# TRICKS & TIPS

Advanced guides and tutorials for iOS 15 on your Apple iPhone and iPad

# OVER 469 SECRETS & HACKS

- Next level fixes and secrets help you get to the heart of iOS & iPadOS 15
- We share our awesome tips and shortcuts for iPad and iPhone apps

# Advanced guides for 105 15

Everything you need to take your iPhone & iPad experience to the next level





### Want to master your iPhone?

Then don't miss our **NEW** iPhone & iOS

magazine on Keadly now!







# Advanced guides for 105 15

### Welcome to the next level of understanding and expansion of your user experience!

For some it is enough to master the basics of your new device, software or hobby. Yet for many, like you, that's just the start! Advancing your skill set is the goal of all users of consumer technology and our team of long term industry experts will help you achieve exactly that. Over this extensive series of titles we will be looking in greater depth at how you make the absolute most from the latest consumer electronics, software, hobbies and trends! We will guide you step-by-step through using all the advanced

aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your understanding of technology and gain the skills to take you from a confident user to an experienced expert.

Over the page
our journey continues,
and we will be with you
at every stage to advise,
inform and ultimately
inspire you to
go further.

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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.

#### 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 mini iPad mini 4





# 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.

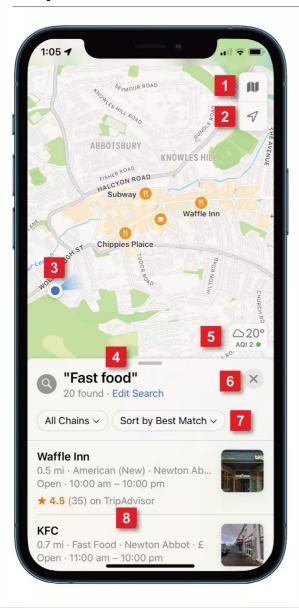
Learn more >



## Maps App For Navigation

Maps is a superb navigational tool. Making great use of the iPhone's location awareness, it gives an accurate map of your location, shows directions to where you want to go and helps you find local amenities.

#### **Maps in Focus**



- Tap the folded map icon for a pop-up window, where you can switch between four map types; Explore, Driving, Public Transport and Satellite view.
- Tap this arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction your travelling is always 'up'. A third tap returns it to its default function.
- The blue dot shows your current location on the map and the direction you're facing. The smaller the blue circle around it, the more accurate the location is.
- Use the search bar found here to look for a location or nearby feature; we looked for Fast Food. Tap the Search field without typing anything for a list of recent searches and popular search options such as Petrol Stations, Restaurants, Shops and Bars.

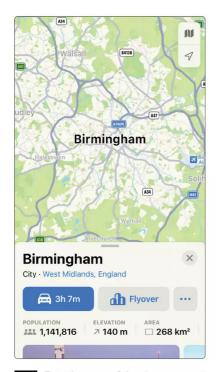
- Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index and this is then shown here too. Deep press on this data for a window showing more weather information, drawn from the Weather app.
- The 'X' icon collapses the bottom window panel, giving you a better look at the main map screen; or you can simply swipe it down.
- Use these buttons to filter and fine-tune your search, for example, restricting a search to specific fast food outlets, and changing how they're sorted.
- We're looking for fast food, so nearby burger and pizza places are shown here. The list offers information on the establishments shown on the map. Tap one, on the panel here or on the map for more details.



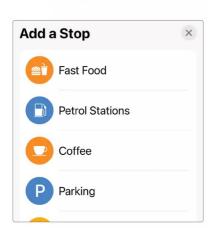
Like any sat-nav, Maps is not infallible. It's up to you to make sure you follow neglect your basic road skills.



#### Using route planning and navigation



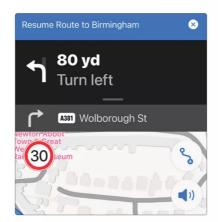
Enter the name of the place you want to go to, in the Search field at the foot of the screen. Choose the destination option you're looking for if necessary, and then tap the blue button showing an estimated journey time. Alternative routes are then shown as lighter blue lines: switch between routes by tapping one.



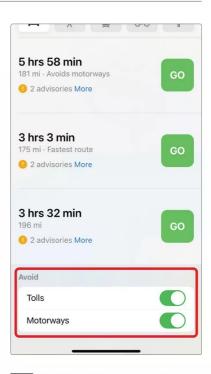
If you need to break your journey, tap the chevron in the bottom-right then tap Add a Stop. A list of options appears, such as Fast Food, Petrol Stations and Banks. Tap the option you wish to stop for, and a list of nearby amenities appears. Choose one, tap Go next to it and a new route is planned.



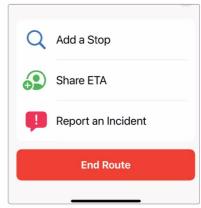
If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it. You also can change your intended mode of transport using the icons near the top of the on-screen window. These icons are for (in turn) driving, walking, public transport, cycling and sharing rides.



When you've done what it is you stopped for, on the Maps screen, tap the blue strip at the top labelled 'Resume Route to [Destination]'. The originally planned route is resumed. Another option available on the bottom panel is Share ETA. Tap it to share your expected time of arrival with friends and contacts.

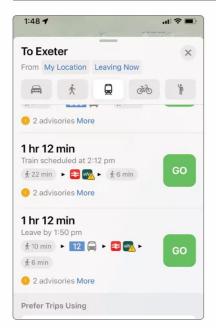


Scroll the bottom panel up for a link to options for the transport mode you've chosen. For example, Driving Options lets you plan your journey, avoiding toll roads or motorways. When ready, tap the green Go button. Your ETA, estimated travel time and total distance are displayed at the foot of the screen.



If there's a problem and you need to change your route on the fly, tap the chevron on the left of the bottom panel for the options, and tap the End Route button. You can then tap Directions to your destination again on the next screen and choose an alternative route when Maps recalculates your journey.

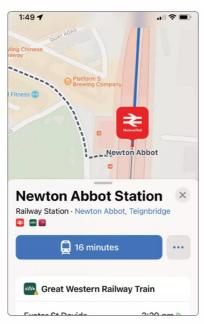
#### The public transport feature



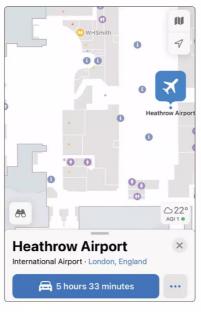
Choose a destination, and tap the train icon for public transport routes. You can journey using more than one method of public transport. Scroll the window up and untick anything you'd rather not use. Find the route you want and tap its Go button.



You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.



Tap on a train or subway station on the map for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often for the latest information.



Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. It can even show maps of their indoor areas and features as well.

#### Cycling and **Electric Cars.**

Two features that are gradually being rolled out in Maps, but aren't yet

For cyclists, choosing a bike as your mode of transport gives you route planning that takes account of dedicated cycle paths and road elevations. If there's a dedicated cycling route available, your route plan will take you down it as an



fuel stops you're shown recharging

territories with time.





#### More great Maps features

#### Traffic information.

When following a driving route, traffic information is incorporated into the route information, so you know what to expect. For example, sections of your route where traffic jams are expected are coloured red. Workman signs means there are scheduled roadworks happening. Tap a workman icon and then tap the information icon for more details.





#### 3D features

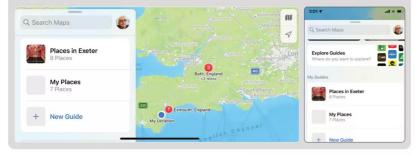
In Satellite view, tap the 3D icon (top right) to switch to a 3D perspective. Zoom in and out, and twist to explore, tap 2D to return to a flat map. Also, after accessing a city's details, if there's a button marked 'Flyover', you can tap it and watch a 3D flyover tour.





#### Guides.

Swipe up the information panel to see My Guides; groups of favourite places you've saved for later use. By default, you have a Guide called My Places. Tap New Guide to start a new one. Type a name for your Guide, then tap Create. You can then search for and add as many locations as you like. Tap the Share icon and you can share the entire collection with someone else too.



# Advanced Tips & Tricks

#### Features and Favourites

Type a location in the search field to find it. This can be a town or city to which you wish to travel, an address or postcode you're looking for, or a local service or facility like a train station or a museum. When looking for the latter, a list of nearby establishments is given and they're located on the map.



Favourite locations are listed under the search field. If you've identified your home address in Contacts, that's already there and you can add your work too. Tap Add to add more locations to your favourites where they're always to hand and easily selected when using the Maps app. To add a location or feature to your Favourites, tap the three-dots icon near the top of the guide, next to the blue button, and choose Add to Favourites.



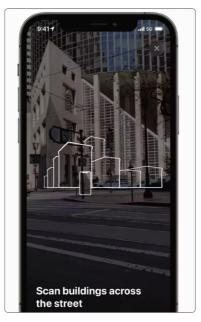
Alternatively, scroll the guide all the way to the bottom and tap Add to Favourites there.

2.956	22° N, 1.15120° W	
P Re	eport an Issue	
★ Ac	dd to Favourites	
AC	dd to Favourites	

#### Enhanced details AR walking instructions



When using Maps on your iPhone or on CarPlay, the 3D city maps have been enhanced. New on-screen details make things like turnings, bike lanes and pedestrian crossings more apparent. On public transport, nearby stations are made clearer, and Maps lets you know when you've arrived at your station.

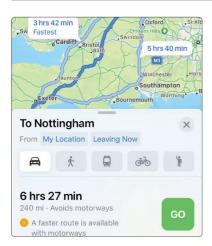


If you have an iPhone with at least an A12 chip (XS/XS Max/XR or later), and are in a city where the service is available, you can use augmented reality to find your way around. After inputting where you want to go, in the application's Street View, scan local buildings with your iPhone.



Maps works out where you are and superimposes walking directions onto the screen as shown. This feature will roll out in London, Los Angeles, New York, Philadelphia, San Diego, San Francisco Bay Area and Washington DC by the end of 2021, with other territories following.

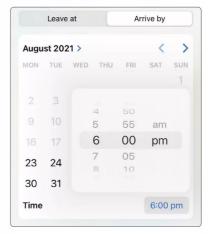
#### Leave and arrive times



When planning a journey, it's possible to set it up for a future date. After entering your destination and mapping the routes, tap the small button labelled Leaving Now, found above the methods of transport icons.



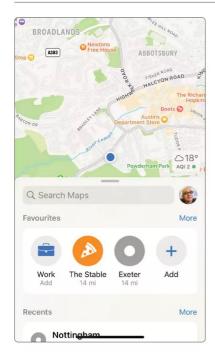
You're shown a calendar and a time. You can tap a new date on the calendar, using the chevrons at the top to change the month if necessary. Tap the time and you can set it to a departure time of your choosing.



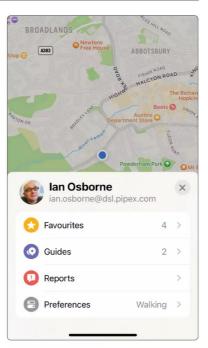
Tap the Arrive By tab at the top of the screen, and you can set a time by which you must arrive at your destination. Tap Done when you've finished, and your chosen Leave or Arrive Time is incorporated into the route timings.



#### User accounts



You can store your Maps settings and preferences in your user account. It's easy to do. First of all, tap the circular icon, which might be your initials or a picture, which is found to the right of the Maps app's Search field.



On the next screen, you can look at your Favourites, Guides, Reports and Preferences; just choose one of the options. You can, of course, edit these details, make reports and set preferences, all of which are saved.



#### All Around the World

The Maps app includes a beautiful interactive globe which you can spin, explore and zoom into on your iPhone. To access the globe, simply open the Maps app, and pinch until the map zooms out so far that you can see the Earth as a whole. Drag your finger around it to rotate the globe in 360 degrees.



Find a piece of the world you'd like to explore, and you can zoom in by placing two fingers on the screen and moving them apart. As you fall closer and closer to the Earth, the planet's natural features are highlighted as well as cities and countries. Mountains, for example, are located on the map. Tap one and you're shown information such as its elevation above sea level and how long it is from the bottom of the mountain to its summit.



#### Weather warnings.

offer a link to The Weather Channel.



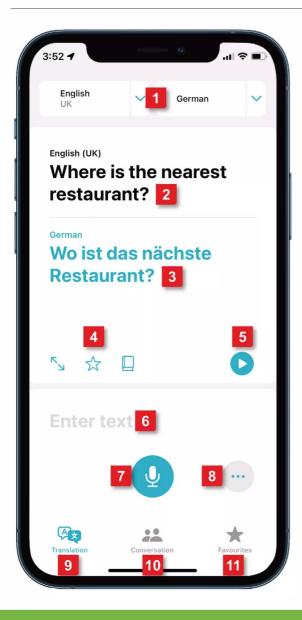




## **Translate App** For Other Languages

The Translate app lets you translate foreign languages into your native tongue on the fly and also translate your own language into something else. It's fast, private and a great boon to holidaymakers and business travellers.

#### Translate in Focus



- These are the languages you're currently translating out of (left) and into (right). Tap the down-pointing chevrons to choose another language.
- This is the last thing you typed into Translate.
- This is the translation of the English you typed in. As you selected German at the top of the screen, it's translated into German.
- These icons are: Switch to full-screen mode for the translation; save the translation as a favourite: and look up a highlighted word in the dictionary.
- Tap Play to read the translation out loud.
- This is where you type the text you wish to be translated. Tap here to bring up the virtual keyboard.

- Tap here and speak what you want to be translated instead of typing it. The app listens, and when you stop speaking, translates.
- Tap this action button for options to automatically Play Translations, and/or Detect Language.
- Tap here to get to the main Translation screen, which is the one we're looking at here.
- Tap here for the Conversation mode, in which two people can take it in turns to speak in their own language, and have it translated into the other's.
- The Favourites tab gives access to translations you've previously saved for later use, and also recent translations. Swipe them left for various options.

#### Attention Mode.

Wie heißt du? Conversation Mode and the 0 0



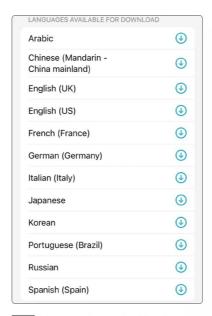
#### **Using the Translate app**



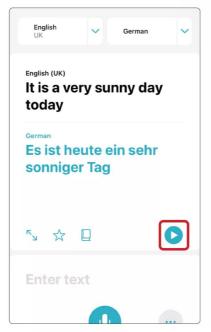
Tap one of the buttons atop the screen to choose one of the languages you wish to use, then do the same with the other. They're arranged in alphabetical order, and the currently chosen language is ticked.



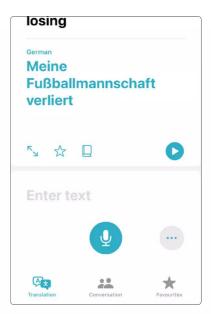
Alternatively, tap where it says 'Enter Text' to bring up the keyboard. You can then type a word or phrase in your native language. This is also translated as text and read out as a spoken-word translation.



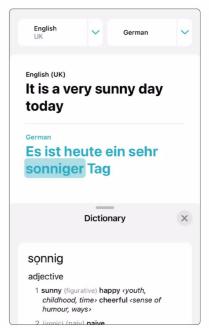
If you need to work offline, for privacy or because of Internet connection issues, while you're online tap one of the language buttons and at the bottom of the list, tap Manage Languages. To download one, tap its arrow icon.



In the translation window, tap the Play icon to have it read out again or tap the star outline to add it to your favourite phrases. Tap the Favourites icon at the foot of the screen to review recent translations and your favourites.



Having chosen your languages, tap the microphone icon at the foot of the screen and speak whatever it is you want to translate. The app listens to what you say, then offers a translation in text as well as reading it out loud.

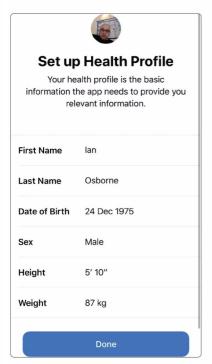


Tap the book icon under a translation for the dictionary. Now tap on a word in your translation to have it defined and its grammar and usage explained. This is very useful if you're trying to learn a new language.

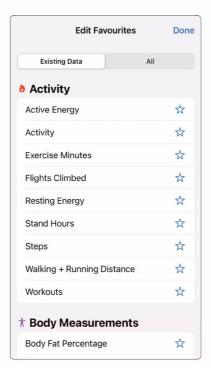


## **Health App** For Keeping Fit

The Health app is great for keeping all of your personal medical information in one place; and for tracking your exercise and fitness regimes. You can store clinical documents too. If you have an Apple Watch, the Health app really comes into its own with fitness tracking in Activity, but it has plenty to offer even if you don't use Apple's amazing smartwatch.



First of all, set up your Health Profile. It should appear automatically the first time you open the app, but if it doesn't, tap the icon in the top right corner of the Summary screen and add your information and details. Tap Done when finished.



The main Summary screen, accessed by tapping the Summary icon at the bottom, starts with your Favourites. To configure, tap the Edit link and choose the items you want to use. Note the Existing and All tabs.



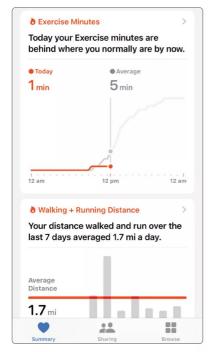
In the Browse tab, tap Activity and then Activity again for your Activity data, which is taken from your Apple Watch. It shows how you're getting on filling your rings today, and how your activity level compares over the last week, month and year.



#### Medical ID.

The Medical ID option, found by scrolling down the main Summary screen, is a great way of storing useful private medical information about you that might be used in an emergency. It can ambulance crew can retrieve it even if you're not in a position to unlock your phone yourself.





Scroll down the Summary page and highlights are offered, such as how many minutes you've been exercising, and how many flights of stairs you've climbed. Tap one for a more detailed analysis. The data for these pages can be added manually or by other apps.

#### Walking health



#### **Walking Steadiness Notifications**

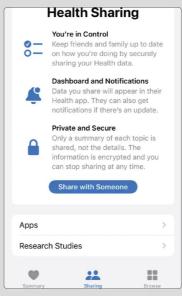
iPhone can measure your steadiness while walking, a strong indicator of your risk of falling sometime in the next 12 months.

If your Walking Steadiness reaches a low or very low level, iPhone can send you a notification.

Exercises that improve strength and balance may reduce your risk of falling.

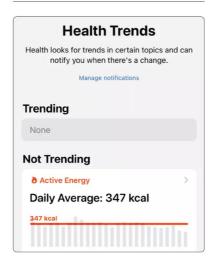
In Summary, scroll down to Walking Steadiness Notifications and tap Set Up. When you've done it, the iPhone measures your walking and notifies you if you're walking unsteadily, which is an indicator that you're likely to have a fall some time in the next 12 months.

#### **Sharing Tab.**



The Sharing tab, introduced with iOS 15, lets you share your health data with family, caregivers or a care team. Tap Sharing at the foot of the screen, then tap Share with Someone and choose who to share with. Tap Apps and you can choose which apps are shared.

#### **Trends**



According to Apple, 'Trends gives users a way to focus attention on meaningful changes in personal health metrics'. In Summary, look for Trend Notifications and tap Enable. You can get notifications about significant changes in your exercise averages, stairs climbed and more.

# Advanced Tips & Tricks

#### More Features of the Health App

Apps: At the foot of the Summary screen is a list of apps that have relevance to and can interact with, the Health app. Tap one to be taken to its page on the App Store, from where you can purchase it and download it to your iPhone.

Browse: Tap the Browse icon at the foot of the screen for more health information and data. They're arranged into categories, so you can easily find what you're looking for. There's also a search field available too.

**Hardware:** If you have health peripherals such as smart scales, they might be compatible with the Health app. Open the device's own app, and see if Health is listed. If it is, configure what information the apps can share.

Health Records: At the foot of the Browse window is a category called Health Records. If your healthcare provider makes such data available, you can add them to the Health app here. This feature isn't yet available in all territories.

Cycle Tracking: This feature found under the Browse tab lets women analyse their menstrual health and predict the date of their next period. The app can send notifications, and also predict fertile times too.

Sleep Monitoring: Under Summary, look for Set Up Sleep. If you wear a compatible sleep monitor, you can have its information sent to your Health app, where your sleep patterns can be recorded.

Articles: Scroll the Summary tab to near the bottom and you find a series of articles about health. Tap one to read it. They're a useful way of learning about the relevance of some of the information offered in the Health app.

**Health Records:** If your healthcare provider has compatible healthcare records, they can be shared with the Health app. Under Browse, scroll up and under Health Records, tap Add Account and follow the on-screen instructions.



With Apple Pay, you can leave your wallet at home and shop with your iPhone! Instead of picking through your purse or wallet trying to find the correct credit card, you can store your payment cards on your iPhone 6 or later versions and use them to make payments at the tills. Here's how to set up and use this exciting new Apple easy payment service.

#### How to store credit and debit card information



To use Apple Pay, you need at least an iPhone 6, 6 Plus or SE; or an Apple Watch connected to a compatible iOS device. Apple Watches are compatible with the iPhone 5 or later, including the iPhone SE and require at least iOS 8. You can make Apple Pay payments online with an iPad Pro, iPad Air 2 or an iPad Mini 3.



Credit or debit cards are added to Apple Pay through the Wallet app. To add a new card, use your iSight camera to take a photograph of the card in question. Just keep it in the frame as advised on screen, and the card is photographed and its information stored. Or type the information in manually.



Your credit and debit cards are then stored in Wallet, ready to use with Apple Pay. You can add the credit or debit card from your iTunes account simply by typing in the card's security code. The first card you enter becomes the default payment card, but you can change this in Settings if you wish.



#### e-Tickets.

Some places, like airlines and movie theatres, offer e-tickets. Order your tickets online and simply open the app and your e-ticket can be scanned, just like a paper ticket.



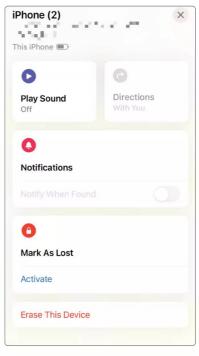
#### Using Apple Pay on the iPhone



After you've registered your payment cards, to use Apple Pay, wave your iPhone over the contactless payments reader. On an X-series iPhone, use Face ID to confirm your identity, but with earlier iPhones, hold your finger on the Home button so your identity can be confirmed using the fingerprint scanner.

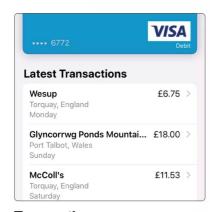


There's no need to open the Wallet app to use Apple Pay. You don't even have to unlock your iPhone; the service works even if it's in sleep mode and the display is blank. You do not have to look at your screen to know the payment has been accepted either. It's confirmed with a vibration and a beep.



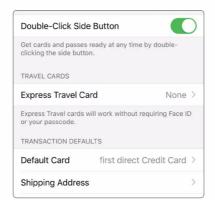
Apple Pay is private and secure. Apple doesn't store details of your transactions, and recent purchases are available for you to review in your Wallet app. If you lose your iPhone, you can suspend Apple Pay using the Find My app on a compatible device. Simply tap Mark as Lost.

#### **More Wallet features**



#### **Transactions**

Tap a card, and transactions you've made with that card are listed underneath. Not every bank issues this information, but if yours does, you can see both what you've spent and where, using the Apple Pay service.



#### Settings

In Settings > Wallet & Apple Pay, you can configure the feature to suit your needs. Set up an Express Travel Card for travel terminals, choose your default card, change your shipping address and more.

#### **Forthcoming** Features.



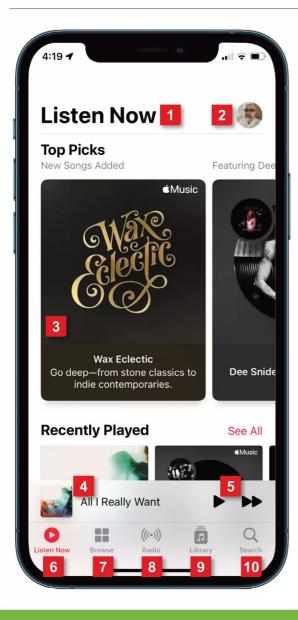
New features gradually being rolled out for Wallet include the ability to store a driver's licence in the app, and also room key cards for compatible hotels. These features will appear in the USA first.



## **Music App** For Your Sounds

With the Music app and a subscription to Apple Music, you can stream tunes over the Internet to your iPhone. Choose from an amazing library of over 50 million songs, with no limit to how many you listen to.

#### Music in Focus



- This is the main page of the Apple Music streaming service, where albums, artists and playlists tailored to your tastes are suggested for your listening.
- Tap here to see your account details. You can change your username to a specific Music app nickname, choose more of your favourite artists, replace the silhouette with a photo and add some personal details.
- Top Picks is a range of playlists from bands and artists curated by the Music app to match your tastes, gleaned from what you've listened to. Tap one to play the tracks.
- The mini-player shows the track you're currently playing. You can tap it to expand it to full-screen size, with all the usual audio controls available to use.
- You can use the skip track and pause/play controls here without having to open the mini-player first.

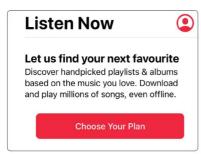
- The Listen Now page is accessed here. This is your gateway to the Apple Music streaming service. It's this page we're looking at in this annotation, which is why it's coloured red.
- Tap this icon to get to Apple Music's Browse page, where you can check out the songs and albums that have recently been added to the Apple Music service.
- Tap here to access Apple Music's radio stations. including Apple's exclusive Beats 1 station. Radio programmes are streamed over the Internet.
- Your own music library. Music you've bought from iTunes, ripped from your CD collection or downloaded using the Apple music streaming service is found here.
- The useful search facility. Look for artists, albums and songs. It searches both your own music library and the Apple Music service.

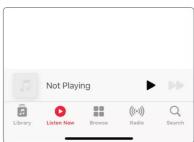
#### Turn on Apple Music.

If the Apple Music icons aren't in your Music app, go to Settings > Music and tap the switch marked 'Show Apple Music'



#### **Getting started with Apple Music**





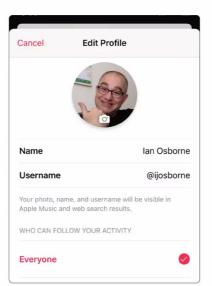
Tap the Listen Now icon found at the bottom of the screen and tap the Choose Your Plan to begin the sign-up process for the Apple Music service. You get your first three months of Apple Music for free but if you decide to remain a member after this initial trial period, you're charged a set monthly fee.



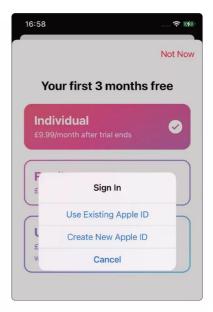
You see this screen, where you can identify musical genres that you like. Tap on the dots representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next and repeat the process for bands and artists as offered. Tap Done.



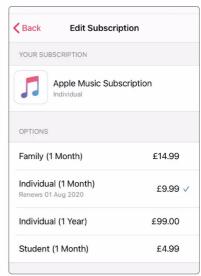
You must then choose a plan. You can take out an Individual Apple Music Membership for £9.99/\$9.99/9.99 €, a Family membership for up to six members of your household for £14.99/\$14.99/14.99 € or a Student account for £4.99/\$4.99/4.99. The Family memberships can use Apple's Family Sharing feature.



If you want to register a unique Apple Music nickname, first tap the silhouette icon in the top right to get to your account. Tap on your own name at the top of this screen and on the next one, tap Edit and enter the nickname of your choice. When finished, tap Done in the top right.

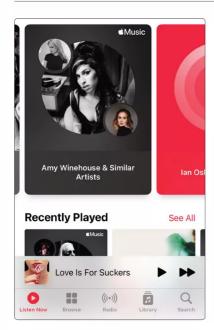


If you're not already signed in with your Apple ID, you must do so now. Type your details as instructed, then tap the OK link. You must then verify your payment details. Again, follow the on-screen instructions and do so, then when requested, confirm your purchase of an Apple Music subscription.



To cancel, during or after the end of your three-month trial, open Apple Music and tap the account icon (top right) for your account details. Tap View Apple ID, tap Subscriptions, Apple Music Subscription then the Cancel Trial link. Cancel before your trial expires and you pay nothing.

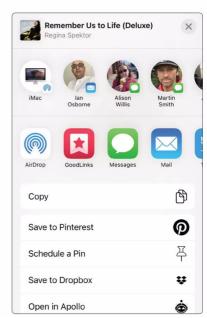
#### **Using Apple Music and the Music app**



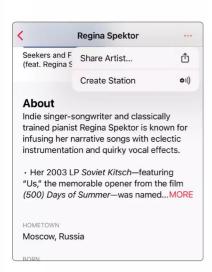
Tap the Listen Now icon, in the bottom-left corner, to get to a screen offering suggestions of bands and albums based on the choices you made whilst setting up Apple Music. These suggestions are playlists and albums. Tap one, then choose a track or an album to play. The music is then streamed to your iPhone.



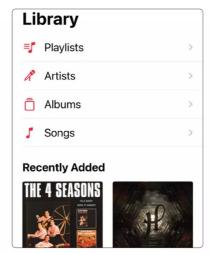
Having chosen an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle to play them in a random order. Tap the three dots icon and then the heart icon to identify it as one of your favourites. This improves the Music app's later suggestions.



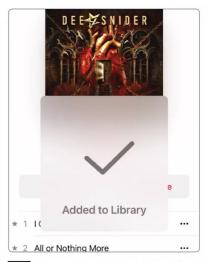
The ubiquitous Share button is also found by tapping the three-dots icon. Use it and you're given the opportunity to share a link by AirDrop, Message, Twitter, Facebook, Mail and more. You can tap the track currently playing and then the three-dots icon to share an individual song too.



Tap on the name of an artist to get to their home page, which offers access to more of their work and also some information on the artist in question. Use the Three-dots icon on this page to get to this pop-up window, from which you can share the artist or make a station based on their music.

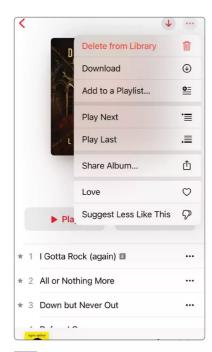


All your own music, whether ripped from your CD collection, bought from iTunes or downloaded through Apple Music, is found in the Library section. Tap the Library icon to access it. You can have your music collection ordered according to artists, albums, songs and more. Just follow the links.

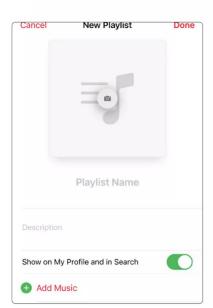


You can download music for offline listening. To add an album tap the Add icon, or tap the three-dots icon, then Add to Library. The album is downloaded to your iPhone. To play it tap Library, then Downloaded Music. If you cancel your Apple Music subscription, this music is lost and can no longer be played.





The tracks are downloaded to your iPhone as shown. To remove them, go to Library > Downloaded Music and open the album or track in question, then tap the three-dots icon. At the top of the pop-up window is the Delete from Library link. Tap it and the songs go.



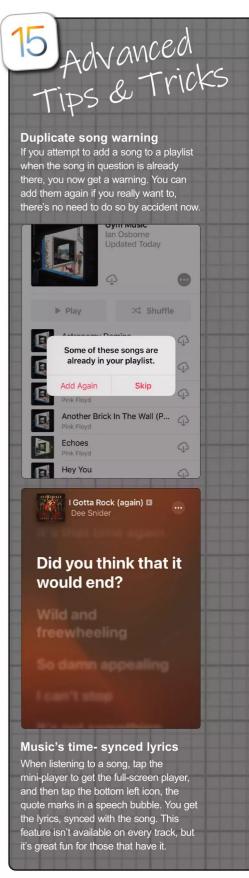
To create a playlist, go to Library and tap Playlists at the top of the screen. Tap New Playlist, then add a title and description; if you wish, add a picture by tapping the camera icon. You can then add songs from your library by tapping the Add Songs link. Then use the plus sign next to tracks you want to add.



Throughout the app, the mini-player sits above the icons at the foot of the screen. Tap it to open this full-sized play screen. The three icons at the bottom are for displaying the song's lyrics if available, changing the output source and a list of what songs are playing next.



To change the output source for 10 your music (that is, what you're listening to it through), open the Control Centre and tap and hold the audio controls. Tap the icon in the top right of the next window. You can choose between your iPhone's speakers and connected headphones or speakers.





The Apple Watch is an amazing fitness tracker, and you can use it with your iPhone to keep an eye on your exercise regime. The Fitness app on both the watch and the iPhone keep a careful track of how fit and active you are.

#### Fitnenss App in Focus

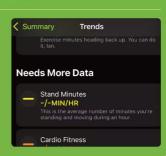


- This is the main page of the Activity app and it shows you a summary of your recent activities. It also shows you today's date.
- The Activity section features information drawn from your Apple Watch. It starts afresh each day, so what you see are today's figures.
- Here you can see how many calories you've used up today, how many minutes vou've spent exercising and how many times you've stood up and moved around for at least two minutes.
- This is the same information discussed in '3', but represented as part-completed rings. You can set up your Apple Watch to display these rings on the watch face if you wish.

- Your recent workouts are displayed here. Again, the information is gleaned from your Apple Watch. Workouts might include walks, runs, cycling, rowing machines and more.
- Scroll further up the screen up to see Trends, which shows how your exercise regime is improving or falling back over time and Awards won by completing workouts.
- The Summary icon takes you to this screen.
- If you want to share your Activity information with someone else, tap here and follow the on-screen instructions. It shows a summary of your activities, including where you are with your rings, your workouts and more.

#### Needs More Data. Tap the Trends tab, then scroll

up and you might see Watch that's too old will fail to

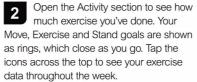


#### Activity





When you buy an Apple Watch and pair it with your iPhone, the Activity app automatically syncs between the two devices. Information recorded on your Apple Watch can then be reviewed on your iPhone's Activity app.

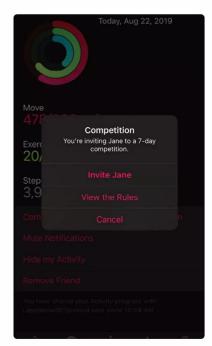




Go to the Awards section at the foot of the main screen and you can see various awards and medals, which you can earn as you exercise. It's a great way of setting a goal for you to aim at as you pursue your active life.



Tap Show More next to Workouts to see how your most recent sessions went. You can review your average and total time and calories ratings, and if you tap an individual workout, you can see even more details.



To share activity information, tap the Sharing icon, tap '+' and invite friends. They need to accept. If you have at least iOS 12 and watchOS 5, you can challenge your friends to exercise competitions too.



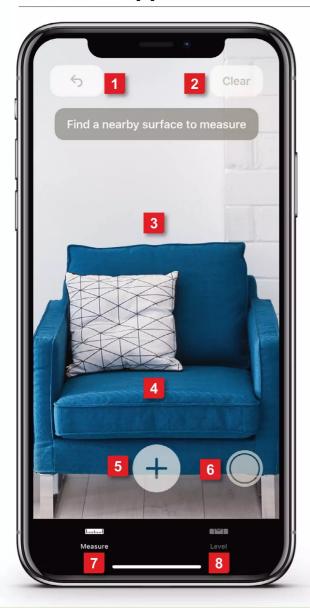
The Trends feature lets you see whether your exercise rates are going up or down over the last 90 days. You can see whether you're maintaining or improving your active life or falling behind your previously earned stats.



## **Measure App** And Level Feature

The Measure app makes use of the iPhone's augmented reality features. It also includes a great spirit level. You can find the Measure app on your home screen, but if it isn't there, your iPhone isn't powerful enough to run it.

#### Measure App in Focus



- The back arrow undoes the last command but doesn't clear all the points of a multi-point measurement.
- The Clear button gets rid of all the current measurements so you can move on to the next one.
- Measure is designed to calculate the distance between fixed points such as the length of a table or width of a chair.
- You will need to direct Measure to the object vou'd like to measure by hovering over it.

- The + button is used to specify the start and end points that Measure should use when measuring your object.
- The onscreen Shutter button is used to take a photo of what you've just measured for future reference.
- Tap the ruler icon to access the Measure app's object measuring feature, as seen here.
- Tap the spirit level icon to switch to the Measure app's spirit level feature. covered over the page.

#### Measuring regular shapes.

such regular shapes. the + button. Tap this and then line up the iPhone the fixed area.





#### Make the most of Measure



#### Keeping things level.

With the Measure app, you can use your iPhone as a handy spirit level. Just tap the Level icon in the bottom-right and place your iPhone on the object you're checking. With the iPhone flat, you see two circles, which are positioned one on top of the other if the object is level. Using an edge, you can see the angle of a slope.





With the iPhone placed flat on a surface, circles are used to show if it's not flat, and in which direction it slopes.

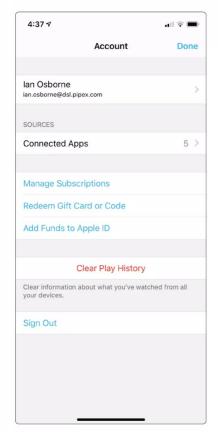


When flat against a vertical surface, the degree of lean is shown. The level turns green when there's no slope or lean.

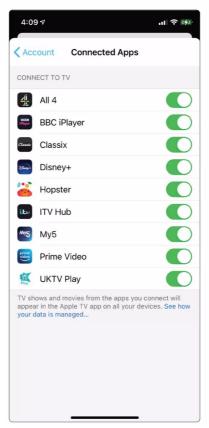


The TV app brings your viewing into one app, making it easier and more convenient to subscribe to third-party TV channels and enjoy all your movies and TV shows under a single app. It also gives access to Apple's TV+ subscription service for exclusive Apple-created content. Here we take a look at the new app and how to watch shows on your iPhone.

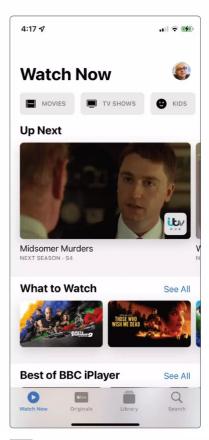
#### Finding and viewing TV shows



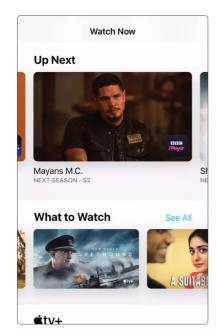
From the main screen, tap the top right icon (silhouette or your photo) for this window, from where you can manage your account (tap your name), manage services to which you've subscribed, or add funds or gift cards to your Apple account, to spend on apps and media.



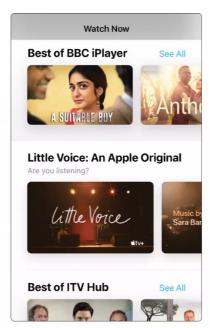
Tapping Connected Apps shows the TV and catch-up apps you downloaded from the App Store, and that are linked to your TV app. Tap the switch to unlink an app and stop its content appearing in your TV app. If you don't have any, download some now.



Tap Account in the top left corner to go back to the previous window. Then tap Done, in the top right corner, to get to here. This is Watch Now, the TV app's main page. Use the tabs at the top if you wish to focus solely on Movies, regular TV Shows or Kids.



On the Watch Now screen, shows are arranged in rows. Scroll them left and right for more. Up Next, offers programmes and series you're part way through watching and content you've recently bought. What to Watch, is suggestions based on past viewings.



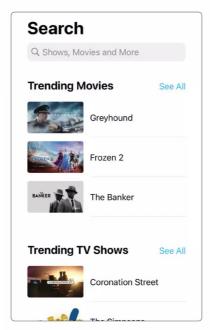
Scroll the Watch Now page further up for content deemed the best of the apps you have linked to your TV app. You can watch them here instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



At the foot of the screen, you can find icons labelled Originals and Library. The Originals icon takes you to programmes offered on the the Apple TV+ subscription service. The Library icon is for shows you've already bought and/or downloaded onto your phone.



You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent it, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you should soon find what you're looking for.

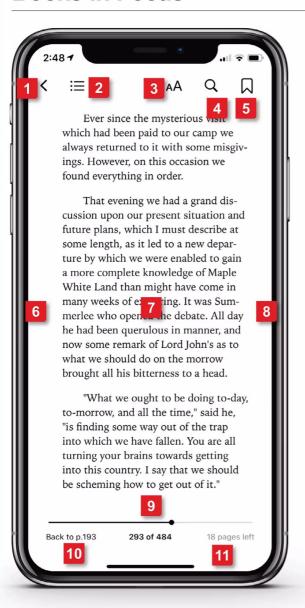


When watching a show or movie, tap the screen to bring up the controls. The X in the top left corner closes the video; top right lets you set the volume. At the bottom are controls for play/pause and to skip 15 seconds forward or backward.



The Books app turns your iPhone into a fully featured eBook reader. You can buy new eBooks directly from the Books app, read them on your iPhone, bookmark pages, make notes and even add PDF documents.

#### **Books in Focus**



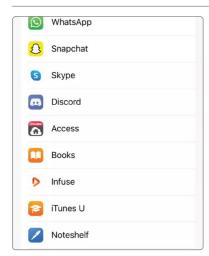
- Tap the chevron to close the a book and go back to your eBooks library. When you open the book again, it's on the last page you viewed.
- This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.
- Tap here for a pop-up window that lets you change the font and font size, adjust the brightness, change the page colour, set the text to scroll up and down rather than turn pages like a physical book, and toggle the automatic Night Theme option.
- Tap here to search for a word, phrase or page number in the book you currently have open.
- Tap here to place or remove a bookmark. The book stays open at the last page you read when you close the app, so there's no need to bookmark for this purpose.

- Tap on the left side of the iPhone's screen to go back to the previous page in the book you're currently reading.
- Tap the middle part of the screen to show or hide the on-screen controls.
- Tap the right side of the screen to go forward to the next page.
- This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter. With picture books, this scroll bar gives previews of the pages too.
- After scrolling through the pages using the slider, this link takes you back to the last open page you looked at beforehand.
- This is the number of pages remaining in the current chapter.

#### Thumbnail scrolling.

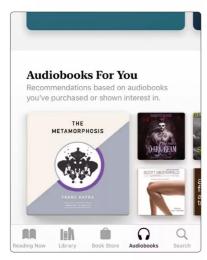


#### More Books features



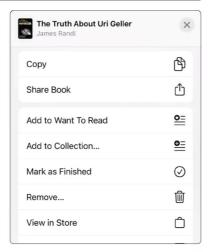
#### **Adding PDFs**

You can add PDFs to the Books app. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner, and then tap More > Books. On a Mac, you add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.



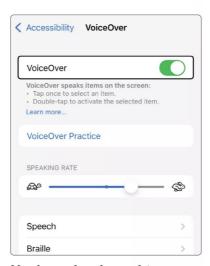
#### **Audiobooks**

The Books app has its own Audiobooks tab. On the main Books screen, tap it to be taken to the Audiobooks store. Tap the icon in the top right corner to be taken to a new screen, from where you can browse audiobooks according to genre, charts, bestsellers and more. Tap on an audiobook for an in-depth description, the opportunity to buy it or add it to your wish list, or listen to a free sample.



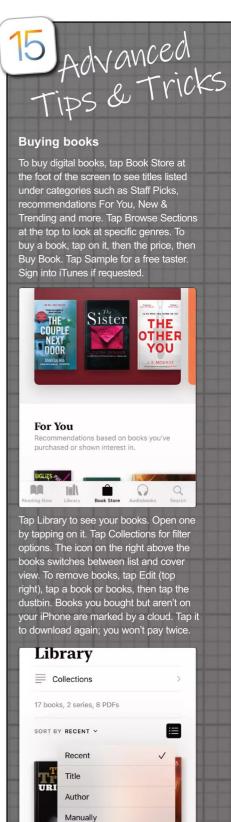
#### The Three-dots Icon

In several places in the app, you see an icon showing three dots beneath a book cover. Tap this for a range of options. Tap the Remove icon to hide a book you've purchased, or delete a downloaded book, so it appears but with a cloud in the corner (you can download it again later). On a document, you can delete it from your iPhone or from all your connected devices.



#### Having a book read to you

Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap scroll with three fingers to find Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.



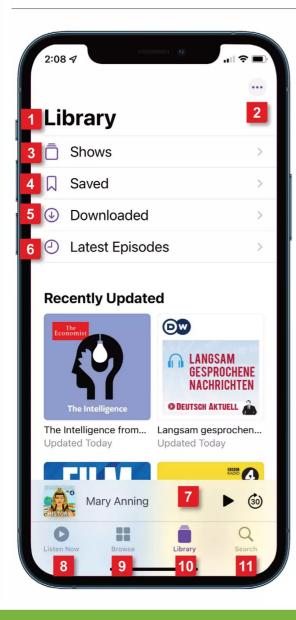
FIREBOLT



# Podcasts App For Audio Shows

The Podcasts app makes finding, listening to, watching and downloading podcasts easier than ever. There's a wealth of interesting podcasts to choose from too. Here's how to find and enjoy them on your iPhone.

#### **Podcasts in Focus**



- This is your Library. Tap one of the links under this title to see shows you're subscribed to, a show's individual episodes and more.
- Tap the three-dots icon for a menu that lets you save a New Station, Add a Show by URL or Edit Library.
- Tap Shows to see the list of shows to which you've subscribed.
- Tap Saved to see individual episodes you've saved for later listening.
- The Downloaded link takes you to episodes you've downloaded to your iPhone for offline use.
- The Latest Episodes link shows episodes recently added to your subscribed podcasts.

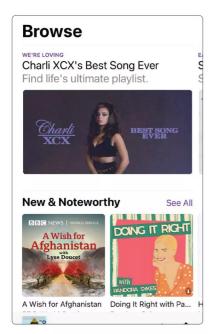
- The Podcasts Player. Tap this strip for a full set of controls for the podcast you're currently listening to.
- Tap here for a list of the podcasts to which you're currently subscribed. Tap one of them to see individual shows in that podcast.
- Browse available podcasts, with popular and featured podcasts shown prominently. Find one you like and then listen in, or you can subscribe to it.
- This icon takes you to the Library screen, the one shown here.
- Search available podcasts here. Maybe search for a subject that interests you or a person who makes a good show. Most podcasts are free.

#### Subscriptions Available.

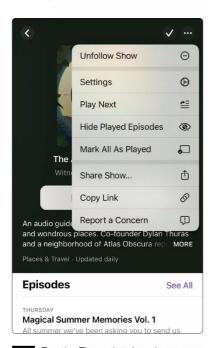


Many popular Podcasts now for a regular fee. These are purchased via the same methods as the App Store.





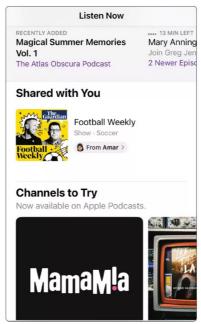
To find a podcast that interests you, first tap Browse at the foot of the screen. Podcasts are divided into categories to make it easier to find your favourite subjects. The search feature is there for when you want to be more specific regarding any niche content.



Tap the Three-dots icon in an open Podcast, as shown, and a pop-up window lets you unfollow, unsubscribe, delete the podcast, share it or change the settings; which affects things like whether you get notifications for new episodes and more.



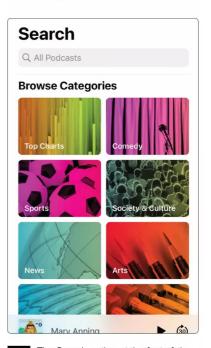
Tap a podcast to open its episode list. You don't have to follow or subscribe to enjoy its individual episodes. Just find one you like the look of, tap its Play button to listen to it, and its three-dots icon for options to download it and/or follow or subscribe for more.



To share with a friend, open the podcast from your library. Tap the three-dots icon, then Share Show via your choice of methods, message, email and so on. Podcasts that are shared with you in through Messages are shown in the Listen Now section, under Shared with You.



To follow (being free content) or subscribe (paid) to a podcast, tap the + icon (top right). In the Library section you see your chosen podcast with the rest. Tap on a subscribed podcast to navigate its available episodes. Tap and hold or deep tap for these options.



The Search option at the foot of the 6 screen is a great way of looking for podcasts in subjects that interest you, and as well as searching, you can look through categories of podcasts on subjects that interest you, the is a wealth of content for you to enjoy.



### **Weather App** Come Rain or Shine

Apple recently acquired the popular weather app Dark Sky, and with iOS 15, some of its features are incorporated into Apple's own Weather app. It's now a much more comprehensive guide to what to expect when outdoors.

#### Weather in Focus



- This is the town that's currently featured; the weather forecast below it is for here.
- This is the current recorded temperature in the town or area you're currently looking at.
- This is the highest and lowest the forcast temperatures should reach for the day. Which should give you an idea of whether it's getting warmer, colder or staving reasonably stable.
- An hourly forecast, predicting the weather and the temperature. Slide it left to see later forecasts. The icon showing the weather might be cloudy, sunny, raining and more, and sunrise/sunset times are also shown in this window.

- Your ten-day weather forecast for the town or area in focus. Scroll the screen up to see later days, and also for more weather information such as air pollution, wind direction and more.
- Tap this, the Maps icon, to see your current town or area on a Maps screen, with weather information overlaid.
- Every dot in this bar is a town or area you've saved to your Weather app. The first is the location icon, and it shows the weather at your current location. Tap the dots to cycle through your saved locations, getting the weather for those too.
- Tap this icon to list all your saved locations on a single screen. Tap one of them to open the full Weather page for that town or area.

#### Weather Notifications.



Scroll the screen all the way to the set up Weather Notifications. After your location, the app sends you or snow where you currently are.

#### **Weather App**





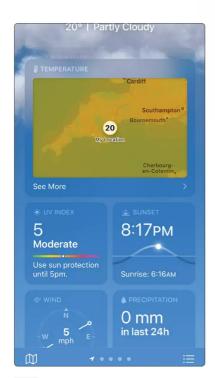
Tap the three lines icon in the bottom right to see towns you've saved. To save a new one, find it using the Search field and tap Add (top-right corner).



In the Stay Dry box, tap Turn On Notifications for alerts about oncoming rain or snow in your location. To delete a town from the list, swipe it right.



Tap the three dots (top right) for options to edit your list of towns, set notifications, switch between °C and °F and report an issue or problem.



Open a town, and scroll up for all sorts of information such as hour-by-hour weather, a ten-day forecast, air pollution, temperature, wind and more.



You can cycle through your saved towns and current location by swiping the screen left and right. Current Location is on the far-left.



Tap the folding map icon in the bottom-left of the screen to access a local map, showing temperatures in your locale and the nearby area.



## **News App** Stories and Features

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place for guick and easy reading.

#### **News in Focus**



- Today's date, which is always important on a digital news app.
- This is Today, the News app's main page. Scroll for top stories, trending stories and more.
- You can watch videos directly from the News app. Just tap the Play button and the video plays, right there in the story.
- Stories in the News app are tagged with how long ago they were uploaded to the Internet, so you know how recent your stories are.
- Front-page news stories are usually illustrated with photos, videos or other such graphics. If you scroll the page, you get to see a range of news stories, trending stories, top videos and articles selected especially for you.

- This is the Today icon. 6 It takes you back to the screen shown here.
- This icon reads 'News+', and is your gateway to Apple's paid-for subscription service that collates news, features and information from magazines and newspapers from all over the world. Your first month is free.
- Tap the Following icon for a list of news sources and subjects you currently follow. From there, vou can add new sources and subjects, delete those you're no longer interested in, search the News app, review your saved stories and manage the channels and topics you've blocked.
- Tap here to search the 9 News app and its articles for words or phrases.



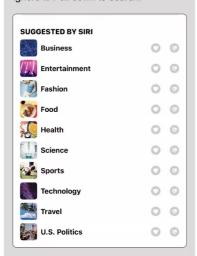


# **Getting started** with News.

To get the most from News, first set it up to your specific requirements.



Tap Continue to open the News app. It's on the Today page. Tap Channels (bottom right) to see Siri's suggestions. Tap the heart icon next to topics you like and the crossed heart next to ones you dislike. Slide an option left to remove or ignore it. Pull down to search.

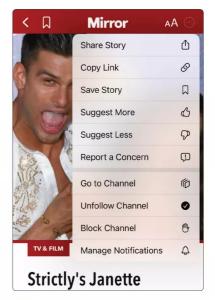


Under Suggestions, tap See All. You're shown a list of subjects Siri thinks you might like, based on your Safari browsing history and what you've done in other apps. Tap the heart for subjects that interest you, and the crossed out heart for those you don't want to see.

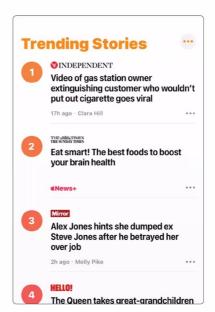
# Today and Spotlight/Weekend icons



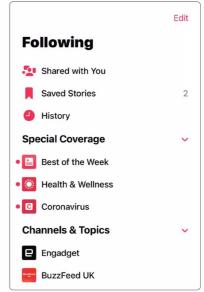
On the Today screen, tap a news story to open it on your iPhone, so you can read it in its entirety. With the news story open, you can also change the font size (top right icon showing two 'A's). Tap the chevron, top left, to go back to the Today screen.



At the top of an open news story is the three-dots icon. Tap it and use the thumbs icons for liking and disliking a story. This helps Siri tailor stories and suggestions to your tastes. You can also copy and save a story, alongside many more options.



Scroll down the Today screen for more categories. Top Stories are today's most important news items. For You is news and features tailored to your tastes. Trending Stories are tales doing the rounds on social media. Videos are collected on the Today screen too.



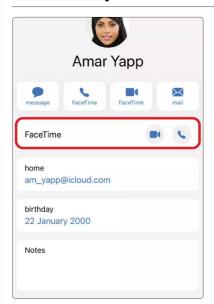
Tap the Following icon for a list of news sources and titles you're currently following. Tap and hold one for a pop-up that lets you go to, unfollow or block a channel. Scroll down and tap Discover Channels & Topics for suggestions of more things to follow.



# FaceTime App For Internet Calls

Your iPhone's FaceTime app can make audio and video calls, and with iOS 15, they can be to Android and Windows devices as well as other Apple gear. As FaceTime calls are made over the Internet, they're free. You can even make group calls, with several people appearing on screen at once for a party chat. There's some great new features for iOS 15 too.

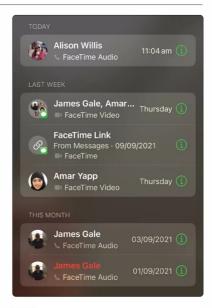
# First Steps with FaceTime



To start a FaceTime conversation from the Contacts app, first find the contact card of the person you wish to call. If that person's email or phone number are registered with FaceTime, you can see FaceTime icons for both audio (the telephone receiver) and video (the camera). Tap one to make the call.



There are several ways of starting a FaceTime call from the FaceTime app. Tap the New FaceTime button (top right). Add the name of the person you want to call (or their phone number or email address if they're not in your Contacts), then tap a button for either a video or audio FaceTime call.



The FaceTime app also shows a list of recent FaceTime calls, showing whether they were audio or video. If you tap one of these, you can make that same call again. A name in red means the call was not answered. If you tap the 'i' to the right of the name, you get their Contacts card within the FaceTime app.

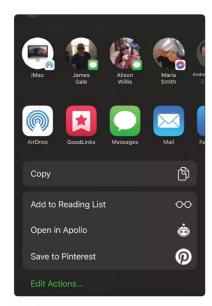


## Portrait Video.

Hold the iPhone sideways and you can video chat in Landscape Mode, as shown. If you Just tap your own video feed, then tap the silhouette icon in the top-left corner to activate and deactivate Portrait Mode. Tap the arrows icon to shrink your window again.

#### **FaceTime**





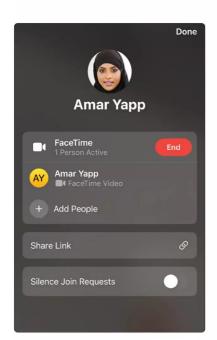
Another way to start a FaceTime chat is tap the Create Link button (top left). You can then add names manually, add them from the suggestions offered by the FaceTime app, and send them by Messages, Mail and more. The recipient can then initiate a FaceTime call with you from their end.



During a FaceTime video call, tap the screen to show and hide controls. The icons on the small screen (vou) are for effects and to switch cameras respectively. The icons on the main screen (them) are Message; Speaker on/off: mic on/off: camera on/off. The red End button ends the call.



The white button at the bottom-left of the screen takes a live photograph of the person you're calling, which is found in your Photos app. This is a photo, not a screenshot, so the FaceTime controls do not appear in the picture. If the button is not there, go to Settings > FaceTime and turn FaceTime Live Photos on.



Tap the screen to show the controls and swipe the control window down to see the full range of options. You can end the call, or add more people by tapping the Add People link or by tapping Share Link and then sending it to others, who can then ask to join the conversation, turning it into a group chat.



The icon that looks a bit like a five-pointed star, found in the bottom left corner of the screen or at the bottom left of your picture, is for effects. Tap it and you can choose all sorts of fun things to modify your video feed. Tap the arrows icon to return to the chat, and the effects icon to remove the effects.



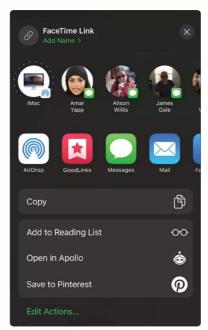


email. When they get the link, they

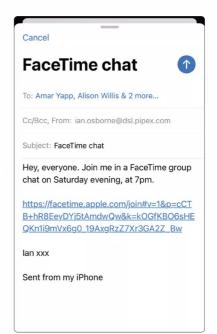
# **Group FaceTime Chats**



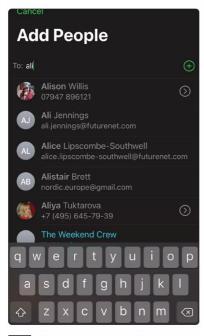
The easiest way to start a Group Chat is to open the FaceTime app, tap Create Link and then send it to those you want to invite, either by tapping Add Name or using the buttons below it.



Swipe up for more options. You can send the link through apps such as Mail, Facebook, Messages, Twitter and more, or copy it for later use. Recipients tap the link to join the chat.



You can also copy the link and then send it to people you want to join a group chat at a later time; maybe by email or as a Calendar event. When the time arrives, they can tap the link and chat.



During a one-to-one call, you can also invite another person to join. Tap the screen to show controls, swipe the control panel down and tap Add Person. Type their details and send.



You can watch a group chat in Grid View. To switch between views, tap the screen to get the controls, tap the names of the people in the chat and tap the Grid View button.



You can even Group FaceTime from an Apple Watch or a HomePod speaker, though as these devices don't have built-in cameras, you are limited to audio chat only.



## Mic Modes.

There are new microphone modes to choose from in FaceTime audio calls. Centre in the usual way and tap the Mic Mode button. As well as the Standard option, you can also opt for Voice Isolation or Wide Spectrum. Voice your own voice, cutting out ambient keynote demonstration, Apple successfully conducted a FaceTime call with a leaf blower being used in the background. Wide Spectrum does exactly the opposite, taking in sounds from all around the room, and not just your own voice. Just the thing if you





# **Spacial Audio**

In order to make FaceTime video calls seem more natural and comfortable, Apple has incorporated a feature called Spacial Audio into the app. This makes each person's speech seem to come from the area of the screen where their video is situated, making for a much more lifelike and organic conversation.



## Settings.

Speaking prominence on or off, depending on whether you want the person who last spoke to be more prominent, turn the Live Photos button on and off and also activate Eye Contact, which makes it look like a person is looking directly at you instead



# Tips & Tricks

#### Coming Soon: SharePlay

SharePlay is a brand new FaceTime feature that was expected to launch with iOS 15, iPadOS 15 and macOS Monterey, but unfortunately, it has been delayed and did not debut with the 2021 Apple operating systems.

With SharePlay, you can get together with your friends to watch a movie or listen to an album together over FaceTime. When listening to an album, for example, during a FaceTime call you can press Play in Apple Music. The album then plays for everyone in the call on their own devices, with all of the gear used playing the tracks in sync so you don't get an irritating echo. You're still connected in FaceTime, so you can chat about the album as well as listen to it. Anyone in the chat can add songs to a





It works for movie night too. While on a FaceTime call, launch a streaming app, press Play and you and your friends are watching the movie, again in sync so no one's stream is ahead or behind the others. Once more, you're still on the FaceTime call, so you can chat about it as you watch. With Picture in Picture mode, you can even open another app such as Safari and order a pizza while watching the film. Best of all, if you have an Apple TV, you can beam the movie to the big screen while using FaceTime on your iPhone, iPad or Mac without losing sync.

SharePlay will be included in future releases of iOS 15, iPadOS 15 and macOS Monterey. We can hardly wait.

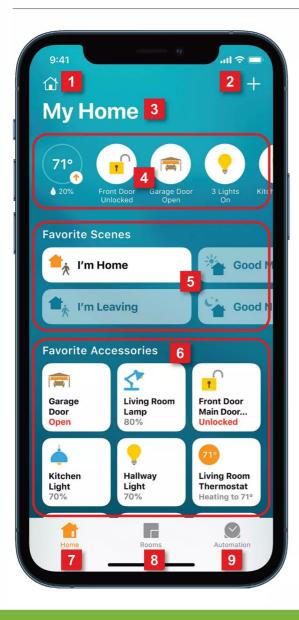


# **Home App**

# Connected 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



- Tap the home icon in the top left corner of the screen for a pop-up allowing you to access your Home Settings and your Room Settings. Home Settings cover the whole of the house, while Room Settings let you set up specific rooms and groups of rooms.
- The Plus icon gives another pop-up, from which you can add a HomeKitcompatible accessory; or add a scene or group of instructions to your accessories activated with a single tap.
- 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.
- These status icons give important information gleaned from your HomeKitcompatible accessories. You can tell at a glance, for example, whether a light is on, what the temperature is or whether a motion sensor is picking up movement.
- Your favourite scenes. A 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. Conversely, 'I'm Leaving' might turn them all off.
- Here we see your favourite 6 HomeKit-compatible accessories, added to the Home app by yourself. Tap on one of them for that individual gadgets' controls. This is a great way of accessing your smart devices from a single app, but they all have to be HomeKit-compatible.
- 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.
- 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.
- Tap Automation to set accessories to function automatically at given times or use Apple TV or HomePod to control your accessories when your iPhone or other Apple devices aren't nearby, and more options.



# **Adding HomeKit accessories**



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.

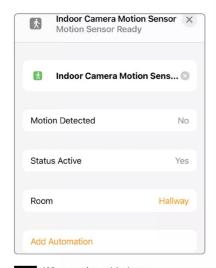


Adding a device to Home is easy. After tapping the Add Accessory button, use the iPhone's camera to scan the HomeKit Code that comes with the device; then follow the on-screen instructions to add it to your Home app.v

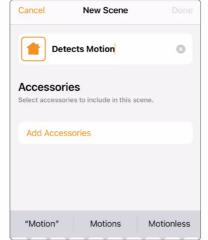


The bottom right icon (Automation) lets you set timers, actions and more. What these timers and actions do depends on what kit you've incorporated into your Home app. You need to read their instructions for details.

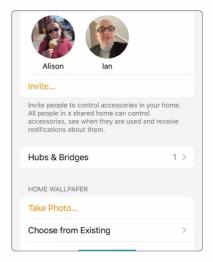
# Using gadgets and scenes



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.



To set up a scene, tap Add Scene on the Home app's front page, and give it a short, descriptive title. Tap Add Accessories and choose which of your gadgets you want to include, and follow the on-screen instructions to construct a scene around them.

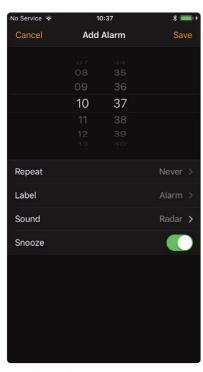


If more than one person in the house needs to control the HomeKit accessories, you can share Home app settings. Tap the home icon on the landing page, and tap Home Settings. Under People, tap the Invite link to invite others to share your app.

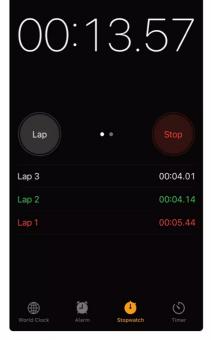


# **Clock App** Find the Time

The Clock app might not be the most spectacular feature on your iPhone but it does a lot more than simply tell the time. With our guide, you can set alarms, check the time in cities all over the world and even use it as a stopwatch and countdown timer. Just the thing if you're travelling light and you don't want to weigh yourself down by carrying a separate alarm clock.







#### Setting alarms

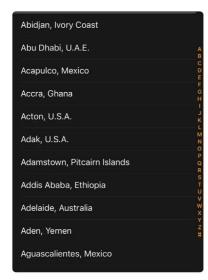
Tap the Alarm tab at the bottom of the clock screen to start editing your alarms. To set a new alarm, use the '+' icon (top right). This opens an Add Alarm window. Use the two wheels to pick a time for the alarm to sound. You can also choose which days the alarm plays, the sound, whether it can be snoozed and what it's called. When you've set an alarm in the Clock app, an alarm clock icon appears at the top of the Home screen to show that it's active.

You can set 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 the On/ Off button. Alternatively you can remove or edit an alarm. Use Edit and either tap the time you want to amend or the minus button to delete that alarm from your listings. A deleted alarm is permanently lost, so if you need it again, turn it off using the on-off switch mentioned earlier and turn it on again later.

#### The Stopwatch

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. 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 the time of each lap of a race, before tapping Stop as the competitor crosses the finish line.



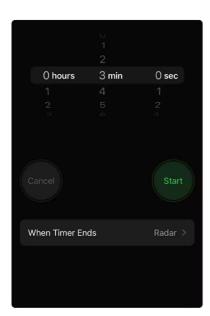


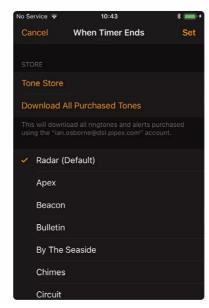
# **World Clock** Today, +1HR 4:56pm Berlin 12:56<sub>am</sub> Sydney Today, -8HRS San Francisco 7:56am 11:56pm Tokyo

#### The World Clock

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.

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 up and down the list using the three-line icon to their right.

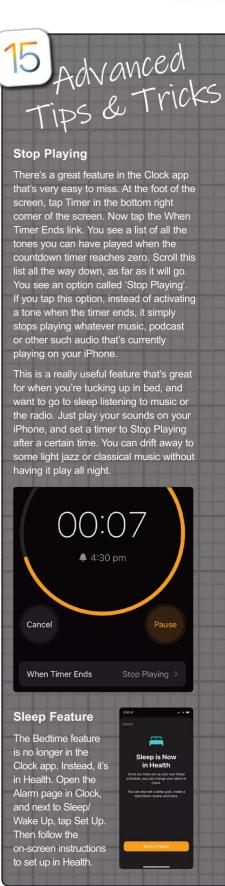




#### Countdown Timer

Tap the Timer icon in the bottom right of the Clock app screen to open the Countdown Timer. Use the wheels to set a time from which to count down. You can set a timer that counts down from a minimum of one minute and a maximum time of 23 hours, 59 minutes.

Tap When Timer Ends to choose an alarm sound. Tap a sound to hear it and when you've chosen, tap Set in the top right corner. Tap Start 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.

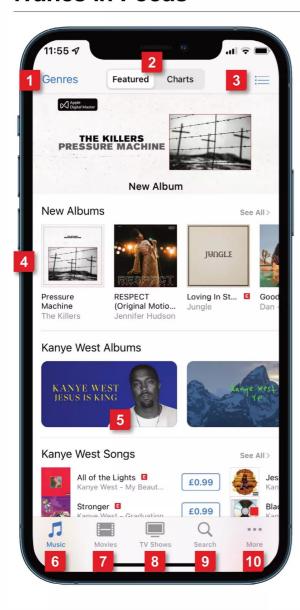




# iTunes Store For Buying Media

You can buy and download media for your iPhone at the iTunes Store. You can also buy or rent movies and TV shows and sample short snippets of songs before buying them. It's your one-stop shop for digital entertainment.

## iTunes in Focus



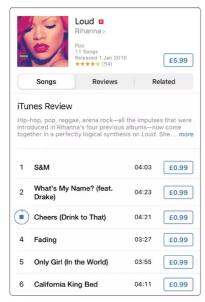
- Tap here for a pop-up window that lets you filter music according to its genre. Available genres include Blues, Classical, Country, jazz, metal, rock, greatest hits and more. Choose the Tones option to view ringtones.
- Tap the Featured tab to see what's hot and what's new. The Charts tab gives you the best selling songs, albums and music videos on the iTunes Store.
- Tap here for your wish list, songs you've identified using Siri (see the Siri guide for more details) and tracks you listened to as previews.
- Scroll this line of albums left and right for more options, or tap See All to open the New Music page.
- The iTunes Store's shop window. Tap a price to buy a song or album or tap the cover or name of the item for more details. On the information screen, you can also play a sample of the song by tapping its name.

- This icon opens the iTunes Store's Music page. This is where you can buy new music to listen to on your iPhone.
- Tap here if you're interested in buying or renting movies. This part of the iTunes Store adds a rental option for renting movies instead of buying.
- This icon takes you to the TV Shows section, where you can buy individual shows or an entire season of a programme you like.
- The Search option. It searches throughout the iTunes Store, so search results can potentially show music, movies, TV shows, books and more, regardless of where you were in the store when you did the search
- This icon gives access to the ringtones section of the store, the Genius option for suggestions of new music, movies and TV, a list of purchased items and a view of your current downloads from the App Store.

## iTunes Store Gift cards.

You can redeem an iTunes Store Gift Card by scrolling up and tapping Redeem at the foot of the screen.





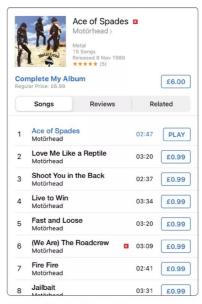
#### **Previewing music**

You can preview a track simply by tapping its name on the purchase screen. A short excerpt from that song is played, shown by the gradually filling circle with a square in it to its left. Tap that square to stop the preview. If the track name isn't a blue link, it can't be previewed.



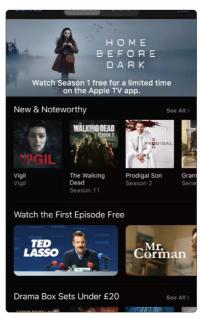
#### **Buying movies**

Tap Films at the foot of the screen and find one you want. You can choose between HD and SD versions, watch a trailer and buy or rent it. Rented movies delete 30 days after renting or 48 hours after you start to watch it, whichever is sooner.



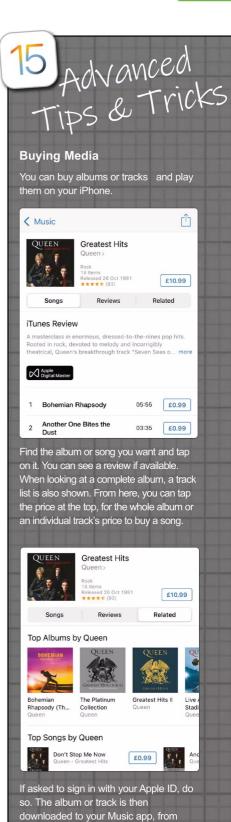
#### Complete album/season

If you've already bought a few songs from an album or episodes from a TV show season and decide you want the rest when you buy the album or season, the price is adjusted accordingly; based on what you've already spent on individual tracks from that album or season.



#### **Buying TV shows**

Buying TV shows is similar to buying music, in that you can buy an individual show or an entire season, it's up to you. You can choose between HD (high definition) and the usually-cheaper SD (standard definition) if both are available.



where you can play it on your iPhone. For

more reviews of that album, tap the

similar music, tap the Related tab.

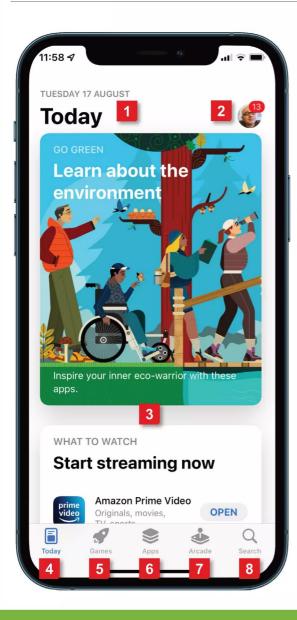
Reviews tab. For more by that artist or



# The App Store For Buying More Apps

The App Store is where you download and install new apps for your iPhone. You can get games, productivity software, entertainment applications and more. Many App Store apps are free too.

# **App Store in Focus**



- The App Store's Today screen gives you the pick of the best of the new releases, chosen every day by Apple's editors. Scroll up for the apps that were chosen on previous days.
- Tap here to get to your account details, redeem a card, send an app as a gift, update apps, and check on the apps you've previously purchased, or sign out of the App Store.
- These are the apps, and a feature highlighting a range of apps, that have been chosen by Apple's editors as the choice of the day. Tap one for information on that particular app, and the opportunity to get it.
- Tap here to get to the Today screen, as seen here. The Today screen is a great way of finding out what's new and exciting on the App Store, so you will probably want to visit it often.

- Gaming apps have their own category, which you reach by tapping the Games icon.
- Tapping the Apps icon takes you to the apps page, where you find non-gaming apps. Scroll up and down and browse by category if you wish. Scroll this page all the way to the bottom to redeem iTunes gift cards.
- This icon takes you to the Apple Arcade subscription service. For a set monthly fee of £4.99/\$4.99/4,99 €, you can play ad-free games on Macs, iOS devices, iPads and Apple TV. You can play as many or as few as you want. It's a little like Apple Music, but for great gaming experiences.
- You can search for an app or a game using the search field. You can search for an app by name, by what it does (e.g. word processor), by the developer and more.



## Updates available.

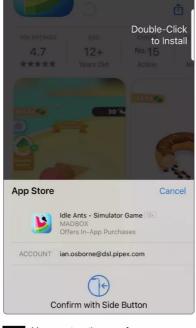
when app updates are available, a



# **Buying apps on the App Store**



Open the App Store app. Find the app you want to buy, either by browsing the Today, Games or Apps section, or using the search facility if you know what you want.



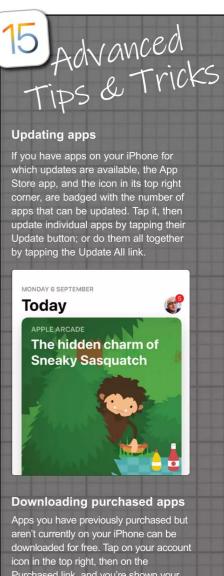
You can tap the app for more information. To download the app, tap its Buy (or for free apps, 'Get') button. Sign in with Touch ID or Face ID using the Side button if asked to do so.



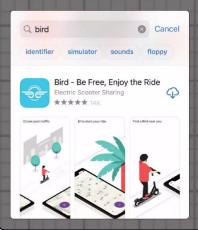
The app downloads. The Buy/Get button turns into a circle forming around a square to show its progress, and then turns into an Open button. Tap it to open the app.



Tap the chevron (top left) to go back to the App Store, then swipe up (on an older iPhone, press the Home button) to go back to the Home screen, where your new app is now found.



Purchased link, and you're shown your apps. You can view all your apps or only those Not on This iPhone. Tap its icon showing a cloud with a down-pointing arrow to download an app to your iPhone.

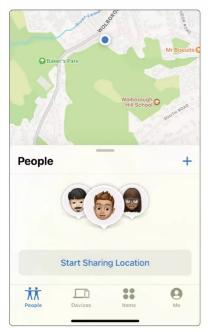




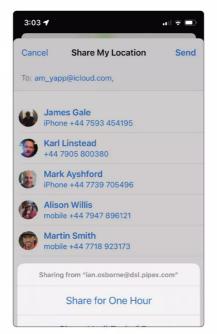
# Find My Friends and Gear

The Find My app arose from the fusion of two older applications, Find My Friends and Find My iPhone. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs, and wipe them clean if they're lost for good. You can also locate your friends or family members on the map; just the thing if you're all on a day out and at risk of losing each other.

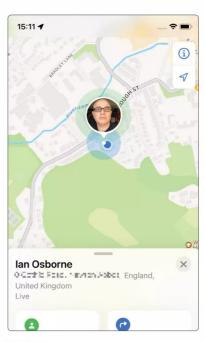
# The People tab



Tap the People icon at the foot of the screen. To start sharing your location with friends or family members, tap Start Sharing Location. Enter the name, Apple ID email, or phone number of the person you want to share with.



As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day or indefinitely.

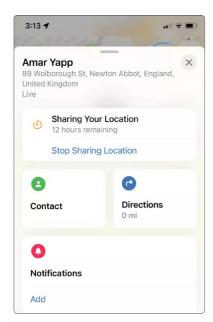


The people you shared your location with can now see you as a blue spot on the map. Pinch and spread to zoom in and out. Tap a name for options. From here, you can tap Contact to bring up their card from your Contacts app.

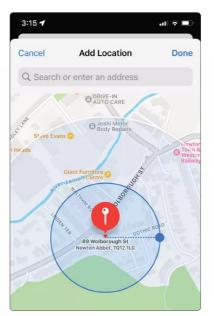


## Returning the favour.

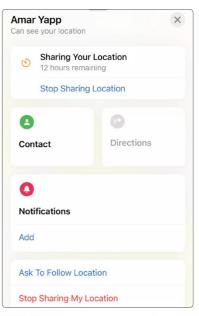
and you can quickly and easily choose to return the favour, and share your location with them.



Other options available on this screen are: ask for their location, stop sharing your own or remove them from the people you're sharing with. Tap Notifications to let them know when you leave or arrive.

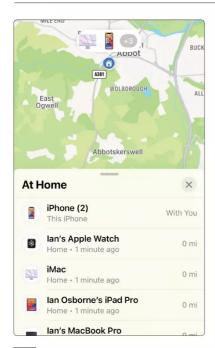


Still on the Notifications screen, tap the name of someone whose location you're sharing, then tap one of the options atop the screen. You can choose a location and be notified when they leave, arrive or is not there.

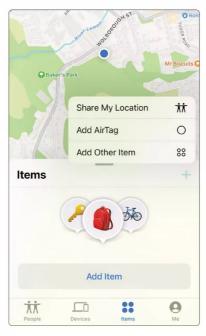


Tap a friend's name, that isn't currently sharing their own location with you, and then tap Ask To Follow Location to request they do so. If they comply, they also appear on the map, along with yourself and others who are sharing.

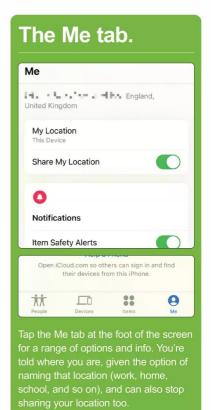
## **Devices and Items**



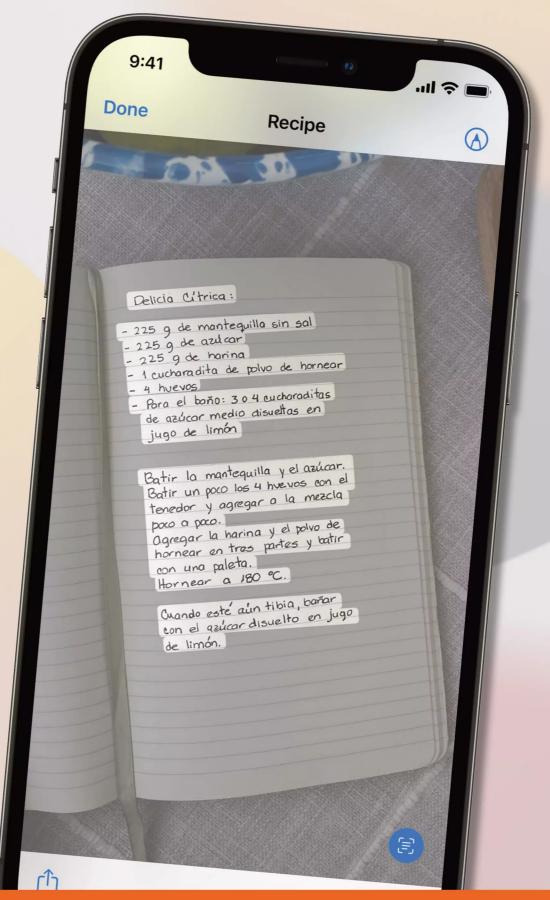
You can trace the location of your devices, such as Macs, iPads and iPhones, through the Devices icon at the foot of the screen. Items such as AirPods and AirTags, are located using the Items icon.



Devices shows Apple gear signed into the same Apple ID as your iPhone. Items must be added manually; tap Items at the foot of the screen, tap '+' and follow the on-screen and supplied instructions.







# Your iPhone's Advanced Functions.

Now you've mastered the iPhone's basics and its amazing range of apps, it's time to explore its more advanced features. Live Text is a great new feature that lets you scan writing from photographs, handwritten notes and more, and turn them into editable text. Siri is a great digital personal assistant, iCloud lets you sync your settings and data, plus you can use your iPhone as a personal hotspot to get your Mac or iPad online. We also show you how to customise your iPhone, monitor it with Screen Time and more.

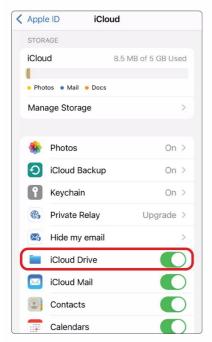
Learn more >



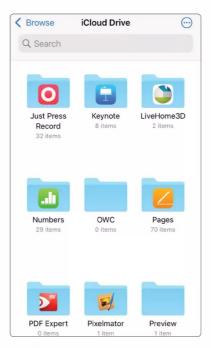
# iCloud Drive Cloud Computing

iCloud Drive is Apple's own cloud computing service and it comes free with the iPhone. With iCloud Drive, you can sync your documents across all of your Apple devices and even access them through a web browser; they're all found on your iPhone in the Files application. If your free space isn't enough, you can buy more for a set monthly fee.

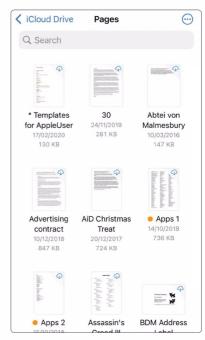
# An introduction to iCloud Drive and the Files app



In the Settings app, tap your name at the top of the screen, tap iCloud and scroll down to iCloud Drive. If it isn't on already, turn it on. You can now save your files in the cloud and access them from any Internet device.



Open the Files app and under Locations, tap iCloud Drive. Here you see the files stored on your iCloud Drive, arranged by their apps. iCloud Drive is also accessible through other Apple devices, and www.icloud.com.



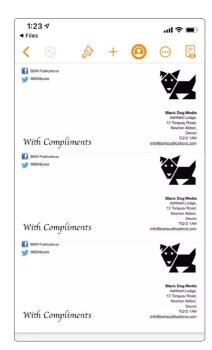
You can open an iCloud document on your iPhone, if you have the iPhone version of the app that created it. Just open the folder for the app in question (here we're looking at Pages) and tap a document to open it.



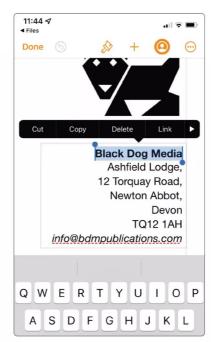
Documents contained in your iCloud Drive are kept in sync across your devices. If you make a change on one device, when you open that particular document on another, that change is already there. So, for example, you can work on a document on your Mac at home, then edit it on your iPhone on the bus.

#### iCloud Drive

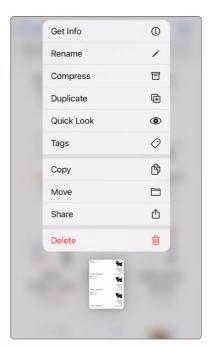




When you open an iCloud document on your iPhone, it's downloaded to your smartphone. It then opens in the usual way, so you can edit, modify and generally work on the document on your iPhone.



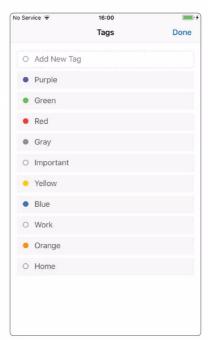
Edits and changes you make on the iPhone are also made on the cloud copy of the document. This means if you edit it on the go on your phone, then open it on your Mac at home, the changes are there.



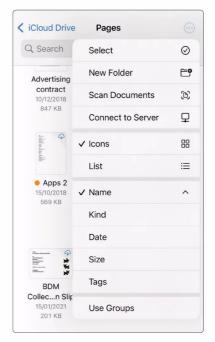
Tap and hold a document until you get the pop-up menu. From here, you can copy the document, duplicate it, delete it, rename it, share it, move it to another folder, and more. If you don't see all the options, scroll up and down.



This pop-up menu also lets you share a document, right from your Files app. You can email it, add it to Notes, send it to another Apple device with AirDrop and let others collaborate on it using Add People.

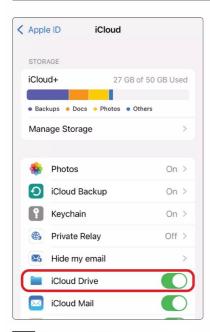


The menu that pops up when you tap and hold iCloud docs also lets you tag a document with a coloured icon. Tagged documents can be found by tapping their colour in the Tags section in the Browse window.

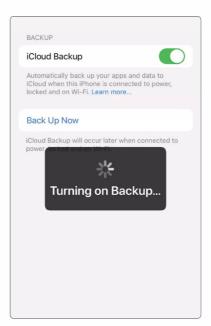


Open an iCloud Drive folder and tap the three-dots icon in the top-right corner, above the search field. This opens a menu from where you can create a new folder, connect to an external server, change how document icons are displayed and more.

# iCloud backups



Open the Settings app from the Home screen and tap your name at 1 the top. Tap iCloud, then near the top of the options list, look for an option called 'iCloud Backup'. Tap this option to go to the next screen.



Switch on iCloud Backup. This means your computer no longer backs up your iPhone when you sync with iTunes. Tap OK in the pop-up window to confirm you want to use iCloud backups now instead.

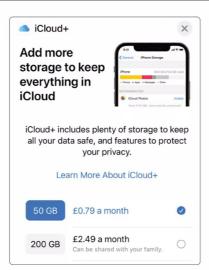


Your iPhone now automatically backs up to iCloud when connected to a power source and on a Wi-Fi network. There's also a link to Back Up Now. Tap it whenever you want to do an immediate back up.

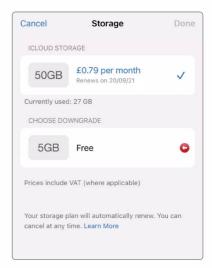
# **Upgrading your subscription**



Open the Settings app, tap your name at the top of the screen, then tap iCloud. Tap Manage Storage. You're told what iCloud storage plan you're on. If you want to change your plan, tap Change Storage Plan link.



A window shows your current plan and other available options. You get 5GB free of charge, but if you want more, there are plenty of paid-for iCloud+ plans that increase your total storage space for a set monthly fee.



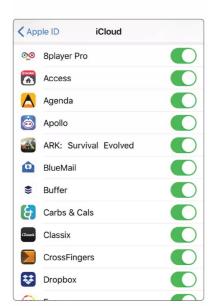
If you find you have more storage than you need, you can downgrade by tapping Downgrade Options at the foot of the pop-up window. Either way, choose your new plan then tap Buy/Done (top right).



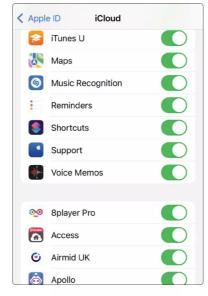
# Configuring iCloud



To use a photo with your iCloud account, go to Settings > [your name] and tap the grey circle at the top. Take a photo or add one from your Photos library. If you don't have one yet, just leave it; you can come back and take or add one whenever you choose.



In the Settings app, after tapping your name and then iCloud, scroll down the list of apps that you can sync in iCloud. After the preinstalled Apple apps, you see a list of all the apps you've installed yourself that can be synced. Switch this syncing on or off as you please.



Go to Settings > [your name] > iCloud for a list of apps that can be kept in sync with iCloud. Switch on the ones you want to sync. Their data and settings are then kept synchronised with all your Apple gear, so changes made on one device are also applied on your others.



Tap the Keychain link and you can turn on the iCloud Keychain service here. This stores things like passwords, usernames and credit card information; for example, when you log on to an online forum, you won't need to keep typing your details every time.

# Advanced Tips & Tricks

#### iCloud+

When you register for an Apple ID, you automatically get 5GB of iCloud storage for free. But if you upgrade this storage for a set monthly fee, you also get extra features, collectively known as iCloud+

Private Relay: When this is active, your Safari browsing is encrypted and sent through two separate Internet relays The user experience is the same, but websites and snoopers are unable to obtain your IP address or build a profile of your web activities. Go to Settings > [Your Name] > iCloud > Private Relay to switch it on.

#### iCloud Private Relay keeps your internet activity private

Private Relay hides your IP address and browsing activity in Safari and protects your unencrypted internet traffic so that no one - including Apple can see who you are or what sites you're visiting.

IP Address Location

Private Relay

Hide My Email: Go to Settings > [Your Name] > iCloud > Hide my email to create a unique email address to use when you don't want to reveal your actual email address. Emails sent to this new address are forwarded to your Apple ID email address. You can delete a Hide My Email address at any time, and no longer receive emails sent to it.

Custom Email Domain: If you want to customise your iCloud email address, and allow family members to also use this domain (the part of your email address after the '@'). So, for example, if you run a bike shop you might prefer to use fredbloggs@townbikestore.com instead of fredbloggs@icloud.com.

HomeKit Secure Video: Store video footage from surveillance cameras on your iCloud. This footage does not take up any of your regular iCloud storage space.

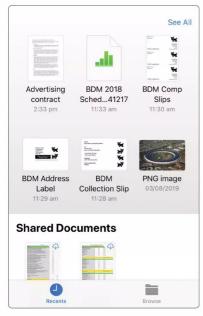
Remember, to use these extra features offered by iCloud+, you must be using a paid-for iCloud service. iCloud+ is not available for free iCloud users.



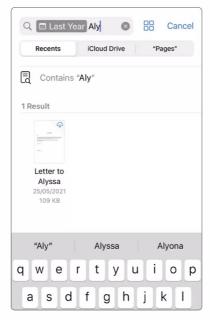
# Using the Files App Data Management

We've already dipped into what the Files app can do in our iCloud tutorial, but now it's time to take a deeper look at its capabilities. The Files app boasts an impressive range of features. It now boasts better, Mac-like searches, the ability to read external drives, share folders and also zip and unzip files, which is great for sending them by email.

# Features of the Files app



When you first open the Files app, you see two icons at the foot of the screen. The Recents icon shows you documents you've recently opened, and also gives access to those you've shared and tagged with a colour. The Browse icon lets you look through your files.



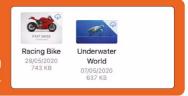
The Files app has an improved search facility. You can restrict your search to recents, files on iCloud Drive, or the specific app whose folder you've opened, and can also add 'tokens' to restrict the search to (for example) specific file types or production dates (e.g. 'last week').



The first four options on the Browse screen include On My iPhone (documents you've stored locally) iCloud Drive (documents stored on your iCloud service), Shared (files shared with you) and Recently Deleted (recover things you've deleted in error).

## The Cloud icon.

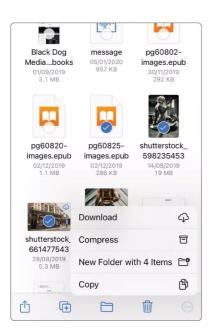
If a document is stored on your iCloud but not on your iPhone, there's a Cloud icon in the top right corner of its thumbnail. Tap the thumbnail to download the document to your iPhone, and then open it so you can edit and modify it on your phone, with your changes synced to iCloud.



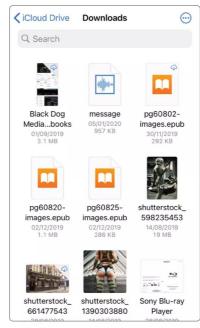




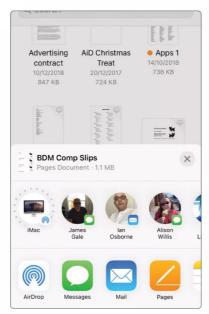
Tap and hold a folder in the Files app for a pop-up menu. Tap Favourites to add the folder to your Favourites. These appear on the first page of the Browse page, for easy access. To remove the item from Favourites, tap and hold the folder in iCloud Drive and then tap Unfavourite.



Tap the three-dots icon (top right) 6 then Select on the pop-up menu. Tap one or more items or folders. A group of icons appear at the foot of the screen. You can share, duplicate, move, or delete selected files. The new three-dots icon (bottom right) brings up a contextual menu.



The Downloads folder, which is in iCloud Drive, and also your Favourites by default, shows items you've downloaded on your iPhone, from Safari for example. These items are, of course, synced with your Mac and other iOS devices, where they're also found in Downloads.



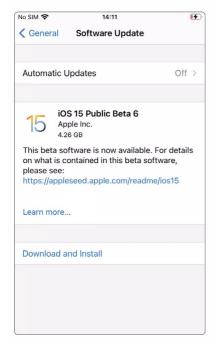
To share a document stored on your iCloud with other people, tap and hold it, then tap Share in the pop-up. Choose a method of sharing, such as Mail, Messages, AirDrop and more. Choose the iWorks app that created the document and a collaboration option is available.



# Organise, Update & Remove Apps

If you want to upgrade your iPhone to the free iOS 15 operating system, follow this guide. It's always a good idea to keep iOS and your apps up to date, to take advantage of new features. Upgrading your iPhone's operating system is as easy as following these simple steps, which work whenever Apple releases a new version of iOS for your iPhone.

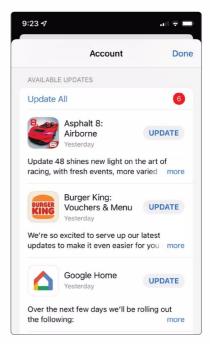
# **Updating iOS and Apps**



When a new version of iOS is available, the Settings app is badged. Open it, go to General > Software Update and your iPhone checks with Apple to check if there's a new version for you. If there is, it gives you an option to Download and Install. Tap the link to do so.



The update downloads. When advised to do so, tap Install Now; you might need to connect your iPhone to a power source if the battery is low. After your update has installed, your iPhone restarts. Of course, if you turn on Automatic Updates, all this is done for you.



When app updates are available, your App Store app is badged. Open it, and tap the badged icon in the top-right corner. On the next screen, you can update individual apps by tapping their Update button, or tap the Update All link to update all the apps at once.

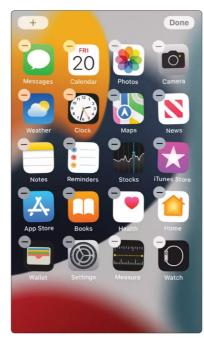


The iPhone's iOS operating system is regularly updated, as are the apps that run on it. New updates can bring new features, and also fix bugs that might have caused problems with the older version of the app or iOS, so it's always worth keeping your iPhone up-to-date. It's best to do this at home on your Wi-Fi network, so you don't use up your mobile data downloading new versions of apps.

# **Arranging apps**



To change the order of the app icons on your home screen, first of all, tap and hold on an individual app. A pop-up window appears.



Tap Edit Home Screen. The app icons wobble and show a X in the corner. You can drag them to rearrange. Tap Done when you've finished.

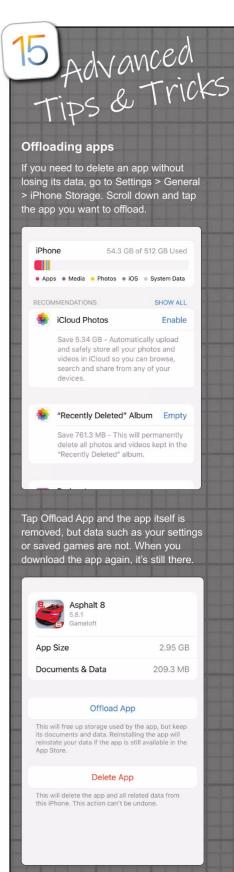
# **Deleting apps**



The simplest way to delete an app or widget is to tap and hold its icon and, from the pop-up menu, select the Delete App option. It disappears.



If you have several to delete, tap Edit Home Screen instead. Tap the on every app or widget you want to delete, then tap Done (top right).





# **Live Text** Pics to Words

Live Text is a great feature that lets your iPhone identify and copy editable text from your environment, simply by pointing your camera at it. You can also copy text from photographs you've already taken. When you've copied the text, you can paste it into any app that uses editable words, such as Notes, Mail, Messenger and more. You can even copy handwriting.

# **Using Live Text**



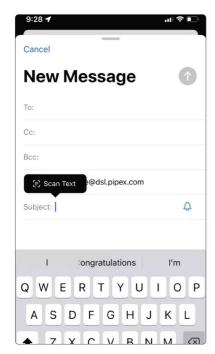
Using the Camera app, point your iPhone's camera at a piece of text or numerals, such as the picture here. The text is identified, and a 'page' icon appears in the bottom-right. Tap this icon.



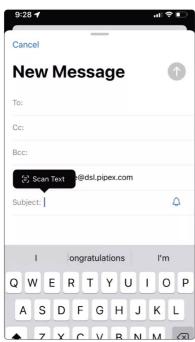
The text is lifted, and a menu appears giving you the chance to copy it, select more text, look it up, translate it or share it. You can also tap and drag to select a portion of the text instead of all of it.



You can copy and paste it into any app that uses text, or share it directly to that app. It sometimes needs a little editing, especially if the original text is presented in an unusual font.



Tap a text field in an app that utilises text and in a pop-up menu, you can select Scan Text. You can then use your camera to copy text from your environment, directly into the app's text field.



If you tap and hold on a telephone number in the Camera app or in a photo you've previously taken, Live Text reads the number and gives you a pop-up from which you can call, message and more.



Live Text can read from photos you've already taken too. Just open the picture in question in the Camera app, and tap a piece of text. You can drag handles to select the exact text you want.



You can also tap and hold a URL to open the site in Safari, or tap and hold an email address for a menu that lets you send an email, send a message, make a FaceTime call, copy the address and more.



You can copy previously non-editable text from photographs in a variety of places on your iPhone. Here, for example, we're copying from a picture found on a website using the Safari app.



Live Text can even copy and paste handwritten text. Just the thing if you want to send a recipe from your notebook by email. Handwritten text might require a little editing before it's completely correct.



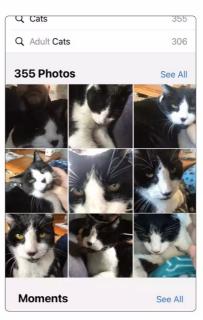
# **Spotlight** Searches and More

Spotlight Search can do more than you think. When you type a Spotlight search, it searches throughout your phone. Search for an app and you can launch it without tapping it on the Home screen. Search for a person, and you can get taken straight to that individual's Contacts card. It does an excellent job of looking for pictures in your Photos app too.

# **Searching for Photos**



Type (or at least, start to type) 'Photos' and you can open the Photos app, or see photographs taken from apps, including the Photos app. Tap Show More next to Photos from Apps to see more pictures.



You can look for specific subjects within your photos if you wish. Here we've searched for 'cats'. In the search results are pictures taken from the Photos app; tap Search in App and you'll see the results in Photos.



You can be more specific too. By searching for 'Summer Alison', for example, we see pictures of Alison that were taken during the Summer months. Of course, we could use that search in other apps too, such as Mail and Safari.

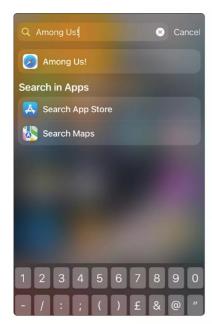


## **Accessing Spotlight.**

To access the Spotlight feature on your iPhone, swipe down from the Lock on, and also a Search field atop the screen. Tap that Search field for Spotlight.



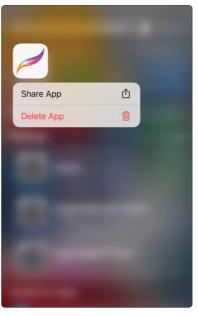
# **Other Spotlight Features**



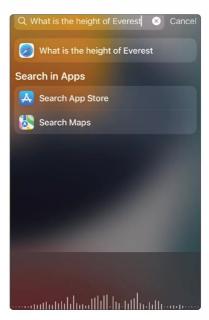
You can search for and open an app from Spotlight, but also install and delete them too. Enter the name of an app you don't have installed, and you get an App Store link. Tap it to go straight to the app.



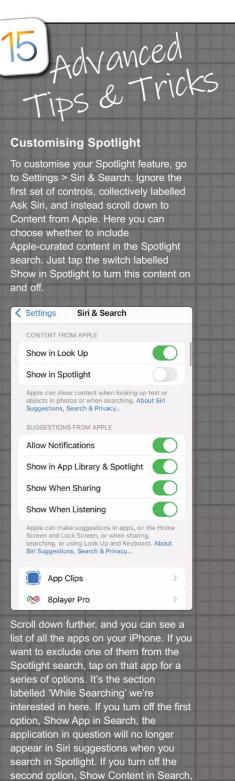
Search for someone in your Contacts app, and you see their name and/or photograph in the results screen. You can send a message, start a video or audio call from here, or tap the name and see more details.



To delete an app from Spotlight, type the name of the app in question, and when its icon appears, tap and hold it. A pop-up window appears. From here, you can share the app using the Share icon, or delete it.



Tap the mic in the Search field to dictate your search instead of typing it. You can ask questions in Spotlight, and potential sources of an answer are offered. Tap Safari, for example, and the question is automatically searched for.



content drawn from that app will no longer appear in Spotlight searches. For

Search for the News app, Spotlight

searches will no longer offer stories

drawn from the News app.

example, if you turn off Show Content in



# **Personal Hotspot** With Your iPhone

You can use your iPhone as a Wi-Fi hotspot, and take your tablet, laptop or other Internet device online using your iPhone's cellular connection.

First of all, open Settings > Mobile Data > Personal Hotspot or Settings > Personal Hotspot, depending on what version of iOS you're using. Make sure it's switched on, and Allow Others to Join is on. Make a note of the Wi-Fi password, which you might need later. Now you must connect the device you wish to take online through your iPhone, using Wi-Fi, Bluetooth or USB.

# **Using Wi-Fi.**

On the computer or tablet you wish to take online, open your Wi-Fi settings and look for the name of your iPhone in the list of available networks. Connect to it, and use the Wi-Fi password shown on your iPhone's screen; the one you made a note of earlier. If you're using an Apple device logged into the same Apple ID as your iPhone, the password might not be necessary. A connection is made, and your device can access the Internet using your iPhone's mobile data plan.

# **Using USB.**

Connect your iPhone to the device you want to take online with a USB cable. If the device in question is a Mac, go to System Preferences > Network, then select iPhone USB as your network. If it's a different computer or tablet, follow the manufacturers' instructions for connecting to the Internet using a USB device



3 Connect to iPhone from computer.

2 Choose iPhone from the list of network services

TO CONNECT USING USB

1 Plug iPhone into your computer.

# Using Bluetooth.

This works for Macs, PCs and more, but for iOS/iPadOS devices, use a Wi-Fi connection. On your iPhone, go to Settings > Bluetooth and make sure it's on. Make sure the other devices' Bluetooth is on too. If you see the device you want to connect in the Other Devices section, tap it and make a Bluetooth connection. If you don't, make sure Bluetooth is switched on for that device too

- On a Mac, click the Bluetooth icon in the menu bar, select your iPhone from the list then opt for Connect to Network.
- On a Windows PC, click on the Bluetooth icon in the Notification area and select Join A Personal Area Network. Right-click on your iPhone, hover the pointer over 'Connect using' and select 'Access point'.

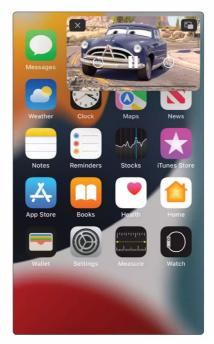




You can now shut down a video page on your iPhone and continue watching on a floating window, while using other apps. It works for regular videos such as a website's videos, the TV app and also when in a FaceTime video call. It's a great way to continue watching while doing something else on your iPhone and it's easy too. Here's how it works.



While watching a video or in a FaceTime video call, swipe the screen up or tap the Home button to get back to the Home screen. The video continues to play in a floating window on top of whatever is open on your screen on your iPhone.



Tap screen for controls; play, pause, 15 secs and scrub through the video. Tap the video to hide and show on-screen controls. The icon in the middle lets you pause and play the video and you can skip forward and backward 15 seconds too.



Close window or back to full size You can drag the floating window into any corner of the screen. Tap the X icon in the top-left to close it or tap the Picture-in-Picture icon in the top-right to leave the iPhone's Picture-in-Picture mode and return to full-screen viewing.



## Turn it off.

Some people dislike the Picture in Picture feature, as they find they keep activating it accidentally. If you're such a person, you'll be glad to know you can can turn off Picture-in-Picture in the Settings app. Open Settings, and go to General > Picture in Picture. There's only one control offered; a switch titled, 'Start PiP Automatically'. Tap the switch to turn the feature off.

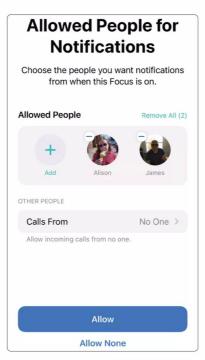


# **Focus** Reduce Distractions

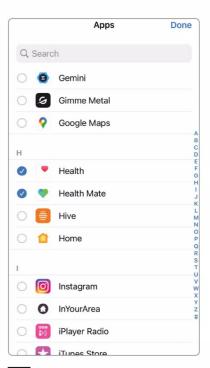
Focus takes Do Not Disturb to the next level, with customisable categories that let you concentrate on what's important at the time. For example, you might set up a Work focus that blocks social media and leisure apps but lets through things that might be relevant to your job, or Gym which only lets fitness notifications through. Here's how to use it.



Go to Settings > Focus. Some categories are already offered. There's a regular Do Not Disturb, and 'Focuses' for Driving; Personal; Sleep and Work. Turn on Share Across Devices to sync settings across your Apple gear.



Tap one of the Focuses to set it up. Under Allowed People, tap Add and on the next screen, tick anyone you wish to get through without being blocked when the Focus is active. You can choose an entire group or none from Other People too.



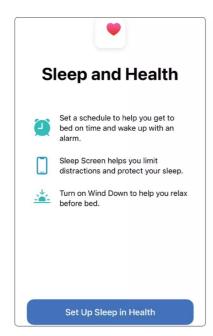
Tap Allow or Allow None to continue to the next screen, where you can do the same for Apps and allow certain apps to still send you notifications, even when the Focus in question is active. Tap a switch to allow Time Sensitive notifications too.



## Focus in Control Centre.

The most convenient way to switch on a Focus is from the Control Centre. Open Control Centre and tap the Focus button. You see the Focuses you've set up. Tap one to turn it on or off. Tap the three dots icon for options, including a Settings link which takes you to the Settings screen for that particular Focus.

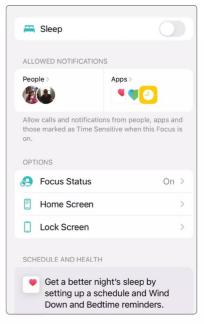




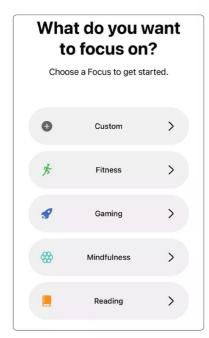
After tapping Allow or Allow none, you might get a screen or screens like this one. We're setting up the Sleep focus, so we're invited to set up various other things pertaining to getting a good night's sleep. They're optional; it's up to you.



When you're done, your Focus is ready. If you've turned on Share Across Devices, its settings sync to your Mac, iPad and other Apple gear, and when you activate that Focus on one device, it's active on them all. Now move to the next screen.



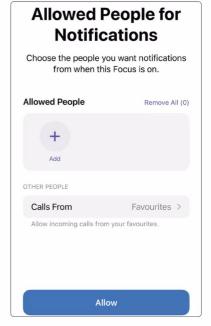
Set Focus Status on or off, to alert those who try to contact you but are blocked by the Focus. You can also hide badges and pages on the Home screen when the Focus is on, and/or show blocked notifications on the lock screen. You can also delete the Focus here.



In Settings > Focus, tap the '+' in the top-right corner to set up a new Focus, which isn't listed in the preset ones. Choose one of the focuses listed, or tap Custom to add one that's completely new; to be named by yourself.

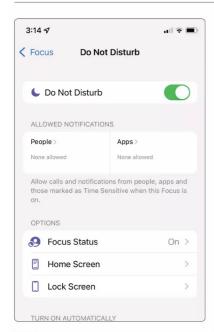


Type a name for your Focus in the field at the top of the screen. You can then choose a colour for the icon, from a range of ten, and also the icon's picture. Scroll up this screen to see the entire range of icons from which you can choose.

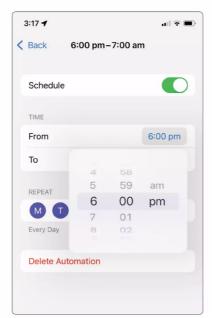


From then on, the setup procedure is the same as before; choose people and apps you want to allow through when your Focus is active. To activate a Focus from Settings, go to Settings > Focus, tap the Focus in question and switch it on (top right).

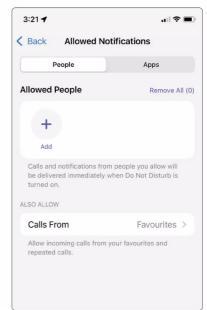
## The Do Not Disturb Focus



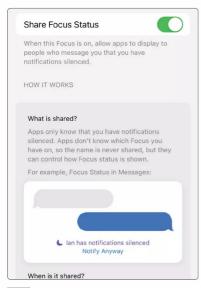
Go to Settings > Focus > Do Not Disturb. From here, you can switch Do Not Disturb on manually or set it to automatically turn on and off according to a schedule that you can set up for your requirements. Switch on the Turn On Automatically option if you wish to do this.



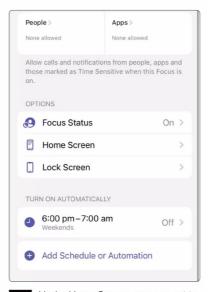
To change the times, tap the current times and turn on the Schedule button. Tap one of the two times as shown, and then set your new time using the wheels that appear. Choose which days of the week you wish the schedule to apply to, then tap Back when finished.



Under Allowed Notifications, you can choose people and apps that still get through when your iPhone is set to Do Not Disturb. Under Also Allow, you can set up groups from your Contacts app to override Do Not Disturb, and also allow repeated calls to get through.



Under Settings > Focus > Do Not 4 Disturb, you can set whether you want people who contact you to know you're on Do Not Disturb mode. Tap Focus Status and turn it on or off. When Focus Status is on, those who message you are told you have notifications silenced.



Under Home Screen, you can opt to hide Notification badges and/or display a specific Home page while Do Not Disturb is active. Under Lock Screen, you can dim the Lock screen and/or show silenced notifications on it. These last two steps apply to some other Focuses as well.

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If you have an Apple Watch, you can activate Do Not Disturb directly from your wrist. Just swipe up from the bottom of the watch face to get the control panel, and tap the Do Not Disturb icon as shown. This simultaneously activates Do Not Disturb on both your watch and your phone.

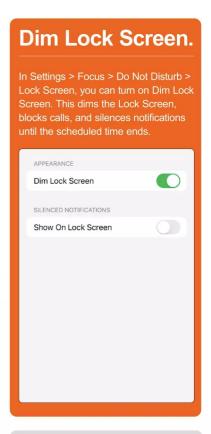




When Do Not Disturb is on, a Moon icon and notification is shown on the iPhone's Lock screen. Tap this notification and a pop-up appears, inviting you to turn off the Do Not Disturb feature. You can also turn it off using Control Centre or Settings, of course, but the Lock screen might be quicker.



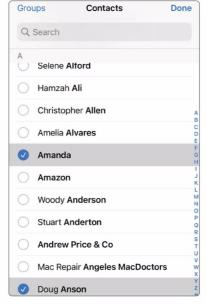
In Do Not Disturb mode, your iPhone doesn't light up, ring or vibrate while on the Lock screen. Alarms still sound, so if you have set one using the Clock or other such application, it still goes off at the appropriate time. Notifications still arrive, but silently.



# Do Not Disturb while driving



In Settings > Focus > Driving, under While Driving, you can activate Do Not Disturb While Driving either manually, or automatically when your phone senses you're in a car, or when your phone is connected to in-car Bluetooth device or through CarPlay.



You can also add people or groups of people whose messages and calls get through even when you have Do Not Disturb activated. Under Settings > Focus > Driving, tap Allowed Notifications, navigate to those you want to allow, and tick them.

# **Using the Control Centre.**

You can activate Do Not Disturb from the Control Centre. Swipe down from the top right corner of the screen (or up from the bottom on an iPhone with a Home button), and tap the moon icon on the Focus button to activate Do Not Disturb manually.

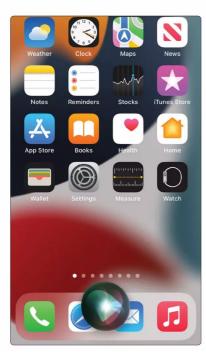




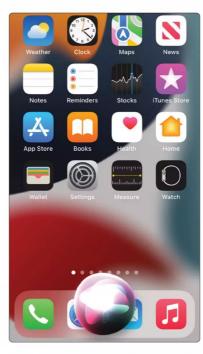
# The Siri Assistant A PA Feature

Siri has a great new compact design. Your personal digital assistant no longer takes over the whole screen but lets you concentrate on what you're doing. What follows is a short guide that takes you through the task of activating and using Siri and using some of its more advanced features like setting alarms, checking appointments, looking things up and identifying a song.

# How to activate and speak to Siri



To open Siri, hold down the Home button or the Side button on Face ID iPhones. Siri now appears at the foot of the screen; as you can see here.



Begin speaking and the coloured icon reverberates to let you know that Siri can hear you. If it doesn't, tap it to talk to Siri again.



You can also access Siri by saying "Hey Siri" and then speaking your request. Tap the answer shown to open the app that created it.

## Siri learning.

The more you use Siri, the more it learns about you, your voice and the sort of words you time, Siri has become better at understanding natural language and expressions, making it easier to use and far more useful to you.





### What Siri can do for you



### **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?"



### Turn alarms on or off

Siri makes common tasks easier but don't forget there are many other things that your personal assistant can help you with. Rather than fumbling about late at night to turn your morning alarm on or off, simply raise the phone to your ear, wait for the beeps and say "Turn on (or off) my alarm". Siri confirms it.



### Look things up

To look things up using Siri, speak to Siri as you would if you were asking a human being. For example, 'Which planet is the largest?' 'Why does snow fall?' or 'What movies has Clint Eastwood starred in?' Siri 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?"



### Siri in third-party apps

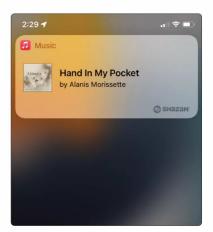
Apple has made Siri available to third-party developers. You can now operate non-Apple apps using the Siri assistant. For example, you can say "Send a message using WhatsApp" and Siri opens the WhatsApp messenger, or "Book me an Uber" and a car is booked for you. More will follow soon.





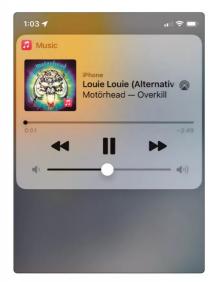
### Add things up

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?" If that isn't impressive enough for you, 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.



### Identify 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. While a song is playing, activate Siri and ask, "What is this song?" Siri searches, finds the title and then links you to its entry in iTunes to give you the chance to buy it.



### Play music

Siri can find and play music. You can tell Siri to play your music in a few different ways. The simplest is to 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 iPhone too.



### Show me pictures of...

Siri can search both your Photos app and the web for pictures. Ask (for example), "Show me pictures of sunsets", and Siri searches Photos for suitable pics. Ask "Show me pictures on the web of sunsets", and you get results from Safari. Tap on a picture for a bigger preview and tap again to open it in Safari.



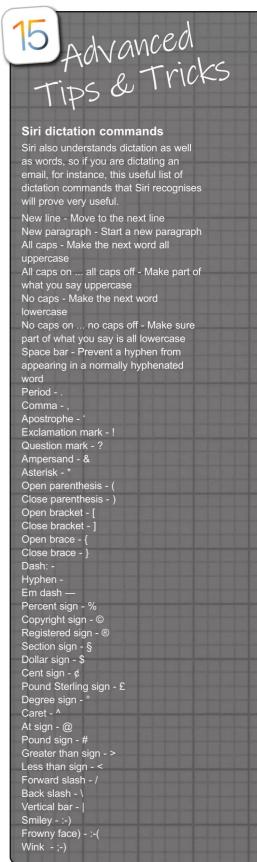
### **Get directions**

Siri really comes into its own as a personal assistant 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, giving you directions. 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.



### Send messages

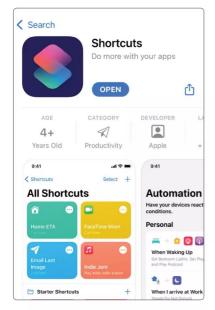
To send a message using Siri, say, "Tell [person] [message]", eg. "Tell my wife I'll be late." When dictating a message, speak the punctuation. For example, "Hello comma I have arrived full stop". Siri then produces the message and asks if you're ready to send. Say "Yes" or tap 'Send' and it's sent.



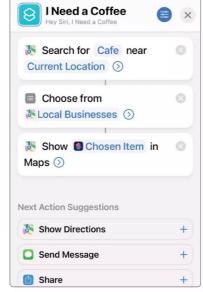


### Siri Shortcuts

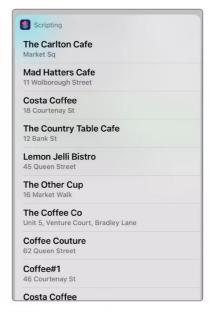
Using Siri Shortcuts and the new Shortcuts app you can get even more from Apple's personal digital assistant. With a little practice, you can design all sorts of helpful shortcuts, grouping instructions under a single command on your iPhone.



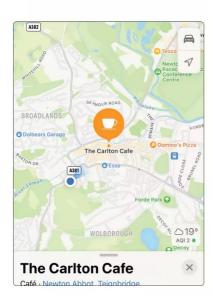
The Shortcuts app is completely free, with no in-app purchases necessary. If it's not already on your iPhone, you can go to the App Store to download and install it. When it's downloaded, open the app to continue.



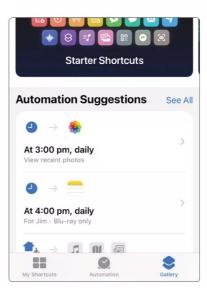
You can make your own Siri commands. In the My Shortcuts tab, tap All Shortcuts then the plus icon (top right) to start. From here, you can construct a chain of actions; in our example, we search for local cafés then get directions.



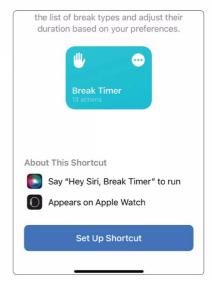
If you haven't already, tap the field at the top of the screen and give the shortcut a name. Make it a clear, specific name that can't be confused with other actions. To test it's working, press the Play icon at the foot of the screen.



Run your shortcut by activating Siri and speaking the phrase you chose earlier. Your shortcuts are synced over iCloud, so a Shortcut created on your iPhone appears on any device signed into the same iCloud account.



You can also explore, download and use a range of pre-written Shortcuts created by other iPhone users. To access these go to the Gallery by tapping its icon at the foot of the main screen. There are also Shortcuts sites on the web.



When you find a Shortcut you like, tap Get Shortcut to download it to your Shortcuts app. You can also tap Show Actions to take a look at how it was made, which is a great way to learn about writing your own Shortcuts.

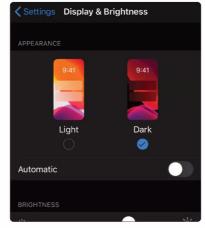


## **Dark Mode** A Screen Feature

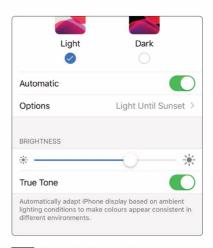
If you prefer a darker screen on your iPhone, perhaps to reduce screen glare in the middle of the day or to make it easier on the eyes after the sun goes down, Dark Mode is for you. It's easy to set up and use.



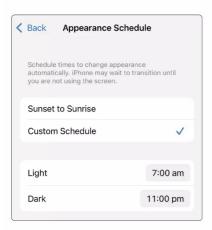
To set up and use Dark Mode, open System Preferences (the app with the grey icon showing cogs), and scroll up. Tap the Display and Brightness link; it's in the third set of links, and has a blue double-A icon.



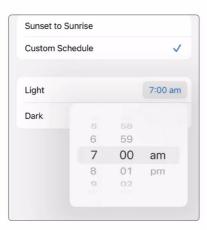
At the top of the screen, you see the Light and Dark options; tap one to choose it, immediately making the screen light or dark. This is the option you use to change the screen between Light and Dark Mode on a permanent basis.



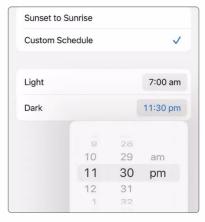
Under the Light and Dark pictures, there's a switch labelled 'Automatic'. If you want the light and dark modes to toggle automatically, turn it on by tapping this switch. Do so and an Options link appears under the Automatic switch.



By default, Light Mode is activated in the morning before switching to Dark Mode in the evening, roughly sunrise to sunset. Tap Custom Schedule, and you can change the time at which Dark mode activates and deactivates.



Tap Light Appearance, then tap the time as listed to bring up the numerical keyboard. Type in the time at which you wish to activate the iPhone's Light Mode, and tap the AM/PM switch to change between morning and afternoon.

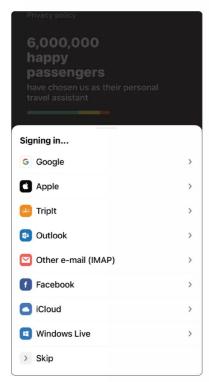


Now tap Dark Appearance and set the time at which you wish Dark Mode to activate. You can then tap Back to go back to the Settings app. You can change these settings again later if you wish, and turn Automatic switching on and off.

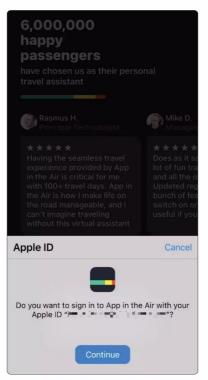


# Sign in with Apple A Security Feature

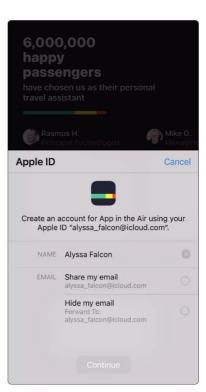
For a while now, third-party developers have been able to offer the option of signing into their apps using your Facebook and Google accounts instead of using your email address and a unique password; which you might well forget at a later date. Apple has now got in on the act with Sign in with Apple and it's more secure and private than its competitors.



When setting up a new account, some apps and websites let you sign in with your social media and online accounts such as Facebook, Google and Windows Live. Where available, you can also sign in using your Apple ID.



You sign in with Apple using your Face ID our Touch ID. Your account is created on the website or app in question, without you having to type in your details and come up with a password. It's very convenient and quick.



If you're signing in to an app and you don't want to give them your email address, you can register using a random address generated by Apple, and forwarded to your iCloud email. This can be deleted whenever you choose.



### Security control.

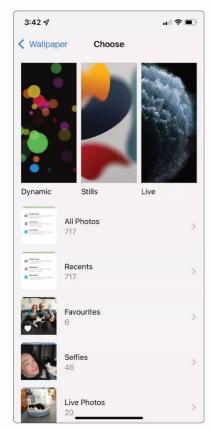
Sign in with Apple is authenticated using Face ID or Touch ID, so you only have to look at your iPhone or place your finger on the Home button to prove it's you accessing your account. It's simple, convenient, and very quick to do.



# Customising A Fun Feature

If you want to change the look and feel of your iPhone, you can customise it to suit your requirements. Changing the wallpaper gives you a new background both behind the Home screen icons and on the Lock screen. You can also change the ringtones and even assign a specific tone to a contact, so you always know when that person is calling. Here's how to do it.

### Changing your Wallpaper



Go to Settings > Wallpaper and tap Choose a New Wallpaper. Choose from Dynamic, Stills, Live, or a pic from the Photos app. Dynamic wallpapers are lightly animated, Stills are static and Live wallpapers give more movement.



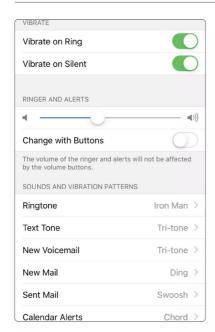
Tap the pictures found under the Dynamic, Stills and Live options to navigate your way through your Photos app's images. Choose a photograph by tapping on it, then drag and pinch to move and scale it to fit your screen.



If the wallpaper is animated, the icon next to Cancel switches the animation off. The icon next to the Set button turns the Perspective Zoom on and off. Tap Set, and choose to use the new wallpaper on the Home screen, Lock screen, or both.



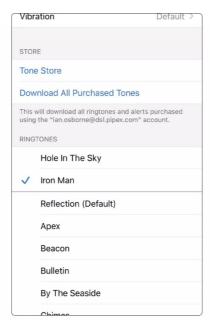
### **Changing your Ringtones**



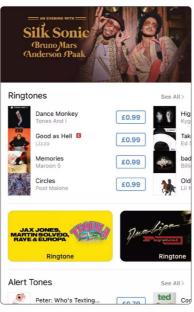
In the Settings app, tap Sounds & Haptics. From this list here, you can change the sound effects for all your key app alerts, such as the ringtone for incoming calls and text tones, as well as customising when it vibrates.

<b>~</b>	Opening
	Playtime
	Presto
	Radar
	Radiate
	Ripples
	Sencha
	Signal
	Silk
	Slow Rise
	Stargaze
	Summit
	Twinkle

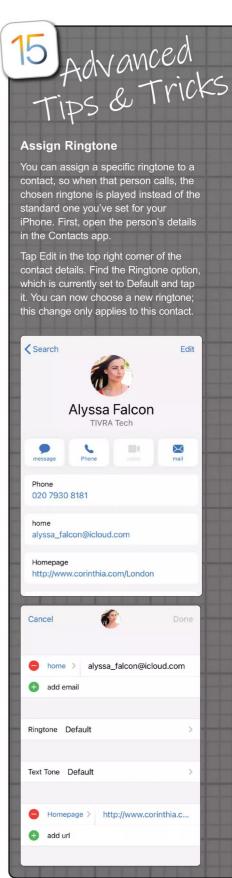
To sample a new tone, tap it on the list; It's ticked and a sample is played, ringtones are in a list below Alert Tones and can also be sampled, when you've ticked the sounds you want, just close the Settings app.



To change a ringtone or alert sound, find the sound in question from the list and tap it. You're shown a new screen, from where you can change the vibration pattern, go to the Tones Store, or change the tone to a different one.



You can buy new ringtones directly from your iPhone. Go to Settings > Sound & Haptics and tap the Ringtone option, now tap Tone Store for options. Tap Tones to see a range of ringtones that are available to purchase.





# **Screen Time** A Monitoring Feature

With Screen Time, you can check what you've been doing on your iPhone and for how long, plus set limits for your own, or your children's iPhone usage. If you're worried about spending too long on social media, this feature is for you.

### **Screen Time in Focus**



- To open Screen Time, go to Settings > Screen Time. You can also get to the Widgets screen by swiping right from the Lock screen, or the Home screen, and tapping the Screen Time widget near the bottom.
- A summary of how you've been using your iPhone on each day of the week. Tap a bar to see how much you used it on that day. Also shown is your daily average time, and whether this is up or down.
- This link takes you to a more detailed breakdown of what vou've been doing with your phone, and when.
- Tap here to schedule downtime for your iPhone. During this time, only apps you choose to exclude can be used. It's great if you think you're spending too much time on your iPhone.

- Tap here to limit the time you spend on certain apps or categories of apps. At last, you can break that Facebook habit with a little help from Screen Time.
- This option lets you limit your interactions with specific contacts, both during 'regular' and downtime periods. Again, this lets you limit your own iPhone use.
- Tap here to identify apps you wish to exclude from downtime, or time limits. Phone, Messages, FaceTime, and Maps are always allowed by default, but you can edit
- Tap here for passcodeprotected restrictions that can be used to block any inappropriate content. Just the thing if your kids are allowed to use your iPhone.

### More options.

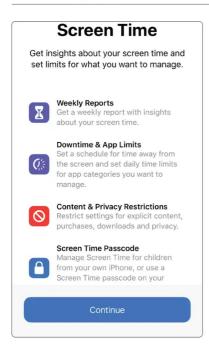
Scroll the Screen Time page up for two more useful options. Share Across Devices combines Screen Time

settings for all your Apple gear that's signed into the same Apple ID, and Turn Off Screen Time switches the feature off completely.

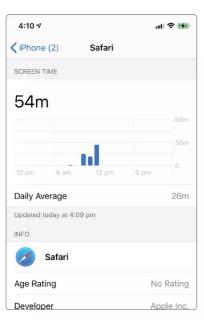




### Setting up and using Screen Time



First of all, go to Settings > Screen Time. The first time you open this setting, you get a window telling you what this new iPhone feature can do. Have a read, then tap Continue.



Tap on an app in this overview to see how long you've been using it recently, broken down by time on the Today view and by days on the Last 7 Days page. Tap Add Limits to limit the time you can spend on this app.



set up additional parental controls.



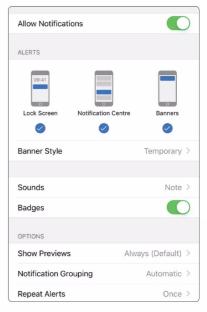
Screen Time lets you monitor and regulate your child's iPhone use as well as review your own. If this is your child's iPhone, you can tap this option and set up various parental controls.



Scroll up on the summary page and you can see how many times you've picked up your iPhone during the last day or the last seven days and also how many notifications you've received on your iPhone in that time.



Tap the graph for more details. Tap the tabs at the top to switch between today and the last seven days. If you have more than one Apple device, tap Devices (top right) to choose one.



Tap an app listed under 'Notifications' and you can change your notifications settings for that app. For example, you can choose what sort of notifications you want and whether they make a sound on arrival.



# **Notification Centre** Information Feature

The Notification Centre in iOS 15 has had a great visual redesign. Now. when you get notifications from people, such as incoming messages, their photo is displayed next to the notification. Notifications from apps have bigger icons showing which app sent them, and non-urgent notifications can be collated and delivered when you're not as busy.

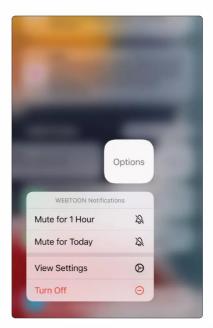
### **Using the Notification Centre**



To access the Notification Centre, swipe your finger down from the top of the screen. Notifications are arranged in stacks according to the app that sent them. Tap one of these stacks to open it and see its notifications.



To clear a single notification, swipe it left and tap the Clear button. To delete all notifications received from a given app, tap the X next to the app name and then the Clear button that replaces it. All those notifications go.



Swipe an incoming notification left and tap Options to mute notifications from that app for an hour or the rest of the day, view the settings for that app's notifications or turn off notifications for that app altogether.

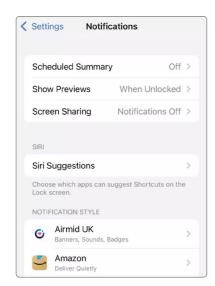
### **Notification options.**

If you swipe a notification left, you get the Options and Clear buttons. However, if you continue to drag it even further left, you can swipe it off the screen entirely, deleting it without having to tap the Clear button.

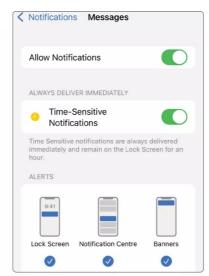




### Organising your notifications



Go to Settings > Notifications for a list of apps that produce notifications. Tap one. Alternatively, swipe a notification from the Notifications Centre and tap Options > Settings to get directly to that app's notification settings.



You can edit the way that app sends notifications. These changes are fairly self-explanatory. The changes can be implemented on an app-by-app basis, so you can switch off notifications on one app but retain them for the others.

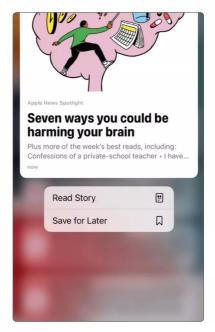


Turning Badges on puts a red circle on the app's Home screen icon, showing how many notifications it currently has. Show as Banners puts an incoming notification on the screen as a temporary or persistent bar (your choice).

### **Previewing notifications**



Do a long press (tap and hold) on a notification to get a preview of the notification in question. The available options offered to you depend on which app sent you the notification.



Here, we did a long touch on a notification from the News app, giving us a preview along with a picture of the article to which it refers. Tap it to read the article in the app.



Preview a Message or Mail notification and you can reply from within the notification, instead of having to access the app itself. It's a very convenient way of sending a quick reply.

### **Accessing Notifications when in-app**



Many iPhone applications send notifications can be accessed while using another application. When one arrives, access it by placing your finger on the notification and swiping down.

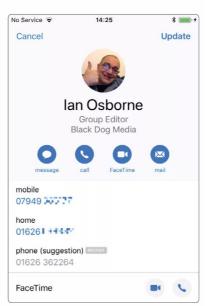


Tap the notification to be taken straight to the app. Here, swiping down the notification lets you reply to a message, whilst tapping it takes you directly to the Messages app.

### **Using application-based notifications**



Open the Mail app and check through your mail. When a mail contains additional contact details that you don't already have in your Contacts app, you receive a notification like the one shown here.



If you tap the notification, you're shown the contact card for the person in question, with the new information gleaned from the email shown as a suggestion. If you accept the change, tap Update (top right).

# 15 Advanced Tips & Tricks

### **Notification Summary**

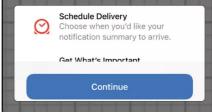
If you'd prefer non-urgent notifications, such as tweets and Facebook notifications from friends, to appear at a more convenient time – for example, outside working hours - you can bundle these non-urgent notifications and have them sent when you choose.

First of all, Open the Settings app and then tap the Notifications option. At the top of this list is an option called Scheduled Summary. Tap this, and on the next screen, tap the switch to turn on this option. You're shown an intro screen explaining how Notification Summary works and what it achieves. Tap the blue Continue button to start the setup process.

You're then invited to choose which apps to include in the summary. Tap Show More at the bottom of this screen and you're shown all the apps you can bundle in this way. Direct messages and time-sensitive notifications are always sent immediately. Tap the circle next to the apps whose notifications you wish to bundle, then tap 'Add [X] Apps' at the foot of the screen.

Next, you must set a schedule. You can choose when you receive your summary. You can choose more than one time; just set a time for your first and second summaries, then tap Add Summary if you want to add more. Your bundle of notifications that aren't time sensitive, sent by the apps you chose earlier, are sent at these times.

When you're done, tap Turn On Notification Summary and you're finished. You can edit your choices, including arrival times and apps in the summary, in Settings > Notifications > Scheduled Summary. You can turn it off by tapping the Scheduled Summary switch here too.







AirDrop is great for sharing files wirelessly, and with Bluetooth you can pair and connect your iPhone with wireless devices such as speakers, headphones and keyboards. Here's how to use both these features.

### **Using AirDrop for file transfer**



Send files to other Apple devices using AirDrop. Switch on Wi-Fi and Bluetooth, then go to Settings > General > AirDrop and decide whether receiving via AirDrop is on or off, share only with Contacts, or share with everyone.



Select a file, photo, or video you want to send by AirDrop, and open it. Tap the Sharing icon (the page with the up-pointing arrow), and then tap AirDrop in the pop-up window. Tap the person to which you want to send the file, and it's sent.



If you accept AirDrops from everyone, when you're sent an AirDrop file, you have to accept it first. AirDropped files are accessible from their host apps: Safari links open via Safari, photos via the Photos app. etc.

### Pairing and Unpairing with Bluetooth



Bluetooth can wirelessly connect your iPhone 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.



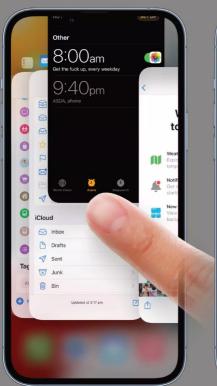
Go to Settings > Bluetooth, and the device you're pairing should be listed. Tap it and the two devices pair. Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it.

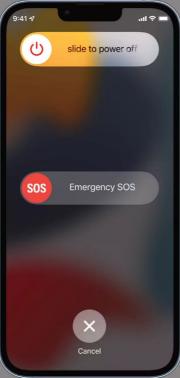


To unpair a device, in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

# Troubleshooting & Maintenance

Your iPhone is very reliable but even the best tech goes wrong sometimes. If you're having problems, try one of these tips and tricks. It may get you up and running again without having to go to the Apple Store.







### Close an application

If an application has frozen or is running iPhone with no Home button, on the Home screen swipe from the bottom to half-way button, Quickly press it twice. Either way, you get to a screen showing your open apps. Find the faulty one and swipe it off the top of the screen.

### Restart your iPhone

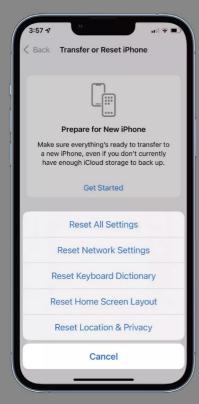
always start with this if you're having a problem.To restart an iPhone with no press and hold the side or the top button. shut down your iPhone with the slider.

### Force reboot

volume down button then press and hold and hold the side button and the volume down button. On an iPhone SE, iPhone 6s or anything older, hold down the Home and side buttons. Whichever phone it is, this forces the iPhone to restart and the Apple logo appears.

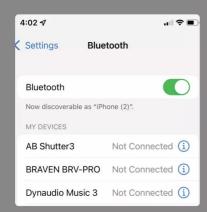


### Clean your SIM





If you're having connectivity issues and rebooting the iPhone didn't help, try going to Settings > General > Transfer or Reset Phone and tapping Reset > Reset Network Settings. You have to re-enter your Wi-Fi passwords but it could well get you up and running again.



### Bluetooth issues

If a Bluetooth device is playing up, first of all, go to Settings > Bluetooth and turn Bluetooth off, count to ten and turn it on again. If this fails, find the device in question in the My Devices list and tap the 'i' icon to its right. Tap Forget This Device to unpair it, then pair it again.



### More resets

If resetting your network settings fails, go to Settings > General > Transfer or Reset Phone and tap Reset > Reset All Settings. You need to re-enter your settings but your data is intact. To wipe the iPhone clean and start again by tapping Erase All Content and Settings and reload from a backup.



### **Dirty ports**

Pocket lint sometimes gets into the Lightning port or the headphone socket. If you're having trouble, try cleaning these ports by poking out the lint with a plastic toothpick or other such non-metal device. It's surprising how much can accumulate, preventing the plugs from inserting correctly.



### **Battery issues**

If you're running short on battery power, go to Settings > Battery and switch on Low Power Mode to reduce battery consumption. If you're having general battery issues, go to Settings > Battery and it's in. The battery might need replacing.



### Cleaning your iPhone

If you need to clean your iPhone, use a soft, lint-free cloth. If you must use a liquid, make sure it's a 70 per cent isopropyl alcohol wipe or a Clorox disinfecting wipe. Avoid abrasives and never use bleach. Never let a liquid get into your iPhone's Lightning or earphone port.





# 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 >



# Maps App

# Navigate Your World

Maps is a superb navigational tool that turns your iPad into a GPS system. Making great use of the iPad's location awareness, it gives you an accurate map of your location, shows directions to where you want to go and more.

### **Maps in Focus**



- Use the search bar found here to look for a location or nearby feature; here we looked for Fast Food. Tap the Search field without typing anything for a list of recent searches and popular search options such as Petrol Stations, Restaurants, Shopping Centres and Bars.
- The 'X' icon collapses the bottom window panel, giving you a better look at the main map screen; or you can simply swipe it down.
- Use these buttons to filter and fine-tune your search, for example, restricting a search to specific fast food outlets, and changing how they're sorted.
- Tap the folded map icon for a pop-up window, where you can switch between four map types; Explore, Driving, Public Transport and Satellite view.
- Tap this Arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction in which you're travelling is always 'up'.

- We're looking for fast food, so nearby burger and pizza places are shown here. The list offers information on the establishments shown on the map. Tap one, on the panel here or on the map for more details.
- The blue dot shows your current location on the map and the direction you're facing. The smaller the blue circle around it, the more accurate the location placement is.
- Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index and this is then shown here too. Deep press on this data for a window showing more weather information, drawn from the Weather app.

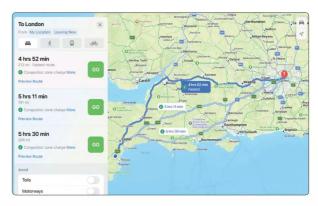
Please make sure you follow the road signs and drive legally; according to the vehicle you're driving in. Don't neglect your road skills.



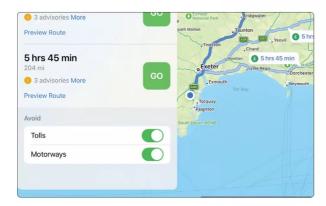
### **Using Route Planning**



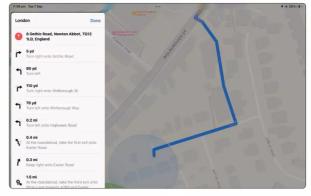
Enter the name of the place you want to go in the Search field and, in the sidebar, tap Directions. If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it. You can change your intended mode of transport using the icons at the foot of the sidebar.



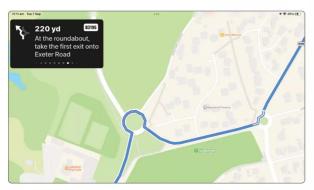
The Maps app quickly calculates the best route for you to follow, based on the mode of transport you chose, and displays the chosen route on the map marked blue line as seen here. The total distance and estimated travel time are displayed on the map and also in the main sidebar window on the left of the screen.



By default, the best routes are chosen, including toll roads and motorways. If for some reason you wish to avoid these things, at the bottom of the sidebar, there are switches that are off by default. Turn them on to avoid Tolls/ Motorways; your route is recalculated.



Tap Go on your preferred route to start. For a step-by-step breakdown of the route, swipe the window in the bottom-left up and tap the Details link. Scroll it up and down to see every turn and change on your journey, and also for a Share link at the bottom.

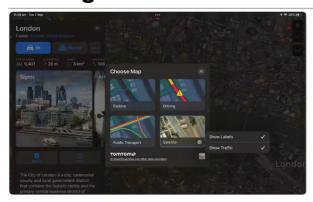


You swipe the black instruction box right and left, taking you to the next, or previous, instruction. Pinch and spread on the map to zoom in and out and tap the arrow on the bottom right to get back to your current location on the map.



If you come across a problem and you need to change your route, tap the chevron in the window in the bottom left, then tap End Route. Then tap your destination again and, when Maps recalculates, choose an alternative route.

### **Viewing Locations in 3D**



To switch to the Satellite view, tap the folded map icon then tap the Satellite icon. Tap the three-dots icon next to Satellite for a menu, from which you can turn Labels and Traffic on and off. Close the window and switch to 3D view by tapping the 3D option in the top night. The camera angle shifts to a 3D



Zoom in and you see contours, hills, and valleys. You can rotate the map using the Twist gesture, and zoom in and out using Pinch and Spread. Drag with two fingers up and down on the screen to raise and lower the camera angle. It's really impressive when you zoom into a fully realised town or city.



You can zoom all the way out and view the world as a globe, which you can then rotate and pinch/zoom. This works in any map mode; tap the icon in the top right to summon the Choose Map screen, here you can pick Explore, Driving, Public Transport or Satellite.



To explore a town or city and a binoculars icon is shown in the bottom right, Look Around is available. Tap the binoculars for a street view window. A binoculars icon is shown on the map. Drag the map under this icon to view a different part of the city in the Look Around window.



In the street view window, tap Done to close it, or the out-pointing arrows to expand the street view to cover the whole of the screen. You can then drag your finger around to rotate the view, or tap on a street to move to that place.



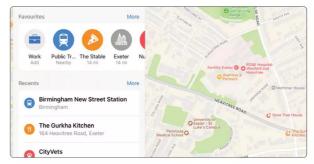
Some cities offer flyover tours in the maps app. Type the name of the city in the search field and, under Directions, in the sidebar that appears, is a Flyover button. If it's not there, that city is not available for a flyover tour. Tap the Flyover button for an aerial tour.



### **Features and Favourites**



Enter a location in the Search field to go to it on the map. Scroll the sidebar up and you see an option marked 'Add to Favourites'. Tap this to add this particular location to your favourite places list. Here we've marked a town but you can also mark specific locations like a railway station, shopping centre and more.

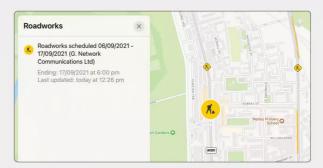


In your Maps sidebar, your Favourites are at the top, shown as a row of icons. Drag it right and left to scroll. Tap More to the right of the word Favourites to show all your favourites. Tap one to go to it, tap the 'i' next to a favourite to set what type it is, and also share an ETA if you're meeting someone there.

### **Traffic Information**

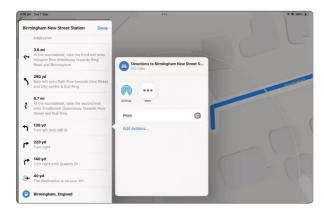


On a street map, you can get traffic information by tapping the icon in the top-right corner and choosing Driving in the Choose Map window that pops up. Tap the X in the top-right corner of the window to go back to the map; the top-right icon is now a car.



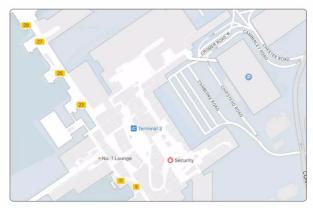
When looking at the Driving map, likely traffic jams are shown as red lines on the streets. Roadworks and warnings are also marked, as yellow icons. Tap one for details about that particular issue. Here we've tapped a roadworks icon and obtained information on it.

### **Print a Route**



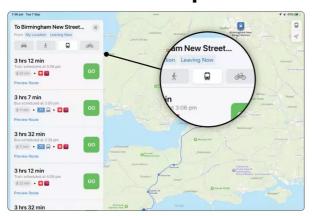
If you want to print a route, swipe up the bottom left box showing your destination and tap the Details button. Scroll these details all the way to the bottom and tap the Share link. From the popup, you can print your map.

### **More Detail**

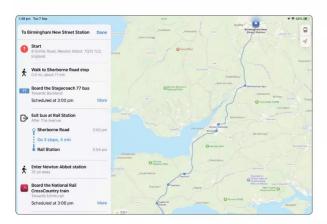


Maps is getting better. Indoor areas of hundreds of airports and shopping centres around the world are mapped and with iPadOS, Apple is adding more detail to towns and cities, though not every location benefits from this yet.

### The Public Transport Feature



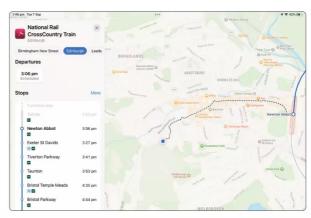
Find the directions to your chosen destination in the usual way. In the sidebar, under that destination, you see four icons, for Driving, Walking, Public Transport and Cycling. Tap the train for Public Transport routes.



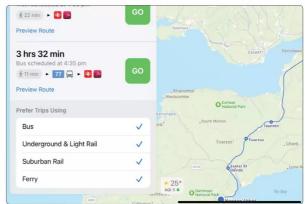
Several public transport routes are offered, with methods of transport (bus, trains, ferry, etc.) shown. A route might include short walks between stops too. To get a more detailed view, tap the Preview Route link for that route.



You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.



Tap on a train or subway station for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often.



Scroll the sidebar up to see the Prefer Trips Using options. Uncheck any modes of transport you'd rather not use. When you're done, scroll the window back down, choose a route and tap its Go button.



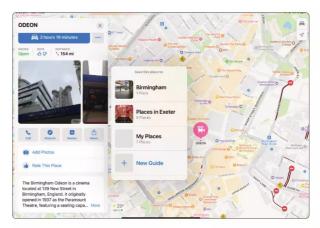
Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. This has now been expanded to show maps of their indoor areas.



### **Using Collections**

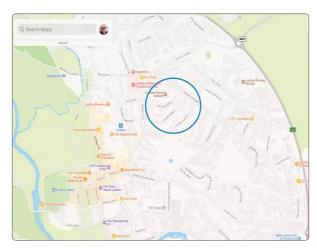


Swipe up the information panel as shown to see My Guides, groups of places you've saved for later use. By default, you have a collection called My Places, but you can tap New Guide to start a new one.



Type a name for the collection, then tap Create. When looking at a location, you can tap the Guides icon and add it to any of your pre-created guide collections. Open a Guide collection and tap Share to share it.

### **One-handed Zoom**



When using the Maps app, double-tap on the main part of the maps screen and as your finger touches the screen for the second time, hold it there.



Now move your finger up and down to zoom into and out of the map respectively. It's a great tip for using Maps when you only have one hand free.

### **Cycling Directions.**



Cyclists will be pleased to hear they're catered for in Maps. When planning a route, tap the bicycle button in the sidebar to be shown the most favourable directions to take when riding a bicycle. These routes take account of dedicated cycle paths, and also the elevation of the road, so you're not sent up a steep hill when there's a better route. Cycling Directions isn't yet available in many locations but more will be added over time.



# **Measure App** Virtual Dimensions

Augmented reality's usefulness is highlighted by Apple's Measure app. It does exactly what its name suggests; acting as a virtual tape measure to work out dimensions of items or the distance between them. Let's see what it can do.

### Measure in Focus

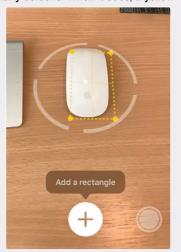


- The back arrow undoes the last command but doesn't clear all the points of a multi-point measurement.
- Measure is designed to calculate the distance between fixed points such as the height of this church or width of the window.
- The Clear button gets rid of all the current measurements so you can move on to the next one.
- You will need to direct Measure to the object you'd like to measure by hovering over it.
- The onscreen Shutter button is used to take a photo of what you've just measured for handy future reference.
- The + button is used to specify the start and end points that Measure should use.

### Measuring Regular Shapes.

No doubt some objects you measure will be square or oblong. Measure can automatically recognise some such regular shapes, particularly screens. When it does, a yellow

mask appears in the rough vicinity of the shape it recognised, and an extra 'Add a rectangle' option appears beneath the + button. Tap this and then line up the iPad accurately to calculate the fixed area.





### Make the Most of the Measure App

The Measure app is bundled with iPads but only those powerful enough to run it. Open the app and you're asked to move your iPad around so it can get a feel for the space you're in. When the virtual box disappears, it's ready to use.





Move your iPad towards the object you want to size up. When Measure recognises a straight line, a white circle with a dot appears. Move the iPad so the dot hovers at one end of what you're measuring, then tap the + button on the screen.

To add more endpoints to the item you're currently measuring, move your iPad to the next point, tap + again, and then move the iPad back to the last measured point and tap +. You should now have two linked lines, each with their lengths listed.

Measure's markers can shift as you manoeuvre your iPad to line up each point. If so, tap the back arrow to undo the last measurement or Clear to start again. You get a prompt to 'Move your iPad to resume' if you pause while using the app.







### **Measuring People's** Height with an iPad.

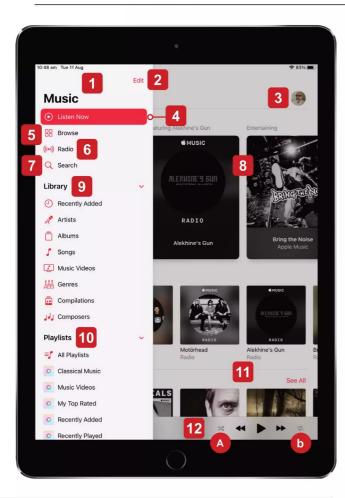
If you're lucky enough to have an iPad Pro from 2020 or later, Apple has improved the Measure app using the LiDAR Scanner, and it can now automatically calculate a person's height. Object measurements are faster and more accurate thanks to automatic vertical and edge guides, plus there's a new Ruler View for more granular measurements.



# **Music App Enjoy Your Sounds**

The Music app is your gateway to the Apple Music service, from which you can stream from a library of over 60 million songs for a set monthly fee. You can listen to music bought from iTunes and ripped from your CDs too.

### Music in Focus

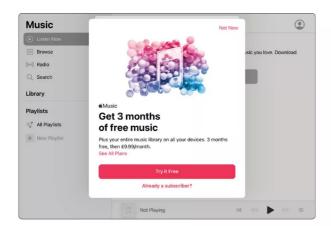


### On the Web.

Subscribers to Apple Music can stream their sounds to any computer or mobile device with a web browser. Just go to https:// music.apple.com and sign in.

- To access the Music app's sidebar in portrait mode, swipe in from the side of the screen or tap the Music link (top left). In landscape mode, it's always there.
- Tap the Edit link and you can hide, show and reorder options in the Library section of the sidebar.
- Tap here for your account details. You can redeem an iTunes card, manage your Apple Music subscription and more.
- Tap here for the Listen Now screen, the Apple Music service's front page. It offers albums, songs and playlists based on what you've listened to before.
- The Browse section lets you find new music on the Apple Music service. It offers new releases, what's popular, genre-based options and more.
- Tap here to access Apple Music's radio stations, including the Apple-exclusive Beats 1 station.
- With search you can look for artists, albums and songs. It searches both your own music library and the

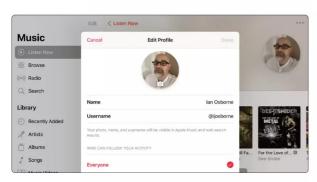
- Apple Music service and you can now search for a song using a snippet of lyrics too.
- The first row on the Listen Now page is Top Picks; recommendations based on your previous listens.
- Your music library contains tracks bought from iTunes, ripped from CDs or downloaded from the Apple Music service. Tap one of the options to see your tracks organised according to songs, artists, albums and more.
- Your playlists. This section includes playlists you've made yourself, as well as smart playlists that group recently added music, top-rated tracks and more.
- The rest of the Listen Now page offers radio stations based on your tastes, things you've recently played and more. Scroll up for further options.
- The Music app's Player shows what's currently playing (artist, track and cover art are under the sidebar here). Tap it for a full-screen player with lyrics or tap the controls to play, pause and skip tracks. Icon 'a' is Shuffle Tracks, and icon 'b' is Auto-Repeat.



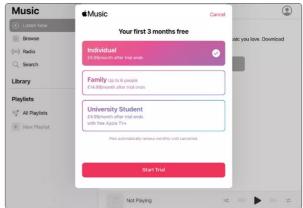
When you first open the iPad's Music app, you get an intro screen. Tap Continue and you're invited to join the Apple Music service. If you're already a member, tap the link at the foot of the screen to log in. Otherwise, tap the red button to begin the sign-up; or go to My Music to play what's already stored on your iPad.



If you're not already signed into iTunes with your Apple ID, you must do so now. You then verify your payment details. It's easy enough, you just follow the on-screen instructions. Confirm your purchase as requested. When you're done, it's time to get started with the Apple Music service.



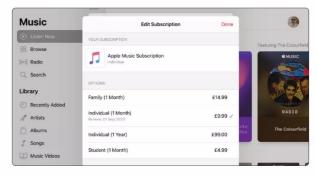
If you want to register a unique Apple Music nickname and/ or add a photo to your account, tap the silhouette icon in the top right. Now tap on your own name at the top of the pop-up window and on the next screen, tap Edit. You can add a nickname and a photo here. When finished, tap Done which is found in the top right corner of the window.



Alternatively, Tap See all plans to choose a plan. An individual membership is £9.99/\$9.99/€9.99 or a family membership (up to six members) is £14.99/\$14.99/€14.99. Family memberships use Apple's Family Sharing. Whichever membership option you choose, the first three months are free; after that, you're charged.

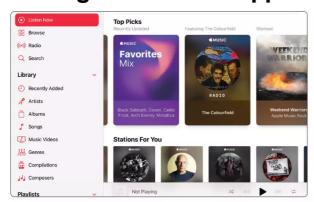


You then see this screen, where you can identify musical genres you like. Tap on the red dot representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next, and repeat the process for bands and artists as offered. When you're finished, tap Done.

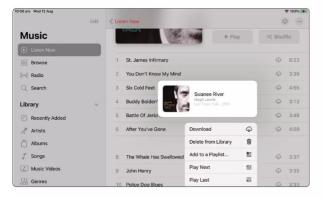


To stop the recurring billing, so you won't be automatically charged at the end of every month, open Apple Music and tap the Account icon (top left) to get your account details. Tap Manage Subscription. You can then cancel your subscription or switch between family, monthly, and yearly deals.

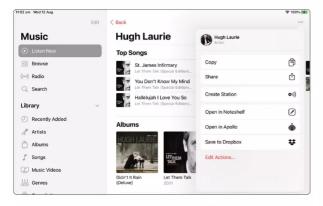
### **Getting Started with Apple Music**



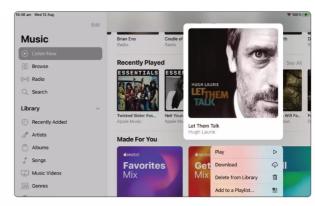
Tap the Listen Now sidebar icon, illustrated with a Play symbol, to get to a screen offering suggestions based on the choices you made while setting up. These suggestions are playlists and albums. Tap one, then choose a track or an album to play, to stream the music.



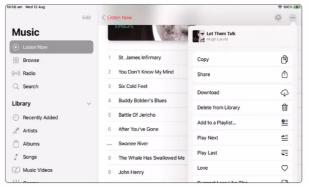
After choosing an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle to play them in a random order. Long press a track and then tap the Love option to identify it as one of your favourites.



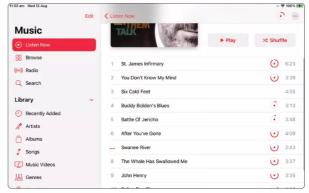
Tap on the name of an artist to get to their home page. Use 5 the Three-dots icon on this page to get to this pop-up window. From here, you can copy the link to the artist's Apple Music page, create a station based on their music and share that artist via the usual options.



Scroll up and down the page for more categories of music the service thinks you might like; and left and right within a particular category for more options in that particular genre or sphere. Long press an album or playlist for a pop-up options window.

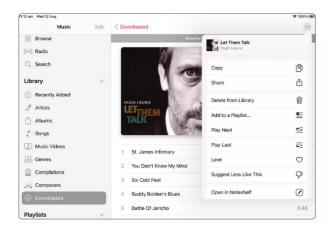


The Share button is found by tapping the three-dots icon found in the top-right corner. With it you can share a link by AirDrop, Message Mail and more; and various third-party apps such as Twitter, Facebook, FB Messenger if you have them installed.



To download music for offline listening, tap a cloud symbol to download an individual track or tap the three-dots icon, then Add to Library for the whole album. Downloaded music is found in your Library. Cancelling your Apple Music subscription will remove this music.

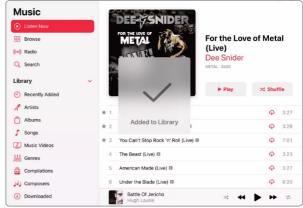




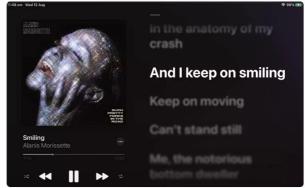
To remove downloaded music, in the Library section tap Downloaded. Navigate to the album or track in question, open it, and then tap the three-dots icon. Near the top of the list in the pop-up window, find the Delete from Library link. Tap it and the songs are deleted from your iPad.



The mini-player sits at the foot of the screen. Tap it to open this full-sized play screen. You can play, pause or skip tracks here. There are also shuffle and repeat icons. Tap the three lines (bottom right) for a list of what's playing next. Swipe down to close the Playing screen.

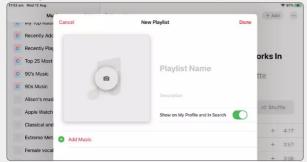


To add an album to your library without downloading it, tap the '+ Add' icon in the top-right corner of the album's page. A big tick confirms it's been added to your library, from where it can be played. When you've done this, you can download tracks and albums by tapping their cloud icons.



The Play screen also has a volume slider, a slider that lets you 10 scrub forwards and backwards through the track and a lyrics button. Where available, by tapping the speech bubble icon you can show/hide the song's lyrics. Sometimes they're synced to the song as it plays or just listed.

### Playlists & External Speakers.



To create a playlist, in the sidebar scroll down to Playlists. Tap New Playlist (bottom of list), then add a title and description. Add a picture by tapping the Camera icon. You can add songs from your library by tapping the Add Songs link. Use the plus sign next to tracks to add.



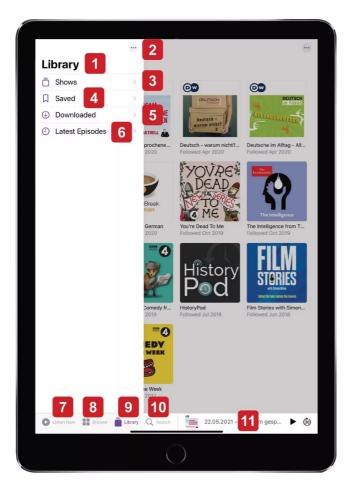
To change how you listen to your music, open the Control Centre and tap and hold the audio controls. Tap the icon in the top-right of the next window (alternatively, tap this icon on the Player screen). Choose between your iPad's speakers, headphones or speakers.



# Podcast App Audio/Video Shows

The Podcasts app makes finding, listening to, watching and downloading podcasts easier than ever. There's a wealth of interesting podcasts to choose from too. Here's how to find and enjoy them on your iPad.

### **Podcasts in Focus**



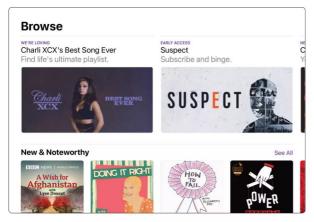
**Subscriptions Available** 

Many popular Podcasts now have a pay threshold, offering additional content and access for a regular fee. These are purchased via the same methods as the App Store.

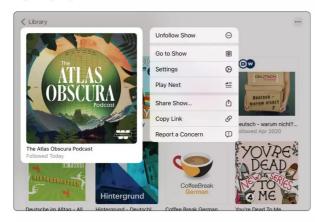
- This is your Library, which is the collection of podcasts to which you're currently subscribed or followed. Tap one of the links under this title to see shows vou're subscribed to, a show's individual episodes and more.
- Tap the three-dots icon then Edit Library and you can customise your main Library screen, dragging categories into a position of your choosing and hiding ones you don't need to use any more.
- Tap Shows to see the podcasts to which you're currently subscribed or are following through your account.
- Tap here for shows that you've saved for later listening or if you wish to listen to again.
- Tap this link for a list of podcast episodes that are downloaded, and are ready to be listened to in the Podcasts app, on or offline.
- This option gives access to the most recently released episodes in the shows to which you've subscribed or are following.

- Tap here for a list of the podcasts to which you're currently subscribed or are currently following. Tap one to see individual shows.
- Browse available podcasts, with popular and featured podcasts shown prominently. Find one you like and then listen in, or you can subscribeor follow it based on the podcast being free or subscription based.
- This icon takes you to the Library screen, the one shown here. From here you can browse a host of podcasts via various catagories and genres.
- Search for all available podcasts here. Maybe search for a subject that interests you or a person who makes a good show. Most podcasts are free or at least offer sample content to give you a good idea of the tone and/or quality.
- This is the mini-player, which works like the one found in the Music app. The currently playing show is displayed here. You can use it to play and pause the show, or tap the mini-player to open it up for a full set of controls.

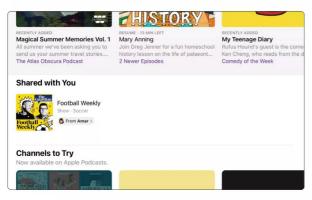




To find a podcast that interests you, first tap Browse at the foot of the screen. Podcasts are divided into categories to make it easier to find your favourite subjects. The search feature is there for when you want to be more specific regading any niche content.



To follow (being free content) or subscribe (paid) to a podcast, tap the + icon (top right). In the Library section you see your chosen podcast with the rest. Tap on a subscribed podcast to navigate its available episodes. Tap and hold or deep tap for these options.



To share with a friend, open the podcast from your library. Tap the three-dots icon, then Share Show via your choice of methods, message, email and so on. Podcasts that are shared with you in through Messages are shown in the Listen Now section, under Shared with You.



Tap a podcast to open its episode list. You don't have to follow or subscribe to enjoy its individual episodes. Just find one you like the look of, tap its Play button to listen to it and its three-dots icon to for options to download it and/or follow or subscribe for more.



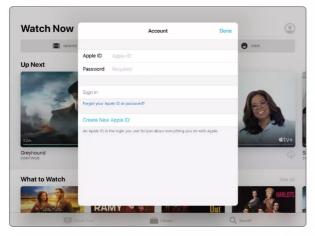
Tap the Three-dots icon in an open Podcast, as shown, and a pop-up window lets you unfollow, unsubscribe, delete the podcast, share it or change the settings, which affects things like whether you get notifications for new episodes and more.



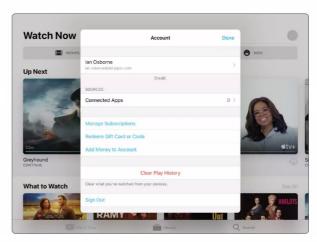
The Search option at the foot of the screen is a great way of looking for podcasts in subjects that interest you, and as well as searching, you can look through categories of podcasts on subjects that interest you, the is a wealth of content for you to enjoy.

# TV App Television On the Go

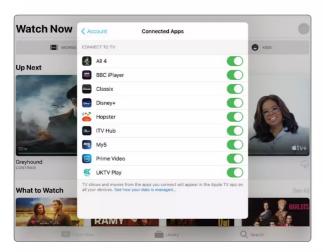
The TV app is a convenient way to watch your favourite television on your iPad. You can use it to stream on-demand shows and watch live TV; and if you subscribe to Apple's TV+ service, you can watch that too.



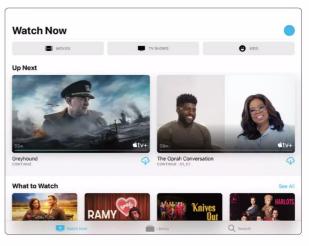
On the TV app, tap the icon, in the top right corner of the screen, to sign into your Apple account. Enter your Apple ID and Password in the fields provided and then tap the Sign In link below them. If you haven't yet got an Apple ID, set one up now.



When signed in, tap the top right icon to obtain this window, from where you can manage: your account (tap your name), services to which vou've subscribed, or add funds or gift cards to your Apple account (to spend on apps and media).

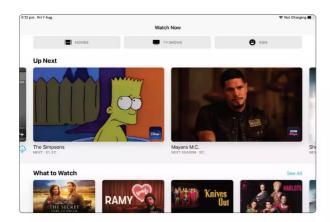


Tapping Connected Apps (in the window in Step 2) shows the TV and catchup apps you've downloaded from the App Store, and consequently are linked to your TV app. Tap the switch to unlink apps and stop the content appearing in your TV app.

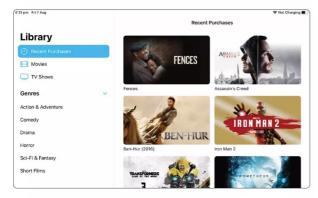


Tap Accounts, in the top left corner of Step 3's window, to go back to the window shown in Step 2. Then, to get to here, tap Done in the top right corner. This is Watch Now, the TV app's main page. Use the tabs at the top to focus on Films, TV, or Kids shows.

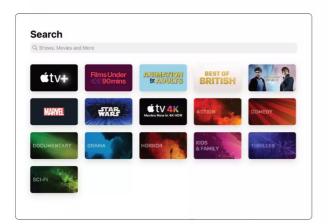




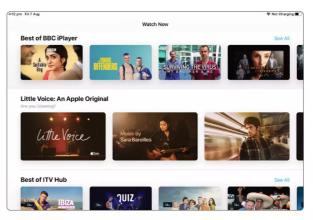
Shows are arranged in rows, on the Watch Now screen. Scroll them left and right for more. Up Next, offers programmes and series you're part-way through watching, plus content you've recently bought. What to Watch, offers suggestions based on past viewings.



Tap Library, at the foot of the screen, to see shows you've bought and/or downloaded. You can restrict this page to display content according to its genre, when it was bought, or just TV shows or films. Tap a show, or movie, to watch it on your iPad.



Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own, or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you'll soon find what you need.



Scroll the Watch Now page further up, for content deemed the best of the apps you have linked to your TV app. You can watch them here, instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



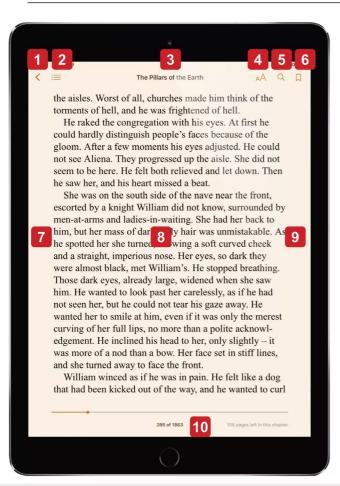
When watching a show or movie, tap the screen to bring up the controls. Top right icons: X closes the video, the middle one toggles full screen option and right one shows video in a floating window. The speech bubble at the bottom opens the subtitles.



## **Books App** For All Your eBooks

With the Books app, you can turn your iPad into a powerful and feature-rich eBook reader. You can purchase and download books, read them on your iPad and add PDFs, so you can read your documents in the app too.

### **Books in Focus**



- Tap the chevron here to close the currently open book and go back to your book collection.
- This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.
- The title of the book you're currently reading.
- Tap here for a pop-up window that lets you enlarge or reduce the font size, change the font, adjust the screen brightness, change the colour of the page, set the text to scroll up and down rather than turn like the pages of a physical book and switch off and on the automatic Night Theme.
- Tap here to search for a word, phrase or even a page number in the currently open book.

- Tap here to place or remove a bookmark. The book remains open at the last page you read when you close the app, so there's no need to use bookmarks for this purpose.
- Tap the left side of the screen to go back to the previous page.
- Tap the middle part of the screen to show or hide the Books app's on-screen controls. Reading your book might prove more comfortable with them hidden.
- Tap the right side of the screen to go forward to the next page.
- This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter.

### Thumbnail Scrolling.

Some, but not all, books show you thumbnails of the pages as you scroll through them. This can prove very useful if you're looking for a specific page in a picture book. Books with only text tend not to show these thumbnails.



### **Buying and Reading Books.**

You can buy your digital books directly through the Books app and download them to your iPad. When they are there, you can browse your library, read your books and delete those you've finished to save space.



To buy digital books, open the Books app and tap Book Store at the foot of the screen to see titles listed under categories such as Staff Picks, recommendations For You, New & Trending and more. Tap the Browse icon (top left) for a sidebar which also lets you look at specific genres. Search for authors and titles using the search field. To buy a book, tap on it, then the price, then Buy Book. Tap Sample for a free taster. Sign in with your Apple ID if requested.



Tap Library at the foot of the screen to go to your library. Open a book by tapping on it. Tap on Collections at the top for a sidebar that lets you filter your library. Tap the icon in the top right to switch between list and cover view. To remove books, tap Edit (top right), tap a book or books, then tap Delete. Books you bought but don't have on your iPad are marked by a cloud icon. Tap it to download the book again; you won't pay twice.



### Adding PDFs

You can add PDFs to your iPad and read them in Books. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner and in the Share window, tap Copy to Books. On a Mac, you can add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.



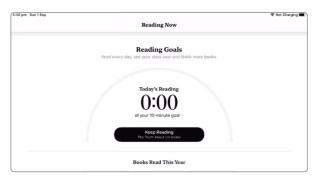
### Having a Book Read to You

Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.

### **Reading Goals**



To set a reading goal, open the Books app and tap the Reading Now icon at the bottom of the screen. At the top of the screen is a link marked 'Today's Reading'. Tap it for information on your current reading habits.



Tap the timer, then tap Adjust Goal and you can set a longer or shorter daily goal. Tap the Share button to share your reading goals with others. Of course, only books read in the Books app count towards your goals.



## **News App** Stories and Features

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place making them easier for you to find.

### **News in Focus**



- Today takes you to today's top stories (the main page). These stories are chosen by Apple's in-house team of news editors, making this the News app's front page.

Open this sidebar by

tapping the icon in the

Tap here to edit your

sidebar, moving and

Tap here to search for

news items and features.

top left corner of the screen.

Close it by tapping the news

stories on the right.

deleting entries.

This is useful if there's

are talking about it.

something in the news you want to read about and want

to find a variety of sources that

News stories are summarised on the front page. To read one in its entirety, tap it. When in a news story, to get back to the previous screen, tap the chevron in the top left corner.

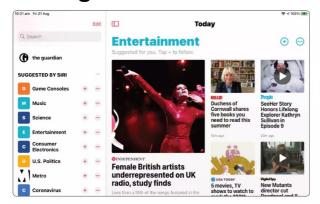
- This part of the sidebar shows you the news sources you're currently following. A dot before the icon indicates new stories have been added since you last looked.
- Each news story has a time showing when it was uploaded. As you'd expect, the newer the item, the higher on the page it is.
- Scroll the sidebar upwards for more suggestions of news subjects, bookmarks, reading history and more. Tap the main part of the News screen to close the sidebar again. When using the News app in Landscape mode, that is, holding your iPad horizontally, the sidebar is a permanent fixture.
- Scroll up for links to more top stories or scroll further for more categories of news, such as: More For You (news based on your chosen topics), Trending Stories (tales deemed popular), Top Videos and more.

### Closing the Sidebar.

Rotating the iPad sideways (into landscape mode) gives you a handy sidebar you can use to navigate your way through the News app. To open and close this sidebar, tap the icon in the top left of the main window, as seen here.



## **Getting Started with News**

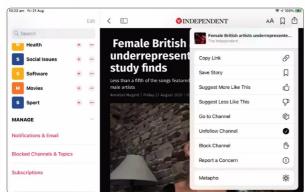


The News app is better when customised. In the sidebar, add topics Suggested by Siri. Tap the plus icons to add those topics to your favourites, and tap the three dots to stop suggesting or block a topic.

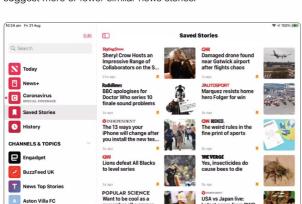
# **Follow Your Favourites**

Again in the sidebar, tap Discover Channels and Topics. Tap on subjects and sources you wish to follow. You can come back later and unfollow a topic or channel by tapping it again.

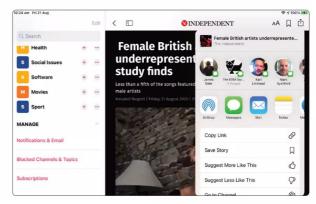
## Making the Most of News



From the For You screen, tap a news item to open it. You can then scroll up and down to read it. If you especially liked or disliked it, tap the Share icon and use the thumbs to suggest more or fewer similar news stories.



Scroll the sidebar to near the top, and tap Saved Stories to see articles you've bookmarked for later reading. Tap one to open it, and to delete the bookmark, tap the Sharing icon then Unsave.



Also found in a story's Sharing menu are options to share it with others using Mail or Messages, add it to Reminders or Notes and more. You can also save it to your News saves or open it in Safari from here.



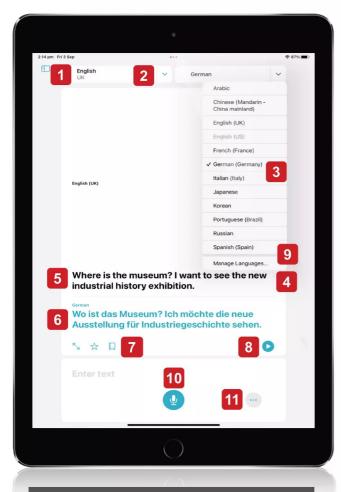
To block a news source, open the channel and tap the three dots, or open a story from it and tap the Sharing icon. Tap Block Channel. To review your blocks, tap Blocked Channels & Topics at the foot of the sidebar.



# **Translate App** For Other Languages

The Translate app is already a hit on the iPhone, and with iPadOS 15, it comes to the iPad too. You can translate text copied and pasted from another app, something you typed in or even voice chat in real time.

#### Translate in Focus



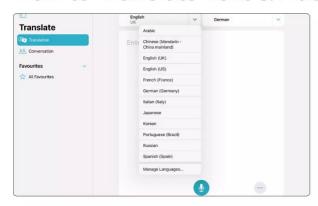
Did you know you can get System-Wide Translation via this app. You can get translations carried out in a lot of the apps that are bundled with your iPad, such as Notes, Email and (pictured) Safari. This system-wide translation is powered by the Translate app.

- The two languages at the top of the screen are, in order, the language you're translating from, and the one you're translating into.
- Tap one of the chevrons next to the language you're translating into or out of and you get a list of languages. Tap one to change the language you're using.
- As you can see, we're currently translating into German, hence the tick. Tap another language to switch to that tongue. You can do this with the language you're translating from, as well as the language you're translating into.
- Tap Manage Languages at the foot of the language list and you get the chance to download language packs, which lets you translate that language without sending information to Apple's servers.
- This is the text that was typed into the Translate app for translation.move, so the direction in which you're travelling is always 'up'.

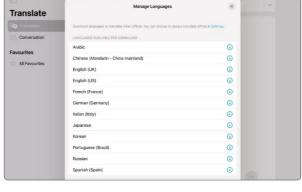
- This is the text that has been translated. It says the same as the black text above it, here it has been translated into German.
- These three icons are, in turn; expand the translated text to fill the screen; favourite the translated text; open the dictionary in a pop-up bubble, showing the definition of a piece of text (translated or untranslated) that you've highlighted.
- This is the Play icon. Tap it to have the translated text read to you.
- If you want to type some more text to translate, tap here and type it.
- Tap the microphone to speak into the iPad's mic, and have your words converted to text and translated
- Tap here for a menu that lets you play translations, and automatically detect the language you're speaking in when you use the mic.



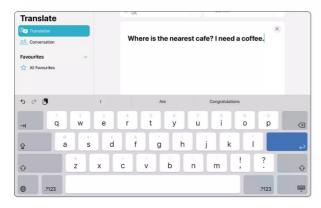
#### **How to Translate Text & Audio**



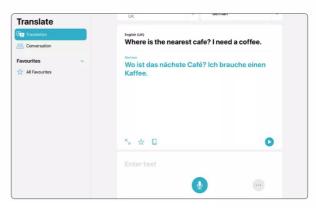
Tap one of the buttons atop the screen to choose one of the languages you wish to use, then do the same with the other. They're arranged in alphabetical order, and the currently chosen language is ticked.



When working offline, for privacy or because of connection issues, while you're online tap one of the language buttons and at the bottom of the list, tap Manage Languages. To download one, tap its arrow icon.



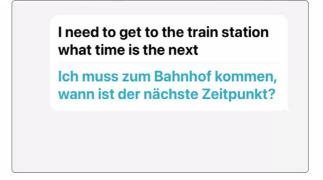
Tap the microphone icon at the foot of the screen and speak whatever it is you want to translate. Alternatively, tap where it says 'Enter Text' to bring up the keyboard and type what you want to translate instead.



In the translation window, tap the Play icon to have it read out again or tap the star outline to add it to your favourite phrases. Tap the Favourites icon at the foot of the screen to review recent translations and your favourites.



Tap the book icon under a translation for the dictionary. Now tap on a word in your translation to have it defined and its grammar and usage explained. This is very useful if you're learning a new language.

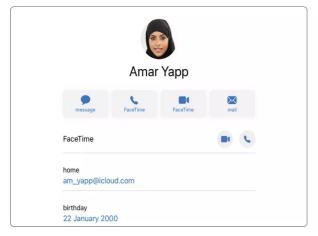


Tap Conversation in the sidebar and you can hold a conversation that's translated in real-time between your chosen two languages. Tap the three-dots icon and Play Translations to have them read out.



# FaceTime App Audio and Video Calls

Your iPhone's FaceTime app can make audio and video calls, and with iPadOS 15, they can be to Android and Windows devices as well as other Apple gear. As FaceTime calls are made over the Internet, they're free.



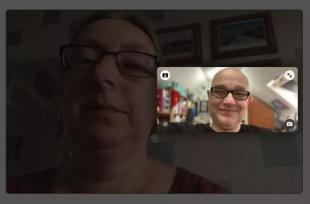
You can make a FaceTime call from a person's card in the Contacts app or from the FaceTime app. In Contacts, tap the FaceTime audio or video icon to start a call. In the FaceTime app, tap New FaceTime, enter a contact's name and tap the audio or video.



Tap the screen to show/hide controls. The icons on the small screen are for effects and to switch cameras. The icons on the main screen are Message; Speaker/mic on/off; camera on/off. The red button ends the call, and the white button takes a photo of the screen.



Bring up the controls, and swipe it up, using the handle at the top, to see all options. You can end the call, or add more people, or by tapping Share Link and then sending it to others, who can then ask to join the conversation, turning it into a group chat.



#### **Portrait Mode**

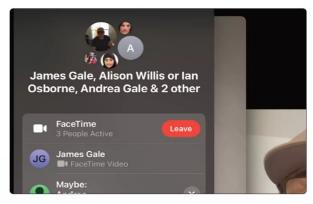
If you have an iPad Air 3rd generation or later, you can activate Portrait Mode, with the background blurred. Just tap your own video feed, then tap the silhouette icon in the top-left corner to activate and deactivate Portrait Mode. Tap the arrows icon in the top-right to shrink your video window again.



#### **Group FaceTime Chats**



The easiest way to start a Group Chat is to open the FaceTime app, tap Create Link and then send it to those you want to invite, either by tapping Add Name or using the buttons below it.



Up to 32 people can join a Group FaceTime chat. To leave, tap the screen to raise the icons as before and then tap the red button to leave the call. The rest of the group is unaffected.



You can send the link through apps such as Mail, Facebook, Messages, Twitter and more, or save it for later use. Recipients tap the link to join the chat. Tap Edit Actions to add or remove actions from the list.



You can watch a group chat in Grid View. To switch between views, tap the screen to get the controls, tap the names of the people in the chat and tap the Grid View button, this will show all members of the chat at once.

## **Additional Options**

#### **Spacial Audio**

In order to make FaceTime video calls seem more natural, comfortable and lifelike, Apple has incorporated a feature called Spacial Audio into the app. This makes each person's speech seem to come from the area of the screen where their video is situated, making for a much more lifelike and organic conversation.

#### Mic Modes

There are new microphone modes to choose from in FaceTime audio calls. While in conversation, open the Control Centre in the usual way and tap the Mic Mode button. As well as the Standard option, you can also opt for Voice Isolation or Wide Spectrum. Voice Isolation focuses the outgoing sound on your own voice, cutting out ambient noise in the background. Wide Spectrum does exactly the opposite, taking in sounds from all around the room, and not just your own voice. Just the thing if you have music on that you want to share over video chat, for example.

#### More Settings

In Settings > FaceTime, you can switch Speaking prominence on or off, depending on whether you want the person who last spoke to be more prominent, turn the Live Photos button on and off and set whether you want to announce FaceTime calls in various circumstances.



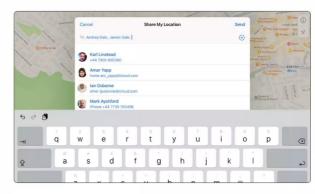
# Find My Friends & Gadgets

You can use the Find My app to locate Apple gear that has been mislaid, lost or stolen. This now includes AirTags, AirPods Pro and AirPods Max. New Separation Alerts tell you if you've left an Apple device behind in an unfamiliar location, and when tracking your friends or family with their permission, their location is now live-streamed to give a sense of direction and speed.

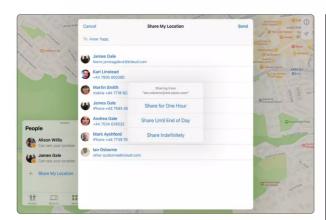
## The People Tab



The Find My app is divided into four sections, represented by icons at the foot of the screen; People, Devices, Items and Me. Unsurprisingly, the People tab is for finding your friends. If it isn't selected, tap it.



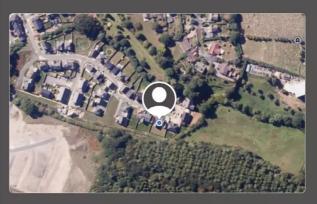
To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.



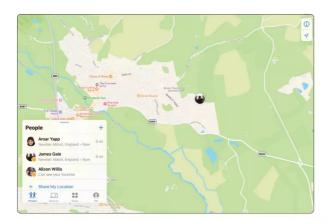
As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.

#### **Sharing Your Location.**

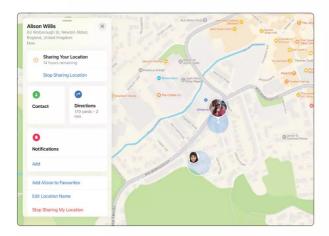
When someone shares their location with you, you're given a notification. Tap this and you can quickly and easily choose to return the favour and share your location with them.



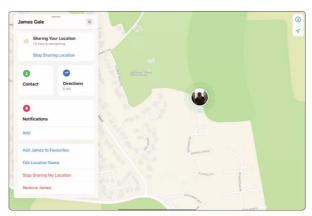




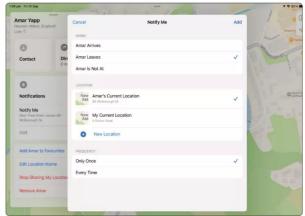
The people with whom you shared your location can now see exactly where you are, that is the blue spot and picture on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



When someone who's location you're sharing is moving, you're sent real-time updates on where they are. It's very useful if, for example, you're out for the day and need to keep track on the family's locations.



To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.

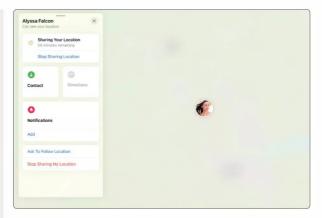


You are notified when a person leaves, arrives at or is not at a location. Tap their name, then in the options window, tap Add. Choose a location from the list, or tap New Location and find a new one.

#### The Me Tab.

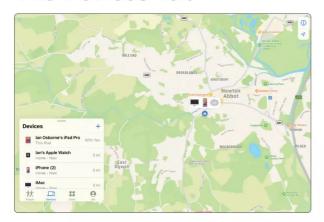
Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.



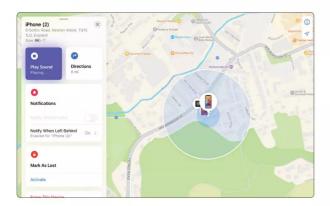


Tap a friend's name, that isn't currently sharing their own location with you, and then, to request they do so, tap Ask To Follow Location. If they comply, they also appear on the map, along with yourself and others who are sharing their locations.

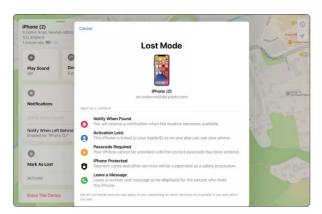
#### The Devices Tab



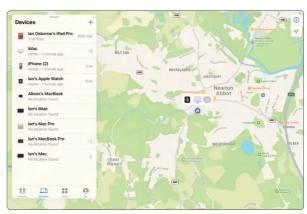
The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and all of your Apple gear that's logged into the same Apple ID as your iPhone, is shown on the map.



Tap any device on the map, or list, for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Activate under Mark as Lost to lock and track it. This prevents thieves or finders getting at your precious and valuable personal data.



Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.

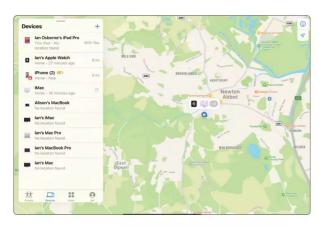


Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?

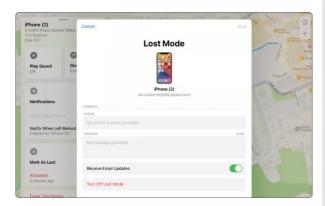


When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a call via the emergency contact details provided to say they found it.

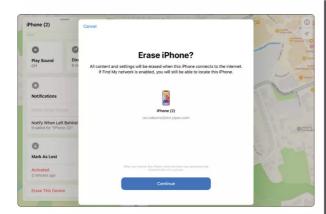




In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.



Tap the locked device in the Find My list, then tap Mark as Lost again and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.

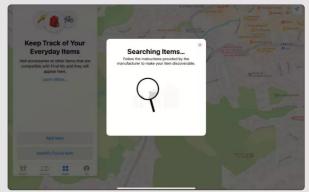


As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.

#### The Items Tab



The Items tab lets you keep track of other devices such as AirTags, and similar third party devices. Tap this tab and then tap the Learn More link to find out how to add an AirTag to your Find My app on your iPad.



Tap Add Item, and then tap Add AirTag to add an Apple AirTag. If you have a third-party device that's certified as working with Apple Find My, tap Other Supported Item and follow the manufacturer's instructions.



## **Third-Party Products.**

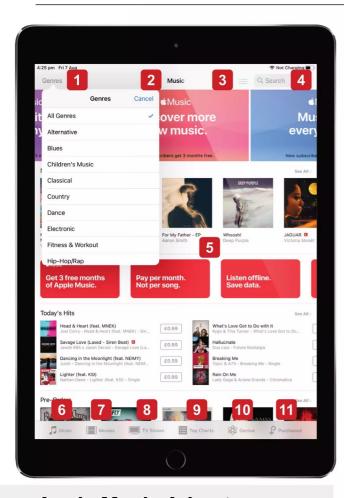
Apple has opened up the Find My app to third-party developers, so they can make their own Bluetooth trackers appear on the map too. For example, if you attach a tracker to your luggage, you can trace it.



# iTunes Store App For Digital Media

You can buy and download media for your iPad at the iTunes Store. You can also buy or rent movies and TV shows and sample short snippets of songs before buying them. Here's how to purchase your digital media.

#### iTunes Store in Focus



## Apple Music Adverts.

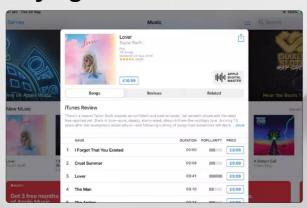
The row of rectangular purple banners near the bottom of the screen are adverts for the Apple Music streaming service. Tap one for more information on this service, which we talk about in this book in the Music tutorial.

- Tap here for a pop-up window that lets you filter the music offered on this page according to its genre. Available genres include Blues, Rock, Jazz, Metal and more. Scroll the Genres list all the way to the bottom for the Tones option, which lets you filter available ringtones by their genre.
- The title of the current page. At the moment, as you can see, we're on the Music page of the iTunes Store, where we can shop for albums and individual songs.
- Tap here for your wish 3 list, a list of songs you've identified using Siri (see the Siri guide for more information) and a list of tracks you've listened to as previews.
- The Search field. It searches throughout the iTunes Store, so search results can potentially show music, movies, TV shows, books and more, regardless of which page you were looking at when you did the search.
- The iTunes Store's shop window. Tap a price to buy a song or album or tap the cover or name of the item for more information on it.

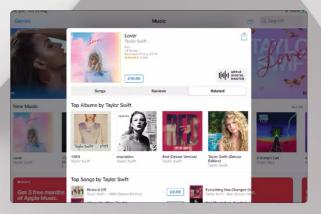
- This icon opens the iTunes Store's Music page. The page you're currently looking at is usually highlighted in blue in this icon bar, but here it's grey as we have the Genre window open (see item 1).
- Tap here if you're interested in buying or renting movies. This part of the iTunes Store functions in the same way as the Music section, except for the addition of a rental option.
- This icon takes you to the TV Shows section, where you can buy individual shows or entire series.
- Tap here to see what's selling well, listed according to Songs, Albums and Music Videos.
- The iTunes Genius feature attempts to find music you might be interested in, based on what you've previously bought.
- Tap here for a list of everything you've previously purchased on the iTunes Store, including things that are not currently on your iPad. You can download them if you wish, without having to pay a second time.



## **Buying Music from iTunes.**



Find the album or song you want and tap on it. You can see a review if available. When looking at a complete album, a track list is also shown. From here, you can tap the price at the top, for the whole album or an individual track's price to buy a single song.

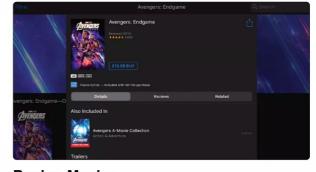


If asked to sign in, do so, and the album or track is downloaded to your Music app, from where you can play it on your iPad. For more reviews of that album, tap the Reviews tab. For more by that artist or similar music, tap the Related tab, as shown here.



#### **Previewing Music**

You can preview a track simply by tapping its name on the purchase screen. A short excerpt from that song is played, shown by the gradually filling circle with a square in it to the right of the chosen track. Tap that square to stop the preview.



#### **Buying Movies**

Tap Films at the foot of the screen and navigate to the one you want. Choose between HD and SD versions, watch a trailer and either buy or rent it. Rented movies delete 30 days after renting or 48 hours after you start to watch it, whichever is sooner.



#### **Buying TV Shows**

Buying TV shows is similar to buying music, in that you can buy an individual show or an entire season, it's up to you. You can choose between HD (high definition) and the usually-cheaper SD (standard definition) where both are available.



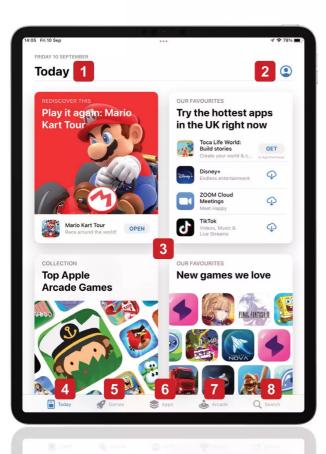
#### Complete Album/Season

If you've already bought a few songs from an album or episodes from a TV show season, and decide you want the rest, when you buy the album or season, the price is adjusted accordingly, based on what you've already spent.



The App Store is where you buy new apps for your iPad. Games, productivity software, entertainment applications and more. You name it, you can find it on the App Store. Some apps are free, others you pay for.

#### **App Store in Focus**

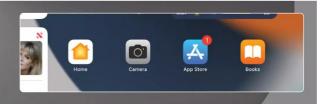


- The App Store's Today screen gives you the pick of new releases, chosen each day by Apple's editors. Scroll up for the previous days' selection of chosen apps, featured and trending apps and more.
- Tap here to get to your account details, to redeem a card, send an app as a gift, update apps, check on the apps you've previously purchased, or sign out of the App Store.
- These are the apps, and a feature highlighting a range of apps, that have been chosen by Apple's editors as the choice of the day. Tap one for information on that particular app.
- Tap here to get to the Today screen, as seen here. The Today screen is a great way of finding out what's new and exciting on the App Store. New apps are added every single day.

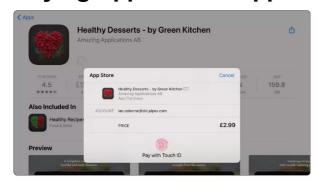
- The App Store's gaming apps have their own category. If you feel like some fun, tap this icon and take a look at the iPad's latest and greatest games on offer.
- Tapping the Apps icon takes you to the apps page, where you find the iPad apps that aren't games. Scroll up and down and browse by category if you wish.
- This icon takes you to the Apple Arcade subscription service. At the time of writing, it hasn't been released, but we can look forward to playing ad-free games on Macs, iOS devices, and Apple TV, all for a single subscription price. It's a little like Apple Music, but for great gaming experiences.
- You can search for an app or a game using the search field. You can search for an app by name, by what it does (e.g. word processor), by the developer and more.

#### Updates Available.

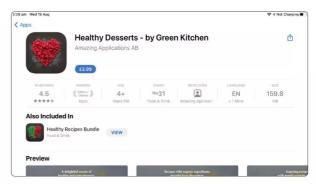
When updates are available to one or more of the apps on your iPad, the App Store app is badged, as you see here. The number in the red circle refers to the number of apps that can be updated.



#### **Buying Apps on the App Store**

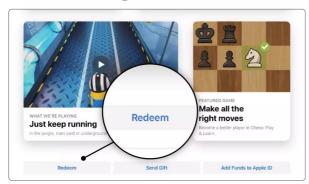


Navigate to the app or game you want to buy. Information on that title is offered. When ready, tap the price (or for free apps, Get) under the title. Unless you've already done so in the last few minutes, you're asked to sign into your App Store account.

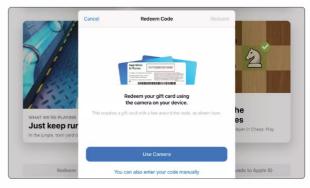


Sign in if necessary, then follow the on-screen instructions to continue. The app downloads and an Open button is shown. You can open the app from here, from the Home screen or tap the 'X' icon in the top right to close it and continue using the App Store.

## Redeeming an iTunes Gift Card



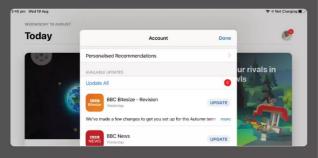
If you have an iTunes Gift Card or Apple Music Card, you need to redeem it using the code on the back of the card. It's easy to do. First, scratch off the label to reveal the hidden code. Then scroll the App Store screen all the way up, to find these buttons at the bottom. Tap the Redeem button.



If asked to sign in with your Apple ID, do so. You can enter your code manually, using the virtual keyboard or take a photo of it with your iPad's camera. This option is only available if the iTunes card has a box around the code. Tap the link to choose your option, then follow the on-screen instructions.

#### **Updating Apps.**

If you have apps on your iPad with updates available, the App Store Home screen icon and the icon in its top right corner are badged. Tap this icon, then update individual apps or do them all with the Update All link.

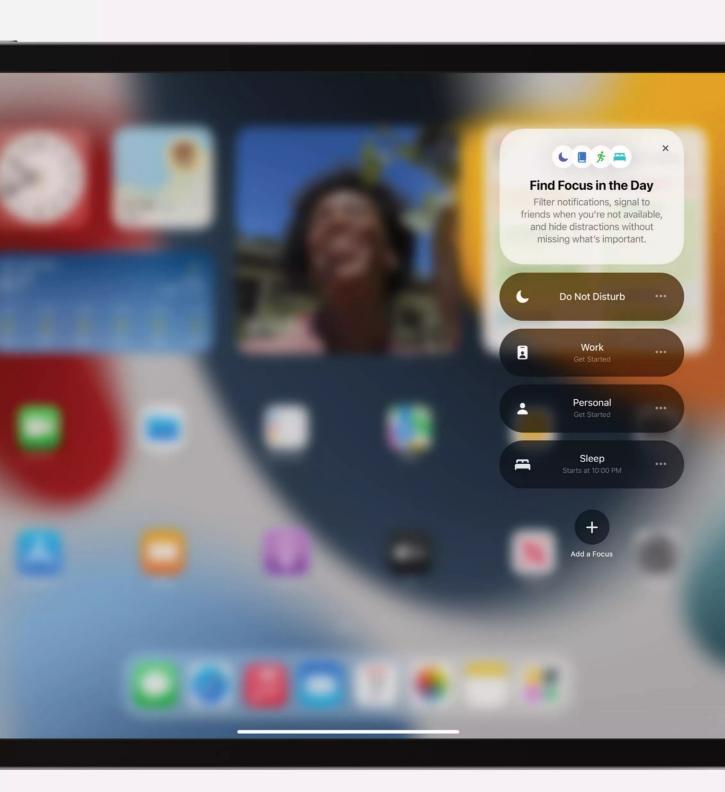


#### **Download Purchased Apps.**

Apps you've purchased but aren't on your iPad can be downloaded for free. Tap on your account icon (top right), then on Purchased. You can view all your apps or only those Not on This iPad. Tap a cloud to download its app.







# **Going Further** with Your iPad and iPadOS.

When you're ready to take things further, we show you some of the iPad's more advanced features. Did you know your iPad can multitask, using more than one app on the screen at once? Or that you can store documents and data in the cloud with iCloud Drive? Or that you can customise your iPad's screen and sounds? We show you how to do all this and even more.

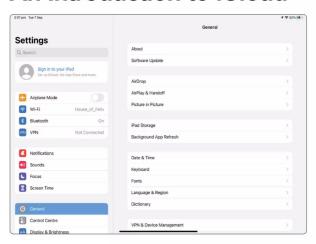
Learn more >



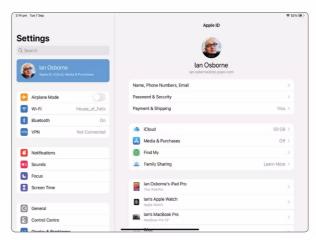
# iCloud Drive Cloud Computing

iCloud is Apple's cloud computing service. You can sync information and files across your Apple devices using iCloud and even access some of them on the Internet. You can also use it to back up your iPad too. Here's how.

#### An Introduction to iCloud



You receive an iCloud account, with a complimentary 5GB of online storage space, with your Apple ID. Open the Settings app; at the top of the sidebar, you should see your name. If you don't, you need to sign in with your Apple ID; tap the Sign in to your iPad link to do so.



To use a photo with your Apple ID and iCloud account, tap the grey circle at the top of the right hand column and then take or add one from your Photos library. If you don't have one yet, just leave it; you can come back and take or add one whenever you choose.

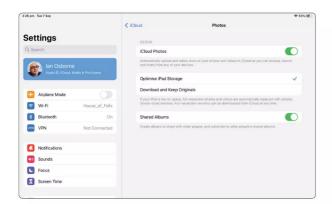


In Settings > [your name], tap the iCloud link for a list of apps that can be kept in sync with iCloud. If an app in this list is switched on, it means changes you make on one Apple device are also made on all your other Apple devices signed into the same iCloud ID.

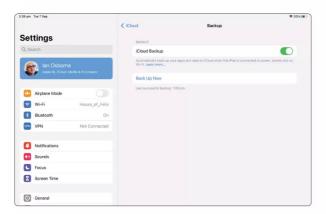


For example, if you have Calendar switched on in this list, and then enter a new Calendar event using your iPad, it is also shown on your iPhone and Mac, if they're signed into the same Apple ID. In Calendar's case, it's also available online at www.icloud.com.





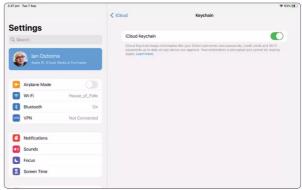
iCloud Photos lets you sync your photographs over iCloud, and optimise storage space by keeping the full-resolution versions on the cloud while displaying smaller versions on your iPad. You can use shared albums too. If you wish to use iCloud Photos, switch it on.



The Backup option lets you automatically back up your iPad whenever it's switched on, plugged into a charger and connected to the Internet over Wi-Fi. It's a great option for hassle-free backups. You can also trigger an immediate backup on this screen too. Just tap the Back Up Now link and your iPad is backed up straight away.



Some apps allow other users to find you, using your Apple ID. If this applies to an app you have on your iPad, it will ask permission to do this, after which it can be found in this section, labelled 'Look Me Up'. Tap this link to edit the list of apps that can use this function on your iPad.



Tap the Keychain link and you can turn on the iCloud Keychain service here. This stores things like passwords, usernames and credit card information; for example, when you log on to an online forum, you won't need to keep typing your details every time.

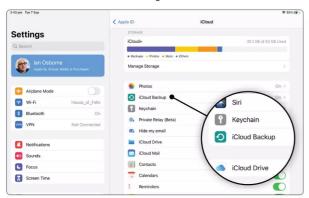


Further down the list, you see all of the Apple apps you've 8 installed on your iPad, such as Designer, Dropbox and iKlips (assuming you have these apps, of course). You can sync these with iCloud too; once again, just tap their switch to turn syncing on. Further down still are third-party apps that can be iCloud-synced.

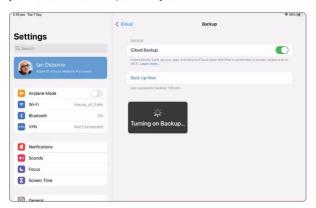


The Mail option towards the bottom of the screen shows the details used for your iCloud email account; this is automatically configured in the Mail app. You can change some of the advanced settings relating to the mailbox behaviours if you wish; take a look and explore the options.

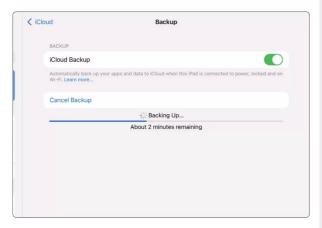
## iCloud Backup



Go to Settings > [Your Name] > iCloud, scroll up until you see the iCloud Backup option and tap it. If you want to back up to iCloud, your iPad won't auto-back up in Finder when you connect it to a computer to sync.

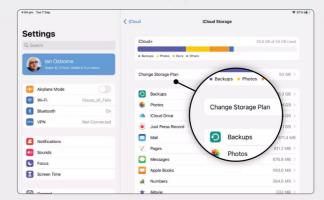


This switches on the iCloud Backup feature. Now, when your iPad is: connected to an external power supply, like a computer or your charger, online with Wi-Fi, and locked, it automatically backs up.

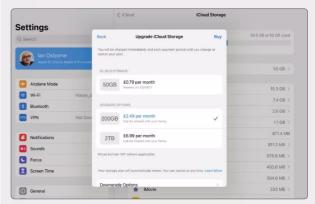


There's also an option on this screen to Back Up Now. This backs up your iPad immediately, and is useful if you've not backed up in a while or are about to upgrade the operating system. Tap it to back up.

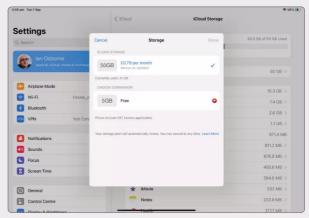
#### **Subscription Upgrades.**



Go to Settings > [Your Name] > iCloud; at the top of the screen, tap the Manage Storage link to take you to the iCloud Storage screen. You see a link titled 'Change Storage Plan'.



Tap 'Change Storage Plan' to see your current subscription. You get 5GB of online storage with your Apple ID and it's free of charge but if you want more, you can upgrade to a paid-for monthly plan.



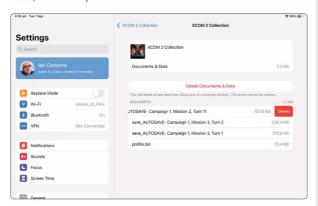
You can also downgrade to a smaller, cheaper plan if you wish. Just tap Change Storage Plan as before, tap Downgrade Options at the foot of the window and choose a cheaper option.



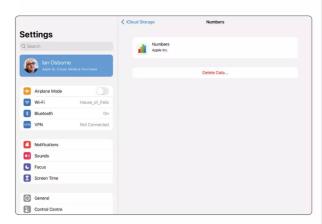
#### **Manage Storage Option**



In Settings > [Your Name] > iCloud, tap Manage Storage. You see a list of applications that are storing data on iCloud and how much space this data is using, as well as your iCloud Drive, and Backups if stored on iCloud.



Tap one of the apps. Many applications, such as XCOM 2 Collection (seen here), have data which can be deleted individually. Swipe left and tap the Delete button instead of tapping Delete Documents and Data.



Some apps don't split their data into individual files that you can delete individually, but rather let you delete everything at once (an option that's available in all apps). It's a great way of freeing up space.

#### iCloud+ Explained

When you register for an Apple ID, you automatically get 5GB of iCloud storage for free. But if you upgrade this storage, for a set monthly fee, you also get extra features, collectively known as iCloud+.



- Private Relay: When this is active, your Safari browsing is encrypted and sent through two separate Internet relays. The user experience is the same, but websites and snoopers are unable to obtain your IP address or build a profile of your web activities. Go to Settings > [Your Name] > iCloud > Private Relay to switch it on.
- Hide My Email: Go to Settings > [Your Name] > iCloud > Hide my email to create a unique email address to use when you don't want to reveal your actual email address. Emails sent to this new address are forwarded to your Apple ID email address. You can delete a Hide My Email address at any time, and no longer receive emails sent to it.



- · Custom Email Domain: If you want to customise your iCloud email address, and allow family members to also use this domain (the part of your email address after the '@'). So, for example, if you run a bike shop you might prefer to use fredbloggs@townbikestore.com instead of fredbloggs@ icloud.com.
- HomeKit Secure Video: Store video footage from surveillance cameras on your iCloud. This footage does not take up any of your regular iCloud storage space.

Remember, to use these extra features offered by iCloud+, you must be using a paid-for iCloud service. iCloud+ is not available for free iCloud users.



# Using the Files App Data Management

The Files app is where you can access documents stored on your iCloud Drive and synced across all your Apple devices. The Files app can read external drives, zip and unzip files and you can share files and folders.

#### Files App in Focus



- To get this sidebar, tap the Files link in the top-left corner. To close it, tap the screen off the sidebar. In landscape mode, the sidebar is always visible.
- The three-dots icon gives you a pop-up menu that lets you scan documents using your iPad's camera, connect to an external server or edit what's available in your sidebar.
- The Files app has an excellent search facility. which lets you enter multiple search terms, just like on a Mac.
- Tap here to create a new folder in the currently open window. You can then give it a name - call it whatever you like.
- The icon found here toggles the current window between showing folders as icons or a list; and whether they're listed according to Name, Date, Size, Kind or Tags.

- Tap here then tap on files or folders to select them. You can then Share, Duplicate, Move or Delete them using the links that appear at the foot of the screen.
- At the top of the sidebar are options to view files you recently edited or documents you're sharing.
- Here you can access folders and files stored on your iPad, iCloud Drive or those you've recently deleted.
- These are your folders. Tap one to open it.
- Your favourites. If you edit the sidebar, you can drag other locations into this section.
- You can tag files and folders with colours, so they're accessible here.
- This information shows how many items are in your currently open window and how much space is left.

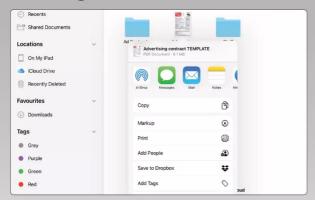
#### The Search Facility.

You can add multiple terms in a Files search. Here we entered 'Last Year' for documents we've edited in the last 12 months, 'Pages Document' to limit the search to data created by that app and then typed what it is we're looking for.

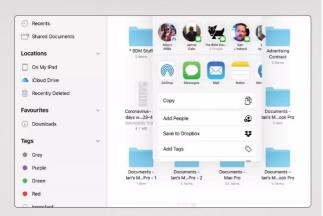




#### **Sharing & Collaboration**



To share an individual file, navigate to it in the Files app and tap and hold to get the pop-up menu. You can then share it using Messages, AirDrop, Mail and more. Scroll to Add People and tap it to invite someone to collaborate on it, with edits visible to all.



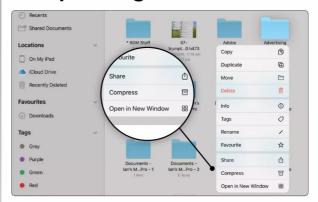
You can share and collaborate on a folder as well as an individual file. To do so, tap and hold on the folder, choose the Share option and then either share the folder (so the recipient gets a copy of it) or Add People, which lets you invite people to collaborate on it.

#### **External Drives.**

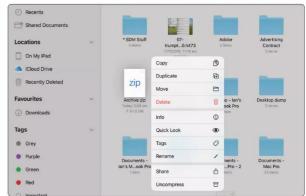
If you connect an external drive to your iPad, its contents are accessible through the Files app. With iPadOS 15, you can use a hard drive that uses APFS encryption. To access the hard drive's contents, you need to enter the password you used to encrypt it.



#### **Compressing Files**



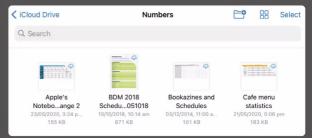
You can compress a folder by tapping and holding it and then selecting Compress from the pop-up menu. You can compress a group of files by selecting them and then tapping the More link in the bottom right corner, then selecting the Compress option.



A compressed archive is shown as a Zip file. Tap to uncompress it or tap and hold it for the pop-up menu, which again lets you carry out a range of tasks. Zipping files and then tapping the pop-up's Share option is great for sending a group of files by Messages, email or more.

#### The Cloud Icon.

If a document is stored on your iCloud but not on your iPad, there's a Cloud icon in the top right corner of its thumbnail. Tap the thumbnail to download the document to your tablet and open it, so you can edit and modify it on your iPad, with your changes synced to iCloud.





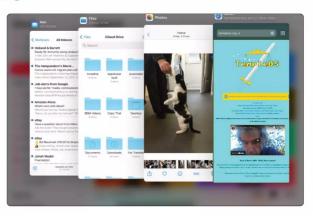
# iPad Multitasking Improve Productivity

Multitasking has had a boost in iPadOS 15. As well as the usual methods of working with two apps open on the screen at once – or even the same app twice – a new multitasking window has been added, which makes it even easier to use your iPad in this way. Here's how it all works.

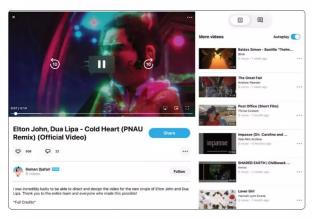
#### Slide Over & Picture in Picture



When using an app, swipe up from the foot of the screen to access the dock, then drag another app to the side of the screen. Let go and it's shown on a card-like window. You can drag it across the screen with the three dots atop the app. or to the side, from where it can turn into a Split View app.



To close the sidebar app, swipe it off the side of the screen. You can open several apps at once as Slide Over cards. With more than one Slide Over app open, to switch between them swipe the black line at the foot of the Slide Over app left and right, or swipe this line up for a Slide Over picker.



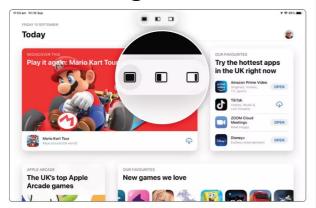
When watching a video in a supported app, look for a big square containing a little square in the bottom right corner. Tap that button and you can watch your video in a window while you use another iPad app on the screen.



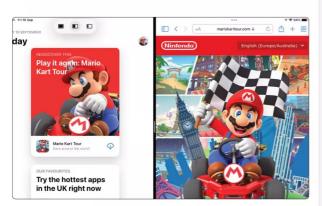
You can drag the video window to any part of the screen, Pinch and Spread to change its size and tap it to see the controls. Tap the 'squares' icon (top right) to view in full screen, or the 'X' (top left) to close.



## **Multitasking Tools**



If you tap the three dots at the top of an open app, you get the multitasking tools. They are, left to right; Full Screen; Split View; Slide Over. Tap Split View or Slide Over and the open app moves out of the way so you can open another.



The second app opens, giving you a Split View or Slide Over multitasking screen. When you have two open apps in this way, the three-dots icon at the top remain; tap the three-dots icon over the app for the tools.

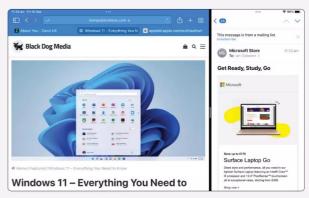


With the multitasking tools, you can take a Split View or Slide Over app back into full screen by tapping the first icon, the Full Screen tool. You can also use the tools to turn a Split-Screen app into a Slide Over app, or vice versa.

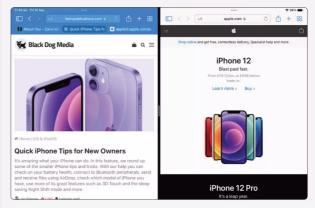
#### Split View.



Split Screen mode will only work with compatible apps and only when in landscape mode. Open a Slide Over app, as described on the previous page and, using the grey line at the top, drag it to either side of the screen.



The apps appear side by side. You can resize them by dragging the black line in the centre left or right, to give one or the other a greater portion of the screen. Drag all the way left or right to close one of the apps.



You can also use Split View multitasking to run the same app twice, on both sides of the screen. Here, for example, we're looking at two different Safari pages; Apple's on the left, BDM Publications' on the right.



## **Live Text** Pics to Words

Live Text lets you take writing and numbers from photographs or your iPad's viewfinder and convert it into editable text. You can, for example, photograph a phone number and place a call to it. Here's how it works.

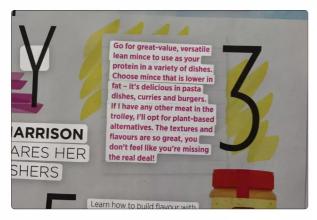
## Capturing Text from an image



Live Text can copy words from photos, but unlike the iPhone's Live Text feature, you can't simply point the Camera app at the words and copy them directly. So first, take the photo of the text.



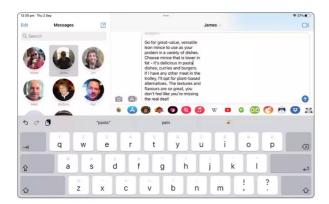
Open the photo in the Photos app. You should see this icon in the bottom-right corner, a square icon with lines on it. This is the Live Text icon, used to highlight text in the photo vou're looking at.



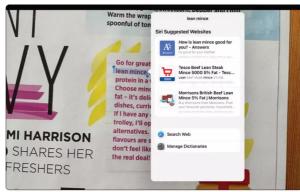
Tap the Live Text icon in the bottom-right corner of the screen, and the text in the photo is highlighted and the Live Text icon turns blue. As you can see, too much text has been highlighted here.



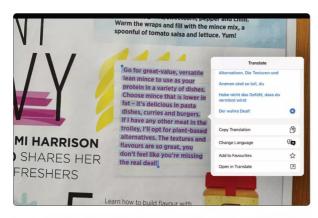
As we don't want all the words Live Text has found, we simply tap on a piece of text in the paragraph we're trying to save, and then use the handles to highlight only what we want. A pop-up bubble appears.



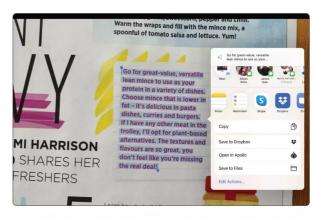
In this bubble, you can tap Copy to copy the text to your clipboard, then paste it into another app such as Mail, Notes, Messages and more. You might have to edit it, especially removing line breaks.



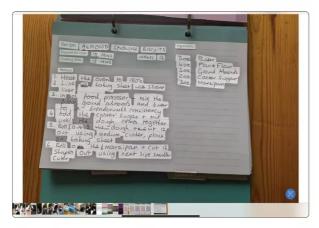
Select All selects all text in the photo. Look Up takes the word or phrase you've highlighted and looks it up on the web, in Dictionary, and where applicable, in other apps such as App Store.



The Translate option lets you translate your text into another language. Tap the Play icon at the foot of the text to have it read out to you. You can copy the translated text or open it in the Translate app too.



The Share option lets you copy the text, send it to one of your contacts, open it in another app such as Mail, Messages, Notes, Reminders and more, or save it to your Files app for later use.



Live Text can identify and copy text in a variety of fonts, and even in your own handwriting. It's not perfect; as we can see here, a few words have been missed, and must be added later.

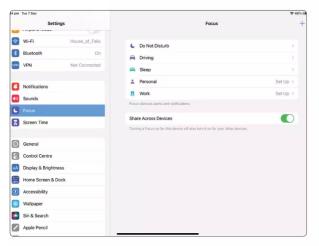


If you take a photo of a URL, you can tap it and go directly to that website. If you take a photo of a phone number, you can tap it and make a FaceTime call to that number directly from the photo.

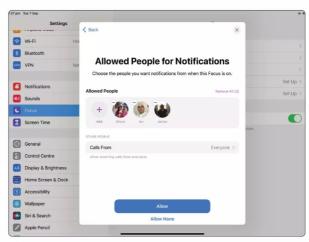


# **Focus** Reduce Distractions

Focus, with its customisable categories that let you concentrate on what's important at the time. For example, a Work focus can block social media and leisure apps but let through things that might be relevant to your job.



Go to Settings > Focus. Some categories are already offered. There's a regular Do Not Disturb, and Focuses (as they're called) for Driving; Sleep; Personal and Work. Turn on Share Across Devices to sync your settings across your Apple gear.



Tap one of the Focuses set it up. Under Allowed People, tap Add and on the next screen, tick anyone you wish to get through without being blocked when the Focus is active. You can choose an entire group or none from Other People too.



Tap Allow or Allow None to continue to the next screen, where you can do the same for Apps; allow certain apps to still send you notifications, even when the Focus in question is active. Tap a switch to allow Time Sensitive notifications too.

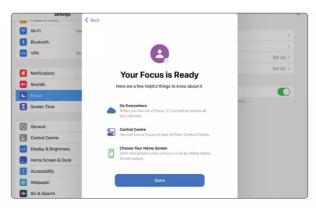


To quicly access Focus open Control Centre, and tap the Focus button. You see the Focuses you've set up. Tap one to turn it on or off. Tap the three dots icon for options, including a Settings link which takes you to the Settings screen for that particular Focus.

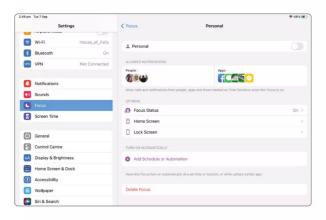




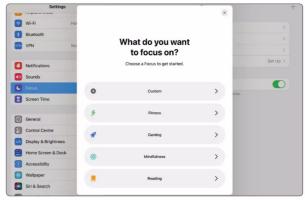
After tapping Allow or Allow none, you might get a screen or screens like this one; we're setting up the Mindfulness focus, so we're advised that we can have Mindfulness turn on automatically. It's optional; you so its enitrely up to you to decide.



When you're done, your Focus is ready. If you've turned on Share Across Devices, its settings synced to your Mac, iPad and other Apple gear, and when you activate that Focus on one device, it's active on them all. Move to the next screen.



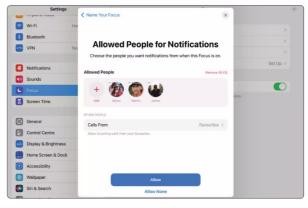
Set Focus Status on or off, to alert those who try to contact you but are blocked by the Focus. You can also hide badges and pages on the Home screen when the Focus is on, and/or show blocked notifications on the lock screen. You can also delete the Focus here.



In the Settings app, look down to find the Focus link amd 8 tap it then tap the '+' in the top-right corner to set up a new Focus, which isn't listed in the preset ones. Choose one of the focuses listed, or tap Custom to add one that's completely new, to be named by yourself.



Type a name for your Focus in the field at the top of the 9 screen. You can then choose a colour for the icon, from a range of ten, and also the icon's picture. Scroll up this screen to see the entire range of icons from which you can choose.



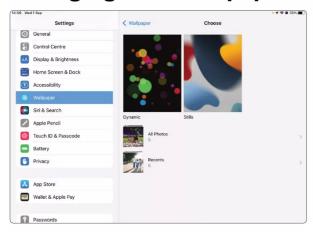
From then on, the setup procedure is the same as before; 10 choose people and apps you want to allow through when your Focus is active. To activate a Focus from Settings, go to Settings > Focus, tap the Focus in question and switch it on (top right).



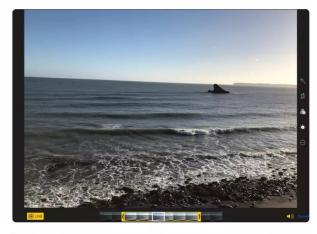
# Wallpaper & Sounds Customise Your iPad

You can change your iPad's background wallpaper to a different one, or even use one of your own photos. You can also customise its sounds, with different audio cues for different events. Here's how to do all this and more.

## **Changing Your Wallpaper**



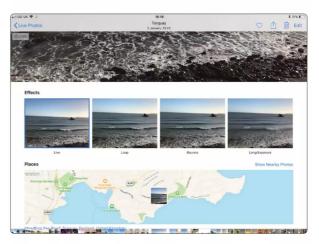
Go to Settings > Wallpaper and tap Choose a New Wallpaper. You can choose from Dynamic wallpapers or Stills, or a pic from the Photos app. Dynamic wallpapers are lightly animated, but Stills are completely static.



Tap the pictures found underneath the Dynamic or Stills options to navigate your way through your Photo app's images. Choose a photograph by tapping on it; it's automatically scaled and sized to fit your screen.



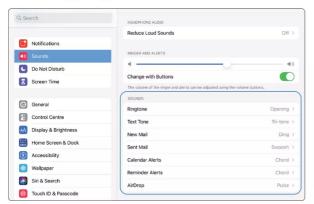
The Circular icon at the foot of the screen toggles between a 'flat' and a perspective view. Try each in turn and tilt the screen. Tap Set, and you can choose between setting it as your Home screen, Lock screen, or both of them.



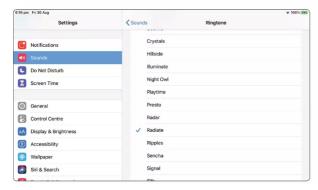
Still wallpaper images with the Light/dark icon found in the bottom right corner have darker versions for when you're using your iPad in Dark Mode. Even if your wallpaper lacks this feature, you can opt to darken it using the switch on the first Wallpaper screen.



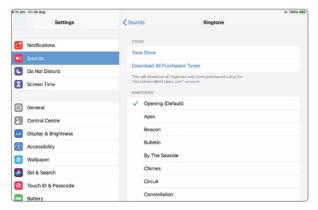
## **Changing Your Sounds**



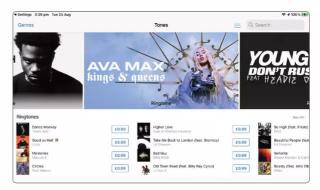
Go to Settings > Sounds, then look for the section titled 'Sounds'. From this list, you can change the sound effects for all your key app alerts, such as the ringtone for incoming calls and text tones.



To sample a new tone, tap it on the list; It's ticked, and a sample is played. Ringtones are in a list below Alert Tones and can also be sampled, when you've ticked the sounds you want, just close Settings.

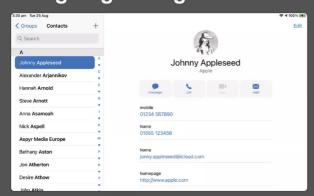


To change a ringtone or alert sound, find the sound in question from the list and tap it. You're shown a new screen, from where you can: change the vibration pattern, go to the Tones Store, or change the tone.

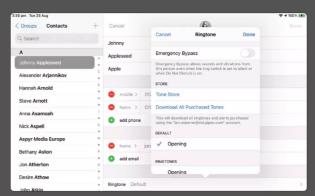


You can buy new ringtones directly from your iPad. Go to Settings > Sounds and tap the Tone Store option. You're taken to the iTunes Store, on its Tones page. Tap the Genres link for a browsing window.

#### Assigning a Ringtone to a Contact.



You can assign a specific ringtone to a contact, so, when that person calls, the chosen ringtone is played instead of the standard one you've set for your iPad. First, open the person's details in the Contacts app.



Tap Edit in the top right corner of the contact details. Find the Ringtone option, which is currently set to Default, and tap it. You can now choose a new ringtone; this change only applies to this contact.



# **Screen Time** Monitor Your Usage

Screen Time lets you monitor what you've been doing on your iPad and for how long. You can also use it to set parental controls; to limit how much time your children are spending on their own iPads and what they're up to.

#### **Screen Time in Focus**



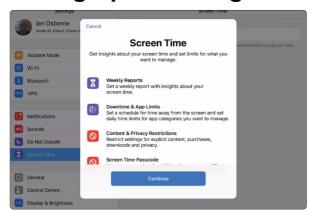
- To open the Screen Time settings, go to Settings > Screen Time. You can also swipe right from the Lock screen or Home screen to get to the Widgets screen and tap the Screen Time widget at the foot.
- Here, you see a summary of how you've been using your iPad recently. Tap See All Activity for a far more comprehensive breakdown.
- Tap here to schedule downtime for your iPad. During this time, only apps you choose to exclude can be used. It's great if you think you're spending too much time on your iPad.
- Tap here to limit the time you spend on certain apps or categories of apps. At last, you can break that habit.
- This option allows you to limit which of your contacts you can communicate with while Screen Time and/or Downtime options are active.

- Tap here to identify apps you wish to exclude from downtime or time limits. Messages, FaceTime and Maps are always allowed by default, but you can edit this list.
- Tap here for passcodeprotected restrictions that can be used to block inappropriate content.
- Switch this on if you want the restrictions you set up to apply across all your Apple devices, not just your
- If you use Family Sharing, you can use this option to control Screen Time on your children's devices and get a weekly report about what they're doing on them.
- If you use Family Sharing, you can use this option to control Screen Time on your children's devices and receive a weekly report about their activity.

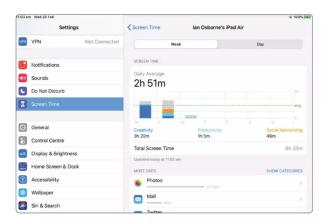
You can access Screen Time from the Widgets page. Swipe right from the Lock screen or the Home screen and then scroll all the way up to here. Tap Screen Time to go to the overview



## **Setting Up and Using Screen Time**



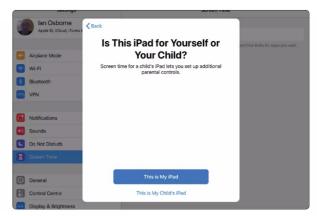
First of all, go to Settings > Screen Time. The first time you open this setting, you get a window telling you what this iPad feature can do. Have a read, then tap Continue to go to the next screen.



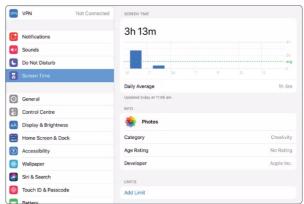
Tap See All Activity to be taken to a more comprehensive breakdown of your activities (see '2' on the previous page). Tap the tabs at the top to switch between stats for today and for the week.



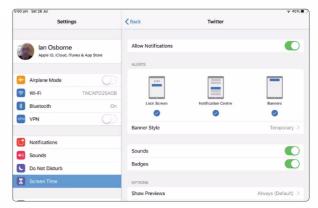
Scroll up on the summary page and you can see how many times you've picked up your iPad during the last day or the last seven days and also how many notifications you've received on your iPad in that time.



Screen Time lets you monitor and regulate your child's iPad use as well as review your own. If this is your child's iPad, you can tap this option and set up various parental controls. If it isn't, tap This Is My iPad.



Tap on an app in this overview to see how long you've been using it recently, broken down by time on the Day view and by days on the Week page. Tap Add Limit to limit the time you can spend on this app.



Tap an app listed under 'Notifications' and you can change your notifications settings for that app. For example, you can choose what sort of notifications you want and whether they make a sound on arrival.

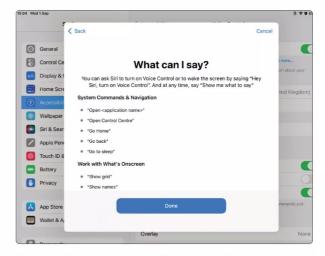


# Voice Control An Accessibility Feature

Apple has always been keen to make its products more accessible to those with impairments. The iPad has an exciting feature that lets you control it with your voice, simply by speaking to it. It's amazing how much you can do and how instinctive the Voice Control commands become.



First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature but first, we must switch it on. Tap the switch at the top of the screen.



The iPad downloads the filters needed for Voice Control. Tap Learn More when its done and you're shown instructions, including a list of commands you can use. It's worthwhile taking a moment to read through these guidelines but it's not compulsory.

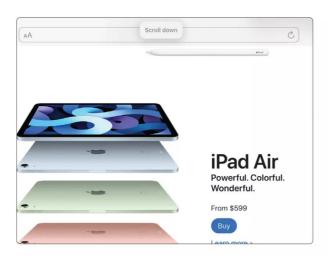


When it's done, Voice Control is switched on; look for the Blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.

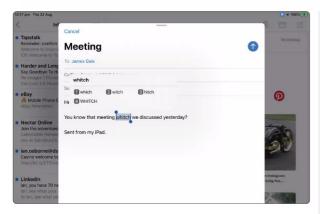


To open an application, say, "Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back".





Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, "Scroll up/down", and navigate your Safari browsing history with "Tap forward/back".



When dictating text, if you make a mistake, say "Correct [word/phrase]" and it's highlighted, with a list of corrections offered. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.



Voice Control has been released across Apple devices, with the feature being built into its operating systems since iOS 13, iPadOS and macOS Catalina. Apple has released a video of a user making the most of his Mac using Voice Control. You can see it at https://bit.ly/2GAq1IC.



Say "Show/hide grid" to make the grid appear and vanish, and then quote a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say "Tap [number]" to tap it.

#### Voice Control Commands.

To open Voice Control, say, "Hey Siri, turn on Voice Control", or open Siri with the buttons. If you get stuck, try, "Show me what to say". It takes time to get familiar with using Voice Control, but with practice, it's immensely powerful.

#### **System Commands** & Navigation

- Open [application name]
- **Open Control Centre**
- Go home
- Go back
- Go to sleep

#### Working with the **Touchscreen**

- Show grid
- Show names
- Tap [number]
- Tap [item name]
- Long press [item name] Swipe left/right
- Swipe up/down

#### Dictation and Editing

- Select [phrase]
- Move up/down
- Move to end/beginning
- Delete that
- Correct [word/phrase] Uppercase that
- Copy that

- Interact with Device
- Turn up volume Lock screen
- Take screenshot
- Turn on Smart Invert

Colours





# **Notification Centre** Alerts for Your iPad

Notification Centre has a great new look for iPadOS 15. When a notification arrives, the app icon is larger, and when a notification comes from a person in your Contacts app, you get their contact photo too.



Whether you're on the Home screen or using an app, you can access Notification Centre at any time, simply by swiping your finger down from the top of the screen. You can also swipe the Notification Centre screen to the left to open the Camera app.



The most recent notifications you have received are shown on top of the Notification Centre. Notifications can be automatically grouped by app, topic and more. Tap on a stack to open it up so you can see the individual notifications.



When you've opened a stack, you can close it again by tapping Show Less. You can also clear it in one stroke by tapping the 'X' next to the Show Less button, then tapping the button marked Clear. The entire stack is then deleted from the Notification Center not the app itself.



Tap and hold a notification to open it within Notification Centre. Options available depend on the app that created it, but you can read or save a news story, mark an email as read or delete it, reply to a message without opening the Messages app and more.



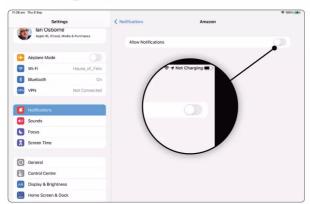


Tap on a notification to open it in the app that created it. Swipe it left and you see two new buttons: Options and Clear. The Clear option deletes the notification. Alternatively, drag it further left to delete it in one move.

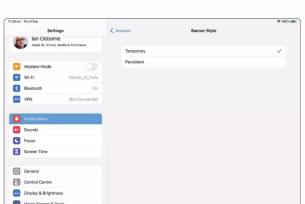


Tap the Options button and you can mute notifications from that app for an hour of for the rest of the day, configure that app's notifications, view its notifications in the Settings app or turn notifications off completely for that app.

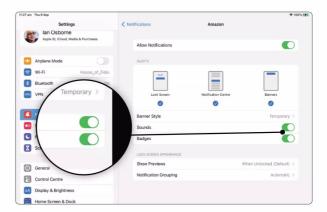
## **Setting Up Notifications**



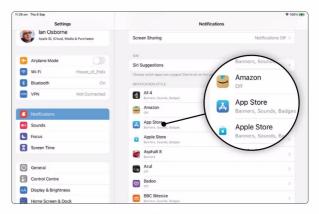
Go to the Settings app and tap Notifications in the left-hand column. Tap on one of the listed applications to see its notification controls. Flick the switch at the top, labelled 'Allow Notifications', into the Off position to stop notifications from that app.



If you choose to switch on the Show as Banners option, there are two types of banner alerts available. Temporary banners disappear automatically after a while, but Persistent banners require an action before going. Tap the type you prefer.

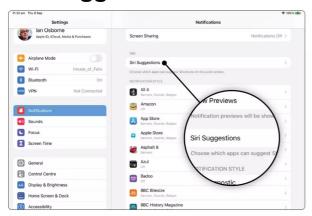


Below the Allow Notifications switch you can find customisation options. The Badges option, when on, displays a number on the Home screen app icon showing how many items have arrived. You can add a sound for a notification's arrival too.



Apps not included in Notification Centre are labelled 'Off' in the apps list. You can, of course, tap on an app that's currently off and then tap the Allow Notifications switch, so that it's then included in Notifications once more.

## **Siri Suggestions**



In the Settings app, tap the Notifications option in the sidebar. At the top of the right-hand side of the screen, there's an option called Siri Suggestions for setting which app can offer Siri Shortcuts. Tap it.



On the next screen, you can choose which apps are allowed to offer suggestions, utilising the power of Siri, on the lock screen. The switch at the top turns them all off and on or you can do so on a per-app basis.

## Replying Directly to Notifications from the Lock Screen



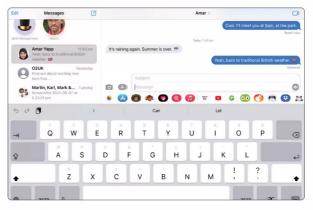
If you receive a notification while your device is locked, it appears as usual on the screen and is accompanied by the customary alert sound.



To reply to the message directly from the lock screen, tap and hold it until this screen appears. Here, you can type and send a reply.



When you've typed your message, press the blue arrow to send. It's sent in the usual way, even though you didn't go into the Messages app.



You can reply to incoming messages in this way but you can't see earlier messages in the conversation without unlocking the iPad and opening the app.



### **In-app Notifications**



If you have a notification arrive on your iPad while you're doing something else, you it can be opened in the app that created it by tapping it, or you can pull it down to deal with it without opening its respective app.



A message can be replied to in the notification, without opening the Messages app. Place your finger on the notification, swipe it down and reply. Tap a portion of the screen showing the app to close the message.

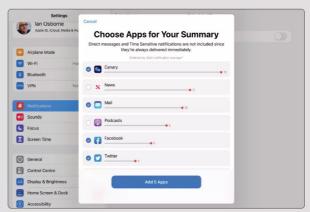


If you receive an invitation to a calendar event, you can reply or decline without having to open the Calendar app. If you confirm it will be added to it.

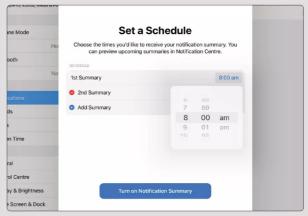
### **Notification Summary**



You can have the Notifications Centre send you collections of notifications delivered every day at set times. This summary is ordered by priority, with the most important notifications (based on use) at the top.



In the Settings app and go to Notifications > Scheduled Summary, and turn it on. Opt to set it up in the pop-up, and then choose which apps are to be included in the Notification Summary.

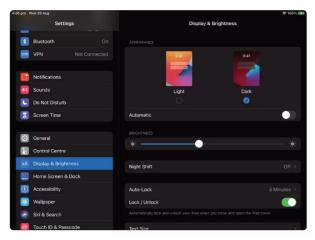


If you receive an invitation to a calendar event, you receive a notification where you can reply or decline. If you confirm, the event is added to your calendar.

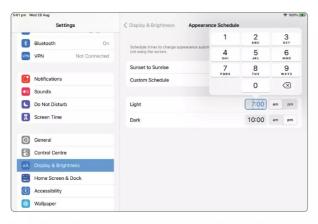


### **Dark Mode** Change Your Look

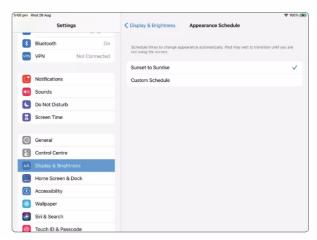
If you prefer a darker screen on your iPad, with white text on a black background, Dark Mode is for you. It's easy to set up and employ. You can: use it on a permanent basis, have it change automatically depending on the time of day, or schedule it to turn on and off at preset times.



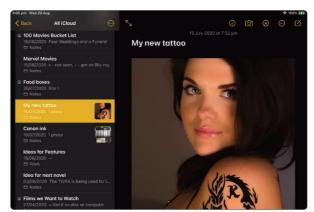
Go to Settings > Display & Brightness. At the top of the screen, you can choose between Light and Dark modes. Tap the one you want to use throughout your iPad. This changes the screen on a permanent basis (or at least until you change it again in the Settings app).



To have it change according to a schedule, tap Custom Schedule and then tap the times and type in when you want the iPad to go to Light and then go to Dark. Tap the AM/PM switches to change between morning and afternoon, as applicable.



If you want to change between Light and Dark modes automatically according to a schedule, turn on the Automatic switch. You can then tap Appearance Schedule underneath it to set the times at which it changes. By default it's set at Sunset to Sunrise.



Dark mode darkens your screen across the iPad and its apps, including the Home screen. Notes, for example, gives you white text on a black background but doesn't invert picture colours. More and more apps are becoming Dark Mode-compatible.





### Taking a Call

### Cross-device Feature

If you have an iPhone and an iPad, you can make and receive calls on your Apple tablet, as long as your phone is nearby. Your Apple devices just need to meet the system requirements and be on the same wireless network.

### **Setting Up Continuity** Calls on Your iPad

To take iPhone calls on your iPad instead of your iPhone (known as Continuity Calls), make sure of the following;

- · Both devices must be signed in to iCloud with the same
- Sign both devices in to FaceTime with the same Apple ID.
- · Both devices must have Wi-Fi turned on
- The iPad and iPhone must be connected to the same wireless network.

Now you must turn on the Continuity Calls feature. On your iPhone, go to Settings > Phone > Calls on Other Devices, and turn on Allow Calls on Other Devices. On your iPad, go to Settings > FaceTime, and turn on Calls from iPhone. With that, you're ready to make and take calls.



### **Making and Taking Continuity Calls.**

After setting up for Continuity Calls, when your iPhone rings, your iPad also rings. If you're using your iPad and your phone isn't to hand, you can take the call on the iPad instead. If your iPad is locked, slide to accept the call. If it's unlocked, the incoming call no longer takes up the whole screen. Instead, it appears as a notification. You can accept or reject the call using the green and red buttons.

To make a call on your iPad, just tap on a phone number found in Contacts, Calendar, Safari, Notes or any other app that automatically detects phone numbers.

To stop iPhone calls coming to your iPad, go to the Settings screen described in the Setting Up section of this tutorial and turn the feature off.

### System Requirements

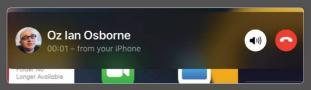
To make and receive iPhone calls on your iPad, your Apple devices must meet the following requirements. Your iPhone must be running iOS 8.1 or later and be connected to a mobile phone network for calls. Your iPad must run iOS 8 or later or any version of iPadOS.



Taking a call on a locked iPad; slide to answer.



On an unlocked iPad, tap a button to accept/reject the call.



Taking an iPhone call, iPad style.



### **Spotlight** Searches and More

Spotlight Search can do more than you think. A Spotlight search can launch an app, look for a person in Contacts, find pictures in your Photos app and lots more. Here's how to use the excellent Spotlight feature.

### **Searching for Photos**



Type (or at least, start to type) 'Photos' and you can open the Photos app, or see photographs taken from apps, including the Photos app. Tap Show More next to Photos from Apps to see more pictures.



You can look for specific subjects within your photos if you wish. Here we've searched for 'cats'. In the search results are pictures taken from the Photos app; tap Search in App and you see the results in Photos.



You can be more specific too. By searching for 'Cat Person', for example, we see pictures that contain both cats and a person or people. Of course, we could use that search in other apps too, such as Mail and Safari.



### **Accessing Spotlight.**

To access the Spotlight feature on your iPad, swipe down with a single finger from the Lock screen or the Home screen. Only a short swipe is needed. Swipe on the middle of the screen, not the top, or you open the Notification Centre instead of Spotlight. Tap that Search field in the Spotlight window.



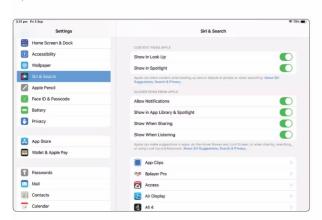
### **Other Spotlight Features**



You can search for and open an app from Spotlight, but also install and delete them too. Enter the name of an app you don't have installed, and you get an App Store link. Tap it to go straight to the app.



Search for someone in your Contacts app, and you see their name and/or photograph in the results screen. You can send a message or start a video or audio call from here, or tap the name and see more details.



To customise your Spotlight feature, go to Settings > Siri & Search. Scroll down to the section titled, Content from Apple. Here you can choose whether to include Apple-curated content in the Spotlight search.



To delete an app from Spotlight, type the name of the app in question, and when its icon appears, tap and hold it. A pop-up window appears. From here, you can share the app using the Share icon, or delete it.



Tap the mic in the Search field to dictate your search instead of typing it. You can ask questions in Spotlight, and potential sources of an answer are offered. Tap Safari, for example, and the question is automatically searched for.



Lower down, tap an individual app and you can turn off 6 'Show App in Search' and/or 'Show Contents in Search' to stop that app, and/or contents curated from it, from appearing in Spotlight searches.

### Adding Games Controllers

In a great feature of iPadOS 15, you can now pair a wider range of controllers with your Apple tablet. The iPad is at last becoming a serious games machine.

Apple introduced controller support with iPadOS 13.4, which launched along with the Apple Arcade gaming subscription service. iPadOS 15 takes things a step further. The range of joypads has been increased, with support for Microsoft's Xbox Elite Wireless Controller Series 2 and Adaptive Controller being added. New controller features added for iPadOS 15 include custom button mapping, force feedback and speciality features like motion sensors, lights and battery level.

Mouse and trackpad support is no longer a throwaway feature tucked away in the Accessibility options. The new operating systems bring support for the mouse and trackpad to the fore, with better, more highly integrated options. The iPad can, for the first time, register multiple key presses. This is essential for some games. In first-person shooters, for example, it means you can move and shoot at the same time and in platform games, you couldn't previously tap the Jump button without letting go of the direction key first. To make use of these exciting features, you must first pair your controller or keyboard with your iPad. This is achieved in the following ways.

### **Pairing a Sony PS4 Controller**

On your PlayStation 4 controller, press and hold both seconds, the controller's light flashes white, showing it's in pairing mode.

On your iPad, go to Settings > Bluetooth. Switch it on if necessary. You see a list of devices currently paired you see DUALSHOCK 4 Wireless Controller listed.

Tap DUALSHOCK 4 Wireless Controller and agree to pair it with your iPad. It can now be used with compatible games.



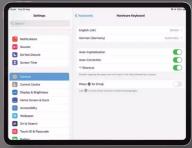


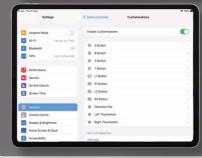
### Pairing a Mouse **Keyboard Trackpad**

Make sure the device you wish to doesn't, it cannot be used with your iPad in this way.

Follow the manufacturer's instructions for putting the device into pairing mode. All devices are different in this respect, so we can't be more specific.

Settings > Bluetooth. Under Other Devices, at the foot of the screen, you should see the device you're pairing. Tap it and then agree to have it paired in the pop-up window.





### **Customising** Control

When you've paired a mouse or trackpad with your iPad, you can go to Settings > General > Trackpad & Mouse and configure it. Settings that can be configured include tracking speed, natural scrolling and secondary click. If you've paired a keyboard, go to Settings > General > Keyboard > Hardware Keyboards for a similar set of options.

After pairing a games controller, go to Settings > General > Game Controller > Customisations to change button configurations.

Microsoft controllers cannot be used), press the Xbox button on the top to switch it on, then press and hold pairing mode.

On your iPad, go to Settings > Bluetooth. Make sure you'll see the Xbox Wireless Controller.

Tap on the Xbox Wireless Controller link and agree to pair it with your iPad. It can now be used with compatible games.



# Read

# TRICKS & TIPS







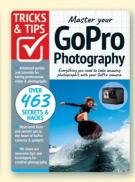






















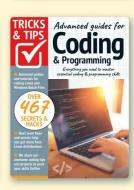












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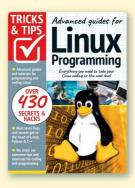




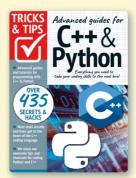














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