

Mastering Your Apple iPhone In Three Part Parts

by Gary Fenstermacher



Sponsored by the Arizona Senior Academy

Mastering Your Apple iPhone (and your Apple iPad)

A Three Part Series by Gary Fenstermacher
Sponsored by the Arizona Senior Academy

Fridays from 10:45 to 11:45 am on June 28, July 5, and July 12
ASA North Seminar Room

Session 1: After-Class Notes

I. Opening

→ Introductions

--Procedures: Will proceed step-by-step. Suggest you watch what I do on the screen, then try it with your phone or iPad

--If you're not getting it Please ask questions at any time

(A few words about the different Apple phones and tablets,
and the difference between iOS and Apps)

II. Let's find out about your phone

1. What iPhone do you own?

Settings > General > About

2. Is your software up-to-date?

Settings > General > Software Update

3. How much storage do you have on your phone?

Settings > General > iPhone Storage

→ What's taking up space on your phone?

4. Are you connected to WiFi?

Settings > Wi-Fi

ASA ID and Password: 5206477777

Hint: For Internet connections, your phone gives priority to Wi-Fi over cellular. If Wi-Fi is not available, the phone will use cellular. Turn off cellular if you do not want to use data from your plan.

Hint: Do not access your financial or other secure records while on open access networks. Even sites that ask for a password, but are public sites, such as hotels, it is unwise to use Wi-Fi to connect to sensitive sites.

5. Setting Date and Time

Settings > General > Date & Time

Normal setting: Set automatically

Time zone: (should display “Phoenix”)

6. Passcode

Do you have one set?

Without it, you will not be able to use certain Apps (e.g., Wallet)

Settings > Touch ID and Passcode

7. Setting the display on your phone

Settings > Display and Brightness

True Tone – On

Night Shift – Use art bedtime (regular screen inhibits melatonin)

Auto-Lock: Your preference

Raise to wake: Your preference

Text size: (I prefer somewhat larger text)

Bold: (I turn on, as it helps aging eyes)

Display Zoom: Standard

III. Orientation to features of your iPhone

Physical controls on your phone

--Home button

X models (X, Xs, Xs Max, Xr) do not have physical Home button; instead you swipe up from bottom after unlock

- Volume buttons (regulate volume of speaker, but can be used to raise or lower volume of ring tone)
- Mute switch (silences speaker; I prefer “Do Not Disturb” button in Control Center)
- Side button (on some earlier phones, it is called a “Sleep/Wake switch and is located on top edge of phone)

Home Screen & Dock – at the bottom of the screen: Displays up to four of most frequently used Apps (iPad displays more than 4)
→ Remains visible regardless of what page you are on

Gestures: Tap // Double tap // Swipe // Pinch / Unpinch // Drag
>>iPhone 6s and later has 3-D touch
>>Tap versus Touch (and Hold)
(on Home screen, jiggles Apps)
--Pressing and holding on App icon pops a menu (6s or later)

Status Symbols Starting at the very top left of the HOME screen:
Bars indicating cellular signal strength
Name of your Cell carrier
Whether you have activated Wi-Fi calling: AT&T Wi-Fi
Radiating lines, from dot: Connected to Wi-Fi, and strength of connection
Time of day
Arrow tip pointing to top right corner: Location services
Percentage of charge (depending on how your display is set)
Battery icon showing charge level (depending on how your display is set). Green when charging, black when not charging
Lightning symbol – indicating phone is being charged

Lock Screen

Appears when you first activate your phone, BEFORE you enter your Passcode, fingerprint, or Face ID.

When iPhone screen is dark, you are (most likely) in sleep mode, and the phone is locked (assuming you have activated a Passcode). To unlock/awaken the phone, do this:

X models: swipe up from bottom of screen

Non-X: Press Home button, Side switch, or Sleep/Wake switch

Then: Enter Passcode OR Fingerprint OR use Face ID

--There are several things you can do from the Lock Screen—

Swipe to the right to open the widget Center

Swipe to the left to activate the camera (X-models: tap camera icon)

Swipe up from the middle of the screen to view Notifications

Open the Control Center

X model: swipe down from upper right corner

Non-X: swipe up from bottom of the screen

Control audio playback

Activate the flashlight: *X models only*

iPhone uses very little power when asleep (when screen is dark). Some processes, such as playing music, continue when phone is in sleep mode. Other processes, such as games, cease or suspend when the phone goes to sleep.

Control Center

Access: Swipe up from Home page / X models: swipe diagonally from upper right corner of screen

Key controls:

-WiFi Note: iPhones have three “radios” (instruments that send and receive signals over the air). They are Wi-Fi, Cellular service, and Bluetooth.

-Cellular

-Bluetooth

-Airplane Mode-turns off cellular only; not Wi-Fi or Bluetooth

-Orientation

-Do Not Disturb-turns off visual, audio and vibration messages,

alerts, etc. (make changes in Settings > Do Not Disturb). Here you can set iPhone to not ring or vibrate while driving; you can also set it to take calls and texts from persons who are Favorites.

-Music

-Screen Mirroring (for use with Apple TV or related device)

→ Tip - If traveling internationally and you do not have an international cellular plan or an in-country SIM card, keep Airplane Mode activated at all times and use Wi-Fi calling if your phone has this feature.

To customize the Control Center: Settings > Control Center

Certain icons in Control Center offer options when pressed and held momentarily (flashlight and Do Not Disturb are two examples)

IV. Cellular and WiFi

Cellular: Settings > Cellular
Settings > Phone

Use both locations (“Cellular” and “Phone”) to configure your iPhone

Wi-Fi: Settings > Wi-Fi (I keep “ask to Join Networks” turned off so that the phone automatically joins known networks)

V. Apps and Folders

What are Apps?

How do you get them on your phone?

Collecting similar Apps into Folders

Arranging Apps on multiple screens

Using the App Switcher

Non-X: Double click Home button

X: Swipe to left or right while in an App to see other Apps

-> Closing apps on your phone

Non-X: Double click Home button > Swipe up on app

X models: From Home page, swipe up from bottom, half way

->Searching for your Apps: Swipe down from middle of Home screen

Widgets: Many Apps can display abbreviated forms in the Widgets are of the iPhone. To access Widgets, swipe from right to left on the Home screen.

Scroll to the bottom and tap “Edit.” Top area of screen displays the Apps that currently appear on your Widgets screen. Lower area shows the widgets that you can add to the Widget screen.

Tip: You can access widgets without unlocking your phone: Swipe right on the lock screen

VI. Emergency SOS – To be reviewed at 2nd session

Display Lock Screen > Press Home > “Emergency” appears at lower left

Setting up: Setting > Emergency SOS

Configure Medical ID in Health App

VII. Powering off and Restarting your Phone

Activate: X models—Press and hold the Side button and either
Volume button

Non-X models: Press and hold the Side button

Non-X models with Sleep/Wake switch: Press and hold that
button

To Restart: Press and hold Side or Sleep/Wake button until the
Apple appears

>>>>>Conclusion of Session 1

Hot tip

You can get a free, very complete user guide for your iPhone from Apple. Open the Books App on your iPhone, select “Search” from the menu bar at the bottom of the app, type “Apple User Guides,” then select iPhone guide with latest iOS (currently 12.3.1).

If you prefer hard copy, the best user guide, in my opinion, is Brad Miser, *My iPhone* (12th edition, Que Pearson, 2019).

**Notes for Session 2 of
Mastering Your Apple iPhone
(and your Apple iPad)**

A Three Part Series by Gary Fenstermacher
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Friday, July 5, 2019, 10:45 to 11:45 am, ASA North Seminar Room

Please note: These abbreviations are used in this document:

Xm = X models of iPhone (all versions of iPhone 10)

3d = iPhones with 3d touch (models 6s to 8)

~3d = all iPhones prior to the 6s

I. Quick Review of Selected Items from Session 1

Radios: Cellular, Wi-Fi, and Bluetooth

Do Not Disturb

Settings > Do Not Disturb: Set up a Schedule

Text size & bold: Settings > Display and Brightness > Text size

You can also set text size on the Control Screen

Emergency and Health App

To set up: Configure both (1) Settings > Emergency SOS, and (2)

Medical ID in Health app. During configuration, you will be taken to your Contacts app, where the name of your emergency contact will be displayed; complete this step by tapping the phone number you wish to use.

II. Working with Text

Entering text in email, text messages, or word processing programs typically done with the keyboard, although can also be dictated.

Let's examine typical keyboard:

Accessing caps, numerals, punctuation and symbols (\$ and #).

Caps Lock is a double tap on the Shift key

Accessing diacritical marks (hold finger on selected letters)

Accessing Emoji and Keyboards

Tapping the Space key enters the middle word in Predictive Text
(or enters correctly spelled word when making an error).

Editing text: Press and hold where you want to make a change—

Drag magnifying glass to where you want to place the cursor

When you release the glass, you get options for editing, adding photos or attachment, and other actions

With 3D touch, just a light tap places the cursor where you want it

Emojis – accessed via the smiley face icon at bottom left of keyboard

Press and hold selected emojis to see options (e.g, body parts, such as hands and faces, are available in different skin colors)

Rotating phone changes orientation of keyboard (unless orientation
Is locked)

→ To make changes to the keyboard: Settings > General > Keyboard

Dictation: Well worth trying. Press microphone button on keyboard, then
release. Begin speaking. Speak punctuation, such as “comma” or “new
paragraph.”

Note: You must enable dictation if you want to dictate text. Do that by going
to Settings > General > Keyboard > Enable Dictation (touch switch to turn it
green).

Note: You are not allowed to dictate passcodes or passwords.

Undo function: Gently shake phone a few times.

III. Using Siri

Activate: X models: Press and hold side button

3d: Press and hold Home button

All models: To enable “Hey Siri” go to Settings > Siri and
Search, where you enable the “Hey Siri” command. This
Command “wakes up” Siri without pressing any buttons.

It also allows you to use Siri without picking up or holding
your phone.

Speak your question and wait for response. Siri must have access to Wi-Fi
or cellular to work.

When finished: Xm: Swipe up from bottom

3d: Press Home button

The “Hey, Siri” examples below assume you have activated “Hey Siri” (see
instructions just above).

Examples of uses for Siri

Hey, Siri. Send an email to xxxx, with the subject line “Meeting schedule.”

If you simply say, “new email,” Siri will prompt you for everything else.

To edit an email Siri created, say “change.”

Hey Siri, read email (Siri will begin to read your recent email messages; you can ask Siri to read emails from a specific person or with a specific subject line.

Hey, Siri, check new email.

Hey Siri, reply to this email.

Hey, Siri, forward this email.

Hey Siri, set a Reminder for 11 AM, July 10, 2019, to (fill in the blank; for example “order prescription refills”

Hey, Siri, schedule a 30 minute meeting with John Jake for 11 AM on July 15, 2019

Hey, Siri, send a text message to John Jakes.

Hey, Siri, give me directions to Phoenix Sky Harbor airport.

Hey, Siri, how do I translate where is the bathroom in Italian>

You are encouraged to try using Siri in other ways. Examples:

Set a timer for three minutes.

What’s the weather tomorrow?

How do I set the clock on my iPhone?

What is my schedule tomorrow?

Are there any Chinese restaurants in this area?

Tell me about the F-15 Eagle.

Give me directions to the nearest Costco.

Tip: You might find Google Assistant rather than Siri more to you liking (it often depends on the uses you make of these two features). You can download Google Assistant from the Apple App Store, and activate it with “Hey Google” just as you activate Siri with “Hey Siri.” (Thanks to Carl Zaner for this tip).

IV. Apps (General features of Apps)

Dock: What is it; how is it used

Retrieve new apps from the App Store (tap the App Store icon on your phone).
Use the Search function to find all sorts of fascinating apps.

Using the App Switcher

Non-X: Double click Home button

X: Swipe to left or right while in an App to see other Apps

The App Switcher is used to delete apps from your phone. It is also handy for entering information from one app (say a confirmation number) into another app.

-> Closing apps on your phone

3d: Double click Home button > Swipe up on app

Xm: From any Home page, swipe up from bottom to half way up the screen...all your open apps will be shown. Place your finger on an app you want to close and swipe up to the top of the screen.

V. Safari

The Safari browser provides for a fascinating array of things you can do with the websites you call up to your screen. Be playful—touch the various command buttons to see what they do. You cannot do any harm to your phone, and you are not likely to lose the website you're viewing.

Some websites will show three or four lines to the left of the URL (Universal Record Locator—it's what you enter in the search box to go to a specific website). If you tap these three (sometimes 3½), it will take away all the ads and irrelevant parts of the site and display only the content.

The command icons at the bottom, from left to right, are:

< and > moves you back and forth among open websites

{box with arrow} Opens all the Share options, including Print and PDF

{open book} Bookmark a website or access your Bookmarks

{double boxes} View all your open sites in a stack; tap the little “X” in the upper left corner of the site to close it.

-> Tip: To place the Academy Village directory on your iPhone or iPad, enter this link (you can copy it from here and paste it into Safari):

https://docs.google.com/spreadsheets/d/1vSZvGF9a8NxR_3_EQNJ3jJthExBhUWGRd-7iW2T9_2I/htmlview

Now, tap the Share symbol (the little square with an arrow coming out of the top, at bottom of the page on your iPhone), then scroll through the second row to “Add to Home Screen,” and tap on this icon. You will now see what looks like an app on your home screen (or at the end of however many screens you have with apps). Now when you tap this “app,” it will open Safari and take you right to the AV directory. (Thanks to Virginia Richardson for this tip.)

VI. Messages (texts)

Blue text versus green text in iMessage: If text is blue, you are using Apple iMessage to send or receive the text; no cellular data charges apply. If text is green, you are using SMS (Short Message Service) to send/receive texts; data charges apply as the message is transported by your cellular carrier.

Tip (courtesy of Carl Zaner): Often during great emergencies or natural disasters, cell phone calls will not go through. But text messages will (not always, but with much higher probability than cellular phone calls).

VII. Apple ID and Apple iCloud

I’m assuming you have an Apple ID and have basic understanding of connecting with Apple for Apps, troubleshooting, etc.

If you have problems with your Apple ID or connection to Apple, consider contacting Apple Care.

→ Tip: Many Apple owners do not understand that technical support for Apple products is free. The Apple Care contract you may have purchased

when you bought your phone or iPad extends the warranty on the *equipment*, as well as offers technical support. The technical support part continues even after the equipment warranty expires.

To access Apple ID, iCloud, iTunes, etc. open Settings and touch the option at the very top of the page.

Storing photos on iCloud (making them available on all other Apple devices)

Access: Go to Settings > Apple ID (at top of Settings screen) > iCloud > Photos. To store all your photos on iCloud, set “iCloud Photos” switch to Green.

If you choose to make the iCloud Photos option green, you can save storage space on your phone by also clicking on “Optimize iPhone Storage.”

(I suggest you also activate “Upload to my Photo Stream” switch by tapping to turn it green.)

Find My Phone: Settings > Apple ID, iCloud > (your phone) > Find My Phone. It should be set to ‘On.’ If not, tap the > at far right and activate find My Phone. Also a good idea to activate “Send Last Location.”

Note: Different models of iPhone may locate the Find My Phone option in different places within Settings. If you cannot find the option, use the Search bar to locate it, or check the user guide for your phone.

iCloud Backup: Activate this option at same screen as “Find My Phone.”

iCloud Drive: iCloud Drive is a bit different from iCloud. iCloud Drive allows files you’re using on one Apple device to be available on all your other Apple devices. For example, if you’re working on a Pages or Keynote document on

your laptop, you can open this file on your phone and find it just as you left it on your laptop.

You access iCloud Drive through Settings > Apple ID > iCloud > iCloud Drive (you need to scroll down a bit to locate “iCloud Drive”). Just below the iCloud Drive command is a list of Apps that can use iCloud Drive. Turn switch to green for those you want to be available on all your Apple devices.

VIII. Notifications

Notifications are messages that arrive on the Notification Center of your phone, and may also arrive on the Lock Screen (the screen that appears when you first open your phone, before you enter the passcode, fingerprint ID or face ID).

Activate: You set up notifications by going to Settings > Notifications. Here you will decide which of your Apps will be allowed to deliver notices to your phone and where on your phone they will be delivered.

To access the notifications that arrive on your phone:

->When unlocked: Swipe down from top center of screen*

->When on lock screen: Swipe down from middle center of screen*

*These gestures reveal the *Notification Center*

Swipe up or down to scroll notifications

Drag notice to left to view options: Manage, View, Clear

Drag notice to the right to open the App for that notice

Press to pop up the full notice

If notifications are stacked, tap notice to reveal all notices in stack.

If you have a stack, you will see something like “11 more notifications.”

Tapping the notice “on top” reveals all 12 notifications.

If you tap an open notice (one that is full view), it will open the app that generated the notification

If you're viewing a notification on 3d phones you can gently press and hold a notification to read the full notice. At the upper right you will see three dots (...) which you can press to configure how you want this App to handle its notifications) in the future.

There are different ways to configure Notifications:

1. **Alerts:** Text-based notifications that can be configured to appear in any or all of three different places:
 - on the Lock Screen - Notice shows up when phone is locked
 - on the Notification Center – Notice shows up when you open the Notification Center (by swiping down from top of screen)
 - on any app that is open when you unlock your phone (these “appear anywhere” notices are called Banners

There are two types of Banner alerts:

- Temporary—Banner notifications disappear after displaying for several seconds;
- Persistent—Banner notifications remain open until you take an action with that Banner

2. **Sounds:** A sound plays when notification arrives on your phone;

3. **Badges:** A number appears in the upper right corner of the App icon or on the folder that contains the App

Reminder: You set up Notifications in Settings > Notifications. You can also set up the Notifications from specific Apps by popping open the full notice (hold your finger on the alert notice to see the full notice) and tapping the three dots at the upper right corner of the notification.

IX. Air Print and Air Drop

Operations that permit printing from your phone or tablet (Air Print), or sending files from one Apple device to another (Air Drop).

To use Air Print, the printer must support Apple Air Print, AND the phone or tablet and printer must be on same network.

To use Air Drop, the sending and receiving Apple devices must be on the same network, AND both must be configured to use Air Drop.

For more information on Air Print and Air Drop, type support.apple.com into your browser (Safari, etc.) and type “air drop” or “air print” in the Search bar.

>>>>End of Session 2 Notes

Troubleshooting Tip: You can often solve problems you’re having with your phone, iPad, or computer by simply typing the problem into a Google search box or in the address bar in a browser (such as Safari). You can start your query with “How do I?” or “What is the best way to?”

Also, the Support section of the Apple website is very good. Open Safari, enter “support.apple.com” (without quotation marks) and enter your query or topic in the search box.

You can get a free, very complete user guide for your iPhone or iPad from Apple. Open the Books App (“Books” is that Apple App equivalent to Amazon’s Kindle app—it is part of the operating system, so it is on all phones and iPads). Then select “Search” from the dock at bottom, type “Apple User Guides,” then select iPhone guide with latest iOS (latest iOS is 12.3).

If you prefer hard copy, the best user guide, in my opinion, is Brad Miser, *My iPhone* (12th edition, Que Pearson, 2019).

Notes Following Session 3 of Mastering Your Apple iPhone (and your Apple iPad)

A Three Part Series by Gary Fenstermacher
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Friday, July 12, 2019, 10:45 to 11:45 am, ASA North Seminar Room

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I. Follow up on Session 2

- Accessing diacritical marks and emoticon options
- Are you comfortable with App Switcher and closing Apps on your phone?
- Difference between closing and deleting an App
- Any issues encountered with the use of Safari?
(Don't forget the value of options using the Share command)
- Any questions about the use of Messages (texts)?
- I have not discussed Notifications, but included details in Session 2 notes.
- Distinction between being connected to WiFi and to the Internet.
- Have you found the Notes of value?

Working with the Camera, Photos and Video

Settings: There are settings you can configure for both the Camera and Photos. To access these settings, go to: Settings > Camera, and Settings > Photos. When you purchased your Phone, Apple already configured these settings for what they believe are the most common or optimal configurations.

Taking good photos: Lighting / time of day / composition / background / flash or no flash / Orientation of phone (horizontal generally preferred)

Getting to the Camera: From the Lock Screen, swipe left. From the Camera icon: Press and hold for photo options. From the Control Center: tap or press and hold camera icon.

-> Tip: Be sure Location Services is activated if you want to record where the photos were taken.

Types of Photos and Videos you can Capture

Time Lapse

Slo-Mo

Video

Photo

Portrait (Xm only)

Square

Pano (Panorama)

Burst (also works with self-timer: takes 10 photos after time counts down)

Commands & Icons available on the Camera

Flash

HDR

Live Photo

Self-timer

Filters (better to use when editing, not in capture)

Switch cameras (from front camera to back camera)

Shutter (white button for photos, red button for videos)

Focus box

Exposure Slider

AE/AF Lock(hold finger on screen for a second or two)

Faces found (appears when phone detects faces)

Zoom slider (activate by pinching/unpinching; X_m has telephoto)

Portrait lighting (X_m only; also offers depth level controls)

Live photos – a still photo with a bit of video on either side; tap and hold to see the live effect

Screenshots: X_m = Press side and upper volume button at same time

3d = Press side and home buttons at same time

The Photos App

Photos – Organizes photos based on date, time, and location

Collections are photos organized by specific locations and

Date ranges.

For You - Includes Memories, Featured Photos, and Shared Album activity

Albums - My Albums (you create these), Shared Albums, People and Places. Media types. It's here you find "All Photos"

Search

To save a Memory: View it and tap the Options icon (...) at the top of the screen, then tap Add to Favorite Memories (you also have option to remove a Memory from the Favorites).

Editing Controls

Enhance
Straighten, Rotate, Crop
Filters
Red-eye
Smart Adjustments – better name would be “Fine grained adjustments”
Markups

Storing and backing up your photos: Easiest way to accomplish this is to use iCloud. First 5 GB is free. A total of 50 GB is \$0.99/month. iCloud also makes it easy to share your photos, videos, memories, and albums with others.

Troubleshooting Tip: You can often solve problems you’re having with your phone, iPad, or computer by simply typing the problem into a Google search box or in the address bar in a browser (such as Safari). You can start your query with “How do I?” or “What is the best way to?”

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