

iPad User Magazine

Essential
guides and
reviews!

Unlock
the hidden
power of your
iPAD

Easy guides to get
more from your
iPad and iOS 10



Issue 34

HOW TO Find files in any app easily;
format text in Pages; and more!

Welcome

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

There are many reasons for choosing Apple products, not least the fantastic integration between devices, which has been improved upon with every iOS release. In this issue we look at how iCloud - Apple's free cloud-based sync, backup and file storage service - can keep your files and data secure, up-to-date and to hand wherever you are, whatever device you're using.

Plus, you can find those all-important files on your iOS device in no time, thanks to iOS 10's built-in, intelligent - and again much improved - search facility, Spotlight. We'll show you how to get the best results from this feature.

The only limit you might find with syncing files across iCloud is storage capacity, but third-party apps that let you stream directly from a network drive eliminate this issue: take a look at our tutorial on streaming to avoid eating into your device's storage space.

Elsewhere in this issue of iPad User, you can get creative with top painting tips, and we've got a great walkthrough on how to make the most of the advanced editing features in Adobe's Lightroom. Enjoy!



MATT BOLTON Editor



Contents

- 4 The basics of iCloud**
How to back up, and sync with other devices
- 6 Search with Spotlight**
Find things with iOS 10's intelligent built-in search feature

- 8 Edit and format text in Pages**
Tap into Pages' powerful text-handling tools
- 10 Manage your music playlists**
Add, edit and share lists with the Music app

- 12 Stream your media library**
Stream and share large media libraries from a network drive to iOS devices
- 16 Learn to paint on your iPad**
Pro tips for any budding artist
- 20 Perfect photos in Lightroom**
Discover the advanced camera and editing tools in Adobe's updated app

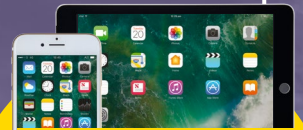
- 22 Apple Gear**
We review the latest accessories



@iPadUserMag



macOS Sierra is here...



iOS10
*Essential
advice in
every issue*

**LET THE EXPERTS AT
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Available from www.macformat.com

The basics of iCloud

Back up your iPhone and sync with other devices via Apple's servers

IT WILL TAKE

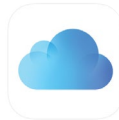
> 10 minutes

YOU WILL LEARN

> How to share, sync and back up documents and data

YOU'LL NEED

> iPhone, iOS 10



iCloud enables you to sync music and movies - plus photos, contacts, calendars and various kinds of data -

wirelessly to the cloud. How does it work? First, you need to be using the latest versions of iOS and macOS (there's also a Windows desktop tool and iCloud control panel if you use a PC - find it at bit.ly/win_icloud). To sign up, you'll need an Apple ID. Then simply enable iCloud and choose which types of files and data you want to sync: contacts, calendars, reminders, notes, bookmarks, Mail account settings (email messages too if you opt to set up an iCloud Mail account) and more. Now instead of backing up to your Mac or PC via iTunes, your device will sync with iCloud over Wi-Fi, even if you plug it manually into your computer using a cable.

Another part of the service is iCloud Music Library, which enables you to wirelessly download your purchased iTunes music to any or all of your devices. The same goes for App Store, Videos and iBook Store purchases too.

Next is iCloud Photo Library, which syncs your photos: take a snap on your iPhone, and it will be synced across all your Mac and iOS devices, provided the feature is enabled in

Settings > Photos & Camera. You can also use iCloud to privately share your favourite photos with friends and family.

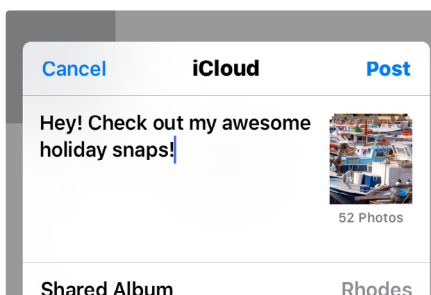
Another thing you can do is sync your web browser bookmarks, and adding items to your Reading List on one device means they'll then appear in the Reading List in Safari on all your other devices linked to the same iCloud account. You can also see what tabs you have open in Safari on your other devices, and open them with a tap or click on any other device.

iCloud can even sync playback: if you start to play a movie, TV show, podcast or audio book on one device and then pick up another, it will resume playing from the point where you left off on the first device. This works for content bought or rented from Apple, and also for your own movies stored locally.

Finally, there's iCloud Drive, which enables you to seamlessly sync documents and data with 5GB of storage space available for free (your music, apps or other purchases don't count towards the quota). If you need more, you can pay for it, with prices starting at 79p per month for 50GB of storage and rising to a modest £13.99 per month for 2TB. You can also use iCloud to wirelessly back up your iPhone's data too. **Rob Mead-Green**

iCloud enables you to sync music, movies, photos and much more

HOW TO Share via iCloud >



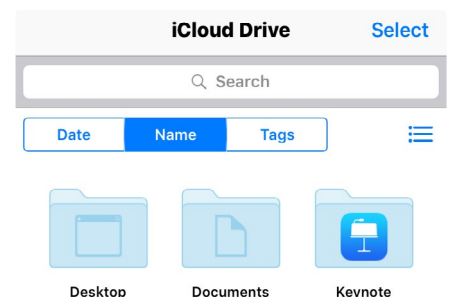
1 Share photos

Go to Settings > Photos and switch on iCloud Photo Sharing. In the Photos app select Shared, then + to create a new album. Give the album a name then choose who you want to invite to view it. Now add the pics and videos to share.



2 Share calendars

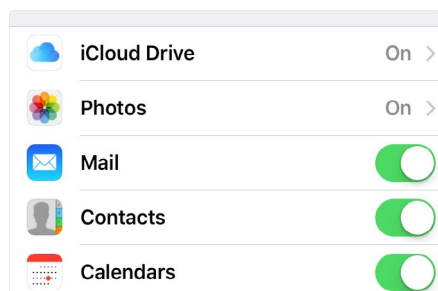
In the Calendar app, tap Calendars, tap the 'i' beside a calendar, and tap Add Person to invite someone to share the calendar. Scroll down, switch on Public Calendar then Share Link to invite people to view (but not edit) a calendar.



3 Share documents

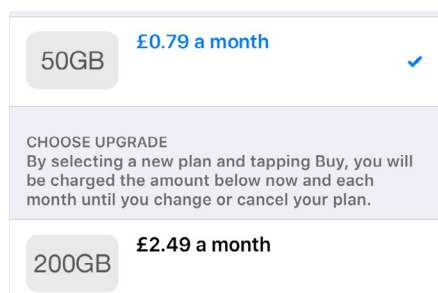
You can open and edit files at icloud.com - and so can other people using any supported browser, via links you send. You can also access files using iCloud Drive, which acts like a folder with links to the remotely-held data.

HOW TO Master your iCloud back-up settings >



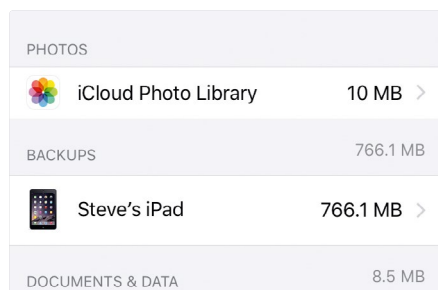
1 iCloud settings

Tap Settings > iCloud; if you didn't enable iCloud during setup, you can do so now. Decide which services you want to have active. Choosing Mail won't sync all email accounts you can access via the Mail app, only your @icloud.com account.



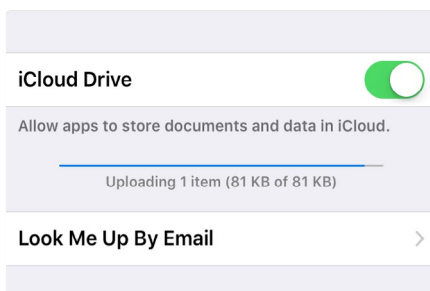
4 Buy More Storage?

Tap iCloud > Storage > Change Storage Plan. You still get 5GB for free. If you need more, tap to select a new monthly plan. An extra 50GB (making a total of 55GB, including your initial free 5GB) now costs just 79p per month.



7 Other devices

For devices other than the one you're using, you can't view this level of detail but you can see when it was last backed up and how big the backup is. You can delete the backups, but think carefully, especially in the case of other devices!



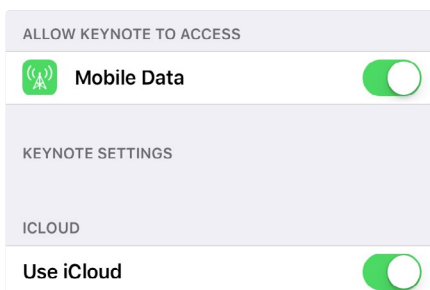
2 Documents & Data

Tap iCloud Drive to activate it and have the icon appear on your Home Screen. You can select which apps are allowed to store docs and data in iCloud, and also whether or not to Use Mobile Data if Wi-Fi is not available.



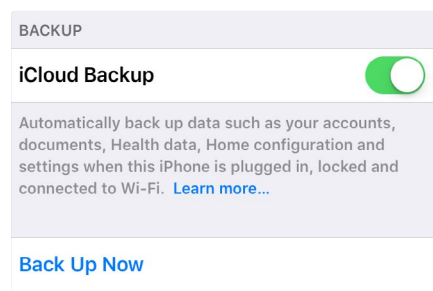
5 Or optimise first

On the Manage Storage screen you'll see your devices that use iCloud backup, as well as a summary of Documents & Data being stored in iCloud. Tap the name of this iPhone to see details of what data is being backed up.



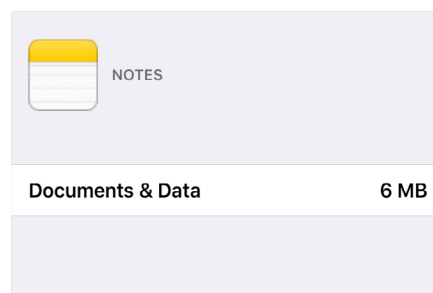
8 Activate apps

If you're using Apple apps, including iMovie, Pages, Numbers and Keynote, tap each one in Settings and enable iCloud so that your documents are saved to iCloud, accessible at icloud.com and synced on all your linked computers and devices.



3 Storage & backup

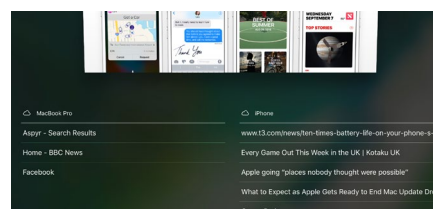
To enable iCloud Backup, tap Settings > iCloud; scroll down to Backup and toggle it on. Your iPhone will no longer sync and back up automatically to iTunes. Instead, it will back up to iCloud when connected to Wi-Fi.



6 Delete backups

To save space you can remove old data. While in the Manage Storage section, tap on an app - depending on the data it stores you'll be able to delete individual files or entire folders. Tap Edit, the red minus icon and then Delete.

Safari tab Syncing >



If you use Safari on iOS and Mac, you can sync any open browser tabs across your devices, as long as each is connected to the internet and signed into your iCloud account. In Safari on your iPad, for example, tap to open tabs and you'll see a list of recently-visited pages.

Search with Spotlight

Find things intelligently with iOS 10's built-in search feature

IT WILL TAKE

> 5 minutes

YOU WILL LEARN

> How to get the most out of Spotlight on iOS

YOU'LL NEED

> iPhone, iOS 10



Few features in iOS change the way you use an iPhone as radically as Spotlight, Apple's one-stop shop for finding

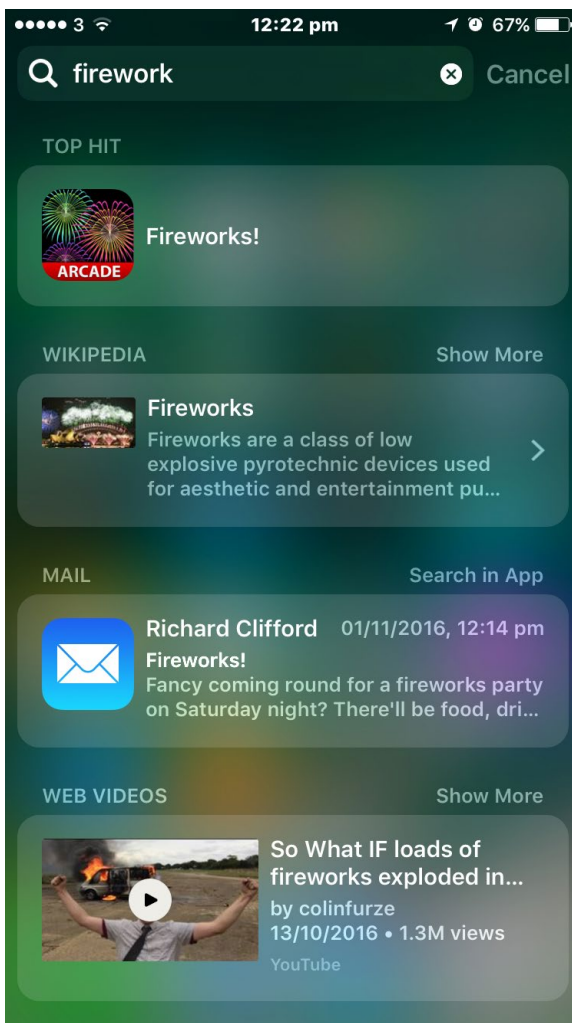
anything on your iPhone. Accessing it is easy: swipe a finger down from the middle of the Home Screen. In practice, you'll probably want to do it from the first row of icons or below – swiping from too far up the screen opens Notification Centre.

You can search for all kinds of things in Spotlight, and it's the sheer range of

options available that makes the feature so impressive. As well as the obvious things – Contacts, Music, Mail and Messages – you can also search for apps, videos, notes, events and reminders on your iPhone. Even more importantly, in iOS 10 you get results from the internet, along with the content on your phone. That means Wikipedia results, movies, music and apps together with web search results.

Spotlight is more powerful than ever in iOS 10, and once you start using it you won't look back. Let's take a look. **Rob Mead-Green**

EXPLAINED... Spotlight >



Find just about anything with your iPhone

1

Search

Swipe one finger down to reveal the search page and type into the text box. Spotlight shows results below as soon as you start to enter text, so you typically don't need to type the full word. You can also ask Spotlight to incorporate Siri suggestions too.

2

Apps

One of the handiest features of Spotlight is that it can search for apps installed on your iPhone. Using Spotlight is often faster than hunting for an app inside folders.

3

Wikipedia

This popular online encyclopaedia is fully integrated with Spotlight. Now when you enter a search term, Spotlight shows the results from Wikipedia. Tap one to read more of the Wikipedia entry directly inside Spotlight itself.

4

Mail

Spotlight searches all the core information on your iPhone, from apps such as Mail, Contacts, Reminders and Calendar. You can search for the text inside messages, for example, as well as subject headers and senders.

5

Media

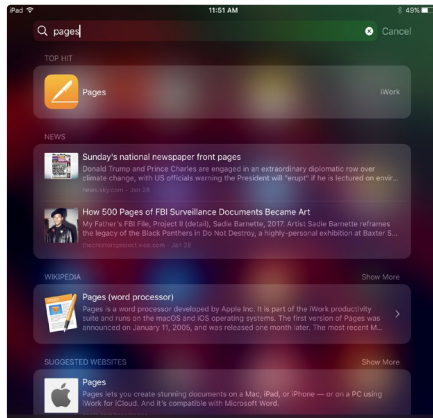
Spotlight can find any songs or movies inside your Music or Videos apps, but it also now shows songs and movies from the iTunes Store, as well as videos from YouTube and other sites.

6

Other results

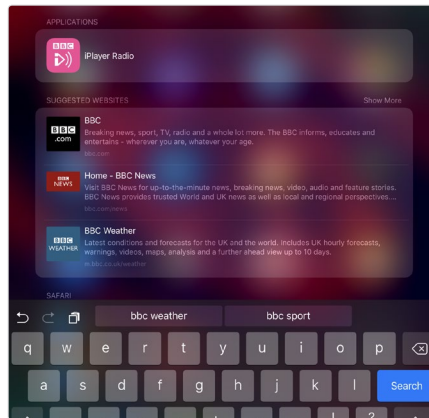
Spotlight also returns a wealth of other results, including matches from Maps, the News app and Bing search results. At the bottom of Spotlight's results you'll find further search options, including Search Web, which opens Safari, and Search App Store.

HOW TO Find things in Spotlight >



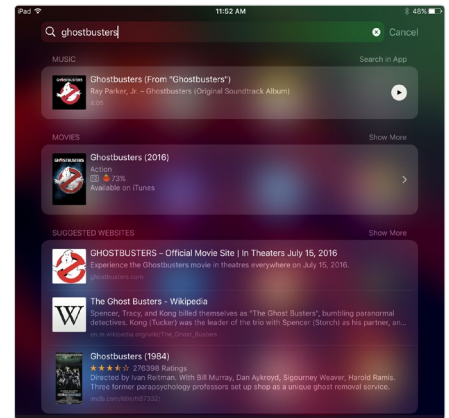
1 Access Spotlight

Place one finger in the middle of the Home screen (not the very top) and swipe downwards. You can access Spotlight in this way from any page of the Home screen. Type in a search term, whether it's people, apps or the contents of emails or messages. Results appear as soon as you start typing. If you see what you're looking for, tap the item in Spotlight to get more information or be taken to the app containing that content.



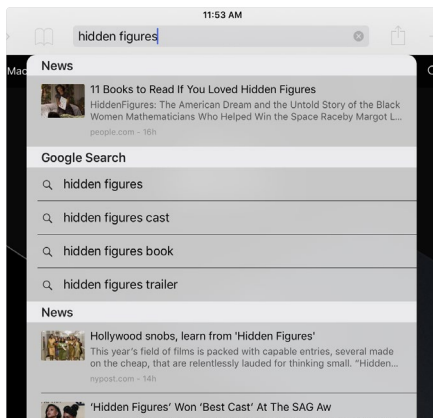
2 Searching the web

Spotlight displays information from the web under the headings News, Bing Search and Twitter. As you enter search terms, you'll see news stories from major sites such as the BBC, the Guardian and the Daily Mail. Spotlight also shows links to websites, so for example, searching for Disney shows a link to it under 'Suggested Website'. Tapping one of these options takes you to the site in Safari; or else tap Back to Search.



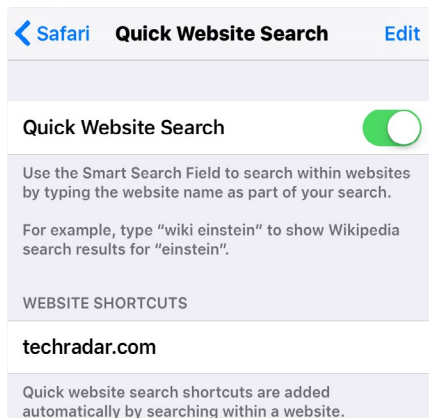
3 Spotlight Suggestions

Spotlight Suggestions match your search terms against apps, movies and music from the iTunes Store and App Store, as well as elsewhere. Enter a term in the search bar and you get links to iTunes songs and albums. Tapping one of these takes you to the appropriate store, where you can preview or purchase the item. Wikipedia pages are also part of Spotlight Suggestions, and tapping one of these shows a summary.



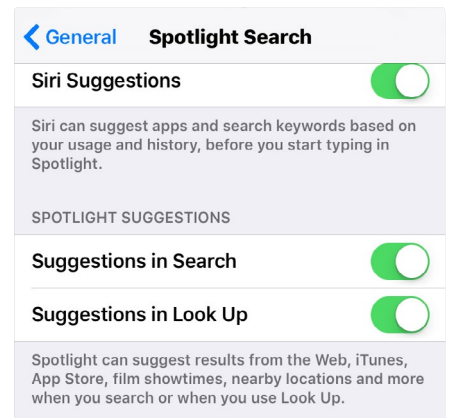
4 Spotlight and Safari

Spotlight and its suggestions aren't limited to the Home screen of the iPhone; it also works in the Safari app. When you enter something into the Smart Search field in Safari, it also shows Wikipedia results and items in the App Store and iTunes Store, with search engine suggestions below. Some people find this a little much; you can disable this by tapping Settings > Safari and turning off Safari Suggestions.



5 Quick Website Search

Safari's Quick Website Search is also useful, if a little complicated to explain. Start by visiting a site - say, amazon.co.uk - and use its built-in search bar to find something. The site is now listed in Settings > Safari > Quick Website Search. Next time you enter the site's name into Safari's search bar, followed by some terms, look out for a suggestion that submits those terms directly to the site's search engine.



6 Spotlight settings

Settings for the Spotlight Search page are separate from those that apply to Safari. Go to Settings > General > Spotlight Search to see a list of apps and services that can provide search results to Spotlight - simply toggle these on or off depending on your preference. For example, you can hide documents from apps such as Pages and Numbers if you prefer to use the apps' built-in file management tools.

Edit and format text in Pages

Tap into Pages' powerful text-handling tools to improve your documents

IT WILL TAKE

> 20 minutes

YOU WILL LEARN

> Style and edit text;
master keyboard
shortcuts

YOU'LL NEED

> Pages for iOS;
Bluetooth keyboard
(optional)

Find out how
to simplify,
speed up and
improve the
way you work
with text
documents



If you're looking to edit text with a bit of flair and panache, there's no substitute for Apple's own Pages app. But

for all its extra features - the ability to lay out your documents a certain way, for example, or its tools to import images, charts and other elements - Pages remains first and foremost a word processor.

In this tutorial we're going to focus on exploring its text-based tools to reveal how to simplify, speed up and improve the way you work with text documents on your iPad.

Pages has evolved to put more text-editing and formatting tools at your fingertips. Start typing, and you'll see the pop-up keyboard now offers shortcuts to a number of handy formatting options. You'll notice one particular option (the resize text tool) offers a limited number of text sizing options, but don't worry - if none of these fits, you'll find the Format Painter continues to allow you to resize in one-point increments, from single-point text up into the hundreds. You'll also find other text-styling tools - bold, italic, underline and strike-through - here too.

One major limitation is that there's still no way to update text styles on your iPad. You

can, naturally, edit text styles on the fly for selected text, following the step-by-step guide opposite. It's just a shame you can't yet save those changes, either by updating an existing style or by creating a new one. Instead, you need to open the document in Pages on your Mac, apply changes there, then sync the document back via iCloud.

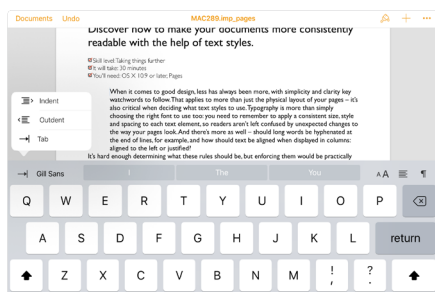
Spelling and counting

Don't forget to make use of Pages' spellcheck tool. Tap the '...' button and make sure 'Check Spelling' is switched on. Once enabled, misspelled words will be shown with a red underline. Tap it and choose Replace to see suggested alternatives, then tap the correction. Pages will also use your system-wide autocorrect settings to correct mistyping - to switch this on and off, return to the Home screen and choose Settings > General > Keyboard.

Last, but not least, flick the Word Count switch on under '...' and you'll see a running word count appear at the bottom of the screen. Tap and drag it to reposition it, or tap on it to reveal more detailed statistics about your document.

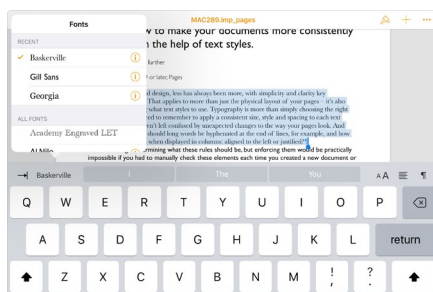
Nick Peers

HOW TO Format text from the keyboard >



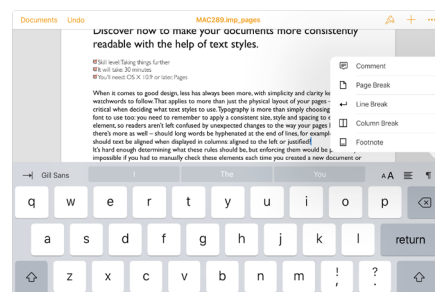
1 Indent and tabulate

The indent button allows you to shift the entire paragraph to the right ('Indent') or left ('Outdent') using tab markers (tap again to shift to the next marker). Tap 'Tab' to insert a single tab at the cursor point.



2 Change font and size

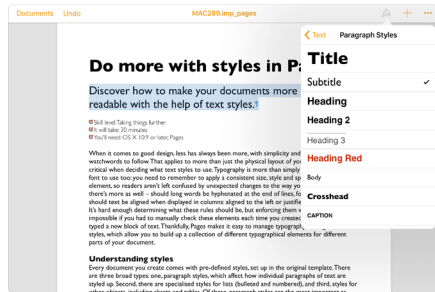
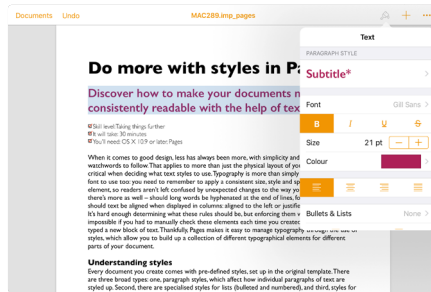
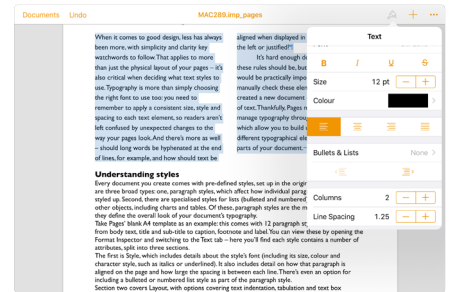
Tap the current font name to select a different font to type new characters with, or select your text first to change its font. Tap the 'AA' button to change its size using one of the supplied presets (10 to 48).



3 More controls

Tap the paragraph button to change the alignment of the current paragraph: choose from left, centre, right and justified. Tap the final button to access controls for inserting comments, breaks and footnotes.

HOW TO Style text with Format Painter >

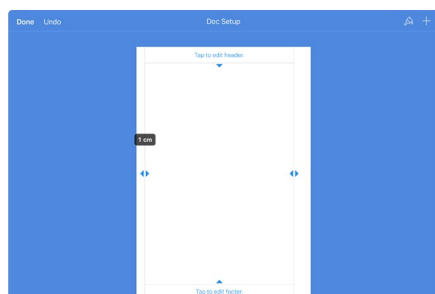
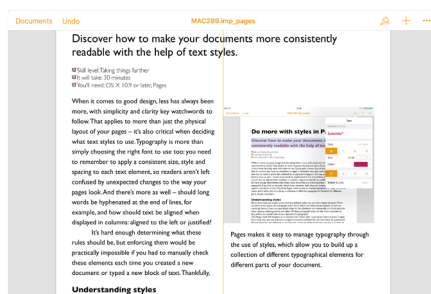
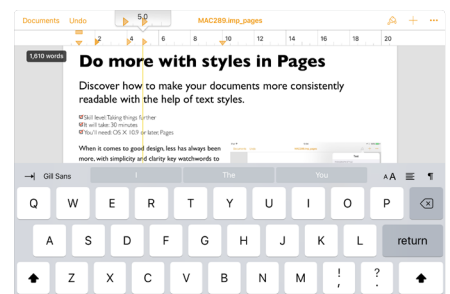


1 Paragraph style
Tap three times to select a paragraph. Then tap the Format Painter to view its current paragraph style. Tap the style name to bring up a list. Try a style by choosing it, then tap another until you find the one you want.

2 Tweak text style
You can select a style as your starting point, then tap < to return to the main Format Painter screen where you'll find controls for tweaking font, style, size and colour - note this only affects the selected text.

3 Change page layout
Scroll down further and you can set the paragraph alignment, implement bullets or lists and change the text to a multi-column layout. Adjust line spacing to change the gap between each line of text.

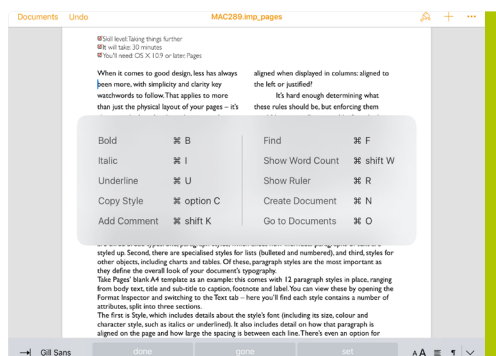
HOW TO Master page margins >



1 Quick and easy changes
Tap the '...' button in the toolbar and select 'Document Setup'. Use the arrows at the sides of the document to tap and drag the margins to resize them in increments of 0.5cm. Set them to 0cm to effectively remove them.

2 View on-screen
Tap Undo to start again, or Done to return to the document - you should see the text has reflowed. Tap '...' and flick 'Edge Guides' to on so you can use the margin to snap images and other elements to.

3 Set custom tab stops
Tap '...' to enable the Ruler. Tap on your text to bring up the ruler. Tap and hold on the ruler and a 'v' will appear, magnified. Drag it to the desired spot and release to set it - repeat for as many tab stops as required.



Keyboard shortcuts Speed up Pages using an external keyboard >

Pages works brilliantly with a physical keyboard - you can pick up serviceable Bluetooth keyboards for under £10 on eBay. Not only does this make typing easier, it also opens up a number of handy keyboard shortcuts. Most are similar to those you find on the Mac (a comprehensive list can be found at support.apple.com/kb/PH23109). But why memorise that when you can simply hold down the  key on your keyboard - after a short pause a pop-up window will appear listing all available shortcuts for the currently selected item.

Manage your music playlists

Discover how to add, edit and share playlists using the Music app

IT WILL TAKE

> 20 minutes

YOU WILL LEARN

> Set up, make changes to, share playlists

YOU'LL NEED

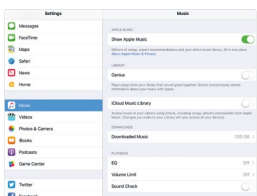
> iOS 10 or later

The Music app provides all the tools you need for creating and editing playlists on your iPad



Genius Tip!

> Want to sync playlists from your Mac? Make sure you temporarily switch off iCloud Music Library via Settings > Music on your iPad first.



One of the most convenient ways to listen to all your favourite tracks is through playlists. These curated lists of

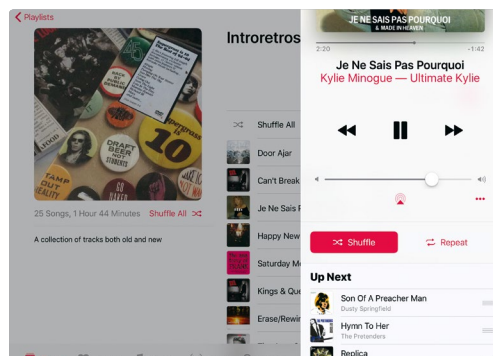
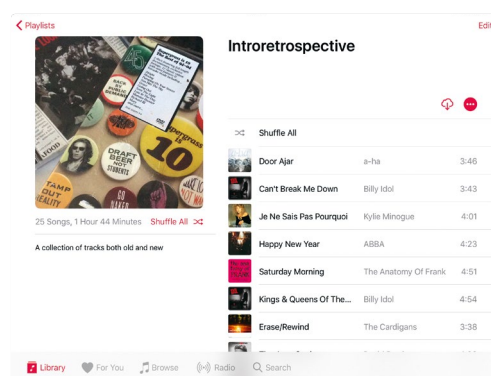
songs from your library enable you to skip the filler and focus on the music that really stirs your soul. Some of the best playlists are centred around a theme - feeling heartbroken, or want something to keep you alert on a long journey - but many are simply collections of favourite tracks that tickle your fancy at a specific moment in time.

Traditionally, playlists would be created on your Mac, then synced across to your iPad via iTunes. These days, though, the Music app provides all the tools you need for creating and editing playlists directly on your iPad. Those with an Apple Music subscription gain additional benefits - access to lots of music you can then collate into a playlist before downloading for listening to while offline, for example, as well as options for sharing playlists with others.

The basics

The step-by-step guide opposite takes you through the basic steps required to create and edit your playlist. Once done, simply tap a track on the list to play from that point, or tap 'Shuffle All' to play the playlist in a random order.

You'll see a mini player at the bottom right of the screen with the currently playing track and simple play/pause and skip to the next track buttons. Tap the track's thumbnail to bring up the main playback window where you'll find more controls, including volume, skip back and scrubber. Scroll down and you'll



also reveal Shuffle/Repeat options, plus a list of queued tracks. You can edit the queue by rearranging running tracks and removing those you don't fancy listening to right now (these options don't affect your playlist).

Share your playlists

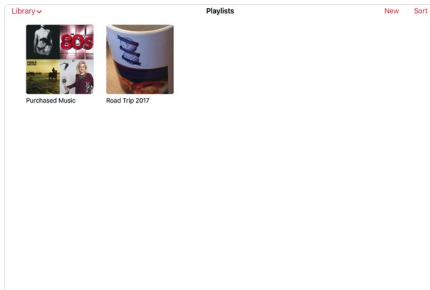
You don't need an Apple Music subscription to enjoy most playlist features, but you will need one if you plan to share your playlist with others. Step one is to go to Settings > Music and flick the iCloud Music Library to On. (While you're here, if you're adding music from Apple Music to your playlists, flick the 'Add Playlist Songs' if you'd like to incorporate them into your library too).

Once you've done this, you'll see a 'Public Playlist' switch appear when creating playlists - flick this on, and your playlist will be discoverable to other Apple Music users. If you'd rather be selective about who has access, leave this switched off and instead look for the new 'Share Playlist' option appear when you click the ... button when viewing any playlist.

Tap this to choose how to share your Playlist - select Message, for example, and your recipient will be sent a link to open the Playlist on their own device or play it back directly from the Message window itself. Your contact will be able to play back the playlist and change its running order during playback, but they'll have no control over the playlist itself - either its content or running order. Finally, any changes you subsequently make to the playlist will be synced to them too.

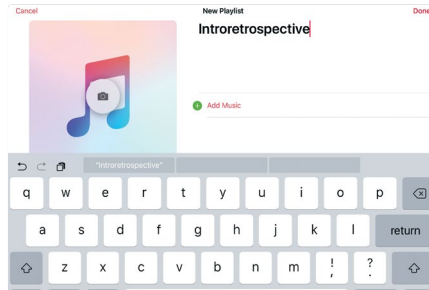
Nick Peers

HOW TO Create and edit playlists on your iPad >



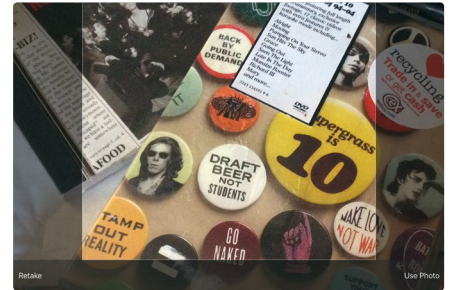
1 Create new Playlist

Tap Library in the top left-hand corner and choose Playlists. Any playlists you've previously created or transferred across from your Mac via iTunes will appear here, so tap 'New' or 'New Playlist' to get started.



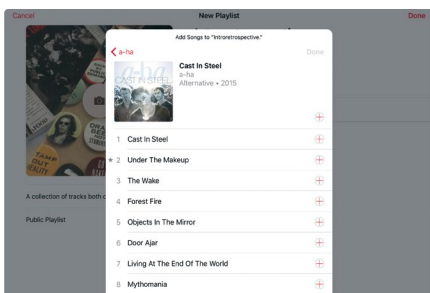
2 Name and description

Tap Playlist Name to give your playlist a suitably descriptive title. If you need to include more detail - such as its content or what the playlist means to you - tap inside the 'Description' field to enter the info.



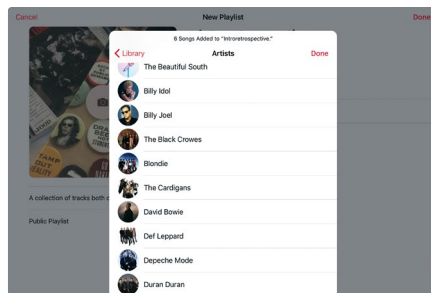
3 Add photo

If you don't want the playlist to display album thumbnails, tap the camera button to take a photo, then frame and resize it for your playlist image; you can add existing photos from your library too if you prefer.



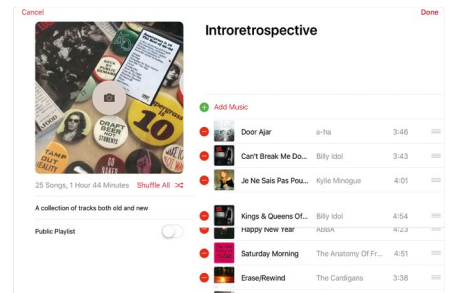
4 Find first song

Tap 'Add Music' to add tracks to your playlist. You can search by keyword, or simply browse through the available options, from playlists to composers. When you find a track, tap + to place a tick next to it.



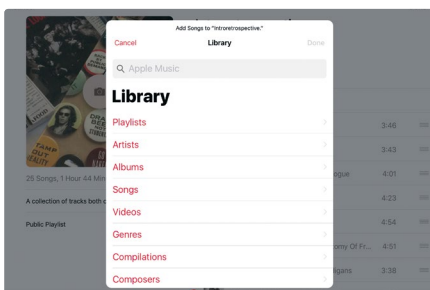
5 Keep adding tracks

Use the navigation controls to move around your library or the Apple Music database if you're subscribed, adding new tracks to your playlist as you find them. When you're ready to review things, tap Done.



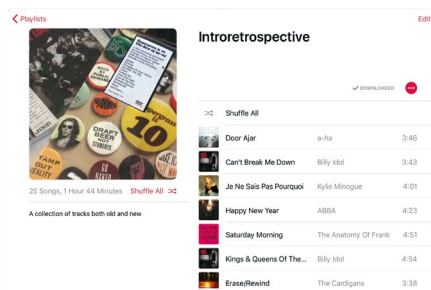
6 Edit or remove tracks

Your chosen tracks will appear in the order you selected them. Change their running order by tapping and dragging the ≡ button to the right of a track to move it. Tap - (minus) and select Remove to delete unwanted tracks.



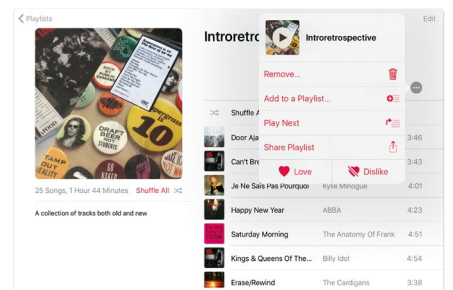
7 Complete playlist

Tap 'Add Music' to add more music, or tap Done to finish - for now. You can always tap Edit on this screen to make further changes to your playlists at a later date as you listen and get a feel for the playlist.



8 Download tracks

If your playlist includes tracks from the Apple Music library, you'll want to make them available offline along with any songs you've transferred to your iPad. Download these tracks by clicking the cloud button.



9 More controls

Tap the ... button to remove the playlist (either remove any downloaded files or the entire playlist), add its contents to another playlist, or mark it loved or disliked to influence other tracks recommended to you.



Stream your media library

Stream and share large media libraries from a network drive to iOS devices

IT WILL TAKE

> 20 minutes

YOU WILL LEARN

> How to set up your own wireless media server and stream music and movies

YOU'LL NEED

> An iOS device, Remote File Manager, storage shared over your Wi-Fi network

Remote File Manager plays videos that iOS normally can't, and without conversion



We're moving rapidly, some may even say we are being dragged, towards a future without wires. It's true that

you can still connect your iPad or a hard drive to your Mac using a cable, but Apple has been encouraging us all towards wireless means of data transfer for quite some time now. But while services like iCloud Drive and Apple Music are great, they don't suit everyone's needs. For one thing, they often cost money. Also, they're general-purpose storage that's lacking in convenience for storing large movie collections in the cloud. The problem is even more acute with iOS devices, which have much smaller storage capacities than Macs. A few HD movies will soon fill up even a 32GB iPad.

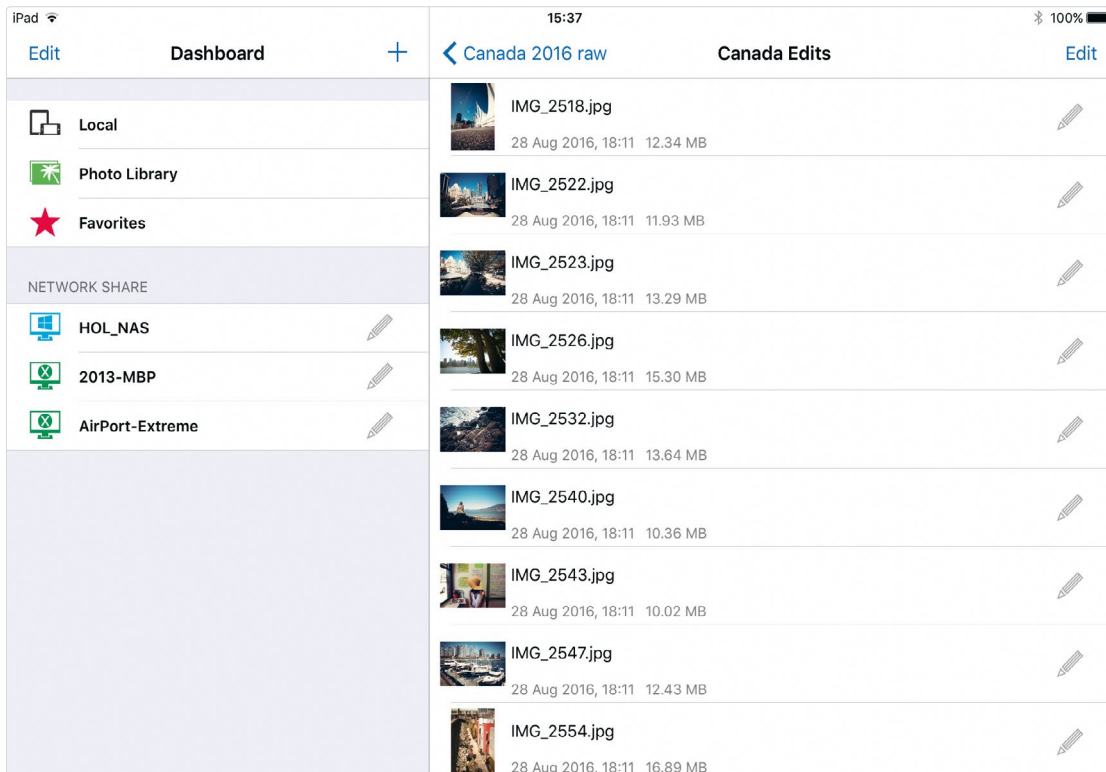
So, if you have a large music or movie collection, you'll want a way to play that media over your network to your iOS devices, ideally without using iTunes on your Mac as the hub through which it's served. Systems like Plex (free, plex.tv) enable this, but they can be fairly complex to set up. An easier solution is

to use Remote File Manager, an iOS app that's designed to give you direct access to storage wirelessly so you can copy, manage and stream all kinds of media across your network.

The free version of Remote File Manager is limited to one device, while the inexpensive full version (£3.99) enables access to multiple drives. The great thing is that the app doesn't require you to sign up to any kind of online accounts or install any special software on your local drives, only the app on your iOS device. It is purely and simply a file viewer and manager, providing access to the files on your drives on your local network and in the cloud using an interface that's simple, powerful and perhaps more elegant than macOS's Finder.

A personal media server

There are many advantages to using this app to manage and stream your media. A NAS drive or a large hard drive connected to your AirPort Extreme, Time Capsule or other router can act as a central repository for all your media files, and since they are capacious and



Remote File Manager provides a clean, familiar structure for connecting to and browsing network storage to play media.

affordable, you can store huge collections of video files on them instead of them cluttering up your Mac. The app supports playback of more video file formats than iOS does natively, so there's no need to convert things to iTunes-compatible formats before it can be played. AirPlay is also supported, so you can stream music and videos via the iOS app to Apple TV, completely removing your Mac and iTunes from the process. Other people on your network can also be given access to the files, which can be restricted with a password.

Organise your files

Since the app is a file manager as well as a media streamer, you can use it to move files between your devices without needing to have your Mac running. It supports Dropbox, Google Drive, OneDrive and Box accounts, and it can access any local volume, including those on your Mac or PC. So, in a typical example you might want to transfer a season of a TV show from the network drive to your iPad to take on holiday. The app supports video formats such as AVI and MKV, and others as well, which means you don't have to transcode everything into Apple's preferred formats to play them on your iOS device.

As another example of the app in action, you might upload a bunch of family movies

from your network drive to your Google Drive to share them with someone. Remote File Manager acts as a hub for managing this through a friendly interface.

The app is great for users of all levels as you can make it as simple or as advanced as you like. Say you have an iPad but you don't have permanent access to a Mac - maybe the one at home is a shared computer. Having to commandeer the Mac every time you want to browse your movie collection is far from ideal. Instead, you can offload the movies onto a network drive - almost all but the cheapest routers these days enable you to connect a USB drive - and set up access to it in Remote File Manager, and then manage, download or stream any of your movies whenever you like.

Password	●●●●●●●●
Confirm Password	●●●●●●●●
FORGOT PASSWORD	
Question 1	Your first Mac
Answer	PowerBook G4
Question 2	None

You can set security questions in case you forget the password you've set to lock down Remote File Manager.



Jargon Buster

> A **NAS drive** is high-capacity storage that connects to your router, offering more features than a regular drive attached to your Mac.



Genius Tip!

> Remote File Manager can display Microsoft Office, iWork and PDF files, just not edit them, but you can send them from it to other apps.

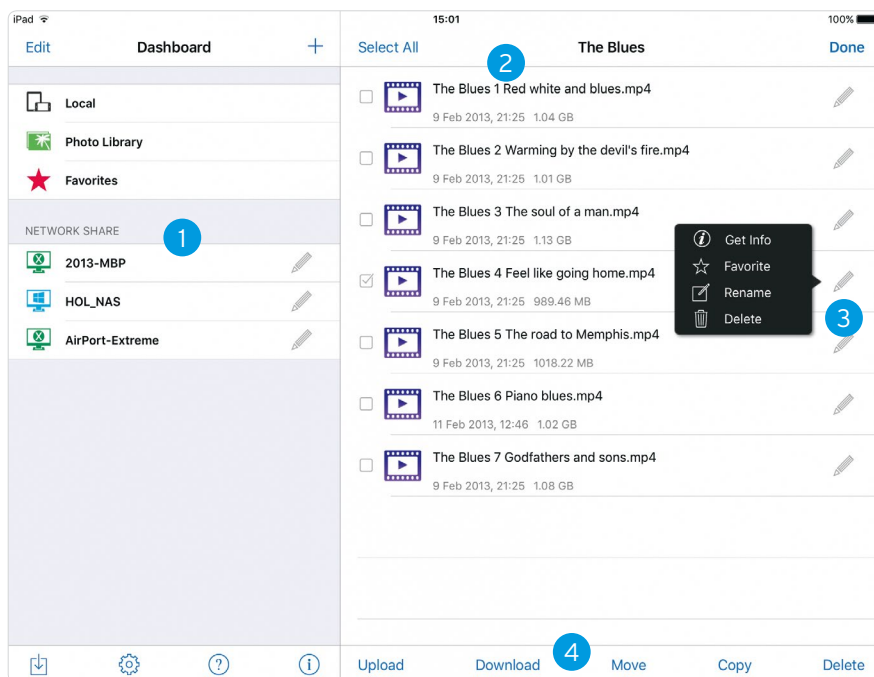
EXPLAINED... Remote File Manager's interface >

1 Network shares

> View and manage your network drives and connected cloud storage accounts here.

2 The file list

> Tap on a file here to view it. The app can play movies and music, and view images, Microsoft Office and iWork docs.



3 Get file info

> You can view file paths and sizes, or rename or delete items by tapping that items's adjacent pencil icon.

4 The toolbar

> Select items in the file list, then use commands in this row to upload, download, move, copy or delete them.

Jargon Buster

> **Streaming** is the process of viewing or listening to a video or audio file across a network without actually copying the file to your device first.



Genius Tip!

> Remote File Manager's settings show you how much local space it's using, which passwords are saved by the app, and you can even add a password to lock down access to the app itself.

In a more advanced scenario, you might upload videos to Dropbox while at work – say, a project you're working on there – and then view them on an iPhone or iPad while on the move. Alternatively, you could use the app to upload files from a drive on your network to a service like Google Drive in order to view or download them from another location. Remote File Manager supports creating, naming and deleting folders as well as sorting and searching files and viewing Microsoft Office and iWork files. Indeed, it almost acts as a replacement for a Mac and a copy of iTunes, replicating the functionality that combination offers in terms of media storage and streaming, but with even more flexibility.

Music to your ears

Although Remote File Manager's music playback capabilities aren't quite as advanced as Apple's own Music app, it's adequate for many people's needs. It's great if you are, for example, an audiophile with a large collection of music stored in a lossless file format you don't want to take up a large amount of precious space on your Mac and which can't be uploaded to iCloud Music Library without being compressed in the process.

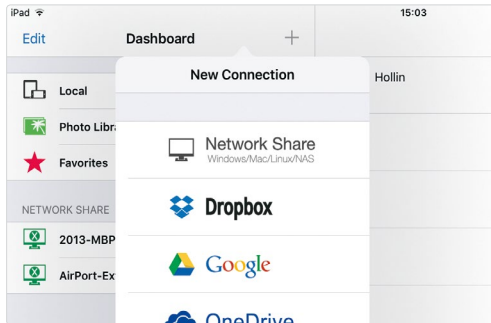
Simply organise your music on your network drive (or even on cloud storage, such as Google Drive) in named folders and then

access them from Remote File Manager on your iOS device. The app treats folders of music as playlists and gives you full playback, shuffle and repeat controls, a timer to end playback after a specified duration, and the ability to stream to AirPlay devices on your network. Although the issue of storing large music collections isn't quite as thorny as dealing with hundreds of gigabytes of movies, a high-quality FLAC, Apple Lossless or WAV collection of several hundred albums will easily run to almost this size, so this is a great way to get around that problem.

Do it like a pro

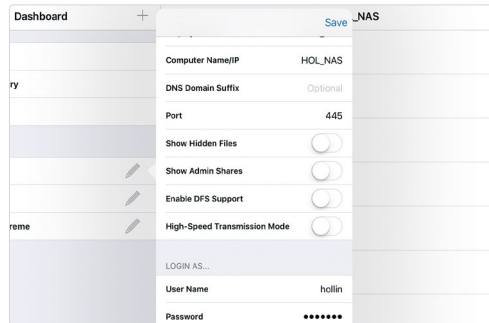
You can't edit documents in Remote File Manager, but you can open ebooks, Microsoft Office files, PDFs and images, and send them to other apps or iCloud, attach them to an email, or send them to a printer. For just a few pounds, the paid-for version provides a ton of functionality, and you may consider the ability to stream media files from a network drive to all your iOS devices to more than justify the one-off cost. The free version offers the same functionality but only one device can be connected at once, though even that may be enough for you. If your needs are a little more advanced, the full version provides the added convenience of enabling you to maintain a list of devices you connect to. **Hollin Jones**

HOW TO Stream over your network >



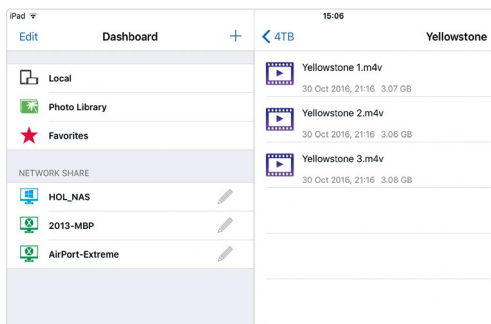
1 Connect to a drive

Open Remote File Manager and then tap the + icon at the top-right corner of the Dashboard to add a new network share. Tap the Network Share option to see drives that are connected to the same Wi-Fi network as your iOS device.



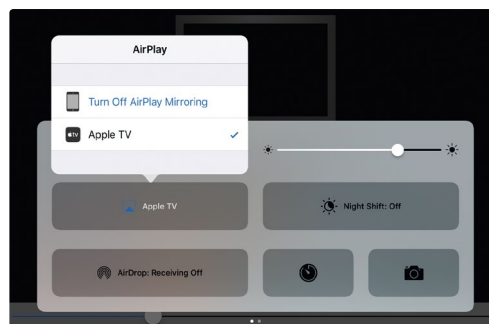
2 Authenticate

In the Network Neighbourhood panel, look for the name of the drive you want and tap on it. You'll be prompted for a username and password. Enter these and the app should take care of other settings for you.



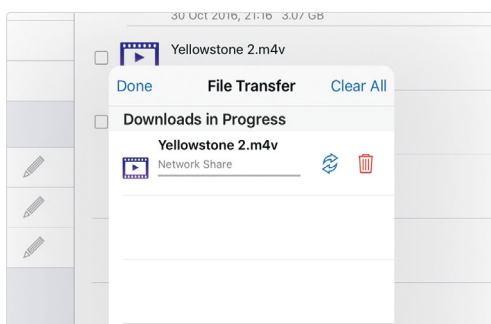
3 Find and play your files

The drive should now appear in Network Shares in the Dashboard; tap it there and then browse its contents, like in Finder on your Mac. Go to the folder that contains your movies and tap one to stream it to your iOS device.



4 Stream the movie

In Control Centre, tap AirPlay Mirroring on the first card, then the Apple TV to send video and audio to. Your iOS device then acts as an intermediary device for you to manage playback, but the media is shown on your TV.



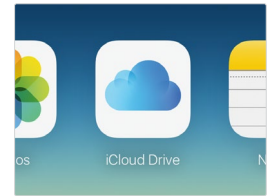
5 Copy to your iOS device

To download files to your iOS device, exit playback, then tap Edit while in a folder. Select some items, tap Download and choose a local folder to save them to. Large files can take a while to copy, so each file's progress is shown.



6 Play music

Go to a folder of music files and its contents appear as a playlist with playback controls. You can stream music to your iOS device, or tap an AirPlay receiver on Control Centre's *second* card to send only audio to it.



Jargon Buster > Cloud storage services

are things like iCloud Drive, Google Drive or OneDrive that enable you to store and access files remotely over the internet rather than from your location.



Genius Tip!

> You can connect Remote File Manager to various cloud storage services to expand the storage it can stream from beyond what's on your iOS device and your local network.



Learn to paint on your iPad

Unleash your inner Matisse with these pro tips for any budding artist

IT WILL TAKE

> 30 minutes

YOU WILL LEARN

> How to approach digital art, based on observations as well as tools and practice

YOU'LL NEED

> An iPad,
SketchBook Express
or a similar app, stylus



A lot has been said about the combination of iPad Pro and Apple Pencil and its place in an artist's workflow, but

those tools aren't the only way to make great digital paintings on an iPad. Drawing and painting are all perfectly possible with any iPad, not least when you add one of the huge number of stylus options available.

What's more, the quality of results you can get is just as high. Remember, first and foremost, it's your ability to imagine the result that has the greatest impact on your work. The rest is just a selection of tools to aid you.

A quick look through the App Store will reveal so many options of tools that choosing just one is hard. That said, there are a few out there whose names probably sound familiar. The biggest of name when it comes to digital imaging is, of course, Photoshop but it's an inadvisable choice in any of its flavours when it comes to paintings, as its tools for that task aren't much to write home about, even if its other editing tools are excellent.

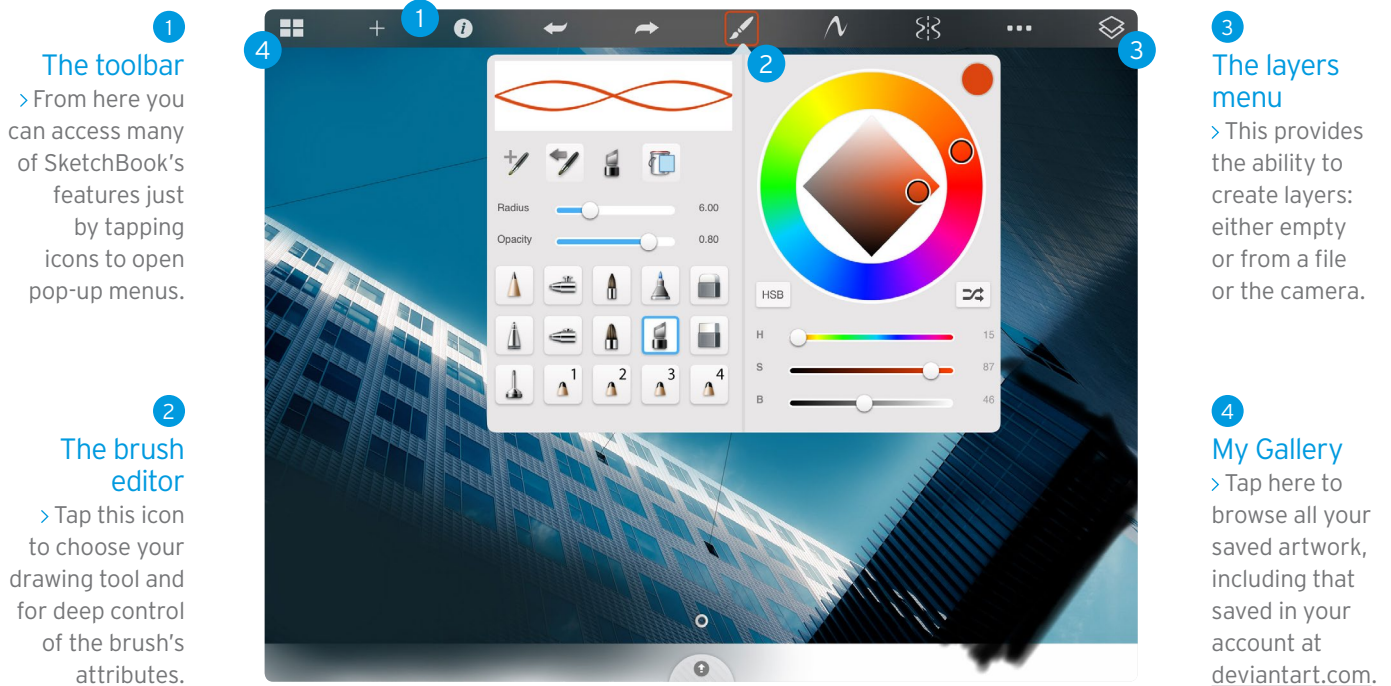
Procreate is a favourite among many artists for its clean interface, excellent tools and lovely results. However, we're going to use Autodesk's SketchBook Express, which also has a very clean interface that gets out of the way of the creative process, as well as the app's excellent brushes.

Which tool to use?

First off, let's consider the fact that with the iPad you always have an input device with you. Seeing as the iPad is designed for use with nothing more than a fingertip, you'll never be without the ability to sketch a quick thought if your muse presents itself on the go.

That said, while a finger is perfect for navigating iOS and most apps, it's not the best solution when it comes to drawing and painting. For proper control, accuracy and precision you'll want to invest in a good stylus - something like the Adonit Snap, which is one of the better styluses on the market and costs around £40. Try to avoid one with a fat, squishy rubberised nib, as these tend to be too

You can sketch
with a finger,
but invest in a
good stylus for
proper control

EXPLAINED... The SketchBook Express interface >

sticky for smooth strokes and less precise. You want a harder nib and something that feels good in the hand, as drawing can be more tiresome than casual surfing or note-taking. So far, there aren't any styluses that are quite at the same level as Wacom's Cintiq tablets for Mac, with changeable nibs that emulate paper and pencil, but Adonit's Snap gets close enough to work on the iPad.

Before you jump right in to start sketching out your first ideas, take a moment to consider the tool you have to hand. Not only are there some fantastic apps for content creation available, the iPad gives you access to so much more. You have the whole of the internet at your fingertips, so finding reference material is a doddle and you don't even need to look away from the screen to check it. You can place your reference material on a separate layer and paint over the top of it while you learn about form, silhouette and so on.

You can easily snap your references with your iPad's camera and lay that straight onto your canvas. If you're more into photo montage-style art, you have the perfect tool.

Put pen to paper

The most important piece of advice an artist can be given is to observe. Yes, you need to practice to master your art but more

fundamentally you need to change the way you look at the world. Try to see objects' silhouettes and how light falls on them. The human mind is excellent at spotting patterns, but also at realising when something isn't quite right, which is why when we look at paintings or CG that is *almost* right it feels more off than when we look at completely stylised and bizarre creations.

It's not just forms you need to take in, though. Look at surfaces and you'll find that you soon start to understand what your mind already knows, letting you put it to artistic use. Look at a shiny object and think about how the highlights on it appear. Often they are bright, clearly defined and usually more pronounced on parts of the object facing 90 degrees to your eyes. This differs from reflections, which are clearer the more directly you face them.

It's these observations that will become second nature to you and will be the bedrock of your art, whether you aim for photorealism, stylised cartoons, or even abstract art.

SketchBook Express is a pretty intuitive app, but the first time you open it you'll be treated to a short set of slides that familiarise you with its controls. Most of the tools and commands are self-explanatory. Among the best is palm rest; one issue that you may find while drawing with a stylus is that you feel you

Jargon Buster

> **Specular** refers to bright highlights, usually seen on very hard, shiny surfaces like metals, glass and car paint.

**Genius Tip!**

> Hold your work up to a mirror now and then. Most of us have a slight skew to our work and doing this can help identify problems.



Genius Tip!

➤ To help you see forms and silhouettes in an image more clearly, try squinting. This can increase contrast, helping you see the overall shapes rather than the finer details.

must hover above the display, so you don't create accidental marks with your hand. The palm rest control (activated by the little upwards-pointing arrow at the bottom of the screen, is how SketchBook deals with this. Tap the arrow and a circular marker appears. You can move this around, resting your hand on it, to create a much more natural drawing pose. A huge benefit of this is that you can draw for longer, as keeping your hand off the screen can become rather tiring.

Tap the brush icon. From here you can choose your tool, then define its parameters, such as colour, opacity and the size of stroke. This is a useful place to start, although much of painting and drawing is about intuition and immediate stroke control.

Aiding the brush tool is the floating brush puck: tap the small white ring near the bottom of the screen to open it. Though the iPad and Adonit Snap combo doesn't offer the same pressure sensitivity as the iPad Pro and Apple Pencil, the puck helps to bring some of the latter's effects to your work. Quickly adjusting opacity is done by dragging a finger rather than by pressing harder. In some cases you'll find this feels more controllable. Dragging a finger in the puck changes the brush without you needing to open menus or be bothered by other options. Drag up or down to adjust stroke size, or left or right to change opacity.

The single biggest advantage of working digitally is on the app's top toolbar. The Undo button lives here and can save lots of time,

if your work goes askew. The top bar also gives you access to your library of work and the info button, where you can revisit the tutorial slides should you forget a command.

Exploit the power of layers

Working with layers is something you'll get used to very quickly. They enable you to control the visibility and opacity of elements of your work, and to select them and edit them separately, doing simple transformations to stacking layers in a different order.

Many people like to begin with an empty background layer, immediately creating a new layer to contain their initial sketches. You can keep that layer on top to use as a guide for subsequent layers, which might contain more refined sketches or colour work. Adding your references can be done this way too. Many apps, including SketchBook, provide access to the camera within their layer menu.

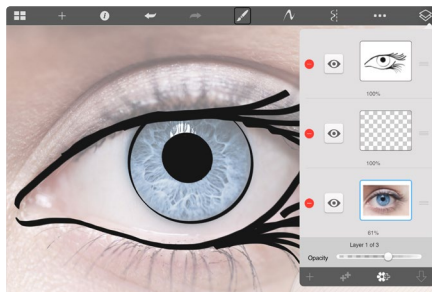
Digital art is no different from traditional art. The tools might vary but the ideas, motivation and method are much the same. The short walkthrough below introduces you to some of the mechanics, but the most important thing to remember is to have fun, try to look at the world with a more informed eye, and to just create. The iPad, even without Apple Pencil, is an exceptional artistic tool, with many aspects that seem built purely for creative expression, so use it as exactly that and no matter where you are, you can always get your bright ideas down. **Rob Redman**

HOW TO Paint from references ➤



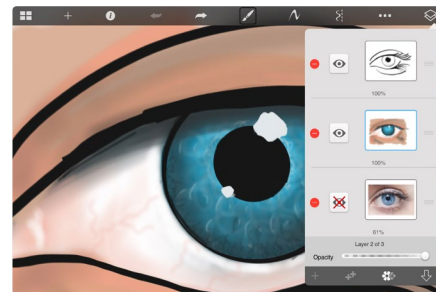
1 Get a reference image

You can use the camera or a saved image, it really doesn't matter. What you are trying to do is work from a reliable source to increase your understanding of your subject. Put the reference on the bottom layer, then create two new layers.



2 Make a rough sketch

On the top layer, use a pencil or a similar tool to start drawing out the main shapes and forms. This is the point where you get a feel for the subject. Look for how light falls and reacts. The highlights on shiny objects are defined and bright.



3 The fun begins

Now select the second empty layer you created and start to paint. This is where you get to choose your style, from cartoon to realistic. Use your reference, but don't feel confined by it. The key is to experiment and have fun.

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Perfect photos in Lightroom

Discover the advanced camera and editing tools in Adobe's updated app

IT WILL TAKE

> 1 hour

YOU WILL LEARN

> How to sync images to Lightroom for iOS, work with collections, and sort and edit pics

YOU'LL NEED

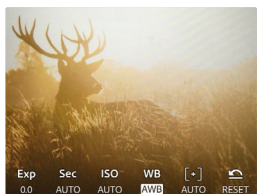
> Lightroom for Mac, Lightroom for iPad, Creative Cloud subscription that includes Lightroom

All changes you make to photos on your iPad work their way back to Lightroom on your Mac



Genius Tip!

> Lightroom for iOS's camera abilities were recently updated with a 'pro' mode. This gives you shutter priority, ISO and other controls.



Perhaps one of the most compelling features of a Creative Cloud membership for photographers is the tight integration of Lightroom between desktop and mobile devices.

The two apps work in harmony, syncing image collections over the internet, enabling you to begin editing a set of images on your Mac, then pick up where you left off on an iPad. You can also perform jobs such as working through a collection of images and approving or rejecting them, as well as assigning star ratings. All the changes you make work their way back to Lightroom on your Mac, from which you can export the full-size versions to get the best quality.

Before you start, you'll need a Creative Cloud subscription. If you bought Lightroom for Mac as a standalone product you won't necessarily have one of these. You can get a monthly subscription to Adobe's Photography subscription plan - which includes Lightroom, Lightroom Mobile and Photoshop CC - for the affordable amount of £8.57 per month when you sign up for a year.

Not all of the images in your Lightroom library are synced via Lightroom Mobile. To sync just a few images, press + to

create a new collection. In the dialog box that appears, once you've chosen a name, ensure 'Sync with Lightroom mobile' is checked at the bottom. Drag the images you want into the new collection and syncing will begin.

Alternatively, under Catalog in Lightroom's left-hand toolbar you'll see there's a collection called 'All synced photographs'; simply drag individual shots or groups of images into that collection to synchronise them.

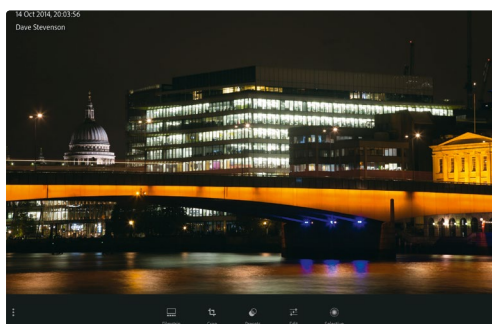
Rating your photos

We'll show you how to perform basic editing tasks in the walkthrough. First, though, there are a few organisational tools to talk about in the mobile version of Lightroom.

Tap an image to open it fullscreen, then swipe up to apply a Picked flag to it, or swipe down to mark it as rejected. This is really useful for sorting through a batch of images. Notice at the bottom that you also have the ability to assign numeric ratings out of five.

Once you've sifted through a batch of shots, tap 'Lightroom Photos' at the top of the screen to find controls that filter the images based on the flag or rating applied to them - handy if you're working through initial edits of a large collection. **Dave Stevenson**

HOW TO Sort and process images >



1 Gesture control

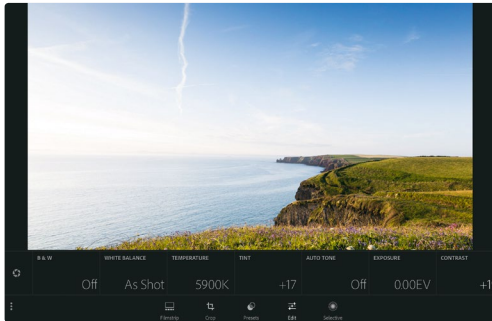
Before you begin you should note a few very handy gestural shortcuts. Tapping on an image with three fingers reverts it to its original state, and double-tapping any image attribute's slider resets it to its original position.



2 Check image attributes

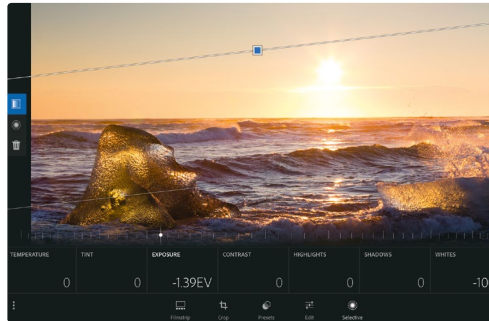
Tap an image until it opens full-screen. Tap the 'i' icon at the top of the screen to show information about the image's file at the top left - tap this data to cycle through information such as EXIF data, star rating and so on.

CONTINUED... Sort and process images >



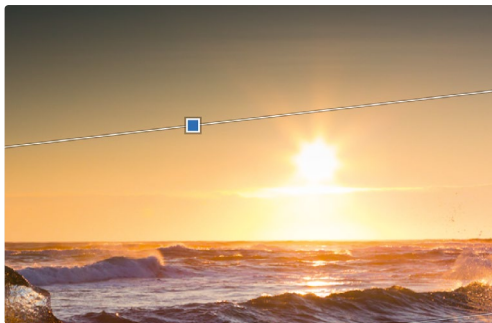
3 Open the editor

Once your images are synced and flagged, swipe to the left of the toolbar at the bottom of the fullscreen view to reveal the editing panel. This is where you can begin the process of finishing off your images.



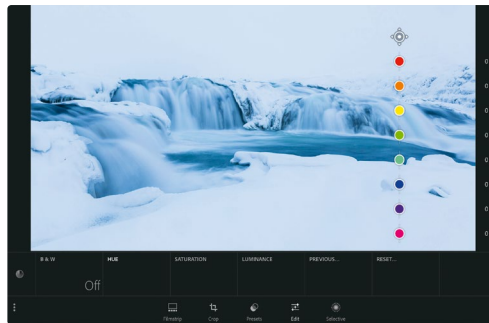
4 Add a gradient filter

Gradient filters are just as useful in the mobile version of Lightroom as they are on the Mac. Choose Selective on the right-hand side of the toolbar, then tap and drag downwards on your image to produce a graduated mask.



5 Adjust your gradient filter

To rotate your graduated mask, tap its middle line, then tap the exposure tool below your image and, in the case of a landscape like this, reduce that attribute a little. You might also want to raise the saturation a little.



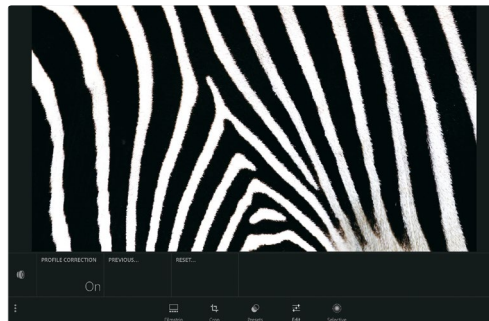
6 Selective saturation

This is a useful colour technique. Tap Edit at the bottom of the screen, then the leftmost icon to display different sets of editing tools. Tap Color/B&W and you can use the various sliders to change individual colours' saturation.



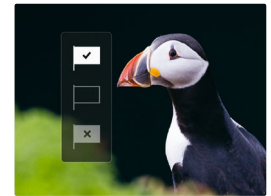
7 Adjust a colour channel

Tap the compass-like icon just above the colour sliders and then tap anywhere on the image. Now slide your finger left or right to reduce or raise the saturation of the colour you tapped. This is useful to make blues bluer, say.



8 Fix with a lens profile

Tap the leftmost icon again and pick Lens Corrections. This tool doesn't have anything like the power of its Mac counterpart, but if you trust Lightroom's built-in lens profiles you can quickly correct problems like barrel distortion.



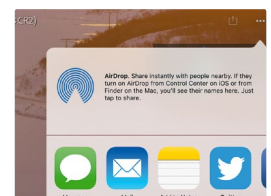
Jargon Buster

> **Picked**, **rejected** and **unflagged** are the three basic flags Lightroom provides to help you quickly pick good shots and reject bad ones.



Genius Tip!

> Lightroom uses iOS's built-in Share sheet to send photos elsewhere. Tap the Share icon at the top right to quickly export and post images.



APPLE GEAR

> The hottest products for your iPad



LifePrint

★★★★★ > £135 > lifeprintphotos.com

This Bluetooth-connected portable printer prints 3x2-inch images from your iOS device using sticky-back paper. LifePrint uses Zink tech for ink-free printing, so quality is not the best. Prints take about 30 seconds (the app first uploads images to a built-in social network, which also lets you print photos shared by others). There's no way to print without posting, but photos can be made private. Interestingly, the printer has the ability to link a 10-second video to the image, which is revealed by holding the print in front of your iPhone's camera while in Hyperphoto mode.

Veho Kasa LED Bulb

★★★★★ > £30 > veho-world.com

Most smart lighting systems use Wi-Fi – and cost a fair bit. Veho's Kasa bulbs opt for Bluetooth, and a single bulb costs just £30. The disadvantage of Bluetooth is its more limited range. However, the Kasa iPhone app provides scheduling options, so you can tell each bulb when to turn on or off. The app can control up to 32 bulbs, either individually or in groups of linked bulbs, and the bulbs can remember the schedules. The bulbs are multicolour, and the app enables you to set 'moods' with different hues. They're not spectacularly bright (Veho says they're equivalent to a 40W bulb), but they're fine for general lighting.



Blue Lola

★★★★★ > £200 > blue-headphones.com

These cans look like they came from a Mad Max movie set, with hinges in places you'd never expect. Key to their comfort is a multijointed headband, and cups that create a perfect seal around your ears. The sturdy design also improves isolation and sound bleed, not to mention bass, which is deep and resonant. The 50mm drivers sound naturally balanced at pretty much all levels without feeling overwhelming, and they're very capable of separating multi-instrument tracks. Two leads are provided; the shorter has an inline remote and a built-in mic. You also get a 0.25-inch headphone jack adaptor and a neat carry case.



Booqpad iPad Pro

★★★★★ > £50 > booqbags.com

Made for the 9.7-inch iPad Pro, this gives your tablet a rear shell that attaches magnetically to the front flap. On the rear flap is a paper pad, and in the hinge there's a slot to store an Apple Pencil or a real pen. However, it has room to store only one... You'll probably carry Apple's Pencil - so why bother with the paper? Still, the magnetic attachment is a nice touch and the whole thing even accommodates the iPad's Smart cover. It provides okay protection, and can act as a viewing stand. However, if you try to open it by lifting the front flap, the iPad is too heavy, and the flap pulls away.

D-Link DAP-1365 N-300

★★★★★ > £28 > dlink.com

This Wi-Fi range extender is simple to set up using the free QRS app, and there's a signal indicator on the front to gauge quality of connection. The Ethernet port gives your non-wireless devices Wi-Fi access or the ability to function as a wireless hotspot. Our iffy signal instantly went from zero to perfectly usable at the end of a 70-foot garden. But there are niggles, too: it only works with 2.4GHz networks, and the new network isn't named identically for seamless use; _EXT is appended to it, so you have to set up a new connection. If you can live with these shortcomings, the DAP-1365 delivers in spades at an affordable price.



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