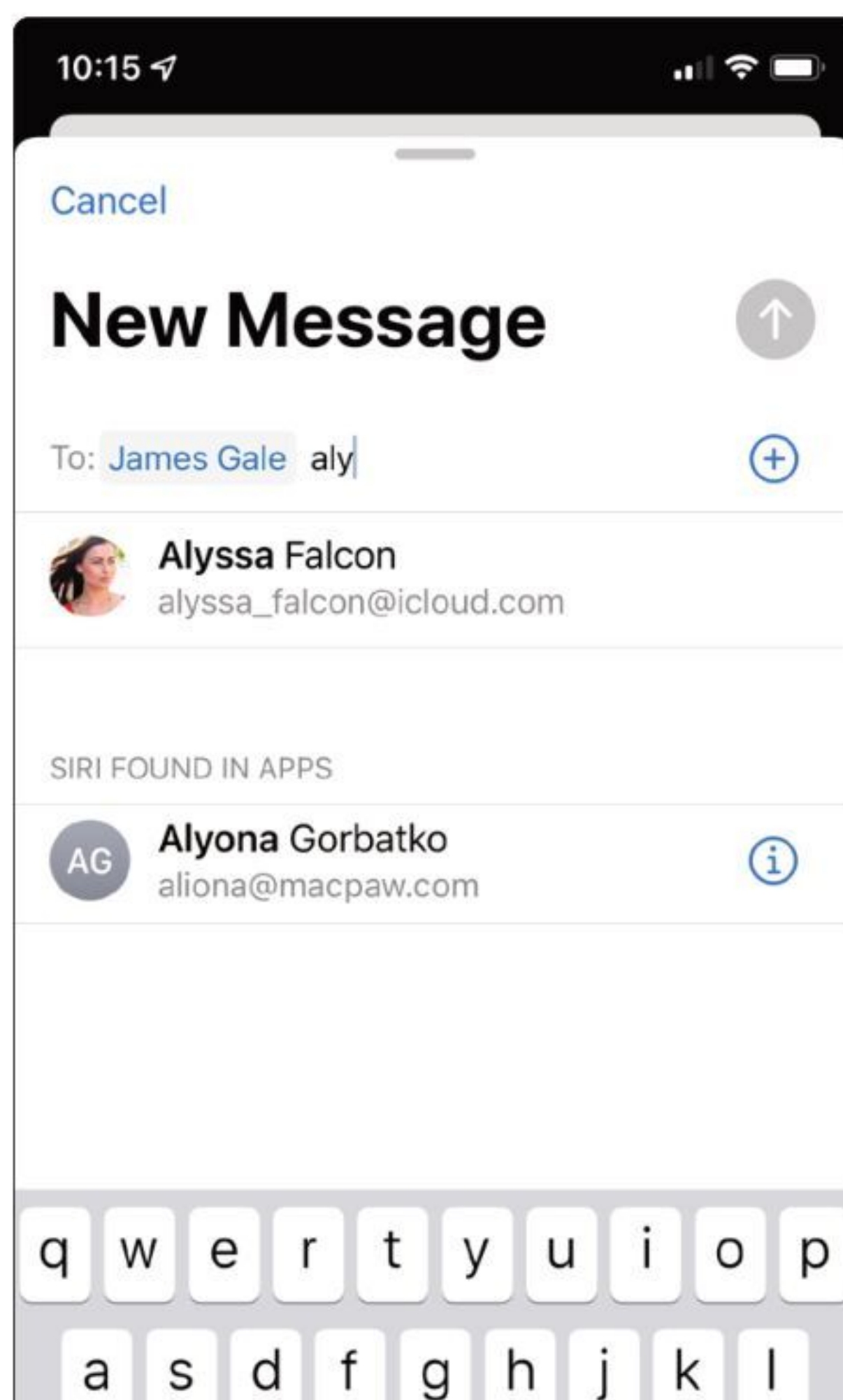
10 Tap this icon to open a new blank email for you to fill in and send. Tap and hold it for a list of draft emails, which you've started to type then saved for later.



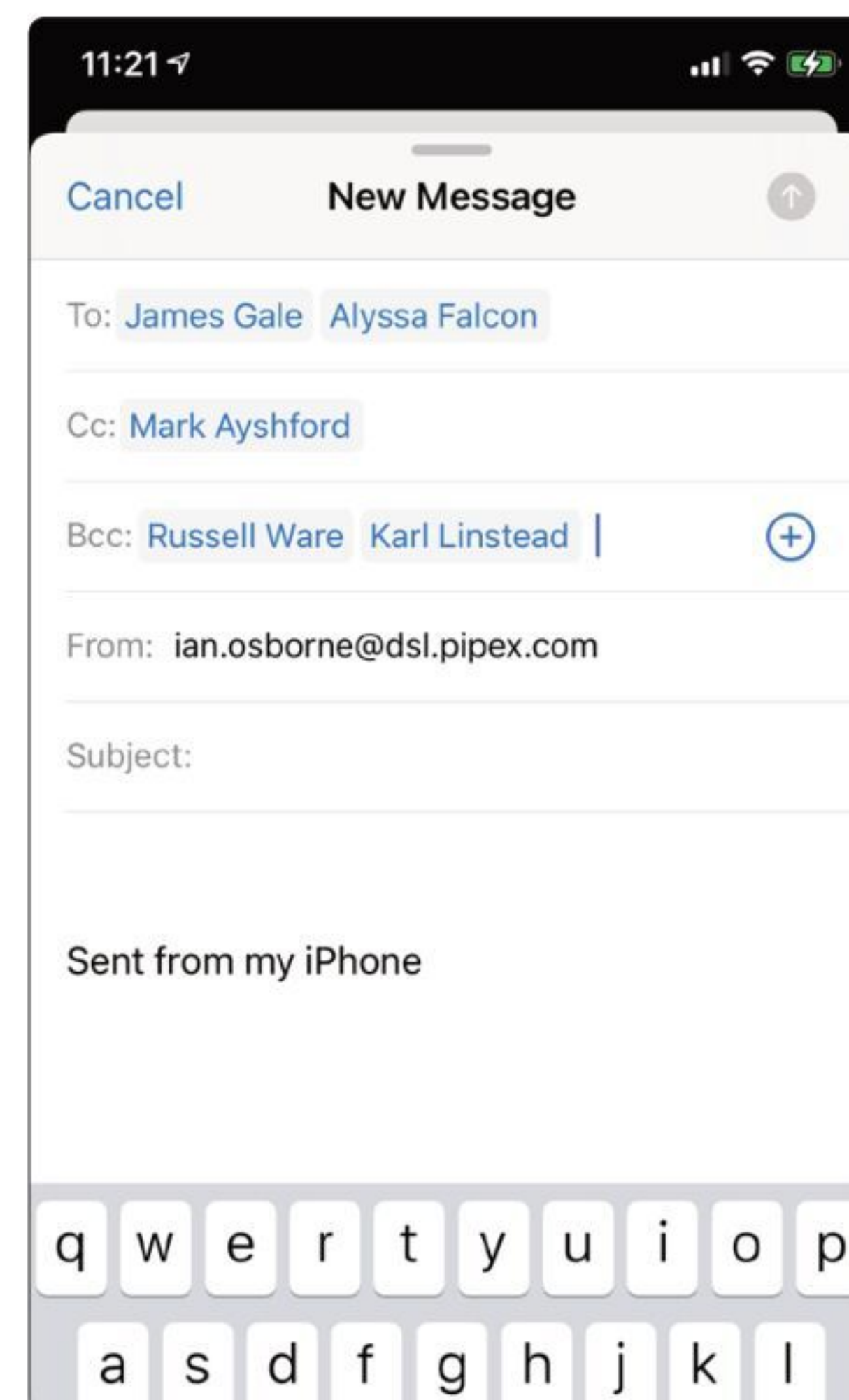
Sending an email using the iPhone's Mail app



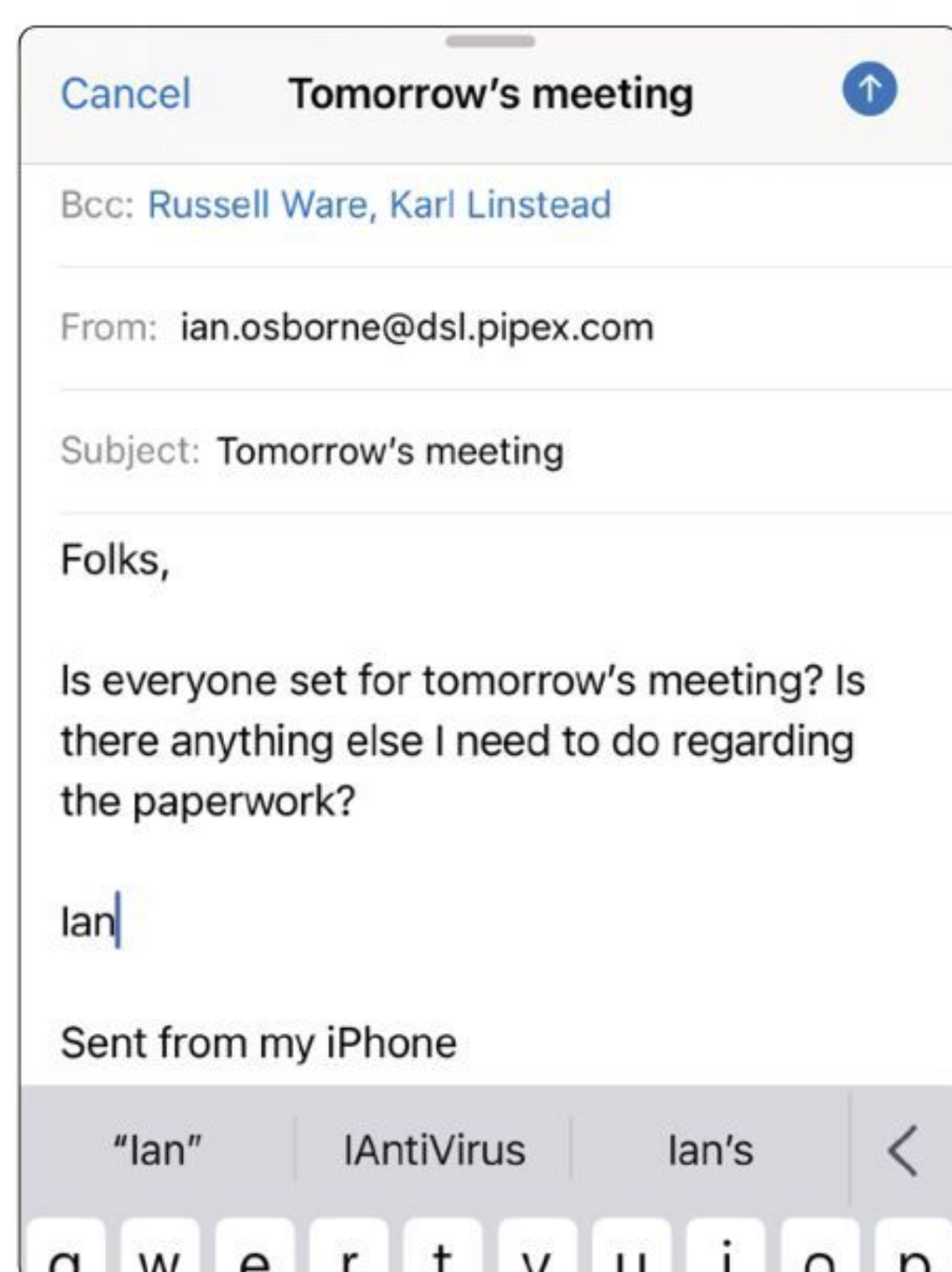
1 Tap the pen-and-paper icon (bottom right) for a new, blank email. Type the recipient's email address in the To field. If you've previously corresponded with them or they're in your contacts, you can type their name instead. Tap the Plus on the right of the To field to choose someone from your Contacts app.



2 You can add more than one recipient, by entering multiple email addresses in the To field. The email is sent to all of them. The app offers auto-complete suggestions as you type, and if a person has more than one email address, you can tap a chevron next to the name to choose which address to use.

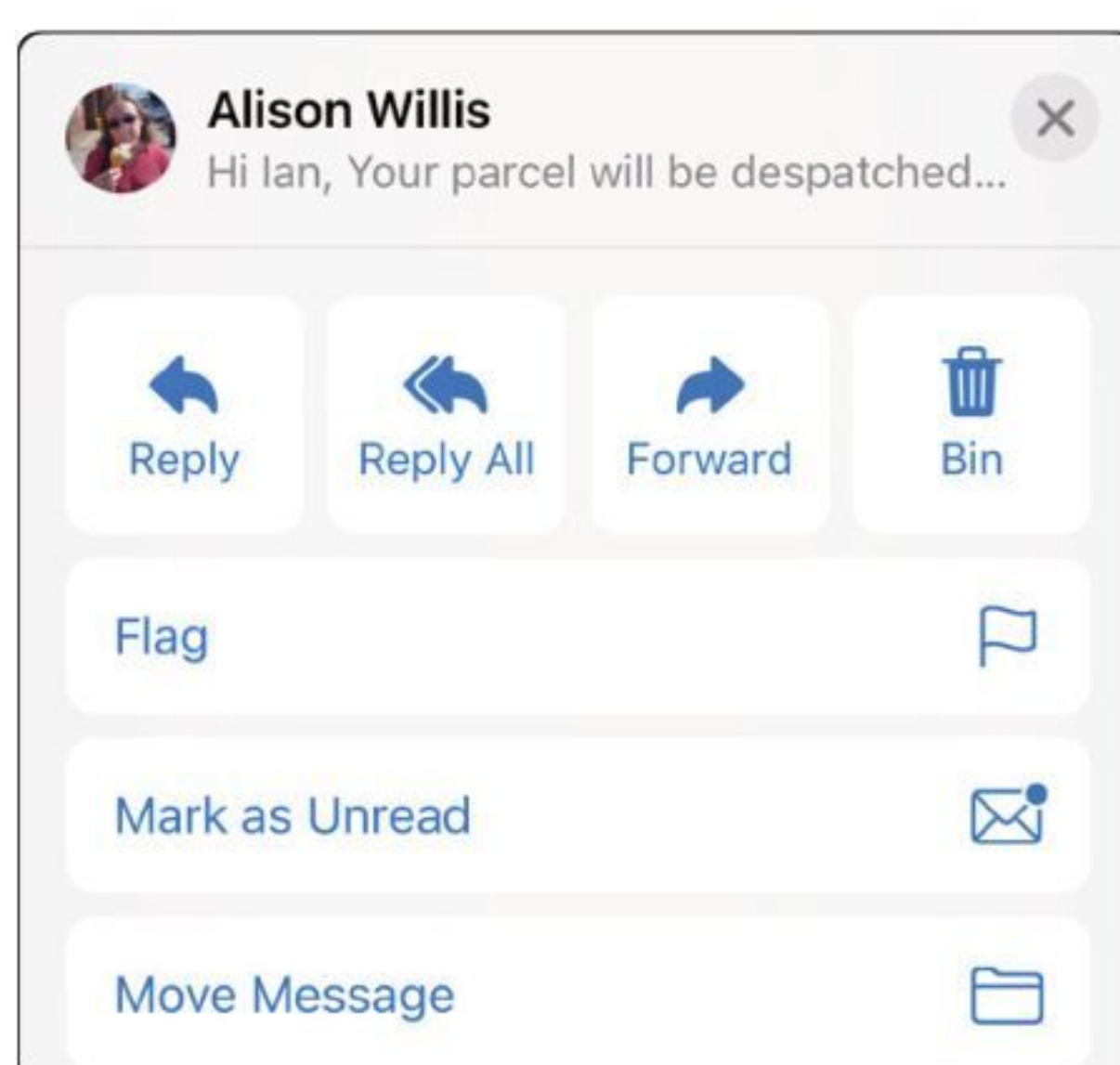


3 Tap the Cc/Bcc field and you can copy even more people in. Addresses in the To and Cc (carbon copy) field are visible to all recipients of the email, but those in the Bcc (blind carbon copy) field are withheld, so only you know they were included. The Reply All function doesn't reply to bcc'd addresses.

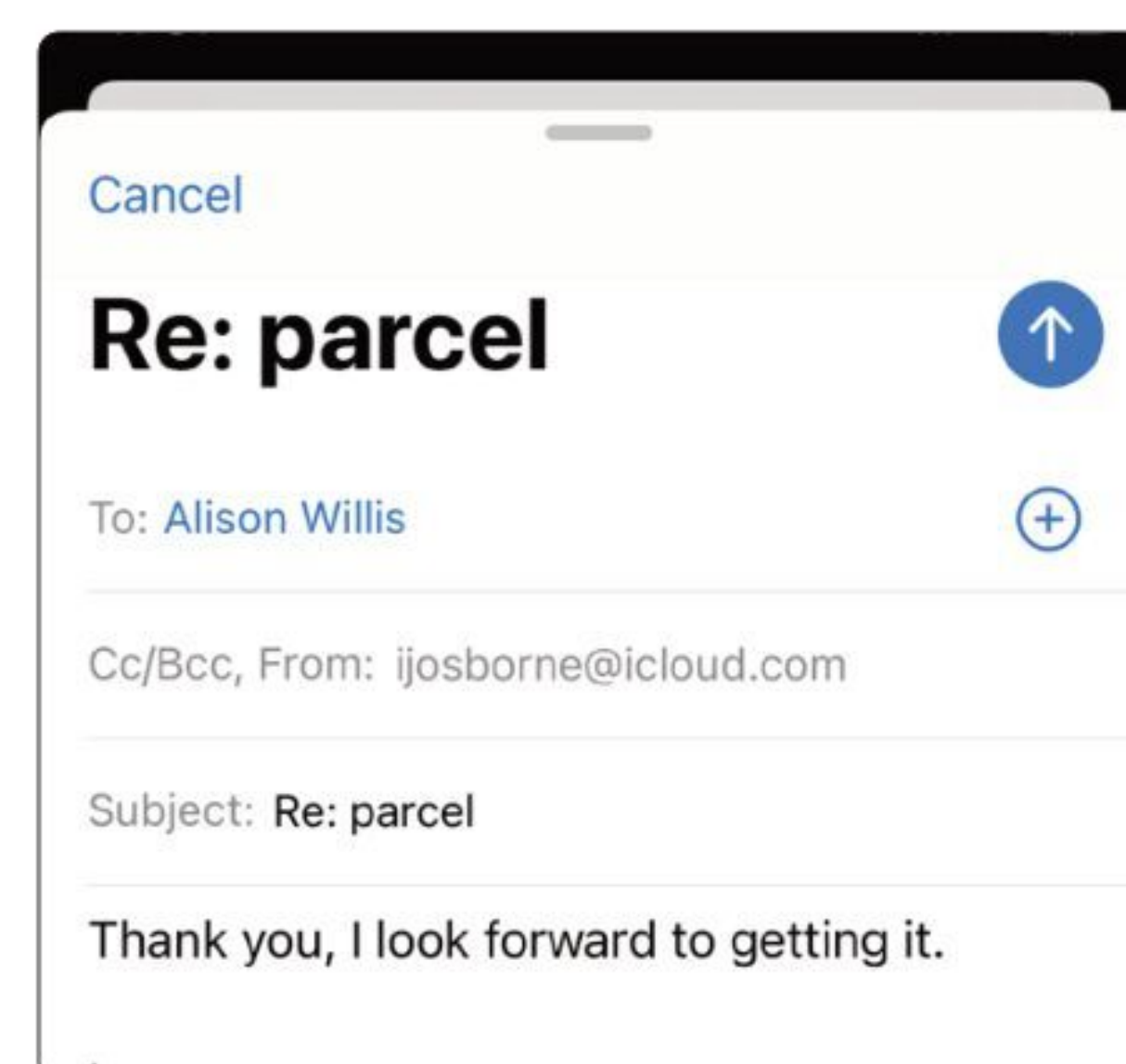


4 Type the email's subject and the content of the message and you're done. Tap the up-pointing Arrow icon in the top-right corner to send it. A progress bar at the foot of the screen shows it's on its way and when it's gone, you get a sound effect. You can see the sent email in the Sent folder.

Replying to or forwarding an email

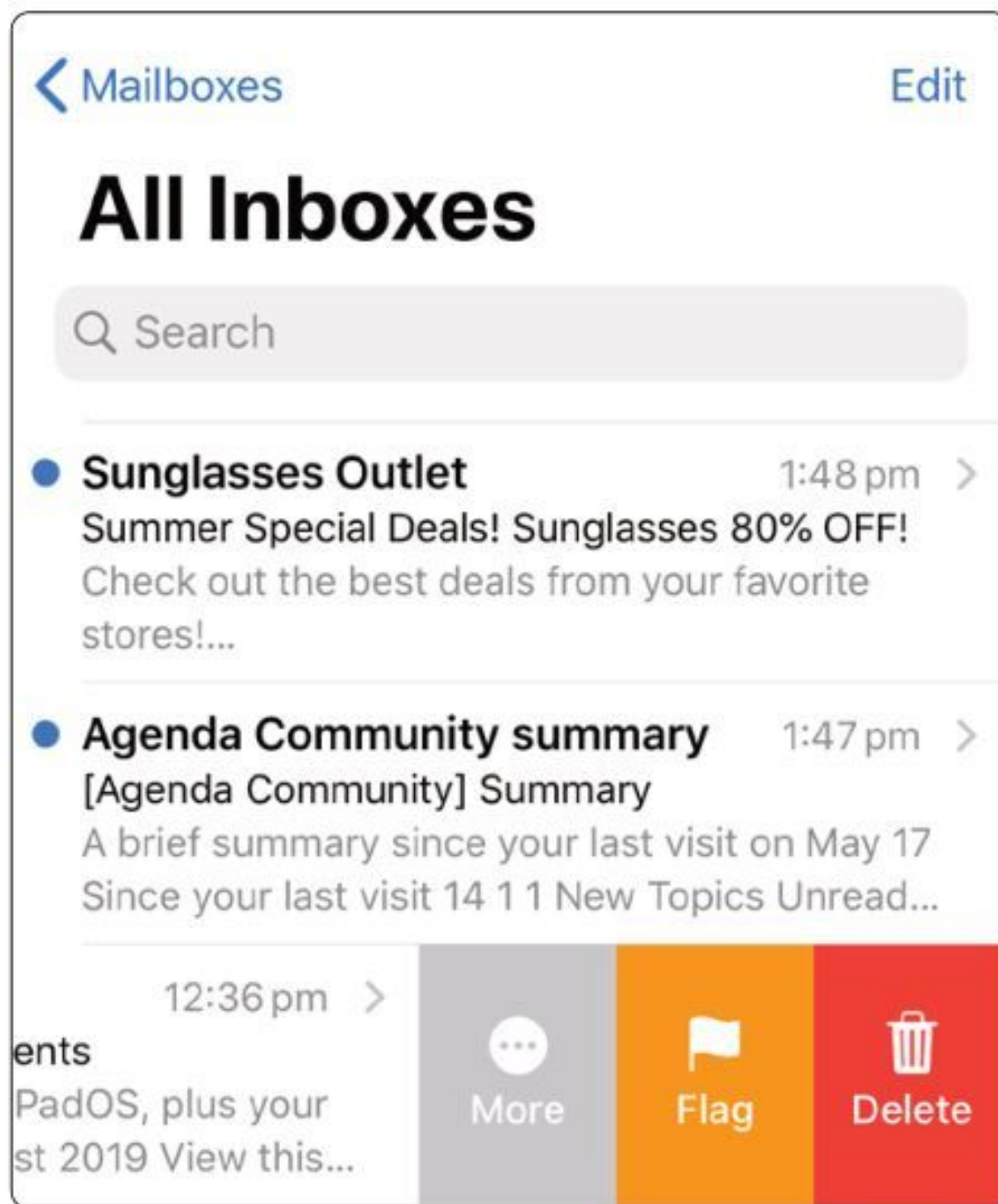


1 Open the email you want to reply to. Click the Arrow icon (bottom of the screen). A pop-up window appears, with a range of options; pull it up to see the full window. 'Reply' sends your response to the sender alone. 'Reply All' sends it to everyone who got the original email. 'Forward' sends it to a third party.

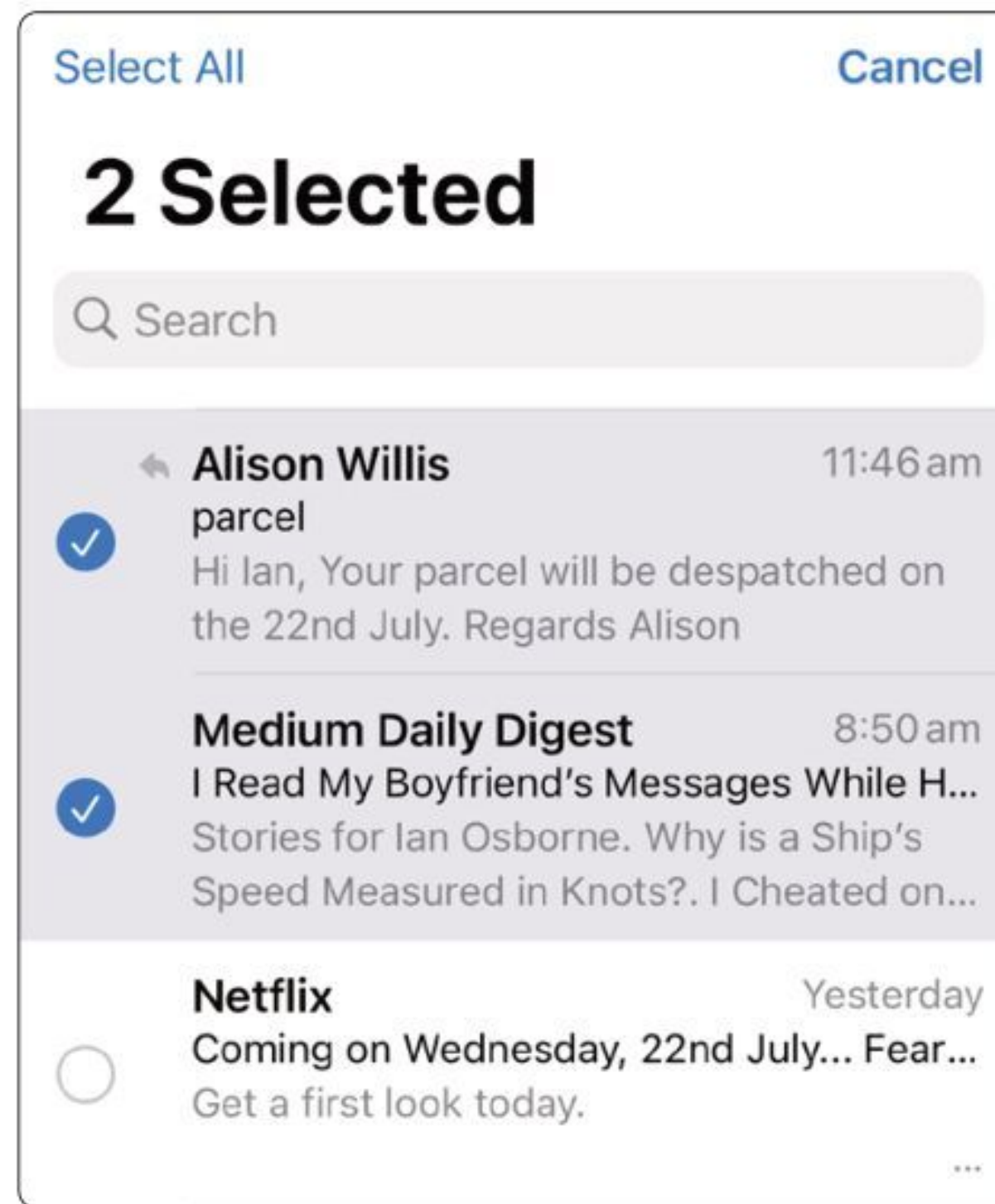


2 Tap the Cc/Bcc field and you can copy even more people in. Addresses in the To and Cc (carbon copy) field are visible to all recipients of the email but those in the Bcc (blind carbon copy) field are withheld. Type the email's subject and the content of the message and you're done. Tap the up-pointing Arrow icon to send it.

Deleting emails in the Mail app

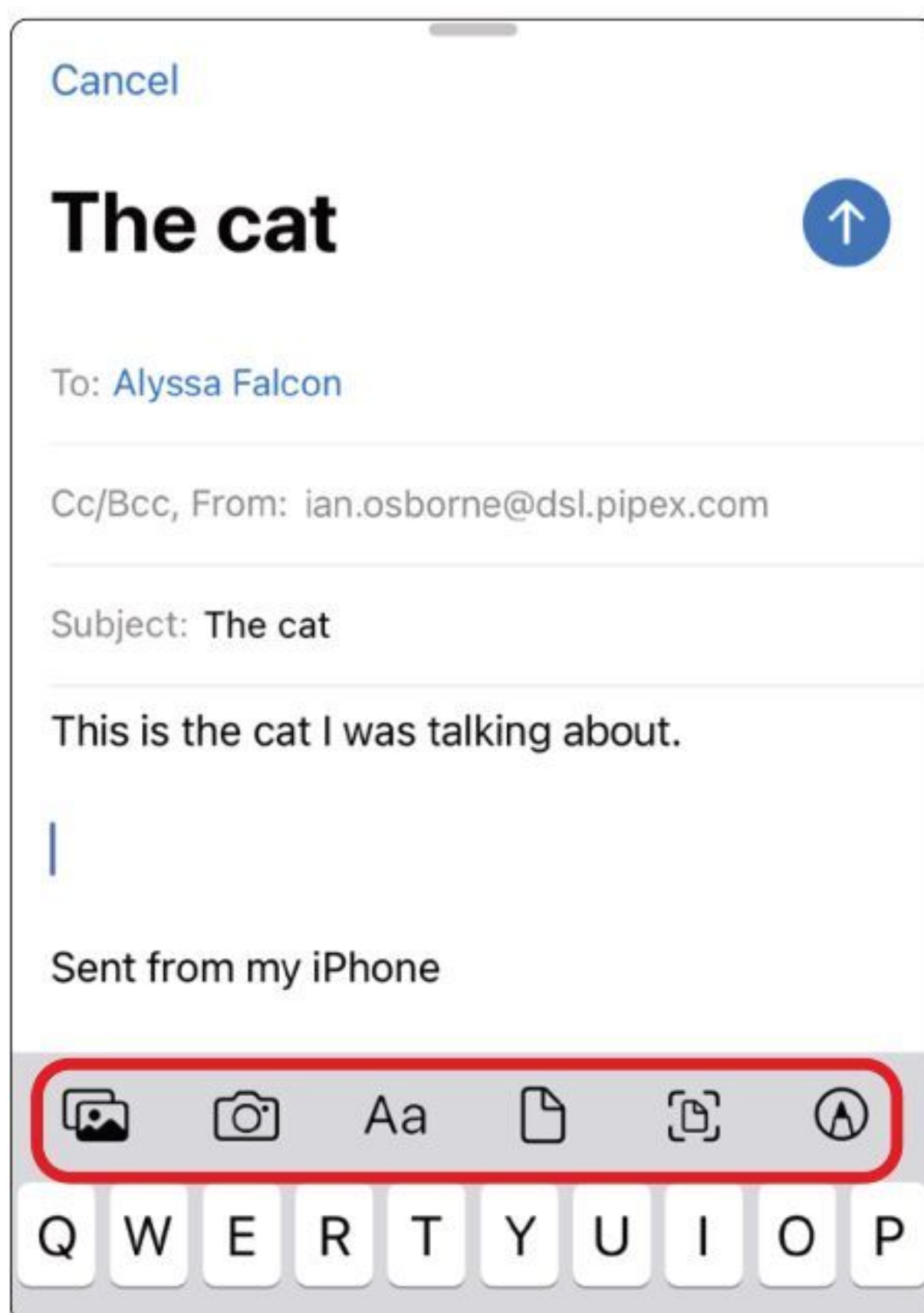


1 To delete an email swipe it left and tap Delete, or swipe it further to the left and delete it in one stroke. To delete multiple emails, tap the Edit link (top right). Circles appear next to the emails. Tap those you want to delete, or tap Select All in the top left to tick all the emails at once. Tap Bin.

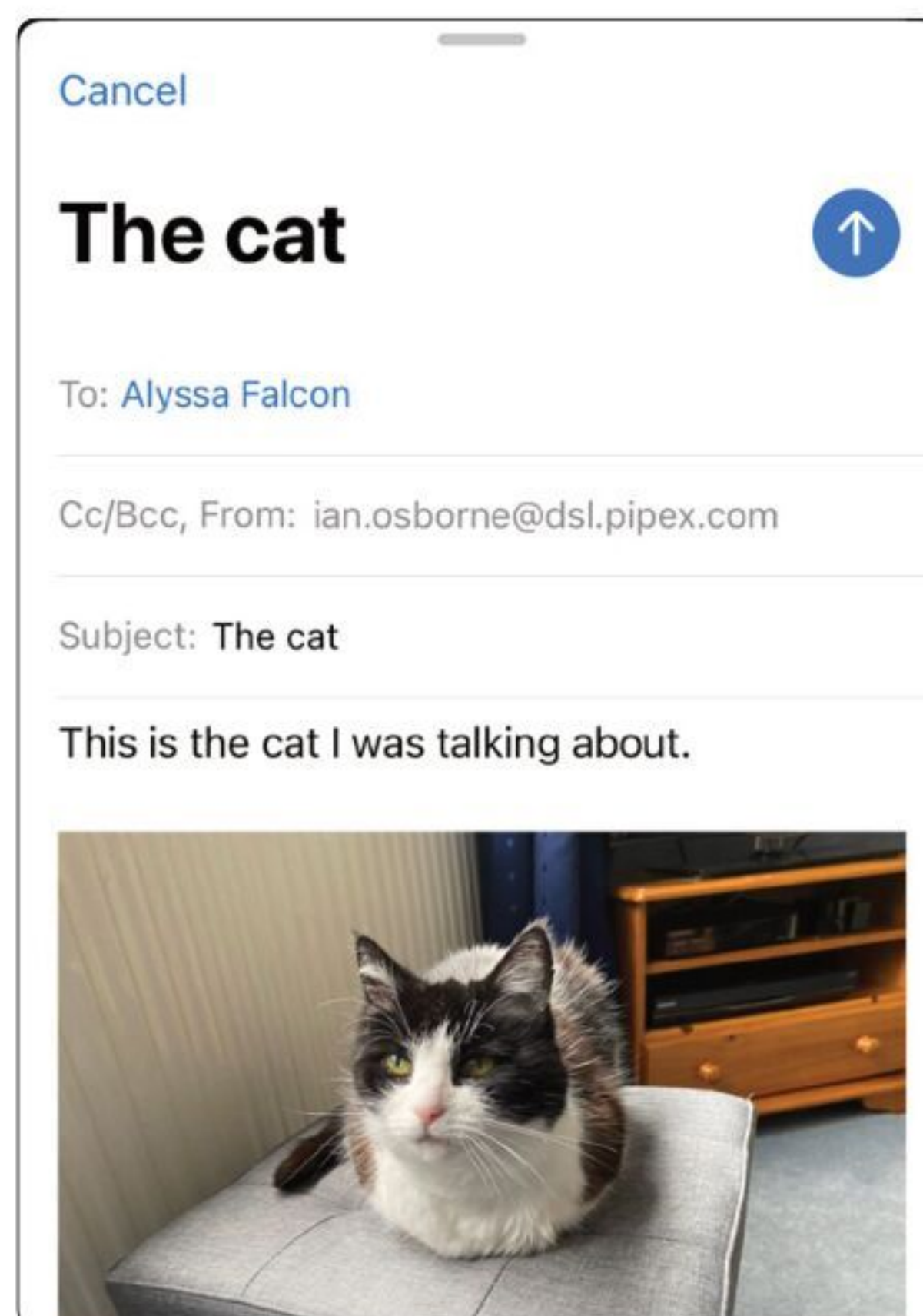


2 Binned emails aren't immediately removed from your iPhone. Tap Mailboxes (top left), then tap the Bin icon to see emails you recently threw away. Tap Edit (top right), select emails you want to move or delete then choose the Move or Delete link as appropriate. Note the Select All link in the top left.

Sending attachments

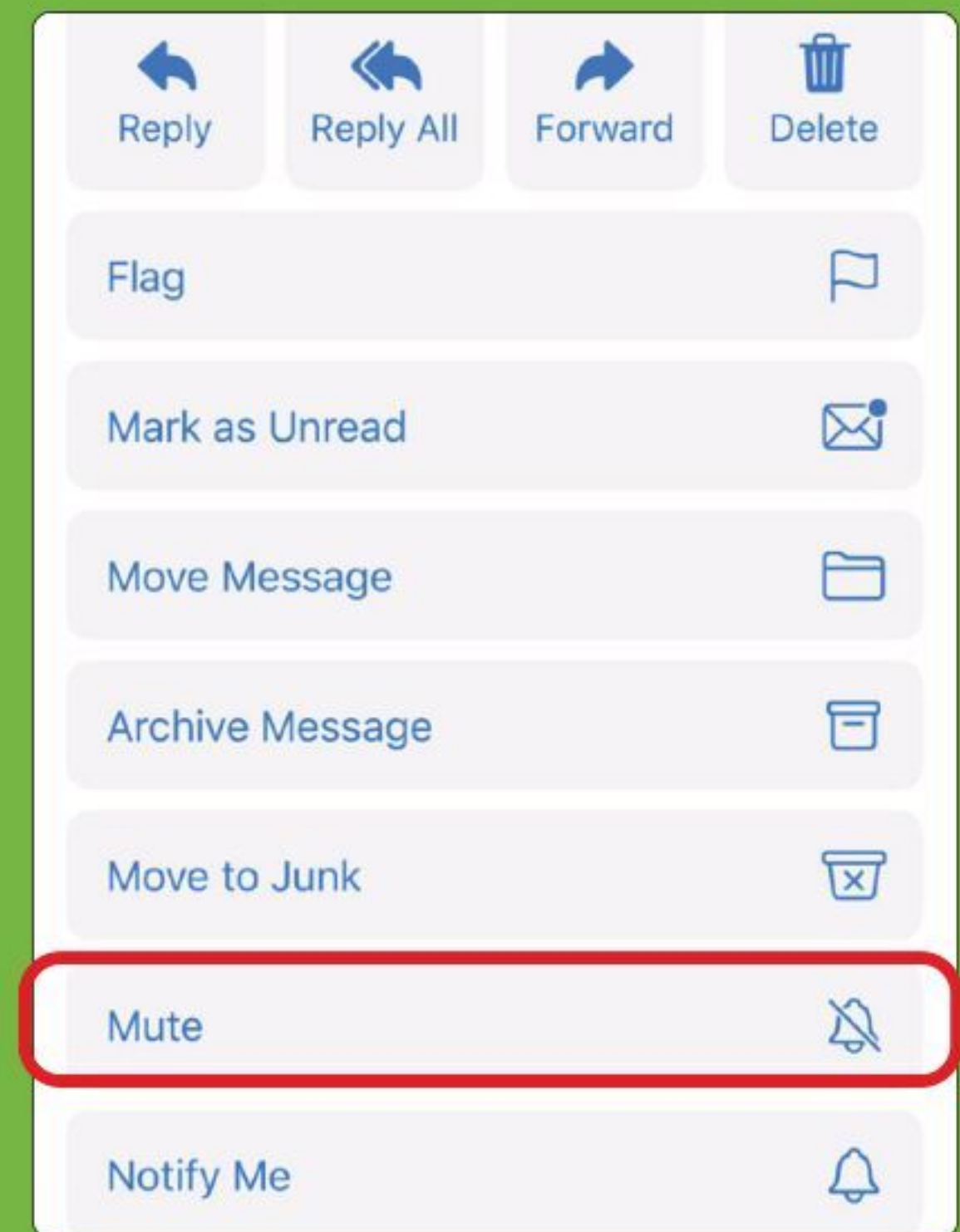


1 Tap in the body of an email and tap the cursor (top right of the keyboard) for these icons. They are; Attach Photo, Take & Attach Photo, Formatting, Attach Document, Scan Document and Markup. Tap one. When sending photos, a window pops up showing available photos and videos. Tap all those you wish to send. When finished, tap the 'X' to go back to the email.



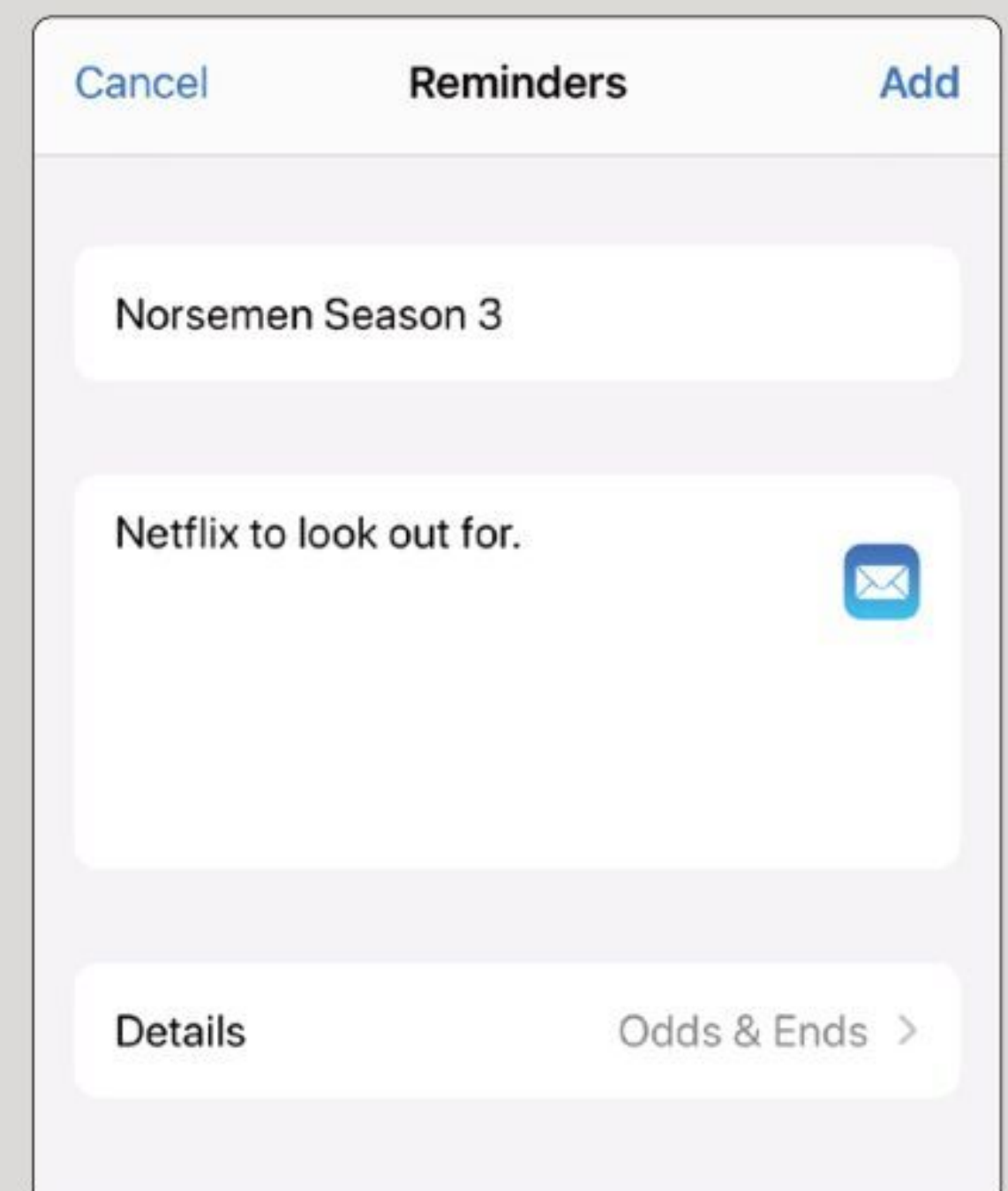
2 If you're sending documents, you're taken to the Files app. Again, tap all those you want to send then tap 'X'. You can delete attachments you've added to an email before sending it; and add your message above or below the attachment too. If someone sends you an email with an attachment, you can tap it to open it and then tap Share for a range of options.

Mute thread.



You can mute an email thread by opening the Reply menu, and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.

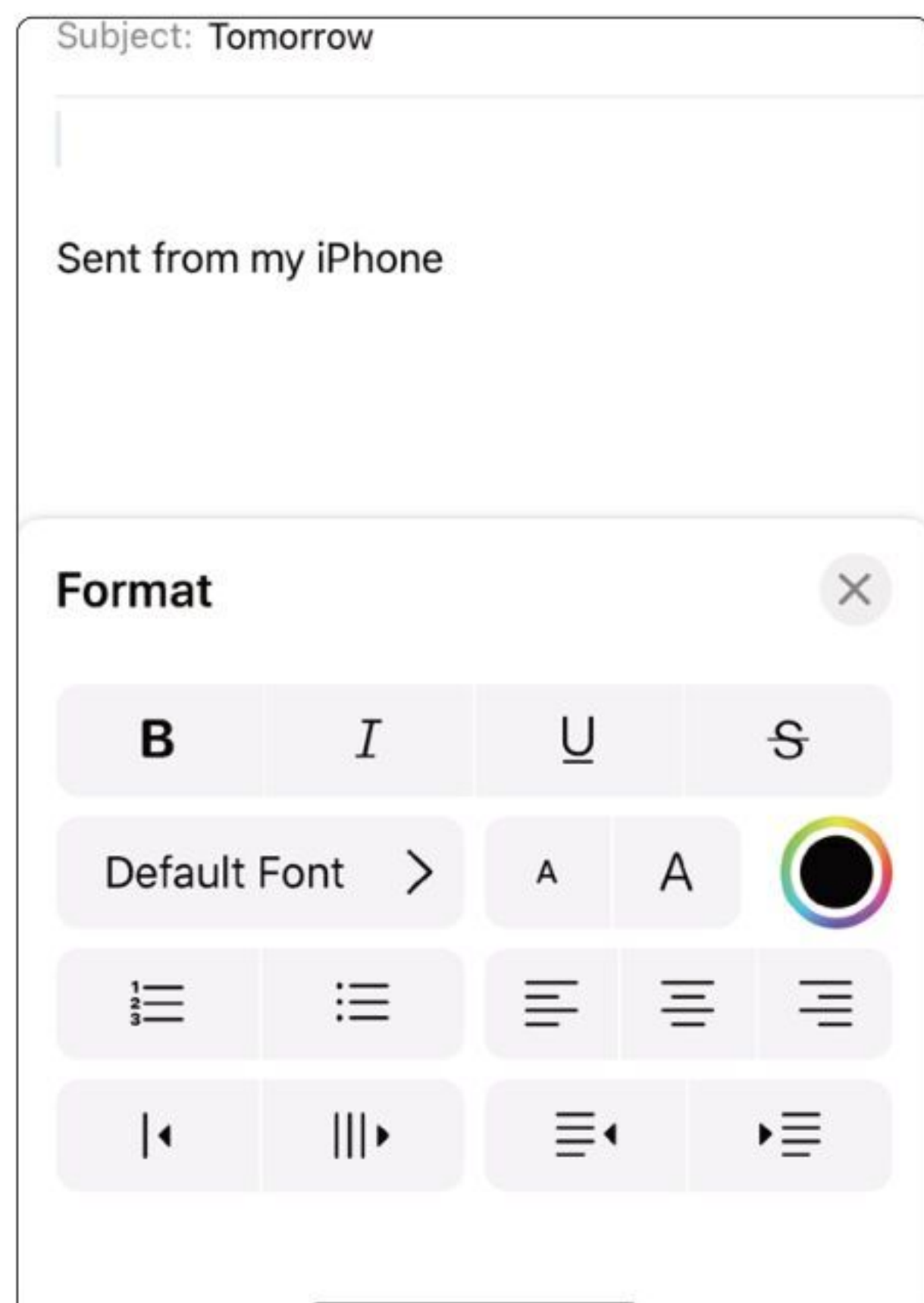
Create Reminders.



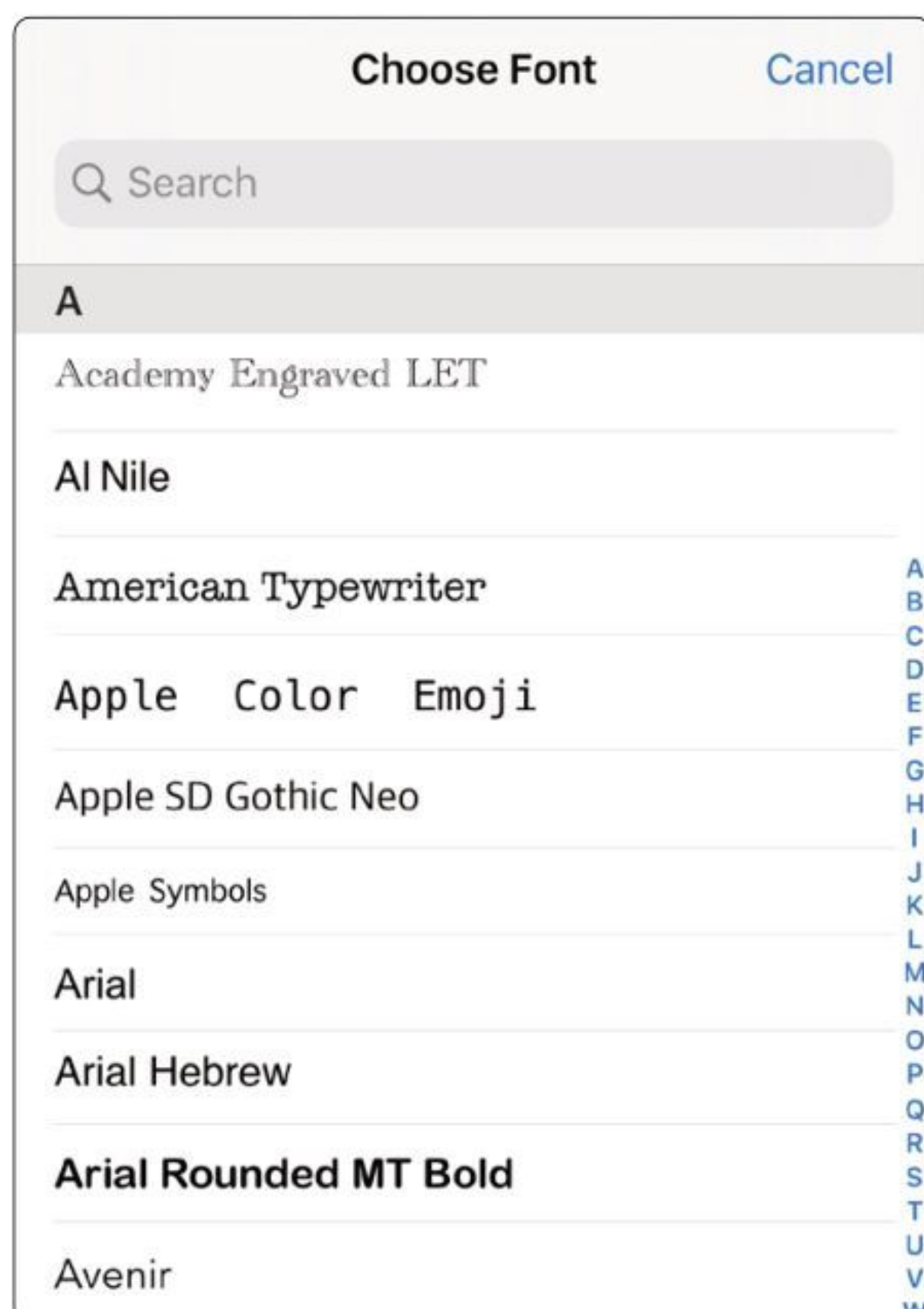
You can create reminders directly from Mail. Tap and hold the body of the email until the pop-up bubble appears. Tap Share in this pop-up bubble, and from the menu, tap Reminders. You can edit the title, add notes and choose which Reminders list it will go. Tap Add when you're done, and the reminder is added to your Reminders app.



Formatting controls

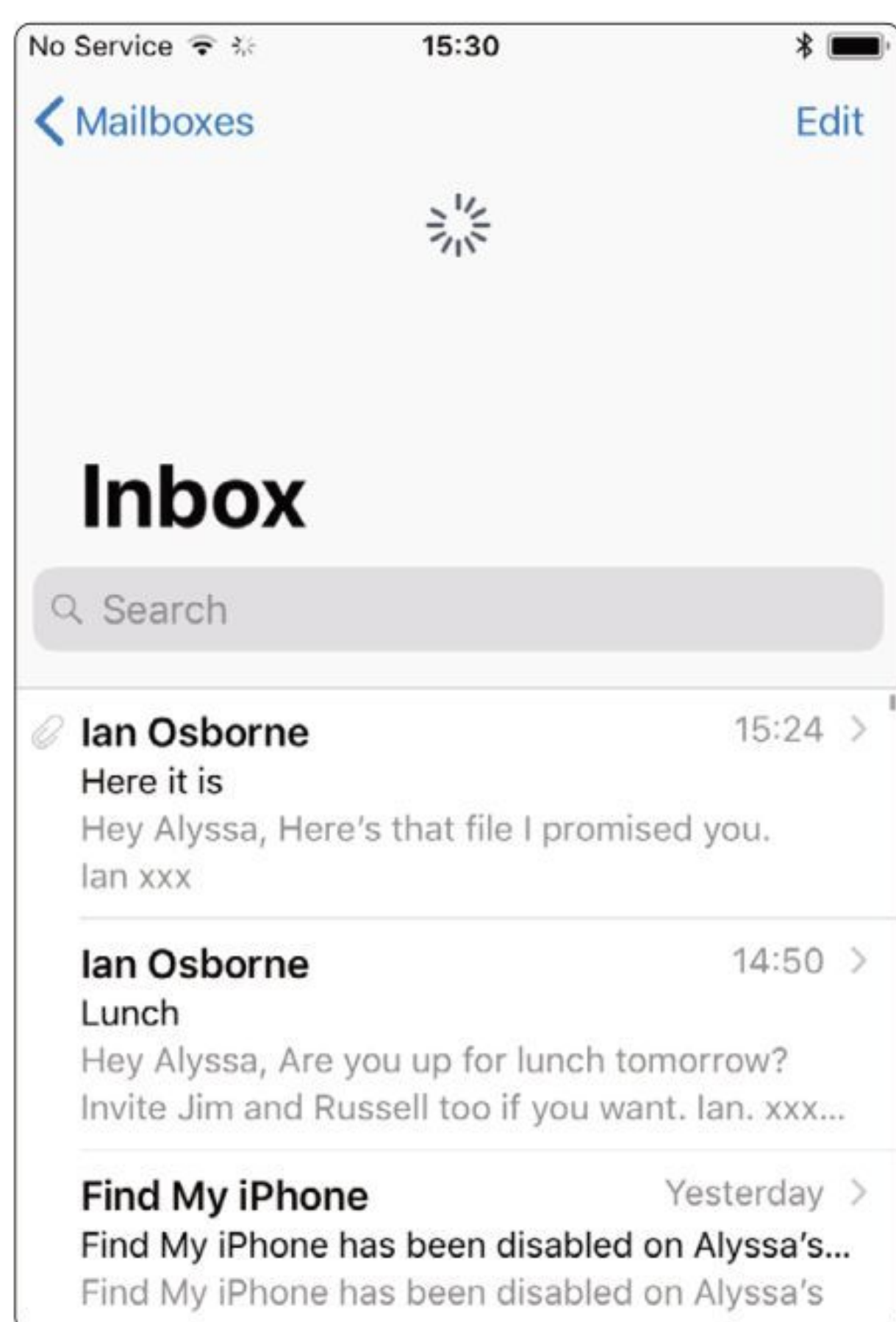


1 Tap the body of your email, then tap the chevron (top right of keyboard) to bring up the controls. Tap the 'Aa' icon for the formatting controls. With the first row, you can use bold, italics, underlining and crossed-out text.

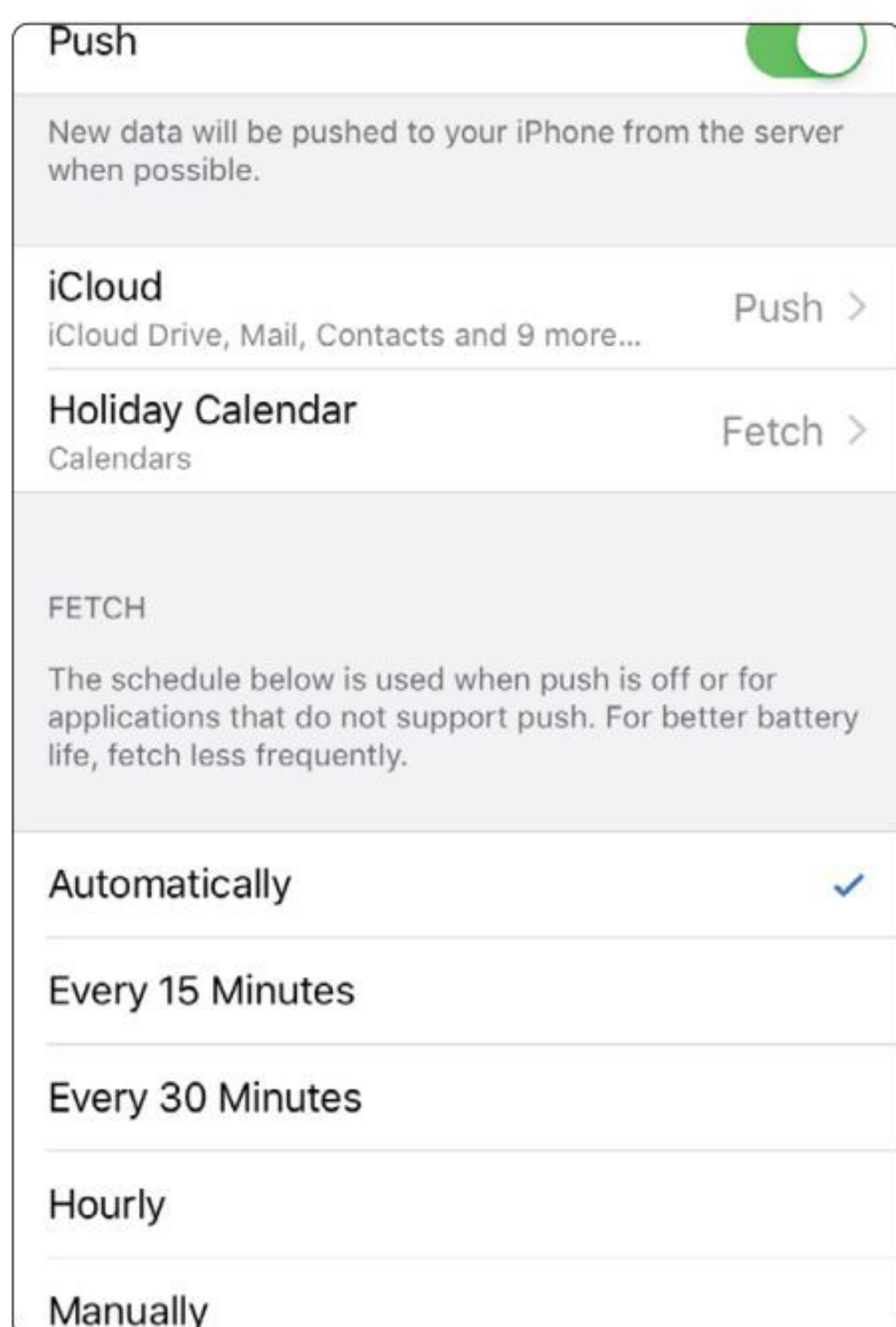


2 Tap Default Font to change the font used in your email. The other formatting options change the size and colour of the text, justify it left, right and centre, and make a list or set an indent, or reduce/increase the quote level.

Downloading new emails



1 To manually refresh your inbox, pull the screen down until you see the swirl (seen here at the top). This shows the app is checking for emails. When it stops, the check is complete with all your new emails downloaded to your iPhone.



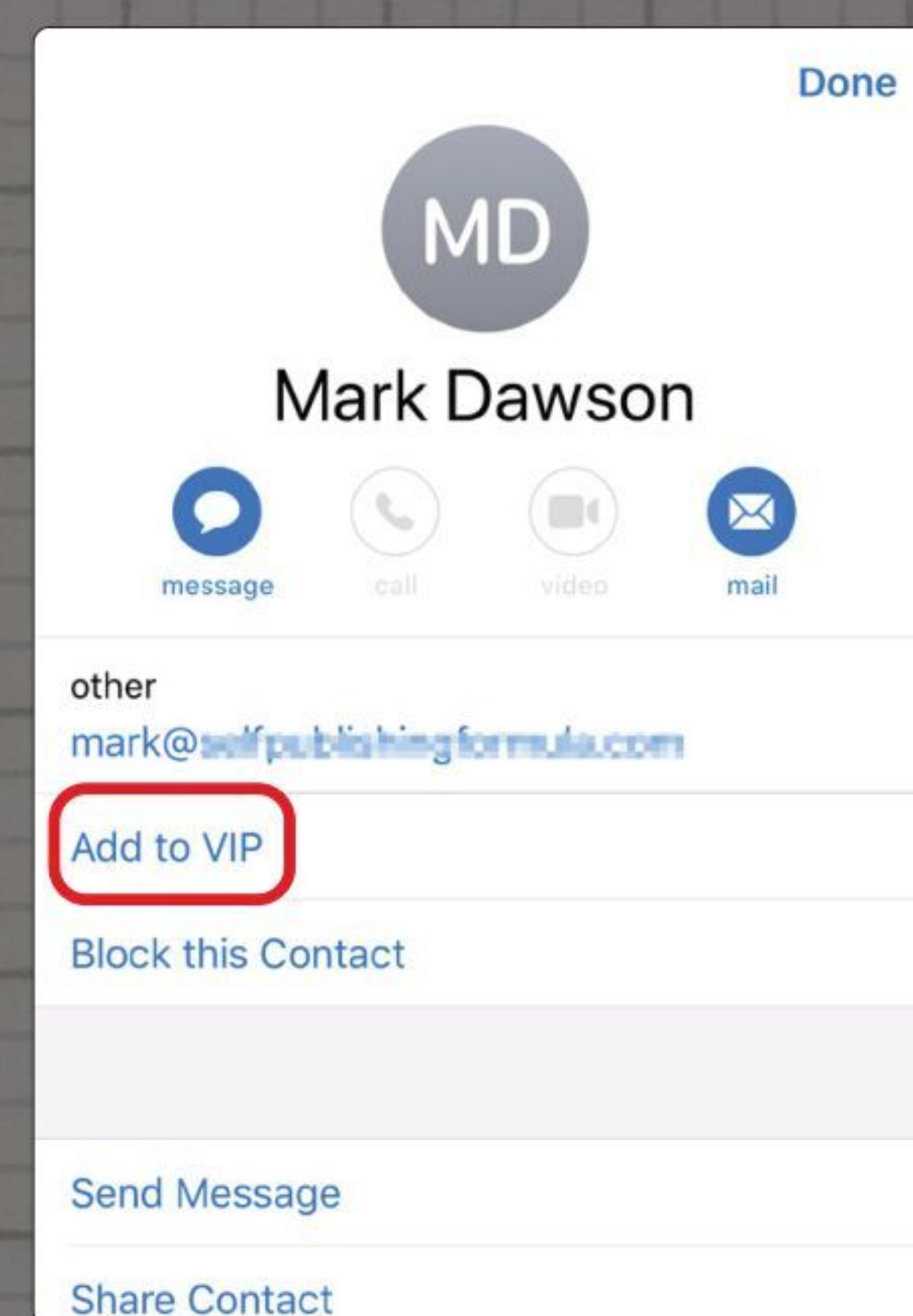
2 You can set Mail to check for new emails automatically. Go to Settings > Mail > Accounts > Fetch New Data. Set mail accounts to Push to have new emails sent straight to your phone, or Fetch to have Mail check at a set interval.

15

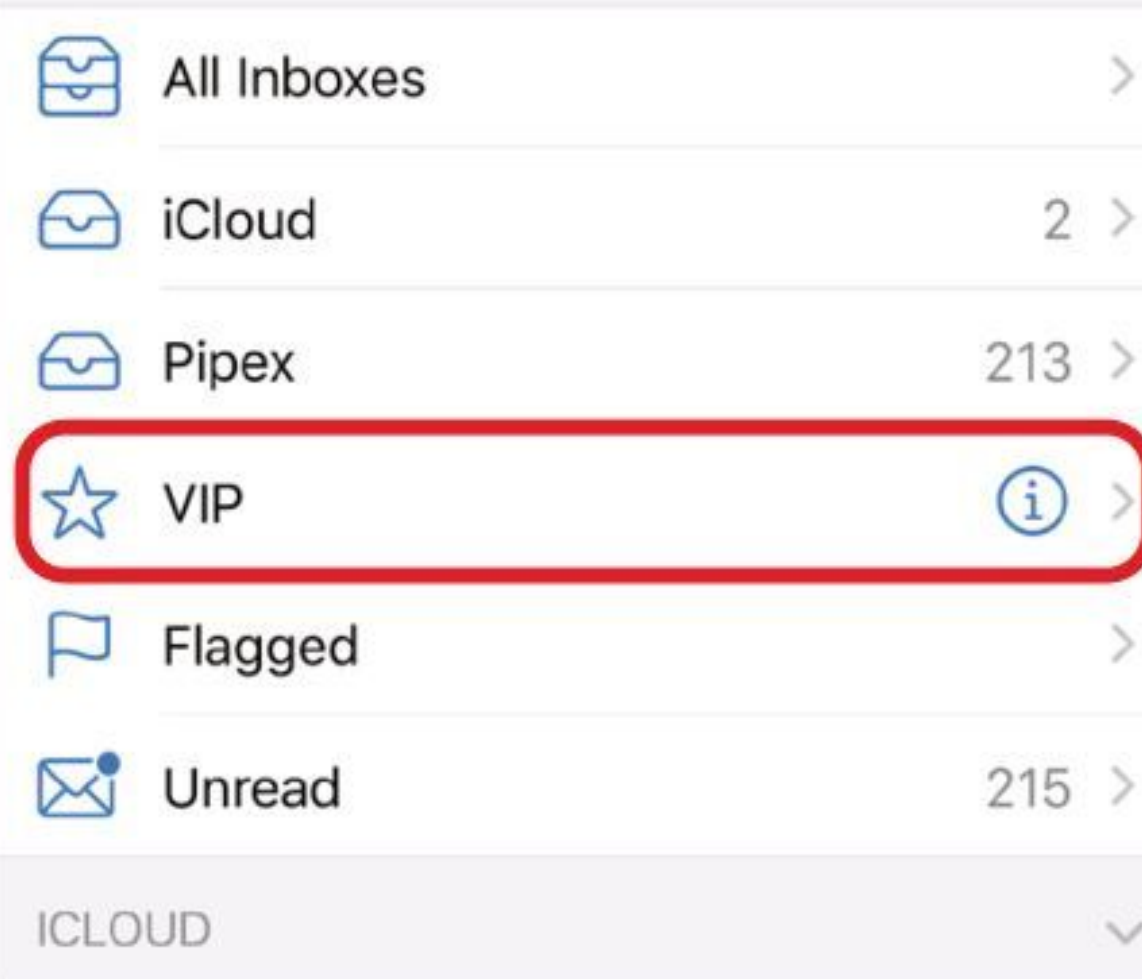
Advanced Tips & Tricks

Adding VIP senders to Mail

Find an email from the person you want to add to your VIP list, and open it. Tap the name of the person who sent it to open a list of options. Tap Add to VIP to add the person to your VIP list. Emails from VIP contacts are starred for easy spotting.

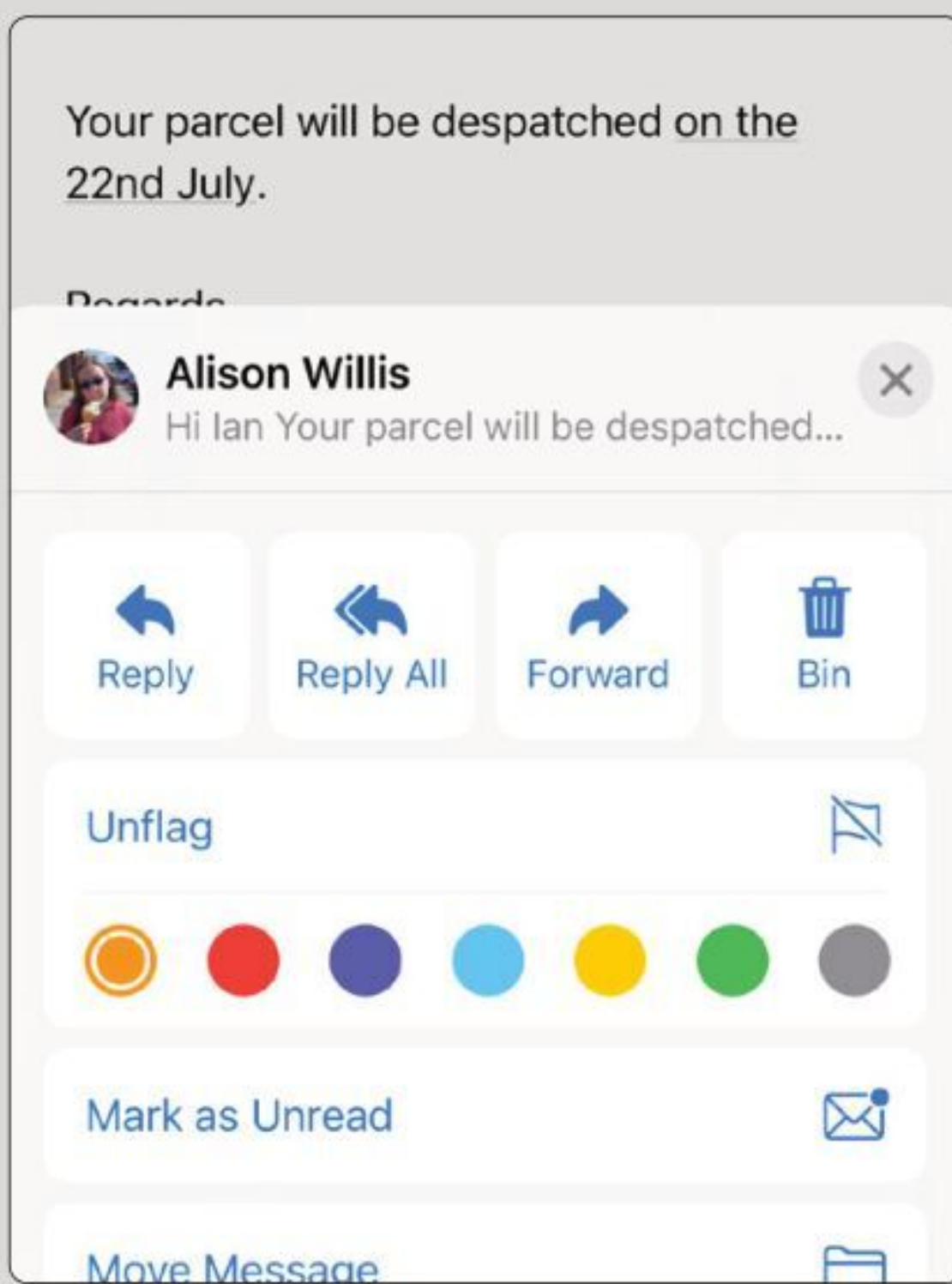


Mailboxes



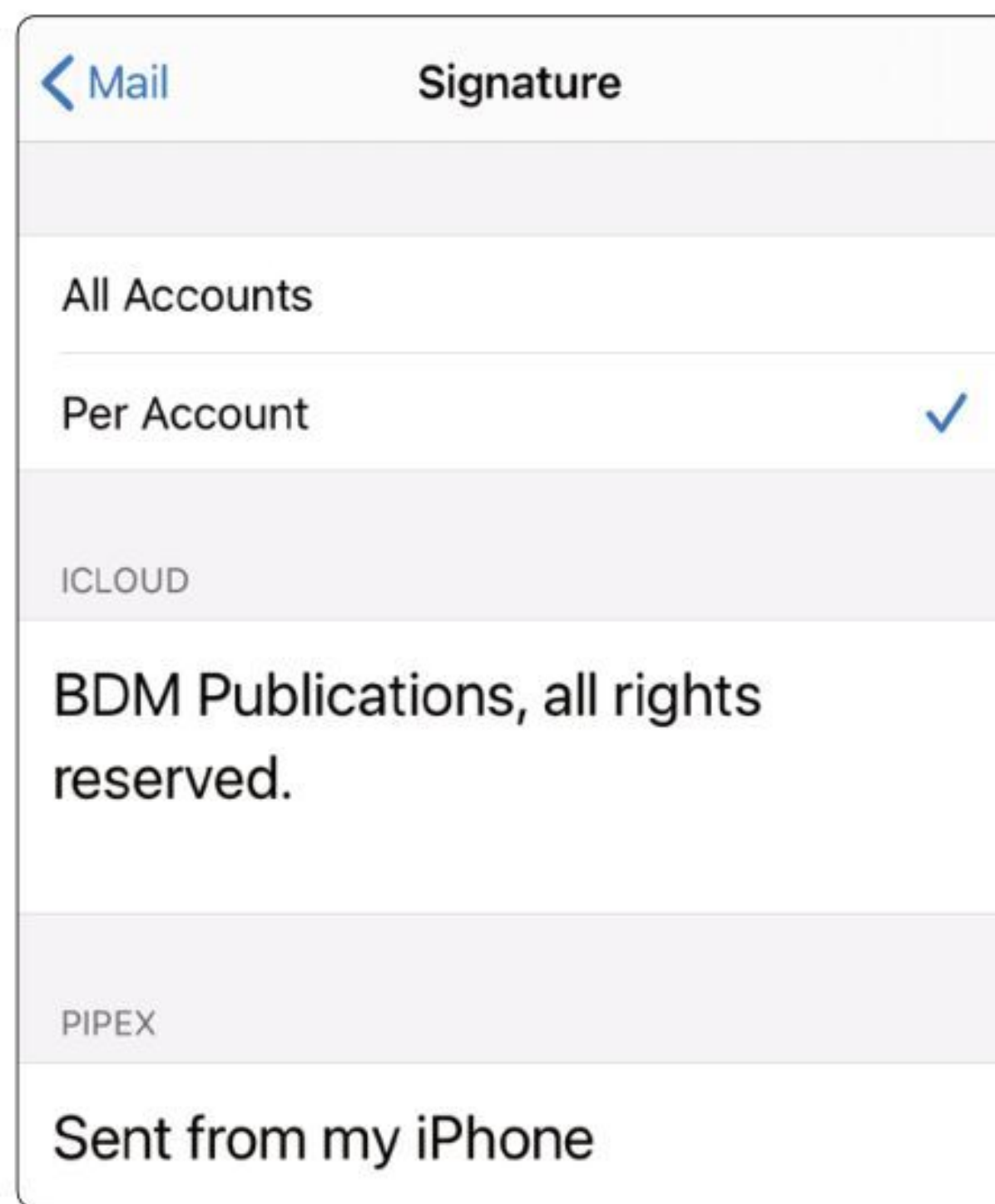
In the Mailboxes screen, VIP is listed as a separate mailbox; tap it to see emails from everyone on your VIP list. They appear in your inbox too, but this is a quick way to access mails from your most important correspondents. Tap the 'i' icon to the right of the VIP mailbox to see a list of people you've added to your VIP list. On this screen, tap a person's name to go to their Contacts card.

Coloured flags.

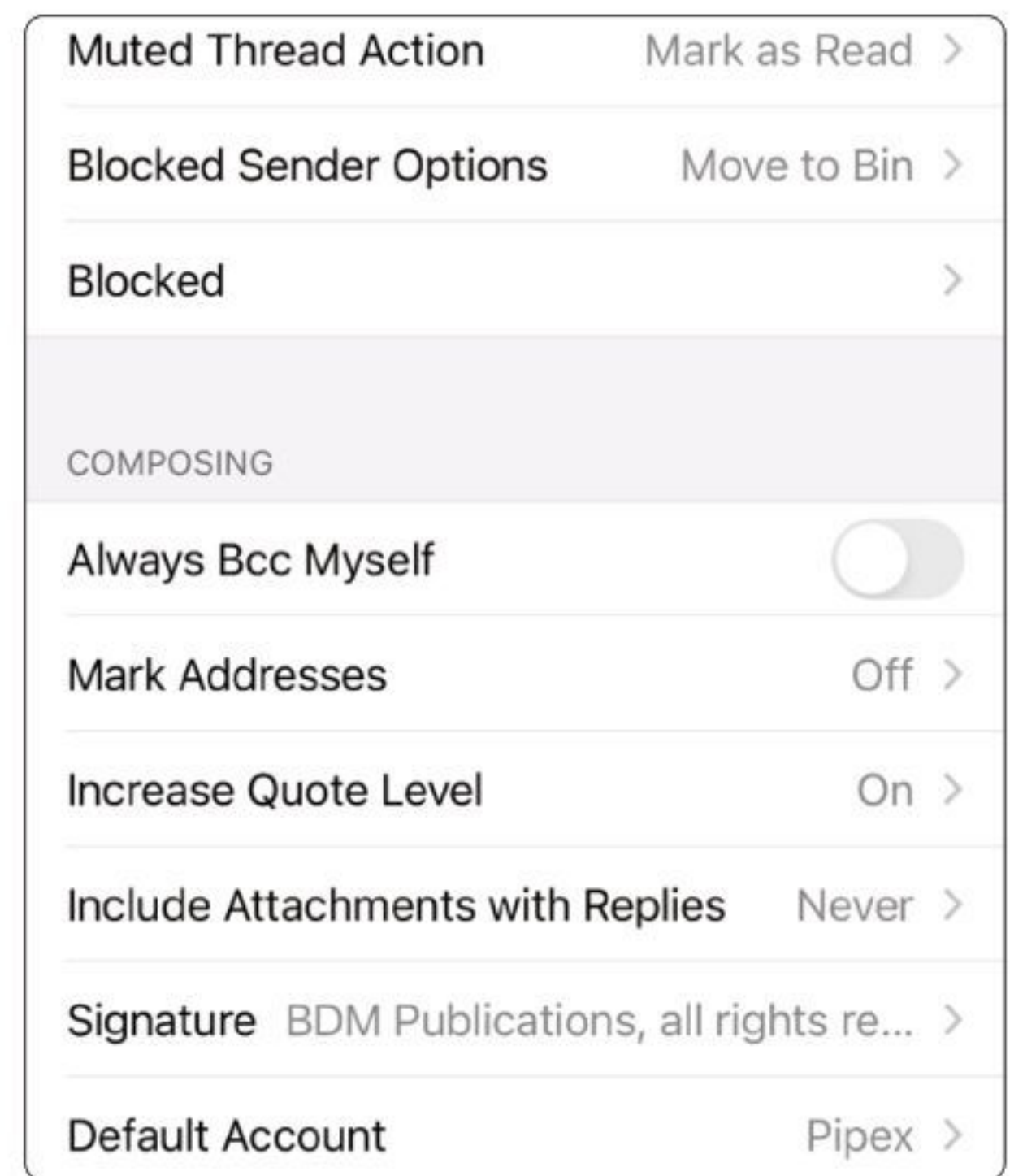


You can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the arrow icon at the foot of the screen, tap Flag, and choose a colour.

Using signatures

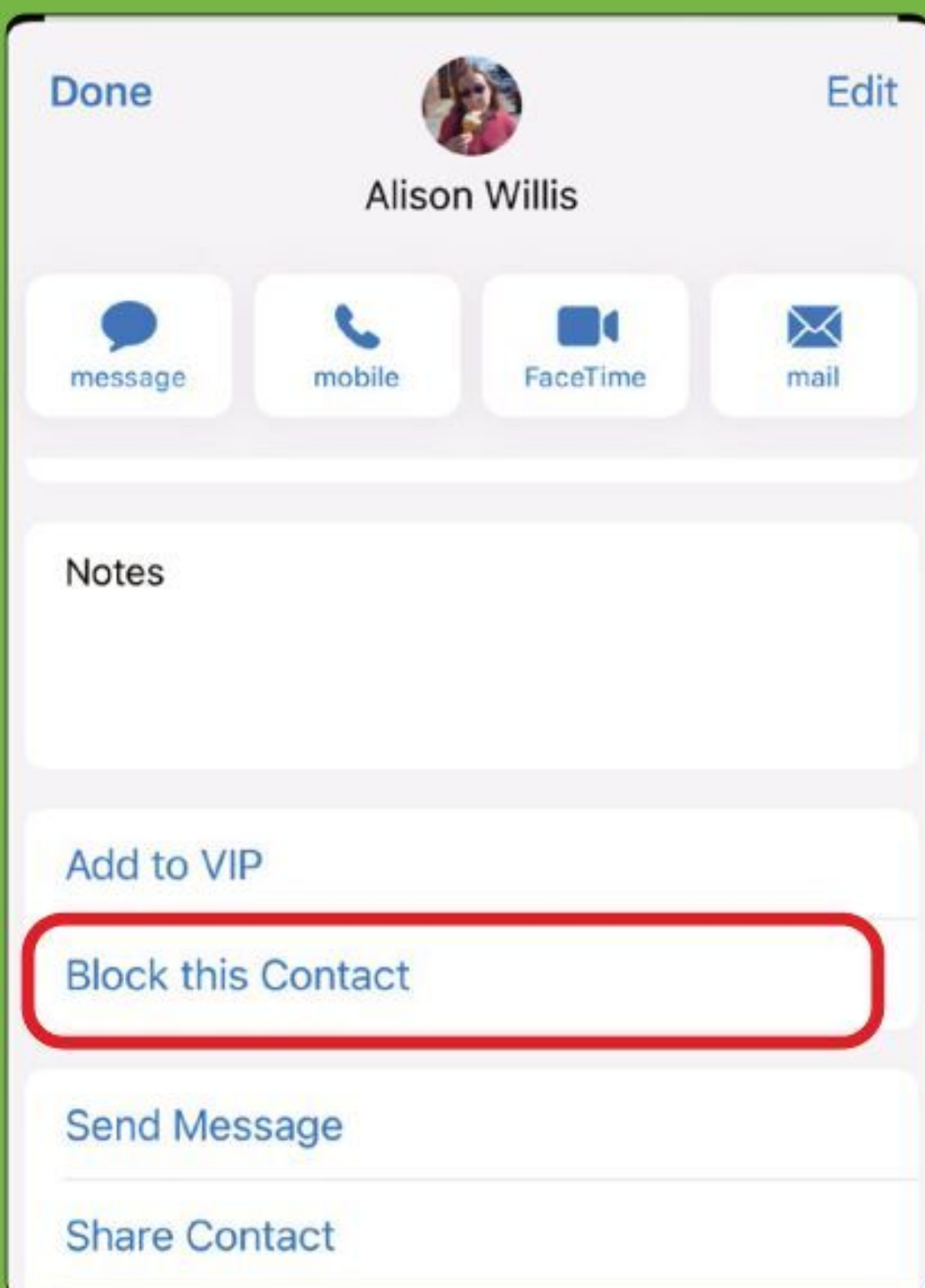


1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPhone'. Tap it and you can edit it to read whatever you like. If you have more than one email account, you can set separate signatures for each.



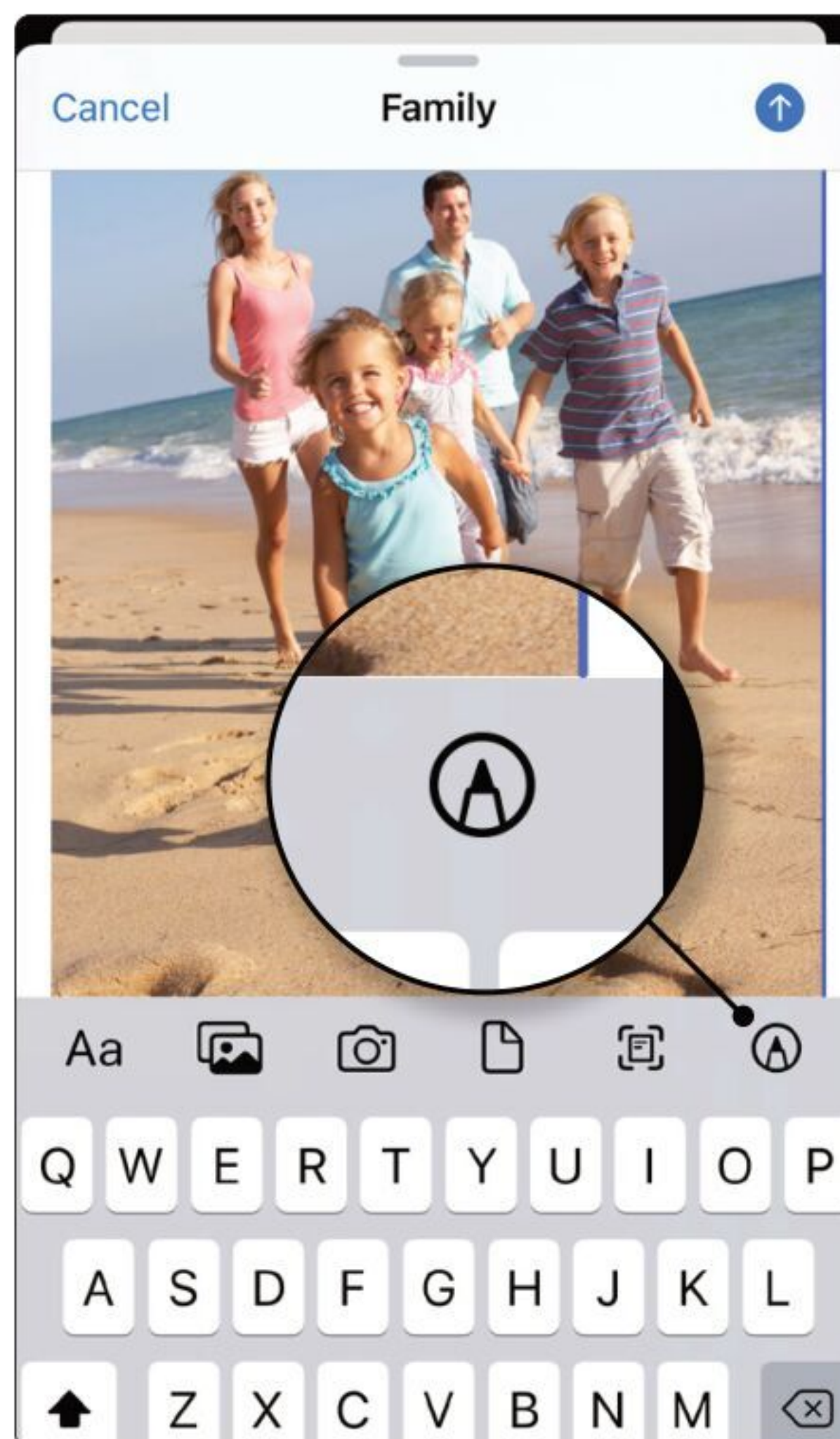
2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature. Next time you write an email, your new signature is used instead of the default email signature.

Block sender.



When you get an email from someone you want to block, tap their name at the top of the email and from the screen that pops up, tap Block this Contact. Their email address is added to your blocked list. In Settings > Mail > Blocked Sender Options you can set what happens to them. In Settings > Mail > Blocked you can add new numbers or addresses, or unblock by swiping left.

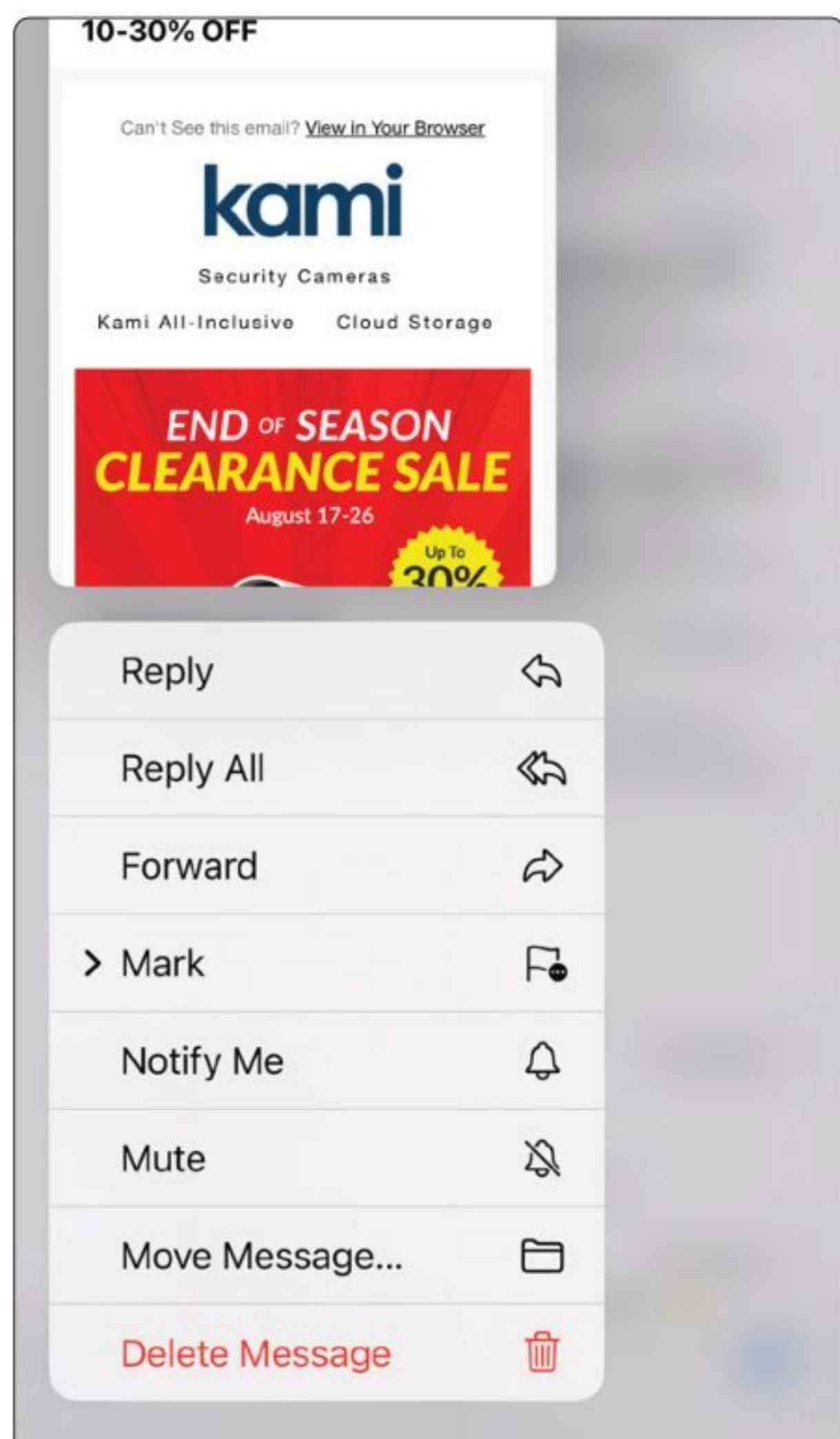
Mail markup



1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the body of the email, then the chevron in the top right to bring up the tools. Tap Markup at the end of the row.

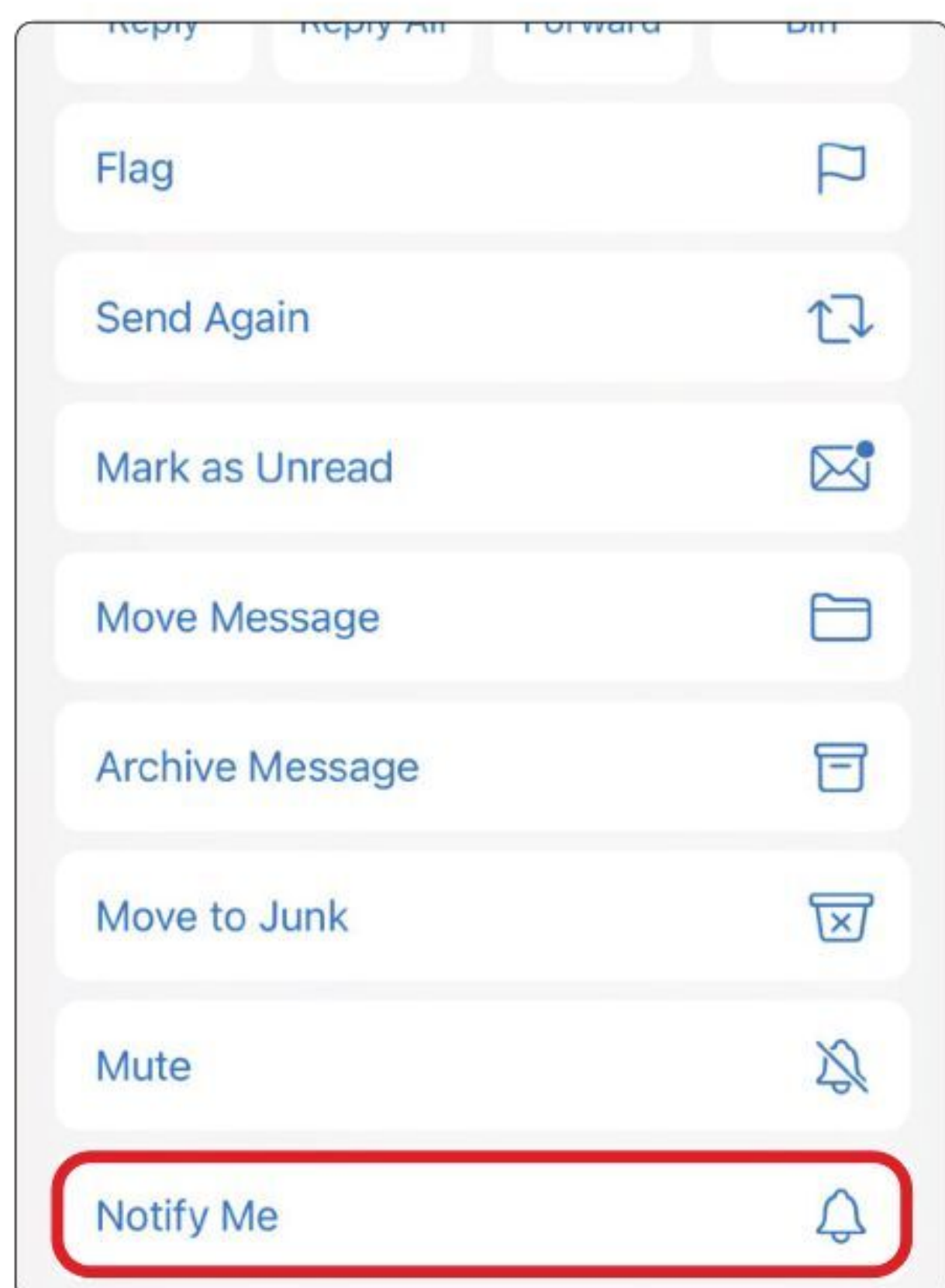


2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours and tap the arrows in the top left for undo-redo. The + icon gives more tools.



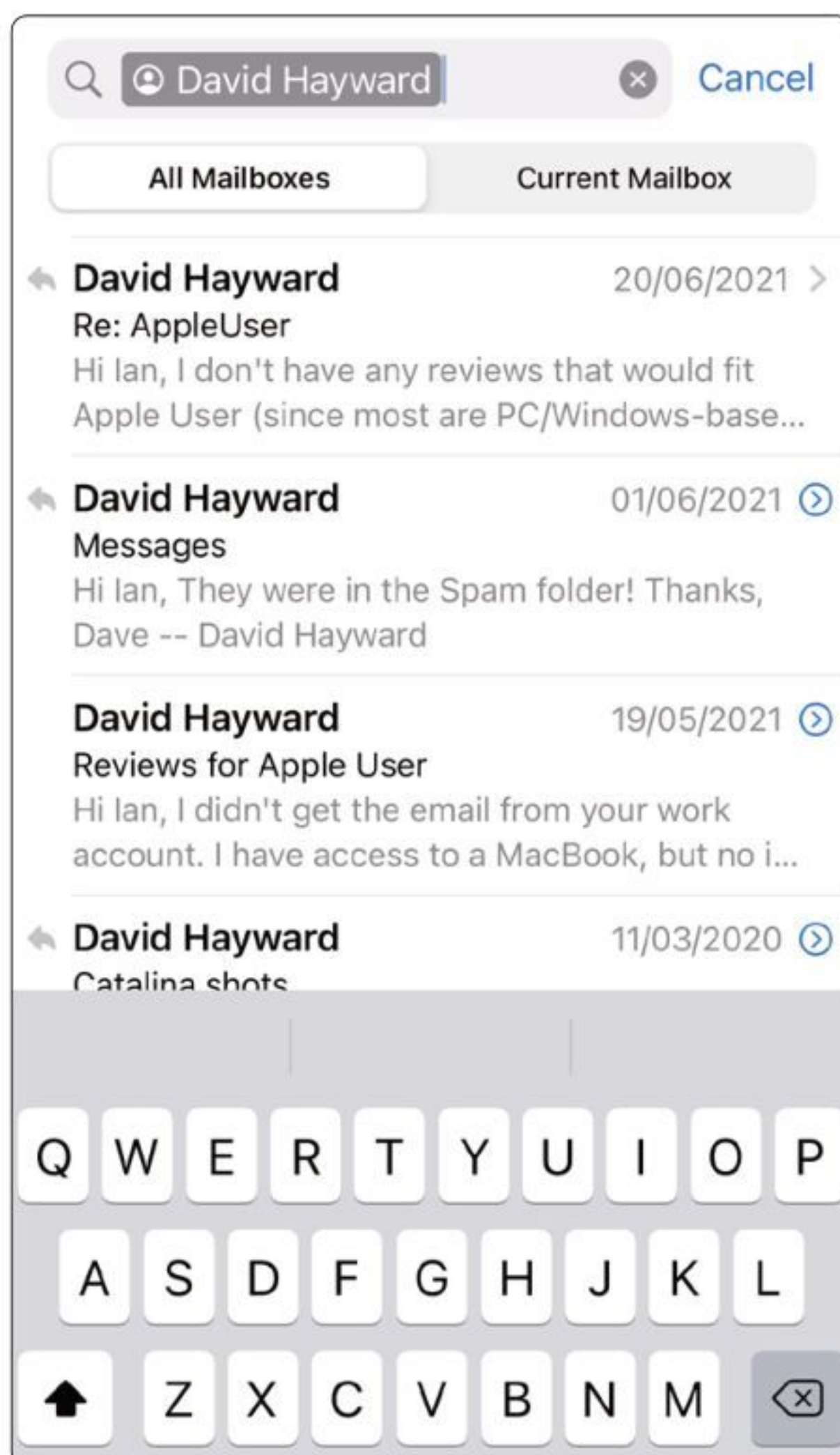
Long press on email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which includes reply, forward, notify, mute, move, or delete it altogether. Tap Mark.. and you can flag it, mark it as read/ unread, or move it to junk.



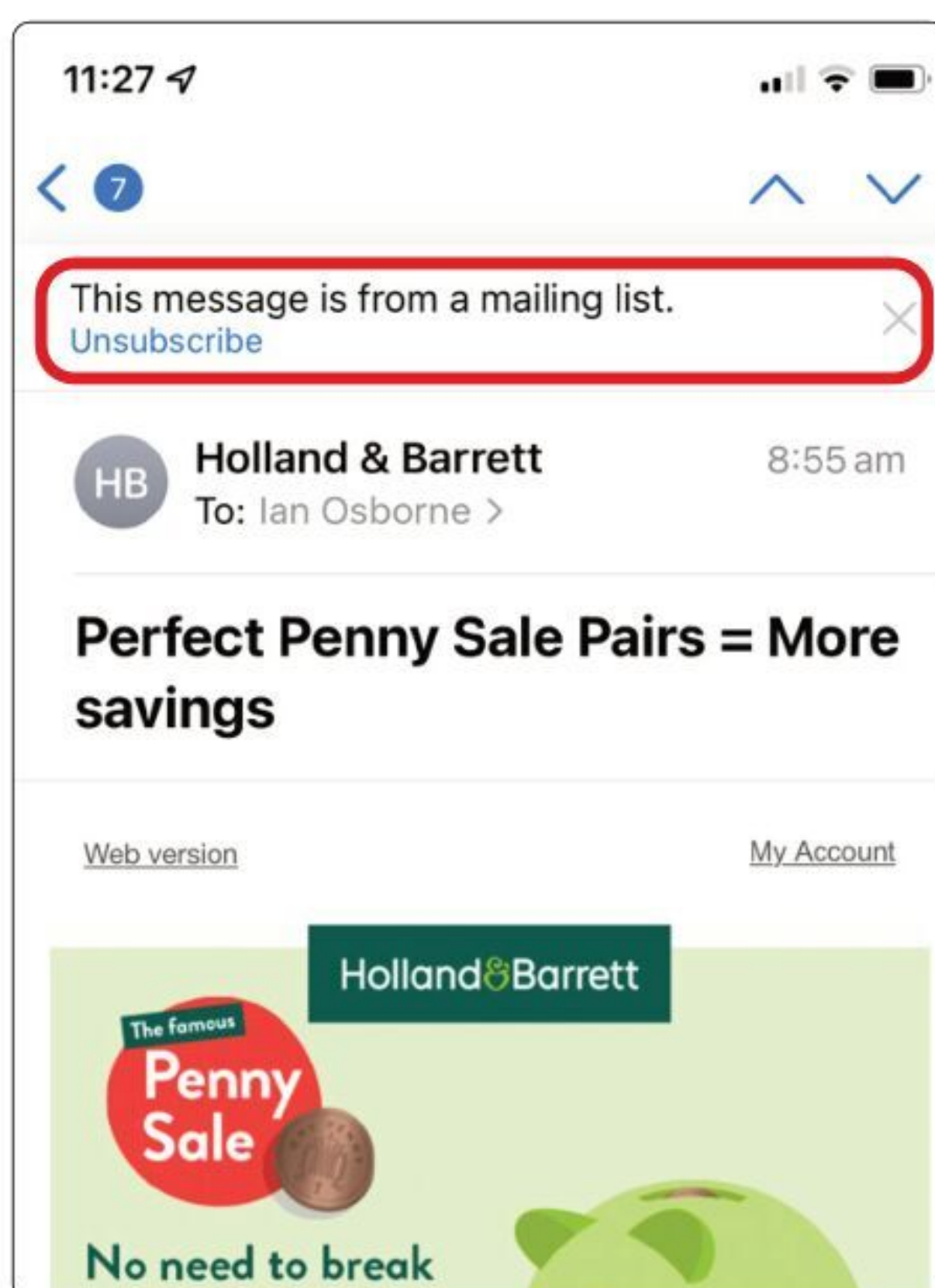
Email notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its reply button and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



Searching emails

Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in the Mail app's search.



Email unsubscribe

These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.

15 Advanced Tips & Tricks

Privacy features

According to Apple, emails sent to you may include hidden pixels that give the email's sender information about you. Merely opening the email allows information to be collected by the sender, including your IP address, how many times you opened the email, whether you forwarded it and more. This data can be collated, and ultimately creates a profile of your online behaviour and might even identify your location.

The Mail Privacy Protection feature stops this happening. When it's switched on, email senders, including Apple, cannot glean this information from your email activities. As Apple puts it, "When you receive an email in the Mail app, rather than downloading remote content when you open an email, Mail Privacy Protection downloads remote content in the background by default regardless of how you engage with the email. Apple does not learn any information about the content." All remote content is downloaded through proxy servers too, so the sender can never see your IP address.

To activate Mail Privacy Protection, go to Settings > Mail > Privacy Protection and switch it on.

If you subscribe to iCloud you also get a feature called Hide My Email, which isn't available to those who only have a free iCloud account. With this feature, you can send an email without the recipient ever knowing your actual email address. To use it, go to Settings > [Your Name] > iCloud > Hide My Email. Tap '+ Create New Address' and you can get a unique email address that forwards emails to your own email inbox, but can be deleted at any time. So, for example, if you want to enter a competition without giving your 'real' email address, use Hide My Email to create a new one, and if the organiser sends you endless spam, you can delete the spoof email address and get rid of them in one go. Easy!

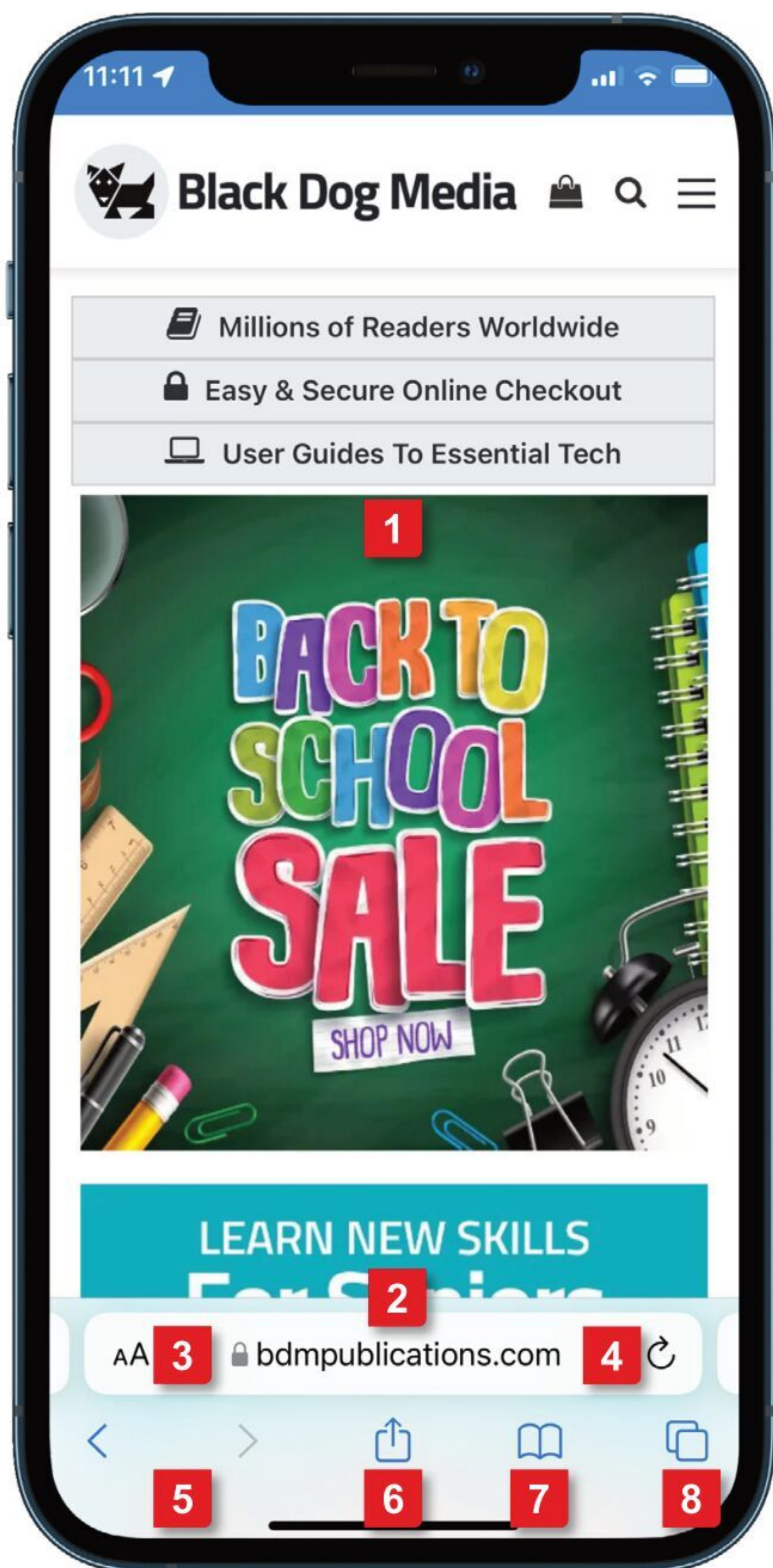


Safari App

For Web Browsing

Safari is the iPhone's bundled web browser, and it's had an overhaul for iOS 15. Designed to make it easier to use with one hand, it shifts the URL and tabs to the bottom, adds a new Start page and more.

Safari in Focus



1 A web page can contain words, pictures, videos, icons and more. Tap a link on a web page, such as the pictures here and icons atop the page, to go to a new page. You can also scroll the screen up and down by dragging it with one finger.

2 The URL, tabs and tools are now down here, instead of at the top of the browser. This window settles into the bottom of the screen when not in use; tap it to return to seeing the larger window again. Swipe the window left and right to cycle through your open tabs. Tap it to type a new URL or get to the Start page, and deep press it for more options which appear in a floating window.

3 The aA icon gives access to the Reader view, and lets you increase or decrease the size of the text on the page. It also gives access to a range of settings options.

4 Tapping the curly arrow here reloads the web page you're currently looking at. It's useful if it hasn't loaded correctly or if it needs updating, such as a news or live sports page.

5 These chevrons let you move forwards and backwards through your browsing history; left to go back to the previous page, and right to go forward again. They only appear when needed; if either or both aren't there, there's nothing to navigate forwards and/or backwards to.

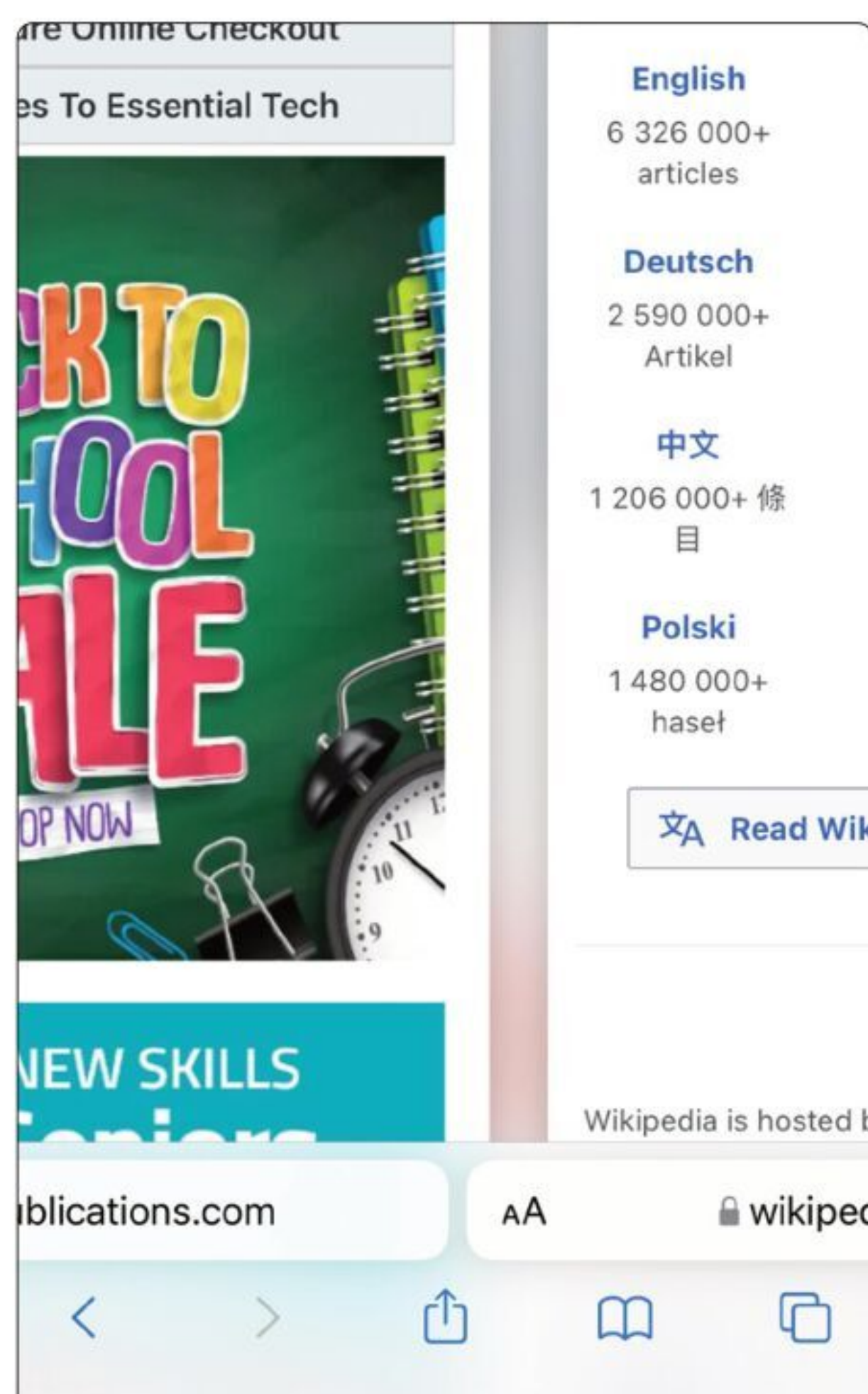
6 This is the Sharing icon. Tap here for an expanded range of options, including sending the page by AirDrop, Messages, Mail and more; and accessing the Reader view if available, Bookmark and Favourites options and more. If there's a feature you used to use in Safari but can't find in the iOS 15 version, it can probably be found here.

7 The Book icon gives access to your Bookmarks, Reading List and web browsing History.

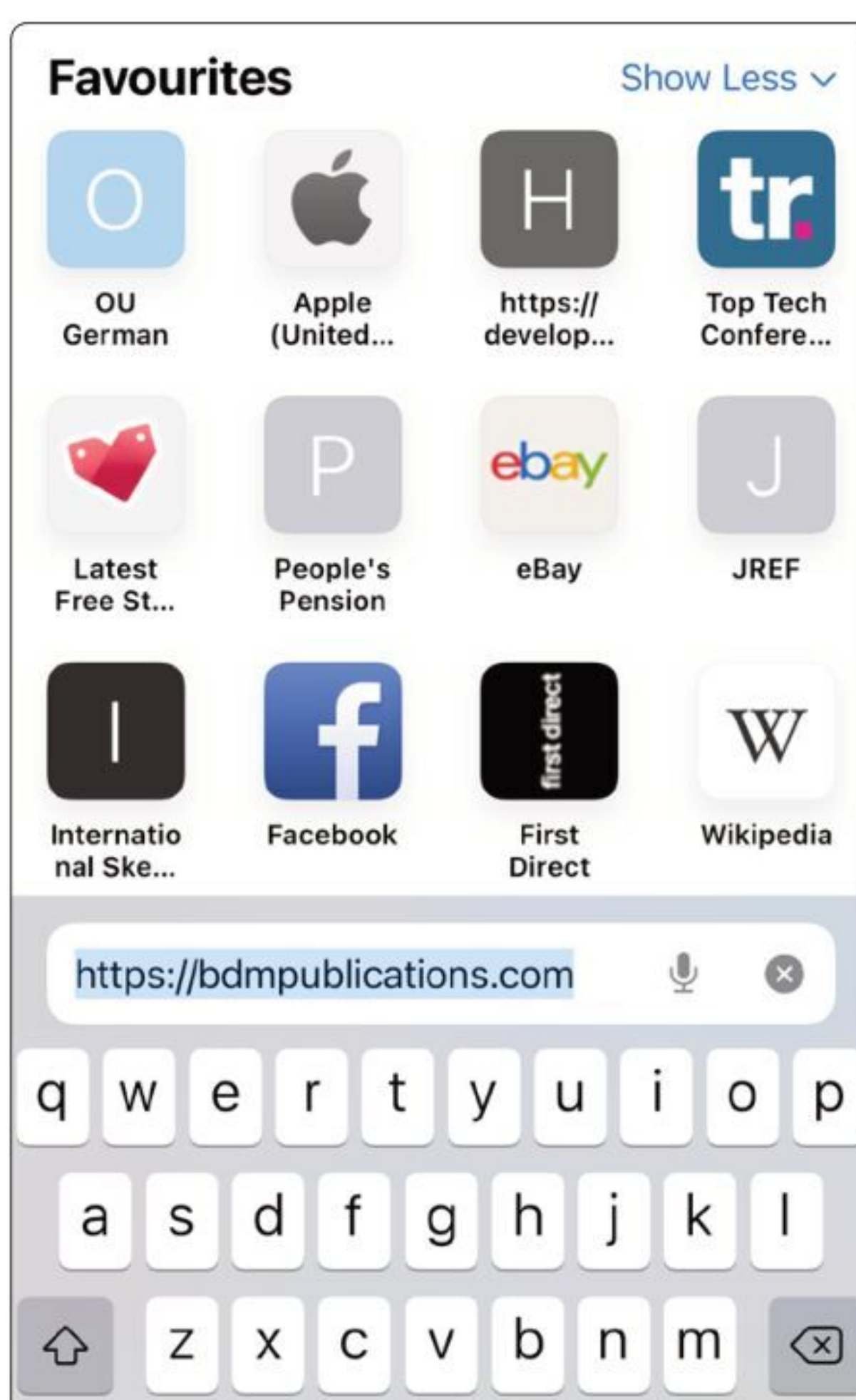
8 Tap and hold this, the tabs icon, to give you a pop-up menu offering a new tab, a new private tab, options to close this tab or all open tabs and more. A quick tap on the icon takes you to iOS 15's Tabs screen. The tabs you have open in Safari are now arranged as thumbnails instead of a stack.



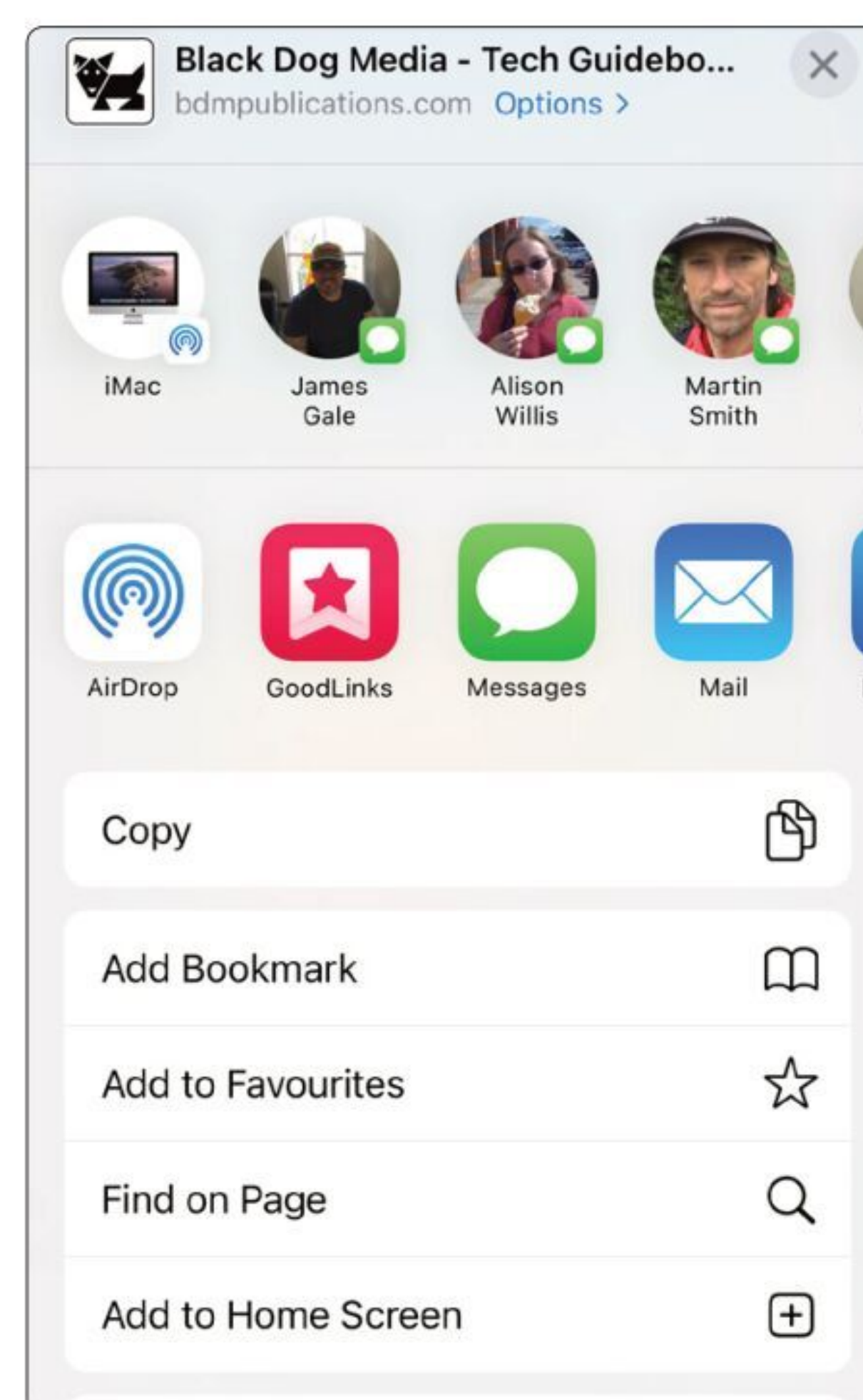
Navigating the iOS 15 Safari app – learn this first



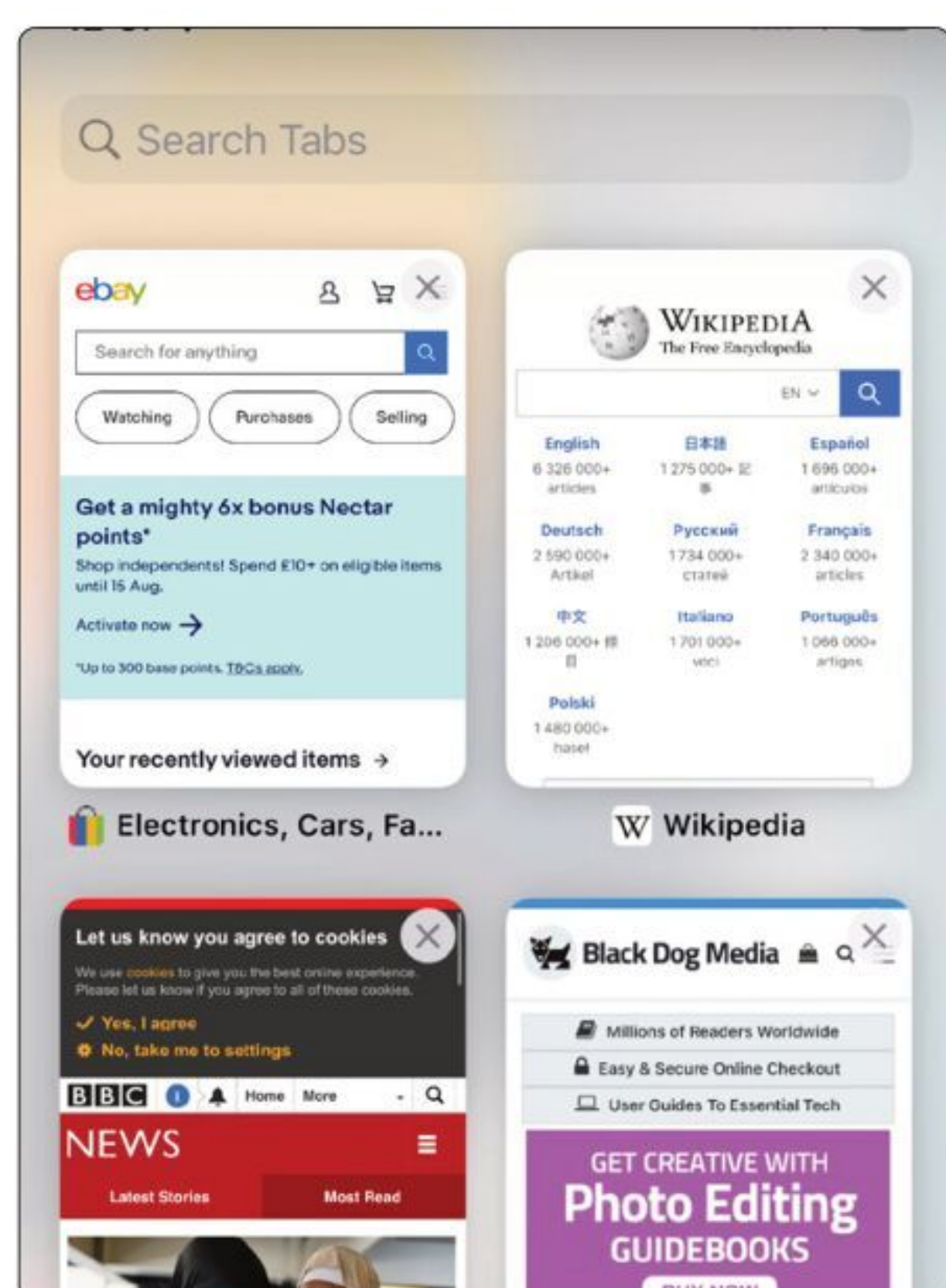
1 If the URL window has collapsed into the bottom of the screen, tap it to get the larger window. Swipe the URL bar left and right to cycle between your open tabs, without having to open the Tabs screen and selecting one of the thumbnails.



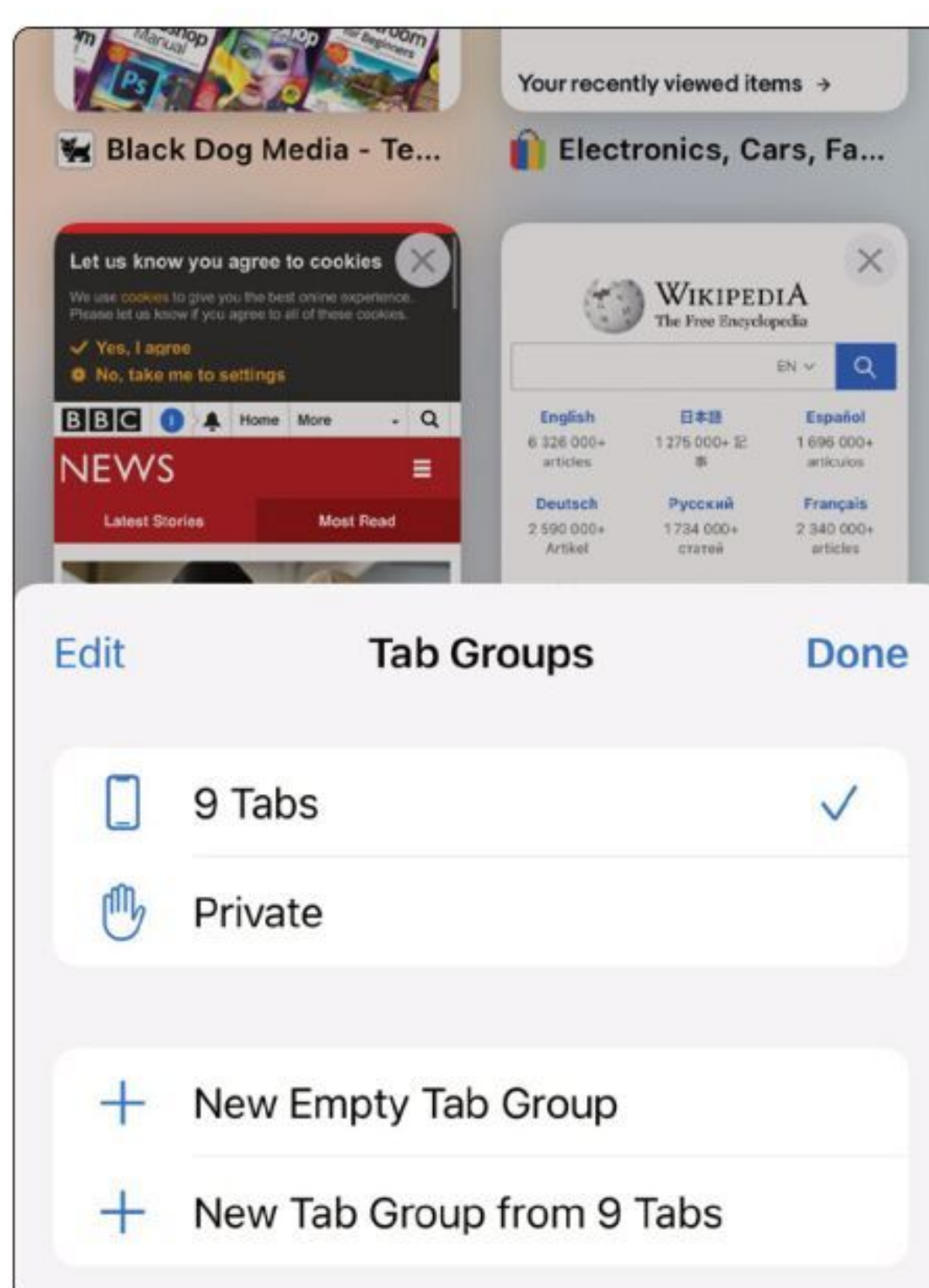
2 Tap the URL bar to see the Start page. Edit the URL or type a new one, or tap an icon showing your favourite websites. Scroll up to see websites that have been shared with you, your Reading List and more. Tap Cancel (top right) to get back to web browsing.



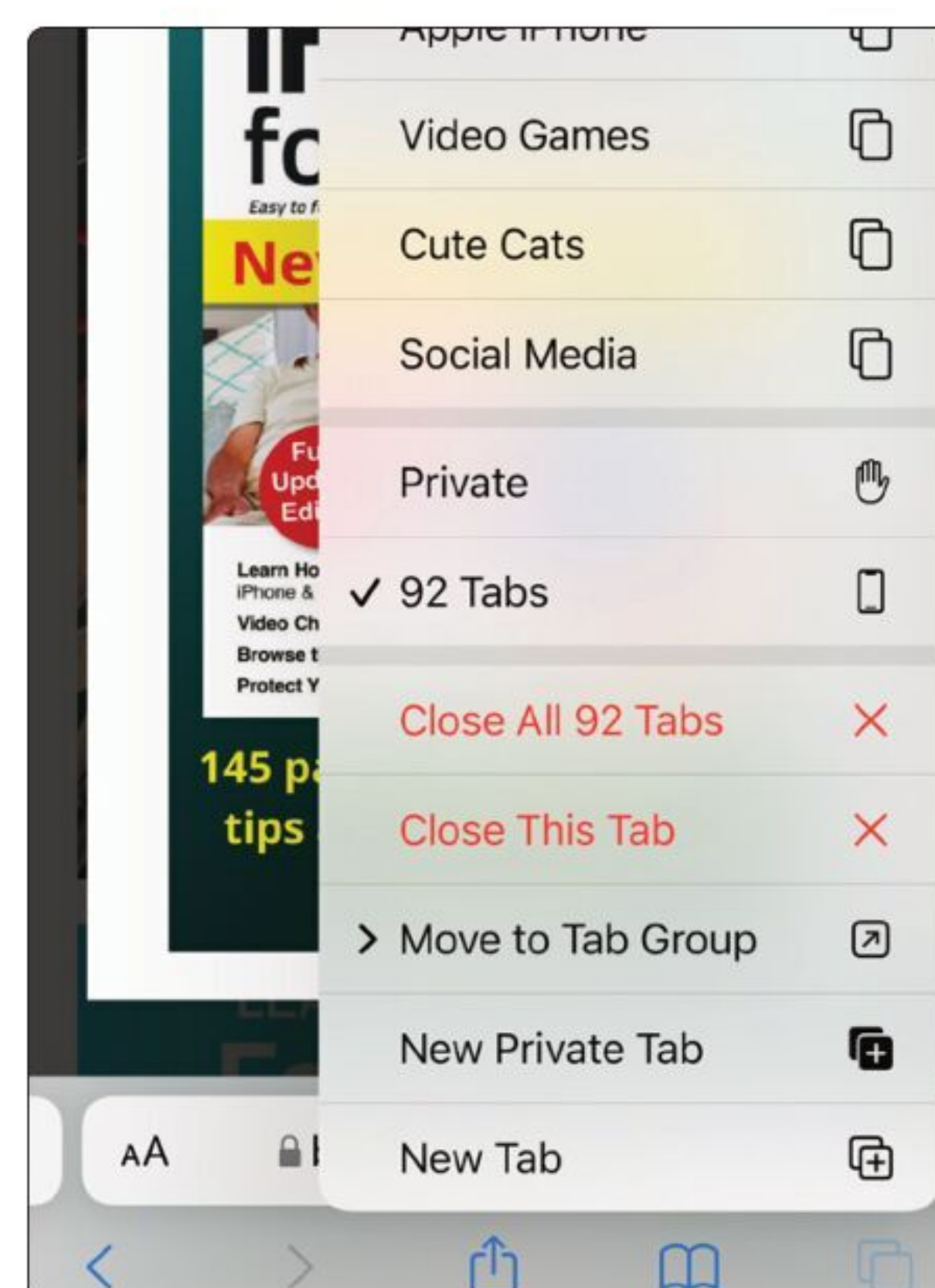
3 Tap the Sharing icon for a large menu; scroll it up to see all the options. At the top, you can share the website using AirDrop, Messages and more. Tap the Options link to set the format its sent in. The Bookmark and Find on Page options are found here.



4 Tap the Tabs icon to see all your open tabs as thumbnails. Tap the X in the top-right corner of a tab to close it, tap a thumbnail to open that tab and drag and drop them to reorder. Use the Search field to search open tabs, and tap + to add a new one.

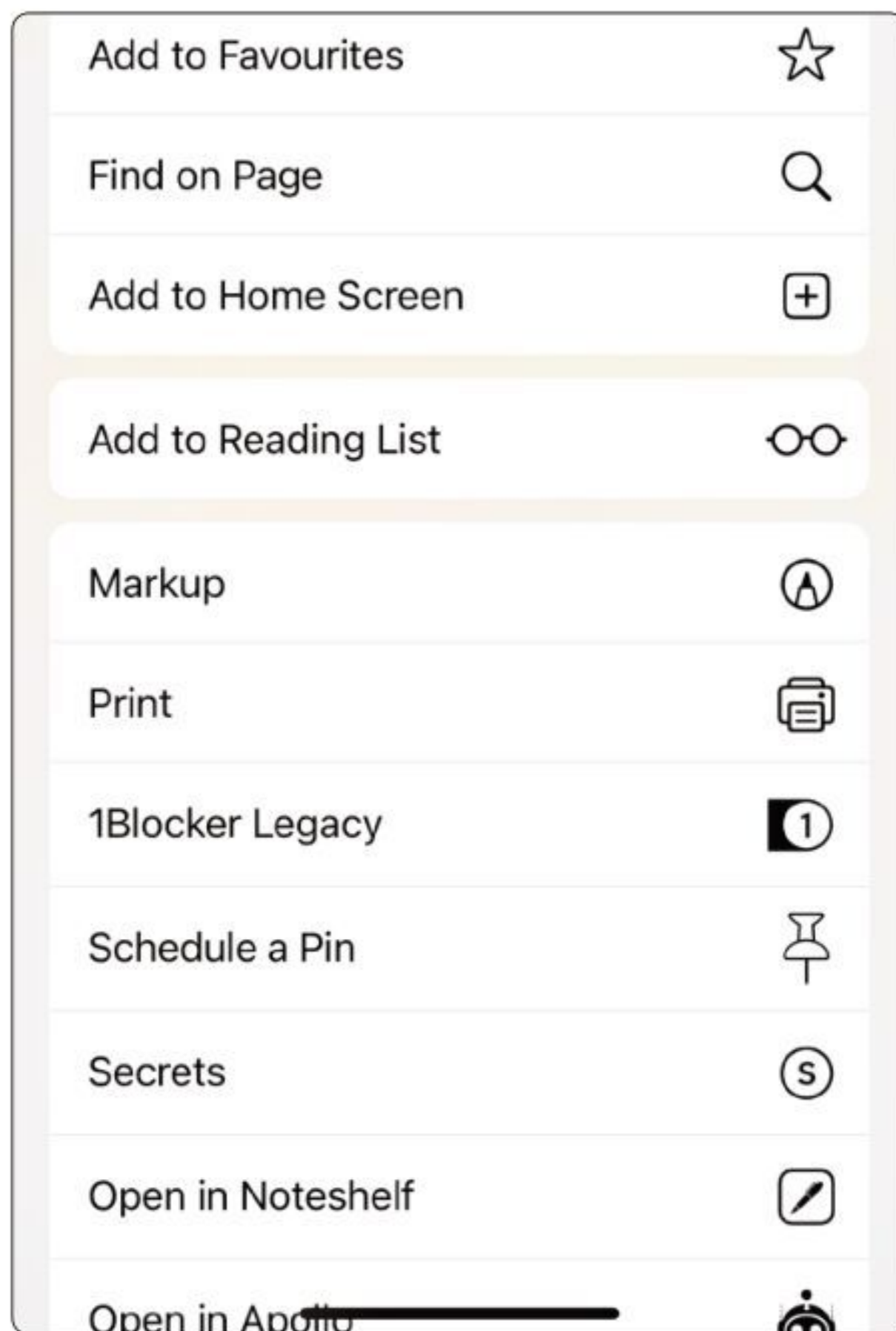


5 On the Tabs screen (see Step 4), tap the chevron in the bubble at the foot of the screen for this menu. Here you can create a group of tabs containing all the open tabs, open a new empty tabs group which syncs across your devices or switch to Private Browsing.

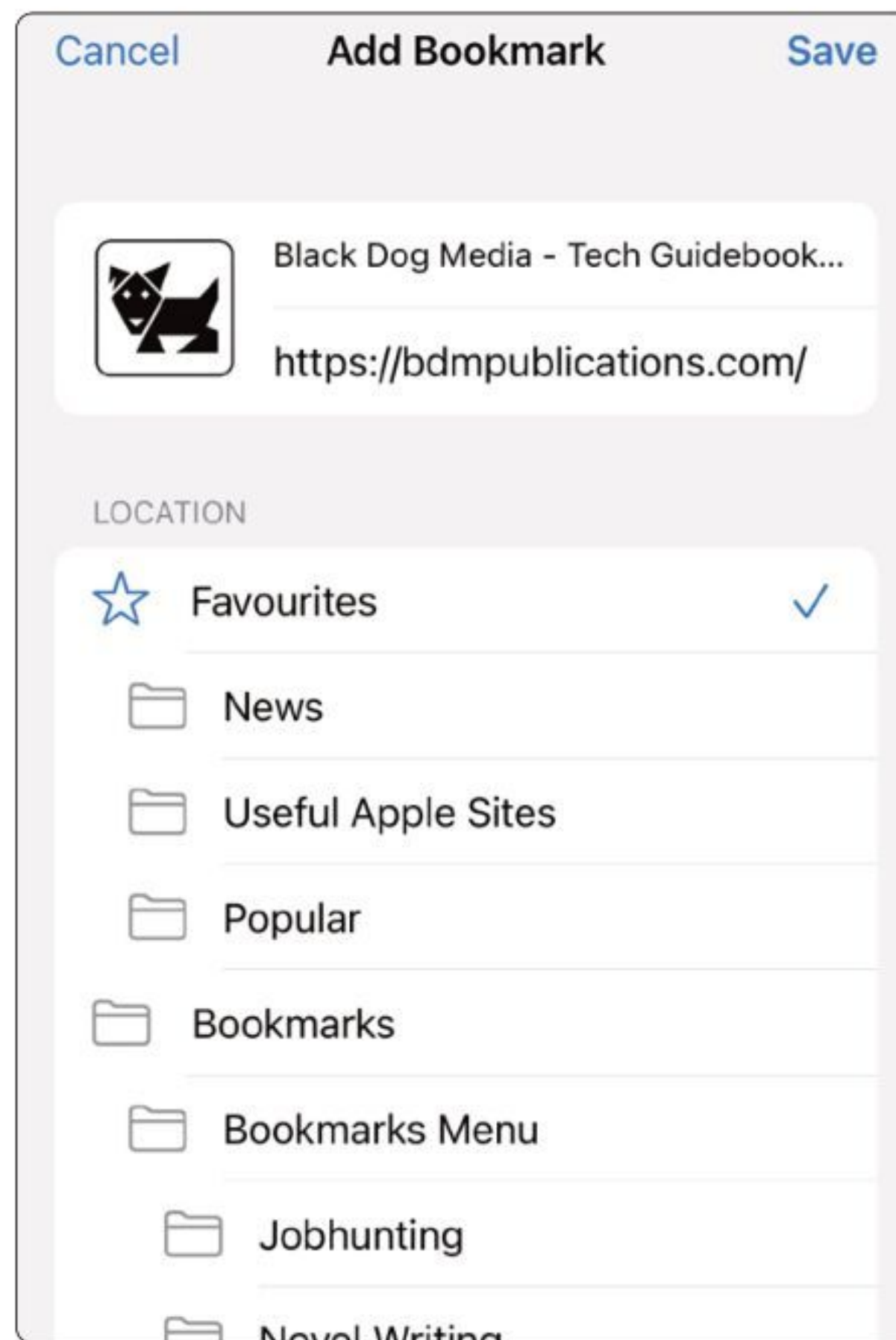


6 A deep tap on the tabs icon brings up a menu of tabs options without going to the Tabs screen. You can open a Tab Group or a new Private tab, close the tab or all open tabs or move the currently open tab to one of your Tab Groups, all from this screen.

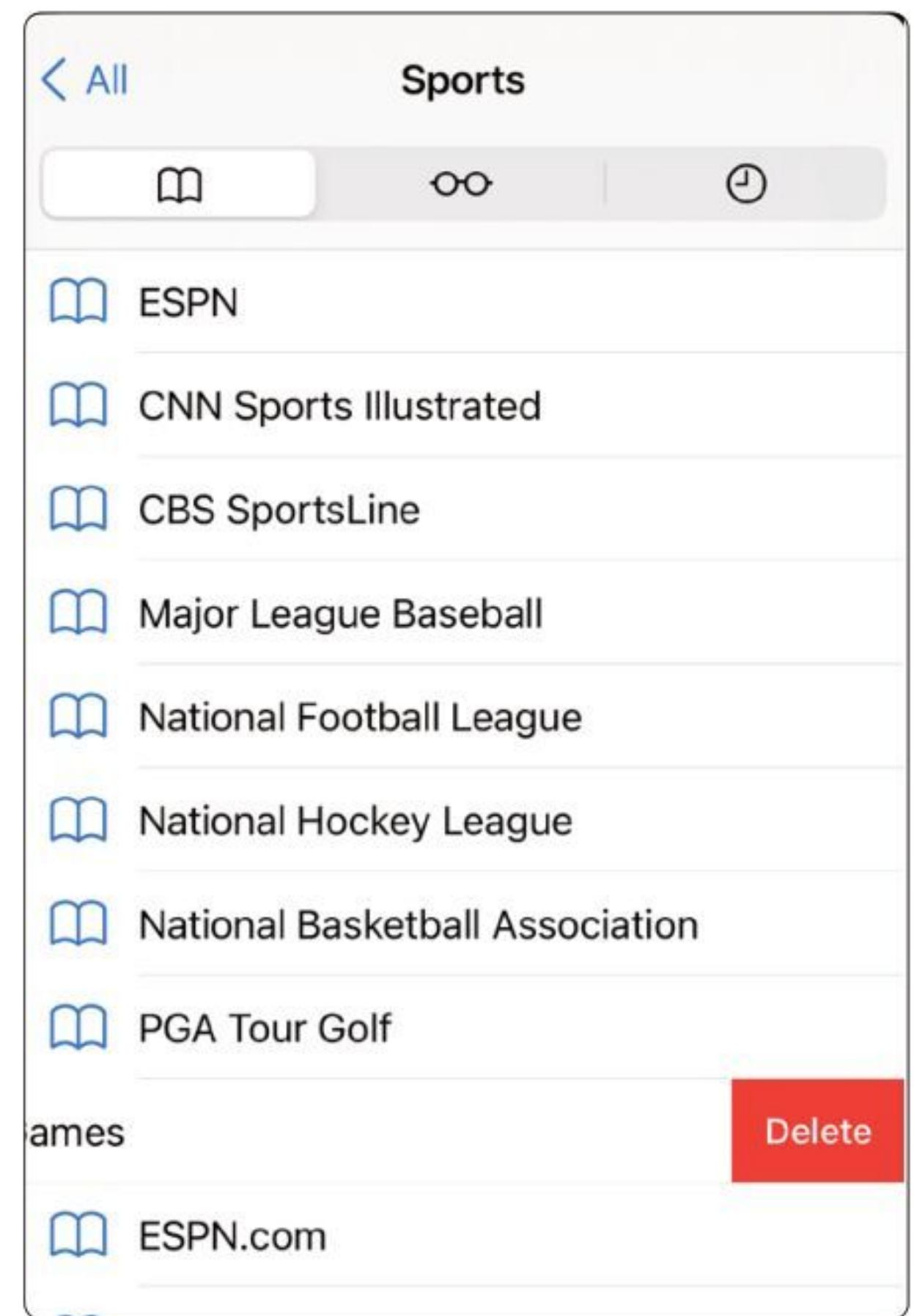
Using Bookmarks



1 To bookmark a website for later use, tap the Sharing icon, scroll up the pop-up menu and tap the Add Bookmark option. You're taken to a new screen, which is titled 'Add Bookmark'.

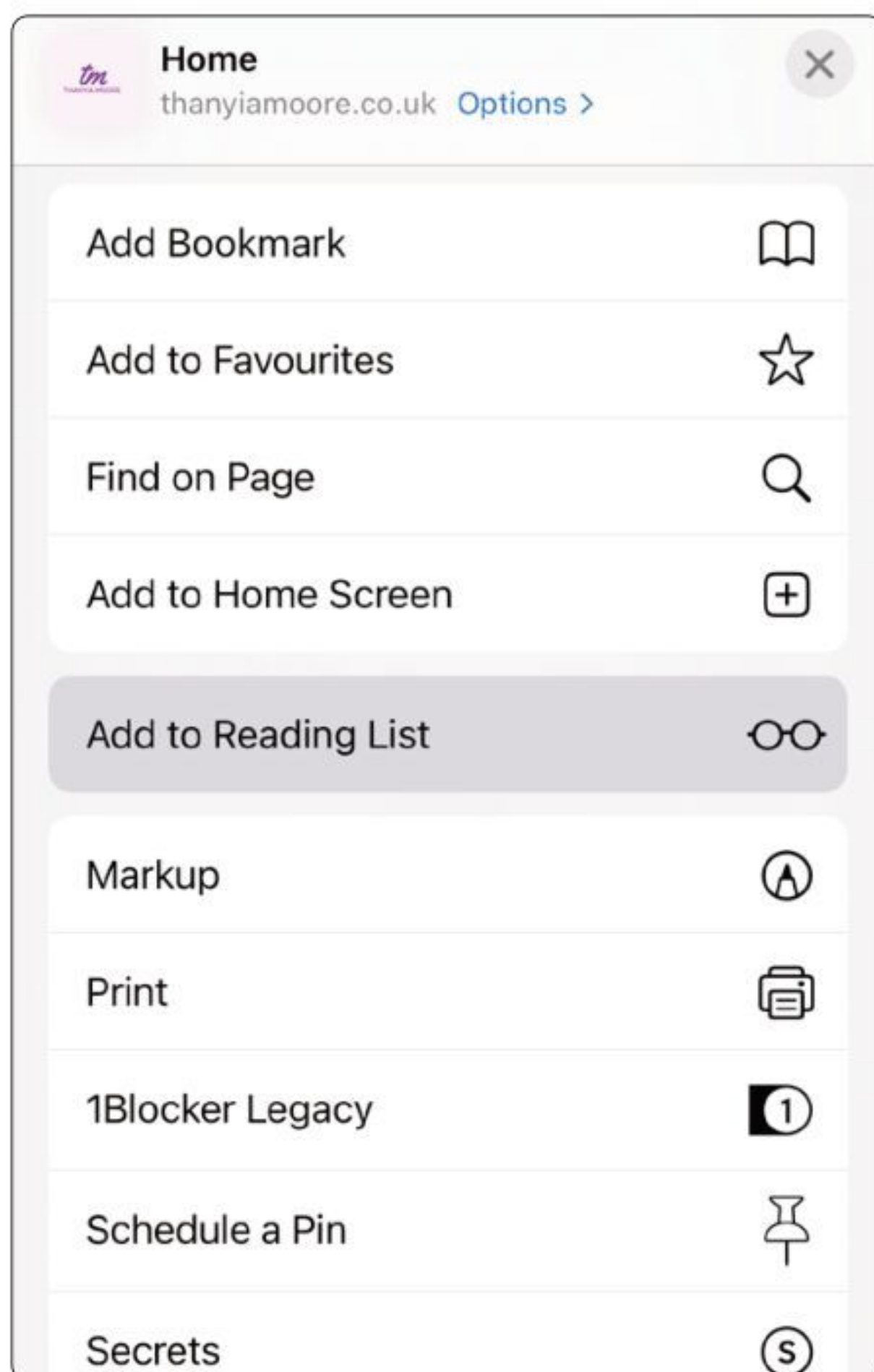


2 Here you can edit the title by which the site is bookmarked, and tap Favourites to choose a different folder to save it to. When you're done, tap Save (in the top-right corner).

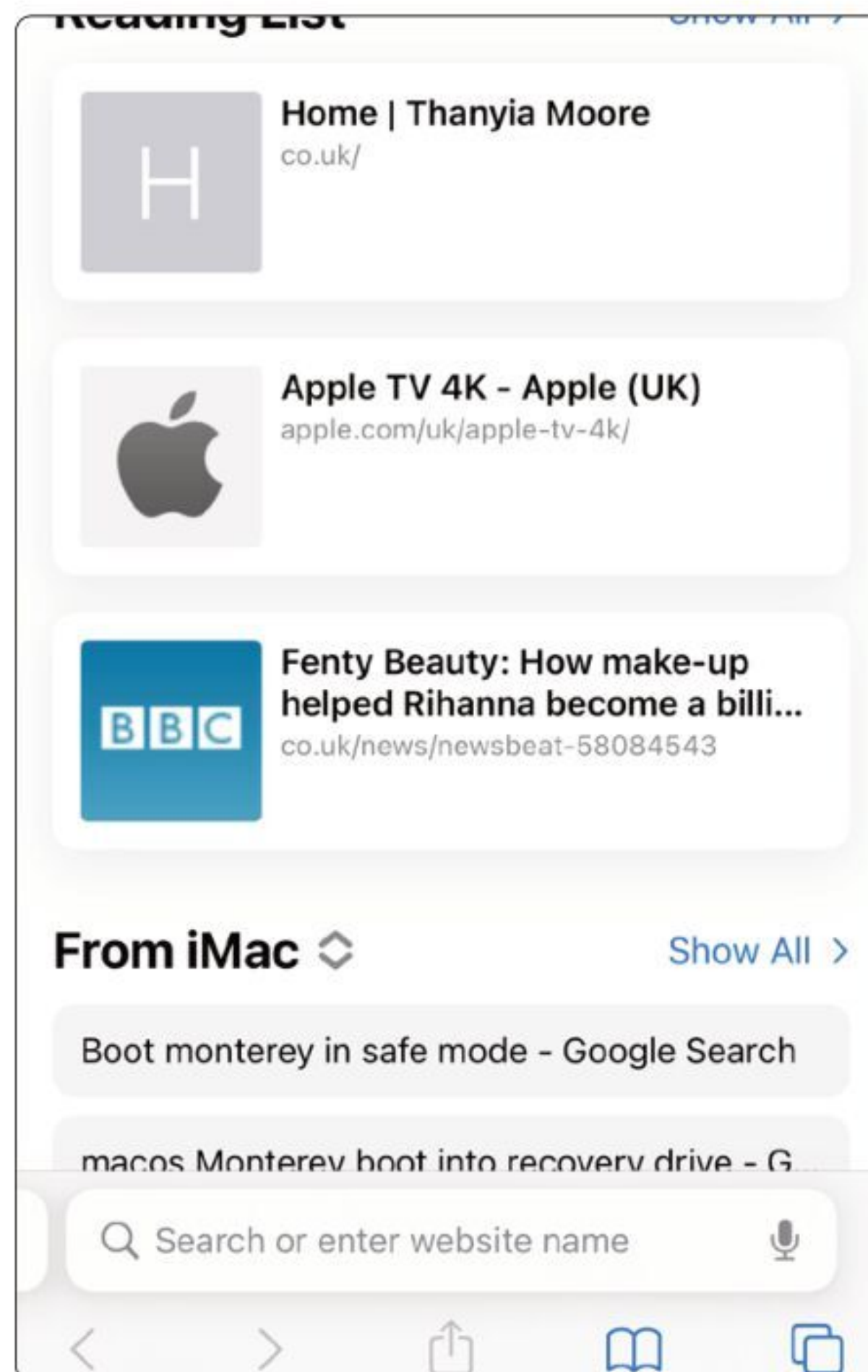


3 To access a bookmarked page, open a new tab, and tap the book icon at the bottom. Navigate to the site you want, and tap it. To delete a bookmark, swipe it left and tap Delete.

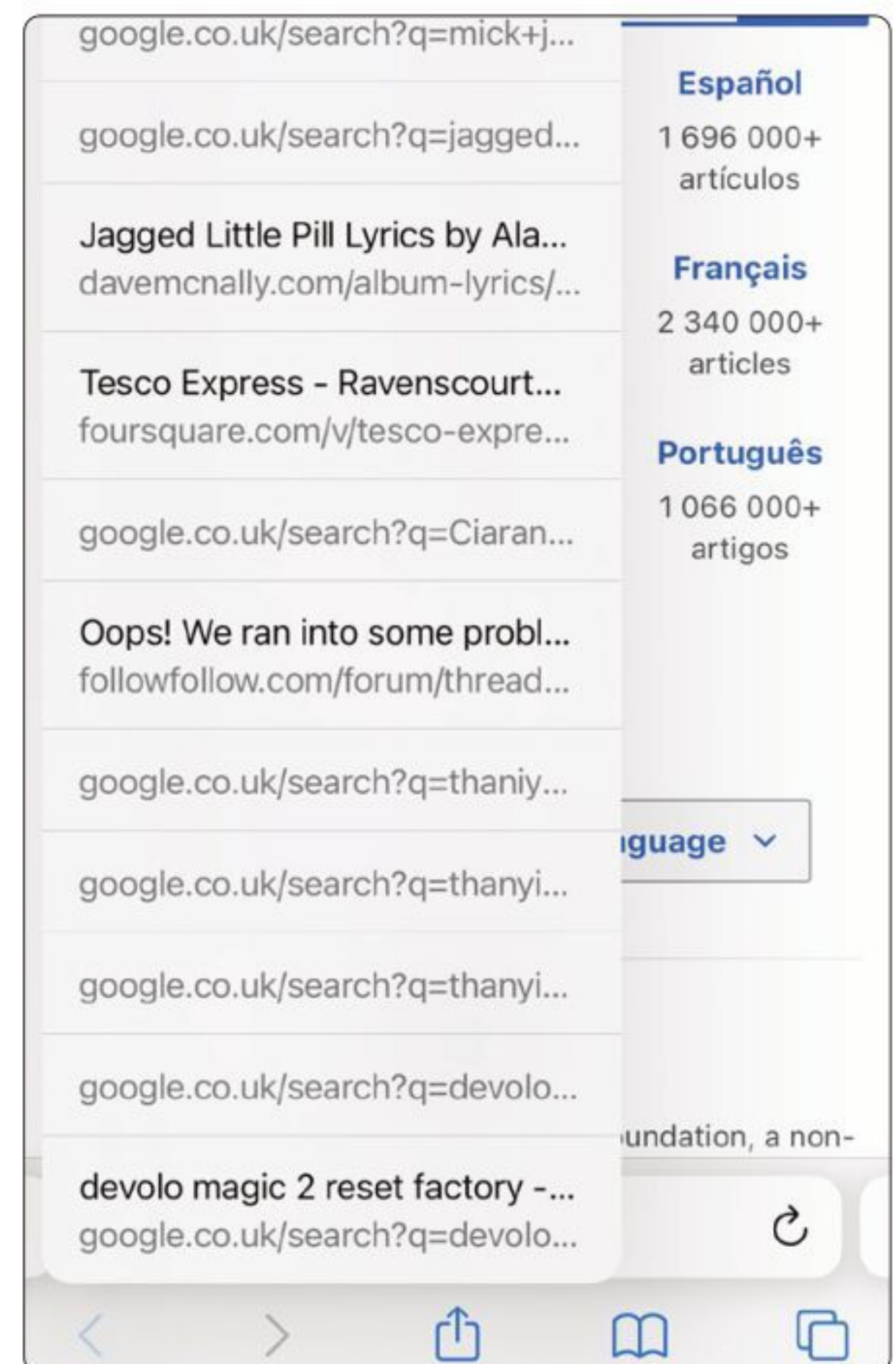
History and Reading List



1 If you come across an interesting site that you don't have time to read right now, add it to your Reading List. Tap the Sharing icon, and scroll up to Add to Reading List; then tap it.



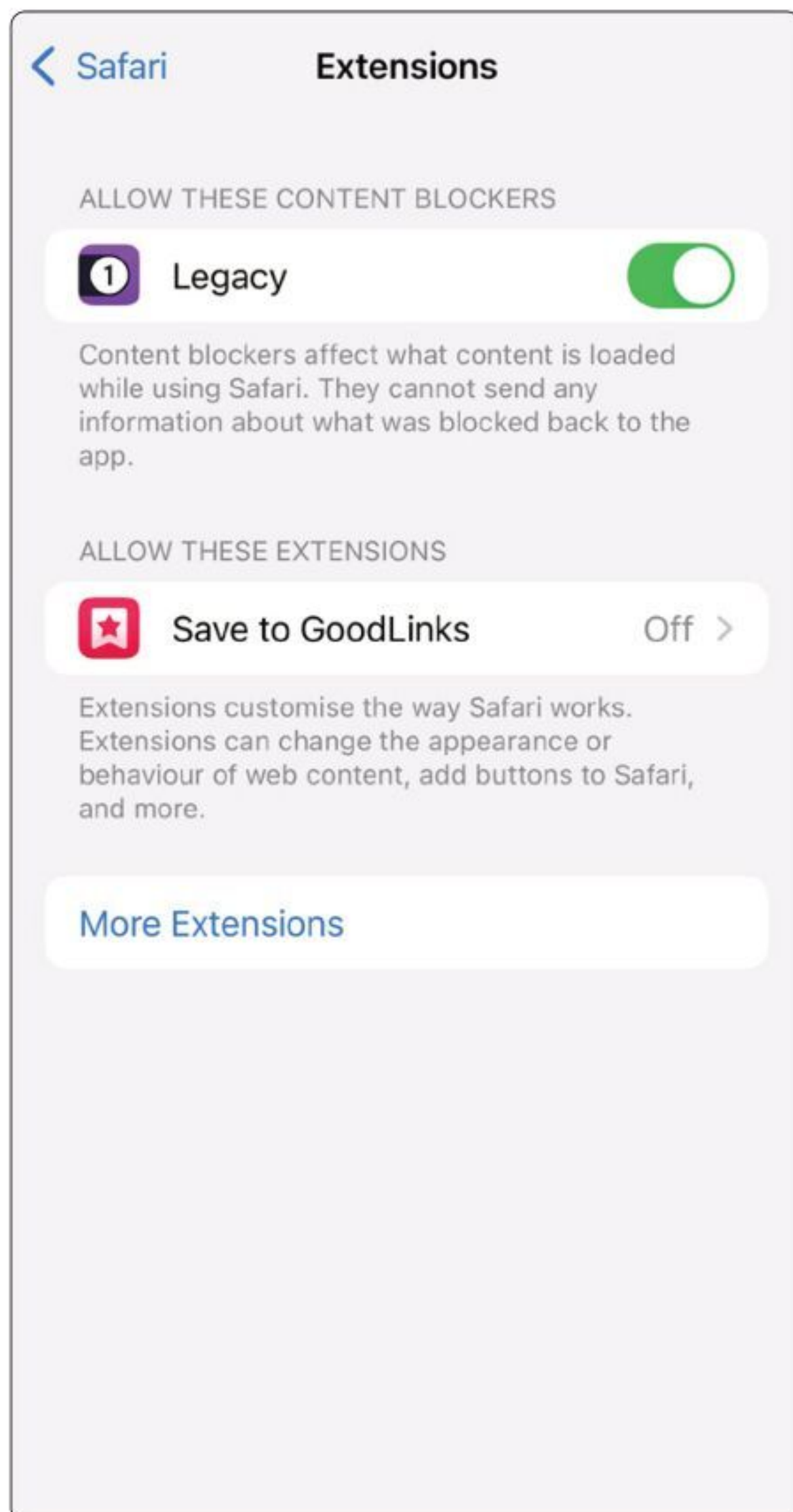
2 To open a site in your Reading List, open a new tab, and scroll the Start screen until you find your Reading List sites. Tap one to open it, deep tap for options including Delete.



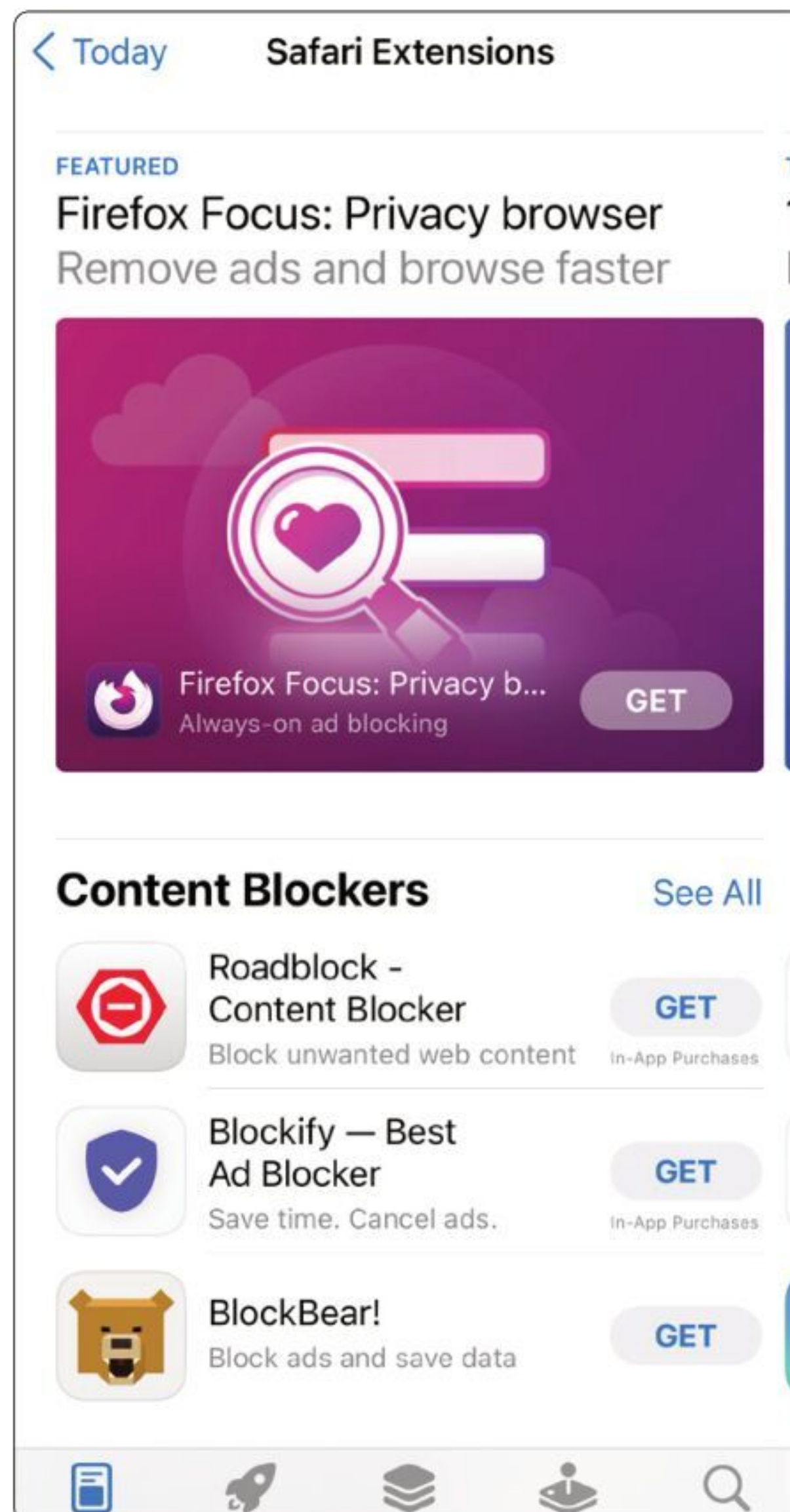
3 To access recently viewed sites, tap and hold one of the chevrons under the URL bubble and they pop up. Tap and hold the URL bubble for quick access to Bookmark and Reading List options.



Safari Extensions



1 Extensions are popular in the Mac version of Safari, and now they're available on the iPhone. Open Settings > Safari > Extensions. To install a new extension, tap More Extensions.



2 You're taken to the Safari Extensions section of the App Store. Find one you like and add it. To turn off an extension, go back to the screen from the previous step and tap the switch.

Rotate screen.

Pages can be oriented landscape or portrait by rotating the iPhone. Most of the time, you'll probably use the regular portrait view, but if the website is very text heavy, it might be more comfortable to read it in landscape. In Landscape Mode, the tabs and tools appear at the top of the screen.

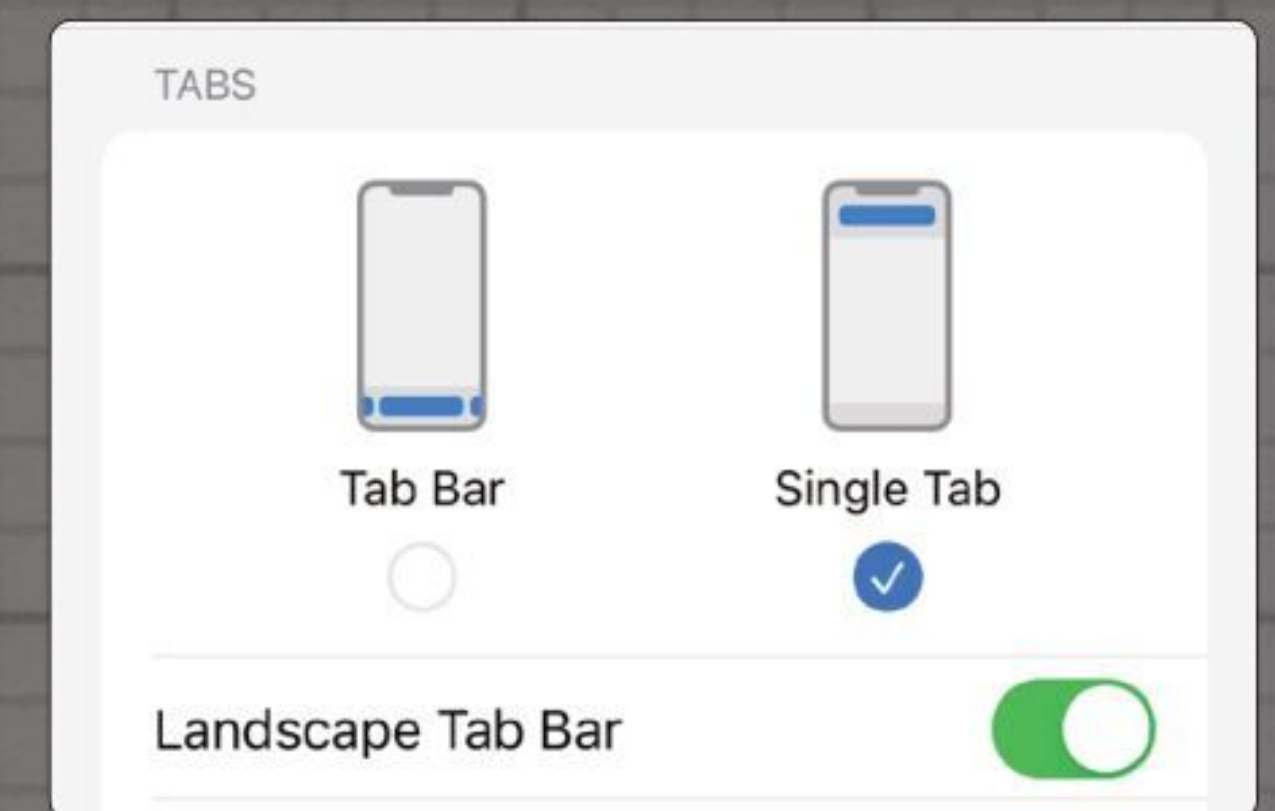
Private Browsing

Private Browsing leaves no trace of where you've been. To switch between regular and private modes, tap and hold the Tabs icon, then tap the New Private Tab option. To switch between modes, tap the Tabs icon, then the small chevron in the bottom bar.

15 Advanced Tips & Tricks

Privacy Report

Safari works very hard on looking after your privacy. For a report on how the browser has recently taken action to protect your privacy, tap the Sharing icon and scroll to Privacy Report. Tap it and you get all sorts of information on trackers that have been prevented from profiling you and a list of websites that have been involved in tracking.



Return to Old Layout

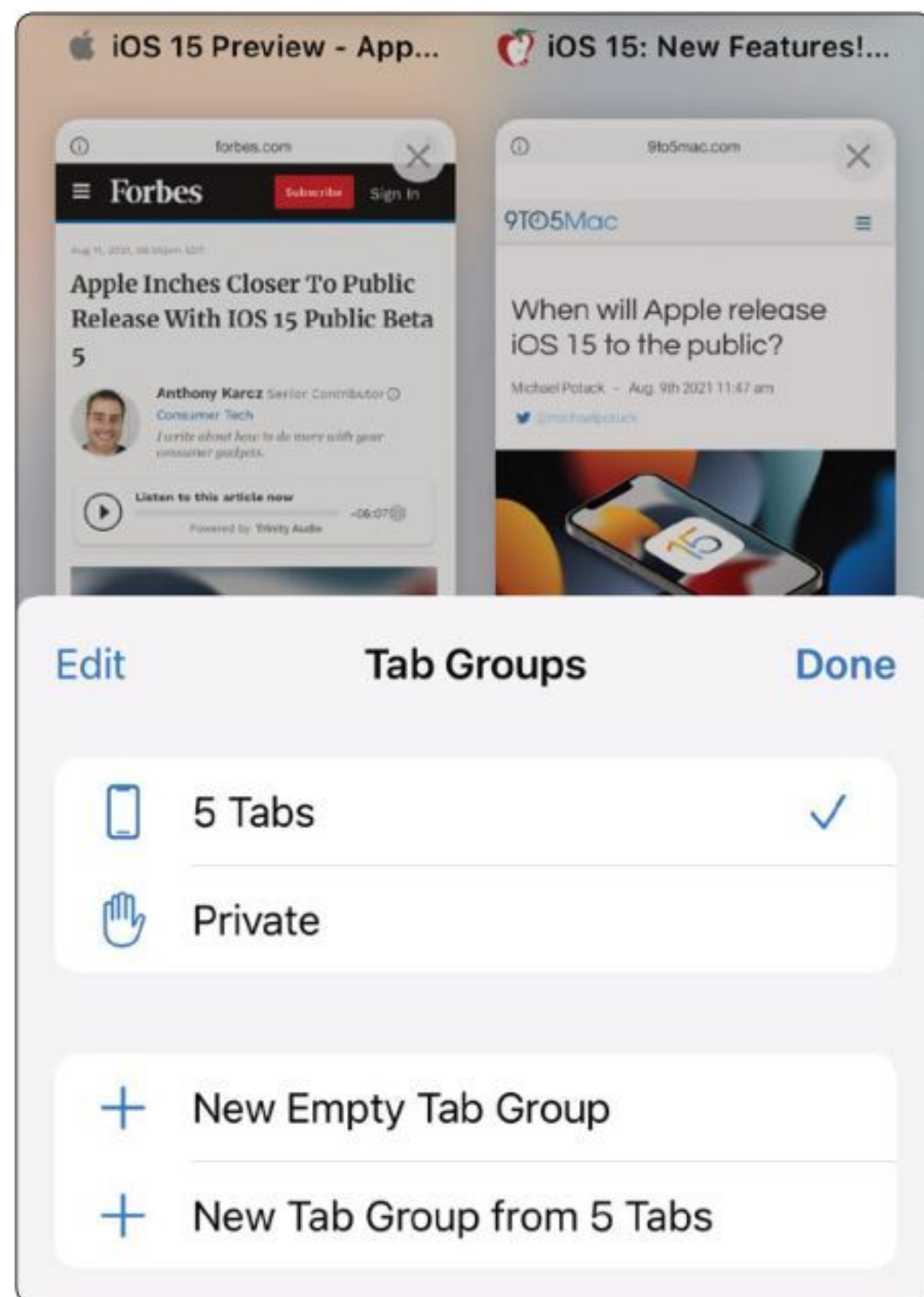
If you dislike the new Safari layout, with the URL and toolbar at the bottom of the screen, open the Settings app and tap the Safari option. Scroll to the Tabs section, showing two line drawings of an iPhone, marked Tab Bar and Single Tab. Tab Bar is selected by default, but if you tap Single Tab, you return Safari to its old layout.

Password monitoring

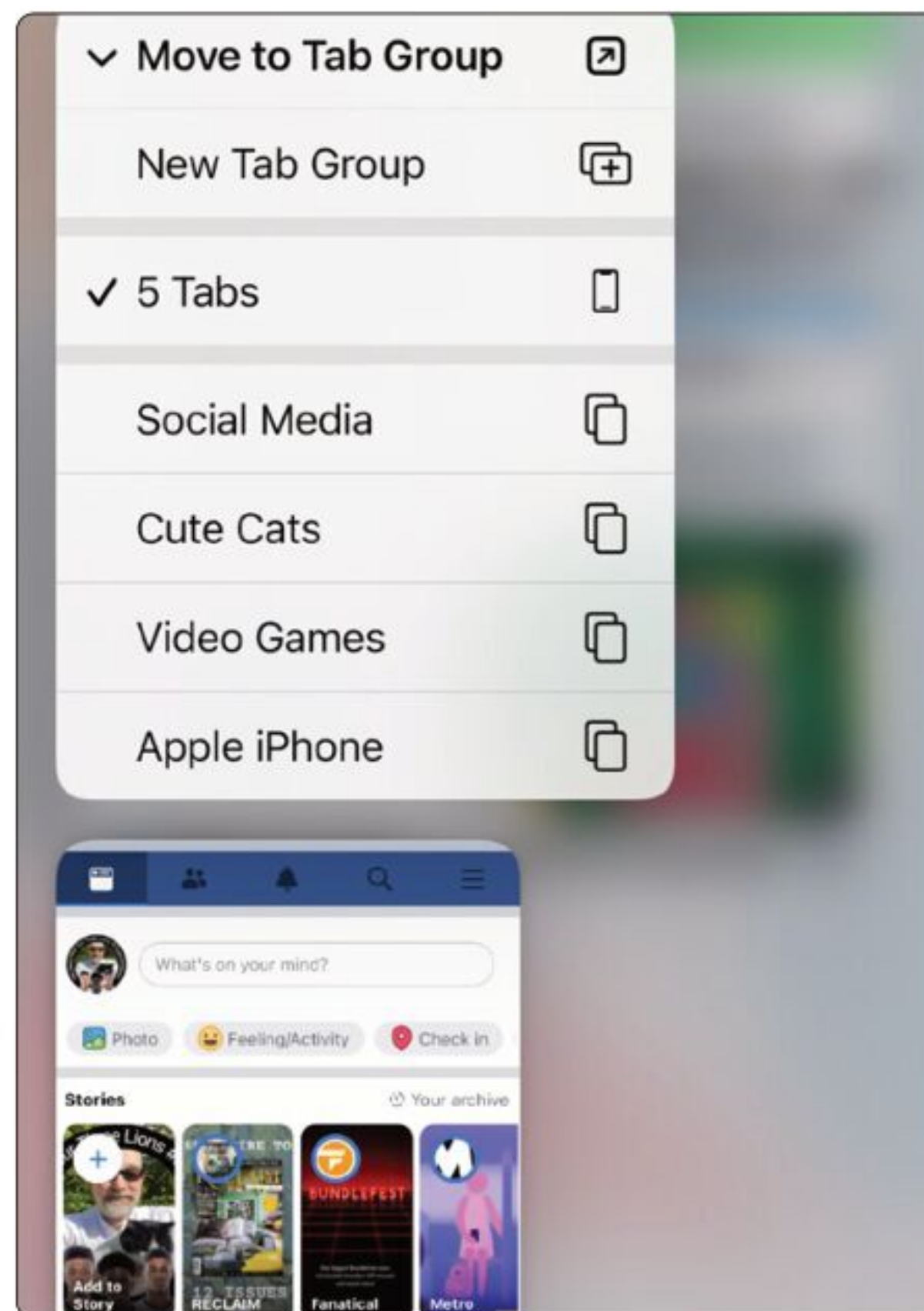
If you're using a password that has been compromised by a data breach, that is, it has turned up when a website was hacked, Safari warns you and advises you to change it. Your saved passwords are regularly checked against a list of breached passwords, and the whole process is secure and private. Even Apple doesn't see your password information.



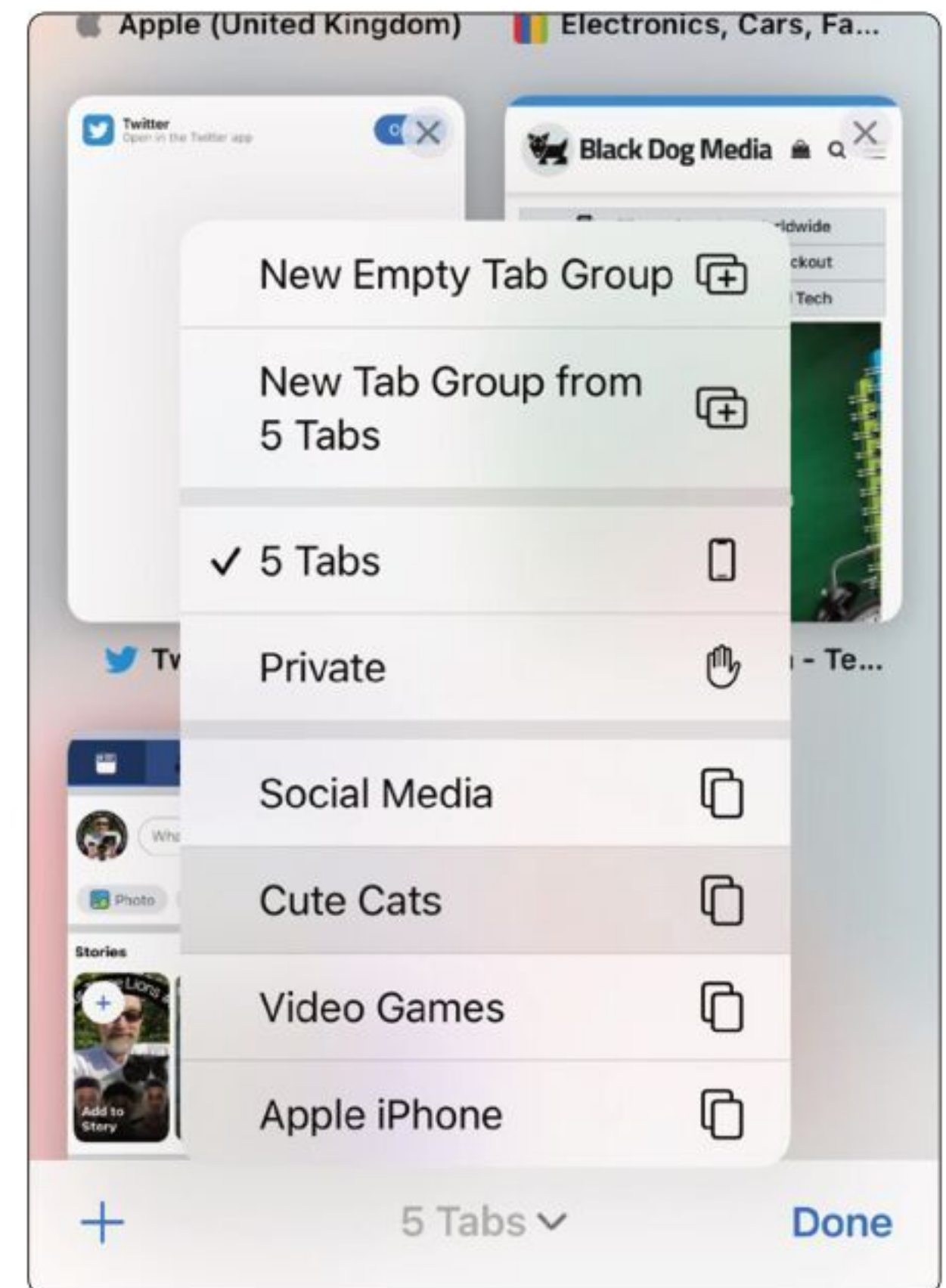
Tab Groups



1 It's now possible to save a group of tabs, so you can collect them according to subject and open or close them as a group. To save all your currently open tabs as a group, tap the tabs icon in the URL bubble at the foot of the screen, tap the chevron in the middle of the bubble to open this menu and tap New Tab Group from X Tabs.

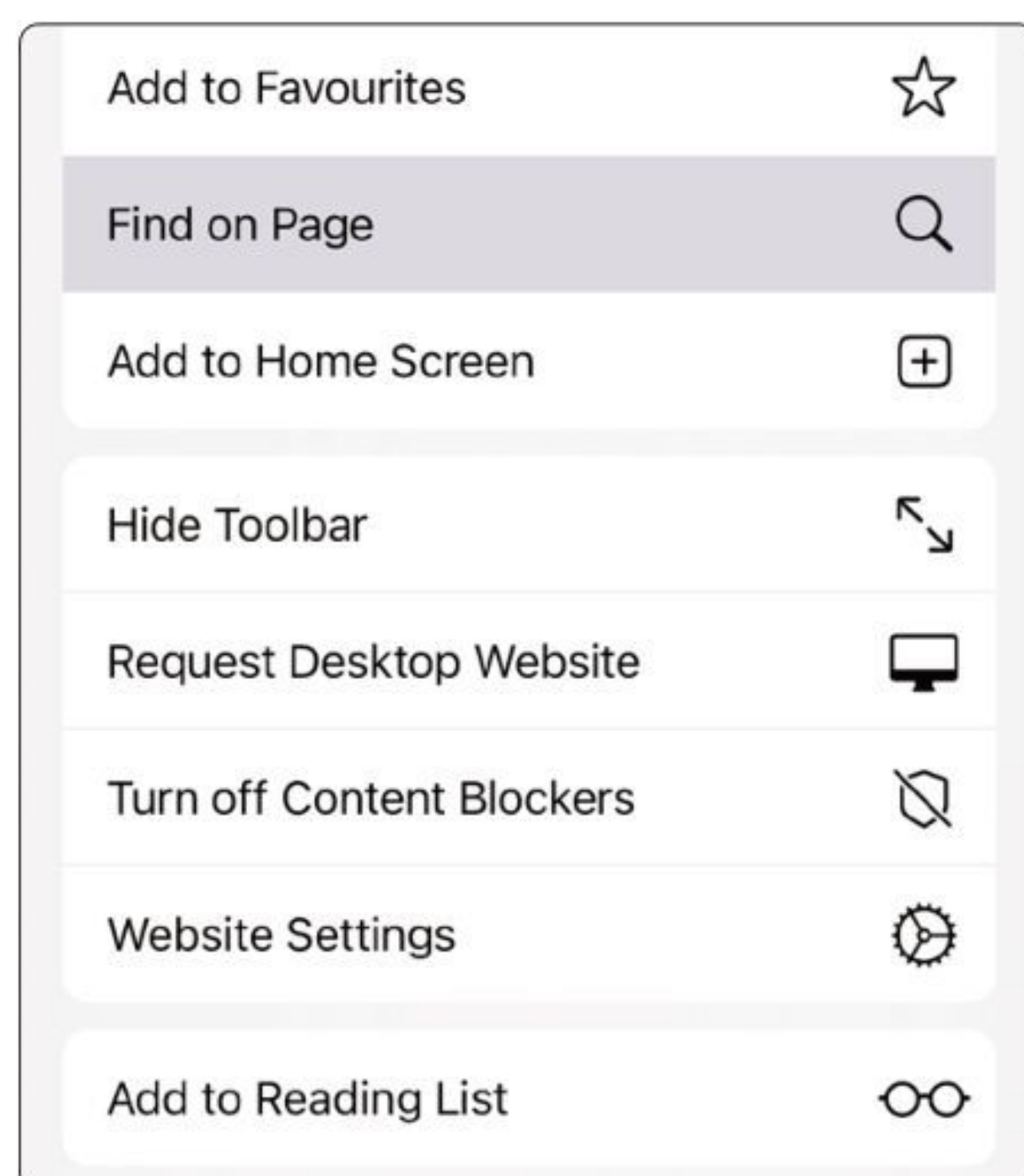


2 The other way of making a Tab Group is, on the screen in the previous step, tap New Empty Tab Group, after which you can add a name for it. Then, when you wish to save a website to this Tab Group, tap the tabs icon, then deep press the thumbnail for the site in question. Choose Move to Tab Group, then tap the name of the group to add it.

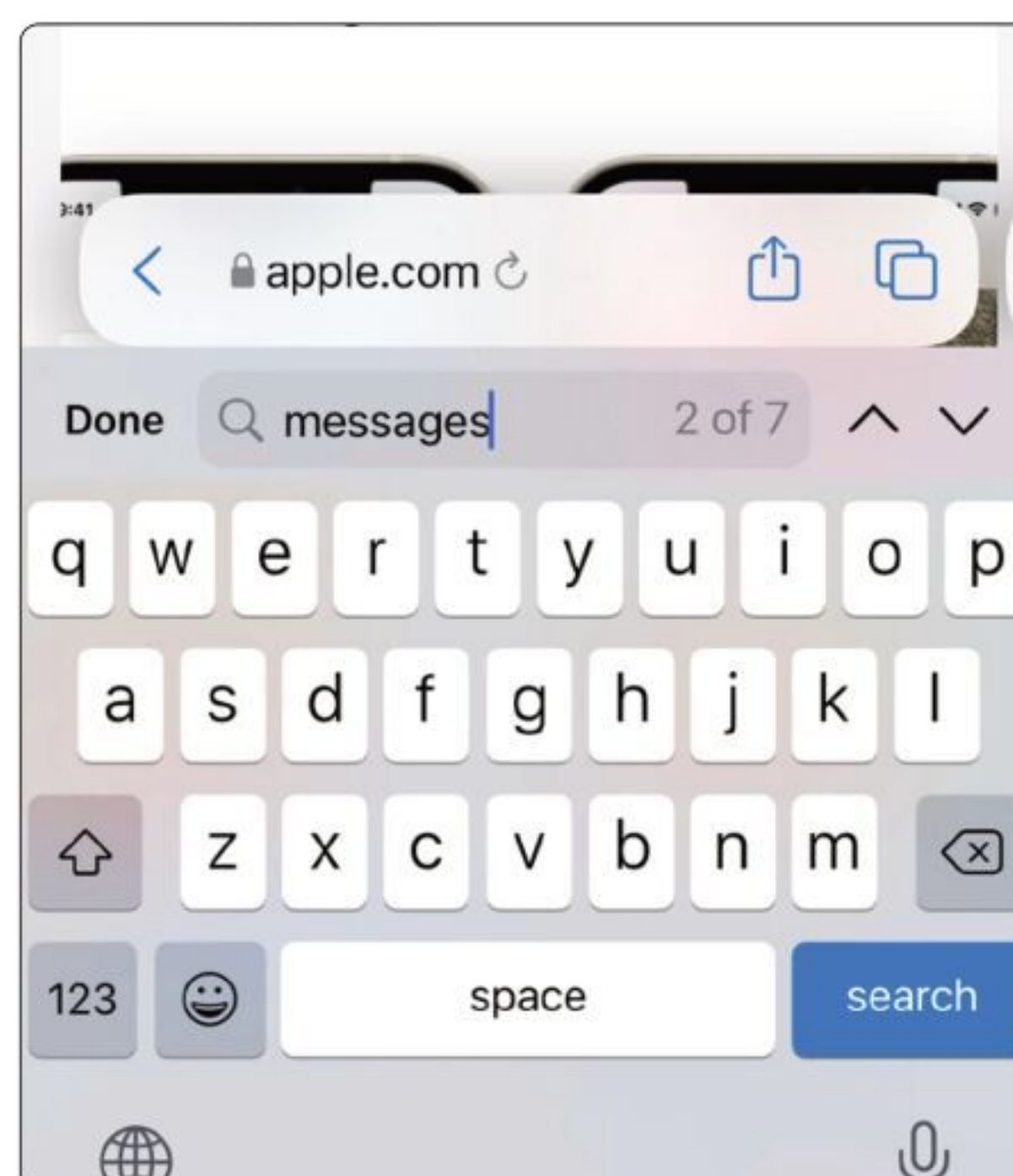


3 To open a group of tabs, tap the tabs icon in the toolbar at the foot of the screen, then on the tabs screen, tap and hold the chevron in the middle of the toolbar. You can then tap one of your Tab Groups to open every tab in that group. To go back to the tabs you had open before opening your Tab Group, tap X Tabs further up the menu.

Searching for and Copying Text

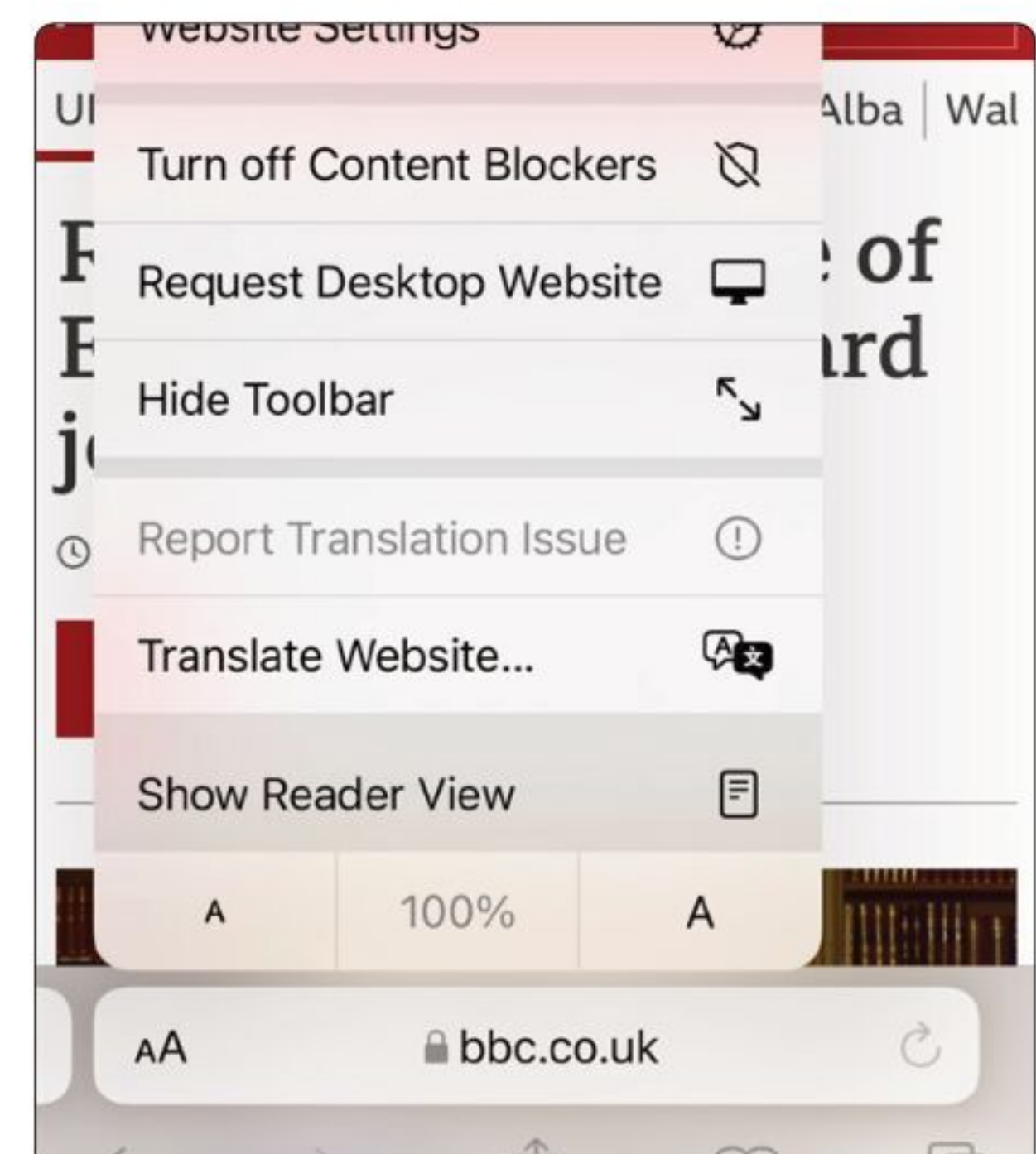


1 You can search a web page for text. Tap the Sharing icon in the URL bubble, and scroll to Find on Page. Tap it, then enter the word or phrase you wish to look for on the open web page. To the right of the Search field, you're shown how many instances of the word or term are found on the page.



2 Tap the chevrons next to the Search field to cycle through the instances where the word or phrase appears on the page. To copy selected text (whether you searched for it or just highlighted it), deep tap the URL bubble and select Copy. To paste it in the Safari Search field, tap Paste and Search.

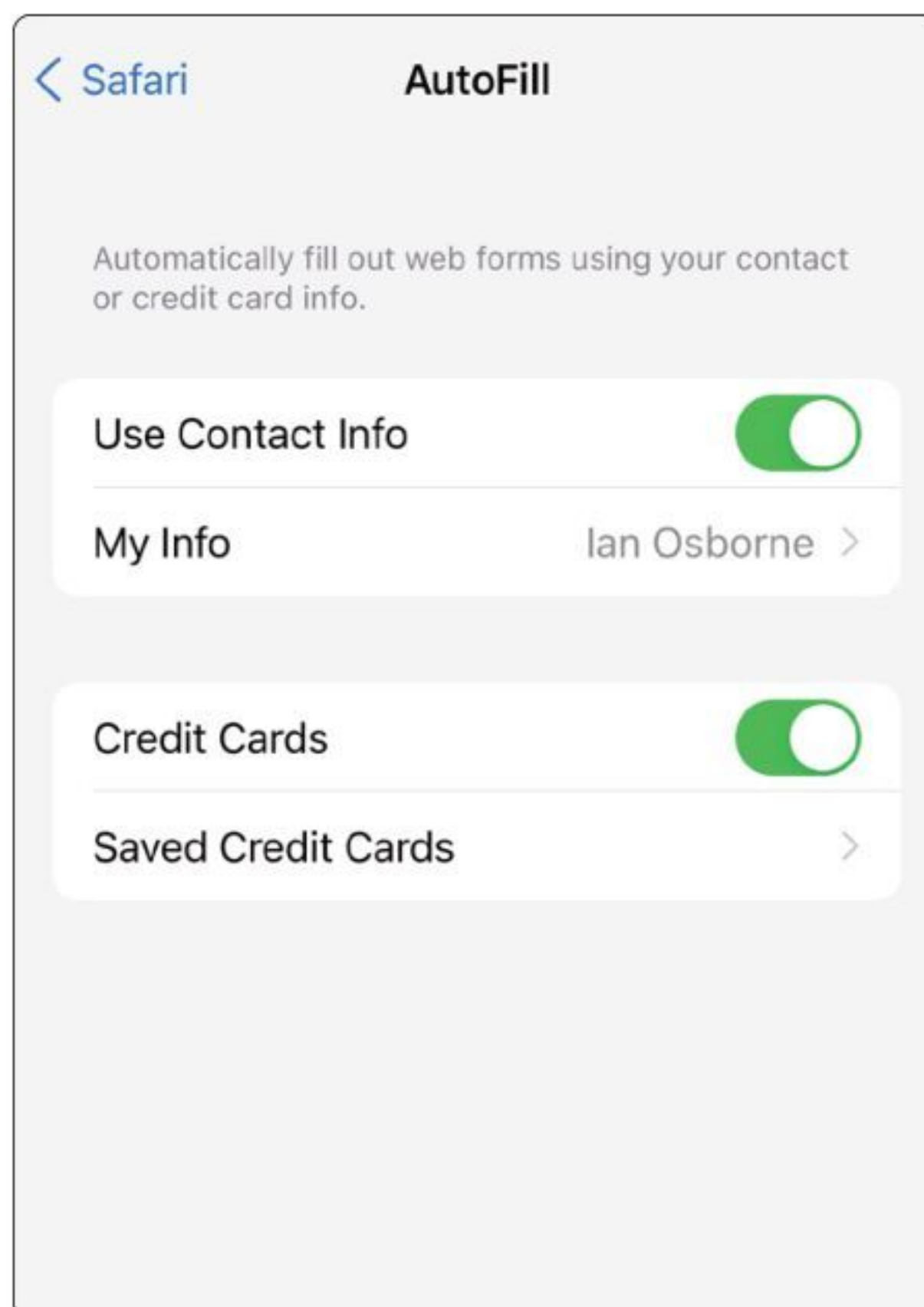
Reader view



In Reader View, a website is cut back to the bare minimum, so you can read or print it easily. Not all sites support Reader View. To switch to it, where available, tap the aA icon and choose Show Reader View. If it's greyed, Reader View is not supported on that site. To get back to normal, tap aA and select Hide Reader View.



AutoFill



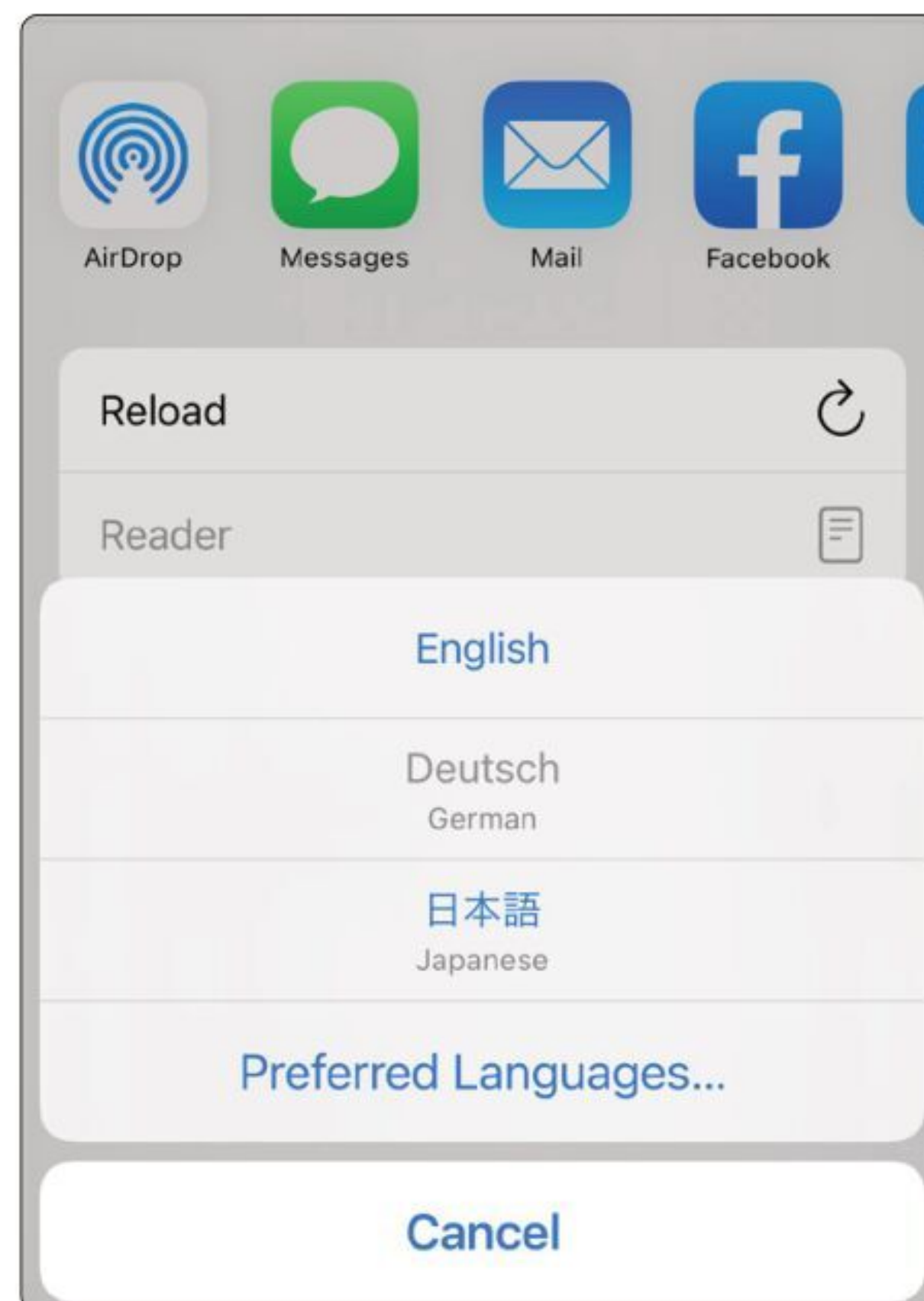
Go to Settings > Safari > AutoFill > My Info, and select your own Contacts card from the list that appears. From now on, when filling in a web form, the AutoFill option is available; tap it and fill in the form from your Contacts card. You can save credit cards too, but not the security number on the reverse of the card.

Play a Video



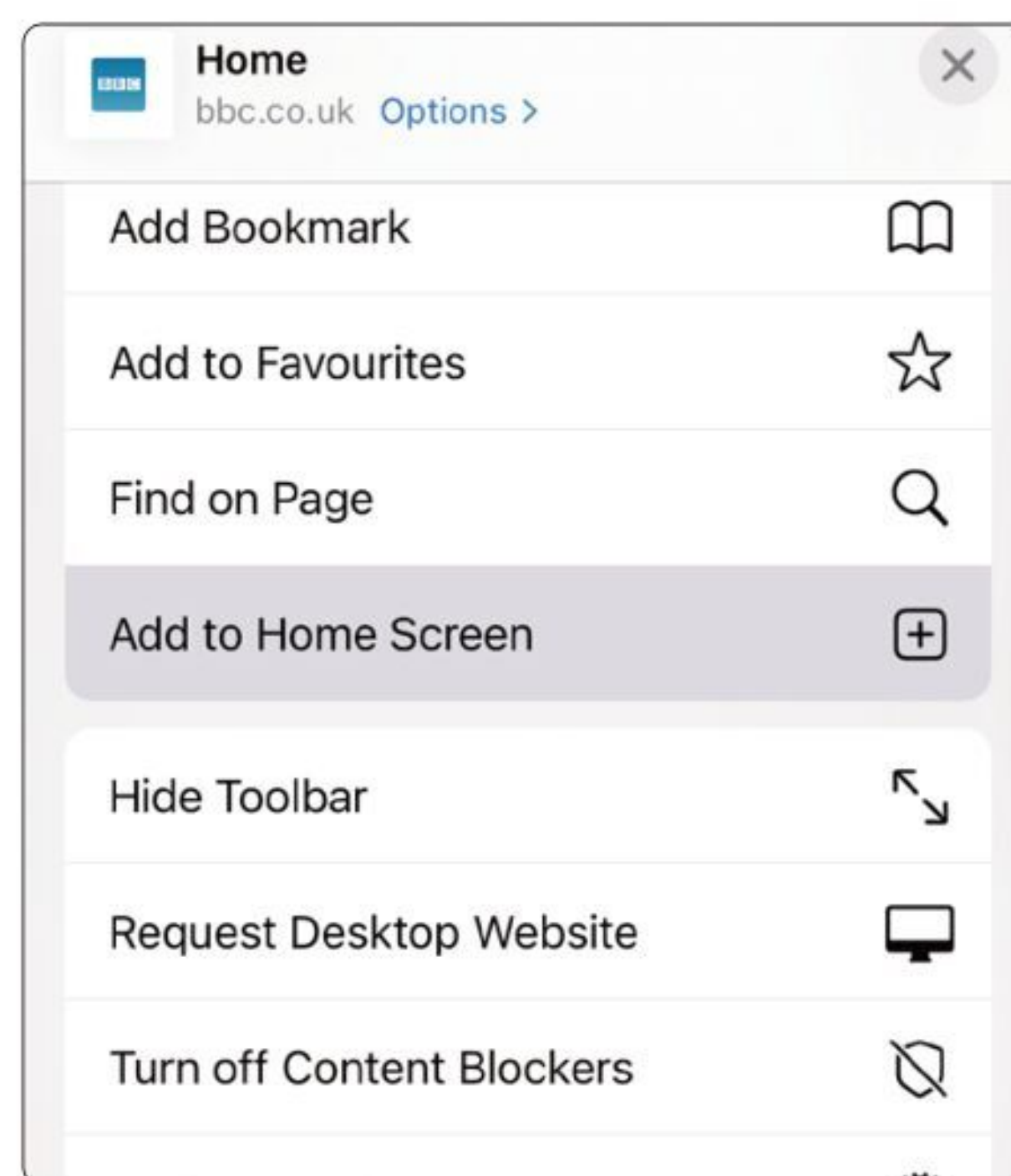
Some websites offer videos that can be played within the website itself, instead of sending you to a video hosting site like YouTube. Tap the Play icon to watch the video. Tap the video and the controls are shown. Typical controls include pause/play, scrub through the video and open in full screen mode.

Translate



If you're looking at a foreign-language website and would prefer to read it in your native language, tap the aA icon, and select Translate Website... On the next screen, you're shown a list of languages you can translate it into. The site's details are sent to Apple, and a translation is then sent to your iPhone.

Add to Home Screen



You can add a website to your Home screen, so it appears as an icon. When you tap that icon, the website opens in Safari. To save a website to your Home Screen, tap the Sharing icon and then select Add to Home Screen. You're then allowed to edit the name of the page if you wish. Tap Add to add it.

15

Advanced Tips & Tricks

Safari settings

Here are some other things you can change in Settings > Safari.

Page Zoom: Set your browser to be zoomed in or out of a website by default.

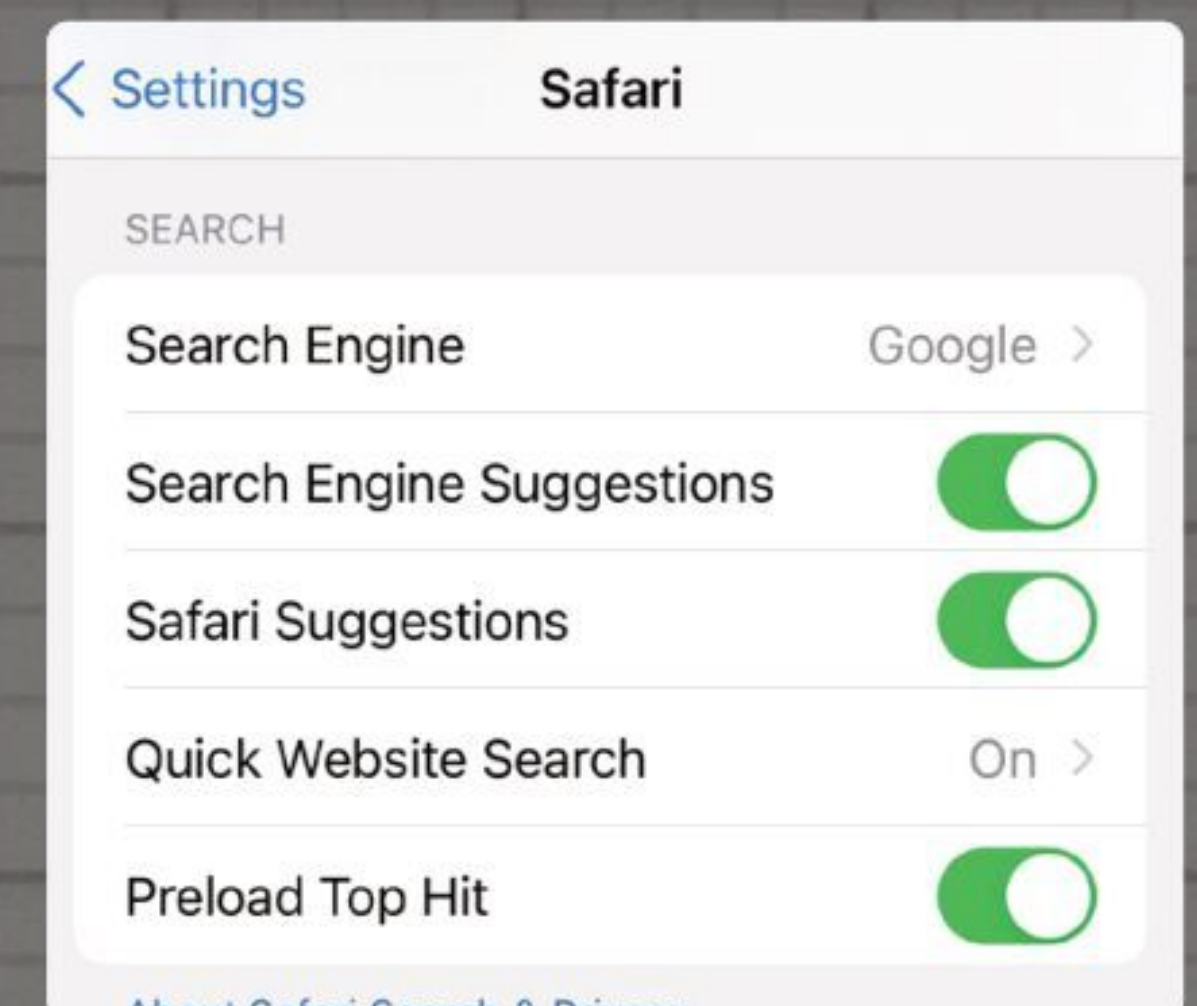
Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, not the mobile one

Reader: Switch it on to automatically use the Reader View on websites.

Camera/Microphone/Location: Do you want websites to have access to these things? By default they have to ask, but you can change this to Deny or Allow

Language: You can switch to another language for Safari if you wish

Downloads: Set where documents and data downloaded in Safari is saved. By default, it's your Downloads folder in your iCloud Drive.



Search Engine: By default, Safari uses Google as a search engine. This setting lets you change this to DuckDuck Go, Yahoo or Bing and more.

Block Pop-Ups: Find the Block Pop-Ups setting and tap the switch to turn off those irritating pop-ups that appear over websites.

Block All Cookies: Sites can no longer leave cookies on your phone.

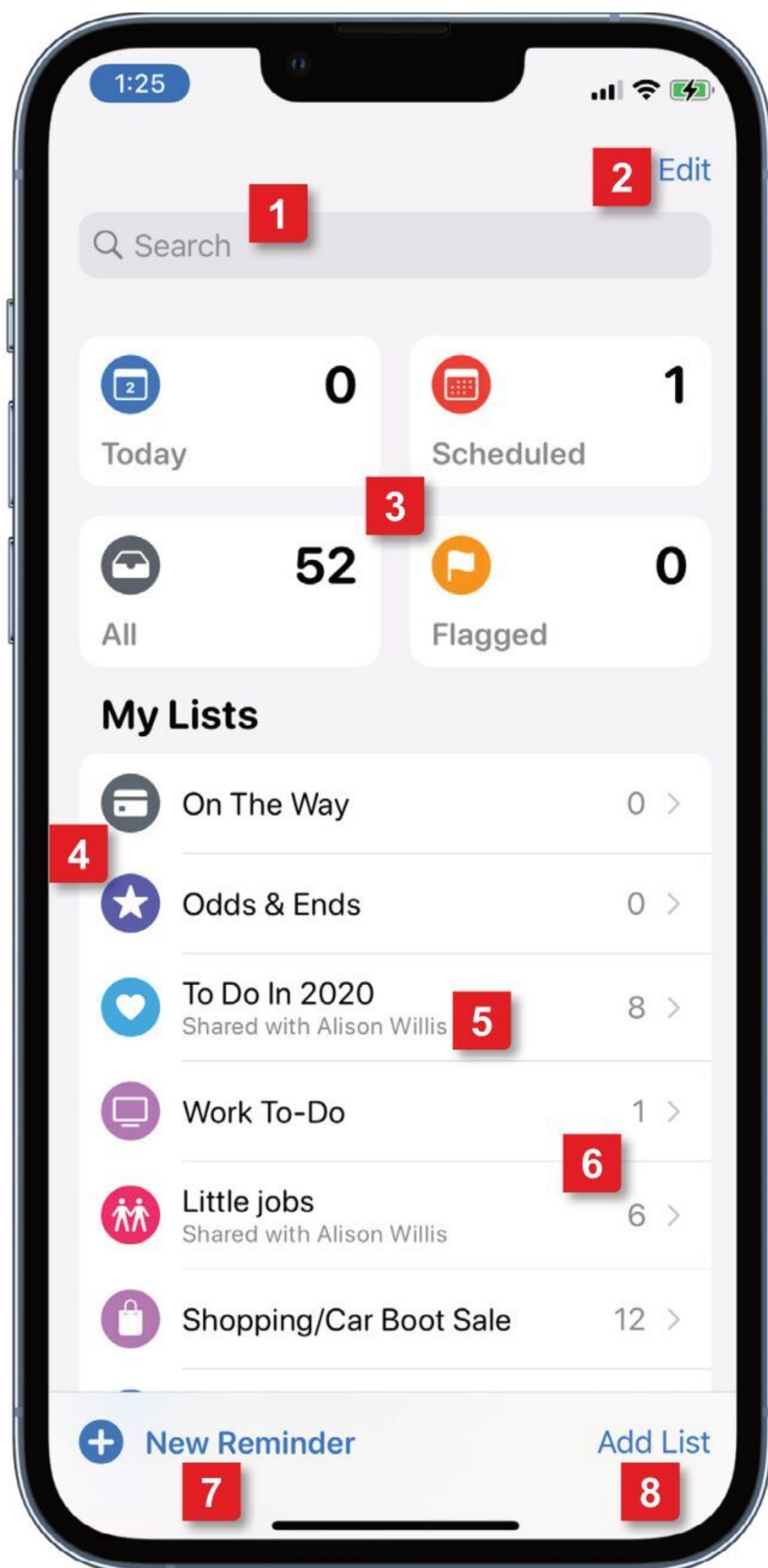
Clear History and Website Data: Tap this link and you can wipe your website history, cookies and other browsing data; for the sake of your privacy.



Reminders App For Remembering

With the Reminders app you can set up reminders, assign them to lists and trigger notifications at a specific time and date or when you arrive at or depart from a specific location. Here's how to get more from it.

Reminders in Focus



1 Use the Search field to search your reminders. Titles, notes, people, locations and more are searched.

2 Tap this link and you can edit your lists; delete them with the minus sign, reorder by dragging the Three-line icon up and down and tap the 'i' icon to rename a list, change its colour and choose a new icon.

3 These are your smart lists. 'Today' is all your reminders scheduled for that day, 'Scheduled' shows reminders that are scheduled for any day, 'All' lists all of your reminders, and 'Flagged' shows reminders to which you've added a flag.

4 These are your lists. They can be called anything you like. Tap one to open it and see the individual reminders you've added, mark reminders you've done as complete, and add new ones.

5 You can share a Reminders list with someone else, as long as they have a Mac or iOS device. The list then appears in their own Reminders app, and any edits you make are also made on their list, and vice versa.

6 These numbers on the right of each list represent the number of outstanding reminders that are contained in it. When you mark one as done, it's removed.

7 You can now create a reminder directly from the app's front page, instead of having to open a list first. Just tap here to create a reminder and assign it to a list.

8 Tap here to create a new list, which appears in the My Lists section of the Reminders home page. You can move 'individual reminders to another list.

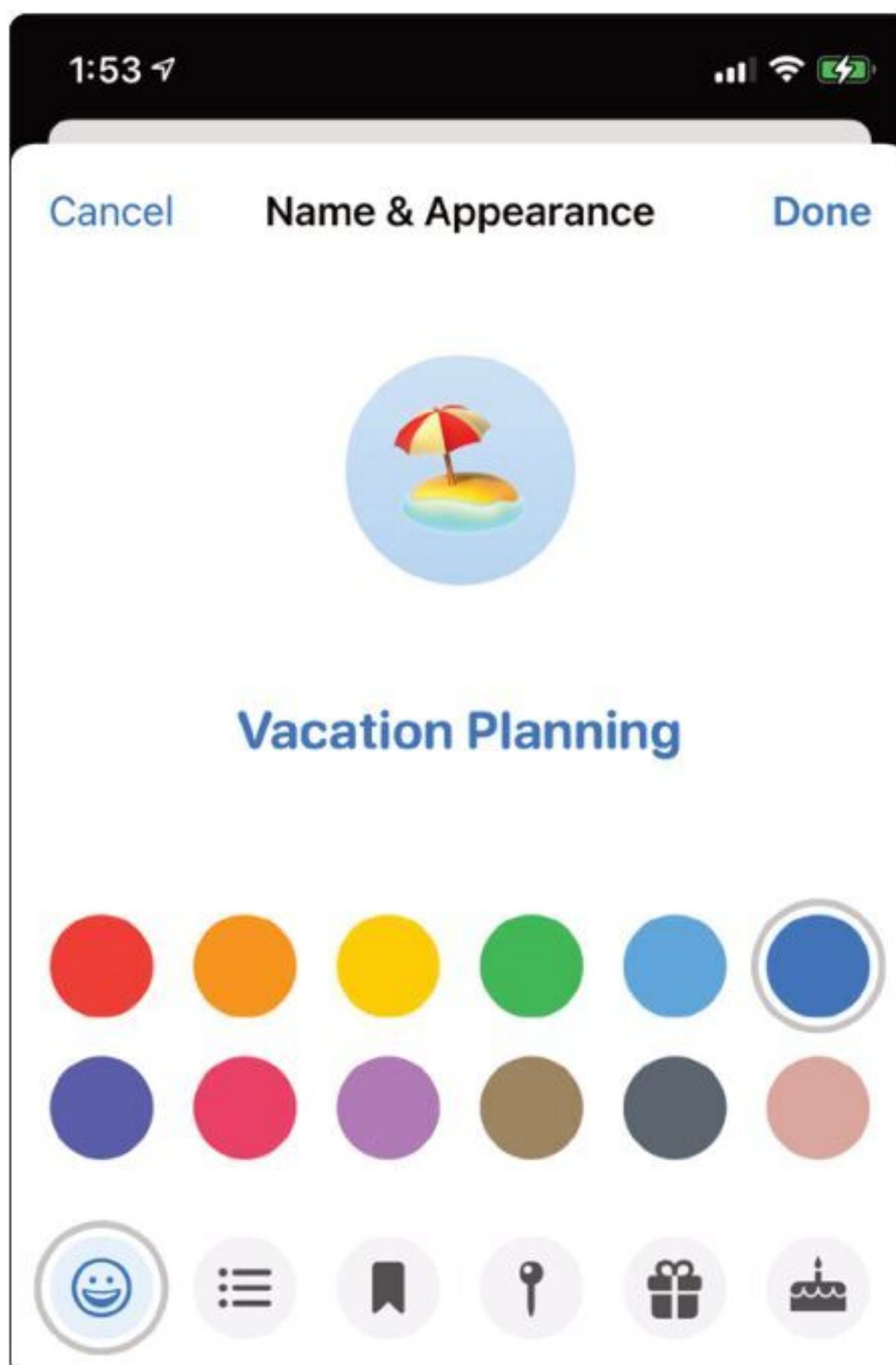
Reminders on the web.



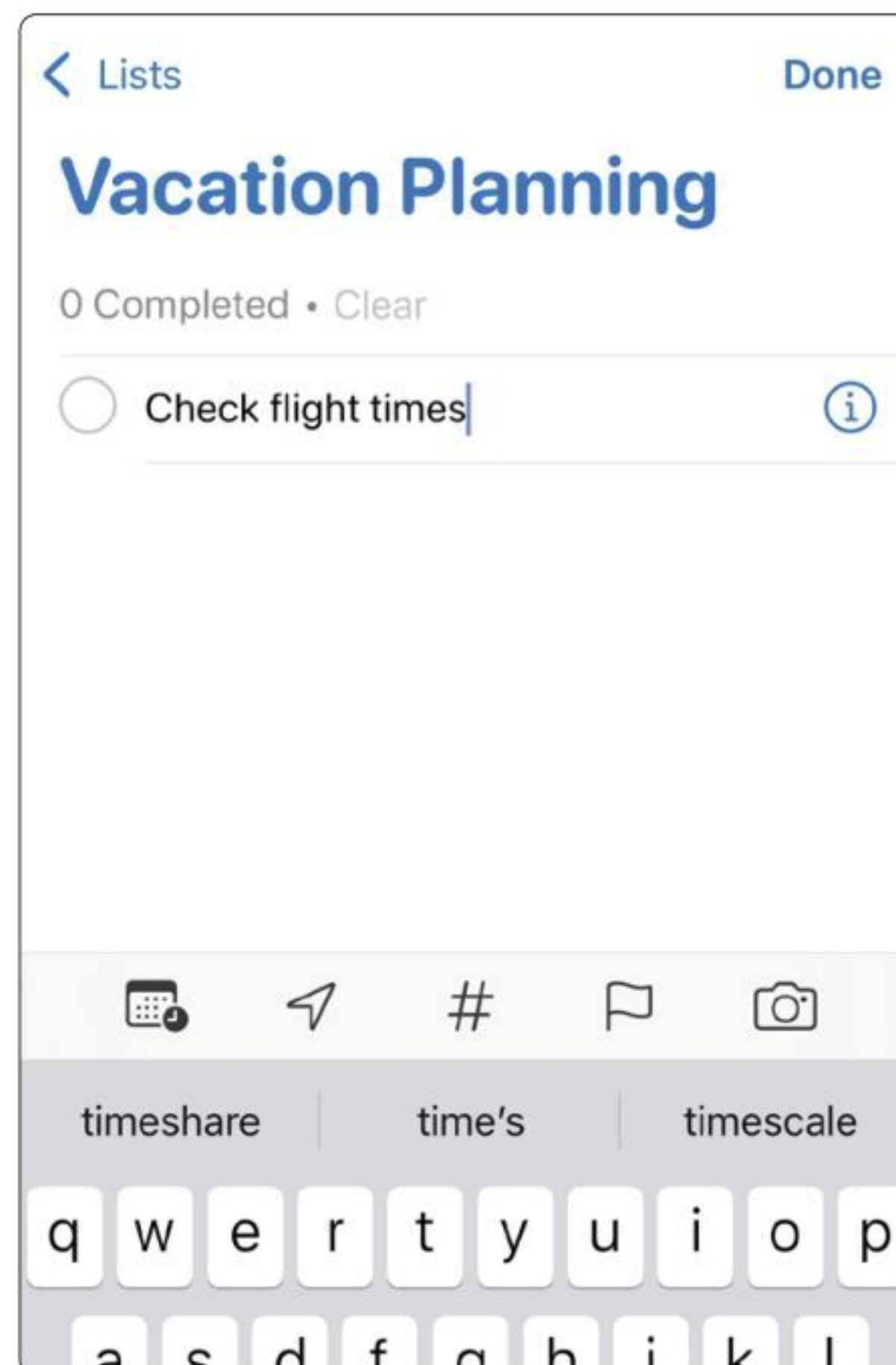
If you sync your Reminders with iCloud, you can look at them from any computer with a web browser. Just go to www.icloud.com and enter your Apple ID, and tap the Reminders icon to get to them.



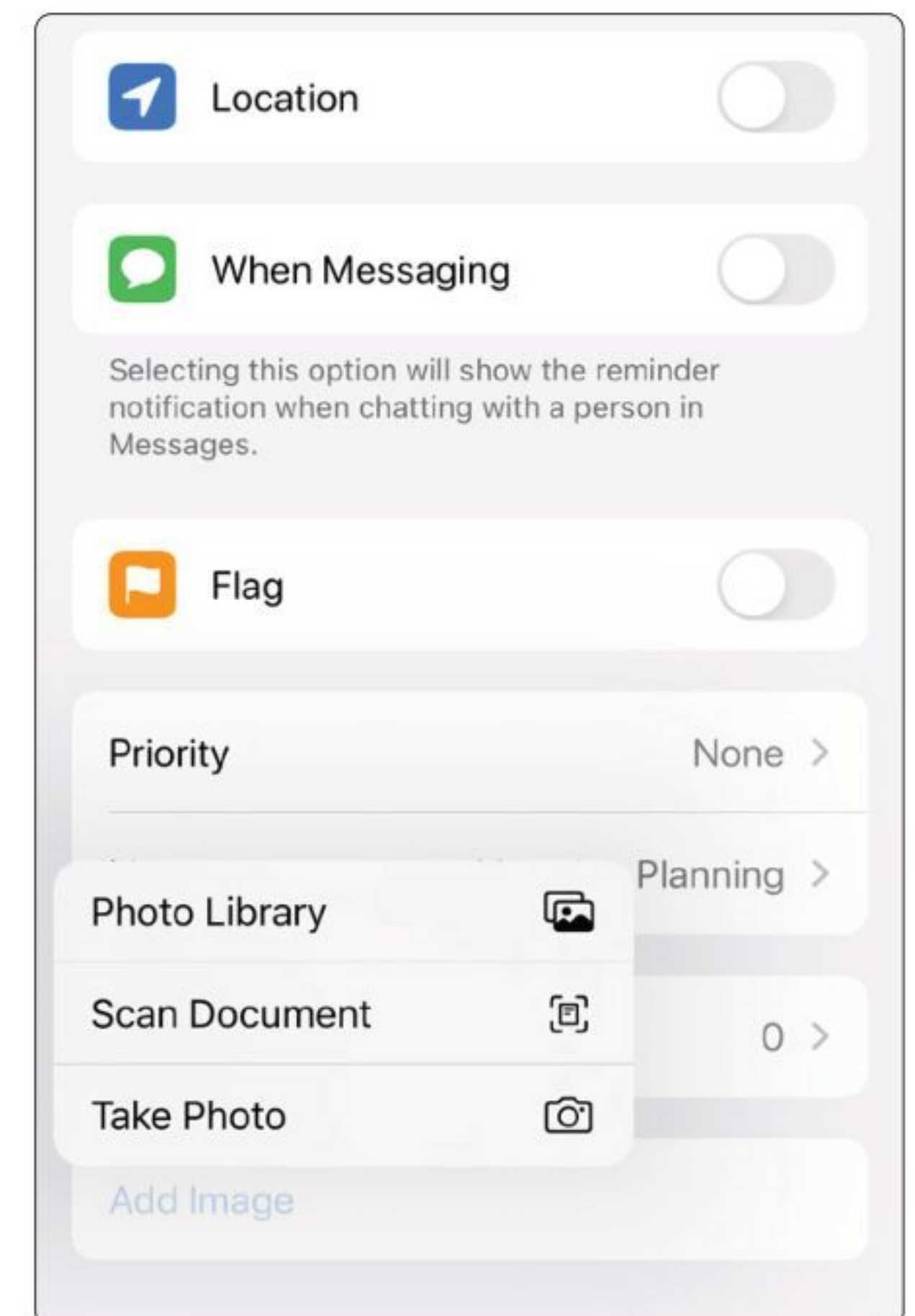
Creating and using Reminders



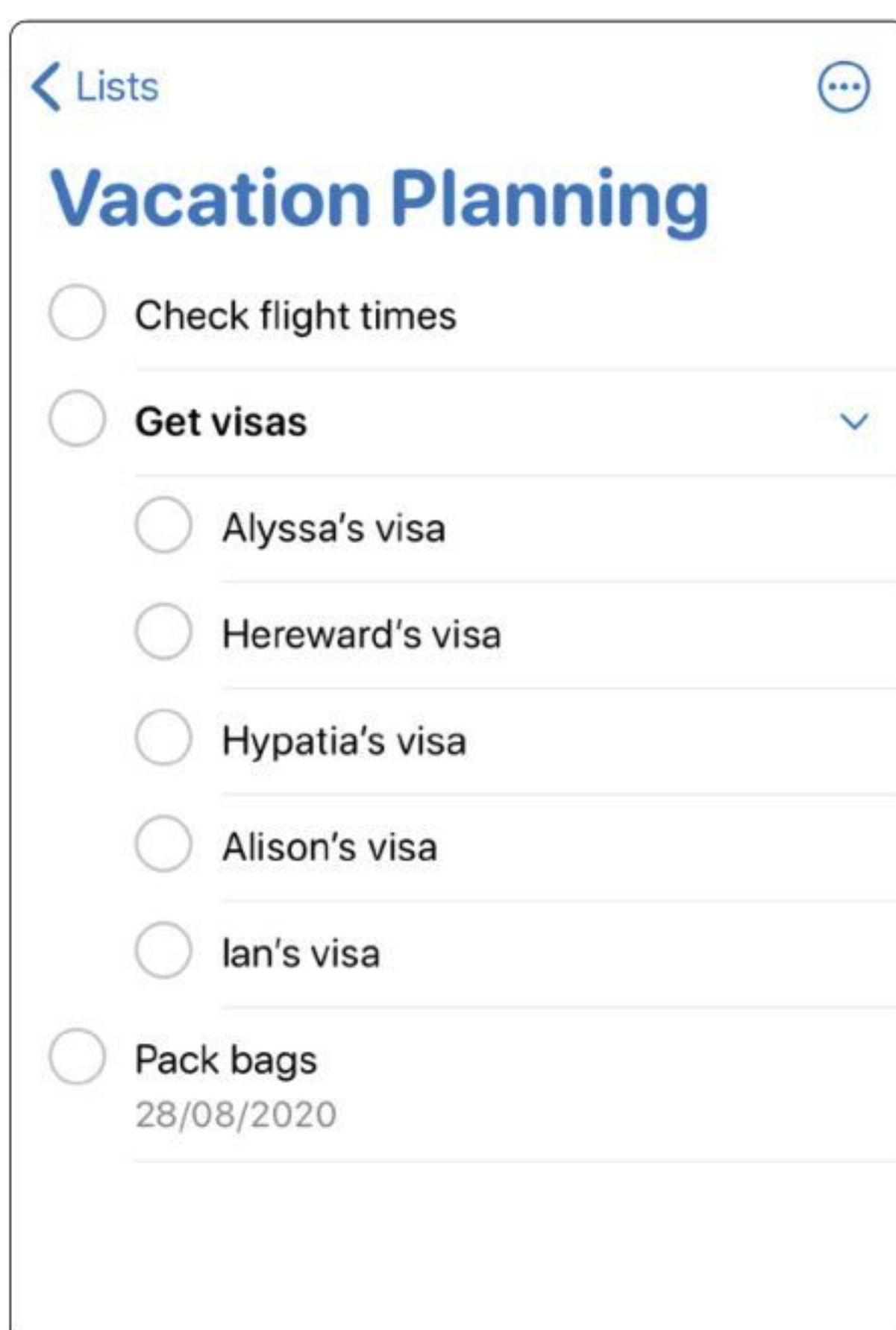
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list (anything you like) and tap one of the coloured circles to give it a colour. Scroll up and pick an icon or an emoji for the list too. Tap Done when finished.



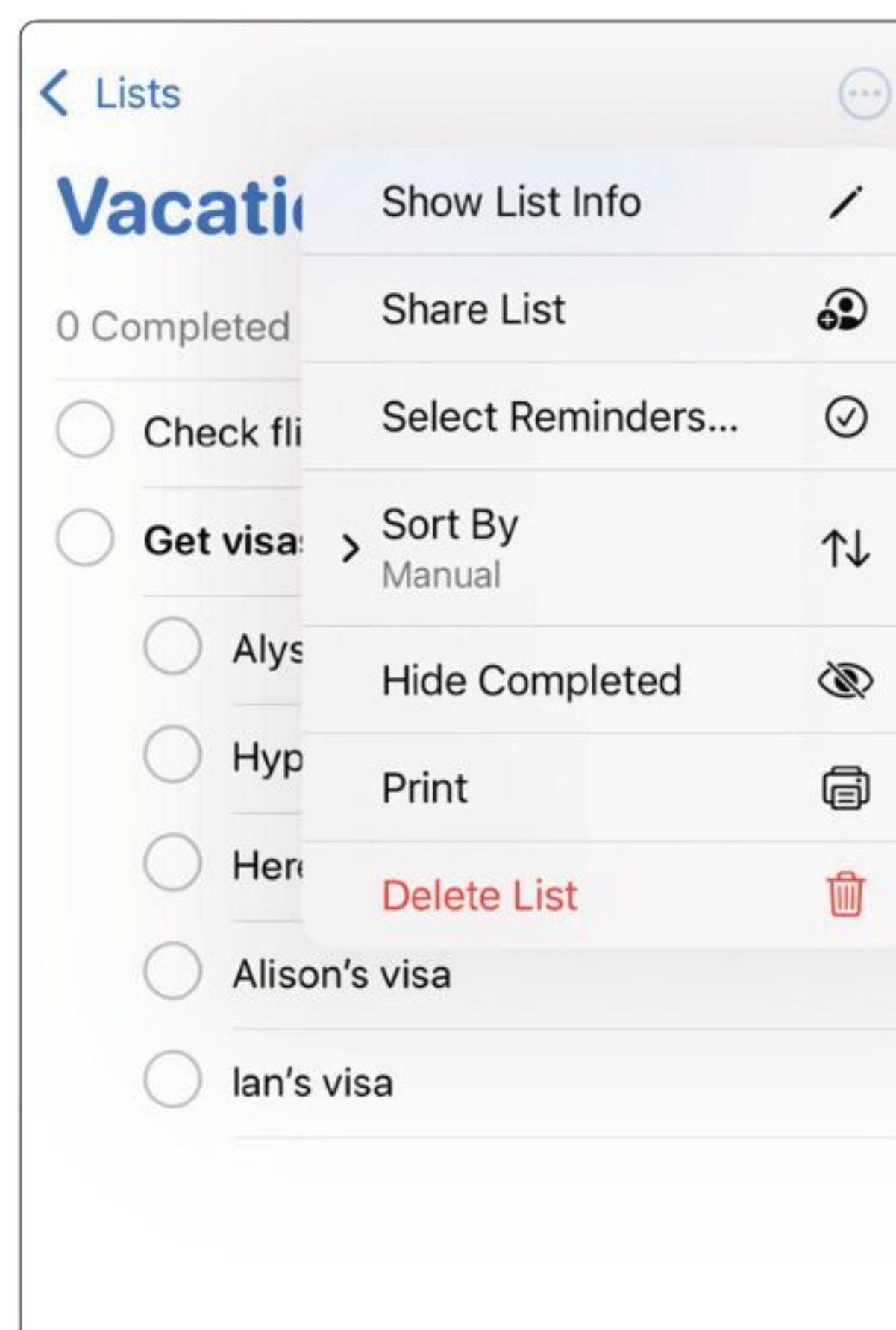
2 To add a reminder to a list, tap it then tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to add notes, a URL, or a flag, set a priority, Date and Time to schedule a reminder and more. When you've carried out the task, tap the circle to its left.



3 Tap the Add Image link near the bottom of the Details screen and you can add a photo from your Photos app, take a new one, or scan a document. This picture appears in your list, associated with that particular reminder. Tap to enlarge it.



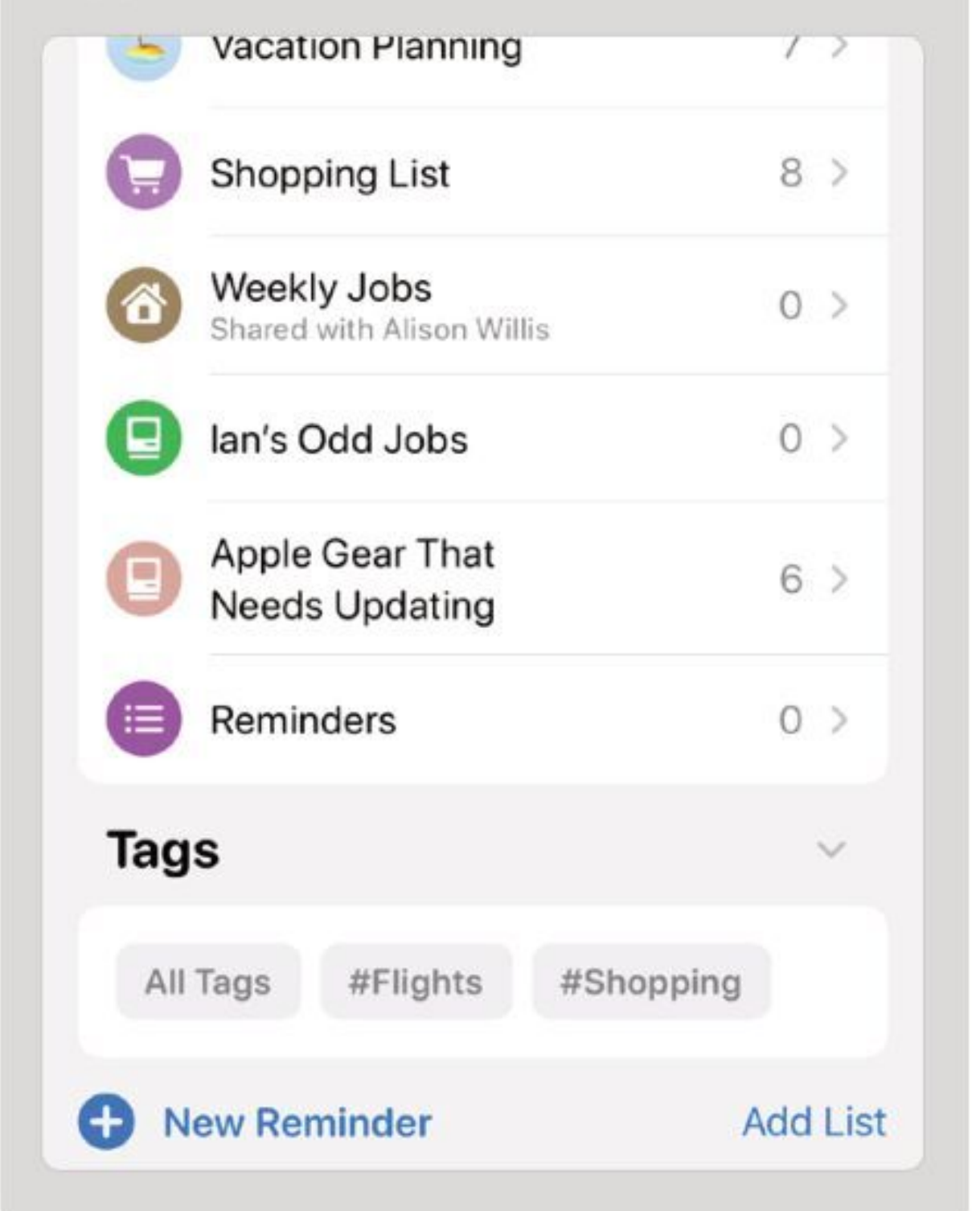
4 From the Details screen you can add Subtasks to a reminder, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question, and can also be marked completed.



5 To share a list with another Mac or iOS user, open the list and tap the Three-dots icon (top right). In the menu, tap Share List, then choose how you want to share. Reminders created in iOS 13 and macOS Catalina or later aren't compatible with earlier versions of iOS and macOS.

User Tags.

Tap the # icon and type a word, and it becomes a hashtag. These are used to help organise your reminders. On the front page, scroll up and there's a section called Tags. Tap one of your tags to see all the reminders you've tagged with that word.





Messages App For Texting

Messages is one of the most popular apps on your iPhone. You can use it to send regular text messages, or free iMessages to others with an Apple device; and also to send pictures, videos and audio messages.

Messages in Focus

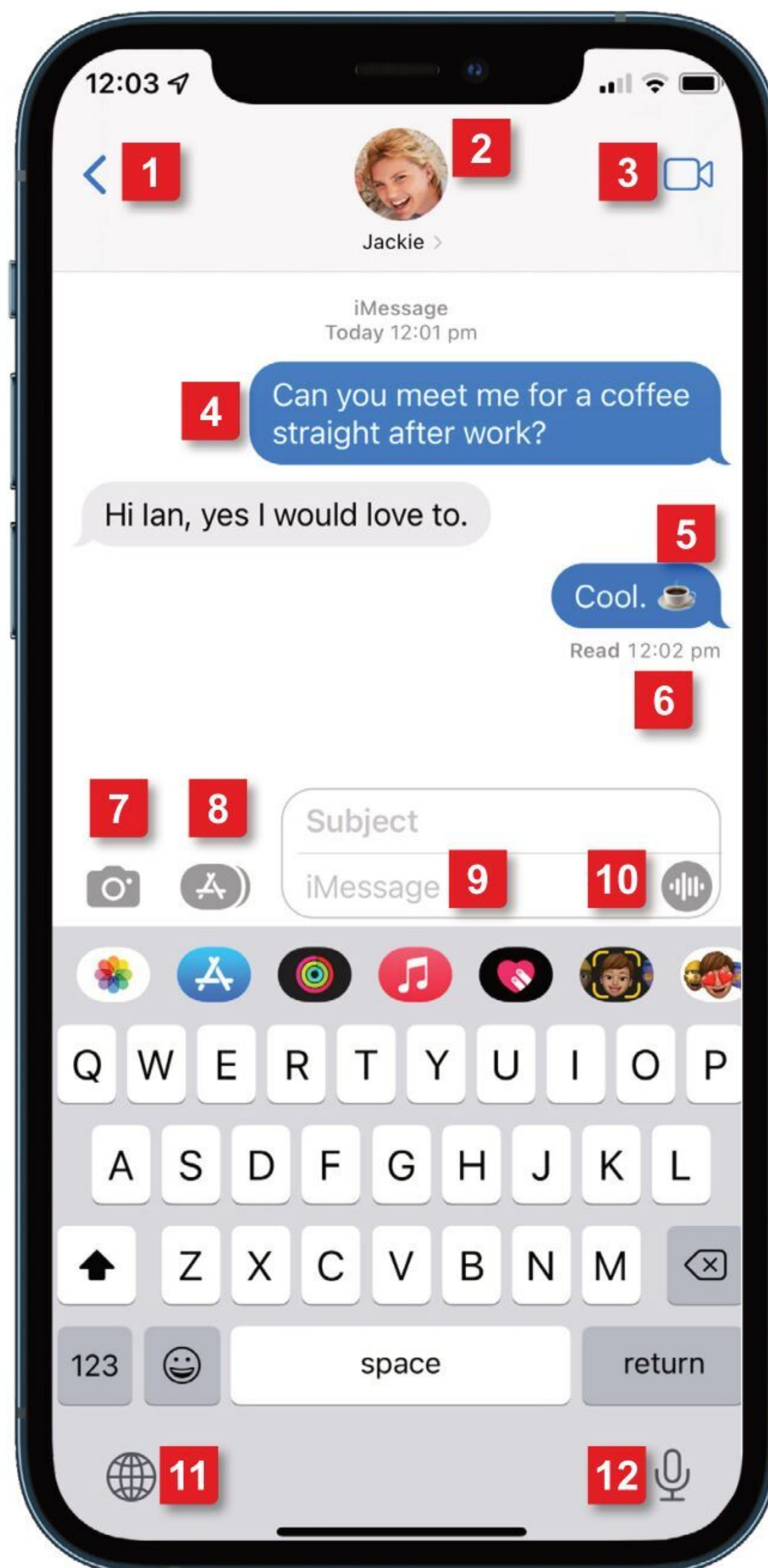
1 Tap here to take you back to the list of message conversations. Tap one of them to open, and if you wish, continue that conversation; such as the chat you see here.

2 This is the person you're chatting to. The picture is drawn from your Contacts app and is replaced by an initial if it's not available. Tap this pic for more options, including sharing your location, making a call or video call, send an email and more.

3 Tap the video camera icon here for a pop-up menu, offering FaceTime Audio and FaceTime Video calls. Tap one to make that call.

4 Your outgoing messages are on the right, incoming ones on the left. Received messages are grey. Sent messages are blue if sent to another Apple device using the free iMessage service, and green if they're sent to non-Apple devices as regular SMS messages.

5 Messages can contain attachments such as photos, videos or small pictures called emojis, such as smiley faces or the coffee cup picture seen within the message here.



6 When an outgoing message has reached its reader, it's labelled 'Delivered'. After it has been opened, this is replaced by the date or, if more recent, the time it was read.

7 Tap the camera icon to open the Camera app. Take a new picture and add it to your message.

8 This icon toggles between the App Drawer, which is seen below, and the predictive text bar found over the keyboard in a number of apps.

9 Type your message in this field. When you're ready to send, tap the blue arrow that appears at the right-hand side of the text field when you've typed something in here.

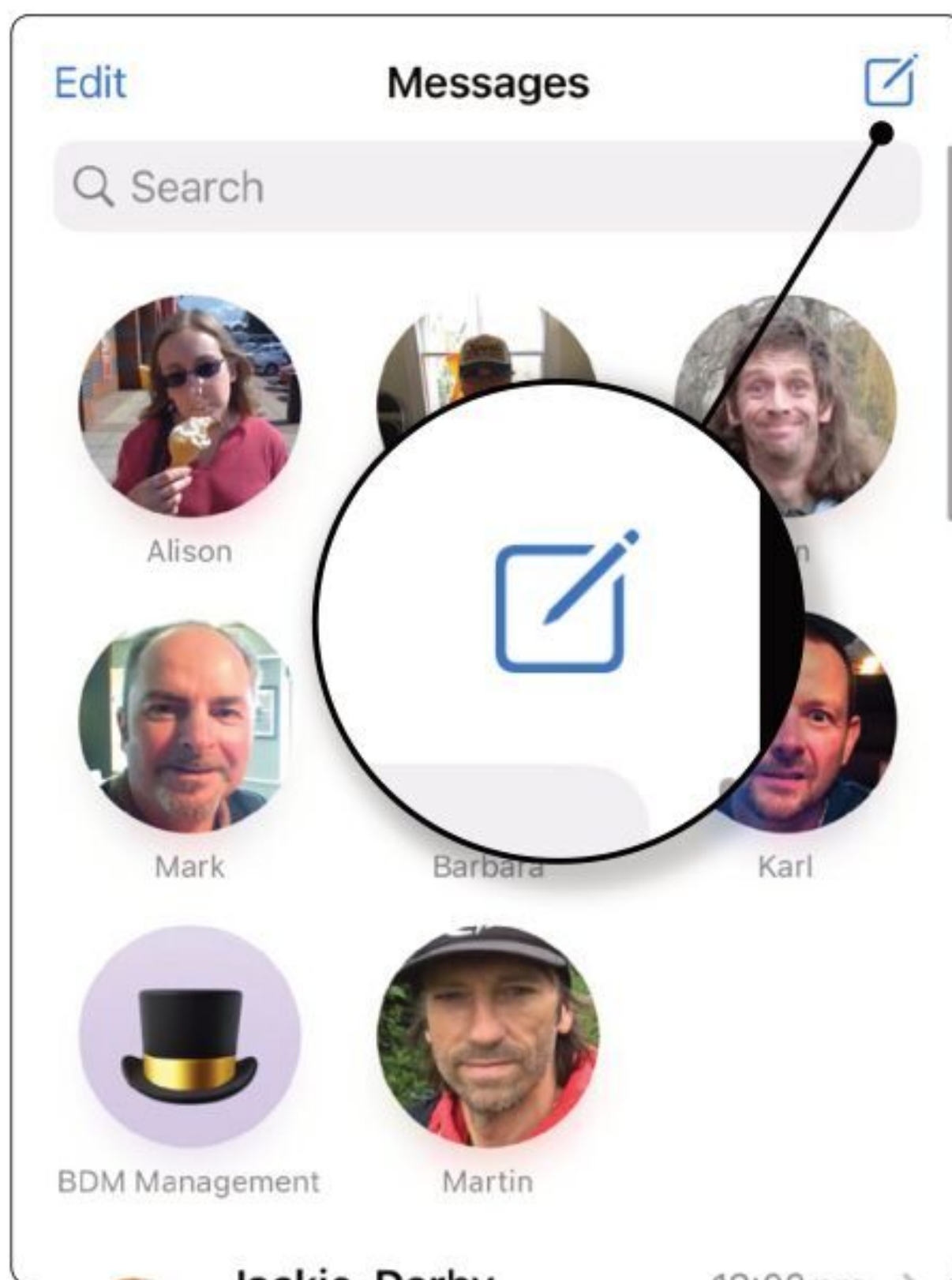
10 Tap and hold the icon here to record and send an audio message instead of text.

11 If you want to send an emoji, such as a smiling face or an object like the coffee cup seen above, tap and hold this key and then choose the emoji keyboard from the pop-up.

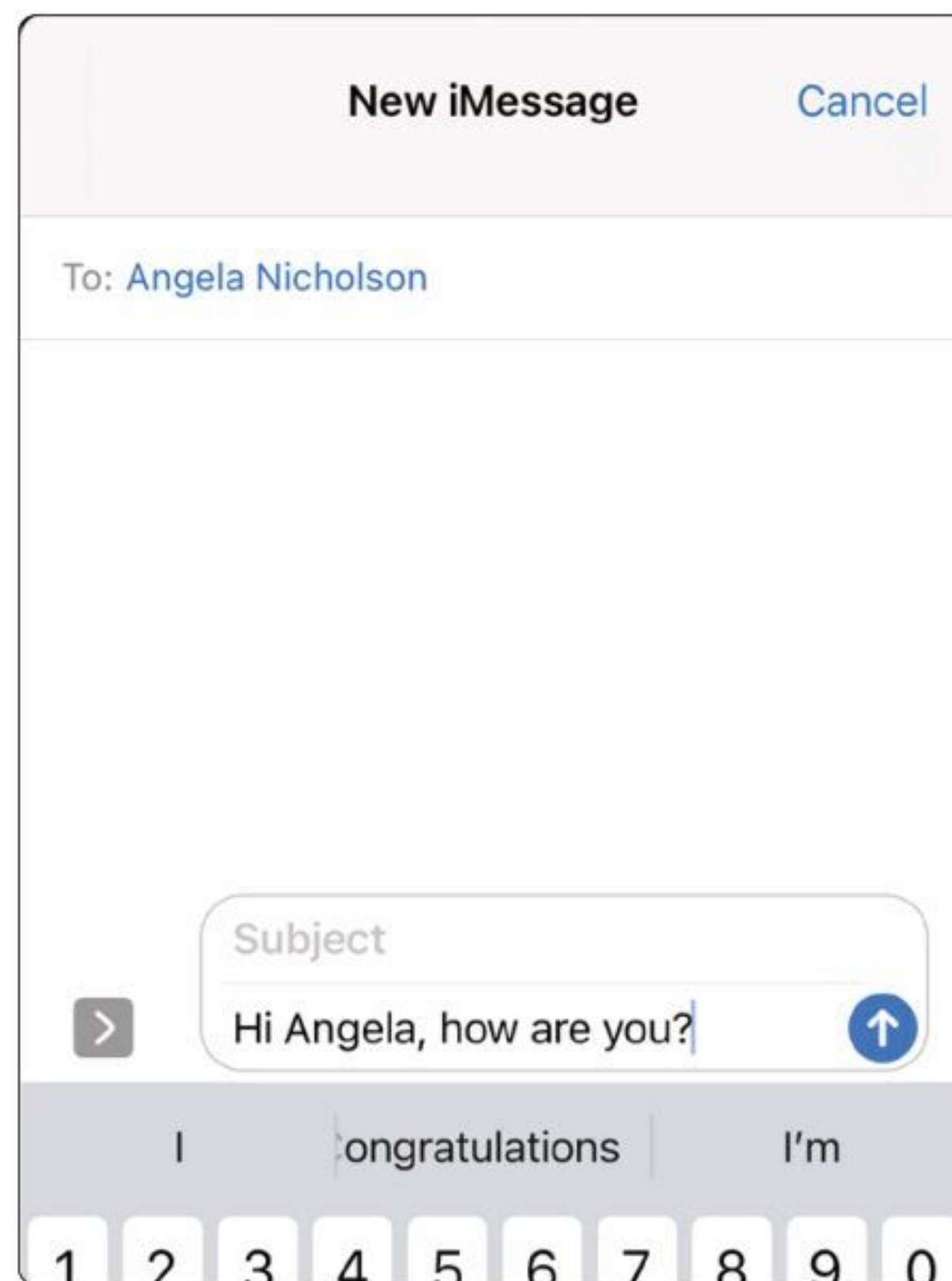
12 Tap here to dictate your message instead of typing it. Your words are converted to text as you speak.



Sending a new message

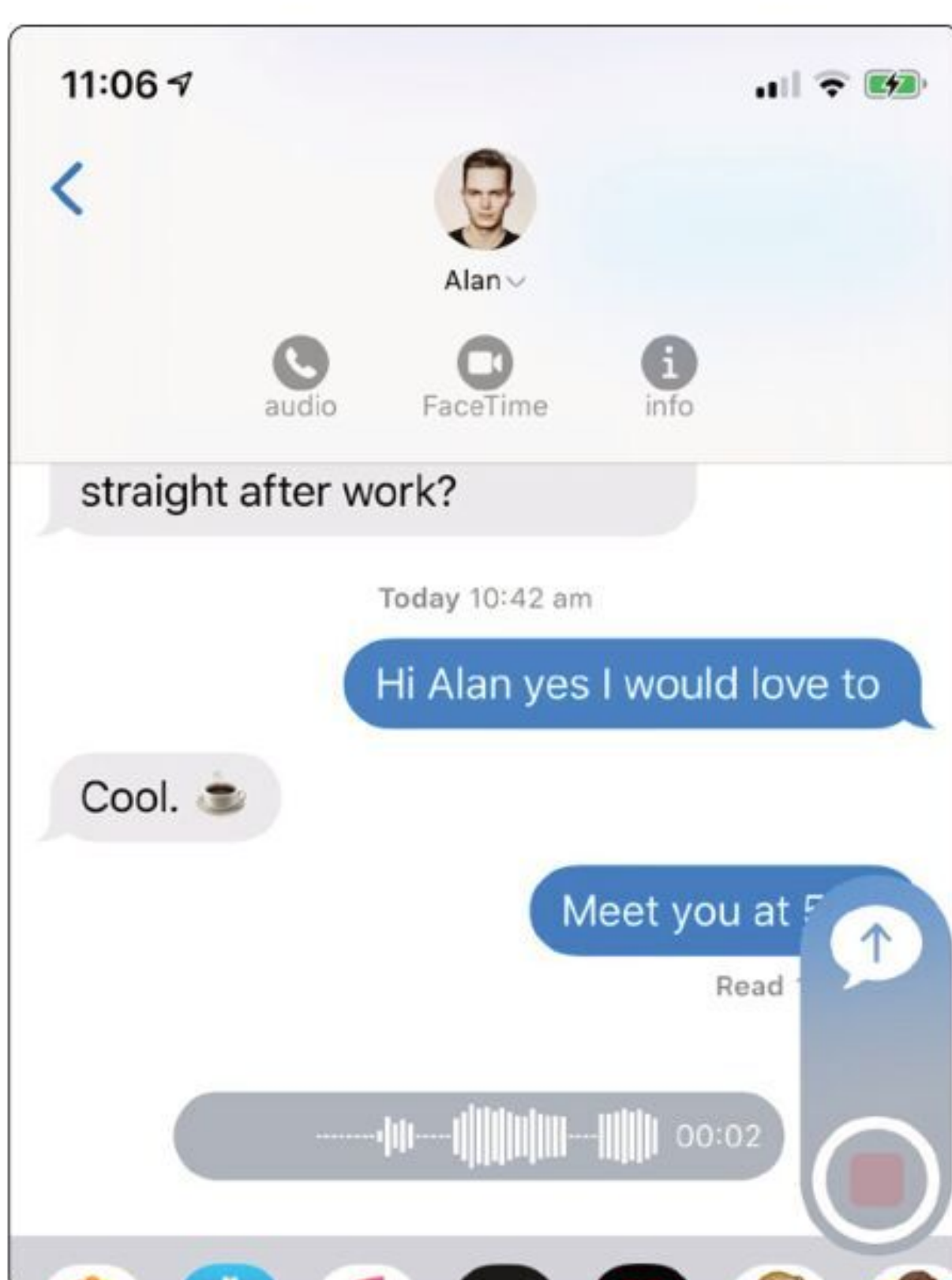


1 Tap the Pen and paper icon in the top right corner to open a new message. In the To field, type the mobile number or email address of the person you want to message. If that person is in your Contacts app, type their name instead, or use the + icon on the left.

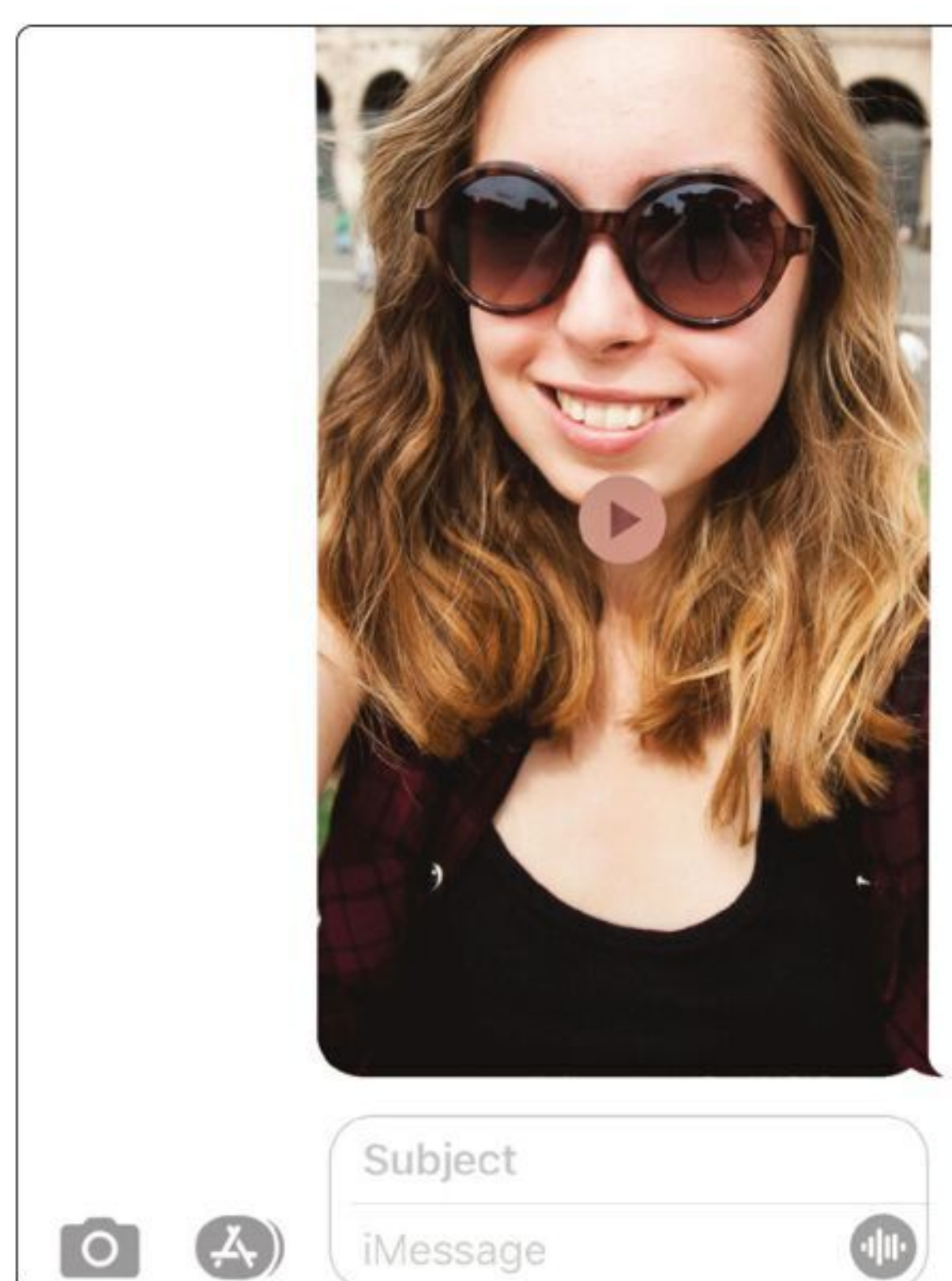


2 If the To field turns blue, it can be sent through iMessage (free). If it turns green, it's sent as a regular text message. If it turns red, the device you entered can't receive a message. When the other person is typing a reply, three dots in a speech bubble appear.

Voice and video messages



1 To send a voice message, tap and hold the wave form icon to the right of the text field. Speak your message and release when you're done. You can review your message by tapping the Play icon, and then send it by tapping the up-pointing arrow. If you're not happy with it, delete it using the X icon.



2 To send video messages, tap the Camera icon to open the Camera app, from where you can select Video and record your movie in the usual way. When you're finished, either tap the blue arrow to send, Done to add text before sending, Play to review it, or Retake if you dislike the recording and want to try again.

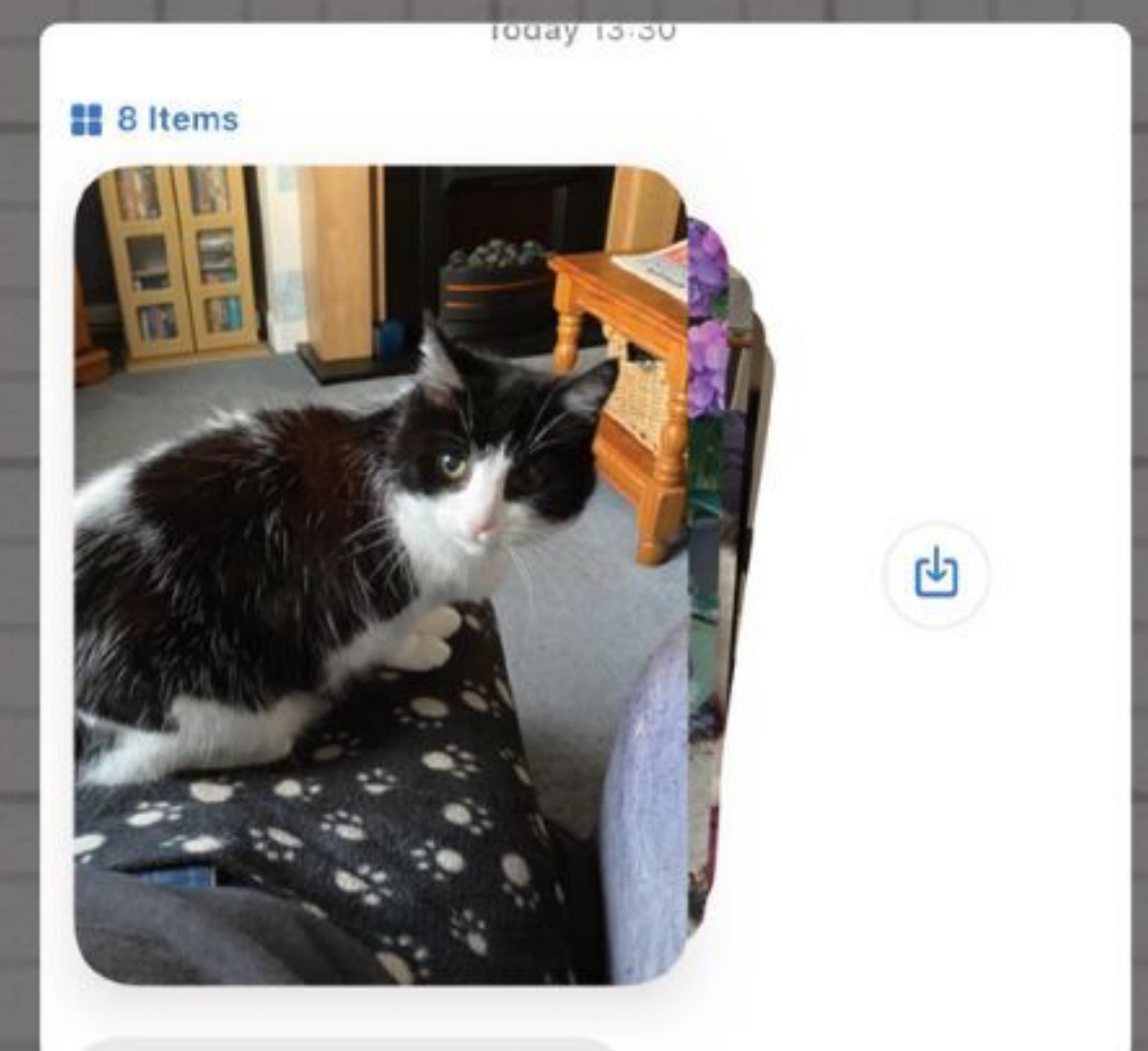
15

Advanced Tips & Tricks

Photo Management

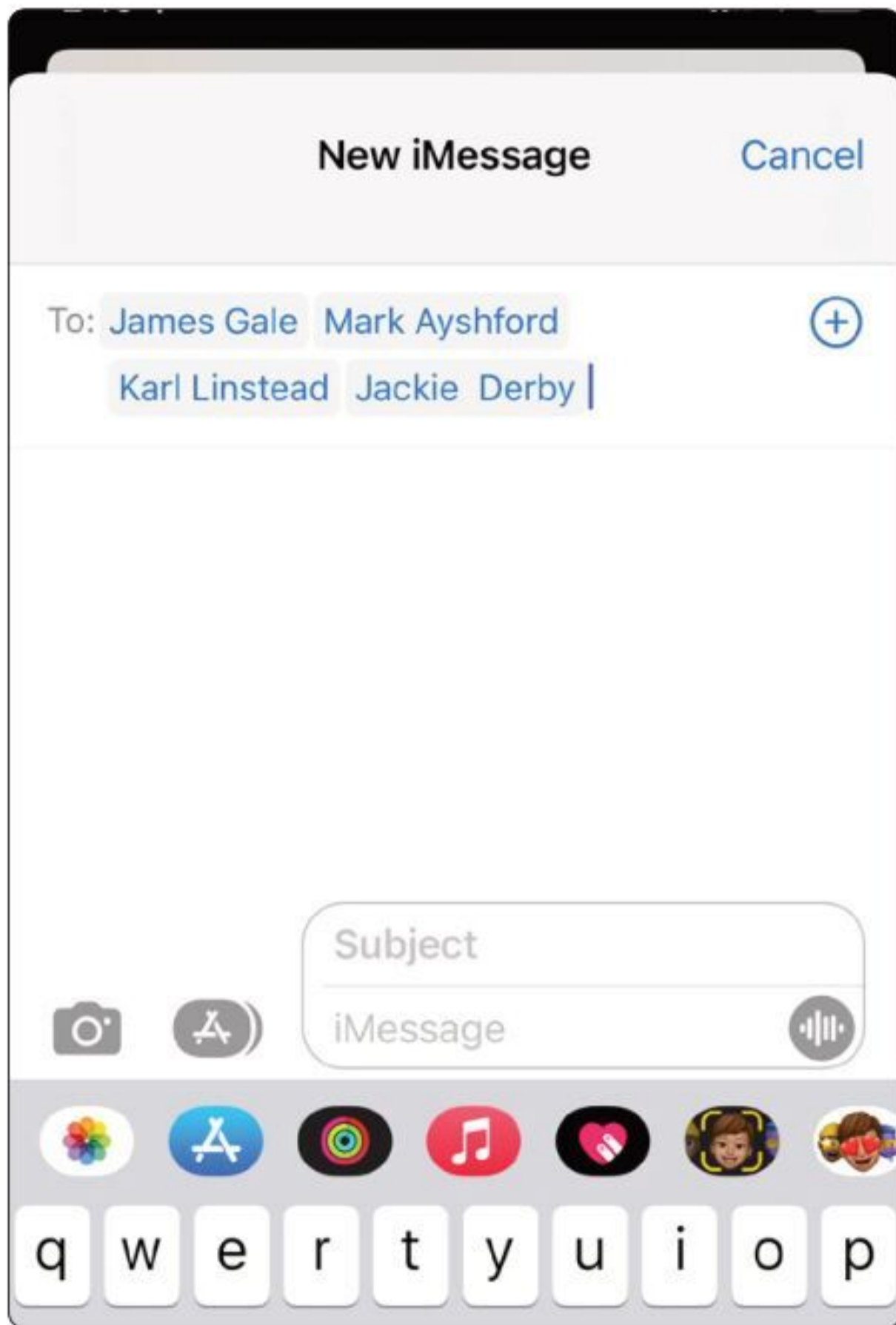
The way the Messages app deals with photos and other attachments has been overhauled for iOS 15.

To send a photo, tap the Photos App icon at the bottom of a Messages conversation and you see a grid of photographs from your Photos App. Tap as many as you like to select them. You can now choose which order they're placed in your message. Just tap them in your chosen order, and they're numbered instead of ticked. To unselect a photograph, simply tap it a second time and the number disappears. When you're ready, tap Add in the top-right corner and the photos are added to your outgoing message. Here, you can scroll the pictures left and right to review them. Each has a cross in the top-right corner – tap it to remove that particular picture. You can then add your text message in the comment field. Press the up-pointing arrow to send it, as always.

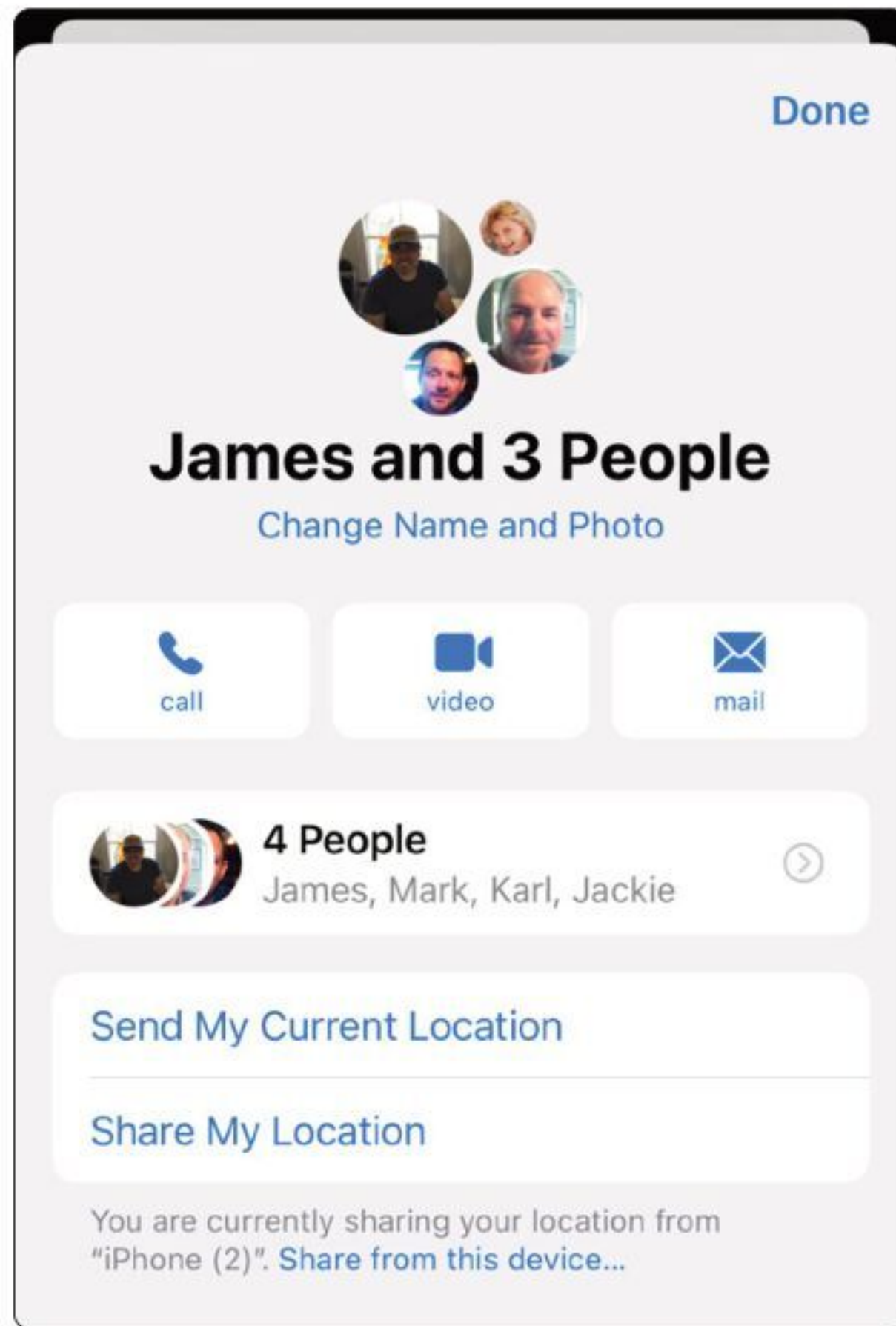


Attachments that are sent by or received by you appear in your Messages conversation as a stack. Above this stack is a small icon followed by the number of items in that stack; and for received items, to the right of the stack is an icon that looks like the the Sharing icon upside down. To flick through the items in your stack, tap the stack and swipe them left and right. Tap the icon and number of items above the stack to see them all as a grid. Tap the inverted Sharing icon to download the photos to your Photos app.

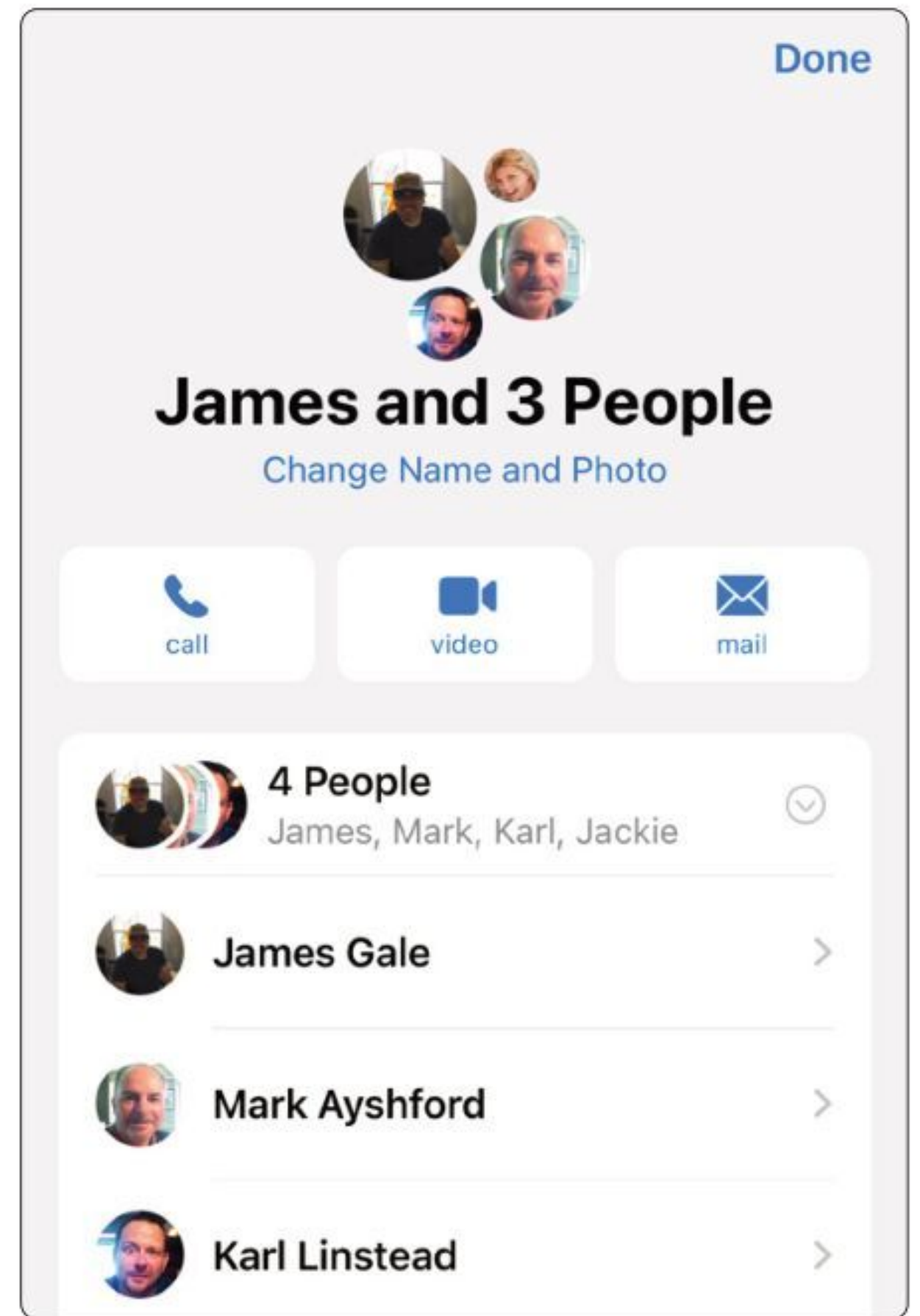
Group Messages



1 You can add multiple recipients to start a group conversation, just by typing more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.

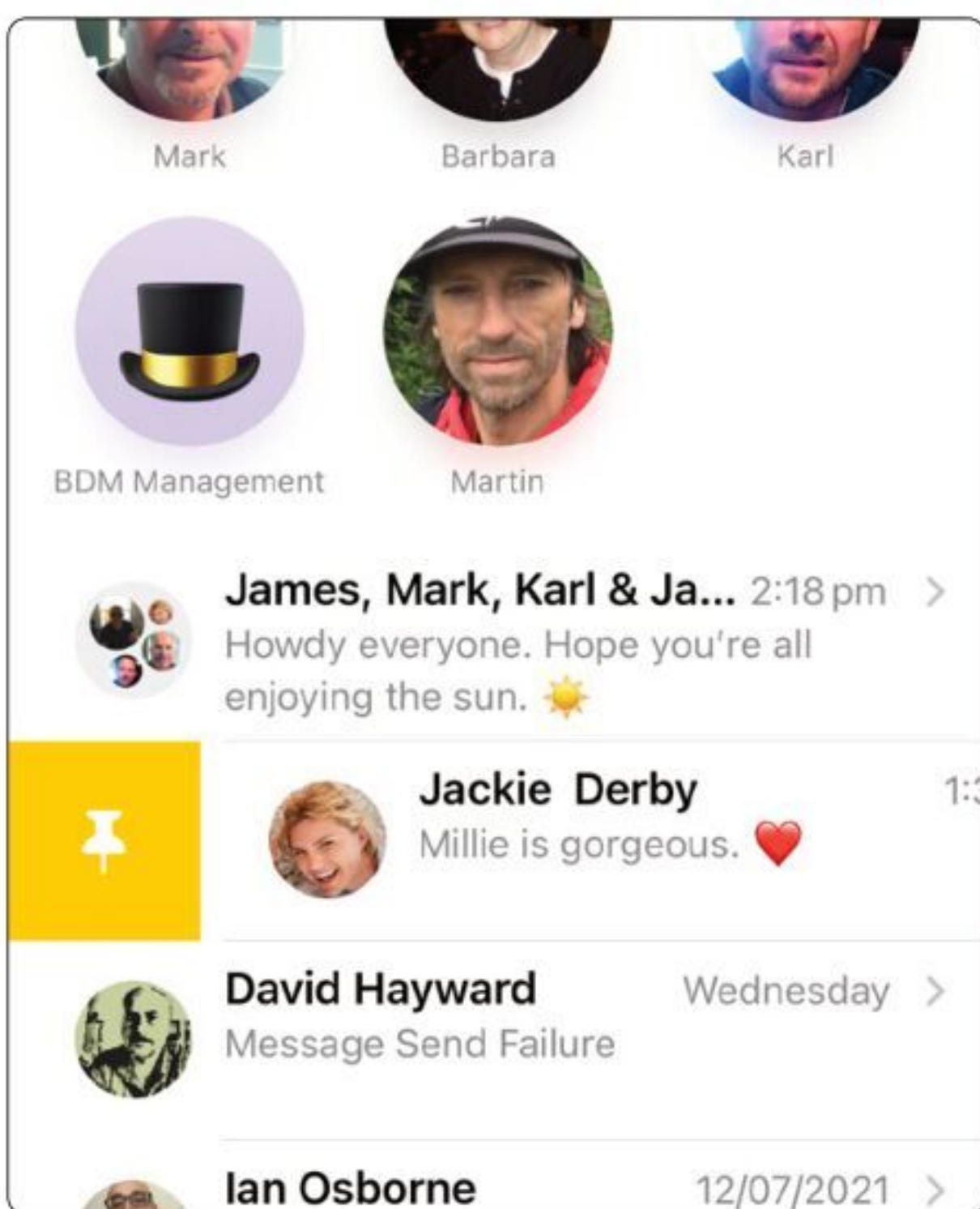


2 Access unique controls by tapping the People icons at the top of the screen, then tapping 'i'. Tap the Change Name and Photo link under the icons to rename the group, and give it a picture of its own. Swipe a name left and tap Remove to delete someone from the group.



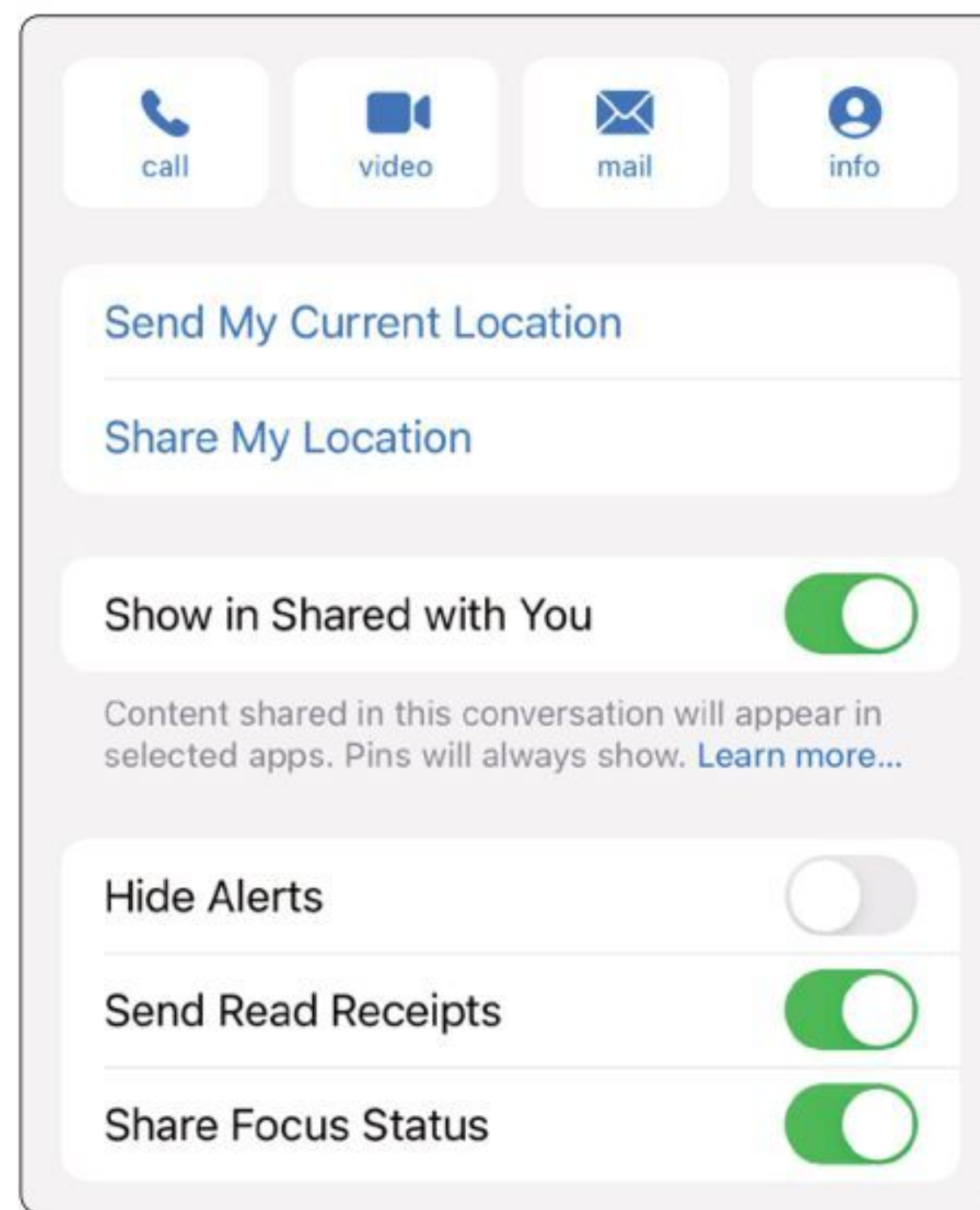
3 Tap People and then tap Add Contact to add someone to the group. Use location links to let everyone know where you are. Type a name of someone in the group to send the message to that person alone. Long tap a message to reply directly to that specific message.

Pinned Messages



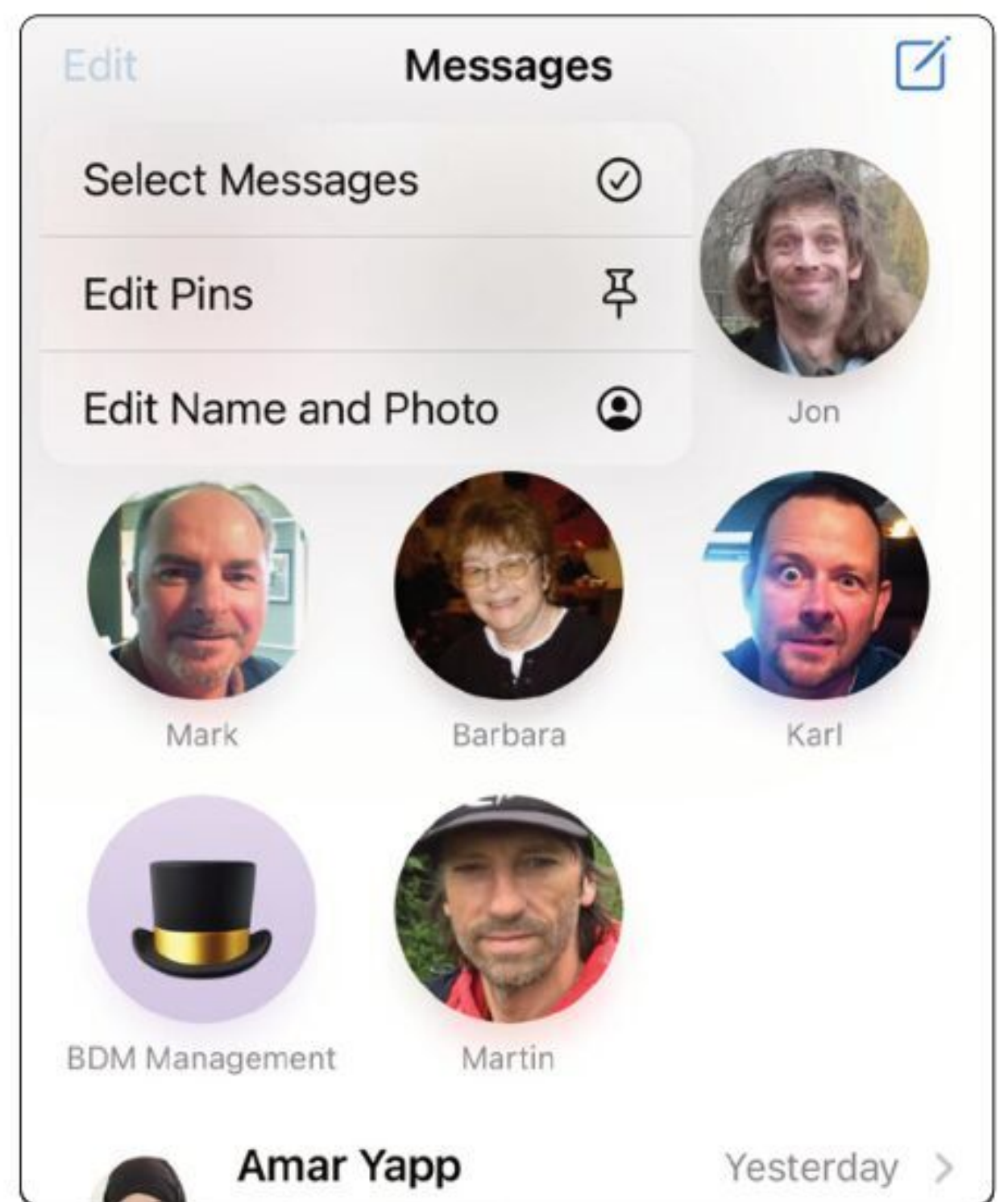
Tap and hold a conversation, or swipe it right, then tap Pin to keep it at the top of your Messages screen. The circular conversations at the top of this screen are pinned; you can have up to nine. To unpin a pinned conversation, tap and hold it, and then tap Unpin.

Details Window



Open a message and tap the icon pic at the top for the details screen. From here, you can initiate an audio or video call, send an email, access that person's Contacts card (info), send or share your location and more. Scroll up for attachments to and from that person.

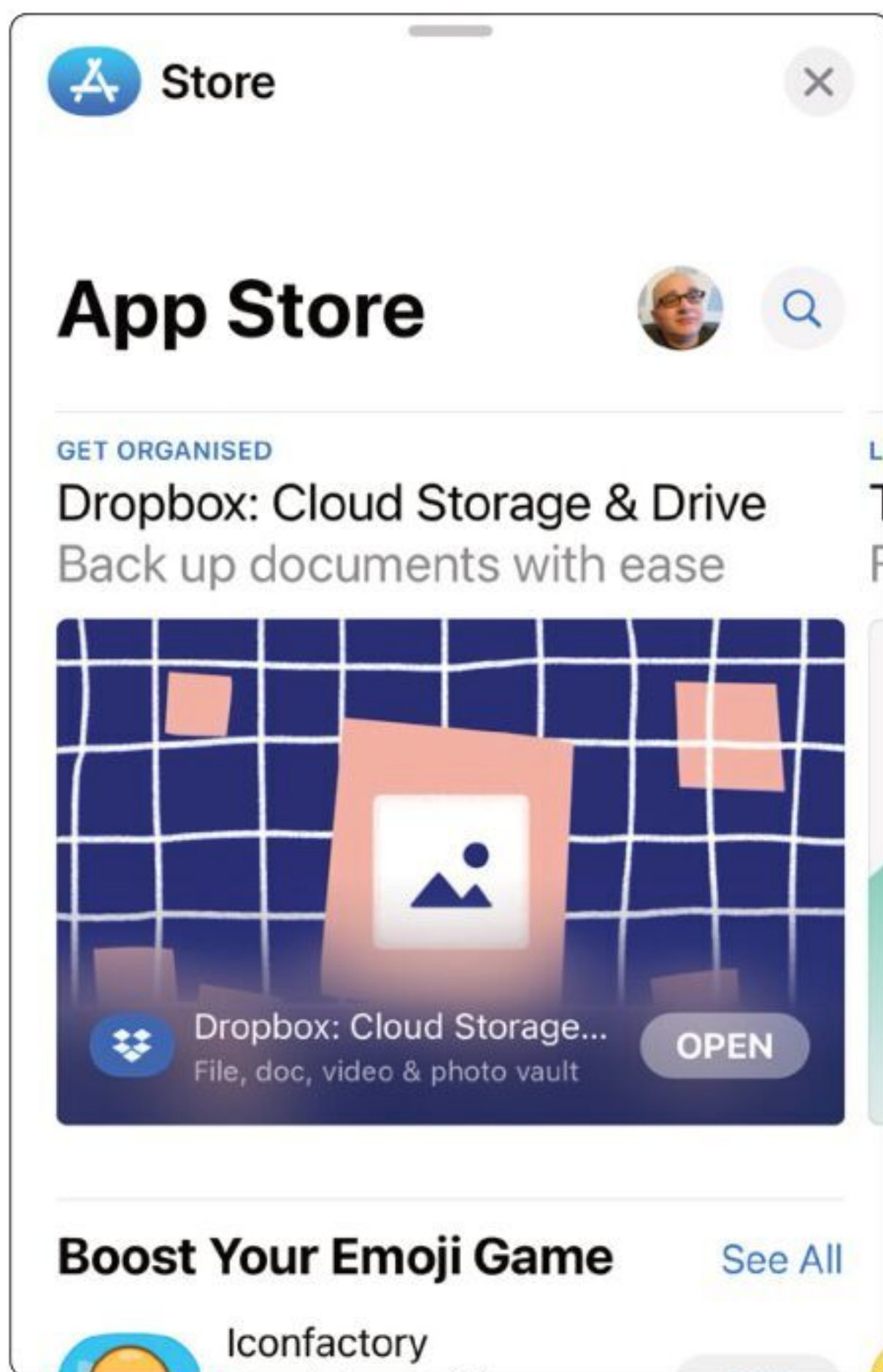
Messages Profiles



On the Messages screen, tap Edit (top-left) for a pop-up. Tap Edit Name and Photo. Tap your initials to choose a photo or a memoji, and set your display name. You can then turn on Name and Photo Sharing, so this name and photo are shared when messaging.

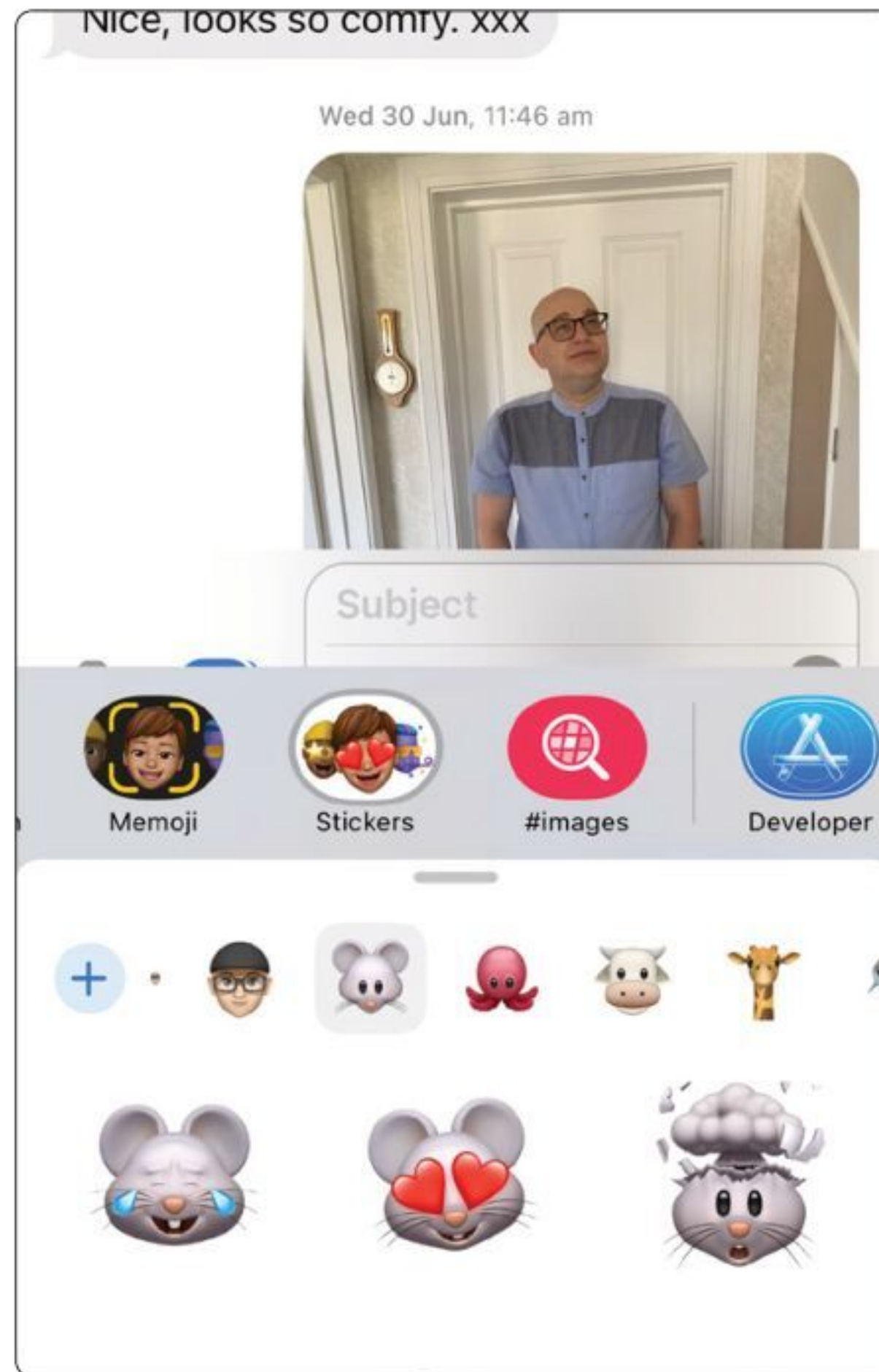


The App Drawer



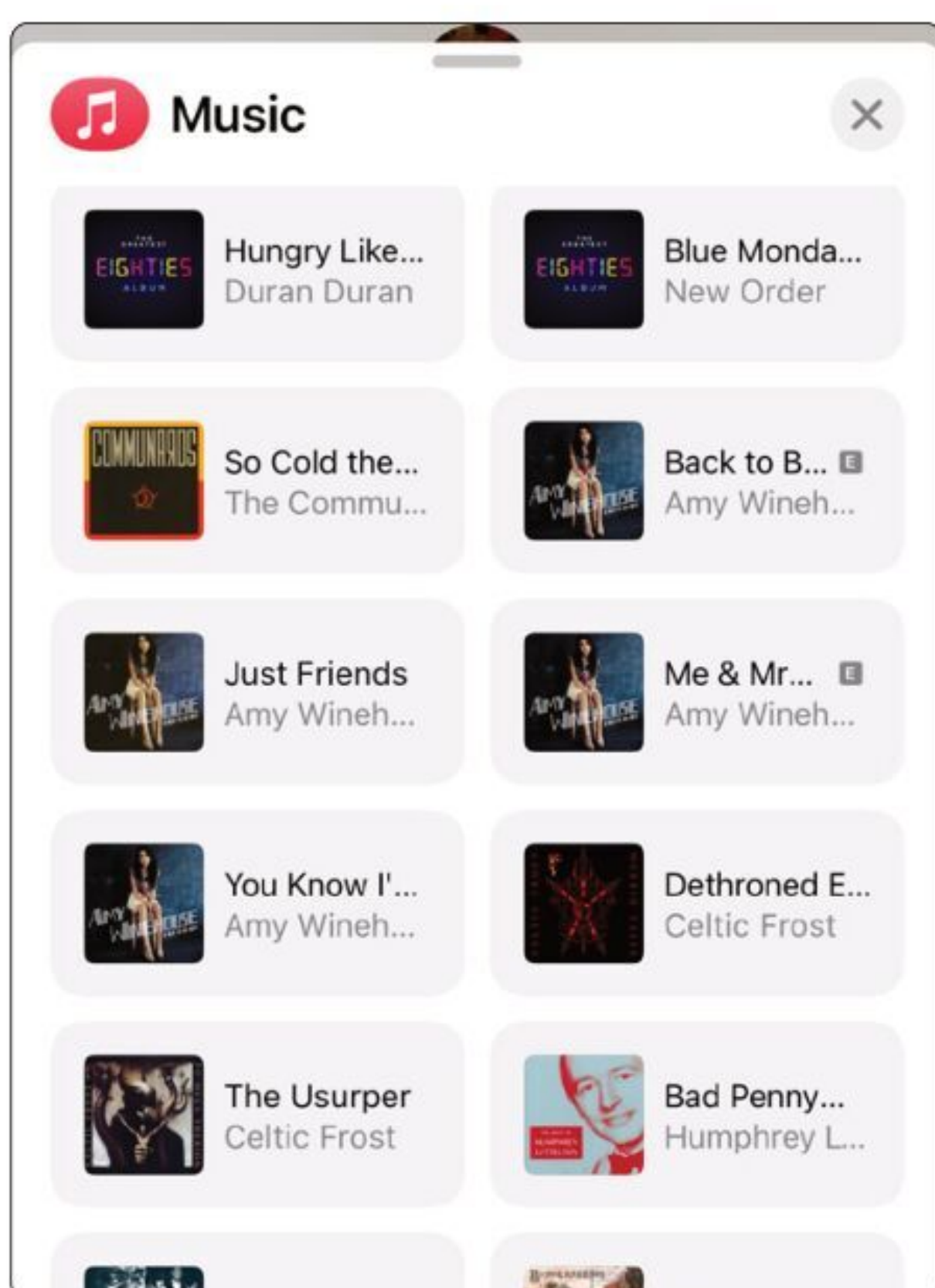
Basics

Tap the App icon next to the text field to open the App Drawer. Tap on the blue app icon on the left to go to the App Store where you can get stickers, games and apps to use in your messages. Some of these sticker packs are free too.



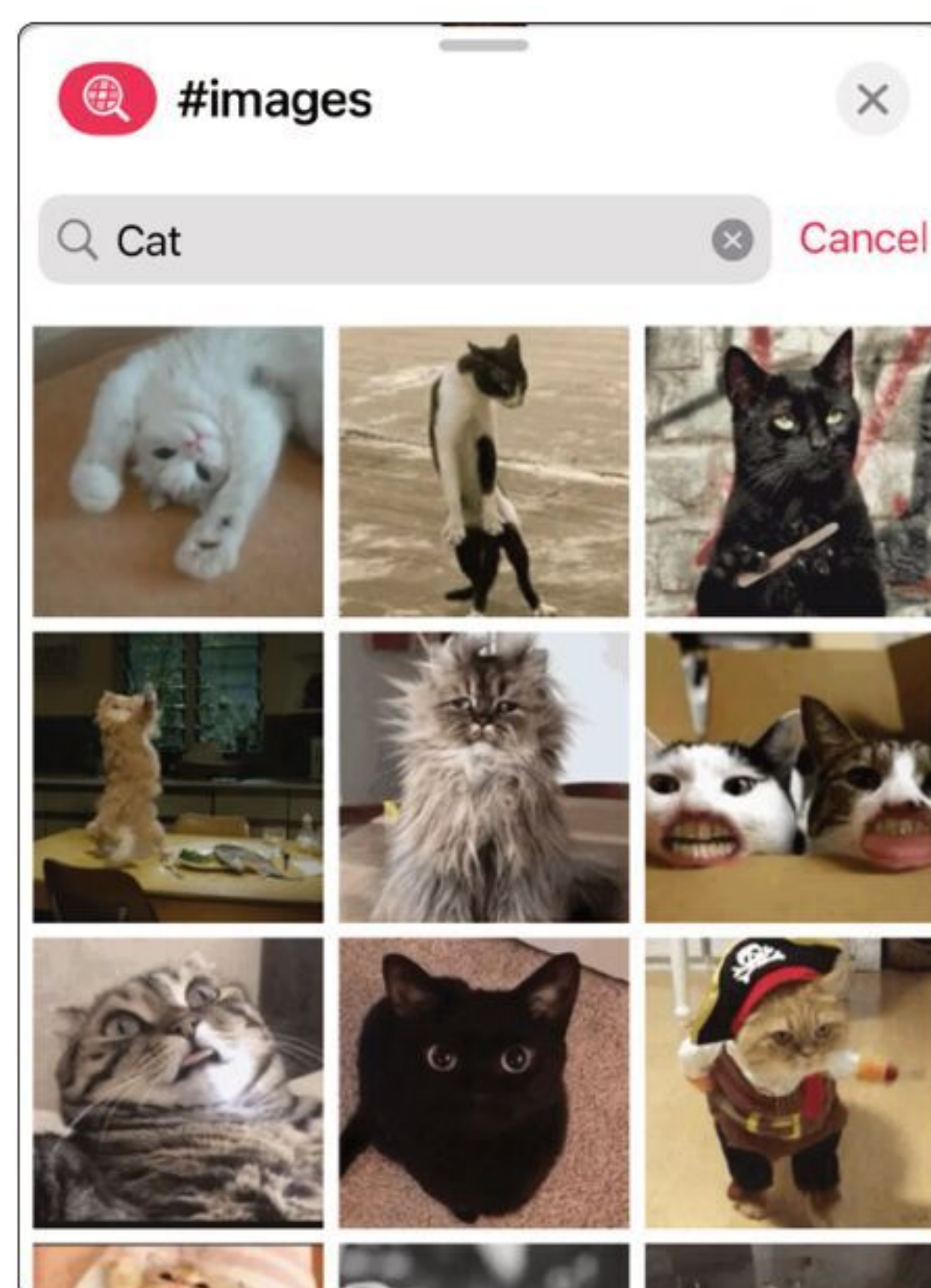
Stickers

Tap the Stickers icon (showing a face and hearts) to access your stickers. Scroll the top row right or left to choose from memoji, animoji and sticker packs you've installed yourself. Scroll the bottom two rows up and down to choose a sticker.



Music

To share something you listened to on Apple's Music streaming service, tap the Music icon and then tap the album or song you want to share to send a link. This can only be played if the recipient is an Apple Music subscriber too.



Images

Tap the Magnifying glass icon for a selection of images for your messages. There are all sorts of animated pictures on offer; scroll up for more. You can also use the search bar at the top of the images to find exactly what you want.

15 Advanced Tips & Tricks

Shared with You

A new addition for iOS 15, Shared with You makes attachments such as photos, videos, links, news articles, music, TV shows and more available in their respective apps as well as in the Messages conversation. Photographs, for example, appear in the Photos app. The apps in question are as follows:

Photos & Videos: In the Photos app, tap For You and scroll to Shared with You. Tap See All to take a look at every photo that's been shared with you in Messages. To save some to your main Photos collection, tap Select, tap the ones you want to save, then tap the Sharing icon. Choose a save option from there.

Web Links: Unsurprisingly, shared web links are found in the Safari app. Open Safari, tap the Tabs icon and then the Plus icon to open a new tab showing the Start page. Scroll it up to get to the Shared with You section, which shows web links that were shared with you, and the person who shared them.

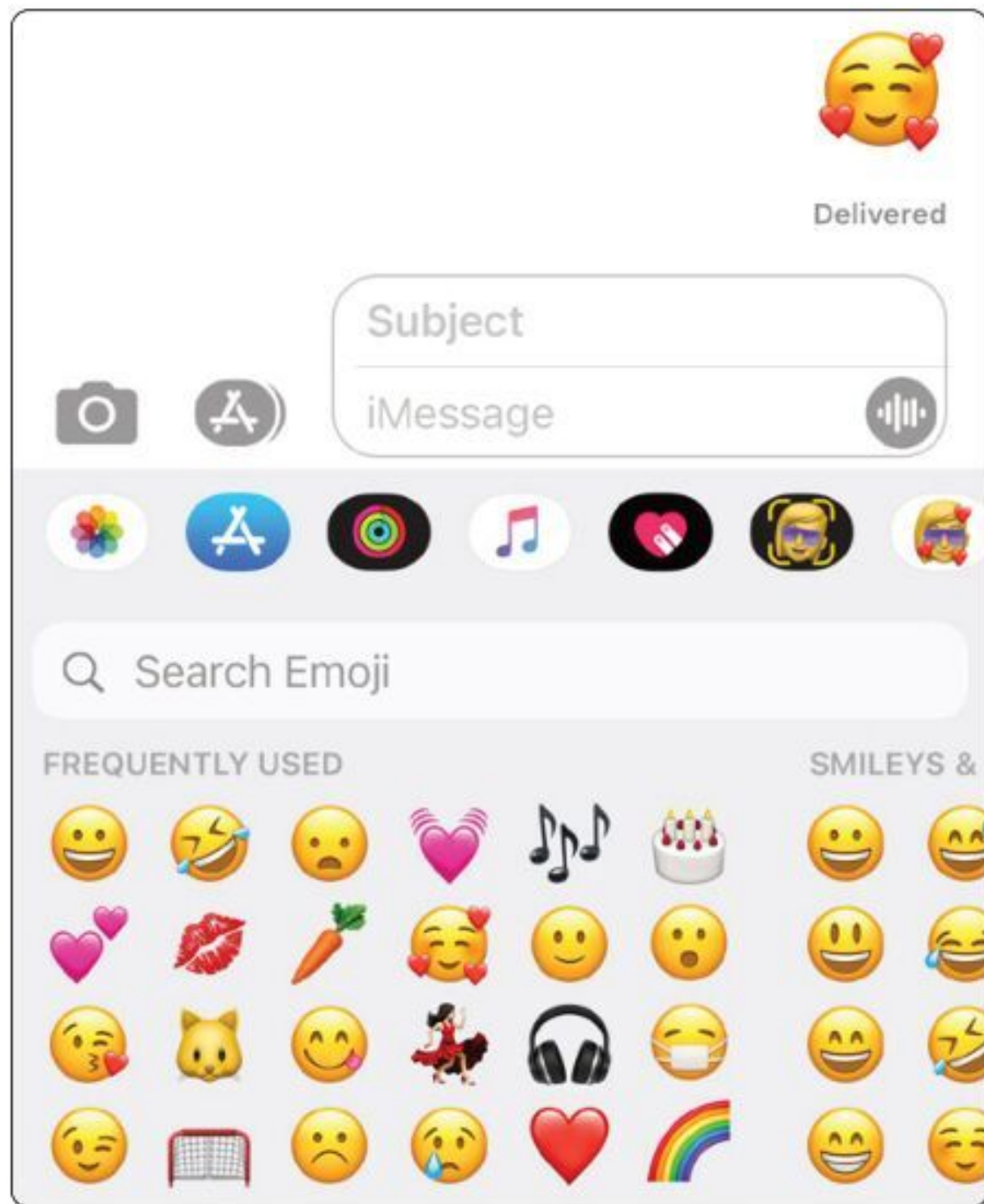
Apple Music: The Music app also has a Shared with You section, which collates and displays links shared from Apple Music through Messages. To find this Shared with You section, go to Listen Now and scroll up.

Apple TV Links: If someone shares an Apple TV link with you in Messages, you can pick it up in the Shared with You section of the Apple TV app. Find it under Watch Now.

Apple News Links: If someone messages you a link to an Apple News article, it's found in the News app, in the Today section. The Shared with You links are found near the top of this collection, underneath Top Stories.

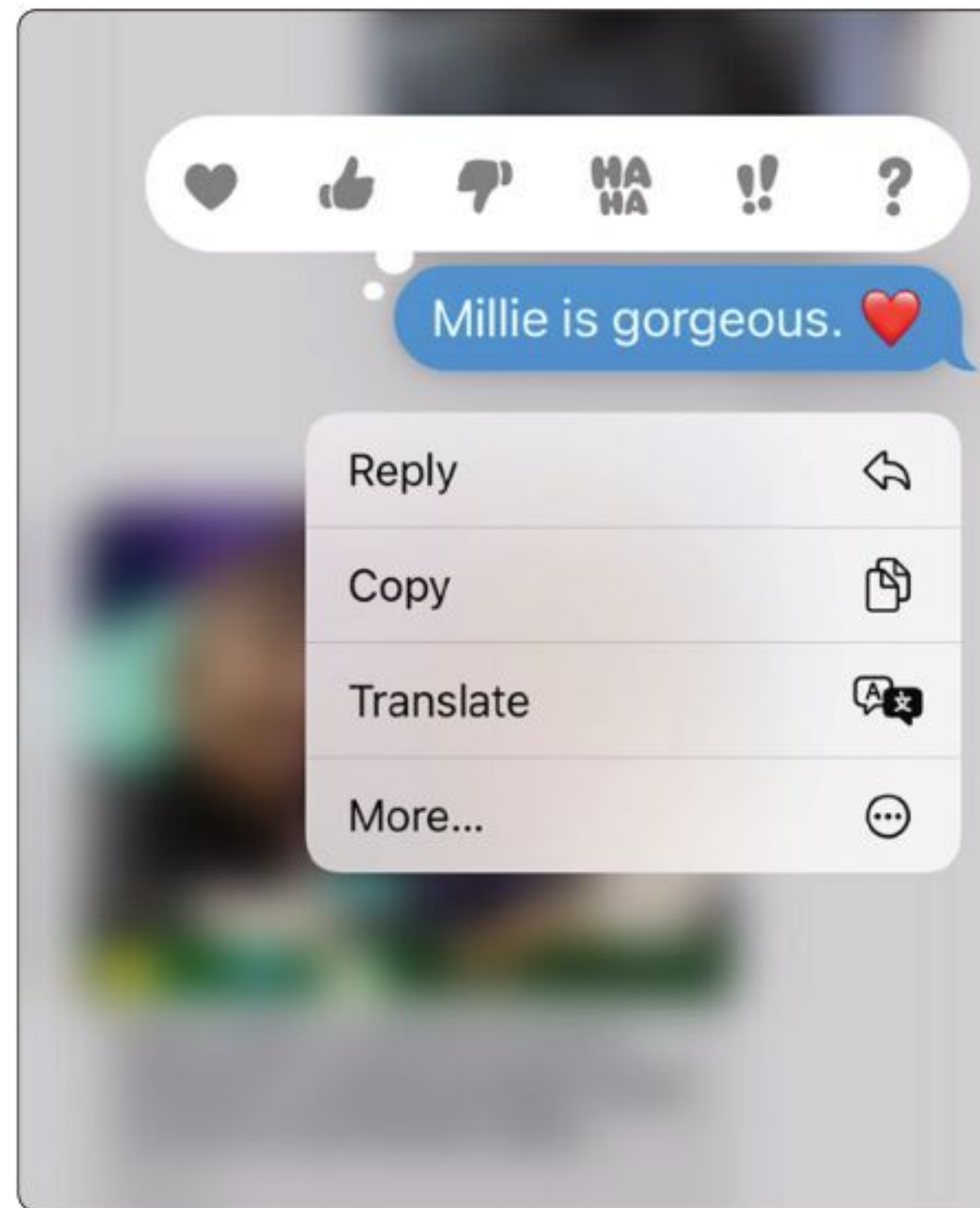
Podcasts: Finally, an Apple Podcasts link shared in Messages also turns up in the Shared with You section of the Podcasts app. To find it, open the Podcasts app, tap Listen Now at the foot of the screen, and scroll up.

More great Messages features



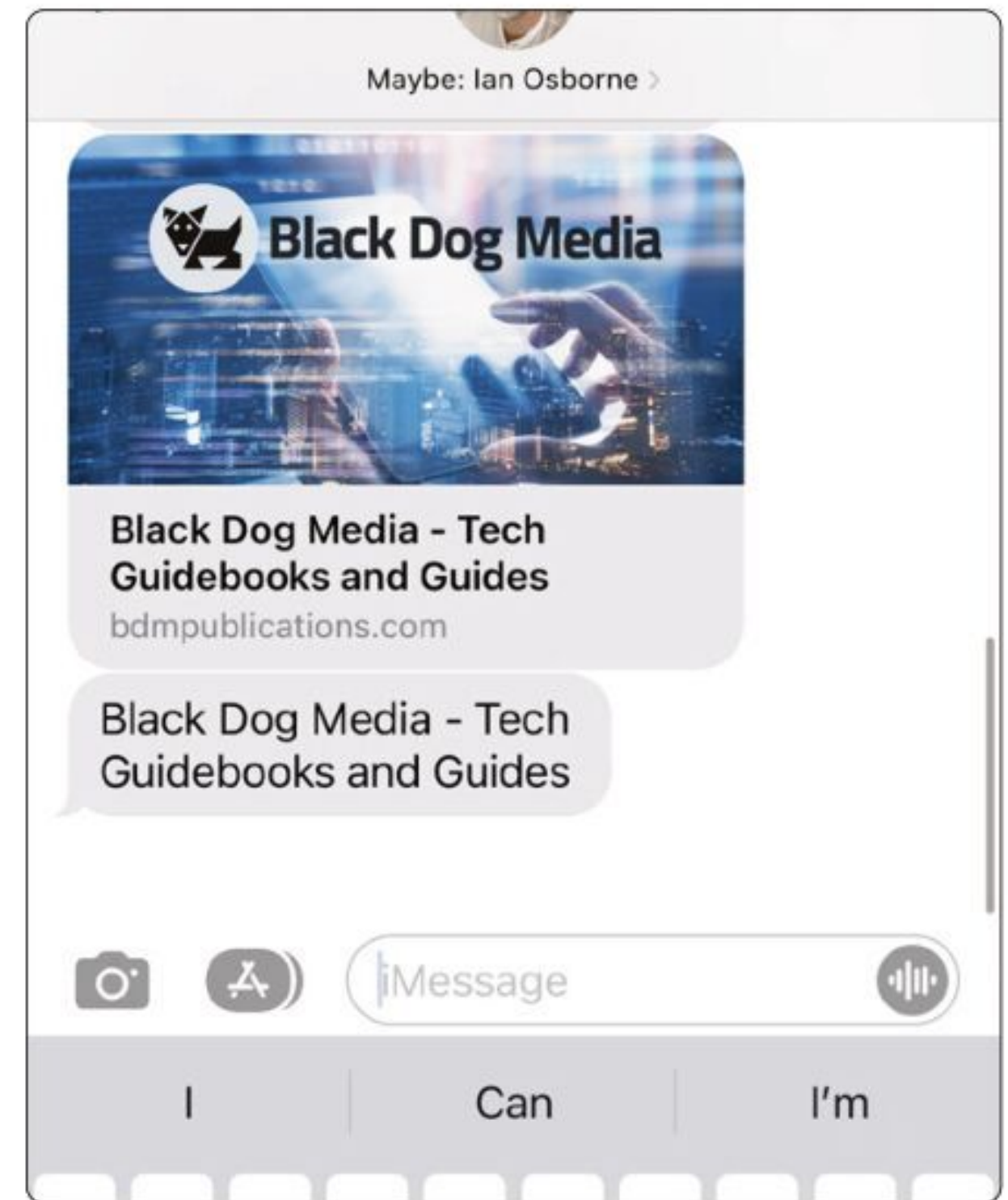
Using emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.



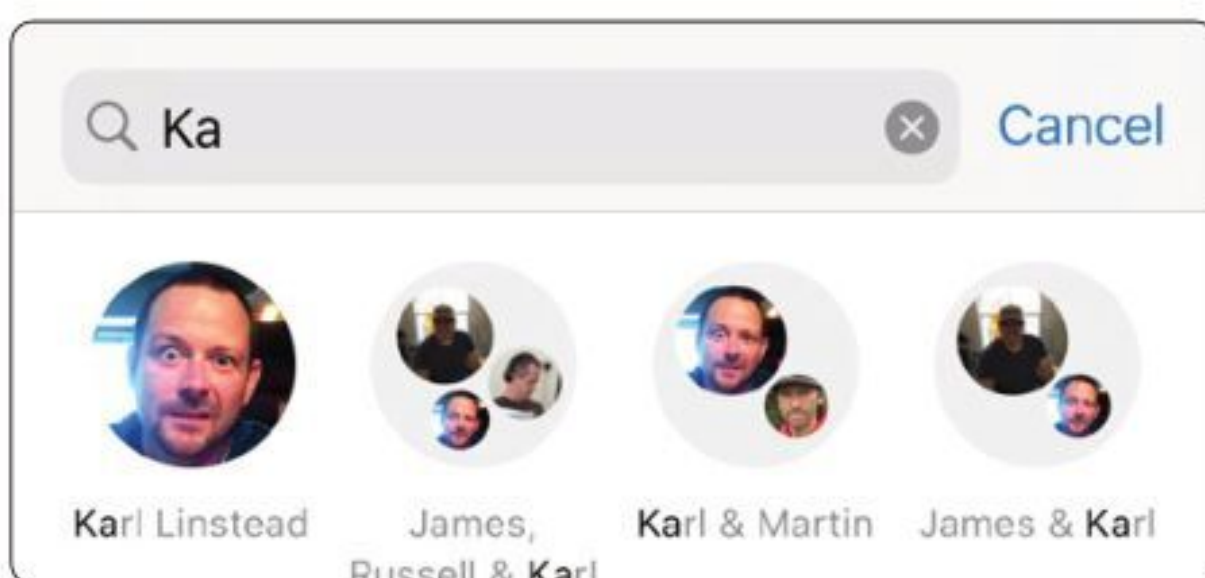
The hold bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a thumb icon, send a heart, a laugh or question mark and more.



Rich links

When someone sends you a web link in a Messages conversation, you get a preview of the website, right there in the message. All you have to do is tap the link to go straight to the linked site in Safari.



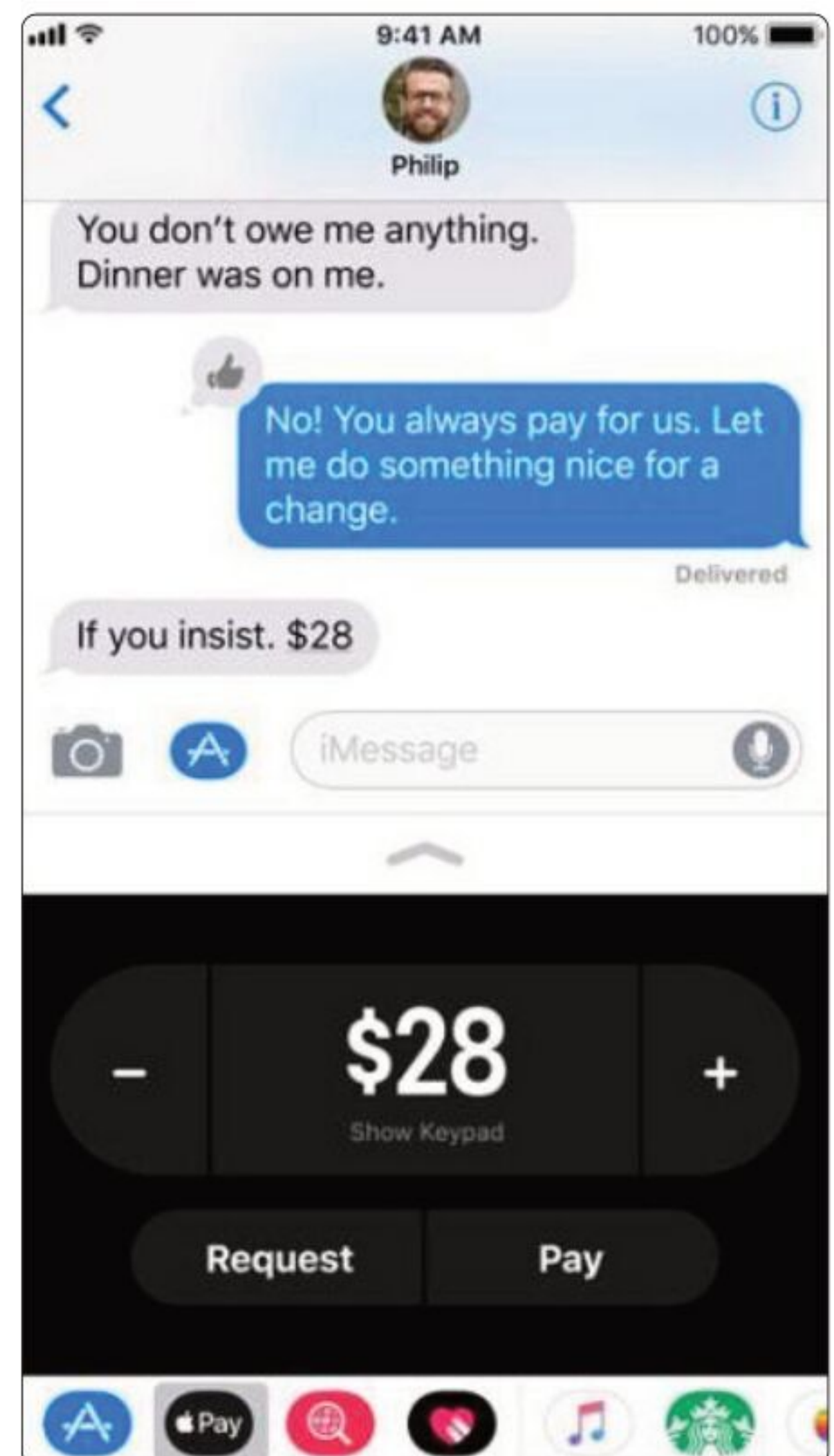
Search features

Pull down the Messages screen to see the Messages app's search field. Tap it, and you're offered recent people, links, photos, and locations. Start to type, and these suggestions are streamlined, and conversations are added.



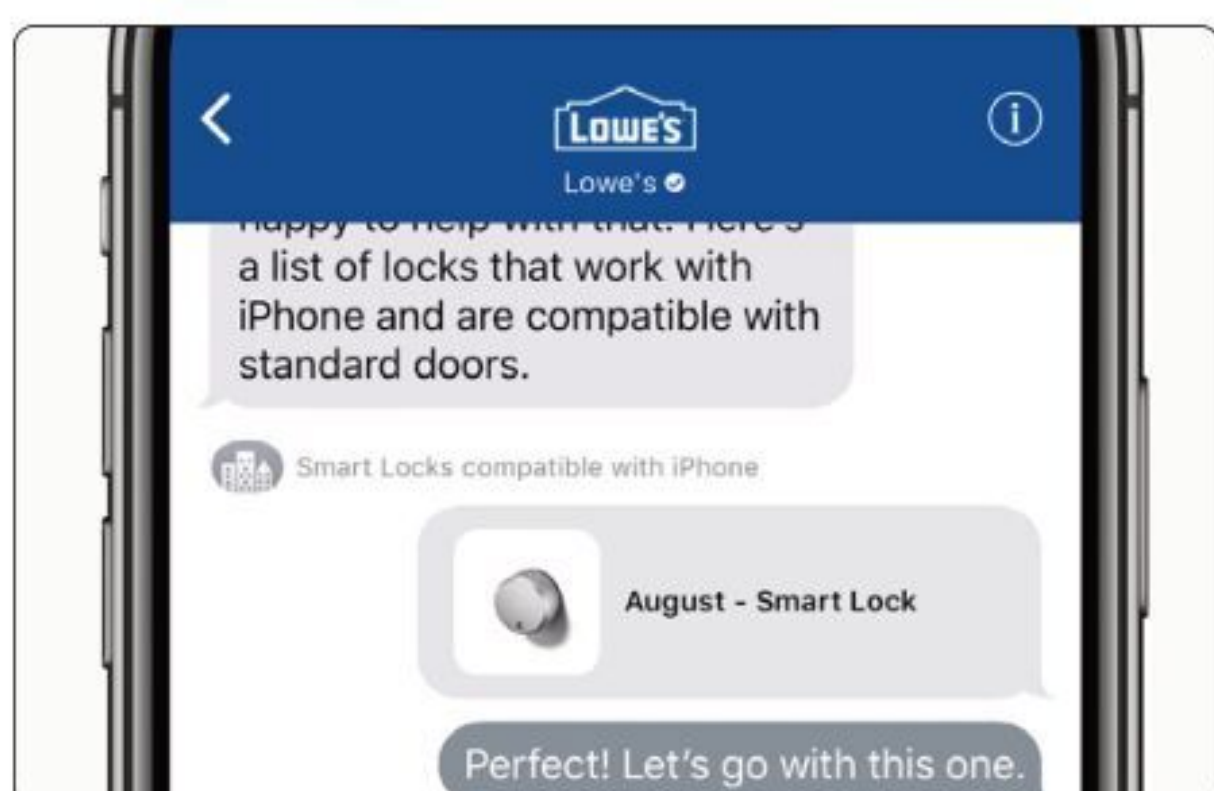
Scribble and draw

Turn the iPhone into landscape orientation and on the virtual keyboard, tap the 'squiggle' key in the bottom right. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message.



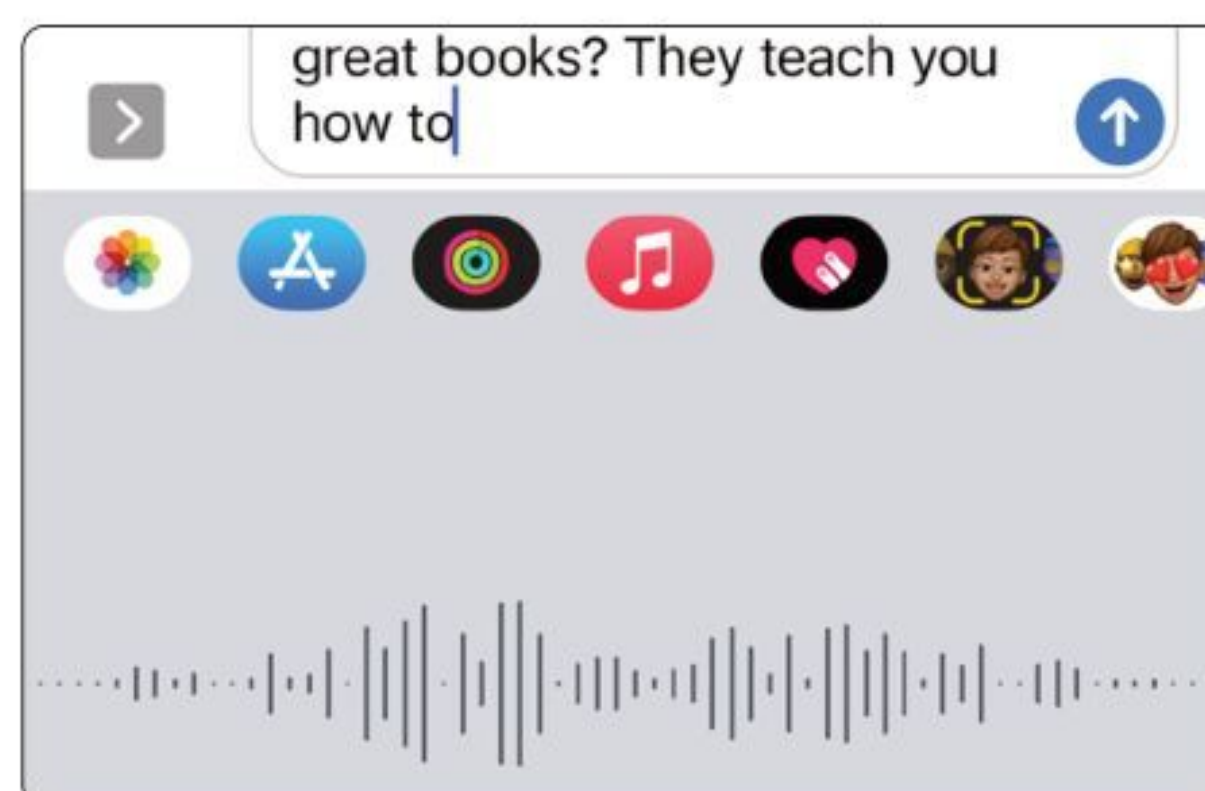
Apple Pay

You can send money through Apple Pay in Messages, assuming your iPhone is capable of using this feature. Tap the Apple Pay icon and follow the instructions to send money. This feature is not yet available in every territory.



Business chat

Business Chat lets businesses connect with customers using Messages. You can chat to a salesperson or customer services, schedule an appointment or make purchases. Start a Business Chat conversation from Safari, Maps, Spotlight and Siri.

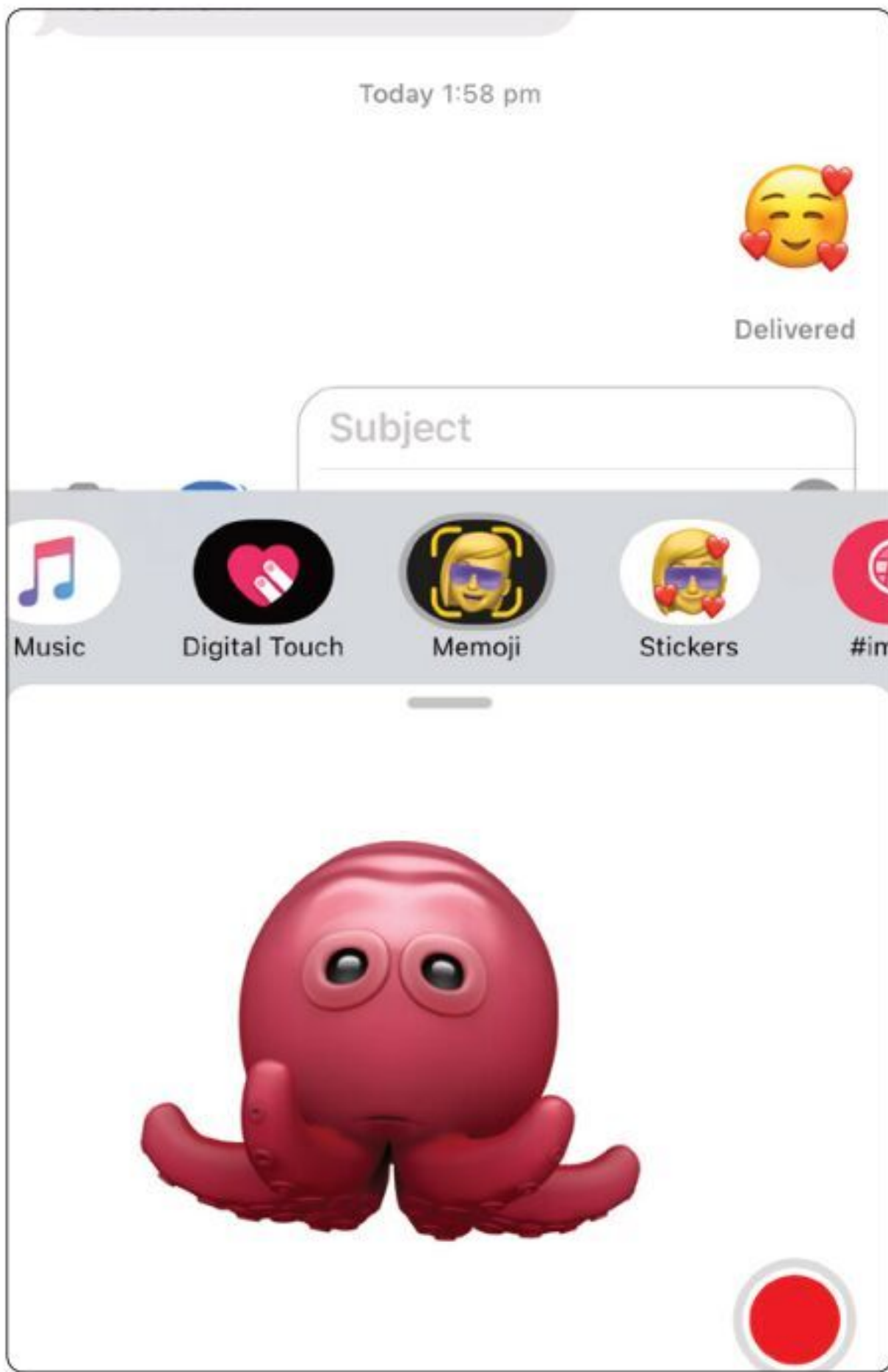


Dictation

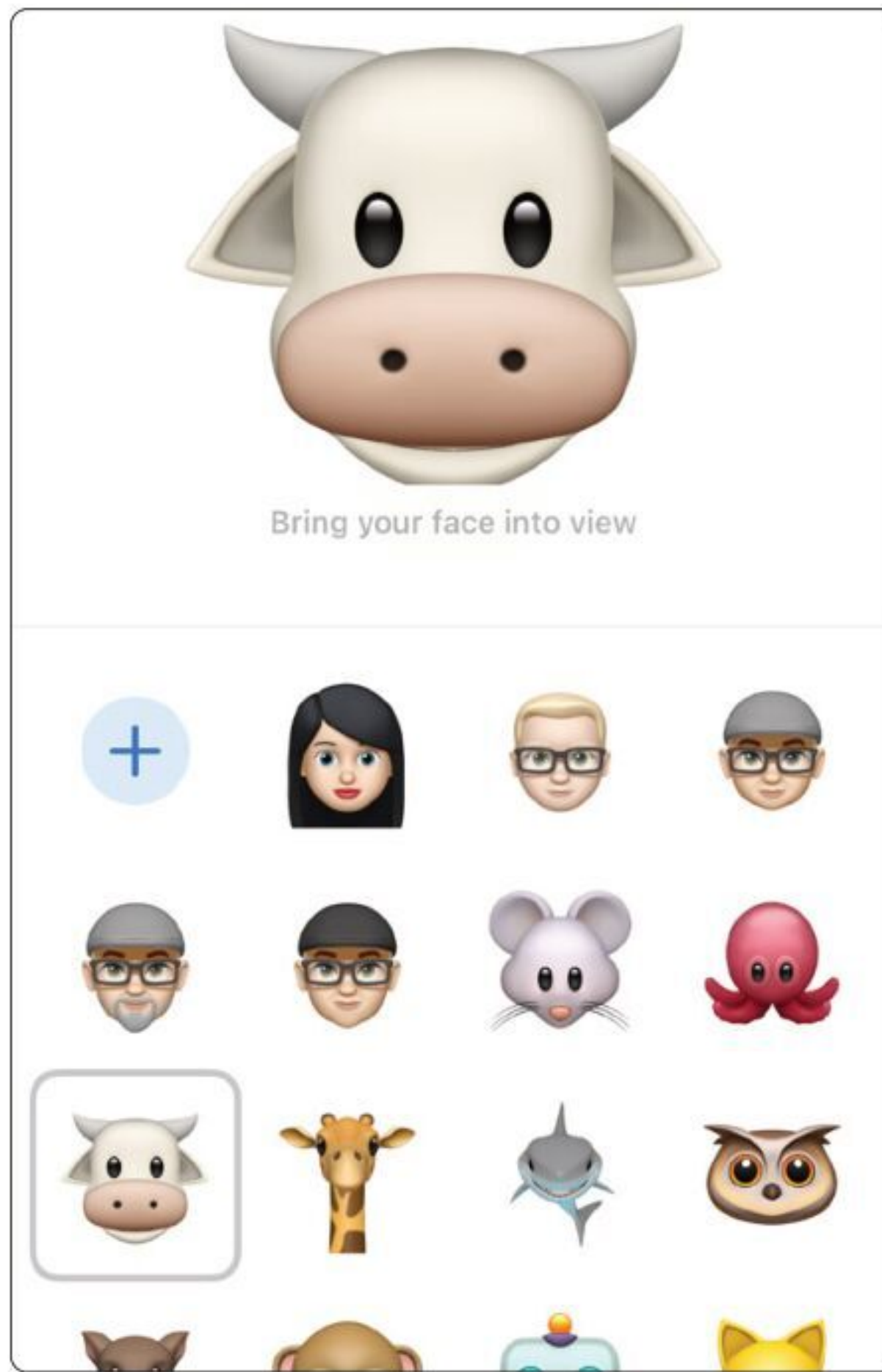
If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the more accurate the text-to-speech function gets.



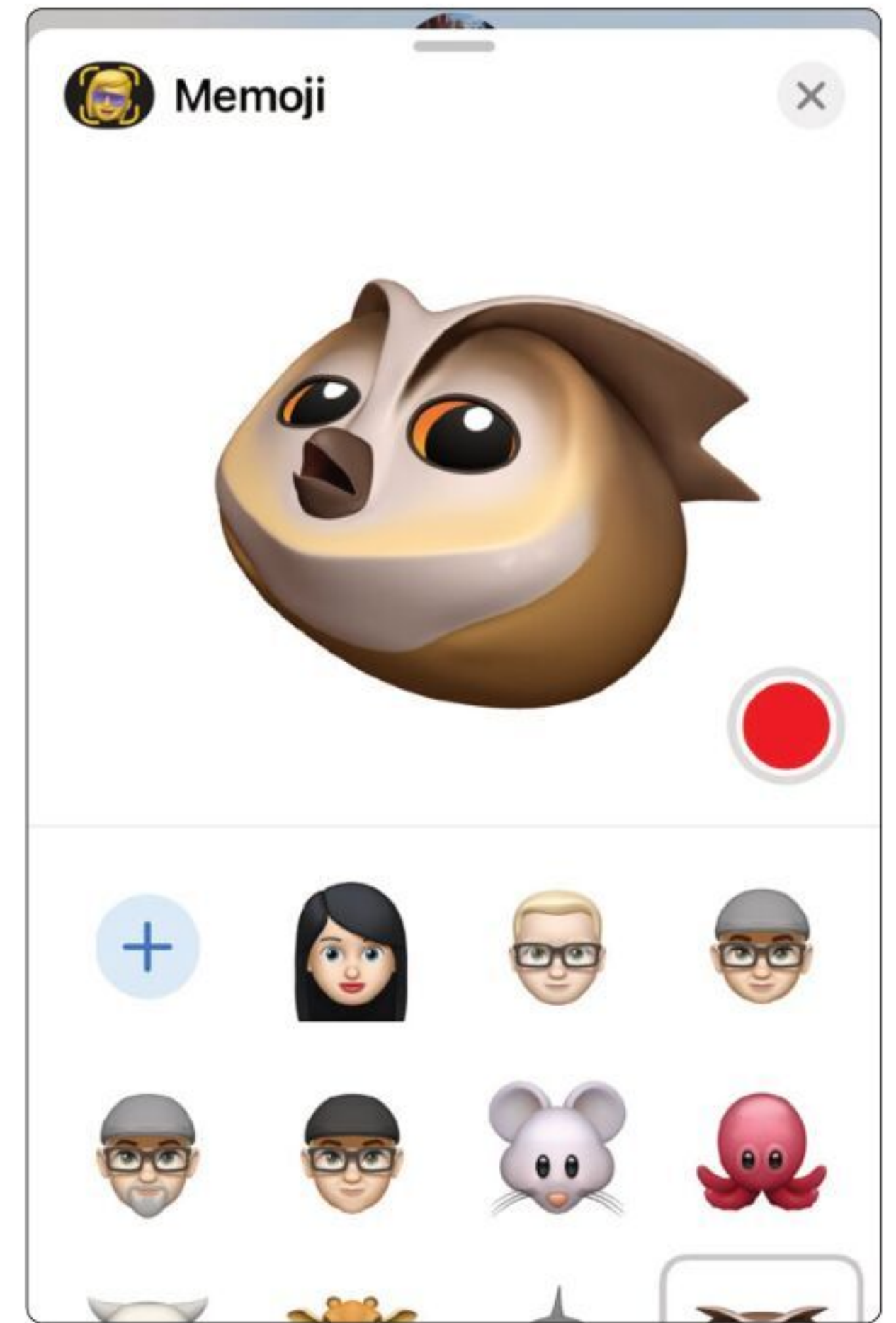
Using Memoji and Animoji (requires Face ID iPhone)



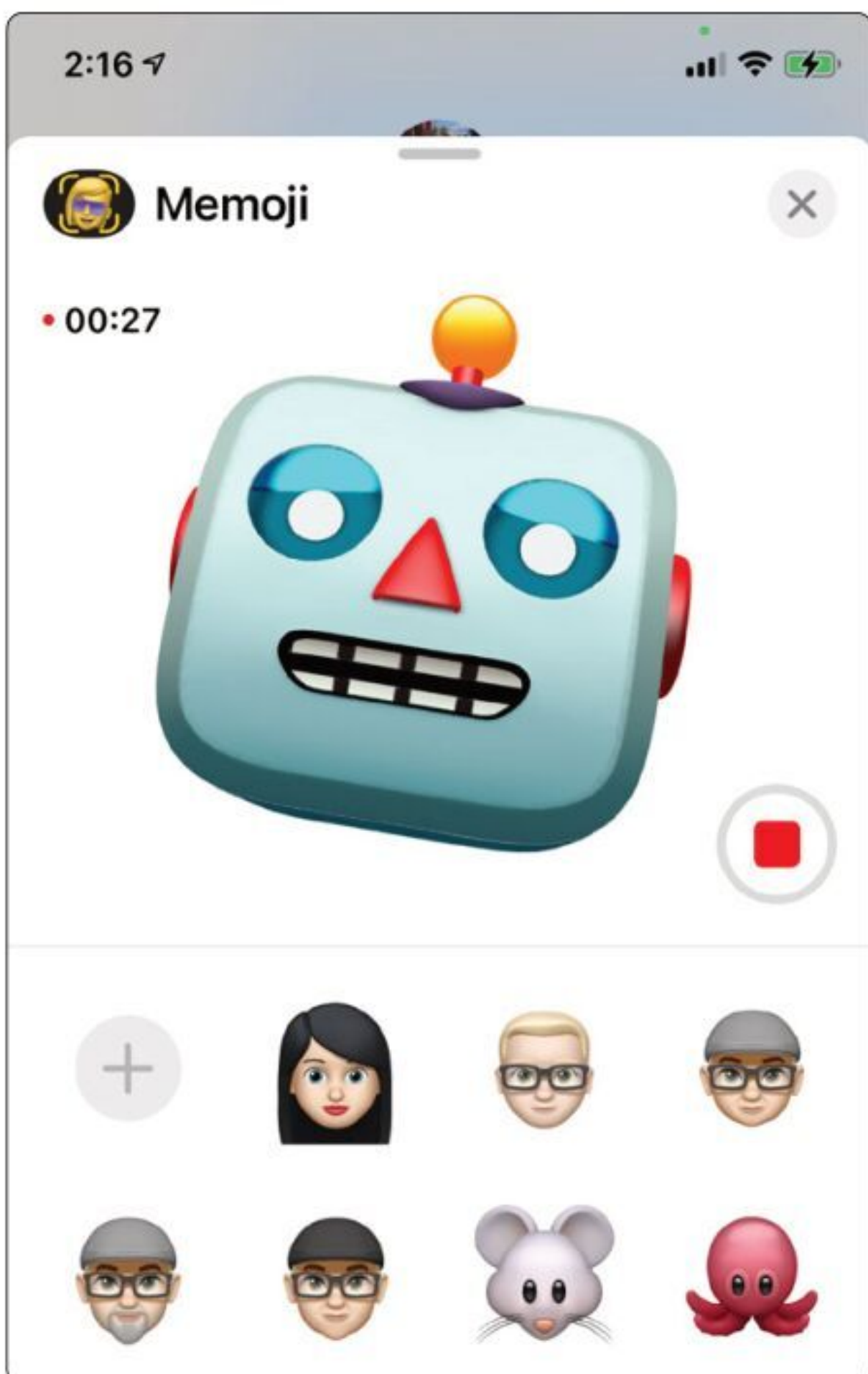
1 With the iPhone's new animated emoji, or Animoji feature, you can become one of the many characters available. In Messages, open the App Drawer with the 'A' icon as shown and tap the monkey face at the bottom of the screen.



2 Slide left and right to cycle through your Memojis and Animojis, or to get a better look at them, swipe up from the line shown above the currently selected Animoji to view the full range. Tap '+' to create a new Memoji.



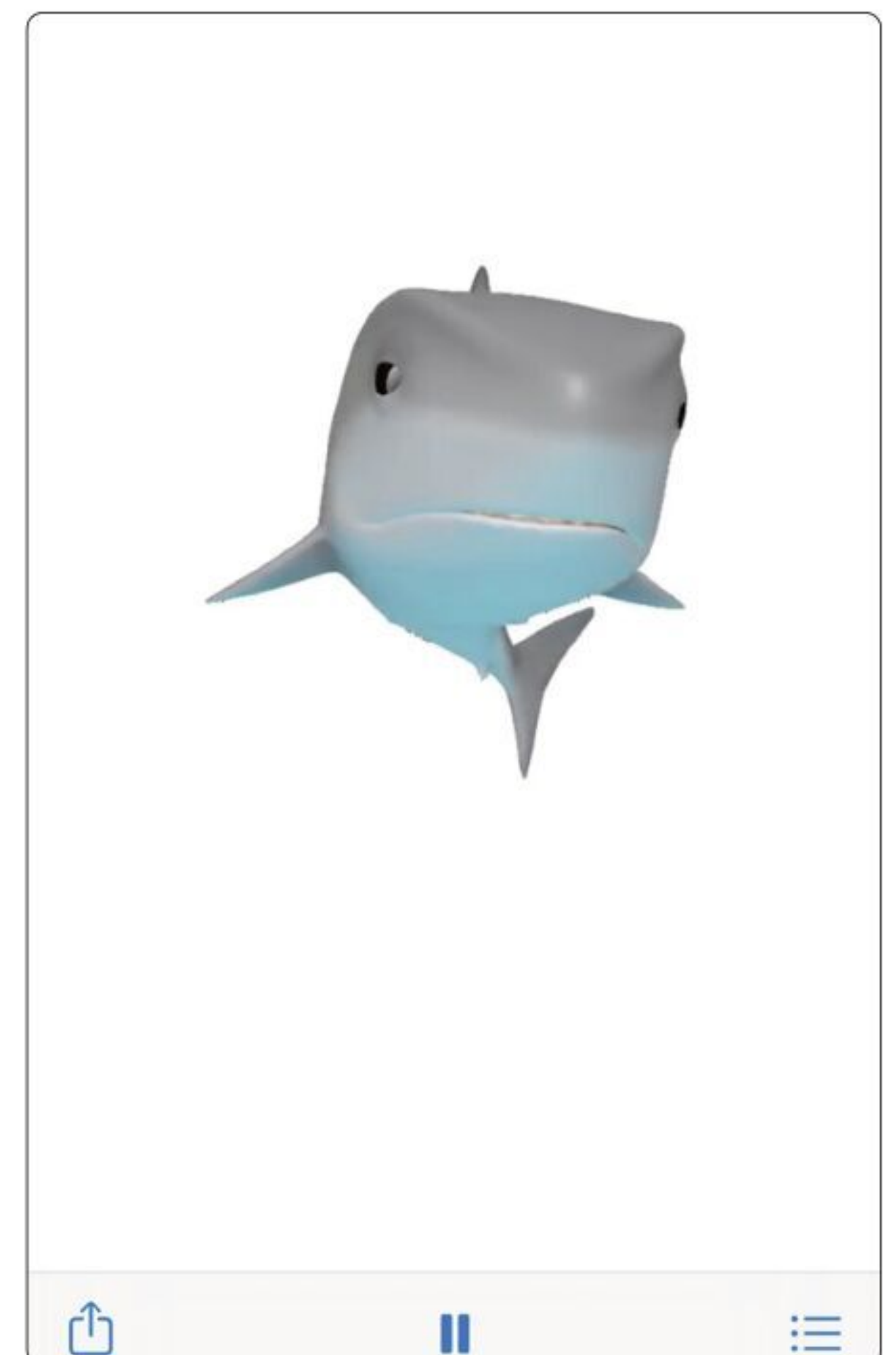
3 Hold the phone in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.



4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPhone in front of your face. To stop the recording, tap the button (now a square) again.



5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it with the curly arrow above it or bin it by tapping the red trash can above the curly arrow.



6 This is what an animoji looks like when you receive it. Recording and sending them is exclusive to iPhones with Face ID, but you can receive and play them on other Apple gear. You can even watch them on your Mac's Messages app.



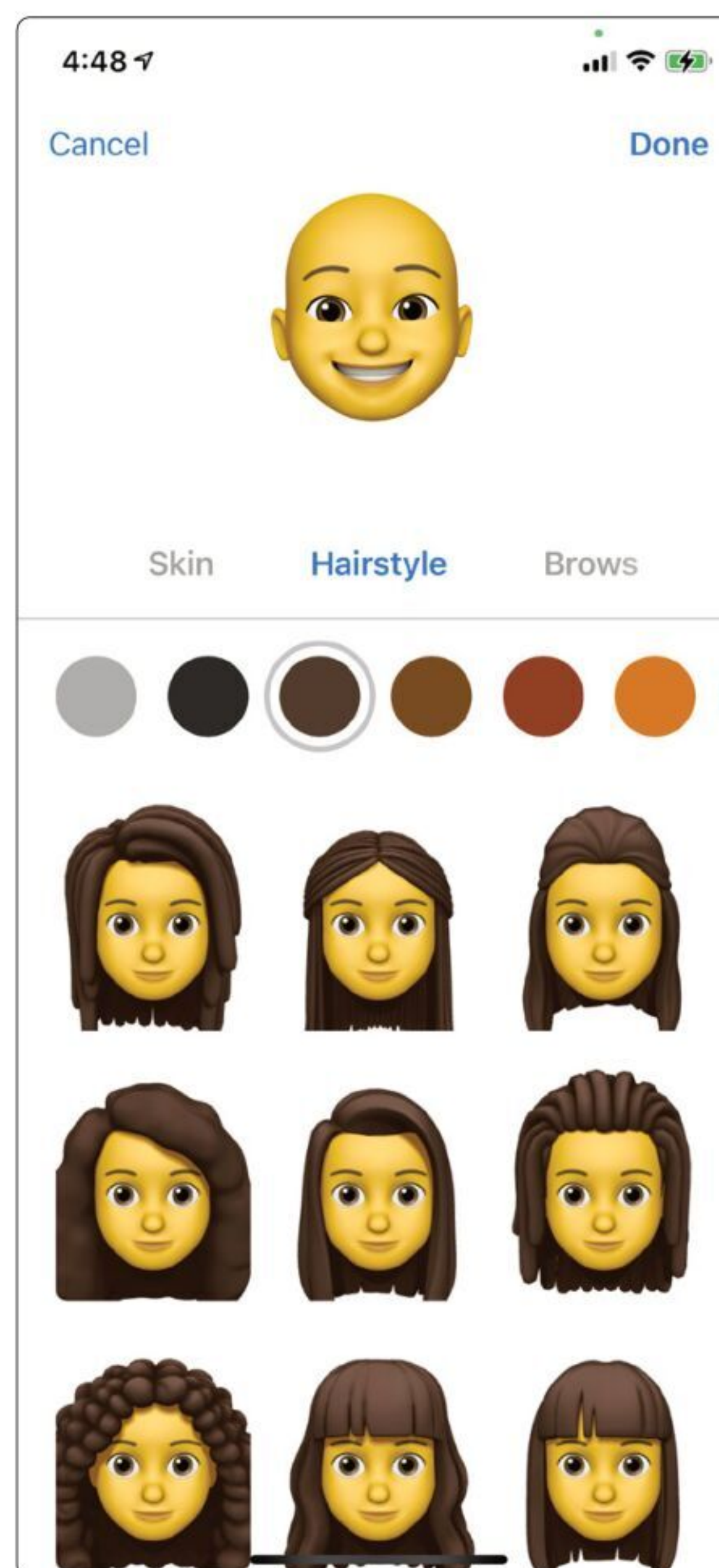
Using Memoji For Fun Pictures

A Memoji is a cartoon representation of you, created on your iPhone. You can design them to look like you and use them as both stickers and Animojis. With iOS 15 there are new features such as over 40 new choices of clothing, options for the disabled to represent themselves accurately, and more. As Memojis need a TrueDepth camera, only iPhones with Face ID can use them.

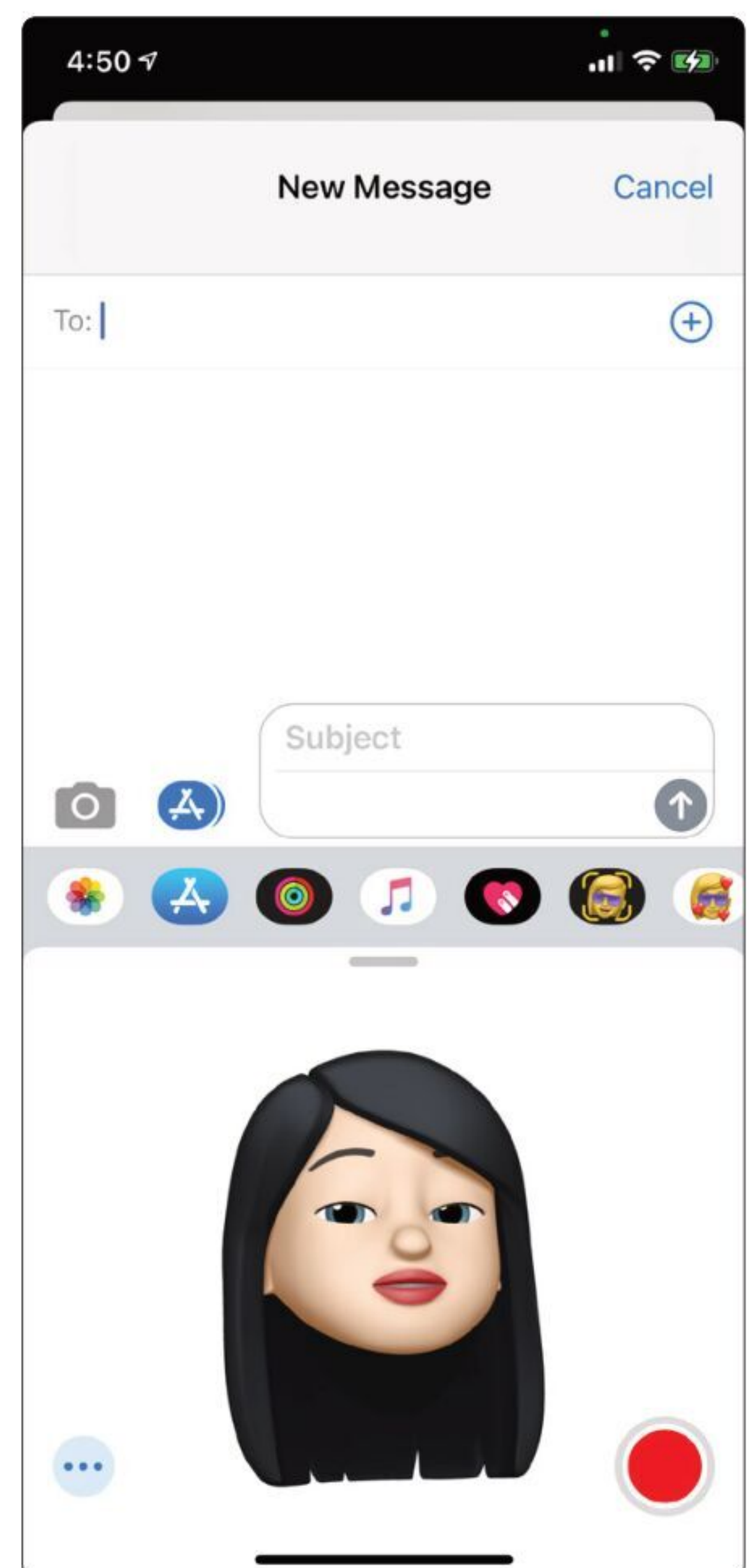
Making a Memoji



1 Open the Messages app. Tap the Memoji icon in the app drawer and scroll all the way to the right until you see the Plus icon. Tap it to start your Memoji. Note: if the Memoji icon isn't there, your iPhone is likely too old and cannot use Memojis.



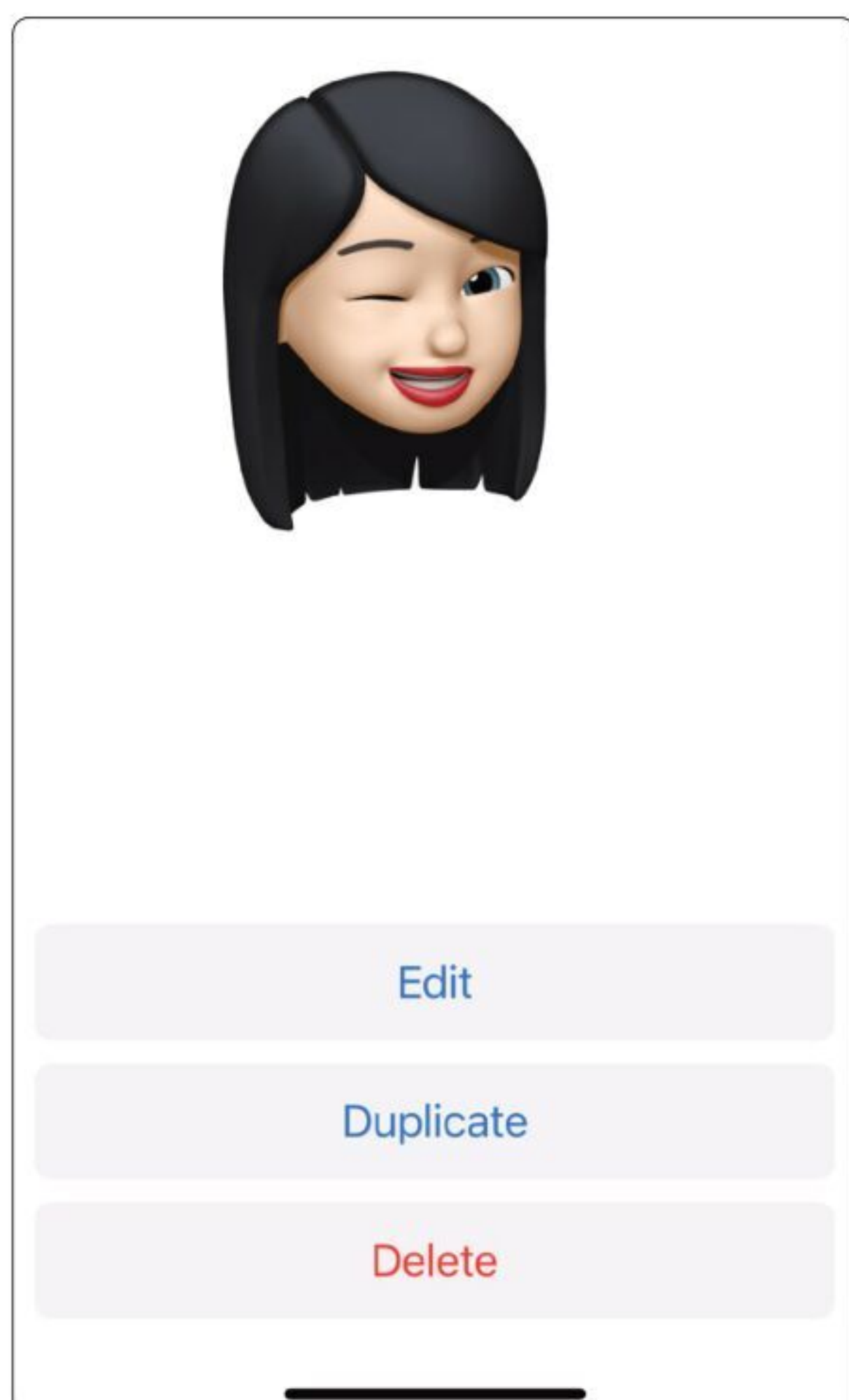
2 Under a blank face you see a slider. Using this slider, the colour options and diagrams, build your Memoji any way you wish. Choose a hairstyle and colour, add glasses if you wear them, and more. You can make as many Memojis as you like so have fun and get creative.



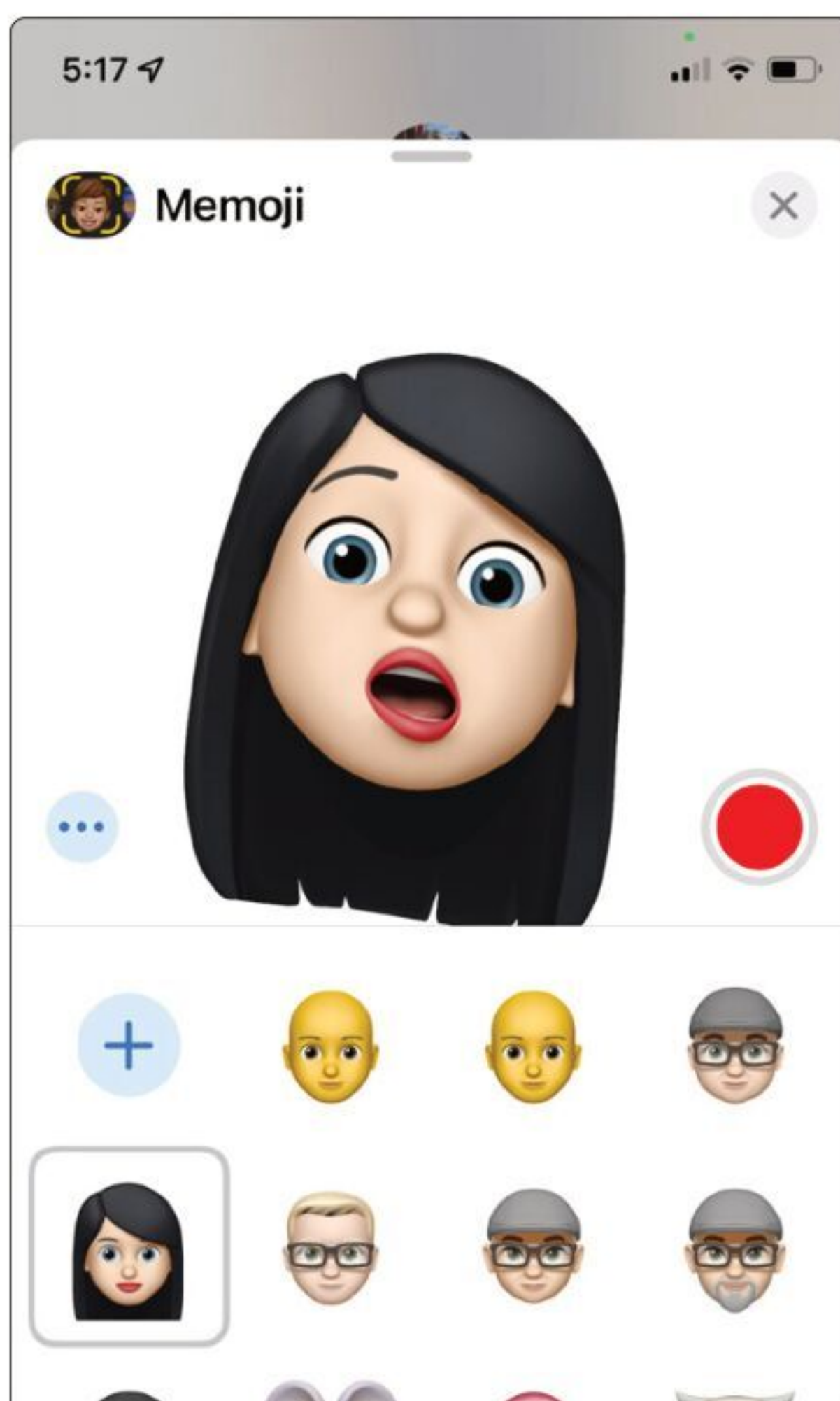
3 When you're finished, tap Done. Your Memoji is added to your Animoji collection, from where it can be used in the usual way, just as if it was a regular Animoji. You can use it as a sticker, an animated emoji or in the FaceTime app for video chat.



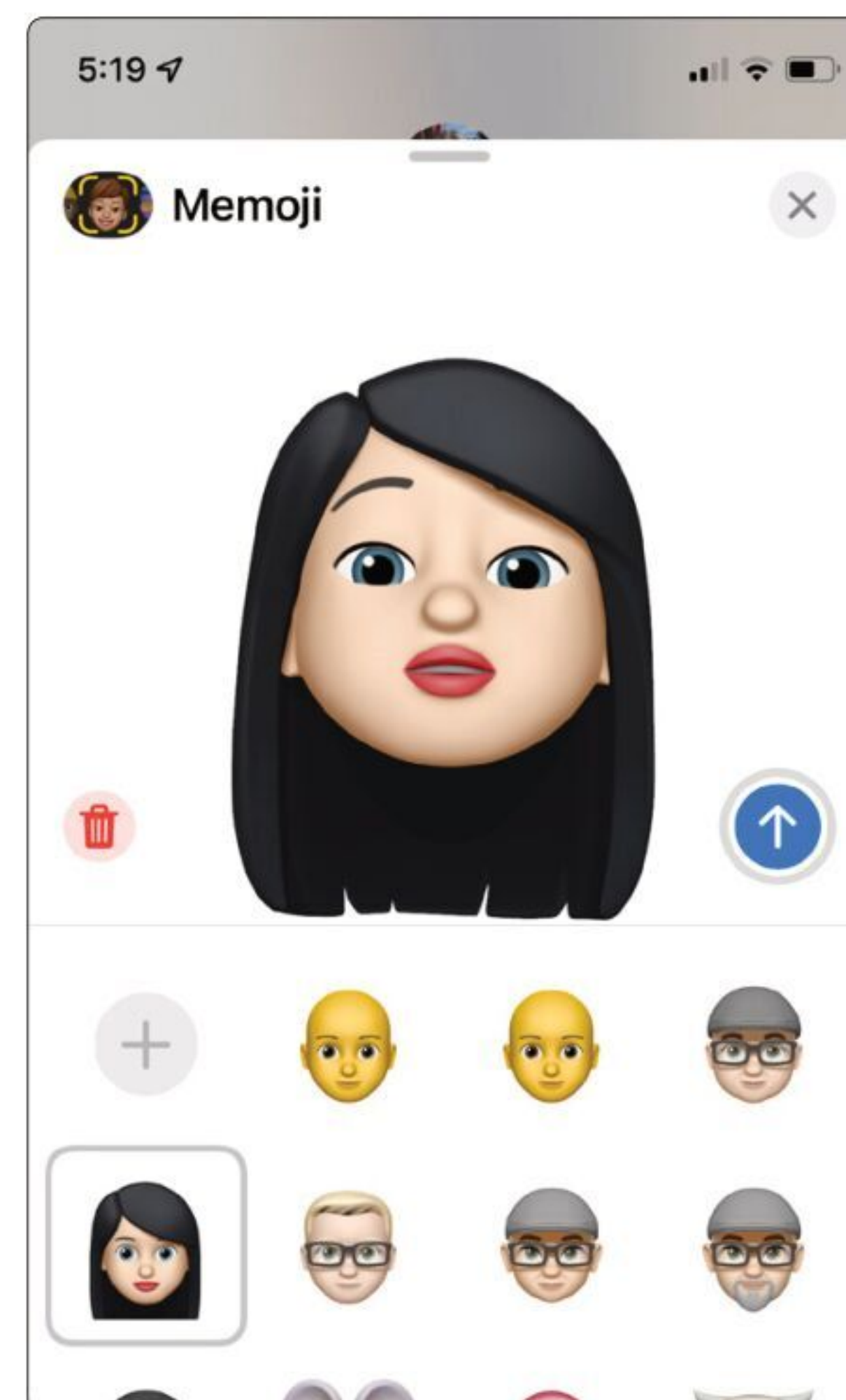
Using Memoji



1 Next to the Memoji, on the left, is an icon showing three dots. Tap it and you can edit your Memoji, duplicate it so you can edit it while keeping the original or delete it if you no longer want it.



2 You record with a Memoji in exactly the same way as you do with an Animoji. First of all, select your Memoji and tap the red record button to the bottom right of the Memoji.



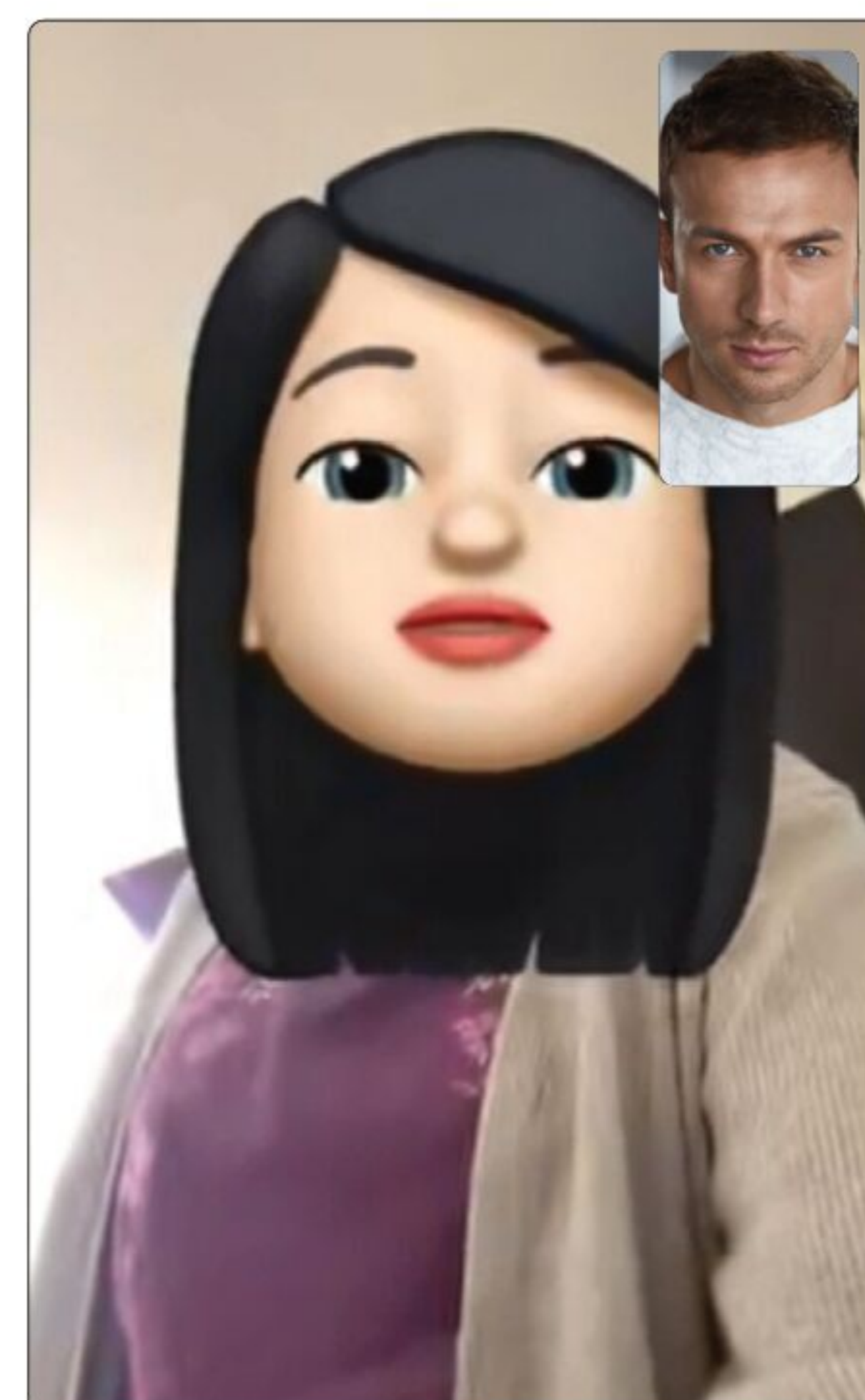
3 Record up to 30 seconds of speech, with the Memoji following your expressions. When you're done, tap the blue arrow to use the message or the bin to delete it.



4 You can use a Memoji (or indeed an Animoji) as a sticker too. Just navigate to your Memoji, pull the required face and then tap it to add it to your regular text message.



5 Alternatively, tap and hold your Memoji and drag it onto your message. While it's stuck to your finger, you can resize and rotate it before attaching it to your message.



6 Both the FaceTime app and the Messages camera feature have a star-shaped icon (bottom left) that lets you add effects, including your Memojis, to your pics and videos.

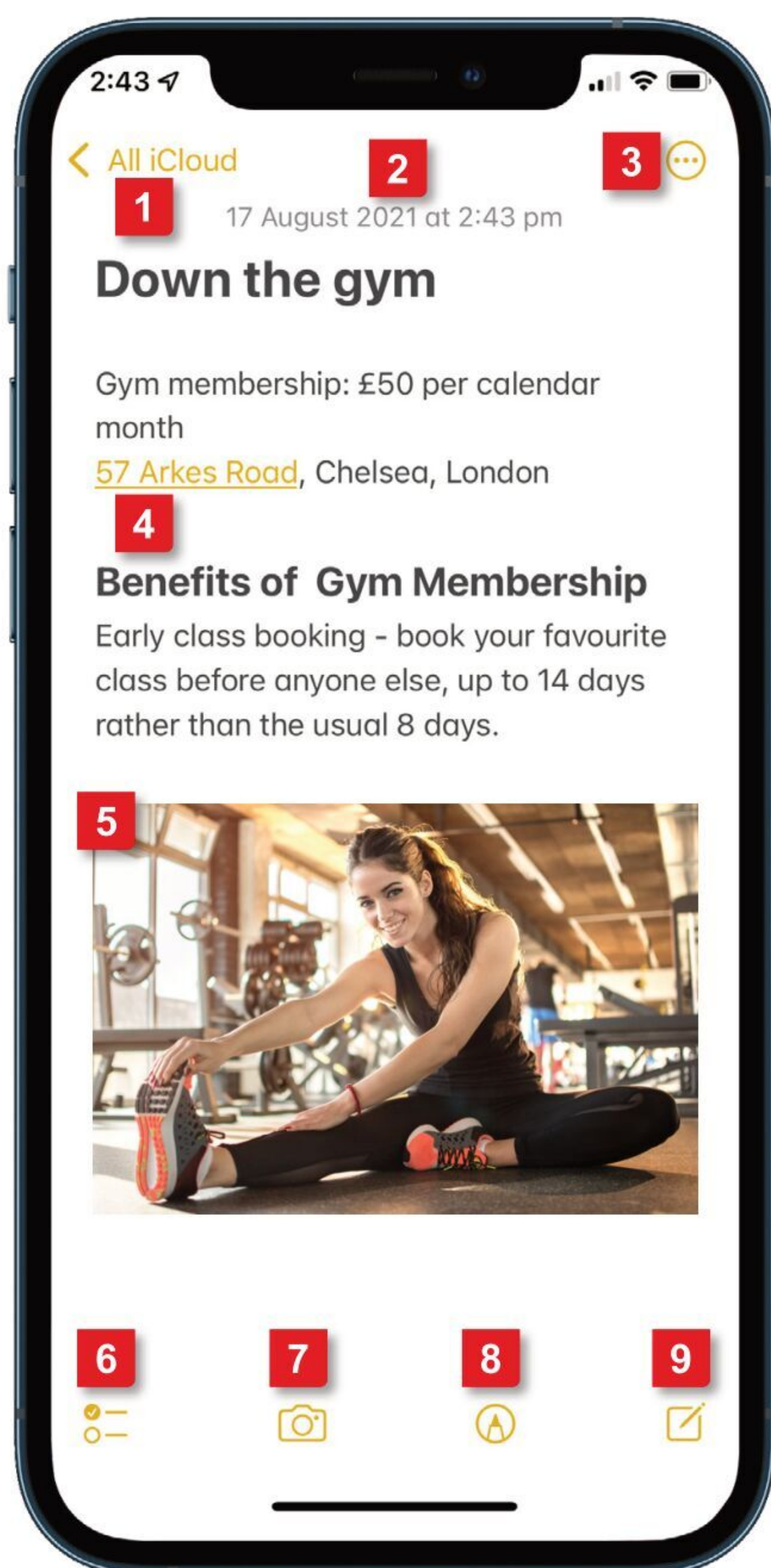


Notes App

For Your Jottings

Notes is great. Not only can you store your scribbings, you can also create checklists and tables, add videos and pics, share notes with others and even collaborate on a note. You can password-protect a note for privacy too.

Notes in Focus



1 Tap this link to go back to the folder containing the currently open note. As you can see, that's the iCloud folder, which is synced across your Apple devices, including your iPhone. You can then tap another folder on the Folders screen to open it, and look at the notes inside.

2 At the top of a note, you can see the date and time when the note in question was last edited. Drag the note down to get this information.

3 The three-dots icon opens a window containing a lot of options, including sharing the note, inviting people to collaborate on it and deleting it from your Notes app; all of which were previously available directly from this screen.

4 Various typographic options are available. You can underline, bold and italicise text, turn it into a title or heading, justify it right, left or centre, make a list using numbers or bullet points, and more.

5 A note can contain both text and attachments such as the photo seen here. A video attachment can also be used and you can save a location from the Maps app to a note. Tapping a location attachment opens it in the Maps app.

6 Highlight a list of items in your note and then tap this icon here to turn it into a handy checklist.

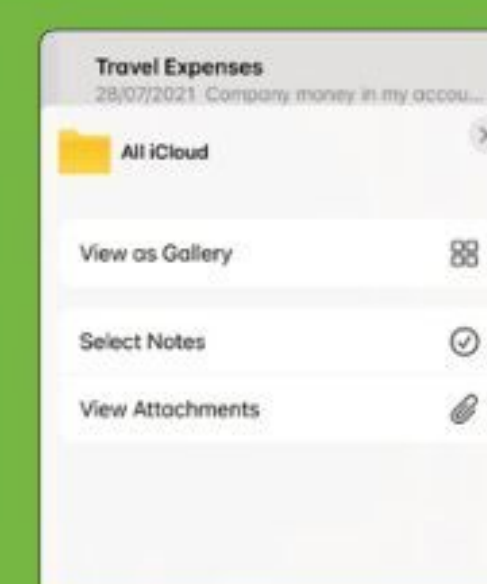
7 This icon gives you access to a range of attachment-related options, namely Scan Documents, Take Photo or Video, and Choose Photo or Video from those already stored on your iPhone.

8 The Markup icon. Tap it to open an art toolbar that lets you make simple sketches and drawings on a note or its attachments. You can scribble or sketch on an existing note, or on a blank one, as you wish.

9 Tap here to open a new, blank note for you to fill in and save.

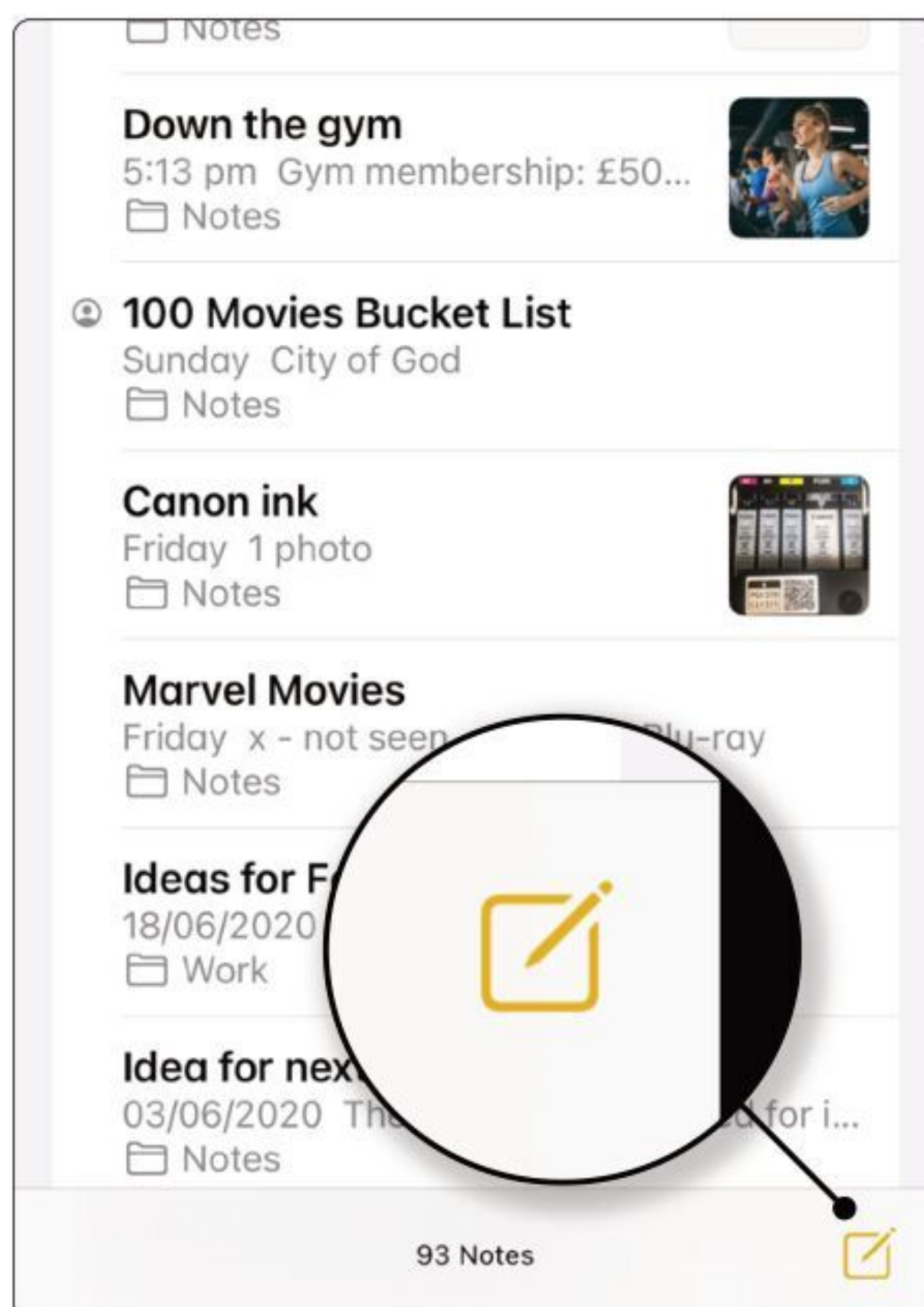
Gallery view.

Tap the three-dots Action icon when looking at a list of notes to see a View as Gallery option. Tap it to switch between viewing the notes as thumbnails or as a list.

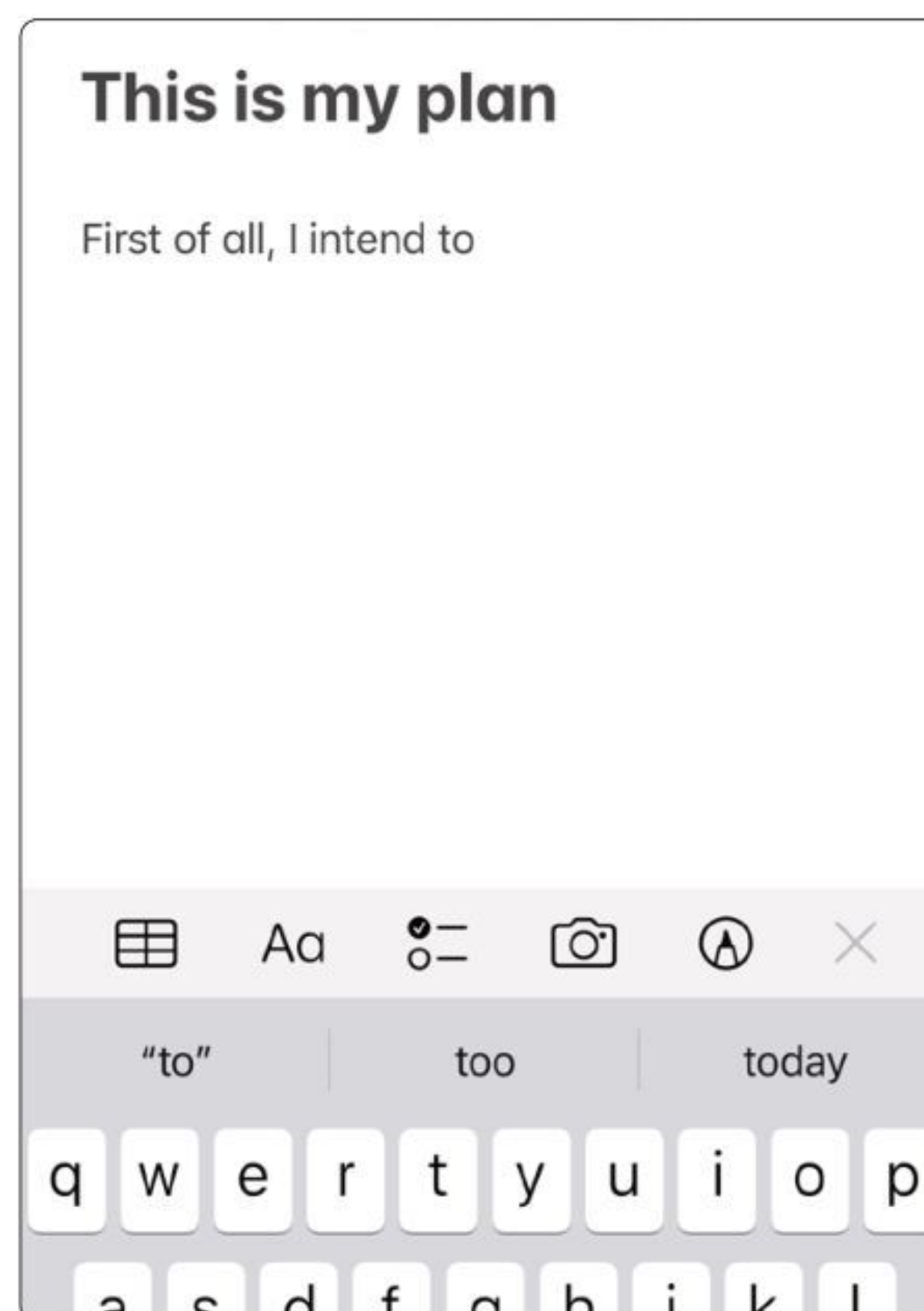




Getting started with the Notes app



1 When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the pen-and-paper icon in the bottom right corner.

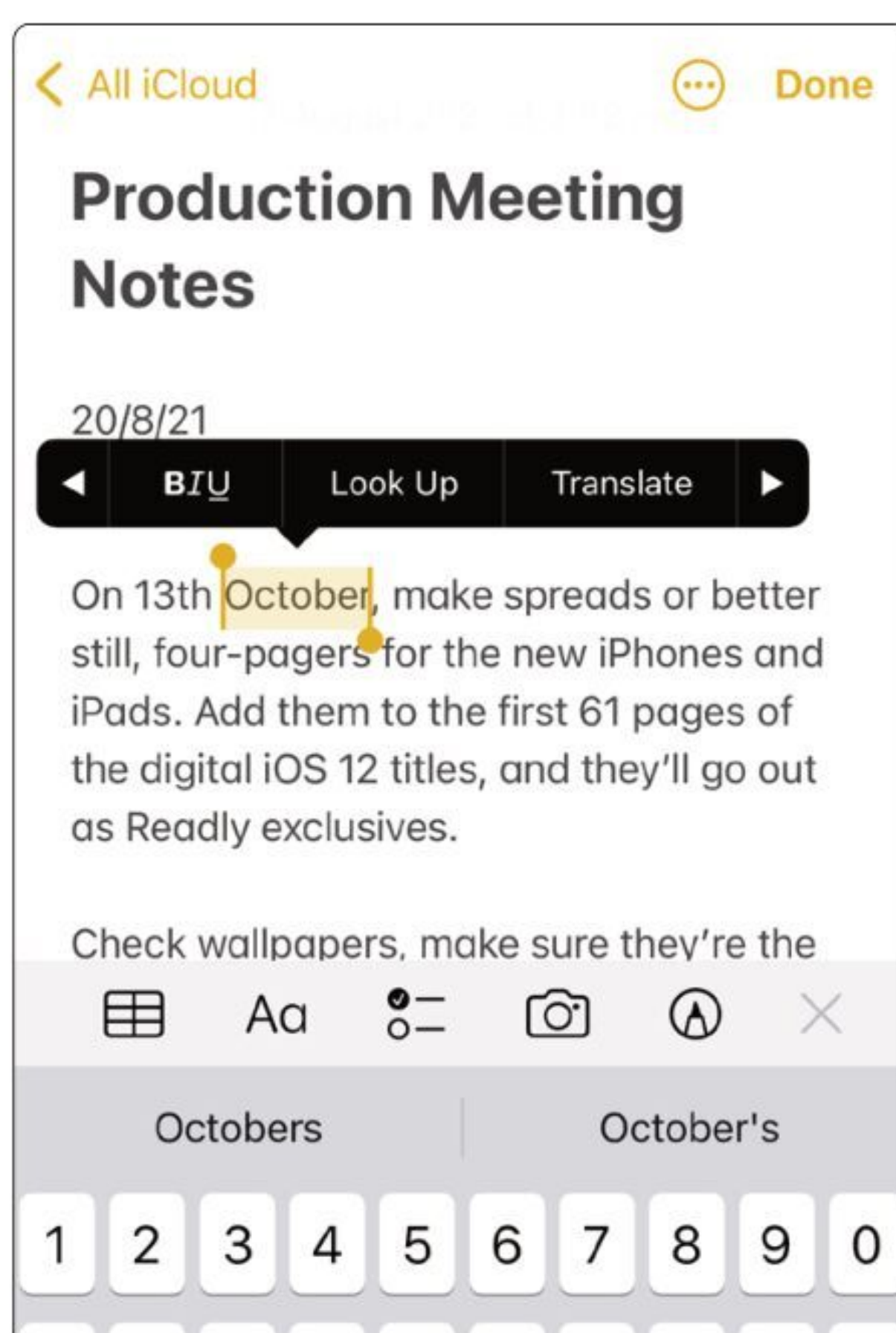


2 Tap on the note and the keyboard appears. The first line you type appears as a header. The icons shown above the keyboard are: Add a Grid, Format, Make a Checklist, Add an Attachment and Markup respectively.

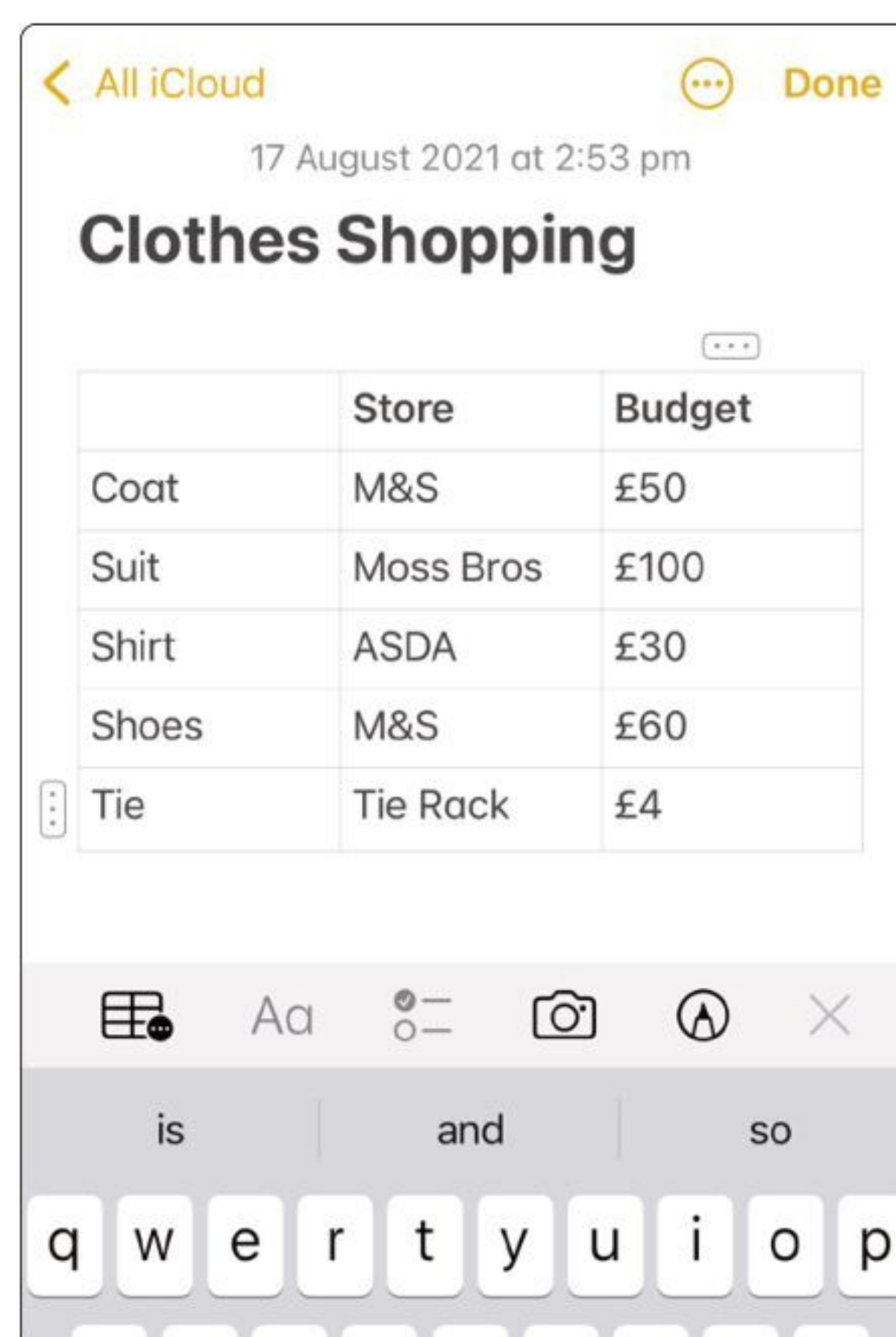


3 Tap the chevron in the top left corner for a list of the folders in which your notes are stored. If you want to sync notes via iCloud, they have to be in the iCloud section. Tap the folder icon (bottom right) to create a new folder.

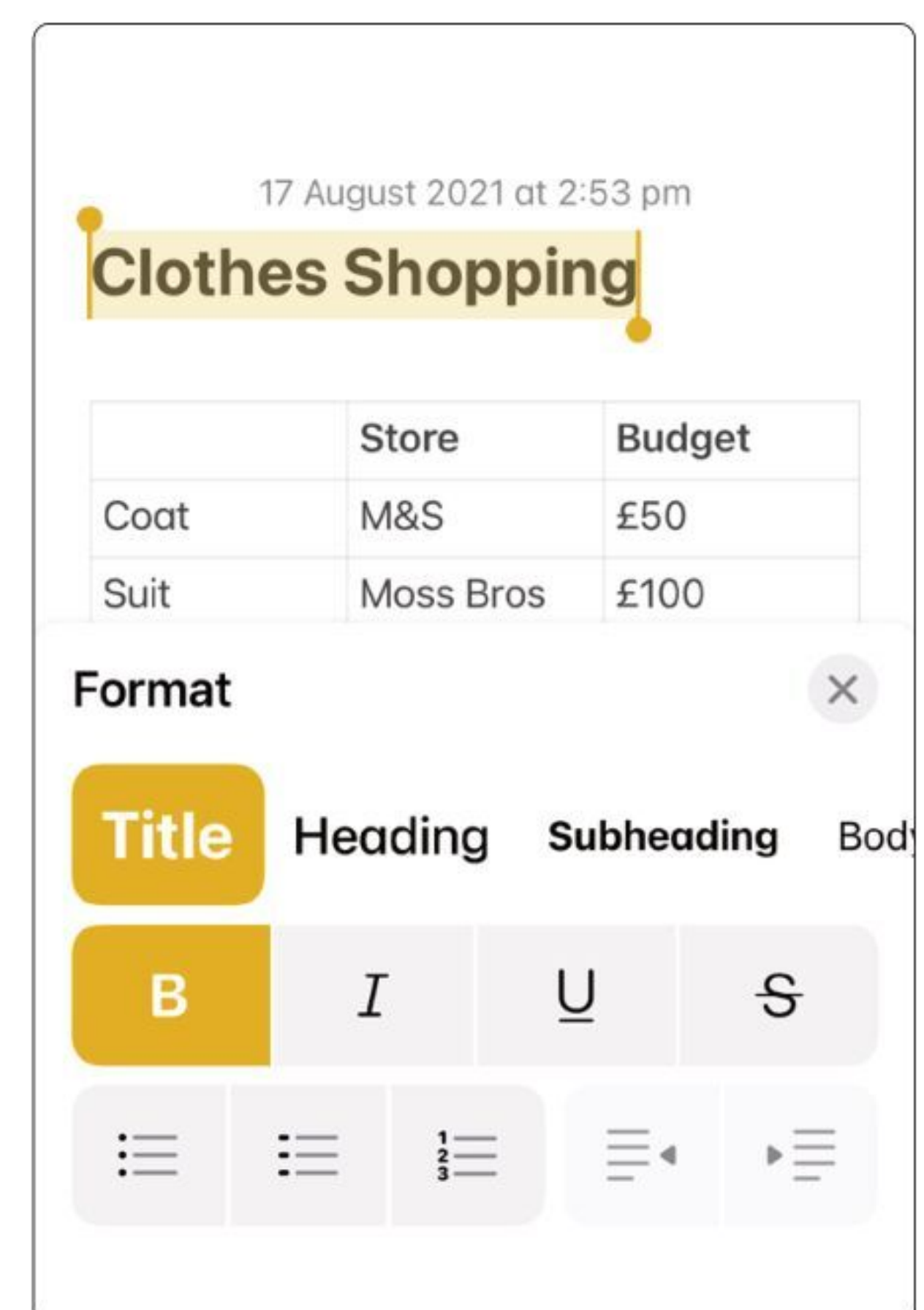
More features of the Notes app



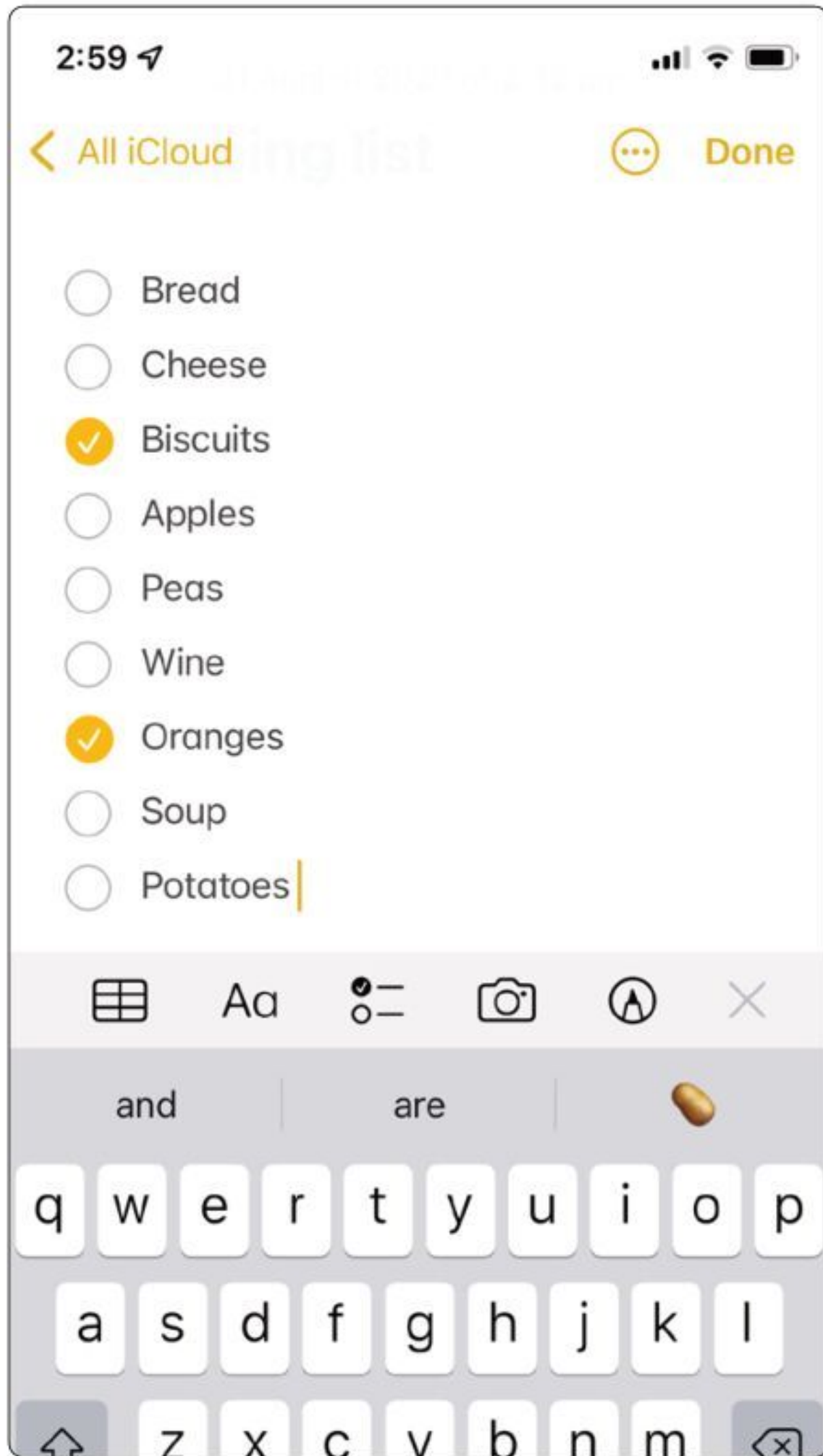
1 Double-tap to select a word or triple-tap to highlight a paragraph and drag the handles to select more or less text if necessary. You bring up a contextual menu offering formatting and attachment options too.



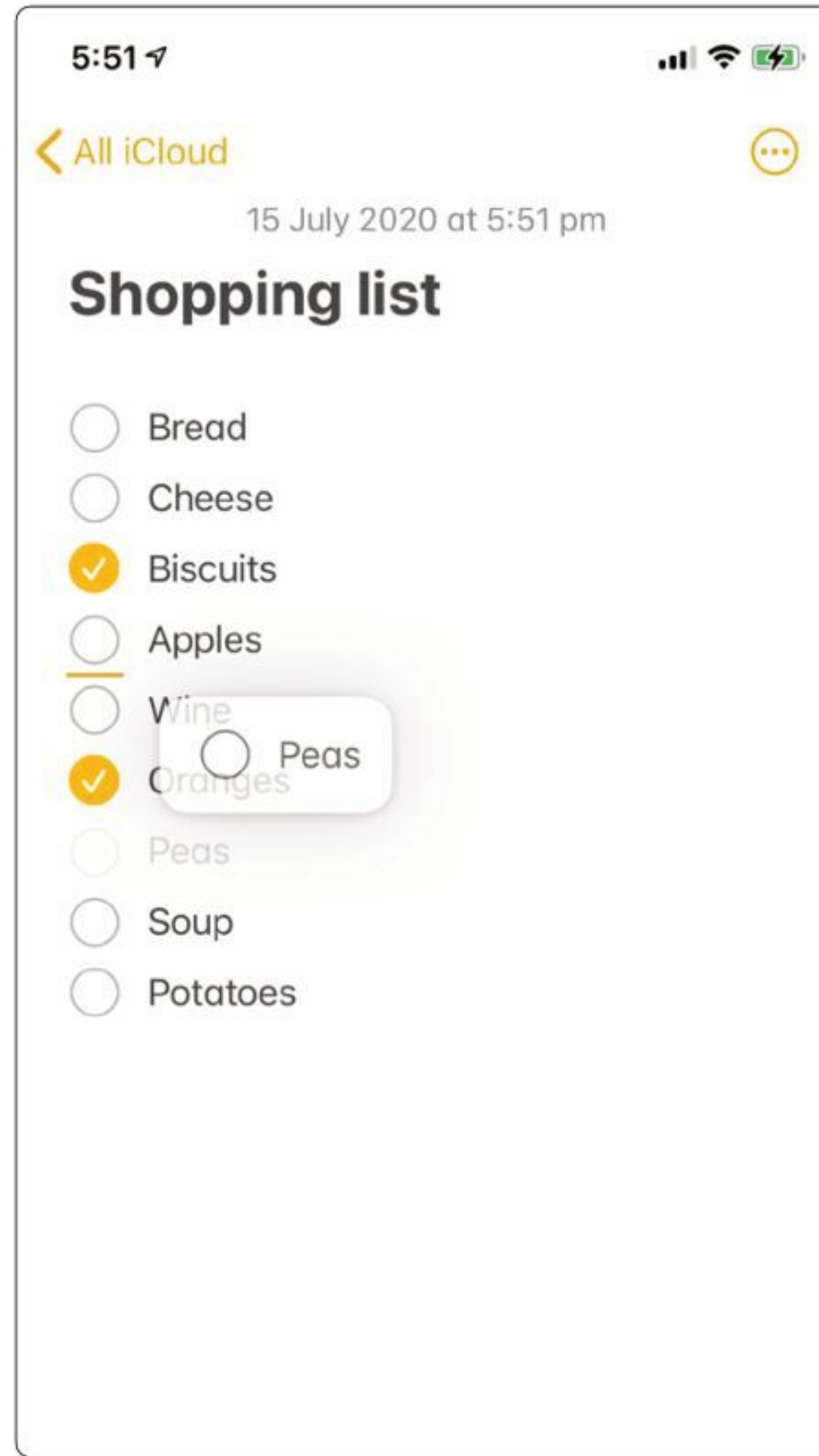
2 The first icon in the tools above the keyboard sets up a table. You can type in every cell and tap the three-dot icons for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



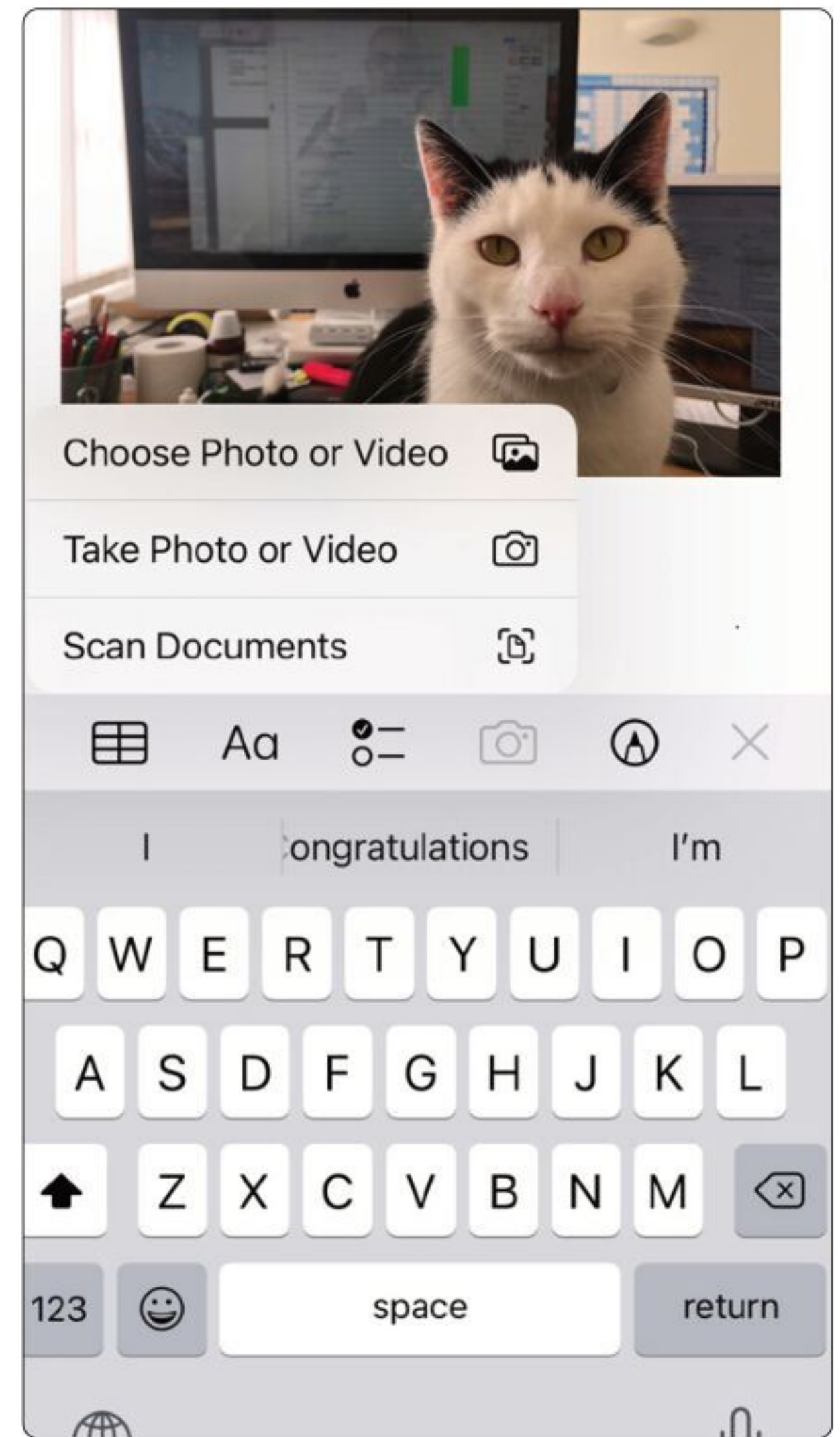
3 Highlight some text then tap the 'Aa' icon for the formatting options. You can justify it right, left or centred, turn it into a title or a heading, make it bold, italicised, underlined or crossed out and more. Tap 'x' to go back to the note.



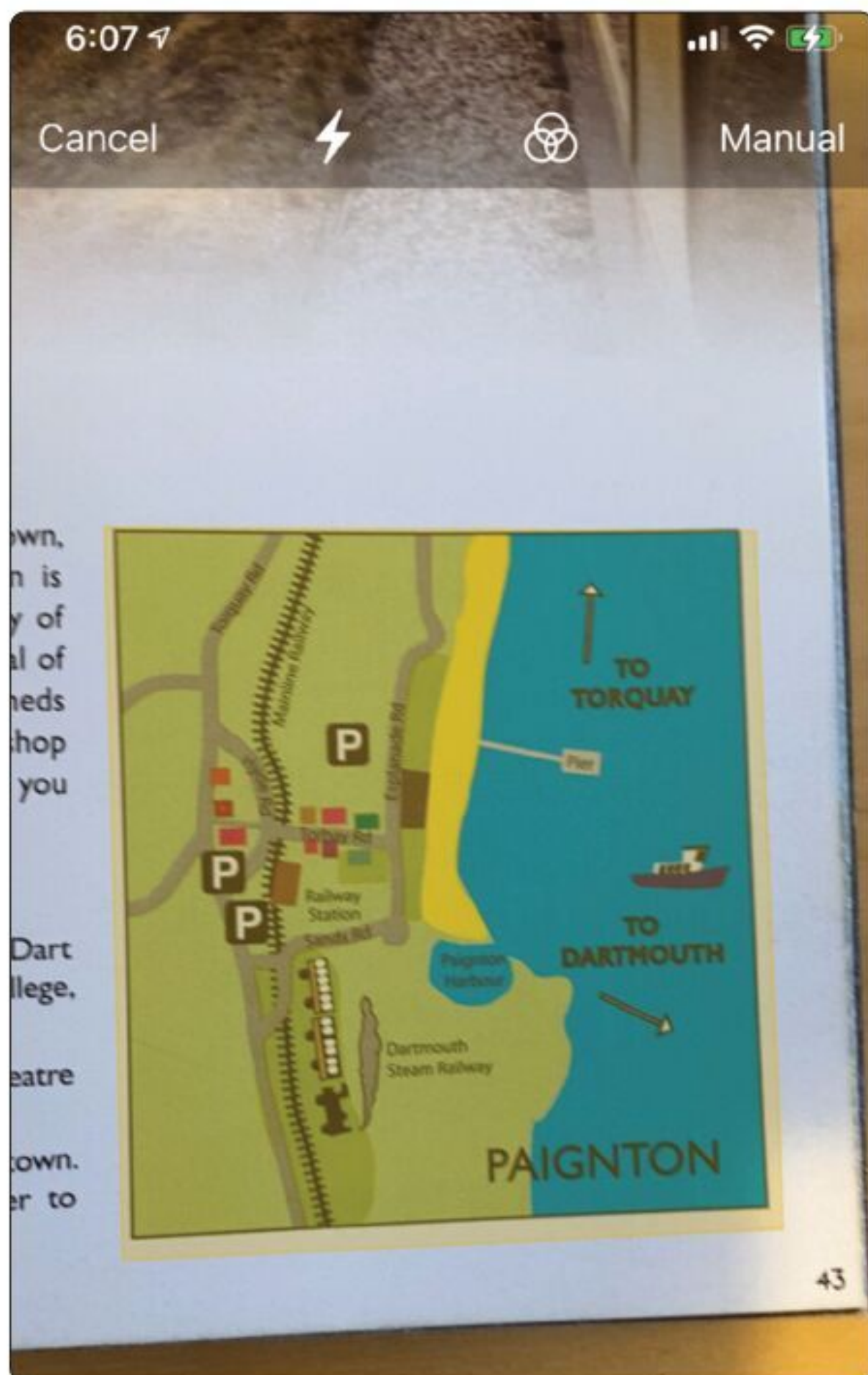
4 Highlight text and tap the tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. Tap this circle to put a tick in it. This way, you can check off items on the list as you do them. You can, of course, tap a ticked circle to remove the tick again.



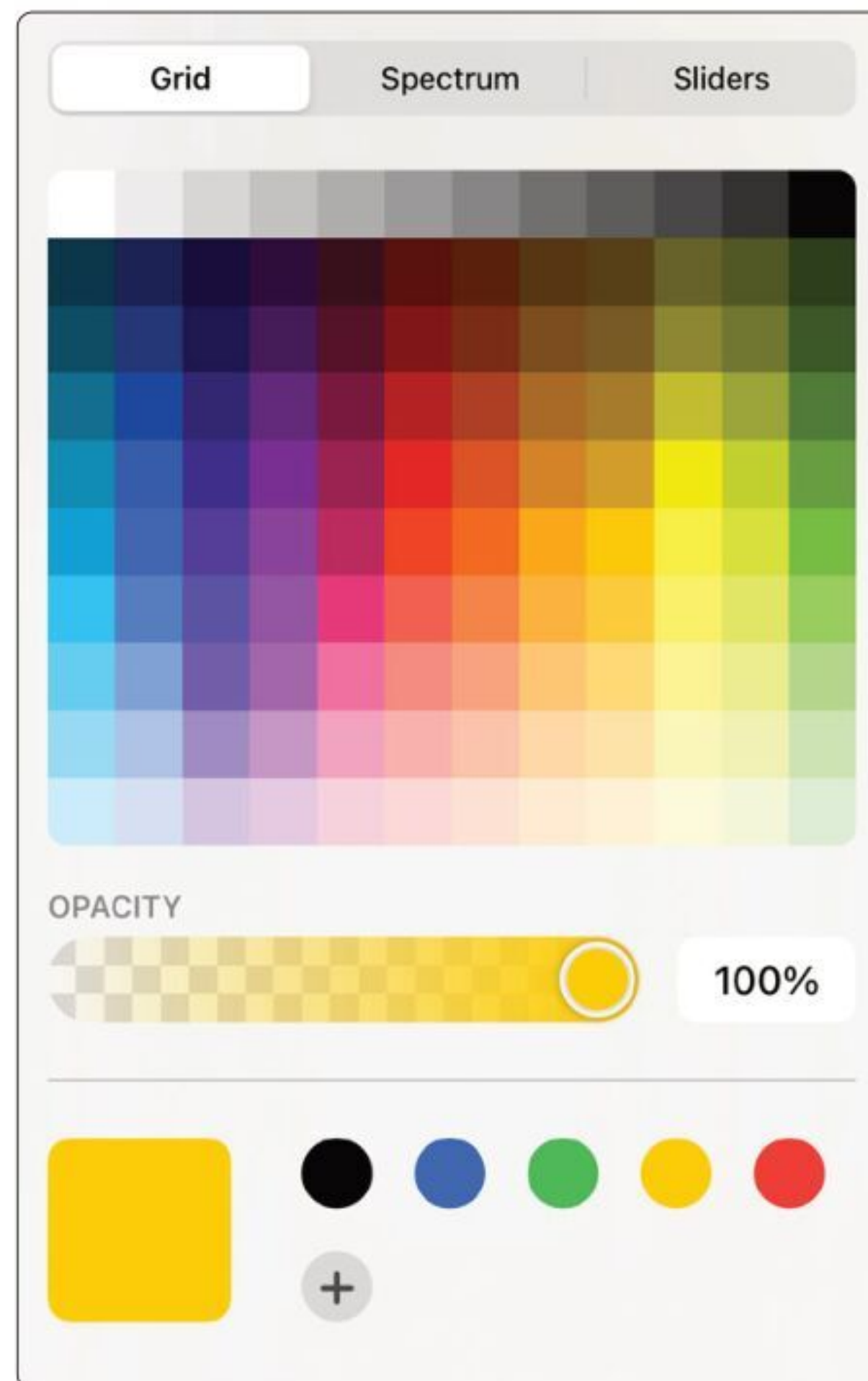
5 You can tap and hold a checklist's circle and drag it up and down the list. Tap and hold for a contextual menu, then tap Checklist and you can opt to delete ticked items, or send them to the bottom. See Settings > Notes > Sort Ticked Items too.



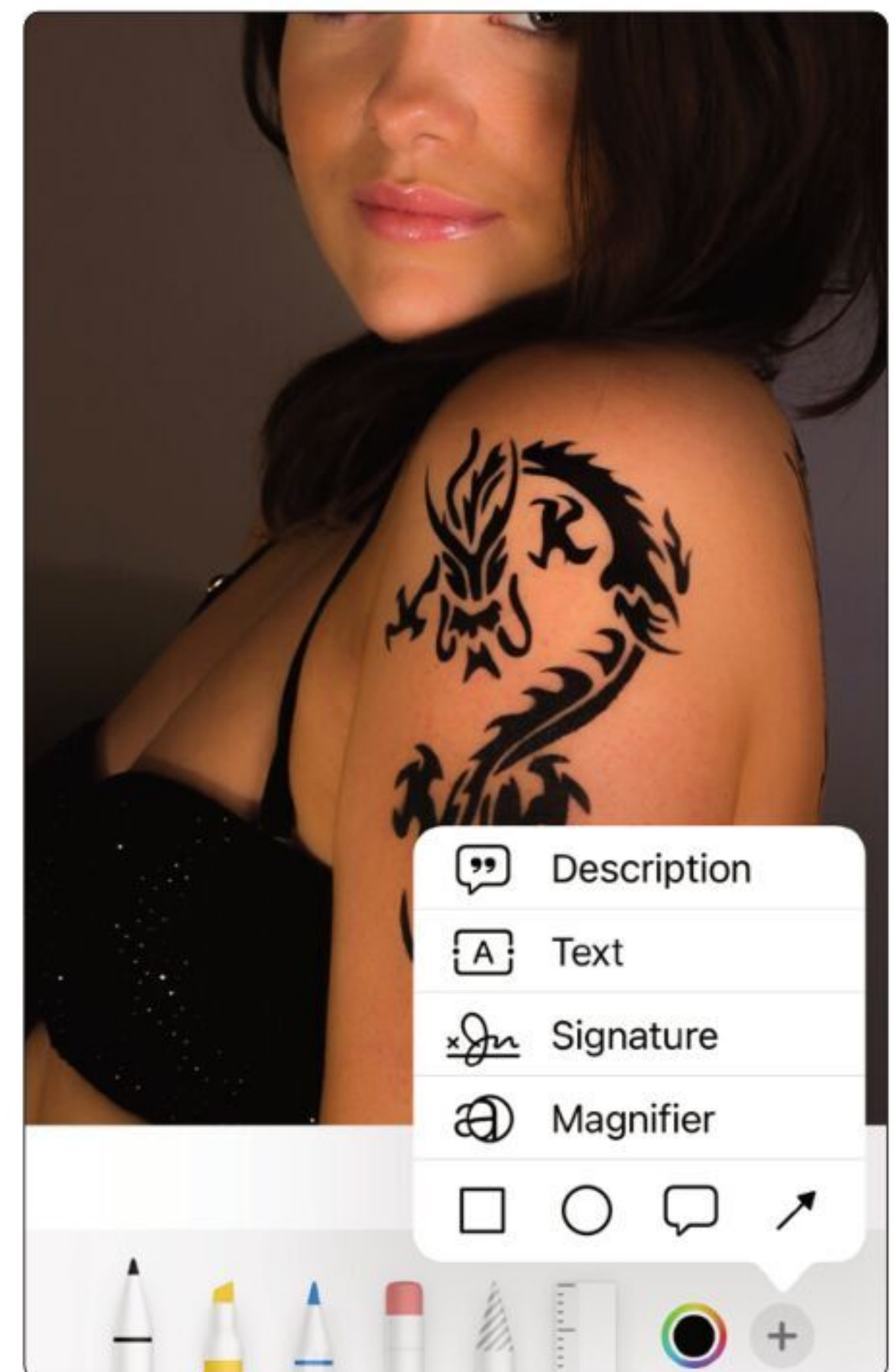
6 The camera icon brings up a sub-menu about attachments. The first option in this menu lets you add a photo or video from your Photos app to the note. The second option lets you take a new photo or video on your iPhone, and then add it directly to the note.



7 The third option lets you use the camera to scan a document and add it to the note. You can turn the flash on or off, choose colour, greyscale or B&W with the circles icon and have the shutter trip automatically or manually.



8 Tap the pen in a circle icon to add a sketch to your note. It brings up drawing tools, which you use to draw and colour. Tap the circle on the right to change pen colour and opacity. Note the Undo and Redo tools above the sketch.



9 Tap a photo or attachment in a note, then tap the pen icon in the top-right and you can draw on the attachment using the markup tools as seen in the last step. Tap the Plus sign for extra annotation tools, as shown here.



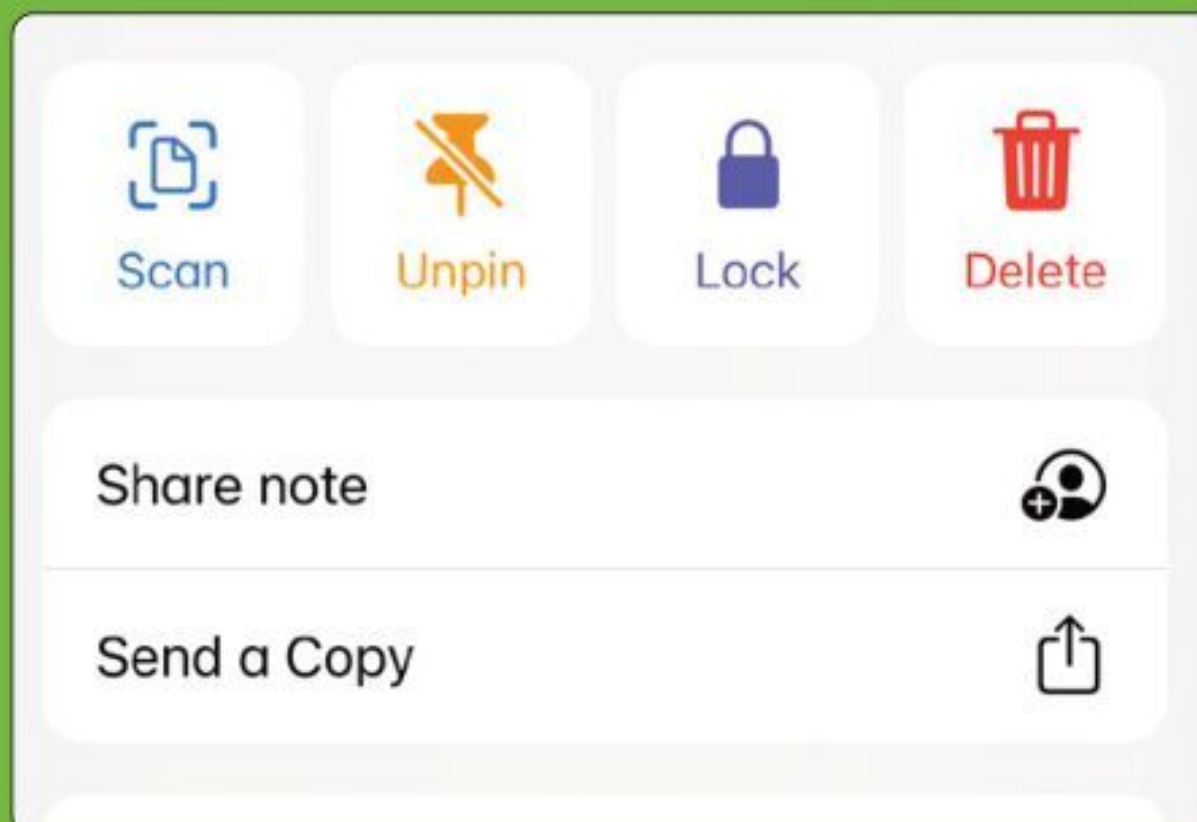
The Action menu



Tap on the three-dots icon found at the top of the screen for the action menu. Its contents are slightly different when you're looking at a folder but if you tap it when you have a note open, this is what you see.

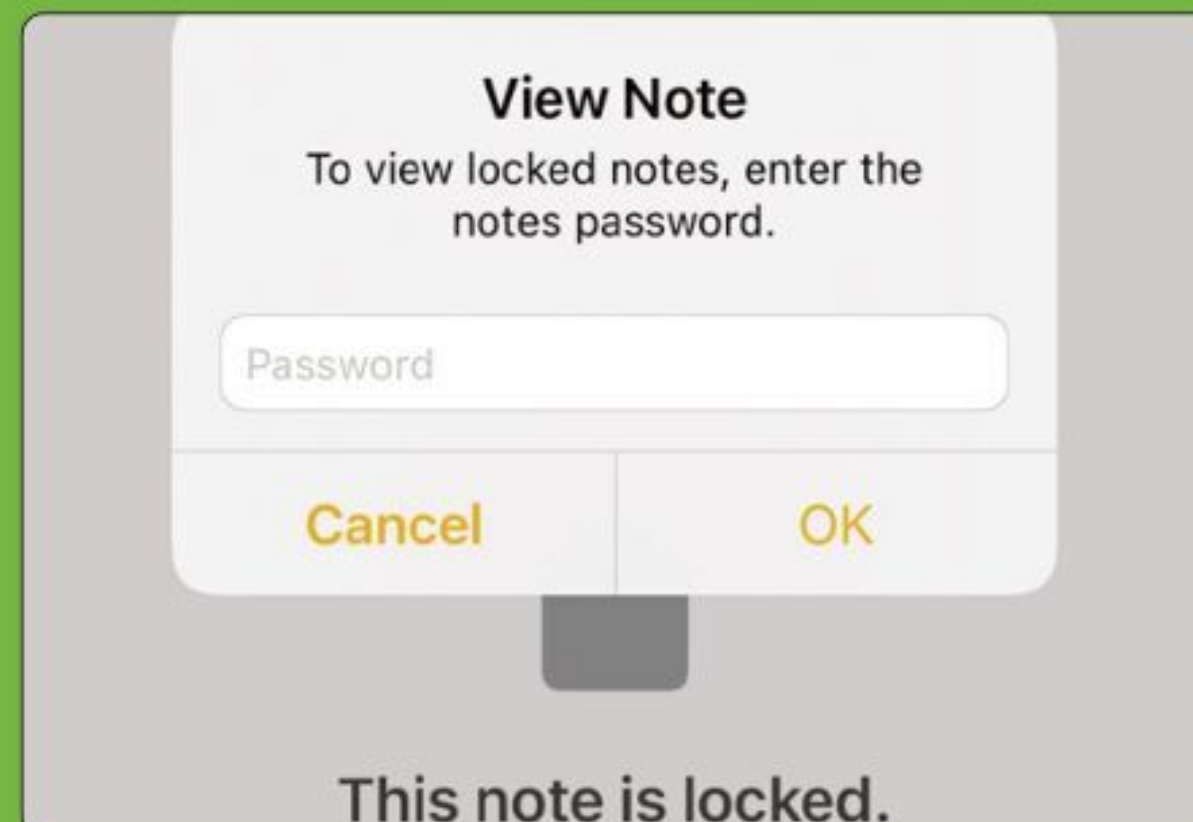
1 Scan and Pin note

The Scan icon is another way to access the document scanner. Tap Pin to pin your note to the top of the folder list or if it's already pinned, tap here to unpin it.



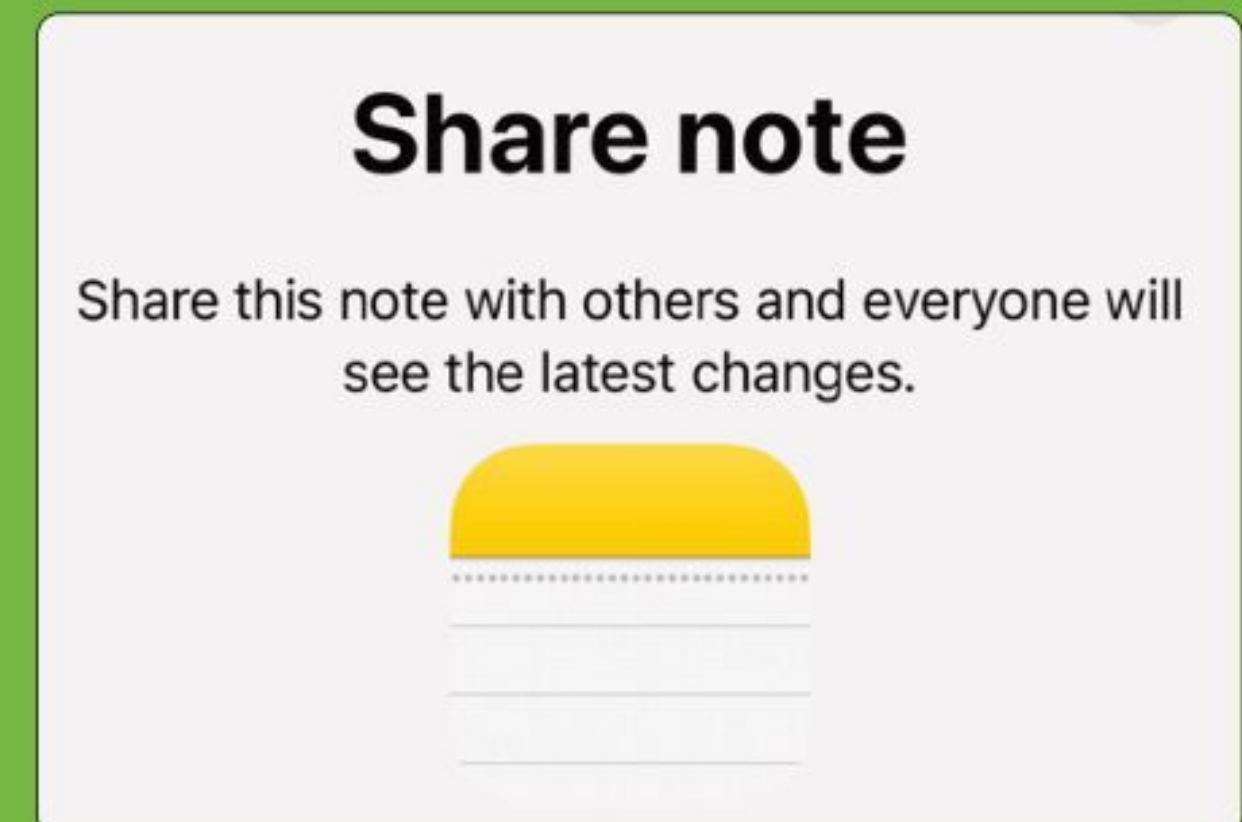
2 Lock and Delete

The Lock icon password protects notes. Go to Settings > Notes > Password and set a password to lock a note. Delete will of course delete the note.



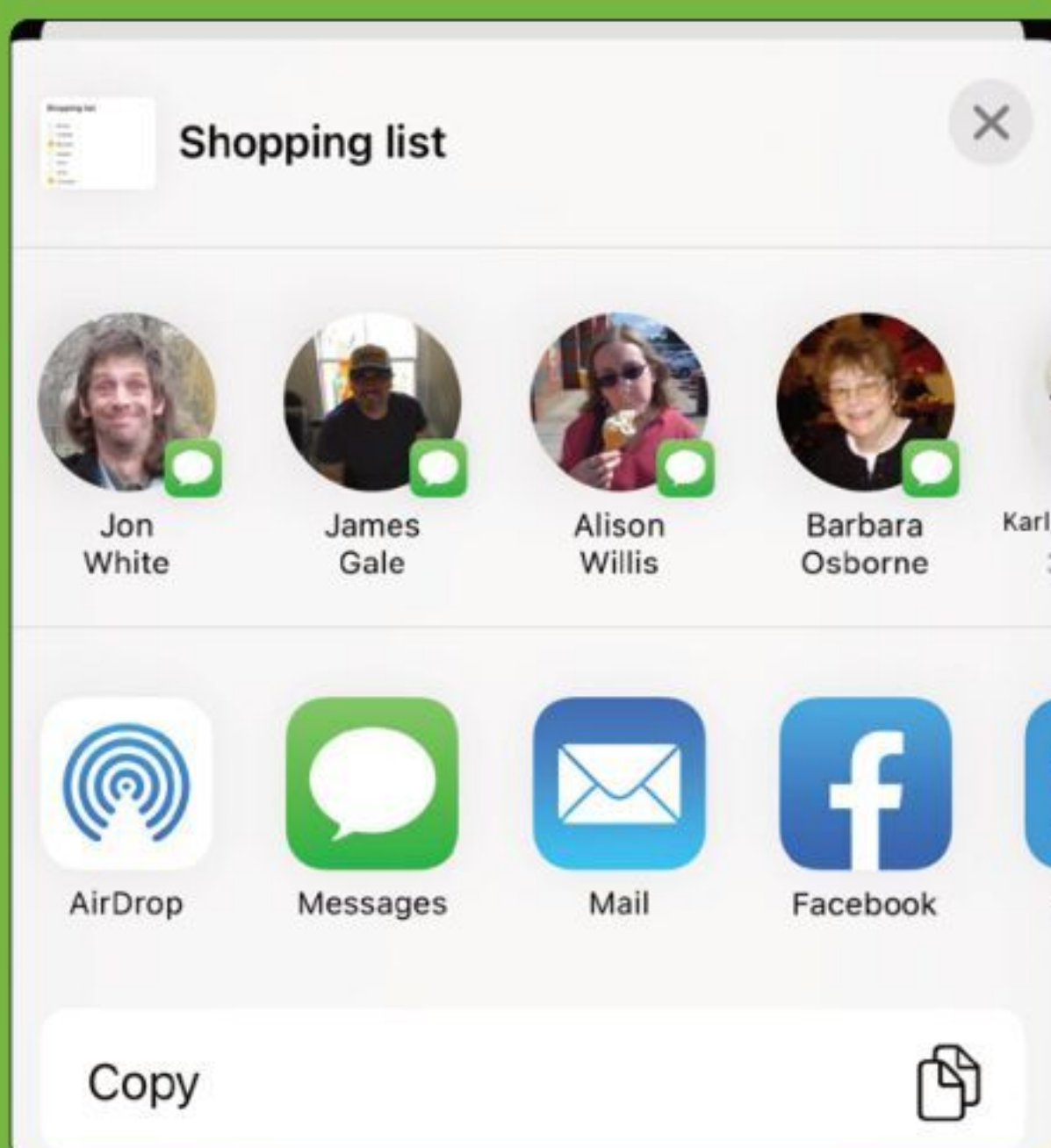
3 Share note

You can collaborate on a note or folder with other people, with edits made by any party visible to all. Tap here and invite them to join.



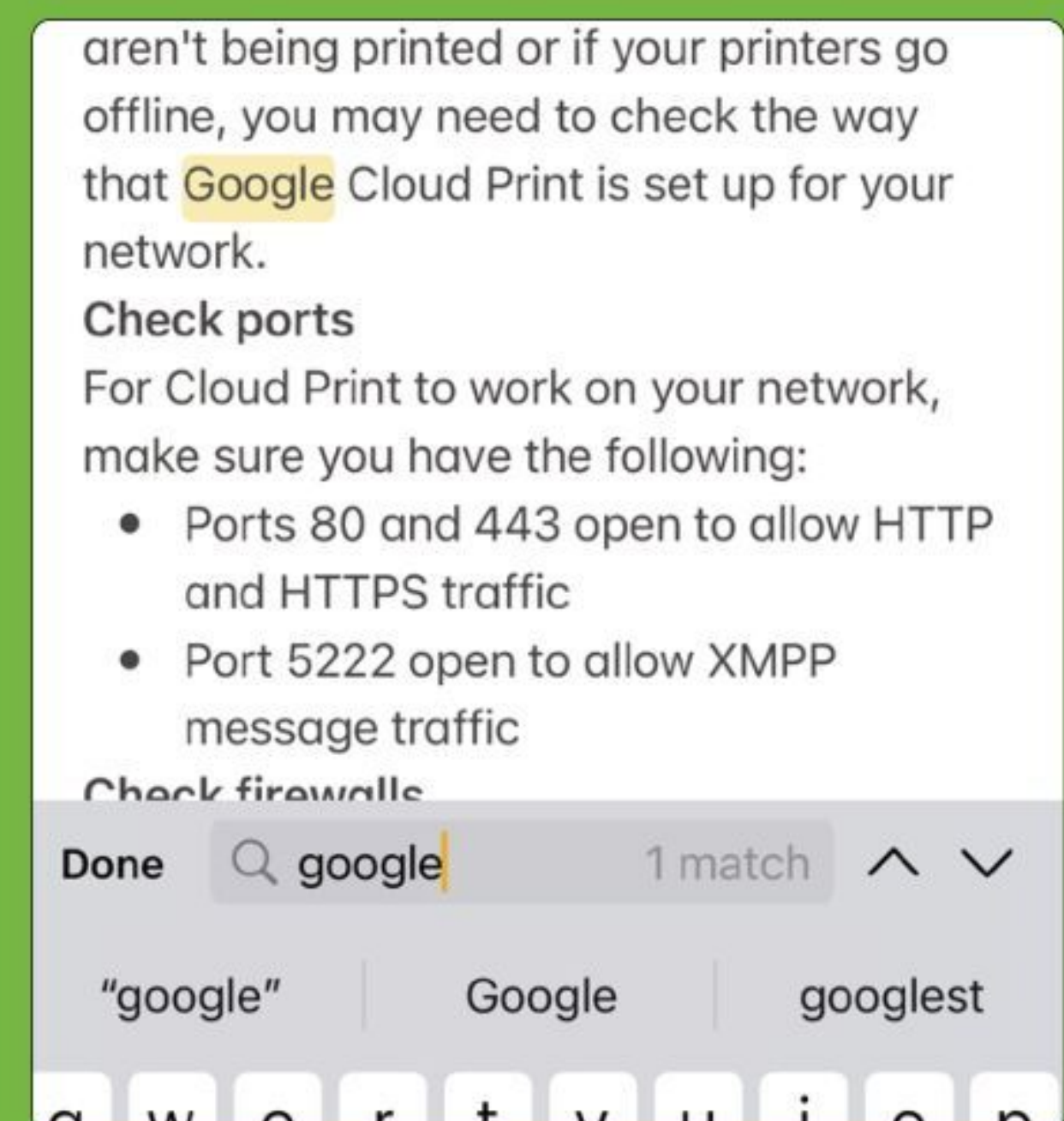
4 Send a copy

This is the Sharing option. Tap it and you can send a copy to someone else using a variety of methods; or print it, save it to files and more.



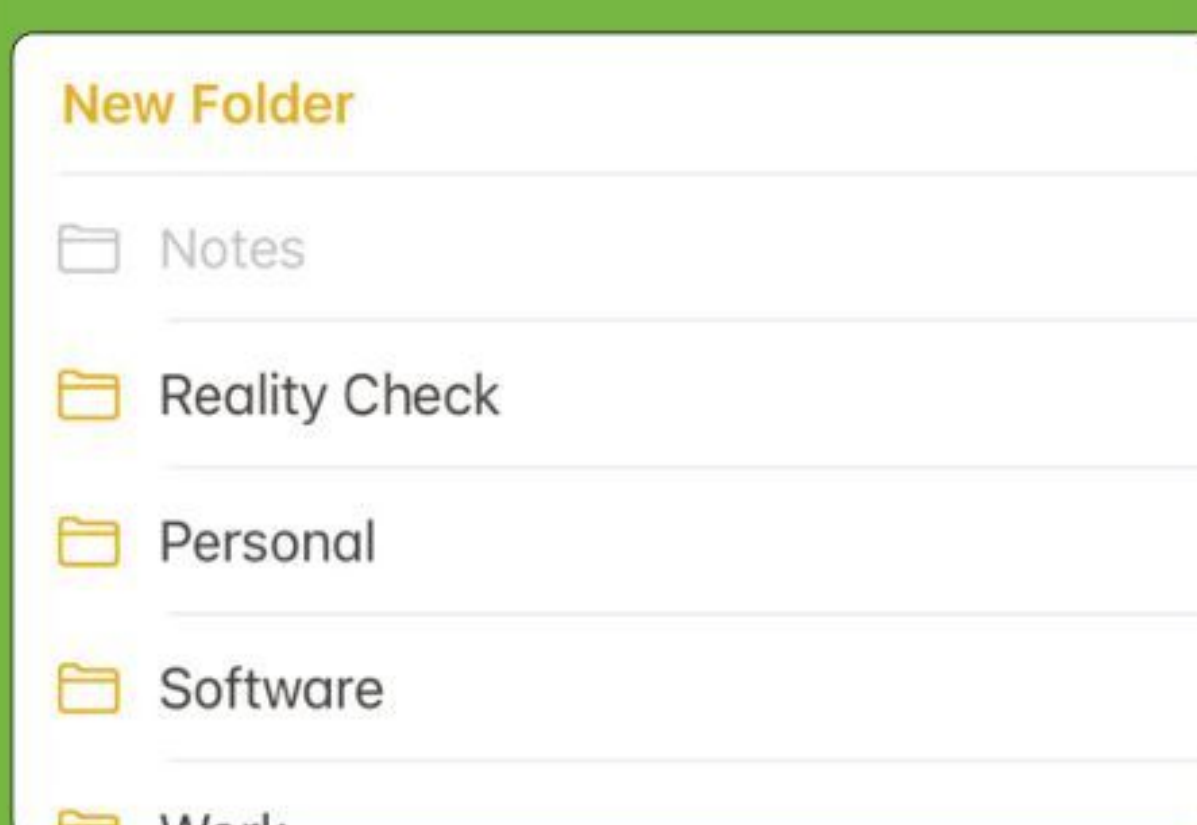
5 Find in note

A search option. This searches only in the note you currently have open rather than all the notes; so it's really useful for searching long notes.



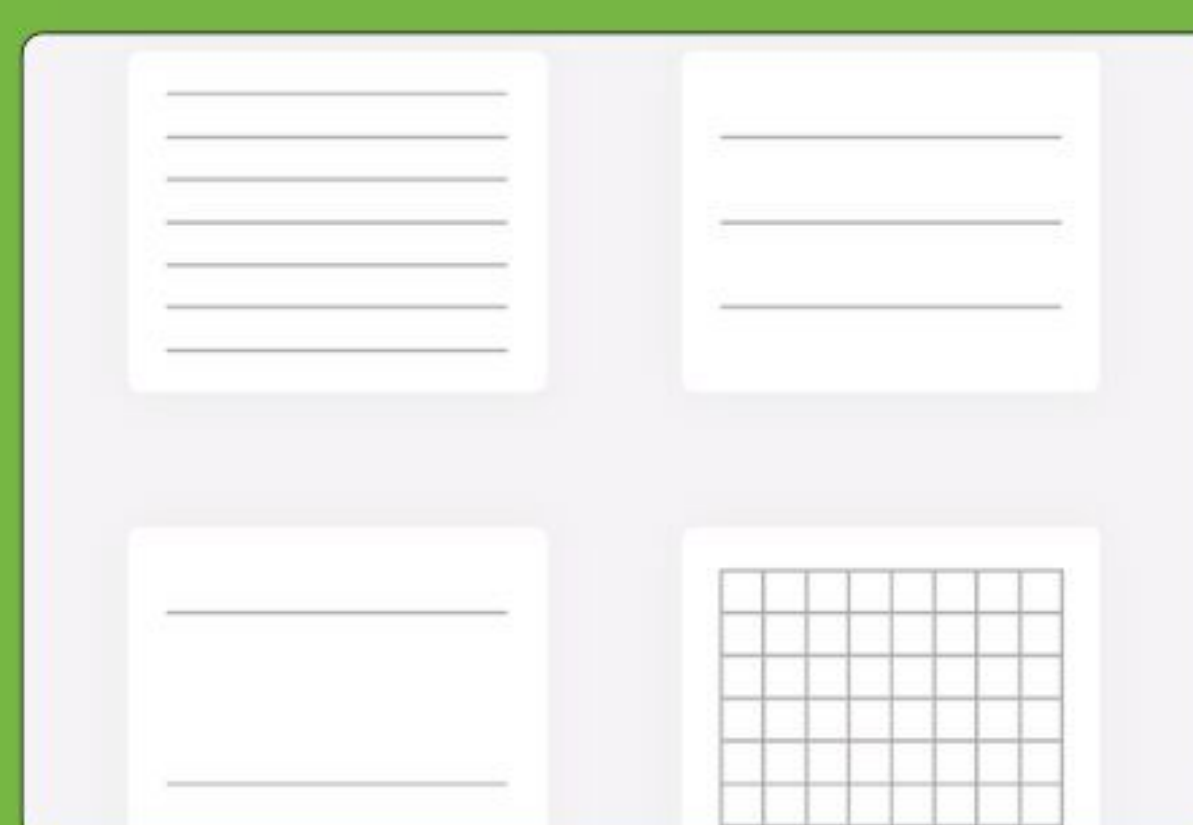
6 Move a note

Tap here and you see a list of folders. Tap one of them to move the note into that folder or tap New Folder to create a new folder to use.



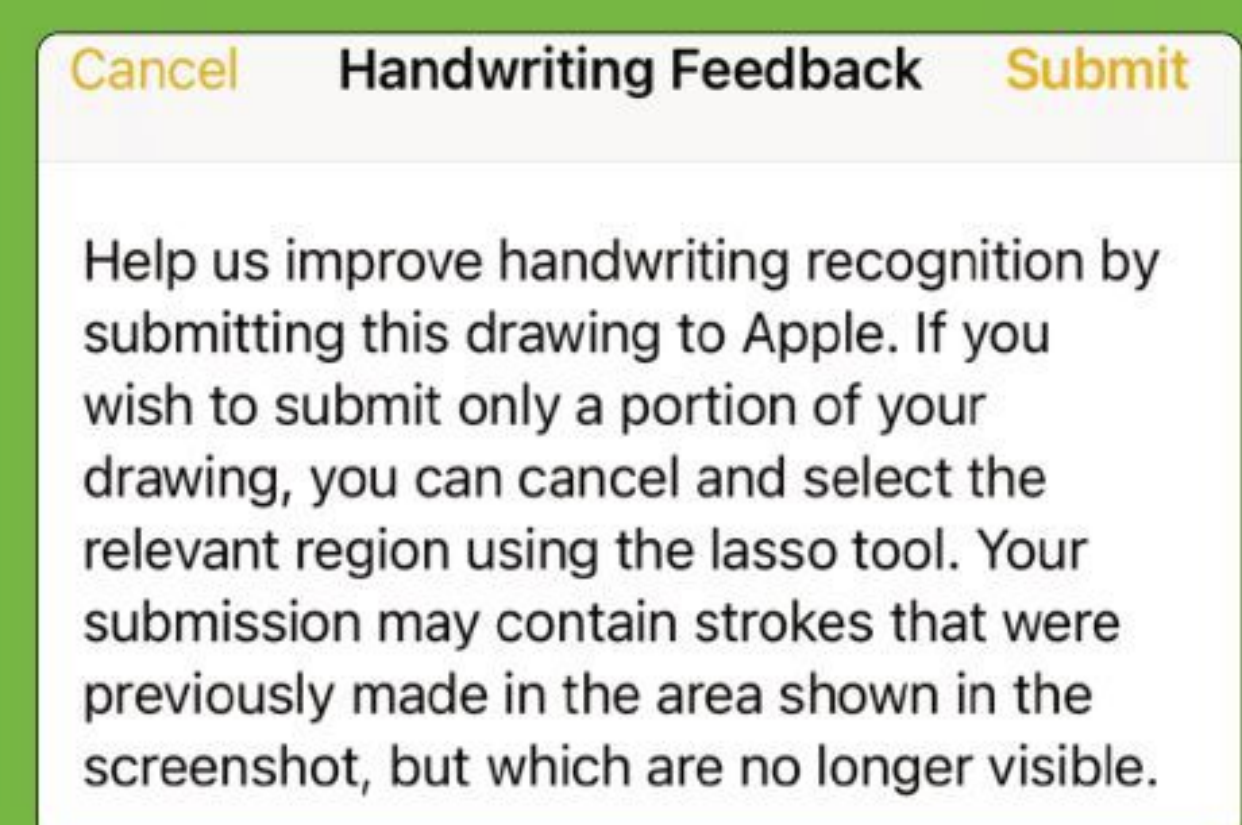
7 Lines & grids

If you want to add some lines of various spacing or a grid to your note, tap here and choose a design from the menu that appears.



8 Handwriting feedback

If you've written on the screen using Markup, those words should be searchable. Help Apple improve its algorithms by sending feedback.

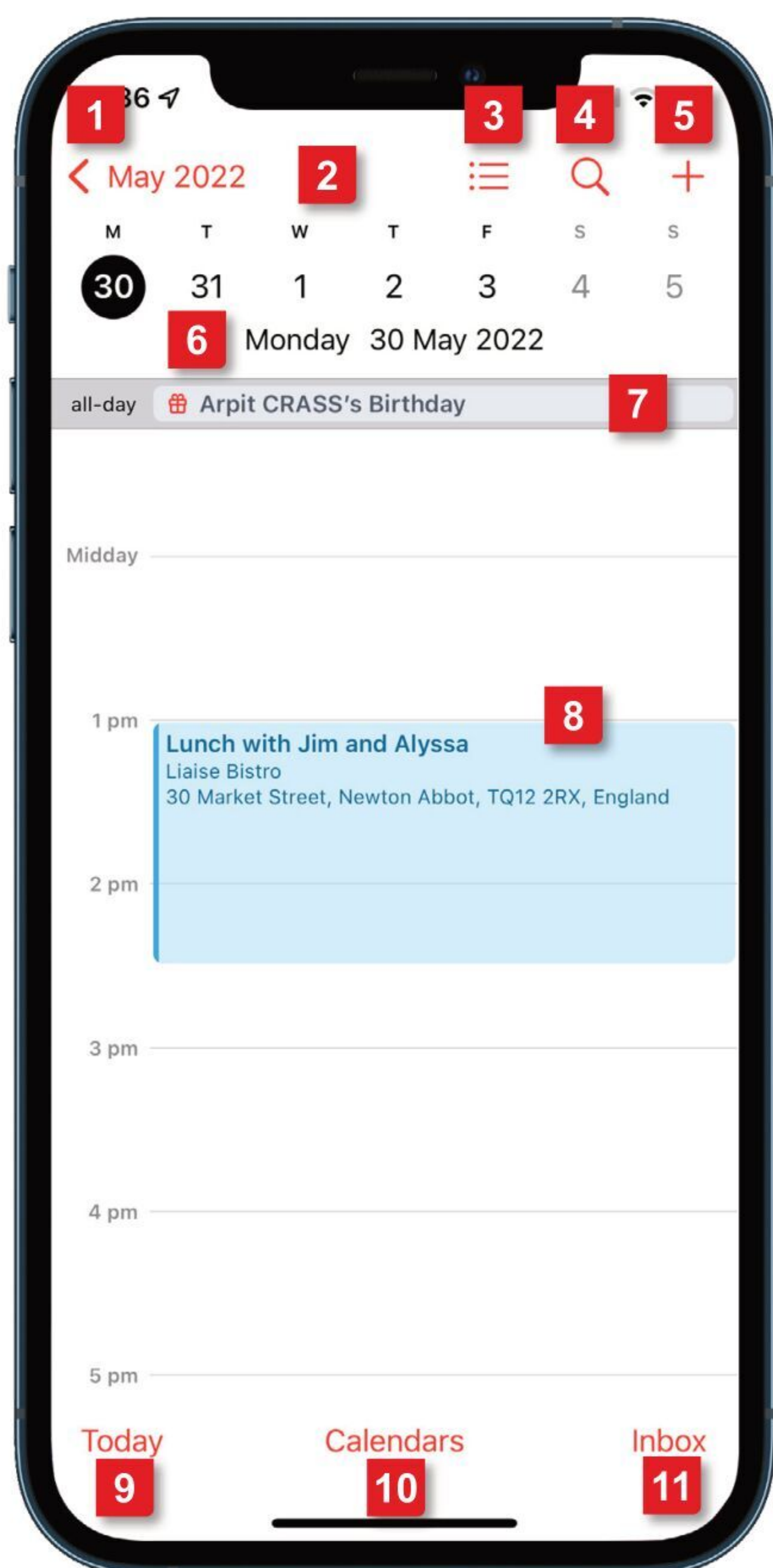




Calendar App For Your Events

Calendar is great for organising your life. You can add events and appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It can remind you about upcoming events too.

Calendar in Focus

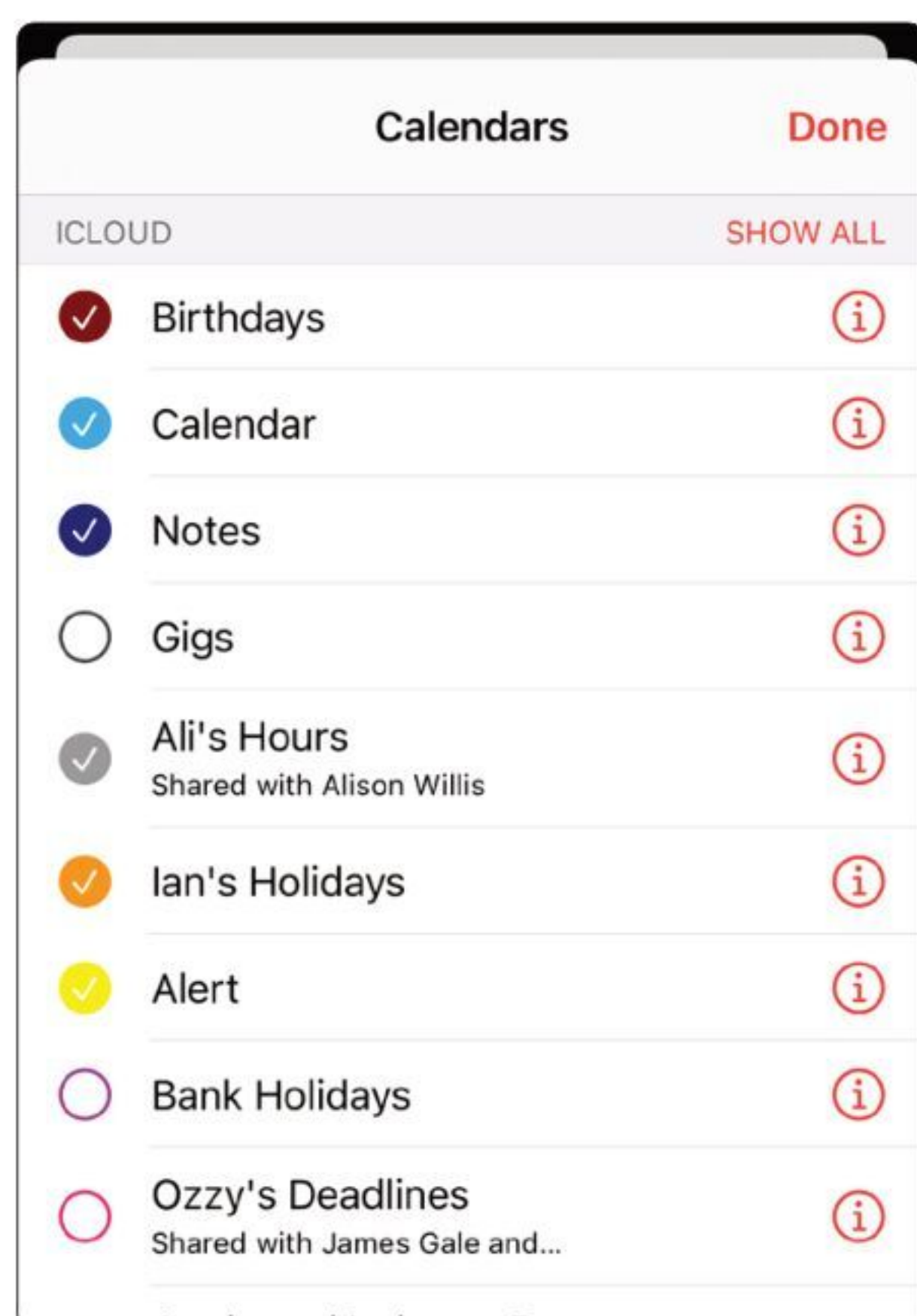


- 1 Tap this link to go back to the month view, showing the whole of the month.
- 2 Here you see the days of the month, with the currently displayed day highlighted. So here we're looking at 12th November.
- 3 This icon gives you a list of upcoming events, displayed according to their date and time.
- 4 Tap here to search the Calendar app, looking at titles and content in your calendar entries.
- 5 Tap here to create a new calendar event, setting the date, time and title, as well as whether it repeats (for example, with birthdays and anniversaries), which calendar it's in, when it starts and ends and more.
- 6 The day, date, month and year currently open are shown here for easy reference.
- 7 All-day events such as public holidays and birthdays are listed at the top of a day's list of calendar events. You can tap this all-day entry for more information.
- 8 This event is to take place between 1pm and 3pm on the date in question. Tap the event for more details and options.
- 9 Wherever you are in the Calendar app, tapping the Today link takes you back to the current day's entries, as seen here.
- 10 You can set up more than one calendar, so your events can be sorted into categories such as work, home and whatever else you choose. Tap here for a list of your calendars.
- 11 Invitations to join shared calendars arrive in your inbox, which you can reach by tapping the link found in the bottom right corner here.

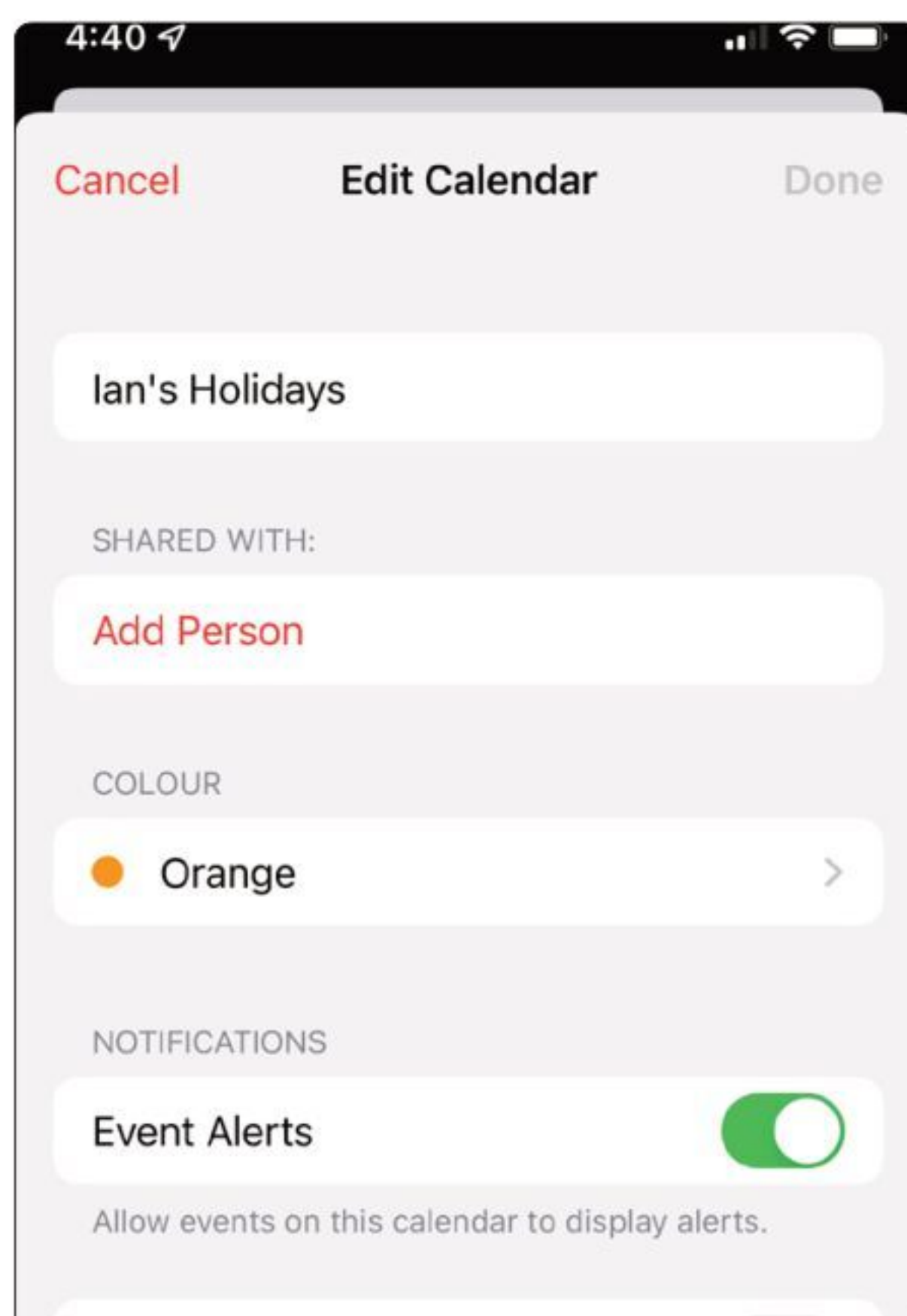
Emailing events.

To send an event from a Mac, drag it off your Calendar app onto your desktop (this doesn't delete the event from the Calendar app), where it appears as a .ics file, then send it by email.

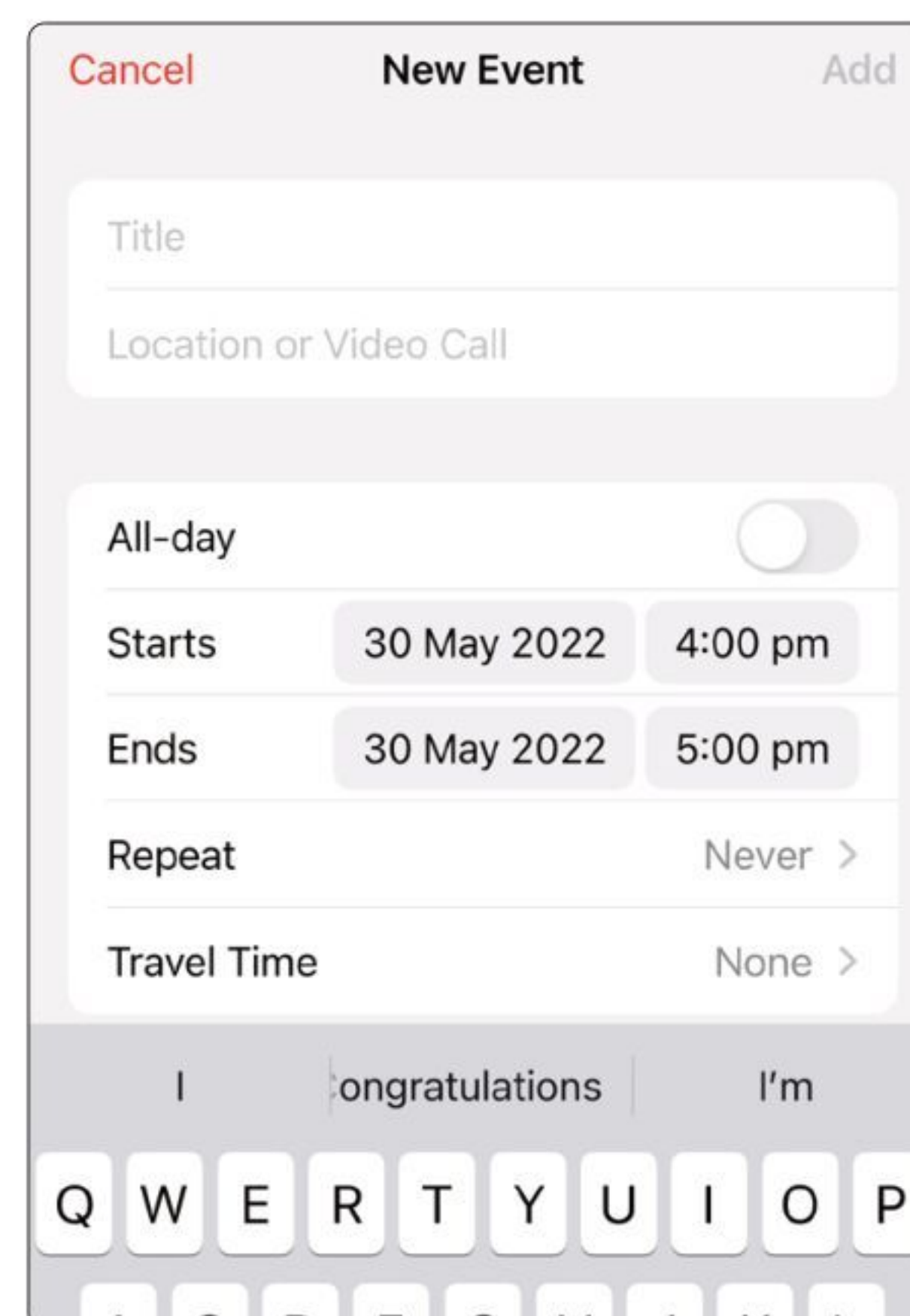
Exploring the Calendar app



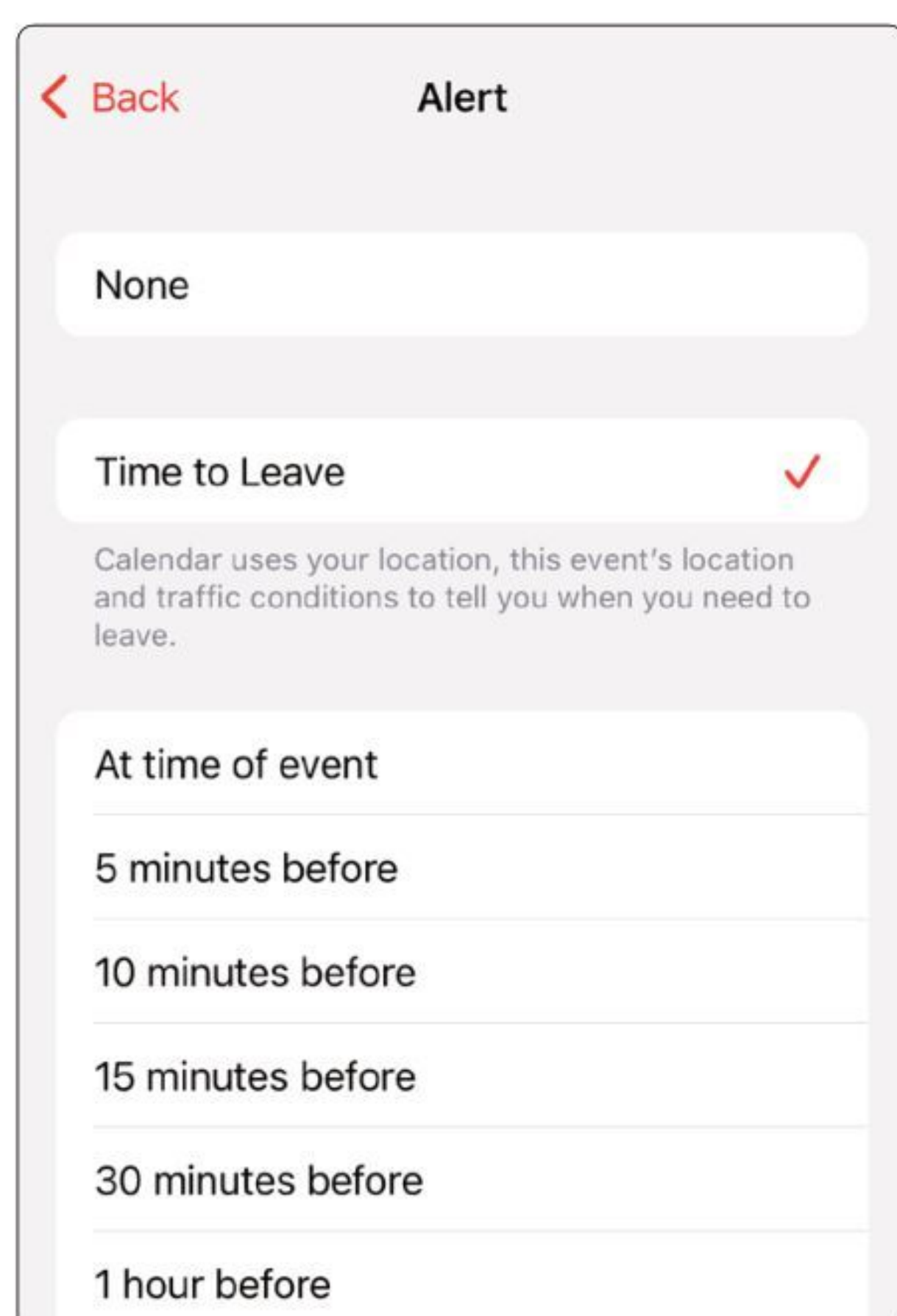
1 Tap the Calendar link at the bottom of the screen to see a list of all your calendars set up on your iPhone. Each has a circle next to it. Tap this circle to turn a calendar on and off, showing and hiding their entries on the main screen. This is useful if your Calendar app is getting crowded and difficult to navigate.



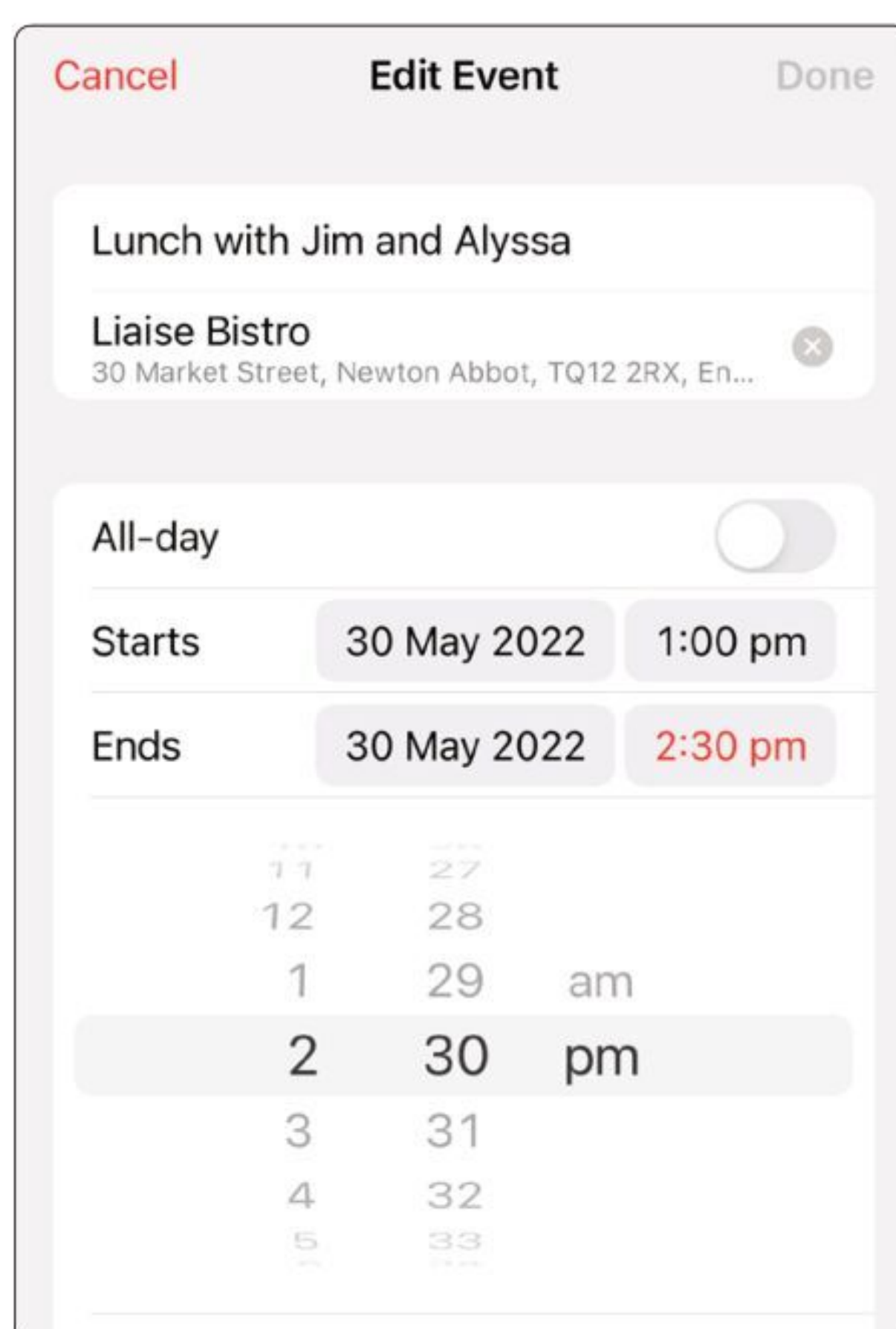
2 Tap the 'i' to the right of a calendar for this screen, where you can edit the calendar's name, change its colour, choose whether it produces alerts and whether it should be made public. Tap the Add Person link to share it with someone, after which you can add and edit events on that particular calendar.



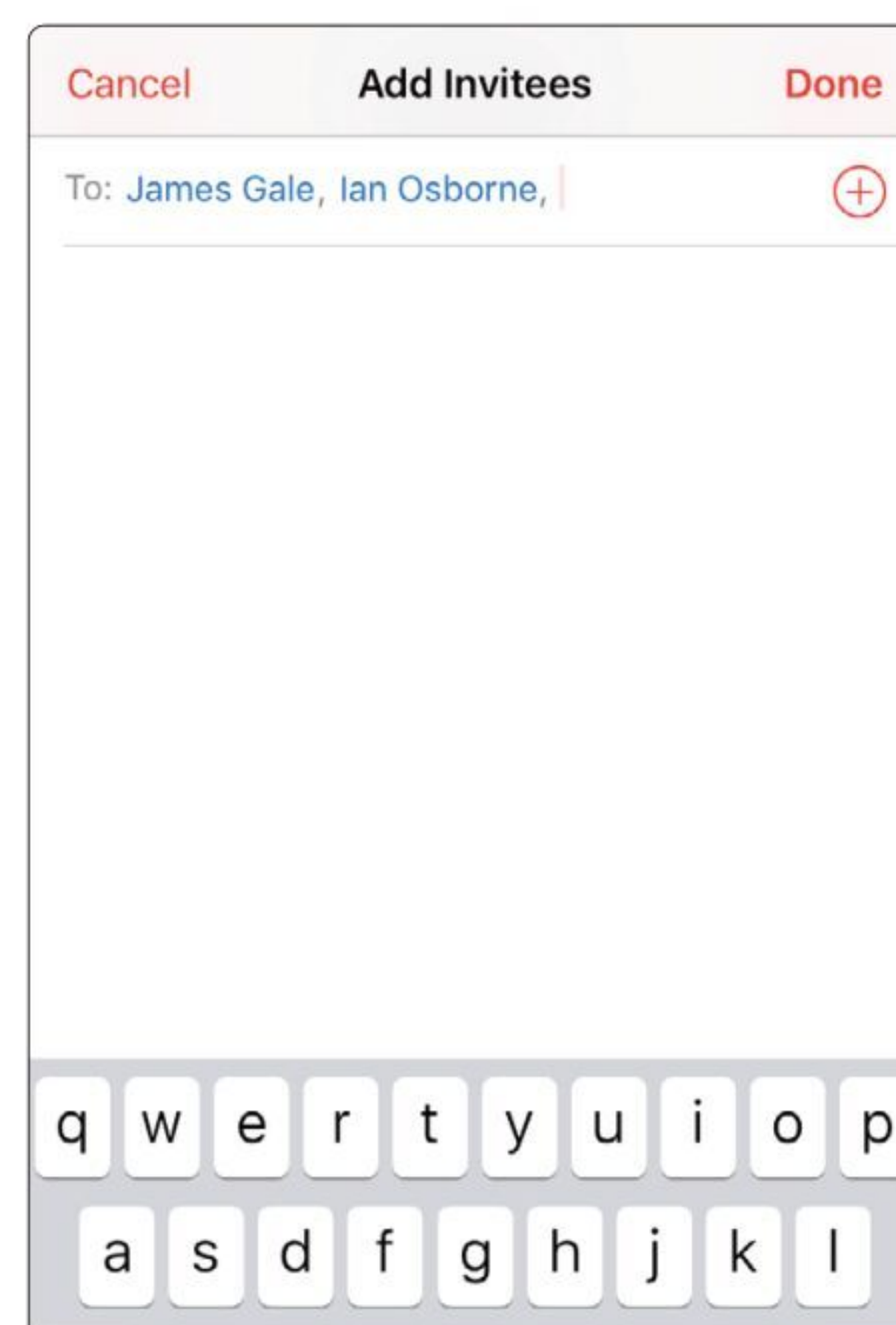
3 To add an event, tap the plus symbol to the top right of the screen. Enter a title and location for the event in the field provided, choose a start and end date and time, set whether the event is to repeat either daily, weekly, every two weeks, monthly or yearly and decide whether you want an alert.



4 If you choose to receive an alert, you can set when you want it to trigger. You can also enter notes or details in the bottom field, which is useful as the Calendar app's search facility can find text in these notes. When all details have been confirmed, tap Done to finish.



5 To edit an event, tap the event and then tap the Edit button that appears at the top right of the screen. From here you can tap on any of the fields to change the details. To delete an event, tap it, tap the Edit button then the red Delete Event button at the bottom of the screen.



6 To invite other people to this event, tap Edit, then Add Invitees. Tap the + icon and navigate your contacts, or just type in their details in the To field. Enter as many as you like, then tap Done and they're all contacted. If they accept, the event is added to their own calendar.



Contacts App For Important Info

The Contacts app is your iPhone's versatile digital address book. You can use it to store all your family, personal and professional contacts; and with iCloud, so their details are synced between all of your Apple devices.

Contacts in Focus

1 Tap this link to go back to your list of contacts, arranged in alphabetical order.

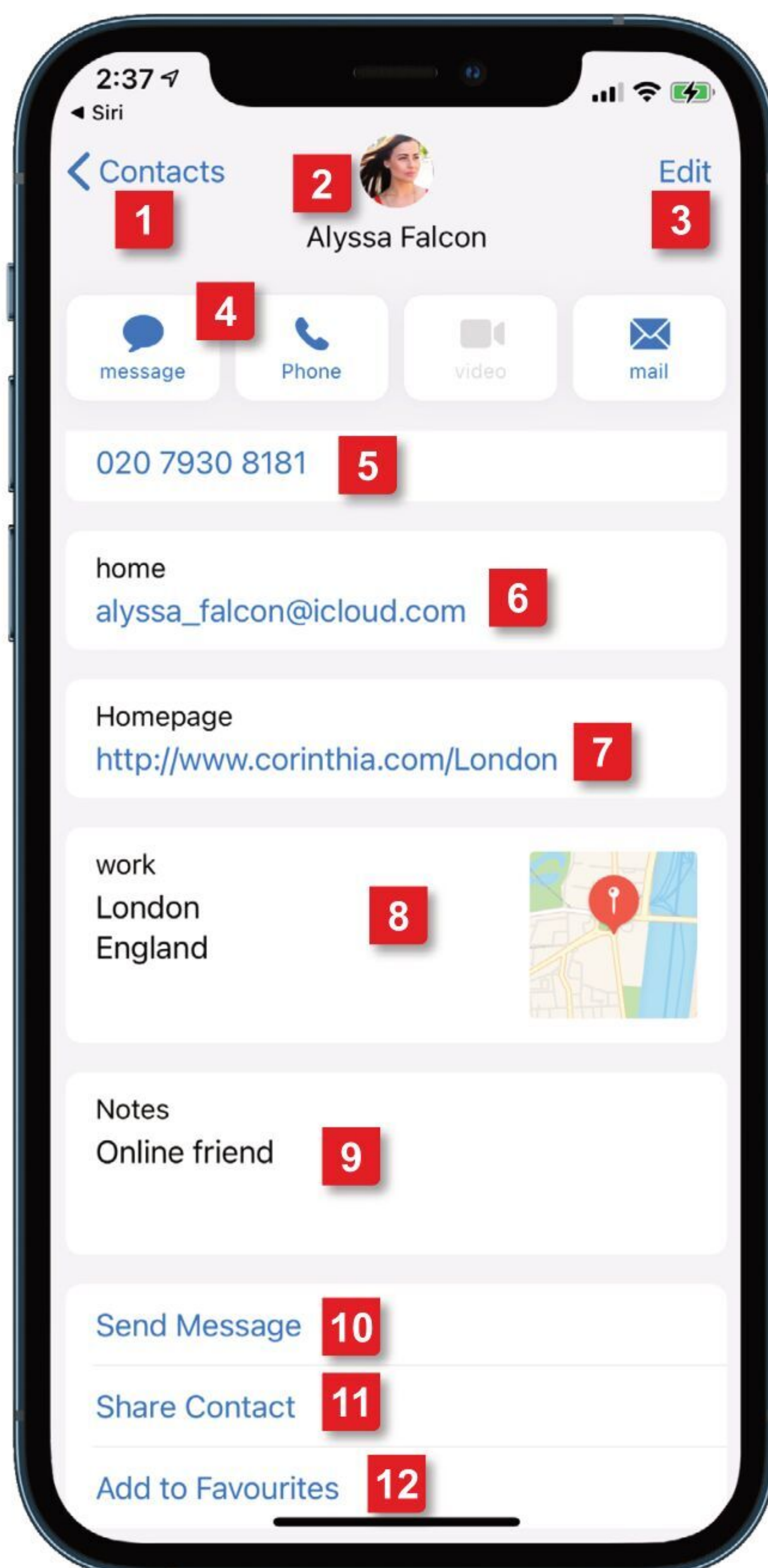
2 The name and picture of your currently open contact. If you don't yet have a picture here, the person's initials are shown on a grey background.

3 Tap Edit to add, remove or change information on the contact card. You can add things like birthdays and social media addresses as well phone numbers, street addresses and more.

4 These icons let you communicate with your contact directly from the Contacts app. Tap to send a message, make a call, make a video call or send an email. A greyed icon means the feature is unavailable.

5 Phone numbers for the contact. You can add numbers for home, work, mobile and more. Tap a number to make a call to it.

6 You can add as many email addresses as you need to a contact (for home, work and more). Tap an email address to open a blank email, with that address already in the To field.



7 If your contact has a home page, whether a personal or business site, you can add it here. Tap to open it in Safari.

8 You can add addresses for home, work and more. A preview from the Maps app is shown. Tap it to open the Maps app at the location of that address.

9 You can write anything you like in the Notes section found here. The notes are searched when using the Search Field, so it's a useful way of keeping yourself more organised.

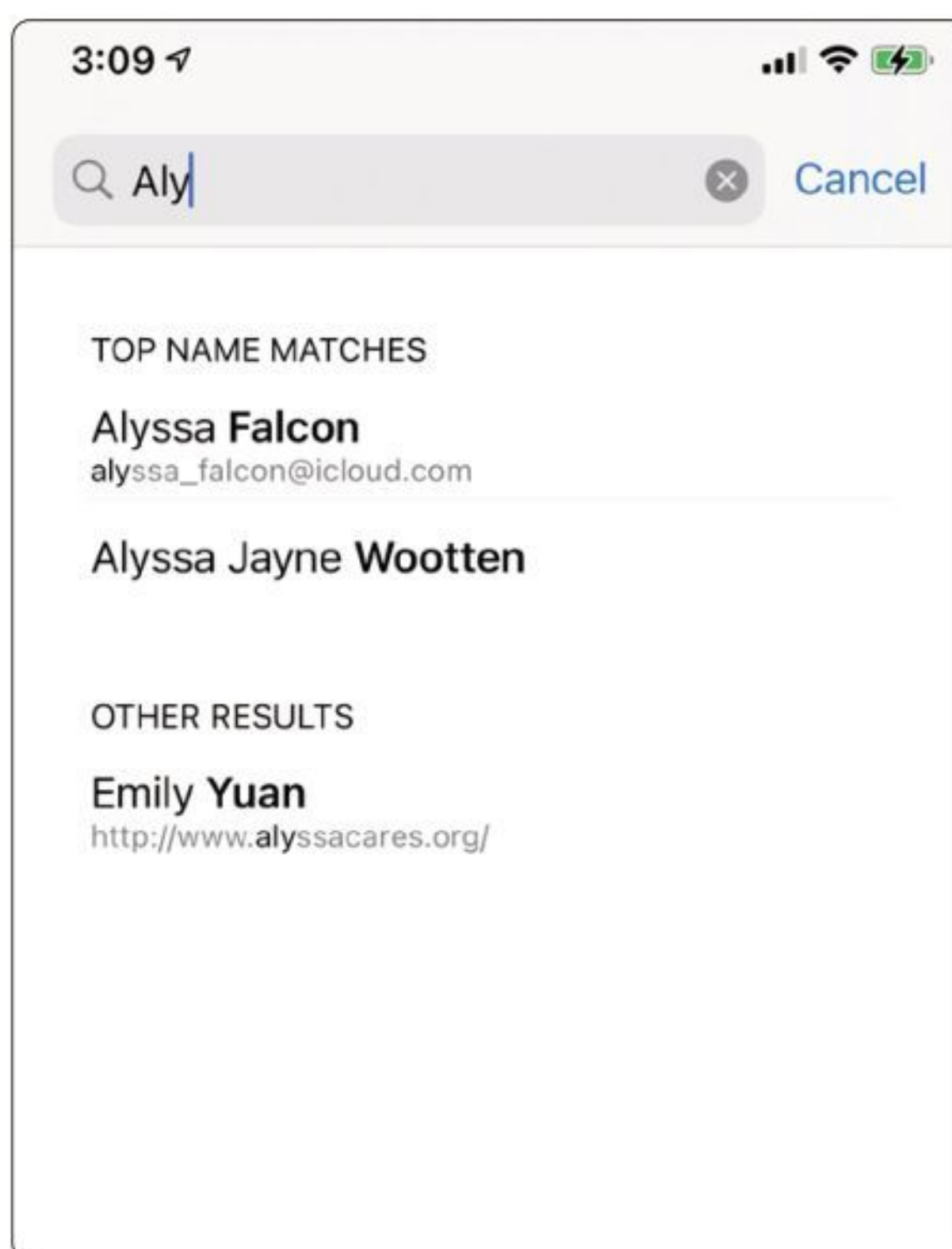
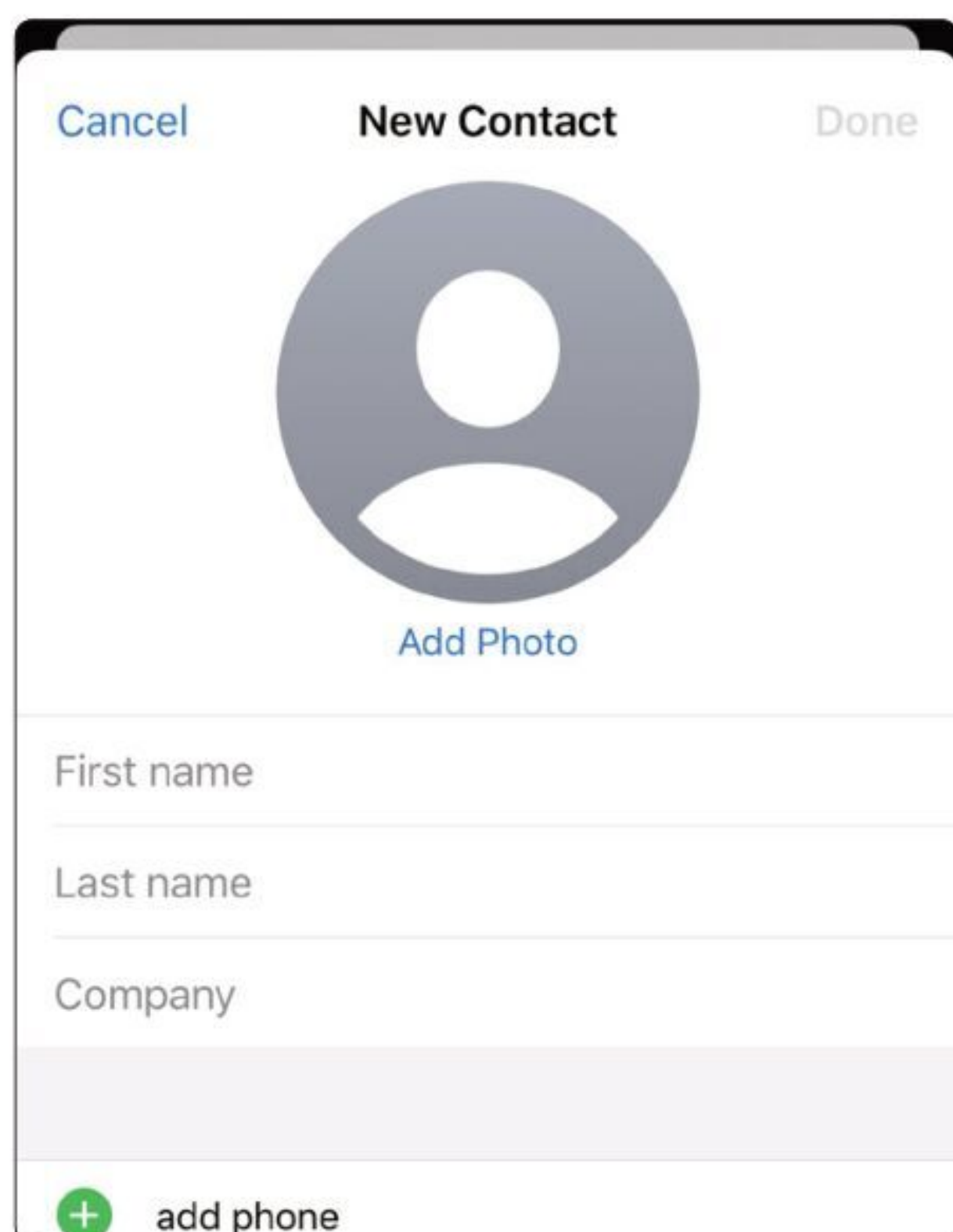
10 Tap here to send a message to your contact using the iPhone's Messages app.

11 The Share Contact feature lets you send your contact's details to a third party, by email, messages, AirDrop and more. The recipient can then open and save that contact card to their device.

12 Add your contact's message details, phone number, email addresses, and/or other details to your list of favourites found in the Phone app.



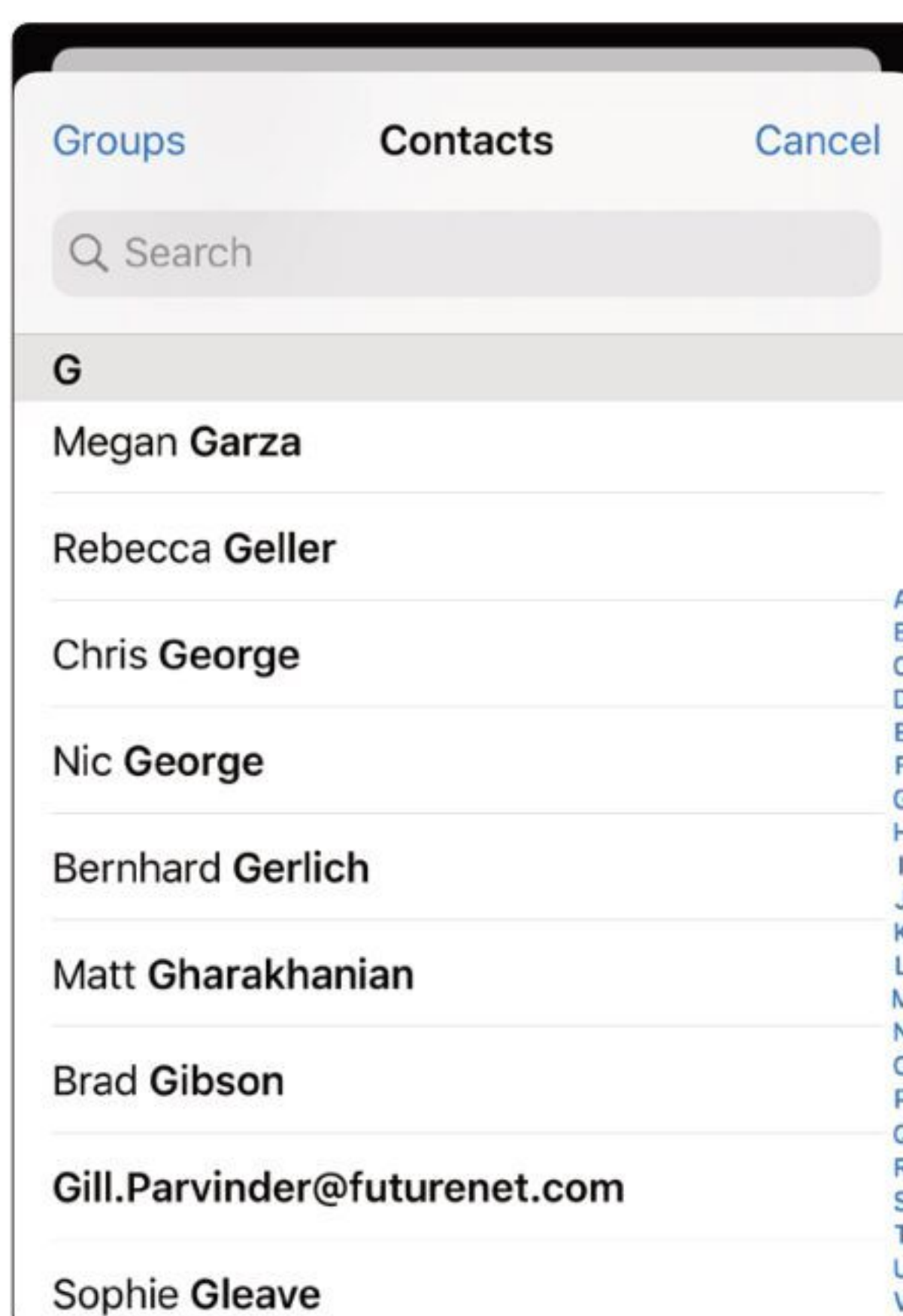
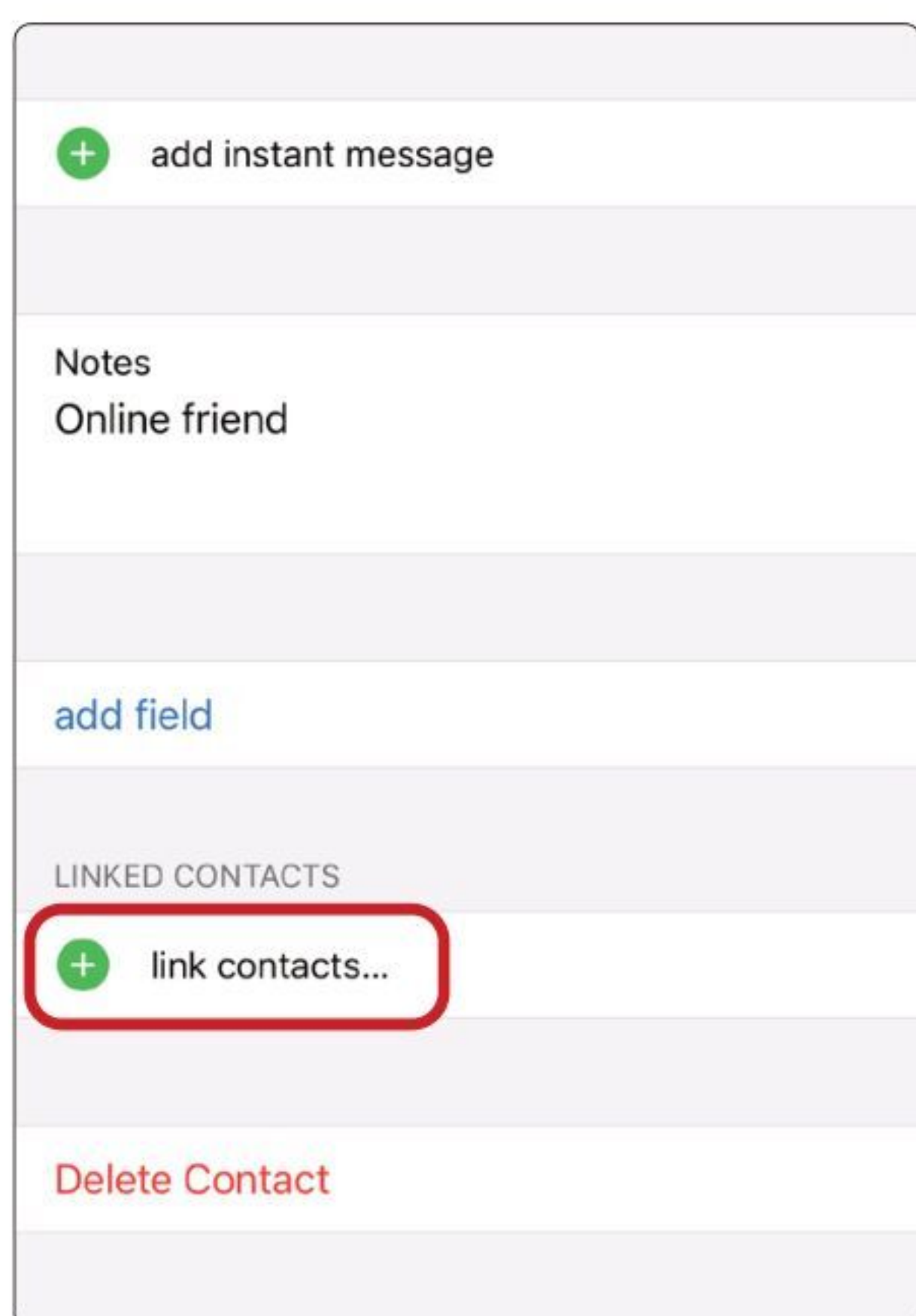
Adding new contacts



1 To add a new contact, press the Plus icon in the top right corner. Enter details such as the name, phone number and address by tapping the green plus links in the contact card. Tap the silhouette to add a photo, or emoji if you prefer. If you want to enter something that isn't on the card, scroll to the bottom and tap Add Field.

2 You can also assign individual ringtones and text tones, by tapping these fields and choosing one. When you're finished, tap Done and your new contact is added to your list. Pull this list down for a search field you can use to look for contacts by name, address, phone number or just about anything else entered on the card.

Merging duplicates



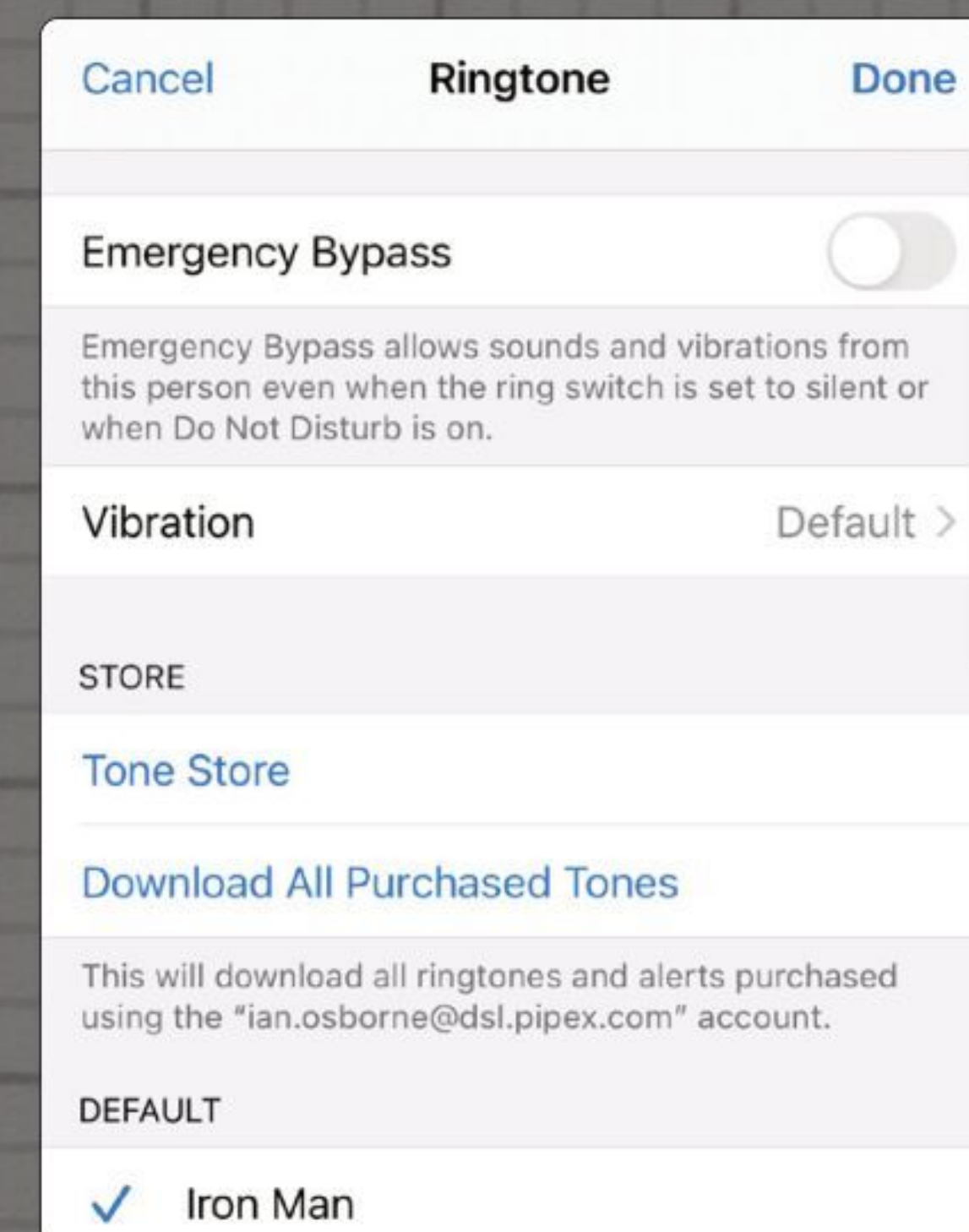
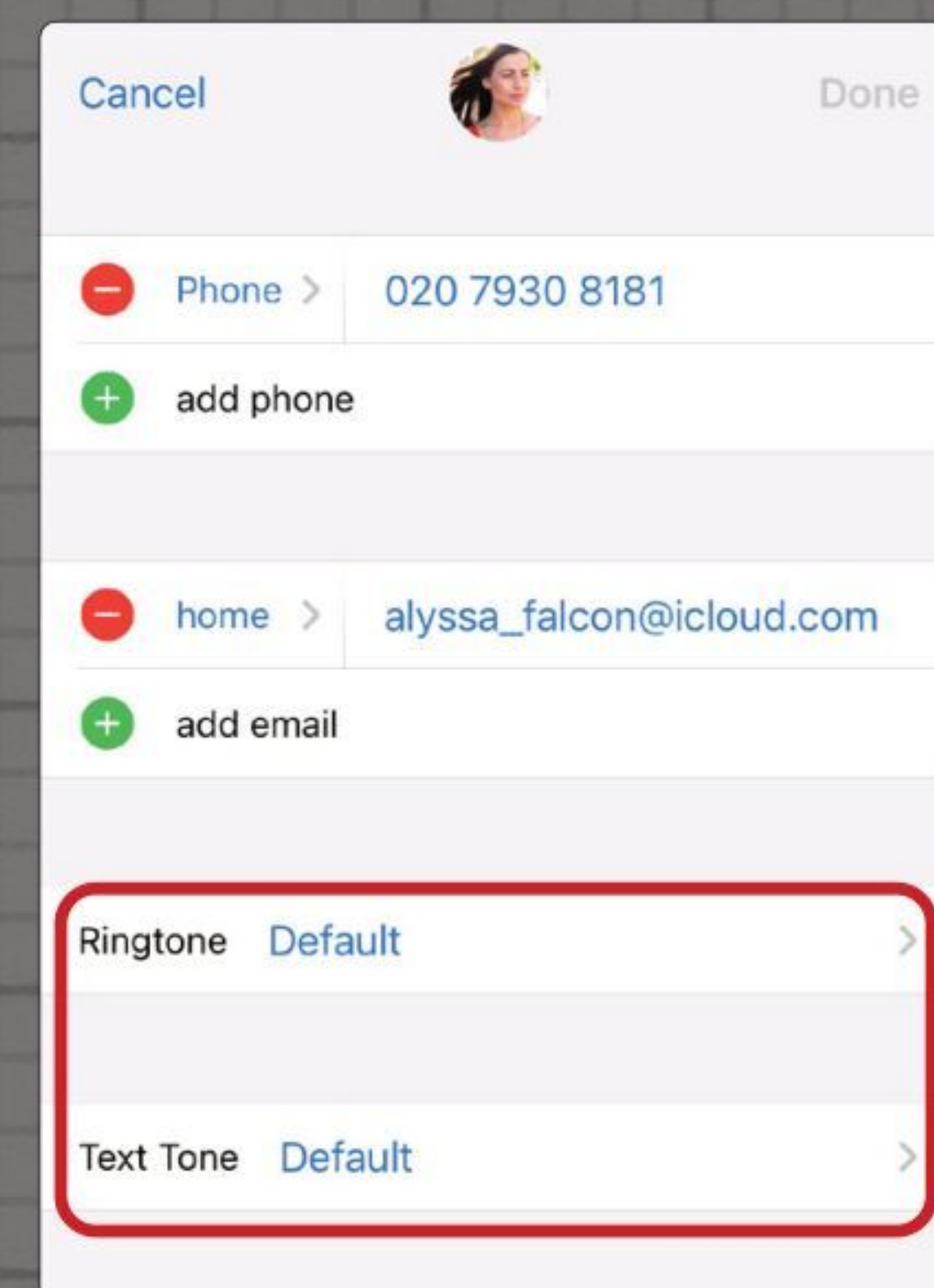
1 Open one of the accounts that you want to merge, and then tap Edit in the top right. Now scroll to the bottom of the contact card and tap the Link Contacts option as shown here.

2 Choose the contact you wish to link it with and tap it. Repeat this process for all the person's profiles, and all their details then appear in a single entry in your Contacts app.

15 Advanced Tips & Tricks

Assign a ringtone

You can assign an individual ringtone or text alert to a specific contact, so you always know when that person calls or texts. Open their contact card, tap Edit (top right) and scroll to Ringtone and Text Tone. If you haven't changed them already, they're set at 'Default'.



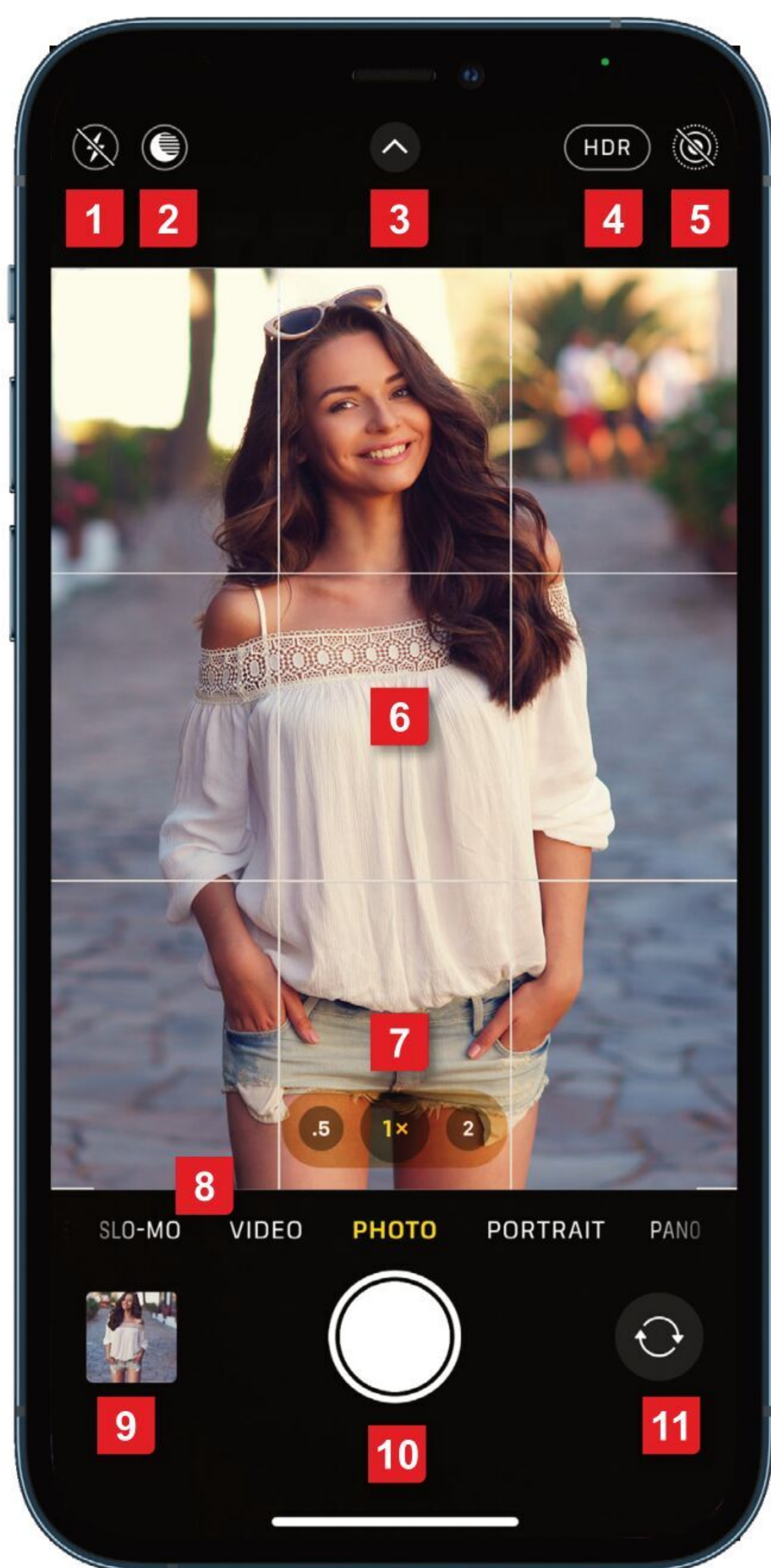
Tap the one you want to change and select a new one. This tone is now used for incoming calls or messages from that contact. You can also turn on Emergency Bypass, which lets that contact get through to you even when your phone is on Do Not Disturb.



Camera App For Taking Pictures

Here we show you how to make the most of the iPhone's cameras. With the Camera app, you can take amazing still pictures, record regular and slow-motion videos, make panoramic shots, take live photos and more.

Camera in Focus (older iPhone's interfaces may vary)



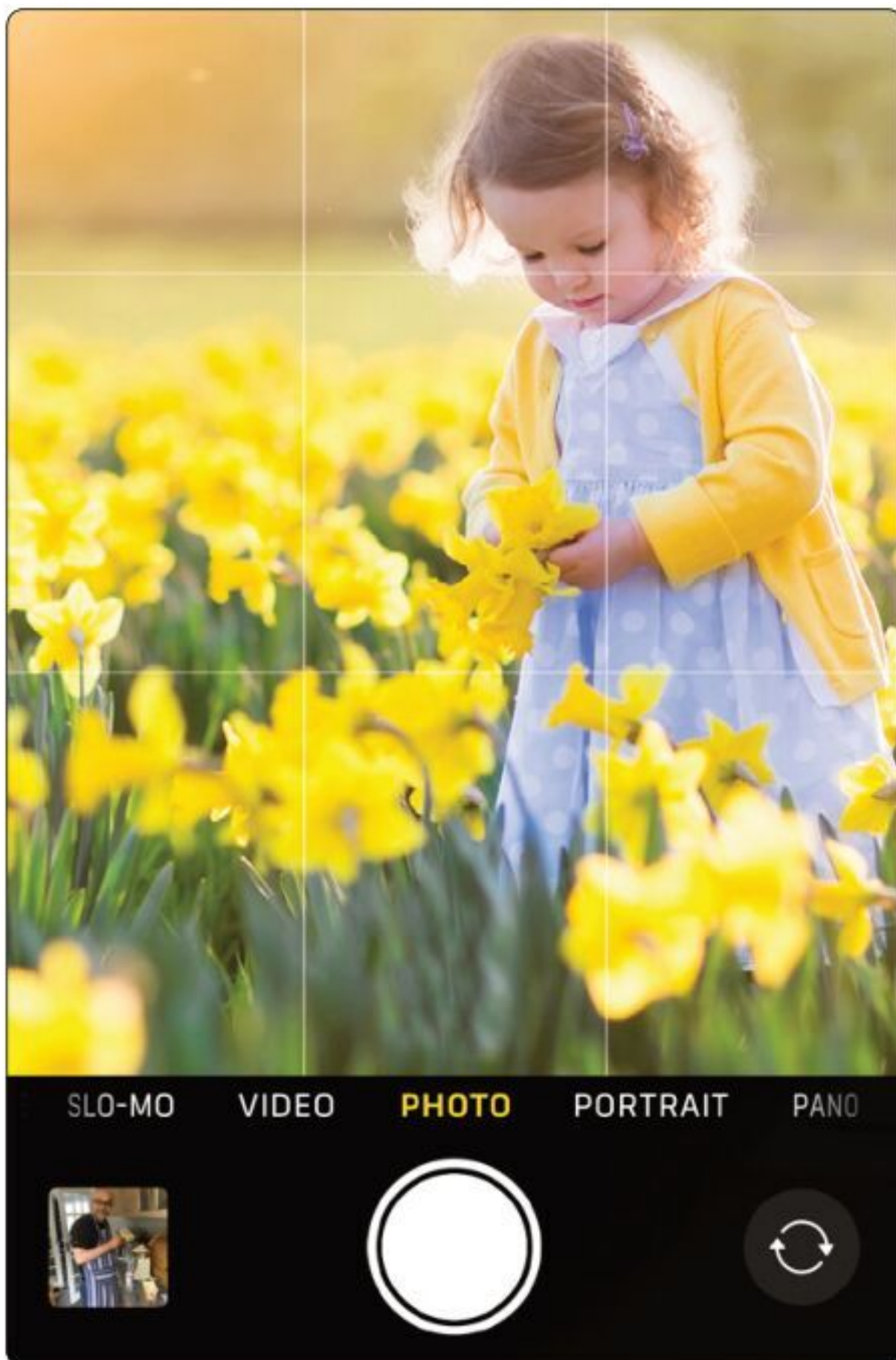
- 1** Tap the flash icon to turn it on or off, to suit current lighting conditions.
- 2** Tap this to change the Night Mode setting. A slider lets you switch from Auto to manually setting the time length of the photo, but there's no real need to do so.
- 3** Tap the inverted 'V' icon to open a row of control icons under the picture. These give greater control over things like the flash and HDR feature.
- 4** HDR stands for High Dynamic Range. It averages the exposure by taking photos at different exposures in a short burst and then combining them into a single image. This icon turns it on or off.
- 5** A Live Photo adds a few seconds of video to the still picture, giving it a mildly animated feel. Tap this icon to toggle it on and off.
- 6** Tap the screen to set a focal point. The camera focuses on whatever's in this part of the picture. Move your finger up and down the screen to adjust the brightness slider to its right.
- 7** If your iPhone has the feature, tap here to choose from wide angled (0.5x) regular (1x) and zoom (2x) pictures.
- 8** Use this slider to switch between the various picture settings offered by the Camera app.
- 9** Tap here to open the last photo or video you took. You can delete it straight away if it wasn't what you want.
- 10** Tap here to take a photo or to start a video recording. You can use the Volume buttons instead too.
- 11** This icon switches between using the front and rear cameras.

More Controls.

Tap the chevron (3) for a row of icons that give you greater control over some of the camera's functions. These are (left to right); Flash; Night Mode; Live Photos; Aspect Ratio; Change Exposure; Shutter Timer; Camera Filters; High Dynamic Range.



Capturing still photographs and video explained



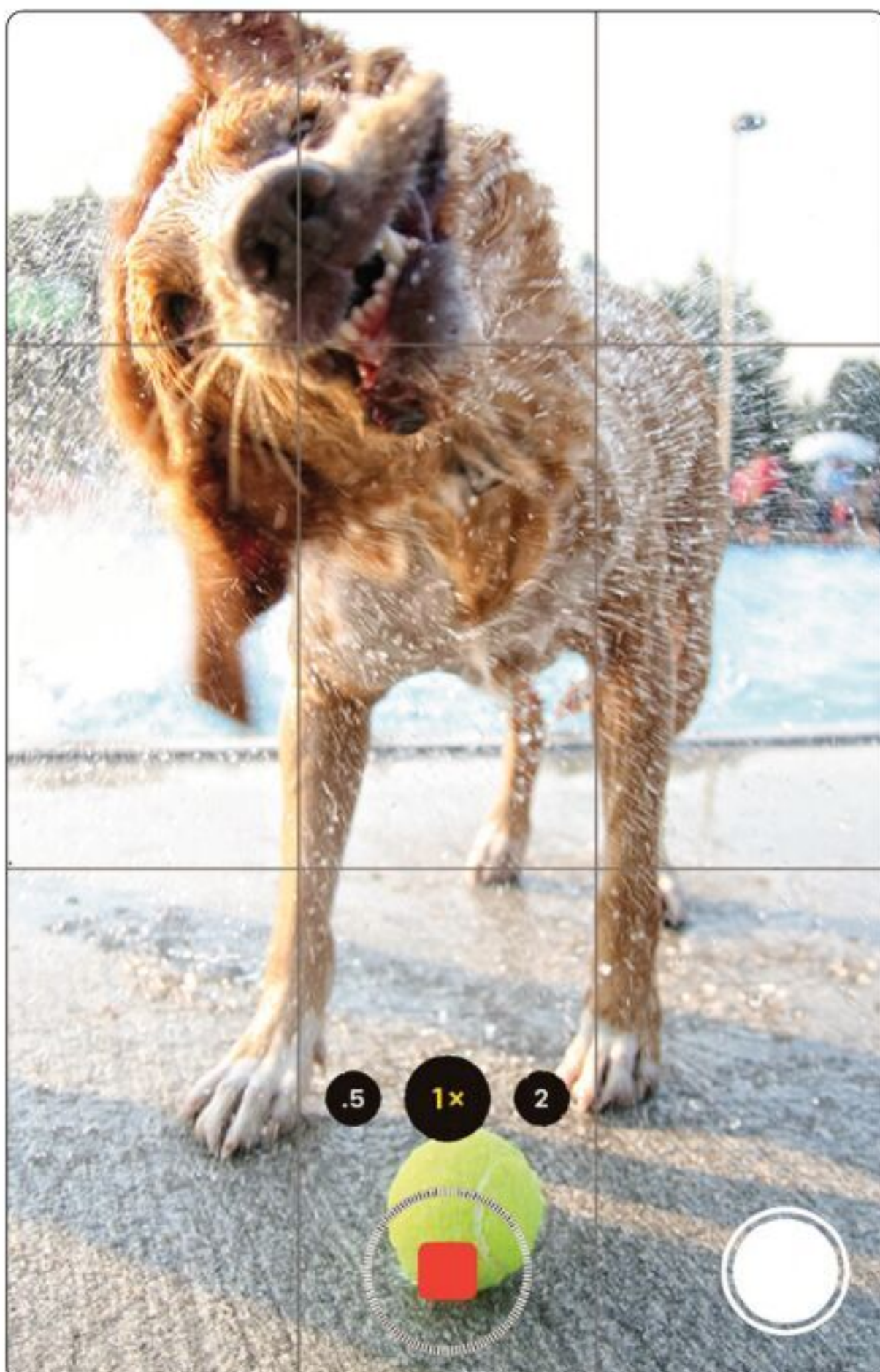
1 Open the Camera app. To flip between the front and back cameras, tap the circular icon (bottom right). To switch between video and stills, use the slider under the image; moving between Time-lapse, Slo-Mo, Video, Photo, Portrait and Pano.



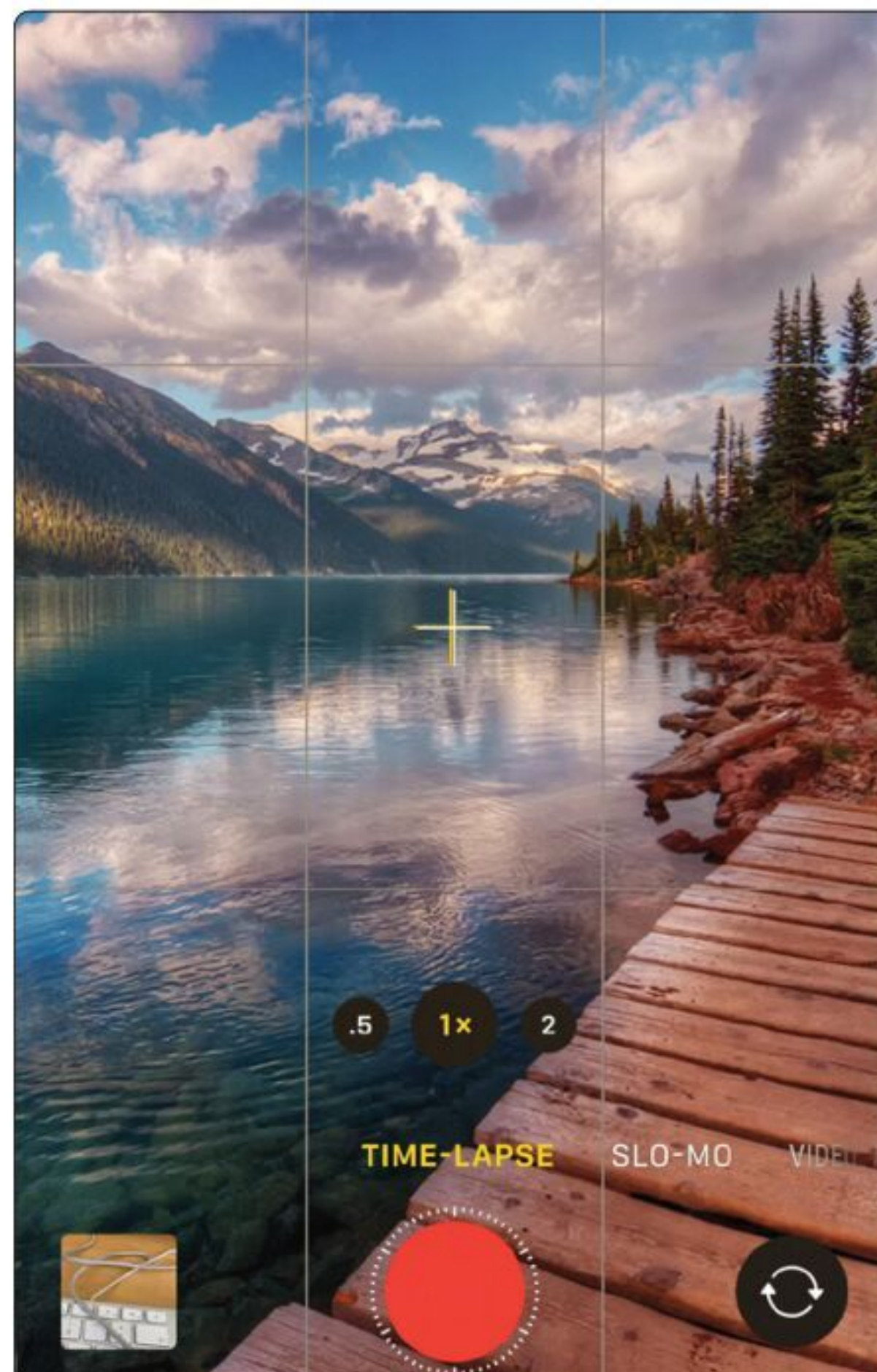
2 Zoom in and out using pinch and spread gestures on the screen. To take a photo, tap the big white button or a Volume button. For Burst Mode, (multiple images at once), on older iPhones tap and hold the Shutter button. See the next section for newer iPhones' Burst Mode.



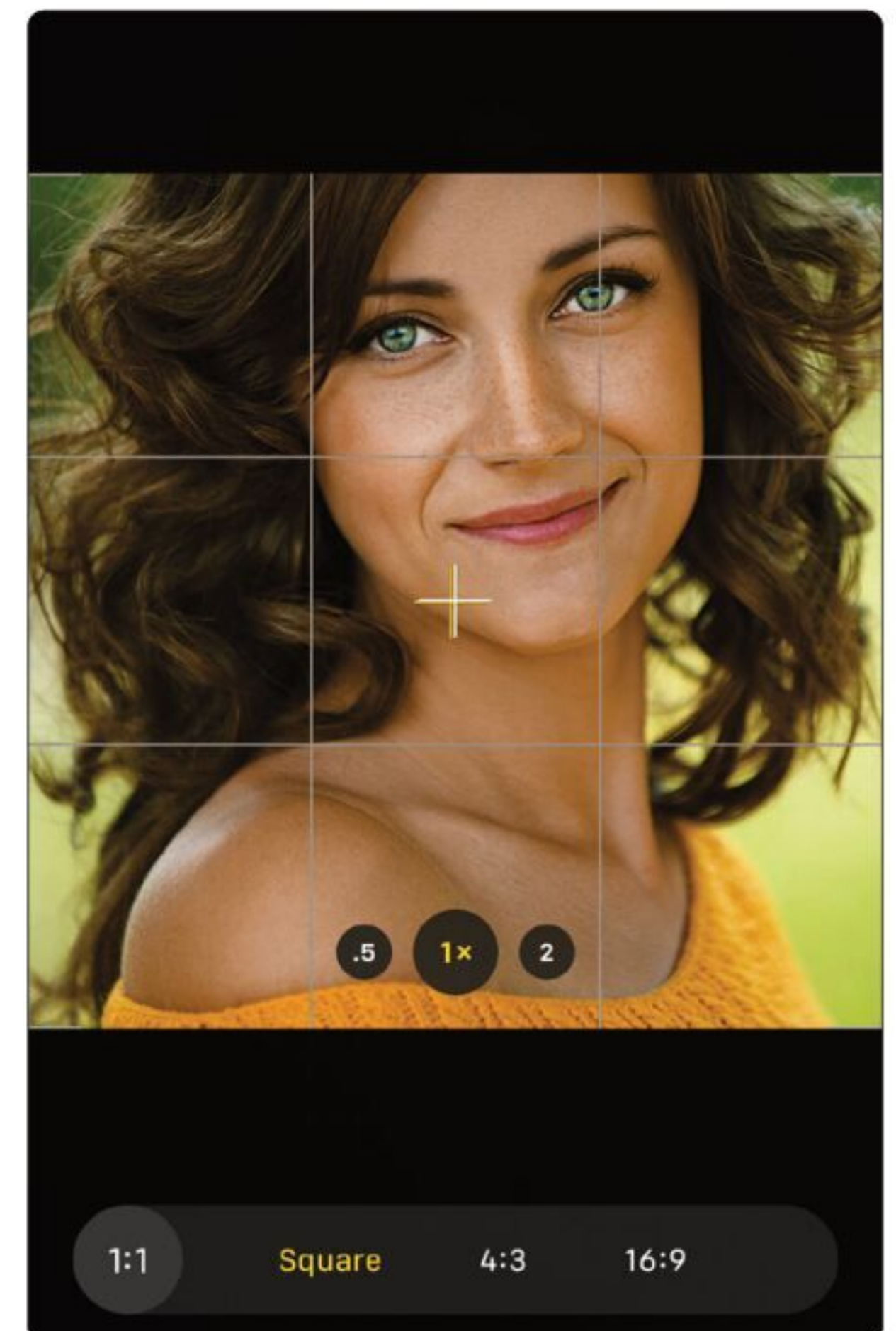
3 To record a video, set the slider to the Video option. Tap the red on-screen button to start recording. While recording, tap the white button (bottom left or right, depending on iPhone) to take a still photo. Tap the red button (now a square) to stop recording.



4 You can also shoot video footage in Slo-Mo (slow motion). It's shot in exactly the same way as regular video, as explained in Step 3, but with the Slo-Mo option chosen using the slider, as shown here.



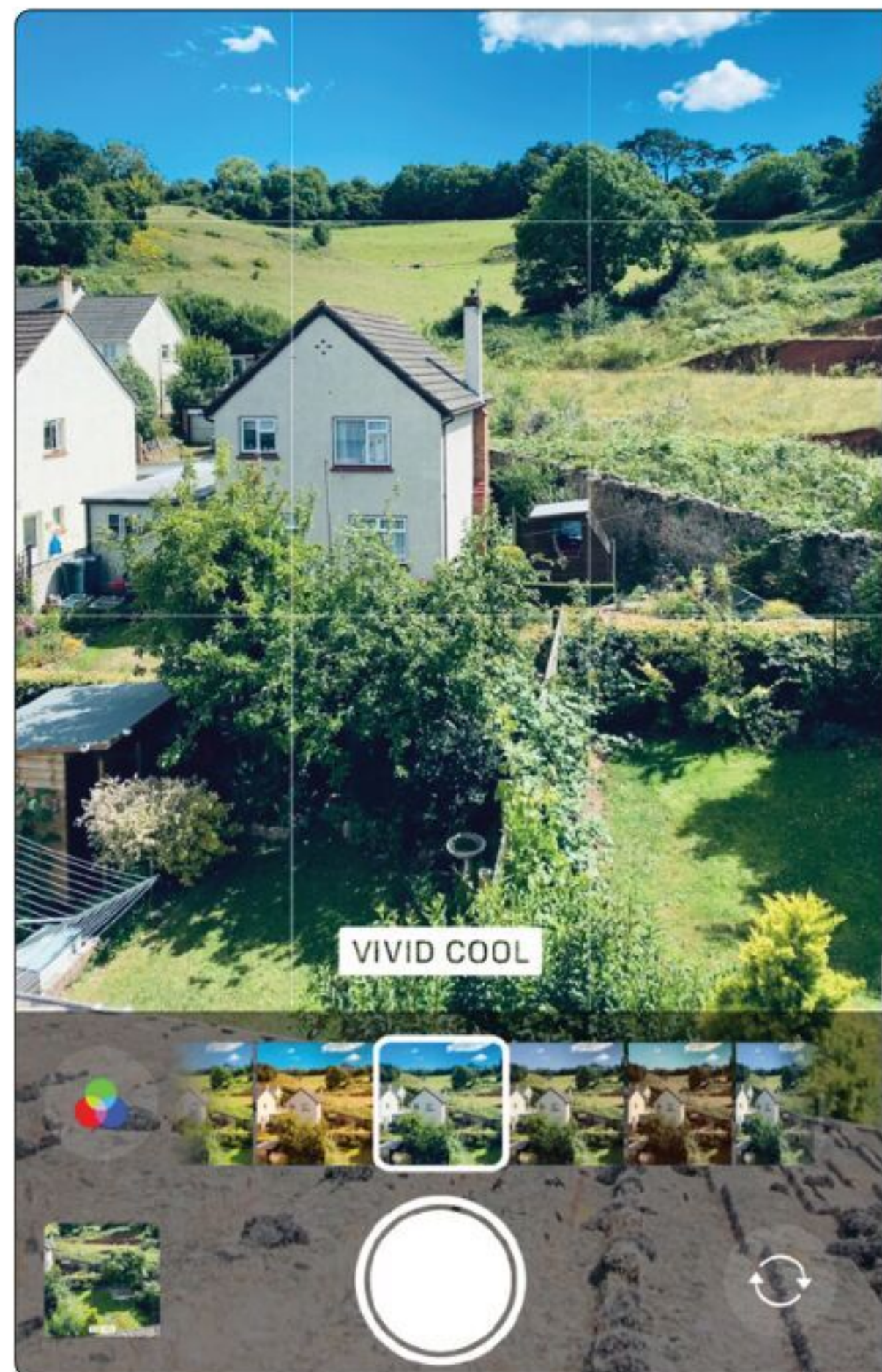
5 The final option available on the slider is the Time-lapse feature. Tap the shutter and you can now take frame-long videos at set time intervals, showing the passing of time. It's a really great feature to use.



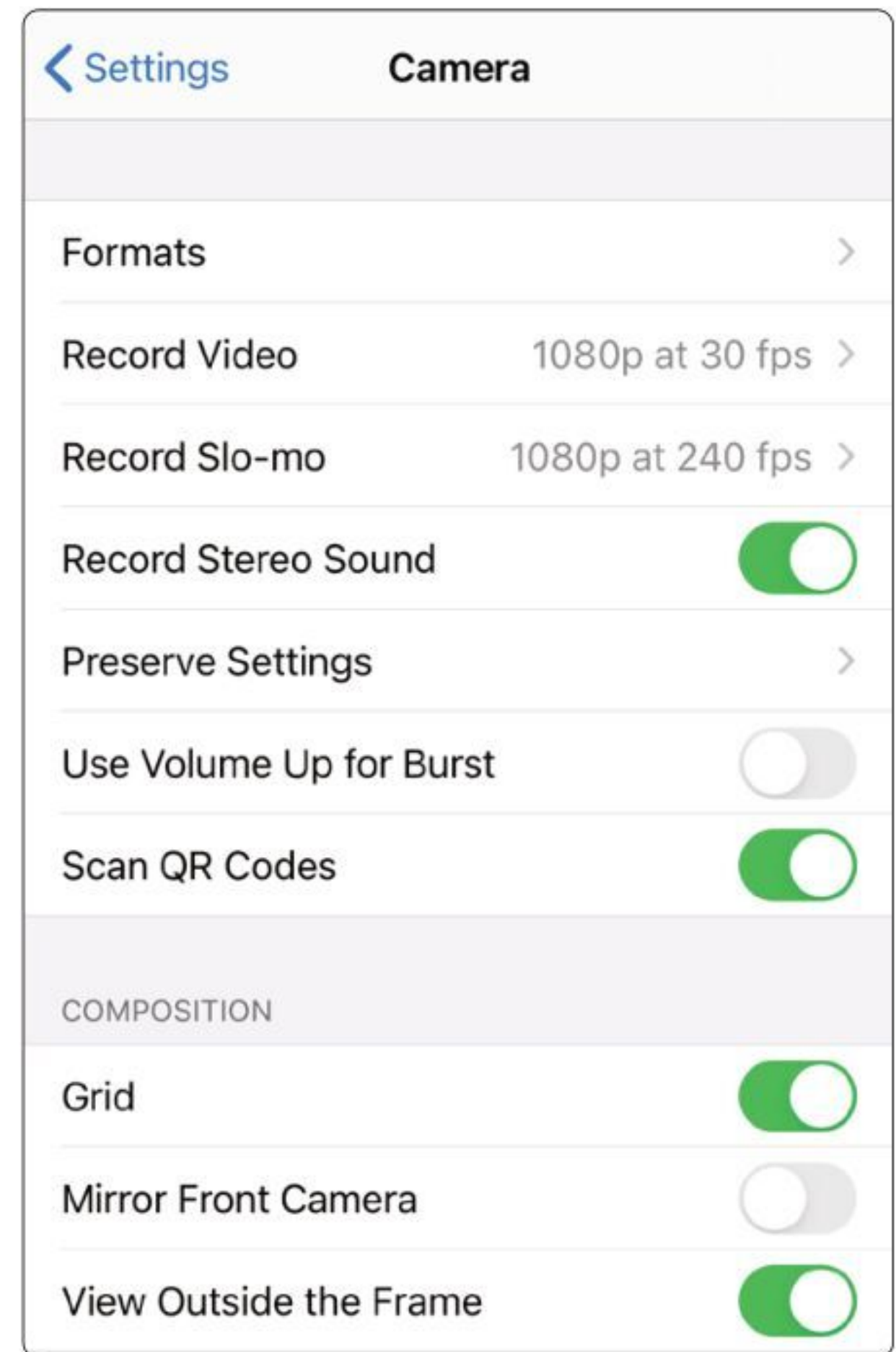
6 To take a square photo, move the slider to the Photo option and tap the chevron atop the screen. Tap the ratio in the controls that appear (4:3 by default), and change to 1:1 for a square photograph. Ideal for Instagram and profile photos.



7 The Pano option is for the panoramic camera feature. Tap the shutter and move the iPhone along the on-screen marker, you can take a continuous horizontal image. Tap the arrow to reverse its direction.



8 You can access real-time filters for your photos and videos, giving them various effects. Tap the icon (top right corner) and select a filter. Used correctly, these filters can really add to your digital photography.



9 For additional features, return to the Settings app. From this link select Photos & Camera. You can then access facilities that greatly assist you in your composition, such as an overlay grid and video settings.

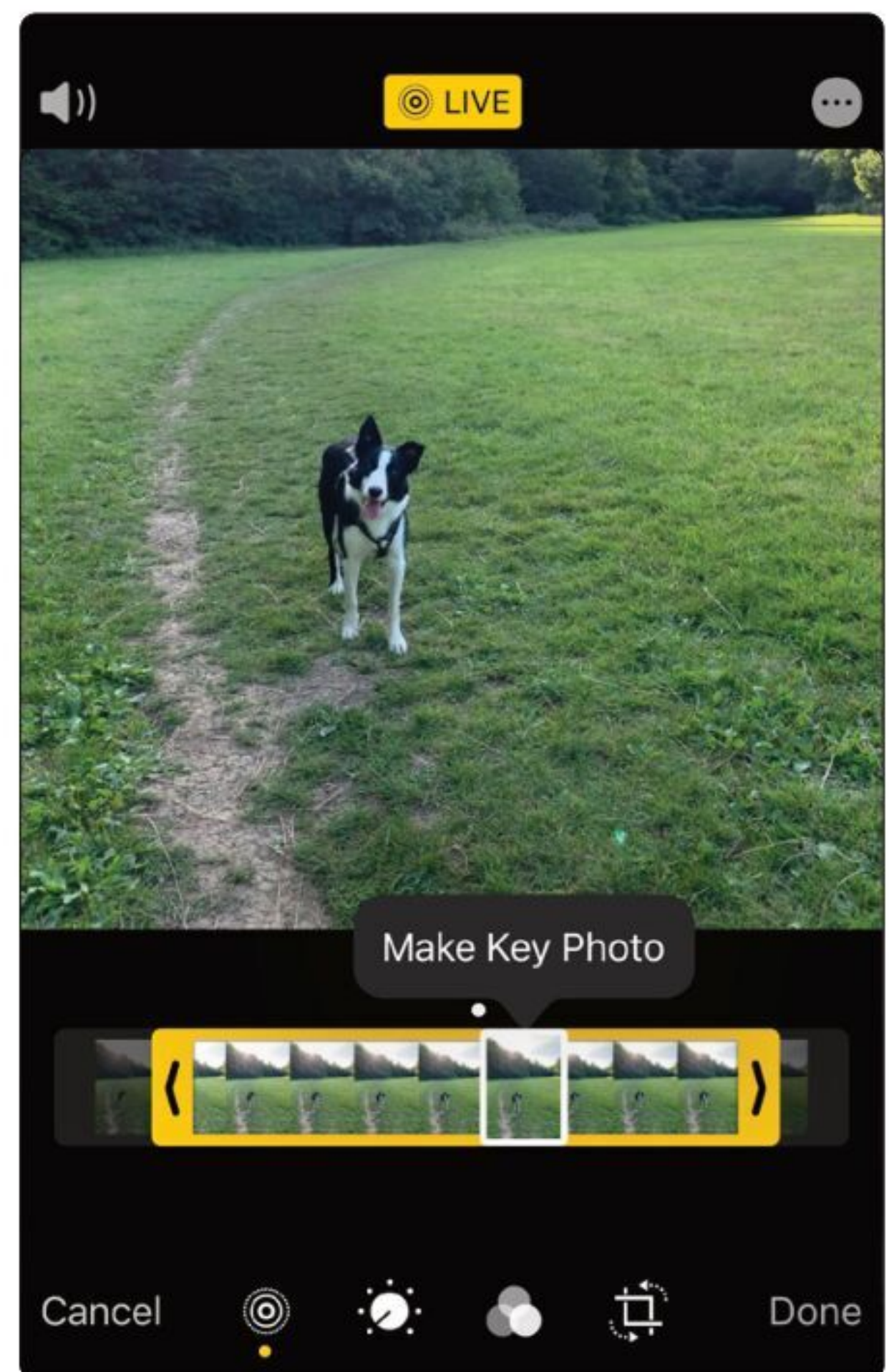
Taking and editing Live Photos



1 Live Photos capture a few seconds of video and sound from before and after the still is taken, for an animated photo. To turn it on and off, turn the slider below the image to Photo, then tap the circles icon in the top bar.



2 You can touch any part of a Live Photo and it comes alive, showing you the few seconds of video captured either side of the still image. It works like this if you use your Live Photo as a Lock screen picture too.



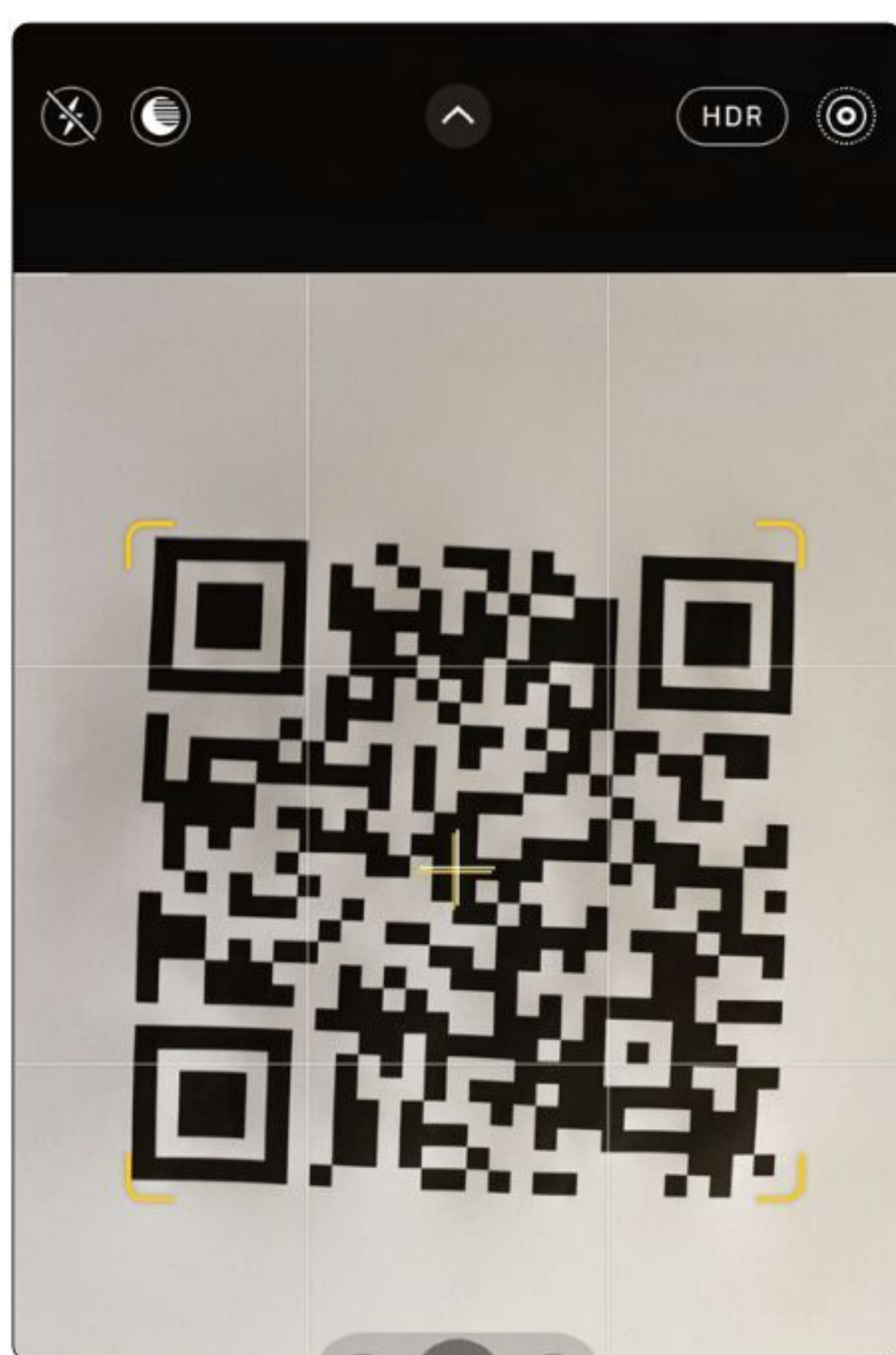
3 To edit a Live Photo, open it in Photos, tap Edit and on newer iPhones, tap the Live Photos icon at the bottom. You can drag in the ends of the slider, cutting off superfluous frames, and tap a frame and set it as the key image.



More Great Camera Features

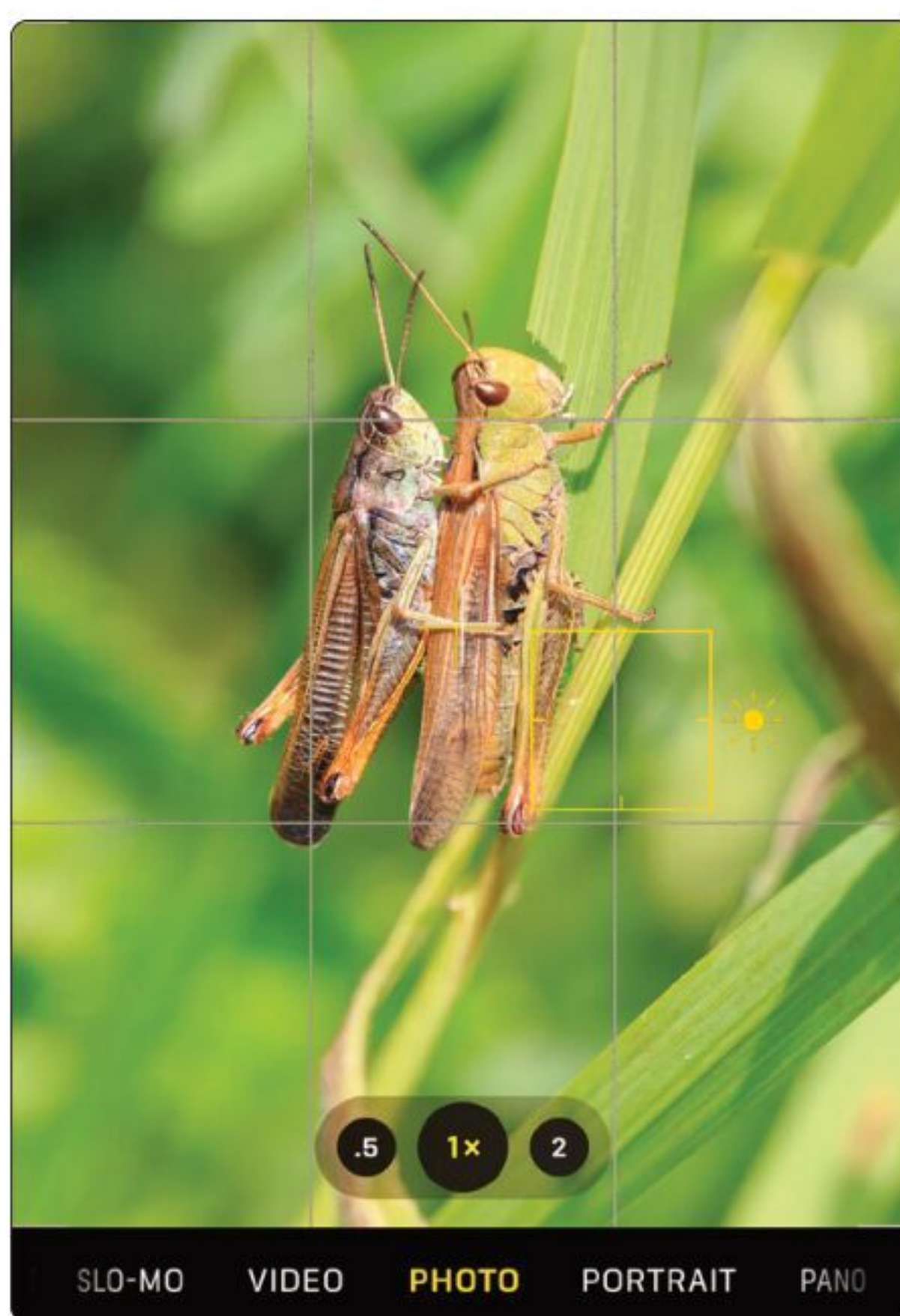
Reading QR codes

You can read a QR code with the Camera app. A QR code is a machine-readable pattern made up of black and white squares that typically opens a URL. To scan one, hover the camera over the code. There's no need to press the Shutter button. In the latest versions of the Camera app, Apple has added a frame around the code, making it easier to scan. When you get a notification, tap it to activate the QR code.



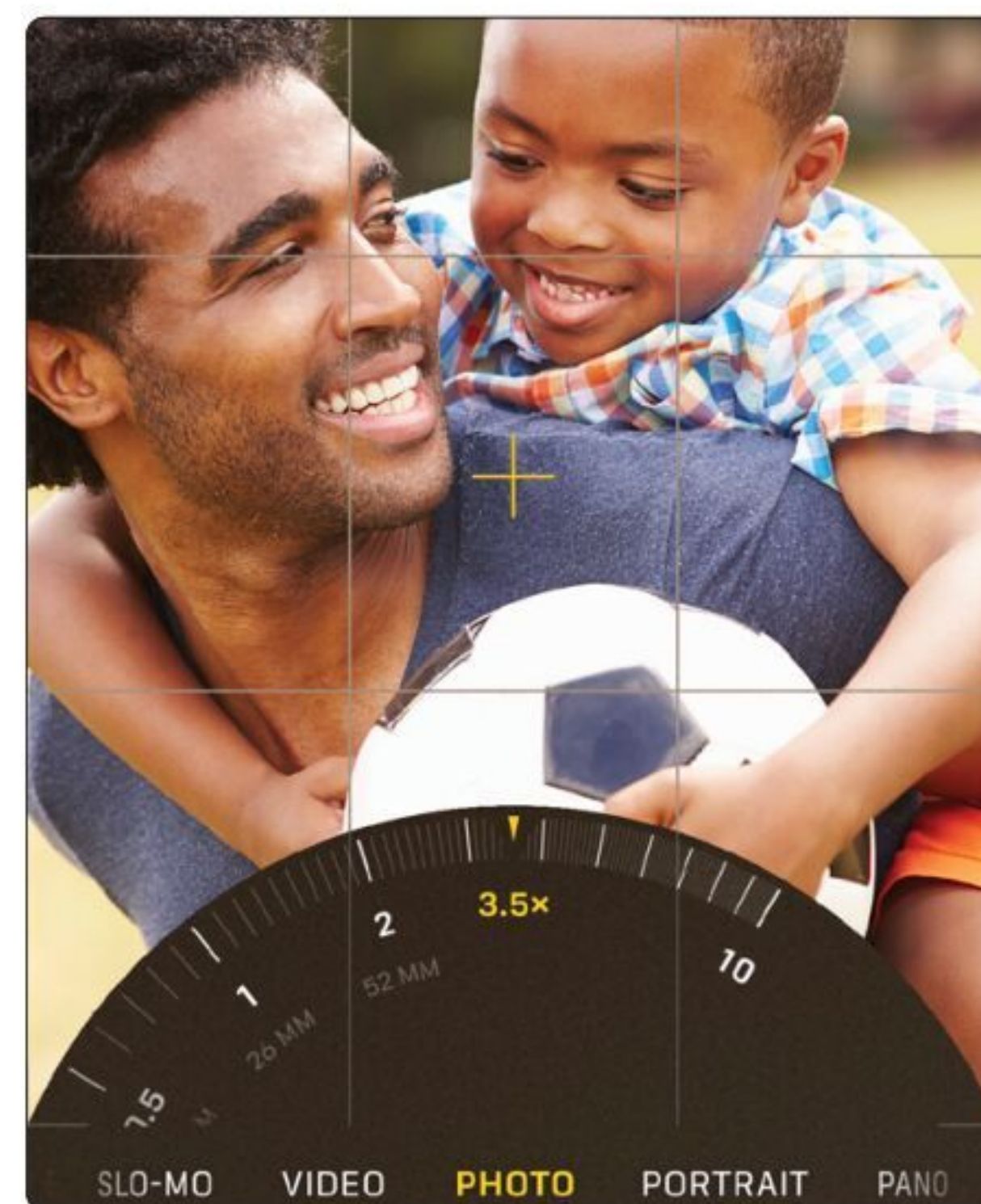
Manual focus

While taking a photo, tap the screen. The yellow box that appears is the focal point of the picture, where the iPhone focuses when you press the Shutter button. If you want to move the yellow box and focus on another part of the photo, simply tap that area of the screen. The box moves to this section, making it the new focal point. With the focus box on the screen, you can also alter the brightness of the photo by dragging a finger up to increase the exposure or down to decrease it.



Optical zoom

The optical zoom works on any iPhone with at least two cameras on the rear. When lining up your photo, there's an icon at the foot of the viewer which lets you choose between '1x', '2x' and in some cases, '0.5x'. The '1x' setting is normal size, with no zoom. '2x' is twice as close, using an optical zoom; there's no loss of quality. Tap this icon and a wheel appears, allowing you to zoom in up to 10x, but anything over 2x is digital zoom, that is, the pixels are blown up with an inevitable loss of quality. If you have a '0.5x' setting, that's a wide-angled lens that makes things look further away.



Portrait Lighting #1

Set the slider to Portrait, and choose from Natural Light, Studio Light, Contour Light, Stage Light, Stage Light Mono or High Key Light Mono on the wheel that appears. These settings recreate the sort of lighting setup a professional studio photographer might use. When you turn the wheel, the lighting is applied in real-time, so you can see immediately what affect the changes have on your portrait. Find one you like or if you don't want to apply Portrait Lighting yet, choose Natural Light. Now shoot the picture in the usual way. Note, you can't hold the button for multiple pics in Burst Mode whilst taking a Portrait Lighting shot.

You can apply lighting effects to your picture after it's been taken, as long as it was taken in the Portrait option. Open the picture in Photos and tap Edit. Tap the icon at the foot of the photo and choose an option from the lighting wheel.



Portrait Lighting #2

The Portrait Lighting modes allow you to adjust the intensity of a Portrait Lighting effect. Choose a Portrait mode and drag your finger up and down the screen. High intensity shots smooth out the skin and sharpen the details, while low intensities are subtler. Look out to for High-Key Mono, a new Portrait Lighting effect found on the far right of the effects wheel. This gives a very striking black and white image, overlaid on a plain white background. The look is sophisticated; just the thing for arty photos.



Something else to play with when using Portrait Lighting is focal range. Tap the 'f' in a circle in the top-right corner, and you can use the slider that appears to change the amount of the picture that's in focus. You can, for example, have the subject of your picture sharply in focus and the background blurred, for some great effects.

Camera Features on the Latest iPhones



The latest high-end iPhones have excellent cameras, and a revised interface for the Camera app to help you make the most of them. The Zoom function is implemented a little differently; there's a QuickTake feature to let you quickly film a video without changing modes and the Burst Mode needs a new

gesture too. There are extra controls, including the famous Night Mode, and you can take a wider image using Capture Outside the Frame. While most of the Camera app is just like it is on other iPhones running iOS 13 or later, these are the new features and interface changes and how to use them.

Those Cameras in Focus



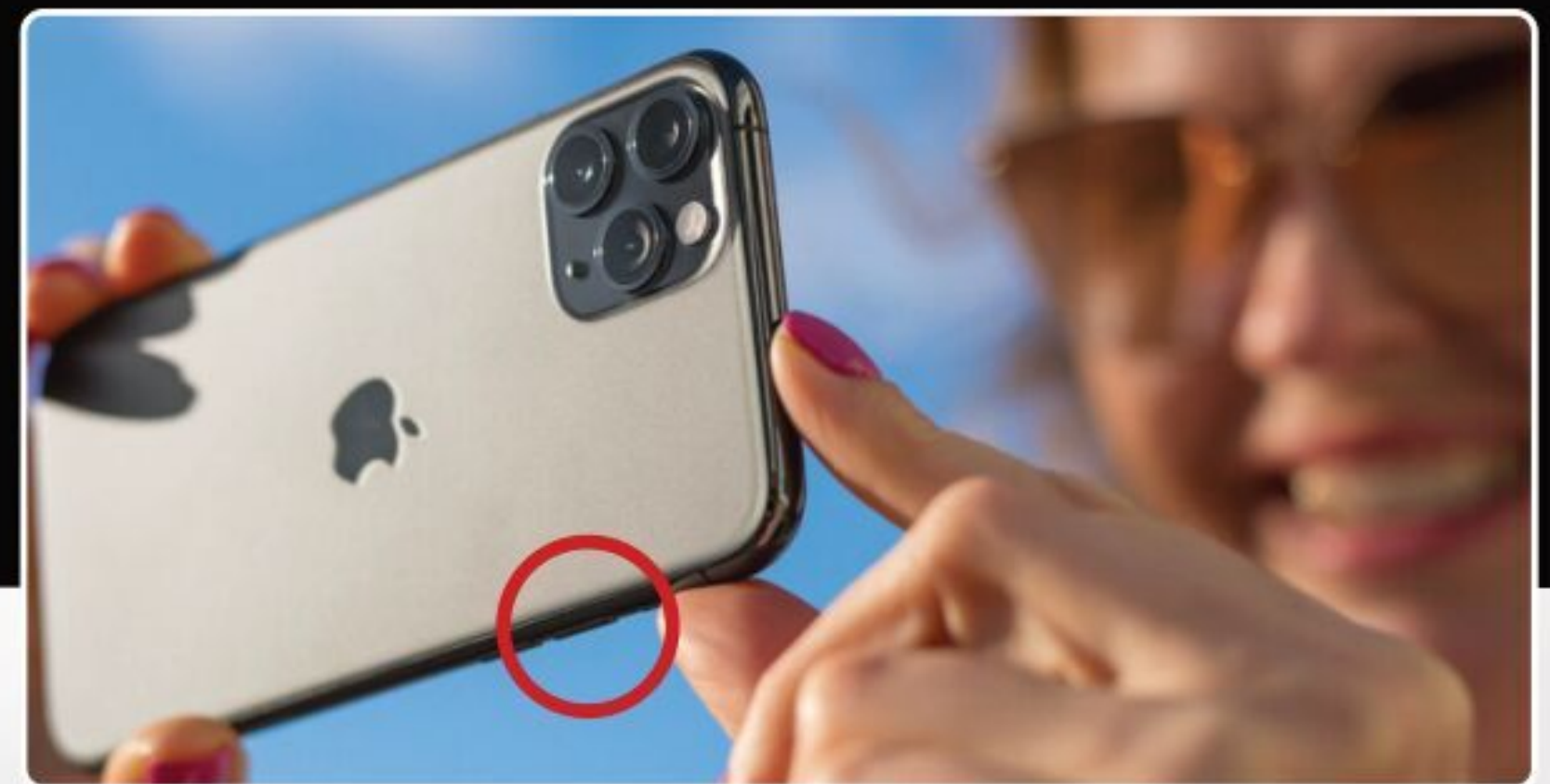
12MP Telephoto Camera
77mm focal length
f/2.8 aperture 3x optical zoom
Six-element lens
Optical image stabilisation
Focus Pixels

12MP Ultra Wide Camera
13mm f/1.8 aperture
Six-element lens
120° field of view

12MP Wide Camera
26 mm f/1.5 aperture
Seven-element lens
Optical image stabilisation
100% Focus Pixels

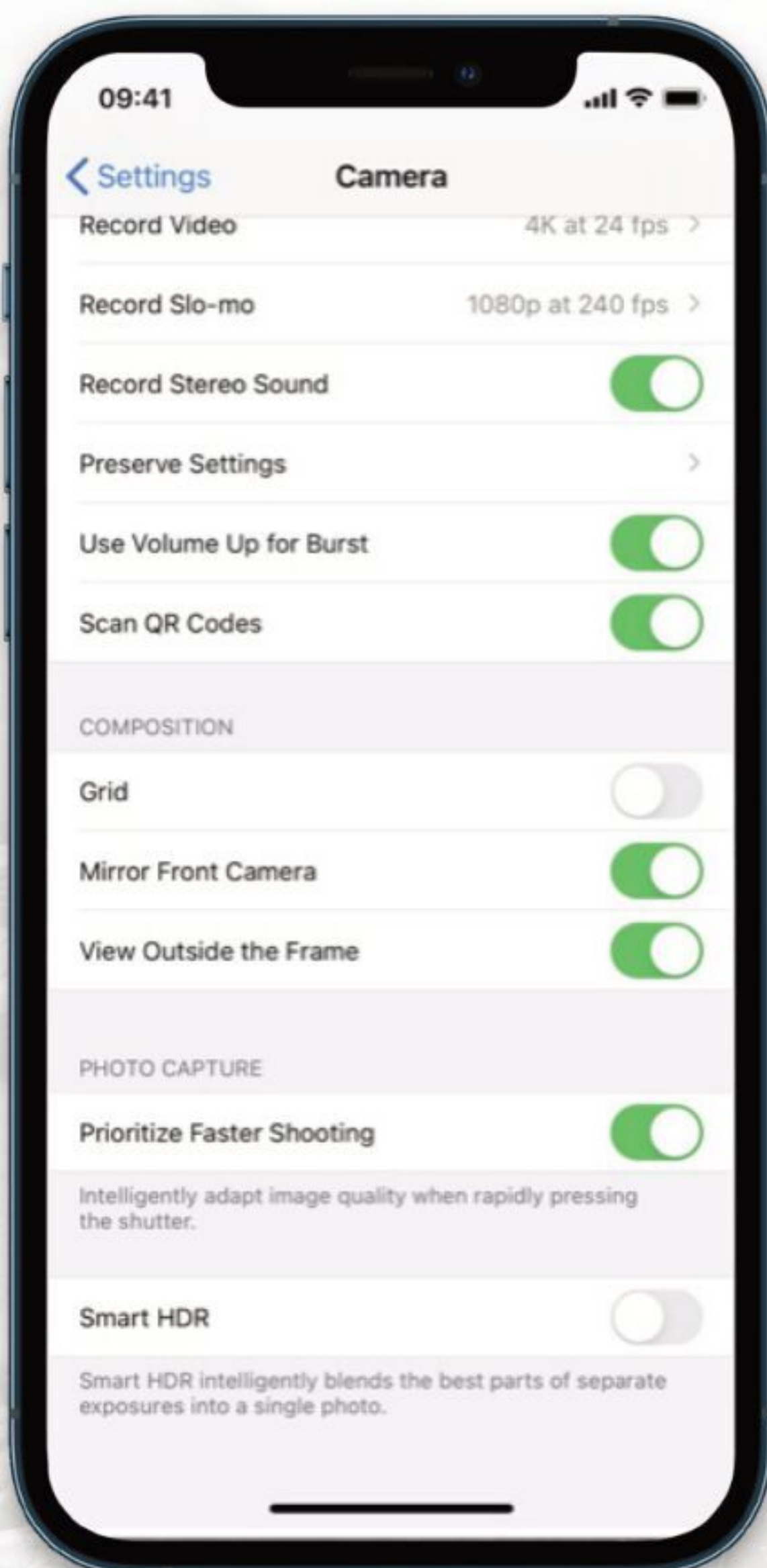
Volume Up for Burst Photography

You can use the Volume Up button to take 'burst' photos, that is, a series of snaps taken in quick succession by holding down the button. Activate this option in Settings > Camera, by turning on the Use Volume Up for Bursts switch.



You can use the iPhone's Volume Up button for burst photography, as long as it's switched on in Settings.

Prioritise Faster Shooting



You can have the Camera app prioritise taking pictures faster over quality.

To take one snap after another without a pause, you can set your Camera app to prioritise faster shooting over better pictures, so the iPhone spends less time processing the picture you just took in order to get ready for the next shot. Go to Settings > Camera and flick the Prioritise Faster Shooting switch. This feature works intelligently, so if you're not taking rapid photos, the iPhone still prioritises processing the picture.

Wide Angle and Zoom

Open the Camera app, and at the foot or side of the viewfinder (depending on how you're holding your phone), you'll find zoom controls. On the iPhone 11, there are two buttons: 0.5x and 1x. The iPhone 11 Pro and Pro Max add a third button: 2x. Tap '.5' for 0.5x, wide-angled photography. Tap '2' for 2x, zoom photos. Tap and hold any of these buttons for a control wheel.



If you want to take a wide-angled shot, simply choose a number lower than '1' on the zoom wheel as shown.



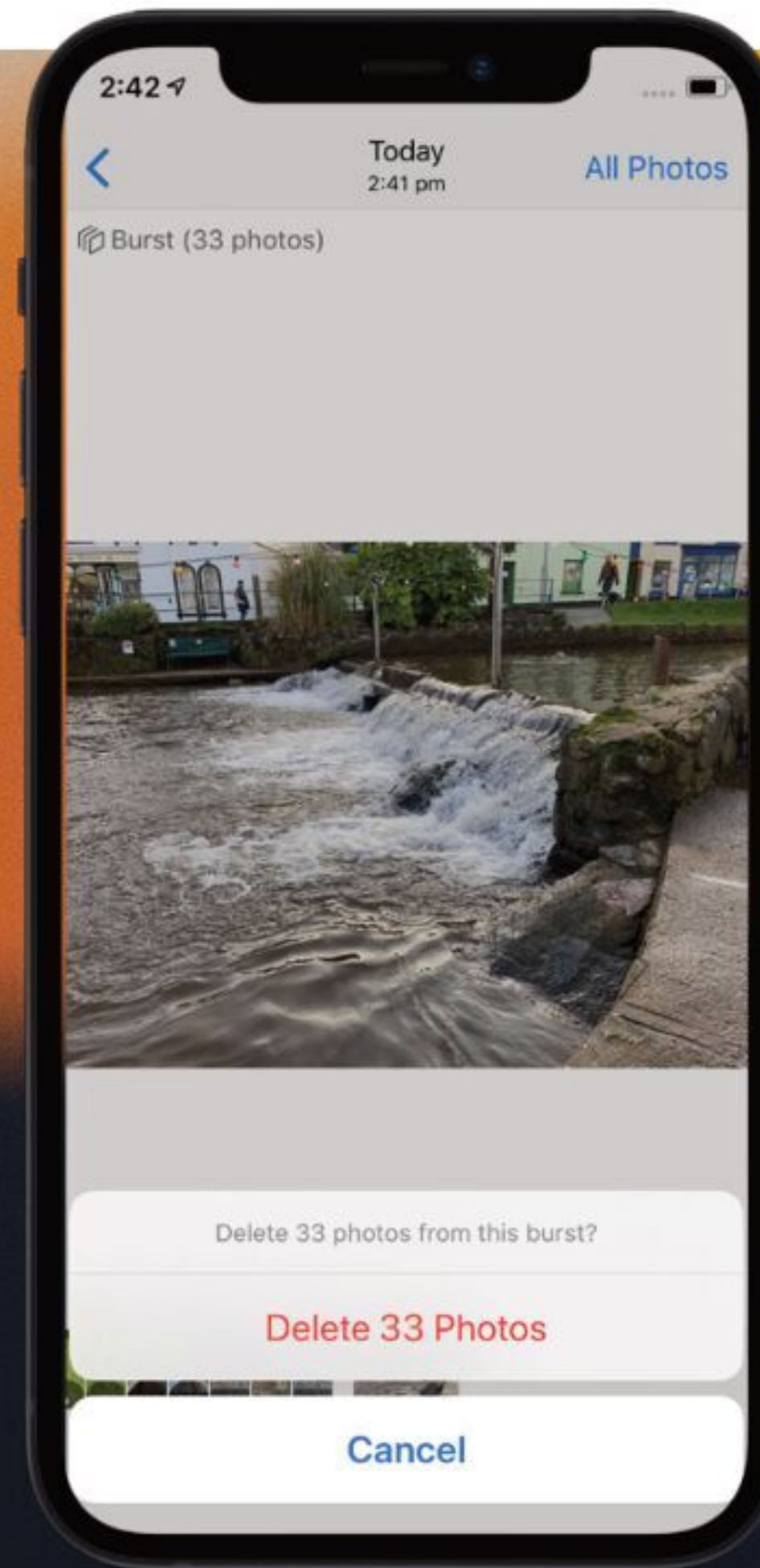
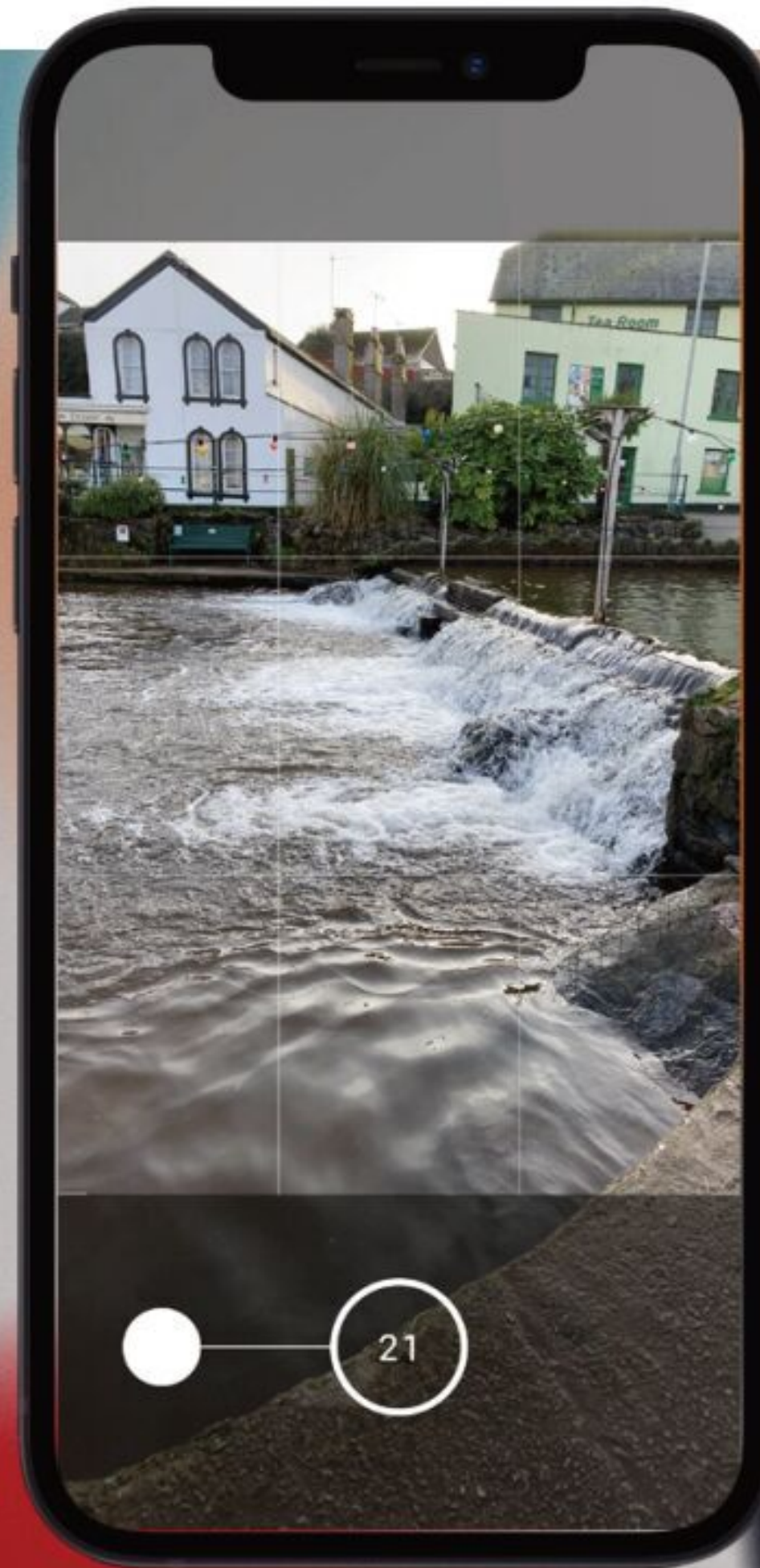
Choose a zoom of up to 2x optical, or 10x digital using the zoom wheel.



Burst Photos

There's a different way of taking 'burst' photos, that is, a series of pictures, one after another. Instead of simply holding down the Shutter button, as was the case for older iPhones, you now tap the Shutter button and drag your finger towards the thumbnail of the previous picture you took. Lift your finger to stop taking pictures. If you decide to delete one, you're asked whether you want to erase just the one photo or the entire burst.

A 'burst' of photos is a series of snaps taken one after the other, in quick succession.

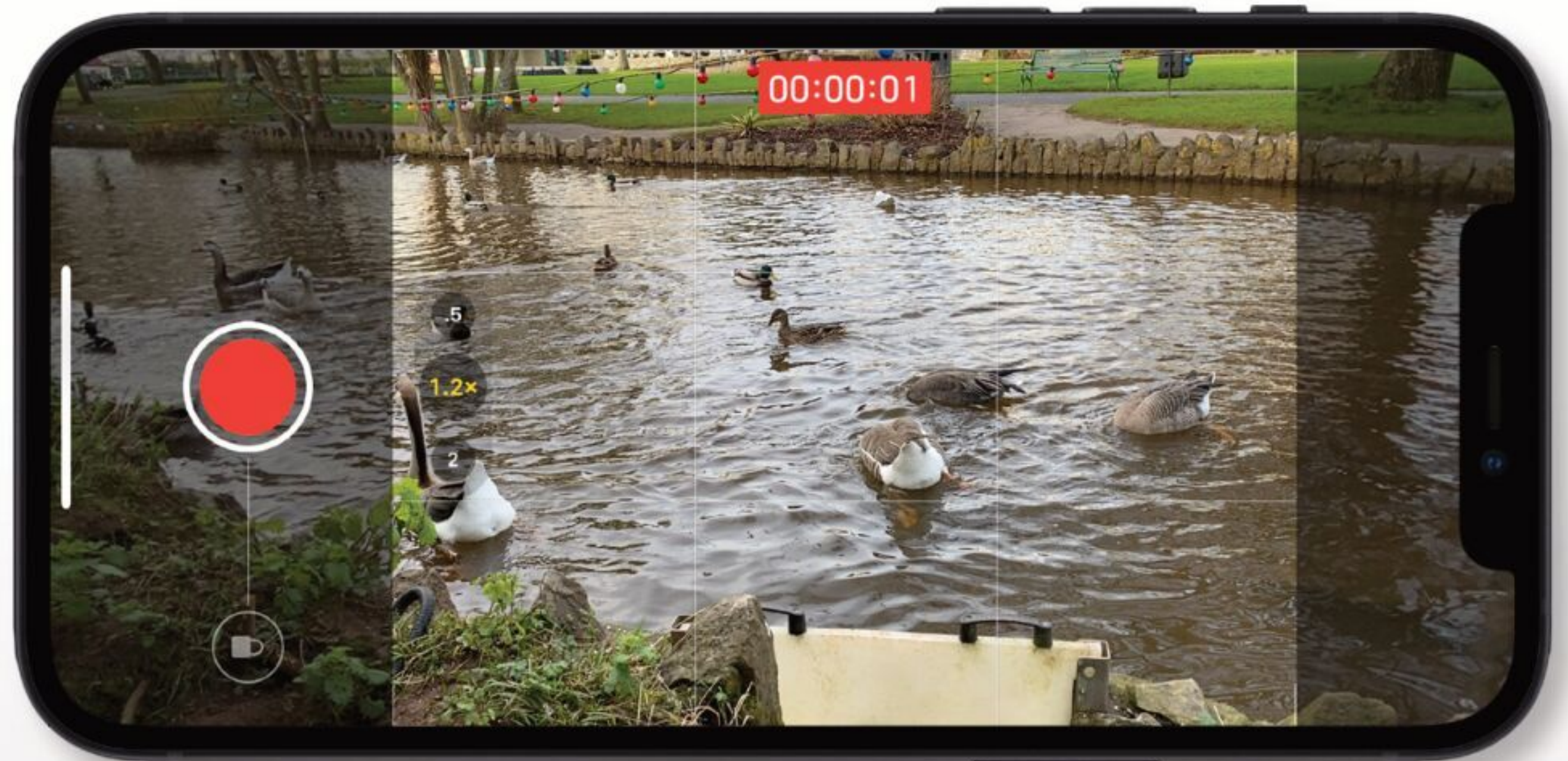


You can delete an entire burst of pictures at once; tap the thumbnail for the option.

QuickTake Videos

To take a QuickTake video, hold the Shutter button (or the physical Volume control button) and you record a video, even in photo mode. To stop recording, lift your finger. To continue recording without holding your finger on the screen, slide it towards the Lock icon and release. You then stop recording by tapping the Shutter button again.

There's offer an easy way of taking videos without changing your camera settings. It's great for taking a video quickly.



Night Mode

When taking a photo in the dark, and the iPhone's camera decides your picture needs a longer exposure than usual, a moon icon appears in the top left corner. Tap it to activate Night Mode. If it's really dark, it might activate automatically. When enabled, the Night Mode icon has a yellow background and the exposure time is shown. Increase or decrease this by dragging the slider under the picture, from 'Off' to a maximum time (in seconds) determined by how dark it is. When you're ready, tap the Shutter button to take your photo.



Here, Night Mode is switched off.

The yellow icon shows Night Mode is on. Tap it to set a longer or shorter exposure time with the wheel found above (portrait) or to the right of (landscape) the shutter button.

Slofies: Slow-Motion Selfies

Switch to the front-facing camera, and use the selection wheel to select Slo-mo. The slofie video is recorded at 120 frames per second and is automatically in wide-angle, so you can capture far more of what's around you.



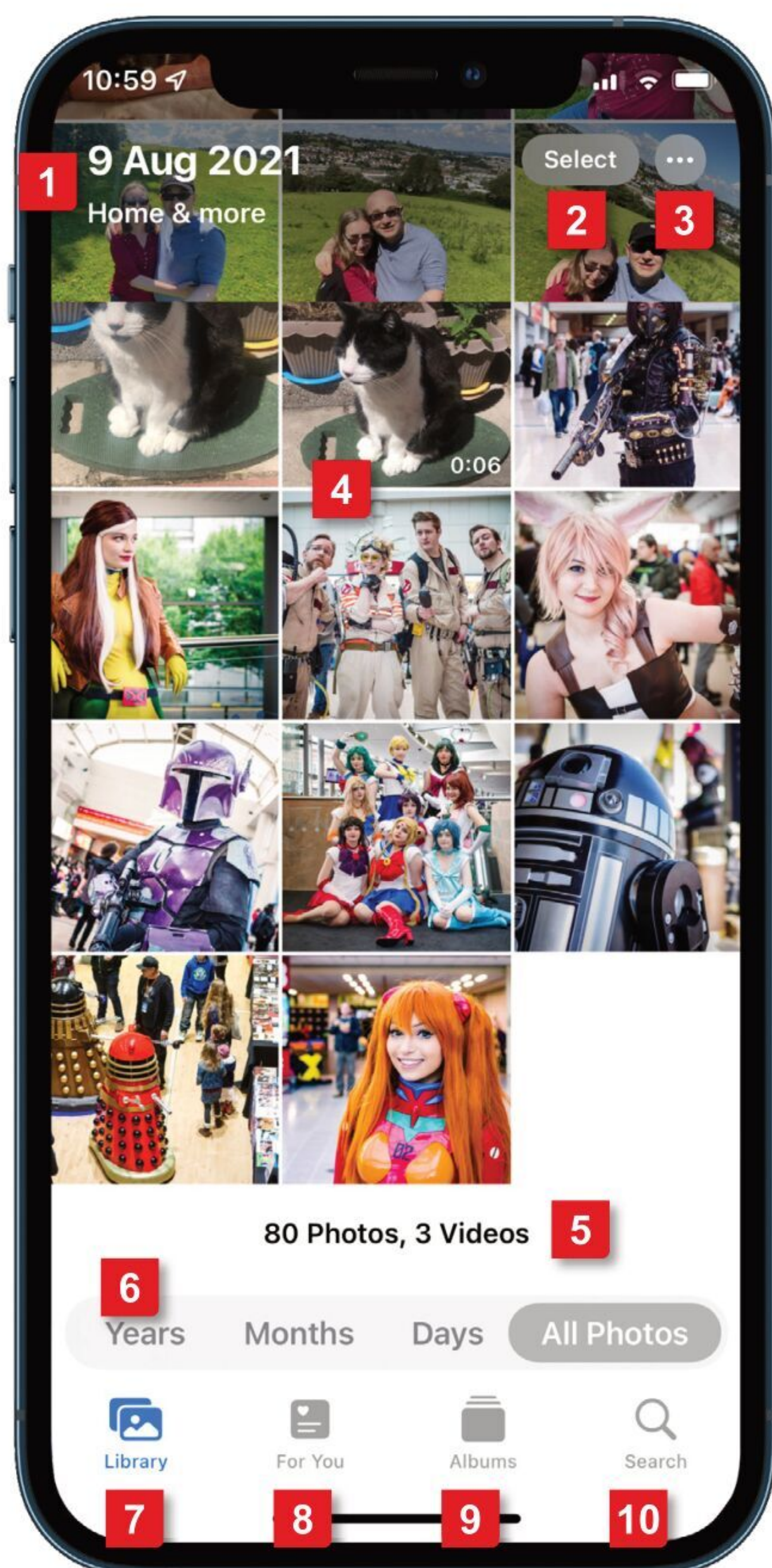


Photos App

For Managing Snaps

The Photos app is more than just a photo manager. It's also a very powerful image editor, where you can colour correct, enhance, crop and generally improve your snaps. Here we take you through its various tools.

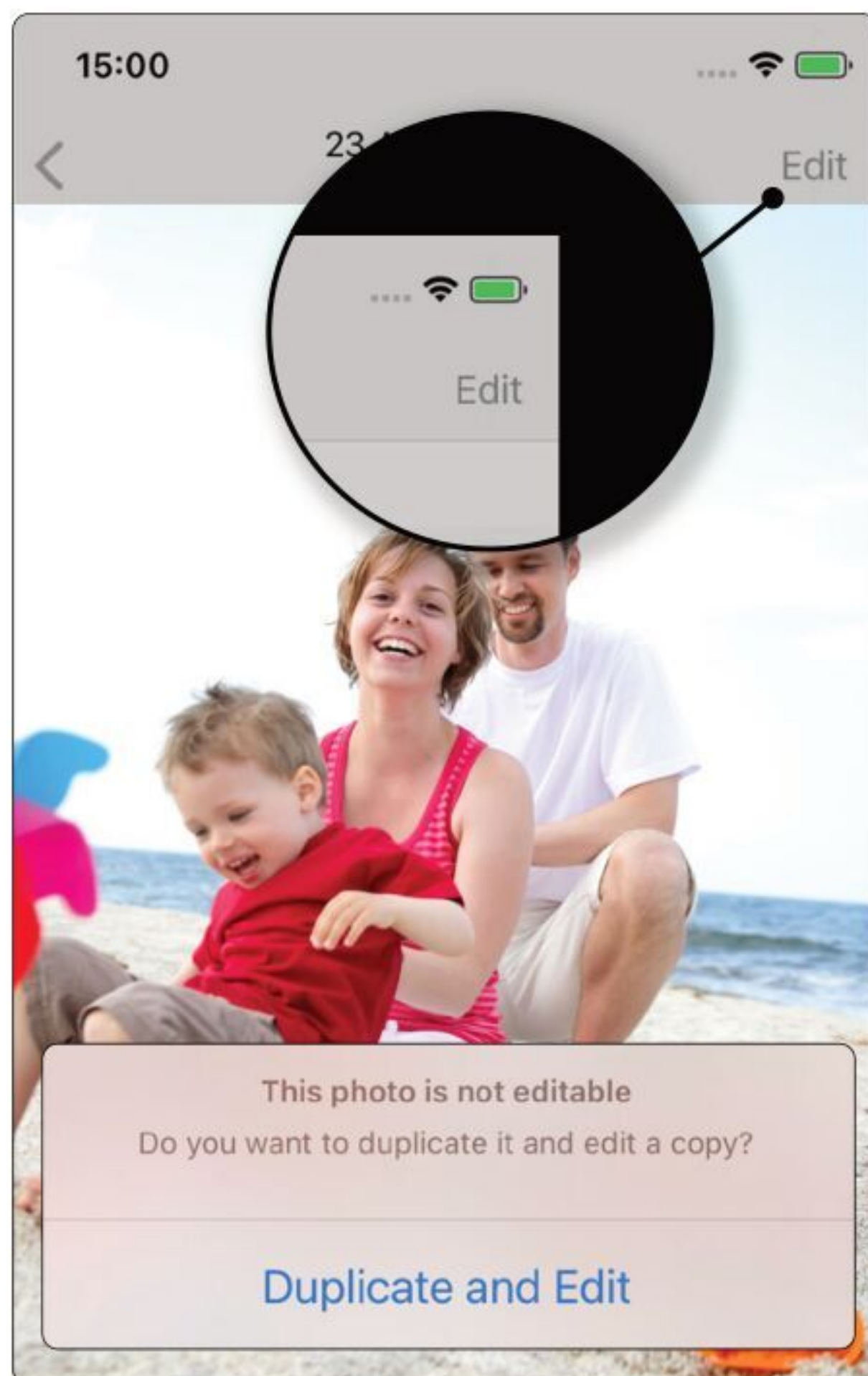
Photos in Focus



- 1** This is the name of the Photos album you have open (or in this case, where the pics were taken, as we're looking at all the photos and not a single album), and the dates between which the photos contained in that album were all taken.
- 2** Tap here to select photos. You can pick out as many as you like, and dragging your finger will select multiple photos more easily.
- 3** Tap the three-dots icon for a pop-up that lets you zoom in and out, set the thumbnails, filter pictures, show them on a map and more.
- 4** These are your pictures. Tap the Select link, then tap photos to select and unselect them. Tap and hold a picture for a pop-up that lets you Copy, Select, Share or Favourite it.
- 5** The total number of photos and videos you have in your Photos app.
- 6** View your photos according to the year, month, or day they were taken, or look at all your photos.
- 7** Tap the Photos icon in the bar at the foot of the screen for the page shown here, which displays all the pictures and videos in your Photos app as thumbnails.
- 8** The For You icon takes you to a screen offering a selection of pics as Featured Photos, a summary of pictures you've shared (Shared Album Activity), and suggestions on photos you should share.
- 9** This gives access to your photo albums, including ones you've created yourself and standard albums, such as People, which groups photos according to the folks in them and Places, showing where the pics were taken. Scroll to the foot of the screen for smart albums showing media according to type, Imports, Hidden photos, Recently Deleted and more.
- 10** Searching has been greatly improved in the newer releases of Photos, with multiple search terms catered for. You can search for items and themes such as 'Christmas' and 'cat' and find photos containing those objects or items.



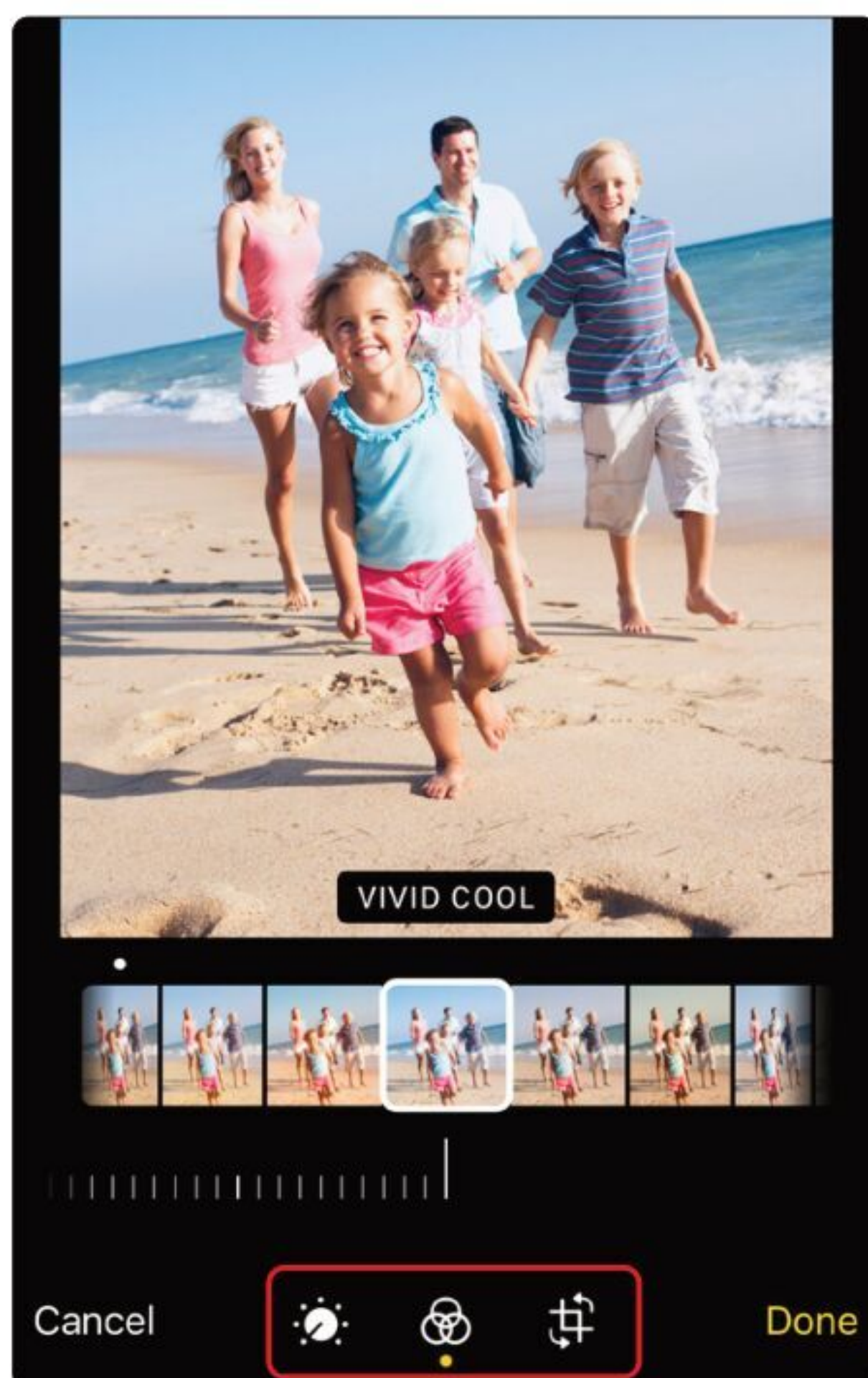
Editing techniques made easy



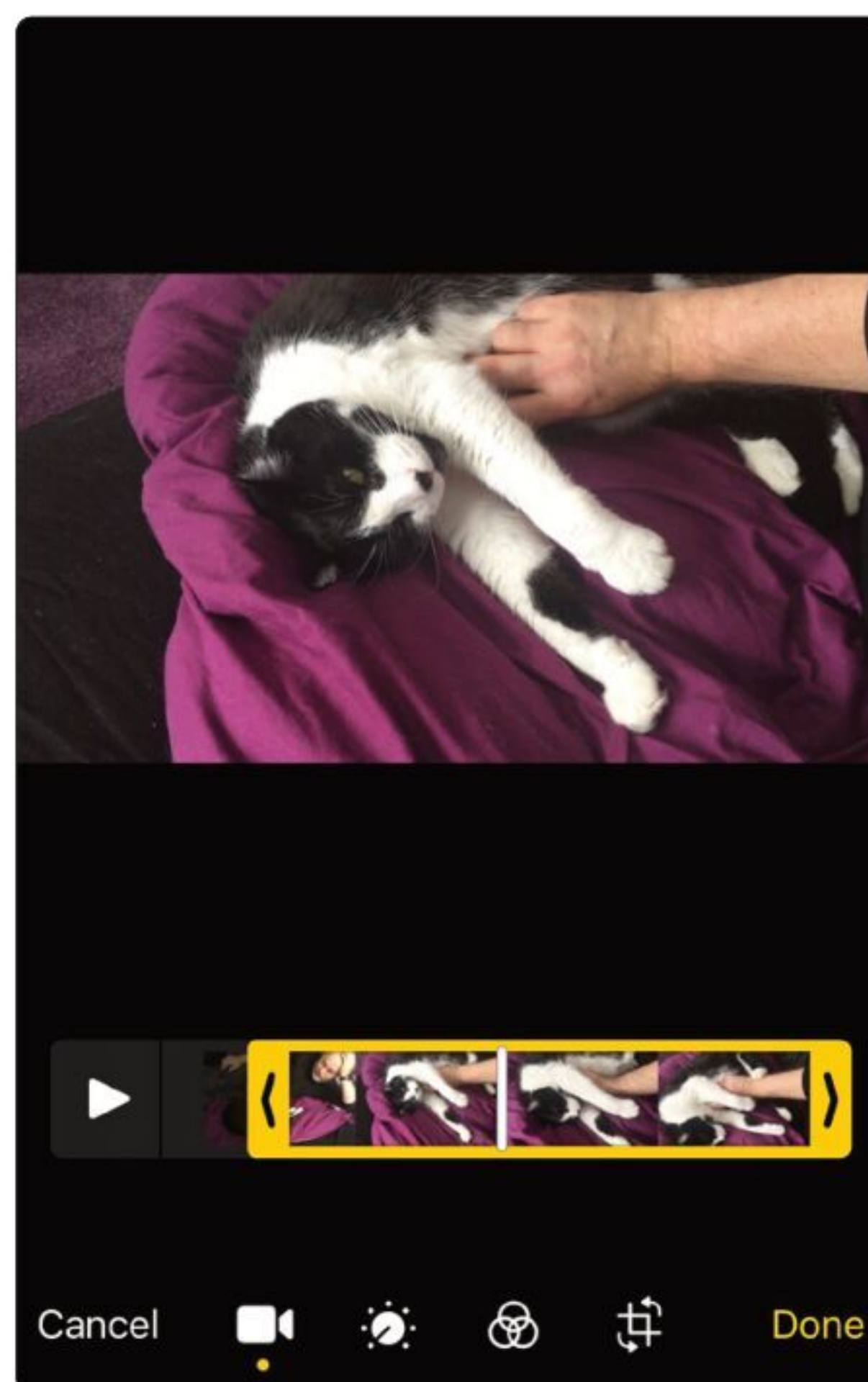
1 Open a photo. To bring up the key editing tools, tap Edit (top right). If the image can't be edited for any reason, you can duplicate it and edit the copy, as shown here. Tap the 'Duplicate and Edit' link to proceed.



2 Tap the wand to automatically freshen up your shot, using the Photos app's editing algorithms. The crossed-out eye in the top-right is for getting rid of red-eye. The three-dots icon next to it lets you use Markup.

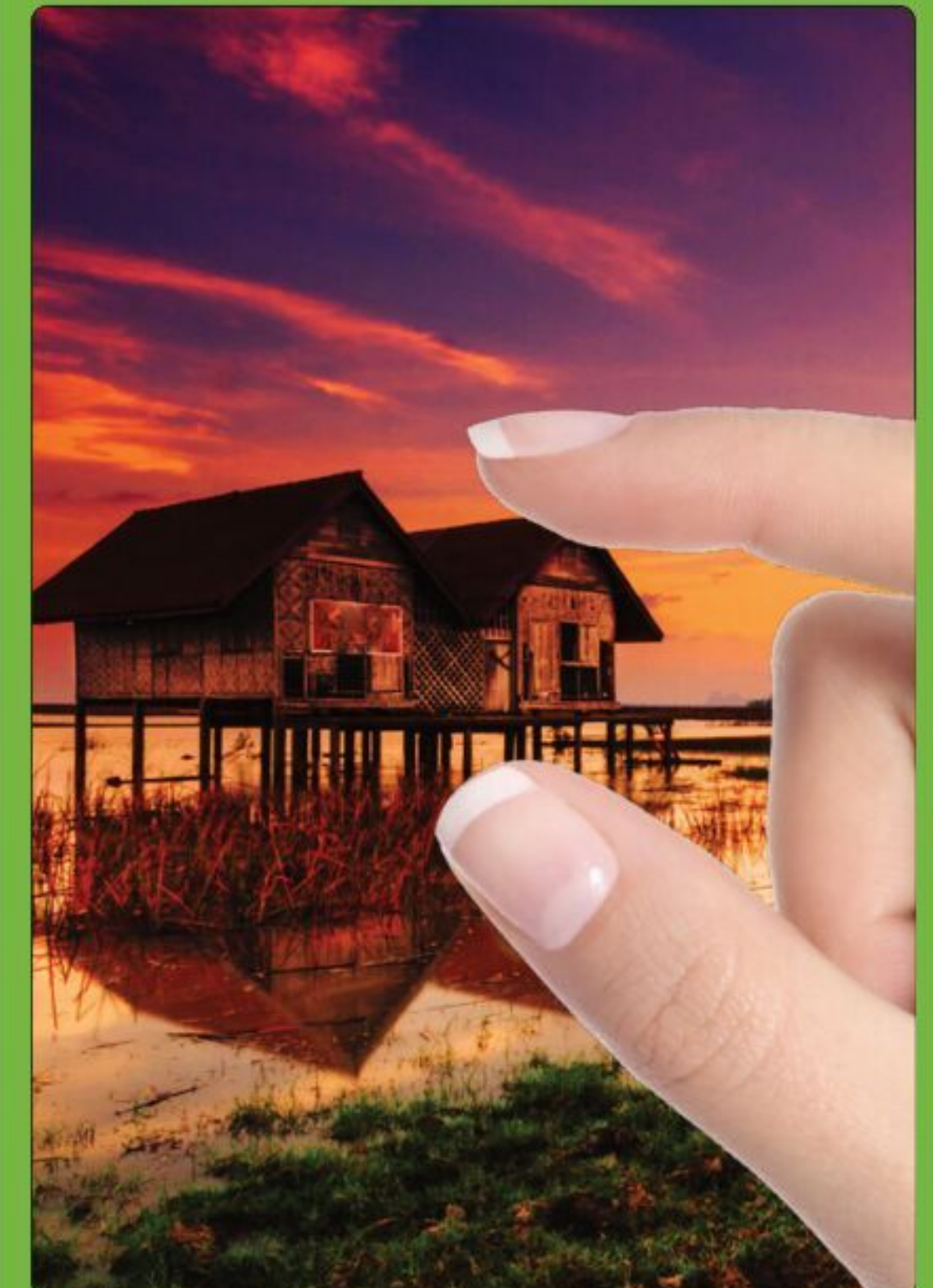


3 The various tools available let you set the brightness, contrast and saturation of the photo, crop or rotate it, set a filter to give it a whole new look and more. Experiment with them and you'll soon master the editing tools.

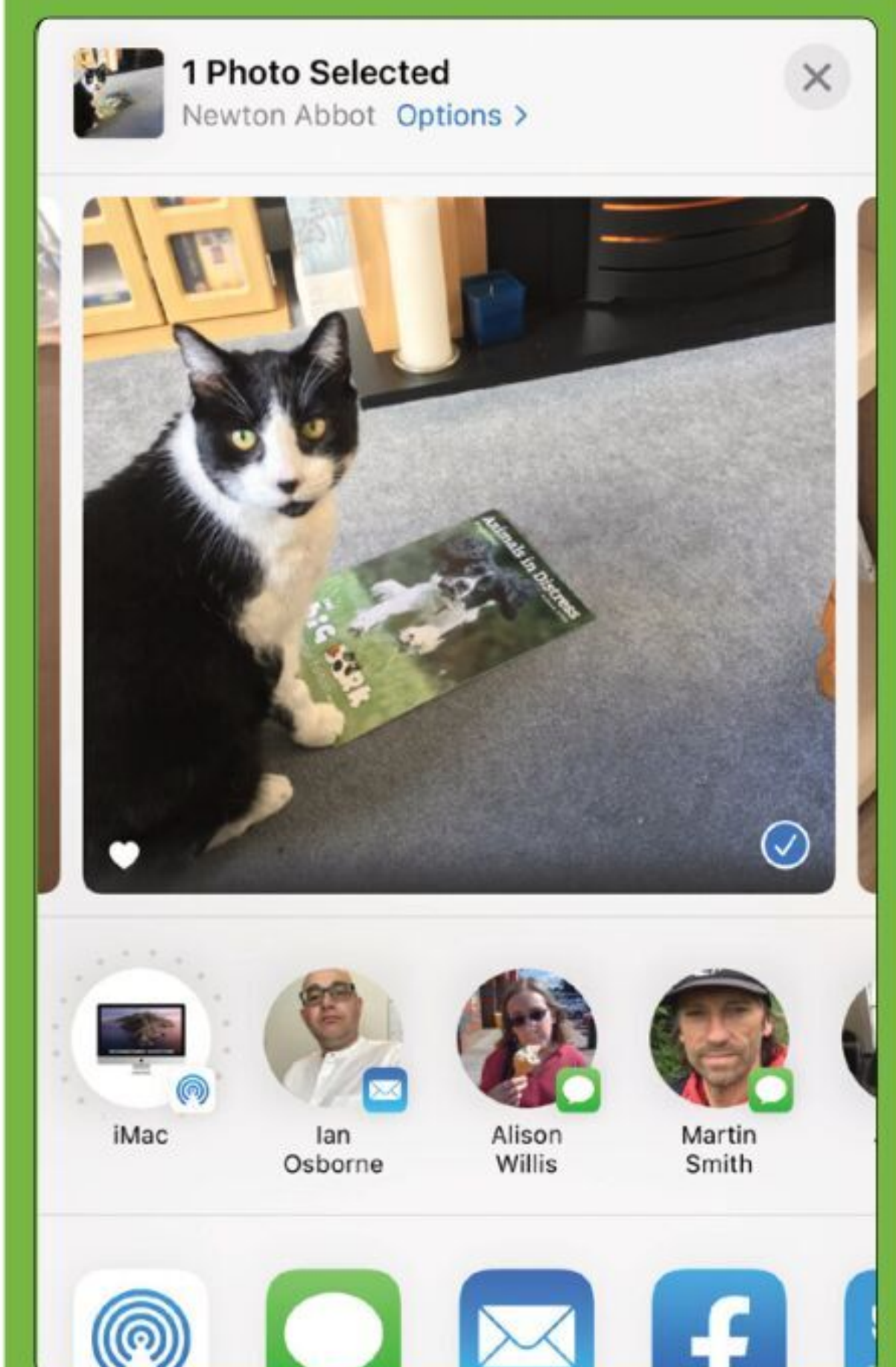


4 You can use the Photo app's editing tools on videos taken on your iPhone, as well as photos. You can also trim the start and end of the footage; tap and drag the handles at the start and/or end of the video.

General tips for the Photos app.

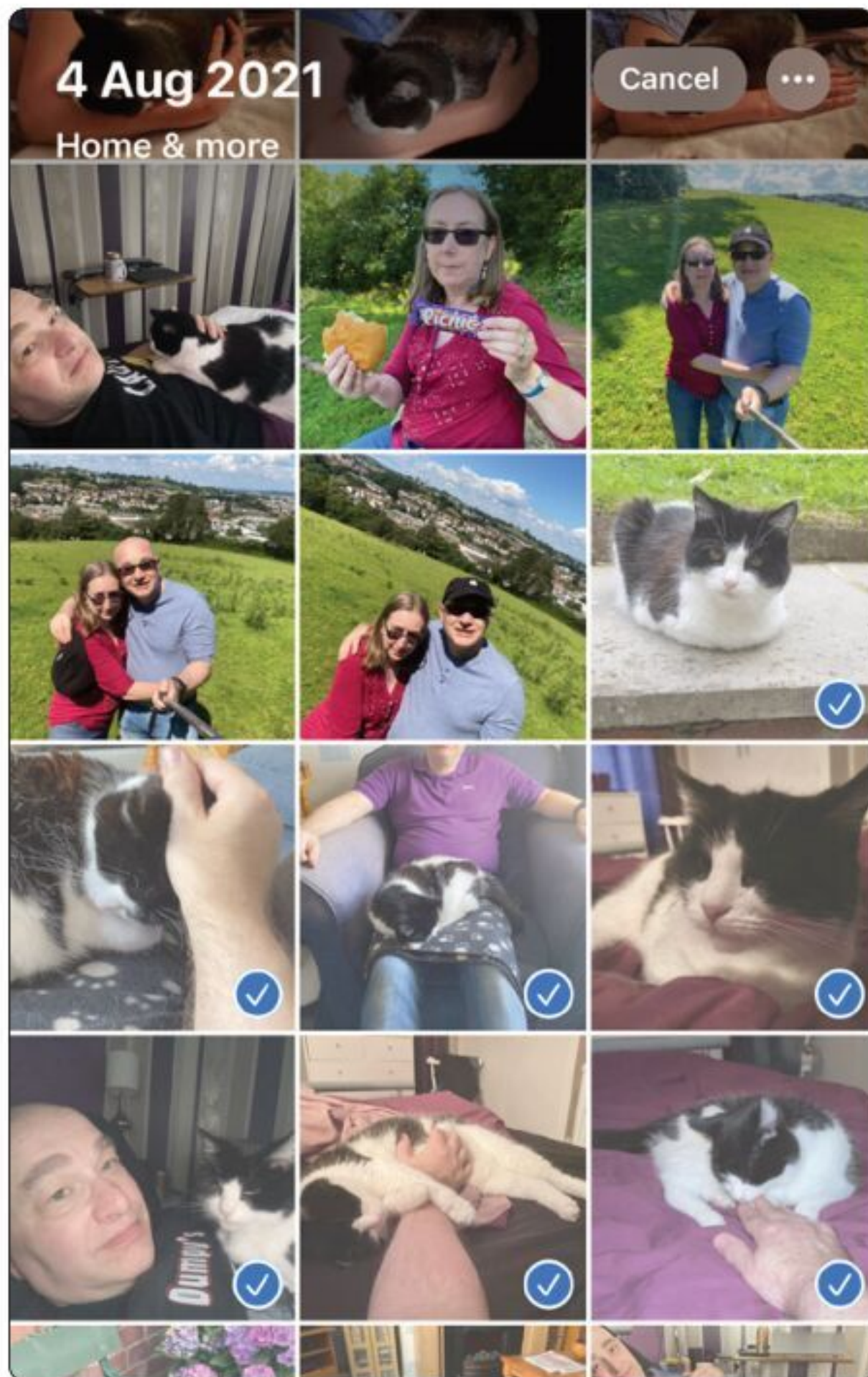


Open a photo by tapping it. Zoom in and out using the pinch and slide gestures. Drag a zoomed picture to move it around. Swipe through your photos by dragging the open image left or right to move to the next one.

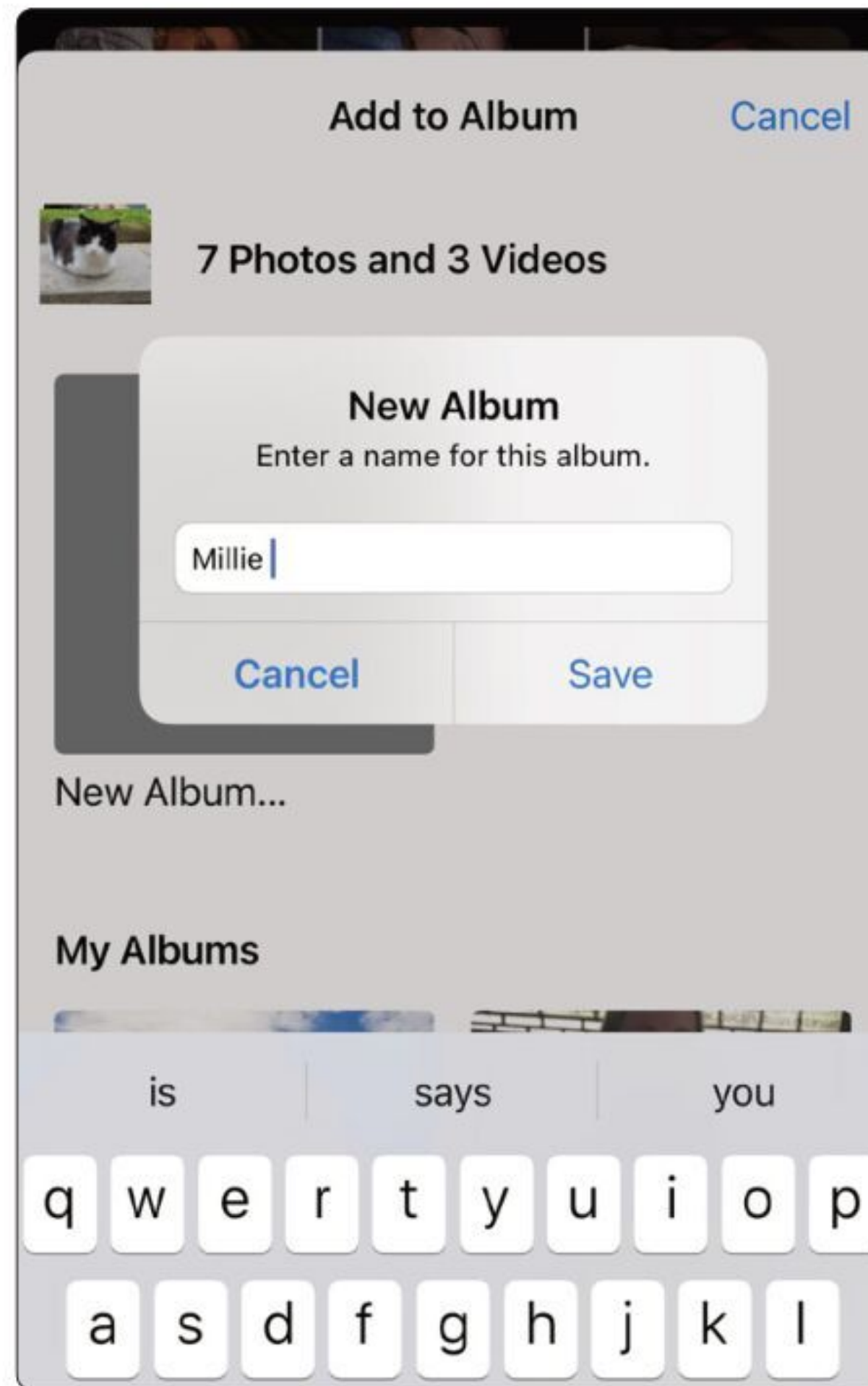


To delete a single photo or video, open it and tap the trash icon. If it's not there, the photo was added to your iPhone through syncing and cannot be deleted in this way. Tap the arrow-in-a-box icon for sharing options.

Creating new albums

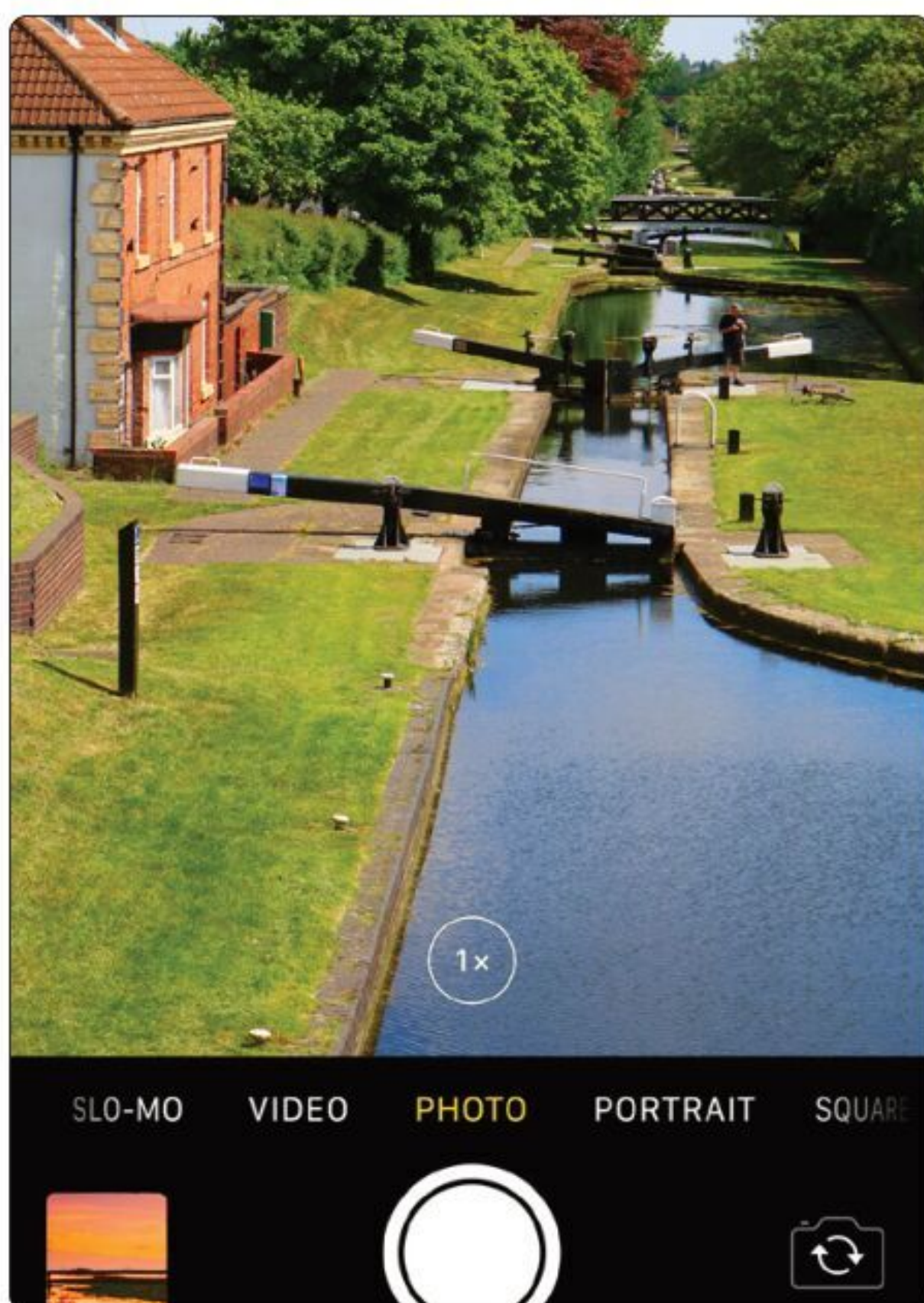


1 To create a new photo album, on the main Photos page, tap Select (top right). Select the images you want to add to the new album by tapping individually or dragging your finger over them.

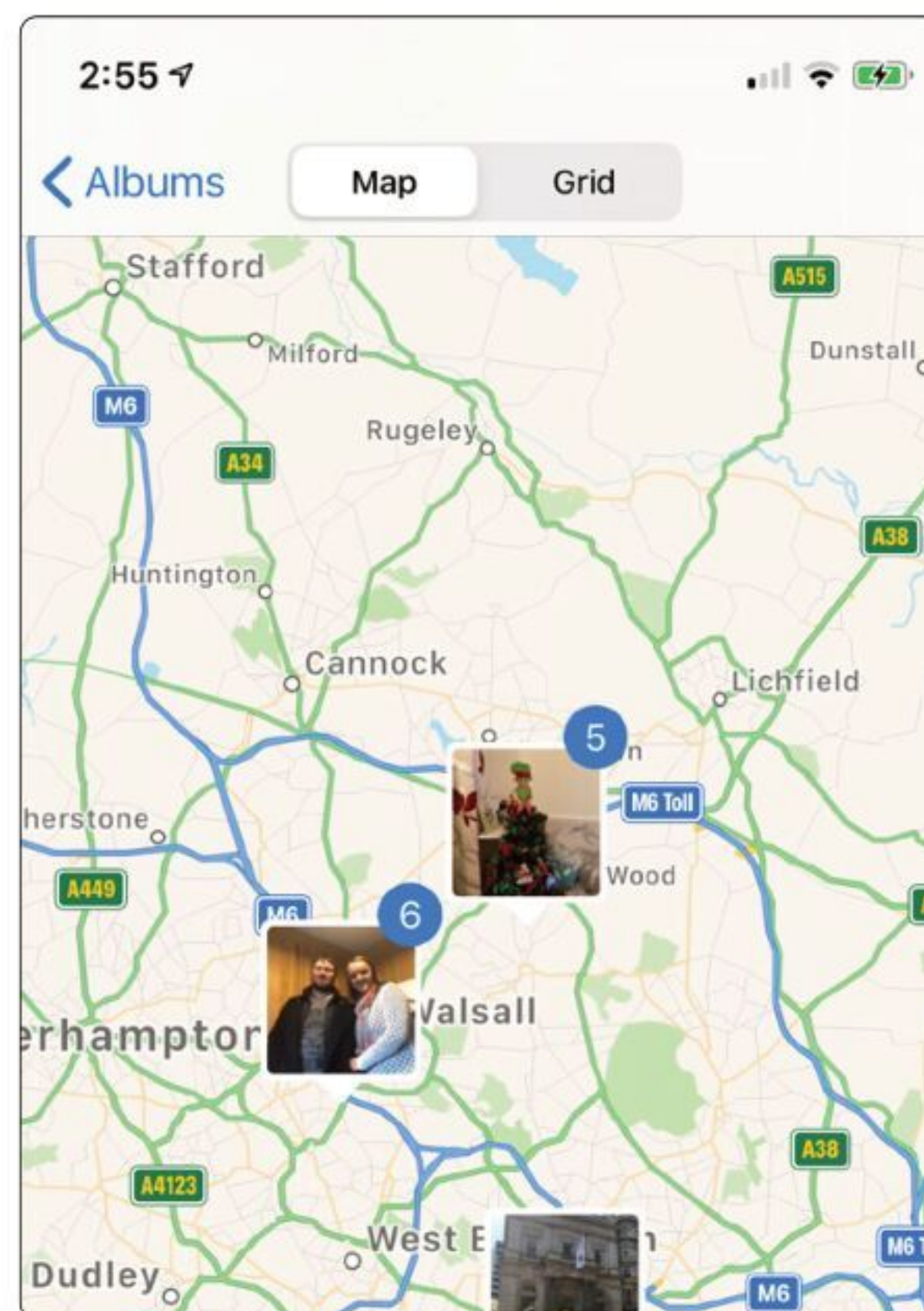


2 Tap the Share icon, then select Add to Album or Add to Shared Album. You can then add them to an existing album, if you have any made or make a new one, give it a name and then save it.

Record your location



1 In Settings Privacy > Location Services turn Location Services on. Take a picture in the Camera app and you're asked to allow it to use your location. Tap Allow and the location in which it was taken is recorded.



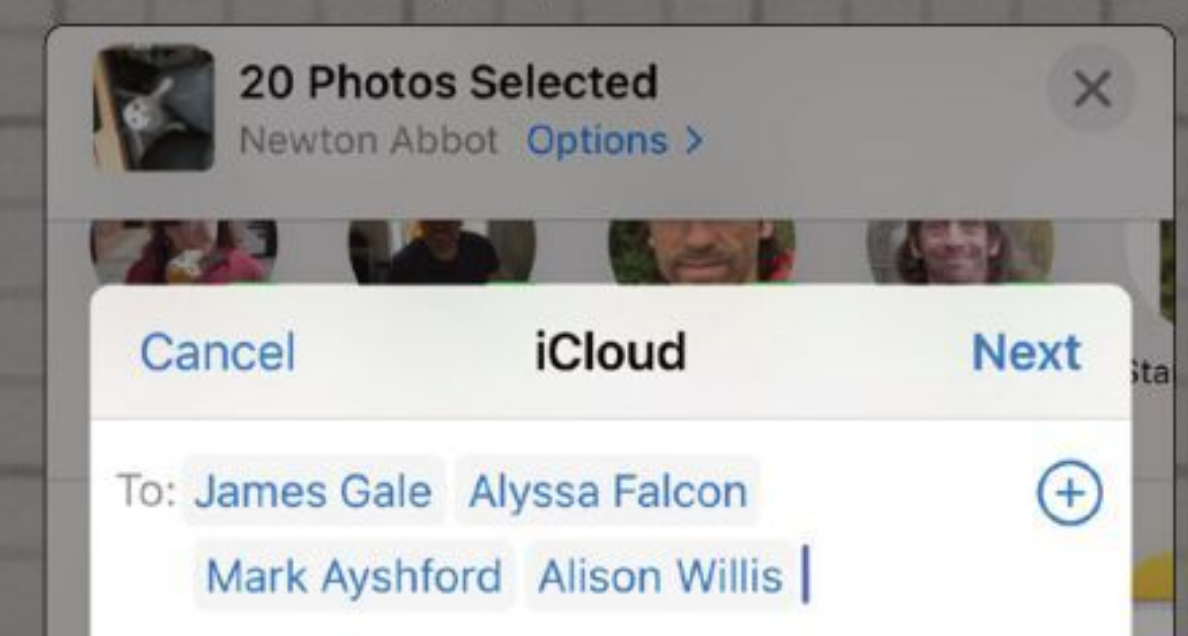
2 Close the Camera app, open the Photos app and tap Albums at the bottom of the screen; then tap Places. You're shown all the locations where you have taken photos. Tap each location to see the images you have taken there.

15 Advanced Tips & Tricks

iCloud photos

You can upload photo albums to your iCloud online storage space and invite others to take a look at them. Just the thing if you're on vacation and you want to share your snaps with friends and family.

- iCloud Photos feature must be turned on before you can use it, so go to Settings > [your name] > iCloud > Photos and make sure iCloud Photo Sharing is on. You don't need to have Photo Stream on.
- Open the Photos app and navigate to the photo thumbnails. Tap Select and tick the images you wish to share. When all your images are ticked, tap the Sharing icon in the bottom left corner.
- Tap Add to Shared Album for a pop-up. Tap Shared Album at the foot of the pop-up to choose whether to add it to an existing album or start a new one. If you choose the latter, give the album a name.
- If you're starting a new shared album, you're then invited to add people with whom you want to share it. If they're in your Contacts, just type their names. Completion suggestions are offered; tap one to choose it.
- Tap Next and you can comment on your new shared album if you wish. When you're done, tap Post in the top right of the window. An alert is sent to those you've invited to see it; they can accept or decline as they please.
- To make changes to that album, in Photos, tap the Albums icon then find the album in question under Shared Albums. You can manage your photos here or tap the silhouette icon in the top-right to change its settings and/or invite more people.

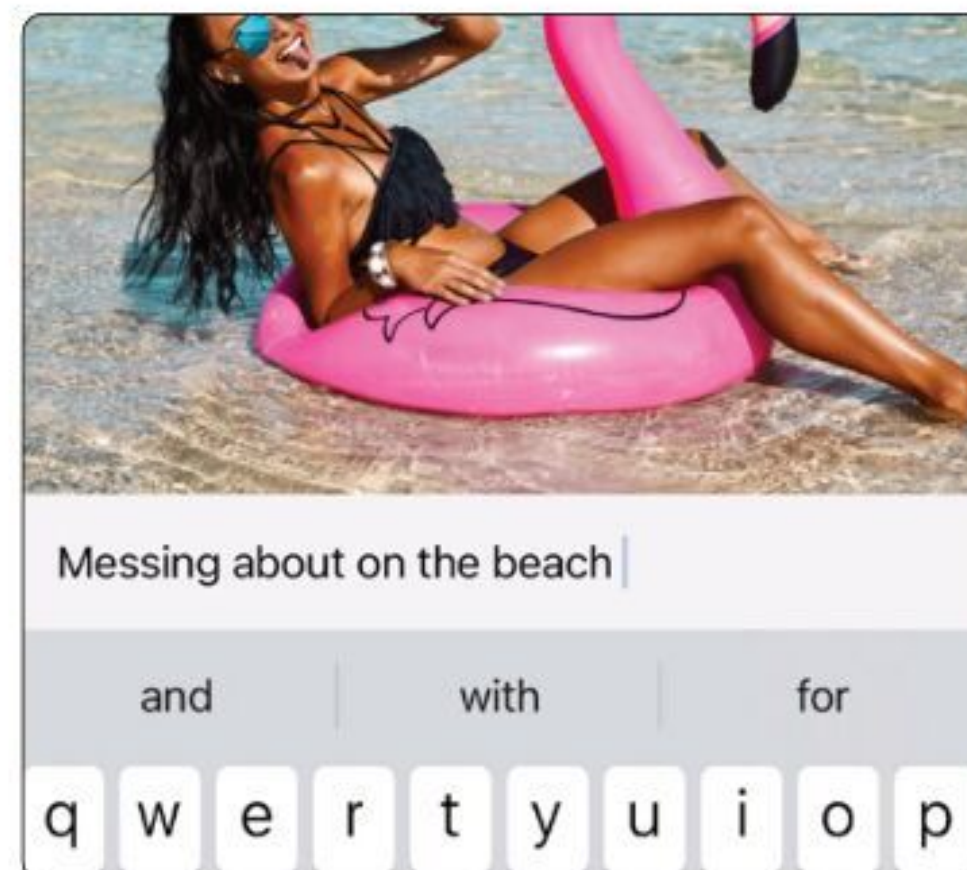




More features of the Photos app

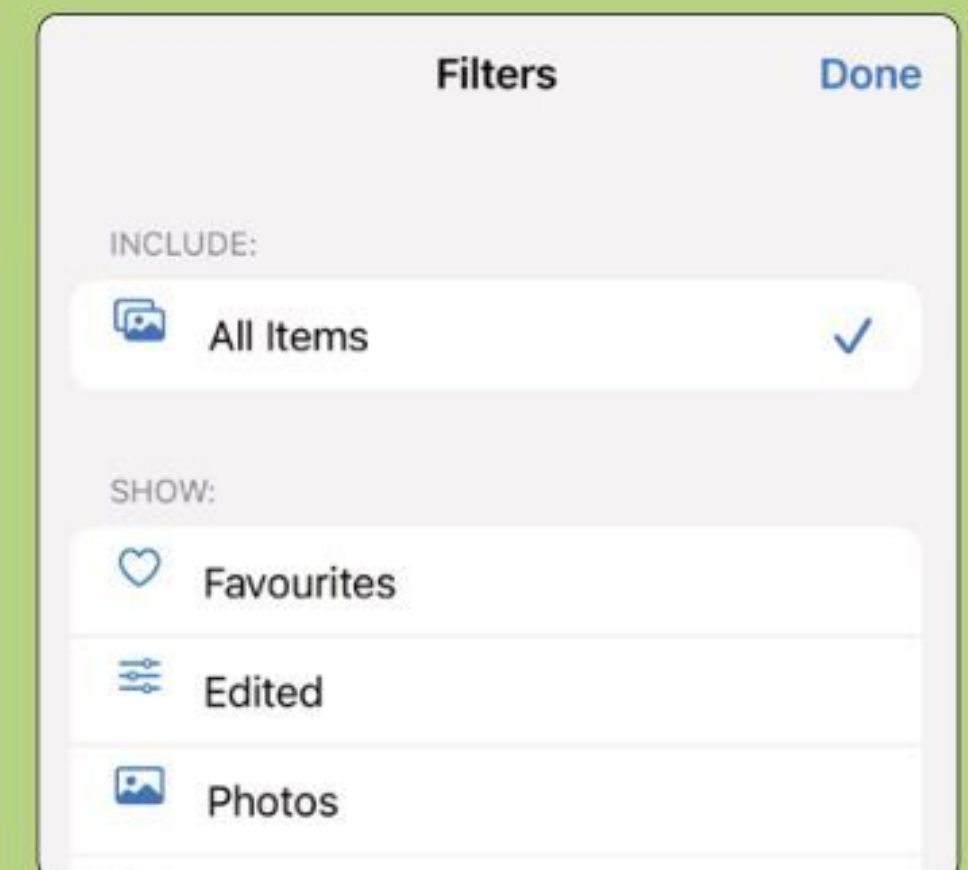
Add captions.

You can now add a caption to a photo. Open it and swipe up to reveal the caption field, where you can type whatever you like. It's a great way of reminding yourself who or what's in the picture, what you were up to when you took it and other such comments and ideas.



Filtering your photos.

On the main Photos screen, tap All Photos and then tap the three dots in the top-right corner. From the pop-up, tap Filters and you can restrict your viewing to Favourites, Edited, Photos only, Videos only or All Items. With a filter in place, only those pictures are displayed.



The image picker.

When you access the Photos app from elsewhere in iOS, such as when adding a photo to a message or email, you use the image picker. You can find the picture you want with smart searches.

Clear	Photos	Albums	Add
Q cat			
Q Cat			354
Q Cat Like Animal			354
Q Adult Cat			306

Deep zooming.

When zooming into the photo, by placing two fingers on the screen and spreading them apart, you can go very deep into the picture to see fine details up close.

Better zooming.

Zooming into photographs has been improved in the latest version of the Photos app. You can now zoom in further, showing much more of your photographs' fine detail on the screen. As always, spread to zoom in and pinch to zoom out of an individual photograph.

Live Photos.

Live Photos offer a few seconds of video before reaching the still picture. To find your Live Photos, tap Albums at the foot of the screen, and under Media Types, you'll find a link for Live Photos.

Videos	33 >
Selfies	50 >
Live Photos	23 >
Portrait	3 >
Long Exposure	1 >
Panoramas	1 >
Bursts	2 >
Screenshots	14 >

Flexible album viewing.

Viewing an album in the Photos app is now more versatile. Open an album, tap the three-dots icon and select the Sort option. You can then view the pictures according to when they were taken or set up a custom order. It's great for managing your snaps.

Sort By:	
Custom Order	✓
Oldest to Newest	
Newest to Oldest	

Mighty Memories.

The Memories feature is great at choosing appropriate photos and movies. It's also great at displaying them, and there's a wide range of tracks to play in the background too.



First Steps with iPadOS 15

9:41 AM Mon Jun 7



San Francisco Sunny
61° H:68° L:54°

10AM	11AM	12PM	1PM	2PM	3PM
62°	65°	66°	67°	68°	68°



FaceTime



Files



Reminders



App Store



Books



Podcasts





The First Steps with iPadOS 15

If you're new to the iPad, this is the place to start. We show you how to set up your iPad out of the box, including getting an Apple ID and registering your face or finger with Face ID or Touch ID. Getting onto the Internet with your iPad is explained, as is configuring the Mail app to send and receive emails. With our help, you'll soon be up and running with your iPad.

[Learn more >](#)





iPad Hardware Buttons and Ports

Most iPads have Home buttons at the foot of the screen, with fingerprint readers for unlocking. The latest high-end iPads have no Home button but they do have Face ID. Here's a guide to what's where on both.

iPads with a Home Button





iPads with No Home Button



Charging Your iPad.

To charge, you need the Lightning or USB-C cable supplied with your iPad. Connect the larger end of this cable (the USB plug) to a computer or the mains adapter that came with your iPad. Make sure it's the right way up in the socket. The smaller end (the Lightning or USB-C plug) goes into the slot in the base of your iPad (see below) and can go either way up. When it's being charged, assuming it's switched on, you can see a lightning icon in the top right corner of your iPad's screen, on the battery icon.



Turning On and Off.

To turn your iPad on, press and hold the On/Off button until you see the Apple logo on the screen. To turn it off, press and hold the On/Off button, then swipe the 'Slide to power off' switch that appears. On an iPad Pro, use the Top button and a Volume button instead.



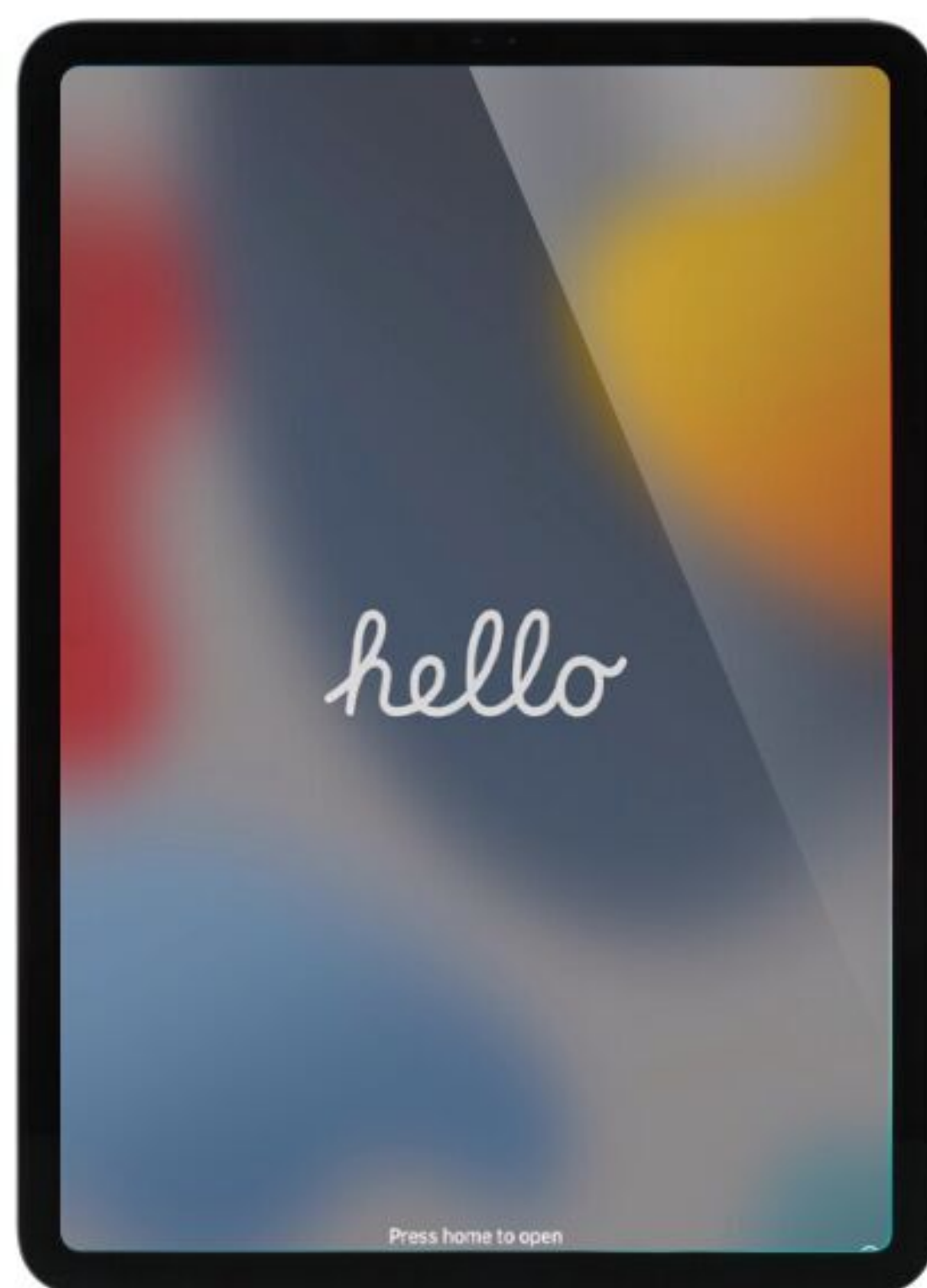


Set Up Your iPad For the First Time

All you need to set up your iPad out of the box is a Wi-Fi connection to the Internet. Follow this guide and the instructions shown on your iPad's screen, and you're soon up and running. First, press and hold the top button to switch it on, then follow these straightforward steps.

1 Power Up Your Device

When you first power up your new device you're greeted with this welcome screen. To move on, press the Home button, as instructed. You can toggle the iPad's VoiceOver function by triple clicking the Home button. The word 'Hello' in several different languages is displayed. Tap the 'i' icon in the bottom right for regulatory information.



2 Choose Your Language

You're now asked to select your iPad's language, which is used to display all information and menus. Scroll up and down to find your choice and then tap it to select. The most commonly used languages are at the top of the list. The iPad supports over 30 languages, several with regional variations, such as UK, American or Australian English.



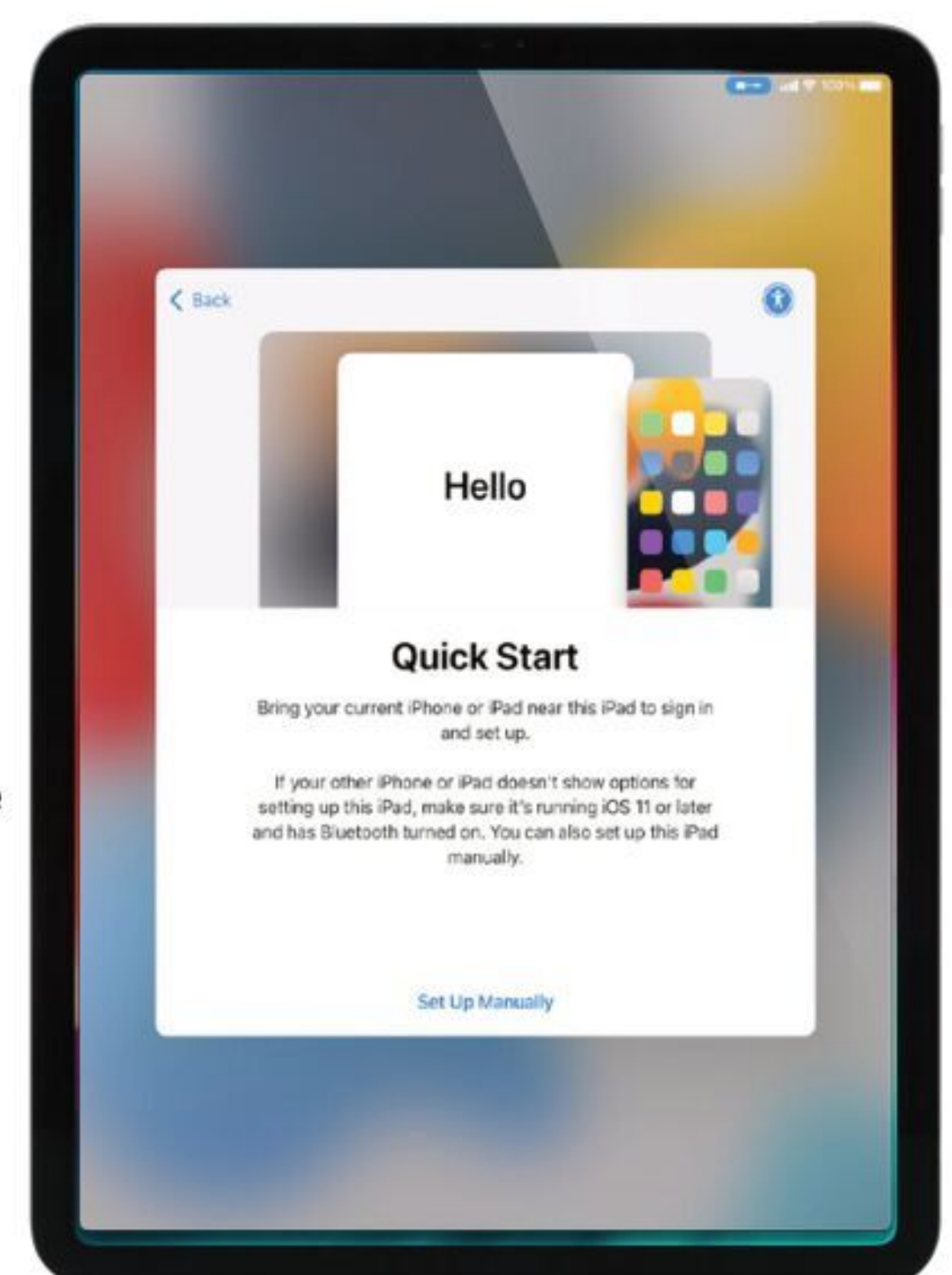
3 Choose Your Country

You're then asked to choose your country or region. The most likely country, based on your choice of language, is at the top of the list; as you can see here, we selected English, and the suggested country is the UK. You can scroll up and down the list and choose another if you so wish. Tap on your choice and you then move on to the next screen.



4 Using Quick Start

A feature introduced to the iPad with iOS 11 is Quick Start. If you already have an iPhone or iPad running iOS 11 or later, and signed in to the iCloud account you want to use with your iPad, you can just bring it close to your iPad and have the settings transfer automatically. If not, tap the Set Up Manually link, and continue with this tutorial.





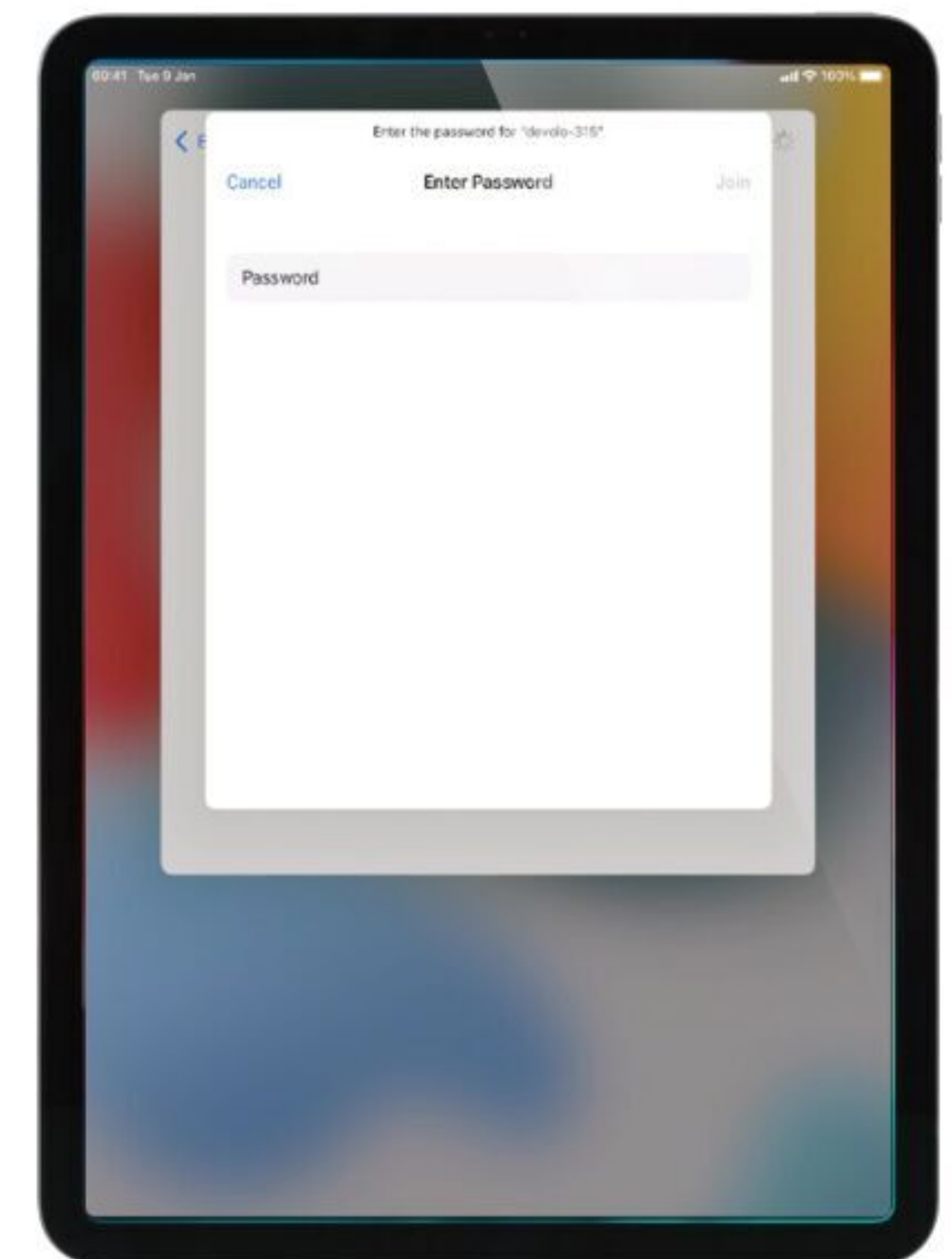
5 Choose Wi-Fi Network

On this screen you're shown a list of local Wi-Fi networks, and asked to sign in to your own. To do this you need to know your Wi-Fi network password, without which you cannot progress. Find your home Wi-Fi from the list offered, and tap on it to be taken to the password entry screen, which is where you log on and take your iPad onto your network.



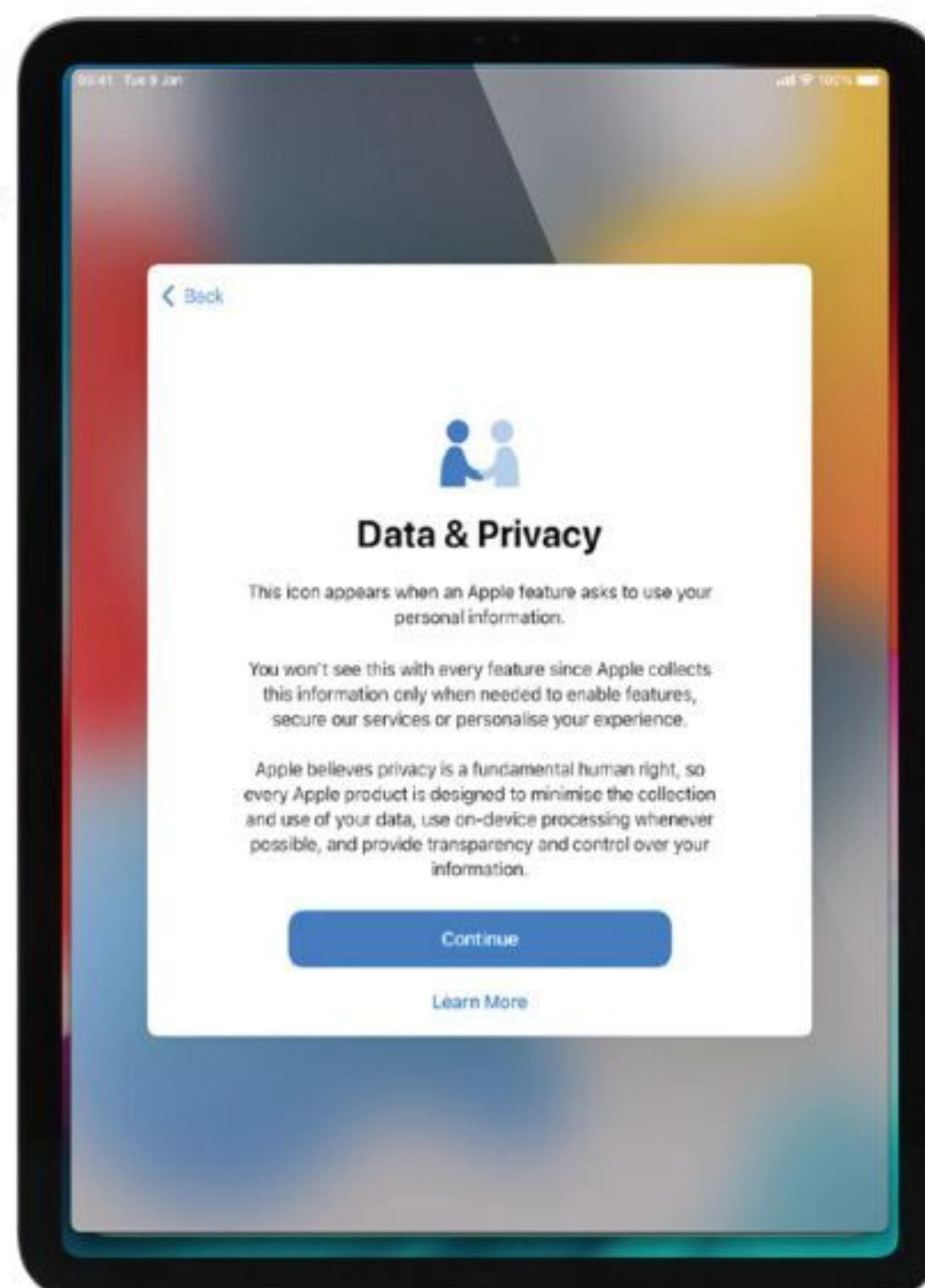
6 Enter Wi-Fi Password

Now enter your Wi-Fi password and then tap the Join option to link your iPad to your Wi-Fi network. When your iPad has connected to your network, tap the Next link in the top right corner. Your iPad automatically connects to your home network from now on; there's no need to select it and retype your password every time you want to use it.



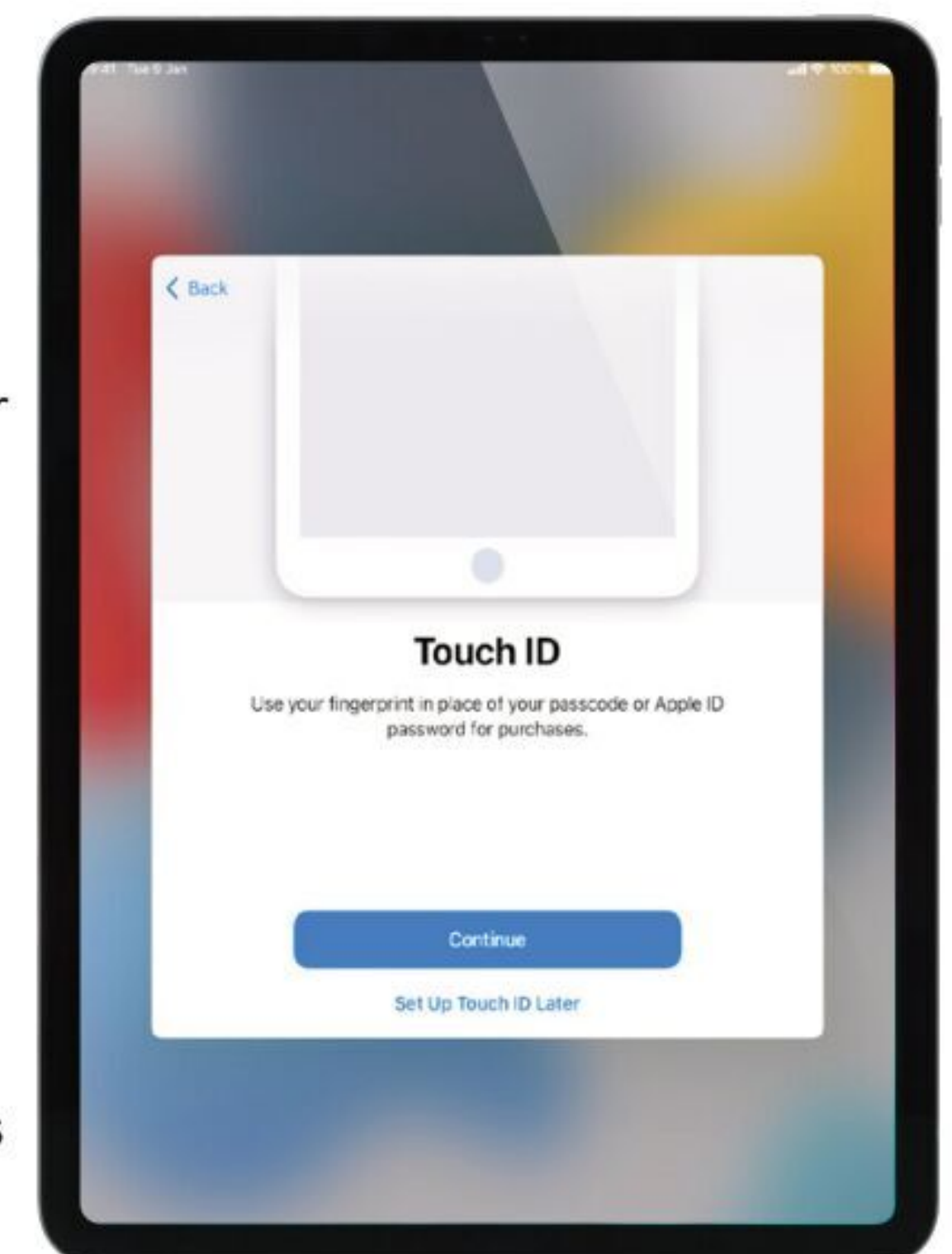
7 Data & Privacy

There follows a screen about privacy and data usage. Read through it; it's simple enough, and explains that when Apple needs to collect data, such as your location, the icon at the top of the page appears and the iPad asks permission. These requests are made for a variety of reasons; for example, the Maps app often needs your location. Tap Continue when finished.



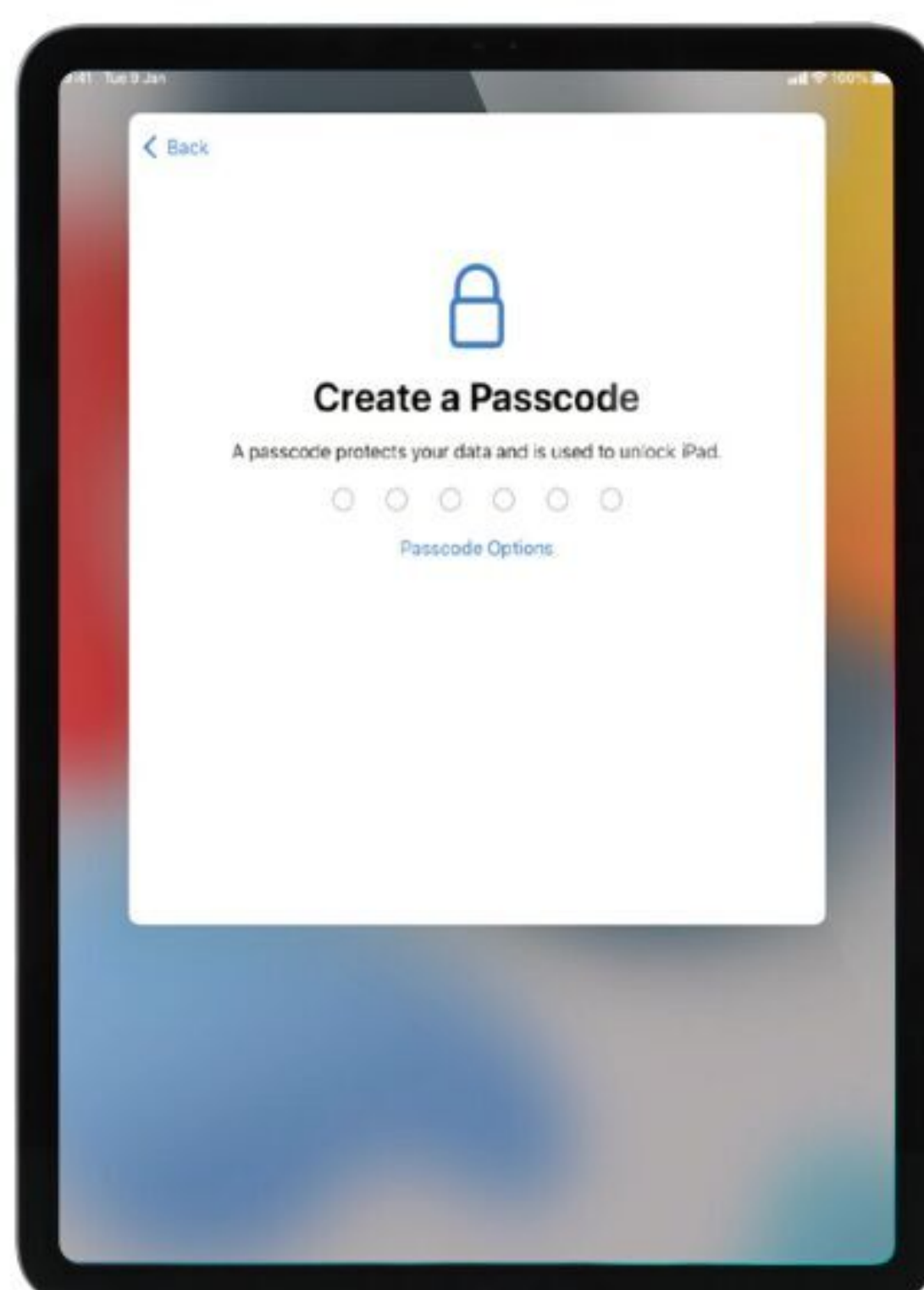
8 Touch ID or Face ID

There follows a screen offering information on Data & Privacy. Read it, then tap Continue to move on. If your iPad has a Home button and fingerprint sensor, you're invited to set up Touch ID. If it has a TrueDepth camera and no Home button, you need to set up Face ID. Either way, just follow the on-screen instructions. There's a full guide to both these features later in the book.



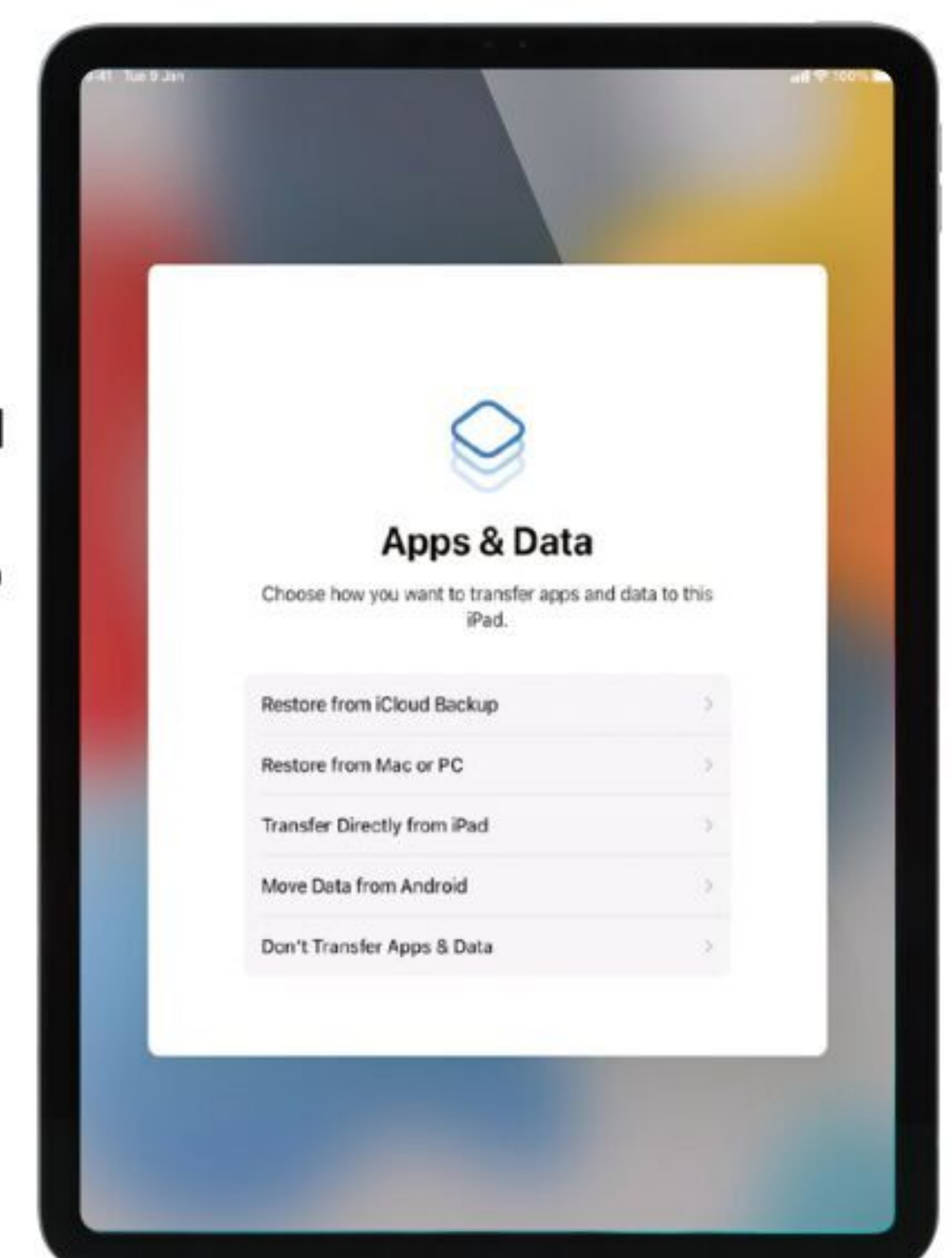
9 Set Up a Passcode

Next you're asked to Create a Passcode. You can tap Passcode Options if you'd rather use a longer code made of numbers (numeric) or both letters and numbers (alphanumeric). These can be up to 25 characters in length. You can choose between a four or six digit number too. You can also proceed without adding a code at all and add one later if you wish.



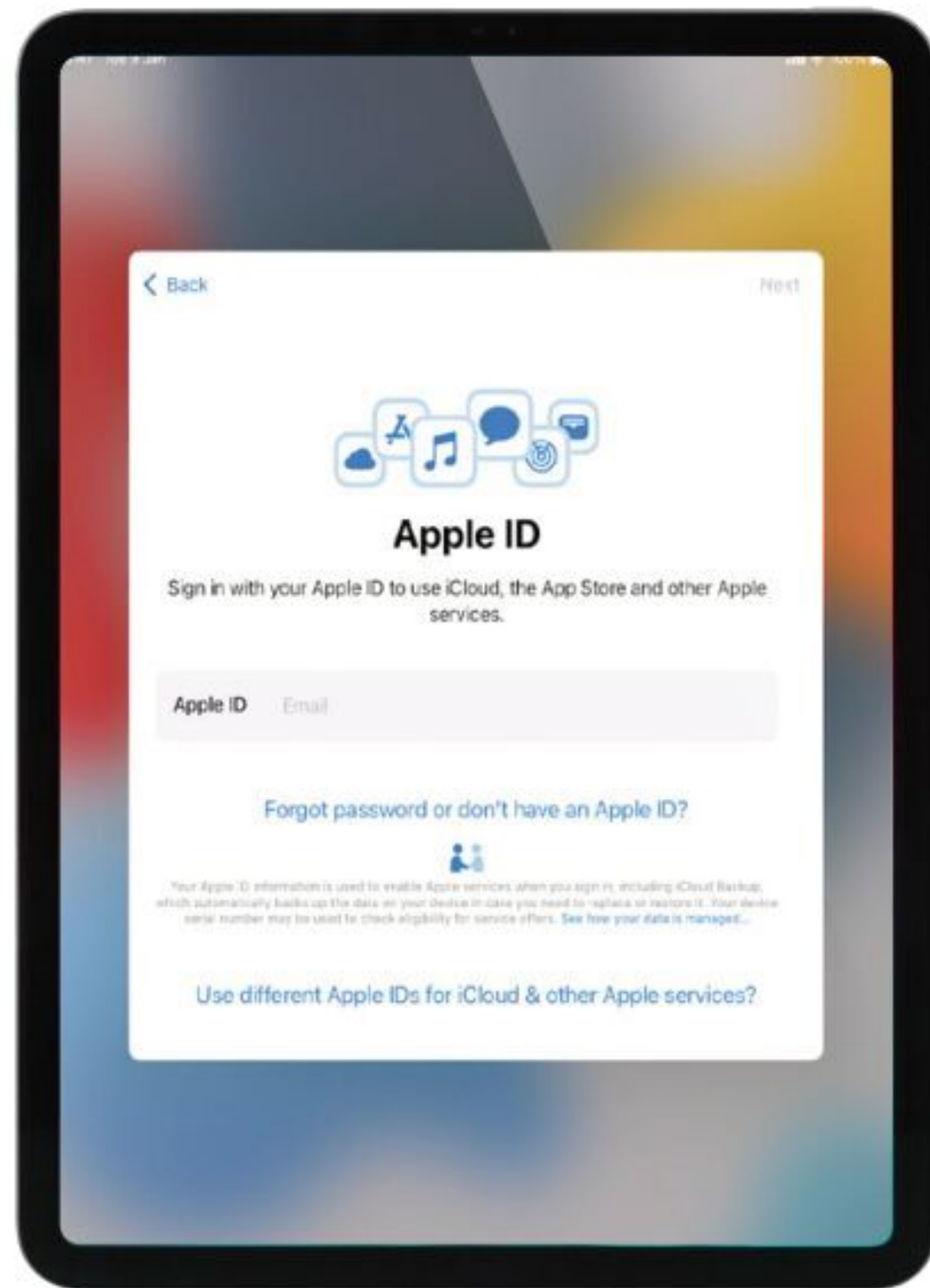
10 Restoring Apps & Data

You have five options. Use Restore from iCloud Backup or Restore from Mac or PC if you've an iPad backup. Transfer Directly from iPad takes you back to Step 4, where you can use Quick Start and if you're moving from an Android tablet, choose this option to transfer data and download similar free apps. To set up from scratch, choose Don't Transfer Apps & Data.



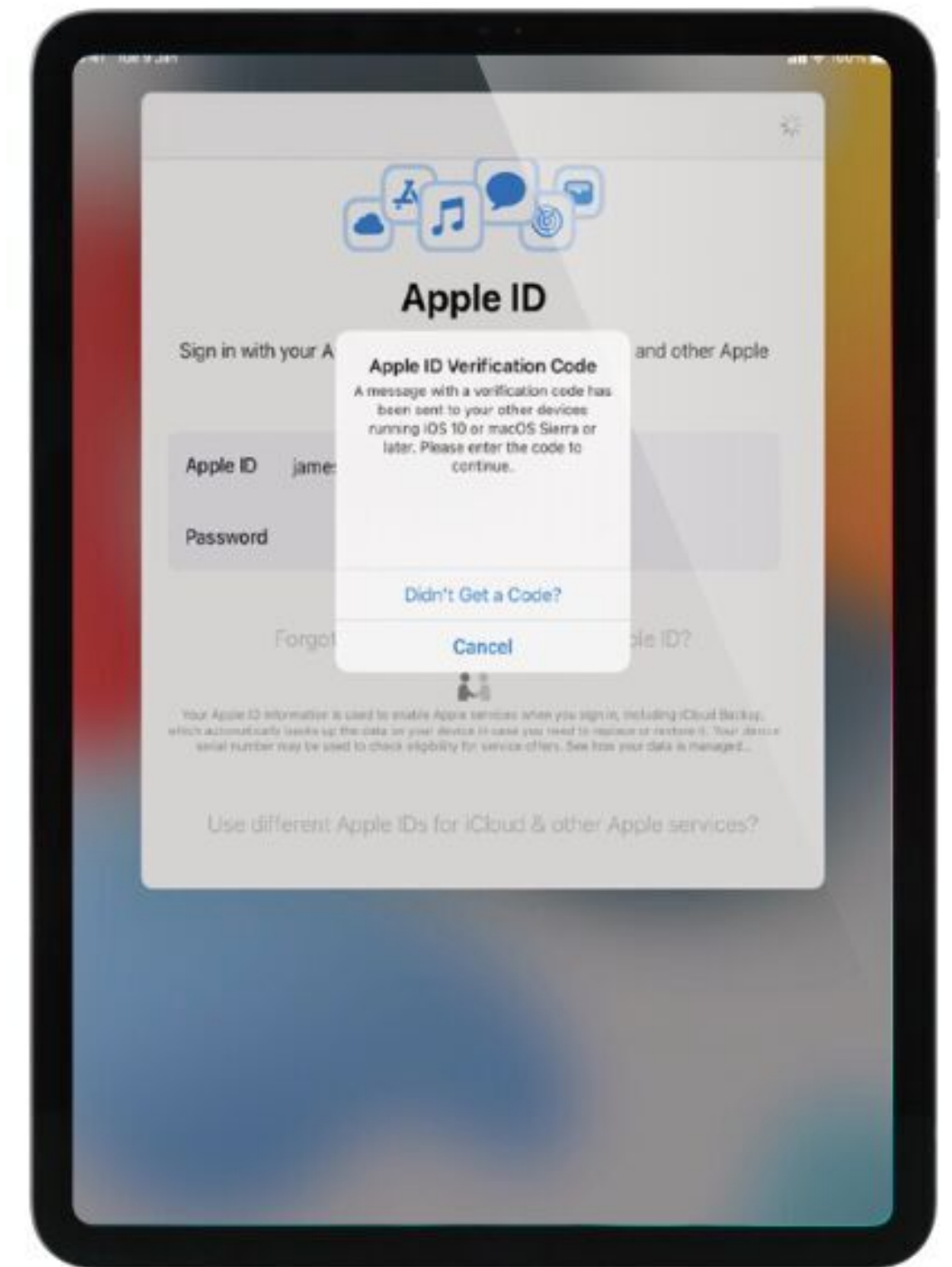
11 Using Your Apple ID

If you already have an Apple ID, sign in with it now; just enter your user name and password in the fields provided. If not, tap Create an Apple ID and follow the on-screen instructions to set one up now. An Apple ID lets you buy from the App Store and iTunes, and also gives you a handy iCloud email address, so it's essential you register for one. It's also free.



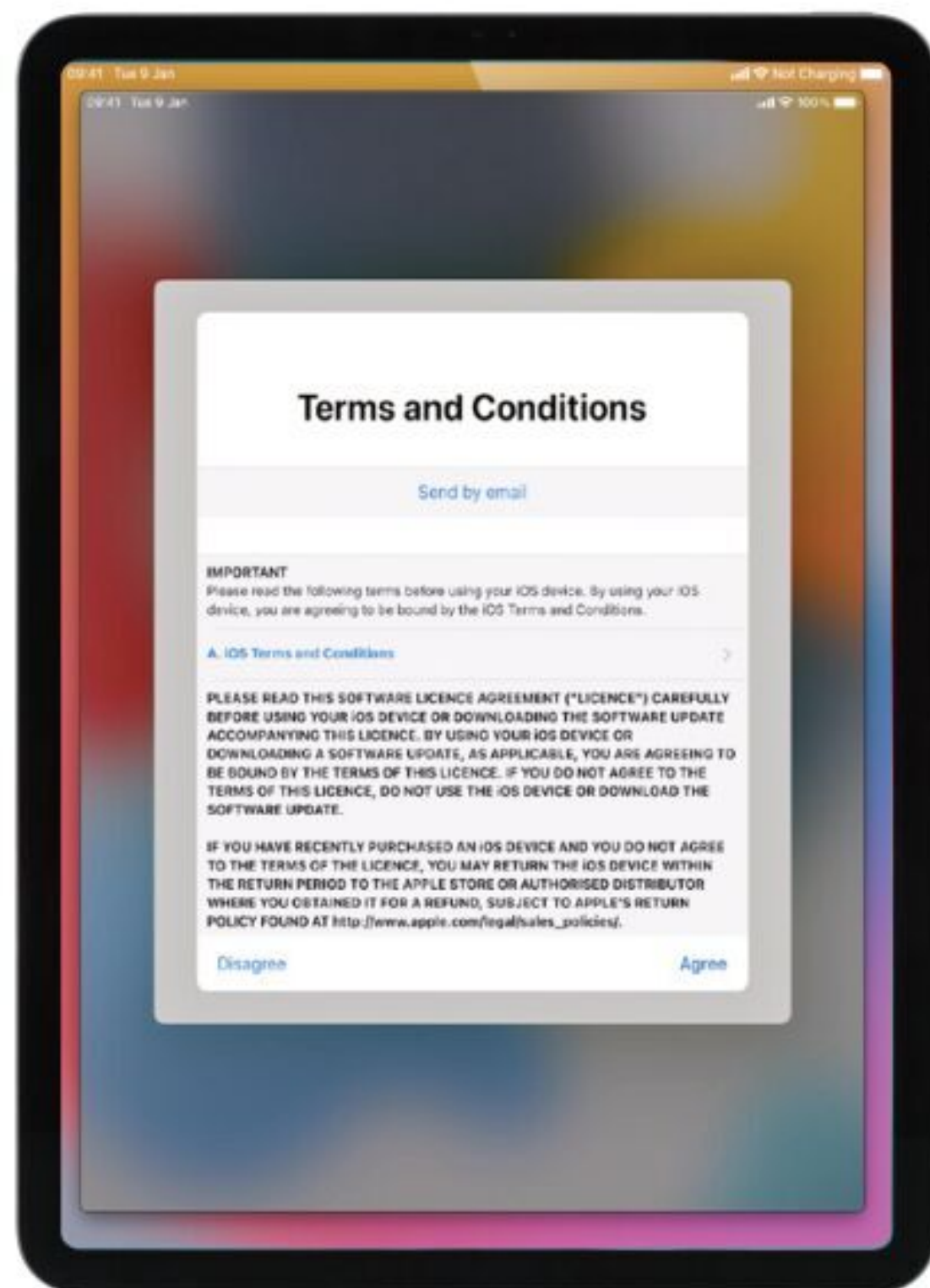
12 Verification Code

Next you must enter a verification code, sent to you by Apple. If you already use Apple devices, this code is sent to one of them. If you're starting with a new Apple ID, you can have it sent to your mobile, or given to you in a phone call. If you didn't get a code, tap the link and have it delivered another way. Type the six figure number to continue.



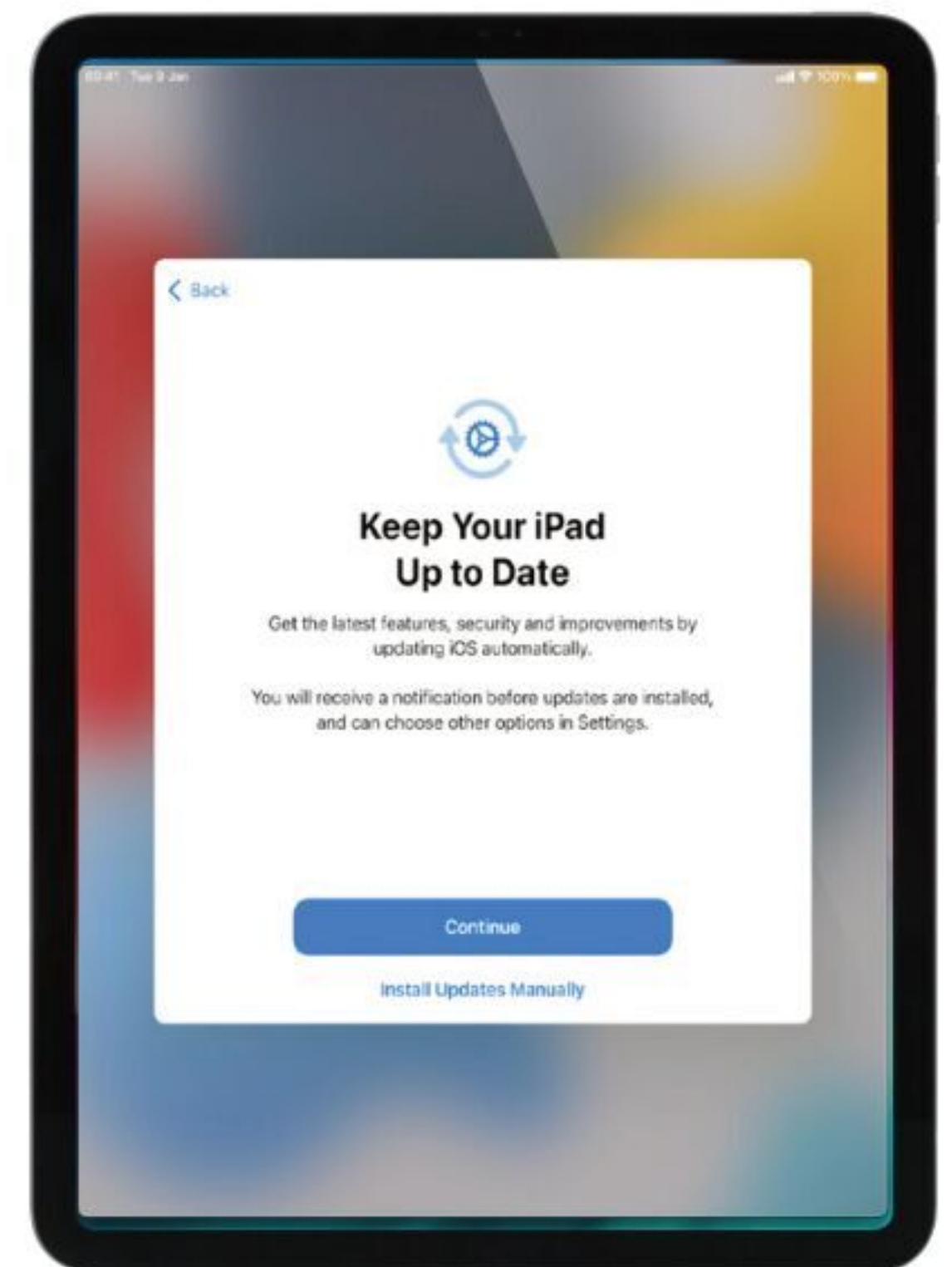
13 Terms and Conditions

Before you can complete the setup process and ultimately use your iPad you need to read and then agree to Apple's Terms and Conditions. It's not the most exciting of documents, but you need to tap Agree to continue. You can have the document emailed to yourself if you want, but this isn't essential; you can read it on the screen now if you prefer.



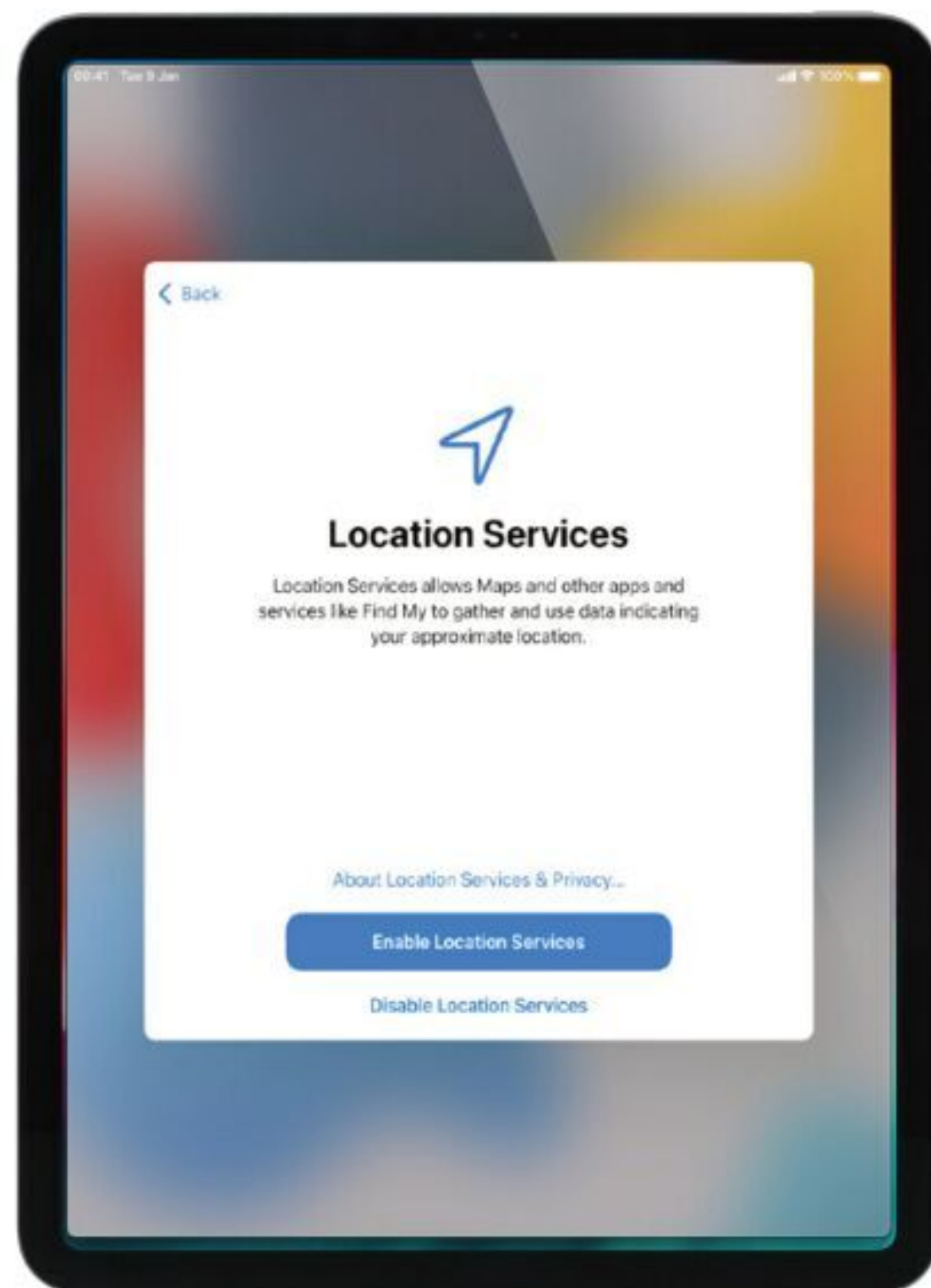
14 Auto Update

Next you're asked whether you want to keep your iPad up to date by installing updates automatically, or if you prefer to do so manually. The choice is entirely yours but if you want to update automatically, tap the big blue button marked Continue. To update manually, tap the link underneath the button. Either way, you're taken to the next screen.



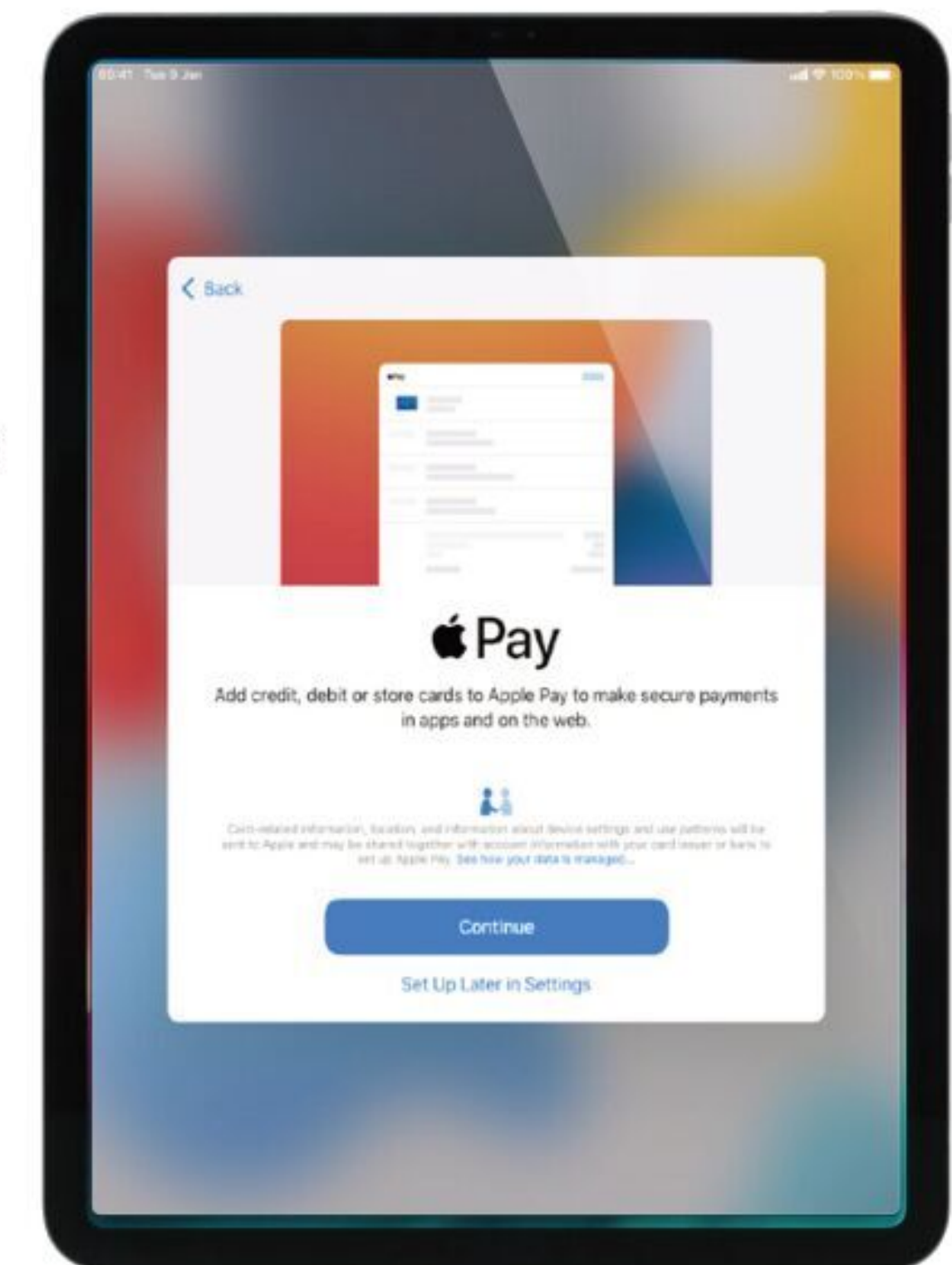
15 Location Services

On this screen you are asked if you wish to activate Location Services. When active this will allow GPS, Bluetooth and Wi-Fi sources to share the location of your iPad with Apps such as Maps and various third party applications, such as local retailers. De-active these services may limit the use of said apps so the choice is completely yours.



16 Apple Pay

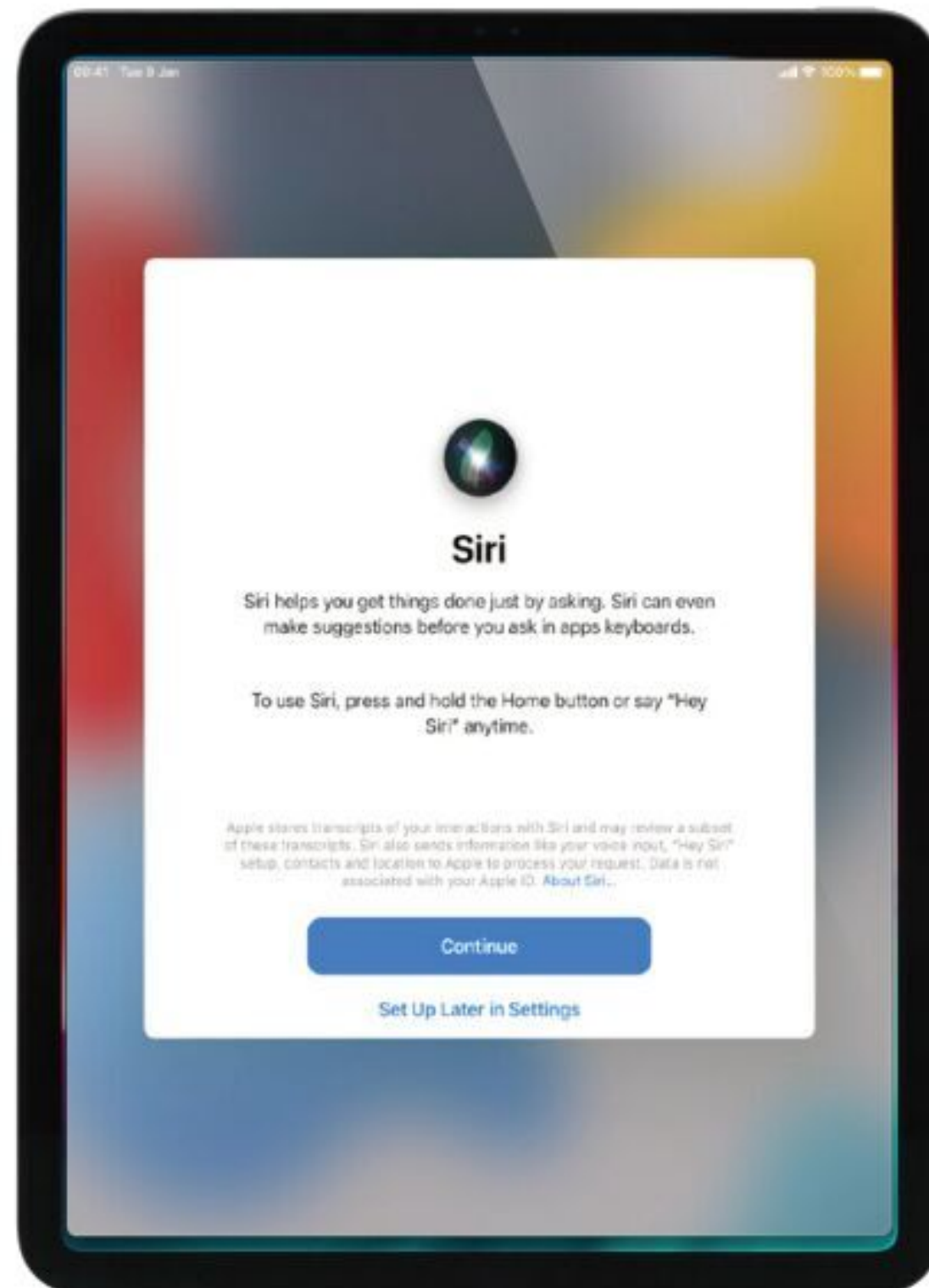
Another feature to set up now or skip and do later is Apple Pay. Setting up Apple Pay involves adding credit or debit cards, so you can use them to pay for goods and services directly from your iPad. To set it up now, tap Continue and follow the on-screen instructions to set up your Apple Pay, or you can set up the service in the Settings app later.





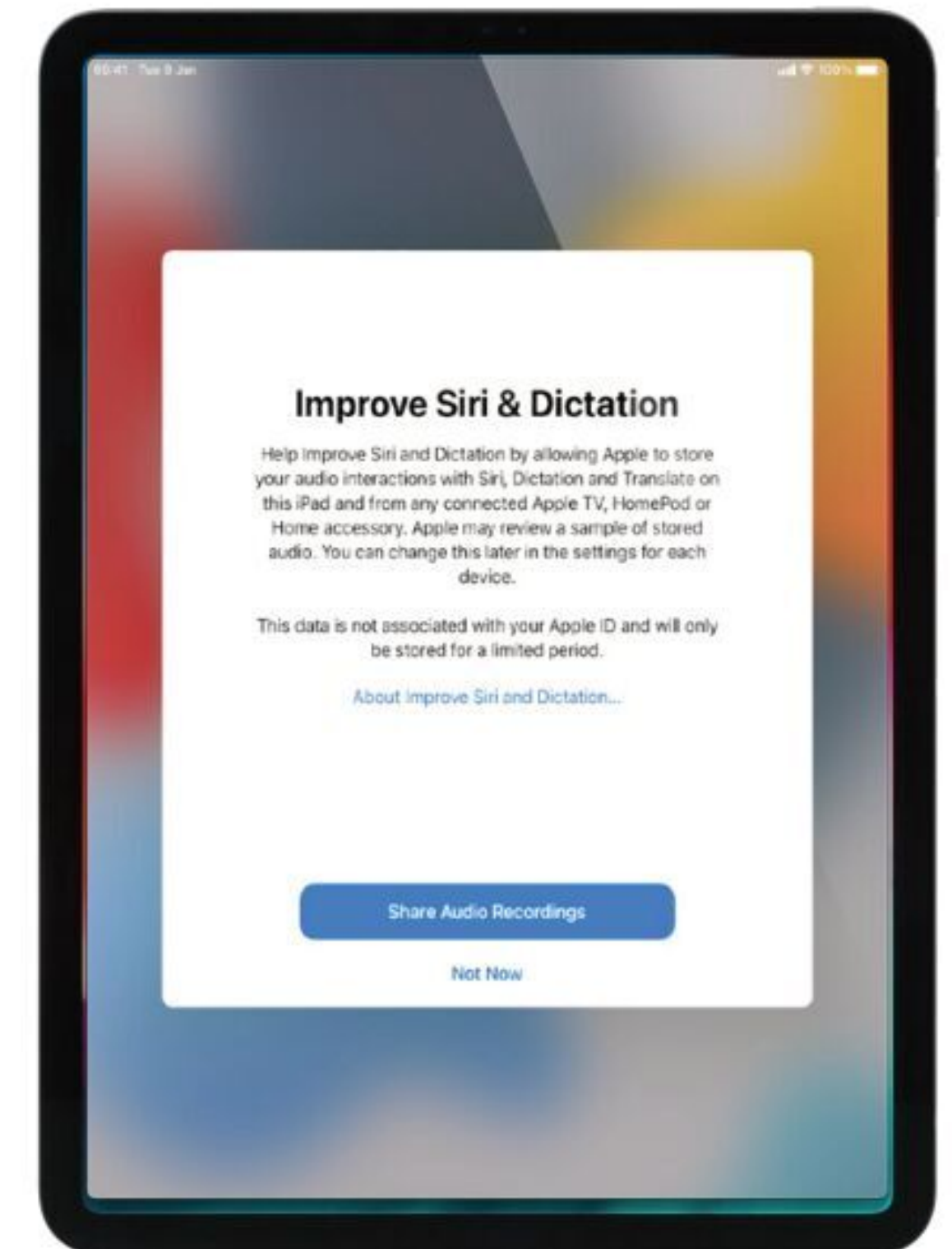
17 Using Siri

Now you can elect to use the voice controlled Siri app, if you choose to activate this app. Click Continue and follow the onscreen processes repeating the onscreen quotes to give Siri a broad sample of your voice to improve accuracy when using the app after installation. Siri is improving all the time is recommended.



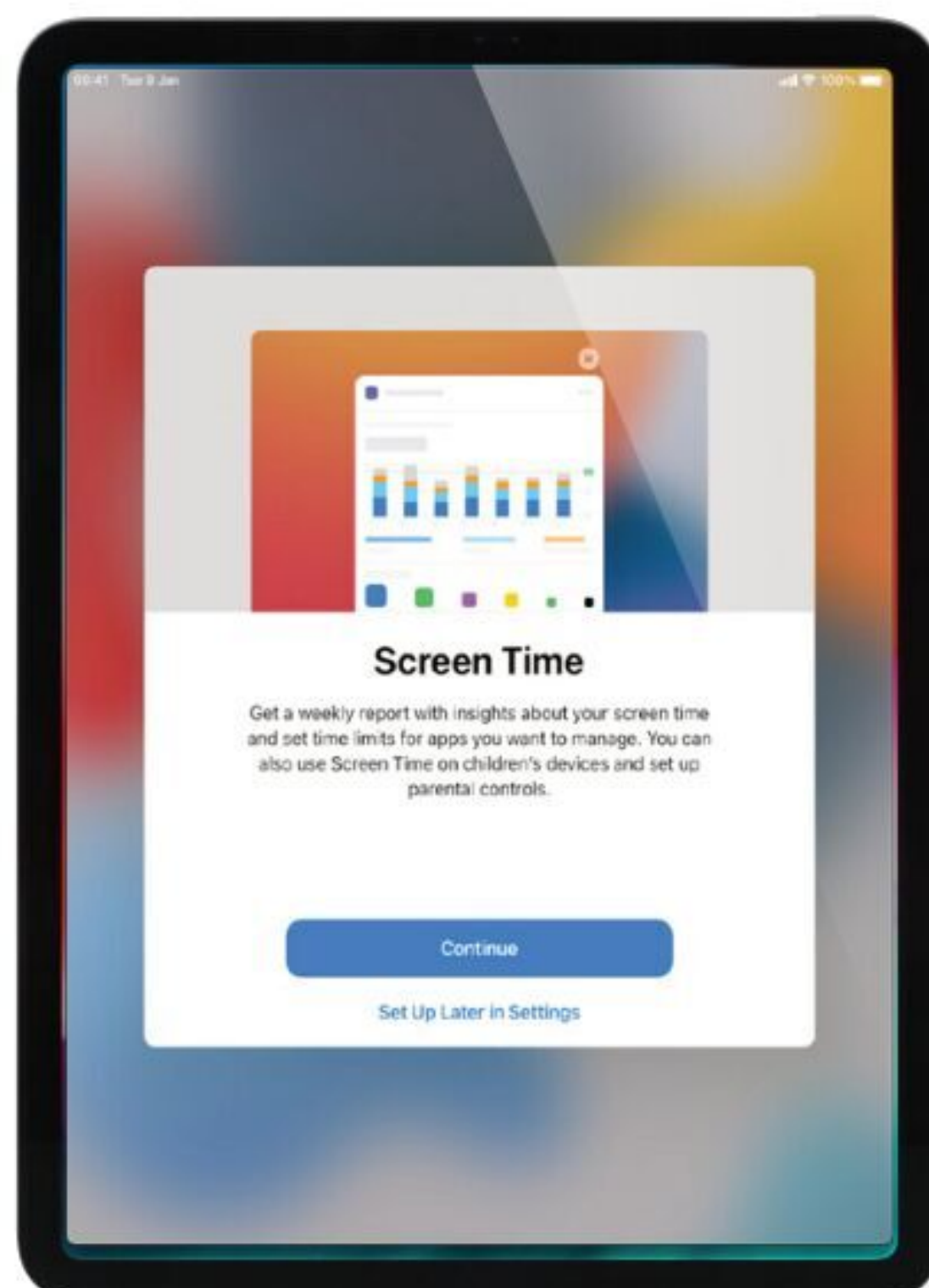
18 Sharing Audio

Now you can elect to share audio from Siri, HomePod and more. The data is sent anonymously and is only used to improve Apple's Siri and Dictation services. There are no privacy issues. Tap the About Improve Siri and Dictation link for more information. Tap Share Audio Recordings or Not Now to register your choice.



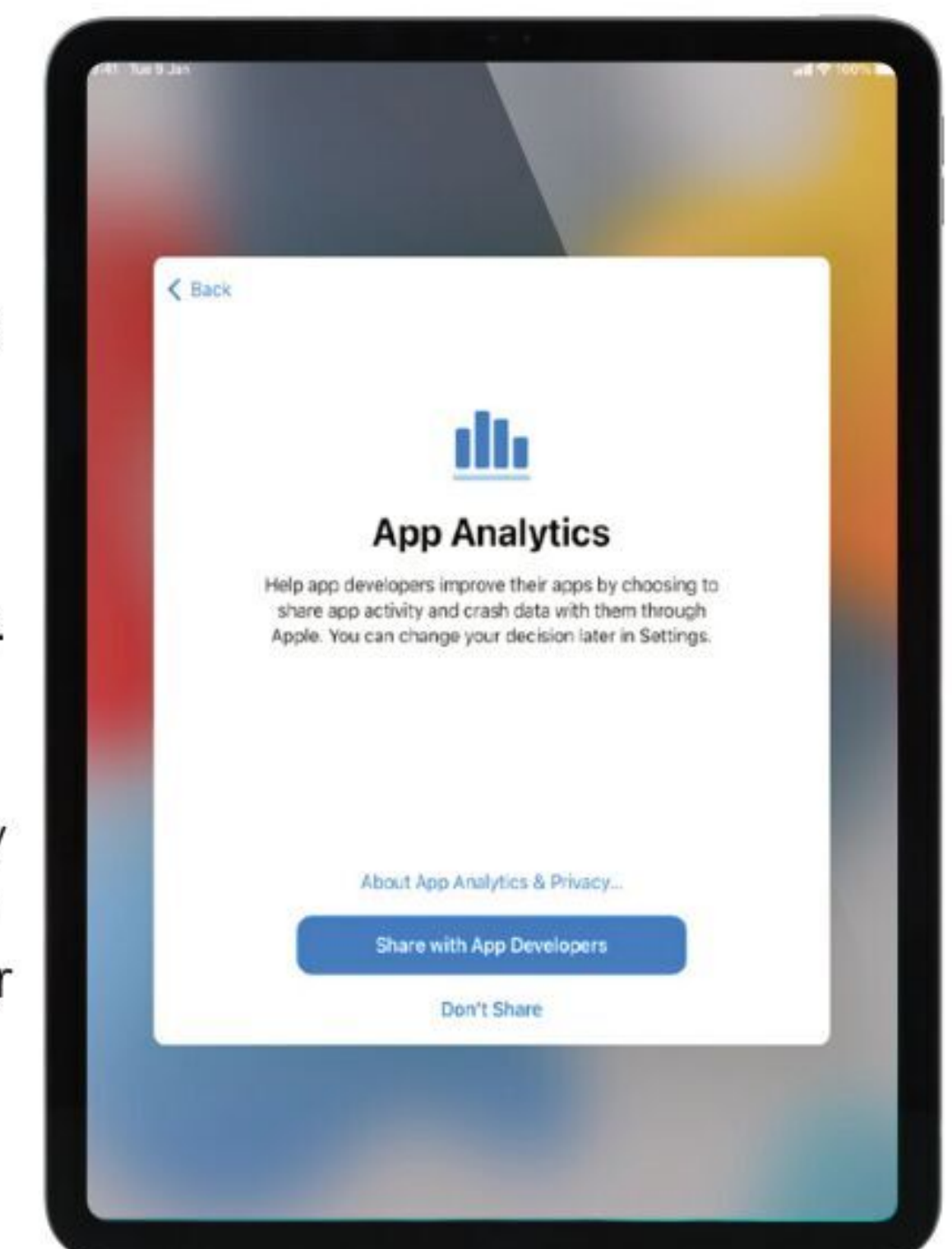
19 Using Screen Time

From this screen you can choose to access the iPad's Screen Time feature. This feature enables you to limit or simply measure the time you spend using your iPad itself. It is a great addition if you are intending the device to be used by a minor or if you simply wish to gauge the amount of time spend using your Apple iPad.



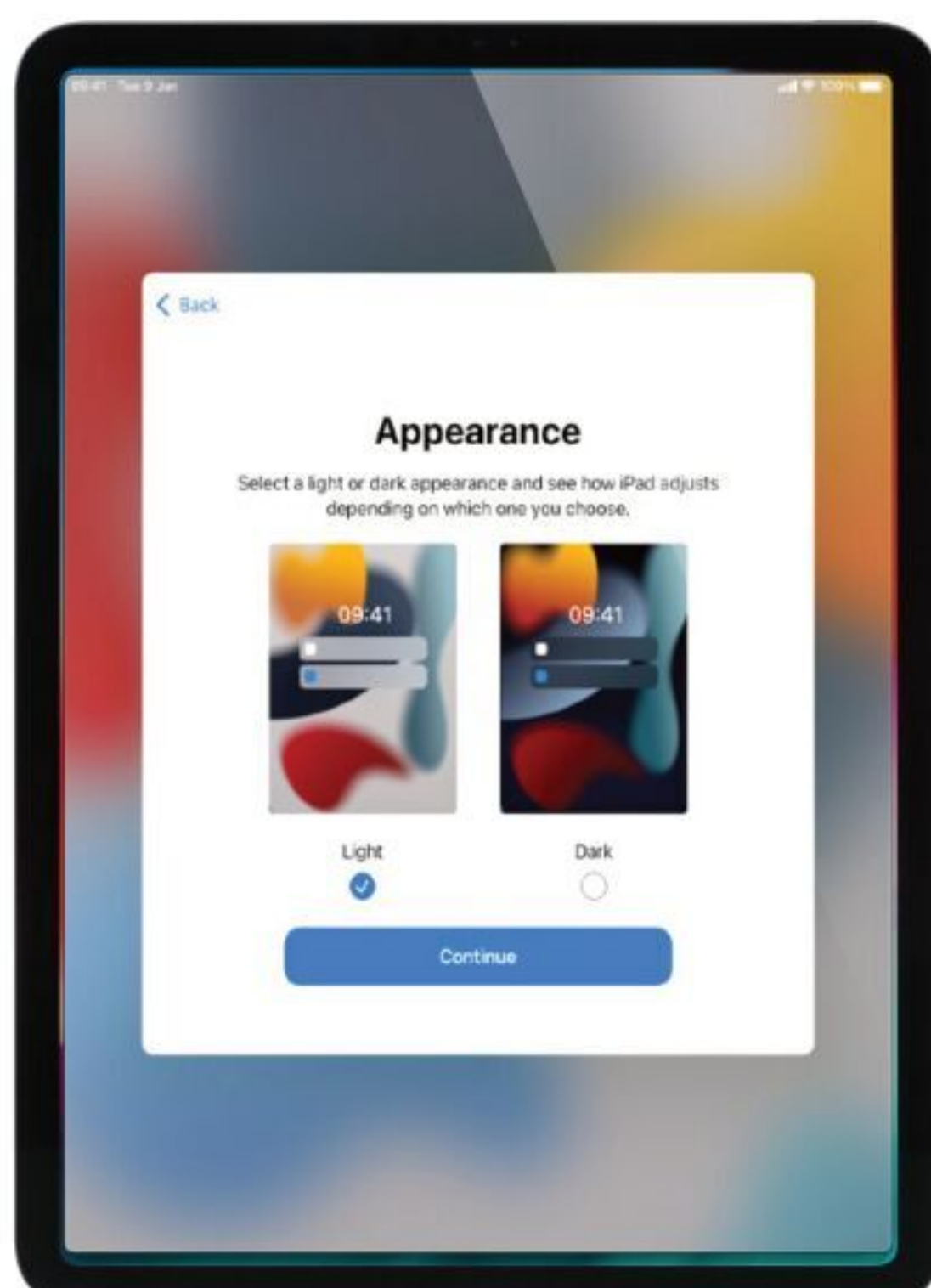
20 iPad & App Analytics

The iPad and App Analytics screens are straightforward. They ask if you want to share diagnostic information first with Apple and then with third-party app developers. You can change your decisions later, in the Settings app. Go to Privacy > Analytics and customise what you want to share. For now, tap the button or the link to continue.



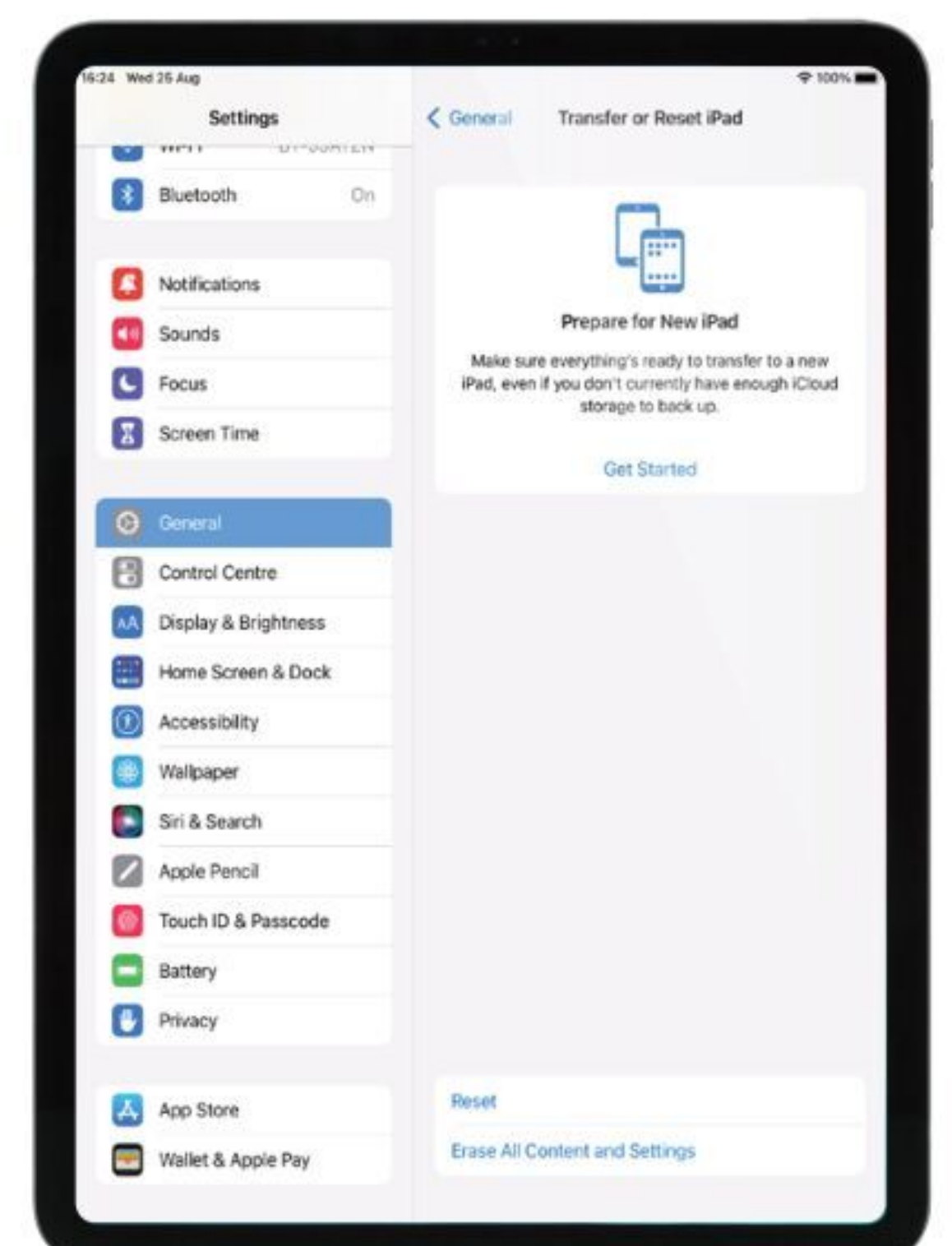
21 Light or Dark Mode

Now it's time to choose whether you set your iPad to appear in Light or Dark Mode by default. Whichever you decide, you can change it later in the Settings app. There then follows a series of 'tips' screens; read and tap Continue on each. You then see a screen saying 'Welcome to iPad'. Tap Get Started at the foot of the screen and you're done.



22 Restarting Set Up

If you aren't 100% happy with your iPad's set up and wish to repeat the process you can the following. Open the Settings app, tap General in the left-hand column and tap Reset. When prompted, enter the iPad's passcode. Sign out of your Apple ID, if you are still logged in and the iPad restarts; erasing all content and settings.

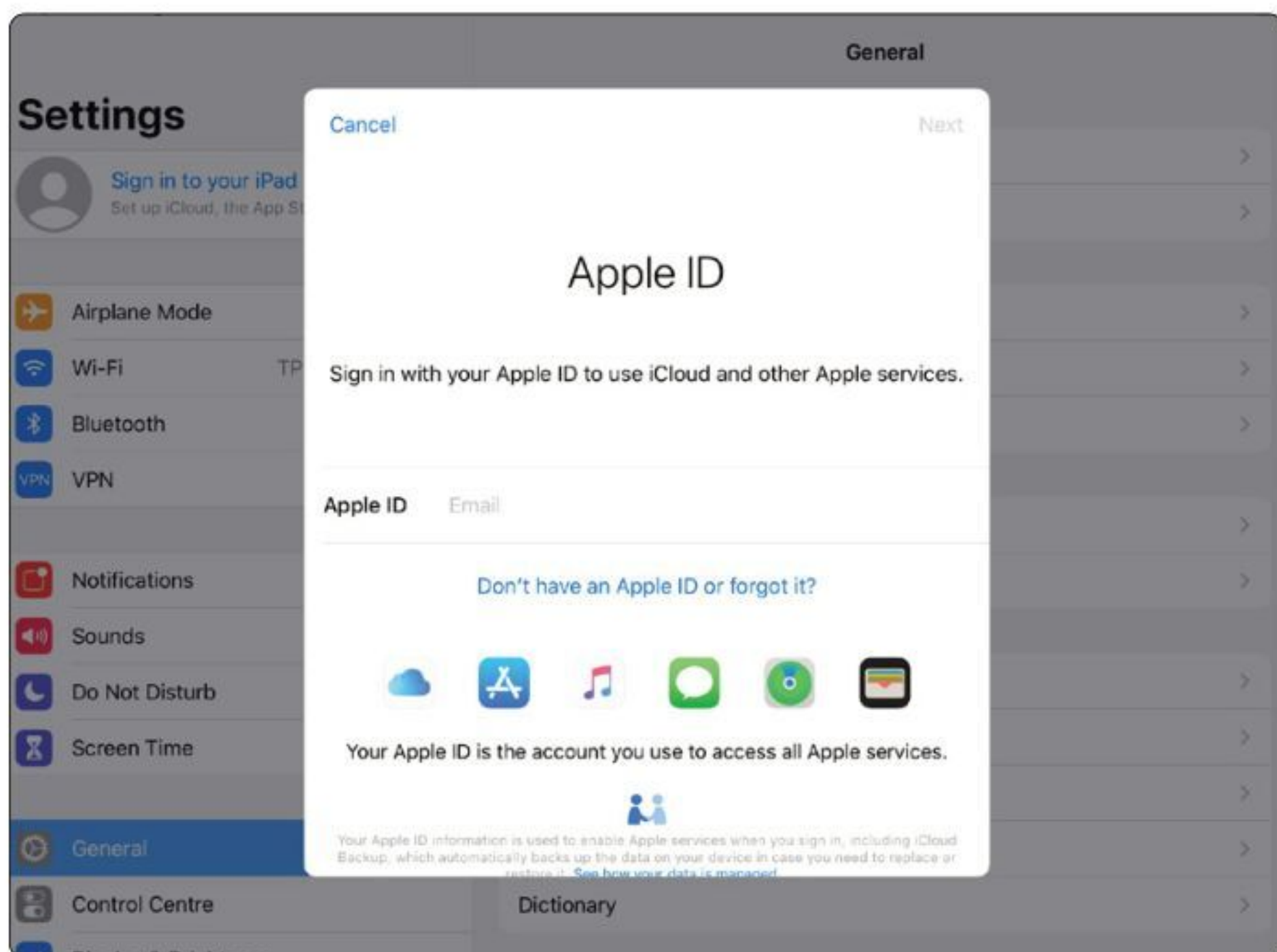




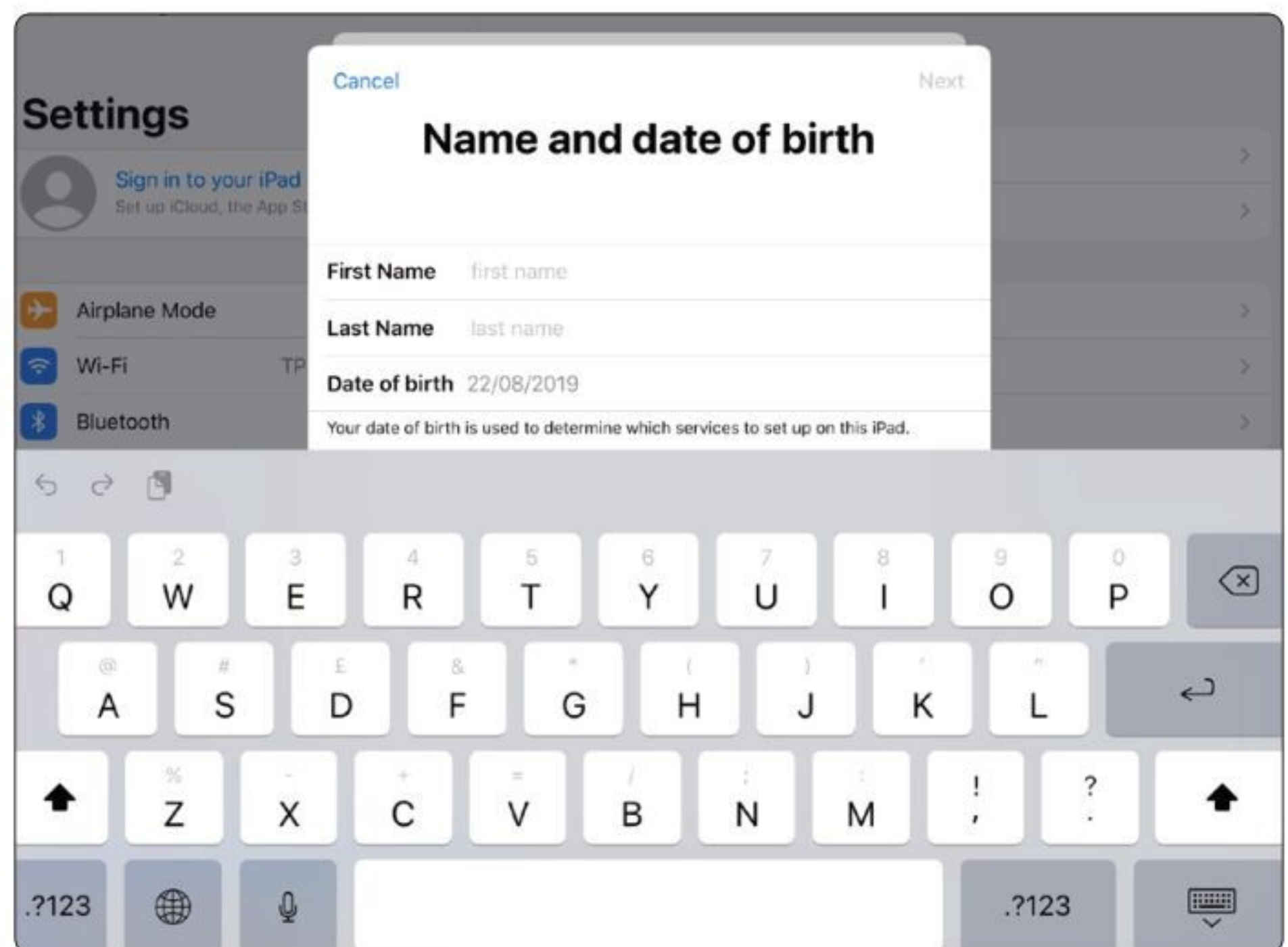
Your Apple ID

How to Set it Up

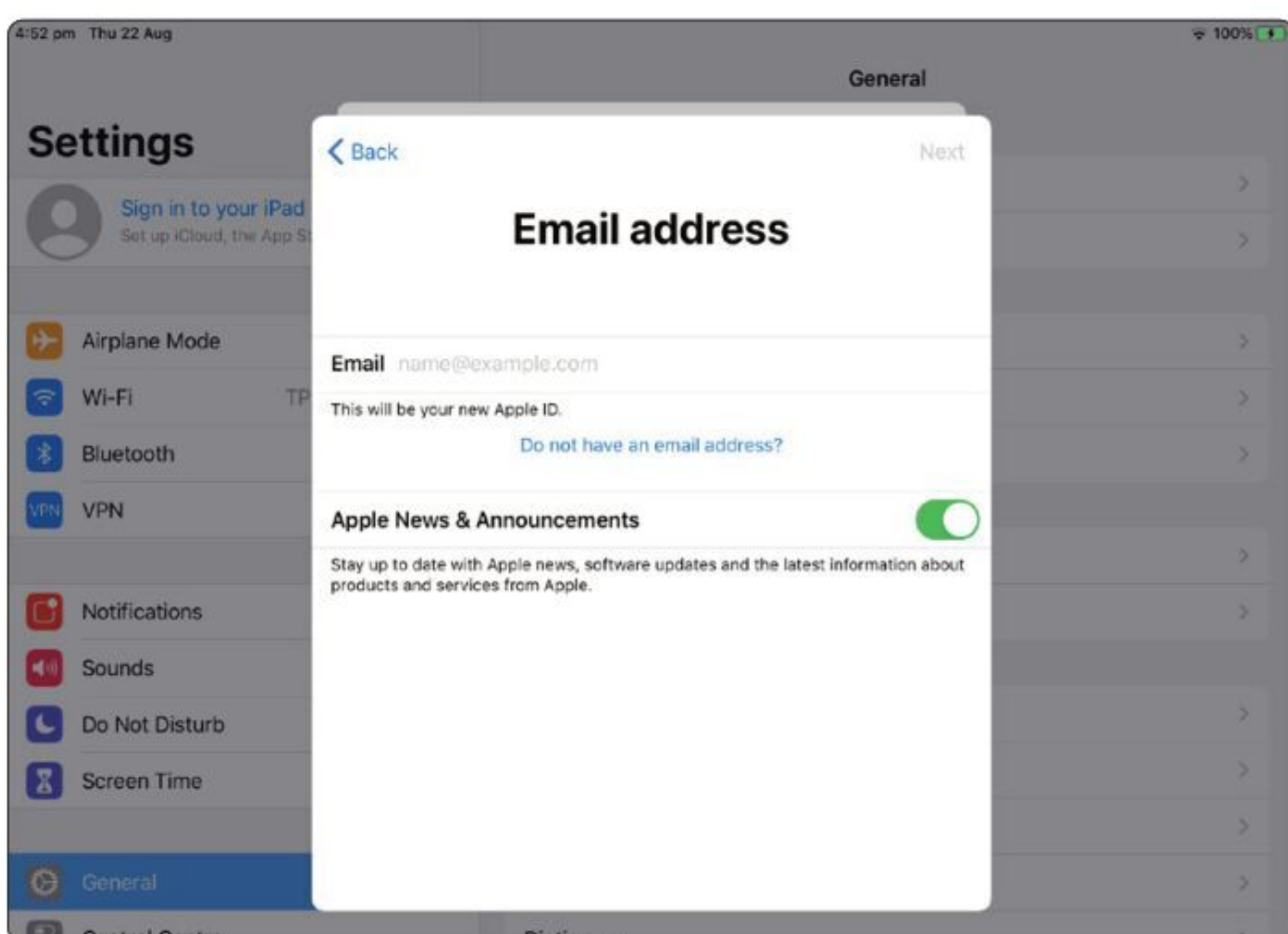
If you didn't register for an Apple ID during the initial setup of your iPad, you can set one up whenever you please, directly from the Settings app. If you want a new one, sign out with your old one and follow this guide. Either way, you'll soon be up and running with an all-important Apple ID.



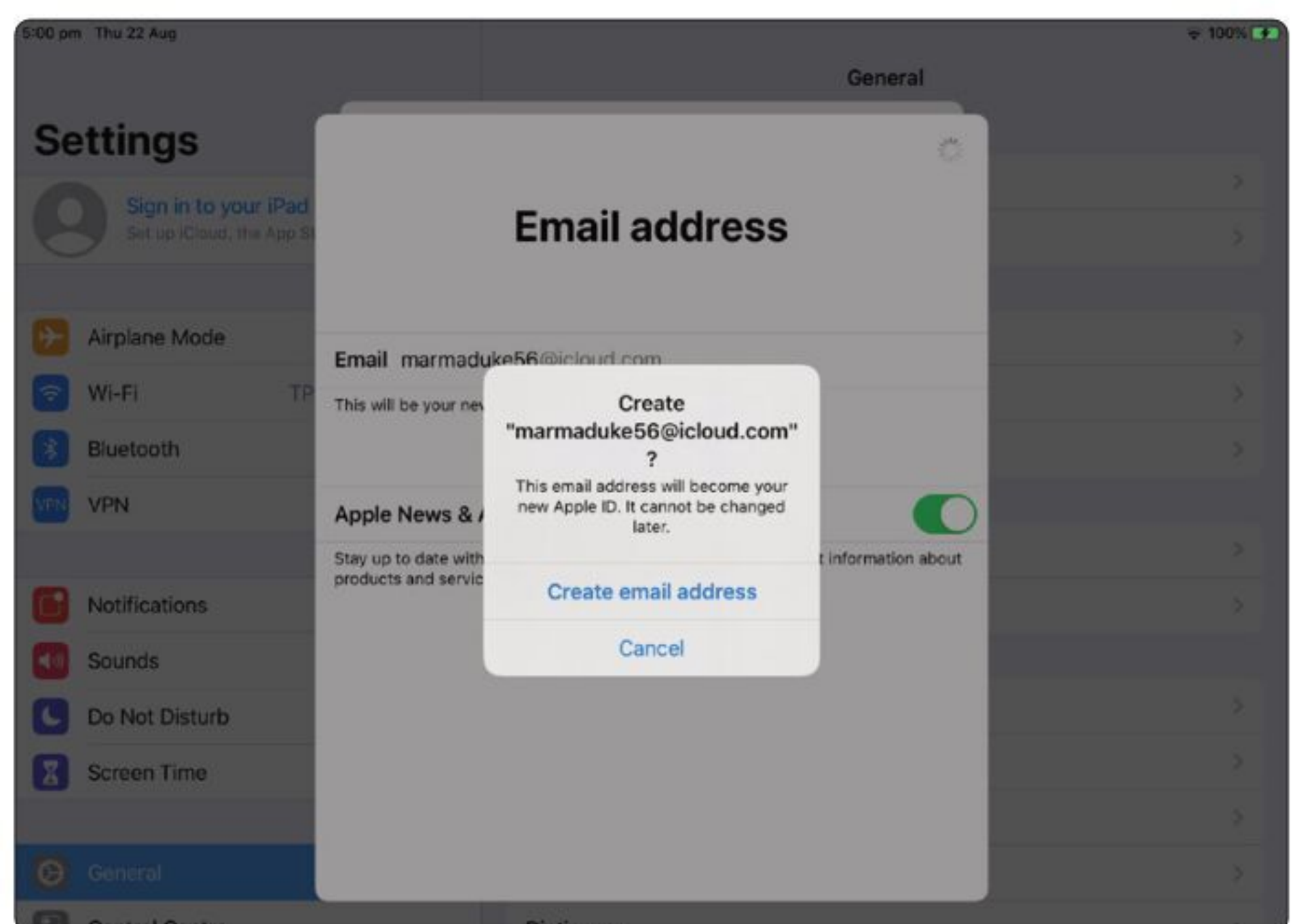
1 Open Settings from the Home screen and scroll to the top of the left hand column. Tap 'Sign in to your iPad' right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



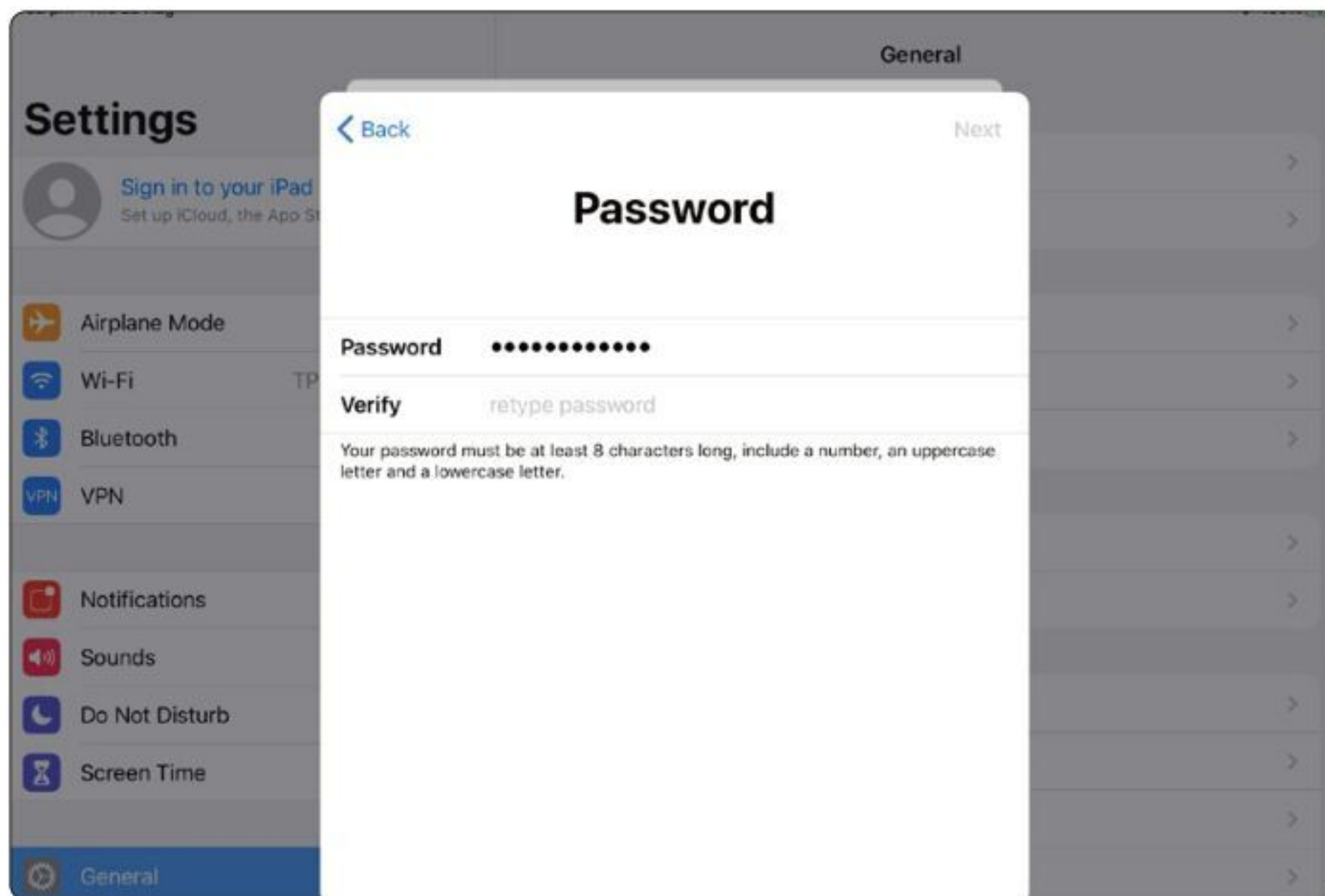
2 Tap 'Create Apple ID' in the next window and then, when instructed, enter your first name, last name, and date of birth. When you've entered these details, tap Next in the top right to move on to the next step.



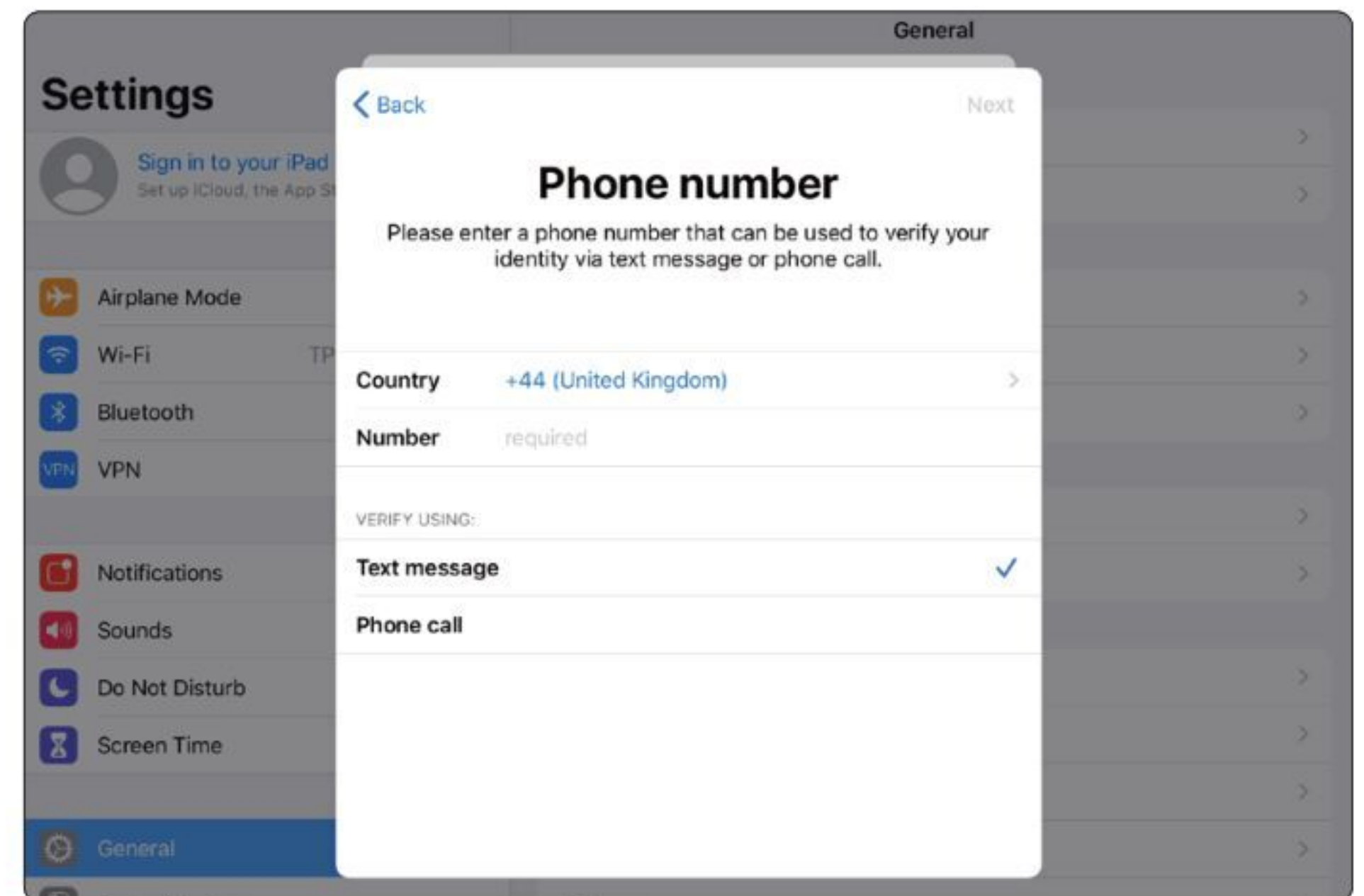
3 Next, you're asked whether you want to use your current email address (if you have one) for your Apple ID, or get a free iCloud email address by tapping the 'Do not have an email address?' link. Choose one and tap Next to continue to the next step.



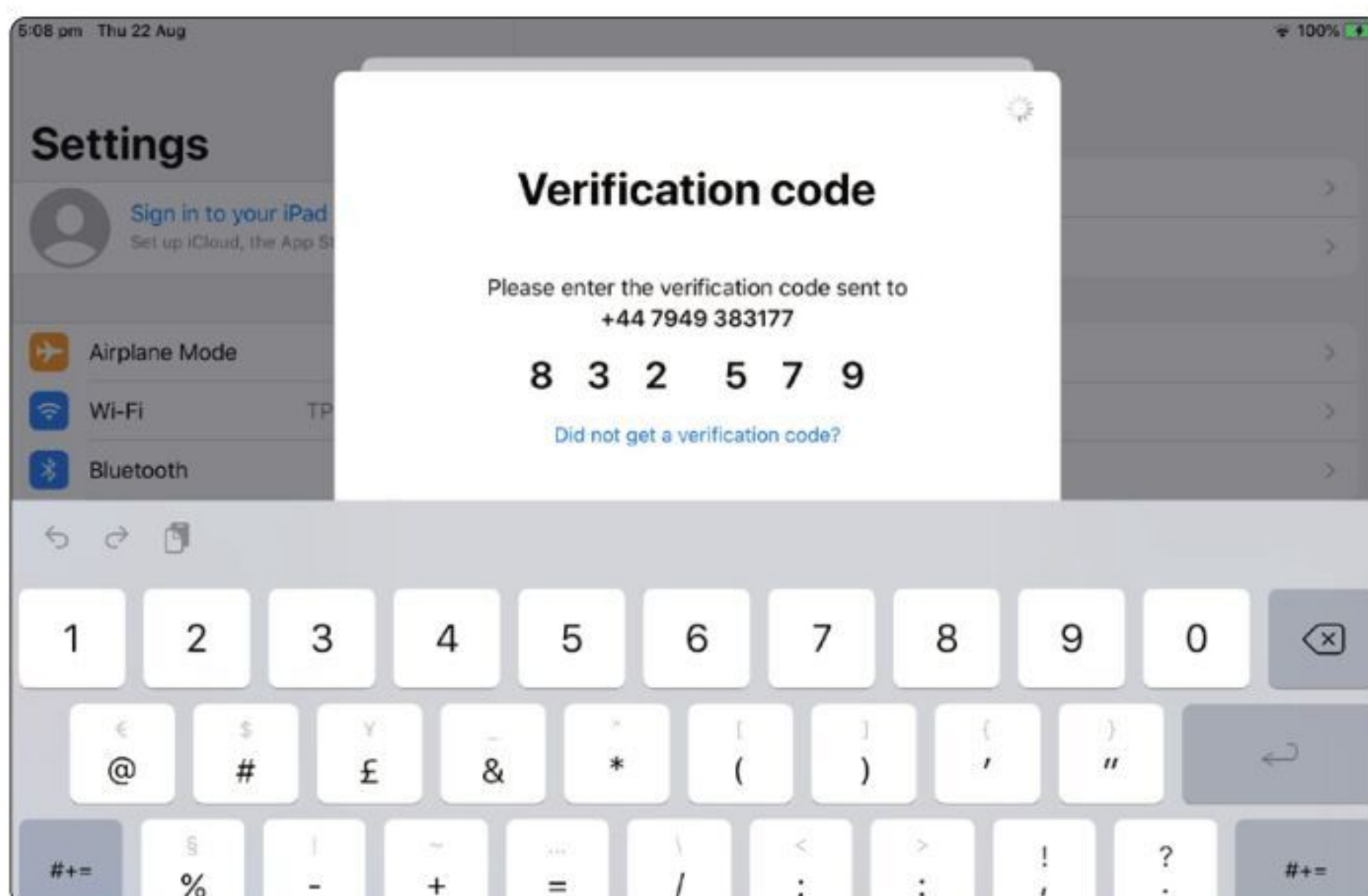
4 If you chose to get a new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken by other Apple users but when you do, accept it by tapping Continue.



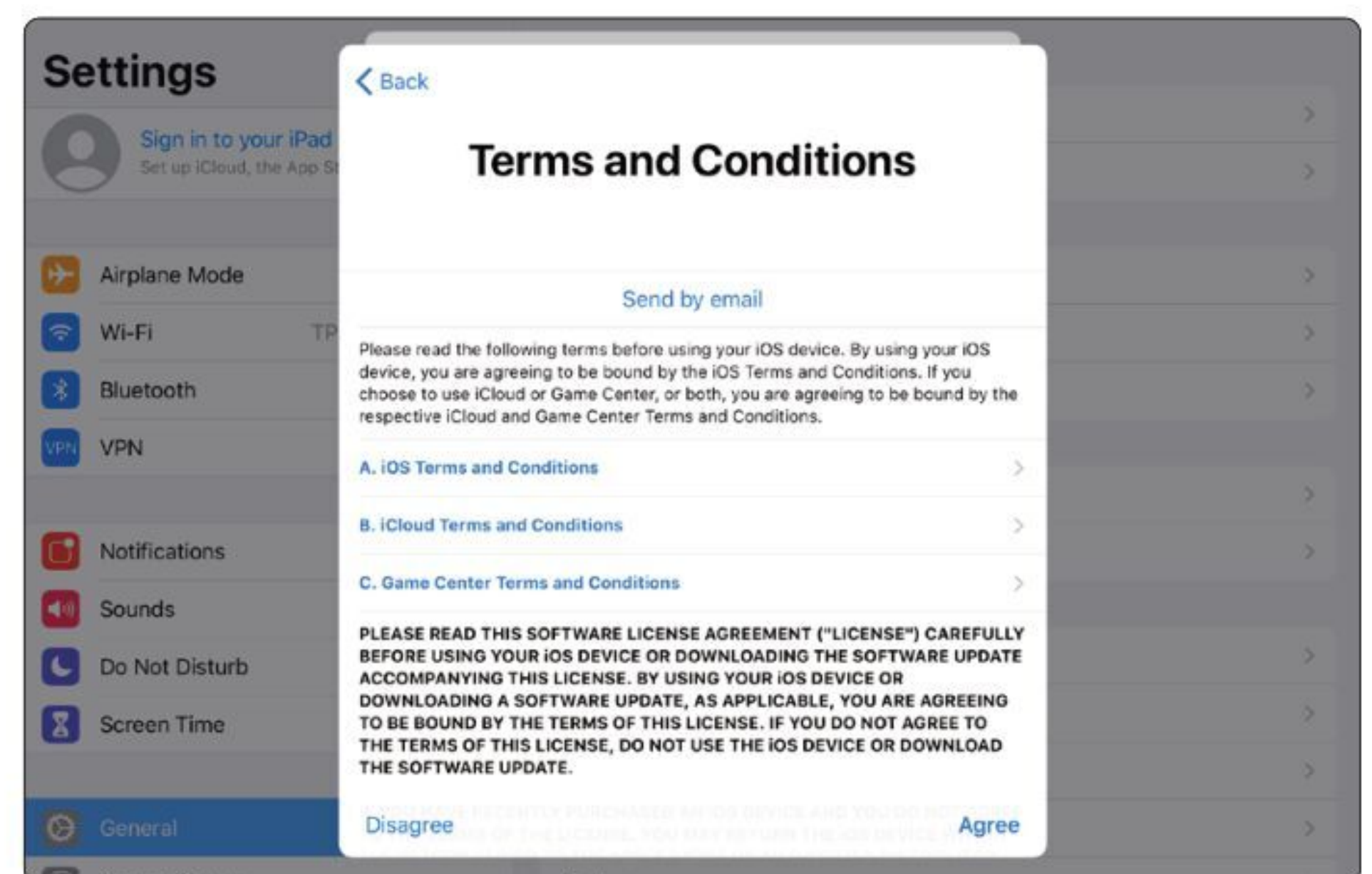
5 Now choose your password. As stated on the screen, it must be at least eight characters long, and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



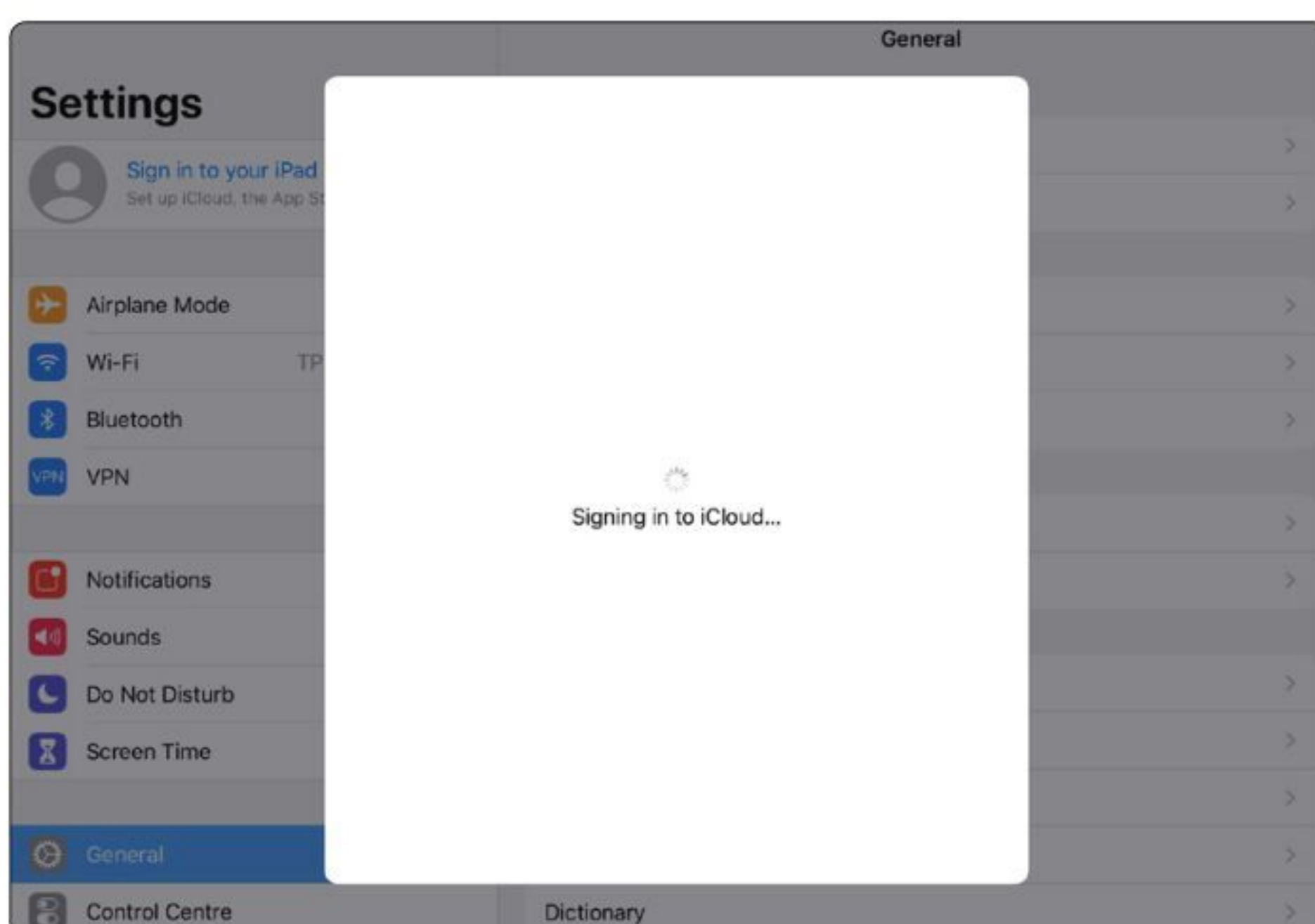
6 Apple needs your phone number, so you can be contacted via a call or text message to confirm your identity. The country field should already be filled but tap it to change if necessary. Enter your number; we suggest you use your mobile.



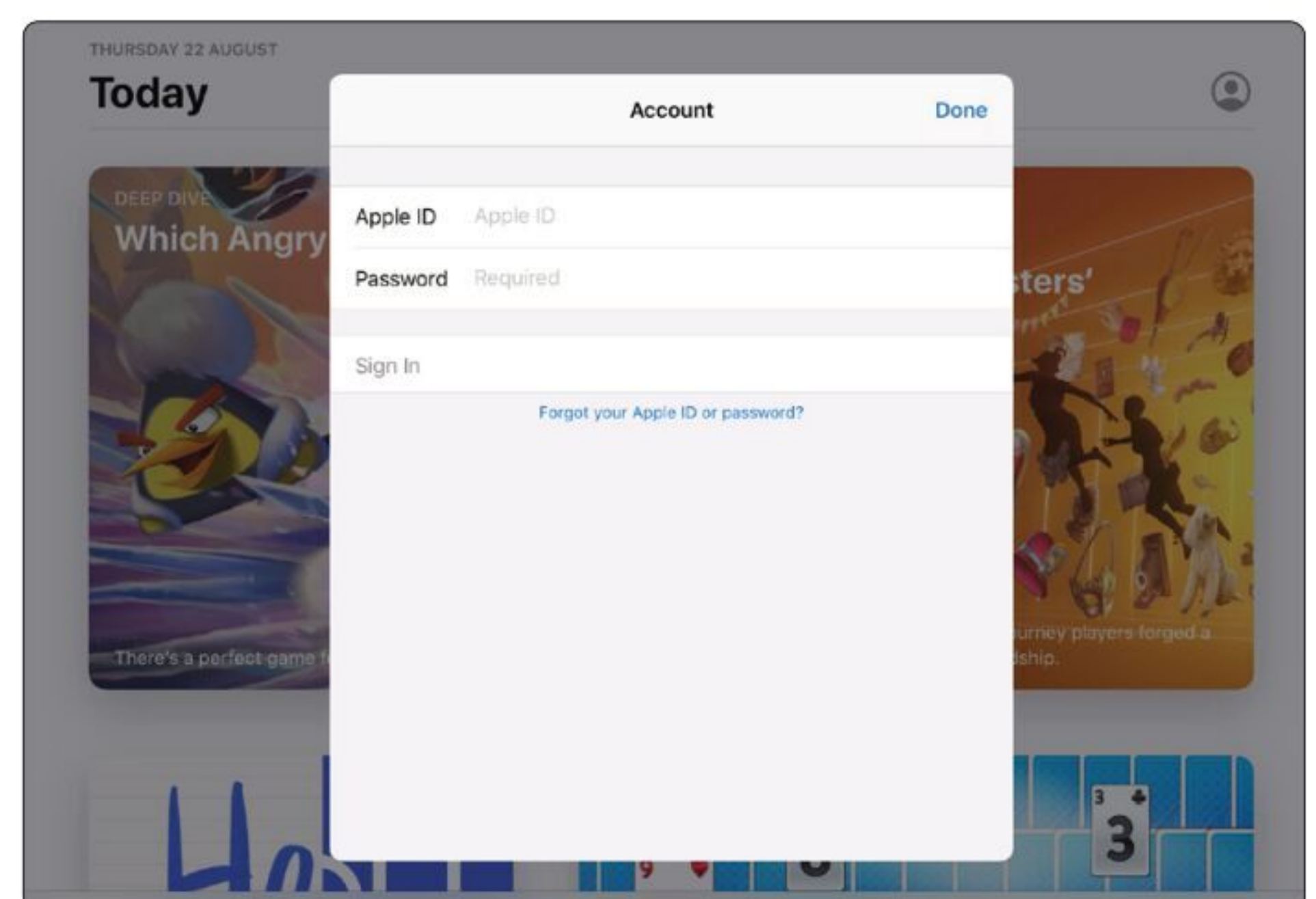
7 Tap Next, then enter the six figure verification code that's sent to your mobile phone (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



8 It's now time to agree to the terms and conditions. You can read them all if you want, or tap the 'Send by Email' link to have them emailed to you. You can just tap Agree, and again in the pop-up window, to continue.



9 Your iPad now signs into iCloud with your newly created Apple ID. It might take a while. When it's done, you must enter your iPad's passcode, the one you use to unlock it on the lock screen. Your iPad is then signed into iCloud.



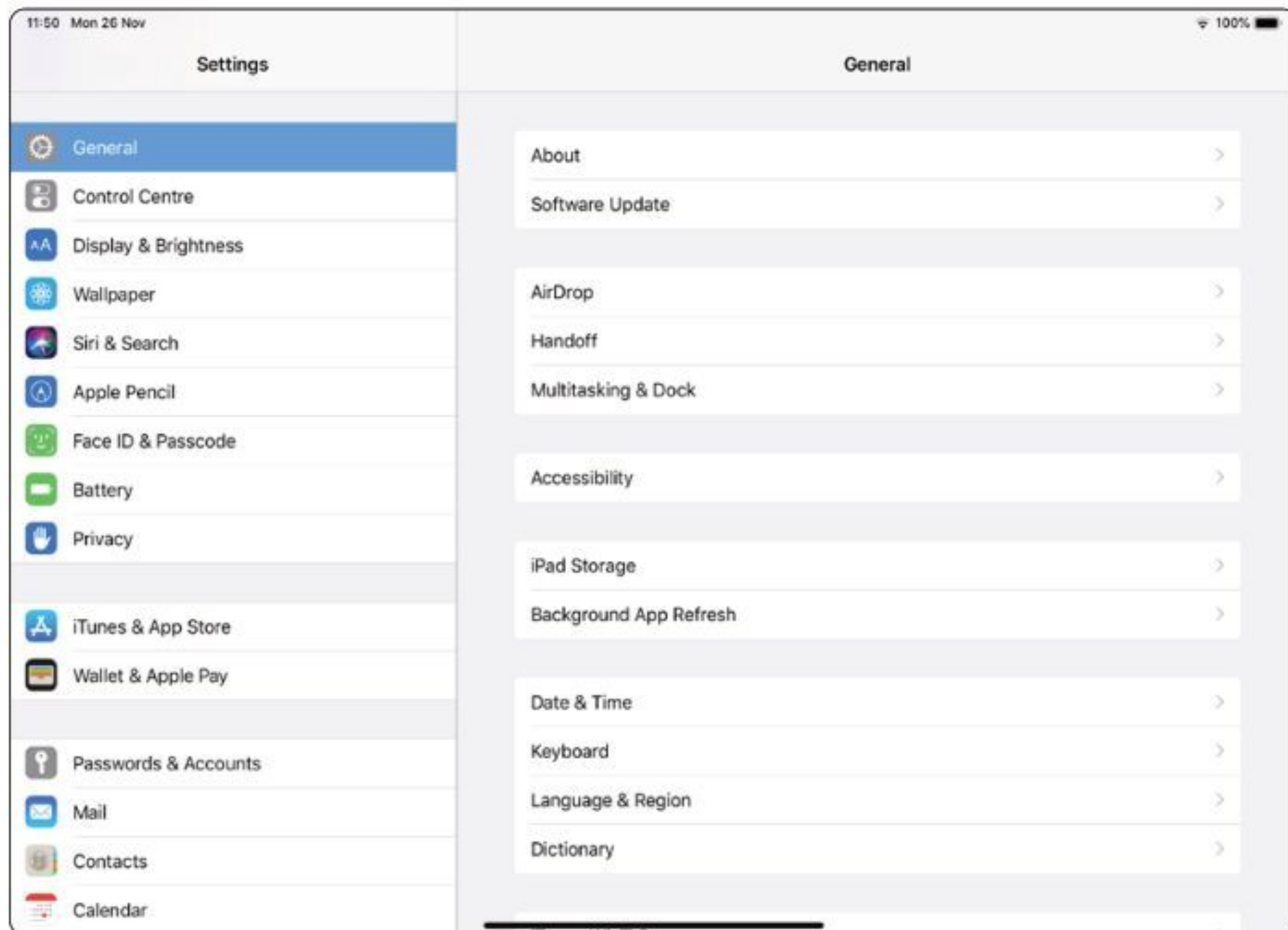
10 Open the App Store app and tap the silhouette icon (or your account's photo, if you've added one) in the top right. A pop-up window invites you to sign in to the App Store using your new Apple ID: do so. In the next window, tap Review and enter your final details.



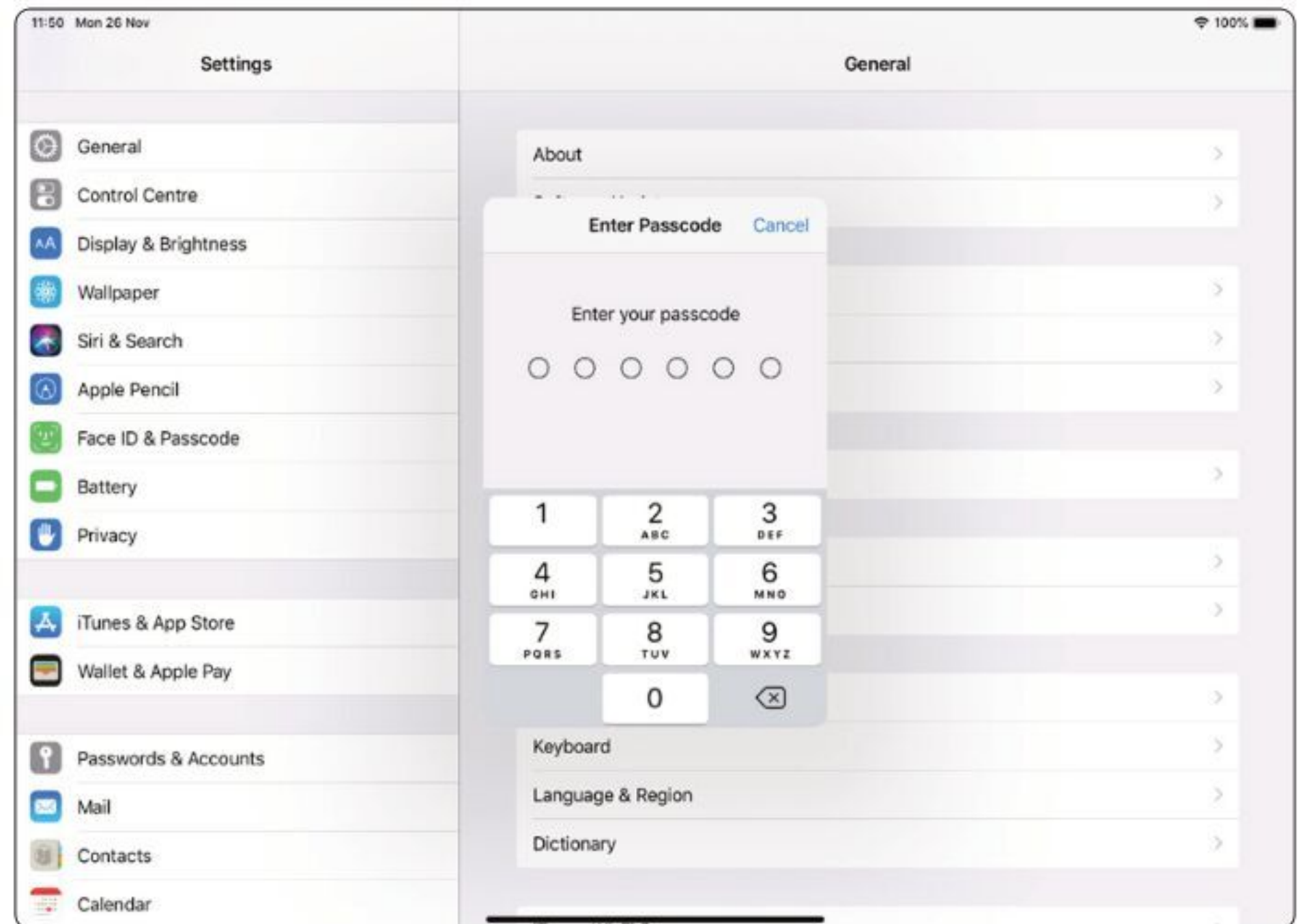
Face ID or Touch ID Unlock Your iPad

iPads have a great way of verifying who you are, to unlock your tablet, make purchases and more. If your iPad has a Home button, you use your fingerprint. If it doesn't, you simply hold it up to your face, which is then scanned by Face ID. Here's a guide to setting up whichever feature you have on your iPad.

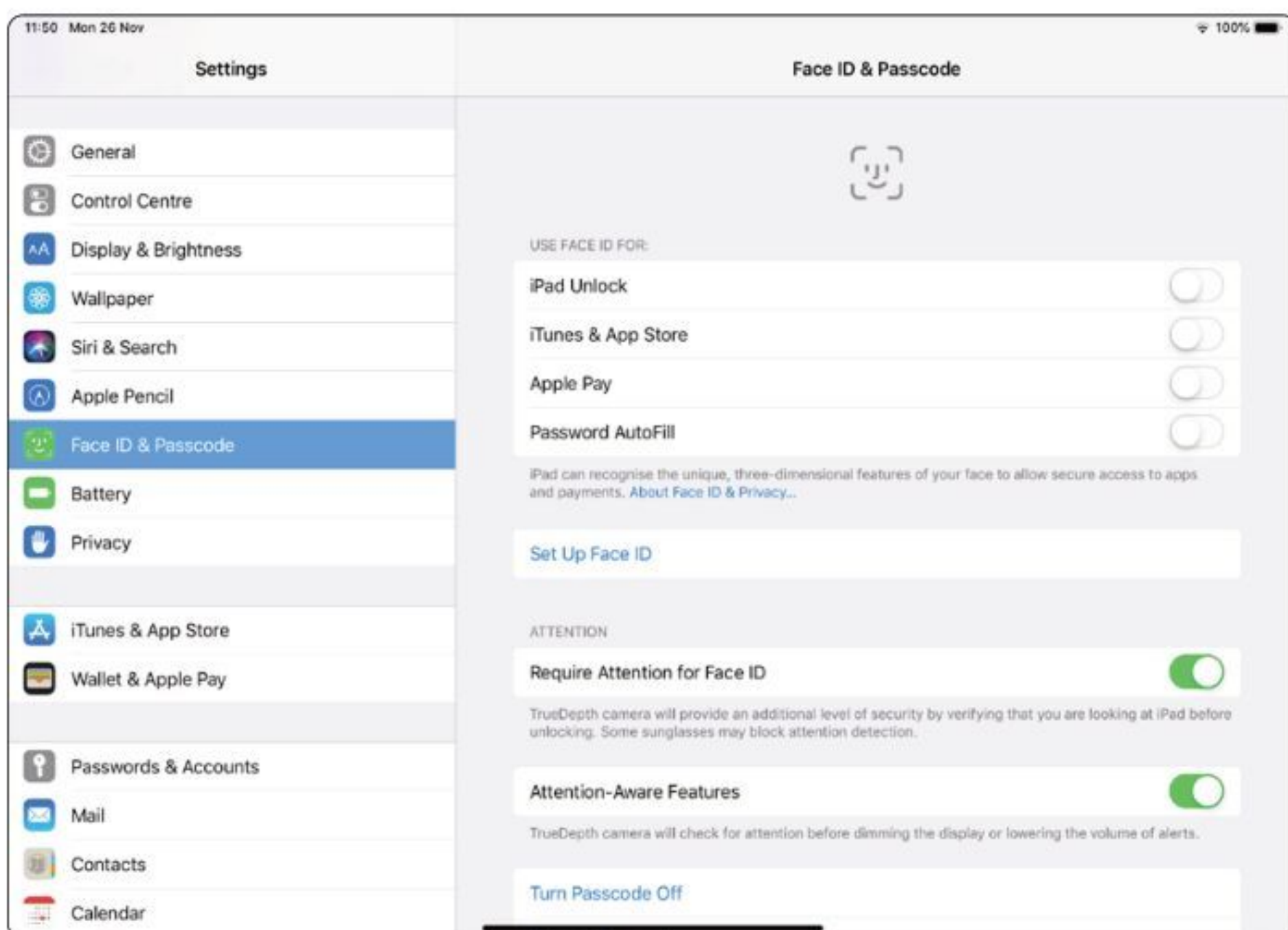
Setting Up Face ID



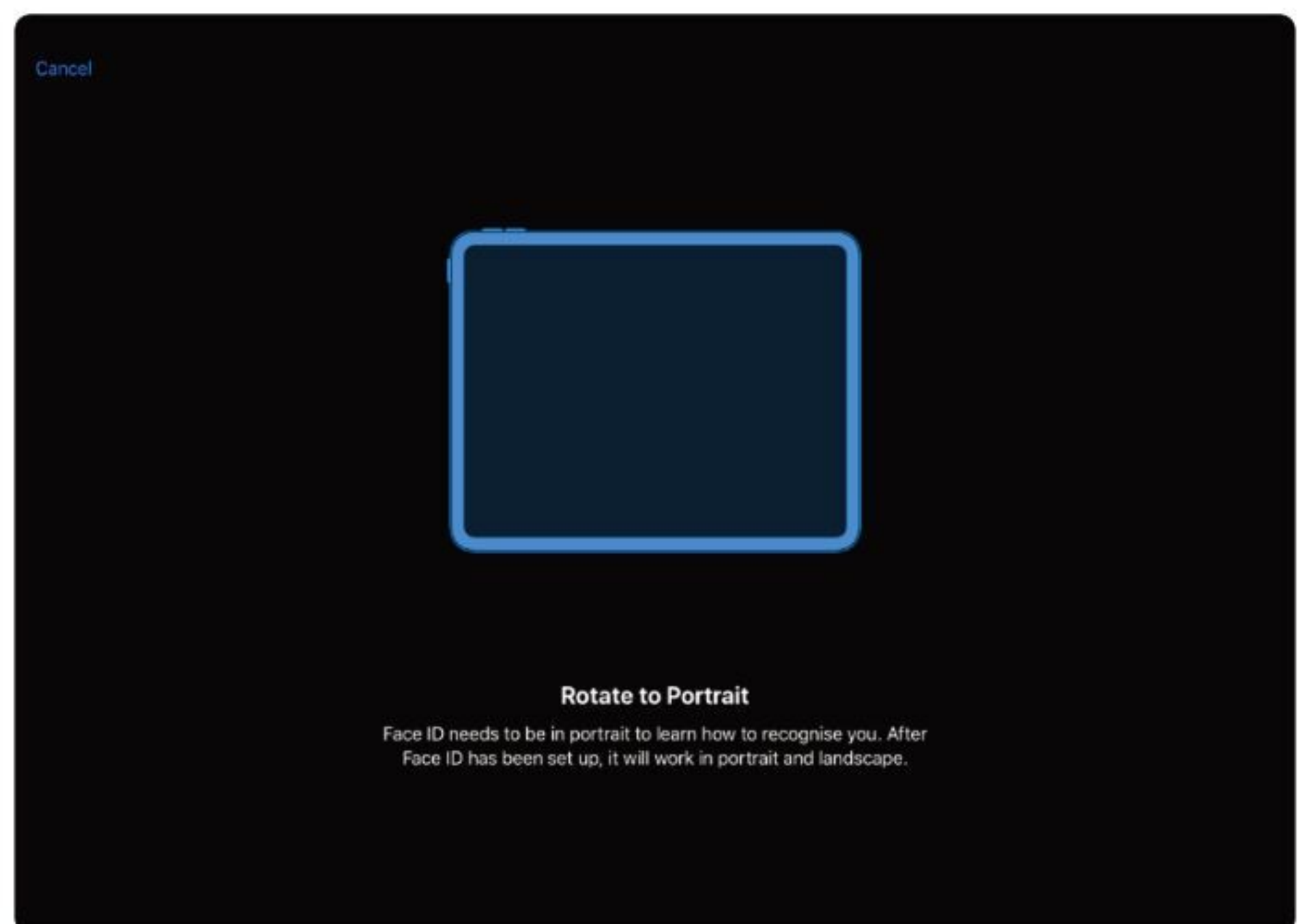
1 Open the Settings app and scroll down the list of apps and features until you get to the one called Face ID & Passcode. Tap it to open these settings.



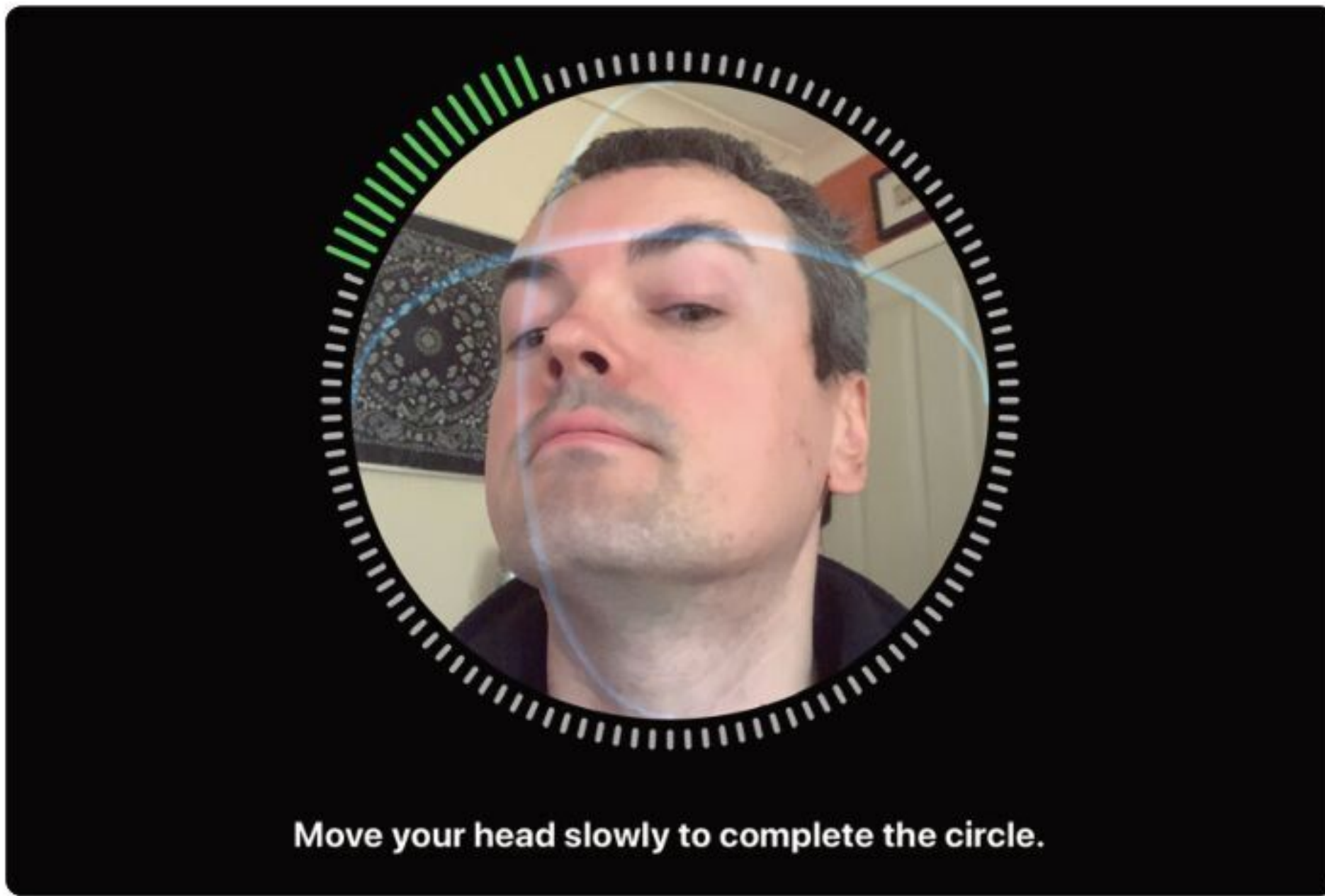
2 If you've set up a passcode on your iPad, whether four-digit, six-digit or alphanumeric, you must enter it now to get to the main Face ID settings screen.



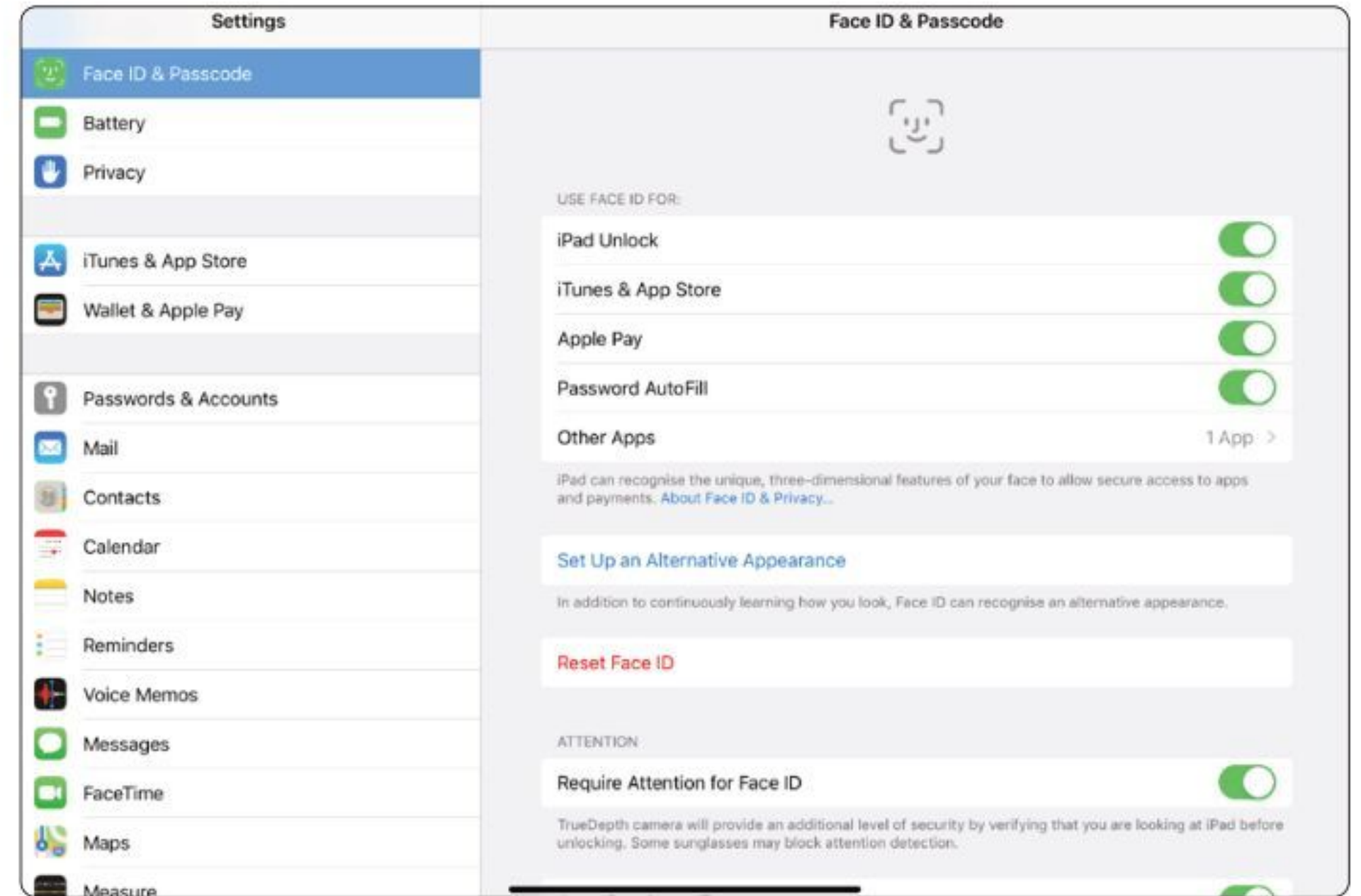
3 Tap Set Up Face ID and on the next screen read the instructions; then tap Get Started. You can add two faces to Face ID.



4 Make sure the iPad is in portrait mode, then position your face within the frame. Move your head in a circle until the small white lines go green.

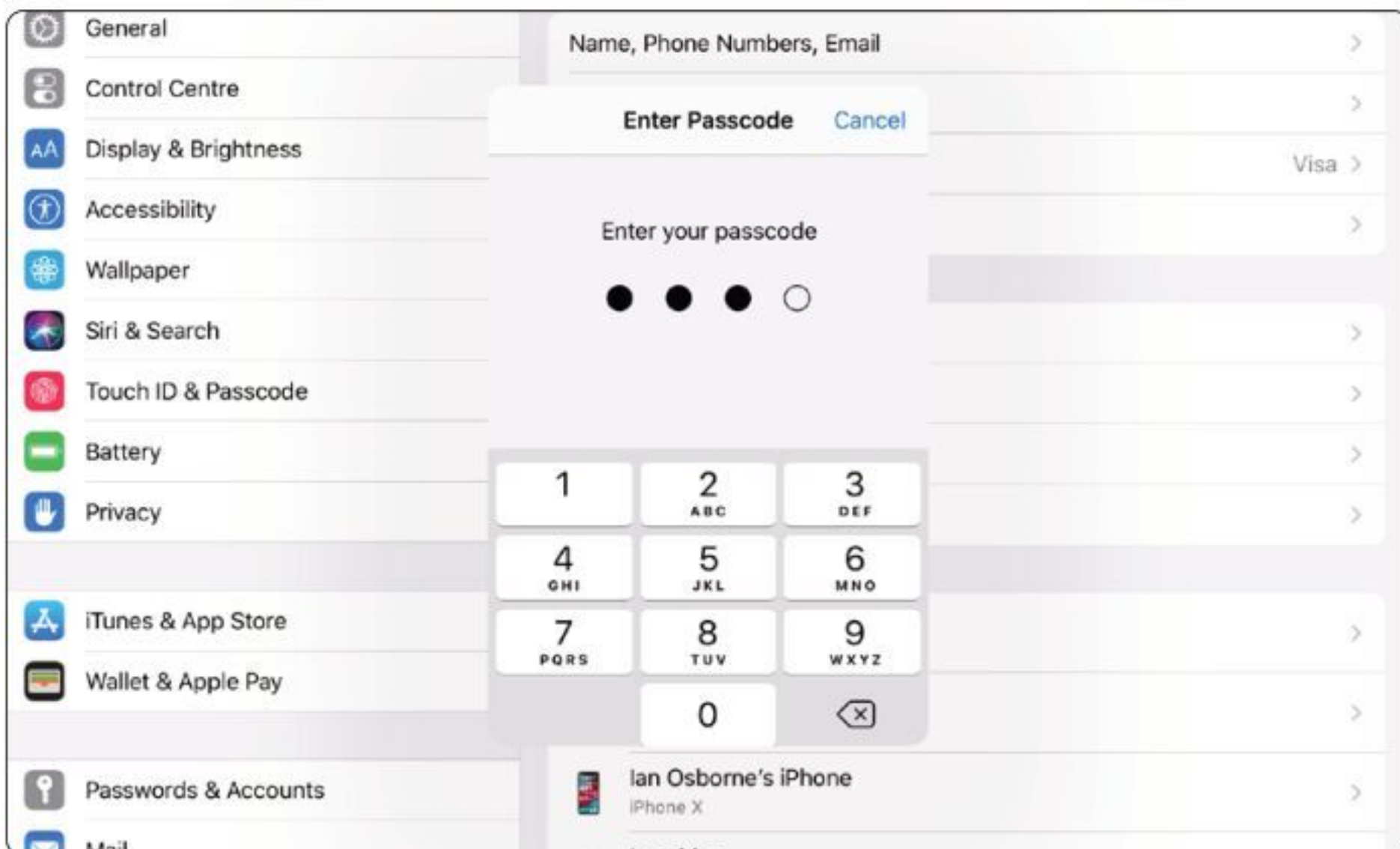


5 Tap Continue. You're then asked to do exactly the same thing again, moving your head in a circle once more. Do so to complete the second scan.

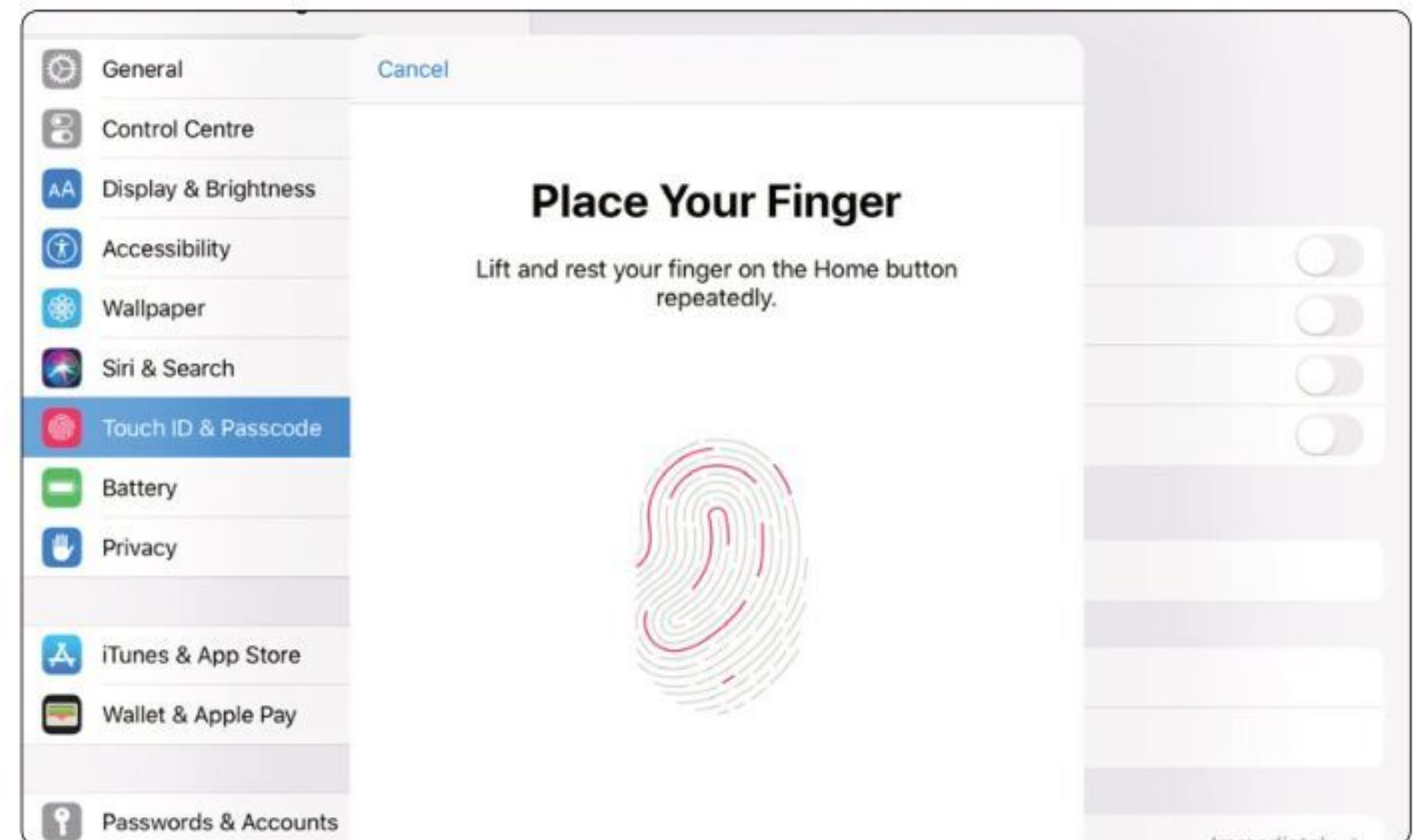


6 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure Face ID to your own personal requirements.

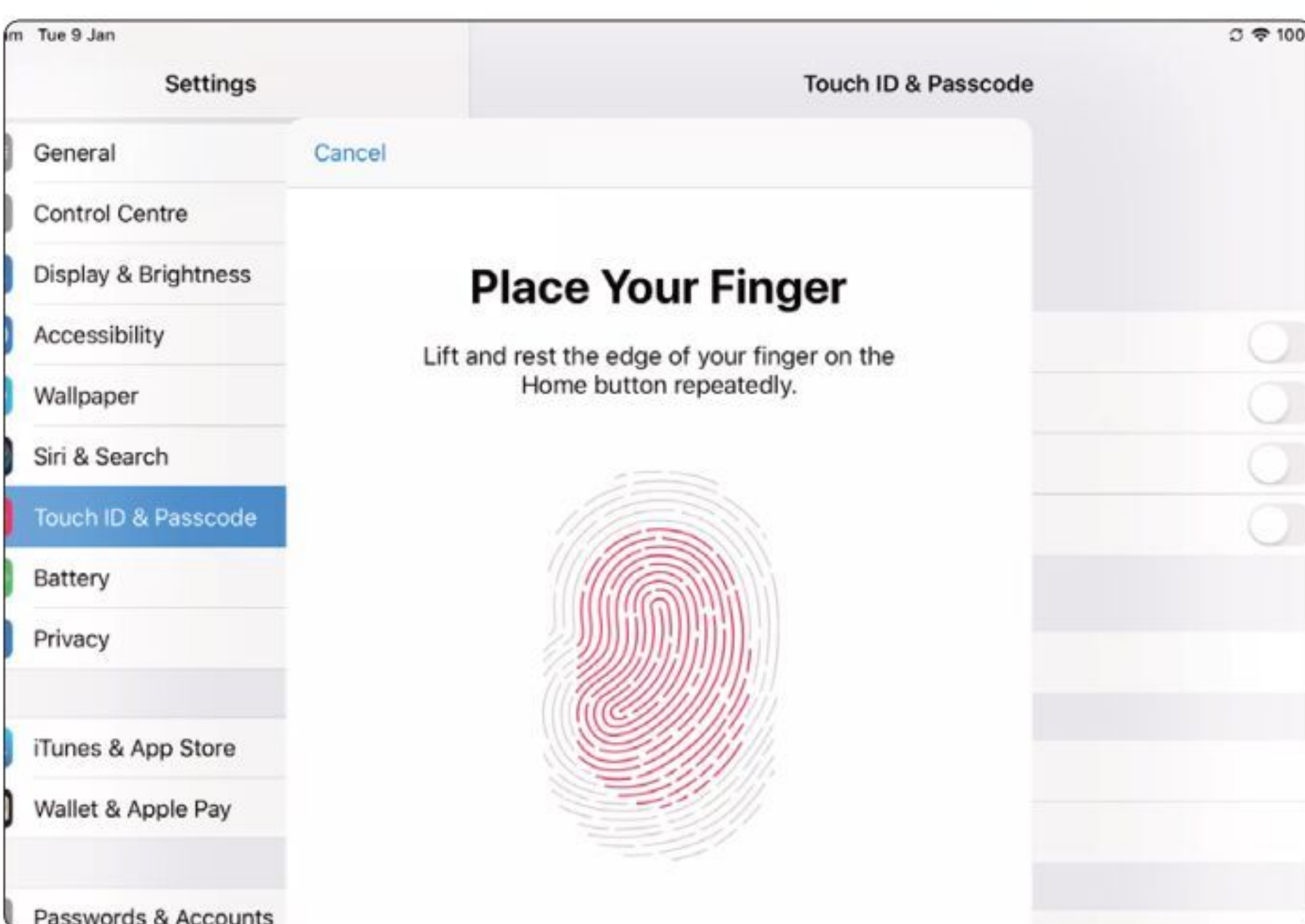
Setting Up Touch ID



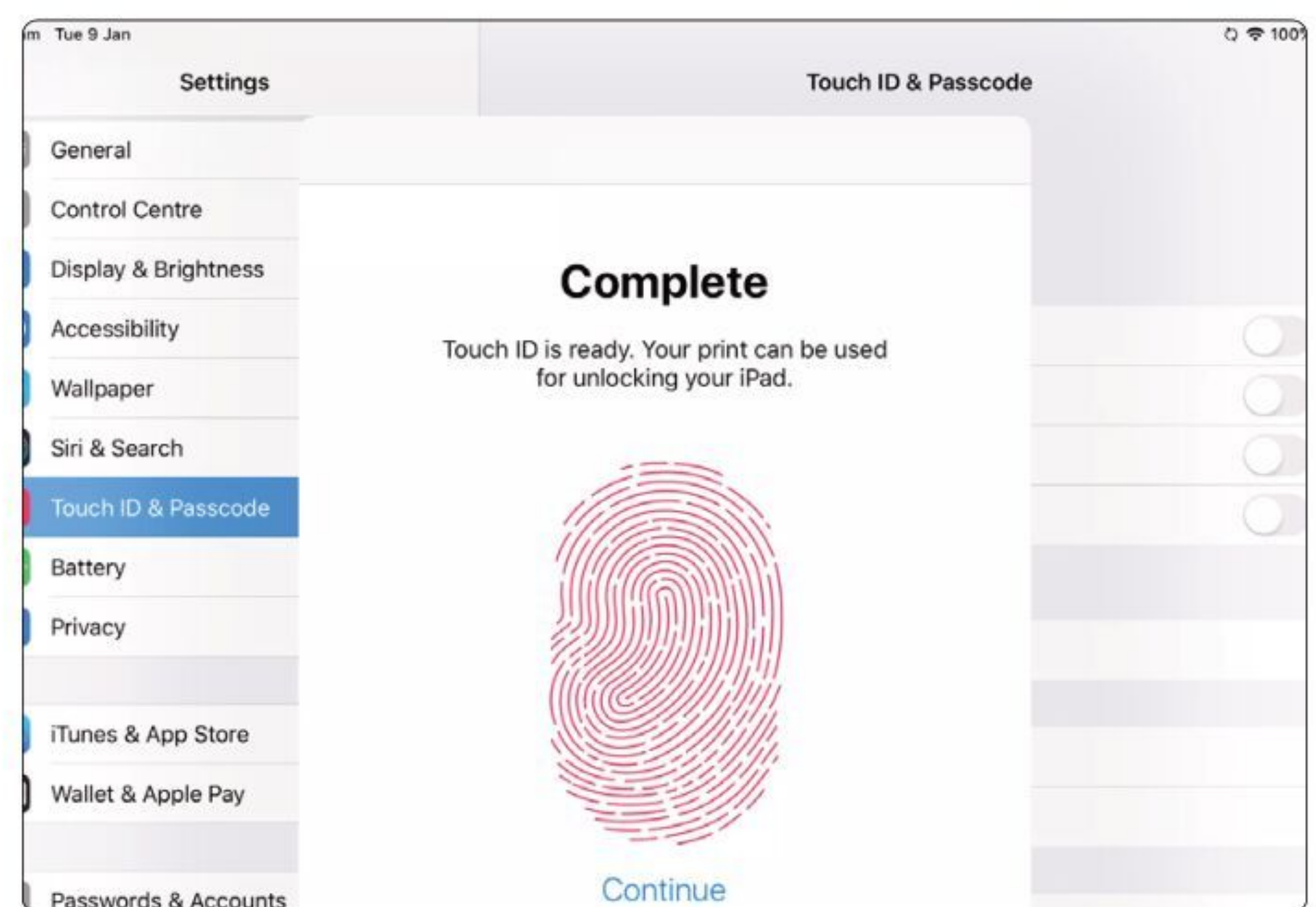
1 From the Home screen, open the Settings app and select Touch ID and Passcode. If you've set up a lock screen passcode on your iPad, you have to enter it here to proceed. Do so and you're taken to the next screen showing Touch ID & Passcode options.



2 Tap the Add a Fingerprint link. You can then add a new fingerprint, or additional fingerprints, for other users. A window pops up, inviting you to place your finger on the Home button sensor. Choose which finger to use, and then do so.



3 Place your finger on the touch sensor (Home button). You're asked (via an on-screen message) to lift your finger and then place it back on the Home button, until all the grey fingerprint lines are red.



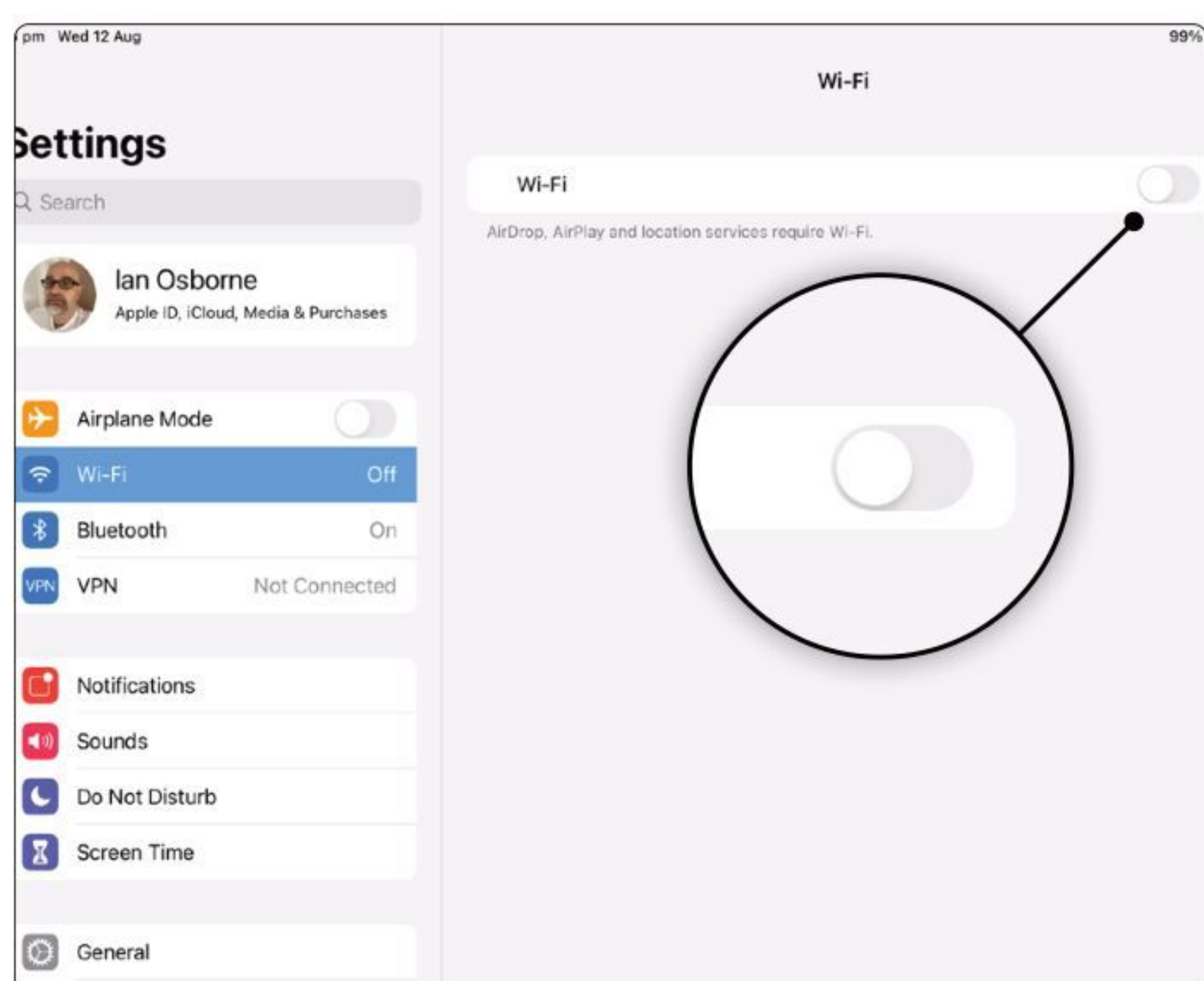
4 You're asked to adjust your grip. Scan the outer edges of your finger to finish. The options listed under Use Touch ID For are on by default, but you can turn them off individually. Add more fingerprints by tapping Add a Fingerprint...



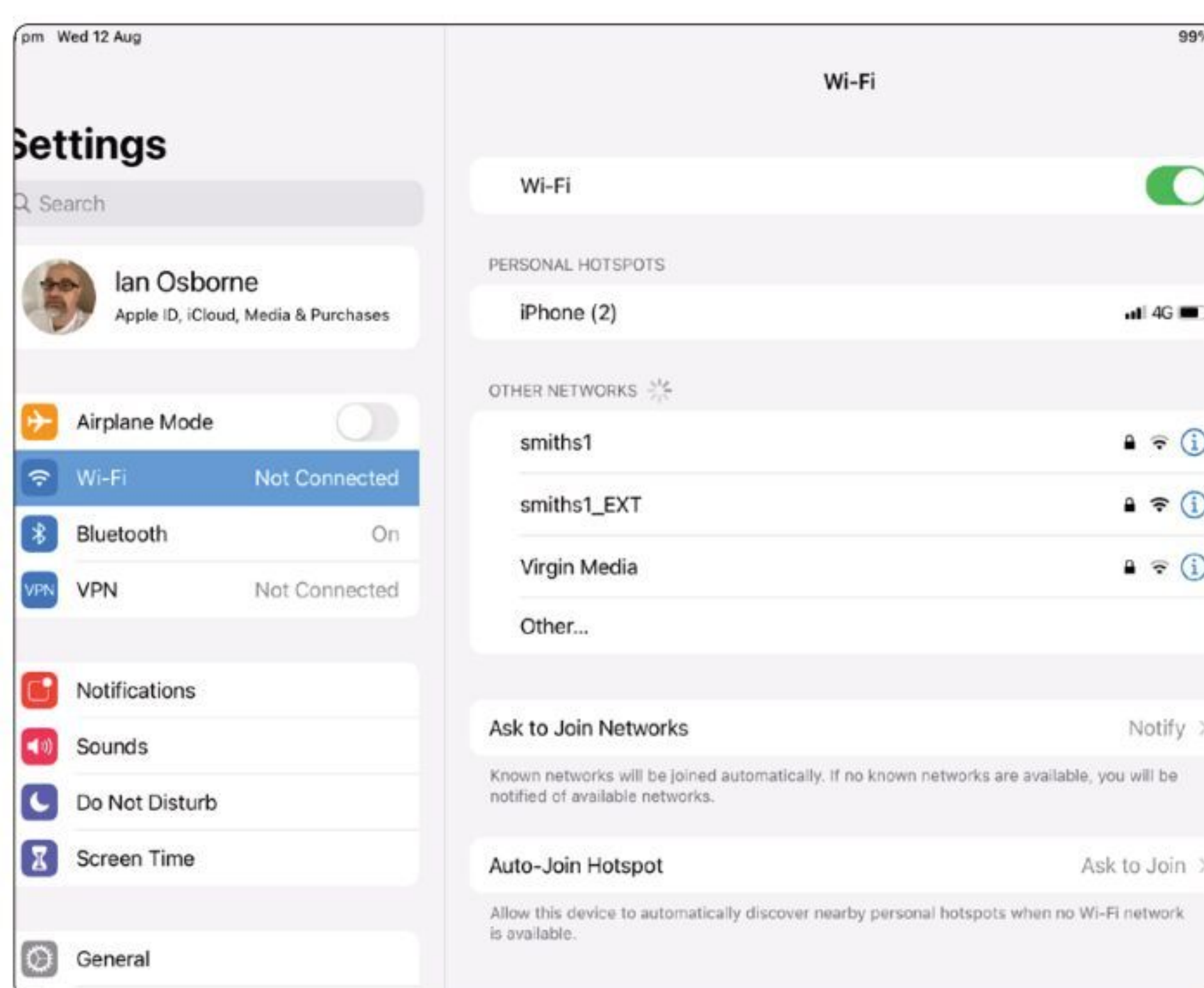
Internet Access

Start Surfing

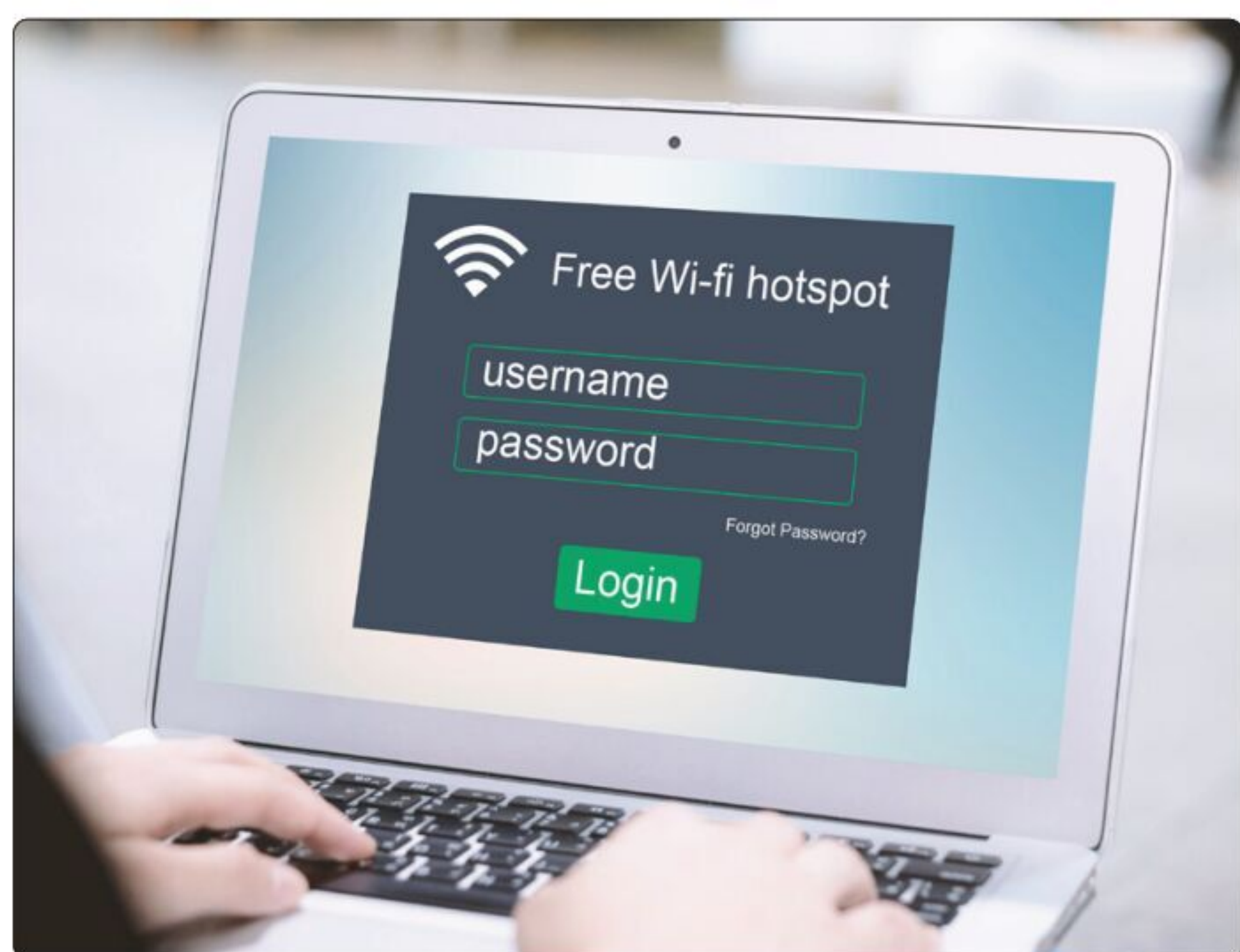
The Internet is a major part of your iPad experience and might well be one of the main reasons you chose to buy a tablet computer. Here's how to get online with your iPad, using either a Wi-Fi network or a data connection.



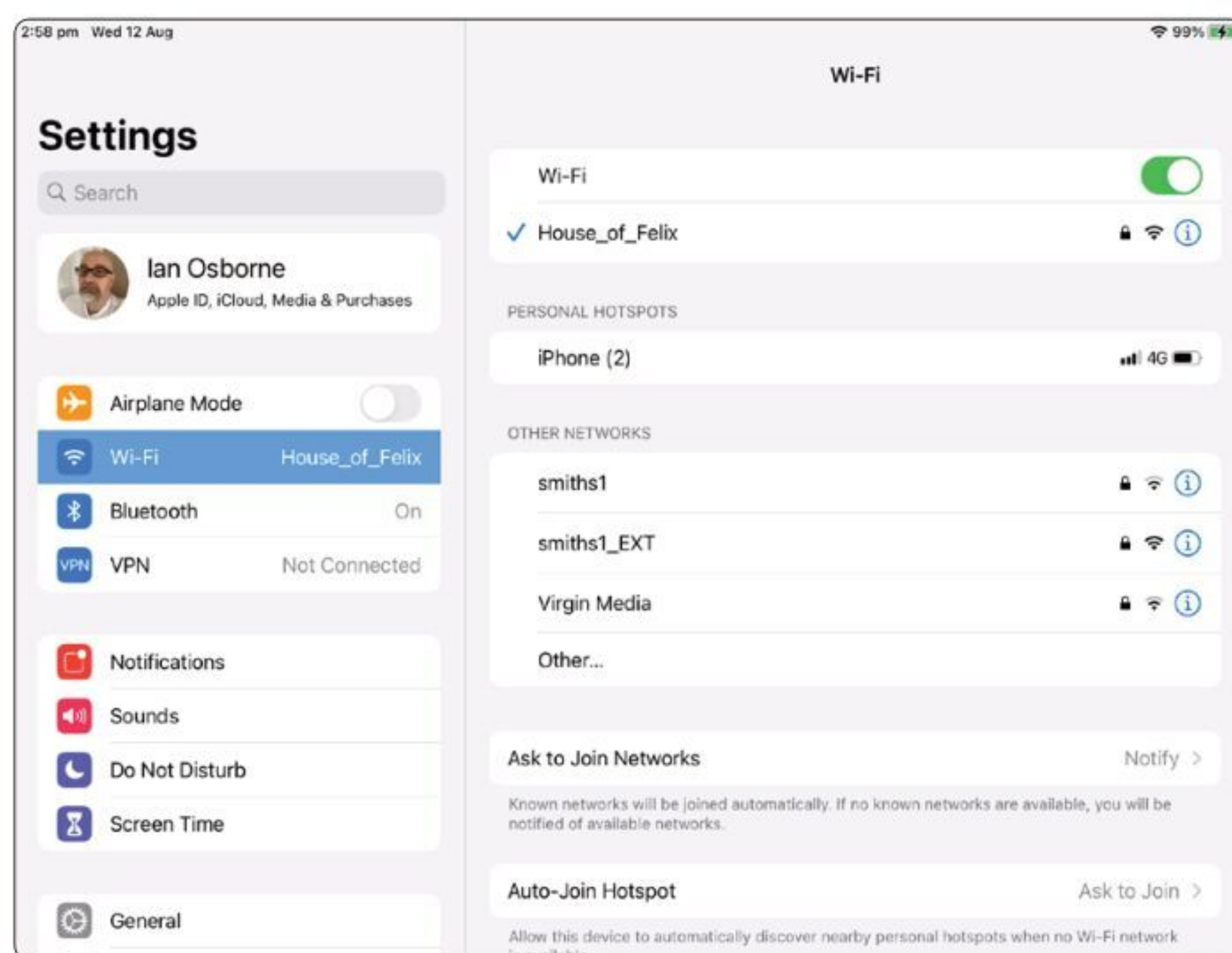
1 To turn on Wi-Fi, go to Settings > Wi-Fi and turn Wi-Fi on (or you can use the Control Centre; see Control Centre tutorial), after which, the iPad searches for all networks in range of your device.



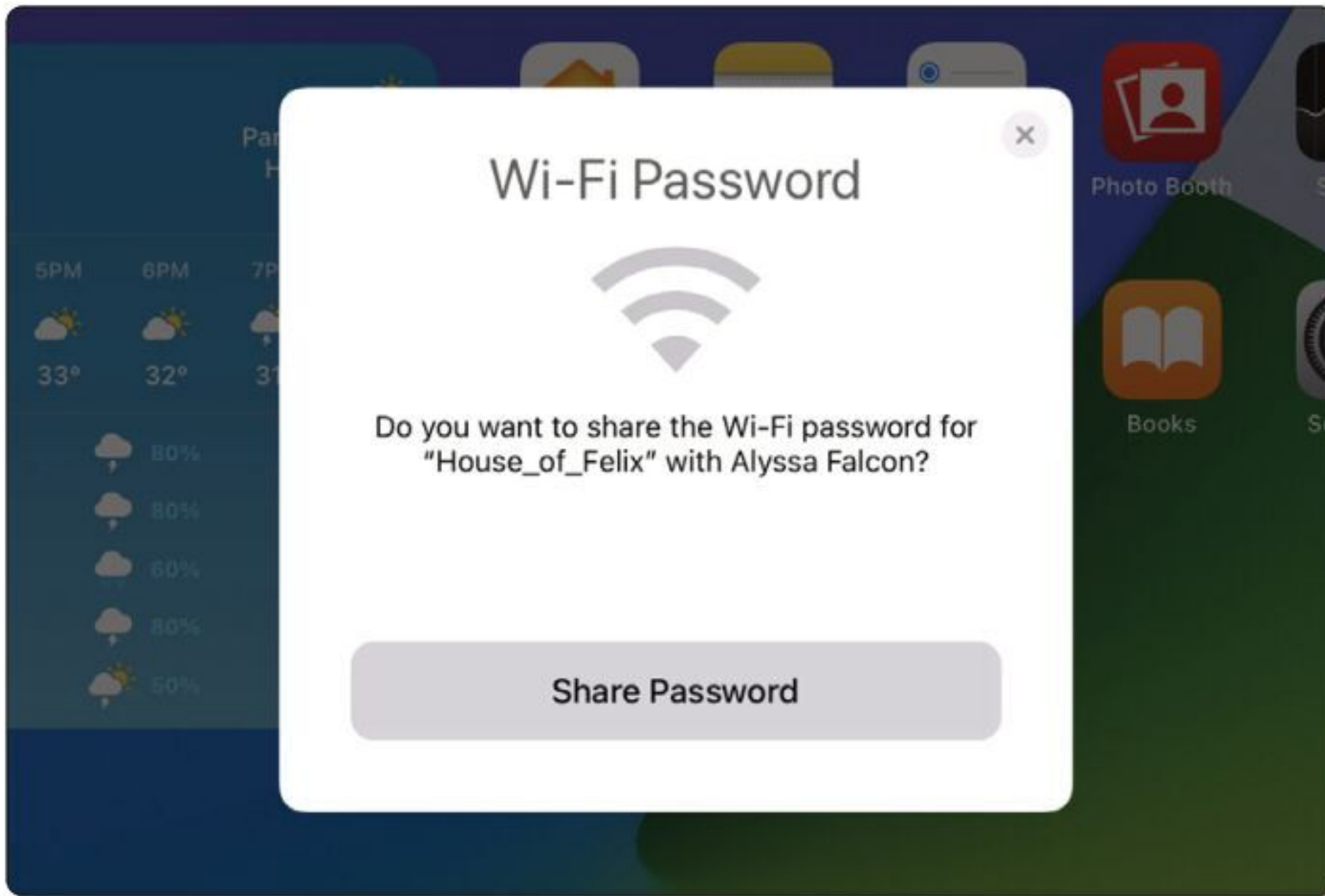
2 If you're at home, pick your home network from the list and enter the security details to be allowed access. Take care to enter your password correctly, making sure, for example, that you don't confuse the letter 'O' and a zero.



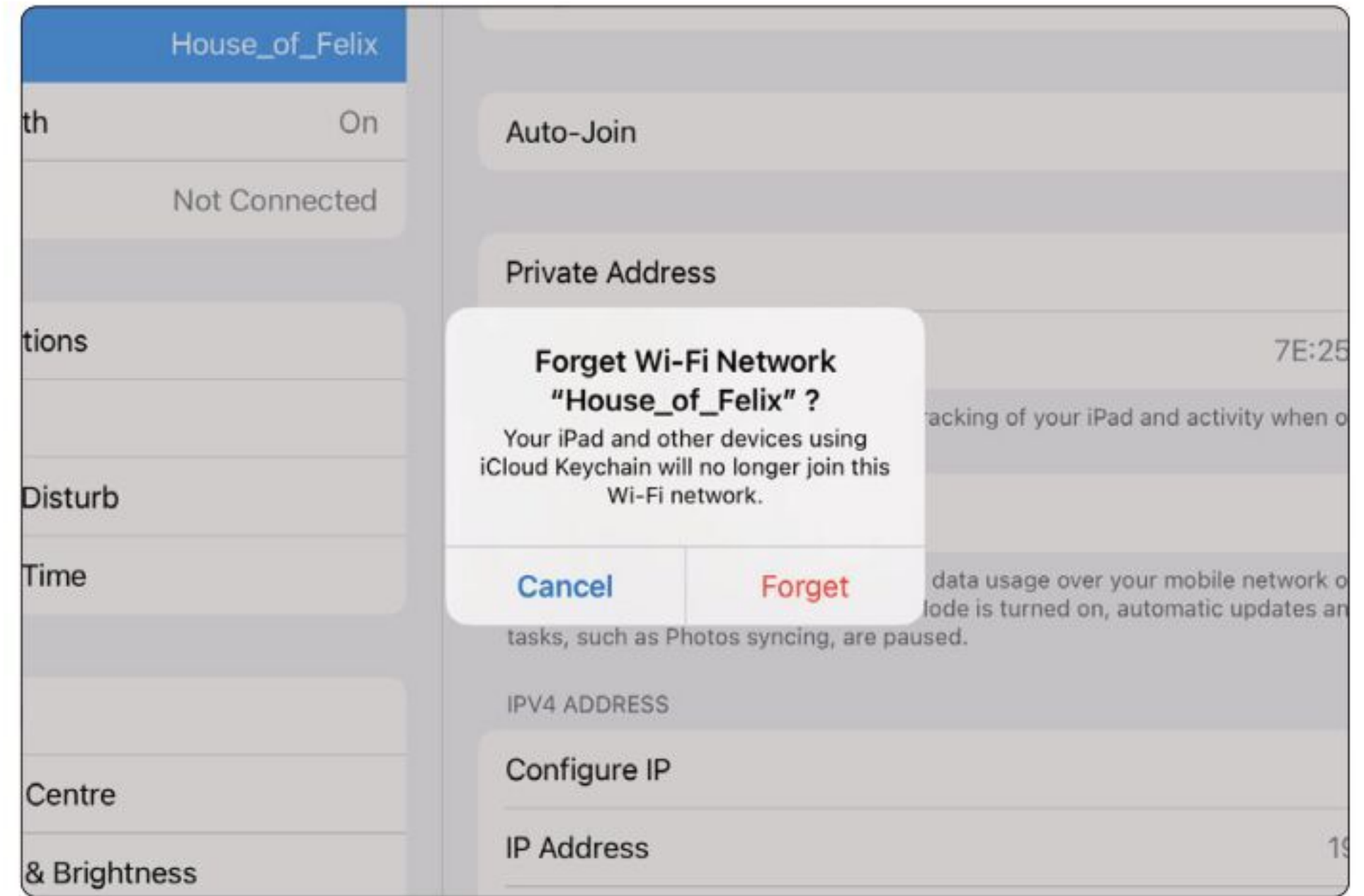
3 If you are in a public hotspot, maybe at a cafe or a hotel, it's very unlikely to have security so you can just connect. You probably need to find out the login details from whoever is providing the Wi-Fi service.



4 From now on, whenever you are in range of this Wi-Fi service, the iPad automatically connects to it without you having to input a password again. If more than one is in range the iPad rejoins the last network it joined.

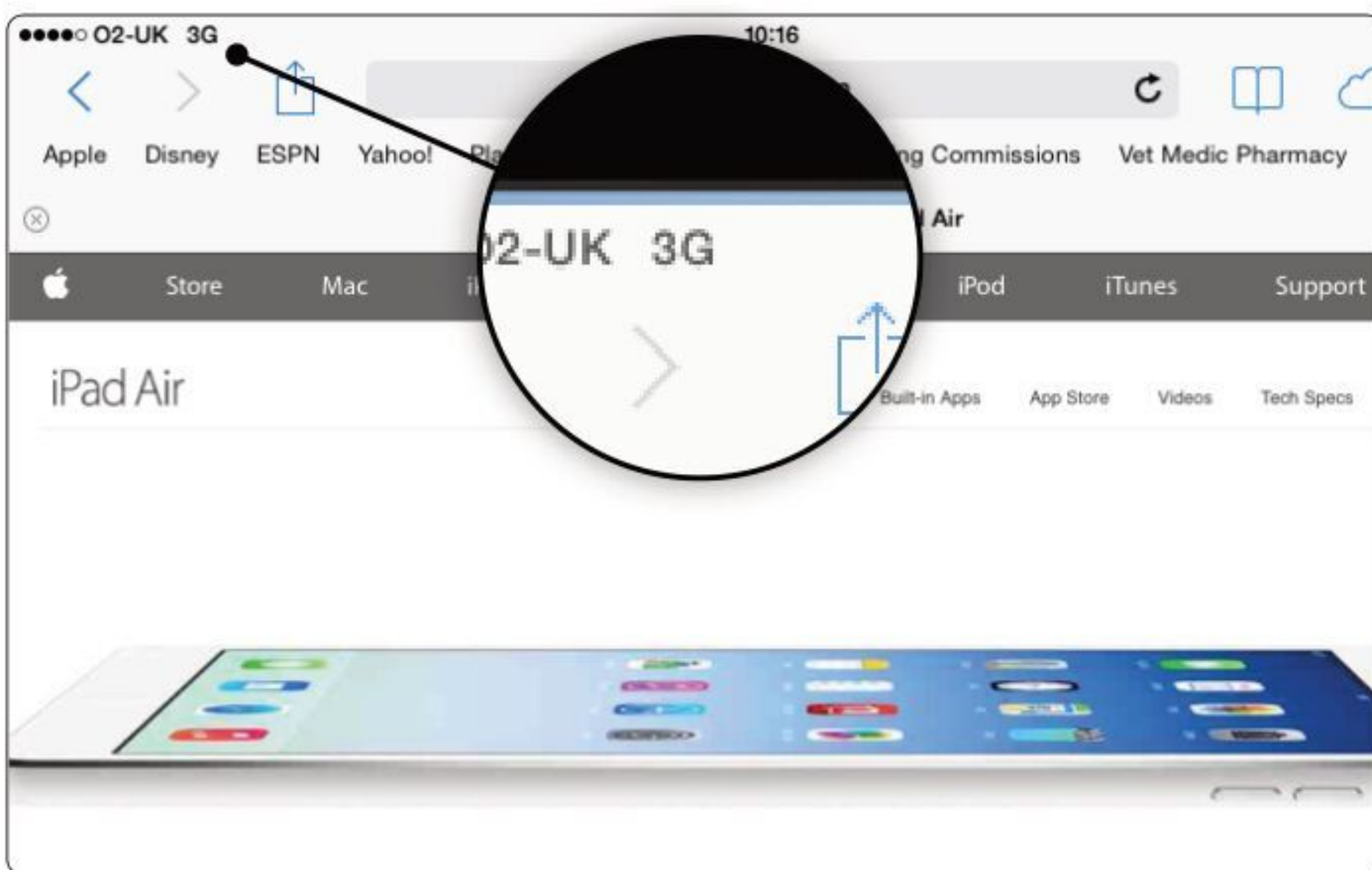


5 You can share Wi-Fi passwords between devices running iOS 11 or later. Just go to the password screen on the device you want to take onto the network and a prompt appears on a nearby iOS device that's already connected. The other device must be unlocked.

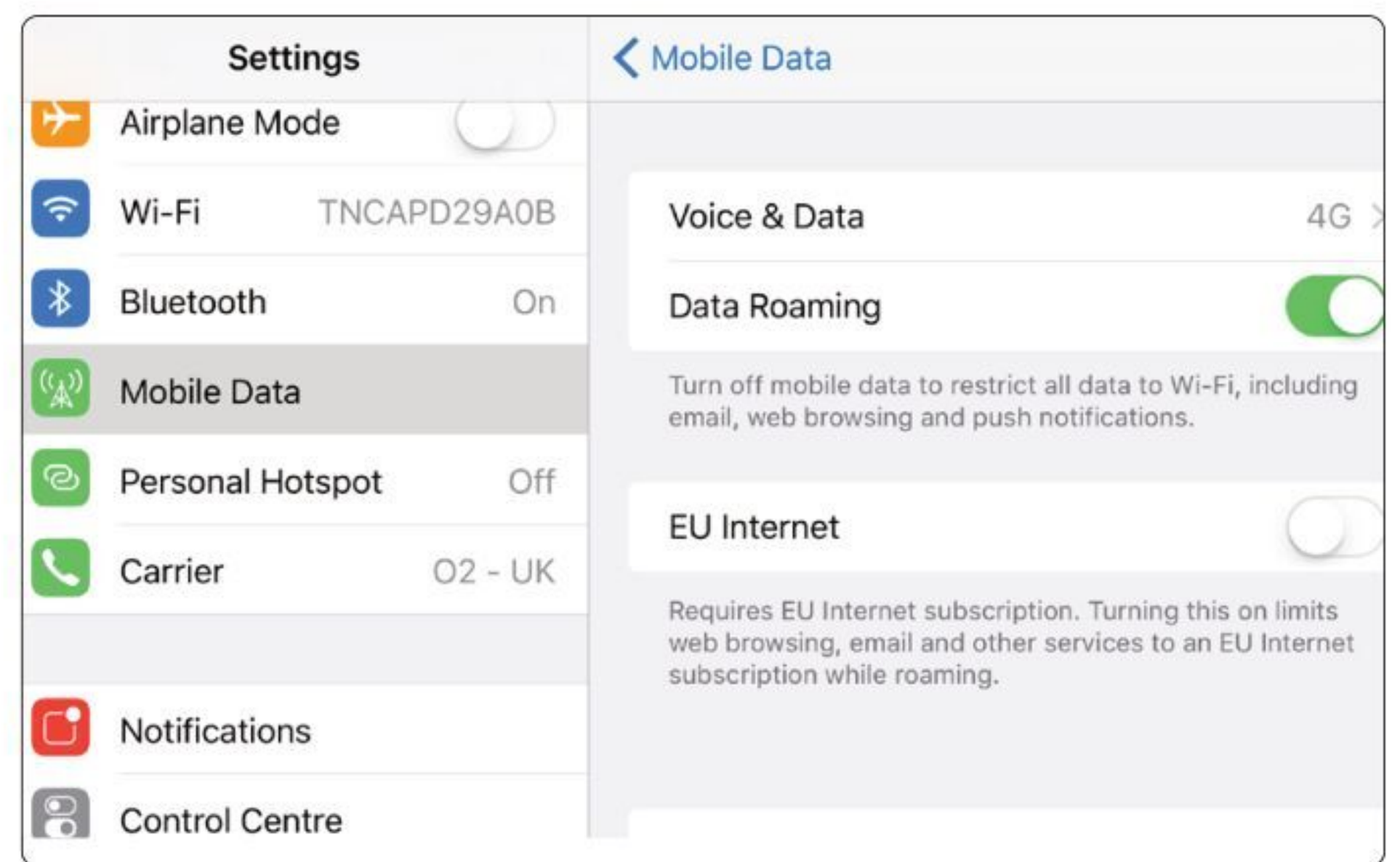


6 If your iPad keeps connecting to a network you no longer want, go to Settings > Wi-Fi and tap the 'i' next to the network in question. Now tap 'Forget this Network'. If you want to use it again, you have to re-enter its password to rejoin the network.

Joining a 4G or 3G Network



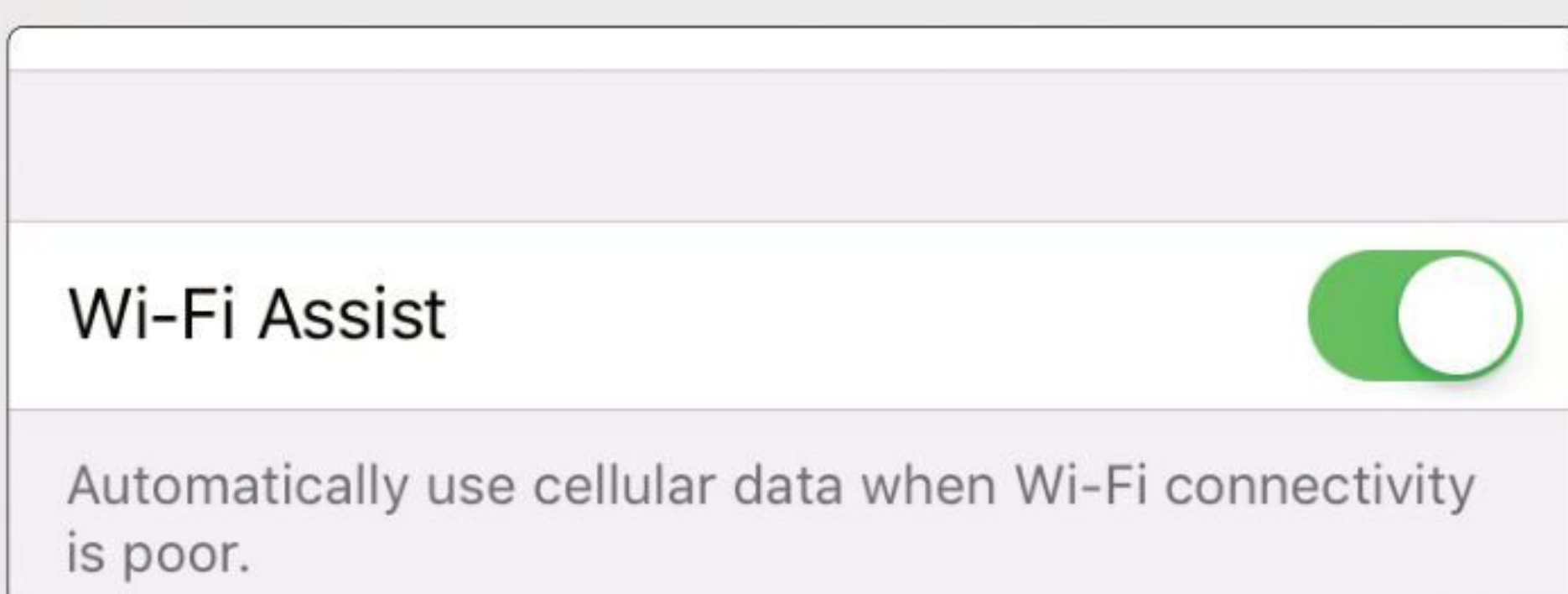
1 When the iPad connects to the Internet using the mobile data network, you see the 3G, EDGE or GPRS icon in the status bar. If you travel outside your usual mobile network coverage, you can use 3G by turning Data Roaming on: Settings > Mobile Data > Mobile Data Options.



2 Roaming charges may apply. To avoid these charges turn Data Roaming off. You can monitor your mobile network data usage by going to: Settings > Mobile Data and see Mobile Data Usage. Settings may vary depending on the carrier in question.

Wi-Fi Assist.

You can set up your iPad to ignore weak wireless signals, sticking to a mobile connection instead. If you connect to a Wi-Fi network but the signal drops, it automatically switches to mobile data. Go to Settings > Mobile to switch it on. Obviously, this doesn't apply to Wi-Fi only iPads, as they don't have mobile connectivity.



Checking Wi-Fi Strength.

There is a Wi-Fi indicator on the status bar at the top of the screen, depicting the signal strength. The more bars visible, the stronger the signal.



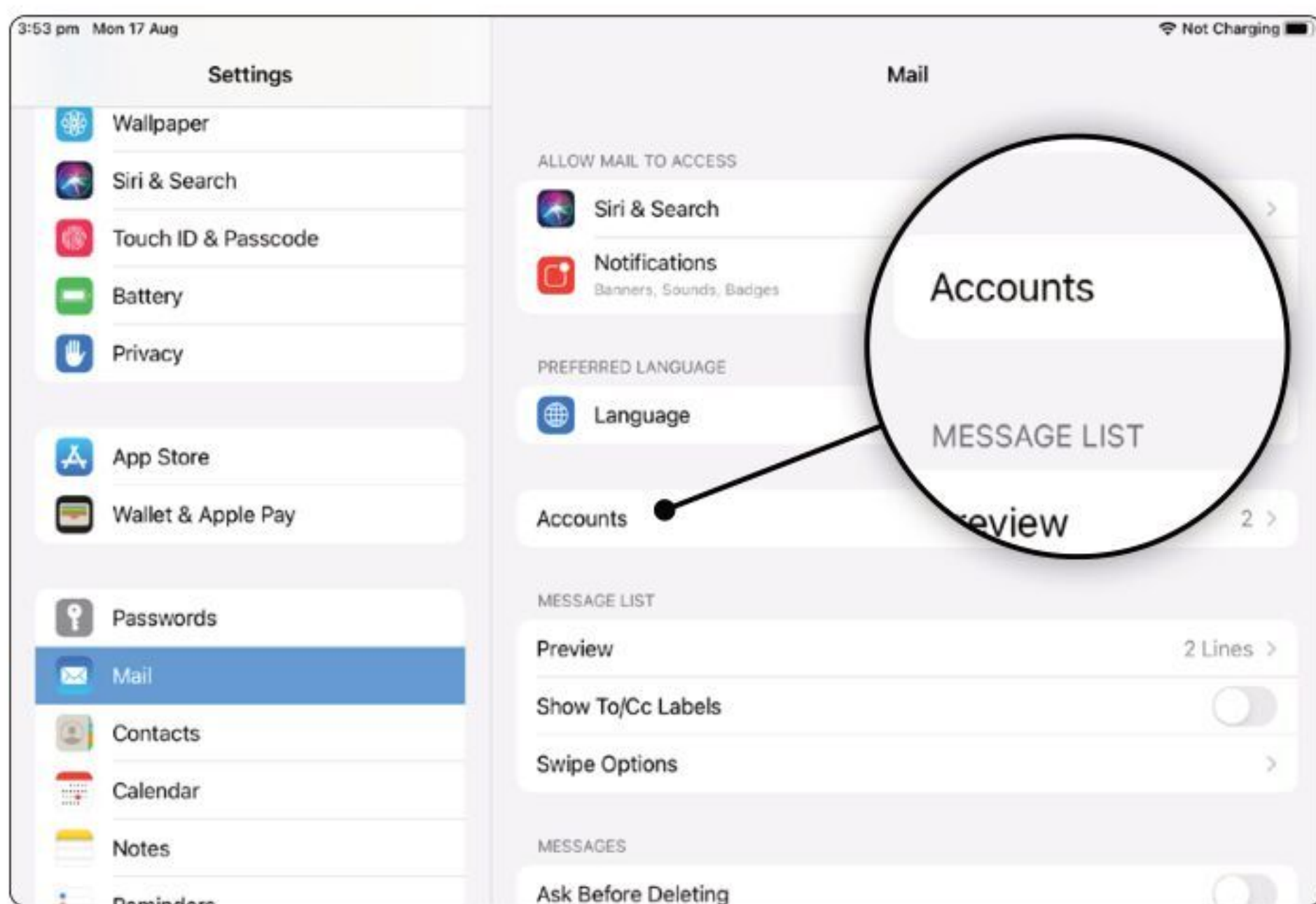


Setting Up Email

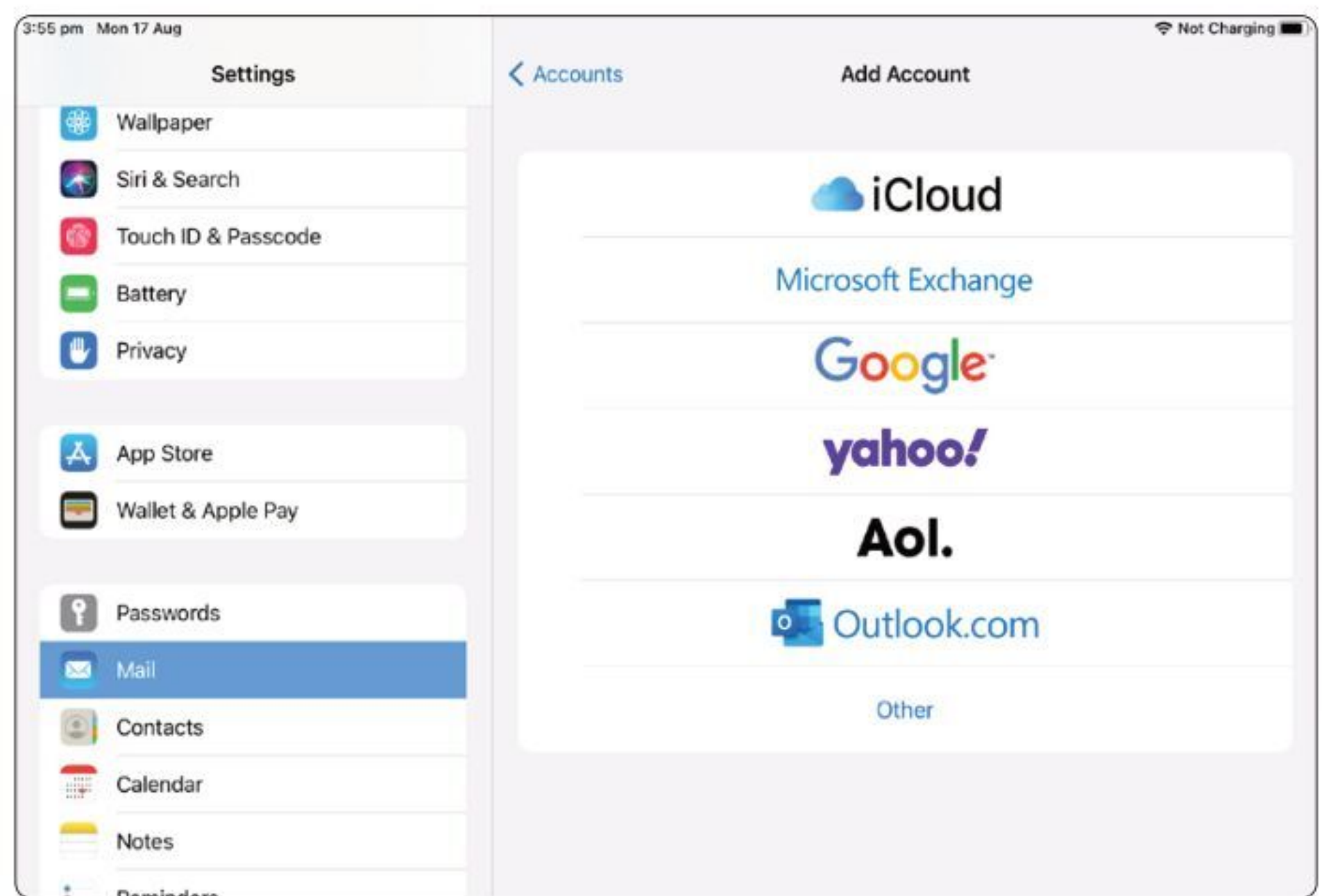
Configure it

Your iPad can send and receive email but first you must set up your email accounts. This is how to do it whether you're using an iCloud account, a free web account or one from the company that provides your Internet service.

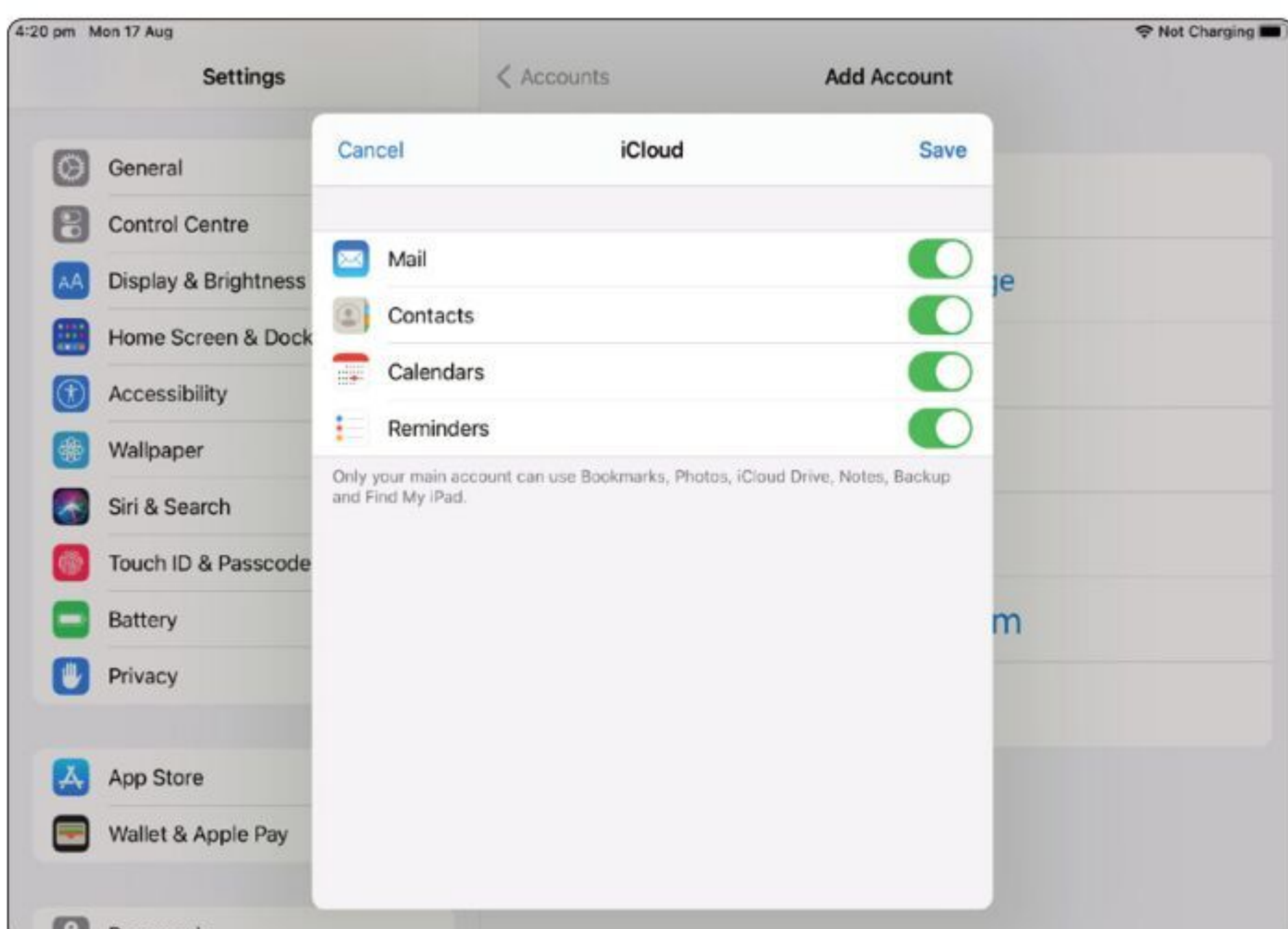
Set Up iCloud Mail



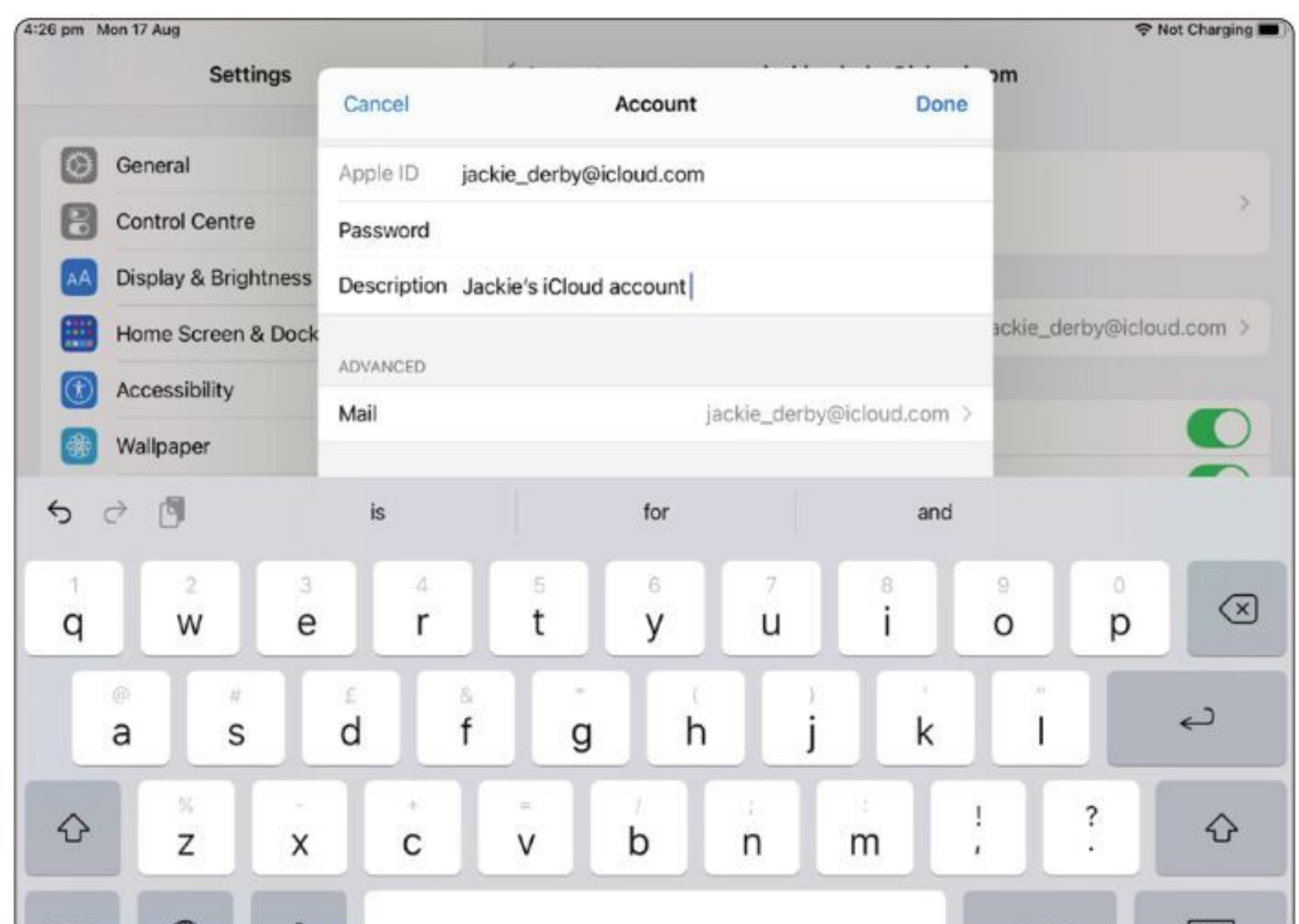
1 Tap the Settings icon located on the Home screen of your iPad and scroll down on the left side panel and select the Mail option. From here, tap the Accounts option and then tap the Add Account link to start adding a new account on your iPad.



2 Your Apple ID's iCloud email is likely already signed in; when you first set up. If you want to add another iCloud email account, tap the iCloud link and enter the Apple ID and password. Tap Next to automatically verify your details.



3 You're taken to an options screen and asked what apps you want to sync over iCloud. Some apps and features, such as bookmarks, Photos, iCloud Drive, Notes, Backup and Find My iPad aren't available with secondary accounts.

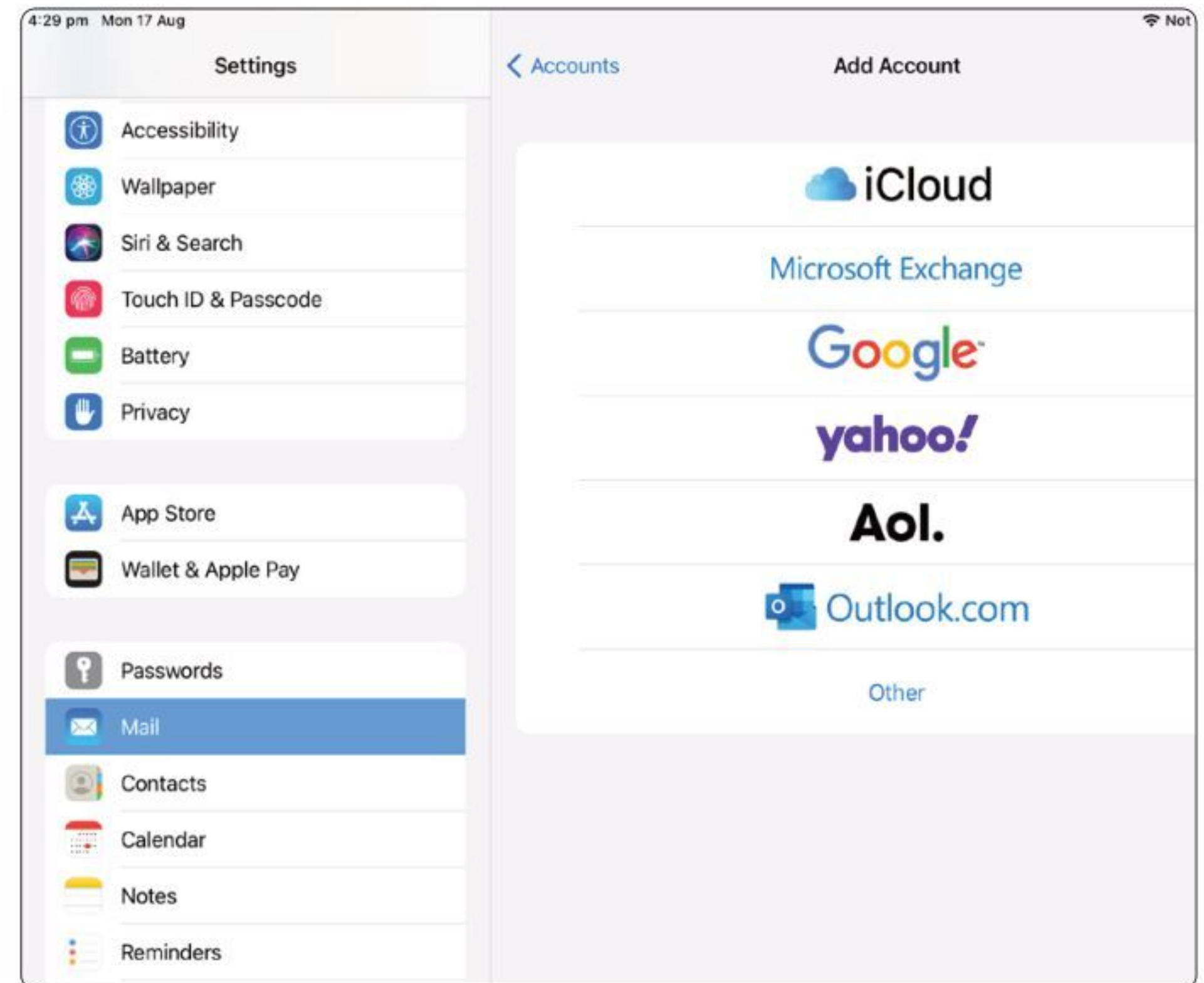
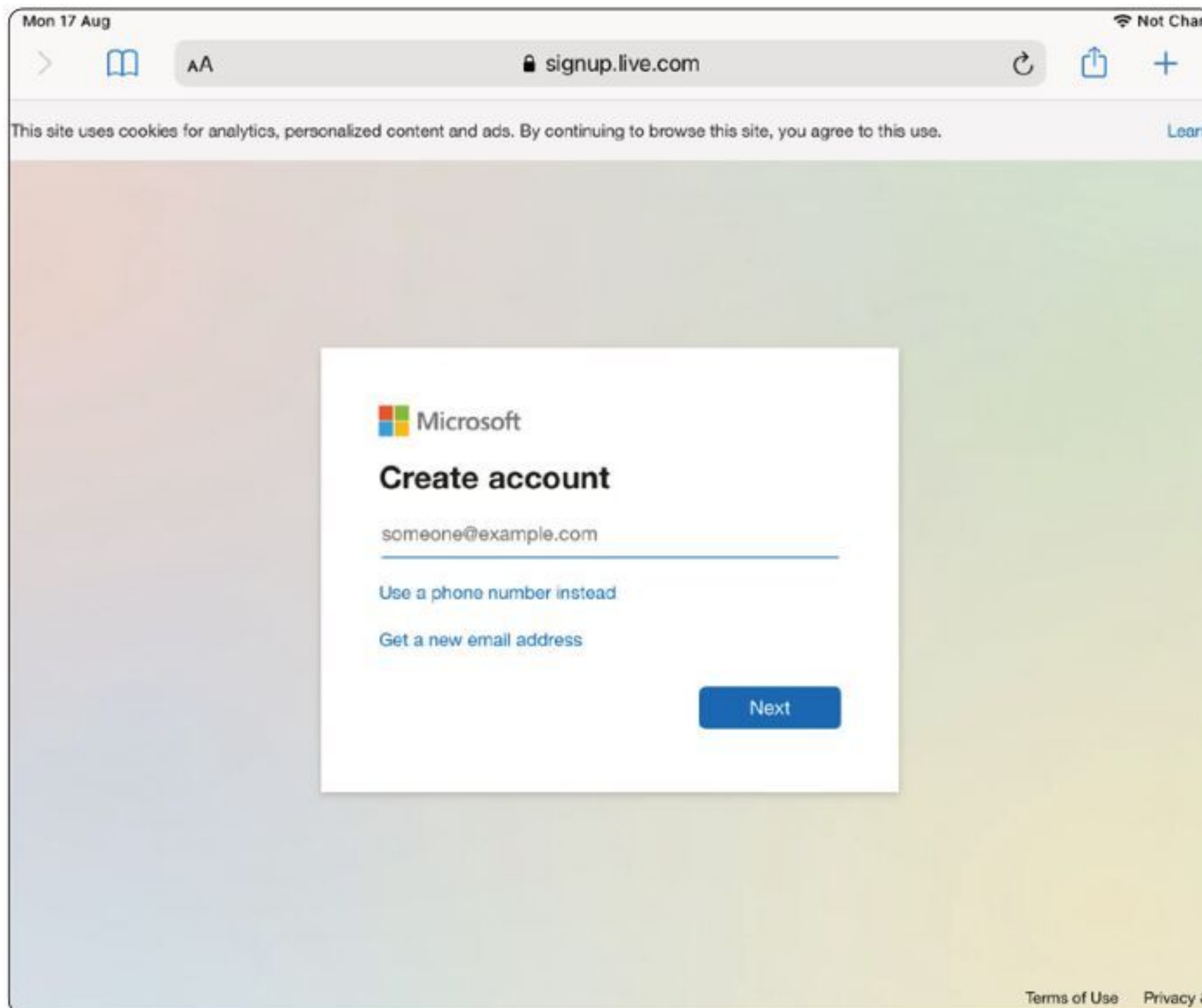


4 Tap Save and the account is added to your iPad. The new account now has a mailbox set up in the Mail app. If you go to Settings > Mail > Accounts, tap the new account and then tap Account. You can change its name (under Description) here.



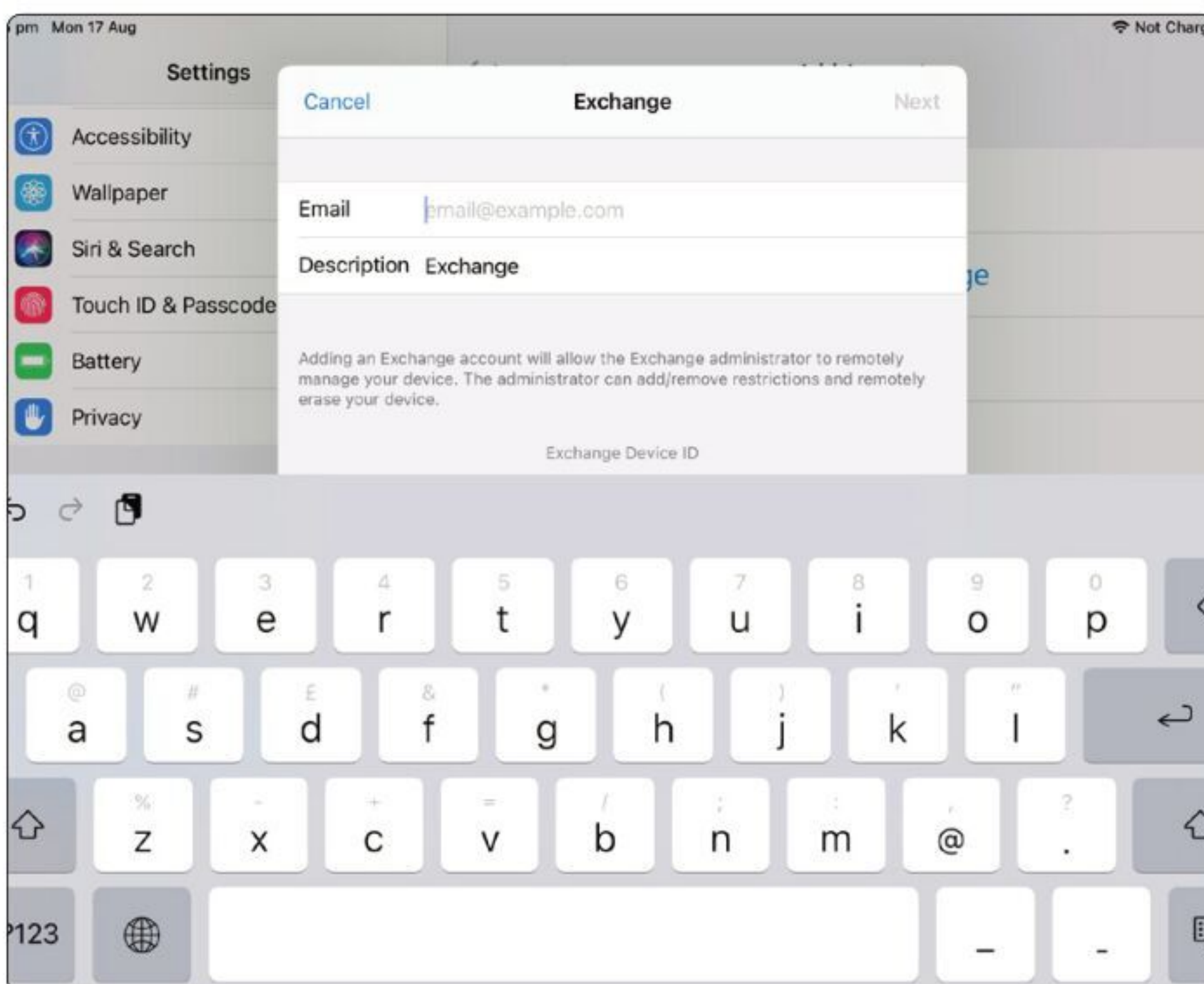
Set Up Web-based Email Accounts

You can set up and use a variety of free, web-based email accounts in Mail, including Gmail, Yahoo, AOL or Microsoft Hotmail. Doing so is a little more complicated than setting up an iCloud account, but it's still not too difficult.

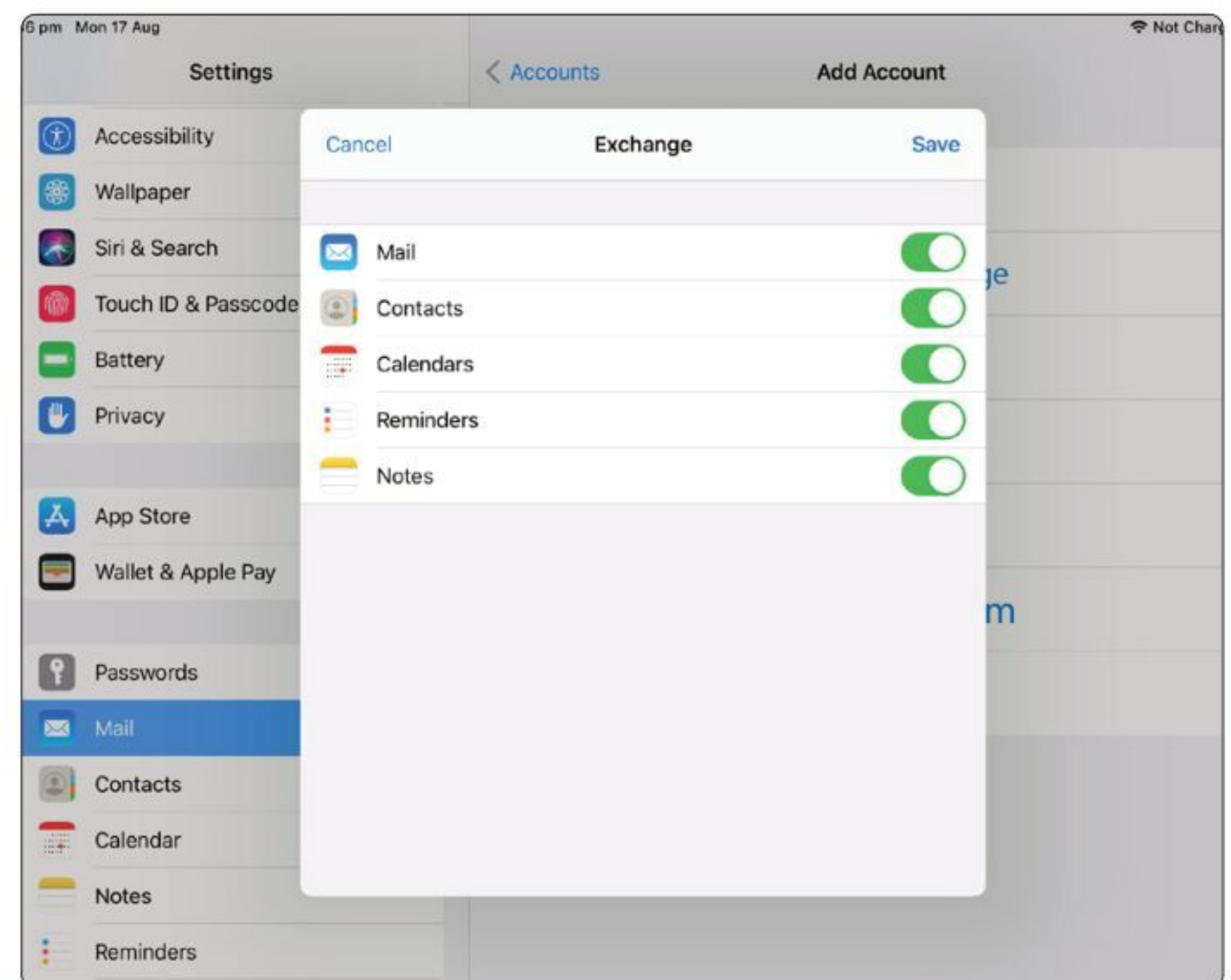


1 To access accounts from these email providers, you must have already set up an active account with one of them. To do this you need to visit their respective websites and follow the onscreen instructions, then come back to add the account to the Mail app.

2 Go to Settings > Accounts & Passwords > Add Account again and tap on the Gmail, Yahoo, AOL or Microsoft Outlook link. The process is the same and if you have more than one web-based email account, you can come back and add another later.



3 Follow the on-screen instructions, entering your email address (that's the one for the account you're registering with your iPad), password and any other details you're asked for. Agree to iPadOS getting access permissions, then move on.



4 You're asked to give iPadOS various permissions. If you can't modify these permissions while you configure your account, you can do so later by going back into Settings > Accounts & Passwords. Agree, and you're up and running with your new email account on your iPad.

Setting Up a Microsoft Exchange or Other Email Account.

To start the process of collecting email on your iPad if your account is hosted by a provider other than those listed on this screen, or hosted via Microsoft Exchange, you will need to tap either the Other or the Microsoft Exchange link respectively. You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPad. As these details are all different for each provider, we can, alas, only send you in their direction for help. Check the support section of their website, or their telephone helpline.



The Touchscreen Clever Gestures

Your iPad's touchscreen knows when you have more than one finger touching the screen at once. This makes all sorts of useful gestures possible, such as rotating, pinching, spreading and more. Here's how they work.



Touch

To activate items such as applications, to use the on-screen keyboard, or to press on-screen buttons, touch them with your finger. The touchscreen is sensitive to the tiny electrical charge in our bodies, so you don't need to press hard.



Touch and Hold

You can touch and hold an item on the screen by placing your finger on it and not lifting that finger until an action occurs. This action depends on what you're touching; it could be a menu opening or an icon lifting off the screen and showing it's able to be moved.



Double-tap

Tap quickly twice on a web page, map, a photograph or other screen to zoom. Double-tap a section of a web page in the browser to zoom fit it to the width of the screen. Double-tapping a piece of on-screen text can highlight a single word too.



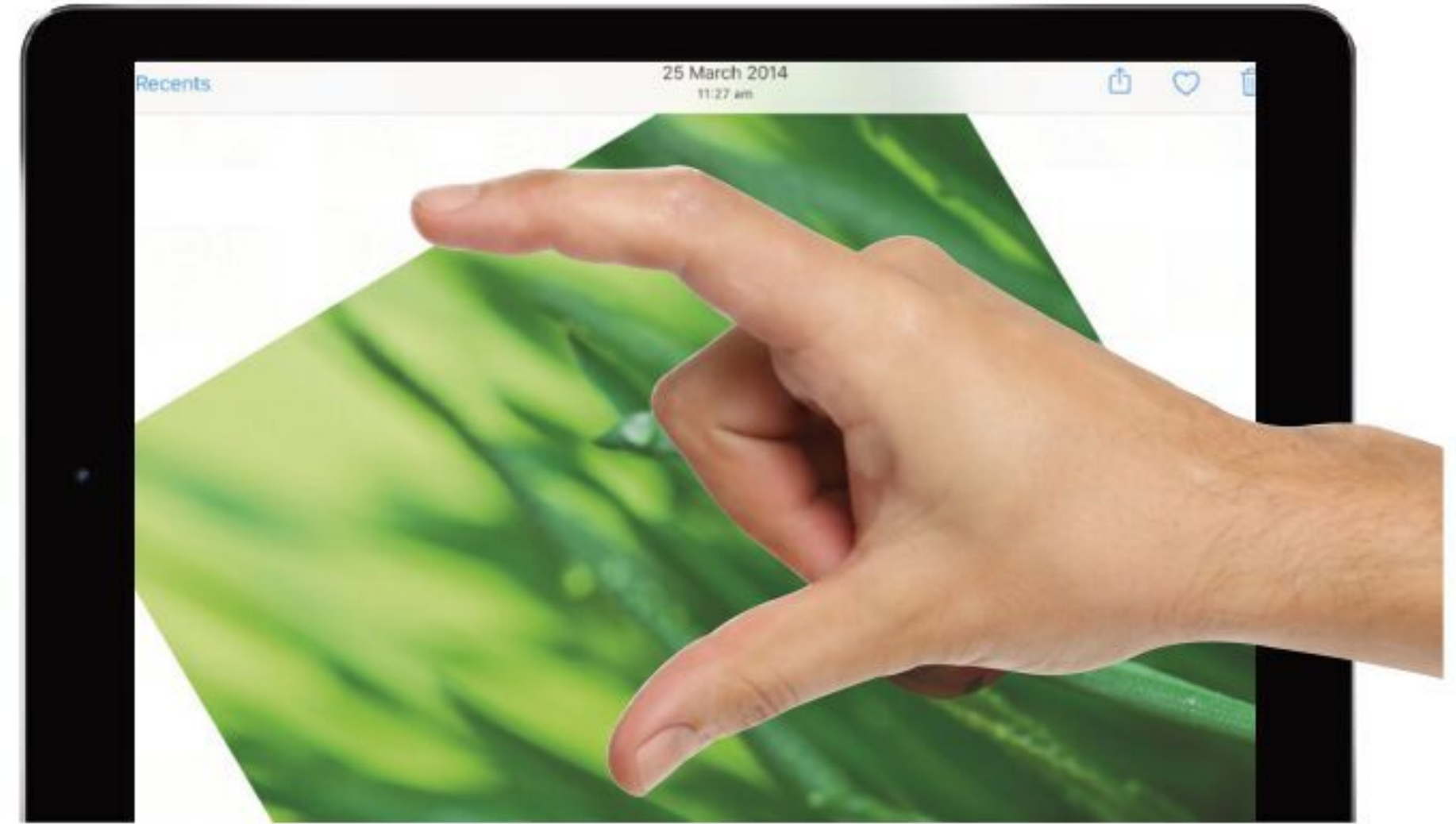
Swipe or Scroll

Menus and web pages you access on the iPad often require you to scroll. For example, in Photos, you swipe to scroll through your pictures. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it.



Drag

To drag items around the Home screen, touch and hold an item for a moment and when the pop-up menu appears, drag it into the required position without lifting your finger. Then to drop the item into that location, simply lift your finger. This works for dragging other items around the screen too, for example, reordering lists.



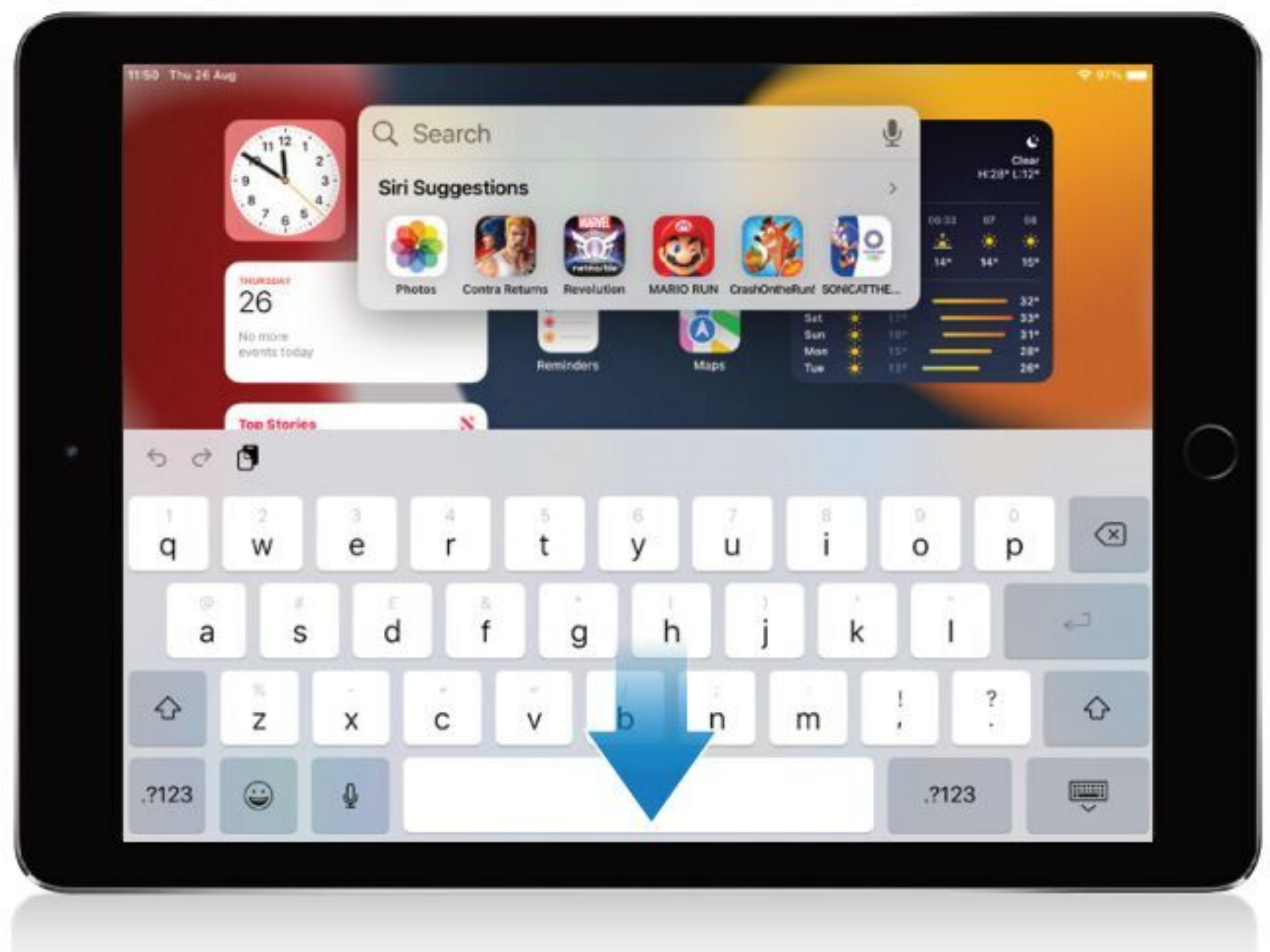
Twist to Rotate

In the Photos app, you can rotate a picture by placing two fingers on it and twisting them left, or right. The picture then follows the rotation of your fingers, turning clockwise or anti-clockwise. You can combine this with the pinch and spread gesture to zoom into, and out of the photo, while you rotate it.



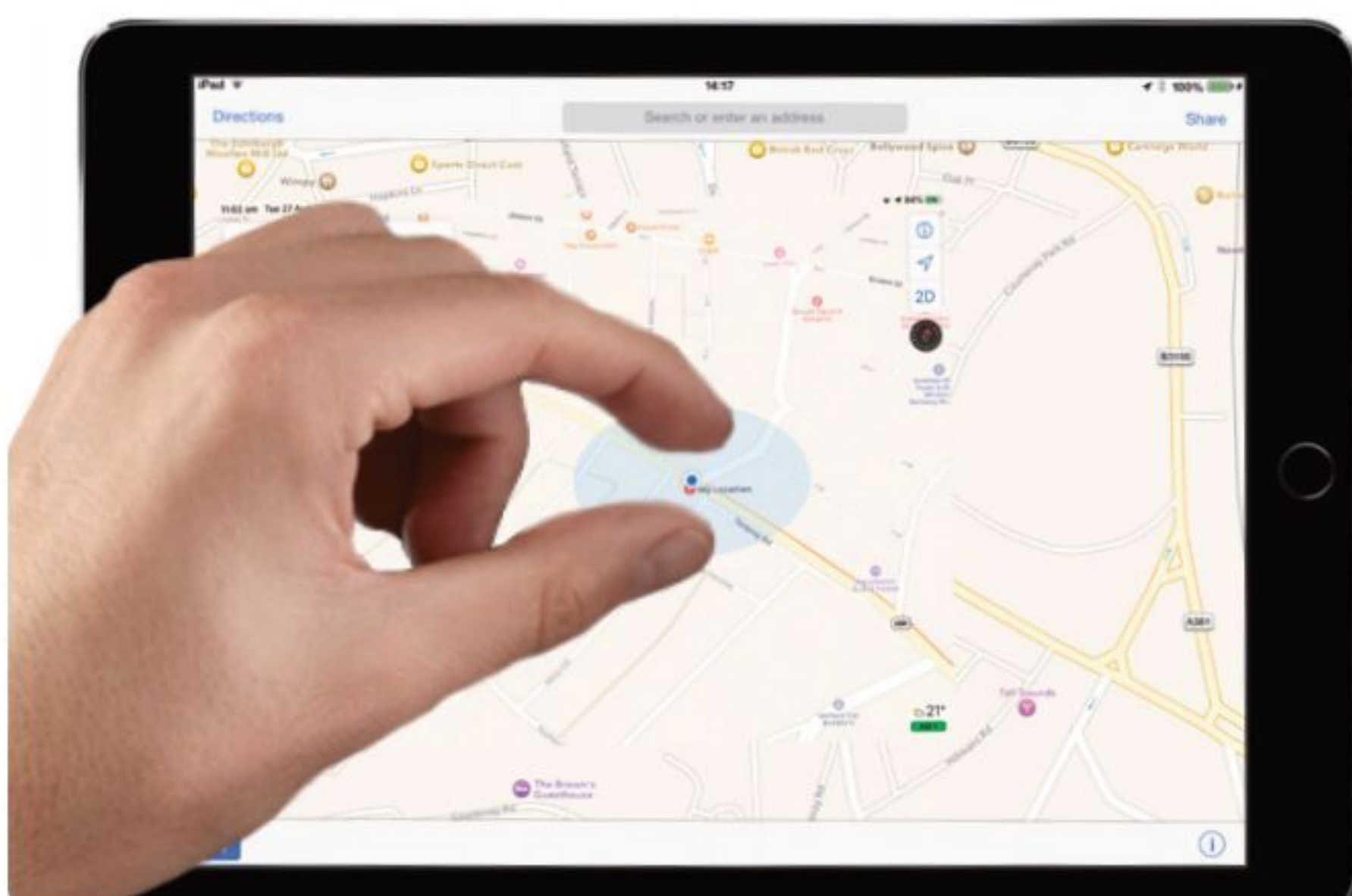
Access Control Centre

To access the Control Centre, swipe in from the top right of the screen with a single finger. To get rid of it again, swipe diagonally towards the top left corner.



Opening the Siri Search Screen

On the Home screen, place one finger on the screen and swipe down. The Siri Search Screen opens and you can do a system-wide search across your iPad.



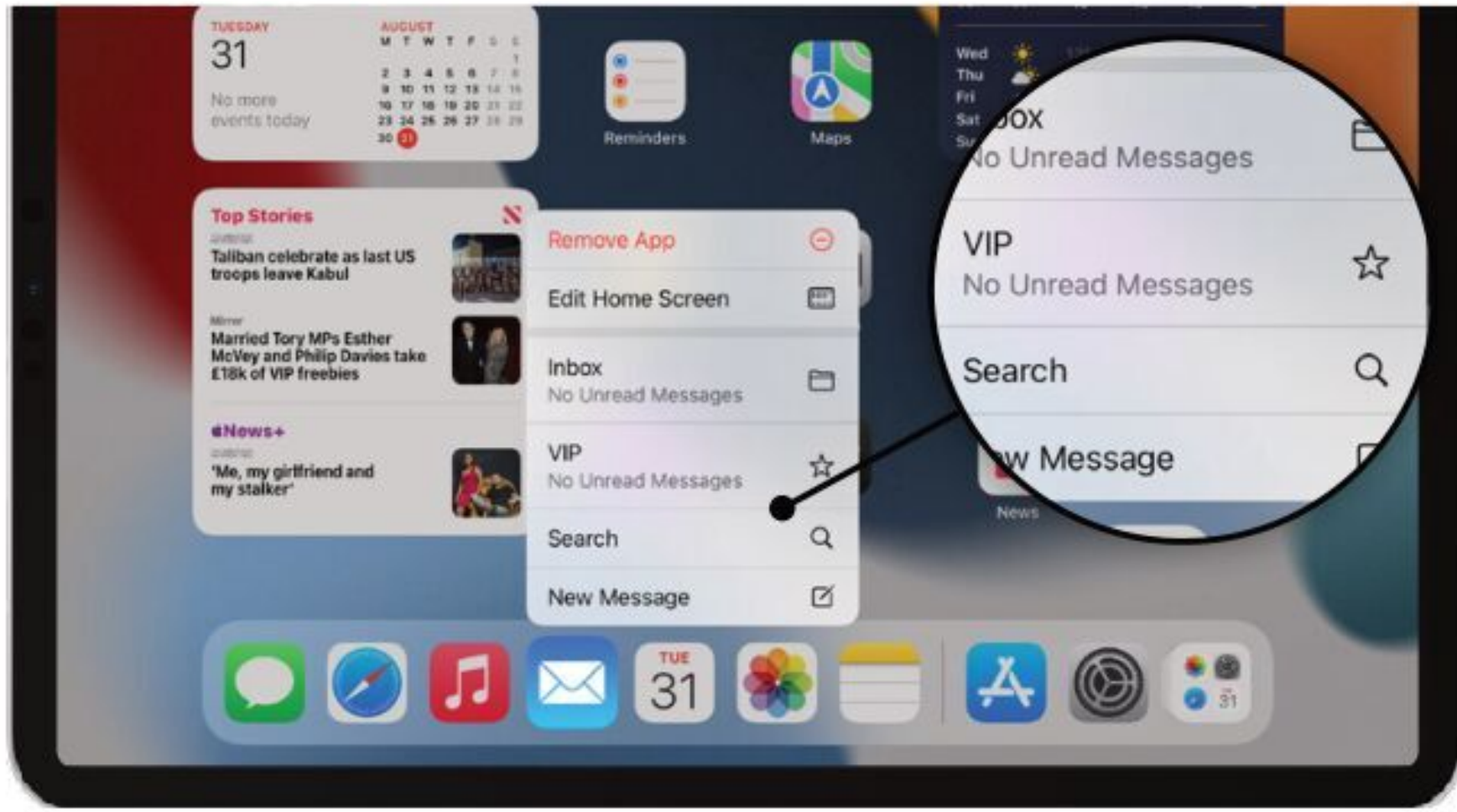
Pinch and Spread

To pinch or spread, place your thumb and forefinger on the screen and bring them together or move them apart. It's great for zooming into and out of photos and Maps.



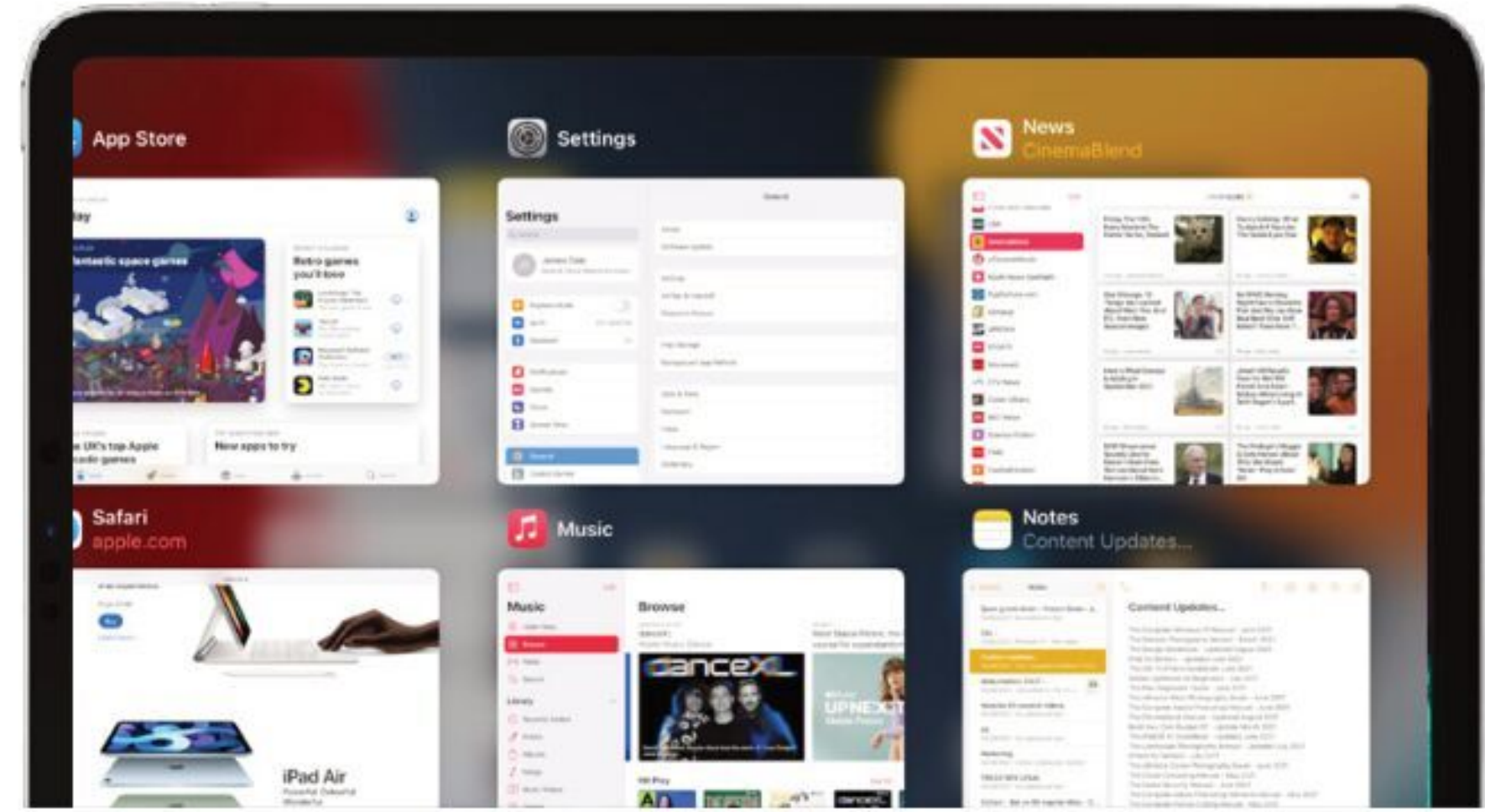
Open Dock

To open the Dock, when in an app, swipe up from the bottom of the screen. Make it a small swipe, or you activate another feature. Close the Dock by swiping it down.



Moving Apps

To move apps around the Home screen (to reorder them), tap and hold any app icon until the pop-up menu appears. Now, either select Edit Home Screen or just drag it. The app icons wobble, and show an X. Rearrange them as needed. To stop them wobbling, either press the Home button, or tap Done in the top right corner.



The App Switcher

To access the App Switcher screen, either place all five fingers on the screen and pinch them together, or swipe up from the bottom of the screen and release when the apps appear. If you have a Home button, you can also press it twice. Tap an app to switch to it, and swipe an app off the top of the screen to close it.

Gestures for iPads with No Home Button



Swipe Up for Home Screen

On previous iPads, you could get to the Home screen by pressing the Home button. As the latest iPad Pros don't have a Home button, a new gesture is required. Simply swipe up from the bottom of the screen and the Home page is revealed.



Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the FaceTime iPad Pro. Press and hold the Top button until Siri appears. When you're done, tap the Side button again to close the feature.



Restart Your iPad Pro

Holding the Top button now gives you Siri, so to restart your FaceTime iPad Pro you must press and hold both the Top button on the right and the Volume down button. This familiar screen appears, from where you shut down your iPad with the slider.

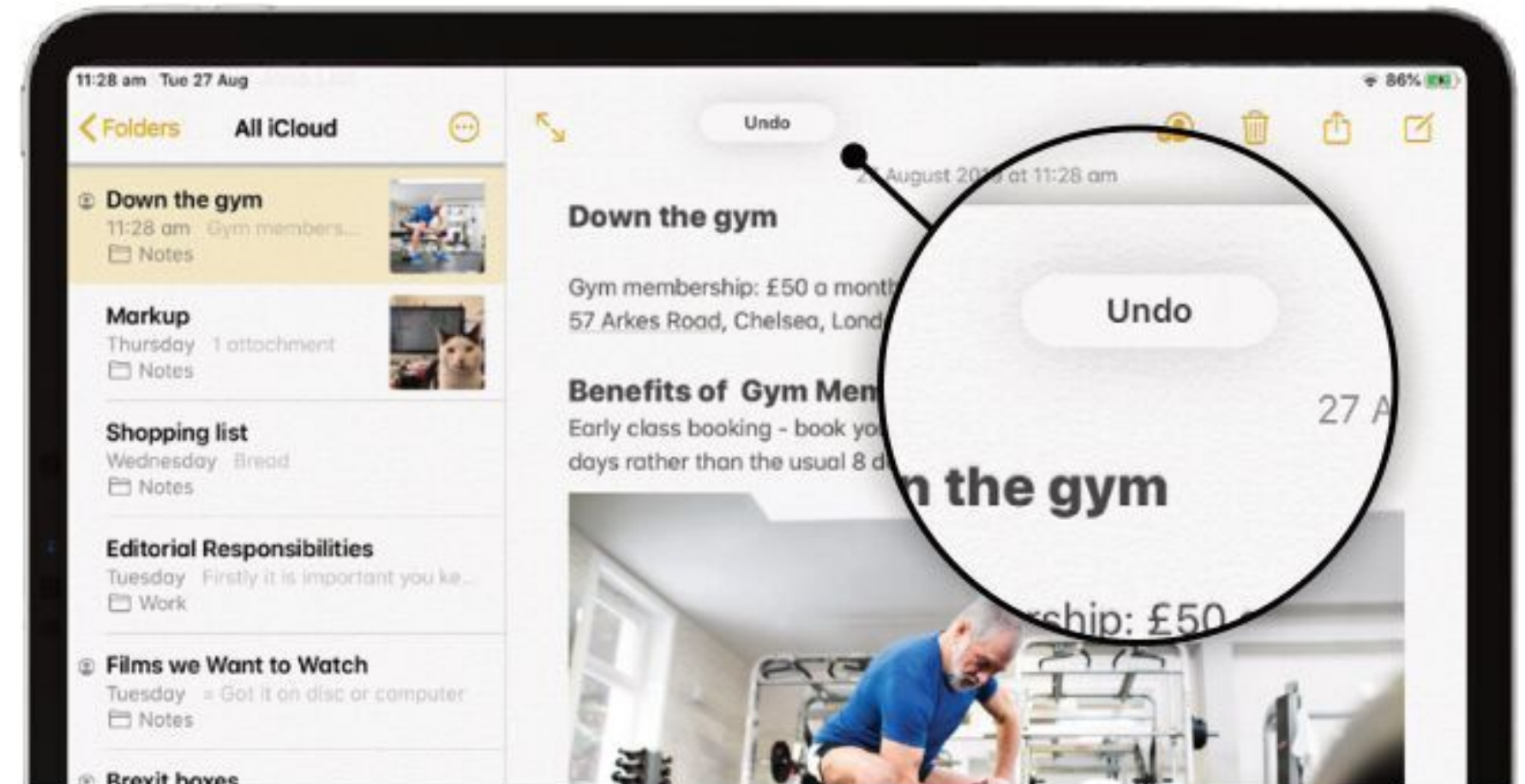
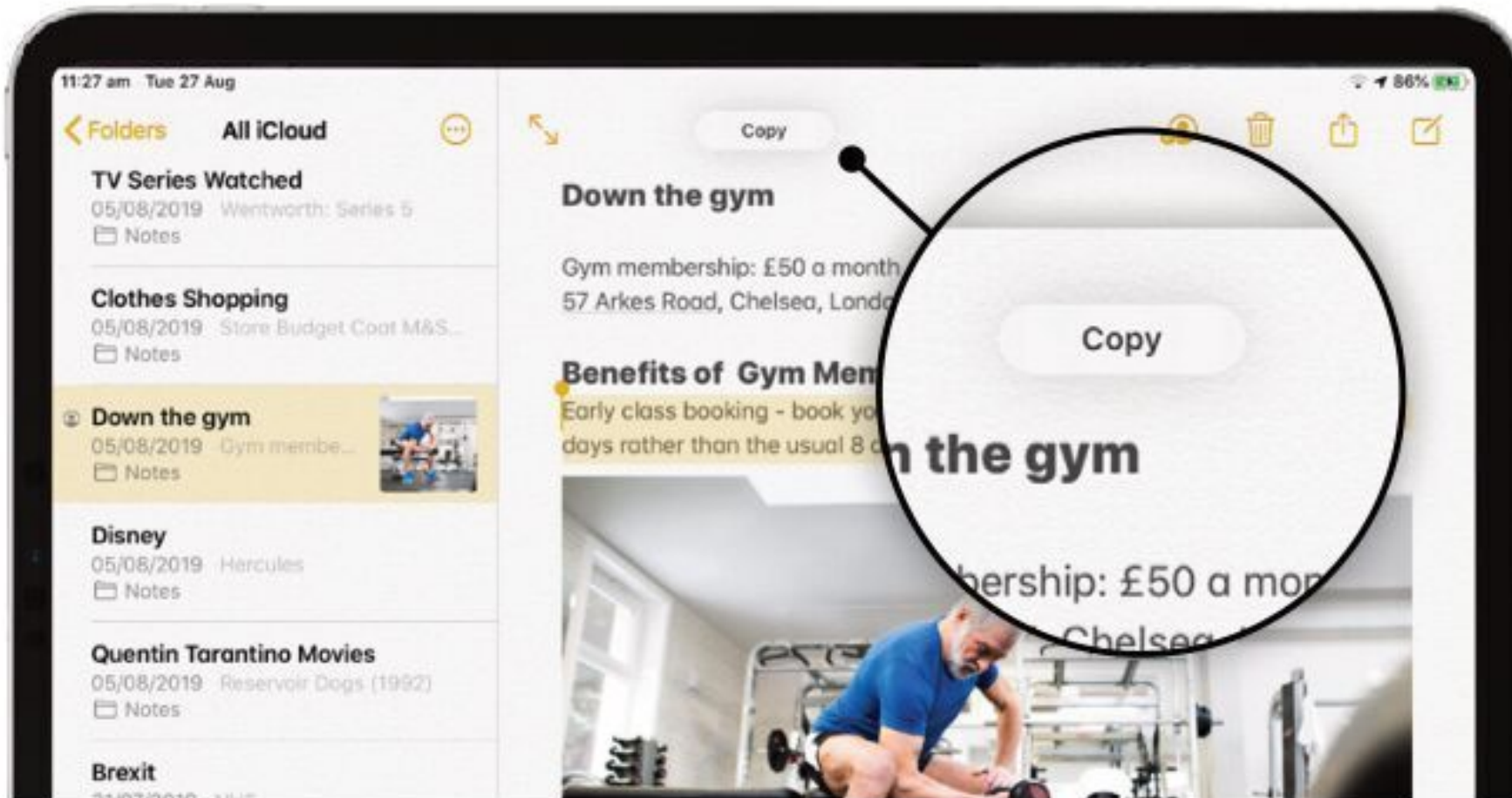


Swipe for the App Switcher

You can no longer access the App Switcher with a double-tap on the Home button, for obvious reasons. The other two methods outlined above work instead; pinch with five fingers or swipe up from the bottom of the screen until it appears.



Gestures for Editing

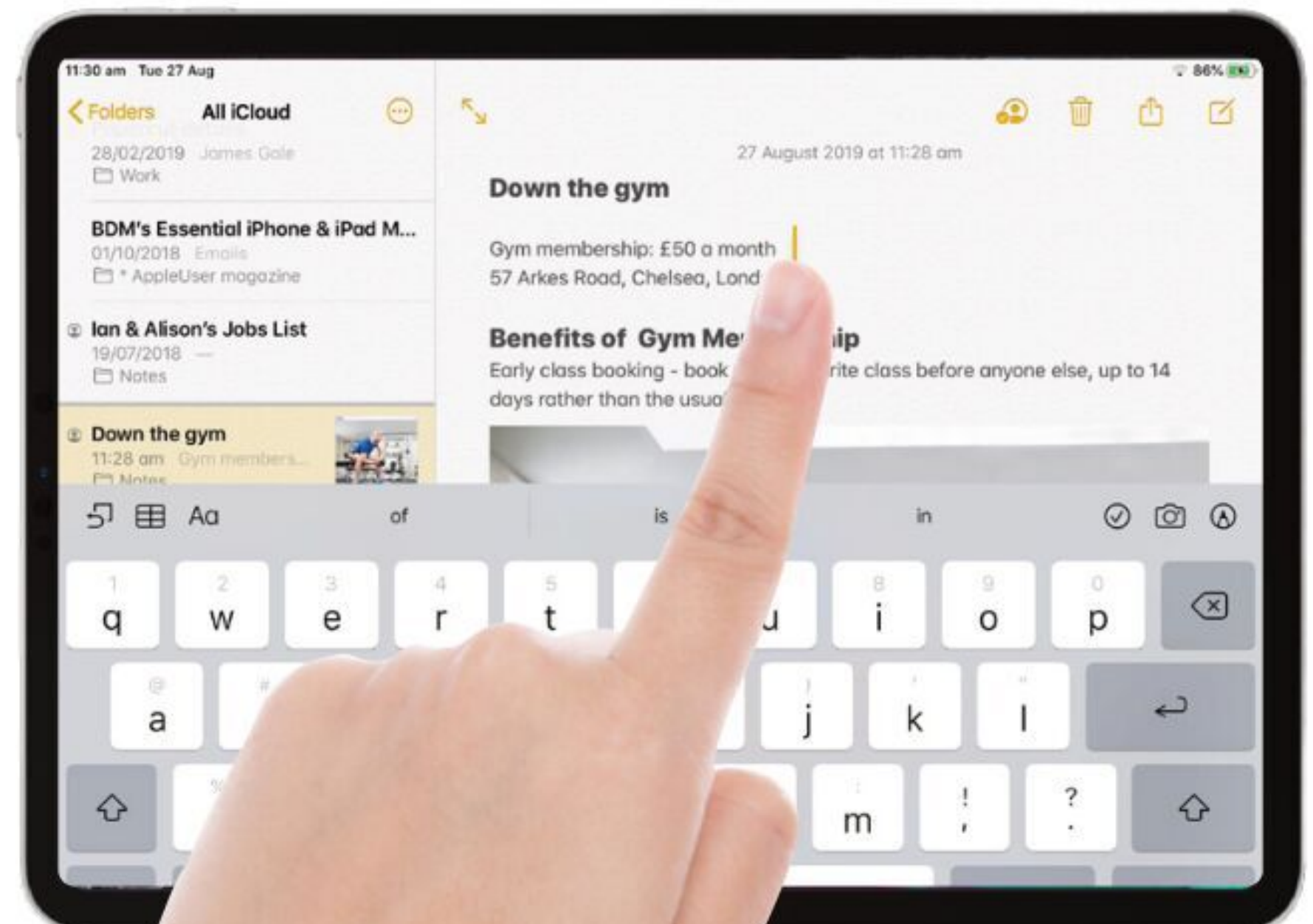
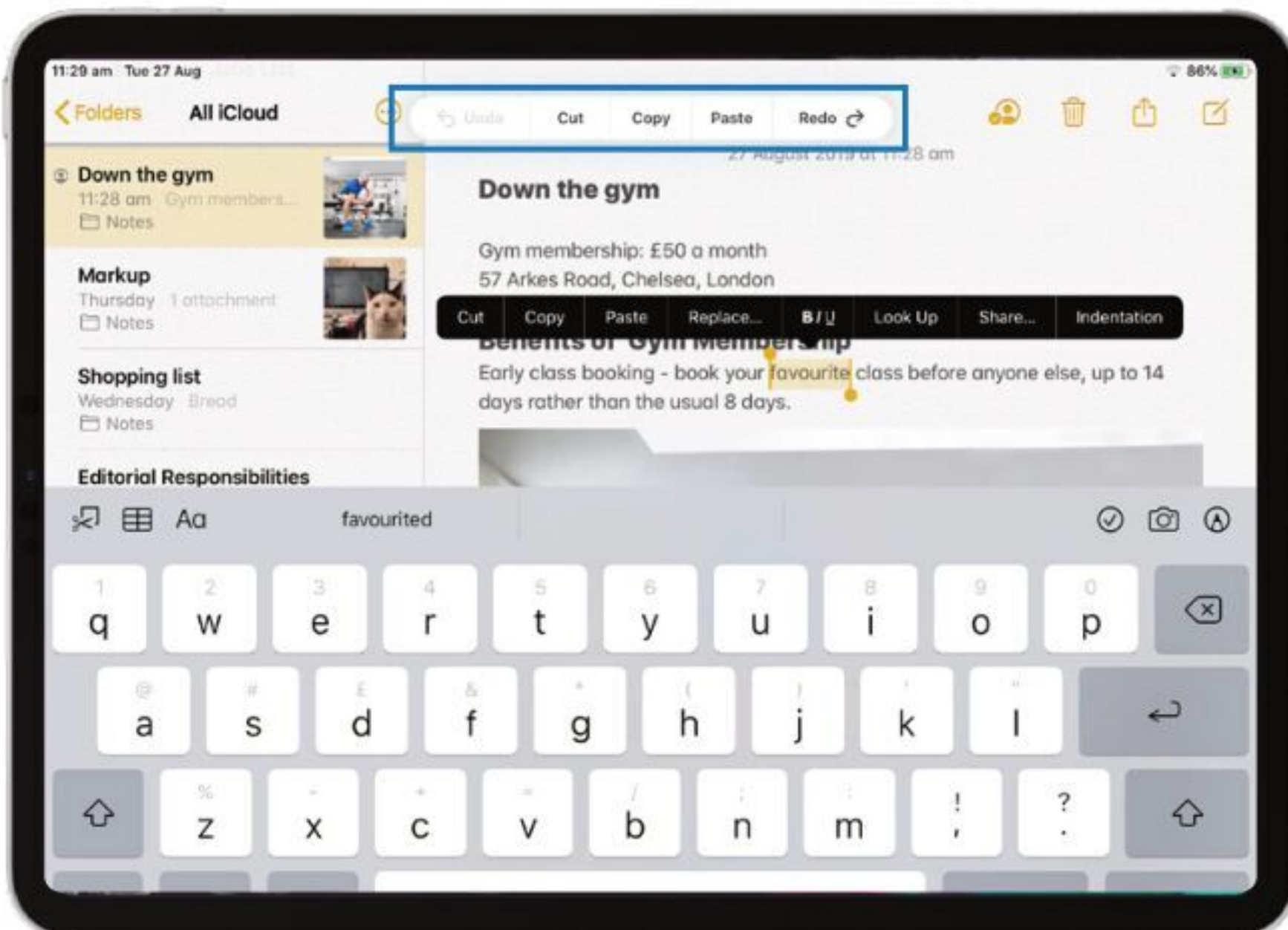


Cut, Copy and Paste

There are three new editing gestures, all of which use three fingers. After carrying out one of these gestures, a small window appears telling you what you've done. The gestures are Copy: three-finger pinch; Cut: three-finger double pinch; Paste: three-finger spread.

Undo and Redo

Swipe the screen left with three fingers to undo the last thing you edited. Alternatively, to perform the same task, you can tap the screen with three fingers. If you decide your undo was a mistake, swipe right with three fingers to redo the edit.

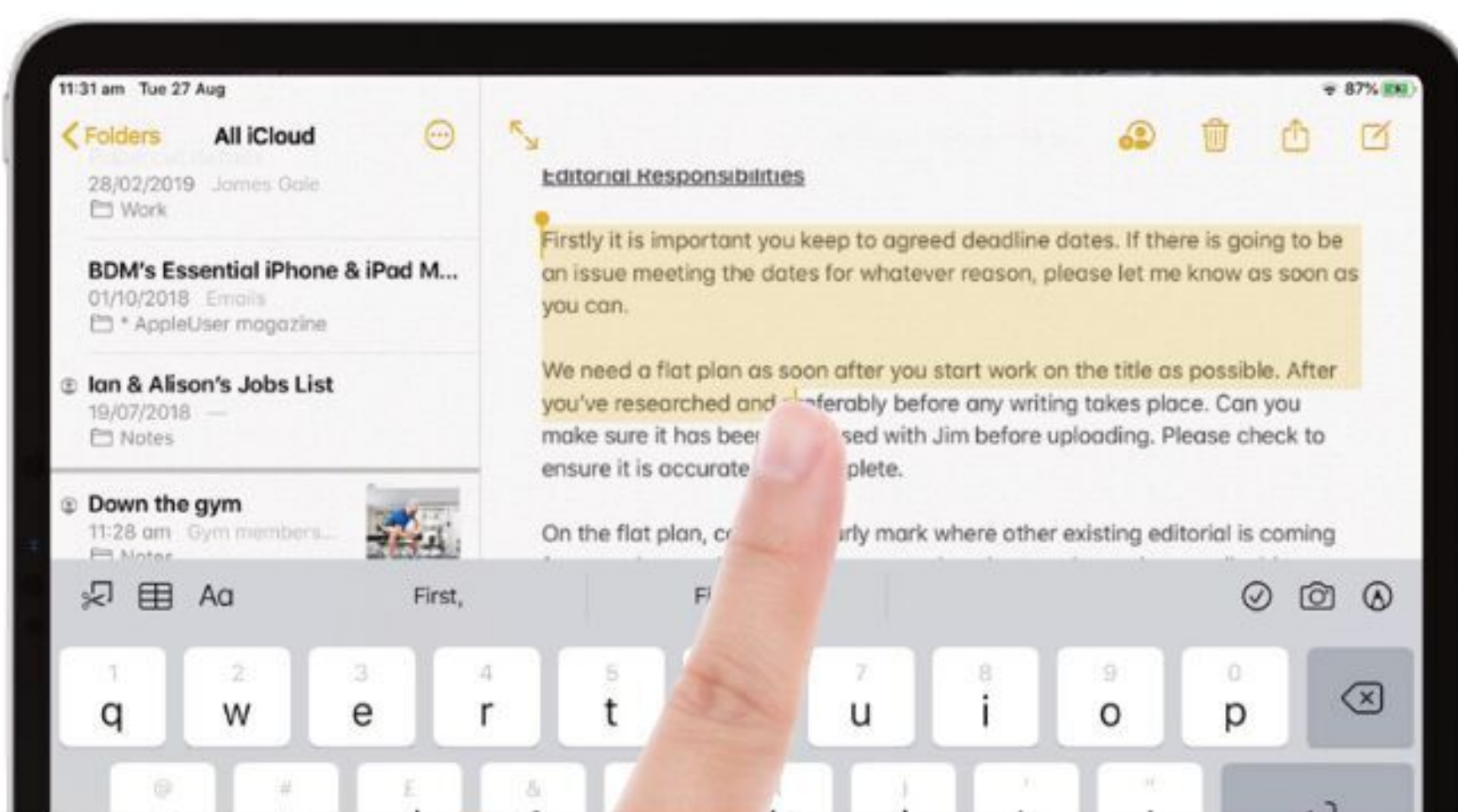


Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPad's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.

Move the Cursor

If you want to move the cursor around the screen, pick it up, by tapping and holding its present position, then drag it to where you want it to go and lift your finger to place it. Double-tap and hold to select text between the cursor's old position, and its new one.



Select a Block of Text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you want to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.

Drag Scrollbar

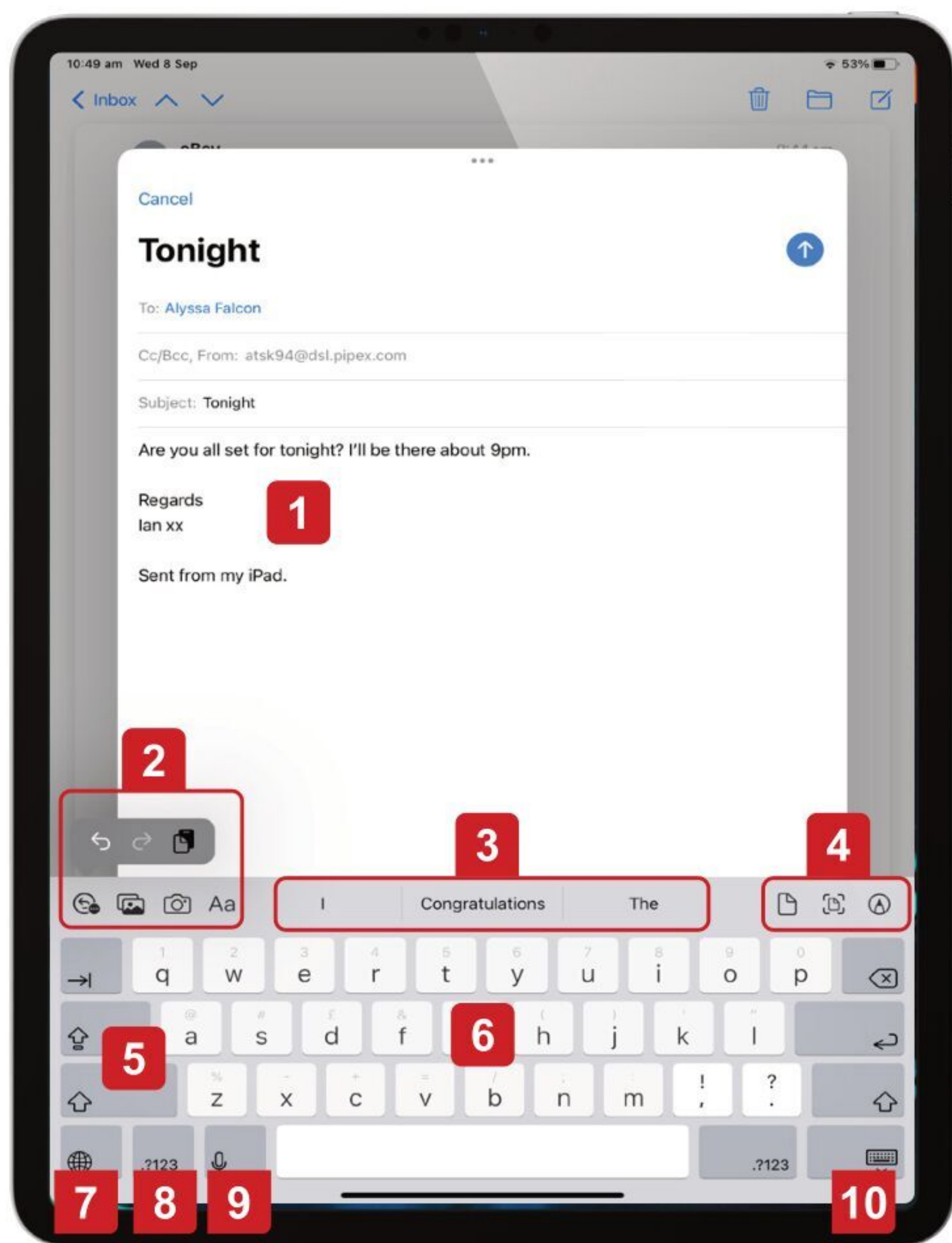
Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. By lifting your finger and placing it on the scrollbar, you can drag it up and down for more efficient screen scrolling.



The Keyboard On-screen Typing

When you tap your finger on any part of the iPad's screen where you can enter text, such as an email or a note, the iPad's on-screen keyboard appears. Here's a guide on how to use this keyboard and all its features.

The Keyboard in Focus



1 Tap on any box or screen where text can be entered, and the virtual keyboard appears as shown. This is true for emails, messages, search fields and indeed any area of the screen where you can enter text.

2 The keyboard's top bar icons differ according to the app you're using. Here, the left-hand icon gives access to the Undo, Redo, and Paste options. The middle two are to add a photo to your email and take a new photo to add. The 'Aa' icon opens the formatting window.

3 As you type, suggestions for the word you're currently typing appear here. When one of them is correct, you can tap it to automatically complete the word.

4 These three icons let you attach a document from your iPad, scan a document to attach or use the Markup tools.

5 These are the capitals and caps lock keys. Tap the lower one to make the next key you press a capital, or the upper one to lock the keyboard in caps mode. Double-tapping the capitals key activates caps lock too.

6 In iPadOS, a key's alternate characters, such as punctuation or numbers, are shown at the top of the keys. You can type a key's alternate character by dragging it down instead of tapping it.

7 Tap and hold this key for a menu that lets you access the Keyboard Settings, emoji keyboard and other installed keyboards, such as foreign language keyboards. Tap the key without holding to toggle through them instead.

8 Tap this key to switch to the keyboard's alternate characters. After doing so, you can press the key on the right of the keyboard labelled '#+= ' for even more character options, or just tap this key again to return to normal typing.

9 Tap this key and speak into the iPad. Your words appear in the text field, just as if you'd typed them. The first time you use this feature, you're asked to enable dictation. You should do so.

10 If you're done with the keyboard, tap this key and it disappears again.

The Formatting Window.

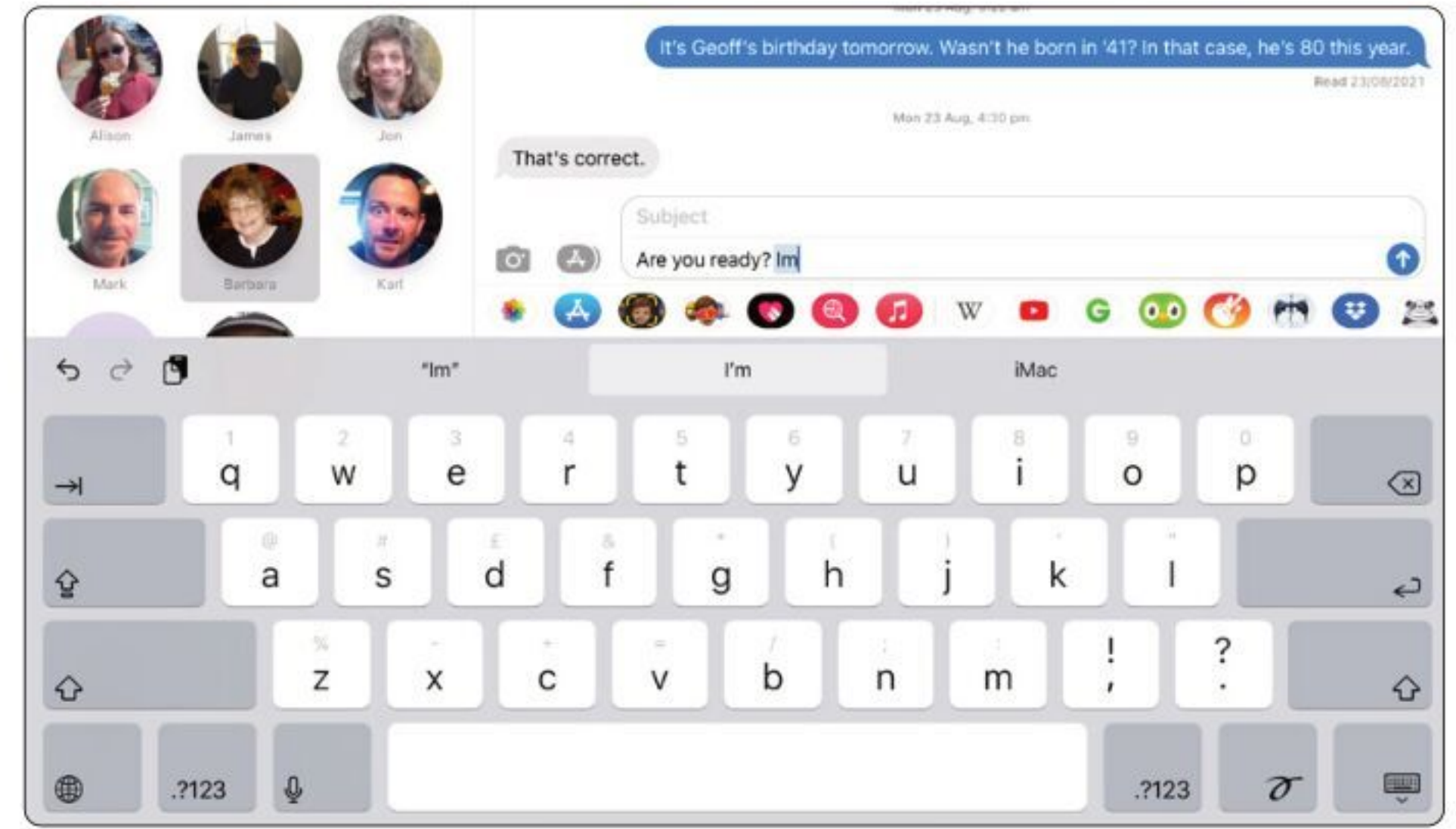
Tap the 'Aa' icon for the new formatting window, which offers editing and formatting options such as fonts, typography, and colours.





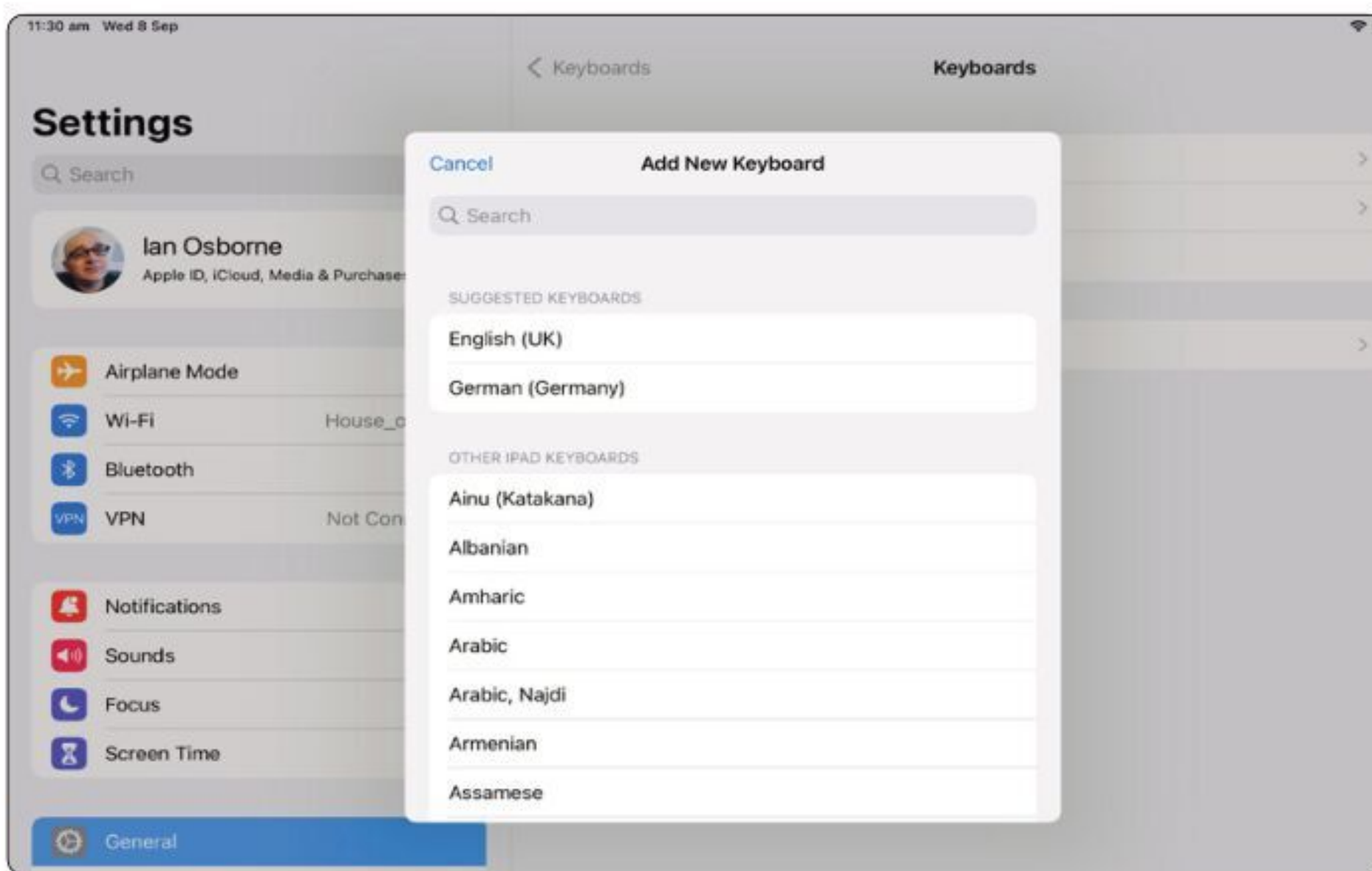
Finding Accented Letters

When you have to type an accented letter, such as 'é' or 'ö', you can easily do so by simply pressing and holding the letter you wish to type in an accented version until a pop-up window appears, as shown here for the letter 'a'. Now just tap on the version of the letter you wish to use.



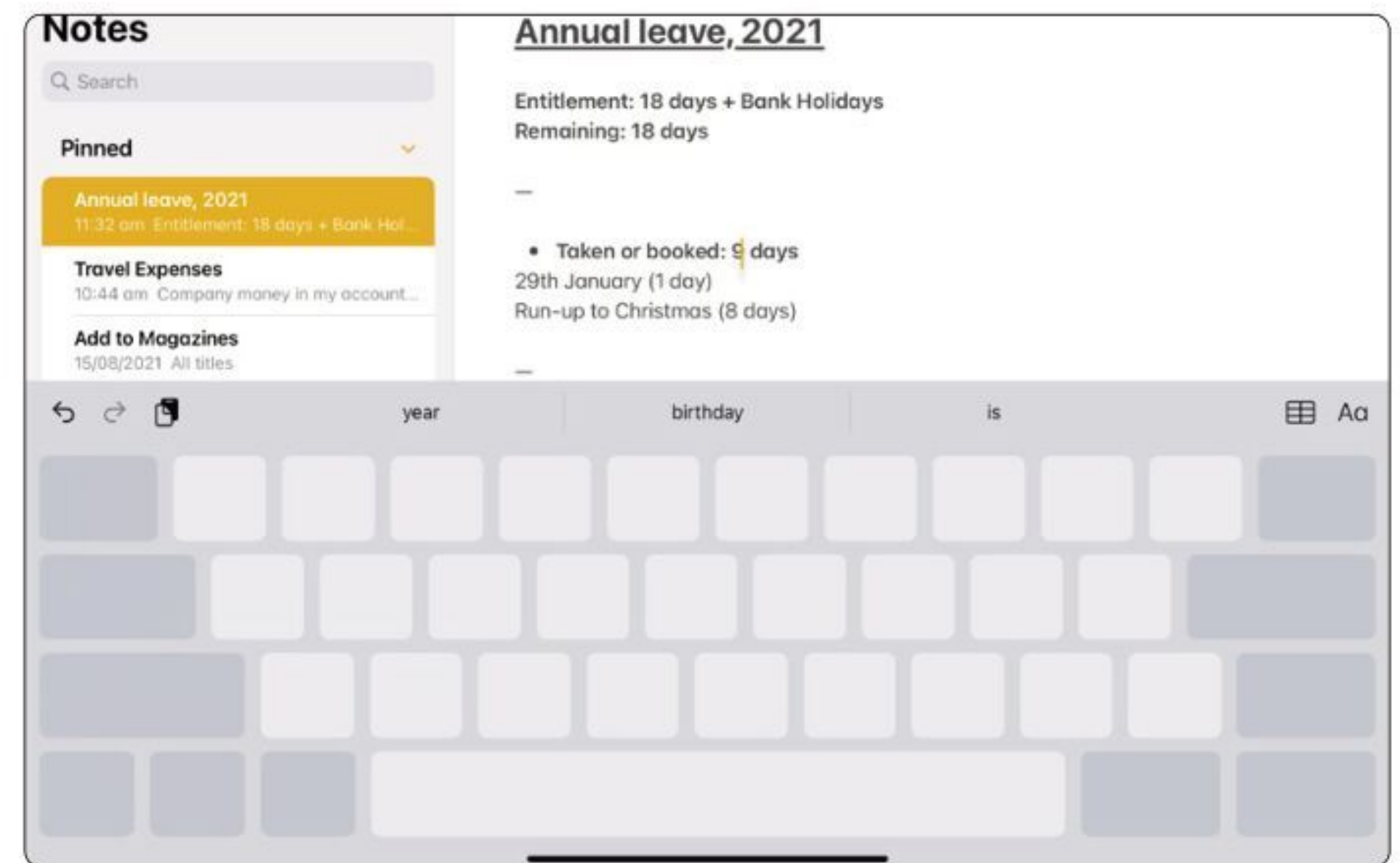
Auto Punctuation

Some punctuation is added automatically. If you wish to add (for example) an apostrophe to form a contraction such as "I'm", simply type "Im" and the iPad does the rest. It's a very useful feature and greatly increases your typing speed when you've had a little practice.



Add a New Keyboard

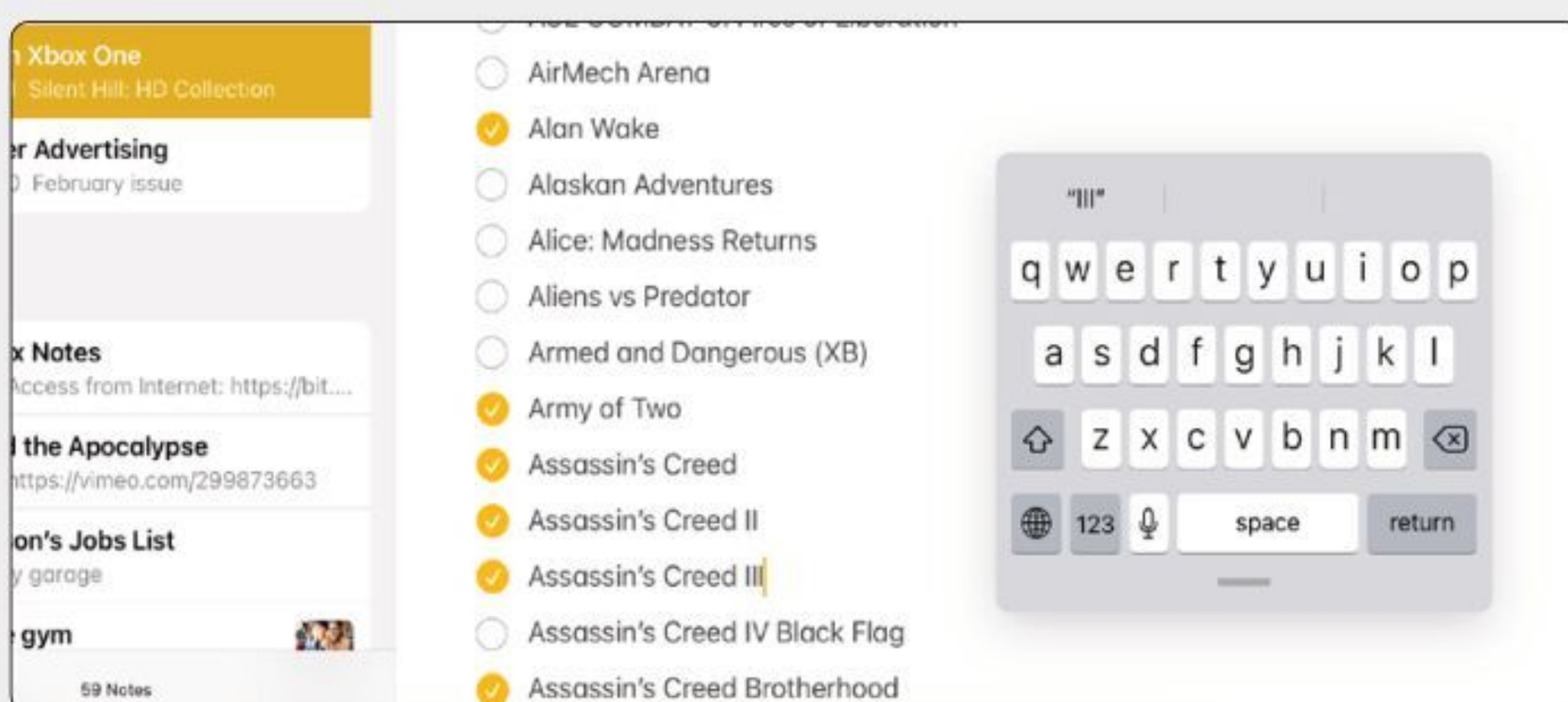
To add a new virtual keyboard to your iPad, which can then be accessed by holding the globe-key, go to Settings > General > Keyboard > Keyboards, then tap 'Add New Keyboard'. You can then add a foreign language keyboard or one you've bought on the App Store.



Keyboard as a Trackpad

For more precise control over where you put the cursor, either place two fingers on the keyboard and hold them there or touch and hold the Space Bar. When the keys go blank, as seen here, you can drag the cursor around the screen, using the keyboard as if it was a trackpad.

Floating Keyboard



To "float" the keyboard, tap and hold the keyboard key in the bottom right and select Floating for a keyboard about the size of the iPhone's keyboard, which you can drag it around by holding the grey line at the bottom. To return to a normal keyboard, do a two-finger spread on the floating keyboard to resize it.

Keyboard Shortcuts



If you use a Bluetooth keyboard such as Apple's Magic Keyboard with your iPad, you can also use shortcuts based on key presses. Press and hold the Command key for a window on the iPad's screen showing available shortcuts. Use the tabs underneath it for different categories of shortcut.

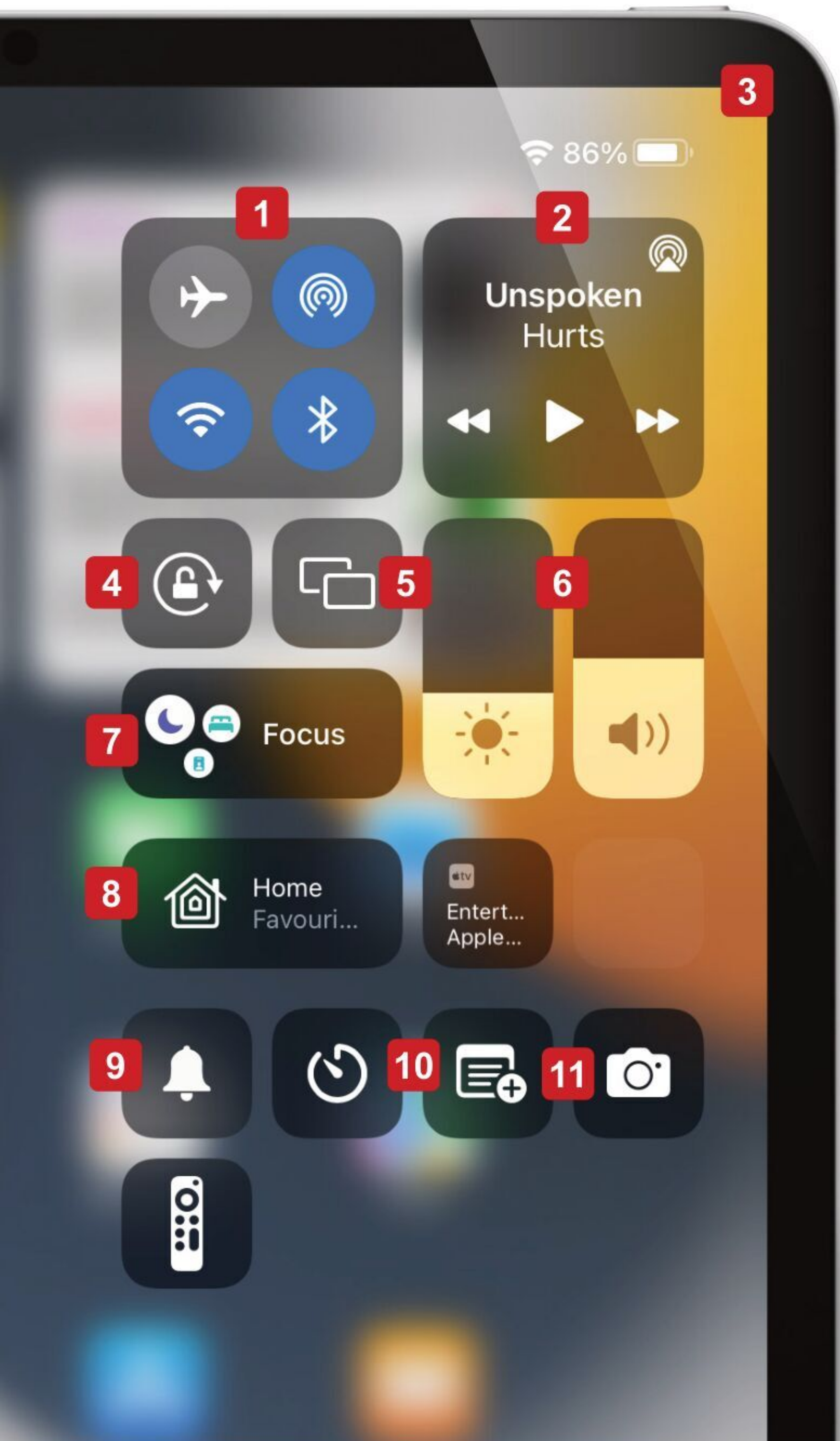


Control Centre

Access Made Easy

The Control Centre is a great way to access commonly used iPad features, such as the audio controls or Screen Mirroring and you can customise it to suit your own needs. Here's a guide to the iPad's Control Centre.

Control Centre in Focus



1 In this box, you can turn (clockwise, from top left) Airplane Mode, AirDrop, Bluetooth and Wi-Fi on and off. Tap and hold the main box for a bigger version. Turning off Bluetooth or Wi-Fi is temporary, they're only switched off until the next day.

2 This box shows what you are currently listening to. Tap and hold for more options, including volume control and an option to play your sounds through external speakers.

3 To open the Control Centre, swipe with one finger from the top right corner of the screen towards the middle.

4 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPad. Tap again to unlock.

5 To mirror your screen, maybe to your Apple TV or a tap here and select the target from the window that pops up. You can also quick select or control your Apple TV via the links in Control Centre.

6 Brightness and volume controls. Run your finger up and down them to raise or lower the function in question or deep press one of them for a bigger version of the slider. Tap and hold on the Brightness slider also gives access to Night Shift Mode.

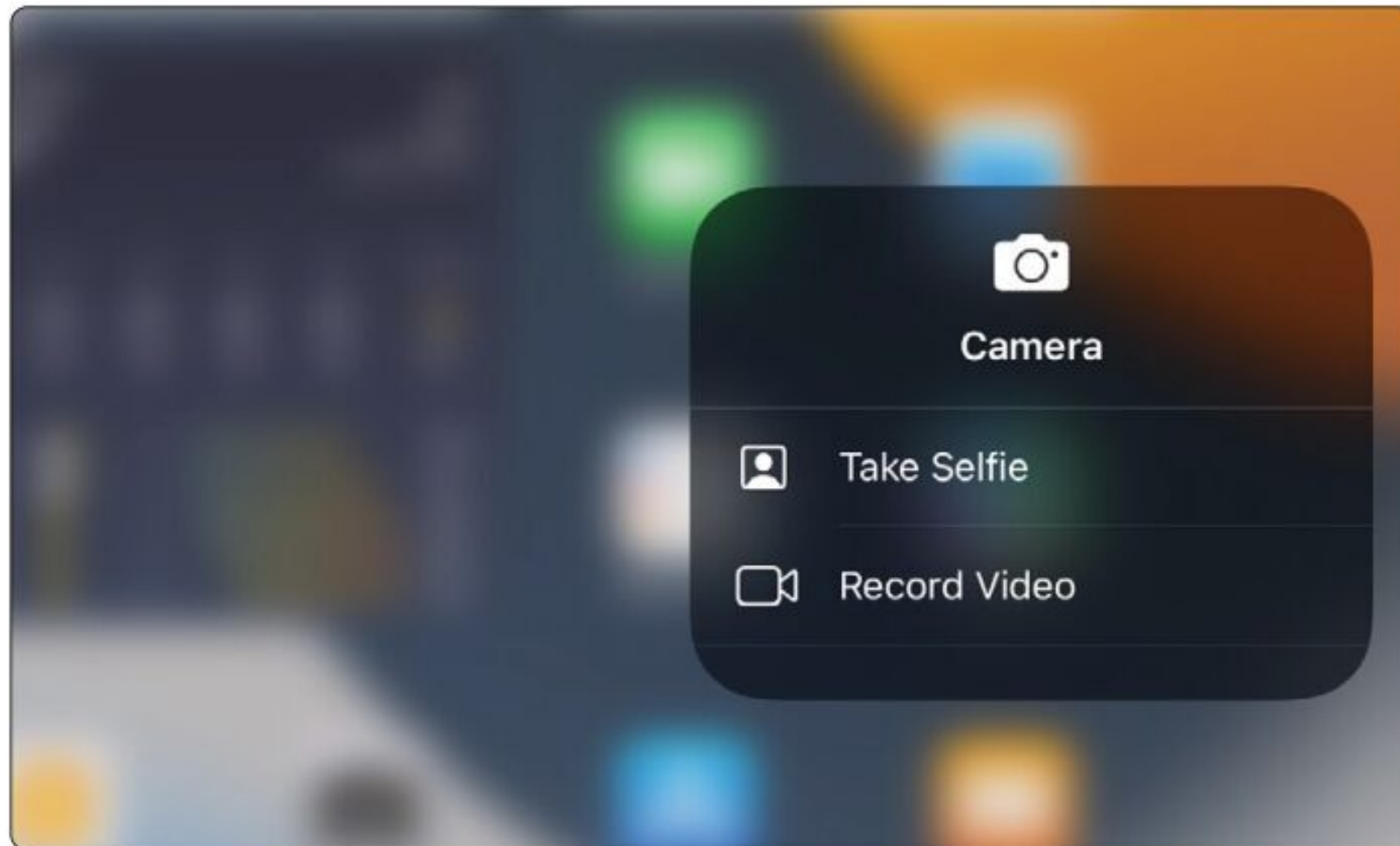
7 If you wish to mirror your screen, maybe to your Apple TV, tap here and select the target from the window that pops up.

8 This button gives access to your Home app's accessories, so you can control them from your iPad.

9 Tap the button showing a bell icon to silence your iPad. Tap it again to take it out of silent mode once more.

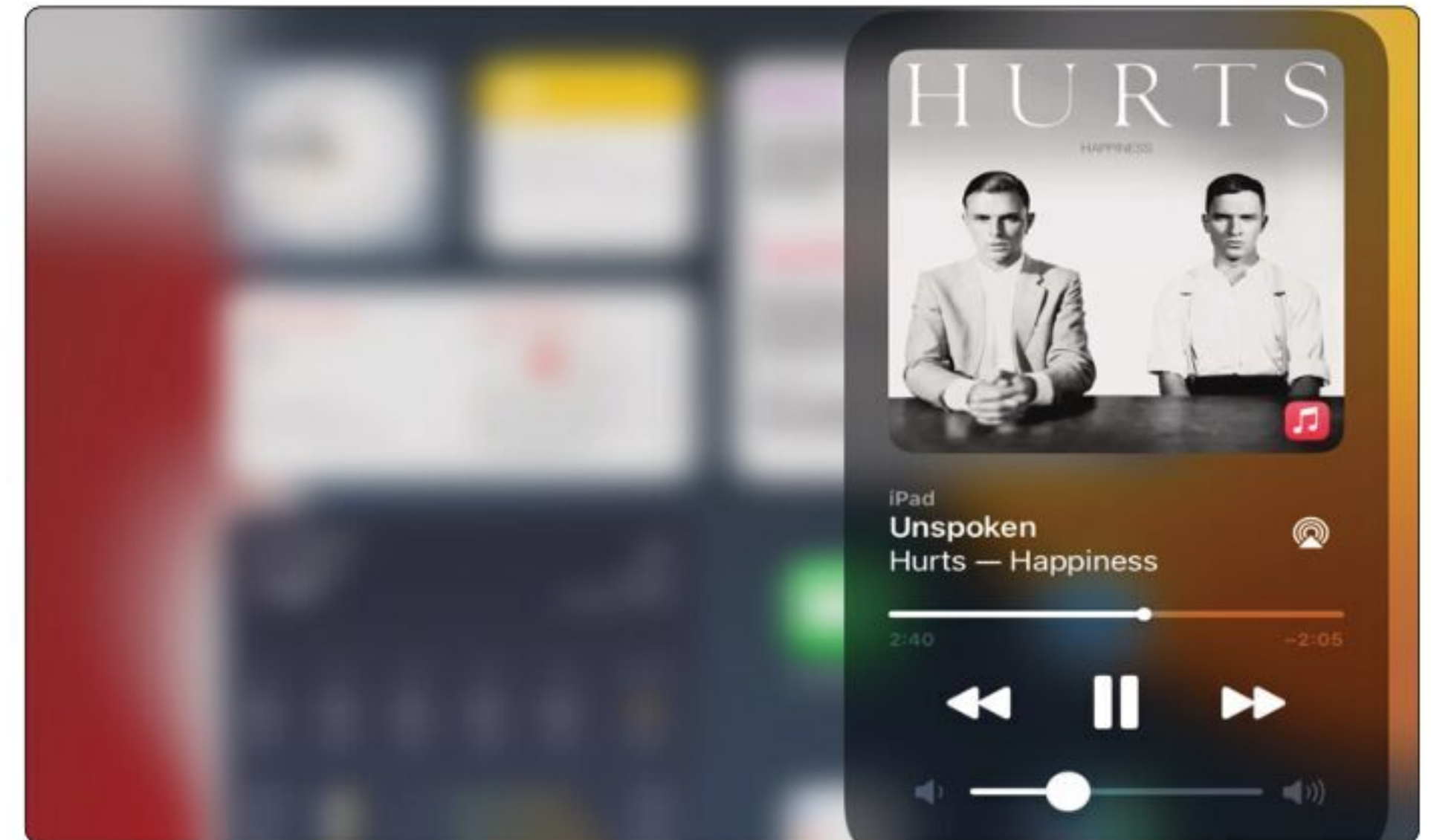
10 Tap here to open the Clock app and go straight to its very useful Timer feature. Or open Notes via the link to the right.

11 Tap this to access the Camera app. Tap and hold it to access specific options within the Camera app, such as selfies, video recording and slo-mo.



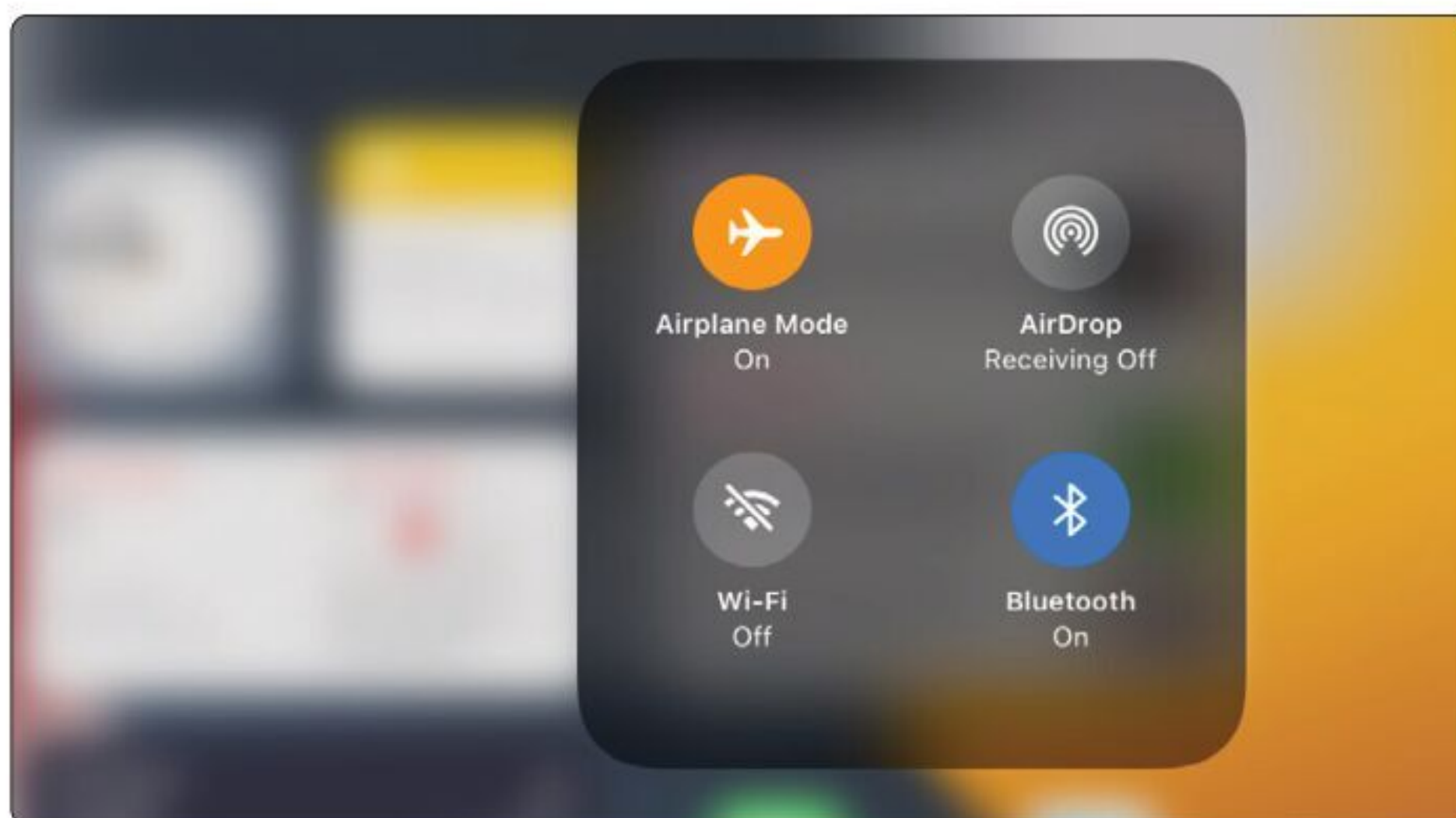
Tap and Hold Items

You can tap and hold most Control Centre icons for access to further functions. For example, if you tap and hold the Camera control, you get a window offering to open the FaceTime camera (Selfie), record video, take a photo and more.



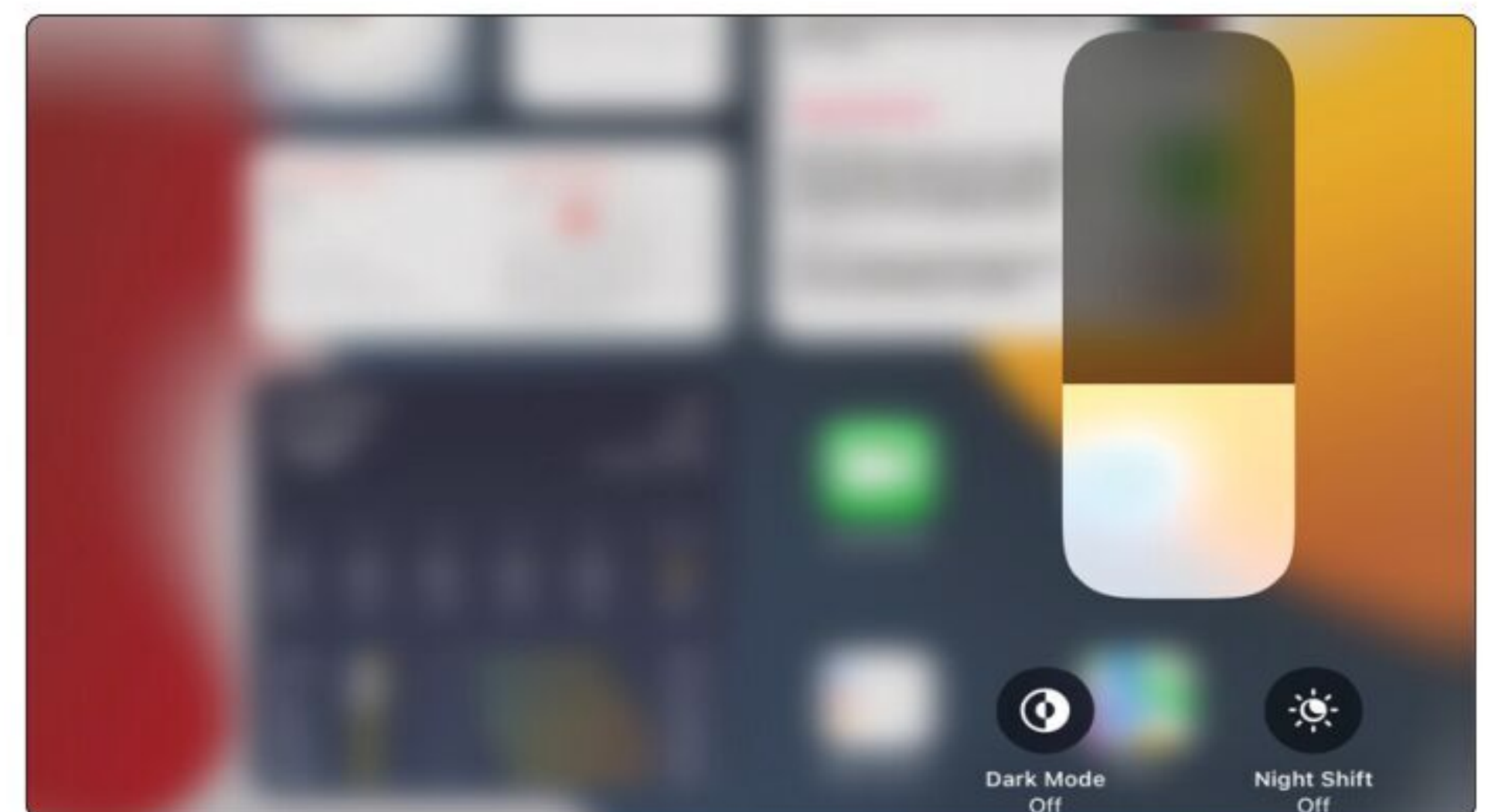
The Music Controls

Just like before, the Music controls show you the currently playing song, including album art. In addition to volume adjustment, play/pause and skip forwards/backwards, you can tap the icon in the top right to output to connected speakers.



Airplane Mode

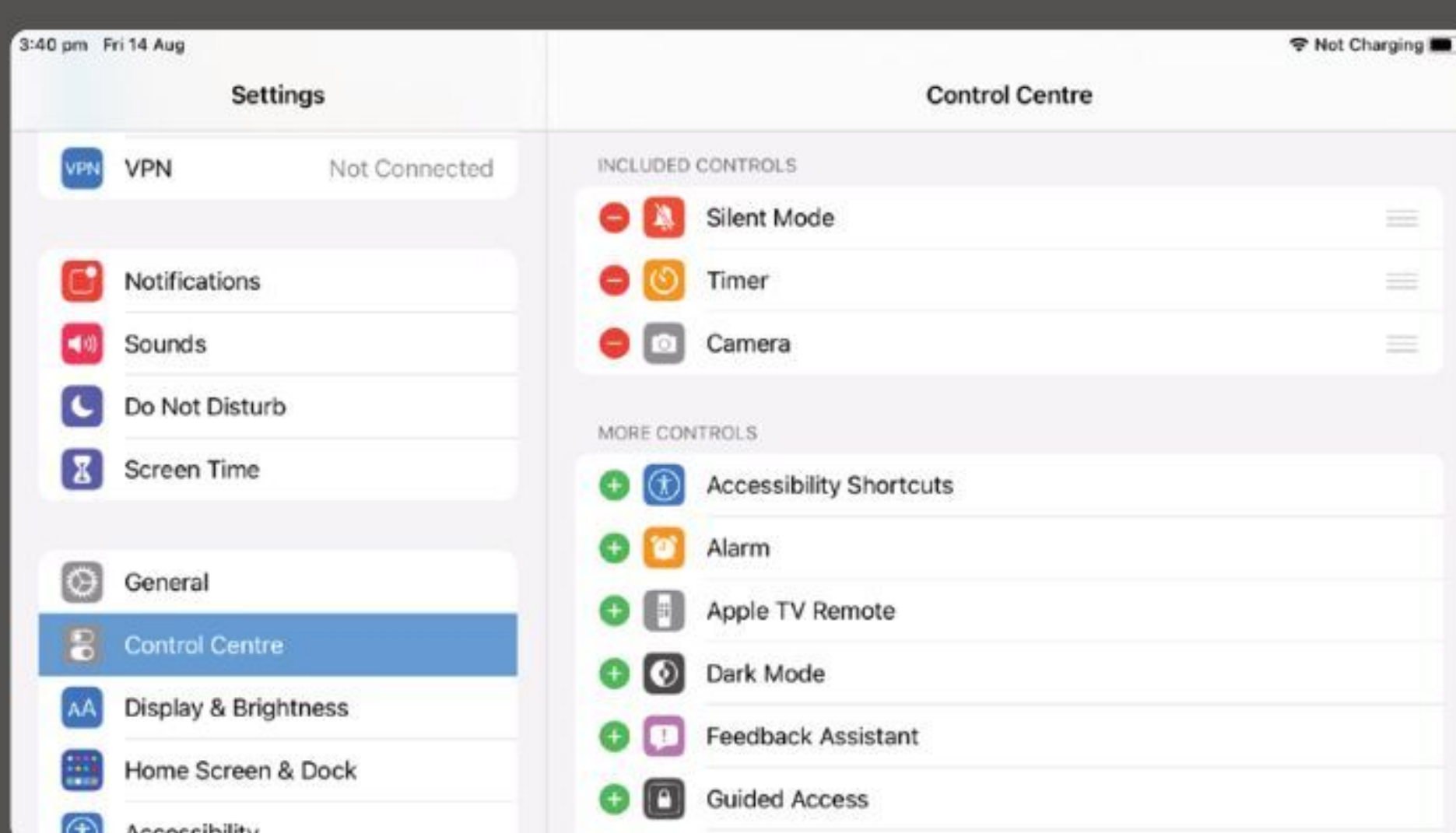
The iPad's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines but it's useful even if you're not flying. If your battery is low and you're reading an eBook, for example, putting your iPad into Airplane Mode can save power.



Night Shift Mode

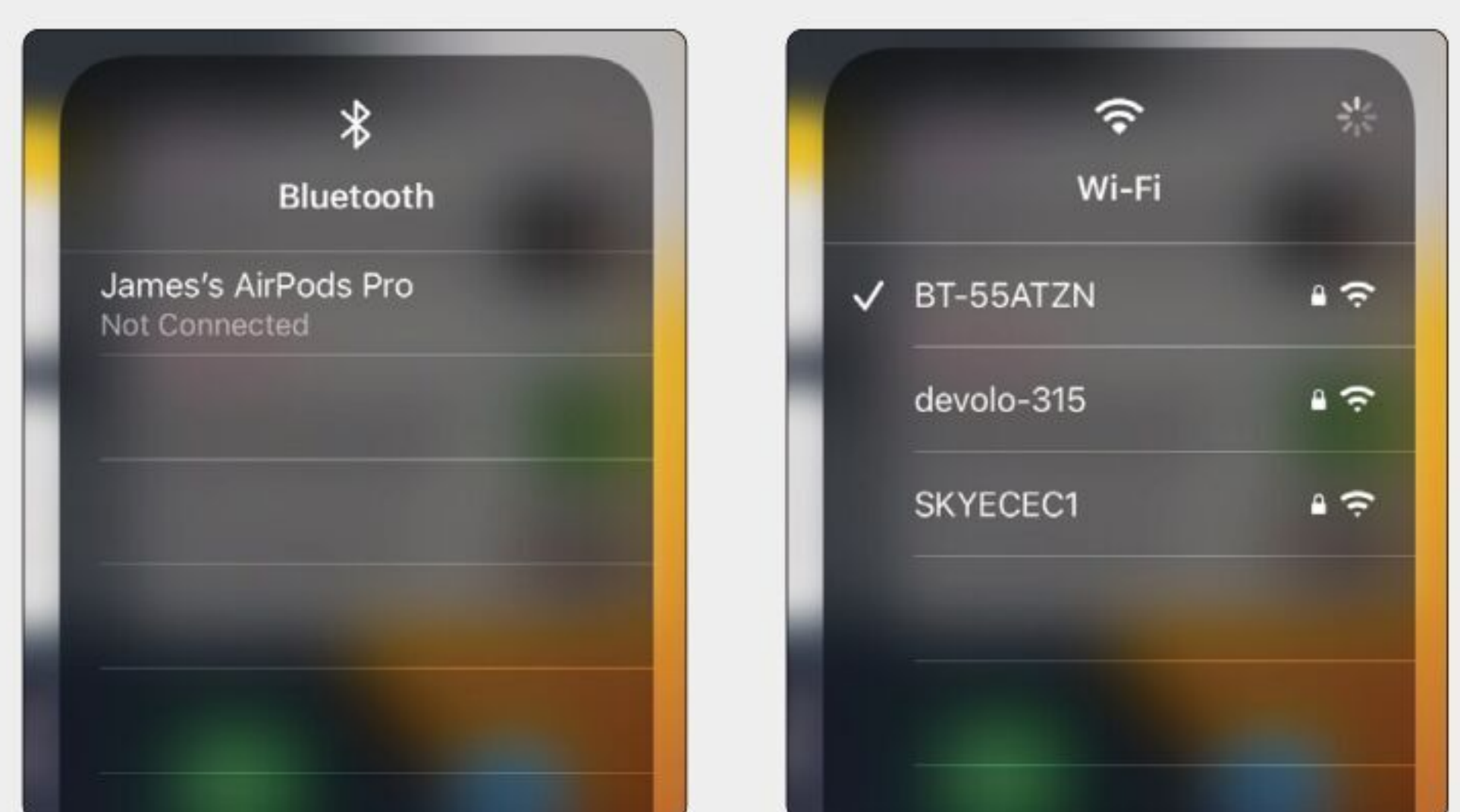
Tap and hold the brightness slider for a larger slider, with two icons underneath. Using these icons, you can activate or switch off Night Shift - reduces blue light which can interfere with sleep patterns, and Dark Mode, as explained in the Dark Mode tutorial.

Customising Control Centre.



In the Settings app, go to Settings > Control Centre > Customise Controls. Tap the Minus icon to remove an app, or the Plus icon to add one. You can also reorder the controls by dragging them up and down the list with the three-line icons on the right.

Bluetooth and Wi-Fi Options.



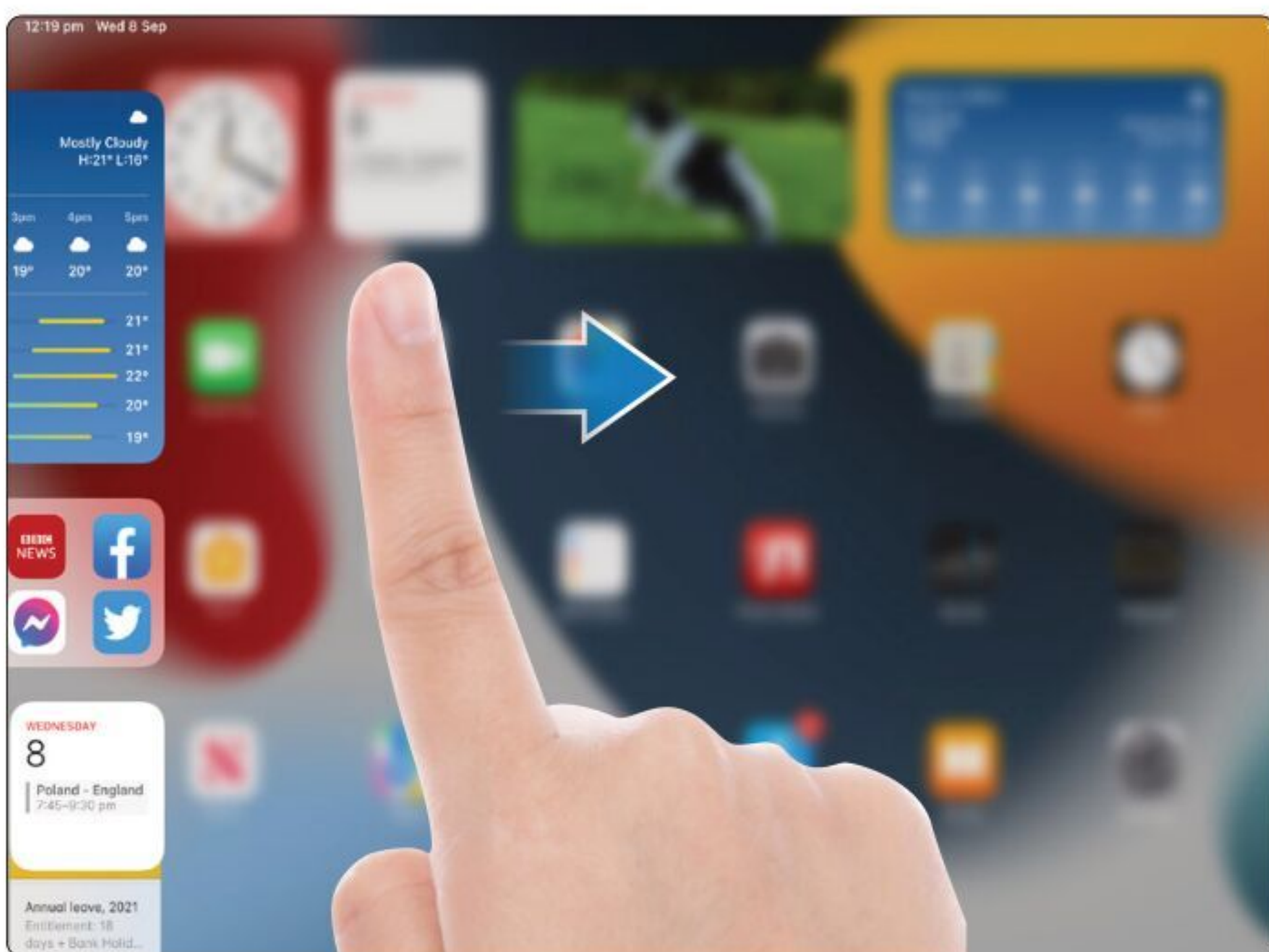
Control Centre offers easy ways of accessing Bluetooth and Wi-Fi settings. Tap and hold the control square with Bluetooth and Wi-Fi on it, then tap and hold either Bluetooth or Wi-Fi. You can switch between networks, connect or disconnect peripherals, and more.



iPad Widgets And App Library

Widgets on the iPad are no longer restricted to the sidebar. You can use them on the Home screen as well, just like on the iPhone. You have an App Library as your final Home screen too, with all your apps collated.

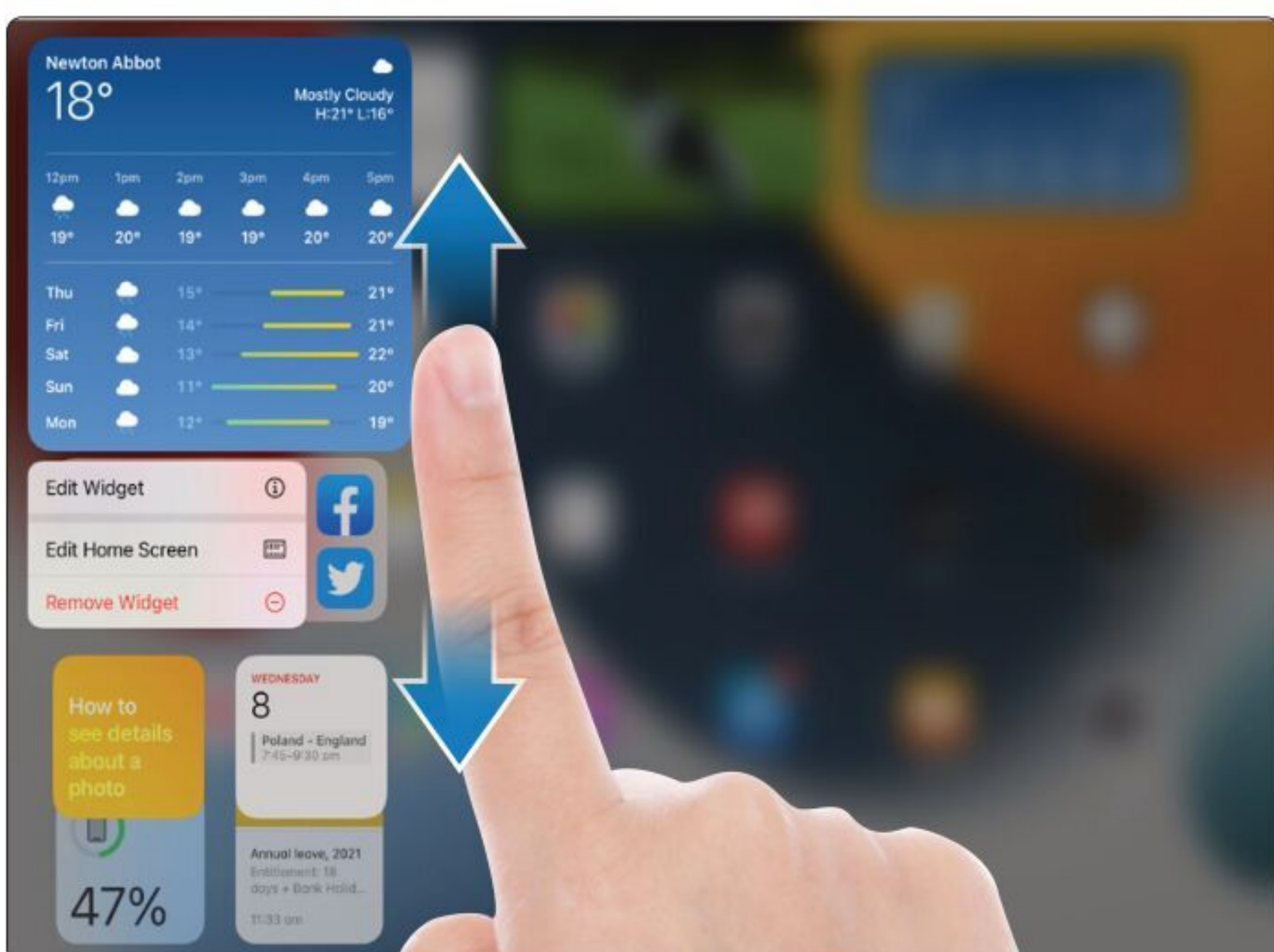
The Widgets Sidebar



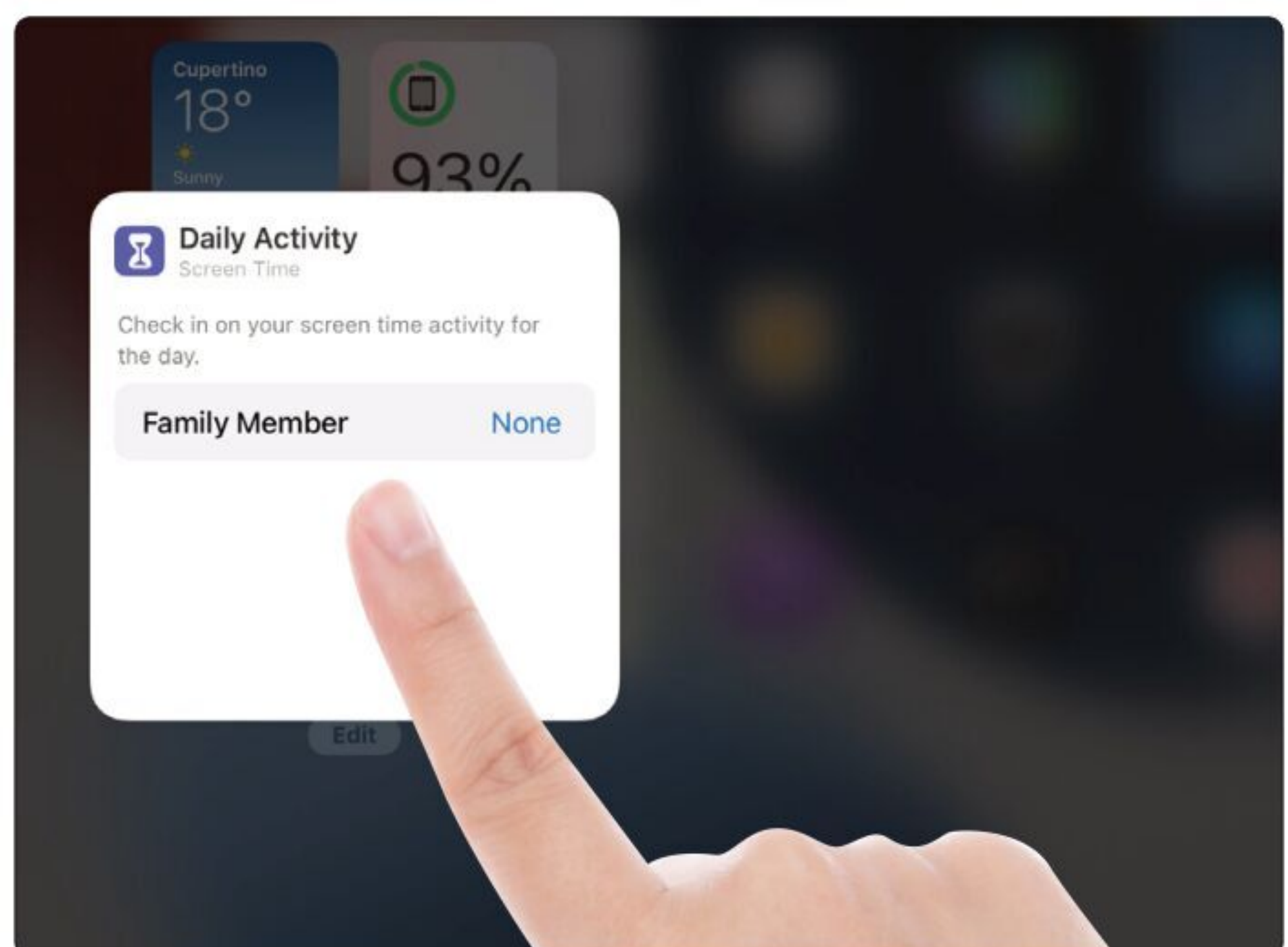
1 The Widgets sidebar can be found on the far left of the Home screen. Keep swiping the Home screen right until you reach the first page, and then swipe it once more to bring the sidebar into view.



2 You can scroll the sidebar up and down to access more widgets. If you tap one of the individual widgets, whether it's for an Apple app or a third-party app, you open the application that created it.



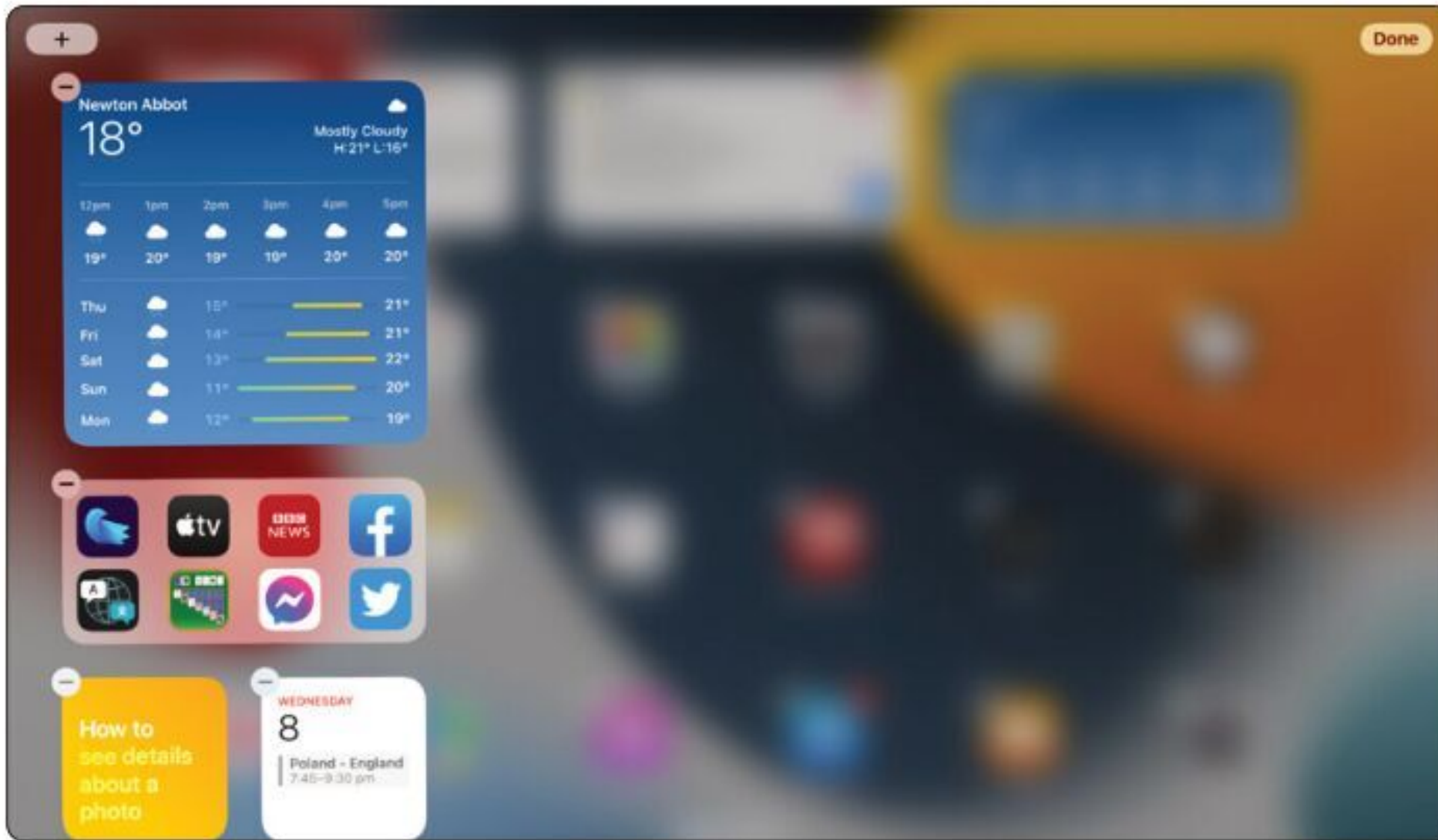
3 Tap and hold a widget for a pop-up menu. The exact options here depends on which widget you tapped but you can always remove the widget/edit the Home screen. Most widgets can be edited too.



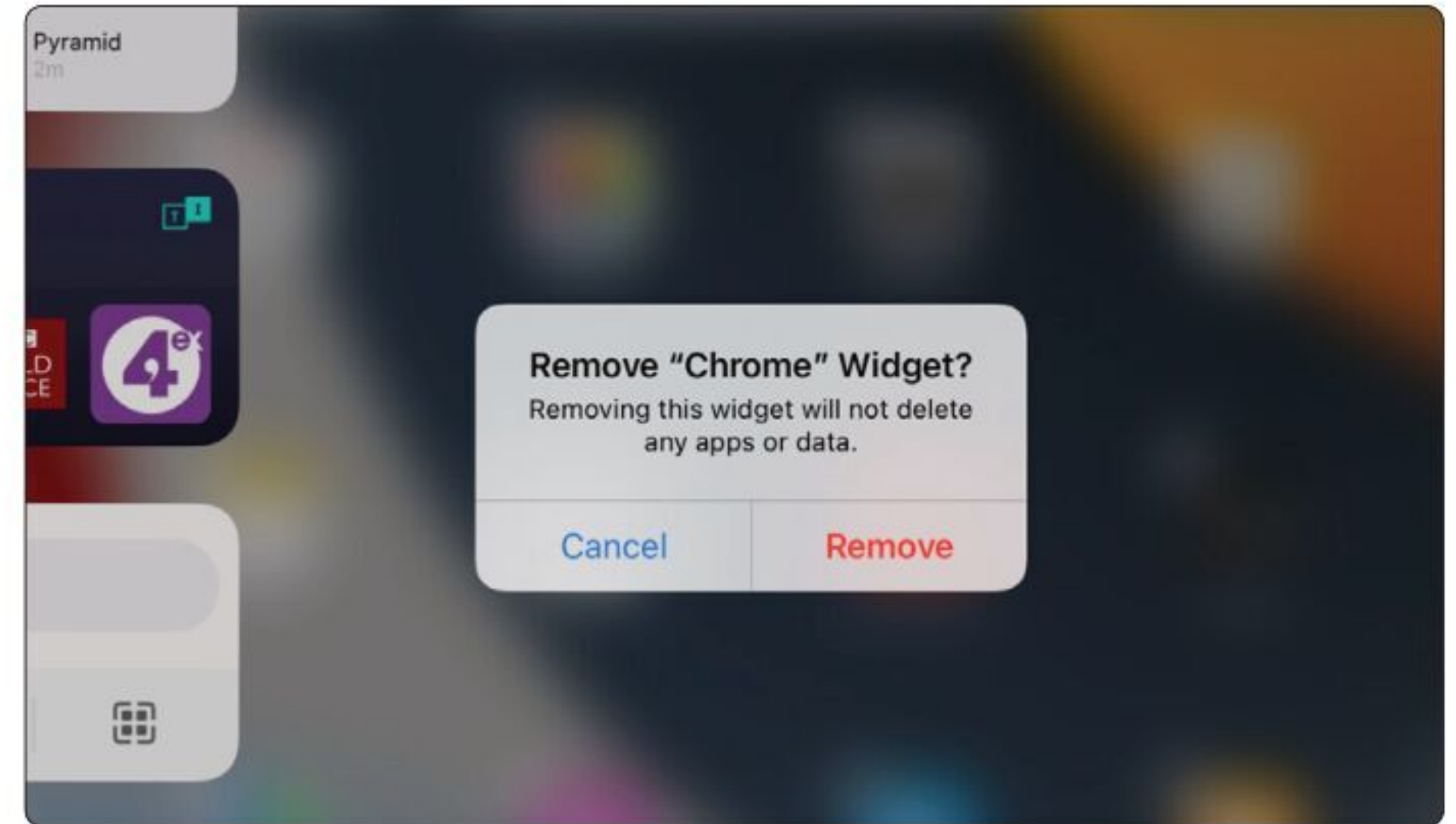
4 To edit the widget, hold your finger on the item and select the "Edit Widget" option to bring up your customisable features list of the app. Make your selections and then tap the screen to apply them in the widget itself.



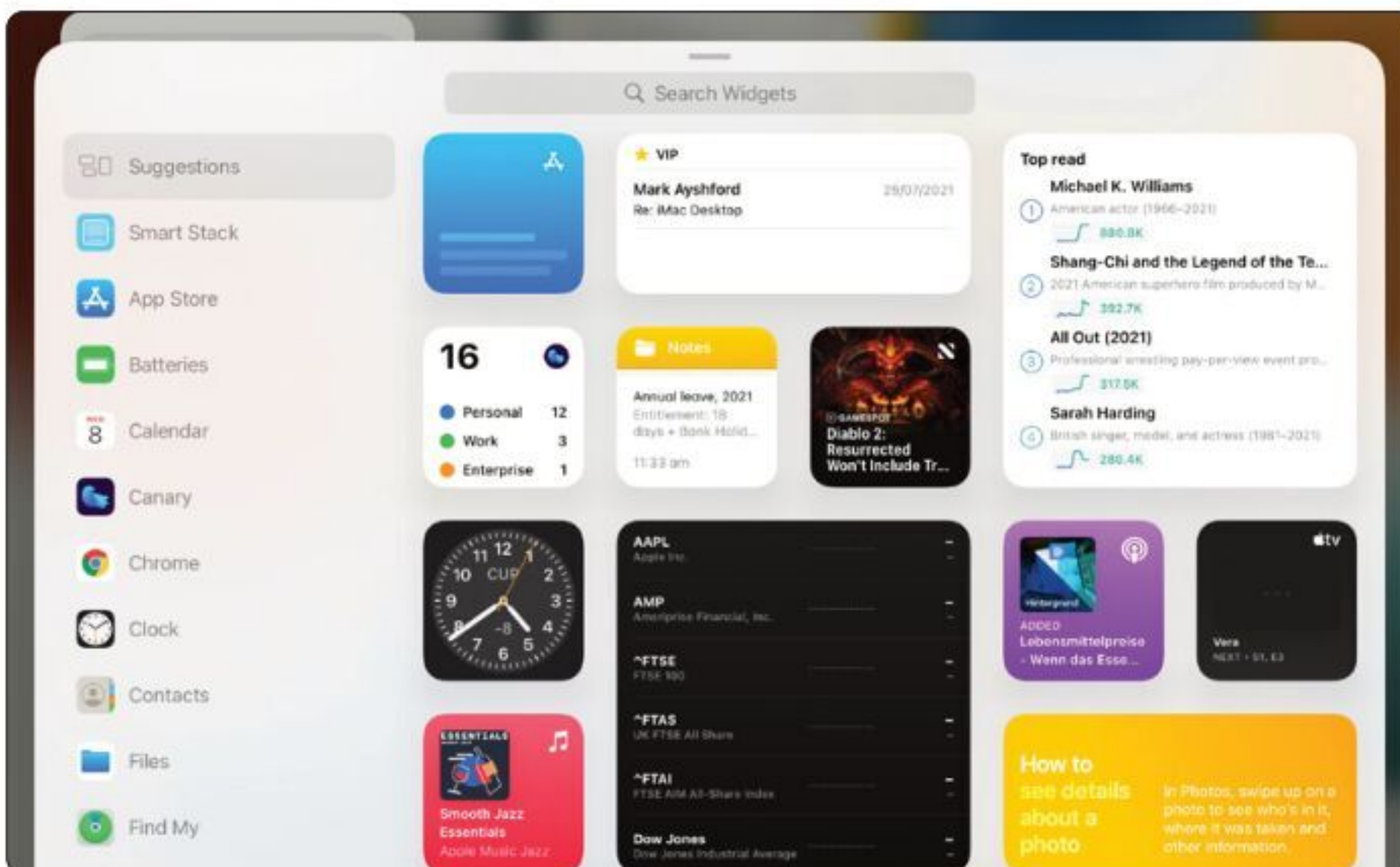
Editing the Sidebar



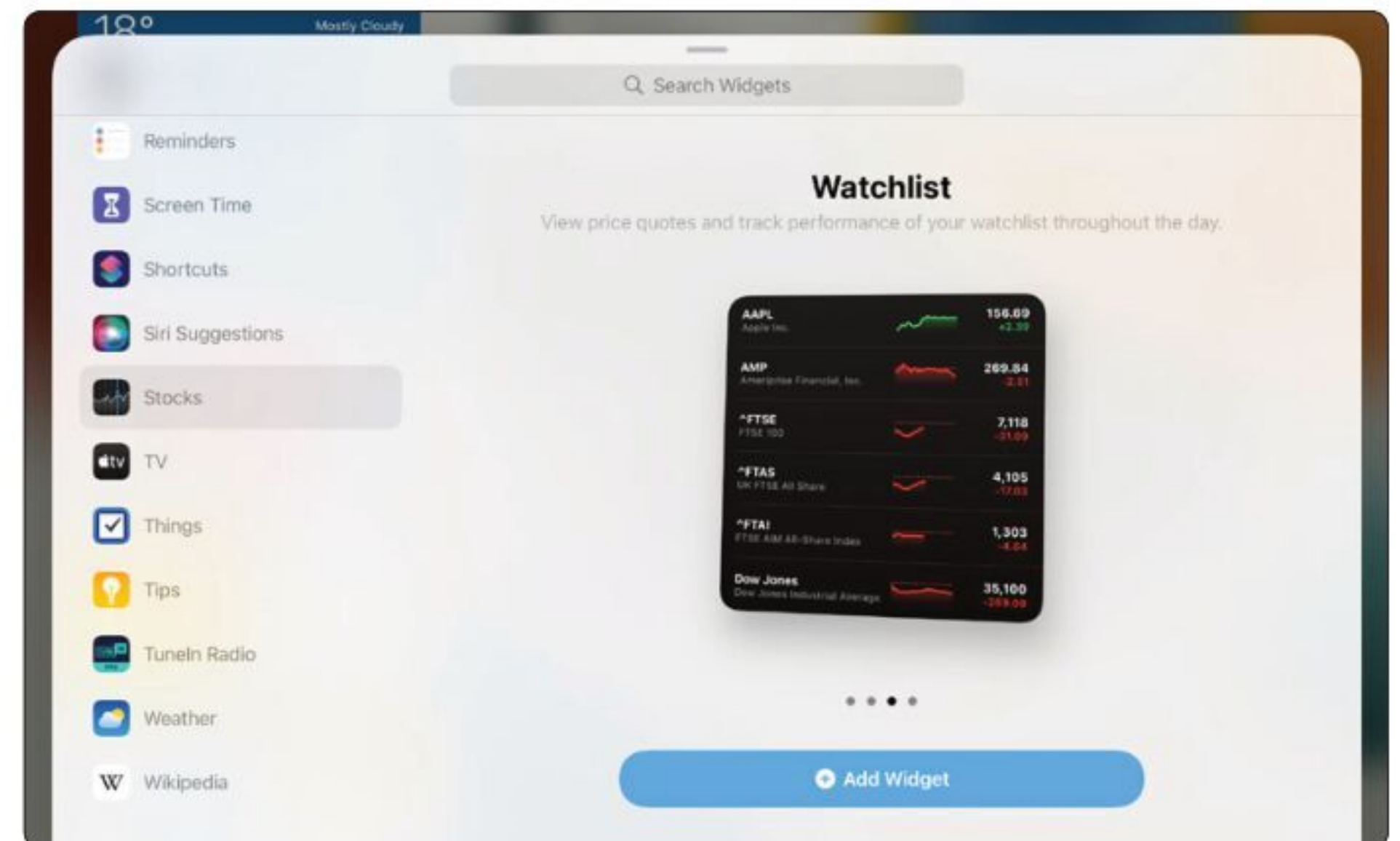
1 To get to the editing screen, either scroll all the way to the bottom of the sidebar and tap Edit or tap and hold an app or a widget and then choose Edit Home Screen from the pop-up. The apps and widgets wobble.



2 To delete a widget from the sidebar, tap the minus sign in its top-left corner. A pop-up invites you to remove the widget from your sidebar. Tap Remove to get rid of it; you can add it again later if you wish.

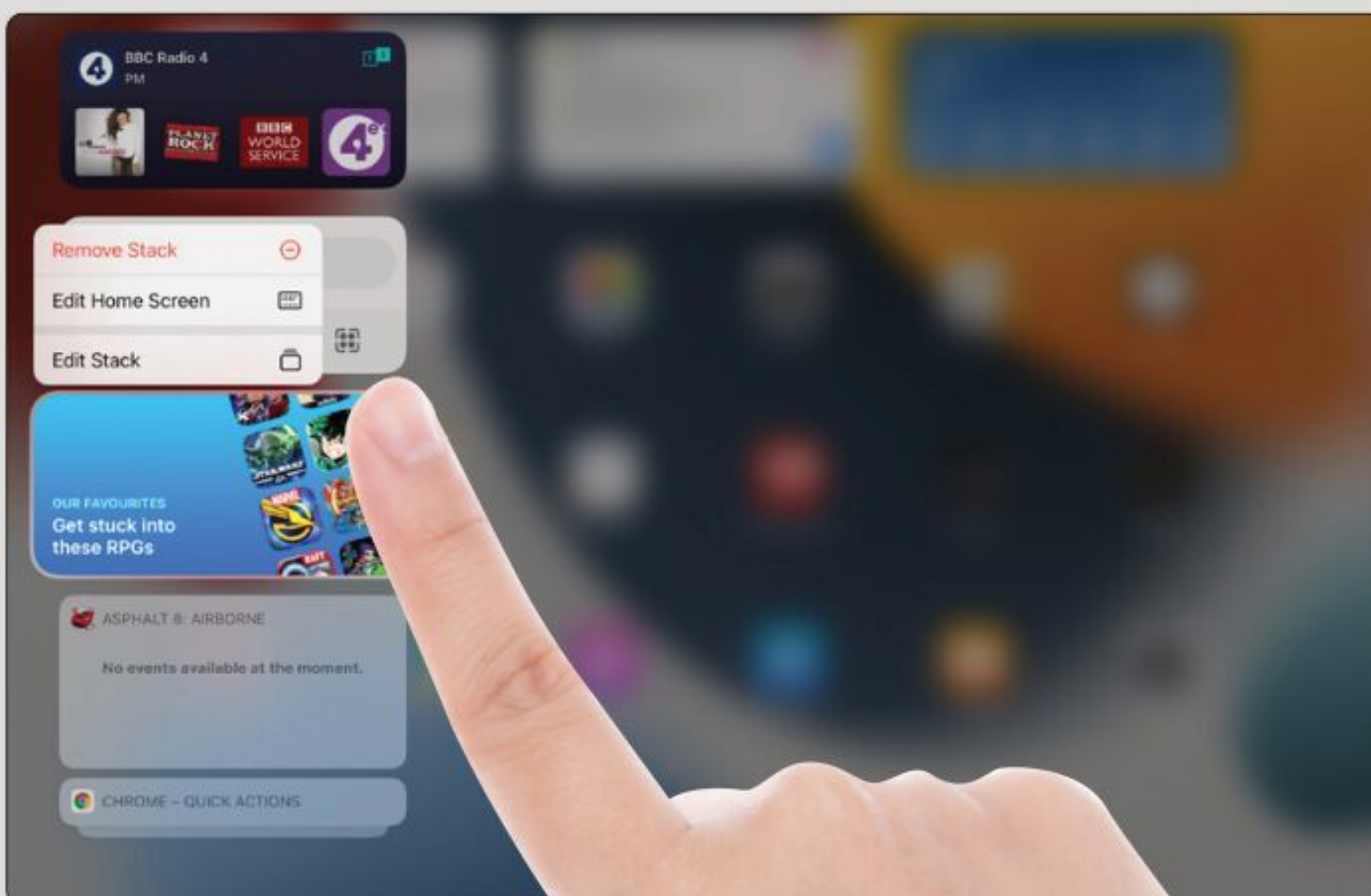


3 Tap the Plus sign in the top-left corner of the screen for this picker, which lets you add widgets to your Home screen sidebar. These include Smart Stack, an editable collection of different widgets.



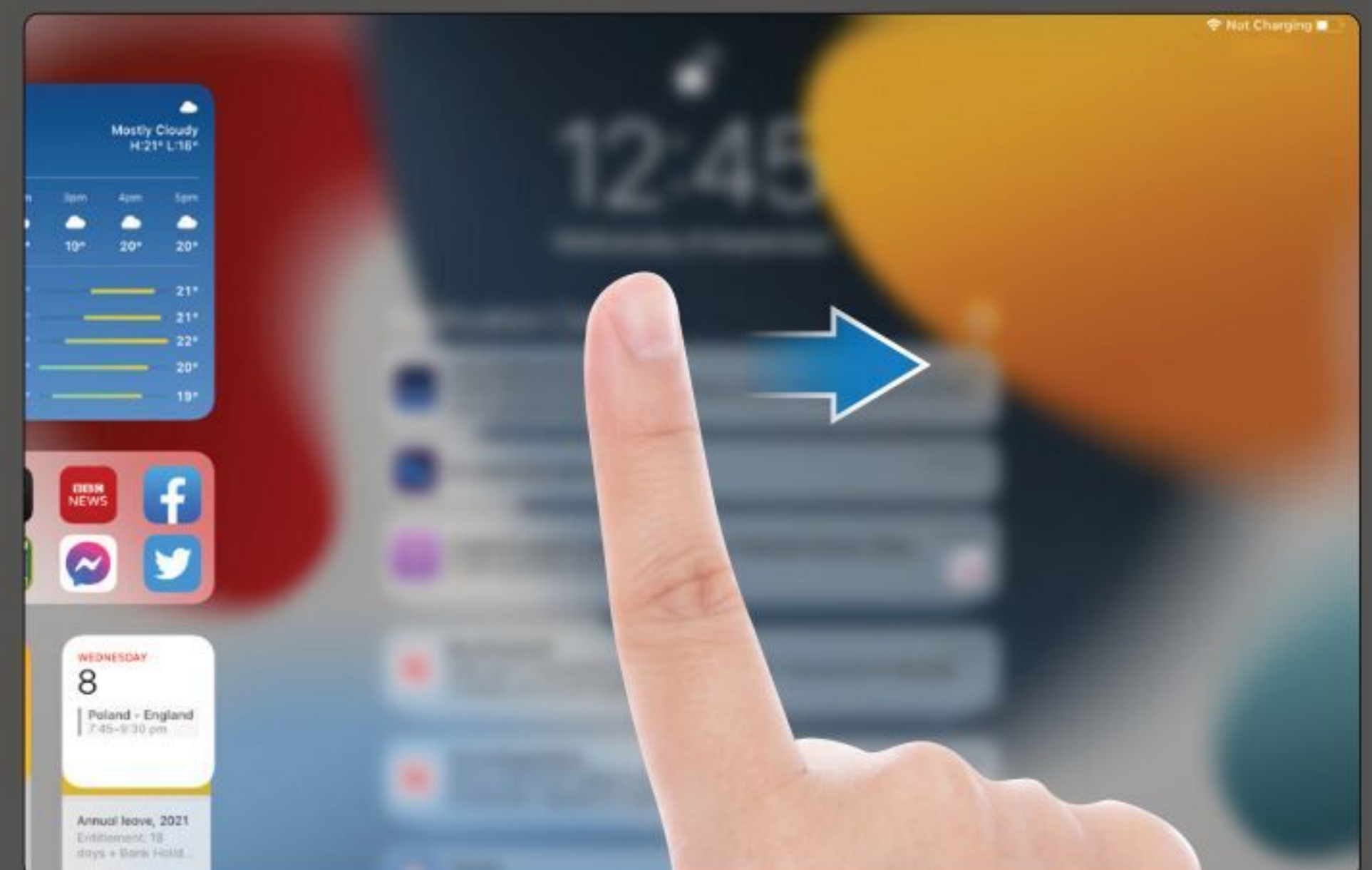
4 Drag a widget into the sidebar to add it. Alternatively, tap on one of the widgets in the picker for an options window, where you can choose between different sizes of widget. Make your selection and tap Add Widget.

Smart Stacks.



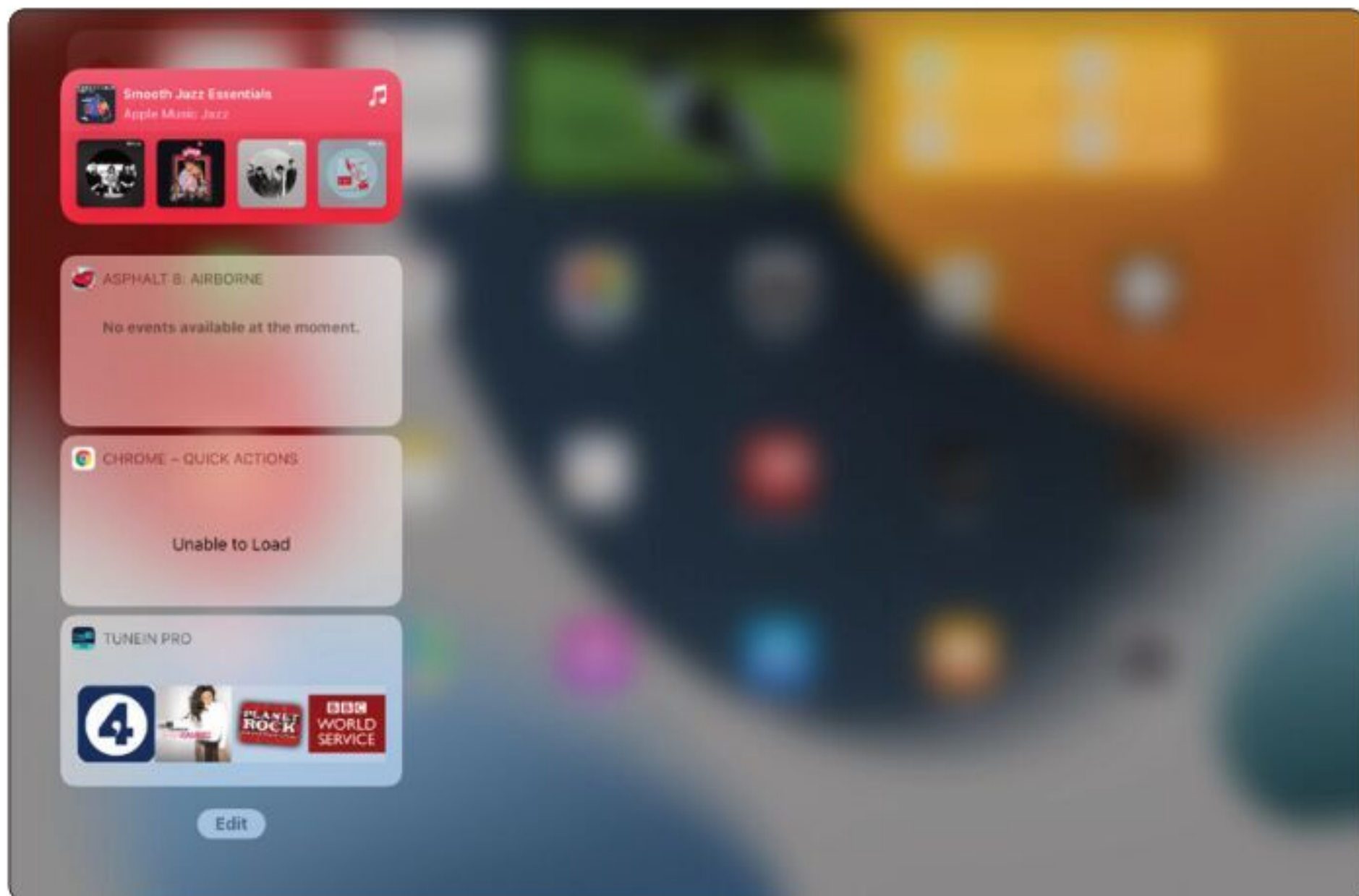
If you have the smart stack on your sidebar, you can flick through the widgets on offer by swiping it up or down. You can also edit it by tapping and holding it, then choosing Edit Stack from the pop-up window.

Notification Centre Access.



You can access your widgets sidebar from the Notification Centre too. Swipe the screen down to get to the Notification Centre and then swipe in from the left-hand side of the screen to access your widgets sidebar.

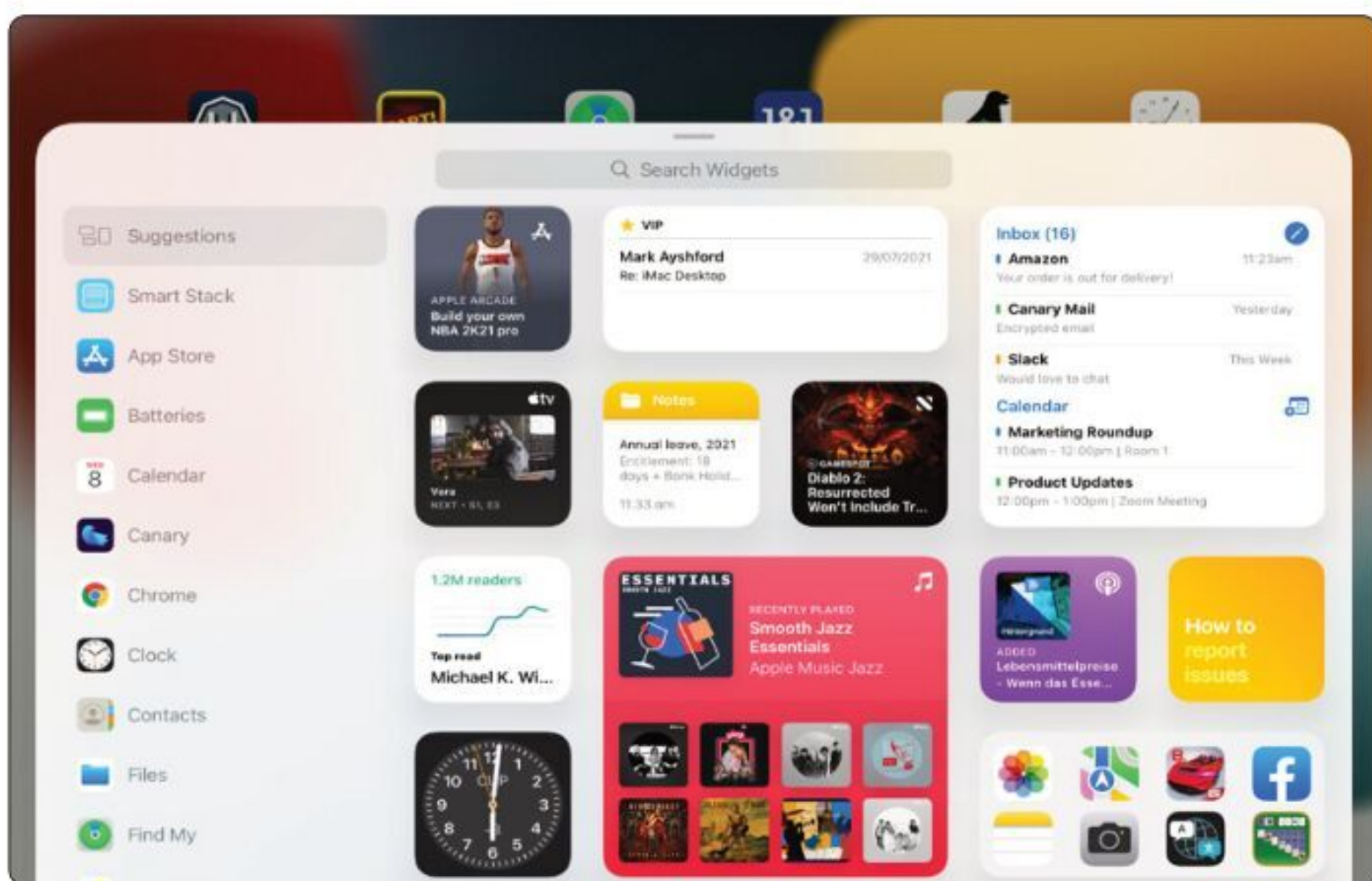
Home Screen Widgets



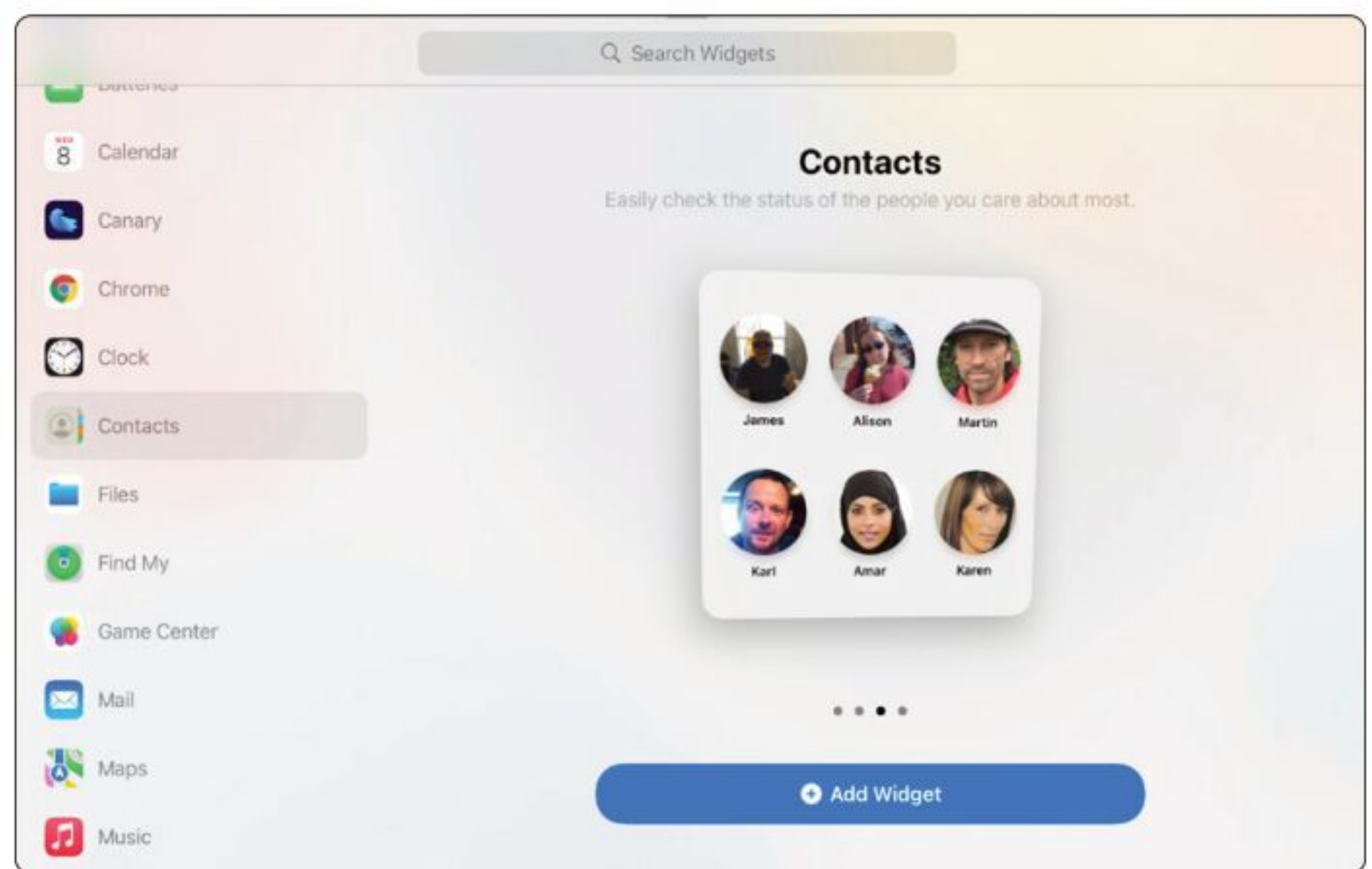
1 It's possible to add Widgets to the Home screen on your iPad, where it sits among the app icons. First of all, swipe your Home screen all the way to the left until you get to the Widgets sidebar.



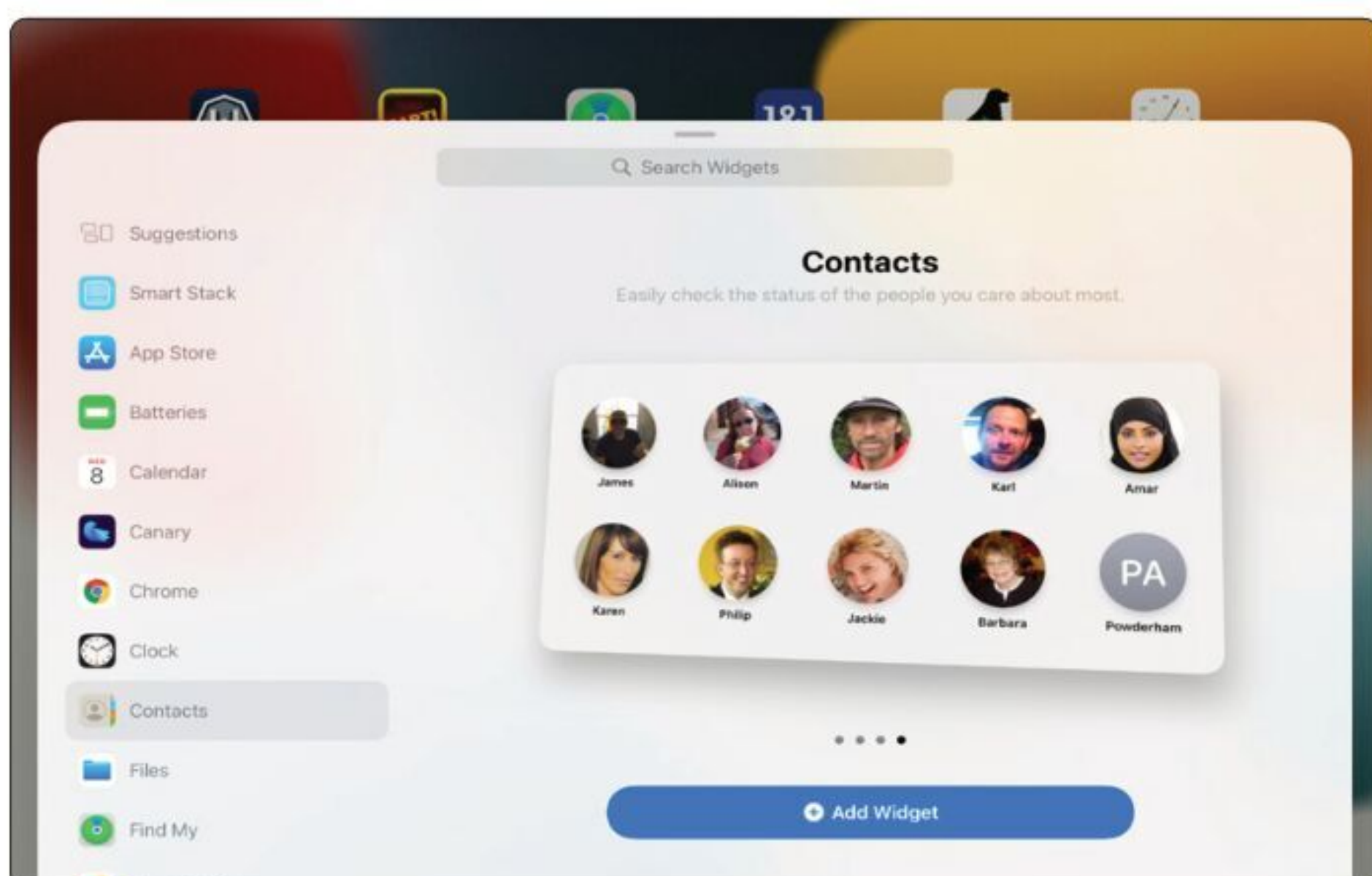
2 The widgets and app icons begin to wobble. Now slide the Home screens left and right until you get to the one where you want to add the Home screen widgets. When you get there, tap the '+' in the top-right corner.



3 The Widget picker appears. The first page in the Widget picker is full of suggestions, based on the your iPad use. Take note of the sidebar, though; here you can choose other widgets from apps on your iPad.



4 Select the Widget you want on your Home screen, whether from the sidebar or the Suggestions screen, swipe it right and left to decide on which size you want. Most widgets have small, medium and large edits.



5 Some Widgets also have a very large version which is only available on the iPad version of the widget, and not on the iPhone. This takes advantage of the tablet's larger screen to give you more information in the widget.



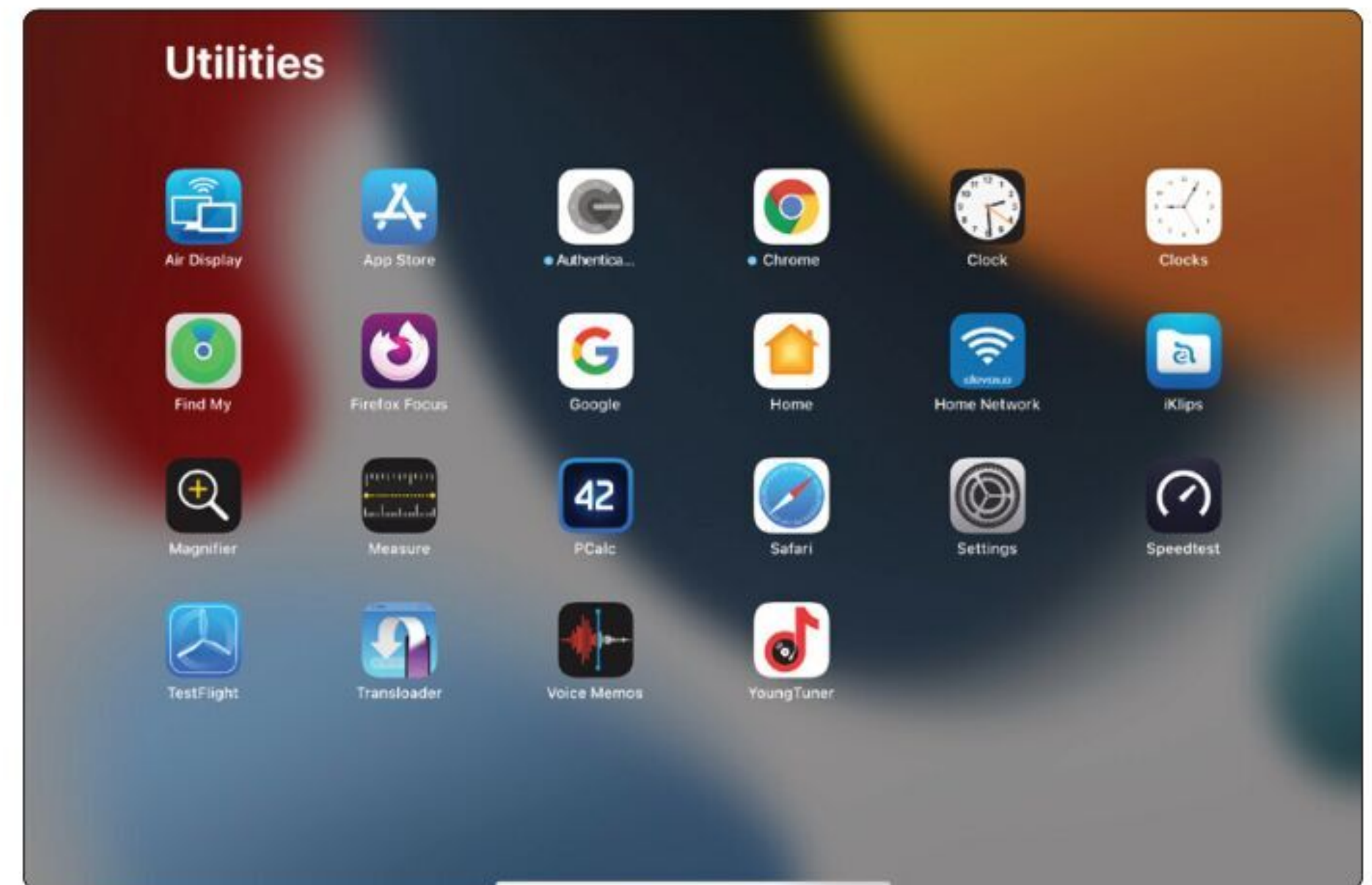
6 Having chosen your widget and its size, tap Add Widget to put it on the Home screen. You can drag it around and position it wherever you like. Home screen widgets can be deleted in the same way as an app ones.



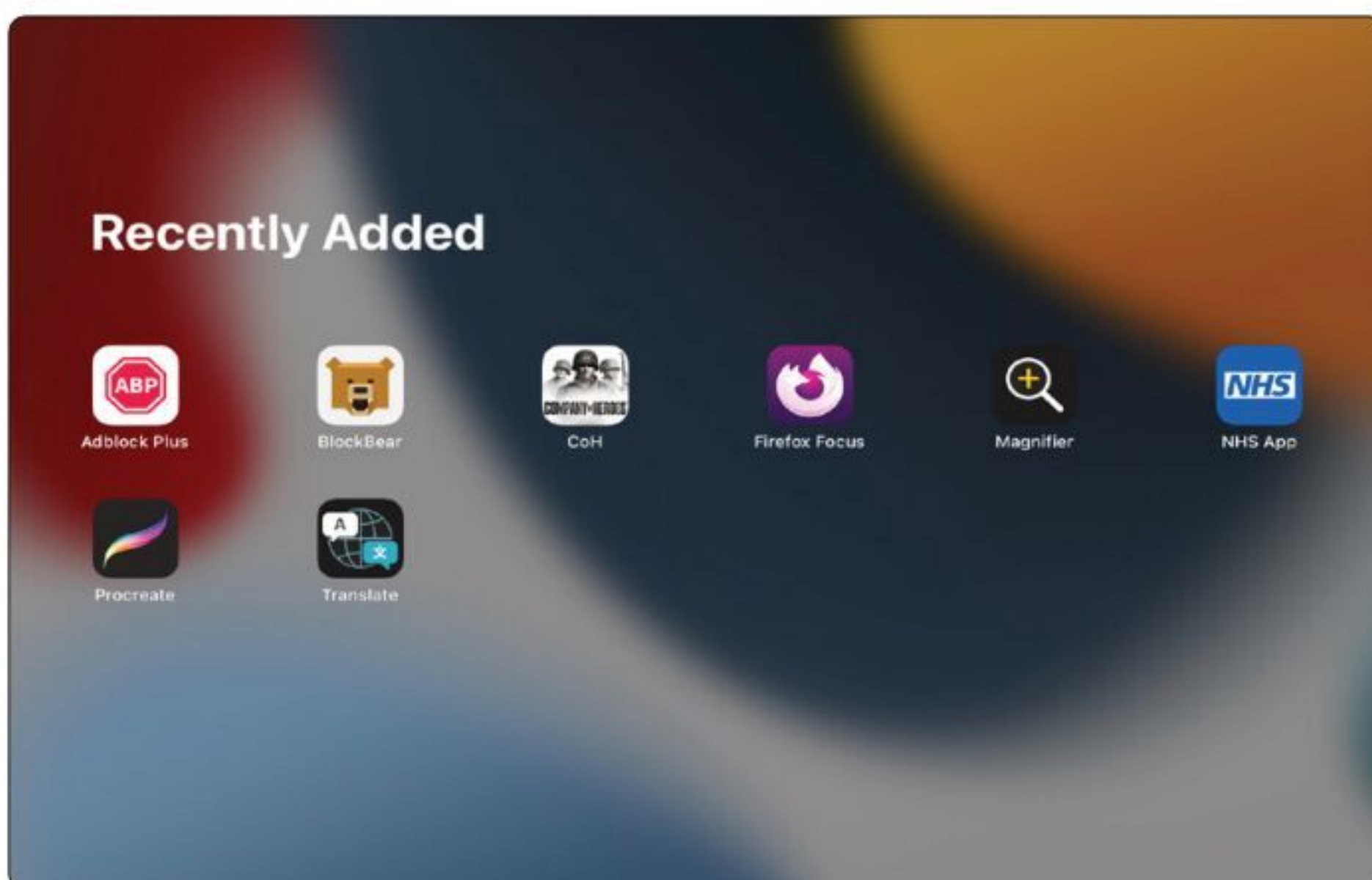
App Library



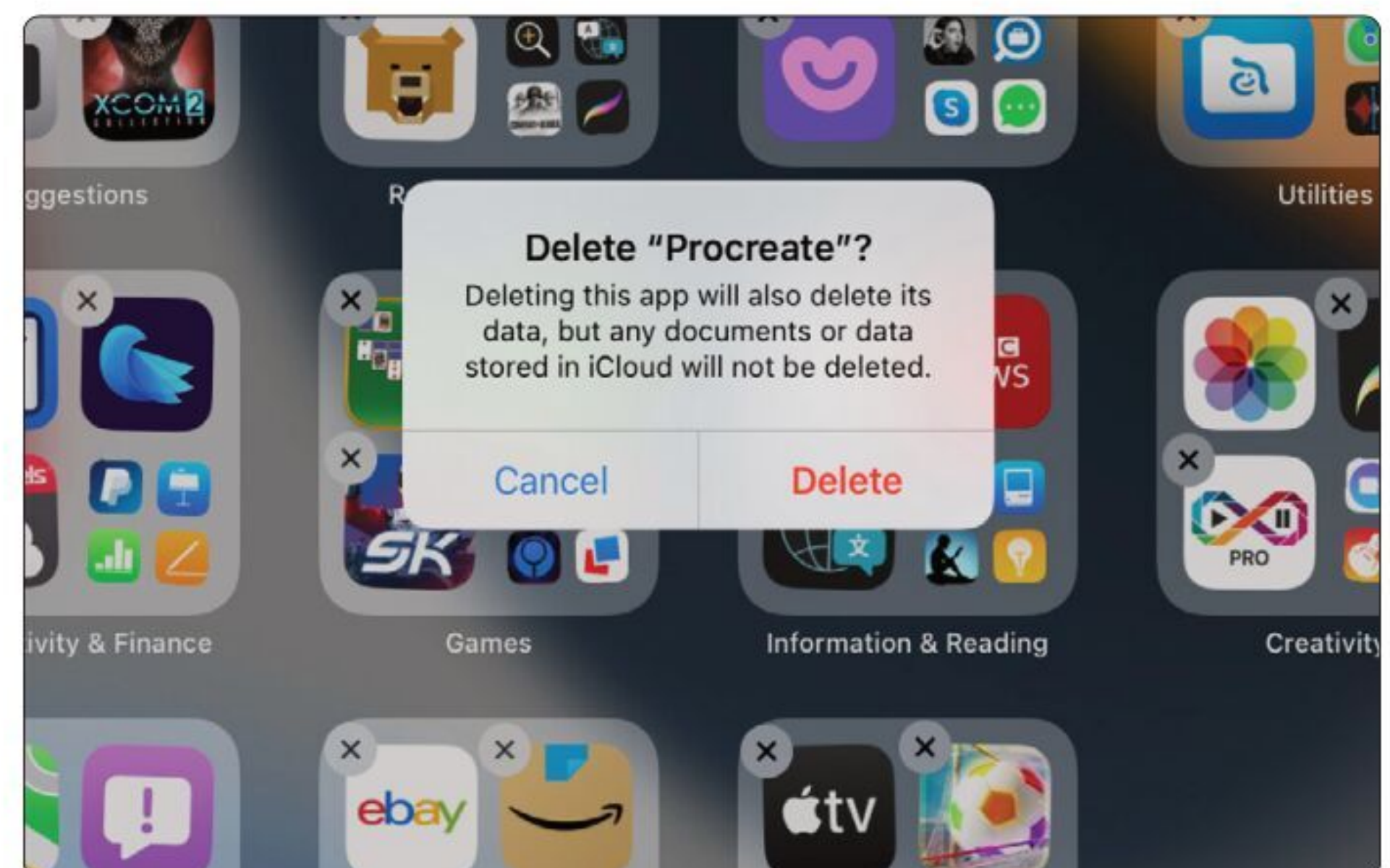
1 If you scroll your Home screens all the way to the right, you find – as the last Home screen – the App Library. This looks like a page full of folders and in a nutshell, but the folders are assembled automatically.



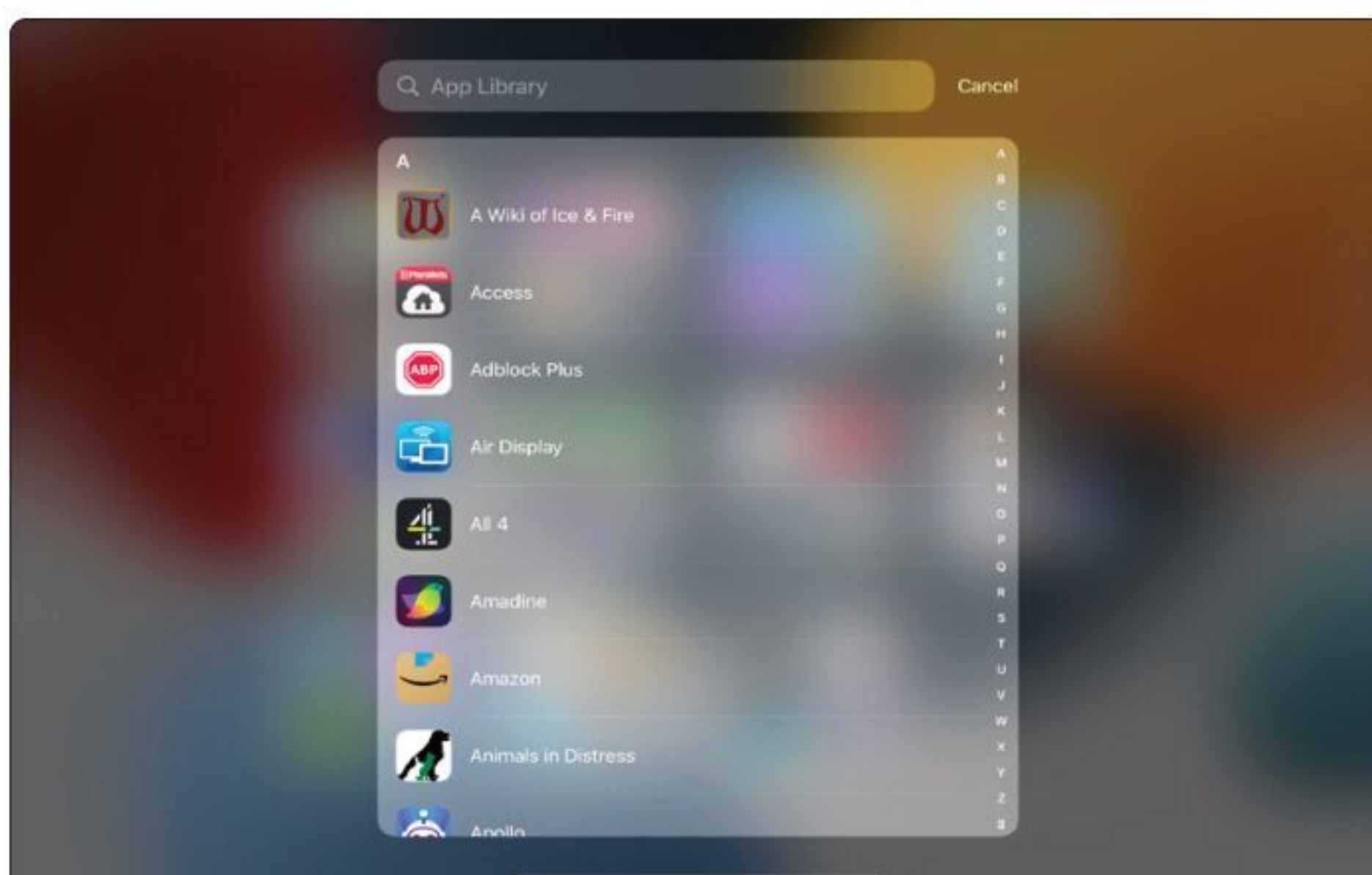
2 If you tap one of the larger app icons inside the App Library folders, the app in question is opened. If you tap a group of four small icons, found in the bottom-right corners of the folders, it opens instead.



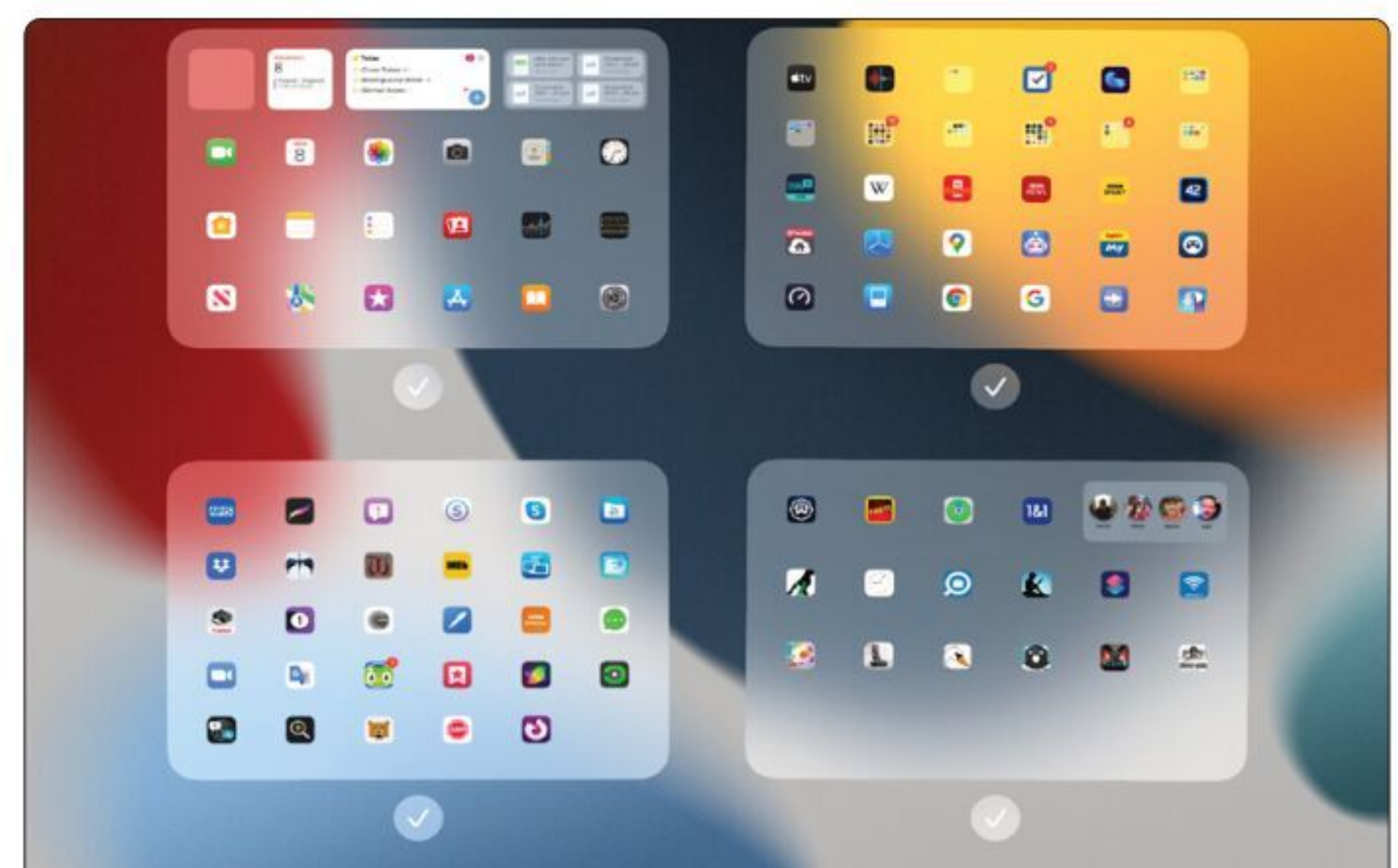
3 The App Library sorts your apps into categories. There's a category called Recently Added for apps you've downloaded recently and Suggestions, which picks apps for you based on previous usage.



4 Like other pages on the Home screen, you can hold a space between apps and make them wobble, then tap an X in the top-left corner of the app icon to delete it; and drag apps out of the folders too.



5 Tap the Search field at the top of the App Library screen for a list of every app on your iPad, which you can search. Scroll this list up and down and the keyboard disappears, allowing you to browse all of your iPad apps.



6 To hide specific Home Screen pages on the Home Screen (not App Library), tap and hold. Tap the dots icon at the foot of the screen, then uncheck any Home Screen pages you wish to hide.

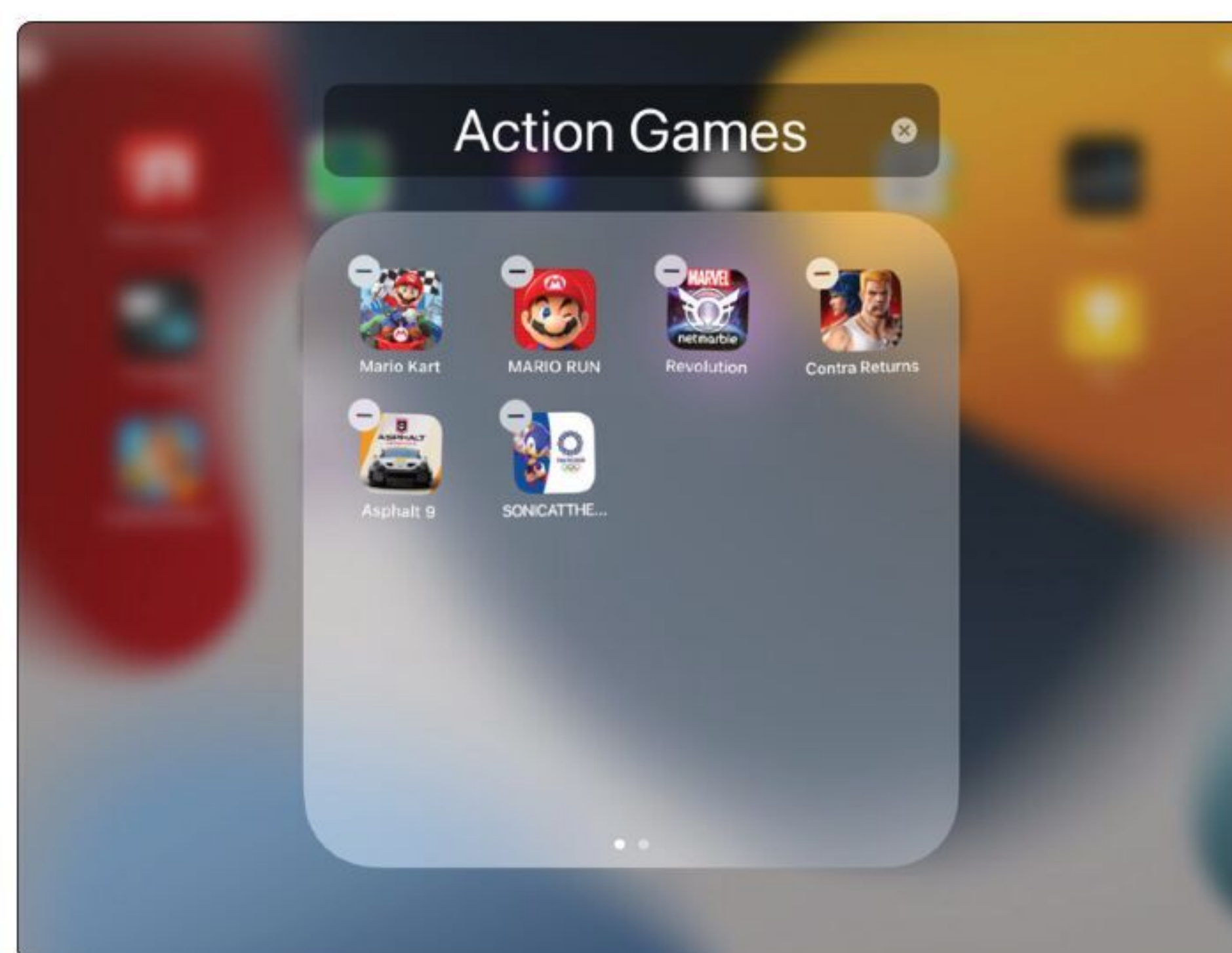


Using Folders On the Home Screen

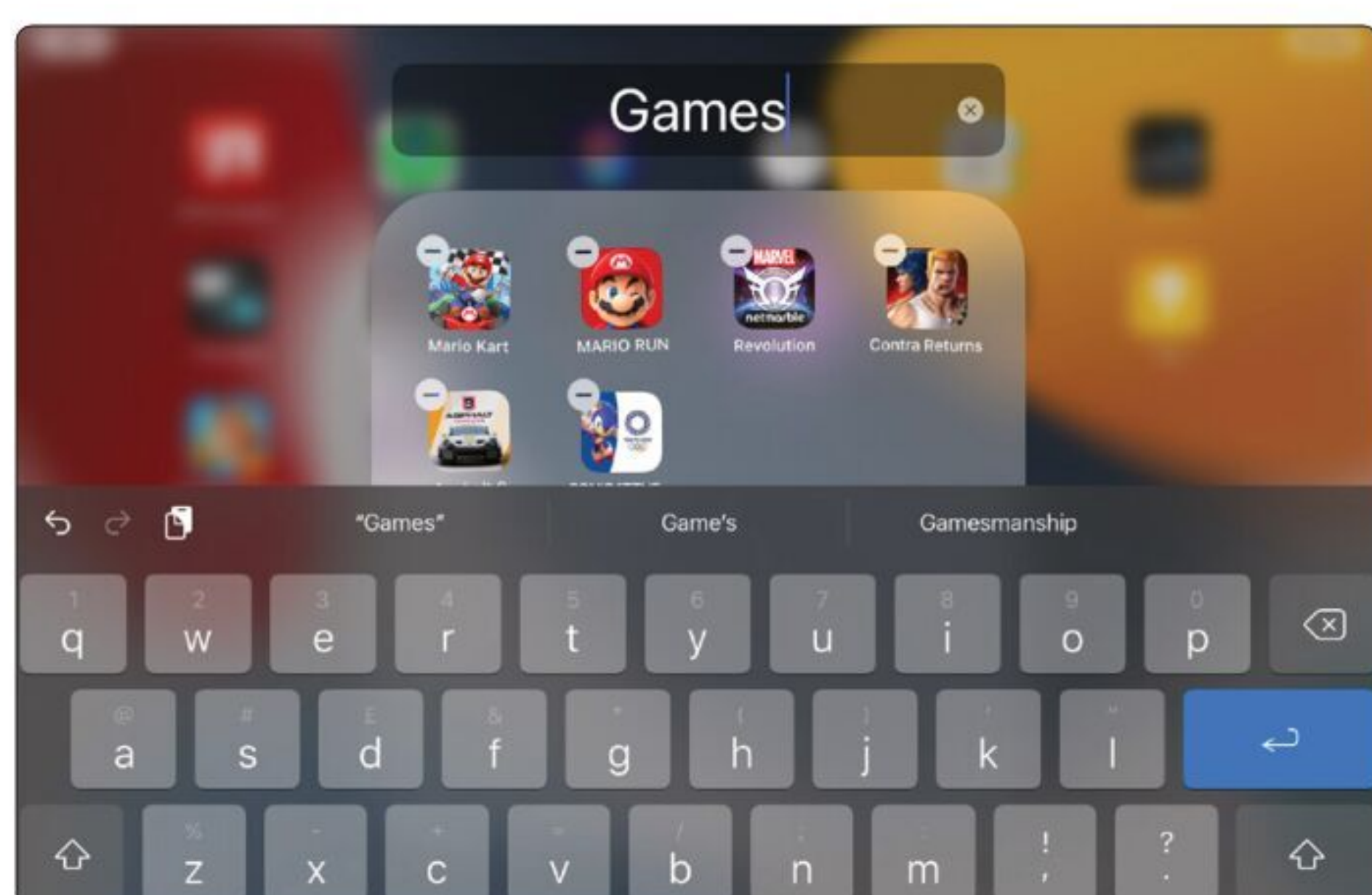
To keep your Home page in a tidy and usable state, you can group apps into folders, maybe all your games in a Gaming folder, for example. It's a good way to organise your applications and makes navigating your iPad much easier.



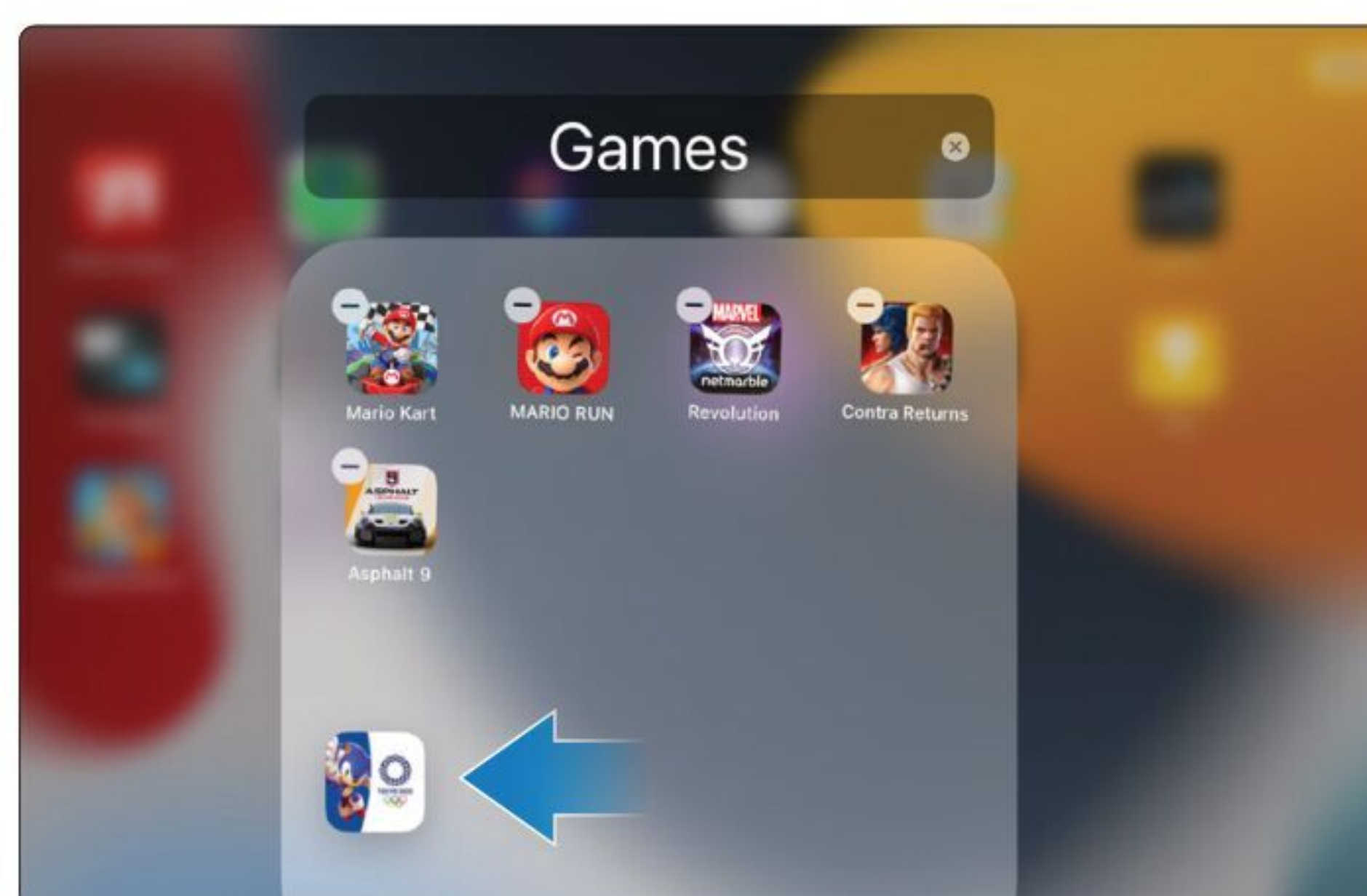
1 To create a folder of apps, on the Home screen tap and hold an app until a pop-up appears. Choose Edit Home Screen and the icons wobble and a small X icon appears in their top left corner. Drag one app onto another and they're grouped into a folder. Tap outside the folder box to return to the Home screen. Drag the other apps you wish to store there onto the new folder.



2 Tap Done (top right corner) to stop the apps wobbling. You can see that we've put five separate apps in this folder here. As they're all productivity apps, it's automatically named Productivity. Tap the folder to open it, then tap one of the apps to use it in the usual way. It's a great means of grouping similar apps, keeping your Home screen tidy and making things easier to find.



3 If you want to rename a folder, open it, tap and hold an app and then hold Edit Home Screen until the icons wobble again. Then tap the name of the folder. A keyboard appears and you can edit the name of the folder in the usual way. Call it anything you like.



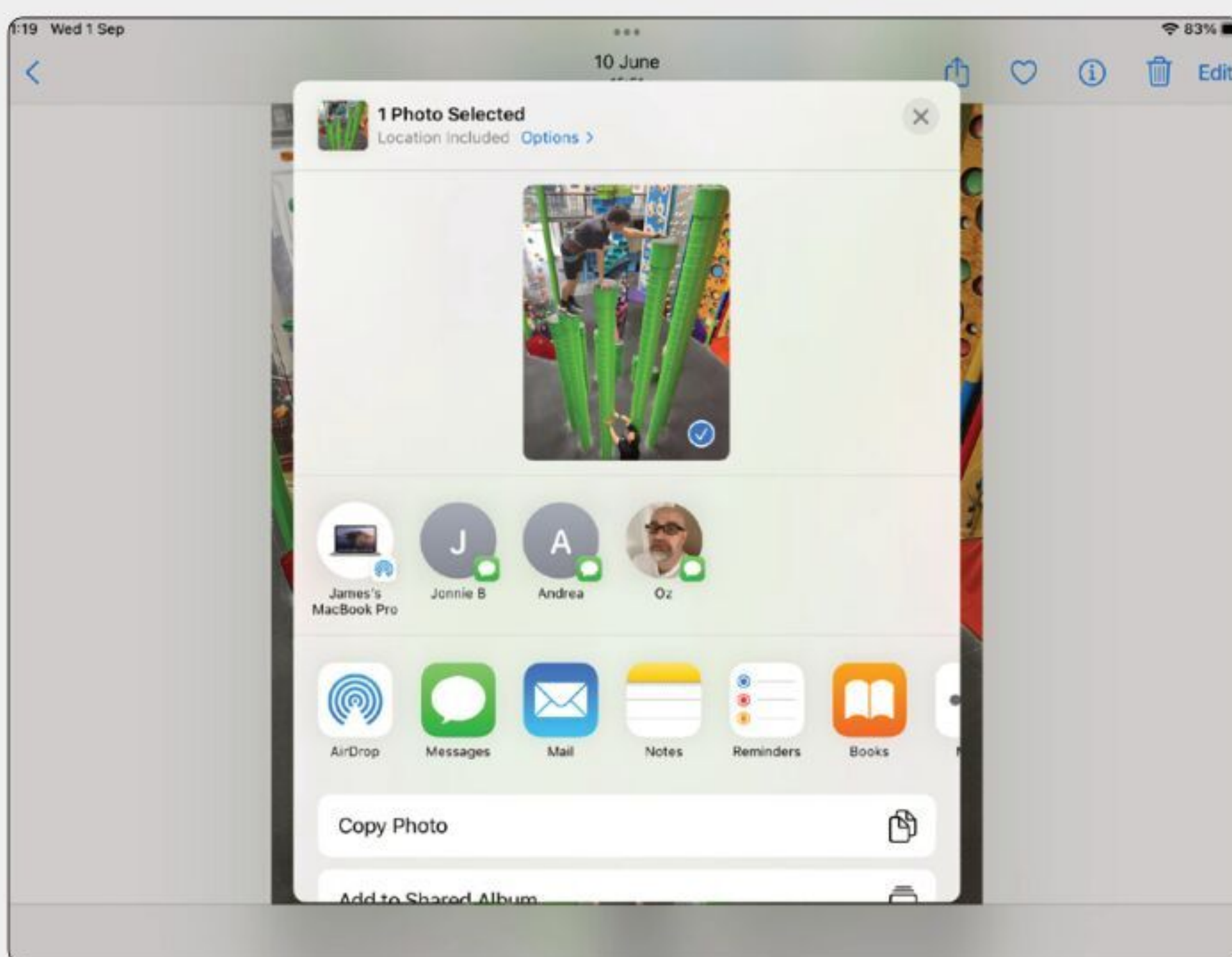
4 To move an app out of a folder, open the folder and hold an app until it wobbles. Drag the app outside the folder box as shown. It returns to the Home screen and the folder closes. Remove the last app and the folder disappears.



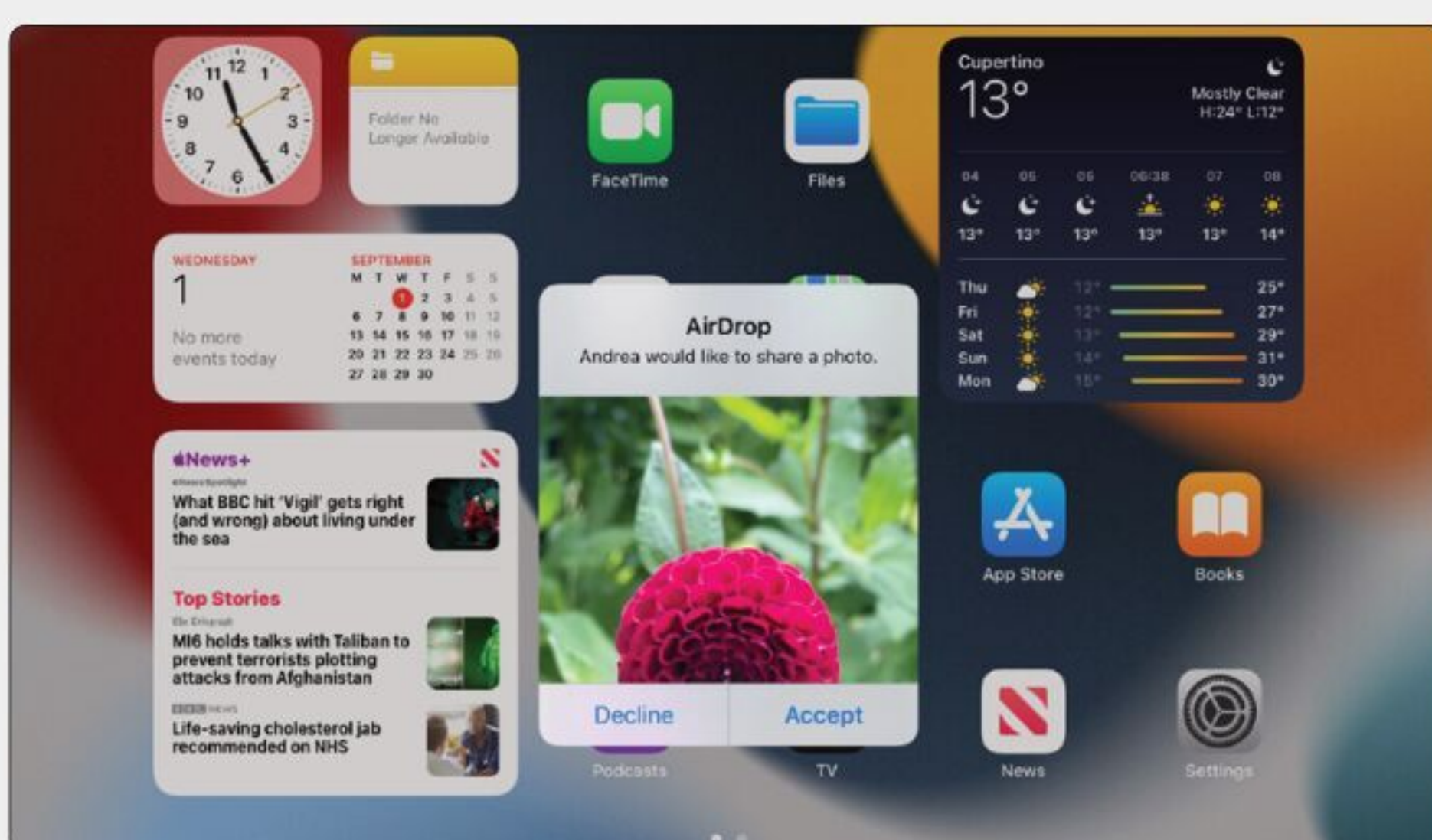
AirDrop & Bluetooth Stream and Transfer

AirDrop is great for transferring files from your iPad to another Apple device and Bluetooth is used for wirelessly streaming sound and other data, maybe to speakers or headphones. Here's how to use these two features.

Transfer Files with AirDrop.

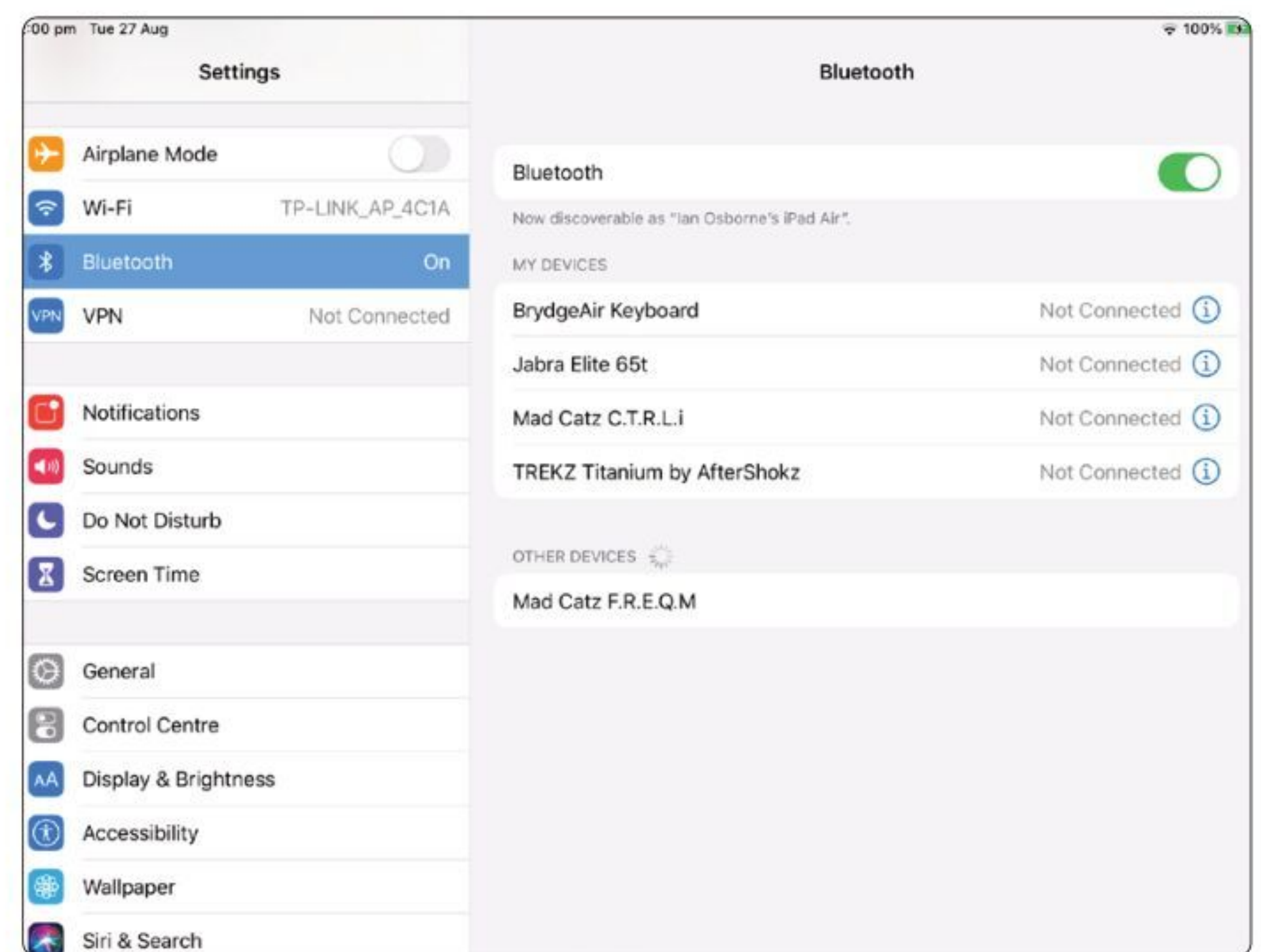


1 You can send files to other Apple devices using AirDrop, but Wi-Fi and Bluetooth must be switched on. Open the file, tap the Share icon. People to whom you can AirDrop are shown at the top of the window; look for the AirDrop icon. Tap the person to whom you want to send the file.

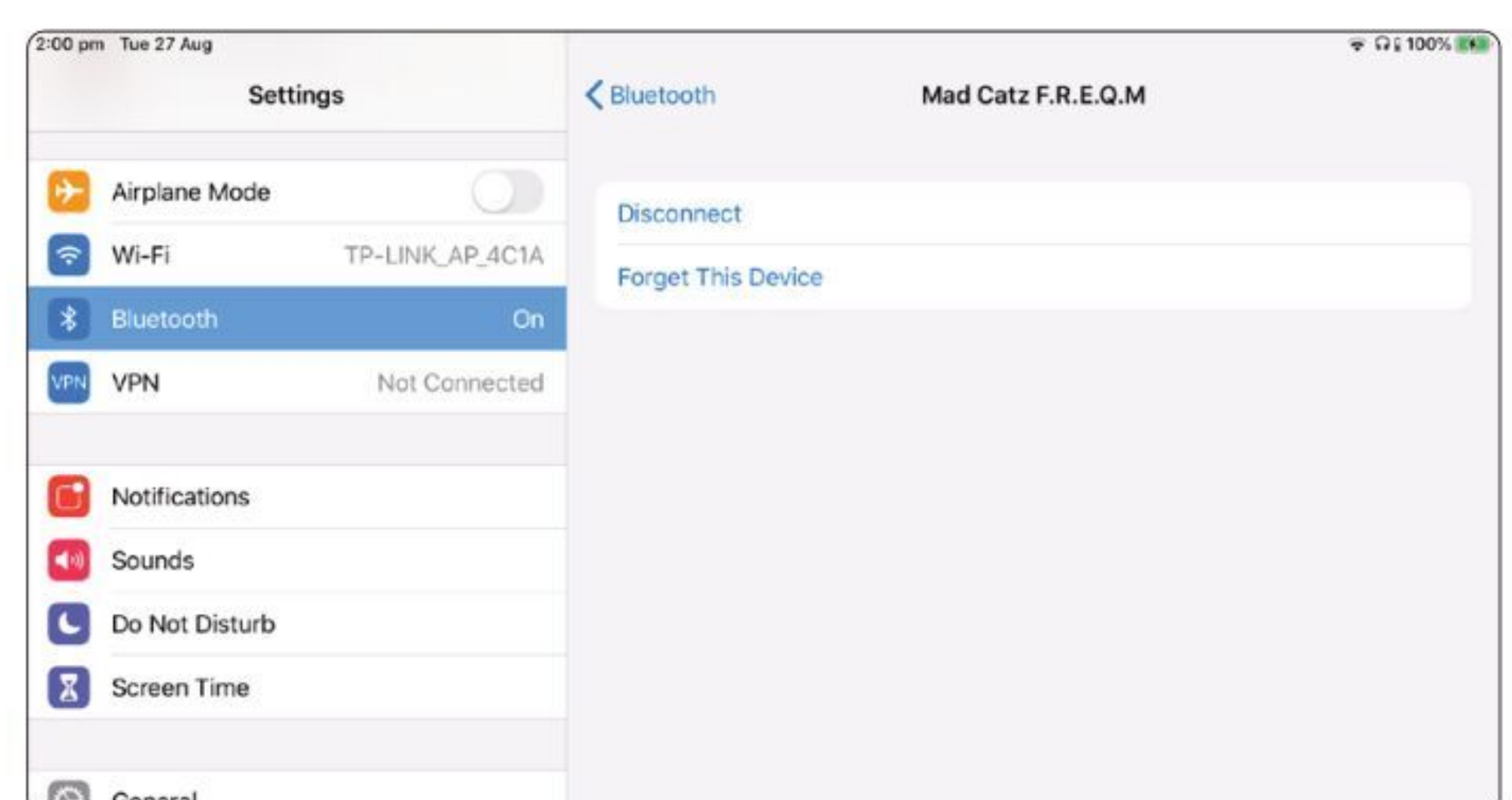


2 Use Settings > General > AirDrop to determine whether receiving via AirDrop is on or off, share only with people in your Contacts app, or share with everyone. If you accept AirDrops from everyone, when you're sent an AirDrop file you have to accept it first.

Pairing with Bluetooth



1 Bluetooth can wirelessly connect your iPad with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions. Go to Settings > Bluetooth and the device you're pairing should be listed. Tap it to pair.



2 Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it. To unpair a device: in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

The Apple Pencil in iPadOS 15

The Apple Pencil transforms the iPad from a finger-based tool to a professional artist's canvas. With it, you can sketch, draw, paint and write on the iPad, just like it was a physical piece of paper and it gets a boost in iPadOS 15! Let's take a look at Apple Pencil and Scribble.

If you own a first-generation Apple Pencil (the one with the silver band at the end), start by removing the cap at the top of the pencil to reveal a Lightning connector plug; make sure your iPad is switched on and unlocked, then plug the end of the Apple Pencil into the Lightning socket at the bottom of your iPad. An alert appears on the iPad's display saying 'Bluetooth Pairing Request'. Tap Pair to connect the Apple Pencil to your iPad Pro. Wait for the alert window to disappear, and then remove the Apple Pencil from your iPad. Now reattach the cap to the Apple Pencil to cover the Lightning connector.

The second generation Apple Pencil (with no silver band), does not need to be paired like the older version. Instead, you just place the flat side of

the pencil on the iPad and it pairs automatically. It couldn't be simpler. As well as pairing, connecting your Apple Pencil to the iPad like this also charges it wirelessly, using your iPad Pro's own battery. There's no need to plug it into the iPad's charging port, as with a first-generation Apple Pencil.

To see how much your Apple Pencil is currently charged, swipe down from the top of the screen to open Notification Centre. Tap the Widgets tab to see the Batteries section. Below the iPad, you find the Apple Pencil charge. When it starts to run out of power, you get alerts; just plug it back in (1st generation) or place it on the top of the iPad (2nd generation) to charge up. Both versions get 30 minutes power from 15 seconds charge or it charges fully in about 15 minutes.

System Requirements.

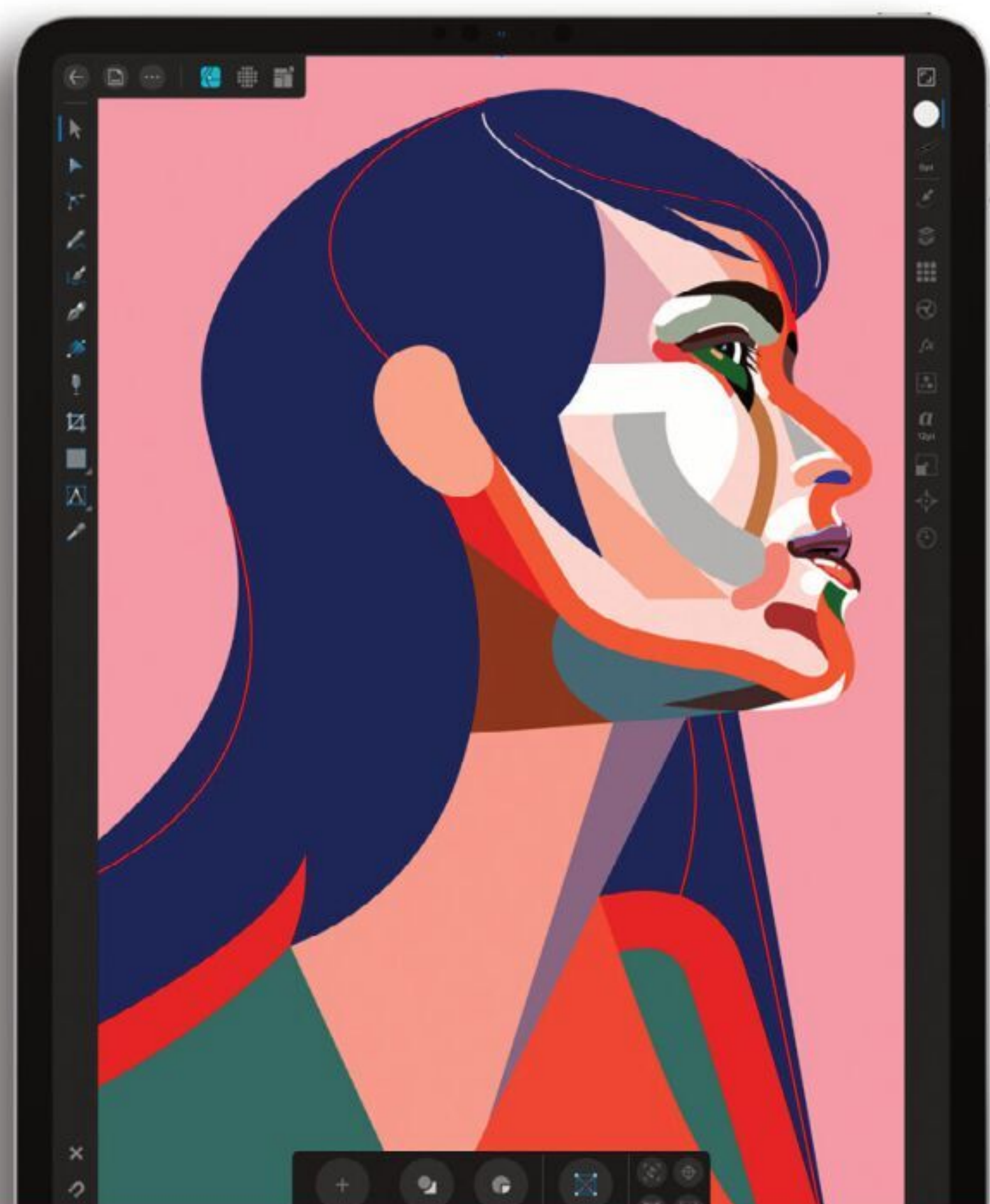
The Apple Pencil, 2nd Generation, is currently compatible with:

iPad Pro 11-inch
iPad Pro 12.9-inch (3rd generation).

The first-generation Apple Pencil can be used with:

Pad Air (3rd generation)
iPad mini (5th generation)
iPad (6th generation)
iPad 10.2-inch (7th generation)
iPad Pro 12.9-inch (1st and 2nd generation)
iPad Pro 10.5-inch
iPad Pro 9.7-inch.

To find out which model iPad you have, go to <https://support.apple.com/en-gb/HT201471>.

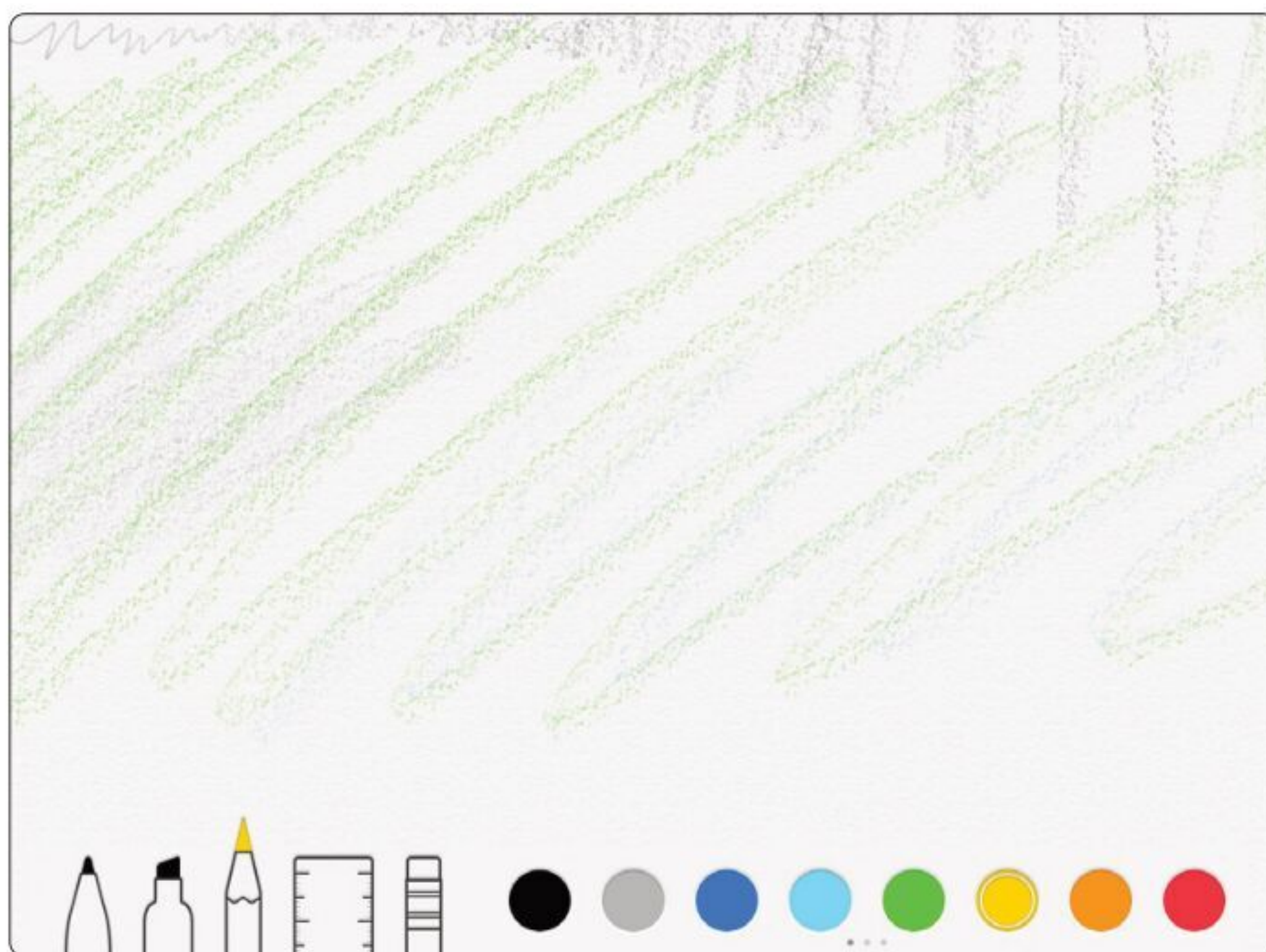




Using Your Apple Pencil

With the Apple Pencil connected, you can use it just like a finger. Tap the screen to select icons, buttons and other interface items. You can combine Apple Pencil taps with finger taps to interact with your iPad.

You can use an Apple Pencil purely as a finger substitute, but to get the most from it, you need to use an app with Apple Pencil support. The best one to start with is Apple's own Notes app. Create a New Note and tap the Draw icon (just above the 'delete' key). At the bottom of the Notes app is a selection of pen-and-pencil styles and a range of colours from which to choose. Tap these and draw on the screen with the Apple Pencil. The firmer you press on the Apple Pencil, the broader and more pronounced the stroke.



Side to Shade

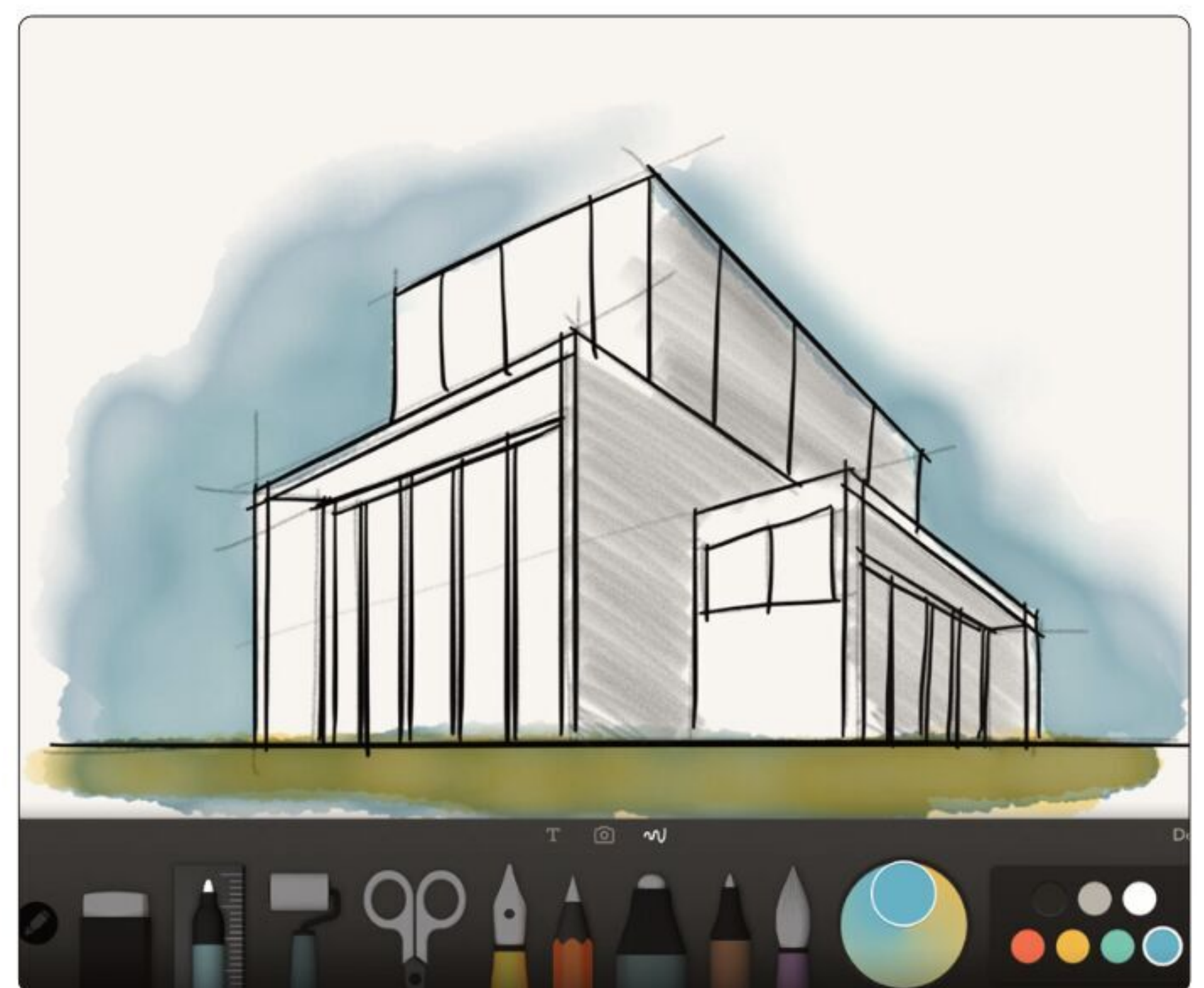
An interesting trick the Apple Pencil has up its sleeve is the shade function. Try drawing on the screen with the side of the Apple Pencil nib. This angle creates a shaded effect as if you were shading in with a regular pencil. Don't worry about resting your palm against the screen when sketching either as the iPad features a palm-rejection technology that detects which part of your hand is resting on the screen and ignores it where necessary.

Unlike other digital pencils, the Apple Pencil doesn't have a built-in eraser but most drawing apps have an eraser as an option. Tap the Eraser tool in Notes, for example, and now when you draw on the screen with the Apple Pencil you will remove elements you have previously drawn.

The Paper App

Apple's Notes app is a great place to start, but when you're ready to take things further, try 53's Paper app (fiftythree.com). We find it to be the best reproduction of a pencil and paper available on any tablet device. It has a much wider range of brushes and colours than Apple's Notes. Straight lines can be a challenge, and different apps have different approaches to a ruler. In Paper, the Shape tool lets you draw shapes (lines, arrows and circles) and they are automatically straightened up. It's quite instinctive after a few goes.

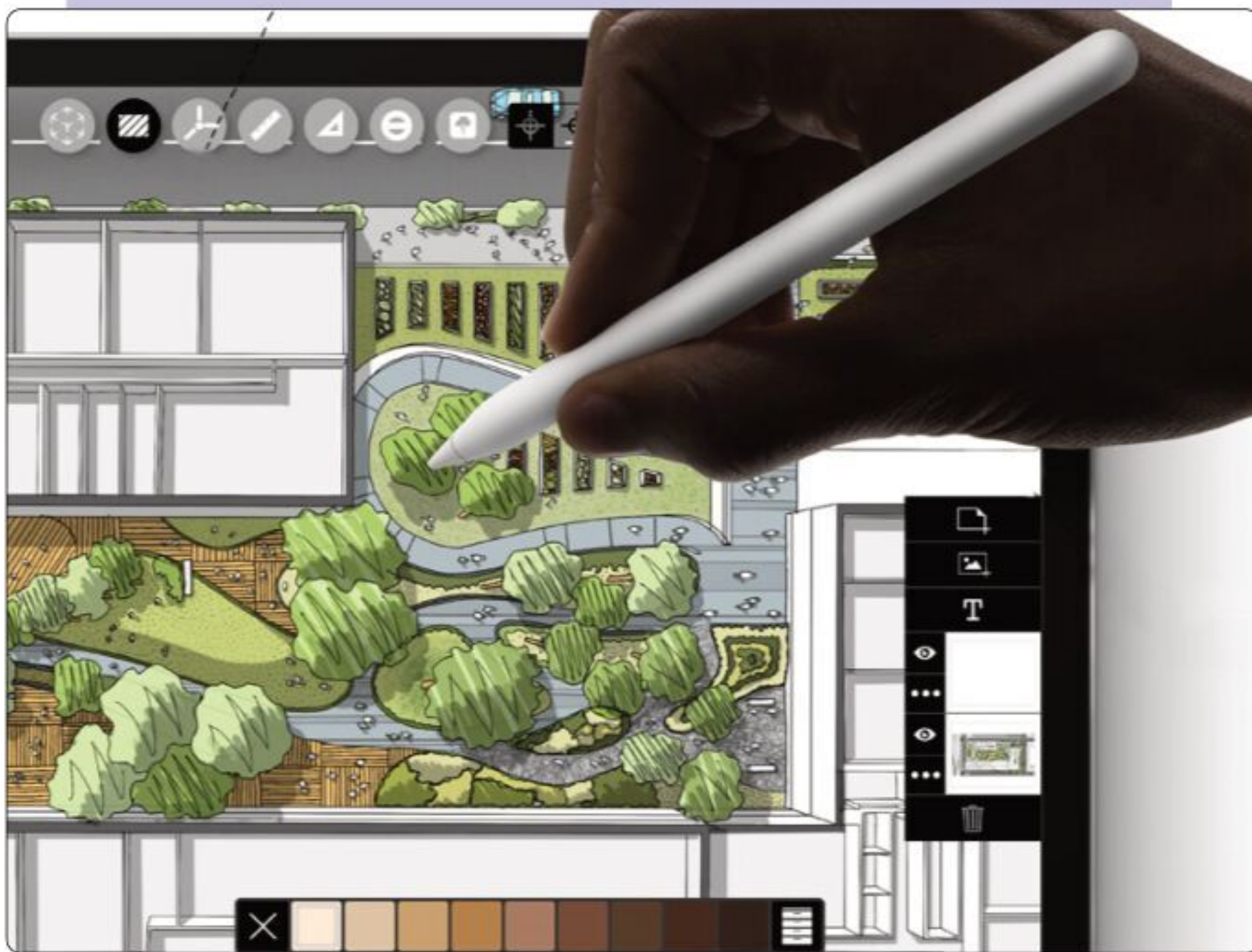
A great trick in Paper (and other apps) is to import images from the Photo Library and then draw over them. Tap the Photos icon and choose a picture from your library then sketch over it; you can save images from Safari to your Camera Roll.



more Apple Pencil Tricks

Tap/Gestures.

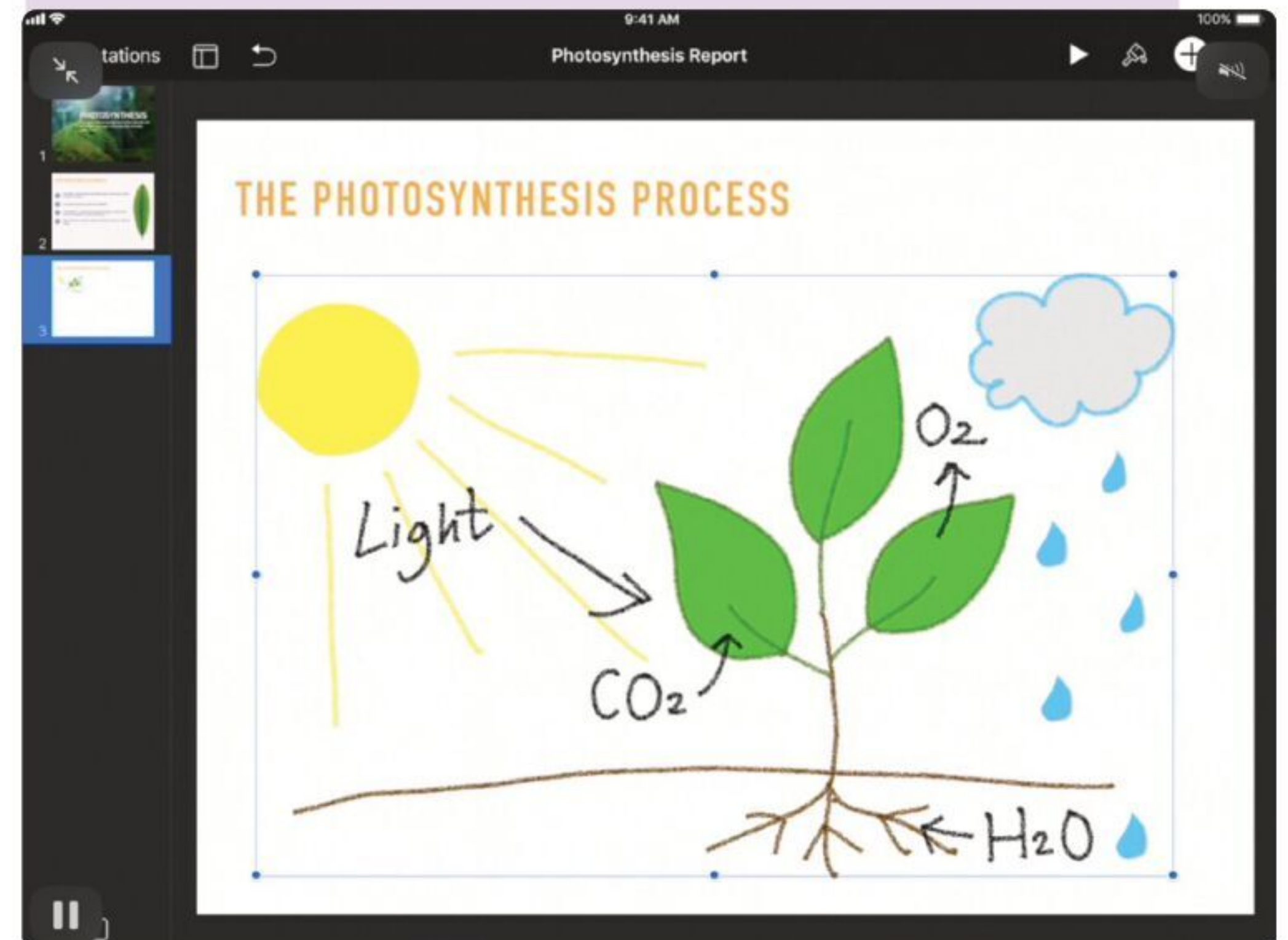
The second-generation Apple Pencil offers a new gesture. To cycle through your drawing tools, you simply double-tap the business end of the pencil with your forefinger. For example, you can change brush sizes or modes and customise the tap feature to focus on the tools you most use.



Apple Pencil with Pages, Numbers and Keynote.

It's possible to use Apple Pencil with the latest releases of the Pages, Numbers and Keynote apps. With the Apple Pencil, you can quickly add drawings and sketches to your word processor documents, spreadsheets and Keynote presentations.

In Pages, tap and hold with the pencil to create a box, resize it to your requirements and draw. You can paste your drawing into a Keynote presentation, and animate it, so it's redrawn on the fly. You can also use the Apple Pencil to write on a Numbers spreadsheet.



Trace an Image

It's entirely possible to trace through a sheet of paper and onto the iPad. As long as you push down firmly, you can draw through the paper and onto the screen. It's best to use reasonably thin paper and not card. It's also possible to draw directly onto attachments (images and PDF documents) in Mail using the Apple Pencil. Tap on an attachment and choose Markup. Now you can draw directly onto the attachment using the Markup tools.

Another great trick in Markup is to add your signature to documents. Tap an attachment in Mail and select Markup. Then tap the Signature icon. Tap Add or Remove Signature and sketch your signature with the Apple Pencil; you can then add it to PDF documents in Mail.

When you've mastered using the Apple Pencil, you should download some truly professional apps for it. One app we don't want you to overlook is Procreate (procreate.si). This app is a fantastic drawing app with full Apple Pencil support.





Scribble!

iPadOS 15 introduces a great new Apple Pencil feature that lets you use handwriting wherever you can enter text.

A common complaint about the Apple Pencil was that it can be annoying to put the Pencil down to type. Switching between the stylus and the keyboard was irritating, especially if you only needed to type a few words; like a search query or a URL. Scribble does away with all that by letting you use your handwriting pretty much everywhere you can enter text. It's then automatically converted to typed words.

All handwriting recognition takes place on the device, so there are no privacy concerns and it works whether you're online or offline. English, traditional and simplified Chinese, and mixed

Chinese and English characters are catered for without needing to switch languages; and no doubt other alphabets such as Arabic or Cyrillic will be added with time.

Handwriting recognition has been improved a great deal. Smart Selection uses on-device machine learning to master your own writing and distinguish letters from drawings. Sections of writing can be highlighted, copied, pasted and edited; just like it was typed text. On-board data detectors pick up on telephone numbers and addresses too, so you can call by tapping a handwritten phone number or look for directions to a scribbled address.

Apple Pencil

With iPadOS 15, you can use your Apple Pencil to write in a text field, and have it convert into typing.

Improvements Made in the Previous Version of iPadOS

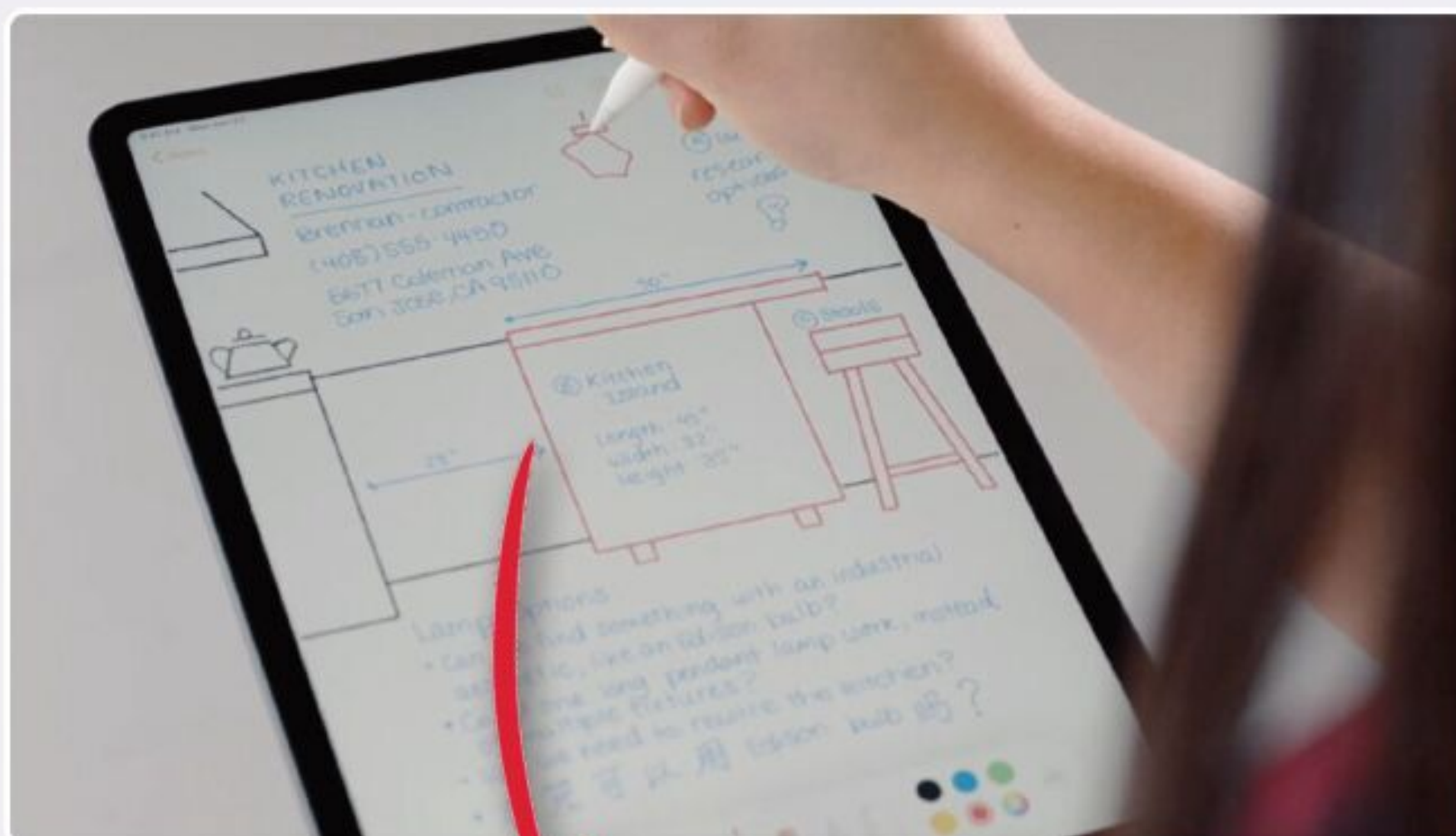
- Before iPadOS, the Apple Pencil had a latency of 20ms, that is, it took the iPad 20 milliseconds to recognise an input from the pencil. iPadOS took it down to 9ms.
- For developers, Apple introduced 'PencilKit', a programming framework that makes it incredibly easy for third-party developers to include Pencil support in their apps.
- The Pencil Palette gained a new pixel eraser for greater precision when erasing Pencil strokes. It can be placed anywhere on the screen now, instead of being fixed at the bottom.
- You can take screenshots with an Apple Pencil by swiping up from the bottom-left or bottom-right of the screen.

More Scribbling!

Let's take a look at what else you can do with the Scribble feature.

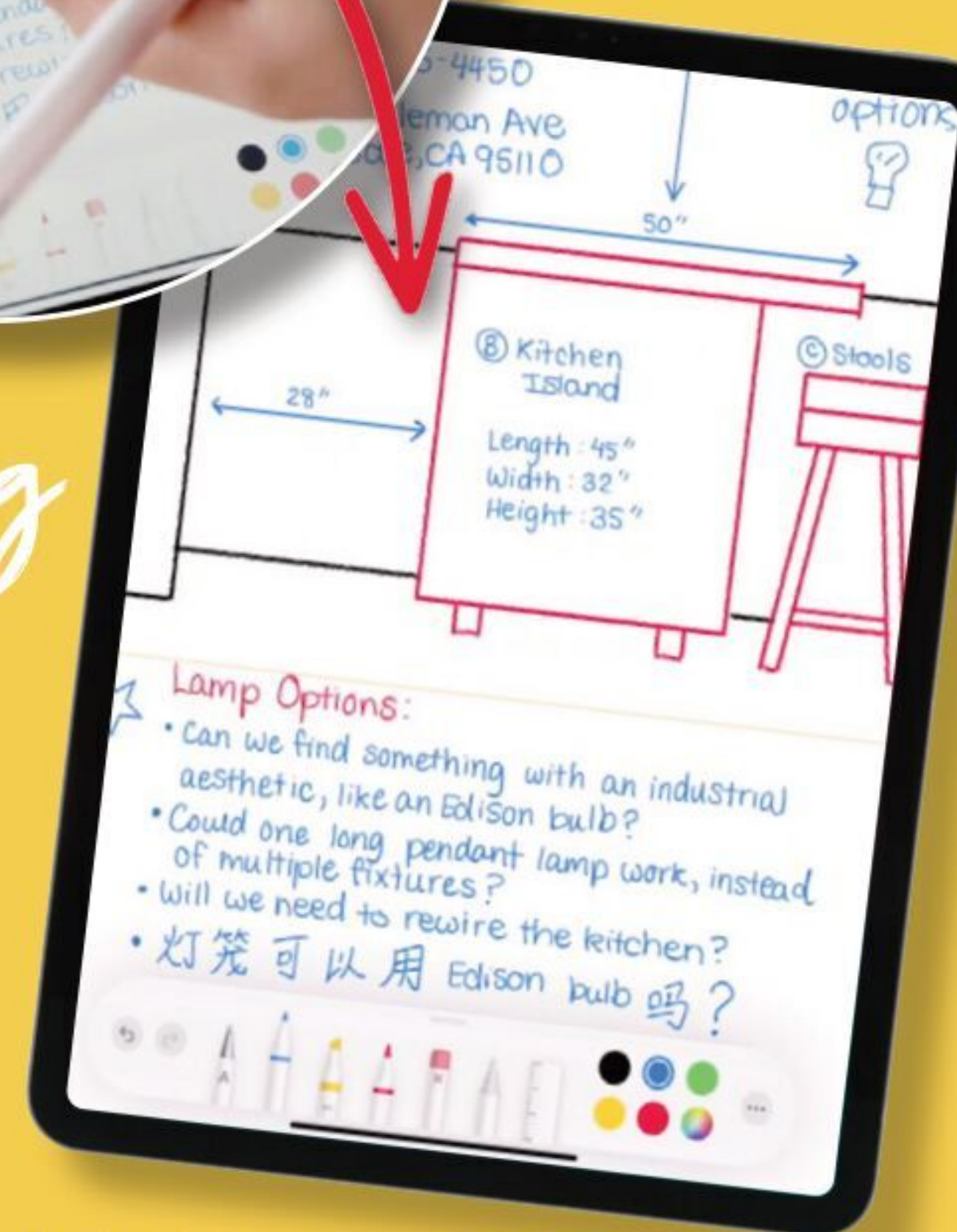
Draw Shapes.

If you draw a regular shape using your Apple Pencil, it's automatically converted into a geometrically sound graphic. As soon as you lift the pencil, the shape is automatically reshaped, like the hexagon lampshade drawn here. The new, geometric shape retains the size and angle of the one you drew.



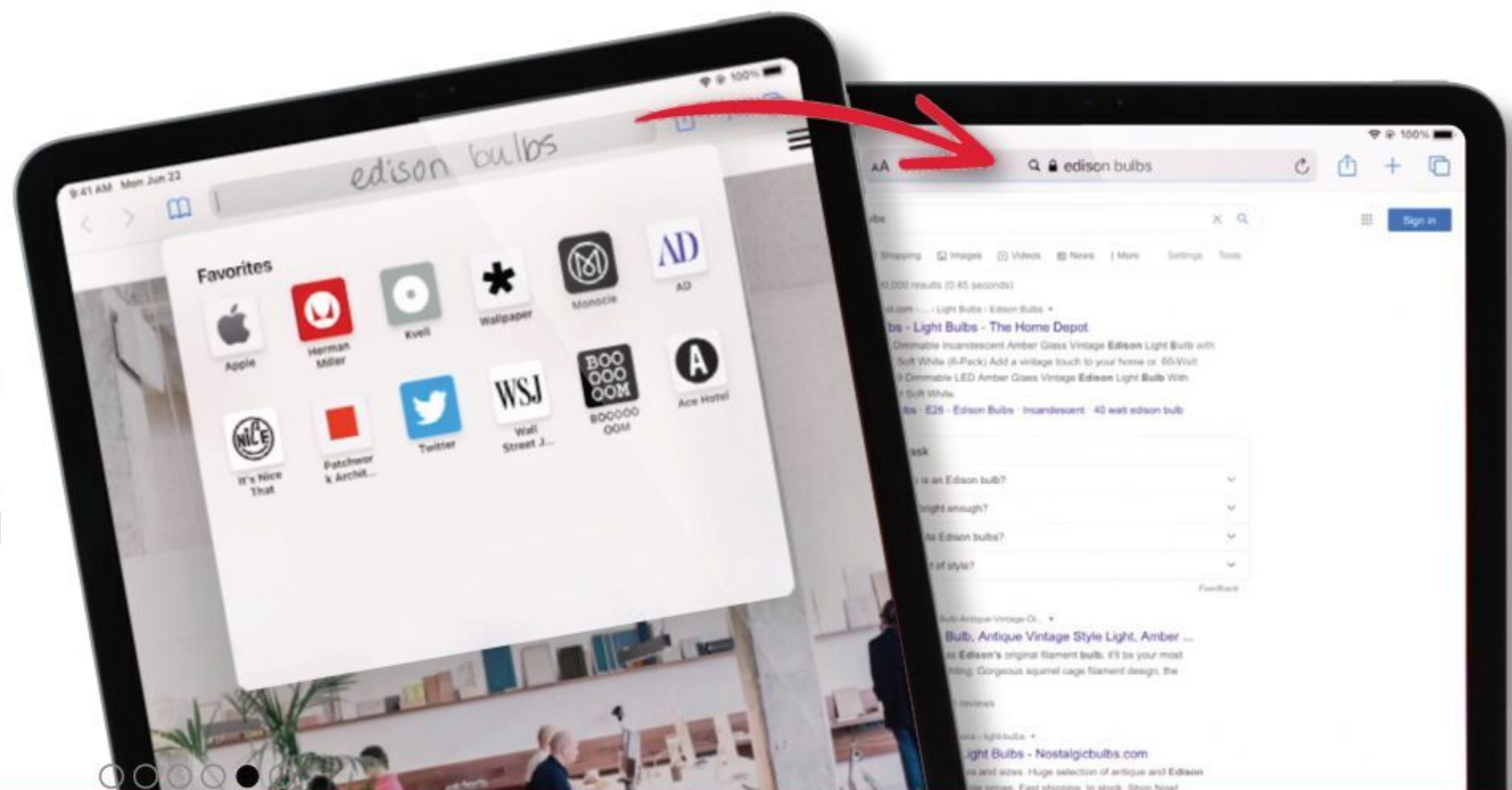
Handwriting Selection.

Handwriting can now be selected in the same way as typed text. You can double-tap to highlight a single word and double-tap again to select a line. New Machine Learning tools allow the iPad to recognise the words without taking in drawings and doodles as well. When you've selected a piece of text, you can make editing changes such as altering the colour or pull it down on the screen to give you more room to write. Just the thing if you need to add something in the middle of a handwritten page.



Write in Text Fields

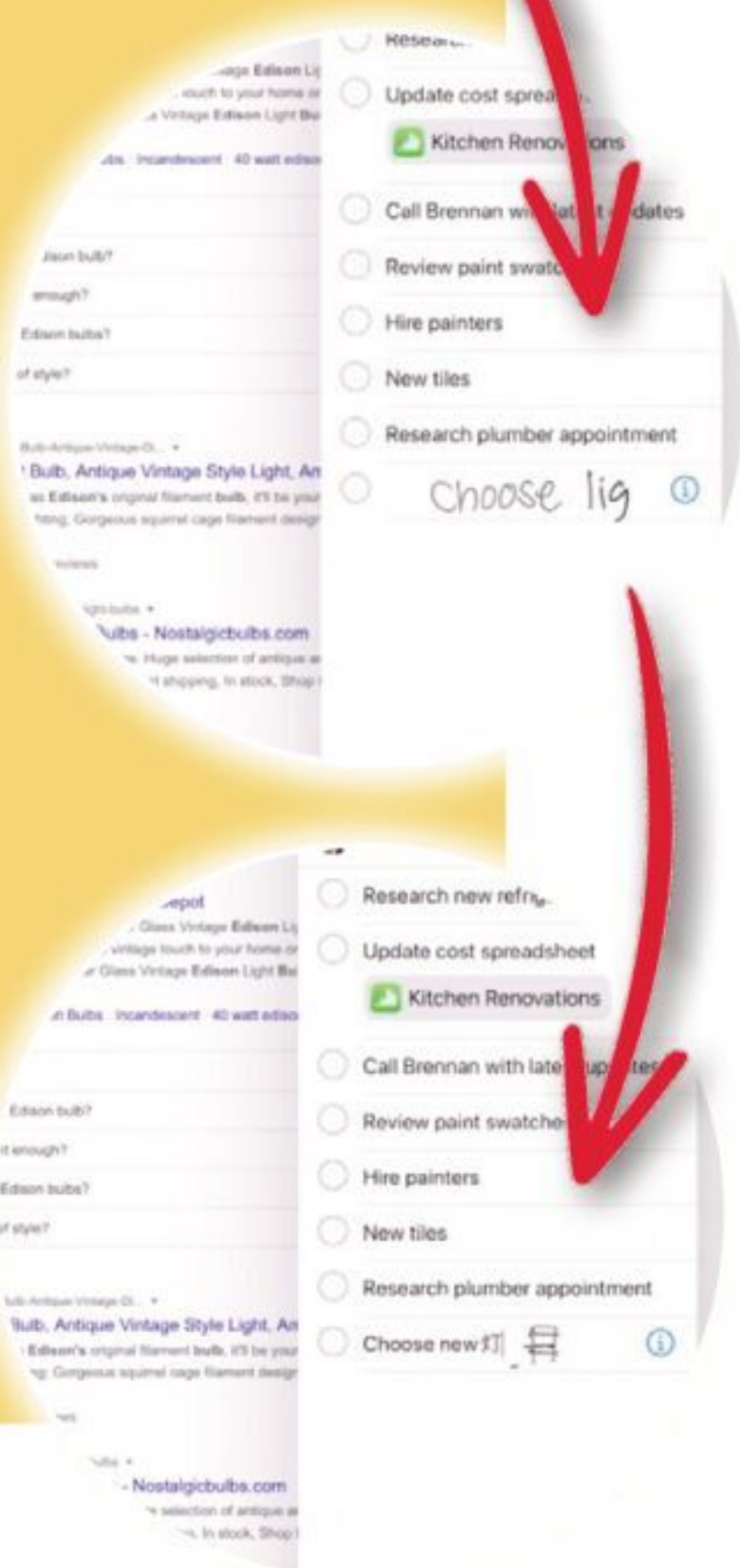
You can also use the Apple Pencil to write in text fields such as the URL bar in Safari or a search field in any app. You just write whatever it is you need to write into the text field using Apple Pencil and your own handwriting, then it's automatically converted into text. It's a lot less hassle than having to put down your pencil just so you can type a couple of words.





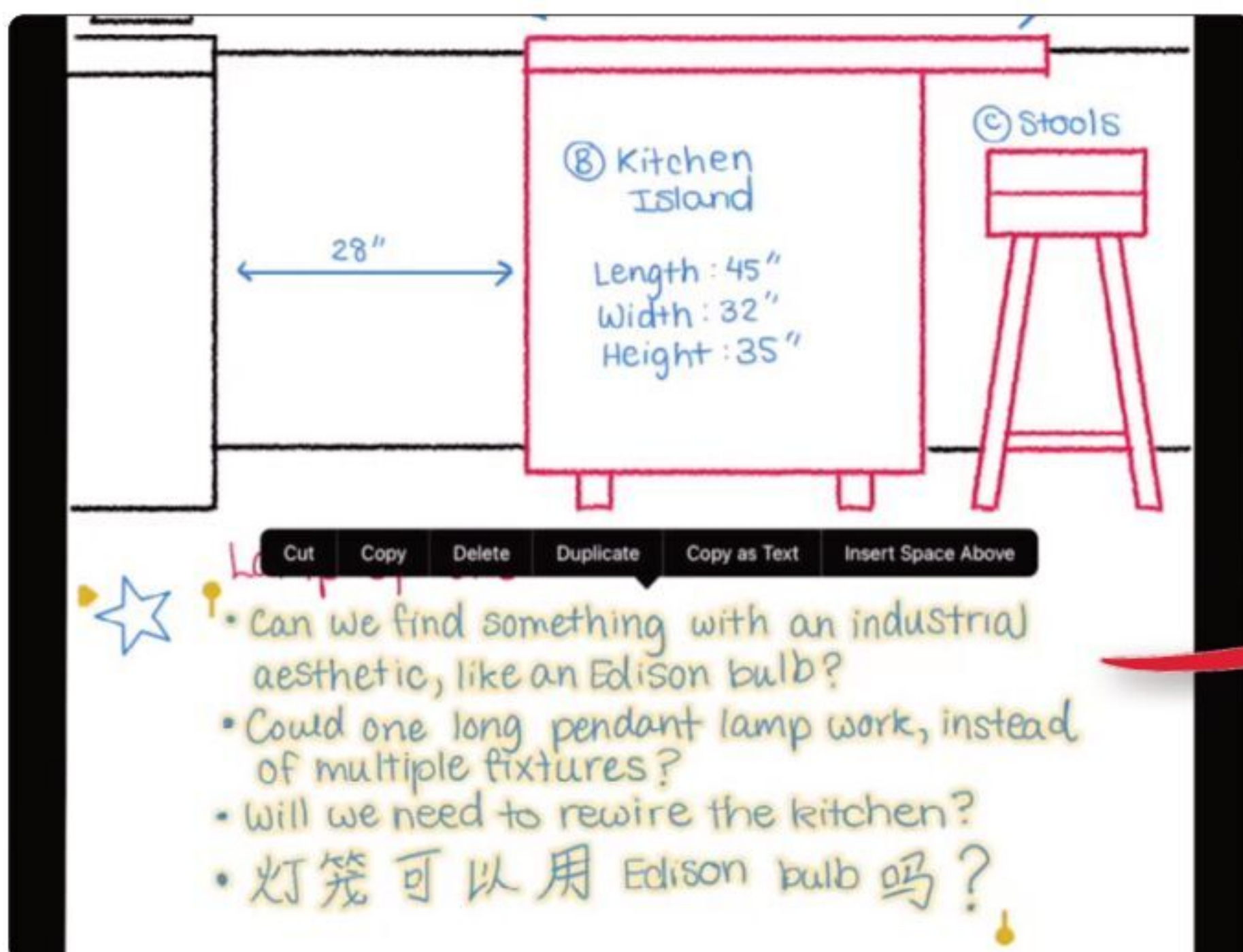
Apple Pencil in Apple Apps.

You can use Apple Pencil to write in any text field, including those in Apple's apps. In Reminders, for example, you can add a new reminder with your Apple Pencil and have it convert into text. It doesn't only work for languages that use the English alphabet either. You can also use traditional and simplified Chinese characters and even mix them in the same piece of text.



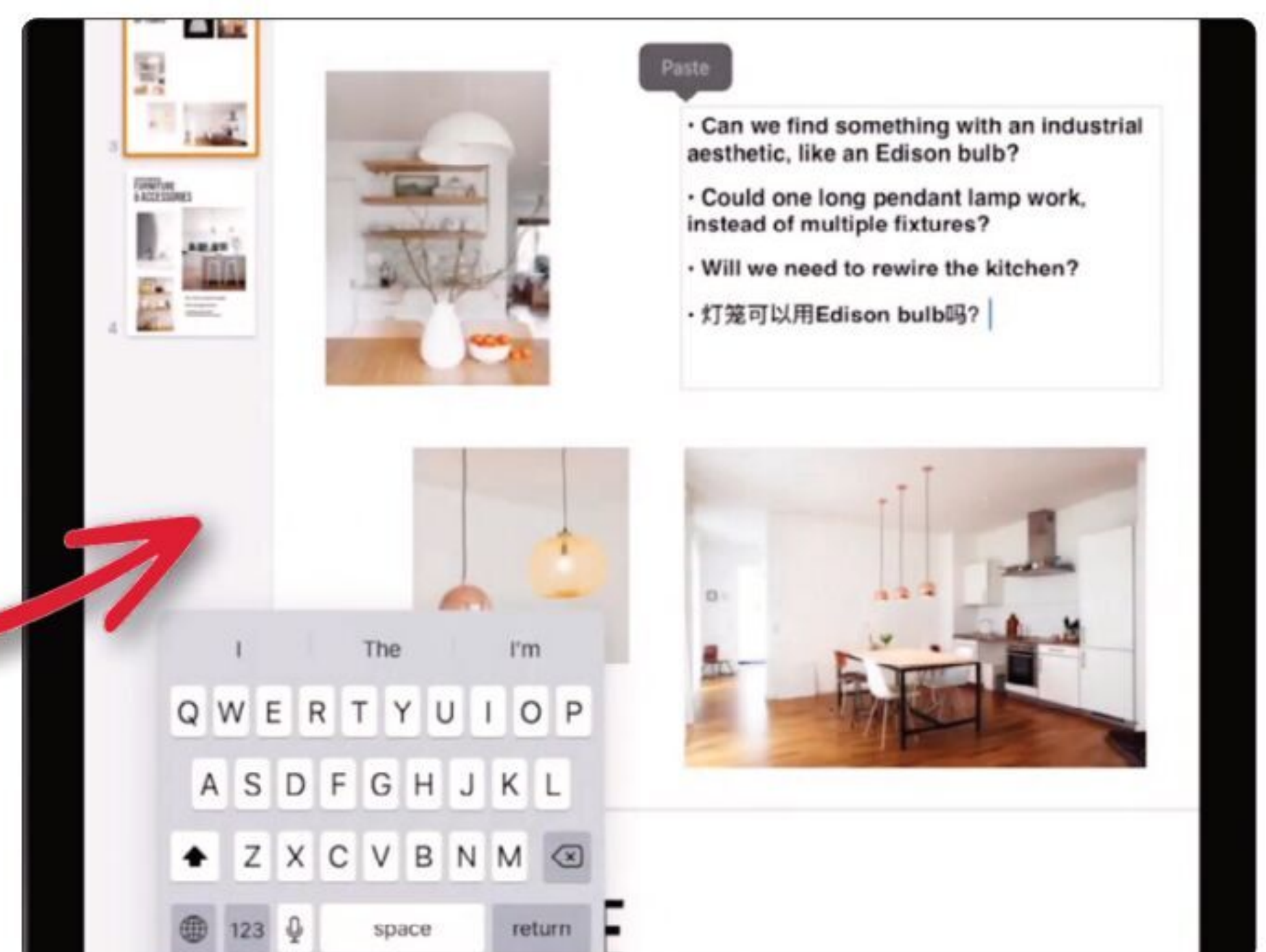
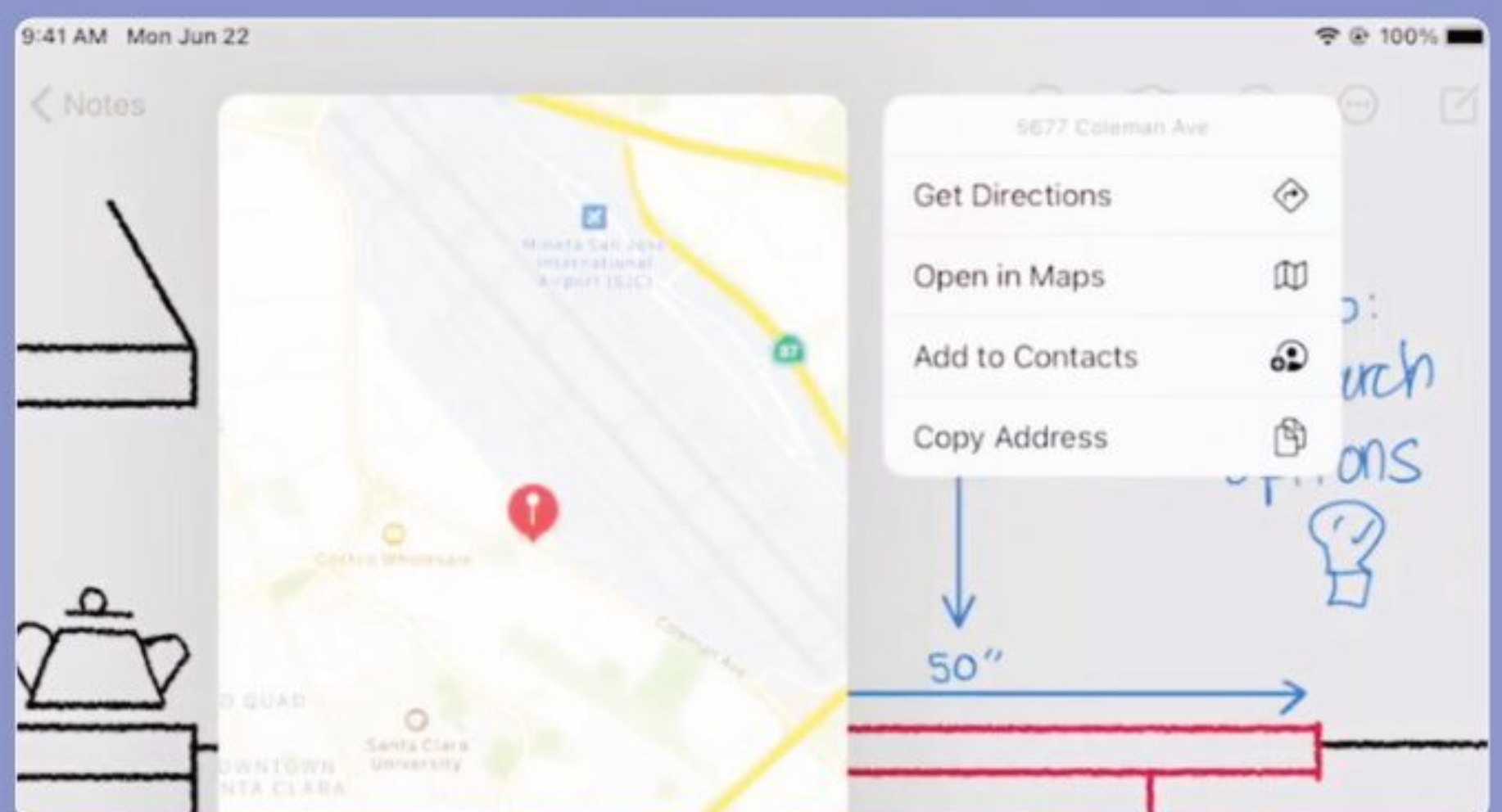
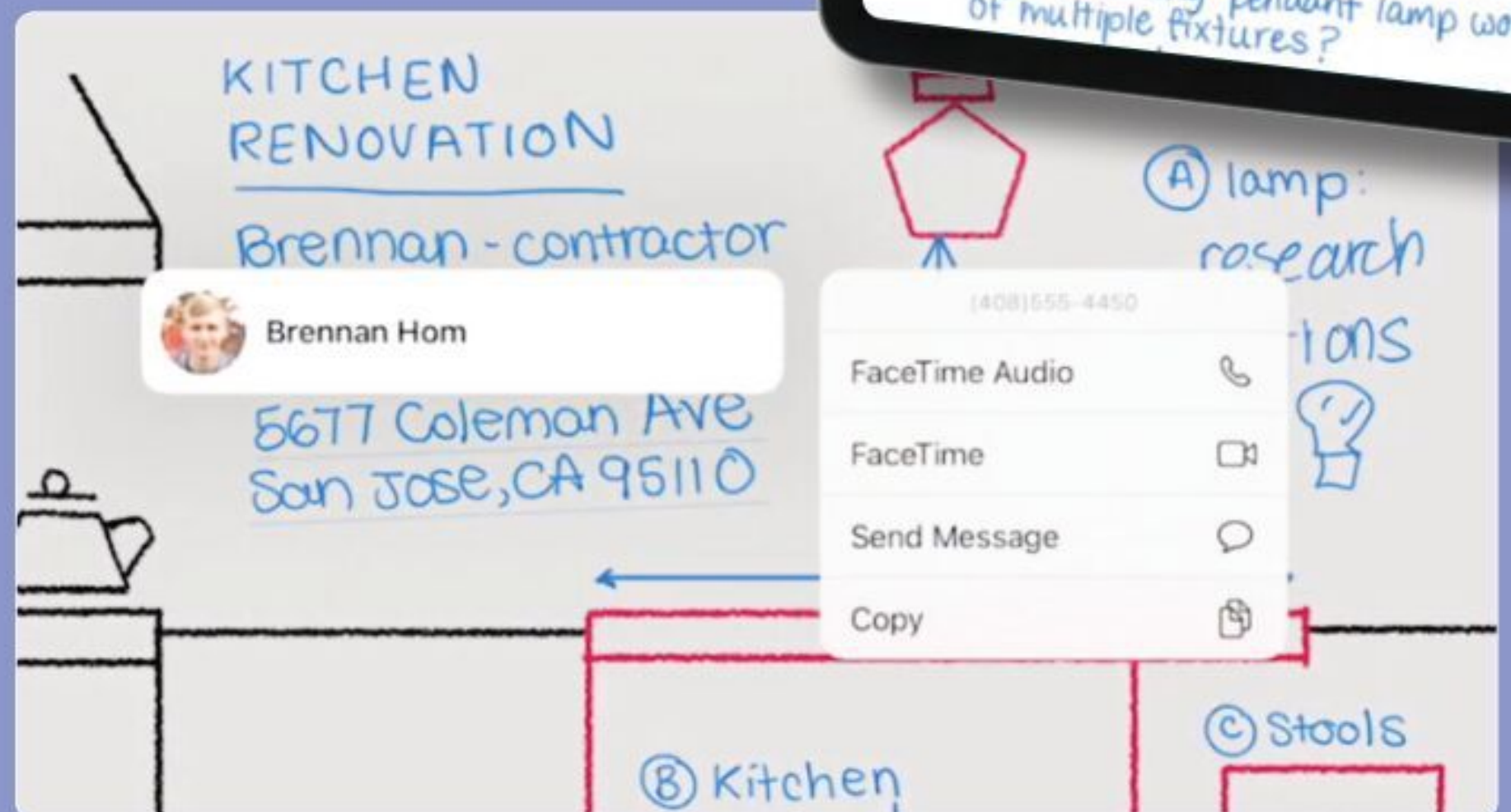
Copy and Paste Writing

After selecting a piece of handwritten text, a contextual menu appears. There's a new option; Copy as Text. Tap on this and it's copied. You can then paste it into another app, where it appears as typed and editable text.



Data Detection

When looking at a typed piece of text, you've previously been able to tap on a phone number to make a call or tap an address to get directions in Maps. Now you can do this with handwritten notes too. Just tap on a phone number for a pop-up allowing you to make a FaceTime audio or video call, send a message or copy the number. Do the same with an address and you can get directions, open it in Maps, add it to Contacts or simply copy it.

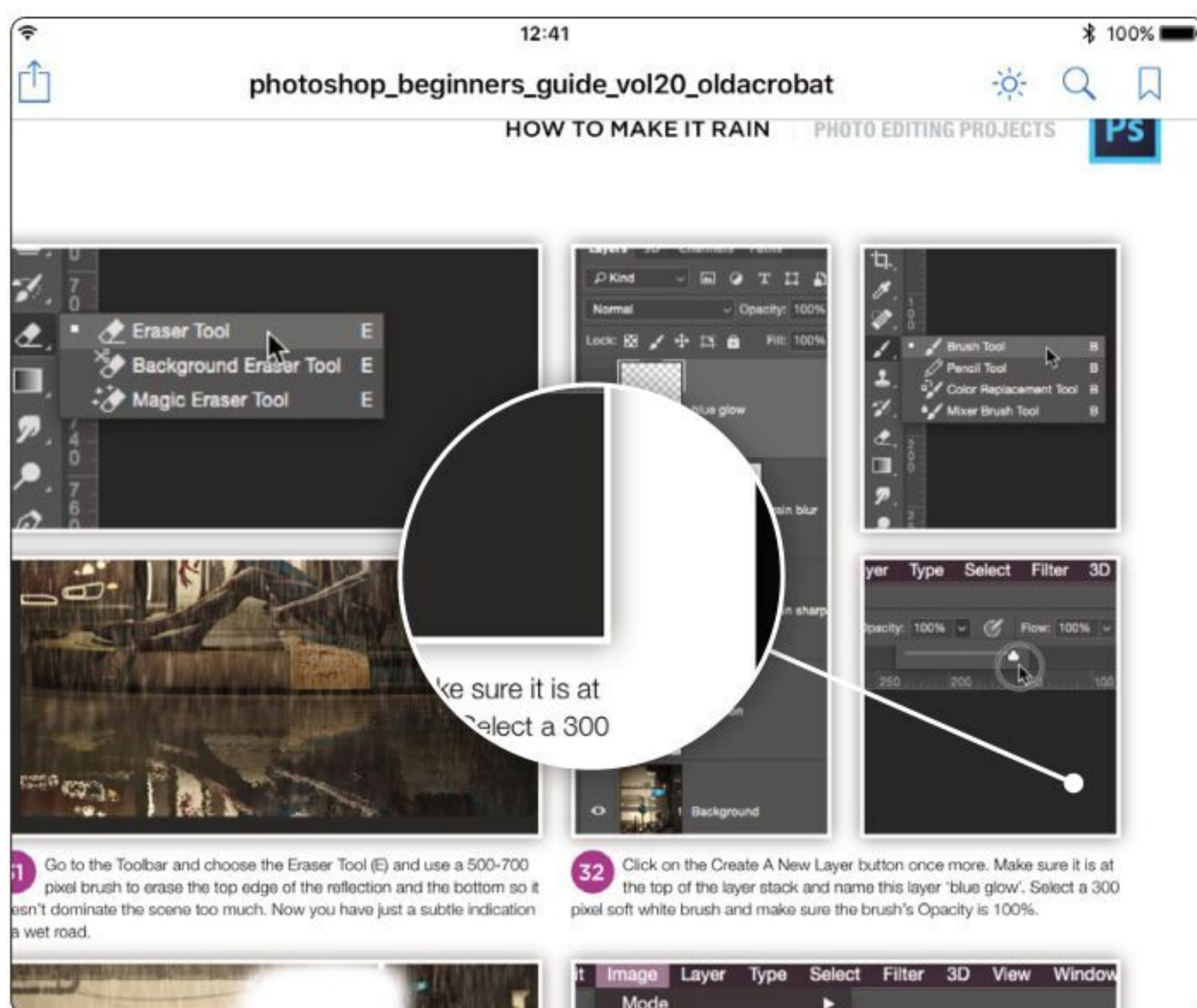




Siri

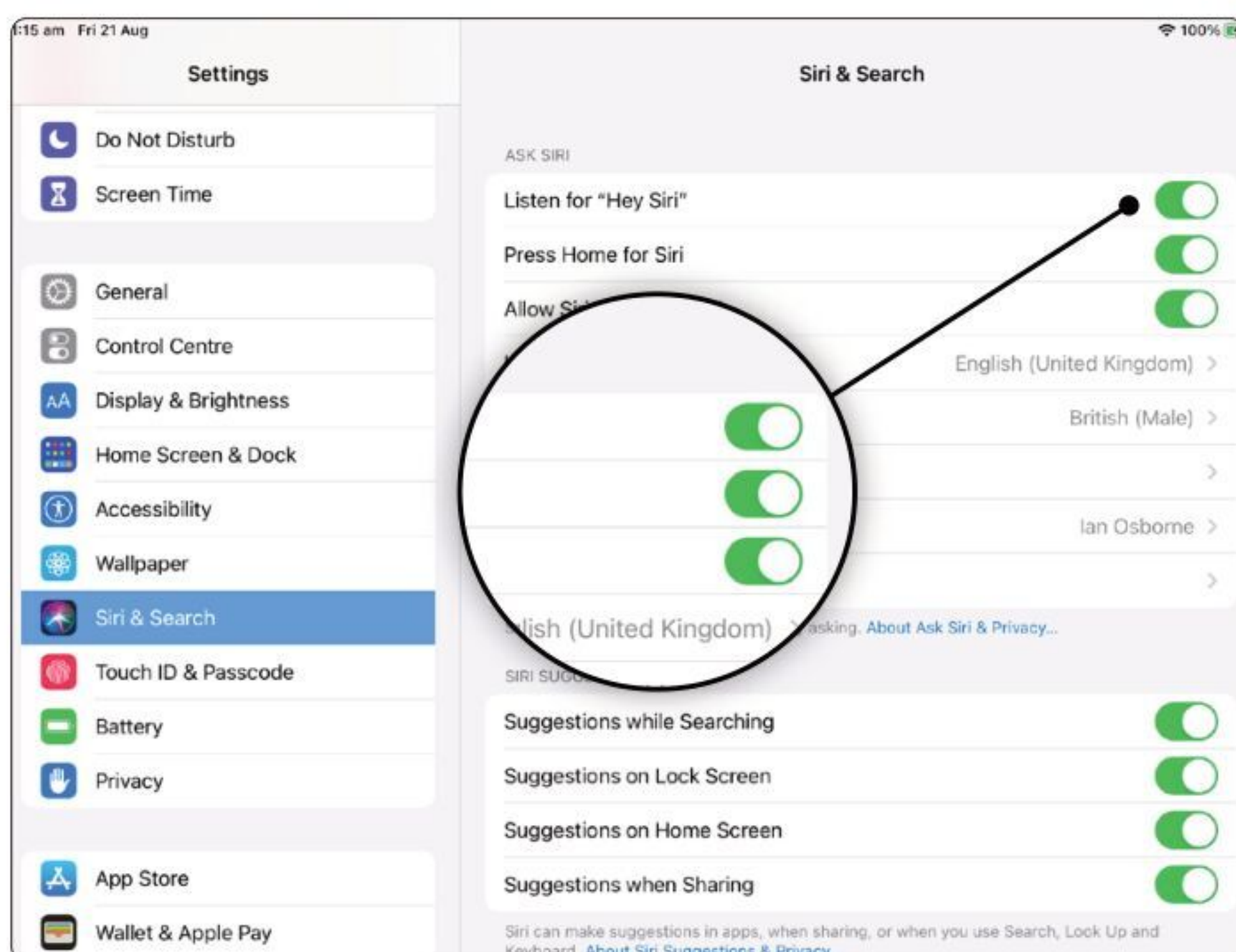
Your iPad's PA

Siri has had a great overhaul in iPadOS 15. It no longer takes up the whole screen, making it much easier to access while using another app. It's smarter too, giving direct answers rather than sending you to the web.



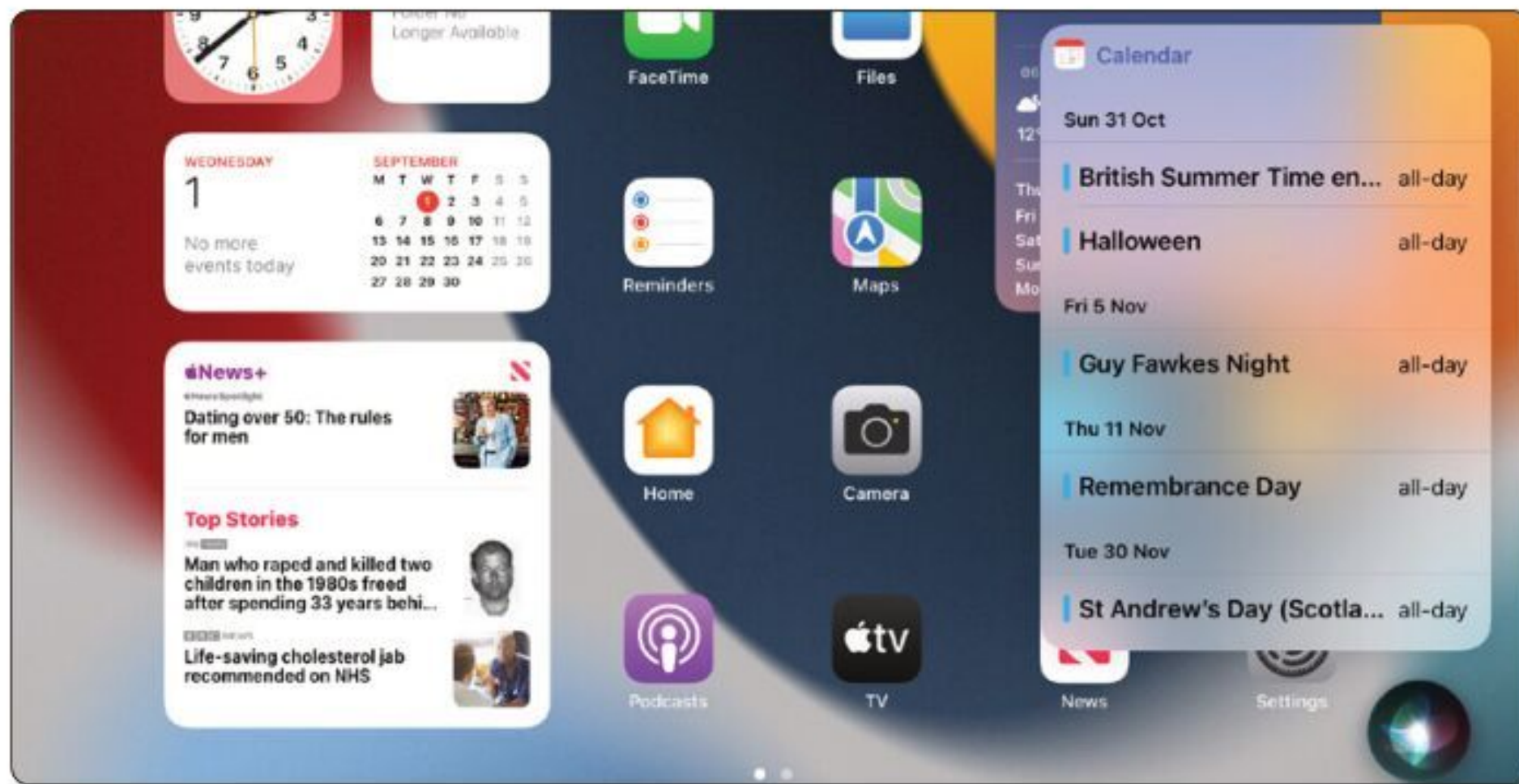
1 To talk to Siri, hold down the Home button (or the top button for Face ID iPads) for a few seconds. You hear a beep and Siri appears on the screen. You can also activate Siri by saying, "Hey, Siri".

2 Begin speaking and the coloured effect at the bottom-right pulses to let you know Siri can hear you. If it doesn't, tap it and talk to Siri again. Your question is answered in a notification-like window. Tap it for more info.



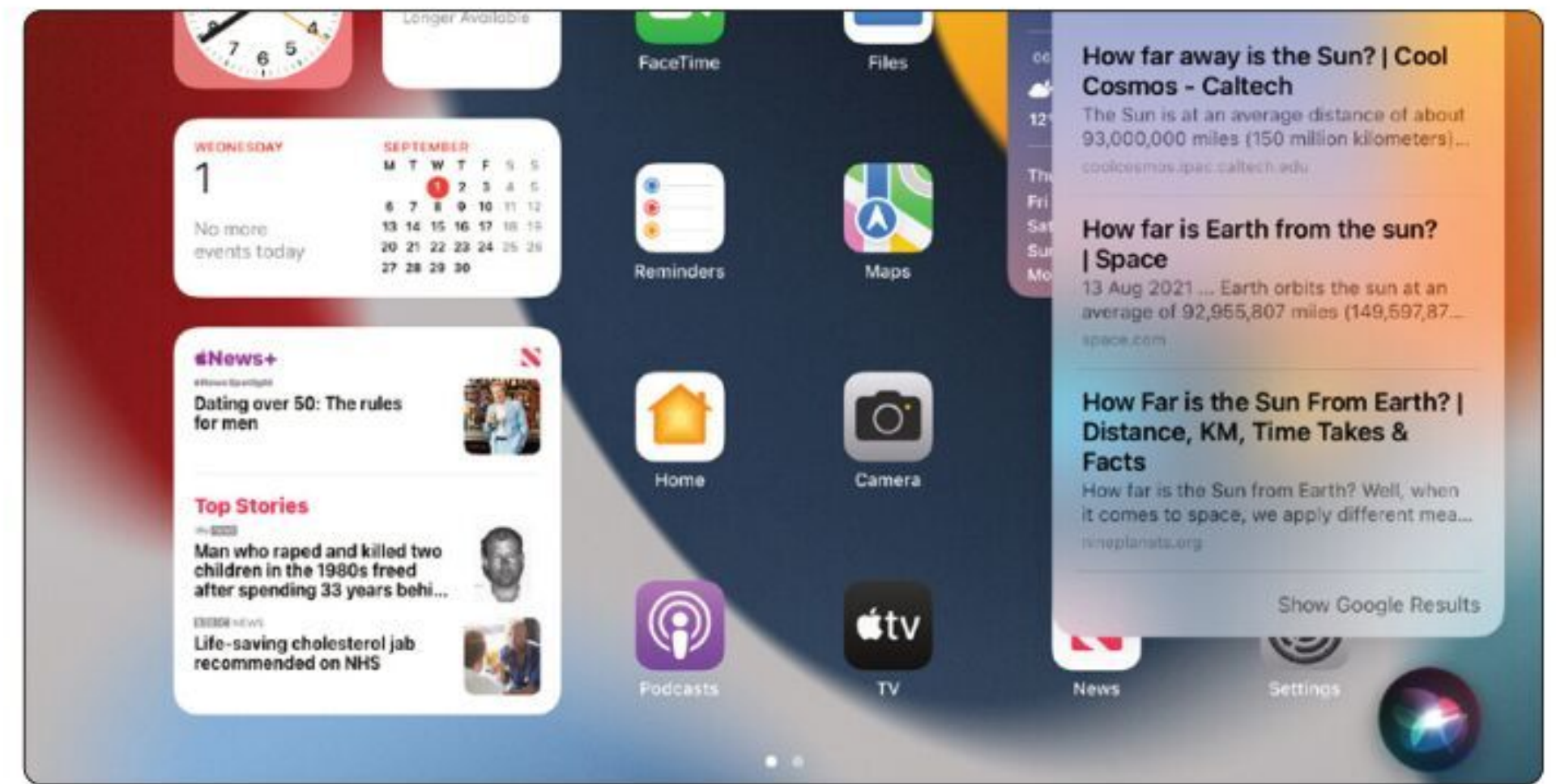
3 In the Settings app, tap Siri & Search. If you activate the Listen for "Hey Siri" switch at the top, you can activate Siri just by saying "Hey Siri". If you dislike this feature, turn it off.

4 Having switched on the Listen for "Hey Siri" feature, you need to train Siri to recognise your voice when you say it. Just follow the on-screen instructions to train Siri to understand your voice.



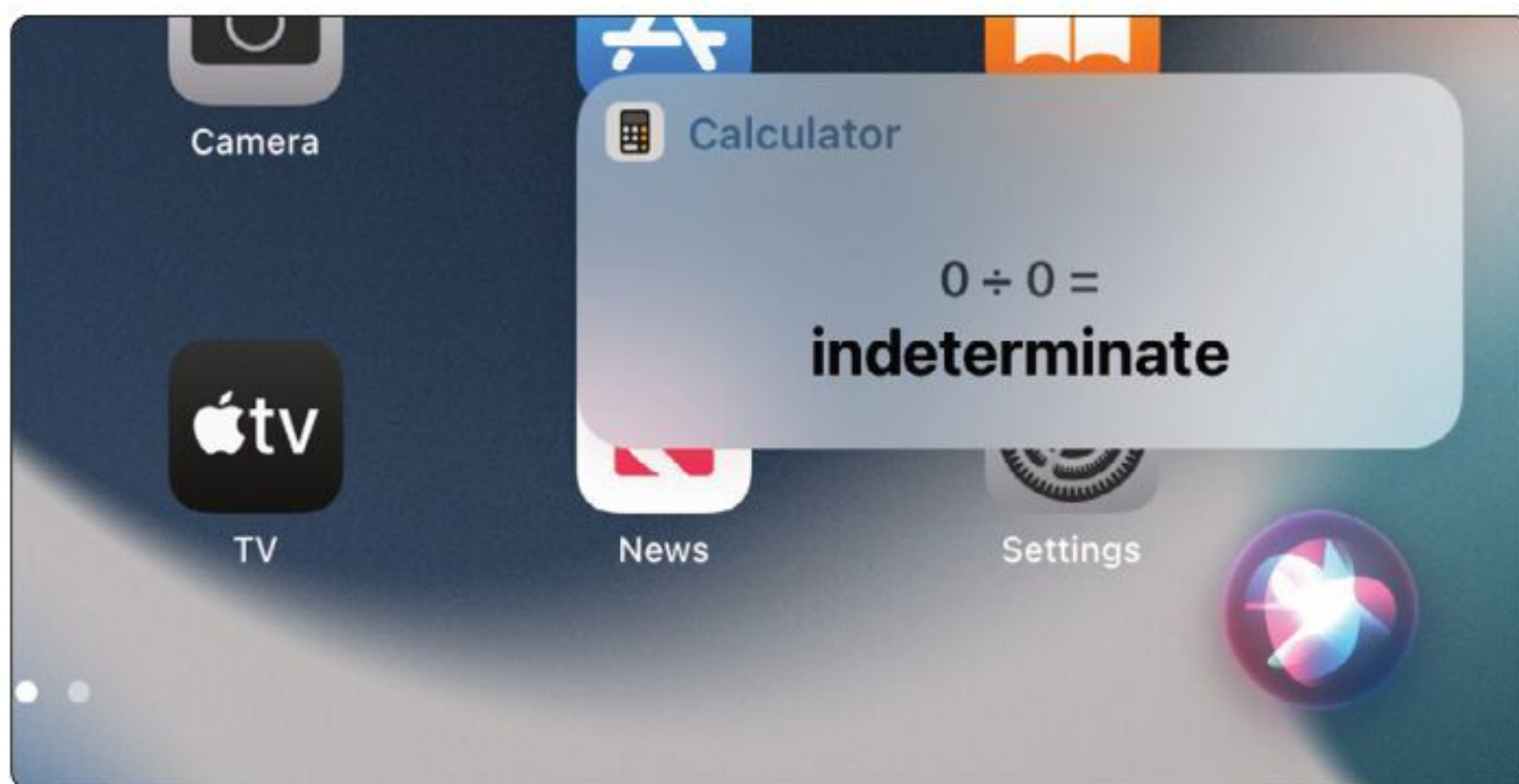
Check Appointments

Siri can tell you if you have any appointments on any particular date or even within a time frame. Say to Siri something like “What’s my schedule for April?” and it tells you how many appointments you have in that month and lists them on screen. If you want to be more specific, say “What are my appointments today?” or “What’s my schedule for June 19th?”



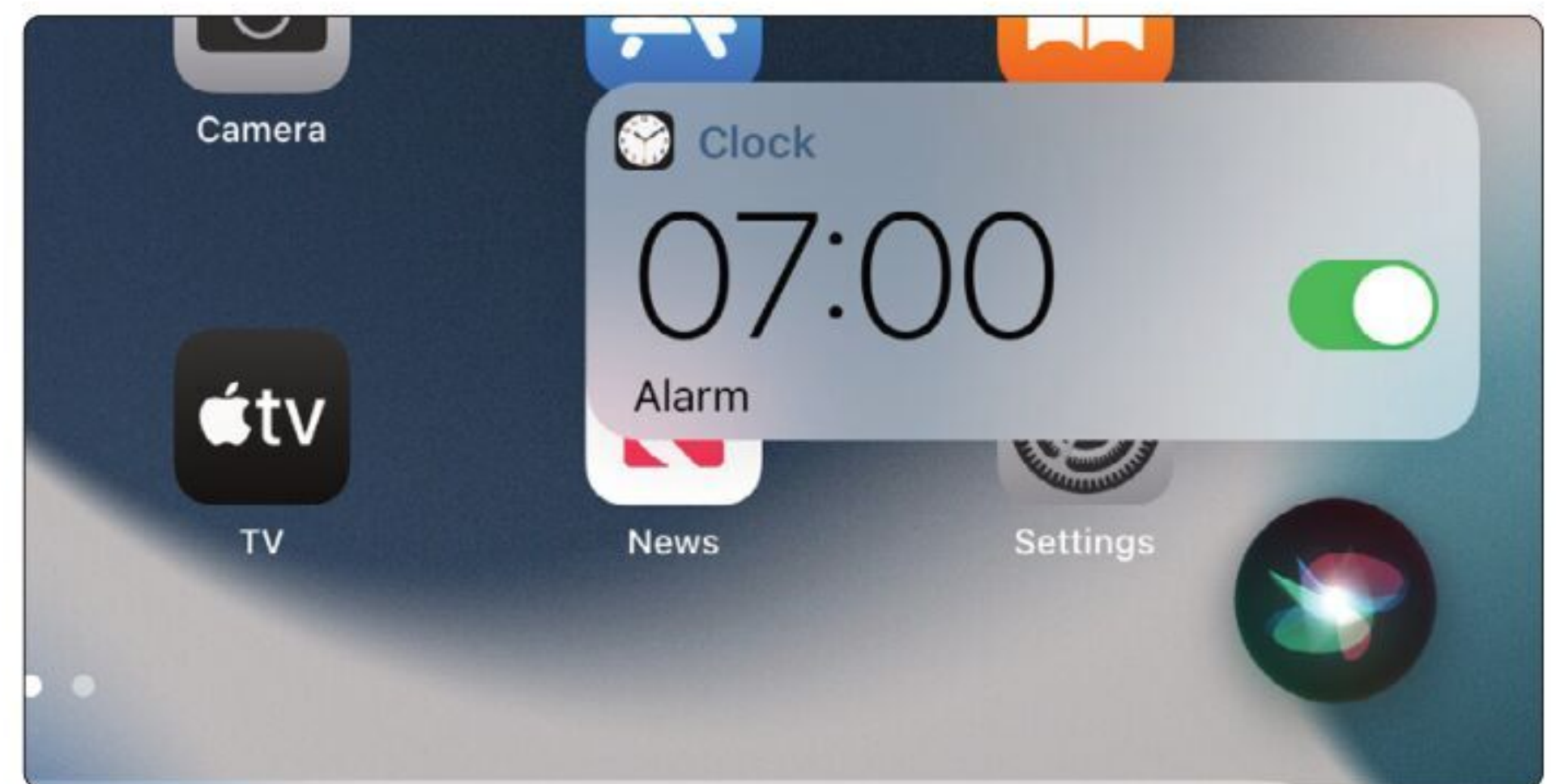
Look Things Up

Siri works with normal web searches. To look things up, speak to Siri as you would to anyone you were asking a question of. Which planet is the largest? Why does snow fall? Siri then uses the source it thinks best able to answer the question. If you want to use a particular search engine, simply say the name before the question: “Google, how far is it to the Sun?”



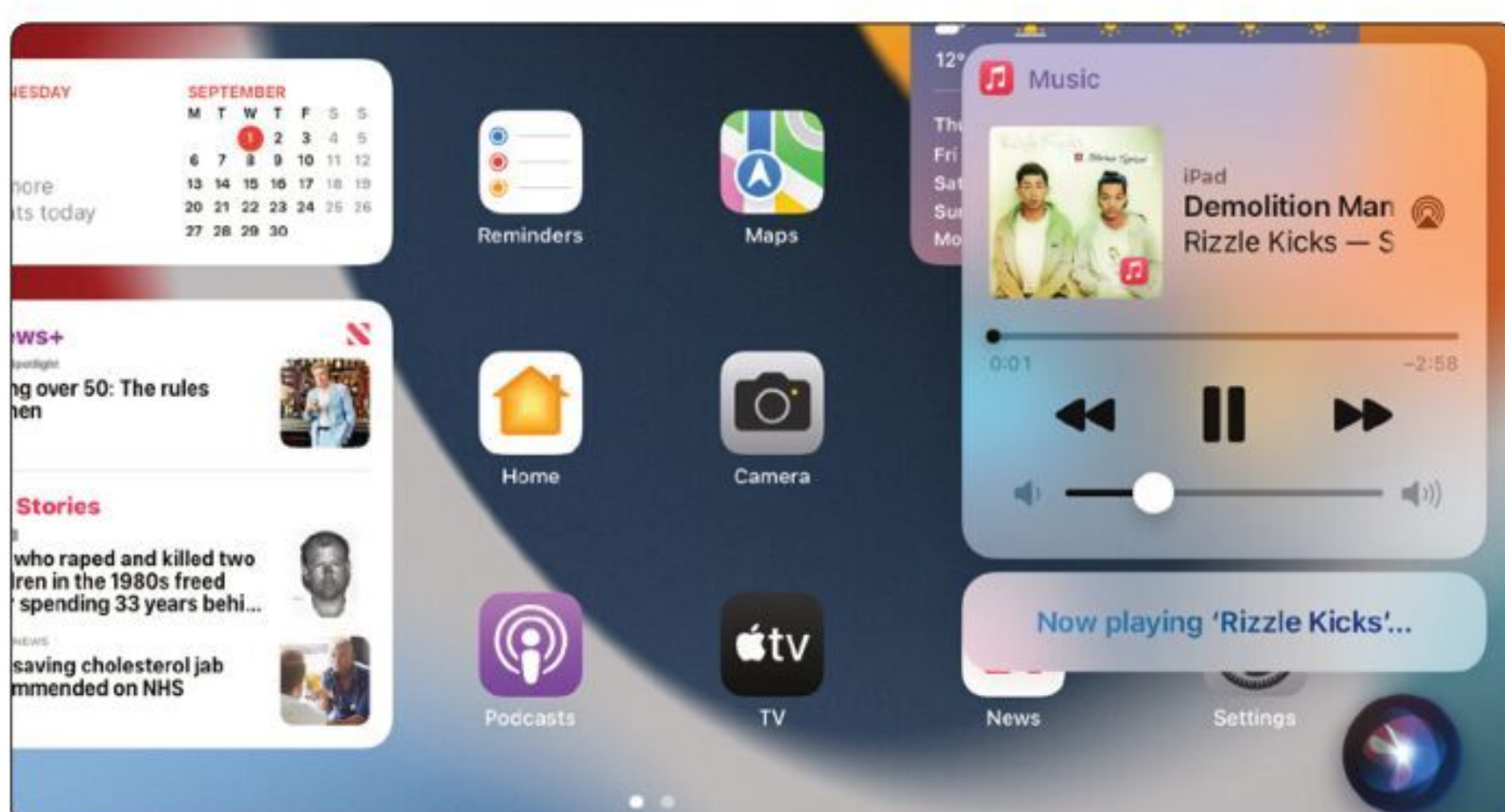
Mathematics

Siri is particularly good at maths questions, from general things like “What is six multiplied by nine?” to more real-world problems such as splitting a restaurant bill, “What is £96 divided by five?”. Perhaps try something harder like “What is the square root of 45,051?”. Just for a laugh, ask “What is zero divided by zero?” Maths has never been more fun.



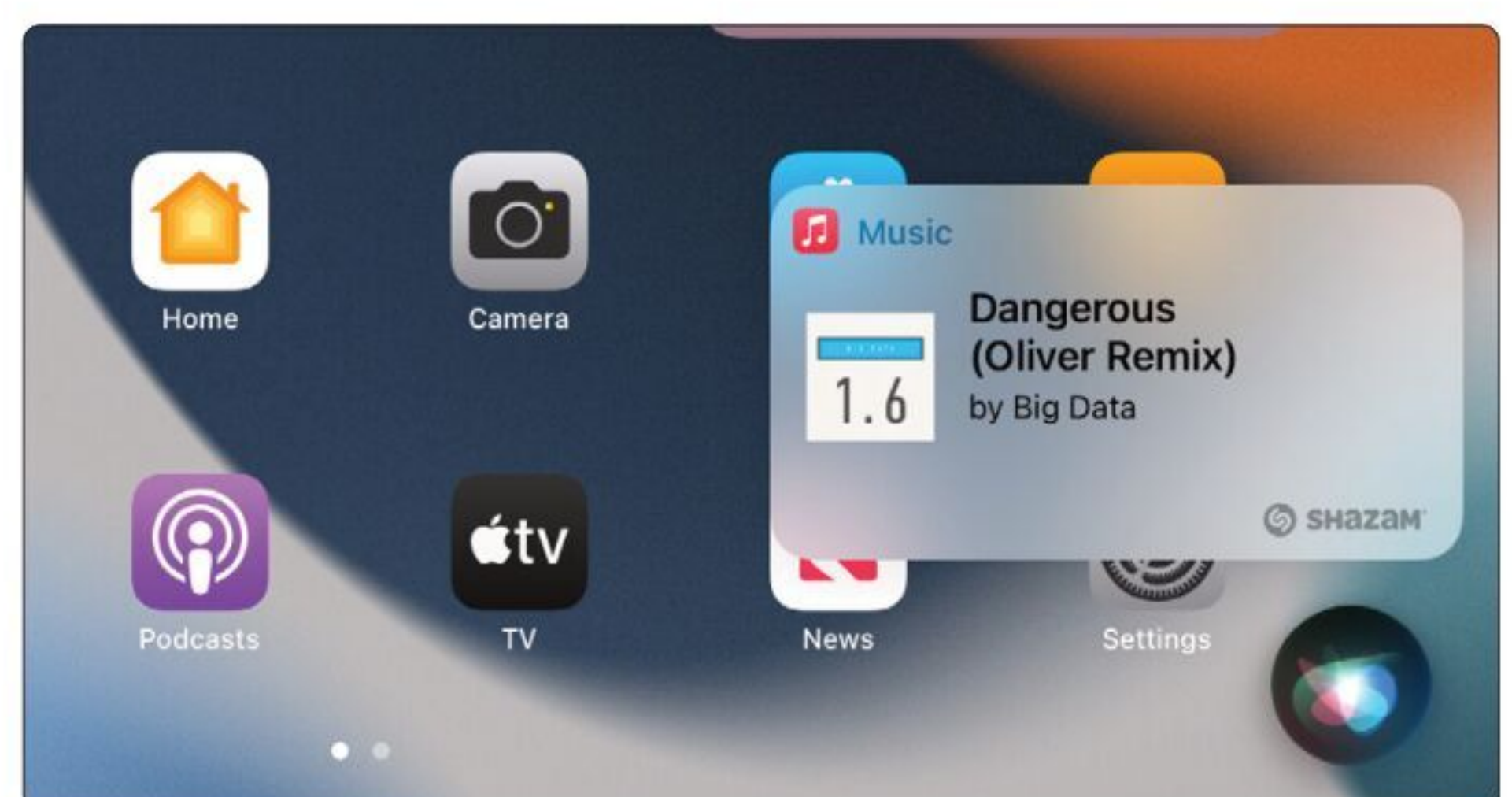
Setting Alarms

If you want to set an alarm, you can do so without even opening the Clock app. Just activate Siri and for example say, “Set an alarm for 7am tomorrow morning”. Siri does just that and your alarm is set and will activate at the chosen time. Tap the notification for more information or to go to the app that created it. For example, a tap on this alarm notification takes you to the Clock app.



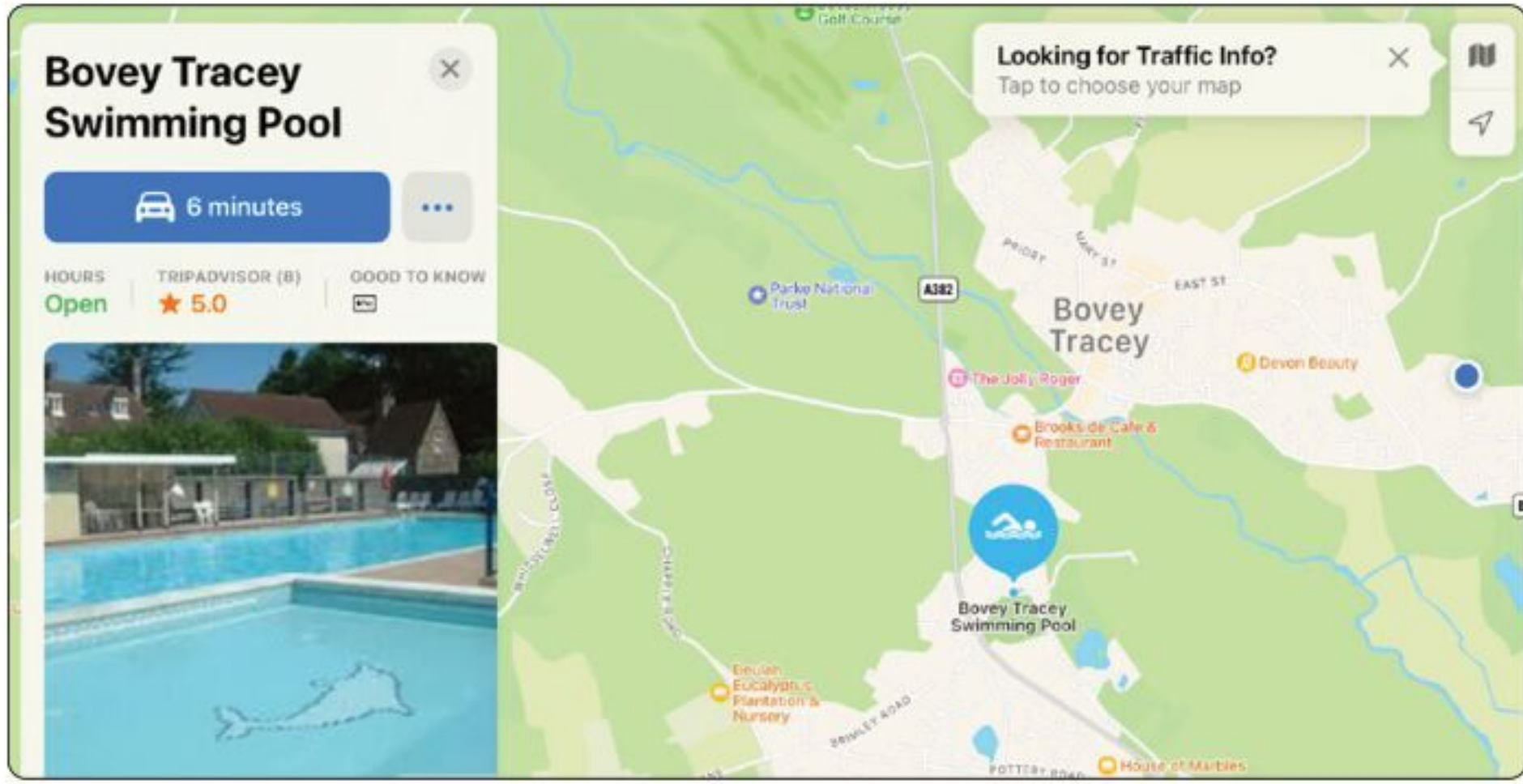
Play Music

Siri can find and play music at your command. You can say “Play <track name>”. You can also use commands such as “Play drum and bass” or “Play my exercise playlist”. Assuming that you have some music defined as drum and bass or a playlist called Exercise, they start to play. It can source music from the Apple Music streaming service on your iPad too.



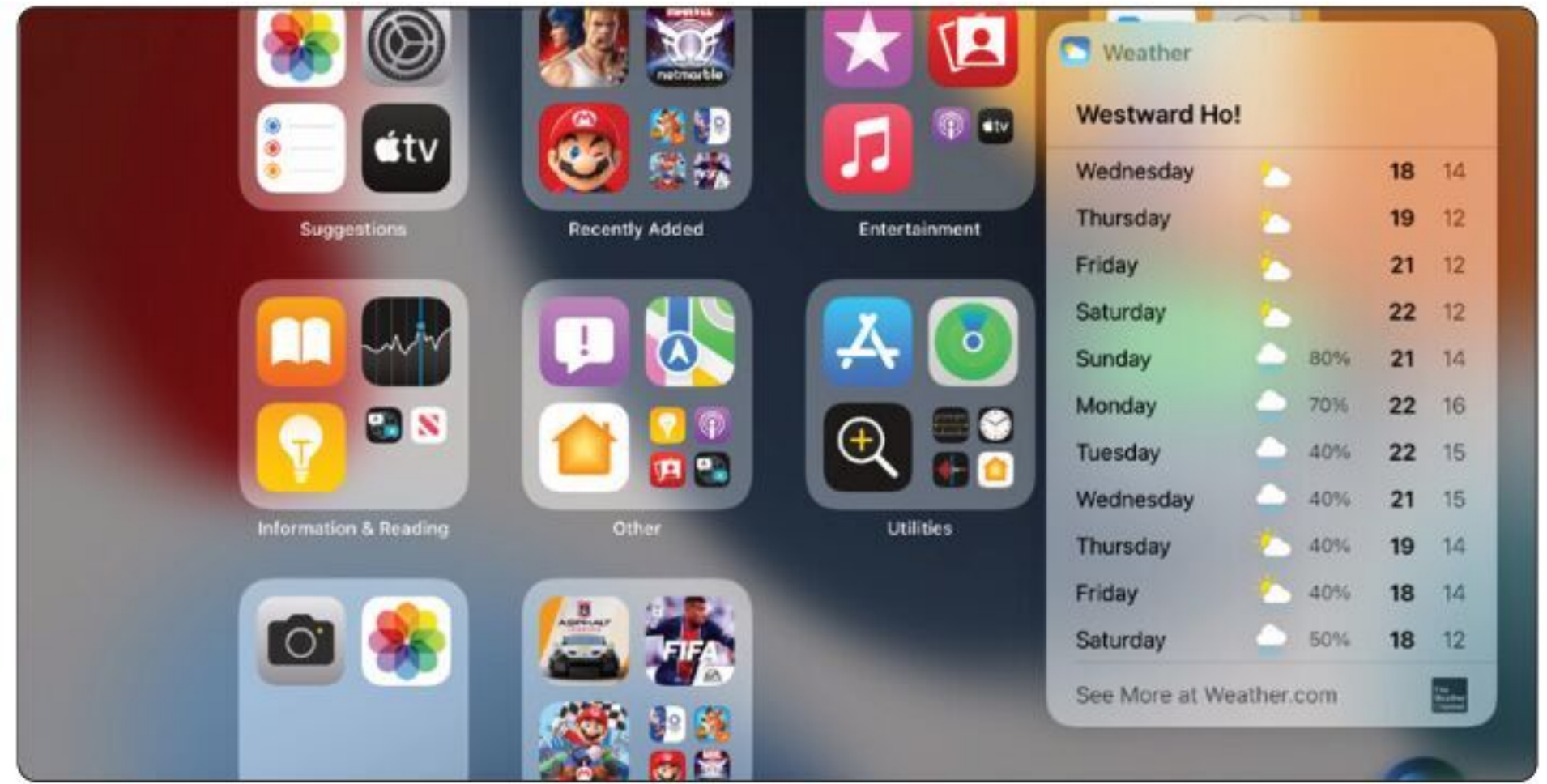
Identifying a Song

Siri is not only there to search for content on the web, it also lets you identify a song using the Shazam audio recognition software. Whilst a song is playing somewhere in the room (not on your iPad), activate Siri and ask, “What is this song?” Siri searches, finds the title and then links you to iTunes to give you the chance to buy it. It’s amazingly accurate.



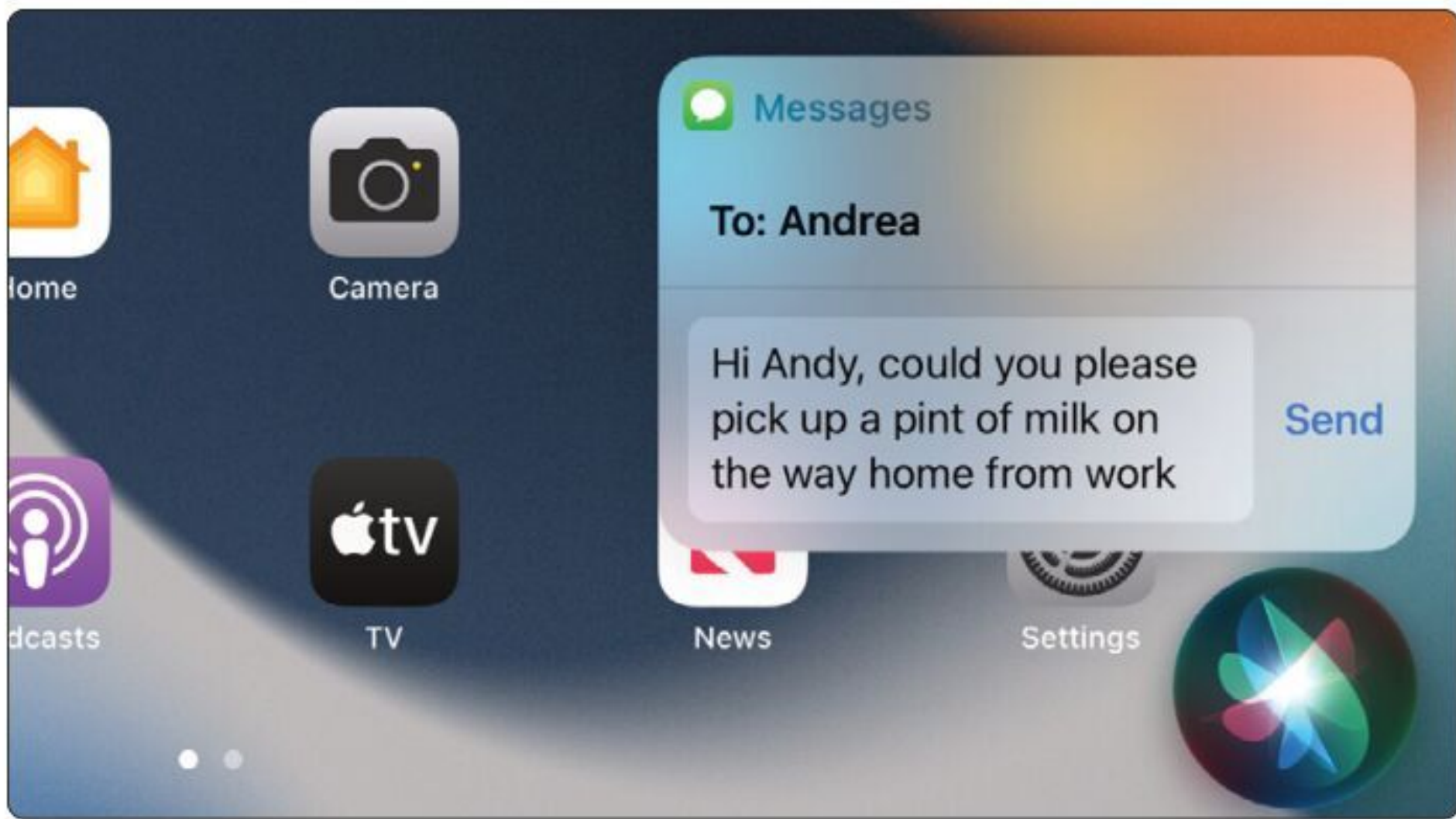
Get Directions

Siri's great when you need directions. Just ask "How do I get home?", "Show me the way to <address>" or "Which way is it to work?", and Siri summons the Maps app. You can even ask, "Where is the nearest pub", or train station, or other such facility and if Siri finds an appropriate venue, follow up with "How do I get there?" Siri understands perfectly.



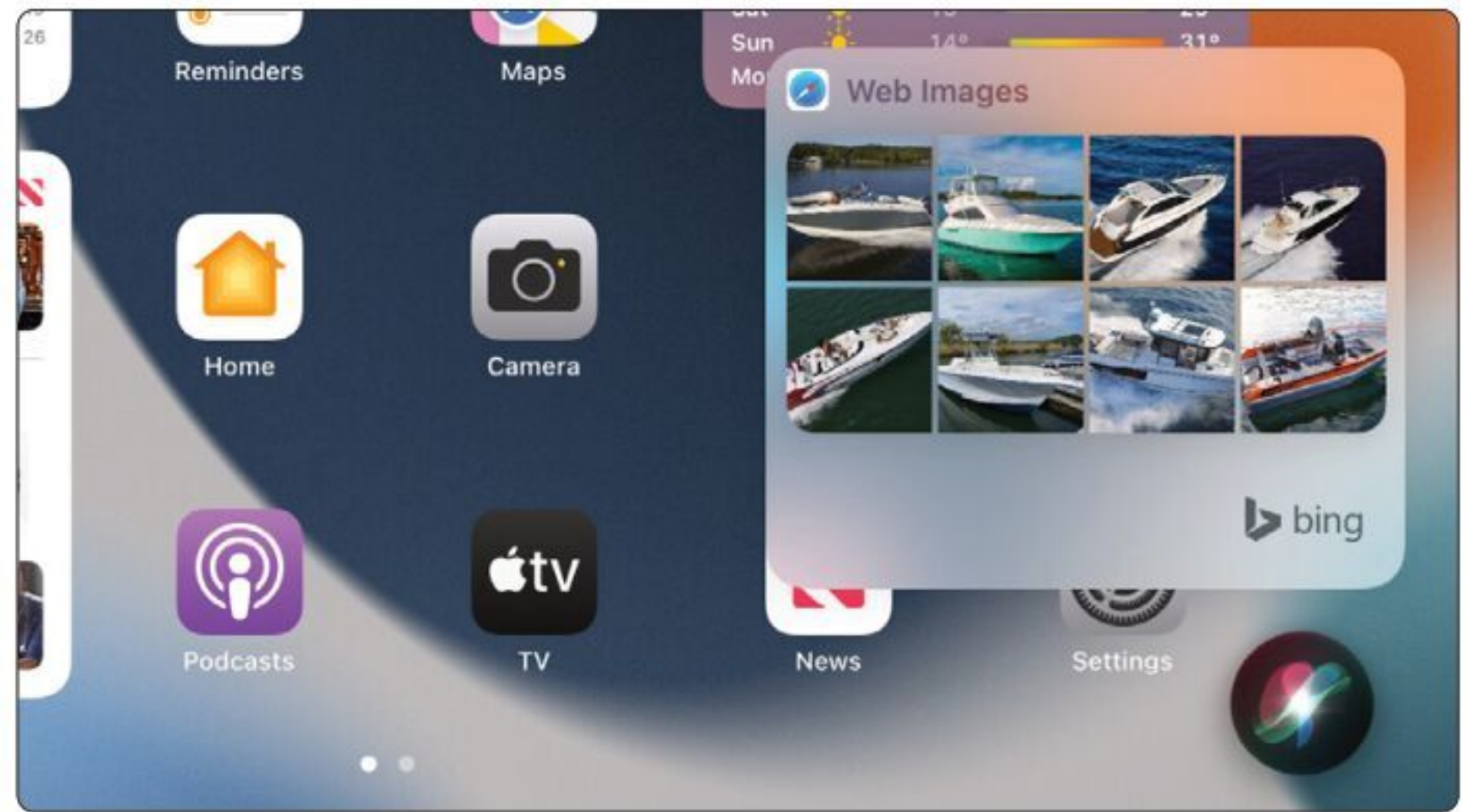
The Weather

Siri is also integrated with the Weather app. All you have to do is ask a question like, "What will the weather be like tonight?" or "Will it rain tomorrow?" and you get an answer. You can also ask more complicated questions like, "What will the weather do in Edinburgh on 1st September?" and as long as it's not too far ahead, you get the answer. Tap it for more info and tap again to go to Weather.com.



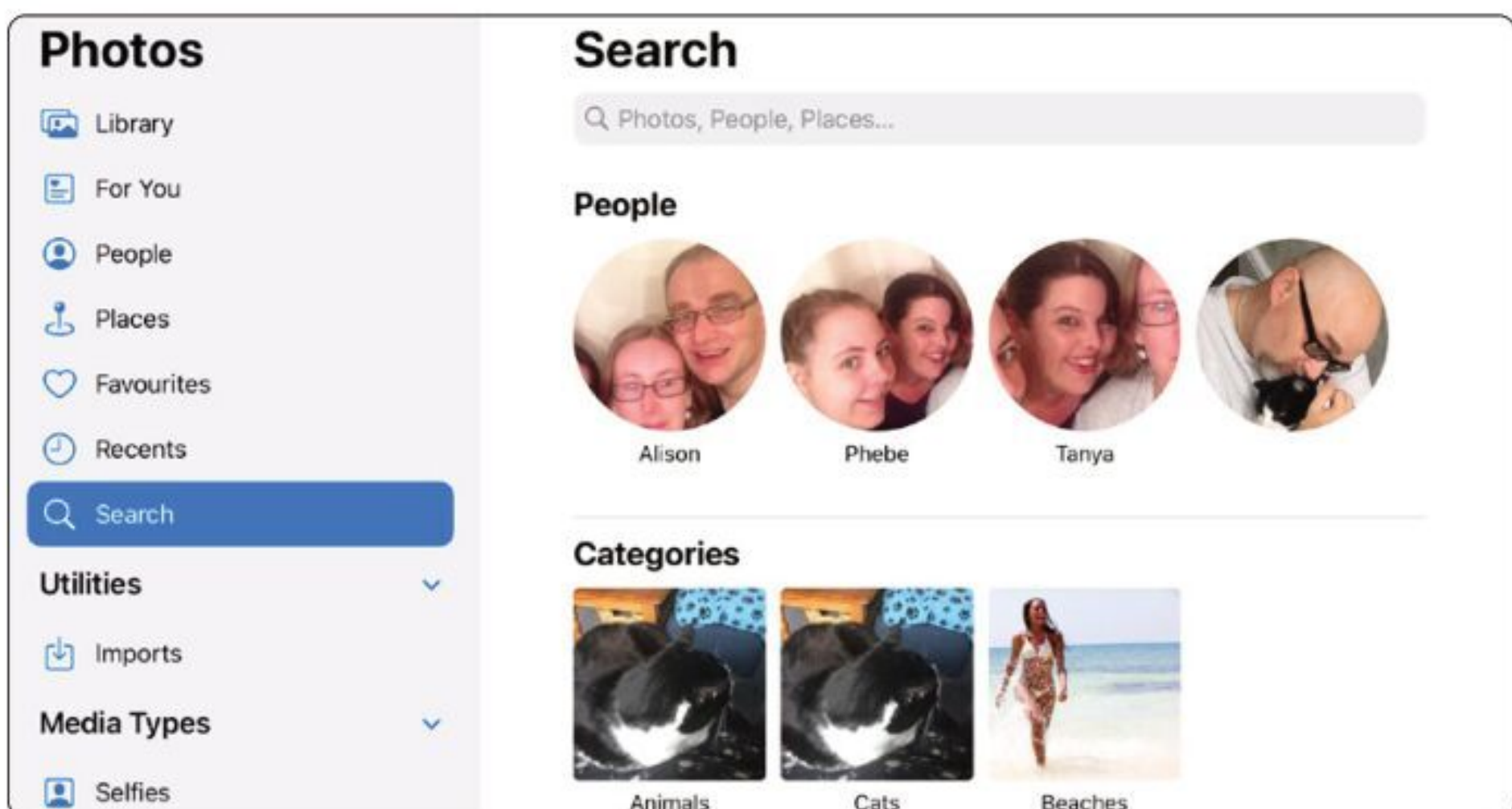
Send SMS Messages

Sending messages using Siri soon becomes easy and even fun. When dictating a message, or email, note, etc., you need to remember to speak the punctuation. To send a message, say something like, "Tell my wife I'll be home late", or "Send a message to John"; Siri then asks what you want the message to say. Speak it and Siri turns it into text.



Show Pictures

Siri can search the web for pictures. For example, ask "Search the web for pictures of boats". Siri searches the web and other sources for suitable pics and shows them to you as thumbnail images. Scroll up the results and tap to search alternative sources. Tap on a picture for a bigger preview and double-tap to open it in Safari.



Search Photos

Siri can search your Photos app and find pictures according to specified instructions. For example, ask it to "Show me photos I took recently", "Show me photos I took on [a calendar date]" or "Show me photos I took at [a specified place]" and the digital assistant displays pictures meeting these criteria. Here we asked for the photos I had taken of my cat.



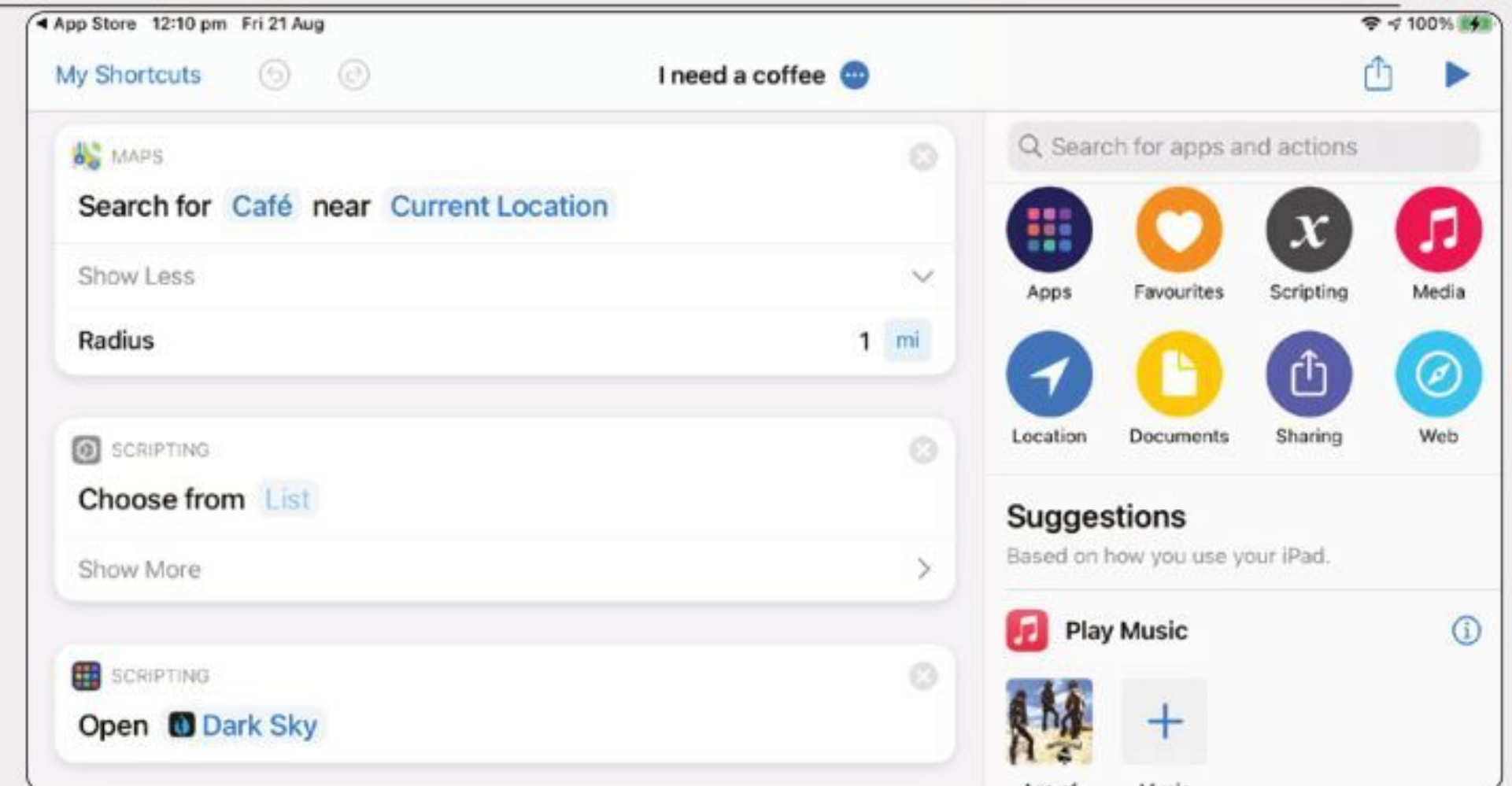
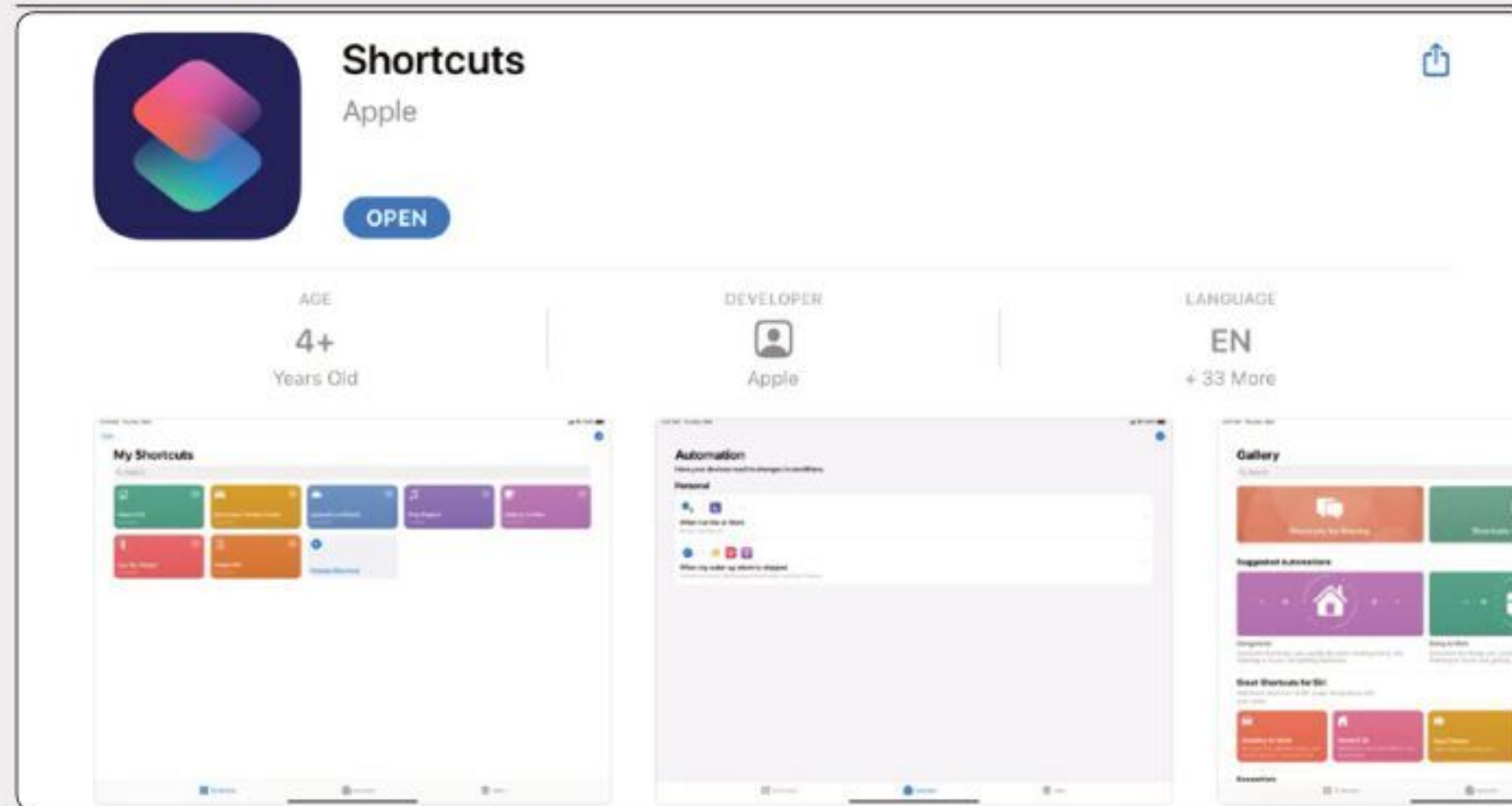
Set Reminder

Reminders integration is another useful Siri feature. For example, if you say to Siri, "Remind me to buy milk when I get to Sainsbury's", the digital assistant creates a new location aware reminder that triggers when you get to the store in question. If there's more than one store nearby, you'll be asked to choose one. You can mark it done in the notification or tap the notification to open Reminders.



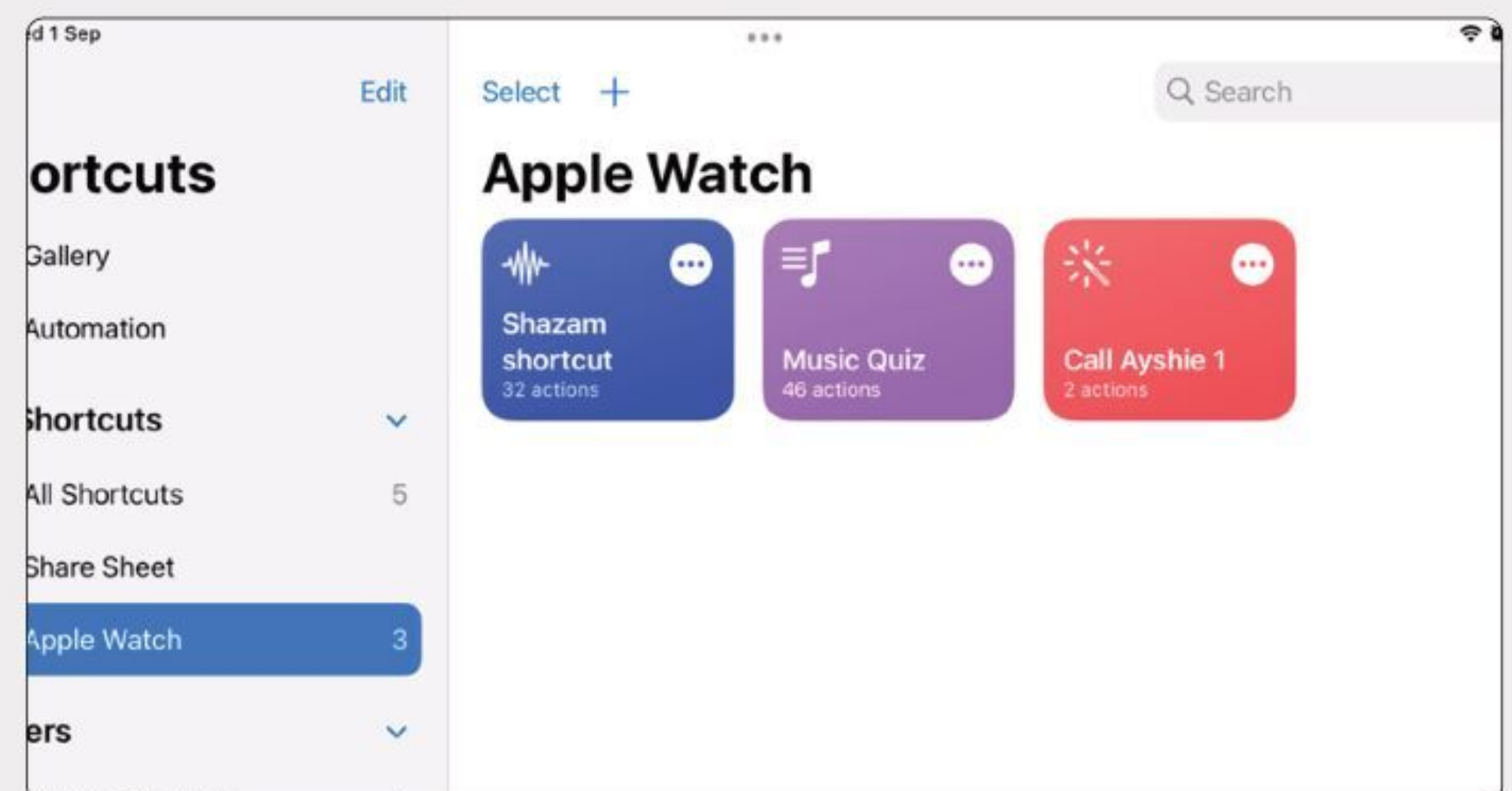
Siri Shortcuts.

Siri Shortcuts is a great extra way to use Apple's personal assistant. You can set up a chain of actions, all activated by a single voice command. It might take practice to get the most from it, but it's certainly time well spent.



1 First of all, check whether you have the Siri Shortcuts app on your Home screen. If you don't yet have it, go to the App Store and install it. It's free and it works on iPads running iOS 12 or later. Now open the Siri Shortcuts app.

2 You can make your own Siri commands. In the Library tab, tap the Create Shortcut option to begin the process. You can then construct a chain of actions. Here we search for local cafés and open Dark Sky to check the weather.



3 Tap Play (top right) to test it. Tap the three dots icon at the top to give the shortcut a name. You can now run your shortcut by activating Siri and speaking its title. Shortcuts are synced with iCloud and you can download and use pre-written shortcuts from the Gallery tab.

4 New features have been added to Shortcuts for iPadOS 15. It now makes suggestions for automations based on your iPad usage. The app now supports folders, it can run time triggers without user confirmation and you can run shortcuts on your Apple Watch.

Siri Dictation Commands

Siri also understands dictation as well as words, so if you are dictating an email, for instance, you can speak the punctuation marks. This useful list of dictation commands that Siri recognises should prove very useful.

New line - Move to the next line
New paragraph - Start a new paragraph
All caps - Make the next word all uppercase
All caps on ... all caps off - Make part of what you say uppercase
No caps - Make the next word lowercase
No caps on ... no caps off - Make sure part of what you say is all lowercase
Space bar - Prevent a

hyphen from appearing in a normally hyphenated word
Full-stop - .
Comma - ,
Apostrophe - '
Exclamation mark - !
Question mark - ?
Ampersand - &
Asterisk - *
Open round brackets - (
Close round brackets -)
Open square bracket - [
Close square bracket -]

Open brace - {
Close brace - }
Dash - -
Hyphen - -
Em dash —
Percent sign - %
Copyright sign - ©
Registered sign - ®
Section sign - §
Dollar sign - \$
Cent sign - ¢
Pound Sterling sign - £
Degree sign - °

Caret - ^
At sign - @
Hash sign - #
Greater than sign - >
Less than sign - <
Forward slash - /
Back slash - \
Vertical bar - |
Smiley - :-)
Frowney face - :-(
Wink - ;-)



Updating iPadOS And Its Apps

Apple regularly releases updates to its operating systems and iPadOS is no exception. If you haven't yet updated to iPadOS 15, follow this guide. If you have, keep this tutorial handy for when Apple updates the operating system.



System Requirements.

If you want to update to iPadOS 15, your iPad must be one of the following. To find out which iPad you have, go to <https://apple.co/35mb9oe>.



12.9-inch iPad Pro
11-inch iPad Pro
10.5-inch iPad Pro
9.7-inch iPad Pro



iPad Air
(3rd generation)
iPad Air 2



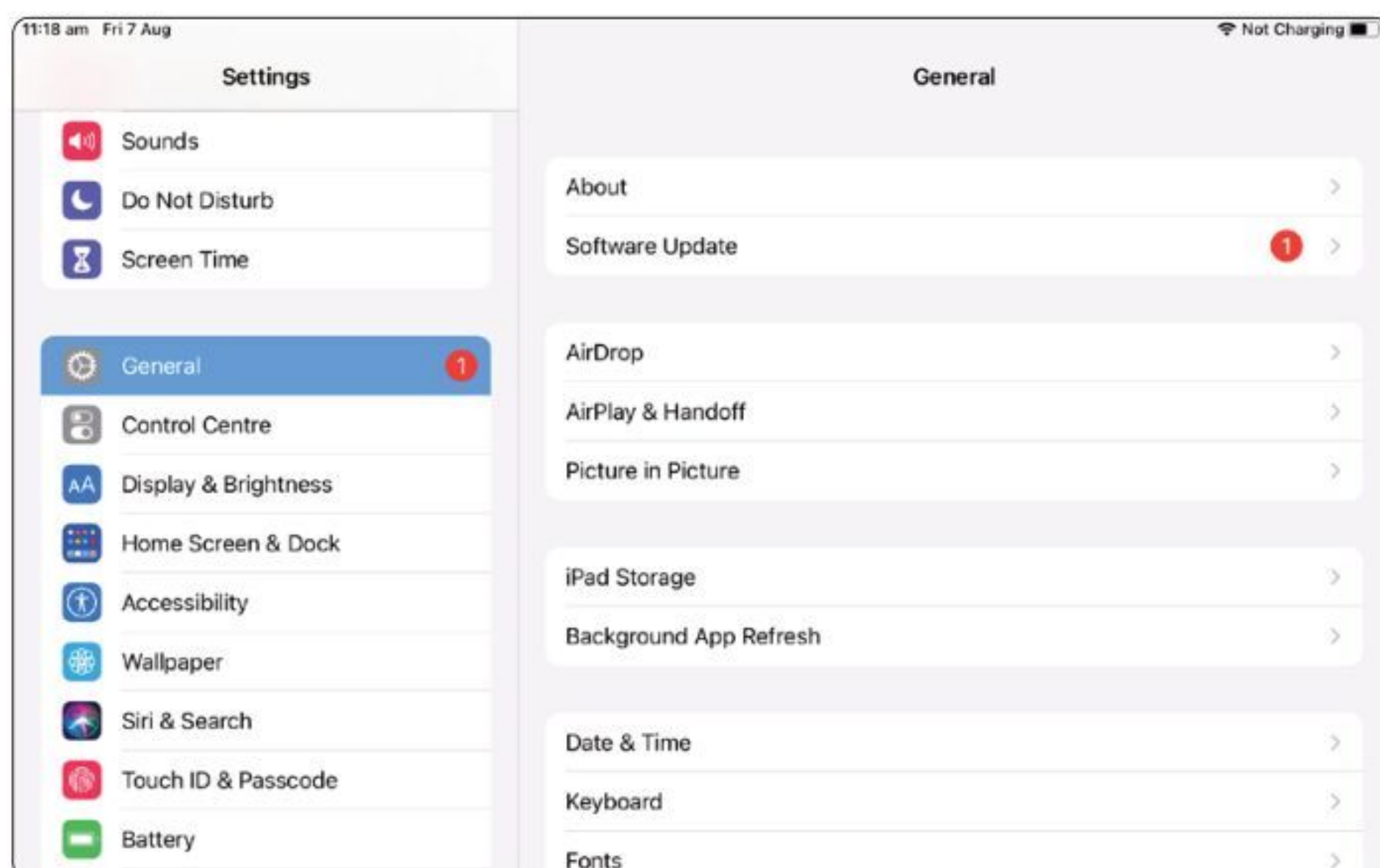
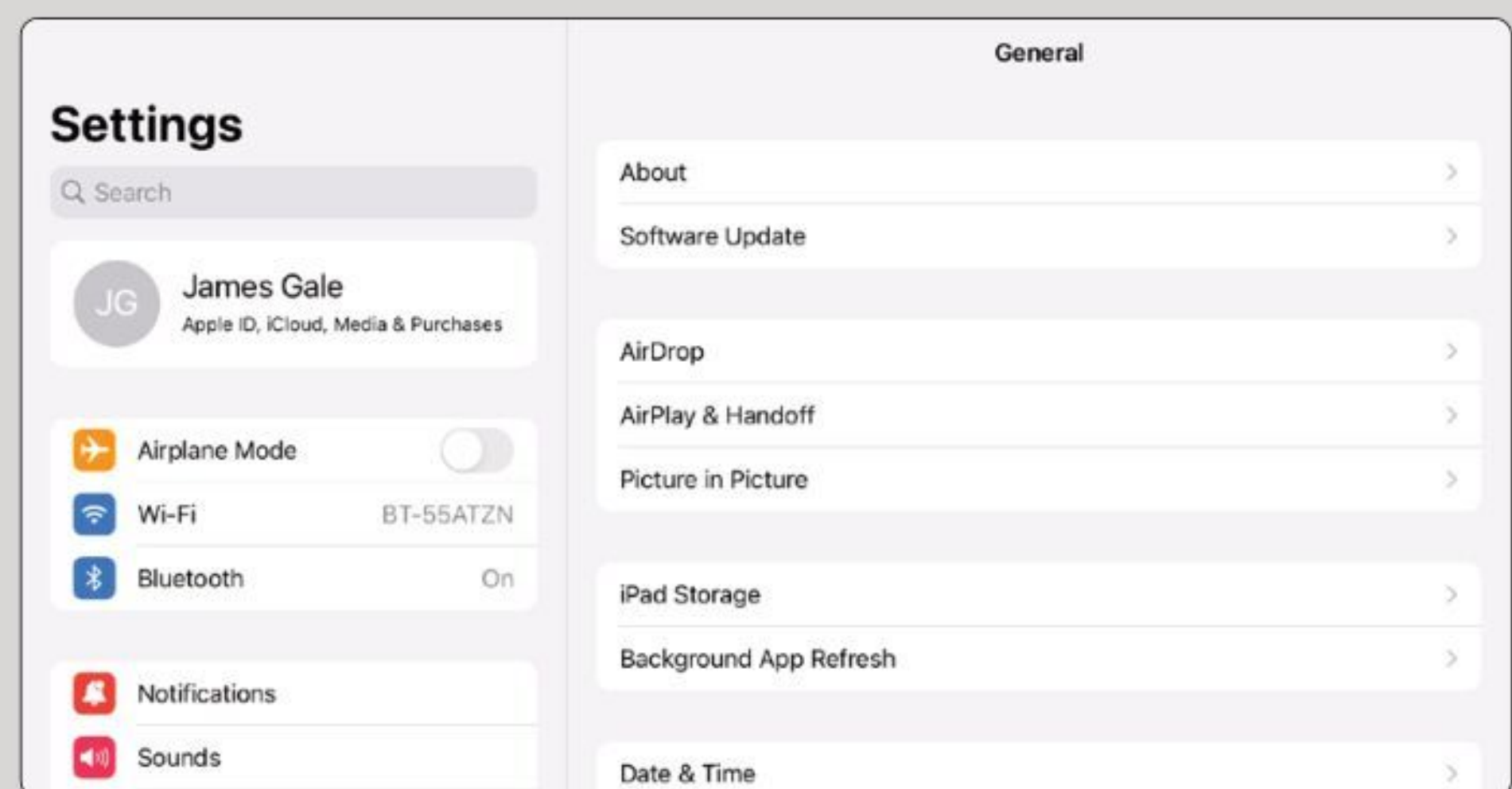
iPad
(7th generation)
(6th generation)
(5th generation)



iPad mini
(5th generation)
iPad mini 4

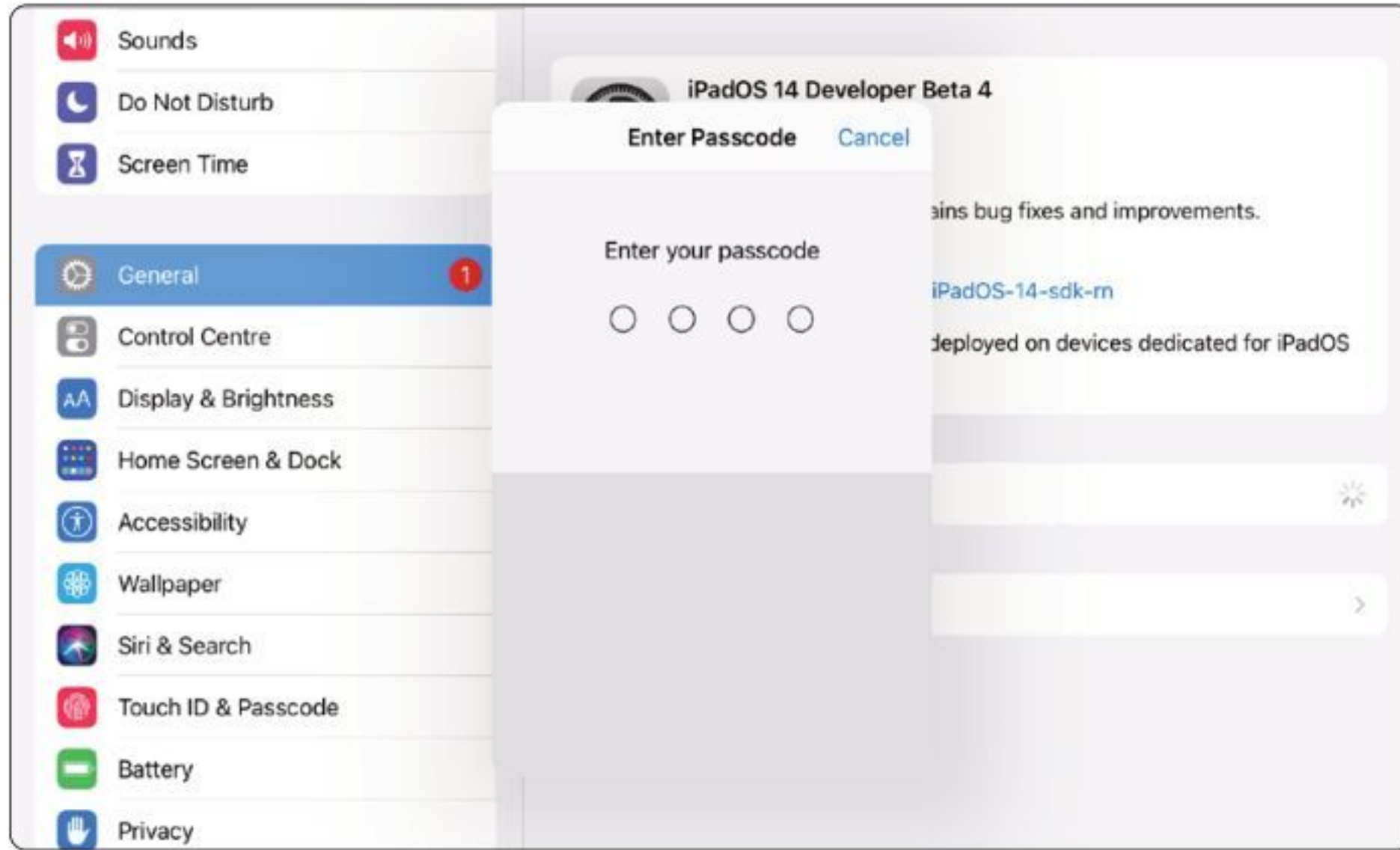
Auto Updates.

To download and install updates automatically, open Settings and go to General > Software Update > Customise Automatic Updates. On this screen, you can choose to automatically download iPadOS updates and/or install them automatically overnight. To do either, your iPad must be connected to a Wi-Fi network.



1 When there's a new version of iOS, the Settings app icon on the Home screen is badged with a number in a red circle. Open it, and from the next screen, look for the General link and then tap it.

2 In General, tap Software Update. Your iPad checks with Apple to see if there is a newer version than the one you're currently running. If there isn't, you're told you are up to date but if there is, you can install it now.



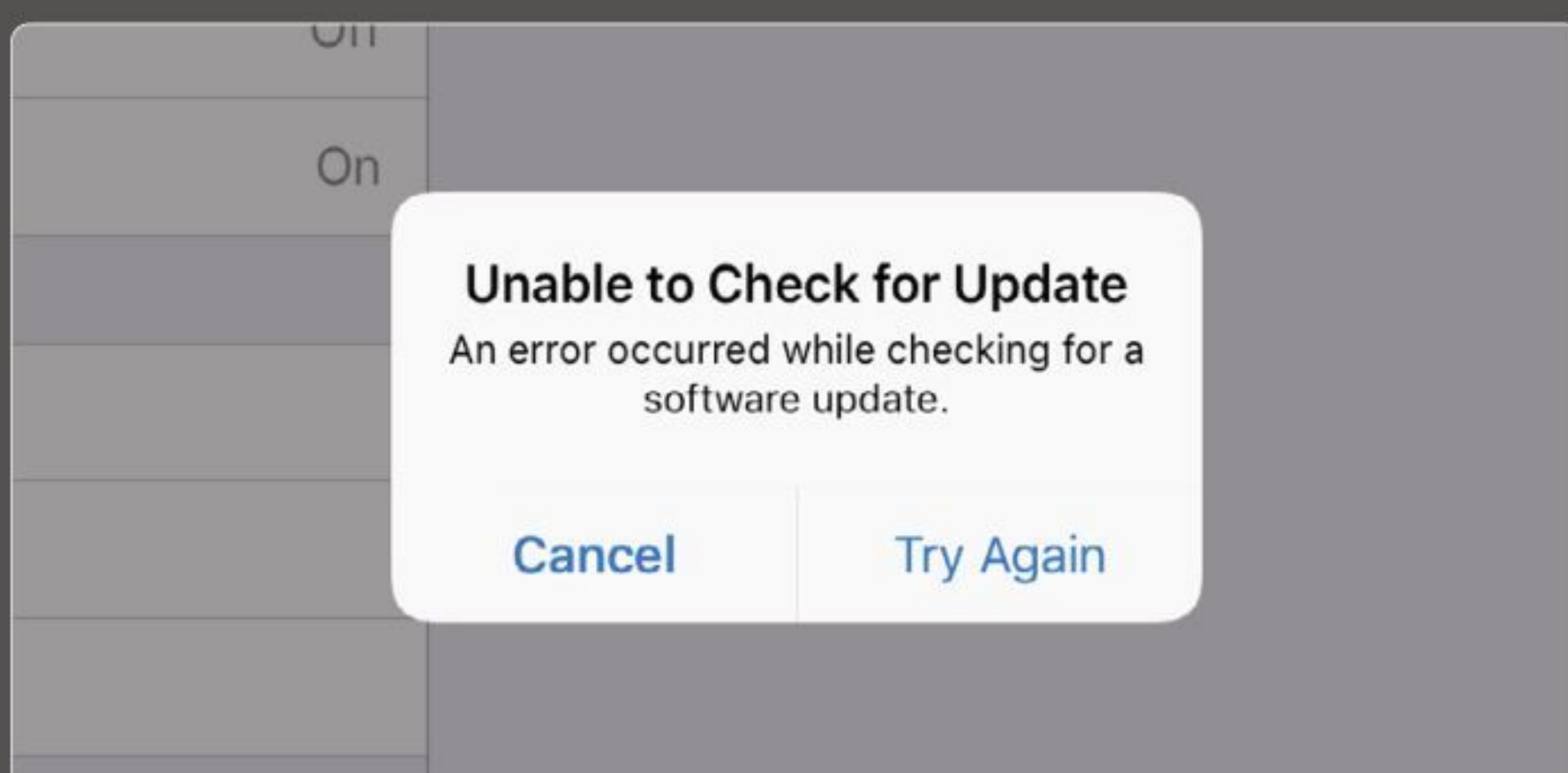
3 If an update's available, tap Install Now. Plug your iPad into a mains power supply if the battery's low. After entering your passcode and agreeing to Terms and Conditions, the update downloads to your iPad.



4 When it's finished, tap Install Now to begin the installation process. The update installs and your tablet restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode, when prompted, and agree to Terms and Conditions. Then you're ready to enjoy your new version of iPadOS.

Software Update Failed.

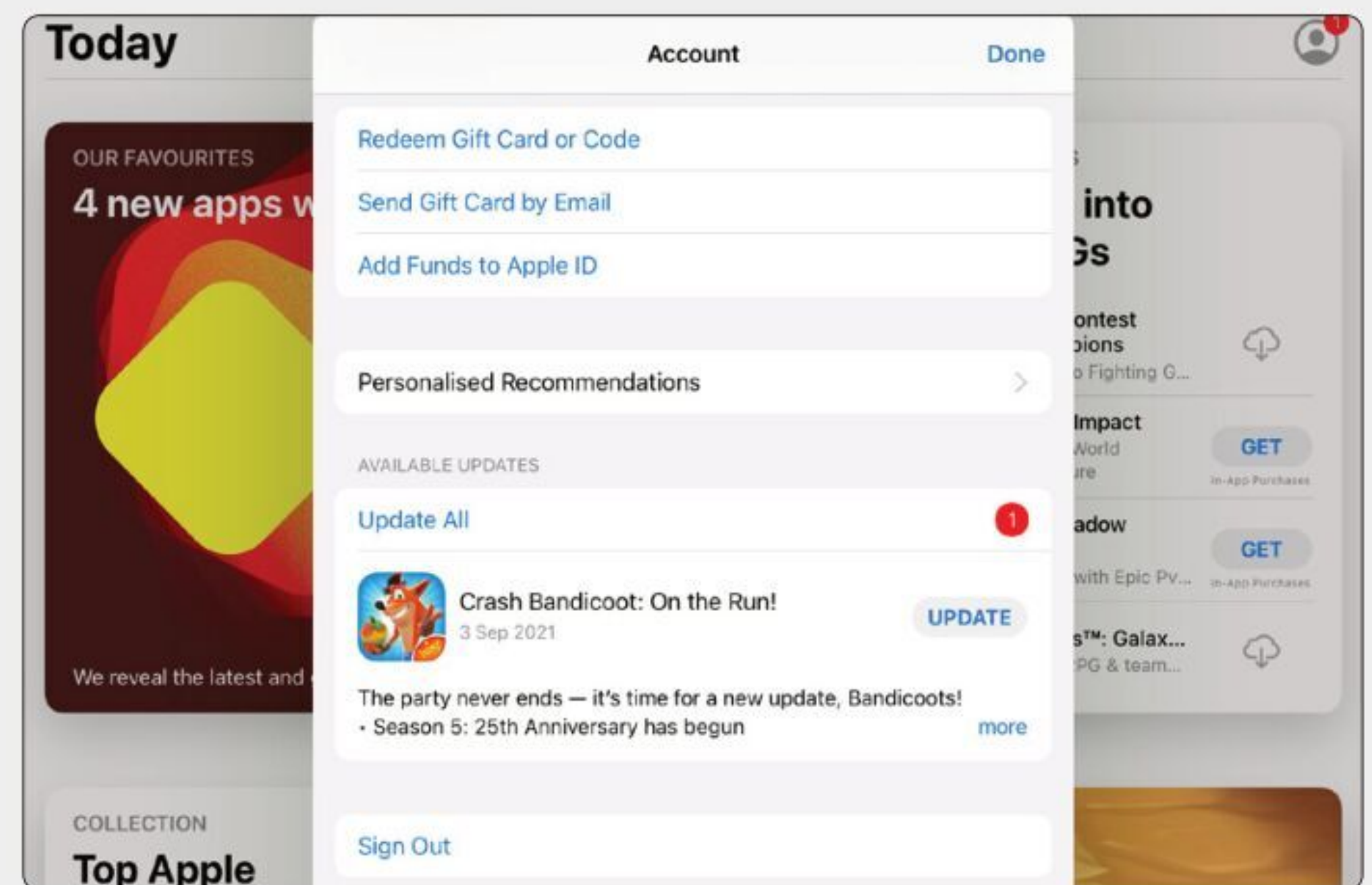
When a new version of iPadOS is released, Apple's servers can become overloaded with people trying to download it and update their tablets. If you see this message, saying the new software cannot be downloaded at the present time, try again at a later date.



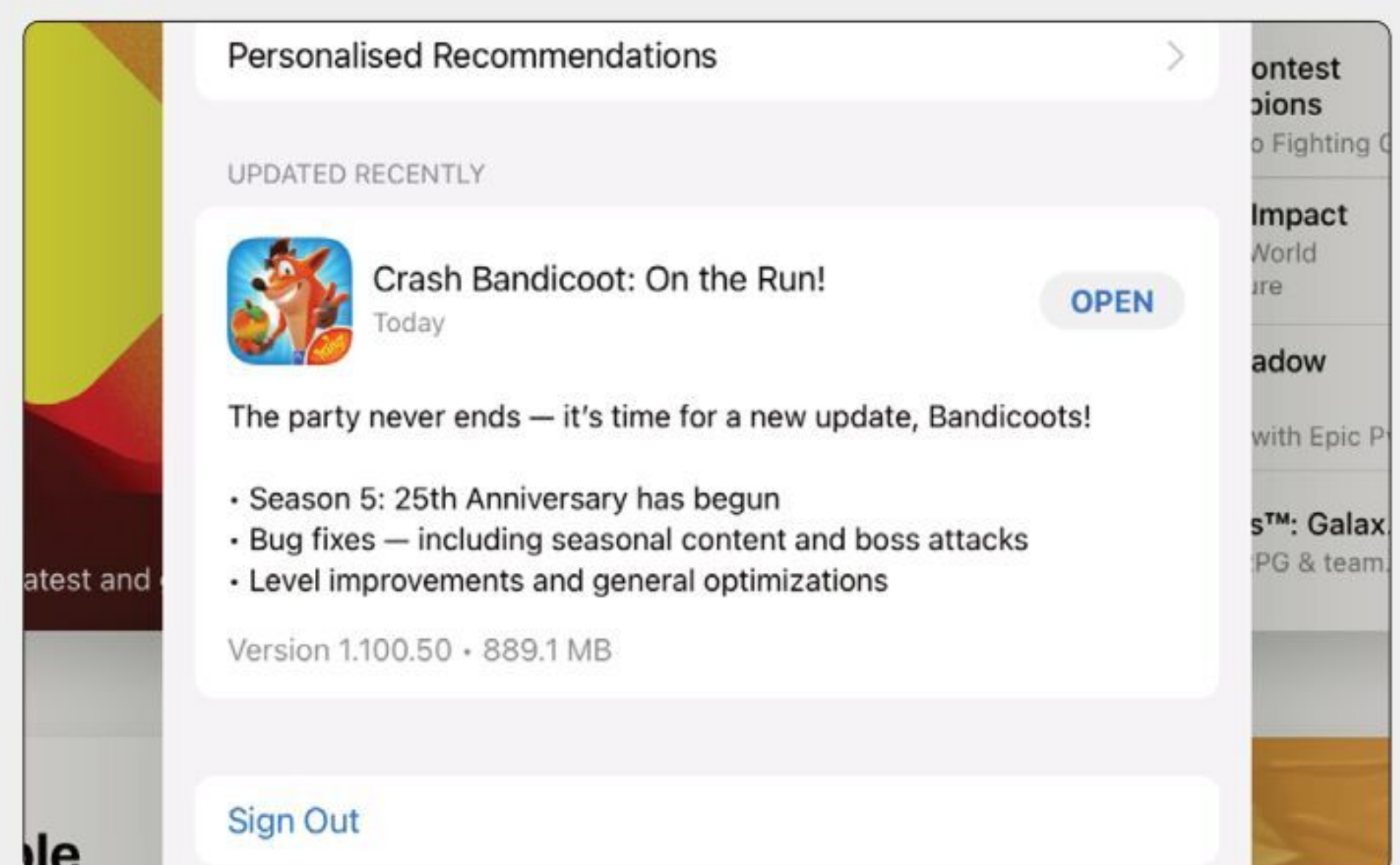
Updating Apps.



1 If you have app updates to install, the App Store, on the Home screen, is badged with a number. Open it, then tap your Accounts icon in the top right (also badged) to see a list of apps that have been updated.



2 Scroll up to see the Available Updates. Tap an app to see what's new. Update an app by tapping its Update button or tap Update All to update all at once. Progress is shown in a circle; tap it to pause or continue an update.



3 When your apps have finished updating, you can tap the Open button that has replaced the Update link to launch that app directly from the Updates screen. This will take directly to this now updated app.



Built-in iPadOS 15 Apps





Built-in iPadOS 15 Apps.

One of the best things about your Apple tablet is the apps that come bundled with iPadOS 15. There's Mail for sending and receiving emails, Safari for surfing the web and Calendar, Reminders and Notes for organising your life. For photographers, there's Photos and Camera and for music lovers, there's Music. We show you all this and lots more.

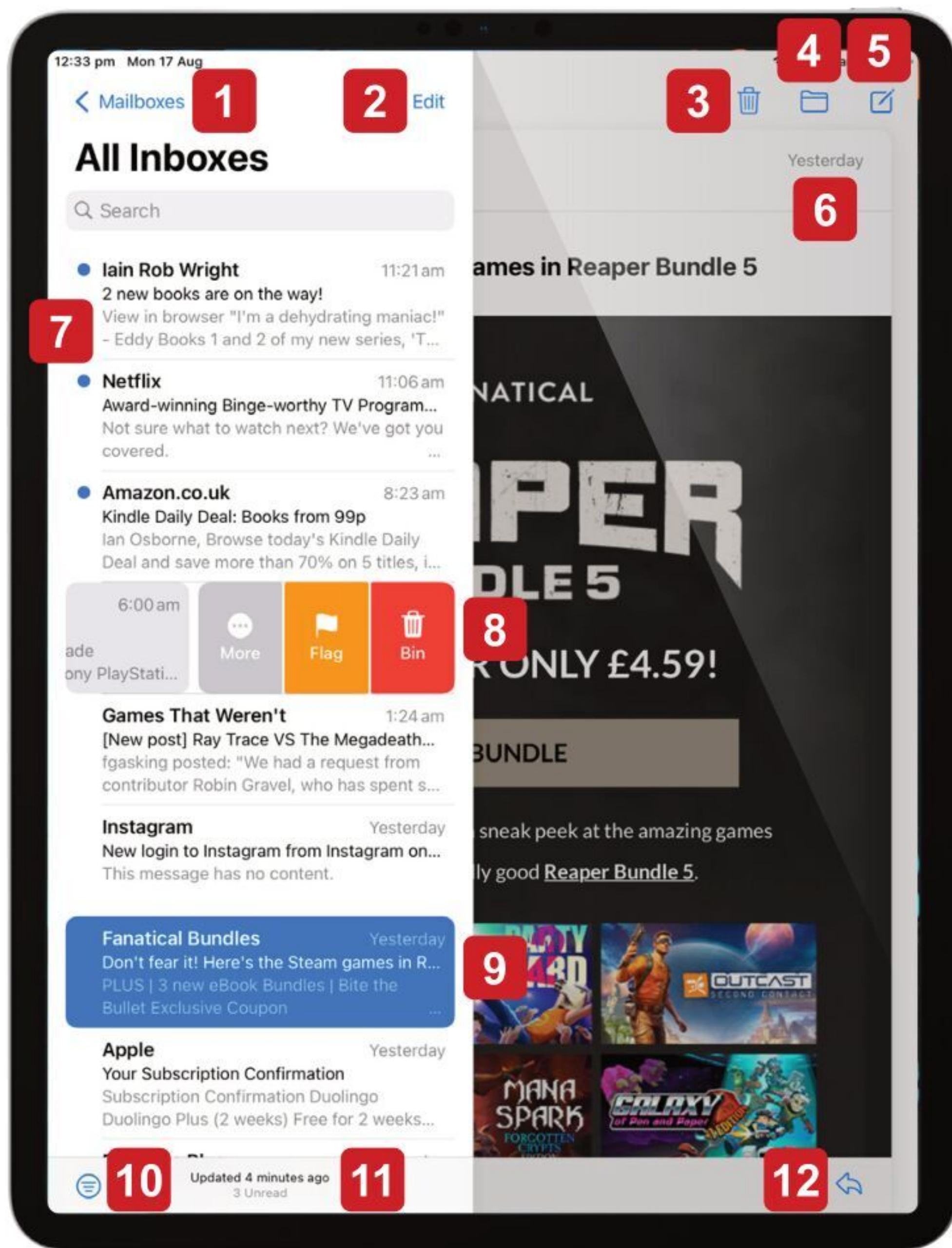
[Learn more >](#)



Mail App For Your Emails

The iPad is great for keeping in touch via email. Its bundled Mail app can send, receive and forward emails, send an email to a group, add attachments and more. Here's how to use this popular iPad application.

Mail in Focus



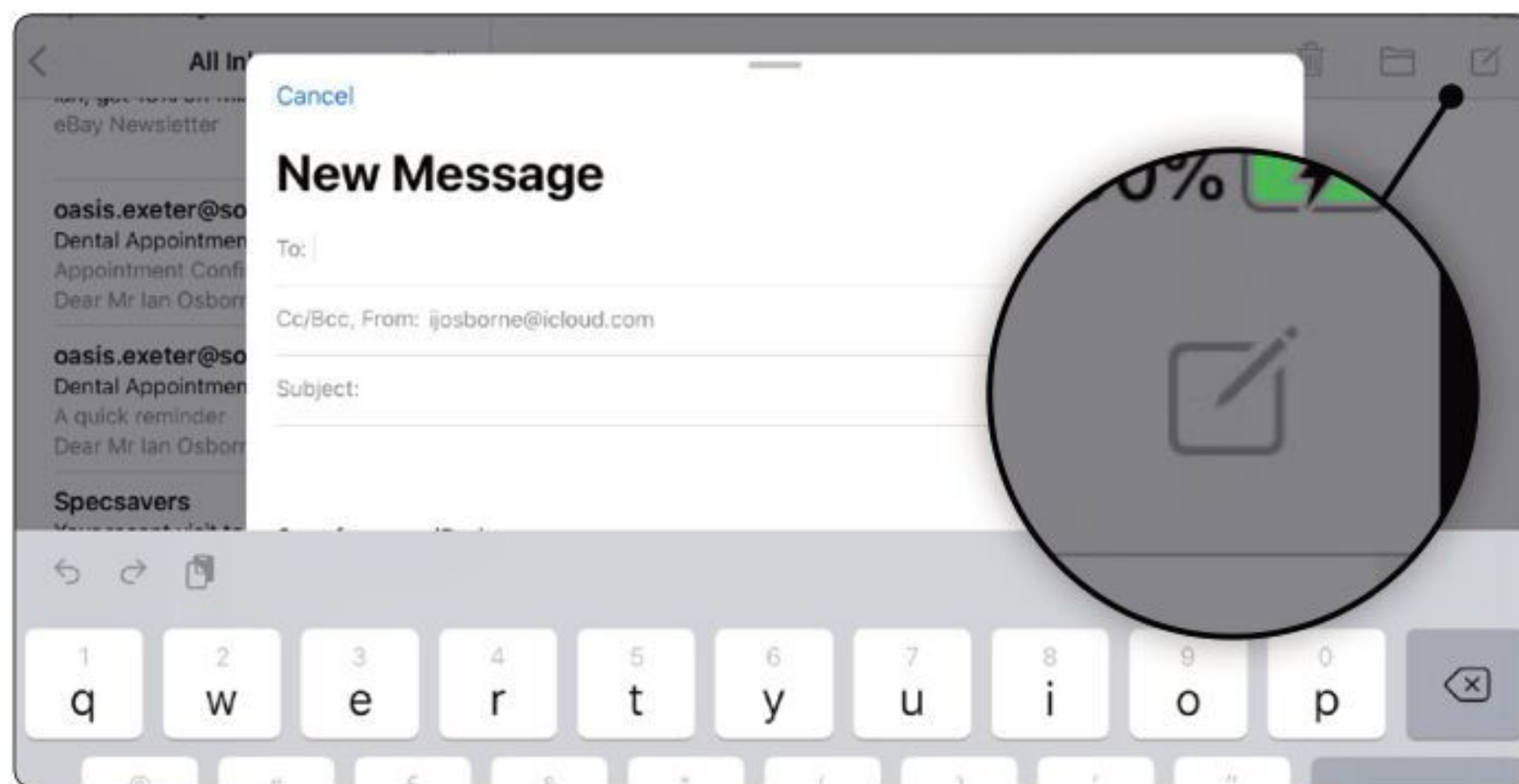
- 1** The column on the left of the screen currently shows your Inbox. Tap here to go back and choose another mailbox, such as Drafts, Sent, Junk, and your VIP emails.
- 2** Tap the Edit link and a circle appears beside every email in your inbox. Tap a circle to check it and then tap Mark, Move, or Delete, at the foot of the column, to action all the emails you selected with Edit.
- 3** Tap the Rubbish bin icon to delete the currently selected email.
- 4** You can move an email to another folder, such as Junk, Bin, or Archive. Tap here and the available folders are shown in the left hand column.
- 5** Tap the Pen-and-paper icon to open a new email, which you must then fill in and send.
- 6** Here, you see the date the email was received, or if it came today, the time it arrived.
- 7** These are your emails. Tap one to open it. The email currently open has a slightly darker background and those with blue dots to their left are unread. Pull this sidebar down to get new mail.
- 8** Drag an email to the left and you can tap one of the revealed icons to Flag or Delete it. The More icon gives further options such as reply, mute or move the message. Drag the email further left to delete it immediately. Drag it right instead and you can mark it as Read or Unread.
- 9** This is the email you currently have open in the Mail app. Tap on it to close the side bar on the left, giving you the full screen to read your email.
- 10** Tap this icon to show only emails that you have not yet opened and read. Tap it again to return to showing all emails, read and unread.
- 11** Here, you're told how long ago the currently open mailbox was last updated, and also how many unread emails are contained in that mailbox. Drag the sidebar down to check for new emails immediately. A swirl is shown while checking for new mail.
- 12** Tap this icon for a menu from where you can reply to the email, reply to all, forward it, delete it, flag it, mark it as unread, move it and more.

Email in Action.

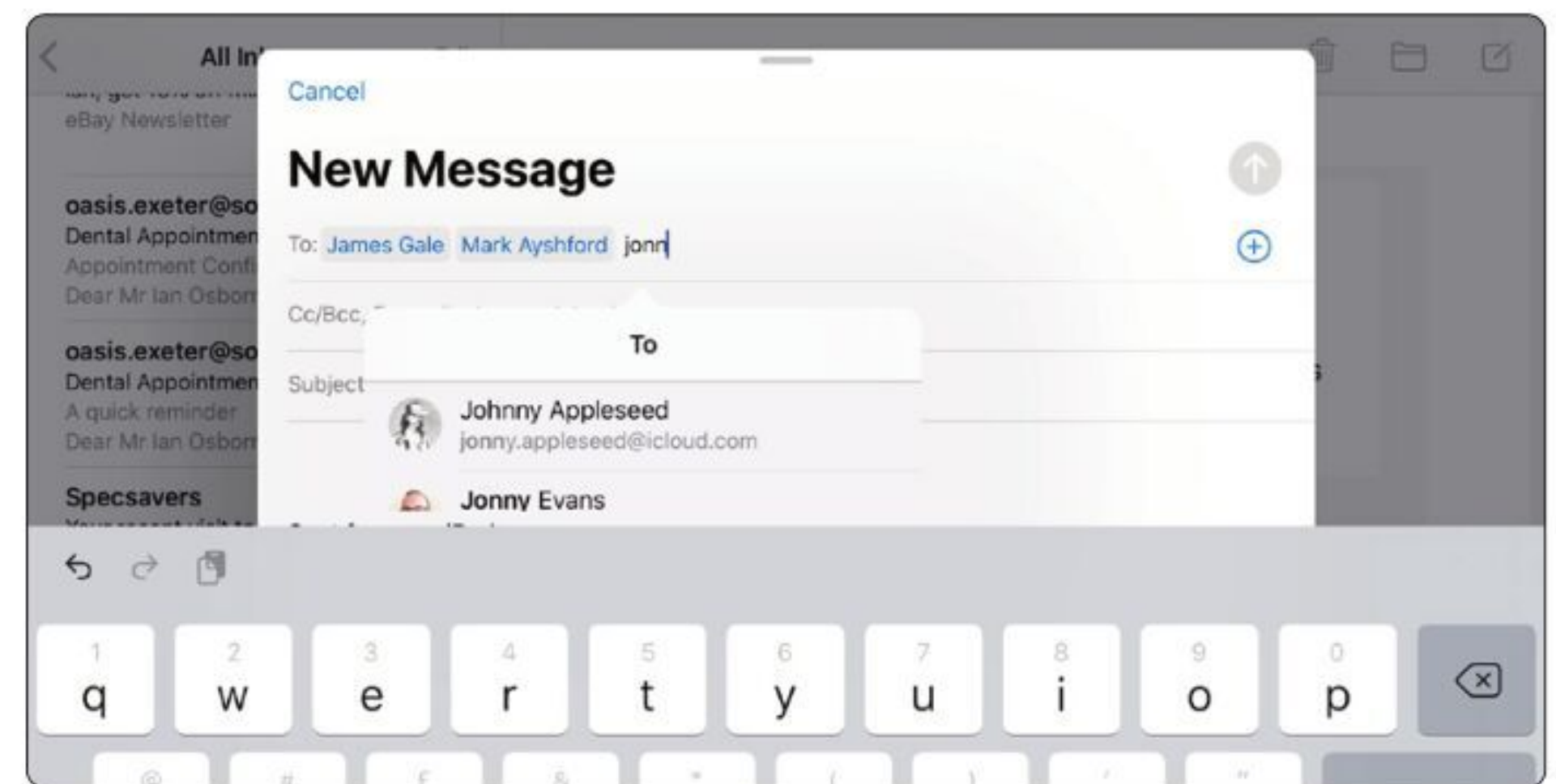
Email is a type of electronic message sent from one Internet-capable device to another. Unlike text messages, it can be as long as you wish and you can send attachments like photographs or videos too.



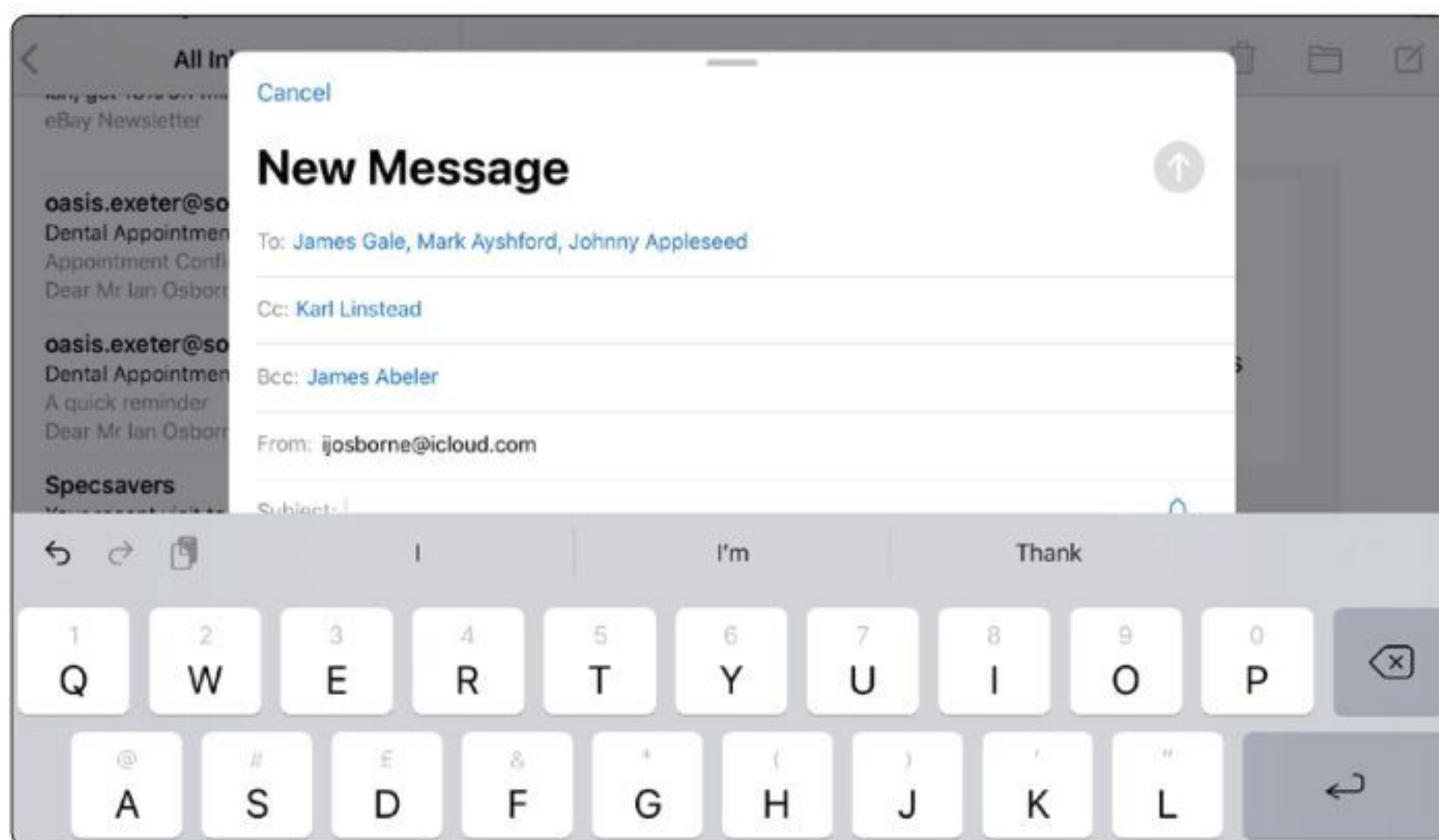
How to Send an Email



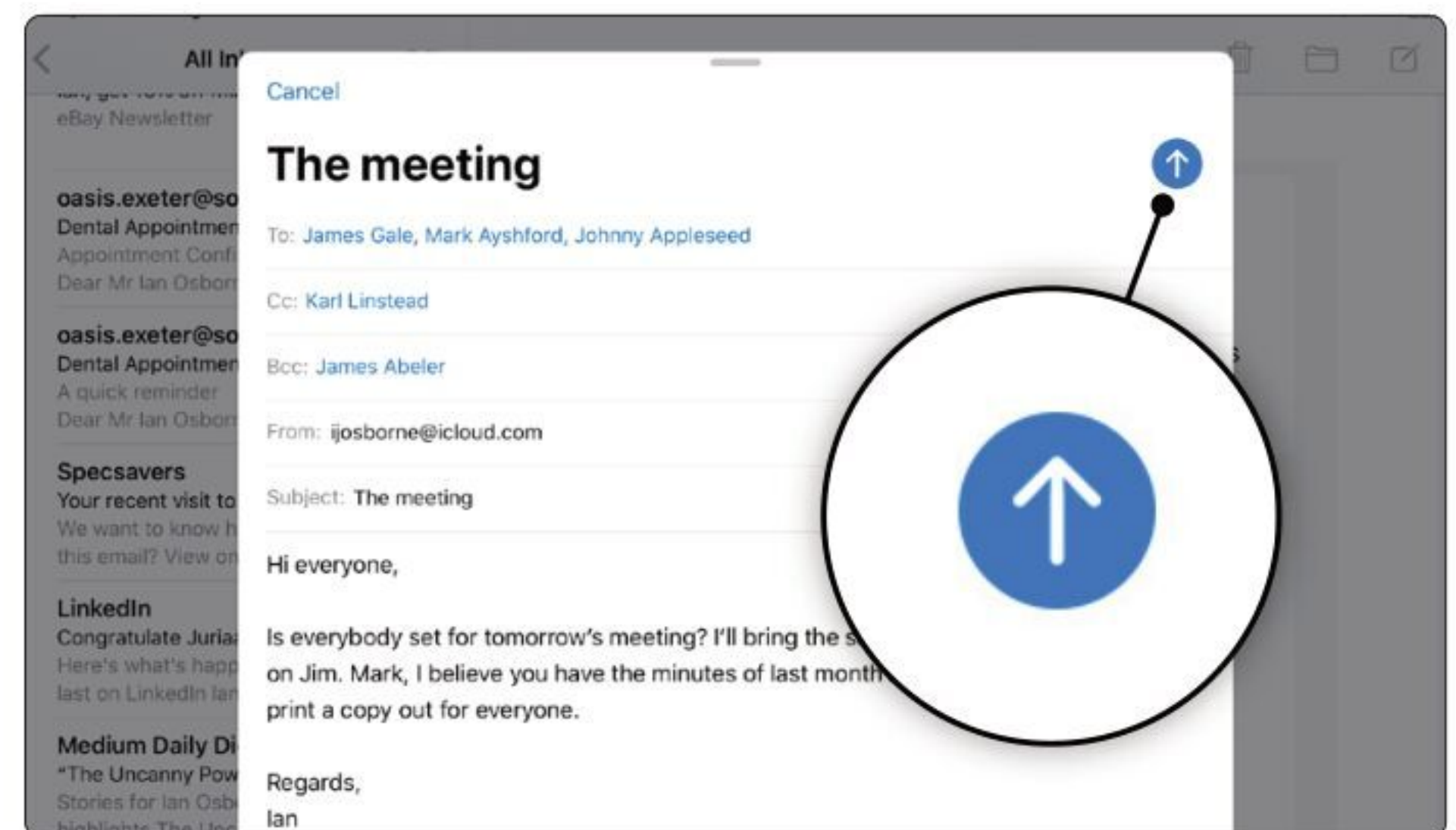
1 Tap the Pen-and-paper icon in the top right corner to open a new email, then in the To field, type the email address of the person to whom you're sending it. You can enter more than one email address in the To field if you wish, and send it to more than one person.



2 If the receiver is in your Contacts app, you can simply type their name instead of their email address. Predictive hits are displayed; when you see the correct person, tap them. Alternatively, tap the + sign on the right of the To field to see your contacts list.



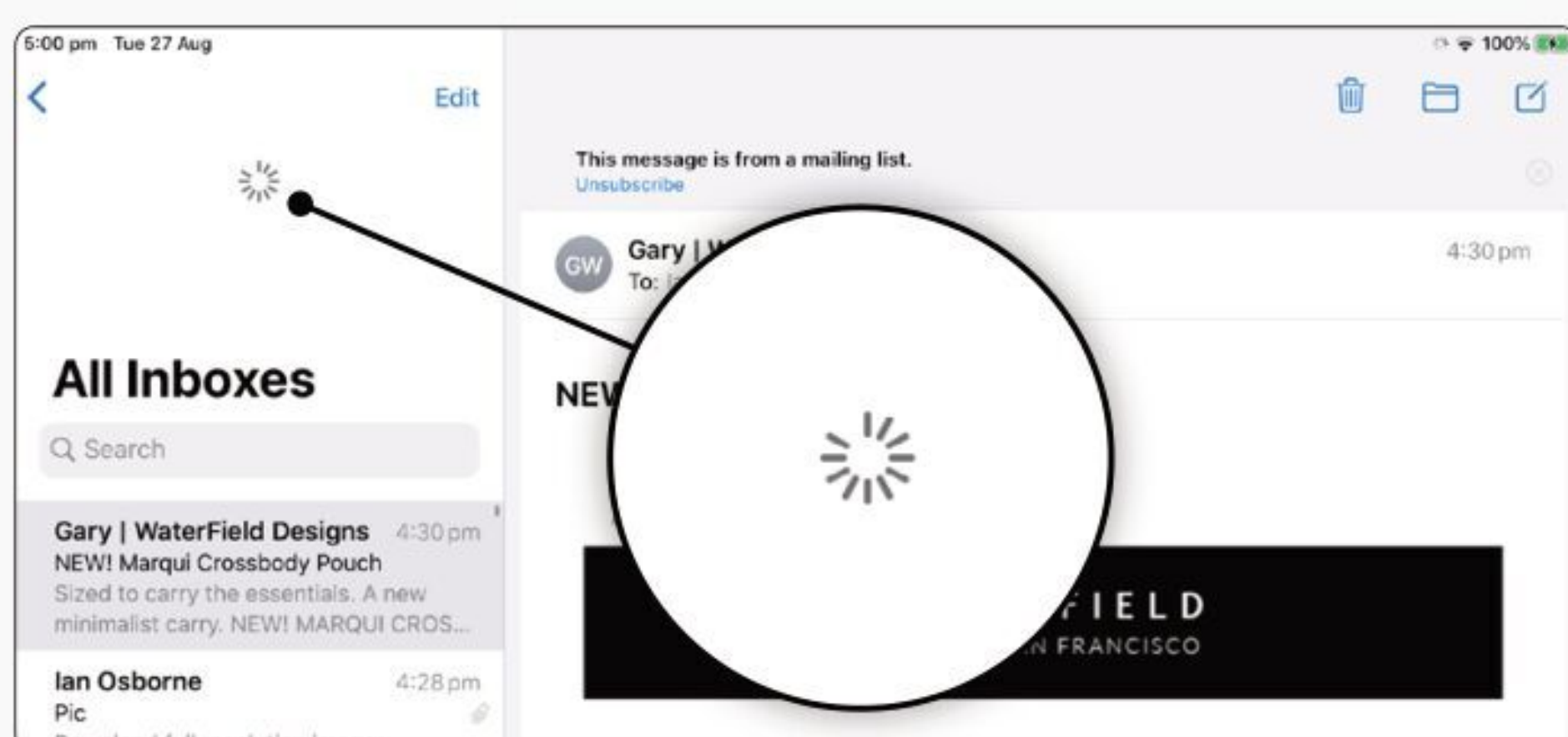
3 Tap Cc/Bcc to open the Carbon Copy (Cc) and Blind Carbon Copy (Bcc) fields. Email addresses entered here also receive the email, but those in Bcc are hidden from the other recipients. If you have more than one email address, tap the From field to choose from which to send.



4 Now type the subject, that is, what the email's about, in the Subject field, and type your email in the window below the subject. This is the body of your email, where you type what it is you want to say. When you're done, tap the blue arrow right to send it.

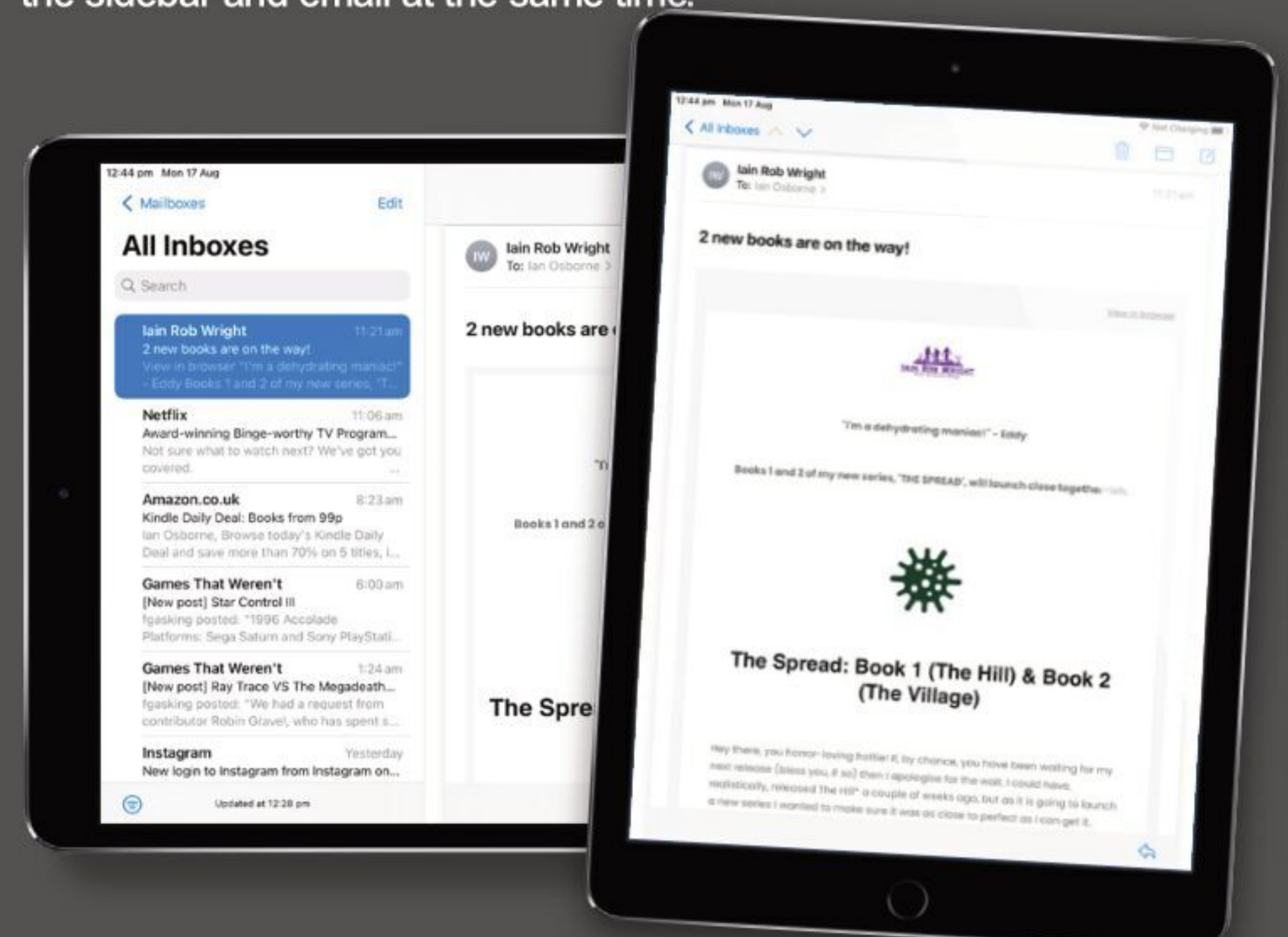
Downloading New Emails.

To manually refresh your inbox, pull the sidebar down until you see the swirl, then release. Your new emails are then downloaded. You can set Mail to check for new emails automatically. Go to Settings > Passwords & Accounts > Fetch New Data and use: Push to have new emails sent to your iPad; Fetch to check at a set interval or Manual to only send them when you refresh your inbox yourself.

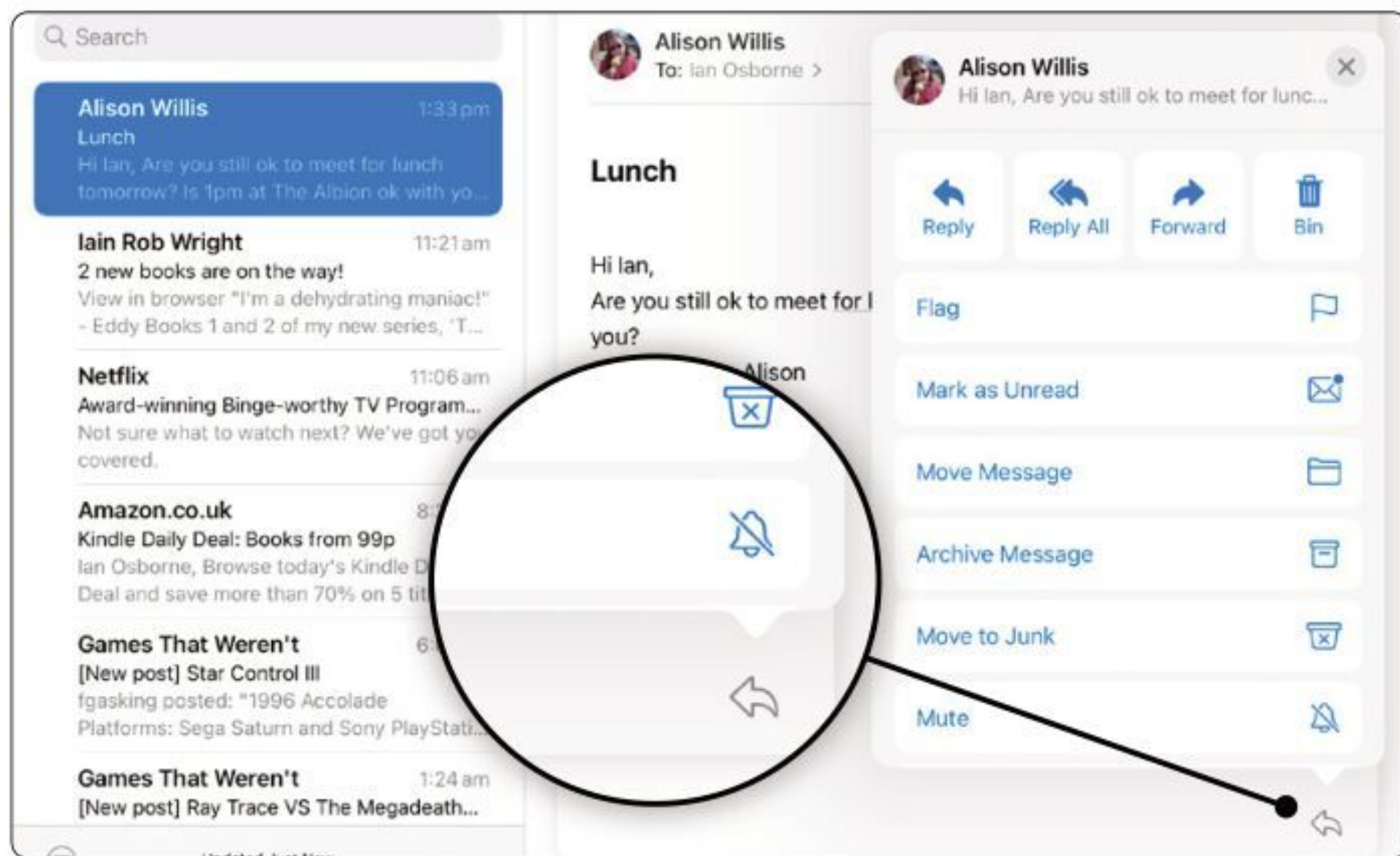


Portrait or Landscape?

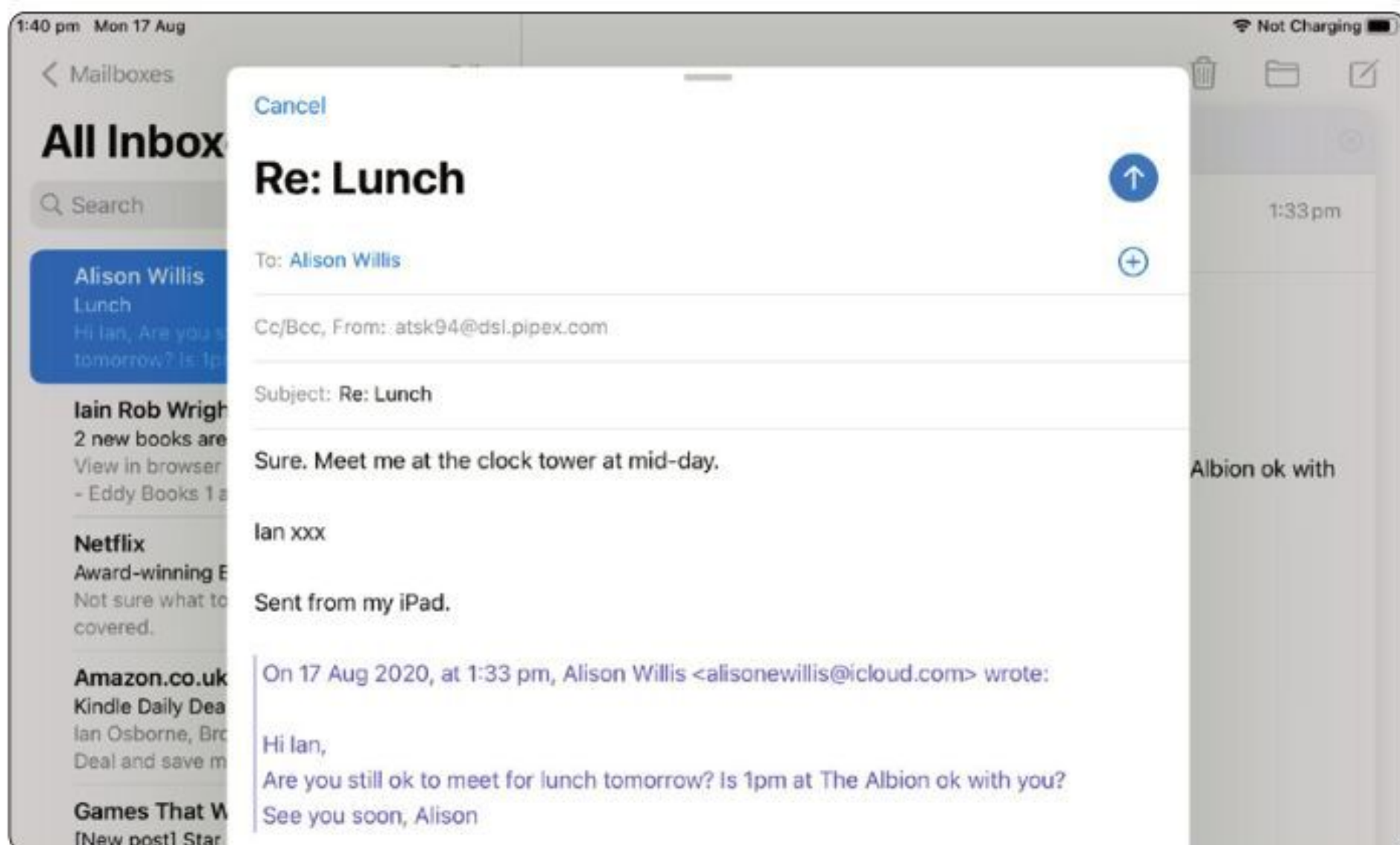
You can use the Mail app in Portrait Mode, which gives you more space to read an email and Landscape Mode, which lets you see the sidebar and email at the same time.



Replying & Forwarding

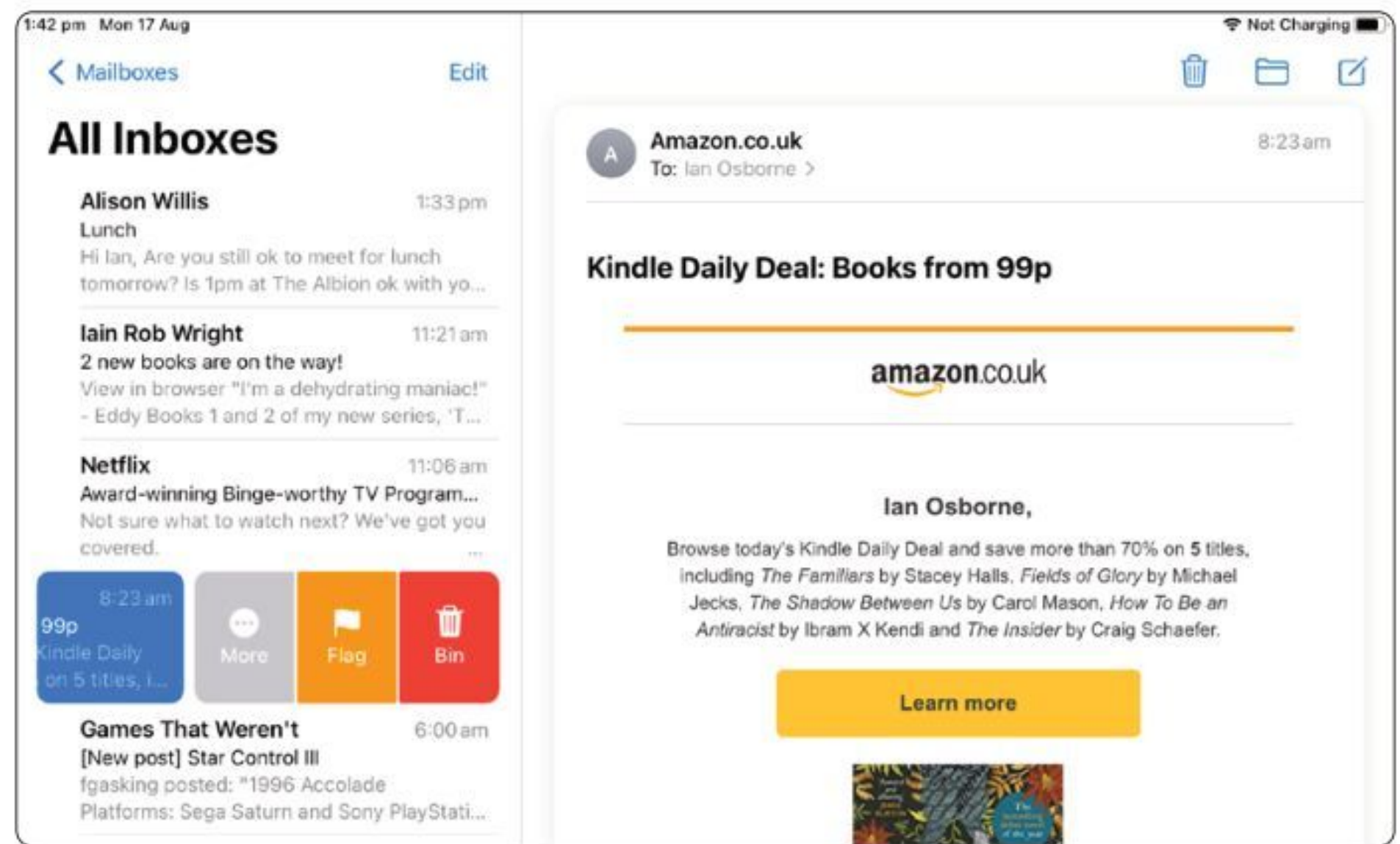


1 Open the email to which you want to reply. Click the Arrow at the foot of the screen for a pop-up. You can reply to sender only or everyone who received the original email. Forwarding it lets you to send it to another person who didn't receive the original email.

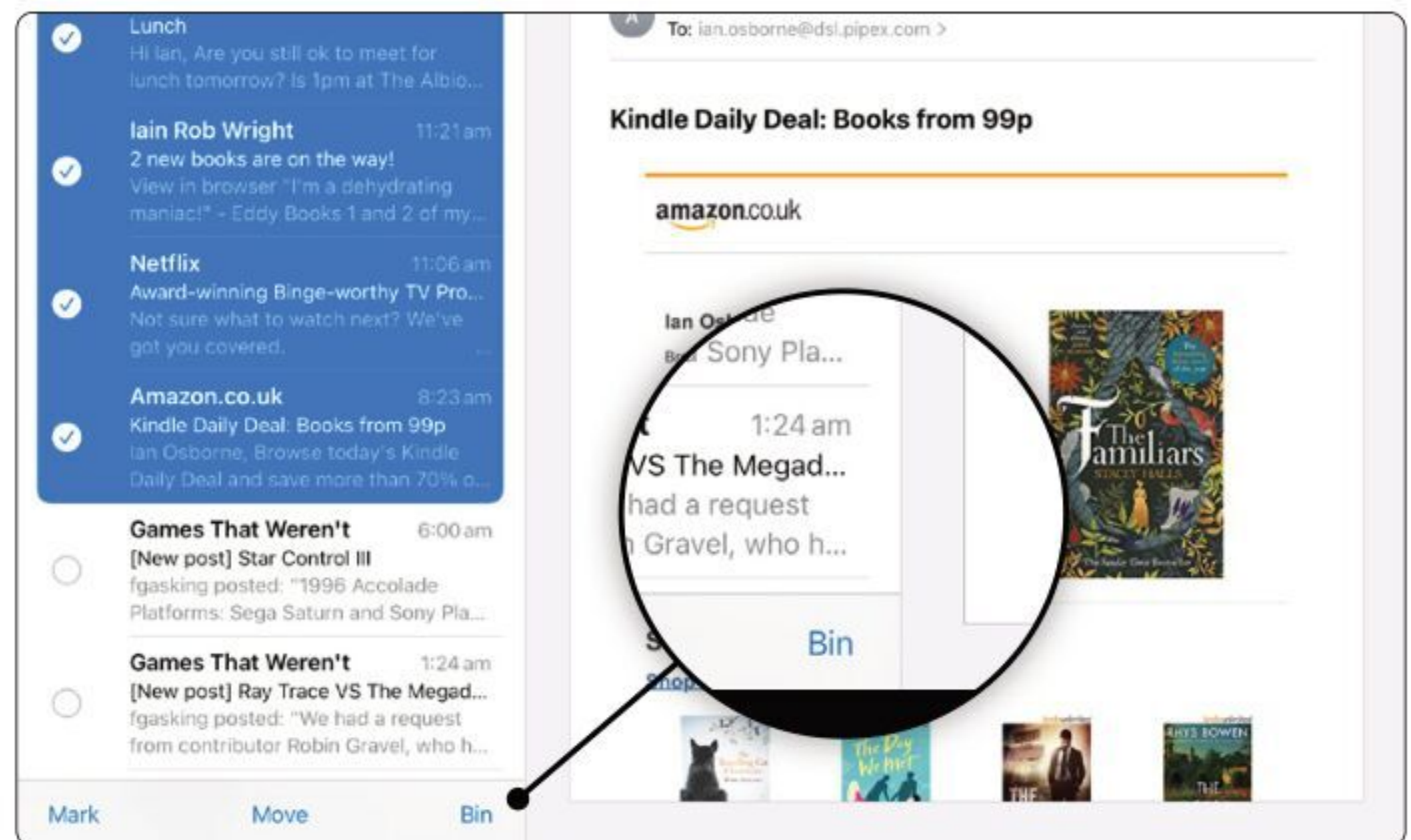


2 Whichever you opt for, you can now type your own message in the body of the email. You can delete or edit the original subject and message if you want or, as shown here, just leave it. We swiped the keyboard down for a better view. When you're ready, tap Send.

Deleting Emails

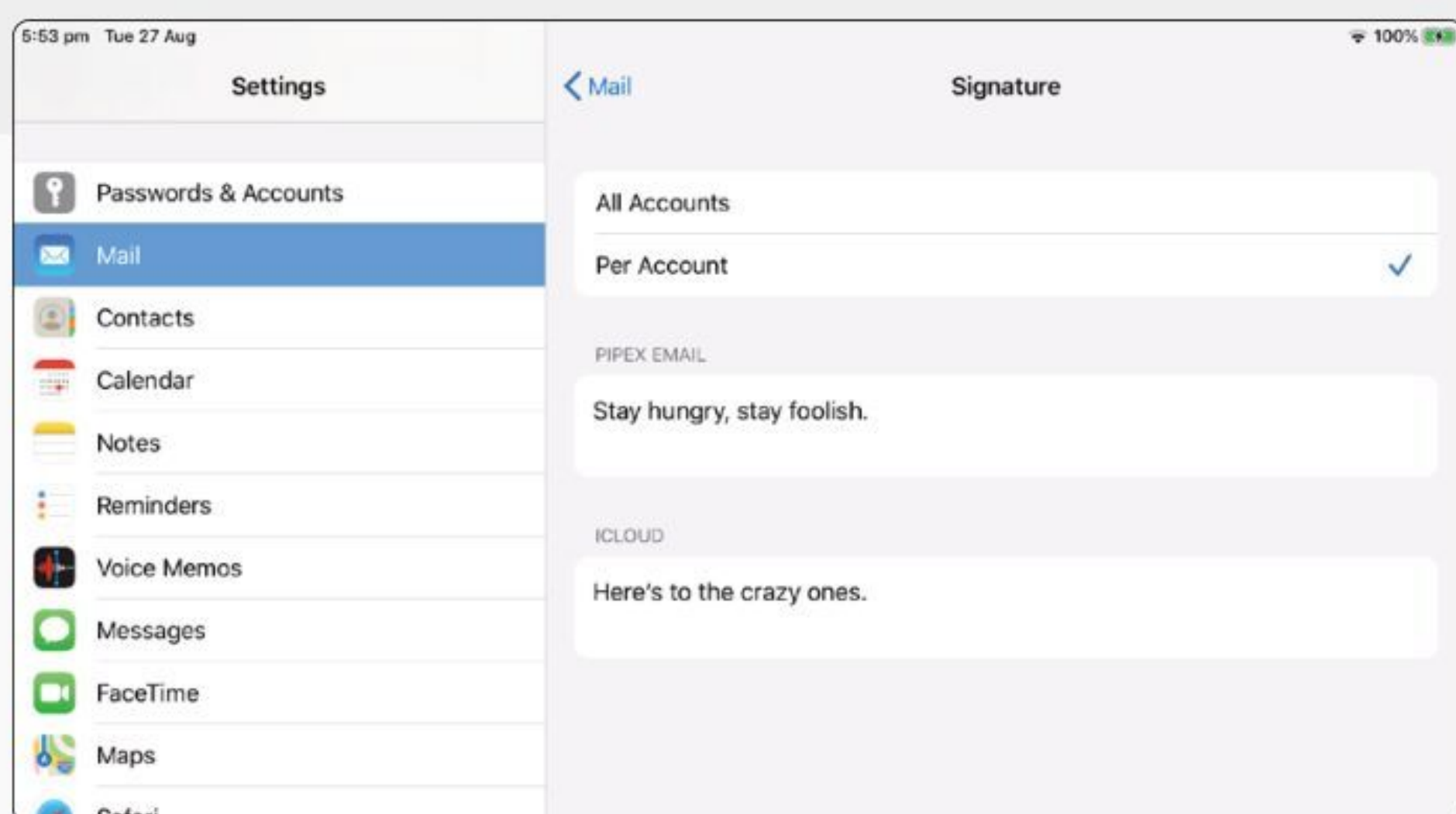


1 You can delete emails by swiping it left and tapping the red Delete button or swipe it further and delete it in one stroke. Deleted emails are sent to the bin folder, where they remain for a week. To delete more than one email at once, first tap the Edit link (top right).



2 Empty circles will appear next to the emails. Tap those you want to delete, then tap Bin to remove them. To permanently erase deleted emails, tap Mailboxes (top left), then tap the Bin icon to see emails you threw away. Tap Edit (top right), then select and delete as before.

Using Signatures.



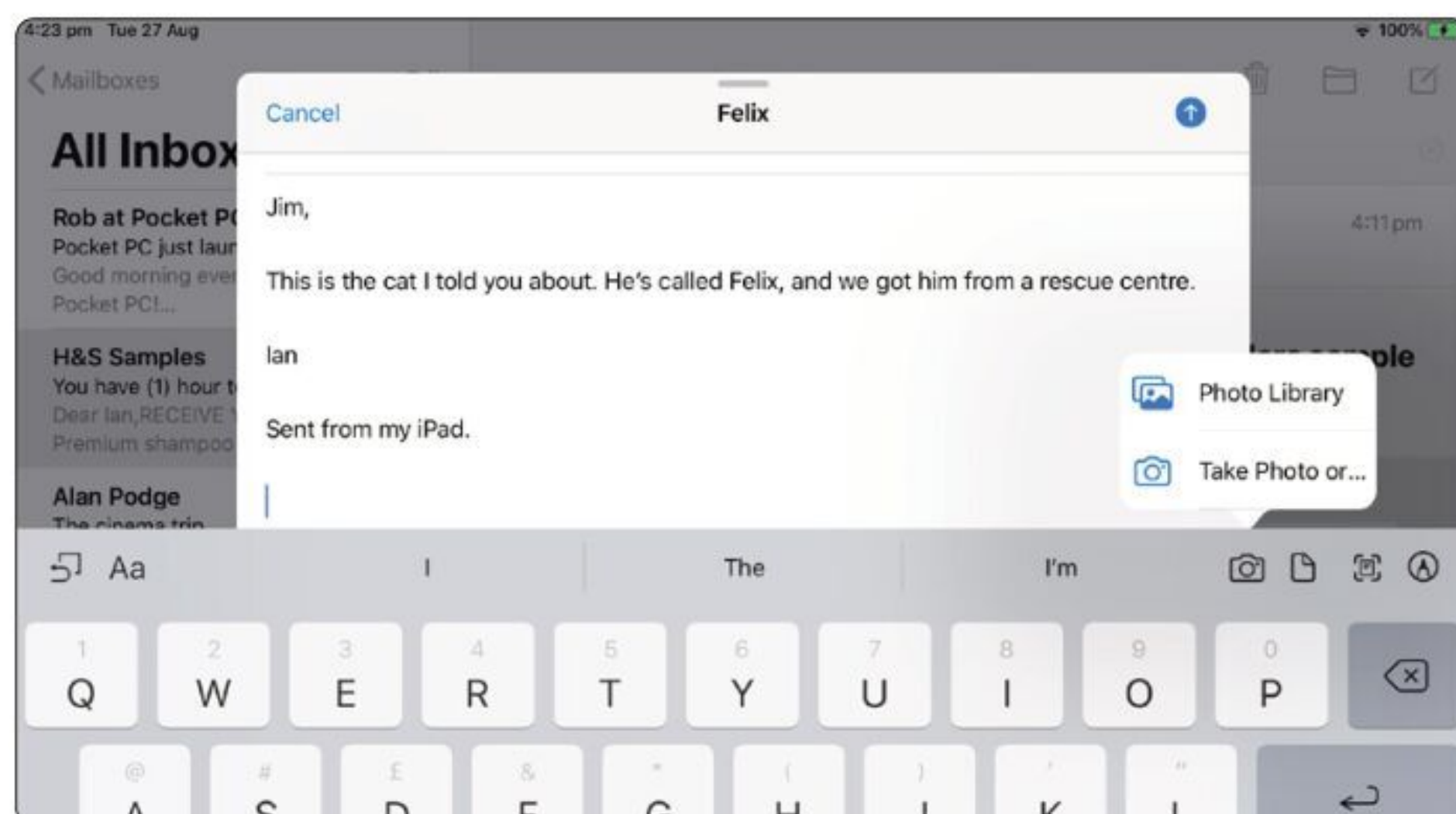
1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPad'. Tap it and you can change it to anything you like. If you have more than one email account, such as a personal and a business email, you can set separate signatures for each.



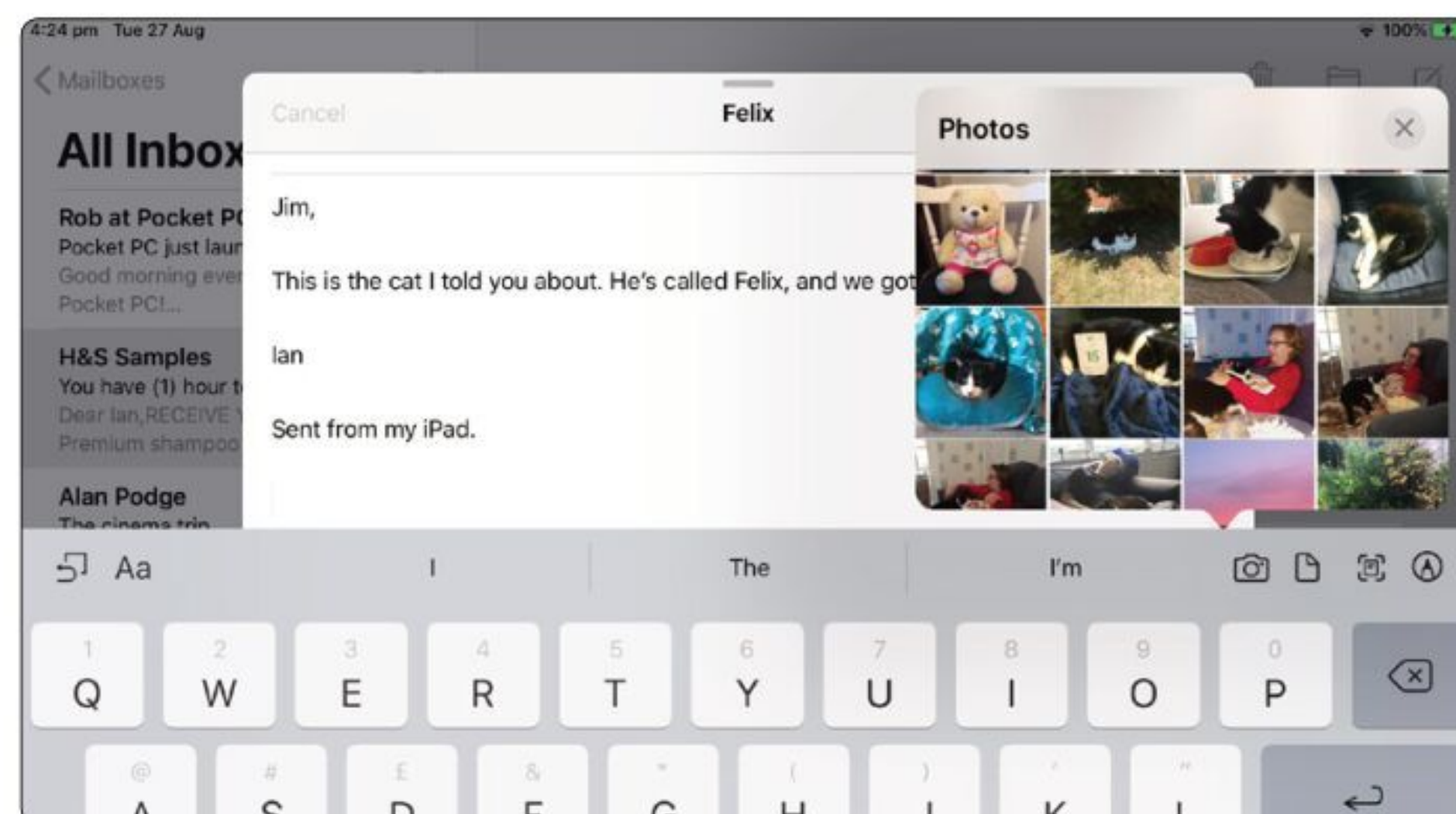
2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature, or a number if you've set different ones for different addresses. Next time you write an email, your new signature is used instead of the default email signature.



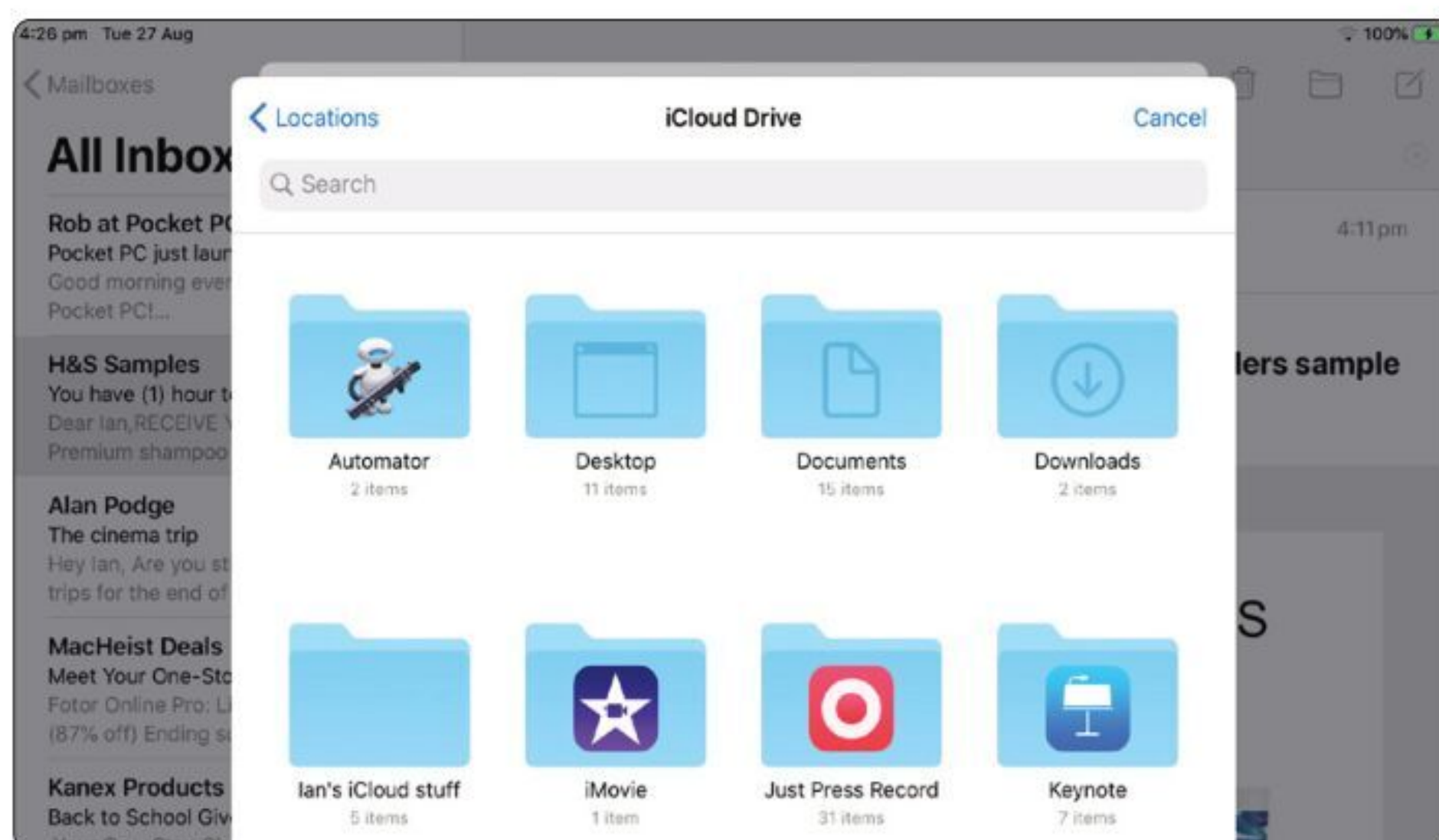
Sending Attachments



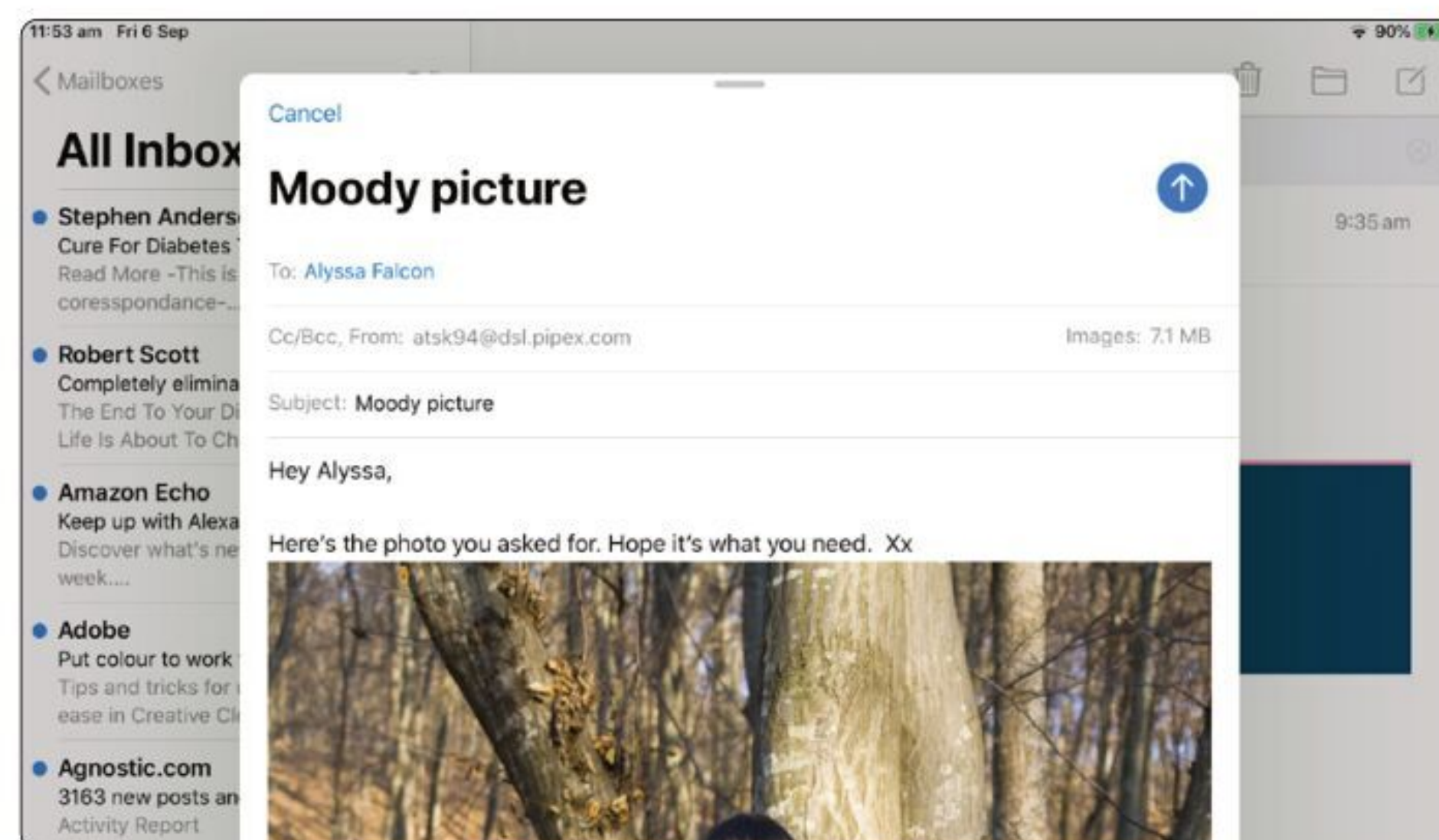
1 In the body of an email, tap in the place where you'd like to add the attachment. Tap one of the icons in the top right of the keyboard to attach or take and attach a photo, attach a document, scan and attach a document, or mark-up. Tap the one you wish to use.



2 If you're sending photos from your library, a window pops up showing available photos and videos (which can also be attached). To select them, tap each one you wish to send (you can send more than one at a time). When you're finished, tap the 'X' to go back to the email.

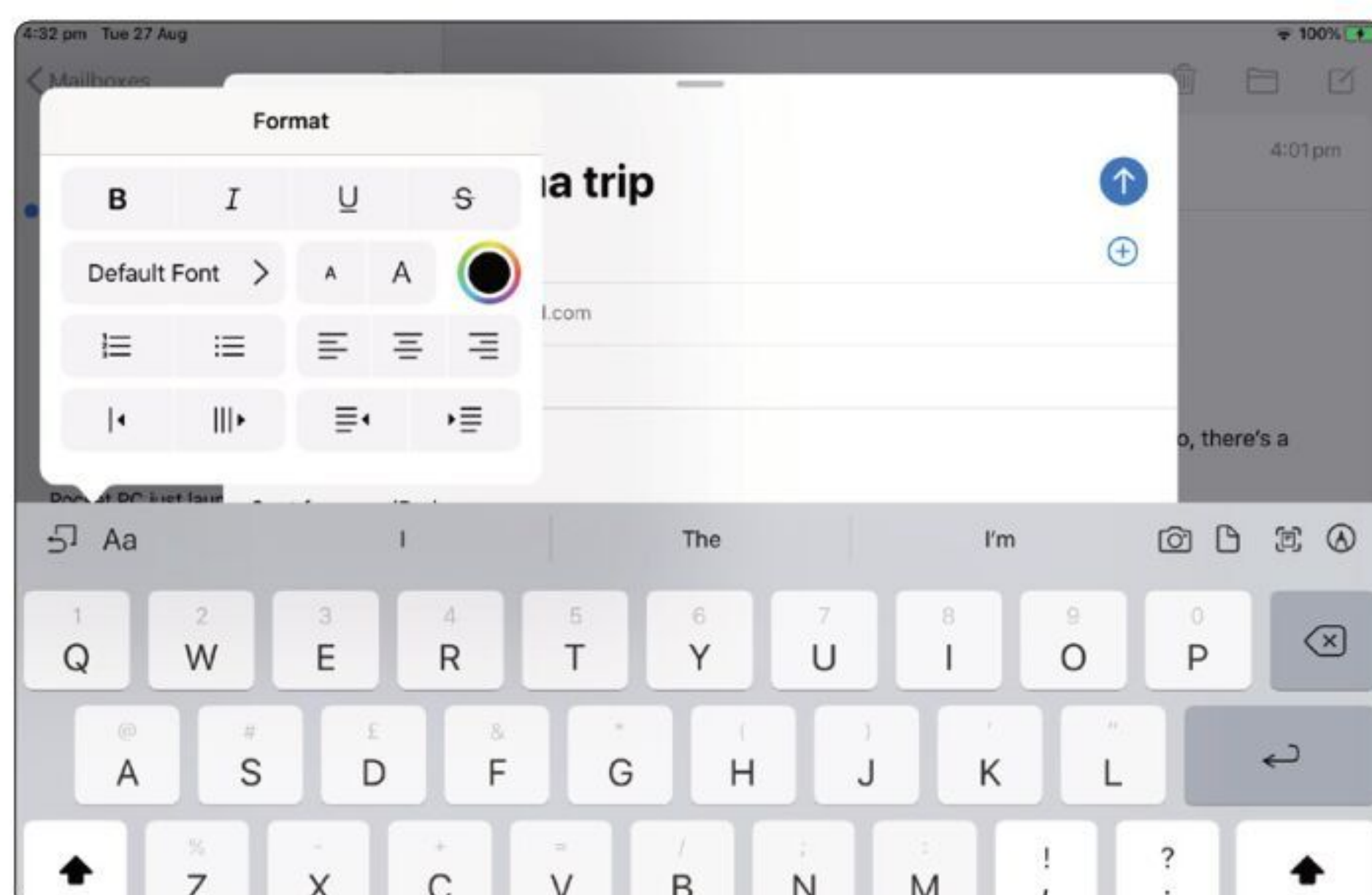


3 If you're sending documents, you're taken to the Files app. Navigate to the document you want to send and tap it. You're taken back to the email, with the file attached. To attach more than one document, repeat this procedure as many times as you like.

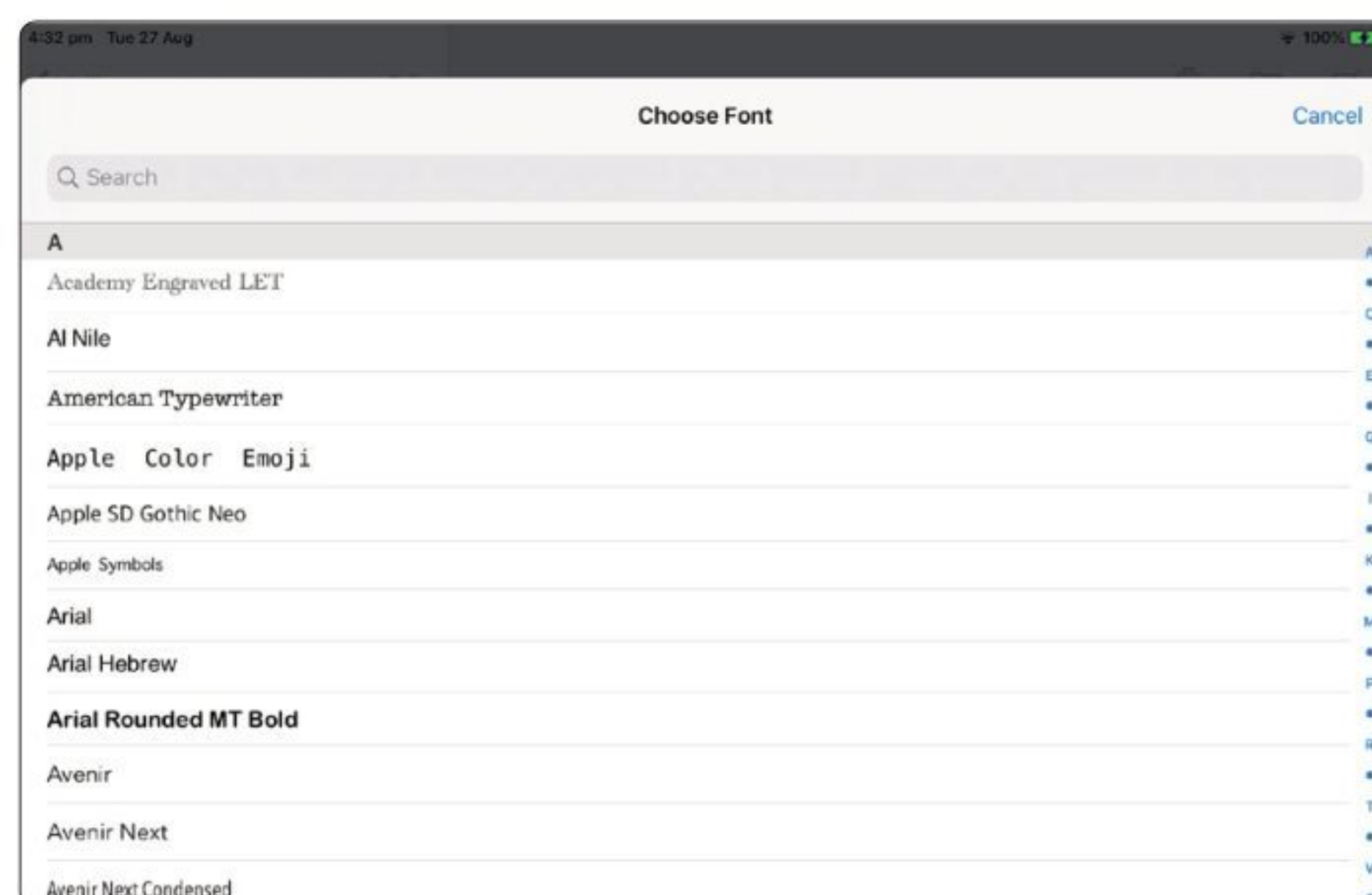


4 You can delete attachments you've added to an email before sending it or add your message above or below the attachment too. If someone sends you an email with an attachment, tap and hold it for a range of options. You can save, share or copy it and more.

Formatting Controls

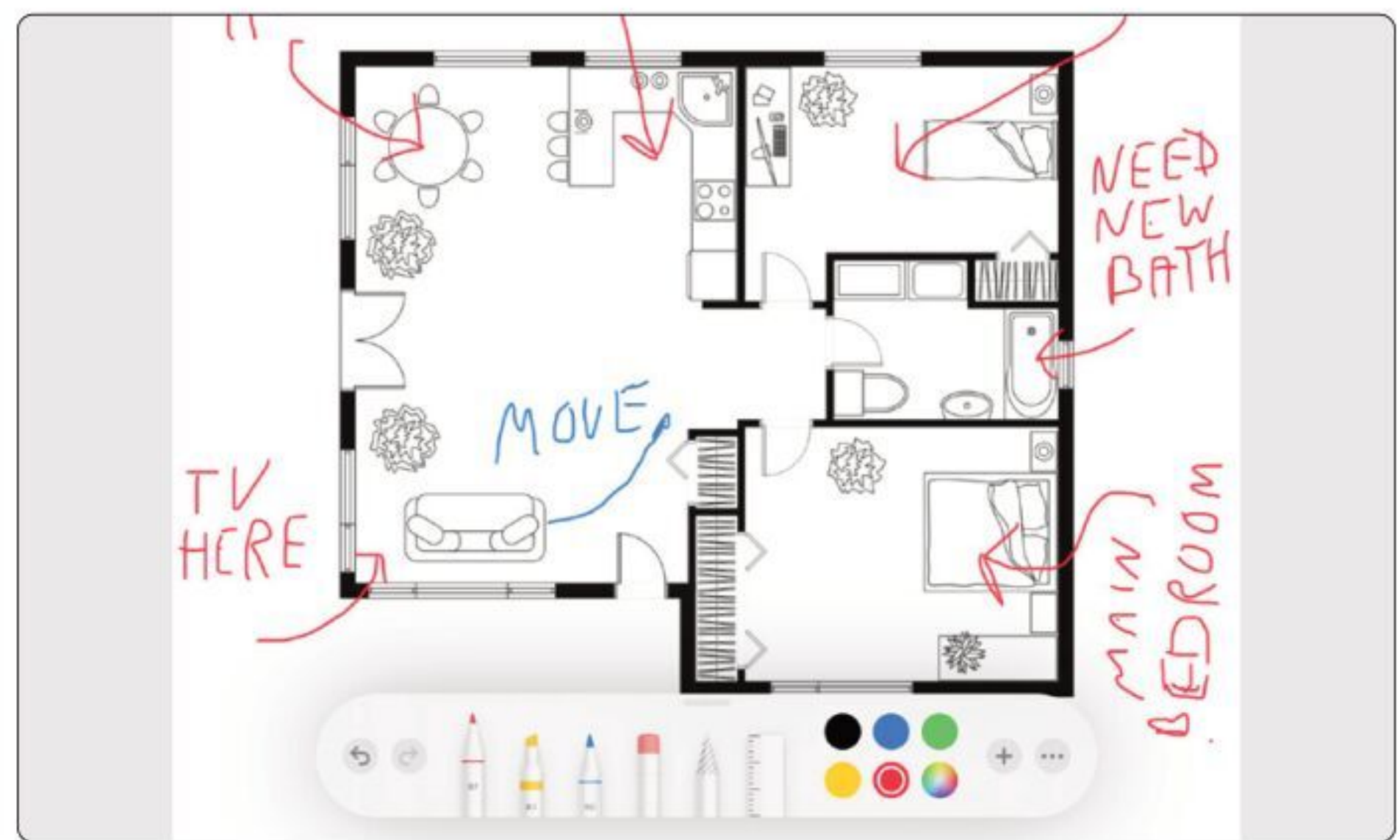
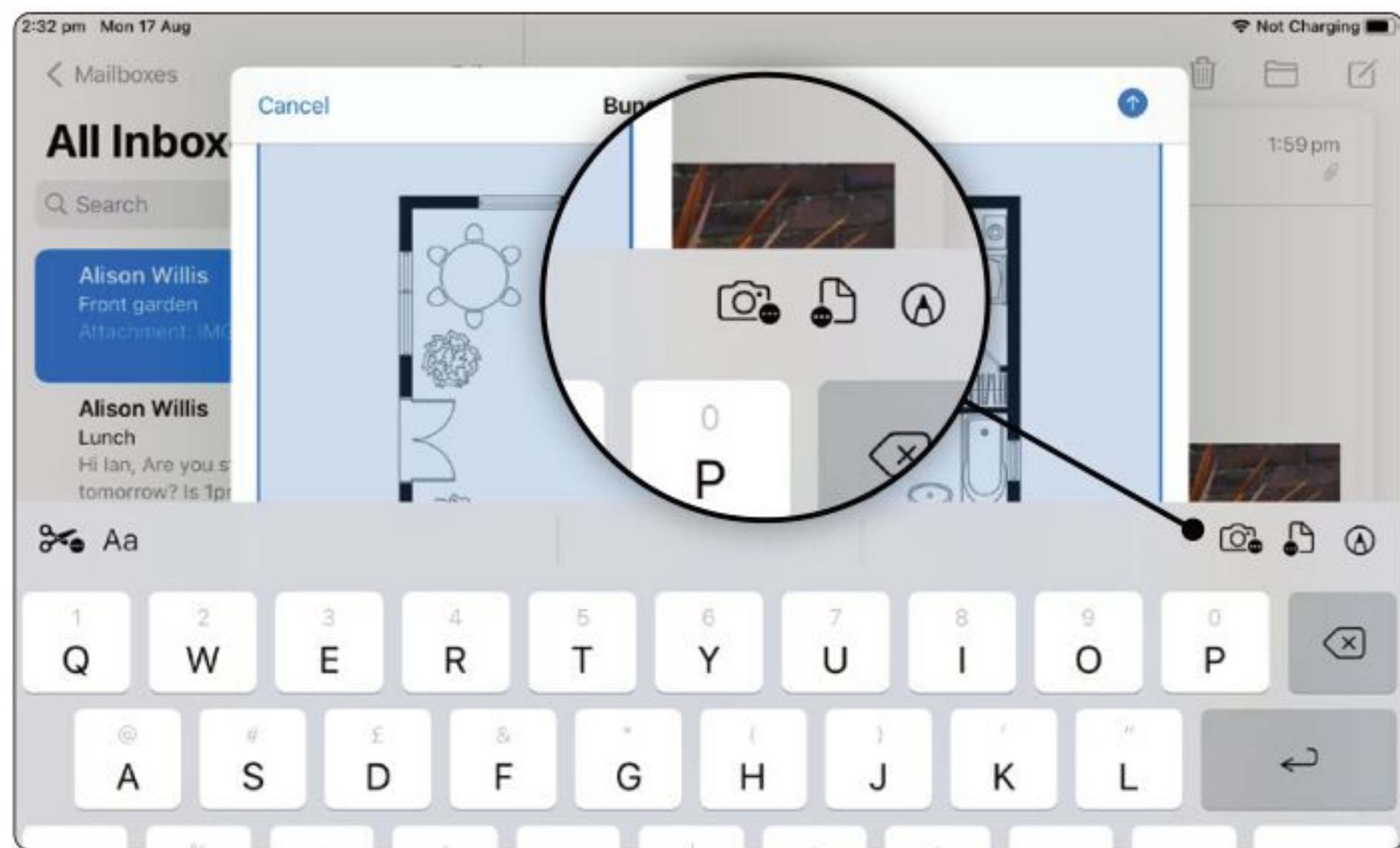


1 Tap the body of your email, then tap the 'Aa' icon to access the formatting controls and tools. To close the formatting tools, tap anywhere on the screen outside the window. You can use bold, italics, underlining, and crossed-out text with the first row of icons.



2 Tap Default Font and you can change the font in which your email is written. You can also change the size and colour of the text and, with the bottom two rows, justify it left, right and centre, as well as make a list or set an indent, or reduce/increase the quote level.

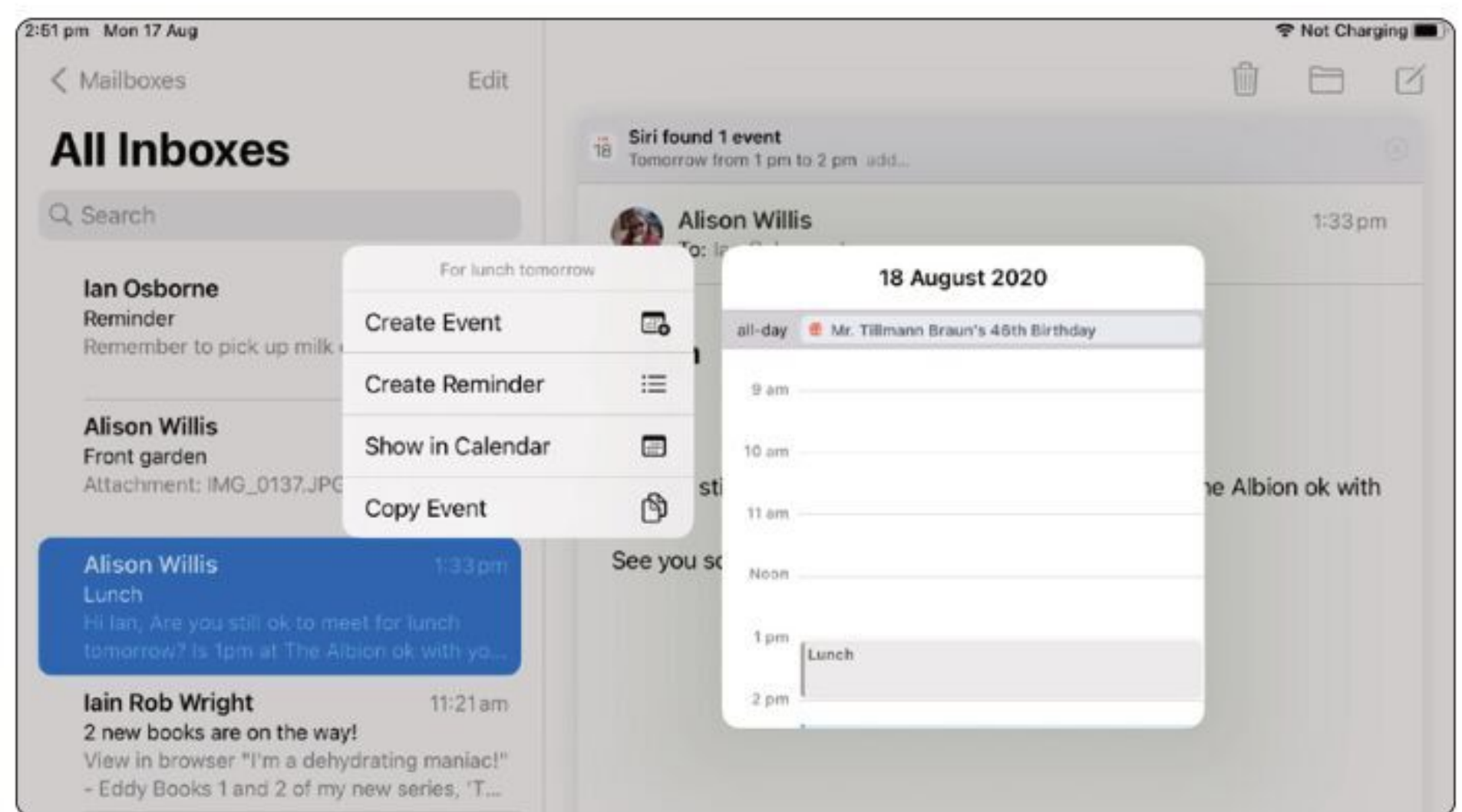
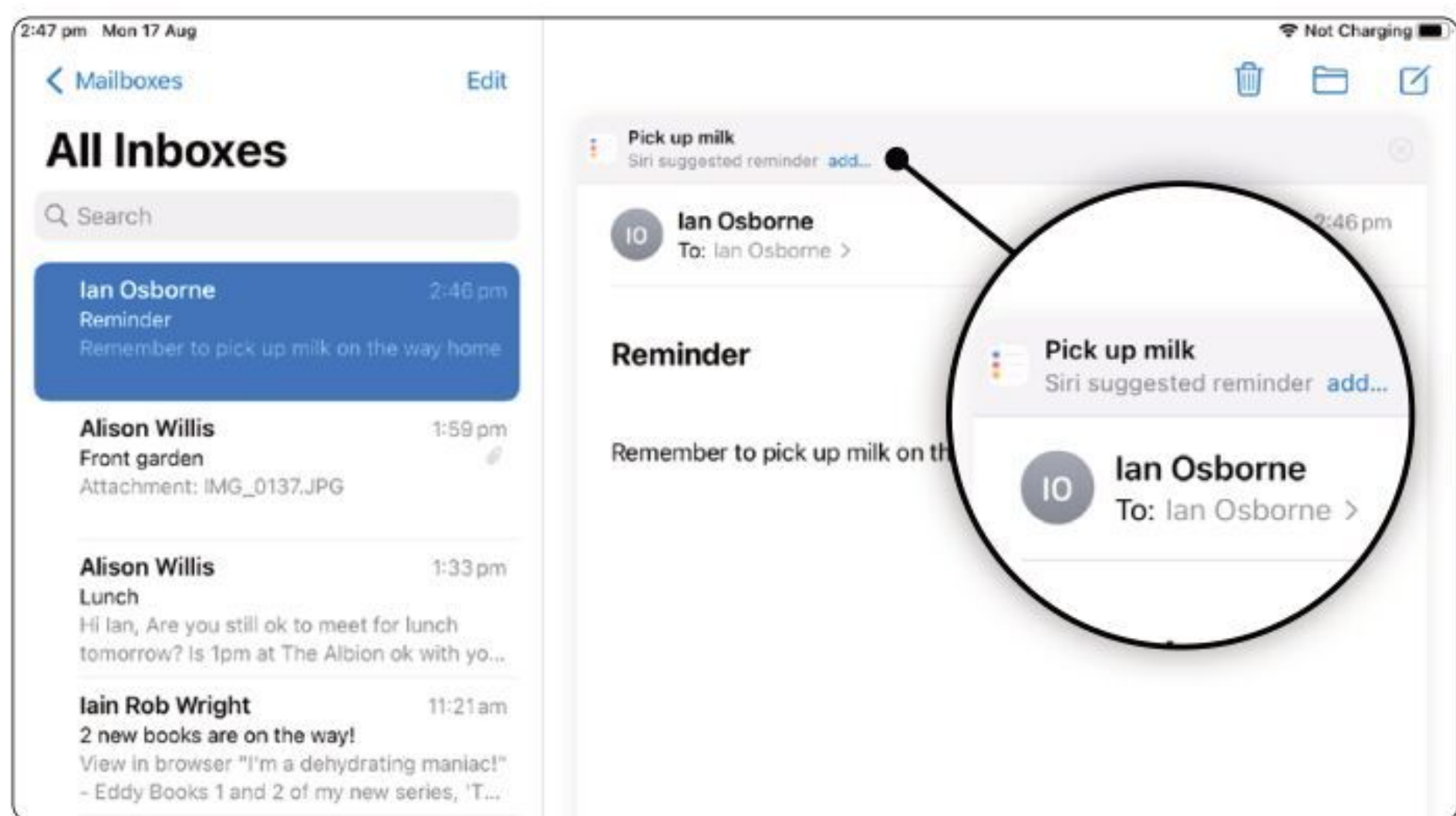
Mail Markup



1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the attachment in question, then the Pen icon in the top right of the keyboard to bring up the Markup tools.

2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours, and tap the arrows in the top left for undo-redo. The + icon gives more tools.

Reminders & Events

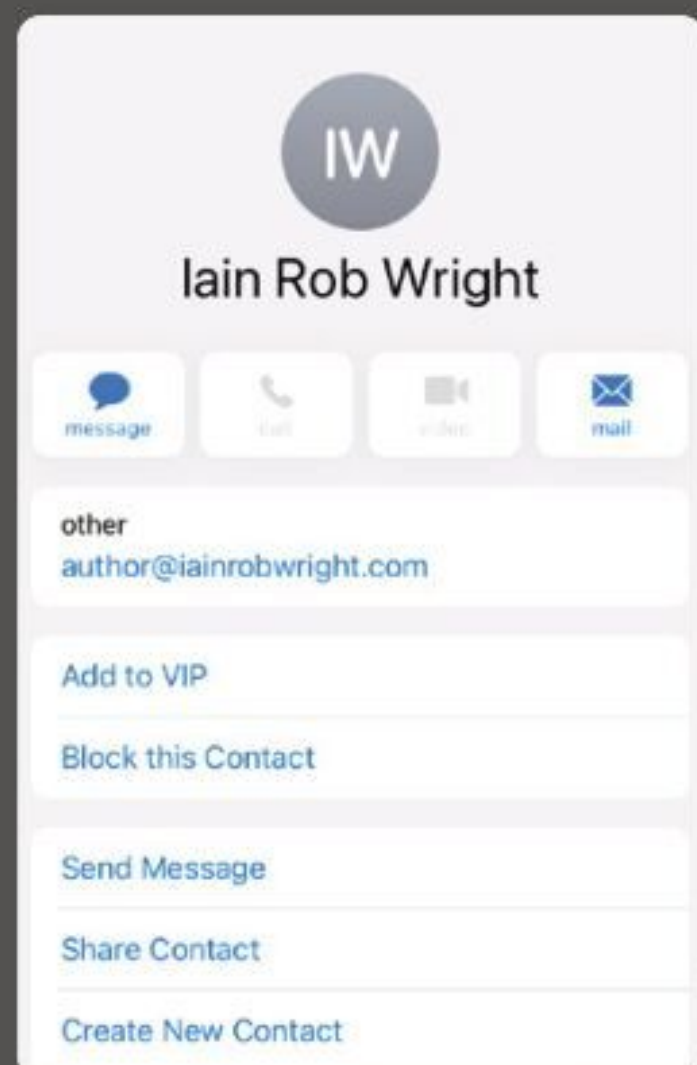


1 If Siri detects something in an incoming email that it thinks could be useful as a reminder, it's suggested you add it to your Reminders app. Tap Add as shown and you can add the new reminder to Reminders directly from the Mail app.

2 Siri also picks up on things that might be useful as Calendar events and suggests them in the same way. If you'd prefer to add this information to Reminders, tap the underlined text in the email and from the pop-up, choose the Create Reminder option.

Block Sender.

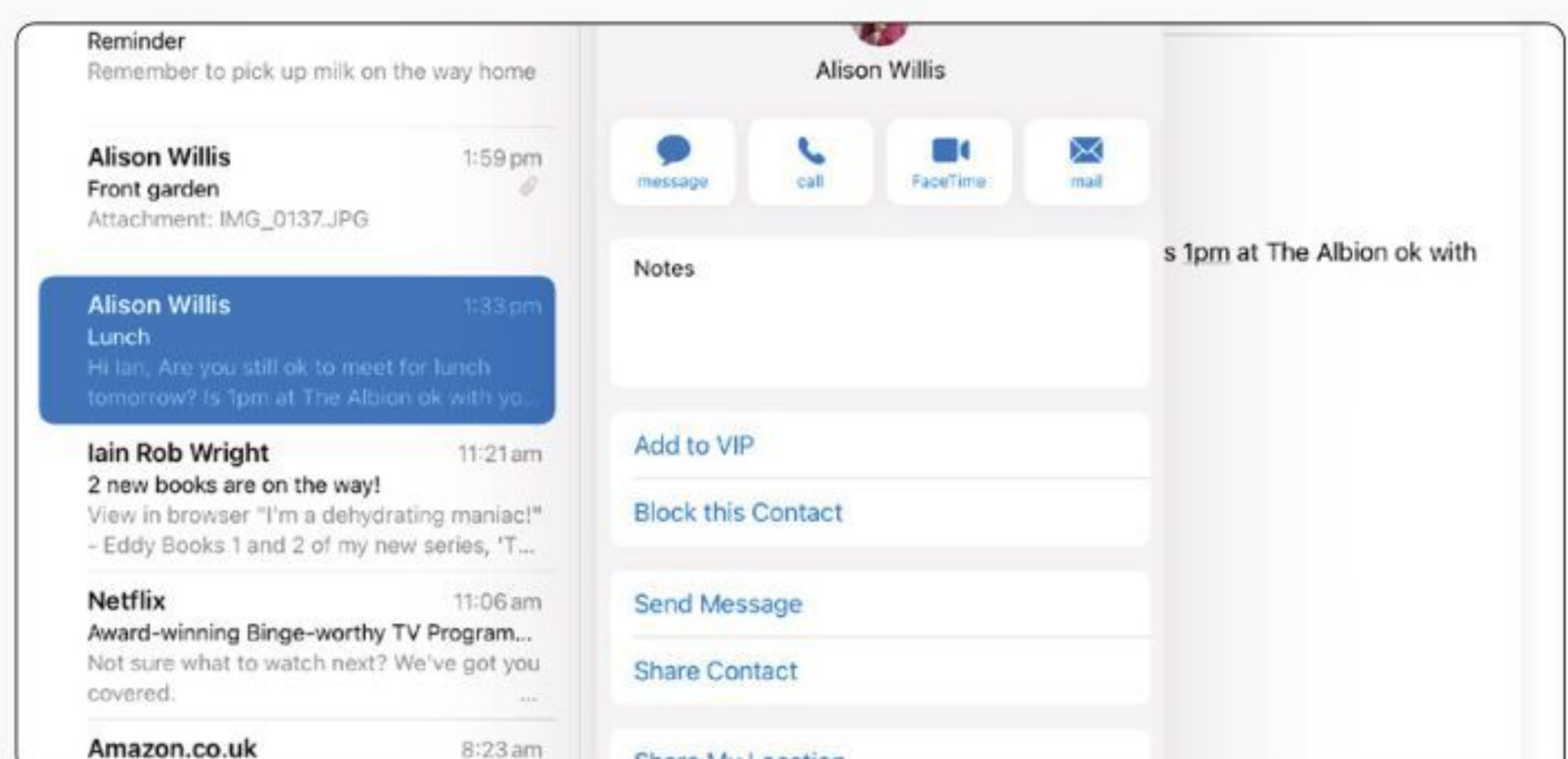
When you get an email from someone you want to block, tap their name at the top of the email and from the window that pops up, tap Block this Contact. Their email address is added to your blocked list, which applies across all your Apple devices signed into the same Apple ID.



Go to Settings > Mail and tap Blocked Sender Options to choose whether blocked senders should be moved directly to the bin. Back in Settings > Mail, tapping Blocked gives a list of currently blocked numbers and email addresses, which you can unblock by swiping them left.

VIP Senders.

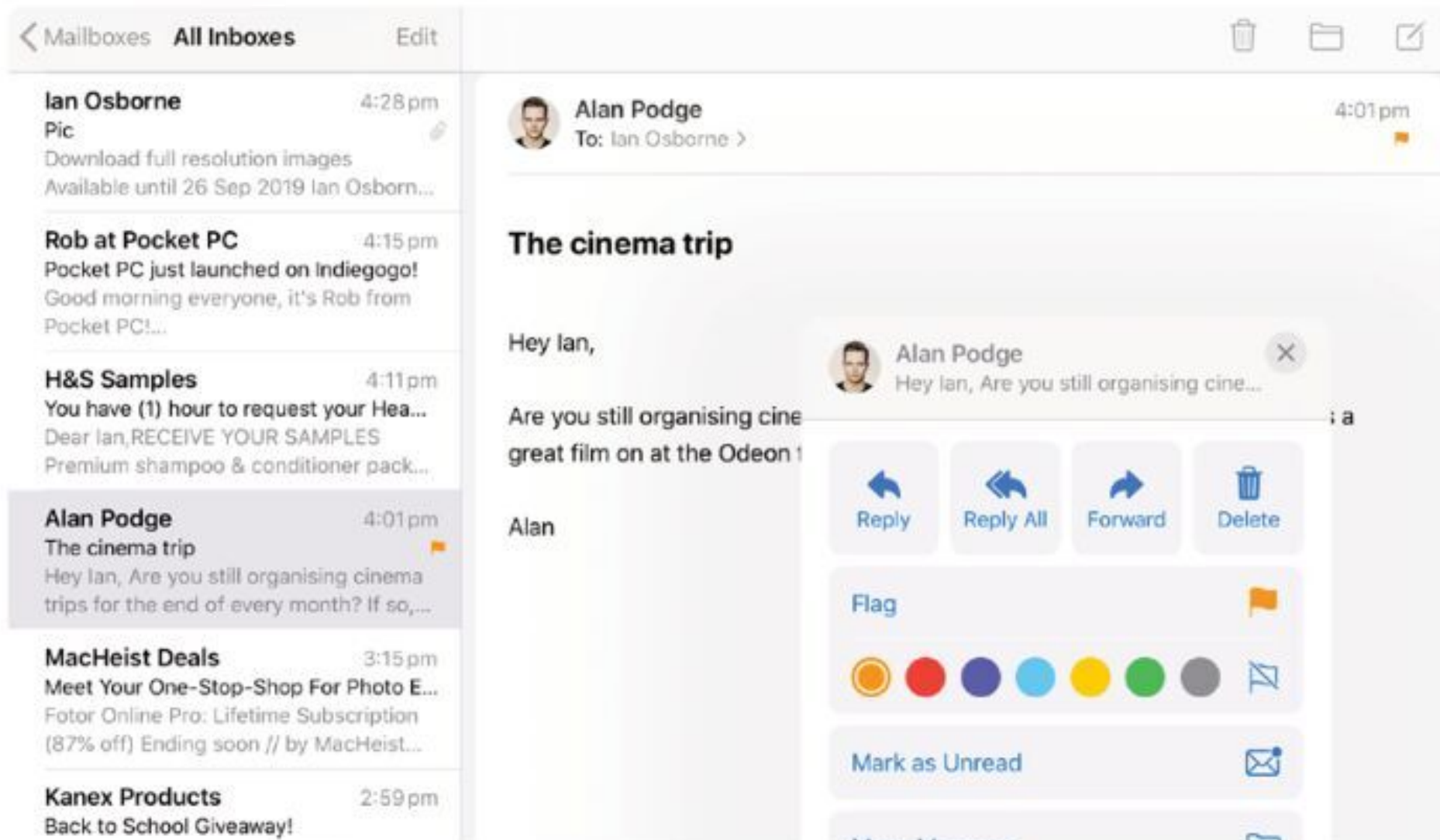
To add someone to your list of VIP senders, making their emails easier to find, tap their name and when it turns blue, tap it again. Scroll the window and tap Add to VIP. Incoming emails from VIPs appear in your VIP mailbox. In your mailboxes list, tap the 'i' next to VIP to see your VIP list. Swipe a name left to remove them.





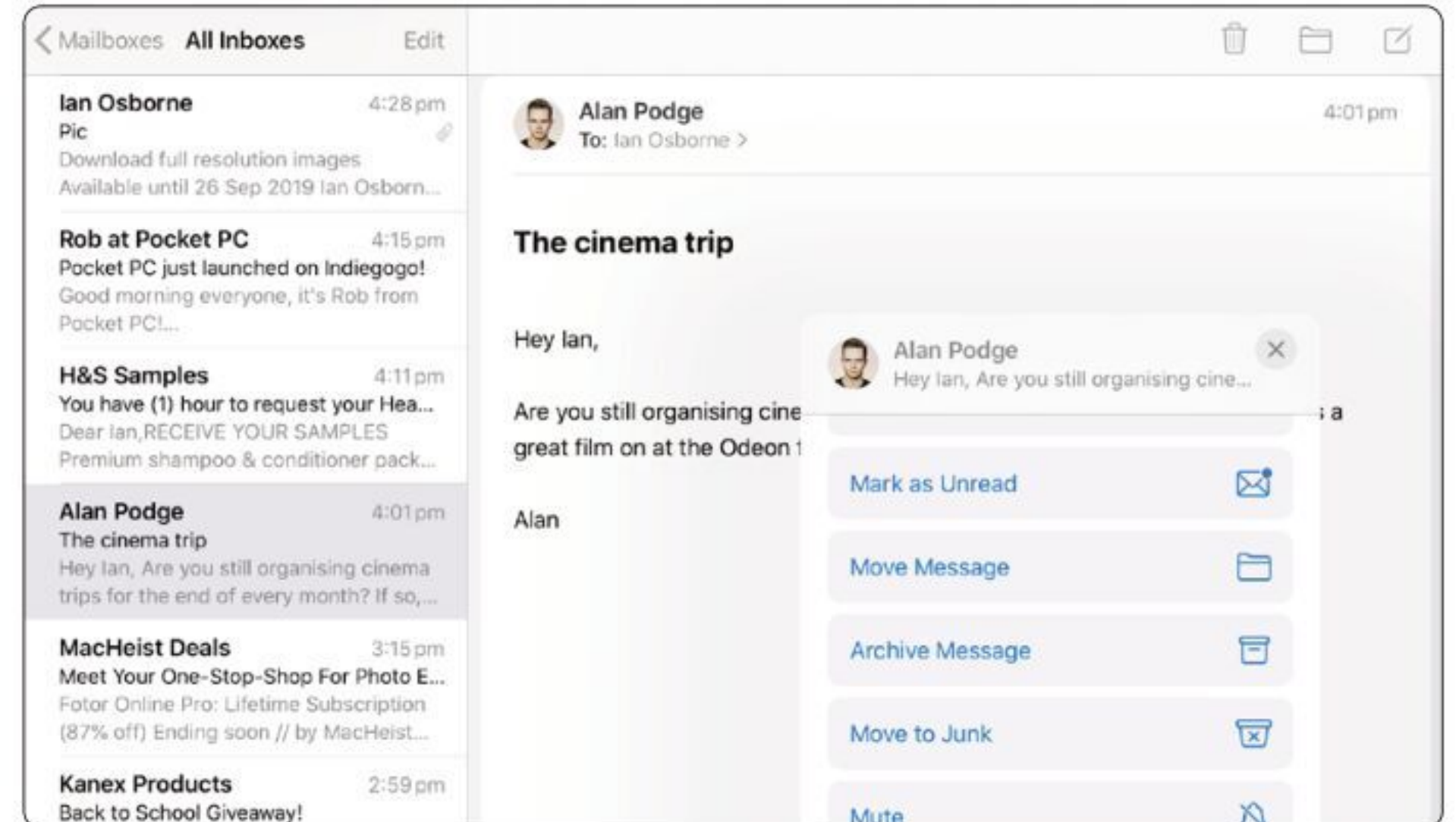
Multicoloured Flags

You can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the Reply button (bottom right), tap Flag, and choose a colour.



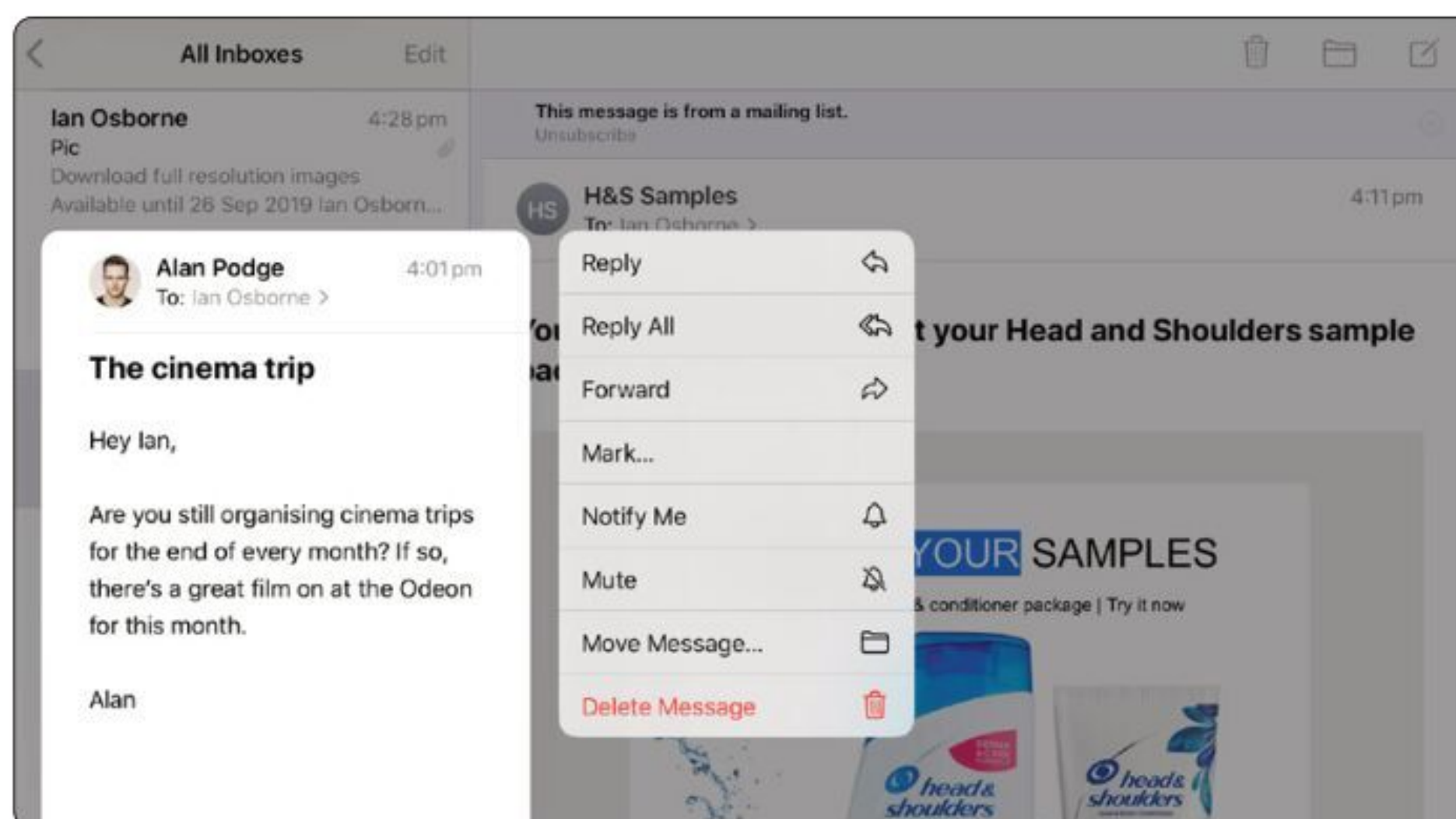
Mute Thread

You can mute an email thread by opening the Reply menu and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.



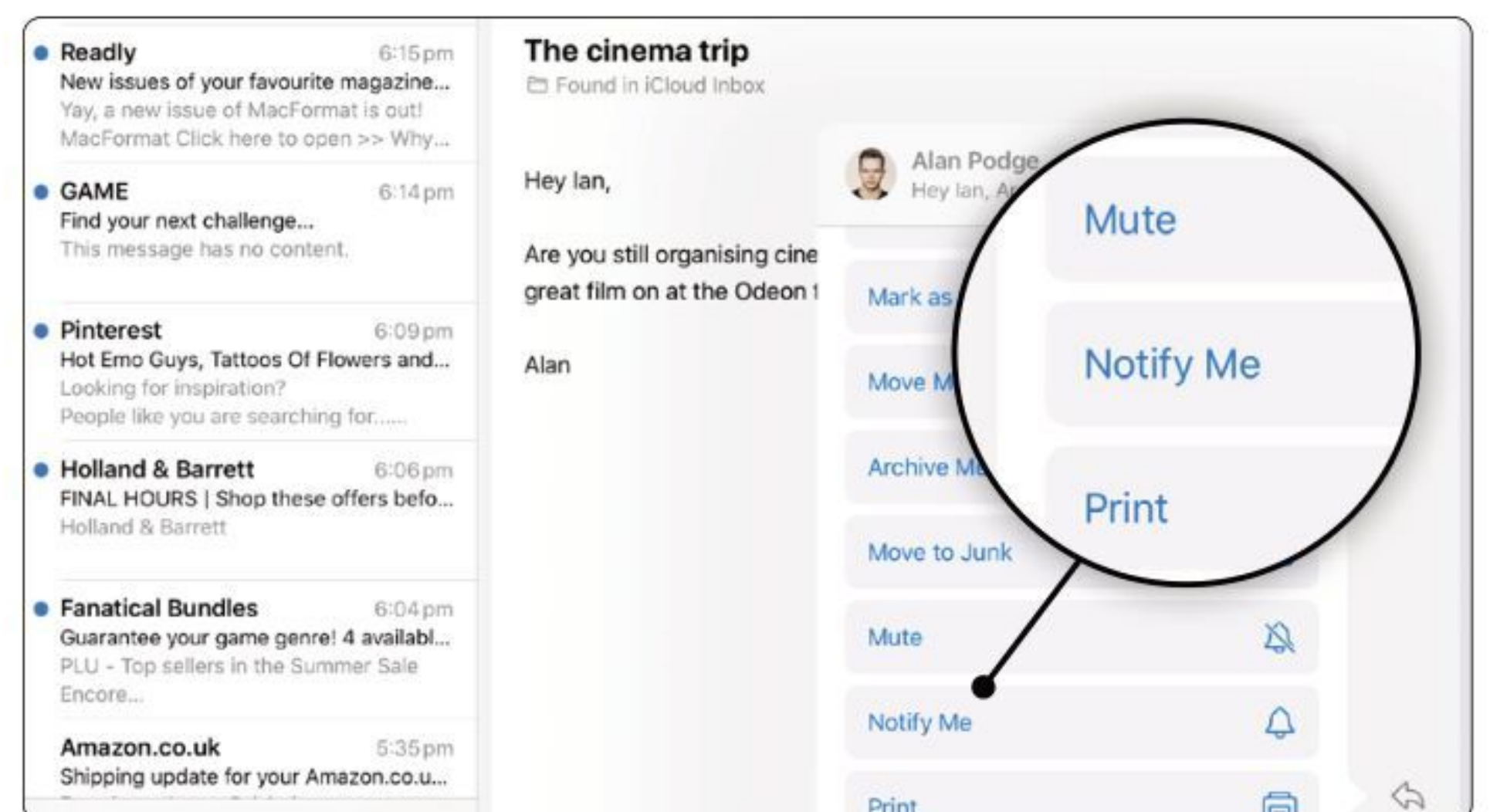
Long Press on Email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which include: reply, forward, notify, mute, move, or delete. Tap Mark.. and you can flag it, mark it as read/unread, or move it to junk.



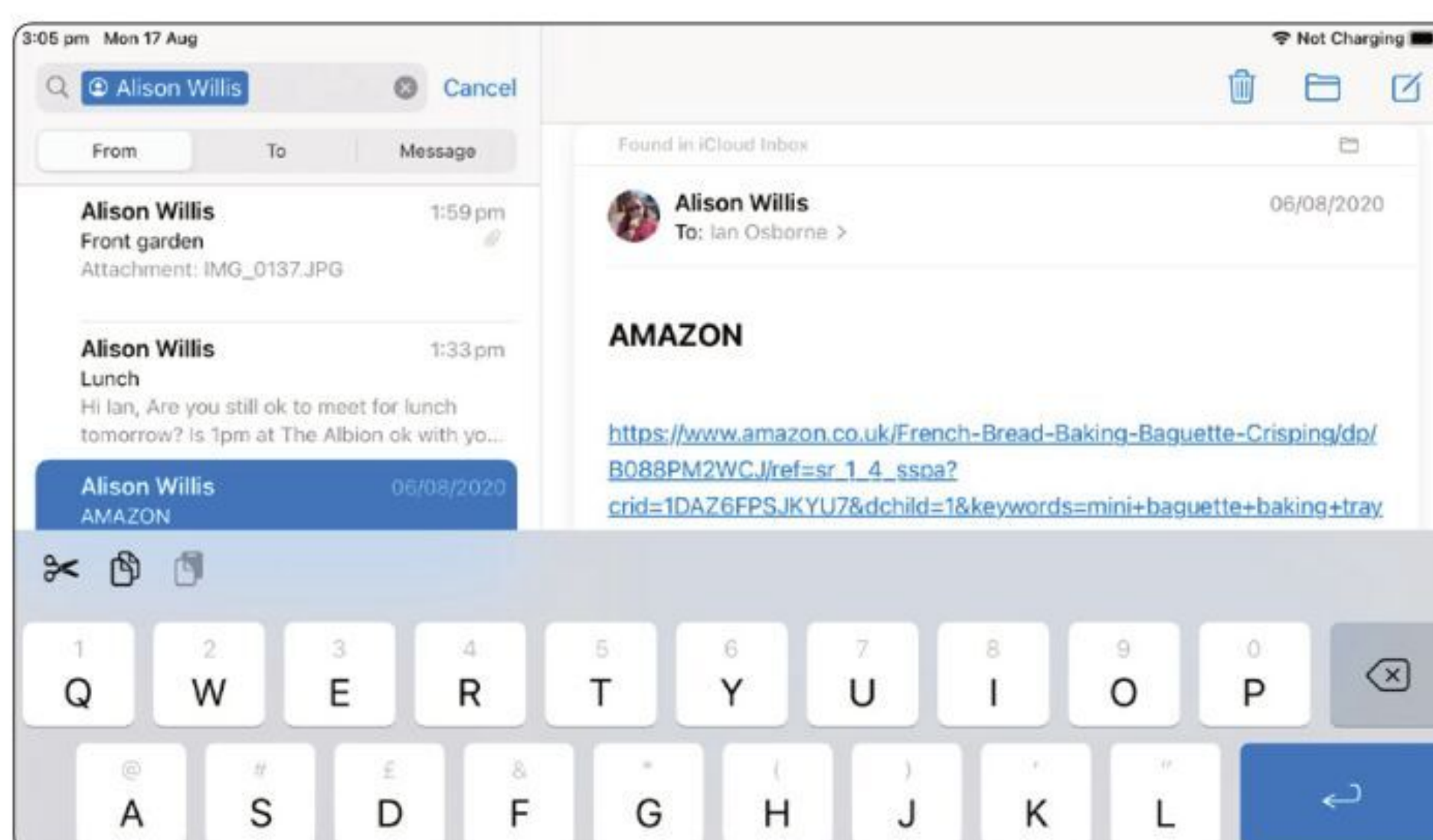
Email Notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its reply button, and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



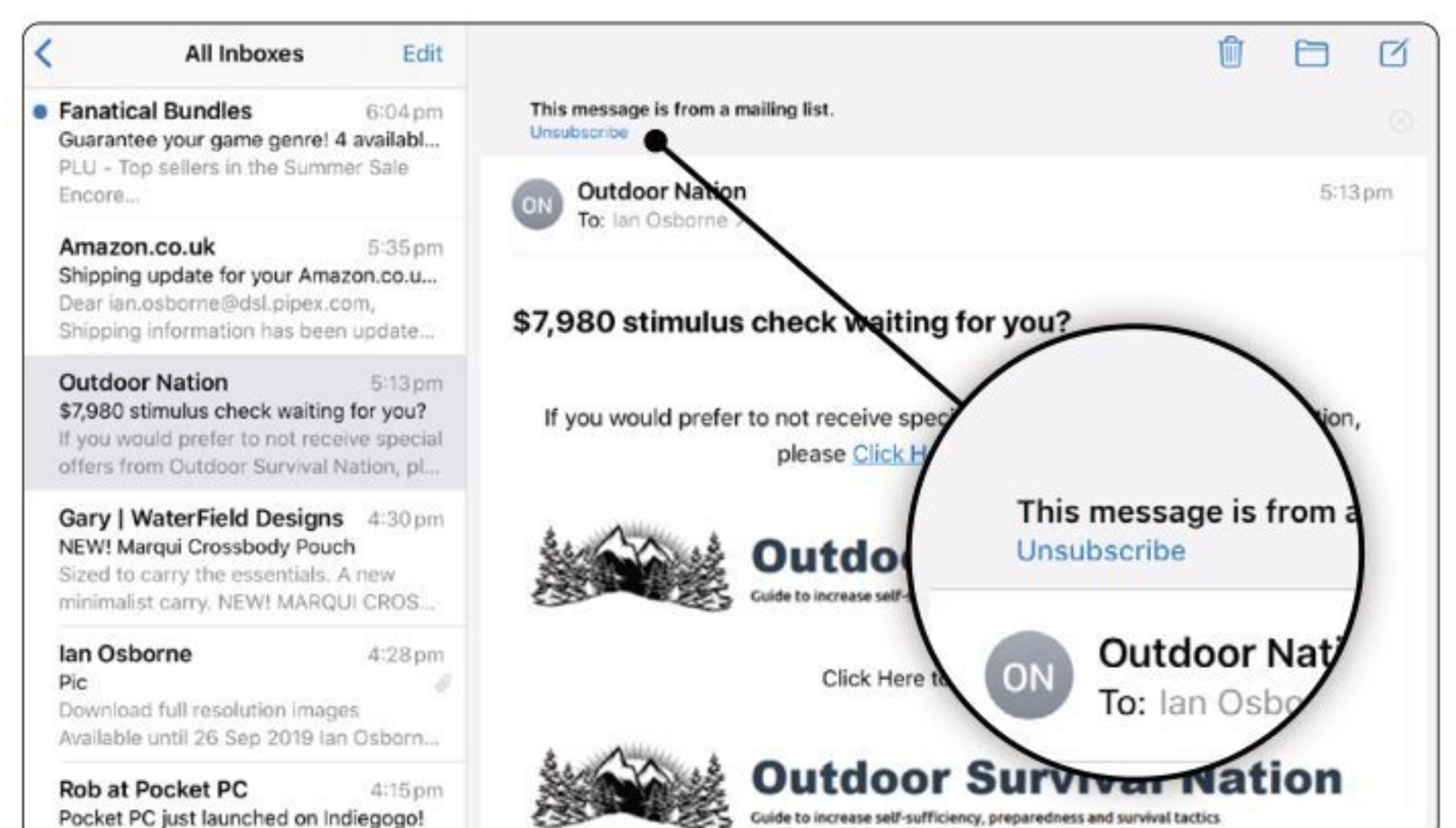
Searching Emails

Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in iPadOS 15 Mail's search.



Email Unsubscribe

These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.



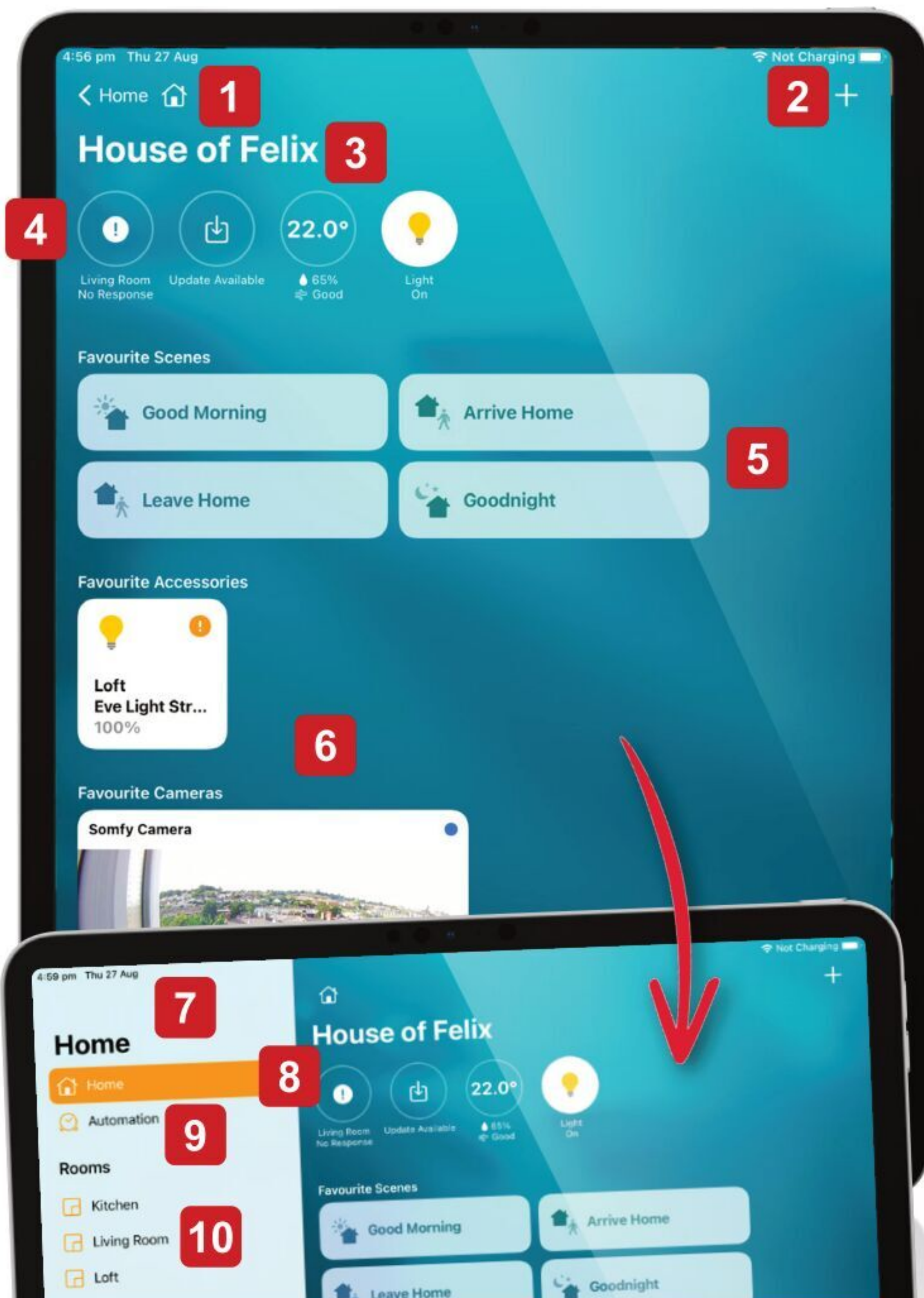


Home App

Control Your Gadgets

The Internet of Things involves controlling your household appliances and electronic gadgets remotely, over the Internet. HomeKit-compatible devices can be controlled directly from the Home application. Here's how.

Home in Focus



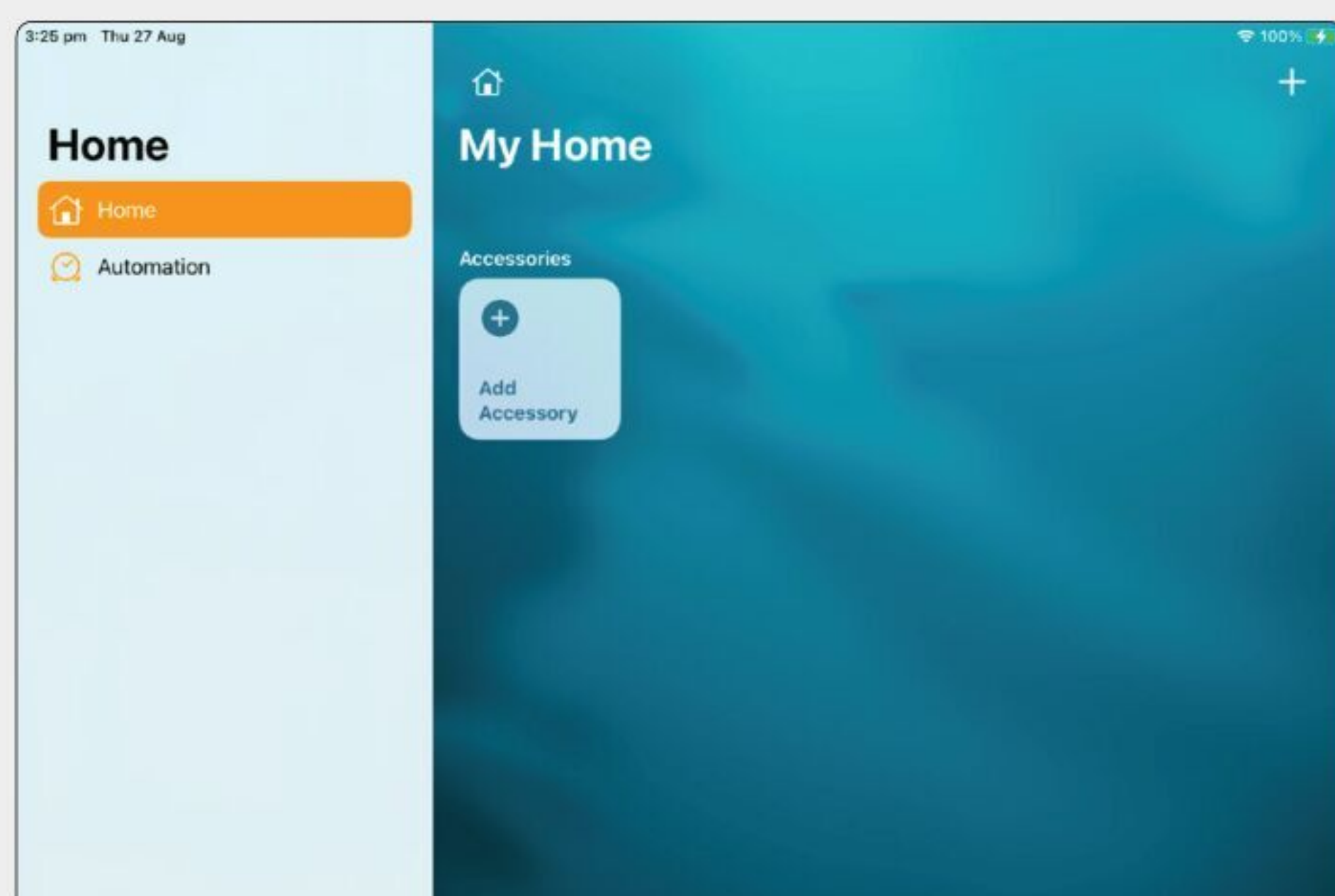
HomeKit compatible?

There's a regularly updated list of HomeKit-compatible gadgets on the Internet, found at www.bit.ly/2wLpcmh. It's very useful for checking compatibility before you buy. When in the shops, look for items showing the 'Works with Apple HomeKit' logo, as seen here.

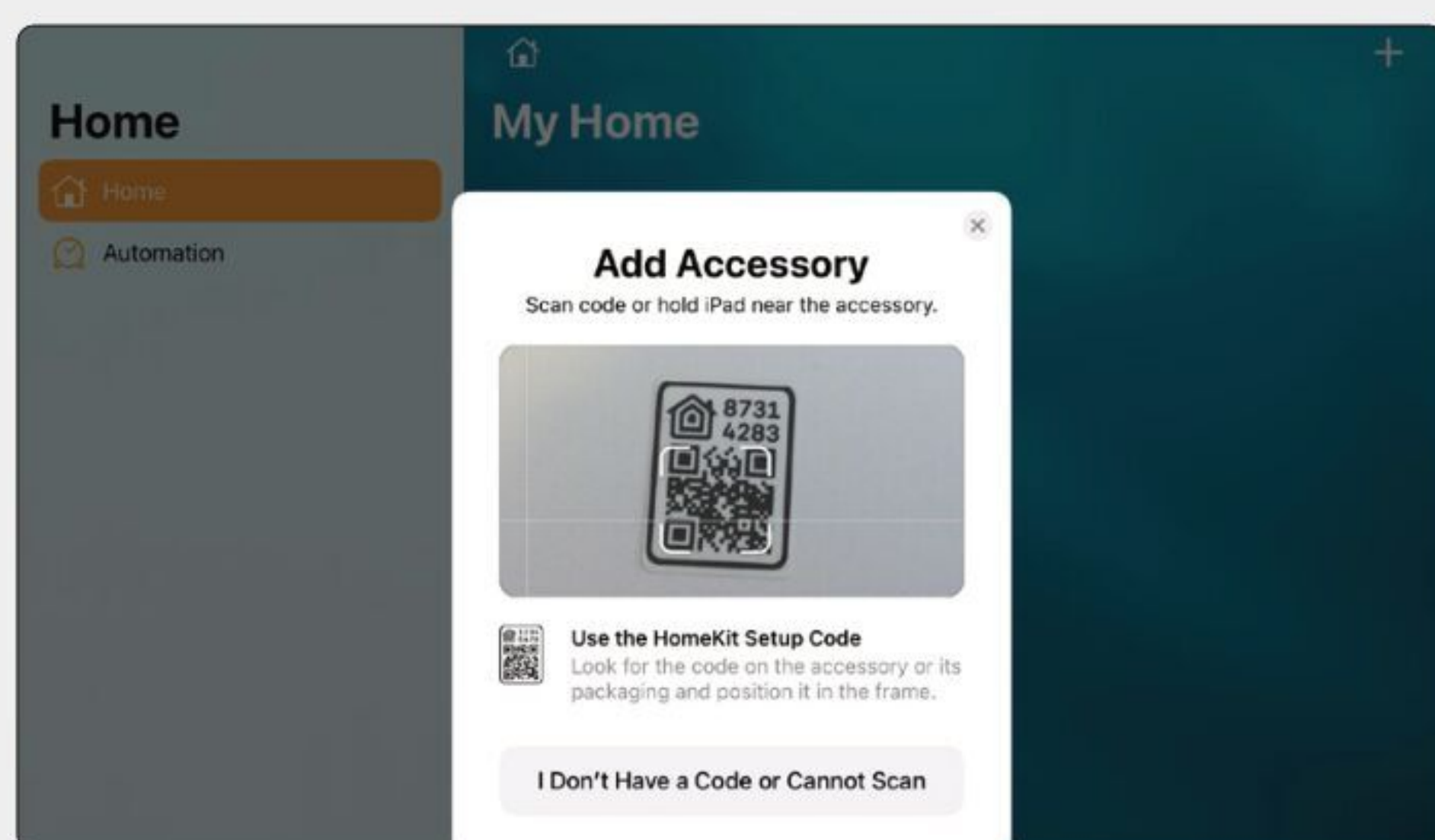
- 1** Tap the home icon in the top left for a pop-up allowing you to access your Home Settings and Room Settings. Home Settings cover the whole of the house, while Room Settings let you set up specific rooms.
- 2** The Plus icon pop-up allows you to add a HomeKit-compatible accessory or add a scene; a group of accessory instructions activated with a single tap.
- 3** This is the current name of your home. To change it, tap the Home icon (1), Home Settings and then tap the Name field to edit or change the current name.
- 4** These status icons give important information gleaned from your HomeKit-compatible accessories. You can tell at a glance whether a light is on, what the temperature is or if a motion sensor detects movement.
- 5** A Favourite Scene is a series of actions activated together. For example, 'I'm Home' might turn on HomeKit-compatible lights, use a HomeKit-compatible plug socket to switch on the TV or stereo and turn on the heating.
- 6** Here we see your favourite HomeKit-compatible accessories, added to the Home app by you. Tap on one of them for that individual gadgets' controls. It's a great way of accessing your smart devices from a single app but they all have to be HomeKit-compatible.
- 7** In Portrait Mode, tap the chevron in the top-left to open the sidebar. In Landscape Mode, it's always here.
- 8** The Home icon here takes you to your home's overview, as seen here. On this screen, you can add new scenes and accessories, as well as activating and controlling those you've already added.
- 9** Tap Automation to set accessories to function automatically at given times, use Apple TV or HomePod to control your accessories when your iPhone or other Apple devices aren't nearby and more.
- 10** Tap here to see the accessories you've grouped into a single room. This is useful if, for example, you have HomeKit lights all over the house. You can tap a room and turn on the lights registered to that room alone.



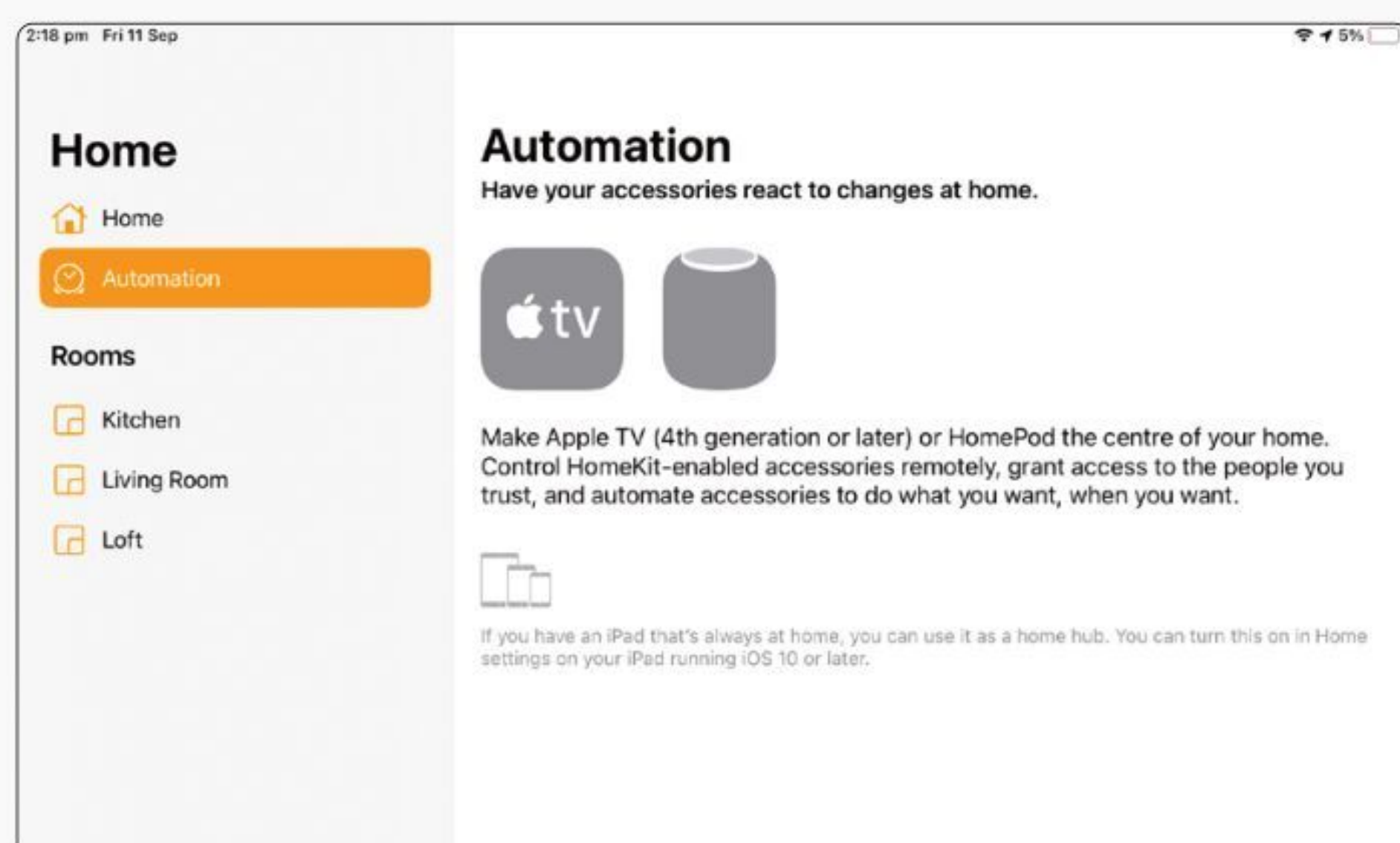
Adding Accessories



1 When you first open the Home app, you see this screen. The app is currently empty, as no accessories have been added. To change the name (currently My Home) or the wallpaper, tap the Home icon and select Home Settings.

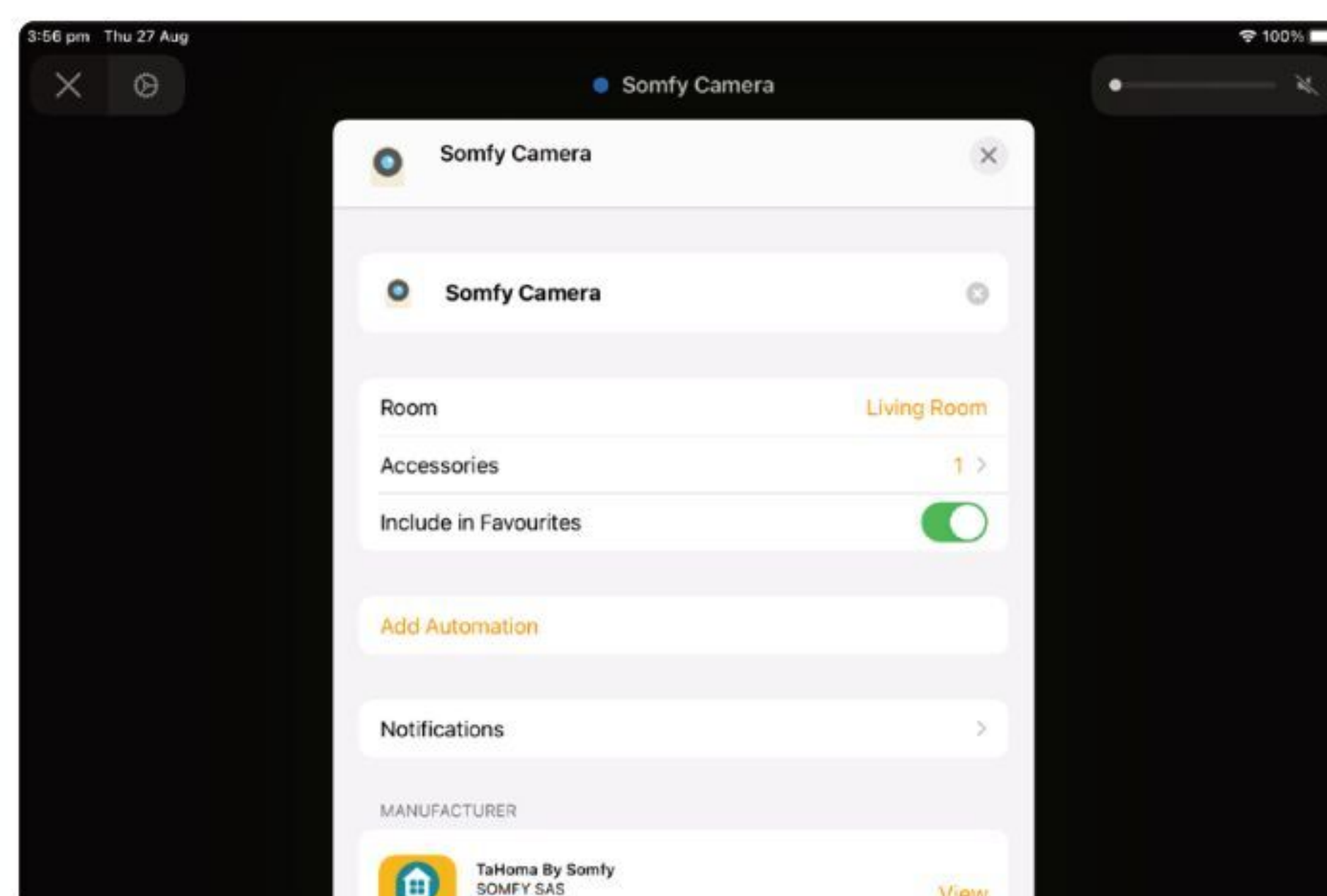


2 Adding a device to Home is easy. After tapping the Add Accessory button or under the + sign in the top right, use the iPad's camera to scan the HomeKit Code that comes with the device. Follow the on-screen instructions to add it to Home.

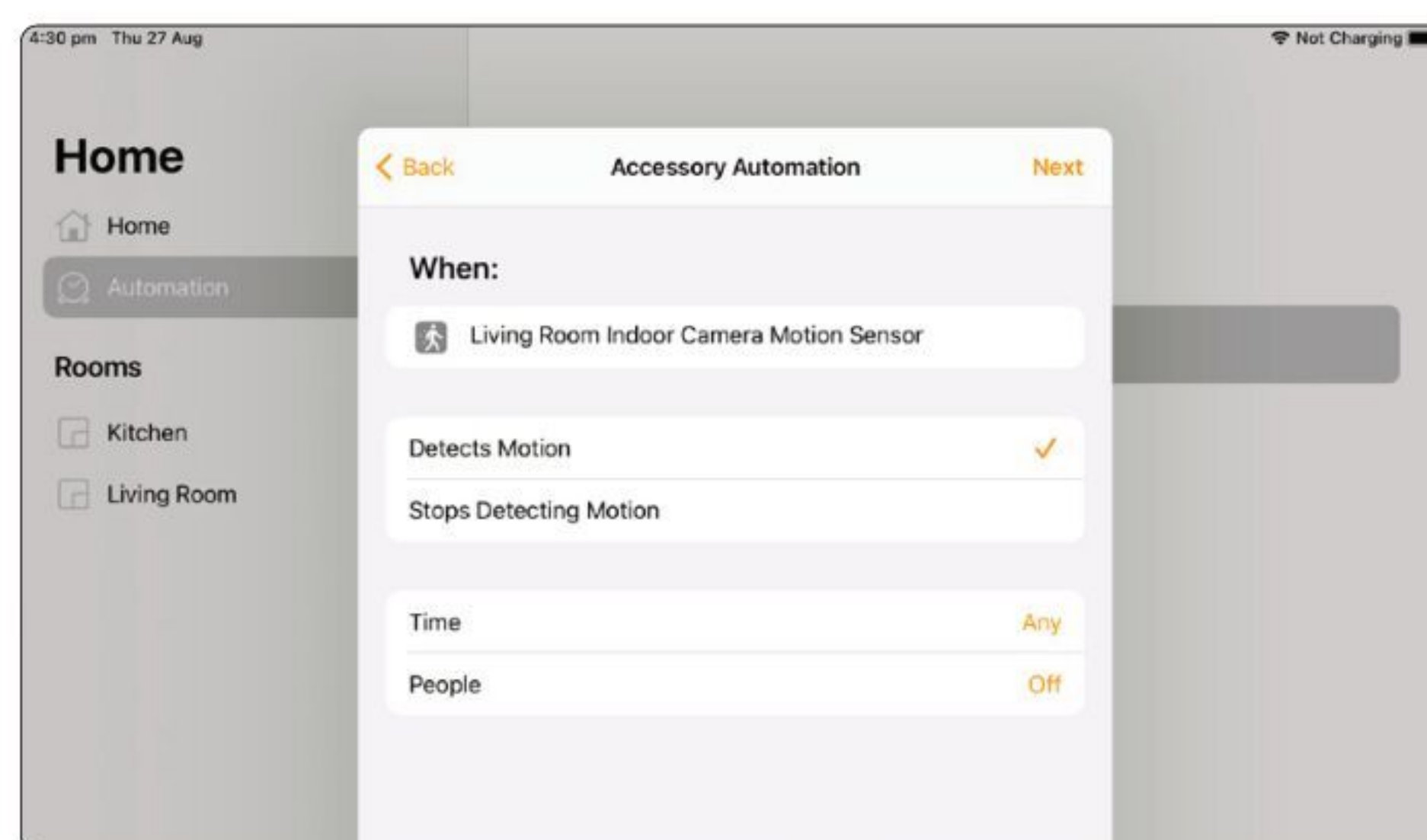


3 The Automation option in the sidebar lets you set timers, actions and more. What these timers and actions do depends on what kit you've incorporated into your Home app. You need to read their instructions for details on how they operate.

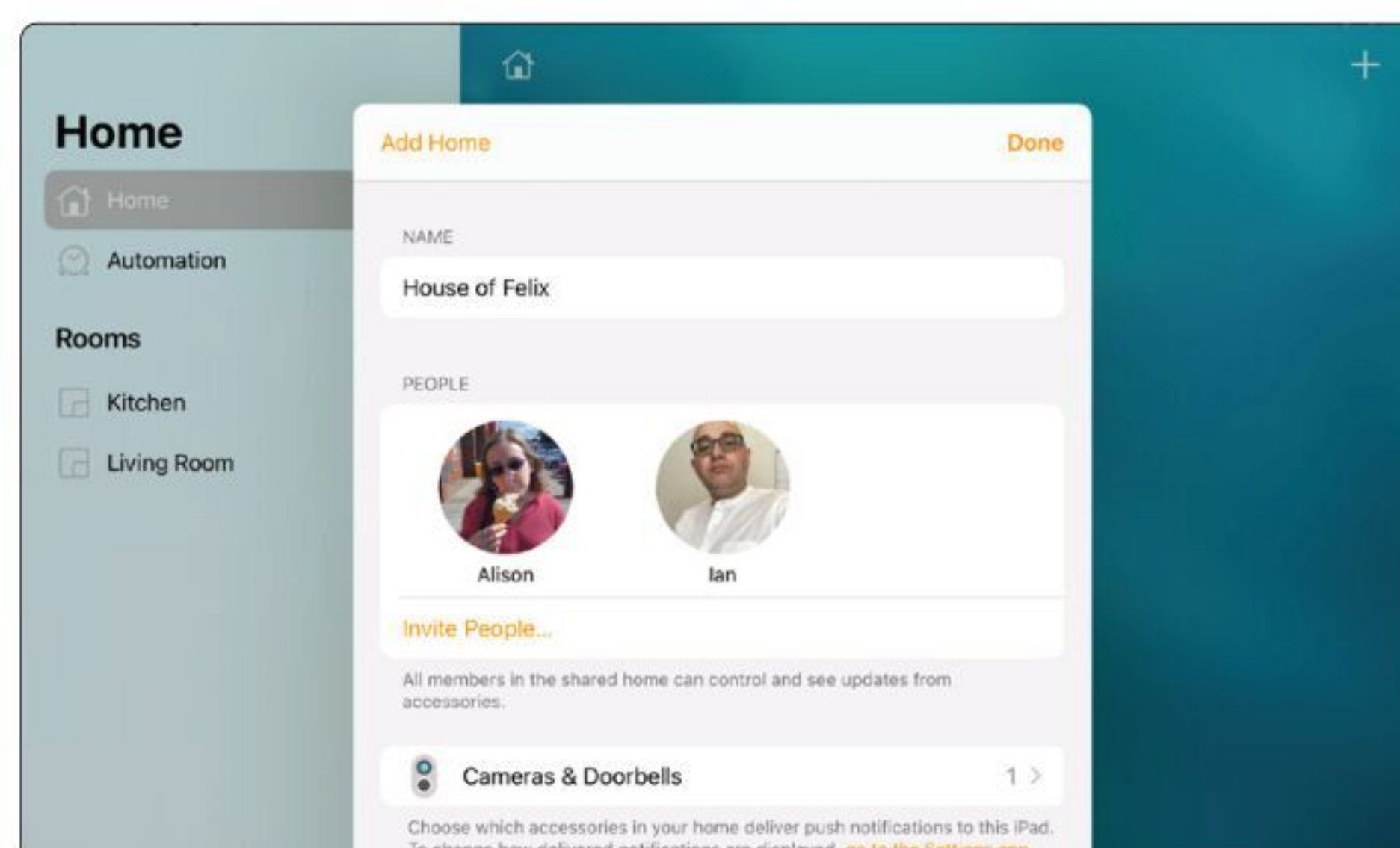
Gadgets and Scenes



1 When you've added some accessories, you can access their controls directly from the Home app, without having to open their own companion app. You can also set up automations involving that particular gadget, again from their Home app controls.



2 To set up an automation, tap Add Automation on the Home app's sidebar and follow the on-screen instructions to construct a sequence around them. For example, a motion detector could send you an alert and get a connected camera to take a picture.



3 If more than one person in the house needs to control the HomeKit accessories, you can share Home app settings. Tap the home icon on the landing page and tap Home Settings. Under People, tap the Invite link to invite others to share your app.

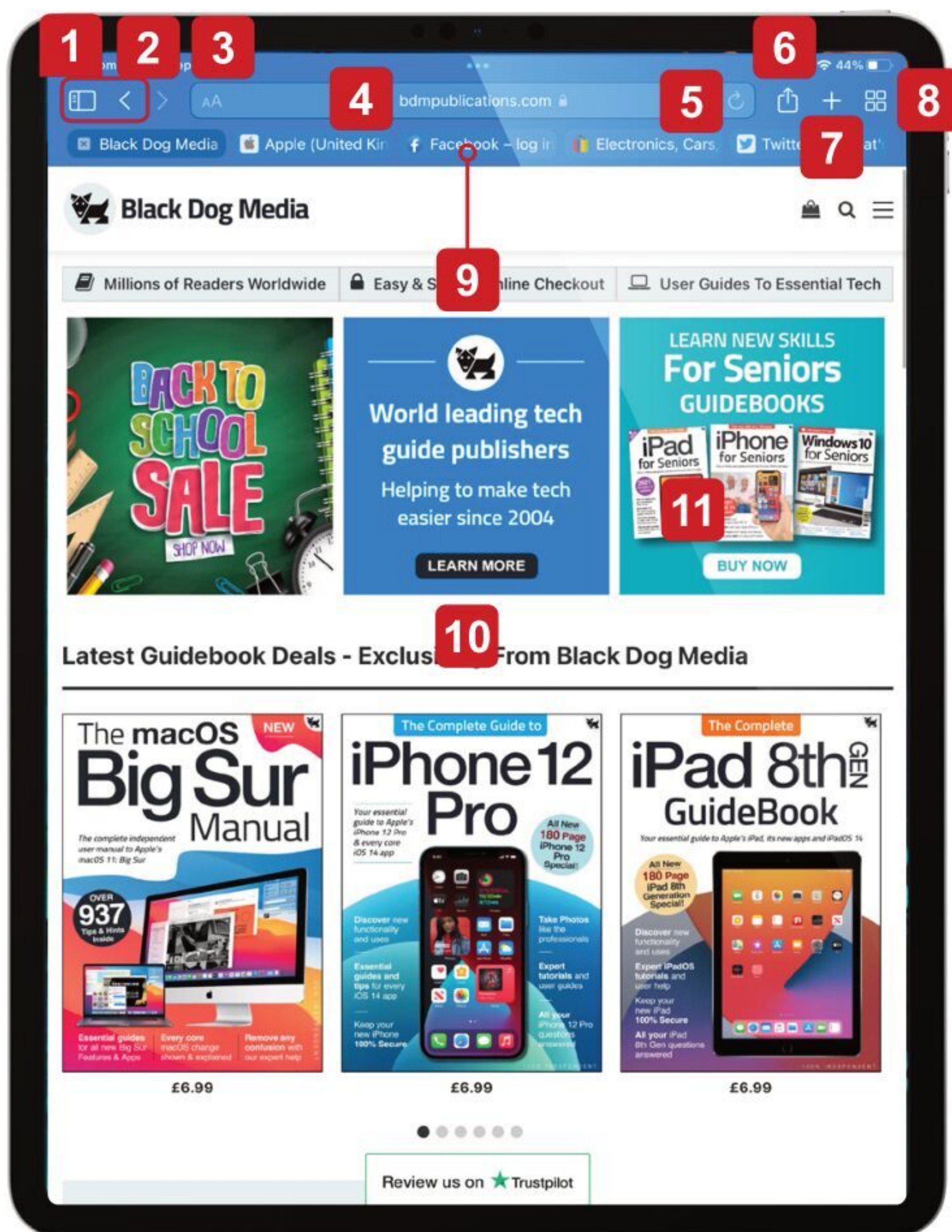


Safari App

Surf the Web

Safari is the iPad's bundled web browser, and it's been redesigned for iPadOS 15. There's a new, streamlined tab bar, an integrated smart search, a customisable Start page and more. Let's take a look at the Safari app.

Safari in Focus



1 Tap this icon to open the sidebar, from where you can access your Tab Groups and switch to Private Browsing. You can also open your list of bookmarked pages, or those on your Reading List.

2 These chevrons let you move forwards and backwards through your browsing history; use the left chevron to go back to the previous page and the right one to go forward again. If one or both chevrons are greyed, you can't navigate in that direction at the moment.

3 Tap the Aa icon for a menu that lets you increase and decrease the font size, show and hide the Toolbar, translate the site, request the mobile version of the website, turn off content blockers and more.

4 This is your URL and search field. From here, you can type a web address to go to its page or type a search term to search the web for pages on that subject. You can launch a website directly from the search bar too. Search for a word or term to find examples of it on the open page. Tapping the URL bar shows the full URL too, and also shows a microphone icon you can use for voice searches.

5 Tap the curly arrow to refresh the page. You can also do this by simply pulling the page down.

6 This is the Sharing icon, found in many of the iPad's bundled apps. Tap it for a range of sharing options, including AirDrop, sending it by Mail or Message, printing it, saving it as a PDF, adding it as a Bookmark or a Favourite, make a Quick Note and more.

7 You can have more than one page open at a

time, by using browser tabs. Tap here to open a new tab, which appears below the top bar. You can then type a URL or a search term into the field at the top of the web page, as usual, and open a new page in the tab you just created. Tap and hold the '+' icon for a list of recent sites.

8 If you have a lot of tabs open and are having trouble finding the one you need, tap this icon to see all of the currently open tabs in your browser as thumbnails. Pull this page of thumbnails for a search field that lets you search your open tabs.

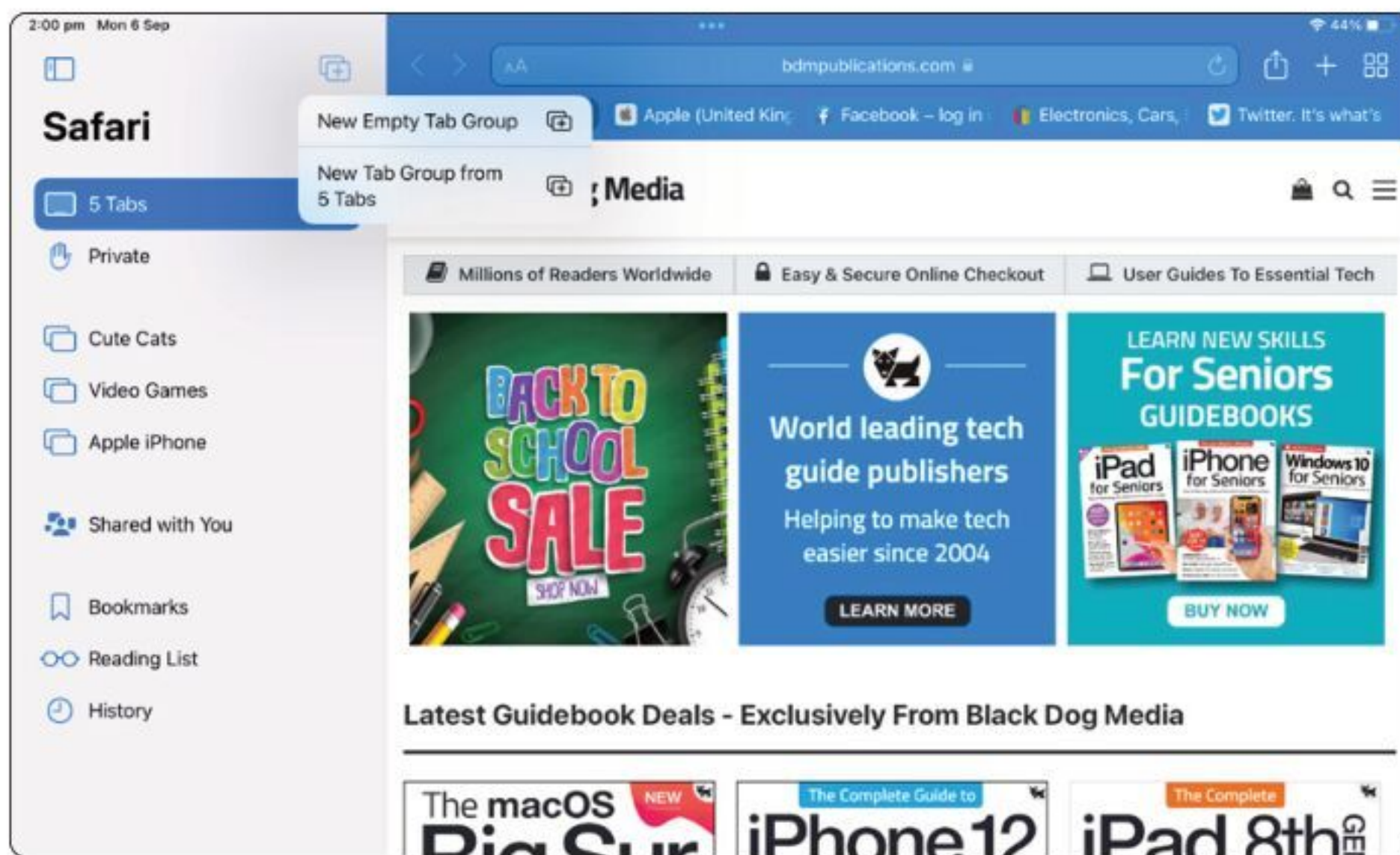
9 These are your open tabs. The darkened one is the tab you're currently viewing. Tap a tab to view the web page currently open in that tab, and tap the 'X' icon on the left of your current tab to close it. The tabs resize according to how many you have open, and the colour of the tabs and the Toolbar are taken from the currently open website.

10 A web page can contain words, pictures, videos and more. Tapping links on a web page, such as the pictures or buy buttons here, takes you to a new page.

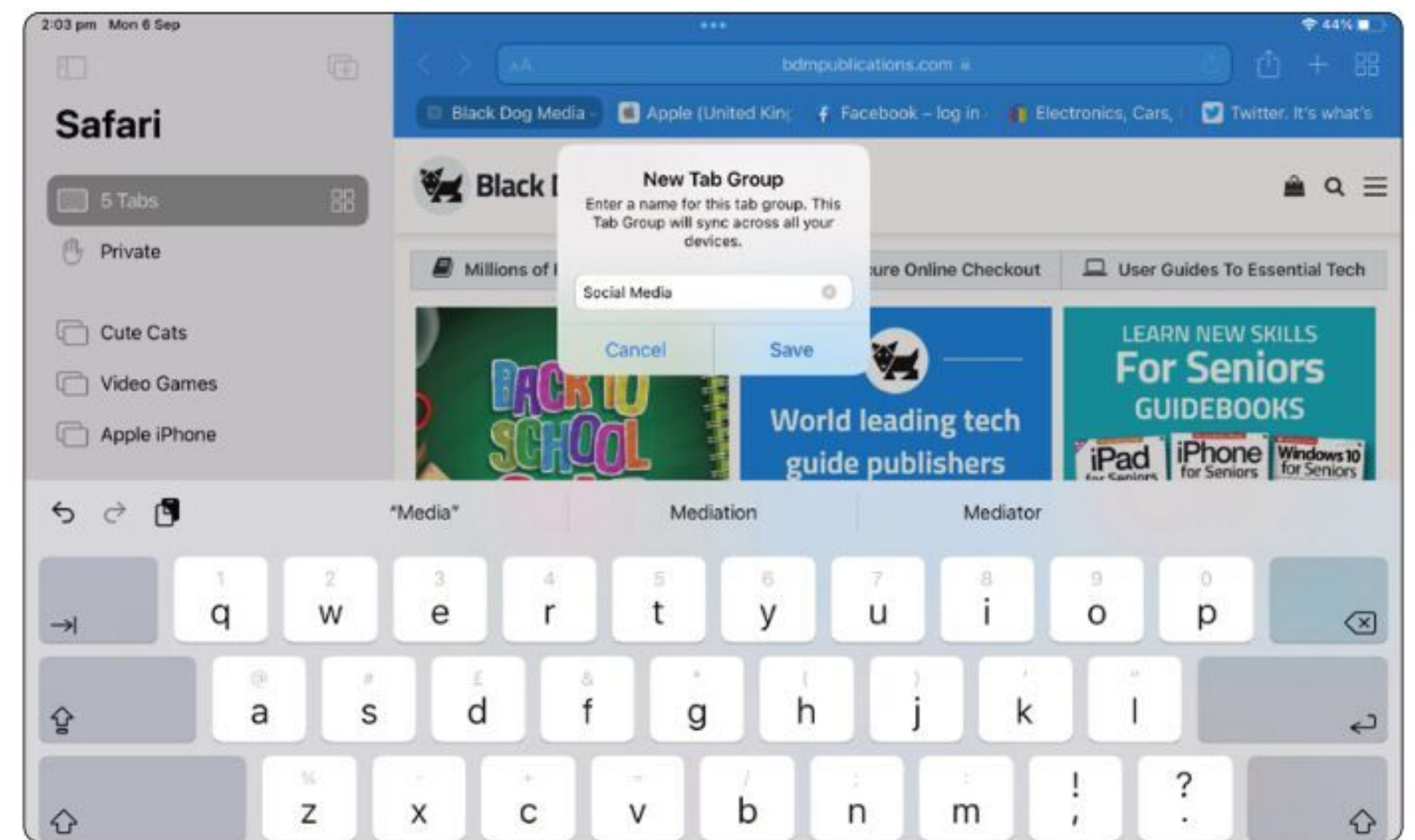




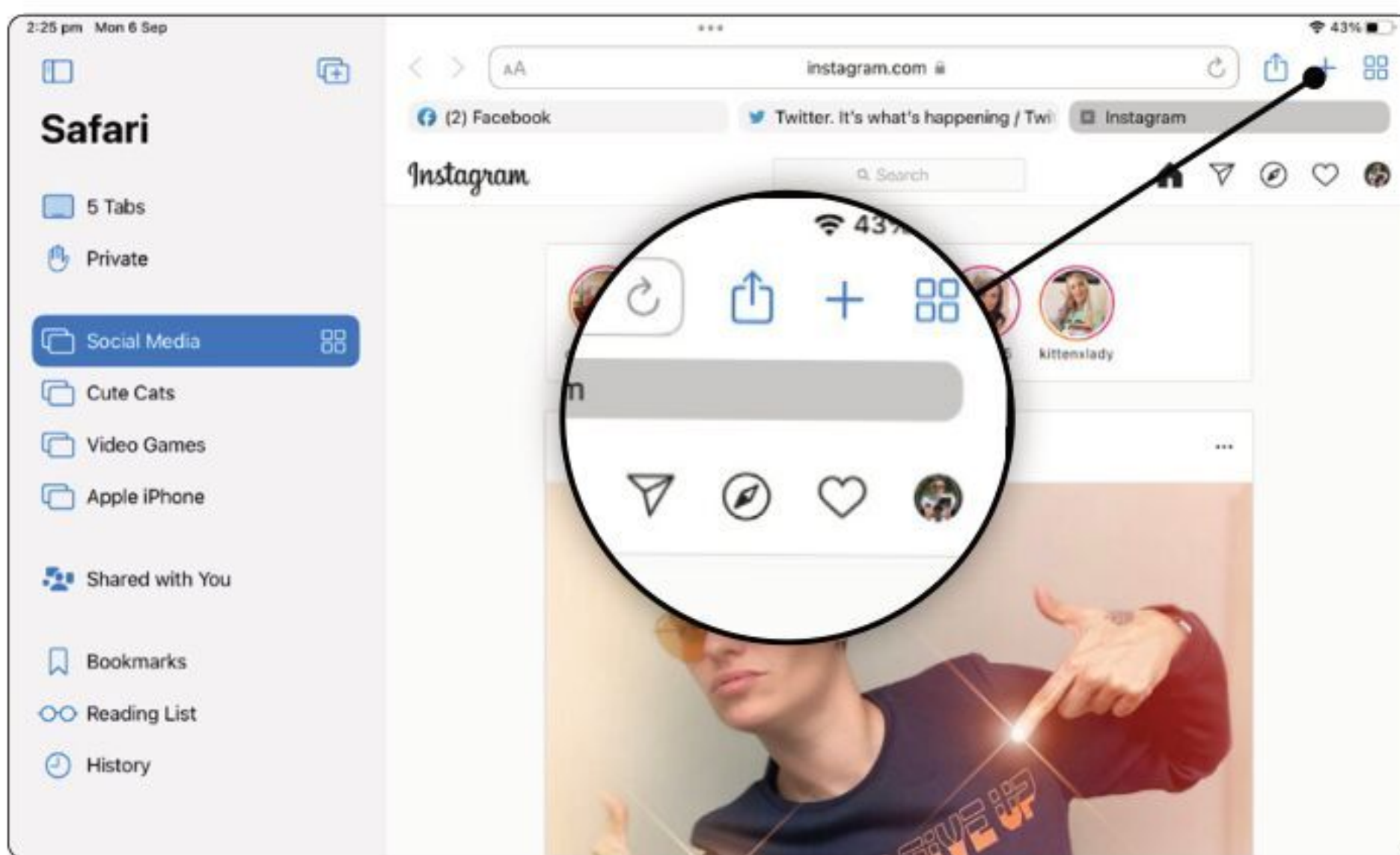
Tabs and Tab Groups



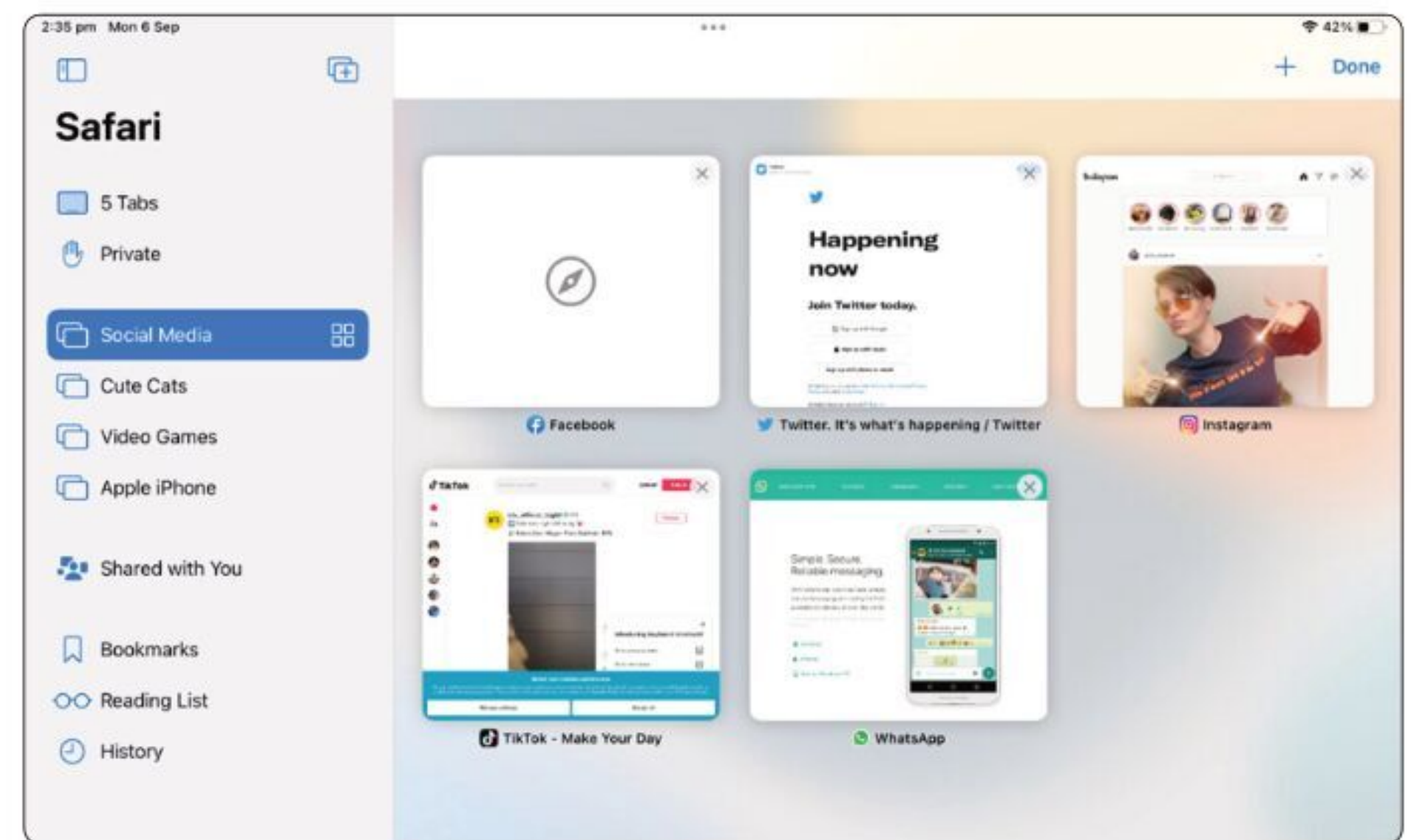
1 Safari now lets you save groups of tabs. You can then open a group of tabs, temporarily closing what's open at the moment. Open the sidebar (top right), then tap the '+' icon in the top-right of the sidebar for a menu.



2 From the menu, you can make a group from all the tabs you currently have open, or start a new, empty group and then add tabs to it. We'll do the latter. Either way, you get to name the new tab group. Tap Save when done.

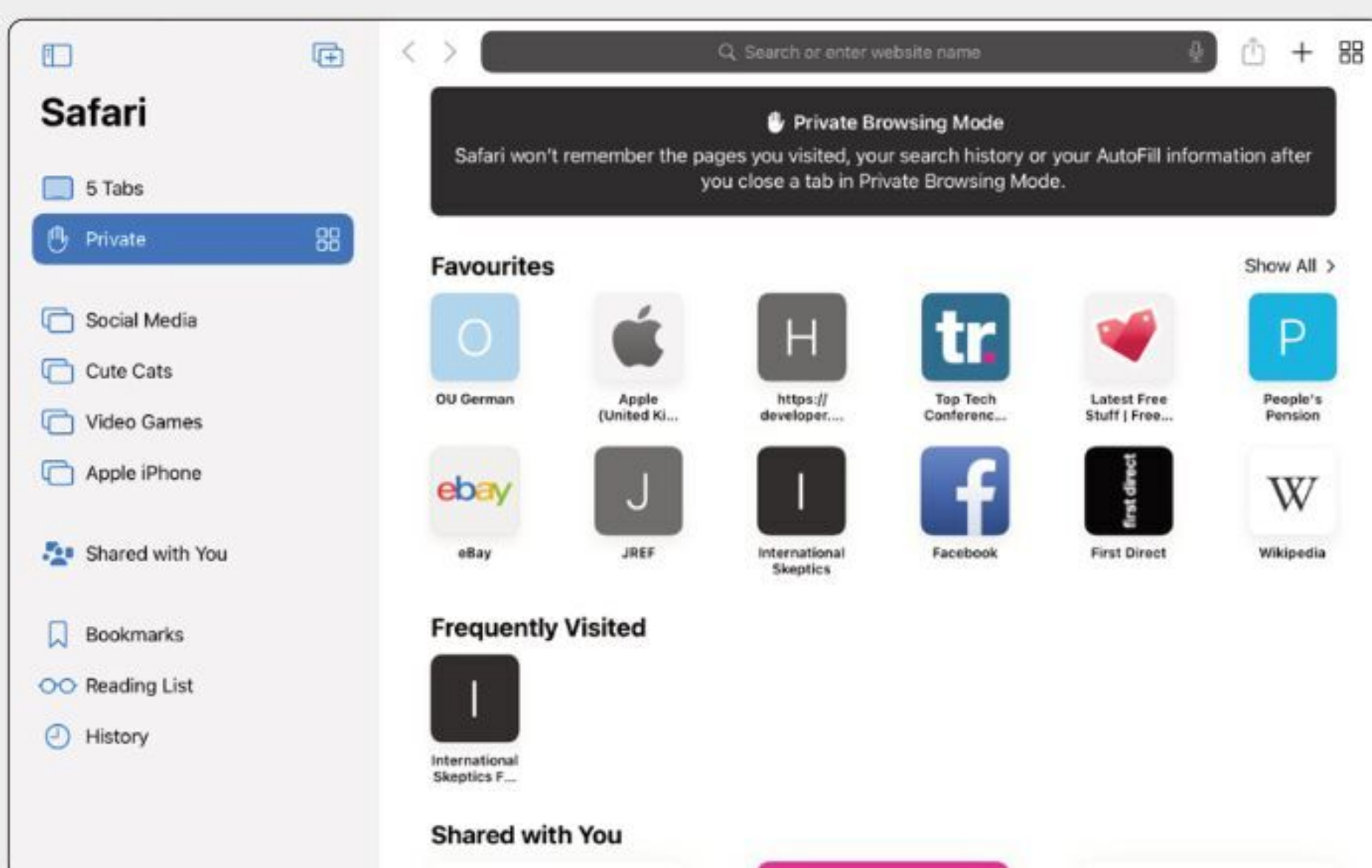


3 With your new tab group open (highlighted in the sidebar), tap the + icon (top right) to open a new tab, then navigate to the site you wish to save in the tab group. Do this as many times as you like to fill your tab group.

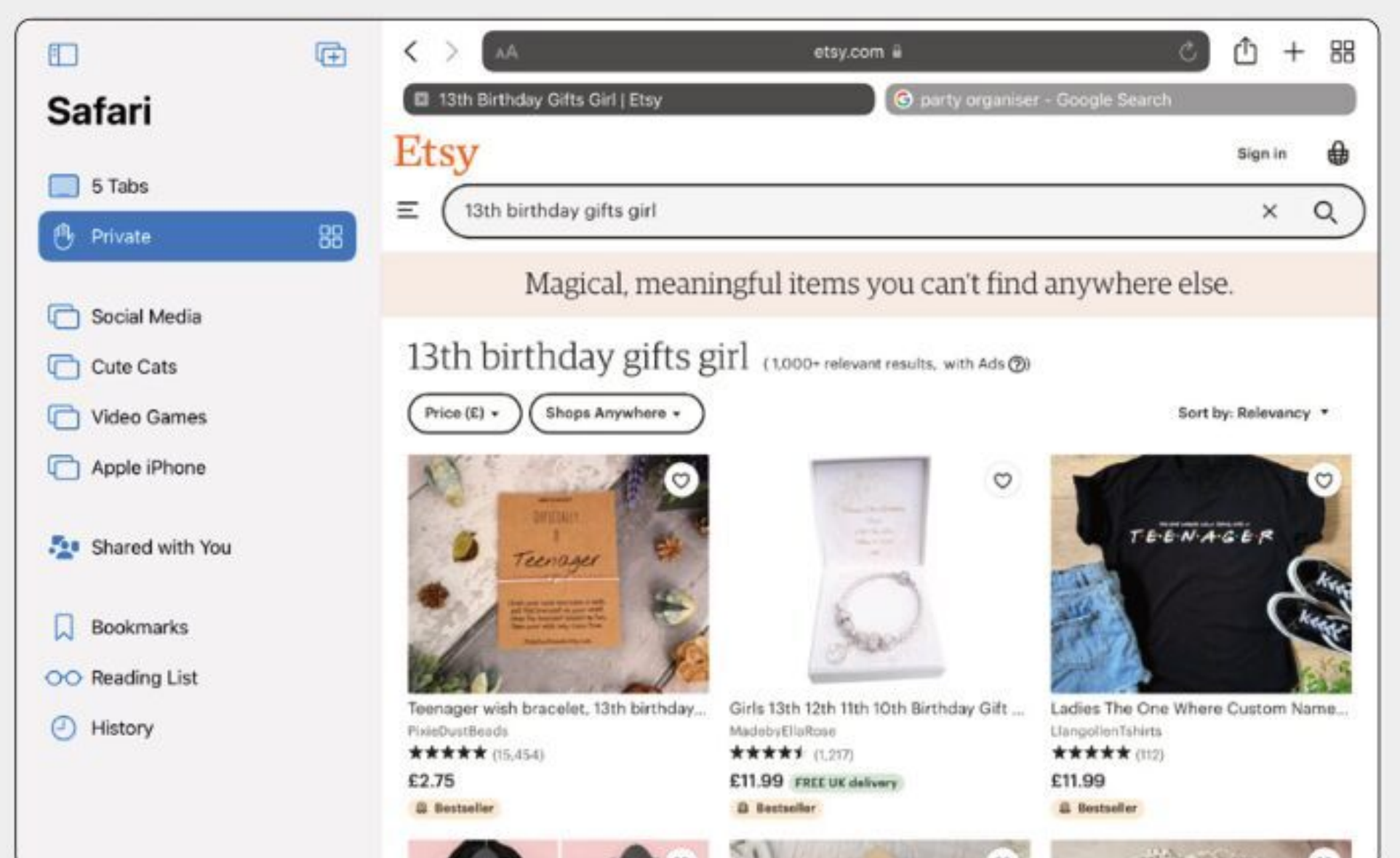


4 Use the sidebar to switch between saved groups of tabs and the tabs you have open on your iPad. Tap a tab group and then tap the icon to its right to see the tabs as thumbnails. Tab Groups are synced across your Apple kit.

Private Browsing

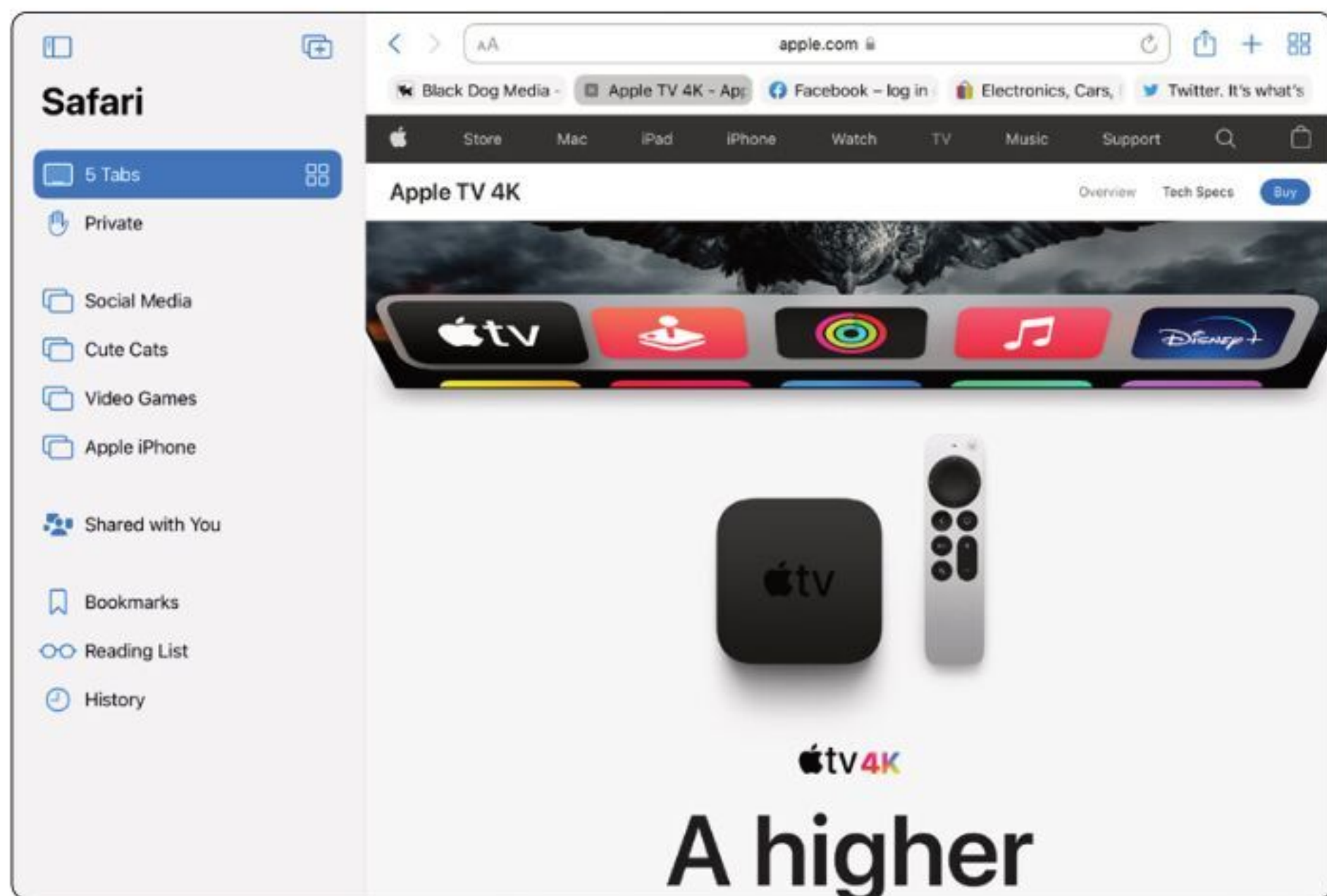


1 When Private Browsing, Safari doesn't record where you've been in your browsing history or for targeted advertising. To switch to Private Browsing, open the sidebar and tap Private. The URL bar is dark, to show it's private.

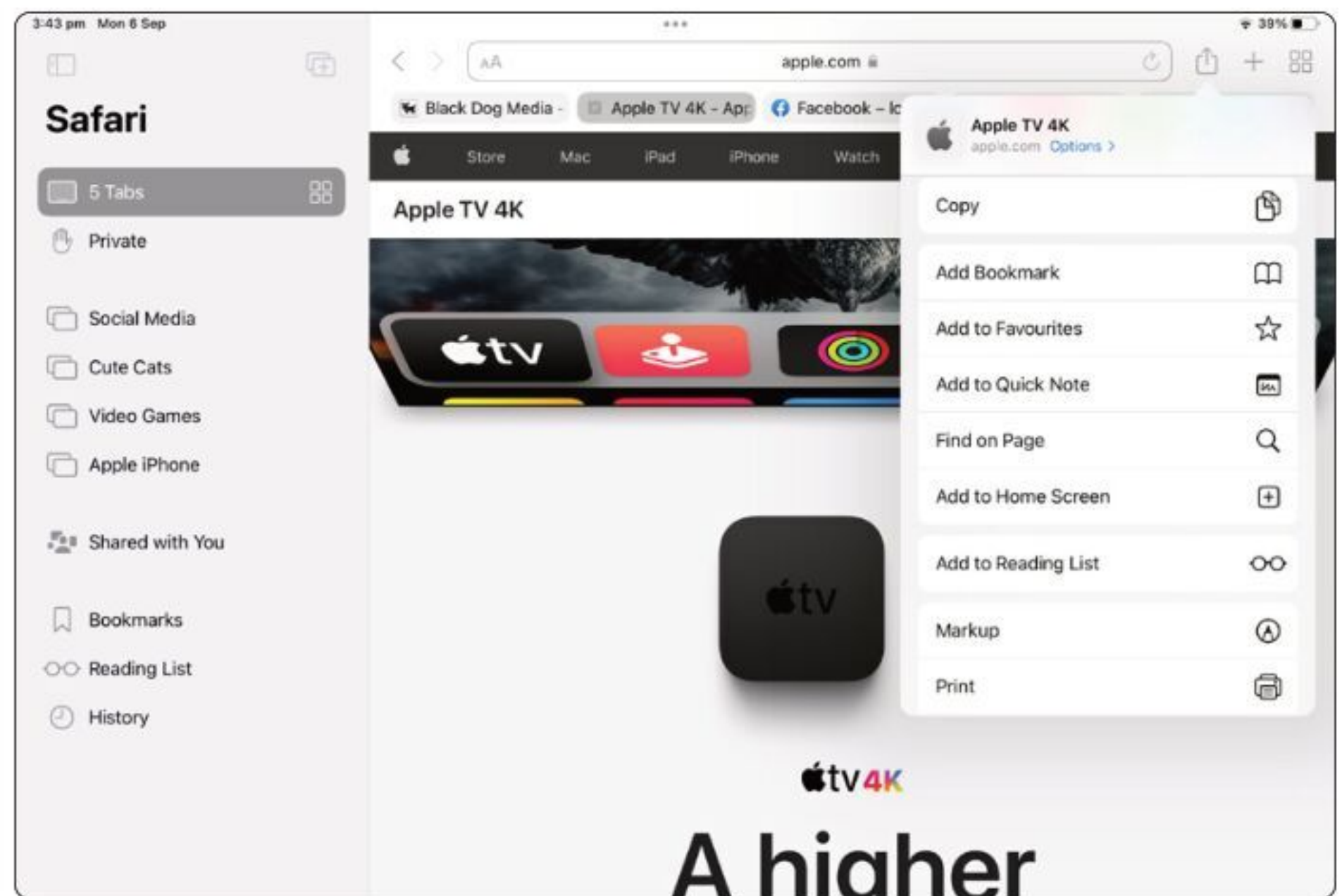


2 You can then search the web and open more tabs in the usual way, but without anyone being able to see where you've been when those tabs are closed. To close the tabs when done, tap the Tabs icon and tap the 'X' icons

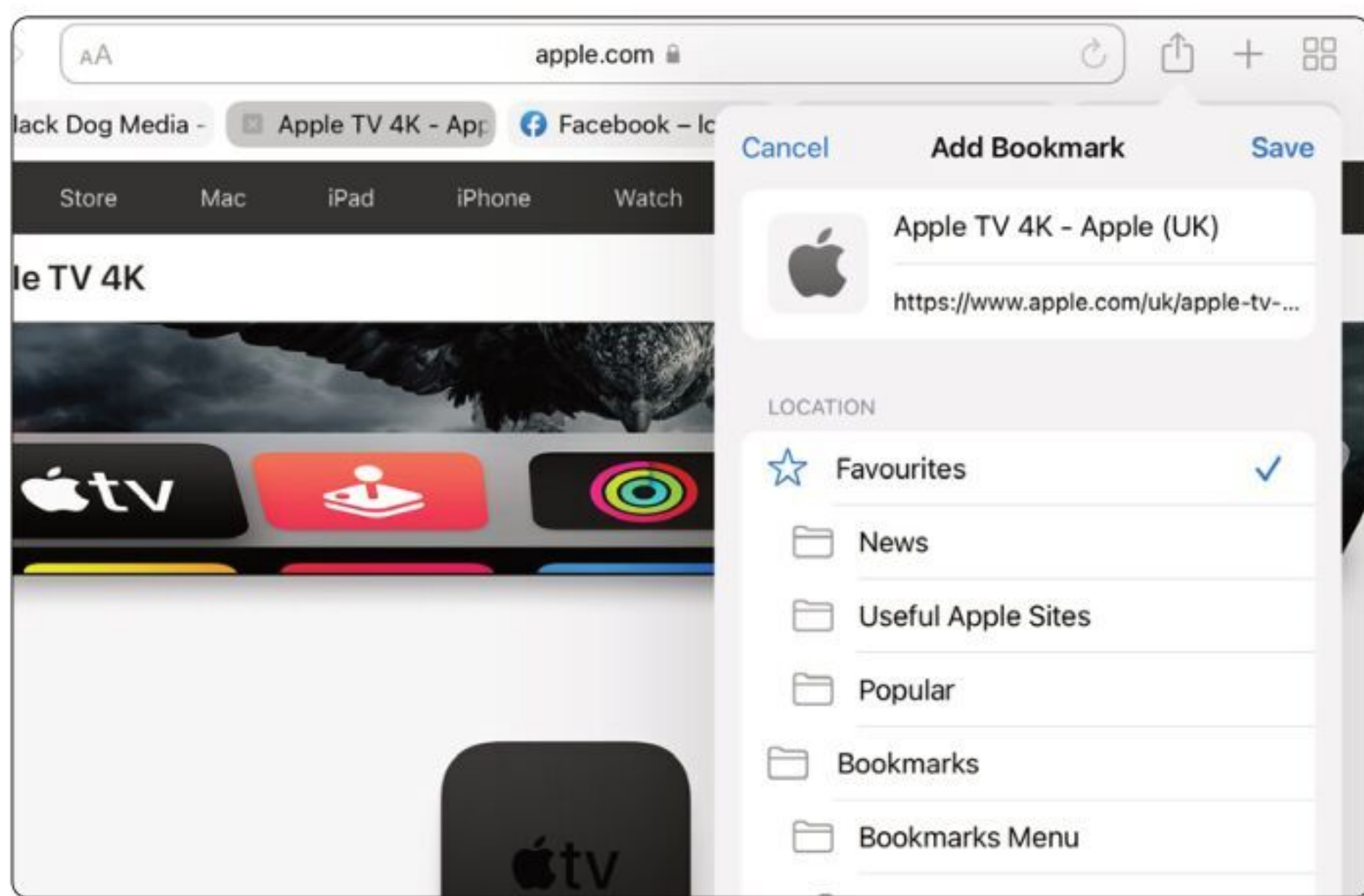
Bookmarks, Reading List and History



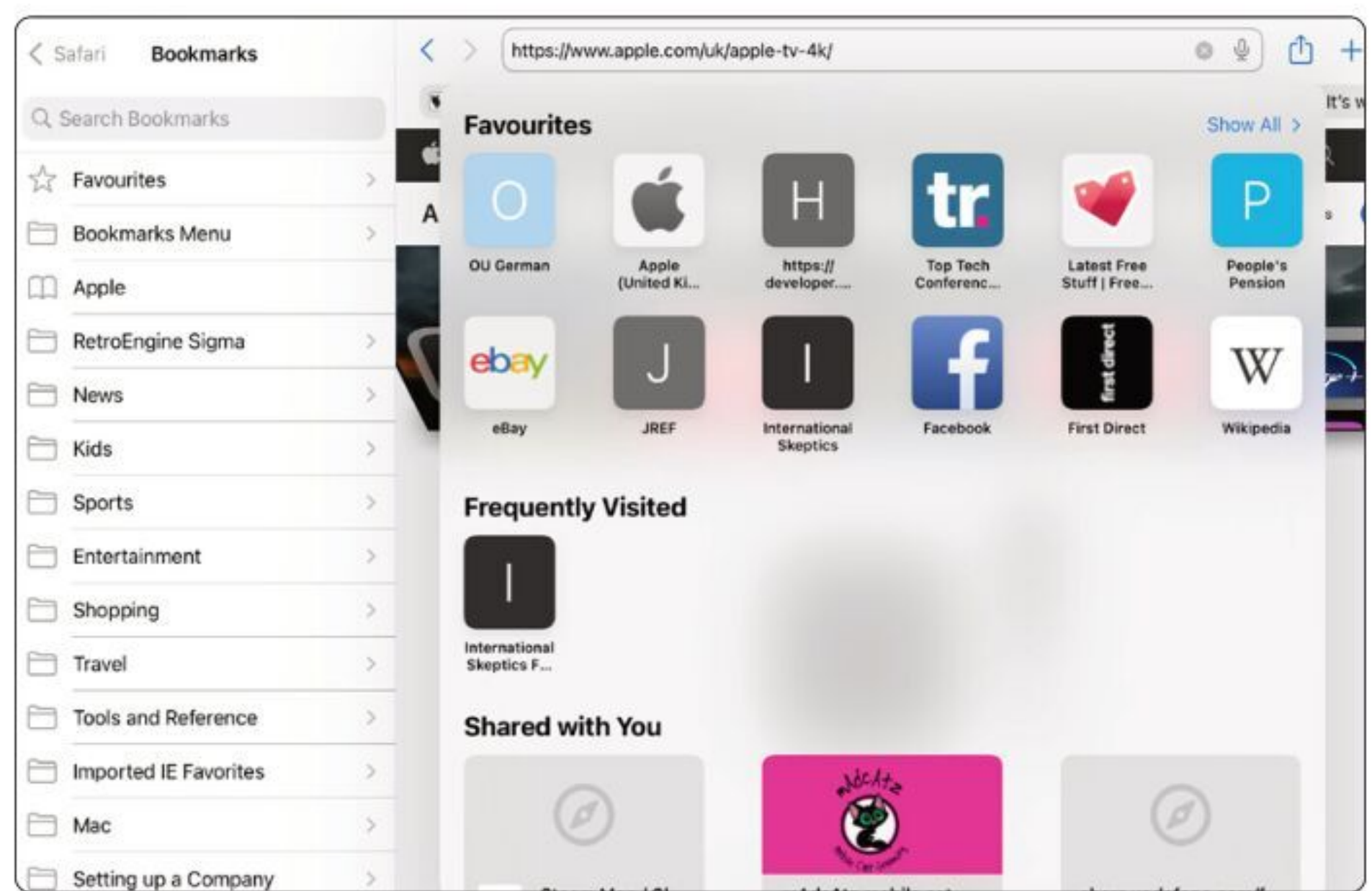
1 Tap the Sidebar icon (top left) to open the sidebar. At the top of the sidebar are currently open tabs and Private tabs. Under that are your saved Tabbed Groups. Shared with You shows sites sent to you.



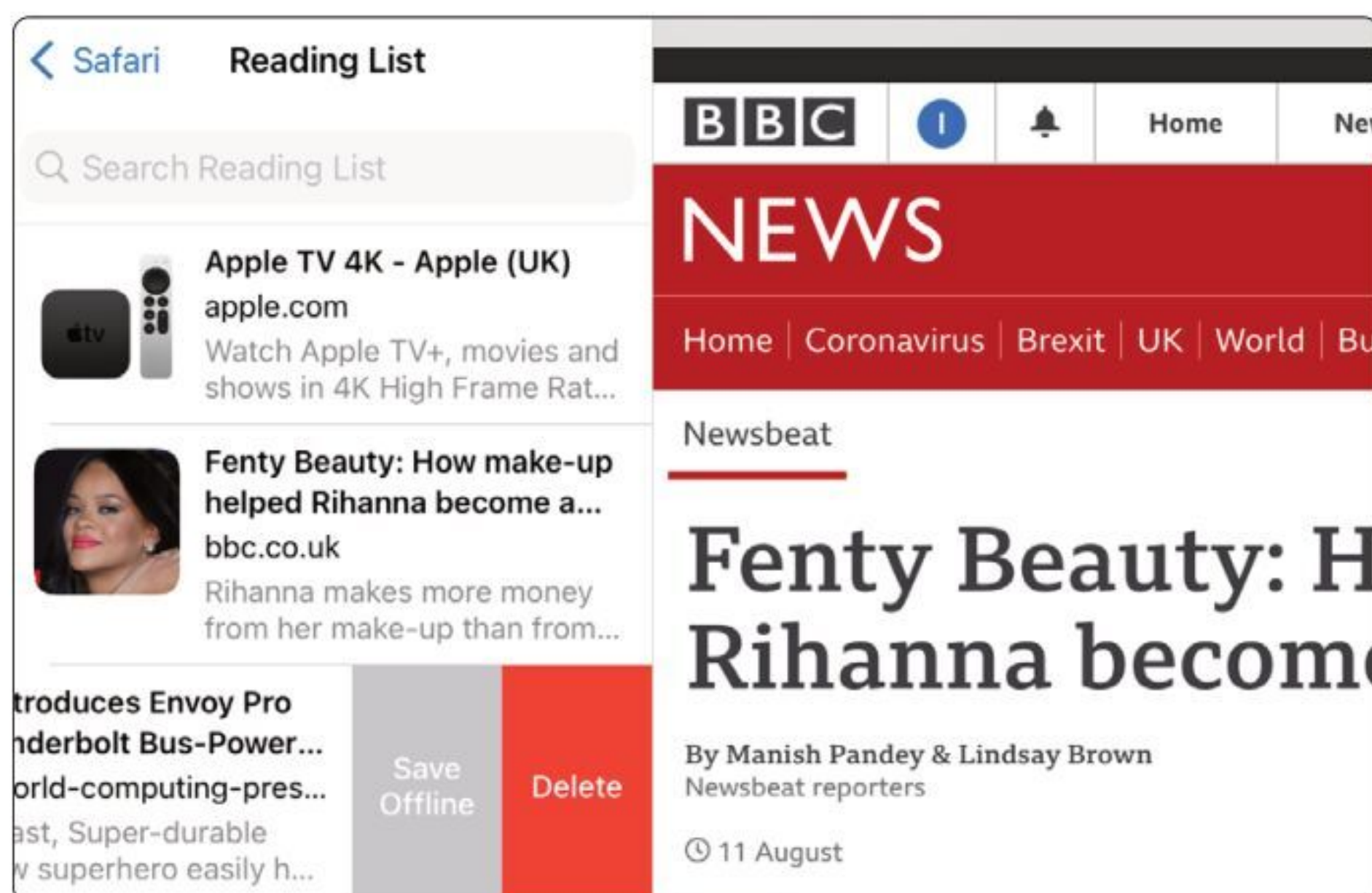
2 Underneath Shared with You are Bookmarks, Reading List and History. To add a site to Bookmarks and Reading List, tap the Share icon then tap the option in question.



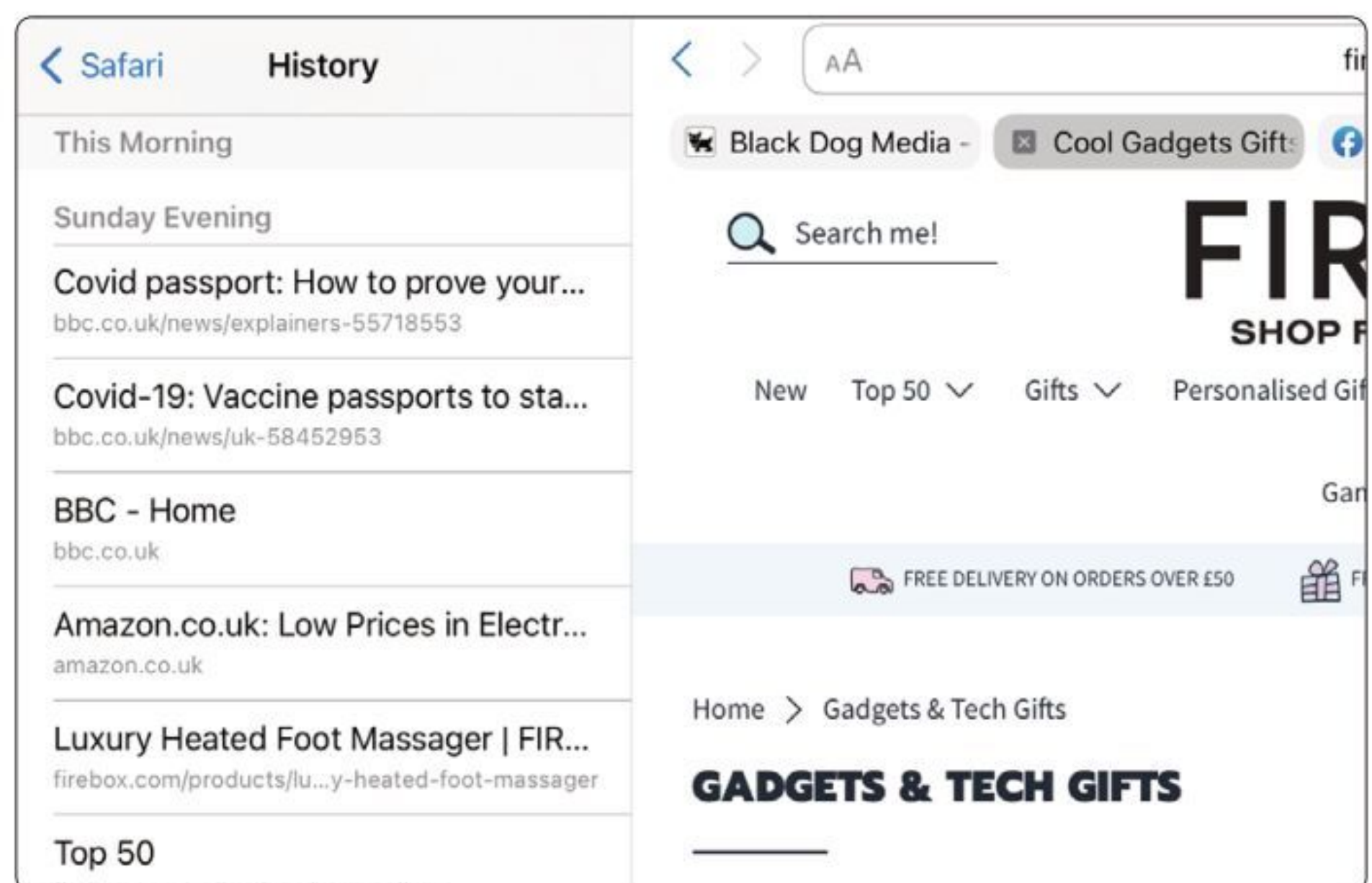
3 After tapping Bookmark, you get to edit its name. Tap Location to choose a folder to put it in. Scroll all the way down for an Add Bookmark option then tap Save. When adding to the Reading List, the site is added as-is.



4 Tap the Bookmarks option in the sidebar for your bookmarks. The Favourites option at the top is the sites shown on the Start screen, and when you tap the URL bar. Tap a site or folder to open it.



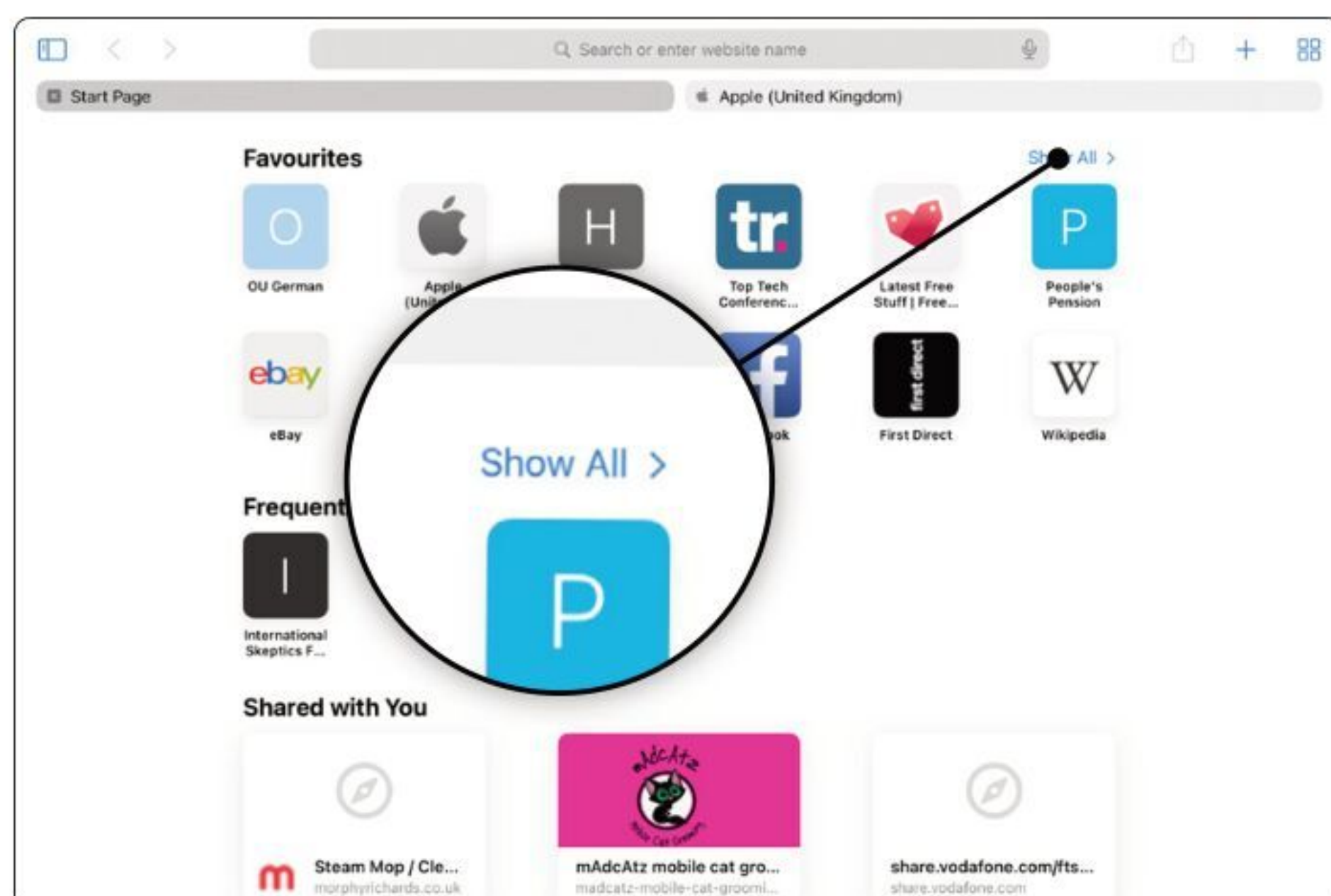
5 In the sidebar, tap Reading List. Tap a saved site to open it, and swipe it left to delete it, or download it for offline reading. There are options to Edit your list, deleting several at once, and to show only sites you haven't read.



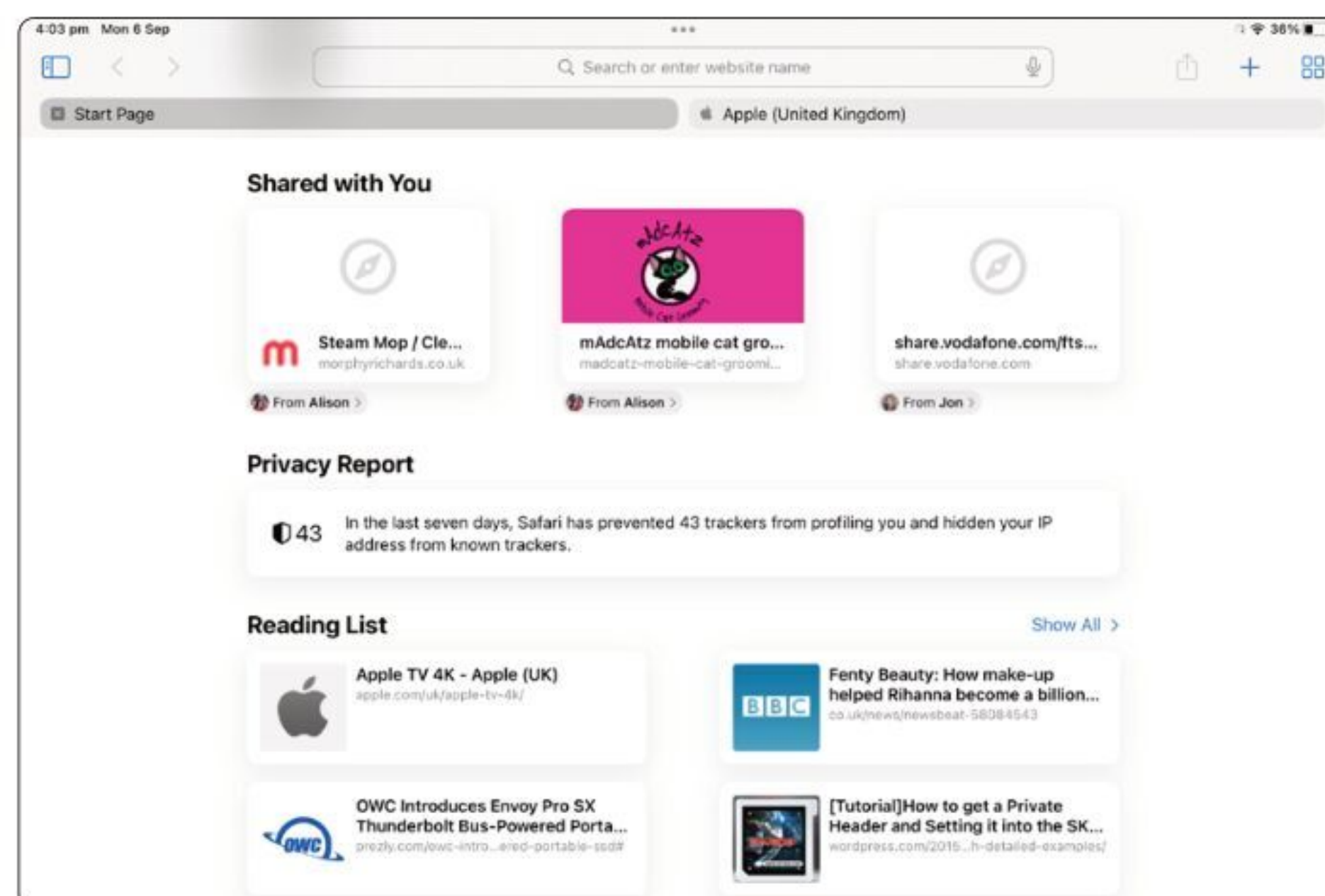
6 The History sidebar option shows browsing history, unless you were using Private Browsing, are found here. The sites are listed in the order you visited them, most recent first. Swipe left to delete.



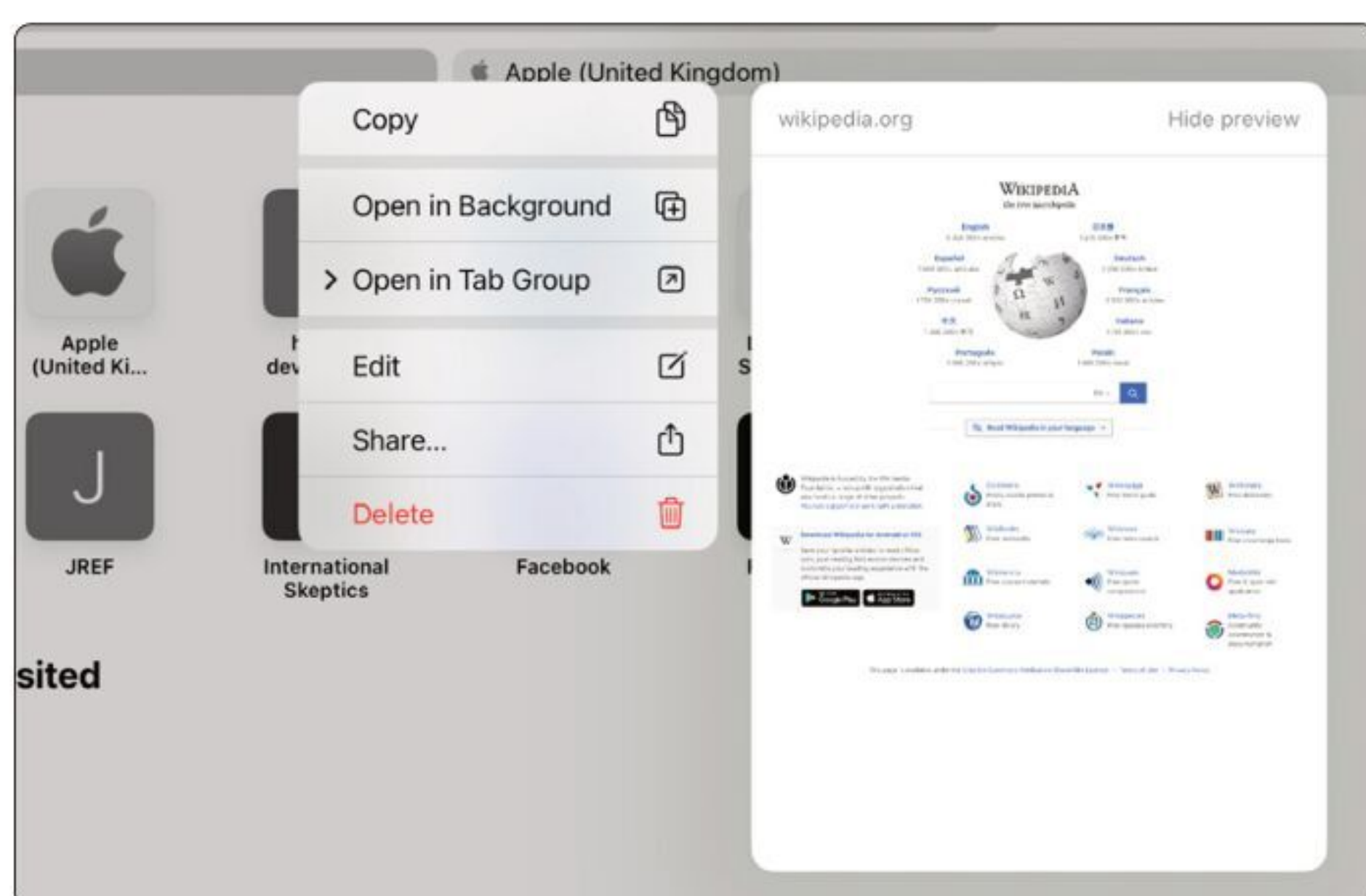
The Safari Start Page



1 By default, a new tab opens showing the Start page, which displays icons for sites you've saved in your Favourites. Two rows are displayed initially; tap the Show All link to see the rest of your Favourite sites.



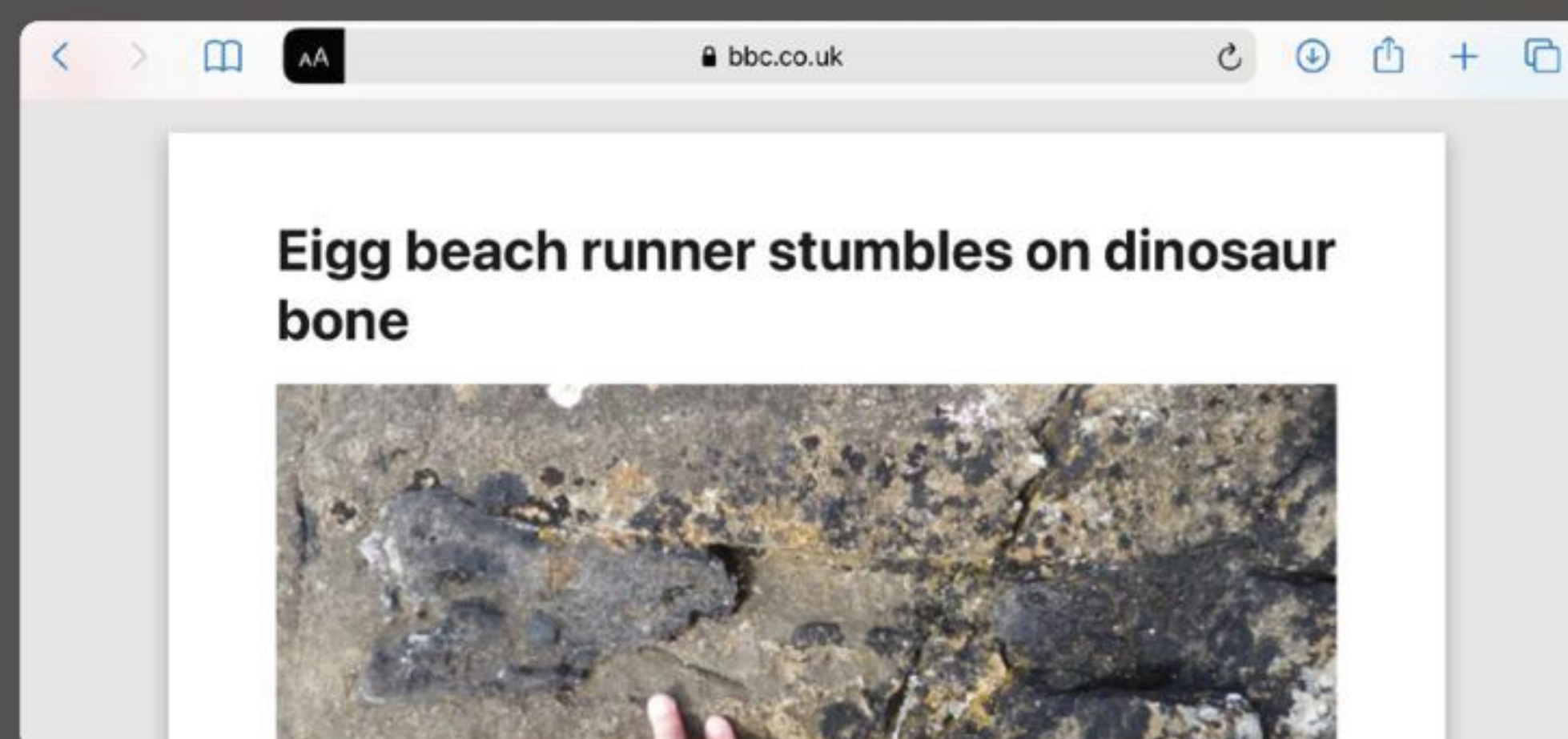
2 Scroll the Start Page up for more groups of sites, such as Frequently Visited, your Privacy Report, Reading List and sites you have open on other Apple devices. Tap a Show All link for more sites in a group.



3 Tap a website icon to open it. Tap and hold an icon for a menu that lets you copy the link, open it in the background, open it in a tab group, share it, delete it from your Start page and more. Use the search field at the top to search within it.

Privacy Report

To get a privacy report on the website you're currently viewing, tap the 'Aa' icon and choose Privacy Report. Websites that want to track you for advertising purposes must ask for permission too; you'll get a pop-up.



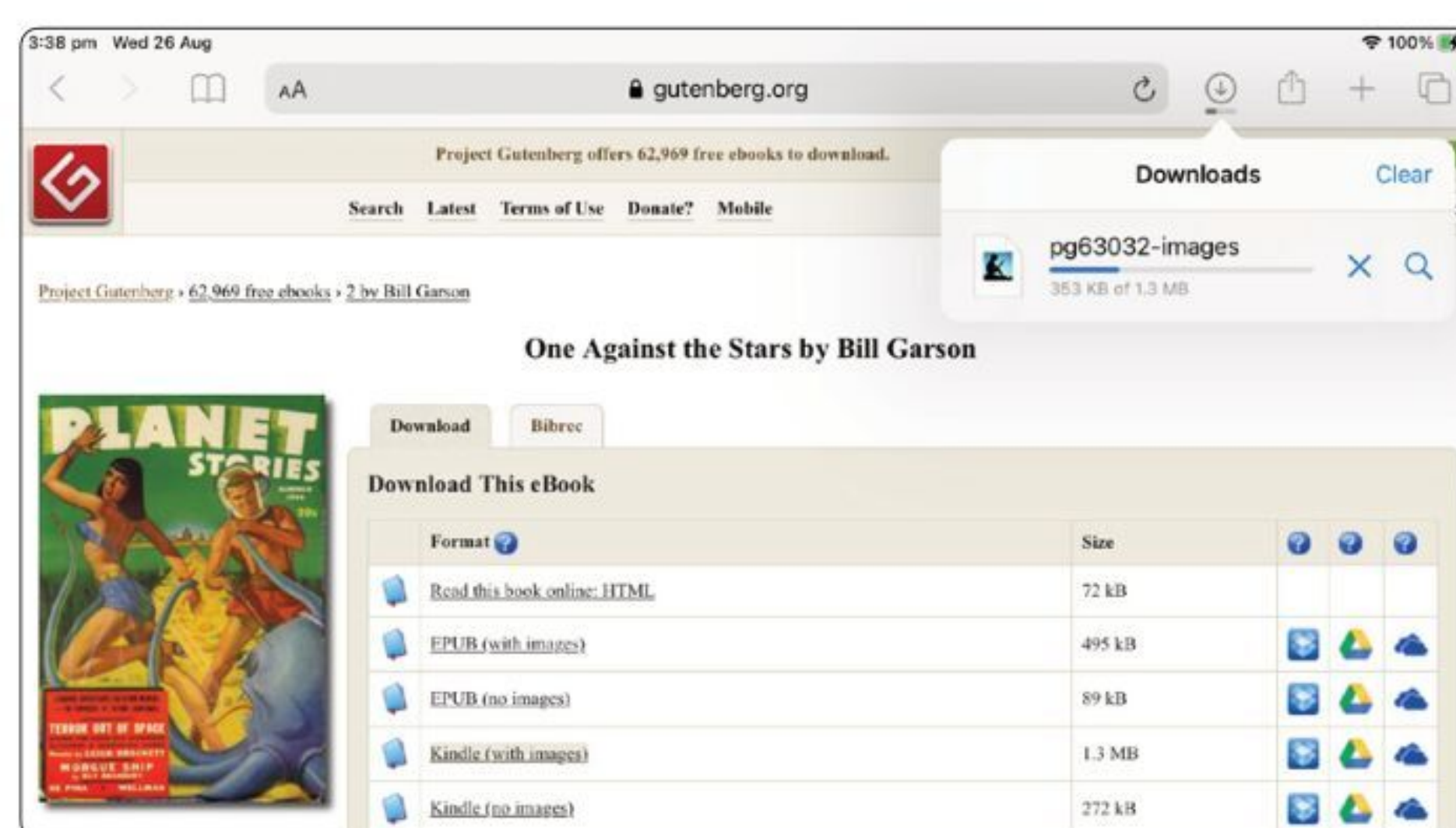
Orientation

Pages can be oriented into landscape or portrait mode simply by rotating the iPad.

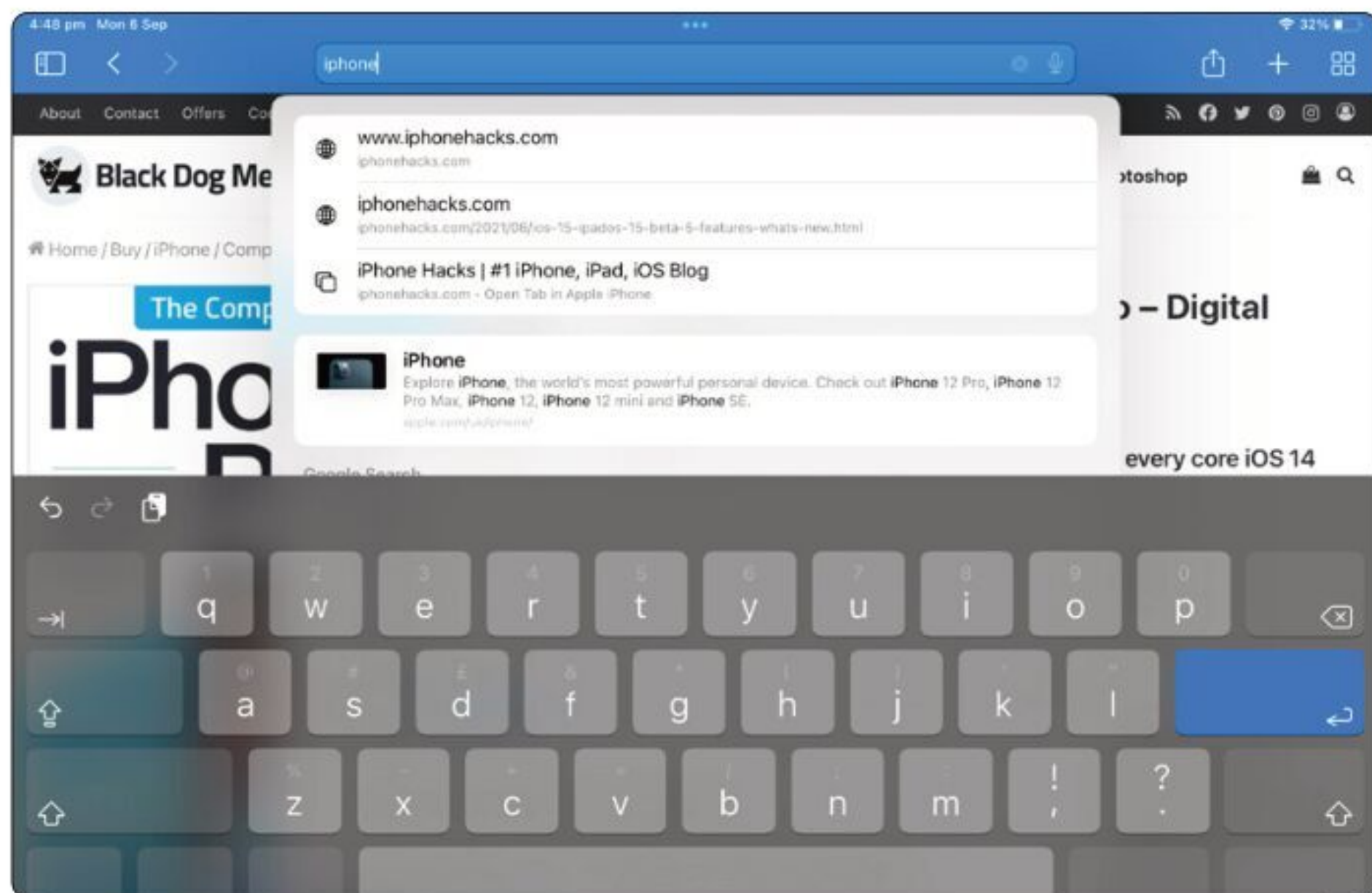


Reader View

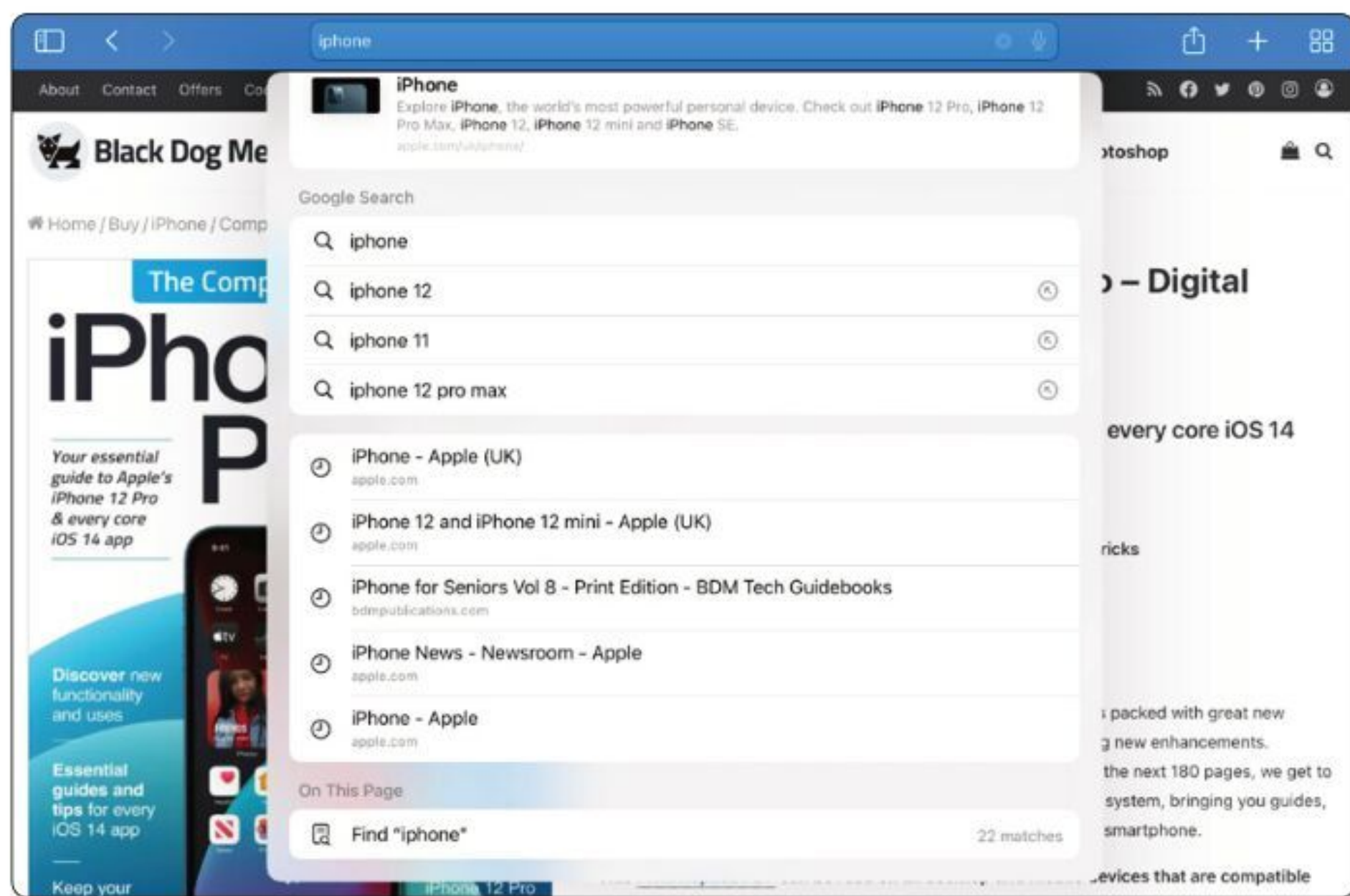
On some web pages there's a reader view, which simplifies the layout (ideal for printing). Tap the 'Aa' icon and choose Reader View, if available. Tap it again and choose Hide Reader View to return to browsing.



Search for Text

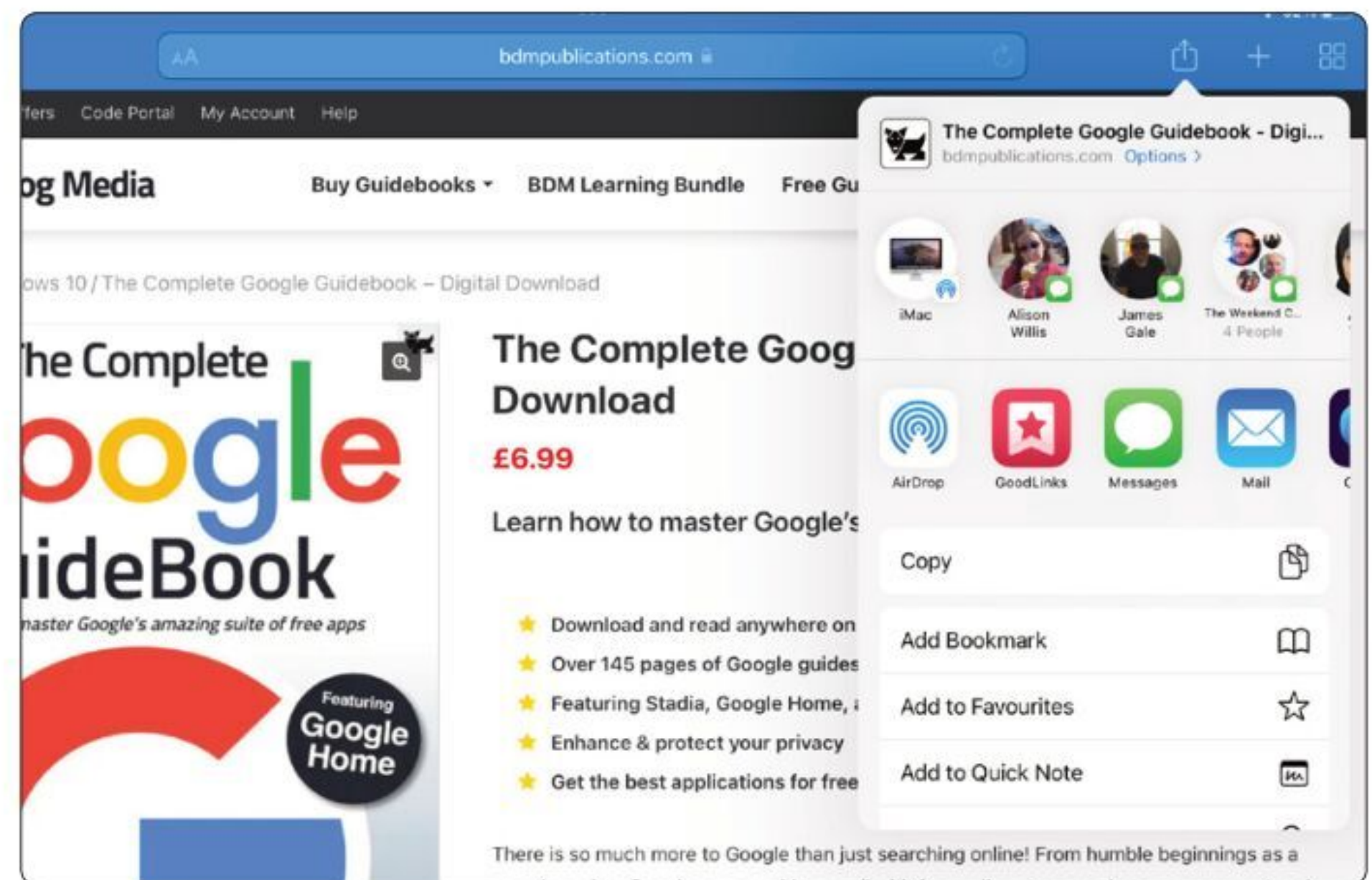


1 You can search for a word or phrase on a currently open website. Tap the Search/URL bar at the top of the screen and type the word or phrase you want to search for. If autocomplete gets in the way, tap Delete.

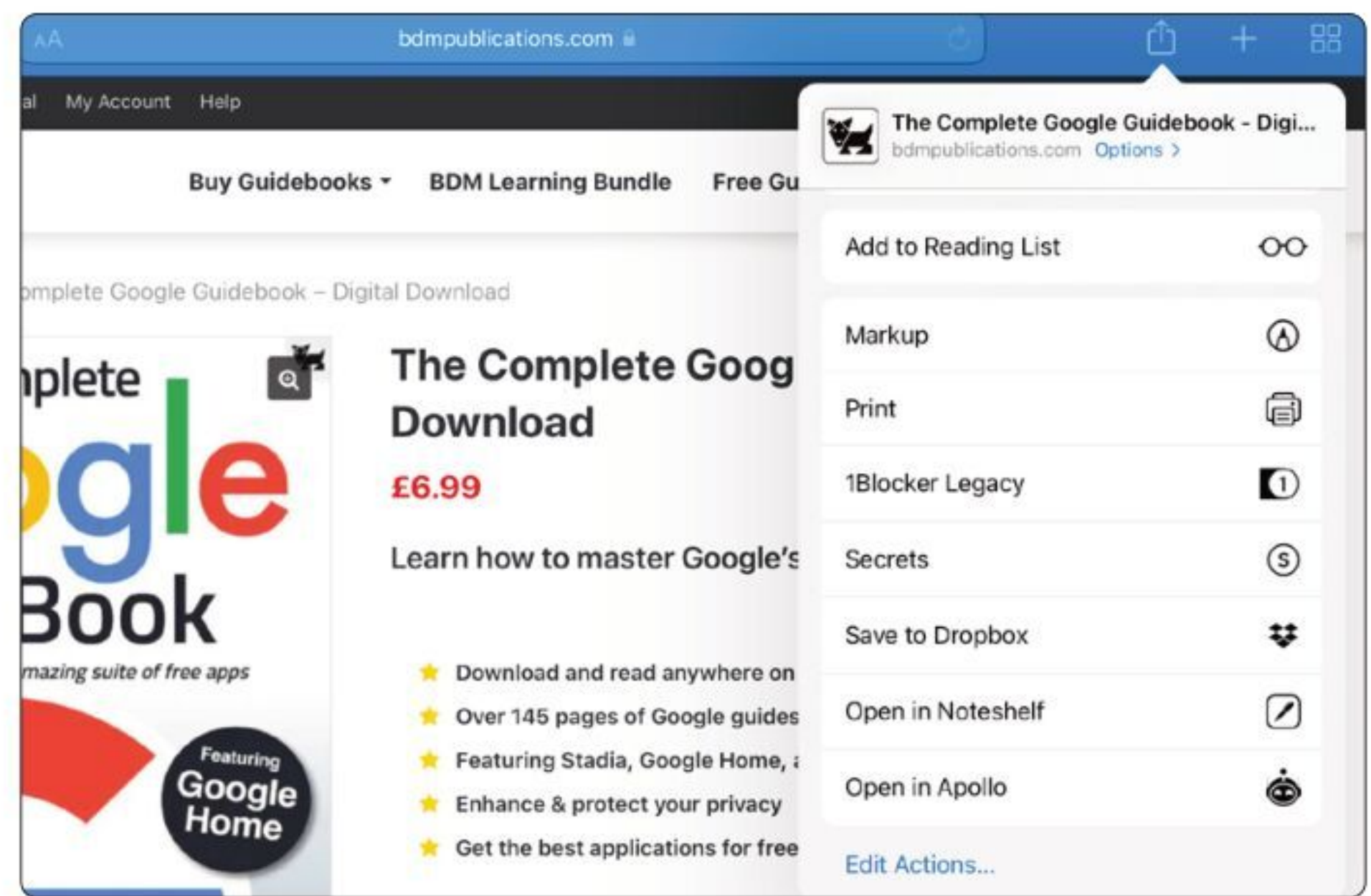


2 You get a window showing websites based on that word or phrase, options for Google searches, sites you've recently viewed that use that word or phrase and at the bottom, a link to show examples 'On This Page'.

The Share Icon

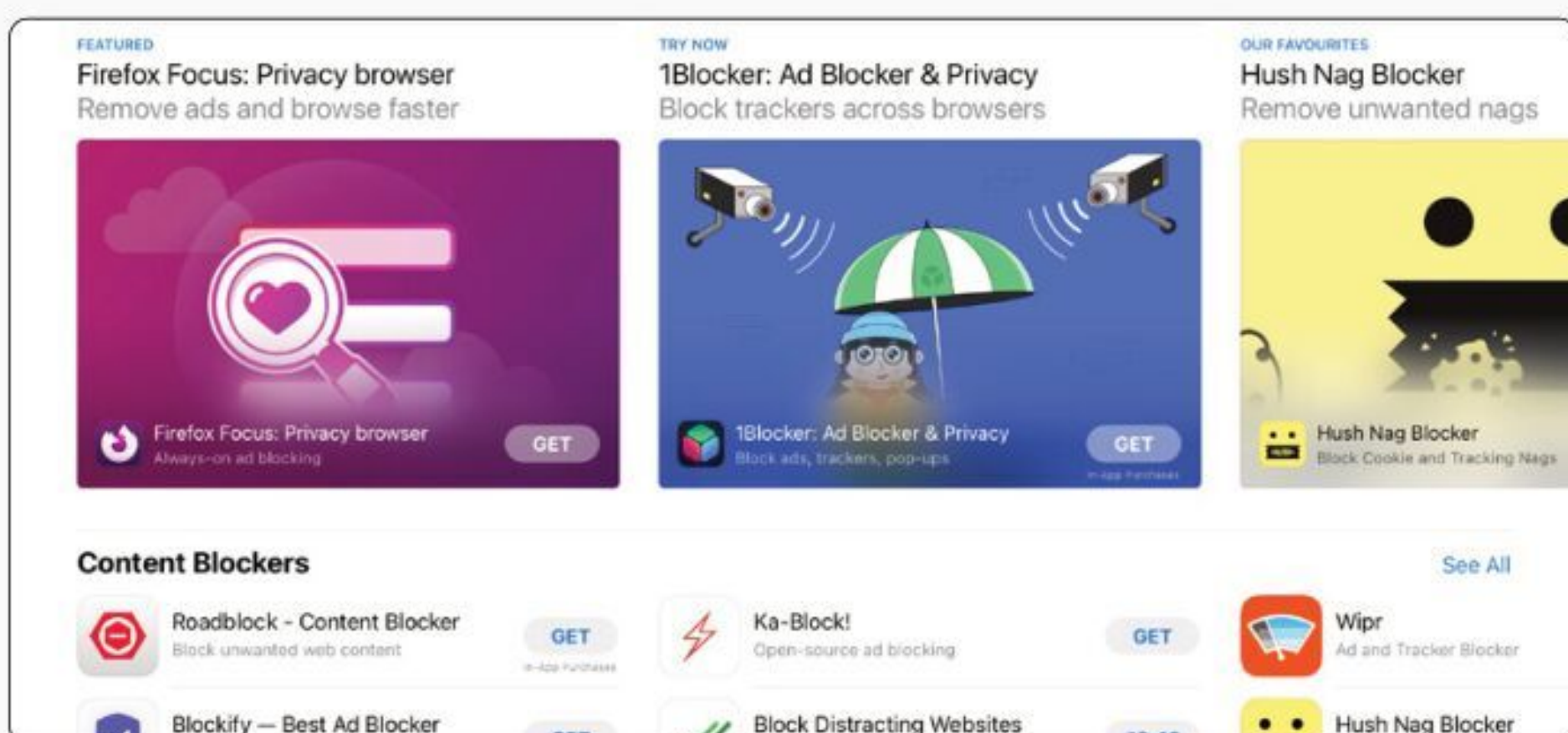


1 Tap the Share icon for the Share menu. At the top is an Options link; tap it to share the site as a PDF, web archive and more instead of as a URL. The top two rows let you share the site with others.

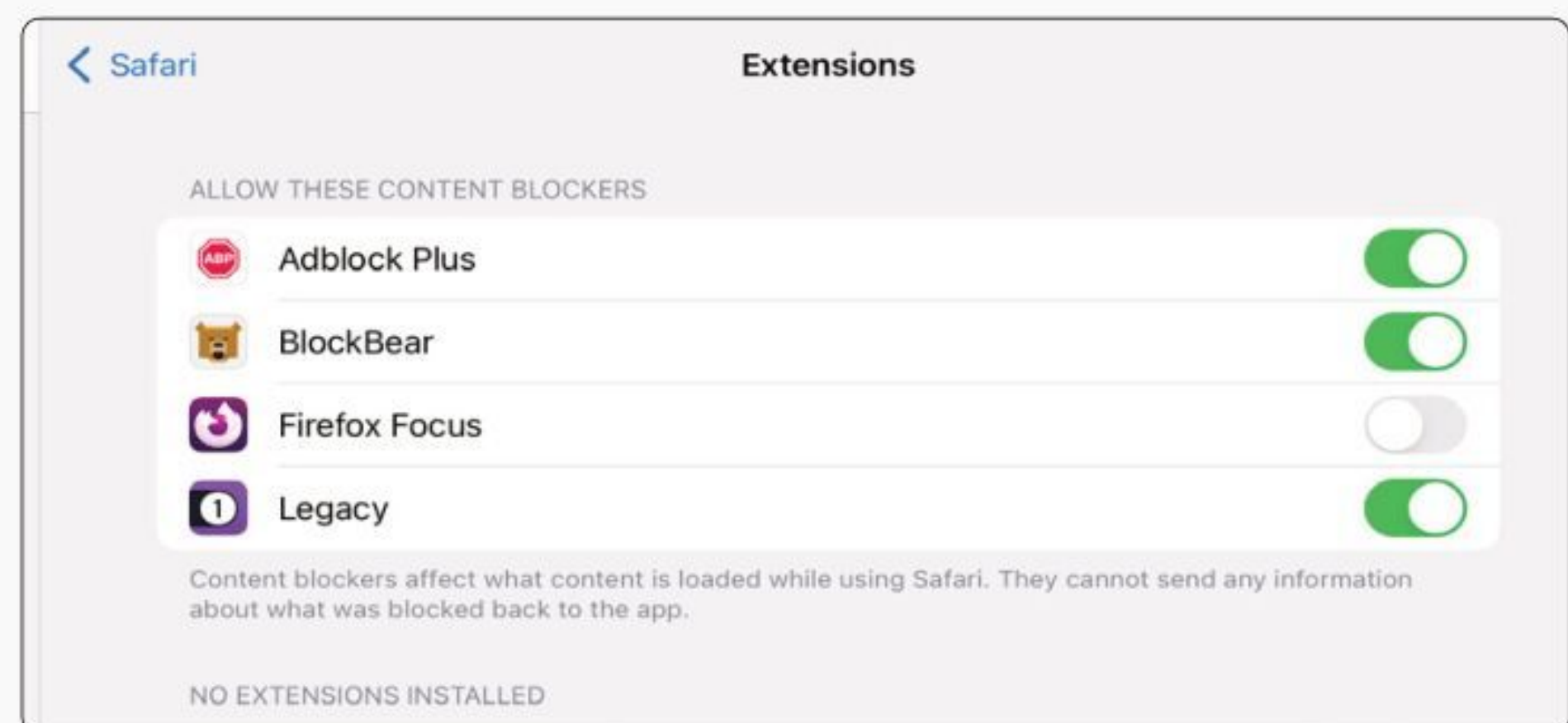


2 Scroll the menu for more options including Markup, print the site, add to Bookmarks or Reading List and various options based on third-party apps you have installed. To edit the Share menu, tap Edit Actions.

Web Extensions



1 You can now add extensions to Safari, just like you can on the Mac. Open the Settings app and go to Safari > Extensions > More Extensions. Here you can install extensions that add functionality to Safari.



2 Back in Settings > Safari > Extensions, you can turn on and off installed content blockers, and also edit the other extensions you have in Safari. It's worth exploring what extensions are available and what they do.

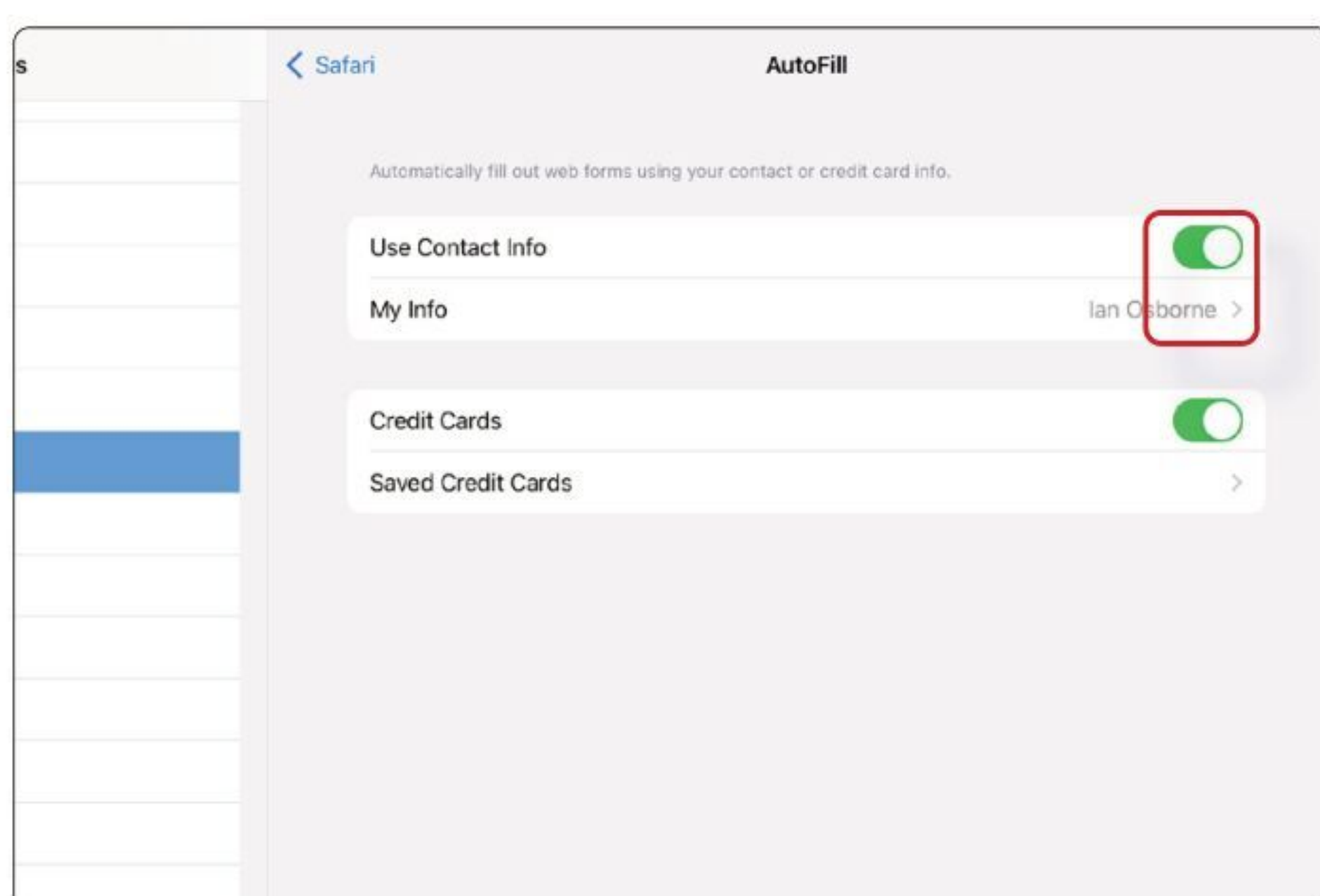


AutoFill

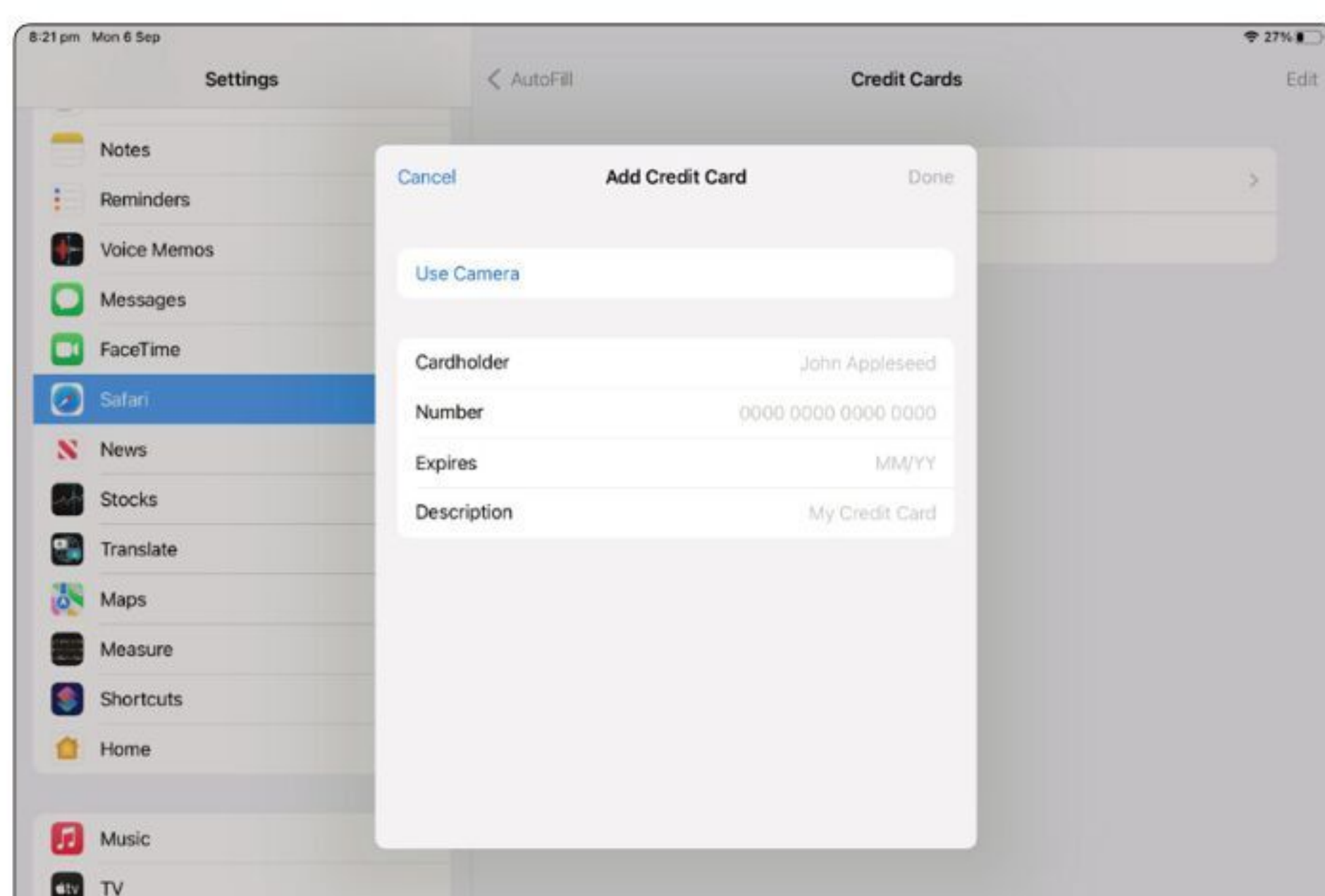
A screenshot of a web form with the following fields:

- Full Name
- Email address
- Confirm Email address
- Password (with a 'SHOW' button and a note: 'Include a minimum of 8 characters, and contain at least 1 number')
- Confirm Password (with a 'SHOW' button')
- Mobile Number (Optional)

1 AutoFill can save you lots of time when filling in a web site's information forms. You just need to set it up; information such as your name, address, telephone number and credit card details can be added, along with other details.

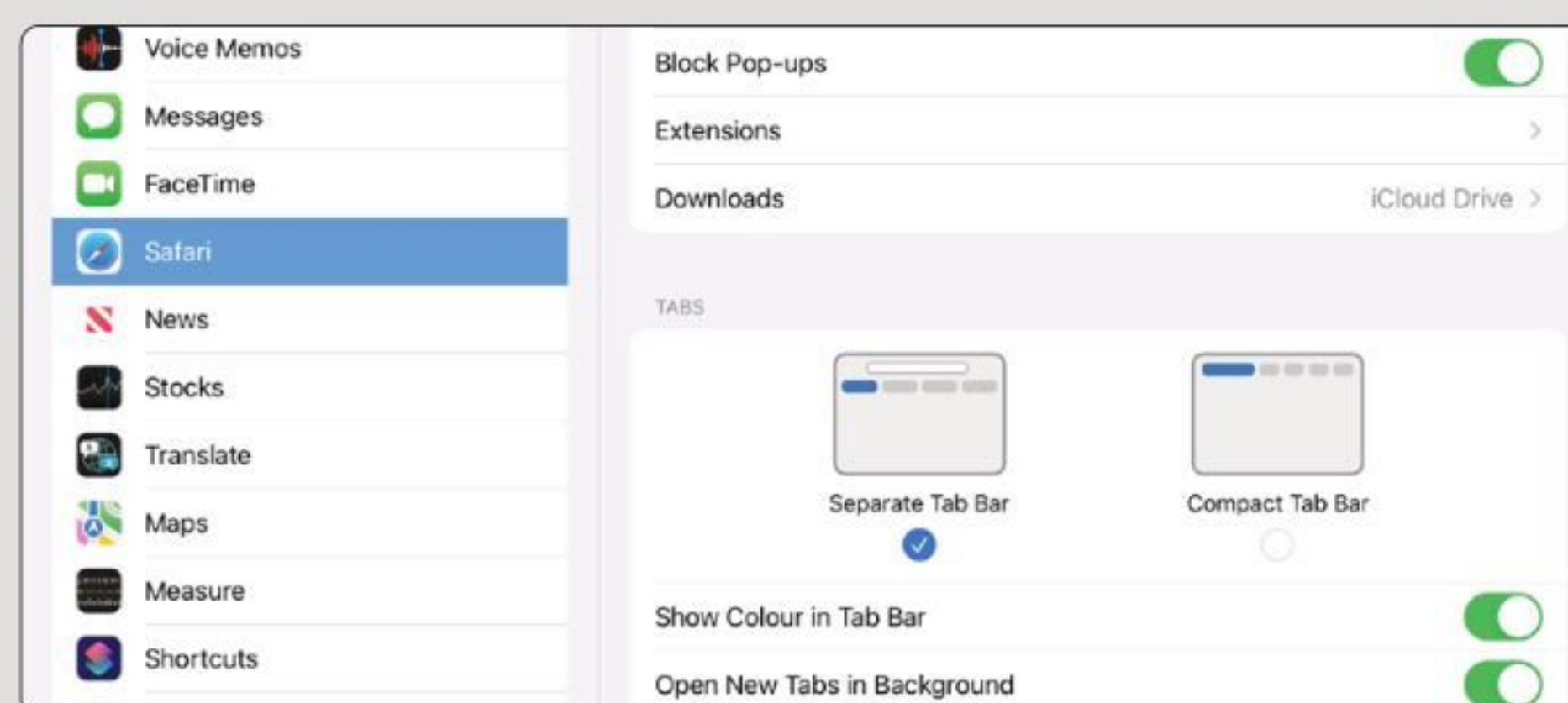


3 To set up Auto-fill, go to Settings > Safari > AutoFill. From there, decide whether you want to use information stored on your contact card for the feature, and whether AutoFill should include secure data.



3 Set up the AutoFill information as you see fit. Be aware that if you add a credit card, the security number on the back isn't saved. When done, you need to fill in a web form, tap a text field and then tap AutoFill.

Safari Settings



Open the Settings app, and in the left-hand column, tap Safari. Here you can customise all sorts of things in your Safari web browser.

Language: You can switch to another language for Safari if you wish.

Search Engine: By default, Safari uses the Google search engine when you type a search term into the URL field atop the screen. You can change this by tapping Search Engine, and choosing one of the other options.

Show Favourites Bar: If you activate this option, which is off by default, the websites stored in your Favourites bookmark folder appear in a bar under the toolbar atop the web browser.

Block Pop-Ups: Stop Safari loading pop-ups that impose themselves on your browser while you're trying to read a website.

Downloads: When you download something from the web, this option sets where on your iPad it is stored.

Separate/Compact Tab Bar: If you don't like the new tabs, which are below the URL bar, switch to Compact Tab Bar for old-style tabs.

Prevent Cross-Site Tracking: Stop websites tracking what you've been looking at.

Hide IP Address: Stop websites seeing your iPad's IP address.

Block All Cookies: Stops sites from tracking you, but also stops your browser remembering settings from sites you've visited before.

Fraudulent Website Warning: If Safari thinks a website you're trying to access is there for nefarious purposes, such as to gather your data and use them for fraud, this option gives you a warning before you go there.

Page Zoom: Set your browser to be zoomed in or out of a website by default.

Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, and not the mobile one.

Reader: You can automatically use the Reader View on websites if you turn this on.

Camera/Microphone/Location: Do you want websites to have access to these things? By default, they have to ask, but you can change this to Deny or Allow.

Downloads: Set where documents and data, downloaded in Safari, are saved. By default, it's your Downloads folder in the Files app.

Automatically Save Offline: Turn this on and any site you save to your Reading List is automatically saved on your iPad so you can read it without an Internet connection.

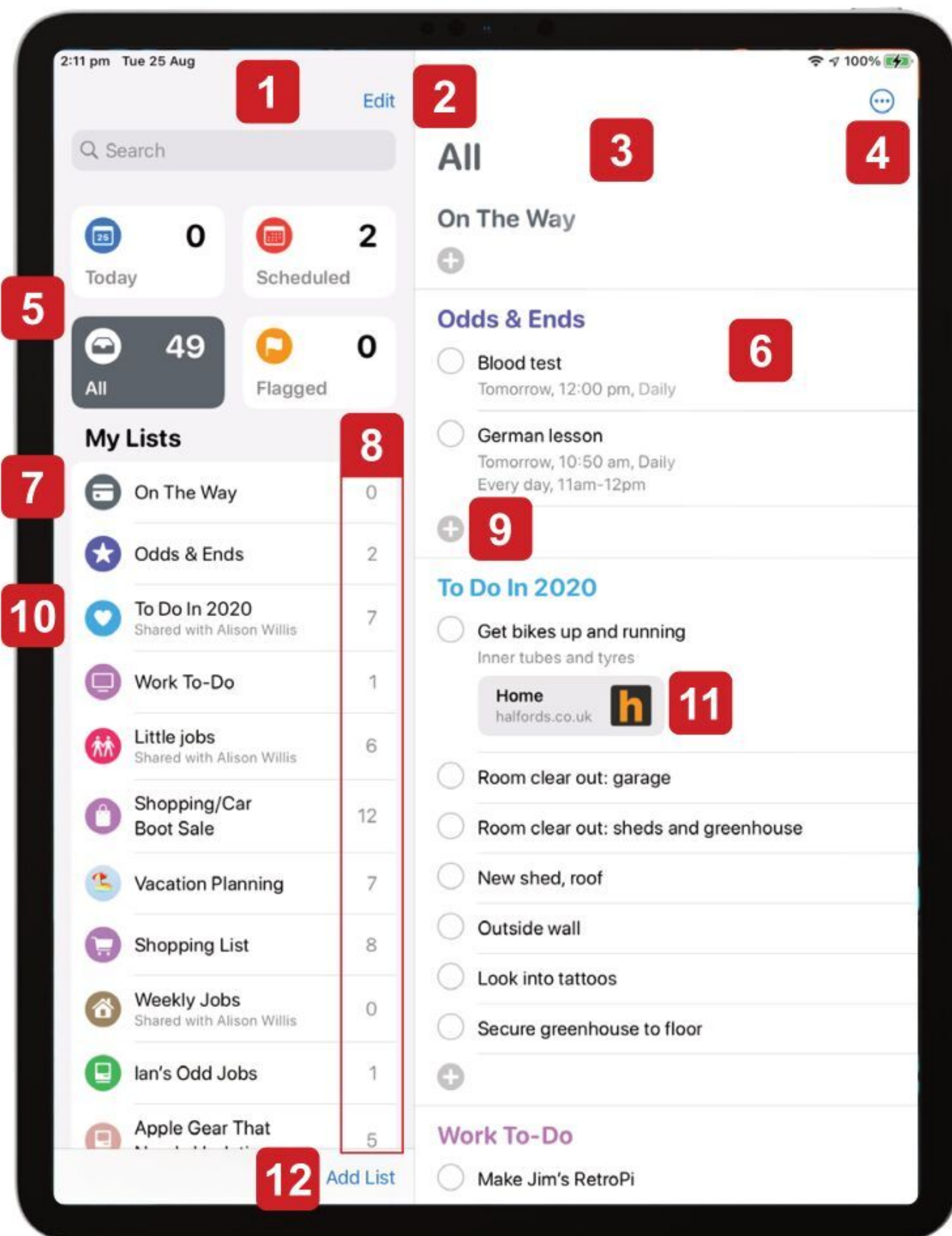


Reminders App

Never Forget Again

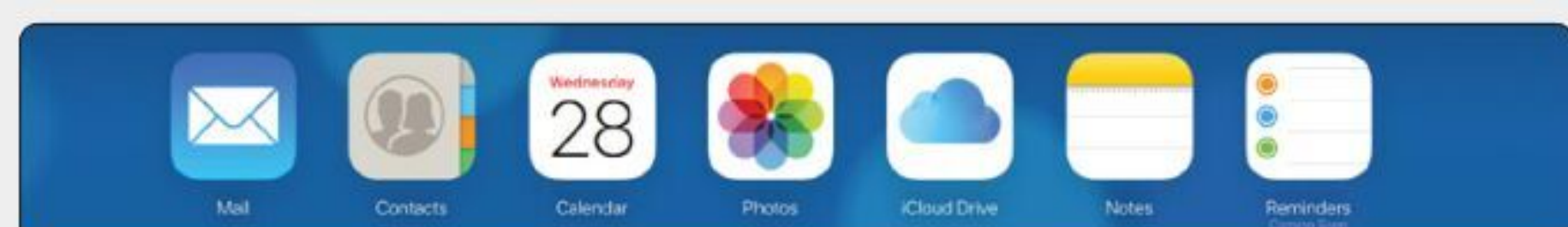
The Reminders app has gained a few new features in iPadOS 15. When sharing a list, you can assign reminders to specific individuals, you can edit multiple reminders at once and you can use Emoji and symbols too.

Reminders in Focus



Reminders on the Web.

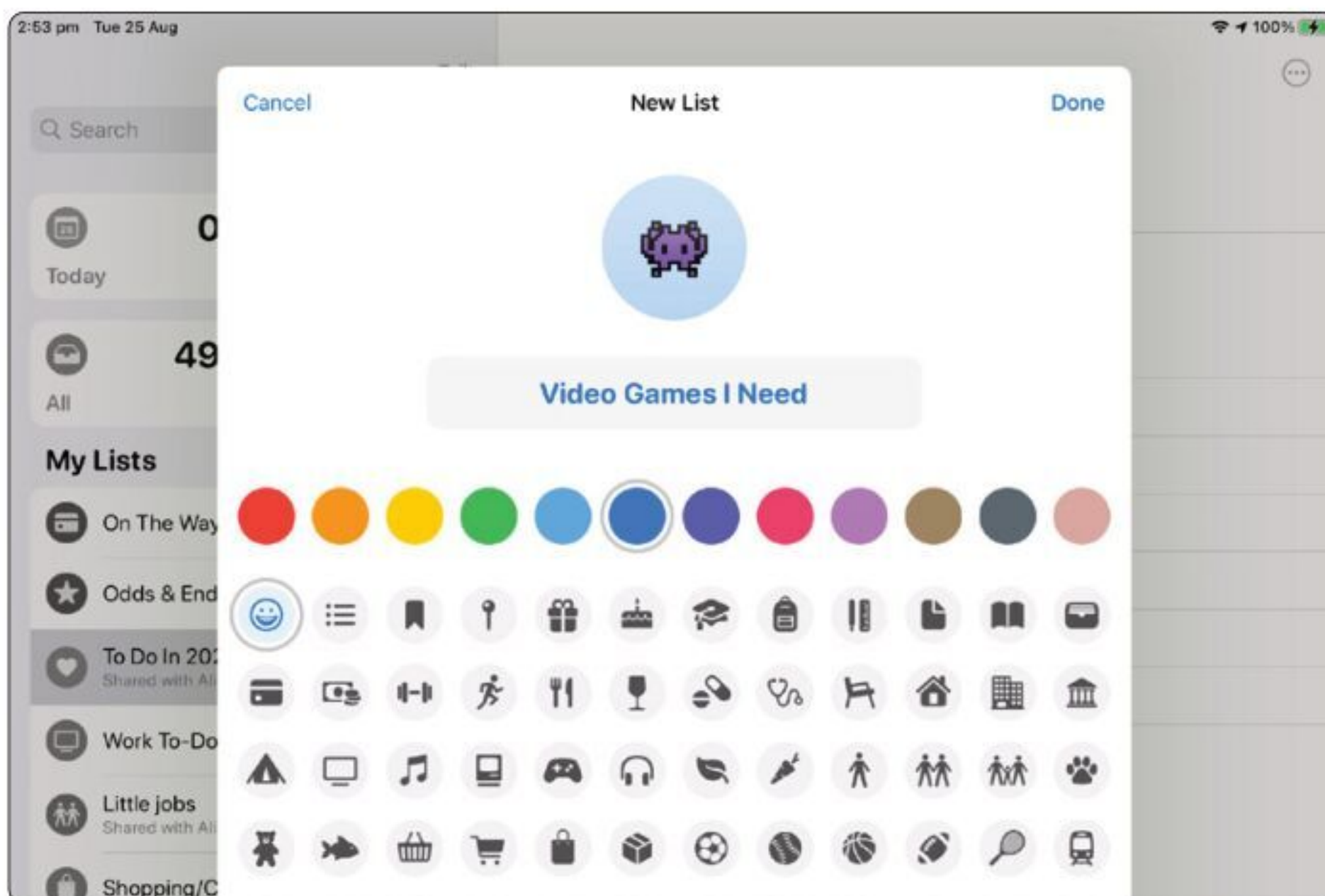
If you sync your Reminders with iCloud, you can take a look at them from any Internet-capable device that has a web browser. Just go to www.icloud.com and enter your Apple ID, and there they are.



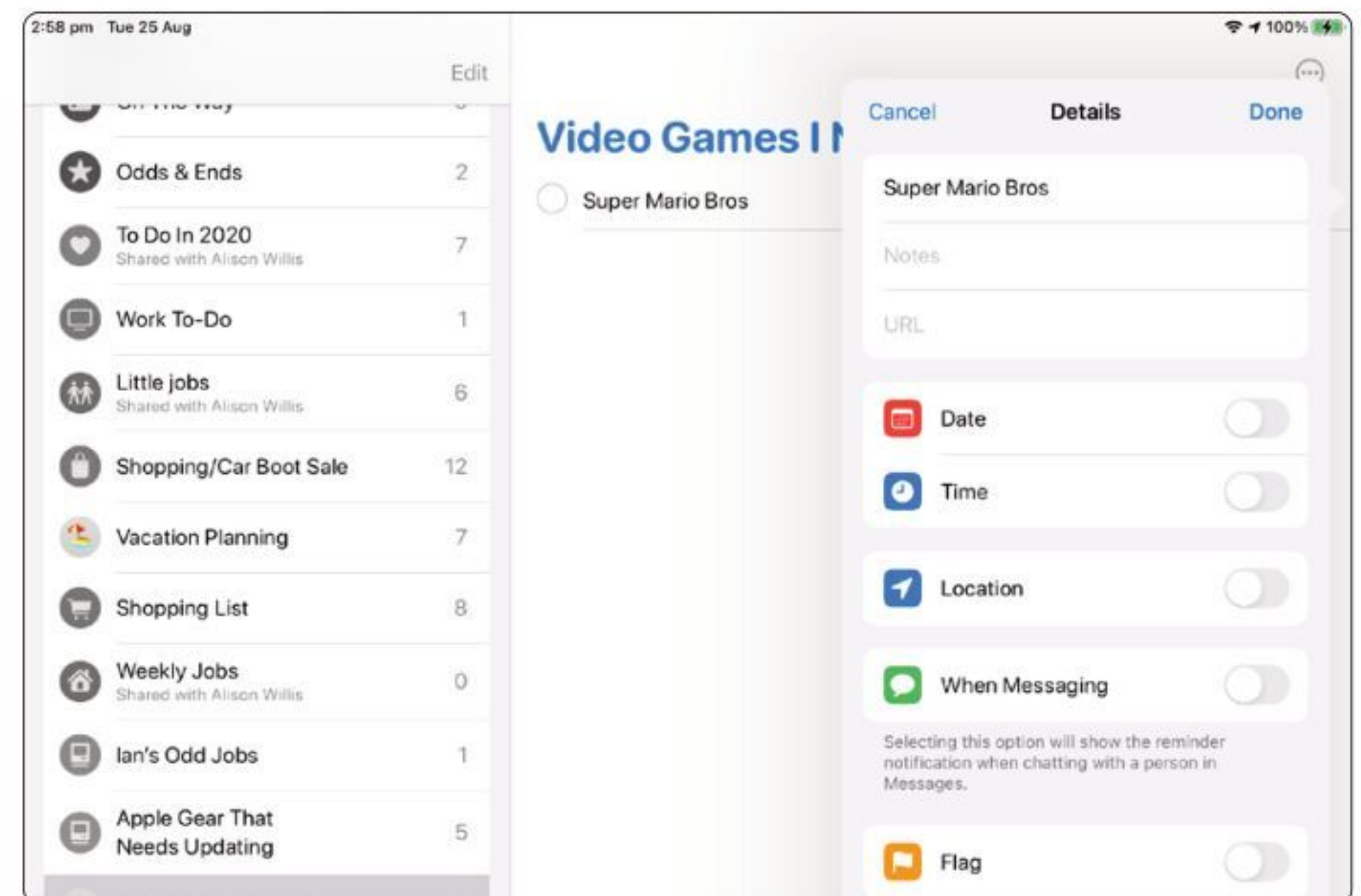
- 1** Use the improved search field to search the app for people, locations and notes, individual lists and reminders.
- 2** Tap this link to edit your lists. Delete them with the minus sign, reorder by dragging their three-line icons up and down and tap the 'i' icon to rename a list, change its colour or choose a new icon. You can rearrange or hide smart lists too.
- 3** This is the Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders you've set up and can be called anything you like.
- 4** Tap the three-dots icon to select reminders so you can edit, flag or complete them at the same time and show completed tasks. When looking at an individual list you can also change its name and appearance, share the list or delete it.
- 5** These are your smart lists. 'Today' is for that day, 'Scheduled' shows reminders scheduled for any day, 'All' lists all your reminders and 'Flagged' shows reminders you've flagged.
- 6** Here you see the currently selected list or smart list. As 'All' is currently selected, this column shows all your reminders and lists.
- 7** These are your lists. Tap one to open it and see the individual reminders you've added, mark reminders as complete and add new ones.
- 8** These are the number of outstanding reminders each list contains. It's removed when marked as done.
- 9** Tap the plus sign to add a reminder to a list. Tap the circle next to a reminder to mark it as done.
- 10** You can share a Reminders list with others, as long as they have an up-to-date Apple device. The list then appears in their own Reminders app and any edits made are shared. You can assign individual reminders to specific people.
- 11** Add a URL to a reminder and a quick link to the website is shown along with it.
- 12** Tap here to create a new list, which appears in the My Lists section of the Reminders home page.



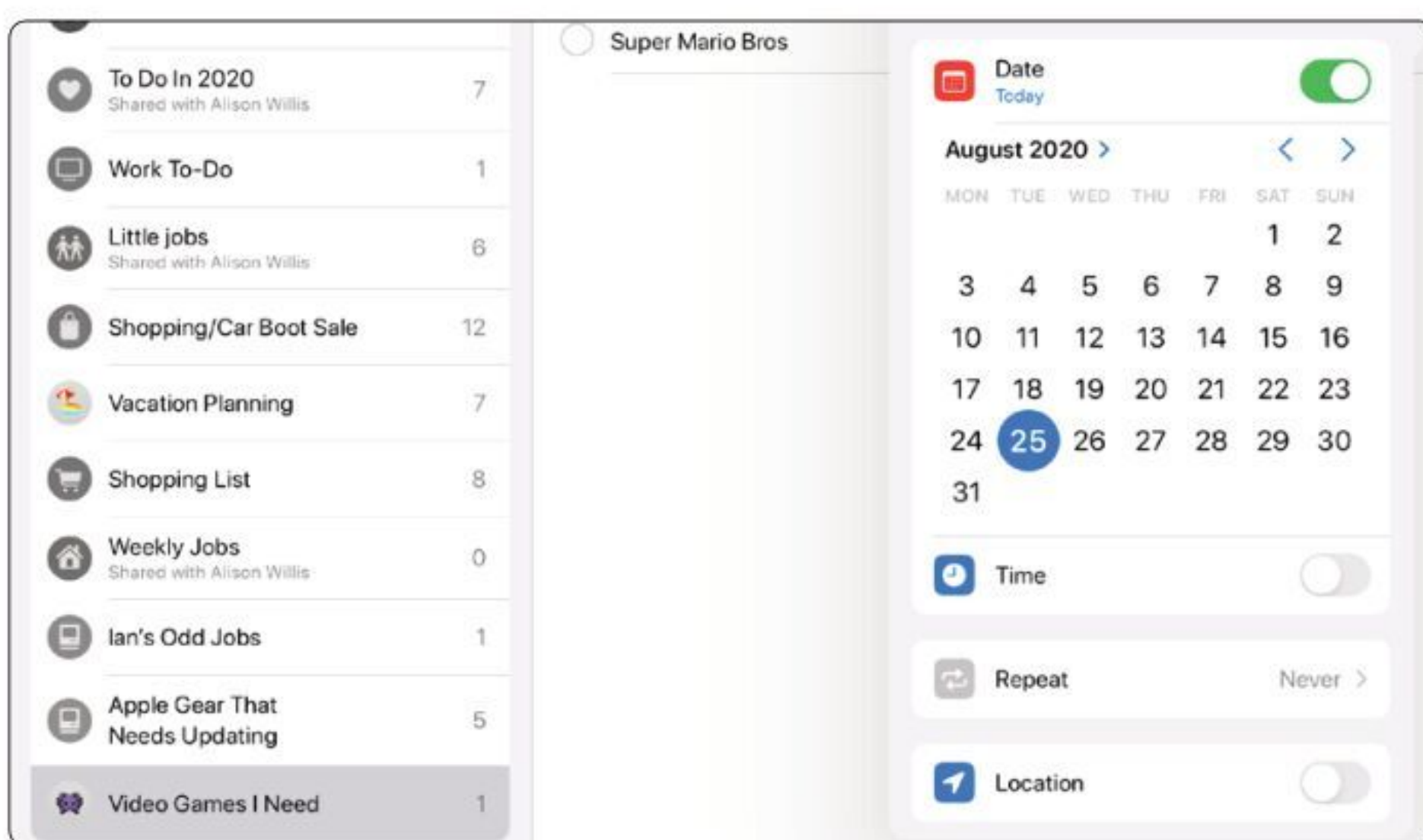
Creating and Using Reminders



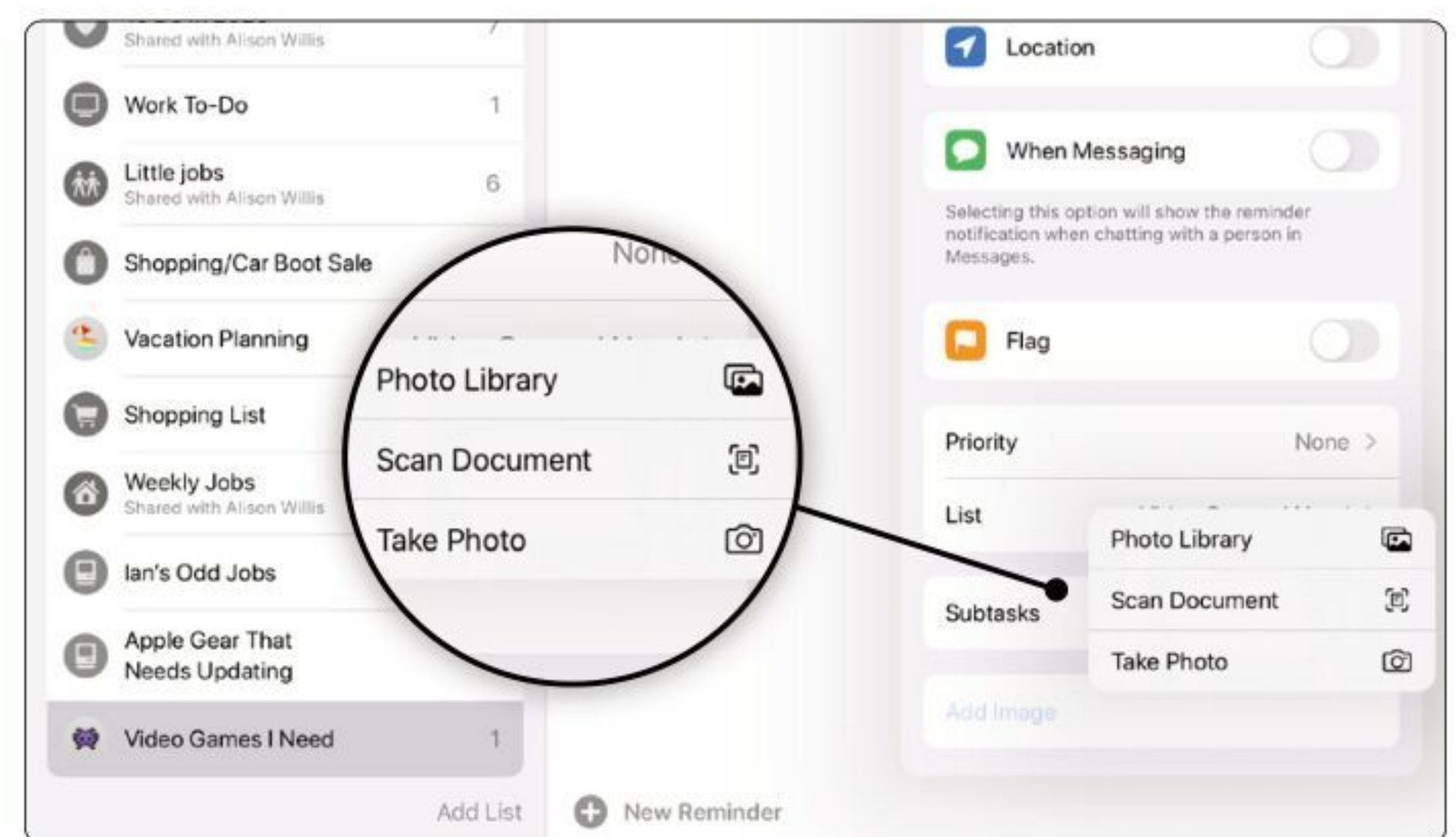
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list and tap one of the coloured circles to give it a colour. Scroll up and pick an icon for the list; you can use emojis or symbols. Tap Done when finished.



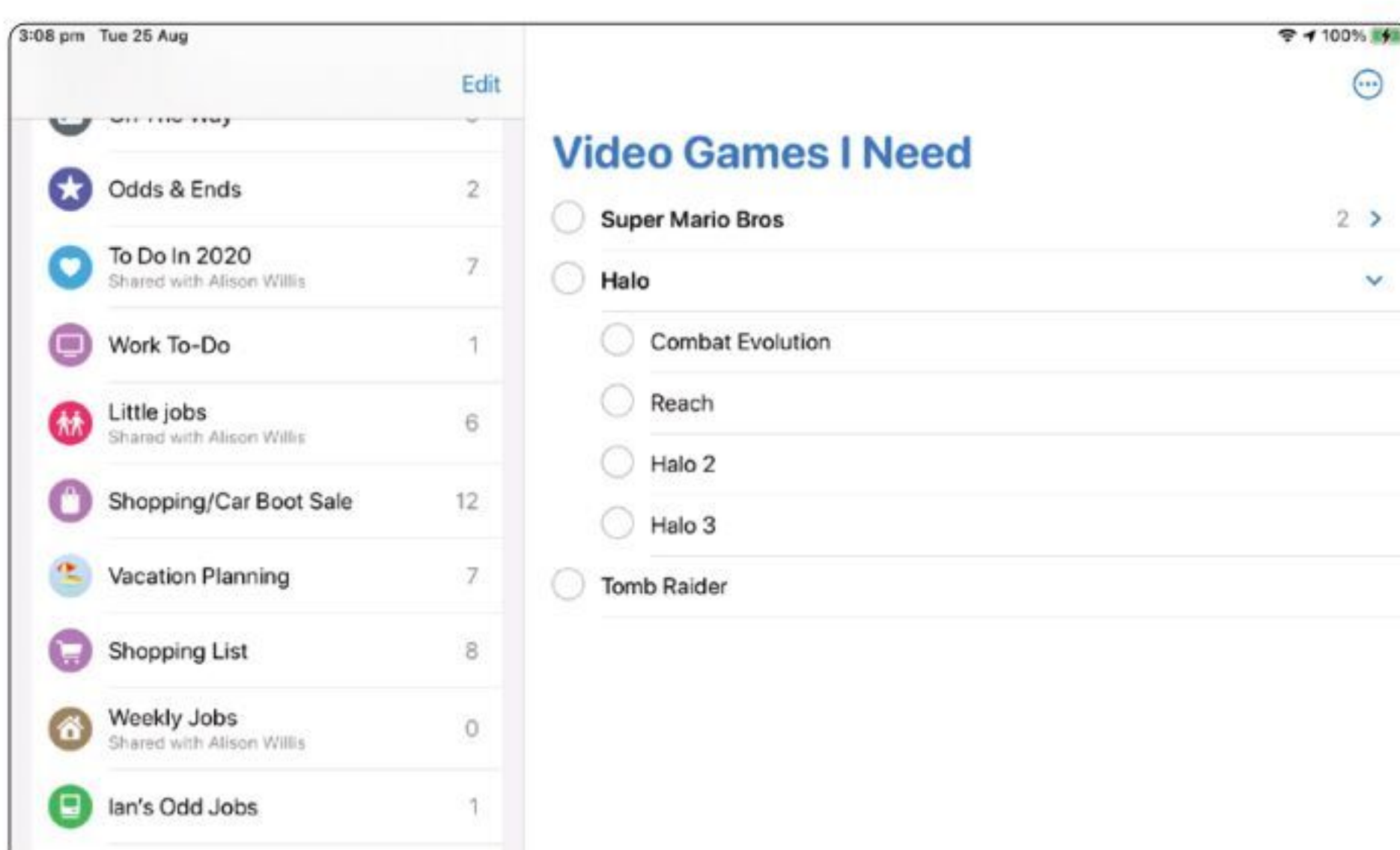
2 To add a reminder to a list, tap the list and tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to: add notes, a URL or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



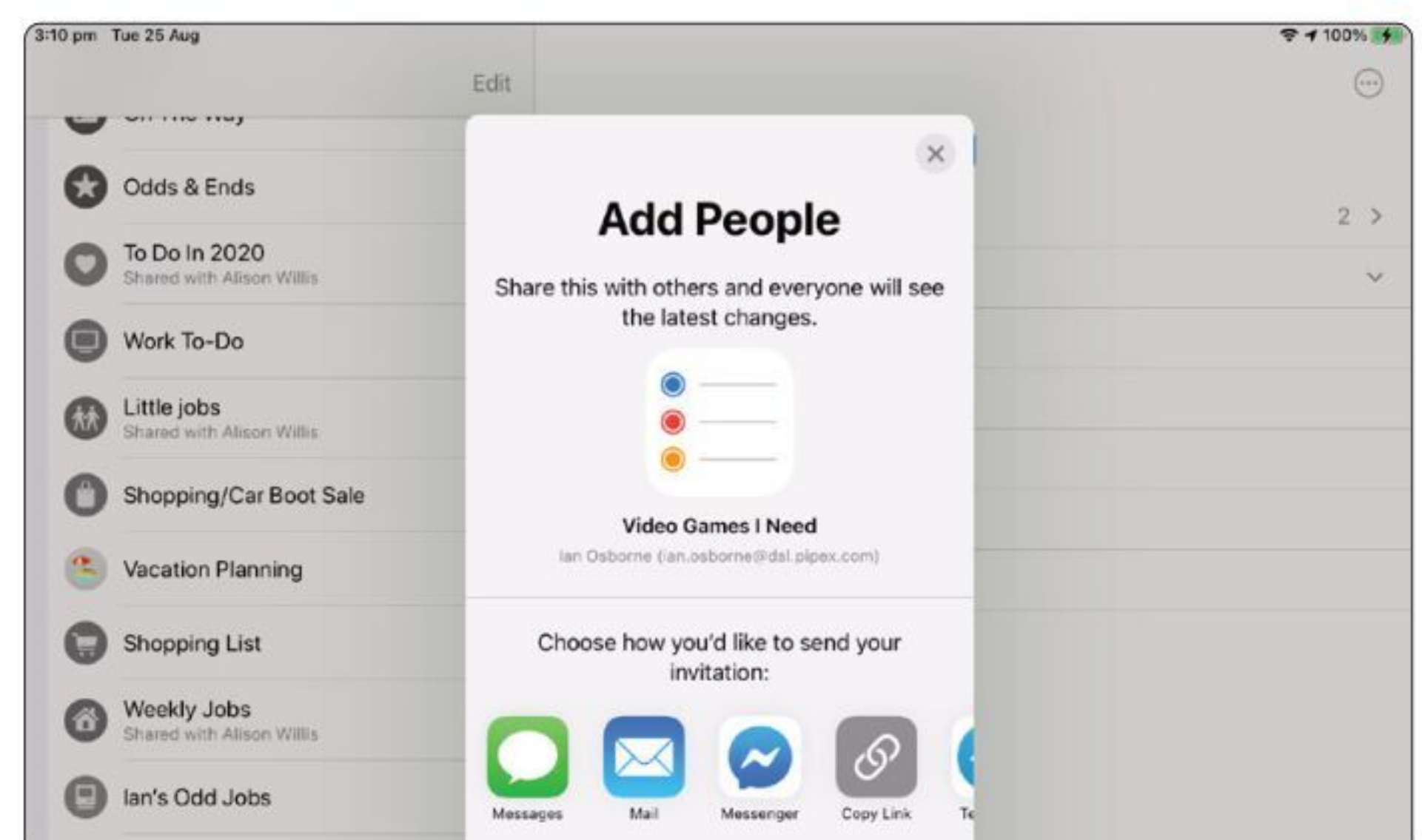
3 To schedule a reminder, tap it, tap the 'i' icon that appears and then switch on 'Date' and/or 'Time' to add an alarm. You can also set the reminder to repeat. Instead of a date and time, you can be reminded when you reach or leave a location or when messaging a certain person.



4 Tap the Add Image link near the bottom of the Details screen and you can add a photo from your Photos app, take a new one or scan a document. This picture appears in your list associated with that particular reminder. Tap it to enlarge it.



5 You can add Subtasks to a reminder from the Details screen, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question and can also be marked completed.



6 To share a list with another Mac, iPad or iOS user, open the list and tap the three-dots icon (top right). In the menu, tap Add People, then choose how you want to share. Reminders created in iPadOS, iOS 13 and macOS Catalina aren't compatible with earlier versions of the OSs.

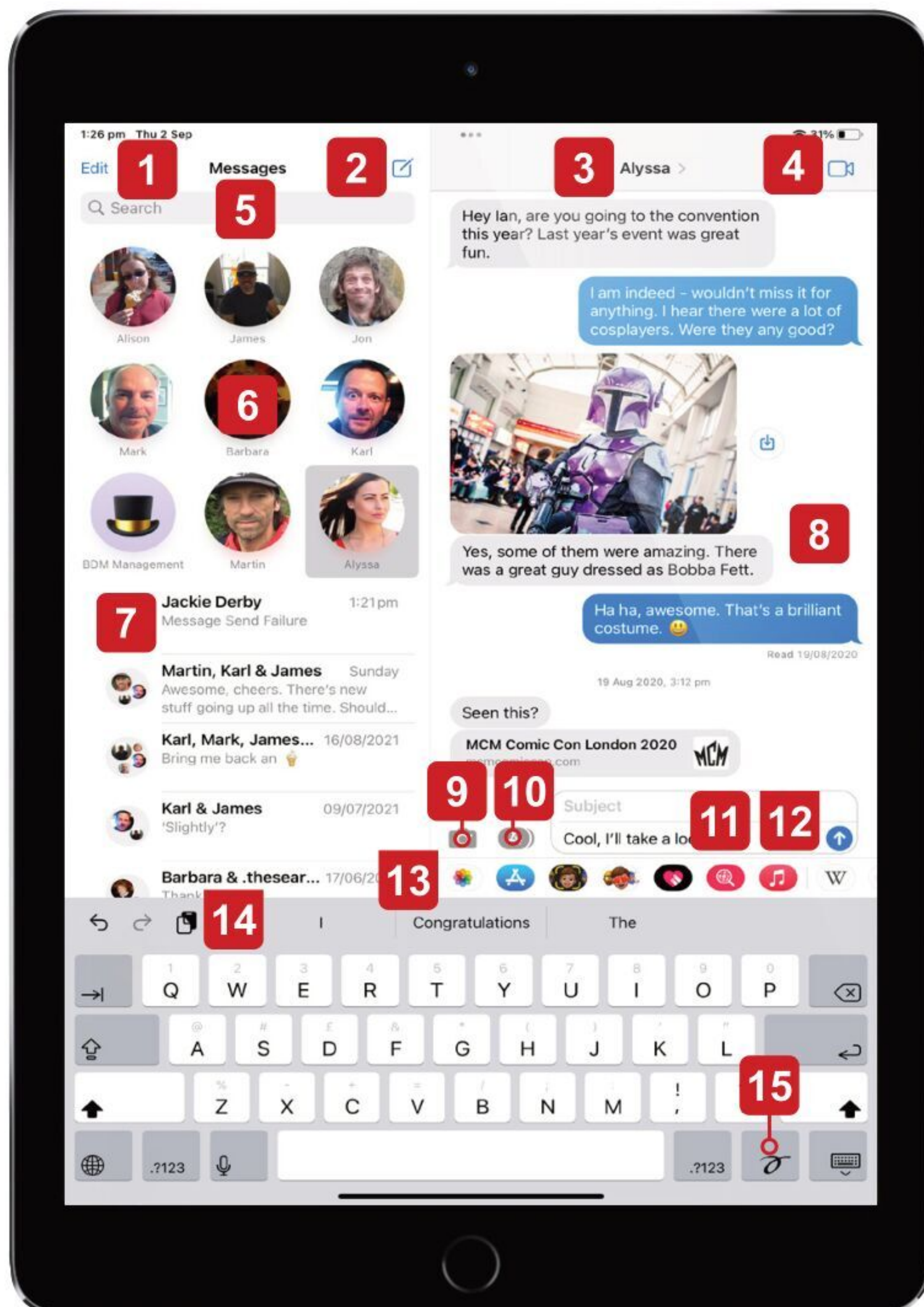


Messages App

Texts & Attachments

In iPadOS 15, the Messages app gains some useful new features. Attachments sent by others using Messages appear in the apps that originated them, in a section called Shared with You and more Memoji too.

Messages in Focus



1 Tap Edit for a three-option pop-up. Select Messages to mark conversations to mark as read/unread or delete, Edit Pins is for pinning and unpinning conversations and Edit Name and Photo lets you change these things.

2 Tap here to open a new, blank message, which you can then write and send in the usual way. To message someone you've already chatted with, you can tap their name in the left hand sidebar instead.

3 This is the person you're currently talking. Tap the chevron to the right of the name to see their Details Window, drawn from the Contacts app.

4 Tap this FaceTime icon for a menu that lets you initiate a FaceTime Audio or Video call with the person.

5 Using this field, you can search through your list of messages. This search facility is greatly enhanced in the iPadOS updates.

6 You can pin conversations to the top of the list. Tap and hold a conversation then tap Pin from the pop-up. Alternatively, tap Edit, choose Edit Pins and then pin and unpin chats as you please.

7 These are your current message conversations. If a chat is marked with a blue dot, it has unread messages.

8 The current (open) conversation; as you can see it includes emojis and a photo attachment.

9 Tap the camera to take a photo with the Camera app and add it to your message. If you want to choose one from your photo library, tap the App Drawer

icon (10) and then tap the Photos icon.

10 This icon opens the App Drawer, a feature that we cover in more depth later in this tutorial.

11 Type your message in here, then tap the arrow, which appears in the right of this field, to send it.

12 Tap the blue (when sending to another Apple device) or green (when sending to a non-Apple device) arrow here to send a message you've typed. Before typing a message in (11), the icon here is a waveform. Tap it to send a voice message.

13 This is the App Drawer, which is opened and closed when using the App Drawer icon (Detailed in 10).

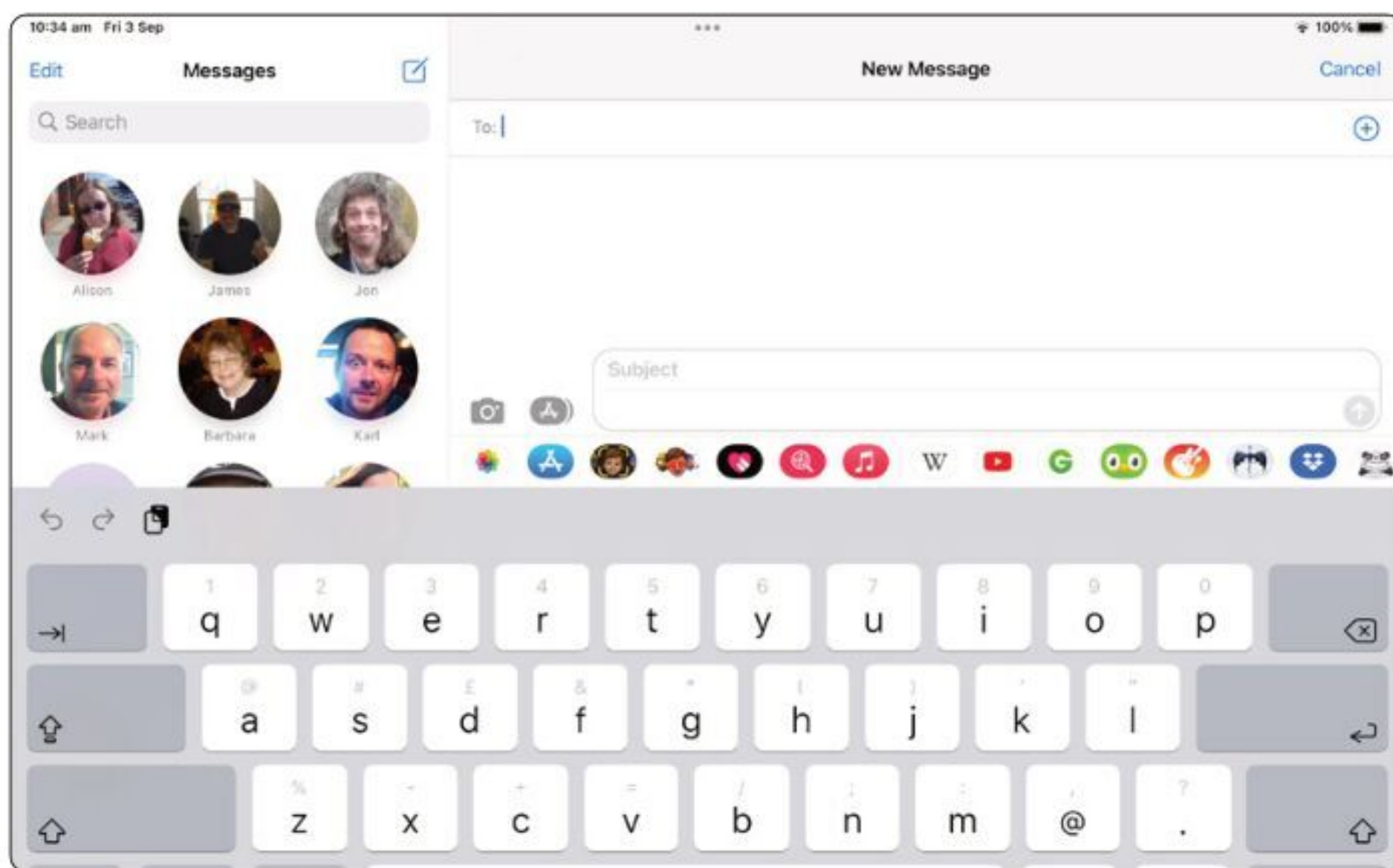
14 These icons are for undo, redo, and paste, respectively. Paste is useful if you've copied something from another app to send in a message, saving you time.

15 Tap here to turn your keyboard into a scribble pad, on which you can write a message or draw a picture to send.



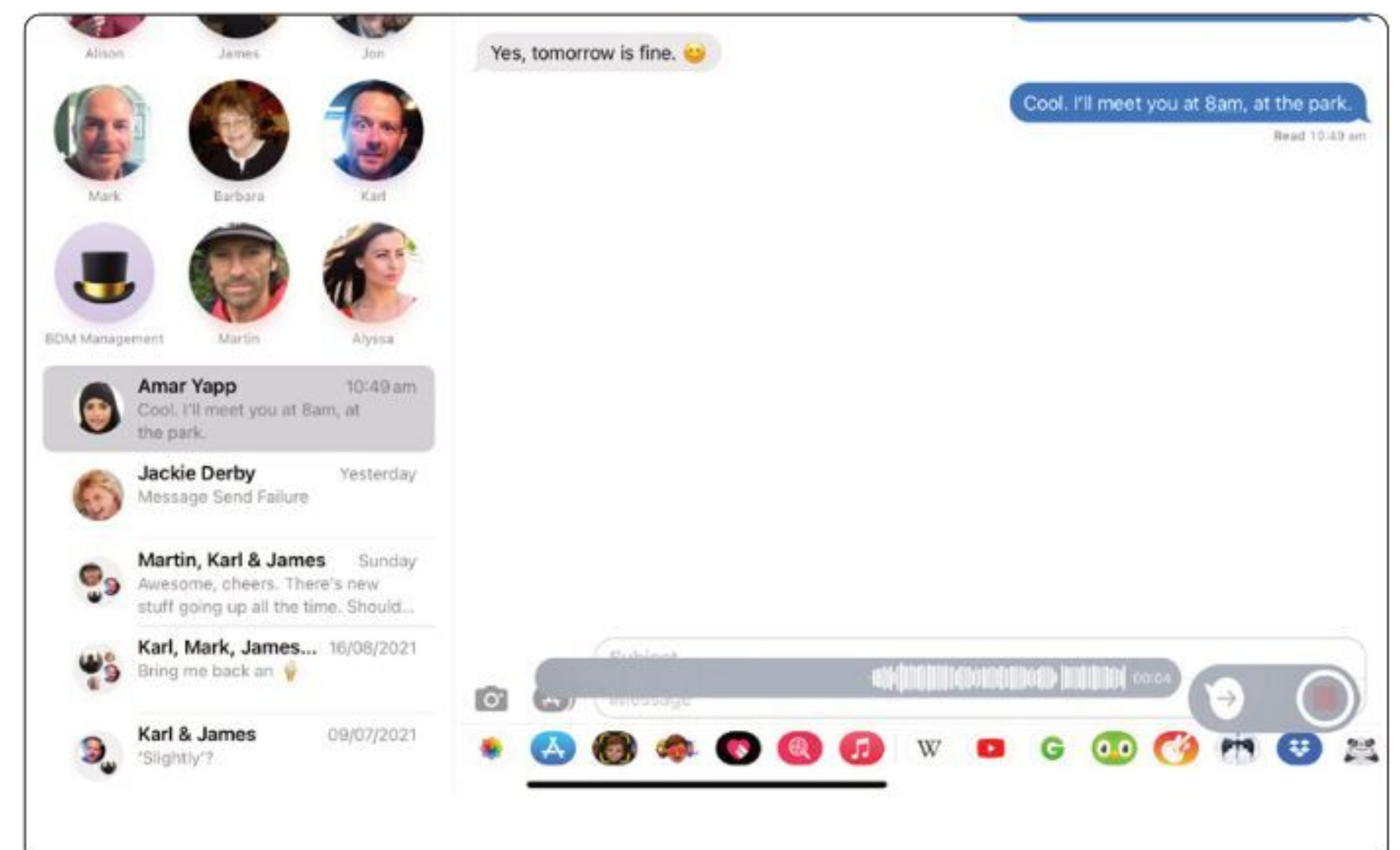


Sending a New Message

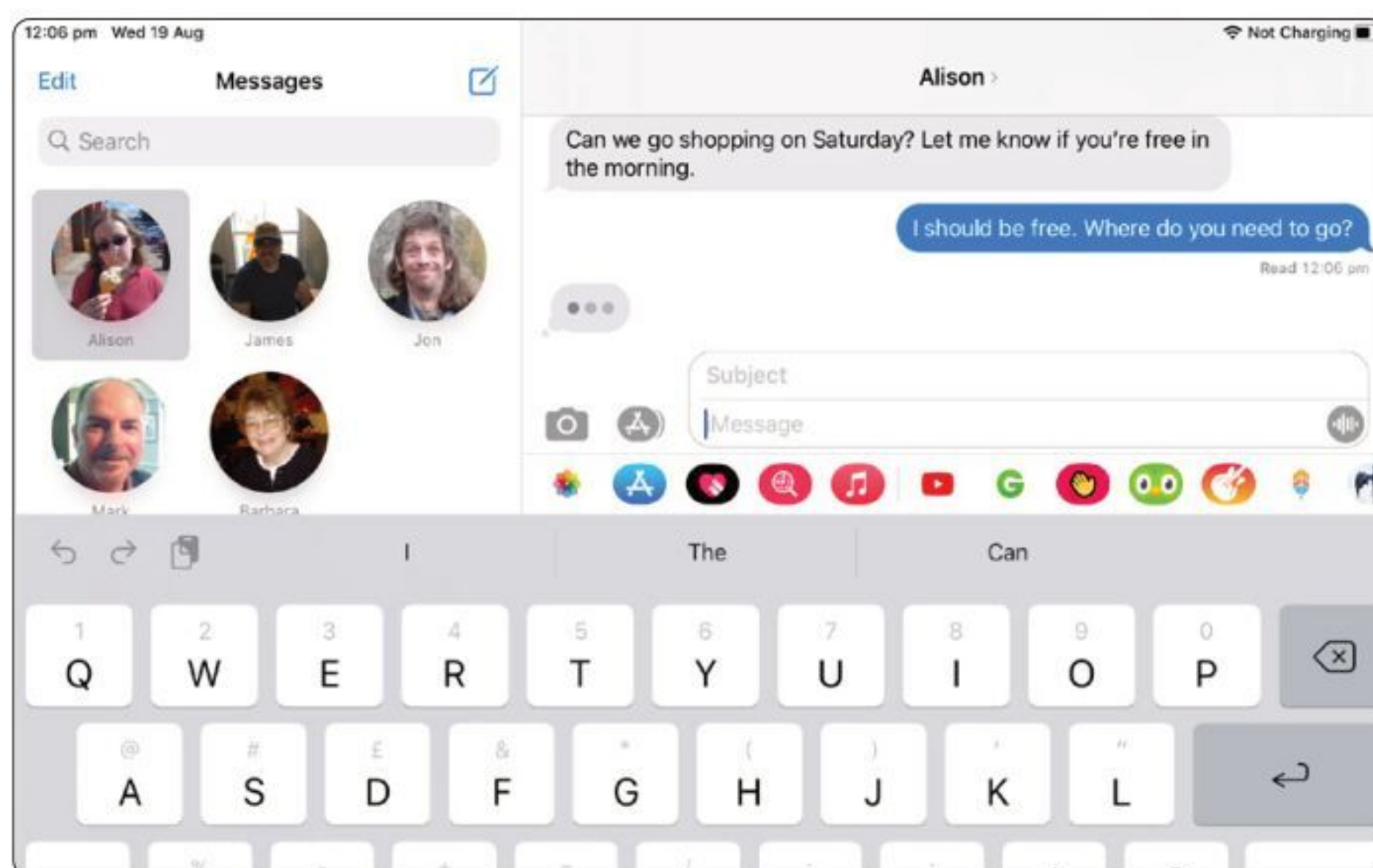


1 Tap the Pen and paper icon in the top right corner of the sidebar to open a new message. In the To field, type the mobile number, or email address, of the person you want to message. If that person is in your Contacts app, type their name instead or use the + icon on the left.

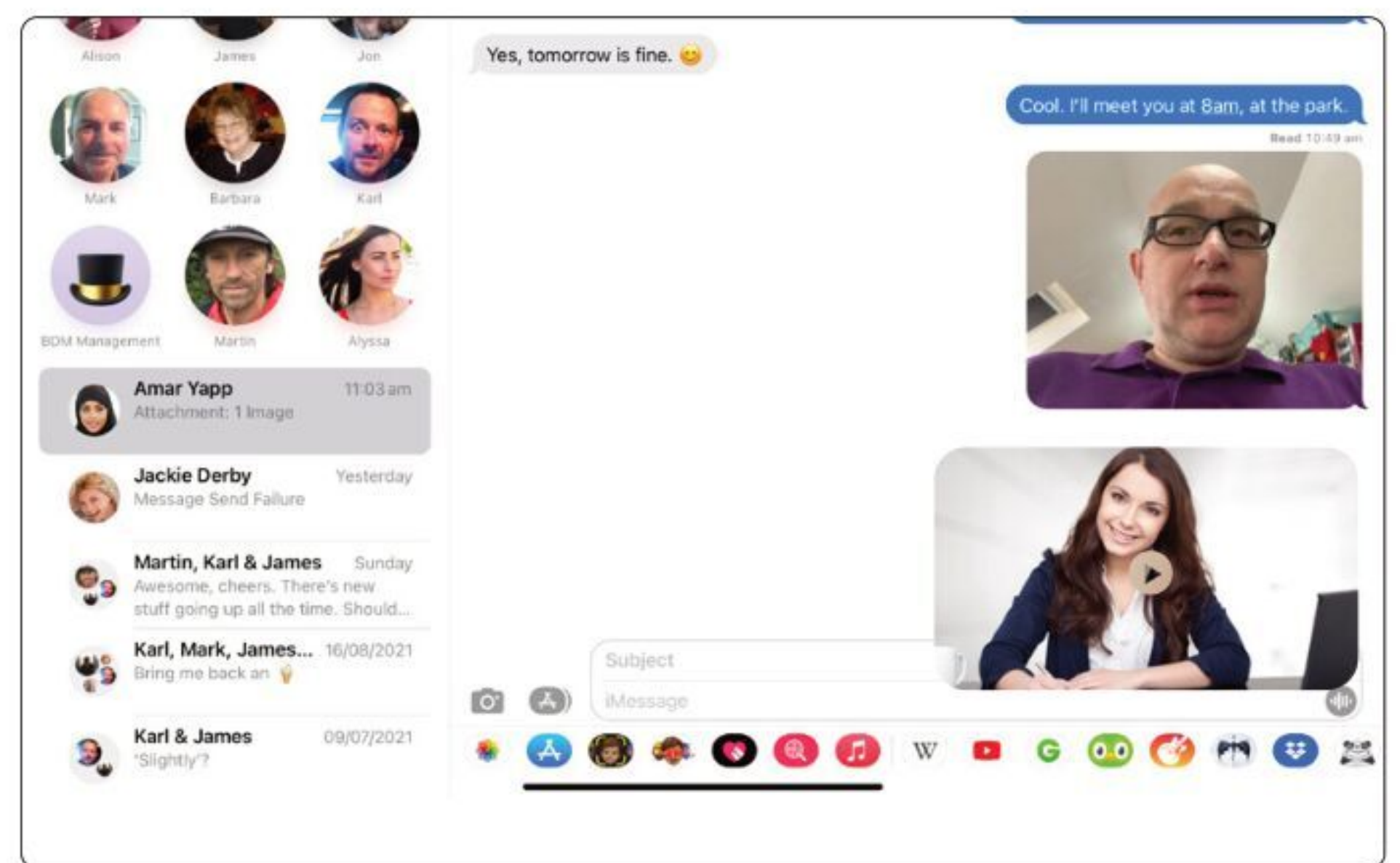
Voice and Video Messages



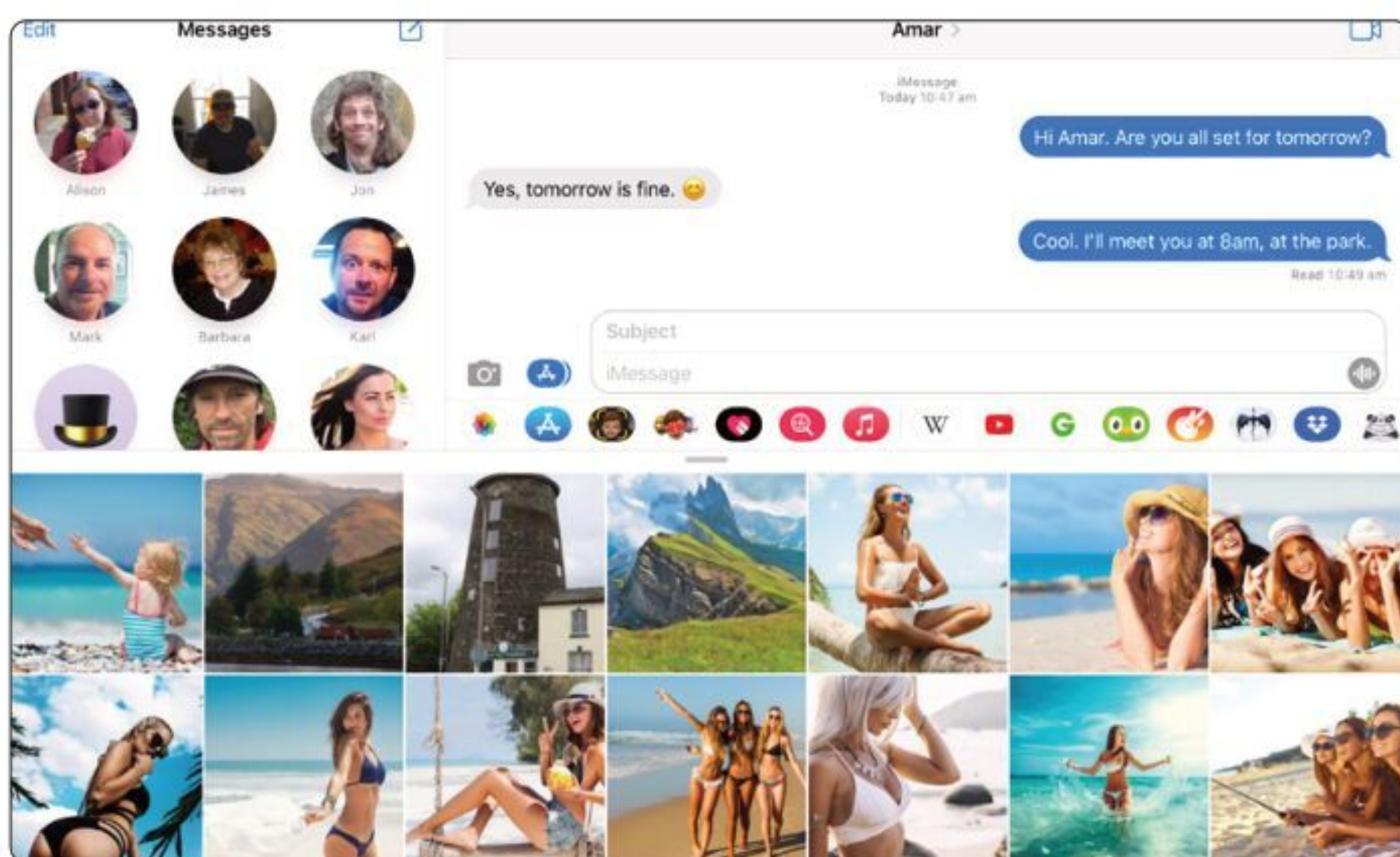
1 To send a voice message, tap the waveform icon to the right of the text field. Speak your message and tap the red square when done. To review your message, tap the Play icon that replaces the red square. To send it, tap the right-pointing arrow. Delete it using the X icon.



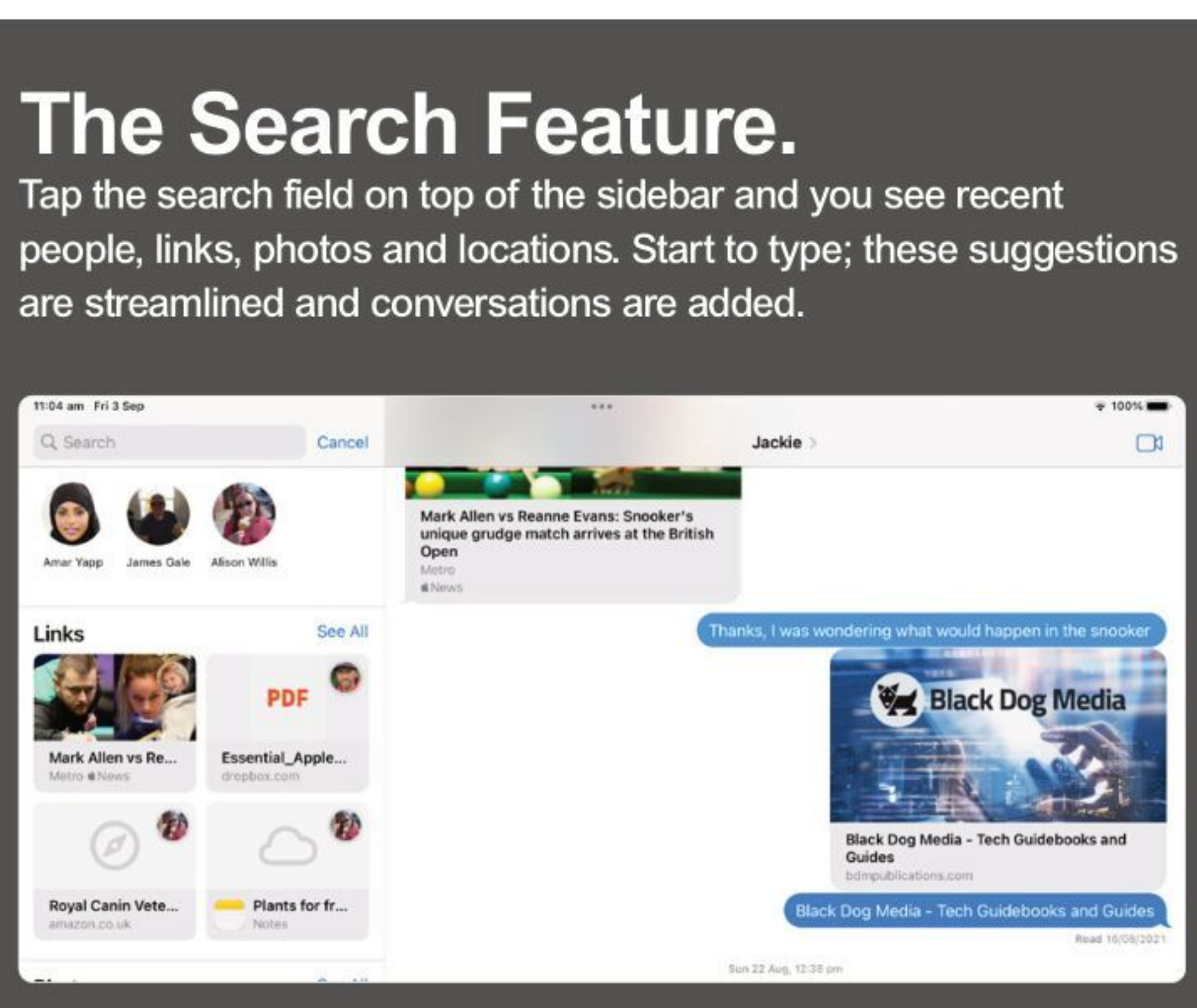
2 If the To field (and outgoing messages) are blue, they're sent over the Internet for free. If they're green, they go as regular SMS. A red To field means the device you entered can't receive messages. When the other person is typing, three dots in a speech bubble appear.



2 To send video messages, tap the Camera icon to open the camera app, from where you can select Video and record your movie in the usual way. When you're finished, tap the blue arrow to send it, Done to add text before sending, Play to review it, or Retake to try again.



3 You can add photos or videos too. Tap the Camera icon to take a new photo and then tap the up-pointing arrow to attach it to your message. To add one from the Photos app, tap the App Drawer icon next to the text field and then the Photos icon.

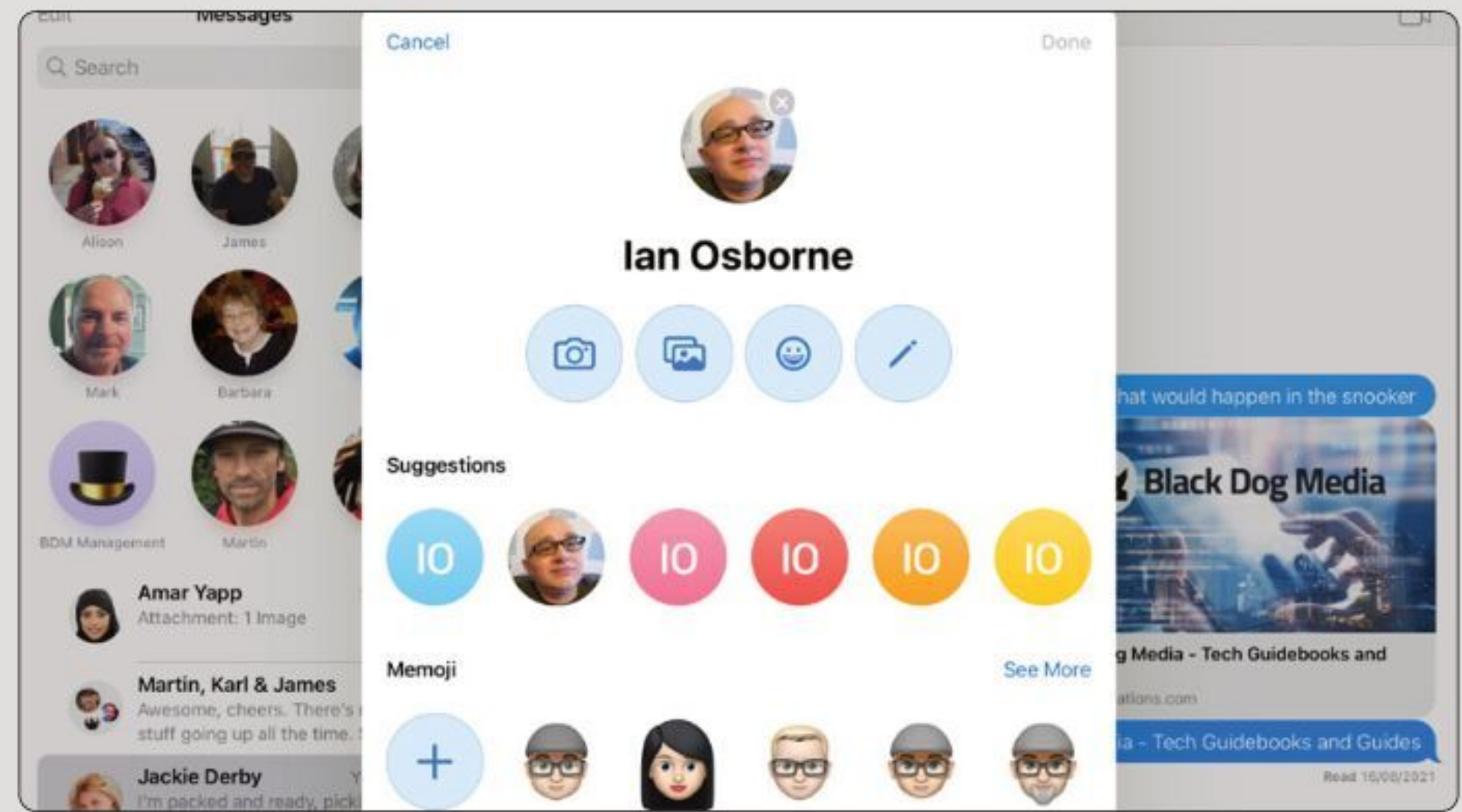


The Search Feature. Tap the search field on top of the sidebar and you see recent people, links, photos and locations. Start to type; these suggestions are streamlined and conversations are added.

Messages Profiles.

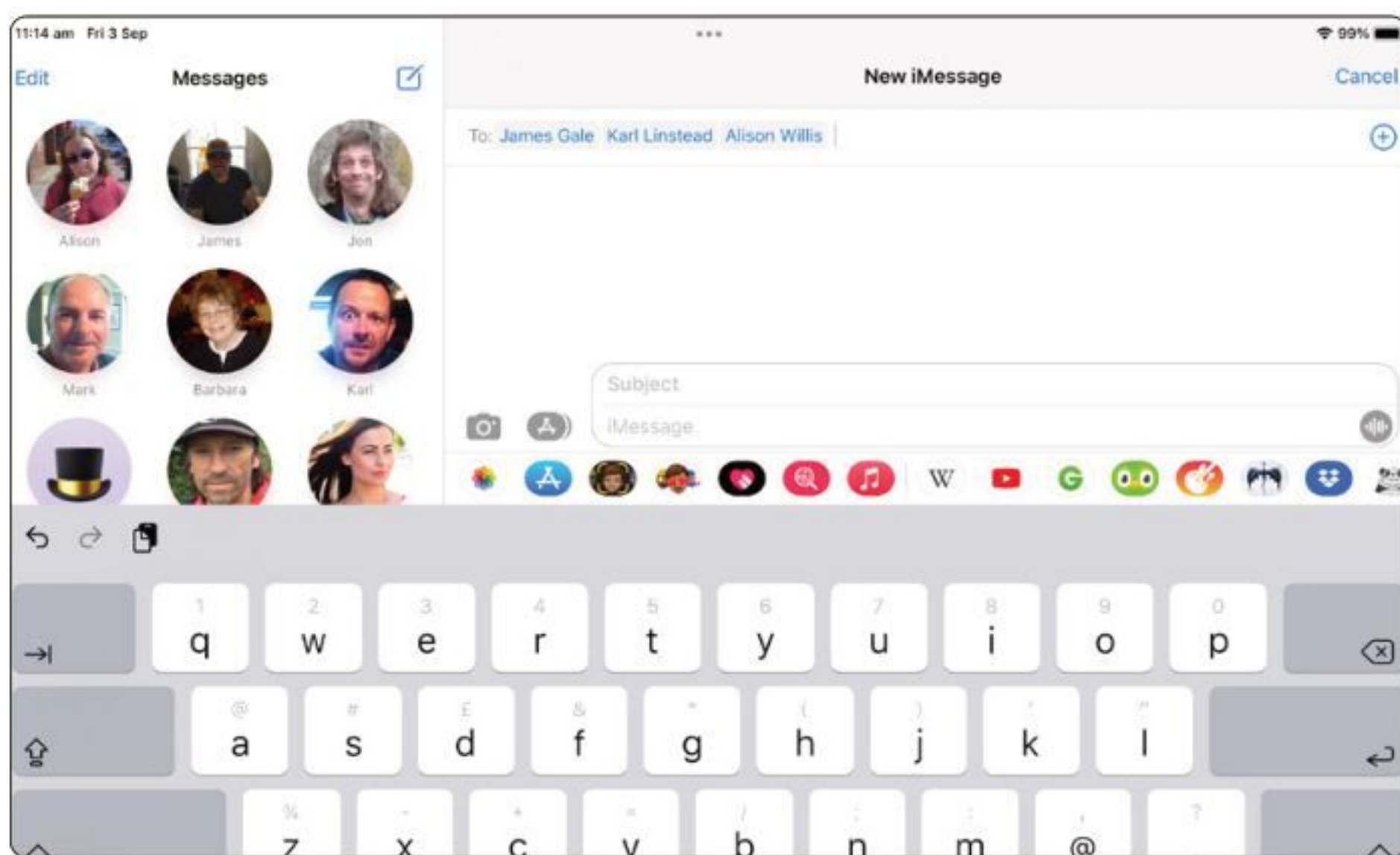


1 On the Messages screen, tap the Edit link in the top-left corner for a pop-up. Tap the Edit Name and Photo option at the foot of the window and you can change your Messages profile.

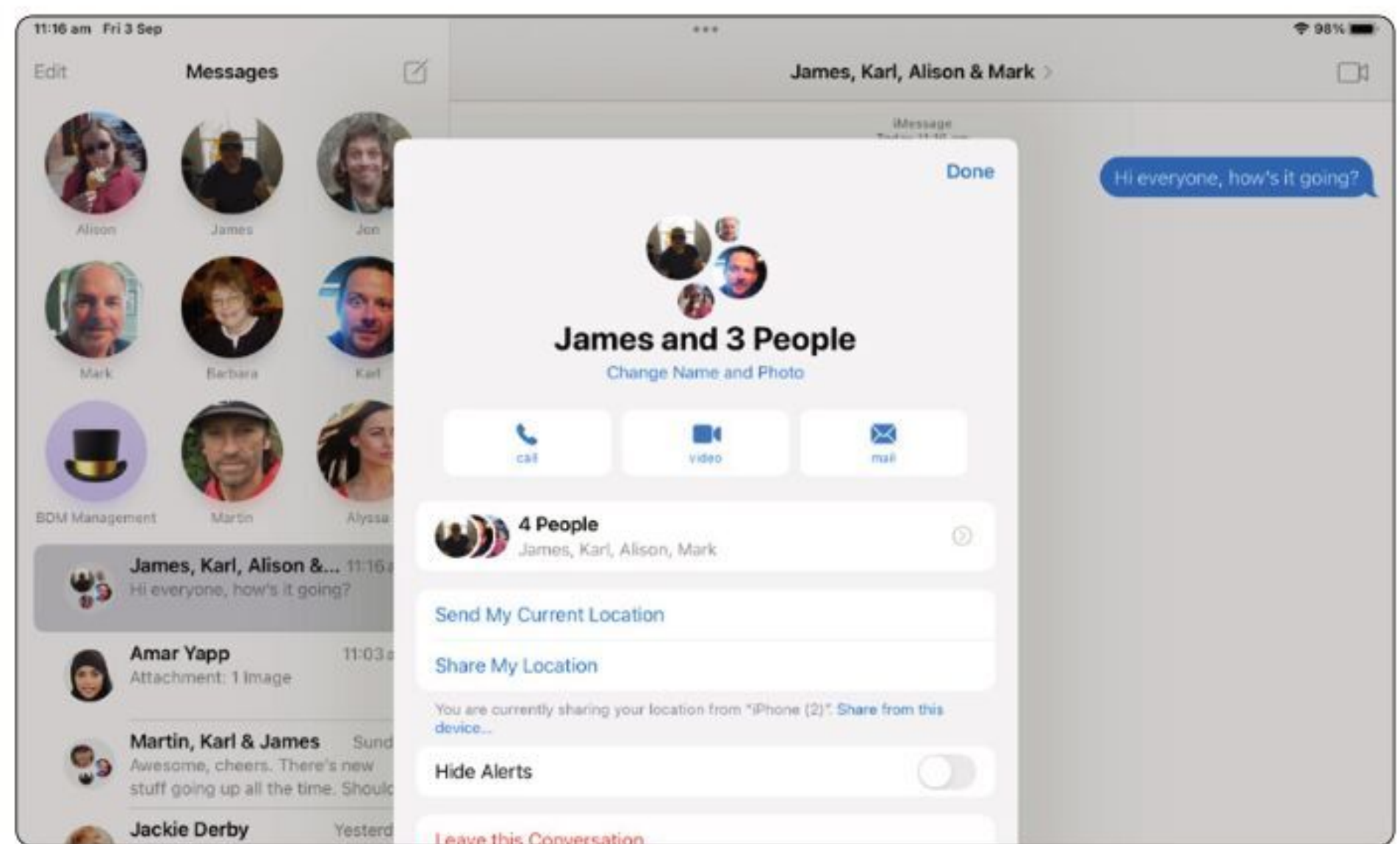


2 On the next screen, follow the on-screen instructions to choose a picture for yourself. It can be a graphic or your initials. You can also set your display name and who you share your profile image with.

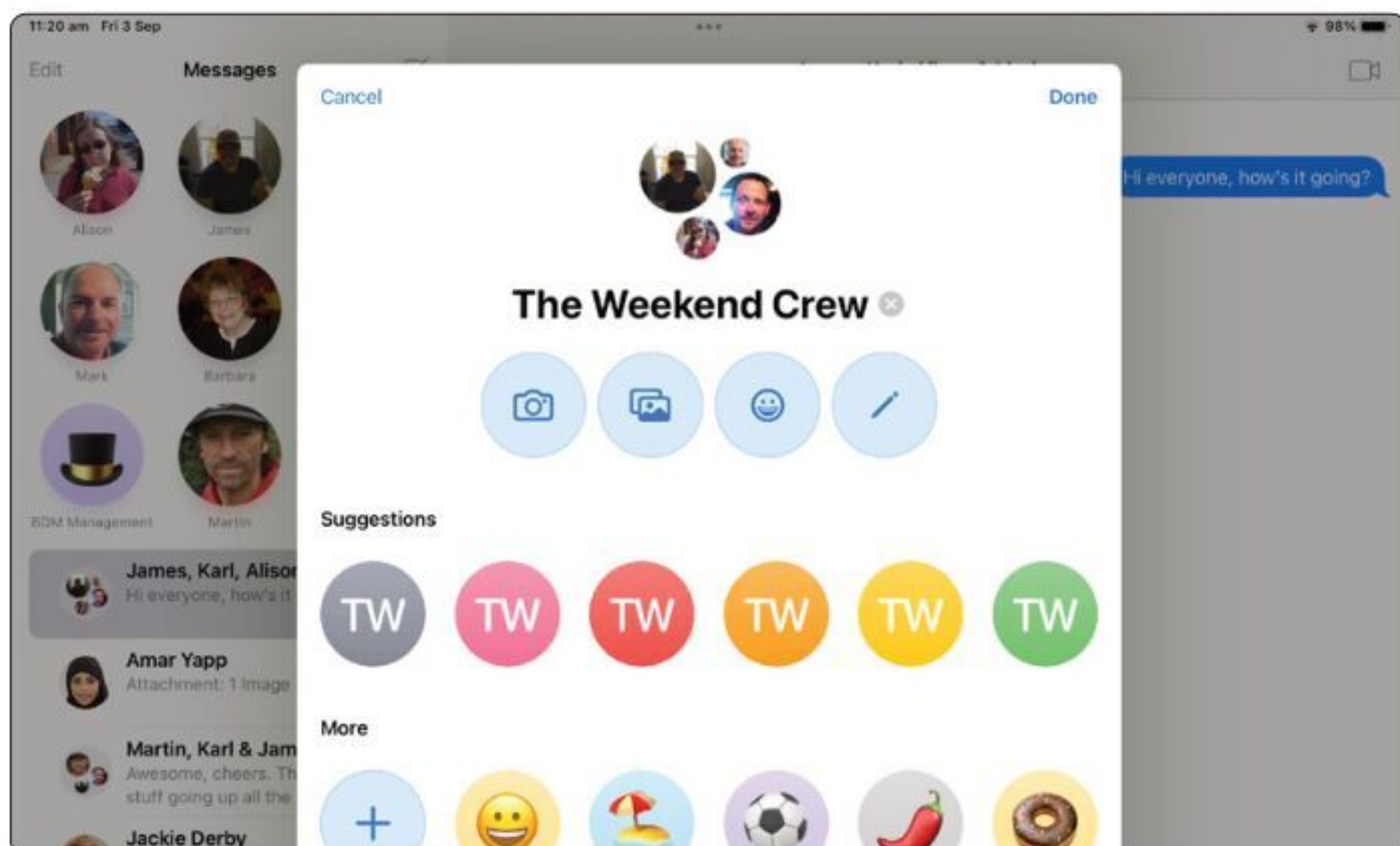
Using Group Messages



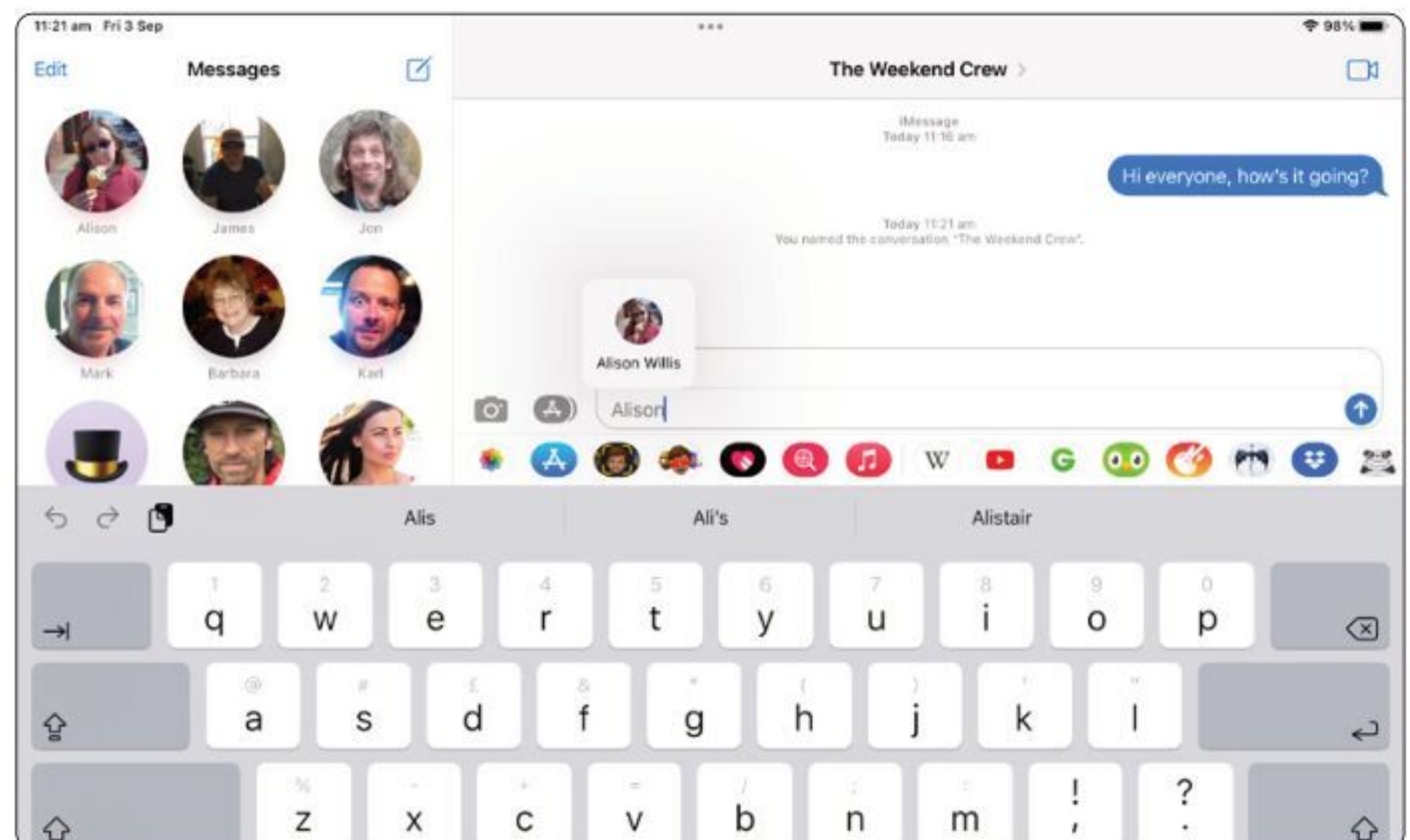
1 You can add multiple recipients to start a group conversation; just type more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.



2 In a group conversation, you can access unique controls by tapping the people list atop the screen. You can add new contacts to the group by tapping the list of people then tapping Add Contact at the foot of the window. Tap one of the people already in the group to see their details.



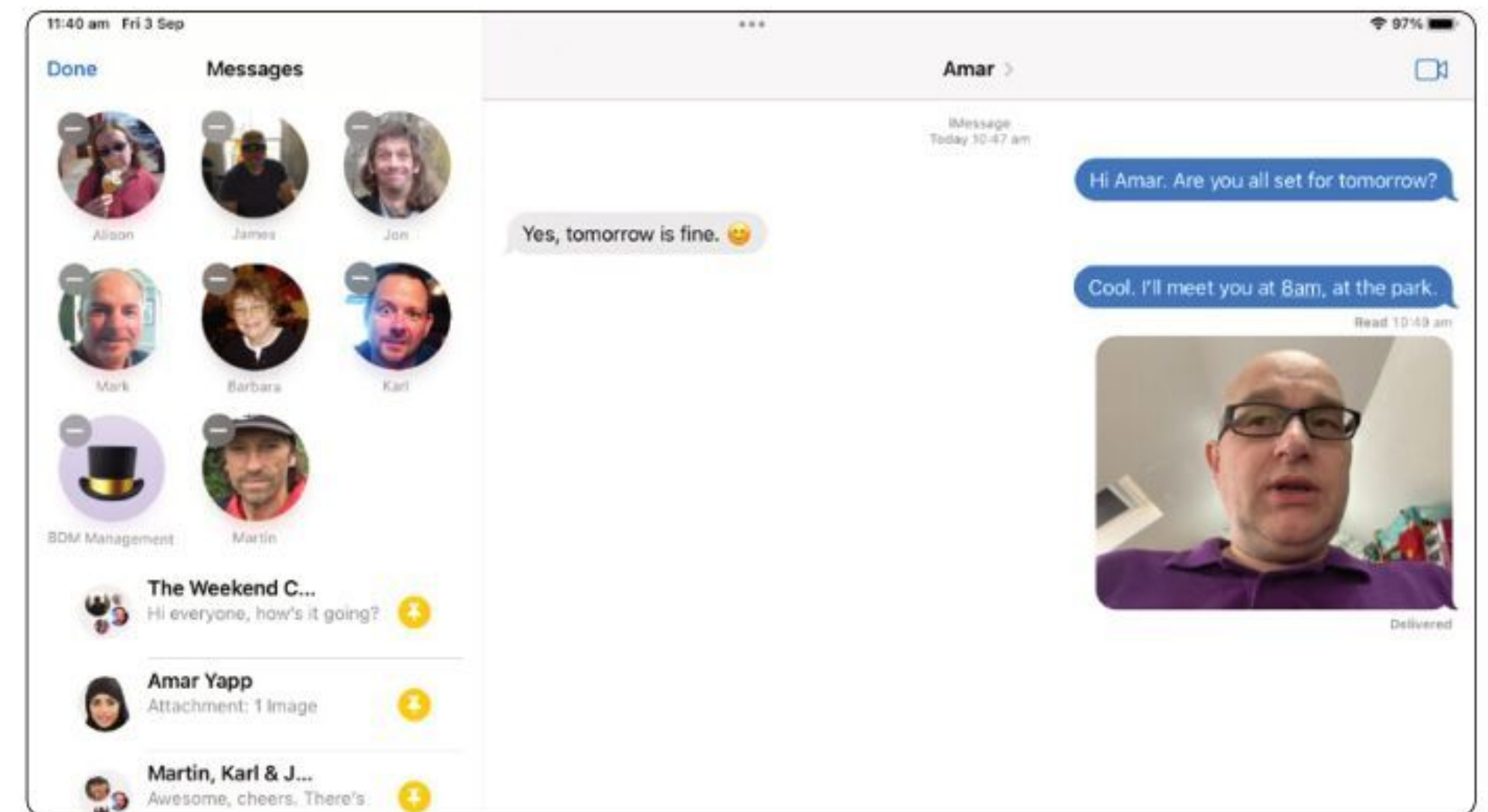
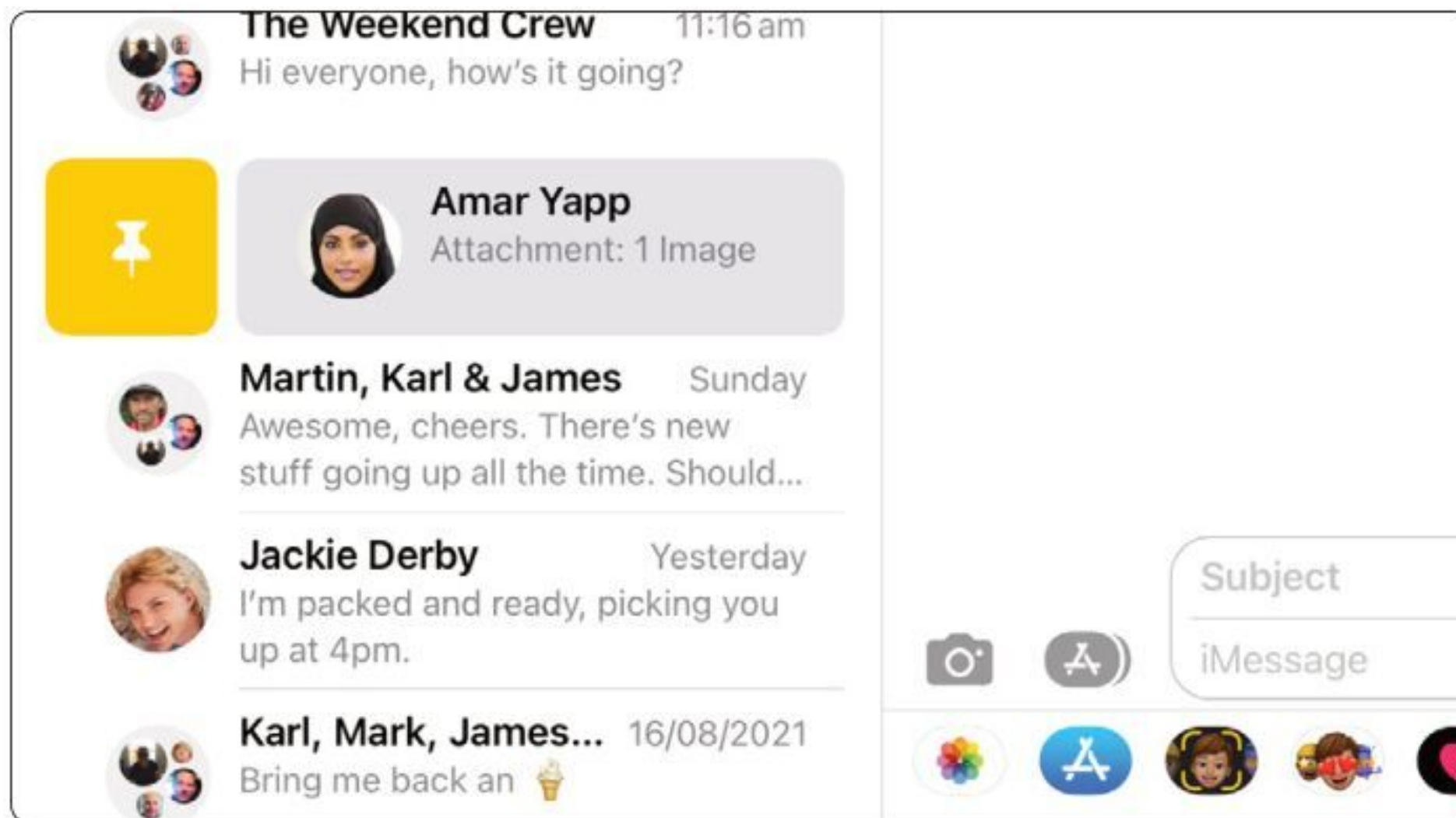
3 Tap the Change Name and Photo link and you can give your group a name, instead of having the list of members for a title. You can also add a picture such as a photograph, a graphic or an emoji/animoji/memoji. This appears in the sidebar as the conversation pic.



4 Mention a group member by name, tap that name before sending the message and then tap the person's name/photo. They're sent a notification to say they were mentioned. Tap and hold on a message and in the pop-up, choose Reply to send a message to that person alone.



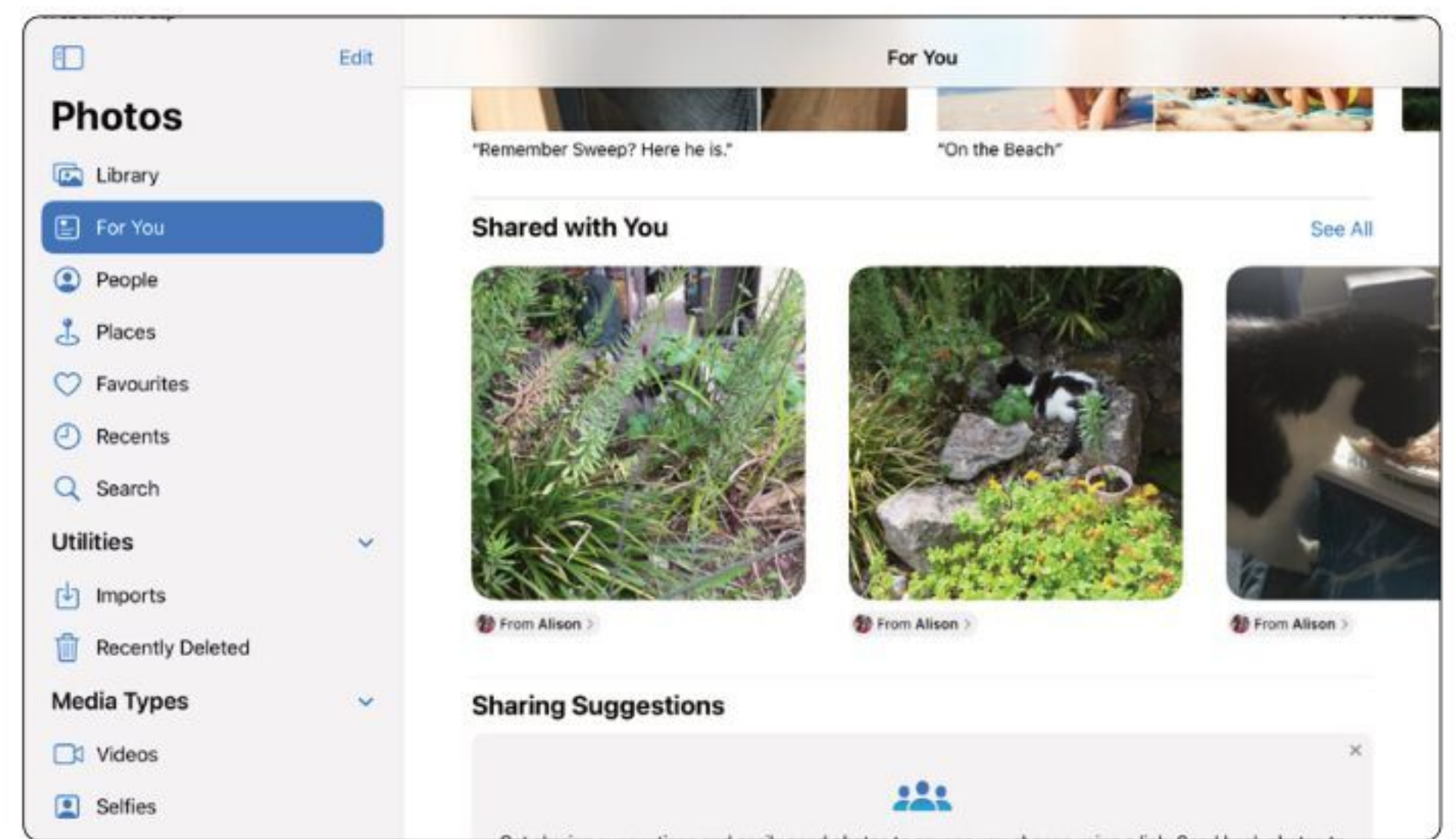
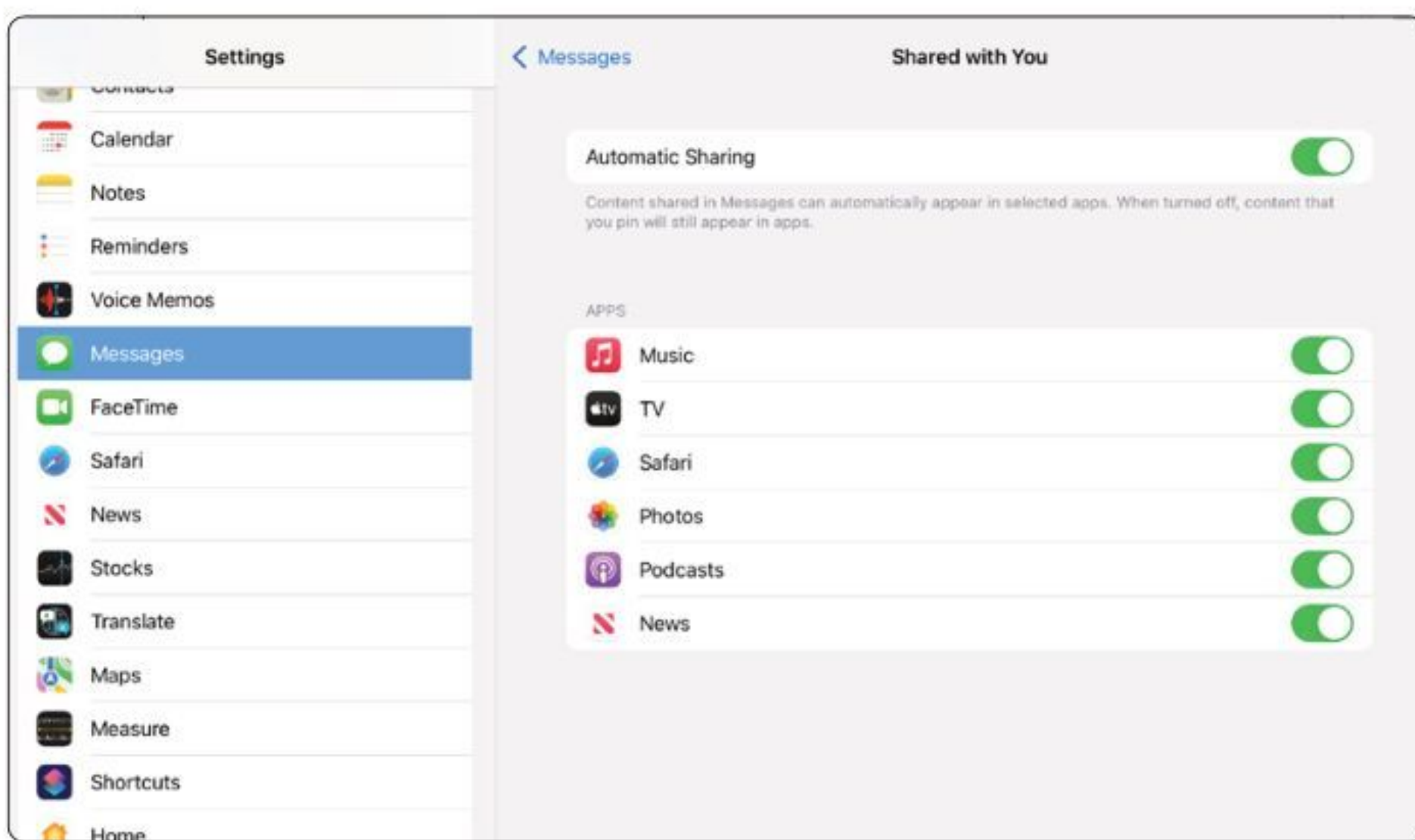
Pinned Messages



1 You can now pin up to nine conversations to the top of the messages sidebar list, making them easier to find. Do so by swiping a conversation to the right and tapping the pin, or tap-and-hold it and choose Pin. Unread messages from pinned contacts are shown on their picture.

2 Tap the Edit link (top left) and then choose Edit Pins from the pop-up. You can then unpin conversations by tapping the minus sign next to them. You can also pin other conversations by tapping the yellow pin icon to their right. Tap Done (top left) when you've finished.

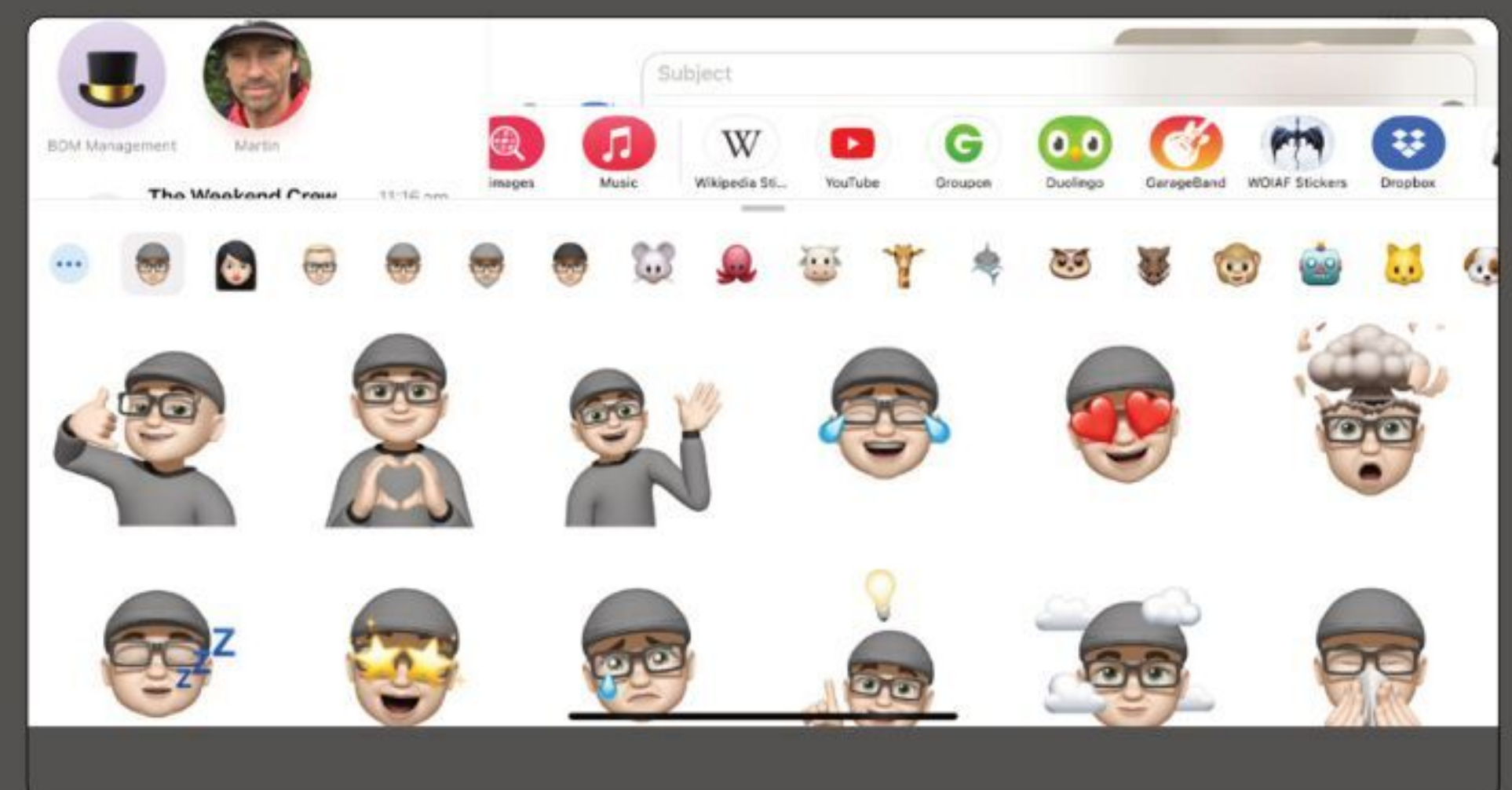
Shared with You



1 Shared with You collates links and attachments sent in the Messages app, and makes them available in the apps that created them. Eg, URLs are accessible in Safari. Go to Settings > Messages > Shared with You to turn it on or off, globally or on a per-app basis.

2 You can access Shared with You links and attachments in their native apps. For example, in Photos, under For You there's a section called Shared with You that shows pictures you've been sent. Safari links are in the sidebar, accessed with the icon in the top-left corner.

The App Drawer.



1 Tap the App icon next to the text field to open and close the App Drawer. Tap the blue App icon on the left to go to the App Store, where you can get stickers, games and apps to use in messages. Some are free too.

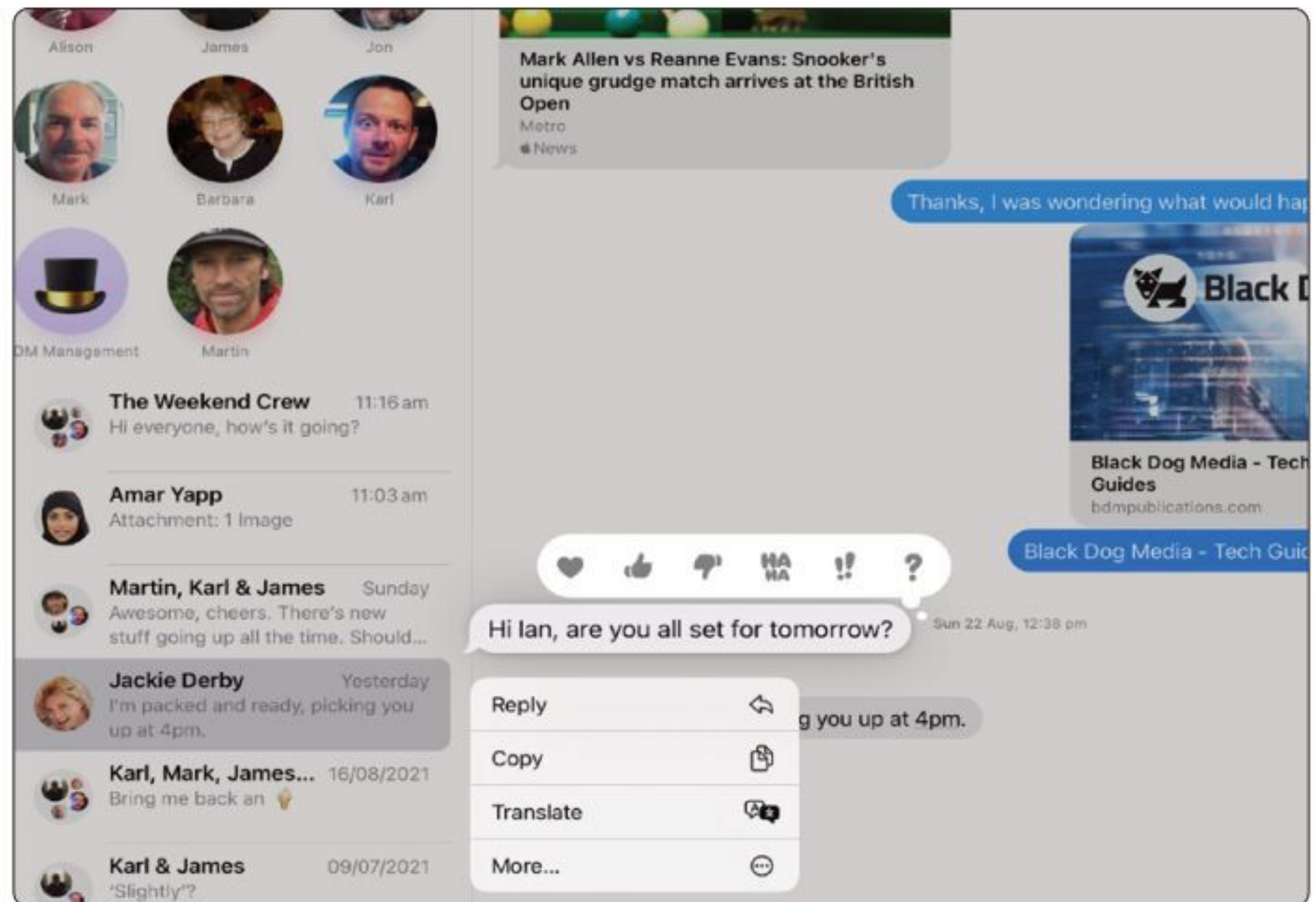
2 Other items offered by the App Drawer include stickers to augment your messages, the opportunity to send YouTube links based on what you've watched recently and if you subscribe, Music links too.

More Great Messages Features



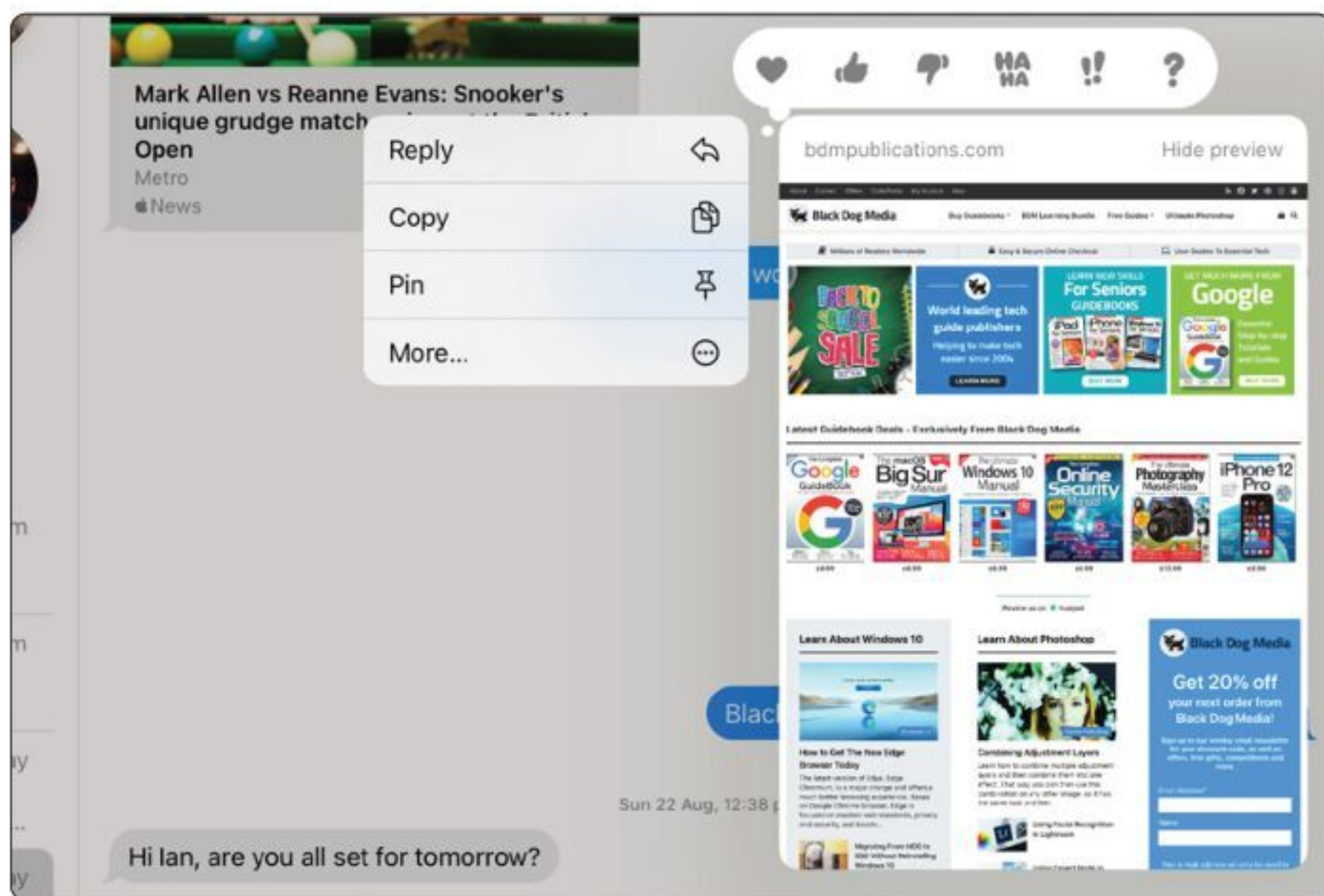
Using Emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.



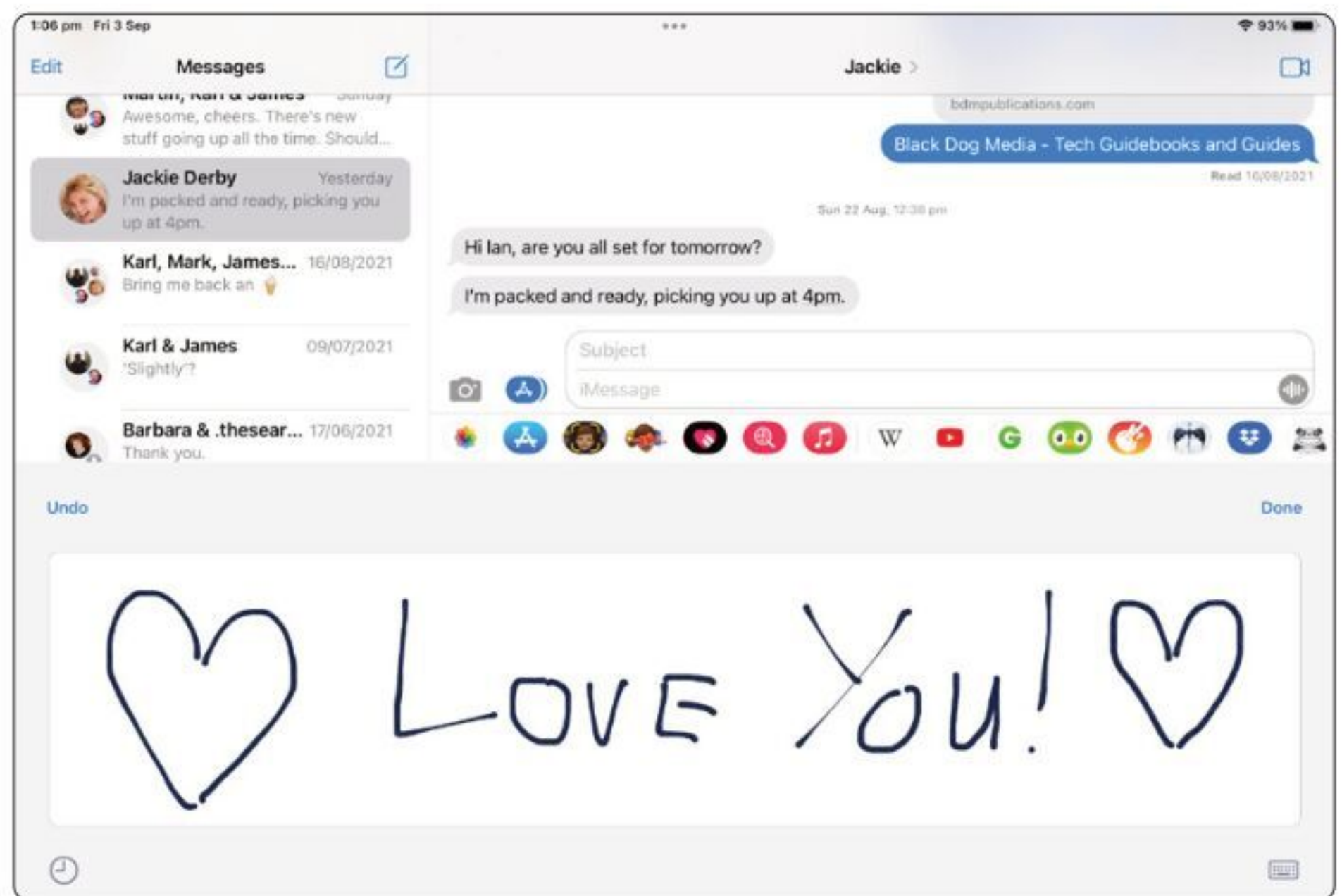
The Hold Bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a thumb icon, send a heart, a laugh or question mark and more.



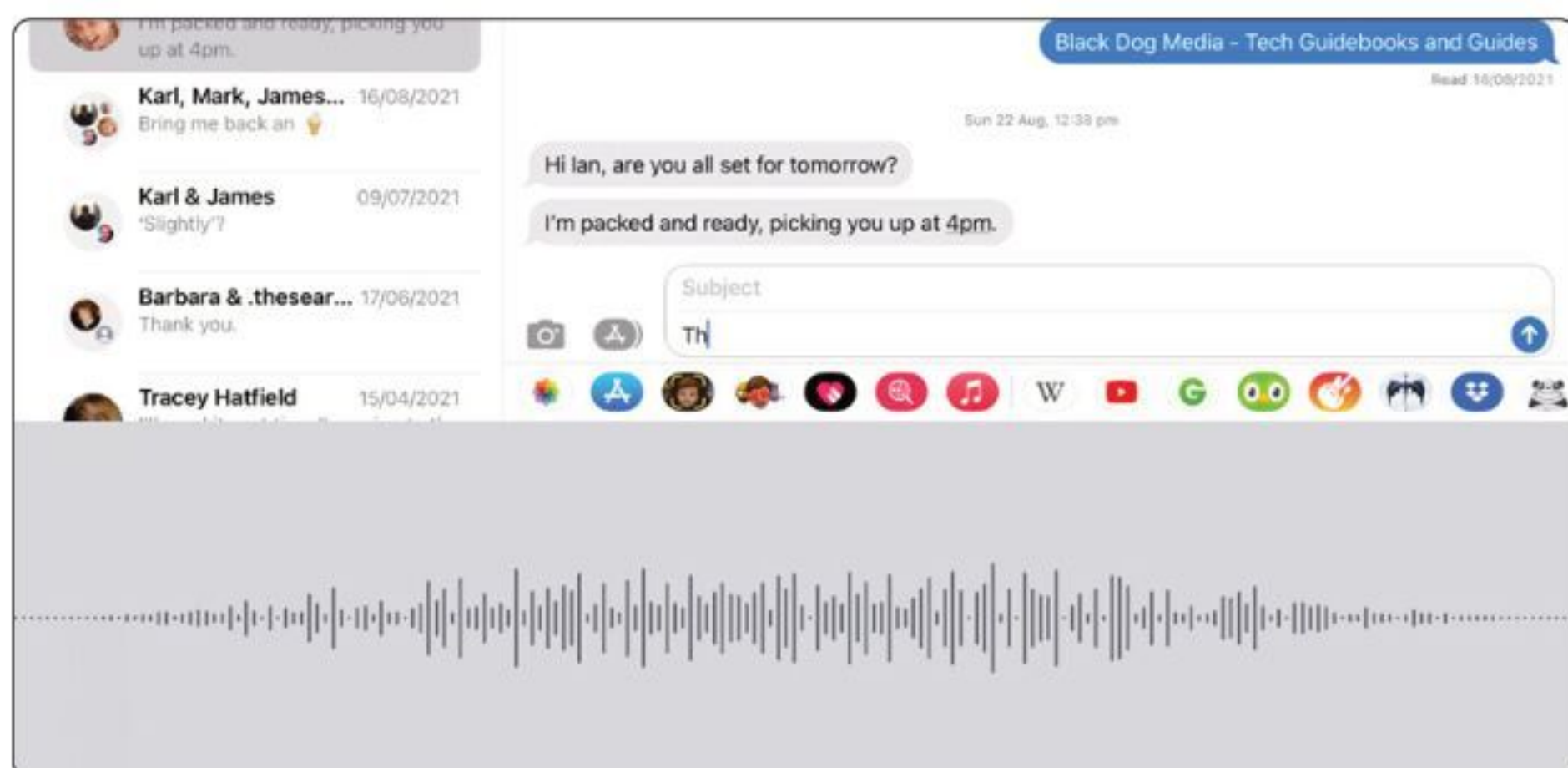
Rich Links

When someone sends you a web link in a Messages conversation, tap and hold for an illustrated inline preview of the website, right there in the message. You can also tap the link to go straight to the linked site in Safari.



Scribble and Draw

On the keyboard, tap the key in the bottom right that looks like a squiggle. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message, then send it in the usual way.



Dictation

If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the better text-to-speech gets.

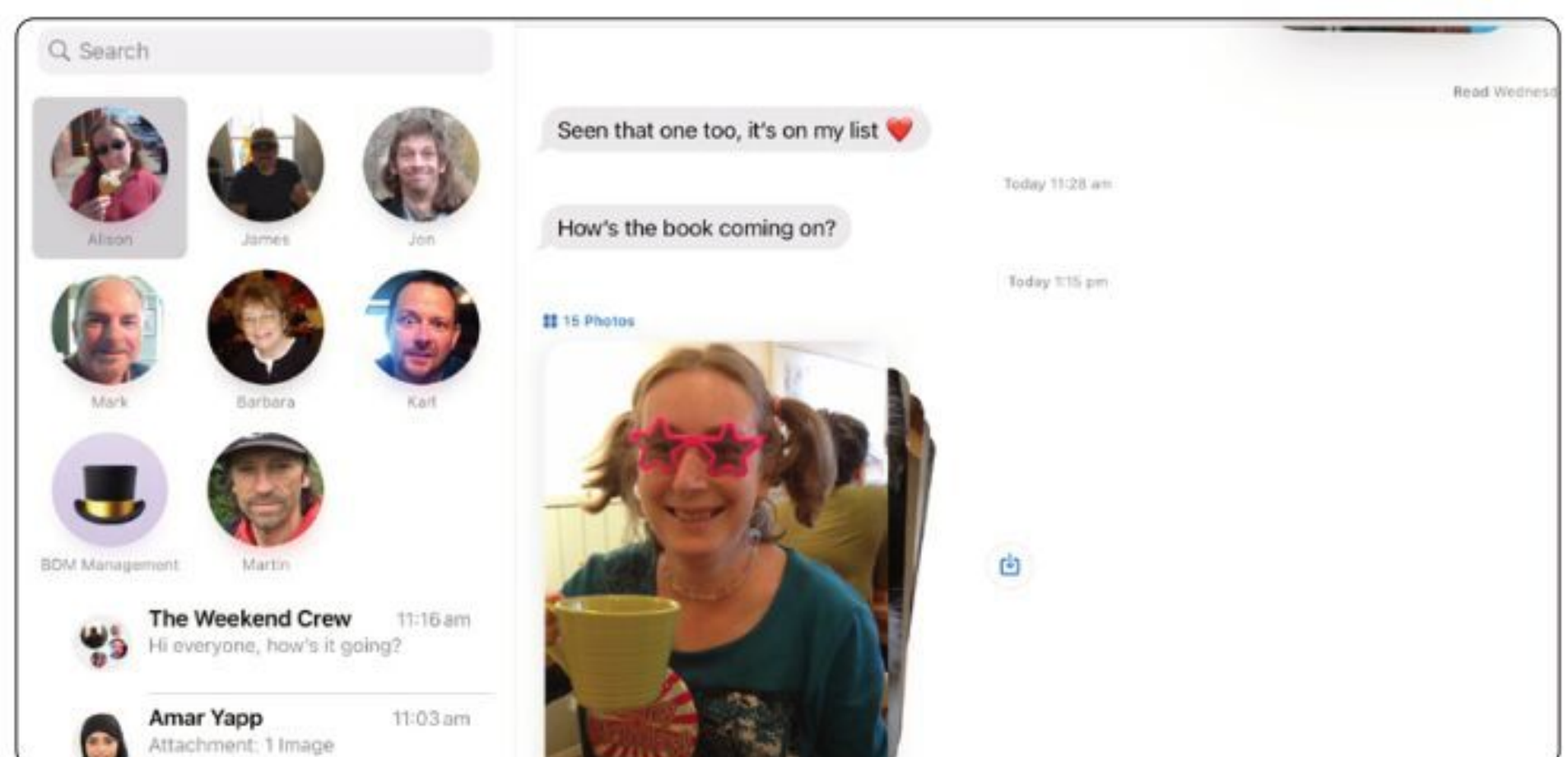
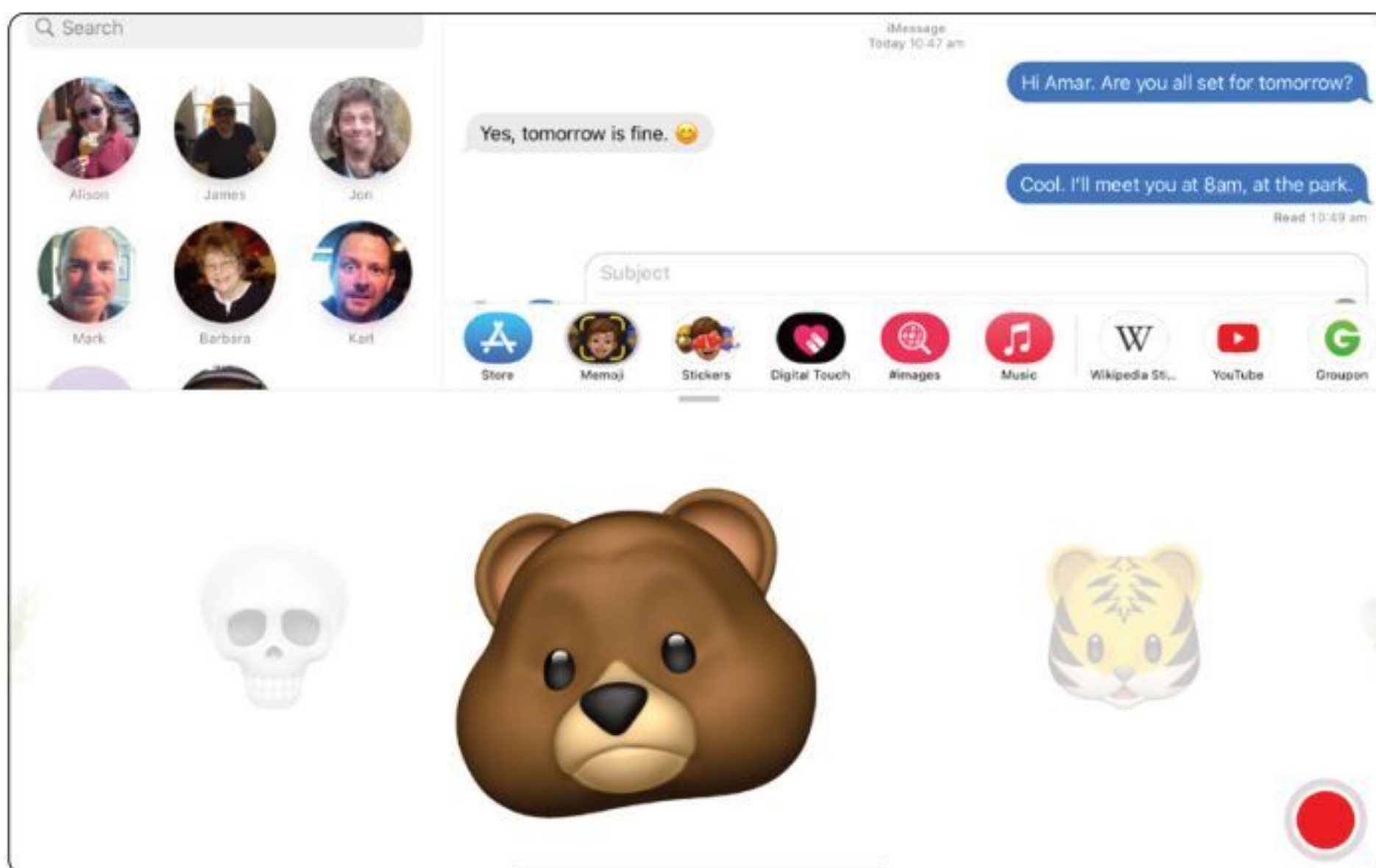


Photo Collections

If someone sends you a group of photos in one go, they appear in your conversation as a collage or stack. Tap the stack to open the top pic, and swipe between them. Tap the icon above the stack for a grid view.



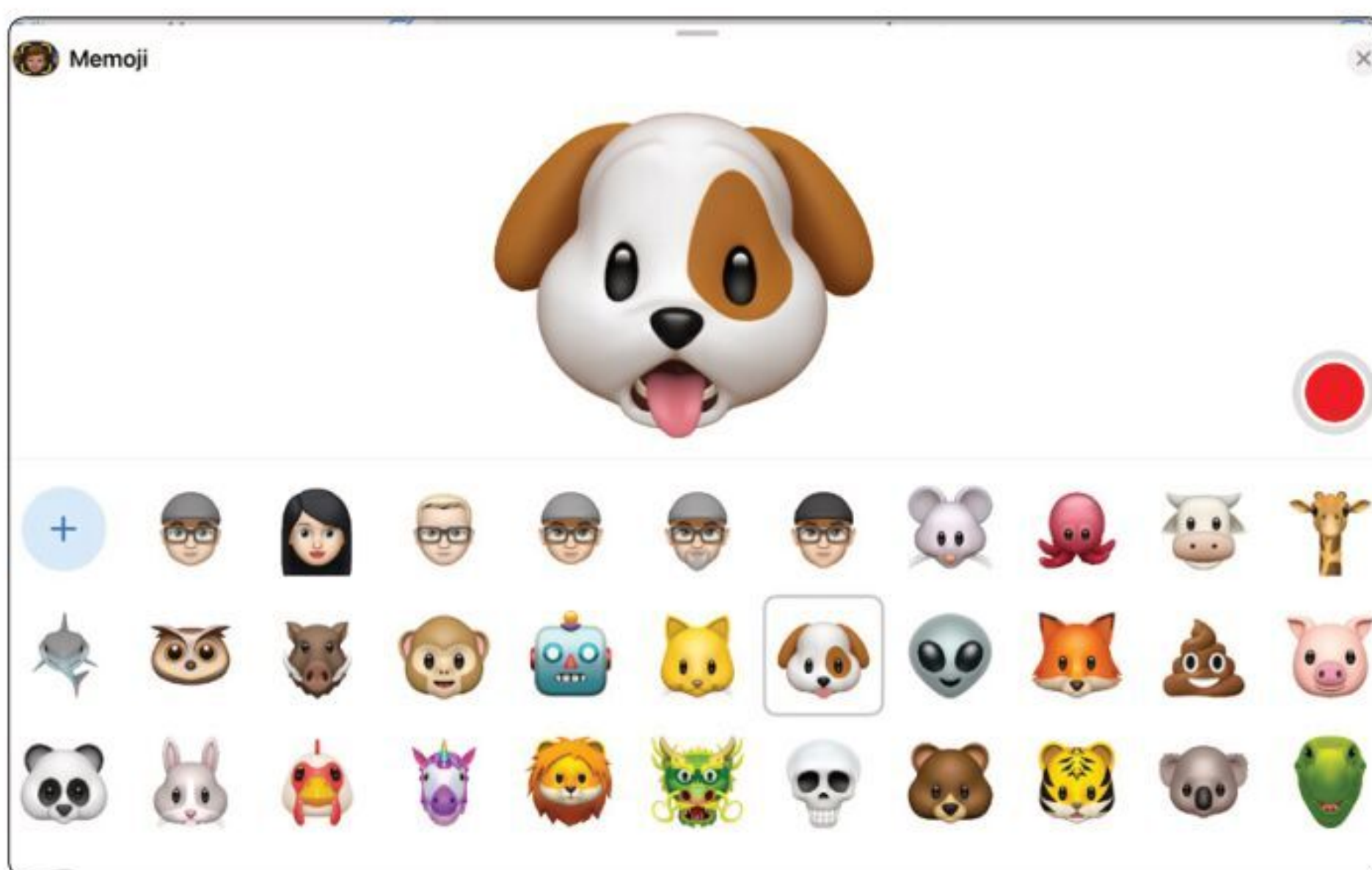
Messages Features Exclusive to iPads with Face ID



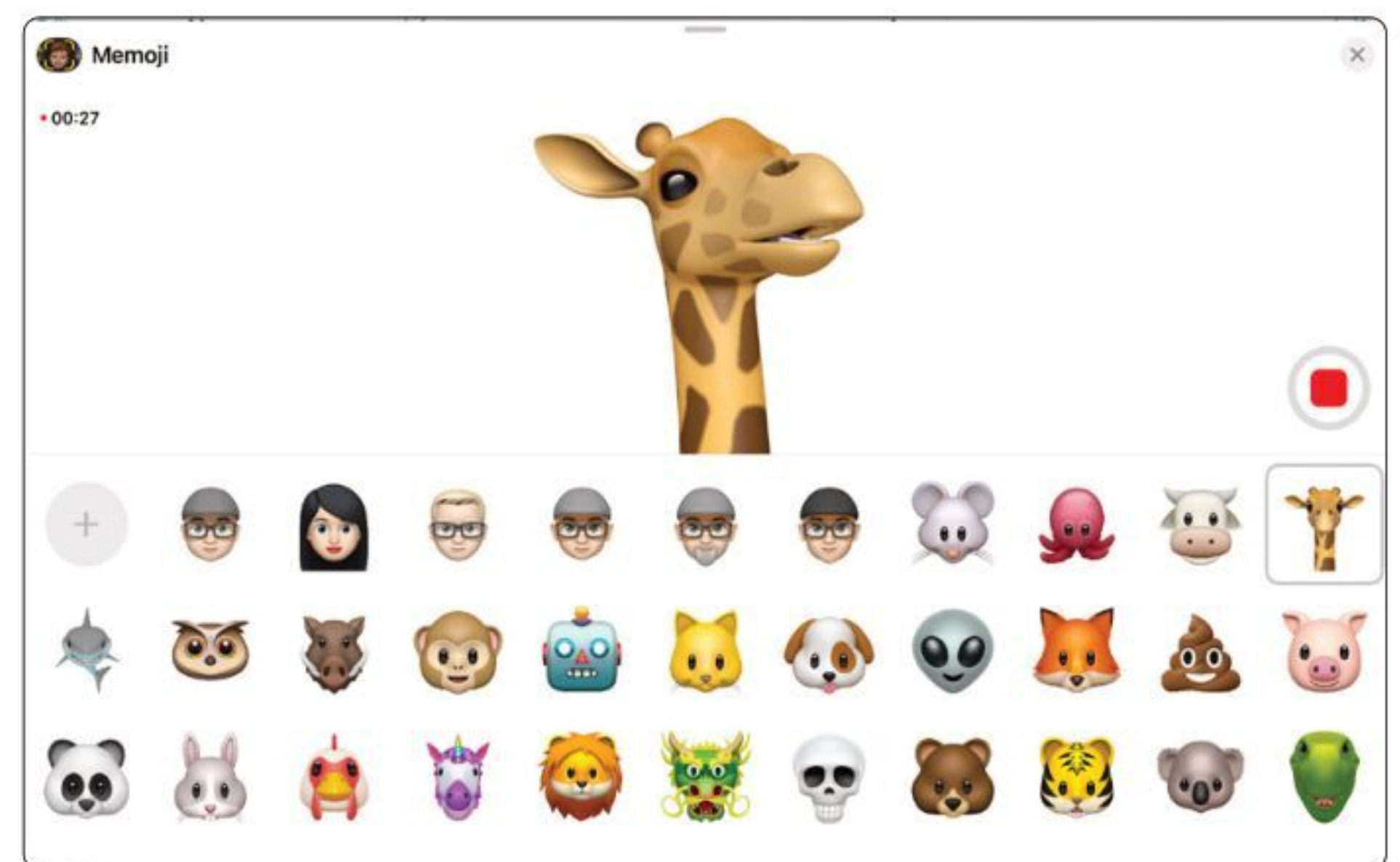
1 With the iPad's animated emoji, or Animoji feature, you can become one of 20 characters. In Messages, open the App Drawer with the 'A' icon as shown and tap the memoji icon, next to the App Store icon, in the App Drawer.



2 Choose your Animoji from the range available in the tray (as shown in the previous step's screen), or to get a better look at them, swipe up on the line shown above the currently selected Animoji to view the full range, as seen here.



3 Hold your iPad in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.



4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPad correctly so that the camera can see your face. To stop recording, tap the button (now a square) again.

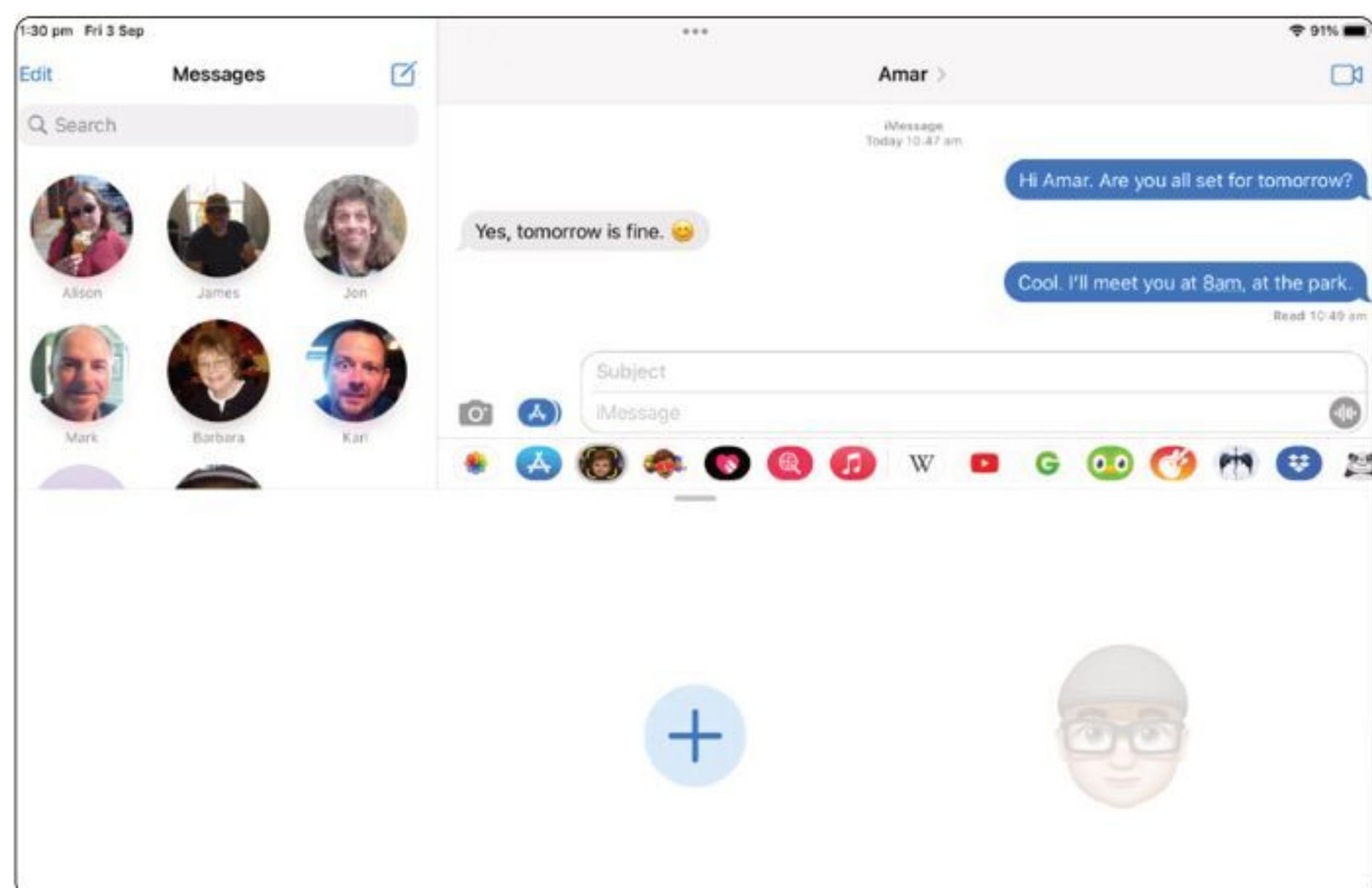


5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it by tapping Replay, or delete it by tapping the red trash can towards the bottom left.



6 Recording and sending Animojis is exclusive to newer Apple hardware, but you can receive and play them on older gear. Here we are watching an Animoji on an iPhone 6s. You can even watch them on your Mac's Messages app.

Making a Memoji



1 Open the Messages app. Tap the Memoji icon in the app drawer for the Animojis. If the Memoji icon isn't there, your device is probably too old to use Memojis. Tap the Plus button on the far left to start building a new Memoji on your iPad.

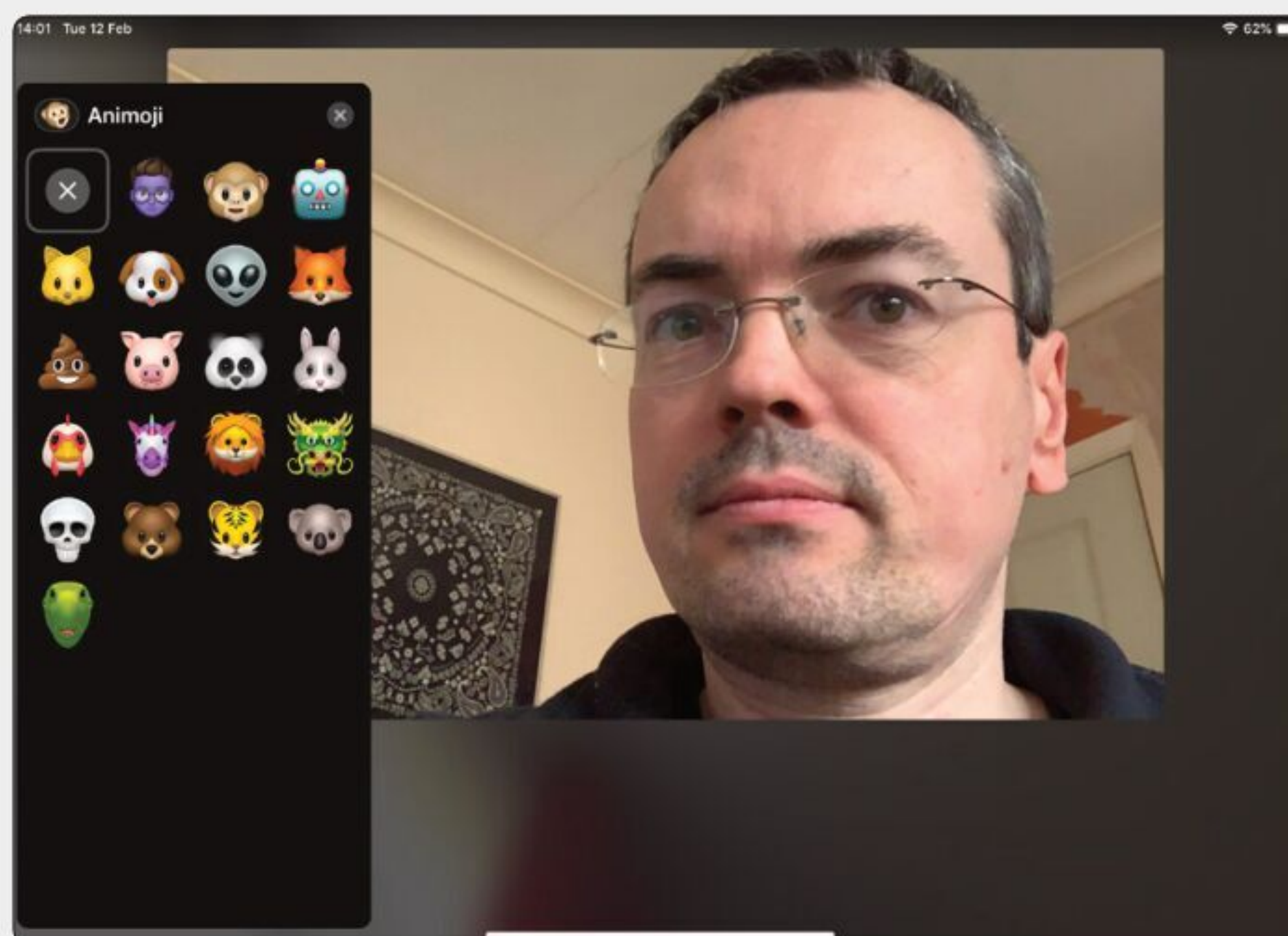


2 Under a blank face, you will see a category slider. Using this slider, the colour options and diagrams, build your Memoji any way you wish, choose a hairstyle and colour, add glasses and more. You can make as many Memojis as you like.



3 When you're finished, tap Done. Your Memoji is added to your Animoji collection, from where it can be used in the usual way, just as if it was a regular Animoji. You can use it as a sticker, an animated emoji or in the FaceTime app for video chat.

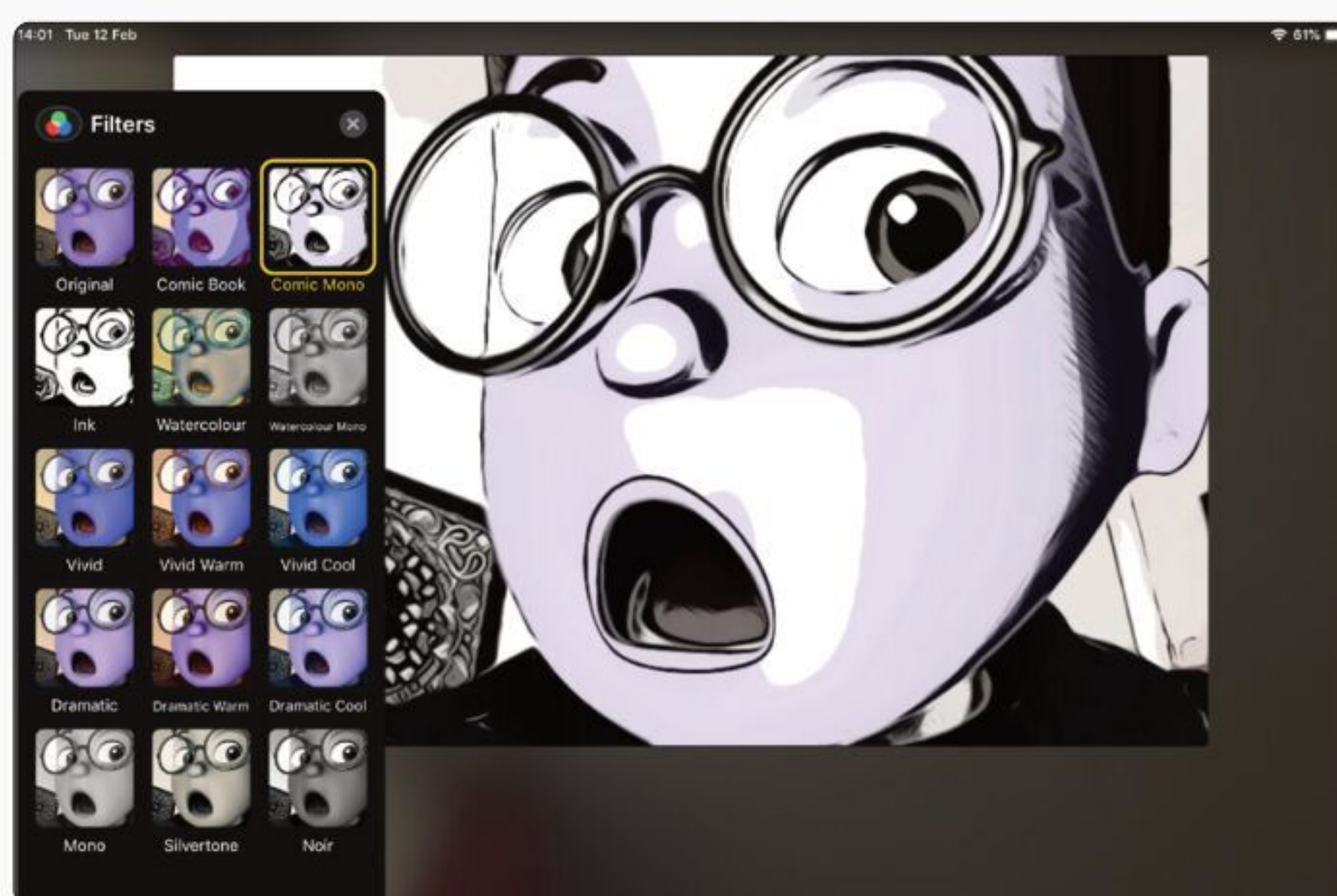
Animoji and Memoji in FaceTime Video Calls.



1 First of all, open a FaceTime video call with someone, as explained in our tutorial on the FaceTime app. You should then tap the display to bring up the controls, as shown.



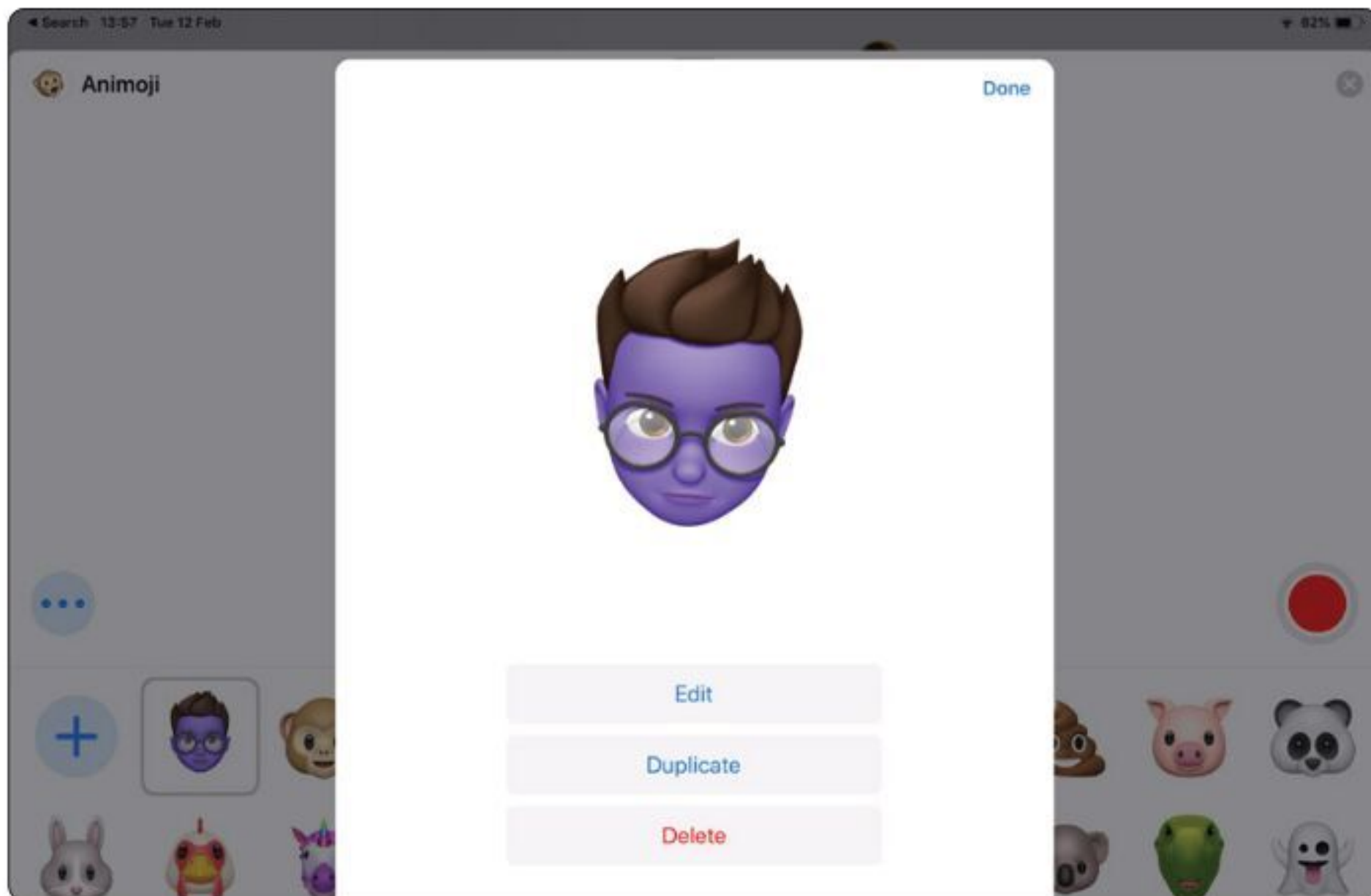
2 Now, tap the star-shaped Effects icon found to the left of the End button. You can then choose an animoji or a memoji that replaces your face in the video call.



3 You can choose effects to enhance your video feed even further. To remove these enhancements, repeat the above steps this time, choosing 'none' instead of an animoji or effect.



Using Memoji



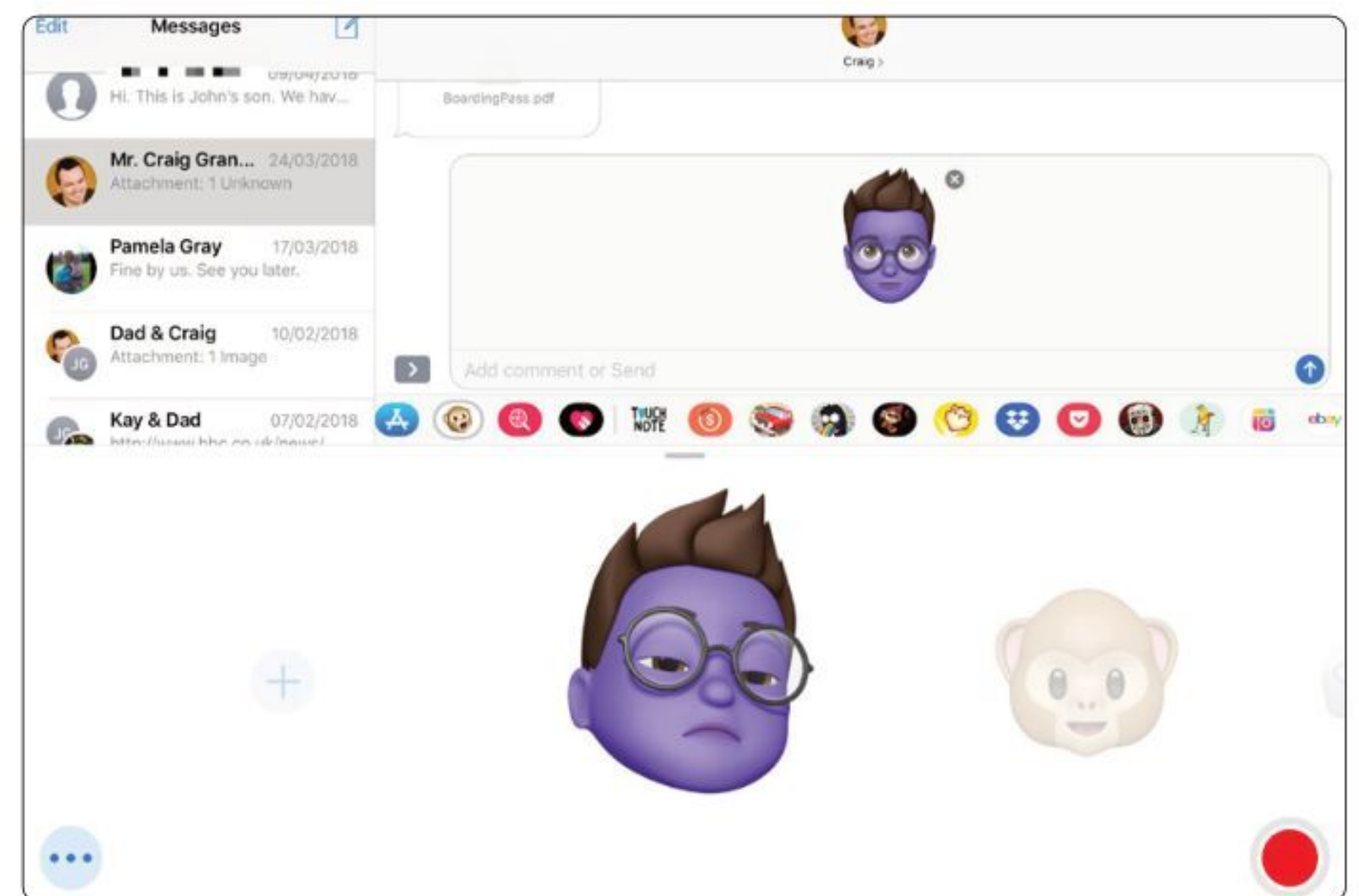
1 Next to the Memoji, on the left, is an icon showing three dots. Tap it and you can edit your Memoji, duplicate it so you can edit it while keeping the original, or delete it.



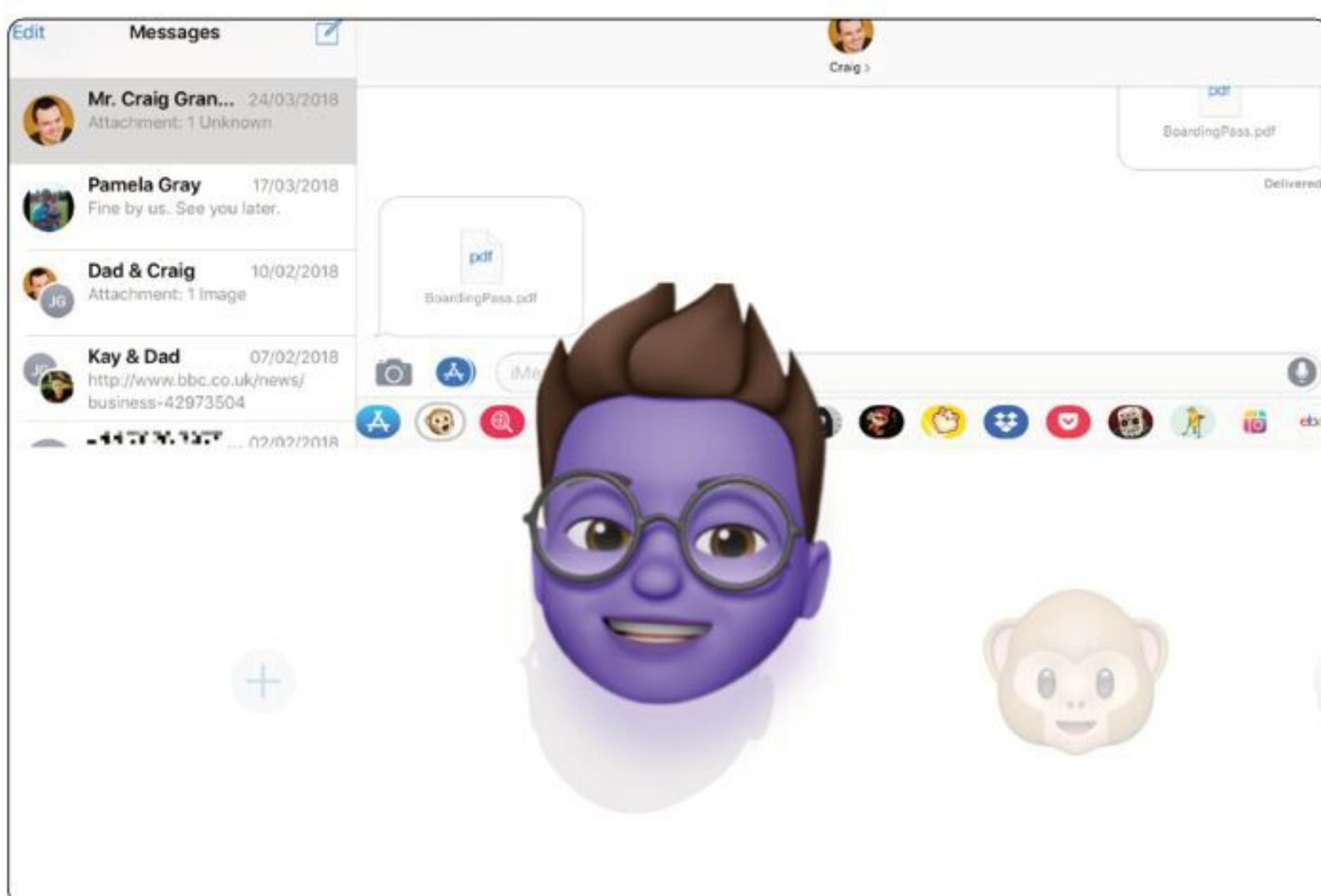
2 You record with a Memoji in exactly the same way as you do with an Animoji. First of all, select your Memoji and tap the red record button to the bottom right of the Memoji.



3 Now record up to 30 seconds of speech, with the Memoji following your expressions. When you're done, tap the blue arrow to use the message or the bin to delete it.



4 You can use a Memoji (or indeed an Animoji) as a sticker too. Just navigate to your Memoji, pull the required face and then, to add it to your regular text message, just tap it.



5 Alternatively, tap and hold your Memoji and drag it onto your message. While it's stuck to your finger, you can resize and rotate it before attaching it to your message, ready to send.



6 Both the FaceTime app and the Messages camera feature have a star-shaped icon (below the shutter) that lets you add effects, including your Memojis, to your pics and videos.

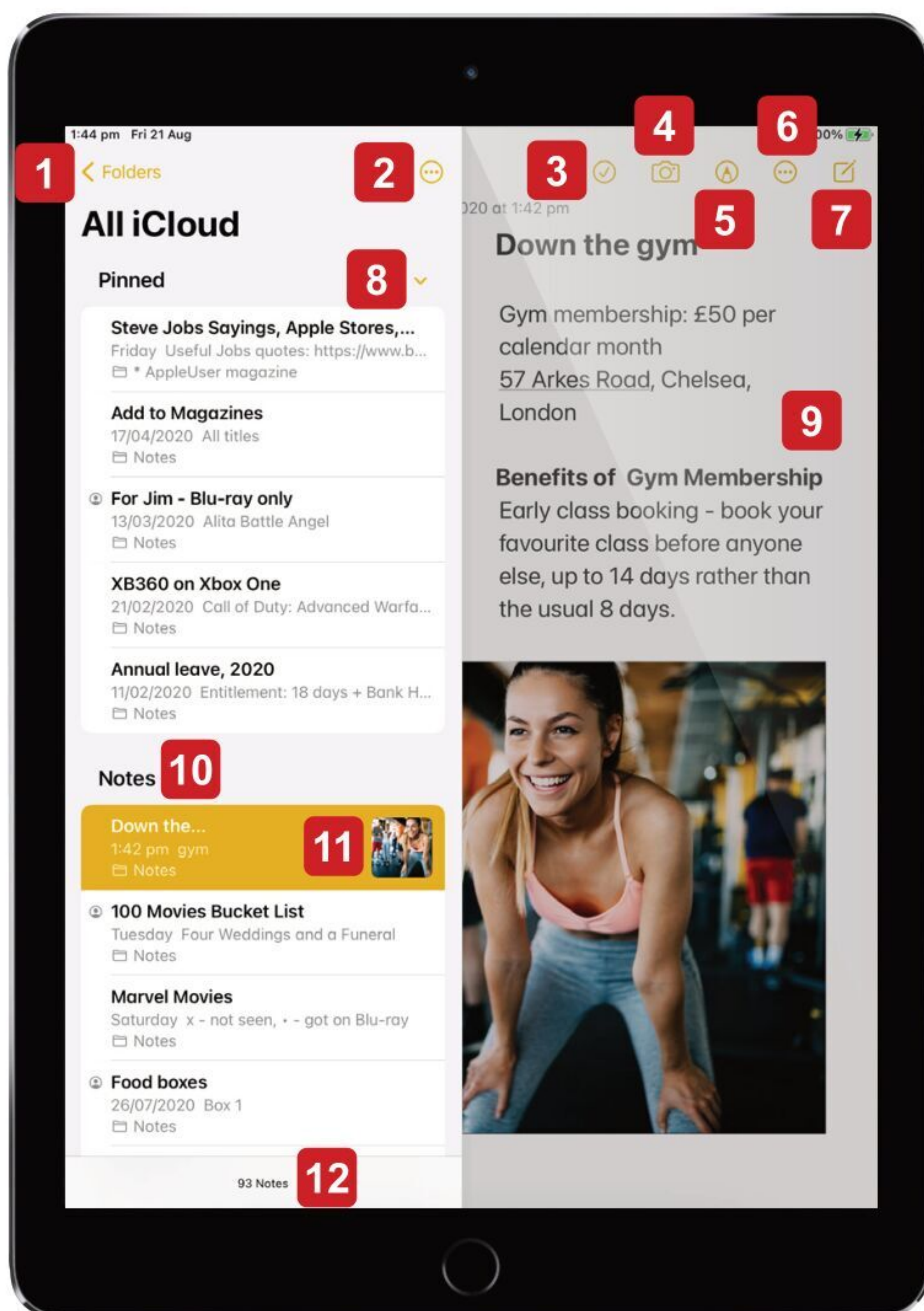


Notes App

Organise Your Life

Notes is great. Not only can it store your scribblings, it can also be used to create checklists, add videos and pics, share notes with others and even collaborate on a note; and now, you can even add tables to a note.

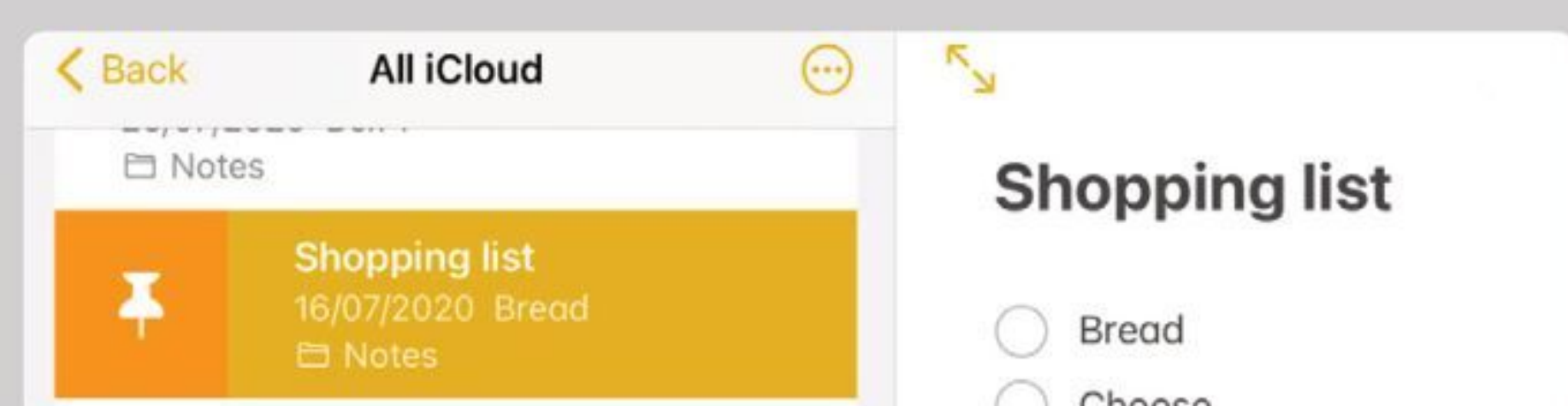
Notes in Focus



- 1** Tap this chevron to open the folders sidebar and choose a new folder. Swipe the sidebars left to close them. The currently open folder is the iCloud folder, which is synced across your Apple devices.
- 2** The three-dots icon here gives you a menu from where you can manage your notes, view them as a thumbnail gallery or see all the attachments you have stored in them.
- 3** Tap the tick icon to start a new checklist or to turn a highlighted list into a checklist.
- 4** Scan a document with your camera, take a photo or video or choose one from the Photos app.
- 5** The Markup icon lets you draw and annotate on a note and its attachments.
- 6** This three-dots icon gives a menu that lets you lock, pin, scan or delete; as well as sharing the note, searching within it, moving it and more.
- 7** The pen-and-paper icon opens a new, blank note.
- 8** The upper section of the sidebar shows notes you have pinned to the top of your list. The pinned notes list can be collapsed and expanded using the chevron here.
- 9** This is your currently open note. Tap it to close the sidebar and show the whole note. Notice that the note can contain attachments as well as text.
- 10** Your regular notes for the currently open folder are shown in the lower part of the sidebar. The open one is shaded darker. Information shown is the time/date the note was last edited and the folder in which it's stored.
- 11** When a note has an attachment, it has a thumbnail on the right of its entry in the Notes list.
- 12** The number of notes contained in the currently open folder.

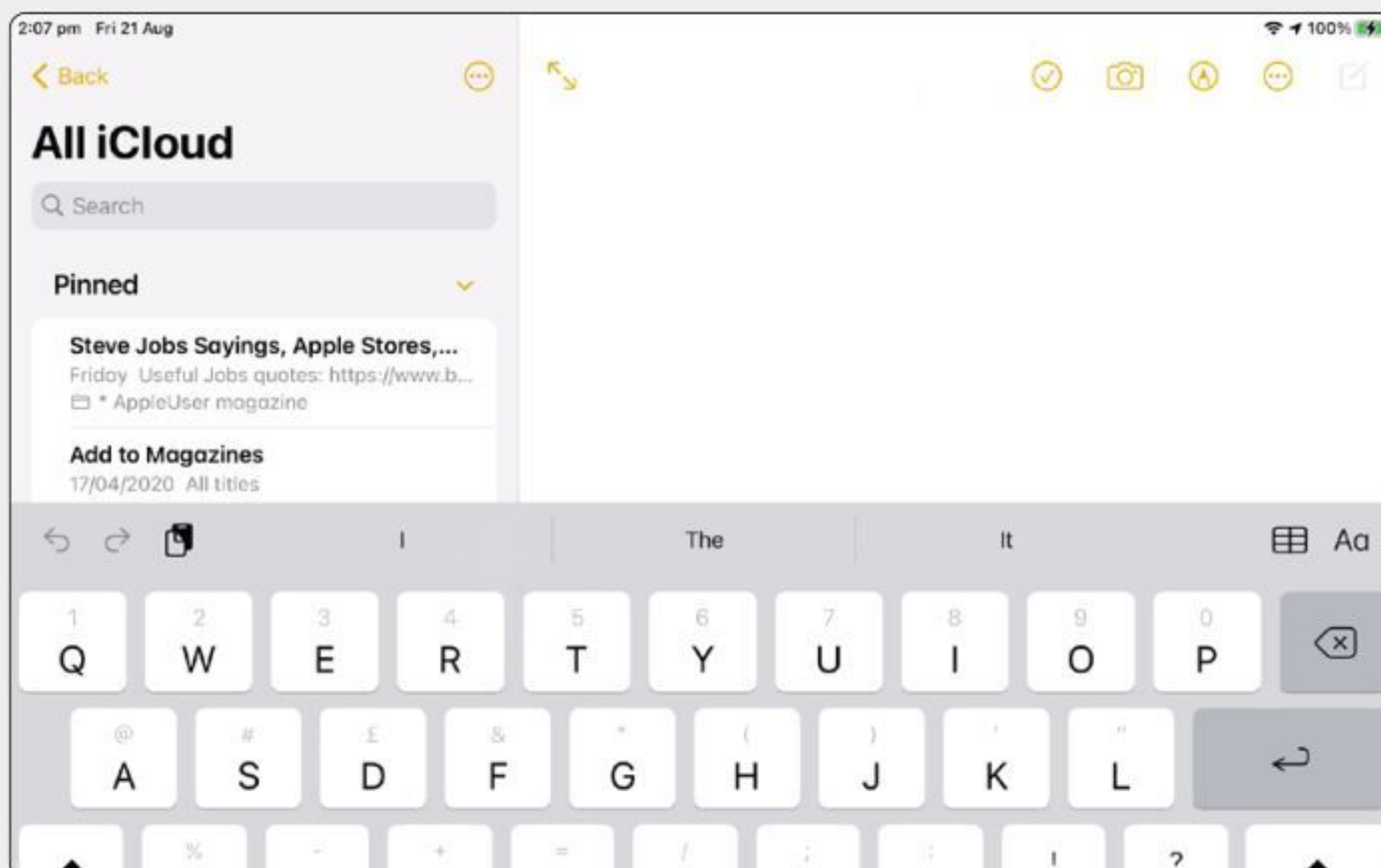
Pinned Notes.

You can pin a note to the top of your list, where it remains until you unpin it. Just swipe the note to the right and tap the pin icon. Repeat this process to unpin it.

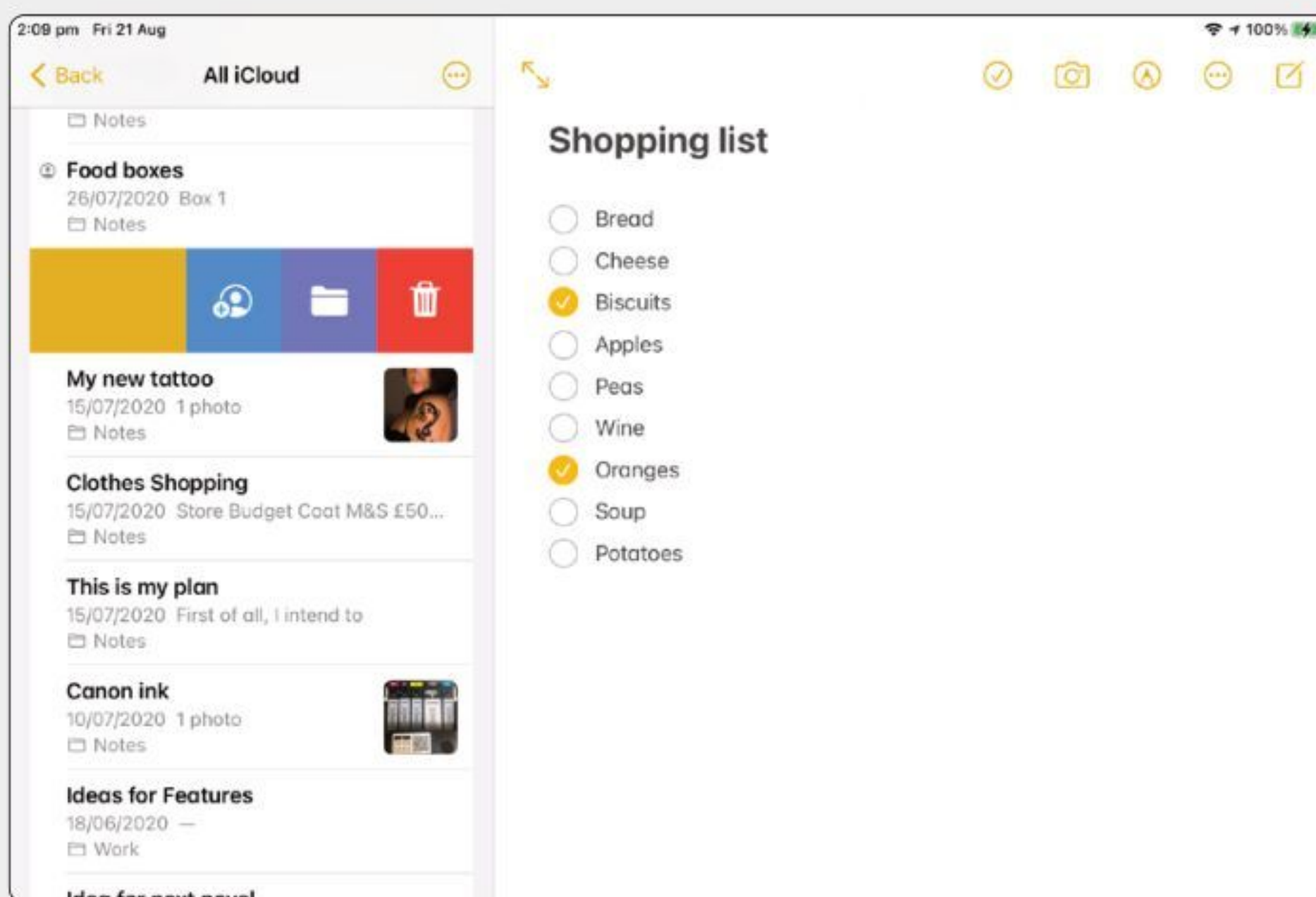




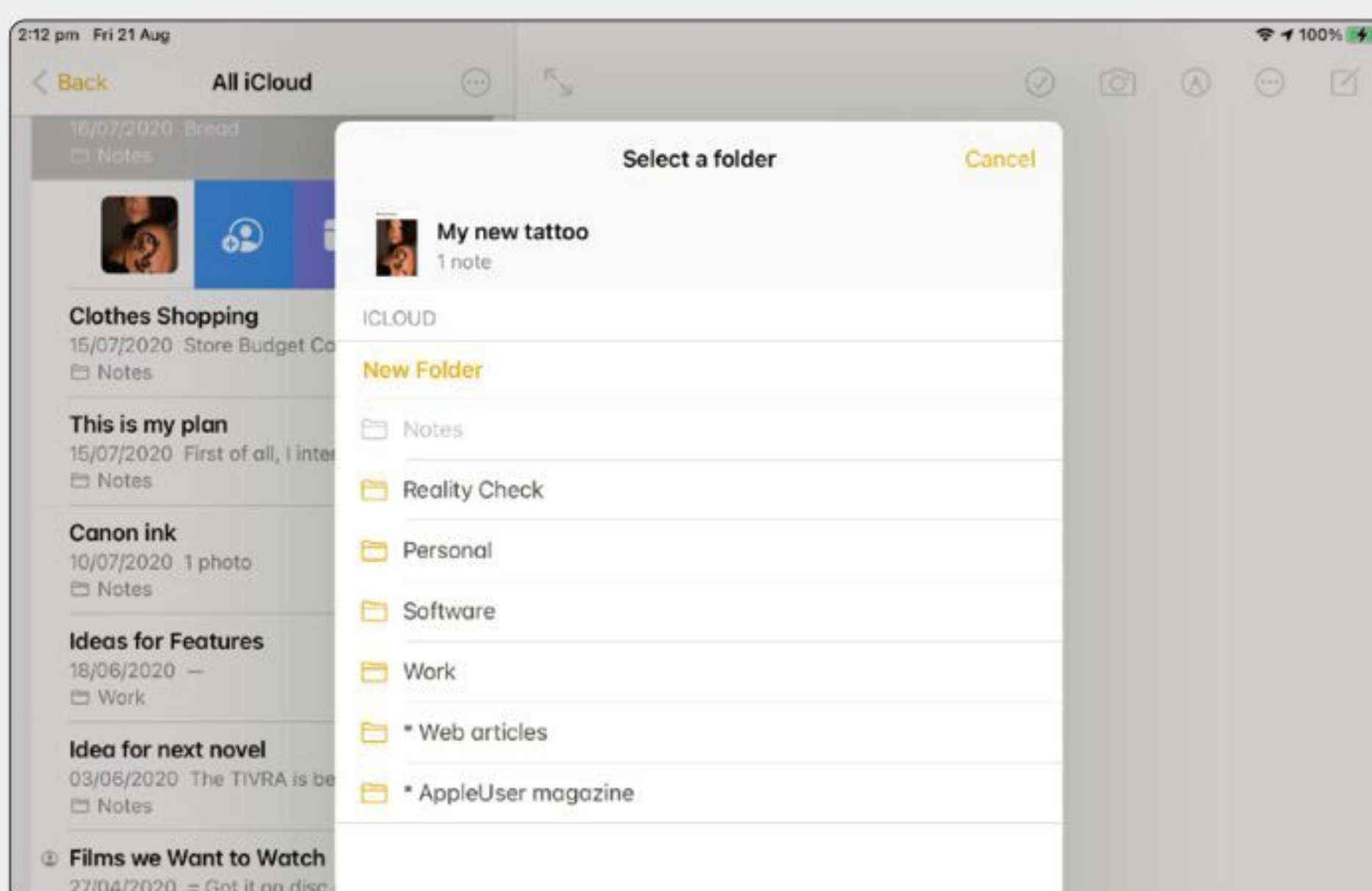
Getting Started.



1 When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the Pen-and-paper icon in the top right corner.

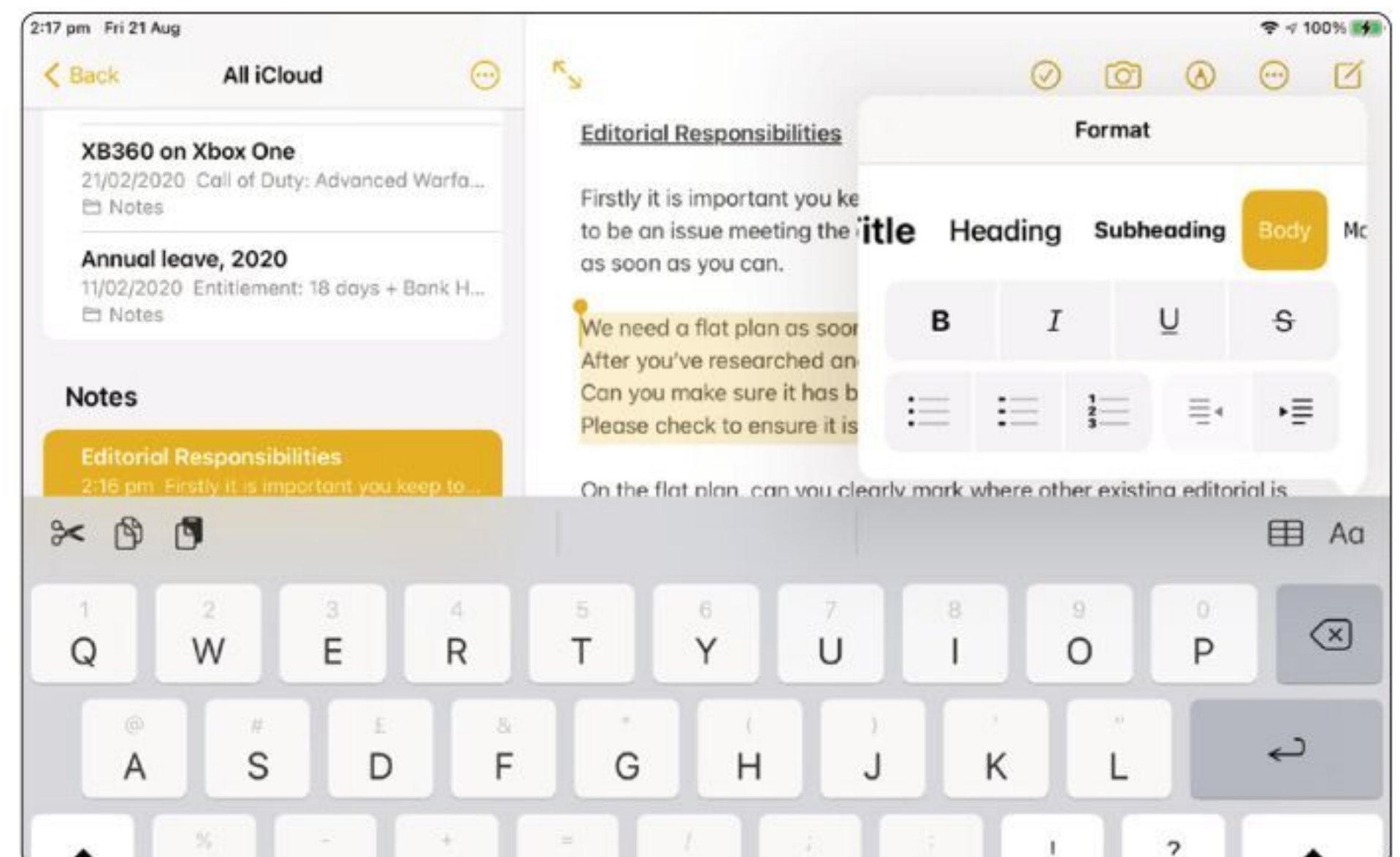


2 To delete a note, swipe it left and tap the dustbin. Or, tap and hold on a note in the sidebar and select Delete from the pop-up. Tap the sidebar's three-dots icon and choose Select Notes and you can select and delete them.

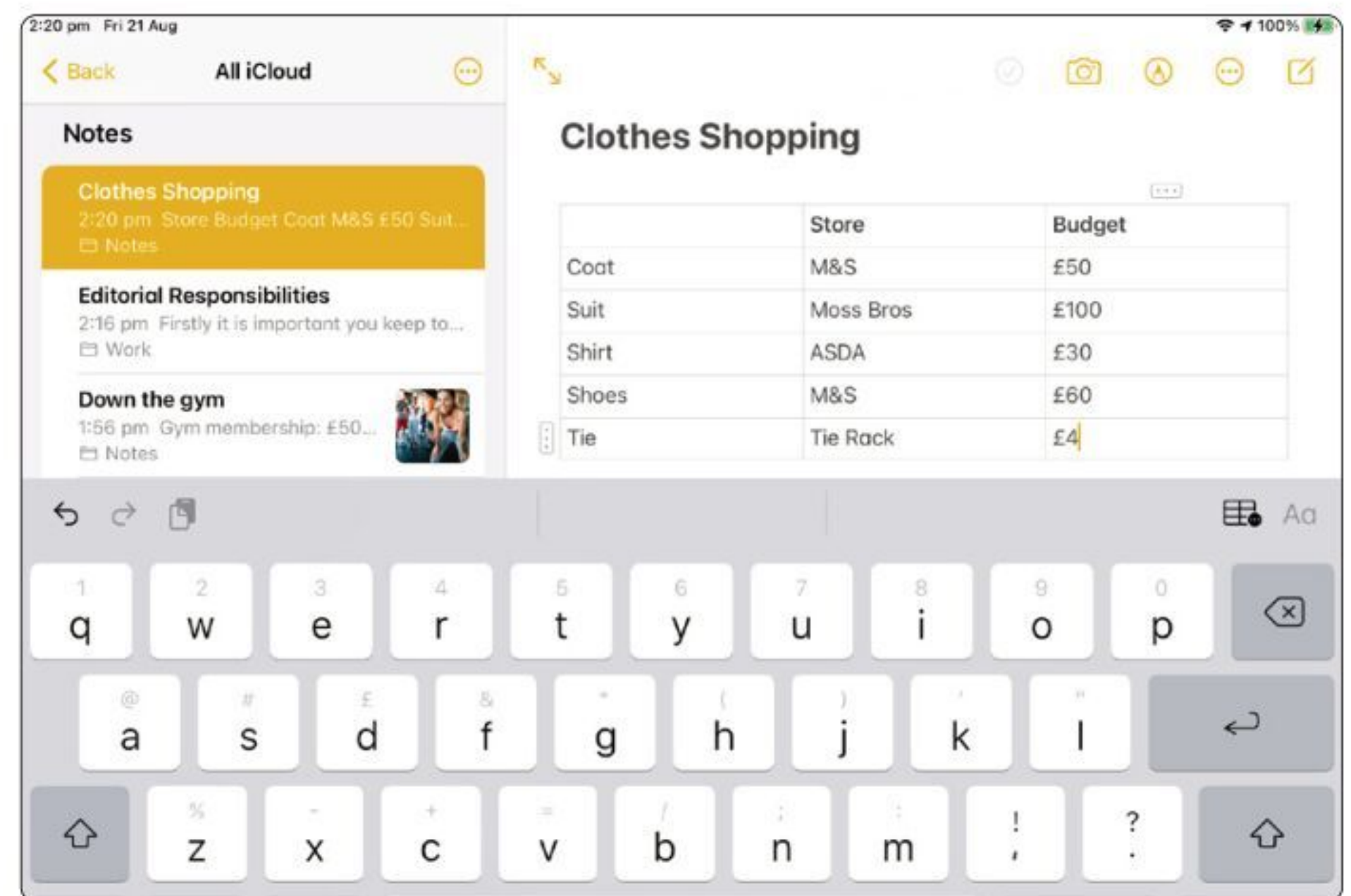


3 To move a note, swipe it left and tap the Folder icon. From the pop-up, select the folder you wish to move it to. You can also create a new folder from this window. You can select more than one note as before and move them all at once too.

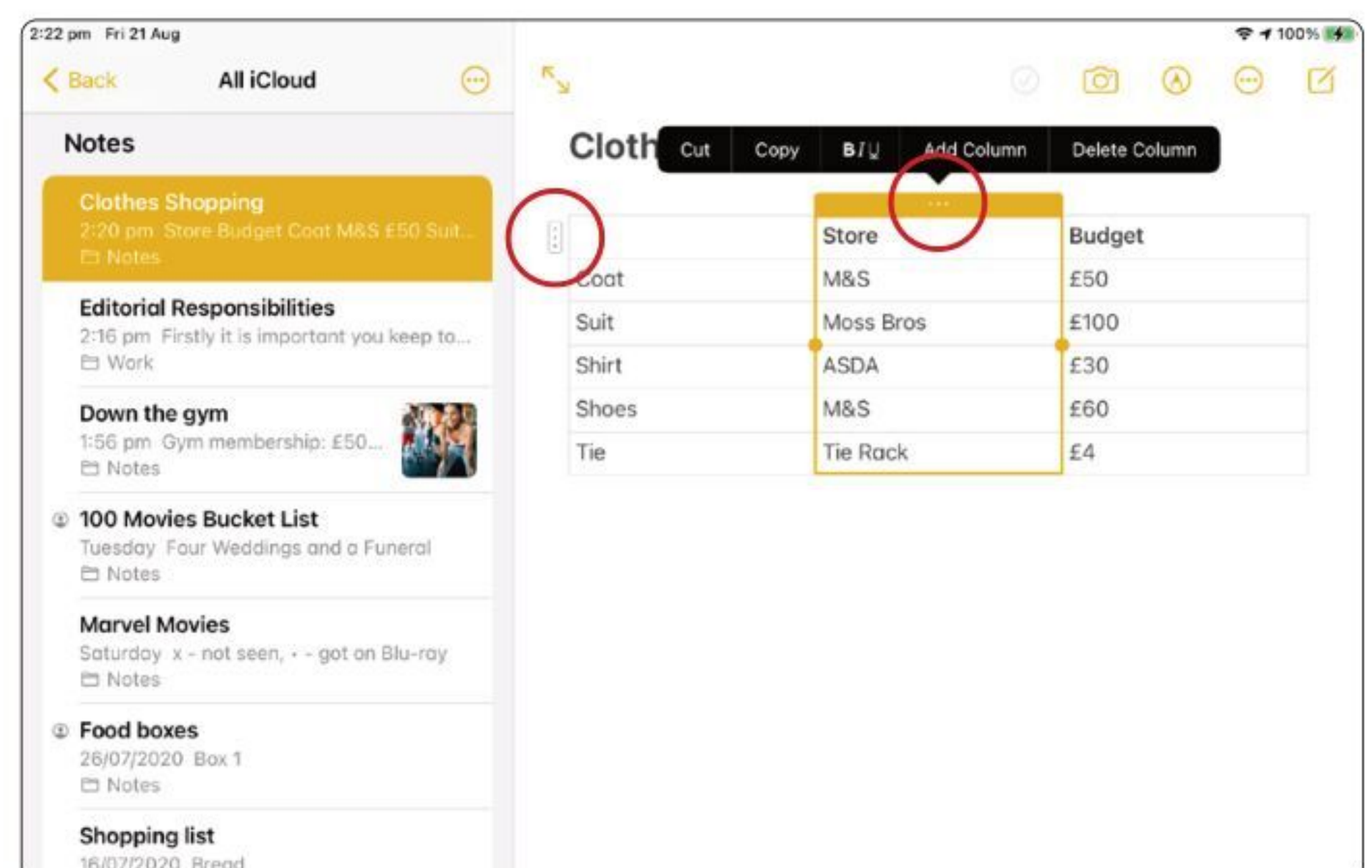
More Notes Features



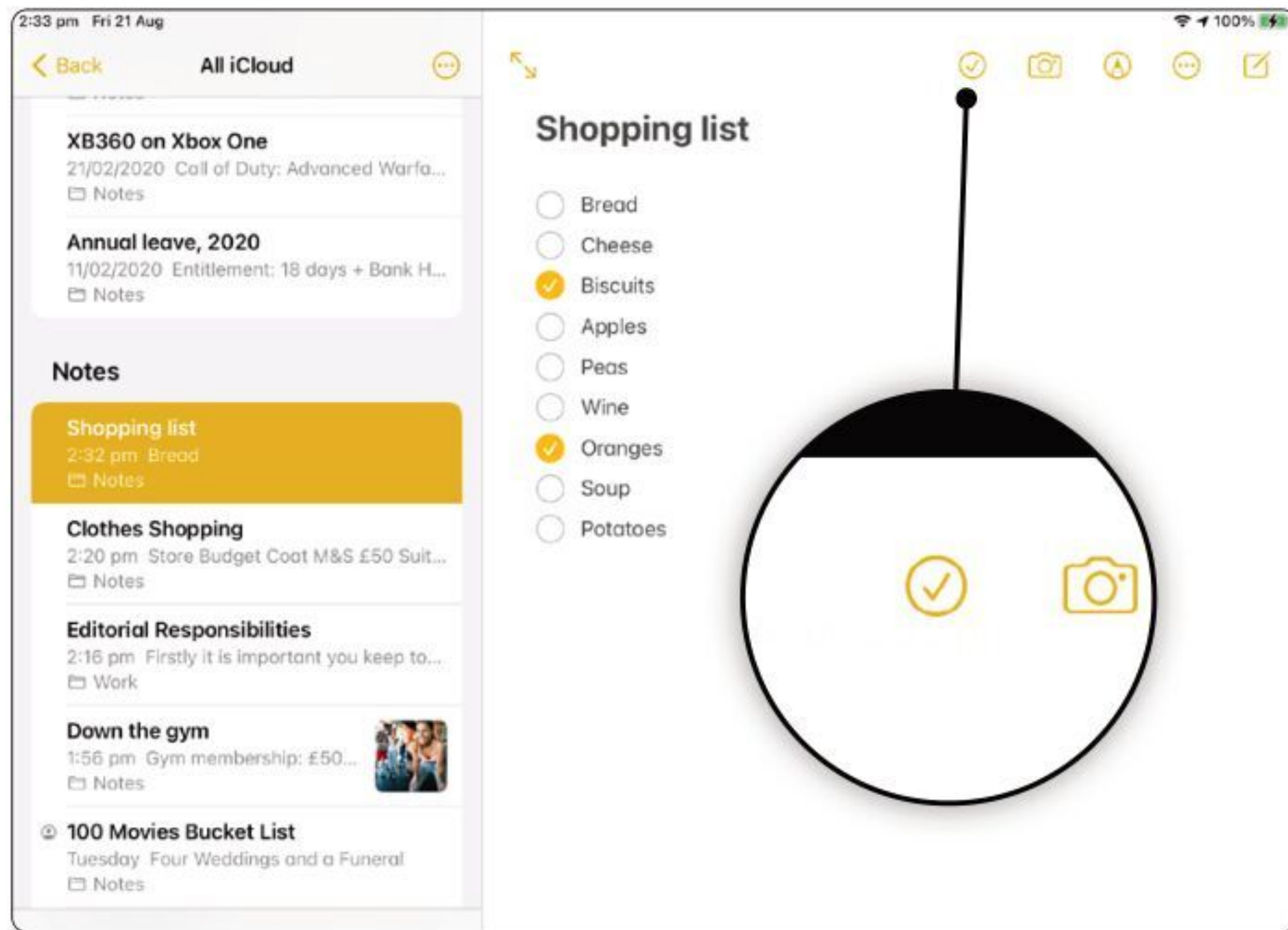
1 Double-tap to highlight a word or triple-tap for a paragraph. Alternatively, drag the handles to highlight a piece of text. A pop-up menu appears. The Aa icon just above the keyboard shows and hides the formatting tools.



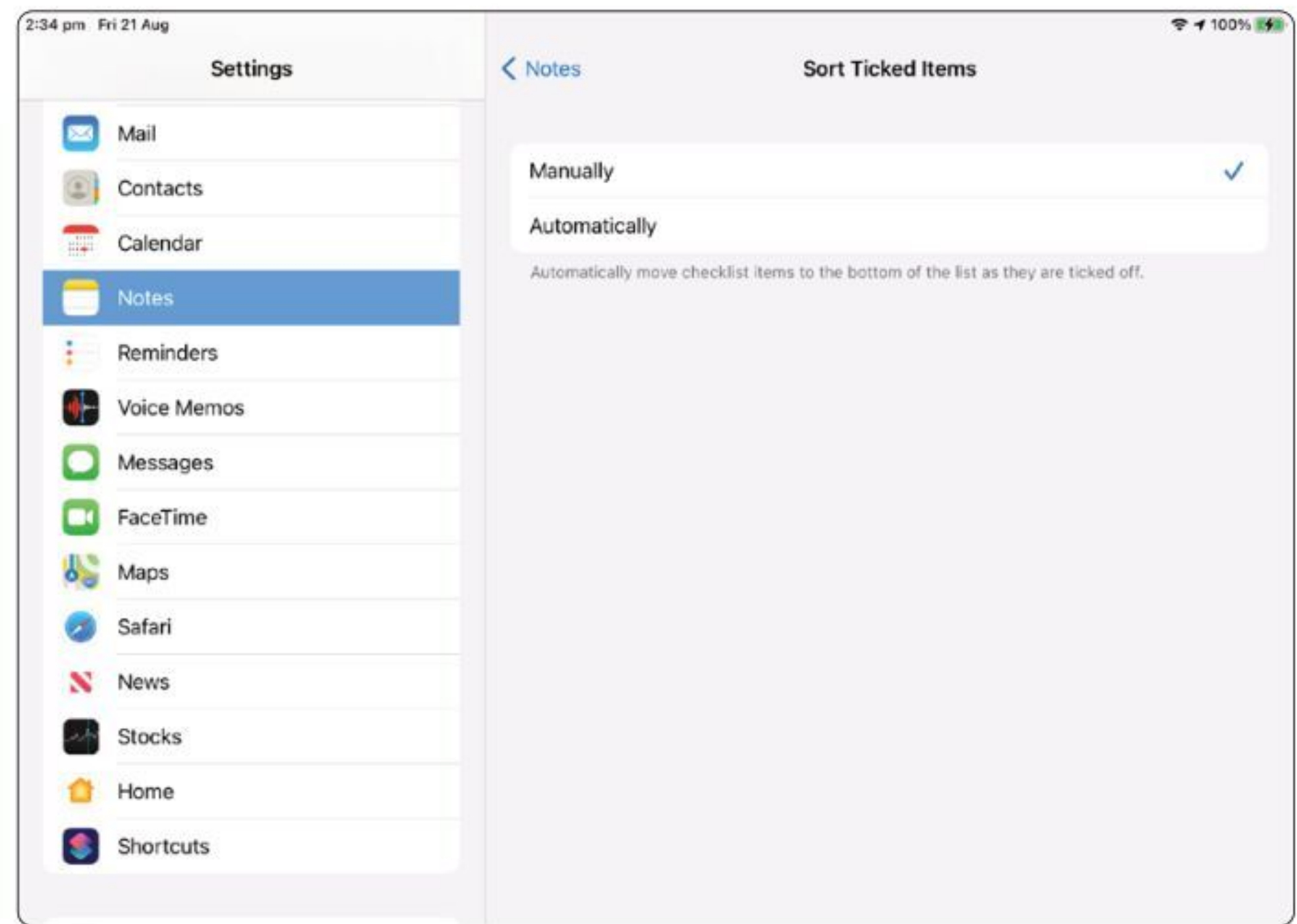
2 The Grid icon, in the top right of the keyboard, sets up a table. You can type in every cell, and tap the Three-dot icon for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



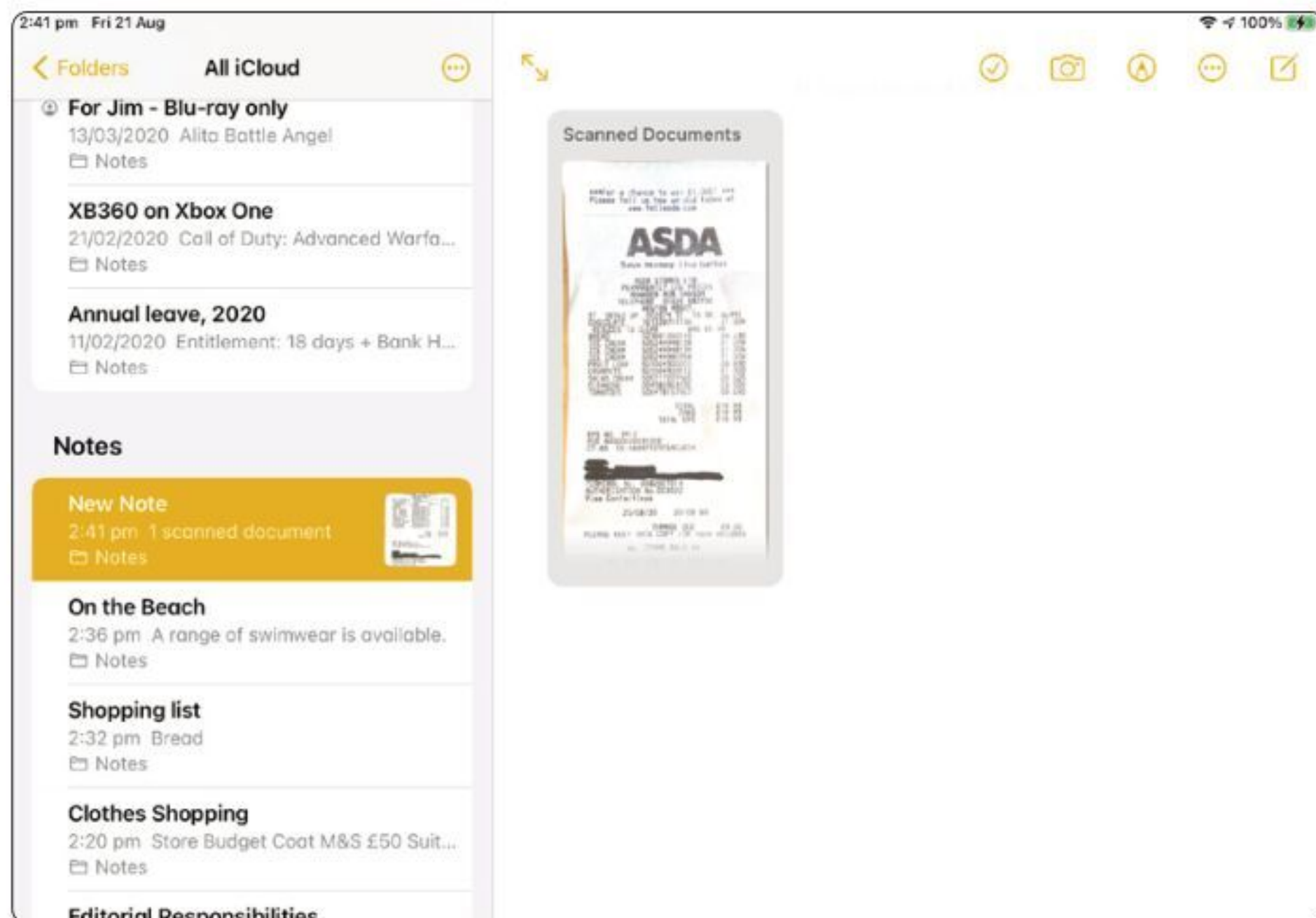
3 Tap a cell in a grid and then tap the three-dots rectangular icon at the top or left of the grid. The pop-up menu lets you add rows or columns (depending on which icon you tapped), cut, paste, copy and then you can reformat it as you wish.



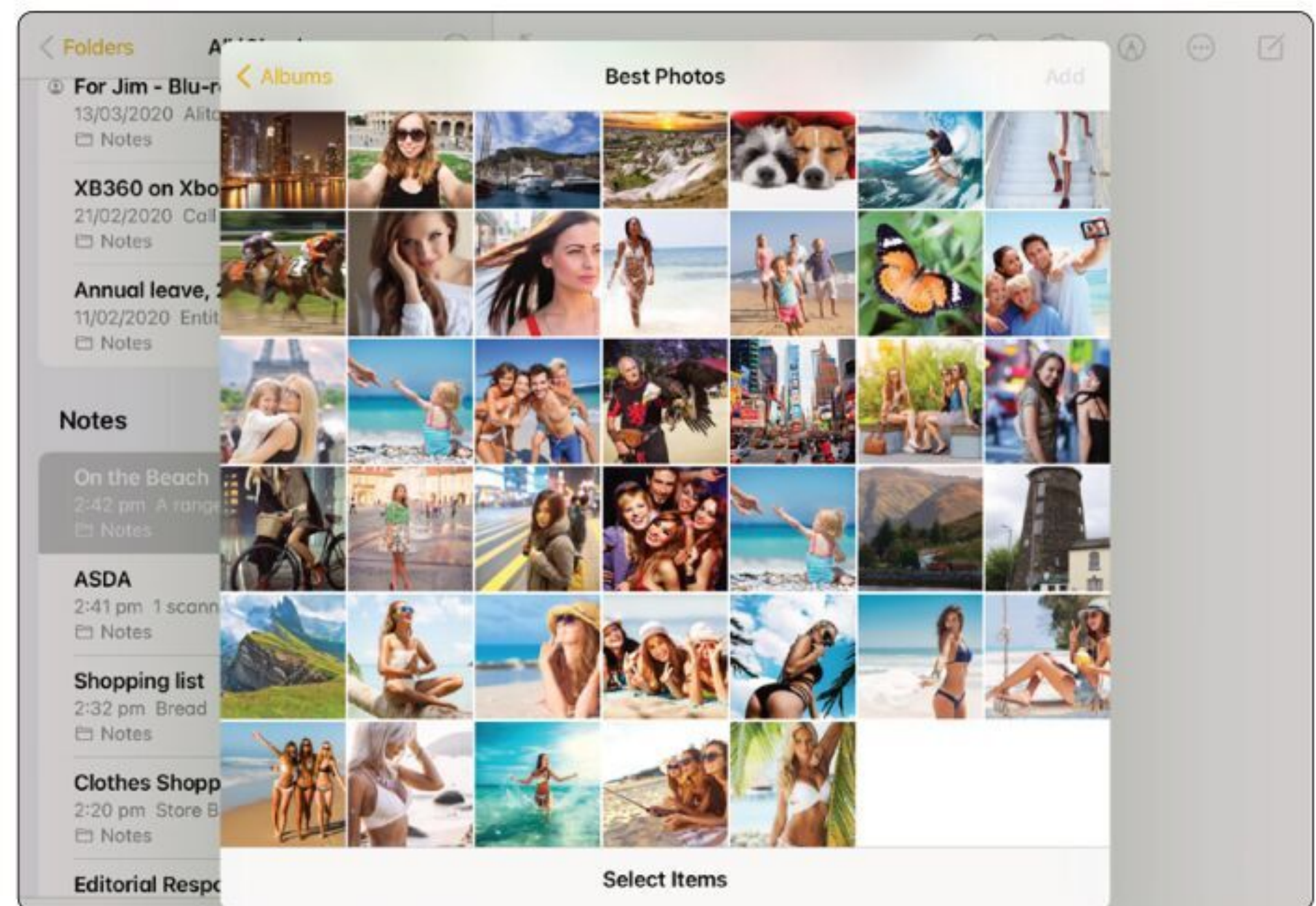
4 Highlight text and then tap the Tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. To put a tick in it, tap the circle. This way you can check off items on the list as you do them.



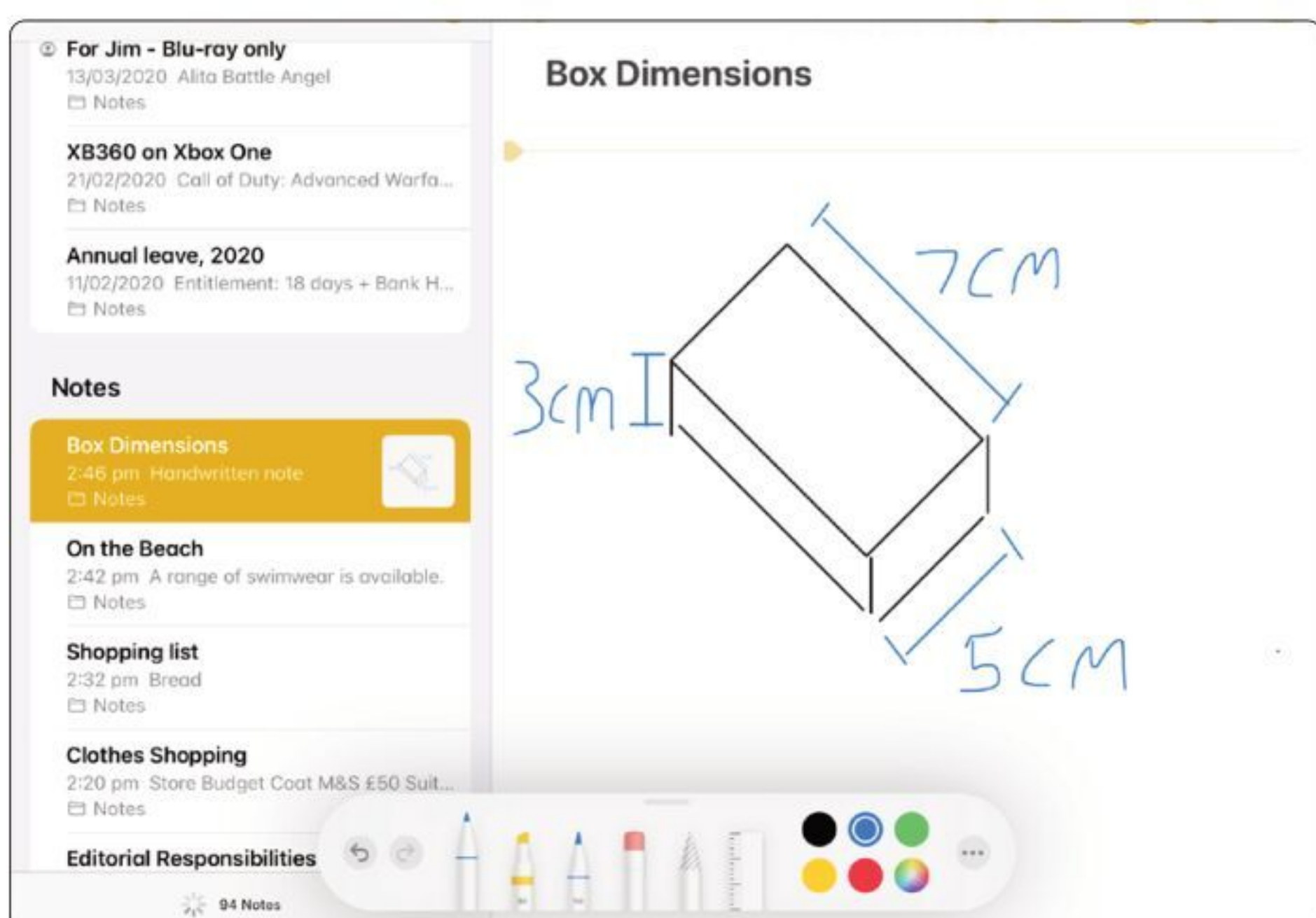
5 Tap and hold a checklist's circle to drag it up and down the list. Go to Settings > Notes > Sort Ticked Items, to set the app to sort checklists manually, or to automatically move checked items to the foot of a list.



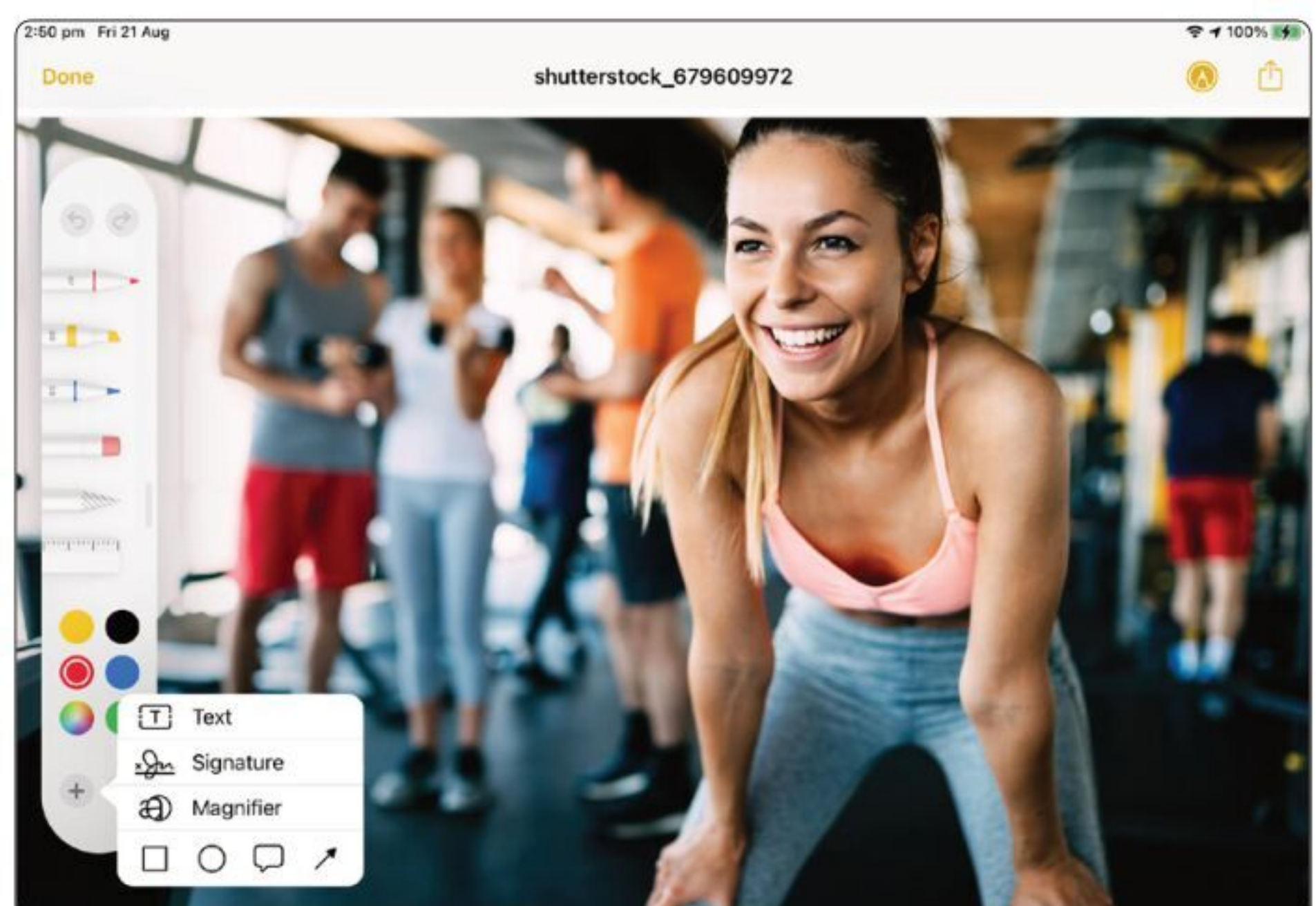
6 The Camera icon, found in the top right of the screen, brings up the attachments menu. The first item on this menu lets you scan a document using your iPad's camera and add it to the note as an attachment.



7 The Camera icon menu's Take Photo or Video option lets you take a photo or video with the Camera app, while with the Photo Library option you can choose one from your Photos library, and add them to your note.



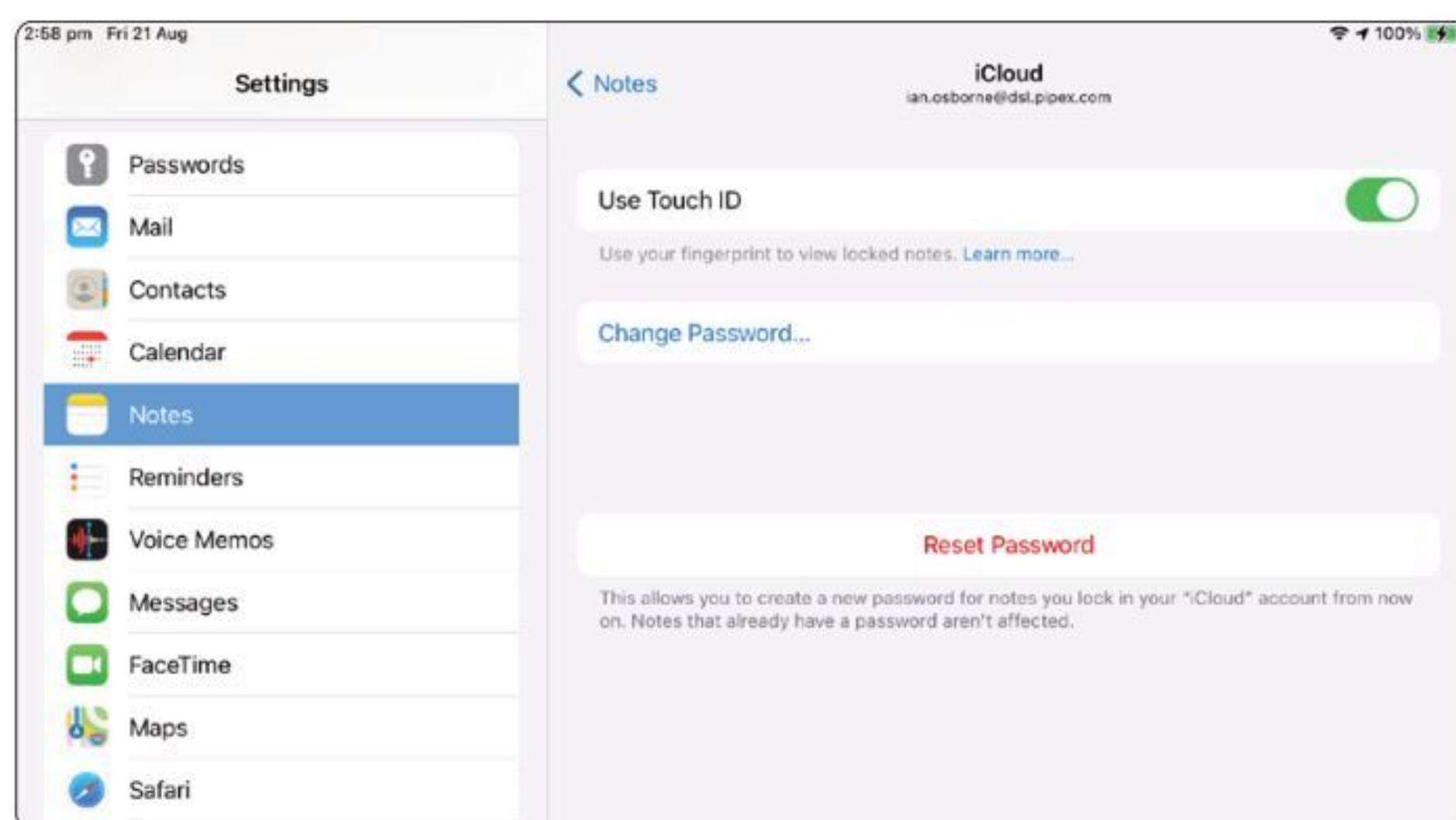
8 The Pen icon is for Markup. There are a variety of pens and colours for drawing with. If you draw an imperfect regular shape, pause before lifting your finger and the app corrects it. The Undo and Redo arrows are on the left.



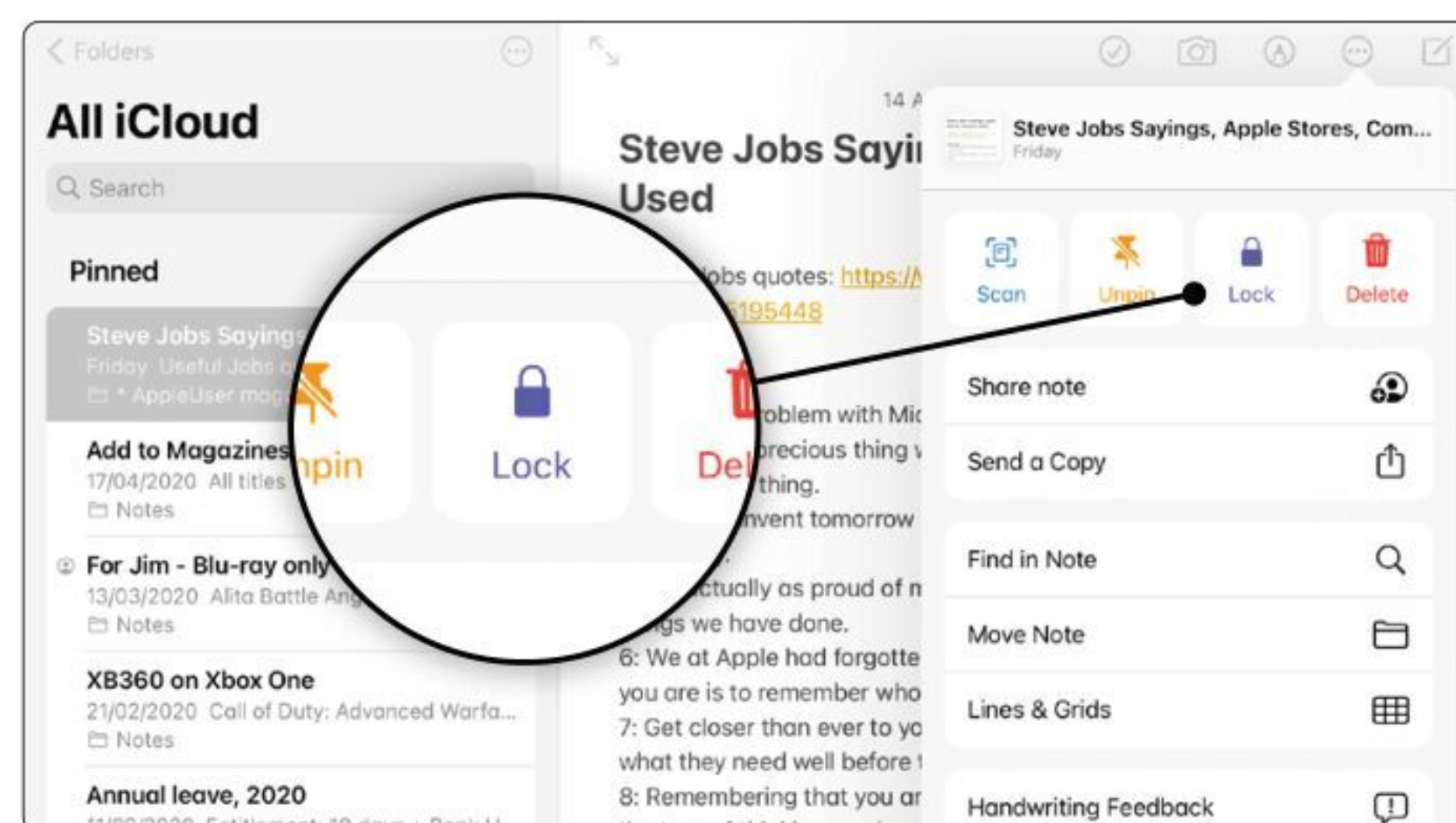
9 Tap on a photo you've added as an attachment, then, draw on it, tap the Pen icon. Press the + icon in the drawing tools panel for a sub-menu with more options. You can drag the tools panel anywhere on the screen.



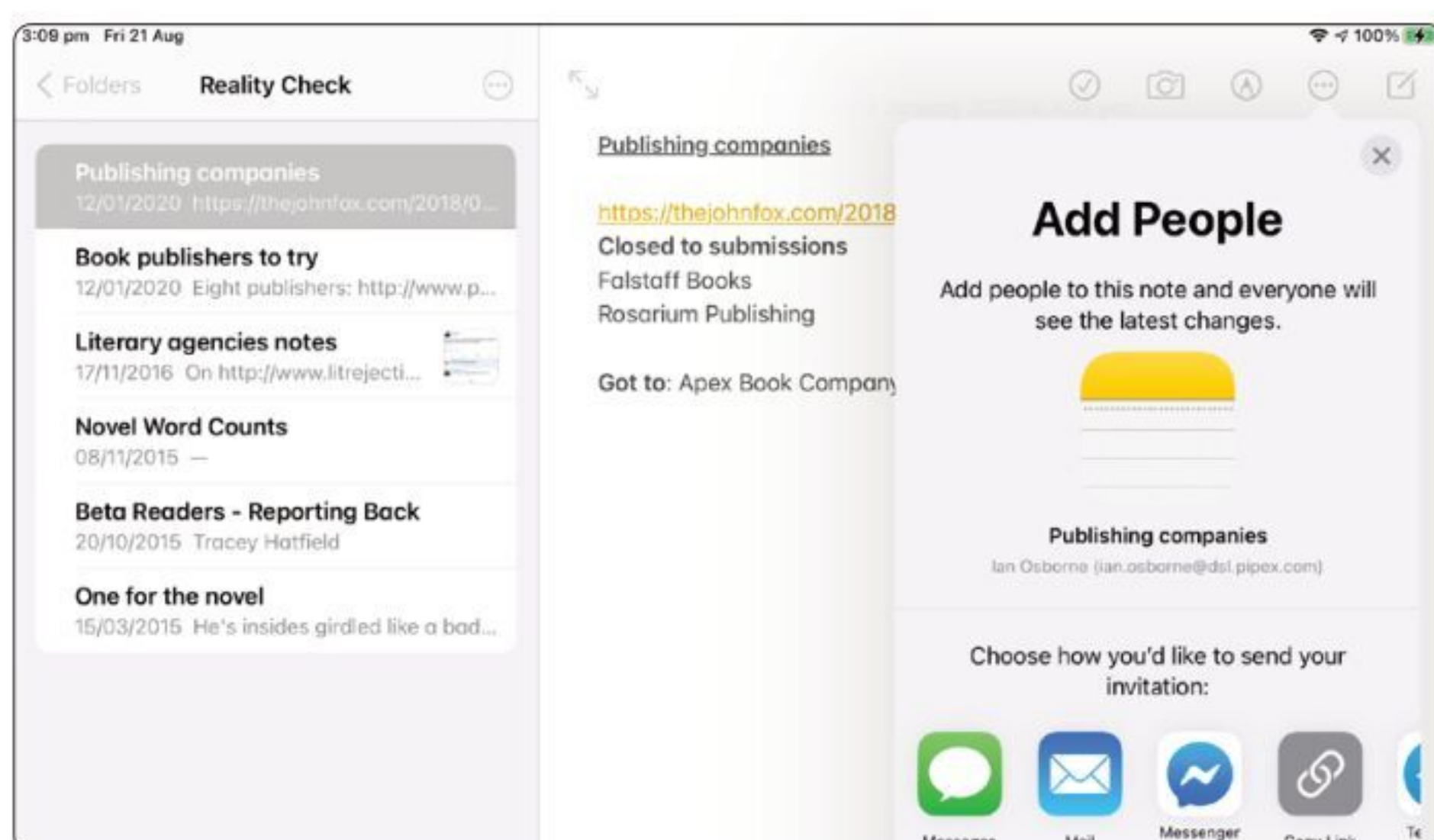
Password-protecting Notes



1 To set up password protection, go to Settings > Notes > Password and set up a password. For an extra option, flick the switch to enable Touch ID or Face ID. You can also set a hint to remind you, if you forget your password or reset your password completely: tap the link and then enter your Apple ID when instructed to do so.

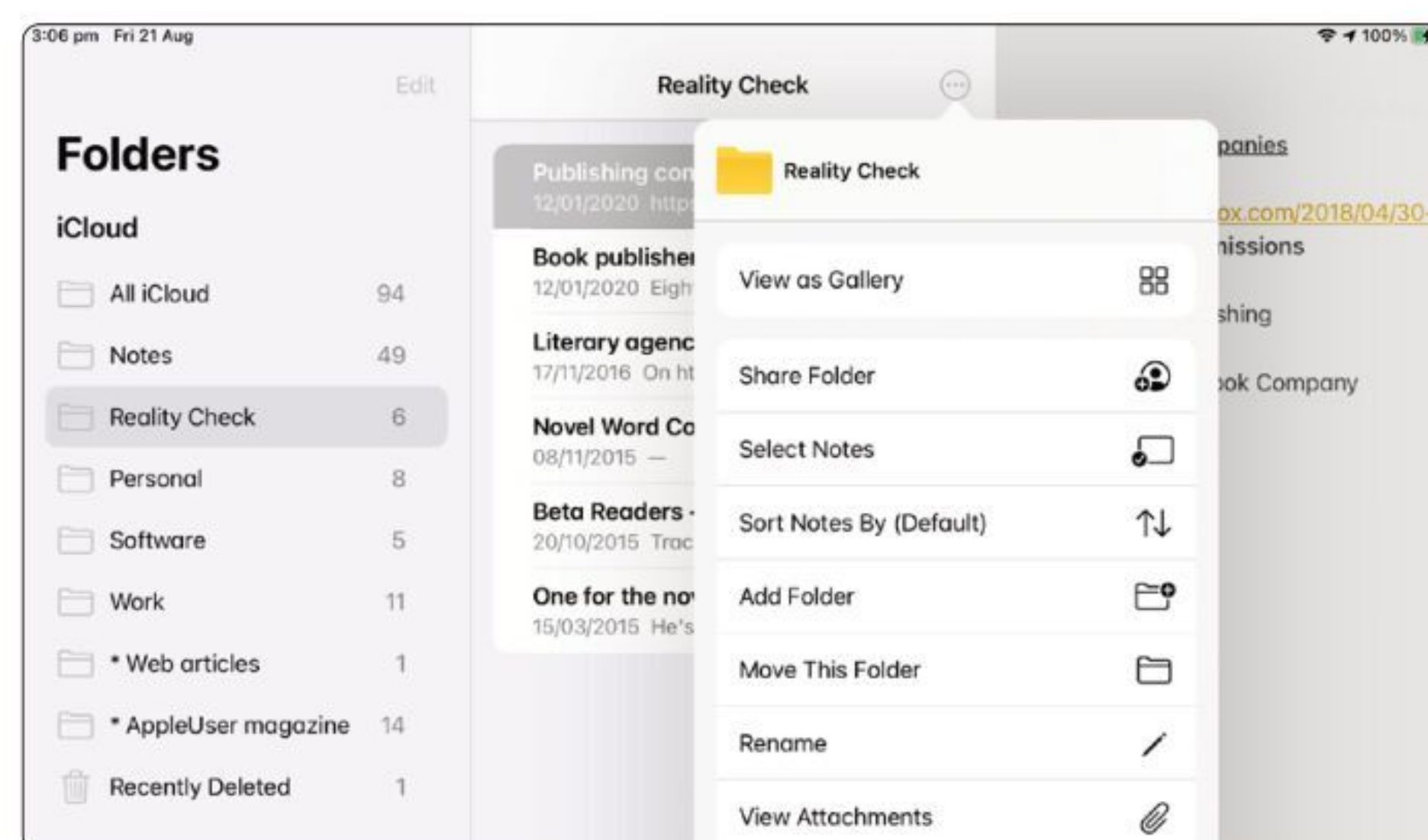


2 To password-protect a note, open it and tap the three-dots icon. Tap the Lock icon and use a password, touch ID or Face ID to lock it. You can now only open it with a password/Touch ID/Face ID. Alternatively, in your Notes list, tap and hold a note and choose Lock Note. To remove a lock, repeat one of these two methods.



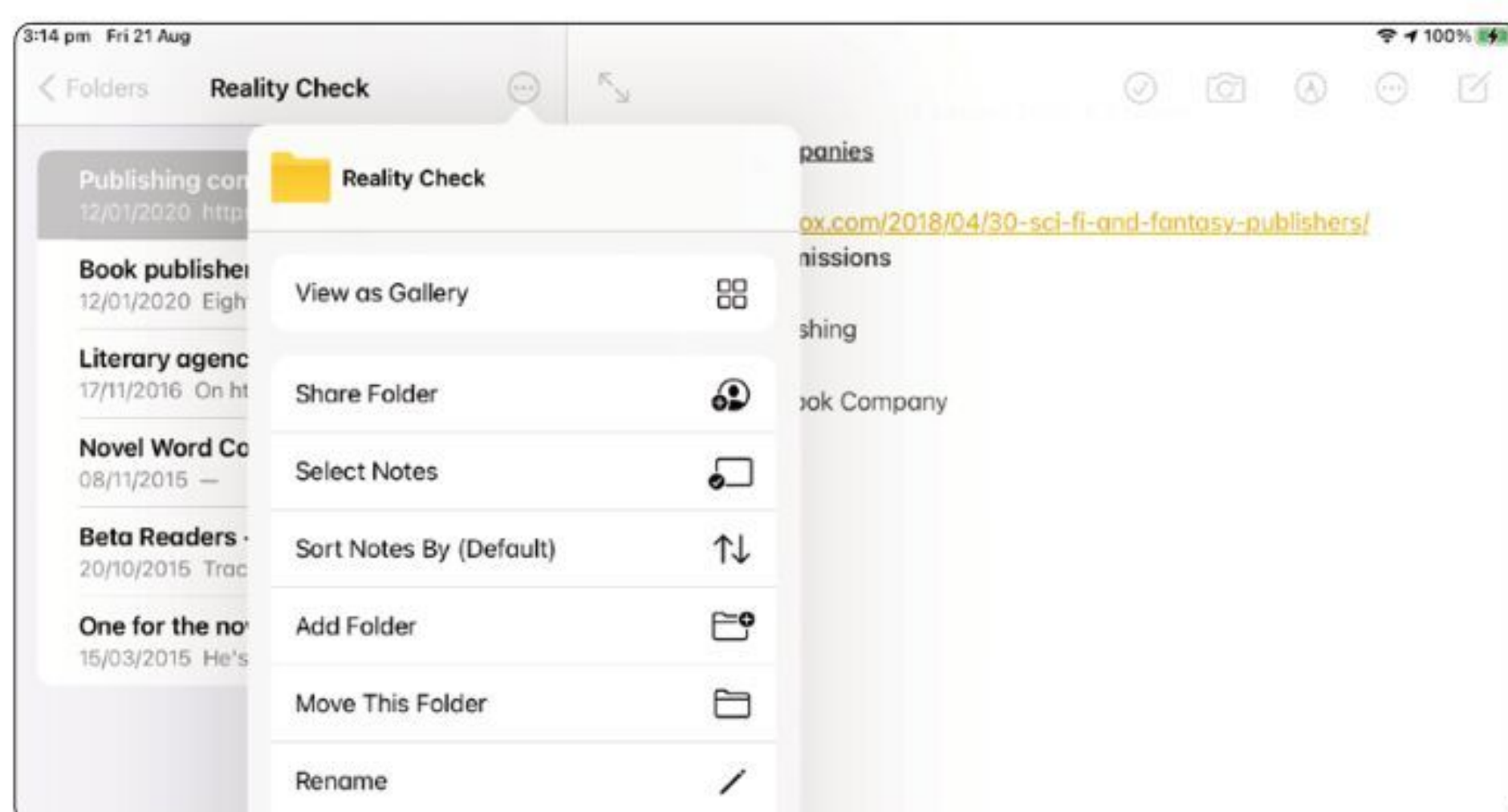
Sharing Notes

To share an individual note, open it and tap the three-dots icon. Choose Share Note and from the floating window, choose to send it via Messages, Facebook Messenger, Mail or compatible third-party apps. You can also copy the link and send it another way. Shared notes are synced, so changes made are visible to all who are sharing it.



Sharing Folders

You can share both folders and individual notes with other Apple users. To share a folder, open it, tap the three-dots icon in the folder sidebar and choose Share Folder. To share a note, open it and tap the three dots at the top. Items shared in this way are collaborative, so any party can edit them, with the changes synced.

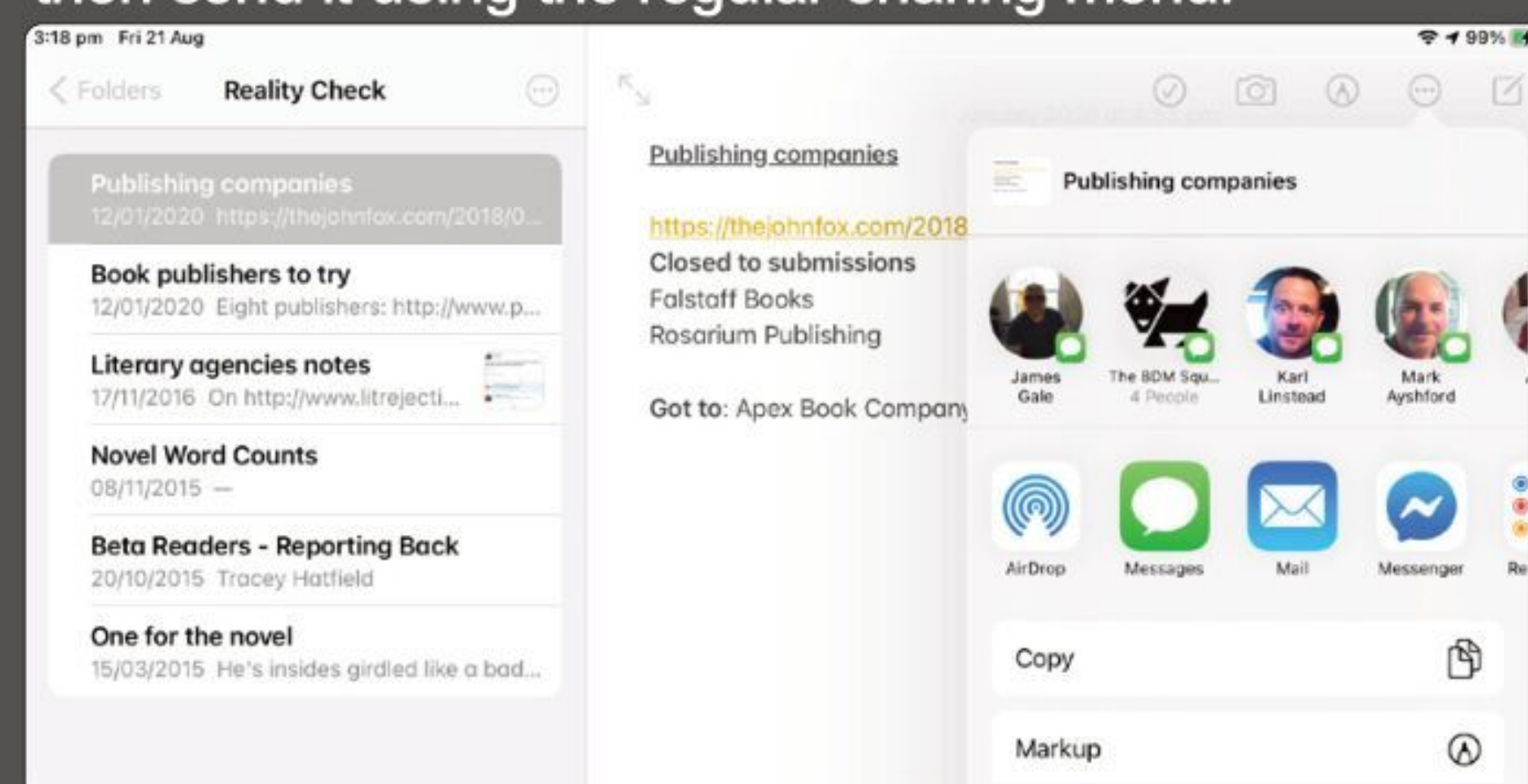


The Action Menu for iOS 14

iPadOS 15 brings new Action menus for both the folders sidebar and individual notes. They're accessed using the three-dots icons and offer a range of options including switching between list and gallery views, sorting your notes, handwriting feedback and moving the note to another folder.

Send a Note.

If you want to send someone a copy of one of your notes, rather than sharing it as a collaborative effort, tap the note's three-dots icon, choose send a copy and then send it using the regular sharing menu.

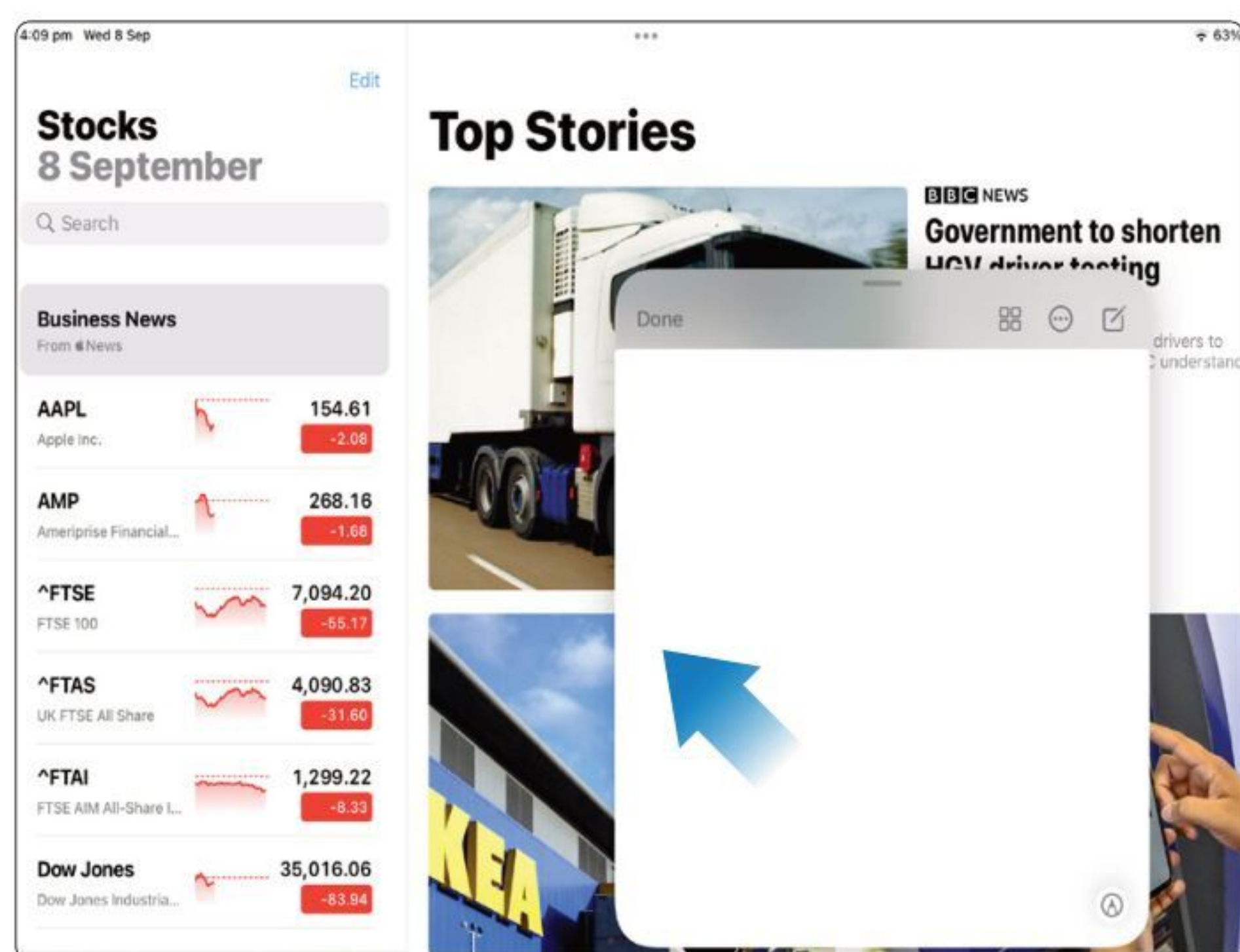




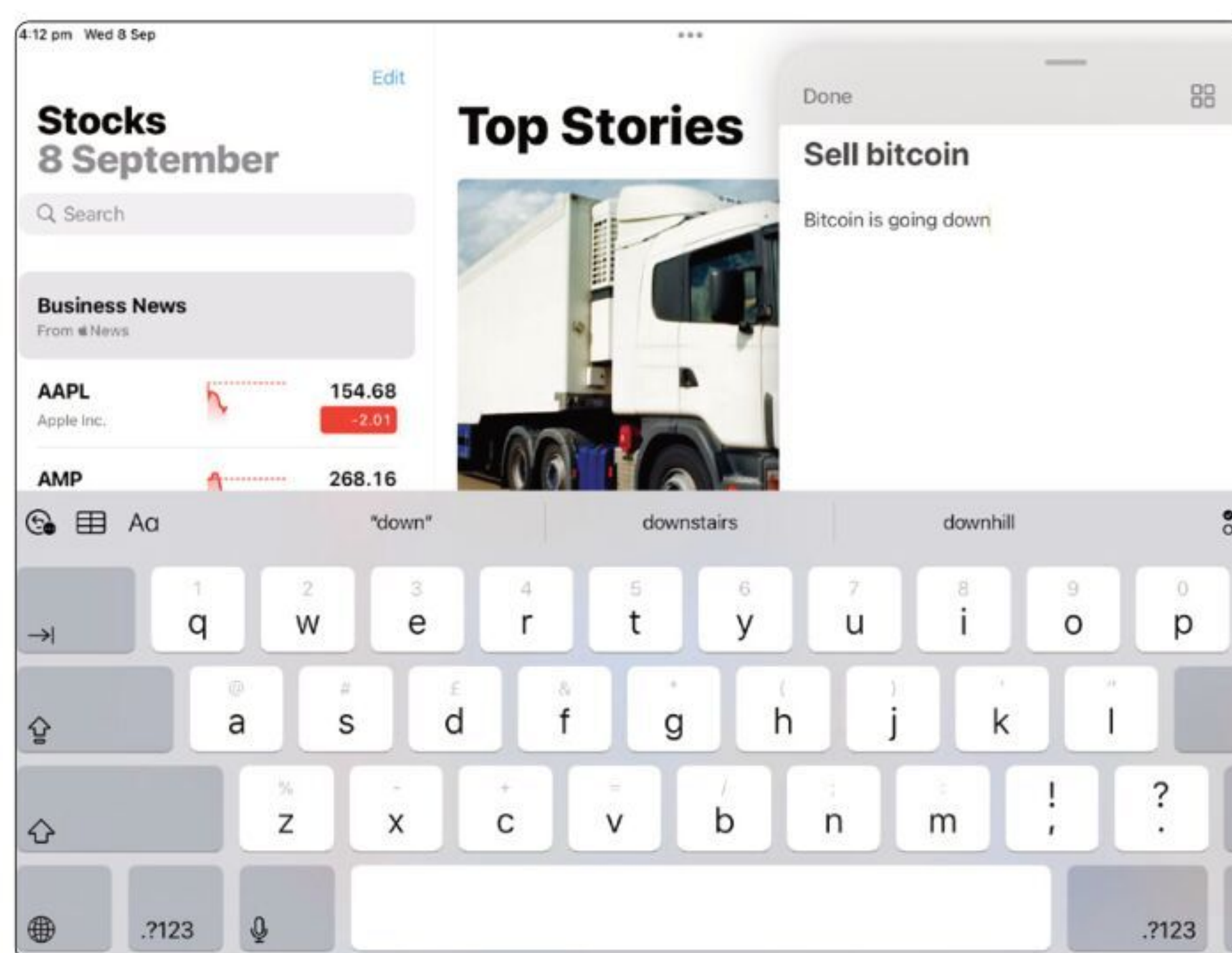
Quick Notes

Speedy Jottings

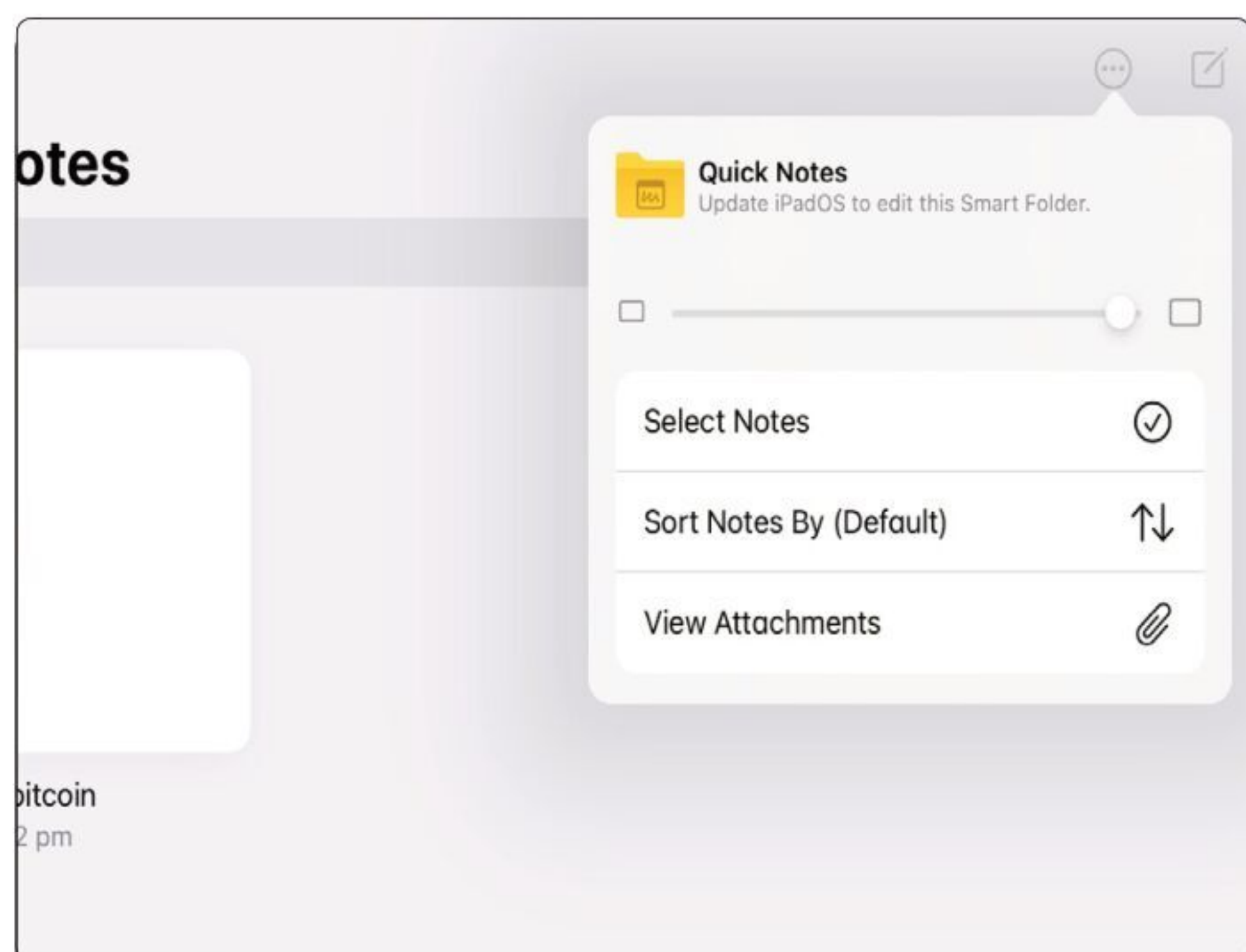
Quick Notes is a great way to make a rapid jotting on your iPad, and then review it in the Notes app. You can make a Quick Note from anywhere on your iPad, and even scribble them with your Apple Pencil.



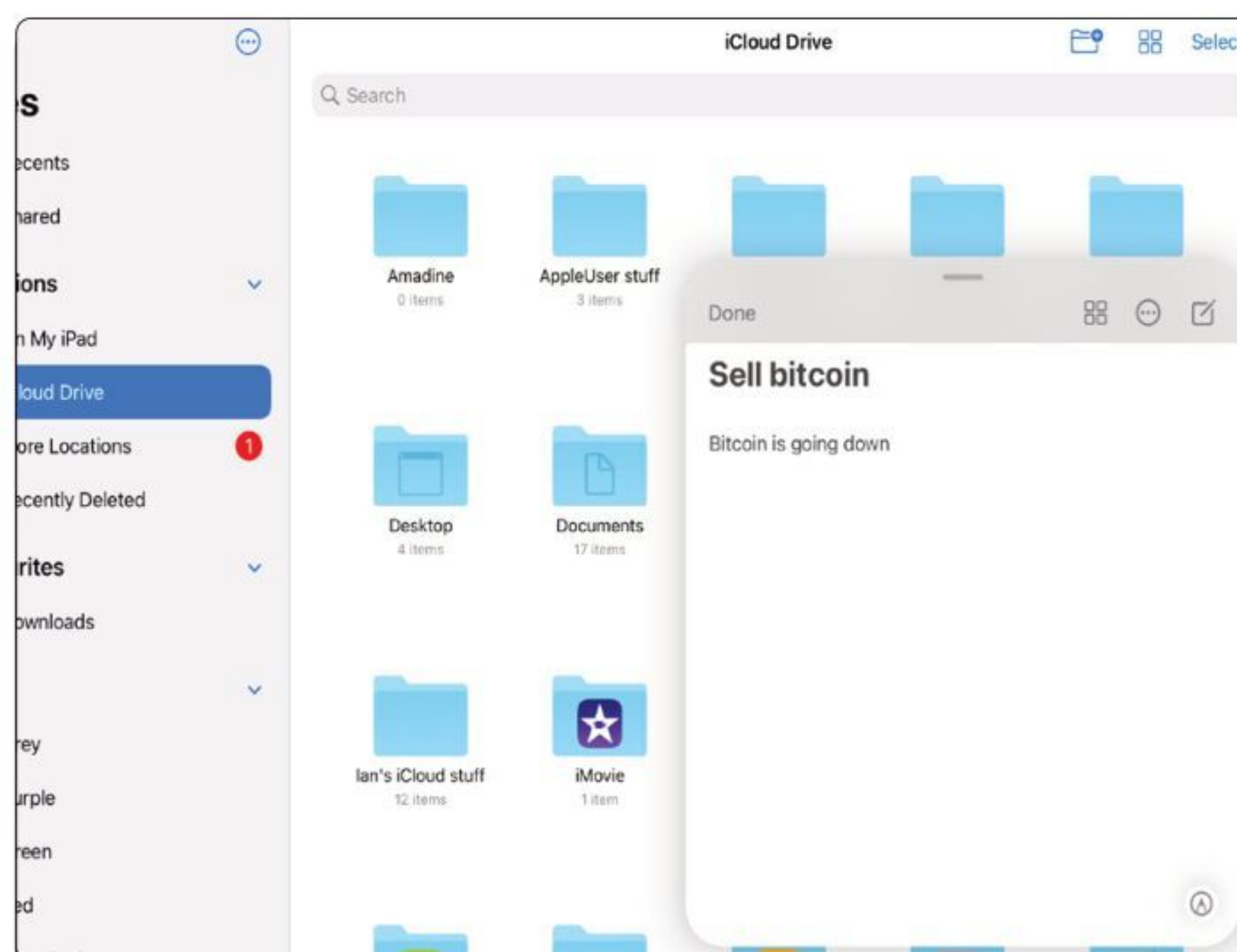
1 To open a Quick Note on your iPad, swipe into the screen from the bottom-right corner. A note is dragged onto the screen as shown. If it's inconveniently located, you can move it to a new position with the handle at the top.



2 Tap the body of the note and the keyboard appears. You can then type in whatever you like, just like with a regular Note. When you've finished typing your Note, tap the Done link in the top-left corner of the window, saving it to the core Notes app.



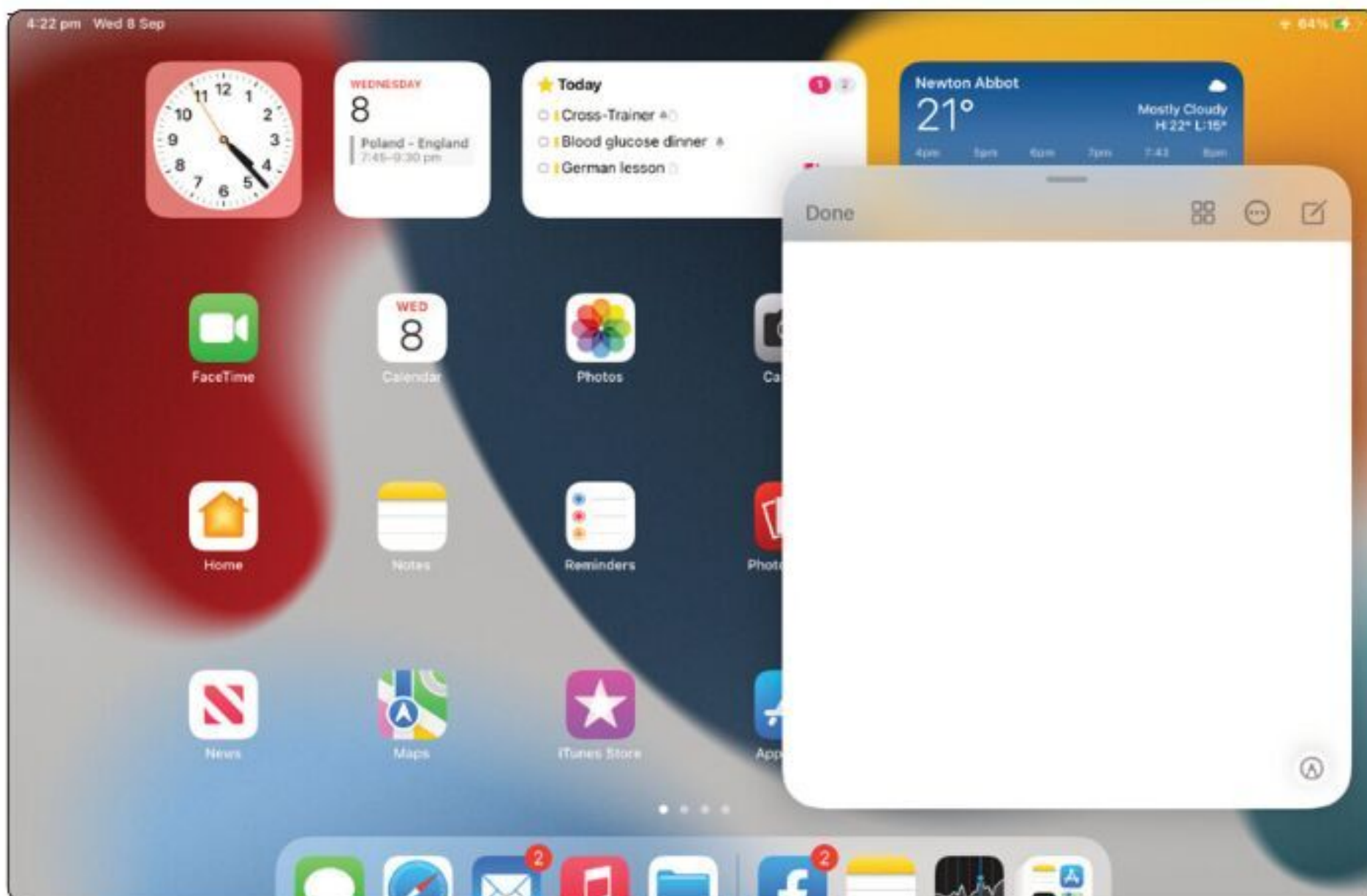
3 In the Notes app, in the Folders sidebar, there's now a new option at the top of the list. This is called Quick Notes, and it shows all your scribbles as a grid. Tap the three-dots icon for a menu where you can select from various viewing options above.



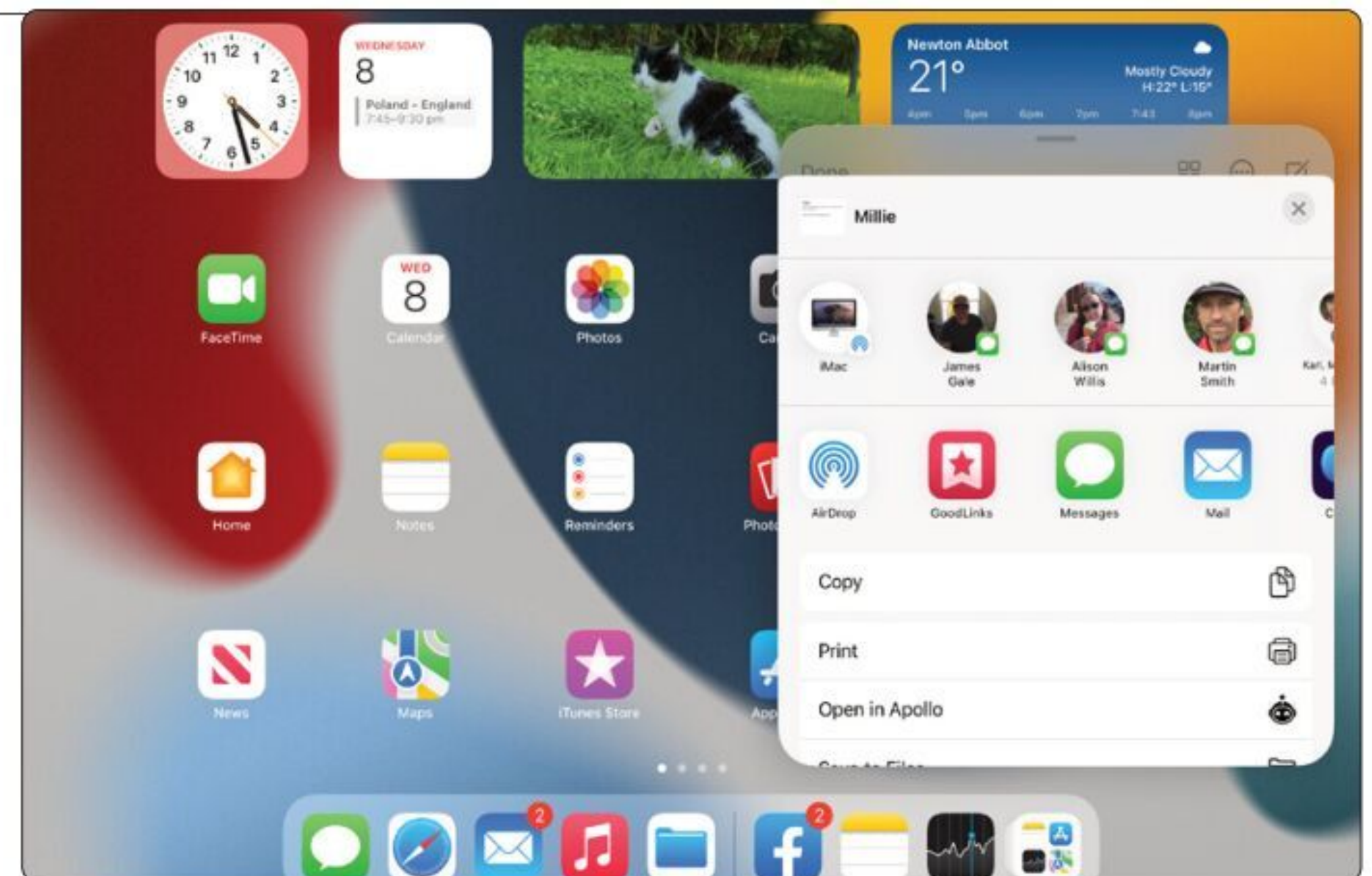
4 When you open Quick Notes again, you see the last note you made. To start a new one, tap the pen-and-paper icon in the top right corner of the Quick Note window. Swipe the Quick Note window right and left to cycle through them.



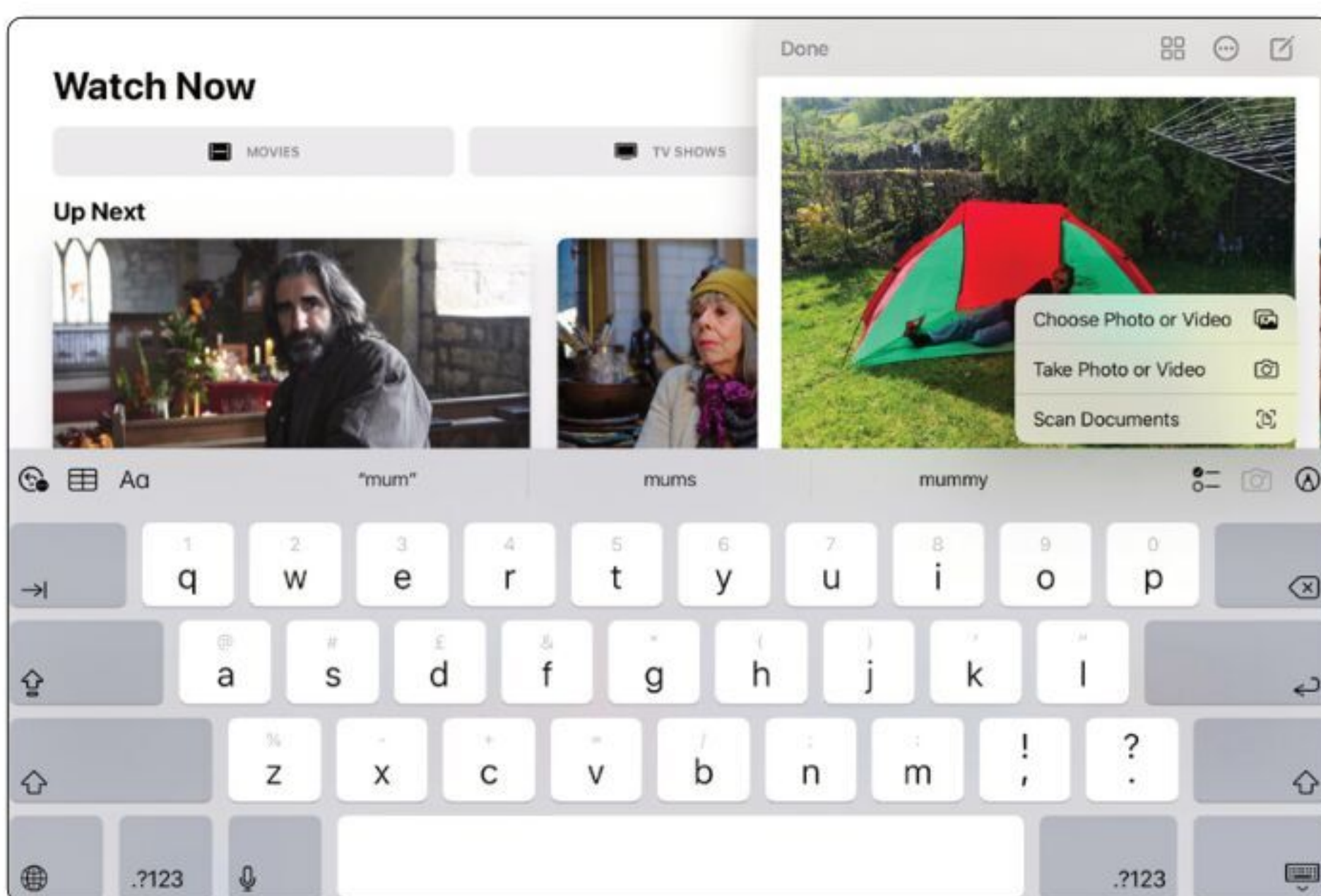
Using Quick Notes



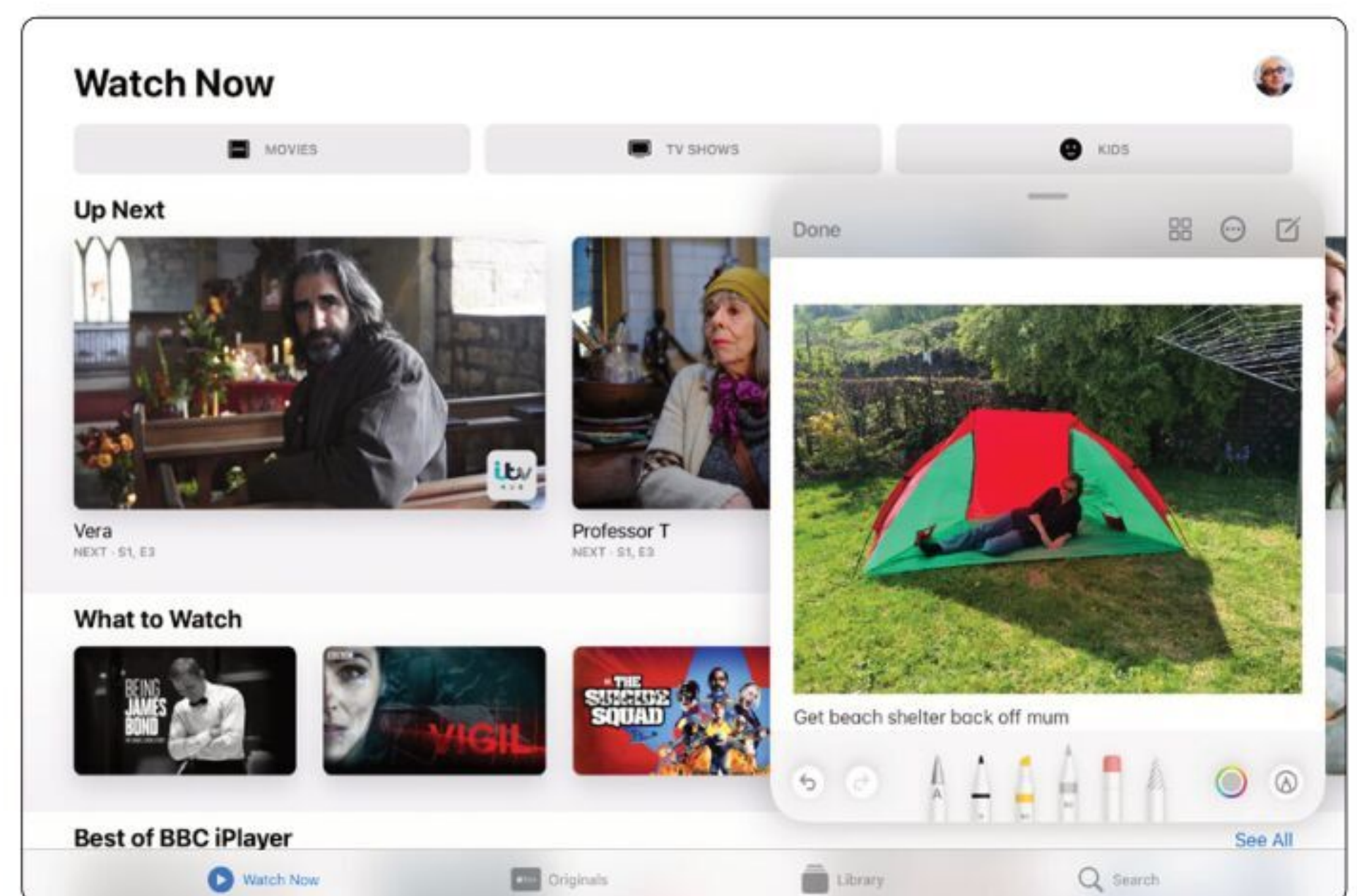
1 You can open your Quick Note pad from anywhere on the iPad, regardless of what app you're using, or whether you're on the Home screen. It's great for when you get a sudden thought out of the blue.



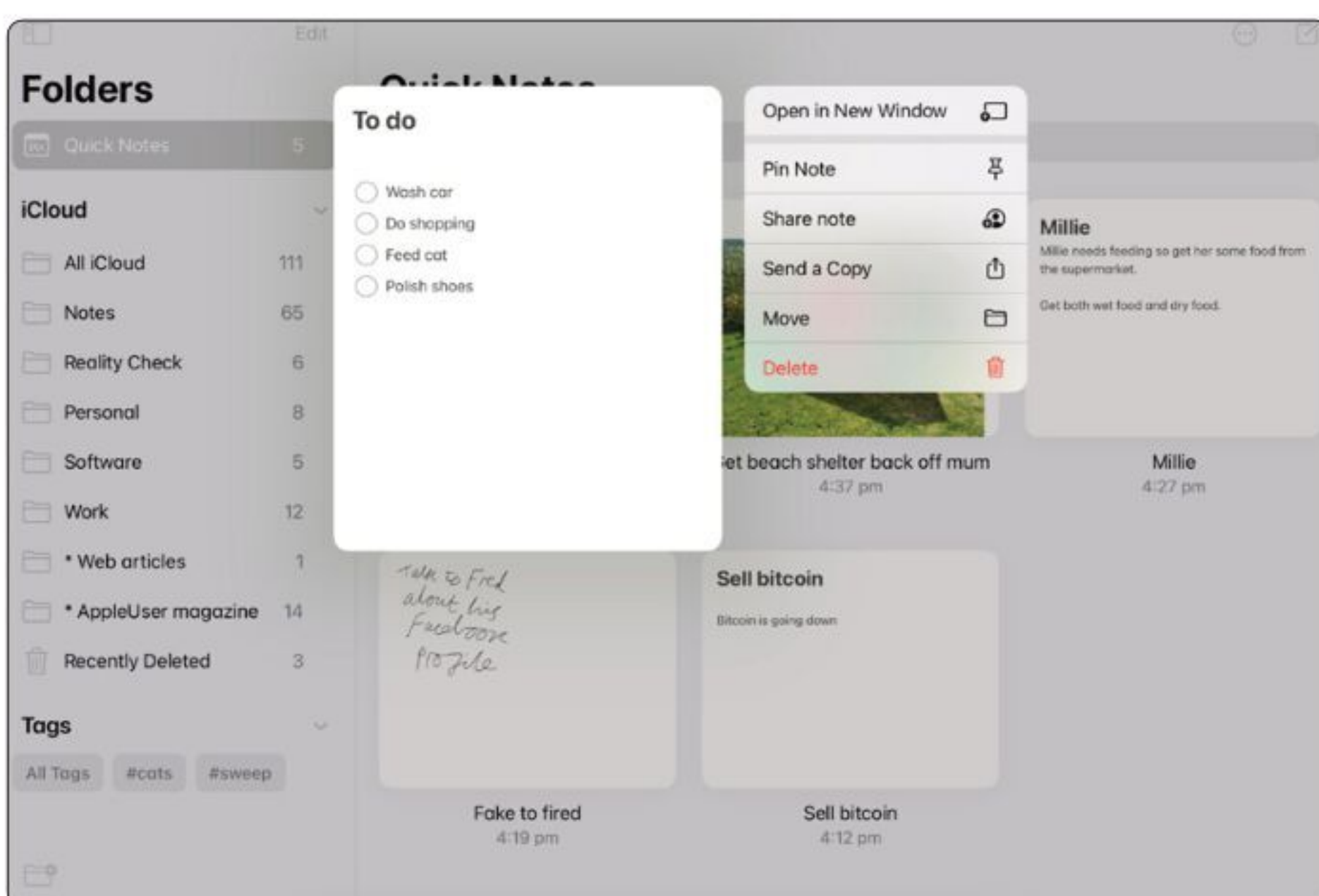
2 Tap the three-dots icon at the top of the Quick Note for a menu that lets you delete the note you just produced, or share it with others. As always, you can use a variety of apps to share, such as Messages, and Mail.



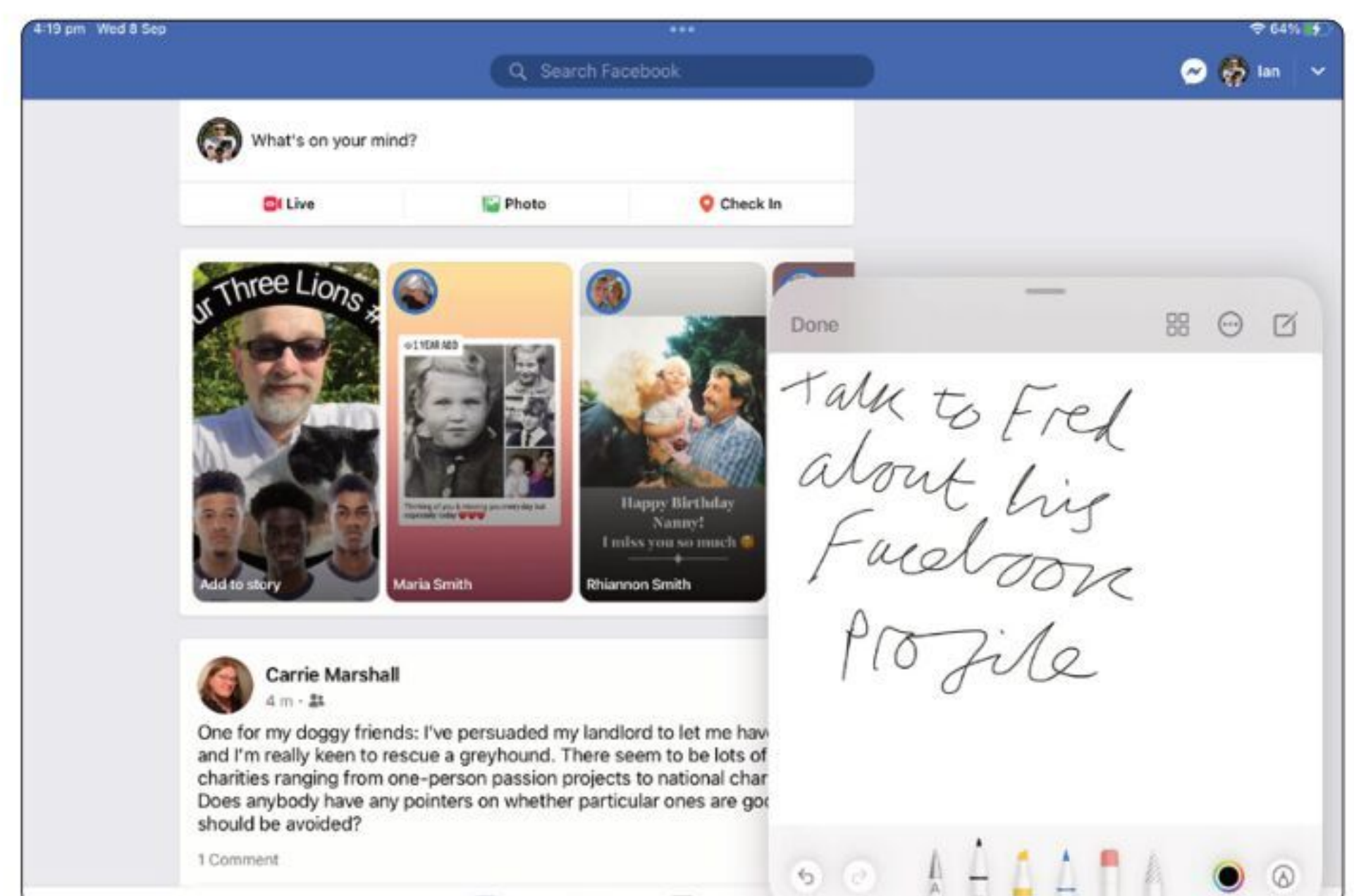
3 Tap a Quick Note to bring up the keyboard and you can scan documents, format text, add a grid, make a checklist and more, just like you can with Notes. Just use the icons found on the top of the keyboard.



4 When you have a picture attached to a Quick Note, you can tap the pen icon in the bottom-right corner to use the markup tools. You can scribble and annotate the picture any way you choose, just like the Notes app.



5 In the Quick Notes section of the Notes app, tap and hold a Quick Note for a menu. From here you can delete it, Pin it, share it, send a copy of it or move it to a Notes folder, to convert it to a regular note.



6 Quick Notes is fully compatible with the Apple pencil. So if you're using your Apple pencil when a sudden thought occurs, you can summon and write a Quick Note using the stylus instead of the keyboard.

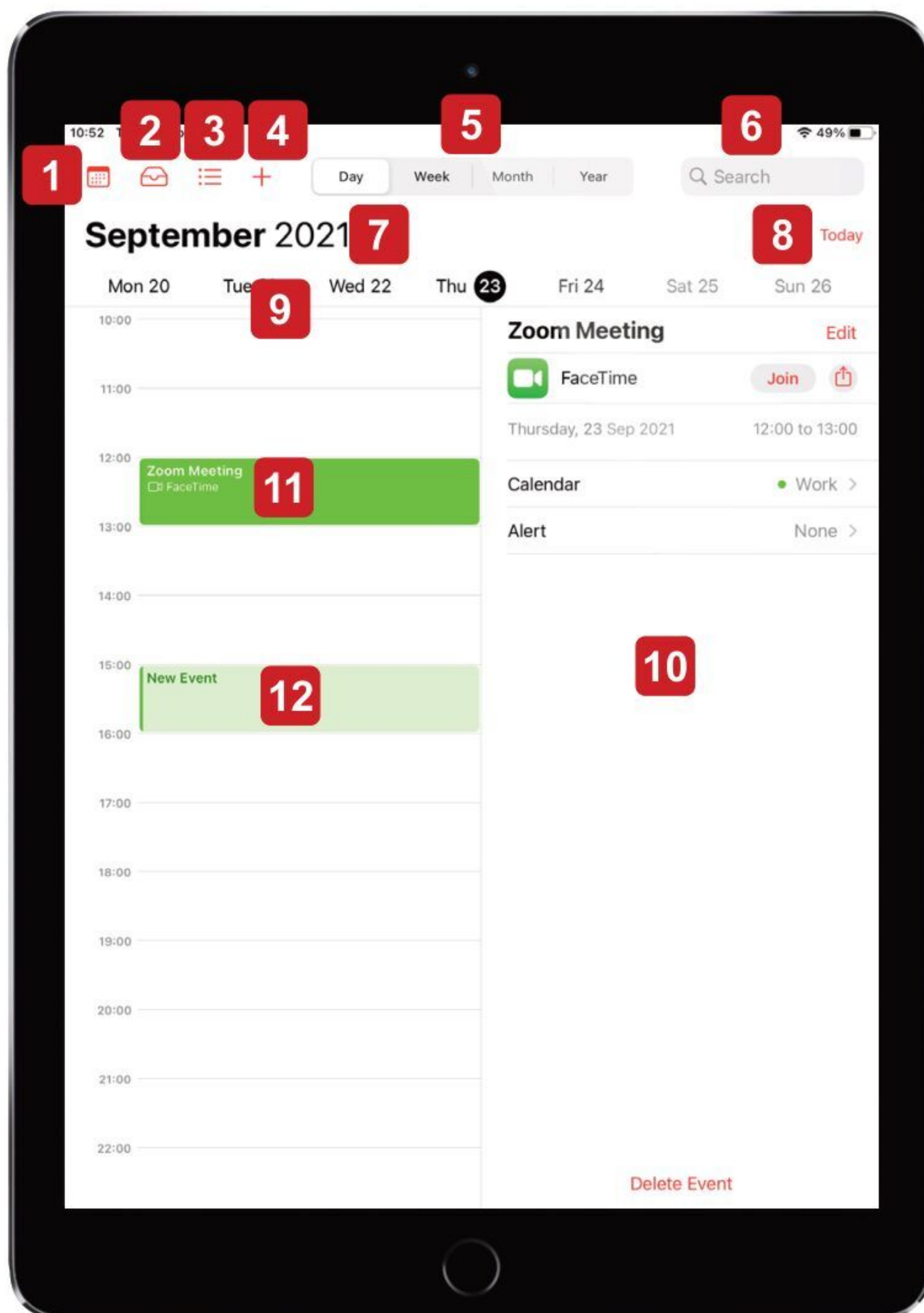


Calendar App

Plan Your Dates

Calendar is great for organising your life. You can add events, appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It's an extremely versatile and helpful digital tool.

Calendar in Focus

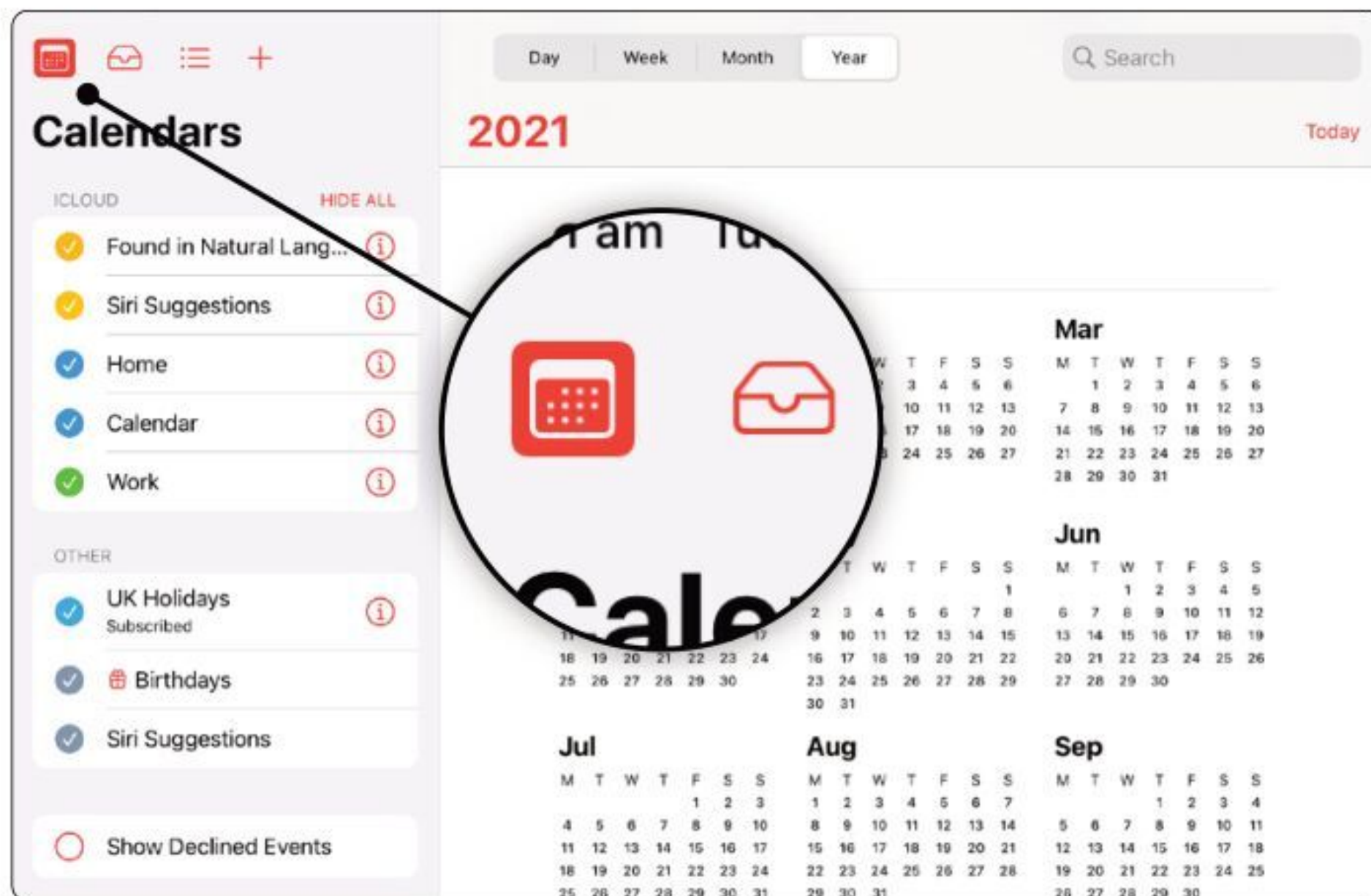


Emailing Events.

A quick and easy way of sending an event to someone is to drag it off your Calendar app onto your desktop (it's not deleted from Calendar), where it appears as a .ics file; and then send it by email.

- 1** Tap here to open and close a sidebar showing a list of all the calendars you have set up in the Calendar app.
- 2** Invitations you've been sent by other people are stored in your inbox. From there you can accept or decline the invitation. Tap here to open this inbox.
- 3** Tap here for a sidebar showing today's entries in your Calendar app. When exploring your calendars, it's a useful way to look at today's events without moving from the currently selected page.
- 4** Tap here to add a new Calendar event. You can then add details such as a title, start and finish time, location, alerts and which calendar you wish to add it to.
- 5** Tap these tabs to switch between looking at one day, one week, one month or the whole year.
- 6** The search looks at notes added to an event as well as their titles; adding notes is really useful.
- 7** At the top of the page, you're shown what month and year you're currently looking at.
- 8** The Today link takes you back to today's date in the calendar. Unlike the three lines icon in the top-left, it takes the entire calendar to today's date instead of showing today's events in a sidebar.
- 9** In the day and week views, the timeline for events is shown on the left of the screen, with all-day events such as birthdays and public holidays in a row at the top.
- 10** To add a new event to your Calendar app, either tap the + icon or tap the schedule in the place you want to add it. Enter the title of the event and, optionally, its location here. Added locations are previewed in the Maps app.
- 11** Events are coloured according to which calendar category they're in. In the week and day views, they're stretched across the time they're set to cover.
- 12** When you tap the schedule to create a new event, you can set the start and finish times by dragging the circular handles at the top and bottom of the event instead of typing them in the New Event window.

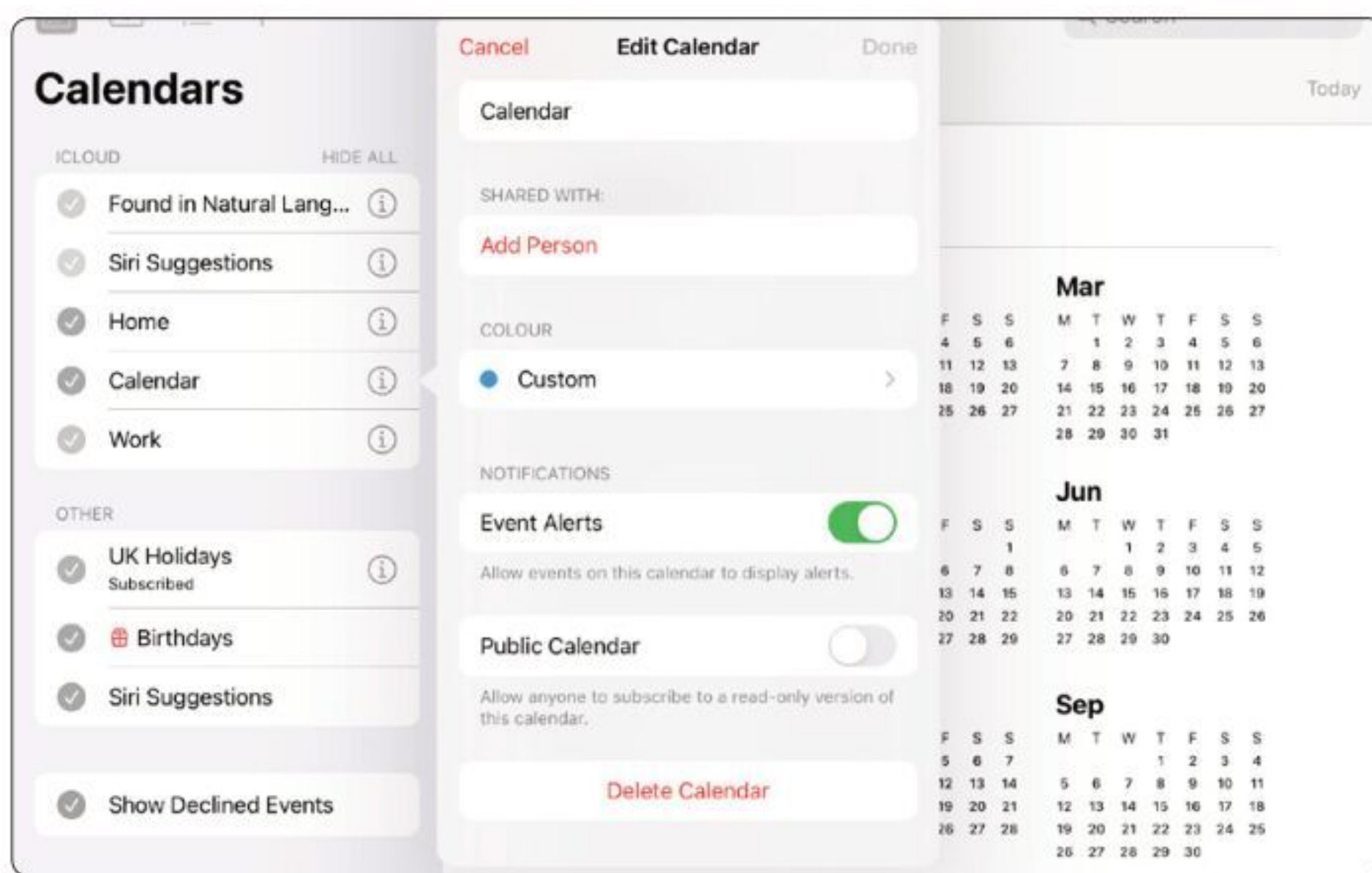
Exploring the Calendar App



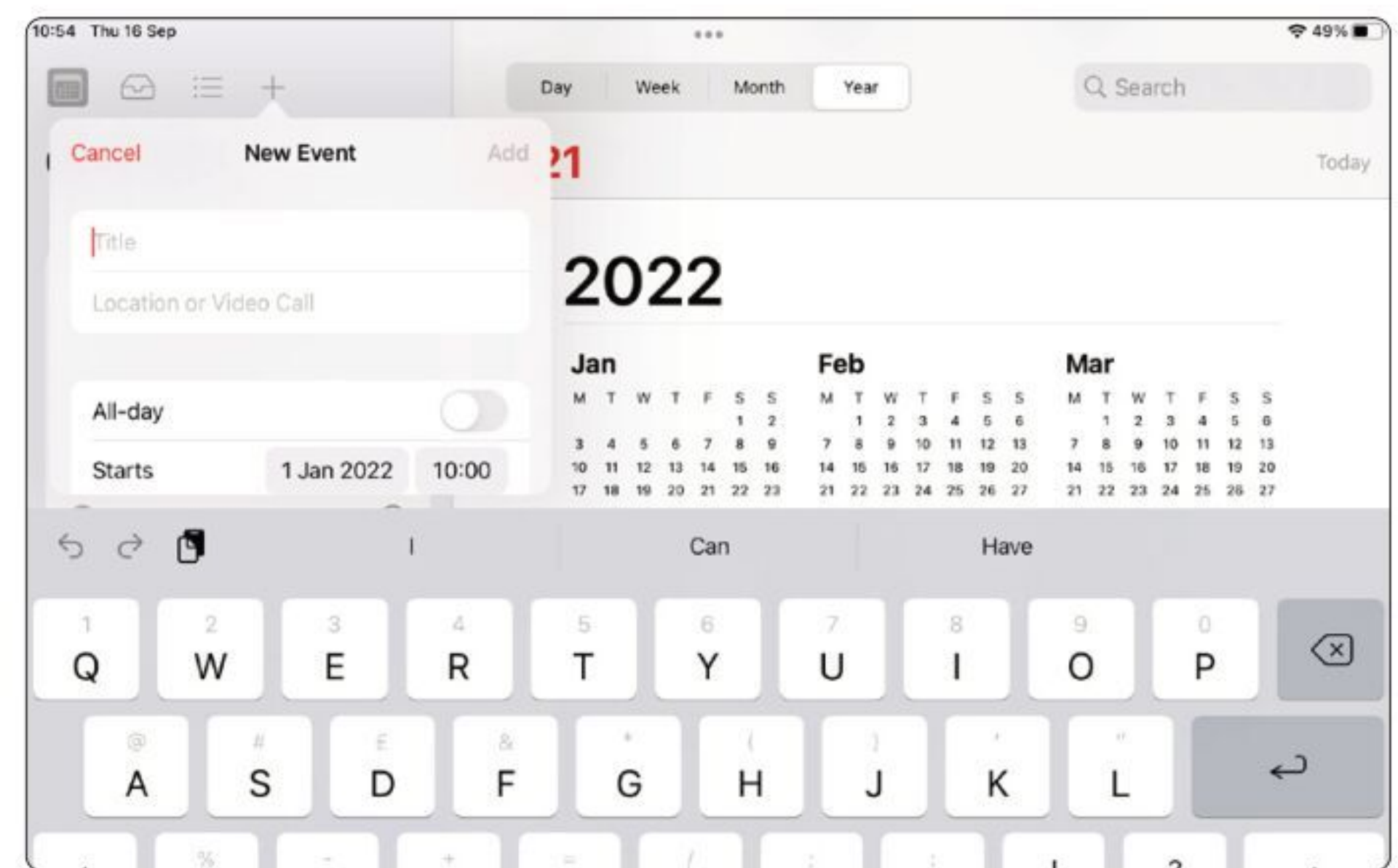
1 Tap the Calendars icon in the top-left of the screen to bring up a sidebar showing a list of all your calendars. To turn different calendars on and off, just tap on them. Active calendars have a tick next to them.



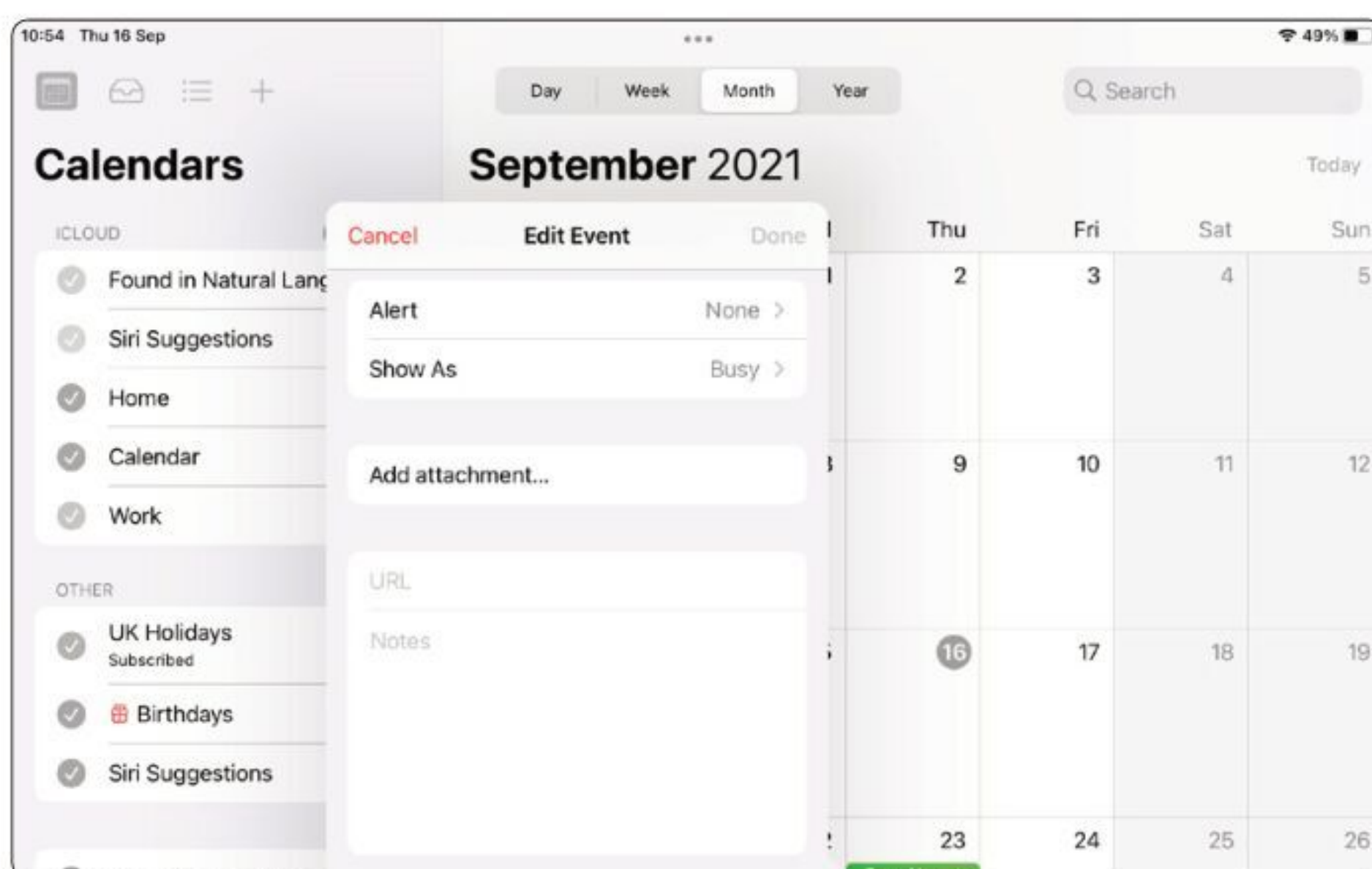
2 The sidebar also lets you show or hide all calendars by tapping the link at the top or bottom. A tick box lets you show or hide events you've declined to attend or add a new calendar with the bottom-right link.



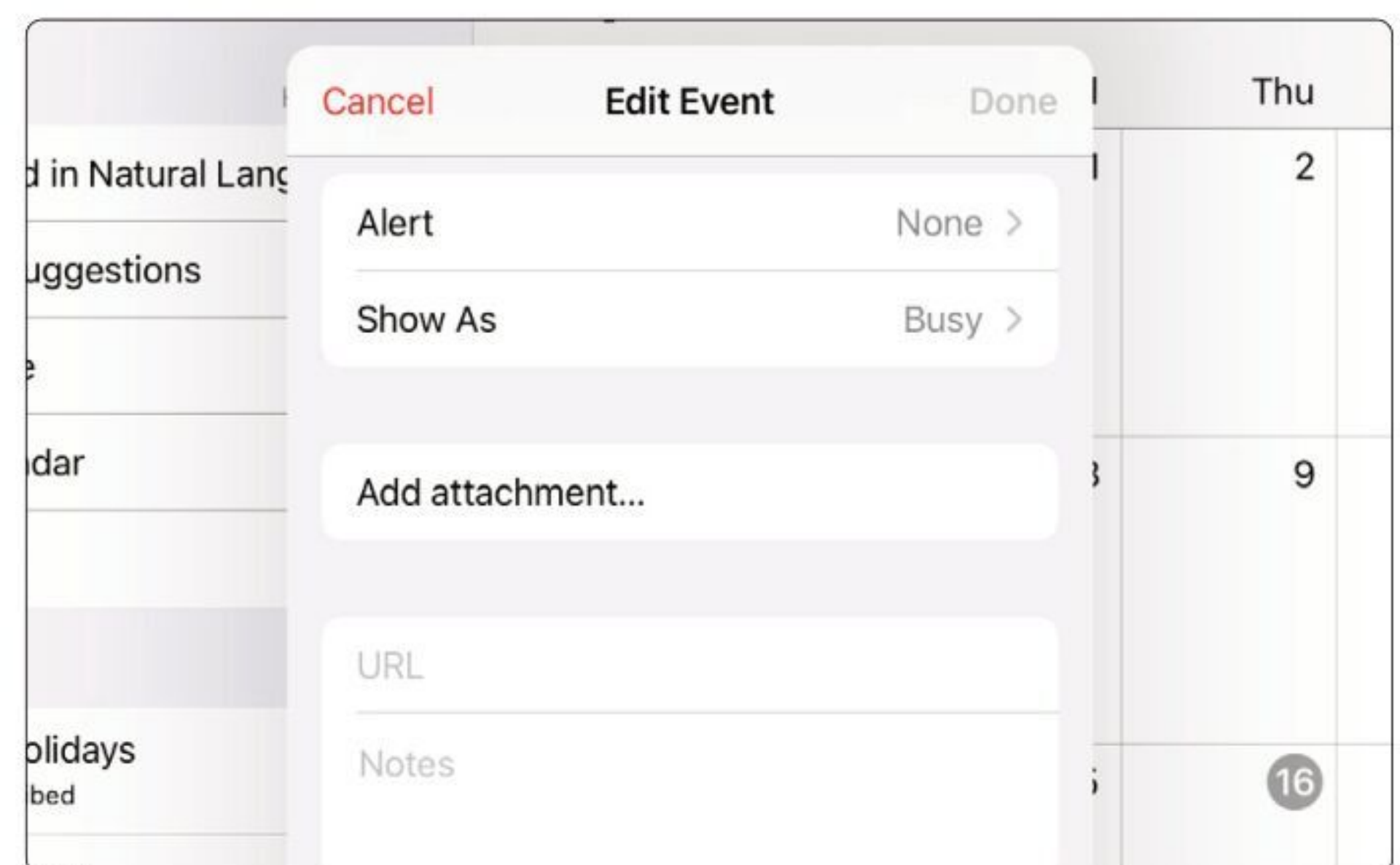
3 To edit a calendar, in the sidebar, tap its 'i' icon. Here you can change the calendar's name, share it, change its colour and even opt to make it public. There is also a link at the foot of the window to delete it altogether.



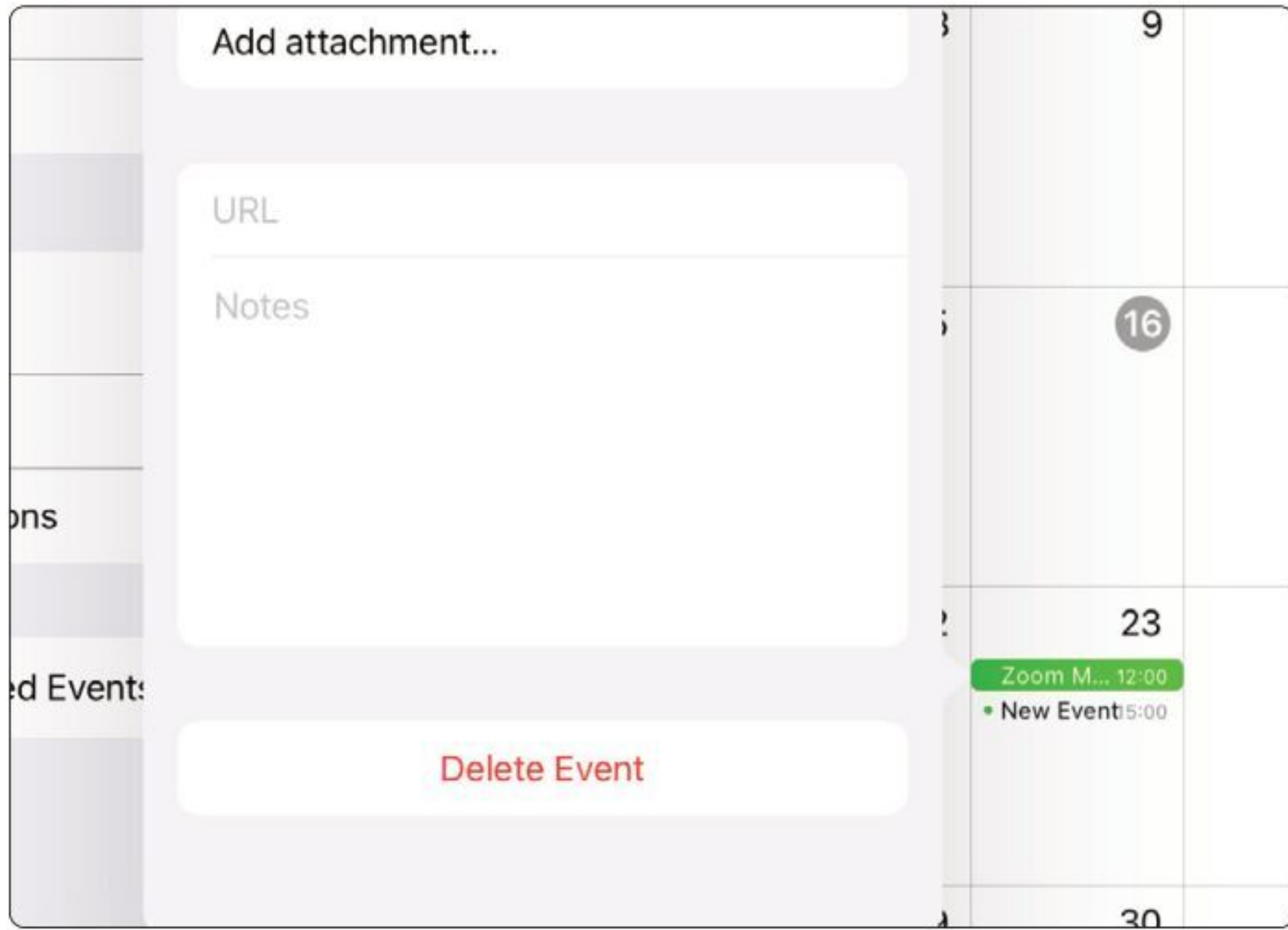
4 To add an event, tap the '+' in the top left. Then enter a title and an optional location for the event. You can choose a start and end date and time, and set if it's to repeat daily, weekly, every two weeks, monthly, yearly or never.



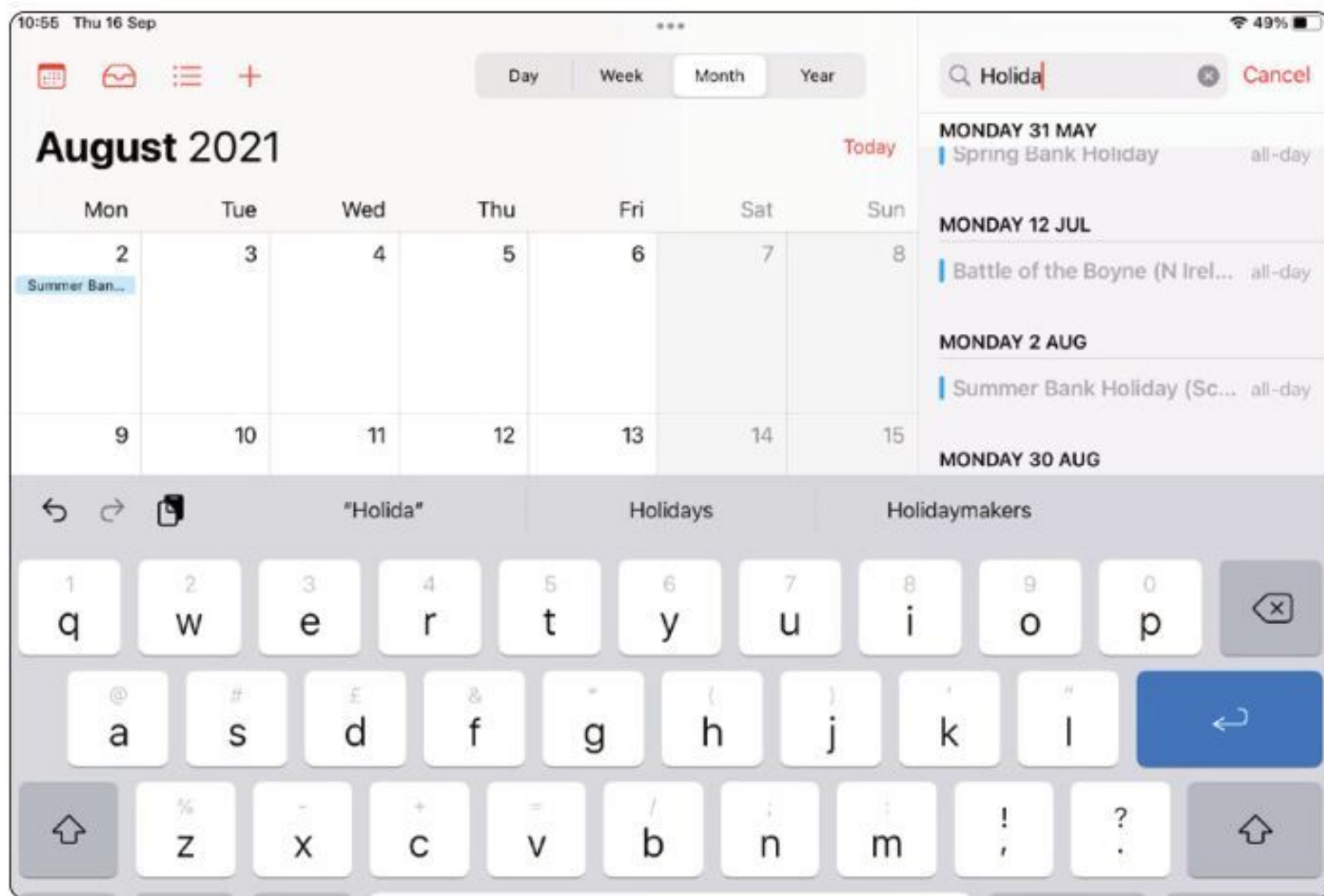
5 If you choose to receive an alert, that is, an alarm about the event in question, you can determine how long in advance you want to it to occur. You can also enter any notes or details in the bottom field. When all details are entered, tap Done.



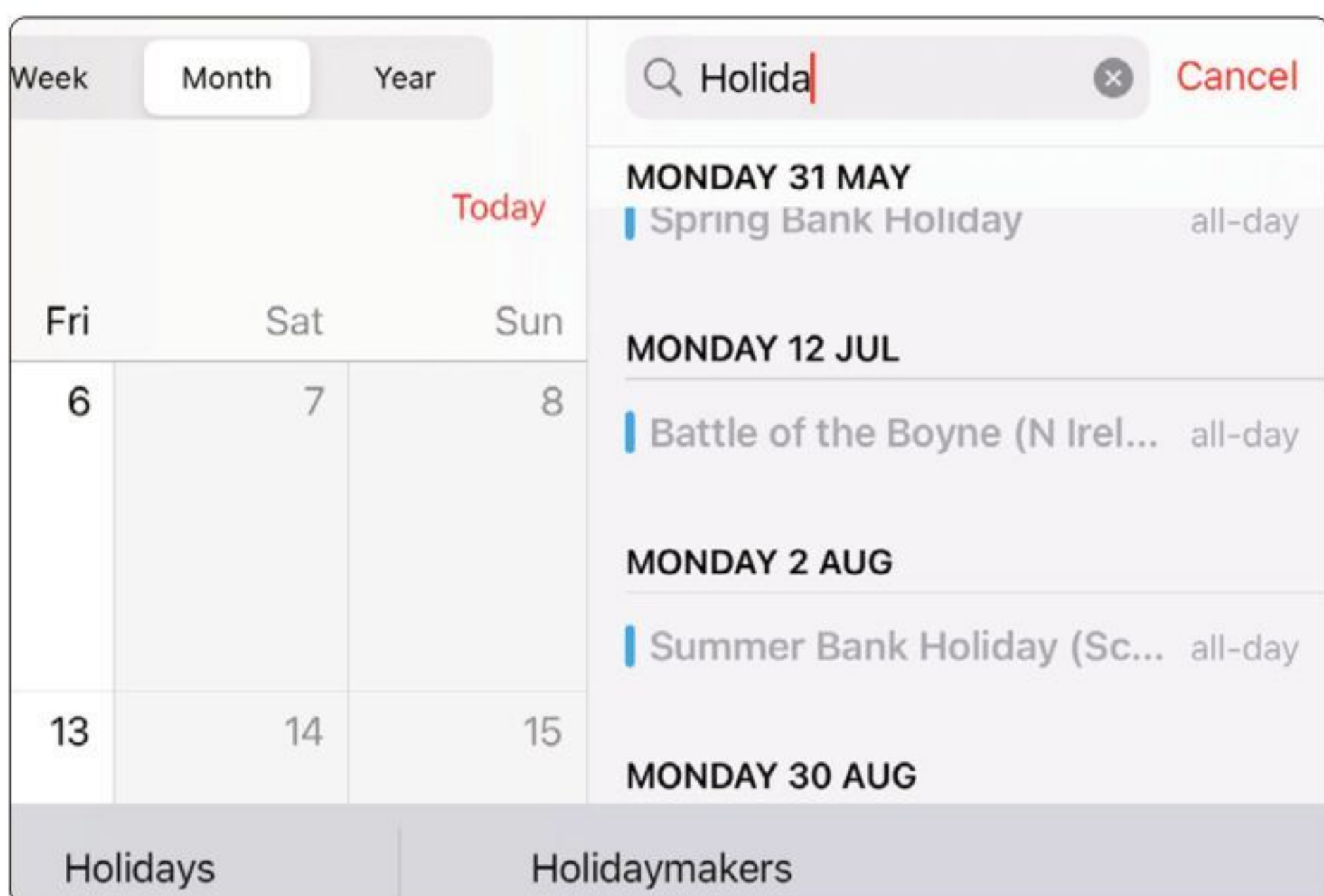
6 To edit an event, tap the event and then tap the Edit button that appears at the top right of the window. From here you can tap on any of the fields to change the details and even move it to a different calendar in your application's calendars list.



7 To delete an event tap it, tap the Edit button, then tap the red Delete Event button at the bottom of the screen. You're prompted to Delete Event to erase it or tap the screen off the pop-up window to cancel.



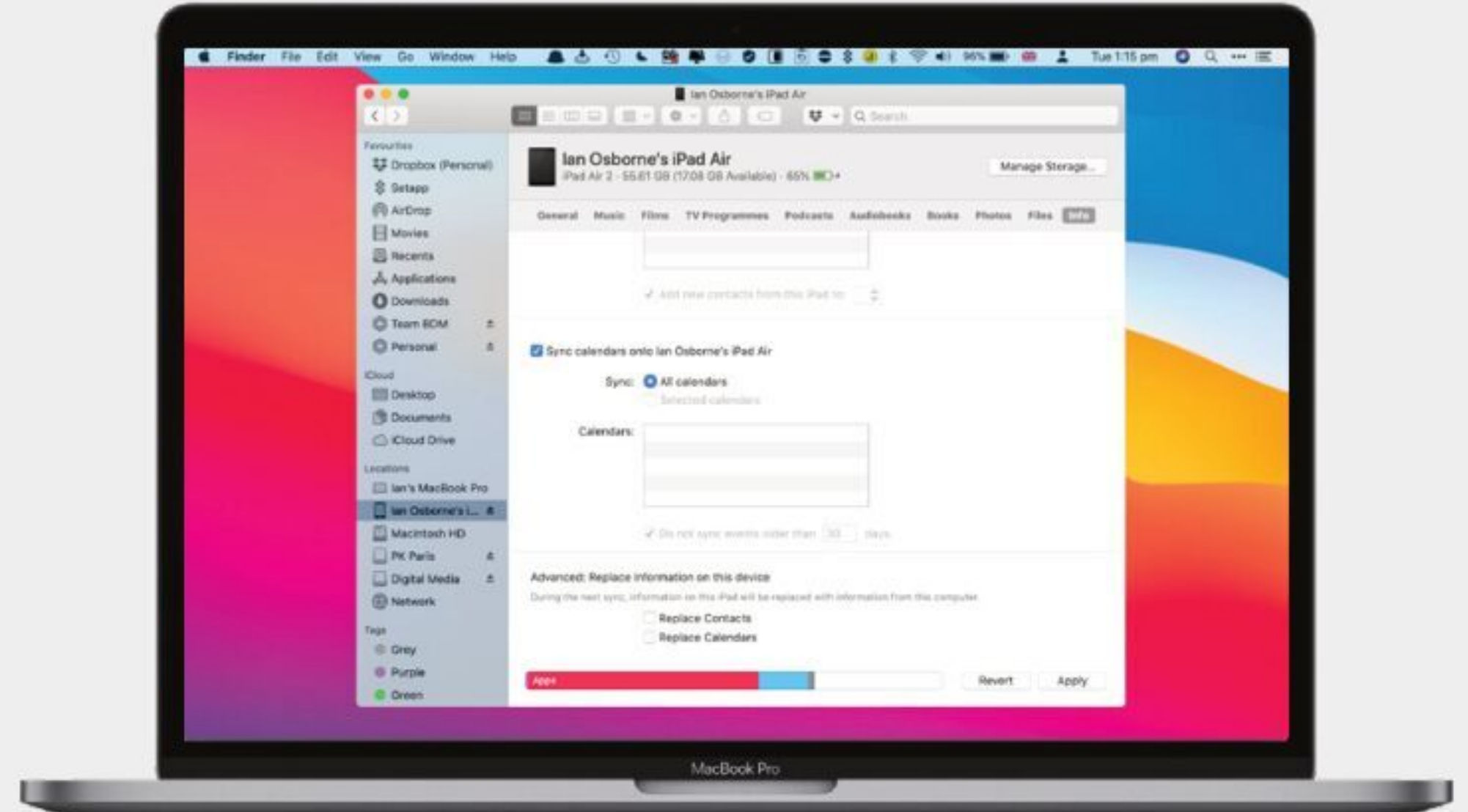
8 To search for specific events, tap the magnifying glass in the top right of the main screen to get a search field and list of upcoming events. You can search for titles, locations or keywords that appear in the event description.



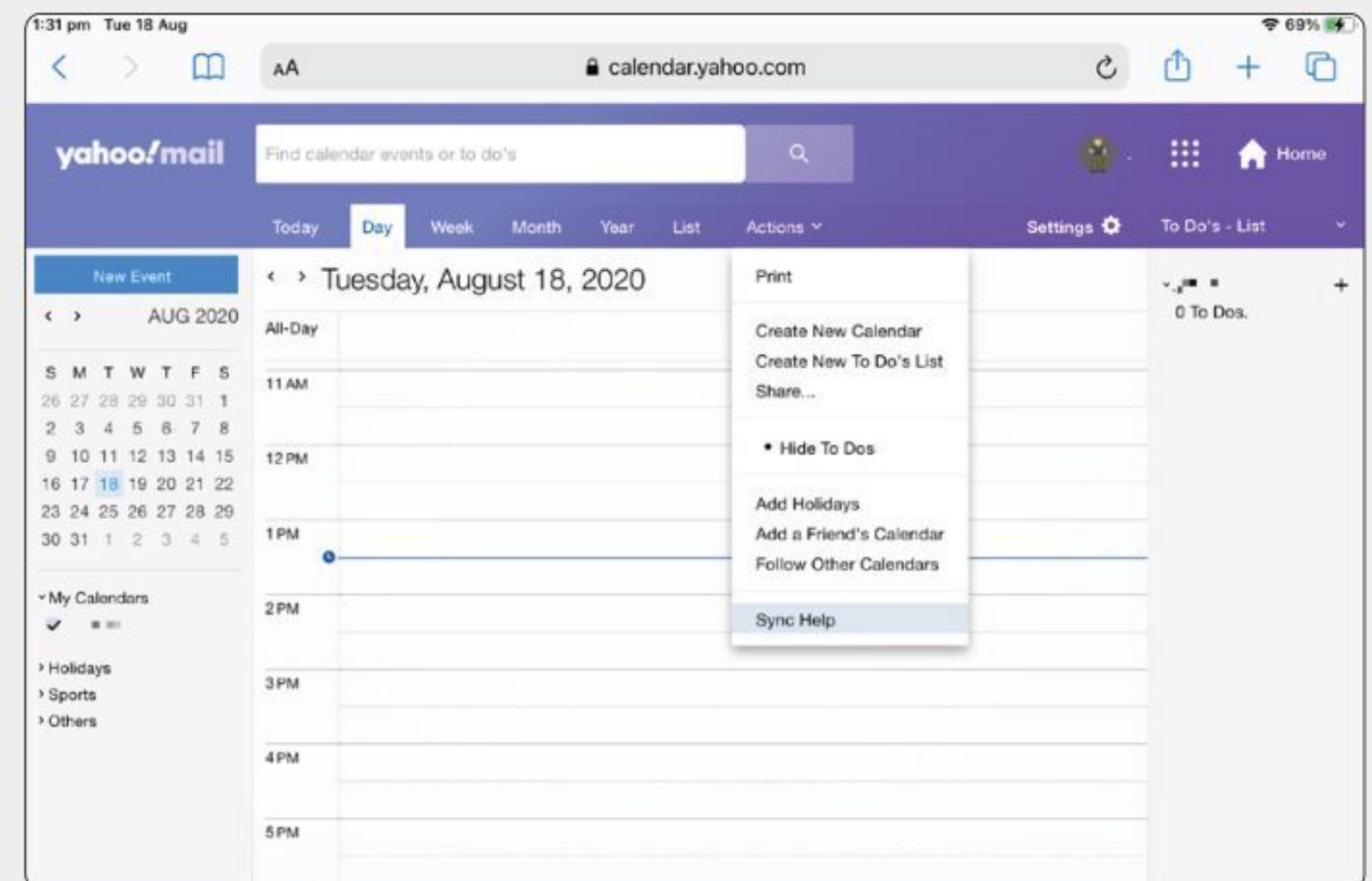
9 Matching events appear as you type, allowing you to open the appropriate one without having to type in the whole name or description. To open an event found in a search like this, just tap it when you see it in the list below.

Sync with Desktop Apps.

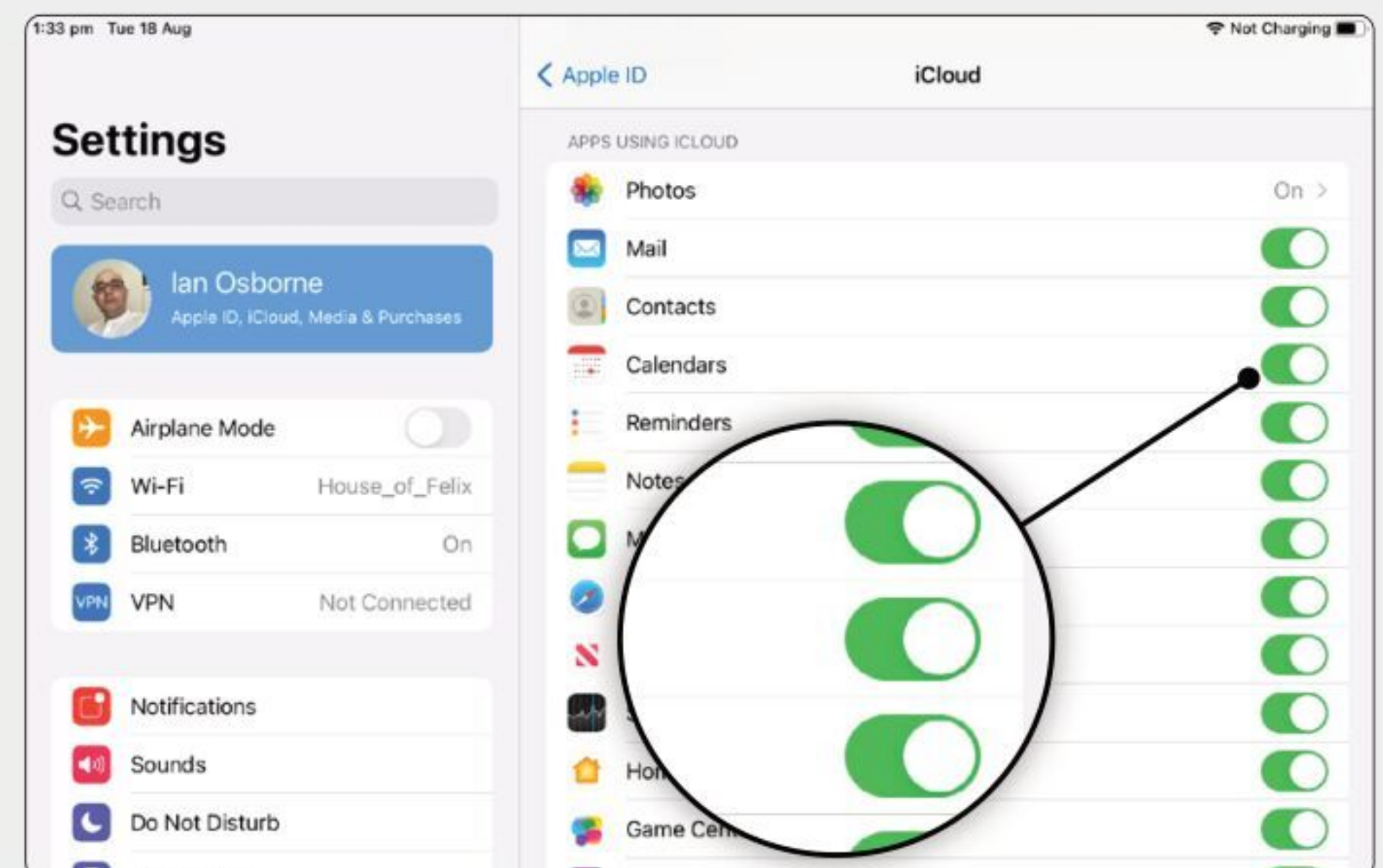
In this section, we look at how you can merge your iPad's calendars with those you've set up on another device.



To sync the calendar on your tablet with other calendars on your Mac, connect your iPad to your Mac and open a Finder window. Click your iPad in the sidebar and then check the Sync Calendars box. You can choose to sync some or all of them.

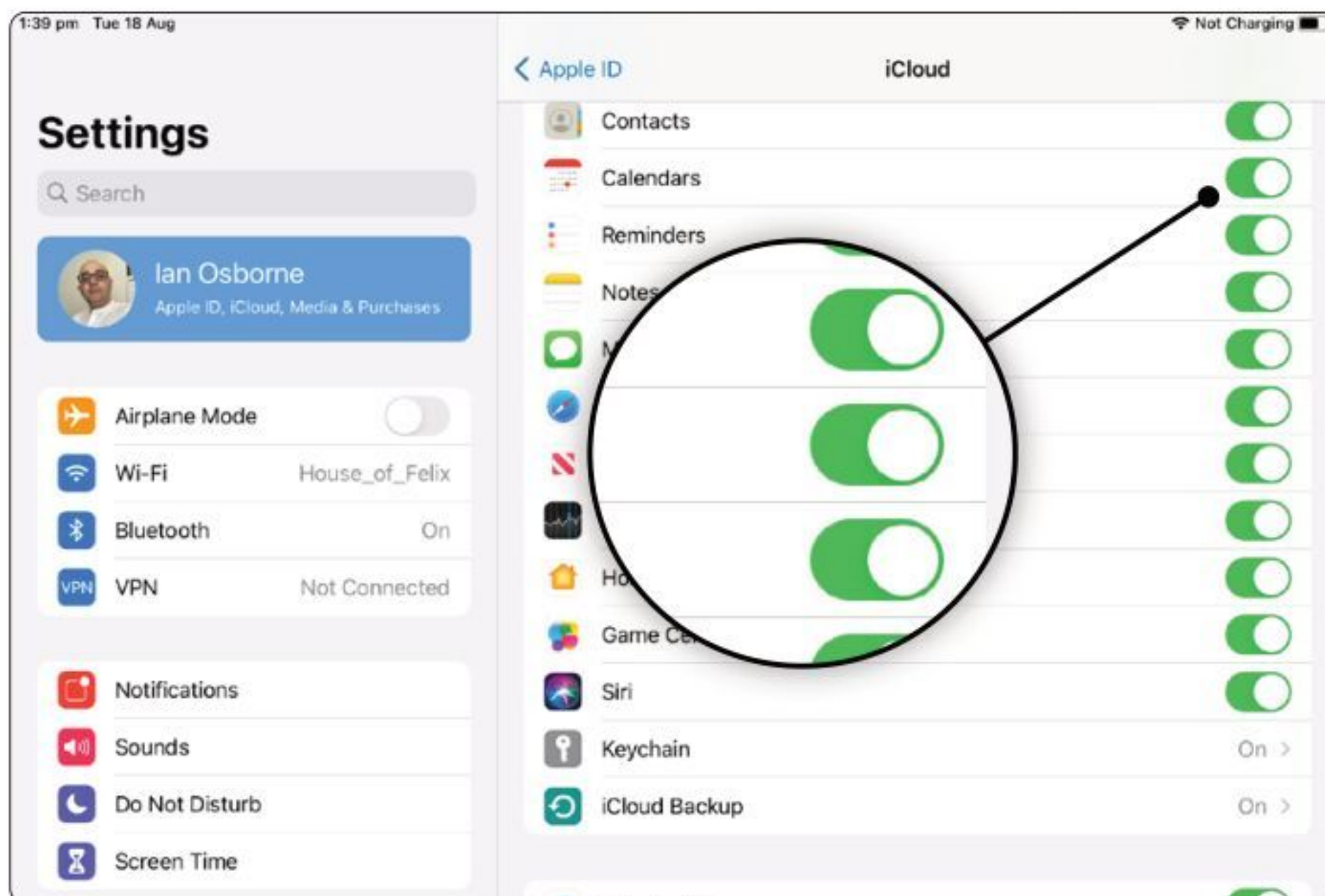


To sync calendars over the air, turn Calendars on in your Google, Yahoo! or Microsoft Exchange accounts, depending on which calendar you use.

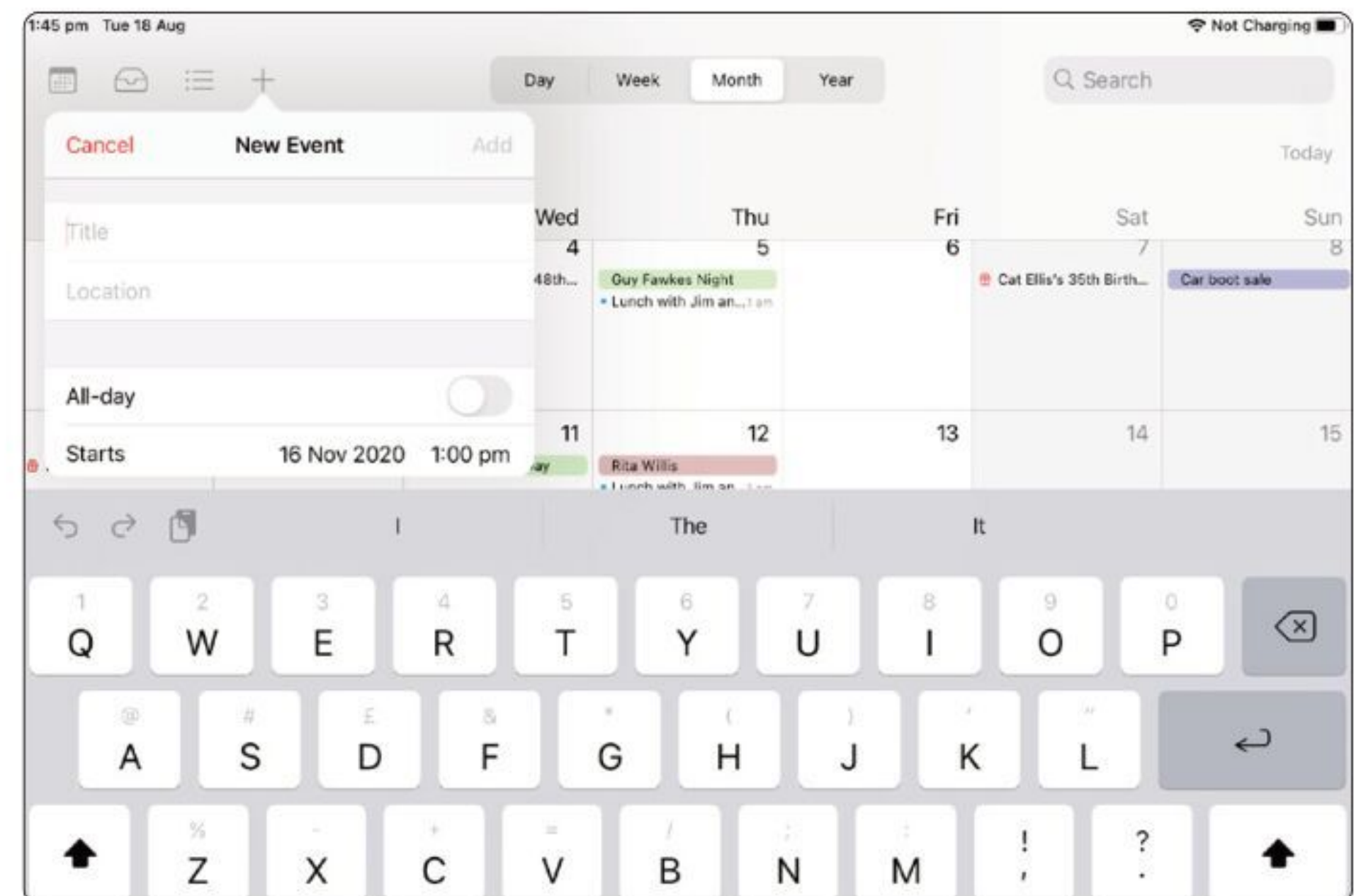


You can sync your iPad's Calendar app with your Mac or another mobile device linked with the same iCloud account by switching on Calendars in Settings > [your name] > iCloud.

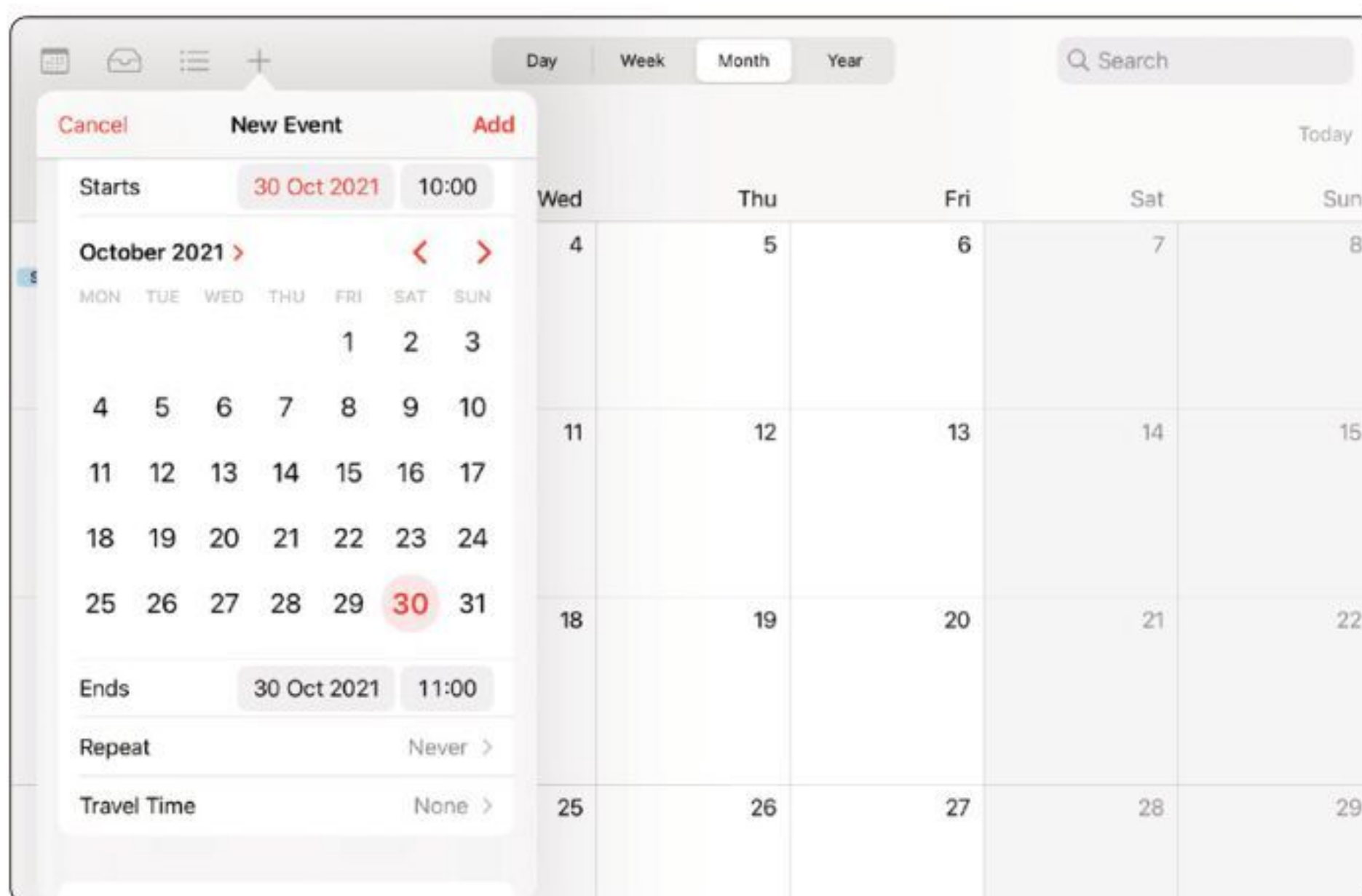
Inviting Contacts to an Event



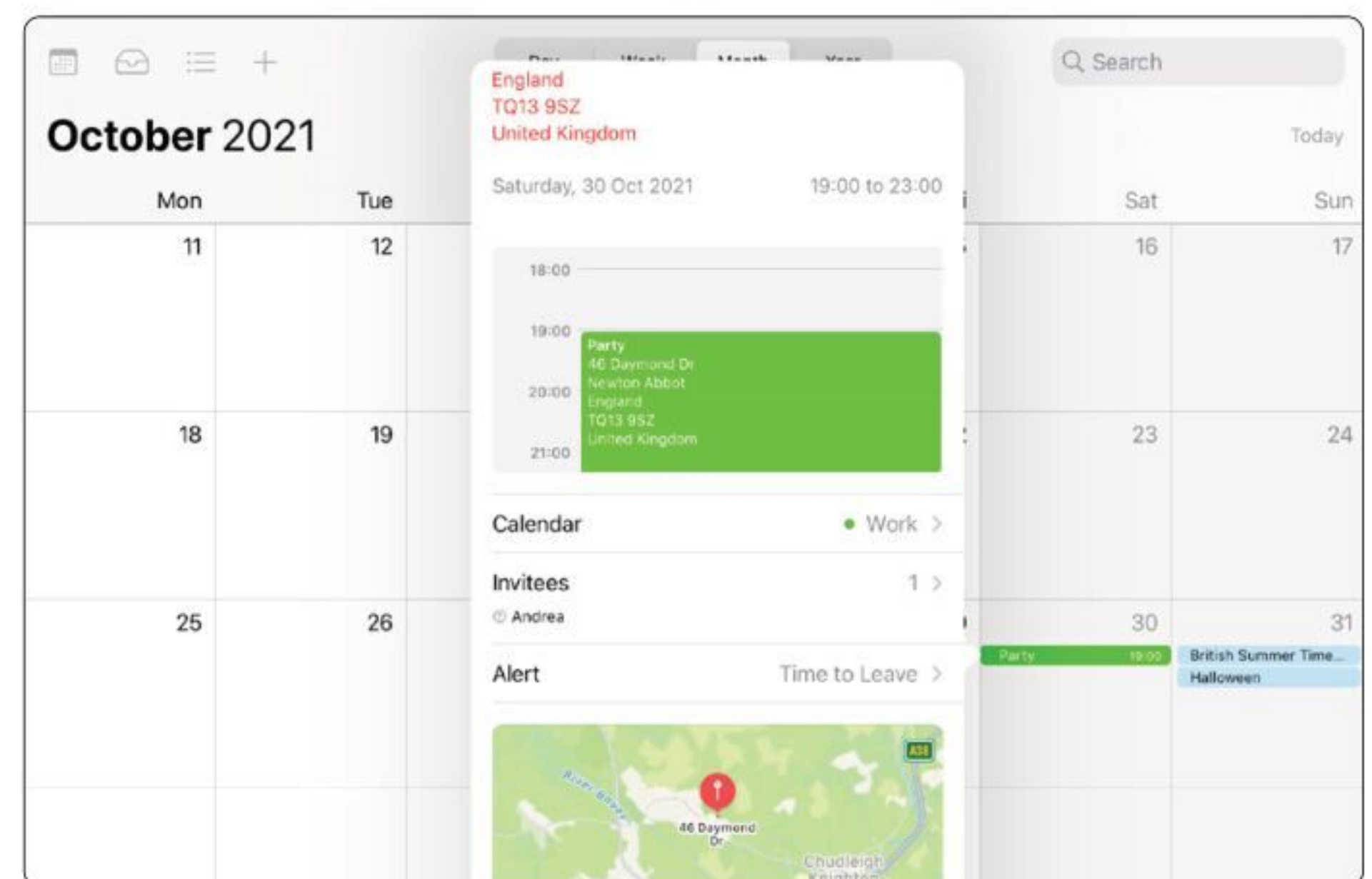
1 Open the Settings app, tap your name at the top of the left-hand column and select iCloud. From the options make sure that the Calendar slider is set to the On position or this guide won't work.



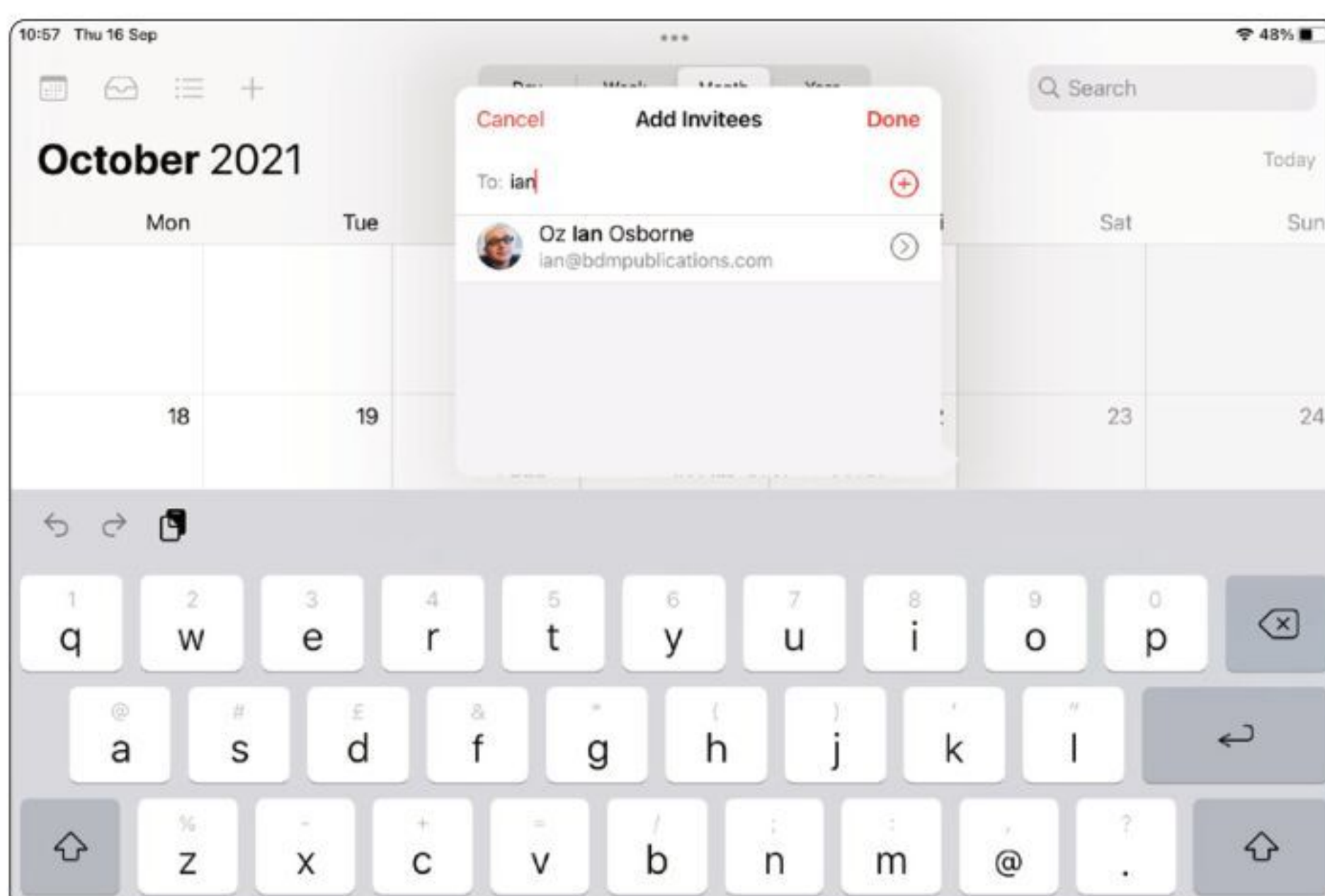
2 If you haven't set up the event already, open the Calendar app and tap on the '+' icon on the top right corner and input the information you require about the event using the virtual keyboard that appears.



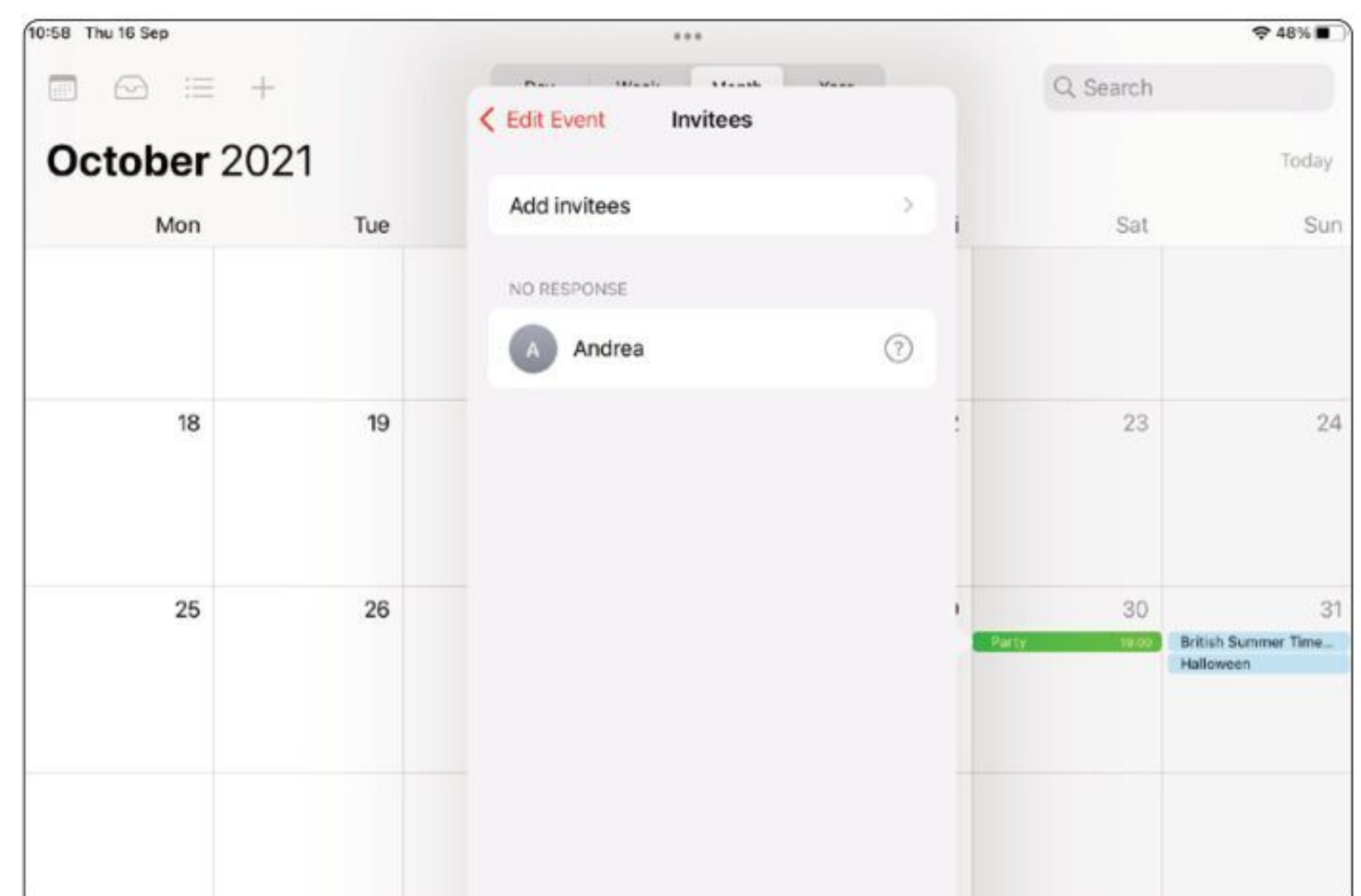
3 Remember you're sharing this with others, so you need to be quite specific regarding the information you input here for their reference. If you're sharing an event you've already created, check it's up to scratch.



4 You can add a location by tapping the Location field and then typing in the address of where the calendar event will take place. A postcode is sufficient; or, if you're there already, tap the Current Location link.



5 Now scroll down to the Invitees link at the bottom of the Event fields and tap on it to bring up a pop-up. Tap '+' to select your invitees from your Contacts. Add as many as you like, then tap Done to send the invites.



6 They are now sent a message about the event, and can confirm they are coming. The event is added to their Calendar app. They appear in the event details as invitees. Tap the question mark next to a name for their contact card.

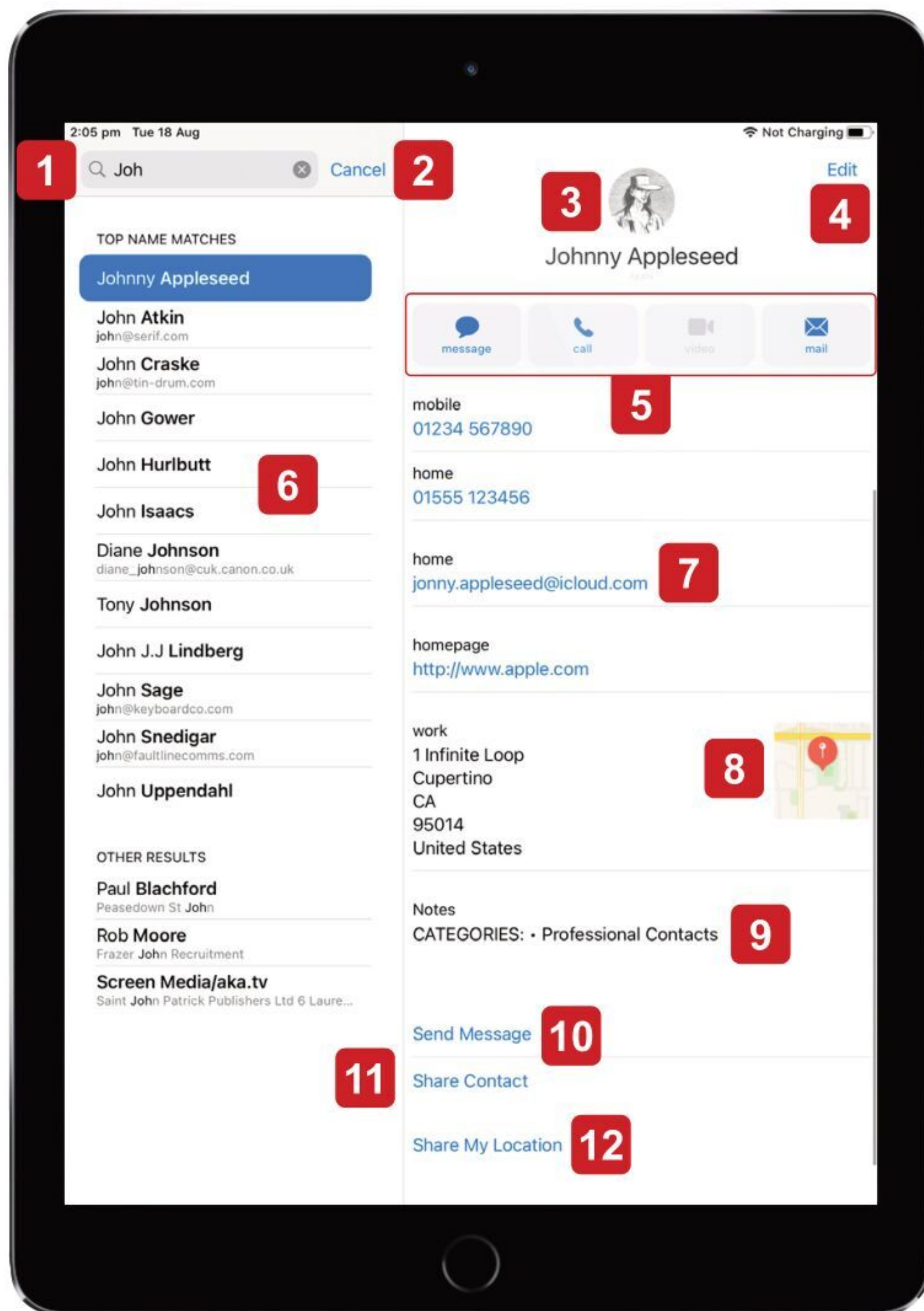


Contacts App

Your Digital Details

You can use your iPad as a great digital address book, to keep names, addresses, phone numbers, email addresses and more all in one place. You can sync your Contacts app with other electronic devices too.

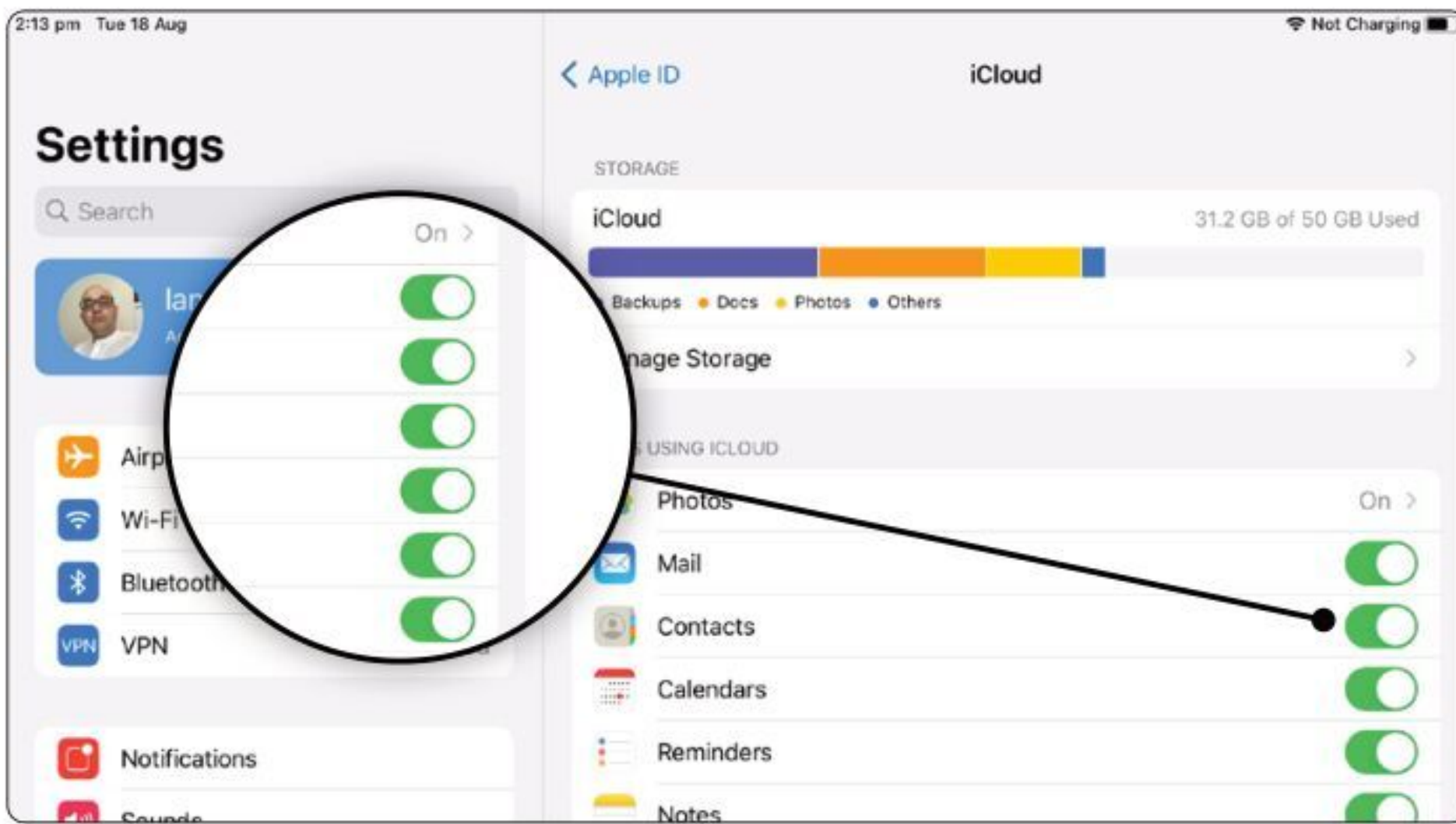
Contacts in Focus



Active Contacts.

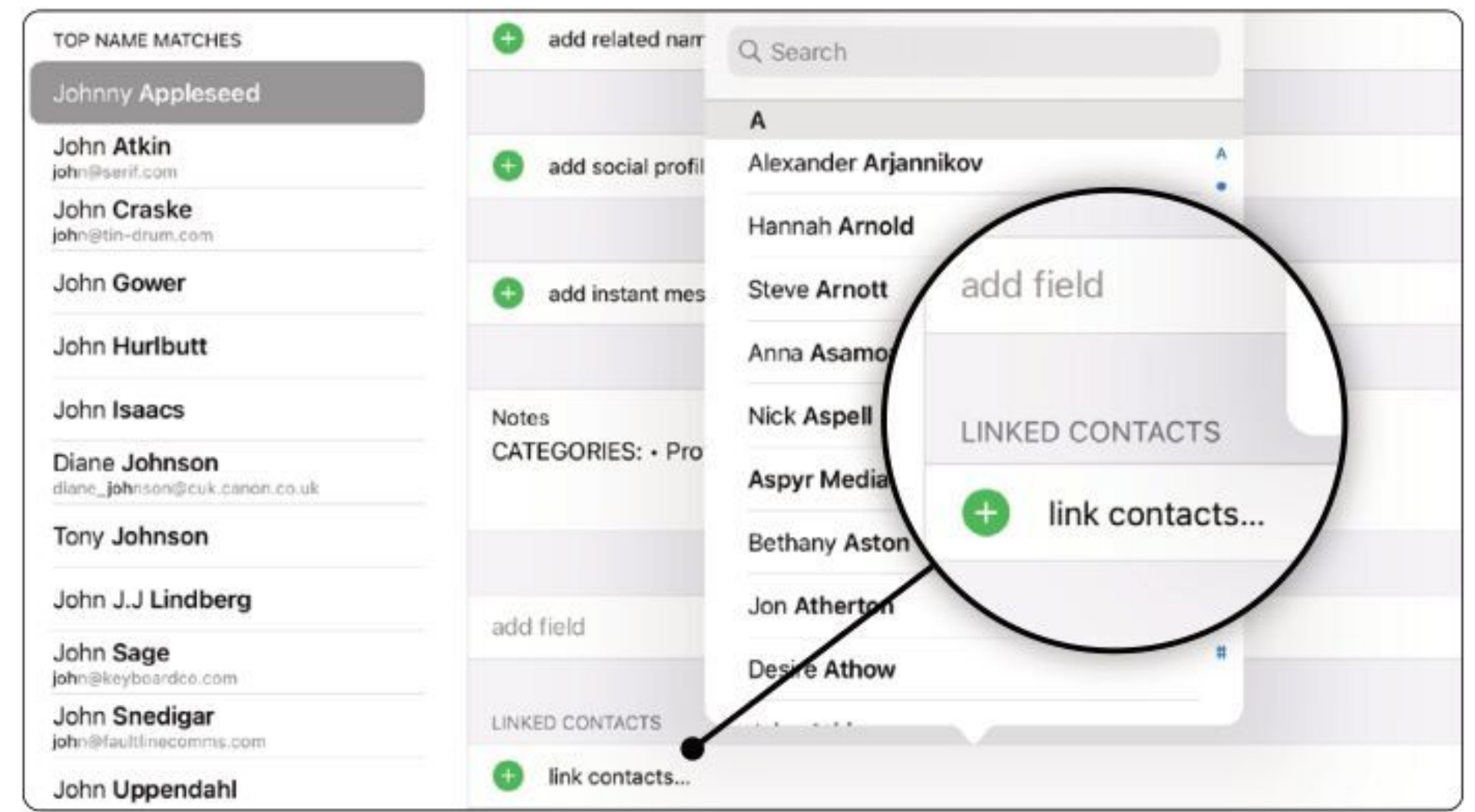
Your Contacts app does more than simply display contact details. You can utilise these details directly from the app. Tap an email address to send a mail, or a message icon to send a message in Messages.

- 1** Search your contacts by typing a name or part name here. Suggestions are offered. You can also search for other things on a contact card, like your notes.
- 2** Tap here to cancel a search and list all your contacts once more.
- 3** The name and picture of your currently open contact. If you don't have a picture added, the person's initials are shown here in a grey circle.
- 4** Tap Edit to add, remove or change information on the contact card. You can add things like birthdays, social media addresses and more, as well as further phone numbers, street addresses, etc.
- 5** These icons let you communicate with your contact directly from the Contacts app. Tap an icon to send a message, make a call, make a video call or send an email. If the icon is greyed, that feature is unavailable.
- 6** When you do a search, suggestions are offered as you type. Notice that the search looks at details on the card as well as the name.
- 7** These are the details you added to your contact card. Tap one to use it, that is, make a call by tapping a phone number, send an email by tapping an email address, and so on.
- 8** If you enter an address into a contact card, a preview from the Maps app is shown. Tap it to open Maps, with the location of that address pinned.
- 9** You can type anything you like in the Notes section of a contact card. What you type here is then searched by the search field as well.
- 10** Tap here to send a message directly from the Contacts app. A pop-up asks what details you wish to use to send it, then Messages opens with a new message ready to write and send to your contact.
- 11** You can share a contact card with others by tapping here.
- 12** Tap here to share your location with the person on the contact card. You can share where you are for an hour, a day or indefinitely.



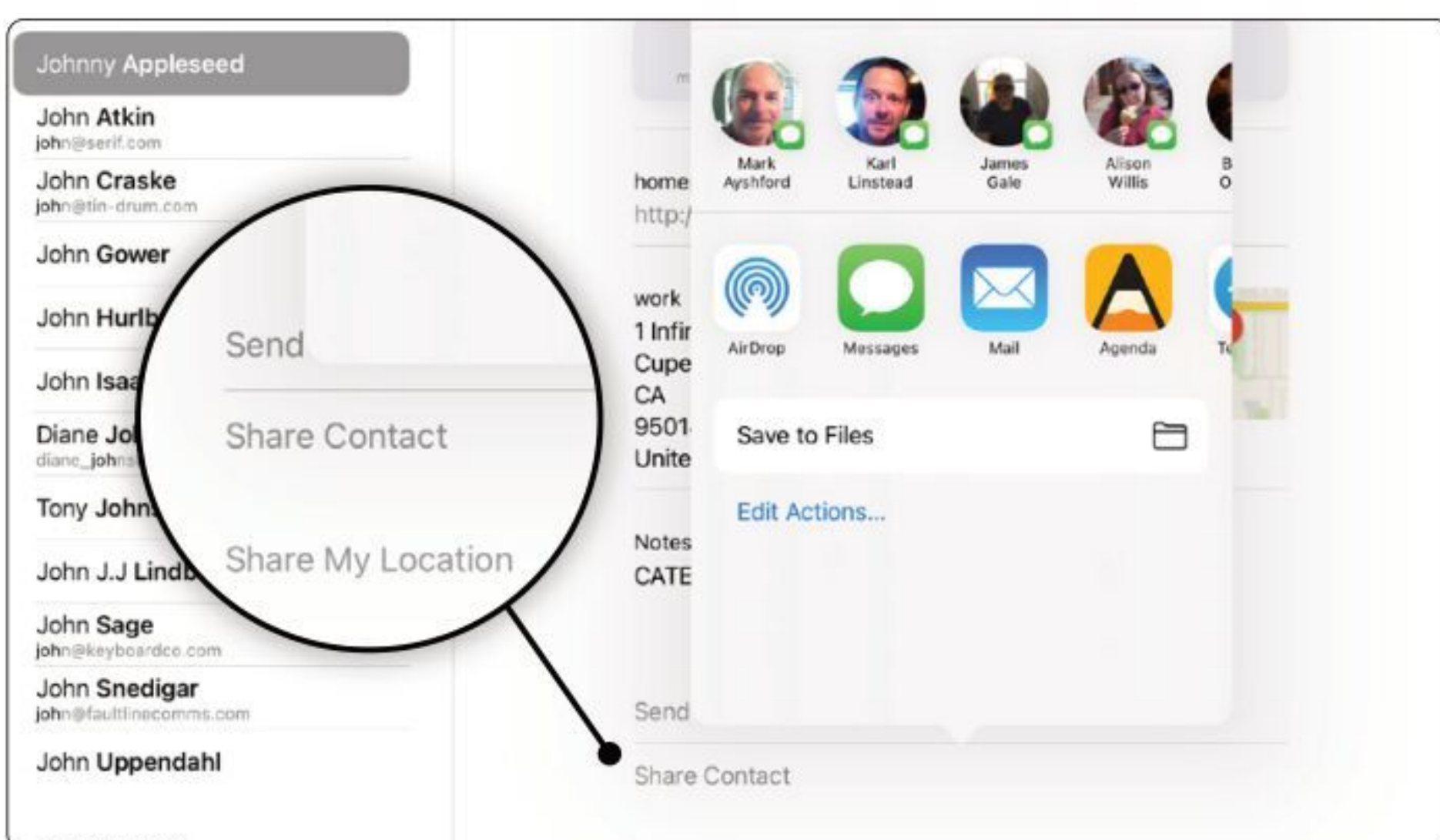
Syncing Contacts

You can sync your contacts with your Mac and Apple mobile iOS devices using iCloud. Go to Settings > [your name] > iCloud, and switch Contacts on. Any changes you make to your contacts are then synced with any device linked to the same iCloud account, as long as it also has iCloud syncing switched on.



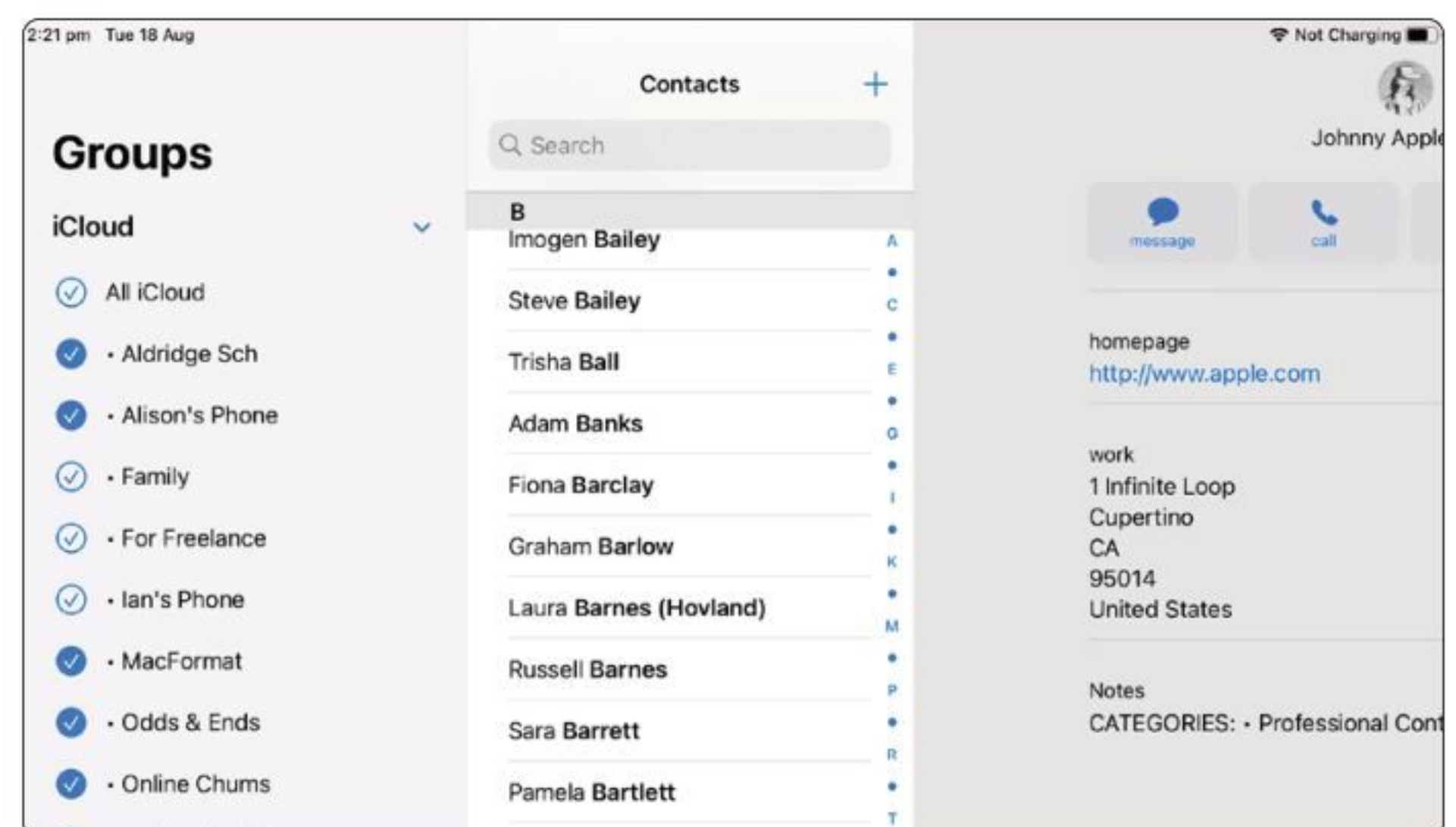
Merging Duplicate Entries

If you have contacts that appear in your contact list multiple times, it's easy to merge them into one. Just select one of the contacts you wish to merge, tap Edit in the top right corner and then scroll down to the Link Contacts option. Tap it and then choose which profile or profiles you wish to link. They are then merged together.



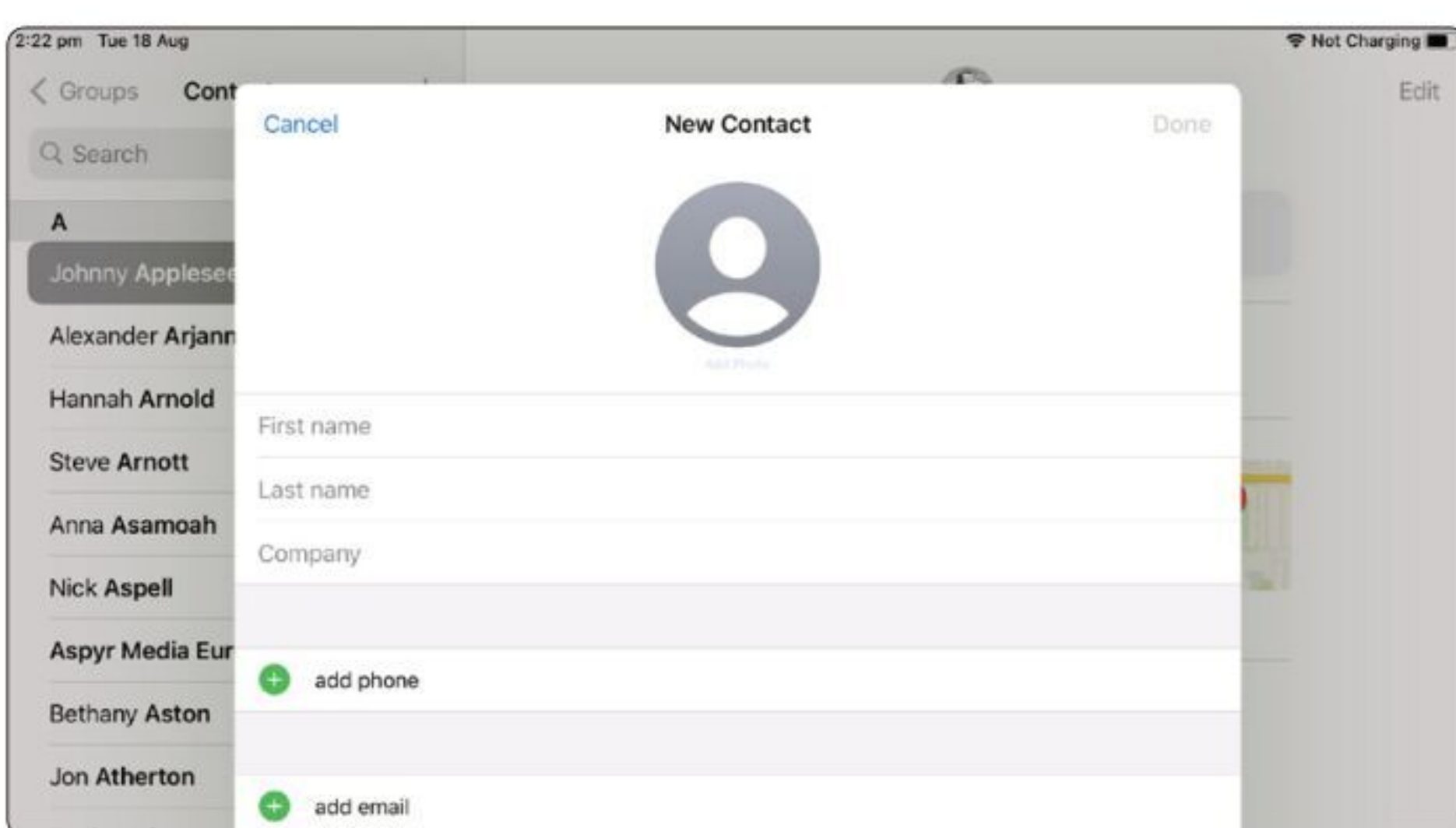
Sharing Contact Details

Tap the Share Contact link at the foot of the contact details and the Sharing options appear. You can send a contact card to a third party as a message, an email or through AirDrop. Choose one and tap Send. Should you receive a contact in this way, tap the attachment to add it to your existing contacts list.



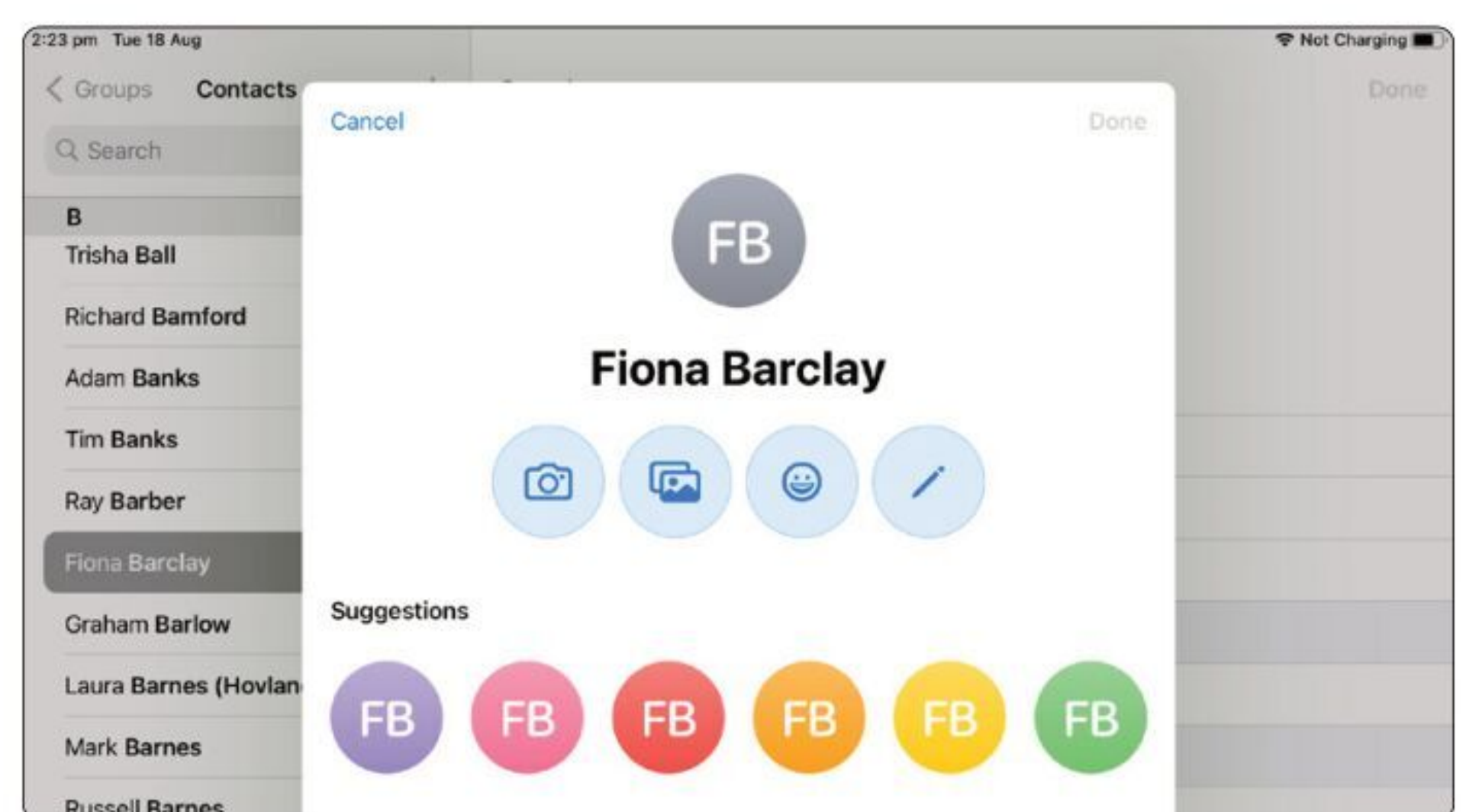
Viewing by Group

If you organise your contacts into groups, you can choose to display only some of these groups. On the main Contacts screen, tap Groups in the top left corner. Now tap individual groups to check or uncheck them. To go back to viewing all your contacts, tap the All option at the top of the sidebar.



Adding and Removing Contacts

To add a new contact to your Contacts app, tap the plus sign in the top right corner of the sidebar. This opens a blank contact card for you to fill in. There's an Add Field at the bottom of the card in case an option you wish to add isn't catered for. To delete a contact, open the card, tap Edit and scroll to the bottom, where you can find a Delete link.



Adding Pictures to Contacts

If you add a picture to a contact's details, it's displayed when that person phones or emails you. Open up a contact and tap Edit, then choose a picture from the pop-up window. Alternatively, tap one of the buttons under the name to take a photo, choose a photo, pick an emoticon or change the initials in the circle respectively.



Clock App

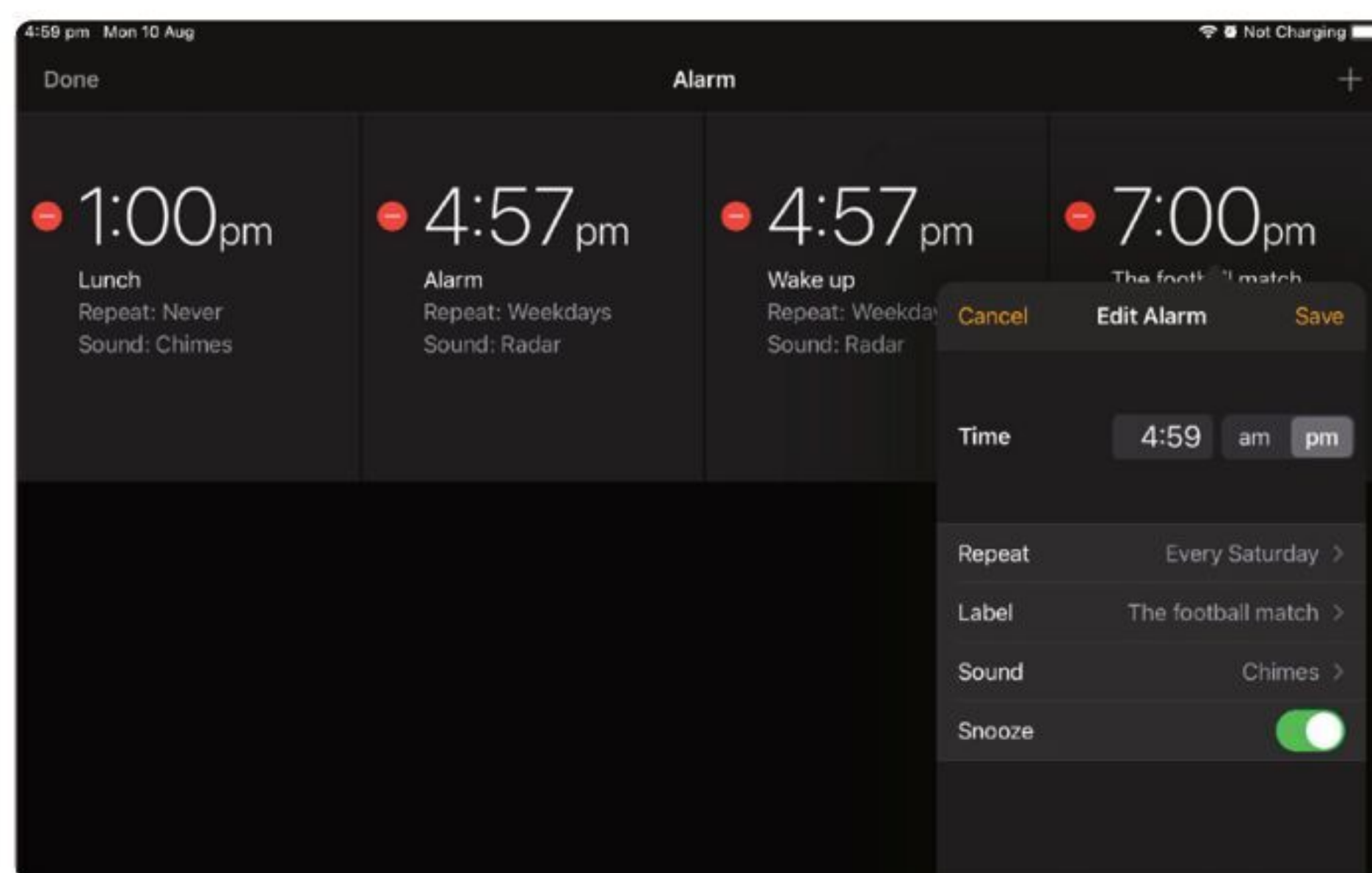
World Time and More

The Clock app does a lot more than tell the time. You can set alarms, check the time in cities all over the world and even use it as a stopwatch and countdown timer. It's a versatile and often overlooked iPad app.

Setting Alarms

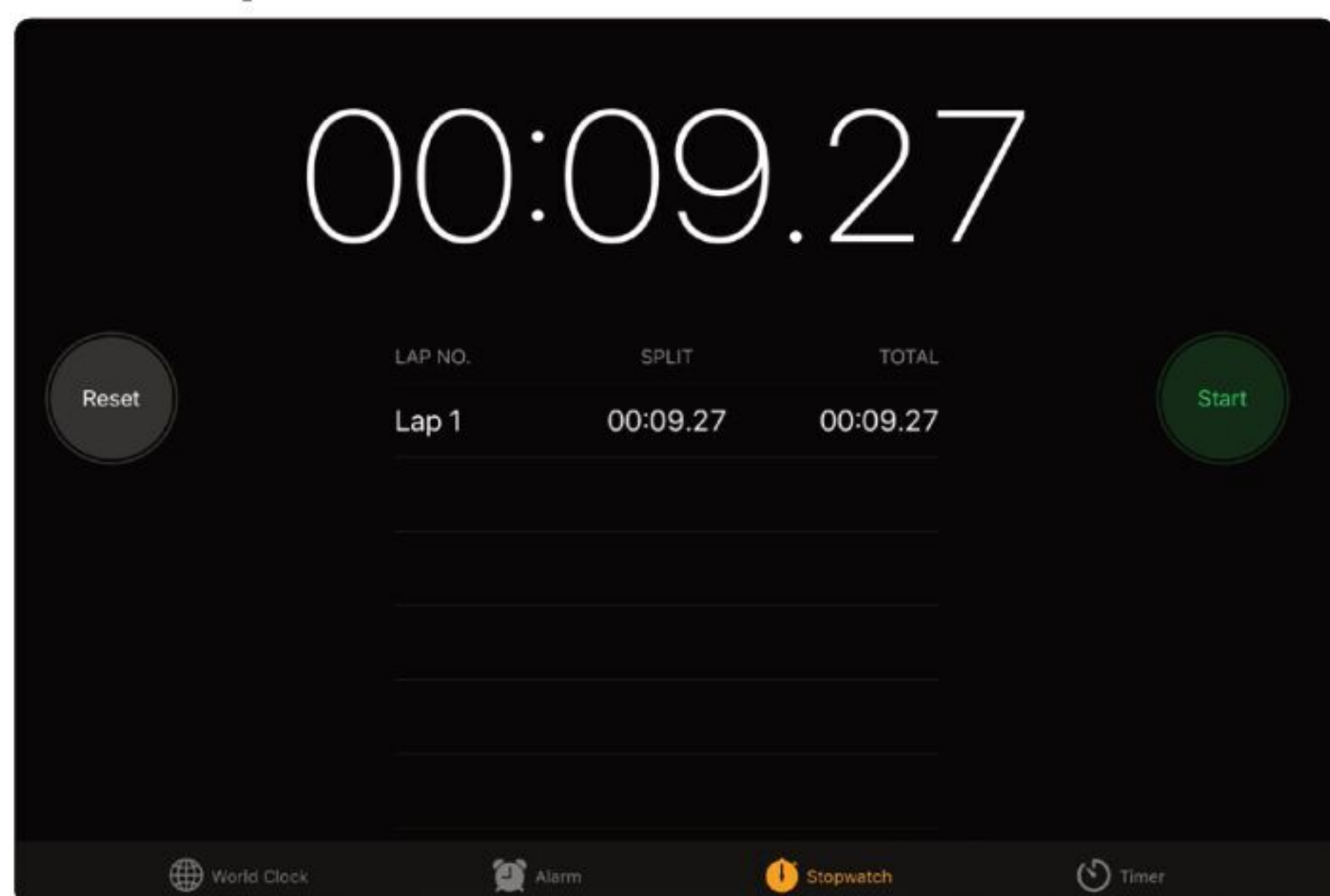


1 Tap Alarm at the bottom of the screen to create and edit alarms. To set a new alarm, use the '+' icon (top right). This opens an Add Alarm window. Use the keypad and the AM/PM switch to pick a time for the alarm to sound. Tap Save then choose which days the alarm plays, the sound, whether it can be snoozed and what it's called. When set, an alarm clock icon appears at the top of the Home screen to show it's active.

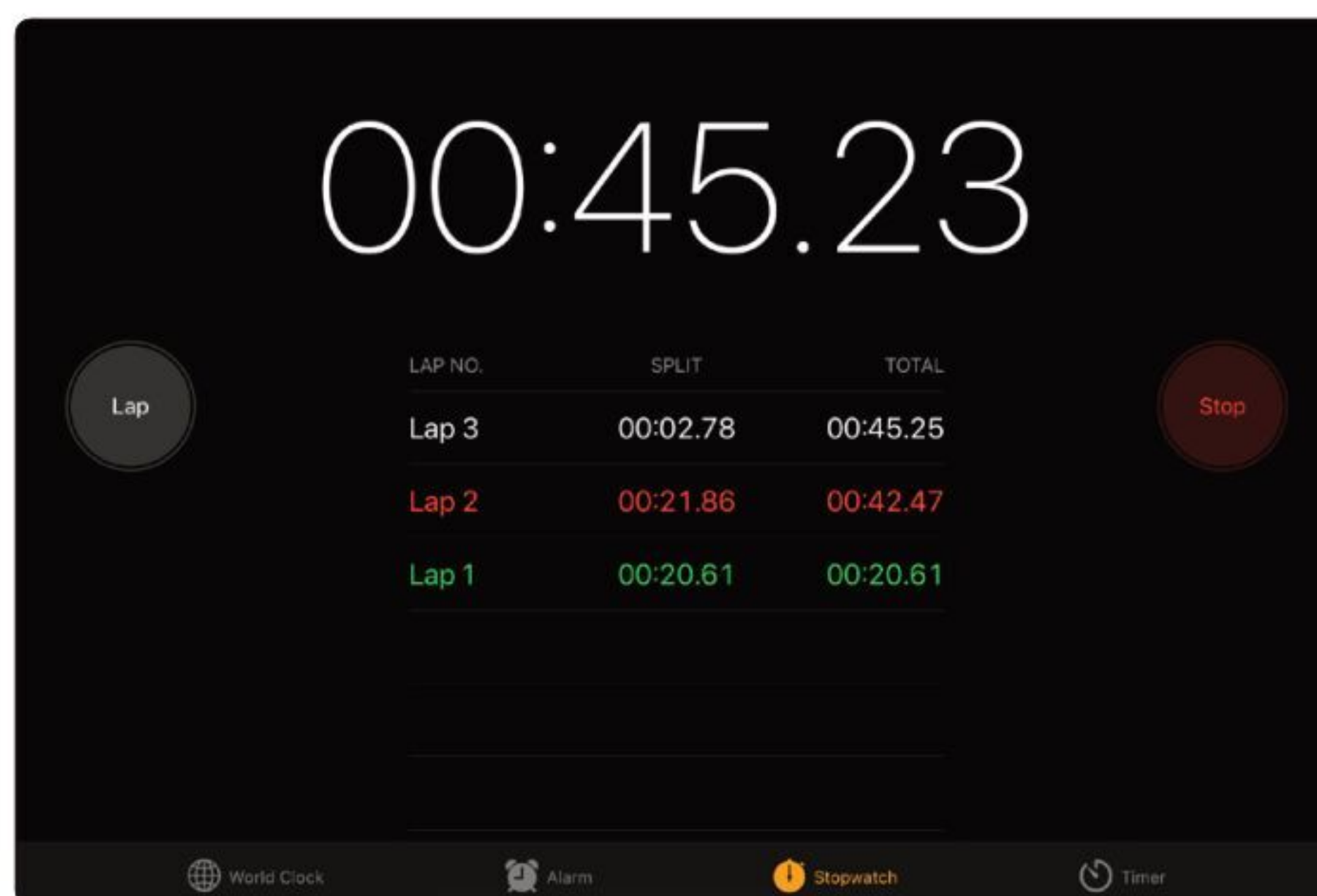


2 You can set multiple alarms, and set up an alarm to repeat at the same time on specific days of the week or never repeat. To turn each alarm on or off independently, tap its On/Off button. To edit or remove an alarm, tap the Edit link and either tap the time you want to amend or the minus button to delete that alarm. A deleted alarm is permanently lost, so if you need it again, turn it off using the switch and turn it on again later.

The Stopwatch



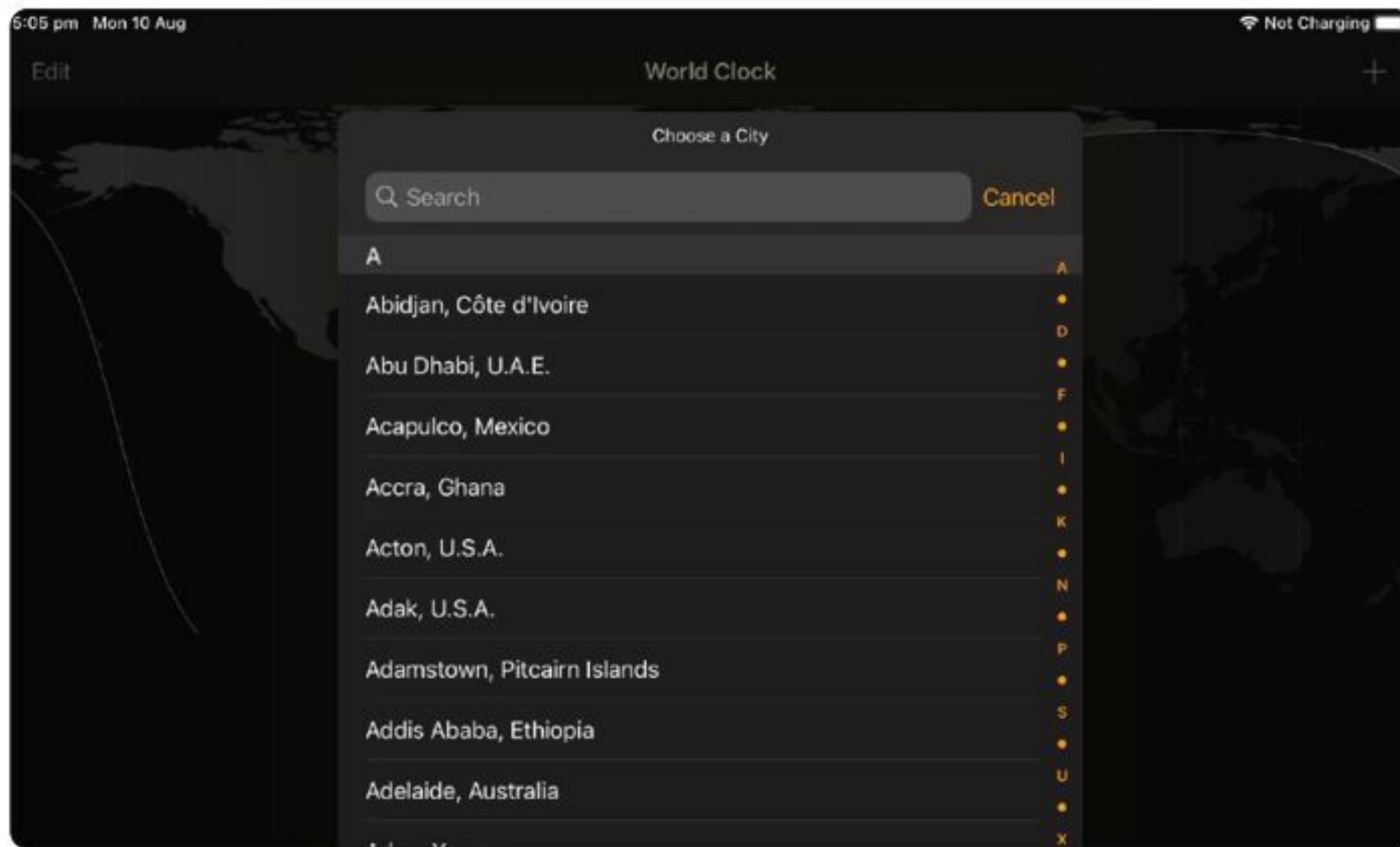
1 Tap Stopwatch at the foot of the screen. Tap the green Start button to start the stopwatch, then the red button that replaces it to stop it again. The grey reset button on the left clears the readout.



2 While the stopwatch is running, the grey button reads Lap. Tap this to record the current time without stopping the readout. This is great for recording each lap of a race, before tapping Stop as the racer crosses the finish line.



The World Clock



1 Open World Clock and use the plus sign (top right corner) to add another clock. The available time zones are listed. Scroll up and down or better still use the search field at the top of the screen to find the time zone you need. You can add as many new clocks as you want, from cities all over the world.

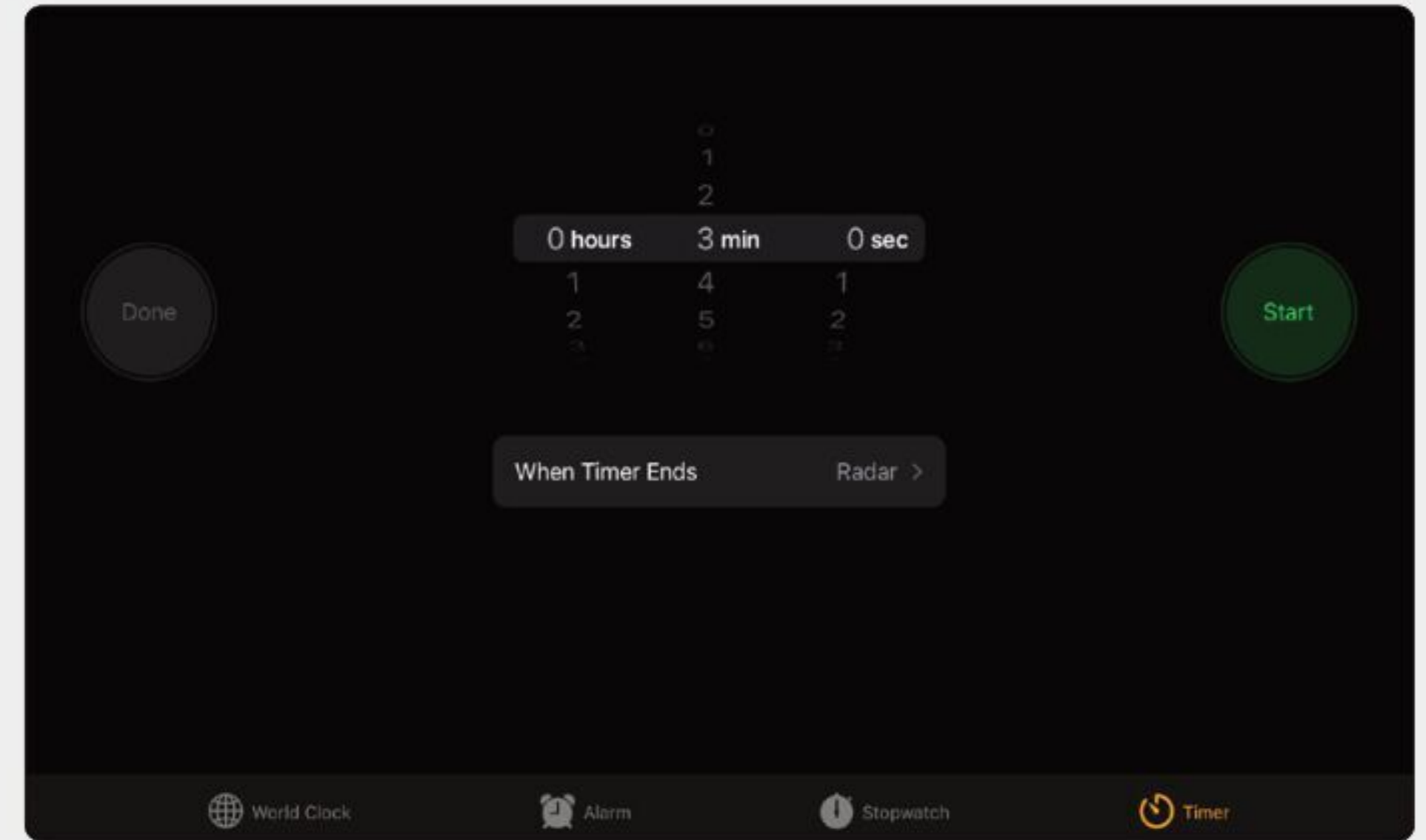


2 Clocks are shown on the World Clock page, with the current time in the city in question and the time difference in hours based on your current location. Sunrise and sunset times for that city are also shown. If you have a lot of clocks on the screen, you can scroll the line of clock faces right and left.

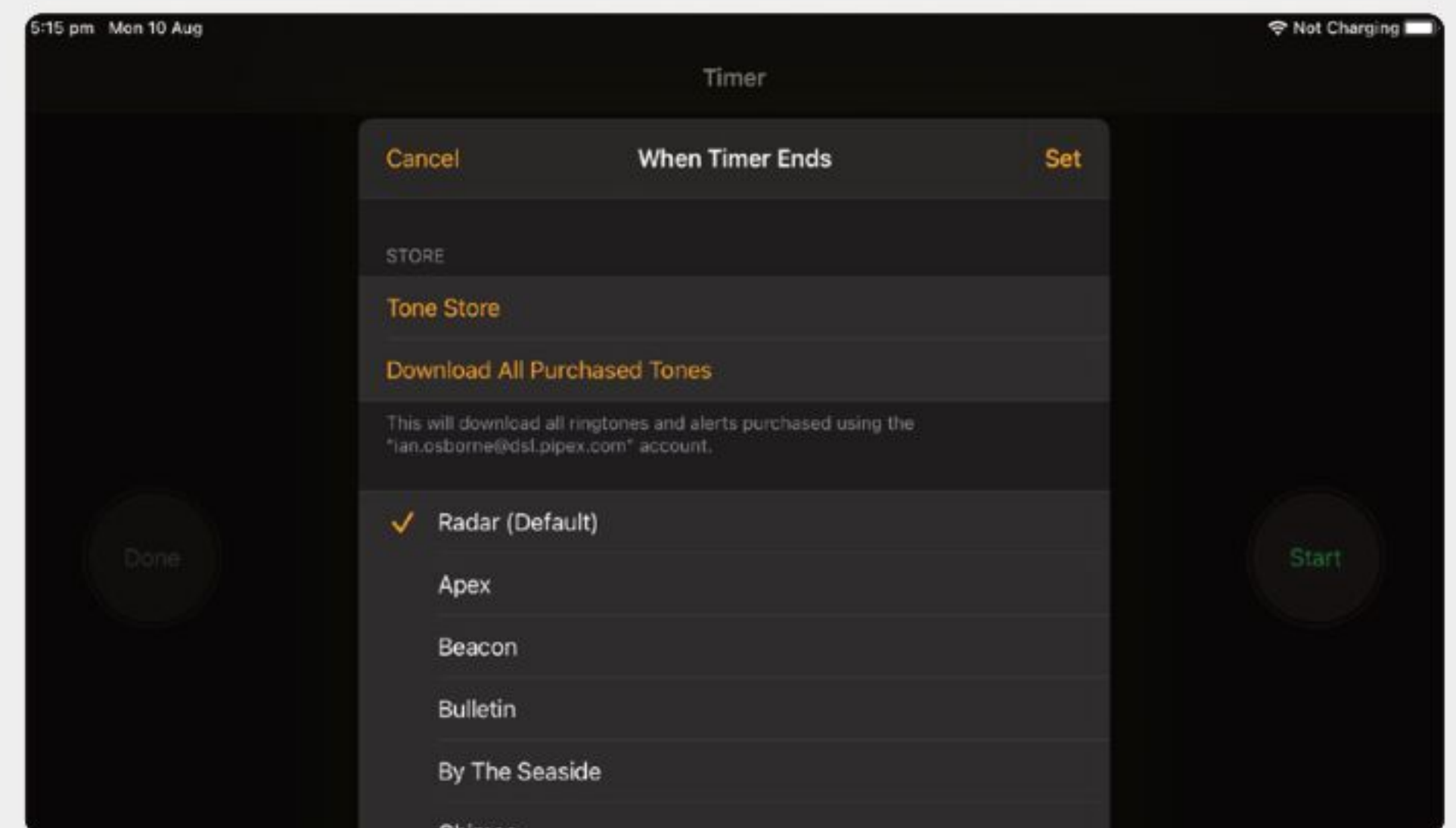


3 Tap Edit in the top-left corner and you can reorder the clocks by tapping and holding on a clock, then dragging it into its new position. If you decide you don't need one or more of the clocks, tap Edit and then tap the minus sign in the top-left corner of each clock you wish to delete to remove it.

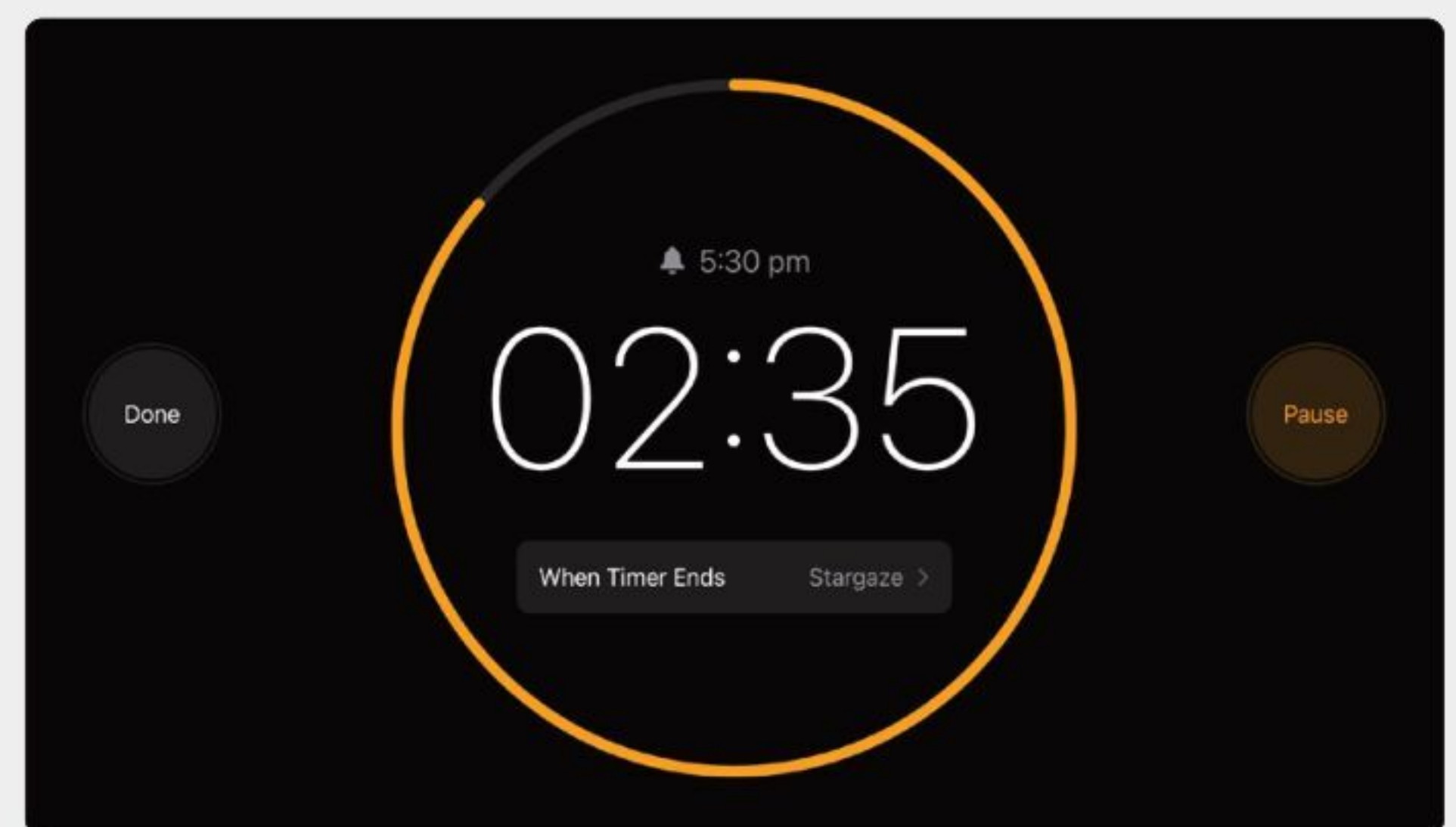
Countdown Timer.



1 Clocks are shown on the World Clock page, with the current time in the city in question and the time difference in hours. Swipe a clock left to delete it. Tap Edit (top left) and delete clocks by tapping the minus sign. Reorder them by dragging them right or left along the row of clocks. Tap Done when finished.



2 Tap the music icon to choose an alarm sound. Tap a sound to hear it and when you have chosen your alarm sound, tap Set in the top right corner to choose one. Tap the Start button to begin the countdown. You can pause and resume it at any time using the green button or cancel the timer with the grey one.



3 Set whether or not you want a bedtime reminder and when. Tap Next, then set the sound and tap Next again. Now turn the Bedtime alert on or off with the switch at the top; change the bedtime or wake times by dragging their icon or the semicircle itself around the clock face. Scroll up for this week's sleep analytics.

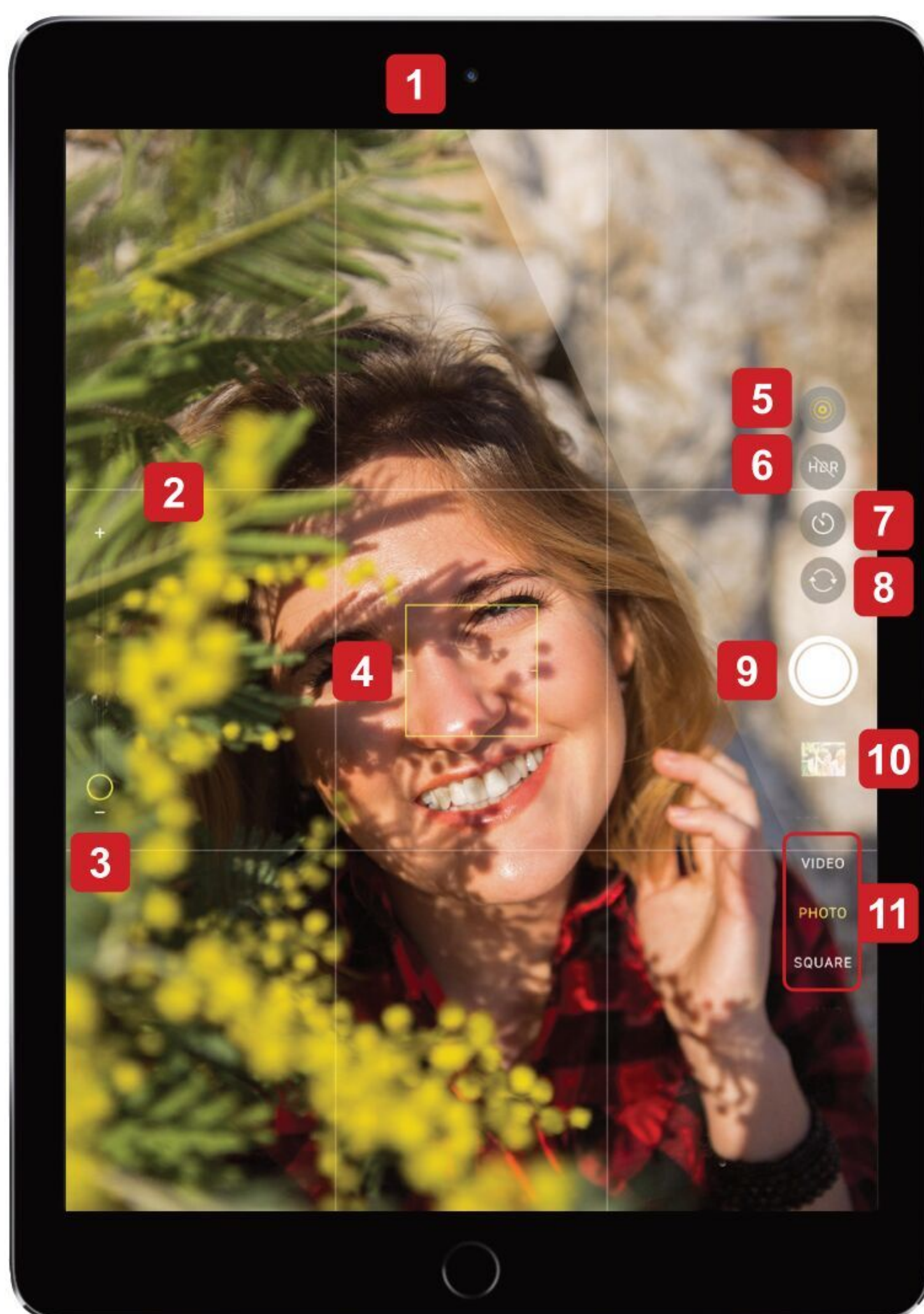


Camera App

Take Better Pictures

The Camera app is one of the most used apps on the iPad. You can take pictures using the rear-mounted iSight or front-facing FaceTime or TrueDepth cameras, as well as record videos and lots more.

Camera in Focus



- 1** The FaceTime or TrueDepth (front) and iSight (rear) cameras. The front camera is for selfies and video chats and the iSight camera is for general photography.
- 2** This grid overlay helps you to compose your photo or video. It can be turned off in Settings if you find it distracting.
- 3** The zoom slider. Move the slider to zoom in or out. You can of course use the regular pinch/spread gestures anywhere on the screen too.
- 4** This square shows where the screen is focused. If you wish to move the focus point to somewhere else, tap another part of the screen. This will also summon a brightness slider; slide your finger up or down to raise or lower the brightness.
- 5** The Live Photos option takes a few seconds of video along with the photo, to give it a little more life.
- 6** Tap this icon to switch the HDR (High Dynamic Range) feature on and off.
- 7** Tap here for the self-timer, which counts down three or ten seconds between tapping the 'take photo' button and taking the photo; so you can set up the picture, get into position and be in it.
- 8** Tap the circular arrows icon here to switch between the front and rear-mounted cameras.
- 9** Tap the white button to take a photo. In video mode, it's a red button. Tap it to start and stop recording. You can also use the volume buttons to take photographs.
- 10** Tap here to open the last photo you took. You can then delete it if it's poor.
- 11** Use this slider to switch between the photo and video camera options, including square photos, slow motion videos and more.

The iSight Camera.

The iPad's iSight camera is mounted on the rear of the tablet. Both sizes of iPad Pro have a camera that takes 12-megapixel still photos and can manage 4K HD video recording. Both photos and videos can be geotagged.



11:18 am Fri 21 Sep

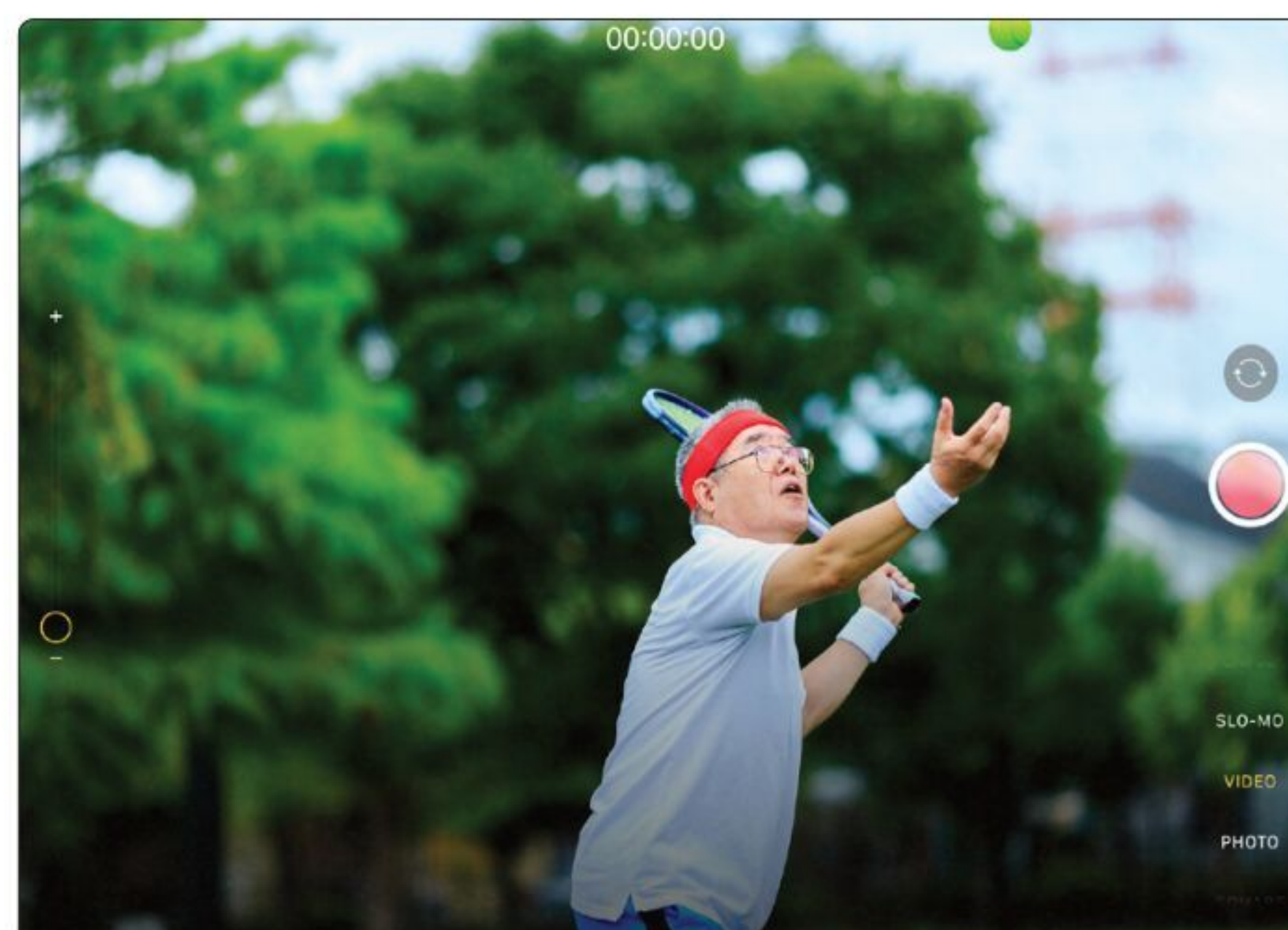




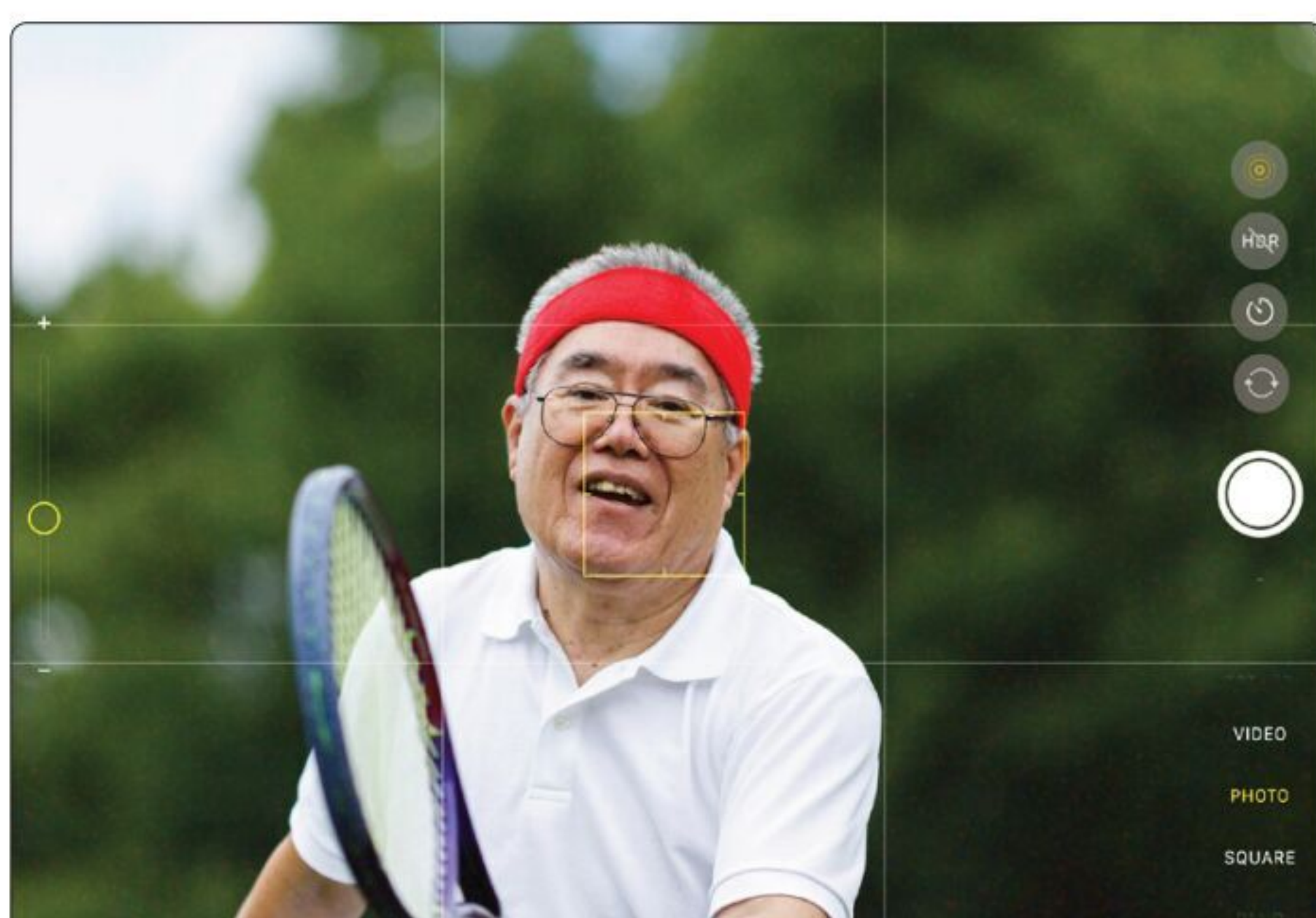
Capturing Still Photographs and Video



1 To flip between your iPad's front and back cameras, tap the circular arrows icon found above the large white shutter button on the right-hand side of the screen.



2 To switch between video and camera modes, move the slider on the right, moving between Time-lapse, Slo-mo, Video, Photo, Square and Pano (panoramic).



3 With the rear iSight camera in use, you can zoom in and out by placing two fingers on the screen and moving them apart to zoom in or together to zoom out.



4 Slide your finger up and down the screen to change the brightness. To take a photo, tap the white circle button at the right or one of the volume buttons instead.

Open from the Lock Screen.

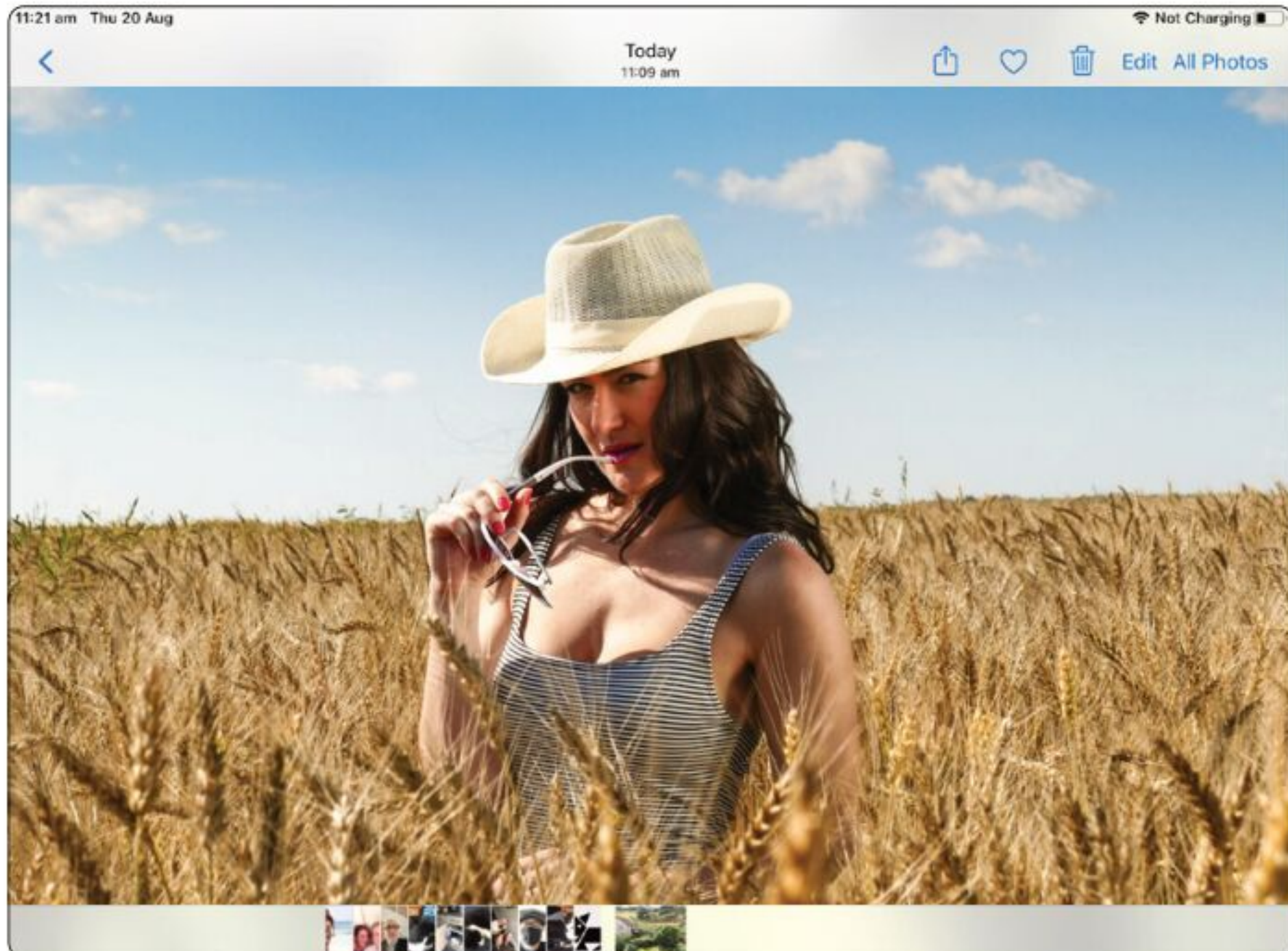
When your iPad is showing the lock screen, you can open the Camera app by swiping the screen left. This takes you straight to the Camera app, from where you can take photos and review your new shots by tapping the preview in the bottom right corner.



HD Video Resolution.

Open the Settings app and tap Camera in the left-hand column. If your iPad is new enough, there's an option called Record Video. Tap it to switch between the default 1080p HD option and the less storage hungry (lower resolution) but still excellent 720p video.





5 A preview of the last photo or video you took is displayed under the white button on the right. Tap it to see how it came out. To return to the camera view, tap the chevron in the top left corner.



6 To record a video, ensure that the slider selector on the right of the screen is moved to video. Press the red record button (or a volume button) and it starts recording video footage.



7 While recording, a timer appears at the top of the screen. When you've captured your video footage, tap the red shutter button (or a volume button) for a second time.



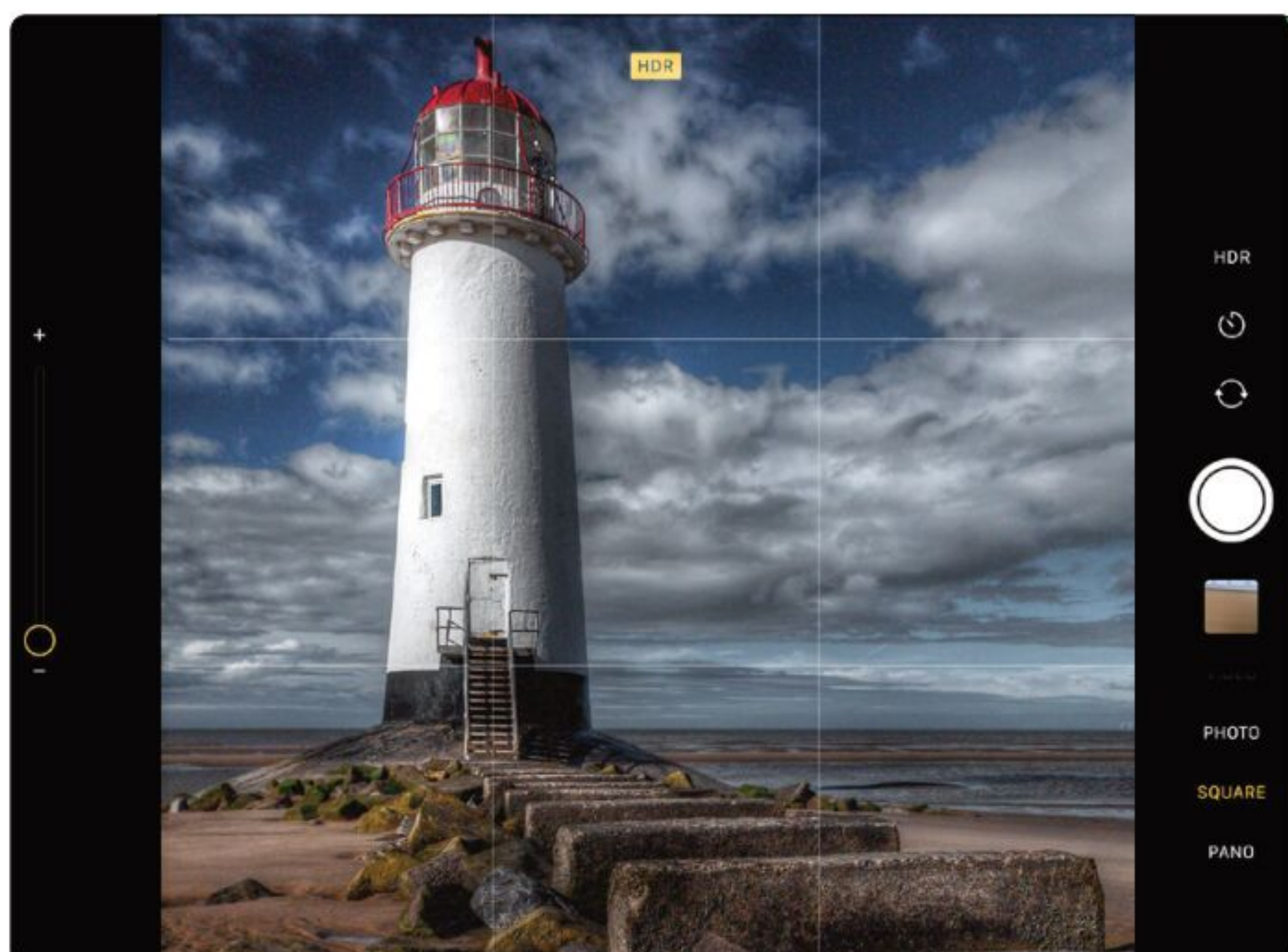
8 Time-lapse takes single frame videos at set time intervals, to show the passing of time. Slo-mo records video in slow motion, and can only use the iSight camera.



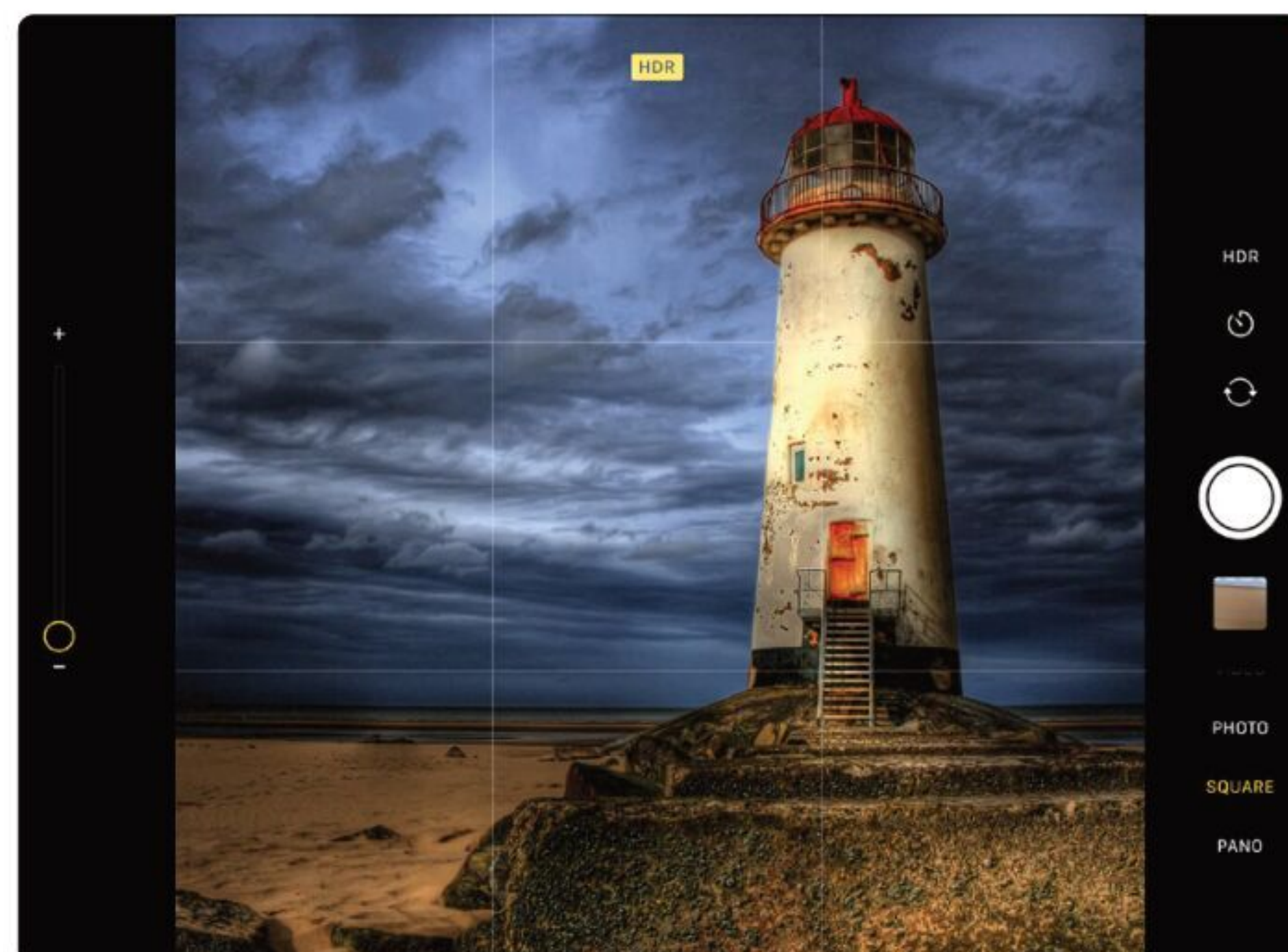
9 Select Pano, press the shutter and follow the line on the screen. The iPad takes a series of images and pastes them into a continuous picture.



10 The Square photo option is best suited for taking a single image that will be used as an ID image for a passport, driving licence or a web avatar.



11 Notice the HDR options in the top right. You can choose to set them to either Auto, On or Off. If set to On or Auto, an icon appears at the top of the screen.



12 'HDR' stands for 'High Dynamic Range'. It works by taking a series of photos in rapid succession at a variety of exposures. They are then combined into a single image.

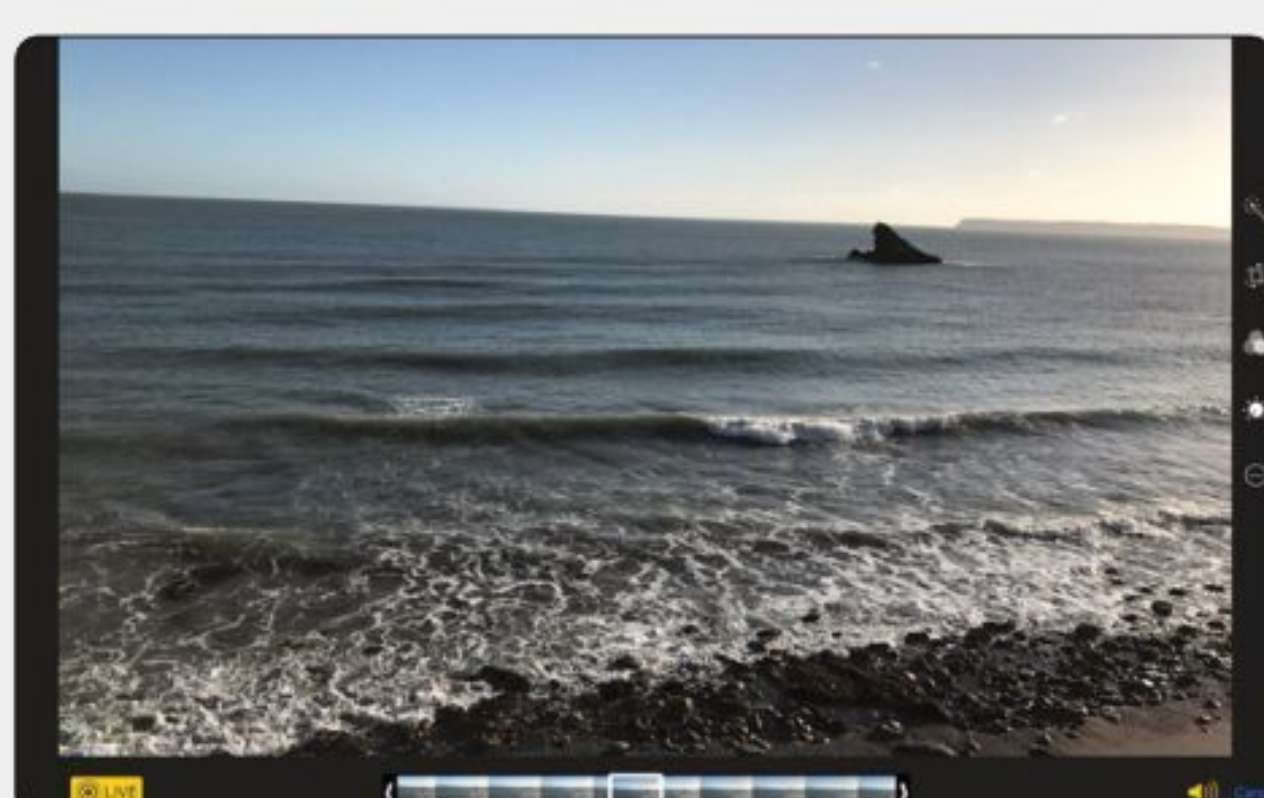


13 Next is the Self Timer, which can be set to either Off, 3 second Delay or 10 second Delay. This allows you to put down your iPad and get in the photo too. Just the thing for those all-important family shots.

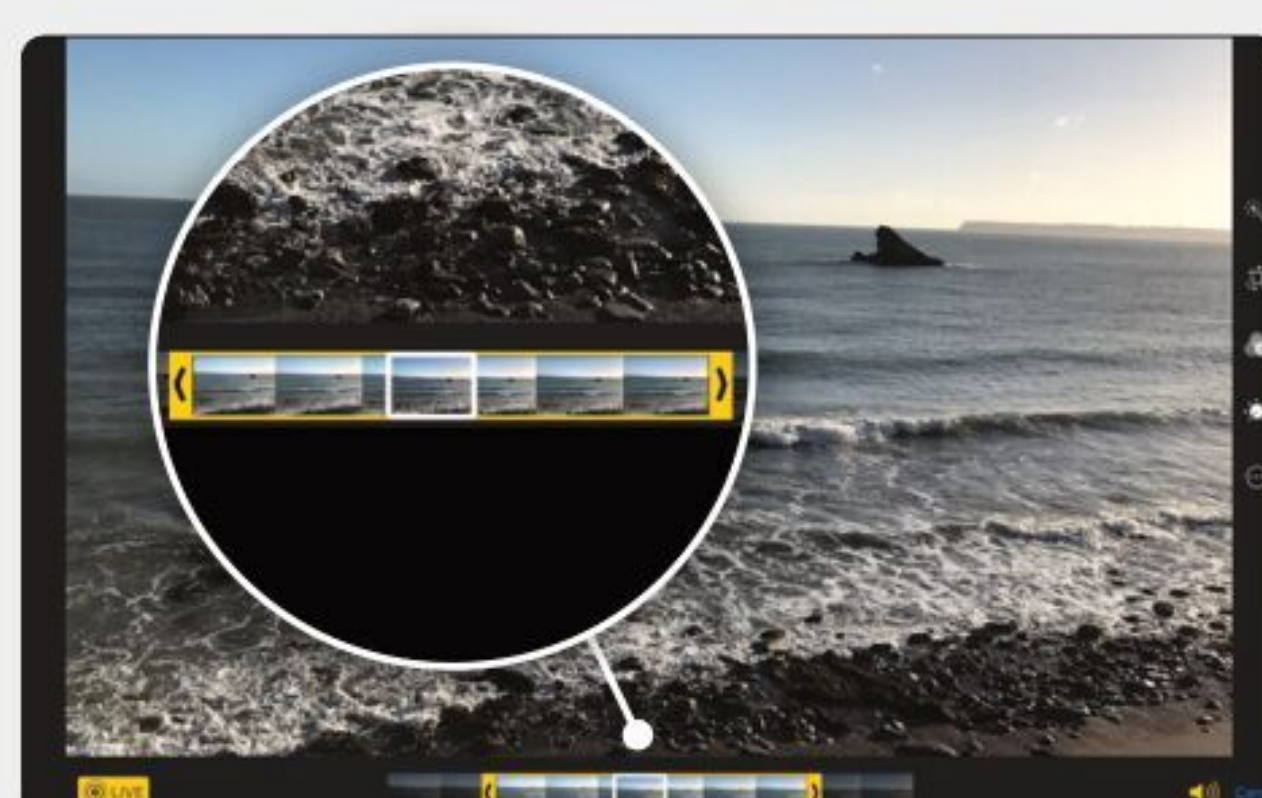


14 You can use the Camera app to scan QR codes, to take you to a website. Hold the camera over the code, there's no need to press a Shutter button. When the notification appears atop the screen, tap it to go to the website.

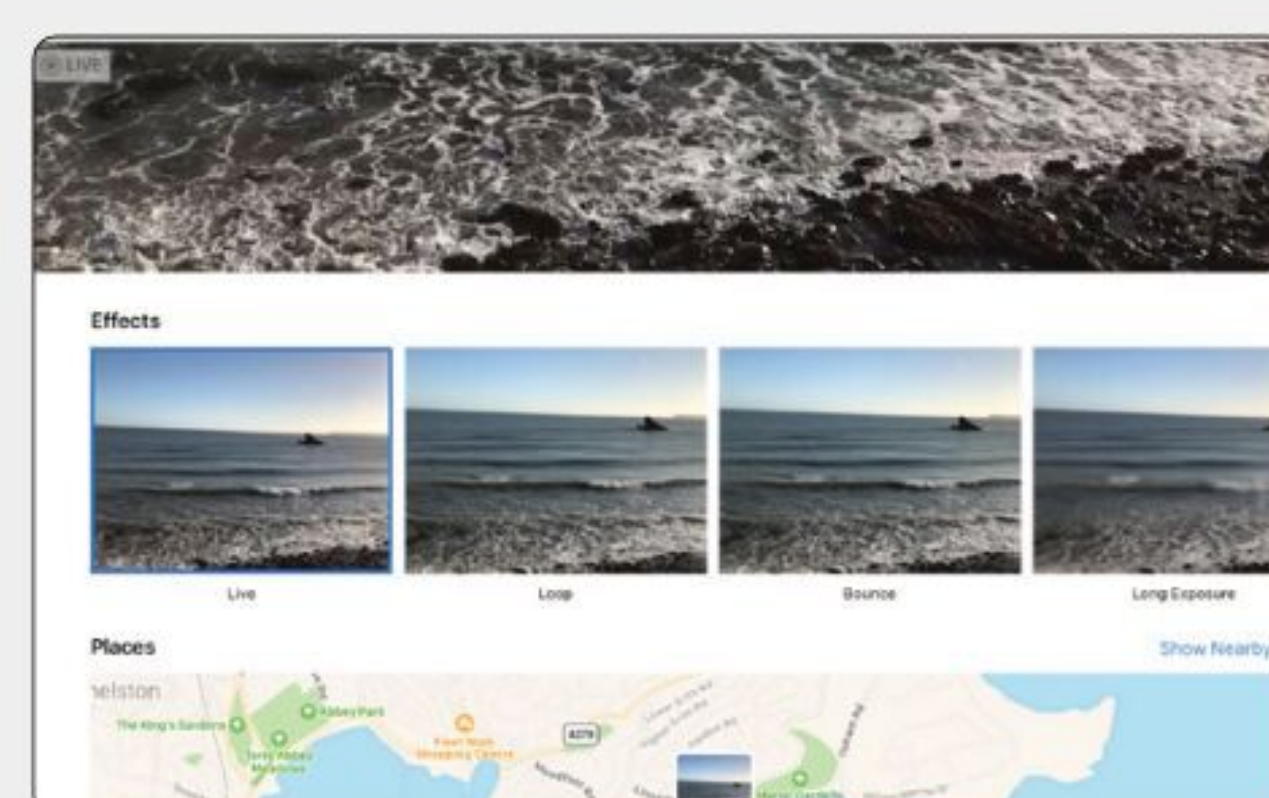
Editing Live Photos.



Take a Live Photo by tapping the circular icon at the top of the sidebar on the right. You can edit them too. When you've taken the photo, open it and tap the Edit link.



As you can see, there's a slider along the bottom. Tap it and you can drag in the ends, cutting off superfluous frames. You can also tap a frame and set it as the key image.



Swipe upwards for some effects. Loop makes the live photo continually move, Bounce does the same but forwards and backwards and Long Exposure adds a blur effect.

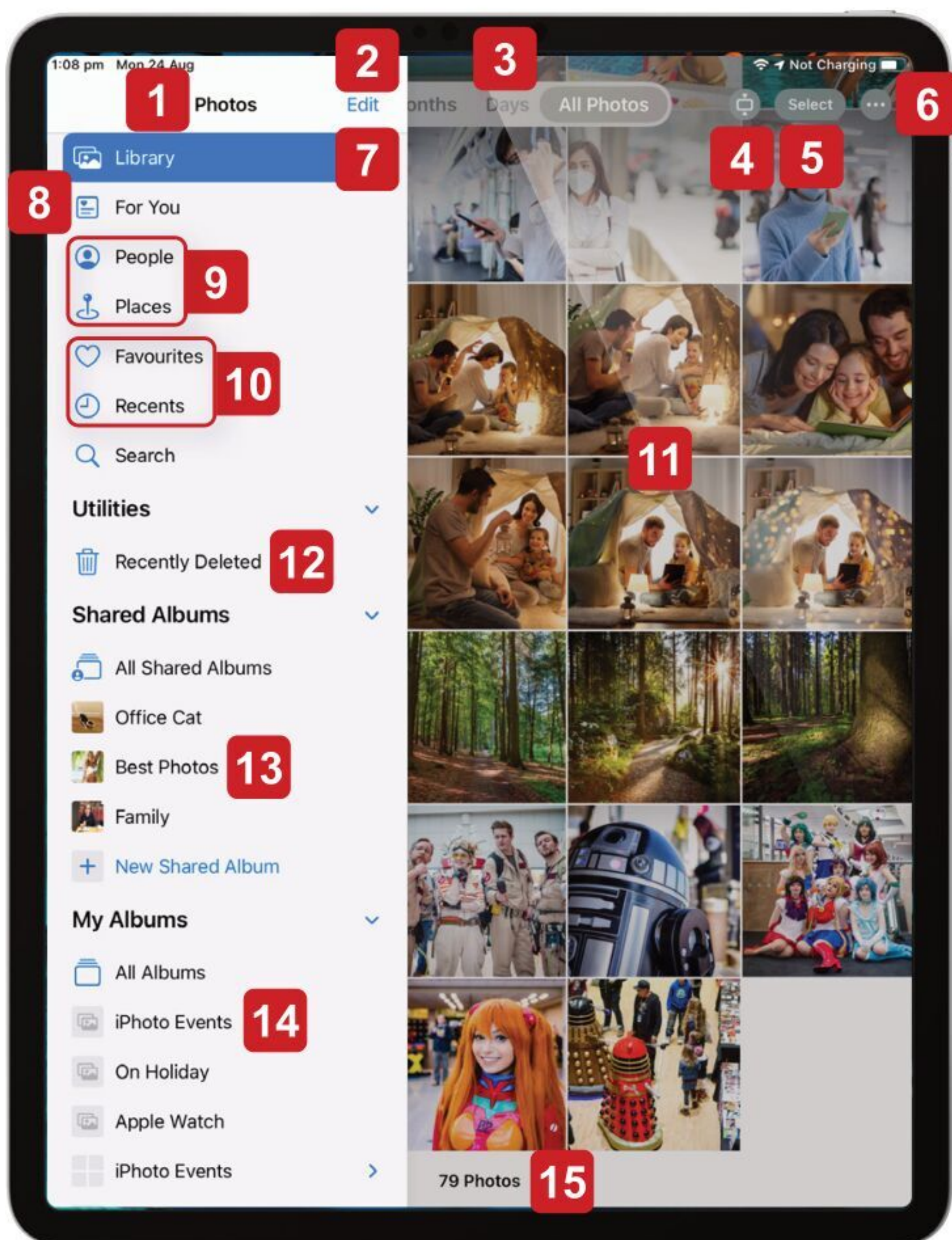


Photos App

Manage Your Snaps

The Photos app is a great photo manager and image editor. You can use it to store and manage your pictures, edit them to get the most out of your snaps and share albums with friends and family. It has a great new sidebar too.

Photos in Focus



Under the Sidebar.

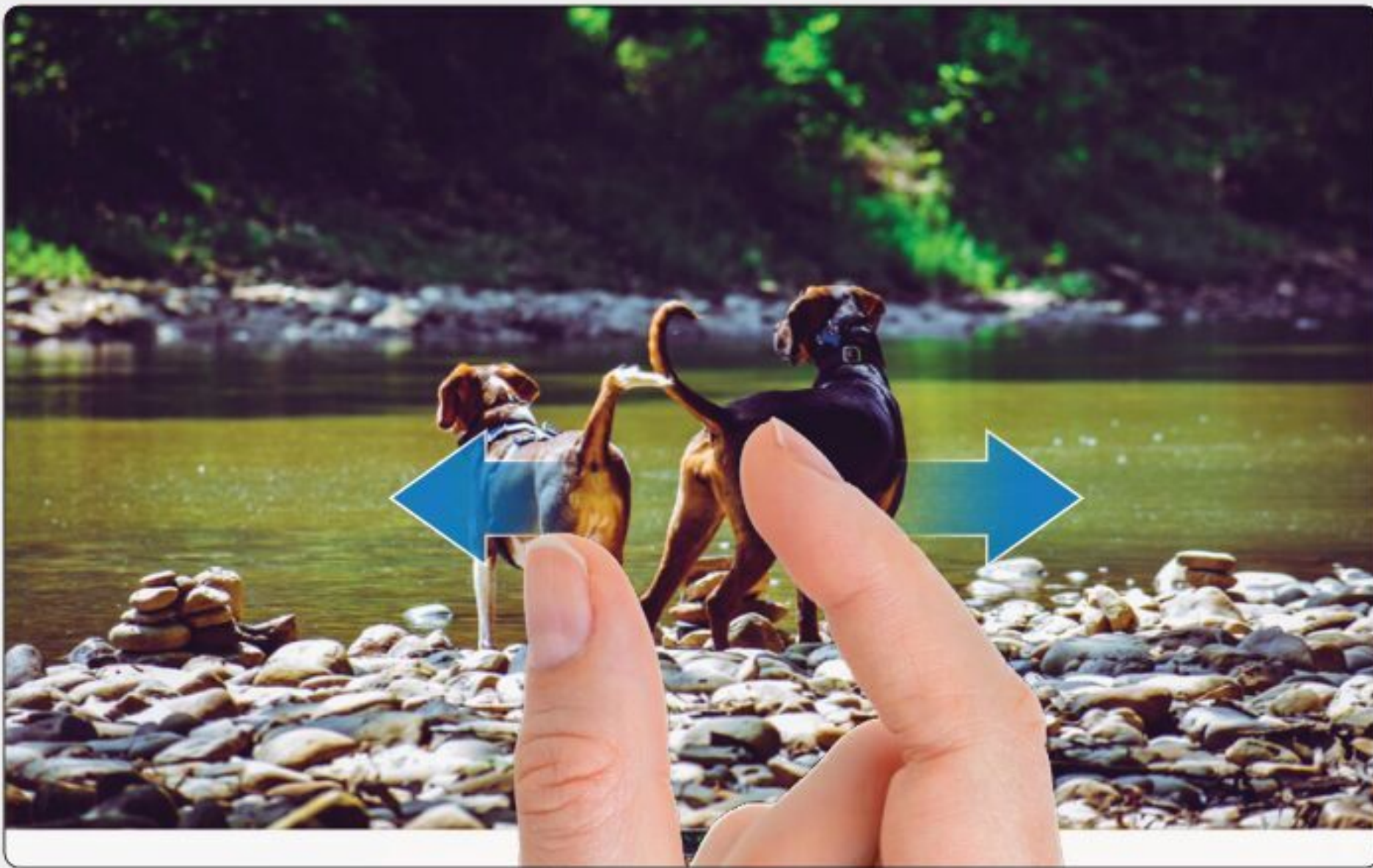
With the sidebar hidden, in the top-left corner, you see the name of the currently open album and the dates when the shots were taken.



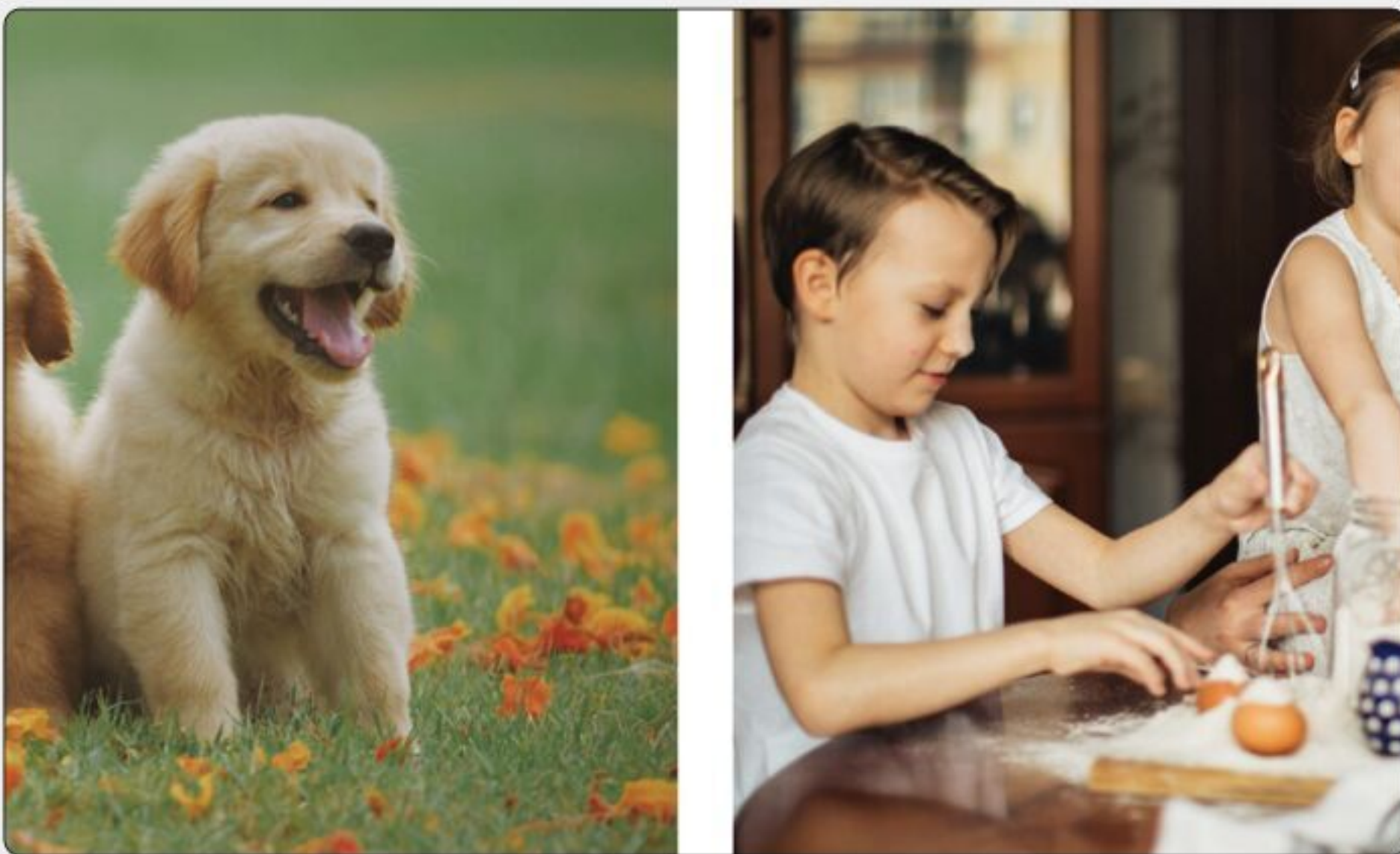
- 1** This sidebar is part of iPadOS 15. Show it by swiping in from the side of the screen or tapping the chevron in the top-left corner. To hide it, swipe it away or tap the screen away from the sidebar.
- 2** Customise the sidebar by tapping the Edit link. Use the three-lines icons to drag items up and down the list.
- 3** View your photos according to the year, month or day they were taken or look at all your photos.
- 4** Toggle between viewing the thumbnails as squares or the full rectangular picture; whether taken in portrait or landscape mode.
- 5** Tap here to select multiple photos. You can drag your finger to select multiple photos more easily.
- 6** This action icon lets you zoom in and out of the photo thumbnails, switch between the square and aspect ratio grids and filter your photos to see all items, favourites, those you've edited, videos only and photos only.
- 7** Tap here for your main photo library, as shown.
- 8** The For You option curates your photos and displays them attractively.
- 9** Look at your photos according to the people in them or the places at which they were taken.
- 10** Look at photos you've marked as favourites or added recently. Here you can also search your pictures by title, notes, people, places and what's in them.
- 11** To open a picture, just tap on one here.
- 12** Tap here to get to the photos you've recently removed and then undelete or permanently delete them. They're kept here for 30 days from when you delete them, after which they're automatically erased.
- 13** After setting up an album and sharing it with others, it appears here.
- 14** Here are your albums set up in the Photos app.
- 15** At the foot of the screen, you're shown how many shots are in your currently viewed album or collection and also (where applicable) videos.



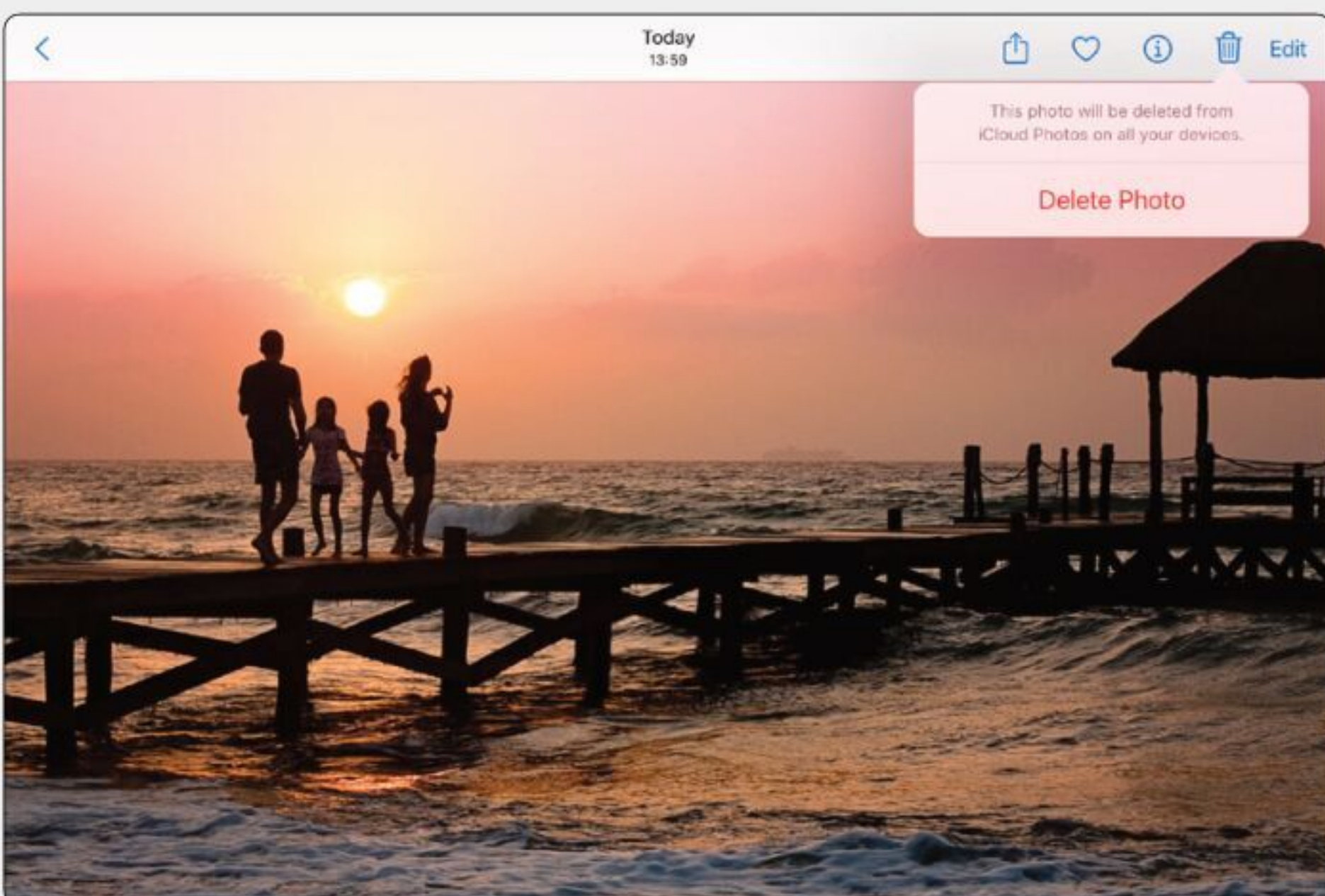
General Tips for Using the Photos App.



1 Tap a photo or video to view it. To zoom in on a picture, put your finger and thumb on the screen and slide them apart. When zoomed in, you can move it around by dragging with your finger.

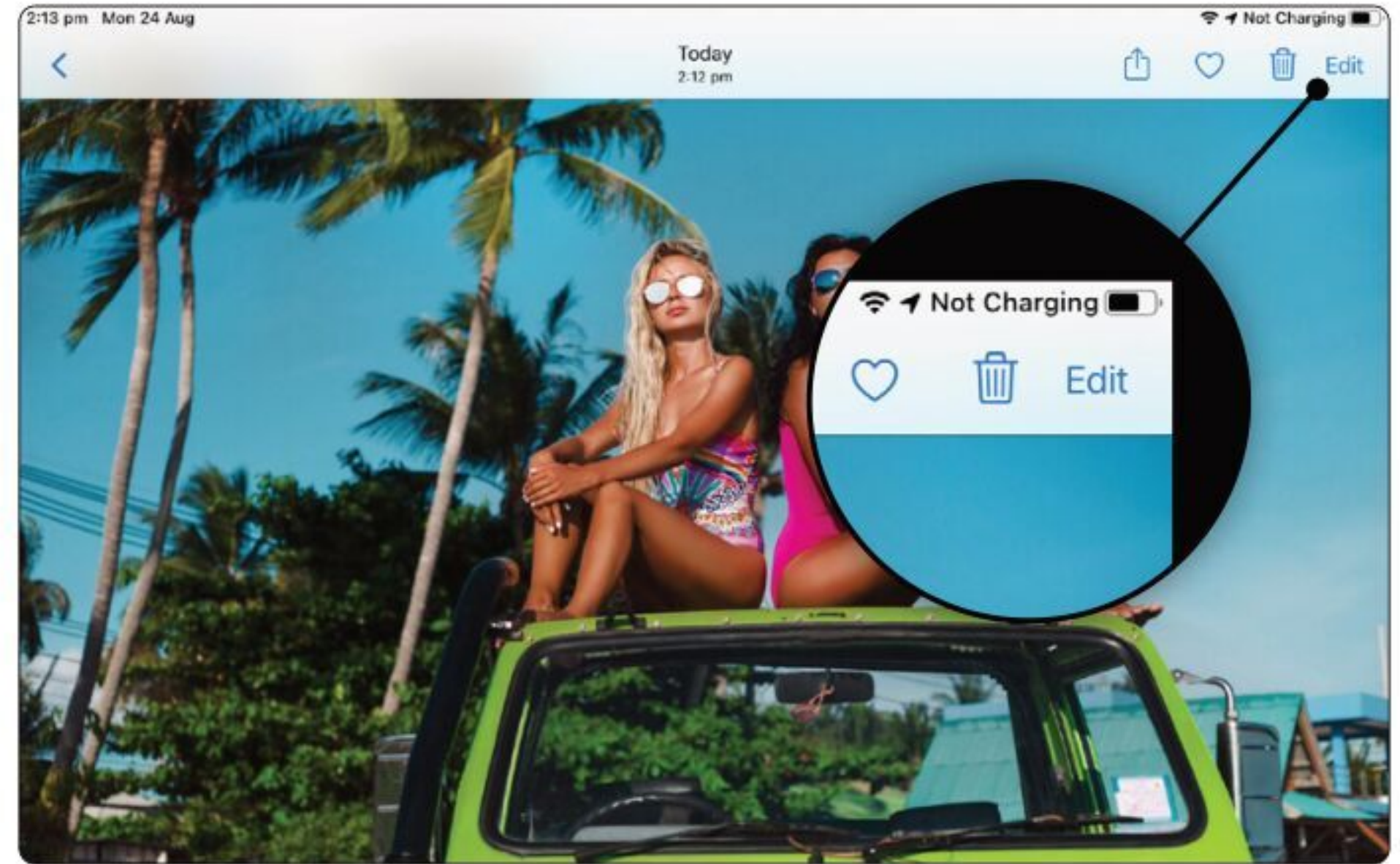


2 You can also scroll them using the photo bar found at the foot of the screen. The open image can also be dragged left and right to swipe through your photo collection, picture by picture.

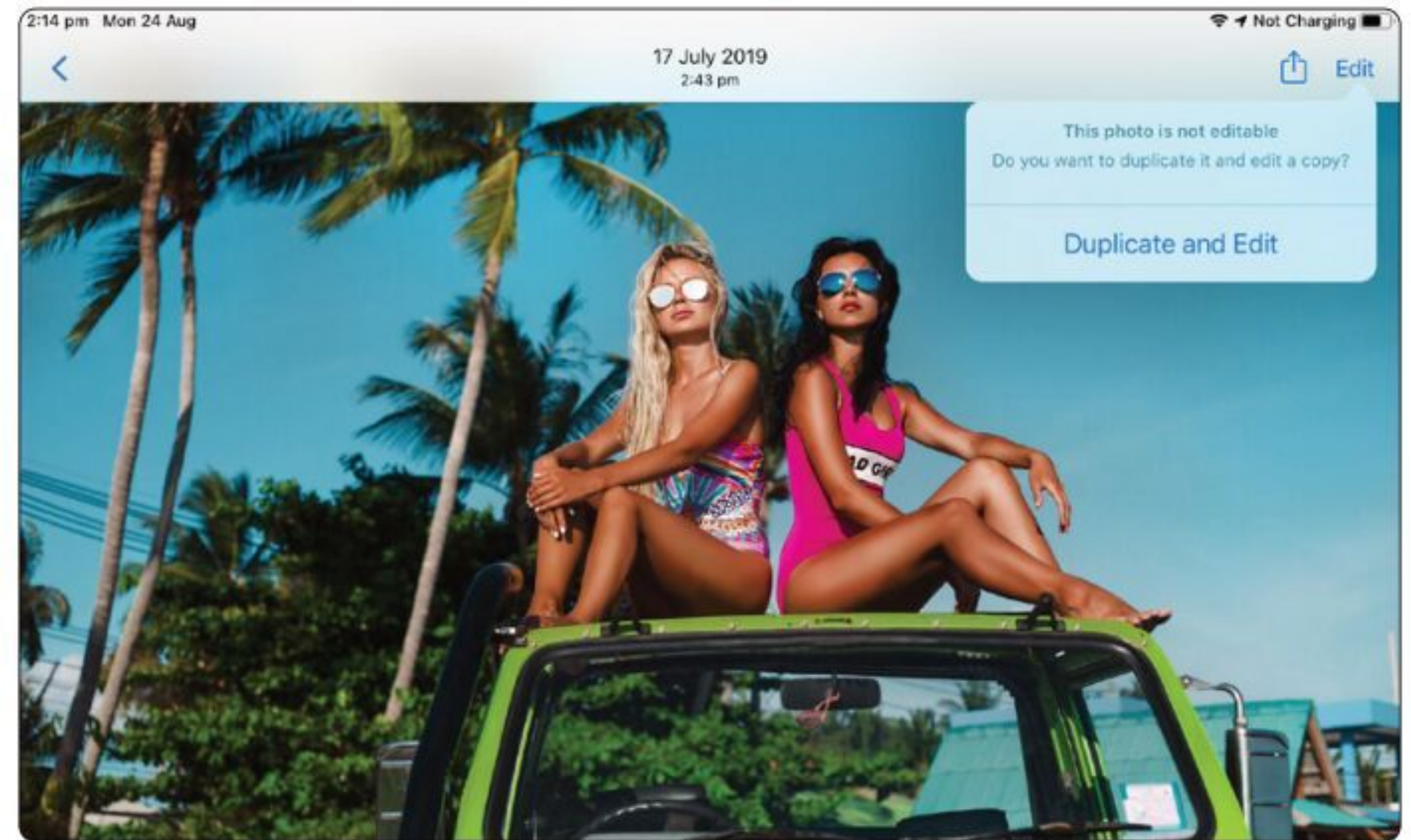


3 To delete a single photo or video, open it and tap the Trash icon; if it's not there, the photo was added to your iPad through syncing and cannot be deleted in this way. Tap the Arrow-in-a-box icon for sharing options.

Editing Techniques Made Easy



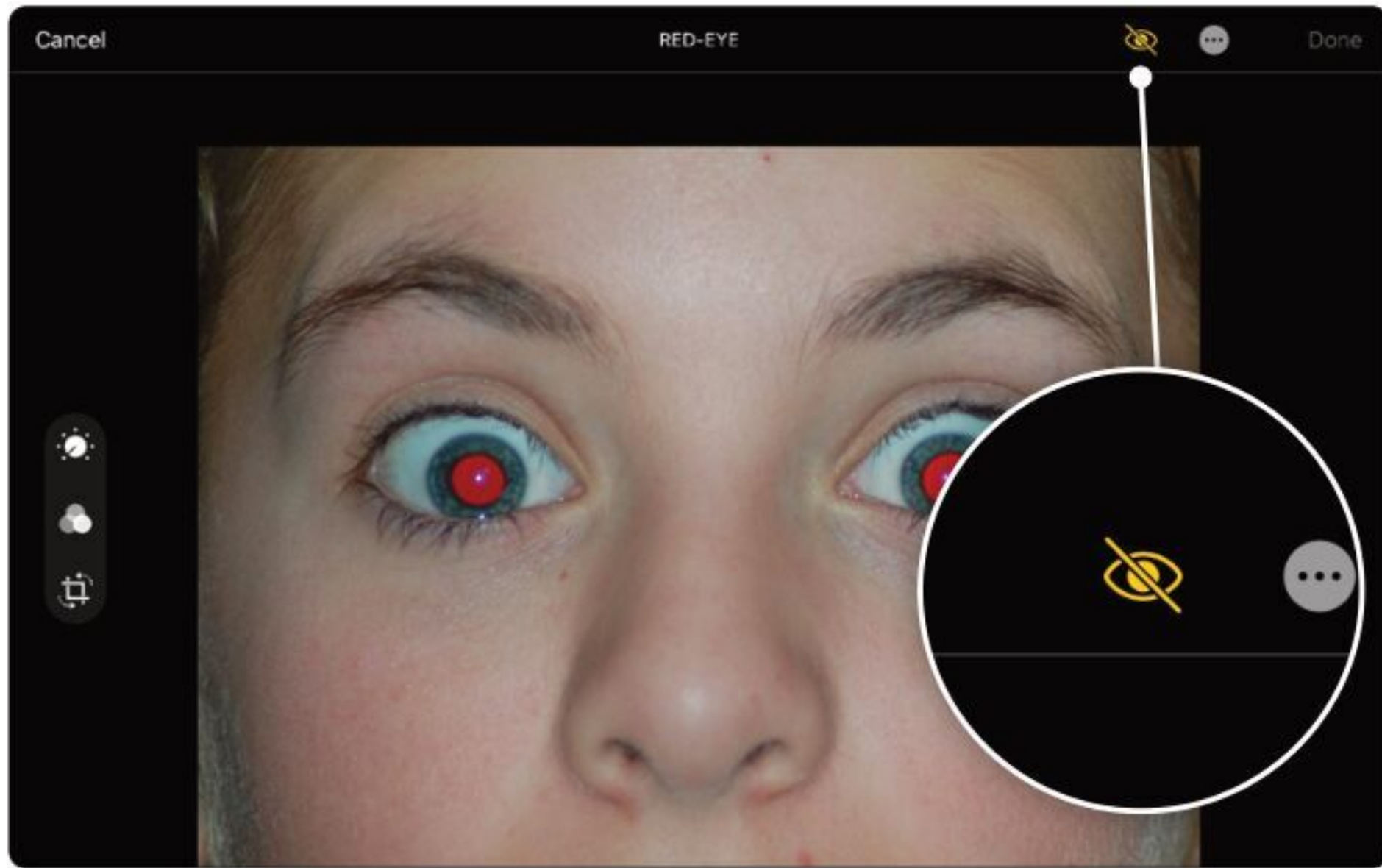
1 Open the Photos App and select the image you wish to edit from the Camera Roll. To enter editing mode and bring up the key editing tools, press the Edit link in the top right corner.



2 If you use iCloud Photos and the photo you're trying to edit isn't actually stored on your iPad or your photos are synced with your computer, it must be downloaded first. Just tap Duplicate and Edit.



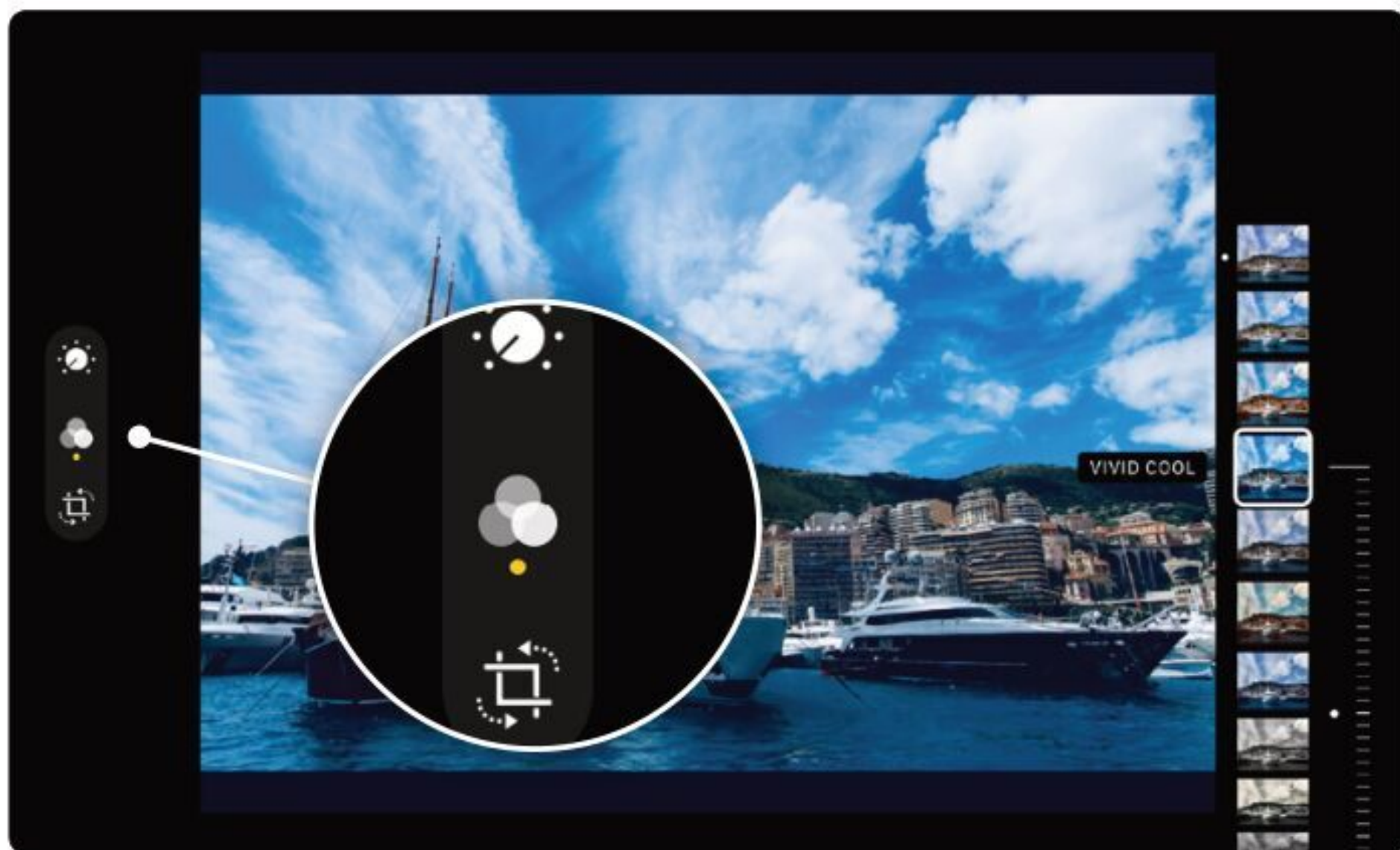
3 It's not just photos you can edit. You can use the Photos app editing tools on videos taken on your iPad as well as photos. You can also trim the start and end of the footage, by moving the end points.



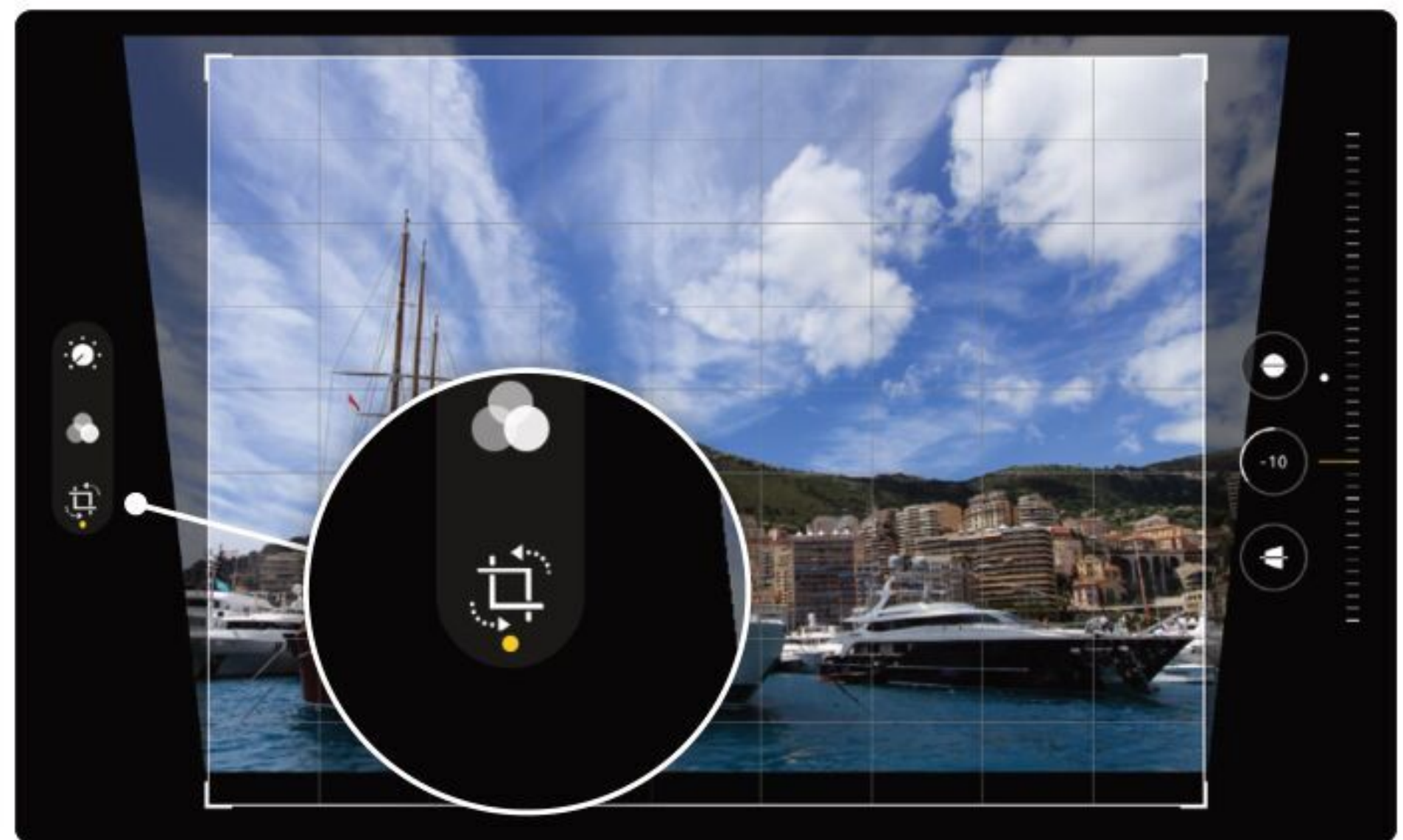
4 There are two icons in the top right. Tap the Eye to get rid of red-eye on your photo. As instructed on-screen, zoom in and tap the red pupils on the photo to get rid of them. Tap the Three dots for options including opening it in another app or using Markup to annotate or draw on the picture.



5 The first of the three tools on the left of the screen is Adjust. Drag the row of circles to the right of the picture for adjustment tools. The first, the magic wand, is an auto-adjust that does everything for you. The others include tools for things like highlights, shadows, contrast, brightness, temperature and more.



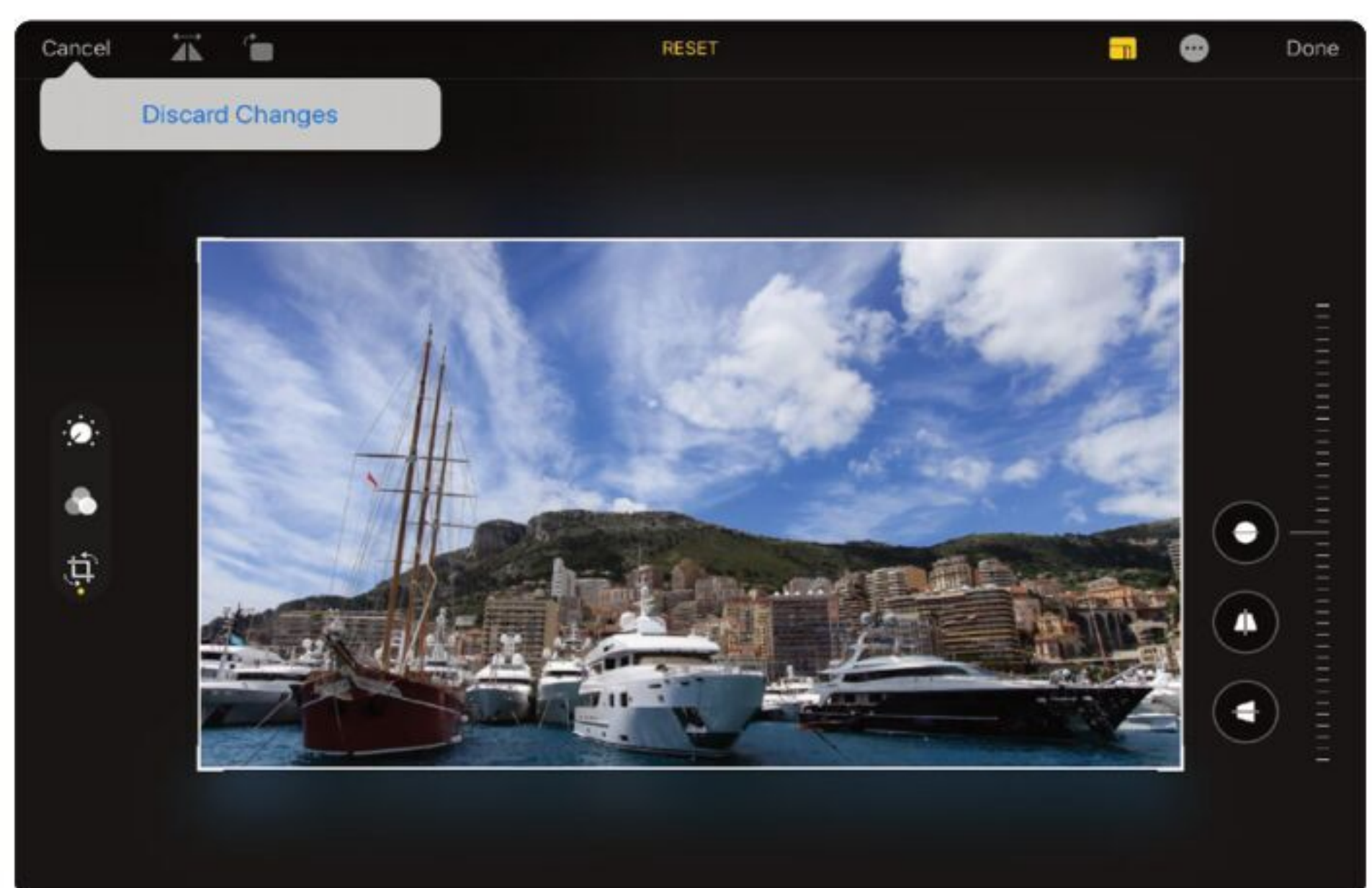
6 The next tool, the three interlocking circles, gives you filter options. To apply a filter in real time, slide the row of thumbnails to the right of the picture. The first filter is Original, which leaves the picture as it is, while the others offer enhancements like Vivid Warm and Cool, Mono, and Silvertone.



7 To crop a picture, tap the Crop tool and drag the picture's corners into the photo. The three circles to the right of the photograph (top to bottom) straighten the picture, skew it vertically, and skew it horizontally. To increase and reduce the intensity of these effects drag the bars that are found on their right.



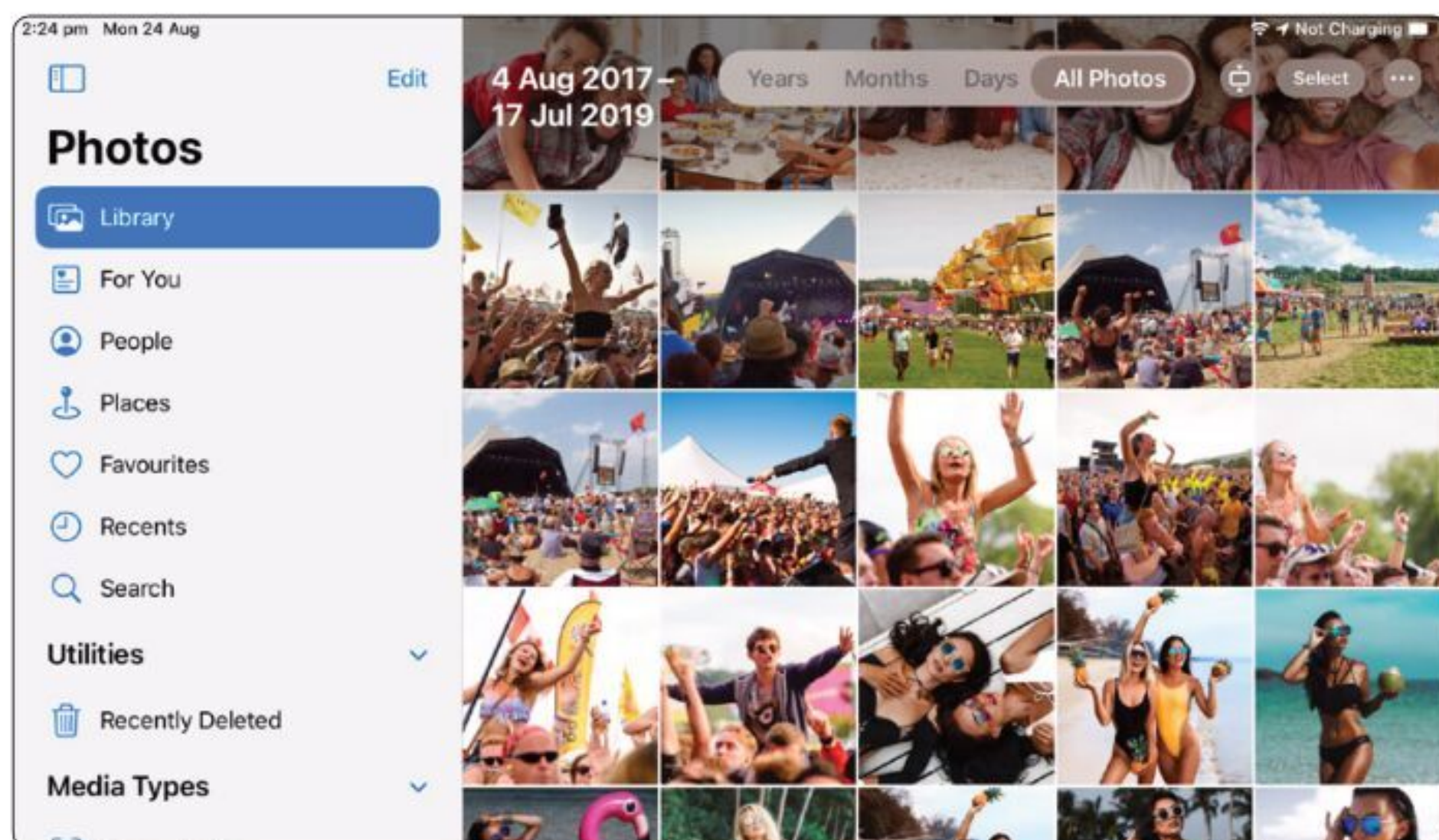
8 Select Crop and there are extra tools at the top. These are (left to right) flip horizontally, rotate in 90° increments, change aspect ratio and access Markup and more options. The aspect ratio tool selected lets you choose from various sizes using the slider.



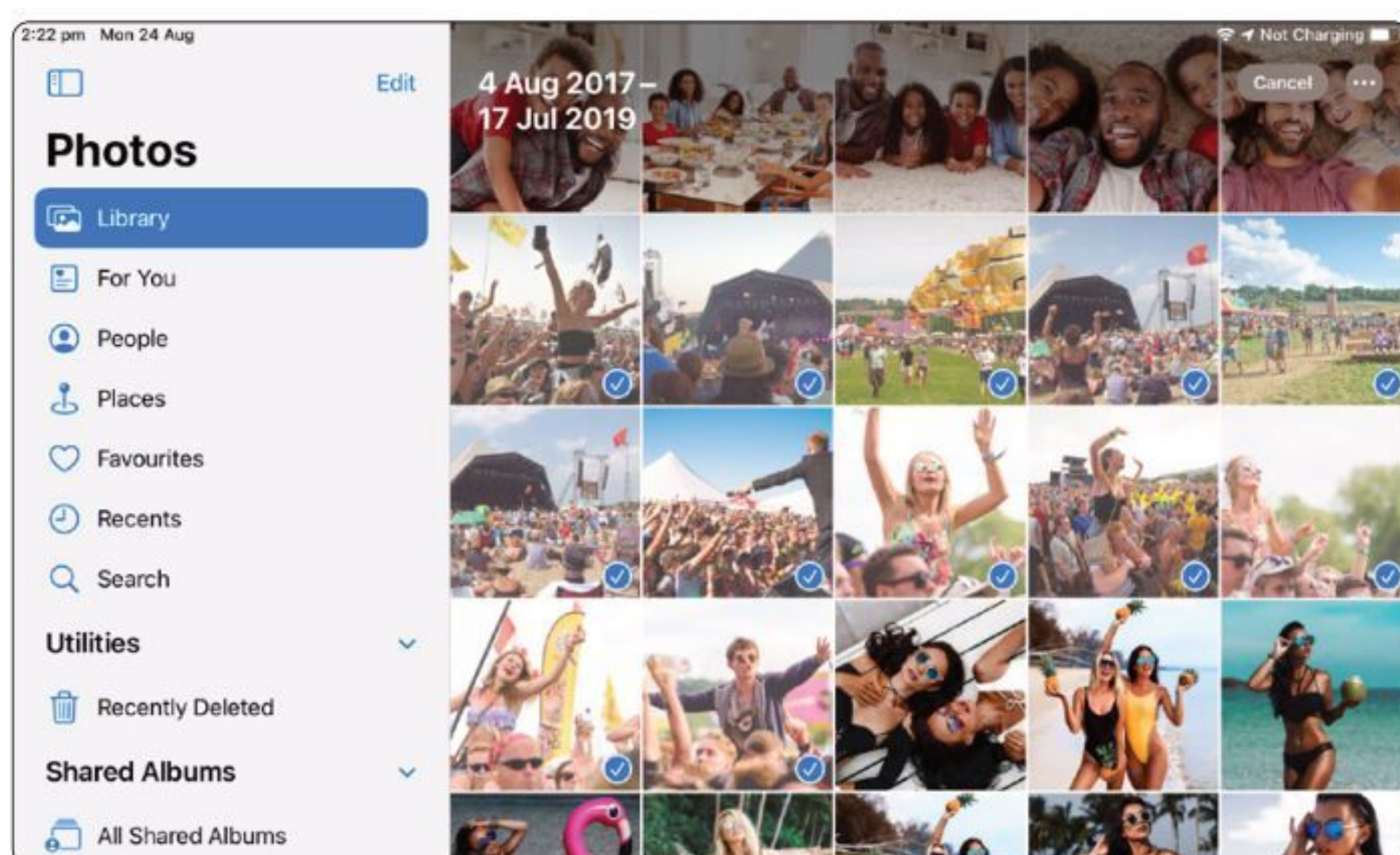
9 All the changes you make to a photo can be undone. The last adjustment can be removed by tapping the Reset link, in the middle of the top bar, or Cancel, on the left, to undo all adjustments. Once you are sure, confirm via the pop-up option.



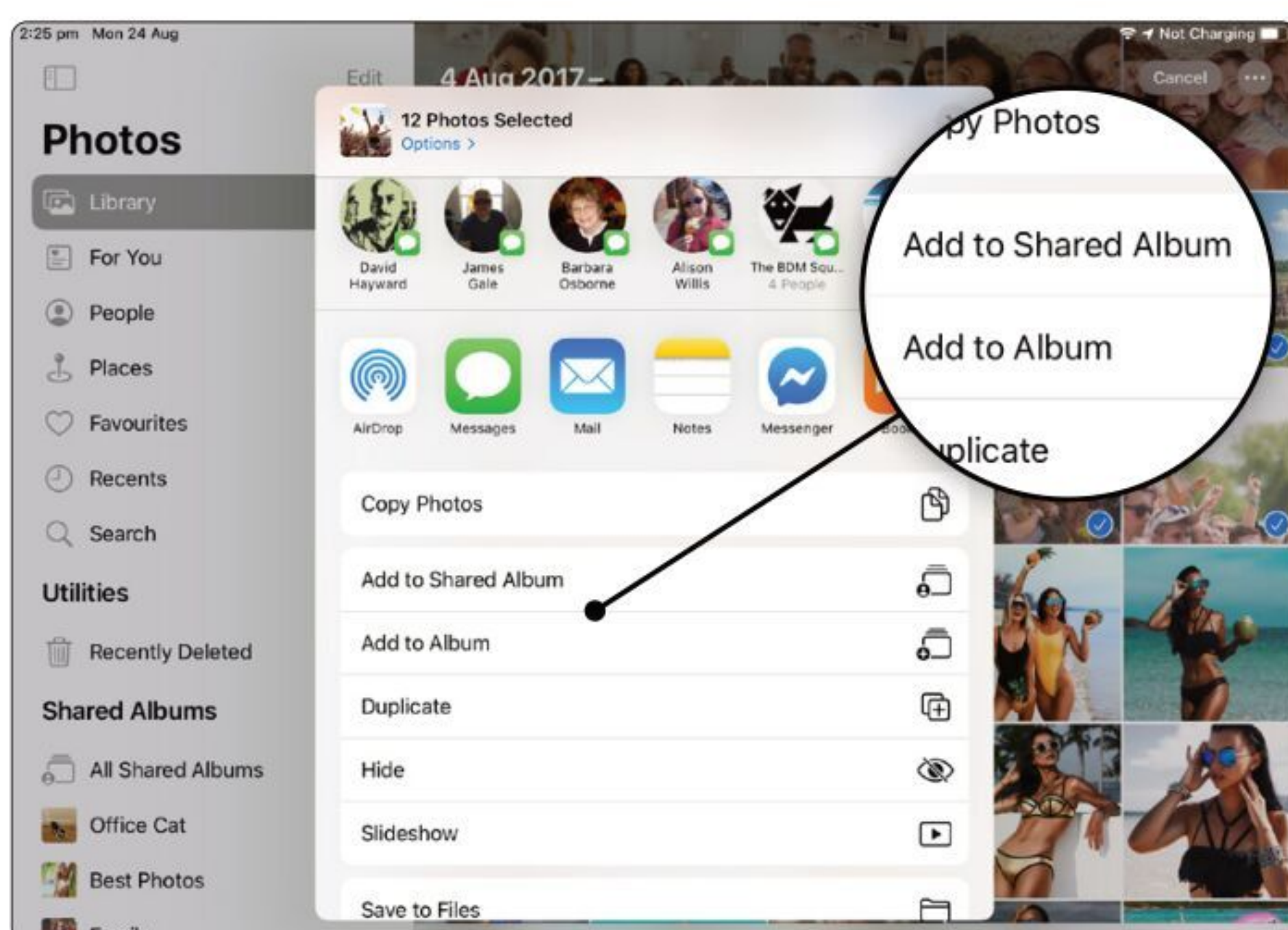
Creating New Albums in the Photos App



1 To create a new photo album, on the main Photos page (accessed by tapping the 'Library' link in the sidebar), tap Select in the top-right corner.

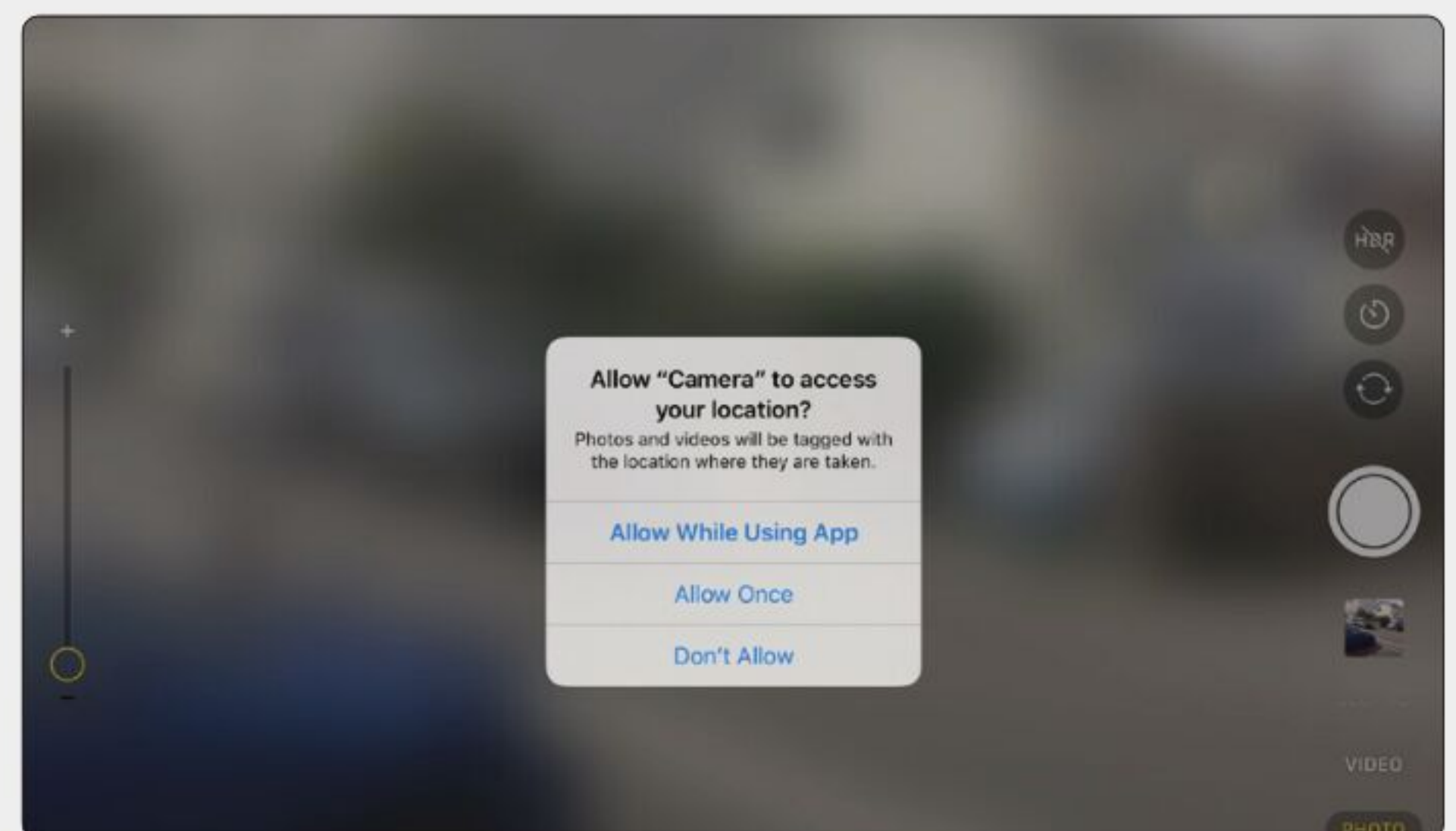


2 Now select all of the images that you want to add to the new album. Tap on a picture to select it on its own, or drag your finger over several photographs to select them all at once.



3 Tap the Share icon to show this window, then select Add to Album, or Add to Shared Album, from the menu. You can then add your selected photographs to an existing album, or make a new one.

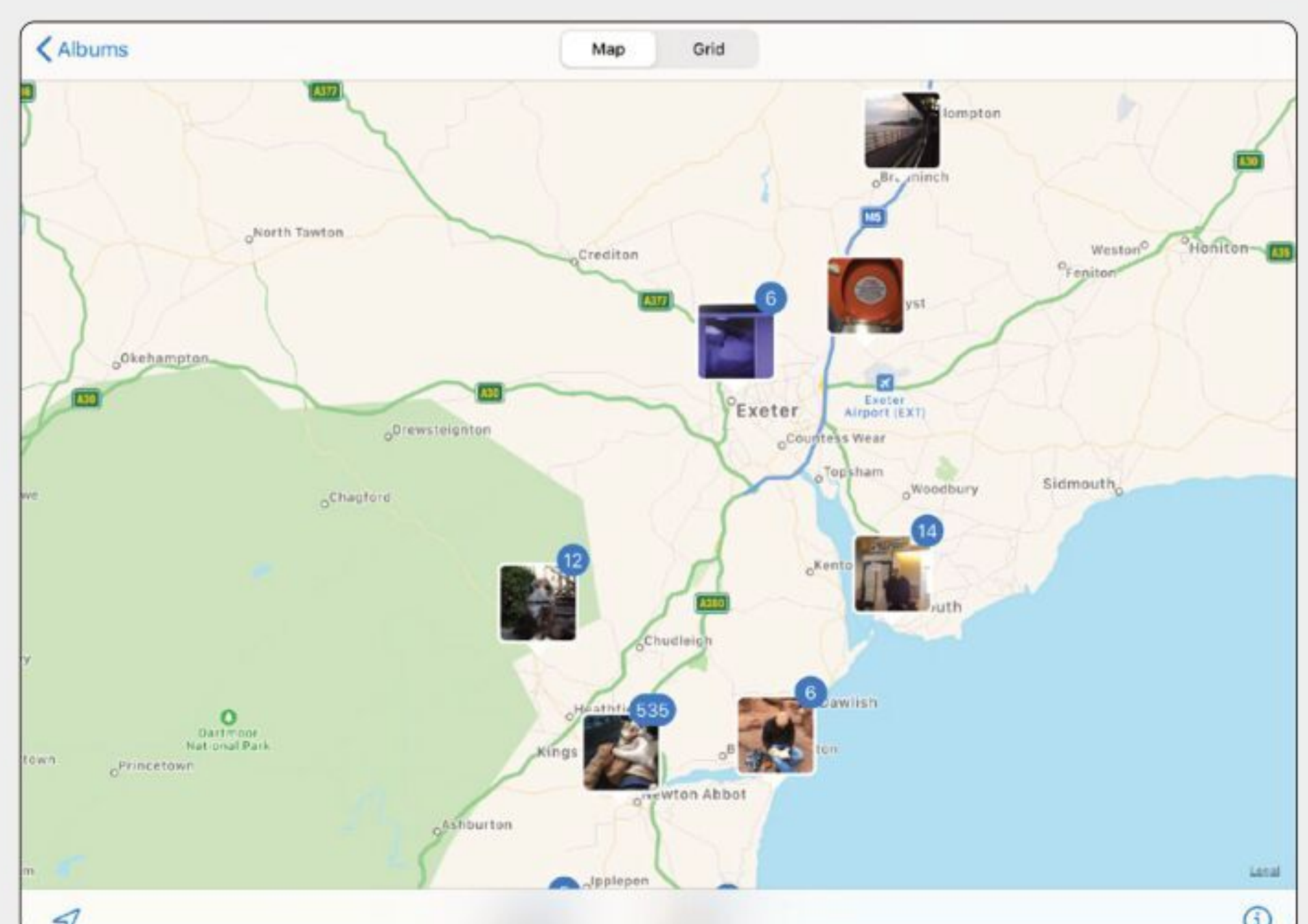
Record Your Location in a Photograph.



1 In the Settings app, go to Privacy > Location Services and make sure Location Services are on. Take a picture using the Camera app, and you're asked for authorisation to use your location. Tap an Allow option.

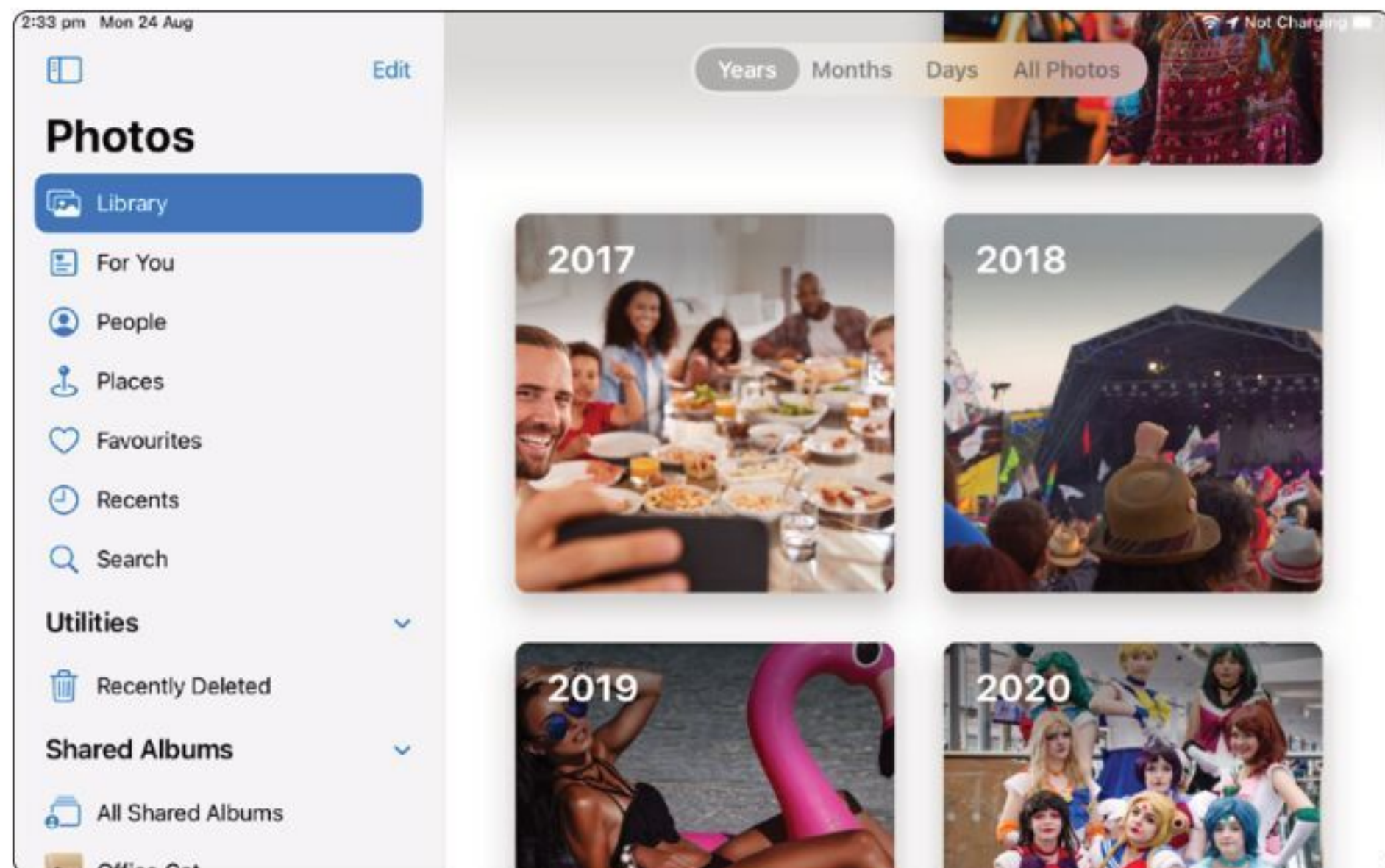


2 Every time you take a photograph, your location is now recorded by the iPad and embedded in the picture's details, or 'metadata' to use the correct term. To test it and make sure it worked, take a quick photograph.

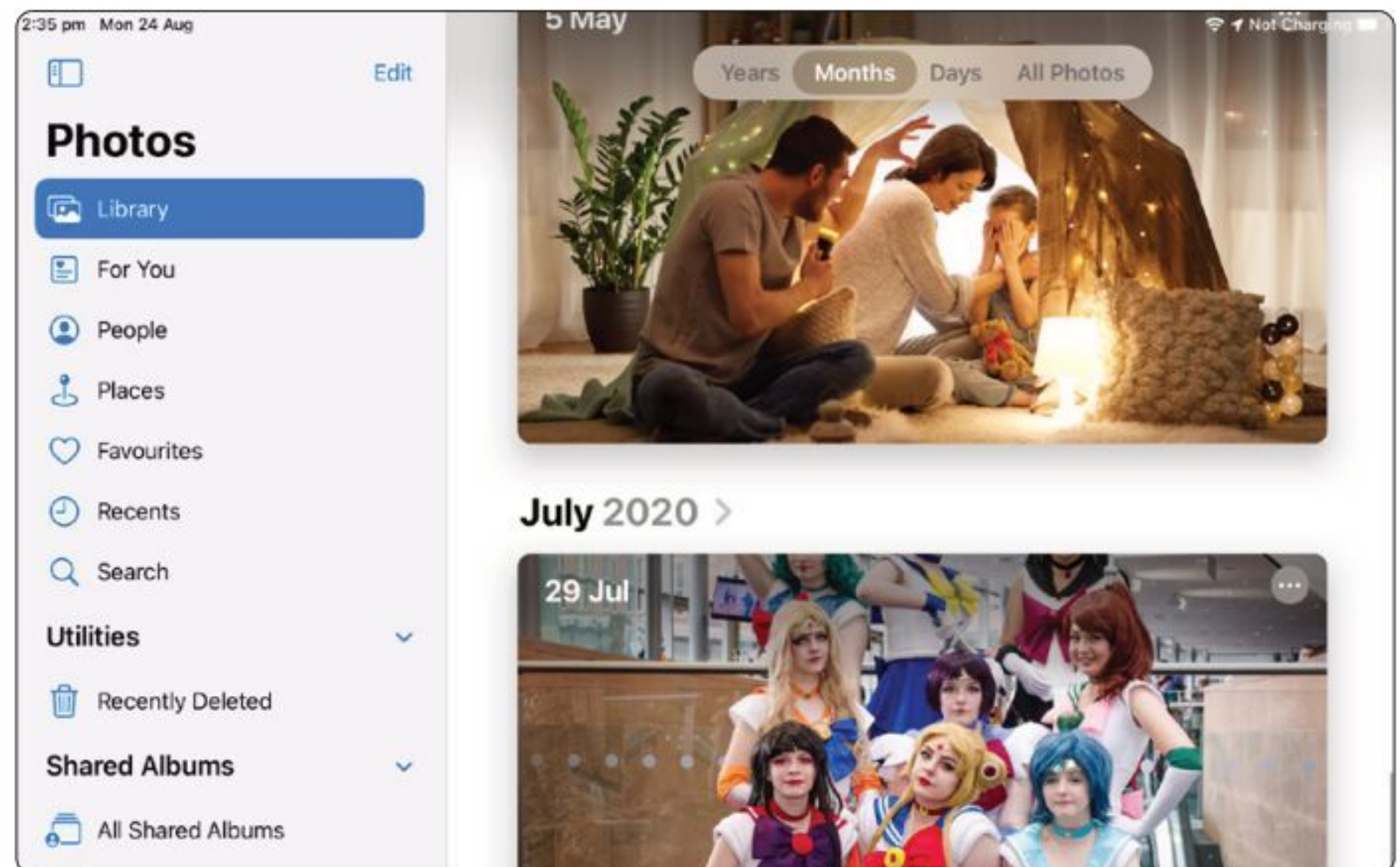


3 Close the Camera app, open the Photos app, open Albums (bottom of screen), and then tap Places. You see the locations where you've taken photos. Tap a location to see the images you took there.

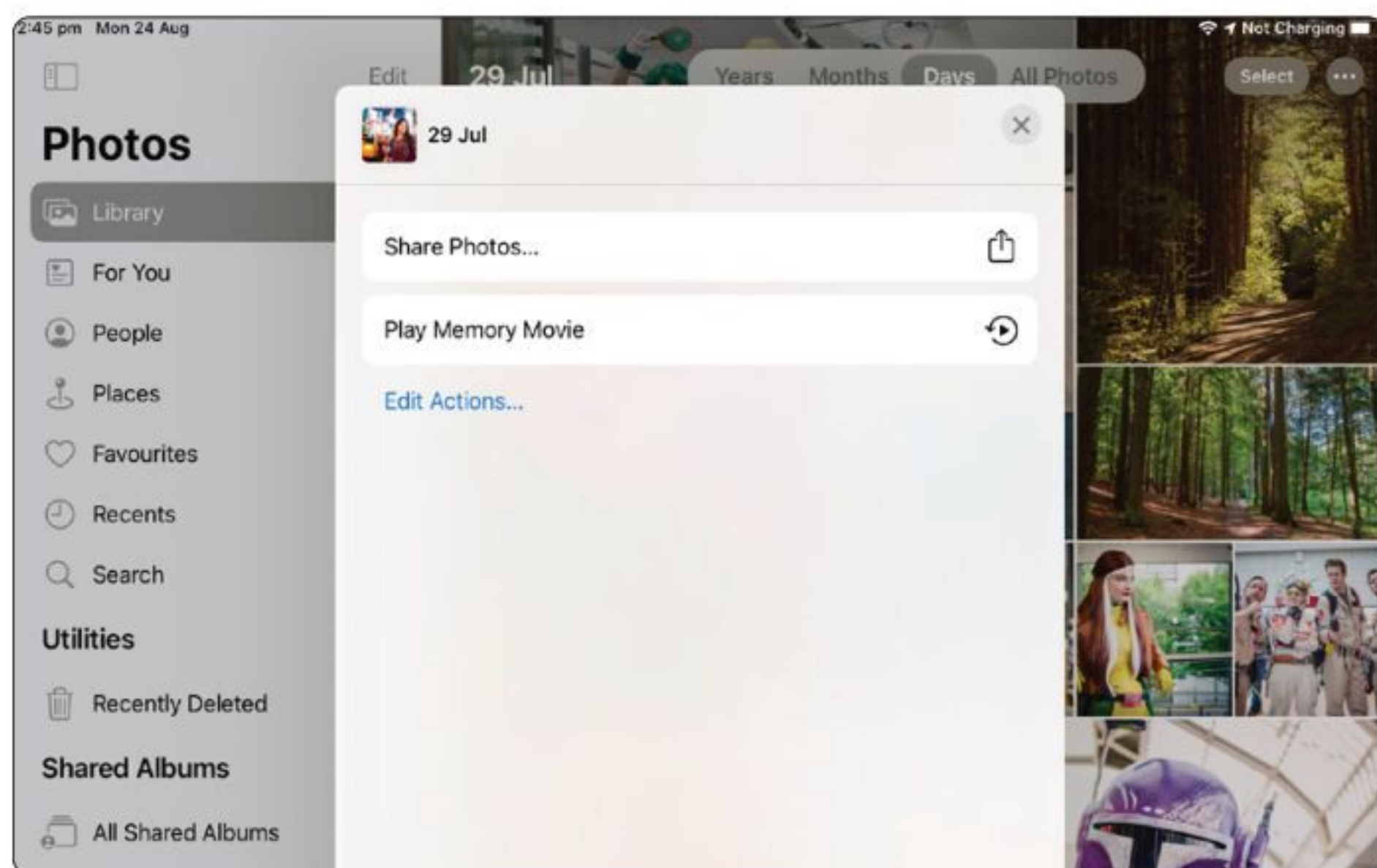
Navigating the Photos App



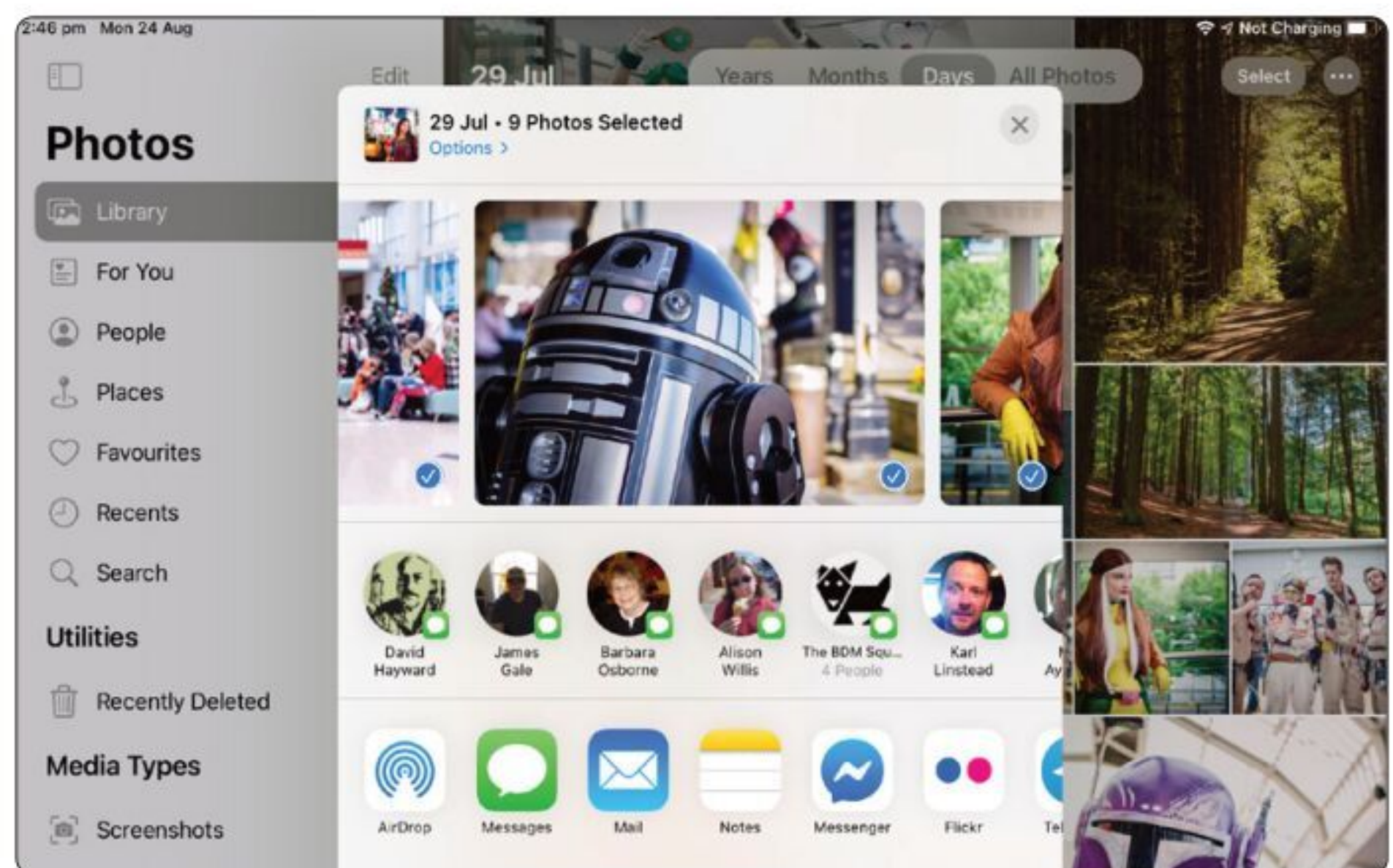
1 With the Library sidebar option selected, in the bottom right corner, select Years in the options near the foot of the screen. Your photographs are arranged according to the year in which they were taken. Scroll up and down to cycle through the years.



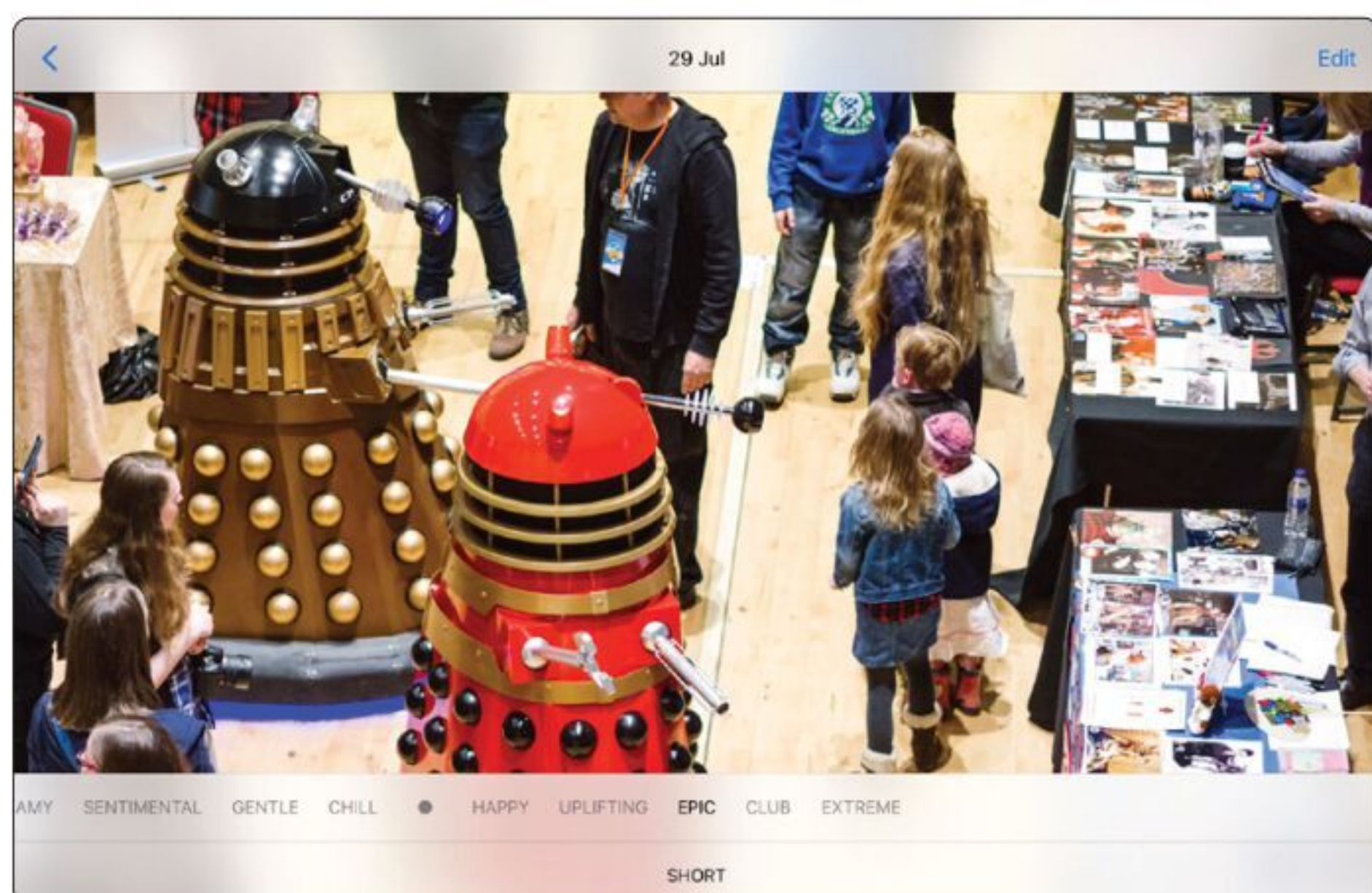
2 Tap one of the photos, you're taken to the Months view and shown all pictures taken that year, arranged into months. Tap one again and you move to Days, with that month's photos arranged into the individual dates on which they were taken.



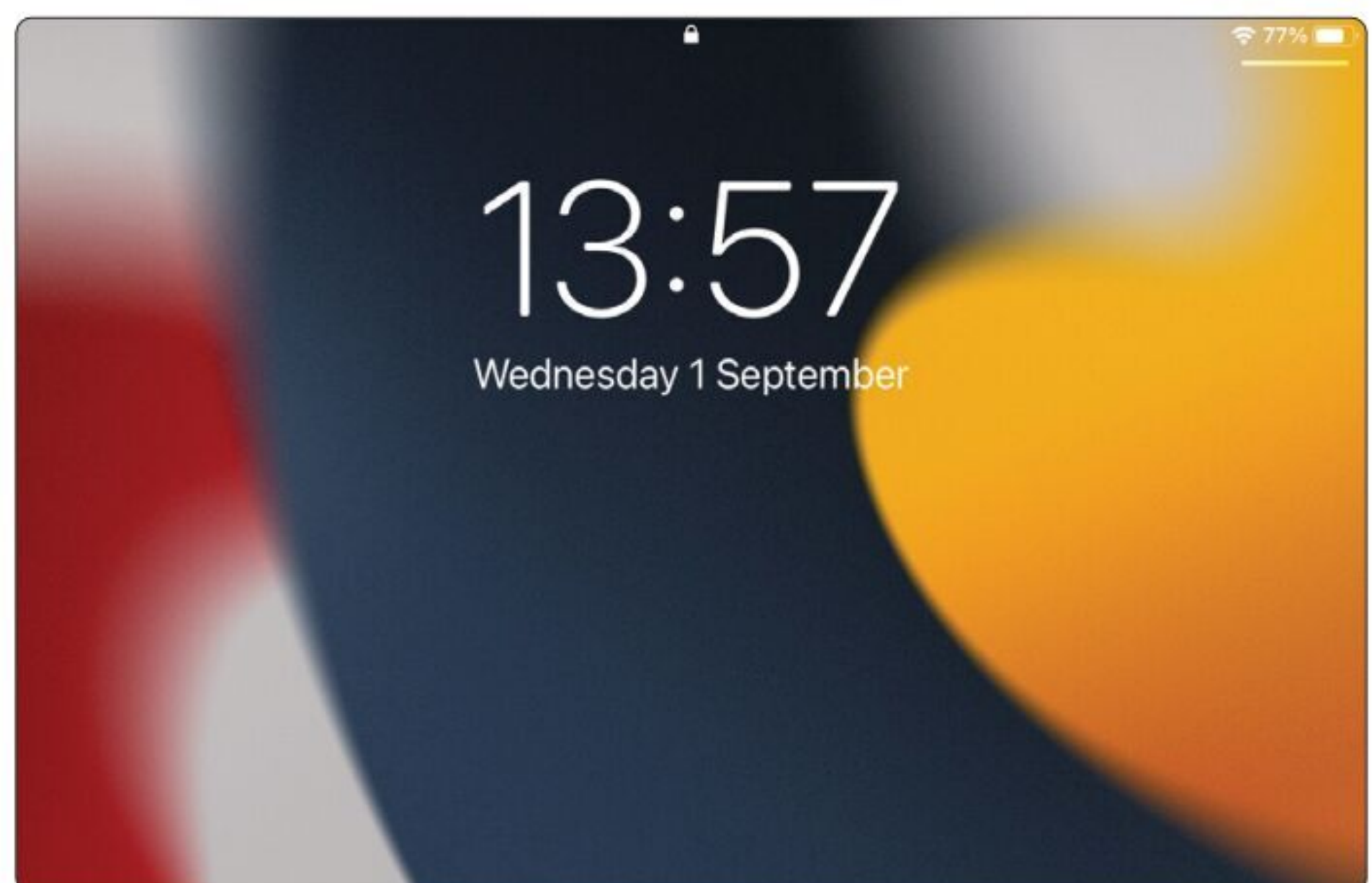
3 In the Days view, the pictures are arranged in a scrapbook style, a little like the Memories view offered in older versions of Photos. As always, you can tap a photo to open it. For a range of other options, tap the Three-dots icon in the top right.



4 The Three-dots icon gives access to (among other things) the Share icon. Tap this and you can share the photos you're looking at in a variety of ways. You can also tap Play Memory Movie for a slideshow, featuring the pictures in question, set to music.



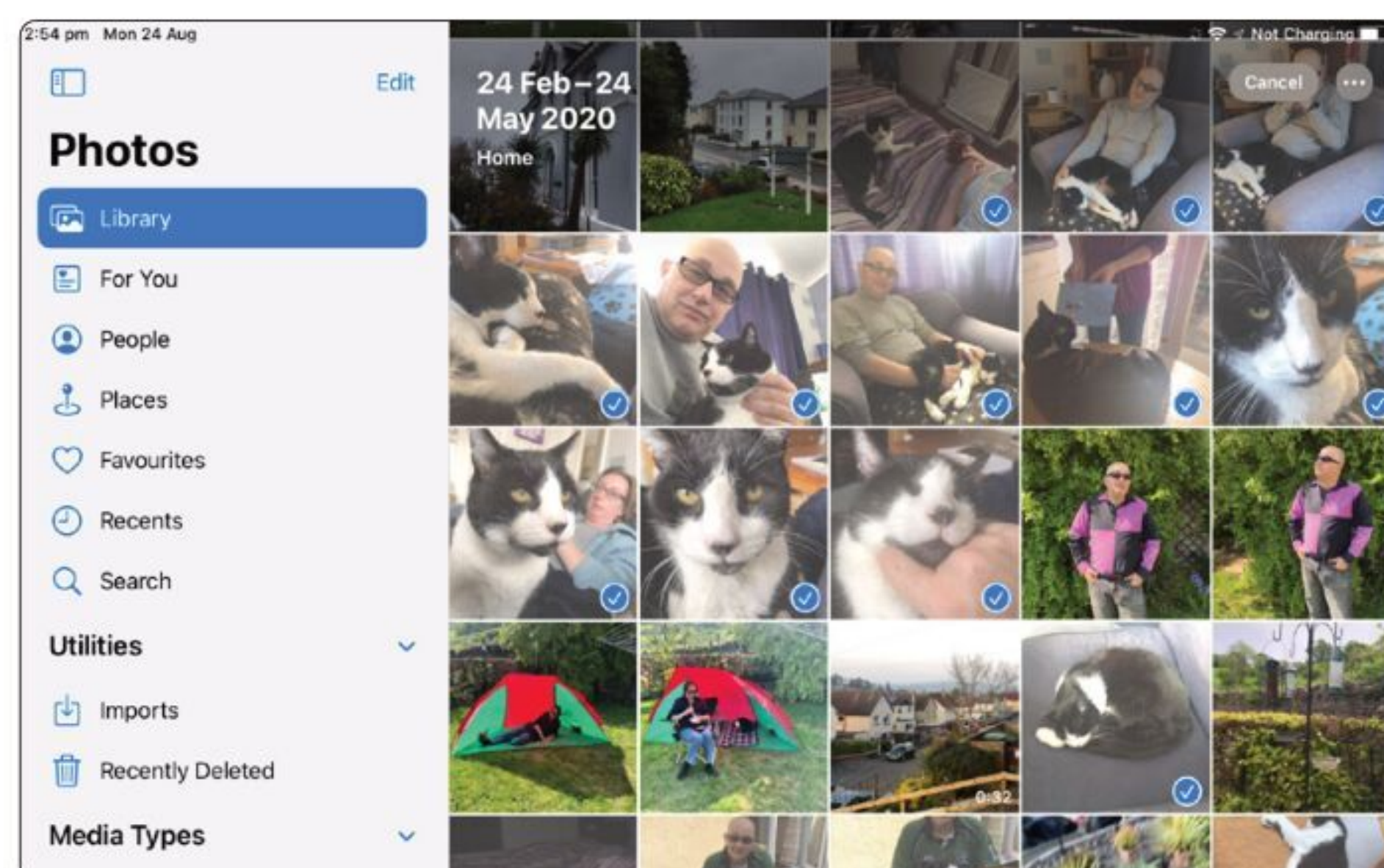
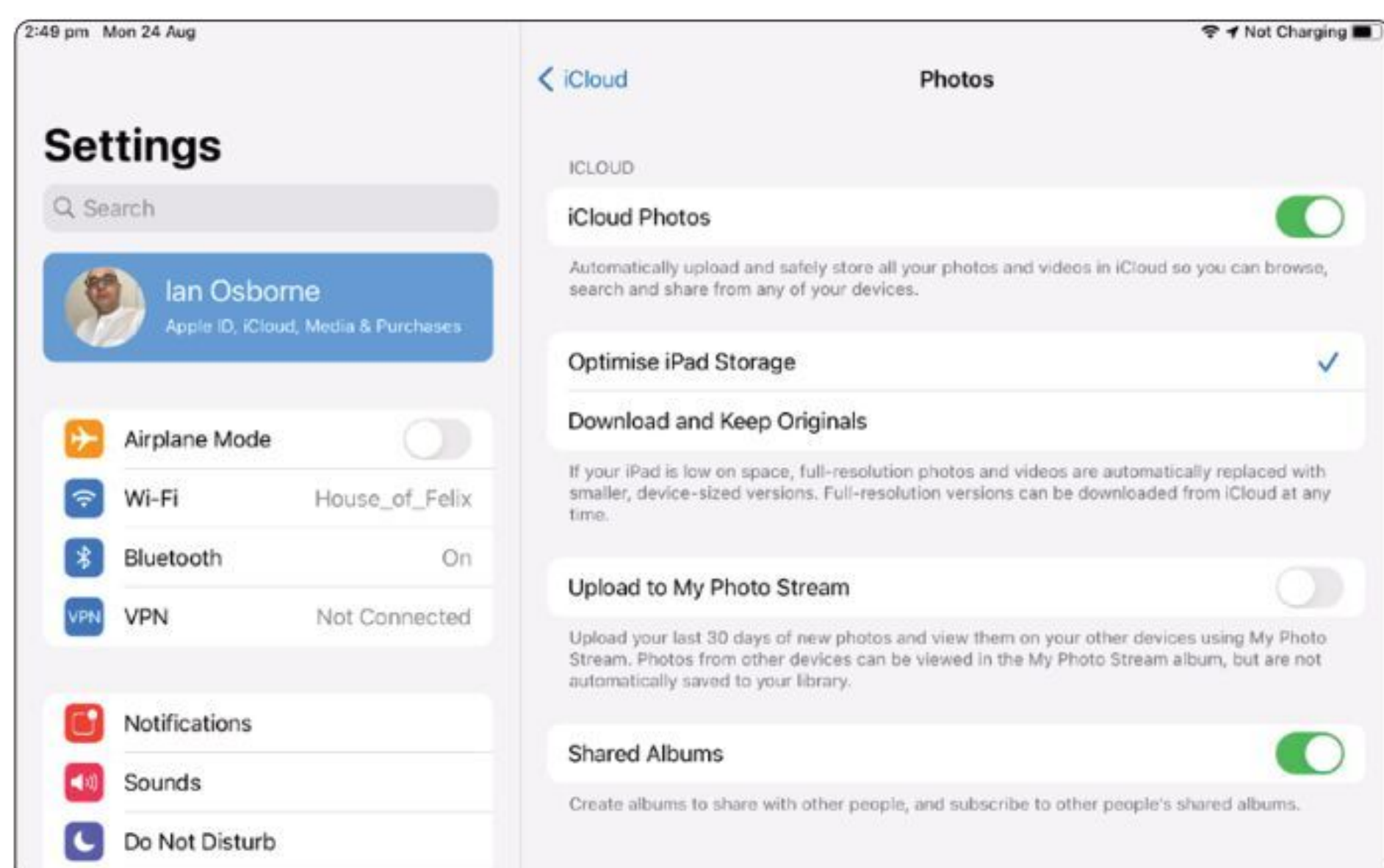
5 During a movie or slideshow, tap the screen for controls. You can change the music using the slider under the pic, change the duration, pause and un-pause it and, using the Share icon, share or save the slideshow.



6 While the iPad is locked, and connected to a power supply, it curates your photo collection, analysing the images for subjects, faces and more. This information is used by the search facility, so it's a good idea to do it often.

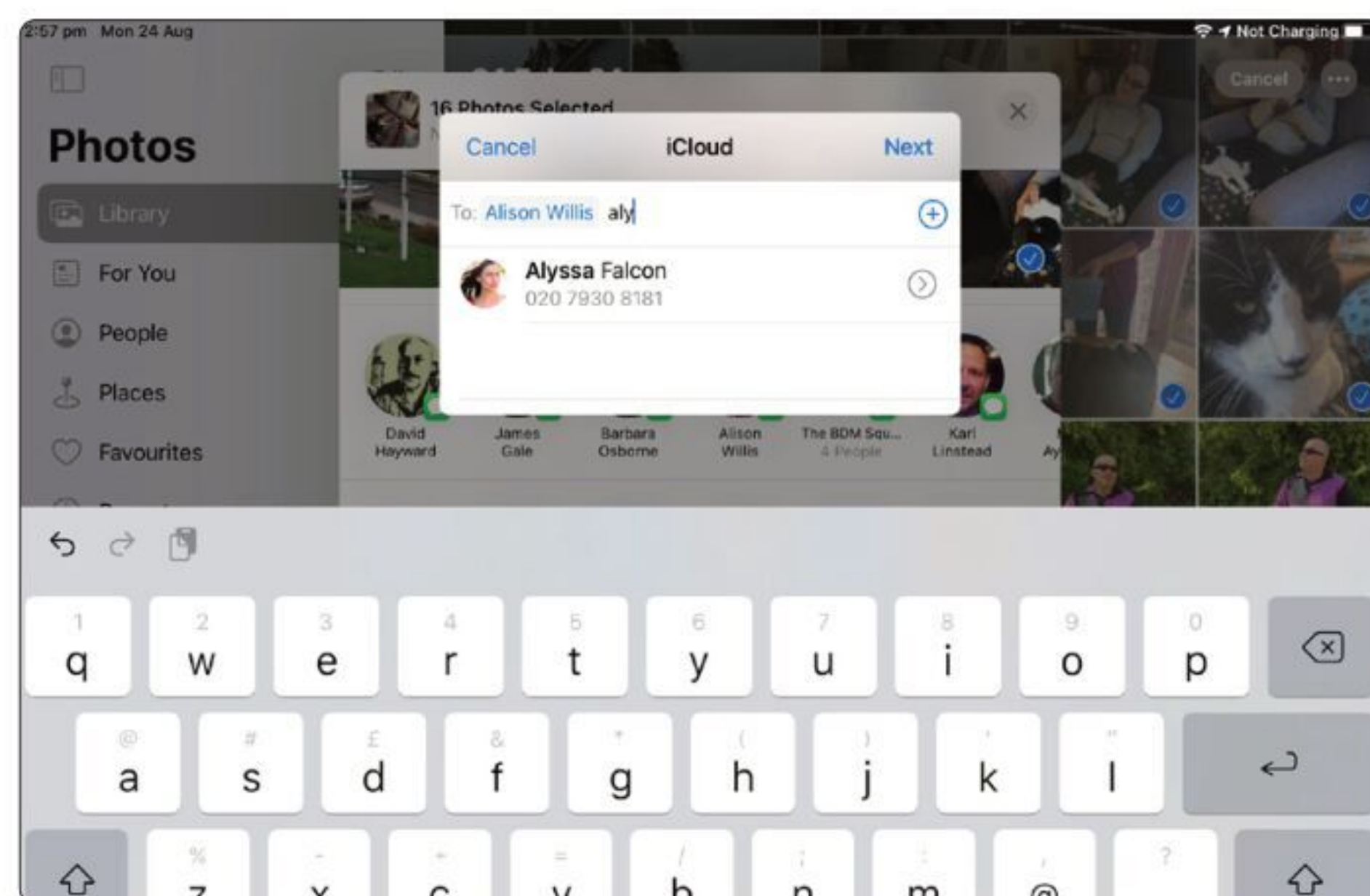
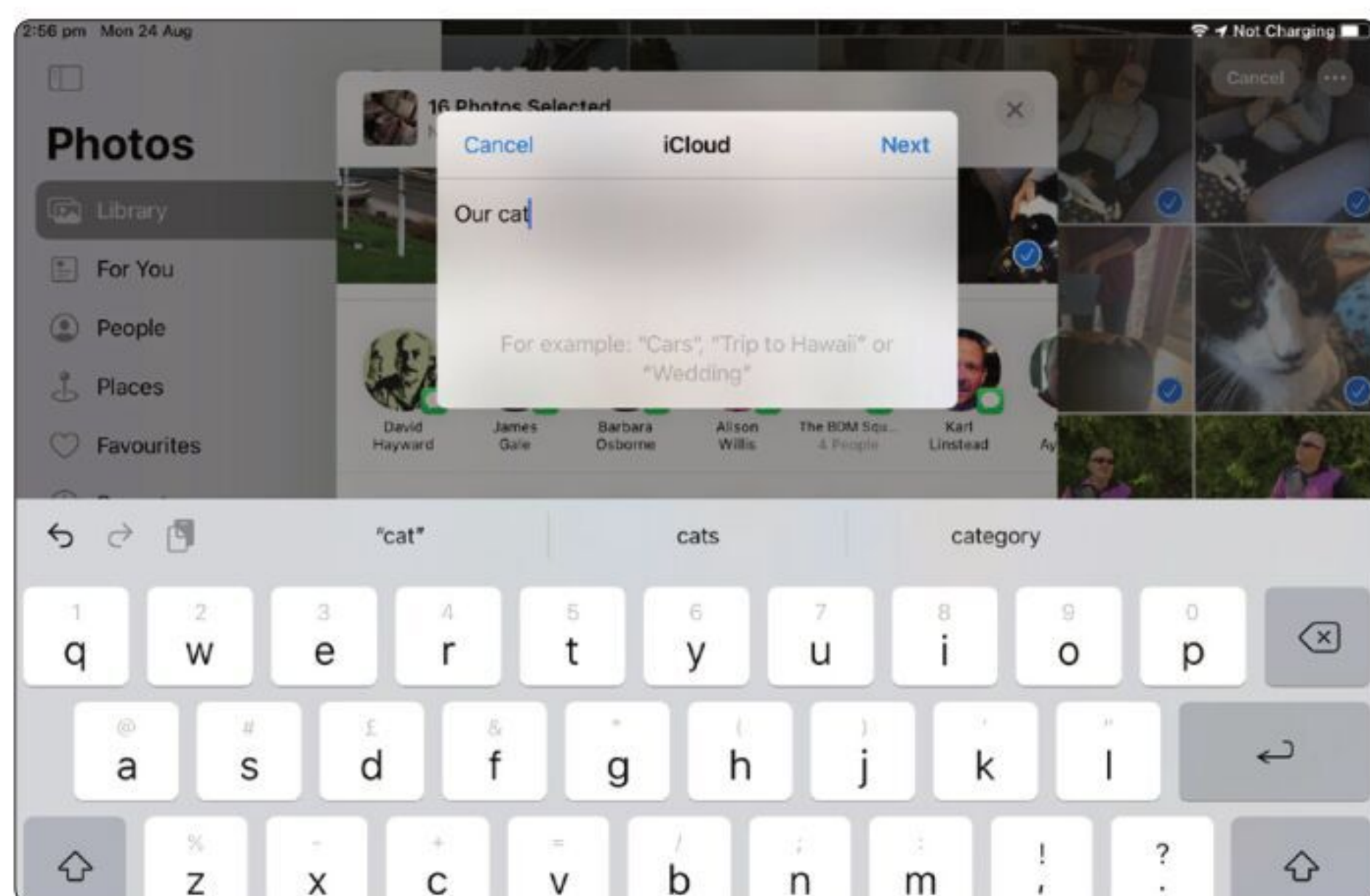


iCloud Photos Shared Albums



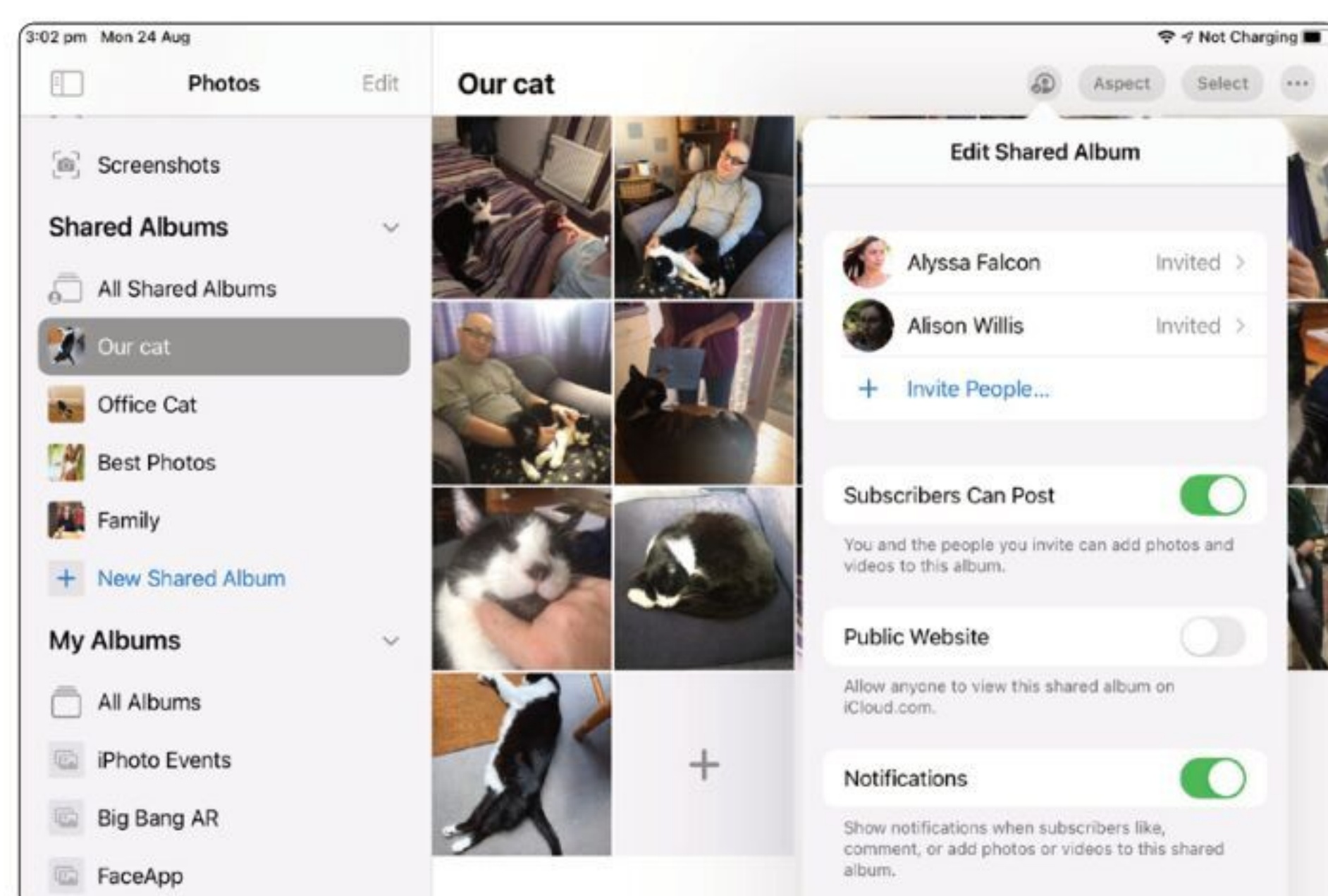
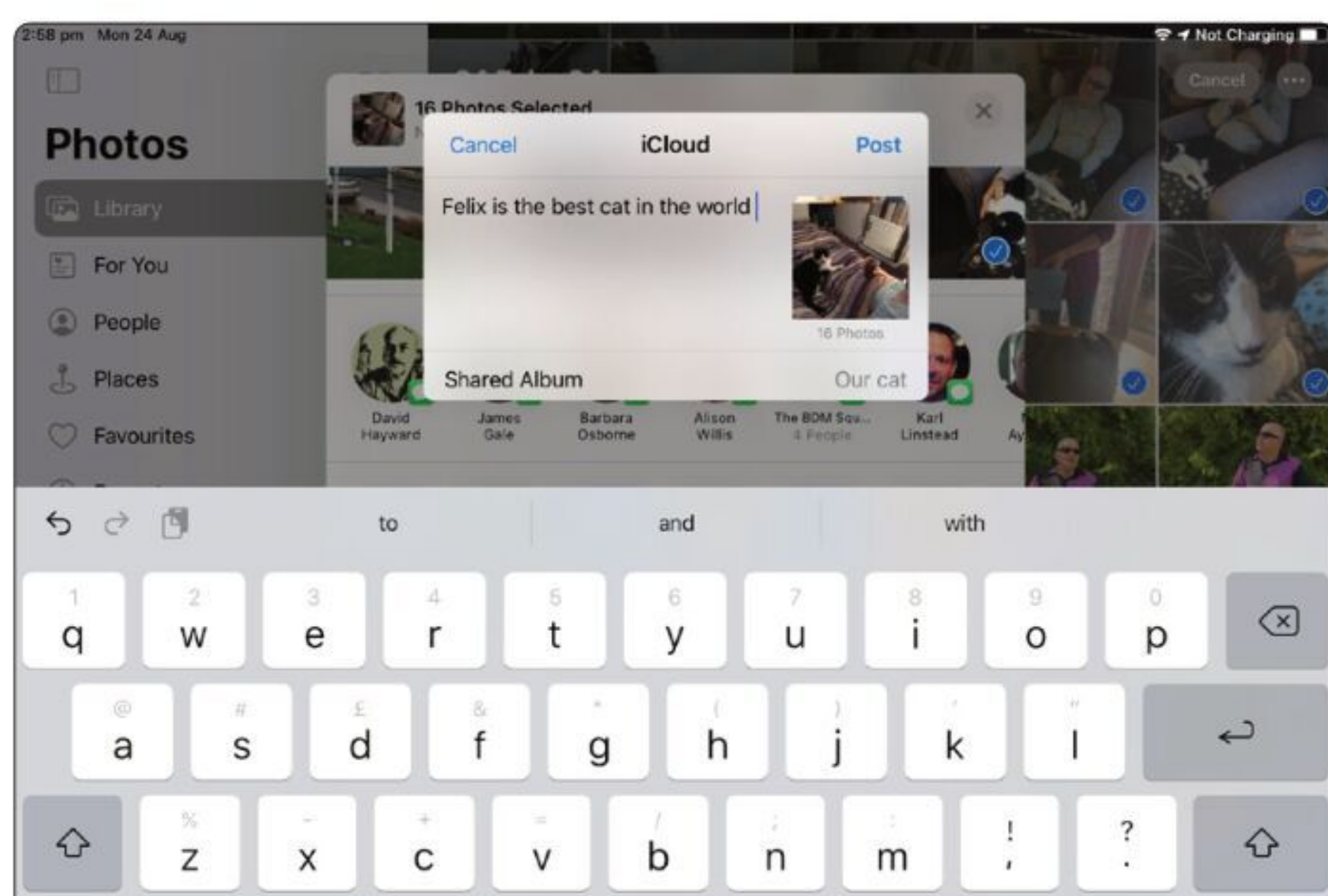
1 This feature must be turned on before you can use it, so go to Settings > [your name] > iCloud > Photos and make sure iCloud Photos is on. You don't need to have Photo Stream on.

2 Open the Photos app and navigate to the photo thumbnails. Tap Select and tick the images you wish to share. When all your images are ticked, tap the Sharing icon in the bottom left corner.



3 Tap Add to Shared Album. In the pop-up, tap Shared Album to place the pics in a different existing album, or start a new one, in which case you can call it anything you like. Alternatively, add the photos to an album you're already sharing.

4 If you're starting a new, shared album, you're then invited to add people with whom you want to share it. If they're in your Contacts, just type their names. Completion suggestions are offered as you type; tap one of these suggestions to choose it.



5 Tap Next and you're taken to this screen, where you can comment on your new, shared album if you wish. When you're done, tap Post in the top right of the window to send an alert to those you've invited to see it.

6 To make changes to that album, in the sidebar, find the album in question under Shared Albums and tap it. Manage your photos here or, at the top, tap the silhouette icon to change its settings and/or invite more people.

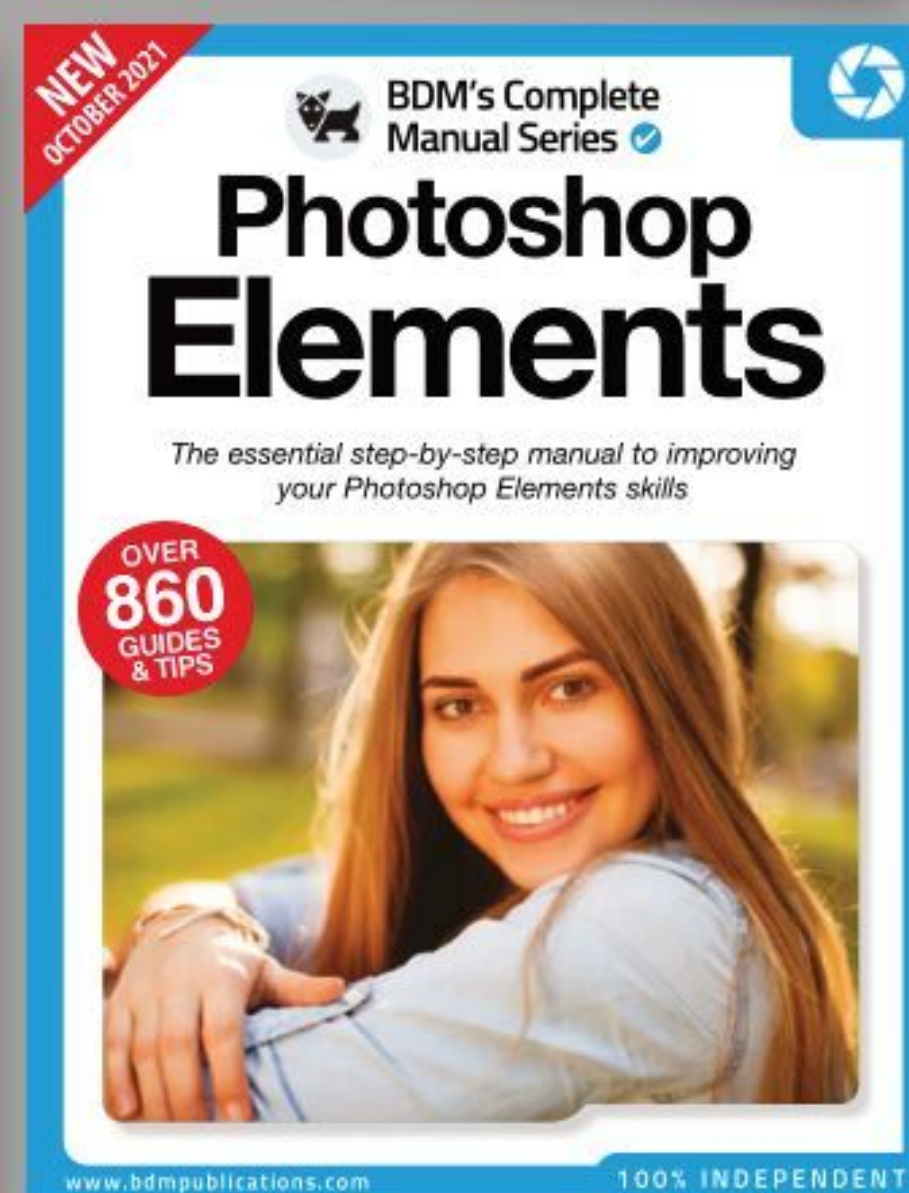
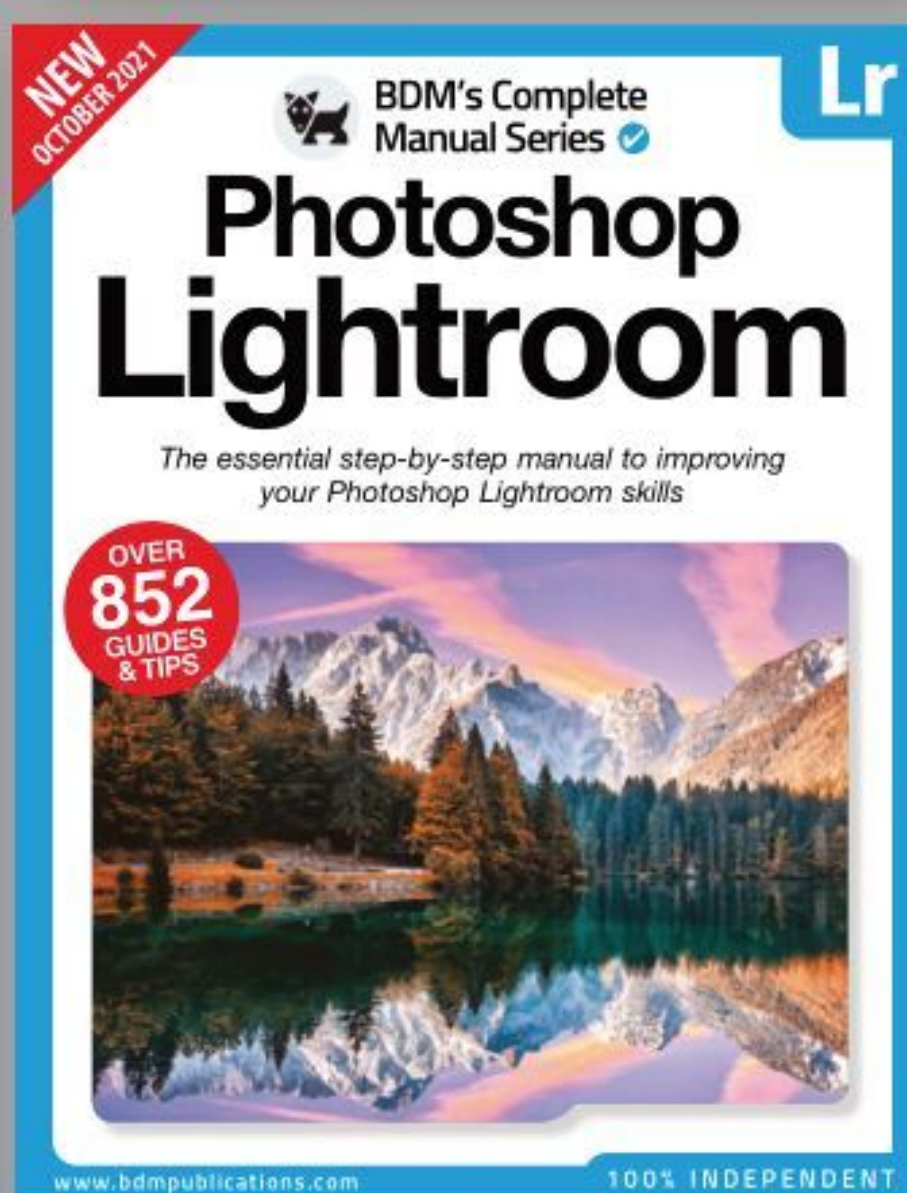
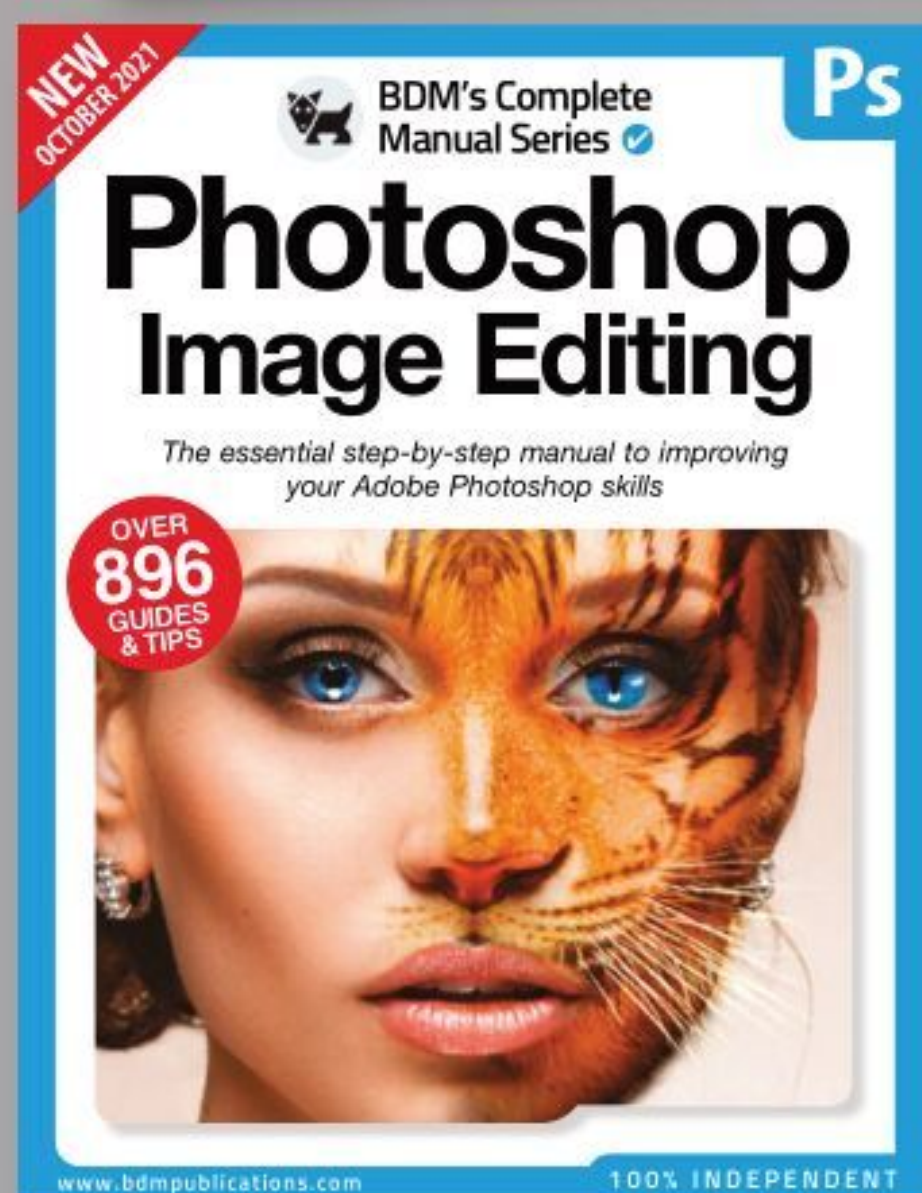
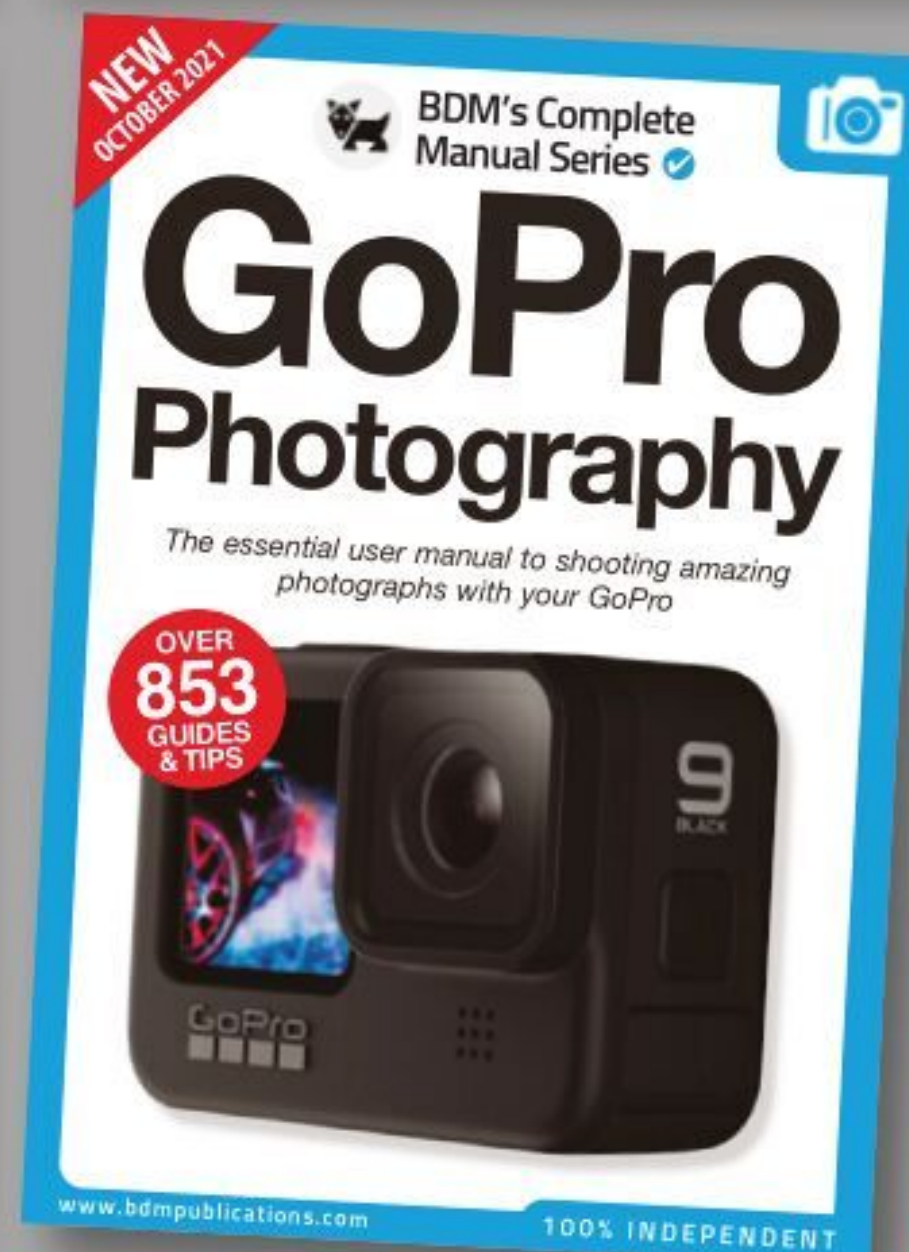
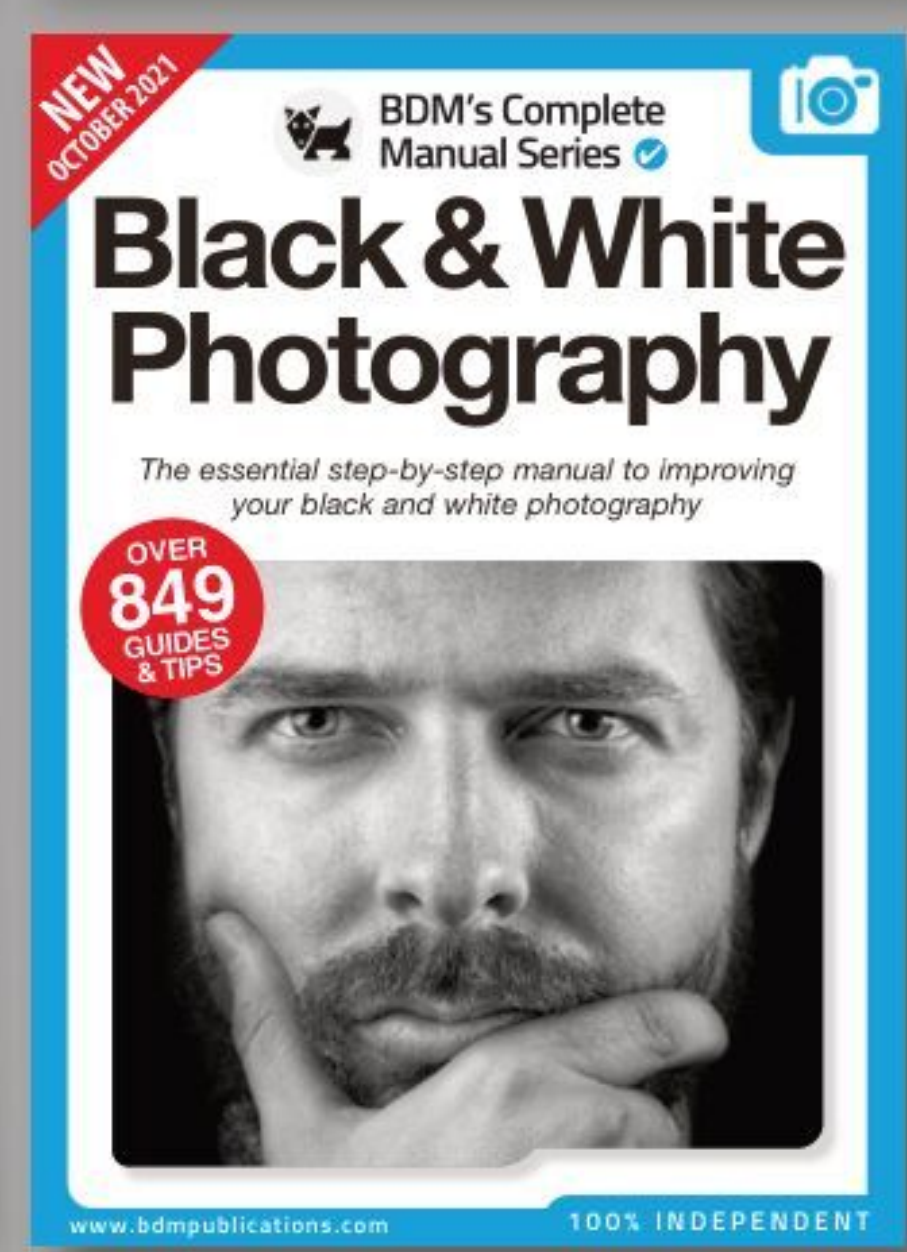
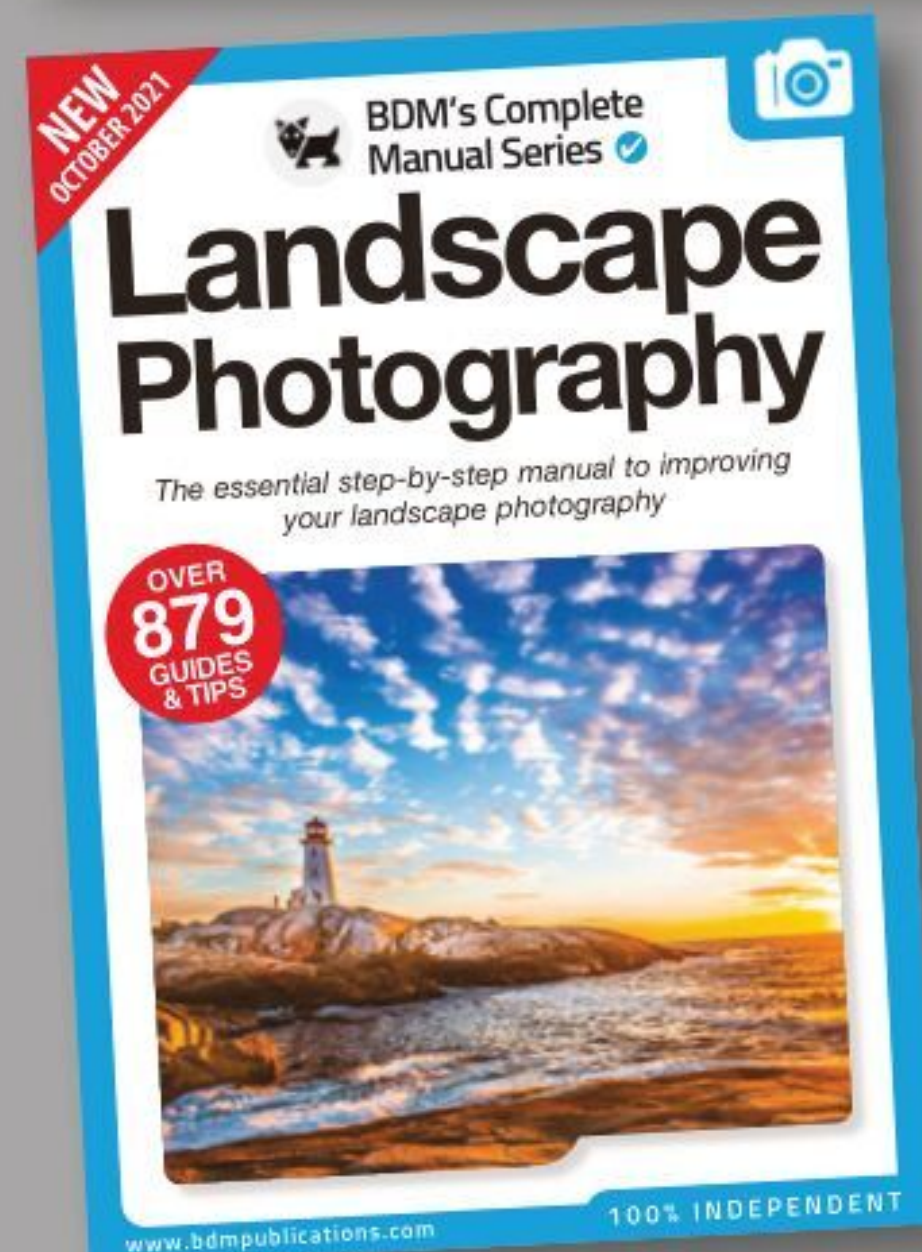
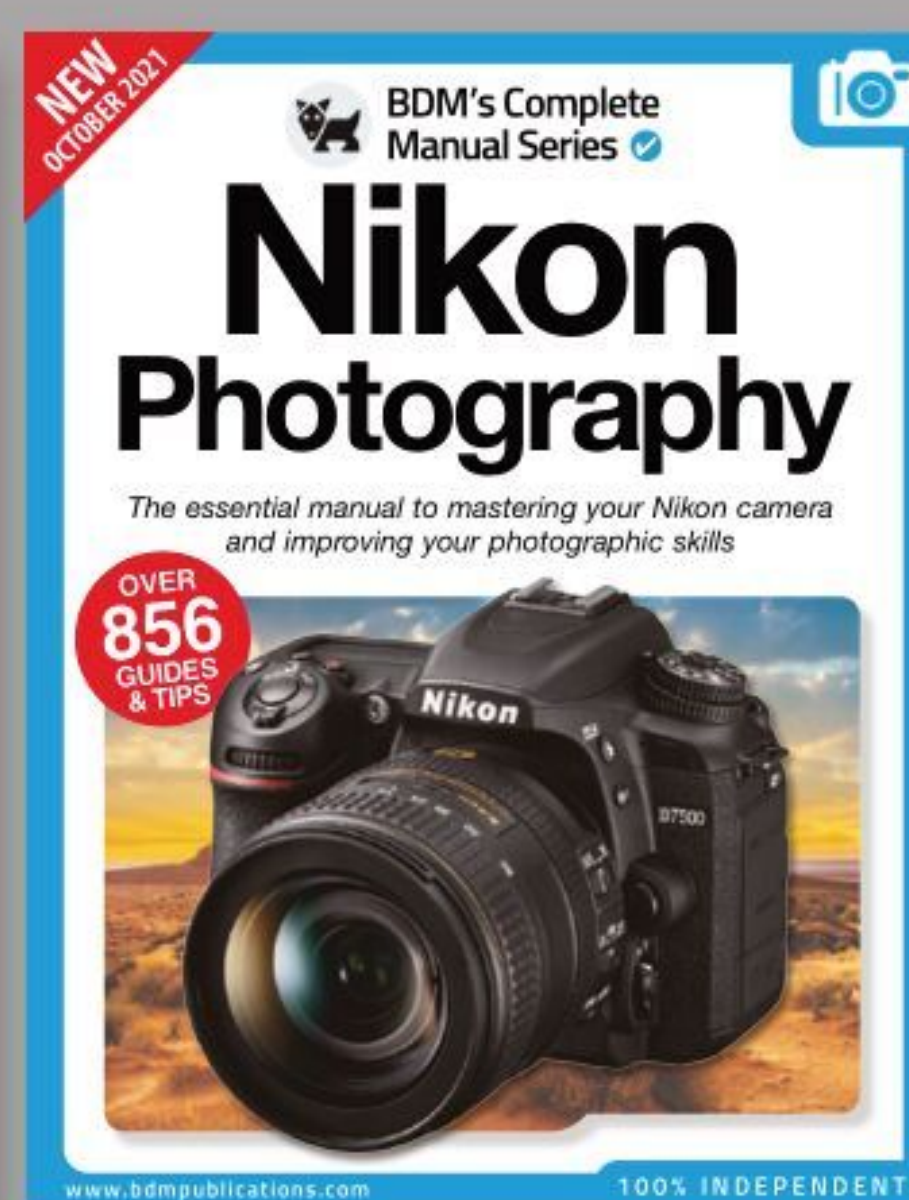
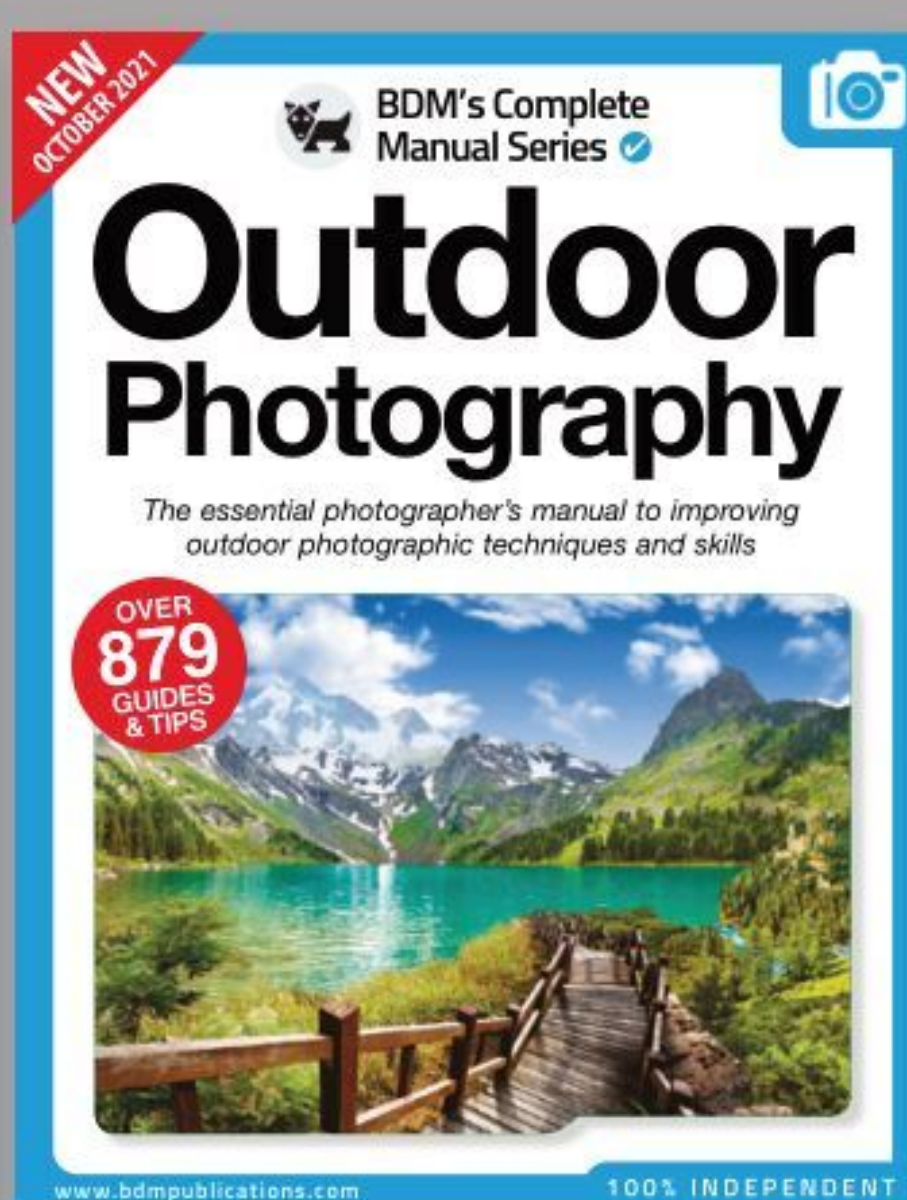
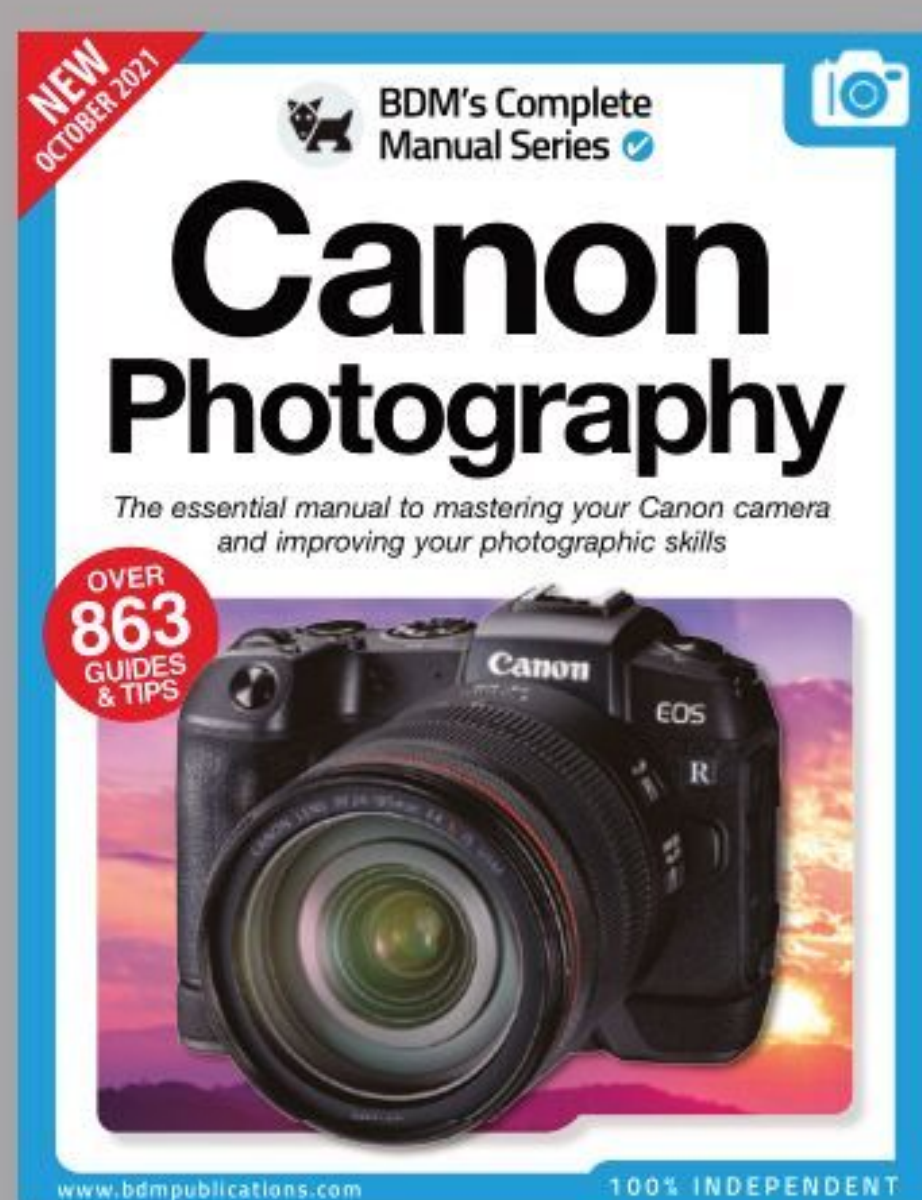
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iOS 15 Tricks and Tips

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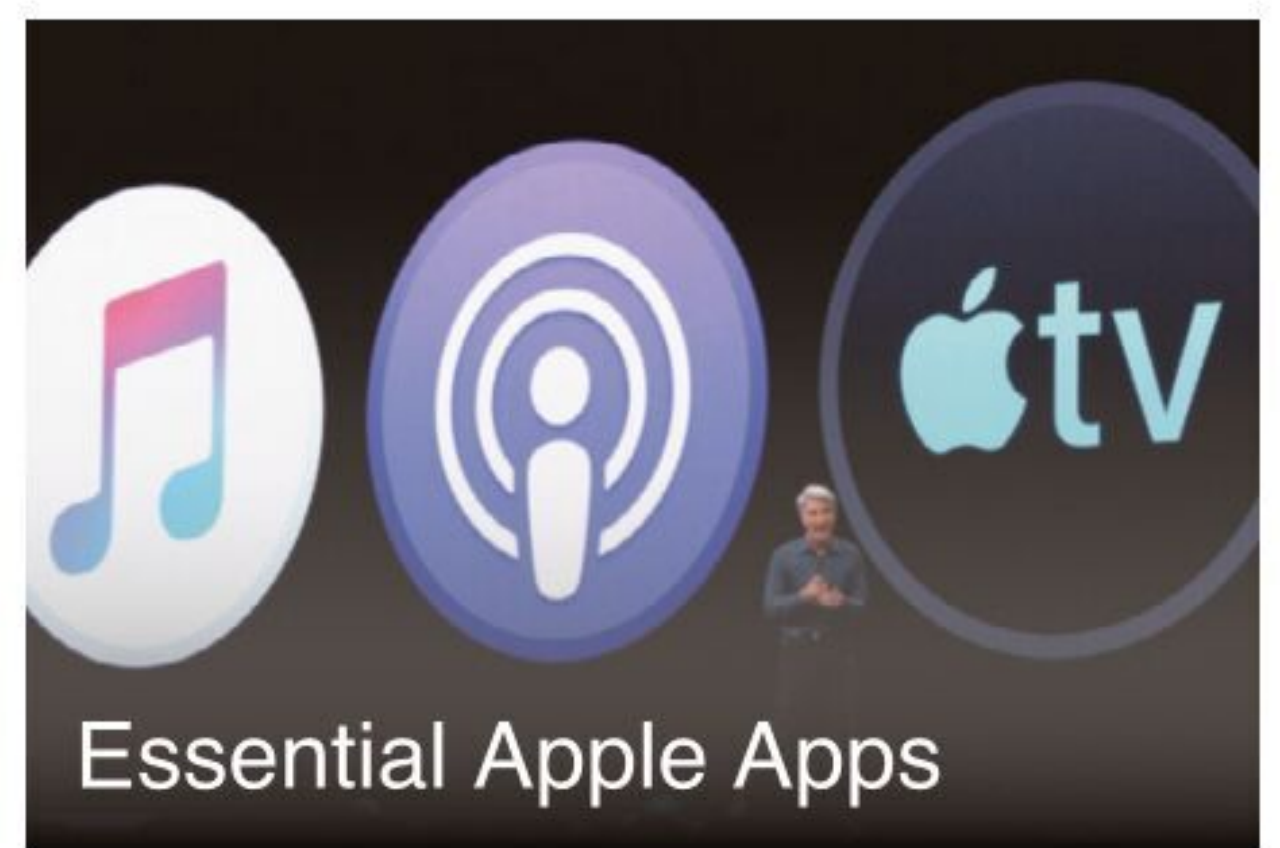
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ISBN: 978-1-914404-22-1

Published by: Papercut Limited

Digital distribution by:

Ready AB, Zinio, Magzter, Cafeyn, PocketMags

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