How to mass delete multiple emails?

Within the Mail App:
Click on the **Edit** button.
Select different emails by touching the dots (after selected, a red check appears).
After selection, click on the **Delete** button at the bottom.

You can cancel this action at any time (before touching **Delete**) by clicking on the **Cancel** button in the upper right-hand corner.

You can also use this same action to Mark Items Read or Unread (click on the **Mark** button after selecting items), or to Move Items to Folders (click on the **Move** button after selecting items).

How to Email more than one photo?

Open your Photos.
Click on the **Edit** button in the upper right-hand corner.
Touch each photo you would like to attach to an email. A small blue check will appear in the bottom right-hand corner of the selected photo.
After you have selected all your photos: click on the **Share** button in the upper left-hand corner.
Click on **Mail**. A new Mail Message will appear. Add recipient(s), Subject, and any text in the body of the message. When you click on **Send** in the upper right-hand corner, you will be prompted regarding the size of the photos you want to send. Make a selection and the message will send.

The **Edit** selection method above can also be used to mass delete multiple photos.
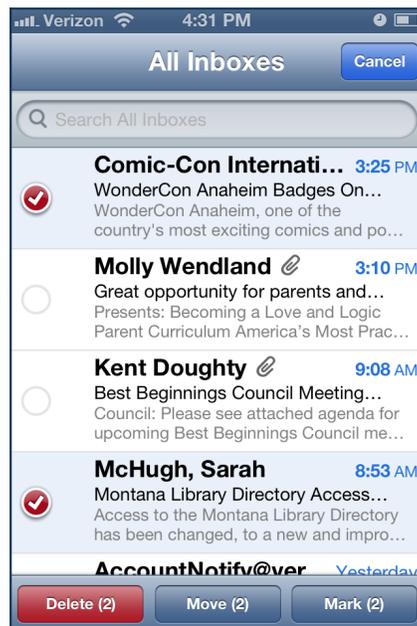
How to Share a Photo (or multiple photos at once) on Facebook?

Follow the directions above, but after clicking on the **Share** button, select **Facebook** instead. All photos loaded into Facebook using this method will appear in your iOS Photos folder in Facebook.

# How to have your iPhone/iPad Sync Wirelessly

Create a Playlist in iTunes called iPad or iPhone.
Drag and drop any songs you would like on your iDevice into this Playlist.
Once the Playlist is complete, plug in your iDevice.
Click on the **Music** tab at the top of the screen. Select **Sync Music, Selected playlist, artists, albums and genres.** In the lists below, put checks in the Playlists, Artists, or Albums you would like to automatically sync up to your iDevice.

Click on the **Summary** tab, and scroll down. At the bottom, check **Sync with this iPhone/ iPad over Wi-Fi.**
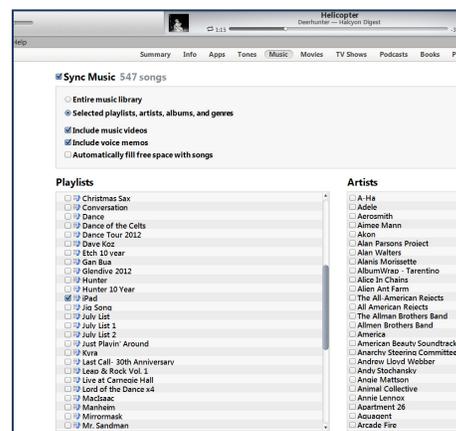
iPad & iPhone Intermediate Class

DROPBOX

Facilitates document sharing from any device to any device. Once documents are loaded into Dropbox, they are available on any device with the Dropbox App installed OR from any Internet computer (with or without the Dropbox program installed).

Steps:

Download the Dropbox App onto your device.

Create a Username and Password for your Dropbox access.

Download the Dropbox program onto your home or work (or both) PCs.

https://www.dropbox.com/

Sign-In to your Dropbox account on your PC using the Username and Password you created.

Copy or drag and drop any files you want remote access to into your **Dropbox folder** created on your Desktop, or available in your files on the left side (see photo).
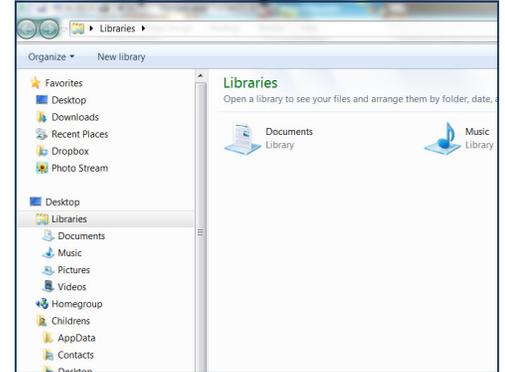
All files in your **Dropbox folder** are available anytime on your devices as long as there is an active Internet connection. If you would like a file available *offline*, you can click on the "Star" in the upper task bar of any file which will save it to the local device.

Your Dropbox files are also available from any PC. Just navigate in your browser to https://www.dropbox.com/, sign-in with your Username and Password to access your files.

GOOGLE DOCS

FREE Office App and Program for multiple devices: Apple, Android, and PC. Allows for private or sharing of documents between different devices and different people (if desired).

Steps:

If you do not already have one: create a Google Login. (https://accounts.google.com/NewAccount)

Download Google Drive App onto your mobile devices.

Sign in to your Google Drive App on your device using your Google Login.

All of your Google Docs are now available on any device with the Google Drive App installed (after you sign-in with your Google Login). You can also mark files as "Offline" for viewing when you do not have an active Internet connection. Your Google Docs are also available from any PC with an Internet connection at http://www.google.com/; sign-in with your Google Login, and access your documents by clicking on Drive across the upper task bar (see photo).

Google Docs offers a full Office Suite of products available free of charge; which all translate well over to Microsoft Office.