

# iPhone & iPad Class

## The Basics



Name: \_\_\_\_\_

A decorative graphic consisting of several overlapping, semi-transparent green leaves of various shades (light green, medium green, and dark green) and a single curved stem, all set against a white background.

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This Instruction Guide was published in May of 2021. It is written for iOS 14.

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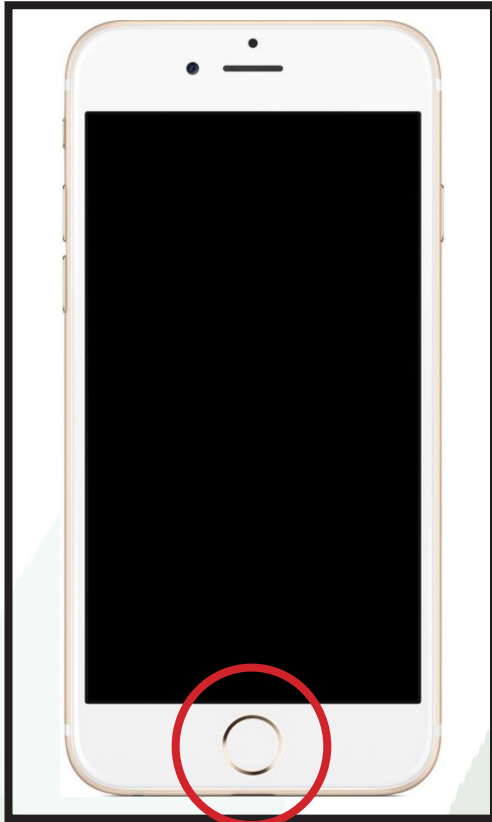
## Notes

37 - Empty for note taking



# Getting Started

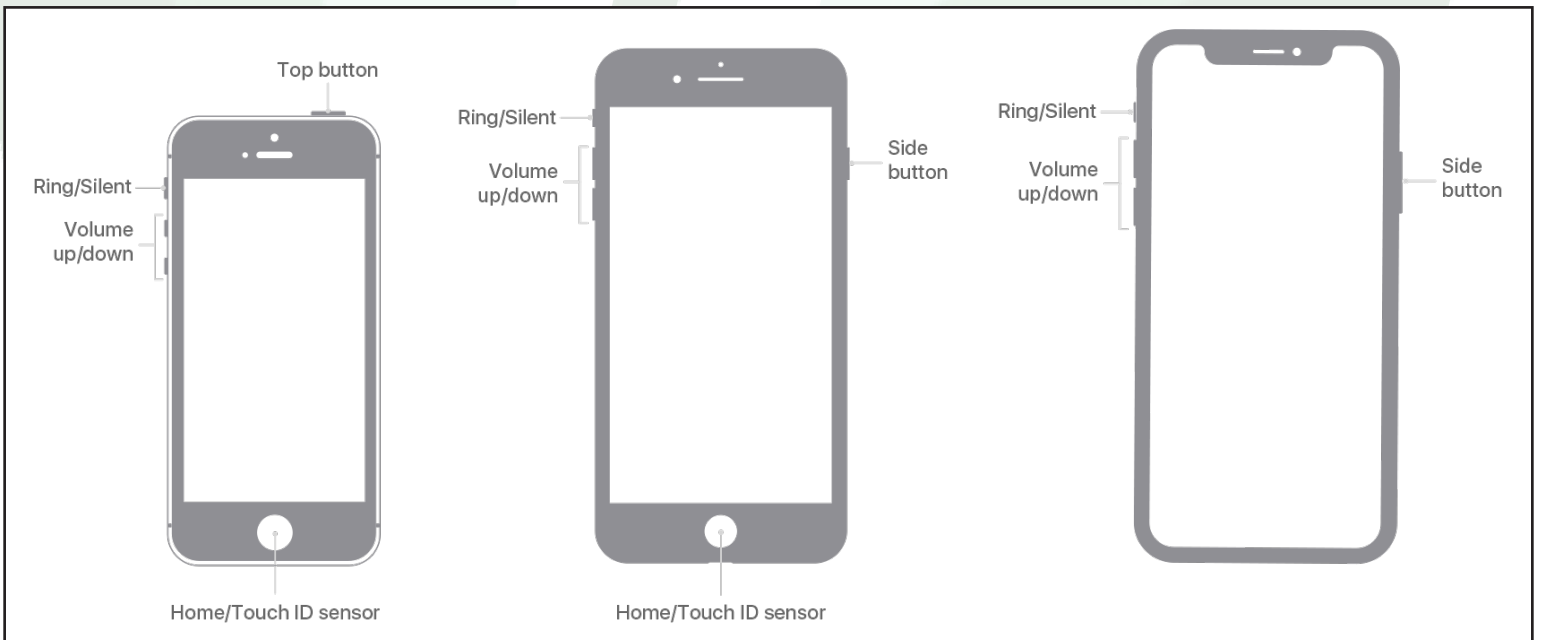
## iPhone Layout



With "Home Button"



Without "Home Button"



# Getting Started

## iPhone Layout



### Ring and Silence Button



Toggle right to turn on ringer.



Toggle left to turn off ringer. It will be orange

### Volume Up

Can be pressed repeatedly to incrementally increase sound.

### Volume Down

Can be pressed repeatedly to incrementally decrease sound.



### Charging Port

The cable that plugs into your electrical outlet in the wall will connect here to give your phone battery power.

### Speakers

Sounds will come through these holes.

# The Lock Screen

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## Exploring the lock screen

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### The Lock Screen

This is called the “Lock Screen.”

Sometimes you will see information about missed calls, text messages, or news updates here.

It will always show a display of the **time and the date**.

### Camera

If you tap and hold your finger on this button on the **bottom right**, it will open up the camera feature. If you swipe your finger from **right to left**, it will open the camera feature.

We will discuss the camera feature later.

### Flashlight

If you tap and hold your finger on this button on the **bottom left**, it will open up the flashlight feature.

The flashlight feature will turn on the iPhone’s **external light** so you can see in the dark. Tap it again to turn the flashlight off.

# The Lock Screen

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## Unlocking the lock screen

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### The Lock Button

This button locks your screen. It will turn it dark so you can put it away safely.

On some versions, this may be at the top of the phone.

To return to the lock screen, you can press this at any time.



### Locked or Unlocked?



You can see at the top of the screen, that your phone is locked, indicated by a locked lock icon.



When your phone is unlocked, and ready to be used, it will appear as an unlocked lock.



# The Lock Screen

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## Unlocking the lock screen

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### The Lock Screen

You can unlock the screen by either clicking the [home button](#) if you have it, or by swiping up from the bottom of your screen if you do not.

This image does not have the home button, so you would touch a [finger at the bottom](#) of the screen, and [slide your finger upwards](#).

If you do not have a password, then you are unlocked.

If you do have a password, you will be prompted to enter it. It is normally a 4 to 6 digit number sequence. Choose one that is easy to remember, like a year with a special memory or an old address.

If you make a mistake, you can select “[delete](#)” in the bottom right corner to erase the last digit you typed.

When your password is entered correctly it will automatically unlock

Write your password here so you always have it on file.

Remember to only share this with trusted family members or friends.

My Password: \_\_\_\_\_



# The Home Screen

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## Anatomy of the Home Screen



### Status Symbols

The time will be displayed in the top left.



**Signal strength.** The more bars you have, the better your phone connection for quality calls.



**Wi-Fi strength.** The more bars you have means you have a stronger internet connection.



**Battery life.** A fully filled battery is 100% charged. If this turns red, it is time to plug your phone in.

### Applications

These squares all represent different applications, or “apps,” that you can access.

### Page Indicator

Multiple apps can fill up multiple pages on your home screen. These dots indicate what page you are on.

### Hot Bar

Your “hot bar,” is a customizable selection of apps that you most frequently use. No matter what home screen page you are on, these will remain at the bottom for easy access. You can change these to your favorite apps!

# The Home Screen

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## Navigating the Home Screen

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### Move from page to page

You can navigate through your pages of apps by *swiping with your finger*. Lightly set your index finger on the screen, and slide it across the glass from the *right to left* to get to the *next page*. Swipe *left to right* to go *back to the previous page*



# The Home Screen

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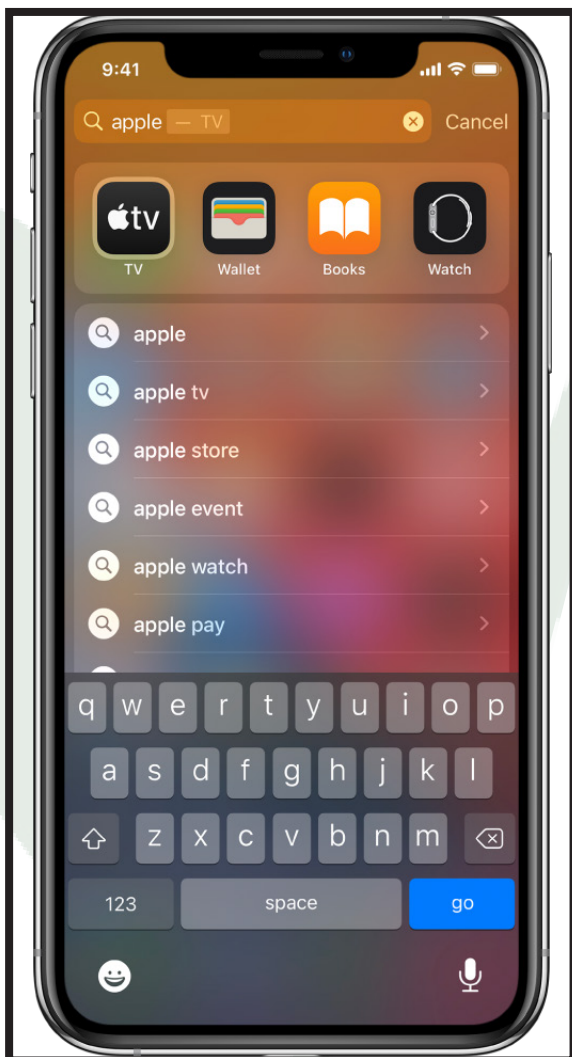
## Navigating the Home Screen

### Search Page & App Library

By swiping to the **far left** page, you can **search** your phone for apps. This is helpful if it is tricky to locate the app on one of your pages.

By swiping to the **far right** page, you find the **App Library**, which shows all of your apps in a scroll down menu. You can also use the search bar at the top to find a tricky to locate app.

To get back to the main pages, just **swipe back**.



Search Page



App Library



# The Home Screen

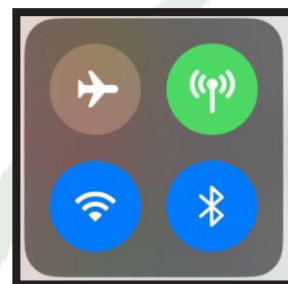
12

## The Control Center

### Control Center

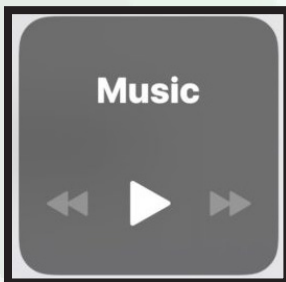
By swiping from the top right of the screen downwards, you can open the Control Center. This is a place where you can quickly control specifics about your phone.

To return to the Home Page, just swipe up.



### Internet & Data

The Airplane button will turn on "Airplane Mode," when tapped. It will stop calls and texts from coming in. This is used on airplanes for safety. When it is orange it means it is engaged.



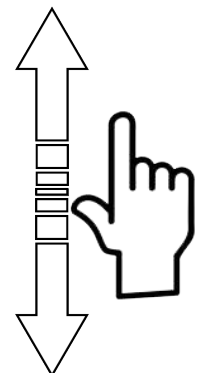
### Music

This controls the music you play. If you are playing a song or audiobook, you can rewind, play or pause, and fast-forward here.



### Brightness & Volume

By swiping up and down on these bars, you can control how bright or dim your screen is, and how loud or quiet the sounds are. If the bars are entirely white, they are at 100%, if they are entirely grey, it means that the phone is at its dimmest, and silent. Perfect for a theatre!



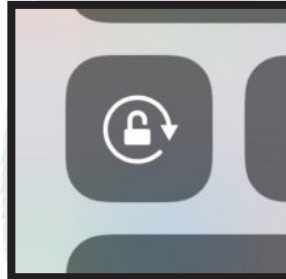
# The Home Screen

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## The Control Center

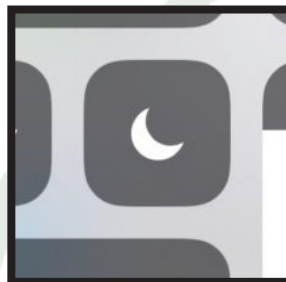


### Rotation Lock



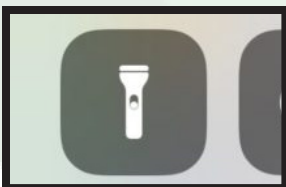
This button will lock your screen rotation. This means that if you have it engaged, it will stop the screen from spinning when you turn the phone sideways. It keeps the orientation constant.

### Do Not Disturb



This button will still allow texts and calls to come in, but will not make alert noises like a ringtone or vibrations. This is perfect for theatre or meetings.

### Flashlight



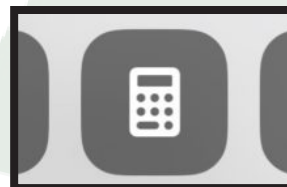
This button toggles on and off your flashlight.

### Timer



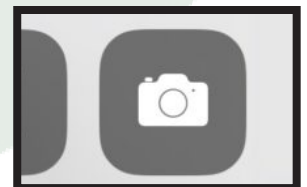
This button opens a timer app you can set by hours, minutes, and seconds.

### Calculator



This button opens a calculator app.

### Camera



This button opens your camera app. See Camera chapter for more info.

# The Home Screen

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## Organizing the Home Screen

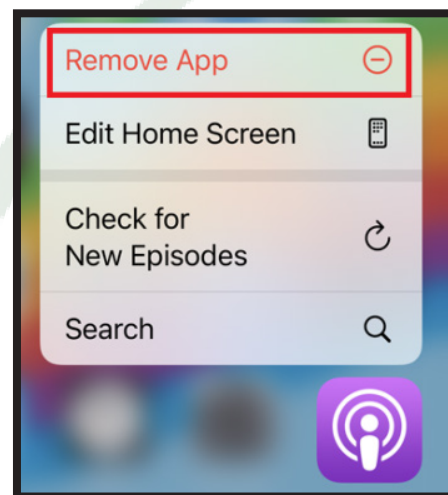


### Move and Delete Applications

You can move your apps around the screen to make them more organized, and to move your favorite apps to the hot bar.

This is entirely optional.

Step 1) Press a finger down on an application and hold it there. A menu will appear.



Step 2) Select either “Remove App,” to delete the application OR select “Edit Home Screen,” to move your applications. Each app may have additional options specific to the app’s purpose.

Step 3) Tapping on “Edit Home Screen,” will make all of the apps wiggle, indicating that they are ready to move. You can **press a finger** on the app you want to move, and **slide your finger** around the screen. The app will follow your finger and other apps will automatically make room for it. You can drag your favorite apps to the hot bar. You can also press the **minus icon** at the top left of every app to **delete it**.

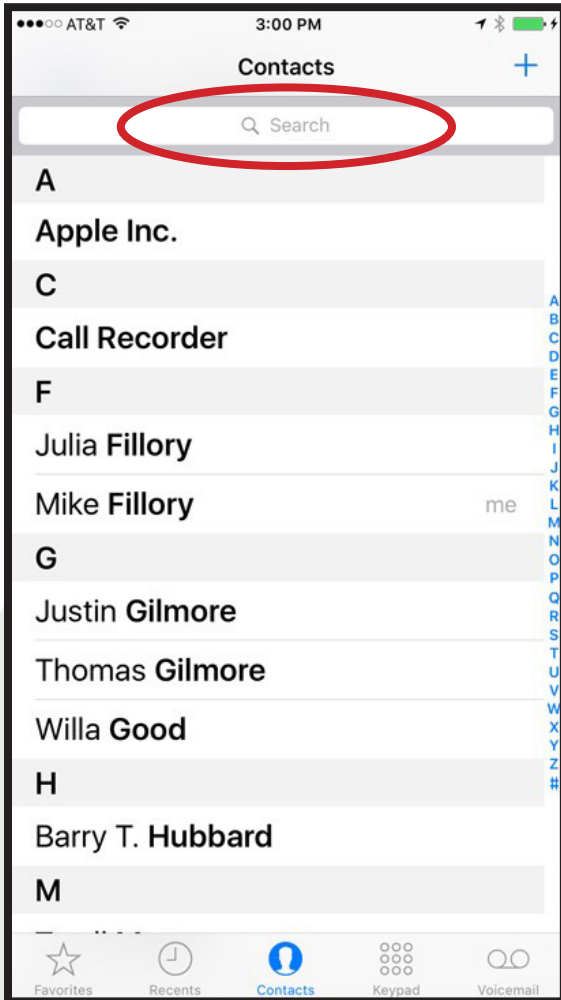
Step 4) When you are satisfied with the arrangement of your apps, press “Done,” in the top right corner of the screen.





# The Phone App

## Contacts



### Contact Page

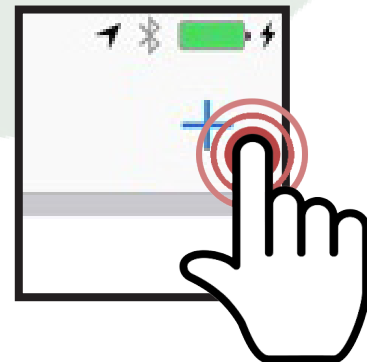
At the bottom of the Phone App screen, you see 5 options. The middle options is “Contacts”.

Here you will find all of the **saved contacts** in your phone. These can include names, phone numbers, email addresses, and home addresses.

Use your finger to **swipe up and down** to search manually, or tap the **search bar** at the top of the page to type in the name you are trying to find. The search bar is circled in red.

### Add a New Contact

To get started adding a new contact, tap the “+” button in the top right corner of the screen.

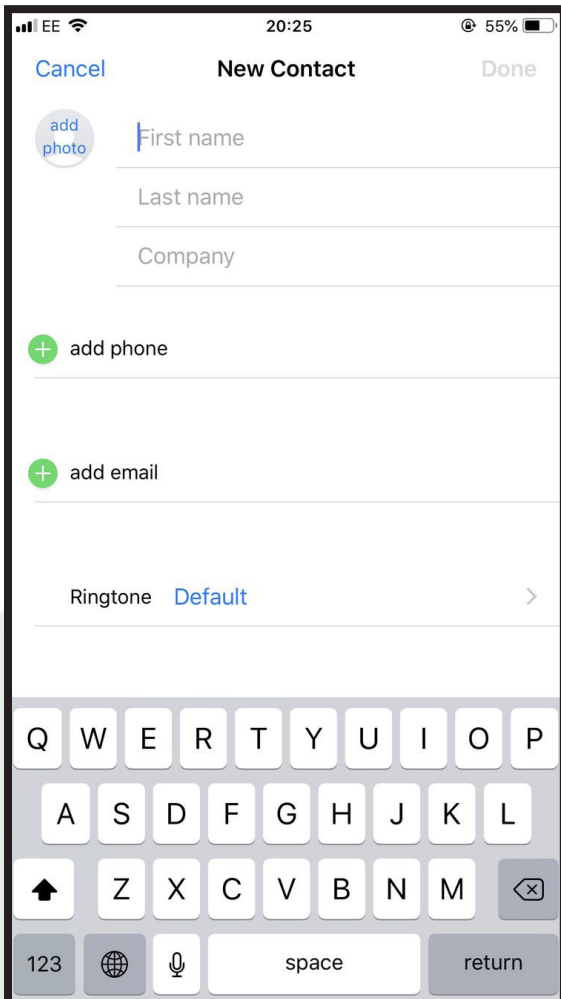




# The Phone App

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## New Contacts



### New Contact Name

After tapping the “+,” icon, you can see the [New Contact](#) page.

Tap the first section titled, “First Name,” and you will be able to type the contact’s first name. Do the same for Last Name

If your contact is associated with a company, you can tap on “Company,” and include the company name.

### New Contact Info

Press the [green plus sign](#) next to “add phone,” to add your contact’s [phone number](#).

You can add multiple phone numbers for each contact. These include options such as a cell phone, a home phone, or a work phone.

Press the green plus sign next to “add email,” if you would like to add your contact’s [email address](#).

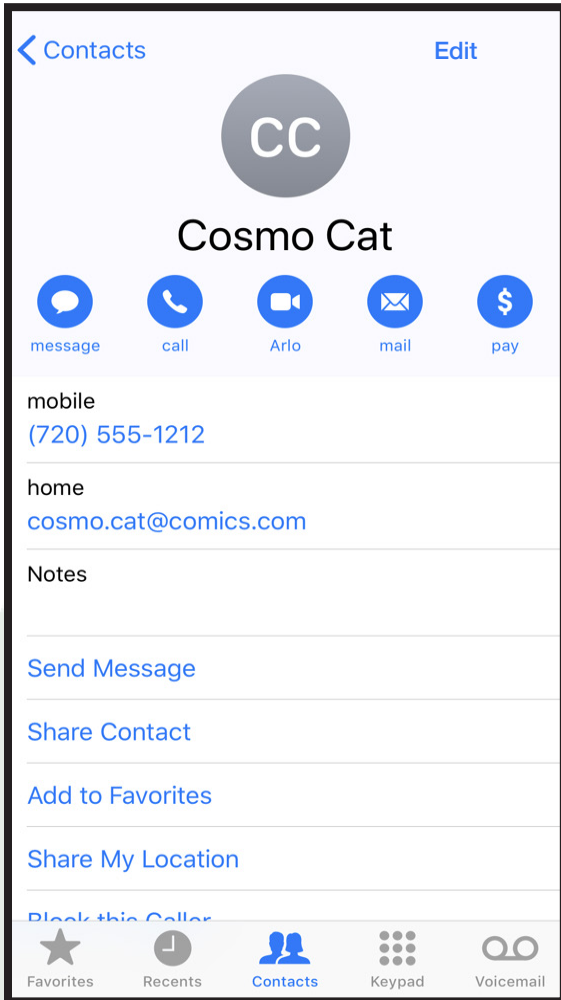
If you tap, “add photo,” at the top of the screen, you will be prompted to select a [photo of your contact](#) to appear when they call you. This is optional.

When you are [ready to save](#) the information on this contact, press “Done,” in the upper right corner.



# The Phone App

## View Contacts

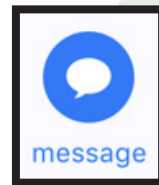


### View Information

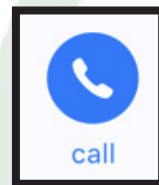
On the main “Contacts,” screen, you can select a contact by tapping on their name. This will open a screen dedicated to that contact’s information. To change any of this information, you can tap “Edit,” in the upper right corner. To return to the main “Contacts,” screen, tap the “contacts” button at the top left.



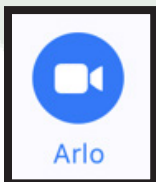
### Contact Options



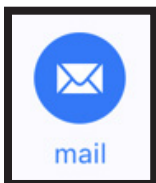
To send a text message to the contact, you can tap on the “message,” icon.



To make an audio phone call to the contact, you can tap on the “call,” or “mobile,” icon. You can also tap on the phone number seen below to call that phone number.



To make a video call to the contact, you can tap on the “facetime” icon. Depending on your phone, this may go by another name, but is usually represented by a video camera icon. This will not work if your contact has a home phone, or a cell phone without a camera.

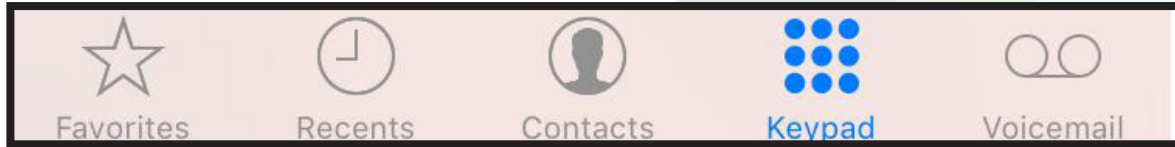


To send an email to the contact, you must have included an email address while making or editing the contact. Tap the “mail,” icon to open up an E-Mail application ready to deliver to this contact.



# The Phone App

## Keypad

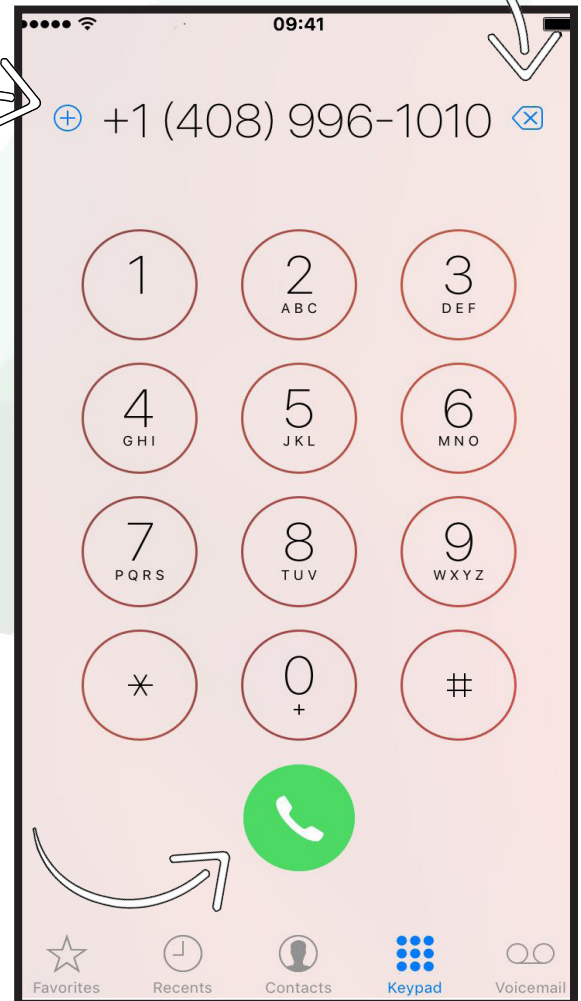


### Make a Call

The second to right Phone App selection is the “Keypad,” option. This works essentially the same as any home phone keypad.

Use the numbers to type in a phone number. If you make a mistake, you can tap on the backspace button on the right.

To save the current phone number under a new contact, tap the plus sign on the left.

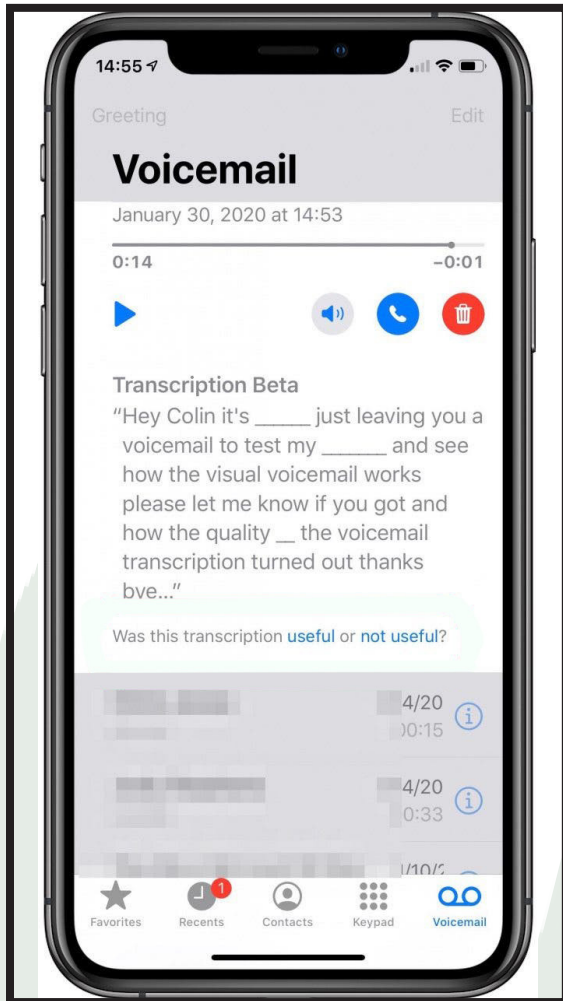
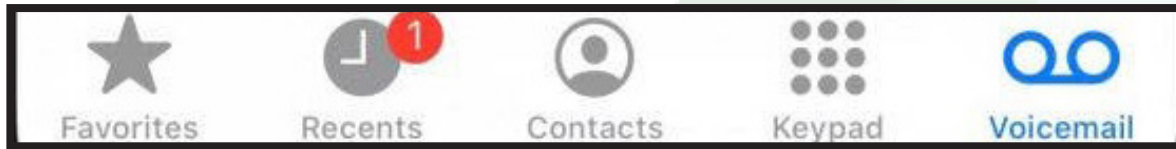


When you have keyed in the correct phone number, you can tap the green phone button to begin the call.



# The Phone App

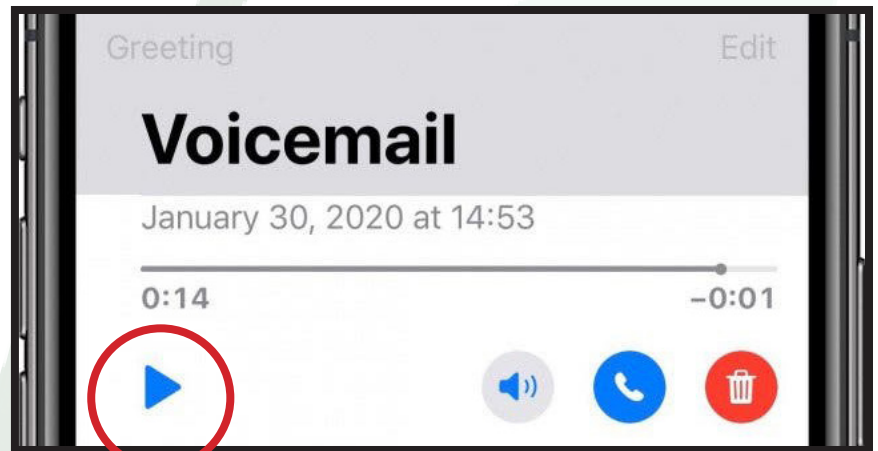
## Voicemail



### Listening to Voicemails

Tap the far right option in the Phone App screen to access your voicemail.

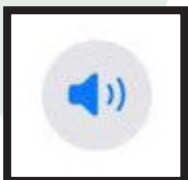
This will appear as a list in **reverse chronological order** (latest voicemails at the top). Tap the name or number of the voicemail you wish to listen to.



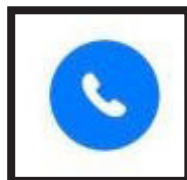
You can **raise the phone** to your ear and it will automatically start playing the voicemail audio.

You can use the **play button** to start and pause the voicemail.

Or use these options:



Tap this button to listen to the voicemail out loud in speaker mode.



Tap this button to call the person who left the voicemail.



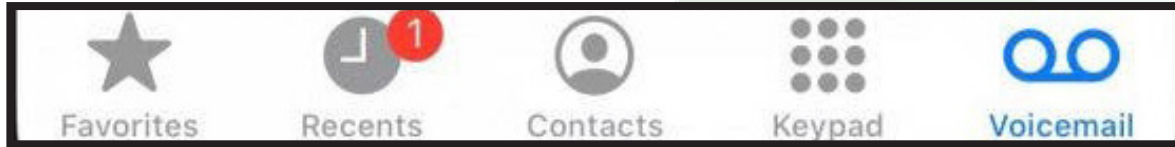
Tap this button to delete the voicemail.





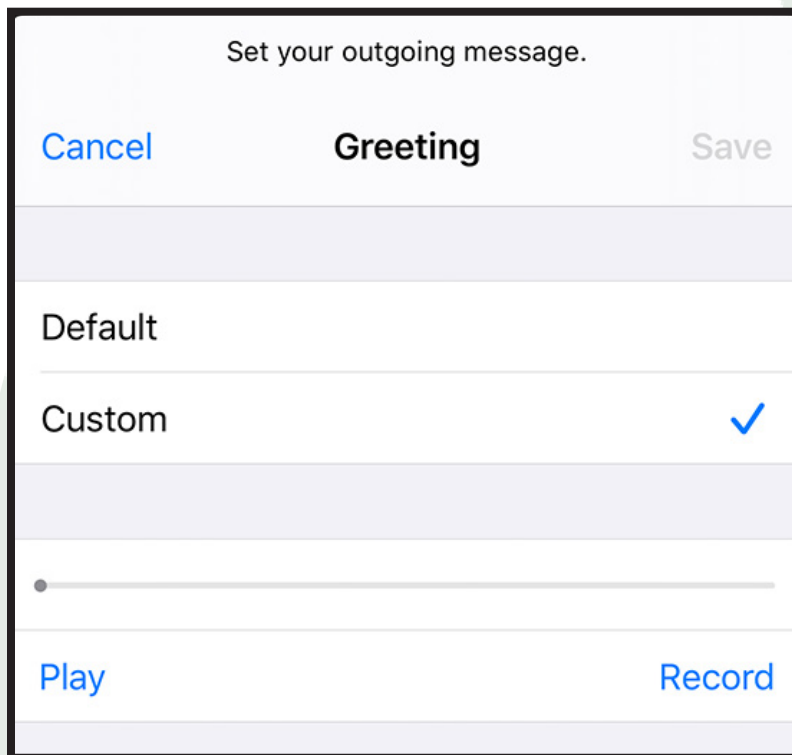
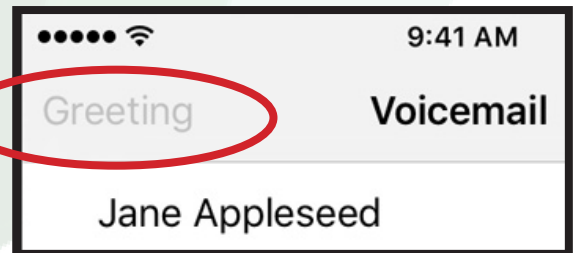
# The Phone App

## Voicemail Greeting



### Greeting Screen

Tap “Greeting,” at the top left of the Voicemail screen to listen to and edit your voicemail greeting.



### Setting a Greeting

You can set a custom greeting on your phone or use the default iPhone greeting. Custom voicemail greetings are optional.

Tap “Custom,” to use a custom recorded voicemail greeting.

Tap “Record,” at the bottom right, it will make a sound indicating that it has started recording. Clearly say what you would like the greeting to be.

Usually these greetings are along the lines of:

“Hello, you have reached Connor, I can’t make it to the phone right now. Leave your name and number and I will get back to you as soon as I can.”

When you are done recording, Tap “Stop,” where the “Record,” option previously was. You can record as many times as you’d like until it is perfect.

Tap “Play,” in the bottom left to hear a preview.

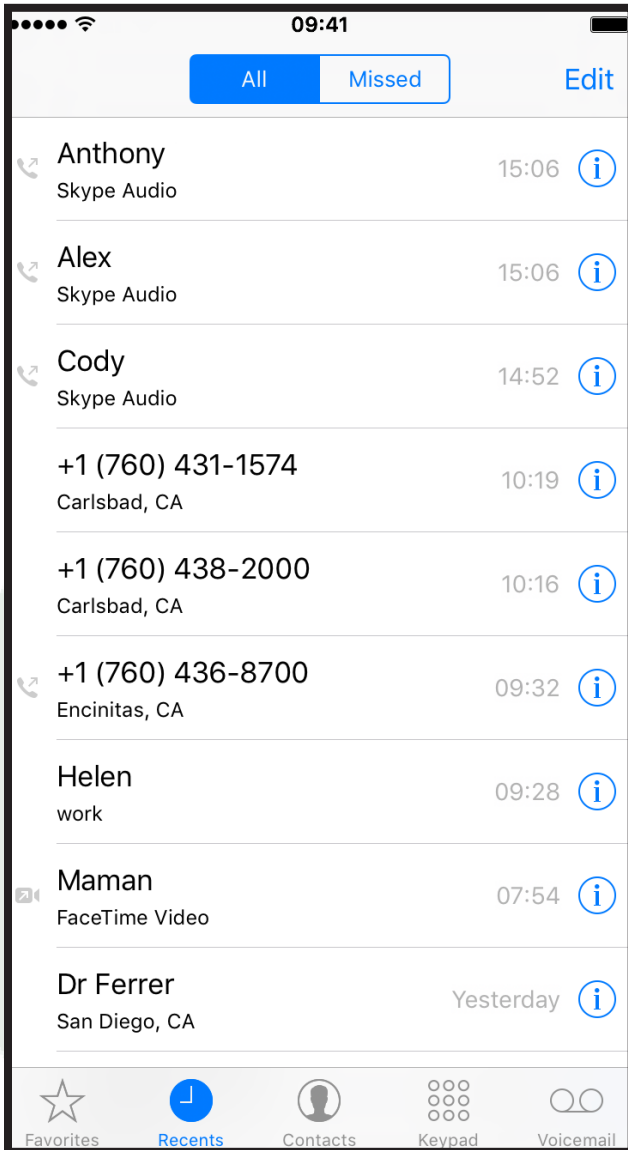
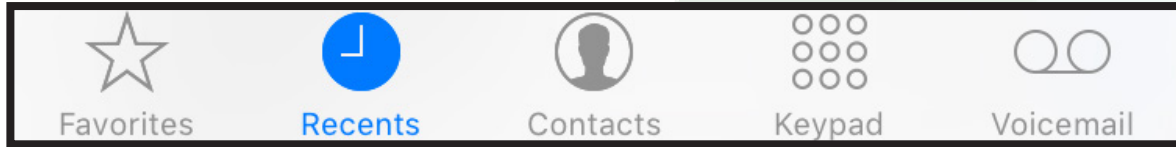
When you are satisfied, tap on “Save,” in the upper right corner.





# The Phone App

## Recent Calls



### View Your Latest Calls

The second option from the left on the Phone Screen options is the “Recents,” section.

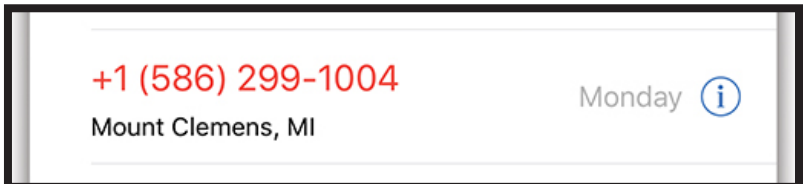
This section allows you to see your **latest calls** in reverse chronological order (latest calls at the top of the list).

It will display the **name or number** of who was contacted, when the call took place, and whether they called you, or you called them.



If this icon appears to the left of a call, it means that it was an **outgoing call**. If no icon appears next to it, it means it was an incoming call.

Tap a name or number **to call** that contact.

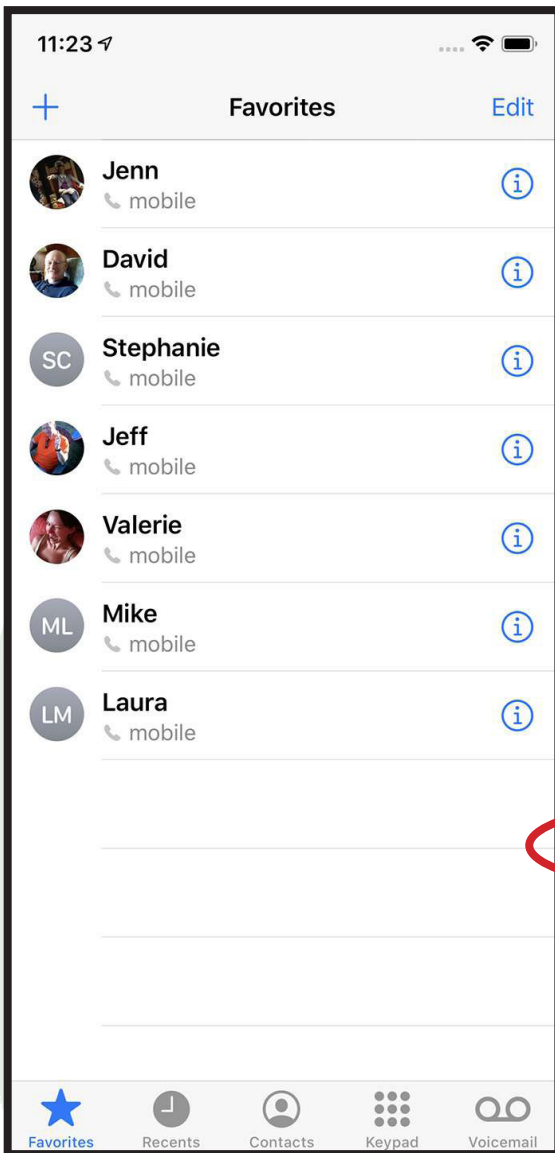
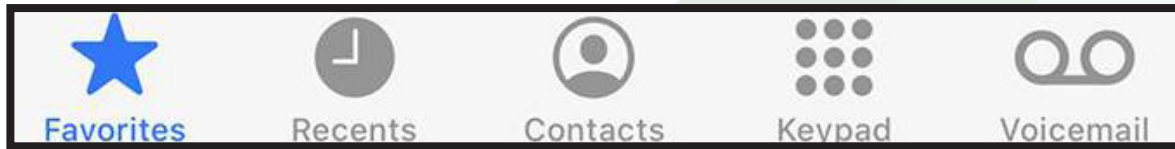


Any names written in **red** are calls that were **missed or unanswered**. Tap on “Missed,” at the top screen to see only your missed calls.



# The Phone App

## Favorite Contacts



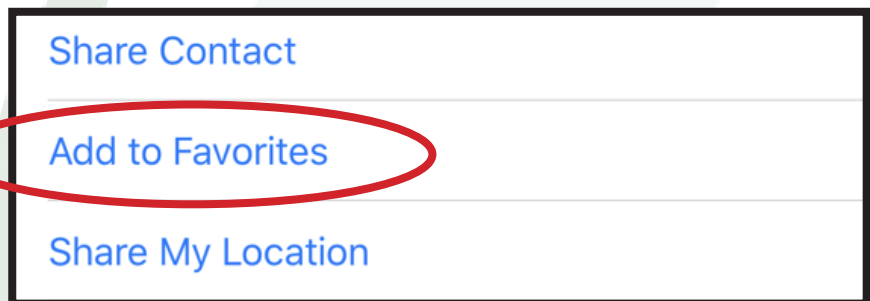
### Your Favorite Contacts

The first option in the Phone Screen options is the “Favorites,” section.

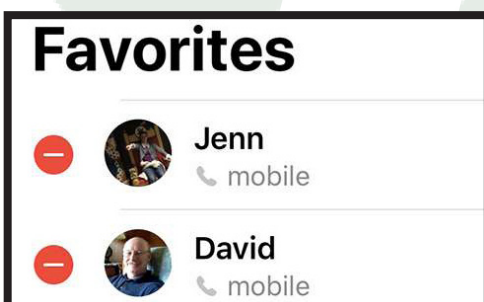
You can classify a contact as a “Favorite,” to have it appear here. This is useful for people you **contact often** like close friends and family, the concierge, and emergency contacts.

### Adding a Favorite

When **viewing a contact** on the “Contacts,” page, you can select “Add to Favorites,” and it will be included in this list.



You can also tap the “+” at the top left of the screen and you will be **prompted to choose** favorites from a list of all of your contacts.



### Deleting a Favorite

To delete a Favorite, tap “Edit,” at the top right of the screen. Then tap the red “-,” beside the contact you want to **remove**. When you are finished, tap “Done,” at the top right.



# The Phone App

## Receiving Calls

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### Incoming Calls

Incoming calls will show up on your screen like this. It will say the name of the caller, or if it is not a saved contact, it will display the phone number. You can tap the red button to decline the call, or tap the green button to accept.



# The Phone App

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## Managing Calls

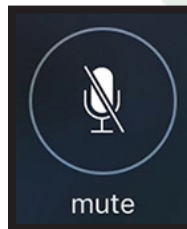


### Manage a Call

When you make a [call](#) or [answer a call](#), the screen will appear as such.

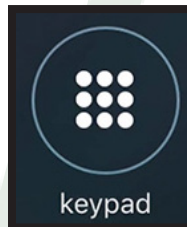
You can see the [name of the person](#) you are speaking with, the [duration](#) of the call, as well as [other options](#).

### Mute



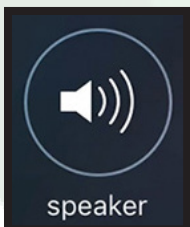
Tap this button to mute yourself so the other party can not hear you. This is useful if you are in a noisy location, or if you are in a meeting and don't want to disrupt the call.

### Keypad



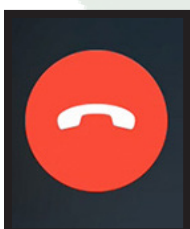
Tap this button to open another keypad. This is useful when prompted to input numbers in a call. (eg. Press 1 for English).

### Speaker



Tap this button to enable speaker mode. This make the audio available for everyone around to hear, and lets people around you participate in the call. It is impolite practice to use the speaker function while in a group, or in a public place.

### Hang Up

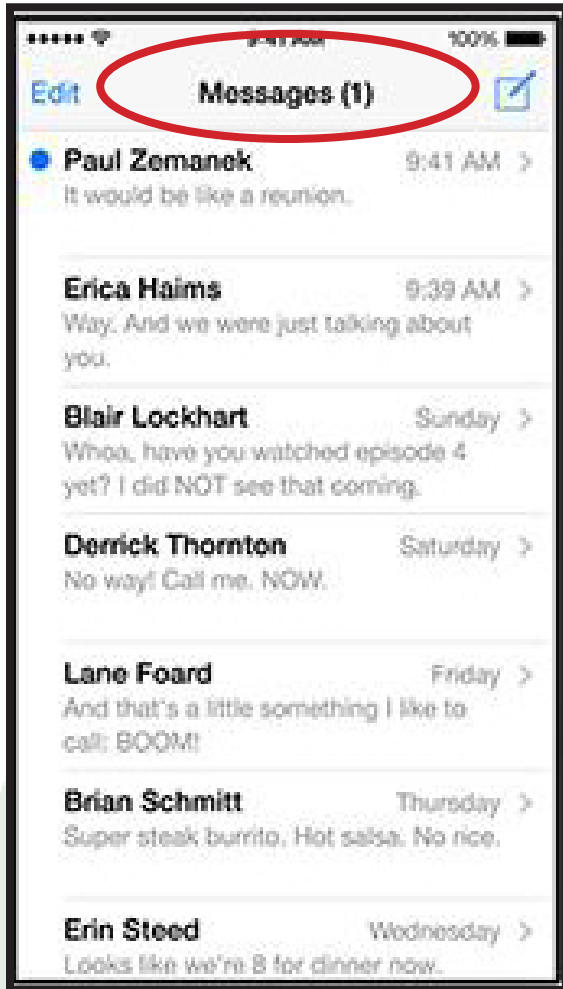


When the call is over, you can tap this button to end it.



# The Messaging App

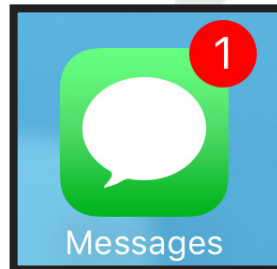
## Messages Overview



### Your Messages and Chats

The main page of the Messages app displays all of your **conversations** in reverse chronological order (latest text message at the top). **Swipe down** to see older messages.

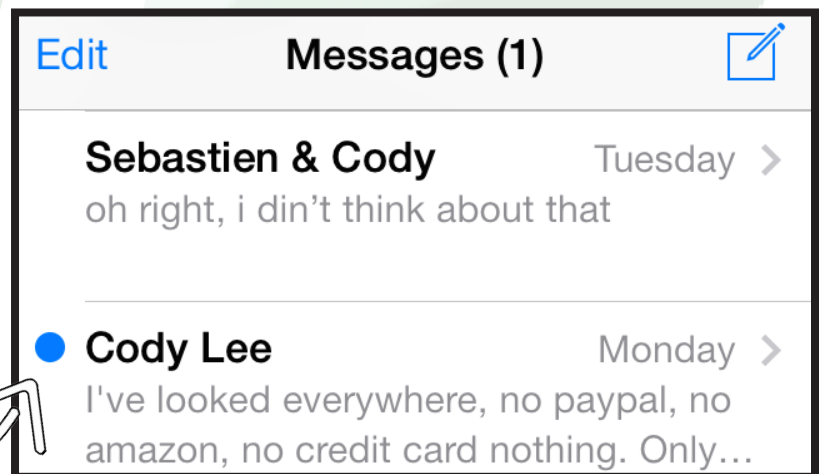
The **number** at the top of the page in parenthesis next to the title, “Messages,” indicates how many **unread messages** you have waiting for you. If there are no messages, there will be no number present.



The Messages app icon on your **Home Page** also indicates how many new messages you have with a **red notification bubble**.

### Anatomy of Chats

The preview of your chats helps your **identify** what the chat is about. It displays the names in the chat, a snippet of the latest message, the date or time it was sent, and an “unread,” indicator.



A **blue dot** next to a chat indicate that it is **unread**. To **remove this dot** and the red notification bubble, you can **tap on the message** to open and read it.

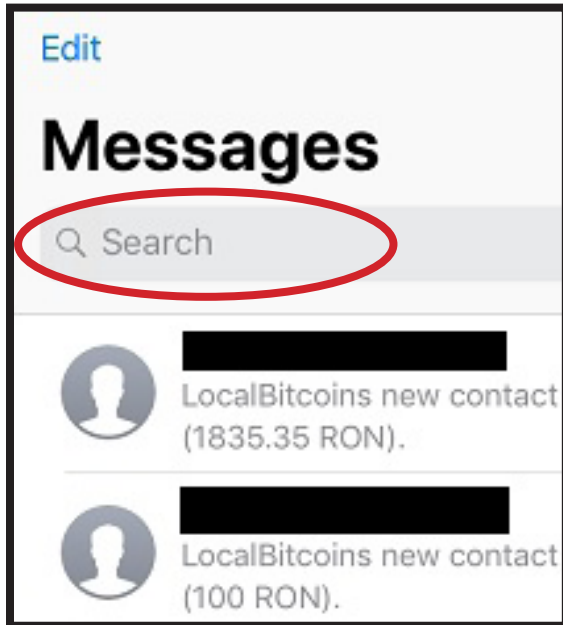




# The Messaging App

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## Managing Messages



### Find a Message

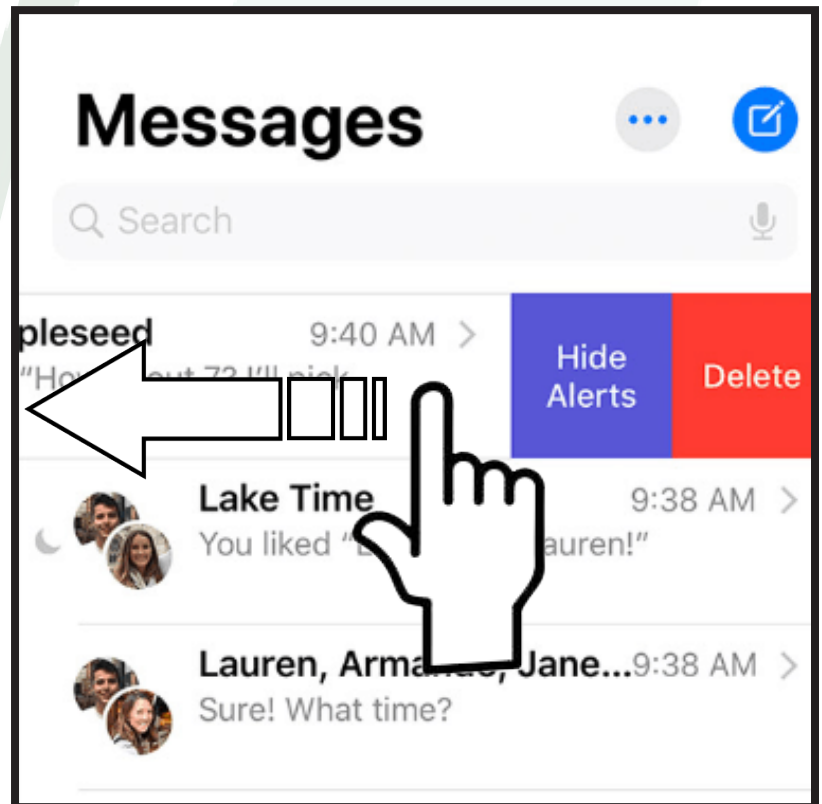
Swipe to the top of the screen to display the Search Bar.

Tap the Search Bar and type a **contact name**, or a **keyword** to **locate** that chat.

(eg. If you're looking for a chat you had with Lillian about dinner, you can search "Lillian," and it will bring up chats with contacts named Lillian. Or search "Dinner," and any chat where dinner is referenced will come up.

### Deleting Messages

To delete a chat, put your **finger on the screen** on the chat you want to remove, then **slide your finger to the left**. This will open the delete option. Tap the red **"Delete,"** button to **remove** the chat. This button may also appear as a red trash can.



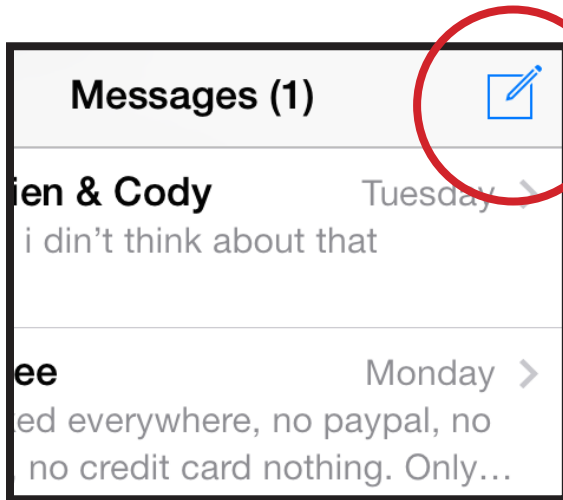




# The Messaging App

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## Writing a New Message



### Start a New Message

To write a **new message**, tap on the **pen and paper icon** in the **upper right corner** of the Messages Screen.

### Draft a New Message

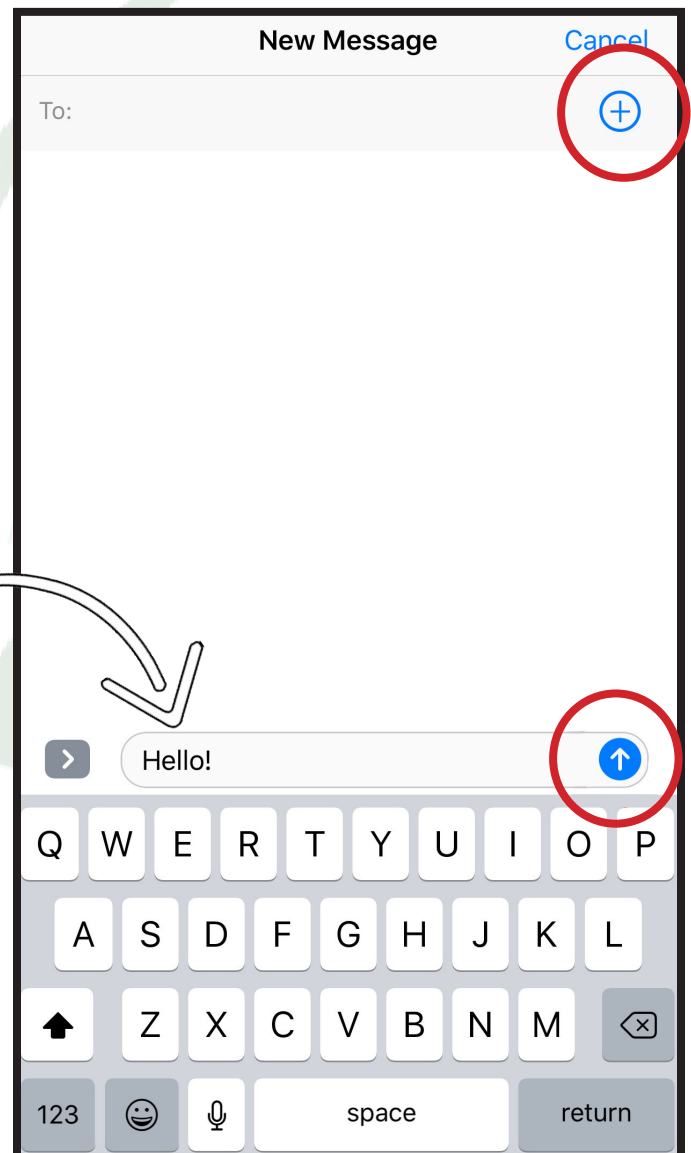
The “New Message,” screen will appear.

Tap the **blank field** next to the “To:” section at the top of the screen. You can type in a **phone number**, or tap the blue “+,” to open a list of **saved contacts**.

You can add **multiple people** to a chat. This is called a **group chat**.

Next, tap on the empty **text field above the keyboard**. It will display a blinking text cursor. You can now type your message.

When you are satisfied with your message and recipients, tap the **blue up arrow** to send it.





# The Messaging App

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## Replying to a Message



### Reading and Replying

A chat will appear as a series of **text bubbles** like in the Sunday Funnies.

Messages from you will appear a **blue or green bubble** on the **right**, and messages from the other party(s) appear in **grey bubbles** on the **left**.

To **reply** to a text message, tap on the **open text field above the keyboard** and type your message. When you are finished, tap the **blue up arrow**. On some phones, there may be blue word, **“Send,”** instead of a blue up arrow.

**Tapping the name** at the top of the screen allows you to see more about the contact. You can then audio call, video call, or open their contact information, right from the messages app.



### Voice to Text

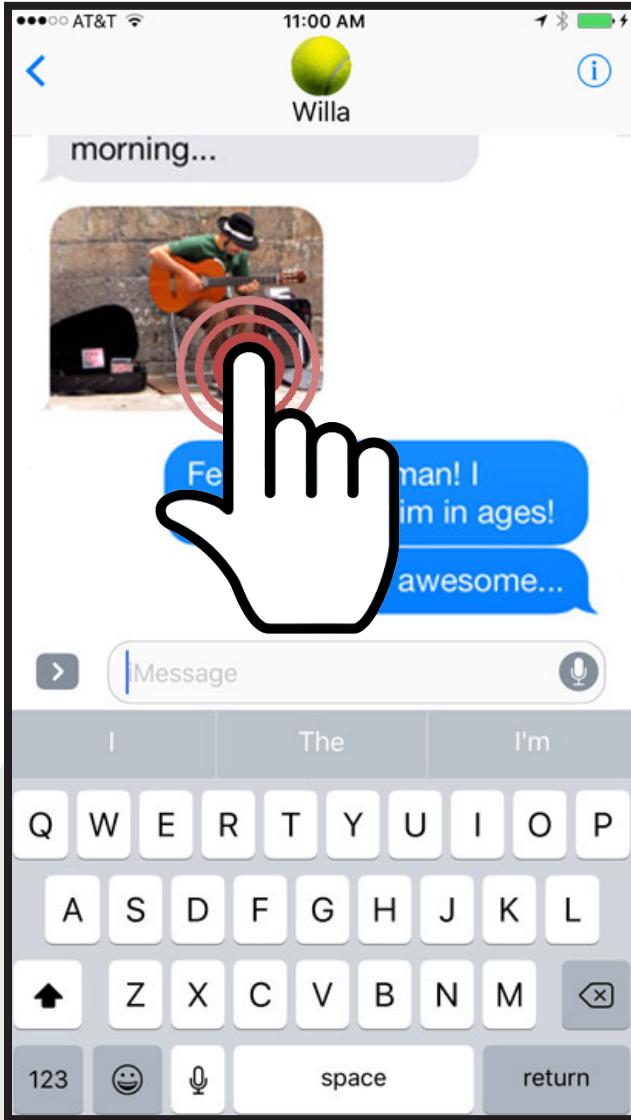
If you would prefer not to type, you can tap on the **microphone button** at the bottom of the screen. It will make a noise indicating that it is **recording**, and you can speak your message. When you are finished, tap anywhere on the screen.

The words you have **dictated** will be **turned into text** that you can send. Be sure to **enunciate**, or you can get some strange dictations.



# The Messaging App

## Save a Photo from a Message

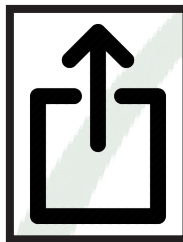


### Receiving a Photo

If you receive a photo in a text message from family or a friend that you want to save, you can do so in the messaging app.

The photo will appear in a separate text bubble. Tap the bubble.

The photo will become larger.



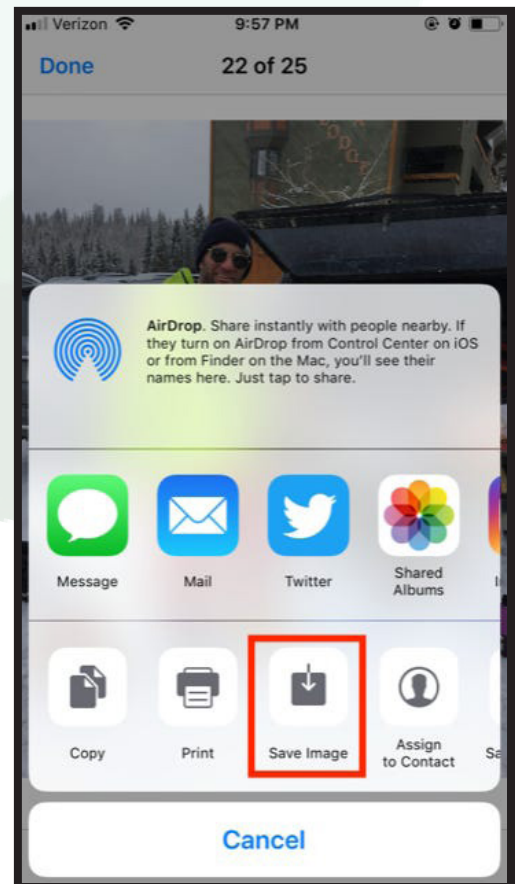
Tap the "Share," icon on the bottom left of the screen.

After tapping the "Share," icon, a menu will pop up.

Select the "Save Image," option.

This may be an icon like the image on the right, or it may be lower down the menu that has opened.

You can now view this photo in the "Photos," app.





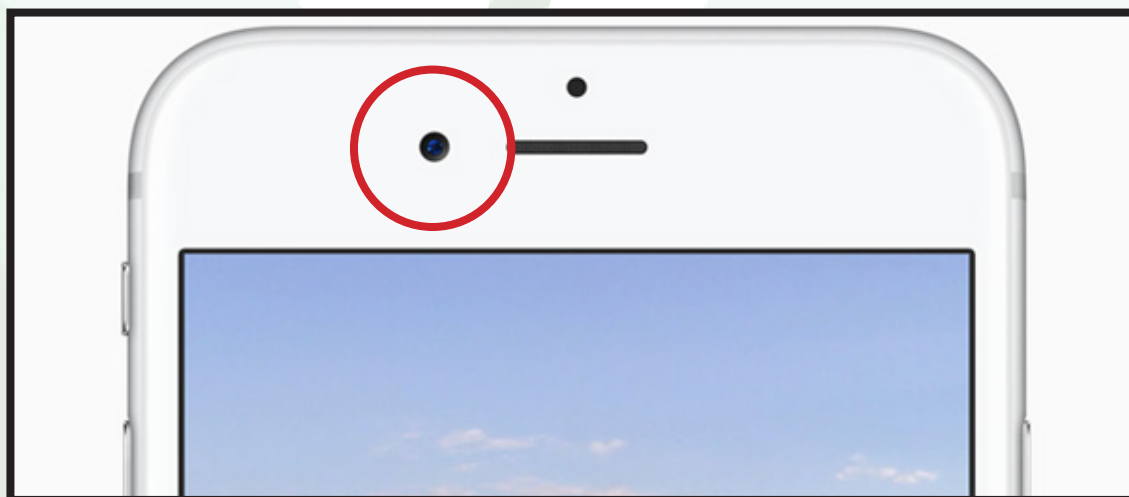
# The Camera App

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## Finding the Lens



Camera Lenses on Back



Camera Lens on Front

All iPhones come with a camera at the **back of the phone**, and a camera at the **front of the phone**. Depending on what model you have, you will see a **variation** in camera styles. Each newer model has higher quality picture taking abilities. Be careful not to cover the lenses with your hand while taking photos!





# The Camera App

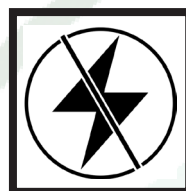
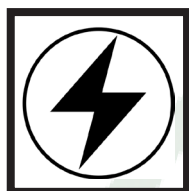
## Exploring the Camera



### Setting Up a Photo

When you open the Camera app, it will default to using the **back camera**. On the screen, you will see whatever you point the back camera lens at.

There are some **options** you may want to consider before taking a photo.

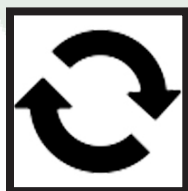


### Flash

This icon is located in the upper left corner of the screen. If it is **not crossed out**, it means that the camera **flash is on**. This is good for photos in dim lighting, or indoors.

If the icon is **crossed out**, it means the camera **flash is off**, which is good for photos in brightly lit areas, or outdoors.

Tap the icon to toggle between the options.



### Switch Camera

This icon is located in the bottom right corner of the screen. Tapping this will **toggle** between the **back facing camera**, and the **front facing camera**.

The front facing camera is useful to take photos of yourself with friends while still being able to see what you are capturing on the screen. This is called a “Selfie.”



# The Camera App

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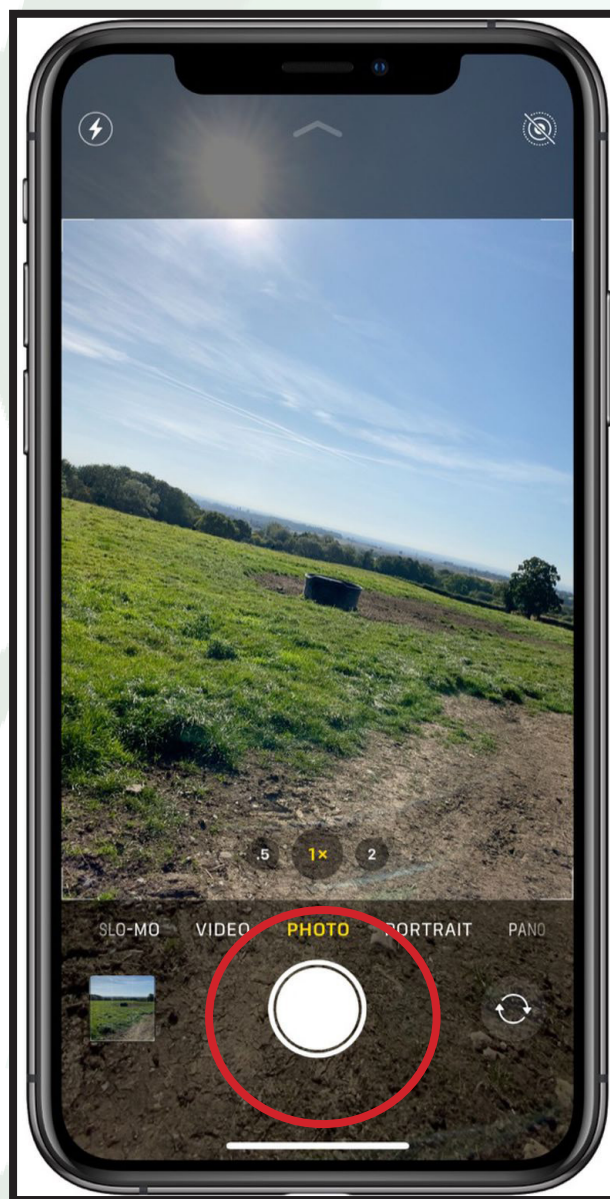
## Taking a Photo

### Photography Tip!

Remember that your photo will be shown on the entire screen.

Consider the composition of the photo. Is it well lit? Is the subject centered? Is it a flattering angle?

A dim photo of yourself from below doesn't look as nice as a well lit photo front on or from above!



### Capturing a Still Image

Now that you have configured your photo options, you can capture the photo.

**Step 1)** Point the camera at the subject you wish to capture.

**Step 2)** Tap the subject on the screen. This will ensure that the subject is in focus so you don't have a blurry photo.

**Step 3)** Hold the phone steady, and tap the large white button.

This will take one photo of your subject. You can tap the button multiple times to take multiple photos. It will make a sound indicating the photo has been taken.





# The Camera App

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## Taking a Video

### Switch Camera Mode

Set your finger on the word “Photo,” above the white camera button. Slide it to the right to cycle the camera mode to “Video.”

You are now in Video Mode.

There are other photo modes. When you feel comfortable with the Camera app, play with them!



### Capturing a Video

The same set up used in taking photos is used in capturing videos.

**Step 1)** Point the camera at the subject you wish to capture.

**Step 2)** Tap the subject on the screen. This will ensure that the subject is in focus so you don't have a blurry video.

**Step 3)** Hold the phone steady, and tap the large red button. It will make a sound indicating that the video is recording. A timestamp will appear at the top of the screen indicating how long the video is.

**Step 4)** When you are finished recording, tap the red button again to complete the recording.

After recording the video, you can immediately take another the same way. Or cycle back to Photo mode by swiping with a finger over the mode options above the Capture button.



# The Camera App

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## Viewing Your Photos

### View Photos in Camera App

In the bottom left corner of the screen you can see a **small preview** of the last photo you captured.

Tap it to make it **full screen**. You can swipe through these photos to view them.



### View Photos in Photo App



The Photos application will open to the “Library,” section on the bottom of the page. The other sections will show different ways to organize your photos.

The library will **display all** of your photos in chronological order, the oldest photos at the top, and the newest at the bottom.

You can **organize** them by date taken.

**Tap** a photo to make it **full screen**.





# The Photos App

## Viewing Your Photos

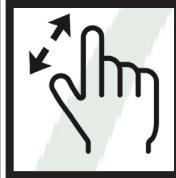
### View Photos in Photo App

Tap an image preview to make it full screen.

This will also open some other options.



### Zoom In and Out



You can zoom in and out while viewing a fullscreen photo. Pinch your thumb and index finger together and set them on the photo. Then spread them apart, sliding them across the screen. This will zoom in.

To Zoom out, set your index finger and thumb on the screen separated by a few inches. Pinch them together to zoom out.

### Cycle Through Photos

Once an image is full screen, you can cycle through the other photos nearby.

To cycle through photos, set your finger on the ribbon of photos on the bottom of the screen, then slide your finger in either direction to see other photos.



# The Photos App

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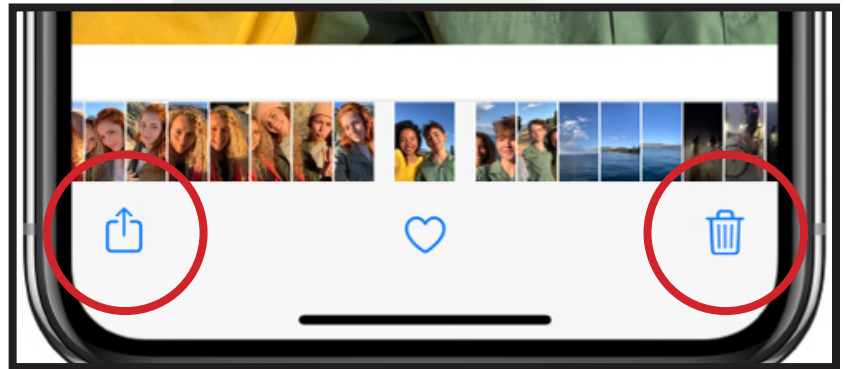
## Sharing Your Photos

### Delete Photos

In fullscreen mode, tap the Trash Can icon on the bottom right to delete a photo.

### Send Photos

To share a photo via a text message or email, tap the “Share,” icon on the bottom left



### Share Options

When you tap the “Share, “ icon, you will be presented with a menu.

Tap “Messages,” to open a New Message screen. See the [Messages chapter](#) to refresh yourself on how to send a text message. When you tap send, the photo will be included.

### Send Multiple Photos

By setting your finger on the screen and sliding it left and right, you can view more photos. Tap them to make a blue checkmark appear. All photos with a blue checkmark will be included when you send the text message.



