

iPad User Magazine



Guides to the latest apps!

TIMESAVING iPAD TIPS

Discover the secrets of iOS that make it even easier and faster to use!

Issue 46

HOW TO

✓ Make slick books in Pages

✓ Control iOS' privacy options

Welcome

to iPad User Magazine, helping you to do more with your iPad

For a lot of people who've switched to using the iPad as their primary computer, I think speed is one of the biggest factors in its favour. Compared to firing up a laptop, the instant-on nature of the iPad, and apps that pop up in a fraction of a second rather than taking time to load, make it the first thing we reach for.

The great thing, though, is that even though the iPad is naturally fast, there are shortcuts and tricks to get things done on it even quicker. You can make selecting text faster, switching between apps easier, and sharing things with other people as snappy as a couple of taps.

That's what we go through in our first article, but it's a theme elsewhere in the issue too - our guide to scanning documents can help you save time with all kinds of boring admin tasks, and our guide to time-tracking could help you manage how you're spending your precious hours, which can lead to clawing more of it back.

We've also got lots for your creative side, including how to lay out books or magazines in Pages, how to easily learn pro-style video editing, and more!



MATT BOLTON Editor



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Timesaving iOS shortcuts

Get things done fast from the moment you pick up your device

Adding important apps to the Dock means they're only a tap away on any page of the Home screen. On an iPad with iOS 11, the Dock is also only a swipe away (upwards, from the foot of the screen) - even when you're in an app.

To add an app to the Dock, hold a finger on its icon until it jiggles, then drag it onto the Dock and let go; if it pings back to its original location, there's no space left; the Dock can hold four items on iPhone,

and between 11 and 15 on iPad (depending on the model).

You can add folders to the Dock, too - but to make a new one (by dragging one app icon onto another), you'll need to do it in the area above, then move it. When done, press the Home button (or swipe up from the bottom on iPhone X).

New in iOS 11 is the ability to move multiple app icons at once. When the app icons are jiggling, drag one and, while holding it, tap additional icons to add them to your selection.

Go to the page/folder where you want to place them and lift your finger; the icons are placed in the reverse order to which you picked them up.

The Lock screen offers shortcuts, too. Swipe left to use the camera in an instant. Swipe right to reach the Today view. To choose what's shown here, scroll all the way down and tap Edit; use the + and - buttons to add and remove items, and drag the handles on the right so the most important info is shown first.

Share sheets

The Share sheet is available in most apps - its icon is a square with an arrow pointing outwards - and comes preconfigured with a number of options for sharing content from your iPhone or iPad.

To save time, you can customise which options appear on the middle and bottom rows by tapping the More item (three dots), which is always rightmost in each row. In the Activities list that then appears, toggle the switches beside each item to indicate which ones you want to show in the Share sheet.

Conveniently, you can alter the order in which

Share sheet actions are displayed. Drag on the lines at the right end of a row to move an action. The vertical order of items in this list reflects the order items will appear from left to right in the Share sheet.

Note that iOS does its best to hide actions that aren't pertinent to the app you're currently using, but it doesn't always get things right. So, if you're looking for a particular action and you can't see it, that might be why. Unfortunately, you can't set visibility and order on a per-app basis - we're hopeful that this will change in a future version of iOS!

The Share sheet makes it easy to send a file to other people, or to move it from one app to another.



Multitasking on iPad



1 Quick reference

In an app, swipe up from the bottom to reveal the Dock. Press on an icon 'til it grows, drag up, then let go to use that app in a floating pane. Flick the top line to swap sides, or to hide it off the right edge; swipe left there when needed again.



2 Side by side

Again in an app, reveal the Dock and hold a finger on an app icon. This time, drag it to the left or right edge of the screen and let go to open it alongside the first app. Drag the divider to adjust the split, or on the line at the top of the right app to switch them around.



3 Keep watching

If you're using FaceTime or watching a film, say, tap the Picture in Picture icon to scale it down to a corner of the display. Go to another app and the video remains. You can drag it to another corner, pinch or spread two fingers to resize it, or flick it off an edge to hide it.

Super-quick controls

Don't overlook Control Centre's customisation options

You can change Control Centre's contents in Settings > Control Centre > Customise Controls.

To use the following shortcuts, apply a firm press if your device has 3D Touch, or hold a finger on the control for a moment.

1 Apple TV Remote

You needn't reach for your Siri Remote when your iPhone or iPad is in hand. Tap Control Centre's Apple TV button for a touchscreen trackpad and Siri button.



You can change the order of most items in Control Centre using the handles on the right of this page.

2 Screen recording

This is useful for sharing iOS tips and troubles. Tap it to record to the Camera Roll, or press to pick one of your apps that can broadcast live, such as Facebook.

3 Camera

This provides a quick route to take a selfie, record a regular or slo-mo video, or take a portrait photo.

4 Wallet

Wallet's button provides a shortcut to your default card and, more usefully, an option to check your last transaction.

5 Notes

This button provides quick ways to start a new note containing freeform text, a checklist, a new photo or a sketch.

6 Timer

If you dislike speaking to Siri to start timers, this is the next quickest method. Press/hold the button, slide your finger up/down to set a duration, then tap Start.



Don't overlook the ability to tailor iOS 11's Control Centre to suit how you use your iPhone or iPad.

Get info at a glance

Many apps provide widgets, which contain snippets of info or shortcuts to recently opened docs. To see if an app has a widget, press firmly on its Home screen icon. Normally they are only available on iPhones with 3D Touch, yet Files, Pages, Numbers and Keynote have widgets on iPad.

Keyboard shortcuts on iPad >



1 See the shortcuts

When you have a keyboard connected to your iPad - either over Bluetooth or physically through the Smart Connector - you can use keyboard shortcuts to speed up actions. Some are universal across all apps, and we'll cover a few of those here, but each app can have its own specific shortcuts for the things it does. In many apps, holding CMD [⌘] on the keyboard brings up a cheat sheet, so you can see what's possible.

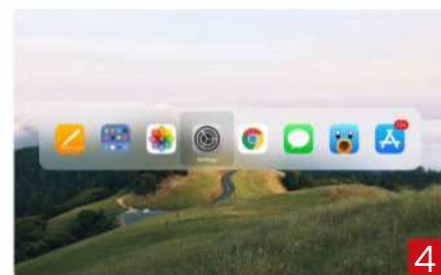


2 Copy/paste

Yes, these obvious shortcuts apply across iOS! Press [⌘]+[C] to copy something, and [⌘]+[V] to paste it elsewhere. You can also cut with [⌘]+[X].

3 Spotlight

Hit [⌘]+Spacebar to bring up the Spotlight search window. Here, you can look for things on your iPad: contacts, files, apps and more. You can select apps to use for multitasking from here, too.



4 Home & app switching

Press [⌘]+[H] to go to the Home screen. You can switch between recent apps with [⌘]+[↵].

5 Moving in text

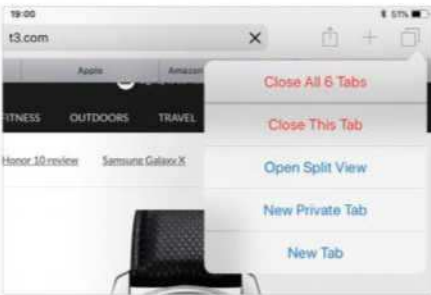
In a piece of text, use [⌘]+[▲] or [⌘]+[▼] to skip to the start or end of a piece of text. Press [⏪] or [⏩] instead for the start or end of a line. Use [⌘]+[⏪] or [⌘]+[⏩] to skip from word to word. Hold [⏏] while doing any of this to select text as you go.

Snappy Safari techniques >



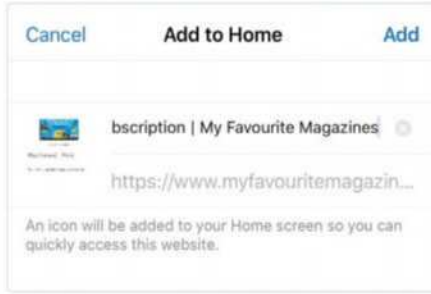
Find text on a page

You can search for a word or phrase on a web page in Safari, and there are two ways to get started: tap Find on Page in the Share sheet's bottom row, or type in the search field and then tap the last item in the suggestions, under On This Page.



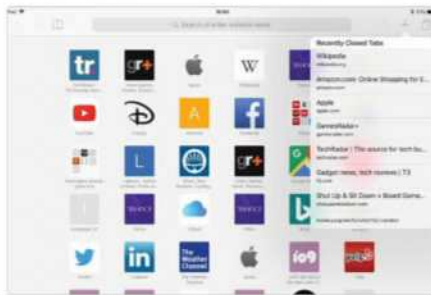
Close all tabs in an instant

It's easy to lose count of the number of tabs you have open in Safari for iOS. Fortunately, a long press of the Tabs icon (two overlapping squares) reveals a Close All Tabs option, which indicates how many are open before you close them.



Add to the Home screen

Some online utilities and services aren't available as standalone iOS apps, but you can add such web apps - or any regular web page - to the Home screen for quick access by tapping 'Add to Home Screen' in the Share sheet's bottom row.



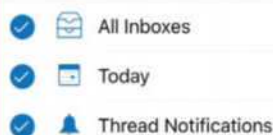
Bring back a closed tab

If you close a tab by mistake, there's no need to go all the way into your history or re-enter the site's address. Hold a finger on the new tab (+) icon to open a list of recently closed tabs (on iPhone, you'll need to tap the Tabs icon first).

Small but useful tweaks

1. In Settings > General > Accessibility > Accessibility Shortcut, you can choose which of this practical set of features are listed when you triple-click the side button (the one that sleeps/wakes your device). Smart Invert Colours works as a dark mode for much of iOS; images in Mail and Safari will display as normal. Magnifier, under Vision, can be handy.

Mailboxes



2. In Mail, you can hide and rearrange items in the list of mailboxes (reached by tapping at the top left until you see something like the screen shown here). Tap Edit, then tap rows to toggle the visibility of mailboxes, and drag on the handles to reorder things.

Special features

Key flicks on iPad

If you're using iOS 11 on an iPad (excluding the 12.9-inch iPad Pro, unless you've set its display mode to Zoomed), make use of the Key Flicks feature of the on-screen keyboard. It lets you type symbols without switching keyboard layout: flick downwards on a key to type the second character shown on it.

Text touchpad

If you want to move the cursor around in a passage of text, place two fingers next to each other on the on-screen keyboard. The keyboard will grey out, and if you now move your fingers around, the cursor will move in the same way - lift off to 'let go' of it.

Check Pencil's battery

If you use an Apple Pencil, your iPad warns you when the Pencil's battery runs low - which might happen at an awkward moment. Fend off this situation: swipe right on the first Home screen, scroll all the way down and tap Edit, then add the Batteries widget.

Tap for a new note

With Pencil, you needn't open Control Centre and tap a button to create/resume a note. In Settings > Notes > Access Notes from Lock Screen, pick what happens when you tap your Pencil (handy in meetings), and how soon after Touch ID or your passcode is required, which can differ from the timer for general device security.

Search

BATTERIES

iPad Pro

Apple Pencil



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Protect your privacy in iOS

How to ensure you're not sharing more than you want to

IT WILL TAKE

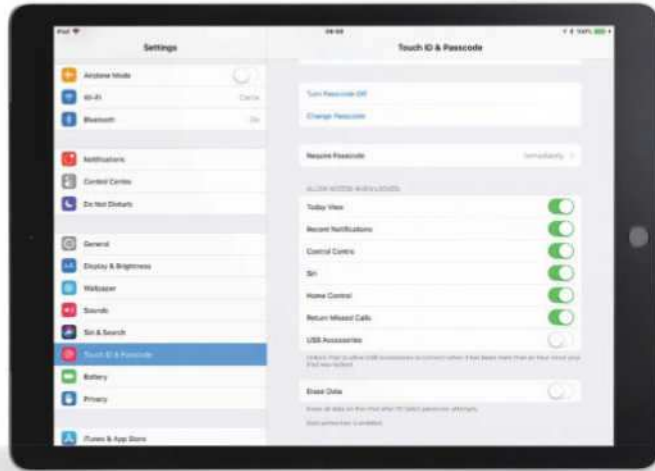
> 5 minutes

YOU WILL LEARN

> What built-in options there are to share (or stop) data in iOS

YOU'LL NEED

> You'll need iOS 11 or later



Apple users have an advantage when it comes to privacy: Apple isn't in the business of selling user data to advertisers, so the data it stores is minimal.

If you go ahead and download your entire data archive from privacy.apple.com you'll see there's hardly anything in it. You can't say the same about Google or Facebook.

That doesn't mean we can be complacent, though. If we're not careful we can end up sharing all kinds of information without

realising it. That's mainly used by advertising networks who want to follow your every waking moment so they can better target you with adverts, but there are other worries too. Do you want your children broadcasting their location wherever they go to whoever wants to know it, or have apps turning on your device's microphone without you realising?

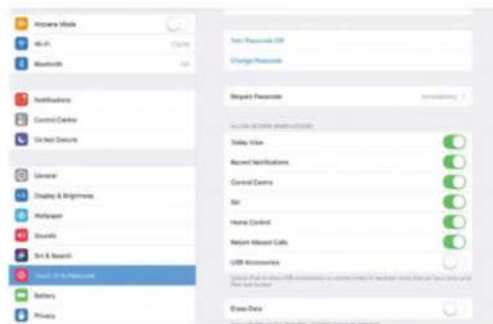
In this tutorial we'll discover where you can find out what's being shared and how you can make sure nothing's happening without your permission. **Carrie Marshall**

HOW TO Protect your privacy in iOS >



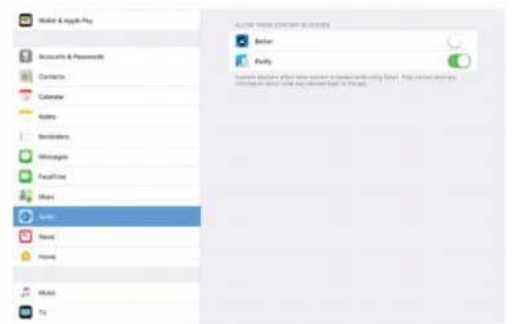
Genius Tip!

> Be particularly wary of social network apps: their default settings tend to share lots of your personal data. Regular checkups are essential.



1 The nuclear option

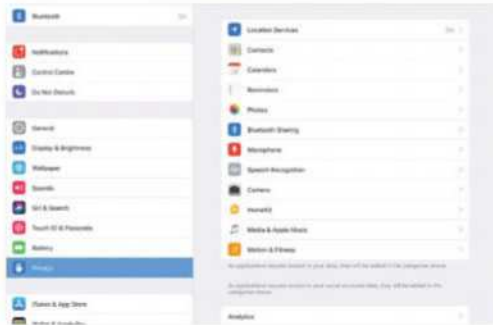
Let's start with the big worry: someone finding or stealing your device. Go into Settings > Touch ID & Passcode and enable 'Erase Data'. This wipes your device after 10 failed passcode attempts (this can't be done accidentally).



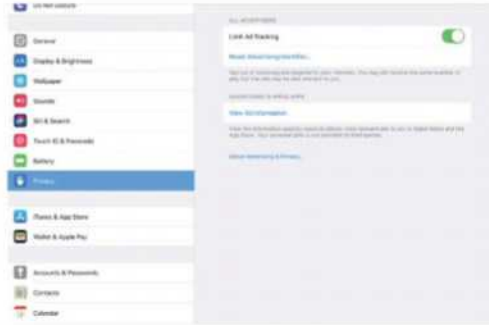
2 Eliminate ads

Many adverts are designed to track you on the internet. You can block them with a third-party content blocker such as Better or Purify from the App Store. Blockers are enabled in Settings > Safari.

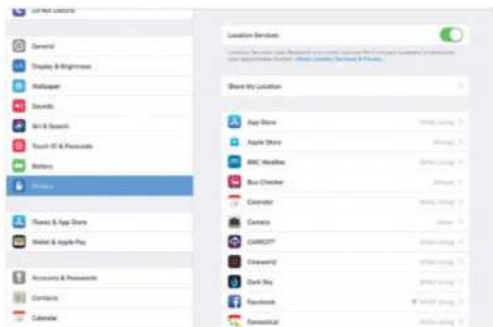
CONTINUED... Protect your privacy in iOS >



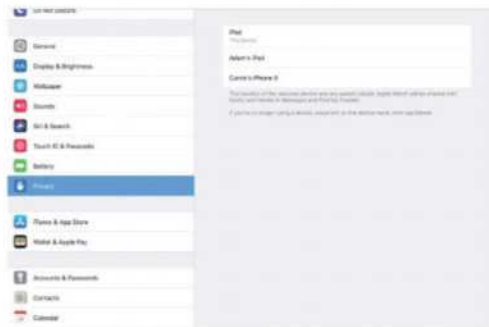
3 See what's shared
Go to Settings > Privacy and you'll see the screen above, which shows the different kinds of data that are being shared with third party apps. Tap on a feature to see which apps can access that feature.



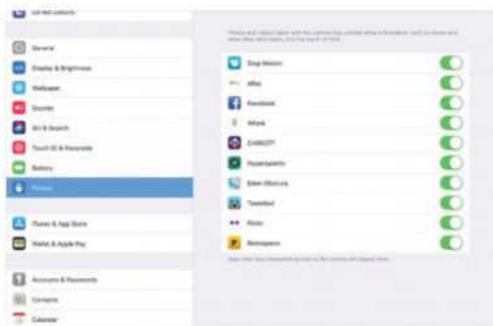
4 Limit ad tracking
You don't need a content blocker to request that websites don't track you: you can set 'Do not track' in Settings > Privacy > Advertising. Unfortunately some sites don't honour do-not-track requests.



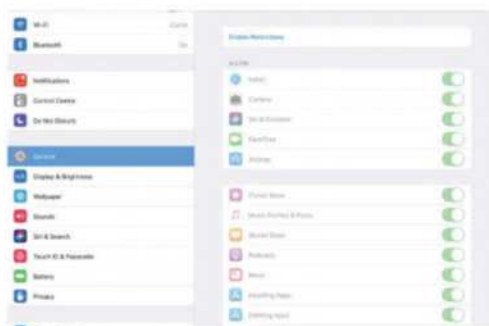
5 Hide your tracks
Location services are really useful, but it's amazing how many non-obvious apps constantly ask for location data. You can limit that access by tapping the app and selecting 'Never' or 'While using'.



6 Select what shares
In Settings > Privacy > Location Services > Share My Location you can ensure that you're only sharing your location from a specific device. Swipe left on a device to stop sharing its location.



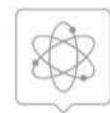
7 Curtail the camera
The Camera app doesn't just take photos. It can store location and time information too. As with location services, it's a good idea to limit what apps can access it. Just go to Privacy > Camera.



8 Curtail the kids
If you're a parent or share your device with others, it's a good idea to enable restrictions (Settings > General > Restrictions) to prevent others from sharing things you don't want them to share.

Analytics

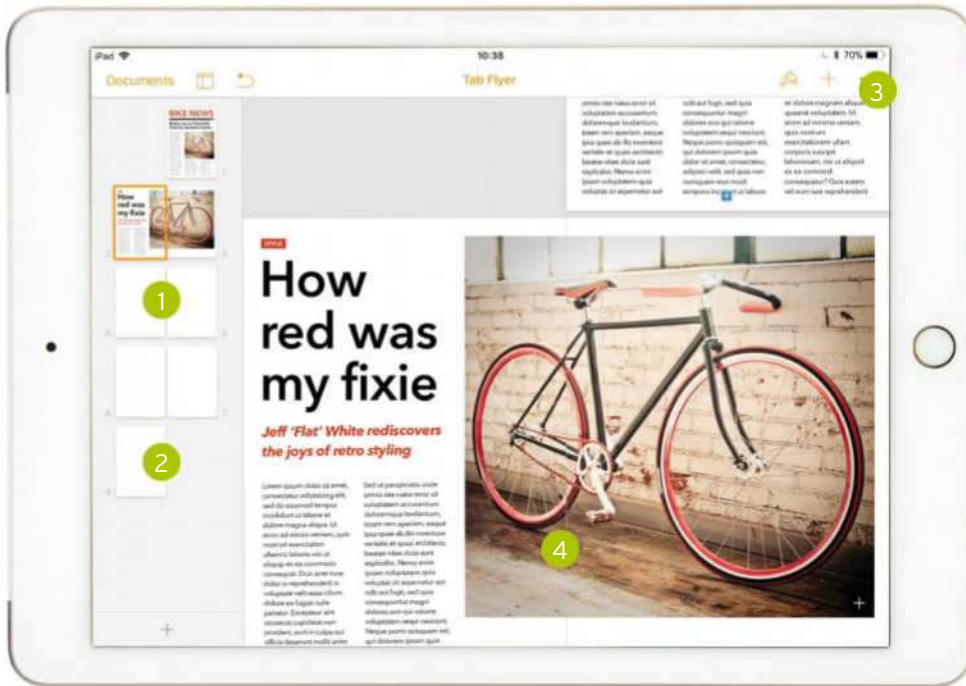
> You'll see 'Analytics' in iOS's privacy section. That's anonymised information developers can use to work out how you use their app. It can help them solve bugs, and try to improve the apps, but it's up to you whether you're happy sharing it.



Genius Tip!

> It's amazing how much we can share without realising it. For example, the background of your photos can show someone where you live or work.

- 1 Double-page spreads
 > In this format, pages are shown opposite each other, as they'd appear in a publication.
- 2 Four is a magic number
 > If you're thinking of printing a booklet, you need multiples of four pages.



- 3 Get set up
 > The facing pages magic happens in Document Setup, accessed from the More menu.
- 4 In the middle
 > Now you can design spreads with elements crossing the spine! Well, with some jiggling.

Make Pages docs like a pro

How to create a document that takes facing pages into consideration

IT WILL TAKE

> 30 minutes

YOU WILL LEARN

> How to create a document with facing pages

YOU'LL NEED

> iOS 11 or later, Pages



At the launch of the sixth-generation iPad, Apple also unveiled new iOS versions of the iWork apps: Pages, Keynote and Numbers.

And Pages 4.0 now lets you create and edit documents more flexibly than ever.

Among the additions are Pencil annotation, leveraging the entry-level iPad's support for Apple's pressure-sensitive stylus; ePub templates for more ambitious book designs with fixed or reflowing layouts, inspired by iBooks Author; editable shapes to add quick graphics; and paragraph and character styles, which previously could only be set up in the Mac version.

Tablet publishing

First, though, let's look at the return of facing pages, lamented since Pages '09. Pages documents come in two flavours: word processing and page layout. Facing pages can be used with both kinds - in word processing documents for text-based printed books, where the text flows through the pages from beginning to end, and in page layout documents for printed magazines,

and other multi-page bound or folded publications that have fixed page layouts combining text and pictures.

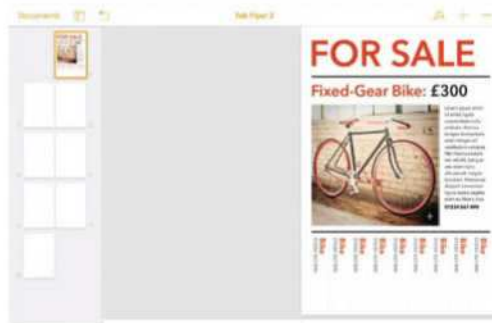
Facing Pages doesn't quite work as we'd like yet, and Pages isn't ready to print them successfully. Its absence of pre-press features like bleed and CMYK makes it impractical to prepare documents for commercial printing. To print them out yourself, on the other hand, you'd need a feature known as imposition, or booklet printing. Fortunately, it's available in the free Adobe Reader app on Mac or PC, or Vogelbusch's Create Booklet (£4.99) on iOS.

You'll need to export your Pages document to PDF, import it into one of these, output as a booklet on A3 paper or scaled down to turn your A4 layouts into an A5 book, then fold and staple. We've glossed over the part where the backs may print upside-down, which requires some experimentation to fix.

In the iOS version of Pages, the only way to create a page layout document is to use an existing template, and the Newsletter templates are all in word processing mode, so you'll need to... well, let us explain step by step. It's a bit of a faff, but doable once you know how. **Adam Banks**

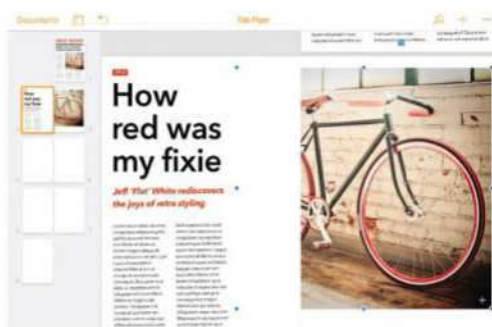
It doesn't quite work as we'd like yet, but double-page layouts are now doable

HOW TO Work with facing pages >



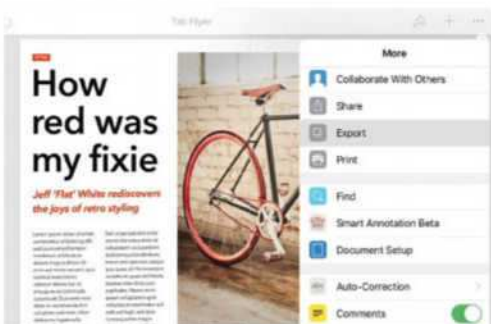
1 Make a layout document
 Open Pages and tap Create Document. Only a few templates are in page layout mode, mostly flyers. We used Tab Flyer. From More (the three-dot icon, top right), pick Document Setup. Under Document, turn on Facing Pages.

2 Add some pages
 Swipe inwards from the left to see page thumbnails, and tap the + sign at the bottom until you have eight pages. The first and last pages appear alone - these will be your front and back covers - and the rest as 'spreads'.



3 Create your layouts
 Double-tap placeholder text (it highlights pink), then type your own. Use the Style menu (the brush icon) to change font and size. Drag items to move them, or their handles to resize. To move several, hold one and tap another.

4 The facing pages problem
 Copy and paste items or add more to complete your layouts. On a spread, you may want a big picture or graphic crossing the spine (where the book is bound). But if you try it, only the part on one page shows up.



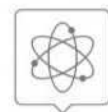
5 ...and the solution
 Position the item, copy and paste it, and line it up on the opposite page. If it jumps across, undo, grab it further from the spine and retry. Now let's pretend we've finished. From More, go to Export > PDF > Save to Files.

6 Printing via Adobe Reader
 On a Mac or PC, open the PDF in Adobe Acrobat Reader DC. Go to File > Print and click Booklet. If your printer does duplex, set Booklet subset to Both; if not, set Front, print, feed the pages back in, then print the backs.



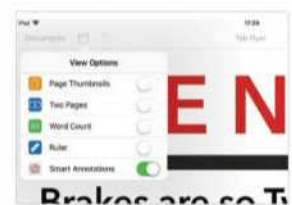
Jargon buster

> A left and a right page joined at the spine is a **double-page spread**. Printing both pages of an A4 DPS at full size needs paper twice the width (A3). Pages for iOS can only create A4 documents, so use an A3 printer or scale down to A5 on final output.



Genius tip!

> In View Options (the icon to the right of Documents), you can turn off Two Pages to show one page at a time even when working with a facing pages layout.



Master GarageBand's Alchemy synth

Create an energetic electronic bass line using an arpeggiator



IT WILL TAKE

15 minutes

YOU WILL LEARN

How to use the Alchemy synth and arpeggiator

YOU'LL NEED

An iOS 11 device, GarageBand 2.3 or later



GarageBand always had a wide range of sounds, but the Alchemy synth's arrival has been transformative for Apple's music-making app.

Camel Audio's Alchemy had long been regarded as one of the finest digital synths, and Apple's acquisition of it in 2015 was a wise move.

As expected, Apple quickly welded Alchemy to Logic Pro, its professional desktop music-production app. What wasn't expected: Apple squeezed its flagship synth into GarageBand for iOS, too. Sure, it's cut-down in terms of interface, but you still get plenty of dials and pads to experiment with.

In this tutorial, we'll continue making a ringtone (following from the previous issues). You'll use Alchemy and GarageBand's arpeggiator to construct a bass line. The arpeggiator keeps things in time, so this will help to underpin your work.

Before we begin, two tips. First, be mindful of the bass sounds you use - too complex or effects-laden and they'll muddy a mix, especially for a ringtone. Secondly, if you've not read previous instalments of this GarageBand series, use the Drummer instrument to create a basic drum track to build on before you start the walkthrough.

Craig Grannell

EXPLAINED... Sound manipulation with Alchemy >

1

Transform Pad

This touch surface enables you to manipulate the currently selected sound - even when playing live.

2

Snapshots

The pad is divided into eight snapshots, each of which is effectively a distinct and unique preset.



3

Framing box

The framing box is like a mixer. Drag it between snapshots and it combines them into something new.

4

Gyro control

Use the gyro control to move the framing box by tilting your iOS device. You couldn't do that with your Mac!

HOW TO Use Alchemy to record some bass >



1 Choose an instrument

Add a track to a song; tap Alchemy Synth in the Keyboard panel. Tap the default instrument (above the touch surface), pick Plucky Synth Bass, then tap Done. Set the keyboard behaviour to Glissando and the octave to 0.



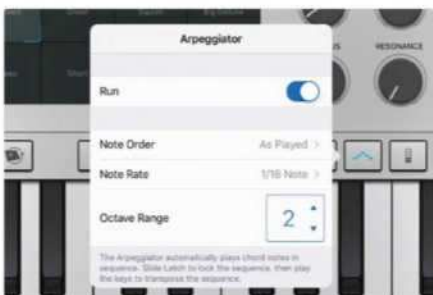
2 Set up the keyboard

Tap the Keyboard button (above the keys, third from the right); select a size you're comfortable playing. Turn off Velocity. Ensure you can see keys A2 to G3. If not, set the keyboard behaviour to Scroll, drag, then change it back.



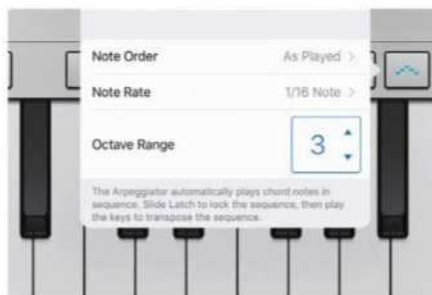
3 Play some notes

Tap/hold some notes to get a feel for the keyboard controls and the instrument. Experiment with dragging the framing box as you play to hear how it can dramatically change the feel and tone of the selected instrument.



4 Turn on the arpeggiator

Tap Arpeggiator (second from the right) and turn on Run. You can adjust the arpeggiator's note order, range and octave range. Hold down a key. Notice the sound alternate between the note you're holding and one an octave higher.



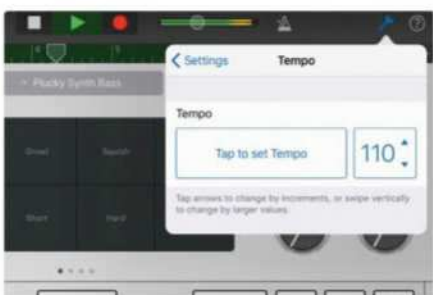
5 Set your octave range

With the key still held down, tap the up arrow next to Octave Range, so it's set to 3. Immediately, the arpeggiator will play across three octaves, which sounds a bit more interesting. Now it's time to get recording...



6 Record your bass

If you've followed earlier parts of this series, we'll use a progression that works with the world instruments used last issue. Tap the red record button and then hold notes as follows: E3 (beat 1); C3 (3); A2 (4); G3 (5); F3 (7); D3 (8); A2 (8.5).



7 Make adjustments

If you find it tricky to get the timing of the changes right, tap the Settings menu (the spanner, top right) and adjust the tempo. Remember you can re-record your bass line as many times as you like, until you're happy with the result.



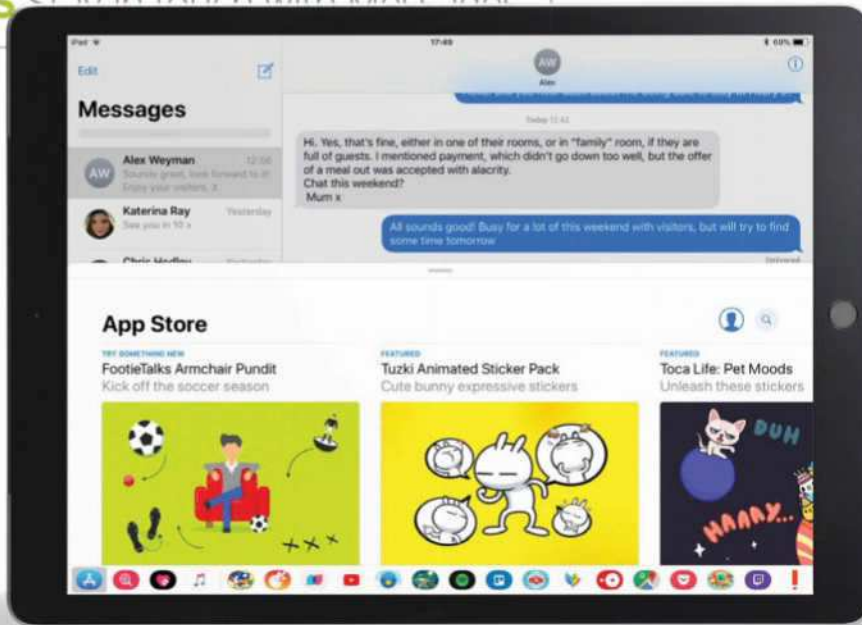
8 Experiment further

As Alchemy is a MIDI instrument, it records note data rather than rendered audio. This means you can play your recording and retrospectively change how it sounds by adjusting dials and pads, or even selecting a new instrument.



9 Transpose your notes

Tap the Track Settings button (three slider icon, top left). In Track Settings > Transposition, adjust the octave to make your bass higher or lower. Go up a level. Under Output, tap solo (headphones) to listen back to your bass track alone.



Stay in touch with Messages

Learn how to communicate and meet up more easily

IT WILL TAKE

> 30 minutes

YOU WILL LEARN

> How to use Messages

YOU'LL NEED

> iOS 10



Messages is one of the most widely used apps in iOS, thanks to its ability to send SMS and MMS messages, as well as those that use Apple's iMessage protocol.

By default, the app always tries to send using iMessage – for which the recipient needs to have a valid Apple ID and be connected to the internet. If that's not possible, it will send messages using SMS (though on iPad this requires you to also have an iPhone signed into the same iCloud account).

We've covered several less well-used features of Messages here, including group conversations. You can send group messages using iMessage or SMS, but others can only reply to the whole group and turn it into a proper chat if everyone is on iMessage – otherwise they'll see it as just a one-to-one conversation between you and them.

If you also have a Mac, many of the options here work there as well, using the Messages app built into macOS.

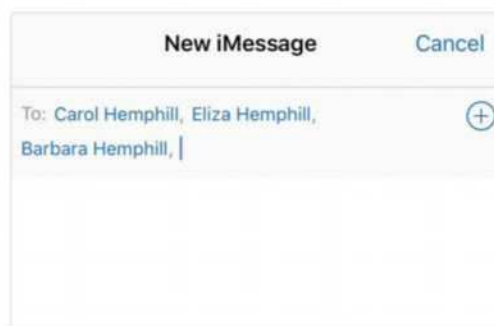
Kenny Hemphill

HOW TO Make more of Messages >



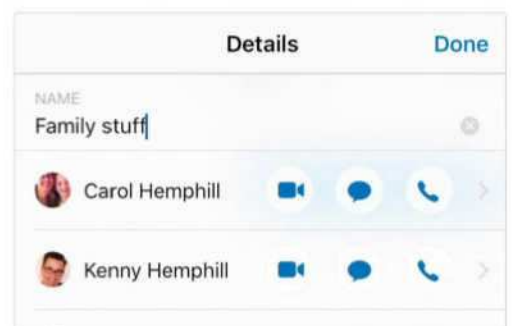
Genius tip!

> Messages allows you to send money to friends using Apple Pay, though it's not available in the UK yet. When it is, open Messages' app drawer and tap its icon.



1 Send a group message

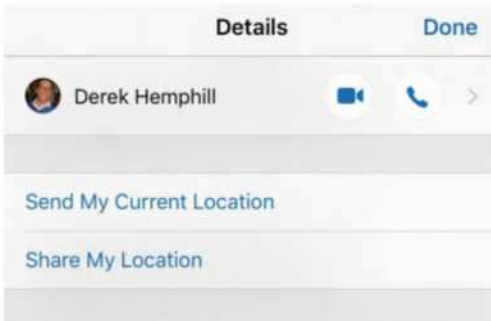
In Messages, tap the Compose icon to start a new message. Tap the + in the To: field and add a recipient. Start typing and choose their name when it appears. Repeat to add another recipient. Type your message and press Send.



2 Name a group message

You can only name iMessage group conversations. In the list of messages, tap the conversation. Tap 'i' then 'Enter a Group Name'. Type in the name and tap Done. You should see the group name in the list.

CONTINUED... Make more of Messages >



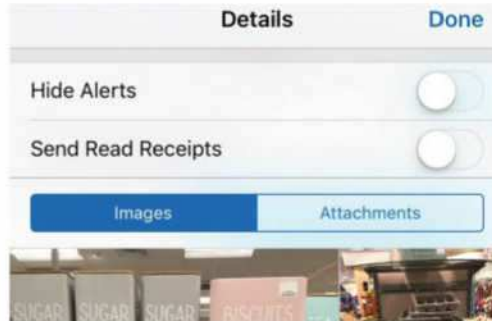
3 Start audio or video call
 With a conversation open, tap 'i'. If audio or video calls are available, you'll see a camera and/or phone button. Press the camera to start a FaceTime video call or the phone to make an audio call.



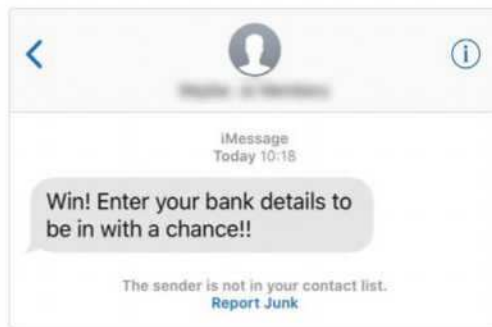
5 Filter messages
 To filter messages from people not in your Contacts list, go to Settings > Messages and turn on Filter Unknown Senders. Messages will create a separate list for these messages and you won't get notifications for them.



7 Audio messages
 In a conversation, tap and hold the Mic icon. Record your message. Let go, then tap play to listen back, 'X' to cancel, or Send. Audio messages are deleted after two minutes (this can be changed in Settings > Messages).



4 Images and attachments
 Tap on the conversation whose images and attachments you want to review. Tap 'i'. Scroll down, tap Images or Attachments, then tap an item to view it and swipe left or right to see others. You can share the item from here.



6 Report spam messages
 When you get an iMessage from a sender who's not in your contacts list, Messages puts a note under it to tell you. Tap Report Junk to forward the sender's details to Apple and delete the message from your iPhone.



8 Hide alerts
 In the Messages list, swipe left on the conversation you want to hide alerts for. Tap Hide Alerts to switch off alerts and banners for the conversation. If you have app badge notifications turned on, they'll still be updated.

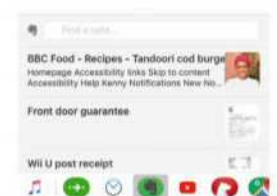
Jargon buster

> **Send My Current Location**
Location allows you to share where you are right now. The recipient doesn't receive updates when you move. **Share My Location** allows others to track your ongoing movements - less useful on iPad than iPhone generally, but still handy to have in a pinch.



Genius tip!

> There are a host of other apps that work with Messages, including Evernote and Dropbox, which allow you to share notes or files within conversations.





Track your time with Timely

The easy way to plan and manage your time - and charge for it!

IT WILL TAKE

>10 minutes

YOU WILL LEARN

>How Timely can track what you do and what you should charge

YOU'LL NEED

>iOS 10 or later, Timely



If you're responsible for billing your working time you'll probably relate to the immortal words of ZZ Top: "You know I gotsta get paid."

Whether it's cutting hair or consulting, it's essential for you to accurately record your billable time. Timely - Auto Time Tracking makes that easy. It's a cloud-based service that runs on almost anything. It enables you to create projects, assign hourly rates and apply all kinds of tags for easy classification, and on

the Mac it can record every single thing you do for automatic tracking and billing. It can do a bit of that on iOS too, but it's more limited.

In this tutorial we'll discover how easy it is to track your time just because it's useful to, as well as billable hours if you need to, to organise jobs into projects and to customise the app so it fits your particular way of working. We'll also show you which apps connect to Timely for automatic tracking.

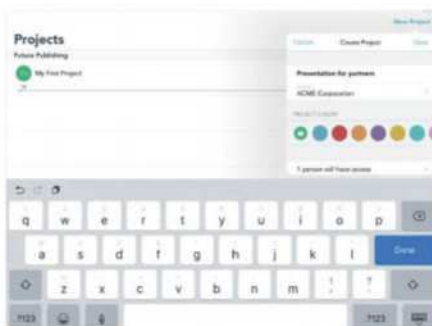
Carrie Marshall

HOW TO Track time with Timely >



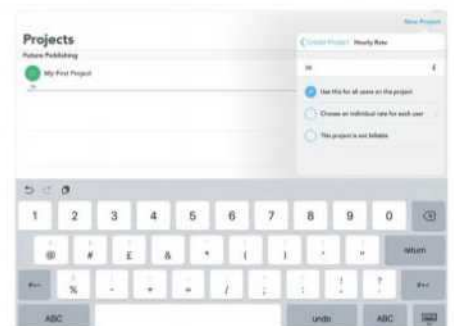
1 Begin at the start

The first step is to sign up for a free Timely trial: it needs a Timely account so it can sync with the cloud and your other devices. Once you've done that you should see the calendar screen here.



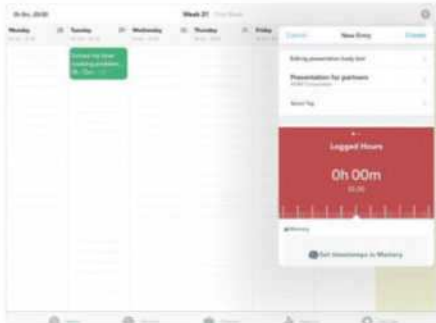
2 Create a project

Your time is organised into projects, so let's create one. Tap on the Projects icon then on New Project. Give your project a title and choose a colour to make it easy to discern in calendar view.

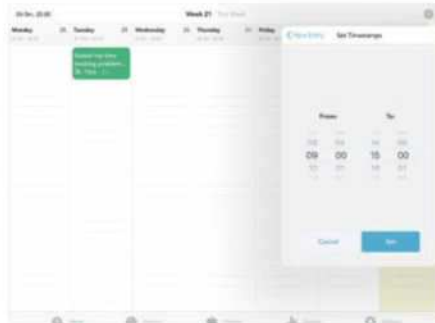


3 Set your rate

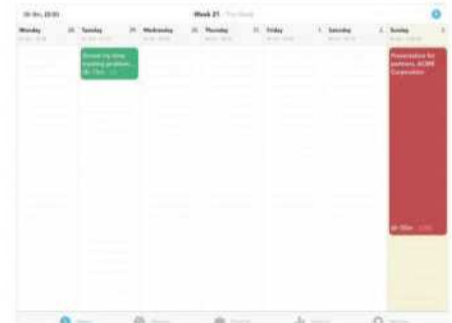
If you have a hourly rate for this project, add it here (if you're running a team, you can specify different rates for different people). This enables Timely to automatically calculate billable hours.

CONTINUED... Track time with Timely >**4** Add an entry

Go back to the default Hours view and tap the plus icon at the top right. This enables you to create a new entry. An entry is a block of time you've spent or will spend doing something.

**5** Add the time

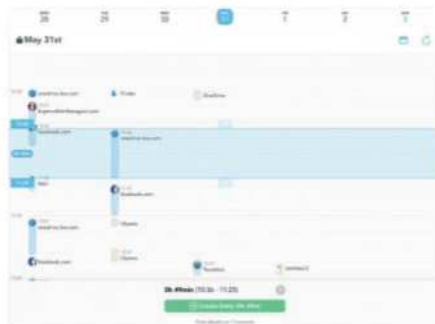
Scroll down to Add Manually and you can select the start and finish times for the block of time you're specifying. This is useful for blocking out time for project-related tasks you haven't done yet.

**6** See what's on

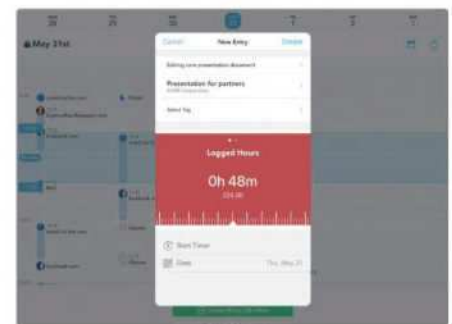
As you can see, our block of time has now been added to the Hours view, so we can see what needs done. At the bottom of the entry you can see that Timely has multiplied total hours by our hourly rate.

**7** Track everything

Here's an optional but powerful feature: if you enable Timely's Memory Tracker on Mac, it can record everything you do: the files you work on and if you've been goofing off on Facebook.

**8** Edit an entry

To assign a task to your project, tap on it and you should see the Create Entry button and a summary of how long you spent on that task. Tap on that button to edit its details and add it to a project.

**9** Pick your project

This is nice and simple: tell the app what project the task should be assigned to and it'll automatically work out how much you should charge. You can also add notes and tags for future reference.

**10** Count the cost

The point of tracking billable hours is so that you can bill them. Tap Projects and then on a specific project to see the time you've spent and what to charge. Reports gives you more detail.

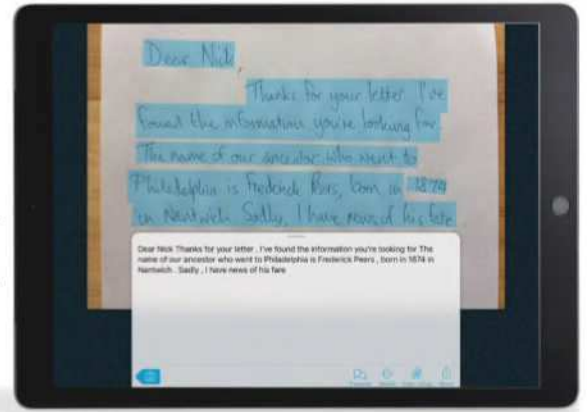
**11** Connect your apps

Timely can't track all your iOS activity, but it can still record what you do in selected apps such as Gmail and Office or track your location for work-related travel. Go to Settings to add apps.

**12** See what's connected

You'll now go through the standard account connection process for the app that you want Timely to track. You can see what apps are connected to it by scrolling to the bottom of Connect Apps.

Turn your iPad into a document scanner



Discover how to turn handwritten and typed notes into editable text with Prizmo Go

IT WILL TAKE

> 15 minutes

YOU WILL LEARN

> How to extract and share text from document scans

YOU'LL NEED

> iOS 10 or later, Prizmo Go



The Holy Grail for any scanning app is its OCR, or optical character recognition.

This enables you to scan in documents and have them automatically converted into editable text, ready for porting into your word processor or elsewhere. Extracting text from typewritten documents is one thing, but how about handwritten text, whether it's your own scribbled notes or an old family history document or certificate?

Enter stage left, Prizmo Go. You can scan in documents or handwritten notes or import

files from a variety of sources and then let it do its magic. How much magic it does depends on whether or not you pay for the full version: basic OCR is free, but the enhanced Cloud OCR - with handwritten support and the promise of better accuracy - requires credits (99p for 100) or a subscription (from 79p a month). The premium subscription also allows you to export your text - you can unlock this separately with a one-off £4.99 fee for the Export Pack. For occasional use, we recommend dipping in and out of the monthly subscription as required. **Nick Peers**

EXPLAINED... Take your best shot >

1

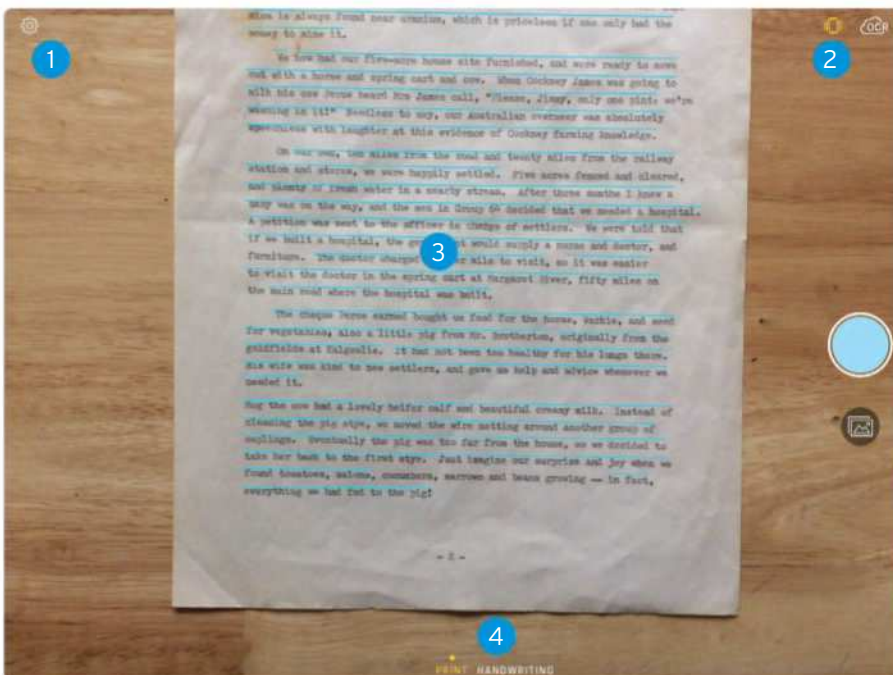
Settings

> Tap this to access preferences and to unlock more features through in-app purchases.

2

Stabilise image

> Tap this button to switch on a built-in tool that will compensate if your hands are shaky.



3

Text recognition

> As you line up your document, Prizmo Go will underline any text it detects in blue.

4

Switch mode

> Be sure to select 'Print' or 'Handwriting' depending on the type of text you're trying to scan.

HOW TO Scan, extract and share editable text >



1 Select OCR tools

Launch Prizmo Go and tap the 'EN' button in the top right to choose which OCR engine to use - Basic is free, but the enhanced Cloud OCR tool with handwritten support requires credits or a subscription within the app.



2 Snap your photo

Line up your shot - any detected text will appear underlined in blue, as shown here. Tap the image stabilisation button next to the EN button if your hands are shaky enough to cause problems. When you're ready, tap the blue button.



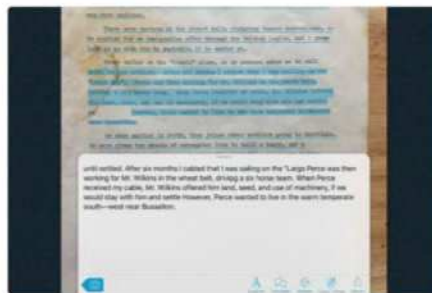
3 Import a photo

Alternatively, tap the picture button to import a previous photo (choose 'Photo Album' or 'Last Taken Picture') or to import a file from cloud storage or elsewhere on your iPad (select 'Import File...' for this).



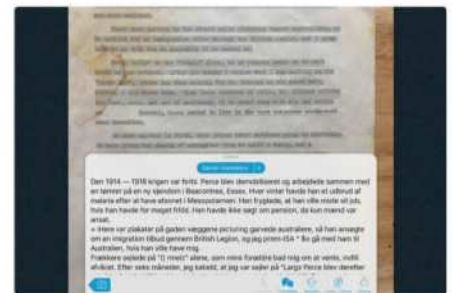
4 Text scanned

Wait while Prizmo Go scans your text - a progress bar will show you how far it's got. Once complete, you'll see the extracted text appear in the bottom panel - tap and drag up to reveal more of it.



5 Scan selected text only

If you only need to extract some of the text, tap on the picture - wait until the underlines reappear and then tap and drag over the section you want to scan. You'll see the text box update with your new selection.



6 Change language

The buttons underneath the text are self-explanatory - tap the language button to switch to another language (Prizmo Go will then rescan your text) or tap translate to convert the text to another language.



7 Make manual edits

If you spot mistakes in the text, you can edit these manually - tap on the extracted text and the on-screen keyboard will pop up, enabling you to move around the text and make corrections as you require.



8 Copy/drag text

Tap the Copy/Share button to copy the text to the clipboard. If you're in split-screen view, you can tap and drag this into the other window to copy the text across to another application; otherwise tap Paste in that app.



9 Share text

Alternatively, tap Share to choose an app or action (including AirDrop) to send your extracted and corrected text to. Once done, tap the back button to return to the main screen and scan a new image, if you need to.

Edit video with LumaFusion

Go beyond iMovie with this more powerful, but easy to use, app

IT WILL TAKE

>10 minutes

YOU WILL LEARN

>How to import footage, trim and place clips and share your edited videos

YOU'LL NEED

>iOS 11 or later, LumaFusion

Use advanced non-linear editing skills with a couple of taps



If you've played a lot with iMovie on your iPad, you might have started to hit its limits - especially if you're used to

powerful desktop video editors. The iOS iMovie app enables you to trim and re-order clips, but it lacks the multi-track functionality of proper editing tools. If you want to use serious editing skills from the comfort of your iPad, then LumaFusion is an excellent choice. You can run multiple video and audio tracks together to create a more sophisticated-looking final result.

LumaFusion enables you to work on your iPad using many of the editing tools and techniques that pros would use at home or in the office - which anyone can benefit from. For example, while sitting in a coffee shop, you can import GoPro footage to the GoPro app on your iPad and export the best clips to LumaFusion. You can then try out different

slow motion settings, use multiple tracks to experiment with picture-in-picture effects, add text and music, and then share a slickly edited clip via your social media feeds.

In this tutorial we'll introduce you to the basics of LumaFusion, so you can quickly import, trim, and share your clips. The workspace is laid out like most non-linear editing apps, with a source of raw footage, a preview window to watch your clips, and a timeline to trim and re-order them in. If you double tap the small Preview window, it will expand to fill your iPad screen.

If you've edited video in the past, then LumaFusion should look comfortably familiar (plus you can vary the workspace's look to suit your needs using the Layouts panel). If you're new to non-linear editing, then LumaFusion is a good place to start, because you can begin with simple techniques and grow your editing skills organically. **George Cairns**

EXPLAINED... LumaFusion's workspace and basic tools >

1

Sources icon

> Tap here to access stills and clips in your Photos app or to import footage from apps such as GoPro.

2

Preview window

> This panel enables you to preview clips selected in the Source window. It also displays the timeline's contents.



3

Jog wheel

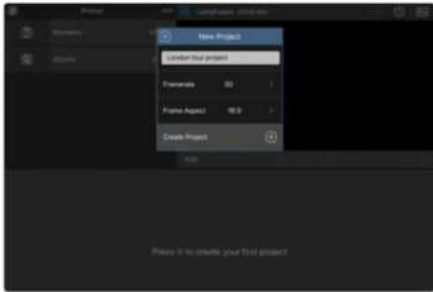
> Drag your finger back and forth along the jog wheel to scrub through a video frame by frame.

4

Send to Timeline

> Tap here to send a source clip (or the trimmed sections of a source clip) to the timeline.

HOW TO How to perform basic edits >



1 Create new project

Tap the + icon to create your first project, then name it. Choose a frame rate that suits you clips (you can change the frame rate later if you're unsure). Use a 16:9 Frame Aspect for widescreen footage. Tap the 'Create Project' button.



2 View clips

To add media to your project, tap on Albums in the Sources panel. Tap on the Video album to view thumbnails of any videos stored in your iPad's Photos app. You can view the selected clip by tapping the play icon in the Preview window.



3 Trim the clip

There are lots of ways to trim your clip so that you only feature the good bits. In the Preview window drag the blue trim handles to make the clip start and end where you prefer. Here we've trimmed an eight-second clip to three.



4 Add to timeline

After trimming a clip, tap the Send to Timeline button (see the previous page). The trimmed section will drop just after the vertical blue playhead in the timeline. A yellow check will appear by the used clip in the Source panel.



5 Play the edit

The Preview window now displays the timeline's content. Tap the play icon to view your movie's first clip. Tap the Jump Forward button (at the right of the play icon) to make the vertical blue playhead jump to the end of the timeline's clip.



6 Add multiple clips

Tap on a new clip in the Source panel. The options icon changes to the multi-selection checkmark - tap this to turn it blue. Tap on another clip to add it to the selection. Tap the Send to Timeline icon to add them all at once.



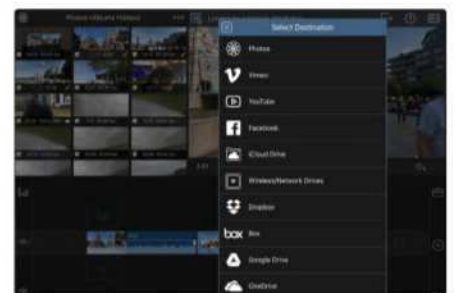
7 Trim in the timeline

Tap on one of the clips you just added in the timeline to summon blue trim handles. Drag the start and end handles to shorten the clip. The Preview window will show you the frames you'll start and finish on as you drag.



8 Re-order the clips

To change the order of clips in your timeline hold your finger down on one. Drag it before or after another clip in the timeline. Let go of the clip when you see the insert icon. If you make a mistake, tap the undo arrow under the Preview panel.



9 Share your programme

Tap the Share icon at the top of the Preview panel. By tapping Movie you can select a destination such as Video, YouTube or Facebook. You could also export your edit to iCloud Drive and import it into Final Cut Pro X on a Mac.

APPLE GEAR

> The hottest products for your iPad



Fujifilm Instax Share SP-3

★★★★★ > £179 > instax.co.uk

Instant photos are back in a big way, and through the pics from this wireless printer aren't cheap (£9 for 10 sheets in a pack), it's easy to produce a memento. Using the app, you can print off photos stored on your iPad or iPhone, connecting to it over Wi-Fi. The printouts have an old-fashioned look, with warm colours and high contrast. It's also portable, with a rechargeable battery pack providing power on the move. It's small enough to slip into a larger bag without problem.

Creative Aurvana Trio

★★★★★ > £129 > uk.creative.com

The Aurvana Trio headphones are part of Creative's premium line of high-resolution audio products. The 'Trio' part is because they have three drivers per ear, meaning each can specialise in a different part of the audio spectrum, producing utterly spectacular results, with crystal clear detail and powerful bass that isn't overpowering. In fact, they're among the best-sounding in-ear headphones we've ever tested. All this wizardry requires them to be fairly chunky, but far from silly looking, and they're very comfortable. They connect over a 3.5mm cable, which means they'll work with iPads directly, but not newer iPhones.



Linksys Velop

★★★★★ > £229.99 (pack of two) > linksys.com

Mesh networking is the future of Wi-Fi, not because it's faster, but because one network can reach anywhere with the addition of extra units. The Velop is endorsed and sold by Apple itself, since it no longer sells its own AirPort routers. Setup is easy using the app, which includes parental controls, device prioritisation and other management options. The connection speed over the network was fantastic, and the reach is excellent. The only downside is that the individual nodes don't have many physical connection ports, so if you need to connect a few devices over Ethernet, you'll need a switch.



Elgato Eve Button

★★★★★ > £44.95 > elgato.com

If you have HomeKit smart home devices set up around your house, this button enables you to control them without speaking to Siri or touching your phone. It's easy to get going, because it works with the Home app - no other bridge or extra app required. It can do three things, using a single press, a double press, or a long press. There's a small delay between pressing the button and things happening, but it's not a major problem. You'll need to have something acting as a HomeKit hub for it to work, though: a HomePod, a newer Apple TV, or a plugged-in iPad.

Yi Technology 4K+ Action Camera

★★★★★ > £265.99 > yitechnology.com

This is easily the world's best-value action camera. You get cutting-edge 4K video, including up to 60 frames per second, though you can increase the quality of capture per frame if you go lower. Images are brilliantly sharp, with great colours and contrast. Battery life is a little on the low side, though it's easy to power over its USB-C port. It can take 12MP still images too, which are pretty decent. It's only splashproof without a case, unlike the GoPro HERO6, which has built-in waterproofing.



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