Discoveries and queries

Quick apostrophes. To insert any 'dimmed' character when typing, slide your finger from the 123 key onto required key. The keyboard reverts to lower case when finger lifted. This may not be quicker if you are good at swiping down on keys.

WHO? - Contacts

The **Contacts** app can help in many ways. It enables completions of email addresses and lets you email by tapping the icon at top of a contact's entry. It automatically links with maps and calendar.

To create a new entry, open **Contacts** and tap **+** at top of list.

For practice create a new entry for **Mickey Mouse**: T **01446 123456**, E **mickeym@gmail.com,** Address **65 Cog Road, Sully.** Tap **Done** and a thumbnail map appears. Tap map to enlarge it and see that the details beside the map now include the postcode. Tap **Contacts** at top left of screen. Tap **Edit** then Scroll down and tap **+** beside **add birthday** and set date to **1 April 2020**. Scroll further and in the Notes box type = **film at Old School on 1st May**. Tap **Done** at top of screen.

• From top of Contacts list can **Search** for a contact, e.g. Mouse.

• Not right now, but to **delete** a contact, open that contact's info, tap **Edit**, scroll down to foot of details and tap **Delete Contact**. Probably a good idea to prune your contacts now and again because Siri will add new incoming email addresses from people/organisations you may not want.

WHEN? - Calendar

Open **Calendar** and in **Month** view look at 1st April where you will see Mickey's birthday listed. (If it is not there check Settings > Notifications > Calendar > Allow Notifications slide to ON.)

Via top of screen explore **Day**, **Week**, **Month Year** views. For today leave **Month view** open. A top left of screen are 4 icons: • 1st shows/hides the sidebar. • 2nd shows any invitations you have. • 3rd shows/hides list of calendar entries. Tap icon to remove list. • 4th, **+** sign, tap to add a new event.

For practice add the next iPad meeting on **28th April 2023.** e.g. Title **iPads**, Location **Old School Sully**, All day slide to **off**, Starts 2pm, Ends 3pm, Travel time 15 minutes, Repeat tap **Custom**, Frequency **Every month**, tap '**On the**' and scroll to the **fourth Friday**. Tap **Add**.

• To edit the Mickey Mouse entry: Tap Mickey's entry on 1st April (or type Mouse in search slot at top right to see a pop-up menu). Tap **Edit**, and change Old School Sully to **Memo, Barry**. Then scroll down to Notes, type **Pick up Pluto** and tap **Done**. (Could also make these edits in Contacts.) Note that **Delete Event** is at foot of this pop-up.

To **customise** the Calendar app go to **Settings > Calendar,** then choose the settings and features you want - e.g tap Start Week On then tap your preferred day, switch Location suggestions to ON, etc.

§ *Please note some features may only be available with iPad OS 14 and later.*

To **Print** from the Calendar it is simplest to take a screen shot and print from Photos.

WHAT? - Checklists in Notes

Checklists are useful for grocery shopping or keeping track of who has replied/paid for an event. Open **Notes** to see a list of your Notes on the left of the screen and a selected note open on the right. Above the open note are 8 icons. Tap the one on the far right, the **pen on paper**, to create a new note.

For practice tap the 2nd icon (two circles beside two lines) and type an 8 item list of fruit and veg, tapping the return key after each item. Tap **one item** and see that the circle has a tick in it.

• To **reorder** list items **tap and hold the circle** then **drag** to new position.

• Can use **indentation** to create groupings, e.g. for fruit and veg. To increase or decrease indentation swipe left or right on an item, or double tap the item and tap **Format** then **Indentation** then Decrease/Increase. **Format** also lets you make items Bold, italic etc. Add **bold, underlined** headings within the list. You can delete the circle beside any item.

• To move all checked items to foot of list, **double tap** a list item, **scroll pop-up menu left** and tap **Checklist,** then **Move Ticked to Bottom**. (To automate this: Settings > Notes > Sort Checked items > Automatically.)

• **Tip**: For frequently used lists you can keep a **'master list '**and copy it into a new Note for current use.

• To **print** a note, tap the **Up-arrow box** (5th icon at top).

• To **Pin** a note, making it easy to find in the top section, **Swipe right** on the listed Note and tap **pin**.

• To **Delete** a note **swipe left** on the listed note and tap the **waste bin**.

WHERE? - In the Dock

It is useful to have **Contacts**, **Calendar** and **Notes** in the Dock where you can find them quickly while using other apps just by swiping up from the foot of the screen. (Demo: check calendar while emailing.)

To add an app to the Dock: on the Home screen **tap and hold** until all apps jiggle then **drag** a jiggling app into the Dock. You can also add these apps to Widgets on Home screen or even do both!