

iPhone & iPad Essentials

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iPhone & iPad Essentials

- September 9: "The Basics"
- September 16: Selected Topic #1
- September 23: "Phone Calls, Email & Texting"
- September 30: Selected Topic @2
- October 7: "Surfing the Web"
- October 14: Selected Topic @2

iPhone & iPad Essentials

- October 21: "Taking photos & videos"
- October 28: Selected Topic #4
- November 4: App Store
- November 18: Selected Topic #4
- December 2: "Security, Siri & Troubleshooting"

What will these devices do?

- ♦ Email
 - Take Pictures
- ♦ Keep an address book
 - Play music and videos
- ♦ Keep a calendar
 - Display maps and give directions
- ♦ Messaging
 - Read books and magazines
- ♦ Browsing the Internet
 - Many other things
- ♦ Games

Everything is done by running an app

2 Types of Apps

- ◆ Built in apps from Apple
- ◆ Purchased Apps (both free and for a fee)

Built in Apps

- | | | |
|---------------|----------------|-----------------------|
| • Activity | • Health | • Podcasts |
| • Calculator | • iBooks | • Reminders |
| • Calendar | • iCloud Drive | • Safari |
| • Camera | • Mail | • Stocks |
| • Compass | • Maps | • Stores |
| • Contacts | • Messages | • App Store |
| • Facetime | • Music | • iTunes Store |
| • Find My | • Notes | • Tips |
| ◆ Game Center | • News | • TV (formerly Video) |
| | • Photos | • Voice Memos |
| | | • Wallet |
| | | • Weather |

Purchased Apps

- ◆ Millions of them
- ◆ “There is an app for that!”

OK!
Here we go.....

Operating system

- ♦ iOS
 - ♦ Controls everything the device will do
 - ♦ Updated yearly
 - ♦ currently is iOS 14.7.1
 - ♦ Runs on iPhone 6S, iPad Mini 4, iPad Air 2, iPad (5th Gen) or newer
 - ♦ How do you know what you have?
 - ♦ Settings→General→About
- ♦ To get the best use out of the device, you must know a little about iOS

Operating system

- ♦ iOS 14 for the iPhone and iPad OS 14 are mostly the same for both the iPad and the iPhone
 - ♦ We will go over the differences as we meet them during the class
 - ♦ The difference between are mostly due to the hardware and displays in each device & Apple's push to make the iPad a computer replacement
- ♦ iPhones have WiFi and carrier network (data and phone) and GPS
- ♦ iPad all have WiFi but some have carrier network (data only) and GPS capability

Basic Security

- ♦ Touch ID & Passcode
 - ♦ →Settings→Touch ID & Passcode→Add a Fingerprint
 - ♦ Set up a fingerprint
 - ♦ label it

Basic Security

- ♦ Face ID & Passcode
 - ♦ →Settings→FaceID & Passcode→Add a Face ID
 - ♦ Set up
 - ♦ Allows two faces
 - ♦ Settings→FaceID & Passcode→Set up an Alternative Appearance

Buttons and Physical stuff

- ♦ Sleep / Awake button top vs side
- ♦ Volume buttons
- ♦ Mute or Orientation switch. (iPad does not have it)
- ♦ Speakers
- ♦ Microphones
- ♦ Back and Front Cameras & flash (some iPads don't have it)
- ♦ Lightning connector (USB C for 2018 iPad Pro & newer)
- ♦ Headphone jack (gone on iPhone 8 and newer)
- ♦ Home button vs slide up

Buttons and Physical stuff

Sleep, awake and shutdown

- ♦ Wake it up
 - ♦ Click home button or press sleep / awake button
 - ♦ Tap iPhone X and newer
- ♦ Lock it
- ♦ Shutdown
- ♦ When to let it nap
 - ♦ →Settings→ Display & Brightness→Autolock

Finger Gestures

- ♦ Tap
- ♦ Tap & Hold
- ♦ Drag
- ♦ Flick
- ♦ Hard Press or Long Press
- ♦ Pinch in/out
- ♦ Double tap

Sounds

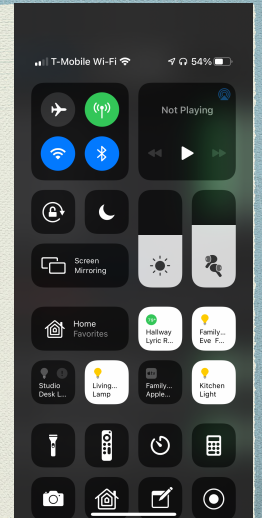
- ◆ You can adjust the sounds for many actions
 - ◆ →Settings→Sounds
- ◆ Ringtones
- ◆ Other actions

Control Center

◆ ↑ from below the screen (If no Home Button ↓ from upper right horn)

◆Top Section

- ◆Airplane mode
- ◆WiFi (turns on/off local WiFi connection)
- ◆Bluetooth (turns on/off local Bluetooth connection)
- ◆Orientation lock
- ◆Do not Disturb
- ◆Mute (iPad)
- ◆Brightness
- ◆Volume

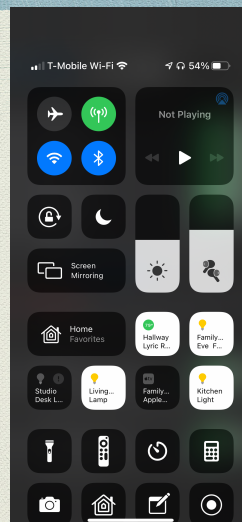


Control Center

◆ ↑ from below the screen (On iPhone X or newer
↓ from upper right horn)

◆Music Section

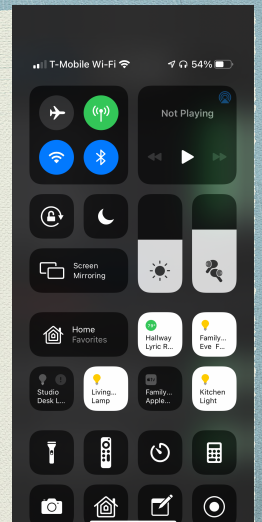
- ◆Play
- ◆Reverse
- ◆Fast Forward
- ◆Hard press (or long press) to get more controls including
 - ◆Volume
 - ◆Redirect sound



Control Center

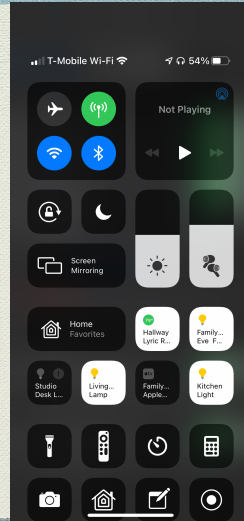
◆ ↑ from below the screen (On iPhone X or newer,
↓ from upper right horn)

- ◆ Screen Mirroring (AirPlay Section)
 - ◆ Stream audio, video



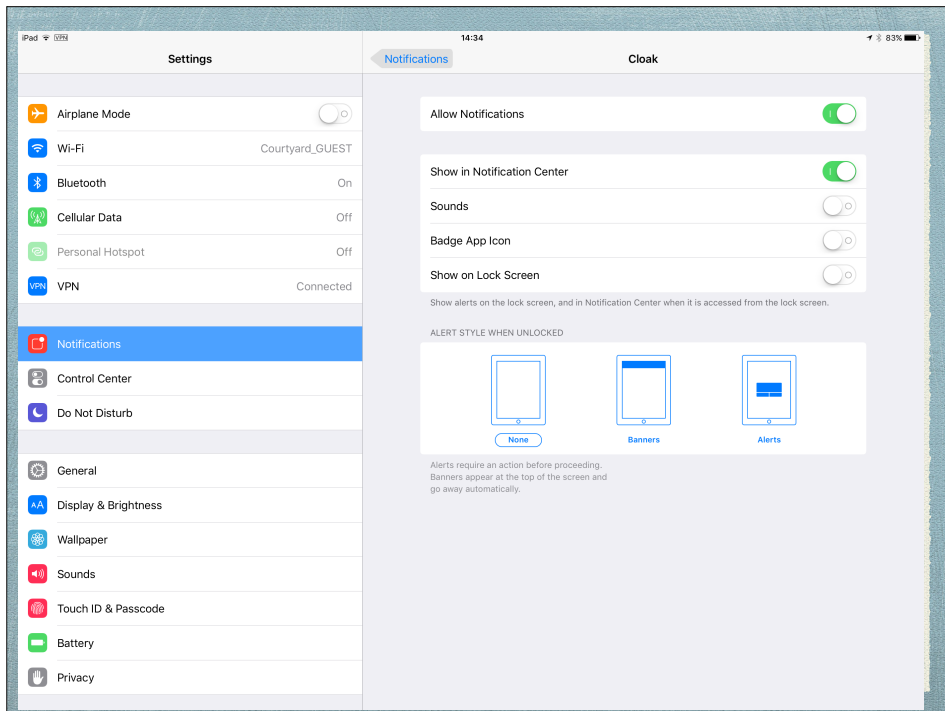
Control Center

- ✦ ↑ from below the screen (On iPhone X or newer ↓ from upper right horn)
- ✦ Go to Apps (customizable in **Settings→Control Center**)
 - ✦ Flashlight (not on iPads without camera flash)
 - ✦ Timer (clock)
 - ✦ Night Mode
 - ✦ Calculator
 - ✦ Camera
 - ✦ etc.
- ✦ To close tap anywhere outside Control Center or slide down on arrow



Notifications

- ✦ ↓ from above screen (If no Home Button ↓ from the left horn)
- ✦ Today (Widgets)
 - ✦ Finger swipe to the right from 1st home page
 - ✦ Select from Edit at the bottom of the screen
- ✦ Notifications
 - ✦ Selected apps can send a notification based on you selection at **Settings→Notifications**
- ✦ Camera (swipe left from lock screen)
- ✦ Flashlight (tap icon on bottom left of the lock screen)



Home Screen

- ✦ As many screens as you need
- ✦ Navigate by flicking or dragging
- ✦ Move icons by tap and hold until icons shake
 - ✦ Then drag icon to place or screen you want
- ✦ Delete icons by pressing the x (can hide but not delete Apples built in apps)
- ✦ App Library
- ✦ End the edit by pressing the Home Button, or swipe up from below the screen for iPhones without a Home Button

Create a folder

- ◆ Tap and hold an icon until the icons shake
- ◆ Drag the icon on top of another icon
- ◆ When it create the gray folder you may change the suggested name it has created
- ◆ Icons can be dragged in and out of folder that are already created

Typing

- ◆ Virtual keyboards
 - ◆ Changes based on what you are going to type
 - ◆ Text Replacement (Shortcuts) to make typing faster
 - ◆ →Settings→General→Keyboard→Text Replacement

Typing

- ◆ Can change keyboards for many languages
 - ◆ →Settings→General→Keyboard→Keyboards→Add New Keyboard...

Typing

- ◆ Skills to know
 - ◆ The character is selected when you let go of a key
 - ◆ Copy & paste
 - ◆ Shake to undo
 - ◆ What is underneath some keys
 - ◆ Hold & slide numeric/alpha key

Alternatives to Typing

- ◆ Siri
- ◆ Audio input
- ◆ Bluetooth and wireless keyboards
- ◆ Magnetically connected keyboards
 - ◆ iPad Pro and other newer iPads

Your Apple ID

Software Updates

Tips

- ◆ Auto lock timing adjustments
- ◆ Turn off Control Center Access on Lock Screen
- ◆ Correct Siri's pronunciation of names

2 Factor Authentication

- ◆ Apple web page on 2 Factor Authentication
- ◆ When you try to access your Apple ID account
 - ◆ Code is sent to trusted device
 - ◆ Can have a text or call to a trusted phone #