

What's New in iPadOS 16

1. iPadOS 16

- 1.1. iPad (5th Generation and later), iPad mini (5th Generation and later), iPad Air (3rd Generation and later), all iPad Pro models
- 1.2. Backup first
 - 1.2.1. Tap Settings > your name > iCloud > iCloud Backup > Back Up Now
- 1.3. Install on your iPad
 - 1.3.1. Settings > General > Software Update

2. Stage Manager

- 2.1. Supported by iPad Air (5th Generation), iPad Pro 11-inch (all generations), iPad Pro 12.9 inch (3rd generation and later)
- 2.2. Windows come to iPad
- 2.3. A new way to multitask. Resize windows to look the way you want. See up to four overlapping windows in a single view.
- 2.4. Some iPads can connect to an external display and show multiple apps on both the iPad and the display and allow you to drag and drop items between screens
- 2.5. Turn it on in Settings > Home Screen & Multitasking or in Control Center
- 2.6. Optionally show the Dock
- 2.7. Optionally show the strip of recent apps on the left side of the screen
 - 2.7.1. If the strip is hidden, swipe in from the left edge to show it
- 2.8. When enabled, the window you're working in is positioned prominently in the center of the screen, at a size that makes it easy to work with.
- 2.9. All the other apps move left and form a strip of recent apps along the left side of the screen.
- 2.10. A window resize control will appear in lower corner of the window
- 2.11. Tap the multi-tasking control **•••** to:
 - 2.11.1. Make a window to go fullscreen
 - 2.11.2. Add another window to the stage
 - 2.11.2.1. Tap to add a window
 - 2.11.2.2. Or drag a window from the strip
 - 2.11.2.3. Or drag an app from the Dock
 - 2.11.3. Minimize a window to the strip
 - 2.11.4. Close an app; if it's part of a group of apps, it disappears from the group

2.12. Switch between apps

2.12.1. Swipe up from the bottom of the screen and stop to enter the App Switcher

2.12.2. Swipe left or right with one finger along the bottom edge the screen. If the iPad has a home button perform this gesture with a slight arc.

2.12.3. Swipe left or right with four or five fingers

2.13. To show or hide the strip of recent apps:

2.13.1. Tap Settings > Home Screen & Multitasking > Stage Manager, and tap the checkmark below Recent Apps to turn it off

2.13.2. Open Control Center, touch and hold the Stage Manager button, then tap the checkmark on the left side of the image

2.14. iPad can run Stage Manager...or Split View and Slideover...or neither

3. Focus modes

3.1. An extension of Do Not Disturb

3.2. Concentrate on a task while minimizing distractions

3.3. Temporarily silence all distractions or specific notifications

3.4. Settings > Focus

3.4.1. Choose from a list of options or design your own

3.4.1.1. Add people to silence or allow notifications from, incoming calls

3.4.1.2. Add apps to silence or allow notifications from

3.4.1.3. Choose a home screen to enable when the focus is enabled

3.4.1.4. Add a schedule or automation

3.4.1.5. Add Focus Filters to limit the amount of data visible during when a focus mode is enabled

3.4.2. Share Across Devices through iCloud and your Apple ID

3.4.3. Share Focus Status

3.5. Enable a Focus in Control Center

3.5.1. Tap to turn on or off

3.5.2. Tap More ☹️ to choose an ending point or change the Settings for a Focus

3.5.3. When enabled, an icon appears in the status bar

3.5.4. Messages will also display your status

4. Messages

- 4.1. Edit a message up to five times within 15 minutes of sending it
 - 4.1.1. Touch and hold the message
 - 4.1.2. Tap Edit
 - 4.1.3. Make changes, then tap the check button to resend with edits
 - 4.1.4. Previous versions of the message are available for viewing
- 4.2. Unsend a recent message within a two minutes of sending it
 - 4.2.1. Touch and hold the message, then tap Unsend Message
- 4.3. Mark a message as unread by swiping right to left in the message list
- 4.4. Recover Recently Deleted messages for up to 30 days after deleting them
 - 4.4.1. Settings > Messages > Filter Unknown Senders
 - 4.4.2. Filters button will appear at the top left of the list of conversations
 - 4.4.2.1. All Messages, Known Senders, Unknown Senders, Unread Messages, Recently Deleted
- 4.5. Use SharePlay with Messages
 - 4.5.1. Works with music and videos; all participants generally need to subscribe to the streaming service (apple Music, Disney+, AppleTV+, etc.)
 - 4.5.1.1. Touch and hold the content or tap the More button (⋮) next to the content
 - 4.5.1.2. Tap SharePlay
 - 4.5.1.3. Tap your Contacts
 - 4.5.1.4. Tap Messages
 - 4.5.1.5. Enter a message and tap Send to send the invitation
 - 4.5.1.6. Tap Start to begin

5. Mail

- 5.1. Improved search; results appear before you even start typing
- 5.2. Unsend a message
 - 5.2.1. 10-second delay after tapping send
 - 5.2.2. Tap Undo Send at bottom of screen
- 5.3. Schedule an email
 - 5.3.1. Compose a new email
 - 5.3.2. Touch and hold the Send button to pick a date and time

- 5.4. Remind yourself about an email
 - 5.4.1. Swipe right the message and tap Remind Me
 - 5.4.2. Set a date and time to be reminded about this email

6. Passkeys

- 6.1. A more secure and easier way to sign in. Eventually, no more passwords!
- 6.2. Kayak app can use passkeys
- 6.3. Sign in with password, tap Profile, tap Account, tap Set up Passkey

7. Maps

- 7.1. Add stops along your route
 - 7.1.1. Create a route
 - 7.1.2. Tap Add Stop
 - 7.1.3. Drag to rearrange

8. Photos

- 8.1. iCloud Shared Photo Library
 - 8.1.1. Your photos and videos exist in a separate library that you can share with up to five people
 - 8.1.2. Organizer of the Shared Library invites participants and uses their iCloud storage to house the contents
 - 8.1.3. Photos and videos you add to the Shared Library don't appear in your Personal Library
 - 8.1.3.1. In the Photos app, tap Library. Then tap the More button  and choose which library to view (Personal, Shared, or Both)
 - 8.1.4. You can belong to only one shared library at a time, as either an organizer or as a participant
 - 8.1.5. Different from a Shared Albums (plural) which can be shared with dozens of people.
 - 8.1.6. Setup: Tap Settings > *[your name]* > iCloud > Photos > Shared Library
 - 8.1.7. During setup you can add you can add existing photos and videos from your Personal Library to the Shared Library in these ways:

- 8.1.7.1. All My Photos and Videos: Add all of the photos and videos in your Personal Library to the Shared Library.
- 8.1.7.2. By People or Date: Add photos and videos that include specific people or were taken when those people were nearby. Or, tap Skip, then select a date on the calendar (such as an anniversary or other meaningful day) to automatically add all photos and videos that were taken after that date.
- 8.1.7.3. Manually: Select the specific photos and videos that you want to add to the Shared Library.
- 8.1.8. If invited to join a shared library, tap the invitation sent by the organizer.
- 8.1.9. Participants in a shared library can add, delete, or edit photos and videos
- 8.1.10. Adding photos or videos to the Shared Library:
 - 8.1.10.1. Manually move photos to and from your Personal Library
 - 8.1.10.1.1. Tap the More button (☰) then tap Move to Shared (or Personal) Library
 - 8.1.10.2. Save photos and videos you take directly to the Shared Library from Camera
 - 8.1.10.2.1. When you open Camera, a Shared Library button appears on the side of the screen to let you switch between saving the photos and videos you take to directly to your Personal Library or to the Shared Library. By default, Camera shares to your Personal Library.
 - 8.1.10.3. Share photos you take when other members of the Shared Library are nearby
 - 8.1.10.3.1. If people sharing a library are signed in with their Apple ID and have Bluetooth enabled on their devices, the Camera app can detect if they are nearby and place the photos and videos you take in the Shared Library
- 8.1.11. To leave a shared library, tap Settings > Photos > Shared Library, then tap Leave Shared Library
- 8.1.12. To delete a shared library tap Settings > Photos > Shared Library, then tap Delete Shared Library. Only the Shared Library organizer can delete it
- 8.1.13. Shared Library options can be found in Settings > Photos > Shared Library

9. Reminders

- 9.1. Make a list into template
 - 9.1.1. Tap a list
 - 9.1.2. Tap the More button ☰
 - 9.1.3. Tap Save as Template
- 9.2. Pin favorite lists for easy access
 - 9.2.1. Swipe right to left and tap the Pin button
- 9.3. New Completed list
- 9.4. Today and Scheduled lists are grouped by time and date

10. Notes

- 10.1. Lock notes with iPhone passcode
 - 10.1.1. Settings > Notes > Password
- 10.2. Notes are grouped by time periods in list and gallery views
- 10.3. Smart Folders can contain various new criteria besides tags

11. Miscellaneous

- 11.1. Lift a subject from the background
 - 11.1.1. Touch and hold a person, pet, or object in a photo
 - 11.1.2. Tap Copy or Share
 - 11.1.3. Paste or Share the item
- 11.2. Dictate without pronouncing “period”, “comma”, “question mark”
 - 11.2.1. Works with emoji, too (“Happy face emoji”)
 - 11.2.2. Make corrections with keyboard without stopping dictation
- 11.3. Weather app
 - 11.3.1. Now on iPad
 - 11.3.2. Tap forecast modules for more info about precipitation, wind, humidity, etc.
- 11.4. Customize toolbar
 - 11.4.1. On selected apps (such as Pages, Numbers, and Keynote), customize the toolbar
- 11.5. Spotlight
 - 11.5.1. Expanded results

- 11.5.2. Perform actions from the search field (e.g., do math calculations)

12. Good places for help

- 12.1. Apple Support: apple.com/support/
- 12.2. Apple's iOS webpage: apple.com/ipados/ipados-16/
- 12.3. Get Apple's free iPad User Guide at Book Store within Books app
- 12.4. Me: Mike Matthews mamatthews@icloud.com (925) 876-4098

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