

## Discoveries and Queries

**Discovery.** Siri will open apps by voice e.g. "Hi Siri, open Photos". No need to open Siri first.

**Query.** Should we change the format of iPad meetings?

*Reminder: iPad offers different ways of doing the same thing; the choice (easier/faster) will vary with context.*

### On the Lock Screen and Home Screen

§ **Swipe down** to **search the internet**. Just type in Siri's search slot (e.g. *capital Uganda*) or use voice.

§ **Swipe right** to see and use **Widgets**. Handy for quick glance at apps (e.g. *weather/calendar*) which will open if tapped, but if on Lock Screen the iPad must be opened to use Widgets.

*For practice: the following steps let you add an app to Widgets (e.g. weather/calendar).*

- On Home screen swipe to see Widgets, tap and hold on a Widget then tap **Edit Home Screen**.
- Tap the **+** in top left corner and tap in list on left to select a Widget (e.g. Calendar)  
{Calendar can be customised in Settings. Why not add next month's iPad meeting to calendar? }
- Swipe left/right to **choose a size** for new widget, and tap **Add Widget**
- Tap **empty space** to stop jiggling.

To **remove** a Widget press & hold to see jiggling, then tap **minus sign** on the app to be removed.

To **resequence** Widgets, **drag** while jiggling. Also there is an **Edit** button at foot of Widgets.

§ Lock Screen only: **Swipe left** to open **camera**. Press Home button to close.

### Corner swipes in any app and on Home Screen

**Bottom left** swipe up at 45° right to take **screenshot**.

Unlike the screenshot button from Settings > Accessibility, this corner swipe app goes straight to an editing mode instead of showing a temporary thumbnail.

*For practice: Swipe up from bottom left to take a screenshot, then drag corners of photo to crop.*

*For more editing options: tap **Pen** at bottom left, choose a **pen** and **colour** then mark on photo with finger - e.g. circle or arrow pointing at something. Undo & Redo arrows are above pens. Eraser pencil among pens.*

- Tap **+** at foot of pen options, then tap **Text** to get a text box in middle of screen. Drag **text box** to where you want it. Tap text box twice for keyboard. Type something and change text colour.
- Tap **Done** and tap **Save to Photos**. There are more editing options in Photos.

**Bottom Right** swipe up at 45° left to see **Quick Notes**.

*For practice: Open Quick Notes (QNs). To drag a QN round the screen **hold the horiz bar** at top of window.*

*The window has icons at the top: the 4 squares icon shows previous QNs, the 3 dots in a circle has a menu includes **Delete**. Tap the **pen on pad** to create new QN.*

- Type, or Copy & Paste, info into this QN then tap **Done**, in top left, to close this QN.
- Retrieve a QN either by (a) swiping up from bottom right corner then swiping sideways thru QNs.  
or (b) opening the Notes app and scrolling to the top of the list of Notes.
- To choose whether QNs open with new note or last note: Settings > Notes > Resume Last QN.
- In Settings > Notes > Corner Gestures you can swap the apps in bottom left/right, and turn either or both of them off if you wish.

**Top right** swipe down to see the **Control Centre** giving you quick access to certain apps.

You can customise this panel in **Settings > Control Centre** where you can tap in **green** circle to include apps or tap in **red** circle to remove apps.

*For practice: add an app to the Control Centre (e.g. the type size app AA).*

- Open something that has text (e.g. email), then open Control Centre and see the effect of changing AA.

### Edge swipes in any app and on Home Screen

#### Top edge

§ Drag down to see **Notifications**. Flick up to remove. Tap any notification you want to see.

§ Tap top edge to **jump to top** of a long list (e.g. email) or long document (e.g. newsletter).

#### Bottom edge

§ Swipe up from bottom to the **centre** of screen to see **recent Tabs** which you can re-open or close.

§ Flick up to see the **Dock**. You can add apps to the Dock by dragging when the apps jiggle. Handy place to keep those apps you use often or want to refer to when using other apps (e.g. can keep Contacts here so it is handy when in email or messenger, etc).

*For practice: add an app to the Dock and **drag apps** to change their sequence in the Dock.*

*Caution. Tapping the minus when the apps jiggle will remove it from the Home Screen.*