

# iPhone / iPad - Tricks and Tips

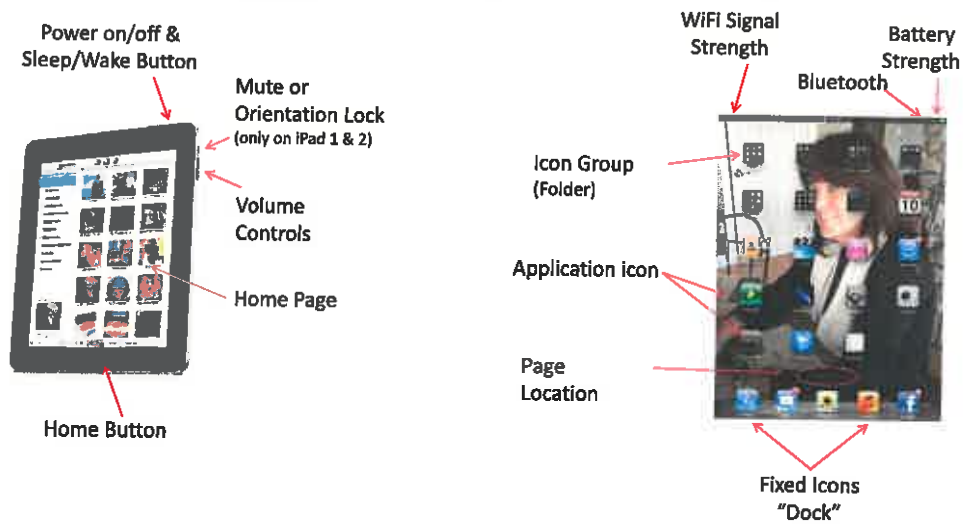


Steve Stanton  
**leelanau**  
**computer**  
repair  
(231) 866-0636  
ssstanton@gmail.com

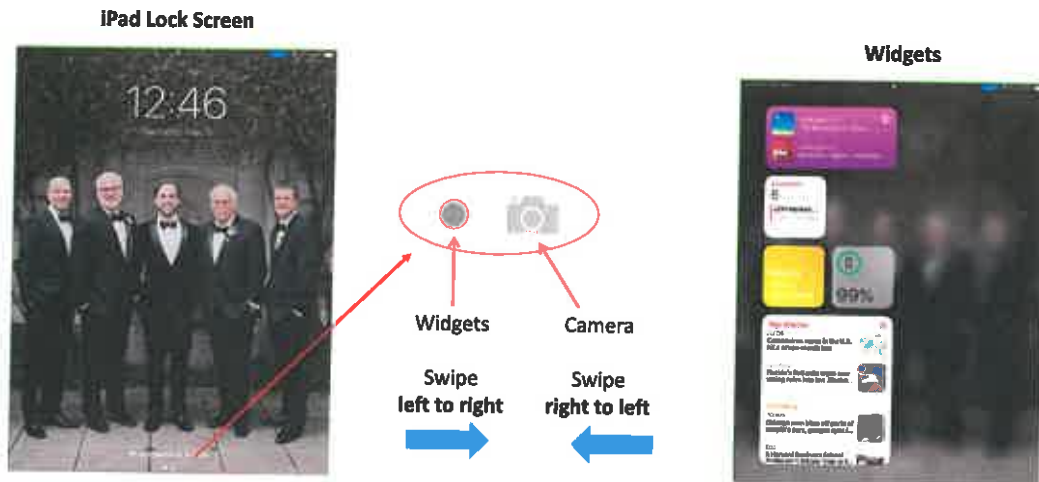
## Topics

- Desktop Familiarization
- Creating, formatting and editing email messages
- Texting with ease
- Surfing the Web with Safari
- Printing
- Taking, editing and sharing photos
- Making and returning phone calls
- Setting up Favorites in the Phone app
- Managing Voicemail messages
- Expanding and Sharing Contacts
- Multi-tasking
- Installing new Apps
- Connecting to the Internet
- Using Personal Hotspots
- Backing up using iCloud or iTunes
- Using the "Find My" app

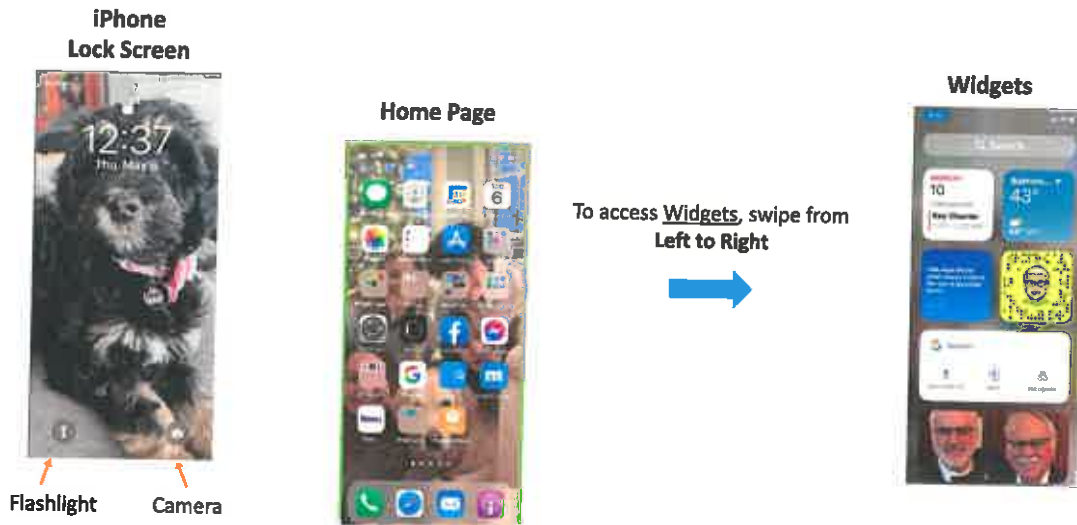
# iPad Desktop Familiarization



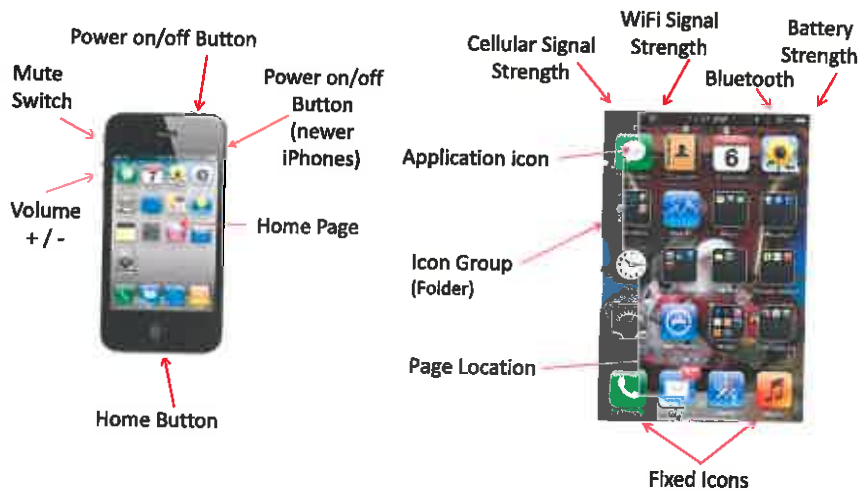
# iPad Desktop Familiarization



# iPhone Desktop Familiarization




# iPhone Desktop Familiarization



# iPhone Desktop Familiarization


**iPhone Lock Screen**



**Unlock with**


- Face Recognition
- Fingerprint
- Passcode

**App Screens**



Home Page

**App Library**



## *Desktop Familiarization*

**Swipe from mid-screen Down**



**Spotlight Search Page**

**Swipe Top of Screen Down**



**Notifications**

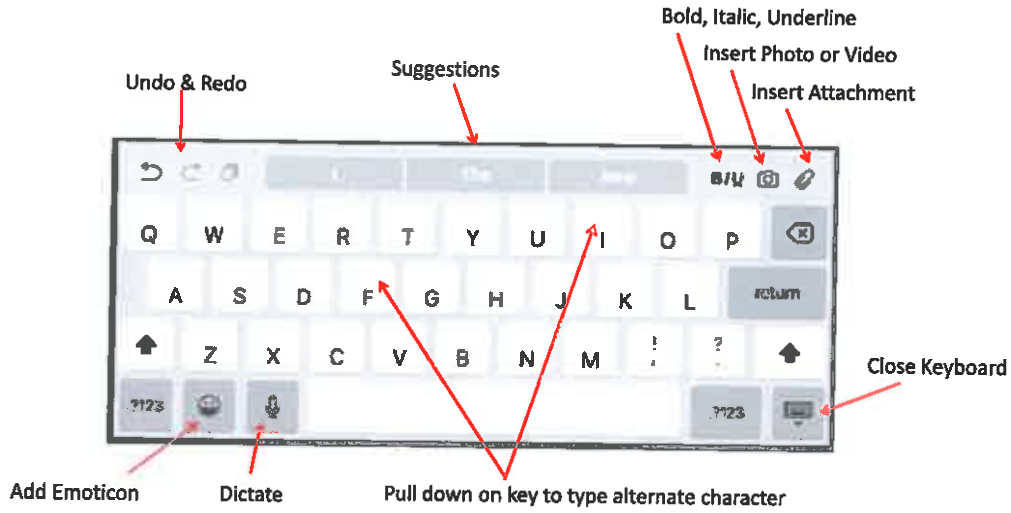
**Swipe Down from upper right corner**



**Control Center**



# The "New" iPad Keyboard



# Texting with Ease

Go beyond basic texting. Shake things up a bit.



# Email Printing

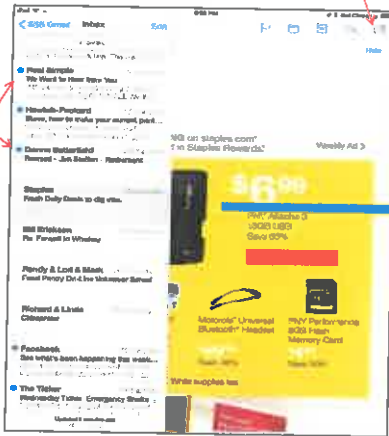


Email App

Compose New email

Reply / Forward /  
Print

Unread  
emails



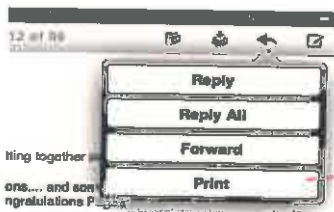
# Email Printing



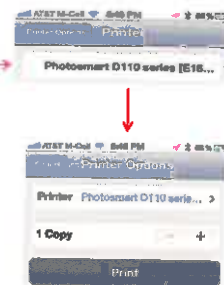
Printing

Reply / Forward / Print

Printing



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# Surfing the Web with Safari

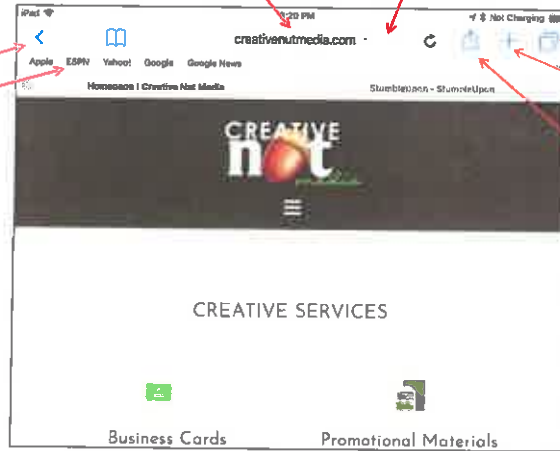


Safari Web Browser

Address Bar Google Search

Backward / Forward

Favorites



View Open Web Pages

Open New Web Page

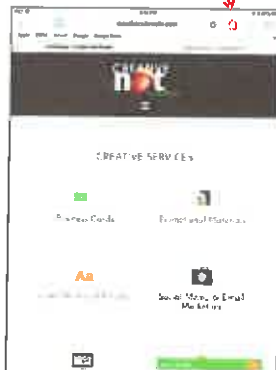
- Send to:
  - [Add Bookmarks](#)
  - [Add to Reading List](#)
  - [Add to Home Screen](#)
  - [Mail Link to this Page](#)
  - [Tweet](#)
  - [Print](#)

# Safari Printing

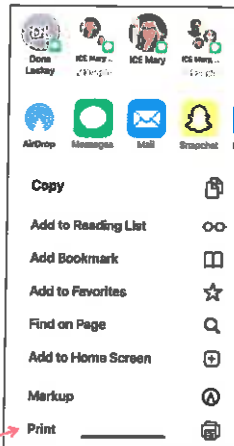


Printing

Send To icon

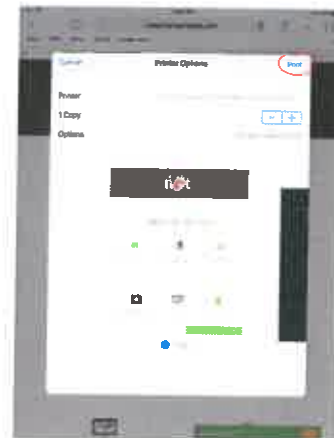


Sent To dialog box



Click here to print

Printer Options dialog box





# Apps, Features & Functions

## iOS: AirPrint 1 01

### Summary

AirPrint-enabled devices can print to a printer that supports AirPrint—and you don't need to install a driver or configure the printer queue. Tap **Print**, select the **Printer** that supports AirPrint, and **Print**. It's that simple.

### AirPrint requirements

To use AirPrint, you need one of the following devices with the [latest version of iOS](#):

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)

You also need a printer that supports AirPrint. That printer must be connected to the same Wi-Fi network as the iOS device. The list of printers that support AirPrint can be found at:

<https://support.apple.com/en-us/HT201311>

## Taking, Editing & Sharing Photos

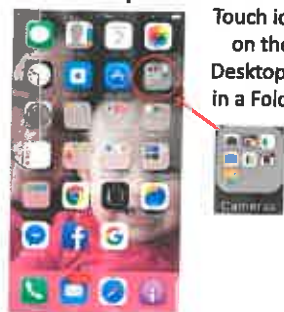
### How to access the Camera app

#### Lock Screen



Touch camera icon

#### Desktop



Touch icon on the Desktop or in a Folder

#### Control Center

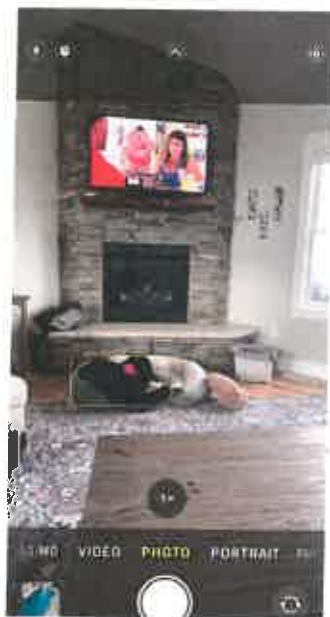
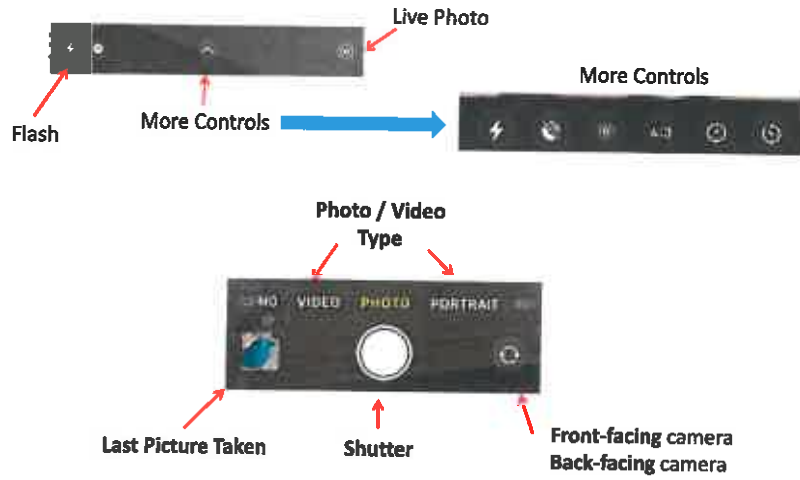


Touch Camera icon

# Taking, Editing & Sharing Photos



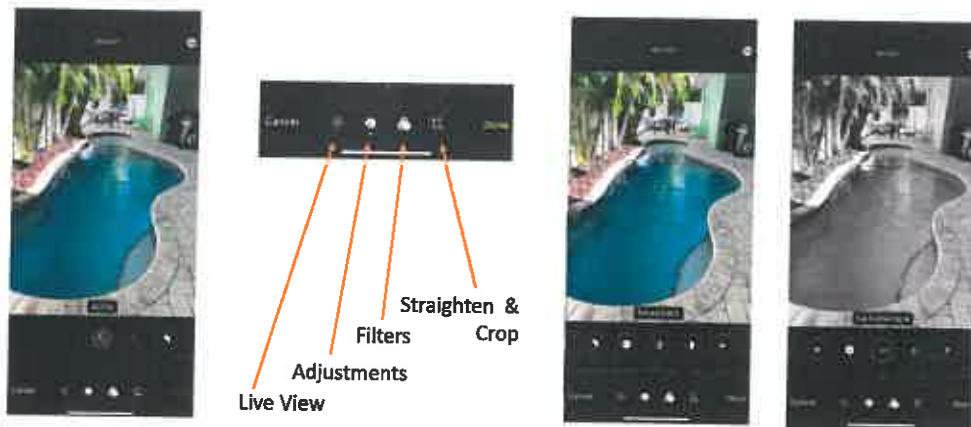
## Camera Controls



# Taking, Editing & Sharing Photos



## Camera Controls



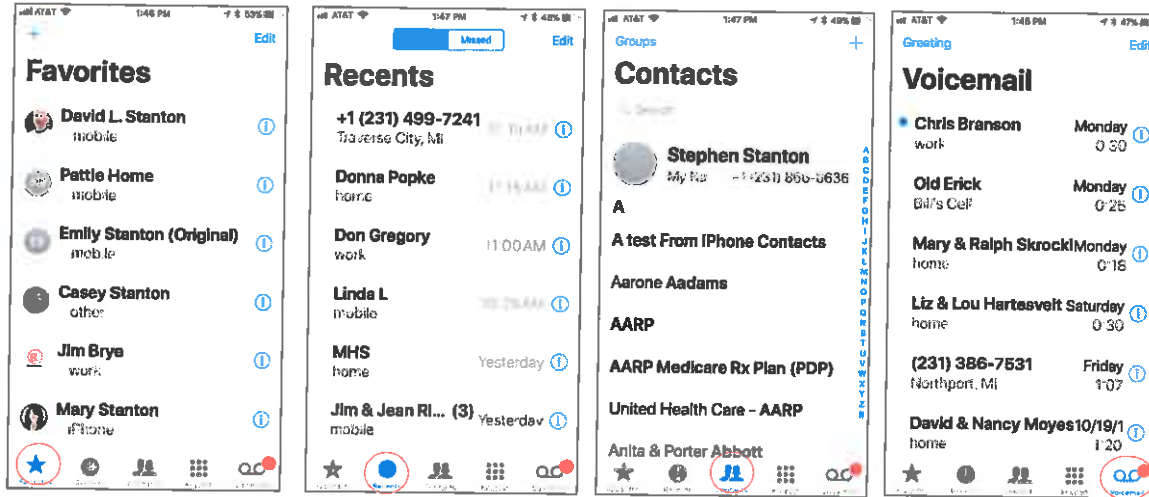
# Taking, Editing & Sharing Photos



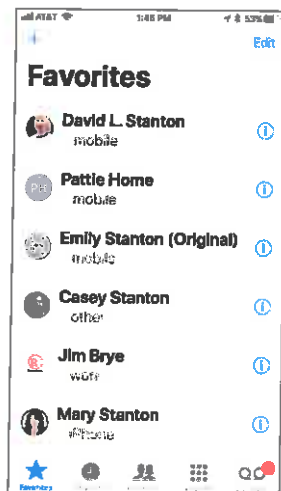
## Photo Gallery



# Making & Returning Phone Calls

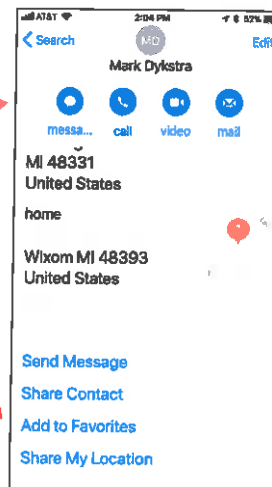


# Adding "Favorites" to Phone App

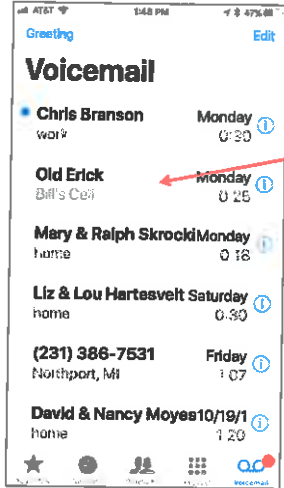


To add a Favorite (a.k.a. speed dial number) phone number

- Go to **Contacts** and open the contact record
- Scroll to the bottom and touch **Add to Favorites**



# Managing Voicemail Messages



Touch Voicemail message to listen to it

Audio Controls

- Play
- Pause

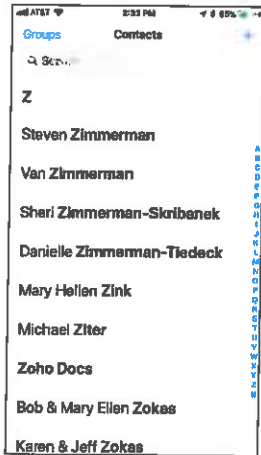
Speaker selection



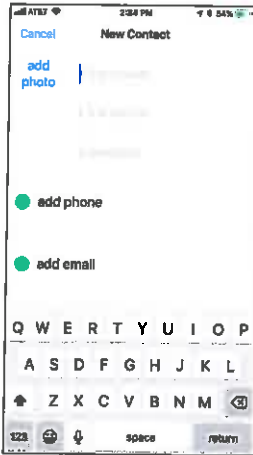
Play head

- Move manually to re-listen to section of message

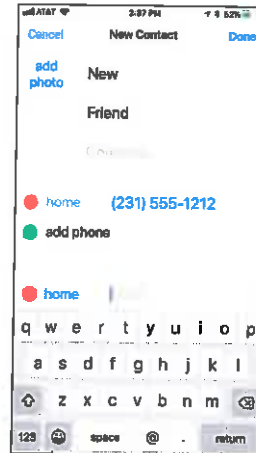
# Creating Contacts



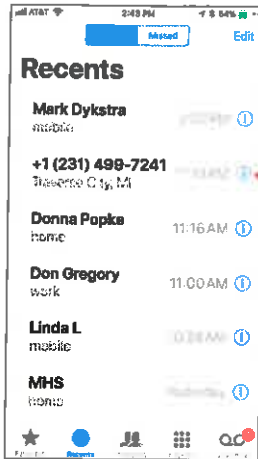
Touch + to add new Contact



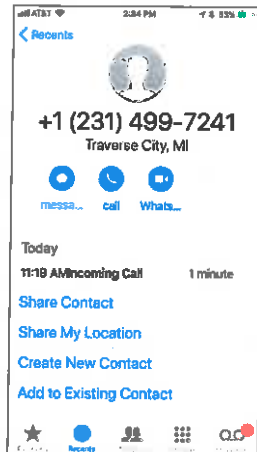
Type Contact info then touch Done



# Creating Contacts

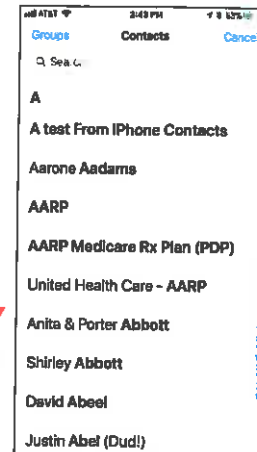


To add a **New Contact** from Recent calls or Add a **New Phone Number** to an Existing Contact, touch the **i**

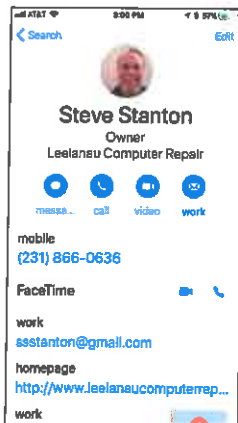


If you select **Create New Contact** it will open a New Contact form.

If you select **Add to Existing Contact** it will open your Contacts where you will select a Contact record.

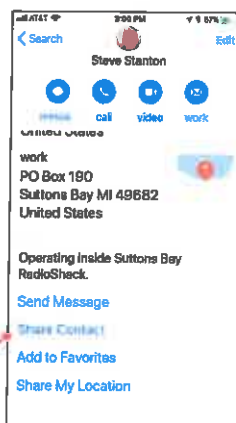


# Sharing Contacts



Open Contact and select Contact Record to be shared.

Scroll to the bottom of the record and touch **Share Contact**



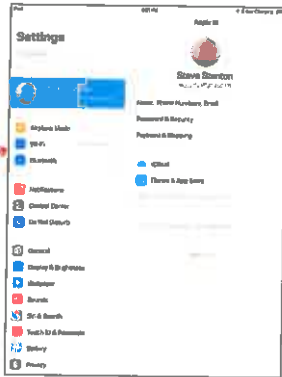
The contact record can be shared using **Air Drop, Text message or Email**



# Connecting to the Internet

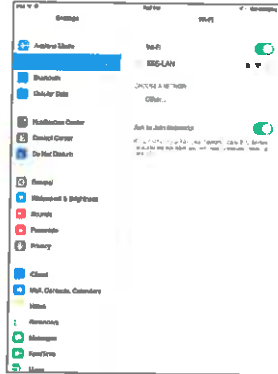


Touch Settings icon the touch **WiFi**



Select the WiFi network you want to connect to.

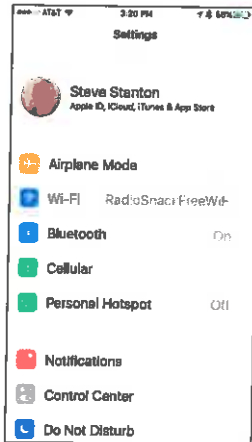
If the WiFi network is password protected, a blank box will appear where you will type the network passphrase.



# Using Personal Hotspot

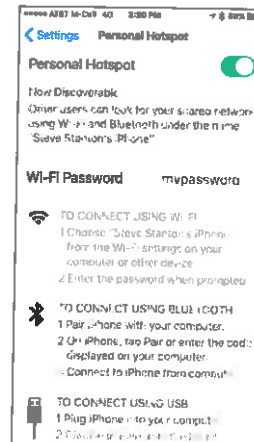
A Personal Hotspot allows other devices to connect to the Internet using your iPhone or iPad's cellular connection. Essentially, your iDevice acts as a router.

The availability of a Personal Hotspot is a function of the cellular plan you have with your carrier.



To activate or turn on your Personal Hotspot, touch that item in the Setting list. Then touch the on/off switch on the Personal Hotspot page.

Shortly after doing this, your iPhone or iPad will become visible to devices searching for a WiFi network.

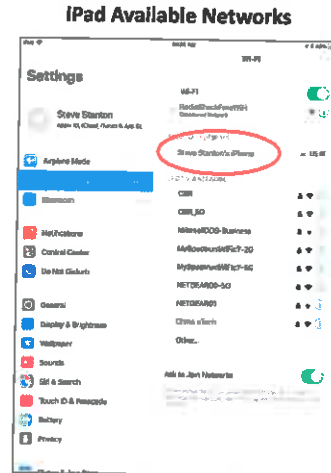


# Using Personal Hotspot

Available networks for a computer might look like this. Note that Steve Stanton's iPhone is listed as are other WiFi networks



This is what the WiFi network selections might look like on an iPad

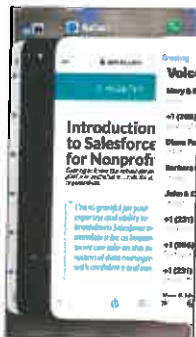


# Multi-Tasking

Multi-tasking allows user to quick and easily **switch between apps** and to **stop apps**

iPhone 10, 11, 12

Swipe 1/4 way up from bottom



Double-click Home Button

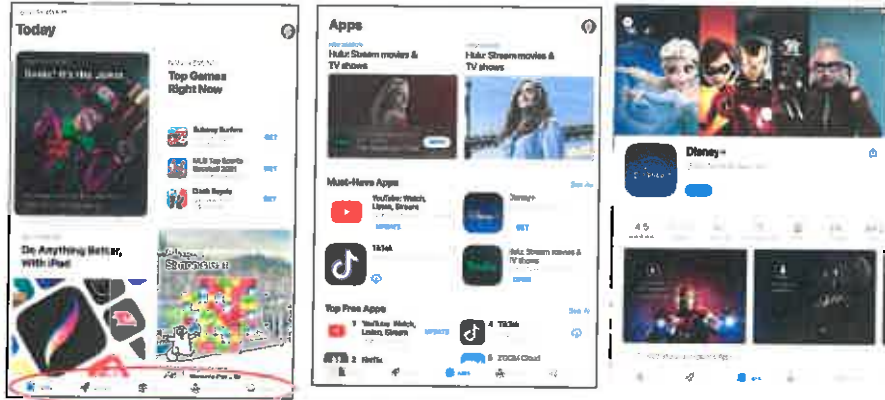
★ Touch app to open it or flick it off the screen to close

iPhone 8 & earlier + iPad





# Installing New Apps



This pop-up appears when you buy an app

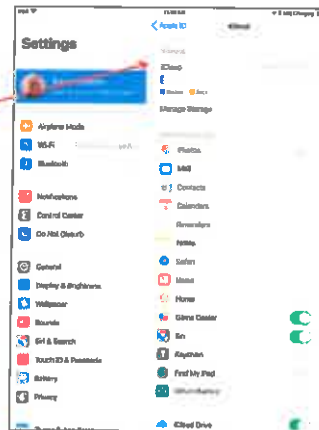
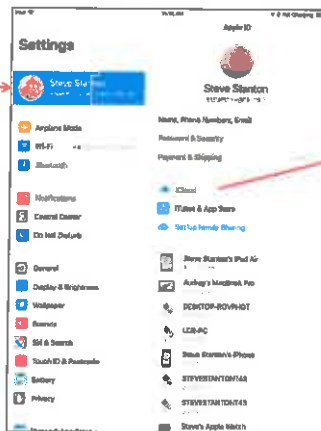


May have to enter Apple password even if app is free



# Backing up using iCloud

Touch your name to get into iCloud settings



## Using the Find my iPhone / iPad App

To access your iCloud account, launch a browser on your computer and go to [www.icloud.com](http://www.icloud.com). Enter your **Apple ID** and **Password** and click the arrow.



Click [here](#) if you have forgotten your Apple ID or Password to reset

### iCloud Content



## Using the Find My App

My iPhone in Lake Leelanau.

Zoom image to see more detail.



My iPad currently in Omena but NOT connected to the Internet.

Ergo, the Find My iPhone / iPad app only works when the device is connected to the Internet.

# iPhone / iPad - Tricks and Tips

**THANK YOU FOR ATTENDING**

Steve Stanton  
leelanau  
**computer**  
repair  
(231) 866-0636  
ssstanton@gmail.com