

# iPhone Basics

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## Overview

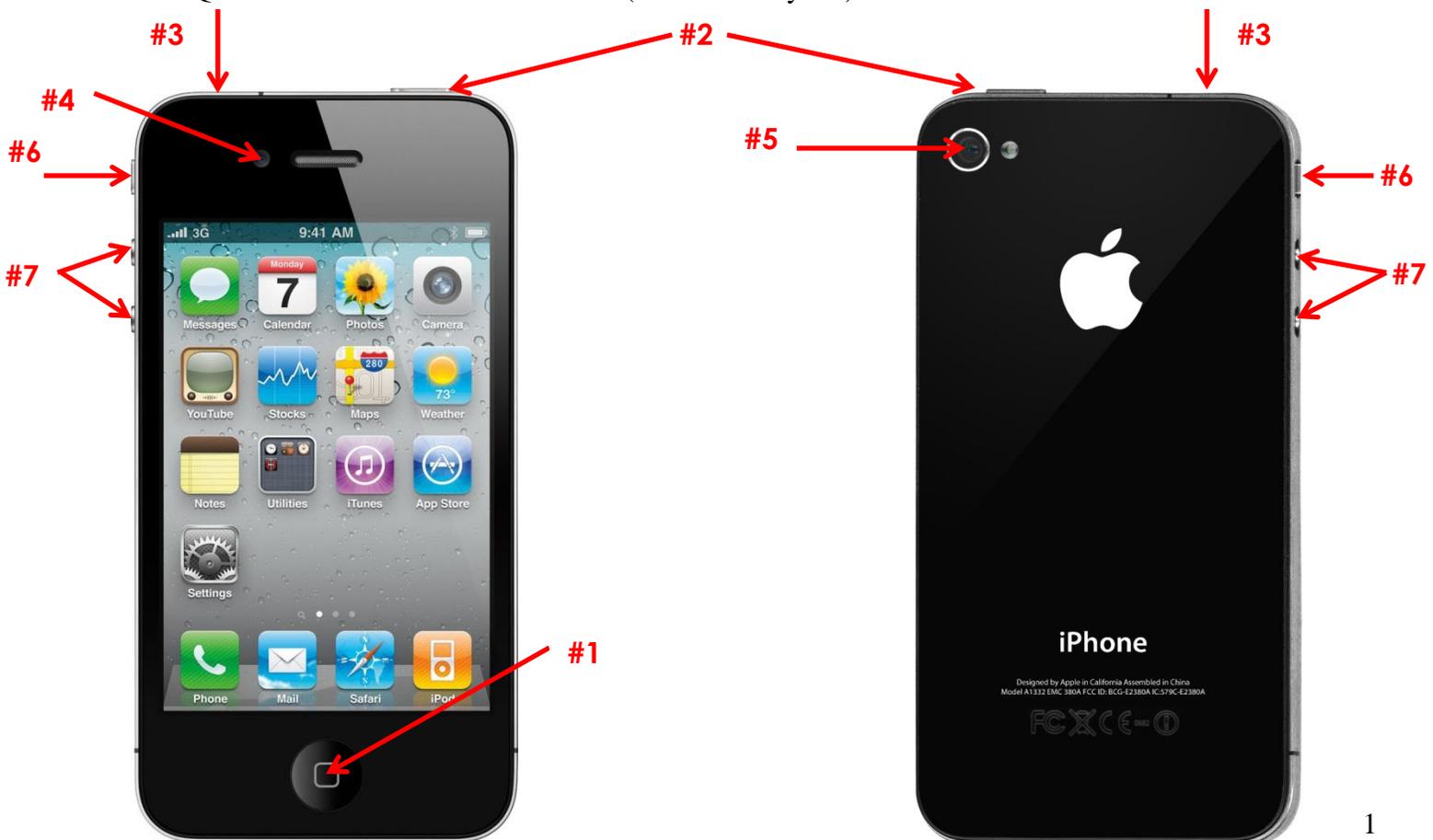
The iPhone combines the abilities of a portable computer, cell phone, digital camera, and organizational device. To go deeply into everything it can do is a daunting task. Today we hope to touch on the primary functions enough to get comfortable using our phones and be ready to learn more independently.

A note on versions and compatibility: There are many versions of the iPhone available and there are differences from one to the next. We will be teaching on an iPhone 4S, but most of what we cover will apply to all versions. However, some features will have changed if you have a newer device. Some of what we discuss will also apply to other smart phones, but specific techniques or details may not transfer.

## Getting Started

A quick overview of the physical layout of your phone:

1. Home Button
2. Sleep Button
3. Headphone jack/speaker
4. Front facing camera
5. Rear facing camera/flash
6. Ringer on/off
7. Volume controls
8. Quick touch controls for lock screen (iOS 7 and beyond)



## Syncing Data

A big part of the efficiency and ease of use of the iPhone is being able to setup your information elsewhere, usually a desktop or laptop computer, and just use the iPhone as a means to carry it around with you. This is done by synchronizing email, apple, and other accounts with your phone.

iCloud is a tool that allows you to synchronize your files between multiple devices as well as automatically backing up the settings of your iPhone. There are benefits and concerns related to using this service that we will discuss in class.

## Personalizing Phone

Finding the settings you need:

- Press the Home button
- Tap Settings
- Scroll up or down through listed categories, apps, etc



Choose Which Apps Can Give Notifications

- Press the Home button
- Tap Settings
- Tap Notifications – here you will select which apps are allowed to give visual or audio notifications for new information

Sound Settings:

- Press the Home button
- Tap Settings
- Tap Sounds – This is where you control ringtones, vibrate settings, volume, keyboard clicks, reminder alerts, etc

Wallpapers:

- From the Settings screen choose Wallpaper
- Tap Choose a New Wallpaper
- Tap the source you'd prefer
- Select the wallpaper you want
- Zoom in or out
- Save

## Making Calls

To Open the Phone App:

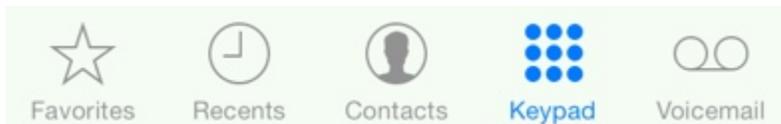
- Press the Home button
- Tap Phone (bottom bar of the screen)



Across the bottom bar you will see five options:

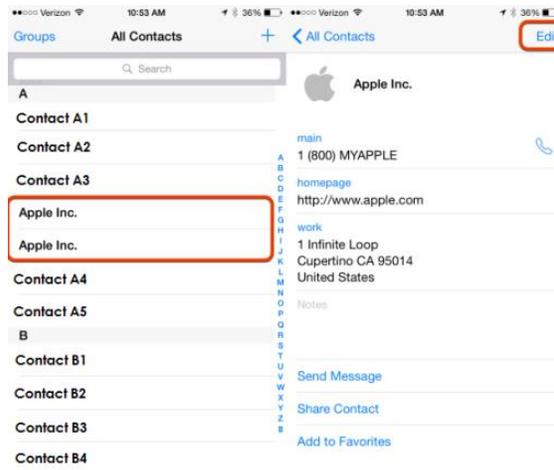
- Favorites: A list of high priority contacts that you select
- Recents: List of missed, placed, and received calls
- Contacts: All contacts stored on the phone. These can be entered in manually or imported with your email account

- Keypad: To manually dial the phone
- Voicemail: Direct link to your voicemail



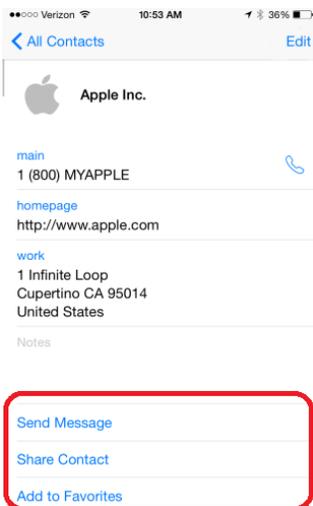
### Editing Contacts:

- Tap the contact you wish to change
- Tap 'Edit' in the upper right hand corner
- Add name, phone, or email information
- If desired, change the ringtone or text tone
- Delete Contact is also available in the edit screen



### Other Contacts Options:

- You can send a message to someone directly from their contact listing
- You can share a contact's information with someone else
- Add the contact you're viewing to Favorites
- Block this caller



### During a Call:

Using the prompts on screen you can go to speakerphone, mute, the keypad, your contacts list, add call (conference calls), or Facetime.

When receiving a call and already on the phone you can merge the calls or swap from one to another.



## Connecting to the Internet

There are two ways your iPhone can connect to the Internet, through Cellular access or by using local Wi-Fi. Cellular access is available almost anywhere but uses up the data allotment of your plan and can be a bit slower. Wi-Fi is free and typically very fast, but does require you be in range of a provider.

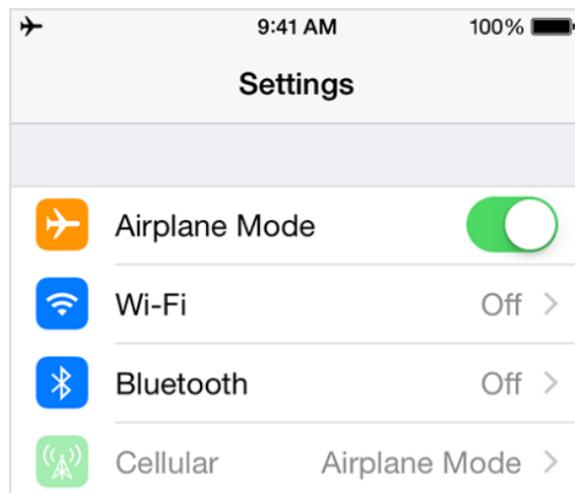
\*Note: Remember more than just browsing the web uses Internet connectivity. Many apps will also update from the Internet automatically if allowed.

### Turn Cellular and Wi-Fi Access On and Off

- Press the Home button
- Tap **Settings**
- Airplane Mode turns off all cellular and Wi-Fi connections
- To turn on Wi-Fi tap Wi-Fi
- To turn on Cellular tap Cellular

### Wi-Fi Network Selection

- Press the Home button
- Tap Settings
- Tap Wi-Fi
- Select a network – this may require entering in a password



## Working with Apps

Always press the Home button to return to the Home Screen and run an app.

### Customizing the Home Screen:

- Press and hold any icon to start them all “jiggling”
- Drag any icon to wherever you want it on the screen
- To move an icon to a different screen drag it to either the left or right edge
- To create a group or folder of icons drag one on top of another, a folder will automatically be created

Multitasking - If you wish to have multiple apps running at once use the following steps:

- Open the first app you want to have running concurrently
- Press the Home button twice in quick succession, this will open the multitasking bar
- Tap the next app you want to run, it will open
- When you want to return to the original, still running app, double click the Home button again and the multitasking bar will return

### Using the App Store

- Press the Home button
- Tap **App Store**
- There are several ways to browse the thousands of apps available to you. Either look through their featured lists, view the top charts, explore different categories, or search for a name or keyword
- Once you have found an app you want tap the icon or name of it, a more detailed screen will appear
- If you want to choose “Get” then “Install.” Depending on the app and your connection speed this might take some time



- You will be asked to verify your Apple account
- For apps that are not free the price will be listed and you will be asked to confirm the payment

### Remove an App from the iPhone

- Press the Home button
- Tap and hold the icon for the app in question until all icons start to jiggle
- Tap the 'x' on the icon
- Tap **Delete**



### Browsing the Web

iPhone's default web browser is Safari. If you have a strong preference for Chrome or Firefox those are available as downloadable apps, but for class examples today we'll use Safari.



- Press the Home button
- Tap Safari on the bottom bar of the home screen
- Type the address desired into the bar at the top of the screen
- When browsing the web the bottom bar gives you the option to go back and forward, add pages to favorites or reading lists, view/use favorites, reading lists, and history, and add multiple tabs

### Photos

Camera and Photos are the two primary apps related to working with photos on your iPhone, though several of them will access your photo albums.

Camera – We will demonstrate the following features in

- Photos
- Videos
- Time Lapse – take a series of pictures over time
- Square
- Panorama
- Time Delay – allow 3 or 10 seconds to get in front of the camera
- Reverse Camera (selfie)
- Flash controls
- HDR – High Dynamic Range: iPhone will take three photos in immediate succession with slightly different exposure settings then combine them into a single photo



class:

Photos – Allows you to view your pictures and movies by date or album. We will demonstrate viewing and deleting images in class.



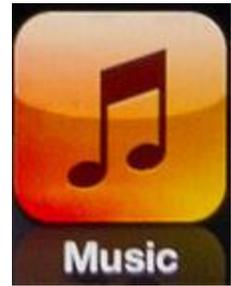
### Music

Using the app 'Music' available at the bottom of your home screen you can access all the songs currently loaded on your phone. Songs can be added directly to the phone using the iTunes app but it is recommended

that you centralize that on your computer and transfer songs to the phone while charging it. Synchronization with iCloud is another means to transfer music to your phone.

#### Play Music:

- Press the Home button
- Tap Music
- Tap the button by which you want to sort (playlists, artists, songs, etc)
- Tap and drag up to scroll if necessary
- Tap the song you want to play



#### Create a Playlist:

- Press the Home button
- Tap Music
- Tap Playlists
- Tap Add Playlist
- Type the name for the playlist
- Tap Save
- Tap + for each song you want to add
- Tap Done
- Tap Edit to rearrange the song order