

## Apple iPad iPhone Basic Skills Workshop Agenda

Introduce yourself and your device how long have you been together.

Settings iPad vs iPhone <https://youtu.be/FW-U70rE5No>

Find and press the **Settings** icon on the home screen.

**Phone only** – *If the top center of the screen doesn't say “settings” tap on the word on the upper left corner until the word Settings is centered at the top of your screen.*

Tap **General**

Tap **About**

Read the **Model Number** \_\_\_\_\_

Read the **Version number** \_\_\_\_\_

Tap **General**

Is your device JAIL BROKEN? **Jail broken devices should not run operating system updates!** Always warn anyone that is helping you, that this is a jail broken device! Skip the next two steps. Jail breaking is often done by people from outside the USA, so they can use their phone with a local carrier.

Tap **Software Update**

Tap **General**

### Connecting to a WiFi source

Find and tap the **Settings** icon

**Phone only** – *If the top center of the screen doesn't say “settings” tap on the word on the upper left corner until the word Settings is centered at the top of your screen.*

WiFi is the second item from the top of the list.

If it is off, turn WiFi on, and join the WiFi network.

Note: When connecting to a generic named WiFi hotspot, like xfinitywifi, linksys, McDonalds, Starbucks, it is important to **FORGET** the network. Your device will automatically connect to ANY network with that name, and its a good way for someone to set up MIM attacks to steal your data.

**Buttons:** What are the buttons on your device used for. See *iPad or iPhone at a Glance* in your user manual.

#### Volume Buttons

#### Mute/Rotation Lock slider

The slider above the volume buttons shows orange when it is on.

#### Home button

- Tap **Home** to wake, return to home screen, exit rearranging mode
- Hold **Home** to invoke Siri
- Double **Home** tap to invoke App Switcher
- Triple tap to bring up the accessibility menu

**Power/Sleep/Wake**

Tap **Power** to wake your device or put it to sleep.

Hold **Power** to turn your unit on and off. You should power your unit down at least once a month.

While holding down **Home** press **power** to take a screen shot

**Hold Power + Home simultaneously** for a soft/reset. Use this option if the unit seems to be broken.

1. Press and hold the **power/sleep button** and the **home button** simultaneously for approximately 10 seconds.
2. When prompted with the Slide to unlock screen, ignore and continue to hold the **power/sleep button** and the **home button**.
3. The device will power off. Continue to hold the **power/sleep button** and the **home buttons**.
4. **When the Apple logo appears, release the power/sleep button and the home button.**  
❖ This process may take several minutes.

**Touch** – is the way you preferred method of communication with your iPad or iPhone.

There are a large variety of touches including tap, double tapping, long press, sliding, pinching and now with some of the newer devices (ie iPhone 6s, 7 or 7s) with pressure sensitive screens there is a hard pressing, also known as 3D touch.

One of the most frustrating things for a new user is that the device often doesn't react to there touch. Common causes:

1. Having an extra finger or thumb touching the screen.
2. Pressing too long.
3. Pressing too hard.
4. Moving there finger as they tap causing the touch to be a swipe instead of a tap.
5. Bubbles under a poorly installed after market screen protector

If you have a device with 3D touch (iPhone 6s, 7 or 7s) watch these videos to see how to get the most out of 3D touch:

<https://www.youtube.com/watch?v=twOW41IbxDk>

<https://www.youtube.com/watch?v=pJ7jp8ho8J4>

**The Keyboard** – for more info search for keyboard in the Basic chapter of the user's manual.

When you tap a field that requires text, a keyboard will automatically appear. The keyboard is context sensitive. That means you will get a different looking keyboard depending where you are starting from. You can change case by pressing the **↵** next to the. Double tapping the **↵** gives you caps lock. Holding down various keys gives you special characters. Switching to different keyboards is as easy as 123, ABC, #+=. The action field may say GO, Search, Send, or just be a return.

If you don't want to send the action, you might need to hide the keyboard. Hiding the keyboard varies.

**On the iPad-** Tap a tiny keyboard in the lower right corner of the keyboard .

iPhone

**On the iPhone** – the method depends on the app. Typically it is

Tap an X in the upper right hand corner of the keyboard.

Tapping the background away from the field that raised the keyboard in the first place.

Tap on a **DONE** button in the content area of the screen.

***iPad Only - Split, Merge, Undock, Dock** hold down the tiny keyboard on the bottom corner of the keyboard until options appear and then slide to the desired action.*

**iBooks** – see the iBooks chapter in the User Manual

iBooks is an app that is installed as part of iOS8 and above. On older iOS's we could either download the pdf, or find the PDF form in Safari and save it to the reading list. The nice thing about iBooks is that we can bookmark pages, use the highlighter and take notes.

Open the iBooks icon on your device.

**iPhone only** Tap the magnifying glass on the bottom of the screen.

iPad tap on purchases and the tap on the magnifying glass at the upper left hand corner.

Tablet users type **iPad iOS 10 users manual.**

Phone users type **iPhone iOS 10 users manual.**

Then press **GET.**

When asked type in your apple *password*

Payment information **None**

**Video:** How to purchase a book from iBooks in iOS8

<https://www.youtube.com/watch?v=JkVkdKmxYmQ>

**Video:** How to read an iBook this is an older iOS, starting 2:30 minutes in, its helpful

[https://www.youtube.com/watch?v=\\_YfM6LXx14Q](https://www.youtube.com/watch?v=_YfM6LXx14Q)

**Video:** The manual <https://youtu.be/MfjrF3CH9Eg>

You can also read manuals from <https://support.apple.com/manuals/your PC at link>

**Understanding the Status bar** – See *iPad or iPhone at a Glance* in the User's Manual

### **Re-arrange your icons and deleting apps.**

Enter re-arrangement mode by holding down any icon

Move them to screen two.

Move it back

Group

Ungroup

Tap the Home button to exit rearranging mode and stop the shaking icons.

## Accessibility

iOS7 and later are decidedly senior unfriendly when it comes to vision.

Settings

Scroll down to General

Scroll down and tap Accessibility

Tap Speech

Turn Speak Selection on

Tap **Accessibility** in upper left corner of the Speech window.

Turn **Bold Text** on

Turn **Button Shapes** on

Tap **Increase Contrast**

**Reduce Transparency**

Tap **Accessibility** in the upper left hand corner of the window

Tap **Reduce Motion**

Turn **Reduce Motion** on

Turn this on to save battery power and help with vertigo!

Tap **Accessibility** in the upper left hand corner of the window.

Tap **Zoom**

We are not going to turn Zoom on, but we are going to turn on **show controller** because zoomed navigation can be daunting if you only use zoom on occasion. These are the navigation swipes for zoom.

Double tap three finger to zoom

Drag three fingers to move around the screen

Double tap three fingers and then drag to change the magnification

Turn Show Controller **on**

Tap **Accessibility** in the upper left hand corner of the window.

Video: Zoom [https://www.youtube.com/watch?v=xn9Of\\_IXhmo&feature=youtu.be](https://www.youtube.com/watch?v=xn9Of_IXhmo&feature=youtu.be)

## Hearing

There are many helpers for the hearing impaired too. Even those of us with good hearing might occasionally benefit from some of them. For example LED Flash for alerts.

### Accessibility Shortcut

Scroll to the bottom and tap **Accessibility Shortcut**

Check the items you want on the menu when you triple tap home

Tap **Back** in the upper left hand corner of the window

Tap **General** bold in the upper left hand corner of the window

*Phone only tap Settings in the upper left hand corner of the window.*

**WallPaper** see *Change the Wallpaper* in the *Basics* section of the User Manual.

Choosing a simple wall paper can also help with vision issues.

**Settings → Wallpaper**

## Notifications

Two kinds of notifications, a red number in the upper right corner of an icon.

The Notifications accessed from the top of the screen

To control what sorts of notifications you get

Tap the **Settings**

Tap **Notifications**

You will see your apps divided into two categories, Include and Do Not Include. To move it to the other group, simply tap the app and then switch change the **allow notifications** setting.

*Phone only: Tap **Settings** in the upper left corner of the window.*

Pull down from the status bar at the top of the screen to reveal your notification

Push up on the handle at the bottom of the notifications to close the notification screen.

## Control Center

Swipe up from the bottom

## MultiTasking

Double tap the Home button

Close any app that is causing you trouble by swiping it off the screen.

Switch to a different app just by tapping the screen image.

***MultiTasking Gestures** – this applies only to iPad. In the Settings>General window.*

*Turn on MultiTasking to activate these 4-5 finger gestures.*

Return to the Home screen. Pinch four or five fingers together.

Reveal the multitasking display. Swipe up with four or five fingers.

Switch apps. Swipe left or right with four or five fingers

## Managing your cellular data usage

### Cellular Settings

1. Tap the Settings icon
2. *Phone users tap upper left hand corner, until the word settings is centered*
3. Tap Cellular (this used to be under general, usage, cellular) This option will not
4. Scroll down to **Use Cellular Data For:** Turn off any items that you don't want to use cellular data.
5. Turn off Wifi Assist (not in video)

Video: [https://www.youtube.com/watch?v=\\_8UA2Zh4SDo](https://www.youtube.com/watch?v=_8UA2Zh4SDo)

### Disable Automatic Updates

Automatic updates is a feature that was introduced in iOS7. It can really eat into your data plan if you have a lot of apps. Turning off automatic app updates can be a bit tricky to find in the settings, but follow these quick steps and you'll be done in no time.

1. Open up the **Settings** app.
2. Tap on **iTunes & App Store**.

3. Under the section titled **Automatic Downloads**, you'll see an item called **Use Cellular Data**.
4. Tap on the toggle switch to turn it off so that it goes from green to gray. If it is already gray, then the setting is already changed and there's nothing you need to do further.
5. If all of your data is cellular (ie you have a personal hotspot) you might turn Automatic Downloads off for all categories.

**Clock** – see the Clock chapter in the User's Guide for more information.

**Spotlight Search** – see the User's guide. Search for Spotlight. Spotlight search is used to find things on your phone, the app store and the internet.

**Apps** - see the User's guide for more information

Apps are useful little programs that you can download from the App store. Some are free others have a low cost. Sometimes Apps are just glorified web wrappers, others provide truly great utility. **Video:** <https://youtu.be/02DTZRQb4WQ>  
My favorite apps, Google Earth, Google Maps, Google Translate, IMDB, SoundHound + LiveLyrics, TitanTV, UVerse. Wifi Photo Transfer by Voxeloid Kft.

**Safari** see the Safari in your user manual for more complete information.

Back, Forward for the current TAB

Pages (up to 24 tabs)

Share

Bookmarks

Reading List

Long pressing a link to see what it is before visit the page

<https://youtu.be/0OkMrp7uDR8>

**Camera** see the Camera in the user manual for more complete information.

Start the app by finding the Camera icon on the homepage, or alternately add swipe up on the controls. The camera can take photos, videos. Depending on the type of phone/tablet there may be options for HDR, time-lapsed, slow motion, square pictures. The camera can be switched from back to front cameras, there is a timer to do selfies, and you can get directly to your camera roll to delete photos.

Deleting a photo from the Camera Roll

Sending a photo via Share

Sharing <https://www.youtube.com/watch?v=OfV2mNotuB4>

**Calendar** see the Calendar chapter in the user manual for more complete information.

Add an event

**Video:**Calendar App

ipad - <https://www.youtube.com/watch?v=4LG6WzBjrUU>

cell phone - <https://www.youtube.com/watch?v=l0bJDRntfNw>

**Contacts** see the Contact chapter in the user manual for more complete information.

Adding a contact

Deleting a contact

**Video:** Contacts iPhone iOS7

<https://www.youtube.com/watch?v=huneI2u76Ik>

Settings → General → Mail, Contacts, Calendars → My Info

Settings → Safari Passwords & AutoFill → My Info

**Health *Medical ID*** *this app iPhone Only*

*The Health app, new in iOS8, gives Emergency Responders information about your medical problems, whom to call in case of an emergency. You don't have to use it, but make sure it doesn't have bad information. On some upgrade paths The health app pulls a random contact and sed it was you. <https://youtu.be/9Qs2eZaCWNQ>*

**Labeling**

Old school still works, make sure your return information is not tucked away where an honest person can't find it.

**iCloud**

**Email** see the Email chapter in the user's manual for more complete information.

Sending an email

Deleting an email

Moving an email out of the trash into the inbox

Changing account settings from Archive to Delete

**Facetime** see the Facetime chapter in the user manual for more complete information.

Don't answer the phone if you are naked!