

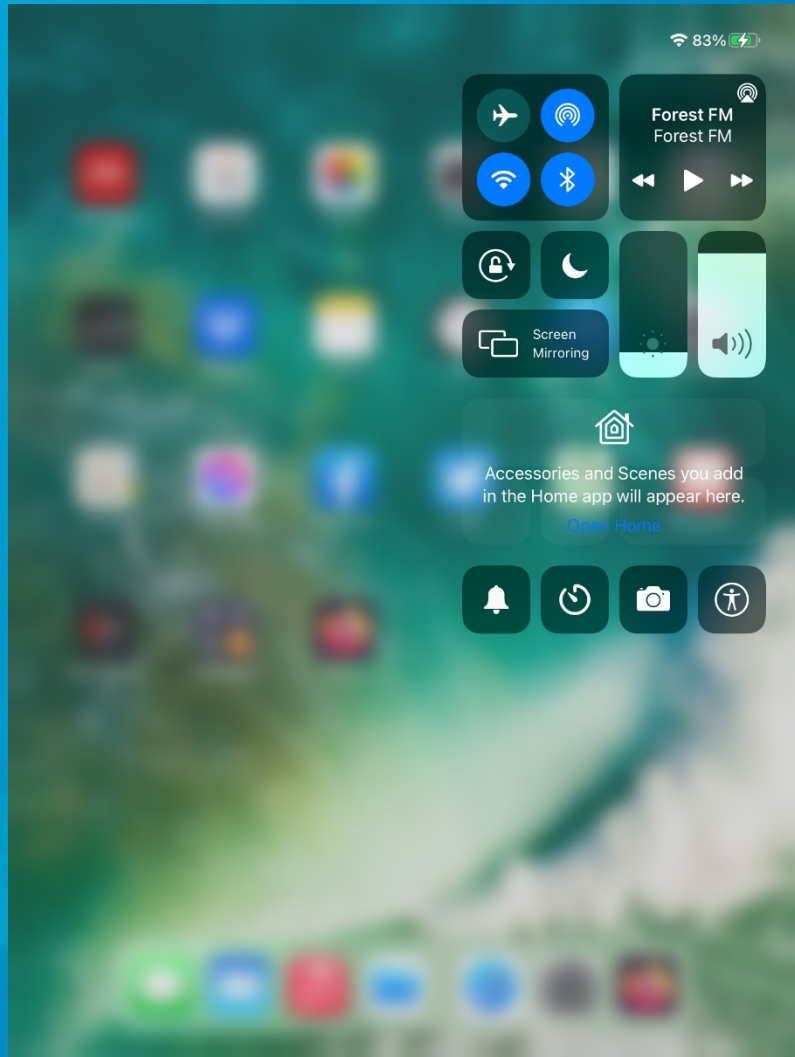
Hillingdon u3a Computer Club

iPad and Mac Tips, Tricks
and Timesavers



January 2022

Control Centre gives you a set of tools to manage some of the much used feature on iPads & iPhones.



To access the Control Centre, swipe down from the top right of the screen (where the battery level icon is).

Features;

- Volume
- Screen Brightness
- Airplane mode
- Do Not Disturb
- Rotation control
- Alarm
- Apps like player, camera (Option changeable in Settings)



- **Folders** are a great way to help keep apps organised on iPads & iPhones.



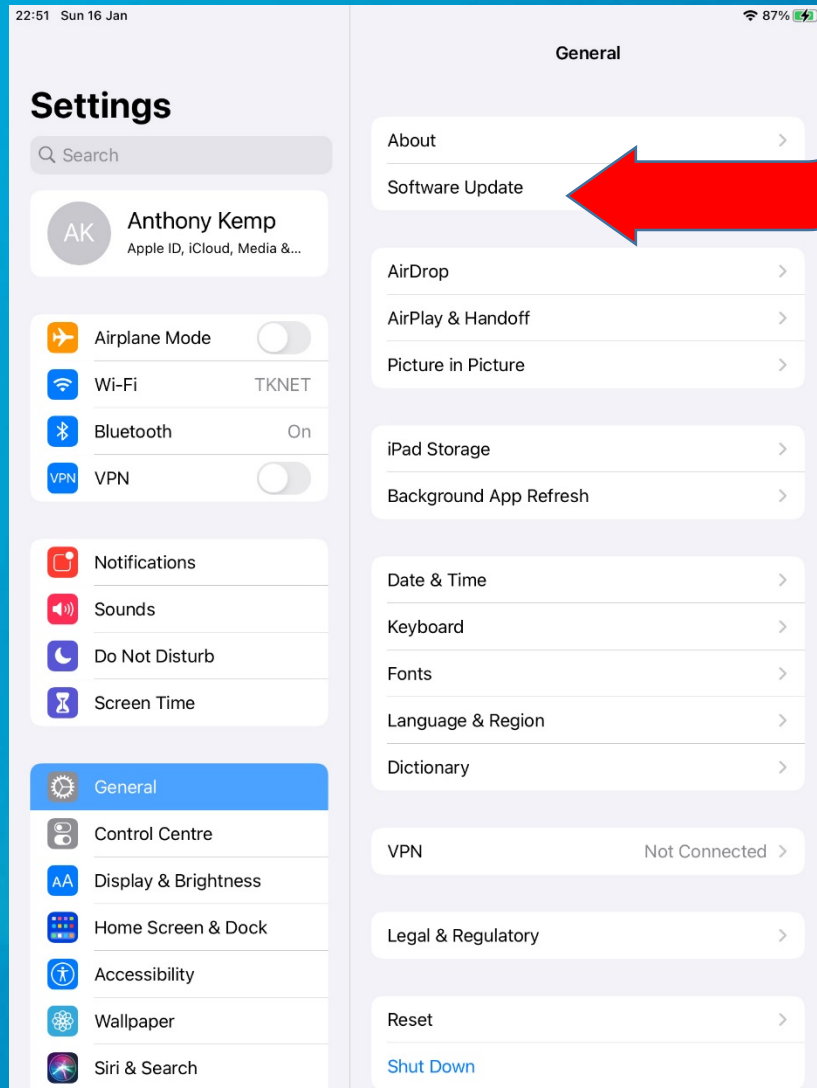
Tap and hold on an app icon, select Edit Home Screen and then drag one icon on top of another to create a folder

You can also change any icon position by selecting Edit Home Screen to make the icons jiggle .

Then tap and drag to new position



- **Software Updates** are need to keep your iPads & iPhones up to date.



By tapping on the Software Update option in the General section, your device will be able to find and update your iPadOS without the need to connect your device to a computer at all



Spotlight is a system wide desktop search feature and it's on Mac's & iPads.

On a Mac, there is a magnify glass icon on the Task Bar (top right).
Shortcut - Command +space



On an iPad go to the Home Screen & pull down from the very centre of iPad's display, not from the centre of the top bezel.

Spotlight can do unit conversions for you such as pounds to kilos or Euros to GBP.

Just type in 22 Euros and it will give you a GBP conversion



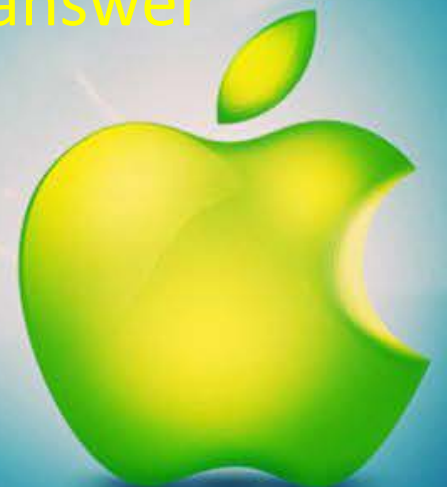
Siri is the voice activated query & task tool on Mac's & iPads.

On a Mac, there is a multi coloured circle icon on the Task Bar to select (top right) or Shortcut – hold Command+space



On an iPad & dependant on settings, say “Hey Siri” or press the Home button.

Siri can tell you loads of stuff like the weather, time. It can answer questions like “tell me a joke” or need a decision, ask it to flip a coin, roll the dice or pick a number. Of course it can also launch apps for you.



Need a Screen Shot ?

On a Mac, the Shortcut is Command+Shift+3 for a full screen or Command+Shift+4 for a section of the screen

On an iPad hold the Home button and press the on/off button (either way round).

By touching on the image, the iPad will bring up it's simple image editor to crop.

On the Mac it will default save the image to the desktop
To change - go to Screenshot app – options menu

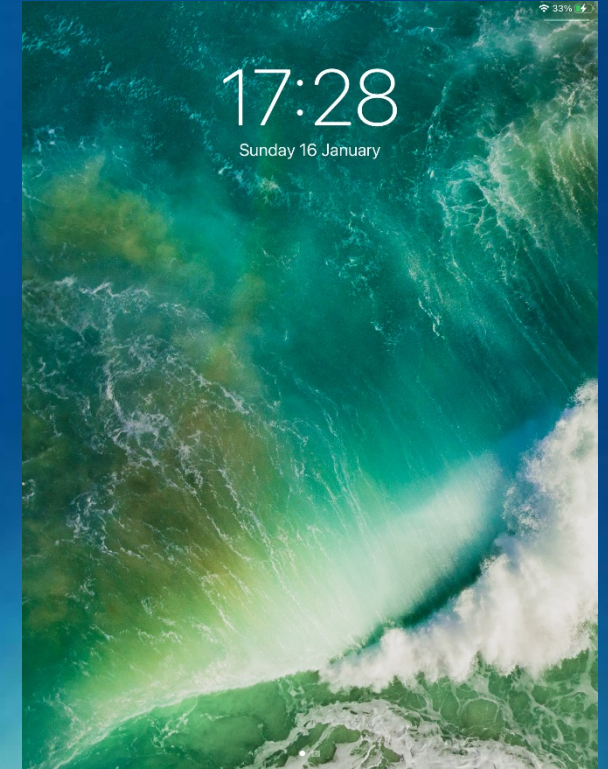


Need a quick photo on the iPad

After power on at the lock screen,
swipe left to go straight to the Camera App

By touching on the image, the iPad will bring up it's
simple image editor to crop.

On the Mac it will default save the image to the desktop
To change - go to Screenshot app – options menu



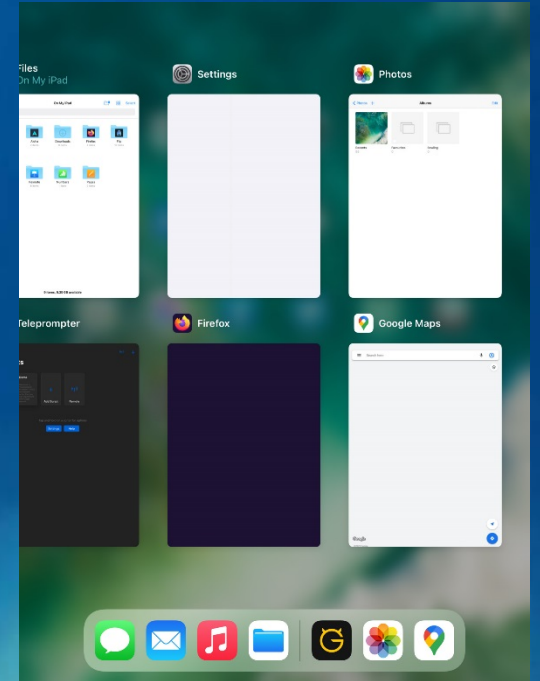
To close a live Application on the iPad

Double click the Home button to see the Apps Running Screen. Swipe right to see more.

To open an App just touch the app image.

To close an App touch and swipe up

Touch the Home button to go back to Home screen.



Widgets on the iPad & Mac

A Widget is a quick way to access certain information from apps without having to open the app itself.

E.g. Calendar. This provides a quick view of the calendar and appointments without having to open the Calendar application.

Widgets are shown on the Home screens or desktop.

On iPad Home screen, swipe right and click on edit to add a widget.

On a Mac, click on the date/time area on the task bar then click on edit Widgets

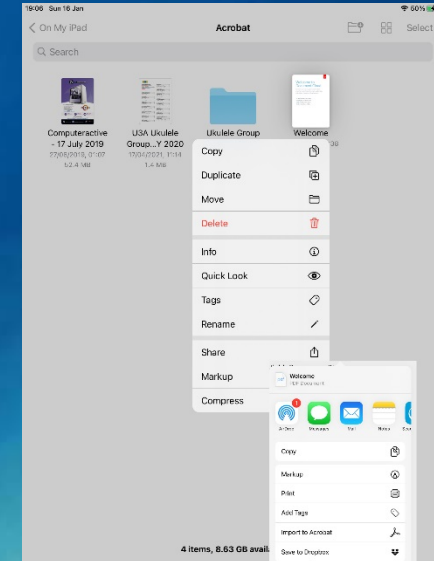


Air Drop on the iPad. iPhone & Mac

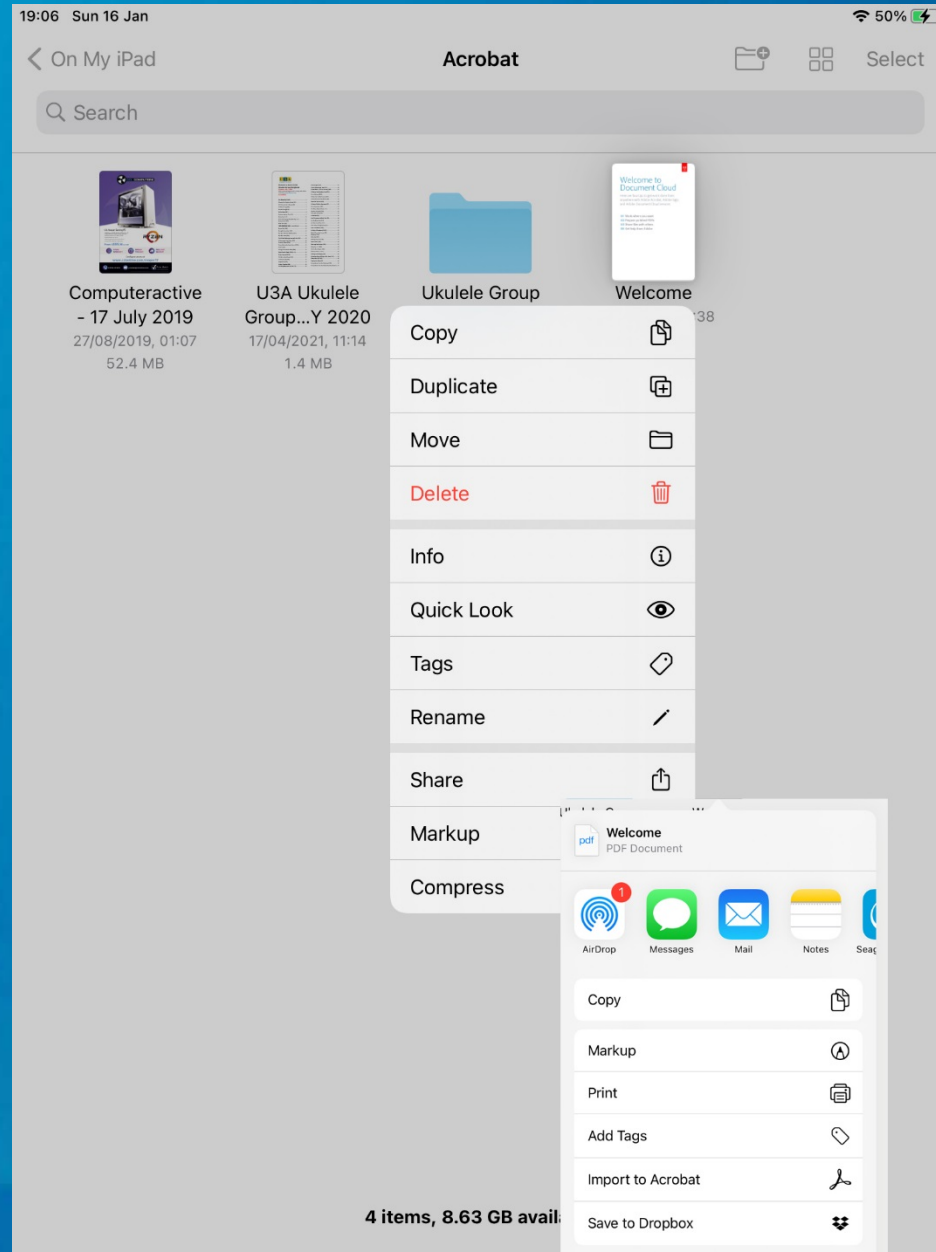
Need to transfer files between your iPad, Mac or iPhone. Air Drop is Apple's on-click file transfer app.

On all devices open the options on a file
i.e. right click on the Mac or touch the file on
iPad & iPhone then select share> Airdrop
and select the device you want to copy the file to.

This will automatically send the file to the other device



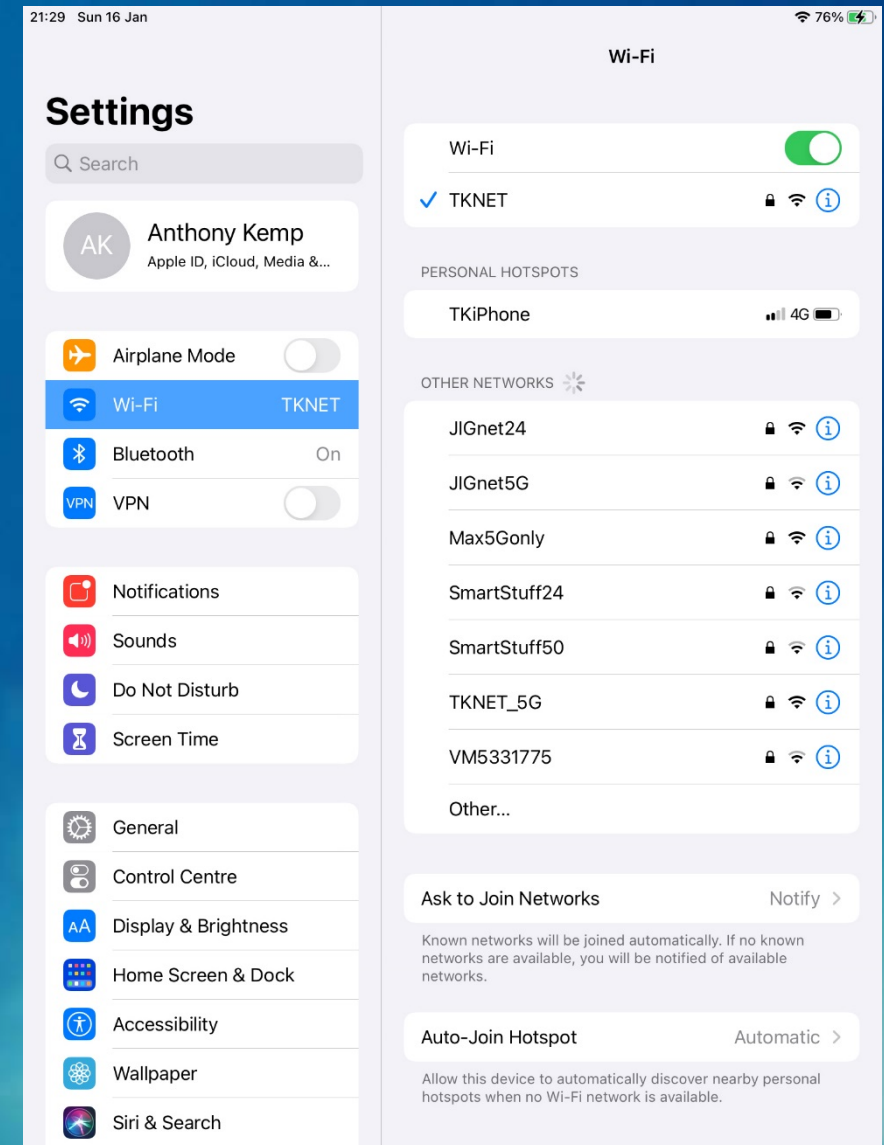
Air Drop on the iPad. iPhone & Mac



Use your iPhone to get online

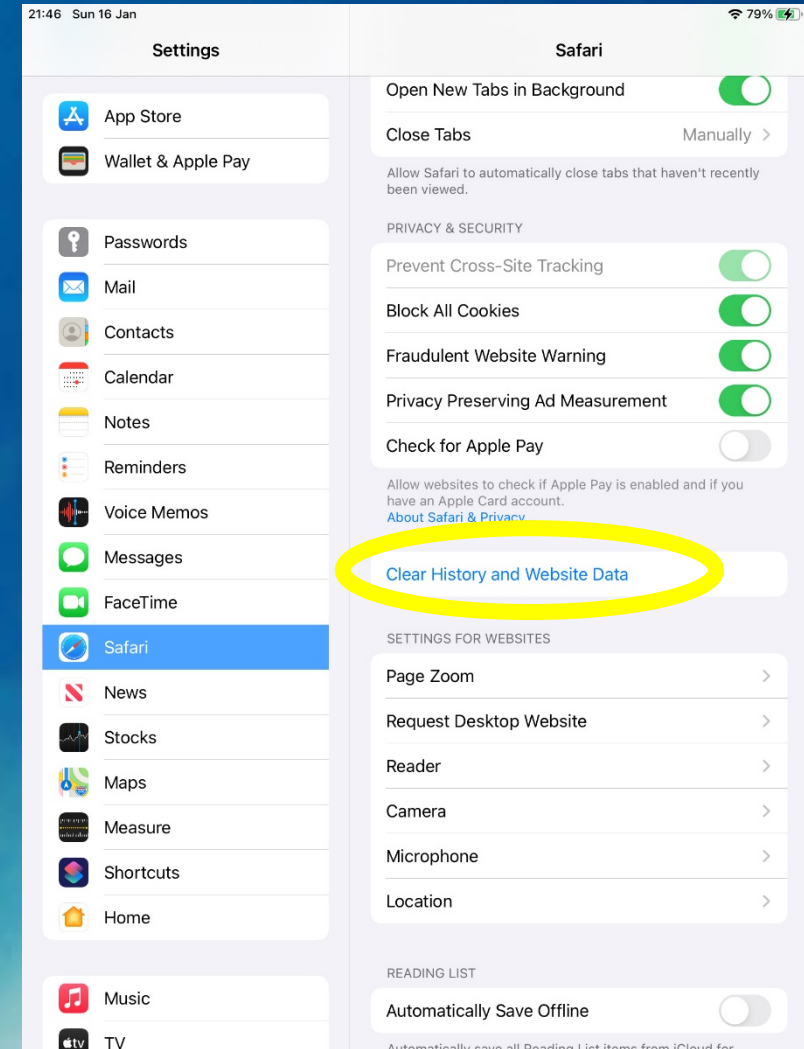
Go to iPhone Settings>Personal Hotspot and turn it on.

Now if you want to connect say your iPad to the internet over Wi-Fi, find the Wi-Fi network created by the iPhone in your iPad's or Mac Wi-Fi options, select it, and enter the password set in the iPhone.



Cover your tracks in Safari

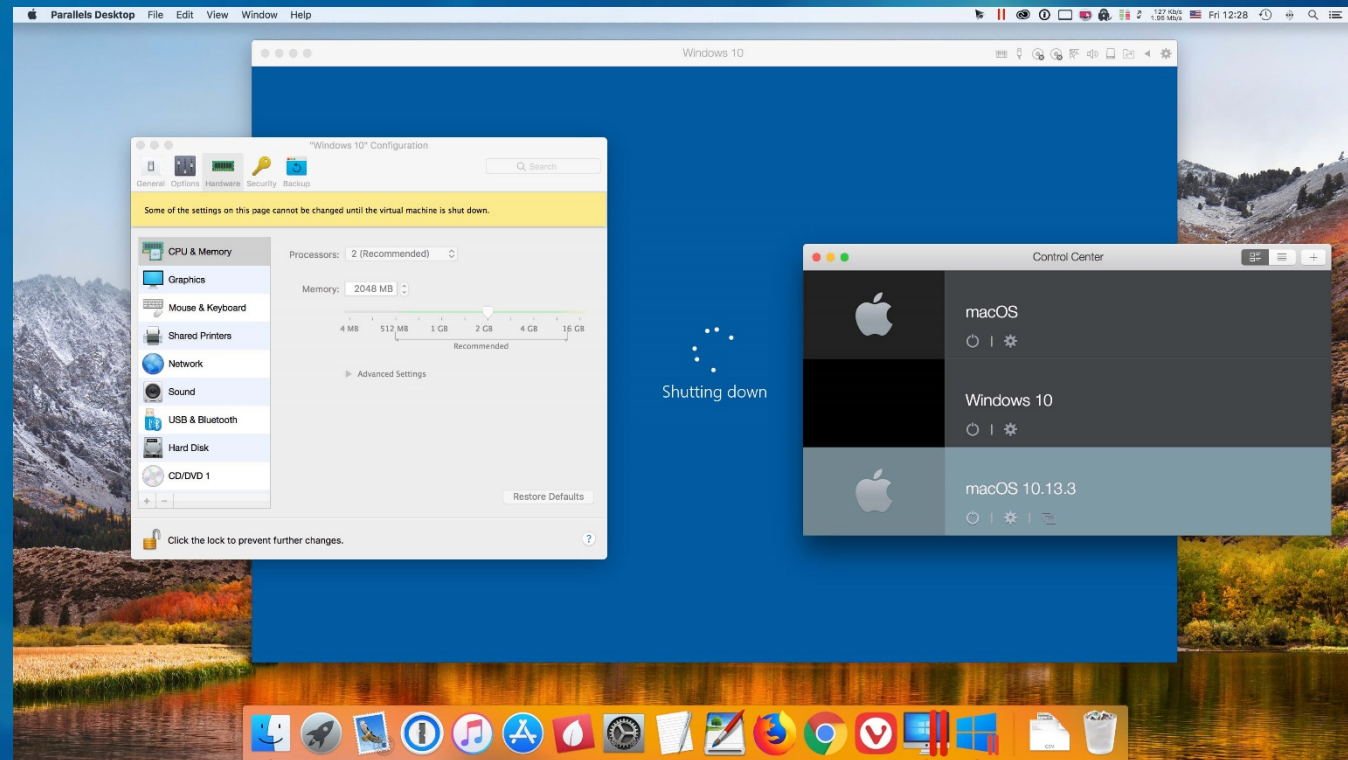
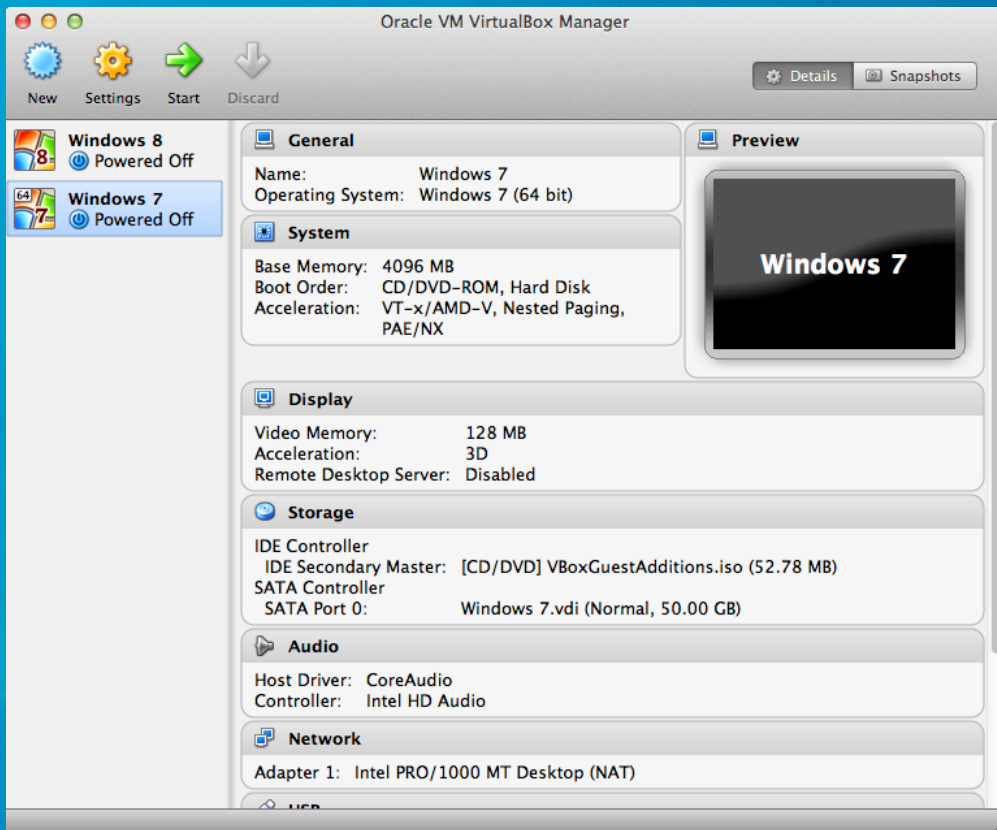
You can remove some or all of your browsing history in Safari by opening Safari Settings in iPads and History in Macs and clicking on the Clear History button. In the Mac you can delete the last hour, the last day, the last two days, or all history.



Run Windows on your Mac

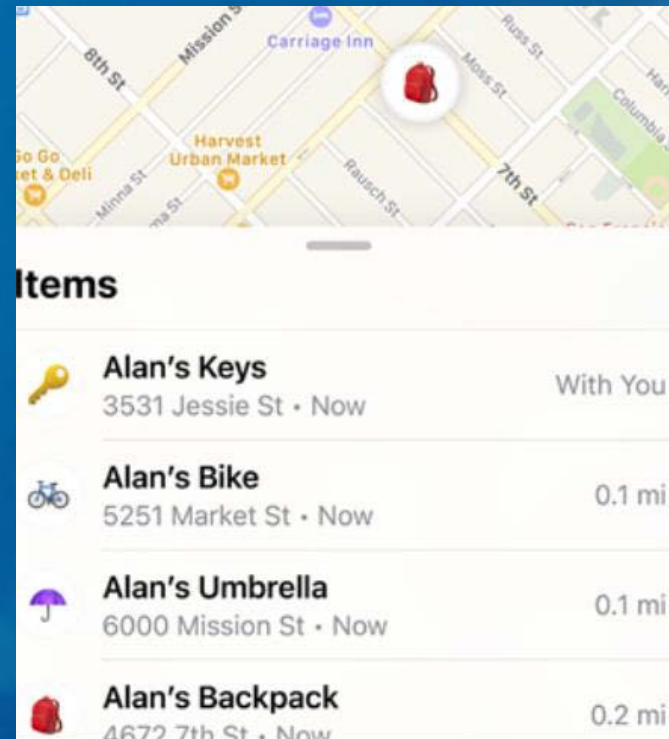
Intel Macs can run Windows natively via Boot Camp

But you can also use a virtualization app such as VirtualBox or Parallels Desktop to run Windows apps on your Mac desktop



Apple Air Tags

- Apple “button” called Air Tags
 - Locates any thing you attach it to
 - Keys, Backpack, Car, Child?
-
- Uses U1 chip to locate your tag using the *power of everyone's* newer iPhones with the U1 chip
 - Batteries last one year
 - Needs IOS 14.5 i.e. 6S & later
 - £29 each or £89 for pack of 4



What can be done with a few iPads

North Point iBand - Christmas Concert



The End