

iPhone – Tips & Tricks

Saturday, 4/27/24

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Agenda

- ▶ **iPhone Settings**
 - ▶ Searching Settings
 - ▶ Display & Brightness
 - ▶ Accessibility
- ▶ **Side Buttons**
 - ▶ Silencing Your Phone
 - ▶ Taking Screen Shots
- ▶ **Photos**
 - ▶ Searching for Photos
 - ▶ Adding a Caption to Photos

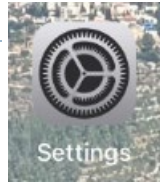
Agenda

- ▶ **Safari**
 - ▶ Bookmarks
 - ▶ Opening Additional Sites
 - ▶ Closing all Sites
- ▶ **Closing All Applications**
- ▶ **Logging into iCloud.com**
- ▶ **Email**
 - ▶ Setting Up An Email Account
 - ▶ Additional Icons for Attaching
- ▶ **Contacts**
 - ▶ Adding A Contact
 - ▶ Using Address for Navigation

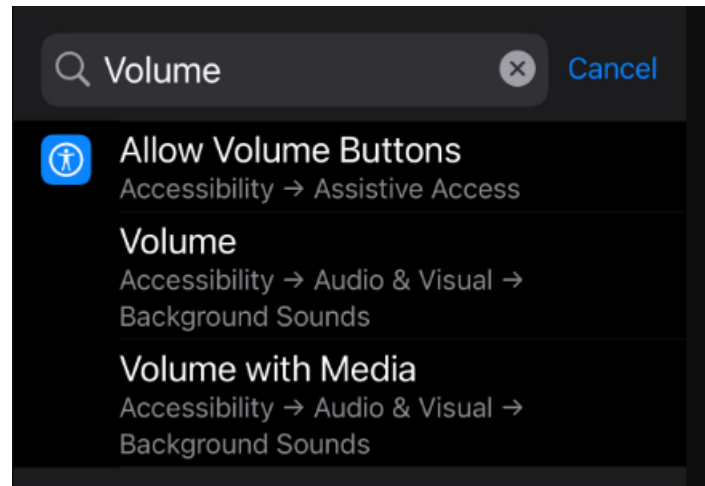
iPhone Settings

Searching Settings

- ▶ Open Settings

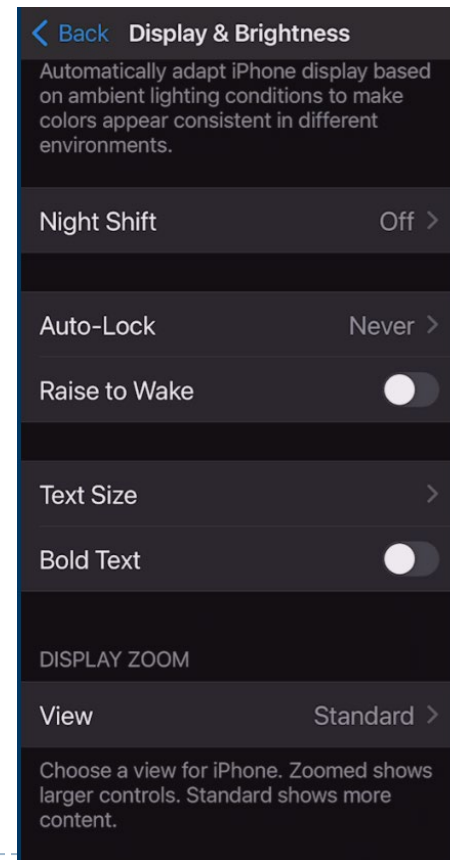
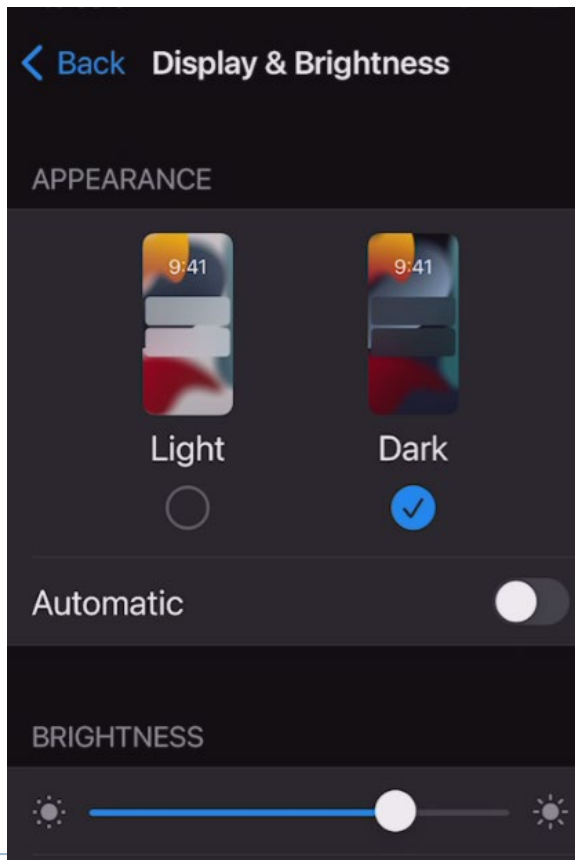


- ▶ Enter search criteria (or speak search criteria)



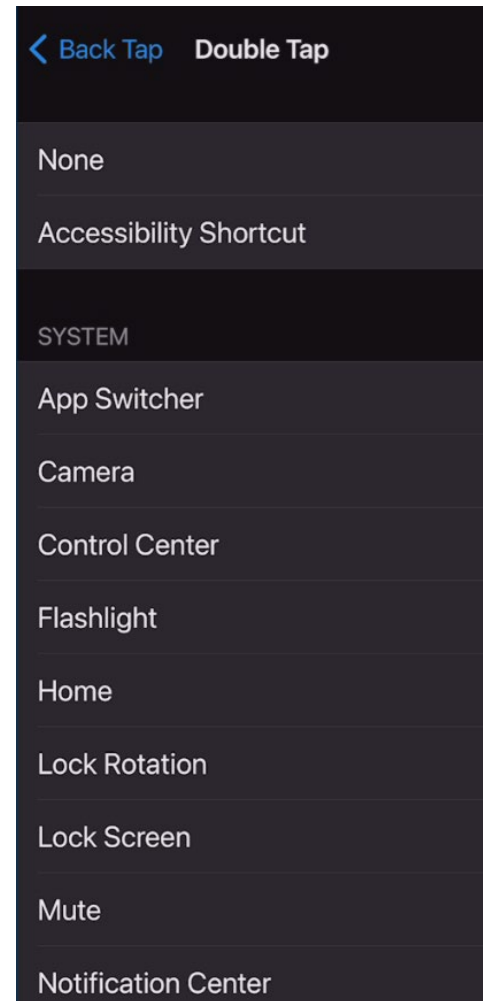
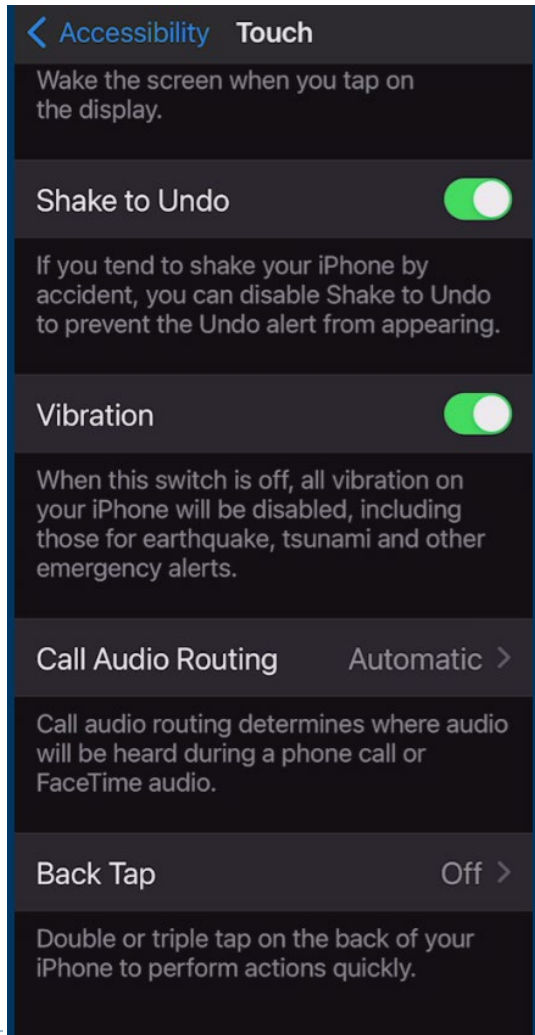
Settings – Display & Brightness

- ▶ Appearance – Light or Dark
- ▶ Brightness
- ▶ Text Size & Bold Text



Settings - Accessibility

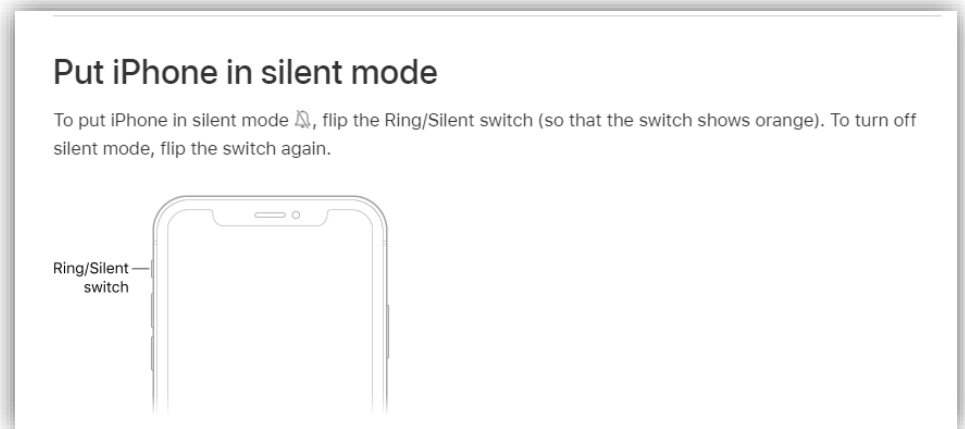
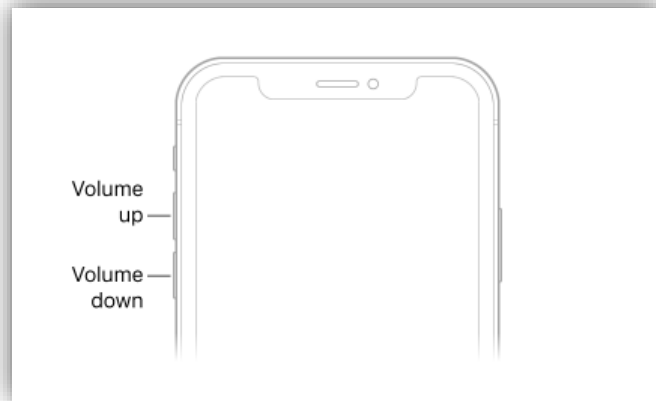
▶ Touch – Back Tap



Side Buttons

Side Buttons - Silence Your Phone

- ▶ Volume Buttons
- ▶ Silent Mode



Photos – Taking a Screenshot

▶ Screen Shot


Take a screenshot

1. Do one of the following:

- *On an iPhone with Face ID:* Simultaneously press and then release the side button and volume up button.
- *On an iPhone with a Home button:* Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).

2. Tap the screenshot in the lower-left corner, then tap Done.

3. Choose Save to Photos, Save to Files, or Delete Screenshot.

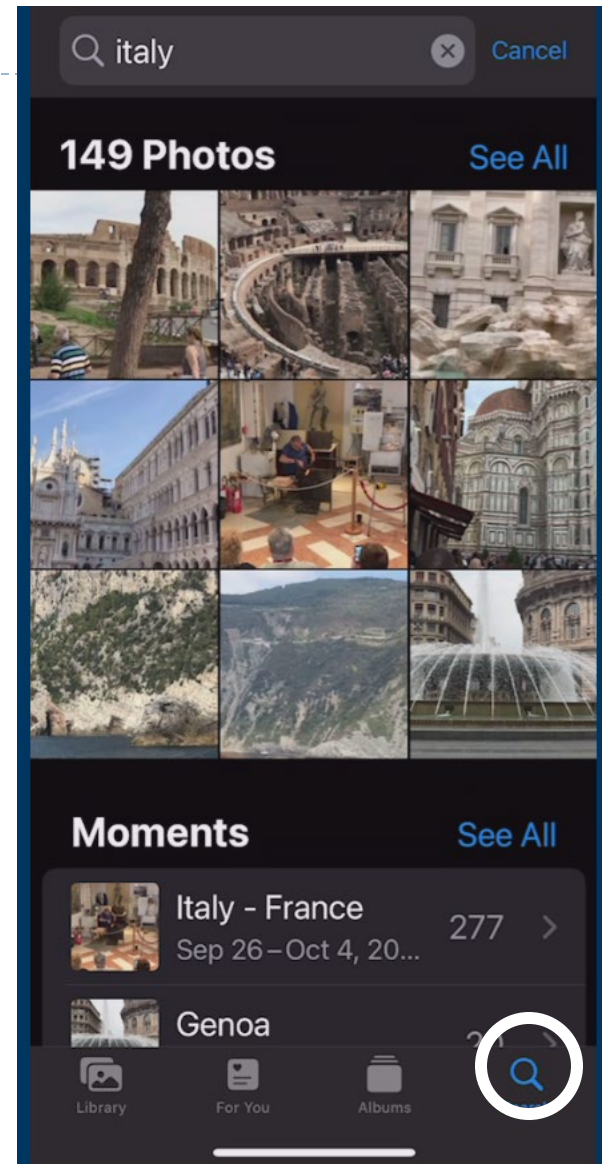
If you choose Save to Photos, you can view it in the Screenshots album in the Photos app, or in the All Photos album if iCloud Photos is turned on in Settings  > Photos.



Photos

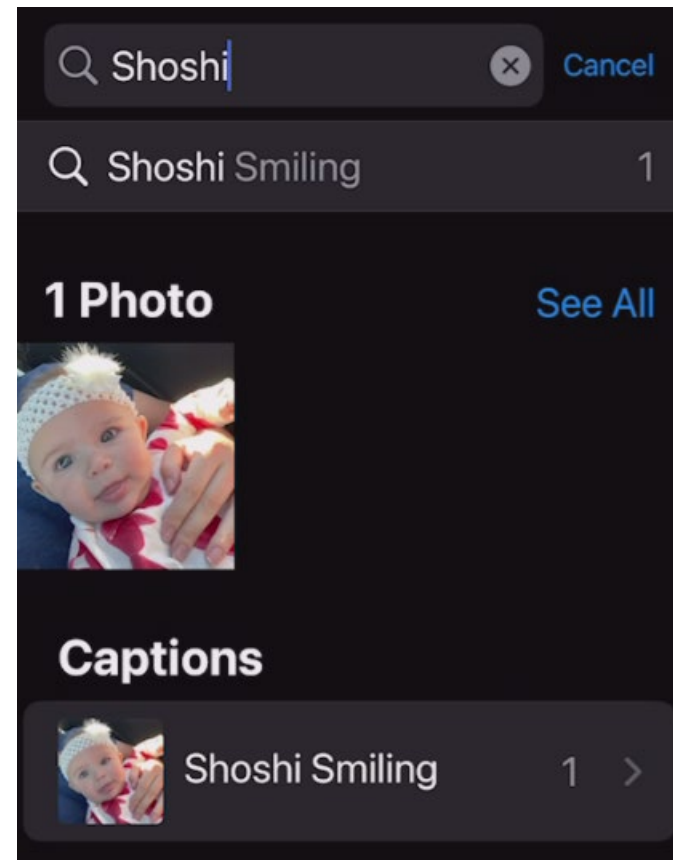
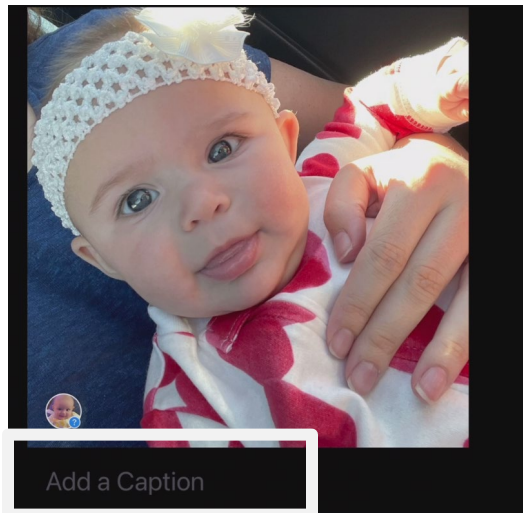
Photos - Searching

- ▶ Click the Magnifying Glass Icon
- ▶ Type a person's name, place or thing
- ▶ Pictures will appear matching the search criteria



Photos - Adding a Caption

- ▶ Go to Photos
- ▶ Open any picture that you like
- ▶ Swipe up from that image
- ▶ Enter text in caption field
- ▶ Click Magnifying Glass Icon to Search

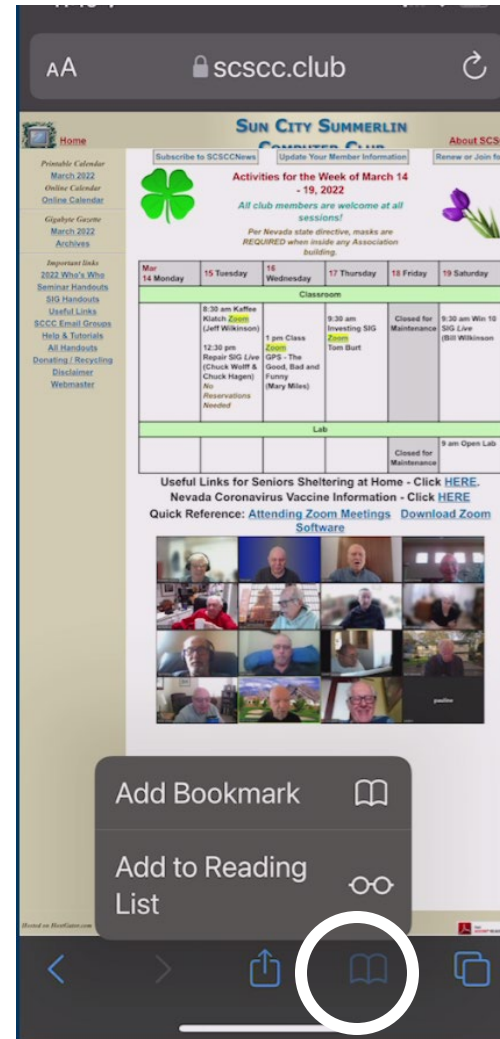




Safari

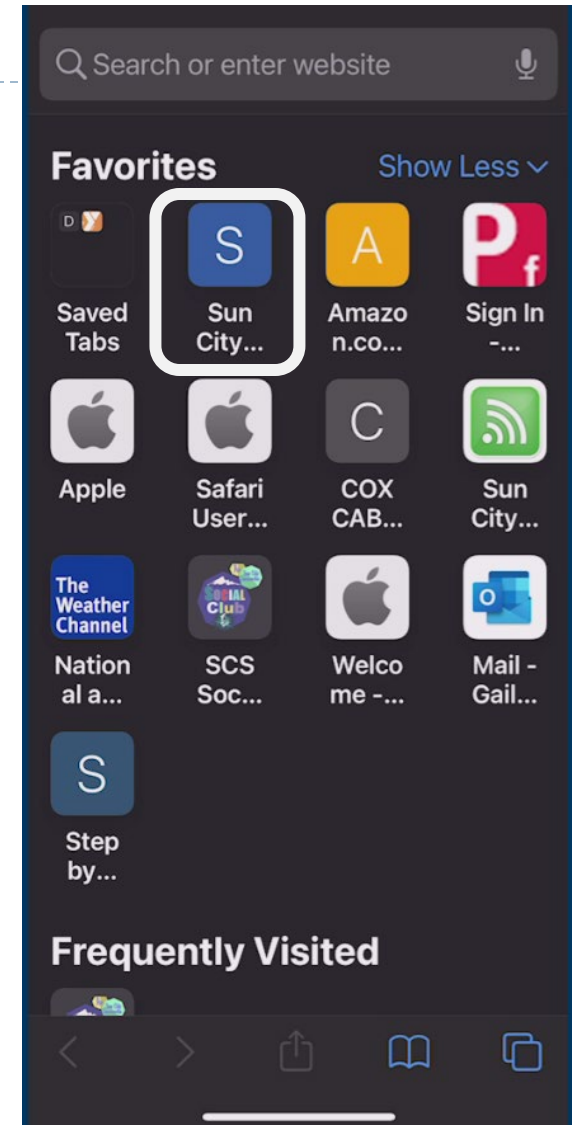
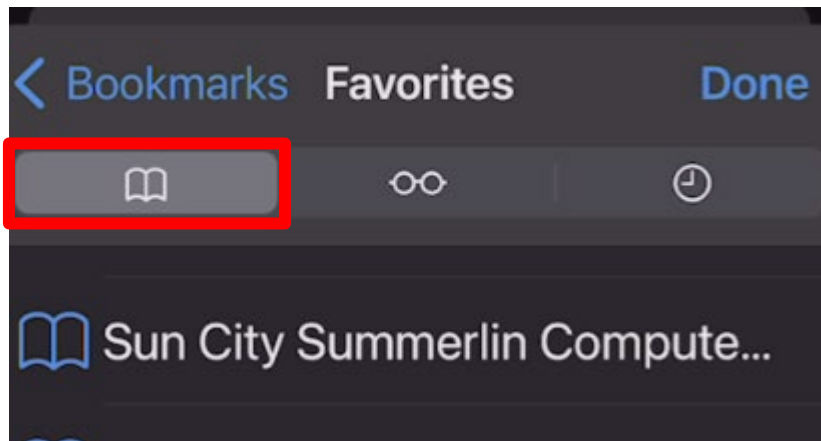
Safari – Bookmarks

- ▶ Bookmarks can be added to the Home Screen of Safari to access most frequently visited sites
- ▶ Hold down the Book Icon
- ▶ Select Add Bookmark



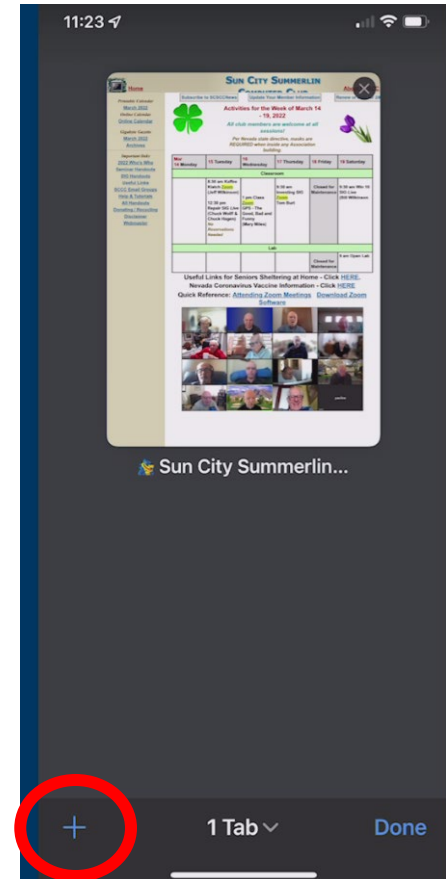
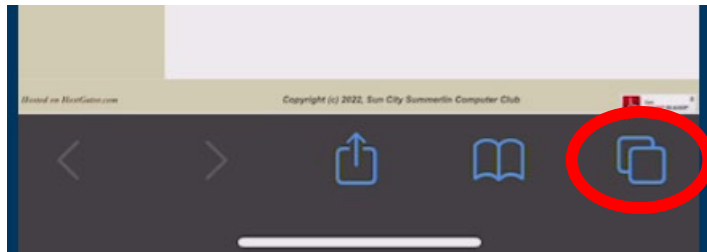
Safari – Bookmarks (cont'd)

- ▶ Bookmarks will appear in your Favorites List and an icon will be added to the Home Screen of Safari



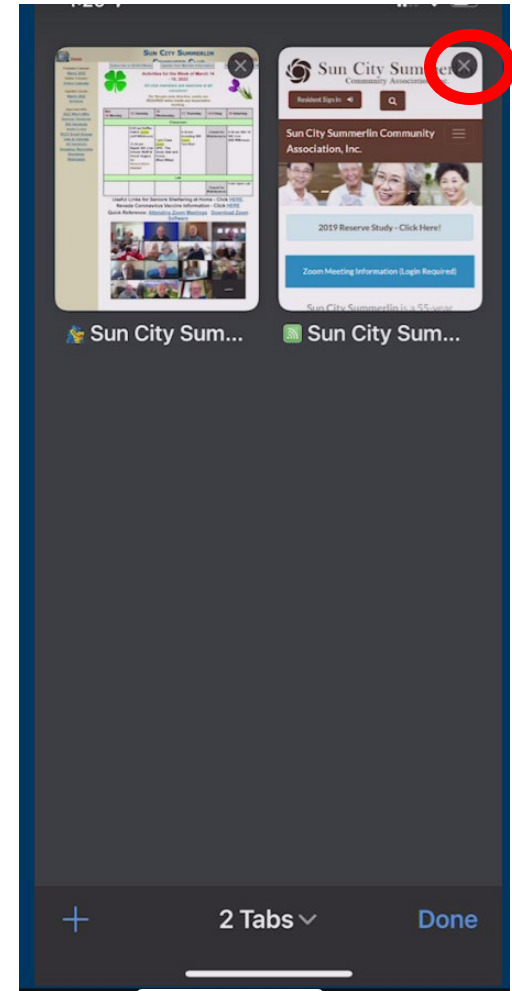
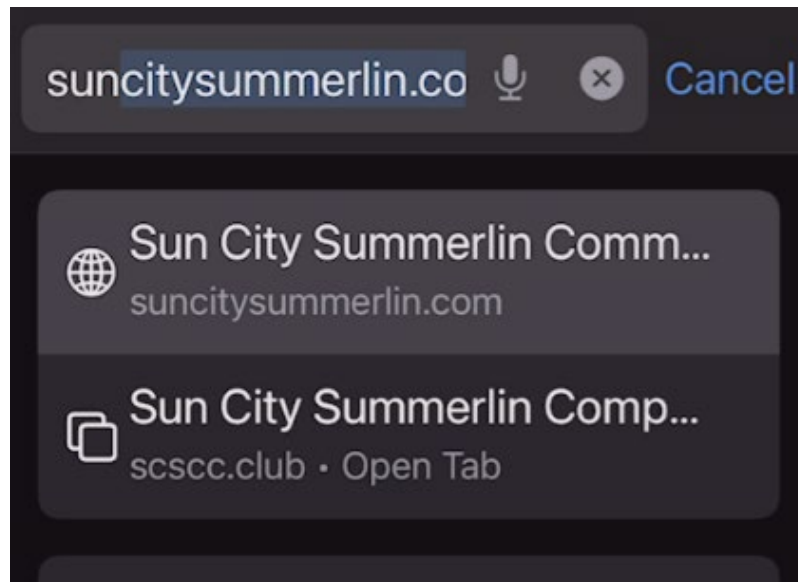
Safari – Opening additional Sites

- ▶ Click on the Open Window button
- ▶ Then click on the Plus sign



Safari – Opening additional Sites (cont'd)

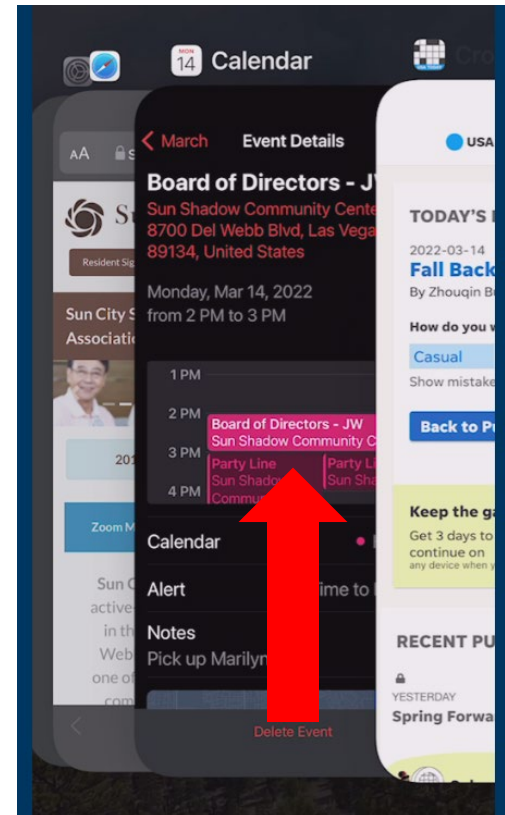
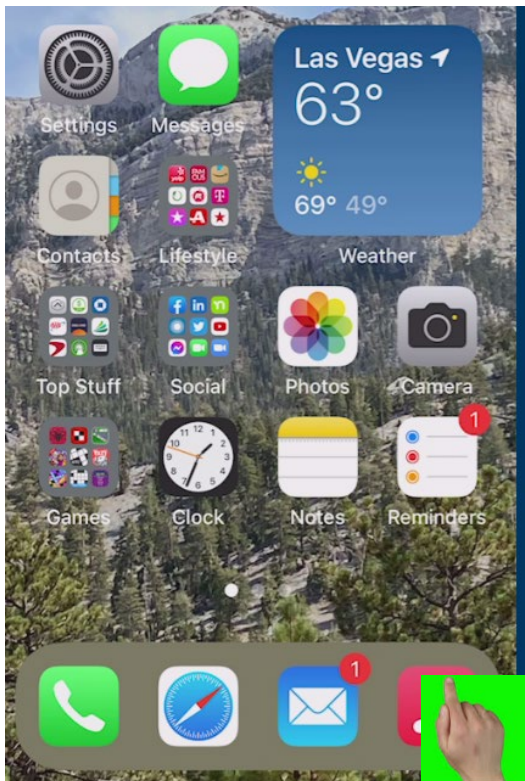
- ▶ Search for the additional website
- ▶ The other website will appear
- ▶ To close the website, click the X in the upper right corner



Closing All Applications

Closing All Applications

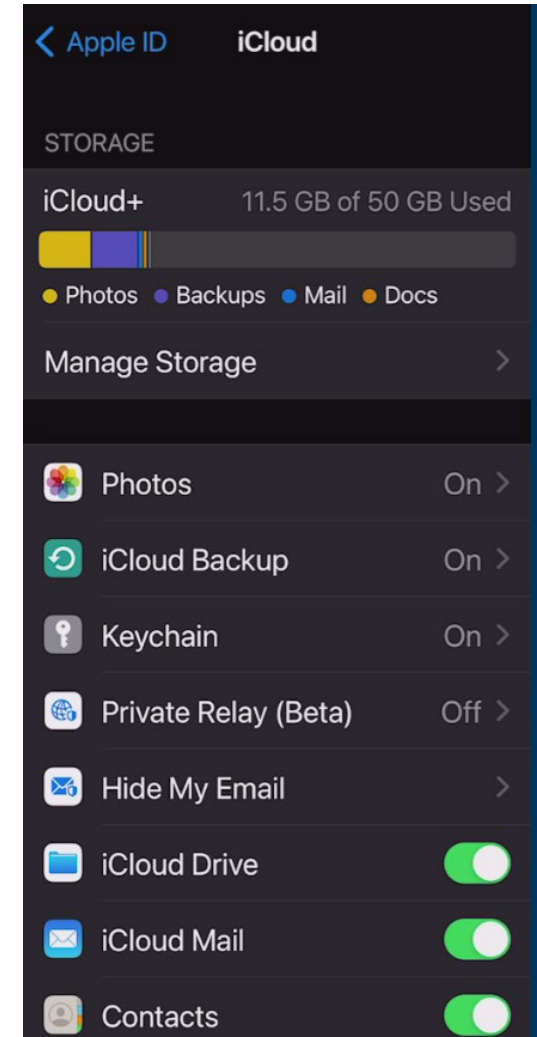
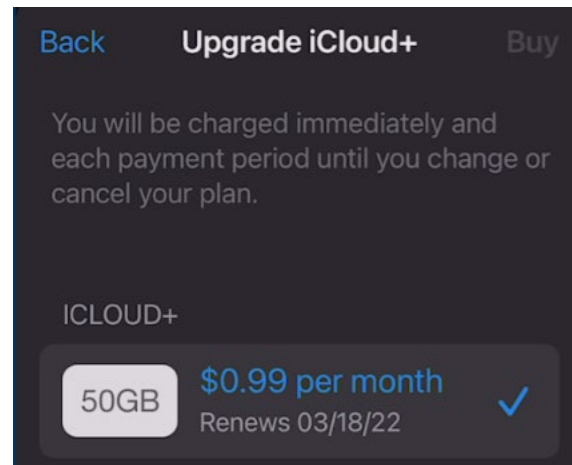
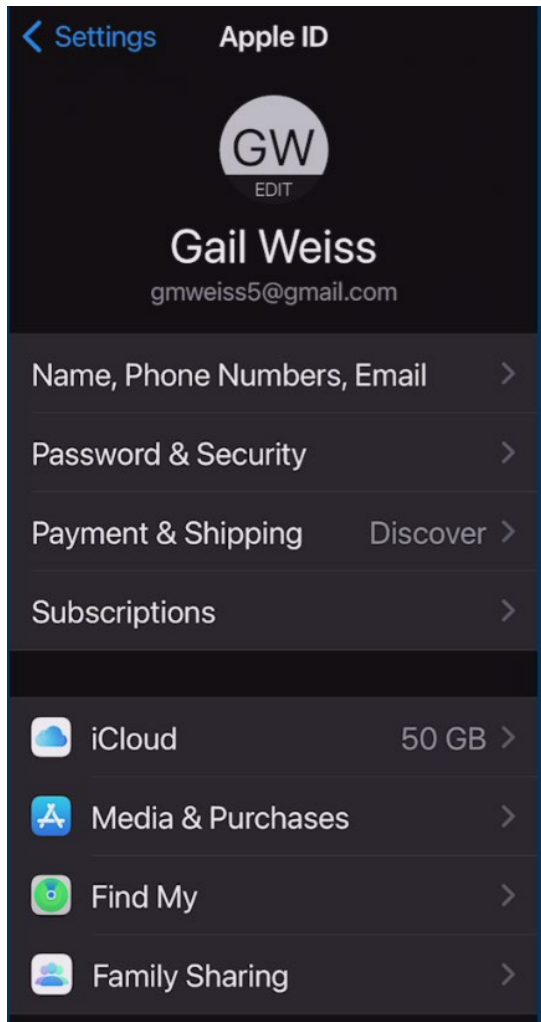
- ▶ Press down with your finger in the lower right corner of the screen
- ▶ Swipe **UP** to close each application





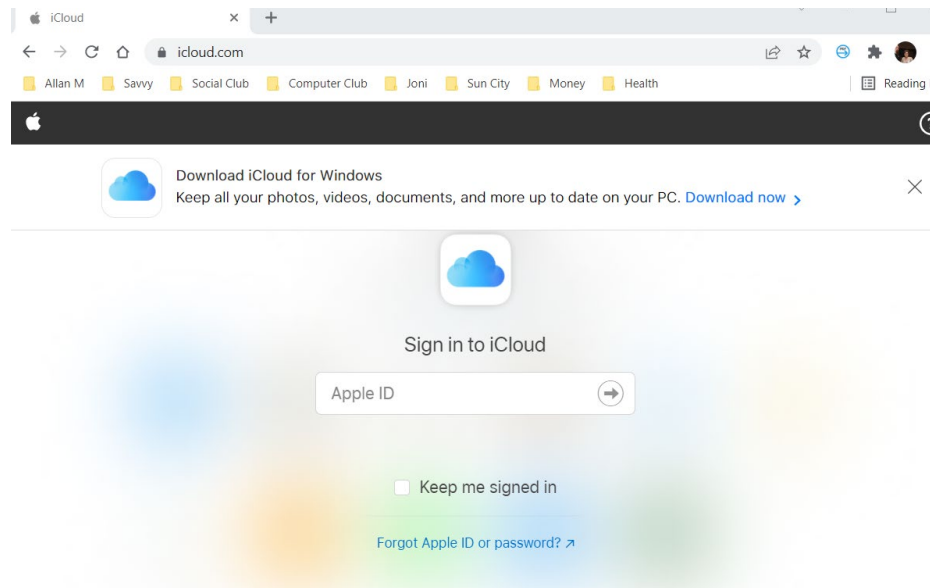
iCloud.com

iCloud Settings



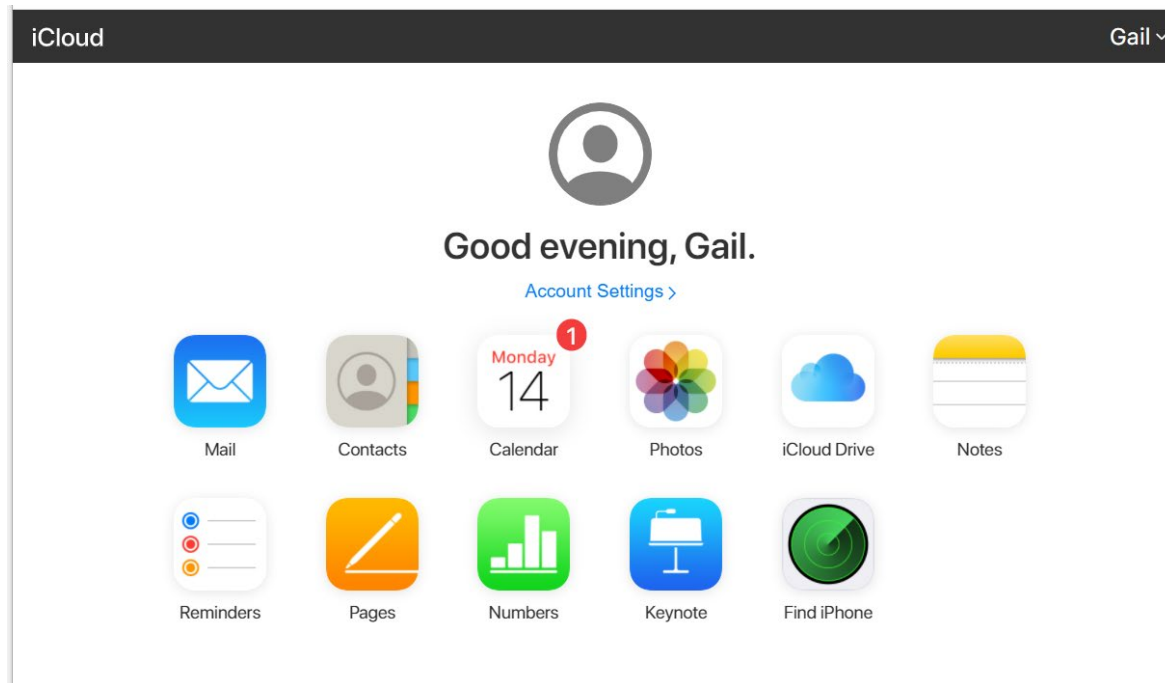
Logging into iCloud.com

- ▶ Open a web browser on your iPad or Computer and go to icloud.com
- ▶ Enter your Apple ID and password
- ▶ You will then be given a code on your phone the first time you access the site



iCloud.com

- ▶ Same icons on your phone
- ▶ All data on phone is backed up to the iCloud
- ▶ If you lose your phone, all data restored to new phone from iCloud

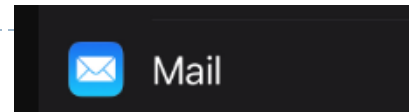




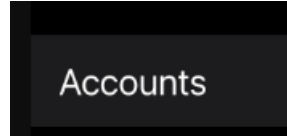
Email

Setting Up An Email Account

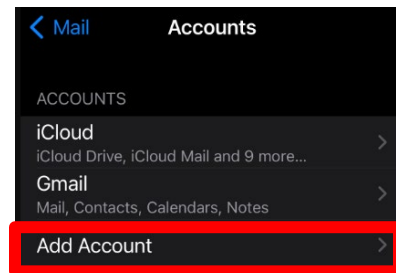
- ▶ In Settings, scroll down and click on Mail



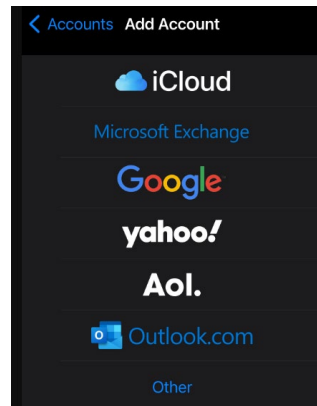
- ▶ Click Accounts



- ▶ Click Add Account



- ▶ Select Email Provider



Additional Icons



Formatting



Attach Photos



Take a Picture



Scan a Document to Attach



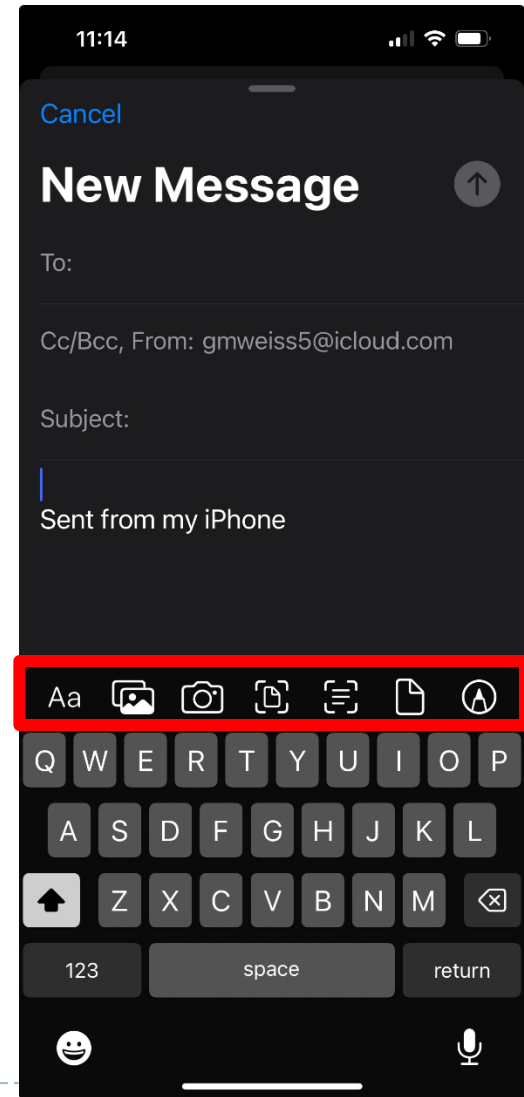
Insert Text



Insert A File




Insert A Drawing

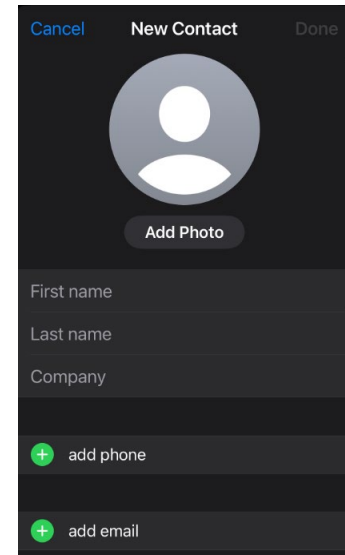
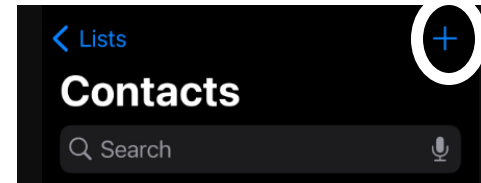




Contacts

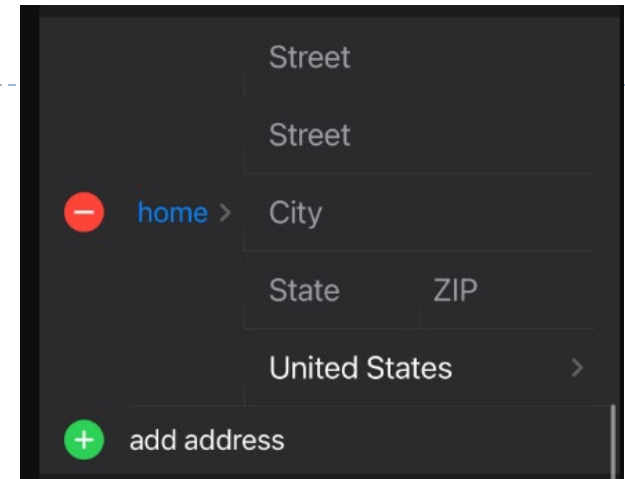
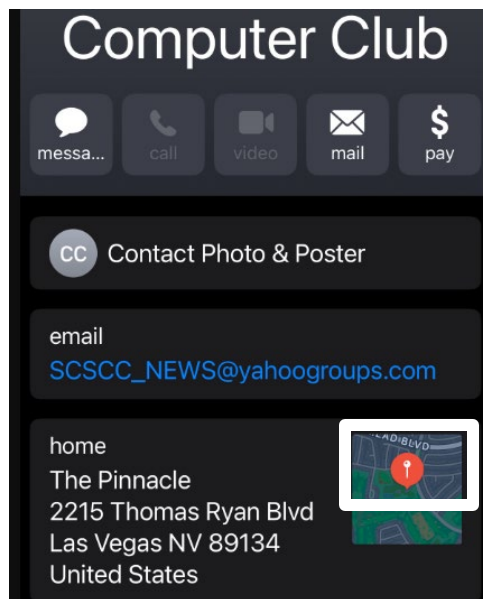
Adding a Contact

- ▶ Click the Phone Icon 
- ▶ Click Contacts
- ▶ Click Plus Sign in Upper Right Corner
- ▶ Enter the contact information
- ▶ Click Done



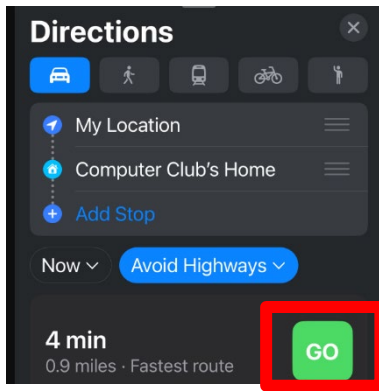
Using the Contact Address for Navigation

- ▶ Enter the Address in the correct fields
- ▶ Click on the Map Icon



Using the Contact Address for Navigation cont'd

- ▶ The Map App will open
- ▶ Click the Car Icon
- ▶ Click GO



- ▶ Directions will appear

