

iPad & iPhone 1ST Hour Oct 2020

Applies to iOS 14.0.1

External Orientation.

1. Home Screen

- a. The Display with all the icons.

2. Home button

- a. On the front face, at the bottom.
- b. Push to activate.

Note: Some iPhones do NOT have a home button.

3. Interface Objects as follows:

a. Front Camera

1. used for Selfies.

b. Back Camera

1. used to take photographs.

c. Side button, on iPhone 6 and later:

1. Press to wake the iDevice or put it to sleep.
 - a. Also, use the Side button to turn off your iDevice.
 - b. OFF and Sleep are different.

d. Side Switch (iPhone only)

1. Controls mute or orientation.
2. Use of Side Switch – factory default is a mute button.
3. Do **Not** see Orange switch color
 - a. Hear alerts from Calendar, Emails, etc.
4. See the orange switch color
 - a. Mute the Phone.
 - b. Turn Rotation Lock on or off.

e. Volume up/down:

- a. Controls sound volume.
- b. Press the buttons, to see the Volume indicator.
- c. When not using other apps, the buttons will adjust the ringer volume.

- d. Press either one to take a picture.
- f. Home/Touch ID:
 - 1. Use to unlock the device.
 - 2. Press and hold to activate Siri.
 - 3. Press twice from the Home screen or in the app to bring up the App Switcher.
 - a. Open the App Switcher to quickly switch from one app to another on your iPhone.
 - b. When you switch back, you can pick up right where you left off.
- g. Headphone Jack
 - 1. A round hole in the top. (3.5mm plug)

Note: Some phone only works with 'Bluetooth' Headphones or Ear Buds.

- h. Speakers
 - 1. Small perforated holes on the bottom.
- i. Dock Connector
 - 1. Power Input to charge the device.
 - a. Lightning plug. (lightning after Oct. 2012)
- j. Sleep/Wake Button
 - 1. Quick depress
 - a. Sleep - Screen goes blank.
 - i. Blanks Screen is **Sleep**

Note: When a digital device is not **acting normal:**

- 1) Power **Off** the Device
 - a. Sleep/Wake Button
 - i. Hold it down until the on-screen prompt.
 - ii. **'Slide to Power off'**.
 - iii. Slide left to right.
- 2) Wait 1 minute until the device goes through a power down cycle.
- 3) Power the Device Back up.
 - a. Press and hold the Sleep/Wake button until the Apple logo appears.
- 4) See if the device works right now.

Display Orientation

1. Screen Orientation

- a. Portrait
- b. Landscape

2. **Sensors** - Touch ID fingerprint sensor, Barometer, Three-axis gyroscope, Accelerometer, Proximity sensor, Ambient light sensor, Compass, Moisture sensor, iSight camera sensor.

3. **Status Bar** – across the top of the Display.

- a. Displays: Time, Battery, Wi-Fi signal strength, Locations Services on, Do Not Disturb on, Bluetooth On, etc.

4. **Dock** – across the bottom of the Display.

- a. Place your favorite apps in the dock for easy access anytime.
- b. Using different apps most frequently, move them to the dock.

5. **Small White Dots** on the home screen –

- a. Denotes the number of Home screens on the device.

Connecting to the Internet

1. Tap 'Settings' app on the home page.

2. Tap 'Wi-Fi' under settings.

3. Tap the Network you want to use.

A. All networks in range are detected

- i. A little padlock next to the name of the network (SSID) means “passphrase required” is required to join.
- ii. Enter the Passphrase if required.
 - a) Select “Connect Automatically” if desired.
 - b) Check Mark next to the selected network means you are connected.

Note: An Icon on the Status Bar will show the signal strength of Wi-Fi.

Tap the Home Button to return to the Home page.

Settings and Customization

1. Tap 'Settings' app.
2. Tap "General"
3. Tap "About" (viewing Your iDevice Information)
 - a. Name
 - i. The name assigned to the device.
 - ii. This will show up in iTunes and other software.
 - b. Software Version
 - i. The iOS version number on the device.
 - c. Model Name
 - i. The Apple name for the device.
 - d. Model Number
 - i. Write this down and save.
 - e. Serial Number
 - i. Write this down and save.
 - f. Apple Care+
 - i. When the coverage expires.
 - g. Network (Cellular devices Only)
 - i. The Carrier for data using the cell phone towers.
 - h. Songs
 - i. The number of songs stored on the device.
 - i. Videos
 - i. The number of videos stored on the device.
 - j. Photos
 - i. The number of photos stored on the device.
 - k. Applications
 - i. The number of Apps stored on the device.
 - l. Capacity
 - i. The total storage capacity of the device.
 - m. Available
 - i. The available storage after Apps and Operating System (iOS) are installed.

Tap 'General' to go back.

4. Tap Software Update – It shows what version is running now or that an update is required.
 - a. Automatic Updates. (to the iOS)
 1. The update will only update to the latest iOS overnight when it is charging and connected to your Wi-Fi.
 2. **Must** Plug into a power source for charging to perform any iOS Update.
 - a. May require a long period (20-35 minutes)
 - b. May require numerous restarts of iOS.
 - b. On your iPhone, iPad:
 - i. Updating Apps from the App Store.
 1. Perform on battery
 - a. They are usually short and small.

Tap "General" to go back.

5. Tap Keyboard (virtual keyboard setup.)
 - a. Select special keyboards.
 - b. Generate Text replacement items.
 - c. Toggle - Auto functions, spelling, etc.

Note: A Bluetooth keyboard is available. It has a separate battery, Bluetooth must be on, keyboard connected.

Note: Apple has plenty of Keyboard shortcuts and tricks built into the software. You can build your shortcuts.

6. Tap Text Replacement
 - a. Tap on the "+" in the top right corner.
 - b. Create any short cuts that enhance performance.

Tap 'Text Replacement' to go back.

Tap "Keyboards" to go back.

Tap "General" to go back.

7. Tap Display & Brightness

- c. Dark Mode is available.
 - i. Can be set to automatically change.
- d. Brightness
 - i. The biggest Battery Drain.
- e. **Auto-Lock** = time before the device goes to 'auto-sleep' because of no activity.
 - i. Tap Auto-Lock: and choose minutes
 - 1. iPad - 2, 5, 10,15, Never.
 - 2. iPhone – 30 sec, 1,2,3,4,5, Never.

Tap "General" to go back.

8. Tap Privacy

- a. Access to Location Services and other Apps.
- b. Location Services **ON** or **OFF** – if you want the device to pinpoint your position.
 - i. Toggle **ON** or **OFF** for each app that requires Location Services.
 - ii. Repeat this process for each App on the Device.
 - 1) Example: Contacts, Photos, Camera, etc.

Tap the "Home Button".

Basic iPad Commands

1. Opening and Closing Apps

a. Tap App

- i. to Open it on the device.
- ii. The App stays Open in the background
- iii. Until you **close it.**

b. Double Tap the Home Button

- i. Close Apps with an upward swipe.

c. Touch and Hold on an App.

- i. More Choices are available.
- ii. Delete sends an App to the iCloud account.

1) Download from iCloud anytime.

Tap the "Home Button".

2. Moving and Deleting Apps

a. Long Press / Touch and Hold any app.

1) The Apps starts to wiggle.

i. The wiggle will auto-stop after 30 seconds.

2) Drag the App slowly to the new position.

b. Apps you can delete (while they wiggle)

1) " X" in the upper left corner of the icon.

2) Deleted Apps go to the iCloud Account for the device.

i. Deleted Apps can be downloaded from the iCloud at any time.

c. Drag App slowly to the side of the screen to change to another home screen.

Tap the "Home Button".

3. Creating Apps Folders

(24 Folders per page- 360 folders- 49140 total apps)

A. Combine Apps into one icon (Folder) on Home Screen.

B. Move the wiggling App on top of another App.

C. Hold until Folder is formed.

a. Rename Folders

Tap the "Home Button".

iPad/iPhone Quick Access Features – (3 features)

1. Notifications Center

a. **Drag Down** from top edge of Screen

i. See your Notifications or Todays Schedule.

ii. Three options:

1. Tap on them or swipe right to open them in the app;

2. Swipe left to open up additional "view,"
 - a. Which expands the notification and offers any options;
 3. "Clear" actions are available.
- iii. Toggle **ON** "Allow Notifications" for App selected.

Tap the "Home Button".

2. Control Center – to Open the Control Center.

A. iPad - *Swipe Down*

1. from the Top-Right edge of the Screen.

B. iPhone - *Swipe Up*

1. from the bottom edge of the screen.
 - iii. Control Center quick control of features.
 - iv. Customize which controls you want to use.
- C. The following controls **can't** be disabled or moved around in Control Center.
- v. Airplane mode, cellular, wi-fi, Bluetooth, music playback, screen orientation, Do Not Disturb, screen brightness, volume controls, and screen mirroring.

Tap the "Home Button".

3. Searching your iPad/iPhone (called Spotlight Search)

A. *Drag Down*

1. from the Center of the Home Screen.
2. Type in the Search Request.

B. Searches everything

1. Email, messages, music, web pages, map locations, apps installed, plug in a calculation to get a quick answer, start typing a contact's name to get options for quickly calling or texting them.

Tap the "Home Button".

Gestures = make your device respond to very different touches.

- iii. **Tap = lightly press on an icon. Don't push hard.**
- iv. **Drag = Touch and hold on the screen as you slide in one direction.**
- v. **Slide = like a drag only faster.**
- vi. **Flick = lightly and quickly whip your finger across the screen.**
- vii. **Finger Spread = thumb and index finger together on the screen and spread.**
 - 1) Results in a Zoom In.
- viii. **Finger Pinch = spread fingers on the screen and pinch together.**
 - 1) Results in a Zoom Out.
- ix. **Double Tap = Quick Double Tap to Zoom In on a Photo or Web page.**
- x. **Three Fingers = New Text Editing Gestures**
 - 1) **To Copy** – Three-finger pinch
 - 2) **To Cut** – Three-finger double pinch
 - 3) **To Paste** – Three-finger pinch out
 - 4) **To Undo** – Three-finger swipe left or three-finger double tap
 - 5) **To Redo** – Three-finger swipe right

Note: There are many more gestures available.

Tap the "Home Button".

Go through all of these features again at your speed.

Additional Copies of this handout can be obtained by email.
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