

iPadOS 15 ... New iPad Features & Functions

[\(https://www.apple.com/ipados/ipados-15/features/\)](https://www.apple.com/ipados/ipados-15/features/)

Quick Note ...

1. Quick Note is a *floating note editor* available on your iPad Home Screen or in any app ...

- **Swipe up** from the **bottom-right corner** of your iPad ...
- On an external keyboard, you can open a **Quick Note** by using the keyboard shortcut **Globe + Q**
- **Tap** anywhere in the **Quick Note window** to begin typing, or start scribbling with your Apple Pencil ...
- **Tap** the **Grid Icon** to see your notes in the **Notes app** ...
- **Tap** the **Compose Icon** to **Start a new Quick Note**.
- To **Hide** a **Quick Note**, **Tap & Drag** the **Top Bar** to the **Side** of your screen ...
- **Tap** the **Gray Tab** on the **Side** of your screen to **Reopen Quick Note**.
- **Tap Done** to **Close Quick Note**, you'll can still **Reopen** it **Using** the steps above!

App Library...

1. Use the App Library to Find Your Apps ...

- **Swipe** to the **Last Page** of **Apps** on your **Home Screen** ...
- Then **Swipe** to the **Left One More Time** ...
- (Or **Tap** on the **Library Icon** at the **Far Right** on the **iPad Dock**.)
- **Scroll Down** to **See All** the **Groupings** your iPad has **Created** ...
- **Tap** on the **Small Grouping** of **4** in the **Lower Righthand Corner** of the **Group** to **See All** the **Group's Apps**.

2. Use the App Library Search Function ...

- **Tap** the **Search Bar** at the **Top** of the **App Library** Screen ...
- **Type In** the **Name** of the **App You're Looking For** ...
- Or **Swipe Up** **From** the **Middle** of the **Screen** to **See All** the **Apps** Listed **Alphabetically**.

Live Text In Photos ...

1. Live Text is only available on Newer iPads, iPad mini (5), iPad Air (2019), iPad (2020), iPad Pro (2020), iPhone XS and Newer ...

- **Open** the **Photos app** and **Tap** on a **Photo** containing the **Text** you want ...
- **Tap** the **Live Text icon** in the **Bottom-Right corner** ...
- **Live Text** will **Create** a **Bright box** around All of the text. **Select** the **desired text** ...
- A **Toolbar** appears, **Choose** **Copy**, **Select All**, **Look Up**, or **Other Options**.

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Widgets...

1. How to Add Widgets to Your Home Screen ...

- **Touch and Hold the Home Screen ...**
- **Tap the **Plus Sign (+)** in the Upper Left Corner ...**
- **Scroll Through **Suggestions for Apps, Select Size, and Add as Widget ...****
- **Tap Done on Home Screen When Finished.**

Focus ...

1. **Turn On Do Not Disturb to Switch Everything **Off**, or choose **Focus** for, **Personal, or Work ...****

- **Tap on **Settings** and Tap on **Focus ...****
- **Tap on **Do Not Disturb ...****
- **Select **Options** for **Do Not Disturb** Conditions.**

Account Recovery Contacts ...

1. **Choose Someone you Trust for an Account Recovery Contact to **Help you Reset your **Password & Access to your Account. ...******

- **Remember ... **Contact Apple Care First** to make sure you are following the correct procedure ...**
- **Go to Settings > *(Your Name)* > **Account Recovery** > **Recovery Assistance** > **Add Recovery Contact**, and Tap **Add Recovery Contact ...****