

Send a photo or video in a message: Tap the insertion point to display the selection buttons, then tap Insert Photo or Video and choose a photo or video from an album. You can also email multiple photos using Photos. See [Sharing photos and videos](#) on page 59.

Change your email signature: Go to Settings > Mail, Contacts, Calendars > Signature. If you have more than one mail account, tap Per Account to specify a different signature for each account.

Organizing mail

See messages from VIPs: Go to the mailbox list (tap Mailboxes to get there), then tap VIP.

- *Add a person to the VIP list:* Tap the person's name or address in a From, To, or Cc/Bcc field, then tap Add to VIP.

Group related messages together: Go to Settings > Mail, Contacts, Calendars, then turn Organize by Thread on or off.

Search messages: Open a mailbox then enter text in the Search field. You can search the From, To, or the Subject field in the mailbox that's currently open. For mail accounts that support searching messages on the server, tap All to search From, To, Subject, and the message body.


Delete a message: If the message is open, Tap .

- *Delete a message without opening it:* Swipe over the message title, then tap Delete.
- *Delete multiple messages:* While viewing the message list, tap Edit.
- *Turn off deletion confirmation:* Go to Settings > Mail, Contacts, Calendars > Ask Before Deleting.

Recover a message: Go to the account's Trash mailbox, open the message, tap , then move the message to the account's InBox or other folder.

- *Set how long your messages stay in Trash before being permanently deleted:* Go to Settings > Mail, Contacts, Calendars > account name > Account > Advanced.

Turn archiving on or off: Go to Settings > Mail, Contacts, Calendars > account name > Account > Advanced. Not all mail accounts support archiving. When you archive a message, it moves to the All Mail mailbox. To delete the message instead of archiving it, touch and hold Archive, then tap Delete.

Move a message to a different mailbox: While viewing the message, tap , then choose a destination. To move multiple messages at once, tap Edit while viewing the message list.

Add, rename, or delete a mailbox: In the mailbox list, tap Edit. Some mailboxes can't be changed or deleted.

Printing messages and attachments

Print a message: Tap , then tap Print.

Print an inline image: Touch and hold the image, then tap Save Image. Go to Photos and print the image from your Camera Roll album.

Print an attachment: Tap the attachment to open it in Quick Look, tap , and tap Print.

For more information, see [Printing with AirPrint](#) on page 30.

Ipad 4 Manual

Phila Perry



IPad 4 Manual:

IPad Air 4 User Guide Tony D Fogg,2020-11-03 During its September 2020 event Apple unveiled a completely revamped iPad Air model that borrows many features from the high end iPad Pro models released in March The most surprising and most anticipated feature is the full screen design that makes the iPad Air 4 look like the 11 inch iPad Pro You may have just purchased this device and want to make the most out of it mastering the features tips and tricks to navigate through the device like a PRO Therefore the need for this guide cannot be overemphasized because it provides step by step instructions on how to use the new iPad Air 4 with ease Here is an overview of what you would find in this book What s new in ipados 14 How to set up your iPad Features of the iPad Air 4 How to use apple pay on iPad How to setup and make use of Siri on iPad Cool tips and tricks And lots more Scroll up and click the BUY NOW icon to get this book now *IPad Air 4th Generation*

User Guide Herbert A Clark,2020-12-24 Apple updated the iPad Air in September 2020 with a fourth generation model that includes a design closer to its iPad Pro design The iPad Air which costs 599 is a good choice between the cheaper iPad and the more expensive iPad Pro which costs 799 The device runs on Apple s iPadOS 14 and has the new features as well You may have just purchased this device and want to make the most out of it mastering the features tips and tricks to navigate through the device like a PRO Well With step by step images this clear easy and practical guide has been created to aid you into the new and interesting world of the iPad Air 4th generation 2020 model so that you can make the most out of this device Here is an overview of what you would find in this book New features of the iPadOS 14 How to set up your device Features of the iPad Air 4th generation 2020 How to use your iPad s camera How to use the Apple pencil on iPad How to maximize the use of facetime How to use Siri How to make use of safari How to make use of apple pay How to use iCloud Tips and tricks And lots more Scroll up and click the BUY NOW icon to get this book now **IPad Air 4th Generation User**

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