

Discoveries and Queries

Need 4 volunteers for Sully u3a Open Day on Thursday 10th October, for shifts between 1:30 - 4pm.

WHY MULTITASK?

While emailing, you may want to check details in Contacts, or tomorrow's weather, or find a photo to share). Sometimes you may want to run two apps simultaneously (e.g. watching a How-to video while carrying out the instructions). There are several ways of achieving different multitasking goals, including **Corner Swipes** (see iPad Notes for August 2024), not being done today.

1. Swift alternation between apps

1a. **via Home Screen**. Many iPad apps remember where you were when you last used them. So you can leave an app, return to the Home Screen, open a new app, **Copy** what you want, then return to the Home Screen, re-open your first app and **Paste**. This can feel slow and cumbersome but works well if you can plan ahead and Copy from one app before opening the app that you want to Paste into.

1b. **via the Dock**. This also uses Copy & Paste, plus you need both apps in the dock. While working in one app you can swipe up from foot of screen to see the Dock and open another app. This may feel a shorter detour. You can jump around several different apps, if they are all in the dock.

FOR PRACTICE: With Safari & Notes in the Dock, compare methods (1a) and (1b) by opening Notes and typing 'Marks out of 10'. Then open Safari, go to 'Sully.u3asite.uk', and copy info into Notes via each method and give it a score.

1c. **Drag & Drop**. Another way to copy a photo, or selected text, between apps is to press and hold on the photo/text (don't let go). While the photo floats, with another finger (on other hand) open another app and drag the floating photo/text into it.

FOR PRACTICE: Drag a photo from the Sully u3a website into Notes, then give it a score.

2. Simultaneously use two apps

First check **Settings > Multitasking and Gestures** > then tick circle under **Split View & Slide Over**. Apple calls the 3 dots at top centre of every window '**the Multitasking Button**'.

2a. **Split View**. Using 2 windows makes it easy to move repeatedly between 2 apps/websites.

To create: open an app/website (e.g. u3a.org.uk-Home), tap the **Multitasking Button** and choose **Split View**. Choose another app/website (e.g. **Notes**) and it appears on the right of the screen. You can **Drag & Drop** info between these windows. To change the width of windows, drag central divider.

- Having the **same app** in both windows can help if replying to emails or comparing Photos, etc.

FOR PRACTICE: Open an email receive. Tap icon for new email, tap 3 dots & Split View, tap Right Split. You can now see the email you are replying to while you write. Repeat with apps/website of your choice.

2b. **Slide Over windows** have the advantage that once created they remain available for use with other apps. You do not have to set it up each time. Using Slide Over together with Split View lets you work on 3 apps at the same time. You can have several apps in a Slide Over stack and flip between them.

- **To change** a Split View window into a Slide Over, tap the **3 dots** at top of that window then tap **Slide Over**. Now one app is at full screen size while the other app is only a sideways flick away.
- **To create a Slide Over window**, open the app you want to slide (e.g. Contacts, Calendar, etc), tap the **Multitasking Button**, tap **Slide Over**, then tap your "main" app. You can now flick sideways on the Slide Over app to move it on and off the screen. To move it to the other side of the screen, **drag** it by its top 3 dots. You can tap the 3 dots to make the Slide Over window full screen, or to **close** it.
- **A Slide Over Stack** can contain several apps. Create another Slide Over window and it is added to the stack. **Drag left** on bottom bar to cycle through the stack, or **long press** on bar at foot of Slide Over window and **drag upwards** until you see all the apps in the stack, then tap the one you want.

FOR PRACTICE: Open an app full screen (e.g. as if sending a new email), then open another app in Slide Over (e.g. Contacts). Flick this Slide Over app sideways ON and OFF the screen. Drag it by its top 3 dots to the other side of the screen. Open another app (e.g. Photos) and select Slide Over. Repeat with another app (e.g. Calendar or Maps). Flick the Slide Over Stack off the screen. Type in main app then see how easy it is to look at info within the Slide Over stack.

3. On newer iPads Not being done today.

3a. **Stage Manager**. This lets you work on 4 apps simultaneously in resizable, floating windows (plus another 4 on an external display if you have one).

3b. **Picture in Picture**. This lets you watch some videos or FaceTime while using another app.

The next u3a iPads meeting is on **25th October** 2024.