

Notes from iPad Sessions

10 August 2020 to 14 December 2020

INDEX

(Tap on the appropriate date to view the required session's notes)

14 Dec 2020	Changes to the iPad Photos App following update to iPadOS 14.2
09 Nov 2020	Using Google: A Discussion
12 Oct 2020	iPadOS 14, Initial experience; Google Lens; iPad Storage
14 Sep 2020	Google on Safari
10 Aug 2020	AssistiveTouch (AT)

Notes from the iPad Zoom session held on 14 December 2020

Today we looked at some of the changes to the iPad Photo App following the update to iOS 14.2.

There is now a sidebar, making it much easier to organise photos.

Under the LIBRARY heading, at the top of the sidebar, the YEARS, MONTHS and DAYS are displayed more clearly, so photos can be found quickly.

If any photos have been deleted, the heading UTILITIES will appear on the sidebar; tap on the little blue arrow next to that, so it points down, and RECENTLY DELETED will be shown. Tap on that, and you will see the photos you have deleted, each with a note telling you how many days are left before they will disappear. If you tap on a photo, you will be given the option to restore it (or to immediately delete it permanently). The 'restore' option is vital if you accidentally delete a photo that you wish to keep.

MEDIA TYPES is another heading that is useful; keep the blue arrow next to it pointing down, so that you can see the Albums SCREENSHOTS and VIDEOS displayed. Tap to see what you have saved in each album. This is an improvement, as previously screenshots and videos were not so easy to find.

The ALBUMS are listed, by name, in the sidebar, and it is now possible to drag and drop a photo into an album.

Another method of adding photos to an album is to select one or more photos, so each has a little blue tick in the corner, and then tap the 'share' icon (the small square with an upward arrow).

Among the many options that will appear is 'Add to album' (you may need to scroll down to find this). Tap on that, and all your albums will be displayed; scroll down until you get to the album that you wish to add the photos to, tap on it, and you will see the photos drop into it.

At the base of the sidebar is a blue 'add' sign, next to NEW ALBUM – tap on that to create a new album.

Creating CAPTIONS for photos is a new facility; tap on a photo to load it to full size, and gently stroke it upwards; a bar will appear underneath, with the words: 'Add a caption'. Tap on the bar, then type in a title for the photo, and tap 'Done' in the top right corner.

Doing this enables you to use the SEARCH facility, higher up on the sidebar (it has the symbol of a magnifying glass next to it). Tap on that, and a bar will appear, with the words 'Photos, People, Places'. Tap on that, then type a word from the caption of the photo you wish to locate. Your photo will appear!

(In the discussion following this demonstration, it was found it was not always possible to create a caption for photos that had been transferred from a laptop, or from an attachment to an email.)

The updated Photos App offers even more possibilities than those explored today, which we will no doubt discover as we use it.

Any problems following the update to iOS 14.2?

Several people reported difficulties with 'Outlook' after the update; it was hoped that the next update would result in these being resolved.

Useful advice

If your iPad appears to have 'died'

From Mike: My wife's iPad, after charging overnight, would not 'wake up' and just had a black screen. This was solved by holding the 'on' button and the home button for 15 seconds or so. Following this the iPad screen showed a graphic of it being plugged into a desktop computer. I did this and it opened iTunes. I followed the instructions displayed on the screen via iTunes and all was well.

Charging the battery more quickly

From Ashley: Plug the charger into the iPad as usual, to re-charge the battery; then, hold the on/off button down for a few seconds until you see 'slide to power off' displayed. Slide your finger along the bar to completely switch the iPad off. Leave it switched off while charging. (You will need to switch the iPad on again to check whether it has charged; it is best to stop charging after 80% has been displayed, and before reaching 100%.)

[Return to Index](#)

Notes from the iPad Zoom session held on 9 November 2020

USING GOOGLE: A DISCUSSION

At our September Zoom meeting, Ashley told us about Web Apps, accessed from the internet.

These are in addition to, and maybe different from, the Apps that are installed from the App Store.

In October, when we looked at the iPad's Google Photos App, we found that it had different functions to the Google Photos App that is accessed via the internet, EVEN THOUGH THE ICONS LOOK THE SAME.

At this meeting, we looked at the differences between 2 Google Apps (with identical icons), when loaded via the internet or when loaded via the iPad Home Screen.

1. The Google home page, with the search bar:

First, as a Web App - tap on Safari, and type 'Google' in the search bar.

The page that will load is the Google Home Page.

Note the 9 dots in the top right corner - the Google App Launcher.

Tap on that, and all the Google Web Apps icons will appear at the righthand side..

Secondly, contrast that with the Google Home page that is loaded via Google's 'G' icon on the iPad: it has the search bar, but the '9 dots' are not there.

2. The Google Photos App:

Firstly, look at the Google Photos App that is accessed via the internet.

As before, tap on Safari, type 'Google' in the search bar. Then tap on the '9 dots'.

Google Photos is among the Apps that appear.

Tap on that to load the internet version of Google Photos.

Notice the list of options on the left.

When you tap on an individual photo, the icon for Google Lens, which we talked about at our October Zoom Meeting, is not there.

Secondly, contrast the Google Photos App on the iPad Home Page.

The same photographs are there, but there is no list on the left, instead 3 options are displayed below.

When you tap on an individual photo, 4 small white icons are shown at the base.

One of these is Google Lens, which we discussed last month (see notes for October 2020).

These are just two examples of how differently Google functions on the internet and via the iPad Apps.

Also, Ashley mentioned in September that he had discovered that gmail also works in different ways, depending on whether it is loaded via the internet or through an iPad App.

A discussion followed, as a result of which we concluded that each person should decide on the Apps that suited their purpose best. The main thing is, to be aware that iPad Apps and web Apps may function in different ways.

The meeting concluded with us all expressing our gratitude to Ashley, who set up the iPad group over four years ago; he has extended our knowledge and helped us to develop our skills. Thank you, Ashley.

Next meeting: Monday 14th December at 1.30pm on Zoom.

Topic: Changes to the Photos App following update to iOS 14.2

Jean

[Return to Index](#)

Notes from the iPad Zoom session held on 12 October 2020

1. Initial Experience with iPad OS 14 (Peter)

WHAT'S DIFFERENT IN iPadOS 14?

Once I converted to iPadOS14 it was quite difficult to remember what iPadOS13 looked like.

- Incidentally, I first updated to iPadOS 14.0 and found the iPad hung up when I opened iTunes. A few days later, Apple released iPadOS 14.0.1, which I loaded and everything seems to work fine now. No problems encountered so far (fingers crossed).

- I don't use many of the features in iPadOS – so they may have changed, but I wouldn't ever notice.

- I did notice minor changes to:

o the way emails were displayed

o the method for changing the time and date on calendar entries (it's better now)

o Siri (less intrusive)

o Notifications (less intrusive)

- When I looked up Apple's official information on '14, it was very detailed.

Much of it made little sense to me because I don't use many of the features anyway.

Here is the link. Open it up and I hope you'll see what I mean: -

<https://www.apple.com/ipados/ipados-14/features/>

- I therefore relied on information from the internet which listed some of the more important changes. Here is a link which I found quite useful: -

<https://www.pocket-lint.com/tablets/news/apple/152649-apple-ipados-14-all-the-key-new-ipad-features-explored>

- Would I recommend changing to Version 14? - I don't see any problems with it. It looks a bit different in places and I'm sure the really expert iPad users will appreciate some of the more advanced improvements which they can make use of.

Conclusion – you are not missing anything if you don't update and, if you do, there shouldn't be any problems adapting to the new layouts. If you feel adventurous, then give it a go – what's the worst that could happen????

Footnote (Ashley): I am grateful to Peter for his pioneering work on this and his early experience using version 14. This underlines our standard advice of waiting at least until version xy.0.1 (in this case 14.0.1) or even xy.0.2 appears before updating), assuming that your iPad can accept the next version. I have now updated to 14.0.1. but I had to of-load some apps and delete others – see under iPad Storage, below, for an explanation of these terms.

2. The Google Lens App (Jean)

At our September iPad Zoom meeting, we discussed the Google Lens App, and wondered why most of us were unable to find it on the iPad. It was not in the App Store, nor among Google's web Apps.

I said that I would investigate; this is what I found out:

Sometime in 2019, the Google Lens App was rolled out, bundled with the new version of Google Photos, and discontinued as a stand-alone app.

(N.B. This is the free version of Google Photos, as introduced to us by Ashley on 13th May 2019. It is **NOT** the version of Google Photos included with Google Drive.)

In order to use the Google Lens App, ensure that you have the latest version of Google Photos installed; if you are installing it for the first time, make sure you follow Ashley's instructions in his notes for 13.5.2019. It will then provide free back up and sync for all the photos you take on your iPad. If you already have an older version of Google Photos, it may be necessary to un-install it in a way that does not delete its data. (Fortunately, this procedure was explained to us by Ashley later at this meeting – see presentation 3). Then re-install it.

When you view an image in Google Photos, you will see several small white icons along the base. The Google Lens icon is a white circle surrounded by three curved lines with a small white circle in the lower right corner. Tap on that, and it will offer you information. For example, if it is a photo of a plant, it will identify the plant; if you then tap on 'More results', it will inform you where it can be bought, and sometimes offer tips on cultivation.

This facility is especially useful when wishing to buy unusual products; take a photo of the item, and Google Lens will inform you where it can be purchased, and at what price!

The next question to be investigated is: why are there two versions of Google Photos, one part of Google Drive, the other a free backup and sync? To be discussed next time!

3. Any iPad Problems? (Ashley)

As explained during the meeting, I would like to make this topic the part of the session, where we can tackle/discuss iPad problems that you have encountered each month.

I am very conscious, however, of the possibility that some of you may feel somewhat shy or inhibited by the prospect of raising such matters in “open court” on Zoom.

One way round this is for you to email me about your iPad problem (hopefully well in advance of the next meeting). I can then decide whether others in the group may be sufficiently interested in the subject to merit discussing it with the other helpers with a view to preparing to give a mini-presentation on the subject during the next Zoom meeting or to answer it by email – or both.

I have no problem at all with the idea that you can remain anonymous throughout the exercise and will clarify this point with you during email exchanges.

iPad Storage

Pauline emailed me concerning a very interesting problem regarding lack of storage space on her iPhone, which in turn led on to my uncovering a veritable Pandora’s box (OK, I exaggerate a little) of helpful information on the matter in the context of the iPad, which I’d like to share with you today.

This comes very neatly under the heading “Any iPad Problems”, and which we last looked at on 10 June 2019. It was time for a re-fresh.

To explore “iPad Storage”, go to ‘Settings’, then ‘General’ in the left-hand column, then ‘iPad Storage’ in the right-hand column.

Near the top of the resulting right-hand column, you will see the total space used and the capacity of your iPad. Just below that is a small graphical display showing the categories taking up your used space – System, Apps, Mail, Photos, iCloud Drive and Other.

Below that, the column gives a list of the installed apps, together with information about when each was last used and how much space each is taking up. Such information is a good guide to help you decide whether to remove an app or not! Note that you cannot

remove so-called default apps, that is apps that were already installed on your iPad by Apple, when new (factory conditions).

To remove an app that you installed, first touch the required app showing in the right-hand column. You will then be taken to a summary of the app's details and two options below:

“Offload App” and “Delete App”. Read the description given below each option to help you decide which to action and then proceed to touch the appropriate one. It boils down to “Offload”, if you might want to install the app again and “Delete” if you are never likely to want to use it again. Of course, in the case of the latter, you can simply re-install any particular app from scratch, just as you did with that app in the first place,

In light of the above, it is probably fair to add that these methods of app removal are a more considered way of performing the action than going to the desktop, long-press on the target app and touching the small app on the jiggling icon.

Next Month's Presentation Topic:

It was proposed that the next presentation topic should be:

“Signing on to Google” and Exploring the Result”.

[Return to Index](#)

Notes from the iPad Zoom session held on 14 September 2020

Version Numbers

The latest version numbers that I have installed on my iPad are:

iPadOS 13.7 and Zoom 5.2.1

Google on Safari

At first sight, this presentation topic may not seem relevant to some of you, but, if you see it through, you may be pleasantly surprised.

Perhaps to varying degrees, we are all familiar with the idea of using the App Store on the iPad to search for an app that we can use to help us with some aspect of our lives, whether this concerns a game, an interest, a hobby, a pastime, travel, etc., it is worth searching the App Store for an app that may help us with these. I have often said that looking for such an app “is only limited by our imaginations”. Perhaps I should also have added “and by Apple’s ability to provide it”.

What is less well known, however, is that some apps can also be run in a browser window – a web app – on the iPad, without needing to download and install them on our iPads. (By the way, this can also apply to PCs.)

“So what?”, I hear you cry. Well, there can be important feature and function differences between what an installed app on our iPads offers, compared with its equivalent running in a browser window.

The Gmail and the Zoom apps are examples of these.

Let us explore such differences by looking at some of the features in the Gmail app on the iPad and comparing them with those offered by Gmail running on the Apple browser, Safari, on the iPad. (Hint: Enter mail.google.com in a Safari address window)

Please note, that I am not advocating moving to Gmail here, as your email provider. There is absolutely no need to use the email part of

Gmail, in order to benefit from the other facilities offered there. I simply want to use it to demonstrate how feature and function differences can exist between the two forms of the app.

This might encourage you to investigate whether apps, that you use on your iPad, might also have equivalents on Safari and, if so, whether they offer additional worthwhile features, sufficient to encourage you to use the version on Safari rather than the App Store version – which you can then subsequently uninstall, thereby freeing up storage space.

I'll start by showing you the opening screen of the Gmail app and then the view of Gmail on Safari.

The URL for the Gmail web app is:

mail.google.com

and for Google apps, it is:

<https://about.google/intl/en-GB/products/?tab=mh> (scroll to bottom)

In the Gmail on Safari screen, in the top right-hand area, look for the small square of nine dots. This is known as the Google app launcher.

Touch it to reveal a large number of Google web apps. You will already be familiar with “Keep” from a previous presentation. Touch it to launch the web version of “Keep” and you will see the notes that you have saved in “Keep”.

Feel free to explore other apps revealed there. I use it frequently to launch YouTube, Drive, Calendar, Translate, Photos, Docs, Contacts, Keep and Sheets. For example, I use the spreadsheet app “Sheets” to record our attendance at the iPad sessions. I can then see it on all of my devices – smartphone, iPad, laptop and desktop. This, of course, is true for all of these web apps.

I have also experimented with “Meet” with my daughter and found that it offers interesting possibilities as an alternative to “Zoom”.

“Notes from Previous iPad Sessions”

At the beginning of last month's session, I mentioned that I was considering splitting the above document into two. This was partly because the document was becoming unwieldy (around 1.5 MB in size), partly because of the shock of seeing the font in the then existing Word DOC document converted, without warning, to some kind of Wingdings font and partly because all of the hyperlinks in the index table had been removed.

I, therefore, decided that the existing PDF document (still OK, thank goodness), already on the iPad part of the U3A website, should have its name changed permanently to: "iPad Sessions Notes- 08Aug16 to 13Jul20", to cover the period from 08 August 2016 to 13 July 2020. The "Notes from ..." for subsequent sessions would then appear in a second similar, PDF document, now added to the iPad part of the U3A website, and named: "iPad Sessions Notes- 10Aug20 to 14Sep20", to cover the period starting with 10 August 2020 and changing monthly. For example, after the October meeting, it will be re-named: "iPad Sessions Notes- 10Aug20 to 12Oct20" and so on.

Topic for next time.

After some discussion, it was agreed that Jean would give a presentation entitled:

"Exploring Google Web Apps"

[Return to Index](#)

Notes from the iPad Zoom session held on 10 August 2020

Preamble

We had a rocky start to this session. Firstly, when I tried to create the meeting schedule on the previous Friday, the iPad line was not showing in the Zoom meetings area. It had obviously been there last month, so that the previous month's meeting could be scheduled. I ended up having to re-create the recurring iPad session. Fingers crossed for next time.

Secondly, I had difficulty in letting two of the group out of the waiting room. The answer to this seems to be that meeting hosts should not be changed until **all** of the participants were present on the screen.

Thirdly, (the good news), it was seen that the backup plan (of using FaceTime) whilst working on the waiting room problem of the missing pair, worked well. In fact, one of the missing pair was able to partially participate via FaceTime in the Zoom operation for a short while.

Finally, I explained about a problem (unexpected change of font to some kind of Wingdings, after updating Windows 10 to version 2004), that I encountered with the "Notes from Previous iPad Sessions" Word document. I post this as a PDF file on the U3A website. I said that I was considering splitting the document into two parts – up to, and including, July 2020 and August 2020 and onwards.

AssistiveTouch (AT)

Towards the end of last month's session, as well as in a subsequent email to all iPad Zoom members, the procedure for turning on AT had been given. This was repeated at the start of this part of the meeting (Settings, Accessibility, Touch, AssistiveTouch – On, a toggle switch).

We were reminded that this AT facility had arisen from the search for something that could be used as a pointer to take the place of the laser pointer, used in the CCC. Simply, by touching and holding a finger on the AT icon, it could be moved around the screen, like a pointer.

First, it was shown how the AT icon could be positioned adjacent to any of the four sides of the screen, but that, if moved away from any of these edges, it would automatically, when released (finger off), take up residence at the nearest left- or right-hand edge – whether in portrait or landscape mode.

Further experience of using AT on the iPad had shown us that it offered other features that could be of real benefit to the group. The presentation today was aimed at demonstrating a small handful of such features.

Next it was shown that, by simply touching and releasing the AT icon, a small black rectangular window, showing various options, was revealed. If no further action was taken, this window would disappear after about 30 seconds.

Touching the “Control Centre” option, in the four o’clock position, takes us to the familiar centre, where further, actions could be taken. Touching anywhere on the screen or the Home button takes us back to the desktop.

Next, touching the AT icon again and this time touching the “Device” option, in the two o’clock position, immediately followed by touching the “More” option, in the four o’clock position, offers us more options.

Here, touch “App Switcher” in the ten o’clock position, and you will be shown what apps are running in memory. You will recall that you can touch any of those running apps’ rectangles, to move straight to that app (perhaps after a brief refresh), or, you can slide a selected rectangle (app) up and off the screen to close it down.

Finally, by effectively repeating the procedure in the last two paragraphs, but touching “Screenshot” in the twelve o’clock position

and not “App Switcher”, a photo of the screen ‘below’ the AT icon will be taken (without the AT icon showing).

That is all I wanted to show you about the AT icon, however, Jean has taken the last action a stage further and discovered a very useful addition to her previous presentations on copying and pasting. Here are her notes on this very interesting addition.

Copying and saving documents using a screenshot. (Jean)

We have previously investigated several methods of copying and saving information, but this AT related one is different, in that it can be used to save documents directly into iCloud Drive.

(iCloud Drive is the iCloud equivalent of One Drive, Google Drive etc. It's App is a blue document file.)

1. Firstly, load the document, that you wish to save, so that it is showing on the iPad screen.
2. Then, take a screen print (also called a screenshot). There are two methods of doing this; one is by using the AssistiveTouch function and is explained in Ashley's notes for today (10.08.2020) above. The other is by pressing the Home Button and the On/Off button simultaneously. This will only take a photo of what is actually displayed on the iPad screen, and will be saved in the Photos App. If, however, the document is longer, even by many pages, you can copy the whole of it if you follow the following method:
3. As soon as the screenshot appears, look at the bottom left corner of the screen; a small window will appear. Tap on it – you will have to be quick, as the window isn't there for very long!
4. Look at the top of the screen – you have an option to save either just what is showing on the screen or all pages of the document. Tap on 'Full Page'.
5. Look at the top left of the screen, and tap 'Done'. In the window that appears, tap 'Save PDF to Files'.
6. A window will appear, saying ,at the top that your document will be saved to iCloud Drive. Tap 'Save' (in blue, top right corner).
7. To give your document a name, press the Home button to return to the Home Screen, and tap on the iCloud Drive App. You will see the document you have just saved in the left corner. Press and hold

on it. A window will appear, giving several options, one of which is to Rename. Tap on that.

8. In the window that appears, delete the text you don't need, and key in the title you want for the document.

The advantage of this method is that documents can be accessed on any computer, by loading iCloud Drive and entering your Apple ID and password.

... and finally:

The next meeting will be held at the usual time (13:30 to 15:30) and place (unless you are joining us from some exotic coronavirus-free holiday location) on Monday 14 September 2020, via Zoom.

It was agreed that the presentation topic should be:

“Google on Safari”.

[Return to Index](#)