

DISCOVERIES & QUERIES

FOLDERS general points

Names. Folders may also be called **Stacks** (in Widgets) or **Mailboxes** (in email) or **Albums** (in Photos where Albums can also nearly be grouped into Folders).

Link/Move. For many apps (e.g. Photos), putting items in a folder just creates a link from the folder to the items. It does not move or duplicate items, so the same item can be in several folders.

Nesting. Some apps let you have subfolders - i.e. folders inside folders.

HOME SCREEN folders

- To **create** a folder: Press on the screen until apps jiggle then **Drag** one app on top of another. A folder opens and you can **name** it. There are several ways to **Rename** it, e.g. open folder, **press** on its name and **retype**. Then tap the screen to close folder and tap again to stop jiggling.
- To **remove** an app from a folder: open the folder, **press** on the app to be moved until everything jiggles, then **drag** the app out of the folder.
- You can **rearrange** everything by **dragging** jiggling apps around the screen, but no easy nesting.

EMAIL folders

For Gmail these notes apply if you use an IMAP account but not to the separate Gmail Mobile app where 'labels' act as folders, and for which there are several helpful videos on YouTube.

Note: must make a mailbox before adding contents.

To make a new mailbox: Tap < at top of sidebar to view list of **Mailboxes**, tap Mailbox then tap **Edit**. Tap **New Mailbox** at foot of screen and name it, remembering that mailboxes are listed alphabetically. - so maybe preface with a number or other character if you want it near the top. Tap **Location** if you have several mail accounts. Tap **Save** and then tap **Done**.

To add an email to a mailbox: Open the email, tap the **folder icon** in top right, tap **folder name**. To add several emails at once: Tap **Edit** above sidebar listing your emails and tap the email(s) you want to move. Tap **Move** at foot of sidebar, then tap the **Mailbox** to move it/them to.

To delete a mailbox: Tap < at top of sidebar to view list of Mailboxes, then tap **Edit**. Tap mailbox to be deleted, and in pop-up menu tap **Delete Mailbox**, then tap **Done**.

Albums in Photos

To show/hide the sidebar, tap the sidebar icon at top left of screen.

To create an album: Open Photos Library, tap **Select** in top right and tap photo wanted for album. Tap the **Share** icon (Up-arrow box) at foot of screen and tap **Add to Album**.

Either tap **New Album**, give it a **name** and tap **Save** or tap the name of the album you want.

To view an album: Scroll down the sidebar to **My Albums** and tap the album you want to view. NB the first 2 albums are created by Apple and cannot be changed.

To re-arrange photos in an album just drag.

To add more photos: either use the above steps or tap the **+** inside the album.

To remove a photo from an album: press and hold on the photo and then tap **Remove from Album** NOT **Delete from Library**. Tap outside the menu if you change your mind.

To re-sequence albums: tap **All Albums** in sidebar then tap **Edit** in top right of screen. Tap and hold on an album (a No Entry sign appears on all albums) then **drag** to rearrange and tap **Done**. Tapping the **No Entry** sign lets you delete the album but the photos remain in your library.

To rename an album: Tap Edit above sidebar, then press name of folder, retype and tap Done, then tap Done again.

To delete an entire album: in the sidebar **slide the album name left**, then tap **Delete**

To nest: Create new folder and name it, then inside it create **NEW** album and **copy photos** into it! 🤖

The iPads group will next meet on Friday 22nd April

NB this is 4th Friday but not the last Friday in April.