#### 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

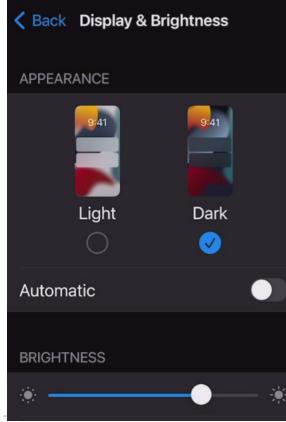


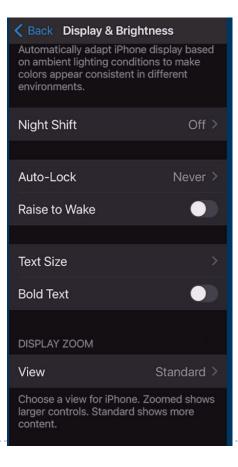
#### Enter search criteria (or speak search criteria)



## Settings – Display & Brightness

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





### **Settings - Accessibility**

#### Touch – Back Tap

#### Accessibility Touch

Wake the screen when you tap on the display.

#### Shake to Undo

If you tend to shake your iPhone by accident, you can disable Shake to Undo to prevent the Undo alert from appearing.

#### Vibration

When this switch is off, all vibration on your iPhone will be disabled, including those for earthquake, tsunami and other emergency alerts.

#### Call Audio Routing

Automatic

Call audio routing determines where audio will be heard during a phone call or FaceTime audio.

#### Back Tap

Off >

Double or triple tap on the back of your iPhone to perform actions quickly.

K Back Tap Double Tap					
None					
Accessibility Shortcut					
SYSTEM					
App Switcher					
Camera					
Control Center					
Flashlight					
Home					
Lock Rotation					
Lock Screen					
Mute					
Notification Center					

#### Side Buttons

#### **Side Buttons - Silence Your Phone**

- Volume Buttons
- Silent Mode

Volume up —	
Volume — down	

#### Put iPhone in silent mode

To put iPhone in silent mode  $\beta_{a}$ , flip the Ring/Silent switch (so that the switch shows orange). To turn off silent mode, flip the switch again.

Ring/Silent — switch	

#### **Photos – Taking a Screenshot**

#### Screen Shot

#### Take a screenshot

1. Do one of the following:

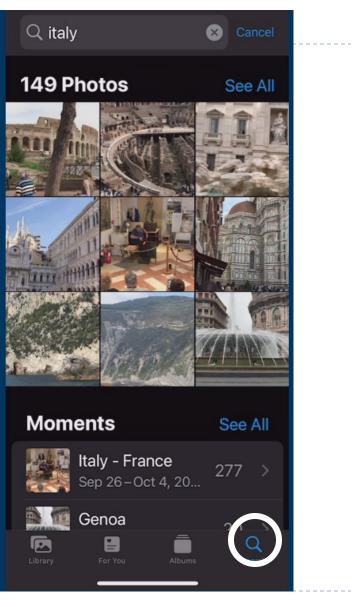
- On an iPhone with Face ID: Simultaneously press and then release the side button and volume up button.
- On an iPhone with a Home button: Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).
- 2. Tap the screenshot in the lower-left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

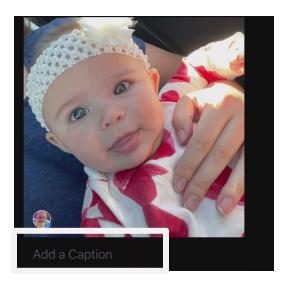
## **Photos - Searching**

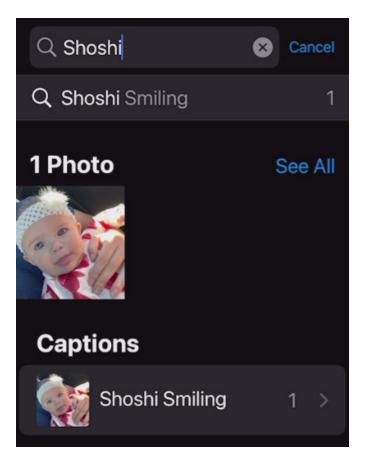
- Click the Magnifying Glass Icon
- Type a person's name, place or thing
- Pictures will appear matching the search criteria



## **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



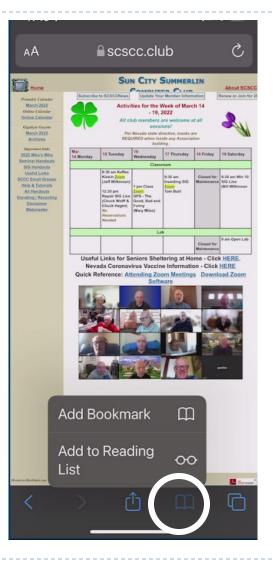




#### Safari

### Safari – Bookmarks

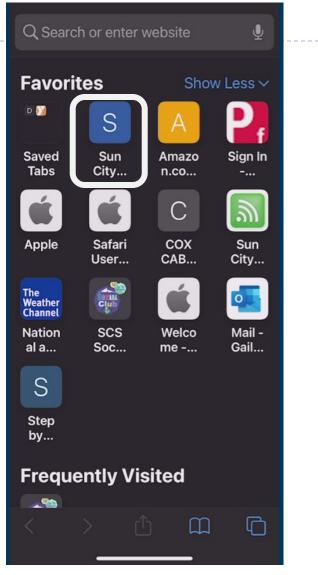
- Bookmarks can be added to the Home Screen of Safari to access most frequently visited sites
- Hold down the Book Icon
- Select Add Bookmark



### Safari – Bookmarks (cont'd)

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

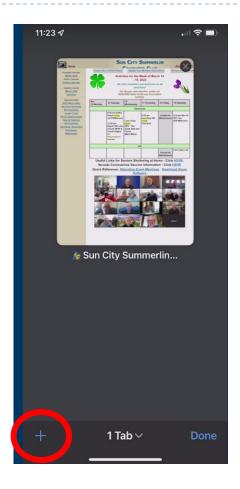
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## Safari – Opening additional Sites

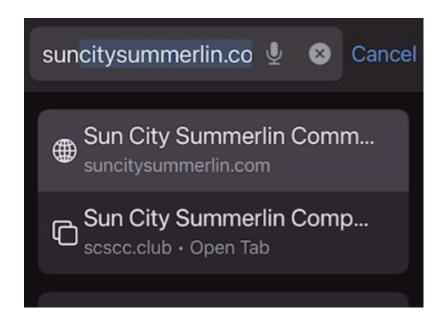
- Click on the Open Window button
- Then click on the Plus sign

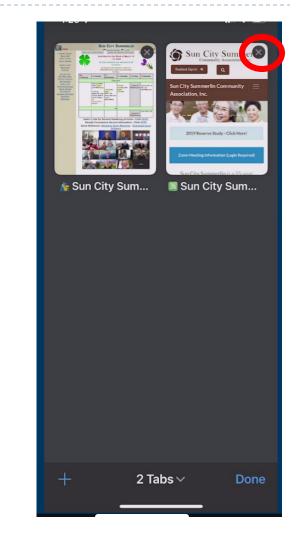




#### Safari – Opening additional Sites (cont'd)

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

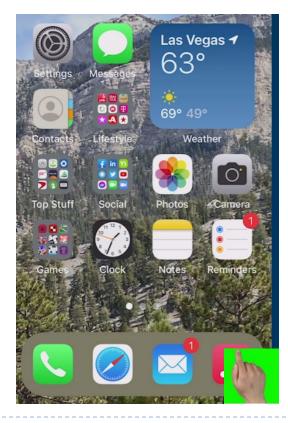


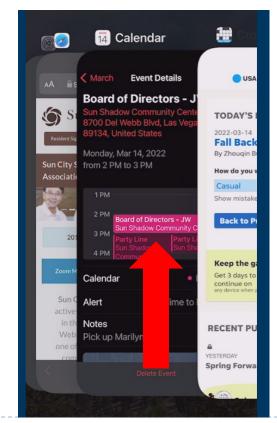


### **Closing All Applications**

## **Closing All Applications**

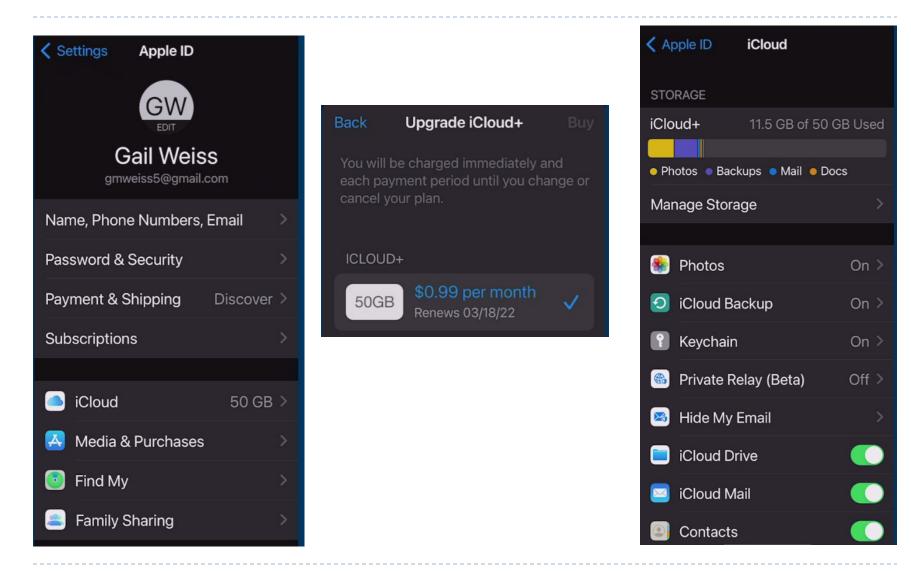
- Press down with your finger in the lower right corner of the screen
- Swipe UP to close each application





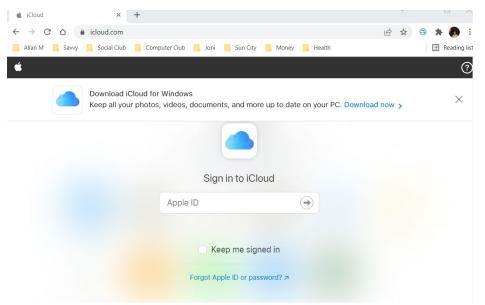
#### iCloud.com

### **iCloud Settings**



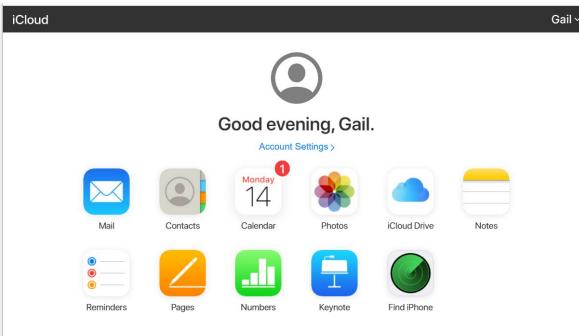
## Logging into iCloud.com

- Open a web browser on your iPad or Computer and go to <u>icloud.com</u>
- 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 Mail click on Mail Click Accounts Accounts Click Add Account Mail Accounts iCloud Gmail Add Account Select Email Provider Accounts Add Account iCloud Google yahoo! Aol. Outlook.com

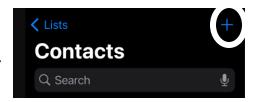
#### **Additional Icons**

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Ô	Take a Picture		rom: gmweiss	5@icloud	d.com	
B	Scan a Document to Attach	Subject:   Sent from	n my iPhone			
9	Insert Text					
ß	Insert A File	Aa 🕞		E) r U	С 1 О	Ø P
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#### Contacts

## **Adding a Contact**

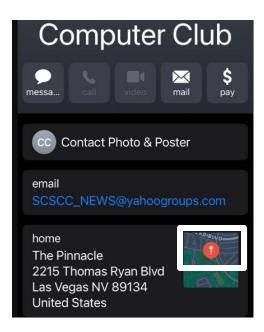
- Click the Phone Icon
  - Click Contacts
- Click Plus Sign in Upper Right Corner
- Enter the contact information
- Click Done





#### **Using the Contact Address for Navigation**

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



_		Street			
		home >	Street		
			City		
			State	ZIP	
			United States		>
	🕂 add address				

# Using the Contact Address for Navigation cont'd

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



Directions will appear

