

Discoveries & Queries: • Current iPad OS is 17.4 • AI>art "hallucinations" = unjustified by the training data.

A scenario for today: Imagine you are organising an event that involves a coach and admission charge, costing £10 to be paid in full, plus an optional meal at the venue for which a £5 deposit needed.

Advantages of Notes for lists

Notes lets you: access it **while using other apps** - e.g. via Roll Over or via the Control Panel. • **dictate** the list • compose on iPad and **read on iPhone** • change or re-order items • keep **categories** of Notes in a folder (e.g. a holiday To Do list) • make a note **private** by **locking** it (tap 3 dots in circle) • harder to lose.

Limitations: No tabs, no colour, cannot sort or count, does not do sums. Instead use Apple's Numbers.

A. One-column lists (e.g. People interested in the event?)

Text list. Open Notes, tap **pen on paper** icon for a new note. For practice today type a list of 12 names, mixed boys and girls. (Or if at home, tap microphone to left of spacebar and speak the names.) To change an item, select it then retype or dictate. **Undo** and **Redo** icons are at top of screen. There are 2 **Formatting** buttons for selected text: (a) **scroll down** the pop-up menu and tap **Format**. The options include **Indentation** and **Strikethrough** - a useful alternative to deleting items from list. (b) tap the **three dots** icon at top of screen and tap **Format** which lets you change list style to **Bullets**, **Numbers** or **Dashes**. List styles can be mixed. Usually easier to choose a style before typing the list. FYI: a numbered list starts from 1 at each level of indentation, but you can select items within a list (e.g. the indented items) and reformat with bullets or dashes. To **remove** bullets/numbers/dashes, select all the list and tap the Checklist icon twice. (c) To change a selected text list to a checklist, tap screen beside pop-up menu and tap checklist icon.

Checklist has special features. **Drag** to select the list just typed, tap the **Checklist icon** at top of screen and a circle appears on left of each name. (Usually simpler to tap the checklist icon before typing list.)

- **Resequence** Items in the checklist by dragging the circle up or down.
- **Ticks** appear if you tap a circle to show the item has been done. If you want these ticked items to move automatically to the foot of the list: **Settings > Notes > Sort ticked items automatically**.
- **Indent** Items in checklists by swiping the circle to the right. Can repeat this swipe several times for an item or swipe left if you change your mind. Later if you select item(s) and tap **3 dots > Format > Indentation** you can choose to **Decrease** or **Increase** the indentation.
- To return to a text list, select all items and tap the **checklist** icon at top of screen. Circles go but the indentation remains. *So the checklist option can be useful even when the ticks are not needed.*

B. Multicolumn lists (i.e. simple tables)

Tap the **table icon** at top of screen to see an empty 2x2 table. Either copy the names list and paste it into the first cell of the table or type names in first column and tap the Return key twice after each.

To **resequence** a row drag the **3 dots at left** of selected row. Similarly drag **3 dots at top** of selected column to re-order columns.

To **add a new row** within a table **double tap the 3 dots** on left of the row above where the new row is wanted and a pop-up menu includes '**Add row**'. If at the foot of the table, tap the keyboard return key in the last cell of the table and a new row appears.

To **add a new column** **double tap the three dots** above the column to the left of where you want the new column then tap **Add column**. *Practice: create columns headed Coach and Meal, then type Yes 8 times in the Coach column and type 6 Yeses in the Meal column. Can then drag rows to group appropriately.*

C. Accessing Notes

- **Pin** a note to the top section of the Notes list by swiping right on the note in the list and tapping the pin.
- **Search** Notes by typing in the **search slot** at top of the Notes list.
- **Folders** let you keep all notes relating to a project together - perhaps even a Lists folder! Tap a note, then tap **3 dots** icon > **Move note** > tap **folder name** (if it exists) or type a name for new folder.
- **Tags** created by typing **#word space** in the note. Can add several tags to a note. To search for tags, tap **sidebar icon** at top left of screen, then scroll down to foot of list of folders and tap a tag.
- **Customise** the Notes app via **Settings > Notes** and choose whether Notes opens with new note or most recent note, and also how Notes are sequenced, and whether to allow access from the Lock Screen.
 - To include Notes in the **Control Centre** for easy access from any app, **Settings > Control Centre**.
 - Add Notes to **Widgets** if you want to see an open note on the Home Screen.

PS. Apple's Numbers has more **sorting** options and does **arithmetic**. In Numbers drag to select cells then tap the **lightening flash in green circle** at bottom right and scroll down for options to Sort, Count and Sum, etc.